

10.5 DA 2021-158 - CHANGE OF USE - HEALTH CARE SERVICE - 79 BROOK STREET, MUSWELLBROOK

Responsible Officer:	Sharon Pope - Director - Environment and Planning
Author:	Alisa Evans - Projects Planner
Community Plan Issue:	<i>Support initiatives which reduce the community's impact on the environment</i>
Community Plan Goal:	<i>Require all development proposals to avoid and mitigate against potential environmental impacts and facilitate improved environmental outcomes where possible.</i>
Community Plan Strategy:	<i>Require all development proposals to avoid and mitigate against potential environmental impacts and facilitate improved environmental outcomes where possible.</i>
Attachments:	<p>A. DA 2021-158 Section 4.15 Development Assessment Report ↓</p> <p>B. DA 2021-158 Recommended Conditions of Consent ↓</p> <p>C. DA 2021-158 Proposed Plans ↓</p> <p>D. DA 2021-158 - Proposed Plans Marked up With Assessing Officer Notes Related to Off-street Parking ↓</p>

PURPOSE

This report relates to the determination of DA 2021/158 for the change of use of the building at 79 Brook Street Muswellbrook to a health service facility.

The application is report back to following its deferral at the 26 April 2022 Council Meeting to allow the consideration of an amended site and car park plan. After considering this information Council Officers have put forward an unchanged recommendation to Council.

The application was initially reported to Council for determination as the proposed development did not meet the minimum off-street car parking requirements of the Muswellbrook Development Control Plan 2009.

RECOMMENDATION

Council grant development consent to Development Application 2021-158 for the change of use of the building located at 79 Brook Street, Muswellbrook (Lot 19 DP 701287) to a health service facility, subject the conditions in Attachment B.

Moved: _____ **Seconded:** _____

<input type="checkbox"/> Cr A. Barry	<input type="checkbox"/> Cr M. Bowditch	<input type="checkbox"/> Cr D. Douglas
<input type="checkbox"/> Cr J. Drayton	<input type="checkbox"/> Cr L. Dunn	<input type="checkbox"/> Cr J. Lecky
<input type="checkbox"/> Cr R. Mahajan	<input type="checkbox"/> Cr D. Marshall	<input type="checkbox"/> Cr G. McNeill
<input type="checkbox"/> Cr S. Reynolds	<input type="checkbox"/> Cr R. Scholes	<input type="checkbox"/> Cr B. Woodruff

DESCRIPTION OF THE PROPOSED DEVELOPMENT

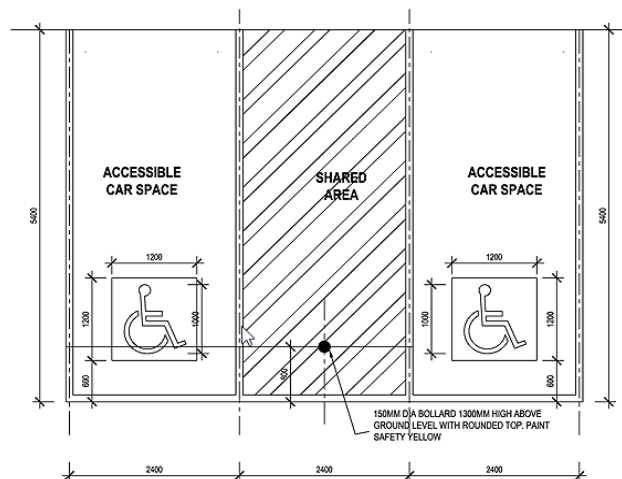
The application is seeking consent for a Change of Use to a Health Service Facility, new pedestrian access and car parking (see Attachment C). The site is currently occupied by a dwelling house, is zoned R1 General Residential and is situated within Muswellbrook Residential Heritage Conservation Area under Muswellbrook Local Environmental Plan 2009 (MLEP 2009).

ASSESSMENT SUMMARY

Council Officers have assessed the development application under the relevant heads of consideration under Section 4.15 of the Environmental Planning and Assessment Act 1979. A copy of the Section 4.15 Assessment is provided in Attachment A. The proposed development application complies with relevant requirements of the MLEP 2009.

Key findings of the section 4.15 assessment include:

- The proposed development was considered against provision of MLEP 2009 and is permitted.
- The proposed development was considered against the provisions of relevant State Environmental Planning Policies (SEPP's) and there are no provisions which would prohibit the proposed development.
- The proposed development does not comply with the requirements of the Muswellbrook Development Control Plan 2009 (MDCP 2009) related to the provision of off-street car parking. A total of three (3) off-street car parking spaces were required while two (2) spaces can be provided once the width requirements of an accessible space are accounted for. When considering this non-compliance Council Officers have had regard to the related MDCP 2009 objectives and formed a view that the proposed development may be supported if the applicant improves the footpath connectivity between the site and Sowerby Street where there is on-street car parking. This would be achieved through the construction of a 2m wide concrete footpath. Conditions related to the design and construction of this footpath have been included in the recommended conditions of consent.
- Amended plans submitted by the applicant dated 26 April 2022 sought to establish that there was sufficient space on-site for the provision of three (3) off-street parking spaces. This has been reviewed by Council Officers who are of the view that there is not sufficient space to provide three (3) off-street car parking spaces where one of the spaces provided incorporates a shared zone required to support an accessible parking space and associated set-down area. The image below is taken from Australian Standard AS/NZS 2890.6-2009 off-street parking for people with disabilities and illustrates the shared zone set-down area requirements for accessible parking. The review of the updated plans by Council Engineers has informed the recommendation.



- With the exception of off-street parking the proposed development is compatible with all other requirements of the MDCP 2009.
- It is considered that the proposed development was unlikely to have any significant adverse environmental impacts.

COMMUNITY CONSULTATION

The development proposal was notified from 4 January to 18 January 2022. No submissions were received.

OPTIONS

The Council may:

- A) Grant development consent to the proposed development subject to the recommended conditions of consent – this is the recommended option;
- B) Grant development consent to the proposed development subject to different conditions of consent; or
- C) Refuse development consent to the proposed development and nominate reasons for refusal.

LEGAL IMPLICATIONS

Where the applicant is dissatisfied with the determination of the development application, they have an opportunity under the provisions of the Environmental Planning and Assessment Act 1979 to appeal that determination at the Land and Environment Court.

CONCLUSION

DA 2021-158 has been reported to Council for determination as the development proposal is noncompliant with MDCP 2009. Staff recommend a condition requiring the installation of a section of concrete footpath along a portion on Sowerby Street to improve access to on-street parking as an alternative.

DEVELOPMENT ASSESSMENT REPORT**Attached:** Site Plan**REPORT TO THE GENERAL MANAGER**

ADDRESS:	LOT: 19 DP: 701287 79 Brook Street MUSWELLBROOK
APPLICATION No:	2021-158
PROPOSAL:	Change of Use to Health Services Facility- Health consulting rooms
OWNER:	Mr R M Haynes & Ms S Marich
APPLICANT:	Ms L Wilson 17 Russell Street QUIRINDI NSW 2333
AUTHOR:	Ms A J Evans
DATE LODGED:	09/12/2021
AMENDED:	13/05/2022
ADD. INFO REC'D:	26/04/2022
DATE OF REPORT:	8 May 2022

SUMMARY

ISSUES: Carparking

SUBMISSIONS: 0

RECOMMENDATION: Approval subject to conditions

1.0 DESCRIPTION OF PROPOSAL

The proposal seeks approval for a change of use from a dwelling house to health service facility - health consulting rooms at 79 Brook Street Muswellbrook (Lot 19 DP 701287). The site is zoned R1 General Residential and is within Muswellbrook Residential Heritage Conservation Area under Muswellbrook Local Environmental Plan 2009 (MLEP 2009).

The existing dwelling house will have access ramps and doors installed to facilitate accessible entry to the premise. Minor demolition and tree removal will be required to accommodate the new works.

The existing garage will be utilised by the practitioner and new parking will be constructed at the rear through removal of the existing retaining wall and construction of a driveway from Sowerby Street.



Figure 1: Site aerial 79 Brook Street, Muswellbrook

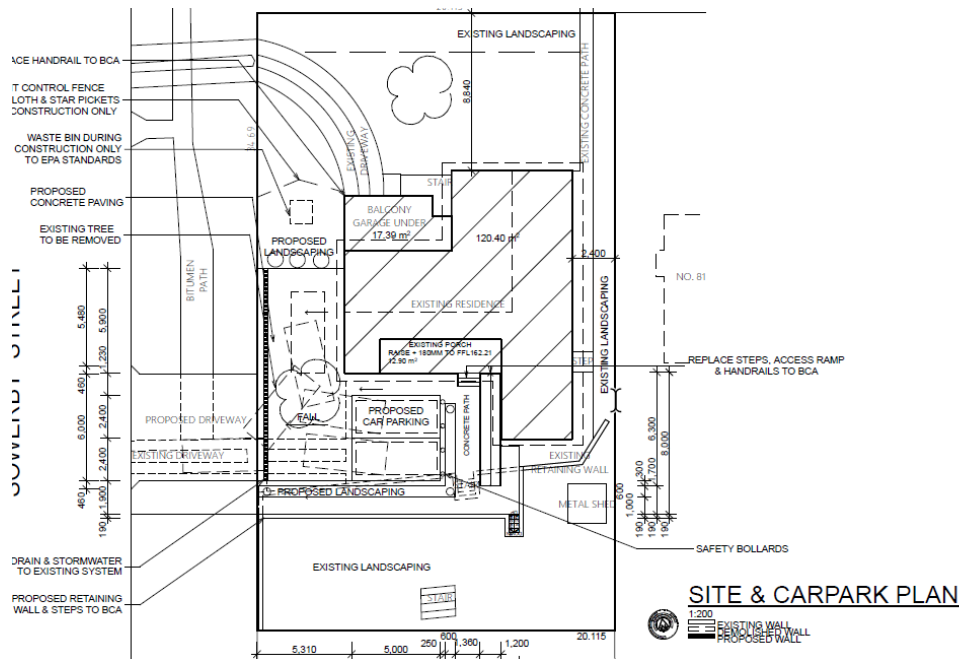


Figure 2 Proposed site and carpark

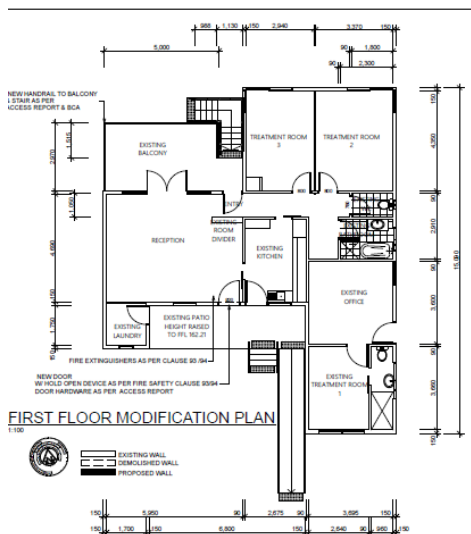


Figure 3 Floor Plan for proposed Health consulting rooms

1.2 Internal Referrals

The application was referred to Council's Building Section and Community Infrastructure. Both have recommended standard conditions of development consent should the application be approved.

1.3 External Referrals

Not required

2.0 ASSESSMENT

Section 4.15 Matters for Consideration

Section 4.15(1)(a)(i) The provisions of any Environmental Planning Instrument (EPI)

The following EPIs, DCPs, Codes and Policies are relevant to this Application:

1. Muswellbrook Local Environmental Plan 2009 (MLEP 2009)

Land Use Zone and Permitted Land Use

The development site is zoned R1 General Residential pursuant to MLEP 2009. The proposal is best defined as *health consulting rooms*, which is permitted with consent in the subject Zone.

Objectives of the R1 General Residential Zone

- To provide for the housing needs of the community.
- To provide for a variety of housing types and densities.
- To enable other land uses that provide facilities or services to meet the day to day needs of residents.
- To enable sensitive infill development of other housing types.
- To allow people to carry out a reasonable range of activities from their homes, where such activities do not adversely affect the living environment of neighbours.
- To promote the principles of ecological sustainable development including energy and water efficient subdivision and housing design.
- To minimise the impact of non-residential uses and ensure these are in character and compatible with surrounding development.
- To ensure that development is carried out in a way that is compatible with the flood risk of the area.

The development proposal achieves the objectives of the Zone.

Relevant Clauses applicable under the Muswellbrook Local Environmental Plan 2009

<i>Part 1 Preliminary</i>	
1.1 Name of Plan	Muswellbrook Local Environmental Plan 2009
1.1AA Commencement	The MLEP 2009 was gazette 17 April 2009.
1.6 Consent authority	The consent authority for this development is Muswellbrook Shire Council.
<i>Part 2 Permitted or prohibited development</i>	
2.2 Zoning of land to which Plan applies	See above
2.3 Zone objectives and Land Use Table	See above
2.5 Additional permitted uses for particular land	NA
2.6 Subdivision—consent requirements	NA
<i>Part 4 Principal development standards</i>	
4.3 Height of buildings	MLEP 2009 specifies a maximum building height of 8 m in relation to the land. The proposal does not involve building works over 4m.
4.4 Floor space ratio	1:2
4.5 Calculation of floor space ratio and site area	complies
4.6 Exceptions to development standards	N/A
<i>Part 5 Miscellaneous provisions</i>	
5.9AA Trees or vegetation not prescribed by development	NA

<i>control plan</i>	
5.10 Heritage conservation	While the works are located within the Muswellbrook Residential Heritage Conservation Area the works are at the rear and are not impacting the overall heritage significance of the area or any adjoining heritage items.
5.11 Bush fire hazard reduction	NA
<i>Part 7 Additional local provisions</i>	
7.1 Terrestrial biodiversity	NA
7.6 Earthworks	The site will have a cut at the rear to accommodate car parking. The retaining wall is with the property boundaries and does not impact adjoining land.

2. State Environmental Planning Policy

The proposed development has been considered against relevant State Environmental Planning Policies. Council Officers are satisfied that the proposal is consistent with requirements of these environmental planning instruments.

Section 4.15(1)(a)(ii) the provisions of any draft EPI.

There are no draft EPIs relevant to the subject Application.

Section 4.15(1)(a)(iii) the provisions of any development control plan

Section 3 – Site Analysis

It is considered that the documentation provided with the Development Application satisfies the provisions of Section 3 of the Muswellbrook DCP.

Section 6 – Residential Development

The proposed works are minor and are at the rear of the property and do not impact the current built form or the adjoining properties.

Section 14 – Outdoor Signage

It is noted that no signage is proposed as part of the application. If any future signage will be require separate approval if it is not compliant with State Environmental Planning Policy Exempt and Complying Codes 2008.

Section 15 – Heritage Conservation

The site is within the Muswellbrook Residential Heritage Conservation Area under MLEP 2009. The proposed works do not significantly alter the existing dwelling. The installation of the driveway and parking area is the most notable change to the streetscape along Sowerby Street. The works are consider to comply with the relevant sections of this chapter of the DCP.

Section 16 – Car Parking and Access

The requirements of Section 16 of the Muswellbrook Development Control Plan related to the provision of off-street carparking for health consulting rooms are as follows have been included in the table below and considered in relation to the proposed development.

Land use	Land Use Requirement	Required	Provided
Health Consulting Room	1 space per practitioner, PLUS 1 space per employee, PLUS 2 spaces for patients of each practitioner.	3	2 (one at rear for patients and the existing garage)

Three parking spaces are required to service the development, while two would be provided under the proposed plans once the parking width requirements for an accessible parking space are accounted for.

While an accessible parking space is required, the Disability Access Report submitted with the application advises that the space does not need to be signposted.

Below is an extract from 'Disability Access Report, 79 Brook Street, Muswellbrook' prepared by Access Solutions NSW Pty Ltd.

Accessible Car Parking

There are less than 5 parking spaces and BCA D3.5 (d) states that a space for people with disability, "need not be identified with signage where there is a total of not more than 5 carparking spaces so as to restrict the use of the car parking space only for people with a disability."

The BCA requirement was reviewed by Council's Building Surveyor to confirm that the space must be constructed as per the accessible standard (AS).

The inclusion of a parking space that conforms with the accessible parking width requirements would use space that could otherwise be used to provide a third car parking space and causes the development to be non-compliant with the DCP off-street car parking requirement. The applicant's SoEE notes to the availability of on-street car parking in the vicinity of the development site, in particular in Sowerby Street.

In line with advice from Council's engineers, the Assessing Officer has formed a view that the proposed development may be considered to be compatible with the DCP objectives and supported where connectivity improvements are made between the site and on-street parking. It is recommended that a condition be imposed requiring.

The upgrade/construction of a 2m wide concrete footpath within the Sowerby Street Road Reserve for the frontage of the development site.

An amended plan was submitted for considerations 26/04/2022 showing 2 car parks at the rear. One was described as accessible.

The plans were reviewed by community and Infrastructure and the recommendation remains unchanged (the plans have been amended in red to reflect the comments).

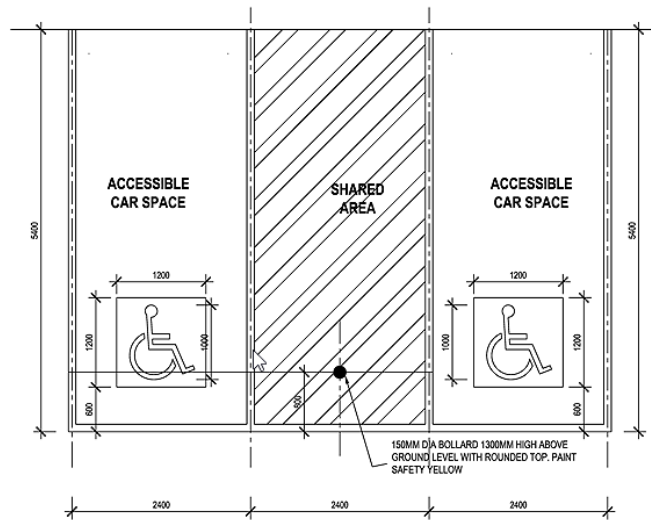


Figure 4: Example of Accessible parking design

Section 94A Contributions Plan 2009

No developer contribution will apply to the proposed development should the Application be approved as the proposed works are valued under \$100,000.

Section 4.15(1)(a)(iia) the provisions of any planning agreement

There are no planning agreements relevant to the subject Application.

Section 4.15(1)(a)(iv) the provisions of the regulations

The Environmental Planning and Assessment Regulation 2022 applies to the development and the development complies.

Section 4.15(1)(a)(v) the provisions of any coastal zone management plan

This item is not relevant to the subject Application.

Section 4.15(1)(b) the likely impacts of that development

Through the assessment of the development application Council Officers considered the likely impacts of the proposed development. These impacts are broadly commented on under previous headings of this report.

Council Officers are satisfied that the development is unlikely to have any significant adverse environmental impact that may substantiate the refusal of the proposed development.

Section 4.15(1)(c) the suitability of the site for the development

It is considered that the development is compatible with surrounding land uses and site characteristics, subject to consent conditions.

Section 4.15(1)(d) any submissions made

The application was notified for a period of fourteen days from 4 January 2022 to 18 January 2022.

No submissions were received during the notification period:

Section 4.15(1)(e) the public interest.

It is considered that the proposal is not contrary to the public interest.

3.0 CONCLUSION

The application has been assessed in accordance with legislation. It is recommended the application be approved subject to conditions of consent.

Signed by:

Alisa Evans
Project Planner

Date: 8 May 2022

IDENTIFICATION OF APPROVED PLANS

1. Approved Plans and Supporting Documents

The development being carried out in accordance with the development application and the drawings referenced below, and endorsed with Council's approval stamp, except where amended by the following conditions and any amendments in red.

Drawing No.	Revision No.	Page No.	Drawn by.	Dated.
2106	-	1, 3, 4 and 5	Organic Home Design	21/11/2021
2106	2	2	Organic Home Design	26/04/2022

2. Health Consulting Rooms

No more than one (1) health practitioner is permitted to operate from the premises, unless otherwise approved by Council in writing.

The employment of additional health consulting professionals would require the provision of additional car parking in accordance with the Muswellbrook Development Control Plan 2009.

OPERATIONAL CONDITIONS IMPOSED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT AND REGULATIONS AND OTHER RELEVANT LEGISLATION

3. Building Code of Australia

All building work must be carried out in accordance with the provisions of the Building Code of Australia.

ANCILLARY MATTERS TO BE COMPLETED PRIOR TO THE ISSUE OF THE CONSTRUCTION CERTIFICATE

4. Construction Certificate Requirement

No works shall commence on site until such time as a Construction Certificate has been issued for either part or all of the works. If a certificate is issued for part of the works it must cover the works being undertaken onsite.

5. Footpath Construction Requirement

Prior to the issue of a Construction Certificate the person acting with this consent is to submit to Council for approval a design for the construction of a 2m wide concrete footpath within the Sowerby Street Road Reserve from the Sowerby Street/Brook Street intersection for the frontage of the development site.

The footpath design should be prepared to by a suitably qualified civil engineer and is to comply with the provisions of Council's Policy F/10 Footpath Kerb and Guttering.

For more information regarding Council's footpath and design requirements it is recommended that you contact Council's Manager Roads Drainage and Technical Services on 6549 3700.

6. Section 138 Permit

Prior to the issue of a Construction Certificate, or the carrying out of works within the road reserve related to the footpath construction, the person acting with this consent is to obtain a Section 138 permit from Council for all works within the road reserve.

For more information related to the Section 138 permit application please contact Council Community Infrastructure Officers on 65493700 or visit Council's website.

7. Off Street Car Parking

A total two 2 off-street car-parking spaces, together with access driveways, shall be constructed, paved, line marked and signposted in accordance with the approved development plans, appropriate Australian Standards and industry best practice as appropriate. The plans shall also nominate the allocation of parking spaces for specific purposes as required by conditions of this consent. Detailed plans for the construction of these areas in accordance with this requirement shall be submitted to the Certifying Authority for approval with the Construction Certificate.

CONDITIONS THAT MUST BE ADDRESSED PRIOR TO COMMENCEMENT

8. Sediment and Erosion Control

Adequate measures for erosion and sediment control shall be provided prior to commencing construction works. As a minimum, control techniques are to be in accordance with 'The Blue Book' published by Landcom provisions on Erosion and Sediment Control, or a suitable effective alternative method.

All required sedimentation control techniques are to be properly installed prior to the commencement of any site works and maintained in a functional and effective condition throughout the carrying out the development.

9. Site Sign

A sign must be erected in a prominent position on any work site on which work involved in the erection or demolition of a building is being carried out:

- (a) stating that unauthorised entry to the work site is prohibited;
- (b) showing the name of the principal contractor (or person in charge of the work site), and a telephone number at which that person may be contacted at any time for business purposes and outside working hours; and
- (c) showing the name, address and telephone number of the Principal Certifying Authority for the work.

Any such sign must be maintained while building work or demolition work is being carried out but must be removed when the work has been completed.

This condition does not apply to building works being carried out inside an existing building.

10. Damage to Public Infrastructure

The applicant shall bear the cost of all restoration works to Council property damaged during the course of this development. The applicant shall submit in writing and/or photographic record, of any existing damage to Council property before commencement of work.

Note: This documentation will be used to resolve any dispute over damage to infrastructure. If no documentation is received prior to commencement of work it will be assumed that the infrastructure was undamaged and the applicant will be required to restore all damaged infrastructure at their expense.

11. Site Facilities

- (a) If the development involves building work or demolition work, the work site must be fully enclosed by a temporary security fence (or hoarding) before work commences.
- (b) A minimum width of 1.2m must be provided between the work site and the edge of the roadway so as to facilitate the safe movement of pedestrians.
- (c) Any such hoarding or fence is to be removed when the work has been completed.
- (d) A garbage receptacle fitted with a tight-fitting lid for the reception of all food scraps and papers from the work site must be provided prior to building work commencing and must be maintained and serviced for the duration of the work.
- (e) Toilet facilities must be provided on the work site at the rate of one toilet for every 20 persons or part of 20 persons employed at the work site.
- (f) Each toilet provided must:
 - be a standard flushing toilet, connected to a public sewer, or
 - if connection to a public sewer is not available, to an on-site effluent disposal system approved by the council, or
 - an approved temporary chemical closet.
- (g) The provision of toilet facilities must be completed before any other work is commenced.
- (h) A person having the benefit of this certificate who causes an excavation that extends below the level of the base of the footings of a building on an adjoining allotment of land must at their own expense and where necessary:
 - protect and support the building from damage, and
 - If necessary, underpin and support the building in accordance with the details prepared by a professional engineer.
- (i) A person having the benefit of this certificate who causes the excavation must, at least 7 days before commencing this work, give notice of intention to do so to the owner of the adjoining allotment of land and provide particulars of the proposed work.
- (j) Erosion and sediment controls must be provided in accordance with the details shown on the approved plans, prior to the disturbance of any soil on the work site.

12. Materials

In accordance with the provisions of the Muswellbrook Development Control Plan the external cladding of the building shall be constructed from non-reflective cladding. Zincalume or reflective white sheet metal cladding is not be used without the prior written approval from Council.

13. Vehicle Entry

Prior to commencing construction of the driveway/vehicle crossing/layback, within the road reserve, a permit for the work must be obtained from Council, under Section 138 of the Roads Act 1993.

Note: The driveway area to be in accordance with Council's standard drawings for cross-overs and driveway construction with any driveway strips will be infilled.

14. Section 68 Local Government Act Approval

Prior to the commencement of any works the applicant is to obtain a Section 68 Local Government Act approval for all water supply, sewer and stormwater drainage works.

CONDITIONS THAT MUST BE COMPLIED WITH DURING DEMOLITION AND BUILDING WORK**15. Construction Hours**

- (a) Subject to this clause, building construction is to be carried out during the following hours:
 - i. between Monday to Friday (inclusive)—7.00am to 6.00pm
 - ii. on a Saturday—8.00am to 1.00pm
- (b) Building construction must not be carried out on a Sunday or a public holidays.
- (c) Demolition works and excavation works must only be carried out between Monday to Friday (inclusive) between 8.00am and 5.00pm.
- (d) The builder and excavator must display, on-site, their 24 hour contact telephone numbers, which are to be clearly visible and legible from any public place adjoining the site.

16. Prohibition on Use of Pavements

Building materials and equipment must be stored wholly within the work site unless prior written approval has been obtained from Council. Equipment must not be operated on the footpath or roadway unless prior written approval has been obtained from council.

17. Excavation/Demolition

- (a) All excavations and backfilling associated with the erection or demolition of a building must be executed safely and in accordance with appropriate professional standards.

- (b) All excavations associated with the erection or demolition of a building must be properly guarded and protected to prevent them from being dangerous to life or property.
- (c) Demolition work must be undertaken in accordance with the provisions of AS2601- Demolition of Structures.
- (d) The builder is to ensure that persons working on the site comply with the Safe Authority's requirements.

18. Erosion and Sediment Controls

The approved Sediment & Erosion controls shall be reinstated daily prior to workers leaving the site if modified at any time. Any sediment that escapes from the site shall be cleaned, collected and disposed of to Council's waste management facility or the sediment shall be returned to the site on a daily basis.

19. Site Waste Minimisation

Throughout the carrying out of building works the person acting with this consent shall take reasonable steps to minimise waste from the carrying-out of the development in accordance with the following objectives of Chapter 24 Waste Minimisation and Management of Council's Development Control Plan.

- Optimise adaptive reuse opportunities of existing building/structures
- Maximise reuse and recycling of materials
- Minimise waste generation
- Ensure appropriate storage and collection of waste
- Minimise environmental impacts associated with waste management
- Avoid illegal dumping
- Promote improved project management.

CONDITIONS WHICH MUST BE COMPLIED WITH PRIOR TO THE ISSUE OF THE OCCUPATION CERTIFICATE
--

20. Occupation

The building is not to be used or occupied until a final inspection has been carried out and an occupation certificate has been obtained from the Principal Certifying Authority.

21. Off-street Carparking

Prior to the issue of an Occupation Certificate, off-street car-parking spaces, together with access driveways, shall be constructed, paved, line marked and signposted in accordance with the approved development plans.

22. Footpath

Prior to the issue of an Occupation Certificate, a 2m wide concrete footpath is to be constructed within the Sowerby Street road reserve for the full frontage of the site.

Note: the works are to be approved under Section 138 of the Roads Act 1993.

23. Clause 93 Considerations

Under clause 93 of the Environmental Planning & Assessment Regulation, the following fire safety/Building Code of Australia (BCA) works are to be undertaken with the construction certificate works and are to be completed prior to the issue of the Occupation Certificate:

1. The existing exit door that does not swing in the direction of egress are to be provided with hold open device which allow the door to be held in the open position in an emergency in accordance with D2.20 of the BCA.
2. The door furniture of the required exit of the building is to be modified so that it is readily openable without a key by a single hand downward action or pushing action on a single device located between 900 mm and 1100 mm above the floor level in accordance with D2.21 of the BCA.
3. Portable fire extinguishers are to be provided throughout the health consultancy in accordance with AS 2444 and E1.6 of the BCA.

23. Fit-out to be in accordance with relevant legislation and standards

The premises, including the premise fit out, installation of all equipment, fixtures and fittings, must comply with the requirements of The Public Health Act, the NSW Health.

24. Registration with Council

Prior to commencement of trade the business is to be registered with Council's Environmental Health Section.

The person acting with this consent is to provide Council's Environmental Health Officer of an itemised list of activities being undertaken on the premises.

25. Final inspection by Council's Environmental Health Officer required

A satisfactory final inspection is to be undertaken of the premises by Council's Environmental Health Officer. Council's Environmental Health Officer is to be given a minimum seventy-two (72) hours' notice to inspect the premises.

CONDITIONS THAT MUST BE COMPLIED WITH AT ALL TIMES

26. Stormwater Disposal

All stormwater from the development including all hard surfaces and overflows from any rainwater tanks is to be collected and disposed of via a connection to the stormwater system or a new stormwater line which conveys water to Sowerby Street.

Note: Prior to the carrying out of stormwater works the person carrying out those works must obtain the approval of Council for the works under Section 68 of the Local Government Act.

27. Traffic Movements

At all times traffic movements to and from the site shall occur in a forward direction.

28. Hours of Operation –

The business may be open for business only between the following hours:-

Monday to Sunday 8:00am to 8:00pm

Upon expiry of the permitted hours, all business operations shall immediately cease, no person shall be permitted entry and all customers on the premises shall be required to leave within the following half hour.

29. Hygiene

The premises must be always kept in a clean and hygienic condition.

REASON FOR IMPOSITION OF CONDITIONS:

The reason for the imposition of the following conditions is to ensure, to Council's satisfaction, the objects of the *Environmental Planning and Assessment Act 1979* (as amended) are achieved:

- (a) To encourage:
 - (i) The proper management, development and conservation of natural and artificial resources, including agricultural land, natural areas, forest, minerals, water, cities, towns, and villages for the purpose of promoting the social and economic welfare of the community and a better environment;
 - (ii) The promotion and co-ordination of the orderly and economic use of development of land;
 - (iii) The protection, provision, and co-ordination of communication and utility services;
 - (iv) The provision of land for public purposes;
 - (v) The provision and co-ordination of community services and facilities;
 - (vi) The protection of the environment, including the protection and conservation of native animals and plants including threatened species, populations, and ecological communities and their habitats;
 - (vii) Ecologically Sustainable Development; and
 - (viii) The provision and maintenance of affordable housing.
- (b) To promote the sharing of the responsibility for environmental planning between the different levels of government in the State.
- (c) To provide increased opportunity for public involvement and participation in environmental planning and assessment.

ADVICE:

- Where indicated by specific reference in a condition above, approval is also granted for Section 68 of the Local Government Act 1993 to carry out sewer drainage, water supply work and stormwater drainage.
- You are advised that changes to the external configuration of the building, changes to the site layout, density and unit configuration or internal changes to the proposed building or any changes to the proposed operation of a use **MAY** require the submission of a modification under Section 96 of the Environmental Planning & Assessment Act, 1979. Any such changes may need to be the subject of a separate Development Application.

Please bear this in mind before preparing documentation in support of a Construction Certificate application. Council staff would be pleased to assist in identifying such changes which may require the submission of a modification of a Development Application under Section 4.55 of the Environmental Planning & Assessment Act.

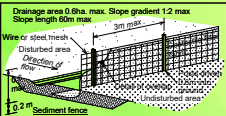
- This document is a development consent only and does not authorise construction or subdivision works to commence. Prior to commencing any building, subdivision or associated construction works, the following provisions of the Environmental Planning and Assessment Act 1979 (the 'Act') are to be complied with:
 - (i) A Construction Certificate is to be obtained in accordance with Section 6.7 of the Act.
 - (ii) A Principal Certifying Authority is to be appointed and Council is to be notified of the appointment in accordance with Section 6.6(1) of the Act.
 - (iii) Council is to be notified at least two (2) days before the intention to commence building works, in accordance with Section 6.6(2) of the Act.
- The applicant may apply to the Council or an Accredited Certifier for the issuing of a Construction Certificate and to be the Principal Certifying Authority to monitor compliance with the approval and issue necessary documentary evidence or certificate/s.
- Failure to comply with any of the above requirements is an offence under the provisions of the Act and may result in enforcement action being taken by Council if these requirements are not complied with.

RIGHT OF APPEAL:

Sections 8.2, 8.3, 8.4, 8.5 of the Environmental Planning and Assessment Act 1979 provide that the applicant may request the Council to review the determination. The request must be made in writing (or on the review application form) within six (6) months *after receipt of this Notice of Determination*, together with payment of the appropriate fees. It is recommended that the applicant discuss any request for a review of the determination with Council Officers before lodging such a request.

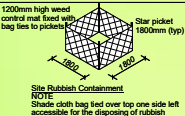
If you are dissatisfied with this decision, Section 8.7, 8.10 of the Environmental Planning and Assessment Act, 1979 give you the right to appeal to the Land and Environment Court within six (6) months after the date on which you receive this notice.

Drainage area 0.6ha, max. Slope gradient 1:2 max
Slope length 50m max



1.5m x 1.5m sediment fence

1200mm high weed control mat fixed with bag ties to pickets

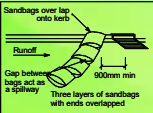


Star picket (1800mm typ)

Site Rubbish Containment

NOTE: Shovel cloth bag tied over top one side left accessible for the disposing of rubbish

Sandbags over top onto kerb



Runoff

Gap between bags and kerb

900mm min

Three layers of sandbags with ends overlapped

NOTE

1 No vehicle crossing or stockpiling of material on vegetation buffer

2 All sedimentation control structures to be inspected & maintained by site manager daily

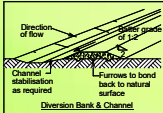
3 All sediment retaining structures to be cleaned on reaching 50% storage capacity

4 All existing vegetation will be retained outside the construction site

5 Clean sediments from footpaths, driveways & roads daily

6 Flood drainage to sealed gutter to street gutter on roof completion

Direction of flow



Channel of stabilization as required

Diversion Bank & Channel

Furrows to bond back to natural surface

NOTES

- * ALL WORKMANSHIP AND MATERIALS SHALL COMPLY WITH ALL RELEVANT CODES, ORDINANCES, AUSTRALIAN STANDARDS, MANUFACTURERS INSTRUCTIONS AND COUNCIL REQUIREMENTS.
- * CHECK ALL DIMENSIONS AND LEVELS ON-SITE PRIOR TO CONSTRUCTION COMMENCING OR ORDERING MATERIALS.
- * FIGURED DIMENSIONS SHALL BE TAKEN IN PREFERENCE TO SCALED READINGS. CONTACT THE DESIGNER REGARDING ANY DISCREPANCIES.
- * ALL LEVELS ARE TO BE CONFIRMED AND CONSTRUCTION SET OUT BY A REGISTERED SURVEYOR.

THE ACCESS REPORT REQUIREMENTS ARE TO BE ADHERED TO WITH THIS PLAN

1. TITLE & NOTES

2. SITE & CAR PARK PLAN

3. GROUND & FIRST FLOOR PLAN

4. ELEVATIONS

5. DETAILS

6. APPENDIX A -ACCESS REPORT

7. APPENDIX B - SoEE

8. APPENDIX C - SIVINART HOLISTIC LIVING CLINIC NOTES

Organic Home Designs

organichomedesigns@gmail.com

0425 300 228

CLIENT: SIVANART HOLISTIC LIVING

PROJECT: PROPOSED THERAPUTIC MESSAGE CLINIC
AT LOT 19 DP 701287
79 BROOKS STREET
MUSWELLBROOK 2333

ISSUE:

DRAWING TITLE: TITLE PAGE

DATE: 27/11/2021

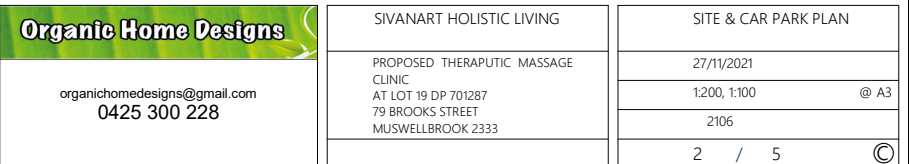
SCALE: 1:200, 1:100 & 1:50 @ A3

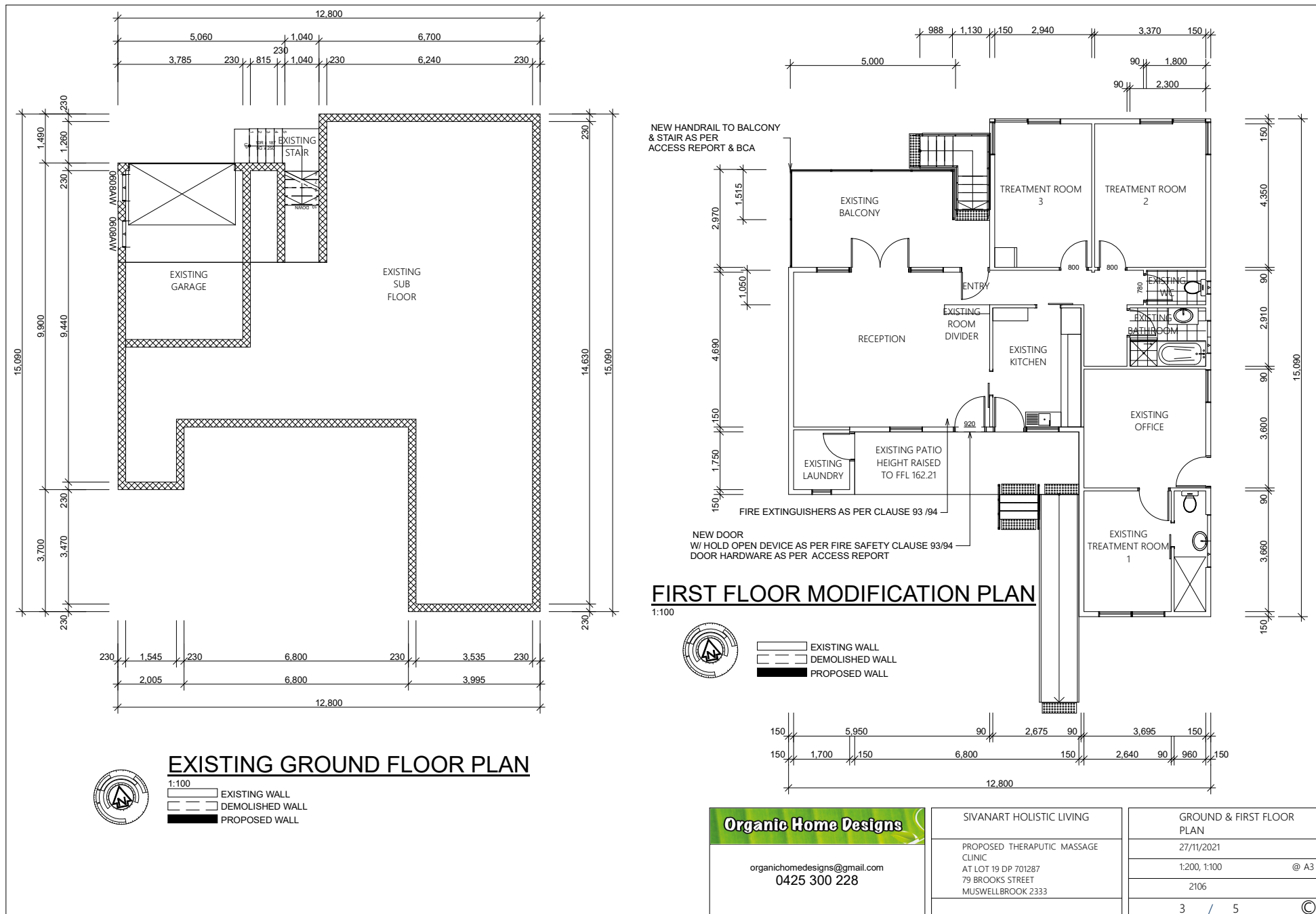
DRAWING NO: 2106

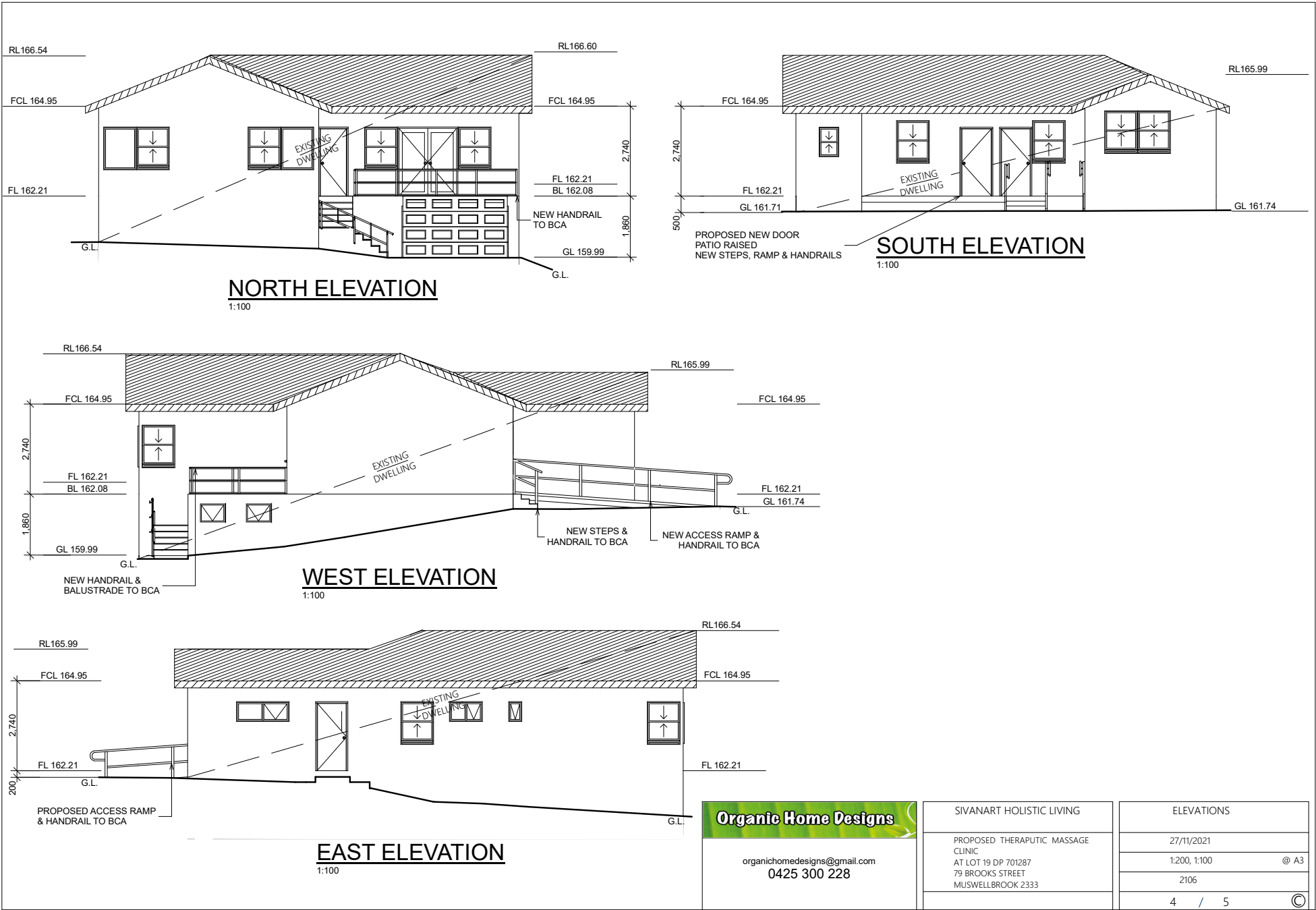
PAGE NO: 1 / 5

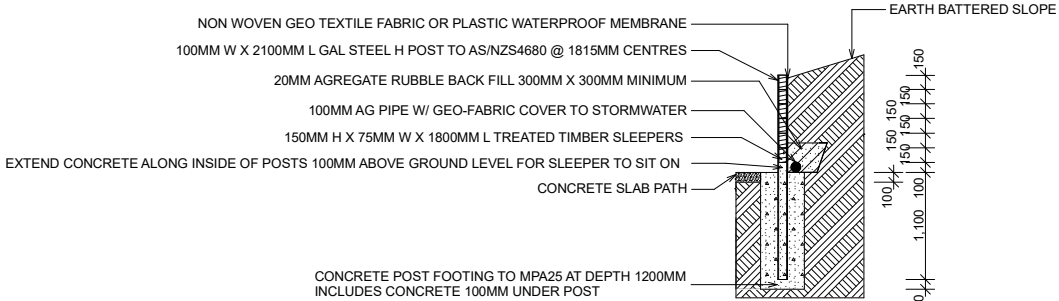
Attachment C

Page 351



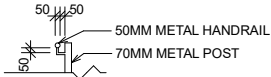






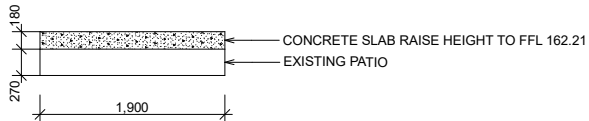
RETAINING WALL DETAIL SECTION

1:50



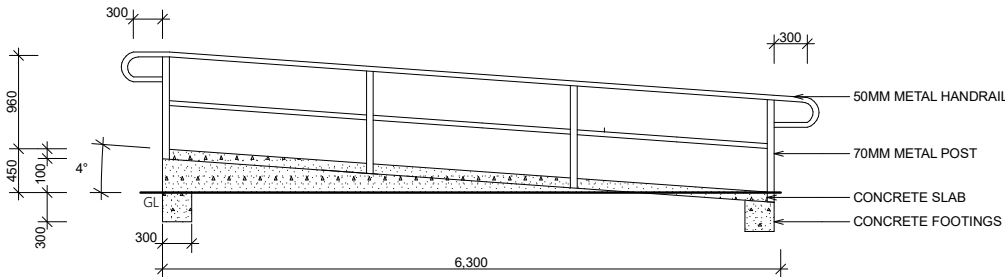
HANDRAIL DETAIL

1:50




PATIO DETAIL

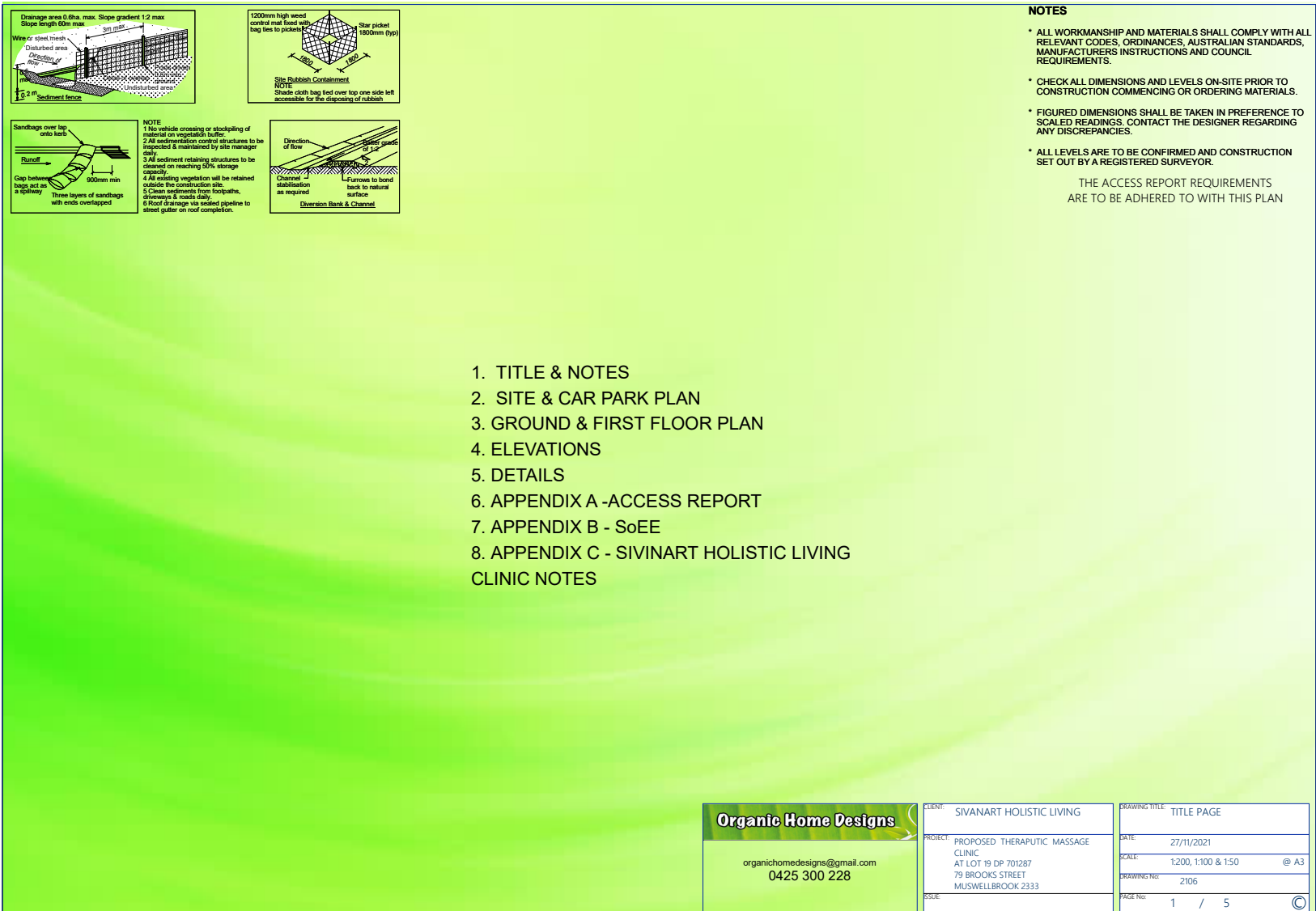
1:50

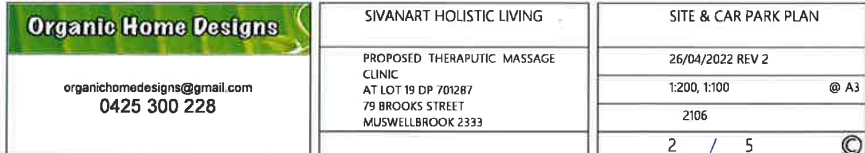


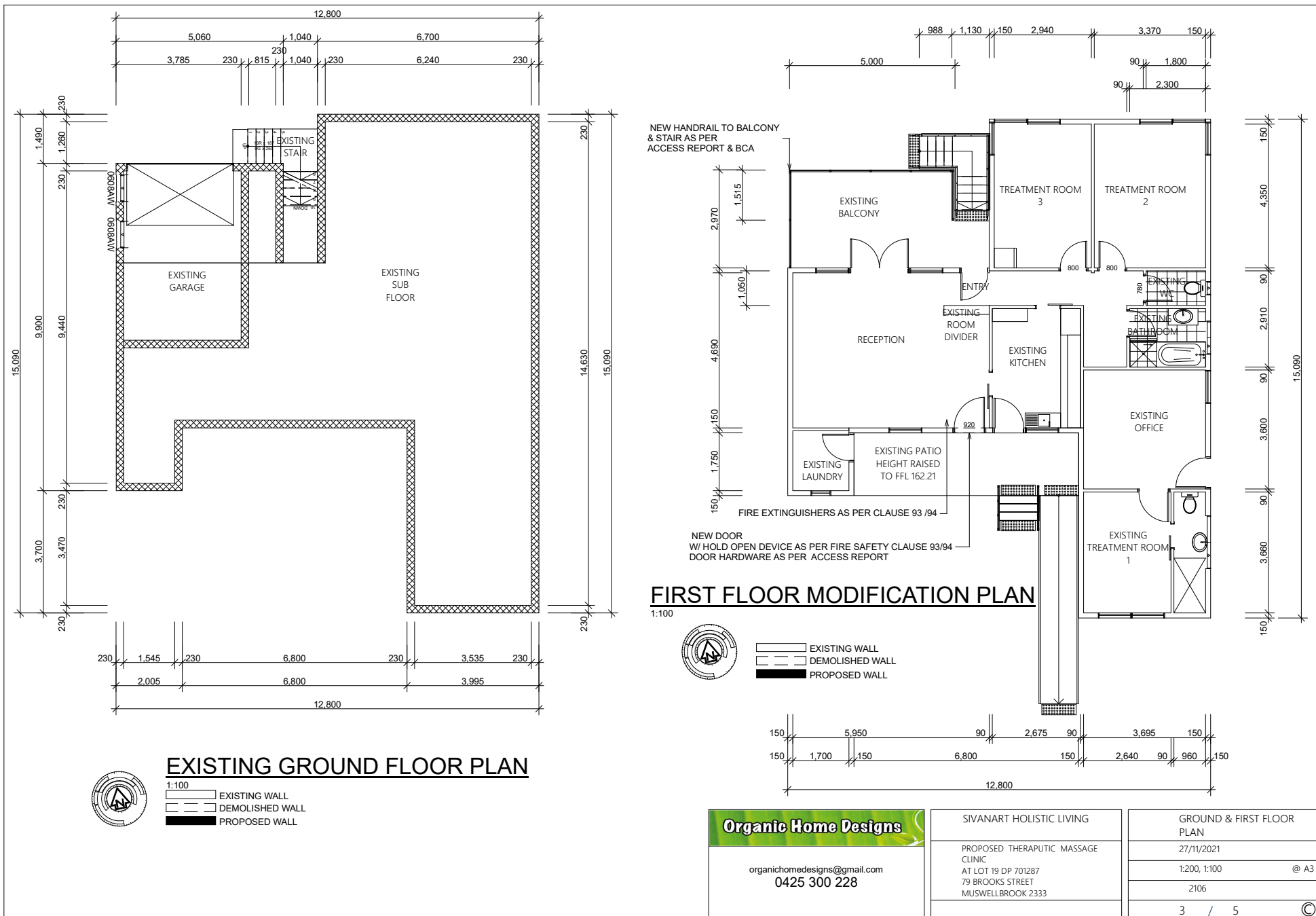
ACCESS RAMP A DETAIL

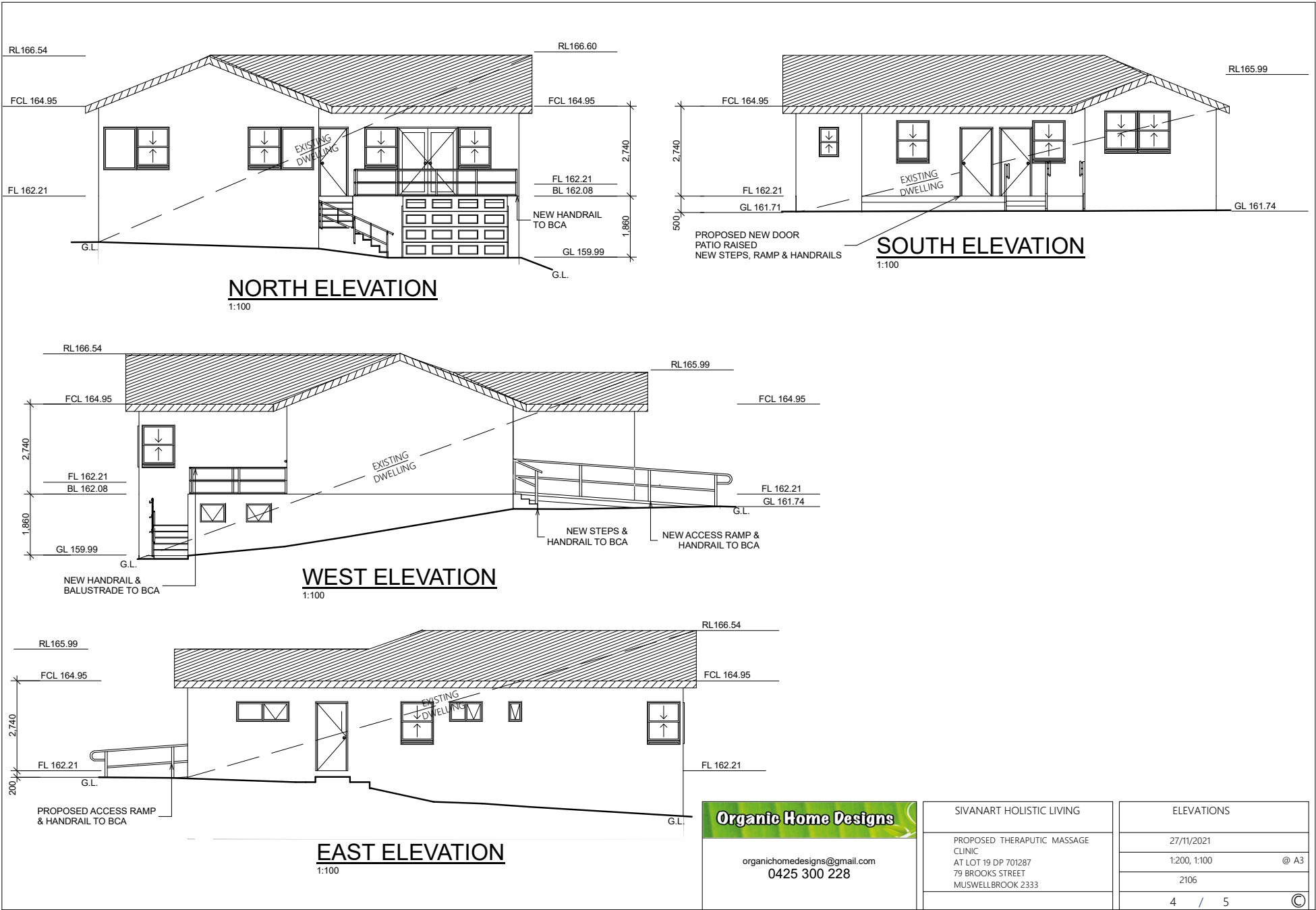
1:50

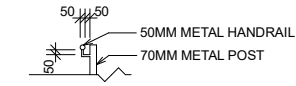
 organichomedesigns@gmail.com 0425 300 228	SIVANART HOLISTIC LIVING	DETAILS
	PROPOSED THERAPUTIC MASSAGE CLINIC	07/12/2021
	AT LOT 19 DP 701287 79 BROOKS STREET MUSWELLBROOK 2333	1:200, 1:100 @ A3
		2106
		5 / 5 REV 2 ©



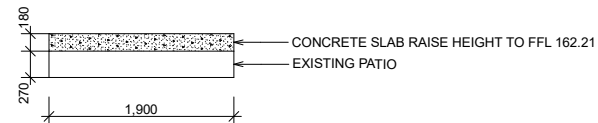









RETAINING WALL DETAIL SECTION



Technical drawing of a handrail cross-section. The drawing shows a handrail with a 50mm metal handrail, 70mm metal post, concrete slab, and concrete footings. Dimensions include a total height of 960, a base width of 300, and a total length of 6,300. The drawing also indicates a 4° slope and a 300mm offset for the concrete footings.

ACCESS RAMP A DETAIL

 <p>organichomedesigns@gmail.com 0425 300 228</p>	SIVANART HOLISTIC LIVING	DETAILS	
	PROPOSED THERAPUTIC MASSAGE CLINIC	07/12/2021	
	AT LOT 19 DP 701287 79 BROOKS STREET MUSWELLBROOK 2333	1:200, 1:100	@ A3
		2106	
		5 / 5	REV 2

10.6 COMMUNITY WAR ON WASTE GRANTS

Attachments:	Nil
Responsible Officer:	Sharon Pope - Executive Manager - Environment and Planning
Author:	Michael Brady - Sustainability Officer
Community Plan Issue:	<i>Support initiatives which reduce the community's impact on the environment</i>
Community Plan Goal:	<i>Carry out actions under the Sustainability Action Plan as it relates to air quality, waste reuse and minimisation, electricity minimisation, Council's Renewable Energy Target and food waste minimisation.</i>
Community Plan Strategy:	<i>Support business and engage with the community in regard to waste minimisation and re-use..</i>

PURPOSE**OFFICER'S RECOMMENDATION**

Council approve the grants as recommended in Table 1 of this report.

Moved: _____ **Seconded:** _____

BACKGROUND

Local community groups were recently invited to apply for financial and practical support to join Council's *War on Waste* program. The program is aimed at diverting waste from landfill and reducing the amount of waste produced. This program is funded through the *NSW Better Waste and Recycling Fund*.

Grants of up to \$4,000 are available on a matched funding basis. In-kind support contributions such as donated goods, services or work to support a project could be considered.

Seven applications were received and were assessed according to:

- the amount of waste reduction that is likely to occur as a result of the project, measured by the weight of waste likely to be diverted from landfill; and
- the level of awareness raising and education the project is likely to have, measured by the number of people likely to be impacted by the project.

Reducing waste not only keeps valuable materials out of landfill, it benefits the environment by reducing gas emissions and the need for new materials. Reducing and reusing can also save money at home and the workplace.

CONSULTATION

- Executive Manager Planning, Environment and Regulatory Services
- Senior Coordinator Waste Operations

REPORT

Council received 7 applications for the *Community War on Waste* grant program. Grants were assessed based on the following criteria and conditions:

1. Grant applications had to be from incorporated community groups, registered charities, childcare centres and educational facilities with facilities in the Muswellbrook Shire Local Government Area.
2. Grants were for projects with the diversion of waste from landfill as the major objective.
3. Applications were prioritised by:

- a. the amount of waste reduction that is likely to occur due to the project. This can be measured by the weight of the waste likely to be diverted from landfill.
- b. the level of awareness raising and education is likely to have. This can be measured by the number of people likely to be impacted by the project.

NB: The above requested information can be accurate estimates.

Officers assessed each application and make the following recommendations:

Table 1 - Community War on Waste Grant Program (total funding pool \$24,000)

Application	Project	Officer's Recommendation
1. Richard Gill School	Garden shed to assist with establishing food producing garden beds, and composting bins.	Approve grant for \$3248.18 Ex GST.
2. Muswellbrook Out of School Hours (MOOSH)	Waste education resources.	Approve grant for \$4000 Ex GST.
3. St Nicholas Early Education	Food waste education, worm farms and composting system.	Approve grant \$2,107.11 Ex GST.
4. St Joseph's Denman	Food and other waste education, worm farms , gardens and chickens.	Approve grant for \$3800 Ex GST.
5. Muswellbrook South Public School	Waste education, garden, worm farming and composting system.	\$4000 Ex GST.
6. Martindale Public School	Composting and container bins.	Do not approve grant for \$334 Inc. GST. The application was not completed correctly and can be funded from another source.
7. Community Health	Composting and garden system	Do not approve grant for \$400 Inc. GST. The applicant group does not meet the criteria for this program, but the assistance can be provided from another source.

Staff will work with the two groups that are not recommended receive grants to ensure their requested project resources are funded by another source.

OPTIONS

1. Council approves the grant allocations as recommended in Table 1.
2. Council rejects all or some of the recommendations in Table 1.

SOCIAL IMPLICATIONS

Enabling schools and community groups to establish gardens, composting systems and worm farms as a means to reduce waste also has the benefit of teaching people about the environment, growing their own food and making different choices at the point of purchasing products.

FINANCIAL IMPLICATIONS**Ongoing Operational and Maintenance Costs Implications Associated with Capital Project****1. Financial Implications – Capital**

None

2. Financial Implications – Operational

This grant is funded through the Better Waste and Recycling fund. The projects are submitted to and approved by the EPA. The non-funded projects will be funded through the waste minimisation operational budget.

POLICY IMPLICATIONS

None

STATUTORY IMPLICATIONS

None

LEGAL IMPLICATIONS

None

OPERATIONAL PLAN IMPLICATIONS

Council's Operational Plan 2021-2022 states the following.

GOAL 1.4 | SUPPORT INITIATIVES WHICH REDUCE THE COMMUNITY'S IMPACT ON THE ENVIRONMENT

Code 14.1 **Carry out actions under the Sustainability Action Plan**

Action 14.01.06

Conduct a minimum of two education programs or events to engage businesses and the broader community to minimise waste and encourage reuse. This could include providing grants to community groups, residents and local businesses.

RISK MANAGEMENT IMPLICATIONS

None

WASTE MANAGEMENT IMPLICATIONS

These grants highlight to the community measures they could take to reduce their waste.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

There will be a requirement to promote these grant funded projects in order to encourage the community to undertake sustainable waste management. These promotional items will need to comply with requirements of the NSW Government.

10.7 MONTHLY REPORT TO COUNCIL - PLANNING, ENVIRONMENT AND REGULATORY SERVICES

Attachments:	Nil
Responsible Officer:	Sharon Pope - Director - Environment and Planning
Author:	Tracy Ward - Sustainability Officer Michael Brady - Sustainability Officer Kelly Lynch - Administration Officer
Community Plan Issue:	<i>A Council that is well managed, efficient and properly resourced and that is responsive to its communities and stakeholders</i>
Community Plan Goal:	<i>Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.</i>
Community Plan Strategy:	<i>Appropriate matters are reported to Council in a timely manner in accordance with the Financial Control and Reporting Policy.</i>

PURPOSE

To provide an update on activities in the Planning, Environmental and Regulatory Services section.

OFFICER'S RECOMMENDATION

The information contained in this report be noted.

Moved: _____ Seconded: _____

REPORT

PLANNING AND ENVIRONMENT

Table 1: Development Applications Approved (22 February to 22 March 2022)

DA No.	DESCRIPTION	PROPERTY	VALUE (\$)
2022/20	Single Storey Dwelling	110 Ironbark Road Muswellbrook	\$494,890
2022/14	Alterations and additions to industrial Shed	29 Wallarah Road Muswellbrook	\$27,082
2022/11	Ancillary Development - Shed	10 St Heliers Street Muswellbrook	\$23,679
2022/9	Ancillary Development - Shed Extension	91 Woodland Ridge Road Muscle Creek	\$17,951
2022/8	Ancillary Development - Shed	59 Stockyard Parade Muswellbrook	\$28,119
2022/7	Ancillary Development - Shed	10 Ted Clay Street Muswellbrook	\$33,000
2021/33/2	S4.55 (2) Modification of Development Consent for Continued Operation of Wind Monitoring Mast Development	Sandy Creek Road McCullys Gap	Withdrawn
2022/4	Ancillary Development - Garage	36-38 Finnegan Crescent Muswellbrook	\$19,500
2022/2	Ancillary Development - Shed	11 Sepoy Crescent Muswellbrook	\$10,000

DA No.	DESCRIPTION	PROPERTY	VALUE (\$)
2022/1	Single Storey Dwelling	1490 Denman Road Denman	\$735,110
2021/165	Ancillary Development - Shed	45 Queen Street Muswellbrook	\$47,800
2021/160	Dwelling	24 Pendula Way Denman	\$387,065
2021/157	Dwelling	420 Giants Creek Road Sandy Hollow	\$445,170
2021/148	Ancillary Development - Shed	24 Henry Dangar Drive Muswellbrook	\$36,000
2021/140	Ancillary Development - Carport	152 Queen Street Muswellbrook	\$9,999
2021/119	Three (3) Lot Subdivision	1607 Merriwa Road Sandy Hollow	-
2021/114	Alterations to industrial - Landscape material supply and storage	22 Common Road Muswellbrook	\$20,000
2021/117	Ancillary Development - Shed	121 Ironbark Road Muswellbrook	\$50,000
2020/96/2	S4.55 (1a) Modification - Recreation Facility (Outdoor) - Formula Kart	Hebden Road Hebden	-
2020/105	Ancillary Development - Shed with Attached Awning	15 Edinglassie Drive Muswellbrook	\$40,000

Table 2: Development Applications Currently Being Assessed

DA No.	DESCRIPTION	PROPERTY	RECEIVED	VALUE (\$)
2002/205/9	Open Cut Mine Modification of consent	Muswellbrook Coal - Muscle Creek Road Muscle Creek	02/05/2022	-
2022/39	Single Storey Dwelling	35 Babbler Crescent Muscle Creek	13/04/2022	\$468,700
2022/38	Change of use from Dwelling to Restaurant and Internal Fitout	43 Maitland Street Muswellbrook	13/04/2022	\$98,000
2017/26/2	S4.55(1) Modification - Charity Horse Ride Sandy Hollow	Golden Highway Sandy Hollow	11/04/2022	-
2022/ 40	Subdivision of One (1) Lot into Three (3) Lots	15 Crinoline Street Denman	07/04/2022	\$10,000
2022/37	Ancillary Development - Shed	18 Hunter Street Denman	07/04/2022	\$44,500
2022/36	Ancillary Development - Shed	25 Babbler Crescent Muscle Creek	07/04/2022	\$54,590
2007/386/4	S4.55 Modification (1A) - Change of Use - Temporary Dwelling to Dwelling	178 Beggary Creek Road Muswellbrook	07/04/2022	-
2021/103/2	S4.55 (1A) Modification - Amended Plans for Shed	7 Foley Street Muswellbrook	06/04/2022	-
2022/35	Relocated Dwelling	Yarrowa Road Denman	05/04/2022	\$194,880
2022/34	Shed	14 Jillaroo Way Muswellbrook	01/04/2022	\$19,465

DA No.	DESCRIPTION	PROPERTY	RECEIVED	VALUE (\$)
1994/410/8	S4.55 (1A) Modification - Request to Extend Operational time of Existing Development.	Dalswinton Road Dalswinton	01/04/2022	-
2022/33	Farm Building/Machinery Shed	Rouchel Gap Road McCullys Gap	31/03/2022	\$140,800
2022/32	Internal alterations, upgrade to access and amenities	2 Market Street Muswellbrook	31/03/2022	\$50,000
2022/31	Single Storey Dwelling	58 Dixon Circuit Muswellbrook	31/03/2022	\$410,000
2005/451/11	Residential subdivision	Stockyard Parade Muswellbrook	29/03/2022	-
2018/54/3	S4.55 (1) Amendment for minor error - Tertiary Education Establishment, "Loxton House" and Additions to the Muswellbrook Public Library.	140 Bridge Street Muswellbrook	28/03/2022	-
2022/30	Steel Framed Deck 7 Internal Fit Out	93a Hill Street Muswellbrook	25/03/2022	\$30,000
2022/29	Single Storey Dwelling	10 Babbler Crescent Muscle Creek	24/03/2022	\$472,370
2022/28	Single Storey Dwelling	29 Stockyard Parade Muswellbrook	24/03/2022	\$417,565
2022/27	Shed	31 Finnegan Crescent Muswellbrook	24/03/2022	\$20,000
2022/26	Covered Walkway access from Carpark/ Bus Stop Area to Classroom	109-111 Hill Street Muswellbrook	21/03/2022	\$75,012
2022/25	Inground Pool and Associated Barrier	4 Yammanie Way Muswellbrook	15/03/2022	\$32,350
2022/24	Single Storey Dwelling	40 Finnegan Crescent Muswellbrook	15/03/2022	\$360,000
2022/23	Ancillary Development - Shed and Retaining Wall	8 Malbec Street Muswellbrook	14/03/2022	\$34,689
2022/22	Ancillary Development - Shed	96 Palace Street Denman	02/03/2022	\$30,000
2022/21	Single Storey Dwelling	25 Northerly Close Muswellbrook	28/02/2022	\$396,515
2022/19	Boundary Adjustment of Two (2) Allotments	11-13 Paxton Street Denman	23/02/2022	\$10,000
2022/18	Single Storey Dwelling	71 Babbler Crescent Muscle Creek	22/02/2022	\$450,000
2019/41/2	S4.55 (1A) Modification - Variation to approved lot layout.	Castlerock Road Muswellbrook	21/02/2022	-
2022/17	Single Storey Dwelling	2 Shaw Crescent Muswellbrook	18/02/2022	\$400,000
2022/16	Ancillary Development - Shed	23 Finnegan Crescent Muswellbrook	18/02/2022	\$19,500
2022/15	Ancillary Development - Shed	87 Queen Street Muswellbrook	14/02/2022	\$19,818
2022/13	Manufactured Dwelling	59 Dolahentys Branch Road McCullys Gap	09/02/2022	\$310,381
2022/12	Ancillary Development - Shed	7 Bronte Crescent Muswellbrook	09/02/2022	\$18,154

DA No.	DESCRIPTION	PROPERTY	RECEIVED	VALUE (\$)
2022/10	Ancillary Development - Shed with Bathroom and 2 Water Tanks	8 Yammanie Way Muswellbrook	04/02/2022	\$65,000
2022/6	Ancillary Development - Shed	5a St Heliers Street Muswellbrook	20/01/2022	\$36,687
2022/5	Storage Facility & Signage	Victoria Street Muswellbrook	17/01/2022	\$1,304,330
2021/162	Ancillary Development - Carport	2 Hyde Street Denman	21/12/2021	\$10,000
2021/158	Change of Use to Health Services Facility	79 Brook Street Muswellbrook	09/12/2021	\$24,750
2021/156	Boundary Adjustment to Three 3 existing lots	10 Ogilvie Street Denman	07/12/2021	\$10,000
2021/152	Artisan Food and Drink Industry (Change of Use)	Thomas Mitchell Drive Muswellbrook	01/12/2021	\$15,000
2021/150	Ancillary Development - Patio Awning	22 Pendula Way Denman	01/12/2021	\$30,300
2021/146	Colourbond Steel Sheds and Transportable Lunchroom	24 Glen Munro Road Muswellbrook	25/11/2021	\$117,381
2021/145	Ancillary Development - Skillion Roof over Existing Deck	40 Lorne Street Muswellbrook	22/11/2021	\$13,000
2021/144	Ancillary Development - Carport	9 Barrington Street Muswellbrook	17/11/2021	\$6,300
2021/141	Two Storey Dwelling	Honeyeater Close Denman	16/11/2021	\$250,000
2021/139	Educational establishment	57 Maitland Street Muswellbrook	11/11/2021	\$4,489,151
2021/138	Ancillary Development - Shed	24 Paxton Street Denman	11/11/2021	\$45,579
2021/137	Change Of Use to Educational Facility	820 Rosemount Road Denman	09/11/2021	-
2021/135	Multi-dwelling housing Ancillary Works and Strata Subdivision	66 Sowerby Street Muswellbrook	05/11/2021	\$498,000
2021/129	Animal Boarding & Training Facility	1949 Martindale Road Martindale	18/10/2021	\$33,338,800
2021/125	Self Storage Facility	Turner Street Denman	07/10/2021	\$3,555,527
2021/118	Patio Awning	11 Grant Miller Street Muswellbrook	27/09/2021	\$19,900
2021/116	Single Storey Dwelling	29 Aberdeen Street Muswellbrook	24/09/2021	\$311,125
2021/111	Ancillary Development - Shed	59 Sowerby Street Muswellbrook	14/09/2021	\$21,000
2021/99	Alterations and Additions to Muswellbrook Indoor Sports/Youth Centre	Rutherford Road Muswellbrook	27/08/2021	\$1,263,665
2021/97	Subdivision of One (1) Lot into Two (2) Lots	128-130 Palace Street Denman	23/08/2021	\$10,000
2021/87	Alterations and additions to commercial + Change of Use	12 Ogilvie Street Denman	11/08/2021	\$431,200
2021/73	Temporary use of the land for receival and dismantling of rail wagons with off-site disposal	18 Strathmore Road Muswellbrook	09/07/2021	\$50,000
2021/70	Dwelling alterations - Converting existing garage into a bedroom and ensuite	27 Cousins Street Muswellbrook	06/07/2021	\$36,300

DA No.	DESCRIPTION	PROPERTY	RECEIVED	VALUE (\$)
2021/61	Alterations and additions to Commercial Premises	4 Lorne Street Muswellbrook	15/06/2021	\$75,000
2021/58	Organics Recycling Facility	252 Coal Road Muswellbrook	02/06/2021	\$3,850,000
2021/55	Waste Transfer Station	32-36 Glen Munro Road Muswellbrook	27/05/2021	\$7,985,117
2021/45	Rural Fire Service Shed	20 Dorset Road Kayuga	05/05/2021	\$800,000
2021/35	Community Centre Extension	5 Jersey Place Muswellbrook	23/04/2021	\$850,000
2021/32	Demolition of a dwelling and construction of a two-storey boarding house	41 Maitland Street Muswellbrook	15/04/2021	\$645,000
2002/342/6	S4.55(2) Modification - Addition of 30,000tpa of Commercial and Demolition Waste sorting and processing (brick, tile, concrete, asphalt, glass).	8440 New England Highway Muswellbrook	13/04/2021	-
2021/10	Entertainment Facility (Muswellbrook Regional Entertainment and Conference Centre)	30 Brook Street Muswellbrook	02/02/2021	\$26,998,400
2020/102	Hotel Accommodation (Royal Hotel)	10 Ogilvie Street Denman	04/09/2020	\$20,000
2020/83	Subdivision of one lot (1) into three (3)	60-62 Palace Street Denman	03/08/2020	\$10,000
2020/7	Additions and Alterations to existing Hotel	184 Bridge Street Muswellbrook	24/01/2020	\$110,000
2019/53	Subdivision of Two (2) Lots into Seventy Five (75) Lots	9027 New England Highway Muswellbrook	27/06/2019	\$4,875,600

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

Table 3. On-site Wastewater Statistics - 13 Month Analysis (2021/2022)

	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Applications Received (new installation)	1	0	Unable to inspect due to COVID restrictions			0	0	0	0	0	3	0
Applications Approved (new installation)	1	0				0	0	0	0	0	2	1
Inspections (new system)	0	1				0	0	0	3	0	2	0
Inspections (existing system)	6	34				34	0	0	14	3	7	0

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

Table 4 Inspections

	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Applications Received (new businesses)	0	0	Unable to inspect due to COVID restrictions			0	0	0	0	1	1	0
Inspections (new businesses)	0	3				0	0	0	1	1	0	0
Inspections (existing businesses)	5	38				0	0	0	11	16	10	1
Reinspections	0	0				0	0	0	0	1	2	1

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

Table 5. Swimming Pool Compliance Statistics – 13 Month Analysis (2021/2022)

	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Applications for Compliance Certs.	3	4	4	4	4	8	11	5	8	5	6	1	1

Total compliance inspections (not inc. Final Insp. for Occ. Certs)	26	14	8	5	12	12	9	26	9	6	14	0	2
Initial Inspections	19	8	8	2	9	8	7	21	7	5	9	0	2
Re-inspections	7	6	0	3	3	4	2	5	2	1	5	0	0

Compliance Certs / Occ. Certs issued	12	14	5	3	9	9	2	6	4	6	9	0	4
--------------------------------------	----	----	---	---	---	---	---	---	---	---	---	---	---

Total Pools in Council's SPR = 960

Compliance as at 30 June 2018 = 65.7%

Compliance as at 30 June 2019 = 43.0%

Compliance as at 30 June 2020 = 26.7%

Compliance as at 30 June 2021 = 20.8%

Compliance as at 22 February 2022 = 23%

Compliance as at 22 March 2022 = 23%

Current Compliance = 23% (i.e. 225 out of 960 pools have a valid Compliance Certificate or Occupation Certificate. Note: Certificate is valid for 3 years)

Percentage of pools inspected Financial Year 2021/2022 = 13%

(i.e. 126 out of 960 pools have had at least one inspection carried out during June 2021 – February 2022)

SUSTAINABILITY UPDATE

Clean Up Australia Day

Council supported Warrior Disability Service to hold a Clean Up Australia Day event. Council also supported Denman Public, St Joseph's Denman, Muswellbrook High School, St James Public School and Goodstart Learning Centre. In total over 550 community members participated.

Muscle Creek – AGL Walkway Project

A concept meeting was held with the company that will produce 6 augmented reality (AR) experiences along the Muscle Creek walking loop.

Weed control was completed over the 1-hectare site. This work involves targeting weeds that are considered significant due to their ability to spread. Work has started to plant 1500 native seedlings on Muscle Creek bank slopes.

Rehabilitation of Muscle Creek for Community and Environmental Benefit.

Revegetation works has started to control weeds and plant 1000 native seedlings over this 0.5-hectare site. The project is supported by the NSW Government through its Environmental Trust.

Waste Game

A computer game has been developed that allows the player to act as Waste Wranglers to reduce and recycle different types of waste. This game will be used to engage with a younger audience on waste related messages. This game is funded as part of the Better Waste and Recycling Fund (BWRP)

Rosella Street

A Sustainability Hub – Muswellbrook group was set up on Rosella Street. This Australian online platform allows users to sell, rent, give away items and promote projects.

Sustainable Futures – Muswellbrook

The popularity of the Sustainable Futures – Muswellbrook Facebook page continues to grow. It has now received 1,435 page likes and 1,534 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 promoting the Community Recycling Centres, correct waste management practices, sewerage management, the Reuse Shop, soft plastic recycling, Sustainability Hub activities, reducing food waste,



plastic free July, worm farms, composting, grant projects and more.

Support for Community and Educational Groups

During this period the Sustainability Unit has continued to support community and education groups. This has included loaning resources such as animal specimens and water bug catching nets.

Sustainability Hub Activities

An event was held to extract honey from the hives at the Sustainability Hub. This event was held to fundraise and raise awareness of the Hub and community garden.

Sustainable Events

Sustainability staff have been working with other Council departments to encourage staff to make Council events more sustainable.

Selling Worm Farms and Compost Bins

The Sustainability Unit sells subsidies worm farms and compost bins to residents of Muswellbrook Shire. This helps promote food waste reduction.

Sustainable Procurement

The Sustainability Unit has been working with other departments to develop a system aimed at continually improving Council's procurement processes to increase the level of sustainability. This will ensure that purchasing decisions Council makes considers all aspects of sustainability including economic, social and environmental aspects.



11 COMMUNITY INFRASTRUCTURE

11.1 CONCEPT DESIGN - ROSEBROOK BRIDGE

Attachments:	A. Concept ↓ B. Review of Environmental Factors - Under Separate Cover
Responsible Officer:	Derek Finnigan - Deputy General Manager
Author:	Kellie Scholes - Manager - Roads, Drainage & Technical Services
Community Plan Issue:	<i>Our community's infrastructure is planned well, is safe and reliable and provides required levels of service</i>
Community Plan Goal:	<i>Maintain and continually improve community infrastructure across the Shire.</i>
Community Plan Strategy:	<i>Ensure all Infrastructure works activities undertake a competent Review of Environmental Factors (REF).</i>

PURPOSE

To request Council's review and endorsement of a concept design for the replacement of Rosebrook Bridge on Wybong Road.

OFFICER'S RECOMMENDATION

Council endorses the concept design, attached as A to the report, for the replacement of Rosebrook Bridge on Wybong Road.

Moved: _____ **Seconded:** _____

BACKGROUND

Council has received \$1,633,500 in grant funding under the Transport for NSW Fixing Country Bridges Program for the replacement of Rosebrook Bridge on Wybong Road. The project is intended to be delivered under a 'Design and Construct' Contract. The funding agreement requires evidence of Council's approval of the 30% design (Concept Design) for any Design and Construction Tender.

CONSULTATION

Council's Project Manager

Transport for NSW

Consultants JJ Ryan Consulting Pty Ltd

REPORT

Council has identified that the existing bridge over Rosebrook Creek on Wybong Road, Muswellbrook, has insufficient carrying capacity for all vehicle types. The existing bridge consists of a composite structure of concrete piers, headstocks and deck with timber girders measuring 18.8m in length and 7.2m wide. JJ Ryan Consulting (JJR) was engaged by Council to undertake relevant geotechnical and environmental investigations and the preparation of a concept design for a replacement concrete bridge with a carrying capacity capable of supporting all vehicle types.

A Review of Environmental Factors attached under separate cover as B to this report, has been provided to inform the determining authority (Muswellbrook Shire Council) of environmental matters that are likely to influence or affect the concept design for the replacement bridge. The geotechnical investigations undertaken will also inform the final design and construction of the bridge.

The Concept Design attached as A to the report has been prepared to inform the final design. The

proposed final design is to be based on the following criteria:

- Two (2) span concrete bridge;
- 7.2m minimum width;
- Designed in accordance with AS 5100 Bridge Design, including live load traffic loading SM 1600;
- Concrete foundations and footings AS 2870.2011; and
- Construction on the existing road alignment.

Council will call for Tenders for the Design and Construction of the new bridge at the site based on a concept which has been endorsed by Council.

OPTIONS

Two (2) options were considered for the Concept Design, being a one (1) and two (2) span structure.

The two (2) span structure offers advantages over the one (1) span design, of an unaffected hydraulic performance due to a narrower girder width, easier transportation of precast planks as they are shorter, expected reduced cost for implementation due to the smaller crane needed. The concept presented is recommended on the basis of achieving the best value for money and constructible final design.

CONCLUSION

Endorsement of the Concept Design attached as A to this report will allow Council to proceed to the design and construction stage of the project.

SOCIAL IMPLICATIONS

During construction of the bridge and minor road approach works, there will be disruption to normal traffic conditions which will require the temporary closure of Wybong Road at this location for the duration of the construction. Once completed, the new bridge will significantly improve the serviceability of the road for use by traffic.

FINANCIAL IMPLICATIONS

Ongoing Operational and Maintenance Costs Implications Associated with Capital Project

1. Financial Implications – Capital

Council has received grant funding for the amount of \$1,633,500.

2. Financial Implications – Operational

Construction of a new asset will reduce future Operational costs due to a lessened need for maintenance.

POLICY IMPLICATIONS

Projects with a value greater than \$75,000 are to be guided by a Council endorsed concept.

STATUTORY IMPLICATIONS

Council as the roads authority for Wybong Road is acting within its powers under the Roads Act 1993.

LEGAL IMPLICATIONS

Nil known.

OPERATIONAL PLAN IMPLICATIONS

Nil Known

RISK MANAGEMENT IMPLICATIONS

The design and construction of the asset will be in accordance with Australian Standards.

WASTE MANAGEMENT IMPLICATIONS

Nil known.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

Appropriate Community Consultation will occur during the project.

MUSWELLBROOK SHIRE COUNCIL

ROSEBROOK CREEK BRIDGE REPLACEMENT

CONCEPT DESIGN

DRAWING INDEX

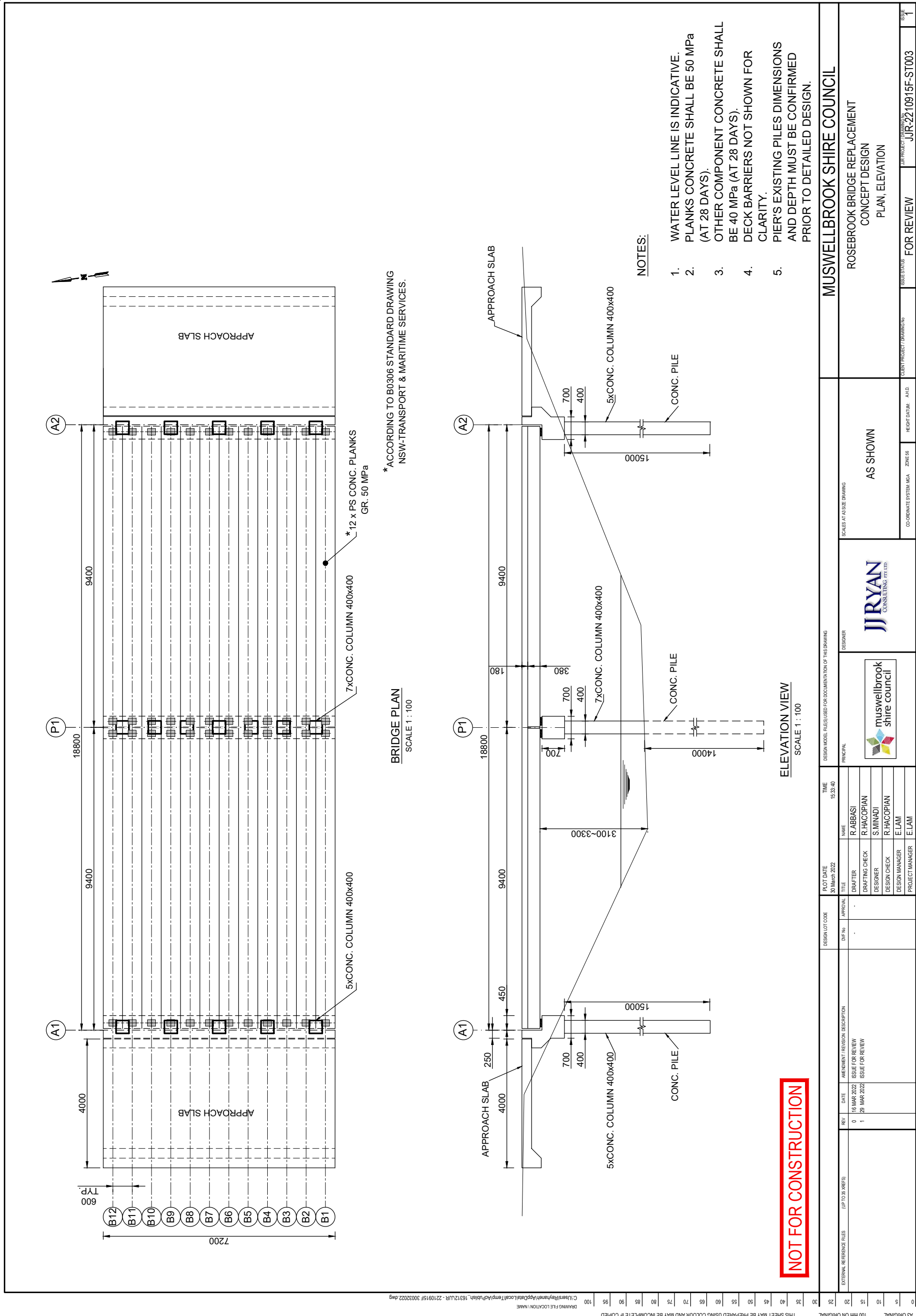
DRAWING NUMBER	DRAWING DESCRIPTION
JJR-2210915F-ST001	LOCALITY PLAN & DRAWING INDEX
JJR-2210915F-ST002	GENERAL NOTES
JJR-2210915F-ST003	PLAN, ELEVATION
JJR-2210915F-ST004	DECK CROSS SECTION AND ABUTMENT PLAN
JJR-2210915F-ST005	ABUTMENT VIEW AND SECTION
JJR-2210915F-ST006	PIER PLAN - VIEW AND SECTION

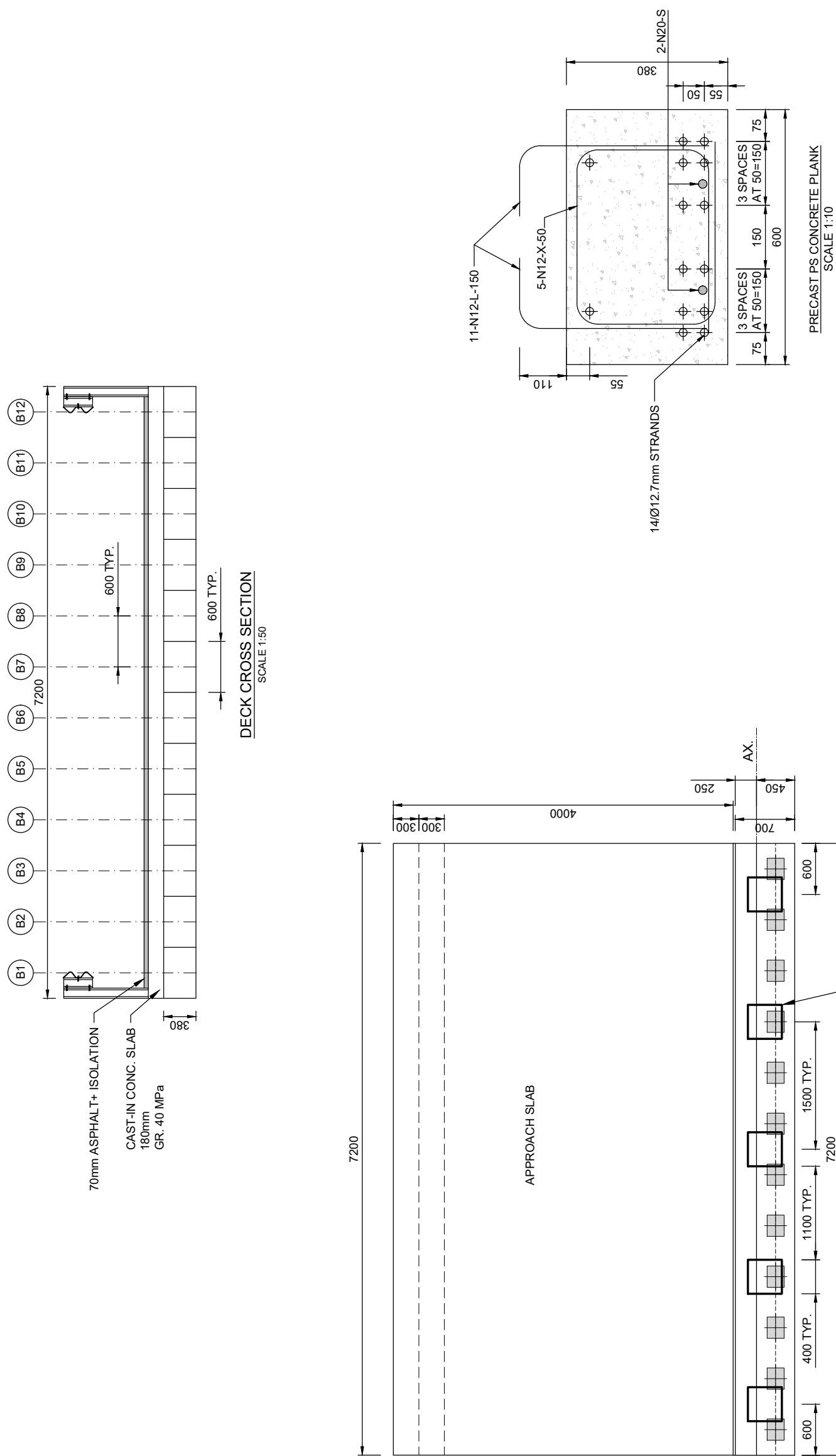


LOCALITY PLAN
N.T.S.

NOT FOR CONSTRUCTION

DESIGN MODE (RULES) USED FOR DOCUMENTATION OF THIS DRAWING										DESIGNER										PRINCIPAL										SCALES AT A SIZE DRAWING										ROSEBROOK BRIDGE REPLACEMENT CONCEPT DESIGN LOCALITY PLAN & DRAWING INDEX										MUSWELLBROOK SHIRE COUNCIL																																																																																																																							
PLOT DATE 30 March 2022										TIME 15:33:40										NAME R.ABBASI										TITLE DRAFTING										DRAWING CHECK R.HACOPIAN										AS SHOWN										ROSEBROOK BRIDGE REPLACEMENT CONCEPT DESIGN LOCALITY PLAN & DRAWING INDEX										MUSWELLBROOK SHIRE COUNCIL																																																																																																			
DESIGN LOT CODE										DWF No.										APPROVAL										DESIGNER S.MINADI										DESIGN CHECK R.HACOPIAN										DESIGN MANAGER E.LAM										PROJECT MANAGER E.LAM										CO-ORDINATE SYSTEM MGA										ZONE 58										HEIGHT DATUM A.H.D.										CLIENT PROJECT / DRAWING No										ISSUE STATUS FOR REVIEW										JJB PROJECT / DRAWING No JJR-2210915F-ST001										ISSUE 1																																							
EXTERNAL REFERENCE FILES (UP TO 38 REFERENCES)										REV 0 16 MAR 2022 1 29 MAR 2022										DATE 16 MAR 2022 29 MAR 2022										AMENDMENT / REVISION DESCRIPTION ISSUE FOR REVIEW ISSUE FOR REVIEW										TITLE DRAFTING										DRAWING CHECK R.HACOPIAN										DESIGNER S.MINADI										DESIGN CHECK R.HACOPIAN										DESIGN MANAGER E.LAM										PROJECT MANAGER E.LAM										CO-ORDINATE SYSTEM MGA										ZONE 58										HEIGHT DATUM A.H.D.										CLIENT PROJECT / DRAWING No										ISSUE STATUS FOR REVIEW										JJB PROJECT / DRAWING No JJR-2210915F-ST001										ISSUE 1									



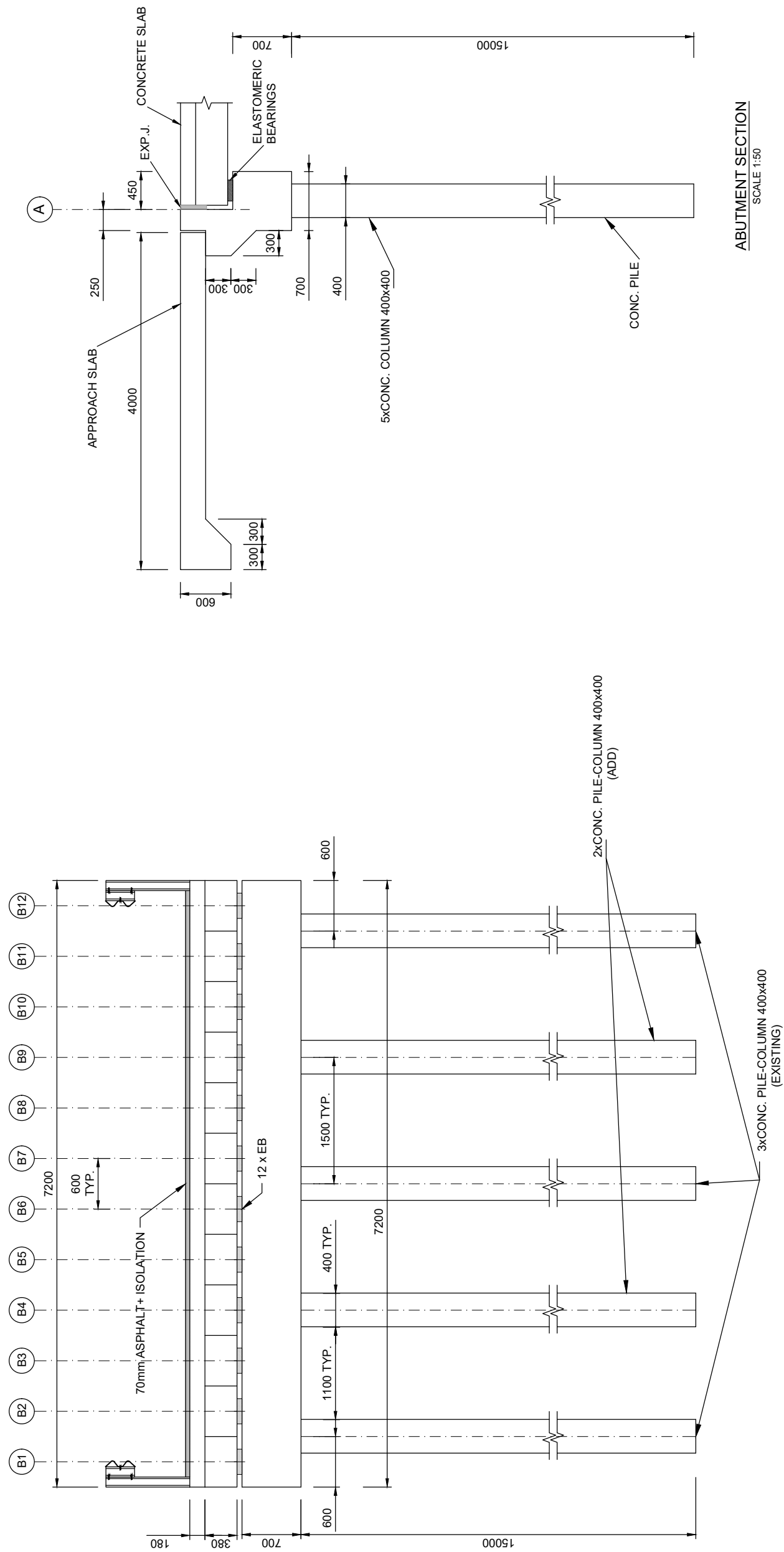


NOTES:

STRANDS SHALL BE 7-WIRE, ORDINARY, DIAMETER 12.7mm,
TENSILE STRENGTH 1870MPa, RELAX 2, TO ASINZS 4672.1 WITH
MINIMUM BREAKING FORCE OF 184 kN.

NOT FOR CONSTRUCTION

[illegible]



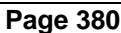
ABUTMENT SECTION
SCALE 1:50

ABUTMENT ELEVATION

SCALE 1:50

NOT FOR CONSTRUCTION

[illegible]



11.2 WILDER STREET ROAD DESIGN CONCEPT

Attachments:	A. Wilder Street Concept Design <u>↓</u>
Responsible Officer:	Derek Finnigan - Deputy General Manager
Author:	Kellie Scholes - Manager - Roads, Drainage & Technical Services
Community Plan Issue:	<i>Our community's infrastructure is planned well, is safe and reliable and provides required levels of service</i>
Community Plan Goal:	<i>Facilitate investment in high quality community infrastructure necessary to a regional centre.</i>
Community Plan Strategy:	<i>Provide to Council designs and associated estimates for the forward financial year.</i>

PURPOSE

To provide for Council's review and endorsement a detailed concept design for the rehabilitation of Wilder Street, Muswellbrook, and to request Council's consideration of including the rehabilitation of Wilder Street in future Urban Road Renewal programs.

OFFICER'S RECOMMENDATION**Council:**

- 1. Endorses the Concept Design, attached as A to the report, for the rehabilitation of Wilder Street, Muswellbrook (between the New England Highway and Muscle Creek Bridge approaches); and**
- 2. Approves financial savings from the Muscle Creek bridge and road approaches construction project, estimated to be \$300,000, to be carried forward to 2022-23 under the Urban Road Renewal Program (ledger number 3500.4050.504) for the carrying out of part of the endorsed Wilder Street upgrade works, including the construction of a concrete path and tree planting.**

Moved: _____ **Seconded:** _____

BACKGROUND

During community consultation carried out to inform the construction of a bridge over Muscle Creek (as a component of the Olympic Park Masterplan development), the residents of Wilder Street highlighted a need for the remaining section of Wilder Street to be upgraded to address existing poor drainage, aging kerb and guttering, and street tree issues that currently exist in the street. The residents endorsed the removal of the existing trees and replacement with Crepe Myrtles. In response to this, Council has prepared a design for future upgrading of the remaining section of the road to address residents' concerns.

CONSULTATION

Residents of Wilder St,

Contractors -Saunders Civil Build

Council's Project Manager

REPORT

A detailed concept design for the rehabilitation of Wilder St, Muswellbrook, at the location in Wilder St extending between the New England Highway and the limit of the works for the approaches to the Wilder St Bridge over Muscle Creek, has been prepared. The report requests Council's endorsement of the concept design attached to the report as appendix A.

The design covers the following proposed works:

- Reconstruction of kerb & gutter and existing driveway laybacks and driveways to the property boundary along Wilder Street, between Maitland Street and the limit of work at Muscle Creek, on the existing alignment;
- New stormwater drainage to provide an additional 36 metres of 375mm diameter reinforced concrete pipe (RCP) to improve stormwater drainage management in Wilder Street;
- Replacement of an existing drainage pit;
- Construction of a concrete path on the eastern side of the street, to connect the Olympic Park Precinct to Maitland Street;
- Removal and replacement of the existing trees with advanced Lagerstroemia (Crepe Myrtle - pink) avenue planting consistent with the entrances to the precinct; and
- Reconstruction of the road pavement base with provision of subbase and base 310mm and 30mm asphaltic concrete (AC10) pavement and wearing course pending geotechnical investigation.

The proposed levels are designed to tie in with the already adopted design for the road approach to the new bridge over Muscle Creek, both horizontally and vertically. Although the designs are compatible, they are also independent of each other, and therefore construction of the Concept attached as A can be undertaken discretely and at another time independent of the current works. The estimated cost to construct the full suite of works included in the Concept is \$783,000.

The contract for the design and construction of the Muscle Creek bridge and associated road approaches to access the Olympic Park precinct, awarded by Council in 2021, is currently in progress, and is scheduled to be completed early in the 2022-23 financial year. Based on current projected expenditure for the project, a saving of approximately \$300,000 is forecast. This saving is not sufficient to fully fund the rehabilitation of the remaining section of Wilder Street that is the subject of this report.

The Concept proposes the construction of a footpath along the eastern side of Wilder Street from Maitland Street to the Olympic Park precinct. The construction of this footpath will complete the link and will provide improved access to the site for all forms of active transport, such as cycling and pedestrian access. The avenue planting of trees will improve the aesthetic of Wilder Street and will create a consistent active transport entry statement from both Wilkinson Avenue and Wilder Street to the Olympic Park Precinct. Council could consider undertaking these works with the remaining funds to add value to the existing project. The road and drainage rehabilitation works could be included in the list of urban road rehabilitation works to be considered by Council for inclusion in future urban road renewal programs.

Note: Active transport refers to walking and cycling forms of transportation.

OPTIONS

Options for Council's consideration include:

1. Council could endorse the concept design attached as A and endorse the use of any remaining funding from the Muscle Creek bridge and road approaches project, estimated to be approximately \$300,000, to be used to construct a footpath along Wilder Street and undertake tree planting in Wilder Street.
2. Council could endorse the design and note that the project will be included in the urban roads renewal list for consideration for funding in future Capital Expenditure budgets.
3. Council could resolve not to endorse the concept design attached as A to the report citing reasons and/or providing comment to amend the design.

CONCLUSION

It is recommended that Council endorses the design attached to the report as Appendix A. This will allow the project to be considered by Council for inclusion in future Capital Expenditure programs. It is expected that there will be savings from the current project to construct the bridge and road approaches

at the Olympic Park precinct, and it would be beneficial to the community if the remaining funding could be used to complete the linkage of footpaths to the existing footpath network in Maitland Street.

SOCIAL IMPLICATIONS

The construction of drainage, concrete footpath, and road pavement and wearing surface will provide positive impacts to the community, particularly for the residents of Wilder Street, through the provision of improved road and drainage assets, amenity, and active transport access through the precinct. The construction of a concrete footpath will link the Olympic Park Precinct and be a positive benefit to support active forms of transport. It is acknowledged that there would be a short-term inconvenience during the construction phase of the project, however this would be managed and minimised as much as possible, supported by the provision of effective, timely community information and advice.

FINANCIAL IMPLICATIONS

Ongoing Operational and Maintenance Costs Implications Associated with Capital Project

1. Financial Implications – Capital

The estimated cost to construct the design based on current unit rates is \$783,000. There is no funding allocated to construct this project. There may be a saving of approximately \$300,000 from the current project to construct the bridge over Muscle Creek at the Olympic Park precinct.

Council could seek funding sources from the following areas for the future construction of the project when determining future Capital Budgets:

- Remaining budget allocation from 2021-22 Capital Budget Allocation- Wilkinson Bridge Construction GL 3530.5888.504 Carry over \$300,000
- Future Capital Budget Allocation – Urban Road Renewal or Roads to Recovery \$483,000
- Council to seek grant funding opportunities to fund construction in the future.

2. Financial Implications – Operational

The works will provide an improved level of service taking the condition of the assets from 4 to 1, resulting in a financial benefit to Council through reduced road maintenance costs.

POLICY IMPLICATIONS

Concept Designs for construction projects greater than \$75K in value are reported to Council for review and approval

STATUTORY IMPLICATIONS

Council is the roads authority for Wilder Street.

LEGAL IMPLICATIONS

Nil known.

OPERATIONAL PLAN IMPLICATIONS

The submission of the report complies in principle with item 19.1.1 of the Operational Plan: 'Deliver the capital program substantially on time, on budget and in accordance with relevant design and construction standards'.

RISK MANAGEMENT IMPLICATIONS

Risk will be managed through the concept, design, preparation and delivery phases of the project.

WASTE MANAGEMENT IMPLICATIONS

Waste will be disposed of in accordance with the project's waste management plan.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

Community consultation will be undertaken prior to and during construction of the project.

SAUNDERS CIVILBUILD

WILDER STREET UPGRADE DESIGN

MUSWELLBROOK

INDEX

SHEET No.	DESCRIPTION
1	COVER SHEET
2	TYPICAL CROSS SECTIONS
3	WILDER STREET, PLAN AND LONGITUDINAL SECTION
4	WILDER STREET CROSS SECTIONS, SHEET 1 OF 3
5	WILDER STREET CROSS SECTIONS, SHEET 2 OF 3
6	WILDER STREET CROSS SECTIONS, SHEET 3 OF 3
7	STORMWATER LONGITUDINAL SECTIONS

LOCALITY MAP



GENERAL NOTES:

IT IS THE CONTRACTOR'S RESPONSIBILITY TO LOCATE AND LEVEL ALL SERVICES ADJACENT TO OR OTHERWISE AFFECTING THE WORKS PRIOR TO THE COMMENCEMENT OF WORKS, WHETHER OR NOT THEY ARE INDICATED ON THE DRAWINGS. WHERE SERVICES CONFLICT WITH PROJECT WORKS THEY ARE TO BE RELOCATED ON APPROVAL FROM THE PRINCIPAL'S AUTHORISED PERSONNEL (P.A.P.). THE CONTRACTOR, ON APPROVAL FROM THE P.A.P., SHALL MAKE ALL NECESSARY ARRANGEMENTS WITH THE RELEVANT AUTHORITY TO RELOCATE OR ADJUST AS FOUND NECESSARY.

EXISTING SIGNS TO BE REUSED PROVIDED THEY ARE IN A GOOD AND SERVICEABLE CONDITION TO THE SATISFACTION OF THE P.A.P., OTHERWISE, REPLACE WITH A NEW, EQUIVALENT SIGN.

IT IS THE CONTRACTOR'S RESPONSIBILITY TO SUPPLY AND IMPLEMENT CONTEMPORARY SITE-SPECIFIC EROSION AND SEDIMENT CONTROL MEASURES AS PART OF THEIR ENVIRONMENTAL MANAGEMENT PLAN FOR THE PROJECT. THE CONTROL MEASURES SHALL BE IN ACCORDANCE WITH COUNCIL SPECIFICATIONS AND 'THE BLUE BOOK'. THE CONTRACTOR SHALL, PRIOR TO COMMENCEMENT OF WORKS, PREPARE AND SUBMIT TO COUNCIL AN EROSION AND SEDIMENT CONTROL PLAN.

ALL DISTURBED AREAS ARE TO BE REGENERATED AND RESTORED TO PRE-EXISTING CONDITION.

THE CONTRACTOR SHALL NOT ENTER UPON OR DO ANY WORK WITHIN ADJACENT LANDS WITHOUT PRIOR WRITTEN PERMISSION OF THE LAND OWNER AND COUNCIL.

THE CONTRACTOR SHALL AT ALL TIMES MAINTAIN IN A SAFE CONDITION AN ALL WEATHER ACCESS TO THE ROADWAYS AND PROPERTIES ADJACENT TO THE SITE TO THE SATISFACTION OF COUNCIL.

THE CONTRACTOR SHALL UNDERTAKE TRAFFIC CONTROL MEASURES IN ACCORDANCE WITH THE WORK HEALTH AND SAFETY ACT 2011.

THE CONTRACTOR SHALL CLEAR AND DISPOSE OF THOSE TREES THAT ARE LOCATED WITHIN 1m OF EARTHWORKS, SERVICE LINES AND/OR AS IDENTIFIED BY THE P.A.P. CLEARING AND GRUBBING SHALL BE UNDERTAKEN IN ACCORDANCE WITH THE TECHNICAL SPECIFICATION. TREES TO BE RETAINED ON SITE SHALL BE PROTECTED BY THE ERECTION OF PROTECTIVE FENCING PRIOR TO COMMENCEMENT OF SITE WORKS.

CLEARING IS DEFINED AS: CUTTING DOWN, FELLING, THINNING, LOGGING OR REMOVING NATIVE VEGETATION; KILLING, DESTROYING, POISONING, RING BARKING, UPROOTING, OF NATIVE VEGETATION; SEVERING TOPPING OR LOPPING BRANCHES, LIMBS, STEMS OR TRUNKS OF NATIVE VEGETATION; OR SUBSTANTIALLY DAMAGING OR INJURING NATIVE VEGETATION IN ANY OTHER WAY.

ALL EXISTING CULVERTS ARE TO BE CLEANED AND VEGETATION TO BE REMOVED FROM INLET AND OUTLET TO RE-ESTABLISH A CLEAR WATERWAY.



ALL EXISTING CULVERTS ARE TO BE INSPECTED DURING CONSTRUCTION TO ENSURE THEY ARE STRUCTURALLY SOUND. DAMAGED SECTIONS OF CULVERTS MAY BE REPLACED UPON APPROVAL FROM THE P.A.P..

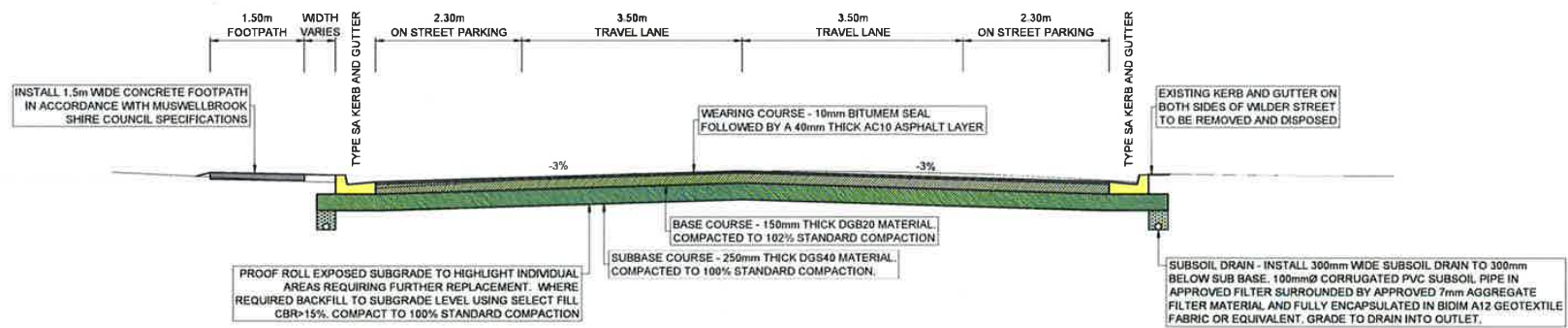
SUB-SOIL DRAINAGE TO BE CONSTRUCTED USING LEVEL EQUIPMENT AND TO BE INCLUDED IN WORK AS EXECUTED PLANS.

LEGS IN NO WAY CERTIFY THE STRUCTURAL INTEGRITY NOR STRUCTURAL CAPACITY OF EXISTING STRUCTURES WITHIN THE WORKS. IF THE CONTRACTOR DEEMS AN EXISTING STRUCTURE TO BE STRUCTURALLY UNSOUND, CONTACT THE PRINCIPAL'S REP. (P.A.P.)

SURVEY NOTES:

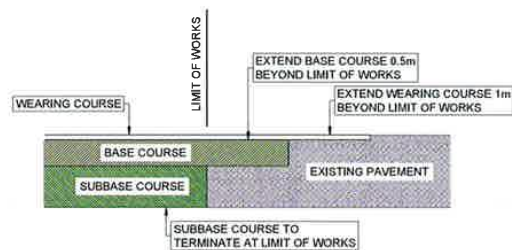
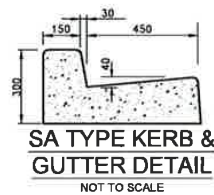
SURVEY SHOWN ON PLANS HAS BEEN SUPPLIED BY SAUNDERS CIVILBUILD. LOCAL GOVERNMENT ENGINEERING SERVICES IN NO WAY GUARANTEE THE ACCURACY OF THE SURVEY.

				 Ph: 02 455 099 557 Web: www.legs.com.au		 INNOVATION EXCELLENCE GROWTH		CLIENT SAUNDERS CIVILBUILD	SCALES A1 ORIGINAL	DRAWN LW 30/09/21 DESIGNED LW 30/09/21 APPROVED JC 30/09/21 DATUM: -	JOB No.: PM743 DOCUMENT No.: D02-01 STATUS: FINAL REG. No.:	ISSUE C	SHEET No. 1 OF 7	
C	ISSUED TO CLIENT FOR APPROVAL	LW	07/12/21	Port Macquarie 71 Lord St, Port Macquarie NSW 2444 Ph: 02 65843888 Email: john@legs.com.au	Inverell 17 Byron Street, Inverell NSW 2360 Ph: 02 67225110 Email: andrew@legs.com.au	PROJECT WILDER STREET UPGRADE MUSWELLBROOK		COVER SHEET						
B	ISSUED TO CLIENT FOR APPROVAL	LW	08/11/21											
A	ISSUED TO CLIENT FOR REVIEW	LW	30/09/21											
ISSUE	REVISION	AUTH	DATE							FILE NAME: PM743_D02.dwg				

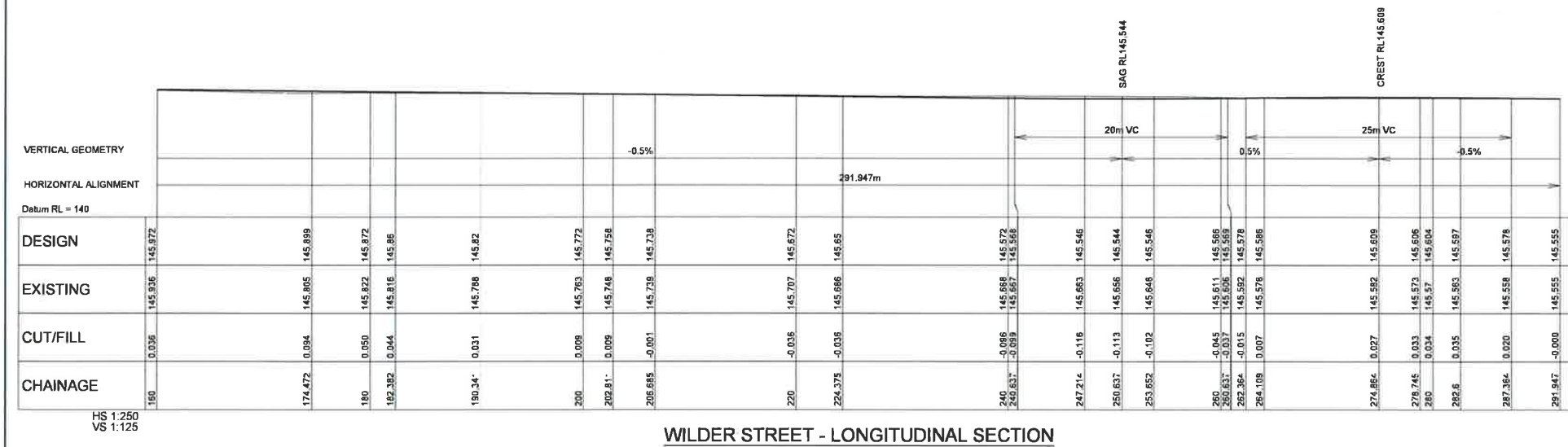
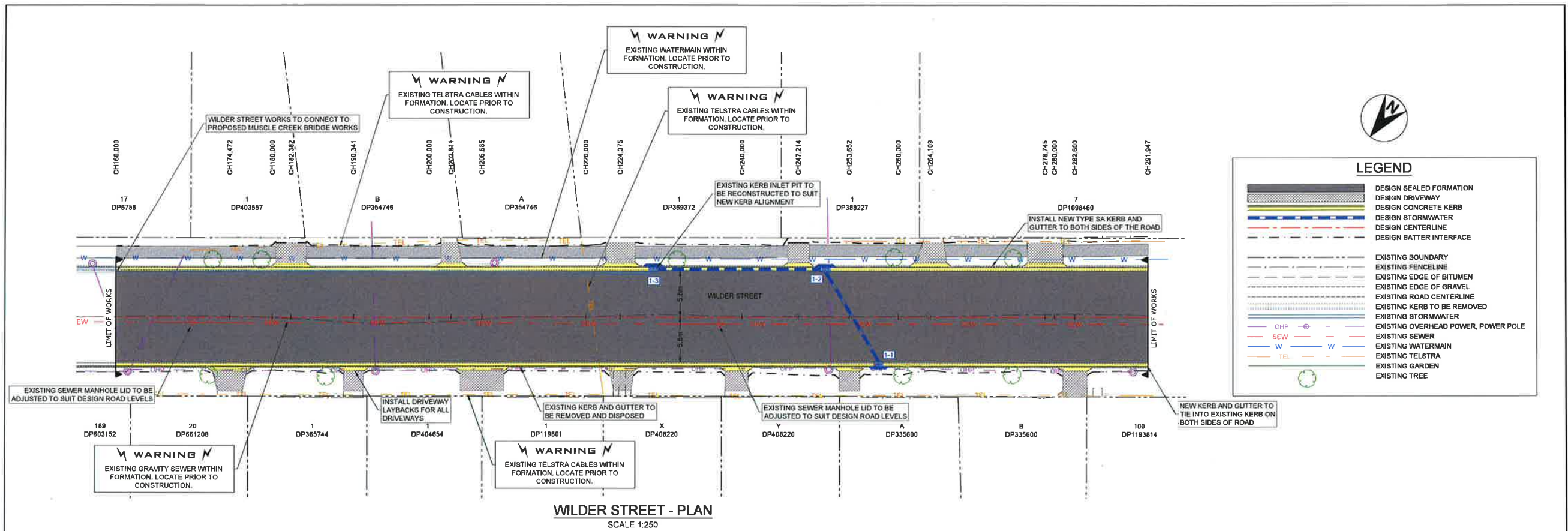


WILDER STREET TYPICAL CROSS SECTION
SCALE 1:50

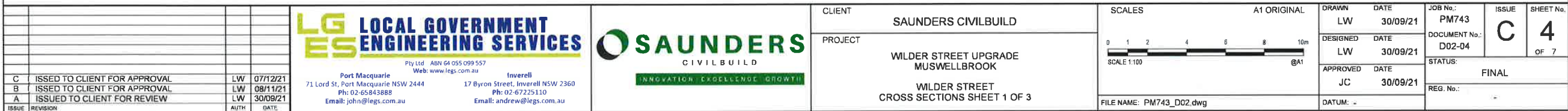
PAVEMENT NOTE:
PAVEMENT DETAILS ARE TO BE READ IN CONJUNCTION WITH CARDNO REPORT No. 81022017-001.

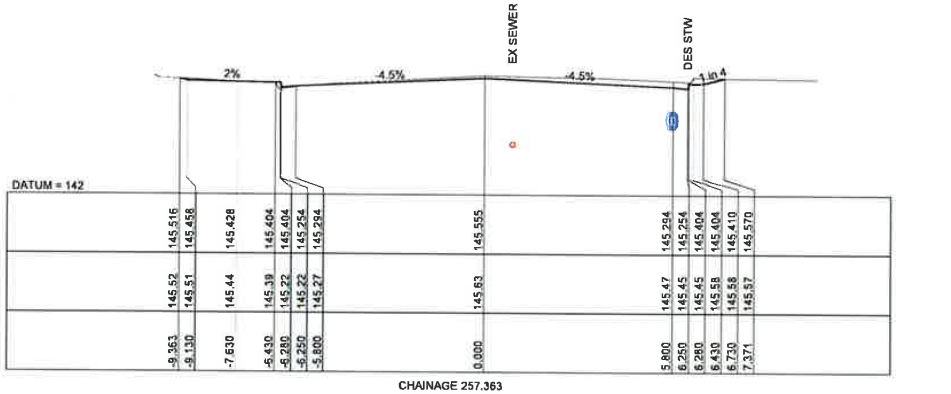


				LG ES LOCAL GOVERNMENT ENGINEERING SERVICES Pty Ltd ABN 64 055 099 557 Web: www.legs.com.au Port Macquarie 71 Lord St, Port Macquarie NSW 2444 Ph: 02-65843888 Email: john@legs.com.au		SAUNDERS CIVIL BUILD INNOVATION EXCELLENCE GROWTH Inverell 17 Byron Street, Inverell NSW 2360 Ph: 02-67225110 Email: andrew@legs.com.au		CLIENT SAUNDERS CIVILBUILD	<div>SCALES</div> <div>A1 ORIGINAL</div> <div></div> <div>DESIGNED</div> <div>LW</div> <div>30/09/21</div> <div>DATE</div> <div>30/09/21</div> <div>DOCUMENT No.:</div> <div>D02-02</div> <div>STATUS:</div> <div>FINAL</div> <div>REG. No.:</div> <div>-</div> <div><div>0 1 2 3 4 5m</div><div>SCALE 1:50 @A1</div></div> <div>APPROVED</div> <div>JC</div> <div>30/09/21</div> <div>DATE</div> <div>30/09/21</div> <div>DATUM:</div> <div>-</div> <div>FILE NAME:</div> <div>PM743_D02.dwg</div>	JOB No.:	ISSUE	SHEET No.		
											PM743	C	2	
											D02-02		OF 7	



LG ES LOCAL GOVERNMENT ENGINEERING SERVICES Pty Ltd ABN 64 055 099 557 71 Lord St, Port Macquarie NSW 2444 Ph: 02-65843888 Email: john@legs.com.au		SAUNDERS CIVIL BUILD INNOVATION EXCELLENCE GROWTH 17 Byron Street, Inverell NSW 2360 Ph: 02-67225110 Email: andrew@legs.com.au		CLIENT SAUNDERS CIVIL BUILD	SCALES A1 ORIGINAL 0 2.5 5 7.5 10 12.5m SCALE 1:125 0 5 10 15 20 25m SCALE 1:250	DRAWN LW 30/09/21 DESIGNED LW 30/09/21 APPROVED JC 30/09/21 DATE	JOB No.: PM743 DOCUMENT No.: D02-03 STATUS: FINAL REG. No.: -	ISSUE C OF 7	SHEET No. 3 OF 7
C ISSUED TO CLIENT FOR APPROVAL B ISSUED TO CLIENT FOR APPROVAL A ISSUED TO CLIENT FOR REVIEW		LW 07/12/21 LW 08/11/21 LW 30/09/21		PROJECT WILDER STREET UPGRADE MUSWELLBROOK WILDER STREET PLAN AND LONGITUDINAL SECTION		FILE NAME: PM743_D02.dwg		DATUM: -	



[illegible]

ISSUE	REVISION	AUTH	DATE
C	ISSUED TO CLIENT FOR APPROVAL	LW	07/12/21
B	ISSUED TO CLIENT FOR APPROVAL	LW	08/11/21
A	ISSUED TO CLIENT FOR REVIEW	LW	30/09/21

LGES

**LOCAL GOVERNMENT
ENGINEERING SERVICES**

Port Macquarie
71 Lord St, Port Macquarie NSW 2444
Ph: 02-65843888
Email: john@legs.com.au

Inverell
17 Byron Street, Inverell NSW 2360
Ph: 02-67225110
Email: andrew@legs.com.au

SAUNDERS
CIVILBUILD

INNOVATION · EXCELLENCE · GROWTH

CLIENT

PROJECT

SAUNDERS CIVILBUILD

WILDER STREET UPGRADE
MUSWELLBROOK

WILDER STREET
CROSS SECTIONS SHEET 3 OF 3

SCALES

A1 ORIGINAL

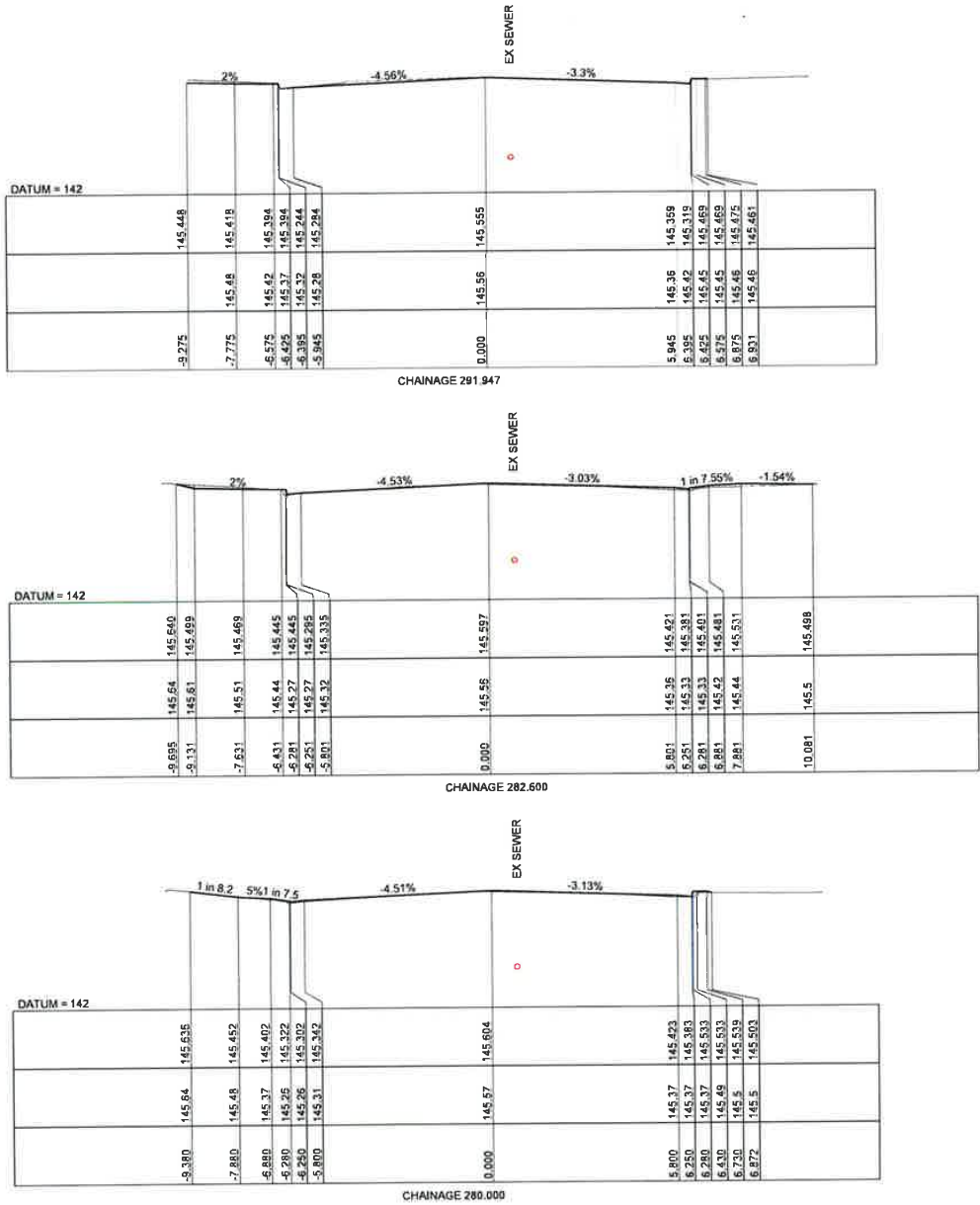
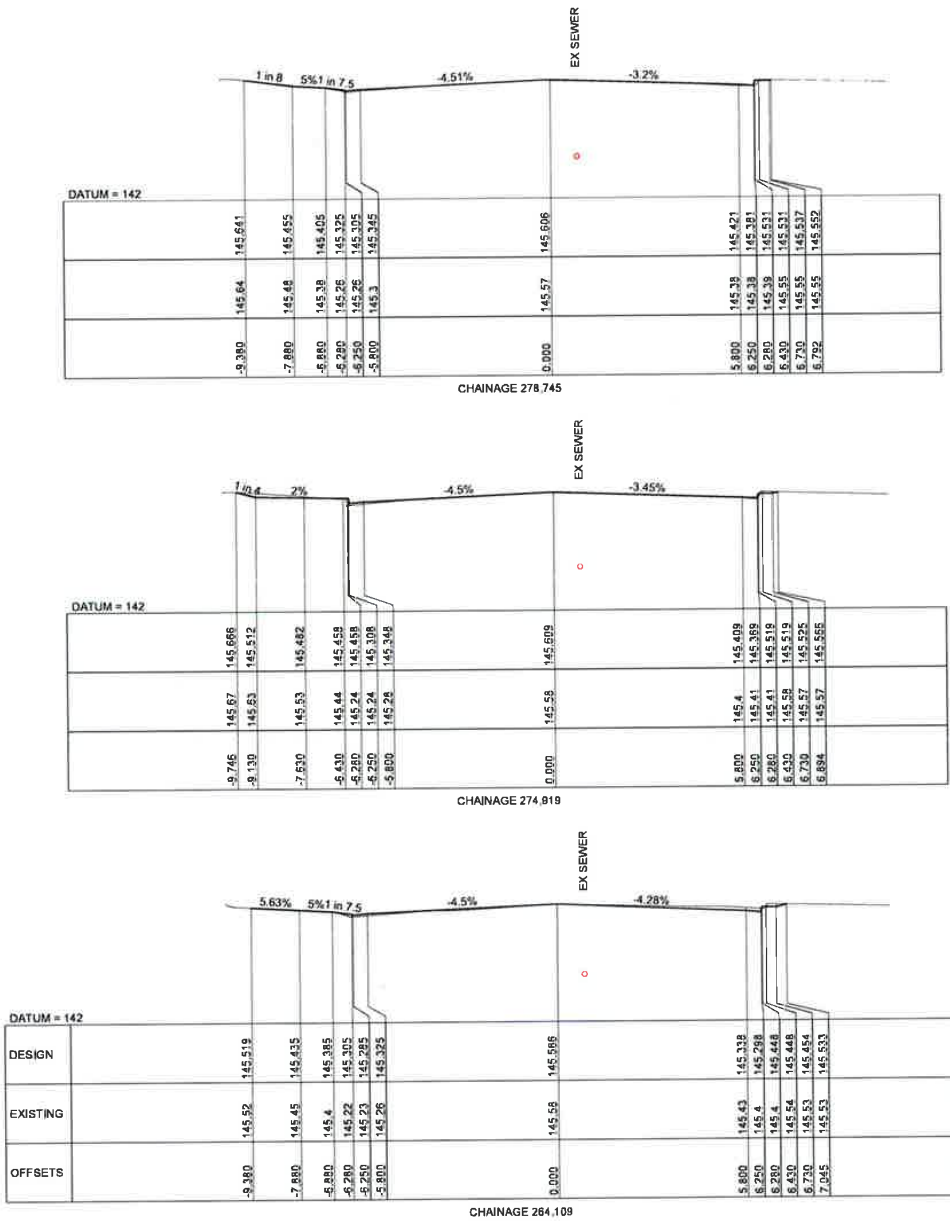
0 1 2 4 6 8 10m

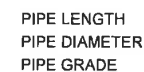
SCALE 1:100

@A1

FILE NAME: PM743_D02.dwg

DRAWN	DATE	JOB No.	ISSUE	SHEET No.
LW	30/09/21	PM743	C	6
DESIGNED	DATE	DOCUMENT No.		OF 7
LW	30/09/21	D02-06		
APPROVED	DATE	STATUS:	FINAL	
JC	30/09/21	REG. No.:	-	
DATUM: -				









DATUM RL		138.00		
FINISHED SURFACE LEVEL	145.25		145.24	145.41
DEPTH TO INVERT	1.16	1.22	1.24	
INVERT LEVEL	144.10	144.03	144.01	143.90
PIPE CHAINAGE	0.00	14.22		36.28

HS 1:200, VS 1:100

DRAINAGE LINE 1

							CLIENT SAUNDERS CIVILBUILD		SCALES A1 ORIGINAL 		DRAWN LW		DATE 30/09/21		JOB No.: PM743		ISSUE C		SHEET No. 7	
			Pty Ltd ABN 64 055 099 557 Web: www.lges.com.au		Inverell 17 Byron Street, Inverell NSW 2360 Ph: 02-65843888 Email: john@lges.com.au		PROJECT WILDER STREET UPGRADE MUSWELLBROOK				DESIGNED LW		DATE 30/09/21		DOCUMENT No.: D02-07					
C ISSUED TO CLIENT FOR APPROVAL B ISSUED TO CLIENT FOR APPROVAL A ISSUED TO CLIENT FOR REVIEW ISSUE REVISION			LW 07/12/21 LW 08/11/21 LW 30/09/21 AUTH DATE		71 Lord St, Port Macquarie NSW 2444 Ph: 02-65843888 Email: john@lges.com.au		STORMWATER LONGITUDINAL SECTIONS		FILE NAME: PM743_D02.dwg		APPROVED JC		DATE 30/09/21		STATUS: FINAL		REG. No.: -			

11.3 CONCEPT DESIGN FOR RENEWAL HILL ST CARPARK

Attachments:	A. Carpark Plan ↓ B. Carpark Cross Sections ↓
Responsible Officer:	Derek Finnigan - Deputy General Manager
Author:	Kellie Scholes - Manager - Roads, Drainage & Technical Services
Community Plan Issue:	<i>Our community's infrastructure is planned well, is safe and reliable and provides required levels of service</i>
Community Plan Goal:	<i>Improve and maintain civic precincts.</i>
Community Plan Strategy:	<i>Deliver the capital program substantially on time, on budget and in accordance with relevant design and construction standards.</i>

PURPOSE

To request Council's review and endorsement of a detailed concept design for the renewal of the Hill Street car park at the Muswellbrook Marketplace.

OFFICER'S RECOMMENDATION

Council endorses:

1. The Concept Design attached as A to the report, for the renewal of the Hill Street Carpark identified in the report;
2. The use of the available budget from the 2021-22 Capital Budget allocation for the construction of the works up to the limit of funding available in accordance with the endorsed Concept Plan; and
3. Approves the consolidation of \$3,058 from General Ledger 3580.4234.001 to General Ledger 3580.4234.504 to facilitate the carrying out of the approved works.

Moved: _____ Seconded: _____

BACKGROUND

Council endorsed the 2021-22 Capital Works Program for Roads and Drainage at the 27 July 2021 Ordinary Council meeting. This program included the renewal of the Hill St public carpark as the highest priority under the carpark renewal program based on its high use, current asset condition and poor accessibility due to the car park's rough surface and irregular grades.

CONSULTATION

Council - A capital works program report was submitted to the 27 July 2021 Ordinary Council Meeting.

MM Hyndes Bailey – Civil design standards

Commercial Property Coordinator

Manager Works, Property and Building Services

REPORT

The existing public carpark located off Hill St Muswellbrook and adjacent to the Muswellbrook Market Place was identified for renewal through condition assessment and endorsed by Council to be included in the 2021-22 Capital Works Program. The existing sealed surface has oxidised and is now presenting as a very rough surface which is in need of renewal.

The resurfacing works were identified as the minimum work needed to manage the asset and retain the sealed surface of the pavement. However, in addition to this work there are opportunities to carry out

improvements to the accessibility and function of the carpark through undertaking additional civil works. The existing carpark has been constructed to non-conforming grades and crossfalls which make access to and from vehicles difficult, and the non-conforming grades also present possible risk to safe trolley use in the carpark. The current movement of circulating vehicles could also be improved through implementing a one-way flow of traffic to avoid conflict due to the current insufficient lane width for two-way traffic. The Concept attached as A to the report includes the following scope of works to improve the carpark facility in terms of its asset life and functionality:

- Extension of the concrete retaining wall on the southern boundary;
- Earthworks and construction of kerb and gutter on the northern boundary;
- Widen the existing central median /garden bed to provide a 1.5m minimum concrete walking path for safer vehicle access;
- Construction of two new medians (garden beds) on the eastern side to facilitate traffic flow;
- Improve the new and existing gardens with plantings in accordance with the Public Domain Manual to soften the aesthetic of the area and make it consistent with the CBD plantings
- Retain the existing plane trees;
- Undertake a mill and fill with AC pavement to reshape and improve surface grades; and
- Implement a one-way traffic flow with linemarking.

OPTIONS

Option 1 – Council could endorse the Concept Design attached as A to the report. The works proposed in the concept will add extra value to the facility by making improvements to the function, safety and access within the carpark. This concept would be more costly to implement as it proposes additional civil construction to enable improvements to grades, accessibility and aesthetics of the asset. Although this option would be more costly to implement than Option 2 it could be undertaken in two (2) stages over financial years and would provide long-term benefits not only to the asset but to the CBD of Muswellbrook.

Option 2 -Council could resolve not to endorse the concept design attached as Appendix A to the report and undertake resurfacing works only to the carpark with AC using the mill and fill methodology to build to the existing surface levels and grades. This option is the least cost option and would provide the necessary renewal of the sealed pavement surface. Undertaking this option will mean that the carpark would remain in its current limited capacity in terms of safety and function.

CONCLUSION

The endorsement of the detailed concept design will allow the design to be finalised and construction works to be tendered and constructed in accordance with the design.

SOCIAL IMPLICATIONS

The renewal of the carpark wearing surface will provide positive impacts to the users of this facility. This carpark services the CBD of Muswellbrook and the adjoining businesses, the provision of improved pavement surface will make the facility safer to use and protect and maintain this important asset. It is acknowledged that there would be a short-term inconvenience during the construction phase of the project, however this would be managed and minimised as much as possible, supported by the provision of effective, timely community information and advice.

FINANCIAL IMPLICATIONS

The 2021-2022 Capital Budget for Roads and Drainage includes an allocation of \$100,000 for Carpark Renewal Program. As the carpark is located directly adjacent to the Muswellbrook Market Place which is a commercial asset owned by Council there may be opportunities for the use of available budget allocations associated with the commercial asset to supplement the funding for the works.

Ongoing Operational and Maintenance Costs Implications Associated with Capital Project**1. Financial Implications – Capital**

Option 1. \$360,000

Option 2. \$130,000

2021-22 Budget:	Carpark renewal programme	3580.4234.001	\$3,058
	Carpark renewal programme	3580.4234.504	\$96,942
	Future Fund renewal of assets	3690.5421.504	\$30,000
	TOTAL		\$130,000

2. Financial Implications – Operational

Undertaking resealing of the pavement will mitigate cost for maintenance. Not undertaking any maintenance to the sealed surface will result in loss of the carpark pavement in the future resulting in greater cost to rehabilitate the carpark.

POLICY IMPLICATIONS

Projects greater than \$75K in value are to be undertaken in accordance with a Council endorsed Concept.

STATUTORY IMPLICATIONS

Nil

LEGAL IMPLICATIONS

Nil

OPERATIONAL PLAN IMPLICATIONS

The Concept supports the following goals of the 2021-22 Operational Plan;

02.04.11 Develop a plan for improved accessible pedestrian link to Muswellbrook Marketplace

19.01.01 Deliver the approved capital program substantially on time, on budget and in accordance with relevant design and construction standard

RISK MANAGEMENT IMPLICATIONS

The Concept aims to mitigate risk to public safety.


WASTE MANAGEMENT IMPLICATIONS

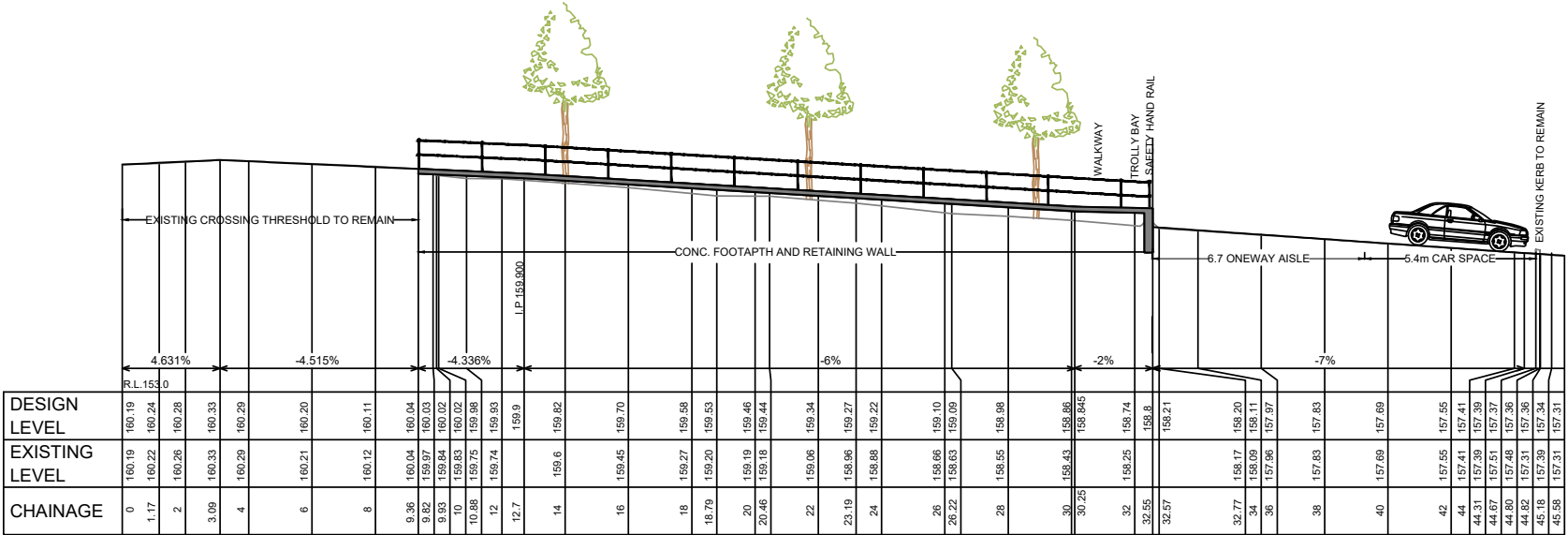
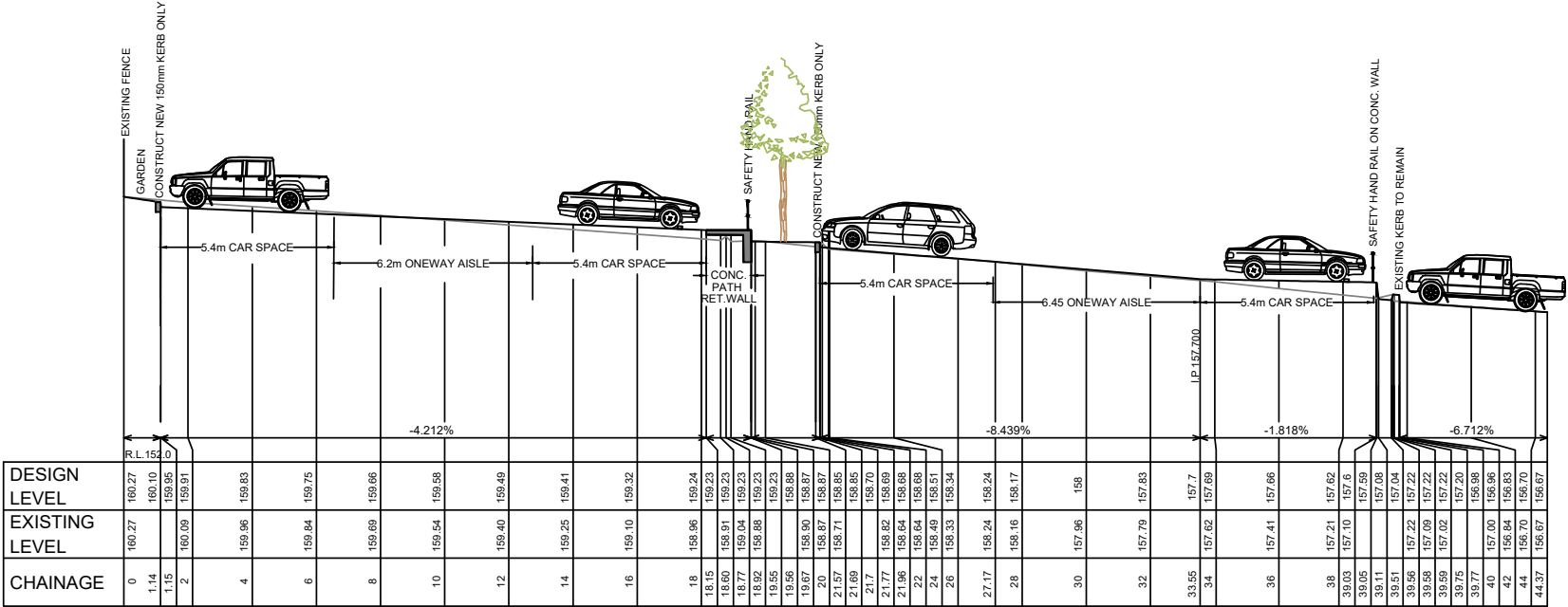
Construction methodologies will aim to minimise waste and support complying waste disposal.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

Appropriate consultation would be undertaken prior to any construction works to minimise impact.



PLANS PREPARED BY		CLIENT		ORIGINAL DRAWING SIZE: A1 H. SCALE 1:100 V. SCALE		PLAN ISSUE		28.03.2022
MM HYNDES BAILEY & Co. REGISTERED SURVEYORS - TOWN PLANNING - CIVIL DESIGN <i>Surveying the Hunter since 1920</i> Ph: 02 65432475 Email: office@hbsurveys.com.au PO Box 26, MUSWELLBROOK NSW 2333		 muswellbrook shire council		LGA: MUSWELLBROOK		A ISSUED TO COUNCIL FOR COMMENT		A
				DESIGN: M. COLE		DRAWN: M. COLE		JOB REF:
				DRAWING NO. 214180_CARPARK_001				214180



PLANS PREPARED BY MM HYNDES BAILEY & Co. REGISTERED SURVEYORS - TOWN PLANNING - CIVIL DESIGN <i>Surveying the Hunter since 1920</i> Ph: 02 65432475 Email: office@hbsurveys.com.au PO Box 26, MUSWELLBROOK NSW 2333	<div>CLIENT</div> <div></div>	MUSWELLBROOK MARKET PALCE CARPARK UPGRADE WORKS SECTIONS	ORIGINAL DRAWING SIZE: A1 H. SCALE 1:100 V. SCALE 1:50 LGA: MUSWELLBROOK DRAWING NO. 214180_CARPARK_002	PLAN ISSUE	28.03.2022
				A ISSUED TO COUNCIL FOR COMMENT	A
					JOB REF: 214180

11.4 WASTE SERVICE EXTENSION

Attachments:	A. Waste Collection Zones <u>↓</u>
Responsible Officer:	Derek Finnigan - Deputy General Manager
Author:	Michael Brady - Sustainability Officer Joann Polsen - Senior Co-Ordinator - Waste Operations
Community Plan Issue:	<i>Our community's infrastructure is planned well, is safe and reliable and provides required levels of service</i>
Community Plan Goal:	<i>Maintain and continually improve community infrastructure across the Shire.</i>
Community Plan Strategy:	<i>Effectively manage customer service requests.</i>

PURPOSE

The report is submitted for Council's consideration in relation to the potential to extend domestic waste collection services to additional areas within Muswellbrook Shire.

OFFICER'S RECOMMENDATION

Council:

1. **Endorses Option 2 in order to progress the potential for a staged extension of Council's kerbside waste service;**
2. **Requests that staff provide further investigation and information in relation to Option 3;**
3. **Requests that staff formally confirm with Council's waste collection service provider to ascertain the timeframes regarding procurement of heavy vehicles;**
4. **Approves staff to commence consultation with affected landowners regarding extending the waste services to new areas;**
5. **Indicates to landowners that more than 50% of the ratepayers in the proposed extension areas would need to support the proposal before a waste service extension may be considered; and**
6. **Requests the results of consultation be reported to Council for a decision on a waste service extension.**

Moved: _____ **Seconded:** _____

BACKGROUND

Council's Waste Collection Zone currently encompasses the urban areas of Muswellbrook, Denman and Sandy Hollow as well as selected linking roads. Only those properties inside the Waste Collection Zone are entitled to request Council issued general waste, recycling and organic waste bins. Attachment A provides detail of the current Waste Collection Zones.

The number of dwellings outside the Waste Collection Zone has gradually increased over the years as new dwellings have been built in rural areas. Council has received a number of requests for a waste collection service in a range of rural areas.

Under the Local Government Act, ratepayers are charged an availability fee where the kerbside waste collection service is provided or is able to be provided. Therefore, if the collection truck goes past a property on a normal collection run within Council's defined waste service areas, the property is charged an availability fee regardless of whether or not the landowner uses the service. Waste charges are included in Council's rates notices.

For urban areas receiving a domestic waste service, property owners receive a waste service charge which allows pick up of red, yellow and green lidded Council bins. This charge is \$422.00 per annum. If the property is vacant, the charge that applies is the availability charge of \$97.00 per annum.

For rural areas receiving a domestic waste service, as well as commercial/business premises, property owners receive a waste service charge which allows pick up of red and yellow lidded Council bins. This charge is \$390.00 per annum. If the property is vacant, the charge that applies is the Waste Availability charge of \$97.00 per annum.

If the waste service area is extended to include new rural areas, all properties within that area will be charged a \$390.00 per annum waste service charge, with Council red and yellow bins issued.

CONSULTATION

Senior Coordinator Waste Operations.

Director Planning and Environment.

Financial Controller.

Sustainability Officer.

Rates Officer.

Deputy General Manager.

REPORT

Due to requests from Councillors and a number of rural residents outside the current service areas, staff have recently completed the following actions:

- Sought feedback from relevant Council departments on the issues and opportunities for extending the kerbside waste collection service.
- Identified the properties that do not currently receive a bin service.
- Identified properties seeking a service based on requests received.
- Determined properties that may warrant further investigation for waste extension.
- Consulted with Council's waste contractor.

Council's waste service contractor has advised there may be issues with extending the service zones in the short term, as an additional vehicle(s) may need to be added to the collection fleet. Currently, there are supply issues with obtaining a suitable new vehicle(s). This may mean that, if Council was to proceed with a Waste Collection Zone extension, it may take up to 12 months for the contractor to procure the machinery to be able to commence this service.

It is important to decide on a threshold of property owners needed in order to agree to extend a waste service zone. For example, Council could decide based on the percentage of property owners agreeing to a waste extension:

- a) 50%
- b) 75%
- c) 100%
- d) Any other percentage

Some properties will be owned by companies (for example, mining companies) or investors/non-local property owners. This could skew outcomes, as non-residents may not see the need for a waste collection service.

Preliminary consultation with a group of residents in Martindale a number of years ago concluded that they believed a kerbside collection service was not suitable given the size and condition of local roads.

Some residents did express a view that Council could provide skip bins. However, staff believe this is not a suitable option. It would be far more efficient and possibly cheaper for residents to organise their own skip bins. Other Councils that provide a similar service have experienced many issues regarding illegal dumping and vandalism.

If an extension of service is deemed to be appropriate by Council, the next steps in the process are:

1. Decide which option Council would like to proceed with.
2. Communicate with affected property owners.
3. Report back to Council on the results of consultation and clarifying how to proceed.

OPTIONS

Options for Council's consideration include:

Option1: Resolve not to extend the waste service zone past its present boundaries

Option 2. Extend the waste service zone to areas identified through Customer Service Requests and based on where trucks can more easily travel.

Based on Customer Service Requests and areas where trucks can more easily travel, staff believe the highest priority areas for the waste service extension are defined in Figure 1 and Table 1 below.

The ease of service was determined by considering how easy it would be for Council and J R Richards to deliver the service based on road access.

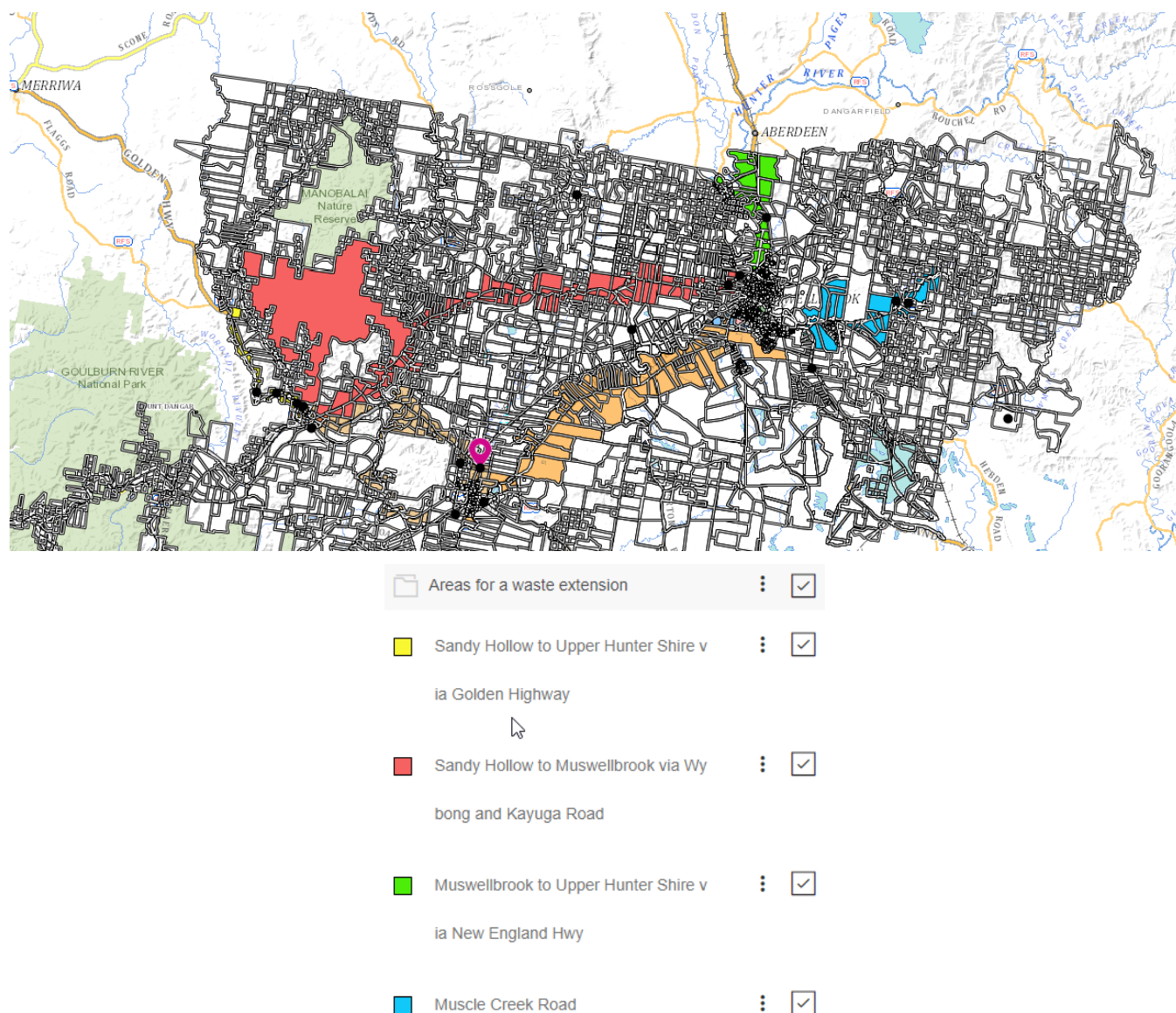
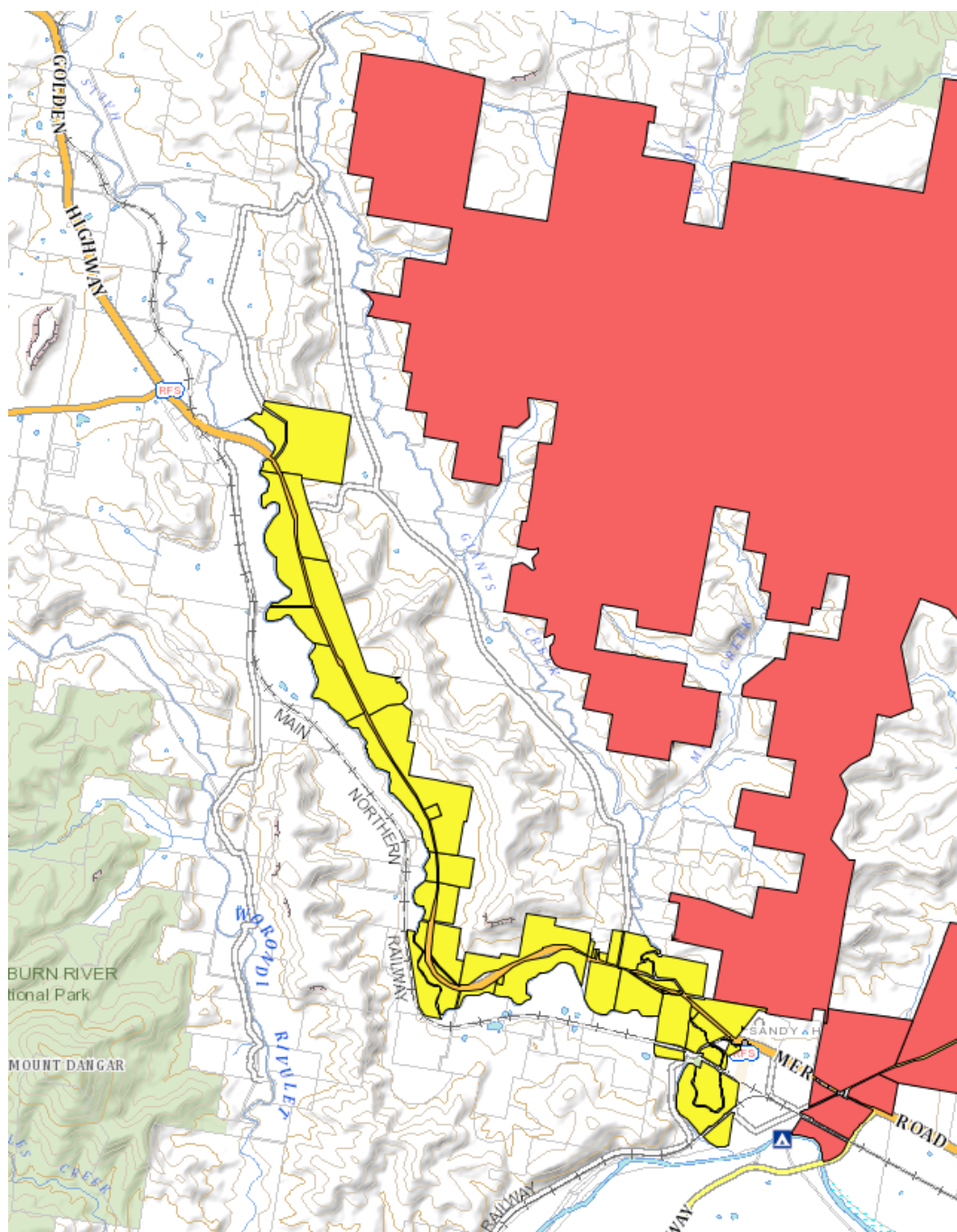


Figure 1. Map highlighting proposed waste service extension areas.

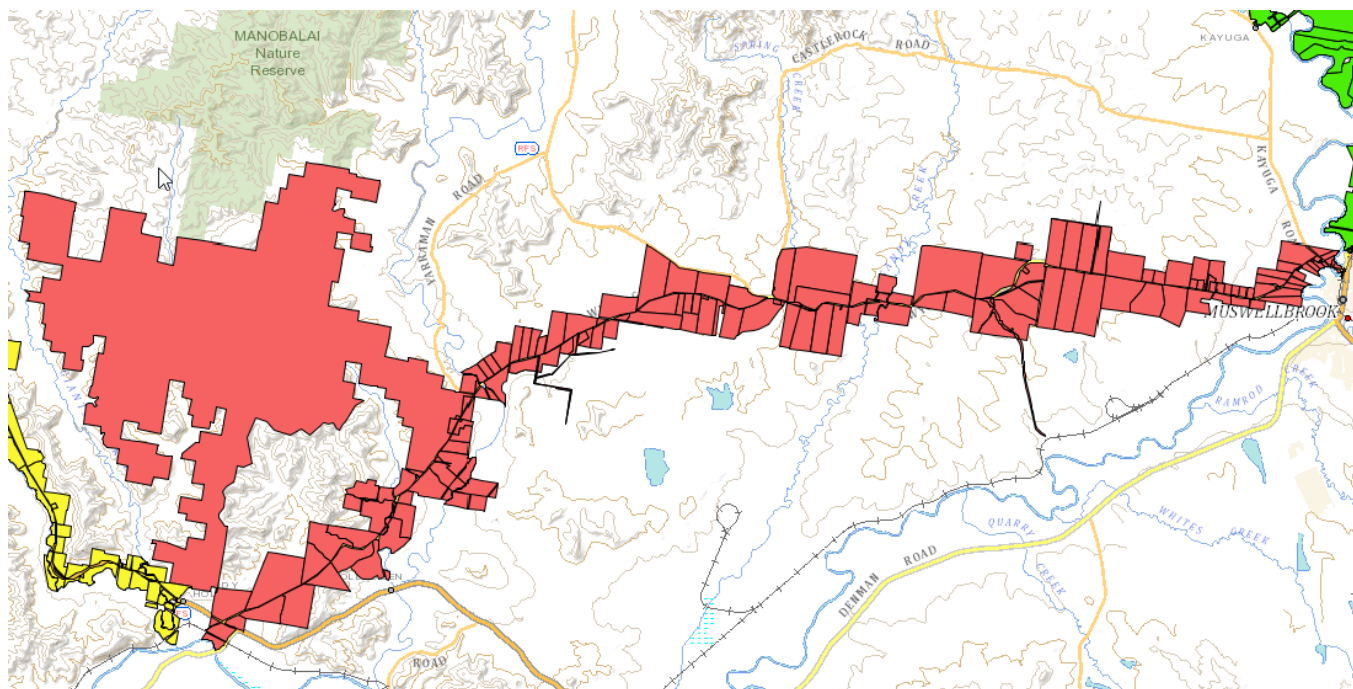
Table 1. Proposed waste service extension areas (Note: this refers to the number of assessed properties with street frontage. One property owner may own more than one property).

MAP	Proposed waste service extension areas	No. Assessed properties	Approx no. residences
A	Sandy Hollow to Upper Hunter Shire via Golden Highway.	38	12
B	Sandy Hollow to Muswellbrook via Wybong and Kayuga Road.	182	52
C	Muswellbrook to Upper Hunter Shire via New England Hwy.	104	25
D	Muscle Creek Road.	44	27

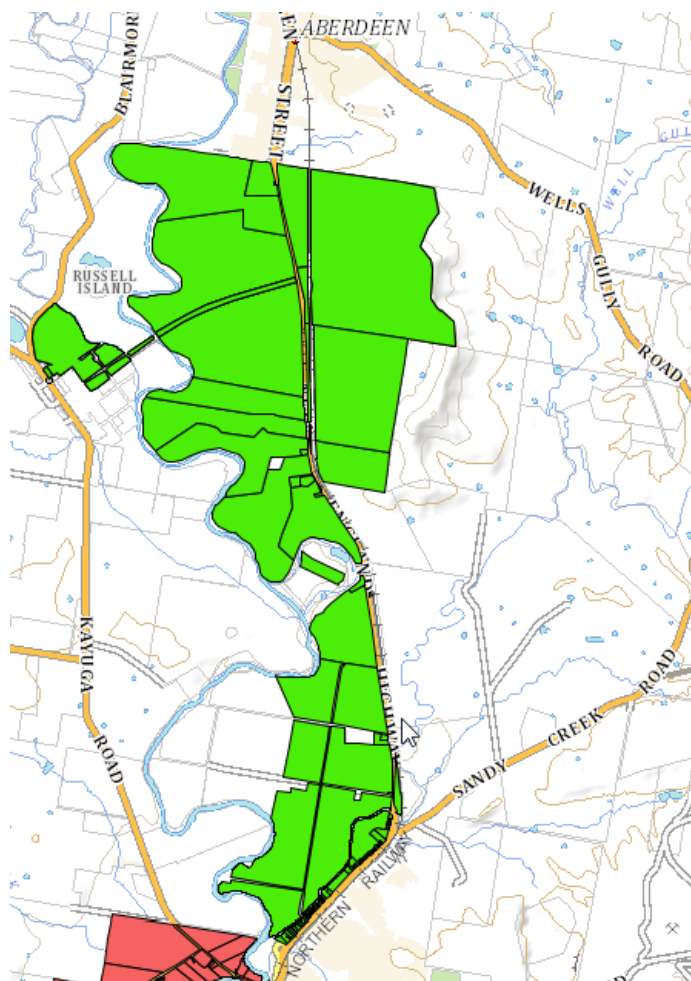
Map A: Sandy Hollow to Upper Hunter Shire via Golden Highway (yellow).



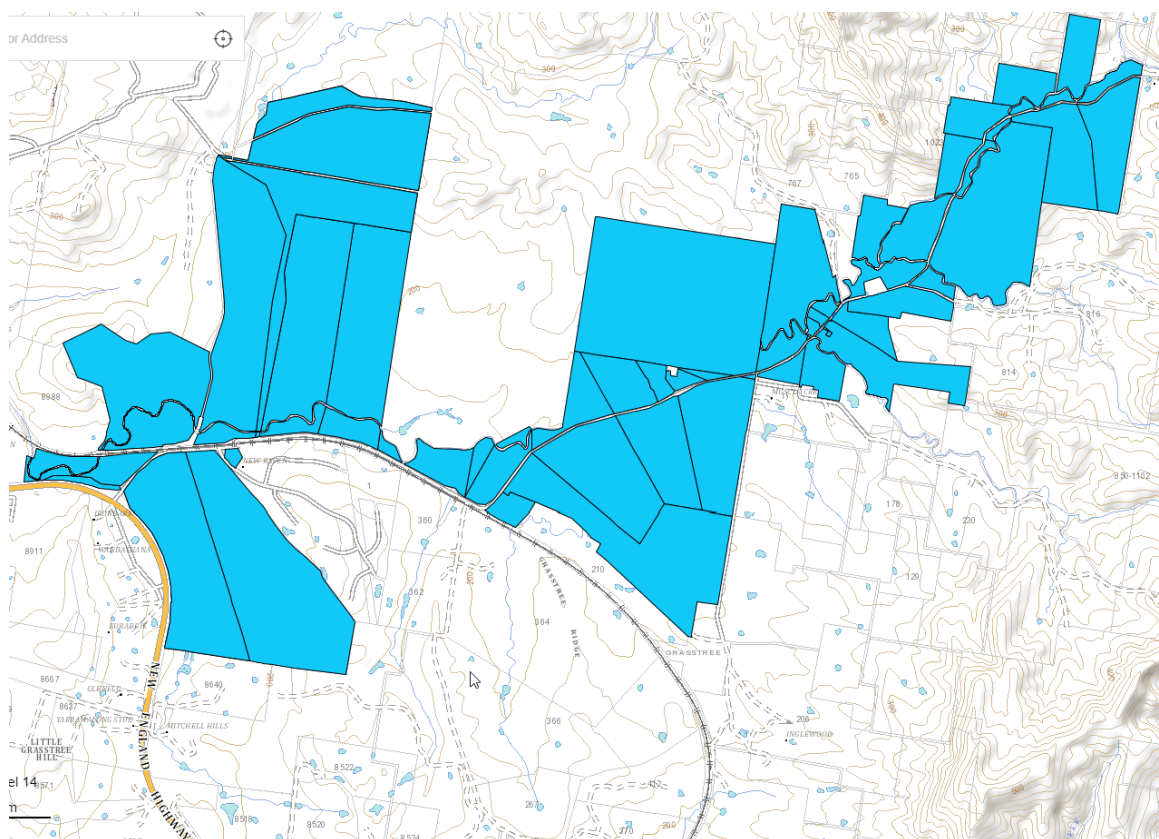
Map B: Sandy Hollow to Muswellbrook via Wybong and Kayuga Road (red).



Map C: Muswellbrook to Upper Hunter Shire via New England Highway (green).



Map D: Muscle Creek Road (blue).



Option 3. Extend the waste service zone to all areas possible.

Table 2 provides the number of additional properties involved if the service was extended to all areas (that is, in addition to Table 1)

Area	No. Assessed Properties
McCully's Gap	49
Martindale	46
Bureen	29
Kayuga	20
Baerami	15
Giant's Creek	14

Table 2: Additional areas to be considered for waste service extension

Some areas of Muswellbrook Shire may be very difficult to service due to the type and condition of some remote rural roads. An assessment of these roads would need to be carried out by staff and the contractor to determine if these roads can safely accommodate collection vehicles.

Option 4. Investigate & cost alternative service models.

The levying of Domestic Waste Management (DWM) charges by Councils across NSW is currently under review by the Independent Pricing and Regulatory Tribunal (IPART). Councils charge DWM charges on a user pays principle, and Councils vary in how they apply these charges and what services are funded by the charges. IPART is looking at regulating DWM charges, such that any significant variation over a prescribed peg would need to be justified by Council.

Rural Councils struggle with providing services, as the costs for transport of waste over distances are significantly greater combined with a lower capacity for some rural populations to pay.

Muswellbrook Council's DWM and the Waste Collection Contract have historically been confined to the provision of kerbside mobile garbage bin services and bulk waste collection events to urbanised areas of the Shire. This arrangement keeps overall costs comparatively low per property. Under this model, the urban properties pay for the kerbside service, and the rural properties without a kerbside service pay when they take their waste to licensed facilities. In both cases, it is a user pays system.

Some Councils in the Hunter provide an alternative waste service where it is not feasible to provide kerbside service. Alternative waste services include waste disposal vouchers, tyre drop off days, mattress drop off days, "on call" or booked bulky waste collection.

Council could extend the DWM service to all properties in the Shire, however, a property outside the current Waste Collection Zone would not get Council issued bins and instead could be provided with Waste Disposal Vouchers, funded by the DWM charge. Council could use the additional DWM income to fund tyre and mattress drop off days and remove these items from the current Bulky Waste pickup events.

Council's current weighbridge software provider can support the issue of barcoded vouchers linked to individual properties.

Council could investigate expanding a voucher system across all residential properties as a 100% replacement to the Bulky Waste event service. The benefits to doing so would be a reduction in windblown litter, increase to local visual amenity, reduction in opportunistic illegal dumping (material dumped on vacant blocks), reduction in high-risk manual work of contract workers loading rear loading compactor trucks in busy streets, increase recycling opportunity of materials brought directly to a waste management facility, and thereby generate a positive image of Council for increasing services.

It is important to note that any of the above alternative service models would have significant implications on the DWM collection, changes to weighbridge software configuration, and would require additional procurement. Special drop off days, for example, for mattresses or tyres, would require appropriate staff resourcing and would require renegotiation of aspects of the current Waste Services Contract between Council and J R Richards.

Council periodically surveys the community on a range of issues, including Waste Services. It is important to review community responses to questions regarding the current waste services to ensure any proposed changes align with stated community needs or desires.

The planned future rollout of the Food Organics Garden Organics service will also represent a significant change to Council's waste collection service, as red bins will move to a fortnightly collection and green bins will be collected on a weekly basis.

CONCLUSION

Council has received numerous requests from Councillors and community members to extend the waste collection service to service a wider area of rural properties. Due to the cost of providing a service to remote properties, and possible limitations due to service vehicles being unable to travel along some roads, the simplest option may be to expand the service to those properties closest to the current service area. This aligns with locations where Council has received Customer Service Requests and where

trucks can travel. The ability to extend the service is currently limited by difficulties in procuring heavy vehicles.

SOCIAL & ENVIRONMENTAL IMPLICATIONS

Extending waste services to new areas provides Council with the opportunity to improve equitable delivery of services to more people in the community. The extension of waste services could be more valuable to community members who currently find it difficult to properly dispose of their waste. For example, those with access to a suitable vehicle and those with physical limitations.

Providing a waste collection service may reduce potential for property owners to manage waste by burning or burying on-site, taking unsorted waste to the waste facilities or using a contractor to dispose of unsorted waste.

FINANCIAL IMPLICATIONS

Ongoing Operational and Maintenance Costs Implications Associated with Capital Project

1. Financial Implications – Capital

Nil at this time.

2. Financial Implications – Operational

Extension of the Waste Collection Zone and rollout of bins to outlying properties would increase Waste Collection Contract costs, balanced by increase to Rating income for waste charges.

If Council was to decide to extend waste services, consideration would need to be given to the implications on rate income. Depending on the number of properties who are offered the extended service and the number of properties who take up the service, ratepayers within the current urban waste zone may need to pay more to cover the cost of the extended service.

POLICY IMPLICATIONS

Extending the waste service area would effectively mean a change to Council's current waste collection practice.

STATUTORY IMPLICATIONS

Nil known.

LEGAL IMPLICATIONS

Nil known.

OPERATIONAL PLAN IMPLICATIONS

Submission of the report complies in principle with item 20.1 of the Operational Plan: 'Provide safe, secure, efficient and effective water, sewerage and waste services in compliance with regulatory requirements'.

RISK MANAGEMENT IMPLICATIONS

Possible risk implications are:

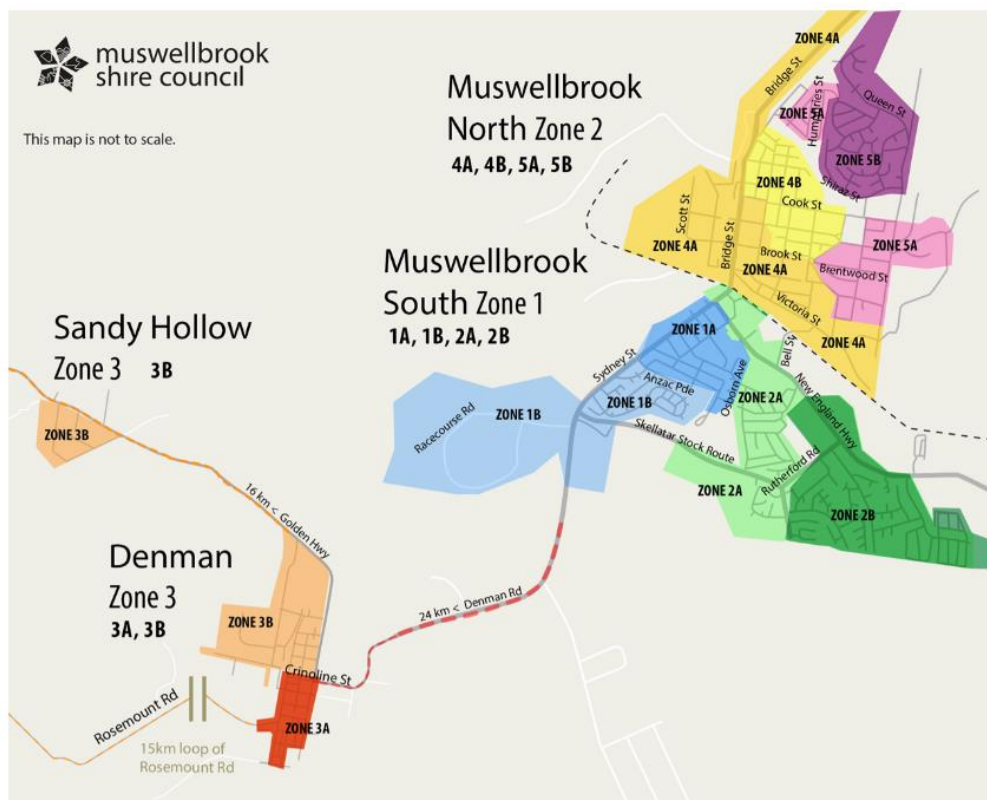
- The rates of all property owners may need to increase to pay for the extended service;
- Residents within an extended waste zone may not wish to be included in a kerbside waste collection service; and
- Residents' expectations that a waste extension service will be provided, however the service is unable to be provided due to Council's external service provider being unable to purchase new vehicles or the proposed roads are not currently suitable to support the regular passage of a waste collection truck.

WASTE MANAGEMENT IMPLICATIONS

Providing a source separated collection service will reduce the amount of mixed/general waste being disposed of in land fill and will increase the recycling of suitable materials.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

A communication strategy will need to be prepared to guide the consultation process with affected landowners.



11.5 DRAFT PLANS OF MANAGEMENT FOR OLYMPIC PARK AND DENMAN RECREATION AREA

Attachments:	Nil
Responsible Officer:	Derek Finnigan - Deputy General Manager
Author:	Taylah Blackadder - Administration Officer - Property & Building
Community Plan Issue:	<i>Our community's infrastructure is planned well, is safe and reliable and provides required levels of service</i>
Community Plan Goal:	<i>Maintain and continually improve asset management.</i>
Community Plan Strategy:	<i>Implement asset management system.</i>

PURPOSE

To provide the draft Plans of Management for Olympic Park and Denman Recreation Area.

OFFICER'S RECOMMENDATION

Council endorses the draft Plans of Management for Olympic Park and Denman Recreation Area for consultation with user groups and key stakeholders.

Moved: _____ **Seconded:** _____

BACKGROUND

A Plan of Management (PoM) is a document which provides a clear set of guidelines for Council and the community for the short and long-term management of a parcel of 'community land' owned and managed by Council or the Crown under Council's care, control, and management.

A PoM outlines how a park or reserve will be used, improved, and managed in the future. It identifies community goals and objectives for the land and establishes the overall direction for Council's planning, resource management, and maintenance. The PoM can be accompanied by master plans to assist Council to set priorities when preparing works programs and associated budgets.

CONSULTATION

Crown Lands Management Plans Committee

REPORT

Provided under separate cover to this report are draft Plans of Management (PoM) for Olympic Park and the Denman Recreation Area.

The NSW Government's, and consequently Council's, process for the preparation of new PoM will generally consist of the following:

1. Completion of draft PoM;
2. Submission of draft PoM to Council for review and amendment
3. Consultation of draft PoM with user groups and key stakeholders for review and amendment;
4. Submission of draft PoM to Council for review and amendment;
5. Submission to Crown Land Department for review and amendment;
6. Public Exhibition of draft PoM;
7. Submission of draft PoM to Council for final review and amendment;
8. Submission of final draft to Minister for consent; and
9. Adoption by Council.

It is proposed to commence the consultation process with written notification and in person meetings with user groups and key stakeholders.

OPTIONS

Council could choose to develop draft plans further before undertaking user group and key stakeholder consultation.

CONCLUSION

Undertaking the preparation of a draft Plan of Management is an extensive process with several opportunities for Council to review. It is recommended Council proceed with the consultation process for the draft plans.

SOCIAL IMPLICATIONS

The plans will set the use of 'community land' and Crown Land, meet the requirements of the Native Title Act, and encourage passive and active recreation in the community.

FINANCIAL IMPLICATIONS

The development of the Plans of Management will be resourced from existing operational budgets.

POLICY IMPLICATIONS

Nil known.

STATUTORY IMPLICATIONS

Relevant legislation:

Crown Land Management Act 2016

Local Government Act 1993 (LG Act)

Native Title Act 1993 (Cth)

LEGAL IMPLICATIONS

Nil known.

OPERATIONAL PLAN IMPLICATIONS

'05.05.06 Manage Crown lands in line with Plans of Management', *Muswellbrook Shire Council Operational Plan 2021 -2022*

RISK MANAGEMENT IMPLICATIONS

A Plan of Management should include proper consideration of risk and management.

WASTE MANAGEMENT IMPLICATIONS

Nil known.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

User groups and key stakeholder consultation to commence before broader community consultation.

11.6 MALABAR RESOURCES S138 ROADS ACT 1993 PERMIT - THOMAS MITCHELL DRIVE

Attachments:	A. Malabar Works Location <u>↓</u>
Responsible Officer:	Derek Finnigan - Deputy General Manager
Author:	Imelda Williams - Technical Officer - Traffic & Roads
Community Plan Issue:	<i>Our community's infrastructure is planned well, is safe and reliable and provides required levels of service</i>
Community Plan Goal:	<i>Facilitate investment in high quality community infrastructure necessary to a regional centre.</i>
Community Plan Strategy:	<i>Investigate and recommend appropriate management treatments for road safety and traffic management.</i>

PURPOSE

To advise Council of the receipt of an application under s.138 Roads Act 1993 from Malabar Resources for works adjacent to Thomas Mitchell Drive associated with the Maxwell Underground Coal Mine Project.

OFFICER'S RECOMMENDATION

Council delegates to the General Manager authority to sign the s.138 Roads Act 1993 approval for the proposed works as outlined in the report.

Moved: _____ **Seconded:** _____

BACKGROUND

Maxwell Underground Coal Mine Project (SSD9526) was approved by the Independent Planning Commission of NSW on 22 December 2020.

CONSULTATION

Roads Drainage & Technical Services

REPORT

Malabar Resources propose to remediate a failed drainage pipe under the Antiene Rail spur line adjacent to Thomas Mitchell Drive. An 1800mm corrugated pipe showing signs of failure, with multiple segments separating and deforming under the dynamic loading from rail traffic and static loading from the rail embankment situated above the site. The contractor engaged to undertake the works, Lycopodium, has produced a design to rehabilitate the failing asset by re-sleeving the existing culvert under the rail spur. The location of the site is in a difficult to access area adjacent to Thomas Mitchell Drive. Whilst all access to the site will be through land owned by Malabar Resources to the rail spur corridor the contractors will require occupation of the road reserve through the approval of a s.138 Roads Act 1993 Permit to facilitate the works. It is not anticipated that there will be any disruption to traffic using Thomas Mitchell Drive.

OPTIONS

Council can choose to

- Approve delegation to the General Manager to issue the consent for the works under s.138 of the Roads Act 1993 as outlined in this report;
- Request modification;

- Refuse the delegation citing justification.

CONCLUSION

It is recommended that Council approves the delegation to the General Manager to issue the consent for the occupation of Thomas Mitchell Drive to undertake the works as outlined in the report.

SOCIAL IMPLICATIONS

It is not anticipated that there will be any impact to traffic movements on Thomas Mitchell Drive during the proposed works.

FINANCIAL IMPLICATIONS

The costs of all works will be the responsibility of the applicant.

Ongoing Operational and Maintenance Costs Implications Associated with Capital Project**1. *Financial Implications – Capital***

Nil

2. *Financial Implications – Operational*

Nil

POLICY IMPLICATIONS

Nil Known.

STATUTORY IMPLICATIONS

Council is the Roads Authority under the Roads Act 1993 and is acting within its powers.

LEGAL IMPLICATIONS

Council is the Roads Authority under the Roads Act 1993 and is acting within its powers.

OPERATIONAL PLAN IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

Works are to comply with the appropriate standards and Traffic for NSW guidelines “Traffic Control at Work Sites”. Public Liability Insurance is held by the contractors undertaking the works.

WASTE MANAGEMENT IMPLICATIONS

Nil.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

Nil.



Figure 1 Proposed works



11.7 MANGOOLA COAL OPERATIONS S.138 ROADS ACT 1993 PERMIT FOR THE CARRYING OUT OF ROAD MAINTENANCE ON WYBONG ROAD

Attachments:	A. Mangoola s138 Application Plan ↓
Responsible Officer:	Derek Finnigan - Deputy General Manager
Author:	Imelda Williams - Technical Officer - Traffic & Roads
Community Plan Issue:	<i>Our community's infrastructure is planned well, is safe and reliable and provides required levels of service</i>
Community Plan Goal:	<i>Facilitate investment in high quality community infrastructure necessary to a regional centre.</i>
Community Plan Strategy:	<i>Investigate and recommend appropriate management treatments for road safety and traffic management.</i>

PURPOSE

To advise Council of the receipt of an application from Mangoola Coal under s.138 of the Roads Act 1993 for the ongoing maintenance of identified Council road sections associated with the Mangoola Coal Continued Operations Project and as required under the Road Closure and Works Deed.

OFFICER'S RECOMMENDATION

Council delegates to the General Manager authority to sign the s.138 Roads Act 1993 permit for the ongoing maintenance of identified Council road sections as detailed in the report.

Moved: _____ **Seconded:** _____

BACKGROUND

On 26 April 2021 the NSW Independent Planning Commission approved the development application for the Mangoola Coal Continued Operations Project (SSD8642) ("MCCOP"). At the 12 October 2021 Extra Ordinary Council Meeting, Council approved the s.138 Roads Act 1993 application for works to be undertaken on identified public roads. Condition 16 of the permit's Special Conditions requires Mangoola Coal to develop a Road Maintenance Management Plan (RMMP) in accordance with Transport for NSW M3 Specifications for Road Maintenance and to Council's satisfaction. The RMMP was reported to the 1 March 2022 meeting of Council where this plan was approved. Council and Mangoola Coal have entered into a Road Closure and Works Deed dated 18 November 2021 which guides much of the requirements around the road maintenance and other matters associated with the MCCOP where it interacts with Council Public Roads.

CONSULTATION

The local community is informed of works associated with the Project by regular newsletter and information provided by Mangoola Coal's community liaison officer. Variable message boards on site advise road users of current and upcoming works.

REPORT

The permit covers maintenance activities within the Wybong Road corridor between the intersections with Ridgeland and Yarraman Roads as shown on the attached plan, including the temporary diversion bypass of Wybong Road. The portion of Wybong Road subject to the application is located from the MCCO Project construction access points referred to as Gate H and Gate I plus approximately 150m west and east respectively. Maintenance activities will be completed on an as needs basis and may include, but are not limited to roadside slashing, vegetation and tree limb removal, drain cleaning, pothole and road surface repairs, overpass maintenance or inspection, fence repairs and the installation

of temporary signage. Maintenance activities would support construction currently being undertaken as part of the MCCO Project (SSD8642). The maintenance works will be subject to a Traffic Management Plan, and traffic control measures will be established in accordance with the Transport for NSW (TfNSW) Technical Manual -Traffic Control at Work Sites (Issue no.6.1.2022) and provided to Council for approval prior to commencement of the works. The scope and standard of works are detailed in the RMMP approved by Council at the 1 March 2022 Ordinary Council Meeting.

OPTIONS

Council may decide to:

- Approve delegation to the General Manager to issue the consent under Section 138 of the Roads Act 1993 as outlined in this report;
- Request modifications;
- Refuse the delegation.

CONCLUSION

It is recommended that Council delegates to the General manager authority to approve and issue the s.138 Roads Act 1993 permit.

SOCIAL IMPLICATIONS

There may be short term negative impacts for road users during the carrying out of maintenance activities. The maintenance works are necessary and will improve the safety and quality of ride for road users and will extend the life of the pavement.

FINANCIAL IMPLICATIONS

The cost of maintenance works as outlined in the report and in accordance with the Road Closure and Works Deed will be the responsibility of the applicant.

Ongoing Operational and Maintenance Costs Implications Associated with Capital Project

1. Financial Implications – Capital

Nil.

2. Financial Implications – Operational

Nil.

POLICY IMPLICATIONS

Nil known

STATUTORY IMPLICATIONS

Council is the Roads Authority under the Roads Act 1993 and is acting within its powers.

LEGAL IMPLICATIONS

Council is the Roads Authority under the Roads Act 1993 and is acting within its powers

OPERATIONAL PLAN IMPLICATIONS

Submission of the report complies in principle with item 19.3.4 of the Operational Plan: "Investigate and recommend appropriate management treatments for road safety and traffic management."

RISK MANAGEMENT IMPLICATIONS

Works are required to comply with the appropriate Standards, particularly Austroads Standards and Traffic for NSW guidelines "Traffic Control at Work Sites" Traffic Guidance Scheme Guidelines.

WASTE MANAGEMENT IMPLICATIONS

Nil.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

Consultation will be undertaken by Mangoola Coal with the affected stakeholders. General project updates, including development related impacts, will be included in the Mangoola Coal external newsletter which is delivered to the residents of Muswellbrook Shire.

11.8 MAJOR PROJECTS STATUS REPORT

Attachments:	A. Major Projects List <u>↓</u>
Responsible Officer:	Derek Finnigan - Deputy General Manager
Author:	Matthew Lysaught - Manager - Works, Property & Building Services
Community Plan Issue:	<i>Our community's infrastructure is planned well, is safe and reliable and provides required levels of service</i>
Community Plan Goal:	<i>Maintain and continually improve community infrastructure across the Shire.</i>
Community Plan Strategy:	<i>Implement prioritised (but responsive) rolling works program of maintenance.</i>

PURPOSE

The Major Projects Status Report is submitted for the information of Councillors.

OFFICER'S RECOMMENDATION

The information contained in this report be noted.

Moved: _____ **Seconded:** _____

REPORT

The Major Projects Status Report is submitted for the information of Councillors, updated to 5 April 2022.

Project number	PROJECT	PROJECT STAGE INVESTIGATION (I) DESIGN (D) CONSTRUCTION (C)	GL Number	BUDGET FOR PROJECT	FY BUDGET ALLOCATION	WORKS INSURANCE	PLANNED START	PLANNED COMPLETION	ACTUAL START	ACTUAL COMPLETION	STATUS AS AT 5 APRIL 2022
FUTURE FUND											
TBA	111 Brook Street (Staff Housing)	D	3690.5541.504	\$200,000	\$200,000	Existing Cover to \$2M	Jul-21	Sep-21	Jul-21		Purchase of land with approved DA. Property has settled. Property to be developed for staff housing. EOI being prepared for interested tenderers.
N/A	Bakery Set Up	D	3690.5473.504	\$99,794	\$99,794	Existing Cover to \$2M	Sep-21	Jun-22	Sep-21		Hospitality team has reviewed design and settled on shop location at Marketplace. Fitout of café is being prepared.
2020-2021-0445	Marketplace Air Conditioning	D & C	3690.5477.504	\$398,494	\$398,494	Existing Cover to \$2M	Mar-21	Sep-21	Mar-21	Sep-21	Air conditioning works are complete and handover underway.
TBA	Marketplace Asset Renewal (incl. Lift)	D & C	3690.5540.504	\$376,194	\$376,194	Existing Cover to \$2M	Jul-21	Jun-22	Jul-21		Heavy Goods Lift specification being prepared for tender.
N/A	Renewal of Existing Assets	D & C	3690.5421.504	\$337,309	\$337,309	Existing Cover to \$2M	Jul-21	Jun-22	Jul-21		Combination of commercial building renewal projects and capital incentives for new tenancies.
2020-2021-0448	Tertiary Education Centre - Stage 2 (Donald Horne Building) incl. Upper Hunter Innovation Hub and Weidmann Café	D & C	3690.5438.504	\$6,500,000	\$5,732,716	Council insured	Jul-19	Sep-20	Jul-19		Donald Horne Building to be finished by June. Loxton House subject to structural repairs completed by August.
PLANNING, COMMUNITY AND CORPORATE SERVICES											
N/A	Aquatic Centres Programme	C	3700.5151.504	\$120,000	\$120,000	Existing Cover to \$2M	Sep-21	Oct-21	Sep-21		Majority of expenditure at Denman pool with the replacement of valves and painting this FY. Works underway for indoor pool leak and flooring.
N/A	General Building Renewal Programme	C	3910.5819.504	\$225,000	\$225,000	Existing Cover to \$2M	Oct-21	Feb-22	Oct-21		Project lists reported to 28 September 2021 Ordinary Council meeting. Administration roof review. Indoor Sports Centre amenities improvements. MOOSH minor improvements including flooring. Muswellbrook Library Renewals including generator connection. Stan Theiss Centre floors to be sanded. QEII new flooring and structural assessment. CWA accessible path and ramp. Denman Library and CTC ramp and glass sliding door.
2019-2020-0413	Muswellbrook Indoor Sport Centre	D & C	3910.5844.504	\$1,300,000	\$939,582	Existing Cover to \$2M	Oct-19	Dec-20	Oct-19		Upper Hunter Youth Services was awarded Stronger Country Community grant funding of \$500k. Stakeholder consultation and preliminary design complete and Development Application lodged and awaiting approval.
TBA	Muswellbrook Regional Art Gallery (Foyer/Café)	D	3910.5855.504	\$250,000	\$61,452	Existing Cover to \$2M	Jul-21	Jul-22	Jul-21		Architect has consulted with heritage advisor to inform design development and draft concepts received. Design being progressed relies on glazing existing structure. Advice will be sought on a planning pathway following some further changes including recommendations on painting. Heritage architect has provided finishes recommendations. Further work to be outsourced for project management.
2020-2021-0488	Rooftop Refrigeration Relocation (Administration Centre)	C	3910.5951.504	\$106,500	\$106,500	Existing Cover to \$2M	Aug-21	Sep-21	Aug-21	Sep-21	Installation complete and handover commenced.
N/A	Toybox Termite Damage Repair	C	3910.5952.504	\$11,950	\$11,950	Existing Cover to \$2M	Jul-21	Jul-21	Jul-21	Jul-21	Emergency works completed.
TBA	Outdoor Pool Plant Upgrades	D	3700.5453.504	\$150,000	\$150,000	Existing Cover to \$2M	Sep-21	Mar-22	Sep-21		Principal Design Consultant undertook site and asset condition inspection Wednesday, 22 September 2021. Draft design completed and awaiting interfacing to be confirmed with Hydraulic Specialist to finalise design. Specification for tender documentation under preparation. Tender expected to be ready early March, but subject to funding.
TBA	CBD Stage 7 (Town Centre)	C	3690.5479.504	\$1,000,000	\$1,000,000	Existing Cover to \$2M	Jan-22	Mar-22			Public domain work of education precinct. Parts to be delivered by Donald Horne building contractor.
TBA	Civic Precinct (Town Square)	D & C	3690.5498.504	\$14,500,000	\$3,268,850	Council insured	Oct-21	Jun-25			Contract status reported to Council at the 28 September 2021 Ordinary Council meeting. Tender being prepared for enabling works.
TBA	Denman Children Centre	D & C	3920.5658.504	\$620,000	\$620,000	Existing Cover to \$2M	Jun-18	Mar-20			DA 99/2018 approved May 2019. Staff have engaged with Denman Children's Centre to progress the project. Denman Children's Centre Memorandum of Understanding was developed March 2021. Both parties signed MOU to progress project in FY 21/22. Project manager awarded and preparing RFQ for detailed design.
TBA	Denman Heritage Village	D & C	3590.4222.504	\$1,000,000	\$897,740	Existing Cover to \$2M	Sep-21	Jul-22			Deed for Heritage items executed. Denman Heritage Museum Advisory Committee progressed the concept design with Council representatives to Development Application approval at the 22 December 2020 Ordinary Council meeting. A Business Plan with the Heritage Committee has been prepared. Design and Construction tender closed 27 January 2022, and will be reported to the 5 April 2022 Ordinary Council Meeting.
TBA	Denman Netball Courts	D & C	3710.7825.504	\$600,000	\$206,286	Existing Cover to \$2M	Oct-21	Jul-22			User group scoping workshop to be held. Covid has impacted arrangement of the workshop.
N/A	General Design Programme	D	3920.5924.504	\$45,000	\$45,000	Existing Cover to \$2M	Jul-21	Dec-21			Council has endorsed progressing the Council Chambers and Arts Centre design.
2019-2020-0404	Hunter Beach	D & C	3920.5904.504	\$3,173,029	\$3,173,029	TBA	Sep-21	Jul-22			Council has endorsed a concept design for the project. Tender negotiations were reported to the 28 September 2021 Ordinary Council meeting. Council has negotiated a contract for awarding.
2019-2020-0406	Muswellbrook Aquatic Centre Upgrade	C	3700.5442.504	\$6,500,000	\$2,942,975	Contractor insured	Mar-20	Mar-21	Mar-20		Ausgrid outages confirmed for mid to late April for connection of substation. Temporary power being arranged to facilitate construction of fire tanks.
2020-2021-0481	Karoola Park Citizens' Walk	I	3710.5532.504	\$20,000	\$20,000	Existing Cover to \$2M	Jul-21	Dec-21	Oct-21		RFQs called and received for Plan of Management to be awarded. Negotiation with the preferred consultant completed.
TBA	Kayuga Rural Fire Station	D & C	TBA	\$650,000	External	Existing Cover to \$2M					External project manager engaged and flood study underway. Draft Flood Study has been provided for review.
TBA	Major Landcare Projects	I, D & C	3920.5617.504	\$228,254	\$228,254	Existing Cover to \$2M	Sep-21	Jun-22			Nominated projects reported to Council at the August 2021 Ordinary Council meeting.
TBA	Denman Indoor Sports Centre Upgrade	C	3910.5949.504	\$151,200	\$151,200	Existing Cover to \$2M	Jul-21	Dec-21			Works being delivered by Council Building team.
TBA	Muswellbrook Indoor Sports Centre Upgrade	C	3910.5950.504	\$148,050	\$148,050	Existing Cover to \$2M	Jul-21	Dec-21			Works being delivered by Council Building team. Insulation completed.
2020-2021-0443	MSC Depot Construction	D & C	3910.5939.504	\$2,700,000	\$200,000	Council insured	Jul-21	Dec-22			Cost savings assessment has been completed and a number of value engineering options have been identified. These options are to be consulted with stakeholders and communicated to the designer for changes to the concept.
TBA	Muscle Creek Nature Trail (AGL Macq Project)	C	3920.5946.504	\$237,500	\$237,500	Existing Cover to \$2M	Oct-21	Jun-22			Track options have been scoped to match with Wilder St bridge.
N/A	Public Art Sculpture	C	3920.5599.504	\$84,295	\$84,295	Existing Cover to \$2M	Jul-21	Aug-21	Jul	Oct-21	Max Watters sculpture installation is complete.
2020-2021-0452	Muswellbrook Animal Shelter (3910.5587)	C	3910.5887.504	\$2,616,808	\$2,391,041	Council Insured	Feb-21	Dec-21	May-21		Roofing, including truss and bracings for the main building completed. Both frames for walls and entry gate installed. COVID related impacts are affecting progress, such as delays in material supply, availability of construction plant & equipment, etc. Wherever possible, alternative arrangements have been made to minimise the impact. Installation of straw-bale walls has commenced. Electrical and plumbing rough-in underway and connection to stormwater/sewer/ trade waste to follow approvals.
N/A	General Recreation Programme	C	3710.5293.504	\$150,000	\$135,000	Existing Cover to \$2M	Oct-21	Jun-22	Oct-21		Project lists reported to 28 September 2021 Ordinary Council meeting. Planning and programming underway. Renewal of softfall at various playgrounds. Installation of security cameras. Installation of heat and shade protection at Denman and Highbrook Park. Recreation Needs Study. Installation of smart control irrigation system. General cemetery works including fencing and concreted paths.
N/A	Landscaping and Tree Management Programme	C	3710.5311.504	\$90,000	\$90,000	Existing Cover to \$2M	Sep-21	Nov-21	Oct-21		Street tree applications were called over Winter for Spring planting. Majority of planting completed with remainder to recommence in March.
N/A	Major Large Capital Grants Programme (Dollar for Dollar Grant Programme)	C	3710.5494.504	\$100,000	\$100,000	Existing Cover to \$2M	Nov-21	Feb-22			Applications called and awarded for 21/22.
2019-2020-0419	Intelligent Lighting - Olympic Park	C	3710.7821.504	\$188,201	\$188,201	Existing Cover to \$2M	Oct-21	Dec-21	Feb-22		Tenders called and received, assessed and awarded. Works have commenced.
N/A	Cemetery General Programme	C	3722.5297.504	\$166,979	\$166,979	Existing Cover to \$2M	Oct-21	Jun-22			Staged gateway fencing to commence at site entrances. Planning underway.
N/A	Sport and Recreation Small Capital Grants	C	3710.5482.504	\$25,000	\$25,000	Existing Cover to \$2M	Nov-21	Feb-22			Applications called and awarded for 21/22.
ROADS AND DRAINAGE											
TBA	Bridges Renewal Program	I	3530.4131.504	\$95,000	\$95,000	Existing Cover to \$2M	Aug-21	Jun-22	Aug-21		Quotations were received for a level 3 assessment of Bell St bridge over Muscle Creek including options for the replacement of the safety rails. The quotations have been assessed in consultation with TINSW and the consultant has been engaged. The assessment field works have been undertaken in November 2021 and Council is awaiting the Level 3 Investigation report.
TBA	Carpark Renewal Program	I	3580.4234.504	\$100,000	\$100,000	Existing Cover to \$2M	Feb-22	Jun-22	Dec-21		Consultation has occurred with the Manager Works, Property and Building and Commercial Property Coordinator to develop a concept design for future reporting to Council to undertake improvements to the Hill St Carpark to improve carparking provision and access to the Marketplace off Hill St. Concept plans are being prepared for further consultation.
TBA	CPTIGS - Bus Shelter Program	I	3500.2781.504	\$48,400	\$48,400	Existing Cover to \$2M	Mar-22	Jun-23	Nov-21		Additional funding for the project is being sought. An in-kind source of funding for the upgrade of the Bus Stop in Tindale St has been provided through a development in the street.
TBA	Developer Coordinated Works	I	3500.4199.504	\$25,000	\$25,000	Existing Cover to \$2M	Aug-21	Jun-22			Allowance for Works.
TBA	Drainage Devices Program	I	3540.4065.504	\$140,000	\$140,000	Existing Cover to \$2M	Feb-22	Jun-22			Program and concept design reported to Council.
TBA	Footpath & Cycleway Renewals	C	3500.4072.504	\$135,000	\$135,000	Existing Cover to \$2M	Aug-21	Dec-21	Aug-21	Dec-21	A prioritised program was reported and endorsed by Council 27 August 2021. This program of work has been completed to the limit of funding available.
TBA	Heavy Patching Programme	C	3500.4035.504	\$252,533	\$252,533	Existing Cover to \$2M	Aug-21	Mar-22	Oct-21	Dec-21	A prioritised program was reported and endorsed by Council 27 August 2021 with nominated sites now completed to the limit of funding available.
TBA	Ironbark Road Footpath	C	3500.4425.504	\$250,000	\$250,000	Existing Cover to \$2M	Jul-21	Nov-21	Jul-21	Dec-21	The concrete footpath has been constructed between Adams Street and Rutherford Road, including the planting of street trees adjacent to the path. This project is complete.

TBA	Kerb & Gutter Replacement	C	3560.4065.504	\$117,000	\$117,000	Existing Cover to \$2M	Aug-21	Dec-21	Aug-21	Dec-21	A prioritised program was reported and endorsed by Council 27 August 2021 with works now complete to the limit of available funding.
TBA	Large Plant Items	D	3985.5870.504	\$966,500	\$966,500	Contractor/ Council insured	Oct-21	Jun-22			The 2021-22 Plant replacement programme was endorsed by Council at the 1 March 2022 Ordinary Council Meeting.
TBA	Waste & Recycling Centre Leachate Dam	D	3653.4530.504	\$498,212	\$498,212	Existing Cover to \$2M	Jul-21	Jun-22			Design and Construction Cost Estimates complete (\$500,000). Biodiversity Assessment RFQ issued and required prior to Development Application.
TBA	New Footpath & Cycleway	C	3500.4073.504	\$135,000	\$135,000	Existing Cover to \$2M	Aug-21	Sep-21	Aug-21	Sep-21	Prioritised program reported to Council for endorsement 27 August 2021 with footpath construction in Ironbark Road, between Calgaroo Avenue to Ironbark Ridge now complete.
TBA	Purchase of vehicles	I	3900.5660.504	\$417,486	\$417,486	Council & Contractor insured	Oct-21	Jun-22	Oct-21		Light fleet programme prepared.
TBA	Regional Road Renewal Programme	I	3502.4135.504	\$70,000	\$70,000	Council & Contractor insured	Apr-22	Jun-22			Bylong Valley Way sealing is programmed to be carried out in the fourth quarter of 2021-22.
	Resources for Regions - Round 5			\$8,542,556	\$8,143,687						
TBA	Edderton Road Safety Upgrade	C	3500.4257.504	\$2,508,232	\$2,427,544	Council & Contractor insured	Nov-20	Apr-22	Feb-21	Dec-21	Construction is complete.
TBA	Thompson St signalisation	D	3500.4277.504	\$2,100,845		Council & Contractor insured	Feb-22	May-22	Jan 2022.		Tenders received and negotiations with preferred tenderer complete. WAD received from TINSW, with Principal Contractor, Project Verifier and Road Safety Auditor engaged. TINSW has issued the certificate to commence construction. Notification letters to residents and business in the precinct have been issued. The Contractor has been inducted and given possession of the site 10 January 2022.
TBA	UHSC - Murulla St causeway	I	3500.4282.504	\$1,192,578		Council & Contractor insured					This is an Upper Hunter Shire Council project. Murulla Street is located in Murrundi.
TBA	Wilkinson St bridge	C	3530.5888.504	\$2,740,901		Council & Contractor insured	Dec-20	May-22	Oct-21		Tenders for a design and construct contract were received and reported to the 2 February 2021 Extra Ordinary Council Meeting. A Community consultation session was held with the residents of Wilder St on 26 August where the 85% design of the bridge and road approaches was briefed. Construction commenced on the bridge in late October 2021 with the central piles being constructed.
	Resources for Regions - Round 6			\$1,108,627	\$1,108,627						
TBA	Ridgelands Road	D & C	3500.4303.504	\$388,385		Council & Contractor insured	Nov-21	Jan-22			These works are programmed and project preliminaries are currently being undertaken in preparation for site establishment in April.
TBA	Heavy Patching Programme	C	3500.4306.504	\$66,352		Council & Contractor insured	Aug-21	Mar-22	Aug-21	Oct-21	Project Complete.
TBA	Nandowra / Dartbrook Rd	D&C	3500.4421.504	\$403,732		Council & Contractor insured					This is an Upper Hunter Shire Council project.
TBA	Bylong Valley Way	D&C	3500.4422.504	\$250,158		Council & Contractor insured	Jul-21	Jun-22	Jul-21	Aug-21	Project Complete.
TBA	Road Design Programme	I&D	3500.2067.504	\$100,000	\$100,000		Jul-21	Jun-22			Design programme to be reported to Council.
TBA	Road Resealing Program	C	3500.4030.504	\$500,000	\$500,000	Existing Cover to \$2M	Oct-21	Dec-21	Dec-21		Preparatory works have been scoped and quotations have been received from Sealing Companies listed on the panel of service providers. The preparatory works have been completed, with Urban road sealing completed in December. Rural road sealing is to be scheduled for the fourth quarter.
TBA	Roads to Recovery Programme	I	3500.2068.504	\$577,898	\$577,898	TBA	Jan-22	Jun-22			Programme is in the design phase: a contribution will be required from this budget towards the Lome Street upgrade project. The Design for Lome St was reported and endorsed by Council at the 1 February 2022 Ordinary Council Meeting. Tenders for construction advertised early January 2022. A tender report was submitted to the 1 March 2022 Ordinary Council Meeting.
TBA	Rosebrook Bridge Replacement	I	3530.4429.504	\$1,633,500	\$1,633,500	TBA	Mar-22	Dec-22	Oct-21		A brief was written to seek quotations for geotechnical investigation, site survey and completion of a review of environmental factors as preliminaries for the project. Quotations have been sought and a consultant engaged for these works. Geotech investigations are being completed.
TBA	Rosemount Rd Box Culvert	C	3500.4428.504	\$850,000	\$850,000	Council & Contractor insured	August	December	Sep-21		The project has been completed.
TBA	Rural Roads Regravelling	C	3500.4055.504	\$350,000	\$350,000	Existing Cover to \$2M	August	Jun-22	Sep-21		50% spent at Albano Rd. Wells Gully Rd complete, Yarrawa Rd, Castlerock Rd, and Giants Creek to be programmed for carrying out in the the fourth quarter of 2021-22.
TBA	Rural Road Renewal	D	3502.4125.504	\$375,000	\$375,000	Council & Contractor insured	Apr-22	Jun-22	Jan-22		An application for funding under the Fixing Country Roads Program for the rehabilitation of Mangoola Road has been successful. Council endorsed for this budget be used to supplement the co contribution required to a minimum value of \$82K. Works are in progress.
TBA	Safety Audit Ridgelands Road	I	3500.4270.504	\$47,272	\$47,272	Council insured	November	January			These works are programmed and project preliminaries are currently being undertaken.
TBA	Safety Device Renewal	C	3590.4145.504	\$135,000	\$135,000	Existing Cover to \$2M	Aug-21	Jun-22			A prioritised program was endorsed by Council at the July 2021 Ordinary Council meeting.
TBA	Sandy Creek Rd Curve Improvements	C	3500.2066.504	\$246,506	\$246,506	Contractor insured	Jun-21	Dec-21	Jun-21	Sep-21	Works completed.
TBA	Sandy Hollow Village Centre (Pocket Park)	C	3550.4257.504	\$214,403	\$214,403	Contractor insured	Sep-21	Nov-21	Sep-21		The Tender for hard and soft landscaping has been awarded with the Contractor commencing on site in late September. Work is progressing at the site.
TBA	Transport Vehicles	I	3980.5850.504	\$105,000	\$105,000	Existing Cover to \$2M	Oct-21	Jun-22			Programme being prepared.
TBA	Urban Pavement Renewal	D	3500.4050.504	\$400,000	\$400,000	TBA	Feb-22	Jun-22			Works nominated for Lome St Muswellbrook. Design was endorsed by Council at the 1 February 2022 Ordinary Council Meeting. A tender report was submitted to the 1 March 2022 Ordinary Council Meeting.
TBA	Waste Management Facility	I	3653.4535.504	\$60,000	\$60,000	TBA	Mar-22	Jun-22			Works programmed for third and fourth quarter. Works associated with progression of Food Organics Garden Organics (FOGO) project.
TBA	Widden Valley Rd pavement rehabilitation	C	3500.4424.504	\$553,397	\$553,397	Existing Cover to \$2M	Aug-21	Oct-21	Aug-21		Works will recommence on site in April 2022.
TBA	Yarrawa Rd (Fixing Local Roads)	I	3500.2780.504	\$4,931,278	\$4,931,278	Council & Contractor Insured	September	Jun-22	Oct-21		The Tender for construction was advertised 10 August, Pre-tender meeting 24 August, with tenders closed 7 September. Tenders were reported to the 28 September Ordinary Council meeting. A Road Safety Audit of the design and the existing road ch 0 to ch 17km is now completed. Work is progressing on site.
SPECIAL RATE VARIATION											
TBA	Drainage	C	3540.1404.504	\$300,000	\$300,000	TBA	Feb-22	Jun-22			Projects to be prioritised and reported to Council. Palace Street and Paxton Street are considered to be high priority projects for the consideration of Council in relation to this funding.
TBA	SRV 2019 Olympic Park Project	D	3710.1405.504	\$222,554	\$222,554	Existing Cover to \$2M					Funds to be allocated to investigation and design of other precinct stages.
2019-2020-0417	Olympic Park Grandstand Amenities	D & C	3710.7824.504	\$2,126,193	\$2,126,193	Existing Cover to \$2M	Jan-21	Mar-23			Architect has amended design for stakeholder consultation. Concept options placed on public exhibition and adopted at the 26 October 2021 Ordinary Council meeting. Progressing to DA.
2020-2021-0463	RECC - Black Box	C	3690.5432.504	\$8,500,000	\$2,500,000	TBA	Oct-21	Jun-23			The project was reported to the 28 September 2021 Ordinary Council Meeting. Tender negotiations with preferred tenderer, as resolved in 28 September 2021 Ordinary Council meeting, did not result in award of tender. The project will be reviewed following DA approval.
2020-2021-0463	Performance and Convention Centre	C	3690.5433.504	\$16,500,000	\$6,434,000	TBA	Oct-21	Jun-23			The project was reported to the 28 September 2021 Ordinary Council Meeting. Tender negotiations with preferred tenderer, as resolved at 28 September 2021 Ordinary Council meeting, did not result in award of tender. The project will be reviewed following DA approval.
SEWER CAPITAL BUDGET											
TBA	Access and Security Improvements	D&C	6340.4475.504	\$20,000	\$20,000	TBA	Jan-22	Jun-22			Scope clarification currently being produced. Site security fencing upgrades are a high priority.
TBA	Mains Renewal And Replacement	D&C	6310.4340.504	\$339,581	\$339,581	Council & Contractor insured	Jan-22	Jun-22			Aberdeen Street and William Street gravity sewer mains identified for renewal. Scope of Work and RFTs currently being produced.
TBA	Sewer Plant and Equipment		6340.4380.504	\$35,000	\$35,000	Not required	Jul-21	Jun-22			Programme being prepared.
TBA	Solar Array	I, D & C	6310.4493.504	\$1,800,000	\$1,800,000	Existing Cover to \$2M	Oct-21	Dec-21			Sustainability initiatives associated with operation of the Raw Water Treatment Works. RFQ to be called for Concept design.
TBA	System Plant Asset Renewals	I, D & C	6340.4488.504	\$140,000	\$140,000	Existing Cover to \$2M	Jul-21	Jun-22	Jul-21		2021-22 programme report was submitted to the 26 October 2021 Ordinary Council Meeting. The construction of a septage recival facility at the Muswellbrook recycled water treatment works is the highest priority project for 2021-22. Design of the facility is currently underway.
TBA	Transportation System Improvements	I, D & C	6340.4485.504	\$674,574	\$674,574	Existing Cover to \$2M	Jul-21	Jun-22	Jul-21		Programme of works is progressing.
WATER CAPITAL BUDGET											
N/R	Asbestos Removal		5310.4575.504	\$55,000	\$55,000	Not required					Funding to be reallocated. A report was submitted to the 26 October 2021 Ordinary Council meeting.
TBA	Depot - Investigation and Design	D & C	5310.4578.504	\$166,673	\$166,673	Council insured	Jul-21	Dec-22			Design is currently being carried out.
TBA	Laboratory Equipment		5340.4395.504	\$25,000	\$25,000	Not required	Jul-21	Jun-22			Replacement of Laboratory equipment, chlorine analysers, glass dessicators, Spectrophotometer servicing. This will be carried out in the fourth quarter of 2021-22.
TBA	Mains Renewal And Replacement	I, D & C	5320.4340.504	\$753,958	\$753,958	Council & Contractor insured	Jun-21	Mar-22	Jul-21		Works at Sowerby Street and Hill Street have been completed. A report regarding the 2021-22 programme of works was submitted to the 26 October 2021 Ordinary Council meeting. Tenders have been invited, and a report will be submitted for Council's consideration at the 5 April 2022 Ordinary Council meeting.

TBA	Replacement of Water Meters	C	5320.4376.504	\$78,000	\$78,000	Council insured	Jul-21	Jun-22			Ongoing expenditure for ageing water meter replacement.
TBA	System Plant Asset Renewals	I, D & C	5340.4400.504	\$858,600	\$858,600	Council & Contractor insured	Jul-21	Jun-22	Jul-21		2021-2022 programme report was submitted to the 26 October 2021 Ordinary Council meeting. Replacement of the clarifier hood at the Muswellbrook water treatment plant is the highest priority, and contingency planning is underway to take the clarifier off line for up to eight weeks while replacement works are being carried out.
TBA	Upgrade Fluoride Dosing System	I, D & C	5310.4577.504	\$376,800	\$376,800	TBA	Nov-21	Jun-22			DPIE has responded with a design change to improve operability and reliability. The project was reported to the 28 September 2021 Ordinary Council Meeting. Tenders have been invited, and a report was submitted for Council's consideration at the 1 March 2022 Ordinary Council meeting. Costs of the upgrade works will be fully reimbursed by NSW Health.
TBA	Vehicle Replacement	C	5330.4370.504	\$100,000	\$100,000	Existing Cover to \$2M	Oct-21	Jun-22			Programme being prepared.
TBA	Vehicle - Equipment Replacement	C	5330.4378.504	\$117,394	\$117,394	Existing Cover to \$2M	Oct-21	Jun-22			Programme being prepared.
TBA	Water Fund Environmental Grant	I	5310.4563.504	\$55,000	\$55,000						Funds to be reallocated to the Water Mains replacement programme.
TBA	Water Stop Valve Replacement Programme	I, D & C	5320.4379.504	\$159,496	\$159,496	Existing Cover to \$2M	Oct-21	Jun-22			A prioritised programme of water stop valve replacement works will be carried out in the fourth quarter of 2021-22.
WASTE											
TBA	FOGO Infrastructure	I		N/A		TBA					Preliminary Design and EIS complete. DA lodged June 2021. NSW EPA stopped clock to request further information on likely odour impacts.

12 CORPORATE AND COMMUNITY SERVICES

12.1 2022/23 BUDGET ESTIMATES - PUBLIC EXHIBITION

Attachments: A. Budget 2022-23 Estimates [↓](#)
Responsible Officer: Fiona Plesman - General Manager
Author: Josh Hogan - Finance Manager
David Walsh - Director - Corporate Services & Chief Financial Officer

Community Plan Issue: *Progressive leadership*
Community Plan Goal: *That Muswellbrook Shire is well led and managed*
Community Plan Strategy: *A financially sustainable council*

PURPOSE

To provide sufficient information for Council to endorse the attached Budget Estimates, allowing for a 28-day public exhibition period.

OFFICER'S RECOMMENDATION

Council resolves to place the 2022/23 Budget Estimates on Public Exhibition for a period of 28 days.

Moved: _____ **Seconded:** _____

BACKGROUND

Each year, Council is required to place the Budget Estimates on public exhibition for a period of 28 days prior to endorsement. The Budget Estimates outline the projected operating and capital income and expenditure for the next financial year.

CONSULTATION

General Manager
Deputy General Manager
Director Environment & Planning
Director Property & Place
Financial Controller
Finance Committee

CONSULTATION WITH COUNCILLOR SPOKESPERSON

Finance & Advisory Committee

REPORT

Each year, Council is required to place the Budget Estimates on public exhibition for a period of 28 days prior to endorsement. The Budget Estimates outline the projected operating and capital income and expenditure for the next financial year

OPTIONS

Endorse the Budget Estimates to be put on public exhibition for a period of 28 days.

CONCLUSION

The Budget Estimates are prepared as part of the Integrated Planning and Reporting (IP&R) document suite.

SOCIAL IMPLICATIONS

There are no social implications.

FINANCIAL IMPLICATIONS

Preparation and adoption of a sustainable budget is critical in managing Council resources.

POLICY IMPLICATIONS

This report implements existing policy decisions.

STATUTORY IMPLICATIONS

Annually, under Section 405 of the New South Wales Local Government Act 1993, Council is required to prepare an Operational Plan outlining the activities to be undertaken for the following financial year. A draft Operational Plan and accompanying budget must be placed on public exhibition for at least 28 days and, after consideration of any submissions, the final draft must be adopted prior to the beginning of the financial year.

LEGAL IMPLICATIONS**OPERATIONAL PLAN IMPLICATIONS**

The report raises the revenues as budgeted for in the Operational Plan and Budget.

RISK MANAGEMENT IMPLICATIONS

The form of the resolutions has been structured to ensure compliance with Council's legal requirements.



**Muswellbrook Shire Council
Budget Estimates
2022-32**

DRAFT

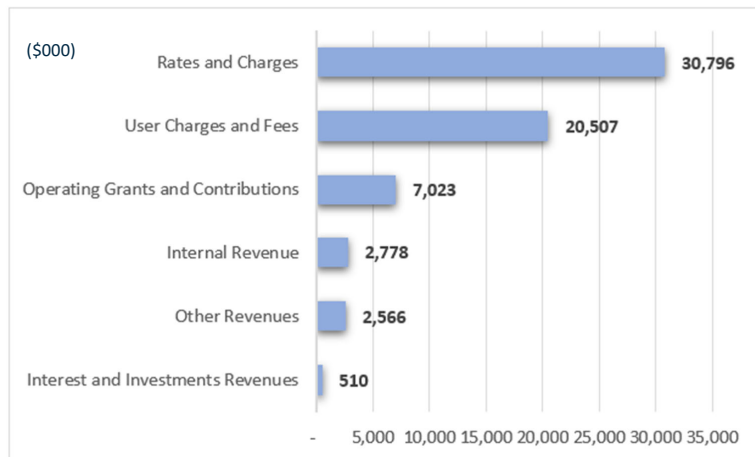


Purpose of the Budget

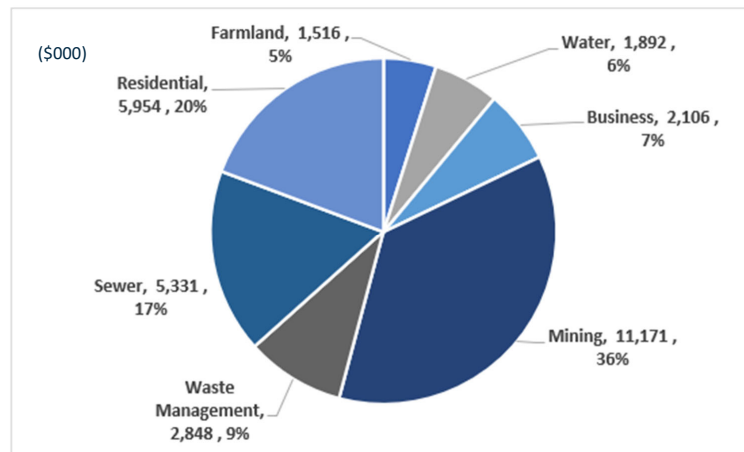
The Muswellbrook 10-Year Community Strategic Plan outlines the outcomes and aspirations of Muswellbrook Shire community. The Delivery Program (4-year) and Operational Plan (1-year) delve into further detail on achieving these aspirations, and the Budget is a decision-making tool for stakeholders (Council and the community) to use in optimising the use of resources available to deliver these outcomes.

Where does our Money come from?

Council's consolidated operating income budget estimates of \$64 million are composed of:



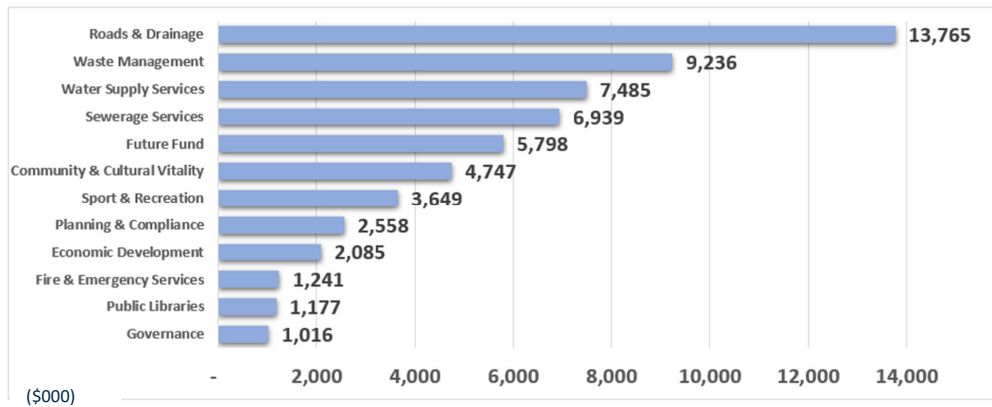
Rates and Charges (\$31M) comprise almost 50% of the operating income, and are composed of:





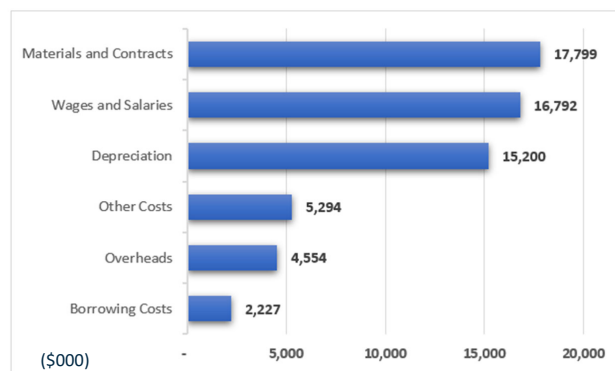
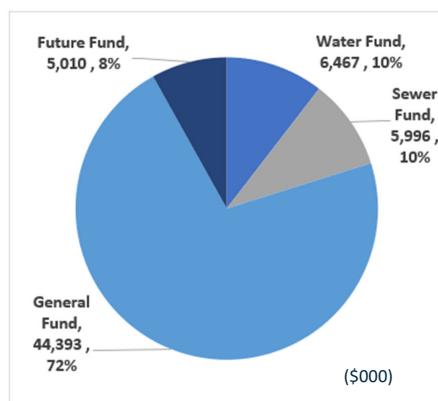
How will the money be spent?

Council's operating expense budget estimates of \$62 million will deliver services in the following areas:



These expenses are in the following Funds of Council:

...and in these categories:



Budget Estimates 2022/23



Income & Expenses - Consolidated

	2021/22 Budget ORIGINAL	2021/22 Budget REVISED	2022/23 Budget ESTIMATE	2023/24 Budget ESTIMATE	2024/25 Budget ESTIMATE	2025/26 Budget ESTIMATE
	\$000	\$000	\$000	\$000	\$000	\$000
Income						
<i>Rates and Annual Charges</i>	29,399	29,399	30,796	31,412	32,040	32,681
<i>User Charges and Fees</i>	20,174	19,654	20,507	20,917	21,336	21,762
<i>Interest and Investment Revenue</i>	711	689	510	521	531	542
<i>Other Revenues</i>	2,589	3,105	2,566	2,618	2,670	2,723
<i>Grants & Contributions - Operating</i>	5,805	7,628	7,023	7,164	7,307	7,453
<i>Internal Revenue</i>	4,240	6,010	2,778	2,834	2,890	2,948
Total Income from continuing operations	62,918	66,485	64,181	65,465	66,774	68,109
Expenses						
<i>Employee costs</i>	14,761	14,692	16,792	17,128	17,470	17,820
<i>Materials & Contracts</i>	17,431	20,020	17,799	18,155	18,518	18,888
<i>Borrowing Costs</i>	2,137	2,119	2,227	2,272	2,317	2,364
<i>Depreciation</i>	14,528	14,275	15,200	15,505	15,815	16,131
<i>Overheads</i>	4,388	4,405	4,554	4,645	4,738	4,833
<i>Other Expenses</i>	6,386	8,312	5,294	5,400	5,508	5,618
Total Expenses from continuing operations	59,632	63,823	61,866	63,103	64,366	65,653
Net Operating Result from continuing operations	3,286	2,662	2,315	2,361	2,408	2,457
Reconciliation to Cash Budget						
Net Operating Result, excluding depreciation	17,814	16,937	17,515	17,866	18,223	18,587
Minus Budget Items not Included in Income Statement:						
<i>Capital Expenditure and Purchases</i>	40,222	70,352	17,662	13,875	14,076	24,375
<i>Contribution from General Fund to Future Fund</i>	3,000	3,000	2,000	2,000	2,000	2,000
<i>Loan Principal Repayments</i>	7,425	7,425	6,455	5,383	5,566	5,630
	50,647	80,777	26,118	21,258	21,642	32,005
Plus:						
<i>Grants and Contributions - Capital</i>	19,639	33,596	2,830	642	654	654
Cash Surplus (Deficit)	(13,194)	(30,244)	(5,772)	(2,750)	(2,764)	(12,764)
Funded by:						
Borrowings	6,625	6,375	-	-	-	10,000
Transfers from Reserves	3,569	20,869	3,772	750	764	764
General Fund Contribution to Future Fund	3,000	3,000	2,000	2,000	2,000	2,000
	13,194	30,244	5,772	2,750	2,764	12,764
Cash Surplus (Deficit)	(0)	0	(0)	0	(0)	0



Operating Budget - Overview by Fund

General Fund

	2021/22 Total Budget	2021/22 Revised Budget	2022/23 Estimate Budget	2023/24 Estimate Budget	2024/25 Estimate Budget	2025/26 Estimate Budget
Revenue						
Rates and Charges	\$22,652	\$22,652	\$23,573	\$24,044	\$24,525	\$25,015
User Charges and Fees	\$7,832	\$7,607	\$8,310	\$8,477	\$8,646	\$8,819
Interest and Investments Revenues	\$451	\$437	\$340	\$347	\$354	\$361
Other Revenues	\$2,589	\$3,105	\$2,566	\$2,618	\$2,670	\$2,723
Operating Grants and Contributions	\$5,731	\$7,551	\$6,949	\$7,088	\$7,230	\$7,375
Internal Revenue	\$4,120	\$5,277	\$2,654	\$2,707	\$2,762	\$2,817
Total Revenue	\$43,374	\$46,629	\$44,393	\$45,281	\$46,187	\$47,110
Expenses						
Wages and Salaries	\$12,472	\$12,403	\$14,360	\$14,647	\$14,940	\$15,239
Materials and Contracts	\$13,386	\$15,307	\$13,427	\$13,696	\$13,970	\$14,249
Other Costs	\$4,549	\$6,236	\$3,538	\$3,609	\$3,681	\$3,754
Borrowing Costs	\$438	\$438	\$488	\$498	\$508	\$518
Overheads	\$2,033	\$2,033	\$2,313	\$2,359	\$2,406	\$2,454
Depreciation	\$10,018	\$9,600	\$10,267	\$10,473	\$10,682	\$10,896
Total Expenses	\$42,896	\$46,017	\$44,393	\$45,281	\$46,187	\$47,110
Operating Surplus/(Deficit)	\$478	\$612	-	-	-	-

Water Fund

	2021/22 Total Budget	2021/22 Revised Budget	2022/23 Total Estimate Budget	2023/24 Estimate Budget	2024/25 Estimate Budget	2025/26 Estimate Budget
Revenue						
Rates and Charges	\$1,760	\$1,760	\$1,892	\$1,930	\$1,968	\$2,008
User Charges and Fees	\$4,483	\$4,489	\$4,419	\$4,507	\$4,597	\$4,689
Interest and Investments Revenues	\$199	\$191	\$119	\$121	\$124	\$126
Operating Grants and Contributions	\$38	\$39	\$38	\$38	\$39	\$40
Total Revenue	\$6,479	\$6,870	\$6,467	\$6,597	\$6,729	\$6,863
Expenses						
Wages and Salaries	\$1,204	\$1,204	\$1,324	\$1,351	\$1,378	\$1,405
Materials and Contracts	\$1,489	\$2,030	\$1,691	\$1,725	\$1,759	\$1,794
Other Costs	\$510	\$760	\$366	\$373	\$381	\$389
Borrowing Costs	\$85	\$85	\$85	\$87	\$89	\$91
Overheads	\$1,522	\$1,530	\$1,037	\$1,058	\$1,079	\$1,101
Depreciation	\$1,972	\$1,903	\$1,963	\$2,003	\$2,043	\$2,083
Total Expenses	\$6,782	\$7,512	\$6,467	\$6,597	\$6,729	\$6,863
Operating Surplus/(Deficit)	(\$303)	(\$642)	-	-	-	-



Sewer Fund

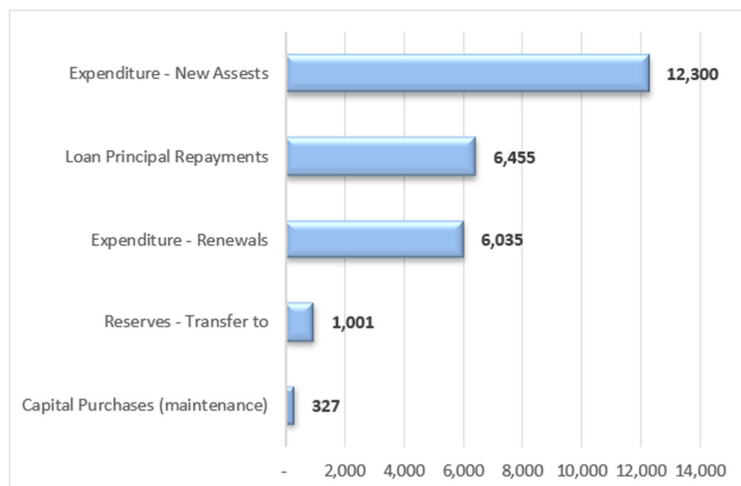
	2021/22 Total Budget	2021/22 Revised Budget	2022/23 Estimate Budget	2023/24 Estimate Budget	2024/25 Estimate Budget	2025/26 Estimate Budget
Revenue						
Rates and Charges	\$4,987	\$4,987	\$5,331	\$5,438	\$5,546	\$5,657
User Charges and Fees	\$540	\$465	\$577	\$588	\$600	\$612
Interest and Investments Revenues	\$61	\$61	\$51	\$52	\$53	\$54
Other Revenues	-	-	-	-	-	-
Operating Grants and Contributions	\$37	\$39	\$37	\$37	\$38	\$39
Internal Revenue	-	-	-	-	-	-
Total Revenue	\$5,625	\$5,552	\$5,996	\$6,116	\$6,238	\$6,363
Expenses						
Wages and Salaries	\$849	\$849	\$866	\$883	\$901	\$919
Materials and Contracts	\$861	\$978	\$1,082	\$1,103	\$1,126	\$1,148
Other Costs	\$451	\$437	\$451	\$460	\$470	\$479
Borrowing Costs	\$741	\$741	\$701	\$715	\$729	\$744
Overheads	\$833	\$841	\$708	\$722	\$737	\$751
Depreciation	\$1,890	\$2,158	\$2,188	\$2,232	\$2,276	\$2,322
Total Expenses	\$5,625	\$6,004	\$5,996	\$6,116	\$6,238	\$6,363
Operating Surplus/(Deficit)	-	(\$452)	(\$0)	(\$0)	(\$0)	(\$0)

Future Fund

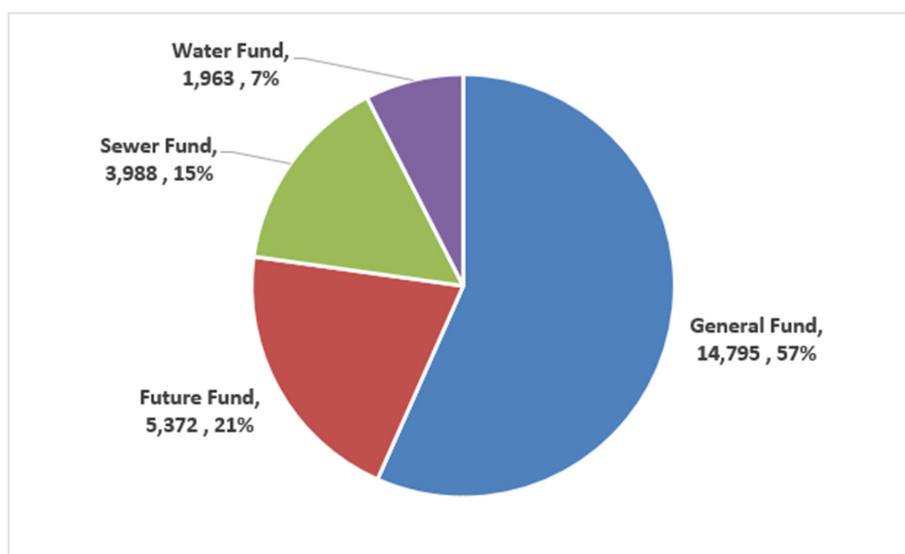
	2021/22 Total Budget	2021/22 Revised Budget	2022/23 Total Budget Estimate	2023/24 Estimate Budget	2024/25 Estimate Budget	2025/26 Estimate Budget
Revenue						
User Charges and Fees	\$7,319	\$7,093	\$7,201	\$7,345	\$7,492	\$7,642
Internal Revenue	\$120	\$342	\$124	\$126	\$129	\$131
Total Revenue	\$7,439	\$7,435	\$7,325	\$7,471	\$7,621	\$7,773
Expenses						
Wages and Salaries	\$237	\$237	\$242	\$247	\$252	\$257
Materials and Contracts	\$1,694	\$1,705	\$1,599	\$1,631	\$1,663	\$1,696
Other Costs	\$876	\$879	\$938	\$957	\$976	\$996
Borrowing Costs	\$873	\$855	\$953	\$972	\$992	\$1,011
Overheads	-	-	\$496	\$506	\$516	\$526
Depreciation	\$647	\$614	\$782	\$798	\$814	\$830
Total Expenses	\$4,328	\$4,290	\$5,010	\$5,110	\$5,212	\$5,316
Operating Surplus/(Deficit)	\$3,111	\$3,144	\$2,315	\$2,361	\$2,408	\$2,457

Capital Budget

Council's consolidated capital expenditure budget estimates of \$26 million are composed of:

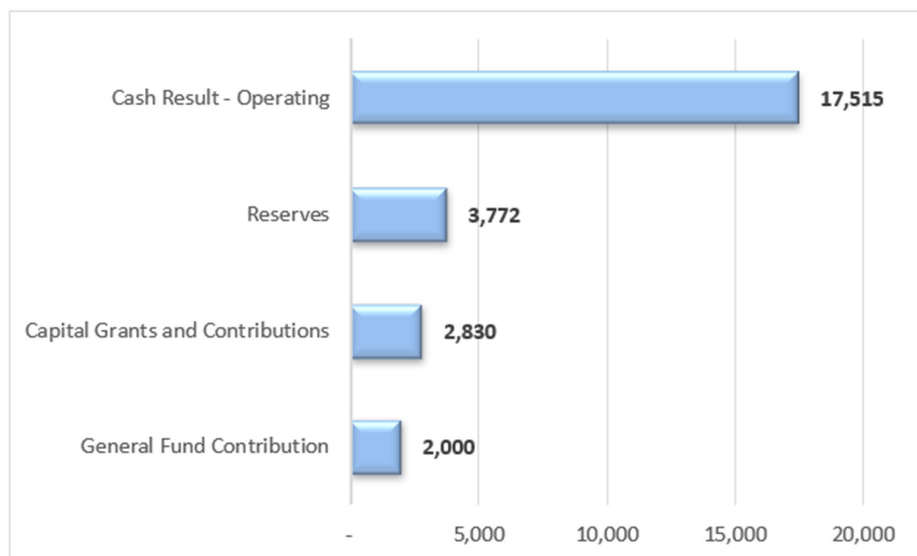


...across the Funds of Council like this:





And are funded from these sources:



12.2 PUBLIC EXHIBITION OF THE DRAFT 2022/23 OPERATIONAL PLAN

Attachments:	A. DRAFT Muswellbrook Shire Council 2022-2023 Operational plan - Under Separate Cover
Responsible Officer:	Fiona Plesman - General Manager
Author:	Melissa Cleary - Manager - Governance
<i>Community Plan Issue:</i>	<i>A Council that is well managed, efficient and properly resourced and that is responsive to its communities and stakeholders</i>
<i>Community Plan Goal:</i>	<i>Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.</i>
<i>Community Plan Strategy:</i>	<i>Appropriate matters are reported to Council in a timely manner in accordance with the Financial Control and Reporting Policy.</i>

PURPOSE

This report details the proposed timetable and procedure for the public exhibition and adoption of the Draft 2022/23 Operational Plan.

OFFICER'S RECOMMENDATION

Council endorses the Draft 2022/23 Operational Plan for public exhibition for a period of at least 28 days, with details of all public submissions, received by close of the exhibition period, reported to Council for consideration.

Moved: _____ Seconded: _____

BACKGROUND

Annually, pursuant to section 405 of the New South Wales *Local Government Act 1993*, Council is required to prepare an Operational Plan outlining the activities to be undertaken for the following financial year. A draft Operational Plan must be placed on public exhibition for at least 28 days and, after consideration of any submissions, the final draft must be adopted prior to the beginning of the financial year.

CONSULTATION

Councillors;

Manex

REPORT

Council is required to place the Draft 2022/23 Operational Plan on public exhibition for at least 28 days.

The Draft 2022/23 Operational Plan is attached to this report.

The following timetable is suggested for the exhibition and endorsement of the 2022/2023 Operational Plan:

<u>Tuesday 24 May 2022</u>	– Council Meeting seeking approval that the Draft 2022/23 Operational Plan be placed on public exhibition;
<u>Wednesday 25 May 2022</u>	– Draft 2022/23 Operational Plan publicly exhibited via Council's website and in hard copy at Council's Administration Centre and libraries;

-
- Draft 2022/23 Operational Plan public exhibition promoted on Council's Facebook page;
- Tuesday 21 June 2022** - Draft 2022/23 Operational Plan public exhibition period closes;
- Tuesday 28 June 2022** – Council Meeting to consider submissions and determine the 2022/23 Operational Plan.

OPTIONS

Under Section 405 of the New South Wales *Local Government Act, 1993* Council is required to place its annual Draft Operational Plan on public exhibition for at least 28 days.

CONCLUSION

It is recommended that the Draft 2022/23 Operational Plan be placed on public exhibition for 28 days, with details of all public submissions, received by close of the exhibition period, reported to Council for consideration at an ordinary meeting scheduled for 28 June 2022.

SOCIAL IMPLICATIONS

None identified

FINANCIAL IMPLICATIONS

The DRAFT 2022/23 Operating and Capital Budget, Revenue Policy, Fees and Charges will be tabled in a separate report seeking Council's endorsement for public exhibition at the 24 May 2022 Ordinary Meeting.

POLICY IMPLICATIONS

None identified

STATUTORY IMPLICATIONS

Section 405 of the *Local Government Act, 1993* details Council's obligations to prepare a plan (its **operational plan**) that is adopted before the beginning of each year, detailing the activities to be engaged in by the council during the year as part of the delivery program covering that year which includes a statement of the council's revenue policy for the year covered by the operational plan. The Draft Operational Plan must be placed on public exhibition for a period of at least 28 days. During the period of public exhibition, the council must have for inspection at its office (and at such other places as it may determine) a map that shows those parts of its area to which each category and sub-category of the ordinary rate and each special rate included in the draft operational plan applies.

LEGAL IMPLICATIONS

None identified

OPERATIONAL PLAN IMPLICATIONS

The Draft Operational Plan is required to be prepared each year and placed on public exhibition for a period of at least 28 days.

RISK MANAGEMENT IMPLICATIONS

None identified

12.3 2022/23 REVENUE POLICY - UPDATE

Attachments: A. Revenue Policy - 2022-23 - DRAFT 100522 [↓](#)
Responsible Officer: Fiona Plesman - General Manager
Author: Josh Hogan - Finance Manager
David Walsh - Director - Corporate Services & Chief Financial Officer

Community Plan Issue: *Progressive leadership*
Community Plan Goal: *That Muswellbrook Shire is well led and managed*
Community Plan Strategy: *A financially sustainable council*

PURPOSE

To provide sufficient information for Council to endorse the attached Revenue Policy, allowing for a 28-day public exhibition period.

OFFICER'S RECOMMENDATION

Council resolves to place the 2022/23 Revenue Policy on Public Exhibition for a period of 28-days.

Moved: _____ **Seconded:** _____

BACKGROUND

Each year, Council is required to place the Revenue Policy on public exhibition for a period of 28-days prior to endorsement. The Revenue Policy sets out the approach Council will take in setting rates in the Shire and the amounts applicable to each land category.

CONSULTATION

The draft Revenue Policy is to be placed on public exhibition.

CONSULTATION WITH COUNCILLOR SPOKESPERSON

General Manager
Deputy General Manager
Director Environment & Planning
Director Property & Place
Financial Controller
Corporate Lawyer
Finance Committee

REPORT

Each year, Council is required to place the Revenue Policy on public exhibition for a period of 28-days prior to endorsement. The Revenue Policy sets out the approach Council will take in setting rates in the Shire and the amounts applicable to each land category.

OPTIONS

Endorse the Revenue Policy to be put on public exhibition for a period of 28-days.

CONCLUSION

The making of Rates and Annual charges is an administrative function usually undertaken as part of the adoption of the Integrated Planning and Reporting (IP&R) document suite.

SOCIAL IMPLICATIONS

There are no social implications.

FINANCIAL IMPLICATIONS

The resolutions to make the rates will enable Council to collect the rates revenue of \$30.796m as budgeted in the 2022/23 Operational Plan and Budget.

POLICY IMPLICATIONS

This report implements existing policy decisions.

STATUTORY IMPLICATIONS

The statutory requirements relating to the making and levying of rates are included in sections 493 to 607 of the Local Government Act 1993. In addition, the Office of Local Government published a guidance document titled "Council Rating and Revenue Raising Manual" and this document is available to be viewed on the OLG website.

LEGAL IMPLICATIONS

Council must pass a resolution to make the rates before it can levy rates and charges on properties each year. The resolutions must be passed by 31 July each year which is the last date that a Council can "make" a rate or charge for the new 2022/23 financial year.

OPERATIONAL PLAN IMPLICATIONS

The report raises the revenues as budgeted for in the Operational Plan and Budget.

RISK MANAGEMENT IMPLICATIONS

The form of the resolutions has been structured to ensure compliance with Council's legal requirements.



muswellbrook shire council

Revenue Policy

2022/2023

DRAFT

Contents

1. Policy Objective.....	3
2. Rating.....	3
4 Charges.....	8
STATEMENT OF RATES PROPOSED TO BE LEVIED FOR 2022/2023	14
5 Authorisation Details	22

1. Policy Objective

The objective of this Policy is to outline Council's rating and charges framework and provide for the 2022/23 levels.

2. Rating

In accordance with section 532 of the *Local Government Act 1993* (NSW), a Council must not make a rate or charge until it has given public notice of its draft operational plan for the year for which the rate or charge is to be made and has considered any submissions that have been made concerning the draft plan. In practice a Council should first adopt its final Operational Plan and then make rates and charges by resolution (s535).

3.1 General Valuation

A valuation of all land parcels in the Shire occurred in 2019, with a base date of 1 July 2019.

These valuations will be used for rating purposes from 1 July 2022. These valuations will continue to be used until revised through general and/or special re-valuations by the Valuer General.

3.2 Rating Method

In accordance with section 514 of the *Local Government Act*, Council has declared each parcel of rateable land in the Muswellbrook Shire local government area as within one or other of the following categories:

1. Farmland;
2. Residential;
3. Mining;
4. Business.

Council declares that the ordinary rates will be applied across the following categories and sub-categories:

Residential – General

Council determines the sub-category for the category "Residential" called "Residential – General" for each parcel of rateable land valued as one assessment and:

1. its dominant use is for residential accommodation (otherwise than as a hotel, motel, guesthouse, backpacker hostel, boarding house, lodging house, nursing home, caravan park or manufactured home estate) and it is not connected to Council's sewer main; or
2. in the case of vacant land, it is zoned or otherwise designated for use under an environmental planning instrument (with or without development consent) for residential purposes and it is not connected to Council's sewer main; or
3. it is rural residential land and it is not connected to Council's sewer main.

**Residential – Muswellbrook & Denman**

Council determines a sub-category for the category "Residential" called "Residential – Muswellbrook and Denman" for each parcel of rateable land valued as one assessment and:

1. its dominant use is for residential accommodation (otherwise than as a hotel, motel, guesthouse, backpacker hostel, boarding house, lodging house, nursing home, caravan park or manufactured home estate); or
2. in the case of vacant land, it is zoned or otherwise designated for use under an environmental planning instrument (with or without development consent) for residential purposes; or
3. it is rural residential land and it is not connected to Council's sewer main;

and is within the urban area of Muswellbrook and Denman townships and is either connected to Council's sewer main or is liable for a collection fee.

Farmland – General

Council determines a sub-category for the category "Farmland" called "Farmland – General" for each parcel of rateable land valued as one assessment and its dominant use is for farming which:

- a) has a significant and substantial commercial purpose or character; and
- b) is engaged in for the purpose of profit on a continuous or repetitive basis (whether or not a profit is actually made),

and the land cannot be sub-categorised as:

- Farmland – Irrigable

Land is not to be categorised as Farmland – General if it is rural residential land.

Farmland – Irrigable

Council determines a sub-category for the category "Farmland" called "Farmland – Irrigable" for each parcel of rateable land valued as one assessment if its dominant use is for farming which:

- a) has a significant and substantial commercial purpose or character; and
- b) is engaged in for the purpose of profit on a continuous or repetitive basis (whether or not a profit is actually made); and
- c) is subject of a water right within the meaning of the Valuation of Land Act 1916; and
- d) where the assessment or any part of the assessment:
 - (i) is irrigated for any farming purpose; or

- (ii) has established irrigation reticulation capable of being used for any farming purpose; or
- (iii) is wholly or partly within 100m of the Hunter River.

Note: a water right means a right or authority (however described) under the Water Management Act 2000, the Water Act 1912, or any other Act, being a right or authority to construct, install or use works of irrigation, or to use water supplied by works of irrigation.

Mining – General

Council determines the sub-category for the category "Mining" called "Mining – General" for each parcel of rateable land valued as one assessment if its dominant use is for a coal mine or metalliferous mine and cannot be sub-categorised as:

- Mining – Underground Coal Mining; or
- Mining – Metallurgical Coal Mining

Mining – Underground Coal Mining

Council determines a sub-category for the category "Mining" called "Mining – Underground Coal Mining" for each parcel of rateable land valued as one assessment if its dominant use is for a coal mine; and

- a) where the dominant kind of mining involved is longwall mining or board- and-pillar mining (or both); and
- b) the land cannot be sub-categorised as "Mining – Metallurgical Coal Mining".

Mining – Metallurgical Coal Mining

Council determines a sub-category for the category "Mining" called "Mining – Metallurgical Coal Mining" for each parcel of rateable land valued as one assessment if its dominant use is for a coal mine; and

- a) metallurgical coal extraction is a subject of an approved application for a project approval, development consent or other environmental planning instrument applicable to the land permitting that use; and
- b) metallurgical coal is the dominant type of coal extracted from or processed on the land.

For the purposes of this sub-category, "metallurgical coal" includes:

- a) Coal which is capable of being used for the manufacture of steel, iron or cement;
- b) Coal which is capable of producing coke;
- c) Coal which, by industry standards and specifications, can be classified as hard coking coal, semi-soft coking coal or coking coal.

Business – General

Council determines the sub-category for the category of "Business" called "Business - General" for each parcel of rateable land valued as one assessment if it cannot be categorised as farmland, residential or mining and cannot be sub-categorised as:

- Business – Power Generation;
- Business – Thomas Mitchell Drive Industrial Centre;
- Business – Showground Release Area; or
- Business – Mine Rehabilitation

Business – Power Generation

Council determines a sub-category for the category "Business" called "Business – Power



Generation" for each parcel of rateable land valued as one assessment if it cannot be categorised as farmland, residential or mining and if its dominant use is as a centre of any of the following activities:

- a) the generation of, or capacity to generate, more than 5 megawatts of electricity;
or
- b) the storage of, or capacity to store, more than 10 megawatts of electricity;

and the land cannot be sub-categorised as 'Business – Mine Rehabilitation'.

Business – Thomas Mitchell Drive Industrial Centre

Council determines a sub-category for the category "Business" called "Business – Thomas Mitchell Drive Industrial Centre" for each parcel of rateable land valued as one assessment located wholly or partly within the Thomas Mitchell Drive Industrial Centre.

Business – Showground Release Area

Council determines a sub-category for the category "Business" called "Business – Showground Release Area" for each parcel of rateable land valued as one assessment if it cannot be categorised as farmland, residential or mining and is located wholly or partly within the Showground Release Area.

Business – Mine Rehabilitation

Council determines a sub-category for the category "Business" called "Business – Mine Rehabilitation" for each parcel of rateable land valued as one assessment if it cannot be categorised as farmland, residential or mining and if its dominant use is as a centre of any of the following activities:

- a) the rehabilitation of land that is or has been disturbed by mining operations

For the purposes of this sub-category, "rehabilitation" includes:

- a) the treatment or management of disturbed land or water for the purpose of establishing and maintaining a safe and stable environment;
and
- b) the design and construction of landforms as well as the establishment of sustainable ecosystems or alternative vegetation.

For the purposes of this sub-category "mining operations" means operations carried out in the course of mining.

3.3 Structure of the Rate

In accordance with section 497 of the Local Government Act, Council has adopted the use of a base amount to which an ad valorem amount is added for all categories and sub-categories.

Council's reasons for this adoption are as follows:

- a base amount to which an ad valorem amount is added ensures that the rate burden falls equitably on all landowners for the cost and value of common services and facilities (from which all properties benefit) regardless of their rateable value of land;
- having given regard to the matters set out in section 536(1) of the Local Government Act, Council is of the opinion that a base amount charged per assessment is fair and equitable and reflects both the "benefit principle" and the "ability to pay principle".

3.4 Interest on Overdue Amounts

Subject to the maximum rate specified by the Minister from time to time, Councils are responsible for fixing, by formal resolution, the level of interest penalties to apply in respect of rates and charges that remain unpaid after they become due and payable (section 566 Local Government Act).

Council proposes to apply the maximum permissible rate of interest payable on outstanding rates and charges at a simple rate calculated daily.

The maximum interest rate for the 2022/2023 financial year has been determined at 6%. The rate for 2021/2022 financial year was set at 6%.

Council may exercise its discretion to write off certain amounts (such as interest) in respect of rates and arrears in a range of appropriate circumstances and/or to enter into special agreements with persons or any category of ratepayers to facilitate the discharge of a rating liability.

The discretion to write off certain amounts may be exercised if special circumstances can be demonstrated by the relevant ratepayers.

3.5 Summary of Rating Philosophy

- I. That Council sets its rates so as to obtain the maximum possible yield and comply with the Office of Local Government's advice in relation to rate-pegging limitations and catch up provisions.
- II. That Council sets a base amount per assessment under section 499(1) of the Local Government Act for the Residential, Farmland, Business and Mining categories and sub-categories determined thereunder.
- III. That Council applies the maximum permissible rate for the interest payable on outstanding rates and charges at a simple rate calculated daily.
- IV. That Council utilise changes on the Base Rate amount with the aim of evening out the rates burden and smoothing the impact of possible rate increases that may occur as Land Values are reassessed. Council will not exceed the statutory maximum of 50% of total revenue from the Base Rate amount in each category.

3.6 Matters Considered in Determining the Amount of a Rate

Council takes into account a number of discretionary matters when setting the

quantum of the rate for each sub-category, including:

- i) The guiding principles for Councils expounded in Chapter 3 of the Local Government Act 1993, including transparency, impartiality, intergenerational equity and sound financial management;
- ii) In respect of the base rate, criteria including:
 - Council's net general administration and overhead costs;
 - the extent to which projected ad valorem rates on individual properties do not reflect the cost of providing necessary services and facilities;
 - the level of grant or similar income available to provide necessary services and facilities;
 - the degree of congruity and homogeneity between the values of properties subject to the rate and their spread throughout the area; and
 - whether a rate that is wholly an ad valorem rate would result in an uneven distribution of the rate burden because a comparatively high proportion of assessments would bear a comparatively low share of the total rate burden.
- iii) The extent to which those who pay for Council's services have the ability to pay for those services;
- iv) The extent to which those who receive the benefits of Council's services also pay for those services; and
- v) The applicable statutory caps on the rates that can be made.

4 Charges

Sections 501 and 502 of the *Local Government Act* permits a Council to make and levy an annual charge for the following services provided on an annual basis:

- Water Supply Services
- Sewerage Services
- Drainage Services (through the Stormwater Levy)
- Waste Management Services (other than domestic waste management)
- Any services prescribed by the Regulations.

4.1 Water Charges

Pricing which reflects the costs incurred in the provision of potable water can help ensure conservation of scarce water resources and can promote more efficient investment in water infrastructure.

To achieve this, adequate cash flows are required to meet operating costs, to fund future necessary infrastructure and provide an acceptable rate of return – thereby ensuring

the longer-term financial sustainability of the service.

One of the key elements in cost-reflective pricing identified by the Department of Planning, Infrastructure and Environment is a cost-reflective two-part charge for water comprising a water service availability charge and a consumption tariff. Council's availability charge uses the Department's recommended method, which is based on the square of the diameter of the supply pipe. This reflects the true availability of water access by the user.

There are three tariffs for consumption. The Residential Consumption Tariff is a two-tier tariff charged for residential properties. The Tier 1 charge applies to water consumption up to 350kl and the Tier 2 charge applies to water consumption in excess of 350kl per annum. A Non-Residential Consumption Tariff is charged for all other properties connected to Council's water supply.

4.1.1 Method of Rendering Accounts

In accordance with section 552 of the *Local Government Act*, land that is supplied with water from a water main of the Council and land that is situated within 225 metres of a water main of Council (whether or not actually supplied with water from any water main of the Council) is charged an annual Water Service Availability Charge for each service to the property.

Similarly, in accordance with section 552 of the *Local Government Act*, all land is charged an annual sewerage service availability charge except land which is more than 75 metres from a sewer of Council and is not connected to the sewer; or land from which sewage could not be discharged into any sewer of Council.

Each Annual Water Service Charge applicable is included in the Annual Rate Notice issued for the financial year. Water consumption charges are raised three times per year.

4.2 Water and Sewerage Charges – General

User charges are fees levied on the community for the use of the water and sewerage facilities provided by Council.

Income derived from water supply and sewerage charges can be used for either maintenance or capital expenditure. Unlike general rates, the water supply and sewerage charges are not subject to rate pegging in NSW.

It should be noted that funds raised through water and sewerage charges are explicitly expended on the operational, maintenance and capital expenditure needs related to those services and activities.

4.2.1 Best Practice Charging

Council has implemented charging guidelines recommended by the Department of Planning, Infrastructure and Environment for the charging of services in regard to water supply and sewerage services.

4.2.1.1 Residential Sewerage Charge

All residential properties are levied the same charge under the Guidelines mentioned above, with the usage charge based on the average residential water consumption.

The combination of availability charge and usage charge meets all the Best Practice Pricing criteria.

4.2.1.2 Non-Residential Sewerage Charge

The non-residential sewerage charge is levied based on a formula that includes a range of factors that include the size of the water connection, the amount of water used, and the amount of water used that is expected to enter the sewerage treatment processes.

4.2.1.3 Trade Waste Charges

Trade Waste is defined as:

Any waters other than those used specifically for personal hygiene functions that may be contaminated with any substance as a direct or indirect result of a commercial activity.

The regulation of trade wastes is intended to:

- Prevent the biological capacity of the treatment works being exceeded resulting in the de-stabilising of the biological process and consequent odours emanating from the works.
- Ensure discharge of effluent from the treatment works is within the requirements of the Clean Waters Act 1970 and Regulations as amended.
- Protect the sewers and sewerage structures from corrosion, damage or blockage.
- Prevent overloading of the sewerage reticulation system.
- Ensure safe working conditions exist in the sewer reticulation system for the protection of Council staff.
- Ensure environmental protection of the local eco-systems, particularly those relating to the regional waterways.

Full details of the charges for Trade Waste are set out in the Fees and Charges Schedule.

4.2.1.4 Waste Management Service Charges

Council undertakes the management of the Muswellbrook Waste Management Facility and the Denman Waste Transfer Station. Council manages the daily operations of these depots in order to ensure the appropriate disposal and storage of waste received at the facilities.

Weekly services for kerbside collection of mixed solid waste (140 litre bins) and alternate fortnightly collections of recyclable and green waste (240 litre bins) are provided by Council to residential properties in Muswellbrook (including the Woodlands Ridge subdivision and Milperra Drive), Denman and Sandy Hollow.

There will be a biannual bulky waste clean-up service for green waste. This is in addition to a biannual bulky waste clean-up service for general bulky waste (excluding green waste). The dates and arrangements in relation to these activities will be advised at a time closer to the operation of the events.

Weekly services for kerbside collection of mixed solid waste (140 litre bins) and fortnightly collection of recyclable waste (240 litre bins) are provided to non-residential properties in Muswellbrook, Denman and Sandy Hollow. In addition to servicing the urban areas of Muswellbrook (including the Woodlands Ridge subdivision and Milperra Drive), Denman and Sandy Hollow, the following rural areas receive waste services:

- a) Golden Highway to Sandy Hollow
- b) Rosemount Road Loop
- c) Denman Road from Muswellbrook to Denman

Properties located on the above roads, or whose only access to Muswellbrook, Denman or Sandy Hollow is via these roads, are provided weekly services for collection of mixed solid waste (140 litre bins) and fortnightly collections of recyclable waste (240 litre bins). Alternate fortnightly collection of green waste for rural properties will be provided if requested and charged an annual charge for each service required.

Where new services are commenced throughout the year; charges are calculated as a proportion of the annual charge.

4.2.1.4.1 Domestic Waste Management Service

Under section 504 of the *Local Government Act*:

- A Council must not apply income from an ordinary rate towards the cost of providing domestic waste management services.
- Income to be applied by a Council towards the cost of providing domestic waste management services must be obtained from the making and levying of a charge.
- Income obtained from charges for domestic waste management must be calculated to not exceed the reasonable cost to the Council of providing those services.

Council determines the Domestic Waste Charge carefully following these requirements. The charge is set at a rate that covers the cost of collecting and the disposal or recycling of the collected waste as well as the administration of the service. The processes involved in determining the charge are audited by Council's independent auditor.

4.2.1.4.2 Waste Management Service Availability Charge

Under section 496 of the *Local Government Act*, Council is required to levy a

charge on each parcel of rateable land that is situated within the area in which a domestic waste management service is available, whether occupied land or vacant land.

4.2.1.4.3 **Waste Management Service (other than Domestic Waste Management Service)**

Under section 501 of the *Local Government Act*, Council may levy a charge for the provision of waste management services (other than domestic waste management services) which may be levied on each parcel of rateable land for which the service is provided or proposed to be provided.

This charge applies to non-domestic premises.

4.2.1.5 **What Criteria are Relevant in Determining the Amount of a Charge?**

- a) In determining the amount of a charge for a service, the Council may have regard to (but is not limited to) the following:
 - the purpose for which the service is provided
 - the nature, extent and frequency of the service
 - the cost of providing the service
 - the categorisation for rating purposes of the land to which the service is provided
 - the nature and use of premises to which the service is provided
 - the area of land to which the service is provided
- b) The amount of a charge need not be limited to recovering the cost of providing the service, for which the charge is made, except as provided by section 503(2) and 504(3) of the *Local Government Act*.
- c) Council will continue with a recycling service. The cost of providing this service is included in the Domestic Waste Management Service charge and also the Waste Management Service Charge. These charges entitle ratepayers to a fortnightly recycling collection.
- d) Council will continue the green waste service. The cost of providing this service is included in the Domestic Waste Management Service charge. These charges entitle ratepayers to a fortnightly green waste collection.

The charge for the collection of the green waste is not included in the Waste Management Service Charge or Rural Waste Charges. However, property owners to which these charges apply can elect to utilise and pay for the green waste service.

4.3 **Stormwater Management Charge**

Under section 496A of the *Local Government Act*, Council may make or levy an annual charge for stormwater management services.

The raising of the levy and the application of the funds collected will be in accordance with the *Stormwater Management Service Charges Guidelines* issued by the Office of Local Government.

4.4 On-Site Sewer Management System – “Approved to Operate”

Pursuant to sub-section 68(1) of the *Local Government Act*, Councils are the approval and regulatory authority for the monitoring and management of all on-site sewer management systems.

Council will be issuing the annual fee for the Approval to Operate an Onsite Sewer Management System, as part of the Annual Rates and Charges Notice. This charge will also include the fee for the inspection of the system. This charge will be displayed as a separate line on the notice. Please see Council's Fees and Charges document for the prescribed fees.

STATEMENT OF RATES PROPOSED TO BE LEVIED FOR 2022/2023

Section 494 *Local Government Act*

ORDINARY RATES

Rates are assessed by levies on the value of the land. Land values are determined by the Valuer General. Increases in ordinary rate income are subject to the percentage variation as determined by the Independent Pricing and Regulatory Tribunal (IPART). This is referred to as the rate peg limit.

For the 2022/2023 rating year, IPART set the rate peg at 0.7%. IPART has also advised Councils that they can apply for an Additional Special Variation if they can demonstrate that the 0.7% rate peg would adversely affect the delivery of Council Services. Muswellbrook Shire Council has resolved to submit an application to IPART for a Special Variation of an increased 1.8% over the rate peg set at 0.7%, under Section 508(2) of the Local Government Act 1993. The application has been submitted and IPART have advised Councils that they will be notified of the determination by 21 June 2022.

The two tables below show the impact of the different scenarios.

Scenario 1 – 0.7%

Rate Type	Category	Sub-Category	Ad Valorem Cents in \$	Base Amount / Min \$	Base Amount % of Total Rate Levied	Yield (Est.)
Ordinary	Residential	Residential – General	0.5114239	\$240	20.31%	\$1,114,390
Ordinary	Residential	Residential – Muswellbrook & Denman	0.6970883	\$290	34.79%	\$4,735,121
Ordinary	Farmland	Farmland – General	0.3260723	\$400	14.14%	\$1,015,467
Ordinary	Farmland	Farmland – Irrigable	0.3909860	\$440	10.59%	\$473,500
Ordinary	Mining	Mining – General	1.3295445	\$15,000	1.23%	\$10,974,848
Ordinary	Mining	Mining – Underground Coal Mining	2.3916307	\$15,000	0%	\$0
Ordinary	Mining	Mining – Metallurgical Coal Mining	2.3916307	\$15,000	0%	\$0
Ordinary	Business	Business – General	1.2609020	\$250	8.44%	\$1,421,977
Ordinary	Business	Business – Power Generation	8.8255657	\$25,000	18.08%	\$276,552
Ordinary	Business	Business – Thomas Mitchell Drive Industrial Centre	1.2689685	\$275	11.56%	\$359,256
Ordinary	Business	Business – Showground Release Area	0.2356259	\$250	0.01%	\$11,170



Ordinary	Business	Mine Rehabilitation	1.3295445	\$15,000	0%	\$0
-----------------	-----------------	----------------------------	-----------	----------	----	------------

Scenario 2 – 2.5%

Rate Type	Category	Sub-Category	Ad Valorem Cents in \$	Base Amount/ Min \$	Base Amount % of Total Rate Levied	Yield (Est.)
Ordinary	Residential	Residential – General	0.5229043	\$240	19.95%	1,134,326
Ordinary	Residential	Residential – Muswellbrook & Denman	0.7162106	\$290	34.18%	\$4,819,828
Ordinary	Farmland	Farmland – General	0.3328662	\$400	13.89%	\$1,033,632
Ordinary	Farmland	Farmland – Irrigable	0.3988092	\$440	10.41%	\$481,971
Ordinary	Mining	Mining – General	1.3536251	\$15,000	1.21%	\$11,171,178
Ordinary	Mining	Mining – Underground Coal Mining	2.4343808	\$15,000	0%	\$0
Ordinary	Mining	Mining – Metallurgical Coal Mining	2.4343808	\$15,000	0%	\$0
Ordinary	Business	Business – General	1.2855374	\$250	8.29%	\$1,447,415
Ordinary	Business	Business – Power Generation	9.0182913	\$25,000	17.76%	\$281,000
Ordinary	Business	Business – Thomas Mitchell Drive Industrial Centre	1.2946360	\$275	11.36%	\$365,682
Ordinary	Business	Business – Showground Release Area	0.2398414	\$250	0.01%	\$11,369
Ordinary	Business	Mine Rehabilitation	1.3536251	\$15,000	0%	\$0

WATER CHARGES

For 2022/2023, Council is proposing to levy Water Service Availability Charges as set out below:

1. A Water Service Availability Charge is charged on each parcel of rateable land that is supplied with water from a water pipe of the Council or land that is situated within 225 metres of a water pipe of the Council (whether or not actually supplied with water from any water pipe of the Council). The Water Service Availability Charges to be levied is based on the service size of the connection to the water supply line.

The Water Service Availability Charges for the year commencing 1 July 2022 are:

Water Service Charge Category	Amount
Availability Charge (Not Connected)	\$223.00
Availability Charge (Connected)	
- 20mm service	\$223.00
- 25mm service	\$348.00
- 32mm service	\$571.00
- 40mm service	\$892.00
- 50mm service	\$1,394.00
- 65mm service	\$2,355.00
- 80mm service	\$3,568.00
- 100mm service	\$5,575.00
- 150mm service	\$12,544.00

Pursuant to section 552 of the *Local Government Act 1993* (NSW), a charge relating to water supply will not be levied on land unless water could be supplied to some part of the land from a standpipe at least 1 metre in height from the ground level, if such a pipe were laid and connected to the Council's mains.

2. A Consumption Tariff is to be charged per kilolitre of water supplied to each parcel of rateable land from a water pipe of the Council. The water consumption tariffs proposed for the year commencing 1 July 2022 are:

Consumption Tariff	Tier ¹	\$ per Kilolitre (KL)
Residential	Tier 1 (1-350KL per annum)	\$2.11
	Tier 2 (>350KL per annum)	\$2.98
Non-Residential	N/A	\$2.61

¹ Where applicable

SEWERAGE CHARGES

For 2022/2023, Council is proposing to levy Sewerage Service Availability Charges as set out below:
An annual charge for sewer is applicable to each parcel of rateable land except:

- a) Land which is more than 75 metres from a sewer of the Council and is not connected to the sewer; and
- b) Land from which sewage could not be discharged into any sewer of the Council.

1) Residential Sewer Charges

A Sewer Service Availability Charge is charged in respect of each parcel of rateable land categorised within the Residential category for which the service is provided or is proposed to be provided. The Sewer Service Availability Charges to be levied for the year commencing 1 July 2022 are:

Sewer Service Availability Charge:

Residential Sewer Availability Charge (Vacant)	\$330.00
Residential Sewer Charge (Occupied)	\$847.00

2) Non-Residential Sewer Service Availability Charge:

A Non-Residential Sewer Service Availability Charge is charged in respect to each parcel of rateable land not categorised within the Residential category for which the service is provided or proposed to be provided. The Non-Residential Sewer Service Availability Charge to be levied in respect of each relevant parcel for the year commencing 1 July 2022 will be based on the following formula:

$$SC = SDF \times (AC + (C \times UC))$$

SC = Sewerage Charge

SDF = Sewerage Discharge Factor

AC = Availability Charge

C = Total water consumption for meter

UC = Sewer Usage Charge

The Availability Charge for the year commencing 1 July 2022 are:

Availability Charge Category	Amount
AC - Availability Charge (Not Connected)	\$330.00
AC - Availability Charge (Connected)	
20mm service	\$330.00
25mm service	\$515.63
32mm service	\$844.80
40mm service	\$1,320.00
50mm service	\$2,062.50
65mm service	\$3,485.63
80mm service	\$5,280.00
100mm service	\$8,250.00
150mm service	\$18,562.50



The Sewer Usage Charge for the year commencing 1 July 2022 is:

Sewer Usage Charge	\$ per Kilolitre (KL)
Non-Residential Sewer Usage Charge	\$2.61

Discharge Factors required for non-residential properties will be determined on an individual rateable parcel basis.

DOMESTIC WASTE MANAGEMENT CHARGES

Domestic Waste Management Charges are levied in accordance with section 496 of *the Local Government Act*.

For 2022/2023 Council is proposing to levy the following charges in regard to Domestic Waste Management Services:

Domestic Waste Management Service Charges

Urban Domestic Waste Management Availability Charge (1)	\$100.00
Urban Domestic Waste Management Service Charge (2)	\$438.00
Additional Urban Domestic Waste Management Service Charge	\$111.00
Additional Urban Domestic Waste Management Recycling Service Charge	\$76.00
Additional Urban Domestic Waste Management Green Waste Service Charge	\$34.00

- (1) This charge applies to vacant rateable land categorised for rating purposes as Residential and situated within the urban area in which a Domestic Waste Management Service is able to be provided
- (2) Each habitable premises is entitled to one approved mobile waste bin service per week and one fortnightly collection of recyclable material and one fortnightly collection of green waste for each Urban Domestic Waste Management Service Charge.

For 2022/2023 Council proposes to levy the following charges on rateable parcels of land categorised for rating purposes as Residential or Farmland and situated within the rural area to which a Domestic Waste Management Service is available.

Rural Domestic Waste Management Service Charge

Rural Domestic Waste Management Availability Charge (1)	\$100.00
Rural Domestic Waste Management Service Charge (2)	\$404.00
Additional Rural Domestic Waste Management Service Charge	\$111.00
Additional Rural Domestic Waste Management Recycling Service Charge	\$76.00
Rural Domestic Waste Management Green Waste Service Charge	\$34.00

- (1) This charge applies to vacant rateable land categorised for rating purposes as Residential or Farmland and situated within the rural area in which a Rural Domestic Waste Management Service is available.
- (2) Each habitable premises is entitled to one approved mobile waste bin service per week and one fortnightly collection of recyclable material for each Rural Domestic Waste Management Service Charge.

WASTE MANAGEMENT CHARGES

For 2022/2023, Council proposes to levy the following charges on parcels of rateable land not categorised for rating purposes as Residential and situated within the urban area in which a Waste Management Service is able to be provided. Waste Management Charges are levied in accordance with section 501 of the *Local Government Act*.

For 2022/2023 Council is proposing to levy the following charges in regard to Domestic Waste Management Services:

Waste Management Service Charge

Urban Waste Management Availability Charge – Non-Domestic (1)	\$100.00
Waste Management Service Charge (2)	\$404.00
Additional Waste Management Service Charge	\$111.00
Additional Waste Management Recycling Service Charge	\$76.00
Waste Management Green Waste Service Charge	\$34.00

- (1) This charge applies to vacant rateable land not categorised for rating purposes as Residential and situated within the urban area in which a Waste Management Service is available.
- (2) Each habitable premises is entitled to one approved mobile waste bin service per week and one fortnightly collection of recyclable material for each Waste Management Service Charge.

For 2022/2023, Council proposes to levy the following charges on each parcel of rateable land not categorised for rating purposes as Residential or Farmland and situated within the rural area in which a Waste Management Service is available.

Rural Waste Management Service Charge

Rural Waste Management Availability Charge – Non-Domestic (1)	\$100.00
Rural Waste Management Service Charge (2)	\$404.00
Additional Rural Waste Management Service Charge	\$111.00
Additional Rural Waste Management Recycling Service Charge	\$76.00
Rural Waste Management Green Waste Service Charge	\$34.00

- (1) This charge applies to vacant rateable land not categorised for rating purposes as Residential or Farmland and situated within the rural area in which a Rural Waste Management Service is available.
- (2) Each habitable premises is entitled to one approved mobile waste bin service per week and one fortnightly collection of recyclable material for each Rural Waste Management Service Charge.

STORMWATER MANAGEMENT CHARGE

In accordance with section 496A of the *Local Government Act*, Council will levy a Stormwater Management Service Charge on each parcel of rateable land within the Muswellbrook and Denman urban areas and included in the Town Planning Zones of R1 General Residential, B2 Local Centre, SP2 Infrastructure, IN2 Light Industrial, IN1 General Industrial and RU5 Village, except where exemption or variation to the charge is provided in accordance with the document "Stormwater Management Service Charge Guidelines" issued by the Division of Local Government in July 2006, at a rate of \$25.00 per Residential parcel of rateable land and \$12.50 per Residential strata unit.

Where a non-residential parcel of rateable land exists with an area falling within the ranges outlined below the charge will be levied as follows:

Area Sqm	Charge
0 - 1,199	\$25.00
1,200 - 4,999	\$100.00
5,000 - 9,999	\$375.00
> 10,000	\$725.00

HUNTER CATCHMENT CONTRIBUTION

The Minister has not yet determined the rate for 2022/2023, for the Hunter Catchment Contribution. The fee set for 2021/2022 was 0.00964. Council will adopt the rate as determined by the Minister for 2022/2023.

The rate is levied and collected in accordance with Clauses 36 and 40 of *Local Land Services Regulation 2014*. The rate is set by the Local Land Services on the Land Value, as determined from time to time, within the Muswellbrook Shire local government area.

5 Authorisation Details

Authorised by:	Council
Minute No:	
Date:	
Review timeframe:	1 Years
Department:	Corporate Services
Document Owner:	Director of Corporate Services

Details History

Version No.	Date changed	Policy type	Modified by	
1	22/02/2022	External	D. Walsh	Updated Format Updated rates reflecting 2022/23 budget

12.4 FEES & CHARGES - 2022/23

Attachments: A. 2022/23 Fees & Charges Report - Under Separate Cover
Responsible Officer: Fiona Plesman - General Manager
Author: David Walsh - Manager - Corporate Services & Chief Financial Officer
Josh Hogan - Financial Controller

Community Plan Issue: *Progressive leadership*
Community Plan Goal: *That Muswellbrook Shire is well led and managed*
Community Plan Strategy: *A financially sustainable council*

PURPOSE

To provide the 2022/23 Fees & Charges Report to be placed on Public Exhibition for a period of 28-days.

OFFICER'S RECOMMENDATION

The Fees & Charges for the 2022/23 Financial Year, in accordance with the attached 2022/23 Fees & Charges Report, be placed on Public Exhibition for a period of 28-days.

Moved: _____ **Seconded:** _____

BACKGROUND

Each year, Council is required to place the Fees & Charges on public exhibition for a period of 28-days prior to endorsement.

CONSULTATION

The attached fees & charges report is to be placed on public exhibition.

CONSULTATION WITH COUNCILLOR SPOKESPERSON

Finance Committee
Financial Controller
Heads of Departments

REPORT

Each year, Council is required to place the Fees & Charges Report on public exhibition for a period of 28-days prior to endorsement. The report sets out the amounts applicable for services chargeable by Council.

OPTIONS

Endorse the Fees & Charges Report to be put on public exhibition for a period of 28-days.

CONCLUSION

The making of Rates and Annual charges is an administrative function usually undertaken as part of the adoption of the Integrated Planning and Reporting (IP&R) document suite.

SOCIAL IMPLICATIONS

There are no social implications.

FINANCIAL IMPLICATIONS

The resolutions to make the rates will enable Council to collect the user charges & fees revenue of \$20.507m as budgeted in the 2022/23 Operational Plan and Budget.

POLICY IMPLICATIONS

This report implements existing policy decisions.

STATUTORY IMPLICATIONS

The statutory requirements relating to the making and levying of rates are included in sections 493 to 607 of the Local Government Act 1993. In addition, the Office of Local Government published a guidance document titled "Council Rating and Revenue Raising Manual" and this document is available to be viewed on the OLG website.

LEGAL IMPLICATIONS

Council must pass a resolution to make the rates before it can levy rates and charges on properties each year. The resolutions must be passed by 31 July each year which is the last date that a Council can "make" a rate or charge for the new 2022/23 financial year.

OPERATIONAL PLAN IMPLICATIONS

The report raises the revenues as budgeted for in the Operational Plan and Budget.

RISK MANAGEMENT IMPLICATIONS

The form of the resolutions has been structured to ensure compliance with Council's legal requirements.

12.5 ENDORSEMENT - MUSWELLBROOK SHIRE 2022-2032 COMMUNITY STRATEGIC PLAN

Attachments:	<p>A. Muswellbrook Shire 2022-2032 Community Strategic Plan - Under Separate Cover</p> <p>B. CSP - Cancer Council NSW Submission ↓</p> <p>C. CSP - NSW Cancer Institute Submission ↓</p> <p>D. CSP - Toms C Submission ↓</p> <p>E. CSP - Feedback from Listening Posts ↓</p>
Responsible Officer:	Fiona Plesman - General Manager
Author:	Melissa Cleary - Manager - Governance
Community Plan Issue:	<i>Genuine and well informed community participation in decision making</i>
Community Plan Goal:	<i>Utilise best practice models of community engagement to ensure decision making is meeting the expectations of the community.</i>
Community Plan Strategy:	<i>Undertake a comprehensive community consultation program as per the Community Engagement Strategy.</i>

PURPOSE

To seek Council's endorsement of the *2022-2032 Muswellbrook Shire Community Strategic Plan* (attachment A) following a 42-day public exhibition period.

OFFICER'S RECOMMENDATION

Council endorses the *2022-2032 Muswellbrook Shire Community Strategic Plan*.

Moved: _____ **Seconded:** _____

BACKGROUND

Pursuant to section 402 of the *NSW Local Government Act, 1993*, Muswellbrook Shire is required to have a Community Strategic Plan (CSP) that has been developed and endorsed by Council on behalf of the community. The CSP 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 endorse the CSP before 30 June in the year following an ordinary election of council. Council may endorse the existing plan, or develop and endorse a new CSP, as appropriate, to ensure that the Shire has a CSP covering at least the next 10 years.

The *DRAFT 2022-2032 Muswellbrook Shire Community Strategic Plan*, was developed in consultation with the Shire communities, Councillors and Council's senior executive team.

At the 5 April 2022 Ordinary Meeting, on the motion of Crs Woodruff and Marshall, Council endorsed the *DRAFT 2022-2032 Muswellbrook Shire Community Strategic Plan* for public exhibition from 6 April 2022 to 17 May 2022.

Council's Integrated Planning and Reporting documents require public exhibition of at least 28 days, however as the public exhibition period for the CSP was scheduled to occur over the Easter and school holiday periods, Council elected to extend the exhibition period to 42 days to allow sufficient time for community engagement and feedback prior to Council's endorsement of the final CSP.

CONSULTATION

Councillors, Shire communities, General Manager, Manex

REPORT

The *DRAFT 2022-2032 Muswellbrook Shire Community Strategic Plan* was publicly exhibited from 6 April 2022 to 17 May 2022.

In accordance with Council's adopted *Community Participation Plan*, the draft CSP was accessible via Council's website and available for viewing in hardcopy at Council's Administration Centre and at Muswellbrook and Denman Libraries.

The public exhibition of the CSP was promoted via:

- the Mayor's regular PowerFM radio spot (April);
- social media posts on Council's Facebook page.

Community feedback was sought via:

- Listening Posts at Denman Memorial Hall (4 May) and Muswellbrook Marketplace (11 May);
- Direct email to the Community Engagement database;
- Notification to 'have your say' on Council's website.

Twenty one minor grammatical and/or typographical and/or formatting amendments were made to the *draft CSP* during the public exhibition period.

The following additional and/or amended content was included in the draft CSP during the public exhibition period:

- Page 10: on the recommendation of Council's Community Partnership Officer, the first paragraph was replaced with *Prior to European settlement, the Muswellbrook Shire was occupied by people of the Wonnarua/ Wanaruah language group. The Wonnarua/ Wanaruah people traded and had ceremonial links to their neighbouring tribes such as Awabakal, Darkinung, Geawegal, Kamilaroi, Wiradjuri and Worimi. The Muswellbrook Shire Local Government area is located within the Wanaruah Local Aboriginal Land Council boundary;*
- Page 15: a photograph of a community member engaging with Council officers at Listening Posts during the public exhibition period;
- Page 19: updated to include details of the community engagement conducted by Council during the public exhibition period;
- Pages 20 and 24: photographs of community members engaging with Council officers at Listening Posts during the public exhibition period were included;
- Page 31: Strategy 2.6 was amended to *Investigate opportunities to expand services and facilities for youth and children within the Shire* (from *Investigate opportunities to expand youth services and facilities*);
- Page 32: Strategy 3.3 was amended to say *Enhance our local rivers and creeks to improve environmental outcomes and access for recreation* (from *Enhance our local rivers and creeks to ensure that they are utilised and valued*);
- Page 36: the Mayor's email address was included;
- Pages 38 and 39: a notes page and image were included.

Three formal submission were received during the public exhibition period for the consideration of Council, as follows:

- 1. Cancer Council NSW (Attachment B);**
- 2. NSW Cancer Institute (Attachment C);**
- 3. Community Member, Ms Colleen Toms (Attachment D);**

Feedback collected from community members at the Denman and Muswellbrook Listening Posts held during the public exhibition period is attached for the consideration of Council (Attachment E).

OPTIONS

Pursuant to section 402 of the *NSW Local Government Act, 1993*, Council is required to review and endorse the CSP before 30 June in the year following an ordinary election of council.

CONCLUSION

It is recommended that Council endorses the *2022-2032 Muswellbrook Shire Community Strategic Plan*.

SOCIAL IMPLICATIONS

As described in the *2022-2032 Muswellbrook Shire Community Strategic Plan*

FINANCIAL IMPLICATIONS

To be identified in the Long-Term Financial Plan and annual budgets

POLICY IMPLICATIONS

None identified

STATUTORY IMPLICATIONS

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

LEGAL IMPLICATIONS

None identified

OPERATIONAL PLAN IMPLICATIONS

The *2022-2023 Operational Plan* will be developed in alignment with the goals and strategies outlined in the adopted *2022-2032 Muswellbrook Shire Community Strategic Plan*

RISK MANAGEMENT IMPLICATIONS

As described in the *2022-2032 Muswellbrook Shire Community Strategic Plan*

WASTE MANAGEMENT IMPLICATIONS

As described in the *2022-2032 Muswellbrook Shire Community Strategic Plan*

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

Community consultation and media plans were in alignment with Council's adopted *Community Participation Plan* and Council's adopted *2021/2022 Budget*



12 May 2022

General Manager
Muswellbrook Shire Council
PO Box 122
Muswellbrook NSW 2333

Dear Muswellbrook Shire Council,

Re: Response to 2022-2032 Draft Community Strategic Plan (CSP)

Thank you for the opportunity to provide feedback on your draft CSP.

Cancer Council NSW is committed to reducing the impact of cancer on individuals and the community. We are community funded and community focused. We believe health is central to urban planning that can create environments that promote cancer-smart behaviours and reduce exposure to known cancer risks such as solar ultraviolet (UV) radiation.

This submission outlines the importance of the role of built and natural shade in helping to protect the community from over-exposure to UV radiation, and makes specific suggestions for inclusion of shade and UV radiation issues in Council's Draft CSP.

Cancer Council NSW works closely with key stakeholders to reduce the incidence of skin cancer by improving access to adequate shade in NSW. Cancer Council NSW is a key partner in the implementation of the [NSW Skin Cancer Prevention Strategy](#) (2017) which defines a comprehensive approach to reducing overexposure to UV radiation and ultimately the incidence of skin cancer in NSW. The Strategy is a multidisciplinary initiative lead by the Cancer Institute NSW which is an agency of NSW Health.

Skin cancer in Australia and in your local government area

Australia has the highest levels of UV radiation and the highest incidence rates of skin cancer worldwide, where two out of every three people are likely to be diagnosed with skin cancer by the age of 70. UV radiation from the sun causes 95% of melanomas and 99% of non-melanoma skin cancers in Australia. This means skin cancer is highly preventable. In the Muswellbrook LGA, the age-standardised incidence rate of melanoma between 2013 and 2017 was 74 per 100,000 population, which is higher than the NSW average rate.¹

The importance of shade in reducing the risk of skin cancer

Quality shade, which is defined as a well-designed and correctly positioned combination of natural and built shade, can reduce solar UV radiation exposure by up to 75%. This makes shade a critical component to reducing overall skin cancer risk. Shade availability and accessibility are key to shade use; it needs to be readily

¹ Cancer Institute NSW Statistics Portal <https://www.cancer.nsw.gov.au/research-and-data/cancer-data-and-statistics/cancer-statistics-nsw#/analysis/incidence/>



available across a range of outdoor spaces where children and adults live, work and play.

Councils have a responsibility for a range of health promoting activities intended to benefit their communities. Facilitating sun protection through thoughtful planning and designing of effective shade forms part of these responsibilities.

Prioritising natural shade for UV protection will also assist Council in achieving NSW Government urban heat management and healthy built environment priorities including:

- Achieving proposed tree canopy targets outlined in the draft NSW Urban Design Guide

Further information on shade is available via Cancer Council NSW's website such as:

- [The co-benefits of shade](#)
- [Cancer Council NSW Guidelines to Shade](#)
- [Cancer Institute NSW case studies of well-designed shade.](#)

Response to your Community Strategic Plan (CSP)

Cancer Council NSW would like to commend your Council on mentioning the importance of providing shade in your recent Local Strategic Planning Statement. Council's CSP also plays a key role in ensuring the practical planning and delivery of shade.

Cancer Council NSW urges Council to add the following to your CSP:

- Ensure the value of shade for UV radiation protection and other co-benefits are fully recognised and acknowledge that there is currently a lack of quality shade in public spaces. This may have already been raised in the community engagement you undertook to develop the plan.
- Recognise that quality shade is an asset that is critical to ensuring the health, comfort and well-being of your community.
- The commitment to plan and budget properly in advance for built and natural shade in public spaces including playgrounds, parks, recreation and sporting facilities, active travel networks and town centres.

Thank you again for the opportunity to provide comment on your Draft CSP. If you would like any further support or information, please feel free to contact me via Elizabeth.king@nswcc.org.au or ph: (02) 9334 1760.

Yours sincerely,

Elizabeth King
Chair, NSW Skin Cancer Prevention Strategy Shade Working Group
Skin Cancer Prevention Manager
Cancer Council NSW

Cancer Council NSW
ABN 51 116 463 846

153 Dowling Street
Woolloomooloo NSW 2011
PO Box 572 Kings Cross NSW 1340

T: 02 9334 1900
F: 02 8302 3570
E: feedback@nswcc.org.au

Cancer Council
Information and Support
13 11 20 • cancerCouncil.com.au

Byron Bay • Charlestown • Coffs Harbour • Erina Fair • Orange • Parramatta • Singleton • Tamworth • Wagga Wagga • Wollongong • Woolloomooloo



Cancer
Institute

Working together to lessen
the impact of cancer

General Manager
Muswellbrook Shire Council
PO Box 122
Muswellbrook NSW 2333

Dear General Manager,

Re: Submission to Draft 2022-2032 Community Strategic Plan and also to forthcoming Draft Delivery Program – regarding shade and UV protection

Thank you for the opportunity to provide feedback on the *Draft Community Strategic Plan* (CSP) recently prepared by Council. This letter should also be considered a submission to Council's forthcoming *Delivery Program*.

The Cancer Institute NSW (the Institute) is the state government's cancer control agency responsible for the delivery of the *NSW Cancer Plan* to reduce the incidence of cancer in NSW and the *NSW Skin Cancer Prevention Strategy*. The Institute works closely with key stakeholders with health and built environment expertise to reduce the incidence of skin cancer by improving access to adequate shade in NSW. The Institute also promotes sun protection and healthy lifestyle behaviours, including physical activity, which reduce the risk of certain cancers.

The Institute is committed to supporting your Council to reduce skin cancer and improving access to adequate shade in your LGA and has prepared the following submission that:

- outlines the importance of well-designed shade for the prevention of skin cancer
- offers specific comments and suggestions regarding the draft CSP and the forthcoming Delivery Program
- provides further information and contacts to assist Council in budgeting, planning, designing and constructing good quality shade.

1. Skin cancer and shade in your LGA

Skin cancer is the most common cancer in Australia, and it is estimated that cases of non-melanoma skin cancers exceed all other cancer types combined.¹ At least 99% of non-melanoma skin cancers² and 95 per cent of melanoma skin cancers³ are caused by overexposure to ultra-violet radiation (UVR) from the sun. UVR is a class 1 carcinogen, and two in three Australians are expected to develop skin cancer before the age of 70.⁴ In your LGA, the incidence rate of melanoma skin cancer in 2017 was 74 per 100,000 population, which is ranked 16th highest of the 128 LGAs in NSW.⁵

Across NSW, Bureau of Meteorology records show UVR levels are high enough to damage unprotected skin for at least 10 months of the year. Unlike temperature, UVR can't be seen or felt and damage to unprotected skin can still occur on cool or overcast days.

The good news is that skin cancer is highly preventable. In addition to personal protective behaviours (*Slip Slop Slap Seek Slide*), there is evidence that well-designed and correctly positioned shade, from both natural vegetation and built structures, can reduce exposure to UVR by up to 75 per cent.⁶

The provision of good quality shade is integral to assisting the community in reducing its exposure to UVR. However, quality shade needs to be planned, provided and maintained with

Record number: E22/01964~26

Cancer Institute NSW
ABN 48 538 442 594

Level 4, 1 Reserve Road, St Leonards NSW 2065
Locked Bag 2030, St Leonards NSW 1590

t +61 (0)2 8374 5600
cancer.nsw.gov.au

e information@cancer.nsw.gov.au



Cancer
Institute

Working together to lessen
the impact of cancer

careful thought if it is to be effective. This is where your Council can play an important role through the budgeting, planning, design and construction of good quality shade.

The flyer *Shade: A planning and design priority that helps prevents skin cancer* gives Council staff and Councillors an excellent overview of the benefits of well-designed shade.

2. Specific comments regarding the draft CSP and forthcoming Delivery Program

The Institute recognises that the CSP is the highest level of planning undertaken for your LGA, and is a shared community vision that will inform Council's projects and programs for the next 10 years.

The Institute is concerned that the CSP does not strive for a 'healthy' community – this could be incorporated into the 'Social Equity' goal and strategies. It is further suggested that the importance of built and natural shade could be recognised by the following additional strategy under that theme: 'Provide well-designed natural and built shade throughout the LGA to help protect against UV radiation and to mitigate heat'.

To support this suggestion, Council may like to consider the following evidence:

1. The Institute is aware that the provision of shade to public spaces has consistently been a concern of the community over many years. For example, analysis in 2018⁷ found that:
 - around 41% of the NSW adult population always or often sought shade when they were out in the sun for more than 15 minutes between 11am and 3pm; although
 - 35% of the population were not able to easily find shade in sporting areas; and
 - people use shade when it is provided.
2. In recent Cancer Institute NSW research regarding benchmarking shade in NSW playgrounds (as yet unpublished), it was found that 19% of the 2592 audited NSW playgrounds (over 91 LGAs) had no shade over play equipment. In the shaded playgrounds, shade was found most commonly over only ¼ of the playground area.

Feedback from stakeholders indicated shade in community-based playgrounds to be extremely important, with specific feedback being:

- a desire for built shade to be used while waiting for immature trees to grow, and
- a desire to improve planning and design of playgrounds to match seasonal and regional variations with preference for some winter sun, and shade in summer to reduce heat.

The Institute suggests that Council, the CSP and forthcoming Delivery Program (DP) recognises that well-designed built and natural shade:

- **is an asset** that is critical to ensuring the health, comfort and well-being of your community, and has many benefits.
- **should be provided in all public spaces** including playgrounds, parks, recreation and sporting facilities, key footpaths and cycleways, town centres, adjacent to community buildings, within parking areas and at public transport approaches and waiting spaces including bus stops and train stations.
- **is a natural hazard akin to heatwaves, floods and bushfires.** As an explanation - overexposure to solar UV radiation is a meteorological hazard caused by the interaction of

Record number: E22/01964~26

Cancer Institute NSW
ABN 48 538 442 594

Level 4, 1 Reserve Road, St Leonards NSW 2065
Locked Bag 2030, St Leonards NSW 1590

t +61 (0)2 8374 5600
cancer.nsw.gov.au

e information@cancer.nsw.gov.au



Cancer
Institute

Working together to lessen
the impact of cancer

the sun, ozone and other natural processes. As explained earlier, this hazard is present in the region at levels high enough to damage unprotected skin for at least 10 months of the year. As such, UV radiation could be recognised as a natural hazard in the CSP.

- **needs dedicated planning and budgeting.** In this respect, the Institute recommends that the planning and construction of well-designed built and natural shade is recognised in Council's forthcoming DP – please also consider this letter as a submission to the draft DP.

The Institute also made a submission to Council's *Local Strategic Planning Statement* (LSPS) and is pleased that an Action was added to Planning Priority 11 to update the Development Control Plan and Engineering Design specifications relating to shade. Hence it is appropriate that shade is likewise recognised in the CSP.

It is also noted that the *draft Hunter Regional Plan* recognises the role and importance of shade in public spaces, and contains a specific Strategy to require the provision of shade in development proposals. Hence it is appropriate that shade is also recognised in the CSP.

3. Further information and assistance regarding shade for all staff within council

The Institute's key message is that the provision of well-designed, appropriately located and properly budgeted built and natural shade is integral to assisting the community in reducing its over-exposure to UVR, and hence in reducing the risk of skin cancer in the community.

As such, the Institute will be pleased to provide support to Council that will assist in the planning, design and construction of shade. Some resources are provided in the *Additional Information* section below. Further technical documents, information and assistance can be obtained from the Institute:

Nikki Woolley, Skin and Lifestyle Cancer Prevention Portfolio Manager
Email: CINSW-SkinCancerPrevention@health.nsw.gov.au or Phone: 8374 5604

A consultant Registered Planner, Jan Fallding RPIA (Fellow), has been engaged to assist in preparing this submission and to offer further support to Council via the Institute. She will only be available until the end of June 2022.

You may like to forward this offer of assistance to the various staff within Council who are responsible for different areas relating to shade planning and construction – for example:

- planning staff writing Development Control Plans or other planning strategies
- infrastructure and recreation staff designing and budgeting for built and natural shade
- staff involved in community programs where education about sun smart behaviour can be beneficial.

Thank you for the opportunity to comment on the draft CSP, and the forthcoming Delivery Program. Please keep the Institute informed as to the progress of the CSP, the Delivery Program and any further relevant policy or strategy related to shade.

Record number: E22/01964~26

Cancer Institute NSW
ABN 48 538 442 594

Level 4, 1 Reserve Road, St Leonards NSW 2065
Locked Bag 2030, St Leonards NSW 1590

t +61 (0)2 8374 5600
cancer.nsw.gov.au

e information@cancer.nsw.gov.au



Cancer
Institute

Working together to lessen
the impact of cancer

Yours sincerely,

Ms Sarah McGill

A/ Chief Executive Officer

Cancer Institute NSW

13 May 2022

Copy:

Hunter New England Local Health District

References

1. Australian Institute of Health and Welfare 2016. *Skin cancer in Australia*. Canberra: AIHW; 2016 [cited 2021 Aug 11]. Available from: www.aihw.gov.au/getmedia/0368fb8b-10ef-4631-aa14-cb6d55043e4b/
2. Armstrong BK. 2004. *How sun exposure causes skin cancer: an epidemiological perspective*. In: Hill D, Elwood JM, English DR, editors. *Prevention of Skin Cancer*. Dordrecht: Springer Netherlands; 2004. p. 89–116.
3. Arnold, M., de Vries, E., Whiteman, D. Jemal, A., Bray, F., Parkin, D, Soerjomataram, I., 2018. *Global burden of cutaneous melanoma Attributable to ultraviolet radiation in 2012*. *International Journal of Cancer* 3(6):395-401.
4. Australian Institute of Health and Welfare 2016. *Skin cancer in Australia. Cat. no. CAN 96*. Canberra: AIHW
5. Cancer Institute NSW Statistics Portal [https://www.cancer.nsw.gov.au/research-and-data/cancer-data-and-statistics/cancer-statistics-nsw#/\(Accessed February 10 2022\)](https://www.cancer.nsw.gov.au/research-and-data/cancer-data-and-statistics/cancer-statistics-nsw#/)
6. Parsons, P., Neale, R., Wolski, P. & Green, A. 1998, *The shady side of solar protection*, *Medical Journal of Australia*, 168: 327-330.
7. Cancer Institute NSW 2021. *Sun protection behaviours in target populations for skin cancer prevention: Analysis of the 2018 NSW Adult Population Health Survey*

Additional information

General information about skin cancer, UV exposure and shade: cancer.nsw.gov.au/shade-and-uv

Numerous resources for local government regarding planning and designing shade are available here <https://www.cancer.nsw.gov.au/prevention-and-screening/preventing-cancer/preventing-skin-cancer/shade-and-uv-protection/helpful-shade-resources>, including the following:

- A 2 page summary about the benefits of shade (Cancer Institute NSW, 2019): *Shade: A planning and design priority that helps prevent skin cancer.*

Record number: E22/01964~26

Cancer Institute NSW
ABN 48 538 442 594

Level 4, 1 Reserve Road, St Leonards NSW 2065
Locked Bag 2030, St Leonards NSW 1590

t +61 (0)2 8374 5600
cancer.nsw.gov.au

e information@cancer.nsw.gov.au



**Cancer
Institute**

Working together to lessen
the impact of cancer

- Shade design - UV, climate and comfort (Cancer Institute NSW, 2020) – a 2 minute introductory video to designing effective shade
- Cancer Council NSW, 2013: Guidelines to Shade - A practical guide for shade development in New South Wales
- Shade Design Planning Considerations (Cancer Institute NSW, 2020)
- Shade Audits (Cancer Institute NSW, 2020) – flyer giving simple advice about how to conduct a shade audit
- Sunsmart's online Shade Comparison Check – an online shade audit
- Physical Shade Structures, Natural Shade and Shade Sails (Victoria State Government, Municipal Association of Victoria and SunSmart, undated)
- Shade Design for Public Places - selecting appropriate, innovative and cost effective shade measures (Municipal Association of Victoria, undated)
- Shade: A Resource for Local Government (Municipal Association of Victoria, undated)
- How schools, councils, community groups and sporting organisations created shade: 10 Case Studies (Cancer Institute NSW, 2015)
- NSW Skin Cancer Prevention Strategy (Cancer Institute NSW, 2017)
- Health and wellbeing statistics, including data at LGA level: healthstats.nsw.gov.au
- UV radiation index widgets available for locations across Australia
- Australian Standard AS 4174:2018 : Knitted and woven shade fabrics

Record number: E22/01964~26

Cancer Institute NSW
ABN 48 538 442 594

Level 4, 1 Reserve Road, St Leonards NSW 2065
Locked Bag 2030, St Leonards NSW 1590

t +61 (0)2 8374 5600
cancer.nsw.gov.au

e information@cancer.nsw.gov.au

From: communications@muswellbrook.nsw.gov.au
To: [Muswellbrook Shire Council](#)
Subject: Toms Colleen - Draft 2022-2032 Community Strategic Plan Feedback - Submission 274
Date: Friday, 13 May 2022 1:56:03 PM

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Customer reference number: 274

Submission

Name
Colleen Toms
Email
waycol@hotmail.com
Address
106a Maitland St Muswellbrook, New South Wales 2333 Map It
What is your feedback / submission?
<p>Draft 2022-2032 Community Strategic Plan Feedback</p> <p>Dear General Manager, Ms Plesman</p> <p>I am a resident who loves living in the Muswellbrook Shire. This Draft CSP is very impressive and easy to read with the colour coding throughout!</p> <p>I submit the following comments and ideas in relation to the Muswellbrook's Community Strategic Plan: ** ENVIRONMENTAL SUSTAINABILITY:</p> <p>I love the Muswellbrook Shires natural surrounds and the tree planting that the Muswellbrook local council have planted and maintained over the years.</p> <p>I have volunteered on the ABS connect committee, where Mick Brady from council was also a committee member. One outcome from this committee was the signage of walking loops across the shire that connects people with other parts of the community that they would not normally walk.</p> <p>I suggest : 2. To align with CSP 3.2 - As an active walker I would love to see MORE SIGNAGE to promote the beautiful walkways in our region such as the walk at the Denman 'tower'. Great job by council to install toilets at the start of this walk!</p> <p>Council have done a fantastic job improving the local parks with play equipment, huge stones etc at both Denman and Sandy Hollow; so both locals and tourists can utilise these facilities.</p> <p>Could council allocate SIGNS to direct locals and tourists to this tower lookout walking trail?</p> <p>a) from Denman centre</p> <p>b) at the corner after the Rural Fire Station</p> <p>c) on the left side of the road just before the entry to walk (as it's easy to drive straight past it, then dangerous to turn around)</p> <p>d) sign at the start of the track that directs people to the RIGHT towards the fabulous track that has been made by council. I missed this track the first time and just walked up the steep road.</p> <p>I love all the sustainable events & activities that the council have provided – Garden Group, Community Tree planting, Bee Information event, Muscle Creek Walkways & Management meeting- well done Mick Brady and all the staff involved – please continue this 2022 to 2032!</p> <p>I look forward to when the 'Beach Along the Hunter River' is developed that aligns with CSP 3.3</p> <p>** CULTURAL VITALITY: This is evident with the beautiful heritage buildings throughout main street</p>

and surrounds, & development of new buildings to compliment heritage ones such as Loxton House area. I love visiting our Regional Arts Centre and taking my visitors too!

Also the Cattle dog statues to reinforce it's origins from within this Shire, yet I am concerned many people see these and wonder why the Cattle Dog statues are there?

I Suggest: 2. To align with 4.1 Conserve the heritage and history of the Shire that the Council support the Upper Hunter Museum proposal (available on Council website for a while) as this will conserve heritage & history while being an interactive, informative and exciting experience for BOTH locals and tourist to 'connect' with our diverse culture & heritage of our - farming, equine, mining, National Parks plus the Cattle Dog!!

With Muswellbrook at the intersection of Golden Highway and New England Highway we need the Upper Hunter Museum to entice tourists to stay for a few days!! Plus a new, more central location for a tourist information centre could be here. So I imagine Muswellbrook Council are supporting the Upper Hunter Museum development proposal?

And wouldn't this UH Museum support your Measures to Increasing community satisfaction (Council Community Satisfaction Survey) and increase attendances at events in the Muswellbrook Shire?

Submitted by Colleen Toms (Teacher in Catholic Education and committee member of local service providers Rotary & Hope City Church and voluntary groups)

Listening Post Community Engagement Results:

Draft Muswellbrook Shire 2022-2032 Community Strategic Plan

Background

During the 6 April – 17 May 2022 public exhibition period for the Draft *Muswellbrook Shire 2022-2032 Community Strategic Plan* (CSP) Council held two Listening Posts to seek community feedback in response to the Draft plan:

- 4 May 2022 – Denman Memorial Hall;
- 11 May 2022 – Muswellbrook Marketplace.

The overall community response to Council's Listening Posts was positive and multiple community members engaged with the Mayor and Council Officers about the Draft CSP and other topics.

Report

Community members who attended the Denman and Muswellbrook CSP Listening Posts were invited to complete a short survey. A total of twelve completed surveys were submitted to Council Officers across the two community engagement events.

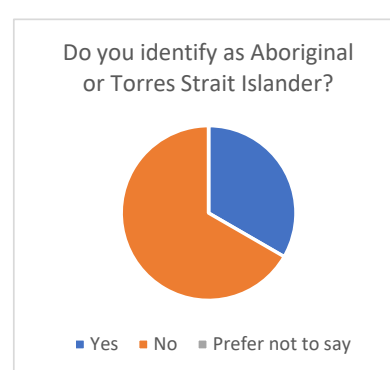
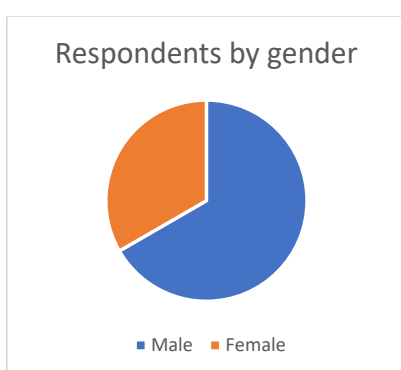
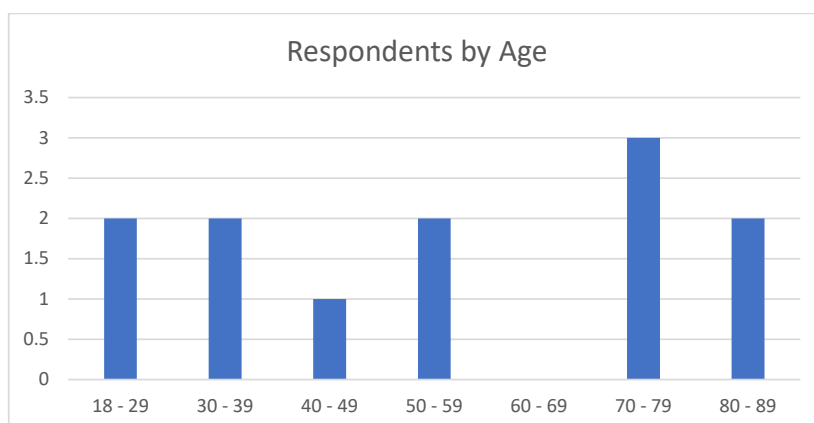
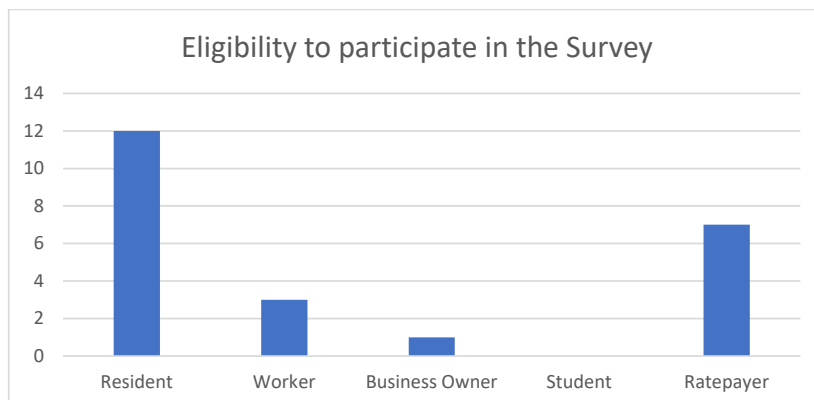
Following is a snapshot of the results:

- 10 out of 12 respondents agreed that the draft Community Vision Statement aligned with their vision for the future of the Shire;
- The top two challenges for the future of the Shire (with 3 respondents each) were identified as *Future of the coal industry* and *Job security/employment*;
- All respondents agreed with the 6 Draft CSP goals as stated within the document.

Open comments received by survey respondents were as follows:

- *Communication important;*
- *I'd like to see more Cultural Plans;*
- *I'd like to see more Aboriginal Cultural Plans;*
- *I would like to see more Aboriginal programs funded; and Aboriginal community engagement;*
- *Coal is not going to last forever;*
- *Look after the elderly; stop reducing services; open both tip facilities as before; staff stop making excuses and treat community members with respect; and responsiveness to work requests and communication;*
- *More financial stability & accountability from Council; less spending on arts and sustainability and more on parks, family attractions; more diverse jobs; and a festival for Muswellbrook like Denman had;*
- *Insert word more ie more vibrant. Write it more simply so that it is clear. Is there another word for sustainable?*
- *Happy with the values contained in the draft;*
- *Above and beyond for Council;*
- *Very happy with Council works at Denman, plenty of places to walk dog.*

Respondents represented a variety of demographics as follows:

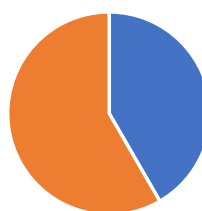


Does anyone living in your home have a disability?



■ Yes ■ No

Do you have children under 18 living at home?



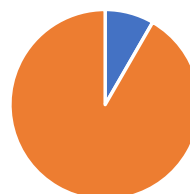
■ Yes ■ No

Rural or Urban Resident



■ Rural ■ Urban

Do you come from a non-English speaking background?



■ Yes ■ No

12.6 2022 MODEL CODE OF MEETING PRACTICE

Attachments:	A. DRAFT Model Code of Meeting Practice 2022 - Under Separate Cover B. Model Code of Meeting Practice for local Councils in NSW 2021 - Under Separate Cover
Responsible Officer:	Fiona Plesman - General Manager
Author:	Kimberley Cotter - Governance Officer Melissa Cleary - Manager - Governance
Community Plan Issue:	<i>Collaborative and responsive community leadership that meets the expectations and anticipates the needs of the community</i>
Community Plan Goal:	<i>Enhanced collaboration with Council's community and stakeholders to ensure Council and its elected arm is best placed to make decisions in the best interest of the community.</i>
Community Plan Strategy:	<i>Implement and maintain a diverse range of communication channels between Council and community stakeholders..</i>

PURPOSE

This report seeks Council's adoption of the *2022 Model Code of Meeting Practice*.

OFFICER'S RECOMMENDATION

Council adopts the *2022 Model Code of Meeting Practice*, including the non-mandatory provisions that allow for Councillors' attendance at Council meetings via Audio Visual Link (AVL) beyond 30 June 2022.

Moved: _____ Seconded: _____

BACKGROUND

Council last adopted a revised Model Code of Meeting Practice in September 2020, which was updated to include a requirement that Council provide an audio or audio/visual recording of all meetings of Council and its Committees (where the membership consists only of councillors).

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 meeting code must not contain provisions that are inconsistent with the mandatory provisions.

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

Councils and committees of councils (of which all the members are councillors) must conduct their meetings in accordance with the code of meeting practice adopted by the council.

At the 6 April 2022 Ordinary Meeting, Council determined to reject all non-mandatory changes arising out of the Elected Life Workshops held on 10 & 11 February 2022, which included amendments to the Order of Business and recording of votes for ALL Council decisions, in addition to the mandatory recording of votes for planning decisions. The rejected amendments are not included in the attached *DRAFT 2022 Model Code of Meeting Practice*.

CONSULTATION

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.

The attached *DRAFT 2022 Model Code of Meeting Practice* was publicly exhibited via Council's website 17 January 2022 – 28 February 2022. No submissions were received from the Community during the public exhibition period. It is therefore not recommended to re-exhibit the *DRAFT 2022 Model Code of Meeting Practice*.

The General Manager, all Councillors and members of Council's Executive Management Team (Manex) have been consulted during the review process and development of the *DRAFT 2022 Model Code of Meeting Practice*.

REPORT

The *Model Code of Meeting Practice for local Councils in NSW 2021* (the Model Code) contains new provisions (cl 5.14 – 5.30) 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.**

The repeal date for Part 10, Section 237 of the *Local Government (General) Regulation 2021* (the Regulation), which exempts councils from the requirement under clause 5.2 of the previous iteration of the Model Code of Meeting Practice for councillors to be personally present at meetings in order to participate in them, has been extended to **30 June 2022**. This is to allow councils additional time to exhibit and adopt new codes of meeting practice containing provisions allowing attendance by audio-visual link at meetings. **If councils have not adopted a new meeting code that allows councillors to attend meetings by audio-visual link, they will not be permitted to do so after that date.**

Mandatory amendments have been made to the provisions governing the webcasting of meetings (cl 5.34–5.38) and disorder at meetings (cl 15.17) to reflect amendments to the Regulation since the previous iteration of the Model Code of Meeting Practice was prescribed.

A mandatory amendment has also been made to the Model Code (cl.3.23), implementing recommendation 6 in ICAC's report in relation to its investigation of the former Canterbury City Council (*Operation Dasha*). ICAC recommended that the Model Code of Meeting Practice be amended to require that council business papers include a reminder to councillors of their oath or affirmation of office, and their conflict of interest disclosure obligations.

Attached as Appendix A is Council's *DRAFT 2022 Model Code of Meeting Practice*, which has been amended to include the mandatory provisions and non-mandatory provisions governing attendance at meetings via audio-visual link as outlined above.

For the information of Councillors, attached as Appendix B is the *Model Code of Meeting Practice for local Councils in NSW 2021*, whereby non-mandatory provisions are indicated in red font.

OPTIONS

Council may:

1. determine to adopt the mandatory provisions within the *DRAFT 2022 Model Code of Meeting Practice*, and the non-mandatory provisions, which allow councillors to attend meetings by audio-visual link beyond 30 June 2022, as recommended in this report; or
2. determine to adopt only the mandatory provisions within the *DRAFT 2022 Model Code of Meeting Practice* and opt not to adopt the non-mandatory provisions, thereby precluding councillors from attending meetings by audio-visual link beyond 30 June 2022;
3. recommend additional amendments to the *DRAFT 2022 Model Code of Meeting Practice* and determine to conduct further public exhibition of 28 days and allow 42 days for public submissions.

CONCLUSION

It is recommended that Council adopts the *2022 Model Code of Meeting Practice* (Attachment A).

SOCIAL IMPLICATIONS

The Model Code of Meeting Practice provides for the opportunity for community members to participate in Council decision making.

FINANCIAL IMPLICATIONS

There are no known financial implications.

POLICY IMPLICATIONS

There are no known policy implications.

STATUTORY IMPLICATIONS

The public exhibition of the *DRAFT Model Code of Meeting Practice 2022* from 17 January 2022 to 28 February 2022 aligned with the requirements of the *Local Government (General) Regulation 2021*.

LEGAL IMPLICATIONS

There are no known legal implications.

OPERATIONAL PLAN IMPLICATIONS

There are no known Operational Plan implications.

RISK MANAGEMENT IMPLICATIONS

The repeal date for Part 10, Section 237 of the *Local Government (General) Regulation 2021* which exempts councils from the requirement under clause 5.2 of the previous iteration of the Model Code of Meeting Practice for councillors to be personally present at meetings in order to participate in them has been extended to **30 June 2022**. This is to allow councils additional time to exhibit and adopt new codes of meeting practice containing provisions allowing attendance by audio-visual link at meetings. **If councils have not adopted a new meeting code that allows councillors to attend meetings by audio-visual link, they will not be permitted to do so after that date.**

12.7 2021-2022 OPERATIONAL PLAN 31 MARCH QUARTERLY REVIEW

Attachments:	A. Q3 2021-2022 Council Review - Under Separate Cover
Responsible Officer:	Fiona Plesman - General Manager
Author:	Melissa Cleary - Manager - Governance
Community Plan Issue:	<i>A Council that is well managed, efficient and properly resourced and that is responsive to its communities and stakeholders</i>
Community Plan Goal:	<i>Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.</i>
Community Plan Strategy:	<i>Appropriate matters are reported to Council in a timely manner in accordance with the Financial Control and Reporting Policy.</i>

PURPOSE

The adopted 2021/22 Operational Plan has been reviewed over the months of 1 January 2022 to 31 March 2022.

OFFICER'S RECOMMENDATION

The 2021/22 Operational Plan Review dated 31 March 2022 be noted.

Moved: _____ Seconded: _____





BACKGROUND

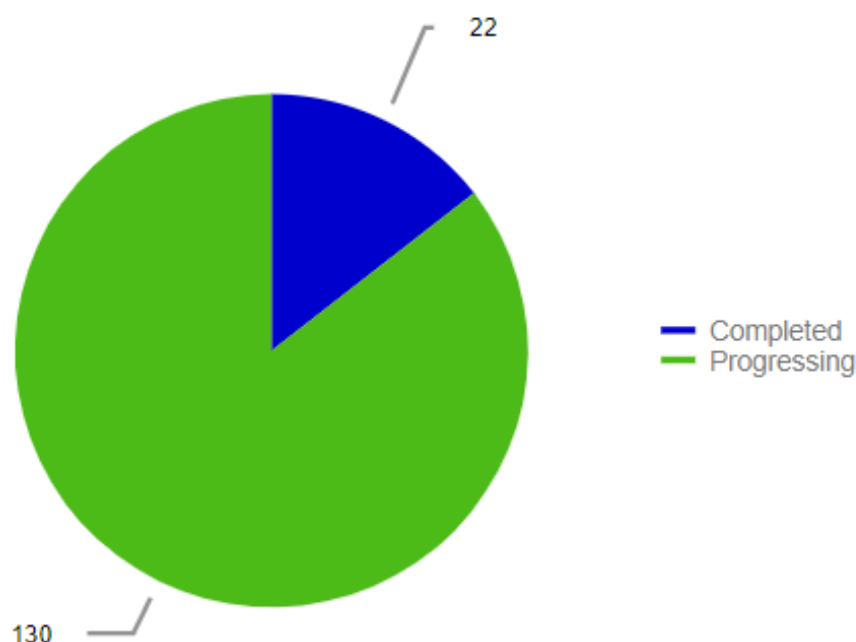
The NSW *Local Government Act, 1993* requires Council to review its Operational Plan and Delivery Program.

REPORT

Please refer to the Q3 2021-2022 Council Review (attached) for the full Operational Plan review for the period to 31 March 2022.

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

Overall - of the 152 activities, approximately:	
	0% are not progressing;
	0% are not due to start;
	85% are progressing;
	15% have been completed on or ahead of schedule.



The actions reported as **completed** are as follows:

ACTION	STATUS
2.3.1 An update to section 13 Flooding of Development Control Plan 2009, to reflect the recommendations in the Hunter River Flood Study and Risk Management Plan, is publicly notified	A new section 13 - Floodplain Management was adopted by Council on 1 March 2022 and is now effective.
2.4.8 Implement funded components of the Muswellbrook Shire Walk and Cycle Plan	Construction of the Council nominated and funded shared pathway in Ironbark Road Muswellbrook (Rutherford Road to Calgaroo Ave) has been completed.
2.4.10 Construct Sandy Hollow Pocket Park	Construction of the Sandy Hollow Pocket Park has been completed.
5.1.1 Report on the list of prioritised capital sport and recreation projects	A report providing a list of prioritised capital sport and recreation projects was approved by Council at the 28 September 2021 Ordinary Council Meeting.
5.2.1 Deliver at least one piece of permanent public art as a part of the urban revitalisation project	The installation of the Max Watters Sculpture is completed, a successful opening of the sculpture was held in October 2021.
5.5.2 Continue matched funding Small Sport and Recreation Grants Programme	The Small Sport and Recreation Grants Programme for 2021/2022 has been awarded.
5.5.3 Continue matched funding Large Sport and Recreation Grants Programme	The Large Sport and Recreation Grants Programme for 2021/2022 has been awarded.

ACTION	STATUS
7.1.1 Continue to support and promote the Muswellbrook Healthy and Well Program	The Muswellbrook Healthy & Well Project no longer meet as a group since funding of the project came to an end.
9.2.2 Partner with other community groups and organisations to deliver and promote a directory of Seniors Festival events	The local brochure of the 2022 Seniors Festival (25 March - 3 April) has been developed and launched.
9.2.3 Increase the membership of older people at both Muswellbrook and Denman Aquatic Centres, gym and Muswellbrook Libraries	The library has reintroduced adult programs including book clubs and adult writers group which has increased engagement and membership of older people. Members aged 50+ currently account for 29% of total active Library memberships. The Muswellbrook Indoor Aquatic Centre is currently being reconstructed an Aqua Areobics program has been held at the Muswellbrook Outdoor Pool there is a 70% participation of older people in this activity, this month the group have taken up programs at the Muswellbrook Fitness Centre to maintain fitness.
10.1.1 Work with the Aboriginal community on the delivery of at least two events annually to celebrate and promote Aboriginal art and culture	Councillor representatives to the Aboriginal Reconciliation Committee were appointed at the March 2022 Council Meeting a meeting is pending. A Working Party has been established with Wanaruah Local Aboriginal Land Council, MACH Energy to develop a Brief for the proposed Aboriginal & Torres Strait Islander Cultural Centre.
12.1.4 Continue to support National Tree Day planting events in the Shire, in a manner that results in safe, sustainable, low crime and low maintenance outcomes for public spaces	National Tree Day was celebrated late July and early August with tree planting sites in Muswellbrook and Denman, on Council managed sites and school sites. A watering and maintenance phase is now in place.
14.1.3 Complete the Muswellbrook Shire Council NetZero by 2050 Road Map	Council received the Net Zero Road Map and adopted a transition to net zero by 2050 policy position for Council's operations at the 28 September 2021 Ordinary Council Meeting.
18.2.2 Work with sponsors to maintain the annual delivery of the Muswellbrook Art Prize	Sponsorship has been secured for the annual Muswellbrook Art Prize.
18.2.3 Partner with local education providers to enhance the Muswellbrook Regional Arts Centre's exhibitions	Work continues with planning for future exhibitions in the 2022/23 reporting periods.
18.4.1 Maintain ongoing financial membership and provide management support to Arts	The Muswellbrook Shire Councils annual financial contribution has been made to UH Arts and the

ACTION	STATUS
Upper Hunter	Community Services Manager is a member of the UH Arts Board of Management.
19.3.4 Investigate and recommend appropriate management treatments for road safety and traffic management	A report recommending appropriate management treatments for road safety and traffic management was approved by Council at the 27 July 2021 Ordinary Council Meeting.
20.1.7 Provide a report to Council listing priorities for construction	A report listing Water & Wastewater capital construction priorities was approved by Council at the 26 October 2021 Ordinary Council Meeting.
21.1.1 Provide a report to Council listing priorities for construction	A report listing priorities for construction was approved by Council at the 27 July 2021 Ordinary Council Meeting.
21.1.3 Carry out progressive linemarking of Bylong Valley Way	The linemarking of Bylong Valley Way is complete.
22.1.1 Carry out a desk based exercise to test preparedness for a severe weather event	A desk based exercise was carried out in the third quarter of 2021-22, whereby the effectiveness of the Emergency Operations Centre at the Muswellbrook Library in a severe weather event was tested. The seminar room at the Muswellbrook Library is now Council's Emergency Operations Centre.
22.1.5 Monitor effectiveness of Council's Emergency Management Plan (EMPLAN)	A major review of Council's Emergency Management Plan (EMPLAN) has been carried out, and was endorsed by the Muswellbrook Shire Local Emergency Management Committee quarterly meeting conducted on Wednesday, 9 March 2022.

- There were no actions reported **not progressing** for Q3 2021/2022.
- There were no actions reported as **not due to start** for Q3 2021/2022.

12.8 ADDITIONAL MEMBER FOR THE FINANCE ADVISORY COMMITTEE

Attachments:	Nil
Responsible Officer:	Fiona Plesman - General Manager
Author:	Fiona Plesman - General Manager
Community Plan Issue:	<i>A Council that is well managed, efficient and properly resourced and that is responsive to its communities and stakeholders</i>
Community Plan Goal:	<i>Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.</i>
Community Plan Strategy:	<i>Appropriate matters are reported to Council in a timely manner in accordance with the Financial Control and Reporting Policy.</i>

PURPOSE

To seek additional councillors as members for the finance advisory committee of council

OFFICER'S RECOMMENDATION

Council nominates two additional Councillors to join the Finance Review and Advisory Committee.

Moved: _____ **Seconded:** _____

BACKGROUND

To ensure that the Finance Review and Advisory Committee achieve a quorum for each meeting council officers recommend two additional councillors are nominated to join the committee.

CONSULTATION

Cr Reynolds

REPORT

The Finance Review and Advisory Committee has the following Councillors on the Committee:

Cr Reynolds (Chair)

Cr Scholes

Cr Mahajan

OPTIONS

Councillors one additional Councillor to join the Finance Review and Advisory Committee.

CONCLUSION

Councill officers recommend that two additional Councillors are nominated to sit on the Finance Review and Advisory Committee.

SOCIAL IMPLICATIONS

No implications

FINANCIAL IMPLICATIONS

No implications

POLICY IMPLICATIONS

No implications

STATUTORY IMPLICATIONS

No implications

LEGAL IMPLICATIONS

No implications

OPERATIONAL PLAN IMPLICATIONS

No implications

RISK MANAGEMENT IMPLICATIONS

No implications

WASTE MANAGEMENT IMPLICATIONS

No implications

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

No implications

12.9 RELATED PARTY DISCLOSURES POLICY

Attachments:	A. Policy R23-1 - Related Party Disclosures Policy 1.0.7 ↓ B. AASB 124, September 2021 - Related Party Disclosures - Under Separate Cover
Responsible Officer:	Fiona Plesman - General Manager
Author:	Kimberley Cotter - Governance Officer
Community Plan Issue:	<i>Collaborative and responsive community leadership that meets the expectations and anticipates the needs of the community</i>
Community Plan Goal:	<i>Enhanced collaboration with Council's community and stakeholders to ensure Council and its elected arm is best placed to make decisions in the best interest of the community.</i>
Community Plan Strategy:	<i>Implement and maintain a diverse range of communication channels between Council and community stakeholders..</i>

PURPOSE

The purpose of this report is to update Council policies.

OFFICER'S RECOMMENDATION

The draft Related Party Disclosures Policy be adopted.

Moved: _____ Seconded: _____

BACKGROUND

It is best practice for Council to maintain a set of policies that are current and meet the operational needs of Council.

Council must review all policies within the timeframe prescribed in each policy and keep their content up to date. The attached policy has been updated in accordance with current legislation and awaits adoption by Council before it can be put into operation.

The attached policy was endorsed by Council for public exhibition at the 3 March 2022 Ordinary Council Meeting, and was placed on public exhibition on 16 March 2022. The public exhibition period ended on 14 April 2022.

With no submissions received during the public exhibition period, the policy now returns to Council for adoption.

CONSULTATION

General Manager

Manager Governance

REPORT

The Policy in this report was updated as it was due for review. The revised policy is attached for Councillor's reference at **Appendix A** and awaits adoption by Council before it can operate.

The Related Party Disclosures Policy establishes a framework for high-quality financial reporting standards. The objective of this policy is to ensure compliance with the Australian Accounting Standards Board – *standard AASB 124 Related Party Disclosures, September 2021* (“AASB 124”) (attached at **Appendix B** for Councillor’s reference).

The objective of this Standard is to ensure that an entity’s financial statements contain the disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

The review of the attached policy included updating the relevant legislation contained within the policy. No further amendments have been made to the policy.

OPTIONS

Council may:

1. Resolve to adopt the draft Related Party Disclosures Policy;
2. Resolve to not adopt the draft Related Party Disclosures Policy;
3. Make further amendments to the draft Related Party Disclosures Policy.

It is recommended that option 1 listed above be pursued.

CONCLUSION

It is recommended that the draft Related Party Disclosures Policy be adopted.

SOCIAL IMPLICATIONS

Nil known.

FINANCIAL IMPLICATIONS

Nil known.

POLICY IMPLICATIONS

Policies are due for review by Council.

STATUTORY IMPLICATIONS

Nil known. LEGAL IMPLICATIONS Nil known. OPERATIONAL PLAN IMPLICATIONS This report links to the Operational Plan as follows: “Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves”. “Enhanced collaboration with Council’s community and stakeholders to ensure Council and its elected arm is best placed to make decisions in the best interest of the community”. RISK MANAGEMENT IMPLICATIONS Nil known.



**muswellbrook
shire council**

Related Party Disclosure Policy

Policy No R23/1

This document is a controlled document. Before using this document, check it is the latest version by referring to the Controlled Document Register. Printed or downloaded versions of this document are uncontrolled.

Table of Contents

Policy Objective.....	3
Policy Statement	3
Legislation	3
Associated Council Documentation	3
Authorisation Details	4
Details History	4



Policy Objective

The objective of this policy is to ensure compliance with the Australian Accounting Standards Board standard AASB 124 Related Party Disclosures, September 2021 ("AASB 124"), which is required under the Local Government (General) Regulation 2021.

Policy Statement

Council will comply with the disclosure requirements of AASB 124, which include:

1. identifying related party relationships, related party transactions and ordinary citizen transactions;
2. identifying information about the related party transactions for disclosure;
3. establish systems to capture and record the related party transactions and information about those transactions;
4. identifying the circumstances in which disclosure of the items in subparagraphs 1, 2 and 3 are required; and
5. determining the disclosures to be made about those items in the General Purpose Financial Statements by aggregate or general description for the purpose of complying with AASB 124, except when separate disclosure is necessary for an understanding of the effects of related party transactions on the financial statements of the entity, in consideration of the following criteria:
 - a. the nature of the related party relationship;
 - b. the significance of the transaction (individually or collectively) in terms of size or value (including where the materiality arises due to the fact that no consideration for the transaction is given or received by Council);
 - c. whether the transaction is carried out on non-arm's length terms;
 - d. whether the nature of the transaction is outside normal day-to-day business operations; based on the factors and thresholds under the direction of the General Manager in consultation with Council's external auditor.

Legislation

Local Government Act 1993

Local Government (General) Regulation 2021

Australian Accounting Standard AASB 124 Related Party Disclosures, September 2021

Government Information (Public Access) Act 2009

Privacy and Personal Information Protection Act 1998

Office of Local Government – *Local Government Code of Accounting Practice and Financial Reporting* – 2020-21

Associated Council Documentation

Access to Information Policy (Draft)

Access to Information Guidelines (Draft)

Related Party Disclosure Procedures (Draft)

Authorisation Details

Authorised by:	Council
Minute No:	
Date:	
Review timeframe:	
Department:	Governance
Document Owner:	Governance Officer

Details History

Version No.	Date changed	Modified by	Amendments made
1.0.7	13.12.2021	Kimberley Cotter	AASB – changed from July 2015 to September 2021. Local Government General Regulation – changed from 2005 to 2021.

12.10 STORE AND MATERIAL STOCKTAKE - 9 MAY 2022

Attachments:	Nil
Responsible Officer:	David Walsh - Manager - Corporate Services & Chief Financial Officer
Author:	Kate Collins - Finance Officer
Community Plan Issue:	<i>A Council that is well managed, efficient and properly resourced and that is responsive to its communities and stakeholders</i>
Community Plan Goal:	<i>Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.</i>
Community Plan Strategy:	<i>Appropriate matters are reported to Council in a timely manner in accordance with the Financial Control and Reporting Policy.</i>

PURPOSE

The Stocktake of Store and Materials was conducted on 9 May 2022. The results of the stocktake are reported below

OFFICER'S RECOMMENDATION

Council notes the report on the stocktake carried on 9 May 2022 and that an amount of \$618.69 be deducted from the inventory register.

Moved: _____ **Seconded:** _____

BACKGROUND

Twice a year Council staff undertake a stocktake of materials.

CONSULTATION

Storekeeper

CONSULTATION WITH COUNCILLOR SPOKESPERSON

Not applicable.

REPORT

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

With the very short list of adjustments required as shown below:

1. It was required to add \$2154.69 to the Works Depot Department.
2. It was required to deduct \$1536.00 to the IT Department

This results in the need to deduct \$618.69 from the record level of Store and Materials on hand

MSC LIVE 7.0

STOCKTAKE DISCREPANCY REPORT

Report Date: 11/05/2022 Page: 1

r_ic012 11/05/2022 09:31:03

Location 1

Bin	Stock	Quantity Transaction		Count	-----Discrepancy-----		
Number	Item Description	Ord Unit	On Hand	Quantity	Quantity	Quantity	Value
	3001 Performance Desktop	EACH	1.00	.00	.00	-1.00	-1536.00
	6500 Tie Wire	EACH	10.00	.00	21.00	11.00	148.39
	6700 Windex	EACH	14.00	.00	12.00	-2.00	-8.73
	7203 Helmet-Safety	EACH	6.00	.00	7.00	1.00	12.30
	7216 hard hat brim	EACH	11.00	.00	12.00	1.00	8.48
	7724 Guideposts-Steel	EACH	-10.00	.00	.00	10.00	163.22
	10002 BBQ Foam Cleaner	EACH	8.00	.00	11.00	3.00	16.23
	10025 Water Meter 25mm	EACH	-2.00	.00	.00	2.00	266.16
	12150 Gibault Joint - 150mm	EACH	5.00	.00	7.00	2.00	320.00
	48312 Brass Nipples	EACH	-7.00	.00	.00	7.00	10.85
	60201 Ball Valve DZR F x F 20mm Lockable T-Handle	EACH	1.00	.00	.00	-1.00	-19.59
Total:						-618.69	

A summary of the changes appears in the table below:

VALUE OF STOCK RECORDED BEFORE STOCKTAKE	VALUE OF STOCK RECORDED AFTER STOCKTAKE	VARIANCE
\$402,528.50	\$401,909.81	\$618.69

OPTIONS

Not applicable.

CONCLUSION

An inventory of Store and Materials was undertaken which revealed the need to adjust the level of stores on hand and deduct an amount of \$618.69.

SOCIAL IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

The total provision in the General Fund Stores to be deducted to the inventory register is \$618.69.

The previous stocktake report that was submitted to the Council Ordinary Meeting on 1 March 2022 which showed an amount of \$1008.62 to be added to the inventory register.

POLICY IMPLICATIONS

Not applicable.

STATUTORY IMPLICATIONS

Not applicable.

LEGAL IMPLICATIONS

Not applicable.

OPERATIONAL PLAN IMPLICATIONS

Not applicable.

RISK MANAGEMENT IMPLICATIONS

Not applicable.

12.11 QUARTERLY BUDGET REVIEW (QBR) - MARCH 2022

Attachments:	A. March QBR Document 📄
Responsible Officer:	Fiona Plesman - General Manager
Author:	Josh Hogan - Financial Controller
Community Plan Issue:	<i>Progressive leadership</i>
Community Plan Goal:	<i>That Muswellbrook Shire is well led and managed</i>
Community Plan Strategy:	<i>A financially sustainable council</i>

PURPOSE

To present the March 2022 Budget Review for endorsement.

OFFICER'S RECOMMENDATION

Councillors note the quarterly budget review for March 2022.

Moved: _____ **Seconded:** _____

BACKGROUND

Council is required by Clause 203 of the Local Government (General) Regulation 2005 to revise the estimates at the end of the September, December and March quarters.

CONSULTATION

All Managers with budget responsibility, as well as the MANEX group.

REPORT

During the course of the financial year, Council is required to undertake Quarterly Budget Reviews 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.
- To make adjustments to 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 the adopted budget.

Summary of March QBR

The 2021/22 March Quarterly Budget Review shows a consolidated operating surplus of \$1.372M; an unfavourable variance of \$1.290M against the December Quarterly Budget Review. This is the net result of the four Funds of Council.

General Fund shows an operating surplus of \$612k in the March Review; a nil variance against the December Quarterly Budget Review. There are, however, various provisional and contingent items not included in those figures. These include:

- Loss on Sale of the previous Council Administration Centre and associated land (2.373M)
- Legal liabilities associated with the Mangoola litigation (up to \$1M)
- Legal liabilities associated with the Mt Arthur litigation (up to \$1M)

- Potential commercial doubtful debts (up to \$500k)

Water Fund shows an operating deficit of \$1.931M in the March Review; an unfavourable variance of \$1.290M against the December Quarterly Budget Review deficit of \$641k due primarily to the \$1M reduction in Water User Charges and \$300k increase in materials and contracts for the GLE Pipeline.

Sewer Fund shows an operating deficit of \$452k in the March Review; a nil variance against the December Quarterly Budget Review.

Future Fund shows an operating surplus of \$3.1M in the March Review; a nil variance against the December Quarterly Budget Review.

Responsible Accounting Officer's Statement

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005.

It is my opinion that the Quarterly Budget Review Statement for Muswellbrook Shire Council for the March quarter indicates that Council's projected financial position at 30/6/22 will be unsatisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

The responsible accounting officer recommends the following remedial actions:

- Tighter project controls, with more detailed project plans and costings to be provided prior to endorsement;*
- Council is to identify cost savings across operational directorates to offset higher YTD and expected expenditure;*
- Measures are put in place to ensure Council's finance department assess the budgetary impacts of all financially-material (i.e. >\$100,000) decisions;*
- Council's finance department is included, at the outset, in discussions with respects to budget variation.*
- Head of Directorates to take more accountability of budget current constraints and drive efficiencies and cost-effective measures within their respective areas.*

David Walsh 06/04/2022

Responsible Accounting Officer, Muswellbrook Shire Council

GENERAL MANAGERS RESPONSE (10/05/2022)

After reviewing the March Quarterly Review and following detailed meetings with Deputy GM, CFO, Finance Manager and Council's Directors I am confident that Council is in a position to address the projected unsatisfactory financial position projected for the 30th June 2022. This position has come about due to:

- An operating deficit of \$1.931M in the Water Fund.
- A \$2.5m asset write off resulting from the sale of the old Administration Centre. This position will most likely be offset by other asset re-valuations due before the end of the financial year.
- Legal liabilities.

The projected unsatisfactory financial position has not come about through poor project management or the application of insufficient financial controls.

Please note the general, sewer and future funds are all operating at a surplus.

I assure Council that all Directors are fully accountable and have been and will continue to apply the highest level of financial oversight and responsibility for their Directorate Budgets. All Directors have introduced efficiencies annually and apply what cost-effective measures are available to them in their areas of responsibility. Improvements are always possible, and once the improvements to the IT system, general ledger and power budget are applied Directors will have improved systems and access to more timely financial information from which to activate further efficiencies.

I can assure Council that after meeting with the Manager of Finance and all Directors I am satisfied that Council has the following historic controls in place:

1. Project controls are very detailed and all Project Managers use detailed project management plans - costings are endorsed before projects proceed, all variations are checked and double checked and challenged where necessary. The DGM will now attend all these meetings going forward to ensure improvements can be made where possible.
2. Directors are pursuing cost savings, which will be introduced to counter the asset write offs and reduced income to the water fund incurred in this financial year. There is a strong commitment in Water and Wastewater to ensure that Council operates within its means.

I also note that there is an extraordinary concentration of major projects occurring within this single financial year, and that this places a significant burden on Council's budgets with regards to project variations. Wherever it is possible to do so, variations are offset by identified savings in the existing budget. Construction projects do now face higher building costs and contractual disputes associated with these costs and the outcomes from the pandemic generally.

Reduced revenue in the water fund is a state wide phenomenon caused by persistently high rainfall levels experienced across the State. The draft 2022-23 budget includes reduced revenue for the Water Fund. The current revenue model is weighted towards revenue from the sale of water to customers. This is the standard best practice revenue model used across the state. The flaw in this revenue model is that if water consumption reduces, so does revenue, the consequence of which is that Councils may not be able to operate their systems or repair/replace their assets. We will continue to discuss this with the Water Directorate, which is the peak industry body in NSW.

Actions to address a projected deficit

1. Recruitment to target mandatory services only
2. Savings found through salary savings
3. ICT strategy roll out to proceed to achieve system improvements and associated efficiencies
4. Review infrastructure projects and delay implementation and reduce costs where appropriate
5. Review general expenditure across all expense areas and apply a mandatory % reduction.

OPTIONS

Council can choose not to accept the proposed changes and/or to add changes of their own.

CONCLUSION

Not applicable

SOCIAL IMPLICATIONS

Not applicable

FINANCIAL IMPLICATIONS

As outlined in the report.

POLICY IMPLICATIONS

Not applicable

STATUTORY IMPLICATIONS

Not applicable

LEGAL IMPLICATIONS

Not applicable

OPERATIONAL PLAN IMPLICATIONS

Not applicable

RISK MANAGEMENT IMPLICATIONS

Not applicable

Muswellbrook Shire Council

Budget review for the quarter ended - 31 March 2022

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005.

It is my opinion that the Quarterly Budget Review Statement for Muswellbrook Shire Council for the March quarter indicates that Council's projected financial position at 30/6/22 will be unsatisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure, plus provisional and contingent items identified.

The responsible accounting officer recommends the following remedial actions:

Tighter project controls, with more detailed project plans and costings to be provided prior to endorsement;
Council is to identify cost savings across operational directorates to offset higher YTD and expected expenditure;
Measures are put in place to ensure Council's finance department assess the budgetary impacts of financially-material decisions;

Signed: _____ date: ____/____/____

David Walsh

Responsible Accounting Officer, Muswellbrook Shire Council

Muswellbrook Shire Council

Budget review for the quarter ended - 31 March 2022

Executive Summary

The **2021/22 March Quarterly Budget Review** shows a **consolidated** operating surplus of \$1.372M; an unfavourable variance of \$1.290M against the December Quarterly Budget Review. This is the net result of the four Funds of Council.

General Fund shows an operating surplus of \$612k in the March Review, a nil variance against the December Quarterly Budget Review. There are, however, various provisional and contingent items not included in those figures. These include:

- Loss on Sale of the previous Council Administration Centre and associated land (2.373M)
- Legal liabilities associated with the Mangoola litigation (up to \$1M)
- Legal liabilities associated with the Mt Arthur litigation (up to \$1M)
- Potential commercial doubtful debts (up to \$500k)

Water Fund shows an operating deficit of \$1.931M in the March Review, an unfavourable variance of \$1.290M against the December Quarterly Budget Review deficit of \$641k due primarily to the \$1M reduction in Water User Charges and \$300k increase in materials and contracts for the GLE Pipeline.

Sewer Fund shows an operating deficit of \$452k in the March Review, a nil variance against the December Quarterly Budget Review.

Future Fund shows an operating surplus of \$3.1M in the March Review, a nil variance against the December Quarterly Budget Review.

Muswellbrook Shire Council

Budget review for the quarter ended - 31 March 2022

Income & Expenses - Consolidated

	ORIGINAL Budget 2021/22 (000's)	Carryovers (000's)	Approved Changes Sept Review (000's)	Approved Changes Dec Review (000's)	REVISED Budget (000's)	Recommended changes for Council Resolution (000's)	PROJECTED year end result 2021/22 (000's)	ACTUAL * YTD (000's)
Income								
Rates and Annual Charges	29,399	-	-	-	29,399	-	29,399	28,954
User Charges and Fees	20,174	152	(458)	(214)	19,654	(1,162)	18,492	9,174
Interest and Investment Revenue	711	-	-	(22)	689	(90)	599	302
Other Revenues	2,589	-	12	(70)	2,530	(20)	2,509	1,294
Grants & Contributions - Operating	5,805	77	305	1,441	7,628	12	7,640	4,410
Internal Revenue**	4,240	1,510	369	466	6,585	(1,143)	5,442	2,155
Total Income from continuing operations	62,918	1,740	228	1,600	66,485	(2,403)	64,082	46,289
Expenses								
Employee costs	14,761	-	(139)	70	14,692	(58)	14,634	7,876
Materials & Contracts	17,409	1,733	684	180	20,007	287	20,293	8,776
Borrowing Costs	2,137	-	(18)	-	2,119	-	2,119	977
Depreciation	14,528	-	-	(253)	14,275	-	14,275	8,312
Overheads	4,388	-	-	17	4,405	-	4,405	2,214
Other Expenses	6,408	7	27	1,884	8,325	(1,342)	6,983	4,340
Total Expenses from continuing operations	59,632	1,740	553	1,898	63,823	(1,113)	62,709	32,496
Net Operating Result from continuing operations	3,286	-	(325)	(298)	2,662	(1,290)	1,372	13,794
Reconciliation to Cash Budget								
Net Operating Result, excluding depreciation	17,814	-	(325)	(551)	16,937	(1,290)	15,647	
Minus Budget Items not Included in Income Statement:								
Capital Expenditure and Purchases	40,222	24,648	4,862	621	70,352	(194)	70,159	
Contribution from General Fund to Future Fund	3,000	-	-	-	3,000	-	3,000	
Loan Principal Repayments	7,425	-	-	-	7,425	(200)	7,225	
Sub-Total	50,647	24,648	4,862	621	80,777	(394)	80,383	
Plus:								
Grants and Contributions - Capital	19,639	11,220	570	2,167	33,596	1,738	35,334	
Cash Surplus/(Deficit)	(13,194)	(13,427)	(4,617)	995	(30,244)	842	(29,402)	
Funded by:								
Borrowings	6,625	-	2,500	(2,750)	6,375	(1,256)	5,119	
Transfers from Reserves	3,569	13,427	2,117	1,755	20,869	(876)	19,993	
General Fund Contribution to Future Fund	3,000	-	-	-	3,000	-	3,000	
Sub-Total	13,194	13,427	4,617	(995)	30,244	(2,132)	28,112	
Cash Surplus (Deficit)	(0)	-	0	0	0	(1,290)	(1,290)	
Transfers to Reserves	-	-	-	-	-	-	-	
Shortfall***	-	-	-	-	-	1,290	1,290	

Provisional and contingent items identified but not yet included in the figures above.

Loss on Sale of the previous Council Administration Centre and associated land (2.373M)
Legal liabilities associated with the Mangoola litigation (up to \$1M)
Legal liabilities associated with the Mt Arthur litigation (up to \$1M)
Potential commercial doubtful debts (up to \$500k)
Capital project variations

Notes:

ORIGINAL Budget +/- approved budget changes in previous quarters = REVISED Budget

REVISED Budget +/- recommended changes this quarter = PROJECTED year end result

* Year to Date at 31 March 2022

** Internal Revenue includes internal recoveries and transfers from reserves

*** Recommendation to Council to approve a transfer of \$1.290M from the Water Fund Reserve to offset the shortfall

Muswellbrook Shire Council

Budget review for the quarter ended - 31 March 2022

Income and Expense Statement Notes

1. **User Charges & Fees** – Unfavourable variance of \$1.181M primarily due to the effect of;
 - Water User Charges reduction (\$1M).
 - Future Fund rental reduction (\$194k).
 - General Fund Mixed Waste reduction (\$118k) and increase of VPA Funding (\$180k).
2. **Interest & Investment Income** – Unfavourable variance of \$90k in the Water Fund due to reduced investment revenue resulting from lower interest rates.
3. **Other Revenues** shows an unfavourable variance of \$20k due to a reduction in sporting field sponsorship (\$19k).
4. **Operating Grants & Contributions** – favourable variance of \$12k primarily due to the addition of Youth Week funds (\$17k) and removal of Natural heritage grant (\$7k).
5. **Internal Revenue** shows an unfavourable variance of \$1.143M in the General Fund, primarily due to the effect of;
 - Transfer to Reserves;
 - Economic Development Reserve – AGL Contribution(\$1.350M).
 - VPA Reserve (\$180k).
 - Asset Replacement Reserve - Individual Priced Work Orders (\$322k)
 - Transfer from Reserves;
 - VPA Reserve for Upper Hunter Economic Development (\$500k).
 - Legal Reserve – for Legal Expenses (\$101k).
 - WIP/Risk Management Reserve – WHS Wages (\$70k).
6. **Employee Costs** shows a favourable variance of \$58k primarily due to the reduction in IS Wages (\$50k) for ICT Projects.
7. **Materials & Contracts** – Unfavourable variance of \$287k primarily due to:
 - General Fund Increase of \$613k composed mainly of:
 - Economic Development Expenses (\$500k).
 - ICT project (\$50k) – offset against wages.
 - Australia Day (\$24k) – additional grant funding.
 - Mbk Cup (\$39k).
 - General Fund reduction of \$475k with the part removal of Individual Priced Work Order expenses.
 - Water Fund increase – GLE Pipeline (\$300k).
 - Water Fund reduction - Integrated Water Cycle Management (\$99k).
 - Sewer Fund increase in Sewer Treatment (\$30k) and Sewer Chemicals (\$19k).
 - Future Fund reduction in maintenance costs (\$171k).

Muswellbrook Shire Council

Budget review for the quarter ended - 31 March 2022

8. Other Expenses – Unfavourable variance of \$1.34M predominantly due to:

- General Fund:
 - Additional legal costs (\$163k).
 - Removal of Economic Development/AGL Contribution (\$1.350M) – transferred to Economic Development Reserve.
 - Savings in Electricity at various sites (\$63k).
- Sewer Fund:
 - Savings in Electricity (\$30K).

9. Capital Expenditure & Purchases – favourable variance of \$394k for the March Review.

This is primarily the effect of:

- **General Fund:**
 - Decreases:
 - Upper Hunter Economic Development -\$500k – budget removed from Capital and included in the General Fund Operating budget.
 - Shire Relief \$50k – transferred to Other Legal Reserve.
 - MSC Depot – removal of the remaining \$200k due to the postponement of the project to 2022/23.
 - Emulsion Tank - \$80k - funds are returned to the Carryover Reserve.
 - Increases:
 - Restoration Gates – Denman Recreation Area - \$39k – allocation of Insurance monies.
 - Large Plant - \$648k – funded by the Plant reserve as per Council resolution 1 March 2022.
 - Oakleigh Bridge \$547k added due to confirmation of grant funding through the Black Summer Bushfire Recovery (BSBR).
 - LED Fire Danger Warning Signs \$152k – confirmation of grant funding through the Black Summer Bushfire Recovery (BSBR).

Lorne Street Project \$1.091M, as per Council report 1 March 2022 – funded by the following current projects; \$400k Urban Renewal, \$578k Roads to Recovery and \$113k Drainage Devices.

Transfer of \$23,524 from the Aquatic Centre Programme to the Investigation Design – Aquatic Centre Program to enable final works payment, as per s226 – 4 April 2022.

- **Sewer Fund**
 - Removal of Solar Array Project (\$1.8m) and associated s64 funding. The project will be included in the 22/23 Sewer Capital Budget.

Muswellbrook Shire Council

Budget review for the quarter ended - 31 March 2022

10. Capital Grants & Contributions show a favourable variance of \$1.7M due to:

- Black Summer Bushfire Recovery (BSBR) grants for Oakleigh Bridge (547k) and LED Danger Warning Signs (\$152k).
- NSW Government (\$1M) to assist Council impacted by recent floods.

11. Borrowings show a favourable variance of \$1.256M due to:

- Postponement of the new MSC Depot construction to next financial year(\$200k)
- Removal of \$256,188 Loan funding for Denman Heritage Village. New funding sources:
 - \$200k – funding allocated for future loan repayments.
 - \$56,188 – funded from the Asset (Infrastructure) Reserve.
- Removal of \$800k loan funding for the Aquatic Centre project. Funding source to be from the Internal Waste Reserve which will be fully repaid in the 22/23 budget.

12. Transfers from Reserves show an increase in the March QBR primarily due to:

- **General Fund**
 - Transfer from Plant Reserve for Large Plant (\$648k).
 - Transfer from Infrastructure/Asset Reserve for Denman Heritage Village (\$56k).
 - Transfer from Waste Reserve for Aquatic Centre Project (\$800k). To be fully repaid in the 22/23 budget.

13. Transfers to Reserves shows an increase in the March QBR due to:

- **General Fund**
 - Transfer to Carryover Reserve for Emulsion Tank (\$80k).
 - Transfer to Other Legal Reserve for Shire Relief (\$50k).
 - Transfer to newly created Natural Disaster – Flood Reserve (\$1M), NSW Government funds to assist Council impacted by floods.
- **Sewer Fund**
 - Transfer to s64 Sewer Reserve for Solar Array project (\$1.8M). Project will be included in the 22/23 Sewer Capital Budget.

Muswellbrook Shire Council

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

	YTD Actuals	Carry Overs	Total Budget	September Review Var	December Review Var	March Review Var	September Review Budget	December Review Budget	March Review Budget	YTD % Spend	Over Budget
General & Future Fund Projects											
111 Brook Street Mbk Purchase	218,005	-	-	220,000	-	-	220,000	220,000	220,000	99%	
Aquatic Centres Programme	63,744	-	60,000	-	60,000	(17,984)	60,000	120,000	102,016	62%	
Art Acquisitions	63,091	-	65,000	-	5,000	3,091	65,000	70,000	73,091	86%	
Bakery Set Up	55,931	99,794	99,794	-	-	-	99,794	99,794	99,794	56%	
Bridge St Footpath	46,119	-	61,664	-	-	-	61,664	61,664	61,664	75%	
Bridges Renewal Programme	20,100	-	95,000	-	-	-	95,000	95,000	95,000	21%	
Buildings New and Replacement	117,565	451,034	1,676,034	(450,000)	-	-	1,226,034	1,226,034	1,226,034	10%	
Busfire Assets	45,594	-	250,000	-	400,000	-	250,000	650,000	650,000	7%	
Capital Works Contingency	-	-	150,000	(150,000)	-	-	-	-	-	0%	
Carpark Renewal Programme	-	-	100,000	-	-	-	100,000	100,000	100,000	0%	
CBD Stage 7 (Town Centre)	-	-	750,000	-	250,000	-	750,000	1,000,000	1,000,000	0%	
Civic Precinct (Town Square)	468,769	-	3,804,615	-	(535,765)	-	3,804,615	3,268,850	3,268,850	14%	
Contribution to Future Fund (Objections)	-	-	1,320,154	-	-	-	1,320,154	1,320,154	1,320,154	0%	
Corporate Services General Programme	60,806	-	148,006	(65,000)	-	5,418	83,006	83,006	88,424	69%	
COVID 19	59,526	-	119,580	-	-	-	119,580	119,580	119,580	50%	
CPTIGS - Bus Shelter	-	48,400	48,400	-	-	-	48,400	48,400	48,400	0%	
Denman Childrens Centre - Expansion (Contribution)	34,828	-	897,740	620,000	-	-	620,000	620,000	620,000	6%	
Denman Heritage Village	11,699	37,740	897,740	-	-	-	897,740	897,740	897,740	1%	
Denman Netball Courts	-	-	600,000	-	(393,714)	-	600,000	206,286	206,286	0%	
Developer Coordinated Works Programme	-	-	25,000	-	-	-	25,000	25,000	25,000	0%	
Drainage	-	-	300,000	-	-	-	300,000	300,000	300,000	0%	
Drainage Devices Programme	-	-	140,000	-	-	(113,869)	140,000	140,000	26,131	0%	
Drainage Channel - Lorne Street	1,793	-	-	-	-	1,091,767	-	-	1,091,767	0%	
Emulsion Tank	-	80,000	80,000	-	-	(80,000)	80,000	80,000	-	0%	
Footpath and Cycleway Renewal Programme	135,000	-	135,000	-	-	-	135,000	135,000	135,000	100%	
Future Fund Contribution	-	-	1,679,846	-	-	-	1,679,846	1,679,846	1,679,846	0%	
General Design Program	5,800	-	45,000	-	-	(5,418)	45,000	45,000	39,582	15%	
General Projects - Loans	-	-	200,000	-	-	(200,000)	200,000	200,000	-	0%	
Heavy Patching Programme	246,546	-	252,533	-	-	-	252,533	252,533	252,533	98%	
Hunter 2050 Foundation	-	-	500,000	-	-	(500,000)	500,000	500,000	-	0%	
Hunter Beach	21,809	2,923,029	2,923,029	250,000	-	-	3,173,029	3,173,029	3,173,029	1%	
Investigation and Design - Aquatic Centre	2,961,049	1,992,975	2,792,975	150,000	-	17,984	2,942,975	2,942,975	2,960,959	100%	(90)
Ironbark Road Footpath	232,903	-	250,000	-	-	-	250,000	250,000	250,000	93%	
Karoola Park Citizens Walk Pathway	-	20,000	20,000	-	10,000	-	20,000	30,000	30,000	0%	
Kerb and Gutter Replacement Programme	116,336	-	117,000	-	-	-	117,000	117,000	117,000	99%	
Kirk and Patsy Bridges	-	-	75,776	-	-	-	75,776	75,776	75,776	0%	
Large Plant Items	309,925	395,000	966,500	-	(134,606)	648,031	966,500	831,884	1,479,925	21%	
Leachate Dam	11,424	498,212	498,212	-	-	-	498,212	498,212	498,212	2%	
LED Fire Danger Warning Signs (BSBR)	-	-	-	-	-	152,304	-	-	152,304	0%	
Library Books General Capital Purchases (General)	50,046	35,742	94,242	-	-	-	94,242	94,242	94,242	53%	
Library Subsidy Projects	28,398	129,422	129,422	-	35,860	-	129,422	165,282	165,282	17%	
LISF - Roads Infrastructure Backlog	262,531	-	350,782	-	-	-	350,782	350,782	350,782	75%	
Local Priority Grant	781	34,021	45,021	-	7,000	-	45,021	52,021	52,021	2%	
Major Landcare Projects	98,246	3,254	228,254	-	-	-	228,254	228,254	228,254	43%	
Mangoola Road Upgrade	468,300	-	-	468,300	-	-	468,300	468,300	468,300	100%	
Marketplace	3,556,076	-	4,927,178	-	-	-	4,927,178	4,927,178	4,927,178	72%	
Marketplace Air Conditioning	398,491	398,494	398,494	-	-	-	398,494	398,494	398,494	100%	
Mbk and Dim Indoor Sports Centre Upgrades	25,687	-	-	299,250	-	-	299,250	299,250	299,250	9%	
MSC Depot	-	-	2,200,000	-	(2,000,000)	(200,000)	2,200,000	200,000	-	0%	
Muscle Creek Nature Trail and Revegetation (AGL Macq Project)	27,701	-	-	237,500	-	-	237,500	237,500	237,500	12%	
New Footpath and Cycleway Programme	133,003	-	135,000	-	-	-	135,000	135,000	135,000	99%	
Oakleigh Bridge Replacement (BSBR)	-	-	-	-	-	546,980	-	-	546,980	0%	
Olympic Park Project	42,407	222,554	2,348,747	-	1,086,992	-	2,348,747	3,435,739	3,435,739	1%	
Performance and Convention Centre	346,662	-	6,434,000	-	(434,000)	-	6,434,000	6,000,000	6,000,000	6%	
Public Art Sculpture	63,712	34,295	84,295	-	(5,000)	-	84,295	79,295	79,295	80%	
Purchase of Land - Companion Animal Impounding Facility	1,660,676	2,391,041	2,391,041	-	500,000	-	2,391,041	2,891,041	2,891,041	57%	
Purchase of Vehicles	139,843	157,486	417,486	-	-	-	417,486	417,486	417,486	33%	
Recreation Capital Works	246,253	280,180	695,180	-	122,516	39,054	695,180	817,696	856,750	29%	
Regional Road Renewal Programme	30	-	70,000	-	-	-	70,000	70,000	70,000	0%	
Renewal of Existing Assets/New Acquisitions	81,814	-	713,503	-	(400,000)	-	713,503	313,503	313,503	26%	
Replace Failed Fence	2,293	-	-	75,000	-	-	75,000	75,000	75,000	3%	
Resources for Regions - Mine Affected Roads Programme	-	-	462,515	-	(462,515)	-	462,515	-	-	0%	
Resources for Regions - Round 5	3,527,408	8,143,687	8,143,687	-	452,662	-	8,143,687	8,596,349	8,596,349	41%	
Resources for Regions - Round 6	330,400	1,108,627	1,108,627	-	-	-	1,108,627	1,108,627	1,108,627	30%	
Resources for Regions Road Programme	-	-	-	-	-	-	-	100,000	100,000	0%	
Road Design Program	48,332	50,000	100,000	-	-	-	100,000	100,000	100,000	48%	
Road Resealing Programme	79,848	-	500,000	-	-	-	500,000	500,000	500,000	16%	
Roads Capital Contingency	-	-	150,000	-	(150,000)	-	150,000	-	-	0%	
Roads to Recovery Program	-	-	577,898	-	-	(577,898)	577,898	577,898	-	0%	
Road Safety Program-School Zone	109,645	-	-	-	479,797	-	577,898	479,797	479,797	23%	
Rosebrook Bridge	53,820	-	-	1,633,500	-	-	1,633,500	1,633,500	1,633,500	3%	
Rosemount Road Culvert	842,085	-	-	850,000	-	-	850,000	850,000	850,000	99%	
Rural Road Pavement and Rehabilitation Programme	-	-	-	-	-	-	-	-	-	0%	
Rural Road Regravelling Programme	212,881	-	350,000	-	-	-	350,000	350,000	350,000	61%	
Rural Road Renewal Programme	1,500	-	375,000	-	(119,978)	-	375,000	255,022	255,022	1%	
Safety Audit Ridglands Road	11,574	47,272	47,272	-	-	-	47,272	47,272	47,272	0%	
Safety Device Renewal Programme	17,208	-	135,000	-	-	-	135,000	135,000	135,000	13%	
Sandy Creek Road Curve Improvement	70,802	246,506	246,506	-	-	-	246,506	246,506	246,506	29%	
Sandy Hollow Village Centre	130,173	174,403	214,403	-	-	-	214,403	214,403	214,403	61%	
Shire Relief Fund Contribution	-	-	50,000	-	-	(50,000)	50,000	50,000	50,000	0%	
Sport and Recreation Small Capital Grants Program	7,483	-	25,000	-	(17,516)	-	25,000	7,484	7,484	100%	
Throesby ACT	389,999	-	520,000	-	-	-	520,000	520,000	520,000	75%	
Town Education Centre 2	4,690,079	3,232,716	5,732,716	-	900,000	-	5,732,716	6,632,716	6,632,716	71%	
Transport Vehicles	-	-	105,000	-	-	-	105,000	105,000	105,000	0%	
Urban Road Renewal Programme	-	-	400,000	-	-	(400,000)	400,000	400,000	-	0%	
Waste Management Facility	24,208	-	60,000	-	-	-	60,000	60,000	60,000	40%	
Widened Valley Road Pavement Rehab	372,396	553,397	553,397	-	-	-	553,397	553,397	553,397	67%	
Wilkinson Bridge	60,731	-	107,823	-	-	-	107,823	107,823	107,823	75%	
Yarrawa Road (Fixing Local Roads)	1,488,523	131,278	4,931,278	-	-	-	4,931,278	4,931,278	4,931,278	30%	
Total General Fund	25,421,733	23,920,559	67,055,625	4,420,250	125,033	359,460	71,475,875	71,600,908	71,960,368	36%	(90)
Water Fund											
Asbestos Removal	-	-	55,000	-	(55,000)	-	55,000	-	-	0%	
Depot - Investigation and Design	33,854	166,673	166,673	-	-	-	166,673	166,673	166,673	20%	
Laboratory Equipment	2,734	-	25,000	-	-	-	25,000	25,000	25,000	11%	
Mains Renewal and Replacement (inc Carryover)	497,814	313,958	753,958	-	55,000	-	753,958	808,958	808,958	82%	
Office Upgrade	7,472	-	7,472	-	-	-	7,472	7,472	7,472	100%	
Replacement of Water Meters Programme	25,217	-	78,000	-	-	-	78,000	78,000	78,000	32%	
Sandy Hollow Augmentation	11,574	-	15,956	-	-	-	15,956	15,956	15,956	73%	
South Muswellbrook Reservoir	154,457	-	327,972	-	-	-	327,972	327,972	327,972	47%	
System Plant Asset Renewals	330,522	-	858,600	-	-	-	858,600	858,600	858,600	38%	
Upgrade Fluoride Dosing System WTP	22,507	-	-	376,800	-	-	376,800	376,800	376,800	6%	
Vehicle Replacement	78,384	-	100,000	-	-	-	100,000	100,000	100,000	78%	
Vehicle-Equipment Replacement	-	57,394	117,394	-	-	-	117,394	117,394	117,394	0%	
Water Fund Environmental Grants	-	-	55,000								

MUSWELLBROOK SHIRE COUNCIL



RESERVES TRANSACTIONS												
	Balance as at 30 June 2021 \$'000's	2021/2022 Original Budget		Carryovers	September 21 Review Changes		December 21 Review Changes		March 22 Review Changes		Closing Balance 30 June 2022 (Fcst)	
		Transfer to	Transfer From	Transfer From	Transfer to	Transfer From	Transfer to	Transfer From	Transfer to (\$'000's)	Transfer From (\$'000's)		
Unrestricted	3,022	-	(1,000)	(22)	-	(288)	-	(415)	-	-	1,297	
Externally Restricted												
General Fund												
Domestic Waste	790	-	-	-	-	-	-	-	-	-	790	
Road Network Efficiency	2,034	-	-	(2,034)	-	-	-	-	-	-	0	
Unexpended Grants (G)	4,970	-	-	(1,683)	-	-	-	(250)	-	-	3,037	
VPA's	5,609	2,164	(2,664)	(3,490)	-	(970)	-	-	180	-	829	
Unexpended Loan	2,513	-	(2,513)	-	-	-	-	-	-	-	0	
Developer Contributions	915	-	-	-	-	-	-	(242)	-	-	673	
General Fund Total	16,831	2,164	(5,177)	(7,207)	-	(970)	-	(492)	180	-	5,329	
Water Fund												
Water	6,105	-	(354)	(1,089)	-	(527)	-	(250)	-	(1,290)	2,595	
Developer Contributions	7,498	-	-	-	-	-	-	-	-	-	7,498	
Water Fund Total	13,603	-	(354)	(1,089)	-	(527)	-	(250)	-	(1,290)	10,093	
Sewer Fund												
Sewer	1,174	-	-	(30)	-	(175)	-	-	-	-	969	
Developer Contributions	3,373	-	(1,800)	-	-	-	-	-	1,800	-	3,373	
Sewer Fund Total	4,547	-	(1,800)	(30)	-	(175)	-	-	1,800	-	4,342	
Externally Restricted Total	34,981	2,164	(7,331)	(8,326)	-	(1,672)	-	(742)	1,980	(1,290)	19,764	
Internally Restricted												
Future Fund												
Future Fund	1,559	606	-	(498)	-	(220)	-	(500)	-	-	947	
Future Fund Total	1,559	606	-	(498)	-	(220)	-	(500)	-	-	947	
General Fund												
Financial Assistance Grant	1,889	-	(1,872)	-	-	-	-	-	-	-	17	
Mine Affected Roads	1,890	-	-	-	-	-	462	-	-	-	2,352	
Stormwater	881	-	-	-	-	-	-	-	-	-	881	
Plant Replacement	2,576	-	(365)	-	-	-	-	-	-	(648)	1,563	
Asset Replacement	1,284	-	(66)	-	-	-	83	(61)	323	(56)	1,507	
Employee Leave Entitlements	1,313	-	-	-	-	-	-	-	-	-	1,313	
Deposits, Retentions and Bonds	4,341	-	-	-	-	-	-	-	-	-	4,341	
Other	950	-	(50)	(144)	65	(81)	-	(500)	-	(39)	201	
Drainage	143	-	-	-	-	-	-	-	-	-	143	
Waste Management	7,180	451	-	(973)	-	(75)	-	-	-	(800)	5,783	
Carryover Works	1,844	-	-	(1,575)	-	(150)	-	-	80	-	199	
SRV	92	-	-	(86)	-	-	-	-	-	-	6	
Risk Management	148	-	-	-	-	-	-	-	-	(70)	78	
Legal	151	-	-	-	-	-	-	(50)	-	(101)	0	
Election	123	-	(123)	-	-	-	-	-	-	-	0	
Insurance	-	-	-	-	-	-	33	-	-	-	33	
Other Legal	-	-	-	-	-	-	-	-	50	-	50	
Natural Disaster - Flood	-	-	-	-	-	-	-	-	1,000	-	1,000	
Economic Development	-	-	-	-	-	-	-	-	1,350	-	1,350	
General Fund Total	24,805	451	(2,476)	(2,778)	65	(306)	578	(611)	2,803	(1,714)	20,817	
Internally Restricted Total	26,364	1,057	(2,476)	(3,276)	65	(526)	578	(1,111)	2,803	(1,714)	21,764	
Grand Total	64,367	3,221	(10,807)	(11,624)	65	(2,486)	578	(2,268)	4,783	(3,004)	42,825	

Details of Current Council Loans



Balance at 30/06/2021	Payment Type	2019/20 Repayments	2020/21 Repayments	2021/22 Repayments	2022/23 Repayments	2023/24 Repayments	2024/25 Repayments	2025/26 Repayments	2026/27 Repayments	2027/28 Repayments	2028/29 Repayments	2029/30 Repayments	2030/31 Repayments
Water Fund													
\$1,007,297	Principal	\$310,206	\$330,160	\$351,400	\$375,624	\$280,273	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Interest	\$87,745	\$67,791	\$46,551	\$23,815	\$4,977	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$397,951	\$397,951	\$397,951	\$399,439	\$285,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund													
\$15,619,999	Principal	\$642,256	\$677,873	\$710,385	\$743,509	\$778,430	\$816,997	\$856,300	\$780,502	\$815,416	\$850,535	\$886,347	\$922,883
	Interest	\$761,835	\$726,218	\$693,706	\$660,582	\$625,661	\$587,094	\$549,281	\$509,827	\$474,913	\$439,794	\$403,982	\$367,446
	Total	\$1,404,091	\$1,404,091	\$1,404,091	\$1,404,091	\$1,404,091	\$1,404,091	\$1,405,581	\$1,290,329	\$1,290,329	\$1,290,329	\$1,290,329	\$1,290,329
General Fund													
\$7,033,329	Principal	\$592,931	\$614,941	\$715,625	\$747,212	\$589,049	\$398,903	\$411,895	\$425,955	\$440,494	\$455,537	\$471,112	\$400,583
	Interest	\$226,943	\$245,540	\$233,183	\$201,596	\$160,992	\$145,179	\$147,540	\$133,362	\$118,758	\$103,536	\$87,667	\$59,397
	Total	\$819,874	\$860,481	\$948,808	\$948,808	\$750,041	\$544,083	\$559,435	\$559,318	\$559,252	\$559,073	\$558,780	\$459,980
Future Fund													
\$45,600,163	Principal	\$4,822,070	\$5,116,650	\$5,447,178	\$5,288,747	\$4,625,951	\$4,747,820	\$4,672,525	\$2,736,585	\$2,781,513	\$2,095,246	\$1,306,313	\$1,010,380
	Interest	\$1,196,886	\$964,183	\$839,494	\$736,121	\$732,550	\$679,379	\$609,912	\$510,992	\$442,438	\$380,663	\$336,230	\$270,629
	Total	\$6,018,956	\$6,080,833	\$6,286,672	\$6,024,868	\$5,358,501	\$5,427,199	\$5,282,437	\$3,247,577	\$3,223,952	\$2,475,910	\$1,642,544	\$1,281,009
\$69,260,789		\$8,640,872	\$8,743,355	\$9,037,522	\$8,777,205	\$7,797,882	\$7,375,373	\$7,247,453	\$5,097,223	\$5,073,533	\$4,325,312	\$3,491,652	\$3,031,318

Purpose	Original Amount	Interest Rate	Balance at 30/06/2021	2021/22 Principal Repayments	2021/22 Interest Repayments	2021/22 Total Payments	Year of Final Payment	Notes (If any)
Water - South Muswellbrook Reservoir	\$1,100,000	6.03%	\$177,682	\$85,735	\$6,377	\$92,112	2022/23	
Water - Sandy Hollow Augmentation	\$300,000	6.09%	\$48,855	\$23,428	\$1,780	\$25,208	2022/23	
Water - South Muswellbrook Reservoir	\$3,200,000	6.61%	\$780,760	\$242,238	\$38,394	\$280,632	2023/24	
Sewer - Mains and Pump Stations	\$1,300,000	6.50%	\$493,102	\$86,344	\$27,418	\$113,762	2025/26	
General - Widden Bridge	\$1,750,000	6.00%	\$1,235,130	\$75,776	\$70,290	\$146,066	2034/35	
General - Smiths Bridge	\$1,573,967	4.28%	\$1,242,076	\$61,664	\$50,833	\$112,497	2024/25	
General - Roads Infrastructure Backlog	\$3,000,000	5.90%	\$924,205	\$350,782	\$54,528	\$405,310	2023/24	LIFS interest rate subsidy applies
General - Olympic Park Bridge	\$1,785,000	1.45%	\$1,749,405	\$107,823	\$24,668	\$132,491	2025/26	
Future Fund	\$3,300,000	1.60%	\$3,135,000	\$165,000	\$48,950	\$213,950	2024/25	
Future Fund - Seven Hills, Campbell's Corne	\$13,500,000	2.32%	\$9,863,009	\$1,882,507	\$218,357	\$2,100,864	2021/22	To be refinanced this year
Future Fund - Muswellbrook Marketplace	\$13,276,500	1.20%	\$12,817,758	\$616,862	\$151,900	\$768,762	2023/24	
Future Fund - Muswellbrook Marketplace	\$5,000,000	3.43%	\$1,693,904	\$954,627	\$45,373	\$1,000,000	2022/23	
Future Fund - Muswellbrook Marketplace	\$12,500,000	2.34%	\$10,593,826	\$1,308,183	\$239,901	\$1,548,084	2024/25	
Sewer - Sewer Treatment Plant	\$7,000,000	4.49%	\$6,326,136	\$252,074	\$278,898	\$530,972	2038/39	
Sewer - Sewer Treatment Plant	\$10,000,000	4.50%	\$8,800,761	\$371,967	\$387,390	\$759,357	2037/38	
Covid 19	\$2,000,000	1.77%	\$1,882,513	\$119,580	\$32,863	\$152,443	2022/23	
Throsby ACT	\$7,800,000	1.86%	\$7,496,667	\$520,000	\$135,013	\$655,013	2025/26	
TOTAL	\$88,385,467		\$69,260,789	\$7,224,590	\$1,812,933	\$9,037,523		

Additional Borrowings Required - 2021/22
TEC II \$ 2,500,000

MUSWELLBROOK SHIRE COUNCIL

Budget review for the quarter ended - 31 March 2022

		Contracts			
Contractor	Contract detail & purpose	Contract value	Commencement date	Duration of contract	Budgeted (Y/N)
KCE Pty Ltd	Lorne Street Drainage Upgrade	\$ 751,400.00	31/03/2022	Until Final Certificate is issued	Yes

- 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

Budget review for the quarter ended - 31 March 2022

Consultancy and Legal expenses		
Expense	Expenditure YTD	Budgeted (Y/N)
Consultancies	\$152,036.00	Y
Legal Fees	\$750,233.00	Y

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:

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.

12.12 REPORT ON INVESTMENTS HELD AS AT 31 MARCH 2022

Attachments:	A. Portfolio Valuation Report - 31 March 2022 ↓ B. Trading Limit Report - 31 March 2022 ↓
Responsible Officer:	David Walsh - Manager - Corporate Services & Chief Financial Officer
Author:	Mandy Fitzgerald - Asset and Financial Accountant
Community Plan Issue:	<i>A Council that is well managed, efficient and properly resourced and that is responsive to its communities and stakeholders</i>
Community Plan Goal:	<i>Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.</i>
Community Plan Strategy:	<i>Work towards the achievement of a sustainable Operating Budget result in the General Fund.</i>

PURPOSE

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

OFFICER'S RECOMMENDATION

The information showing Council's investments as at 31 March 2022 be noted.

Moved: _____ Seconded: _____

REPORT

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

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

COMMENT:

As at 31 March 2022, Council's weighted running yield is 0.89% for the month. No reported trading exceedances are noted.

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

Fixed Interest Security	ISIN	Face Value Original	Bond Factor	Face Value Current	Capital Price	Accrued Interest Price	Market Value	% Total Value	Running Yield	Weighted Running Yield
At Call Deposit										
Westpac Bus Prem At Call		10,764,069.51	1.00000000	10,764,069.51	100.000	0.000	10,764,069.51	17.32%	0.34%	
Westpac Muswellbrook Trading Acct At Call		100,000.00	1.00000000	100,000.00	100.000	0.000	100,000.00	0.16%	0.34%	
		10,864,069.51		10,864,069.51			10,864,069.51	17.49%		0.34%
Fixed Rate Bond										
BENAU 1,7 06 Sep 2024 Fixed	AU3CB0266377	2,500,000.00	1.00000000	2,500,000.00	96.597	0.115	2,417,800.00	3.89%	1.68%	
NTTC 1.1 15 Dec 2025 - Issued 31 August 2021 - Muswellbrook Council Fixed		2,000,000.00	1.00000000	2,000,000.00	100.000	0.319	2,006,380.00	3.23%	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	0.319	1,504,785.00	2.42%	1.10%	
SunBank 1.85 30 Jul 2024 Fixed	AU3CB0265403	2,000,000.00	1.00000000	2,000,000.00	97.444	0.307	1,955,020.00	3.15%	1.80%	
		8,000,000.00		8,000,000.00			7,883,985.00	12.69%		1.46%
Floating Rate Deposit										
ANZ 1.2 21 Jul 2022 2557DAY FRD		1,000,000.00	1.00000000	1,000,000.00	100.000	0.241	1,002,410.08	1.61%	1.27%	
		1,000,000.00		1,000,000.00			1,002,410.08	1.61%		1.27%
Floating Rate Note										
Auswide 0.75 07 Nov 2022 FRN	AU3FN0057345	1,000,000.00	1.00000000	1,000,000.00	100.163	0.117	1,002,800.00	1.61%	0.82%	
Auswide 1.05 17 Mar 2023 FRN	AU3FN0053567	2,000,000.00	1.00000000	2,000,000.00	100.437	0.046	2,009,660.00	3.23%	1.21%	
Auswide 0.6 22 Mar 2024 FRN	AU3FN0059317	1,500,000.00	1.00000000	1,500,000.00	99.699	0.019	1,495,770.00	2.41%	0.78%	
BOQ 1.05 03 Feb 2023 FRN	AU3FN0040549	500,000.00	1.00000000	500,000.00	100.497	0.171	503,340.00	0.81%	1.12%	
BOQ 1.03 18 Jul 2024 FRN	AU3FN0049094	1,000,000.00	1.00000000	1,000,000.00	100.623	0.216	1,008,390.00	1.62%	1.09%	
BOQ 1.1 30 Oct 2024 FRN	AU3FN0051272	500,000.00	1.00000000	500,000.00	100.647	0.190	504,185.00	0.81%	1.17%	
BENAU 1.05 25 Jan 2023 FRN	AU3FN0040523	500,000.00	1.00000000	500,000.00	100.492	0.199	503,455.00	0.81%	1.12%	
MACQ 0.48 09 Dec 2025 FRN	AU3FN0057709	3,000,000.00	1.00000000	3,000,000.00	98.310	0.038	2,950,440.00	4.75%	0.63%	
RACB 0.93 24 Feb 2023 FRN	AU3FN0053146	1,000,000.00	1.00000000	1,000,000.00	100.222	0.096	1,003,180.00	1.61%	1.01%	
MYS 0.65 16 Jun 2025 FRN	AU3FN0061024	3,000,000.00	1.00000000	3,000,000.00	99.237	0.033	2,978,100.00	4.79%	0.80%	
NAB 0.93 26 Sep 2023 FRN	AU3FN0044996	2,000,000.00	1.00000000	2,000,000.00	100.734	0.009	2,014,860.00	3.24%	1.15%	
NPBS 1.4 06 Feb 2023 FRN	AU3FN0040606	500,000.00	1.00000000	500,000.00	100.703	0.209	504,560.00	0.81%	1.45%	
NPBS 1.12 04 Feb 2025 FRN	AU3FN0052627	4,500,000.00	1.00000000	4,500,000.00	100.220	0.180	4,518,000.00	7.27%	1.19%	
Qld Police 1.15 06 Dec 2022 FRN	AU3FN0052072	2,000,000.00	1.00000000	2,000,000.00	100.390	0.084	2,009,480.00	3.23%	1.29%	
Qld Police 0.75 22 Mar 2024 FRN	AU3FN0059416	1,500,000.00	1.00000000	1,500,000.00	99.059	0.023	1,486,230.00	2.39%	0.93%	
UBS Aust 1.05 21 Nov 2022 FRN	AU3FN0054151	1,000,000.00	1.00000000	1,000,000.00	100.463	0.117	1,005,800.00	1.62%	1.13%	
UBS Aust 0.87 30 Jul 2025 FRN	AU3FN0055307	1,650,000.00	1.00000000	1,650,000.00	100.026	0.153	1,652,953.50	2.66%	0.93%	
		27,150,000.00		27,150,000.00			27,151,203.50	43.70%		1.02%
Term Deposit										
AMP 1 30 Nov 2022 365DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	0.332	1,003,315.07	1.61%	1.00%	
JUDO 0.8 10 Jun 2022 91DAY TD		1,200,000.00	1.00000000	1,200,000.00	100.000	0.044	1,200,526.03	1.93%	0.80%	
JUDO 0.95 10 Oct 2022 272DAY TD		5,000,000.00	1.00000000	5,000,000.00	100.000	0.206	5,010,280.80	8.06%	0.95%	

Fixed Interest Security	ISIN	Face Value Original	Bond Factor	Face Value Current	Capital Price	Accrued Interest Price	Market Value	% Total Value	Running Yield	Weighted Running Yield
ME Bank 0,5 18 Oct 2022 484DAY TD		3,000,000.00	1,00000000	3,000,000.00	100,000	0,388	3,011,630.13	4,85%	0,50%	
NAB 0,52 11 Jul 2022 181DAY TD		5,000,000.00	1,00000000	5,000,000.00	100,000	0,113	5,005,627.40	8,06%	0,52%	
		15,200,000.00		15,200,000.00			15,231,379.43	24,51%		0,71%
Fixed Interest Total		62,214,069,51		62,214,069,51			62,133,047.52	100,00%		0,89%



Portfolio Valuation Report
Muswellbrook Shire Council
As At 31 March 2022

Disclaimer:

Laminar Capital Pty Ltd ABN 33 134 784 740 (AFSL 476686), its officers, employees, agents and associates ("Associates") from time to time hold interests in securities of, or earn brokerage, fees and other benefits from, corporations or investment vehicles referred to in documents provided to clients. All information contained herein is confidential and proprietary to Laminar Capital and, accordingly, this material is not to be reproduced in whole or in part or used for any purpose except as authorised by Laminar Capital. It is to be treated as strictly confidential and not disclosed directly or indirectly to any other person, firm or entity.

Distribution of this information to anyone other than the original recipient and that party's advisers is unauthorised. Any reproduction of these materials, in whole or in part, or the divulgence of any of its contents, without the prior consent of Laminar Capital is prohibited. Any securities recommendation or comments (including an opinion) contained in this document is general advice only and does not take into account your personal objectives, financial situation or needs. Laminar Capital is not acting in a fiduciary capacity. Recommendations or statements of opinion expressed may change without notice. You should not act on a recommendation or statement of opinion without first considering the appropriateness of the general advice to your personal circumstances or consulting your investment advisor to determine whether the recommendation or statement of opinion is appropriate for your investment objectives, financial situation or needs.

Laminar Capital believes that the information contained in this document is accurate when issued. Laminar Capital does not warrant that the information contained herein is accurate, reliable, complete or up-to-date, and, to the fullest extent permitted by law, disclaims all liability of Laminar Capital and its Associates for any loss or damage suffered by any person by reason of the use by that person of, or their reliance on, any information contained in this document or any error or defect in this document, whether arising from the negligence of Laminar Capital or its Associates or otherwise. No action should be taken on the basis of or in reliance on the information, opinions or conclusions contained in this document.

Laminar Capital acts as principal when we buy and sell fixed interest securities in the secondary markets. The yield that we quote to you incorporates any margin that we may receive. The margin is the difference between the price at which we, as principal, buy the security and the price at which we sell the security to you. Laminar Capital may also receive placement fees from Issuers for distributing securities on their behalf.

This document is not, and is not intended to be, an offer or invitation for subscription or sale, or a recommendation, with respect to any securities, nor is it to form the basis of any contract or commitment. This document does not purport to identify the nature of the specific market or other risks associated with these products. Before entering into any transaction in relation to the products, the investor should ensure that it fully understands the terms of the products and the transaction, relevant risk factors, the nature and extent of the investor's risk of loss and the nature of the contractual relationship into which the investor is entering. Prior to investing in these products, an investor should determine, based on its own independent review and such professional advice as it deems appropriate, the economic risks and merits, the legal, tax accounting characteristics and risk, and the consequences of an investment in them. This is not a substantive commentary or analysis by Laminar Capital and has not been prepared as a research product or comments by a research analyst.

LAMINAR CAPITAL PTY LTD
ACN 134 784 740
WWW.LAMINARCAPITAL.COM.AU

MELBOURNE OFFICE: LEVEL 5 RIALTO NORTH, 525 COLLINS STREET, MELBOURNE, VIC 3000 T 61 3 9001 6990 F 61 3 9001 6933
SYDNEY OFFICE: LEVEL 18 ANGEL PLACE, 123 PITT STREET, SYDNEY NSW, 2000 T 61 2 8094 1230
BRISBANE OFFICE: LEVEL 15 CENTRAL PLAZA 1, 345 QUEEN STREET, BRISBANE QLD, 4000 T 61 7 3123 5370

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

1 Issuer Trading Limits

Issuer	Issuer Rating Group (Long Term)	Issuer Parent	Already Traded (with Issuer Group) Face Value	Limit For Book or Entity Notional	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
AMP Bank Ltd	BBB+ to BBB-		1,000,000.00	Book	10.00	% of 62,214,069.51	6,221,406.95	16.00	84.00	5,221,407	0.00	0
ANZ Banking Group Ltd	AA+ to AA-		1,000,000.00	Book	30.00	% of 62,214,069.51	18,664,220.85	5.00	95.00	17,664,221	0.00	0
Auswide Bank Limited	BBB+ to BBB-		4,500,000.00	Book	10.00	% of 62,214,069.51	6,221,406.95	72.00	28.00	1,721,407	0.00	0
Bank of Melbourne	AA+ to AA-	Westpac Banking Corporation Ltd	10,864,069.51	Book	30.00	% of 62,214,069.51	18,664,220.85	58.00	42.00	7,800,151	0.00	0
Bank of Queensland Ltd	A+ to A-		5,000,000.00	Book	10.00	% of 62,214,069.51	6,221,406.95	80.00	20.00	1,221,407	0.00	0
BankSA	AA+ to AA-	Westpac Banking Corporation Ltd	10,864,069.51	Book	30.00	% of 62,214,069.51	18,664,220.85	58.00	42.00	7,800,151	0.00	0
BankVic	BBB+ to BBB-		0.00	Book	10.00	% of 62,214,069.51	6,221,406.95	0.00	100.00	6,221,407	0.00	0
BankWest Ltd	AA+ to AA-	Commonwealth Bank of Australia Ltd	0.00	Book	30.00	% of 62,214,069.51	18,664,220.85	0.00	100.00	18,664,221	0.00	0
Bendigo & Adelaide Bank Ltd	A+ to A-		3,000,000.00	Book	10.00	% of 62,214,069.51	6,221,406.95	48.00	52.00	3,221,407	0.00	0
Commonwealth Bank of Australia Ltd	AA+ to AA-		0.00	Book	30.00	% of 62,214,069.51	18,664,220.85	0.00	100.00	18,664,221	0.00	0
Credit Suisse Sydney	A+ to A-		0.00	Book	20.00	% of 62,214,069.51	12,442,813.90	0.00	100.00	12,442,814	0.00	0
Credit Union Australia Ltd t/as Great Southern Bank	BBB+ to BBB-		0.00	Book	10.00	% of 62,214,069.51	6,221,406.95	0.00	100.00	6,221,407	0.00	0
Greater Bank Ltd	BBB+ to BBB-		0.00	Book	10.00	% of 62,214,069.51	6,221,406.95	0.00	100.00	6,221,407	0.00	0
Heritage Bank Ltd	BBB+ to BBB-		0.00	Book	10.00	% of 62,214,069.51	6,221,406.95	0.00	100.00	6,221,407	0.00	0
ING Bank Australia Limited	A+ to A-		0.00	Book	10.00	% of 62,214,069.51	6,221,406.95	0.00	100.00	6,221,407	0.00	0
Investec Bank Australia Limited	A+ to A-		0.00	Book	10.00	% of 62,214,069.51	6,221,406.95	0.00	100.00	6,221,407	0.00	0
Judo Bank	BBB+ to BBB-		6,200,000.00	Book	10.00	% of 62,214,069.51	6,221,406.95	100.00	0.00	21,407	0.00	0
Macquarie Bank	A+ to A-		3,000,000.00	Book	20.00	% of 62,214,069.51	12,442,813.90	24.00	76.00	9,442,814	0.00	0
Members Banking Group Limited t/as RACQ Bank	BBB+ to BBB-		1,000,000.00	Book	10.00	% of 62,214,069.51	6,221,406.95	16.00	84.00	5,221,407	0.00	0
Members Equity Bank Ltd	A+ to A-	Bank of Queensland Ltd	5,000,000.00	Book	10.00	% of 62,214,069.51	6,221,406.95	80.00	20.00	1,221,407	0.00	0
MyState Bank Ltd	BBB+ to BBB-		3,000,000.00	Book	10.00	% of 62,214,069.51	6,221,406.95	48.00	52.00	3,221,407	0.00	0
National Australia Bank Ltd	AA+ to AA-		7,000,000.00	Book	30.00	% of 62,214,069.51	18,664,220.85	38.00	62.00	11,664,221	0.00	0
Newcastle Permanent Building Society Ltd	BBB+ to BBB-		5,000,000.00	Book	10.00	% of 62,214,069.51	6,221,406.95	80.00	20.00	1,221,407	0.00	0
Northern Territory Treasury Corporation	AA+ to AA-		3,500,000.00	Book	30.00	% of 62,214,069.51	18,664,220.85	19.00	81.00	15,164,221	0.00	0
P&N Bank Ltd	BBB+ to BBB-		0.00	Book	10.00	% of 62,214,069.51	6,221,406.95	0.00	100.00	6,221,407	0.00	0
QPCU LTD t/a QBANK	BBB+ to BBB-		3,500,000.00	Book	10.00	% of 62,214,069.51	6,221,406.95	56.00	44.00	2,721,407	0.00	0
Rabobank Australia Ltd	A+ to A-		0.00	Book	20.00	% of 62,214,069.51	12,442,813.90	0.00	100.00	12,442,814	0.00	0
Rabobank Nederland Australia Branch	A+ to A-		0.00	Book	20.00	% of 62,214,069.51	12,442,813.90	0.00	100.00	12,442,814	0.00	0
Royal Bank of Scotland	BBB+ to BBB-		0.00	Book	5.00	% of 62,214,069.51	3,110,703.48	0.00	100.00	3,110,703	0.00	0
Rural Bank Ltd	A+ to A-	Bendigo & Adelaide Bank Ltd	3,000,000.00	Book	10.00	% of 62,214,069.51	6,221,406.95	48.00	52.00	3,221,407	0.00	0

1 Issuer Trading Limits

Issuer	Issuer Rating Group (Long Term)	Issuer Parent	Already Traded (with Issuer Group Face Value Notional)	Limit For Book or Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
St George Bank Limited	AA+ to AA-	Westpac Banking Corporation Ltd	10,864,069.51	Book	30.00	% of 62,214,069.51	18,664,220.85	58.00	42.00	7,800,151	0.00	0
Suncorp Bank	A+ to A-		2,000,000.00	Book	20.00	% of 62,214,069.51	12,442,813.90	16.00	84.00	10,442,814	0.00	0
UBS Australia Ltd	AA+ to AA-		2,650,000.00	Book	20.00	% of 62,214,069.51	12,442,813.90	21.00	79.00	9,792,814	0.00	0
Westpac Banking Corporation Ltd	AA+ to AA-		10,864,069.51	Book	30.00	% of 62,214,069.51	18,664,220.85	58.00	42.00	7,800,151	0.00	0
			102,806,278.04				357,730,899.68			254,924,622		0
		(Excluding Parent Group Duplicates)	62,214,069.51									

2 Security Rating Group Trading Limits

Security Rating Group	Already Traded Face Value Notional	Limit For Book or Trading Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
AAA	0.00	Book	100.00	% of 62,214,069.51	62,214,069.51	0.00	100.00	62,214,070	0.00	0
AA+ to AA-	5,500,000.00	Book	100.00	% of 62,214,069.51	62,214,069.51	9.00	91.00	56,714,070	0.00	0
A+ to A-	10,650,000.00	Book	70.00	% of 62,214,069.51	43,549,848.66	24.00	76.00	32,899,849	0.00	0
A1+	16,864,069.51	Book	100.00	% of 62,214,069.51	62,214,069.51	27.00	73.00	45,350,000	0.00	0
A1	1,000,000.00	Book	70.00	% of 62,214,069.51	43,549,848.66	2.00	98.00	42,549,849	0.00	0
A2	9,500,000.00	Book	60.00	% of 62,214,069.51	37,328,441.71	25.00	75.00	27,828,442	0.00	0
A3	8,200,000.00	Book	60.00	% of 62,214,069.51	37,328,441.71	22.00	78.00	29,128,442	0.00	0
BBB+ to BBB-	10,500,000.00	Book	60.00	% of 62,214,069.51	37,328,441.71	28.00	72.00	26,828,442	0.00	0
N/R	0.00	Book	10.00	% of 62,214,069.51	6,221,406.95	0.00	100.00	6,221,407	0.00	0
	62,214,069.51				391,948,637.91			329,734,571		0

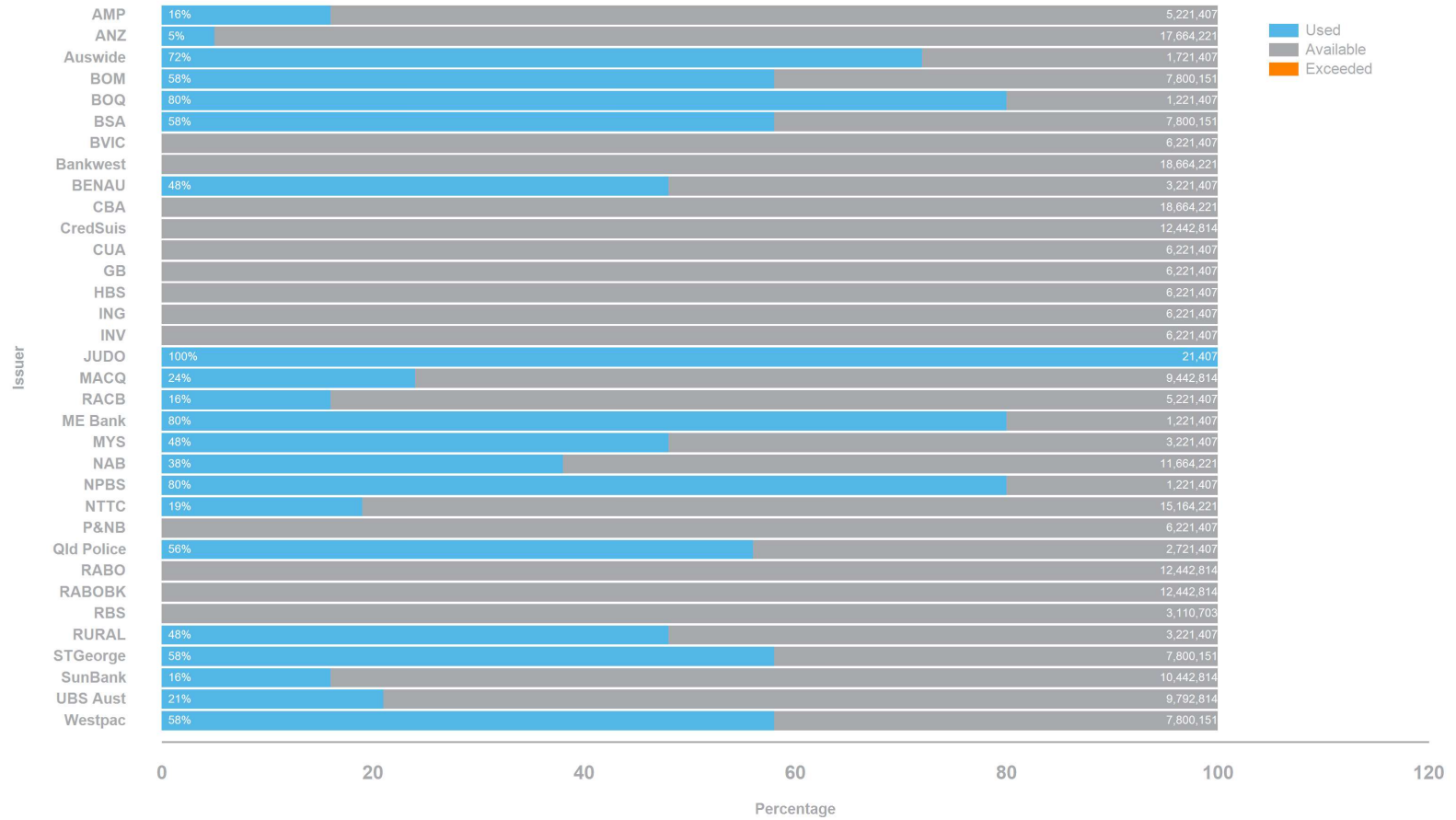
Notes

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

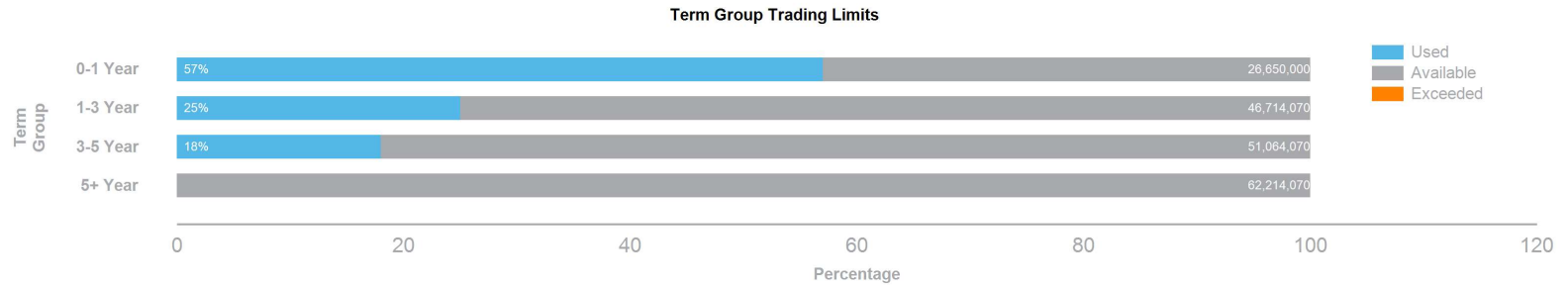
3 Term Group Trading Limits

Term Group	Already Traded Face Value Notional	Limit For Book or Trading Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
0-1 Year	35,564,069.51	Book	100.00	% of 62,214,069.51	62,214,069.51	57.00	43.00	26,650,000	0.00	0
1-3 Year	15,500,000.00	Book	100.00	% of 62,214,069.51	62,214,069.51	25.00	75.00	46,714,070	0.00	0
3-5 Year	11,150,000.00	Book	100.00	% of 62,214,069.51	62,214,069.51	18.00	82.00	51,064,070	0.00	0
5+ Year	0.00	Book	100.00	% of 62,214,069.51	62,214,069.51	0.00	100.00	62,214,070	0.00	0
	62,214,069.51				248,856,278.04			186,642,210		0

Issuer Trading Limits









Trading Limit Report 125
Muswellbrook Shire Council
As At 31 March 2022

Disclaimer:

Laminar Capital Pty Ltd ABN 33 134 784 740 (AFSL 476686), its officers, employees, agents and associates ("Associates") from time to time hold interests in securities of, or earn brokerage, fees and other benefits from, corporations or investment vehicles referred to in documents provided to clients. All information contained herein is confidential and proprietary to Laminar Capital and, accordingly, this material is not to be reproduced in whole or in part or used for any purpose except as authorised by Laminar Capital. It is to be treated as strictly confidential and not disclosed directly or indirectly to any other person, firm or entity.

Distribution of this information to anyone other than the original recipient and that party's advisers is unauthorised. Any reproduction of these materials, in whole or in part, or the divulgence of any of its contents, without the prior consent of Laminar Capital is prohibited. Any securities recommendation or comments (including an opinion) contained in this document is general advice only and does not take into account your personal objectives, financial situation or needs. Laminar Capital is not acting in a fiduciary capacity. Recommendations or statements of opinion expressed may change without notice. You should not act on a recommendation or statement of opinion without first considering the appropriateness of the general advice to your personal circumstances or consulting your investment advisor to determine whether the recommendation or statement of opinion is appropriate for your investment objectives, financial situation or needs.

Laminar Capital believes that the information contained in this document is accurate when issued. Laminar Capital does not warrant that the information contained herein is accurate, reliable, complete or up-to-date, and, to the fullest extent permitted by law, disclaims all liability of Laminar Capital and its Associates for any loss or damage suffered by any person by reason of the use by that person of, or their reliance on, any information contained in this document or any error or defect in this document, whether arising from the negligence of Laminar Capital or its Associates or otherwise. No action should be taken on the basis of or in reliance on the information, opinions or conclusions contained in this document.

Laminar Capital acts as principal when we buy and sell fixed interest securities in the secondary markets. The yield that we quote to you incorporates any margin that we may receive. The margin is the difference between the price at which we, as principal, buy the security and the price at which we sell the security to you. Laminar Capital may also receive placement fees from Issuers for distributing securities on their behalf.

This document is not, and is not intended to be, an offer or invitation for subscription or sale, or a recommendation, with respect to any securities, nor is it to form the basis of any contract or commitment. This document does not purport to identify the nature of the specific market or other risks associated with these products. Before entering into any transaction in relation to the products, the investor should ensure that it fully understands the terms of the products and the transaction, relevant risk factors, the nature and extent of the investor's risk of loss and the nature of the contractual relationship into which the investor is entering. Prior to investing in these products, an investor should determine, based on its own independent review and such professional advice as it deems appropriate, the economic risks and merits, the legal, tax accounting characteristics and risk, and the consequences of an investment in them. This is not a substantive commentary or analysis by Laminar Capital and has not been prepared as a research product or comments by a research analyst.

LAMINAR CAPITAL PTY LTD
ACN 134 784 740
WWW.LAMINARCAPITAL.COM.AU

MELBOURNE OFFICE: LEVEL 5 RIALTO NORTH, 525 COLLINS STREET, MELBOURNE, VIC 3000 T 61 3 9001 6990 F 61 3 9001 6933
SYDNEY OFFICE: LEVEL 18 ANGEL PLACE, 123 PITT STREET, SYDNEY NSW, 2000 T 61 2 8094 1230
BRISBANE OFFICE: LEVEL 15 CENTRAL PLAZA 1, 345 QUEEN STREET, BRISBANE QLD, 4000 T 61 7 3123 5370

Report Code: TBSBP125EXT-00.16
Report Description: Trading Limit Performance As At Date
Parameters:
As At/Scenario Date: 31 March 2022
Balance Date: 5 April 2022 (but 31 Mar 2022 used instead)
Trading Entity: Muswellbrook Shire Council
Trading Book: Muswellbrook Shire Council
Report Mode: BalOnly
Using Face Value
Trading Entity and Book Limits
Effects of Parent/Child Issuers Not Ignored

12.13 APRIL 2022 MONTHLY FINANCIAL REPORTS

Attachments:	A. Monthly Financial Report - April 2022.pdf ↓
Responsible Officer:	David Walsh - Director - Corporate Services & Chief Financial Officer
Author:	Mandy Fitzgerald - Asset and Financial Accountant Josh Hogan - Finance Manager
Community Plan Issue:	<i>A Council that is well managed, efficient and properly resourced and that is responsive to its communities and stakeholders</i>
Community Plan Goal:	<i>Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.</i>
Community Plan Strategy:	<i>Work toward the achievement of the targets established in the Fit for the Future ratios.</i>

PURPOSE

To provide Council with an overview of the monthly financial performance of Council's General, Water, Sewer and Future Funds and to identify and explain any material variances against Council's approved budget at an organisational level for the month ending 30 April 2022.

OFFICER'S RECOMMENDATION

The Financial Reports for the month ending 30 April 2022 be noted.

Moved: _____ **Seconded:** _____

REPORT

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

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

Below is a summary of key budget areas to be monitored and adjusted (if required).

General Fund

- Mixed Waste revenue is trending low.
- Waste Levy revenue is below budget (but can be offset against the corresponding expense)
- TfNSW revenue is below budget but can also be offset against expenses.
- The Aquatic Centre revenue budget will need to be reduced by approx. \$40k to reflect the change in opening dates.
- Part of the 2022/23 Financial Assistance Grant has been received in advance – which shows the Operating Grants and Contributions area exceeding budget.

- Legal Fees are at 93% (Original budget \$392k. Current budget \$870k – actuals \$841k) and will continue to be monitored.
- There is a small list of projects within the Operating budget, that are either grant funded or have a commitment and will not be fully spent by 30 June. These projects will be identified, and a report will be presented to the June Council Meeting.

Water Fund

- User Fees and Charges remain below budget at 60%. The third water account will be raised and issued in late May.

Sewer Fund

- Materials and Contracts are sitting under budget at 73%, however Sewer Treatment program continues to be monitored in areas like Chemical Costs and general costs (removal of biosolids).

Future Fund

- User Charges and Fees will be monitored, with a focus on debtor balances, which include the impact of COVID due to referrals.

Capital Projects Budget

- The Aquatic Centre project was overbudget, however this has now been adjusted with a contribution from the Olympic Park SRV funding to the substation.
- General Fund Projects – Current Budget \$69M. Actuals \$25.7M – 36% spent.
- Water Fund projects – Current Budget \$3.1M. Actuals \$1.3M – 41% spent.
- Sewer Fund projects – Current Budget \$2.0M. Actuals \$1.1M – 59% spent.
- Discussions are underway regarding the status of the Capital Projects budgets and a report will be presented to the June Council Meeting with a list of projects to be carried forward to the 2022/23 financial year.

Muswellbrook Shire Council												
Financial Report - April 2022												
Council Consolidated												
Account Group	Monthly Actuals	Monthly Budget	Monthly Var	Mth Var %	YTD Actuals	YTD March Review Budget	YTD Var	YTD % Spend vs Budget	Full-Year Budget	March Review Budget	YTD % vs FY Mar Review Budget	Variance Commentary (By material exception)
	Monthly				YTD					Full Year		
Revenue												
Rates and Charges	(\$310)	\$2,449,943	(\$2,450,253)	-100%	\$29,194,471	\$24,499,428	\$4,695,043	19%	\$29,399,314	\$29,399,314	99%	Revenue timing will result in monthly unfavourable variances for much of the year. * Rates & Charges are at 99% of the FY Budget * User Charges & Fees are behind from a YTD perspective, with 71% FY Budget achievement * Operating Grants and Contributions at 107%. Note part of the Financial Assistance Grant was paid in advance. * Overall revenue is at 87% of the FY budget
User Charges and Fees	\$1,000,204	\$1,540,967	(\$540,763)	-35%	\$13,081,219	\$15,409,669	(\$2,328,450)	-15%	\$20,325,816	\$18,491,603	71%	
Interest and Investments Revenues	\$26,029	\$49,922	(\$23,893)	-48%	\$432,064	\$499,219	(\$67,155)	-13%	\$710,743	\$599,063	72%	
Other Revenues	\$126,364	\$209,114	(\$82,750)	-40%	\$1,787,537	\$2,091,143	(\$303,606)	-15%	\$2,588,546	\$2,509,372	71%	
Operating Grants and Contributions	\$3,128,201	\$636,674	\$2,491,527	391%	\$8,161,236	\$6,366,736	\$1,794,500	28%	\$5,882,317	\$7,640,084	107%	
Internal Revenue	\$290,700	\$453,540	(\$162,840)	-36%	\$3,043,666	\$4,535,403	(\$1,491,737)	-33%	\$5,750,710	\$5,442,484	56%	See individual funds for commentary specific to that fund
Total Revenue	\$4,571,188	\$5,340,160	(\$768,972)	-14%	\$55,700,193	\$53,401,599	\$2,298,594	4%	\$64,657,445	\$64,081,919	87%	
Expenses												
Wages and Salaries	\$851,735	\$1,219,533	\$367,798	30%	\$10,992,132	\$12,195,327	\$1,203,195	10%	\$14,761,285	\$14,634,392	75%	Overall costs are below from a YTD perspective - at 73% against FY budget. See individual funds for commentary specific to that fund
Materials and Contracts	\$858,861	\$1,691,114	\$832,253	49%	\$12,728,696	\$16,911,144	\$4,182,448	25%	\$19,142,448	\$20,293,372	63%	
Other Costs	\$123,099	\$581,903	\$458,804	79%	\$5,294,670	\$5,819,026	\$524,356	9%	\$6,414,458	\$6,982,832	76%	
Borrowing Costs	\$87,996	\$176,614	\$88,618	50%	\$1,396,191	\$1,766,139	\$369,948	21%	\$2,137,285	\$2,119,367	66%	
Overheads	\$316,357	\$367,046	\$50,689	14%	\$3,180,234	\$3,670,458	\$490,224	13%	\$4,387,884	\$4,404,550	72%	
Depreciation	\$1,187,031	\$1,189,582	\$2,551	0%	\$11,873,130	\$11,895,820	\$22,690	0%	\$14,528,106	\$14,274,984	83%	
Total Expenses	\$3,425,079	\$5,225,791	\$1,800,712	34%	\$45,465,053	\$52,257,914	\$6,792,861	13%	\$61,371,465	\$62,709,496	73%	
Result	\$1,146,109	\$114,369	\$1,031,740		\$10,235,140	\$1,143,686	\$9,091,454		\$3,285,979	\$1,372,423		

Muswellbrook Shire Council

Financial Report - April 2022



General Fund												
Account Group	Monthly Actuals	Monthly Budget	Monthly Var	Mth Var %	YTD Actuals	YTD March Review Budget	YTD Var	YTD % Spend vs FY Budget	Full-Year Budget	March Review Budget	YTD % vs FY Mar Review Budget	Variance Commentary (By material exception)
	Monthly				YTD				Full Year			
Revenue												
Rates and Charges	(\$222)	\$1,887,690	(\$1,887,912)	-100%	\$22,661,885	\$18,876,898	\$3,784,987	20%	\$22,652,278	\$22,652,278	100%	Revenue commentary will focus on material exceptions and concerns * User Charges and Fees are behind from a YTD perspective, at 62% of FY budget, largely due to lower TNSW income and Mixed Waste fees. * Operating Grants and Contributions at 107% due to part of the 2022/23 Financial Assistance Grant being received in advance.
User Charges and Fees	\$457,111	\$633,299	(\$176,188)	-28%	\$4,690,618	\$6,332,986	(\$1,642,368)	-26%	\$7,983,830	\$7,599,583	62%	
Interest and Investments Revenues	\$15,923	\$36,381	(\$20,458)	-56%	\$316,660	\$363,811	(\$47,151)	-13%	\$450,573	\$436,573	73%	
Other Revenues	\$126,364	\$208,805	(\$82,441)	-39%	\$1,783,820	\$2,088,045	(\$304,225)	-15%	\$2,588,546	\$2,505,655	71%	
Operating Grants and Contributions	\$3,128,201	\$630,225	\$2,497,976	396%	\$8,083,846	\$6,302,245	\$1,781,601	28%	\$5,808,198	\$7,562,694	107%	
Internal Revenue	\$290,700	\$392,451	(\$101,751)	-26%	\$2,923,666	\$3,924,511	(\$1,000,845)	-26%	\$5,017,639	\$4,709,413	62%	
Total Revenue	\$4,018,077	\$3,788,850	\$229,227	6%	\$40,460,495	\$37,888,497	\$2,571,998	7%	\$44,501,064	\$45,466,196	89%	
Expenses												
Wages and Salaries	\$744,234	\$1,028,436	\$284,202	28%	\$9,292,207	\$10,284,355	\$992,148	10%	\$12,471,836	\$12,341,226	75%	Overall costs are under from a YTD perspective - with costs at 72% against FY budget
Materials and Contracts	\$575,104	\$1,289,184	\$714,080	55%	\$9,612,105	\$12,891,836	\$3,279,731	25%	\$14,484,353	\$15,470,203	62%	
Other Costs	\$125,321	\$414,333	\$289,012	70%	\$4,066,081	\$4,143,335	\$77,254	2%	\$4,577,566	\$4,972,002	82%	
Borrowing Costs	\$18,186	\$36,499	\$18,313	50%	\$129,875	\$364,991	\$235,116	64%	\$437,990	\$437,990	30%	
Overheads	\$133,704	\$169,404	\$35,700	21%	\$1,337,038	\$1,694,041	\$357,003	21%	\$2,032,850	\$2,032,850	66%	
Depreciation	\$798,270	\$799,991	\$1,721	0%	\$7,982,683	\$7,999,911	\$17,228	0%	\$10,018,463	\$9,599,893	83%	
Total Expenses	\$2,394,819	\$3,737,847	\$1,343,028	36%	\$32,419,989	\$37,378,470	\$4,958,481	13%	\$44,023,058	\$44,854,164	72%	
Result	\$1,623,258	\$51,003	\$1,572,255		\$8,040,506	\$510,027	\$7,530,479		\$478,006	\$612,032		

Muswellbrook Shire Council												
Financial Report - April 2022												
Water Fund												
Account Group	Monthly Actuals	Monthly Budget	Monthly Var	Mth Var %	YTD Actuals	YTD March Review Budget	YTD Var	YTD % Spend vs FY Budget	Full-Year Budget	March Review Budget	YTD % vs FY Mar Review Budget	Variance Commentary (By material exception)
	Monthly				YTD				Full Year			
Revenue												
Rates and Charges	\$0	\$146,663	(\$146,663)	-100%	\$1,769,261	\$1,466,633	\$302,628	21%	\$1,759,959	\$1,759,959	101%	* Water usage charges for YTD are below budget due to lower-than-expected consumpto. Note the third and final 2021/22 Water Account will be extracted in late May. Overall revenue is sitting low at 69%.
User Charges and Fees	\$19,527	\$294,062	(\$274,535)	-93%	\$2,122,759	\$2,940,620	(\$817,861)	-28%	\$4,482,744	\$3,528,744	60%	
Interest and Investments Revenues	\$6,121	\$8,446	(\$2,325)	-28%	\$74,919	\$84,461	(\$9,542)	-11%	\$199,033	\$101,353	74%	
Other Revenues	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	0%	
Operating Grants and Contributions	\$0	\$3,215	(\$3,215)	-100%	\$38,586	\$32,155	\$6,431	20%	\$37,526	\$38,586	100%	
Internal Revenue	\$0	\$32,605	(\$32,605)	-100%	\$0	\$326,045	(\$326,045)	-100%	\$391,254	\$391,254	0%	
Total Revenue	\$25,648	\$484,991	(\$459,343)	-95%	\$4,005,525	\$4,849,914	(\$844,389)	-17%	\$6,870,516	\$5,819,896	69%	
Expenses												
Wages and Salaries	\$65,099	\$100,308	\$35,209	35%	\$873,908	\$1,003,083	\$129,175	13%	\$1,203,699	\$1,203,699	73%	Overall costs are below FY projections - at 69% against FY budget. * All cost categories are below expected levels for YTD.
Materials and Contracts	\$106,941	\$191,744	\$84,803	44%	\$1,338,054	\$1,917,442	\$579,388	30%	\$1,880,644	\$2,300,930	58%	
Other Costs	\$1,909	\$60,728	\$58,819	97%	\$378,674	\$607,282	\$228,608	38%	\$509,644	\$728,738	52%	
Borrowing Costs	\$0	\$7,122	\$7,122	100%	\$32,699	\$71,222	\$38,523	54%	\$85,467	\$85,467	38%	
Overheads	\$113,231	\$127,526	\$14,295	11%	\$1,140,643	\$1,275,256	\$134,613	11%	\$1,521,975	\$1,530,308	75%	
Depreciation	\$157,717	\$158,549	\$832	1%	\$1,577,171	\$1,585,493	\$8,322	1%	\$1,972,310	\$1,902,592	83%	
Total Expenses	\$444,897	\$645,978	\$201,081	31%	\$5,341,149	\$6,459,778	\$1,118,629	17%	\$7,173,738	\$7,751,733	69%	
Result	(\$419,249)	(\$160,986)	(\$258,263)		(\$1,335,624)	(\$1,609,864)	\$274,240		(\$303,222)	(\$1,931,837)		

* Water usage charges for YTD are below budget due to lower-than-expected consumption. Note the third and final 2021/22 Water Account will be extracted in late May.
Overall revenue is sitting low at 69%.

Overall costs are below FY projections - at 69% against FY budget.
* All cost categories are below expected levels for YTD.

Muswellbrook Shire Council												
Financial Report - April 2022												
Sewer Fund												
Account Group	Monthly Actuals	Monthly Budget	Monthly Var	Mth Var %	YTD Actuals	YTD March Review Budget	YTD Var	YTD % Spend vs FY Budget	Full-Year Budget	March Review Budget	YTD % vs FY Mar Review Budget	Variance Commentary (By material exception)
	Monthly				YTD				Full Year			
Revenue												
Rates and Charges	(\$88)	\$415,590	(\$415,678)	-100%	\$4,763,325	\$4,155,897	\$607,428	15%	\$4,987,077	\$4,987,077	96%	Revenue commentary will focus on material exceptions and concerns - No concerns exist at this stage
User Charges and Fees	\$0	\$38,743	(\$38,743)	-100%	\$300,960	\$387,429	(\$86,469)	-22%	\$540,384	\$464,915	65%	
Interest and Investments Revenues	\$3,965	\$5,095	(\$1,110)	-22%	\$40,485	\$50,947	(\$10,462)	-21%	\$61,136	\$61,136	66%	
Other Revenues	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	0%	
Operating Grants and Contributions	\$0	\$3,234	(\$3,234)	-100%	\$38,804	\$32,336	\$6,468	20%	\$36,593	\$38,804	100%	
Internal Revenue	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	0%	
Total Revenue	\$3,897	\$462,661	(\$458,764)	-99%	\$5,143,574	\$4,626,609	\$516,965	11%	\$5,625,189	\$5,551,931	93%	
Expenses												
Wages and Salaries	\$26,312	\$70,724	\$44,412	63%	\$640,407	\$707,237	\$66,830	9%	\$848,684	\$848,684	75%	Overall costs are in line with FY projections - with costs at 79% against FY budget.
Materials and Contracts	\$70,190	\$83,961	\$13,771	16%	\$737,793	\$839,610	\$101,817	12%	\$861,400	\$1,007,532	73%	
Other Costs	\$3,627	\$33,952	\$30,325	89%	\$275,413	\$339,519	\$64,106	19%	\$451,344	\$407,423	68%	
Borrowing Costs	\$54,491	\$61,729	\$7,238	12%	\$573,020	\$617,285	\$44,265	7%	\$740,742	\$740,742	77%	
Overheads	\$69,422	\$70,116	\$694	1%	\$702,553	\$701,160	(\$1,393)	0%	\$833,060	\$841,393	83%	
Depreciation	\$179,856	\$179,855	(\$1)	0%	\$1,801,410	\$1,798,550	(\$2,860)	0%	\$1,889,959	\$2,158,260	83%	
Total Expenses	\$403,898	\$500,336	\$96,438	19%	\$4,730,596	\$5,003,362	\$272,766	5%	\$5,625,189	\$6,004,034	79%	
Result	(\$400,001)	(\$37,675)	(\$362,326)		\$412,978	(\$376,753)	\$789,731		\$0	(\$452,103)		

Muswellbrook Shire Council												
Financial Report - April 2022												
Future Fund												
Account Group	Monthly Actuals	Monthly Budget	Monthly Var	Mth Var %	YTD Actuals	YTD March Review Budget	YTD Var	YTD % Spend vs FY Budget	Full-Year Budget	March Review Budget	YTD % vs FY Mar Review Budget	Variance Commentary (By material exception)
Revenue	Monthly				YTD				Full Year			
Rates and Charges	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	0%	
User Charges and Fees	\$523,566	\$574,863	(\$51,297)	-9%	\$5,966,882	\$5,748,635	\$218,247	4%	\$7,318,858	\$6,898,362	86%	
Interest and Investments Revenues	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	0%	Revenue commentary will focus on material exceptions and concerns - No concerns exist at this stage
Other Revenues	\$0	\$310	(\$310)	-100%	\$3,717	\$3,098	\$620	20%	\$0	\$3,717	100%	COVID impacts of rental income is still to be assessed.
Operating Grants and Contributions	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	0%	
Internal Revenue	\$0	\$28,485	(\$28,485)	-100%	\$120,000	\$284,848	(\$164,848)	-58%	\$341,817	\$341,817	35%	
Total Revenue	\$523,566	\$603,658	(\$80,092)	-13%	\$6,090,599	\$6,036,580	\$54,019	1%	\$7,660,675	\$7,243,896	84%	
Expenses												
Wages and Salaries	\$16,090	\$20,065	\$3,975	20%	\$185,610	\$200,652	\$15,042	7%	\$237,065	\$240,782	77%	
Materials and Contracts	\$106,626	\$126,226	\$19,600	16%	\$1,040,744	\$1,262,256	\$221,512	18%	\$1,916,051	\$1,514,707	69%	
Other Costs	(\$7,758)	\$72,889	\$80,647	111%	\$574,502	\$728,891	\$154,389	21%	\$875,904	\$874,669	66%	Overall costs are below FY projections - with costs at 73% against FY budget.
Borrowing Costs	\$15,319	\$71,264	\$55,945	79%	\$660,597	\$712,640	\$52,043	7%	\$873,086	\$855,168	77%	* All expense categories are at or below expected levels for YTD
Overheads	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	0%	
Depreciation	\$51,188	\$51,187	(\$1)	0%	\$511,866	\$511,866	(\$1)	0%	\$647,374	\$614,239	83%	
Total Expenses	\$181,465	\$341,630	\$160,165	47%	\$2,973,319	\$3,416,304	\$442,985	13%	\$4,549,480	\$4,099,565	73%	
Result	\$342,101	\$262,028	\$80,073		\$3,117,280	\$2,620,276	\$497,004		\$3,111,196	\$3,144,331		

Muswellbrook Shire Council

Financial Report - April 2022

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



	YTD Actuals	Carry Overs	Total Budget	September Review Var	December Review Var	March Review Var	March Review Budget	YTD % Spend	Over Budget
General & Future Fund Projects									
111 Brook Street Mbk Purchase	218,005	-	-	220,000	-	-	220,000	99%	
Aquatic Centres program	63,744	-	60,000	-	60,000	(17,984)	102,016	62%	
Art Acquisitions	63,931	-	65,000	-	5,000	3,091	73,091	86%	
Bakery Set Up	55,931	99,794	98,794	-	-	-	99,794	56%	
Bridge St Footpath	46,119	-	61,664	-	-	-	61,664	75%	
Bridges Renewal program	20,100	-	95,000	-	-	-	95,000	21%	
Buildings New and Replacement	135,215	451,034	1,676,034	(450,000)	-	-	1,226,034	11%	
Bushfire Assets	43,275	-	250,000	-	400,000	-	650,000	7%	
Capital Works Contingency	-	-	150,000	(150,000)	-	-	-	0%	
Carpark Renewal program	-	-	100,000	-	-	-	100,000	0%	
CBD Stage 7 (Town Centre)	-	-	750,000	-	250,000	-	1,000,000	0%	
Civic Precinct (Town Square)	468,769	-	3,804,615	-	(535,765)	-	3,268,850	14%	
Contribution to Future Fund (Objections)	-	-	1,320,154	-	-	-	1,320,154	0%	
Corporate Services General program	60,806	-	148,006	(65,000)	-	5,418	88,424	69%	
COVID 19	119,580	-	119,580	-	-	-	119,580	100%	
CPTIGS - Bus Shelter	-	48,400	48,400	-	-	-	48,400	0%	
Denman Childrens Centre - Expansion	41,428	-	-	620,000	-	-	620,000	7%	
Denman Heritage Village	11,699	37,740	897,740	-	-	-	897,740	1%	
Denman Netball Courts	-	-	600,000	-	(393,714)	-	206,286	0%	
Developer Coordinated Works program	-	-	25,000	-	-	-	25,000	0%	
Drainage	-	-	300,000	-	-	-	300,000	0%	
Drainage Devices program	-	-	140,000	-	-	(113,869)	26,131	0%	
Drainage Channel - Lorne Street	1,793	-	-	-	-	1,091,767	1,091,767	0%	
Emulsion Tank	-	80,000	80,000	-	-	(80,000)	-	0%	
Footpath and Cycleway Renewal program	135,000	-	135,000	-	-	-	135,000	100%	
Future Fund Contribution	-	-	1,679,846	-	-	-	1,679,846	0%	
General Design Program	5,800	-	45,000	-	-	(5,418)	39,582	15%	
General Projects - Loans	-	-	200,000	-	-	(200,000)	-	0%	
Heavy Patching program	248,546	-	252,533	-	-	-	252,533	98%	
Hunter 2050 Foundation	-	-	-	500,000	-	(500,000)	-	0%	
Hunter Beach	21,809	2,923,029	2,923,029	250,000	-	-	3,173,029	1%	
Investigation and Design - Aquatic Centre	3,008,549	1,992,975	2,792,975	150,000	-	17,984	2,960,959	102%	(47,590)
Ironbark Road Footpath	232,903	-	-	250,000	-	-	250,000	93%	
Karoola Park Citizens Walk Pathway	-	20,000	20,000	-	10,000	-	30,000	0%	
Kerb and Gutter Replacement program	116,336	-	117,000	-	-	-	117,000	99%	
Kirk and Peberdy Bridges	-	-	75,776	-	-	-	75,776	0%	
Large Plant Items	309,925	395,000	966,500	-	(134,606)	648,031	1,479,925	21%	
Leachate Dam	11,424	498,212	498,212	-	-	-	498,212	2%	
LED Fire Danger Warning Signs (BSBR)	-	-	-	-	-	152,304	152,304	0%	
Library Books General Capital Purchases	50,710	35,742	94,242	-	-	-	94,242	54%	
Library Subsidy Projects	34,488	129,422	129,422	-	35,860	-	165,282	21%	
LISF - Roads Infrastructure Backlog	262,531	-	350,782	-	-	-	350,782	75%	
Local Priority Grant	781	34,021	45,021	-	7,000	-	52,021	2%	
Major Landcare Projects	98,246	3,254	228,254	-	-	-	228,254	43%	
Mangoola Road Upgrade	468,300	-	-	468,300	-	-	468,300	100%	
Marketplace	3,556,076	-	4,927,178	-	-	-	4,927,178	72%	
Marketplace Air Conditioning	398,491	398,494	398,494	-	-	-	398,494	100%	
Mbk and Dnm Indoor Sports Centre Upgrade	26,496	-	-	299,250	(2,000,000)	(200,000)	299,250	9%	
MSC Depot	-	-	2,200,000	-	-	-	-	0%	
Muscle Creek Nature Trail and Revegetation	27,701	-	-	237,500	-	-	237,500	12%	
New Footpath and Cycleway program	133,903	-	135,000	-	-	-	135,000	99%	
Oakleigh Bridge Replacement (BSBR)	-	-	-	-	-	546,980	546,980	0%	
Olympic Park Project	42,407	222,554	2,348,747	-	1,086,992	-	3,435,739	1%	
Performance and Convention Centre	346,662	-	6,434,000	-	(434,000)	-	6,000,000	6%	
Public Art Sculpture	63,712	34,295	84,295	-	(5,000)	-	79,295	80%	
Companion Animal Impounding Facility	1,660,676	2,391,041	2,391,041	-	500,000	-	2,891,041	57%	
Purchase of Vehicles	175,490	157,486	417,486	-	-	-	417,486	42%	
Recreation Capital Works	246,253	280,180	695,180	-	122,516	39,054	856,750	29%	
Regional Road Renewal program	30	-	70,000	-	-	-	70,000	0%	
Renewal of Existing Assets/New Acquisitions	82,408	-	713,503	-	(400,000)	-	313,503	26%	
Replace Failed Fence	2,293	-	-	75,000	-	-	75,000	3%	
Resources for Regions - Mine Affected Road	-	-	462,515	-	(462,515)	-	-	0%	
Resources for Regions - Round 5	3,526,652	8,143,687	8,143,687	-	452,662	-	8,596,349	41%	
Resources for Regions - Round 6	330,400	1,108,627	1,108,627	-	-	-	1,108,627	30%	
Resources for Regions Road Program	-	-	-	-	-	-	-	0%	
Road Design Program	48,332	50,000	100,000	-	-	-	100,000	48%	
Road Resealing program	79,848	-	500,000	-	-	-	500,000	16%	
Roads Capital Contingency	-	-	150,000	-	(150,000)	-	-	0%	
Roads to Recovery Program	-	-	577,898	-	-	(577,898)	-	0%	
Road Safety Program-School Zone	109,699	-	-	-	479,797	-	479,797	23%	
Rosebrook Bridge	53,820	-	-	1,633,500	-	-	1,633,500	3%	
Rosemount Road Culvert	849,085	-	-	850,000	-	-	850,000	100%	
Rural Road Pavement and Rehabilitation	-	-	-	-	-	-	-	0%	
Rural Road Regravelling Program	212,881	-	350,000	-	-	-	350,000	61%	
Rural Road Renewal program	1,500	-	375,000	-	(119,978)	-	255,022	1%	
Safety Audit Ridgeland Road	-	47,272	47,272	-	-	-	47,272	0%	
Safety Device Renewal program	57,752	-	135,000	-	-	-	135,000	43%	
Sandy Creek Road Curve Improvement	70,802	246,506	246,506	-	-	-	246,506	29%	
Sandy Hollow Village Centre	130,173	174,403	214,403	-	-	-	214,403	61%	
Shire Relief Fund Contribution	-	-	50,000	-	-	(50,000)	-	0%	
Sport and Recreation Small Capital Grants	7,483	-	25,000	-	(17,516)	-	7,484	100%	
Throsby ACT	433,333	-	520,000	-	-	-	520,000	83%	
Town Education Centre 2	4,689,773	3,232,716	5,732,716	-	900,000	-	6,632,716	71%	
Transport Vehicles	-	-	105,000	-	-	-	105,000	0%	
Urban Road Renewal Program	-	-	400,000	-	-	(400,000)	-	0%	
Waste Management Facility	24,208	-	60,000	-	-	-	60,000	40%	
Widden Valley Road Pavement Rehab	372,396	553,397	553,397	-	-	-	553,397	67%	
Wilkinson Bridge	89,754	-	107,823	-	-	-	107,823	83%	
Yarrawa Road (Fixing Local Roads)	1,488,523	131,278	4,931,278	-	-	-	4,931,278	30%	
Total General Fund	25,693,915	23,920,559	67,055,625	4,420,250	125,033	359,460	71,960,368	36%	(47,590)

Muswellbrook Shire Council

Financial Report - April 2022

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



	YTD Actuals	Carry Overs	Total Budget	September Review Var	December Review Var	March Review Var	March Review Budget	YTD % Spend	Over Budget
Water Fund									
Asbestos Removal	-	-	55,000	-	(55,000)	-	-	0%	
Depot - Investigation and Design	33,854	166,673	166,673	-	-	-	166,673	20%	
Laboratory Equipment	2,734	-	25,000	-	-	-	25,000	11%	
Mains Renewal and Replacement	497,814	313,958	753,958	-	55,000	-	808,958	62%	
Office Upgrade	7,472	-	7,472	-	-	-	7,472	100%	
Replacement of Water Meters program	25,355	-	78,000	-	-	-	78,000	33%	
Sandy Hollow Augmentation	11,574	-	15,956	-	-	-	15,956	73%	
South Muswellbrook Reservoir	154,457	-	327,972	-	-	-	327,972	47%	
System Plant Asset Renewals	345,814	-	858,600	-	-	-	858,600	40%	
Upgrade Fluoride Dosing System WTP	22,507	-	-	376,800	-	-	376,800	6%	
Vehicle Replacement	78,384	-	100,000	-	-	-	100,000	78%	
Vehicle-Equipment Replacement	-	57,394	117,394	-	-	-	117,394	0%	
Water Fund Environmental Grants	-	-	55,000	-	-	-	55,000	0%	
Water Stop Valve Replacement	93,744	159,496	159,496	-	-	-	159,496	59%	
Total Water Fund	1,273,709	697,521	2,720,521	376,800	-	-	3,097,321	41%	-
Sewer Fund									
Access & Security Improvements RWTW	1,377	-	20,000	-	-	-	20,000	7%	
Denman Treatment Plant Upgrade	5,000	-	-	-	33,000	-	33,000	15%	
Mains Renewal and Replacement	242,120	29,581	339,581	-	-	-	339,581	71%	
Sewer Plant and Equipment	20,740	-	35,000	-	-	-	35,000	59%	
Solar Array	-	-	1,800,000	-	-	(1,800,000)	-	0%	
System Plant Asset Renewals	123,762	-	140,000	-	-	-	140,000	88%	
Transportation System Improvement	189,468	-	674,574	-	-	-	674,574	28%	
Loan - Sewer RWTW	518,419	-	624,041	-	-	-	624,041	83%	
Skellatar Main	42,404	-	86,344	-	-	-	86,344	49%	
Total Sewer Fund	1,143,290	29,581	3,719,540	-	33,000	- 1,800,000	1,952,540	59%	-
Consolidated Total	28,110,914	24,647,661	73,495,686	4,797,050	158,033	- 1,440,540	77,010,229	36%	- 47,590

Details of Current Council Loans



Balance at 30/06/2021	Payment Type	2019/20 Repayments	2020/21 Repayments	2021/22 Repayments	2022/23 Repayments	2023/24 Repayments	2024/25 Repayments	2025/26 Repayments	2026/27 Repayments	2027/28 Repayments	2028/29 Repayments	2029/30 Repayments	2030/31 Repayments
Water Fund													
\$1,007,297	Principal	\$310,206	\$330,160	\$351,400	\$375,624	\$280,273	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Interest	\$87,745	\$67,791	\$46,551	\$23,815	\$4,977	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$397,951	\$397,951	\$397,951	\$399,439	\$285,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund													
\$15,619,999	Principal	\$642,256	\$677,873	\$710,385	\$743,509	\$778,430	\$816,997	\$856,300	\$780,502	\$815,416	\$850,535	\$886,347	\$922,883
	Interest	\$761,835	\$726,218	\$693,706	\$660,582	\$625,661	\$587,094	\$549,281	\$509,827	\$474,913	\$439,794	\$403,982	\$367,446
	Total	\$1,404,091	\$1,404,091	\$1,404,091	\$1,404,091	\$1,404,091	\$1,404,091	\$1,405,581	\$1,290,329	\$1,290,329	\$1,290,329	\$1,290,329	\$1,290,329
General Fund													
\$7,033,329	Principal	\$592,931	\$614,941	\$715,625	\$747,212	\$589,049	\$398,903	\$411,895	\$425,955	\$440,494	\$455,537	\$471,112	\$400,583
	Interest	\$226,943	\$245,540	\$233,183	\$201,596	\$160,992	\$145,179	\$147,540	\$133,362	\$118,758	\$103,536	\$87,667	\$59,397
	Total	\$819,874	\$860,481	\$948,808	\$948,808	\$750,041	\$544,083	\$559,435	\$559,318	\$559,252	\$559,073	\$558,780	\$459,980
Future Fund													
\$45,600,163	Principal	\$4,822,070	\$5,116,650	\$5,447,178	\$5,288,747	\$4,625,951	\$4,747,820	\$4,672,525	\$2,736,585	\$2,781,513	\$2,095,246	\$1,306,313	\$1,010,380
	Interest	\$1,196,886	\$964,183	\$839,494	\$736,121	\$732,550	\$679,379	\$609,912	\$510,992	\$442,438	\$380,663	\$336,230	\$270,629
	Total	\$6,018,956	\$6,080,833	\$6,286,672	\$6,024,868	\$5,358,501	\$5,427,199	\$5,282,437	\$3,247,577	\$3,223,952	\$2,475,910	\$1,642,544	\$1,281,009
\$69,260,789		\$8,640,872	\$8,743,355	\$9,037,522	\$8,777,205	\$7,797,882	\$7,375,373	\$7,247,453	\$5,097,223	\$5,073,533	\$4,325,312	\$3,491,652	\$3,031,318
Purpose	Original Amount	Interest Rate	Balance at 30/06/2021	2021/22 Principal Repayments	2021/22 Interest Repayments	2021/22 Total Payments	Year of Final Payment	Notes (If any)					
Water - South Muswellbrook Reservoir	\$1,100,000	6.03%	\$177,682	\$85,735	\$6,377	\$92,112	2022/23						
Water - Sandy Hollow Augmentation	\$300,000	6.09%	\$48,855	\$23,428	\$1,780	\$25,208	2022/23						
Water - South Muswellbrook Reservoir	\$3,200,000	6.61%	\$780,760	\$242,238	\$38,394	\$280,632	2023/24						
Sewer - Mains and Pump Stations	\$1,300,000	6.50%	\$493,102	\$86,344	\$27,418	\$113,762	2025/26						
General - Widden Bridge	\$1,750,000	6.00%	\$1,235,130	\$75,776	\$70,290	\$146,066	2034/35						
General - Smiths Bridge	\$1,573,967	4.28%	\$1,242,076	\$61,664	\$50,833	\$112,497	2024/25						
General - Roads Infrastructure Backlog	\$3,000,000	5.90%	\$924,205	\$350,782	\$54,528	\$405,310	2023/24	LIFS interest rate subsidy applies					
General - Olympic Park Bridge	\$1,785,000	1.45%	\$1,749,405	\$107,823	\$24,668	\$132,491	2025/26						
Future Fund	\$3,300,000	1.60%	\$3,135,000	\$165,000	\$48,950	\$213,950	2024/25						
Future Fund - Seven Hills, Campbell's Corn	\$13,500,000	2.32%	\$9,863,009	\$1,882,507	\$218,357	\$2,100,864	2021/22	To be refinanced this year					
Future Fund - Muswellbrook Marketplace	\$13,276,500	1.20%	\$12,817,758	\$616,862	\$151,900	\$768,762	2023/24						
Future Fund - Muswellbrook Marketplace	\$5,000,000	3.43%	\$1,693,904	\$954,627	\$45,373	\$1,000,000	2022/23						
Future Fund - Muswellbrook Marketplace	\$12,500,000	2.34%	\$10,593,826	\$1,308,183	\$239,901	\$1,548,084	2024/25						
Sewer - Sewer Treatment Plant	\$7,000,000	4.49%	\$6,326,136	\$252,074	\$278,898	\$530,972	2038/39						
Sewer - Sewer Treatment Plant	\$10,000,000	4.50%	\$8,800,761	\$371,967	\$387,390	\$759,357	2037/38						
Covid 19	\$2,000,000	1.77%	\$1,882,513	\$119,580	\$32,863	\$152,443	2022/23						
Throsby ACT	\$7,800,000	1.86%	\$7,496,667	\$520,000	\$135,013	\$655,013	2025/26						
TOTAL	\$88,385,467		\$69,260,789	\$7,224,590	\$1,812,933	\$9,037,523							

MUSWELLBROOK SHIRE COUNCIL



RESERVES TRANSACTIONS

Balance as at 30 June 2021 \$'000's	2021/2022 Original Budget		Carryovers	September 21 Review Changes		December 21 Review Changes		March 22 Review Changes		Closing Balance 30 June 2022 (Fest)	Comments
	Transfer to	Transfer From	Transfer From	Transfer to	Transfer From	Transfer to	Transfer From	Transfer to (\$'000's)	Transfer From (\$'000's)		
Unrestricted	3,022	(1,000)	(22)		(288)		(415)			1,297	
Externally Restricted											
General Fund	16,831	2,164	(5,177)	(7,207)		(970)		(492)	180	5,329	
Domestic Waste	790									790	
Road Network Efficiency	2,034			(2,034)						-	
Unexpended Grants (G)	4,970			(1,683)				(250)		3,037	
VPIs	5,609	2,164	(2,664)	(3,490)					180	629	
Unexpended Loan	2,513		(2,513)		(970)					-	
Developer Contributions	915							(242)		673	
Water Fund	13,603		(354)	(1,089)		(527)			(1,290)	10,093	
Water	6,105		(354)	(1,089)		(527)		(250)		2,595	
Developer Contributions	7,498								(1,290)	7,498	
Sewer Fund	4,547		(1,800)	(30)		(175)			1,800	4,342	
Sewer	1,174			(30)		(175)				969	
Developer Contributions	3,373		(1,800)						1,800	3,373	
Externally Restricted Total	34,981	2,164	(7,331)	(8,326)	-	(1,672)	-	(742)	1,980	(1,290)	
Internally Restricted											
Future Fund	1,559	606		(498)		(220)		(500)		947	
Future Fund	1,559	606		(498)		(220)		(500)		947	
General Fund	24,805	451	(2,476)	(2,778)	65	(306)	578	(611)	2,803	(1,714)	
Financial Assistance Grant	1,889		(1,872)							17	
Mine Affected Roads	1,890									2,352	
Stormwater	881						462			881	Only available for Stormwater
Plant Replacement	2,576		(365)							1,563	
Asset Replacement	1,284		(66)				83	(61)	323	(56)	1,507
Employee Leave Entitlements	1,313									1,313	Unavailable for Reallocation
Deposits, Retentions and Bonds	4,341									4,341	Unavailable for Reallocation
Other	950		(50)	(144)	65	(81)		(500)		(39)	201
Drainage	143									143	Only available for Water/Drainage
Waste Management	7,180	451		(973)		(75)			(800)	5,783	Waste Funds Only (for Remediation works)
Carryover Works	1,844			(1,575)		(150)			80	199	
SRV	92			(86)						6	SRV Projects Only.
Risk Management	148									(70)	
Legal	151							(50)		(101)	
Election	123		(123)							-	
Other Legal	-									-	
Natural Disaster - Flood	-								50	50	Specific Projects Only.
Economic Development	-								1,000	1,000	
Insurance	-						33		1,350	1,350	
Internally Restricted Total	26,364	1,057	(2,476)	(3,276)	65	(526)	578	(1,111)	2,803	(1,714)	
Grand Totals	64,367	3,221	(10,807)	(11,624)	65	(2,486)	578	(2,268)	4,783	(3,004)	

Debtor Balances as at April 2022



Account	120 days	90 days	60 days	30 days	Current	Balance
Waste Depot Charges	\$35,294	\$0	\$1,141	\$194,201	\$285,368	\$516,003
Inspection Fees	\$15,975	\$0	\$4,542	-\$468	\$5,248	\$25,297
Sam Adams College Rent	\$74	\$8,908	\$0	\$0	\$13,500	\$22,482
Council Properties - Future Fund *	\$16,422	\$38,081	\$80,236	\$90,845	\$284,610	\$510,194
Council Properties - Marketplace *	\$401,074	\$21,802	\$44,340	\$79,217	\$92,838	\$639,271
Council Properties - Education Fund	-\$21,219	\$10,682	\$3,439	\$10,827	\$21,076	\$24,805
Recreation	\$362	\$0	\$450	\$0	\$3,524	\$4,336
Sundries	\$88,008	\$8,745	\$2,231	\$8,513	-\$404	\$107,093
Water Tanker Sales	\$353	\$78	\$273	\$538	\$9,087	\$10,330
Trade Waste Charges	\$927	\$0	\$0	\$0	\$0	\$927
Muswellbrook Sewer	\$33,407	\$0	\$0	\$0	\$0	\$33,407
GST Tax Debtor	-\$11,661	\$0	\$0	\$0	\$288,399	\$276,738
Total	\$559,017	\$88,295	\$136,651	\$383,672	\$1,003,246	\$2,170,883

12.14 MARCH 2022 MONTHLY FINANCIAL REPORTS

Attachments:	A. Monthly Operating Report ↓ B. Project Report ↓ C. Loan Schedule ↓ D. Reserve Report ↓
Responsible Officer:	David Walsh - Manager - Corporate Services & Chief Financial Officer
Author:	Mandy Fitzgerald - Asset and Financial Accountant
Community Plan Issue:	<i>A Council that is well managed, efficient and properly resourced and that is responsive to its communities and stakeholders</i>
Community Plan Goal:	<i>Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.</i>
Community Plan Strategy:	<i>Work toward the achievement of the targets established in the Fit for the Future ratios.</i>

PURPOSE

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

OFFICER'S RECOMMENDATION

The Financial Reports for the month ending 31 March 2022 be noted.

Moved: _____ Seconded: _____

REPORT

Please refer to the attachments for the March 2022 details of:

- Monthly & YTD operating performance by Fund
- Project Spend
- Details of Current Loans
- Reserve Balance Projection

Muswellbrook Shire Council												
Financial Report - March 2022												
Council Consolidated												
Account Group	Monthly Actuals	Monthly Budget	Monthly Var	Mth Var %	YTD Actuals	YTD December Review Budget	YTD Var	YTD % Spend vs Budget	Full-Year Budget	December Review Budget	YTD % vs FY Dec Review Budget	Variance Commentary (By material exception)
	Monthly				YTD				Full Year			
Revenue												
Rates and Charges	\$10,017	\$2,449,943	(\$2,439,926)	-100%	\$29,194,781	\$22,049,486	\$7,145,295	32%	\$29,399,314	\$29,399,314	99%	
User Charges and Fees	\$605,892	\$1,637,813	(\$1,031,921)	-63%	\$12,078,696	\$14,740,317	(\$2,661,621)	-18%	\$20,325,816	\$19,653,756	61%	Revenue timing will result in monthly unfavourable variances for much of the year.
Interest and Investments Revenues	\$60,682	\$57,422	\$3,260	6%	\$406,035	\$516,797	(\$110,762)	-21%	\$710,743	\$689,063	59%	* Rates & Charges are at 99% of the FY Budget
Other Revenues	\$176,679	\$210,809	(\$34,130)	-16%	\$1,661,155	\$1,897,281	(\$236,126)	-12%	\$2,588,546	\$2,529,708	66%	* User Charges & Fees are behind from a YTD perspective, with 61% FY Budget achievement
Operating Grants and Contributions	\$106,151	\$635,671	(\$529,520)	-83%	\$5,033,035	\$5,721,038	(\$688,003)	-12%	\$5,882,317	\$7,628,051	66%	* Overall revenue is at 77% of the FY budget
Internal Revenue	\$290,700	\$548,785	(\$258,085)	-47%	\$2,752,966	\$4,939,067	(\$2,186,101)	-44%	\$5,750,710	\$6,585,423	42%	See individual funds for commentary specific to that fund
Total Revenue	\$1,250,121	\$5,540,443	(\$4,290,322)	-77%	\$51,126,668	\$49,863,986	\$1,262,682	3%	\$64,657,445	\$66,485,314	77%	
Expenses												
Wages and Salaries	\$1,140,199	\$1,224,360	\$84,161	7%	\$10,140,397	\$11,019,242	\$878,845	8%	\$14,761,285	\$14,692,323	69%	
Materials and Contracts	\$1,625,271	\$1,667,225	\$41,954	3%	\$11,806,470	\$15,005,022	\$3,198,552	21%	\$19,142,448	\$20,006,695	59%	Overall costs are below from a YTD perspective - at 66% against FY budget.
Other Costs	\$625,903	\$693,748	\$67,845	10%	\$5,146,080	\$6,243,730	\$1,097,650	18%	\$6,414,458	\$8,324,973	62%	
Borrowing Costs	\$115,361	\$176,614	\$61,253	35%	\$1,308,195	\$1,589,525	\$281,330	18%	\$2,137,285	\$2,119,367	62%	
Overheads	\$316,357	\$367,046	\$50,689	14%	\$2,863,877	\$3,303,412	\$439,535	13%	\$4,387,884	\$4,404,550	65%	See individual funds for commentary specific to that fund
Depreciation	\$1,187,026	\$1,189,582	\$2,556	0%	\$10,686,099	\$10,706,238	\$20,139	0%	\$14,528,106	\$14,274,984	75%	
Total Expenses	\$5,010,117	\$5,318,574	\$308,457	6%	\$41,951,118	\$47,867,169	\$5,916,051	12%	\$61,371,465	\$63,822,891	66%	
Result	(\$3,759,996)	\$221,869	(\$3,981,865)		\$9,175,550	\$1,996,817	\$7,178,733		\$3,285,979	\$2,662,423		

Muswellbrook Shire Council												
Financial Report - March 2022												
General Fund												
Account Group	Monthly Actuals	Monthly Budget	Monthly Var	Mth Var %	YTD Actuals	YTD December Review Budget	YTD Var	YTD Spend vs FY Budget	Full-Year Budget	December Review Budget	YTD % vs FY Dec Review Budget	Variance Commentary (By material exception)
	Monthly				YTD				Full Year			
Revenue												
Rates and Charges	(\$224)	\$1,887,690	(\$1,887,914)	-100%	\$22,662,107	\$16,989,208	\$5,672,899	33%	\$22,652,278	\$22,652,278	100%	Revenue commentary will focus on material exceptions and concerns * User Charges and Fees are behind from a YTD perspective, at 56% of FY budget; largely due to lower TINSW income and Mixed Waste fees. This will continue to be closely monitored going forward
User Charges and Fees	(\$15,617)	\$633,936	(\$649,553)	-102%	\$4,231,298	\$5,705,427	(\$1,474,129)	-26%	\$7,983,830	\$7,607,236	56%	
Interest and Investments Revenues	\$39,455	\$36,381	\$3,074	8%	\$300,737	\$327,430	(\$26,693)	-8%	\$450,573	\$436,573	69%	
Other Revenues	\$172,962	\$210,809	(\$37,847)	-18%	\$1,657,438	\$1,897,281	(\$239,843)	-13%	\$2,588,546	\$2,529,708	66%	
Operating Grants and Contributions	\$106,151	\$629,222	(\$523,071)	-83%	\$4,955,645	\$5,662,996	(\$707,351)	-12%	\$5,808,198	\$7,550,661	66%	
Internal Revenue	\$290,700	\$487,696	(\$196,996)	-40%	\$2,632,966	\$4,389,264	(\$1,756,298)	-40%	\$5,017,639	\$5,852,352	45%	
Total Revenue	\$593,427	\$3,885,734	(\$3,292,307)	-85%	\$36,440,191	\$34,971,606	\$1,468,585	4%	\$44,501,064	\$46,628,808	78%	
Expenses												
Wages and Salaries	\$971,941	\$1,033,573	\$61,632	6%	\$8,547,973	\$9,302,156	\$754,183	8%	\$12,471,836	\$12,402,874	69%	Overall costs are under from a YTD perspective - with costs at 65% against FY budget
Materials and Contracts	\$1,314,727	\$1,274,544	(\$40,183)	-3%	\$8,988,771	\$11,470,892	\$2,482,121	22%	\$14,484,353	\$15,294,522	59%	
Other Costs	\$333,107	\$520,721	\$187,614	36%	\$3,937,983	\$4,686,485	\$748,502	16%	\$4,577,566	\$6,248,647	63%	
Borrowing Costs	\$14,984	\$36,499	\$21,515	59%	\$111,689	\$328,492	\$216,803	66%	\$437,990	\$437,990	26%	
Overheads	\$133,704	\$169,404	\$35,700	21%	\$1,203,334	\$1,524,637	\$321,303	21%	\$2,032,850	\$2,032,850	59%	
Depreciation	\$798,268	\$799,991	\$1,723	0%	\$7,184,413	\$7,199,920	\$15,507	0%	\$10,018,463	\$9,599,893	75%	
Total Expenses	\$3,566,731	\$3,834,731	\$268,000	7%	\$29,974,163	\$34,512,582	\$4,538,419	13%	\$44,023,058	\$46,016,776	65%	
Result	(\$2,973,304)	\$51,003	(\$3,024,307)		\$6,466,028	\$459,024	\$6,007,004		\$478,006	\$612,032		

Muswellbrook Shire Council												
Financial Report - March 2022												
Water Fund												
Account Group	Monthly Actuals	Monthly Budget	Monthly Var	Mth Var %	YTD Actuals	YTD December Review Budget	YTD Var	YTD % Spend vs FY Budget	Full-Year Budget	December Review Budget	YTD % vs FY Dec Review Budget	Variance Commentary (By material exception)
	Monthly				YTD				Full Year			
Revenue												
Rates and Charges	\$0	\$146,663	(\$146,663)	-100%	\$1,769,261	\$1,319,970	\$449,291	34%	\$1,759,959	\$1,759,959	101%	Water usage charges for YTD are below budget due to lower-than-expected usage.This will be reduced in the March Quarterly Budget Review. Interest and Investment Revenue to be reduced as part of the March Quarterly Budget Review. Overall revenue is sitting low at 58%.
User Charges and Fees	\$35,833	\$374,062	(\$338,229)	-90%	\$2,103,232	\$3,366,558	(\$1,263,326)	-38%	\$4,482,744	\$4,488,744	47%	
Interest and Investments Revenues	\$14,349	\$15,946	(\$1,597)	-10%	\$68,798	\$143,515	(\$74,717)	-52%	\$199,033	\$191,353	36%	
Other Revenues	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	0%	
Operating Grants and Contributions	\$0	\$3,215	(\$3,215)	-100%	\$38,586	\$28,939	\$9,647	33%	\$37,526	\$38,586	100%	
Internal Revenue	\$0	\$32,605	(\$32,605)	-100%	\$0	\$293,441	(\$293,441)	-100%	\$391,254	\$391,254	0%	
Total Revenue	\$50,182	\$572,491	(\$522,309)	-91%	\$3,979,877	\$5,152,422	(\$1,172,545)	-23%	\$6,870,516	\$6,889,896	58%	
Expenses												
Wages and Salaries	\$86,692	\$100,308	\$13,616	14%	\$808,809	\$902,775	\$93,966	10%	\$1,203,699	\$1,203,699	67%	Overall costs are below FY projections - at 65% against FY budget. * All cost categories are below expected levels for YTD.
Materials and Contracts	\$107,231	\$169,169	\$61,938	37%	\$1,222,108	\$1,522,518	\$300,410	20%	\$1,880,644	\$2,030,024	60%	
Other Costs	\$239,028	\$63,304	(\$175,724)	-278%	\$376,765	\$569,733	\$192,968	34%	\$509,644	\$759,644	50%	
Borrowing Costs	\$0	\$7,122	\$7,122	100%	\$32,699	\$64,100	\$31,401	49%	\$85,467	\$85,467	38%	
Overheads	\$113,231	\$127,526	\$14,295	11%	\$1,027,412	\$1,147,731	\$120,319	10%	\$1,521,975	\$1,530,308	67%	
Depreciation	\$157,717	\$158,549	\$832	1%	\$1,419,454	\$1,426,944	\$7,490	1%	\$1,972,310	\$1,902,592	75%	
Total Expenses	\$703,899	\$625,978	(\$77,921)	-12%	\$4,887,247	\$5,633,800	\$746,553	13%	\$7,173,738	\$7,511,733	65%	
Result	(\$653,717)	(\$53,486)	(\$600,231)		(\$907,370)	(\$481,378)	(\$425,992)		(\$303,222)	(\$641,837)		

Muswellbrook Shire Council												
Financial Report - March 2022												
Sewer Fund												
Account Group	Monthly Actuals	Monthly Budget	Monthly Var	Mth Var %	YTD Actuals	YTD December Review Budget	YTD Var	YTD % Spend vs FY Budget	Full-Year Budget	December Review Budget	YTD % vs FY Dec Review Budget	Variance Commentary (By material exception)
	Monthly				YTD				Full Year			
Revenue												
Rates and Charges	\$10,241	\$415,590	(\$405,349)	-98%	\$4,763,413	\$3,740,308	\$1,023,105	27%	\$4,987,077	\$4,987,077	96%	Revenue commentary will focus on material exceptions and concerns - No concerns exist at this stage
User Charges and Fees	\$26,787	\$38,743	(\$11,956)	-31%	\$300,960	\$348,686	(\$47,726)	-14%	\$540,384	\$464,915	65%	
Interest and Investments Revenues	\$6,878	\$5,095	\$1,783	35%	\$36,500	\$45,852	(\$9,352)	-20%	\$61,136	\$61,136	60%	
Other Revenues	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	0%	
Operating Grants and Contributions	\$0	\$3,234	(\$3,234)	-100%	\$38,804	\$29,103	\$9,701	33%	\$36,593	\$38,804	100%	
Internal Revenue	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	0%	
Total Revenue	\$43,906	\$462,661	(\$418,755)	-91%	\$5,139,677	\$4,163,948	\$975,729	23%	\$5,625,189	\$5,551,931	93%	
Expenses												
Wages and Salaries	\$64,991	\$70,724	\$5,733	8%	\$614,095	\$636,513	\$22,418	4%	\$848,684	\$848,684	72%	Overall costs are in line with FY projections - with costs at 72% against FY budget.
Materials and Contracts	\$95,537	\$81,461	(\$14,076)	-17%	\$663,739	\$733,149	\$69,410	9%	\$861,400	\$977,532	68%	
Other Costs	\$31,172	\$36,452	\$5,280	14%	\$271,786	\$328,068	\$56,282	17%	\$451,344	\$437,423	62%	
Borrowing Costs	\$86,462	\$61,729	(\$24,733)	-40%	\$518,529	\$555,557	\$37,028	7%	\$740,742	\$740,742	70%	
Overheads	\$69,422	\$70,116	\$694	1%	\$633,131	\$631,044	(\$2,087)	0%	\$833,060	\$841,393	75%	
Depreciation	\$179,854	\$179,855	\$1	0%	\$1,621,554	\$1,618,695	(\$2,859)	0%	\$1,889,959	\$2,158,260	75%	
Total Expenses	\$527,438	\$500,336	(\$27,102)	-5%	\$4,322,834	\$4,503,026	\$180,192	4%	\$5,625,189	\$6,004,034	72%	
Result	(\$483,532)	(\$37,675)	(\$445,857)		\$816,843	(\$339,077)	\$1,155,920		\$0	(\$452,103)		

Muswellbrook Shire Council												
Financial Report - March 2022												
Future Fund												
Account Group	Monthly Actuals	Monthly Budget	Monthly Var	Mth Var %	YTD Actuals	YTD December Review Budget	YTD Var	YTD % Spend vs FY Budget	Full-Year Budget	December Review Budget	YTD % vs FY Dec Review Budget	Variance Commentary (By material exception)
	Monthly				YTD				Full Year			
Revenue												
Rates and Charges	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	0%	
User Charges and Fees	\$558,889	\$591,072	(\$32,183)	-5%	\$5,443,206	\$5,319,646	\$123,560	2%	\$7,318,858	\$7,092,862	77%	Revenue commentary will focus on material exceptions and concerns - No concerns exist at this stage
Interest and Investments Revenues	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	0%	
Other Revenues	\$3,717	\$0	\$3,717	0%	\$3,717	\$0	\$3,717	0%	\$0	\$0	0%	COVID impacts of rental income is still to be assessed - confirmation will be presented once known.
Operating Grants and Contributions	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	0%	
Internal Revenue	\$0	\$28,485	(\$28,485)	-100%	\$120,000	\$256,363	(\$136,363)	-53%	\$341,817	\$341,817	35%	
Total Revenue	\$562,606	\$619,557	(\$56,951)	-9%	\$5,566,923	\$5,576,009	(\$9,086)	0%	\$7,660,675	\$7,434,679	75%	
Expenses												
Wages and Salaries	\$16,575	\$19,755	\$3,180	16%	\$169,520	\$177,799	\$8,279	5%	\$237,065	\$237,065	72%	
Materials and Contracts	\$107,776	\$142,051	\$34,275	24%	\$931,852	\$1,278,463	\$346,611	27%	\$1,916,051	\$1,704,617	55%	
Other Costs	\$22,596	\$73,272	\$50,676	69%	\$559,546	\$659,444	\$99,898	15%	\$875,904	\$879,259	64%	Overall costs are below FY projections - with costs at 64% against FY budget.
Borrowing Costs	\$13,915	\$71,264	\$57,349	80%	\$645,278	\$641,376	(\$3,902)	-1%	\$873,066	\$855,168	75%	* All expense categories are at or below expected levels for YTD
Overheads	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	0%	
Depreciation	\$51,187	\$51,187	(\$0)	0%	\$460,678	\$460,679	\$1	0%	\$647,374	\$614,239	75%	
Total Expenses	\$212,049	\$357,529	\$145,480	41%	\$2,766,874	\$3,217,761	\$450,887	14%	\$4,549,480	\$4,290,348	64%	
Result	\$350,557	\$262,028	\$88,529		\$2,800,049	\$2,358,248	\$441,801		\$3,111,196	\$3,144,331		

Musselbroek Shire Council									
Financial Results - March 2022									
Capital Costs (incl. Loan Repayments & excl. Revenue)									
	YTD Actuals	Carry Overs	Total Budget	September Review Yr	December Review Yr	December Review Budget	YTD % Spend	Over Budget	
General & Future Fund Projects	111 Box Street Milk Purchases	-	-	220,000	-	220,000	99%	-	
	Acacia Creek Programme	63,344	60,000	-	60,000	120,000	55%	-	
	Bridge St Footpath	45,924	99,794	-	99,794	99,794	56%	-	
	Bridge St Footpath	46,119	61,664	-	61,664	61,664	75%	-	
	Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-	
	Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-	
	Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-	
	Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-	
	Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-	
	Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-	
	Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-	
	Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-	
	Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-	
	Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-	
	Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-	
	Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-	
	Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-	
	Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-	
	Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-	
	Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-	
	Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-	
	Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-	
	Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-	
	Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-	
	Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-	
	Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-	
	Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-	
	Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-	
	Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-	
	Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-	
	Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-	
	Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-	
	Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-	
	Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-	
	Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-	
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme	18,447	58,000	-	58,000	116,000	20%	-		
Bridge Renewal Programme</									

Details of Current Council Loans



Balance at 30/06/2021	Payment Type	2019/20 Repayments	2020/21 Repayments	2021/22 Repayments	2022/23 Repayments	2023/24 Repayments	2024/25 Repayments	2025/26 Repayments	2026/27 Repayments	2027/28 Repayments	2028/29 Repayments	2029/30 Repayments	2030/31 Repayments
Water Fund													
\$1,007,297	Principal	\$310,206	\$330,160	\$351,400	\$375,624	\$280,273	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Interest	\$87,745	\$67,791	\$46,551	\$23,815	\$4,977	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$397,951	\$397,951	\$397,951	\$399,439	\$285,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund													
\$15,619,999	Principal	\$642,256	\$677,873	\$710,385	\$743,509	\$778,430	\$816,997	\$856,300	\$780,502	\$815,416	\$850,535	\$886,347	\$922,883
	Interest	\$761,835	\$726,218	\$693,706	\$660,582	\$625,661	\$587,094	\$549,281	\$509,827	\$474,913	\$439,794	\$403,982	\$367,446
	Total	\$1,404,091	\$1,404,091	\$1,404,091	\$1,404,091	\$1,404,091	\$1,404,091	\$1,405,581	\$1,290,329	\$1,290,329	\$1,290,329	\$1,290,329	\$1,290,329
General Fund													
\$7,033,329	Principal	\$592,931	\$614,941	\$715,625	\$747,212	\$589,049	\$398,903	\$411,895	\$425,955	\$440,494	\$455,537	\$471,112	\$400,583
	Interest	\$226,943	\$245,540	\$233,183	\$201,596	\$160,992	\$145,179	\$147,540	\$133,362	\$118,758	\$103,536	\$87,667	\$59,397
	Total	\$819,874	\$860,481	\$948,808	\$948,808	\$750,041	\$544,083	\$559,435	\$559,318	\$559,252	\$559,073	\$558,780	\$459,980
Future Fund													
\$45,600,163	Principal	\$4,822,070	\$5,116,650	\$5,447,178	\$5,288,747	\$4,625,951	\$4,747,820	\$4,672,525	\$2,736,585	\$2,781,513	\$2,095,246	\$1,306,313	\$1,010,380
	Interest	\$1,196,886	\$964,183	\$839,494	\$736,121	\$732,550	\$679,379	\$609,912	\$510,992	\$442,438	\$380,663	\$336,230	\$270,629
	Total	\$6,018,956	\$6,080,833	\$6,286,672	\$6,024,868	\$5,358,501	\$5,427,199	\$5,282,437	\$3,247,577	\$3,223,952	\$2,475,910	\$1,642,544	\$1,281,009
\$69,260,789		\$8,640,872	\$8,743,355	\$9,037,522	\$8,777,205	\$7,797,882	\$7,375,373	\$7,247,453	\$5,097,223	\$5,073,533	\$4,325,312	\$3,491,652	\$3,031,318
Purpose	Original Amount	Interest Rate	Balance at 30/06/2021	2021/22 Principal Repayments	2021/22 Interest Repayments	2021/22 Total Payments	Year of Final Payment	Notes (if any)					
Water - South Muswellbrook Reservoir	\$1,100,000	6.03%	\$177,682	\$85,735	\$6,377	\$92,112	2022/23						
Water - Sandy Hollow Augmentation	\$300,000	6.09%	\$48,855	\$23,428	\$1,780	\$25,208	2022/23						
Water - South Muswellbrook Reservoir	\$3,200,000	6.61%	\$780,760	\$242,238	\$38,394	\$280,632	2023/24						
Sewer - Mains and Pump Stations	\$1,300,000	6.50%	\$493,102	\$86,344	\$27,418	\$113,762	2025/26						
General - Widden Bridge	\$1,750,000	6.00%	\$1,235,130	\$75,776	\$70,290	\$146,066	2034/35						
General - Smiths Bridge	\$1,573,967	4.28%	\$1,242,076	\$61,664	\$50,833	\$112,497	2024/25						
General - Roads Infrastructure Backlog	\$3,000,000	5.90%	\$924,205	\$350,782	\$54,528	\$405,310	2023/24	LIFS interest rate subsidy applies					
General - Olympic Park Bridge	\$1,785,000	1.45%	\$1,749,405	\$107,823	\$24,668	\$132,491	2025/26						
Future Fund	\$3,300,000	1.60%	\$3,135,000	\$165,000	\$48,950	\$213,950	2024/25						
Future Fund - Seven Hills, Campbell's Corr	\$13,500,000	2.32%	\$9,863,009	\$1,882,507	\$218,357	\$2,100,864	2021/22	To be refinanced this year					
Future Fund - Muswellbrook Marketplace	\$13,276,500	1.20%	\$12,817,758	\$616,862	\$151,900	\$768,762	2023/24						
Future Fund - Muswellbrook Marketplace	\$5,000,000	3.43%	\$1,693,904	\$954,627	\$45,373	\$1,000,000	2022/23						
Future Fund - Muswellbrook Marketplace	\$12,500,000	2.34%	\$10,593,826	\$1,308,183	\$239,901	\$1,548,084	2024/25						
Sewer - Sewer Treatment Plant	\$7,000,000	4.49%	\$6,326,136	\$252,074	\$278,898	\$530,972	2038/39						
Sewer - Sewer Treatment Plant	\$10,000,000	4.50%	\$8,800,761	\$371,967	\$387,390	\$759,357	2037/38						
Covid 19	\$2,000,000	1.77%	\$1,882,513	\$119,580	\$32,863	\$152,443	2022/23						
Throsby ACT	\$7,800,000	1.86%	\$7,496,667	\$520,000	\$135,013	\$655,013	2025/26						
TOTAL	\$88,385,467		\$69,260,789	\$7,224,590	\$1,812,933	\$9,037,523							

MUSWELLBROOK SHIRE COUNCIL



RESERVES TRANSACTIONS

	Balance as at 30 June 2021 \$'000's	2021/2022 Original Budget		Carryovers	September 21 Review Changes		December 21 Review Changes		March 22 Review Changes		Closing Balance 30 June 2022 (\$'000's) (Fcs\$)	Comments
		Transfer to	Transfer From	Transfer From	Transfer to	Transfer From	Transfer to	Transfer From	Transfer to (\$'000's)	Transfer From (\$'000's)		
Unrestricted	3,022		(1,000)	(22)		(288)		(415)			1,297	
Externally Restricted												
General Fund	16,831	2,164	(5,177)	(7,207)		(970)		(492)	180		5,329	
Domestic Waste	790										790	
Road Network Efficiency	2,034			(2,034)							-	
Unexpended Grants (G)	4,970			(1,683)				(250)			3,037	
VPAs	5,609	2,164	(2,664)	(3,490)		(970)			180		829	
Unexpended Loan	2,513		(2,513)								-	
Developer Contributions	915							(242)			673	
Water Fund	13,603		(354)	(1,089)		(527)		(250)		(1,290)	10,093	
Water	6,105		(354)	(1,089)				(250)		(1,290)	2,595	
Developer Contributions	7,498										7,498	
Sewer Fund	4,547		(1,800)	(30)		(175)			1,800		4,342	
Sewer	1,174			(30)		(175)					969	
Developer Contributions	3,373		(1,800)						1,800		3,373	
Externally Restricted Total	34,981	2,164	(7,331)	(8,326)	-	(1,672)	-	(742)	1,980	(1,290)	19,764	
Internally Restricted												
Future Fund	1,559	606		(498)		(220)		(500)			947	
Future Fund	1,559	606		(498)		(220)		(500)			947	
General Fund	24,805	451	(2,476)	(2,778)	65	(306)	578	(611)	2,803	(1,714)	20,817	
Financial Assistance Grant	1,889		(1,872)								17	
Mine Affected Roads	1,890										2,352	
Stormwater	881						462				881	Only available for Stormwater
Plant Replacement	2,576		(365)							(648)	1,563	
Asset Replacement	1,284		(66)							(56)	1,507	
Employee Leave Entitlements	1,313						83	(61)	323		1,313	Unavailable for Reallocation
Deposits, Retentions and Bonds	4,341										4,341	Unavailable for Reallocation
Other	950		(50)	(144)	65	(81)		(500)		(39)	201	
Drainage	143										143	Only available for Water/Drainage
Waste Management	7,180	451		(973)		(75)				(800)	5,783	Waste Funds Only (for Remediation works)
Carryover Works	1,844			(1,575)		(150)			80		199	
SRV	92			(86)							6	SRV Projects Only.
Risk Management	148										78	
Legal	151							(50)		(101)	-	
Election	123		(123)								-	
Other Legal	-								50		50	
Natural Disaster - Flood	-								1,000		1,000	Specific Projects Only.
Economic Development	-								1,350		1,350	
Insurance	-						33				33	
Internally Restricted Total	26,364	1,057	(2,476)	(3,276)	65	(526)	578	(1,111)	2,803	(1,714)	21,764	
Grand Totals	64,367	3,221	(10,807)	(11,624)	65	(2,486)	578	(2,268)	4,783	(3,004)	42,825	

12.15 REPORT ON INVESTMENTS HELD AS AT 30 APRIL 2022

Attachments:	A. Portfolio Valuation Report 30 April 2022.pdf ↓ B. Trading Limit Report 30 April 2022.pdf ↓
Responsible Officer:	David Walsh - Manager - Corporate Services & Chief Financial Officer
Author:	Mandy Fitzgerald - Asset and Financial Accountant
Community Plan Issue:	<i>A Council that is well managed, efficient and properly resourced and that is responsive to its communities and stakeholders</i>
Community Plan Goal:	<i>Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.</i>
Community Plan Strategy:	<i>Work towards the achievement of a sustainable Operating Budget result in the General Fund.</i>

PURPOSE

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

OFFICER'S RECOMMENDATION

The information showing Council's investments as at 30 April 2022 be noted.

Moved: _____ Seconded: _____

REPORT

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

Funds invested under Section 625 of the Local Government Act, as at 30 April 2022 are shown in the attachments.

COMMENT:

As at 30 April 2022, Council's weighted running yield is 0.92% for the month. No reported trading exceedances are noted.

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

Fixed Interest Security	ISIN	Face Value Original	Bond Factor	Face Value Current	Capital Price	Accrued Interest Price	Market Value	% Total Value	Running Yield	Weighted Running Yield
At Call Deposit										
Westpac Bus Prem At Call		10,807,337.57	1.00000000	10,807,337.57	100.000	0.000	10,807,337.57	17.40%	0.34%	
Westpac Muswellbrook Trading Acct At Call		100,000.00	1.00000000	100,000.00	100.000	0.000	100,000.00	0.16%	0.34%	
		10,907,337.57		10,907,337.57			10,907,337.57	17.56%		0.34%
Fixed Rate Bond										
BENAU 1.7 06 Sep 2024 Fixed	AU3CB0266377	2,500,000.00	1.00000000	2,500,000.00	95.492	0.249	2,393,525.00	3.85%	1.68%	
NTTC 1.1 15 Dec 2025 - Issued 31 August 2021 - Muswellbrook Council Fixed		2,000,000.00	1.00000000	2,000,000.00	100.000	0.410	2,008,200.00	3.23%	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	2.42%	1.10%	
SunBank 1.85 30 Jul 2024 Fixed	AU3CB0265403	2,000,000.00	1.00000000	2,000,000.00	96.208	0.455	1,933,260.00	3.11%	1.80%	
		8,000,000.00		8,000,000.00			7,841,135.00	12.62%		1.46%
Floating Rate Deposit										
ANZ 1.2 21 Jul 2022 2557DAY FRD		1,000,000.00	1.00000000	1,000,000.00	100.000	0.040	1,000,396.99	1.61%	1.61%	
		1,000,000.00		1,000,000.00			1,000,396.99	1.61%		1.61%
Floating Rate Note										
Auswide 0.75 07 Nov 2022 FRN	AU3FN0057345	1,000,000.00	1.00000000	1,000,000.00	100.096	0.182	1,002,780.00	1.61%	0.82%	
Auswide 1.05 17 Mar 2023 FRN	AU3FN0053567	2,000,000.00	1.00000000	2,000,000.00	100.321	0.143	2,009,280.00	3.23%	1.21%	
Auswide 0.6 22 Mar 2024 FRN	AU3FN0059317	1,500,000.00	1.00000000	1,500,000.00	99.536	0.081	1,494,255.00	2.41%	0.78%	
BOQ 1.05 03 Feb 2023 FRN	AU3FN0040549	500,000.00	1.00000000	500,000.00	100.369	0.260	503,145.00	0.81%	1.12%	
BOQ 1.03 18 Jul 2024 FRN	AU3FN0049094	1,000,000.00	1.00000000	1,000,000.00	100.263	0.038	1,003,010.00	1.61%	1.39%	
BOQ 1.1 30 Oct 2024 FRN	AU3FN0051272	500,000.00	1.00000000	500,000.00	100.382	0.000	501,910.00	0.81%	1.81%	
BENAU 1.05 25 Jan 2023 FRN	AU3FN0040523	500,000.00	1.00000000	500,000.00	100.367	0.013	501,900.00	0.81%	1.58%	
MACQ 0.48 09 Dec 2025 FRN	AU3FN0057709	3,000,000.00	1.00000000	3,000,000.00	98.208	0.087	2,948,850.00	4.75%	0.63%	
RACB 0.93 24 Feb 2023 FRN	AU3FN0053146	1,000,000.00	1.00000000	1,000,000.00	100.170	0.176	1,003,460.00	1.62%	1.01%	
MYS 0.65 16 Jun 2025 FRN	AU3FN0061024	3,000,000.00	1.00000000	3,000,000.00	99.135	0.097	2,976,960.00	4.79%	0.80%	
NAB 0.93 26 Sep 2023 FRN	AU3FN0044996	2,000,000.00	1.00000000	2,000,000.00	100.572	0.100	2,013,440.00	3.24%	1.15%	
NPBS 1.4 06 Feb 2023 FRN	AU3FN0040606	500,000.00	1.00000000	500,000.00	100.593	0.326	504,595.00	0.81%	1.45%	
NPBS 1.12 04 Feb 2025 FRN	AU3FN0052627	4,500,000.00	1.00000000	4,500,000.00	100.104	0.274	4,517,010.00	7.27%	1.19%	
Qld Police 1.15 06 Dec 2022 FRN	AU3FN0052072	2,000,000.00	1.00000000	2,000,000.00	100.260	0.187	2,008,940.00	3.23%	1.29%	
Qld Police 0.75 22 Mar 2024 FRN	AU3FN0059416	1,500,000.00	1.00000000	1,500,000.00	98.818	0.097	1,483,725.00	2.39%	0.93%	
UBS Aust 1.05 21 Nov 2022 FRN	AU3FN0054151	1,000,000.00	1.00000000	1,000,000.00	100.374	0.207	1,005,810.00	1.62%	1.13%	
UBS Aust 0.87 30 Jul 2025 FRN	AU3FN0055307	1,650,000.00	1.00000000	1,650,000.00	100.101	0.000	1,651,666.50	2.66%	1.56%	
		27,150,000.00		27,150,000.00			27,130,736.50	43.67%		1.07%
Term Deposit										
AMP 1 30 Nov 2022 365DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	0.414	1,004,136.99	1.62%	1.00%	
JUDO 0.8 10 Jun 2022 91DAY TD		1,200,000.00	1.00000000	1,200,000.00	100.000	0.110	1,201,315.07	1.93%	0.80%	
JUDO 0.95 10 Oct 2022 272DAY TD		5,000,000.00	1.00000000	5,000,000.00	100.000	0.284	5,014,184.95	8.07%	0.95%	

Fixed Interest Security	ISIN	Face Value Original	Bond Factor	Face Value Current	Capital Price	Accrued Interest Price	Market Value	% Total Value	Running Yield	Weighted Running Yield
ME Bank 0.5 18 Oct 2022 484DAY TD		3,000,000.00	1.00000000	3,000,000.00	100.000	0.429	3,012,863.01	4.85%	0.50%	
NAB 0.52 11 Jul 2022 181DAY TD		5,000,000.00	1.00000000	5,000,000.00	100.000	0.155	5,007,764.40	8.06%	0.52%	
		15,200,000.00		15,200,000.00			15,240,264.42	24.53%		0.71%
Fixed Interest Total		62,257,337.57		62,257,337.57			62,119,870.48	100.00%		0.92%

Disclaimer:

Laminar Capital Pty Ltd ABN 33 134 784 740 (AFSL 476686), its officers, employees, agents and associates ("Associates") from time to time hold interests in securities of, or earn brokerage, fees and other benefits from, corporations or investment vehicles referred to in documents provided to clients. All information contained herein is confidential and proprietary to Laminar Capital and, accordingly, this material is not to be reproduced in whole or in part or used for any purpose except as authorised by Laminar Capital. It is to be treated as strictly confidential and not disclosed directly or indirectly to any other person, firm or entity.

Distribution of this information to anyone other than the original recipient and that party's advisers is unauthorised. Any reproduction of these materials, in whole or in part, or the divulgence of any of its contents, without the prior consent of Laminar Capital is prohibited. Any securities recommendation or comments (including an opinion) contained in this document is general advice only and does not take into account your personal objectives, financial situation or needs. Laminar Capital is not acting in a fiduciary capacity. Recommendations or statements of opinion expressed may change without notice. You should not act on a recommendation or statement of opinion without first considering the appropriateness of the general advice to your personal circumstances or consulting your investment advisor to determine whether the recommendation or statement of opinion is appropriate for your investment objectives, financial situation or needs.

Laminar Capital believes that the information contained in this document is accurate when issued. Laminar Capital does not warrant that the information contained herein is accurate, reliable, complete or up-to-date, and, to the fullest extent permitted by law, disclaims all liability of Laminar Capital and its Associates for any loss or damage suffered by any person by reason of the use by that person of, or their reliance on, any information contained in this document or any error or defect in this document, whether arising from the negligence of Laminar Capital or its Associates or otherwise. No action should be taken on the basis of or in reliance on the information, opinions or conclusions contained in this document.

Laminar Capital acts as principal when we buy and sell fixed interest securities in the secondary markets. The yield that we quote to you incorporates any margin that we may receive. The margin is the difference between the price at which we, as principal, buy the security and the price at which we sell the security to you. Laminar Capital may also receive placement fees from Issuers for distributing securities on their behalf.

This document is not, and is not intended to be, an offer or invitation for subscription or sale, or a recommendation, with respect to any securities, nor is it to form the basis of any contract or commitment. This document does not purport to identify the nature of the specific market or other risks associated with these products. Before entering into any transaction in relation to the products, the investor should ensure that it fully understands the terms of the products and the transaction, relevant risk factors, the nature and extent of the investor's risk of loss and the nature of the contractual relationship into which the investor is entering. Prior to investing in these products, an investor should determine, based on its own independent review and such professional advice as it deems appropriate, the economic risks and merits, the legal, tax accounting characteristics and risk, and the consequences of an investment in them. This is not a substantive commentary or analysis by Laminar Capital and has not been prepared as a research product or comments by a research analyst.

LAMINAR CAPITAL PTY LTD
ACN 134 784 740
WWW.LAMINARCAPITAL.COM.AU

MELBOURNE OFFICE: LEVEL 5 RIALTO NORTH, 525 COLLINS STREET, MELBOURNE, VIC 3000 T 61 3 9001 6990 F 61 3 9001 6933
SYDNEY OFFICE: LEVEL 18 ANGEL PLACE, 123 PITT STREET, SYDNEY NSW, 2000 T 61 2 8094 1230
BRISBANE OFFICE: LEVEL 15 CENTRAL PLAZA 1, 345 QUEEN STREET, BRISBANE QLD, 4000 T 61 7 3123 5370

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

1 Issuer Trading Limits

Issuer	Issuer Rating Group (Long Term)	Issuer Parent	Already Traded (with Issuer Group) Face Value Notional	Limit For Book or Entity	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
AMP Bank Ltd	BBB+ to BBB-		1,000,000.00	Book	10.00 % of 62,257,337.57	6,225,733.76	16.00	84.00	5,225,734	0.00	0
ANZ Banking Group Ltd	AA+ to AA-		1,000,000.00	Book	30.00 % of 62,257,337.57	18,677,201.27	5.00	95.00	17,677,201	0.00	0
Auswide Bank Limited	BBB+ to BBB-		4,500,000.00	Book	10.00 % of 62,257,337.57	6,225,733.76	72.00	28.00	1,725,734	0.00	0
Bank of Melbourne	AA+ to AA-	Westpac Banking Corporation Ltd	10,907,337.57	Book	30.00 % of 62,257,337.57	18,677,201.27	58.00	42.00	7,769,864	0.00	0
Bank of Queensland Ltd	A+ to A-		5,000,000.00	Book	10.00 % of 62,257,337.57	6,225,733.76	80.00	20.00	1,225,734	0.00	0
BankSA	AA+ to AA-	Westpac Banking Corporation Ltd	10,907,337.57	Book	30.00 % of 62,257,337.57	18,677,201.27	58.00	42.00	7,769,864	0.00	0
BankVic	BBB+ to BBB-		0.00	Book	10.00 % of 62,257,337.57	6,225,733.76	0.00	100.00	6,225,734	0.00	0
BankWest Ltd	AA+ to AA-	Commonwealth Bank of Australia Ltd	0.00	Book	30.00 % of 62,257,337.57	18,677,201.27	0.00	100.00	18,677,201	0.00	0
Bendigo & Adelaide Bank Ltd	A+ to A-		3,000,000.00	Book	10.00 % of 62,257,337.57	6,225,733.76	48.00	52.00	3,225,734	0.00	0
Commonwealth Bank of Australia Ltd	AA+ to AA-		0.00	Book	30.00 % of 62,257,337.57	18,677,201.27	0.00	100.00	18,677,201	0.00	0
Credit Suisse Sydney	A+ to A-		0.00	Book	20.00 % of 62,257,337.57	12,451,467.51	0.00	100.00	12,451,468	0.00	0
Credit Union Australia Ltd t/as Great Southern Bank	BBB+ to BBB-		0.00	Book	10.00 % of 62,257,337.57	6,225,733.76	0.00	100.00	6,225,734	0.00	0
Greater Bank Ltd	BBB+ to BBB-		0.00	Book	10.00 % of 62,257,337.57	6,225,733.76	0.00	100.00	6,225,734	0.00	0
Heritage Bank Ltd	BBB+ to BBB-		0.00	Book	10.00 % of 62,257,337.57	6,225,733.76	0.00	100.00	6,225,734	0.00	0
ING Bank Australia Limited	A+ to A-		0.00	Book	10.00 % of 62,257,337.57	6,225,733.76	0.00	100.00	6,225,734	0.00	0
Investec Bank Australia Limited	A+ to A-		0.00	Book	10.00 % of 62,257,337.57	6,225,733.76	0.00	100.00	6,225,734	0.00	0
Judo Bank	BBB+ to BBB-		6,200,000.00	Book	10.00 % of 62,257,337.57	6,225,733.76	100.00	0.00	25,734	0.00	0
Macquarie Bank	A+ to A-		3,000,000.00	Book	20.00 % of 62,257,337.57	12,451,467.51	24.00	76.00	9,451,468	0.00	0
Members Banking Group Limited t/as RACQ Bank	BBB+ to BBB-		1,000,000.00	Book	10.00 % of 62,257,337.57	6,225,733.76	16.00	84.00	5,225,734	0.00	0
Members Equity Bank Ltd	A+ to A-	Bank of Queensland Ltd	5,000,000.00	Book	10.00 % of 62,257,337.57	6,225,733.76	80.00	20.00	1,225,734	0.00	0
MyState Bank Ltd	BBB+ to BBB-		3,000,000.00	Book	10.00 % of 62,257,337.57	6,225,733.76	48.00	52.00	3,225,734	0.00	0
National Australia Bank Ltd	AA+ to AA-		7,000,000.00	Book	30.00 % of 62,257,337.57	18,677,201.27	37.00	63.00	11,677,201	0.00	0
Newcastle Permanent Building Society Ltd	BBB+ to BBB-		5,000,000.00	Book	10.00 % of 62,257,337.57	6,225,733.76	80.00	20.00	1,225,734	0.00	0
Northern Territory Treasury Corporation	AA+ to AA-		3,500,000.00	Book	30.00 % of 62,257,337.57	18,677,201.27	19.00	81.00	15,177,201	0.00	0
P&N Bank Ltd	BBB+ to BBB-		0.00	Book	10.00 % of 62,257,337.57	6,225,733.76	0.00	100.00	6,225,734	0.00	0
QPCU LTD t/a QBANK	BBB+ to BBB-		3,500,000.00	Book	10.00 % of 62,257,337.57	6,225,733.76	56.00	44.00	2,725,734	0.00	0
Rabobank Australia Ltd	A+ to A-		0.00	Book	20.00 % of 62,257,337.57	12,451,467.51	0.00	100.00	12,451,468	0.00	0
Rabobank Nederland Australia Branch	A+ to A-		0.00	Book	20.00 % of 62,257,337.57	12,451,467.51	0.00	100.00	12,451,468	0.00	0
Royal Bank of Scotland	BBB+ to BBB-		0.00	Book	5.00 % of 62,257,337.57	3,112,866.88	0.00	100.00	3,112,867	0.00	0
Rural Bank Ltd	A+ to A-	Bendigo & Adelaide Bank Ltd	3,000,000.00	Book	10.00 % of 62,257,337.57	6,225,733.76	48.00	52.00	3,225,734	0.00	0

1 Issuer Trading Limits

Issuer	Issuer Rating Group (Long Term)	Issuer Parent	Already Traded (with Issuer Group) Face Value Notional	Limit For Book or Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
St George Bank Limited	AA+ to AA-	Westpac Banking Corporation Ltd	10,907,337.57	Book	30.00	% of 62,257,337.57	18,677,201.27	58.00	42.00	7,769,864	0.00	0
Suncorp Bank	A+ to A-		2,000,000.00	Book	20.00	% of 62,257,337.57	12,451,467.51	16.00	84.00	10,451,468	0.00	0
UBS Australia Ltd	AA+ to AA-		2,650,000.00	Book	20.00	% of 62,257,337.57	12,451,467.51	21.00	79.00	9,801,468	0.00	0
Westpac Banking Corporation Ltd	AA+ to AA-		10,907,337.57	Book	30.00	% of 62,257,337.57	18,677,201.27	58.00	42.00	7,769,864	0.00	0
			102,979,350.28				357,979,691.03			255,000,348		0
			(Excluding Parent Group Duplicates)									
			62,257,337.57									

2 Security Rating Group Trading Limits

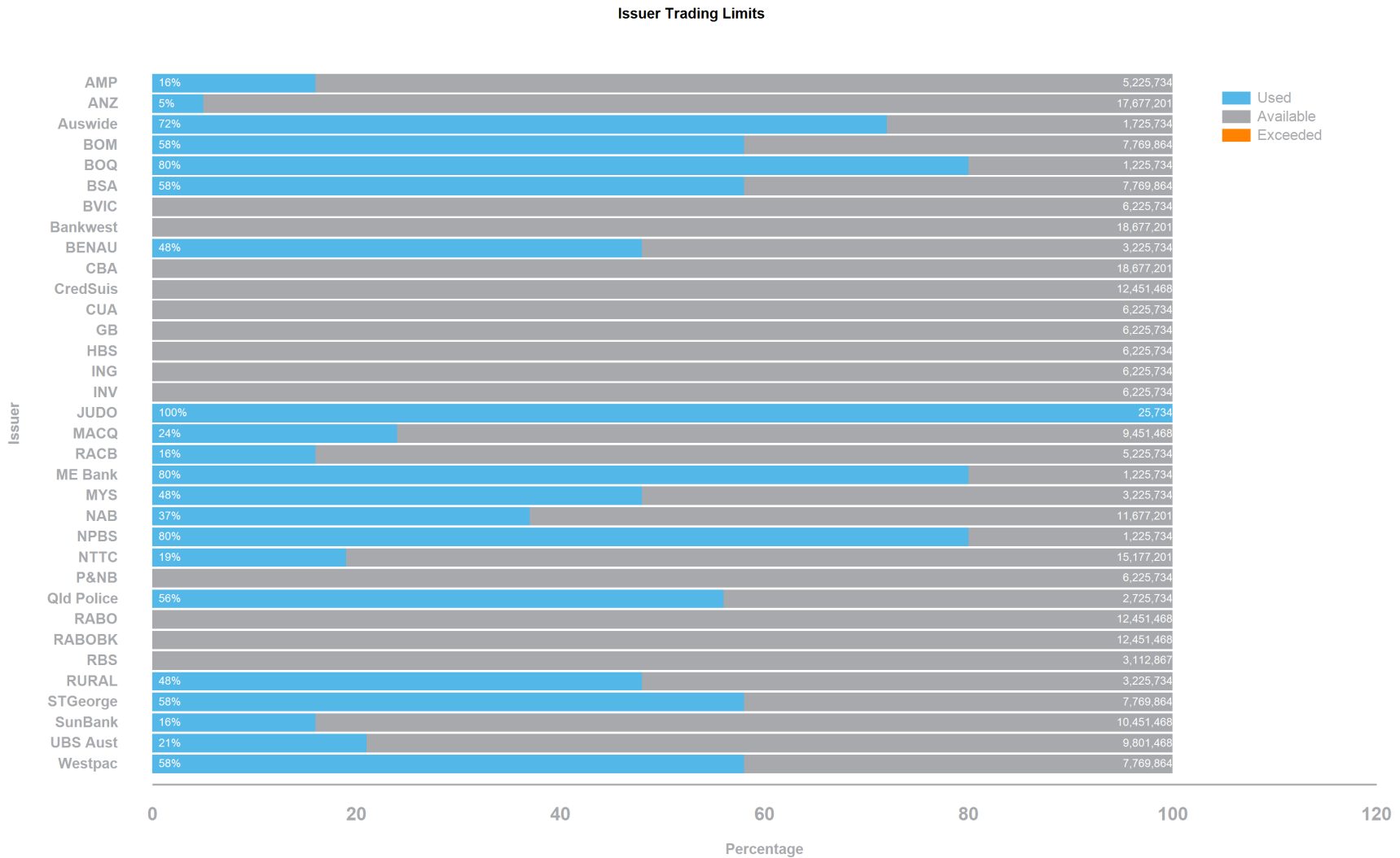
Security Rating Group	Already Traded Face Value Notional	Limit For Book or Trading Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
AAA	0.00	Book	100.00	% of 62,257,337.57	62,257,337.57	0.00	100.00	62,257,338	0.00	0
AA+ to AA-	5,500,000.00	Book	100.00	% of 62,257,337.57	62,257,337.57	9.00	91.00	56,757,338	0.00	0
A+ to A-	10,650,000.00	Book	70.00	% of 62,257,337.57	43,580,136.30	24.00	76.00	32,930,136	0.00	0
A1+	16,907,337.57	Book	100.00	% of 62,257,337.57	62,257,337.57	27.00	73.00	45,350,000	0.00	0
A1	1,000,000.00	Book	70.00	% of 62,257,337.57	43,580,136.30	2.00	98.00	42,580,136	0.00	0
A2	9,500,000.00	Book	60.00	% of 62,257,337.57	37,354,402.54	25.00	75.00	27,854,403	0.00	0
A3	8,200,000.00	Book	60.00	% of 62,257,337.57	37,354,402.54	22.00	78.00	29,154,403	0.00	0
BBB+ to BBB-	10,500,000.00	Book	60.00	% of 62,257,337.57	37,354,402.54	28.00	72.00	26,854,403	0.00	0
N/R	0.00	Book	10.00	% of 62,257,337.57	6,225,733.76	0.00	100.00	6,225,734	0.00	0
	62,257,337.57				392,221,226.69			329,963,891		0

Notes

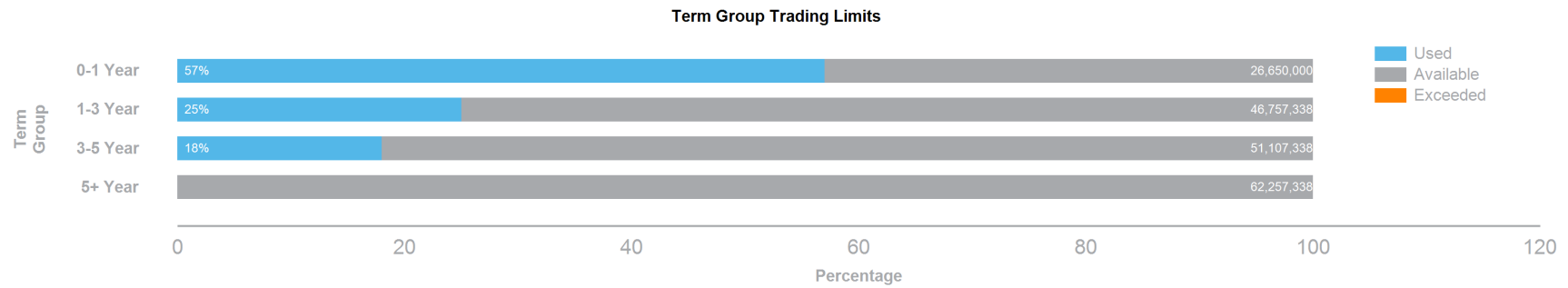
1. In instances where long securities have a term remaining which is less than 365 days, the issuer's short term rating is used instead of the security's (presumably long term) rating.

3 Term Group Trading Limits

Term Group	Already Traded Face Value Notional	Limit For Book or Trading Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
0-1 Year	35,607,337.57	Book	100.00	% of 62,257,337.57	62,257,337.57	57.00	43.00	26,650,000	0.00	0
1-3 Year	15,500,000.00	Book	100.00	% of 62,257,337.57	62,257,337.57	25.00	75.00	46,757,338	0.00	0
3-5 Year	11,150,000.00	Book	100.00	% of 62,257,337.57	62,257,337.57	18.00	82.00	51,107,338	0.00	0
5+ Year	0.00	Book	100.00	% of 62,257,337.57	62,257,337.57	0.00	100.00	62,257,338	0.00	0
	62,257,337.57				249,029,350.28			186,772,014		0







Disclaimer:

Laminar Capital Pty Ltd ABN 33 134 784 740 (AFSL 476686), its officers, employees, agents and associates ("Associates") from time to time hold interests in securities of, or earn brokerage, fees and other benefits from, corporations or investment vehicles referred to in documents provided to clients. All information contained herein is confidential and proprietary to Laminar Capital and, accordingly, this material is not to be reproduced in whole or in part or used for any purpose except as authorised by Laminar Capital. It is to be treated as strictly confidential and not disclosed directly or indirectly to any other person, firm or entity.

Distribution of this information to anyone other than the original recipient and that party's advisers is unauthorised. Any reproduction of these materials, in whole or in part, or the divulgence of any of its contents, without the prior consent of Laminar Capital is prohibited. Any securities recommendation or comments (including an opinion) contained in this document is general advice only and does not take into account your personal objectives, financial situation or needs. Laminar Capital is not acting in a fiduciary capacity. Recommendations or statements of opinion expressed may change without notice. You should not act on a recommendation or statement of opinion without first considering the appropriateness of the general advice to your personal circumstances or consulting your investment advisor to determine whether the recommendation or statement of opinion is appropriate for your investment objectives, financial situation or needs.

Laminar Capital believes that the information contained in this document is accurate when issued. Laminar Capital does not warrant that the information contained herein is accurate, reliable, complete or up-to-date, and, to the fullest extent permitted by law, disclaims all liability of Laminar Capital and its Associates for any loss or damage suffered by any person by reason of the use by that person of, or their reliance on, any information contained in this document or any error or defect in this document, whether arising from the negligence of Laminar Capital or its Associates or otherwise. No action should be taken on the basis of or in reliance on the information, opinions or conclusions contained in this document.

Laminar Capital acts as principal when we buy and sell fixed interest securities in the secondary markets. The yield that we quote to you incorporates any margin that we may receive. The margin is the difference between the price at which we, as principal, buy the security and the price at which we sell the security to you. Laminar Capital may also receive placement fees from Issuers for distributing securities on their behalf.

This document is not, and is not intended to be, an offer or invitation for subscription or sale, or a recommendation, with respect to any securities, nor is it to form the basis of any contract or commitment. This document does not purport to identify the nature of the specific market or other risks associated with these products. Before entering into any transaction in relation to the products, the investor should ensure that it fully understands the terms of the products and the transaction, relevant risk factors, the nature and extent of the investor's risk of loss and the nature of the contractual relationship into which the investor is entering. Prior to investing in these products, an investor should determine, based on its own independent review and such professional advice as it deems appropriate, the economic risks and merits, the legal, tax accounting characteristics and risk, and the consequences of an investment in them. This is not a substantive commentary or analysis by Laminar Capital and has not been prepared as a research product or comments by a research analyst.

LAMINAR CAPITAL PTY LTD
ACN 134 784 740
WWW.LAMINARCAPITAL.COM.AU

MELBOURNE OFFICE: LEVEL 5 RIALTO NORTH, 525 COLLINS STREET, MELBOURNE, VIC 3000 T 61 3 9001 6990 F 61 3 9001 6933
SYDNEY OFFICE: LEVEL 18 ANGEL PLACE, 123 PITT STREET, SYDNEY NSW, 2000 T 61 2 8094 1230
BRISBANE OFFICE: LEVEL 15 CENTRAL PLAZA 1, 345 QUEEN STREET, BRISBANE QLD, 4000 T 61 7 3123 5370

Report Code: TBSBP125EXT-00.16
Report Description: Trading Limit Performance As At Date
Parameters:
As At/Scenario Date: 30 April 2022
Balance Date: 4 May 2022 (but 30 Apr 2022 used instead)
Trading Entity: Muswellbrook Shire Council
Trading Book: Muswellbrook Shire Council
Report Mode: BalOnly
Using Face Value
Trading Entity and Book Limits
Effects of Parent/Child Issuers Not Ignored

12.16 COUNCIL UPGRADE	INFORMATION	COMMUNICATION	TECHNOLOGY
----------------------------------	--------------------	----------------------	-------------------

Attachments:	Nil
Responsible Officer:	Fiona Plesman - General Manager
Author:	David Walsh - Manager - Corporate Services & Chief Financial Officer
Community Plan Issue:	<i>A Council that is well managed, efficient and properly resourced and that is responsive to its communities and stakeholders</i>
Community Plan Goal:	<i>Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.</i>
Community Plan Strategy:	<i>Appropriate matters are reported to Council in a timely manner in accordance with the Financial Control and Reporting Policy.</i>

PURPOSE

To provide an overview of proposed Information Communication Technology (ICT) Upgrades and required funding.

OFFICER'S RECOMMENDATION

1. Council endorses a temporary reallocation of \$450,000 from the waste reserve to the general fund for the purpose of funding the upgrade of councils Information Communication Technology as outlined in this report.
2. The Waste Reserve is to be repaid, in full, no later than 3-years from the date of the reallocation.

Moved: _____ Seconded: _____

BACKGROUND

Over recent years, Council's ICT infrastructure has been under-resourced, leading to out-dated systems and inefficiencies. Most recently, as a result of the lack of focus on ICT infrastructure, Council's systems have been compromised – resulting in the spamming of hundreds of thousands of emails being sent from the council@muswellbrook.nsw.gov.au, sustainability@muswellbrook.nsw.gov.au and visitorcentre@muswellbrook.nsw.gov.au (shared mailbox) email address. Further, Council has received an independent analysis resulting from a Penetration and Vulnerability test identifying weaknesses in our system (attached).

This report is to provide Councillors the information necessary to endorse a temporary reallocation of funds from the Waste Reserve to the General Fund to allow funding of an ICT upgrade as outlined in this report. Council wide efficiencies and cost savings will be used to ensure repayment to the Waste Reserve no later than 3-years after the date of the reallocation.

REPORT

Council is endeavouring to progress our technological capabilities, and therefore increase efficiencies and productivity across the organisation. Whilst Council have been able to identify some savings across the organisation in order to fund some projects (i.e. GL restructure & Authority 7.1 Upgrade), Council still have a number of changes it wishes to implement to allow the organisation to see further efficiencies and

savings. The outline of several projects, and their associated benefits & savings will be provided as part of this report.

Allowances have been made for hardware & infrastructure that are yet to be identified through the process, through higher requests of funding. Council's ICT team are committed to ensuring that Council is provided the most cost effective, yet secure and collaborative environment possible, ensuring future-proofing council for the next decade.

Vision

For Council to move ahead technologically and allow for an effective outsourcing of our most costly aspects, the transition to a cloud-based system will be vital. By moving to a cloud-based solution, Council will remove the requirement for 80% of our back-of-house infrastructure (e.g. servers, storage, applications etc), in addition to allowing a more pragmatic approach to hardware requirements for staff. A cloud-based solution is necessary to support a more mobile, efficient and collaborative approach to work.

IMAGINE: *field-based staff can access and update work orders in the field, CRM's can be raised, investigated, and concluded in the field with fewer interruptions and administrative support, office staff can collaborate on single files at the same time, community members can access more information on-line through our website, meaning they don't have to call, email or come into Council for answers.*

How it will be achieved

1. Internet Connection
2. Microsoft Licensing
3. Communication
4. File Management
5. Record Management
6. Our ERP

Internet Connection

Council currently has numerous internet connections at different buildings, with the highest speed connection being a 100Mbps/100Mbps link. As part of the changes, Council will be enacting a change to increase this to a 1Gbps/1Gbps service, funded by a consolidation of services to all utilise the same network. This will greatly increase network speeds, facilitating the implementation of a cloud-based environment.

Costs to implement	Costs to maintain	Expected savings	Benefits to Council
\$0	Additional \$500pm		<p>Significant increase in network speed, facilitating cloud infrastructure.</p> <p>An additional connection is not required for TECCII building.</p>

Microsoft Licensing

Currently, our Microsoft licensing is based on a Business Standard option – designed for smaller organisations. As a result of a cyber-incident, Council will move to an enterprise (E5) license, allowing access to a greater number of options for Council, but reducing additional software requirements that Council (e.g. Device management, AV, MDM, MFA, etc). Ultimately, an E5 license will enable a BYOD facility and encompass most of Council's software backbone – simplifying our approach to IT management and reducing the current issues Council is experiencing with syncing, access and file management.

Moving to an E5 license would have provided Council a far greater arsenal of internal tools to counter the recent attacks to our systems and been able to limit the damage pre-emptively and intuitively.

Additionally, E5 licenses will allow Council to provide further assurances around data compliance and sensitive information.

Costs to implement	Costs to maintain	Expected savings	Benefits to Council
\$20,000	\$200,000 per year	\$50,000 O365	Significant increase in cybersecurity response
		\$70,000 Windows	Consolidation of system
		\$15,000 AV/Filtering	Device security
		\$20,000 Hardware Support	Syncing improvements
		\$250,000 Capital	Facilitate removal of hardware

M365 E5 licensing will give Council access to the following:

- Viva Learning Seeded
- Nucleus
- Information Protection and Governance Analytics – Standard
- Windows Update for Business Deployment Service
- Universal Print
- Data Classification in Microsoft 365
- Microsoft 365 Communication Compliance
- Graph Connectors Search with Index
- Information Protection and Governance Analytics – Premium
- Power Virtual Agents for Office 365
- Common Data Service for Teams
- Project for Office (Plan E5)
- Microsoft Endpoint DLP
- Microsoft Insider Risk Management
- Microsoft Excel Advanced Analytics
- Microsoft 365 Defender
- Common Data Service
- Microsoft Bookings
- Microsoft Records Management
- Microsoft ML-Based Classification
- RETIRED - Microsoft Insider Risk Management
- Microsoft Information Governance
- Microsoft Data Investigations
- Microsoft Customer Key
- Microsoft Communications DLP
- RETIRED - Microsoft Communications Compliance
- Office 365 SafeDocs
- Microsoft 365 Advanced Auditing
- Information Barriers
- Microsoft Kaizala Pro
- Microsoft Search
- Premium Encryption in Office 365
- Whiteboard (Plan 3)
- Information Protection for Office 365 – Premium
- Information Protection for Office 365 – Standard
- Insights by MyAnalytics
- Office 365 Privileged Access Management
- Microsoft Defender for Identity
- To-Do (Plan 3)
- Power Automate for Office 365
- Power Apps for Office 365 (Plan 3)
- Microsoft Forms (Plan E5)
- Microsoft Defender for Cloud Apps
- Microsoft Stream for Office 365 E5
- Microsoft StaffHub
- Microsoft Defender for Office 365 (Plan 2)
- Microsoft Teams
- Microsoft Defender for Endpoint
- Windows 10/11 Enterprise (Original)
- Azure Information Protection Premium P2
- Azure Active Directory Premium P2
- Azure Information Protection Premium P1
- Azure Rights Management
- Microsoft Azure Multi-Factor Authentication
- Microsoft Intune
- Azure Active Directory Premium P1
- Yammer Enterprise
- Sway
- Office for the Web
- SharePoint (Plan 2)
- Microsoft Planner
- The latest desktop version of Office
- Skype for Business Online (Plan 2)
- Microsoft 365 Audio Conferencing
- Microsoft 365 Phone System
- Customer Lockbox
- Mobile Device Management for Office 365
- Exchange Online (Plan 2)
- Microsoft MyAnalytics (Full)
- Office 365 Advanced eDiscovery
- Power BI Pro
- Microsoft Defender for Office 365 (Plan 1)
- Office 365 Cloud App Security

Communication

Council's current phone system is based on an old PABX system, which is required to be maintained externally. This system has been experiencing several issues of late and a replacement is necessary. Council's approach will be to move to a VOIP system, replacing fixed-line services with phone numbers allocated through MS Teams. This will allow flexibility in working location – the desk you sit at will have

staff fixed line numbers automatically connected, your mobile will allow access to desk phones through the teams app, and WFH will mean you're always connected to your services. There will be some hardware requirements, however, management of the system will be simplified and internalised reducing overall costs and greatly eliminating the need for outdated phone hardware requirements on each desk.

Costs to implement	Costs to maintain	Expected savings	Benefits to Council
\$50,000	Expected to be similar to current phone costs		Remote working avail Reduced maintenance Internalise support Simplify comms Remove old hardware

File Management

Currently, all files, by default, are saved into our network drives. This means that users need to access files via our VPN, have reduced security of items, and requires maintenance of the system to ensure stability and up-time of drives.

Council proposes to replace, and ultimately phase-out, all physical hard drives with Microsoft OneDrive & SharePoint. Moving to these alternatives will allow broader collaboration, increased access protocols, the ability to automate workflows and removes IT requirements for support and maintenance. Access and controls will be via employee's Microsoft accounts.

Costs to implement	Costs to maintain	Expected savings	Benefits to Council
\$0	\$0	\$0	No requirement for hardware Facilitate CM10.1 migration Allow for multi-platform access

Records Management

InfoXpert's Magiq EDRMS was first installed at Muswellbrook Shire Council some years ago. Whilst this solution may have been appropriate at the time, an evolution in EDRMS software has allowed for a far superior EDRMS offering. Through several conversations with different suppliers, it was identified that only one solution provided the necessary requirements of Muswellbrook Shire Council – being Content Manager (TRIM).

Costs to implement	Costs to maintain	Expected savings	Benefits to Council
\$98,000 CM10.1 ~\$80,000 Data Migration	\$48,000 per year	\$30,000 Magiq c. \$20,000 hardware support	Removal of hardware infrastructure Increased compliance Increase user usability

The deciding criteria for selection was the intended provider needed to satisfy the following criteria:

- Two-way integration with our ERP (Authority)
- Native support for SharePoint
- Provide more efficient and effective user experience

- Provide better & more stringent controls over Record Act compliance
- Ability to automate workflows

Out of the three (3) separate organisations that discussions were held with, only one was able to satisfy all of the above criteria.

Our ERP

Council plans to move to the most recent version of Authority – Altitude. Altitude is a fully cloud-based solution provided by Civica allowing web-based access to all systems, removing the requirement for hardware and storage systems within Council. Moving to a cloud-based solution will allow Council to improve community engagement through better eService solutions, multi-platform/mobile access allowing better utilisation of operational Council staff – allowing staff to have full access to our systems “out in the field”.

Costs to implement	Costs to maintain	Expected savings	Benefits to Council
\$100,000	TBC	TBC – Expected to result in maintenance, support and on-going savings	Remote access to staff No software requirements Always updated & secure No hardware required

High-level Timeline

To ensure successful implementation of the above ICT projects (in addition to those that are already underway), Council will work through a more detailed timeline within inputs from providers to allow a more structured approach to implementing changes, in addition to ensuring that we are able to provide internal resources to support.

At the outset, the below will provide as an indication of potential timelines – noting that these may change as further details come to hand.

- Internet Connection has been ordered and is to be finalised within a few weeks
- Microsoft License changes are to be done as soon as possible.
 - Aspects of M365 will be rolled out progressively, initially focussing on security.
- VOIP will be transitioned over a 3-month period prior to December 2022.
- File Management changes will be rolled-out over a 3-month period starting from June/July 2022.
- Records Management (Pending third-party project pipeline – but expected to be 3-to-6-month project)
- Our ERP (Pending third-party project pipeline – expected to be 3-to-6-month project)

12.17 ADAPT PROJECT

Attachments:	A. Invitation from UHRM ↓
Responsible Officer:	Fiona Plesman - General Manager
Author:	Matthew Lysaught - Manager - Property & Place Fiona Plesman - General Manager
Community Plan Issue:	Support Job Growth
Community Plan Goal:	<i>Facilitate the expansion of and establishment of new industries and business.</i>
Community Plan Strategy:	<i>Provide advice in relation to strategic land use planning and development control and assessment to support the work of the Economic Development and Innovation function.</i>

PURPOSE

Council to review the ADAPT Project.

OFFICER'S RECOMMENDATION

Council recognises that the ADAPT project has merit but due to the level of government funding required to deliver the project does not see the project as a high priority for the Muswellbrook Shire.

Moved: _____ **Seconded:** _____

BACKGROUND

Council held a workshop with the UHRMC on Tuesday 17th May to review the ADAPT project.

CONSULTATION

Mayor Reynolds

REPORT

The Upper Hunter Regional Museum Corporation (UHRMC) has undertaken a business case and promotional video for the development of a tourist destination for Muswellbrook Shire known as the ADAPT Project. The Business Case for the ADAPT project is attached. The UHRMC has formed a Steering Committee to guide the development of the project which includes:

Upper Hunter Tourism (Wayne Toms); Muswellbrook Chamber of Commerce (Mike Kelly); Upper Hunter Economic Development Corporation (Shaelee Welchman); Destination Sydney and Surrounds North (Glenn Cladwell); Bengalla Mine (Cam Halfpenny); Wanaruah Land Council (Tim Miller); Wonnarua Corporation (Laurie Perry).

The UHRMC has attracted approximately \$800k in donations towards the development and commissioned SMA Tourist Consultants to develop a Business Case. The Business Case was released on 30th March. The UHRMC is now seeking funding from the Federal and State Governments to progress the development of this project which is estimated to cost approximately \$38 million.

Allocation of Government funds for this project will complete with funding to complete the Muswellbrook Town Centre precinct.

OPTIONS

Council formally endorses the ADAPT Project.

Council does not formally endorse the ADAPT Project.

CONCLUSION

There is some confusion about council's formal position in terms of the ADAPT Project. The UHRMC has listed Council as a stakeholder and supporter of the project. Due to the size of the project and projected cost estimate it is important to have a formal position in relation to the ADAPT project.

SOCIAL IMPLICATIONS

The ADAPT project if successfully funded will have social implications for the Muswellbrook Shire.

FINANCIAL IMPLICATIONS

The ADAPT Project does not have any direct financial implications for Council. The project is expected to compete with council in relation to funding applications.

POLICY IMPLICATIONS

NIL

STATUTORY IMPLICATIONS

NIL

LEGAL IMPLICATIONS

NIL

OPERATIONAL PLAN IMPLICATIONS

NIL

RISK MANAGEMENT IMPLICATIONS

NIL

WASTE MANAGEMENT IMPLICATIONS

NIL

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

Council is not aware of Community Consultation undertaken in relation to this project.



12 April 2022

Ms Fiona Plesman
General Manger
Muswellbrook Shire Council

cc. Mayor Cr. Steve Reynolds

The Business Case Study for the proposed ADAPT – Upper Hunter Regional Museum has been completed.

With the Business Case Study now completed and confirming the projects feasibility, including financial viability, social and economic benefits, location, concept design, name, and attraction content, we would welcome the opportunity to give Councillors and staff, a briefing on its findings.

ADAPT will be a major drawcard attraction for the region and will provide the opportunity to showcase the rich history of the region and the great diversity of industries that operate within it.

Now that the Business Case Study has confirmed the projects feasibility, we can now commence the next stage of the project. This will include detailed planning and design through collaboration with relevant stakeholders. Part of this will see the formation of an ADAPT Stakeholder Advisory Committee, and we would like to invite Muswellbrook Shire Council to participate on the committee.

UHRM Inc recognises the importance of Council's input on a project such as this. Muswellbrook Shire Council's collaboration on the project, would be welcomed and very much valued.

ADAPT will be a significant asset to Muswellbrook and the Upper Hunter. Its potential as a major drawcard and feeder attraction to further drive the tourism economy in the region is substantial.

We look forward to hearing from you in respect to providing a briefing, and participation in the stakeholder committee. If you have any questions in the meantime, pleased do not hesitate to reach out.

Sincerely yours

Wayne Toms
Chairman
Upper Hunter Regional Museum Inc

p: 0438 517 311
e: info@muswellbrookchamber.com.au

12.18 REPORT ON COUNCIL GRANT FUNDING AND COMMUNITY ENGAGEMENT

Attachments:	Nil
Responsible Officer:	Fiona Plesman - General Manager
Author:	Ivan Skaines - Grants and Community Engagement Advisor
Community Plan Issue:	<i>A Council that is well managed, efficient and properly resourced and that is responsive to its communities and stakeholders</i>
Community Plan Goal:	<i>Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.</i>
Community Plan Strategy:	<i>Appropriate matters are reported to Council in a timely manner in accordance with the Financial Control and Reporting Policy.</i>

PURPOSE

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

OFFICER'S RECOMMENDATION

Council notes the information contained in the report.

Moved: _____ **Seconded:** _____

BACKGROUND

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

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

CONSULTATION

Grant applications are aligned to projects identified by Council's Delivery Program and prepared in consultation with Council's senior managers and key staff in relevant sections.

Councillors are regularly updated about grant applications.

REPORT

Grant applications recently submitted:

- Friday, 8 April - an application was submitted under the NSW Start Strong Capital Works Grants Program. Council worked with the **Denman Children's Centre** to prepare a detailed application with a request for funding of \$546,194 for **an extension to the Centre**;
- Monday, 11 April - Council applied, under the Create NSW Creative Capital program (Medium to Large Projects), for a **new entrance to the Muswellbrook Regional Arts Centre**. With a total project cost of \$938,460, Council is applying for a grant of \$688,460 and Council's contribution is \$250,000 (cash and in-kind);
- Friday, 15 April – an application was submitted under the NSW Government Infrastructure Grants (Club Grants Category 3). Council assisted **Muswellbrook Junior Cricket Club** to prepare an application for funding to **construct two-lane cricket practice nets at Volunteer Park, Muswellbrook**. The application was for \$147,327 (the Club is contributing \$5,000);

- Council applied for \$16,055 under the Planting Trees for The Queen's Jubilee Program for the **planting of a row of trees on the eastern boundary of Wollombi Park**. The program intends to increase community awareness and celebration of Her Majesty's Jubilee, create a legacy of tree plantings across the nation and increase and/or enhance the area of tree canopy;
- Friday, 29 April - Council applied for \$10,400 for Sponsorship under the Better Regulation Division (BRD) within the Department of Customer Service to support our **Bullying and Harassment Training for Managers and Staff** to be conducted in June or July;
- Monday, 2 May - Council applied for the NSW Social Cohesion Grants for Local Government, aimed at funding localised initiatives that are tailored to the social cohesion opportunities and challenges in local communities. Council's nominated project involves **the delivery of a Wanaruah language program in Muswellbrook** and was supported by both the Wanaruah Local Aboriginal Land Council and Hunter Valley Aboriginal Corporation. The estimated cost of the project is \$59,500;
- Wednesday, 4 May - Council applied for a **flood warning system in the Muscle Creek catchment** under the 2022 Floodplain Management Program. The aim of the Program is to reduce the impact of flooding and flood liability on communities and reduce the damage floods cause using environmentally friendly methods;
- Friday, 6 May - Council applied for a grant of \$100,000 under the Flying-fox Habitat Restoration Phase 2020-30 program for **camp habitat restoration**. Council is contributing \$25,000 to the project plus a small in-kind contribution. The application was supported by the Upper Hunter Landcare TEAM.

Upcoming grant and funding opportunities:

- Closing Friday, 20 May - The Office for Regional Youth's **Holiday Break Program** involves providing funding for local councils and regional not-for-profits to host fully subsidised recreational and social activities, and to deliver a program of engaging, high-quality events during the NSW school holidays. There is \$7,000 available for a winter holiday break and Council will work with other community organisations and businesses to organise these activities;
- Closing Friday, 3 June - Applications are now open for the **2022-23 Crown Reserves Improvement Fund**. The CRIF supports Crown land managers and users by providing funding for upgrades, repair and maintenance projects, pest and weed control, new recreational infrastructure or environmental initiatives. The funding also aims to benefit the community, boost our economy and contribute to the cultural, sporting and recreational life of NSW. Council has met with the Lake Liddell Recreation Area about their application;
- Closing Friday, 24 June - Council has been allocated \$239,651 under the NSW Government's **Reconnecting Regional NSW – Community Events Program**, part of a \$25 million commitment to promote economic and social recovery across all regional NSW local government areas via the delivery of COVID-Safe community events and festivals that are open for the entire community to attend. Events must be held by 31 March 2023;
- Closing 1 July - Announced this week is the **Local and Regional stream of the Disaster Risk Reduction Fund**, with Councils, joint organisations of councils, not-for-profits and other local groups eligible for \$50,000 to \$1.5 million for place-based initiatives that help communities prevent and mitigate natural disaster risks. Project examples include:
 - Participatory strategic planning activities related to risk reduction against natural hazards, including community focused disaster risk reduction blueprints, plans, policies, frameworks or strategies
 - Design, development and piloting of tools, technologies, platforms, systems and capabilities that measure progress, build on previous successful risk reduction efforts, and disseminate lessons learned in usable formats and forums;
- Closing Friday, 23 September – Round 1 applications for the NSW Government **EV Destination Charging Grants** to regional NSW are open. A total of \$20 million of grant funding is available, which is intended to be awarded under multiple funding rounds between 2022 and 2024. With \$7

million available in round one, the grants will help co-fund the purchase and installation of select EV chargers and a 2-year software subscription for each charger installed. Applications for round one must be received.

- Closing Saturday, 31 December (or until funds are fully allocated - whichever is sooner) - The **NSW Children and Young People Wellbeing Recovery Initiative** will improve access to programs and resources to help children and young people recover, build resilience, strengthen community networks and improve mental health and wellbeing. The funding can be used to deliver a range of activities including community events, peer support programs, mental health training and more. There are two streams where large grants are available (\$10,000 to \$50,000), the storm and flood impacted regions sub-program (Muswellbrook Shire is listed as eligible) and the regional NSW sub-program;
- Open and on-going - The **Commonwealth Bridges Renewal Program (BRP)** and the **Heavy Vehicle Safety and Productivity Program (HVSP)** are Australian Government initiatives funding infrastructure projects that improve the productivity and safety outcomes of heavy vehicle operations across Australia. A likely project for the Heavy Vehicle Safety and Productivity Program component is the re-development of Thomas Mitchell Drive starting from the Denman Road intersection;
- Available from 1 July 2023 - The Australian Government has committed an additional \$500 million to the **Local Roads and Community Infrastructure (LRCI) Program for the Phase 3 Extension**. This program supports local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic. Under the Phase 3 Extension, Councils will receive a funding allocation equal to their Phase 1 nominal funding allocation which for Muswellbrook Shire Council should equal around \$580,000, with construction completion due by 30 June 2024;
- Opening soon - The **NSW Community Building Partnership (CBP)** program provides an opportunity for Council to help local not-for-profit community organisations preparing grant applications. Council has agreed to partner with the Muswellbrook RSL Club and the Muswellbrook Workers Club in the delivery of grant application workshops. Plans have been in place for the workshops for some time, however COVID restrictions have meant they have been postponed.

The opening of the CBP program also provides an opportunity for Council to offer targeted, practical instruction sessions utilising the CBP application process as a case study to enable local community organisations familiarity with the smartygrants platform and specific aspects of an on-line application process. Sessions could be held at the Muswellbrook and Denman libraries making use of the on-site computers.

Grant funding recently announced:

- Council has been allocated \$600,000 under the Organics Infrastructure: Stream 1 – Organics Processing Infrastructure grant program. This project will expand the council's organics recycling program by developing an **Organics Recycling Facility (ORF)** located at Muswellbrook Waste Management Facility.
- Under the NSW Safer Roads Program \$500,000 in development funding has been allocated for the **New England Highway, from Muswellbrook to Willow Tree** to investigate road safety mitigation between these locations.

Grant funding to be announced:

- Round 2 of the Fixing Country Bridges Program, a \$500 million NSW Government program which enables Councils to replace hundreds of timber bridges in poor condition and better connect regional and rural communities. Council applied for funding for the **replacement of the culvert over Rainbow Creek on Sandy Creek Road**;
- **A new bus shelter on the southern side of the Golden Highway at Sandy Hollow** under the 2021-23 Country Passenger Transport Infrastructure Grants Scheme. If Council is successful with this application, Council will be required to determine whether to allocate the cost difference between the \$11,500 Council will receive for the shelter and associated works, as opposed to the cost of funding a new shelter;

- An application for \$128,211 focussing on **improvements to Muscle Creek within Muswellbrook Golf Club** under the NSW Environmental Trust's Restoration and Rehabilitation Grants Program. Council is making a cash contribution of \$46,806 over three years from existing allocations to the project (mainly weed treatments and the cost of holding events);
- An application for funding of \$47,640 for the **Muswellbrook Sustainable Futures Network** under the NSW Environment Trust's Environmental Education Tier 1 Program 2021 with a total project cost of \$156,860. The program supports projects that develop, broaden and transform the community's knowledge, skills, and intrinsic motivation to undertake sustainable behaviour and encourage participation in protecting the environment. Council is making a cash contribution of \$8,800 over 2 years;
- An application for funding of \$38,005 for the **Muscle Creek Habitat Enhancement Project** under the NSW Environment Trust's Fish Habitat Action Grant with a total project cost of \$76,305. Council is making a cash contribution of \$7,020 over 1 year;
- Council's Registration of Interest under the Snowy Hydro Legacy Fund Freight Linkages program for the concept of the **Gateway Service Centre on the New England Highway south of Muswellbrook**; and
- Council applied for \$1 million for **Stage 1 of the Muswellbrook Town Centre** project under Round 6 of the Federal Building Better Regions program - Infrastructure Projects Stream.

Unsuccessful applications:

- Council has been unsuccessful in an application for \$150,000 for **asset renewal at Victoria Park** under the NSW Government's Clubgrants Category 3 Fund – Infrastructure.

Muswellbrook Shire Council Grants Portal

The report for data from July 2021 to April 2022 for Council's grant finding portal at <https://musCouncilllbrook.grantguru.com.au/> is listed in the table below:

Indicator	Apr	Mar	Feb	Jan	Dec	Nov	Oct
Total unique portal visitors ¹	33	96	64	36	59	59	37
Number of page views ²	133	374	159	162	177	206	136
Total cumulative registrations to the portal (via the sign-up form) ³	52	52	43	39	38	35	32
Grant alerts sent per month to registered users	373	485	370	229	261	338	259

Community interaction with the grant finding portal is generally positive. The number of registered users has been increasing slowly, but has levelled out between March and April 2022.

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

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

³ Registrations are people that have registered to your portal via the signup form and are still active.

Community Engagement

Council staff have undertaken a number of community engagement activities recently including:

- On 24 March Tracy Ward, Sustainability Officer, addressed the Muswellbrook View Club at the John Hunter Motel and about 100 members attended. This was an International Women's Day event and Tracy covered a range of topics including sustainability at home and in the community, and her experience working at Council;
- Council supported the holiday activities organised by the Muswellbrook PCYC conducted between Monday, 11 and Friday, 22 April via a grant from the Office of Regional Youth's Autumn Holiday Break program.
- The Community Partnerships team is in the consultation phase of updating the *Muswellbrook Disability Inclusion Action Plan* (DIAP) for 2021-2025 and community members are being invited to share their views on a more inclusive community. The DIAP Survey is available online and is open until Friday, 3 June;
- The Governance Unit held Listening Posts at Denman on Wednesday, 4 May and Muswellbrook on Wednesday, 11 May to obtain feedback about the draft *Muswellbrook Shire 2022-2032 Community Strategic Plan* (on public exhibition until 17 May); and
- Letters of support for grant applications have recently been provided to Council by a variety of local organisations including the Wanaruah Local Aboriginal Land Council, Hunter Valley Aboriginal Corporation, Muswellbrook Golf Club, and Upper Hunter SES;
- In August and September this year Council will be seeking input from people on our community panel register about the level of services and the range of facilities provided by Muswellbrook Shire Council. This would involve people who live, work, study or own businesses or properties in Muswellbrook Shire attending four, full-day workshops to be held at locations across the Shire. At these meetings information is supplied to participants on current Council services and feedback is provided by participants on the required or recommended level of service. The only requirement to take part in the 2022 Community Panel is that participants will need to attend all four workshops. People won't be reimbursed for attending, however food and refreshments will be provided.

OPTIONS

Not applicable

CONCLUSION

Council notes upcoming grant and funding opportunities, grant funding recently announced, grant funding to be announced shortly, data on Council's Grant Portal, the upcoming round of Council's community grants program and updates on Council's community engagement activities.

SOCIAL IMPLICATIONS

These projects address priority issues in the community and are well-supported.

FINANCIAL IMPLICATIONS

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

There are co-contributions required as specified in the descriptions above.

POLICY IMPLICATIONS

Council has also approved the incorporation of the Rural Halls Funding into the development of a Community Grants Program and adopted the Financial Assistance and Sponsorship Policy (MSC05E).

STATUTORY IMPLICATIONS

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

LEGAL IMPLICATIONS

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

OPERATIONAL PLAN IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

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

12.19 COMMUNITY SERVICES

Attachments:	Nil
Responsible Officer:	Fiona Plesman - General Manager
Author:	Kim Manwarring - Manager - Community Services
Community Plan Issue:	<i>A Council that is well managed, efficient and properly resourced and that is responsive to its communities and stakeholders</i>
Community Plan Goal:	<i>Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.</i>
Community Plan Strategy:	<i>Appropriate matters are reported to Council in a timely manner in accordance with the Financial Control and Reporting Policy.</i>

PURPOSE

To provide an update on activities in the Community Services section.

OFFICER'S RECOMMENDATION

The information contained in this report be noted.

Moved: _____ Seconded: _____

REPORT**MUSWELLBROOK SHIRE LIBRARIES – MUSWELLBROOK and DENMAN**

The month of April was busy for our libraries as we commenced school holidays and launched our new Reading Challenge platform 'Beanstack'. The library also hosted three new exhibits in partnership with local community members including our annual ANZAC display prepared by Terry Gill, a display of Typewriters courtesy of Hunter Valley Typewriters (pictured) and a display of Lego creations prepared by local resident Glen Sumpton. These exhibits have generated a lot of interest with local residents visiting to see them. Library staff commenced reshelving of the children's collections following the delivery of the new shelving units (pictured) and installation of the plant wall in the new sensory garden space was completed.

The Muswellbrook Shire Libraries was attended by **1,766 customers**.

- **Increasing and maintaining library memberships**

Muswellbrook and Denman libraries registered **30 new members** during February.

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

- Online Reading Challenges:

This month our libraries launched our new online reading app 'Beanstack' which allows library members to complete challenges and track their reading. The App launched with three challenges including Rising Readers: 1000 Books before school (ages 0-5), Autumn Reads Challenge (Ages 5-13) and Ten to Try (Ages 14+).

- Online Engagement:

Over the past month the library has had **2896** post views on Facebook. Throughout the month the library promoted our current new and recommended items, upcoming events and exhibits.

- Collections:

During April the library added **226 new items** to the physical collections. Over the month the library loaned **5,864 physical items** and there have been **279 eAudio loans, 178 eBook Loans and 47 Digital magazine loans.**

- Home Library:

The Muswellbrook Shire Libraries has now extended its home library service to include a monthly service delivery from Denman branch and deliveries personally selected books, DVDs and Audio books to homebound customers. During the month of April this service conducted 1 delivery due to school holiday periods and delivered **256 items.**

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

- Children's Programs

Children's Storytime and Rhyme time: These sessions were attended by **27 attendees** across both branches with sessions reduced due to school holiday programming. These sessions incorporate song, movement and literacy building stories.

During the school holidays the Muswellbrook and Denman Libraries hosted 4 events with themes of Easter during week one with an Easter hat parade and an Easter themed Scavenger hunt and STEM lego sessions during week two. These activities were well attended and feedback received was positive. These sessions were attended by **40 children.**

- Adults Programs:

- **Brain Training** was postponed during the month of April due to School Holiday programming. Muswellbrook group members were allocated take home packs to enjoy during this pause.

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

- The **Bookclub** groups recommenced at both Muswellbrook and Denman Branch and was attended by 13 attendees. These groups meet monthly. The Library also promotes a new online bookclub 'Ben's Bookclub' with simultaneous use books available through our Libby App.

- The **Writers Group** was attended by 6 attendees.

- One on one **Tech Help** sessions were conducted for **3 members.** These sessions run for around an hour each and members are able to receive one on one assistance from a member of library staff on topics such as learning how to use their own portable devices like mobile phones and tablets.

- Wifi and Computer Usage

Library Wifi and public PCs remain popular. Wifi and printing have been unavailable at Denman library due to technical issues through April.

Wifi Usage: Muswellbrook: 141

MUSWELLBROOK REGIONAL ARTS CENTRE

Daily visitation: approx. 20 people per day accessing the Arts Centre.

Art Station held one Saturday per month: 10 participants

People's Studio: 15 artists attended at the initial event held on Friday 6 May, staff received positive feedback from attendees it is expected that this event will build in attendance each month.

Muswellbrook Art Prize 2022 wrap up:

- Entries received – 764 (second highest in the prize's history)

- A high level of positive feedback from the visiting public about the high quality of the work
- 12% engagement on Instagram (industry standard - above 6% is 'very high' engagement)
- Over 24 social shares relating to the prize by other Instagram accounts – artists and their agents, this raises the profile of Arts Centre and the annual prize.

Next Exhibition:

Viewpoints: Wollemi National Park – Travis De Vries, Mark Dober, Michelle Earl, Marie Mansfield, and Rebecca Rath, the exhibition resulting from the Artist in Residence Project in partnership with Singleton Arts and Cultural Centre and NSW National Parks and Wildlife Service, will open to the public in just over two weeks' time.

Launch Dates:

- Singleton 6pm, Friday 13 May
- Muswellbrook 6pm, Saturday 14 May

MUSWELLBROOK SHIRE AQUATIC & FITNESS CENTRE – MUSWELLBROOK AND DENMAN

Muswellbrook Outdoor Pool remains open to the public. There was a small usage during the school holidays due to good weather, a few patrons are still making use of the facilities however numbers have declined as the weather turns cold.

The Denman Outdoor Pool is now closed and is being winterised for the next swimming season.

Preparations are well underway for the opening of the Indoor Pool facility as well as preparations training and orientation of the new operations of the pump and filtration systems of the sauna, spa and warm water pool. Staff are also working closely with Envibe the new customer software system that will be implemented with the opening of the indoor pool facilities.

The Aquatic Centre Manager has commenced they bring extensive experience in the deliver of both Aquatic and Fitness Centre Programs and management of Centre's, the individual will work closely with the team and the implementation of the improvement actions contained in the Muswellbrook Aquatic & Fitness Centre Business Plan 2021.

VISITOR INFORMATION CENTRE – DENMAN

Visitor numbers to the area are increasing, predominantly visitors are from NSW and a small percentage from international tourist.

Visitors from:	Number of visitors (March)	Number of visitors (April)
NSW Other	158	414
Muswellbrook LGA	35	41
Queensland	11	19
Tasmania	3	5
Australian Capital Territory	-	1
South Australia	-	2
Victoria	-	2
International	1	3
Total Visitors	208	487

COMMUNITY PARTNERSHIPS

Attendance and participation in the following networks – Upper Hunter Community Service Interagency, Youth Network Meeting, Local Government Community Safety and Crime Prevention Network (LGCSCPN)

- Maintain, responded and distribute emails to the Upper Hunter Community Services Interagency.
- Attended and participated in the following events – Upper Hunter Homeless Support Open Day, Upper Hunter Youth Services Family Fun Day
- Attended and participated in the following meetings - Children and Young People Wellbeing Recovery Initiative grants, Autumn School Holiday Grants with Muswellbrook PCYC
- Liaised with some participants of the Aboriginal Oral History to add extra information to the upperhunter.workingwithindigenoustralians.info website.

Disability Inclusion Action Plan (DIAP)

The draft DIAP is well underway, a community survey will be launched on 10 May, 2022 and close on 3 June, the survey will gauge the community's accessibility needs and issues within the Shire.

Community Partnerships & Events

- **The Stranger Film**

The screening of The Stranger was supported and delivered in partnership with Council along with 'Where There's A Will' Foundation. The two screenings were held at the Denman Memorial Hall and were well attended by community members with approximately 120 people at each session. Any money raised was donated to charity.

- **Annual Sandy Hollow Charity Horse Ride**

Council provided monetary sponsorship for this worthy event, covering the cost of the BBQ breakfast for the riders and cost for rubbish bins, their removal and toilet facilities, the event was well supported, the organising committee acknowledged and were thankful for the financial and resource support that Council provided.

All funds raised went directly to the operations of the Westpac Rescue Helicopter.

- **The Diesel, Rust & Dust Truck & Machinery Show and Denman Chamber of Commerce Main Street Markets**

Council provided financial and resource support to the Denman Chamber of Commerce, by all accounts both events were highly successful.

- **Upcoming events**

- Australian Theatre Live Screenings will be held at the Denman Memorial Hall over 4 sessions on 22 May. Films being aired include Stay a theatre/musical, Prehistoric Picnic, The Pulse and Italian Baroque with Circa are films based in Music/Opera/Circus/Family. Funds raised from the screenings will be support the artists and Local Health Service.
- Blue Heeler Film Festival & Best of Blue Heeler Screening – September/October 2022
- Initial planning stages. Jenny Hicks well know film producer has been approached to be our Patron of the event.
- The Great Cattle Dog Muster, 10 September 2022, Council is providing resources and support through the organising committee.

12.20 SPONSORSHIP REQUEST - MUSWELLBROOK RACE CLUB

Attachments:	A. Muswellbrook Race Club - Sponsorship Request ↓
Responsible Officer:	Fiona Plesman - General Manager
Author:	Michelle Sandell-Hay - EA to the General Manager & Mayor
Community Plan Issue:	<i>A Council that is well managed, efficient and properly resourced and that is responsive to its communities and stakeholders</i>
Community Plan Goal:	<i>Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.</i>
Community Plan Strategy:	<i>Appropriate matters are reported to Council in a timely manner in accordance with the Financial Control and Reporting Policy.</i>

PURPOSE

Council determines a level of sponsorship for the Muswellbrook Race Club.

OFFICER'S RECOMMENDATION

Council sponsors the Muswellbrook Race Club for \$10,000 in 2022/2023 and 2023/2024.

Moved: _____ **Seconded:** _____

Council has a range of not-for-profit organisations it supports each year through sponsorships.

Council historically provided \$6,000 in sponsorship for Muswellbrook Race Club over a number of years. In 2018/2019 sponsorship was increased to \$50,000 in support for the Race Clubs aim to improve prize money and attract patrons.

Council applies for a half day public holiday in support of the Muswellbrook Cup, each year.

CONSULTATION

Cr Reynolds

REPORT

Muswellbrook Race Club are seeking sponsorship of \$40,000 each financial year for three years, until 2026.

OPTIONS

Council approve \$10,000 annually for three years

Council sets an alternative level of sponsorship.

CONCLUSION

Council provides a level of sponsorship for the Muswellbrook Race Club.

SOCIAL IMPLICATIONS

Muswellbrook Cup is an important event in the Muswellbrook Shire.

FINANCIAL IMPLICATIONS

Council has a range of not-for-profit organisations it supports each year providing approximately \$100,000 overall in sponsorship that assist many groups hold events, for example the Sandy Hollow Horse Ride for the Westpac Rescue Helicopter.

POLICY IMPLICATIONS

Not applicable.

STATUTORY IMPLICATIONS

No Implications.

LEGAL IMPLICATIONS

No Implications.

OPERATIONAL PLAN IMPLICATIONS

No Implications.

RISK MANAGEMENT IMPLICATIONS

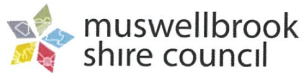
No Implications.

WASTE MANAGEMENT IMPLICATIONS

No Implications.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

No Implications.



SPONSORSHIP AGREEMENT 2023-2026

Dear Honourable Mayor Steve Reynolds and CEO Fiona Plesman,

The Directors and I would like to thank Muswellbrook Shire Council, for your grateful sponsorship of \$40,000 in supporting our large community horseracing event, the Muswellbrook Gold Cup in 2022. This funding assists us in covering the prohibitive costs of implementing and marketing this large community event that drives tourism and adds value to our local economy.

I am currently working on budgets for the new fiscal year and wonder if the Muswellbrook Shire Council would commit to a sponsorship of \$40,000 each fiscal year over the next 3 years to 2026?

The Club shall provide the following benefits to the Sponsor each year:

- ✓ Sponsors partnership of the Gold Cup Day as a Community event.
- ✓ Muswellbrook Shire Logo on TV advertisement.
- ✓ Muswellbrook Shire Logo on posters, social media, in the race book and on our website.
- ✓ Full page colour advertisements in the race book.
- ✓ Cup day signage in the grounds.
- ✓ VIP Access to the Members Area on the day and a booked table for six.

Please can you consider this sponsorship over the next 3 years as it allows the Muswellbrook race club to plan and budget accordingly for the future.

Kind Regards,

A handwritten signature in black ink, appearing to read "Trevor Taylor", enclosed within a circular scribble.

Trevor Taylor

General Manager

Ph: (02) 6541 1699

Mob: 0421-581714.

gm@muswellbrookraceclub.com.au

www.muswellbrookraceclub.com.au



13 REPORTS FROM COMMITTEES

13.1 REPORT OF THE FINANCE REVIEW AND ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY, 11 MAY 2022

Attachments:	Nil
Responsible Officer:	Fiona Plesman - General Manager
Author:	Michelle Sandell-Hay - EA to the General Manager & Mayor
Community Plan Issue:	<i>A Council that is well managed, efficient and properly resourced and that is responsive to its communities and stakeholders</i>
Community Plan Goal:	<i>Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.</i>
Community Plan Strategy:	<i>Appropriate matters are reported to Council in a timely manner in accordance with the Financial Control and Reporting Policy.</i>

PURPOSE

To inform Council of a meeting of the Finance Review and Advisory Committee held on 11 May 2022.

OFFICER'S RECOMMENDATION

The minutes for the Finance Review and Advisory Committee meeting held on Wednesday 11 May 2022 be NOTED.

Moved: _____ Seconded: _____

REPORT

The Executive Officer reports that the Finance Review and Advisory Committee met on Wednesday 11 May 2022.

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

MINUTES OF THE EXTRA-ORDINARY FINANCE REVIEW AND ADVISORY COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD IN THE LOXTON ROOM, ADMINISTRATION CENTRE, BRIDGE STREET, MUSWELLBROOK ON WEDNESDAY 11 MAY, 2022 COMMENCING AT 4.11PM.

PRESENT: Cr S. Reynolds (Chair) and Cr R. Mahajan.

IN ATTENDANCE: Cr J. Lecky, Cr D. Marshall, Ms F. Plesman (General Manager), Mr D. Finnigan (Deputy General Manager), Mr D. Walsh (Director – Corporate Services & Chief Financial Officer), Mr J. Hogan (Financial Controller) and Mrs M. Sandell-Hay (PA to General Manager).

1 APOLOGIES AND LEAVE OF ABSENCE

RECOMMENDED on the motion of Cr Reynolds and Cr Mahajan that:

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

In Favour: Crs R. Mahajan and S. Reynolds.

Against: Nil.

2 DISCLOSURE OF ANY PECUNIARY AND NON-PECUNIARY INTEREST

Nil

3 BUSINESS

3.1 REPORT ON INVESTMENTS HELD AS AT 30 APRIL 2022

RECOMMENDED on the motion of Cr Reynolds and Cr Mahajan that:

The information showing Council's investments as at 30 April 2022 be noted.

In Favour: Crs R. Mahajan and S. Reynolds.

Against: Nil.

3.2 FEES & CHARGES - 2022/23

RECOMMENDED on the motion of Cr Reynolds and Cr Mahajan that:

RECOMMENDED that the Finance Committee endorse that Council resolves to:

Place the Fees & Charges for the 2022/23 Financial Year in accordance with the attached 2022/23 Fees & Charges Report to be put on Public Exhibition for a period of 28-days subject to page 15 being amended to read that the Muswellbrook Regional Arts Centre change the fee for non for profit to \$250 ex-GST.

In Favour: Crs R. Mahajan and S. Reynolds.

Against: Nil.

3.3 BUDGET 2022/23 ESTIMATES

RECOMMENDED on the motion of Cr Reynolds and Cr Mahajan that:

The information contained in this report be noted.

In Favour: Crs R. Mahajan and S. Reynolds.

Against: Nil.

4 ADJOURNMENT INTO CLOSED COMMITTEE

MINUTES OF THE EXTRA-ORDINARY FINANCE REVIEW AND ADVISORY COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD IN THE LOXTON ROOM, ADMINISTRATION CENTRE, BRIDGE STREET, MUSWELLBROOK ON WEDNESDAY 11 MAY, 2022 COMMENCING AT 4.11PM.

RECOMMENDED on the motion of Cr Reynolds and Cr Mahajan that:

The Committee 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:

7.1 EXECUTION OF NEW \$2.5M LOAN

Item 7.1 is classified CONFIDENTIAL under the provisions of Section 10A(2)(d)(i) of the local government act 1993, as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it, and the Committee considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

7.2 EXECUTION OF REFINANCING \$7.980M LOAN

Item 7.2 is classified CONFIDENTIAL under the provisions of Section 10A(2)(d)(i) of the local government act 1993, as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it, and the Committee considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

In Favour: Crs R. Mahajan and S. Reynolds.

Against: Nil.

5 CLOSED COMMITTEE

7.1 EXECUTION OF NEW \$2.5M LOAN

RECOMMENDED on the motion of Cr Reynolds and Cr Mahajan that:

The Finance Committee recommend Council delegate to the General Manager the authority to apply for and execute the following loan agreement:

- 1) A principal and interest loan from NSW Treasury Corporation (TCorp) for an amount of AUD\$2.5 million on a fixed term of 10 years at 4.19% (Indicative only),
 - a. Or if this application is unsuccessful, apply for the CBA option outlined at the end of this report.

In Favour: Crs R. Mahajan and S. Reynolds.

Against: Nil.

7.2 EXECUTION OF REFINANCING \$7.980M LOAN

RECOMMENDED on the motion of Cr Reynolds and Cr Mahajan that:

The Finance Committee recommend Council delegate to the General Manager the authority to apply for and execute the following loan agreement:

- 1) A principal and interest loan from Commonwealth Bank of Australia for an amount of \$7.980 million on a fixed term of 5 years, amortising over 10 years at 4.73% (Indicative only).

In Favour: Cr S. Reynolds.

Against: Cr R. Mahajan.

6 RESUMPTION OF OPEN COMMITTEE

RECOMMENDED on the motion of Cr Reynolds and Cr Mahajan that:

The meeting return to Open Committee.

In Favour: Crs R. Mahajan and S. Reynolds.

Against: Nil.

3.4 2022/23 REVENUE POLICY - UPDATE

RECOMMENDED on the motion of Cr Reynolds and Cr Mahajan that:

The Finance Committee recommend that Council resolves to place the 2022/23 Revenue Policy on Public Exhibition for a period of 28-days.

In Favour: Crs R. Mahajan and S. Reynolds.

Against: Nil.

7 CLOSURE

The meeting was declared closed at 4.24pm.

.....
Ms F. Plesman
General Manager

.....
Cr S. Reynolds
Chairperson

14 NOTICES OF MOTION / RESCISSION**14.1 NOTICE OF MOTION - LEGAL FEE EXPENDITURE 2016 - 2022****Attachments:** Nil**Responsible Officer:** Fiona Plesman - General Manager

Councillor Bowditch indicated his intention to move the following motion at the next Ordinary Meeting of Council on 24 May 2022, as follows:

MOTION

- A) I request a report for the June 2022 Council Meeting a breakdown of annual expenditure on all legal fees for the financial years commencing 2016 to date.**
- B) A second report be tabled for councillors for Closed Council outlining what the fees for the legal matters were related to.**

Moved: _____ **Seconded:** _____

RESPONSE BY GROUP MANAGER

These reports will require some time to prepare as they request data back to 2016. It is recommended that this report is allocated to the July Ordinary meeting of council.

14.2 NOTICE OF MOTION - STAFFING NUMBERS 2016-2022**Attachments:** Nil**Responsible Officer:** Fiona Plesman - General Manager

Councillor Bowditch has indicated his intention to move the following motion at the next 24 May 2022 as follows:

MOTION

I request a report for the June 2022 Council Meeting specifying the staffing numbers in all departments both current and departments no longer active, from the calendar year beginning 2016 and compared to the numbers as at January 2022.

Moved: _____ **Seconded:** _____

RESPONSE BY GROUP MANAGER

This data can be made available to a forward meeting of council.

14.3 NOTICE OF MOTION - COUNCIL SERVICES POLICY

Attachments: A. Letter to community engagement data base [↓](#)
 B. Project plan [↓](#)

Responsible Officer: Fiona Plesman - General Manager

Councillor Bowditch indicated his intention to move the following motion at the next Meeting of Council on 24 May 2022, as follows:

MOTION

- a) Council expedite the Council Services Policy which is to be undertaken with the community consultative panel, so as to effectively commence our service levels for the required areas ie mowing, roads etc and increase our presentation and so as the council and community has a formalised base of the areas prioritised and reoccurrences of maintenance.
- b) The community panel be selected and meet for the first time before the 15 June 2022 to commence this process.

Moved: _____ **Seconded:** _____

RESPONSE BY GROUP MANAGER

The community engagement program to receive feedback on council service levels is underway. A working party and project plan has been prepared with the Community Panel dates planned for four Saturdays in August and September 2022. This allows time to prepare a document for participants that with all relevant data in relation to council services. See attached the letter that has been distribute and the project plan.

Dear <<firstname>>

Muswellbrook Shire Council has your name on a register of people interested in participating in a Council community panel.

In August and September this year Council will be seeking input from people on that register about the level of services and the range of facilities provided by Muswellbrook Shire Council. This would involve attendance at four, full-day workshops to be held across Muswellbrook Shire (Muswellbrook, Denman, Sandy Hollow and Muswellbrook again). At these meetings information is supplied to participants on current Council services and feedback is provided by participants on the required or recommended level of service.

The only requirement to take part in the 2022 Community Panel is that participants will need to attend all four workshops. People won't be reimbursed for attending; however food and refreshments will be provided.

This email is to invite you to submit an Expression of Interest to participate in the 2022 Muswellbrook Shire Community Panel, which will meet on Saturdays from 9.30am until 4pm on:

1. Saturday 6th August;
2. Saturday 20th August;
3. Saturday 10th September; and
4. Saturday 24th September.

Please complete the on-line Expression of Interest form at [?](#) which also asks you to update your details and to confirm that you can attend all four workshops.

In addition, the Muswellbrook Shire 2022-2032 Draft Community Strategic Plan is currently on public exhibition until Tuesday, 17 May 2022 and if you would like to comment please click on this link <https://www.muswellbrook.nsw.gov.au/community-strategic-plan-feedback/>

If you no longer live, work or study in Muswellbrook Shire, or you would prefer not to take part in this and other Muswellbrook Shire Council community consultations, please send a return email and your details will be removed from the database.



Muswellbrook Shire Council – 2022 Community Panel Proposed Overview and Project Plan

Introduction

Muswellbrook Shire Council's Delivery Program has as a commitment - ***Engage with the community & other stakeholders to determine service level expectations***. This is the project plan for the delivery of the 2022 community consultation.

Community Strategic Plan Strategy	Delivery Program Activity	Measure and Source	
6.1 Enable genuine and well-informed community participation in decision making	6.1.1 Engage with the community & other stakeholders to determine service level expectations and appropriate measures	Service Level Agreements determined and recorded	Internal measure reported to Council and the community

Council proposes to conduct a community engagement program in the second half of 2022. A group of approximately 50 Muswellbrook Shire residents will be asked to provide feedback on a specific question.

The question to be posed to council's 2022 Community Panel is:

- Should Council be involved in delivering the service or facility and, if not, can it be better delivered by someone else?
- If yes, what level of service is required by the community

Community engagement method

The community engagement project will seek feedback from the community on the required level of service for key mandatory and discretionary council services. The question to be answered by the community is "*Should council deliver this service and if so what level of service is required*"; services to be included in the community panel deliberations include:

- Roads
- Parks
- Natural areas
- Community services.

The community engagement process will use a democratic method called a Citizen Panel or Jury. A Citizen Panel or Jury features the following elements:

- Involves randomly selected everyday residents in making recommendations to council
- The panel is provided with detailed information about council services, revenue and expenditure



- The panel can ask what ever questions it likes and seek additional information before providing advice to council on service levels.

Muswellbrook Shire Council's Community Panel

- Will bring together a representative sample of randomly chosen residents that match the profile of the community
- Provide a forum for discussion on council services
- Will take place over four (4) days. During this time the panel will receive detailed information about council services. Panel members can ask whatever questions they like and seek additional information.
- The panel will be facilitated by the general manager who is experienced in facilitating community panels.
- At the conclusion of the community panel the panel will prepare a report and provide recommendations to council.

Context

The NSW Office of Local Government puts Service delivery (and hence Service Level Reviews) in the wider context of Strategic planning, Governance, and Financial sustainability.



- Strategic planning focuses on a council's Integrated Planning and Reporting arrangements including how well it engages its community in planning, how well it delivers against its Community Strategic Plan and Delivery Program, and how it reports to the community. Land use planning matters are also considered.
- Governance examines all the means by which a council is directed and controlled to ensure effective decision making and ensure the organisation is meeting its legal and ethical obligations. The council's regulatory framework is also considered as part of this area.
- Financial sustainability is indicated through an assessment of a council's current financial position as well as its long-term financial planning and asset management.
- Service delivery effectiveness and efficiency is measured through a consideration of customer satisfaction, service standards, and the council's performance in achieving community outcomes through the implementation of its Delivery Program.

Preparation for the the Community Panel

- Council's Managers will need to provide background information on each of the services to be reviewed by the community panel



- It will also involve the preparation of a summary report which is easy to read and Powerpoint presentations that will be presented to the first meeting of the Panel (and maybe repeated other meetings)
- Council officers will consider if this report will be prepared internally or with the assistance of an external consultant

The data sources to be used in preparing the background report would include:

- Muswellbrook Shire Resourcing Strategy
- Parks and Recreation operation standard
- Muswellbrook Shire Council Annual Reports
- New data from the 2021 Census (released from June 2022 onwards)
- Detailed data from the 2016 Census including a profile of the Aboriginal and Torres Strait Islander population, time series information and Socio-Economic Indexes for Areas (SEIFA) data.
- FY21 Local Government Performance Excellence Program – Muswellbrook Council - 17 December 2021
- Your Council report - The State of Local Government in NSW (Time Series Report 2019-20) <https://www.olg.nsw.gov.au/public/about-councils/comparative-council-information/your-council-report/>
- Muswellbrook Council data information pack, NSW Department of Planning, Industry and Environment, August 2021. Includes current and projected data on Population, Households and the housing market, Economy, Freight Projections, Employment and Other Resources
- Australian Bureau of Statistics Region Summary October 2021 – includes data Population and People, Aboriginal and Torres Strait Islander Peoples, Economy and Industry, Income, Education and Employment, Health and Disability, Family and Community, Land and Environment
- Internal Muswellbrook Shire Council revenue and expenditure data

Community Panel Members

The proposal is that the community will be represented by a group of approximately 50 people. Council will need to ensure:

- Representation from across the Shire including residents of both urban and rural localities
- Include a demographic mix of (age, gender)
- Members of the panel include people with a wide range of interests, for example sport and recreation, the creative industries, services for children, youth, the aged and people with a disability.

Conduct of the meetings

- Participants in the process will need to commit to attend all of the four meetings and will be provided with the dates well in advance.



- Participants in the process will be provided with detailed, unbiased information about the services and facilities currently delivered by Muswellbrook Shire Council, our sources of revenue including rates, income from commercial initiatives, grants and other external funding.
- There will be a gap between each of the meetings of the Community Panel
- Although the recommendations of the Community Panel will be presented to Council, there is no guarantee they will be adopted
- Need for the set up of IT and communication services at each of the meetings
- Provide participants with good food and refreshments but not pay them for their attendance
- Consider providing transport to meetings if required.

Services to be reviewed

The review will include both mandatory services and facilities and discretionary services and facilities.

- Parks and recreation
- Roads – especially shoulders and stormwater
- Community services and facilities including libraries
- Waste
- Ranger Services
- Footpaths and cycleways.

The table below shows the results from the 2019 and 2021 Community Satisfaction Surveys where there is a difference in the importance and satisfaction ratings for selected Council facilities and services i.e. where Council's facilities and services were rated in the high importance/low satisfaction or high satisfaction/low importance quadrants. The highlighted services in the table below have been marked as priority areas for review in the draft delivery program which is currently on public exhibition.

Results from the 2019 and 2021 Community Satisfaction Surveys

Quadrant	Community Satisfaction Survey Results	
	2019	2021
Higher Importance, Lower Satisfaction	Footpaths and cycleways Sealed roads Dog control Services for the elderly Economic development and attracting new investment	Footpaths and cycleways Council website Council pools Protection of the natural environment and wildlife Parking facilities Services for the elderly Youth facilities and activities Local festivals and events The way Council communicates with the local community Public toilets Development applications (DA's)



		Economic development and attracting new investment
Lower Importance, Higher Satisfaction	Council pools Libraries Sporting facilities Community halls	Libraries Sewage collection and treatment Sporting facilities Water supply Waste and recycling

Schedule

Item	Task or event	Timeframe
1	Write to 600 people on our database - dates/times of Community Panel etc	13 th May 2022
2	Engage consultant to write services report	30 th May 2022
3	Deliver & review services report	18 th July 2022
4	Confirm community panel participants	10 th June
5	Write to panel members	15 th June
6	Media	Throughout July
7	Confirm attendance and replace exiting panel members	22 nd July
8	First Community Panel meeting - TEC 2 Building Muswellbrook	6 th August
9	2 nd Panel meeting	20 th August
10	3 rd Panel meeting	10 th September
11	4 th Panel Meeting	24 th September
12	Present to council	27 th September

14.4 NOTICE OF MOTION - GALLERY CAFE**Attachments:** Nil**Responsible Officer:** Fiona Plesman - General Manager

Councillor Bowditch indicated his intention to move the following motion at the next Ordinary Council Meeting on 24 May 2022, as follows:

MOTION

Council seeks tenders of expressions of interest for the lease and management of the current gallery café by external operators to councils existing function.

Moved: _____ **Seconded:** _____

RESPONSE BY GROUP MANAGER

Council is referred to the report on Council's Hospitality Services tabled as a closed report to the Council Meeting of 24th May.

14.5 NET ZERO 2050 ROADMAP

Attachments: A. Net Zero Roadmap - Council Report 28 Sept 2021 [↓](#)
B. Net Zero Roadmap Technical Report [↓](#)

Responsible Officer: Fiona Plesman - General Manager

I, Cr Graeme McNeill, give Notice of Rescission of the following resolution of Council passed on 28 September, 2021 regarding Item No. 10.3 – Net Zero 2020 Roadmap as follows:

10.3 NET ZERO 2050 ROADMAP

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

Council:

- 1. Adopts the Muswellbrook Shire Council Net Zero Roadmap Strategy in Attachment A for implementation;*
- 2. 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;*
- 3. 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; and*
- 4. 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.*

MOTION

The resolution of Council on 28 September, 2021 regarding Item 10.3 – Net Zero 2020 Roadmap be rescinded to allow the new council to consider the roadmap against budgets & their priorities

Moved: _____ **Seconded:** _____

RESPONSE BY GROUP MANAGER

A copy of the report that was presented to the Council meeting on 28 Sept 2021, as well as the Net Zero Roadmap Strategy, are attached as background information.

ORDINARY MEETING

28 SEPTEMBER 2021

10.3 NET ZERO 2050 ROADMAP

Attachments: A. Net Zero Roadmap Technical Report
Responsible Officer: Derek Finnigan - Deputy General Manager
Author: Tracy Ward - Sustainability Officer
Sharon Pope - Executive Manager - Environment and Planning

PURPOSE

The NSW government released the Net Zero Plan Stage One: 2020-2030 plan in March 2020 as part of its Net Zero Strategy. The NSW government has committed to a 35% reduction in the state's greenhouse gas (GHG) emissions by 2030 from a 2005 baseline and has committed to net zero emissions for NSW by 2050.

Currently there is no mandate that councils must take action to help achieve the NSW Government commitment. However, staff have observed new legislation and regulations being introduced that do implement the target in various ways, such as the future waste management requirements, and initiatives such as reductions in stamp duty on purchase of electric vehicles. A mandate is expected to follow in the near future, particularly as a consequence of the Intergovernmental Panel on Climate Change 'Climate Change 2021' report.

Council staff have been participating in a Net Zero Pilot project being run by the Department of Planning, Industry and Environment. The outcome has been a roadmap for Council's operations transitioning towards net zero emissions by 2050.

OFFICER'S RECOMMENDATION**Council:**

1. **Adopts the Muswellbrook Shire Council Net Zero Roadmap Strategy in Attachment A for implementation;**
2. **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;**
3. **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; and**
4. **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.**

Moved: _____ **Seconded:** _____

BACKGROUND

Council was invited to participate in the Net Zero Pilot Program being run by the Department of Planning, Industry and Environment. The program assisted Council to compile necessary data and identify challenges to meeting a Net Zero Emissions target by 2050.

Whilst Council does not currently have a net zero emissions commitment, Council adopted a Greenhouse Reduction Strategy on 10 February 2003. Several of the actions have been completed or are part of current business as usual operations, but many have also not been actioned.

Council staff have collaborated with thirty organisations in a pilot project to develop a net zero emissions roadmap. The roadmap was developed on the basis that Council would be interested in setting

ORDINARY MEETING**28 SEPTEMBER 2021**

greenhouse gas reduction targets in line with the NSW Government commitments of 35% below 2005 baseline levels by 2030 and net zero by 2050.

Emissions are divided into three scopes:

- Scope 1 emissions are direct emissions which, for Muswellbrook Shire Council includes emissions from the waste facility and fuel combustion from fleet vehicles.
- Scope 2 emissions are indirect emissions from electricity purchased and used by Council.
- Scope 3 emissions are all other indirect emissions, and include the emissions created by other organisations that Council uses or purchases products from, and includes transport for waste services, and electricity used at the recycling plant where the Shire's recycling is sorted.

The roadmap focuses on the two scopes within Council's control, Scope 1 and Scope 2, although Council does have the ability to make purchasing decisions that preference companies who demonstrate lower emissions in the production or transport process or incorporate reused/recycled materials in their products.

CONSULTATION

Jonathan Wood – Sustainability Advantage.

James Wilkinson and James Moore – Jacob's Consulting

Senior Coordinator Waste Operations

Operations Manager Water and Wastewater

Manager Roads, Drainage and Technical Services

Senior Works Coordinator

MANEX

CONSULTATION WITH COUNCILLOR SPOKESPERSON

A copy of the report has been forwarded to the Mayor Councillor Scholes, the Deputy Mayor, Councillor Ledlin, and the Councillor Spokesperson for Infrastructure, Councillor Woodruff, for review.

REPORT

A key component of developing a roadmap to net zero emissions is understanding what an organisation's business as usual (BAU) operations emissions footprint is (that is, without the implementation of a net zero roadmap), and how this is expected to change over time. The graph below shows Council's BAU projections, the Net Zero commitment and the likely outcome of the Muswellbrook Net Zero Roadmap Strategy provided in Attachment A.

ORDINARY MEETING

28 SEPTEMBER 2021

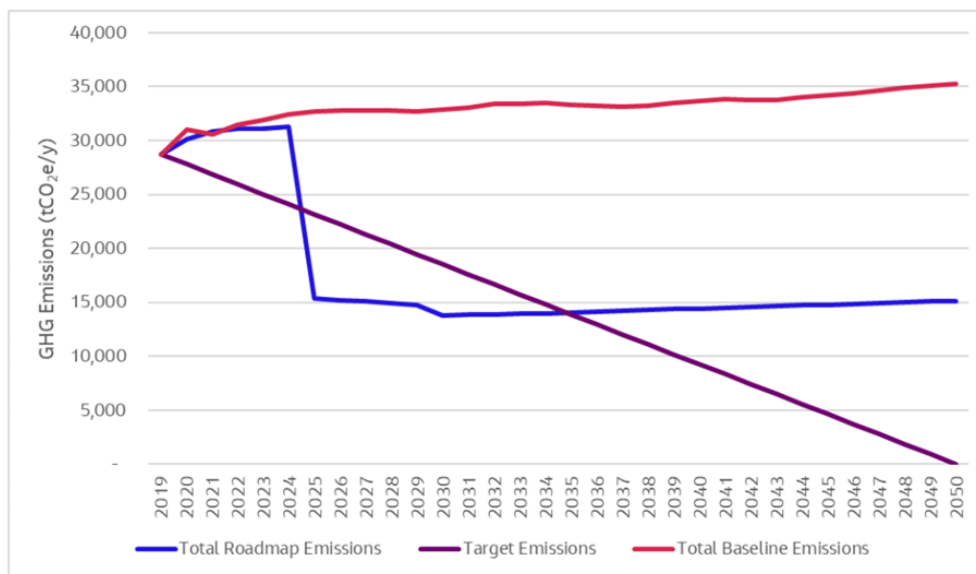


Figure 1. Emission outcomes from BAU and the net zero emissions roadmap.

Based on the adoption of each of the presented opportunities (with the exception of energy from waste), there is a considerable reduction in emissions achieved, however there are some residual emissions present. This requires both an ongoing refinement of mitigation strategies over time and offsetting to achieve the 2050 target of net zero.

Council had been making inroads towards a net zero emissions target before the NSW State Government announced this program, with a 40% Renewable Energy Target set in 2015/16.

The three main areas Council will need to act on in order to effectively reduce emissions are:

1. waste management and electricity use (100% renewables required);
2. fuel consumption; and
3. procurement.

Waste reduction is necessary because waste emissions continue long past the day an item is added to landfill. This is due to the methane generated by the breakdown of organic material in the void. Methane is 21 times as harmful to the atmosphere as carbon dioxide and limiting its production is vital to reducing emissions. Many processes can be implemented to convert methane to carbon dioxide including composting and methane capture. Removing putrescibles from the waste stream through a Food Organics and Garden Organics collection service will reduce future methane emissions.

As Council doesn't adequately record methane gas generated at the waste management facility, it is difficult to determine if this would be cost effective at this time, however the NSW government has indicated it may be required as part of approval of new or expanded operations in the future.

With or without flaring, the waste facility is likely to require some type of offset strategy. The quantum would change based on the absence/presence of flaring.

Fleet vehicles contribute substantially to Council's emissions, and Council should begin preparing for the electrification of some of its fleet vehicles.

Next Steps

The implementation of the roadmap strategy will require ongoing management. The actions for implementation over the short, medium and long term are presented below.

ORDINARY MEETING**28 SEPTEMBER 2021**

1–3 years

1. Begin collecting more detailed data for missing emissions sources to develop inventory:
 - (i) Require procurement teams to keep records of materials (concrete, steel, asphalt, aggregates, etc), water treatment chemicals, and similar, in physical units (e.g. tonnes or m3);
 - (ii) Require construction teams to report on land clearing and land use changes as part of projects;
 - (iii) Integrate requirement for regular reporting of fuel, electricity and materials internally, and also require this information to be reported in external contracts; and
 - (iv) Heating, ventilation and air-conditioning (HVAC) servicing contractors to provide records of refrigerant top-ups in kg of refrigerant.
2. Refine resourcing plan for waste management to address priority actions, including:
 - (i) Undertake waste auditing to improve waste composition records for landfill;
 - (ii) Develop Council response plan to address actions within the National Waste Policy Action Plan 2019, NSW Waste and NSW Sustainable Materials Strategy 2041 and other relevant strategies;
 - (iii) Identify funding and/or grant opportunities as part of National and State strategies for waste reduction, diversion or similar;
 - (iv) Investigate opportunities for improved food organics garden organics (FOGO) diversion rates and expansion to commercial FOGO collection;
 - (v) Audit landfill gas monitoring results and investigate areas for improvement;
 - (vi) Investigate landfill gas capture opportunities and source funding for feasibility studies and detailed costings; and
 - (vii) Potential initiation of a Council Waste Management Strategy to address above priorities.
3. Arrange high level energy audits to identify further retrofit opportunities for key buildings, including Muswellbrook Marketplace, Tertiary Education Centre (TEC) Annexe, Bridge St Library, and Council Administration Centre.
4. Integrate improved energy efficiency requirements into the design for new Council buildings, including the Entertainment Centre and Bridge St mixed use development.
5. Investigate opportunities for biofuel (B5) procurement and storage at Council depot and transition all petrol and diesel to be replaced with E10 and B5 for Council works where compatible (and integrate requirement into construction contracts for third parties).
6. Undertake FY2020 and FY2021 updates of emissions inventory using provided tool and National Greenhouse and Energy Reporting (NGER) Calculator.

3-6 years

1. Ongoing updates of emissions inventory, including additional detailed emissions source information.
2. Prepare detailed costings of emissions reduction strategies and integrate into Council budget forecasts to identify opportunities for National and/or State funding and grant opportunities.
3. Integrate emissions reduction Key Performance Indicators (KPIs) into construction contracts and identify emissions reduction opportunities for construction works.
4. Review opportunities for further construction works emissions reduction in collaboration with contractors, including opportunities for the use of sustainability rating systems (for example, Infrastructure Sustainability Council of Australia for infrastructure and Green Star for buildings).

ORDINARY MEETING**28 SEPTEMBER 2021**

5. Implementation of waste reduction programs and domestic and commercial FOGO systems.
6. Undertake design and implementation of energy efficiency retrofit opportunities.
7. Undertake detailed design, tendering and construction for landfill gas capture and generation system.
8. Investigate opportunities for increased renewable energy uptake (distributed, large scale and/or Power Purchase Agreements as appropriate).
9. Produce a Green Fleet Strategy to identify detailed opportunities and requirements for transition of Council's plant and equipment fleet to electric (and potentially hydrogen) as appropriate.

2030 and beyond

1. Finalise procurement and/or lease agreements for remaining fleet electrification.
2. Continued collaboration with construction contractors to identify opportunities for further emissions reductions.
3. Review progress against emissions reduction targets (50% below 2019 levels by 2030) and refine strategy for further mitigation as required.
4. Begin investigating offset opportunities and consider development of an offset strategy where mitigations are unable to stay on track with targets.
5. Review ambition for net zero targets (potential to bring forward) and or potential for third-party certifications such as 'Carbon Neutral' under the Climate Active Standard.

OPTIONS

Council may:

Option 1

Commit to a 35% reduction in operational greenhouse gas (GHG) emissions by 2030 from a 2005 baseline and commit to net zero emissions operational greenhouse gas by 2050, adopt and commence implementation of the Muswellbrook Shire Council Net Zero Roadmap Strategy; 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 through to 2050. These are expected to have different financial impacts and costs of abatement.

Option 2

Not adopt an emissions reduction target or a strategy for emissions reduction. Council will only act when legislation or regulations require action. This is expected to be a more expensive approach in the long-run as when action is required it will be in relatively short time-frames, with potential significant impacts to the annual budget, where Council will be operating in essentially a 'sellers' market. Offsets will become more expensive/difficult to procure over time.

CONCLUSION

The Net Zero Road Map Strategy gives Council a plan to follow to achieve Net Zero. The actions in this plan are achievable and, with some offsetting, Council should be able to reach the 2050 target.

SOCIAL IMPLICATIONS

Committing to a Net Zero plan communicates to the community that Council cares about the impacts of climate change and will take action to mitigate this change. As an area that has experienced weather extremes, Council committing to climate change resilience through future projects that will assist in mitigating some of these extremes demonstrates commitment to the community's wellbeing now and into

ORDINARY MEETING**28 SEPTEMBER 2021**

the future.

FINANCIAL IMPLICATIONS

There will be costs associated with implementing this plan but a lot of these costs come with long term savings, such as savings in fuel costs from electrifying the fleet to reducing energy costs by retrofitting existing buildings with energy efficient devices, installing solar panels and building 5 star energy efficient buildings when constructing new facilities.

Financial implications have not been calculated at this stage. Some actions can be delivered with current resources. Over time, it is expected that achieving Net Zero by 2050, or earlier, will be mandated by State and/or Federal Government.

The main message being conveyed is that the longer an organisation takes to commence moving on a net zero transition, the more expensive and logistically intensive it becomes to implement and achieve Council's objectives within the designated timeframes.

To enable the initial actions to commence it is recommended that Council set aside a minimum of \$250,000 in each budget (adjusted annually by CPI). Any funds not spent in a given year are to be held in Reserve to accumulate toward future years' projects.

Given the intergenerational benefits of transitioning to Net Zero it may be appropriate to borrow funds for specific approved projects.

POLICY IMPLICATIONS

A Commitment to a 35% reduction in operational greenhouse gas (GHG) emissions by 2030 from a 2005 baseline and commitment to net zero emissions operational greenhouse gas by 2050 would become a Council Policy that will need consideration in the operational decisions of Council staff.

STATUTORY IMPLICATIONS

There are currently no known statutory implications.

LEGAL IMPLICATIONS

Nil known.

OPERATIONAL PLAN IMPLICATIONS

The Operational Plan 2021/2022 includes preparing pathways for Net Zero by 2050 and Climate Change resilience as one of its key deliveries in Environmental Sustainability. Future Operational Plans are likely to include specific actions to implement the roadmap.

RISK MANAGEMENT IMPLICATIONS

Climate change resulting from global warming is a considerable risk to organisations and communities. Adopting a net zero target and commencing actions to achieve this transition enables Council to do what is practicably possible in order to mitigate the risk.

WASTE MANAGEMENT IMPLICATIONS

The Net Zero strategy has substantial implications on waste management and encourages the implementation of further waste reduction strategies, including education and implementing FOGO.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

The community will be consulted prior to implementation of aspects of the roadmap where there is a direct impact on the community and not just impacts on Council's operations.

ORDINARY MEETING

28 SEPTEMBER 2021



Net Zero Roadmap
Roadmap Technical Report

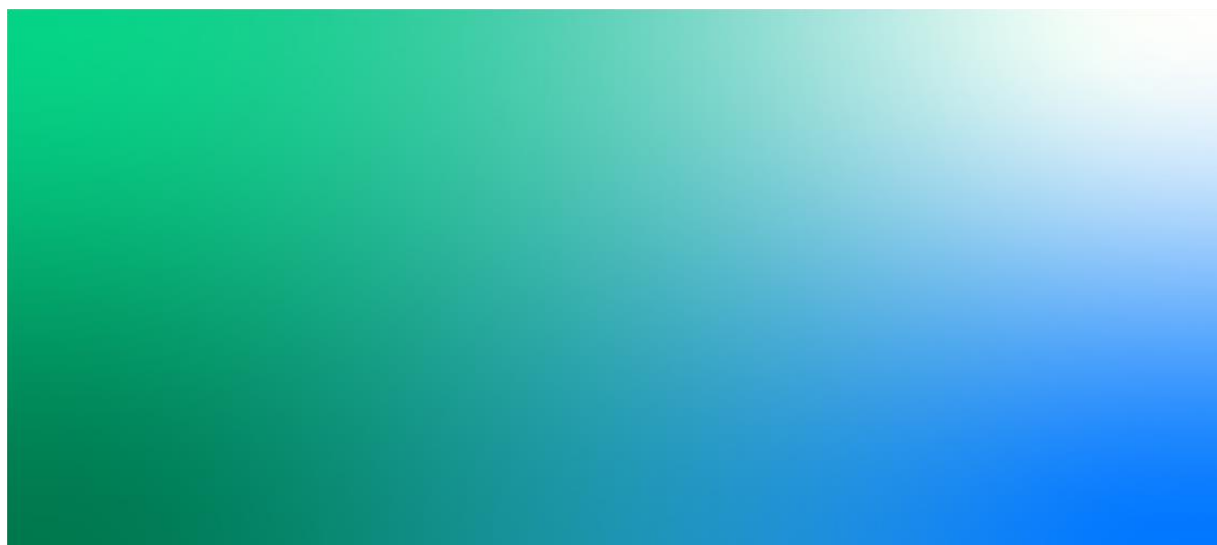
IA210700-MSC-REP-0001 | 3

15 July 2021

Muswellbrook Shire Council



In collaboration with
**SUSTAINABILITY
ADVANTAGE**





Roadmap Technical Report

Net Zero Roadmap

Project No: IA210700
 Document Title: Roadmap Technical Report
 Document No.: IA210700-MSC-REP-0001
 Revision: 3
 Document Status: Final
 Date: 15 July 2021
 Client Name: Muswellbrook Shire Council

Project Manager: James Moore
 Author: James Wilkinson
 File Name: IA210700-MSC-REP-0001 - Muswellbrook NZ Roadmap Technical Report

Jacobs Group (Australia) Pty Limited
 ABN 37 001 024 095
 Level 4/12 Stewart Ave,
 Newcastle West
 NSW 2302
 02 4979 2600
 02 4979 2666
 www.jacobs.com

© Copyright 2019 Jacobs Group (Australia) Pty Limited. The concepts and information contained in this document are the property of Jacobs. Use or copying of this document in whole or in part without the written permission of Jacobs constitutes an infringement of copyright.

Limitation: This document has been prepared on behalf of, and for the exclusive use of Jacobs' client, and is subject to, and issued in accordance with, the provisions of the contract between Jacobs and the client. Jacobs accepts no liability or responsibility whatsoever for, or in respect of, any use of, or reliance upon, this document by any third party.

Document history and status

Revision	Date	Description	Author	Checked	Reviewed	Approved
0.1	04/03/21	Draft for review and approval	JW	JM	JM	JM
1	25/05/21	Update for baseline results and opportunities	JW	JM	JM	JM
2	28/06/21	Final roadmap update for review	JW	JM	JM	JM
3	15/07/21	Update following revised landfill closure plan	JW	JM	JM	JM

Contents

Executive Summary	3
1. Introduction.....	13
2. Baseline GHG Inventory.....	14
2.1 Guiding Documents and Principles.....	14
2.2 Scope and Boundary.....	15
2.3 Method.....	17
2.4 Initial GHG Activity Data.....	17
3. Business as Usual Forecast - Assumptions.....	19
3.1 Population	19
3.2 New Facilities and Expected Upgrades.....	20
3.3 Energy Sources	22
3.4 Waste	22
3.5 Capital Works and Procurement	23
3.6 Summary	23
4. Baseline Forecast	25
5. Roadmap Forecast – Emissions Reduction Opportunities	27
5.1 Waste and Landfill Operation	27
5.1.1 Waste Reduction Programs.....	28
5.1.2 Landfill Gas Capture	29
5.1.3 Energy from waste.....	31
5.1.4 Summary of Waste Opportunities	32
5.2 Electricity.....	34
5.2.1 Energy Efficiency	34
5.2.2 Renewable Energy	36
5.3 Fuel.....	37
5.3.1 Biofuels	37
5.3.2 Fleet Electrification	38
5.4 Construction Works and Procurement.....	38
5.5 Offsets	39
5.5.1 Offset Pricing	41
5.6 Summary of opportunities	42
6. Roadmap Forecast – Net Zero Pathway Results	45
7. Next Steps.....	47
8. References	49

Executive Summary

The Net Zero Pilot Project is an initiative of the Sustainability Advantage Program of the Department of Planning, Industry & Environment. Muswellbrook Shire Council (MSC) is one of 30 participating businesses in the pilot project, assisted by Jacobs in the development of a net zero roadmap. Muswellbrook Shire Council does not currently have a net zero commitment but is interested in setting greenhouse gas reduction targets in line with NSW Government commitments of 35% below 2005 levels by 2030 and net zero by 2050.

A key component of developing a roadmap to net zero emissions is understanding what an organisation's business as usual (BAU) operations emissions footprint is (i.e. without the implementation of a net zero roadmap) and how this is expected to change over time. Only through fully understanding a baseline trajectory of emissions can interventions be effectively planned and executed for shifting and accelerating that trajectory towards a future point of net zero.

This document aims to establish a series of assumptions for the development of such a baseline through to the 2050 target year. These assumptions are based on prior engagement with and data provided by Muswellbrook Shire Council and are to be reviewed and agreed prior to the development of a baseline model to ensure efficiency and accuracy.

It has been agreed that the boundary of assessment will include Scope 1, 2 and 3 emissions, however, some Scope 3 emissions estimating has only been undertaken through financial based metrics as part of this initial assessment with the goal of collecting better Scope 3 data in the short to medium term.

The baseline year considered is that of the most recent typical reporting year, being July 2018 to June 2019, which is designated as 'Year 0'. This year is prior to the impacts of the Covid-19 pandemic and is considered to be more representative of a typical year than FY19-20.

Projections of baseline emissions is forecasted on an annual basis through to the target year of 2050 to coincide with the current target for a net zero commitment. A summary of assumptions that provide the foundation for modelling and forecasting are presented in the table below.

Relevant Area	Key Assumption
Population growth	<p>Population served by Council within the shire is assumed to grow consistent with the 2019 NSW Department of Planning, Industry and Environment (DPIE) projections for Muswellbrook Shire Council</p> <p>It is assumed that this growth in population directly correlates with all emissions inventory data hence quantities of fuel, landfill waste, goods, etc will grow by an equivalent rate per annum to population (resulting in a total increase of 11% by 2050 compared to the 'Year 0' levels).</p>
New facilities	<p>A 'stepped' increase in Councils annual energy consumption (in addition to that increased with Population Growth) of 3,429 MWh per year is expected to be experienced between 'Year 0' (FY18-19) and 'Year 5' (FY23-24). This consists of:</p> <ul style="list-style-type: none"> Recycled Water Treatment Plant with 2,626 MWh per year from Feb 2020 Upgrade of Muswellbrook Swimming Pool with 224 MWh per year from March 2021

IA210700-MSC-REP-0001

Roadmap Technical Report

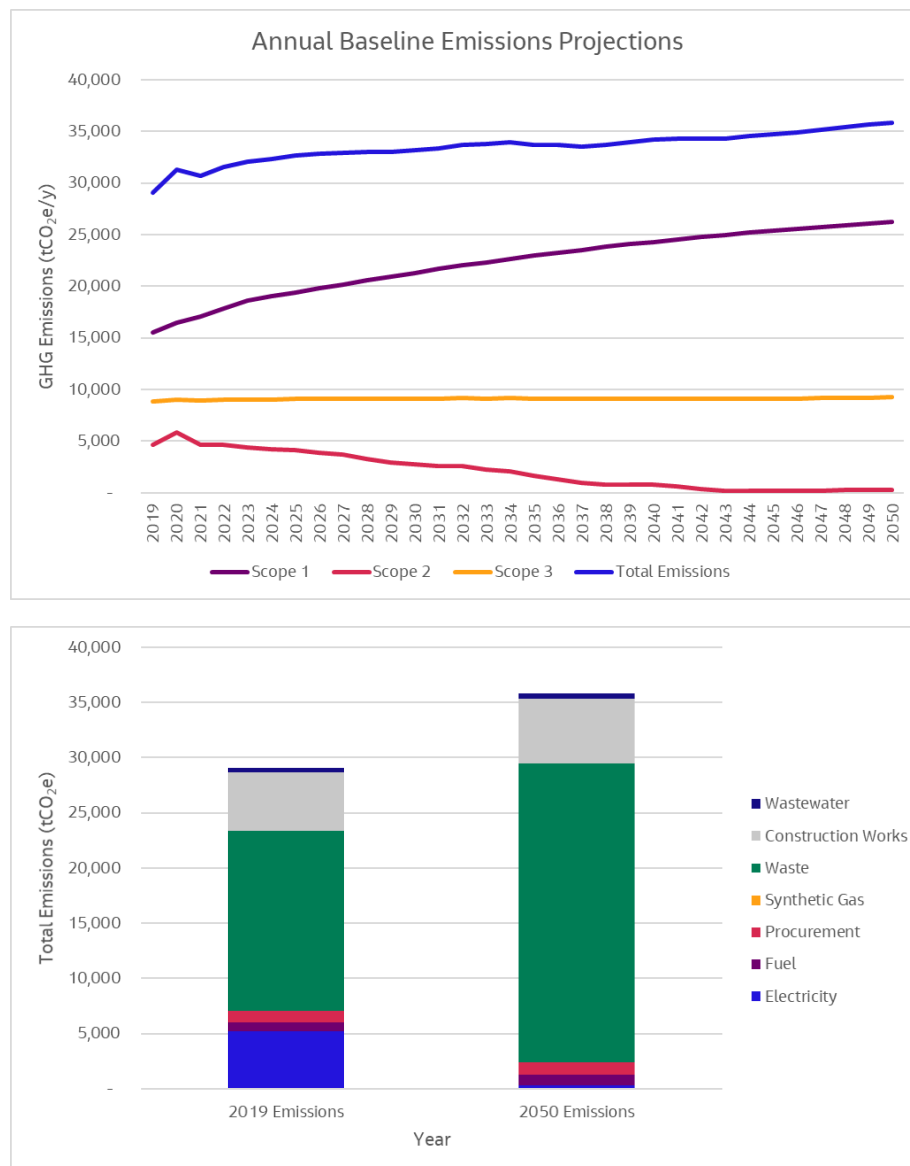


	<ul style="list-style-type: none"> Animal shelter and sustainability hub with 81 MWh per year from December 2021 Tertiary education centre with 58 MWh per year from December 2021 New depot with an additional 26 MWh per year from March 2022 Entertainment centre with 260 MWh per year from December 2022 Food Organics and Garden Organics (FOGO) system with immaterial electricity usage from July 2023 Bridge St retail development with 154 MWh per year from July 2023
Solar Power	<p>An average solar power generation rate of 1,730 kWh/annum/kWp installed has been assumed based on the average output of solar panel systems at MSC.</p> <p>An additional 1,480 kWh of solar generation is planned.</p>
Energy sources	<p>Electricity procurement is expected to remain predominantly from the NSW grid with the exception of the known solar installations currently installed or proposed to be installed.</p> <p>It is assumed that new facilities will not utilise diesel or gas generators/boilers and will be fully electrically powered.</p> <p>Proportions of biofuels in the fuel mix for Council fleet is not expected to change, and no electrification of fleet is expected in the baseline scenario.</p>
Waste composition	<p>The baseline composition of landfill waste is assumed to follow the standard NSW composition from the National Greenhouse and Energy Reporting (Measurement) Determination 2008. This includes 27% construction and demolition waste, 42% commercial and industrial waste and 31% municipal solid waste. The composition of municipal solid waste is then based on municipal solid waste class II (as a dedicated garden waste bin is provided to residents).</p>
Food Organics and Garden Organics (FOGO)	<p>The FOGO service is assumed to divert 38% of available food organics from the red bin (landfill) to composting.</p>

Under a business as usual scenario, Muswellbrook Shire Councils total emissions are projected to continue to increase through to the net zero target year of 2050. Within this, however, Scope 2 emissions are expected to decline due to decarbonisation of the NSW electricity grid.

IA210700-MSC-REP-0001

Roadmap Technical Report



Opportunities

Evidently, the upwards trajectory of emissions under a business as usual scenario is inconsistent with the MSC net zero commitments, and emissions reduction opportunities are required to track towards this goal.

The preferred pathway for achieving net zero emissions should follow an emissions reduction hierarchy for best practice which prioritises mitigation before compensation

A number of opportunities are available for emissions reduction through to 2050. These are expected to have different financial impacts and costs of abatement. Opportunities and their potential scale of impact on emissions reduction were provided for MSC review and comment prior to implementation in a roadmap scenario. It is noted that the year of adoption has been assumed to inform emissions reduction potentials.

IA210700-MSC-REP-0001

Roadmap Technical Report



Initiative	Year of Adoption	First Year Emissions Savings (t CO ₂ e)	Total Cumulative Emissions Savings (to 2050) (t CO ₂ e)
Waste reduction programs	2022	527	76,206
Landfill gas capture and flaring [^]	2025	11,491	317,238
Landfill gas capture and electricity generation [^]	2025	12,900	330,630
Energy from waste ^{^#}	2025	-10,290*	60,975 111,407 with electricity offset
Energy from waste (EFW) with landfill gas capture and flaring ^{^#}	2025	1,201	167,263
Energy efficiency retrofits	2025	940	8,763
Energy efficiency for new builds	2022	141	1,506
Renewable energy [~]	2025	4,608	43,915
Biofuels	2022	10	85
Fleet electrification	2030	227	5,474 5,807 with 100% renewables
Construction works and procurement	2022	334	69,030

*The negative emissions savings represents an increase in emissions for the first year, before landfill avoidance savings are realised. This would break even around 2032 from which point the use of EFW would see annual emissions reductions by comparison to waste reduction programs alone

[^]Emissions savings of all waste initiatives are compared to the waste reduction programs alone, which are assumed to be implemented in all scenarios

[#]Energy from waste savings are not including indirect impacts from offset of energy from the electricity grid, as this effect would be unlikely to be directly accounted for in MSCs future emissions inventories

[~]Renewable energy savings do not include the energy efficiency program, and would be less if all energy efficiency projects were pursued

IA210700-MSC-REP-0001

Roadmap Technical Report



Initiative	Capital Cost (\$)	Average Annual Cost Saving (\$)*	Cost of Abatement (\$ / t CO ₂ e)
Waste reduction programs	Not estimated	Not estimated	Not estimated
Landfill gas capture (flaring)	\$1,936,518	-\$67,917	\$11
Landfill gas capture (generation)	\$3,214,209	\$686,809	-\$28
Energy from waste	Not estimated	Not estimated	Not estimated
Building efficiency retrofits	Not estimated	\$294,242	Not estimated
Streetlight efficiency retrofits	\$0*	\$53,112	-\$183
Energy efficiency in new builds	Not estimated	\$76,950	Not estimated
Renewable energy	\$4,484,159	\$2,073,243	-\$622
Biofuels	\$0	\$0	\$0
Fleet electrification	\$0	\$267,136	-\$231
Construction works mitigations	Not estimated	Not estimated	Not estimated

*A negative cost saving represents an increase in costs

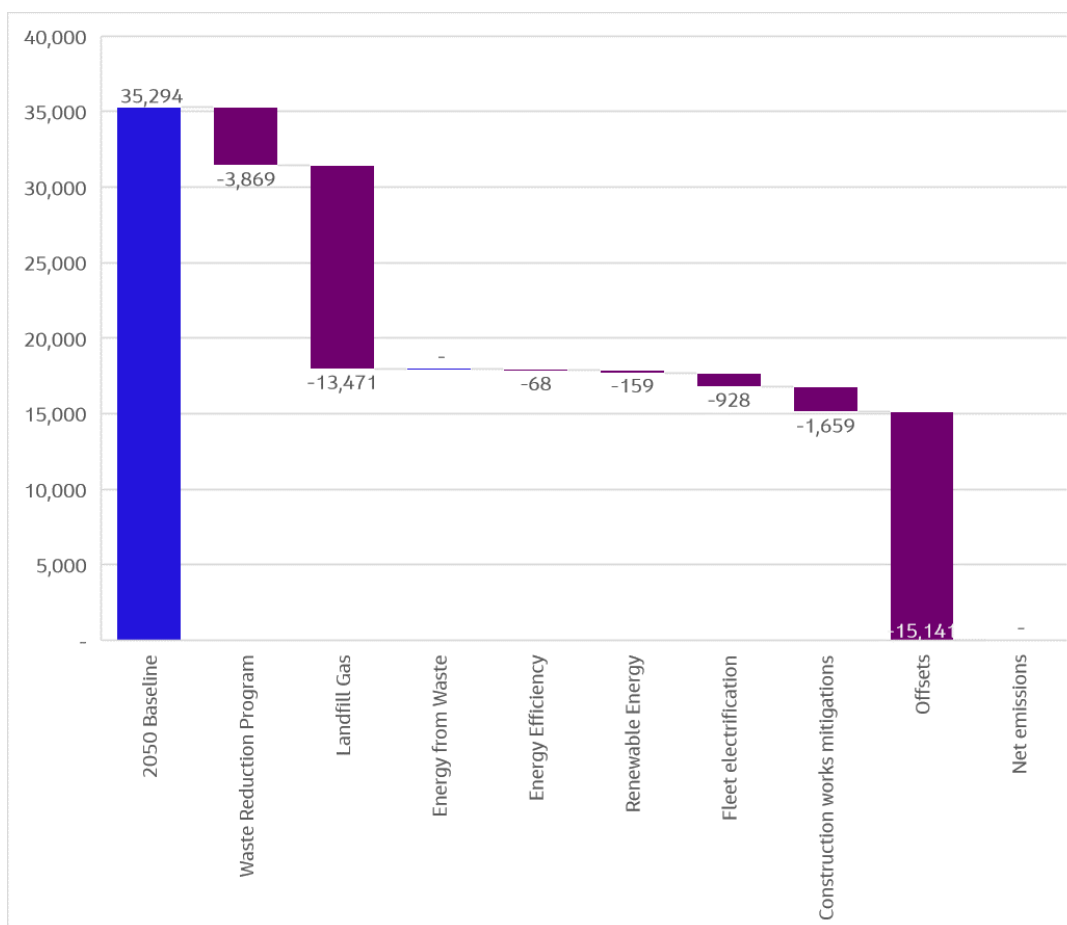
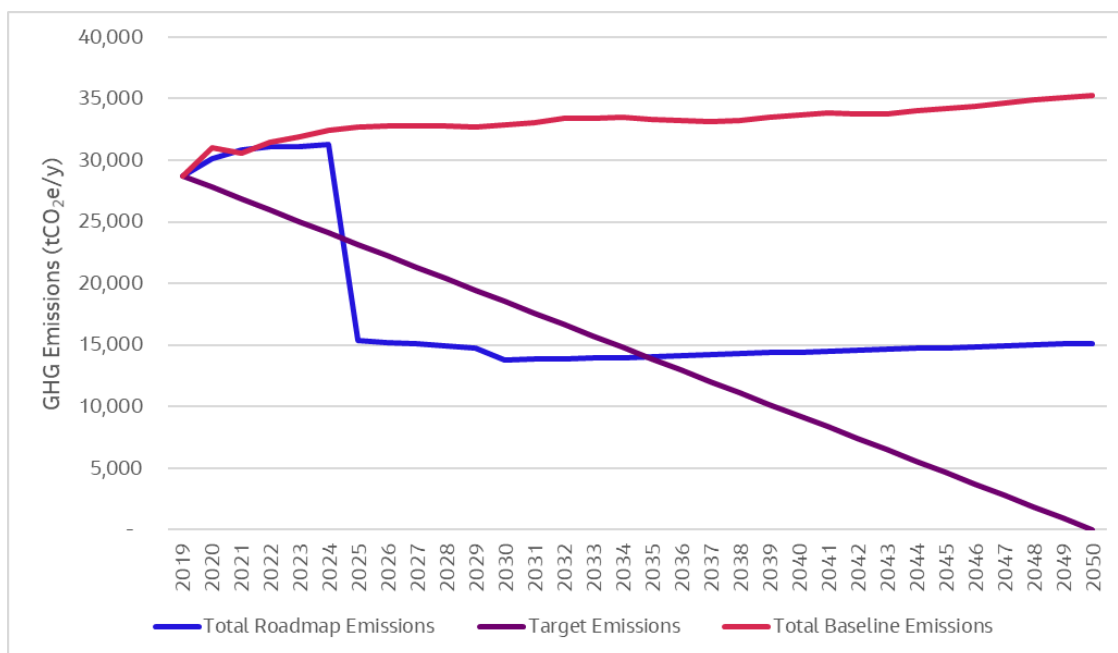
*No capital cost as the upgrades are paid through a 10-year annuity program, included in annual cost savings

Net Zero Roadmap Outcomes

Based on the adoption of each of the presented opportunities (with the exception of energy from waste), there is a considerable reduction in emissions achieved, however there is some residual emissions present. This requires both an ongoing refinement of mitigation strategies over time and offsetting to achieve the 2050 target of net zero.

IA210700-MSC-REP-0001

Roadmap Technical Report



IA210700-MSC-REP-0001

Roadmap Technical Report

Next Steps

The implementation of the roadmap strategy will require ongoing management. The actions for implementation over the short, medium and long term are presented below.

12 months

- Begin collecting more detailed data for missing emissions sources to develop inventory
 - Require procurement teams to keep records of materials (concrete, steel, asphalt, aggregates, etc), water treatment chemicals and similar in physical units (e.g. tonnes or m³)
 - Require construction teams to report on land clearing and land use changes as part of projects
 - Integrate requirement for regular reporting of fuel, electricity and materials use information into external contracts
 - HVAC servicing contractors to provide records of refrigerant top-ups in kg of refrigerant
- Refine resourcing plan for waste management to address priority actions, including:
 - Undertake waste auditing to improve waste composition records for landfill
 - Develop Council response plan to address actions within the National Waste Policy Action Plan 2019, NSW Waste and NSW Sustainable Materials Strategy 2041 and other relevant strategies
 - Identify funding and/or grant opportunities as part of National and State strategies for waste reduction, diversion or similar
 - Investigate opportunities for improved FOGO diversion rates and expansion to commercial FOGO collection
 - Audit landfill gas monitoring results and investigate areas for improvement
 - Investigate landfill gas capture opportunities and source funding for feasibility studies and detailed costings
 - Potential initiation of a Council Waste Management Strategy to address above priorities
- Arrange energy audits to identify retrofit opportunities for key buildings including Muswellbrook Marketplace, Tertiary Education Centre (TEC) Annex, Bridge St Library and Council Administration
- Integrate improved energy efficiency requirements into the design for new Council buildings including the Entertainment Centre and Bridge St mixed use development
- Investigate opportunities for biofuel (B5) procurement and storage at Council depot and transition all petrol and diesel to be replaced with E10 and B5 for Council works where compatible (and integrate requirement into construction contracts for third parties)
- Undertake FY2020 and FY2021 updates of emissions inventory using provided tool and NGERs Calculators

3-6 years

- Ongoing updates of emissions inventory including additional detailed emissions source information

IA210700-MSC-REP-0001

Roadmap Technical Report

- Prepared detailed costings of emissions reduction strategies and integrate into Council budget forecasts
 - Identify opportunities for National and/or State funding and grant opportunities
- Integrate emissions reduction Key Performance Indicators (KPIs) into construction contracts and identify emissions reduction opportunities for construction works
- Review opportunities for further construction works emissions reduction in collaboration with contractors, including opportunities for the use of sustainability rating systems (e.g. Infrastructure Sustainability Council of Australia for infrastructure and Green Star for buildings)
- Implementation of waste reduction programs and domestic and commercial FOGO systems
- Undertake design and implementation of energy efficiency retrofit opportunities
- Undertake detailed design, tendering and construction for landfill gas capture and generation system
- Investigate opportunities for increased renewable energy uptake (distributed, large scale and/or Power Purchase Agreements as appropriate)
- Produce a Green Fleet Strategy to identify detailed opportunities and requirements for transition of Councils plant and equipment fleet to electric (and potentially hydrogen as appropriate)

2030

- Finalise procurement and/or lease agreements for remaining fleet electrification
- Continued collaboration with construction contractors to identify opportunities for further emissions reductions
- Review progress against emissions reduction targets (50% below 2019 levels by 2030) and refine strategy for further mitigation as required [Drafting note: interim target to be confirmed by MSC]
- Begin investigating offset opportunities and consider development of an offset strategy where mitigations are unable to stay on track with targets
- Review ambition for net zero targets (potential to bring forward) and or potential for third-party certifications such as 'Carbon Neutral' under the Climate Active Standard

Roadmap Technical Report

**Important note about your report**

The sole purpose of this report is to document the assumptions used in modelling undertaken as part of the Net Zero Pilot Project, in accordance with the scope of services set out in the contract between Jacobs and the Department of Planning, Industry & Environment.

In preparing this report, Jacobs has relied upon, and presumed accurate, any information (or confirmation of the absence thereof) provided by Muswellbrook Shire Council, the Department of Planning, Industry & Environment and/or from other sources. Except as otherwise stated in the report, Jacobs has not attempted to verify the accuracy or completeness of any such information. If the information is subsequently determined to be false, inaccurate or incomplete then it is possible that our observations and conclusions as expressed in this report may change.

Jacobs derived the data in this report from information sourced by Muswellbrook Shire Council and/or available in the public domain at the time or times outlined in this report. The passage of time, manifestation of latent conditions or impacts of future events may require further examination of the project and subsequent data analysis, and re-evaluation of the data, findings, observations and conclusions expressed in this report. Jacobs has prepared this report in accordance with the usual care and thoroughness of the consulting profession, for the sole purpose described above and by reference to applicable standards, guidelines, procedures and practices at the date of issue of this report. For the reasons outlined above, however, no other warranty or guarantee, whether expressed or implied, is made as to the data, observations and findings expressed in this report, to the extent permitted by law.

This report should be read in full and no excerpts are to be taken as representative of the findings. No responsibility is accepted by Jacobs for use of any part of this report in any other context.

This report has been prepared on behalf of, and for the exclusive use of, the Department of Planning, Industry & Environment and its Sustainability Advantage Member Muswellbrook Shire Council, and is subject to, and issued in accordance with, the provisions of the contract between Jacobs and the Department of Planning, Industry & Environment. Jacobs accepts no liability or responsibility whatsoever for, or in respect of, any use of, or reliance upon, this report by any third party.

IA210700-MSC-REP-0001

Relevant Definitions

The following definitions to key terms referenced in this document are aligned with definitions provided by Sustainability Advantage and are hence adopted for the Net Zero Pilot Project.

“Net Zero Emissions (NZE)”

Economic activities that result in the achievement of zero total net impact of human-induced Greenhouse Gas (GHG) emissions. NZE refers to achieving an overall balance between GHG emissions produced and GHG emissions taken out of the atmosphere. An organisation may achieve net zero by reducing its emissions through operational efficiency or avoidance measures and offsetting those remaining emissions through purchasing certified carbon offsets.

Carbon Neutral vs Net Zero Emissions

Becoming carbon neutral and achieving net zero emissions is effectively the same thing. They both refer to achieving an overall balance between GHG emissions produced (scope 1, 2 and 3) and GHG emissions taken out of the atmosphere.

100% Renewable

Achieving 100% Renewables refers to all energy being delivered from renewable sources. This could include on-site sources such as solar PV and biogas or procurement of off-site renewable energy through Power Purchase Agreements. Going 100% renewable differs from carbon neutrality/net zero emissions as it only covers emissions associated with energy consumption and typically ignores all scope 3 emissions (excluding from electricity transmission) such as those generated from waste, transport and procurement.

Science-Based Targets

Science-based targets provide companies with a clearly defined pathway to future-proof growth by specifying how much and how quickly they need to reduce their greenhouse gas emissions. Targets are considered “science-based” if they are in line with what the latest climate science says is necessary to meet the goals of International Agreements such as the Paris Agreement¹. E.g. a company may set a science-based target to reduce scope 1, 2 and 3 emissions by 60% by 2035, however, this would not be considered carbon neutral or net zero emissions. <https://sciencebasedtargets.org/what-is-a-science-based-target/>

¹ The Paris Agreement is an international agreement made as part of the Paris Climate Conference of Parties 21 (COP21) in 2015, under which signatories agreed to a number of goals including keeping global warming well below 2.0 degrees Celsius, with an aspirational goal of 1.5 degrees Celsius

1. Introduction

The Net Zero Pilot Project is an initiative of Sustainability Advantage, Department of Planning, Industry & Environment.

The NSW Government has committed to a 35% reduction in the state's greenhouse gas (GHG) emissions by 2030 from a 2005 baseline and has committed to net zero emissions for NSW by 2050. Currently, there are varying levels of business maturity in commitments and pathways to align with these commitments. Through the Net Zero Pilot Project, Sustainability Advantage aims to accelerate the transition towards net zero emissions by creating a consistent approach to net zero pathway development and close the gap in organisational knowledge to ensure that such pathways are met.

Muswellbrook Shire Council (MSC) is one of 30 participating organisations in the pilot project, assisted by Jacobs in the development of a net zero roadmap. Muswellbrook Shire Council does not currently have a net zero commitment but is interested in setting greenhouse gas reduction targets in line with NSW Government commitments of 35% below 2005 levels by 2030 and net zero by 2050.

A key component of developing a roadmap to net zero emissions is understanding what an organisation's emissions footprint is and how this is expected to change over time under business as usual (BAU) operations. Only through fully understanding a baseline trajectory of emissions can interventions be effectively planned and executed for shifting and accelerating that trajectory towards a future point of net zero.

This document aims to establish a series of assumptions for the development of such a baseline through to the 2040 target year. These assumptions are based on prior engagement with and data provided by Muswellbrook Shire Council and are to be reviewed and agreed prior to the development of a baseline model to ensure efficiency and accuracy.

Following the development of a baseline model, this document has been updated to capture assumptions regarding potential initiatives and recommendations for activities that can be undertaken by the organisation for reducing emissions over time.

The structure of this document includes:

- The development of a scope and boundary, methodology and baseline activity data (Section 2)
- A summary of assumptions used in projecting the most recent typical operational emissions forward in time based on a BAU approach (Section 3)
- The baseline forecast (Section 4)
- The roadmap forecast (details of the emissions reduction opportunities (Section 5)
- Next steps (Section 6)
- References (Section 8)

2. Baseline GHG Inventory

This section provides an overview of the establishment of GHG inventory data which will form the benchmark for projecting future baseline emissions trajectories, including the establishment of a 'Year 0' organisational emissions footprint. This includes the establishment of a Scope and Boundary for the assessment, a high-level methodology for collecting and collating inventory data and presentation of the 'Year 0' inventory.

2.1 Guiding Documents and Principles

The carbon accounting methodology follows the principles set out in the following documents:

- The Greenhouse Gas Protocol (GHG Protocol)(2004) Corporate Accounting and Reporting Standard by the World Business Council for Sustainable Development (WBCSD) and the World Resources Institute (WRI)
- The GHG Protocol (2011) Corporate Value Chain (Scope 3) Accounting and Reporting Standard by the WBCSD and the WRI
- ISO 14064-1 (2018) Greenhouse gases - Part 1: Specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals

The GHG inventories for this assessment have been calculated in accordance with the principles of the internationally accepted GHG Protocol. According to the GHG Protocol, GHG emissions are split into three categories, known as 'Scopes'. Scopes 1, 2 and 3 are defined by the GHG Protocol and can be summarised as:

- Scope 1 – Direct emissions of GHGs from sources that are owned or operated by a reporting organisation (examples – combustion of diesel in company owned vehicles or used in on-site generators)
- Scope 2 – Indirect Emissions associated with the import of energy from another source (examples – import of electricity from the grid, or heat)
- Scope 3 – Other indirect emissions – other than energy imports (above) which are a direct result of the operations of the organisation, but from sources not owned or operated by them (examples include production of procured materials and third party contracted services).

An overview of Scope 1, 2 and 3 emissions are demonstrated in Figure 2-1.

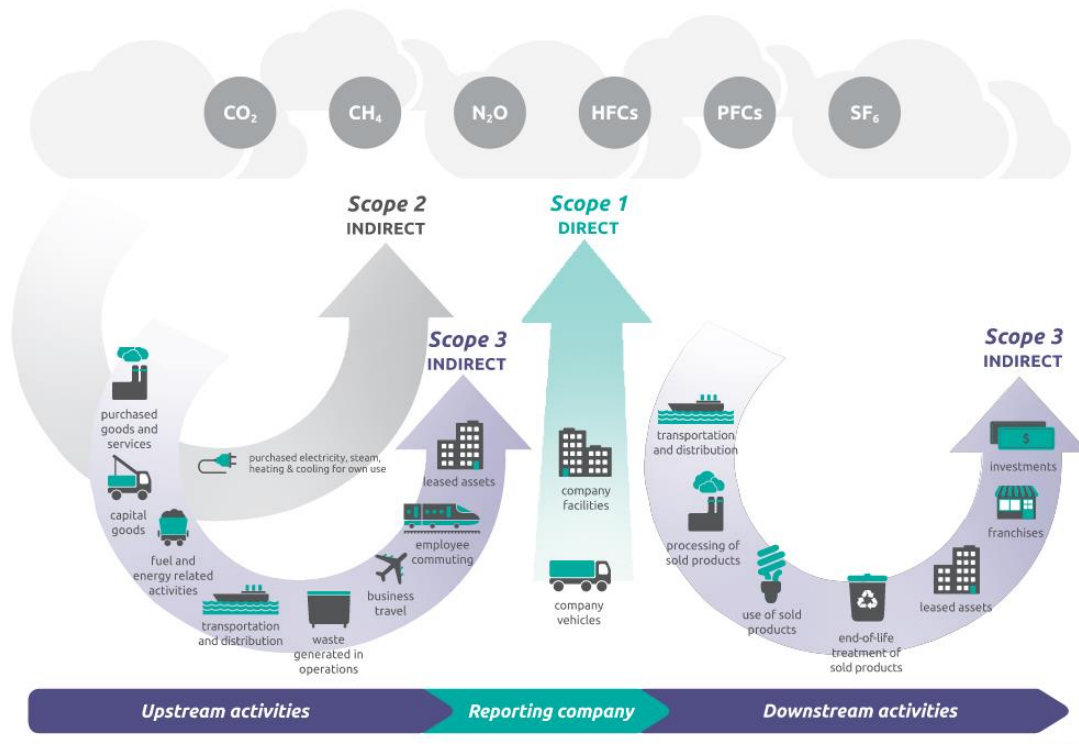


Figure 2-1: Overview of GHG Protocol scope and emissions sources (WBCSD and WRI, 2011)

2.2 Scope and Boundary

The GHG Protocol (and many other reporting schemes) requires the reporting of all Scope 1 and 2 sources, whilst reporting of Scope 3 sources is optional. The reporting of 'significant Scope 3 emissions sources' is recommended by the GHG Protocol if they represent a material contribution to overall organisational GHG footprint. That is, the contribution of a Scope 3 emissions source is typically not considered to be 'material' if it represents less than one per cent of the total organisational GHG emissions. This approach is consistent with reporting under the NGER scheme – with the exception that Scope 3 GHG emissions are not reported under the NGER Scheme (but can be used under Australia's National Greenhouse Accounts).

The Climate Active Carbon Neutral Standard for Organisations (Commonwealth of Australia, 2020) requires accounting for all relevant and material emissions sources, which includes Scope 3. Sustainability Advantage defines achieving net zero emissions as effectively equivalent to Carbon Neutral and hence is inclusive of Scope 3 emissions sources.

This project will focus heavily on the achievement of Scope 1 and 2 emissions reductions, however, baseline projections for Scope 3 emissions sources are to be estimated and high-level aspirational goals for improved accounting and reductions in these emissions sources will be made. No inclusion of community emissions has been proposed, this would require an entirely separate assessment and is not considered to be part of the Scope 3 boundary for Council but would rather be assessed separate under the GHG Protocol for Cities.

An overview of GHG emissions sources which will be included in the boundary of baseline and roadmap emissions modelling is shown in Table 2-1.

Roadmap Technical Report

Table 2-1: System boundary: sources of direct and indirect GHG emissions to be modelled

Source of GHG emission	Activity	Included in inventory?	Direct		Indirect	
			Scope 1	Scope 2	Scope 3	
Stationary fuel	Fuel consumed by permanent equipment and facilities (e.g. diesel use in generators and maintenance plant)	✓	•		•	
Transport fuel	Fuel consumed by the company vehicle fleet	✓	•		•	
Wastewater	Council owned treatment of wastewater	✓	•			
Fugitive emissions	Leakage of refrigerants	✓	•			
Waste	Emissions from landfill facilities	✓	•			
Purchased electricity	Electricity consumed for operation of assets which are owned by or in the control of Council	✓		•	•	
Construction materials*	Procurement of materials for capital and maintenance works	✓			•	
Contracted services*	Emissions associated with contracted maintenance and capital works	✓			•	
Transport fuel	Contracted transportation of waste	✓			•	
Waste recycling	Emissions associated with the operation of third-party recycling facility	✓			•	
Transport fuel	Employee commute	✗			•	

*These emissions sources will only be based on high-level combined financial metrics for the purposes of this assessment due to a lack of specific data available so will not be able to be separated by specific emissions source (i.e. materials or fuel and electricity). High level discussion will be provided for expected compositions and a key goal will be further data gathering and refinement in the short to medium term

The baseline year considered will be that of the most recent typical Muswellbrook Shire Council reporting year, being July 2018 to June 2019, which will be known as 'Year 0'. This year is considered to be representative of normal operations, noting that the conclusion of the data is prior to the impact of the Covid-19 global pandemic.

Projections of these baseline emissions are forecasted on an annual basis through to the target year of 2050 to coincide with the currently desired date of net zero commitment. This is generally done on the basis of linear scaling rates with the exception of known stepwise changes in emissions sources, further described in Section 3.

IA210700-MSC-REP-0001

2.3 Method

The emissions inventory data used for 'Year 0' is based on data provided by Muswellbrook Shire Council including:

- Annual fuel and electricity consumption data for FY18-19
- Landfill data for legacy emissions and FY18-19 waste received
- Solar energy generation data for FY19-20
- Wastewater treatment quantities for Muswellbrook and Denman treatment plants for FY18-19
- Council FY18-19 financial statements

No further manipulation of raw data has been undertaken for 'Year 0'.

Inventory activity data will be combined with emissions factors to establish the baseline GHG footprint. These emissions factors have been derived from a number of sources with a preference for factors aligned with the National Greenhouse and Energy Reporting Act 2007 (NGER Act) where available including National Greenhouse Accounts Factors 2020 (NGA Factors, Department of Industry, Science, Energy and Resources).

Emissions resulting from landfill operation and wastewater treatment will be accounted for through National Greenhouse and Energy Reporting (Measurement) Determination 2008 Parts 5.2 and 5.3 respectively.

Other emissions factors include financial based input-output data for construction services. Whilst it is acknowledged that there is uncertainty in the level of accuracy of these emissions factors, it has been advised that process-based activity data is not available. These emissions factors are considered appropriate for determining the scale of contribution of Scope 3 sources at this point in time and a key recommendation for the roadmap is actions for sourcing improved emissions data from suppliers to refine the accuracy of these over time.

2.4 Initial GHG Activity Data

A summary of the activity data for 'Year 0' (2018-2019) is presented in Table 2-2. This data will be combined with emissions factors as described in Section 2.3 to produce the total emissions footprint.

Table 2-2: 'Year 0' Greenhouse Gas Inventory Activity Data

Emissions Source	Quantity	Unit
Diesel	253	kL
Petrol	26	kL
E10	22.8	kL
Purchased Electricity (Grid)	5,783	MWh
Generated renewable electricity	576	MWh
Wastewater treated	933,334	kL

Roadmap Technical Report

Landfill waste received	19,378	tonnes
Total landfill emissions	15,106	t CO ₂ e
Legacy landfill emissions	7,482	t CO ₂ e
Organic waste Processed	1,515	tonnes
Recycling collected	999	tonnes
Construction spend (new assets)	25,269,000	\$AUD
Construction spend (renewals/replacements)	12,978,000	\$AUD
Construction spend (maintenance)	7,106,000	\$AUD
Plant and equipment spend	2,205,000	\$AUD
Waste collection spend	1,089,000	\$AUD
Office equipment spend	316,000	\$AUD
Furniture and fittings spend	192,000	\$AUD

It is noted that no information has been provided for refrigerant stocks or quantities recharged post leakage, and it is recommended that as part of improved greenhouse gas inventory data collection going forward, this information is collated, and emissions estimates updated. Depending on the refrigerant types used, this may be a material emissions source.

3. Business as Usual Forecast - Assumptions

Before developing interventions for moving towards net zero, it is critical to develop a picture of how emissions are expected to change in the future with a 'do nothing' approach so that it is clear what the expected contributions to future emissions would be.

Business as usual (BAU) operations are essentially considered the current pathway where the only changes are a result of existing organisational strategy and external factors beyond the organisations control. An example of the former could be additional facility upgrades which have been confirmed, the latter could be a greater increasing prevalence of renewable energy in the electricity market.

This section contains all assumptions which will be captured as part of the baseline development, for review and agreement by MSC prior to undertaking the modelling. Whilst this is not an exhaustive list of changes which may impact emissions into the future, it is considered to cover the most significant known changes that would have the greatest influence. Similarly, there may be other external factors which cannot be predicted at this time, but it is expected that over time such modelling can be revised and updated to more accurately capture a changing operational environment.

3.1 Population

Population served by Council within the shire is assumed to grow consistent with the NSW Department of Planning, Industry and Environment (DPIE) 2019 projections for Muswellbrook Shire Council as shown in Table 3-1.

Table 3-1: Population Projections for Muswellbrook Shire Council

	2016	2019	2021	2026	2031	2036	2041	2050*
Total Population	16,450	16,850^	17,100	17,600	17,950	18,200	18,350	18,700*
Average Annual Growth Rate (%)	0.8	0.8	0.6	0.4	0.3	0.2	0.2	0.2*

^Population for 2019 has been inferred from 2016 based on the population growth rate to be used as the 'Year 0' population

*The period from 2041 to 2050 is not contained in NSW Department of Planning projections and so the growth rate has been assumed to remain consistent from the prior period.

While the COVID-19 pandemic is expected to have some impact on population which is not contained in the 2019 projections, it is noted by NSW DPIE (2020) that COVID-19 is expected to impact cities more than regions. The difference in pre and post COVID-19 population projections for the 'Rest of NSW' (i.e. outside of Sydney) are shown to be negligible. As such, no allowance has been made for changes in population growth due to COVID-19.

It is assumed that this growth in population will be directly correlated with all emissions inventory data presented in Table 2-2 and hence quantities of fuel, landfill waste, goods, etc will grow by an equivalent rate per annum to population as shown in Table 3-4 (resulting in a total increase of 11% by 2050 compared to the 'Year 0' levels).

It is noted that there is likely to be a combination of baseload and variable load and some systems may not have linear growth in alignment with population. In reality, increases in activity data may occur in stepwise changes rather than consistent growth and any future upgrades to increase capacity may be more efficient than existing systems. This means the gradual 1:1 scaling with population growth assumed is a conservative assumption but considered appropriate for the level of assessment required.

IA210700-MSC-REP-0001

Roadmap Technical Report

The exception to this linear increase will be in electricity use which is expected to grow by only the known changes referenced in Section 3.2 until 2023, following which the growth in electricity will be limited to alignment with population growth rates.

3.2 New Facilities and Expected Upgrades

Energy use for new facilities is calculated using a kWh/m²/annum basis due to a lack of further information available at the time of assessment and is generally based on minimum practice (i.e. no design for greater efficiency beyond compliance), however all energy has been assumed to be provided through electricity with no allowance for gas or similar. These rates are summarised in Table 3-2.

Table 3-2: Standard energy intensity for new buildings

Building Type	Energy Intensity (kWh/m ² /annum)	Source
Retail	134	NABERS Reverse Calculator 2020, Shopping Centres 2.5 Stars, assumed open 8AM-5PM, 6 days/week and 360 days per year
Education	61	Beyond Zero Emissions (2013), Zero Carbon Australia Buildings Plan Education building average
Warehouses	108	Beyond Zero Emissions (2013), Zero Carbon Australia Buildings Plan Warehouse building average
Office	262	NABERS Reverse Calculator 2020, Offices 2.5 Stars, assumed occupied 40 hours/week
Cinema	109	Beyond Zero Emissions (2013), Zero Carbon Australia Buildings Plan Cinema building average

An average solar power generation rate of 1,730 kWh/annum/kWp² has been assumed based on the average output of the solar panel systems vs their nominal power for the existing systems provided.

Known facility upgrades include:

- The Muswellbrook Sewage Treatment Works was upgraded to become a Recycled Water Treatment Plant in 2020. The change associated with this was a decrease of 145 MWh per year for the Muswellbrook Sewage Treatment Works but an uplift of 1,239 MWh for the additional Recycled

² kilowatts peak (kWp) is the nominal power of the solar system under standard test conditions and is typically the rated power advertised. This is generally not the power achieved under actual conditions.

Roadmap Technical Report



Water Treatment Plant infrastructure, i.e. a net increase of 1,094 MWh. This facility was only commissioned in February 2020, meaning it was only operating for 5 months in the data provided so requires adjustment. Hence the average annual operations are expected to result in **an increase of 2,626 MWh per year**.

- Upgraded swimming pool opening in March 2021. The upgrade includes a new heated indoor pool, new entrance and foyer, kiosk, function room, sauna and spa including 25kWp of solar power. The upgrade is assumed to require an additional 50% energy usage on top of the existing pool, for **an increase of 224 MWh per year**. The solar panels are assumed to provide an additional 43.3 MWh per year.
- An animal shelter and sustainability hub opening in December 2021 which will include 150m² non-airconditioned space and 385m² of airconditioned space as well as including 25kWp of solar power. The air-conditioned space is assumed to be equivalent to 'Offices' energy use while the non-airconditioned space is assumed to be equivalent to 'Warehouses' energy use for a total of **an additional 81 MWh per year**. The solar panels are assumed to provide an additional 43.3 MWh per year.
- Tertiary education centre (Stage 2) and Loxton House retrofit opening in December 2021 including an additional 984m² of floor area. The energy use is assumed to be based on 'Education' for a total **additional electricity use of 58 MWh per year**.
- Opening of new depot (and closure of existing depot) in March 2022. The new depot will include 525m² airconditioned space (plus lift), 350 m² non-airconditioned workshop, 260 m² storage shed. The existing facility has 330 m² airconditioned demountable offices, 300 m² non-airconditioned workshop and 375 m² non-airconditioned store. It is assumed that the majority of energy use is attributed to the air-conditioned space and hence the new depot will result in a 60% increase in energy use compared to the existing facility for **an additional 26 MWh/year** (70 MWh/year up from 44 MWh/year). The facility is less than 1% of Councils electricity use so this assumption is assumed not to be critical.
- Entertainment centre opening in December 2022 with 2,380m² of floor area. The energy use is assumed to be equivalent to 'Cinema' for a **total energy use of 260 MWh per year**.
- Food organics and garden organics (FOGO) upgrade beginning operation in July 2023. Electricity usage for this system is expected to be negligible compared to the total electricity usage across the Council asset portfolio and has not been included in projections.
- Bridge Street mixed-use development opening in July 2023 consisting of 1,150 m² commercial/retail space and 455 m² residential floor space. The retail space is assumed to have a **total energy usage of 154 MWh per year**. The residential floor space has not been allocated to the Council footprint as it is assumed this power will be attributed to the occupants.
- Denman Tourist Park and Thermal baths opening in December 2023. The current feasibility assessment has proposed for the power requirements to be provided through a solar thermal combined heat and power system and hence **the greenhouse gas impact of the proposal has been assumed to be negligible and is not included in the projections**.
- A proposed 800kW solar system at the Muswellbrook Recycled Water Treatment Plant and 5kW at Denman recreation area to be constructed in 2021. The solar panels are assumed to provide an **additional 1,393 MWh per year**.

Whilst there are inevitably likely to be further facility upgrades that occur following 2023 under a business as usual scenario, increases to inventory data as a result of these are expected to be captured approximately through the linear scaling in alignment with population growth as presented in Section 3.1.

IA210700-MSC-REP-0001

3.3 Energy Sources

Electricity procurement is expected to remain predominantly from the NSW grid with the exception of the known solar installations currently installed or proposed to be installed in Section 3.2.

It is assumed that new facilities will not utilise diesel or gas generators/boilers and will be fully electrically powered.

Proportions of biofuels in the fuel mix for Council fleet is not expected to change, and no electrification of fleet is expected in the baseline scenario.

3.4 Waste

It is assumed that existing waste treatment processes and external waste processing remains consistent, with no changes to current practices with the exception of the FOGO project proposed for July 2023.

The **baseline composition of landfill waste is based on the provided composition for 2018/19**. This includes:

- 3% construction and demolition waste
- 43% commercial and industrial waste
- 54% municipal solid waste.

The composition of municipal solid waste is assumed to follow the standard composition from the National Greenhouse and Energy Reporting (Measurement) Determination 2008. This is based on municipal solid waste class II (as a dedicated garden waste bin is provided to residents). No detailed waste composition results were available for Muswellbrook.

The FOGO service is assumed to divert 38% of available food organics from the municipal solid waste stream, based on the average diversion across Councils found in [Rawtec, 2018 \(Analysis of NSW Food and Garden Bin Audit Data\)](#). The composition of municipal solid waste prior to and after the implementation of FOGO collection services is shown in Table 3-3. After FOGO implementation, the composition of landfill waste is expected to be:

- 3.3% construction and demolition waste
- 46.9% commercial and industrial waste
- 49.9% municipal solid waste.

Table 3-3: Assumed municipal solid waste composition prior to and after implementation of FOGO

Waste Stream	Proportion prior to FOGO (%)	Proportion after FOGO (%)
Food	40.3	29.5
Paper and cardboard	15.0	17.7
Garden and park	3.9	4.6
Wood and wood waste	1.2	1.4
Textiles	1.7	2.0

Roadmap Technical Report



Sludge	0.0	0.0
Nappies	4.6	5.4
Rubber and Leather	1.2	1.4
Inert waste	32.1	37.9

Waste quantities are expected to increase aligned with population growth presented in Section 3.1.

3.5 Capital Works and Procurement

Procurement and capital works costs are expected to increase aligned with population growth presented in Section 3.1.

3.6 Summary

A summary of the relevant assumptions which have been used in the baseline model is presented in Table 3-4.

Table 3-4: Summary of baseline model assumptions

Relevant Area	Key Assumption
Population growth	<p>Population served by Council within the shire is assumed to grow consistent with the 2019 NSW Department of Planning, Industry and Environment (DPIE) projections for Muswellbrook Shire Council</p> <p>It is assumed that this growth in population will be directly correlated with all emissions inventory data hence quantities of fuel, landfill waste, goods, etc will grow by an equivalent rate per annum to population (resulting in a total increase of 11% by 2050 compared to the 'Year 0' levels).</p>
New facilities	<p>A total increase in Councils annual energy consumption of 3,429 MWh per year is expected to become operational between 'Year 0' (FY18-19) and 'Year 5' (FY23-24). This consists of:</p> <ul style="list-style-type: none"> Recycled Water Treatment Plant with 2,626 MWh per year from Feb 2020 Upgrade of Muswellbrook Swimming Pool with 224 MWh per year from March 2021 Animal shelter and sustainability hub with 81 MWh per year from December 2021 Tertiary education centre with 58 MWh per year from December 2021 New depot with an additional 26 MWh per year from March 2022 Entertainment centre with 260 MWh per year from December 2022 FOGO system with immaterial electricity use from July 2023

IA210700-MSC-REP-0001

Roadmap Technical Report

	<ul style="list-style-type: none"> Bridge St retail development with 154 MWh per year from July 2023
Solar Power	<p>An average solar power generation rate of 1,730 kWh/annum/kWp has been assumed based on the average output of the solar panel systems vs their nominal power for the existing systems provided.</p> <p>An additional 1,480 kWh of solar generation is planned.</p>
Energy sources	<p>Electricity procurement is expected to remain predominantly from the NSW grid with the exception of the known solar installations currently installed or proposed to be installed.</p> <p>No stationary energy use for facilities through diesel, gas or similar is expected.</p> <p>Proportions of biofuels in the fuel mix for Council fleet is not expected to change, and no electrification of fleet is expected in the baseline scenario.</p>
Waste composition	<p>The baseline composition of landfill waste is based on the provided composition for 2018/19. This includes:</p> <ul style="list-style-type: none"> 3% construction and demolition waste 43% commercial and industrial waste 54% municipal solid waste. <p>The composition of municipal solid waste is assumed to follow the standard composition from the National Greenhouse and Energy Reporting (Measurement) Determination 2008. This is based on municipal solid waste class II (as a dedicated garden waste bin is provided to residents).</p>
FOGO	The FOGO service is assumed to divert 38% of food organics

4. Baseline Forecast

Under a business as usual scenario, Muswellbrook Shire Council's total GHG emissions are projected to continue to increase through to the net zero target year of 2050, as shown in Figure 4-1.

This upwards trend is predominantly due to an ongoing increase in Scope 1 emissions, the largest contribution of which is a result of landfill operations. These landfill emissions are expected to grow faster than population growth, due to the effect of increasing legacy emissions year on year as the total amount of waste within the landfill increases over time.

Scope 2 emissions are expected to undergo a small initial increase due to the addition of new facilities, followed by an ongoing decline due to both increasing on-site renewable energy use and a gradual decline in the emissions intensity of the NSW electricity grid. Under current projections for the NSW grid, there is still expected to be some residual Scope 2 emissions by 2050, however, these are expected to only be less than 7% of existing Scope 2 emissions and less than 1% of total emissions by this time.

Scope 3 emissions are expected to undergo only a gradual increase, slower than population growth. While some Scope 3 emissions sources are expected to increase aligned with population, this is partially countered by a decrease in Scope 3 emissions associated with electricity use, due to factors equivalent to the decline in Scope 2 emissions.

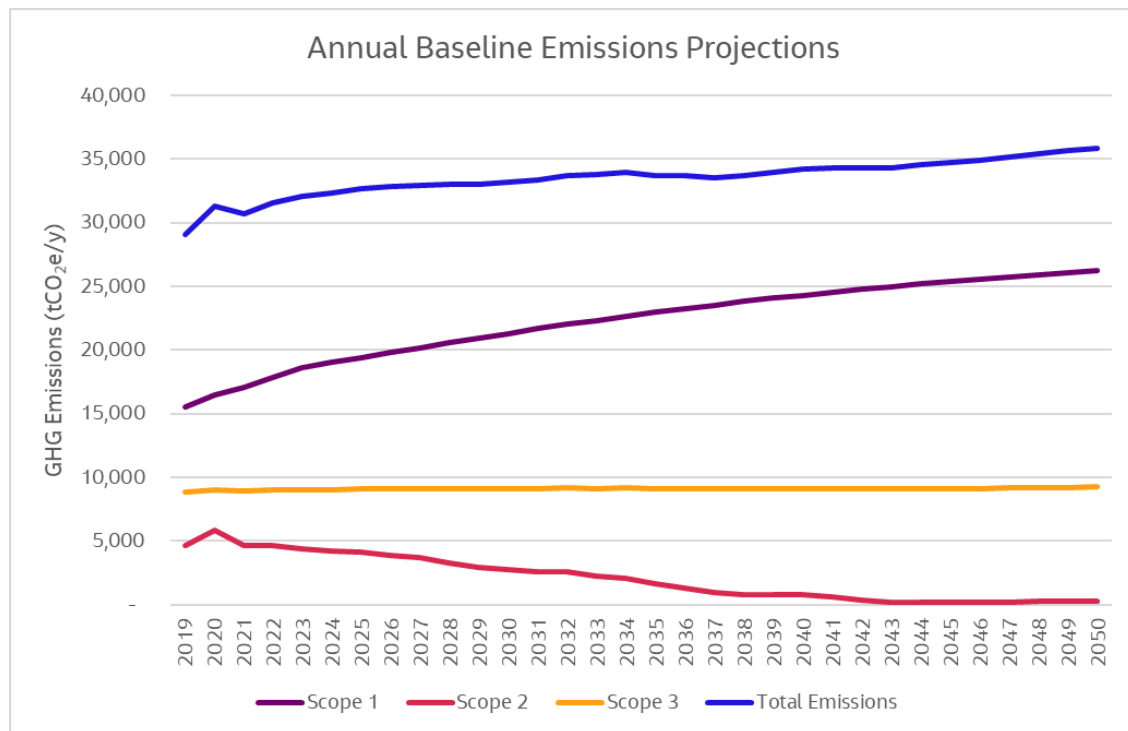


Figure 4-1: Baseline emissions trajectory to 2050 (All Scopes)

A detailed breakdown of emissions contributions by source is shown in Figure 4-2 and Figure 4-3.

Roadmap Technical Report

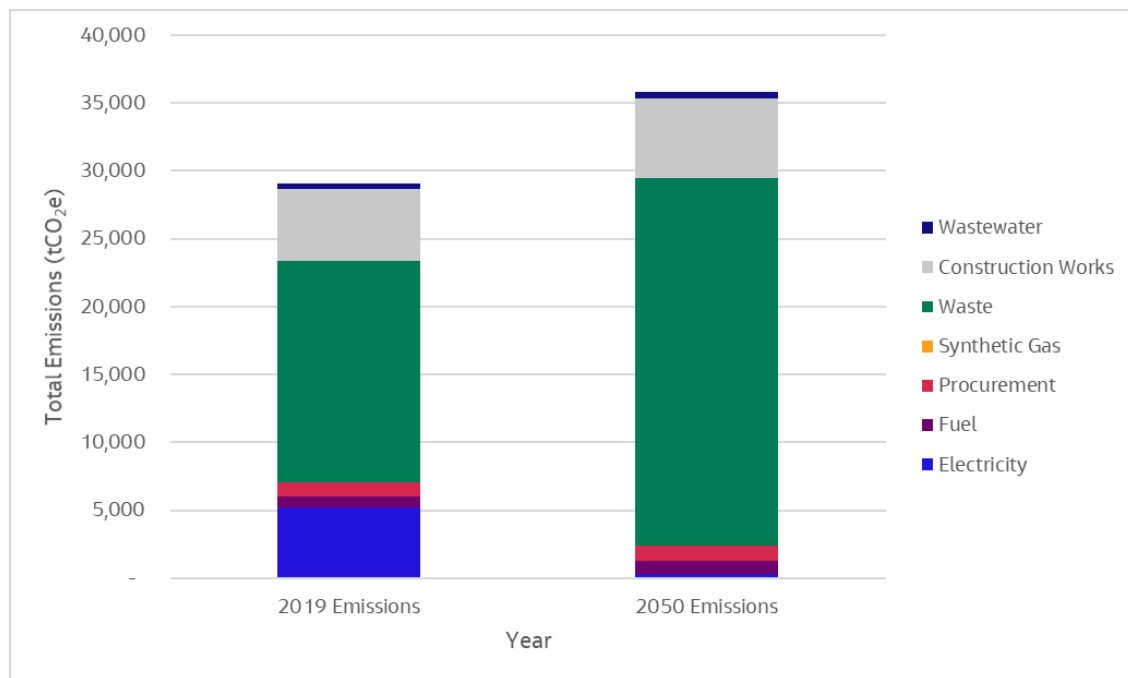


Figure 4-2: Relative emissions contribution for 2019 and 2050

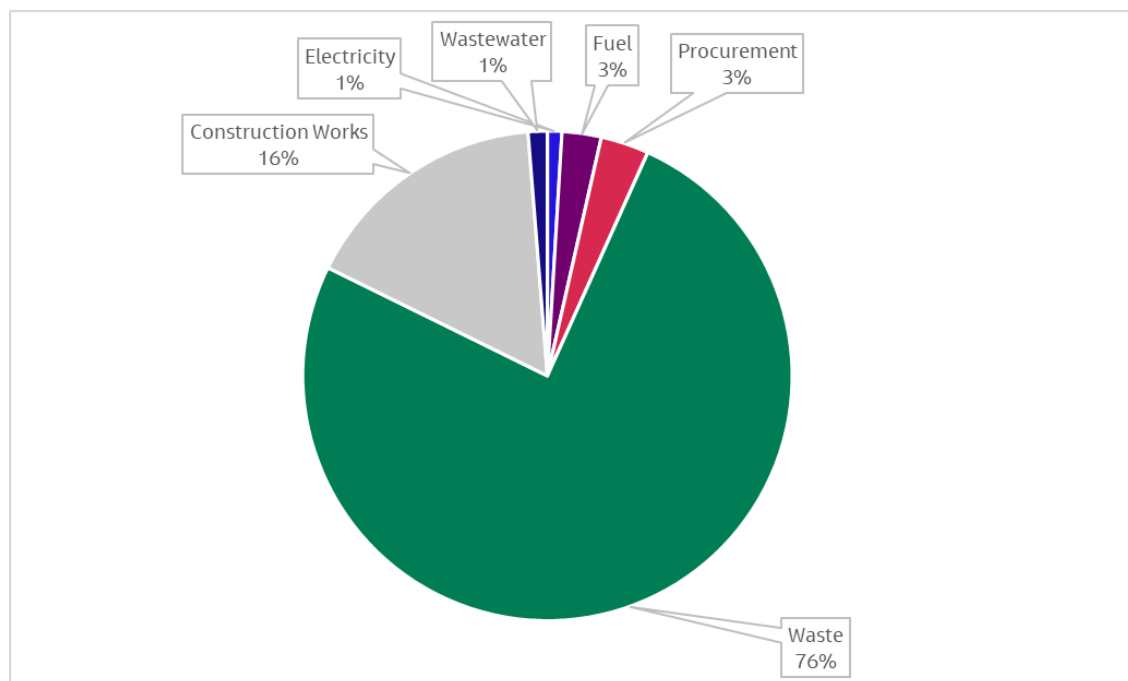


Figure 4-3: 2050 Total Emissions contribution by source (All Scopes)

5. Roadmap Forecast – Emissions Reduction Opportunities

Evidently, the upwards trajectory of emissions under a business as usual scenario is inconsistent with a net zero 2050 commitment, and further emissions reduction opportunities are required to track towards this goal.

The preferred pathway for achieving net zero emissions should follow an emissions reduction hierarchy for best practice which prioritises mitigation before compensation (Pineda et al, 2020). This hierarchy is often presented differently, although contains common themes of avoidance, reduction and then offset (WBCSD, 2019). A more detailed hierarchy of use is that developed for the Victorian EPA carbon management principles (Victorian EPA, 2017), as summarised in Figure 5-1.

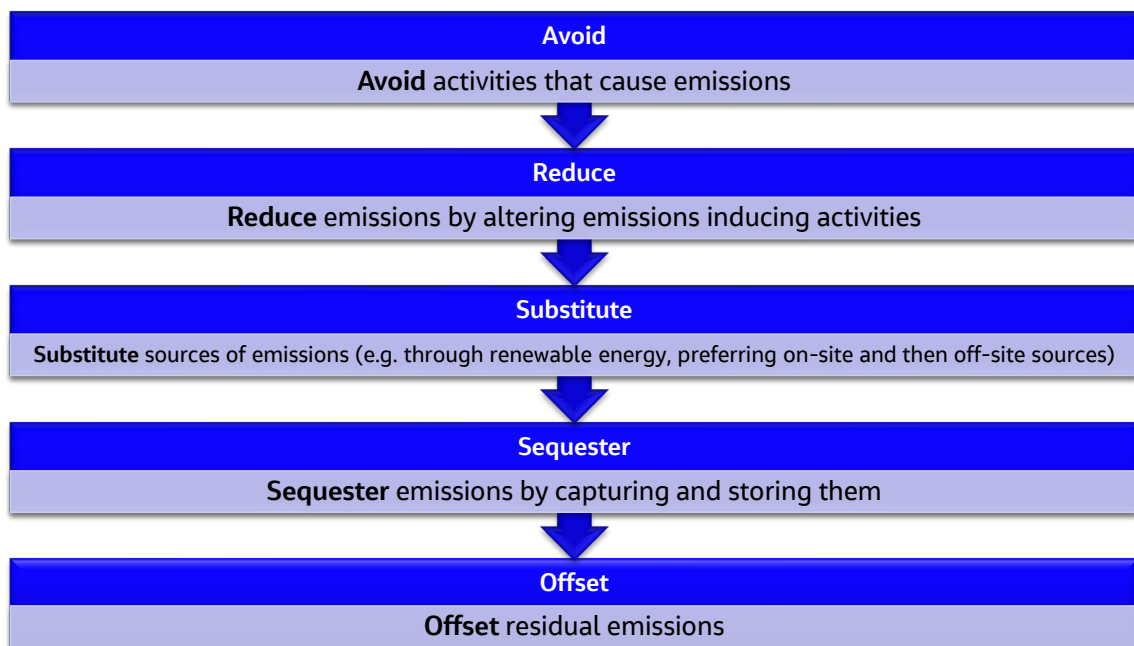


Figure 5-1: Emissions reduction hierarchy (Victorian EPA, 2017)

This section contains all assumptions which have been used as part of the roadmap development. Whilst this is not an exhaustive list of initiatives which may be implemented to reduce emissions into the future, it is considered to cover the most significant feasible opportunities that would have the greatest influence.

It is noted that the priority for emissions reduction opportunities as part of the net zero roadmap has been focused on residual emissions sources identified in the baseline model. Energy efficiency measures for electricity saving are generally not covered due to Muswellbrook Shire Council's plan for zero emissions electricity sourcing, however, these opportunities are still considered to be worthwhile and best practice from an emissions reduction hierarchy and economics perspective. Muswellbrook Shire Council may continue to identify and implement energy efficiency or on-site renewables opportunities where they are feasible and economical in the future, in addition to the emissions reduction opportunities identified.

5.1 Waste and Landfill Operation

Given the large proportion of Council emissions profile associated with landfill operations, the treatment of waste presents the largest opportunity for emissions reduction. Some opportunities are presented in this section which have been considered at a high level, however each would require detailed feasibility studies of their own in the future, prior to implementation.

IA210700-MSC-REP-0001

Roadmap Technical Report

5.1.1 Waste Reduction Programs

A number of waste reduction actions and programs are available for Council to implement to reduce waste generated and being sent to landfill.

National Waste Policy Action Plan

One opportunity for improving landfill emissions, is to undertake a targeted waste avoidance and recycling intervention program, utilising best practice to improve landfill diversions and hence reduce waste quantities.

The National Waste Policy Action Plan 2019 has set a target of a 10% reduction in per person waste generation by 2030. For the purposes of the roadmap, it is assumed that MSC will support priority actions under the plan where within its control to support the achievement of this target. This includes supporting the following relevant actions taken from the plan:

- Support the Fight Food Waste campaign, to divert foodstuffs from landfill
- Report on lessons learned and options to support waste reduction in the commercial and industrial, and construction and demolition waste streams
- Deliver targeted programs to build businesses' capability to identify and act on opportunities to avoid waste and increase materials efficiency and recovery
- Support community-based reuse and repair centres, enabling communities to avoid creating waste
- Support and promote circular economy principles in urban planning, infrastructure and development projects
- Align community education efforts to reduce food waste, to maximise impact and reduce confusion
- Undertake research to better understand the contributing factors of household contamination of kerbside recycling collection, to inform future interventions

Under the roadmap, it is assumed that Council support for such initiatives, alongside actions by others, will result in the achievement of the National Waste Policy Action Plans target such that the current waste generation will reduce linearly to a 10% per person reduction achieved by 2030 and maintained from then on.

Costs of such actions have not been estimated, however, are considered predominantly to require only additional Council resourcing as well as some minor marketing/consultancy costs and potentially grant programs.

Kerbside FOGO Improvement Program

For the business as usual scenario, an average efficiency of the proposed FOGO service of 38% of available food organics from the municipal solid waste stream has been adopted. It is noted, however, that waste collection and community education interventions, timed to coincide with the FOGO service implementation, can increase the diversion rates.

Analysis undertaken by Rawtec (2018) found that food waste diversion rates of up to 78% had been observed, showing that there is the potential for the success of FOGO schemes to be enhanced. This analysis also found that Councils that utilised only fortnightly, rather than weekly general waste collection, whilst providing smaller general waste bins (120/140 litre) and weekly FOGO collection, had food waste diversion efficiencies of on average 54%.

It was also found that a large proportion of households (45-55%) had no food waste in their FOGO bins, suggesting that the best improvements could be achieved through targeted efforts on encouraging greater participation for those that are not currently using the service.

IA210700-MSC-REP-0001

Roadmap Technical Report

Whilst generally the configuration and time of service had influence on the food waste diversion efficiencies, there was still variation within these which suggested that factors such as waste education are expected to be important for improving food waste diversion outcomes.

For the purposes of the roadmap, it is assumed that the implementation of the FOGO service will coincide with:

- Optimising the kerbside waste collection configuration with
 - Weekly FOGO collection services and;
 - The provision of a smaller (120/140 litre) general waste bin, only collected fortnightly
- Implementation of an ongoing waste education program aimed at improving compliance
- Auditing of households and encouraging those with low levels of compliance to improve their practices (e.g. through bin tagging programs³)

Following implementation of these interventions, a long-term domestic food waste diversion rate of 54%, coinciding with the best performing configuration in Rawtec (2018) has been adopted for the roadmap. It is noted however, that the best performing Council was able to achieve rates of up to 78%, which could be a long term stretch target when developing detailed intervention plans.

Costs of such actions have not been estimated and are outside of the scope of this assessment, however, are considered to require additional Council resourcing as well as cost of waste bin changes and changes to waste collection agreements with third party contractors.

Commercial and Industrial Waste Diversion Improvements

Whilst the existing FOGO scheme has been proposed for kerbside municipal waste collection, there is the opportunity to provide a similar scheme for Commercial and Industrial waste, to facilitate diversion of food organics from such facilities. This would require the development of a food organics waste service for commercial and industrial facilities within the LGA, and advocacy and education to encourage uptake. An important aspect would be ensuring cost competitiveness with existing third-party waste services for such facilities, to improve uptake, and could be incentivised through cheaper gate fees for separated food waste for composting or similar.

Under the roadmap scenario, it is assumed that this would begin trials at the same time as the kerbside municipal FOGO system, with increasing prevalence up to 2030 where diversion rates are assumed to be aligned with the National Waste Policy Action Plan 2019 target of a 50% reduction in organic waste to landfill by 2030.

A commercial FOGO system has been considered to be cost neutral as costs would be recovered through waste charges for users, and could even become a new income source for Council if the system could be operated in a competitive way to regular landfill services.

5.1.2 Landfill Gas Capture

Despite best efforts for waste avoidance and minimisation, there will be ongoing greenhouse gas emissions at the landfill from both legacy waste and newly generated waste. Whilst landfill gas comprises of both methane and carbon dioxide in approximately equal amounts, the carbon dioxide is considered to be derived from biomass sources and is not typically accounted for (NGA, 2020). To avoid the release of methane to the atmosphere, it is possible to capture and combust it which converts the methane (CH₄) with a global warming

³ <https://www.cleanaway.com.au/sustainable-future/bin-tagging-reduce-contamination/>

Roadmap Technical Report

potential⁴ (GWP) of 28) to carbon-dioxide (CO₂ with a GWP of 1) and hence dramatically reducing its contribution to global warming.

It is not financially practical to capture all emissions from the landfill, but landfill gas collection systems can capture a reasonable amount. Landfill gas collection efficiency depends on site conditions and management practices. The Global Methane Initiative (GMI, 2012), estimates the following maximum collection efficiencies are achievable:

- At active non-engineered landfill sites: 50 percent in wet climates and 60 percent in dry climates.
- At closed non-engineered landfill sites: 70 percent.
- At active engineered landfills: 75 percent in wet climates and 80 percent in dry climates.
- At closed engineered landfills: 85 percent.

As it utilises a past coal mine void (Muswellbrook Shire Council, 2015), the existing landfill is assumed not to be an 'engineered landfill' for the purposes of this assessment, and hence would have a maximum achievable collection efficiency of 60% while active. It is understood that the existing facility expected to be progressively staged with capping of each stage at approximately 6 year intervals, with the capping of Stage 2 occurring in 2025.

It is assumed that after capping from 2025 onwards, 65% of landfill gas could be captured on average between the existing (then closed) stages and the active stage. It's noted that engineering the caps and new stages to optimise landfill gas capture could potentially pursue higher rates of collection; however, Jacobs experience is that historically, landfill methane capture projects have underdelivered greenhouse gas reductions compared to modelled predictions globally, and hence a slightly more conservative estimate has been used for this assessment.

For the purposes of this assessment, it is assumed that the existing landfill stage is capped, with landfill gas capture installed alongside the construction of the new stage becoming active from 2025. From 2025 it is assumed that both the existing and the new landfill stages will have landfill gas capture capabilities operating at an average 65% capture rate.

There are two opportunities for the treatment of the gas captured: flaring or energy generation. The first involves combusting to turn the methane into carbon dioxide without utilising the energy generated, whilst the latter involves treatment of the gas to be used in a biogas generator, to generate electricity which can be used on site or fed into the grid. Whilst setting the project up for biogas electricity generation may have additional capital cost, it provides the added benefit of enabling a lower carbon energy source to replace electricity from the grid, whilst also providing an operational cost incentive through energy savings and/or feed-in tariffs.

Capital and maintenance costs of landfill gas projects have been estimated following advice received from Jacobs Waste Management team in the UK with experience in similar projects. Capital and maintenance costs for landfill gas collection and flaring are based on cost guidance from SEPA (2016) whilst capital and maintenance costs for gas generation systems are based on US EPA (2021).

A gas collection and flaring project would be estimated to cost approximately \$5.2M to cover both the existing 19.4 ha site and the expanded 32.4 ha site, with operation and maintenance costs of over \$480k per year. The installation of a landfill gas generator system would be expected to cost an additional \$1.3M and require additional operation and maintenance costs of approximately \$45k per year.

Generation of electricity from the latter would be able to save approximately \$809,000 per year through the generation of approximately 2,400 MWh from the first year of operation. This would be equivalent to over 4

⁴ Global Warming Potential (GWP) is a metric used to compare the ability of gases to absorb heat in the atmosphere and is based on the equivalent mass of carbon-dioxide over a 100 year period

Roadmap Technical Report

times the existing renewable energy generation through existing solar systems and would significantly reduce the size of a renewable energy system required to achieve 100% renewables as discussed in Section 5.2.2.

There is also the opportunity for receiving ongoing financial support for a landfill gas project through the generation of Australian Carbon Credit Units (ACCUs) which can be sold to the Clean Energy Regulator (CER) or to third parties through a separate carbon credit market. The generation of ACCUs through a landfill gas project requires adherence to the Carbon Credits (Carbon Farming Initiative—Landfill Gas) Methodology Determination 2015. It is noted that such detailed investigations are outside the scope of this assessment, and hence only high-level estimates have been provided.

The crediting period for ACCUs can be for up to 12 years for flaring only and up to 7 years for electricity generation⁵. The ACCU price assumed to be achieved is equivalent to that included in Section 5.5.1 for ACCU purchase. Based on this, landfill gas capture has the potential to generate up to almost \$2.6M of income from ACCUs for flaring and \$1.5M for electricity generation. It's noted that this does not include administrative costs for facilitating the ACCUs through the CER each year.

Both flaring and generation options would be expected to result in a negative Net Present Value (NPV) after ACCU income and electricity savings at a discount rate of 3% and so would come at an overall cost, although generation would become positive at a non-discounted NPV. The relative costs of abatement are \$11/tCO₂e and -\$28/tCO₂e respectively, with the latter representing a net cost saving associated with the project.

It's noted that costs are indicative only to compare costs of abatement and are very high level. A more detailed feasibility and costing study would be required to refine feasibility and costings to inform investment decisions.

5.1.3 Energy from waste

It is understood that MSC is working with industry to identify the opportunity for an energy from waste facility within the region. Being able to combust residual waste streams for energy rather than being sent to landfill presents the opportunity for emissions savings in the longer term, as the combustion of waste would be expected to result in lower greenhouse gas emissions compared to allowing gradual breakdown in landfill. It would also, in the short to medium term, replace more intensive energy generation from the existing NSW electricity grid.

Utilising a third-party energy from waste facility would result in an emissions shift from Scope 1 emissions at the Council owned and operated landfill site, to Scope 3 emissions associated with the combustion of the waste at the contracted facility. As the emissions associated with waste breakdown are delayed from the year of landfill receipt, the use of an energy from waste facility would result in an initial uplift in emissions compared to a business as usual scenario, as waste is combusted before it would have decomposed. Over the longer term, the impact would break even as the decomposition emissions exceed the combustion emissions. This effect can be seen in Figure 5-2.

For the purposes of the modelling, the emissions associated with energy from waste have been based on a linear scaling of publicly available data for a proposed facility in Victoria, with Australian Paper (Jacobs, 2018). This includes emissions associated with waste incineration, gas and diesel combustion. Whilst these emissions would vary based on the composition of the waste being incinerated, these figures are considered broadly appropriate for a high-level comparison of options in this assessment.

It is assumed for the EFW option that all waste that would have been sent for landfill, is instead sent to the EFW facility from 2025 onwards, as this is when it is understood that the existing landfill will reach capacity (Muswellbrook Shire Council, 2015).

⁵ <http://www.cleanenergyregulator.gov.au/ERF/Choosing-a-project-type/Opportunities-for-industry/landfill-and-alternative-waste-treatment-methods/Capture-and-combustion-of-landfill-gas>

5.1.4 Summary of Waste Opportunities

Different combinations of waste intervention options are possible, with each resulting in different success in terms of emissions reduction. No options available would reach a net zero emissions standpoint by 2050 and hence would require offsets to achieve the target.

The adoption of a waste reduction program has been considered fundamental and is assumed to be adopted in all roadmap scenarios, to align with the mitigation hierarchies for waste and greenhouse gas which prioritise avoidance and reduction prior to other options. There are interdependencies which means that without the waste reduction program, results for the other option would differ from those presented here (e.g. less food waste present in the waste mix would result in less methane to capture and flare).

Of the options available, the adoption of a waste reduction program combined with a landfill gas capture and electricity generation system is considered the best option from a greenhouse gas emissions reduction perspective, as seen in Figure 5-3. This would achieve a cumulative emissions reduction of 61% compared to the baseline.

Compared to a waste reduction program alone, over the period up to 2050, the adoption of an energy from waste facility would only be expected to result in a 10% reduction in cumulative emissions. This would be increased to 19% when accounting for the effects of offsetting grid electricity, however, is still not comparable to landfill gas options.

All intervention options presented will result in residual emissions for the landfill in the long term. Moving towards a circular economy and drastic waste reduction/diversion beyond that presented within this report is considered the only currently feasible option for significant landfill emissions reduction in the long term. Continued investigation and improvement in waste avoidance, reduction and diversion will be required to minimise landfill emissions as far as reasonably practical.

Roadmap Technical Report

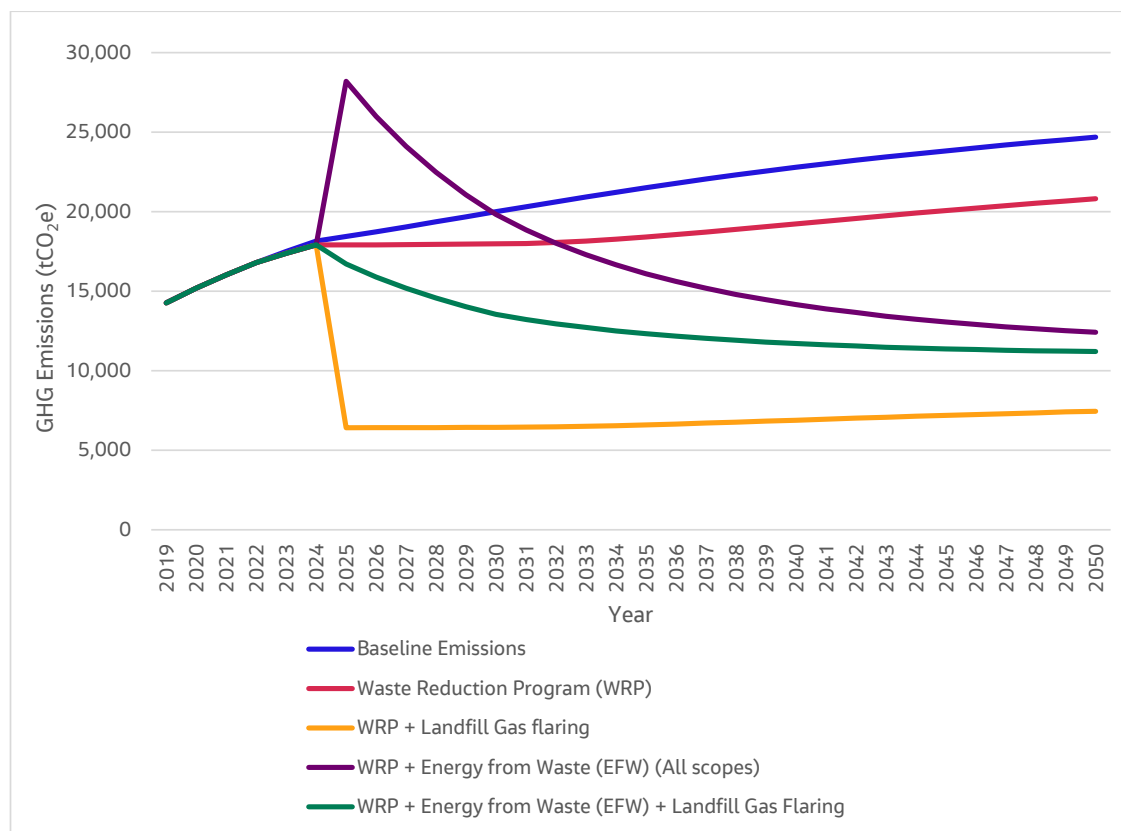


Figure 5-2: Annual GHG emissions comparison of different waste intervention options

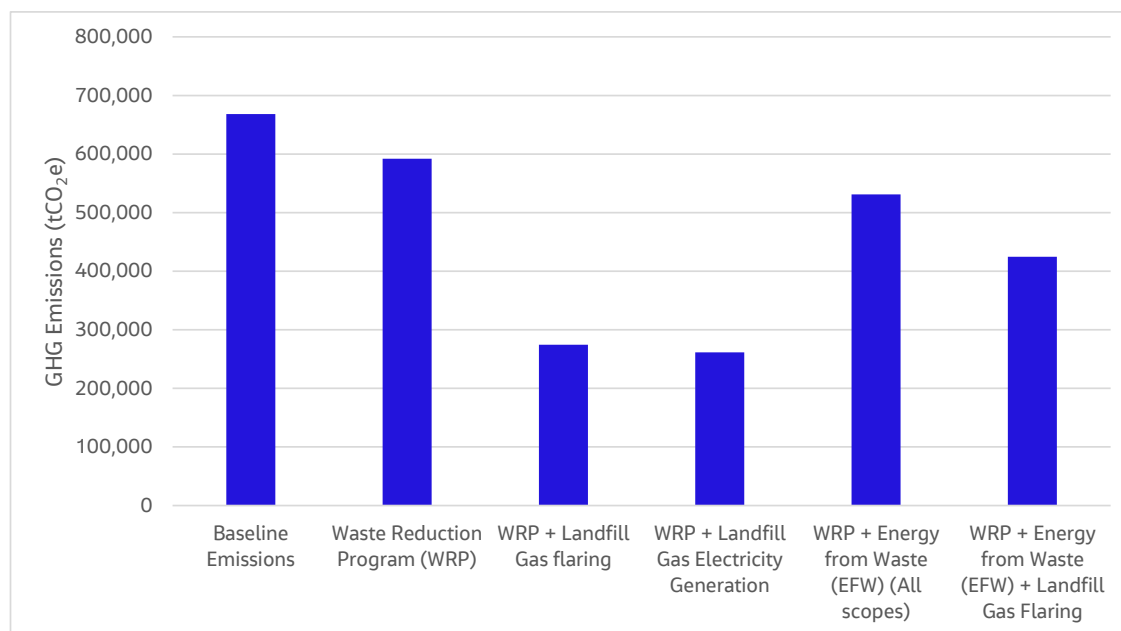


Figure 5-3: Cumulative GHG emissions comparison of different waste intervention options (2019-2050)

IA210700-MSC-REP-0001

5.2 Electricity

5.2.1 Energy Efficiency

Whilst the decarbonisation of the existing electricity grid would be expected to reasonably align with a net zero 2050 commitment (residual emissions would remain although <1% of the baseline footprint), best practice in terms of the GHG mitigation hierarchy requires avoidance and reduction of emissions sources prior to substitution such as renewable energy penetration.

This means that energy efficiency projects should still be explored to align with best practice. As climate change is more of a function of cumulative emissions than emissions at a single point in time, decarbonisation pathways should generally prioritise earlier reductions. Energy efficiency projects provide the opportunity to achieve interim reductions of electricity use emissions whilst also lowering Council's cumulative emissions to 2050.

Two types of energy efficiency initiatives exist:

- Retrofitting of existing energy uses
- Increasing energy efficiency standards for new Council projects

Efficiency Retrofits

Energy efficiency retrofits would be best targeted at Councils largest energy uses where the savings achievable would best justify the level of effort. For the purposes of the roadmap, retrofits are limited to the top 5 electricity uses which are well suited to retrofit initiatives:

- Muswellbrook Marketplace
- Street lighting
- Tertiary Education Centre (TEC) Annex
- Bridge St Library
- Council Administration

These facilities cumulatively accounted for approximately 47% of Councils electricity use during 2019. It's noted that the Muswellbrook Recycled Water Treatment Plant and Water Works and Intake Treatment are also each major energy uses (33% together) where interventions could be explored, however these would require more detailed energy audits outside of the scope of this assessment.

Of the existing facilities considered, only the Bridge St Library has had an energy audit undertaken (Essential Energy, 2013) which identified only limited opportunities related to lighting with the potential to save approximately 6% of electricity use.

A comprehensive study of the potential for energy savings in Australia's existing building stock (Beyond Zero Emissions, 2013) identified the opportunity for retrofits of retail centres to be able to achieve efficiency gains of up to 35% with significant retrofit, offices built between 1980-2000 savings up to over 75% and education buildings from 1970-2013 savings up to over 75%.

Pursuing deep energy retrofits to the greatest extent possible, would have the potential for energy savings as shown in Table 5-1.

Roadmap Technical Report

Table 5-1: Existing energy uses and the assumed energy efficiency retrofit potential

Electricity source	Assumed Reduction Achievable (%)	Electricity Savings (MWh/year)
Muswellbrook Marketplace	35%	512
Tertiary Education Centre (TEC) Annex	75%	153
Bridge St Library	75%	107
Council Administration	75%	97

Together, from 2025 the energy efficiency retrofits would have the potential to achieve first year emissions savings of 512 tCO₂e and cumulative savings of 4,774 tCO₂e to 2050.

Some retrofit options will likely present the most attractive payback periods to take advantage of the 'low hanging fruit' and most economical opportunities, following which there would likely be diminishing returns for further reductions. Detailed costings for retrofits are outside of the scope of this assessment and should be undertaken for each building to better understand the scale and attractiveness of retrofit opportunities.

As an indication, across a broad range of building portfolios assessed in Beyond Zero Emissions (2013), over a 30 year building life, the investment in retrofits would be expected to result in a lower net present cost for 3% and 5% discount rates when considering upgrade costs vs energy cost savings.

Streetlight Retrofits

At approximately 15% of Councils electricity use, the retrofit of older street lighting to LEDs also presents a significant opportunity for energy savings as well as saving costs on maintenance due to the longer life of LEDs compared to traditional alternatives and income from Energy Saving Certificates (ESCs).

The retrofit opportunity has been investigated and costed by Ausgrid, with the opportunity for over 1,500 luminaires that are currently a mix of compact fluorescent, high pressure sodium and metal halide to be replaced with LED variants. This retrofit program has the potential for electricity savings of approximately an average of 62%, saving up to 566 MWh per year, equivalent to 388 t CO₂e for 2022.

This program would be paid for over 10 years at an annual cost of \$96,907, with a once off income of \$220,515 for the sale of ESCs and ongoing cost savings of \$90,539 from reduced electricity use.

Energy Efficient New Builds

Opportunities for improved energy efficiency of new projects are presented for:

- Entertainment centre opening in December 2022
- Bridge Street mixed-use development opening in July 2023

For the Bridge Street mixed-use development, an upgrade of the design from a 2.5 star NABERS rated development to a 5 star development would present the opportunity to save 56% of energy use, a saving of 86 MWh/year⁶. Assuming a similar savings potential for the entertainment centre through an equivalent standard of

⁶ <https://www.nabers.gov.au/reverse-calculators>

design (entertainment centres are not rated by NABERs), would equate to a saving of up to 146 MWh. These two design improvements would have the potential for savings of up to 141 tCO₂e from 2024 and up to 1,506 tCO₂e cumulatively to 2050.

Other known new facilities are expected to be built too soon to still be within the sphere of influence, however subsequent developments also present opportunities for improved energy efficiency. This could be through mandating the demonstration of a performance beyond the National Construction Code minimum requirements as part of the projects design (e.g. 20% below Section J compliance) and/or requiring a high level of achievement in building rating schemes such as NABERs or Green Star.

Increasing the efficiency of new building design and construction may have a marginal increase in construction capital costs, however, this would be expected to be paid back through energy savings over the building's lifetime. More detailed cost comparisons for achieving different levels of efficiency should be estimated as part of the building design services.

5.2.2 Renewable Energy

Whilst it was discussed within prior workshops that renewable electricity generation would be the preferred source of emissions reduction, under the baseline scenario emissions associated with electricity usage are expected to decline significantly without significant intervention. This is due predominantly to external factors associated with changes in the emissions intensity of NSW electricity grid.

As with energy efficiency, it is still considered preferable, from both an emissions reduction hierarchy and a cumulative emissions perspective, that on-site renewable energy projects would be explored and adopted early where possible. Adoption of 100% renewable energy from 2025 onwards, would result in emissions savings of over 43,900 tCO₂e through to 2050 compared to the baseline, or almost 1.4 times the 2019 total MSC footprint.

There are four primary opportunities for the supply of renewable energy for Council

- Establishment of a Power Purchase Agreement (PPA) with an existing third-party supplier of renewable energy
- Construction and operation of a large (MW scale) solar or wind facility on Council owned land, sufficient to cover all Council electricity use
- Construction and operation of a number of distributed commercial scale (up to 100kW) solar facilities on Council owned land and rooftops
- Purchase of Large-scale Generation Certificates (LGCs) to offset Councils electricity use

Establishing a PPA would have an initial cost associated with setting up the agreement contract, however the ongoing cost of electricity supply would be expected to be competitive with current prices, if not cheaper. The purchase of LGCs for offset would be an ongoing cost, and with the current price of LGCs at around \$35/MWh⁷, would be an increase in electricity costs of almost 40% compared to current industrial electricity pricing⁸. Therefore, in the long term, the most cost-effective means of electricity supply, and best for community support (based on advice from MSC) would be the construction of Council owned and operated renewable energy projects.

Based on the residual grid energy demand from Council assets from 2024 onwards (following the installation of all currently planned renewable energy projects), meeting the needs of all electricity use through solar photovoltaics would require generation of 7,780 MWh. Based on the generation efficiency of the existing Council owned panels, this would be equivalent to the installation of approximately 4,500 kWp of new panels (~4.5MW). Undertaking energy efficiency projects identified in Section 5.2.1 would be expected to reduce this by up to 23%.

⁷ <http://greenmarkets.com.au/>

⁸ <https://energy.nsw.gov.au/sites/default/files/2020-12/NSW%20Electricity%20Infrastructure%20Roadmap%20-%20Detailed%20Report.pdf>

Roadmap Technical Report

This provision of solar power and/or storage could be provided through a single, large, dedicated site, or through multiple distributed projects across Council assets.

For large scale installations, optimising the efficiency may require a slightly smaller system. For comparison of scale, existing operating solar farms in NSW range between 10-162 MW of capacity⁹. Based on a similar land use to the 11MW Narromine Solar Farm at Dubbo solar hub, meeting the needs of all residual MSC assets would require approximately 11.6 ha. At a rough cost of approx. \$1.1M for a 1MW solar system¹⁰, this would require an investment of up to approximately \$5M as a very rough guide for a single large system. For multiple systems of a scaling of approx. 100kW, this would be expected to be closer to \$4.2M¹¹ and hence may be preferable.

Whilst wind power would also be possible, typically wind power is built at much larger scales of at least 50MW to hundreds of MW, and hence the economics at such a small scale are unlikely to be favourable compared to solar. As an indicative example, a similar scale 4.1MW wind system consisting of just two turbines exists at the Hepburn Community Wind Park in Leonards Hill, Victoria. This project cost \$12.9M¹², significantly more than an equivalent scale solar system would be expected to cost for MSC. Whilst the efficiency of such a system may mean that the power generated could be higher than the same capacity solar system (2,715 MWh/annum/MW for the Hepburn project compared to 1,730 MWh/annum/MWp for existing MSC solar) this depends on the site selection and strength/consistency of wind at the site, and is unlikely to be significant enough to justify the difference in capital cost, at least in the short-medium term.

It is noted, however, that cost figures presented are very high-level indications and such financial comparisons should undergo more detailed feasibility study and financial estimate prior to any firm commitments being made. This does not account for supply/demand match and is based on offsetting night-time uses through export during the day, nor does it account for future demand growth. To improve the match of supply and demand, the use of battery systems would be required, and to account for future growth through to 2050, oversizing of at least approximately 7.5% would be required (based on scaling with population growth). This oversizing would increase to around 11% if it was to also account for electrification of the plant and vehicle fleet as discussed in Section 5.3.2.

5.3 Fuel

Fuel usage for MSC plant and fleet form part of the baseline Scope 1 emissions and present the opportunity to switch to a greater proportion of biofuel in the shorter term and in the longer term switch vehicles and plant from internal combustion engines (ICE) to electric vehicles, with charging provided through a combination of on-site renewable energy and grid purchased electricity.

5.3.1 Biofuels

In the shorter term, prior to fleet electrification, a greater use of biofuels in MSC plant and fleet presents the opportunity for marginal emissions reduction.

Currently, E10 makes up approximately 46% of all petrol use for Council, whilst there is no existing use of biodiesel. Scaling this up to 100% E10 for all petrol applications, and 100% B5 for all diesel applications would be expected to result in emissions reductions of 4.4 tCO₂e and 6.0 tCO₂e respectively in 2022.

Generally, E10 would be expected to be compatible with most plant and fleet without modification, however, should be confirmed with manufacturer data. Regular diesel can contain up to 5% biodiesel without labelling, however the use of B5 guarantees the proportion, and hence there would not be expected to be any compatibility issues with existing diesel plant using B5 fuels compared to regular diesel. Switching to a greater use of E10 and B5 biofuels would be expected to have negligible cost implications and as such has not been estimated as part this assessment.

⁹ <https://energy.nsw.gov.au/renewables/renewable-generation/solar-energy>

¹⁰ <https://www.solarchoice.net.au/blog/1mw-solar-pv-systems-compare-prices-and-installer-options/>

¹¹ <https://www.solarchoice.net.au/commercial-solar-power-system-prices>

¹² http://chepstowwindfarm.com.au/downloads/Business_Models_For_Enabling_Sustainable_Precincts_Case_Study_Hepburn.pdf

5.3.2 Fleet Electrification

The upfront cost of electric vehicles is expected to reach an equivalent price to ICE vehicles from 2030, based on the central scenario from CSIRO projections¹³. It's assumed that from 2030, the cost of switching leases from ICE vehicles to electric vehicles will have no upfront cost impact and is therefore assumed to be the year of adoption for the purposes of the roadmap. Similarly, it is assumed that by 2030, electric options for other plant and equipment will be available and cost competitive.

Due to the complexity of Councils fleet, a full fleet electrification strategy would require a separate piece of work outside of the scope of this roadmap. It is likely that a staged approach involving early electrification of some plant and later electrification of others would be more suitable, however, 2030 is considered a reasonable mid-point for the purposes of this roadmap.

Whilst electric vehicles can be charged from existing electrical outlets, access to these for the Council fleet may be restricted and depending on schedules of use, fast charging could be required. Without adequate planning this could be a limitation for adoption. It's therefore recommended that investigations are held for future proofing of new Council buildings, in particular the depot, as a priority to save additional costs associated with future retrofits of electrical systems. Fast chargers can range from \$1,700 – 50,000¹⁴ depending on the size, speed and number of charging points, so costs for a full fleet are not expected to be insignificant. Based on significant uncertainties at this point in time, however, charging infrastructure costs have not been estimated as part of this assessment, and as such, the cost of abatement presented within this report is expected to be an optimistic representation. Some network charging infrastructure may be provided by others (e.g. public charging points), however convenience and logistics is likely to require some extent of charging infrastructure at Council sites. Future works on fleet electrification could update these figures with more accurate costs.

Energy conversion for fuels is based on comparative efficiencies of ICE and electric cars, assuming 11.6 L/100km for diesel passenger vehicles, 10.7L/100km for petrol passenger vehicles¹⁵ and 11.7 kWh/100km for electric vehicles¹⁶. The relative fuel to electric conversion adopted for the transition is therefore effectively 1 kWh per 1 L of diesel and 1.1 kWh per 1L of petrol.

If charging of electric vehicles was undertaken directly from the grid, this could facilitate emissions savings of up to 227 tCO₂e for the first year of adoption and 5,474 tCO₂e through to 2050. If this charging was combined with renewable energy supply through an option as discussed in Section 5.2.2 this cumulative benefit would be increased to 5,807 tCO₂e.

Based on comparative electricity costs vs petrol and diesel costs, electrification of Councils fleet would be expected to result in annual cost savings of up to \$330,000 from the first year. Whilst not built into the roadmap, it is encouraged that options for investment in electric vehicle and plant alternatives are explored sooner than 2030 based on life-cycle ownership costs (i.e. with consideration to fuel cost savings that may offset any increases in purchase or lease costs incurred prior to price parity) which would hasten the transition.

5.4 Construction Works and Procurement

The first step required for reducing emissions in construction, is the collection of detailed data from construction contractors for capital and maintenance works. It should be integrated into contracts, that Council is to be provided with annual data on as a minimum, fuel, electricity, materials used, and waste generated. This can be used to build a more accurate inventory of Scope 3 emissions associated with contracted construction works.

There are a number of methods to lower the Scope 3 emissions contribution to Councils GHG emissions. Firstly, emissions reduction targets could be integrated into construction contracts, with contracts over a certain value to

¹³ Graham, P.W. and Havas, L. 2020, Projections for small-scale embedded technologies, CSIRO, Australia.

¹⁴ https://www.mav.asn.au/_data/assets/pdf_file/0007/21877/Electric-Vehicle-Charging-Infrastructure-for-LG-Fleets-Questions-and-Answers-05dec18.pdf

¹⁵ 92080D0001_1202201810 Survey of Motor Vehicle Use, Australia, 12 months ended 30 June 2018

¹⁶ Future Fuels Strategy: Discussion Paper, Australian Government Department of Industry, Science, Energy and Resources 2021.

Roadmap Technical Report

demonstrate achievement of emissions reductions of an agreed percentage compared to a business as usual approach. This is becoming prevalent on larger construction projects, particularly those rated under schemes such as the Infrastructure Sustainability Council of Australia (ISCA) IS Rating Scheme. Smaller contractors, however, may require ongoing management and assistance to achieve such reductions, and the preparation of tools to assist with carbon accounting and decision-making frameworks for emissions reduction could ensure a robust process. Initiatives such as increased electrification of contractor construction fleet, requiring the use of a proportion of GreenPower and biofuels, or incentivising the use of more efficient design and construction methodologies could assist in reducing the emissions of construction works.

Council procurement teams should also be requested to keep records of physical quantities of materials purchased, such as concrete, asphalt, aggregates, piping, steel and other major materials sources. This materials information can be combined with greenhouse gas emissions factors for each material to build up a more accurate picture of major emissions contributors in the supply chain. Targeted interventions such as the use of lower carbon materials can then be developed, such as requiring the use of supplementary cementitious materials in concrete, Reclaimed Asphalt Pavements (RAP) laid as a warm mix, and the use of recycled aggregates. A preference for such materials can also be integrated into contracts with third party construction works so that Councils contractors are also using lower carbon materials.

The Infrastructure Sustainability Council of Australia measures best practice GHG mitigation in construction (energy and materials) as up to a 30% improvement compared to 'business as usual' (BAU). If we consider the existing construction practice of MSC as equivalent to a BAU approach, an improved GHG management in construction works would be expected to be able to achieve 'best practice' across their portfolio by 2030 as a conservative estimate. This may start with trials on larger projects, with lessons learnt shared across smaller projects to the point where over time, 'best practice' becomes BAU across all MSC projects.

Assuming that interventions would begin in 2022 and success would gradually build to 2030, emissions savings would be 334 tCO₂e for the year after adoption (assuming the first year would be focused on building skills and improved accounting with limited savings), growing to 2,746 tCO₂e by 2030. From this point it is conservatively assumed that savings would flatline at 30% below existing practice, however further savings could and should be pursued. Total cumulative savings to 2050 would be up to 69,030 tCO₂e.

The cost of reducing contractor emissions has not been assessed in detail and is outside of the scope of this assessment. There may be some additional labour/resourcing costs associated with ongoing management of contractor GHG emissions, and potentially some costs where more innovative materials are preferentially selected to traditional ones. Any offset requirements built into construction contracts would also come at a cost, however, otherwise, it is considered that such reductions could be facilitated with either neutral cost impacts or even potentially cost savings where resource use reductions or construction efficiencies can be identified that otherwise would not be.

5.5 Offsets

It is considered unlikely that all emissions (Scope 1, 2 and 3) will be feasibly able to be reduced to zero within the target dates set (and some residual emissions sources within the supply chain may be permanently unavoidable). In order to reach net zero emissions, the residual emissions (once emissions reduction strategies have been implemented) must be offset.

An offset is a project which reduces or removes greenhouse gas emissions from the atmosphere through natural or technological methods e.g. through reforestation, energy efficiency or renewable energy projects. This is completed through projects outside of the organisational boundary, although similar projects can be undertaken by partnering within the supply chain (e.g. co-sponsoring initiatives) which is referred to as 'insetting' and is effectively a Scope 3 reduction.

Offsets must follow several integrity principles to ensure that they are genuine emissions reductions, with the following principles taken from the Climate Active Carbon Neutral Standard for Organisations:

IA210700-MSC-REP-0001

Roadmap Technical Report

Additional	• Must result in emissions reductions that would not otherwise occur and are not double counted by others
Permanent	• Emissions that are sequestered must not be released back into the atmosphere in the future
Measurable	• Clear and convincing methods of emissions reduction accounting are used
Transparent	• Consumers and stakeholders have access to information about the offset project
Address Leakage	• Does not result in material increases in emissions elsewhere as a result of the project
Independently audited	• The project is verified by an independent, qualified third party
Registered	• The offset is listed and tracked in a publicly transparent way

Figure 5-4: Offset project integrity principles (Climate Active Carbon Neutral Standard for Organisations, Commonwealth of Australia 2020)

A range of offset units are available for purchase which are deemed to meet the above integrity principles and are accepted under the Climate Active Carbon Neutral Standard. The use of such offsets is considered important both to align with best practice but also such that Muswellbrook Shire Council may be eligible to pursue Carbon Neutral verification in the future if desired. These include:

- Australian Carbon Credit Units (ACCUs)
- Certified Emissions Reductions (CERs)
- Removal Units (RMUs)
- Verified Emissions Reductions (VERs) issued by the Gold Standard
- Verified Carbon Units (VCUs) issued by the Verified Carbon Standard

Once a carbon offset is purchased, it must then be 'retired', which effectively prevents any future sale, transfer or double counting of the offset.

A wide variety of offset projects are available and can be browsed through an offset marketplace such as the [Carbon Market Institutes 'Australian Carbon Marketplace'](#). Domestic offsets often include projects such as:

- reforestation
- indigenous burning
- changes to agricultural practices
- landfill gas capture
- other projects as available

International offsets such as those available through the [Gold Standard](#) often include:

IA210700-MSC-REP-0001

Roadmap Technical Report

- renewable energy projects
- clean cookstove and clean water projects
- reforestation projects
- other projects as available

Often, additional environmental and social benefits can be facilitated through offsets other than purely the emissions reduction or removals themselves. The Gold Standard, for instance, requires that projects also make multiple contributions to the UN Sustainable Development Goals (UN SDGs) and are designed to safeguard from specific adverse outcomes such as human rights abuses. While these best-practice offset projects are generally more expensive, they can provide significant additional value such as the example shown in Figure 5-5 for cleaner cookstove projects. These projects include providing access to cleaner cooking technologies in developing countries, to replace biomass cooking through open fires or traditional stoves with more efficient cookstove technologies and fuel sources, providing both greenhouse gas and health benefits.

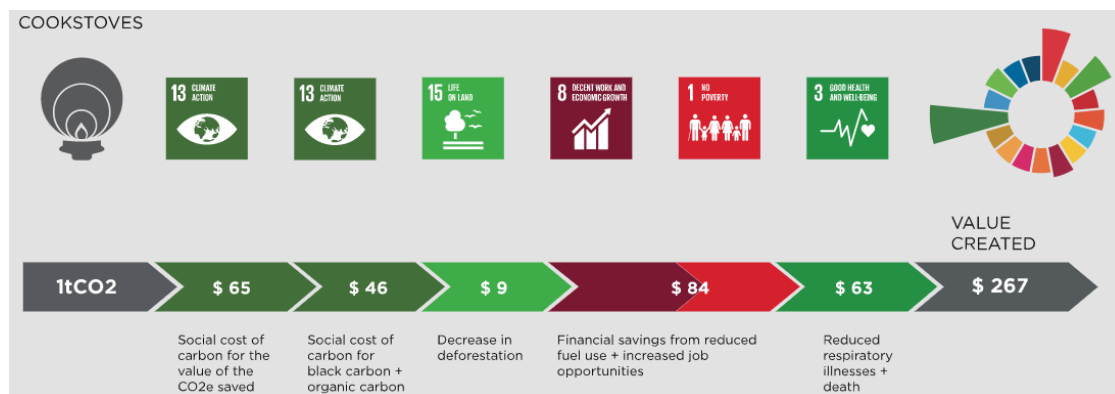


Figure 5-5: Example extended value chain of an offset project for provision of cleaner cookstoves (Gold Standard)

It is recommended that a corporate strategy is undertaken with engagement of employees and stakeholders for targeting inseting and offsetting projects to align with the Corporate Social Responsibility (CSR) strategy.

5.5.1 Offset Pricing

Prices of emissions offsets vary significantly by project type and offset standard, with ongoing market fluctuations meaning that long-term predictions of offset pricing is difficult.

The price of ACCUs has reached \$18.50/tCO₂e earlier in 2021¹⁷, and projects under other offset standards such as VCUs vary between as low as approx. \$16/tCO₂e to as high as \$44/tCO₂e¹⁸.

The pricing of offsets going forward is highly dependent both on the policy context and the combination of regulatory and voluntary demand, however expectations are for price rises for ACCUs of between \$20-45/tCO₂e by 2030¹⁹ and could reach between \$30-100 by 2040²⁰.

Integrating carbon pricing into investment decision making is known as shadow pricing and involves consideration to a potential future cost associated with an organisation's emissions. In the context of

¹⁷ <https://www.reputex.com/research-insights/alert-co2-spot-price-hits-record-high-of-18-50-t-up-12-ytd/>

¹⁸ <https://market.southpole.com/home/offset-emissions>

¹⁹ <https://www.reputex.com/research-insights/recording-scenarios-for-australian-carbon-offset-price-development-under-net-zero-emissions-fy21-30/>

²⁰ <https://www.reputex.com/research-insights/co2-offset-price-of-100-t-for-australia-to-reach-and-maintain-net-zero-emissions/>

Roadmap Technical Report

Muswellbrook, even without regulatory restrictions or any form of carbon tax, this could include consideration of potential offset costs from 2050 onwards, to meet the organisations net zero commitments (or earlier if interim targets were unable to be met). Through the use of carbon shadow pricing, financial decision making for whether or not to invest in an emissions reduction project would include consideration to the avoided cost of offsets. Cost savings to be presented within this report do not include such a shadow price, however this could be a consideration for Muswellbrook Shire Council going forward. Whilst not common budgeting practice in the public sector at this time, it may be worthwhile for consideration in light of state commitments.

5.6 Summary of opportunities

A number of opportunities are available for emissions reduction with varying costs of abatement. A summary of the emissions potential for all opportunities is presented in Table 5-2 and the corresponding costs of abatement (where available) are presented in Table 5-3 and Figure 5-6.

Table 5-2: Summary of emissions reduction opportunities

Initiative	Year of Adoption	First Year Emissions Savings (t CO ₂ e)	Total Cumulative Emissions Savings (to 2050) (t CO ₂ e)
Waste reduction programs	2022	527	76,206
Landfill gas capture and flaring [^]	2025	11,491	317,238
Landfill gas capture and electricity generation [^]	2025	12,900	330,630
Energy from waste ^{^#}	2025	-10,290*	60,975 111,407 with electricity offset
Energy from waste with landfill gas capture and flaring ^{^#}	2025	1,201	167,263
Building energy efficiency retrofits	2025	512	4,774
Streetlight energy efficiency retrofits	2022	388	4,774
Energy efficiency for new builds	2022	141	1,506
Renewable energy [~]	2025	4,608	43,915
Biofuels	2022	36	292
Fleet electrification	2030	753	18,047 19,095 with 100% renewables

IA210700-MSC-REP-0001

Roadmap Technical Report

Construction works and procurement	2022	192	39,621
---	------	-----	--------

*The negative emissions savings represents an increase in emissions for the first year, before landfill avoidance savings are realised. This would break even around 2032 from which point the use of EFW would see annual emissions reductions by comparison to waste reduction programs alone

^Emissions savings of all waste initiatives are compared to the waste reduction programs alone, which are assumed to be implemented in all scenarios

#Energy from waste savings are not including indirect impacts from offset of energy from the electricity grid, as this effect would be unlikely to be directly accounted for in MSCs future emissions inventories

~Renewable energy savings do not include the energy efficiency program, and would be less if all energy efficiency projects were pursued

Table 5-3: Summary of abatement cost estimates

Initiative	Capital Cost (\$)	Average Annual Cost Saving (\$) [#]	Cost of Abatement (\$ / t CO ₂ e)
Waste reduction programs	Not estimated	Not estimated	Not estimated
Landfill gas capture (flaring)	\$1,936,518	-\$67,917	\$11
Landfill gas capture (generation)	\$3,214,209	\$686,809	-\$28
Energy from waste	Not estimated	Not estimated	Not estimated
Building efficiency retrofits	Not estimated	\$294,242	Not estimated
Streetlight efficiency retrofits	\$0*	\$53,112	-\$183
Energy efficiency in new builds	Not estimated	\$76,950	Not estimated
Renewable energy	\$4,484,159	\$2,073,243	-\$622
Biofuels	\$0	\$0	\$0
Fleet electrification	\$0	\$267,136	-\$231
Construction works mitigations	Not estimated	Not estimated	Not estimated

#A negative cost saving represents an increase in costs

*No capital cost as the upgrades are paid through a 10-year annuity program, included in annual cost savings



Roadmap Technical Report



Figure 5-6: Marginal abatement cost curve (MACC)

6. Roadmap Forecast – Net Zero Pathway Results

Based on the adoption of each of the presented opportunities (with the exception of energy from waste), there is a considerable reduction in emissions achieved, however there are residual emissions present. This requires both an ongoing refinement of mitigation strategies over time and offsetting to achieve the 2050 target of net zero. Projections of annual emissions pre and post roadmap implementation are presented in Figure 6-1, with reductions in annual emissions for the target year shown in Figure 6-2.

At 2030 it is expected that the emissions will be over 50% below 2019 levels. Whilst no 2005 baseline exists for MSC for comparison to state interim targets, assuming that trends in MSC emissions are similar to that of NSW (i.e. have been falling since 2005²¹), a 50% reduction on 2019 levels may exceed a 35% reduction on 2005 levels. **[Drafting note: interim target to be confirmed by MSC]** If MSCs emissions have been increasing since 2005, however, as projected in the forward focused baseline scenario, this may not be the case and only the establishment of a 2005 baseline of equivalent boundary could confirm.

It is noted that whilst the year of adoption will not impact the annual emissions profile at 2050 (provided all are adopted by then), the cumulative emissions reduction achieved will differ, and should adoption be delayed, roadmap emissions will more closely track against baseline emissions for an extended period. This would result in higher cumulative emissions over the period between now and 2050, and hence urgency of adoption is considered important for minimising net contribution to global warming.

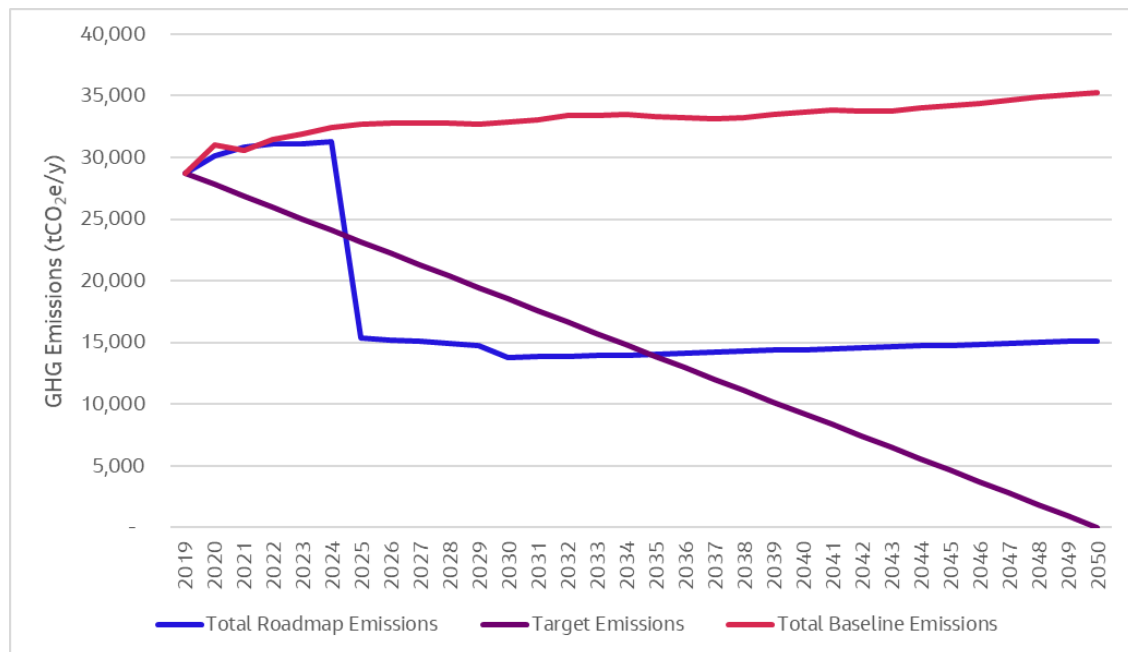


Figure 6-1: Roadmap total emissions vs target trajectory

From 2035 the residual emissions are expected to exceed the target trajectory without further reductions. Strategies to continually reduce construction emissions and to further reduce waste emissions should be refined over time to realign the actual emissions after this point. Where this is not possible and residual emissions remain, procurement of offsets will be required.

²¹ <https://www.soe.epa.nsw.gov.au/all-themes/climate-and-air/greenhouse-gas-emissions>

Roadmap Technical Report

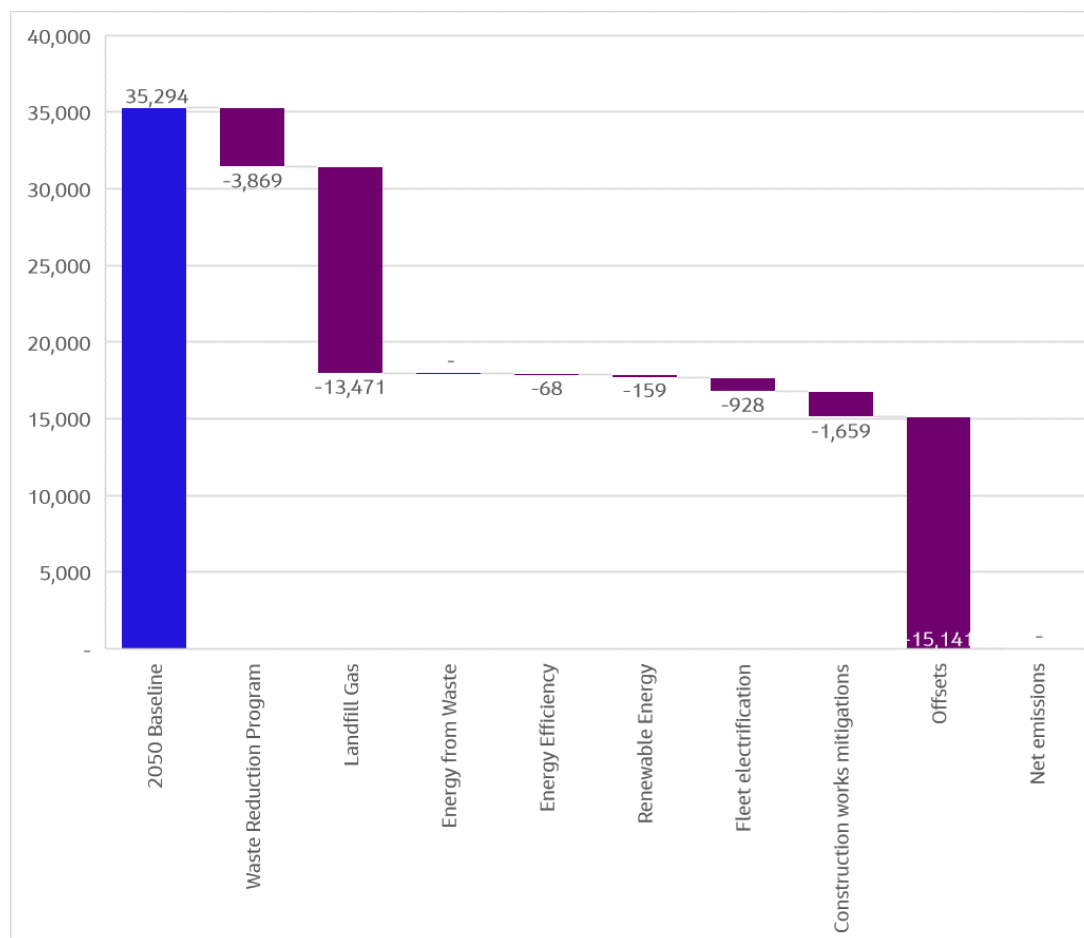


Figure 6-2: Emissions reductions in 2050 under the roadmap

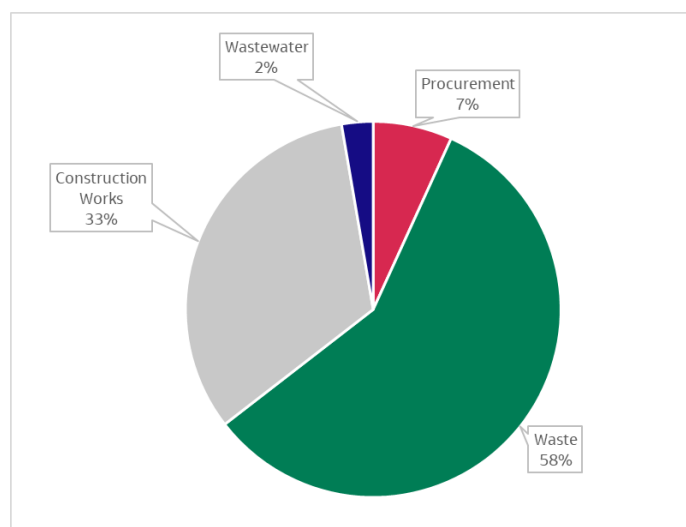


Figure 6-3: Roadmap residual emissions proportions 2050

IA210700-MSC-REP-0001

7. Next Steps

The implementation of the roadmap strategy will require ongoing management. The actions for implementation over the short, medium and long term are presented below.

12 months

- Begin collecting more detailed data for missing emissions sources to develop inventory
 - Require procurement teams to keep records of materials (concrete, steel, asphalt, aggregates, etc), water treatment chemicals and similar in physical units (e.g. tonnes or m³)
 - Require construction teams to report on land clearing and land use changes as part of projects
 - Integrate requirement for regular reporting of fuel, electricity and materials use information into external contracts
 - HVAC servicing contractors to provide records of refrigerant top-ups in kg of refrigerant
- Refine resourcing plan for waste management to address priority actions, including:
 - Undertake waste auditing to improve waste composition records for landfill
 - Develop Council response plan to address actions within the National Waste Policy Action Plan 2019, NSW Waste and NSW Sustainable Materials Strategy 2041 and other relevant strategies
 - Identify funding and/or grant opportunities as part of National and State strategies for waste reduction, diversion or similar
 - Investigate opportunities for improved FOGO diversion rates and expansion to commercial FOGO collection
 - Audit landfill gas monitoring results and investigate areas for improvement
 - Investigate landfill gas capture opportunities and source funding for feasibility studies and detailed costings
 - Potential initiation of a Council Waste Management Strategy to address above priorities
- Arrange energy audits to identify retrofit opportunities for key buildings including Muswellbrook Marketplace, Tertiary Education Centre (TEC) Annex, Bridge St Library and Council Administration
- Integrate improved energy efficiency requirements into the design for new Council buildings including the Entertainment Centre and Bridge St mixed use development
- Investigate opportunities for biofuel (B5) procurement and storage at Council depot and transition all petrol and diesel to be replaced with E10 and B5 for Council works where compatible (and integrate requirement into construction contracts for third parties)
- Undertake FY2020 and FY2021 updates of emissions inventory using provided tool and NGERs Calculators

Roadmap Technical Report

3-6 years

- Ongoing updates of emissions inventory including additional detailed emissions source information
- Prepared detailed costings of emissions reduction strategies and integrate into Council budget forecasts
 - Identify opportunities for National and/or State funding and grant opportunities
- Integrate emissions reduction Key Performance Indicators (KPIs) into construction contracts and identify emissions reduction opportunities for construction works
- Review opportunities for further construction works emissions reduction in collaboration with contractors, including opportunities for the use of sustainability rating systems (e.g. Infrastructure Sustainability Council of Australia for infrastructure and Green Star for buildings)
- Implementation of waste reduction programs and domestic and commercial FOGO systems
- Undertake design and implementation of energy efficiency retrofit opportunities
- Undertake detailed design, tendering and construction for landfill gas capture and generation system
- Investigate opportunities for increased renewable energy uptake (distributed, large scale and/or Power Purchase Agreements as appropriate)
- Produce a Green Fleet Strategy to identify detailed opportunities and requirements for transition of Councils plant and equipment fleet to electric (and potentially hydrogen as appropriate)

2030

- Finalise procurement and/or lease agreements for remaining fleet electrification
- Continued collaboration with construction contractors to identify opportunities for further emissions reductions
- Review progress against emissions reduction targets (50% below 2019 levels by 2030) and refine strategy for further mitigation as required [Drafting note: interim target to be confirmed by MSC]
- Begin investigating offset opportunities and consider development of an offset strategy where mitigations are unable to stay on track with targets
- Review ambition for net zero targets (potential to bring forward) and or potential for third-party certifications such as 'Carbon Neutral' under the Climate Active Standard

8. References

Beyond Zero Emissions (2013), Zero Carbon Australia Buildings Plan

Department of the Environment and Energy, (2019), National Waste Policy Action Plan, available at <https://www.environment.gov.au/system/files/resources/5b86c9f8-074e-4d66-ab11-08bbc69da240/files/national-waste-policy-action-plan-2019.pdf>

Essential Energy (2013), Energy Audit for Muswellbrook Council at Administration Centre Library Art Gallery

Global Methane Initiative (GMI), (2012), International Best Practices Guide for Landfill Gas Energy Projects – Chapter 6 Landfill Gas Modelling, available at <https://www.globalmethane.org/resources/details.aspx?resourceid=1975>

Jacobs Group (Australia) Pty Ltd (2018), Australian Paper waste to energy works approval application, Chapter 7 Energy use and greenhouse gas emissions, available at https://s3.ap-southeast-2.amazonaws.com/hdp.au.prod.app.vic-engage.files/5715/2748/6019/Australian_Paper_EfW_Plant_WAA_7_Energy_use_and_greenhouse_gas_emissions.pdf

Muswellbrook Shire Council (2015), SSD Application SSD-6846, Muswellbrook Waste Management Facility Development, available at <https://www.planningportal.nsw.gov.au/major-projects/project/10901>

NSW Department of Planning, Industry and Environment (DPIE) (2019), Muswellbrook Shire Council Population Projections, available at <https://www.planning.nsw.gov.au/-/media/Files/DPIE/Factsheets-and-faqs/Research-and-demography/Population-projections/2019-Muswellbrook.pdf>

NSW Department of Planning, Industry and Environment (DPIE) (2020), 2020 population insights, available at <https://www.planning.nsw.gov.au/-/media/Files/DPIE/Reports/Research-and-demography/Population-projections/population-projections-2020-annual-insights-2020-12-23.pdf?la=en>

Pineda, Alberto Carrillo; Chang, Andres; Faria, Pedro (2020) Foundations for Science-Based Net-Zero Target Setting in The Corporate Sector, CDP and Science Based Targets initiative (SBTi). <https://sciencebasedtargets.org/resources/legacy/2020/09/foundations-for-net-zero-full-paper.pdf>

Rawtec, (2018), Analysis of NSW Food and Garden Bin Audit Data, available at <https://www.epa.nsw.gov.au/-/media/epa/corporate-site/resources/managewaste/nsw-fogo-analysis.pdf?la=en&hash=F2F341DB7CF6C517801CD04DBBCFA389C03DF82A>

Scottish Environmental Protection Authority (SEPA), (2016), Technical Guidance Note Estimate of Amount of Financial Provision for Landfill Sites, available at <https://www.sepa.org.uk/media/28996/technical-guidance-note-estimate-of-amount-of-financial-provision-for-landfill.pdf>

United States Environmental Protection Authority (US EPA), (2021), Landfill Methane Outreach Program (LMOP) Landfill Gas Energy Cost Model, available at <https://www.epa.gov/lmop/download-lfgcost-web>

Victorian Government Environmental Protection Authority (EPA), (2017), Carbon management at work, available at <https://www.epa.vic.gov.au/for-business/how-to/lower-environmental-impact-business/carbon-management-at-work>

World Business Council for Sustainable Development (WBCSD), (2019), Natural climate solutions: the business perspective, available at https://docs.wbcsd.org/2019/09/WBCSD-Natural_climate_solutions-the_business_perspective.pdf

22 QUESTIONS WITH NOTICE

15.1 QUESTIONS WITH NOTICE FROM CR BOWDITCH

Attachments: Nil

Responsible Officer: Fiona Plesman - General Manager

Councillor Bowditch has presented the following questions with notice for the Council Meeting on 24th May 2022 as follows:

The information be noted.

Moved: _____ Seconded: _____

RESPONSE BY GROUP MANAGER

With respect to the questions raised by Councillor Bowditch, the following response is provided:

1. Are we having problems with our financial implications with our capital spending's or overactive assets: ie Marketplace, staff housing etc

Council is not having problems with financial management or reporting. Capital and investment budgets are well managed and accurately reported.

The Marketplace and council's housing portfolio remains a strong asset for Council.

With regards to Business Papers provided to Council the Financial Implications section of Council reports are reviewed by the Chief Financial Officer. All Council officers ensure that the financial information provided to Council is as accurate, timely and as predictive as possible. To enable this to occur, the Financial Implications section of reports has been divided into two discrete financial considerations:

Ongoing Operational and Maintenance Costs Implications Associated with Capital Project

1. *Financial Implications – Capital*

This section provides information on the discrete capital funding available to carry out the work that is the subject of the report. The capital funding allocation for a project is generally not structural, but is dedicated to a single purpose, which is the carrying out of the capital project.

Future capital allocations may be required to ensure that the constructed project remains fit for purpose over its useful life, for example, a future capital allocation to replace the roof of a constructed building. The scheduling of works of this nature are captured in the relevant asset management plan.

2. *Financial Implications – Operational*

This section advises Council of the ongoing structural operational funding that will be required to ensure the safe, efficient and effective operation and function of the constructed asset. In some cases, the required operational funding may be sourced from existing operational budgets. In the majority of cases, however, particularly in the case of a new asset, additional operational funding will be required.

A failure to provide appropriate operational funding to enable safe and effective operation of a new asset represents a considerable risk to Council and the community. If existing budgets are relied upon to carry out the additional operational works, the effect is to compromise overall operational efficiency and effectiveness across the entire relevant budget area.

2. With our resource strategy it seems to point to asset maintenance shortfall. Required maintenance defined as funding sufficient. Our maintenance methodologies are regular

inspections, assessment of assets, everywhere you read it refers to inspections and assessment, nowhere does it state to program and repair. So how does council define its measurements of priorities based on this?

Asset condition inspections and assessment of assets provide a sound, fundamental knowledge base that enables the prioritisation of works, however is usually not the sole criterion used in prioritising works.

The prioritisation of works is assessed on a range of factors relevant to the asset under consideration.

For example, the prioritisation of water main replacement is based on consideration of:

- (i) The age of the asset;
- (ii) The known condition of the asset;
- (iii) The performance of the asset, for example, if the asset regularly fails or is the subject of complaint.

For maintenance activities such as maintenance grading, the prioritisation of work is based on factors that include:

- (i) Technical 'Rough-o-meter' readings that provide a roughness rating for the section of road being assessed;
- (ii) Visual inspection of the asset;
- (iii) Categorisation of the asset, for example, if the section of road is a through road or experiences higher volumes of traffic movement then it will generally be prioritised over a section of road that experiences very low traffic volumes.

All assets are prioritised on a range of factors. With regards to capital renewal works, for example, kerb and gutter replacement or new footpath construction, a further important element in the prioritisation of works resides in Council's review and endorsement of the draft prioritisations provided to Council in the form of a Council report. Council's review and endorsement of the draft priorities is a further important step, whereby Council provides scrutiny and critical evaluation of the priorities provided.

3. Does Council stock inventory items for mechanical repairs to parks equipment and undertake all repairs i.e. changing blades and blades in stock or are they sent to contractors? If not, can we not look to use our own internal mechanic for these cost cuts?

Council does generally stock inventory items for basic mechanical repairs to parks equipment, including mower blades and brushcutter cord. With regards to carrying out the changing of mower blades, this is carried out internally wherever possible, however in instances of high demand or in a period of alternative high priority works, these works may be carried out by an external third party. This creates overall greater efficiency and reduces costs when considered across the range of Council's maintenance and repair activities for its tools, equipment, fleet and plant.

16 COUNCILLORS REPORTS

17 QUESTIONS FOR NEXT MEETING

18 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.

19 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:

19.1 TENDER 2021-2022-0526 - RIDGELANDS ROAD CH7.46 UPGRADE

Item 19.1 is classified CONFIDENTIAL under the provisions of Section 10A(2)(d)(ii) of the local government act 1993, as it deals with information that would, if disclosed, confer a commercial advantage on a competitor of the council, and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

19.2 TENDER - T032223HUN DRUG & ALCOHOL TESTING

Item 19.2 is classified CONFIDENTIAL under the provisions of Section 10A(2)(d)(ii) of the local government act 1993, as it deals with information that would, if disclosed, confer a commercial advantage on a competitor of the council, and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

19.3 TENDER 2021-2022-0530 - PROVISION OF STREET SWEEPING SERVICES

Item 19.3 is classified CONFIDENTIAL under the provisions of Section 10A(2)(d)(i) of the local government act 1993, as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it, and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

19.4 TENDER 2021-2022-0490 - SUPPLY AND DELIVERY OF WASTE DEPOT MULTI-PURPOSE TRUCK AND ATTACHMENTS

Item 19.4 is classified CONFIDENTIAL under the provisions of Section 10A(2)(d)(i) of the local government act 1993, as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it, and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

19.5 CONTAINER DEPOSIT SCHEME - REVERSE VENDING MACHINE - PROPOSED DENMAN LOCATION

Item 19.5 is classified CONFIDENTIAL under the provisions of Section10A(2)(c) of the local government act 1993, as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business, and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

19.6 VISITOR INFORMATION CENTRE - MUSWELLBROOK

Item 19.6 is classified CONFIDENTIAL under the provisions of Section10A(2)(c) of the local government act 1993, as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business, and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

19.7 YOUTH PROGRAMS MUSWELLBROOK

Item 19.7 is classified CONFIDENTIAL under the provisions of Section10A(2)(a) of the local government act 1993, as it deals with personnel matters concerning particular individuals (other than councillors), and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

19.8 EXECUTION OF REFINANCING \$7.980M LOAN

Item 19.8 is classified CONFIDENTIAL under the provisions of Section10A(2)(d)(l) of the local government act 1993, as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it, and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

19.9 EXECUTION OF NEW \$2.5M LOAN

Item 19.9 is classified CONFIDENTIAL under the provisions of Section10A(2)(d)(l) of the local government act 1993, as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it, and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

19.10 LOXTON HOUSE WORKS ON HOLD

Item 19.10 is classified CONFIDENTIAL under the provisions of Section10A(2)(c) of the local government act 1993, as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business, and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

19.11 COUNCIL HOSPITALITY SERVICES

Item 19.11 is classified CONFIDENTIAL under the provisions of Section10A(2)(f) of the local government act 1993, as it deals with details of systems and/or arrangements that have been implemented to protect council, councillors, staff and council property, and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Moved: _____ **Seconded:** _____

20 RESUMPTION OF OPEN COUNCIL

21 CLOSURE

DATE OF NEXT MEETING: TUESDAY 28 JUNE 2022