



muswellbrook
shire council

Muswellbrook Shire Council

ORDINARY COUNCIL MEETING

BUSINESS PAPER

TUESDAY 23 AUGUST 2022



MUSWELLBROOK SHIRE COUNCIL

P.O Box 122
MUSWELLBROOK
17 August, 2022

Councillors,

You are hereby requested to attend the Ordinary Council Meeting to be held in the Training Room, Level 2, University of Newcastle – Upper Hunter Campus, 87 Hill Street, Muswellbrook, NSW 2333 Australia on **Tuesday 23 August 2022** commencing at 6:00pm.

Derek Finningan
ACTING GENERAL MANAGER



Council Meetings

Meeting Principles

Council and committee meetings should be:

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

Public Forums

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

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

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

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



Declarations of Interest

Statement of Ethical Obligations

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

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

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

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

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

- Significant
- Less than significant

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

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

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



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- 1. Acknowledgement of Country**
- 2. Civic Prayer**
- 3. Apologies and Applications for a Leave of Absence or Attendance by Audio Visual Link by Councillors**

4. Confirmation of Minutes

Ordinary Council Meeting held on 26 July, 2022

RECOMMENDATION

The Minutes of the Ordinary Council Meeting held on **26 July, 2022**, a copy of which has been distributed to all members, be taken as read and confirmed as a true record.

Moved: _____ Seconded: _____

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



9. Business (Specific Reports)

9.1. Planning and Environment

9.1.1.	Monthly Report to Council - Planning, Environment and Regulatory Services
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Attachments:	Nil
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Responsible Officer: Sharon Pope - Director - Planning & Environment

Author: Tracy Ward – Sustainability Officer (Mon - Thurs)

Community Plan Issue: 6 - Community Leadership

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

Community Plan Strategy: 6.2.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.

OFFICER'S RECOMMENDATION

The information contained in this report be noted.

Moved: _____ **Seconded:** _____

REPORT

PLANNING AND ENVIRONMENT

Schedule 1: Development Applications Approved (17 June to 12 July 2022)

DA No.	DESCRIPTION	PROPERTY	VALUE (\$)
2022/73	Change of use to 24 Hour Gym	19-29 Rutherford Road Muswellbrook	\$98,000
2022/70	Ancillary Development - Carport	15 Towarri Street Muswellbrook	\$19,656
2022/68	Dwelling	1301 Sandy Creek Road McCullys Gap	\$585,385
2022/67	Dwelling	242-244 Queen Street Muswellbrook	\$527,110
2022/65	Inground Pool & Associated Safety Barrier	83 Humphries Street Muswellbrook	\$27,805
2022/63	Shed Extension	16 Almond Street Denman	\$33,600



DA No.	DESCRIPTION	PROPERTY	VALUE (\$)
2022/62	Detached Garage	25 Milpera Drive Muswellbrook	\$61,299
2022/59	Shed & Rainwater Tanks	82 Babbler Crescent Muscle Creek	\$114,000
2022/58	Demolition of existing Shed and Construction of a new Shed	5 Wilson Street Muswellbrook	\$27,570
2022/55	Single Storey Dwelling	9 Shearer's Close Muswellbrook	\$578,235
2022/53	Alterations and additions to Existing Dwelling	430 Mount Dangar Road Baerami	\$348,700
2022/52	Enclosed Afresco Area and Flyover Patio Cover	39 Skellatar Stock Route Muswellbrook	\$30,925
2022/46	Single Storey Dwelling	41 Stockyard Parade Muswellbrook	\$392,885
2022/40	Subdivision of One (1) Lot into Three (3) Lots	15 Crinoline Street Denman	\$10,000
2022/37	Ancillary Development - Shed	18 Hunter Street Denman	\$44,500
2005/451/1 1	S4.55 (1A) Modification - Amendment to Development Consent to remove the consent condition 59.	Stockyard Parade Muswellbrook	-
2022/19	Boundary Adjustment of Two (2) Allotments	11-13 Paxton Street Denman	\$10,000
2021/139	Alterations and Additions to Educational establishment	57 Maitland Street Muswellbrook	\$4,489,151
2021/99	Alterations and Additions to Muswellbrook Indoor Sports/Youth Centre	Rutherford Road Muswellbrook	\$1,263,665
2021/32	Demolition of a dwelling and construction of a two-storey boarding house	41 Maitland Street Muswellbrook	\$645,000
2007/350/3	Section 4.55 amendment - amend deferred commencement conditions and extend timeframe for compliance with deferred commencement conditions by 12 months	9036 New England Highway Muswellbrook	\$10,000,000

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

DA No	DESCRIPTION	PROPERTY	RECEIVED	VALUE (\$)
2022/97	Ancillary Development - Shed	23 Adams Street Muswellbrook	05/08/2022	\$13,000
2022/96	Signage	72-78 Brook Street Muswellbrook	03/08/2022	\$10,000
2022/95	Staged Demolition of Existing Buildings and Construction of New Grandstand and Amenities.	3 Wilkinson Avenue Muswellbrook	03/08/2022	\$9,455,600
2022/94	Dwelling	234-236 Queen Street Muswellbrook	02/08/2022	\$522,220
2022/93	Signage	53-55 Maitland Street Muswellbrook	28/07/2022	\$30,000
2022/92	Subdivision of One (1) Lot into One Hundred & Ninety Four (194) Residential Lots	Almond Street Denman	28/07/2022	\$18,284,734
2022/90	Spa and Replacement of Deck with Awning	19 Chablis Close Muswellbrook	27/07/2022	\$24,000
2022/91	Ancillary Development - Shed	420 Giants Creek Road Sandy Hollow	26/07/2022	\$115,200
2022/89	Single Story Dwelling with attached Garage	69 Stockyard Parade Muswellbrook	22/07/2022	\$617,277
2022/88	Detached Double Garage	4 Sheppard Avenue Muswellbrook	21/07/2022	\$19,990
2022/87	Dwelling	63 Stockyard Parade Muswellbrook	21/07/2022	\$410,935
2022/85	SHED - RESIDENTIAL	58 Paxton Street Denman	19/07/2022	\$14,000
2022/86	Ancillary Development - Shed with attached Awning	23 Day Street Muswellbrook	18/07/2022	\$24,474
2021/158/2	S8.2 Review - Change of Use to Health Services Facility	79 Brook Street Muswellbrook	15/07/2022	-
2009/48/3	S4.55 (1A) - Amend Approval Indefinitely for Motorcycle Track	Jerrys Plains Road Denman	14/07/2022	-



DA No	DESCRIPTION	PROPERTY	RECEIVED	VALUE (\$)
2022/84	Roof Over Existing Cattle Yards	895 New England Highway Muswellbrook	12/07/2022	\$35,200
2022/83	Alterations and additions to residential + Ancillary Development Shed	8 Clifford Street Muswellbrook	12/07/2022	\$100,000
2014/137/2	S4.55 Modification 1A - Dwelling Additions / Alterations	55 Brentwood Street Muswellbrook	11/07/2022	-
2022/82	Ancillary Development - Shed	41 Stockyard Parade Muswellbrook	06/07/2022	\$42,500
2022/81	Single Storey Dwelling	15 Lou Fisher Place Muswellbrook	05/07/2022	\$321,670
2022/80	Remediation and Earthworks	Coal Road Muswellbrook	01/07/2022	\$2,516,829
2022/79	Shed	43 Paxton St Denman	28/06/2022	\$34,438
2022/78	Inground Pool and Associated Safety Barriers	16 Weemala Place Muswellbrook	28/06/2022	\$34,535
2/08/2021	S4.55 (1A) Modification - Ancillary Development - Shed	12 Octagonal Way Muswellbrook	27/06/2022	-
2022/77	Shed	191 Woodland Ridge Road Muscle Creek	16/06/2022	\$64,430
2022/76	Caravan Park, Two (2) Amenity Blocks, New Driveway area and Landscaping	66 Palace Street Denman	16/06/2022	\$254,250
2022/75	Three (3) Lot Subdivision	18-22 Kenilworth Street Denman	15/06/2022	\$15,000
2022/74	Dwelling	13 Lou Fisher Place Muswellbrook	14/06/2022	\$425,000
2022/72	Patio Awning Attached to Existing Dwelling	6 Bloodwood Road Muswellbrook	08/06/2022	\$41,000
2022/71	Farm Shed	463 Dalswinton Road Dalswinton	06/06/2022	\$175,000
2022/69	Ancillary Development - Shed	124 Skellatar Stock Route Muswellbrook	02/06/2022	\$24,600
2022/66	Two (2) Lot Subdivision of land and Dwelling	146 Palace Street Denman	31/05/2022	\$346,500
2022/64	Boundary Fence	7 Cousins Street Muswellbrook	30/05/2022	\$6,800



DA No	DESCRIPTION	PROPERTY	RECEIVED	VALUE (\$)
2022/57	Shed	29 Stockyard Parade Muswellbrook	18/05/2022	\$30,980
2022/49	Ancillary Development - Carport	5 Kamilaroi Street Muswellbrook	09/05/2022	\$9,720
2022/48	Ancillary Development - Shed	178 Sydney Street Muswellbrook	09/05/2022	\$23,500
2022/45	Manufactured Home and Associated Structures	120 Yarraman Road Muswellbrook	04/05/2022	\$417,100
2022/44	Manufactured Home & Associated Structures	Yarraman Road Muswellbrook	04/05/2022	\$417,100
2022/43	Shed, Earthworks and retaining walls	20 Chivers Circuit Muswellbrook	03/05/2022	\$38,300
2022/42	Single Storey Dwelling and Detached Secondary dwelling	62 Brentwood Street Muswellbrook	03/05/2022	\$429,370
2002/205/9	S4.55 (1A) Modification - Changes in Rehabilitation Framework	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
2007/386/4	S4.55 Modification (1A) - Change of Use - Temporary Dwelling to Dwelling	178 Beggary Creek Road Muswellbrook	07/04/2022	-
1994/410/8	S4.55 (1A) Modification - Request to Extend Operational time.	Dalswinton Road Dalswinton	01/04/2022	-
2022/32	Internal alterations, upgrade to access and amenities	2 Market Street Muswellbrook	31/03/2022	\$50,000
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



DA No	DESCRIPTION	PROPERTY	RECEIVED	VALUE (\$)
2022/28	Single Storey Dwelling	29 Stockyard Parade Muswellbrook	24/03/2022	\$417,565
2022/23	Ancillary Development - Shed and Retaining Wall	8 Malbec Street Muswellbrook	14/03/2022	\$34,689
2022/21	Single Storey Dwelling	25 Northerly Close Muswellbrook	28/02/2022	\$396,515
2022/18	Single Storey Dwelling	71 Babbler Crescent Muscle Creek	22/02/2022	\$450,000
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
2021/50	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
2021/138	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
2021/87	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
2021/58	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



DA No	DESCRIPTION	PROPERTY	RECEIVED	VALUE (\$)
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.

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

	Ju l	Au g	Sep t	Oc t	No v	De c	Ja n	Fe b	Ma r	Ap r	Ma y	Ju n	Ju l
Applications Received (new installation)	Unable to inspect due to COVID restrictions			0	0	0	0	0	3	0	0	0	0
Applications Approved (new installation)				0	0	0	0	0	2	1	0	0	2
Inspections (new system)				0	0	0	3	0	2	0	1	0	0
Inspections (existing system)				34	0	0	14	3	7	0	18	39	1



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.

	Ju l	Au g	Sep t	Oc t	No v	De c	Ja n	Fe b	Ma r	Ap r	Ma y	Ju n	Ju l
Applications Received (new businesses)	Unable to inspect due to COVID restrictions			0	0	0	0	1	1	0	0	1	3
Inspections (new businesses)				0	0	0	1	1	0	0	0	3	1
Inspections (existing businesses)				0	0	0	11	16	10	1	12	13	0
Reinspections				0	0	0	0	1	2	1	0	0	0

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

Building Site Compliance Inspection Statistics – 13 Month Analysis (2021/2022)

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Total Sites Inspected							6	7	8	7	6	9	0
Total non-compliant and educated							1	0	0	0	0	0	0
Total compliance after education							1	0	0	0	0	0	0
Total Penalty Notices Issued							0	0	0	0	0	0	0



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

Illegal Dumping Statistics – 13 Month Analysis (2021/2022)

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Total Investigations							1	2	4	6	5	3	3
Total Clean up by Council - insufficient evidence							1	2	4	6	5	3	2
Total Clean Up by individual							0	0	0	0	0	0	1
Total Penalty Notices Issued							0	0	0	0	0	0	1
Court Attendance Notice Issued							0	0		0	0	0	0
Still under investigation							0	0		0	0	0	0

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

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

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Applications for Compliance Certs.	4	4	8	11	5	8	5	6	1	1	7	3	1

Total compliance inspections (not inc. Final Insp. for Occ. Certs)	5	12	12	9	26	9	6	14	0	2	4	0	22
Initial Inspections	2	9	8	7	21	7	5	9	0	2	3	0	21
Re-inspections	3	3	4	2	5	2	1	5	0	0	1	0	1

Compliance Certs / Occ. Certs issued	3	9	9	2	6	4	6	9	0	4	4	1	5
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**Total Pools in Council's SPR = 970****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 17 June 2022 = 23.7%**

Current Compliance = 24% (i.e., 233 out of 970 pools have a valid Compliance Certificate or Occupation Certificate. Note: Certificate is valid for 3 years)

Percentage of pools inspected Financial Year 2022/2023 = 2%

(i.e. 21 out of 970 pools have had at least one inspection carried out during July 2022)

SUSTAINABILITY**SUSTAINABILITY UPDATE - 18 May to 17 July 2022****Muswellbrook Connect Workshop**

Members of 17 community groups met for a Muswellbrook Connect workshop facilitated by Muswellbrook Shire Council's Sustainability Unit. The aim of this workshop was to connect different groups in our community together through partnerships for everyone's benefit.

Thanks to all the groups involved Muswellbrook South Public School Official, Great Cattle Dog Muster, NSW Police, Muscle Creek Landcare, McCullys Gap Rehabilitation Sustainability Community Group Inc., Hunter Sustainability Landcare Team, Muswellbrook Preschool Kindergarten, Richard Gill School, Warrior Disability Services, The Anglican Parish of Muswellbrook, The Red Door Community Kitchen Inc., Seventh Day Adventist Muswellbrook, Home and Place, Aurora Supports, Pacific Brook Christian School, Muswellbrook CWA Branch, Final Form Regeneration, Hunter Valley Supports and The University of Newcastle.

Tour of Community Gardens

A group of 18 Muswellbrook community members went on a bus tour of community gardens in our region. We learnt and shared our passion for gardening. So great to see other community members interested in gardening, composting, worm farms and especially how we all share what is produced with the wider community.

Bin Audits

An audit of residential kerbside bins was conducted during this period. Results will be reported in the next Council report.





Circular Economy Workshops

Muswellbrook Shire Council's Sustainability Unit recently hosted Muswellbrook High School students. The students were learning about the circular economy and visited the Sustainability Hub and Waste Facility. Thanks to Warrior Disability Services for showing the student the work they do on our composting system.

Go Circular is being funded by the Regional Industry Partnership Program to deliver workshops that will introduce students to new economic frameworks related to circular economy – models that emphasise sharing, leasing, reusing, repairing, refurbishing and recycling existing materials and products as long as possible.

Community War on Waste Projects Begins

Recipients of funding through the Community War on Waste Grant Program were:

- Muswellbrook South Public School Official P&C for a waste education program with worm farms, composting and garden resources.
- St Joseph's Primary School, Denman for a food waste education program involving enhancing their worm farms and setting up a chicken coop.
- MOOSH - Upper Hunter Community Services Inc for waste education resources. Pictured below.
- St Nicholas Early Education for a food waste education program involving enhancing their worm farms and gardening system.
- Richard Gill School for waste education resources.
- Martindale Public School for container deposit scheme resources.

Reducing waste keeps valuable materials out of landfill, reduces emissions and reduces the need for new material, saving resources.

Placement Students

The Sustainability Unit continues to have placement students complete work as part of their work experience requirements. This is a great help to our Unit especially considering recent reduction in staff numbers and a lack of Administration support.

Homeschool Students Visit Muscle Creek

Council's Sustainability Unit hosted Homeschool students on a visit to Muscle Creek. Great fun (and some education) was had discovering the plants and animals in and around the creek. And learning that things that people do, such as littering on the streets of Muswellbrook, can impact on Muscle Creek.

FOGO Update

Preparation work continues on the planned rollout of a new FOGO service. This includes preparing and conducting phone surveys and preparing FAQs and promotional materials.

Sustainability in Local Government Conference

Sustainability staff attended the Sustainability in Local Government Conference.

Martindale Landcare grant funded project

Martindale Landcare wrapped up their major project for the year, undertaking further weed control work in a systematic movement downstream from last year's program, while at the same time supporting our local farmers with gifted chemical to help them towards their own weed work. This way we spread our efforts over the whole catchment each round and keep





weed control work on the radar for all land managers locally.

They had \$18,000 in direct funding and MCCL and the Martindale Creek community have matched that with over \$38,000 worth of in-kind support!

Thanks to our partners for this round who include ALL the local residents, land owners and land managers who do their bit in conjunction with our projects, and our funders Muswellbrook Shire Council and Hunter Region Landcare Network.

Polly Farmer Foundation visit to Sustainability Hub

A group from the Polly Farmer Foundation visited the Sustainability Hub. The group sowed some seeds, planted some succulents, patted some worms and did some composting.

Big thanks the Anne from the Penguin Community Garden for sharing her knowledge and skills.

Denman Lookout Opening

The Denman Lookout trail was officially opened. The work on the path and signs were done by Property and Building Services. Sustainability worked with Katie from the Saving Our Species Program and local schools on the Denman Pomaderris project.

New Species

A new species described and published recently The Hunter Delma (*Delma vescolineata*) is found in the Hunter, possibly in Muswellbrook.

Bird Statues

Sculptures of three native birds – a magpie, galah and kookaburra – have now been installed – the magpie at Simpson Park, kookaburra guarding the entrance to Denman Memorial Park and the galah at the recently completed Sandy Hollow Pocket Park.

Funded from the Major Landcare Budgets of 2019/20 and 2020/21, the sculptures have signage alongside featuring local indigenous names and a description of each bird and encourage people to join a local Landcare group to help protect native plants and animals.

Sustainable Futures – Muswellbrook

The popularity of the Sustainable Futures – Muswellbrook Facebook page continues to grow. It has now received 1,494 page likes and 1,606 page followers.

Ausgrid streetlighting LED upgrade

The Sustainability Unit has been working with Ausgrid and a group of New South Wales Councils to facilitate the roll out of LED street lighting across New South Wales. LED streetlighting will reduce Council's electricity consumption.

Flying Fox Count

The Sustainability Unit participated in the CSIRO's Quarterly National Flying Fox Count in May. At that time no flying foxes could be found. However, a month later, approximately 10,000 flying foxes re-established a camp near the motels. Most of the Flying Foxes in the camp are the vulnerable Grey Headed Flying Fox. Motels and nearby residents have been offered car covers, washing line covers and the loan of Council's gurney.





OPENAIR low-cost air sampling conference

The Sustainability Unit attended the OPENAIR conference in Parramatta. The conference was attended by several Councils, University of Technology Sydney, University of Western Sydney and University of New South Wales. The OPENAIR project is investigating the use of low-cost air sensors to detect air quality issues in real time. We hope to start deploying these sensors by the end of this calendar year.

Air Quality Monitoring

The Sustainability Unit continues to carry out weekly air quality monitoring.



9.2. Community Infrastructure

9.2.1. Waste Service Extension - project update

Attachments:	Nil
Responsible Officer:	Derek Finnigan - Acting General Manager
Author:	Joann Polsen – Senior Coordinator Waste Operations
Community Plan Issue:	5 - Community Infrastructure
Community Plan Goal:	Effective and efficient infrastructure that is appropriate to the needs of our community.
Community Plan Strategy:	Not Applicable

PURPOSE

Provides an update regarding the progress of the Waste Service Extension investigations.

OFFICER'S RECOMMENDATION

The information contained in this report be noted.

Moved: _____ **Seconded:** _____

REPORT

At the 24 May 2022 Ordinary Council Meeting, Council resolved as follows:

11.4 WASTE SERVICE EXTENSION

Council resolved as follows:

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.*

Council officers have developed a letter to initiate contact with property owners and residents in the first of the proposed extension areas. The letter outlines the proposal to extend the waste service and what changes this would bring to the property in terms of rates



charges and increased service.

Drafting this letter revealed the rating implications will not be uniform across properties in these areas and will affect properties differently depending upon whether a property has no dwelling, one dwelling or multiple dwellings.

The letter is under review by Council's Rates Officers to ensure the correct details are included. It is planned to focus on two areas in the first instance:

1. The road segment between Muswellbrook and Aberdeen (New England Highway / north); and
2. The road segment between Sandy Hollow and Gungahlin (Golden Highway / south).

Staff have liaised with J R Richards and Sons, who confirm these road segments are already traversed by the collection vehicles and will be a straightforward addition to the collection run.

It is proposed to follow up such a letter with face-to-face engagement to address the questions that property owners will have, such that they are best informed to make a decision about the proposed change.

Once this work has been carried out, a further report will be submitted for the consideration of Council.



9.2.2. Waste Management Facility Opening Hours

Attachments:	Nil
Responsible Officer:	Derek Finnigan - Acting General Manager
Author:	Joann Polsen – Senior Coordinator Waste Operations
Community Plan Issue:	5 - Community Infrastructure
Community Plan Goal:	Effective and efficient infrastructure that is appropriate to the needs of our community.
Community Plan Strategy:	5.3.1 - Water, sewerage and waste services are provided in compliance with regulatory requirements. 5.3.1.2 - Ensure compliance with all Licence conditions.

PURPOSE

To provide information with regards to the financial impacts of opening hours of the Muswellbrook Waste and Recycling Facility and Denman Waste Transfer Station in response to a Councillor question.

At the 26 July 2022 Ordinary Council Meeting, Councillor Bowditch provided the following Question With Notice:

14.1 Waste Management Facility

Cr Bowditch advised Council that he had received a number of questions regarding opening times of the Waste Management Facility and inquired whether the limited opening times of the Waste Management Facility affected Council's budget on the waste coming into the facility and, if it has, is that a better option for Council than to pay the overtime to ensure the Operating Hours of the Waste Management Facility are returned to normal?

OFFICER'S RECOMMENDATION

The information contained in this report be noted.

Moved: _____ **Seconded:** _____

REPORT

The opening hours of the Muswellbrook Waste & Recycling Facility are 8am – 4pm, 7 days a week excluding public holidays. The Denman Waste Transfer Station is open between 9am – 4pm on Fridays and Saturdays excluding public holidays. Rarely, in response to a fire or other emergency, the sites may close at short notice to enable emergency response.

The above opening hours have been in place since 1 November 2019, when a trial was initiated to assess the impacts of a change to hours.

Prior to the trial, the Muswellbrook Waste & Recycling Facility was open from 9am – 5pm, 7 days a week excluding Good Friday, Christmas Day and New Years Day. The Denman Transfer Station was open from 9am – 4pm Thursday, Friday, Saturday and Sunday



excluding if they fell on Good Friday, Christmas Day or New Years Day. While there was no net change to the duration of opening each day, there was no public access to the site on average of 8 days annually for public holiday closures, and a halving of opening days for the Denman Waste Transfer Station from four days to two days.

The trial sought to explore if efficiencies could be gained by minimising public holiday operations while giving access to commercial waste transporters into landfill earlier in the mornings, to reduce any queueing on Coal Road.

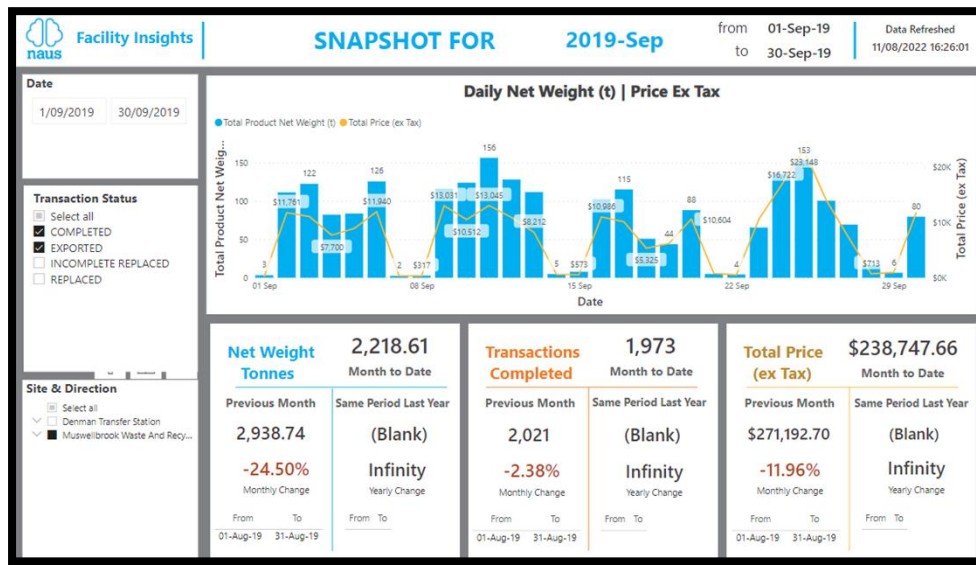
The questions are:

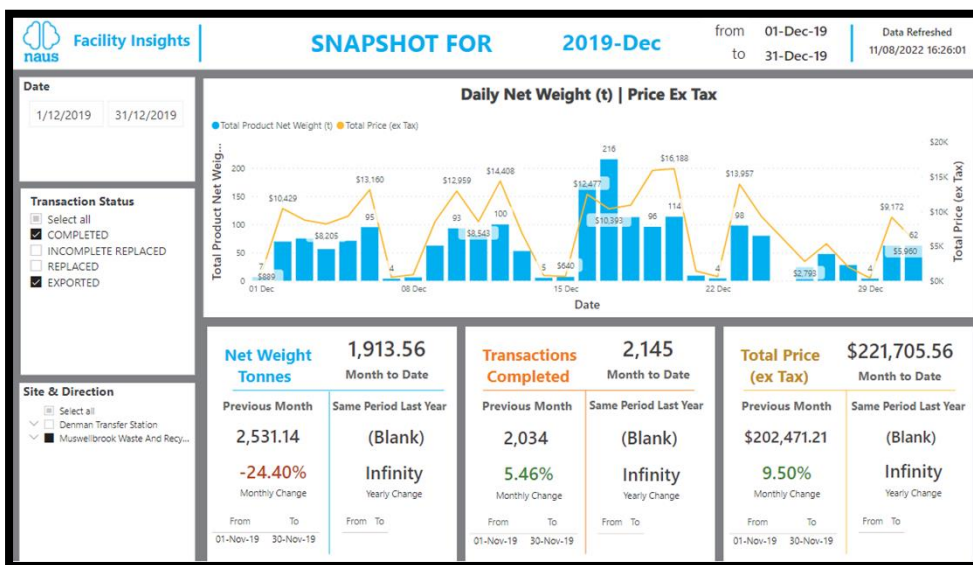
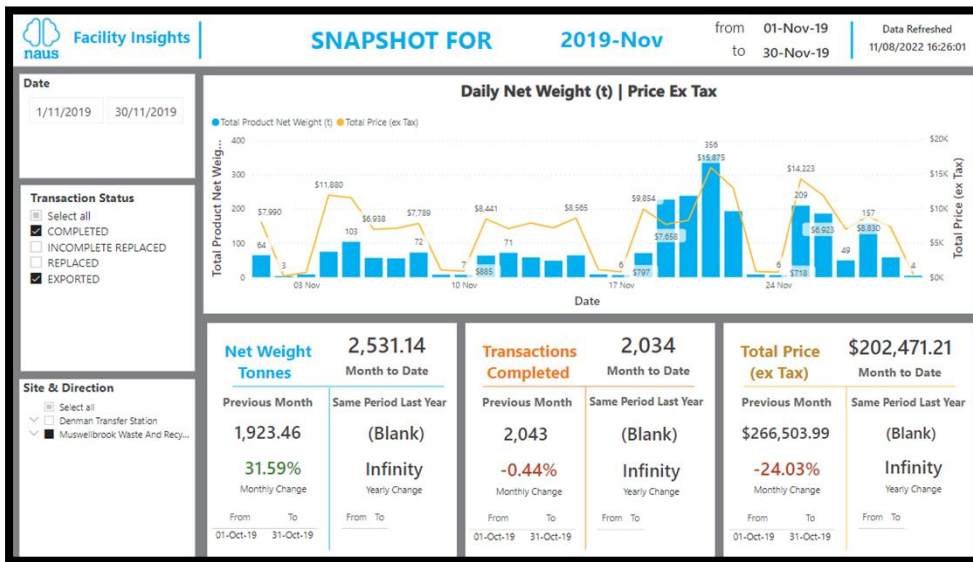
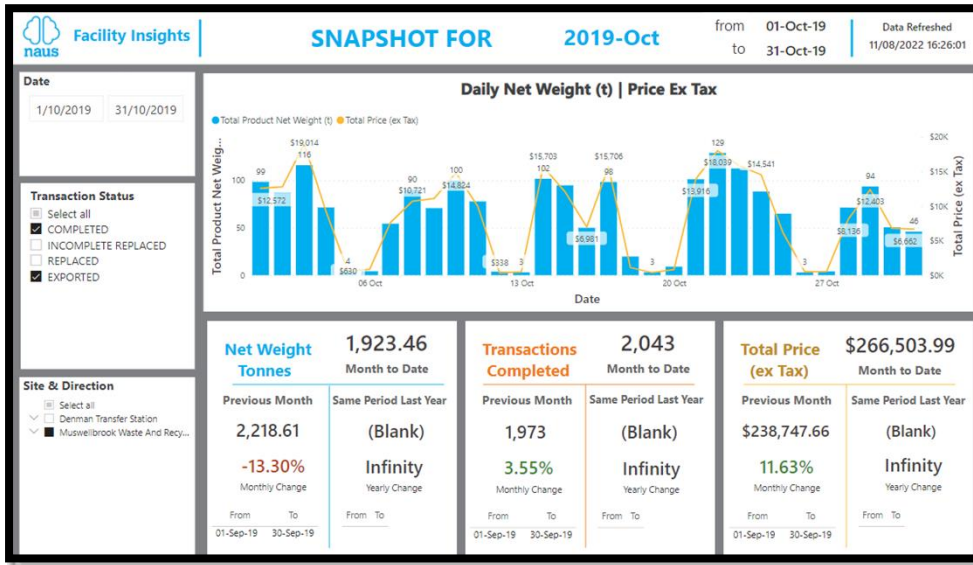
1. whether the limited opening times of the Waste Management Facility affected Council's budget (change in revenue) on the waste coming into the facility
2. If above is YES then is that a better option for Council COMPARED to paying the overtime to ensure the Operating Hours of the Waste Management Facility are returned to normal (pre-trial condition)?

Muswellbrook Waste & Recycling Facility

Revenue from waste disposal at the MWRF is variable month by month, influenced by construction and demolition activity levels and the types of materials being disposed.

Below, figures display the number of transactions completed and the income generated at MWRF for the two months prior and the two months following the change to opening days in late 2019. The average number of transactions held stable and began to increase in December 2019.



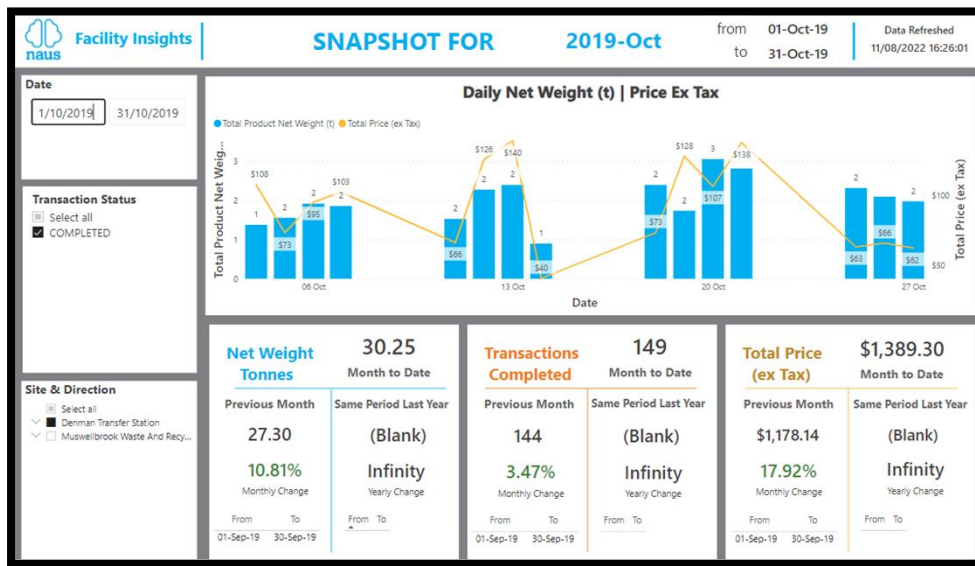
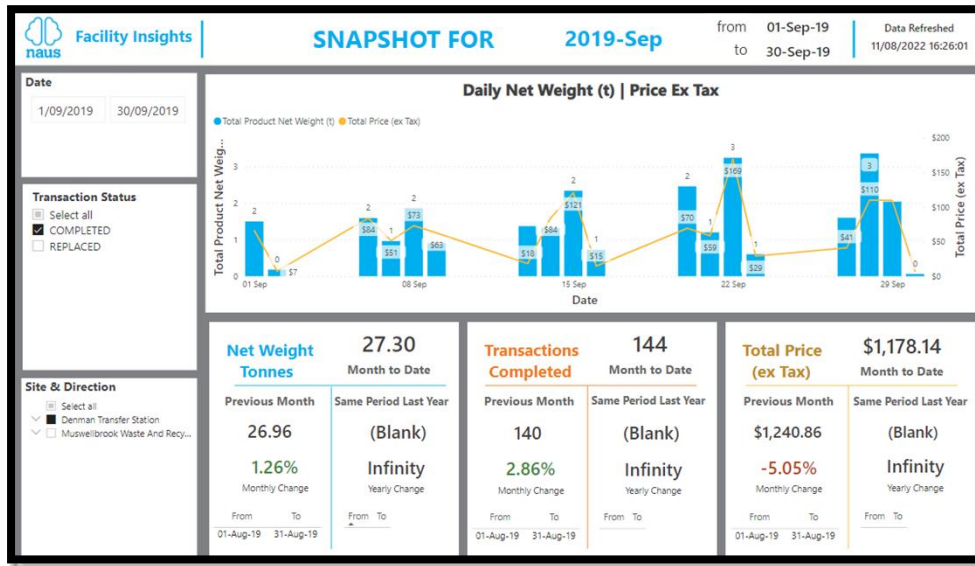


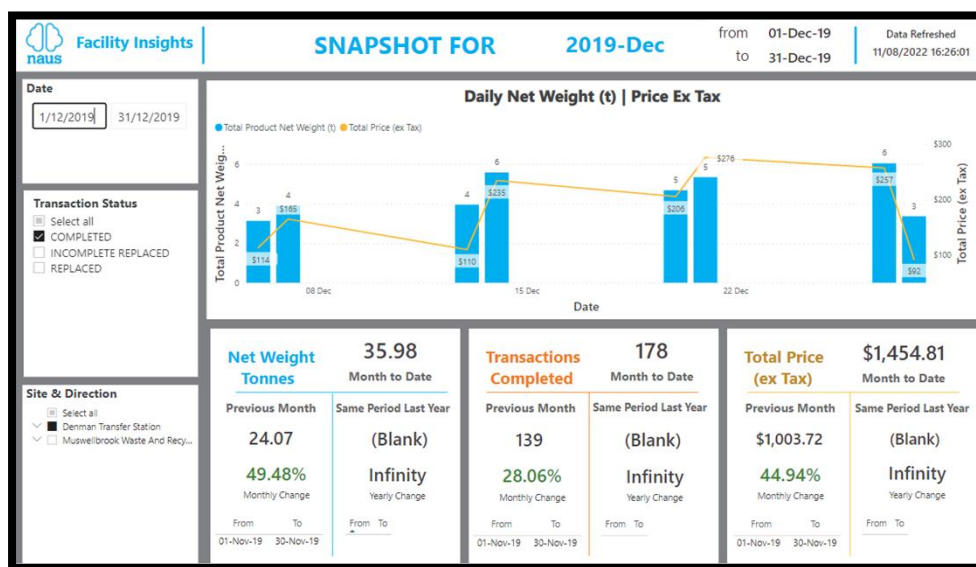
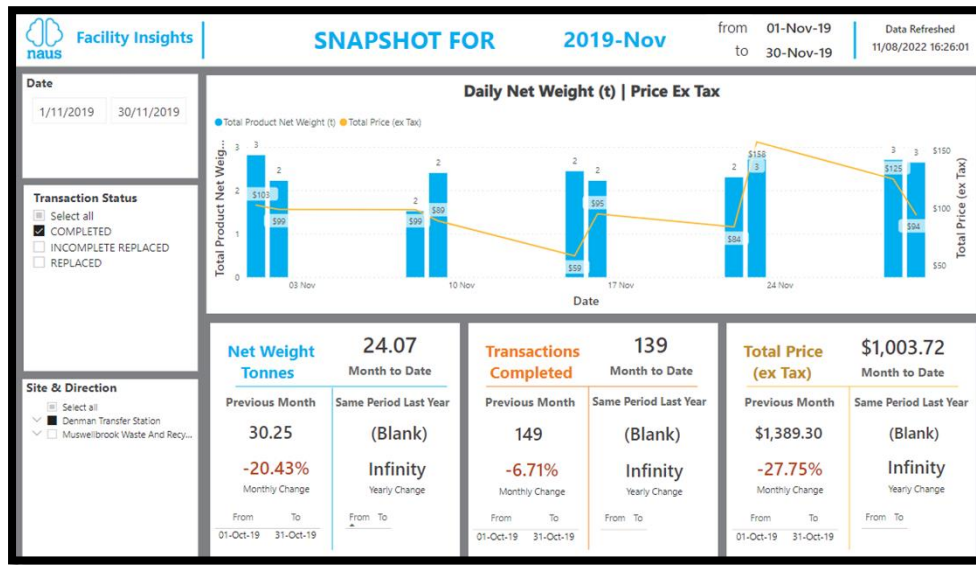


Denman Waste Transfer Station

Historically, Denman Waste Transfer Station (DWTS) operates at a loss. Annual costs including wages, site maintenance and transporting the waste into Muswellbrook far exceed the average annual income from disposal charges.

Below, figures display the number of transactions completed and the income generated at Denman Transfer Station for the two months prior and the two months following the change to opening days in late 2019. The average number of transactions remained stable despite an initial dip and recovery in November 2019 and December 2019, respectively.





Conclusion

The variation in opening hours had an insignificant impact on the operational revenue for both sites, as the number of transactions completed remained steady in the transition, with a slight increase evident in December that year. Reduction in public holiday operations has resulted in modest savings to the operational wages budgets. The trial revealed there were benefits to staff experience with the variation of hours, as the earlier shift time means they can get to the shops and services in town after their shift while these facilities are still open. The earlier shift start time has reduced the number and frequency of trucks having to queue on Coal Road.

**9.2.3. Lorne Street Drainage**

Attachments:	NilNil
Responsible Officer:	Derek Finnigan - Acting General Manager
Author:	Kellie Scholes – Manager - Roads, Drainage & Technical Services
Community Plan Issue:	5 - Community Infrastructure
Community Plan Goal:	Effective and efficient infrastructure that is appropriate to the needs of our community.
Community Plan Strategy:	5.1.4 - Maintain and continually improve community infrastructure across the Shire.

PURPOSE

To inform Council about proposed investigation and maintenance works to facilitate the drainage of Stormwater which drains stormwater from roads and properties from Francis Street to Sydney Street, Muswellbrook.

OFFICER'S RECOMMENDATION

Council notes the information contained in the report.

Moved: _____ **Seconded:** _____

BACKGROUND

Council engaged ACOR Consultants in 2017 to prepare an assessment of the stormwater drainage infrastructure within the catchment between Francis and Sydney Streets, Muswellbrook. This assessment identified areas where standards for overland flows were not being achieved and included recommendations for improvements within the catchment. Some of these improvements are being implemented through the current project to rehabilitate Lorne St.

Rehabilitation of Lorne Street, Muswellbrook (Maitland Street to Mitchell Street) and drainage improvements within 14 Lorne St Muswellbrook is included in Council's approved 2021-22 Capital Works Program. The works, comprising the construction of piped (box culverts) stormwater drainage works at 14 Lorne Street (inside property within the Francis to Sydney St Catchment), reconstruction of kerb & gutter in Lorne Street from Maitland Road to Mitchell Street, replacing existing twin cell pipe culverts with twin cell box culverts and new pit and pipe drainage works along Lorne Street, is currently under construction.

CONSULTATION

Manager Works

Property owners within the catchment

Roads, Drainage and Technical Services Team

REPORT



This report is intended to inform Council that maintenance works to facilitate the free flow of stormwater within the Francis to Sydney Street Catchment drainage channel is currently being investigated.

In addition to the current project to construct new stormwater drainage within 14 Lorne Street and replace the existing culverts across Lorne Street, maintenance works to clear the downstream section of the channel extending from behind the units in Jordan Street to Sydney Street is required. This section of the drainage channel requires cleaning and minor reshaping, as vegetation and sediment has built up and is currently impeding the flow of water causing the water to back up into adjacent land and the upstream section of the channel. Undertaking this maintenance will complement and enhance the capital works already endorsed by Council and currently being undertaken, and will assist to provide drainage which functions as effectively as possible.

Council staff will scope the work and obtain quotations accordingly. As there is no easement to drain water over the properties within the catchment (other than 14 Lorne Street) Permits to Enter will need to be obtained from property owners prior to any works being undertaken.

OPTIONS

Not applicable.

CONCLUSION

Council is asked to note the information contained in the report.

SOCIAL IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

Ongoing Operational and Maintenance Costs Implications Associated with Capital Project

1. Financial Implications – Capital

The Capital Works are funded in the 2022-23 Capital Budget.

2. Financial Implications – Operational

Quotations for any works proposed will be obtained and funding for the maintenance would be sought from the 2022-23 Urban Roads Maintenance budget.

POLICY IMPLICATIONS

Not applicable.

STATUTORY IMPLICATIONS

Not applicable.

LEGAL IMPLICATIONS

SECT 94 of the Roads Act 1993 - Roads authority may carry out drainage work across land adjoining public road etc (1) A roads authority may, for the purpose of draining or protecting a public road, carry out drainage work in or on any land in the vicinity of the road.



OPERATIONAL PLAN IMPLICATIONS

Section 5.1.4 - Aims to maintain and continually improve community infrastructure across the Shire.

RISK MANAGEMENT IMPLICATIONS

Undertaking appropriate maintenance is part of the management of risk of flooding.

WASTE MANAGEMENT IMPLICATIONS

Waste would be disposed of at an approved waste facility.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

Not required.

**9.2.4. 2020-2021-0404 Hunter Beach Draft Final Civil Design**

- Attachments:**
1. NS W 211978- D D- REVA PART 1 [9.2.4.1 - 12 pages]
 2. NS W 211978- D D- REVA PART 2 [9.2.4.2 - 12 pages]
 3. Hunter Beach Concept Design modified 25102021 [9.2.4.3 - 1 page]

Responsible Officer: Derek Finnigan - Acting General Manager

Author: Peter Chambers – Chief Engineer

Community Plan Issue: 3 - Environmental Sustainability

Community Plan Goal: An environmentally sensitive and sustainable community

Community Plan Strategy: 3.3.1 - Implement funded actions of the adopted Urban Riparian Masterplan.

PURPOSE

To submit for Council's consideration and approval the draft final civil design for the 2020-2021-0404 Hunter Beach development.

OFFICER'S RECOMMENDATION

Council endorses the draft final civil design for the 2020-2021-0404 Hunter Beach Project to be finalised for construction.

Moved: _____ **Seconded:** _____

BACKGROUND

Muswellbrook Shire Council is developing an area between the Karoola Wetlands and the Hunter River, with a working title of 'Hunter Beach', into a dedicated recreational area for the public and to enhance community connectivity. A concept design for the site was developed consistent with the Muswellbrook Urban Riparian Landcare Master Plan and was adopted by Council in 2018.

The Hunter Beach project has been designed to reconnect the community with the Hunter River and its ecology, as well as providing a recreation area close to, and accessible from, the Muswellbrook town centre. The development proposes to provide enhanced river access and improvement of the natural amenity, including viewing areas and enhanced biodiversity and character of the site.

Planning of the Hunter Beach project has included embankment stabilisation, extensive weed clearing works, followed by replanting/revegetation of native species, earthworks, car park facilities, steps and ramps, pathways, and Recreational Vehicle rest area.

At the 28 September 2021 Ordinary Council meeting, Council resolved as follows:

RESOLVED on the motion of Crs Scholes and Woodruff that:

1. Council approves the Tender Evaluation Panel's recommendation to shortlist Keller Civil Engineering (KCE) and continue negotiations to Design and Construct Hunter Beach Part



- 1 as specified in the report;
2. Council approves the recommended reduction in scope for the Hunter Beach project; and
3. The General Manager be authorised to sign and seal the contract.

A formal contract with Keller Civil Engineering has been authorised by the General Manager for contract 2020-2021-0404 Hunter Beach project.

Due to the two prior rounds of tendering being carried out without receiving a conforming tender for the project, a grant funding deed extension for the project has been sought, and the grant funding deadline for completion of the Hunter Beach project has been extended to 31 December 2022.

CONSULTATION

Water and Wastewater Asset Manager

Technical Officer Traffic and Roads

REPORT

In compliance with Council's resolution of the 28 September 2021 Ordinary Council Meeting, a formal contract has now been approved by the General Manager between Muswellbrook Shire Council and Keller Civil Engineering to advance the Design and Construction of the 2020-2021-0404 Hunter Beach project.

One of the key objectives of the delivery of Stage 1 – Hunter Beach in the Muswellbrook Urban Riparian Landcare Master Plan (MURLMP) is to *“reactivate the river edges and provide formal and informal access to the river systems, creating a sustainable source of tourism and maintaining local community pride in their backyard”*.

Consistent with the endorsed concept design attached to this report, the contractor has engaged a consultant for a 70% draft final design of the critical path civil design components of the project, including the entry driveway, the car parking area and the sandstone steps and ramps. The concept design proposes full accessibility between the infrastructure of the top car park and driveway area through to the lower ground area adjacent to the Hunter River. Selection of amenities for this project are detailed in a discrete report submitted to the 23 August 2022 Ordinary Council Meeting.

The shared pathway proposed from the front of Aberdeen Street extends to the rear of the car park area within the site and provides a continuous path to the accessible steps and ramps that descend to the lower ground area adjacent to the Hunter River.

The position of the ramps has been mirrored from the south side to the north side of the steps in order to retain healthy native trees located within the previous concept footprint.

A two-lane driveway 6.2m wide and sealed with a 2-coat bitumen seal has been proposed to convey vehicles from Aberdeen Street into the sealed and gravel overflow car park areas. These car park areas are a total of 17.3m wide.

The driveway area is separated from the shared path by a 150mm high kerb and includes concrete vehicle cross overs for the existing sewer pump station to maintain and improve existing access, and to the adjacent land suitable for a future sewer pump station within the design. An existing right of way across Council's lot to the existing sewer pump station is upgraded by the proposed works and does not require any other approval process.

An area proposed by Water and Wastewater directly adjacent to the existing Pump Station at Hunter Beach has been identified as a preferred location for a 'future' Pump Station location



The existing unformed secondary access to 'Pet Medical' adjacent to the Hunter Beach driveway entry has been confirmed by as not forming part of any formalised Right of Way, and therefore any driveway works to benefit the existing secondary access is at Council's discretion. Currently there are no known objections to allowing this access to remain, given that the final access to Hunter Beach via this driveway is proposed to connect at existing levels fronting the site.

Indicative locations for the amenities block are shown in the proposed draft final design for consideration, currently noted as adjacent to the middle of the car park area. An alternate location could be on the opposite side of the car park aligned with the entry point for the steps and ramps. This location could be aligned with accessible parking at the same location.

The timing for the civil design is along the critical path of the development of the site, and resolution of these elements will allow finalisation of construction drawings for civil works. The Chief Engineer will continue to progress and review the drawings prior to issue for construction once endorsed by Council.

Confirmation for the location of the BBQ's, picnic tables, water bubbler, bike racks and volleyball nets will form a separate report to Council for the 27 September 2022 Ordinary Council meeting.

OPTIONS

Council may choose to:

1. Endorse the draft final design and select the final location of amenities; or
2. Endorse the draft final design subject to requests for any design amendments.

This will allow the draft final drawings to be advanced to construction drawings and ensure works on site will be completed in a timely manner.

CONCLUSION

The selection of amenities at Hunter Beach will provide critical infrastructure to attract locals and visitors to Muswellbrook consistent with the objectives of the Muswellbrook Urban Riparian Landcare Master Plan, creating a community space that will promote passive and active recreation opportunities within an attractive and natural environmental area.

SOCIAL IMPLICATIONS

The development of Hunter Beach will have a positive social impact to the community of Muswellbrook and tourists visiting the area, providing direct waterfront access to the Hunter River via attractive natural sandstone steps and ramps, regenerating the natural amenity of the space, provide parking, opportunities for active and passive recreation, amenities, shared cycle paths and opportunities for further improvements in additional stages of development in the future.

The control of significant overgrowth and replanting of the site will increase the community ownership of the facility and deliver clear pathways that will promote healthy passive and active recreation and connections to the town centre, including to pet owners.

FINANCIAL IMPLICATIONS

The current design approvals are a critical path issue relating to the grant funding of this project. If approval is delayed it is likely that the project timeline may exceed the budget timeline, resulting in costs to Council. The Project Manager is working closely with the head contractor to ensure any delays on site are minimised, including wet weather delays.

There are no additional financial implications as the draft final design is consistent with the



endorsed concept design.

POLICY IMPLICATIONS

F10 Kerb and Gutter Policy

STATUTORY IMPLICATIONS

Nil known.

LEGAL IMPLICATIONS

Nil known.

OPERATIONAL PLAN IMPLICATIONS

These works achieve the program objective of Operational Plan action 05.04.01: 'Construct approved stages of the Hunter Beach project'.

RISK MANAGEMENT IMPLICATIONS

Wet weather is not likely to significantly impact this stage of the civil works construction for the delivery of the car park area and steps and ramps.

WASTE MANAGEMENT IMPLICATIONS

Management of waste will be carried out in compliance with the project waste management plan.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

The community will be informed through Council's website and social media of the development and delivery of the Hunter Beach project. Additional letter box drops will be distributed to residents and businesses directly adjacent to the project. A community BBQ was held at Karoola Park on Wednesday 8 June 2022, to inform the community and nearby residents of the commencement of the project.

MUSWELLBROOK SHIRE COUNCIL

HUNTER BEACH DEVELOPMENT



LOCALITY PLAN
NOT TO SCALE

DRAWING NUMBER	DRAWING TITLE
C01-001	COVER SHEET AND DRAWING INDEX
C01-101	CONSTRUCTION NOTES
C01-102	CONSTRUCTION DETAILS - SHEET 1
C01-103	CONSTRUCTION DETAILS - SHEET 2
C02-001	KEY PLAN
C03-001	SOIL EROSION AND SEDIMENT CONTROL PLANS - SHEET 1
C03-002	SOIL EROSION AND SEDIMENT CONTROL PLANS - SHEET 2
C03-101	SOIL EROSION AND SEDIMENT CONTROL NOTES
C03-201	SOIL EROSION AND SEDIMENT CONTROL DETAILS
C05-001	GENERAL ARRANGEMENT PLAN - SHEET 1
C05-002	GENERAL ARRANGEMENT PLAN - SHEET 2
C06-101	ROAD LONGITUDINAL SECTIONS (MC01) - SHEET 1
C06-201	TYPICAL ROAD CROSS SECTIONS
C06-301	ROAD CROSS SECTIONS (MC01) - SHEET 1
C06-302	ROAD CROSS SECTIONS (MC01) - SHEET 2
C06-303	ROAD CROSS SECTIONS (MC01) - SHEET 3
C07-001	PATH (MP01) PLAN AND LONGITUDINAL SECTION
C07-002	PATH (MP02) AND (MP03) LONGITUDINAL SECTIONS
C07-003	PATH (MP04) LONGITUDINAL SECTION
C08-301	STORMWATER DETAILS
C09-301	PAVEMENT DETAILS
C12-001	EXISTING UTILITIES PLAN

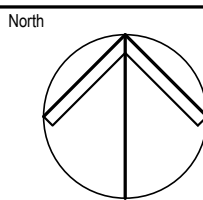


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Issue	Description	Date	Drawn	Approved
A	ISSUED FOR APPROVAL	12.08.22	MDM	JK



Client
MUSWELLBROOK SHIRE COUNCIL

CAMPBELLS CORNER, 60-82 BRIDGE STREET,
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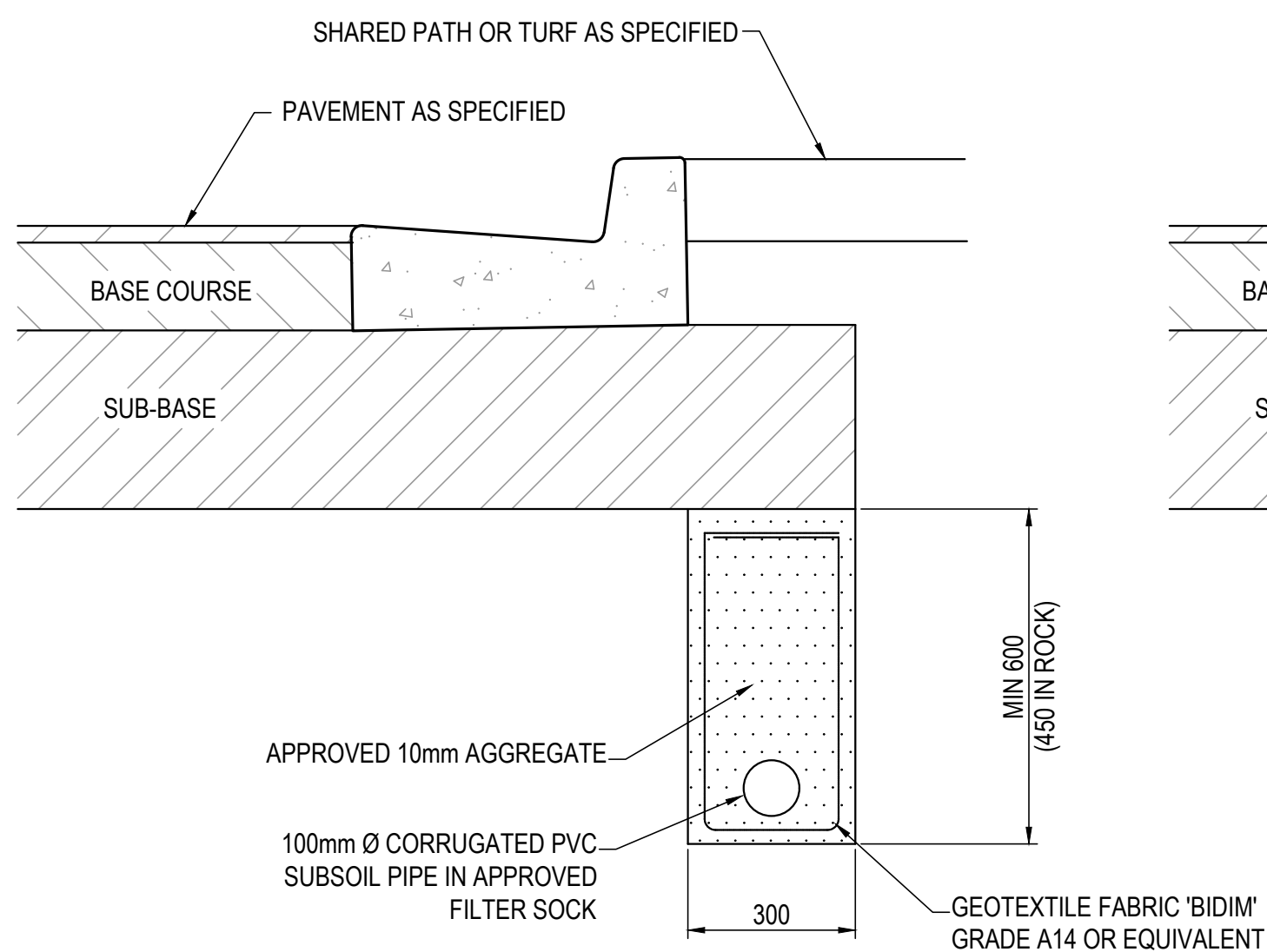


Project
HUNTER BEACH DEVELOPMENT
MUSWELLBROOK

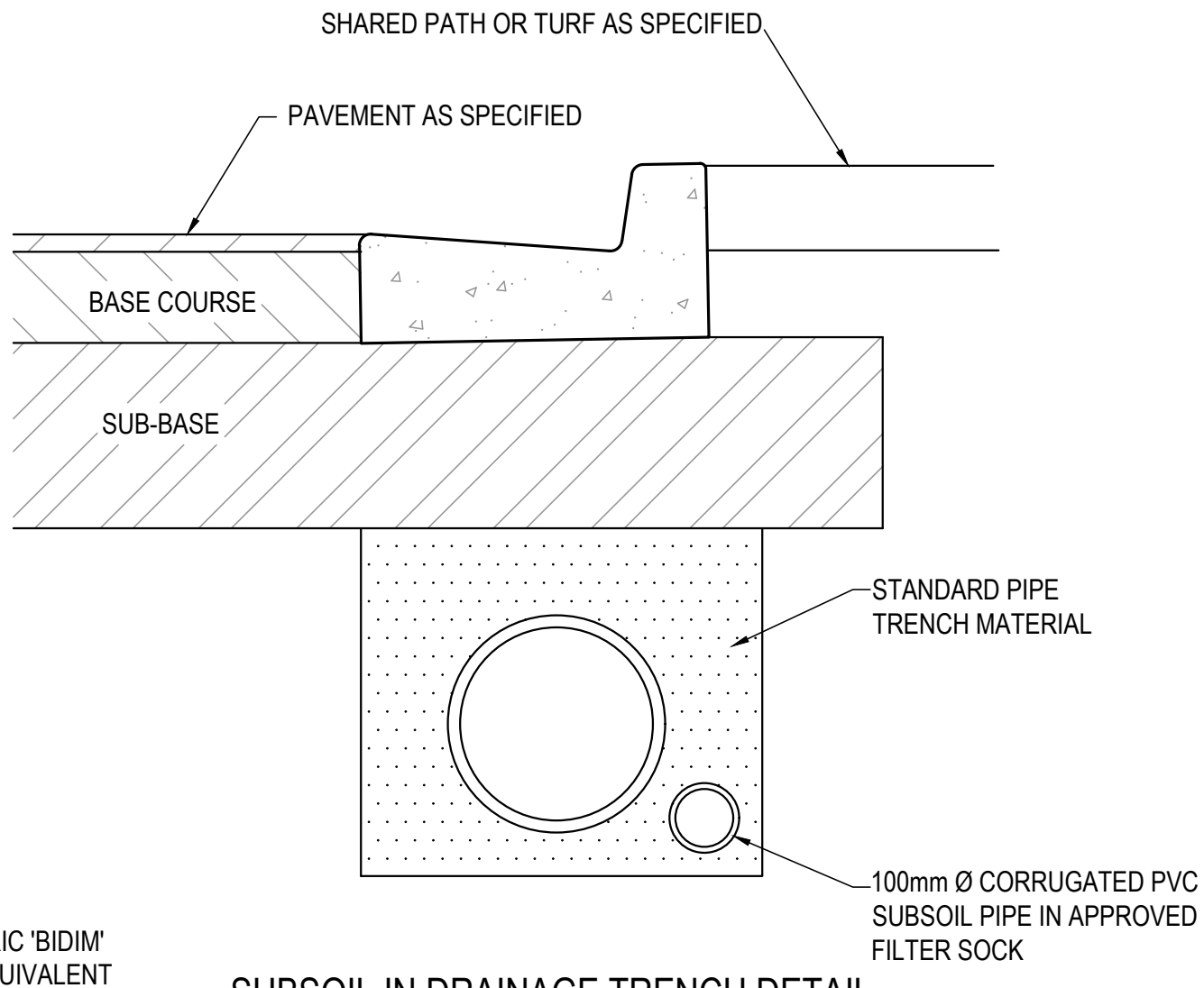
ABERDEEN STREET
MUSWELLBROOK, NSW, 2333

Drawing Title
COVER SHEET AND DRAWING INDEX

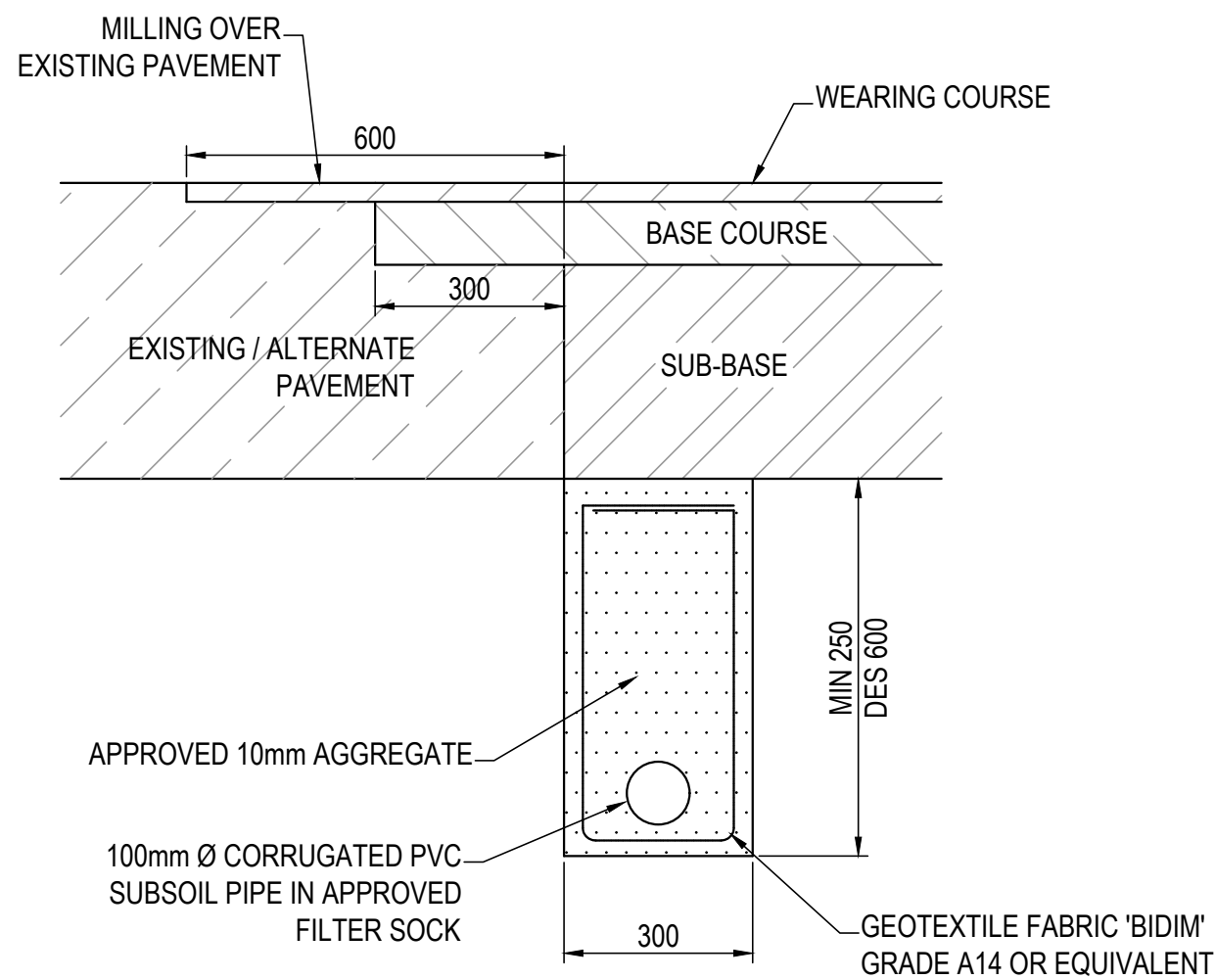
Drawn	Date	Scale	A1	Q/A Check	Date
MDM	JUL 2022	N.T.S.		JK	12.08.22
Designed	Project No.	Dwg. No.	Issue		
JK	NSW211978	C01-001	A		



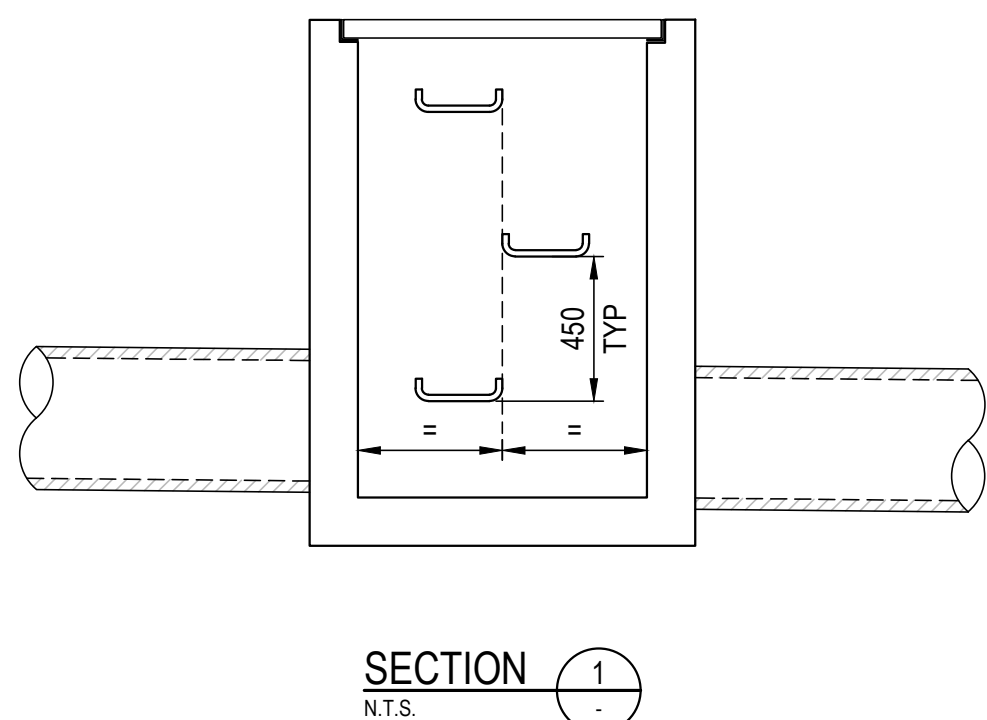
**SUBSOIL DRAINAGE UNDER KERB
DETAIL**
REFER TO MCC STANDARD DRAWING SD035.
N.T.S



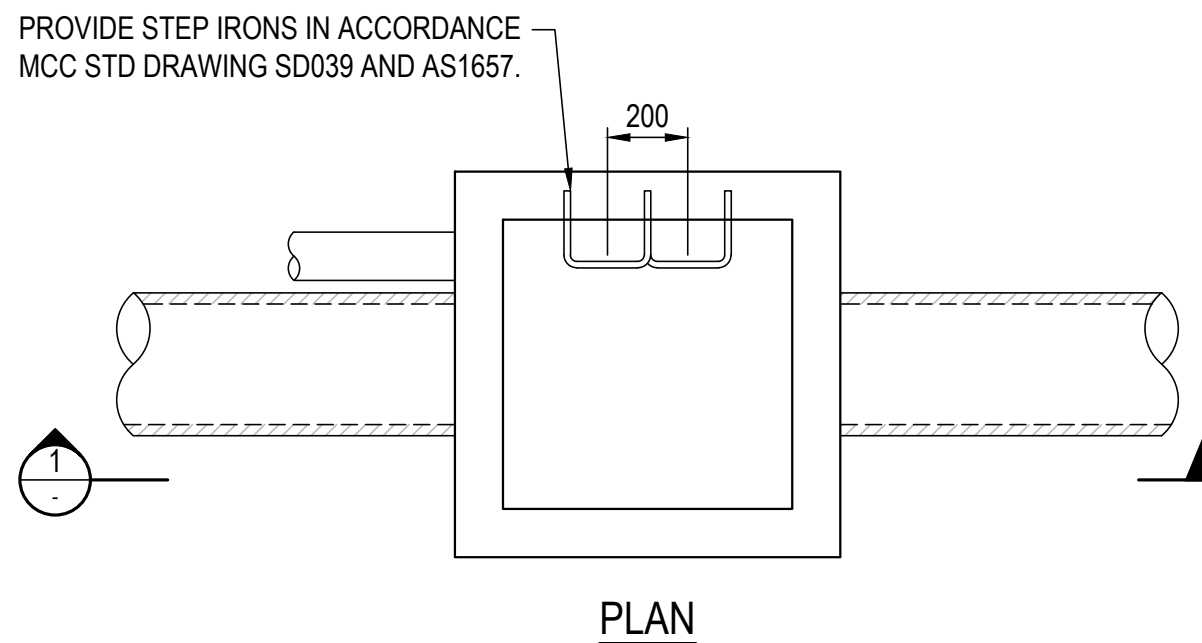
SUBSOIL IN DRAINAGE TRENCH DETAIL
REFER TO MCC STANDARD DRAWING SD035.
N.T.S



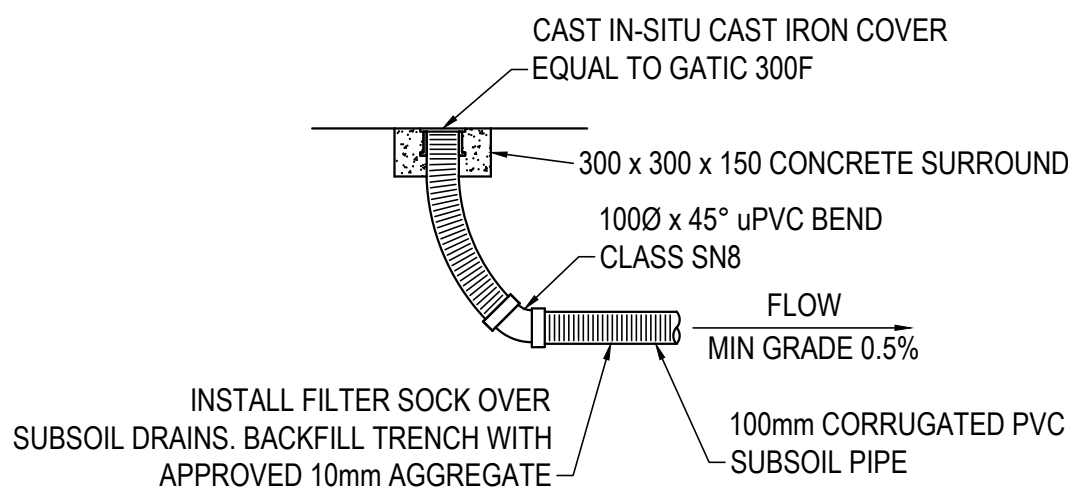
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DETAIL (TYPICAL)**
N.T.S



TYPICAL STEP IRON DETAIL
N.T.S.

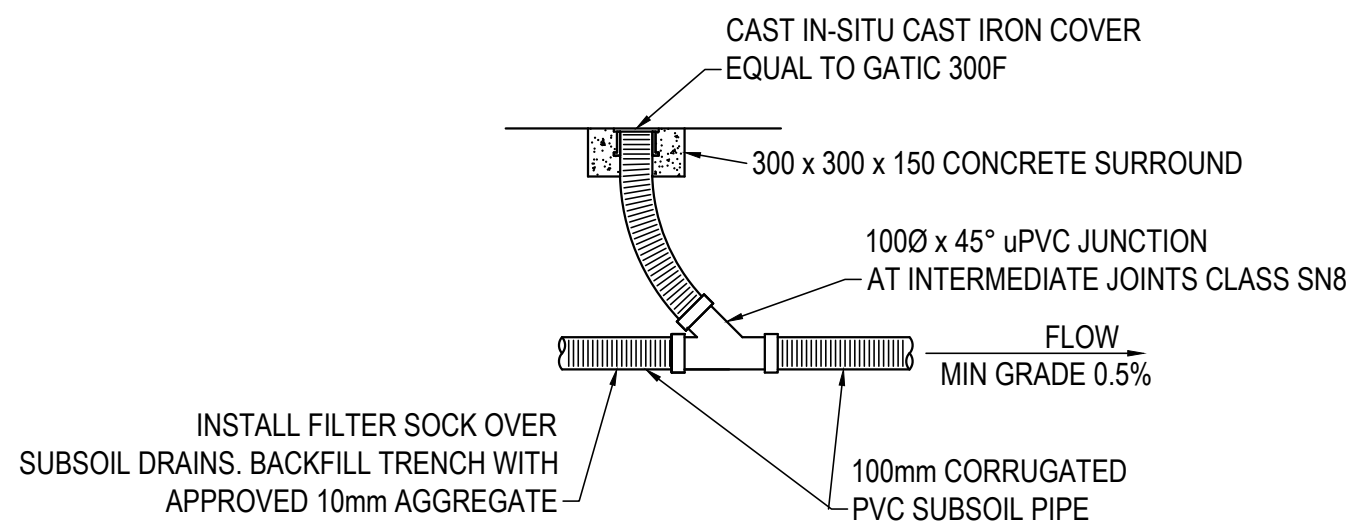


PLAN



FLUSHING POINT DETAIL
N.T.S

INSTALL AT START OF SUBSOIL LINE AND AT 60m MAX INTERVALS.
REFER TO MCC STANDARD DRAWING SD035.



INSTALL FILTER SOCK OVER
SUBSOIL DRAINS. BACKFILL TRENCH WITH
APPROVED 10mm AGGREGATE

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A	ISSUED FOR APPROVAL	12.08.22	MDM	JK

North

Client
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Project
**HUNTER BEACH DEVELOPMENT
MUSWELLBROOK**

ABERDEEN STREET
MUSWELLBROOK, NSW, 2333

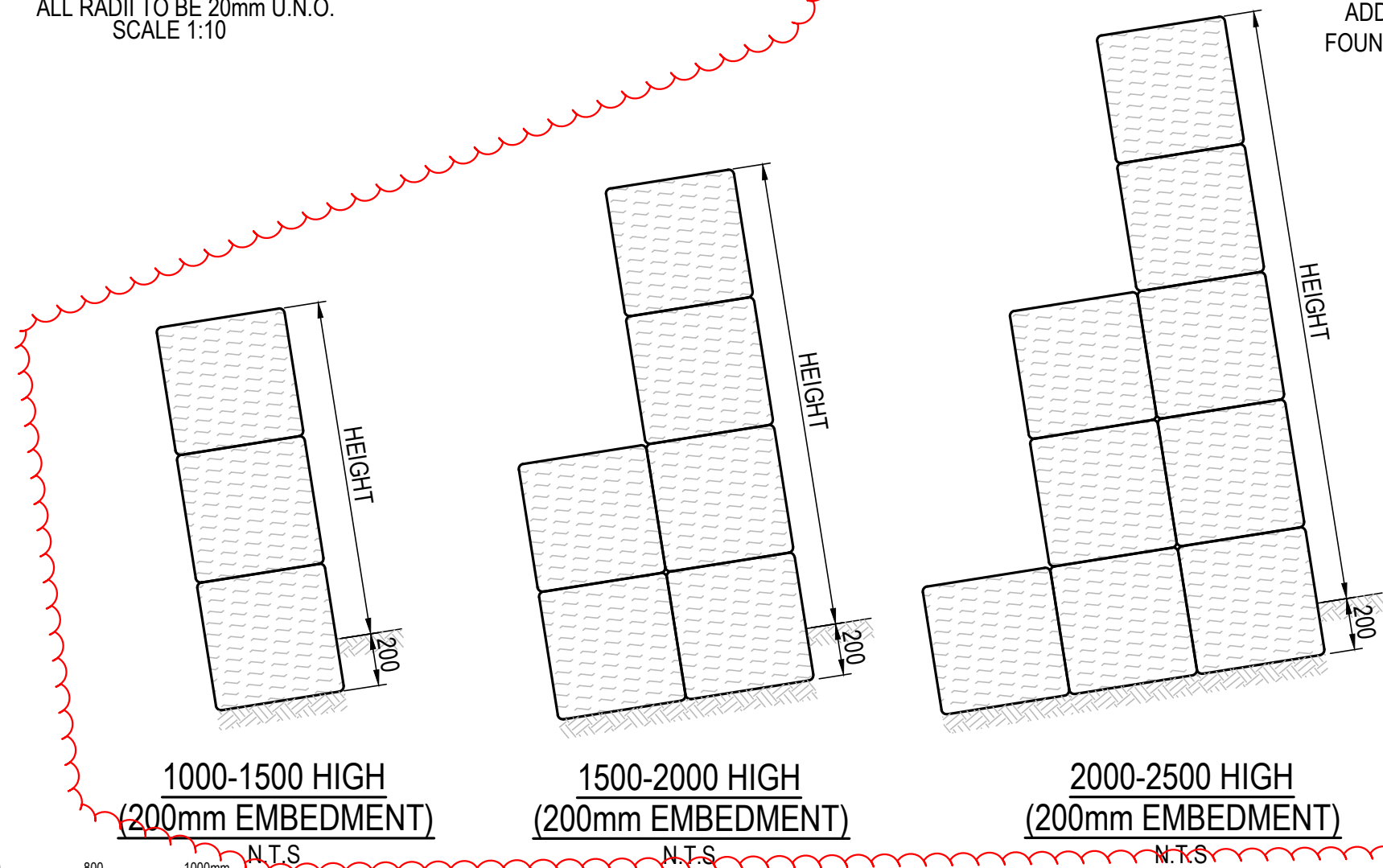
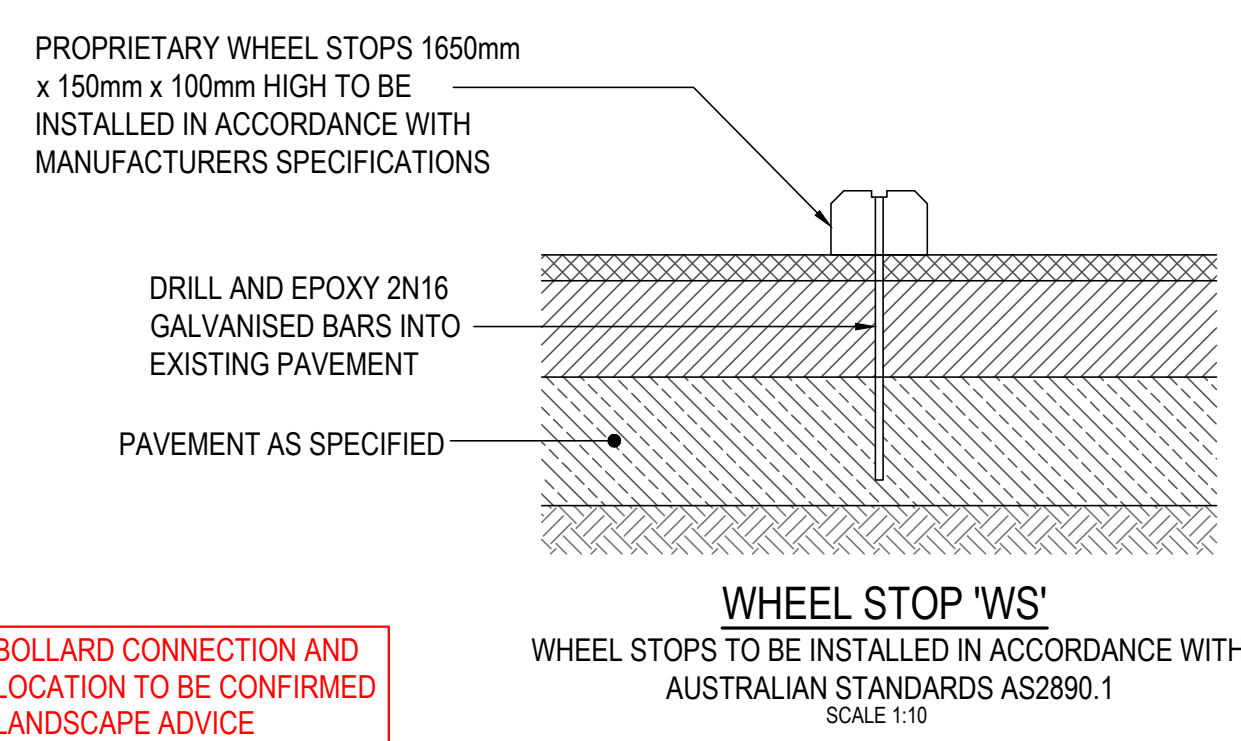
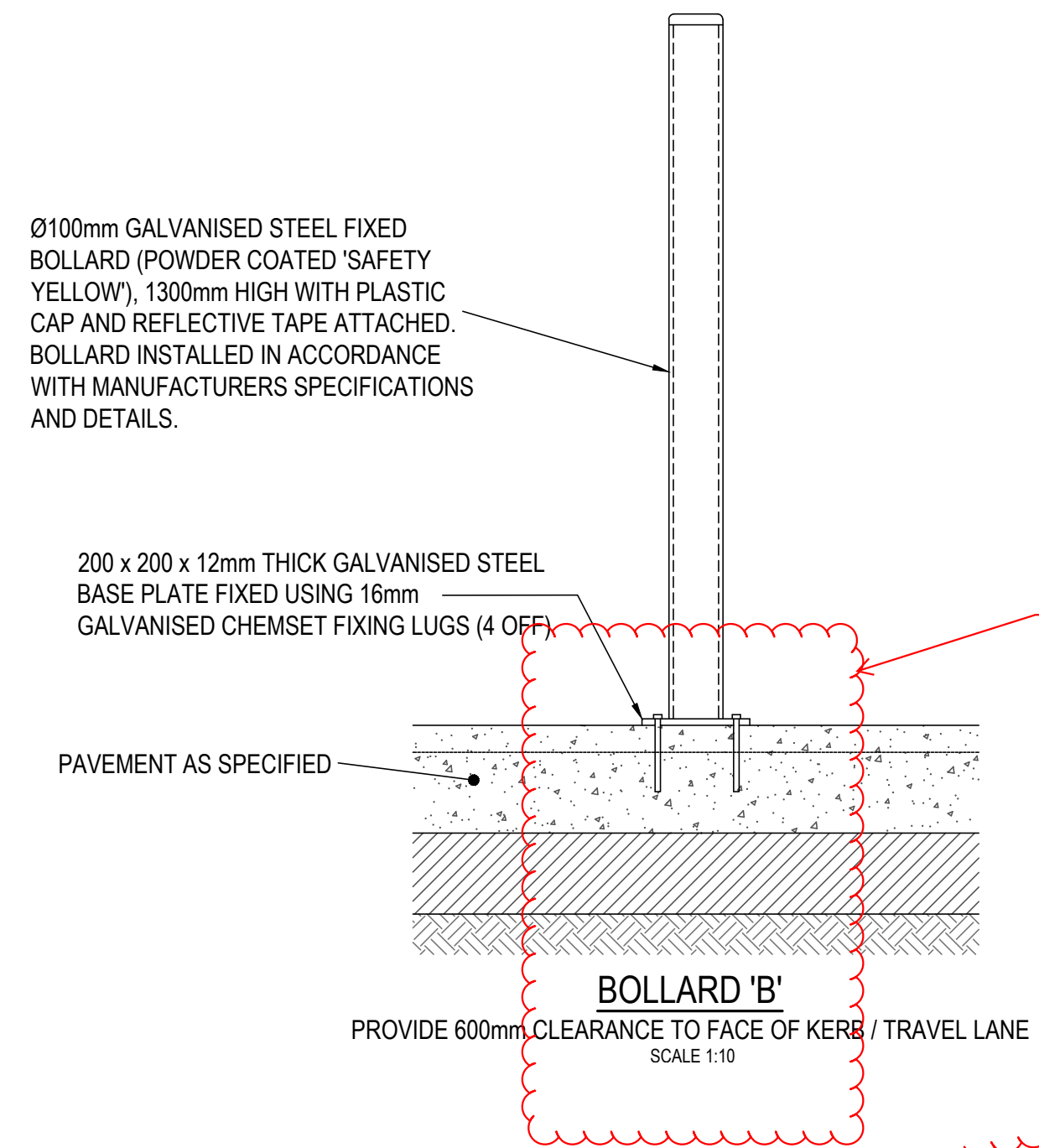
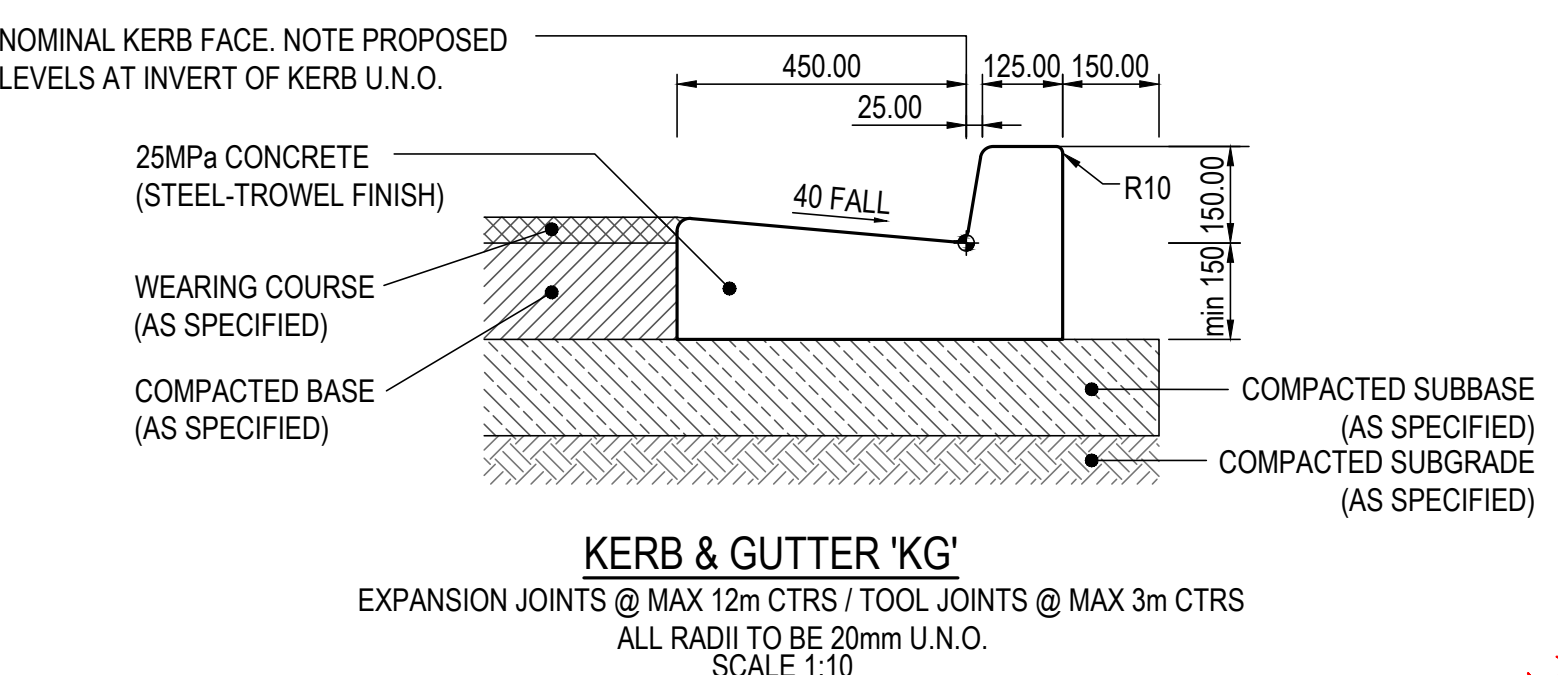
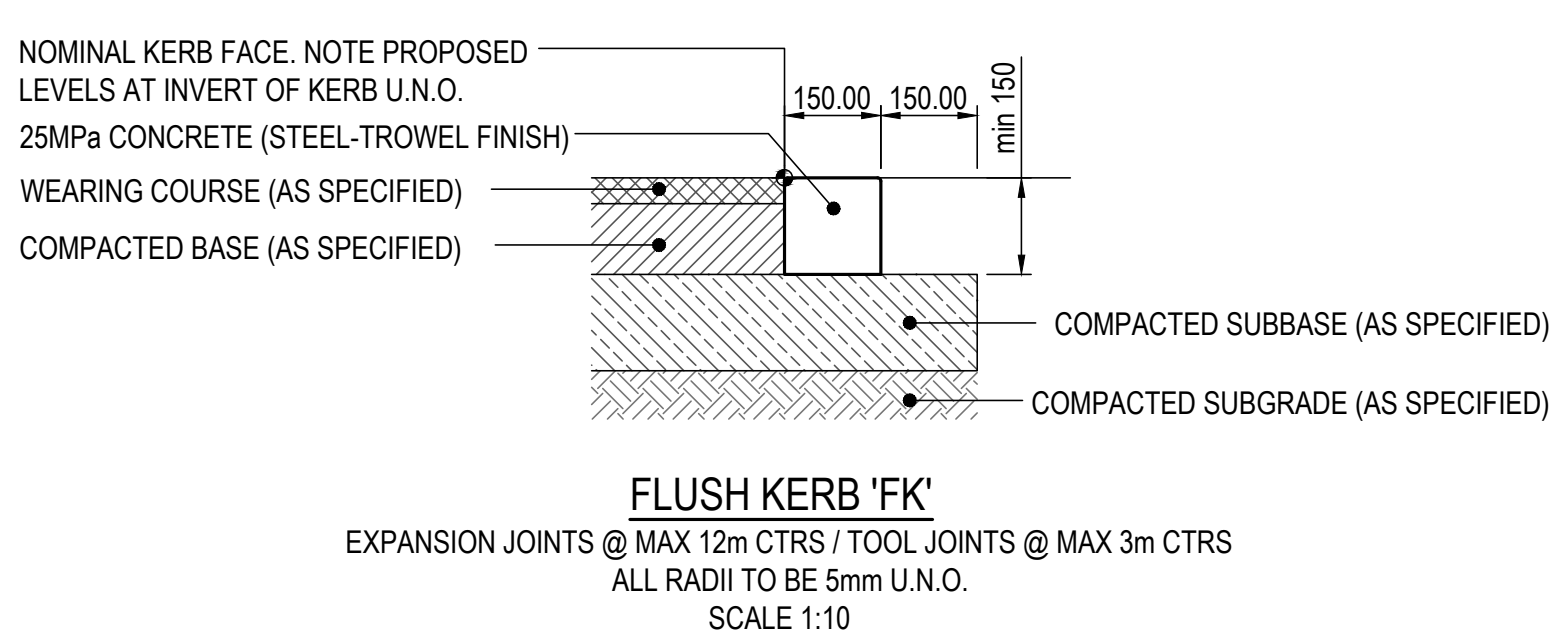
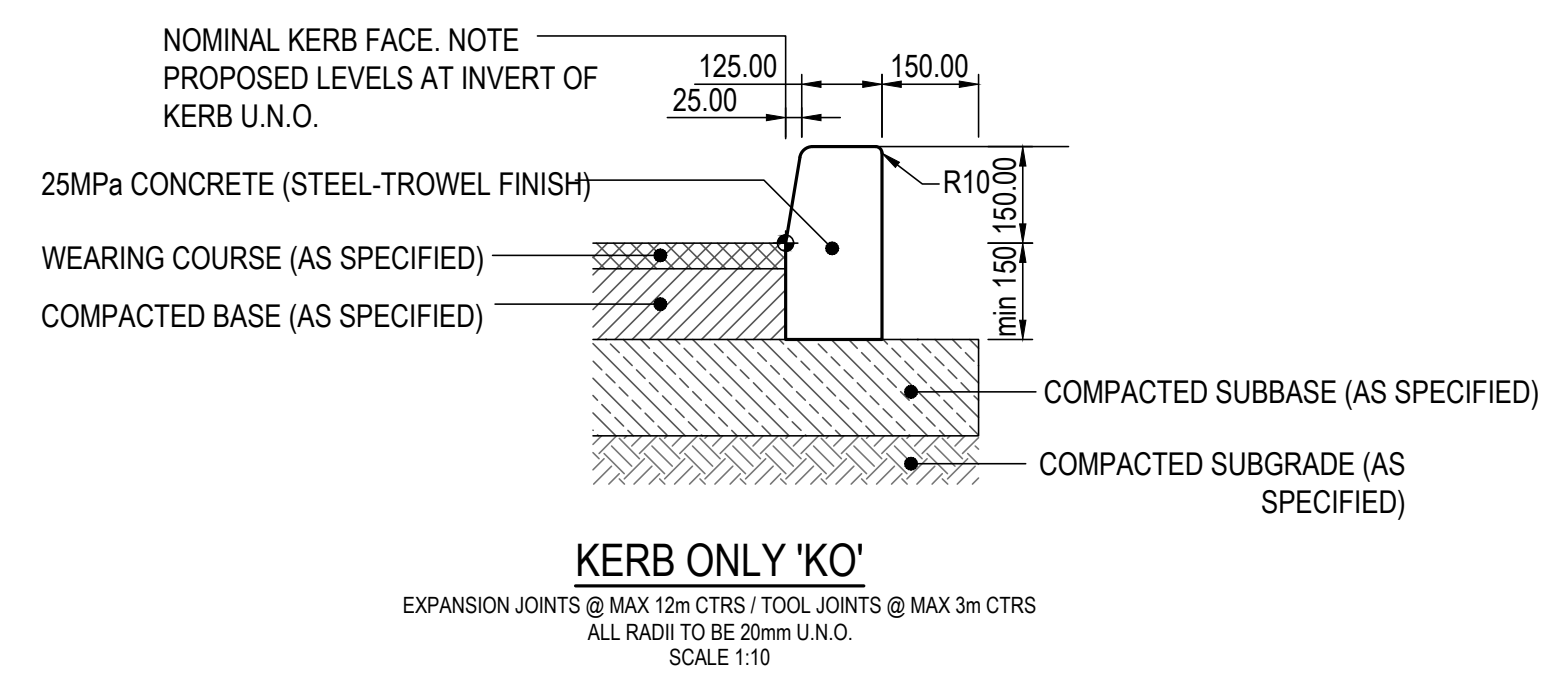
Drawing Title
**CONSTRUCTION DETAILS
SHEET 1**

Drawn	Date	Scale	A1	Q/A Check	Date
MDM	JUL 2022	N.T.S.	JK	JK	12.08.22
Designed	Project No.	Dwg. No.	Issue		
JK	NSW211978	C01-102	A		



NOT FOR CONSTRUCTION

DRAWING UNDER REVISION



TYPICAL SANDSTONE BLOCK RETAINING WALL DETAIL - (SSRW) TYPE 1
N.T.S.

SANDSTONE DETAILS SUBJECT TO STRUCTURAL REVIEW. TO BE USED FOR INFORMATION ONLY.



SCALE 1:10 @ A1
SCALE 1:20 @ A3
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A	ISSUED FOR APPROVAL	12.08.22	MDM	JK
Issue	Description	Date	Drawn	Approved
1	For initial sign			

Client
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Drawing Title CONSTRUCTION DETAILS SHEET 2				
Drawn	Date	Scale	A1	Q/A Check
MDM	JUL 2022	N.T.S.	JK	12.08.22
Designed	Project No.	Dwg. No.	Issue	
JK	NSW211978	C01-103	A	



KEY PLAN
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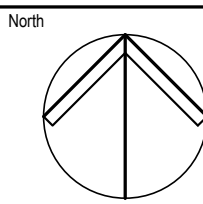


SCALE 1:1000 @ A1
SCALE 1:2000 @ A3

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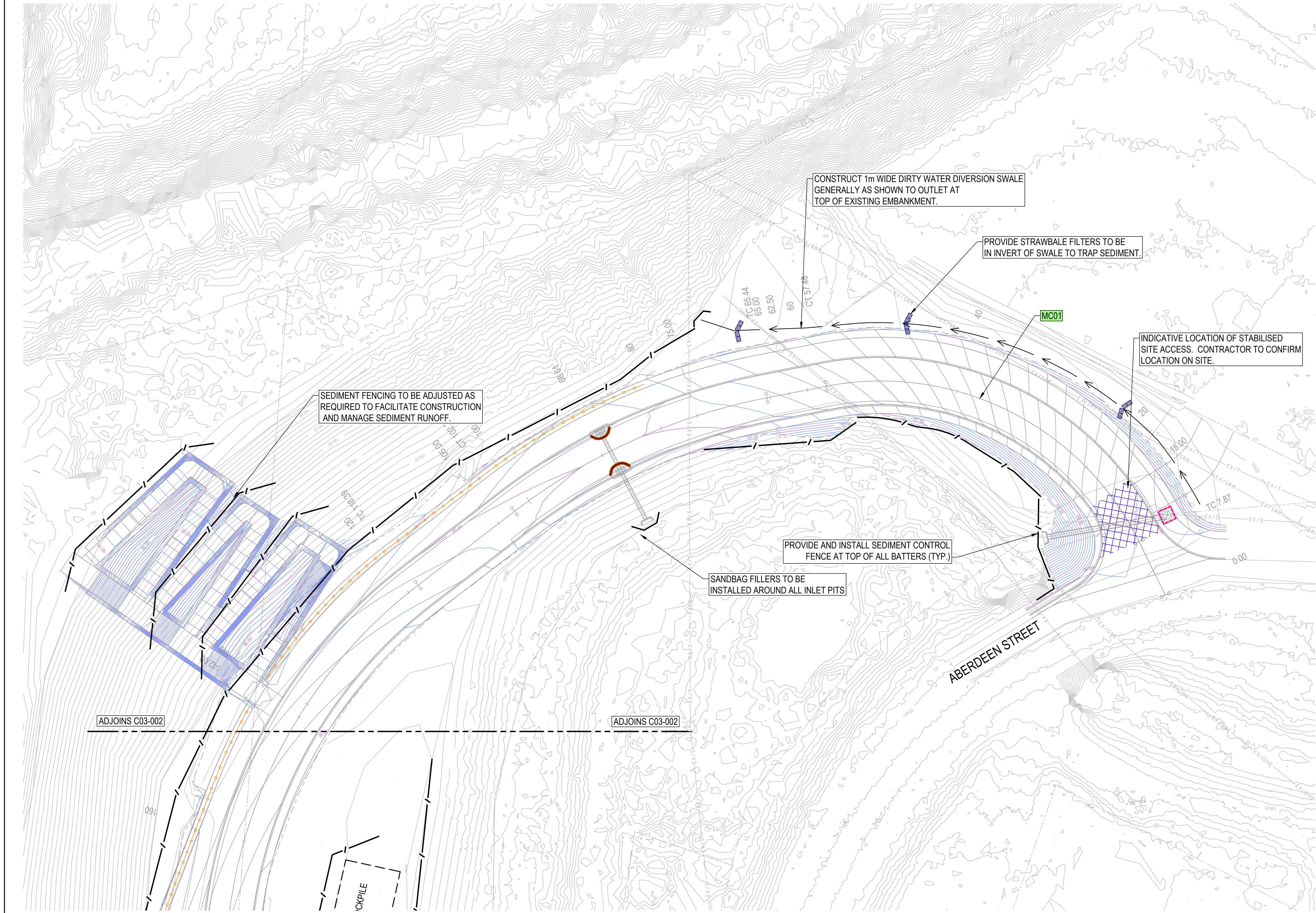


Project
HUNTER BEACH DEVELOPMENT
MUSWELLBROOK

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MUSWELLBROOK, NSW, 2333

Drawing Title
KEY PLAN

Drawn	Date	Scale	A1	G.A. Check	Date
MDM	JUL 2022	1:1000	JK	JK	12.08.22
Designed	Project No.	Dwg. No.	Issue		
JK	NSW211978	C02-001	A		



LEGEND
REFER TO LANDCOM: SOILS AND CONSTRUCTION
VOL 1, 4TH EDITION, MARCH 2004

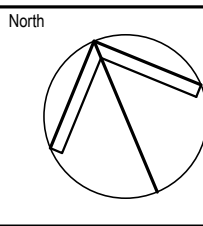
- SEDIMENT FENCE TO SD 6-8
- STRAWBALE FILTER TO SD 6-7
- MESH AND GRAVEL INLET FILTER TO SD 6-11
- GEOTEXTILE INLET FILTER TO SD 6-12
- STABILISED SITE ACCESS TO SD 6-14

SCALE 1:250 @ A1
SCALE 1:500 @ A3

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Issue	Description	Date	Drawn	Approved



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Project
**HUNTER BEACH DEVELOPMENT
MUSWELLBROOK**

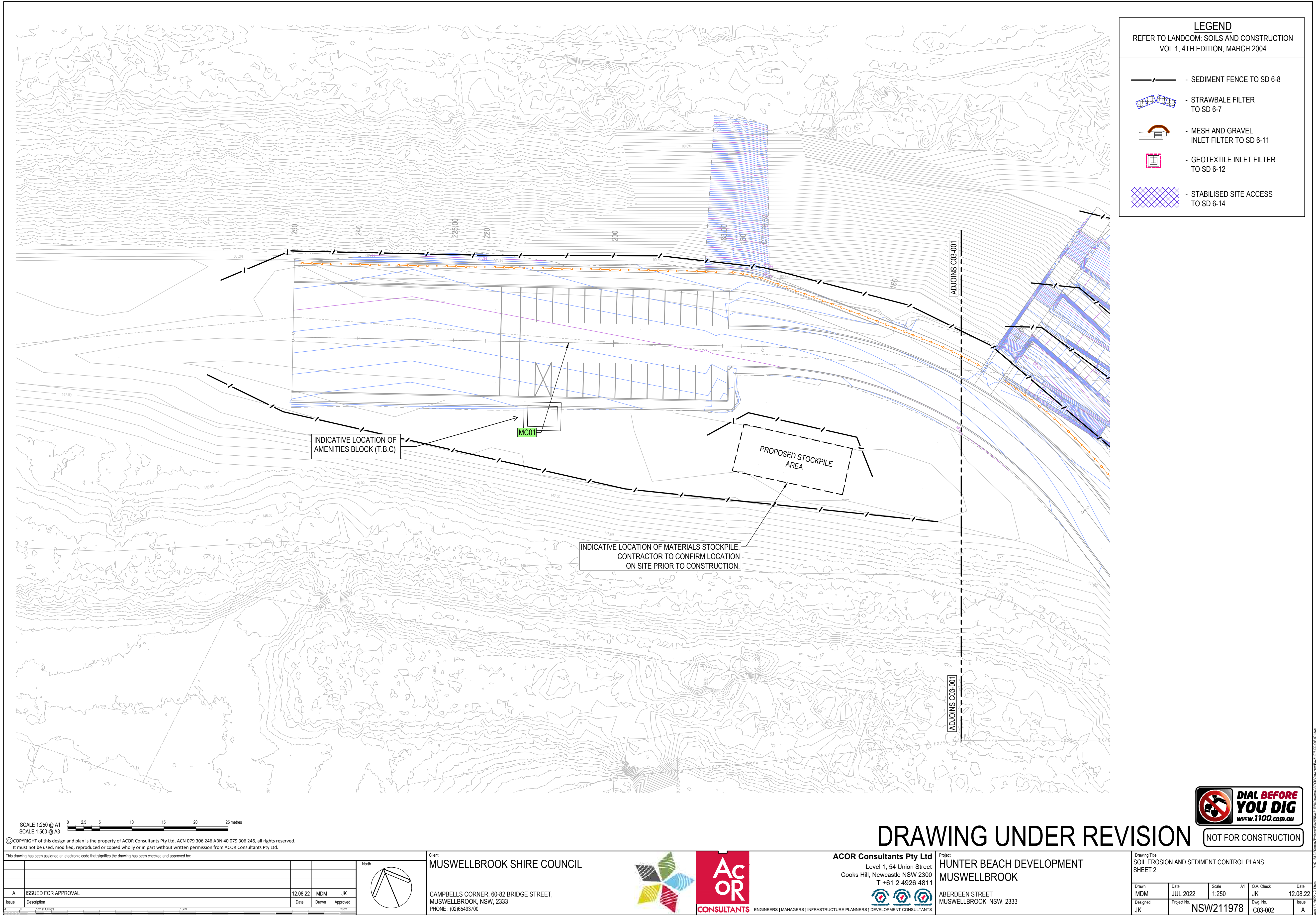
ABERDEEN STREET
MUSWELLBROOK, NSW, 2333

Drawing Title
**SOIL EROSION AND SEDIMENT CONTROL PLANS
SHEET 1**

Drawn	Date	Scale	A1	Q.A. Check	Date
MDM	JUL 2022	1:250	JK	JK	12.08.22
Designed	Project No.	Dwg. No.	Issue		
JK	NSW211978	C03-001	A		



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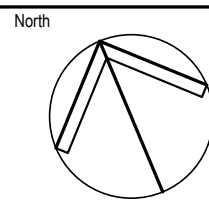
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SCALE 1:500 @ A3
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A		12.08.22	MDM	JK
Description				
Issued for approval				



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Project
HUNTER BEACH DEVELOPMENT
MUSWELLBROOK

ABERDEEN STREET
MUSWELLBROOK, NSW, 2333

Drawing Title
SOIL EROSION AND SEDIMENT CONTROL PLANS
SHEET 2

Drawn	Date	Scale	A1	G.A. Check	Date
MDM	JUL 2022	1:250	JK		12.08.22
Designed	Project No.	Dwg. No.	Issue		
JK	NSW211978	C03-002	A		

EROSION AND SEDIMENT CONTROL NOTES

1. PROVIDE EROSION AND SEDIMENT CONTROL MEASURES DURING CONSTRUCTION TO COUNCIL STANDARDS AND CONFORMING TO LANDCOM SOILS & CONSTRUCTION Vol 1, 4th EDITION, MARCH 2004.
2. PREPARE EROSION AND SEDIMENT CONTROL PLAN AND OBTAIN COUNCIL APPROVAL PRIOR TO WORKS.
3. ALL PERIMETER CONTROL DEVICES ARE TO BE INSTALLED PRIOR TO WORK COMMENCING AND BE MAINTAINED DURING CONSTRUCTION. LOCATE SEDIMENT FENCE WITHIN WORKS BOUNDARY.
4. CONTRACTOR TO DEFINE ACCESS, STOCKPILE AND OTHER AREAS PRIOR TO WORK COMMENCING.
5. PROVIDE A SINGLE POINT OF ACCESS TO THE SITE.
6. MINIMISE SITE DISTURBANCE AND REDUCE STOCKPILING TO A LEVEL NECESSARY TO CONSTRUCT THE WORKS. STOCKPILE AREAS, CONSTRUCTION ACCESSES AND NO GO AREAS TO BE DEFINED AND CONFIRMED PRIOR TO COMMENCEMENT OF WORK. FENCE NO GO AREAS.
7. PROVIDE MEASURES AT STOCKPILES TO DIVERT CLEAN WATER AND COLLECT SEDIMENT DOWNSTREAM, LOCATE STOCKPILES AWAY FROM STORMWATER FLOWS.
8. PROVIDE AND MAINTAIN PERMANENT GRASSING AS SOON AS POSSIBLE AFTER CONSTRUCTION. STAGE WORKS AS NECESSARY. GRASS SPECIES SHALL BE TO COUNCIL REQUIREMENTS. GRASS TURF TABLEDRAINS AND SWALES. MULCH (IF AVAILABLE FROM SITE CLEARING) AND SEED ALL OTHER DISTURBED AREAS INCLUDING TRENCHES, WHICH HAVE NOT BEEN TURFED. ON COMPLETION OF WORKS PROVIDE STRIP TURFING. SEE GENERAL NOTES.
9. CONTROL DUST BY WINDBREAKS, WATERING ETC.
10. EROSION AND SILT PROTECTION MEASURES ARE TO BE MAINTAINED AT ALL TIMES. ADJUST TO SUIT STAGING AND PROGRESS.
11. HIGH EROSION AREAS, INCLUDING BATTERS TO BE STABILISED WITHIN 7 DAYS OF COMPLETING OF WORKS AND EARLIER IF DIRECTED BY SUPERINTENDENT.
12. CONSTRUCT THE BASIN PRIOR TO ANY SITE WORKS INCLUDING CLEARING AND SOIL DISTURBANCE FOR USE AS A SEDIMENT BASIN DURING CONSTRUCTION.
13. NO DISTURBED AREAS SHALL REMAIN DENUDED FOR A PERIOD LONGER THAN 20 DAYS.
14. AN AREA OF NO MORE THAN 2Ha IS TO BE DISTURBED AT ANY TIME
15. THE ESCP/SWMP AND IT ASSOCIATED EROSION AND SEDIMENT CONTROL MEASURES MUST BE CONSTANTLY MONITORED, REVIEWED AND MODIFIED AS REQUIRED TO CORRECT DEFICIENCIES. COUNCIL HAS THE RIGHT TO REQUEST CHANGES IF, IN ITS OPINION, THE MEASURES THAT ARE PROPOSED OR HAVE BEEN INSTALLED ARE INADEQUATE TO PREVENT POLLUTION.
16. ALL ESC MEASURES MUST BE APPROPRIATE FOR THE SEDIMENT TYPE(S) OF THE SOILS ONSITE. IN ACCORDANCE WITH THE BLUE BOOK (MANAGING URBAN STORMWATER - SOILS AND CONSTRUCTION LANDCOM, 2004), OR OTHER CURRENT RECOGNISED INDUSTRY STANDARD FOR EROSION AND SEDIMENT CONTROL FOR AUSTRALIAN CONDITIONS.
17. ALL REASONABLE AND PRACTICABLE MEASURES MUST BE TAKEN TO ENSURE STORMWATER RUNOFF FROM ACCESS ROADS AND STABILISED ENTRY/ EXIT SYSTEMS, DRAINS TO AN APPROPRIATE SEDIMENT CONTROL DEVICE.
18. SEDIMENT DEPOSITED OFF SITE AS A RESULT OF ONSITE ACTIVITIES MUST BE COLLECTED AND THE AREA CLEANED/ REHABILITATED AS SOON AS REASONABLE AND PRACTICABLE.
19. NEWLY SEALED HARD-STAND AREA (E.G. ROADS, DRIVEWAYS AND CAR PARKS) MUST BE SWEEPED THOROUGHLY AS SOON AS PRACTICABLE AFTER SEALING/ SURFACING TO MINIMISE THE RISK OF COMPONENTS OF THE SURFACING COMPOUND ENTERING STORMWATER DRAINS.
20. STOCKPILES OF ERODIBLE MATERIAL MUST BE PROVEN WITH AN APPROPRIATE PROTECTIVE COVER (SYNTHETIC OR ORGANIC) IF THE MATERIALS ARE LIKELY TO BE STOCKPILED FOR MORE THAN 10 DAYS.
21. STOCKPILES, TEMPORARY OR PERMANENT, SHALL NOT BE LOCATED IN AREAS IDENTIFIED AS NO-GO ZONES ON THE ESCP/SWMP.

EROSION AND SEDIMENT CONTROL NOTES	
22.	<p>PRIOR TO THE CONTROLLED DISCHARGE (E.G. - WATERING ACTIVITIES FROM EXCAVATIONS AND SEDIMENT BASINS) OF ANY WATER FROM THE SITE DURING CONSTRUCTION. THE FOLLOWING WATER QUALITY OBJECTIVES MUST BE ACHIEVED:</p> <ul style="list-style-type: none"> - TSS - MAXIMUM 50mg/L - TURBIDITY MAXIMUM 50NTU - pH BETWEEN 6 AND 8 - < 80% AND > 20% SATURATED DISSOLVED OXYGEN - HAVE NO VISIBLE LITTLE OR WASTE MATTER - NO ODOUR OR VISIBLY PETRO CHEMICAL SHEEN
23.	<p>IF THE CONCENTRATION OF TSS IS HIGHER THAN 50mg/L AFTER 5 DAYS, THE CONTRACTOR WILL REQUIRE THE USE OF FLOCCULANTS TO ACHIEVE THE TSS CRITERIA. DOSAGE RATES FOR FLOCCULATION WILL BE DETERMINED ON SITE.</p>
24.	<p>PRIOR TO ANY FORECAST WEATHER EVENT LIKELY TO RESULT IN SEDIMENT LADEN RUNOFF ON THE SITE. ANY EXISTING DETENTION BASINS/ TRAPS SHALL BE DE-WATERED TO PROVIDE SUFFICIENT CAPACITY TO CAPTURE SEDIMENT LADEN WATER FROM SITE PRIOR TO THE WEATHER EVENT.</p>
25.	<p>ANY SEDIMENT LADEN WATER CAPTURED ONSITE MUST BE TREATED TO ENSURE IT WILL ACHIEVE COUNCIL'S WATER QUALITY OBJECTIVES SPECIFIED IN THESE CONDITIONS. PRIOR TO ITS RELEASE FROM SITE. A SAMPLE OF THE RELEASED TREATED WATER MUST BE KEPT ONSITE IN A CLEAR CONTAINER WITH SAMPLE DATE RECORDED ON IT.</p>
26.	<p>NO ALUMINUM BASED FLOCCULATING/COAGULANTS MAY BE USED ONSITE WITH THE PRIOR WRITTEN PERMISSION FROM AN APPROPRIATE COUNCIL OFFICER. THE APPLICANT MUST HAVE A DEMONSTRATED ABILITY TO USE SUCH PRODUCTS CORRECTLY AND WITHOUT ENVIRONMENTAL HARM PRIOR TO ANY APPROVAL.</p>
27.	<p>THE CHEMICAL/ AGENT (FLOCCULATING/ COAGULANTS) USED IN TYPE D AND TYPE F BASINS TO TREAT TURBID WATER CAPTURED IN THE BASIN MUST BE APPLIED IN CONCENTRATIONS SUFFICIENT TO ACHIEVE COUNCIL'S WATER QUALITY OBJECTIVES. SPECIFIED IN THESE CONDITIONS WITHIN THE 5-DAY RAINFALL DEPTH USED TO CALCULATE THE CAPACITY OF THE BASIN, AFTER A RAINFALL EVENT.</p>
28.	<p>ALL MANUFACTURES INSTRUCTIONS MUST BE FOLLOWED FOR THE USE OF ANY CHEMICALS/ AGENTS ONSITE. EXCEPT WHERE APPROVED BY THE RESPONSIBLE PERSON OR AN APPROPRIATE COUNCIL OFFICER.</p>
29.	<p>SUFFICIENT QUANTITIES OF CHEMICALS/ AGENTS TO TREAT TURBID WATER (FLOCCULATING/ COAGULANTS) MUST BE PLACED SUCH THAT WATER ENTERING THE BASIN/ SEDIMENT TRAP MIXES THE CHEMICAL/ AGENTS AND IS CARRIED INTO THE BASIN/ TRAP.</p>
30.	<p>ANY BASIN MUST BE DE-WATERED AS SOON AS PRACTICAL. ONCE WATER CAPTURED IN THE BASIN ACHIEVES COUNCIL'S WATER QUALITY OBJECTIVES, SPECIFIED IN THESE CONDITIONS.</p>
31.	<p>SUFFICIENT QUANTITIES OF CHEMICALS/ AGENTS TO TREAT TURBID WATER (FLOCCULATING/ COAGULANTS) MUST BE SECURELY STORED ON-SITE TO PROVIDE FOR AT LEAST THREE COMPLETE TREATMENTS OF ALL BASINS REQUIRING CHEMICALLY TREATMENT ONSITE.</p>
32.	<p>THE APPLICANT MUST ENSURE THAT ON EACH OCCASION A TYPE F OR TYPE D BASIN WAS NOT DE-WATERED PRIOR TO BEING SURCHARGED BY A FOLLOWING RAINFALL EVENT. A REPORT IS PRESENTED TO AN APPROPRIATE COUNCIL OFFICER WITHIN 5 DAYS IDENTIFYING THE CIRCUMSTANCES AND PROPOSED AMENDMENTS, IF ANY, TO THE BASIN'S OPERATING PROCEDURES.</p>
33.	<p>ALL SEDIMENT BASINS MUST REMAIN FULLY OPERATIONAL AT ALL TIMES UNTIL THE BASINS DESIGN CATCHMENTS ACHIEVES 70% GROUND COVERAGE, OR SURFACE STABILISATION ACCEPTABLE TO COUNCIL.</p>
34.	<p>SETTLED SEDIMENT MUST BE REMOVED AS SOON AS REASONABLE AND PRACTICABLE FROM ANY SEDIMENT BASIN</p> <ul style="list-style-type: none"> - IT IS ANTICIPATED THAT THE NEXT STORM EVENT IS LIKELY TO CAUSE SEDIMENT TO SETTLE ABOVE THE BASIN'S SEDIMENT STORAGE ZONE; OR - THE ELEVATION OF SETTLED SEDIMENT IS ABOVE THE TOP OF THE BASIN'S SEDIMENT STORAGE ZONE; OR - THE ELEVATION OF SETTLED SEDIMENT IS ABOVE THE BASINS SEDIMENT MARKER LINE.
35.	<p>SCOUR PROTECTION MEASURES PLACES ON SEDIMENT BASIN EMERGENCY SPILLWAYS MUST APPROPRIATELY PROJECT THE SPILLWAY CHUTE AND ITS SIDE BATTERS FROM SCOUR, AND MUST EXTEND A MINIMUM OF 3m BEYOND THE DOWNSTREAM TOE OF THE BASIN'S EMBANKMENT.</p>
36.	<p>ALL ESC MEASURES MUST BE INSPECTED:</p> <ul style="list-style-type: none"> - AT LEAST DAILY (WHEN WORK IS OCCURRING ON-SITE); AND - AT LEAST WEEKLY (WHEN WORK IS NOT OCCURRING ON-SITE); AND - WITHIN 24HRS OF EXPECTED RAINFALL; AND - WITHIN 18HRS OF A RAINFALL EVENT THAT CAUSES RUNOFF ON THE SITE)

EROSION AND SEDIMENT CONTROL NOTES	
37.	WRITTEN RECORDS MUST BE KEPT ONSITE OF ESC MONITORING AND MAINTENANCE ACTIVITIES CONDUCTED DURING THE CONSTRUCTION AND MAINTENANCE PERIODS, AND BE AVAILABLE TO THE PCA ON REQUEST.
38.	ALL SITE MONITORING DATA INCLUDING RAINFALL RECORDS, DATES OF WATER QUALITY TESTING, TESTING RESULTS AND RECORDS OF CONTROLLED WATER RELEASES FROM THE SITE, MUST BE KEPT IN AN ON-SITE REGISTER. THE REGISTER IS TO BE MAINTAINED UP TO DATE FOR THE DURATION OF THE APPROVED WORKS AND BE AVAILABLE ON-SITE FOR INSPECTION BY COUNCIL OFFICERS ON REQUEST.

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Client: MUSWELLBROOK SHIRE COUNCIL

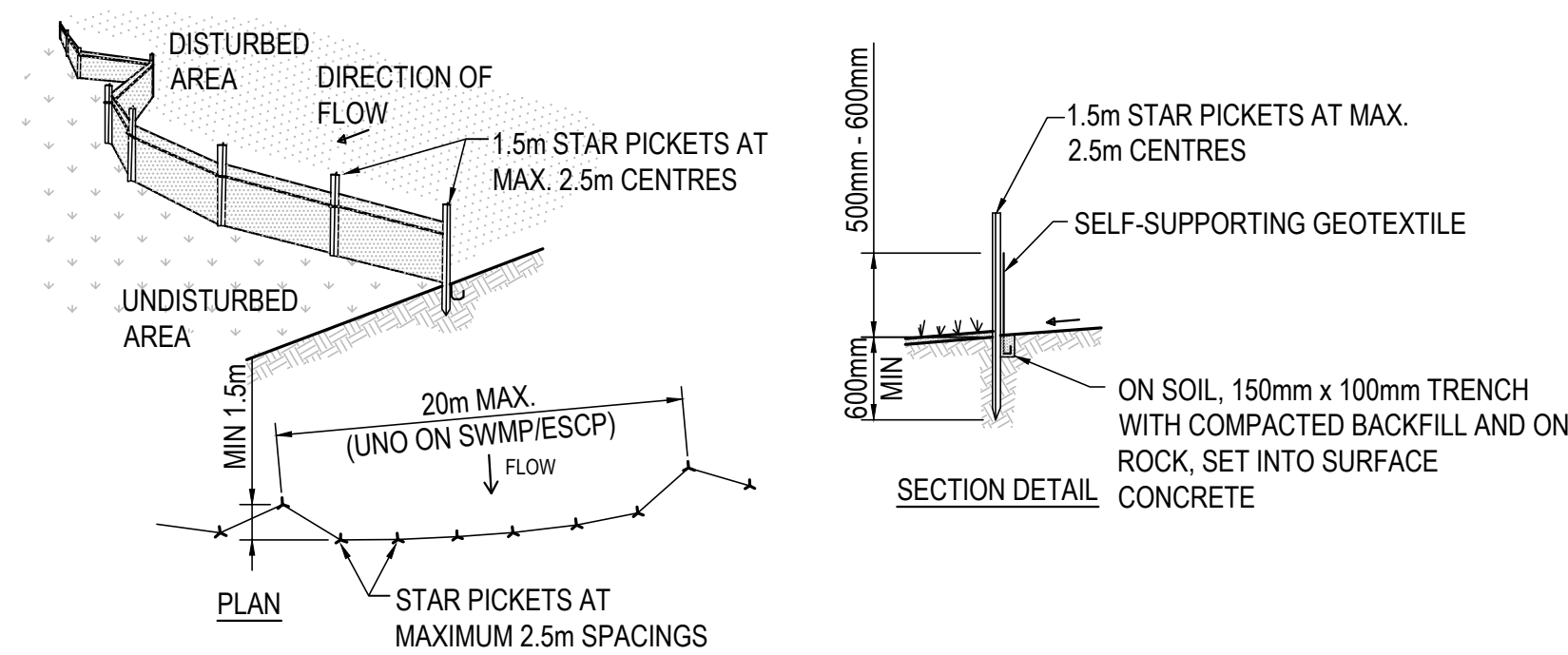


ABERDEEN STREET
MUSWELLBROOK, NSW, 2333

Drawn MDM	Date Jan-22	Scale N.T.S.	A1 Q.A. Check JPR	Date 06.05.22
Designed BG	Project No. NSW211978		Dwg. No. C103.101	Issue G



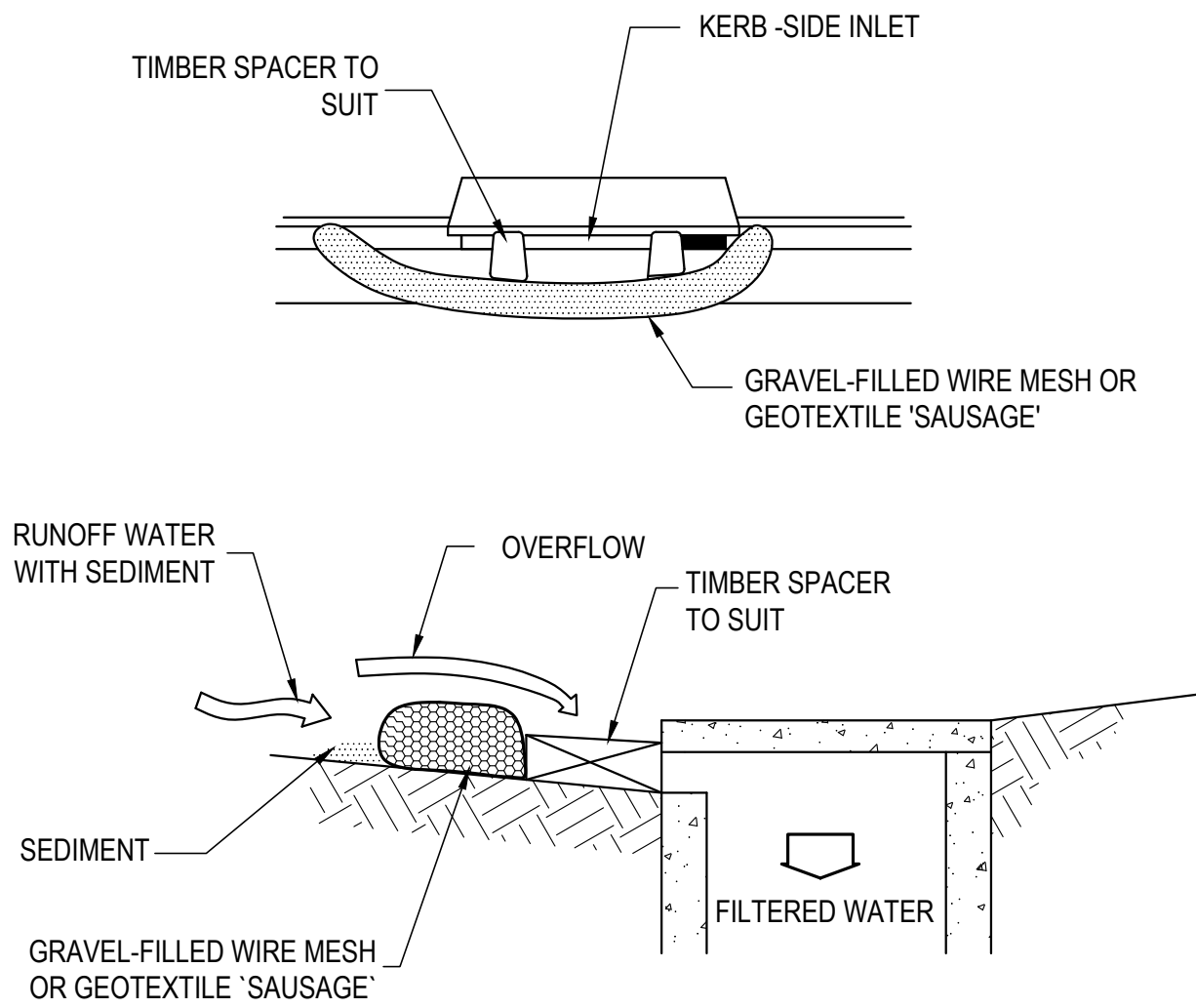
NOT FOR CONSTRUCTION



CONSTRUCTION NOTES:

1. CONSTRUCT SEDIMENT FENCES AS CLOSE AS POSSIBLE TO PARALLEL TO THE CONTOURS OF THE SITE, BUT WITH SMALL RETURNS AS SHOWN IN THE DRAWING TO LIMIT THE CATCHMENT AREA OF ANY ONE SECTION. THE CATCHMENT AREA SHOULD BE SMALL ENOUGH TO LIMIT WATER FLOW IF CONCENTRATED AT ONE POINT TO 50L PER SECOND IN THE DESIGN STORM EVENT, USUALLY THE 10 YR EVENT.
2. CUT A 150mm DEEP TRENCH ALONG THE UPSLOPE LINE OF THE FENCE FOR THE BOTTOM OF THE FABRIC TO BE ENTRENCHED.
3. DRIVE 1.5m LONG STAR PICKETS INTO GROUND AT 2.5m INTERVALS (MAX) AT THE DOWN SLOPE EDGE OF THE TRENCH. ENSURE ANY STAR PICKETS ARE FITTED WITH SAFETY CAPS.
4. FIX SELF SUPPORTING GEOTEXTILE TO THE UPSLOPE SIDE OF THE POSTS ENSURING IT GOES TO THE BASE OF THE TRENCH. FIX THE GEOTEXTILE WITH WIRE TIES OR AS RECOMMENDED BY THE MANUFACTURER. ONLY USE GEOTEXTILE SPECIFICALLY PRODUCED FOR SEDIMENT FENCING. THE USE OF SHADE CLOTH FOR THIS PURPOSE IS NOT SATISFACTORY.
5. JOIN SECTIONS OF FABRIC AT A SUPPORT POST WITH A 150mm OVERLAP.
6. BACKFILL THE TRENCH OVER THE BASE OF THE FABRIC AND COMPACT IT THOROUGHLY OVER THE GEOTEXTILE.

SEDIMENT CONTROL FENCE SD6-8
NOT TO SCALE

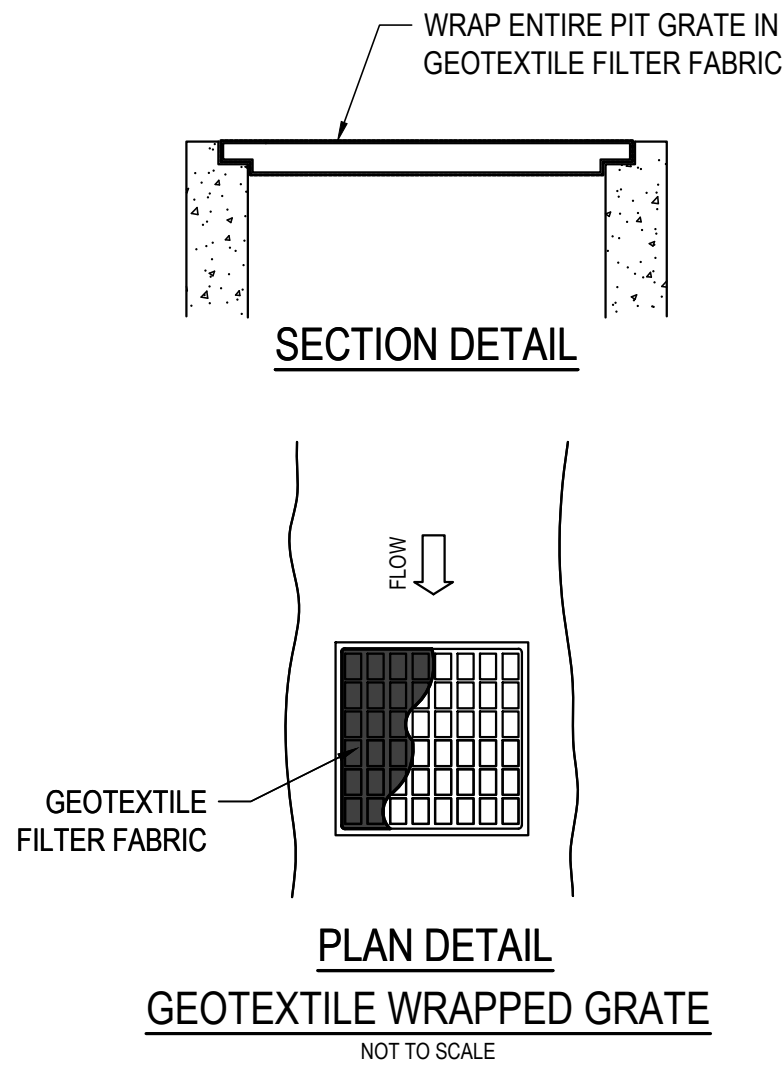


NOTE: THIS PRACTICE ONLY TO BE USED WHERE SPECIFIED IN AN APPROVED SWMP/ESCP.

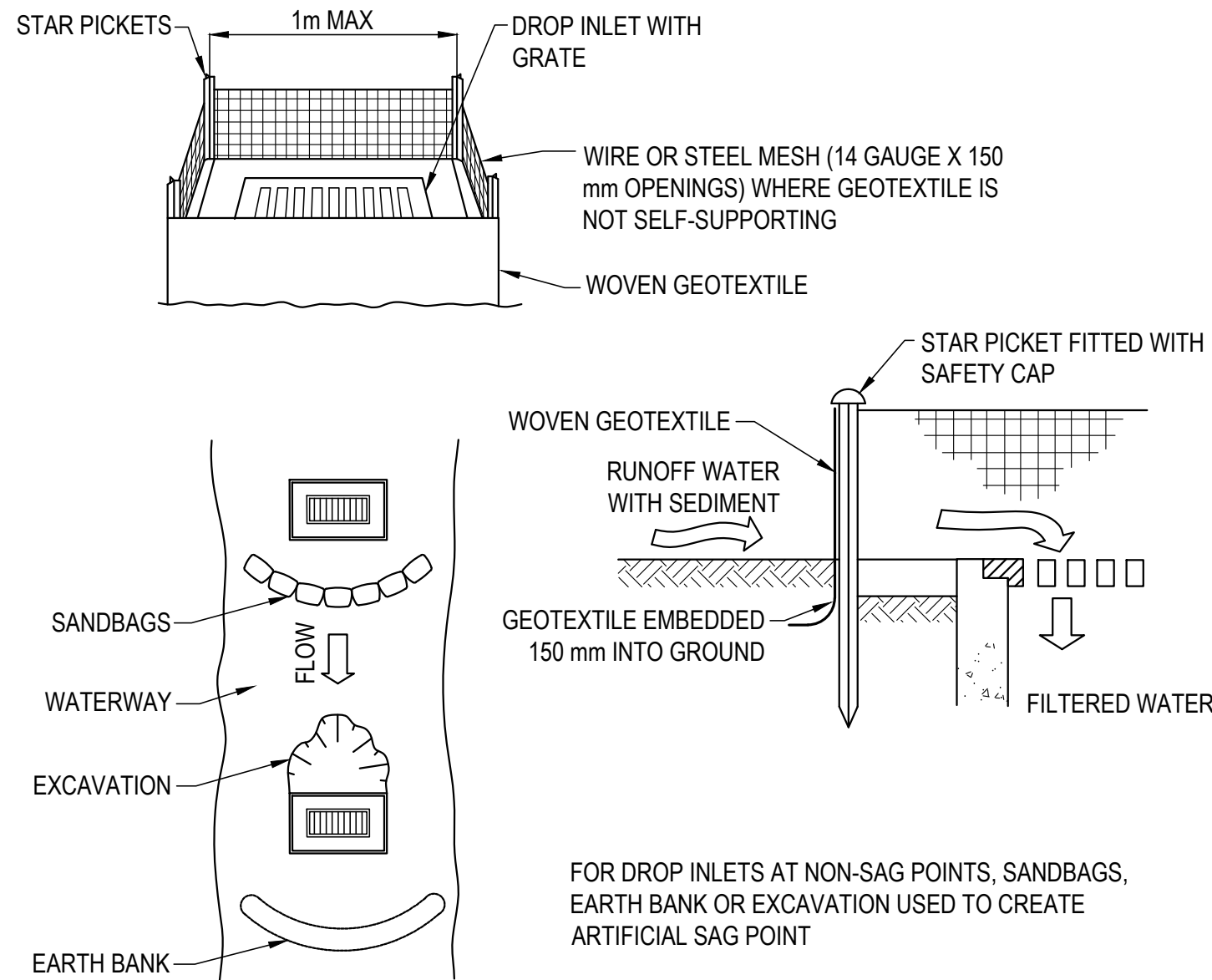
CONSTRUCTION NOTES

1. INSTALL FILTERS TO KERB INLETS ONLY AT SAG POINTS
2. FABRICATE A SLEEVE MADE FROM GEOTEXTILE OR WIRE MESH LONGER THAN THE LENGTH OF THE INLET PIT AND FILL IT WITH 20m TO 50mm GRAVEL.
3. FORM AN ELLIPTICAL CROSS-SECTION ABOUT 150MM HIGH X 400MM WIDE.
4. PLACE THE FILTER AT THE OPENING, LEAVING AT LEAST A 100mm SPACE BETWEEN IT AND THE KERB INLET. MAINTAIN THE OPENING WITH SPACER BLOCKS.
5. FORM A SEAL WITH THE KERB TO PREVENT SEDIMENT BYPASSING THE FILTER.
6. SANDBAGS FILLED WITH GRAVEL CAN SUBSTITUTE FOR THE MESH OR GEOTEXTILE PROVIDING THEY ARE PLACED SO THAT THEY FIRMLY ABUT EACH OTHER AND SEDIMENT-LADEN WATERS CANNOT PASS BETWEEN.

MESH AND GRAVEL INLET FILTER - SD6-11
NOT TO SCALE



GEOTEXTILE WRAPPED GRATE
NOT TO SCALE



CONSTRUCTION NOTES:

1. FABRICATE A SEDIMENT BARRIER FROM GEOTEXTILE OR STRAW BALES.
2. FOLLOW STANDARD DRAWING 6-7 AND STANDARD DRAWING 6-8 FOR INSTALLATION PROCEDURES FOR THE STRAW BALES OR GEOFABRIC. REDUCE THE PICKET SPACING TO 1m CENTRES.
3. IN WATERWAYS, ARTIFICIAL SAG POINTS CAN BE CREATED WITH SANDBAGS OR EARTH BANKS AS SHOWN IN THE DRAWING.
4. DO NOT COVER THE INLET WITH GEOTEXTILE UNLESS THE DESIGN IS ADEQUATE TO ALLOW FOR ALL WATERS TO BYPASS IT.

GEOTEXTILE INLET FILTER SD6-12
NOT TO SCALE

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F	ISSUED FOR APPROVAL	30.06.22	JK BG
E	ISSUED FOR APPROVAL	06.05.22	MDM BG
D	ISSUED FOR CLIENT REVIEW	04.04.22	JER BG
Issue	Description	Date	Drawn Approved
1	For initial sign		

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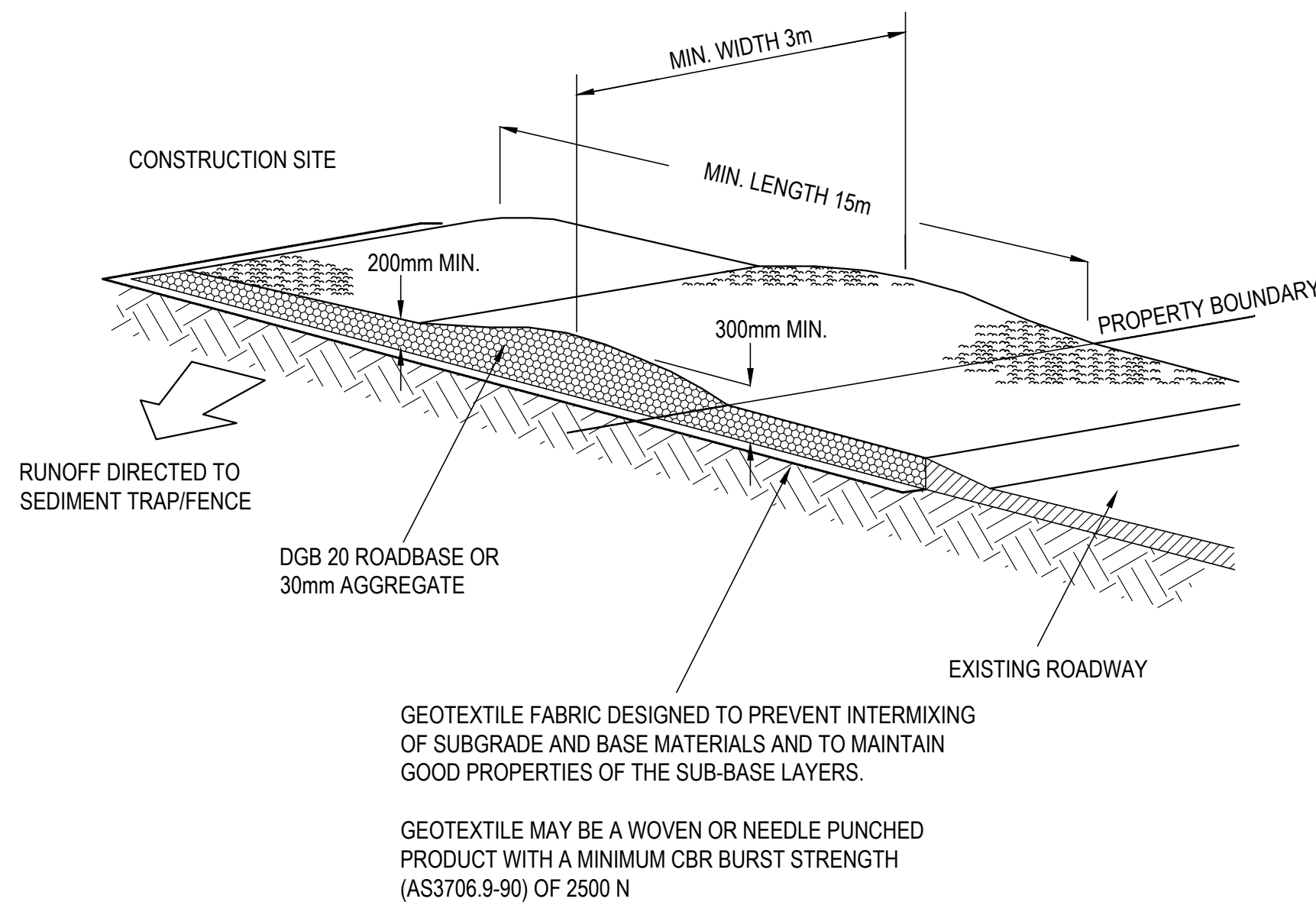
Project
**HUNTER BEACH DEVELOPMENT
MUSWELLBROOK**

ABERDEEN STREET
MUSWELLBROOK, NSW, 2333

Drawing Title
**EROSION AND SEDIMENT
CONTROL DETAILS
SHEET 1**

Drawn	Date	Scale	A1	Q/A Check	Date
MDM	Jan-22	N.T.S.	JPR		06.05.22
Designed	Project No.	Dwg. No.	Issue		
BG	NSW211978	C103.201	G		

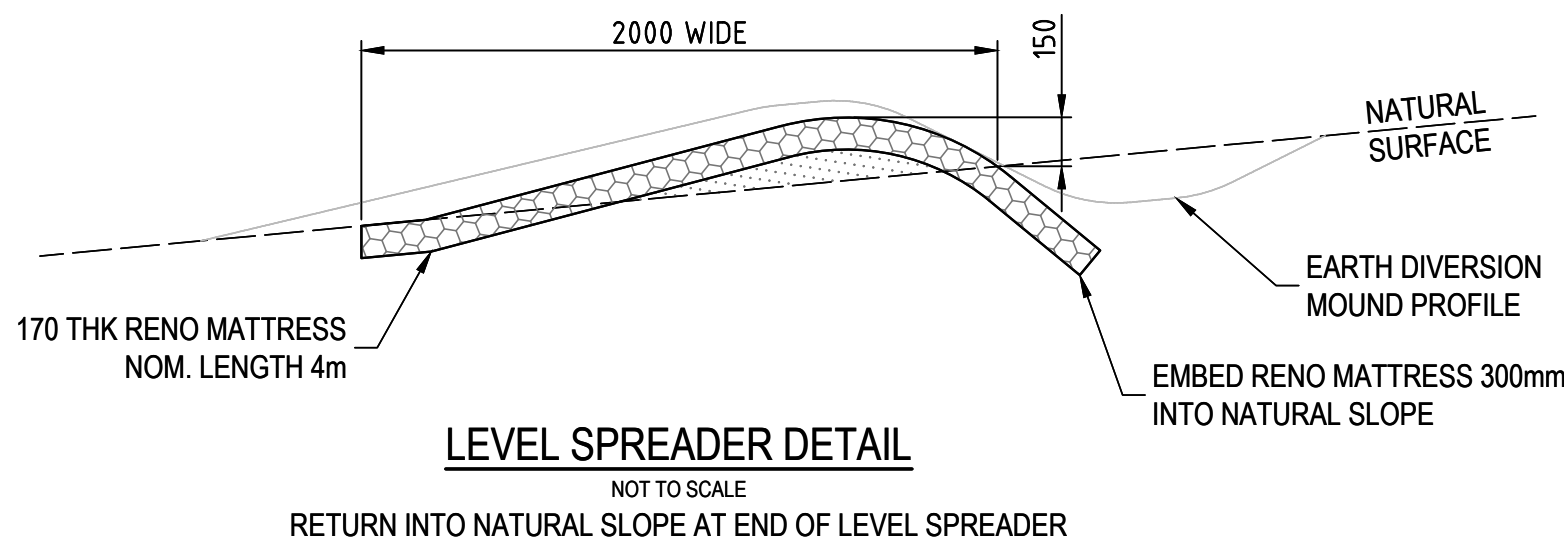




STABILISED SITE ACCESS SD6-14
NOT TO SCALE

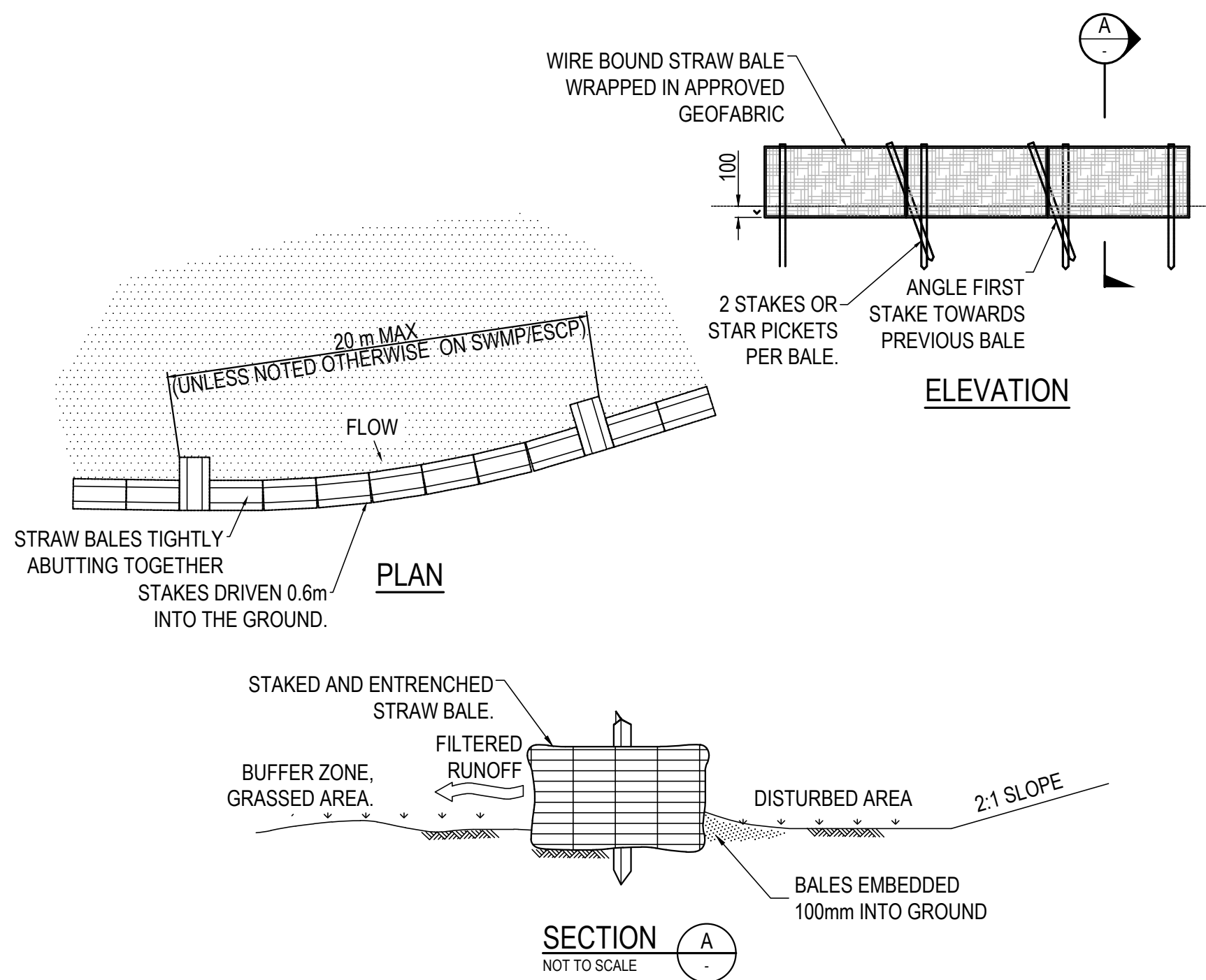
CONSTRUCTION NOTES:

1. STRIP THE TOPSOIL, LEVEL THE SITE AND COMPACT THE SUBGRADE.
2. COVER AREA WITH NEEDLE-PUNCHED GEOTEXTILE.
3. CONSTRUCT 200MM THICK PAD OVER GEOTEXTILE USING ROADBASE OR 30MM AGGREGATE.
4. ENSURE TEH STRUCTURE IS AT LEAST 15m LONG OR TO BUILDING ALIGNMENT AND AT LEAST 3m WIDE.
5. WHERE A SEDIMENT FENCE JOINS ONTO THE STABILISED ACCESS, CONSTRUCT A HUMP IN THE STABILISED ACCESS TO DIVERT WATER TO THE SEDIMENT FENCE.



LEVEL SPREADER DETAIL
NOT TO SCALE

RETURN INTO NATURAL SLOPE AT END OF LEVEL SPREADER



CONSTRUCTION NOTES:

1. CONSTRUCT THE STRAW BALE FILTER AS CLOSE AS POSSIBLE TO BEING PARALLEL TO THE CONTOURS OF THE SITE.
2. PLACE BALES LENGTHWISE IN A ROW WITH ENDS TIGHTLY ABUTTING. USE STRAW TO FILL ANY GAPS BETWEEN BALES. STRAWS ARE TO BE PLACED PARALLEL TO GROUP.
3. ENSURE THAT THE MAXIMUM HEIGHT OF THE FILTER IS ONE BALE.
4. EMBED EACH BALE IN THE GROUND 75mm TO 100mm AND ANCHOR WITH TWO 1.2m STAR PICKETS OR STAKES. ANGLE THE FIRST STAR PICKET OR STAKE IN EACH BALE TOWARDS THE PREVIOUSLY LAID BALE. DRIVE THEM 600mm INTO THE GROUND AND IF POSSIBLE, FLUSH WITH THE TOP OF THE BALES. WHERE STAR PICKETS ARE USED AND THEY PROTRUDE ABOVE THE BALES, ENSURE THEY ARE FITTED WITH SAFETY CAPS.
5. WHERE A STRAW BALE IS CONSTRUCTED DOWNSLOPE FROM A DISTRIBUTED BATTER ENSURE THE BALES ARE PLACED 1 TO 2 METRES DOWNSLOPE FROM THE TOE.
6. ESTABLISH A MAINTENANCE PROGRAM THAT ENSURES THE INTEGRITY OF THE BALES IN RETAINED- THEY COULD REQUIRE REPLACEMENT EACH TWO TO FOUR MONTHS.

SECTION STRAW BALE FILTER
TO SD6-7 LANDCOM - MANAGING URBAN STORMWATER
NOT TO SCALE

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G	ISSUED FOR APPROVAL	22.07.22	KB	BG	North
F	ISSUED FOR APPROVAL	30.06.22	JK	BG	
E	ISSUED FOR APPROVAL	06.05.22	MDM	BG	
D	ISSUED FOR CLIENT REVIEW	04.04.22	JER	BG	
Issue	Description	Date	Drawn	Approved	

Client
MUSWELLBROOK SHIRE COUNCIL

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Project
HUNTER BEACH DEVELOPMENT
MUSWELLBROOK

ABERDEEN STREET
MUSWELLBROOK, NSW, 2333

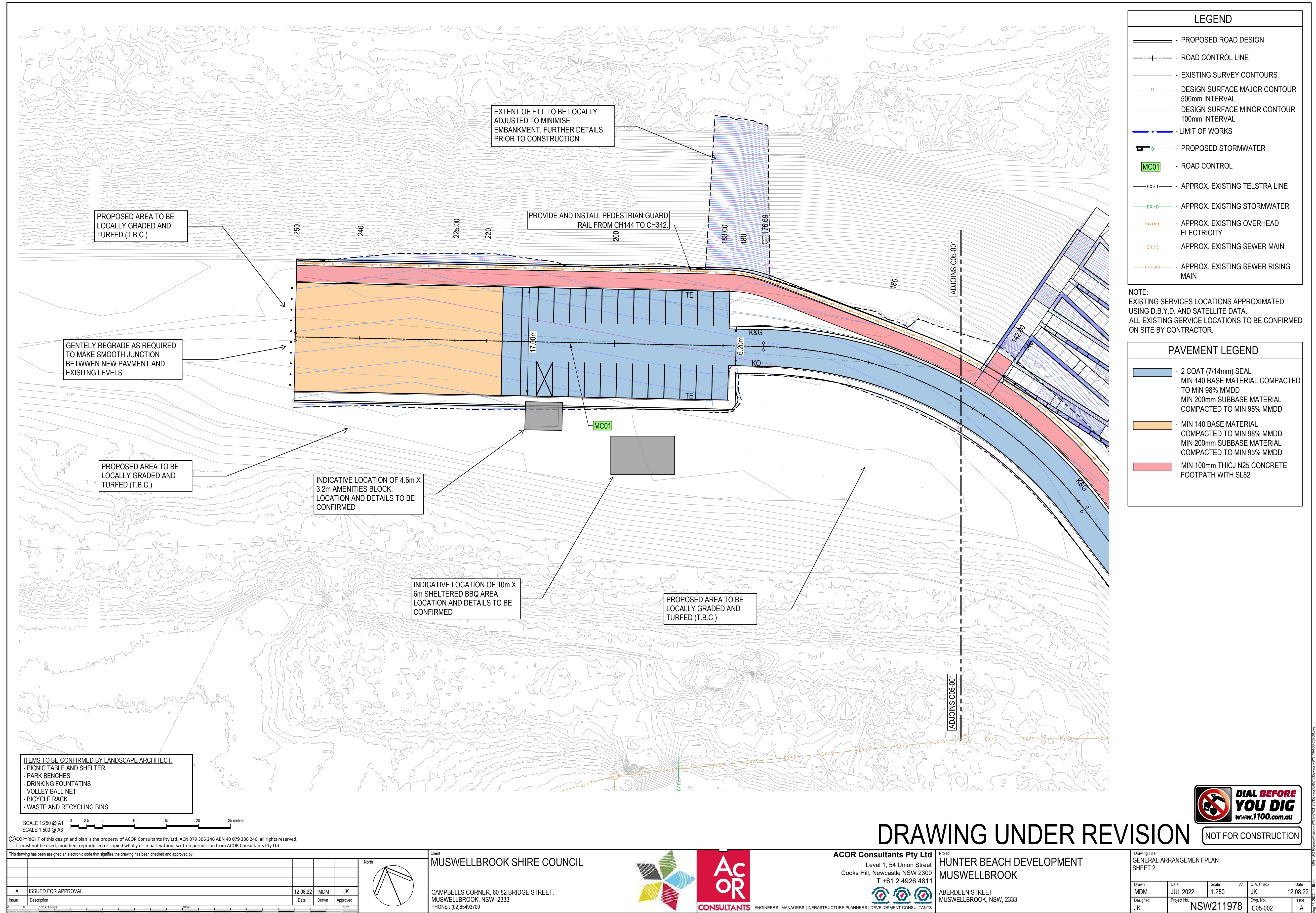
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EROSION AND SEDIMENT
CONTROL DETAILS
SHEET 2

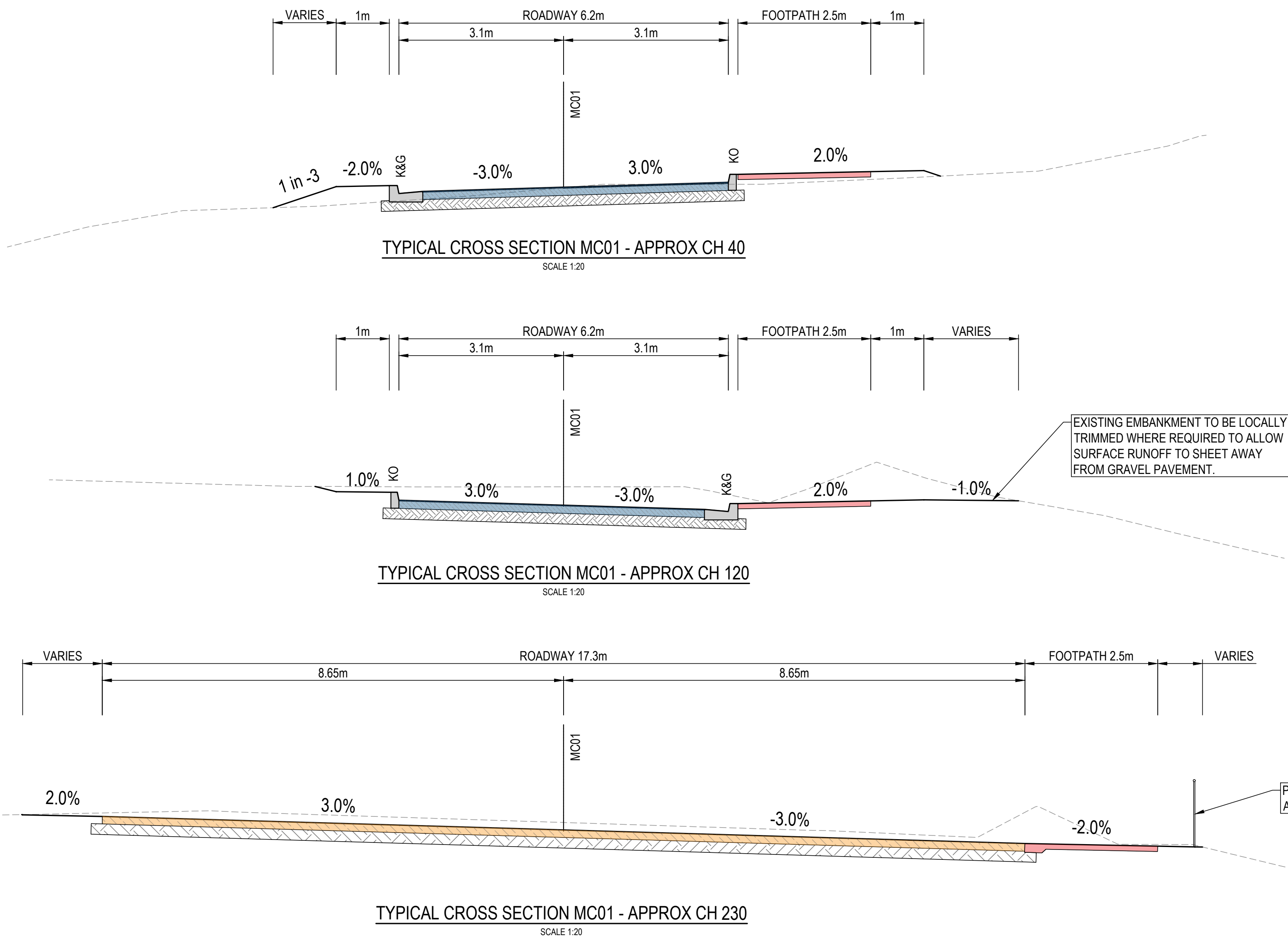
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MDM	Jan-22	N.T.S.	JPR		06.05.22
Designed	Project No.	Dwg. No.	Issue		
BG	NSW211978	C103.202	G		






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PAVEMENT LEGEND	
	- 2 COAT (7/14mm) SEAL MIN 140 BASE MATERIAL COMPACTED TO MIN 98% MMDD MIN 200mm SUBBASE MATERIAL COMPACTED TO MIN 95% MMDD
	- MIN 140 BASE MATERIAL COMPACTED TO MIN 98% MMDD MIN 200mm SUBBASE MATERIAL COMPACTED TO MIN 95% MMDD
	- MIN 100mm THICJ N25 CONCRETE FOOTPATH WITH SL82

SCALE 1:20 @ A1
SCALE 1:40 @ A3

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Issue		Date		Drawn		Approved	
A		XX.XX.XX		MDM		JK	
ISSUED FOR APPROVAL							

North

Client
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Project
HUNTER BEACH DEVELOPMENT
MUSWELLBROOK

ABERDEEN STREET
MUSWELLBROOK, NSW, 2333

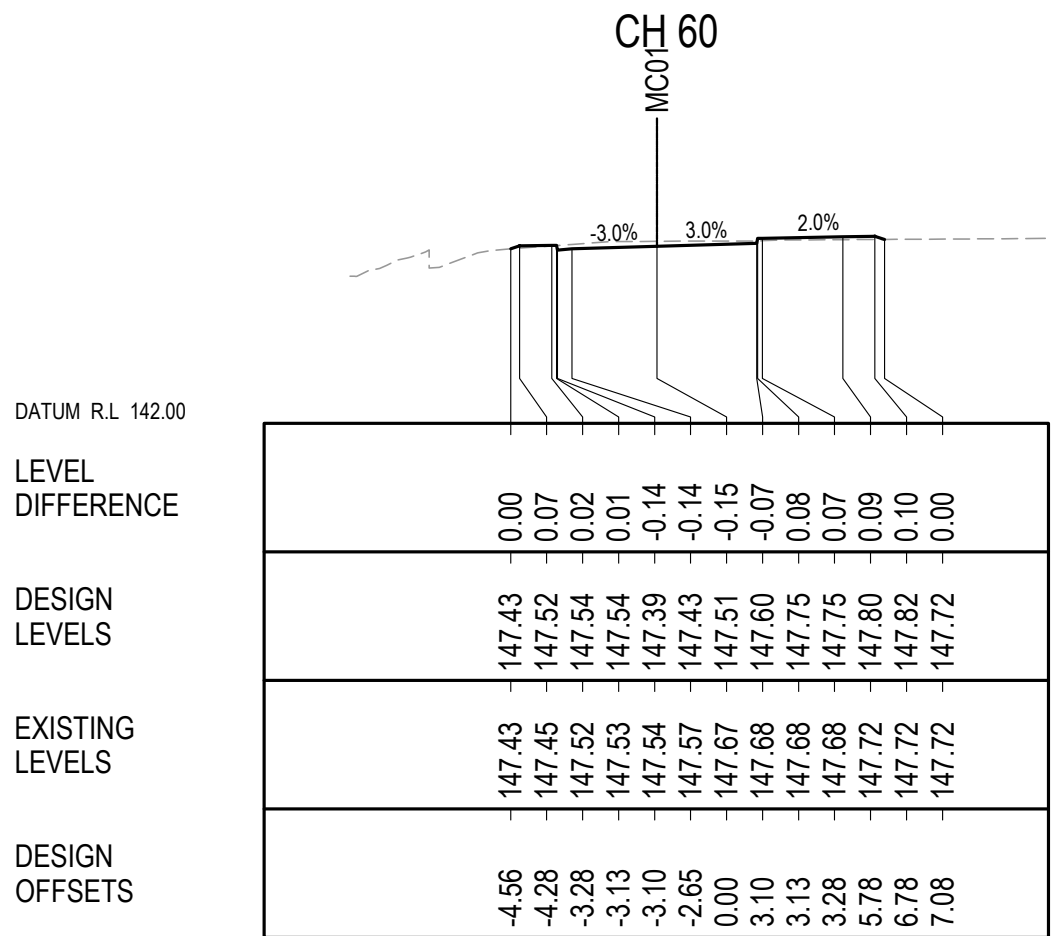
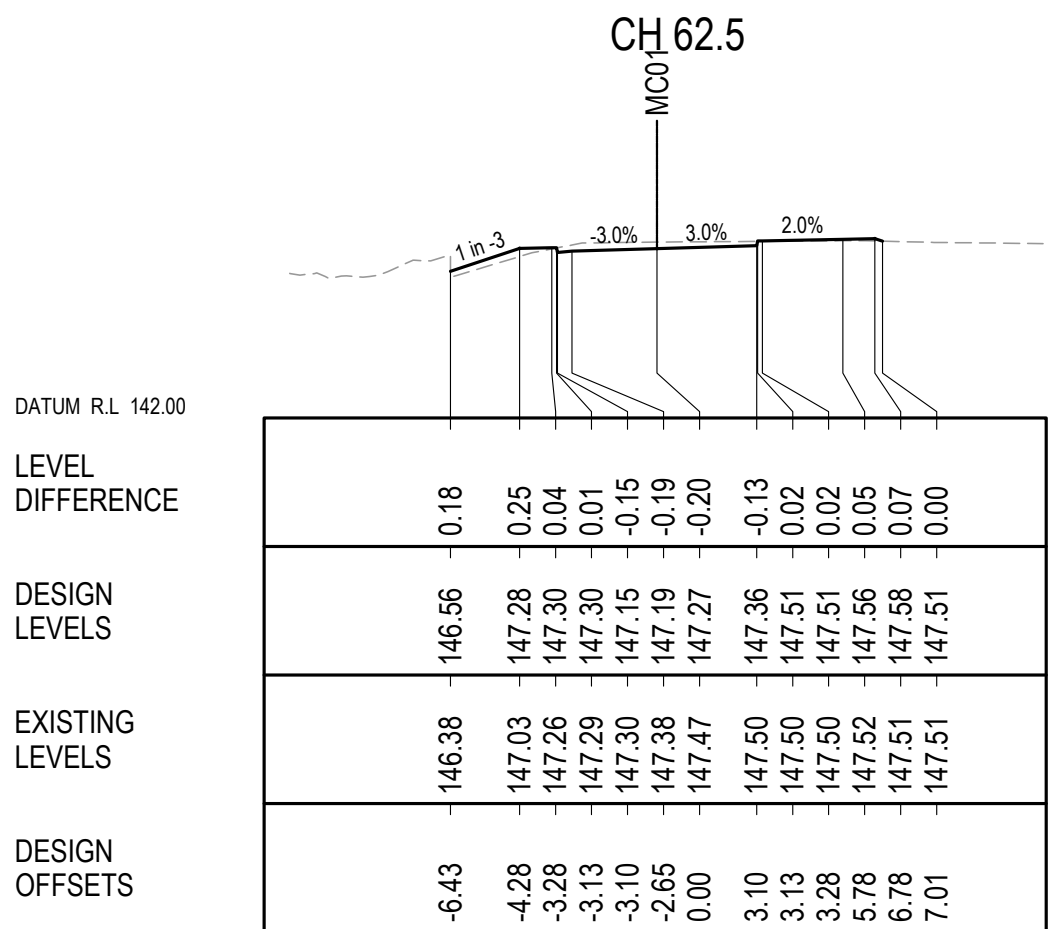
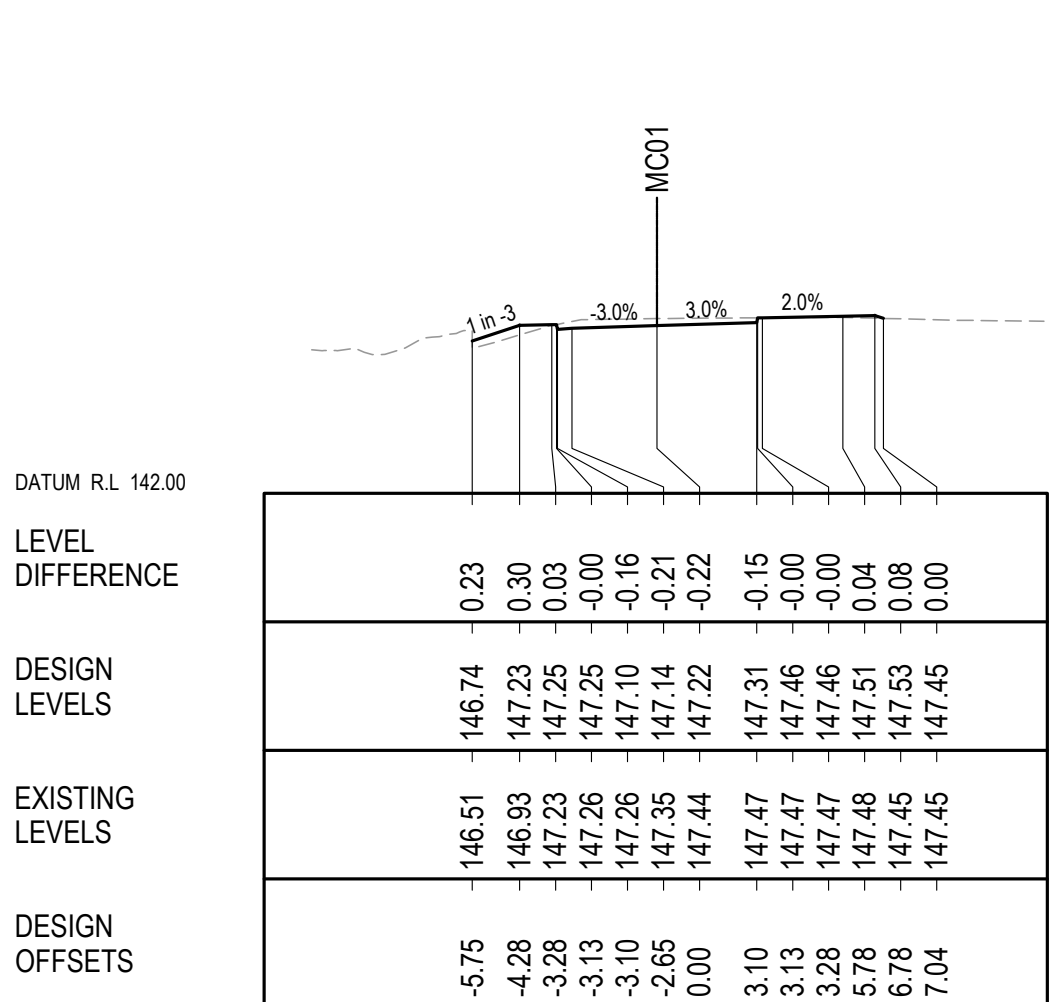
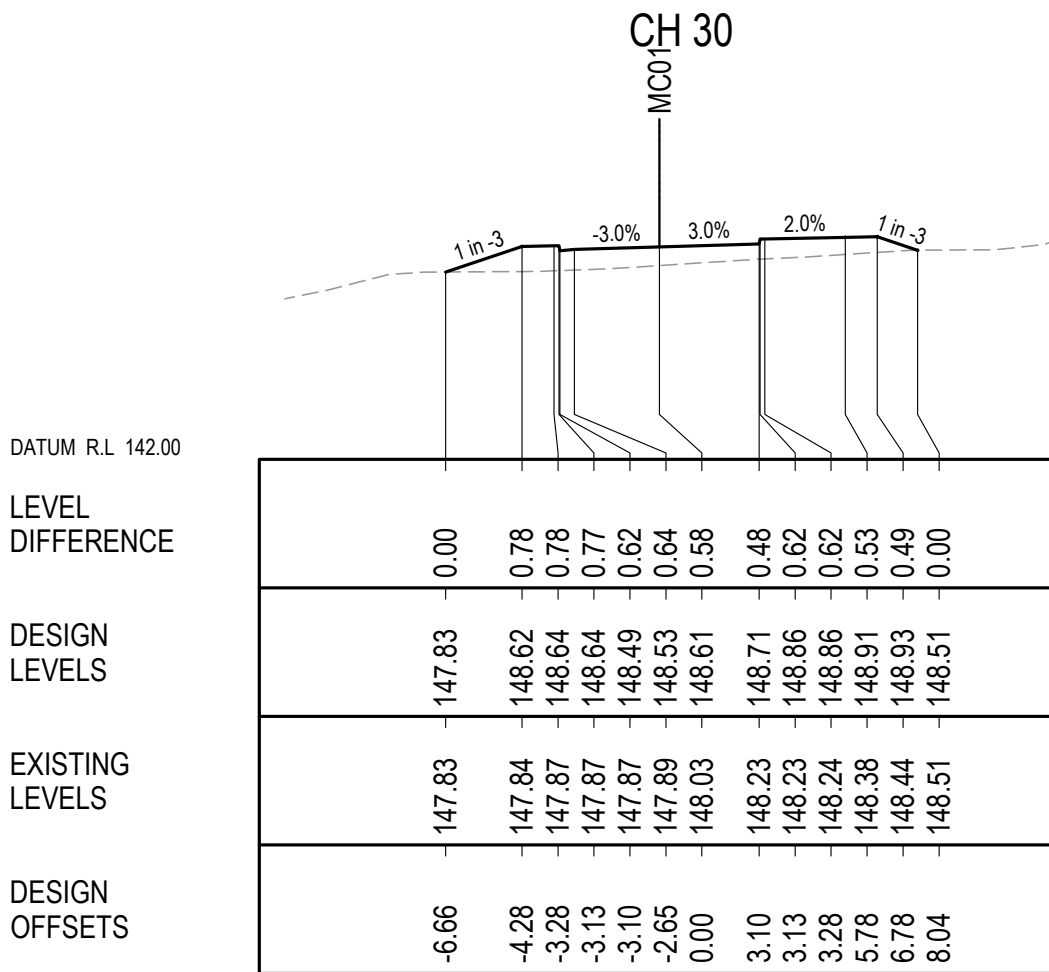
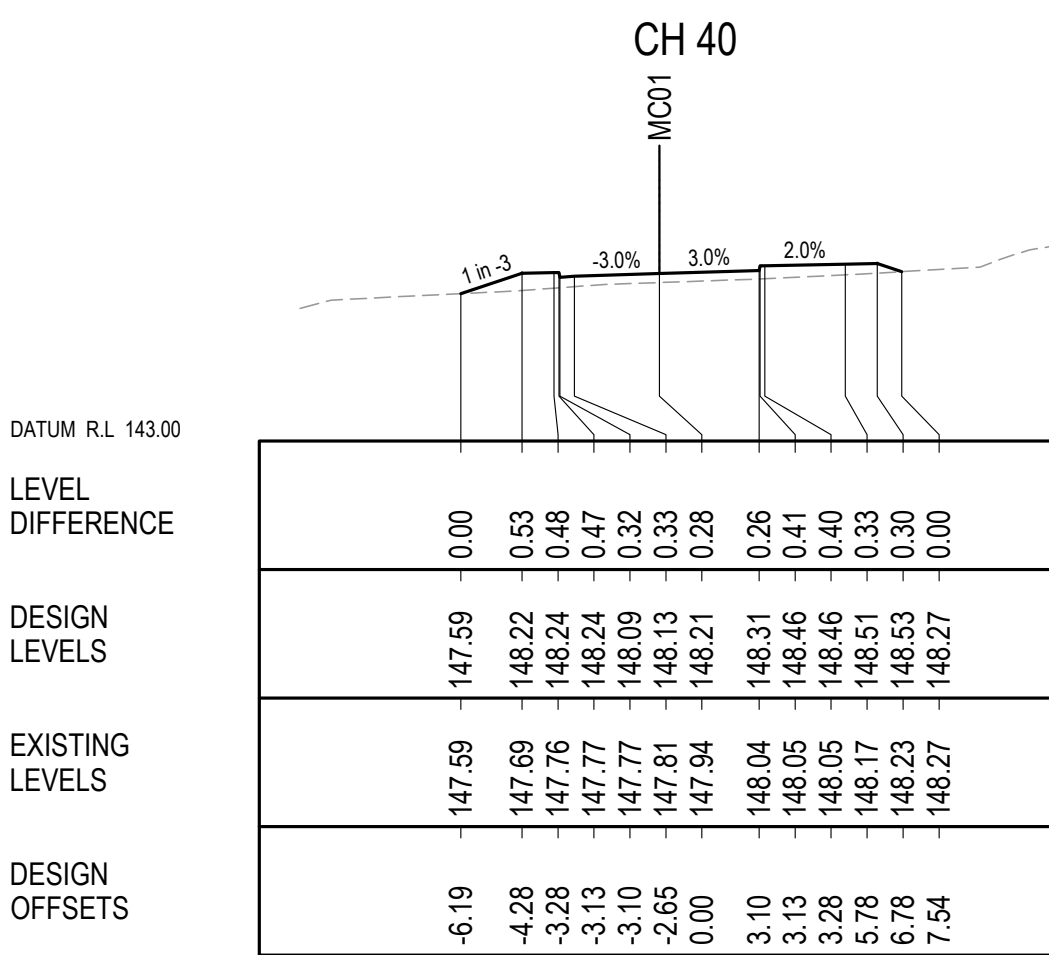
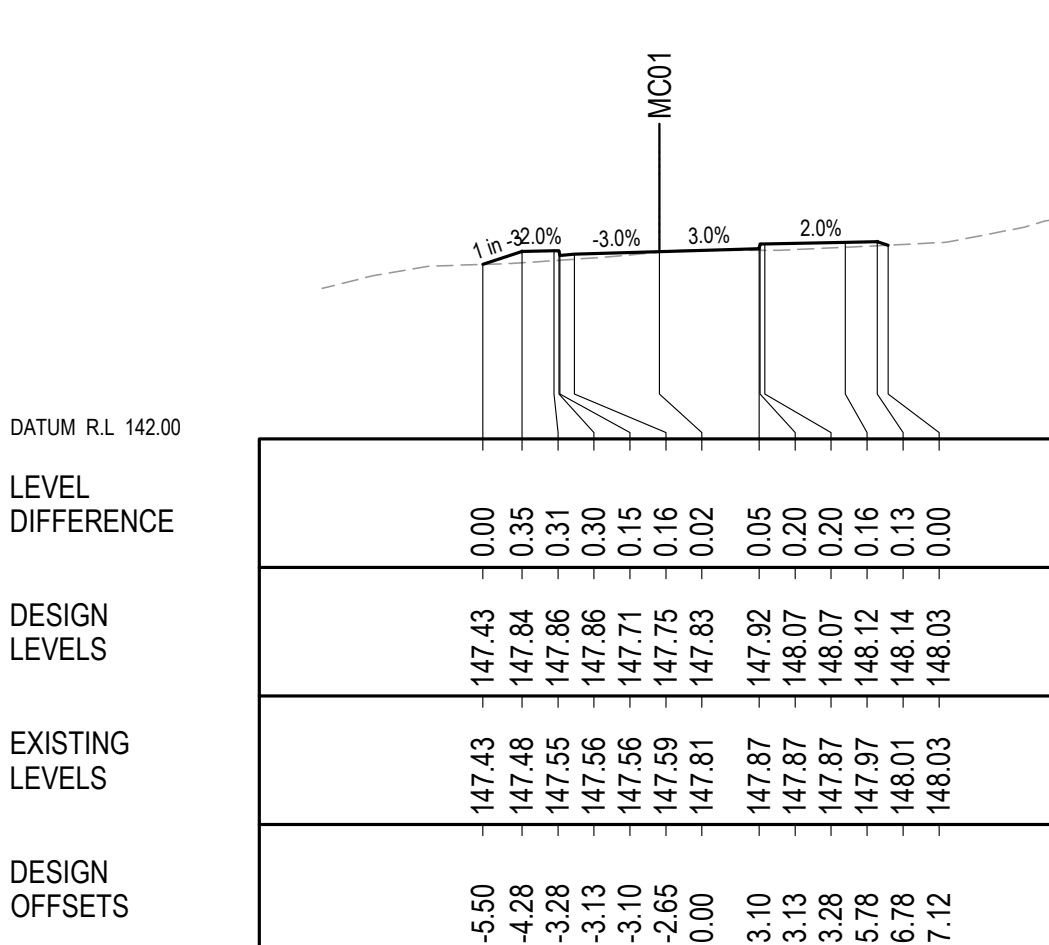
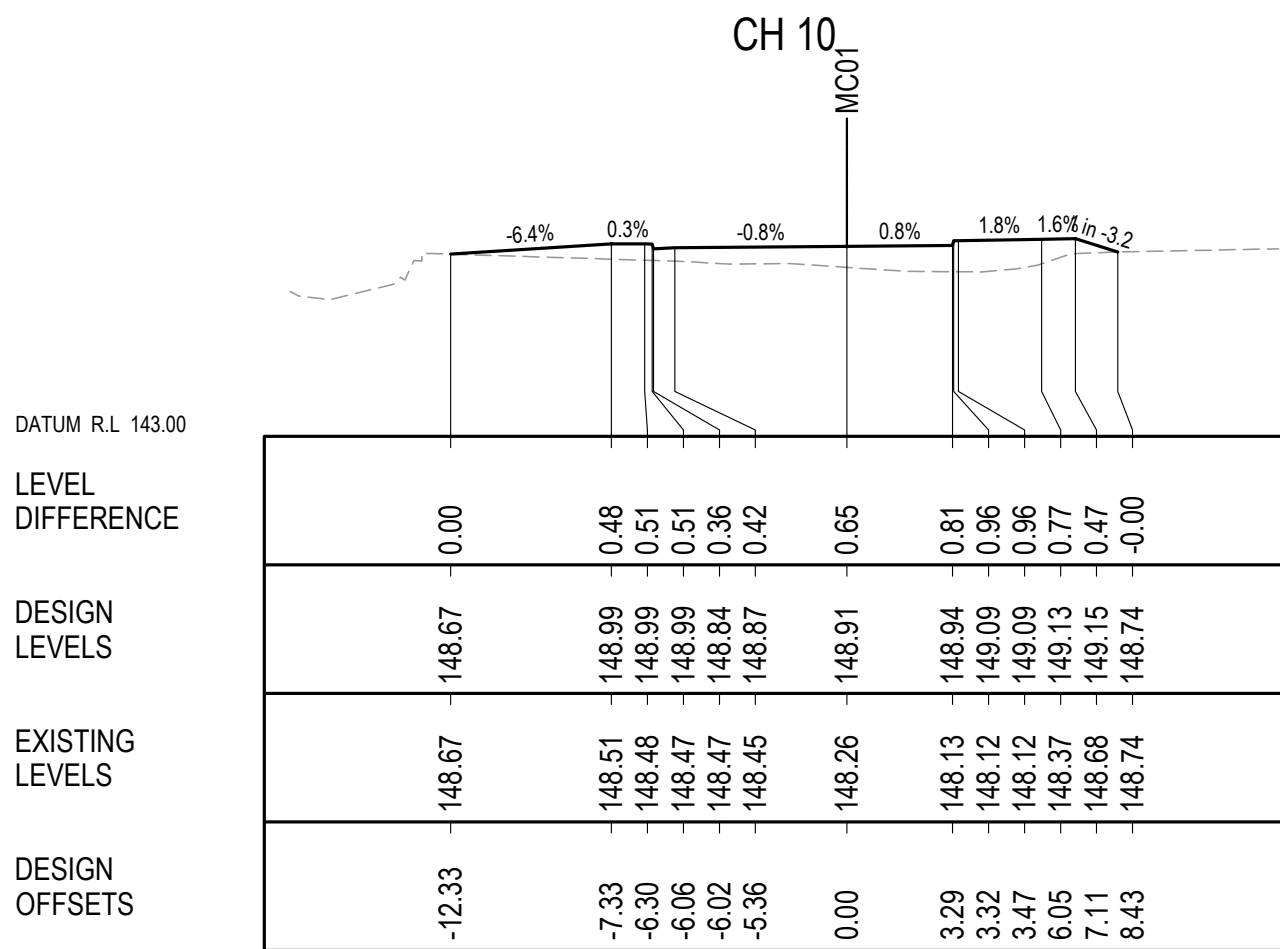
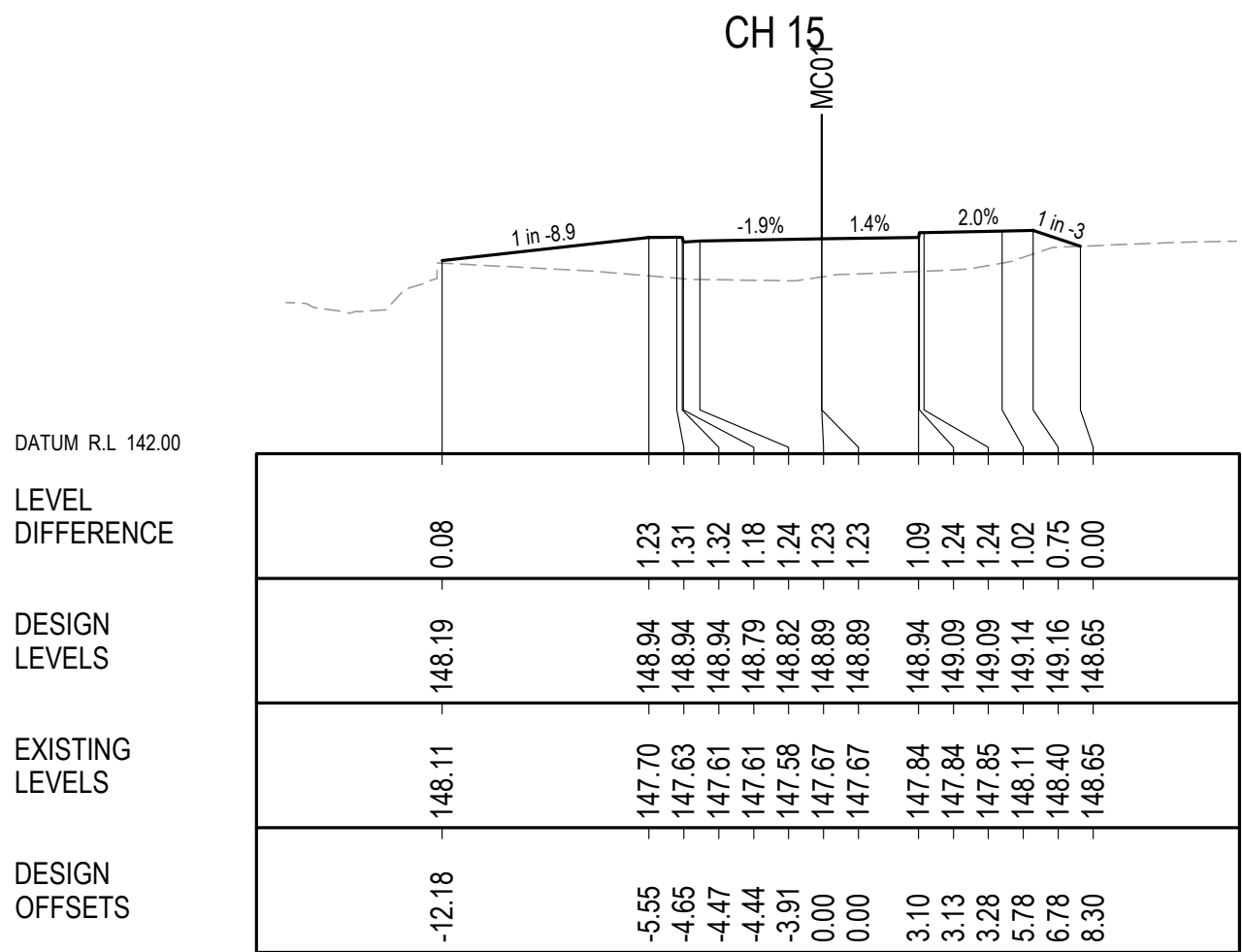
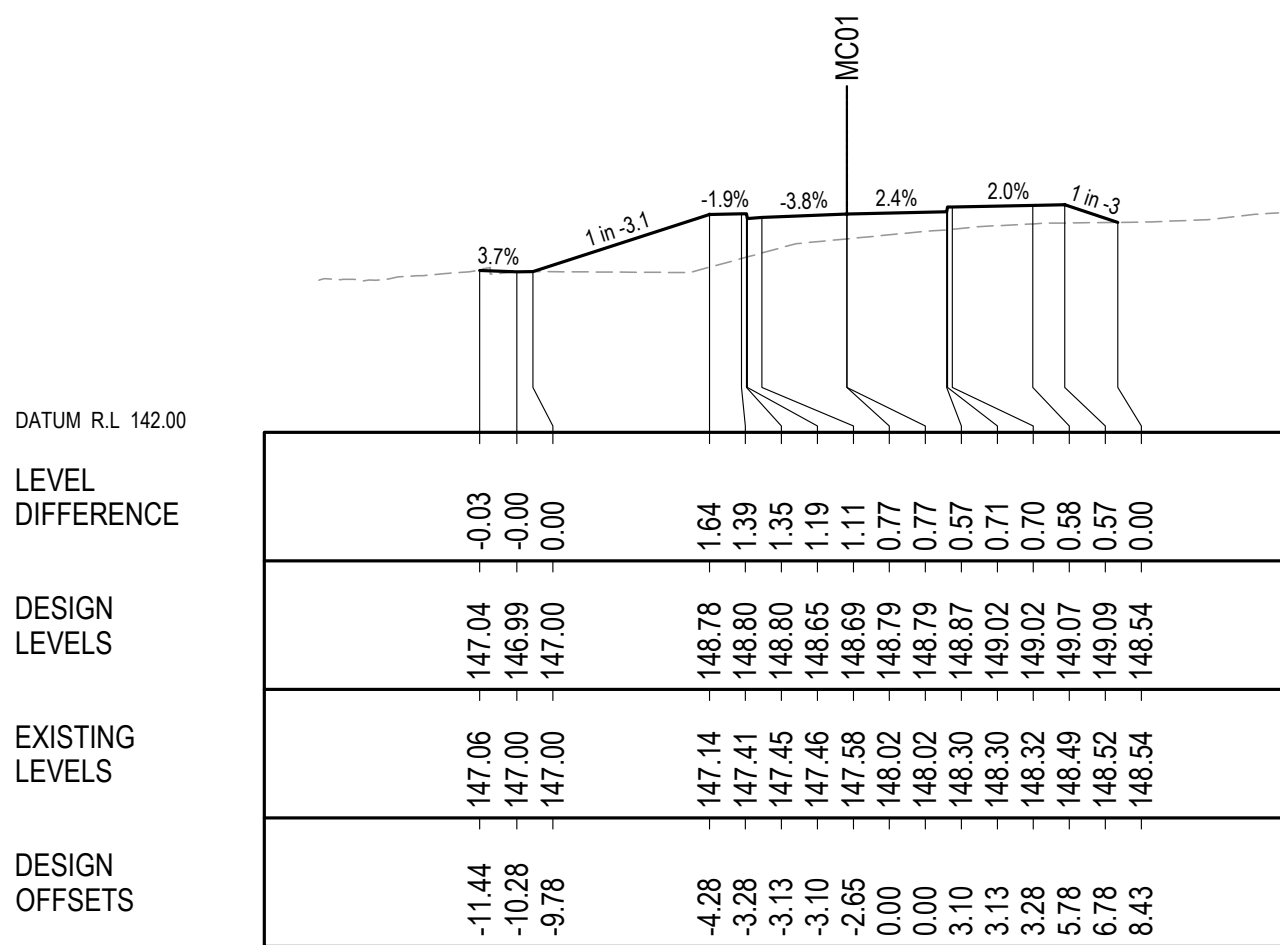
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Drawn	Date	Scale	A1	Q/A Check	Date
MDM	JUL 2022	1:100	XX	DD.MM.YY	
Designed	Project No.	Dwg. No.	Issue		
JK	NSW211978	C06-201	A		



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SCALE 1:100 @ A1
SCALE 1:200 @ A3

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Issue		Date	Drawn	Approved
A		12.08.22	MDM	JK
ISSUED FOR APPROVAL				
Issue		Date	Drawn	Approved
1				

Client
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Project
HUNTER BEACH DEVELOPMENT
MUSWELLBROOK

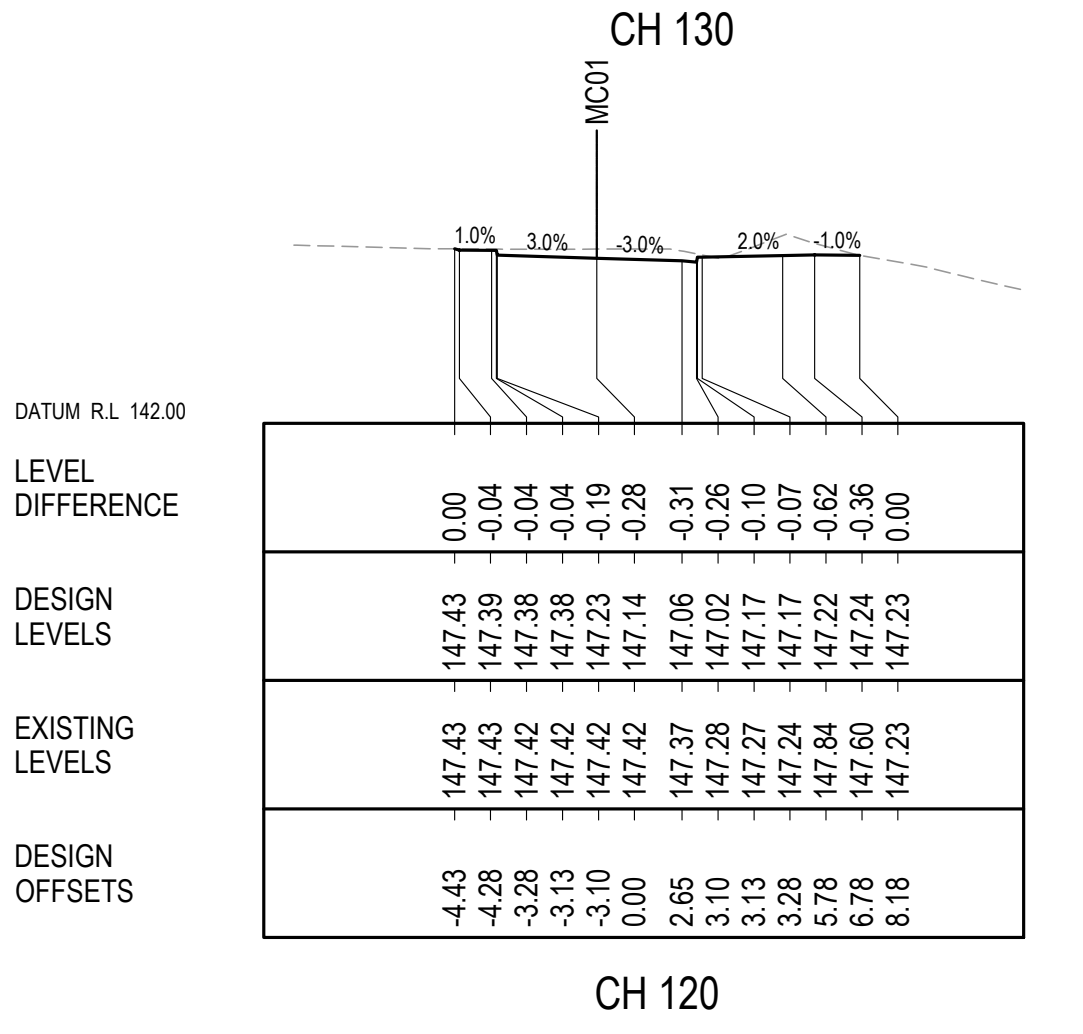
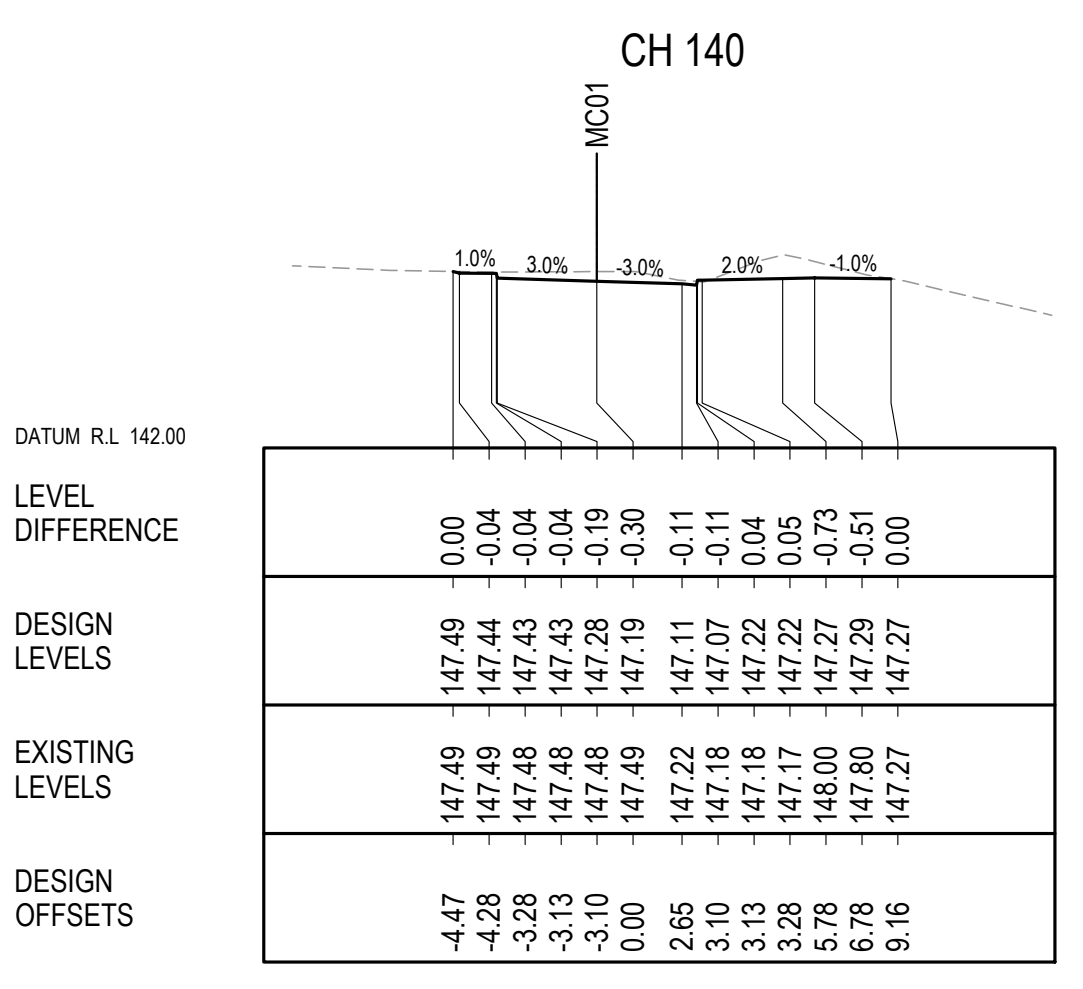
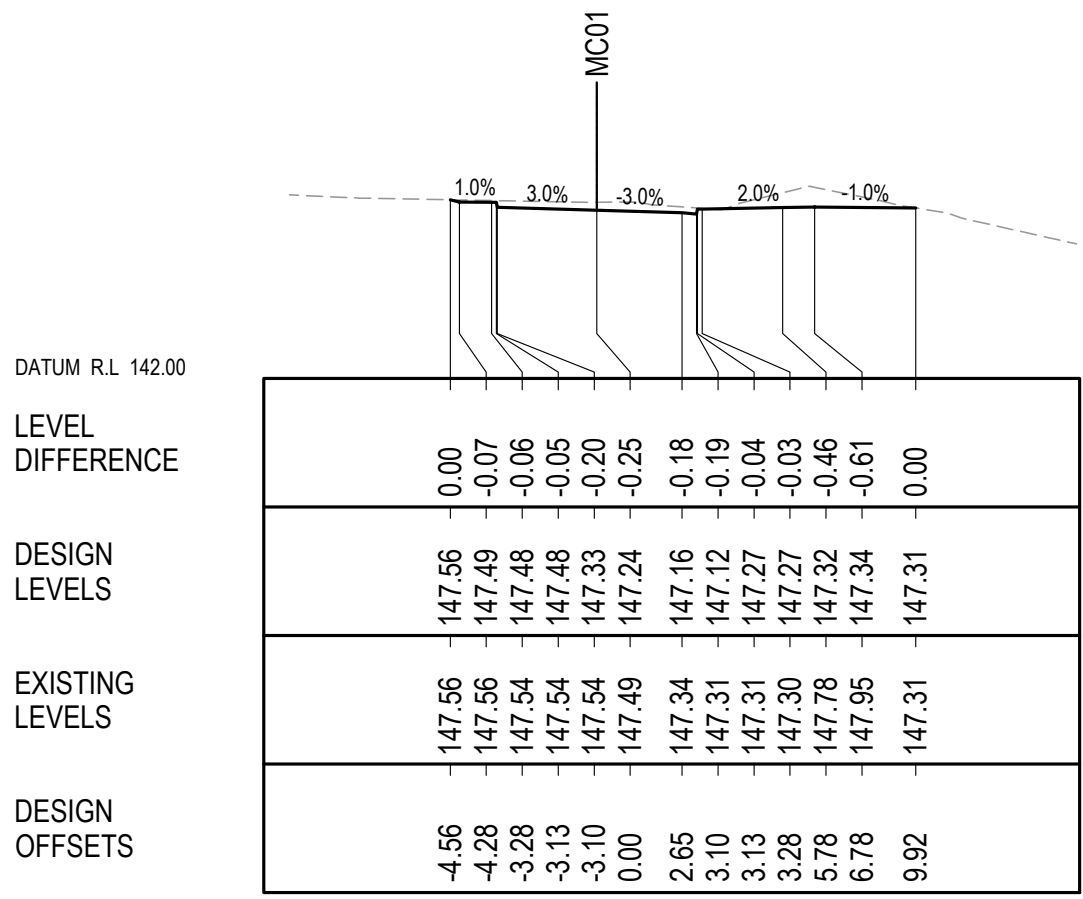
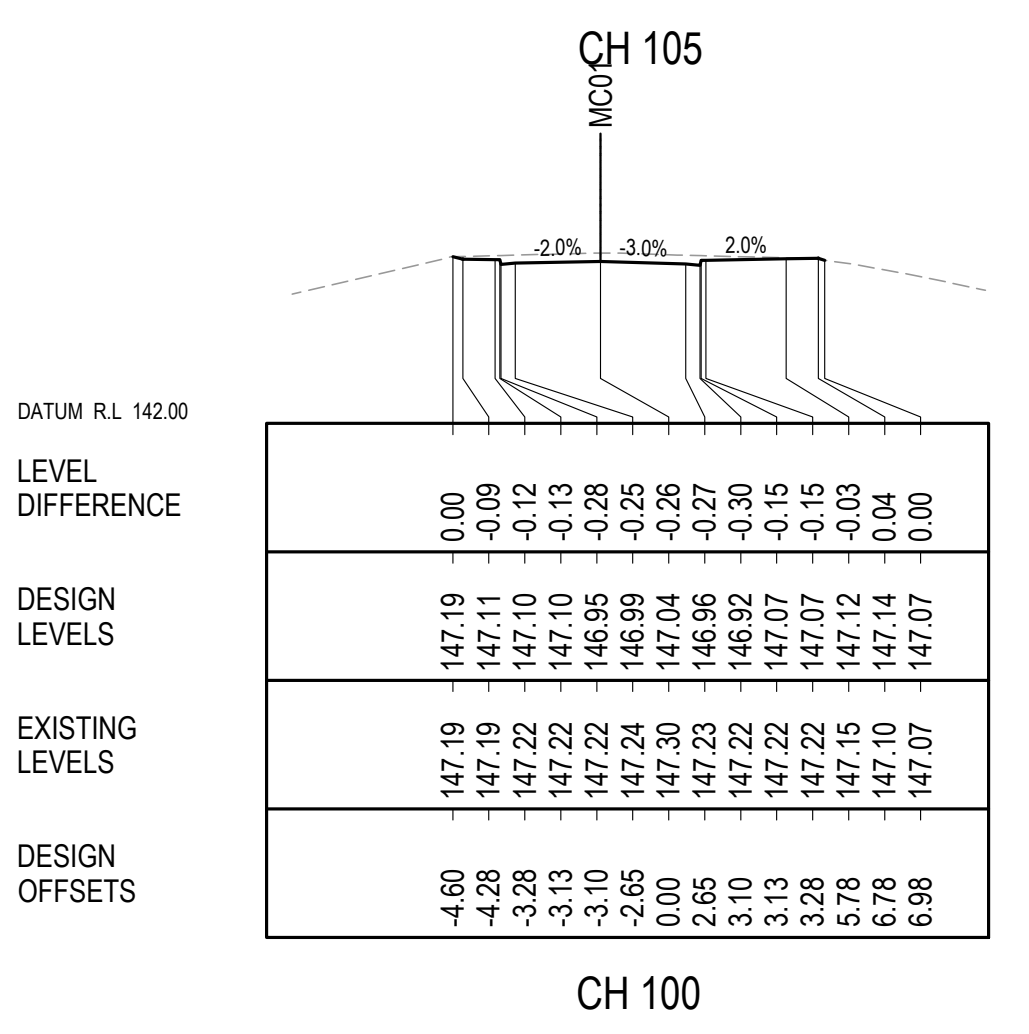
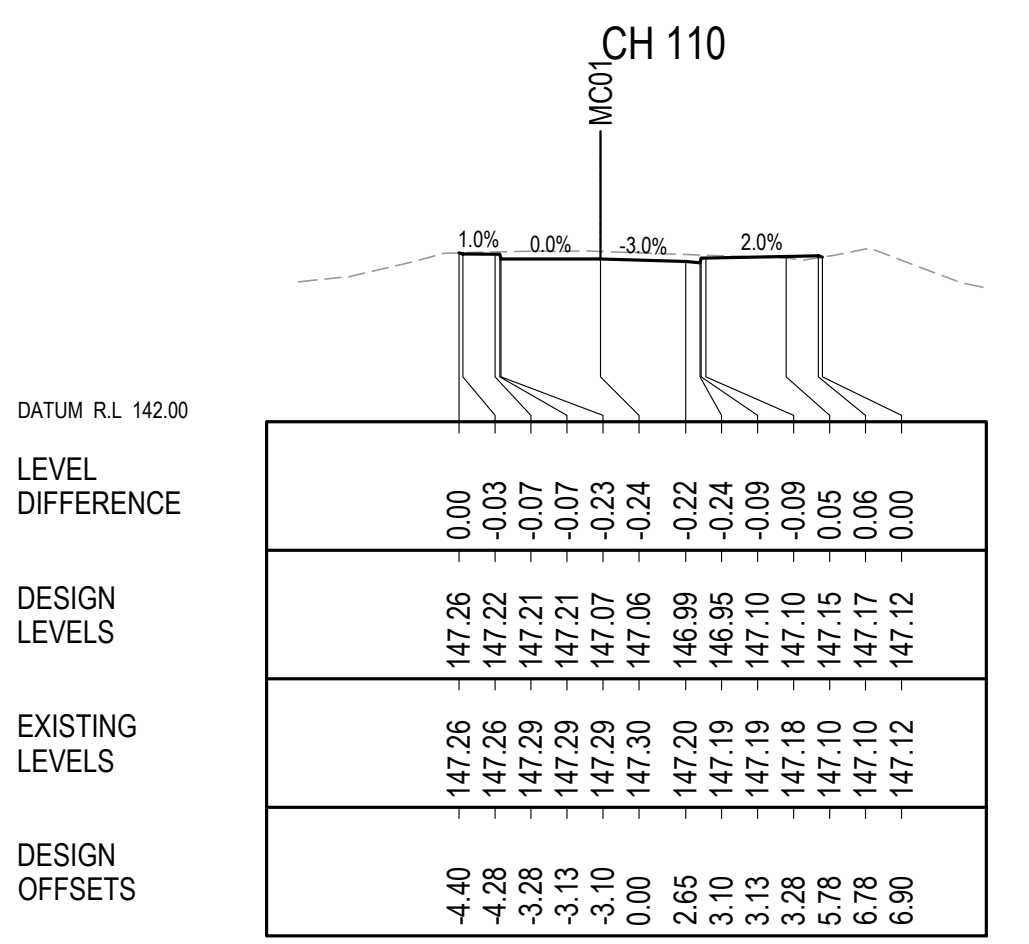
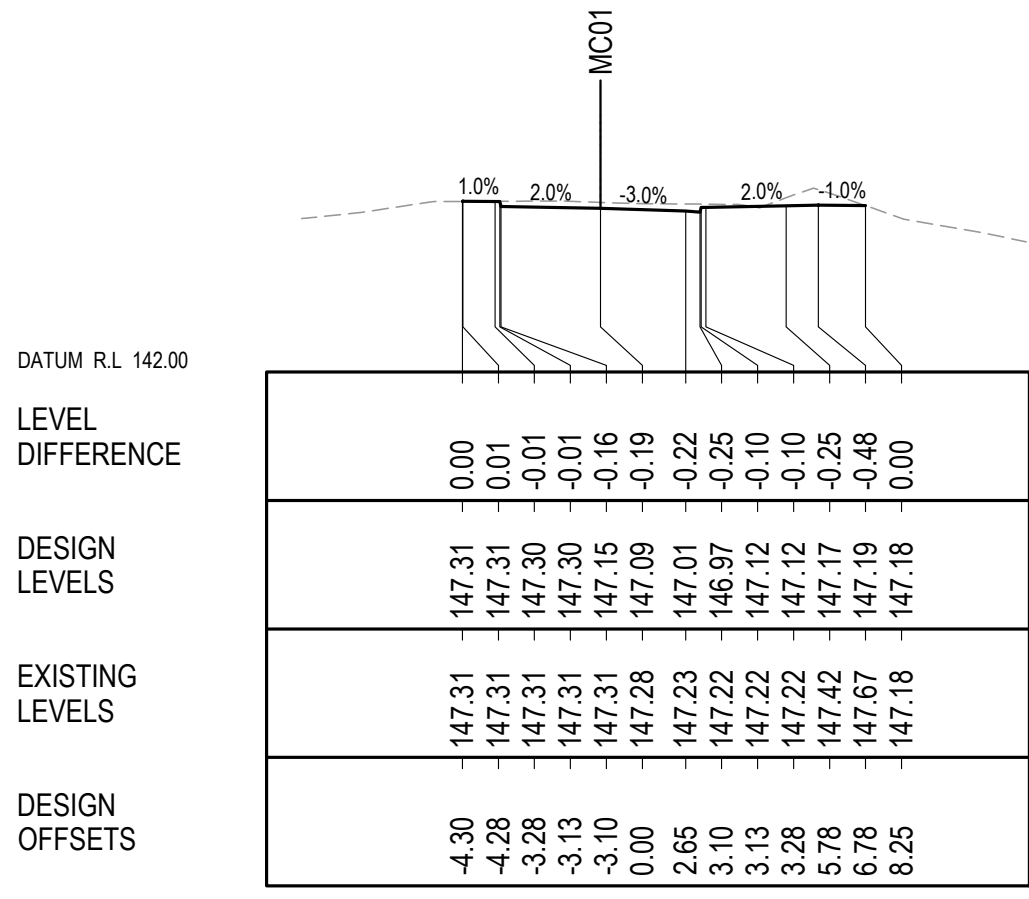
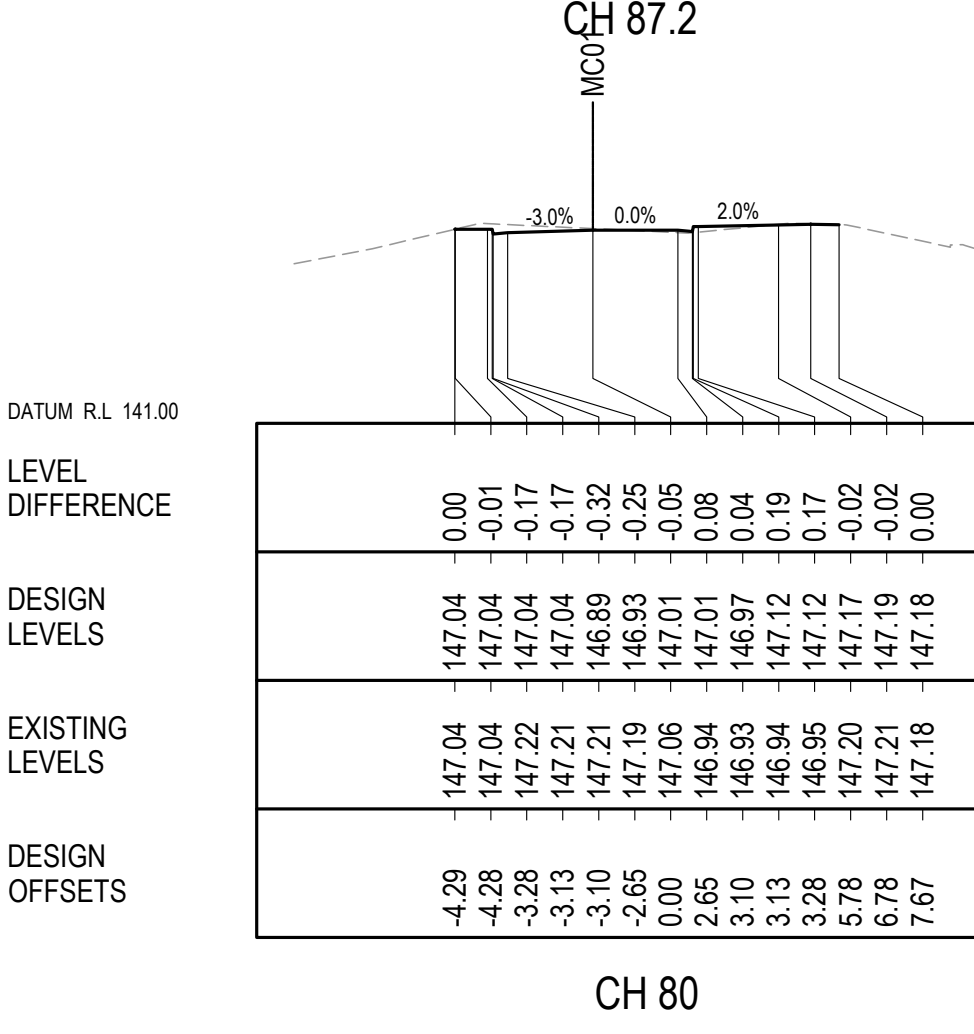
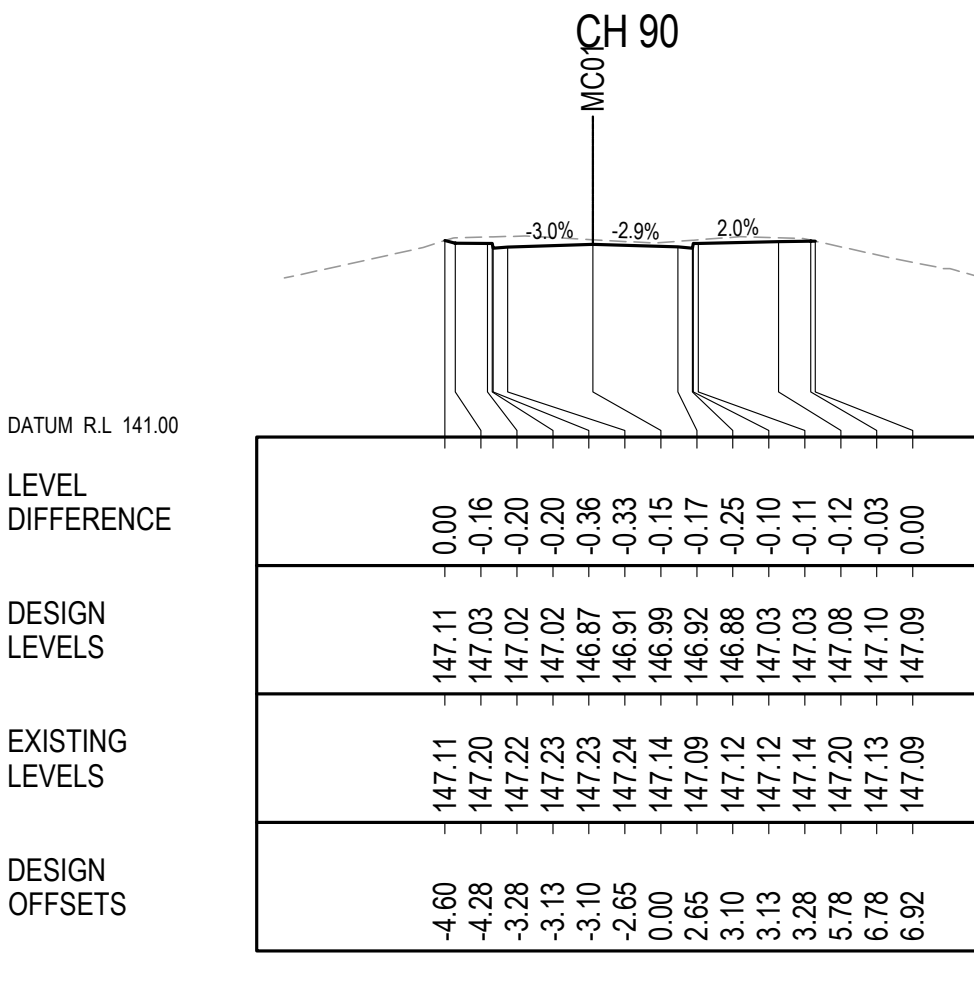
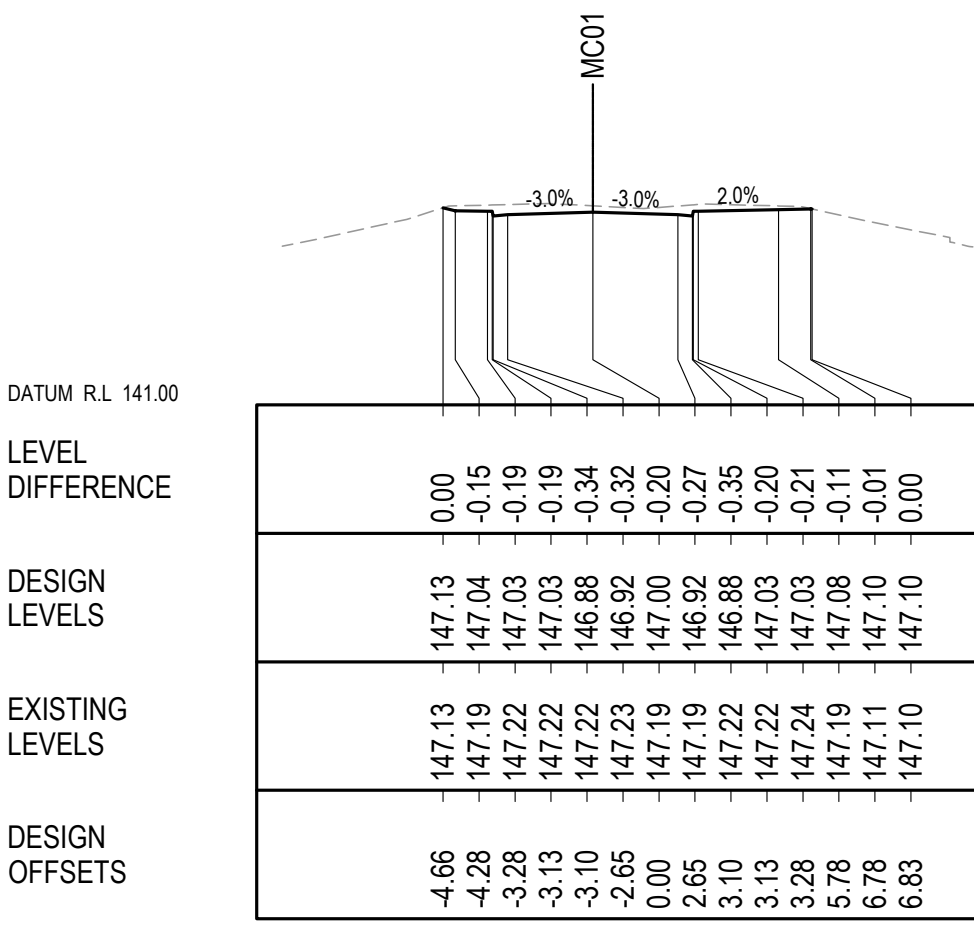
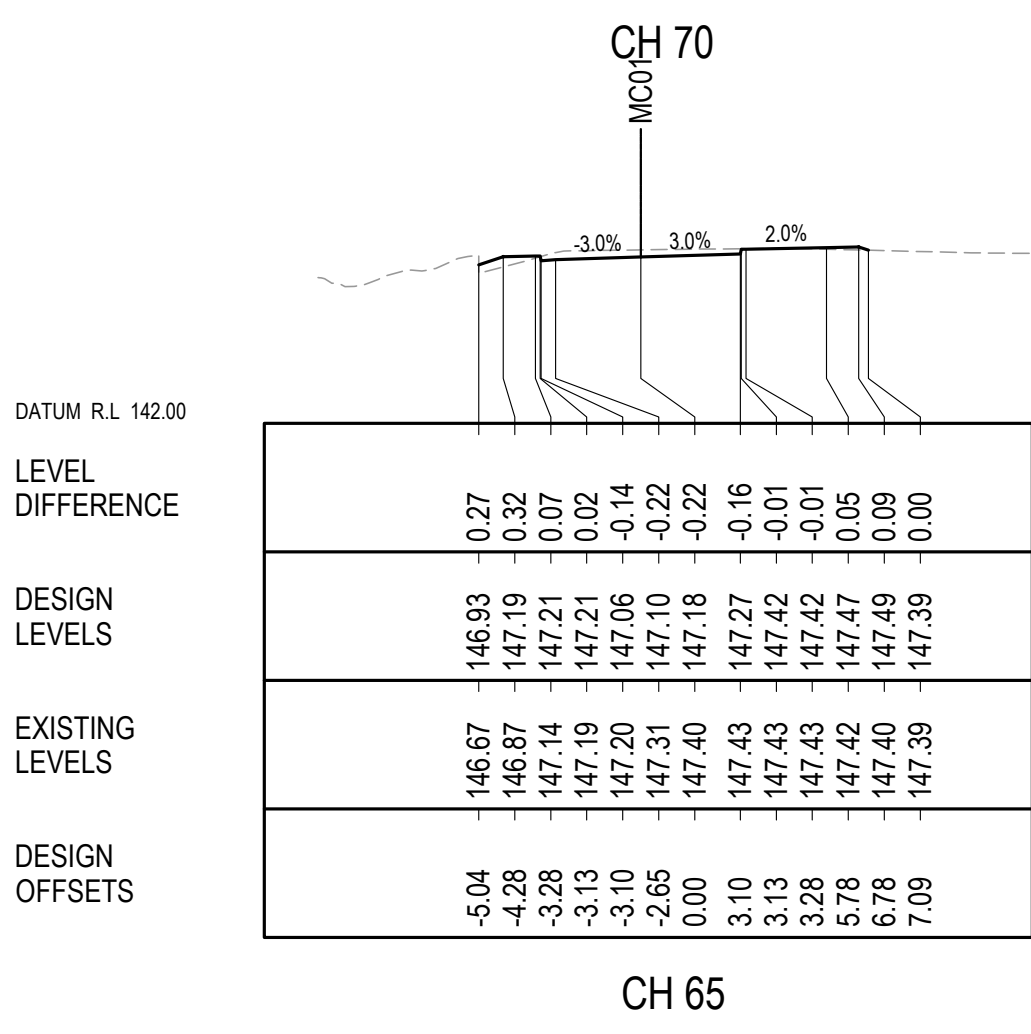
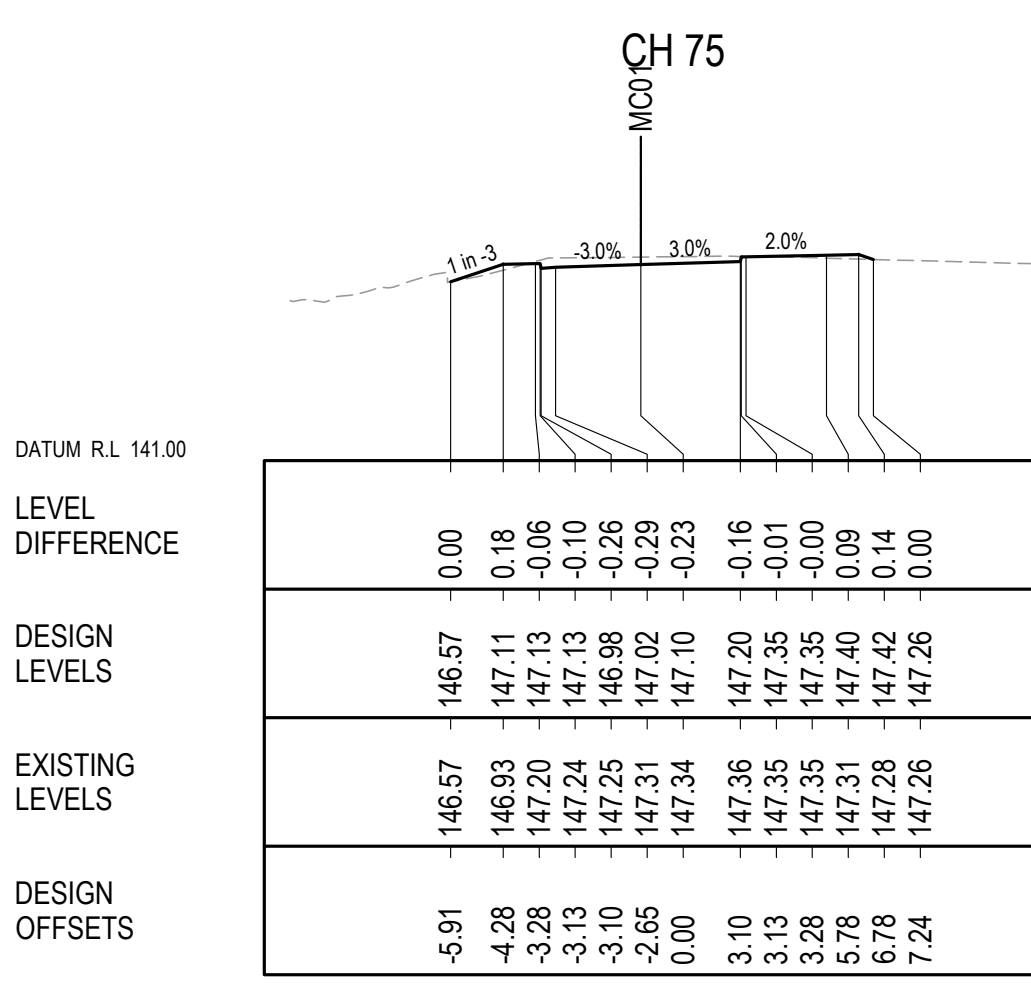
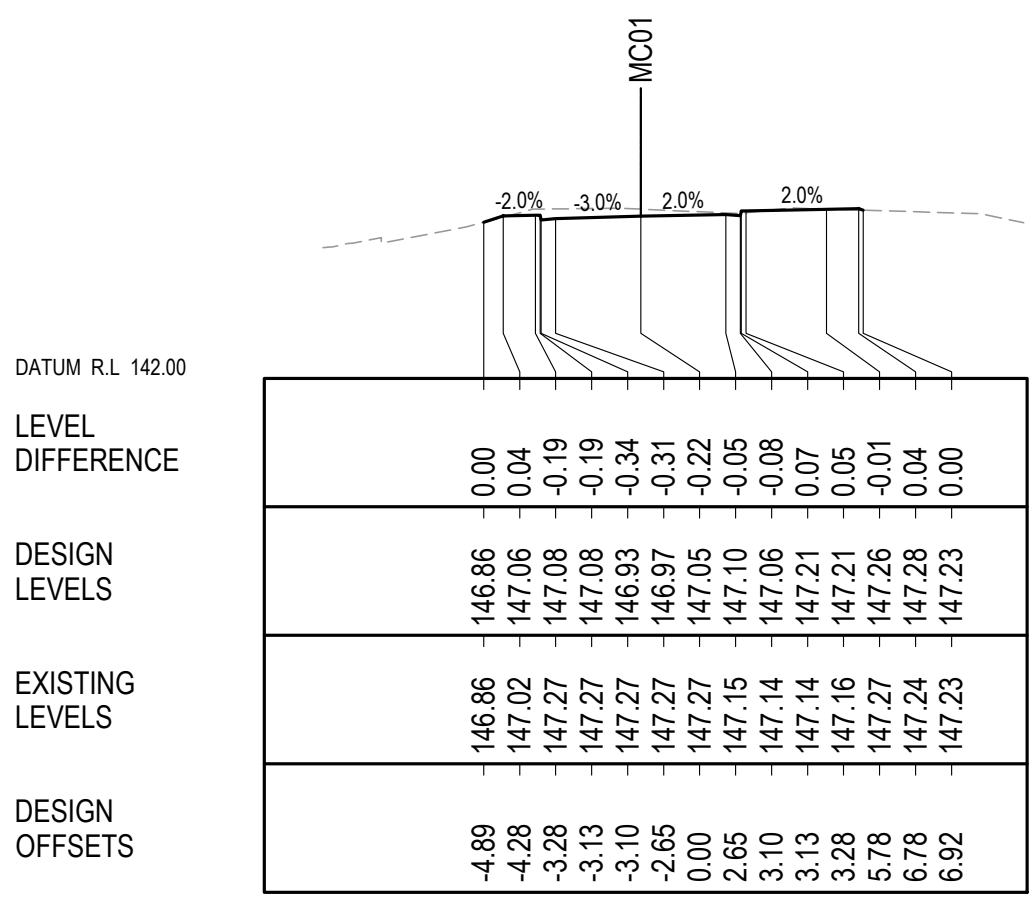
ABERDEEN STREET
MUSWELLBROOK, NSW, 2333

Drawing Title
ROAD CROSS SECTIONS (MC01)
SHEET 1

Drawn	Date	Scale	A1	Q.A. Check	Date
MDM	JUL 2022	1:100		JK	12.08.22
Designed	Project No.	Dwg. No.	Issue		
JK	NSW211978	C06-301	A		



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SCALE 1:100 @ A1
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A		12.08.22	MDM	JK
Description				
Issued for approval				

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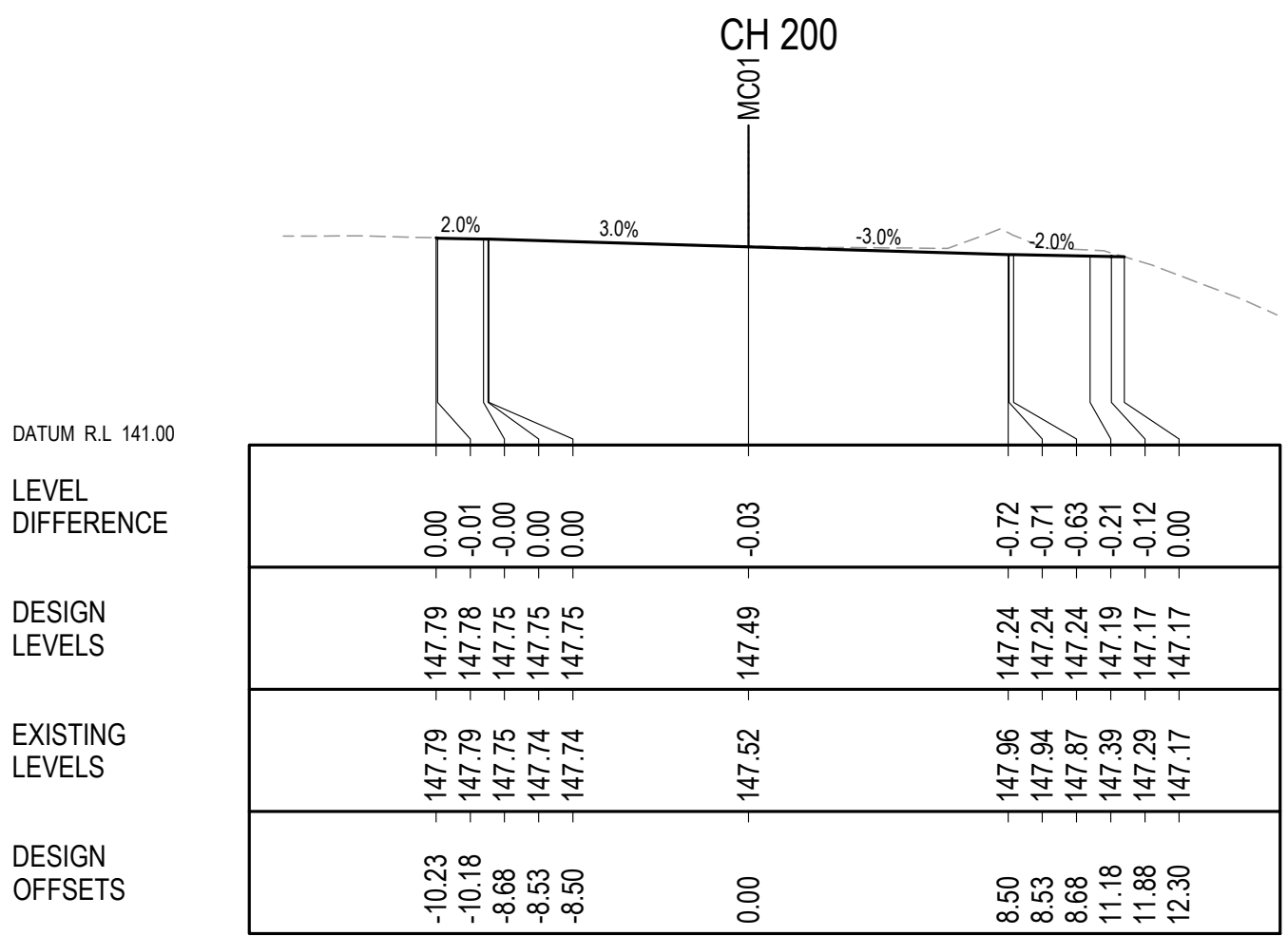
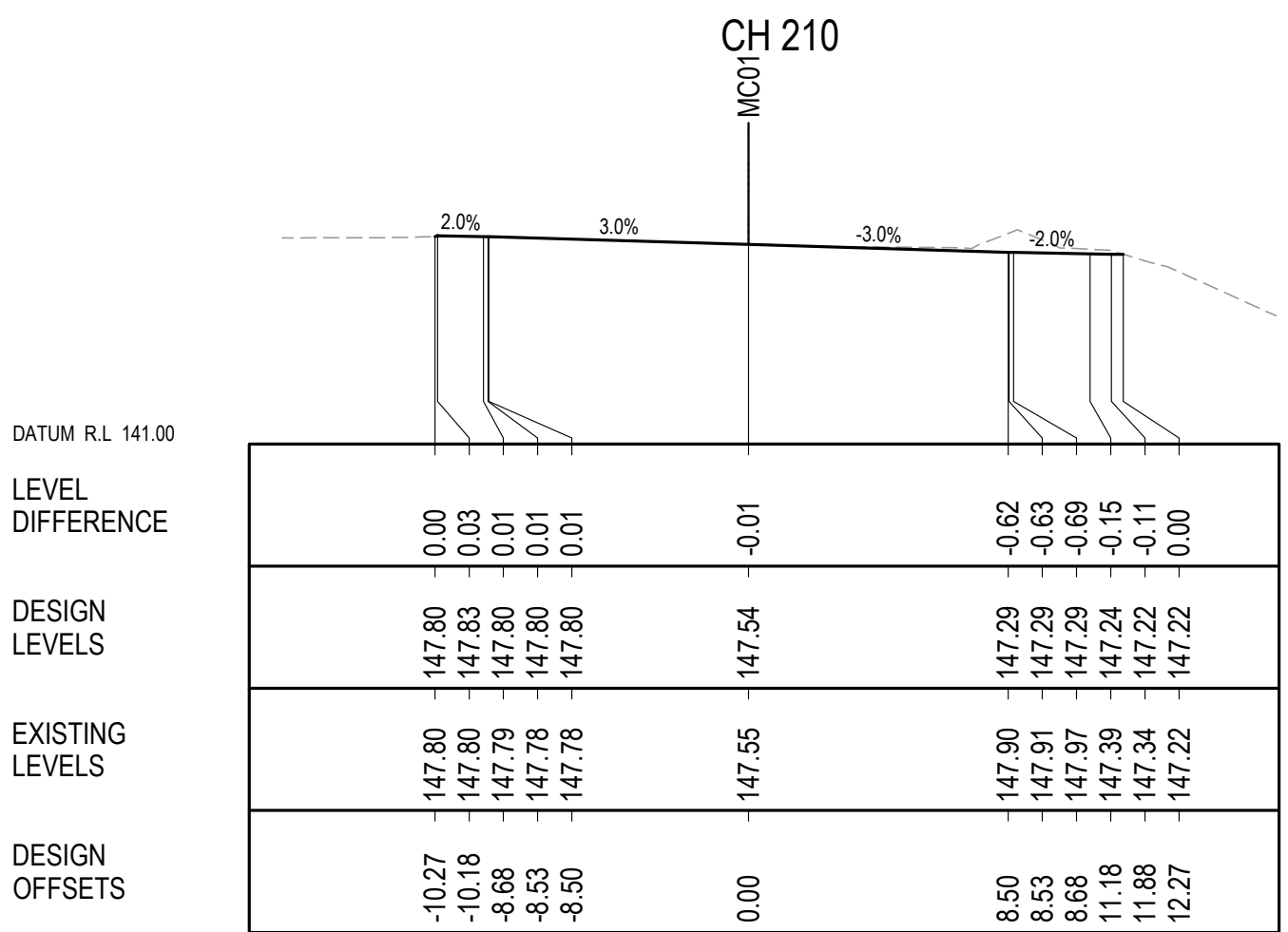
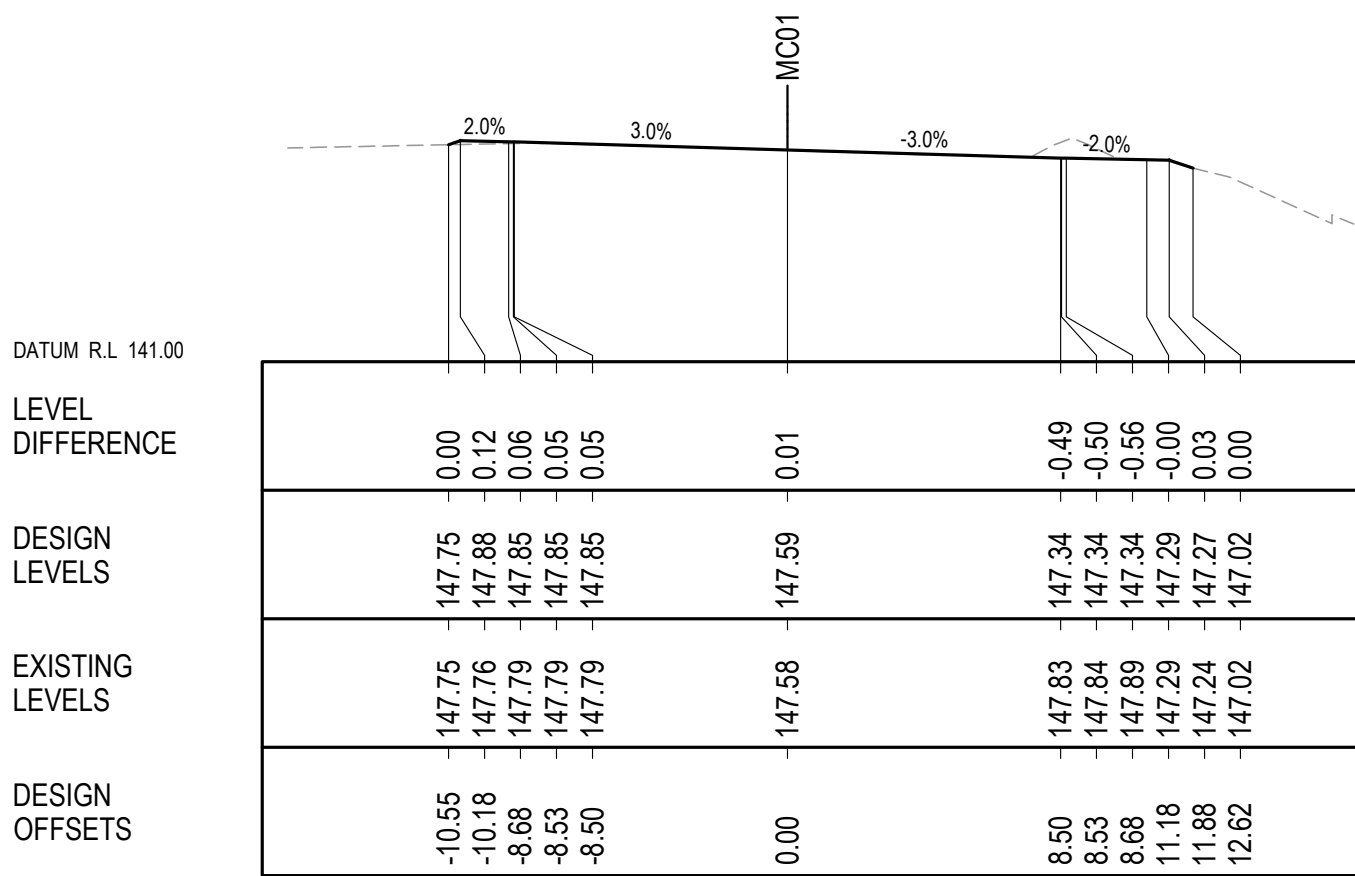
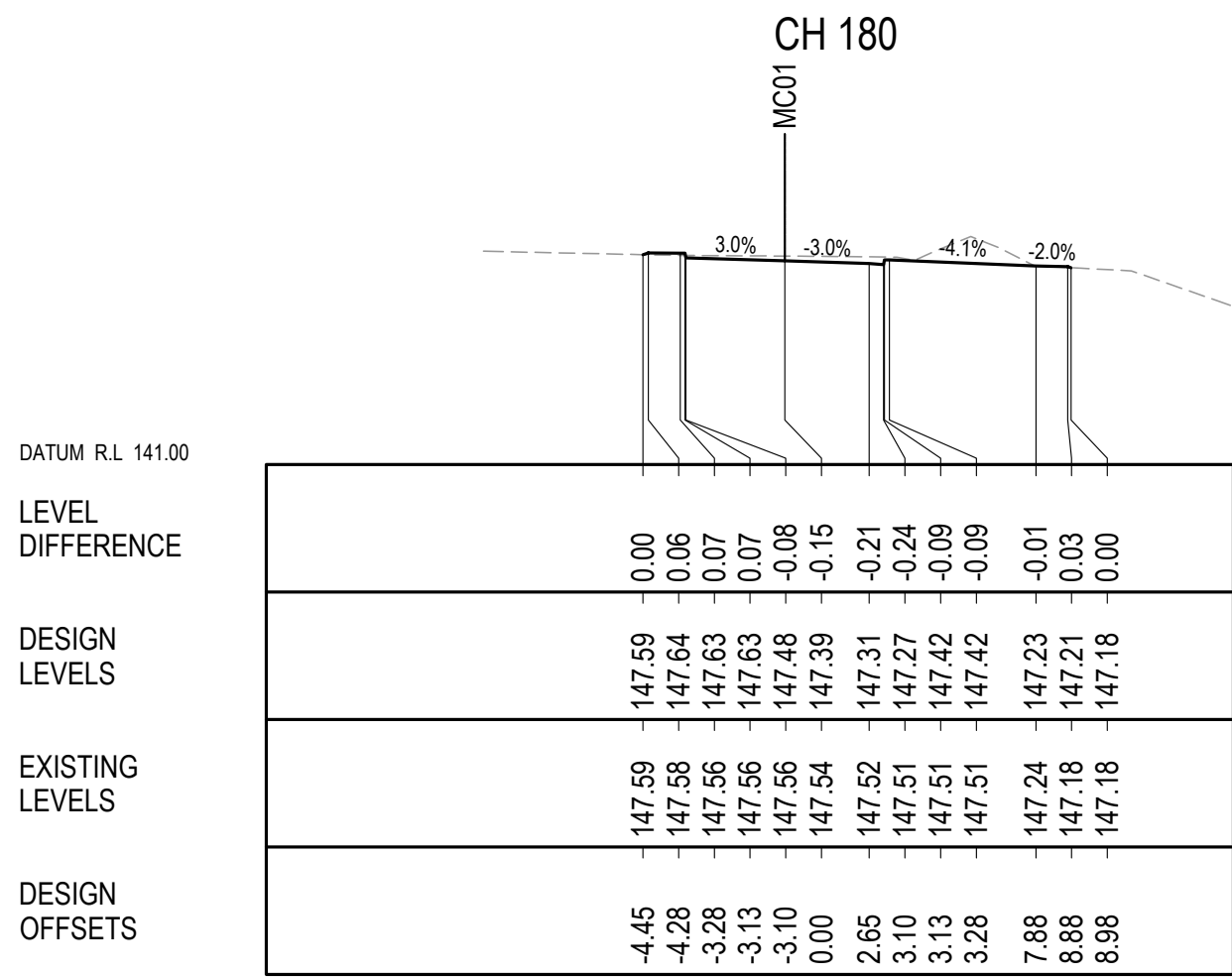
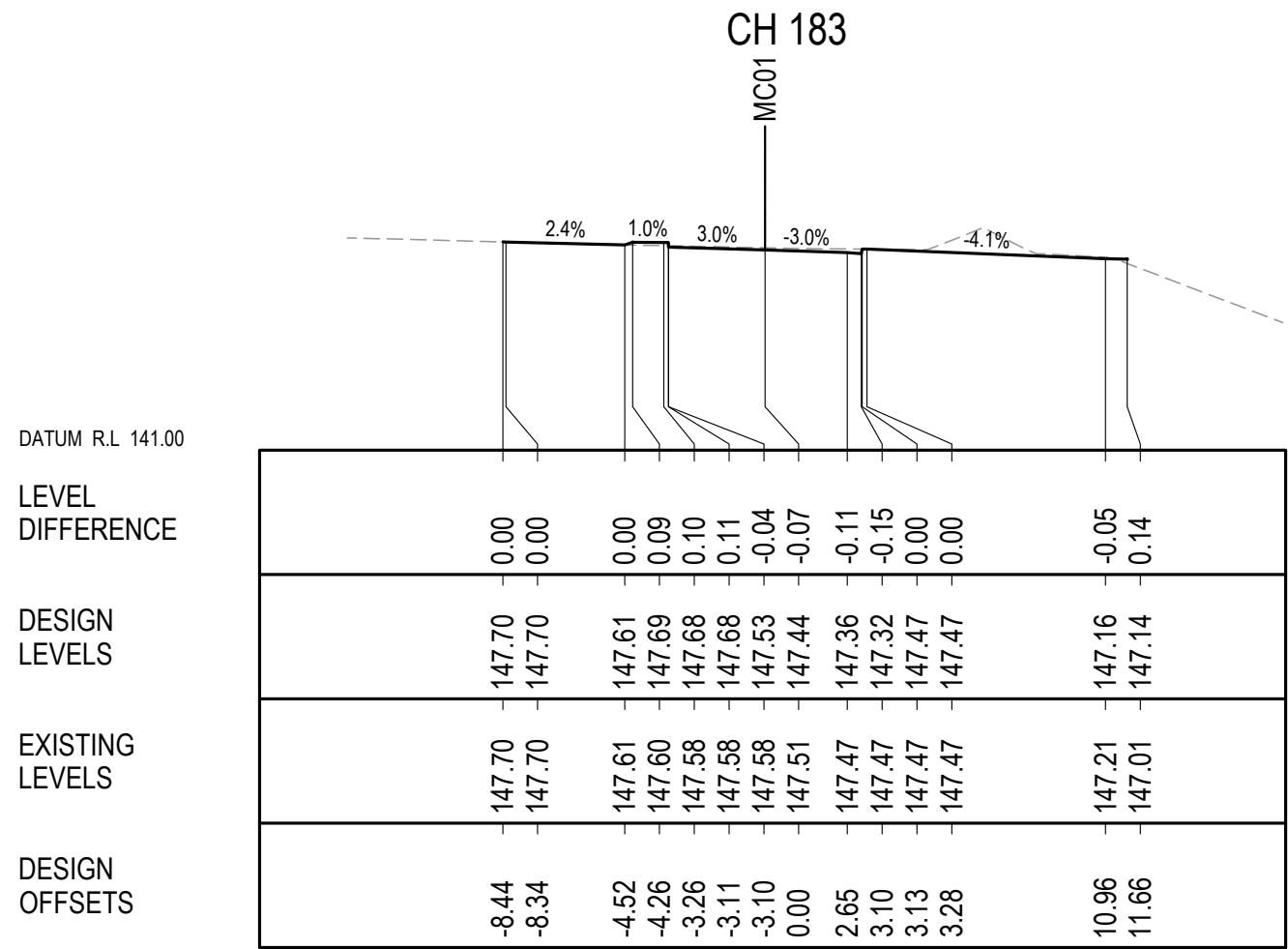
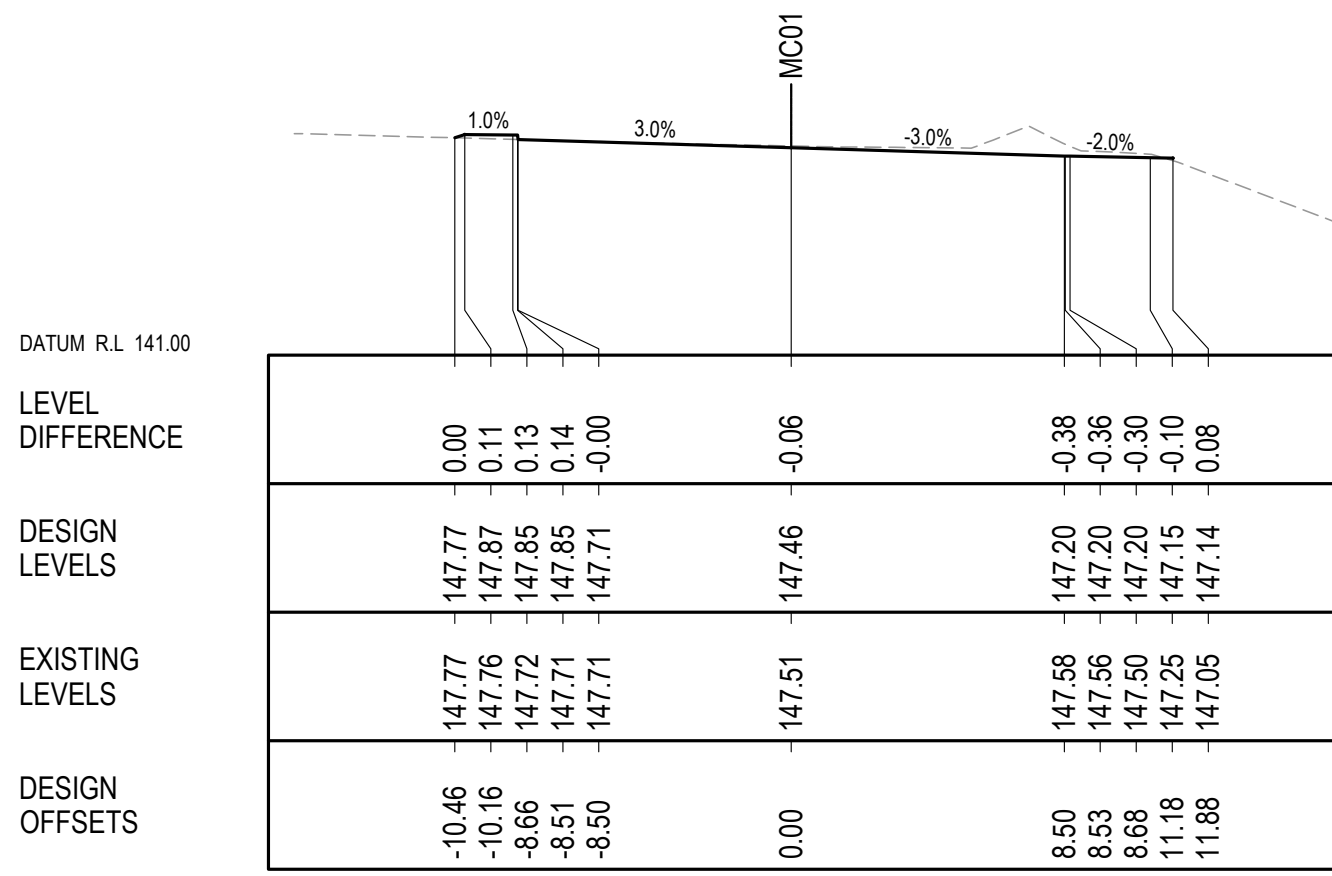
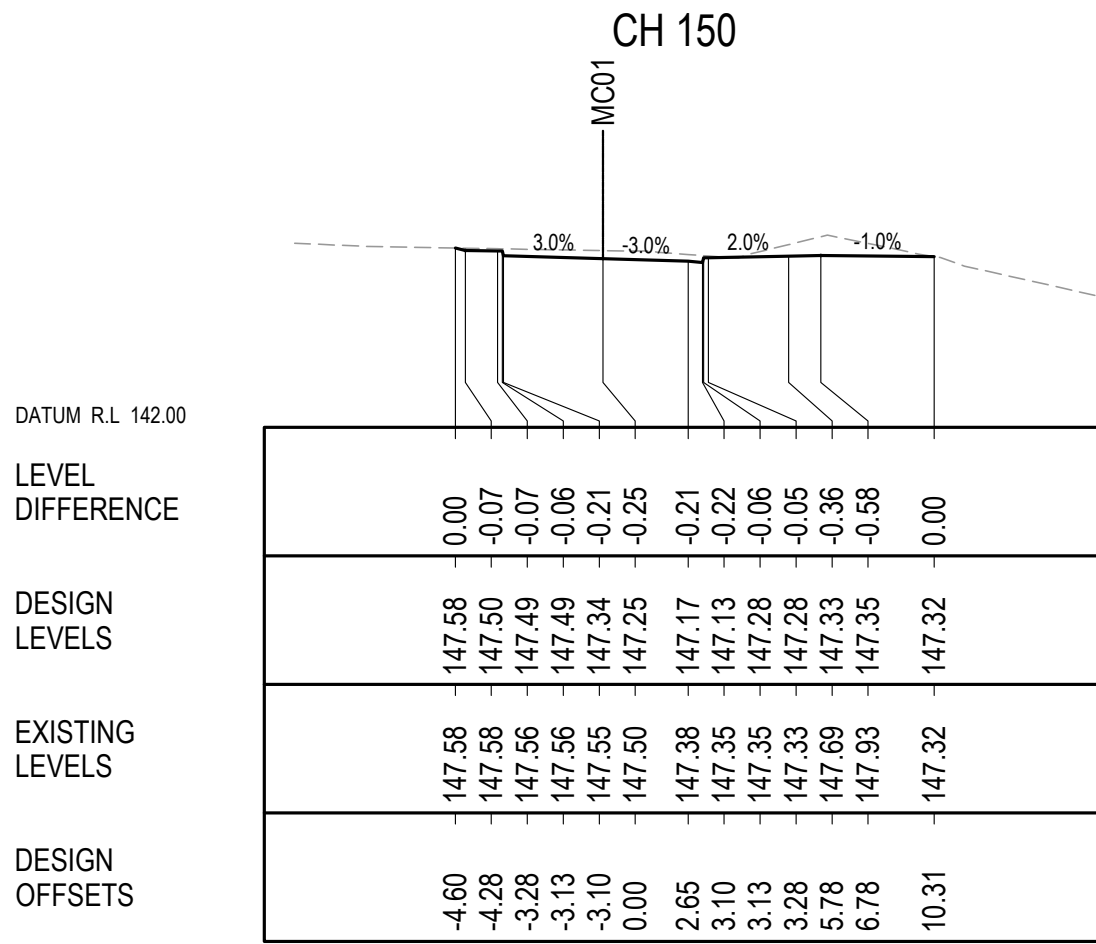
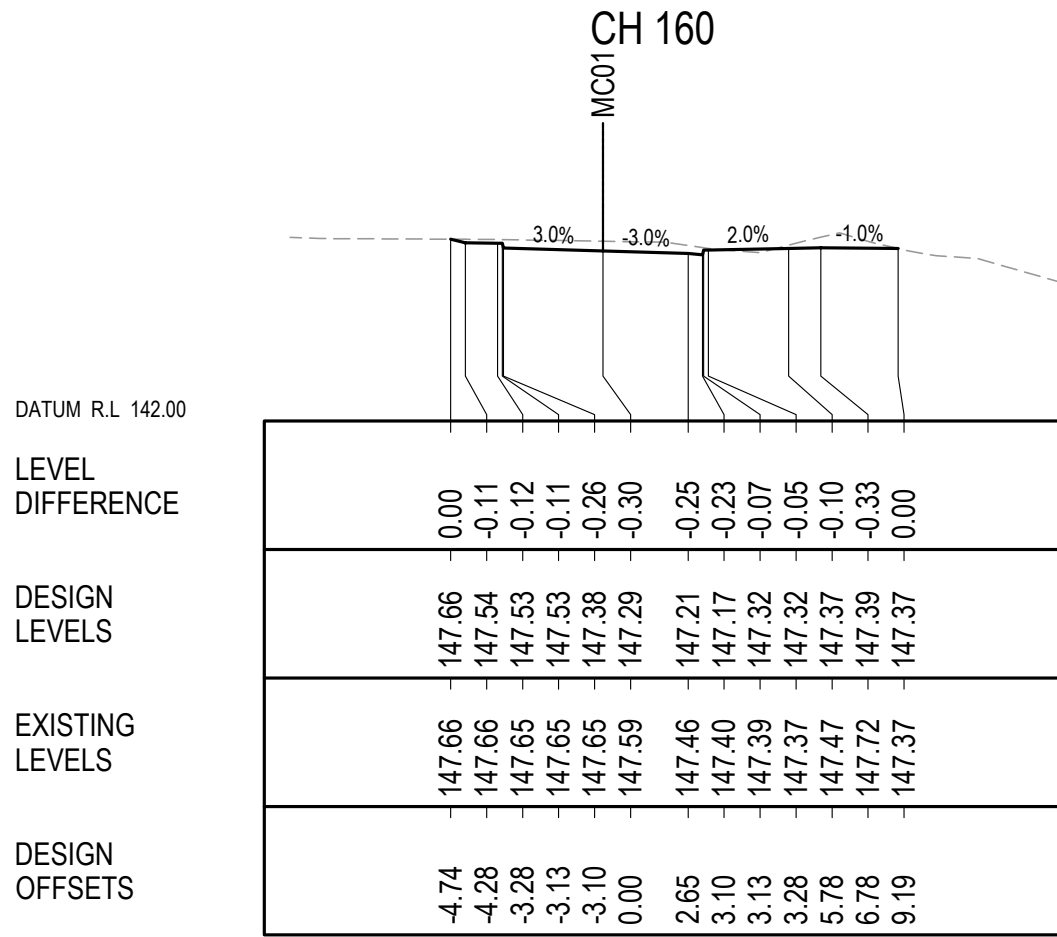
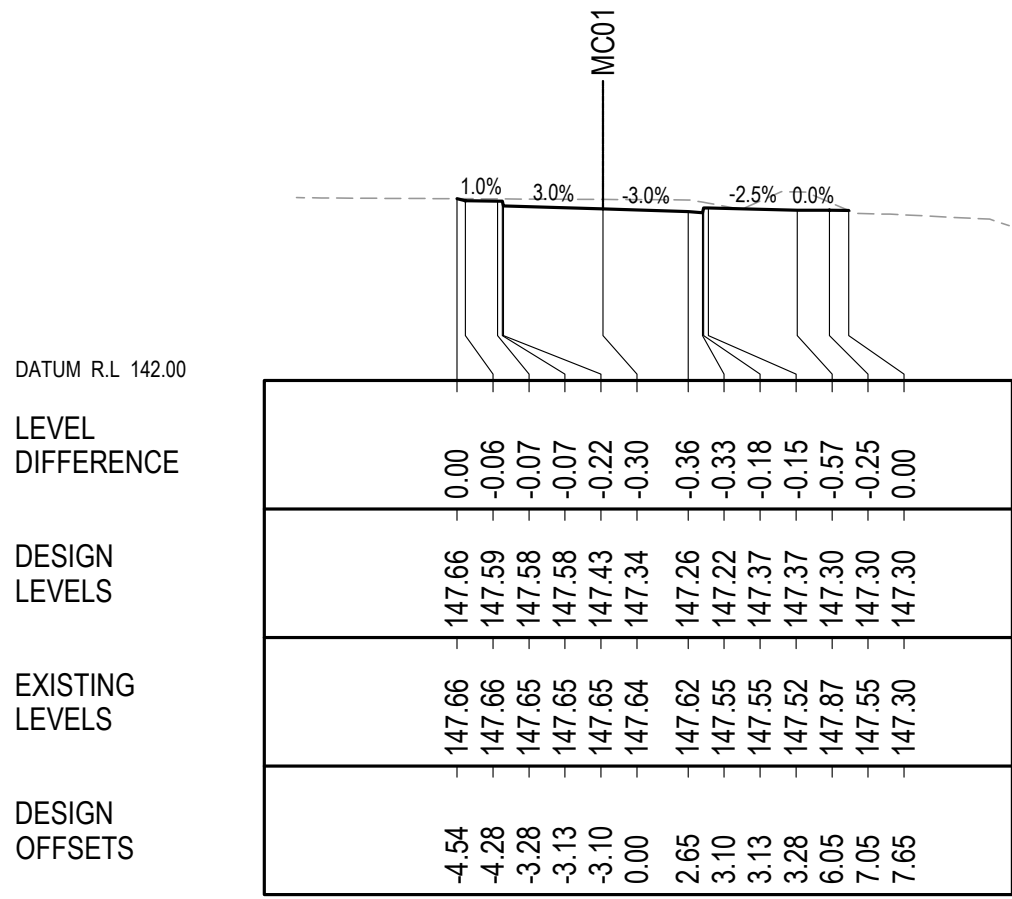
Project
HUNTER BEACH DEVELOPMENT
MUSWELLBROOK

ABERDEEN STREET
MUSWELLBROOK, NSW, 2333

Drawing Title
ROAD CROSS SECTIONS (MC01)
SHEET 2

Drawn	Date	Scale	A1	Q.A. Check	Date
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Designed	Project No.	Dwg. No.	Issue		
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SCALE 1:100 @ A1
SCALE 1:200 @ A3



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Issue		Date	Drawn	Approved
A		12.08.22	MDM	JK
Description				
For initial sign				

North

Client
MUSWELLBROOK SHIRE COUNCIL

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Project
HUNTER BEACH DEVELOPMENT
MUSWELLBROOK

ABERDEEN STREET
MUSWELLBROOK, NSW, 2333

Drawing Title
ROAD CROSS SECTIONS (MC01)
SHEET 3

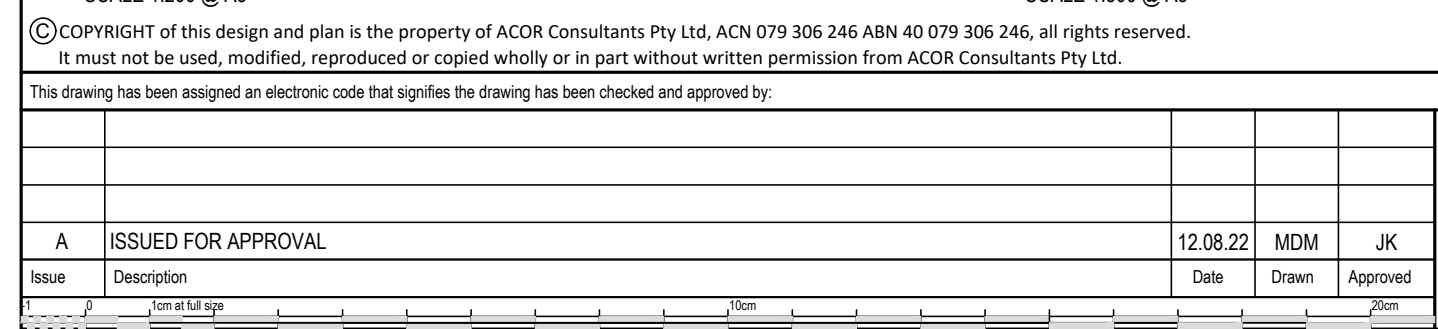
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MDM	JUL 2022	1:100		JK	12.08.22
Designed	Project No.	Dwg. No.	Issue		
JK	NSW211978	C06-303	A		

Fig 1/2, 2/2, 3/2, 4/2, 5/2, 6/2, 7/2, 8/2, 9/2, 10/2, 11/2, 12/2, 13/2, 14/2, 15/2, 16/2, 17/2, 18/2, 19/2, 20/2, 21/2, 22/2, 23/2, 24/2, 25/2, 26/2, 27/2, 28/2, 29/2, 30/2, 31/2, 32/2, 33/2, 34/2, 35/2, 36/2, 37/2, 38/2, 39/2, 40/2, 41/2, 42/2, 43/2, 44/2, 45/2, 46/2, 47/2, 48/2, 49/2, 50/2, 51/2, 52/2, 53/2, 54/2, 55/2, 56/2, 57/2, 58/2, 59/2, 60/2, 61/2, 62/2, 63/2, 64/2, 65/2, 66/2, 67/2, 68/2, 69/2, 70/2, 71/2, 72/2, 73/2, 74/2, 75/2, 76/2, 77/2, 78/2, 79/2, 80/2, 81/2, 82/2, 83/2, 84/2, 85/2, 86/2, 87/2, 88/2, 89/2, 90/2, 91/2, 92/2, 93/2, 94/2, 95/2, 96/2, 97/2, 98/2, 99/2, 100/2

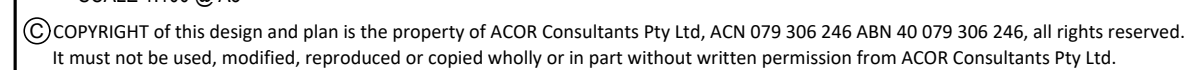
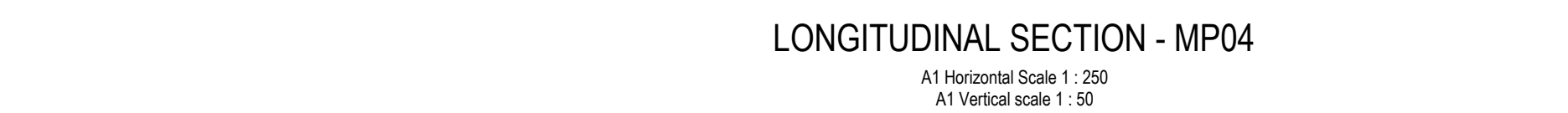
DRAWING UNDER REVISION



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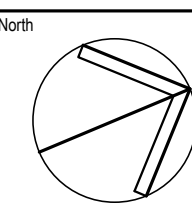


Drawing Title					
PATH (MP01) PLAN AND LONGITUDIANL SECTION					
Drawn	Date	Scale	A1	G.A. Check	Date
MDM	JUL 2022	AS SHOWN		JK	12.08.22
Designed	Project No.			Dwg. No.	Issue
JK	NSW211978			C07-001	A



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The issues in this report assigned an issue and date for sign-off and tracking the work elements and approval of:				
A	ISSUED FOR APPROVAL	12.08.22	MDM	JK
Issue	Description	Date	Drawn	Approved
1	2	3	4	5



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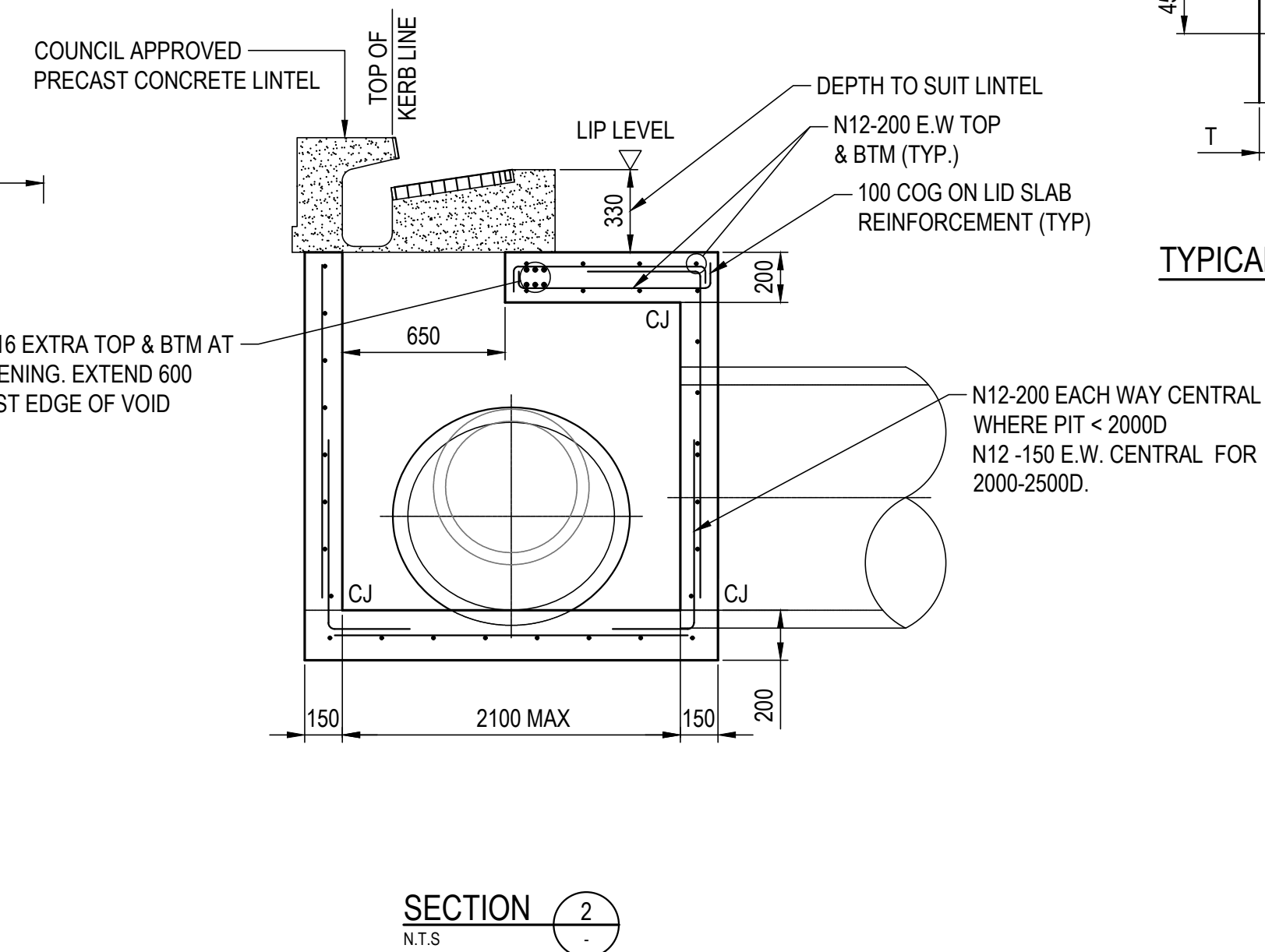
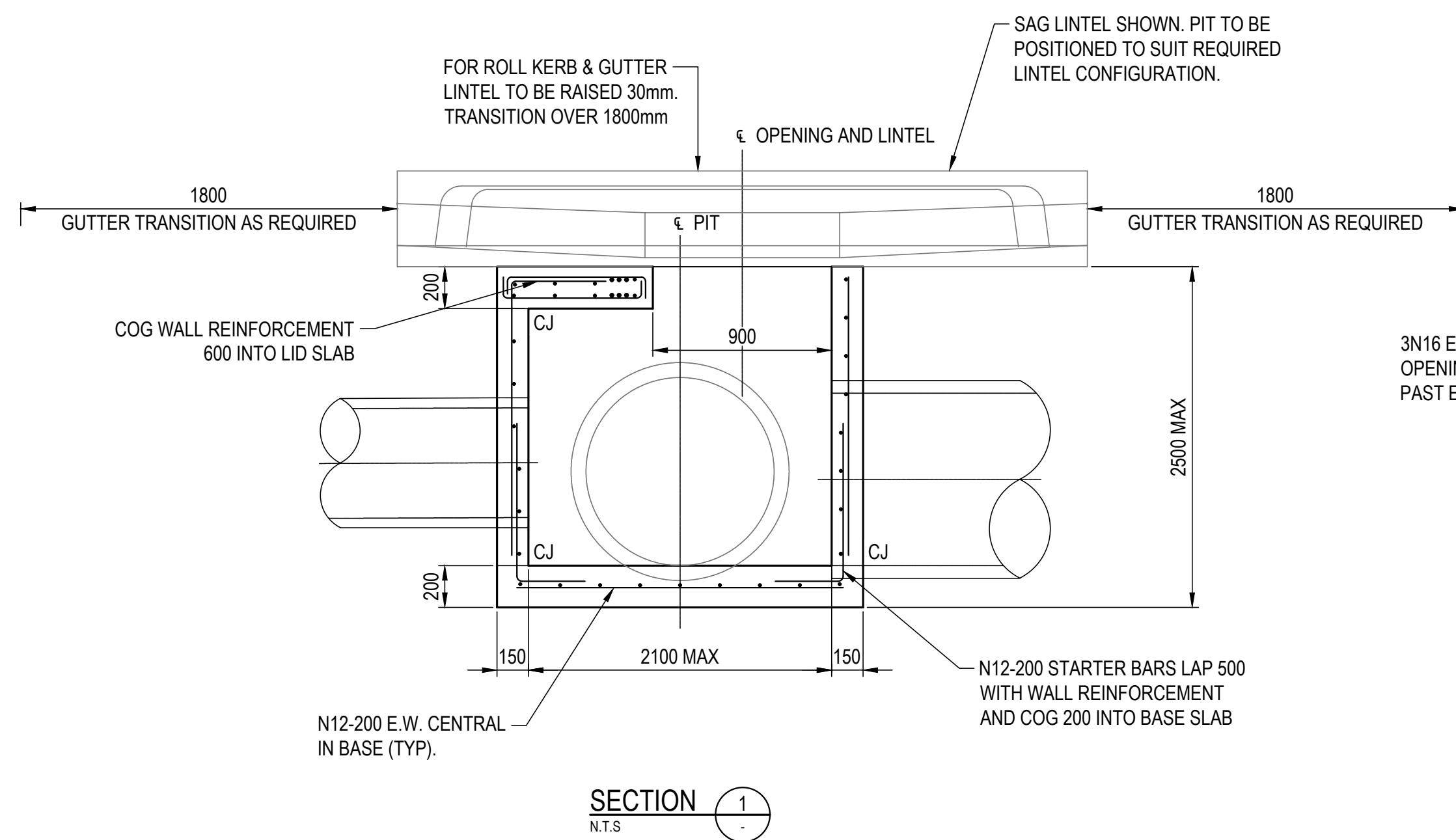
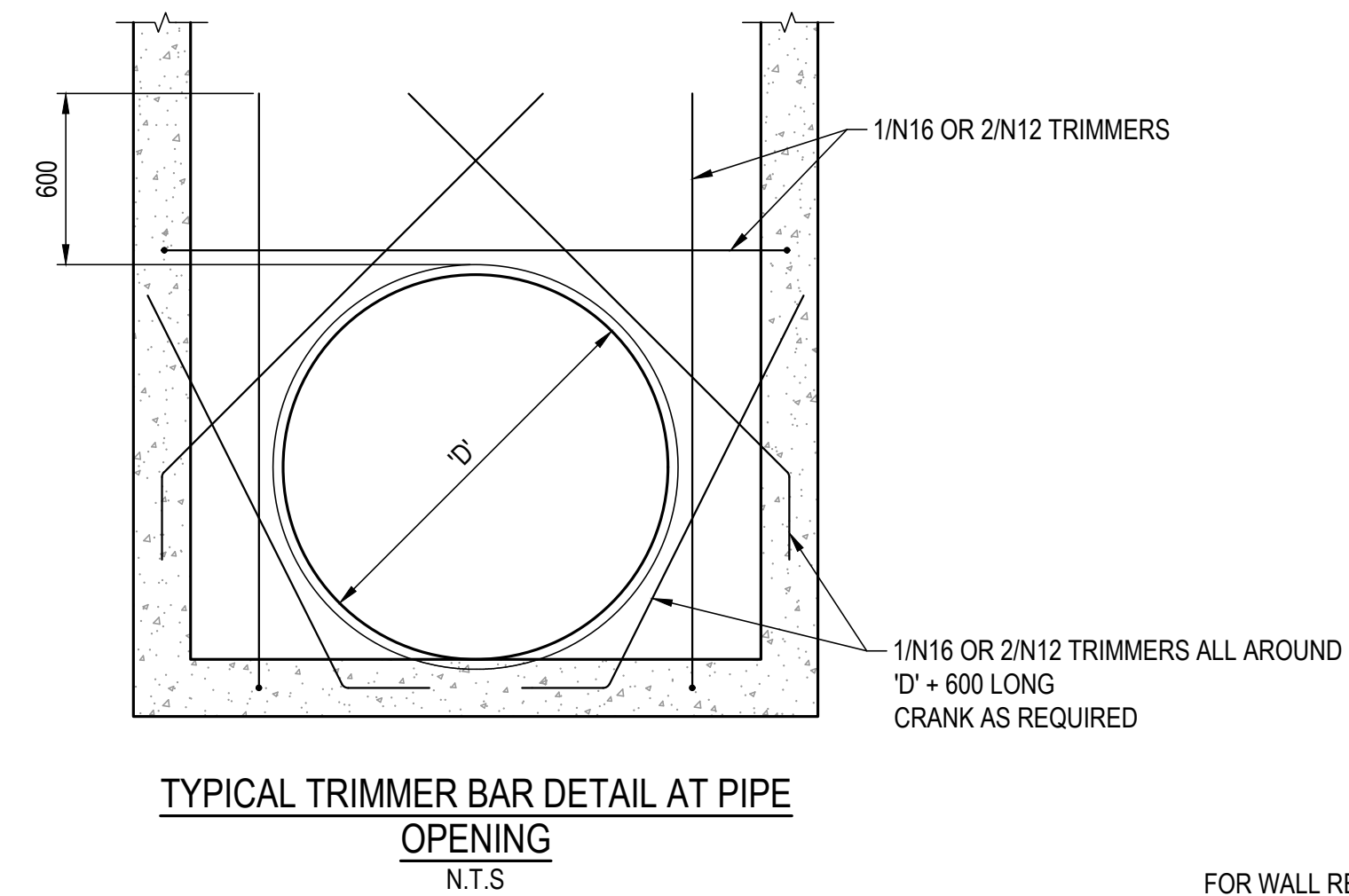
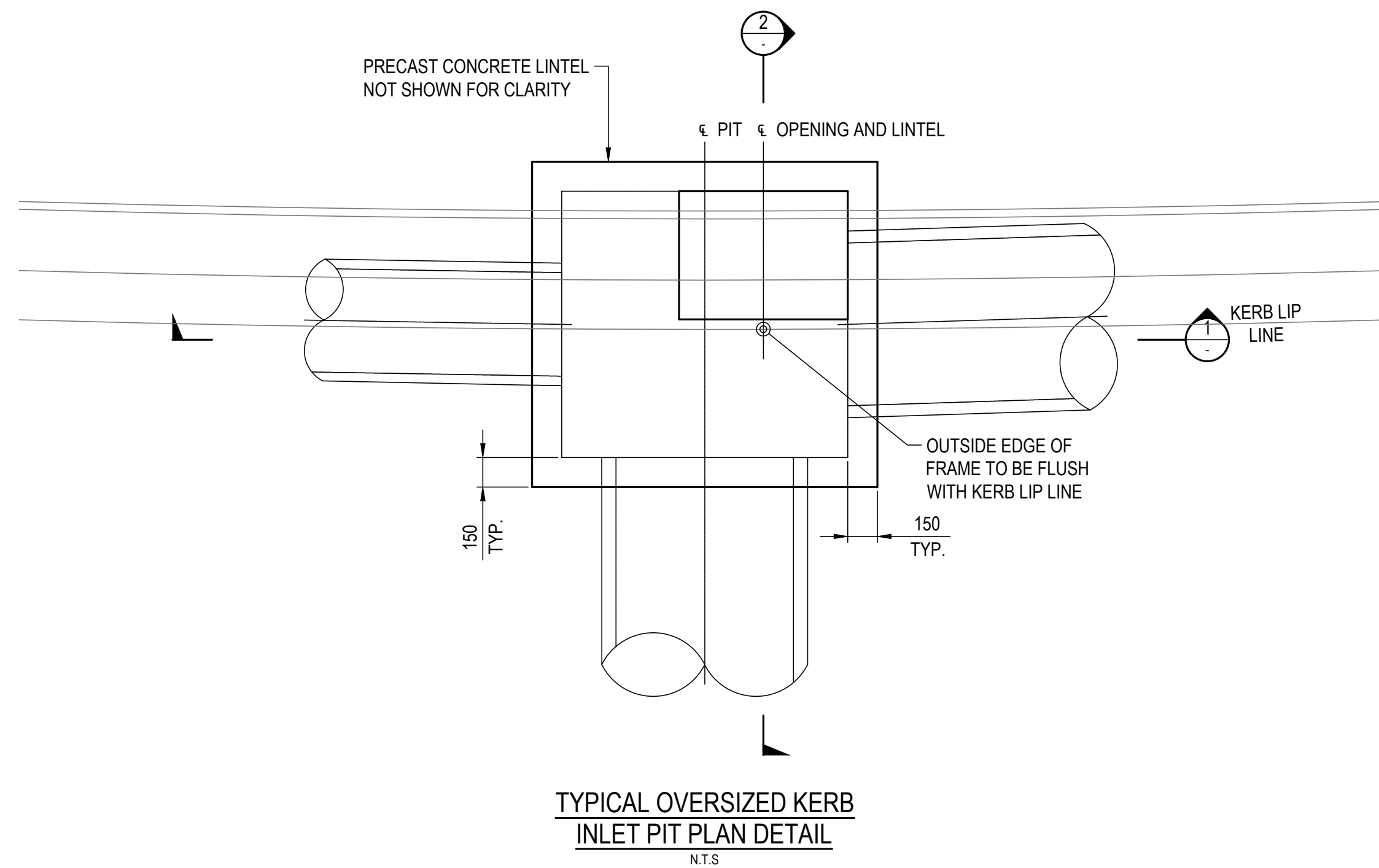


ABERDEEN STREET
MUSWELLBROOK, NSW, 2333

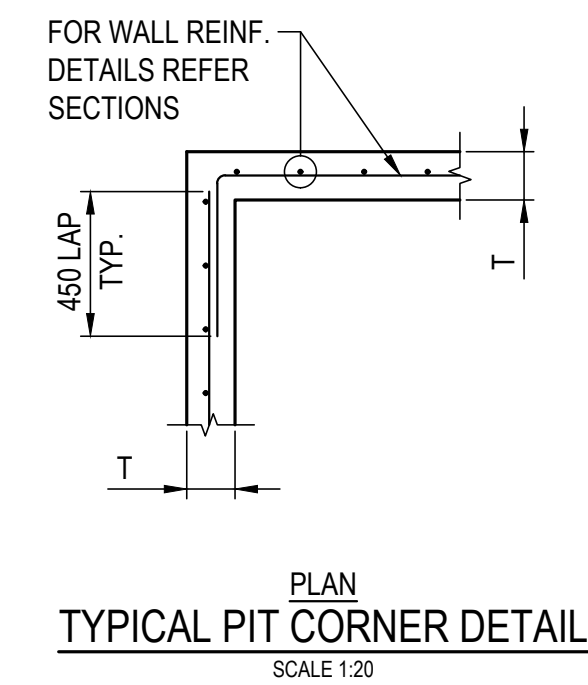


DRAWING UNDER REVISION

Drawing Title PATH (MP04) LONGITUDINAL SECTION					
Drawn MDM	Date JUL 2022	Scale AS SHOWN	A1	C.A. Check JK	Date 12.08.22
Designed JK	Project No. NSW211978			Dwg. No. C07-003	Issue A



NOTES:
PITS AND LID SLABS TO BE CONSTRUCTED FROM 40MPa CONCRETE WOTH 40 COVER
U.N.O

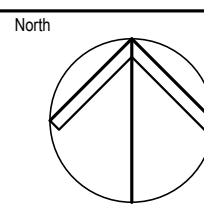


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Issue	Description	Date	Drawn	Approved
A	ISSUED FOR APPROVAL	12.08.22	MDM	JK
Issue	Description	Date	Drawn	Approved
1	12.08.22	MDM	JK	



Client
MUSWELLBROOK SHIRE COUNCIL

CAMPBELLS CORNER, 60-82 BRIDGE STREET,
MUSWELLBROOK, NSW, 2333
PHONE: (02)65493700



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Cooks Hill, Newcastle NSW 2300
T +61 2 4926 4811

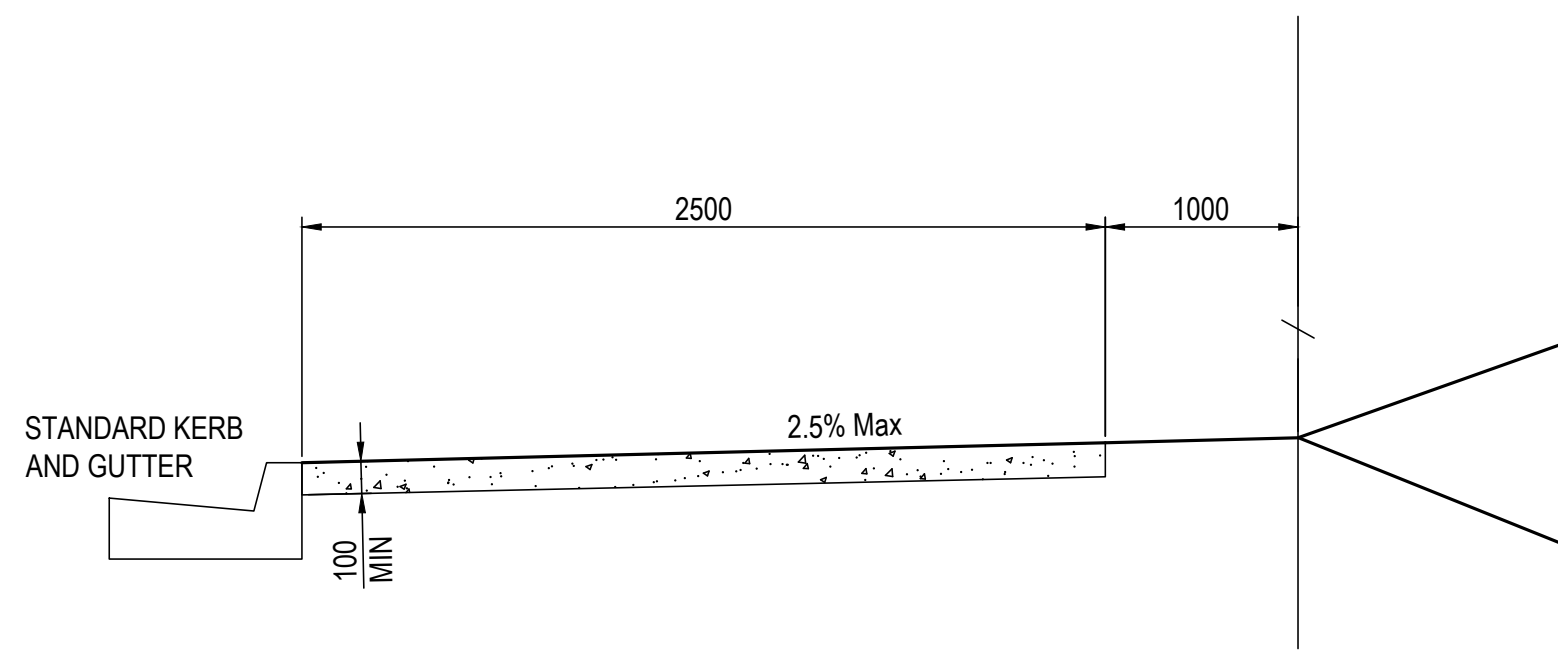


Project
HUNTER BEACH DEVELOPMENT
MUSWELLBROOK

ABERDEEN STREET
MUSWELLBROOK, NSW, 2333

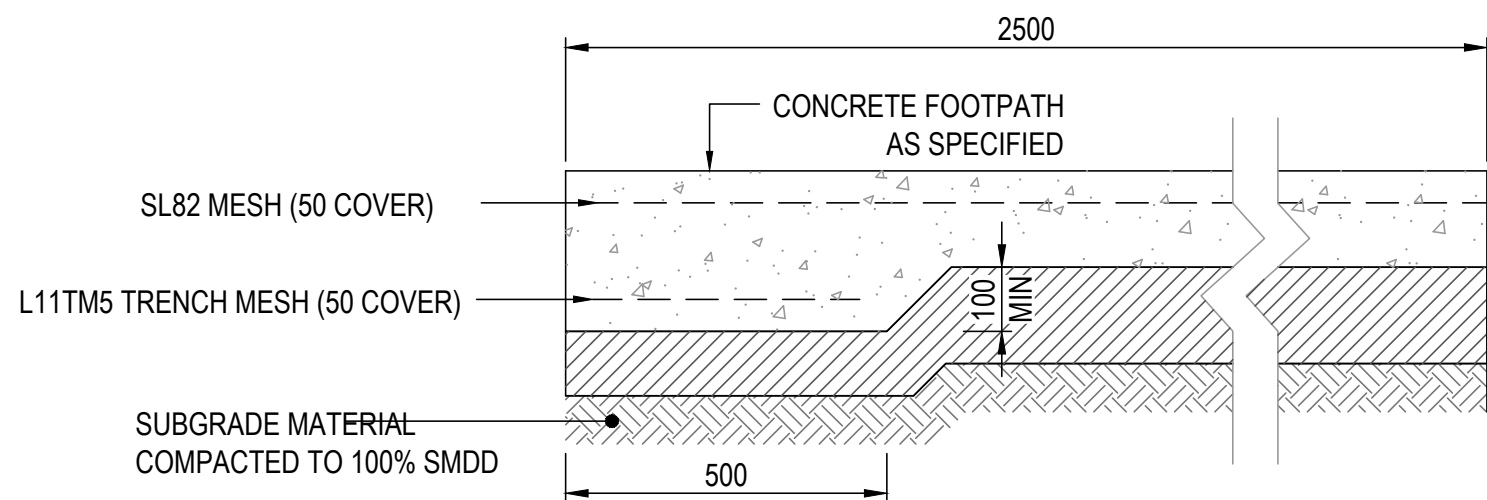
Drawing Title
STORMWATER DETAILS

Drawn	Date	Scale	A1	G.A. Check	Date
MDM	JUL 2022	N.T.S.	JK	JK	12.08.22
Designed	Project No.	Dwg. No.	Issue		
JK	NSW211978	C08-301	A		

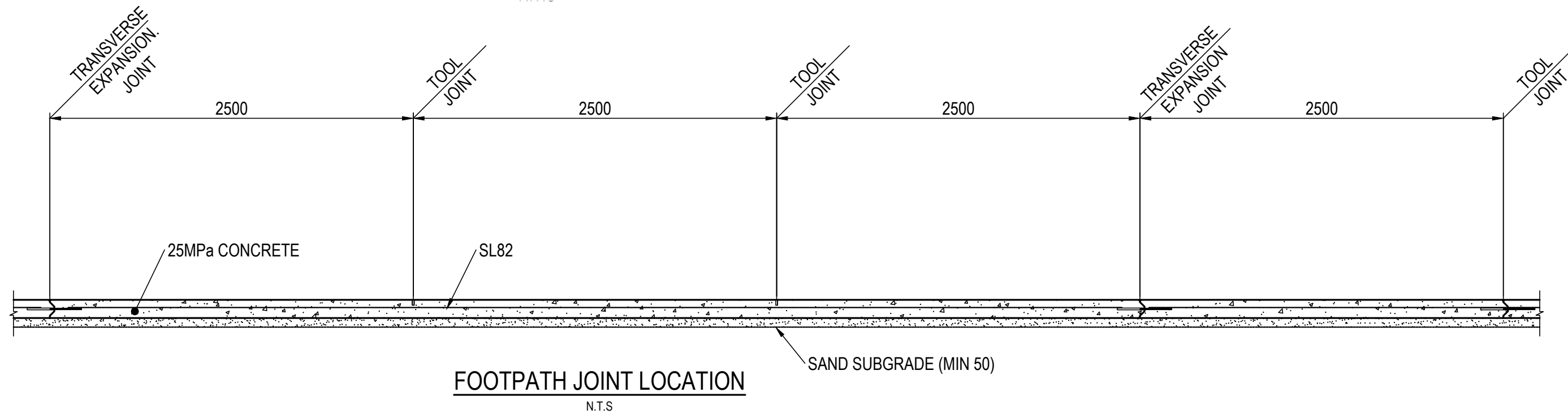


- NOTE:
1. FOOTPATH TO BE 25MPa CONCRETE.
 2. PLACE EXPANSION JOINTS AT 7500mm CENTRES WITH TOOL JOINTS AT 2500mm CENTRES.
 3. EXPANSION JOINT TO BE 10mm THICK BITUMEN IMPREGNATED FIBRE.
 4. LONGITUDINAL EDGE TO BE ROUNDED TO 6Ø.
 5. LEDGES OR STEPS IN ANY FOOTPATH SHALL NOT EXCEED 3mm.
 6. PAVING BRICKS WITH BEVELED EDGES OR CHAMFERED ARISES AND HEAVILY TEXTURED AND FIGURED SURFACES, SUCH AS RACKED JOINT PAVERS ARE NOT PERMITTED.

TYPICAL FOOTPATH SECTION
IN ACCORDANCE WITH COUNCIL STANDARDS
N.T.S

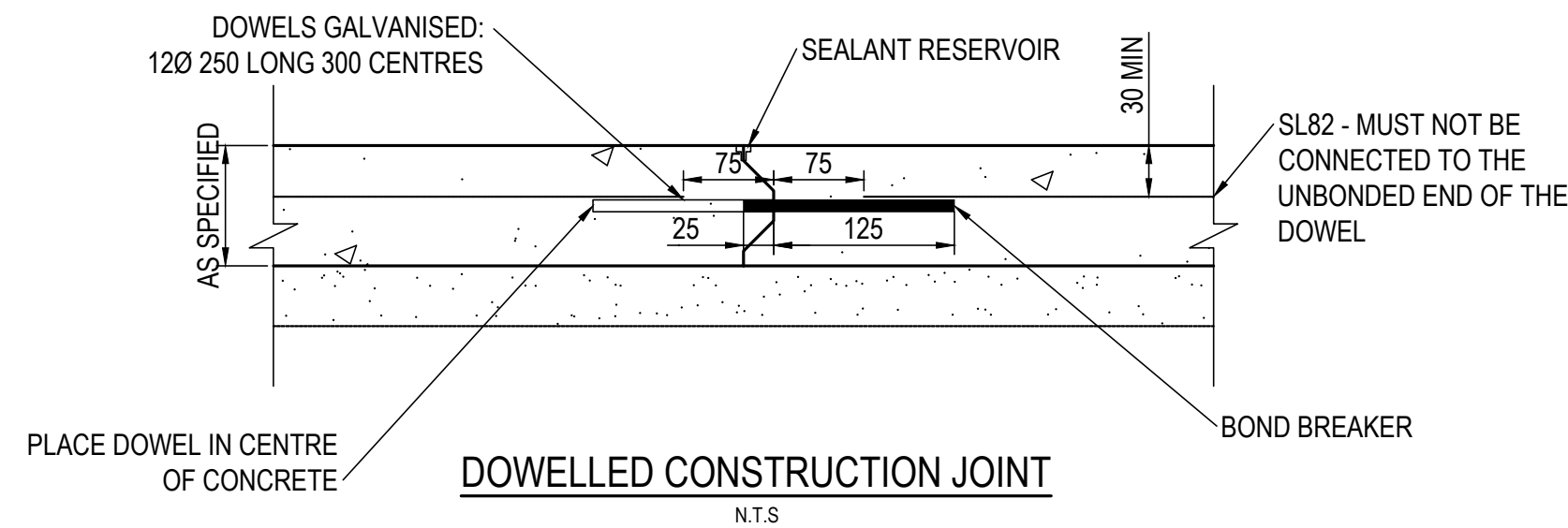


THICKENED EDGE DETAIL 'TE'
SELECT FILL COMPACTED TO 98% MDD WHERE FILL IN EXCESS
OF PAVEMENT THICKNESS
SCALE 1:10



FOOTPATH JOINT LOCATION
N.T.S

- NOTE:
1. 6MM WIDE SEALANT RESERVOIR IS DESIGNER TO SUIT A PERFORMED NEOPRENE COMPRESSION SEAL AS FOLLOWS: 11mm UNCOMPRESSED WIDTH SET 3-6mm BELOW SURFACE CHECK MANUFACTURES SPECIFICATION.
 2. SURFACE TEXTURE BY LIGHT BROOM FINISH.
 3. CURING IMMEDIATELY ATER FISHING OPERATIONS ARE COMPLETE - REFER SECTION 9 OF C AND CA TECHNICAL NOTE SEPT '82 (OUTLINE GUIDE FOR CONSTRUCTION OF CONCRETE ROAD PAVEMENTS).
 4. LONGITUDINAL EDGE TO BE ROUND TO 6Ø.
 5. CUT EVERY SECOND BAR AT TOOL JOINTS.
 6. FOR EXPANSION JOINT DETAILS REFER TO MCC STANDARD DRAWINGS SD025.



DOWELLED CONSTRUCTION JOINT
N.T.S

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A		12.08.22	MDM	JK
Description				
Issued for approval				

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Project
**HUNTER BEACH DEVELOPMENT
MUSWELLBROOK**

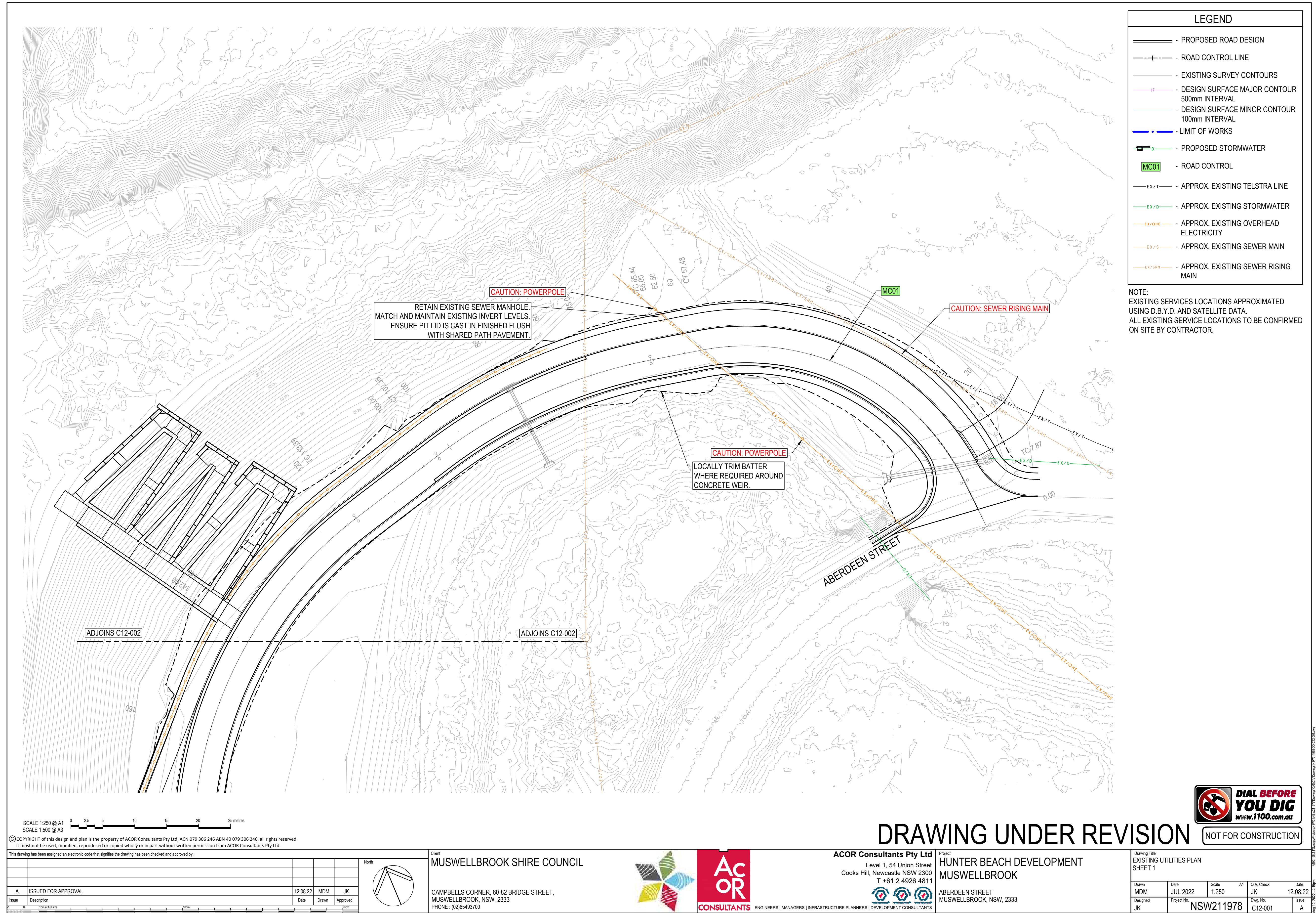
ABERDEEN STREET
MUSWELLBROOK, NSW, 2333

Drawing Title
PAVEMENT DETAILS

Drawn	Date	Scale	A1	Q/A Check	Date
MDM	JUL 2022	N.T.S.	JK		12.08.22
Designed	Project No.	Dwg. No.	Issue		
JK	NSW211978	C09-301	A		



DRAWING UNDER REVISION





No.	Revision	Date	Survey	CLIENT MUSWELLBROOK SHIRE COUNCIL			PROJECTS NAME: HUNTER BEACH DEVELOPMENT	DRAWING TITLE: MODIFIED CONCEPT DESIGN	Drawing No. 2020-004/C01	Rev. 1
			Datum:— AHD	Scale: AS SHOWN	Designed PC					
02	CONCEPT FOR TENDER (MODIFIED)	20/10/21			Drawn AK					
01	CONCEPT FOR TENDER	03/11/20			Checked PC					
					Approved PC				Category: []	A1



9.3. Property and Place

9.3.1. Denman Heritage Village - Project Update

Attachments:

1. Denman Heritage Village - Current Drawings [9.3.1.1 - 8 pages]
2. Denman Heritage Village - Hydraulic and Fire Services Concept [9.3.1.2 - 2 pages]
3. Jeff Wolfgang on penny-farthing [9.3.1.3 - 1 page]
4. Denman Heritage Village Program [9.3.1.4 - 1 page]

Responsible Officer: Derek Finnigan - Acting General Manager

Author: Paul Chandler – Recreation & Property Officer

Community Plan Issue: 5 - Community Infrastructure

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

Community Plan Strategy: 5.1.1 - Review, develop and maintain liveable town and village precincts.

PURPOSE

To provide Council with an update on the detailed design and construction of the Denman Heritage Village.

OFFICER'S RECOMMENDATION

Council:

1. Notes the report, and
2. Endorses the use of the proposed image on the façade of the building.

Moved: _____ **Seconded:** _____

BACKGROUND

Council awarded the detailed design and construction contract for the Denman Heritage Village to Westbury Constructions. Westbury has since been preparing detailed designs, including geotechnical investigation on-site, and structural, electrical, and hydraulic designs.

The architectural drawings are approximately 90 percent complete, and staff met with the executive committee of the Heritage Village and the contractor on Tuesday, 2 August 2022 to discuss options on layout and design. Attached to this report are the architectural plans discussed with the committee and the hydraulic services mark-up plan.

CONSULTATION

Denman and District Heritage Village Committee

Technical Officer – Recreation and Property





REPORT

Items discussed with the committee included:

Kitchenette and Reception Location

The committee were in favour of the location closest to the main entry with some extension to create a structure like a cubicle to facilitate more cupboard storage. Corrugated iron proposed to be used to height of 1.2 m with hardwood trims to match walls. A Zip Tap with hot/cold water to be installed and provision for microwave and fridge. Power and drainage to be finalised.

Roller Doors and Building Access

On the eastern side of the building is included two large motorised and mechanical roller doors 4 m by 2.7 m. These will be the main operational doors with plenty of room to swing items around in front of the doors to enter. The colour of the doors is Monument Colorbond to match the rest of the building.

The timber covered walkway on the western side of the building is to be used mostly for pedestrian access with 2.6 or 2.7 m clearance to the underside of the beams. The main entry door is barn style. A concrete path will run the length of the awning and around past the southwest corner of the building.

The louvred window on the northwest corner is proposed to be replaced with another roller door in anticipation of requirements for Stage 2 in moving items or people between the two spaces.

Roof

The roof is pitched three ways, 33 ° north/south and 10 ° east/west with plenty of space for solar panels. The internal ceiling will be insulated and the preference of the committee for the lining is to be corrugated iron with posts and beams in the shed painted black. The louvred windows east and west are provided to create good cross airflow.

Internal Walls

Internal walls are plasterboard but with a 1.2 m off floor Zinalume with hardwood timber skirting and capping. Studs in walls to be positioned for hanging displays.

Lighting and Power

Internal down lights will follow the rake ceiling and wall hung lights are to be positioned down at approximately 2.8 m with separate circuits for both lights. The timber walkway will be lit accenting post and beams. Downlights will be used on the front façade and floodlighting for the building.

Provision will be left for security cameras with conduits to be run to a communications cabinet in reception.

Power will be positioned approximately every three metres along the timber skirting.

External Timber

There is not enough recycled material from Williams Bridge to be used for both the timber walkway and the front external façade. It is proposed to concentrate the use of this timber on the timber covered walkway and barn door and instead use a low maintenance timber like



cladding board on the facade.

Concrete Slab

The slab thicknesses discussed are 120 to 200 mm. Several pieces of machinery to be displayed are 2 to 3 tonnes, but the weight will be distributed widely, and the items will be stationary. Further discussion will be held with the structural engineer to ensure that the slab has the capacity for the various items of machinery. The preference is for the flooring not to be polished but smooth due to concerns around slips and falls.

Other

Slim line tanks for water storage to be positioned at the rear of the building.

Landscaping to be undertaken by the Denman Men's Shed.

On the front façade of the building up high is designed a perforated mesh screen for an image to be printed with some text. The committee has proposed that this image be a 1967 photo of Mr Jeff Wolfgang riding a penny-farthing. It is attached to this report, but note this image is only a screenshot of the original. If used, the original photo would be scanned at a high resolution. Mr Jeff Wolfgang has donated his collection to the Denman and District Heritage Village and has been the inspiration for much of this project. It would be suitable to use this image on the facade of the building.

A Section 68 application has been submitted to be followed by a Construction Certificate application. On receipt of these, the construction program will be finalised. The contractor though was requested to provide an updated program for the information of Council and attached is dated 15/08/2022.

OPTIONS

Council may seek further information on the project and/or provide input on design elements.

CONCLUSION

The executive committee of the Denman and District Heritage Village appear to be satisfied with design consultation. Once the amended design is received, another design consultation meeting will be held with the committee.

SOCIAL IMPLICATIONS

Denman and District Heritage Village is being developed to provide a local and tourism attraction which is expected to provide social and economic benefits for the community.

FINANCIAL IMPLICATIONS

Ongoing Operational and Maintenance Costs Implications Associated with Capital Project

1. Financial Implications – Capital

The total funding available for the construction of the Heritage Village is \$1,814,216. Council accepted the tender submitted by Westbury Pty Ltd for \$1,767,378 exclusive of GST.

2. Financial Implications – Operational

The new building will be leased to the Denman and District Heritage Village who will manage operational property expenses.



POLICY IMPLICATIONS

Procurement was undertaken in accordance with Council's Procurement Policy.

STATUTORY IMPLICATIONS

Nil known.

LEGAL IMPLICATIONS

Nil known.

OPERATIONAL PLAN IMPLICATIONS

'1.2.4.4 Construct the Denman and District Heritage Village', *Muswellbrook Shire 2022 – 2023 Operational Plan*

RISK MANAGEMENT IMPLICATIONS

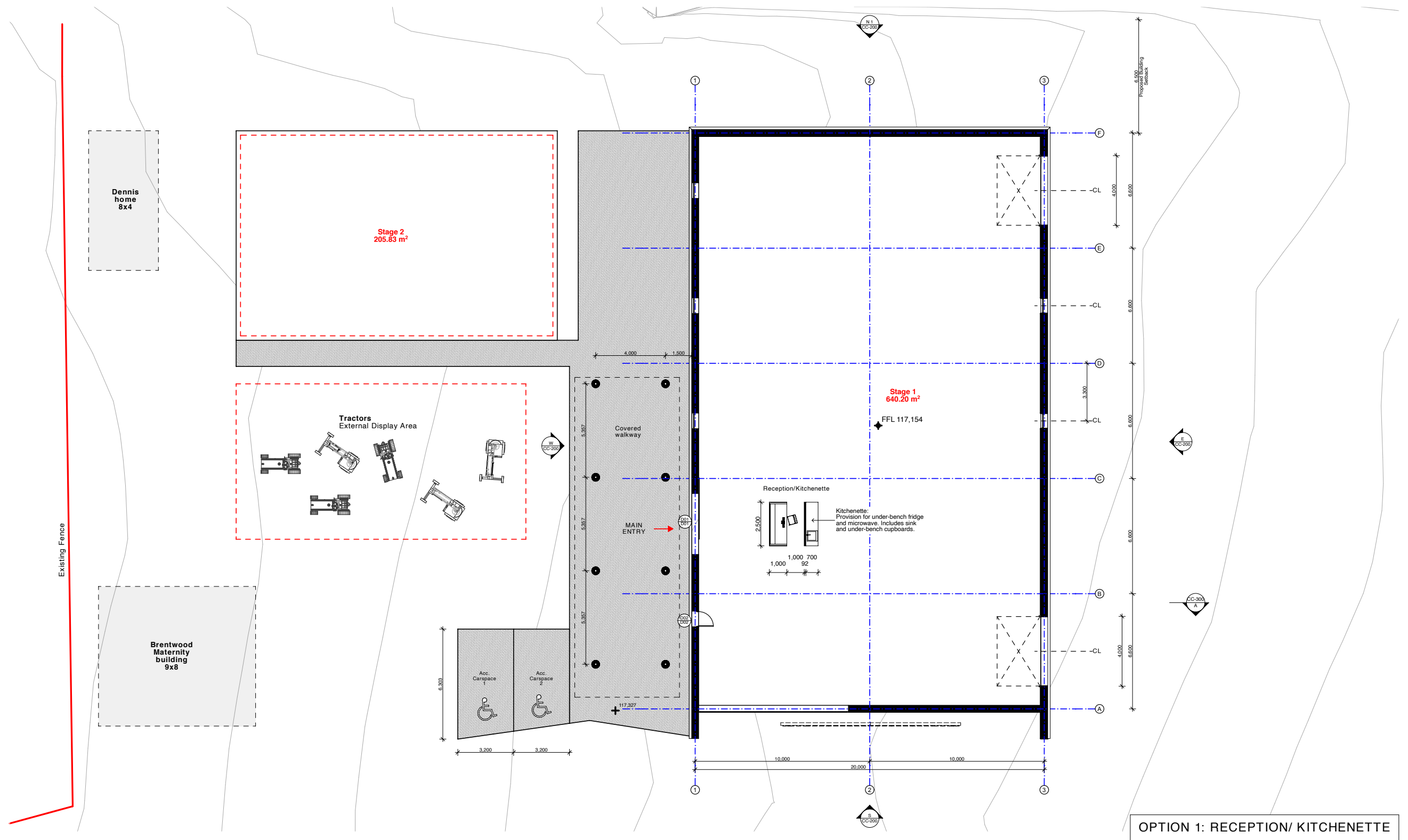
Risks have been assessed and managed at each project stage. The small contingency allocation is considered a risk. The Denman and District Heritage Village prepared a comprehensive operations business plan.

WASTE MANAGEMENT IMPLICATIONS

Waste management plans will be used during the project. Timbers from Williams Bridge, Martindale are being reused in construction.

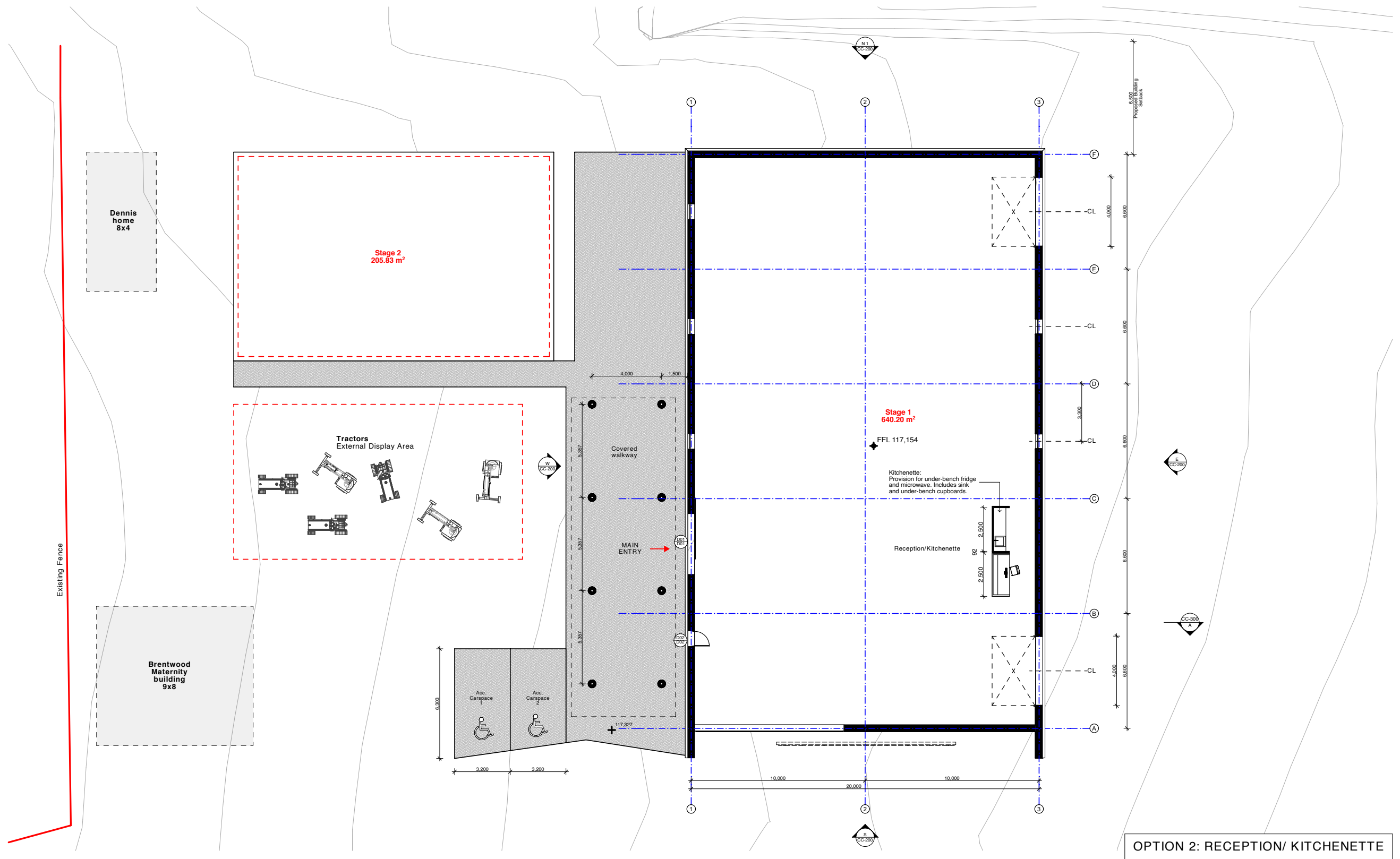
COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

Denman & District Heritage Museum Committee is the key stakeholder in any communications.



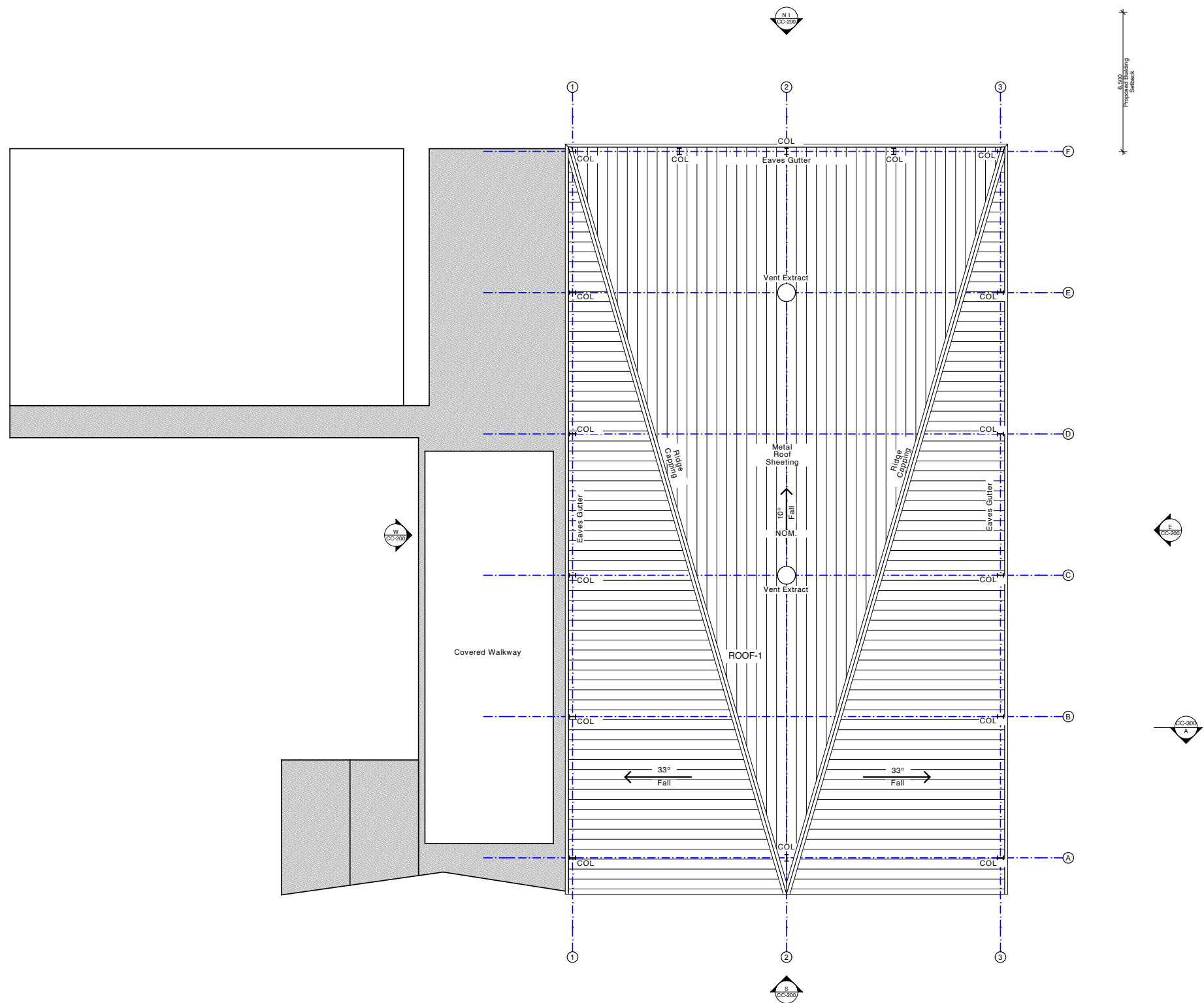
OPTION 1: RECEPTION/ KITCHENETTE

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OPTION 2: RECEPTION/ KITCHENETTE

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LEGEND

200W LED High Bay Light

○

Wall Hung Light

⊖

Downlight

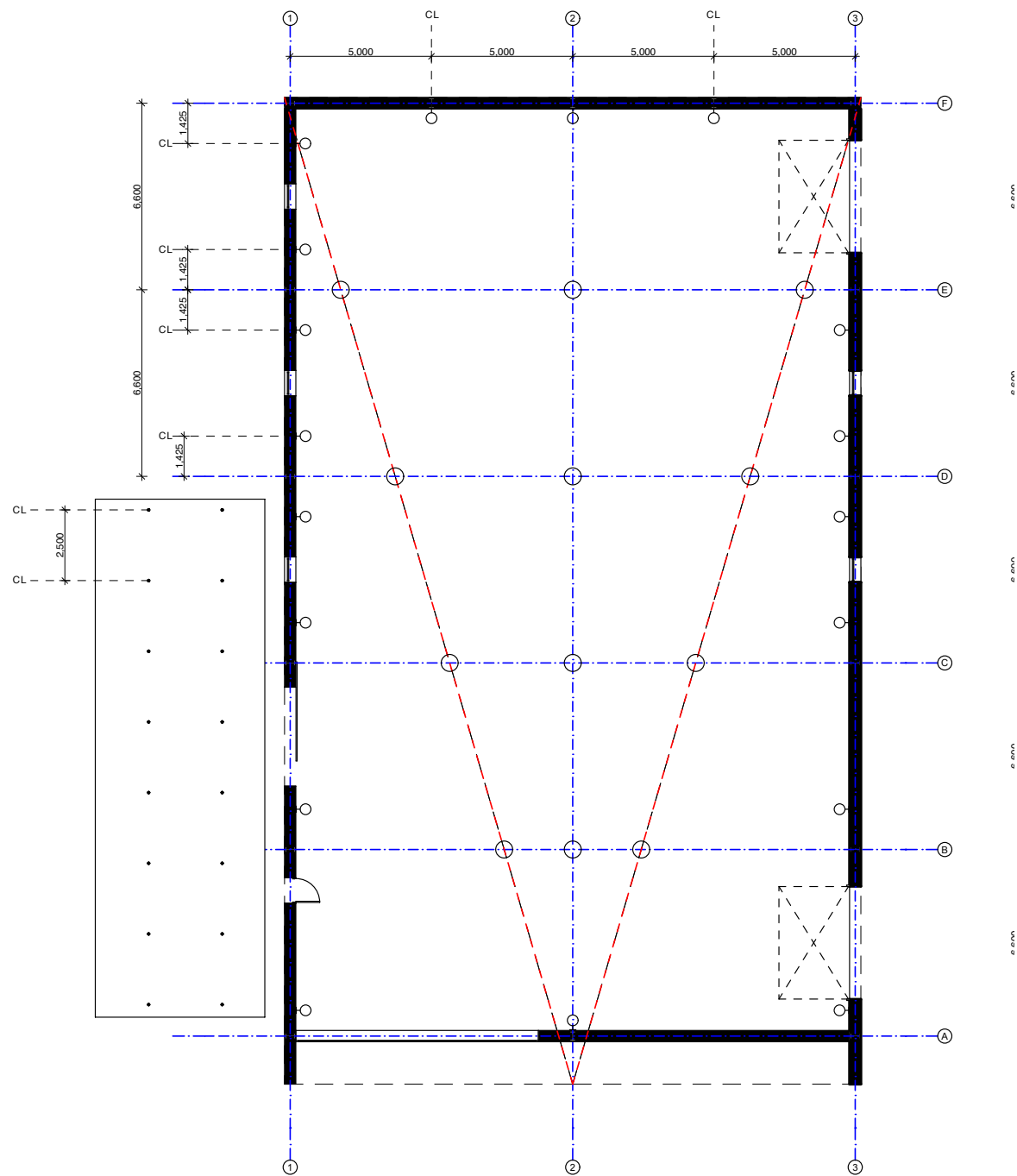
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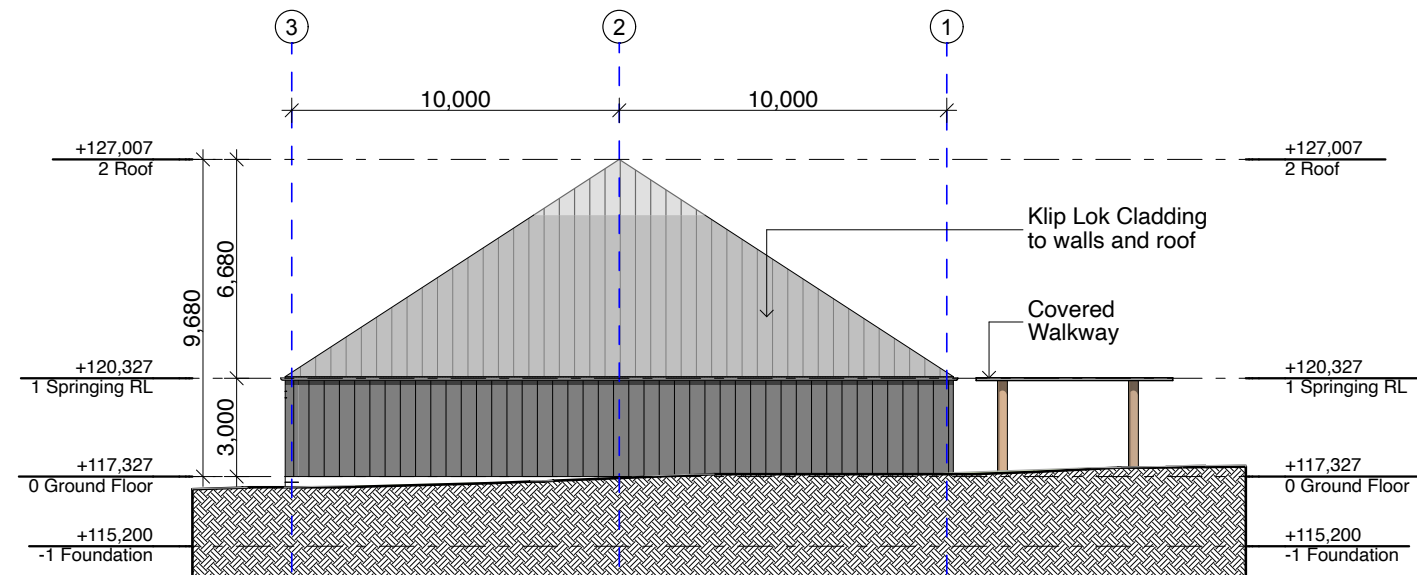
High Bay light



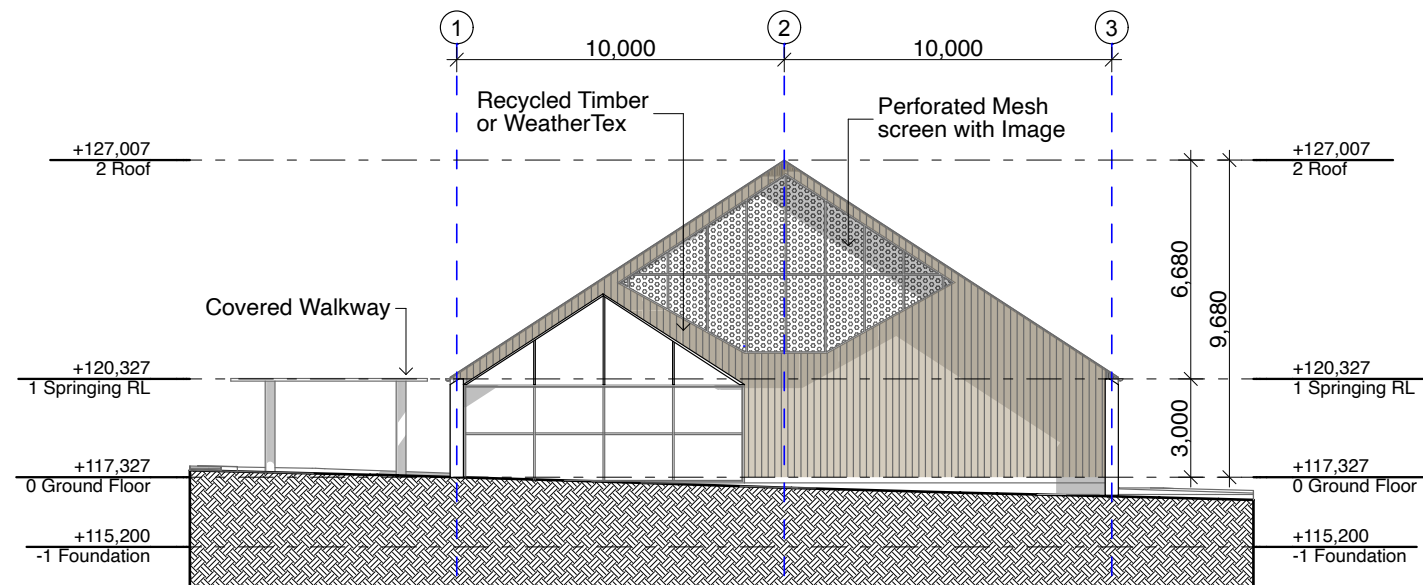
Wall Hung Light



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							<div>Project No.</div> <div>19060</div>	<div>Revision</div>	<div>Drawing No.</div> <div>CC-102</div>

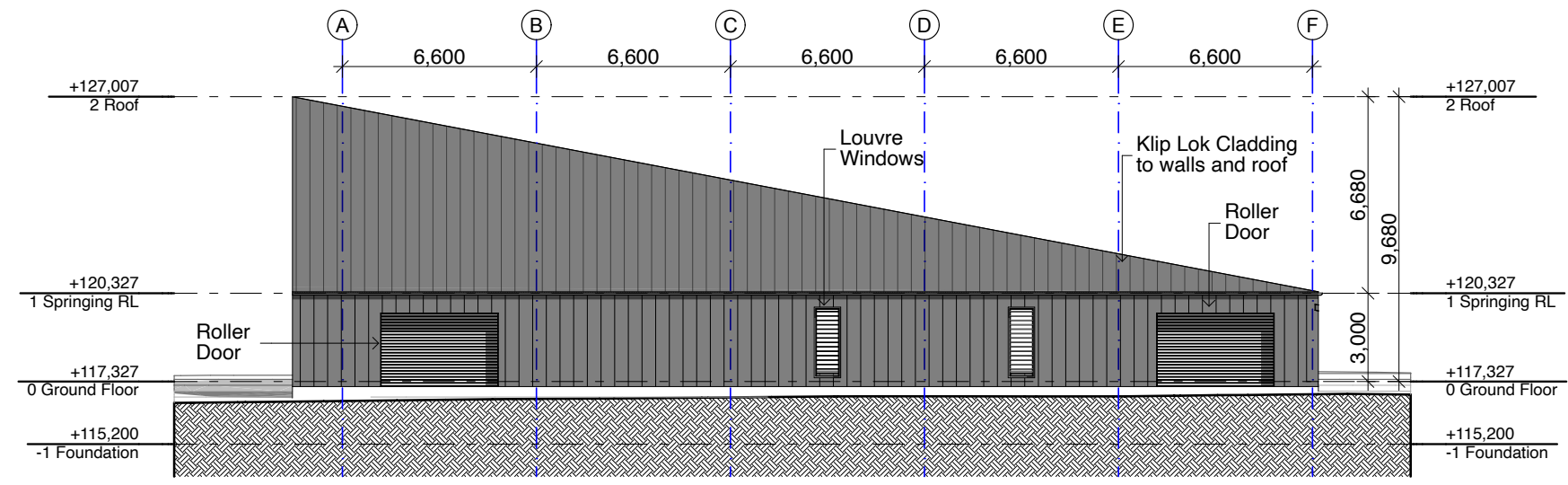


1 North Elevation

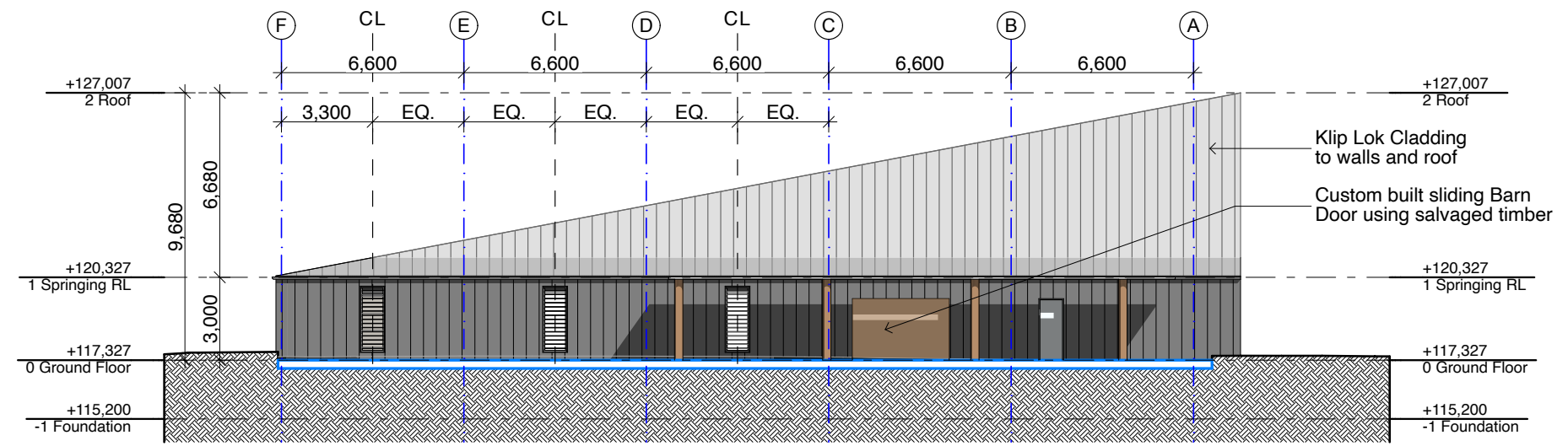


2 South Elevation

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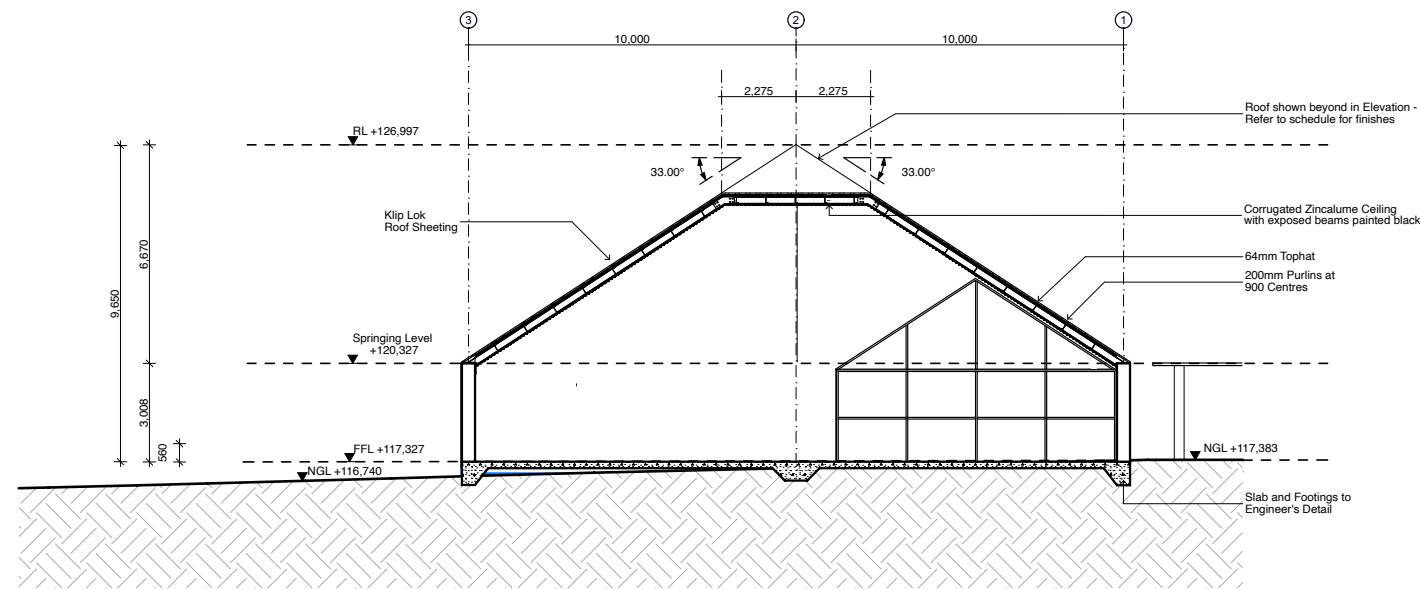


1 East Elevation

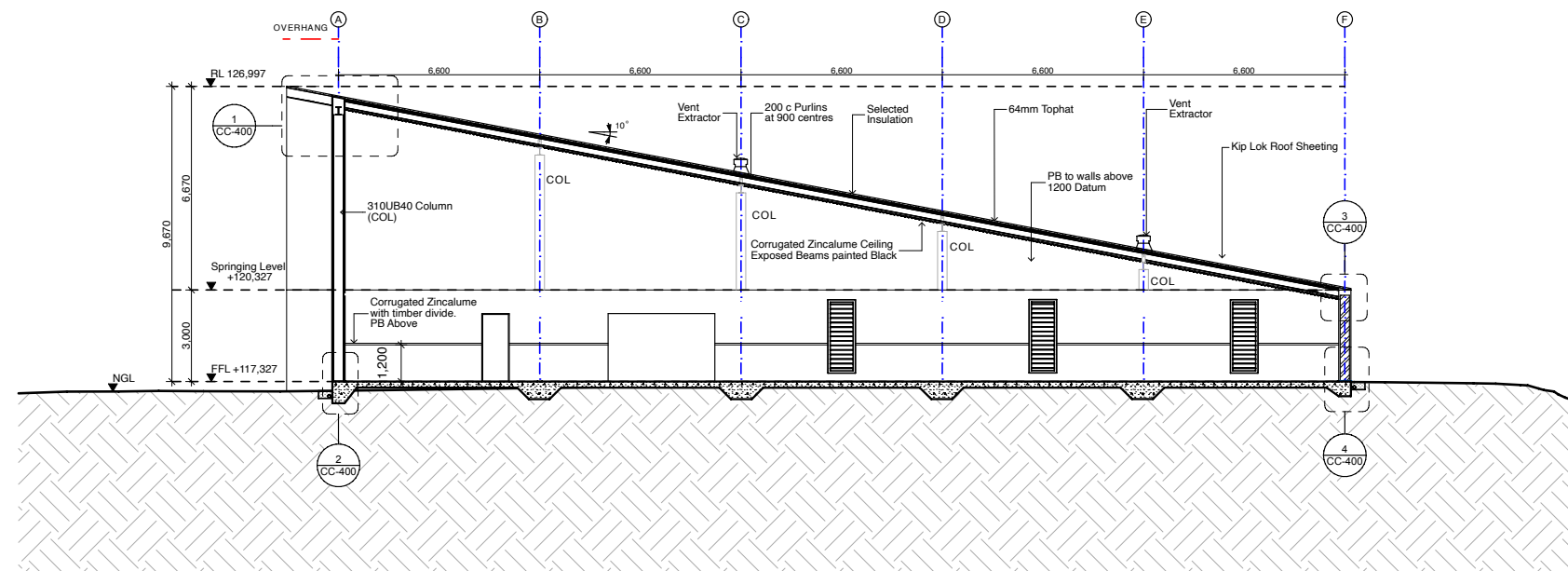


2 West Elevation

<div>General Notes</div> <div>DO NOT SCALE FROM DRAWING. USE FIGURED DIMENSIONS ONLY. CHECK ALL DIMENSIONS ON SITE BEFORE ANY MANUFACTURE OR CONSTRUCTION</div> <div>All dimensions are in millimetres unless stated otherwise.</div> <div>All architectural drawings are to be read in conjunction with the relevant consultant documents. All dimensions and levels are to be checked and verified on site prior to the commencement of work, shop drawings or fabrication of any components. Refer all discrepancies to the Architect for determination. Drawings are not to be scaled, use only figured dimensions. This drawing is copyright and must not be related, copied or used without the permission of BKA Architecture. This document has been prepared for and on behalf of the clients noted on the drawing. BKA Architecture's responsibility is to these clients only and not to any third party who may rely on these documents.</div>	<div>RevDateIssue</div> <div>015/7/22Consultant Issue</div>	<div>Client</div> <div>Muswellbrook Shire Council</div>	<div>Architect</div> <div>BKA Architecture</div> <div><div><div>SYDNEY</div><div>Suite 104, 77 Denning Ave, Roseberry, NSW 2018 T: +61 2 9319 9200 E: bka@bka.com.au W: www.bka.com.au</div></div><div><div>NEWCASTLE</div><div>19 Bolton St, Newcastle, NSW 2300 T: +61 2 4926 5563</div></div><div><div>BYRON BAY</div><div>Unit 1, 10 Station St, Bangalow, NSW 2479 T: +61 2 4926 5563</div></div></div>	<div>Drawn</div> <div>NK, TN, AK</div> <div>Checked</div> <div>JB/JK</div> <div>North</div> <div></div> <div>Status</div> <div>Not for Construction</div>	<div>Project Address</div> <div>Denman Heritage Village</div> <div>Scale at A1</div> <div>1:200</div> <div>Date</div> <div>19/7/22</div>	<div>Drawing Elevations</div> <div><div>Project No.</div><div>19060</div><div>Revision</div><div>01</div><div>Drawing No.</div><div>CC-200</div></div>
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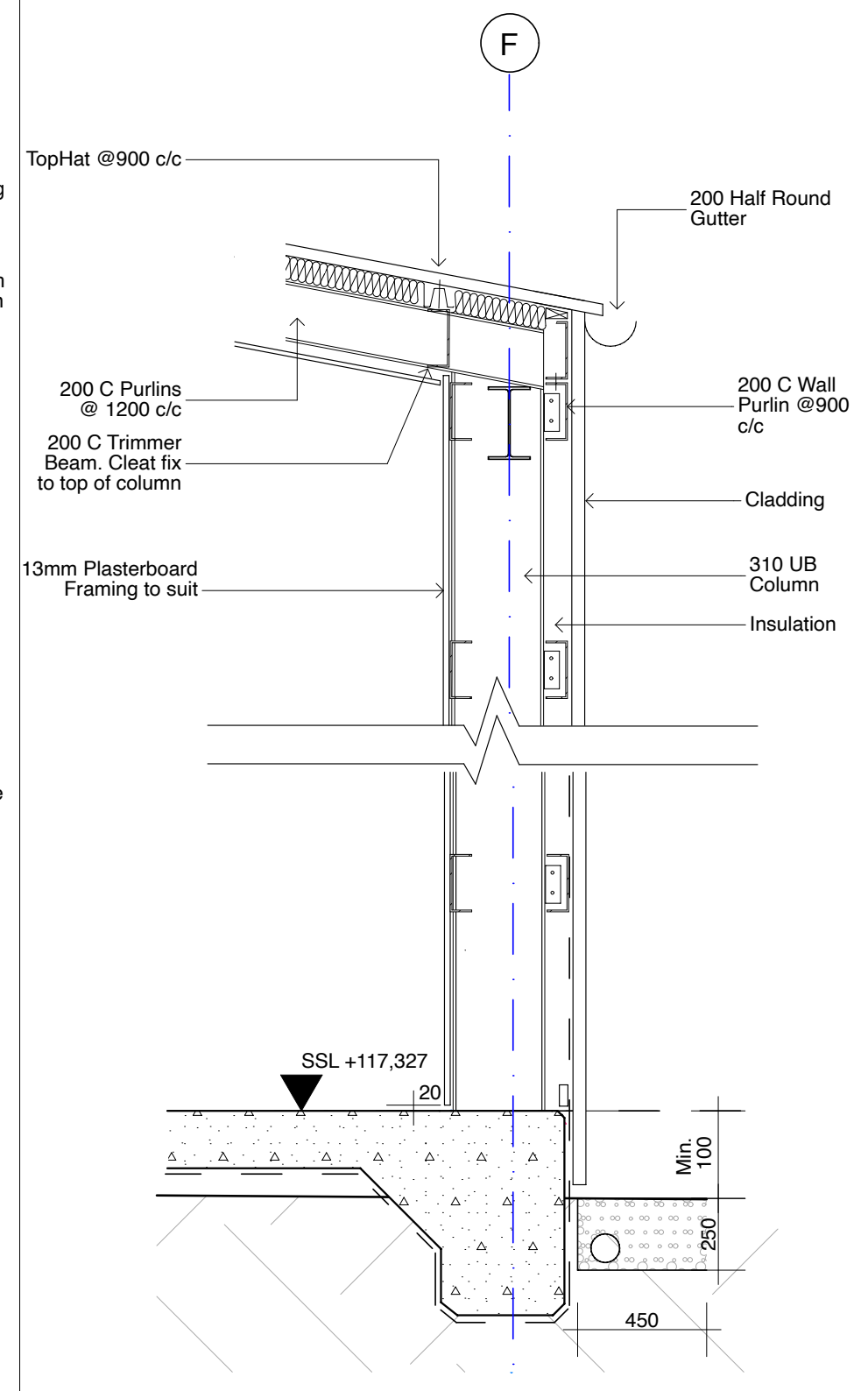
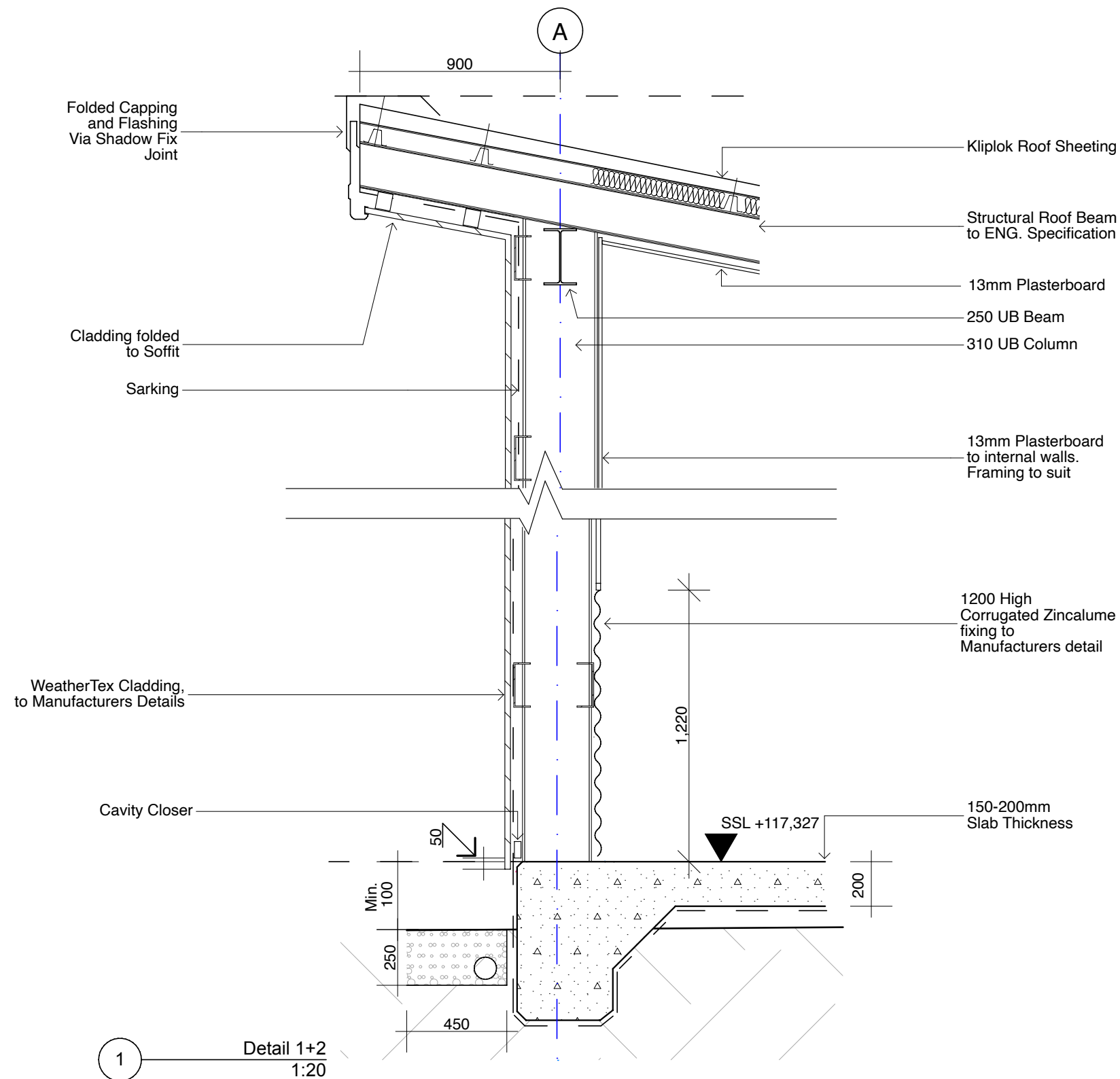


1 Section A

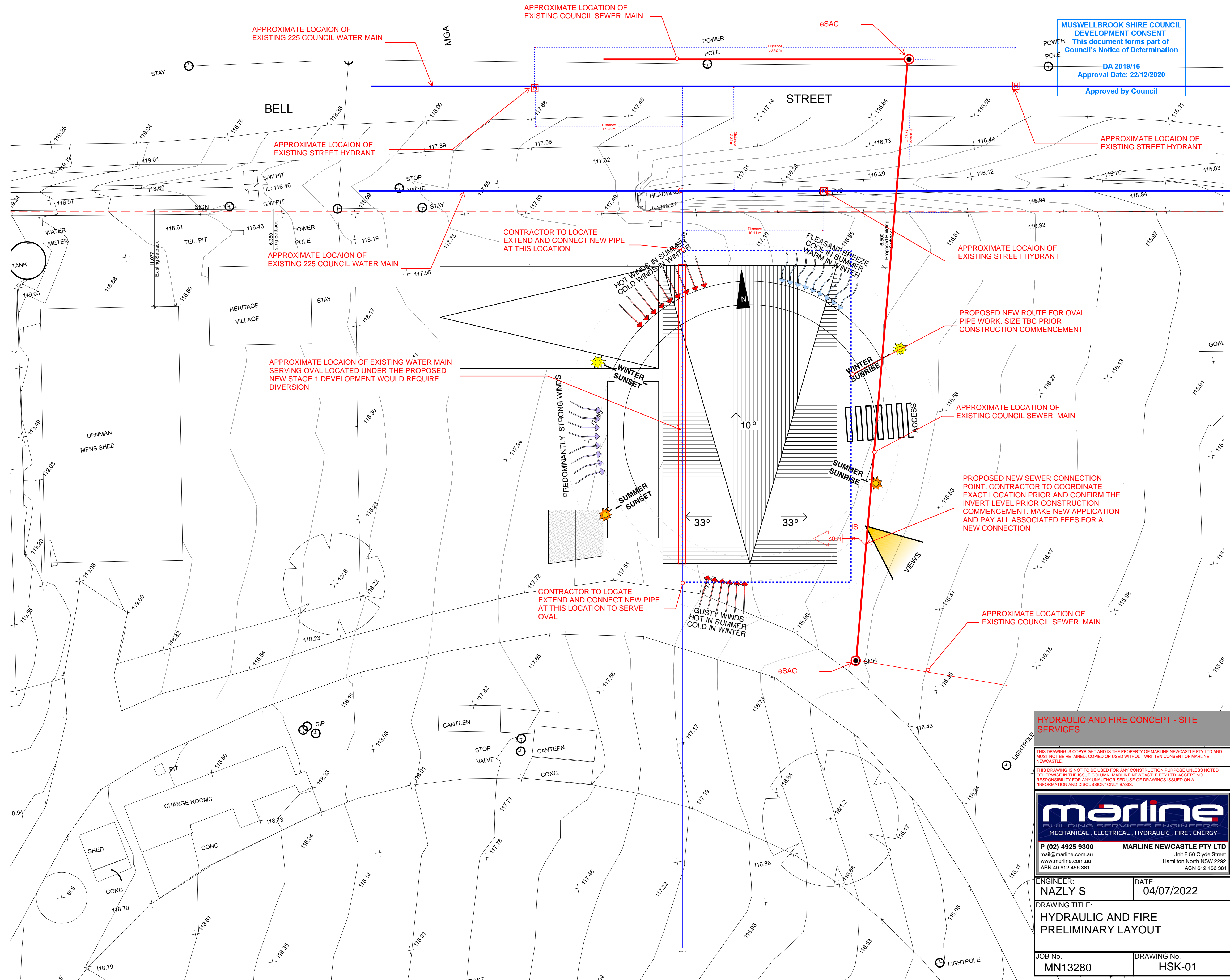


2 Section B

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Rev	Date	Issue
A	9/11/20	Development Application

Client
Muswellbrook Shire Council

Architect
BKA Architecture
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Architect
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North
Scale at A1
1:200

Status
Development Application
Drawn
TN

Date
10/11/20
Checked
JB / JK

Project
Denman Heritage Village

Drawing
Site Analysis

Project No.
19060
Revision
A
Drawing No.
A-010

HYDRAULIC AND FIRE CONCEPT - SITE SERVICES

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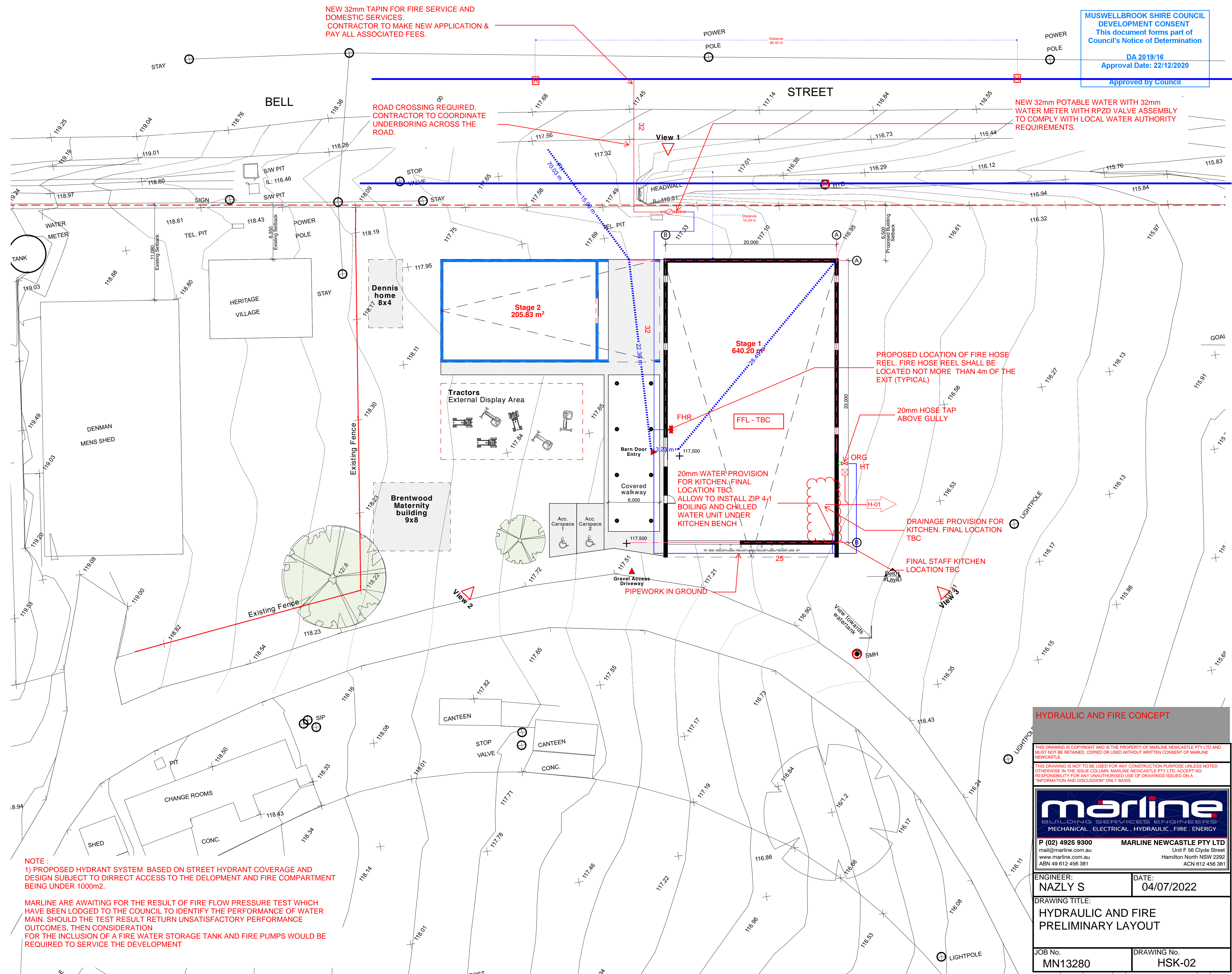
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MARLINE NEWCASTLE PTY LTD
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ENGINEER:
NAZLY S
DATE:
04/07/2022

DRAWING TITLE:
HYDRAULIC AND FIRE PRELIMINARY LAYOUT

JOB No.
MN13280
DRAWING No.
HSK-01



NOTE :
1) PROPOSED HYDRANT SYSTEM BASED ON STREET HYDRANT COVERAGE AND DESIGN SUBJECT TO DIRRECT ACCESS TO THE DELOPMENT AND FIRE COMPARTMENT BEING UNDER 1000m2.

MARLINE ARE AWAITING FOR THE RESULT OF FIRE FLOW PRESSURE TEST WHICH HAVE BEEN LODGED TO THE COUNCIL TO IDENTIFY THE PERFORMANCE OF WATER MAIN. SHOULD THE TEST RESULT RETURN UNSATISFACTORY PERFORMANCE OUTCOMES, THEN CONSIDERATION FOR THE INCLUSION OF A FIRE WATER STORAGE TANK AND FIRE PUMPS WOULD BE REQUIRED TO SERVICE THE DEVELOPMENT

MUSWELLBROOK SHIRE COUNCIL
DEVELOPMENT CONSENT
This document forms part of
Council's Notice of Determination

DA 2019/16
Approval Date: 22/12/2020

Approved by Council

General Notes

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Rev	Date	Issue
A	9/11/20	Development Application

Client
Muswellbrook Shire Council

Architect
BKA Architecture

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North
Scale at A1
1:200

Status
Development
Application
Drawn
TN

Date
10/11/20
Checked
JB / JK

Project
Denman Heritage Village

Drawing
Ground Floor Plan

Project No.	Revision	Drawing No.
19060	A	A-100

HYDRAULIC AND FIRE CONCEPT

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Hamilton North NSW 2292
ACN 612 456 381

ENGINEER: NAZLY S	DATE: 04/07/2022
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DRAWING TITLE:
**HYDRAULIC AND FIRE
PRELIMINARY LAYOUT**

JOB No. MN13280	DRAWING No. HSK-02
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Jeff Wolfgang on his penny farthing 29th October 1967 on the 50th anniversary of the opening of the rail line to Merriwa.

ID	Task Mode	Task Name	Duration	Start	Finish
1		WESTBURY CONSTRUCTIONS PTY LTD	163 days	Mon 15/08/22	Mon 17/04/23
2		Denman Heritage Village	163 days	Mon 15/08/22	Mon 17/04/23
3		Pre-construction preparation	95 days	Mon 15/08/22	Wed 11/01/23
4		design completion	10 days	Mon 15/08/22	Fri 26/08/22
5		section 68- assumed 3 week approval	15 days	Mon 15/08/22	Fri 2/09/22
6		Assumed CC approval	15 days	Mon 5/09/22	Fri 23/09/22
7		Procurement	15 days	Mon 5/09/22	Fri 23/09/22
8		Dilapidation Survey	2 days	Mon 26/09/22	Tue 27/09/22
9		structural steel shopdrawings	15 days	Mon 26/09/22	Fri 14/10/22
10		structural steel fabrication	50 days	Mon 17/10/22	Wed 11/01/23
11		Construction Phase	131 days	Wed 28/09/22	Mon 17/04/23
12		Site Establishment, Demolition & Excavation	4 days	Wed 28/09/22	Mon 3/10/22
13		Site establishment	2 days	Wed 28/09/22	Thu 29/09/22
14		Environmental & WHS protection measures	2 days	Fri 30/09/22	Mon 3/10/22
15		Earthworks - Building Platform	7 days	Tue 4/10/22	Wed 12/10/22
16		Site clear	2 days	Tue 4/10/22	Wed 5/10/22
17		Bulk Excavation	5 days	Thu 6/10/22	Wed 12/10/22
18		Building Construction	79 days	Thu 13/10/22	Fri 17/02/23
19		Detailed excavation	2 days	Thu 13/10/22	Fri 14/10/22
20		In-Ground Services	5 days	Mon 17/10/22	Fri 21/10/22
21		Footings and Building Slab	10 days	Mon 24/10/22	Fri 4/11/22
22		External Framing and Roof Trusses	12 days	Thu 12/01/23	Fri 27/01/23
23		roofing Works	8 days	Mon 30/01/23	Wed 8/02/23
24		wall cladding	7 days	Thu 9/02/23	Fri 17/02/23
25		Internal Works	36 days	Mon 20/02/23	Mon 10/04/23
26		Internal service rough in	3 days	Mon 20/02/23	Wed 22/02/23
27		Insulation	2 days	Thu 23/02/23	Fri 24/02/23
28		Linings	10 days	Mon 27/02/23	Fri 10/03/23
29		First Paint	3 days	Mon 13/03/23	Wed 15/03/23
30		Joinery	3 days	Thu 16/03/23	Mon 20/03/23
31		Fixout	7 days	Tue 21/03/23	Wed 29/03/23
32		Services Fitoff	5 days	Thu 30/03/23	Wed 5/04/23
33		Final Paint	3 days	Thu 6/04/23	Mon 10/04/23
34		External Works	8 days	Thu 6/04/23	Mon 17/04/23
35		Carpark and Paving Slabs	8 days	Thu 6/04/23	Mon 17/04/23
36		Detailed Excavation	2 days	Thu 6/04/23	Fri 7/04/23
37		Form, steel and pour carpark and paving slabs	6 days	Mon 10/04/23	Mon 17/04/23
38		Commissioning / defects & Final Clean	5 days	Tue 11/04/23	Mon 17/04/23
39		Final clean	5 days	Tue 11/04/23	Mon 17/04/23
40		Practical completion	0 days	Mon 17/04/23	Mon 17/04/23
41		Post Completion Lessons Learnt / Close Out Workshop	0 days	Mon 17/04/23	Mon 17/04/23





9.3.2. Fee Waiver - Athletics Carnival

Attachments:	Nil
Responsible Officer:	Derek Finnigan - Acting General Manager
Author:	Matthew Lysaught – Director Property & Place
Community Plan Issue:	6 - Community Leadership
Community Plan Goal:	Collaborative and responsive leadership that meets the expectations and anticipates the needs of the community.
Community Plan Strategy:	2.1.2 - Promote and facilitate increased participation in active and passive recreation activities.

PURPOSE

To seek Council's endorsement of the fee waiver for King St Public School, Singleton

OFFICER'S RECOMMENDATION

Council endorses the fee waiver request from King Street Public School, Singleton, for the Upper Hunter Primary School Zone Athletics Carnival held on Wednesday, 10 August 2022 at Weeraman Fields.

Moved: _____ **Seconded:** _____

BACKGROUND

On Thursday, 28 July 2022 the Acting General Manager forwarded to Councillors a request from King Street Public School, Singleton to waive the booking fee for Weeraman Fields for an athletics carnival to be held on Wednesday, 10 August 2022.

Due to the flooding of fields in Singleton, King Street Public School, who were to host the Upper Hunter Primary School Zone Athletics Carnival in Singleton, were unable to do so, as their fields were closed. The carnival included students from across the Upper Hunter representing their schools at Zone level.

CONSULTATION

Councillors

Acting General Manager

REPORT

The school requested a waiver of Council's fee of \$375 for the use of Weeraman Fields.

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

The Policy also states:

15. Council does not support requests for financial assistance from outside the



Muswellbrook Shire unless it can be demonstrated there is a significant benefit or contribution to the Muswellbrook Shire community.

The Acting General Manager recommended approving the request to waive the fee as it would support the Singleton community in a small way recovering from the recent devastating flood.

The feedback received from Councillors was supportive in waiving the fee.

OPTIONS

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

CONCLUSION

It is recommended Council endorses the fee waiver request for King St Public School for the Upper Hunter Primary School Zone Athletics Carnival.

SOCIAL IMPLICATIONS

Supporting the fee waiver request helped facilitate the athletics carnival for Upper Hunter primary school students.

FINANCIAL IMPLICATIONS

\$375 in revenue forgone.

POLICY IMPLICATIONS

F16-1 Financial Assistance Policy

STATUTORY IMPLICATIONS

Nil known.

LEGAL IMPLICATIONS

Nil known.

OPERATIONAL PLAN IMPLICATIONS

'2.1.2 Promote and facilitate increased participation in active and passive recreation activities', Muswellbrook Shire 2022 – 2023 Operational Plan

RISK MANAGEMENT IMPLICATIONS

Nil known.

WASTE MANAGEMENT IMPLICATIONS

Nil known.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

Nil known.



9.4. Corporate Services

9.4.1. 2021/2022 Operational Plan - 30 June, Quarterly Review

Attachments:	1. Q4 2021 2022 Council Review 2 [9.4.1.1 - 61 pages]
Responsible Officer:	David Walsh - Director - Corporate Services & Chief Financial Officer
Author:	Melissa Cleary – Manager - Governance
Community Plan Issue:	6 - Community Leadership
Community Plan Goal:	Collaborative and responsive leadership that meets the expectations and anticipates the needs of the community.
Community Plan Strategy:	6.1.3 - Enhance Council's communication with the community to build awareness and understanding of Council's activities and community needs.

PURPOSE

The adopted 2021/2022 Operational Plan has been reviewed over the months of 1 April 2022 to 30 June 2022.

OFFICER'S RECOMMENDATION

Council notes the 2021/2022 Operational Plan Review dated 30 June 2022.

Moved: _____ **Seconded:** _____

BACKGROUND

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

CONSULTATION

Manex,





Managers and Coordinators

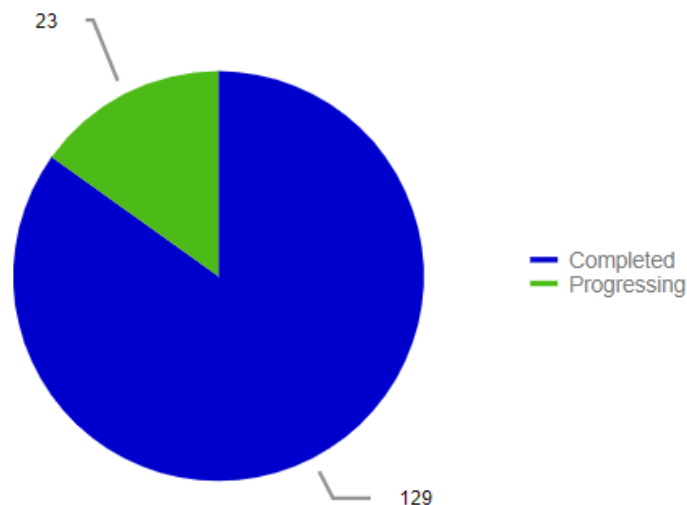
REPORT

Please refer to the Q4 2021/2022 Council Review (attached under separate cover) for the full Operational Plan review for the period to 30 June 2022.

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



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



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

ACTION	STATUS
2.3.2 The Shire-wide Muswellbrook Local Environmental Plan instrument is drafted for a Councillor Workshop and referred to Department of Planning, Industry and Environment for a Gateway Determination	Staff have been working with the Department of Planning and Environment (DPE) on proposed changes to employment definitions and zones for Local Environmental Plans. This is a state-wide initiative. These changes are on exhibition. Staff are also involved in a visual amenity assessment with DPE which will aid in the review of the RU1 zone.
2.4.5 Commence upgrade of Olympic Park grandstand amenities	A Development Application for the Olympic Park grandstand and amenities design has been submitted for development approval.
2.4.9 Develop a concept design for the Muswellbrook Heritage Museum	Council is seeking long-term tenure of a preferred site and is reviewing a draft concept design for a Muswellbrook Heritage Museum.



ACTION	STATUS
2.4.11 Develop a plan for improved accessible pedestrian link to Muswellbrook Marketplace	Consultants have been engaged to develop a plan for an improved accessible pedestrian link to the Muswellbrook Marketplace from the proposed bus stop location in Hill Street. A survey of the site has been undertaken and the design of hard and soft landscaping has commenced to construct an accessible continued path of travel to the Marketplace at this location.
2.5.1 Develop a Climate Change Resilience Policy	Staff participated in a Climate Change Risk assessment with Council's insurers and have identified best practice examples from other areas of NSW on which to base a best practice Climate Change Resilience Policy.
3.1.1 Complete the Upper Hunter Innovation Precinct - Stage 2.	Construction work is progressing on site. Donald Horne Building completion with landscaping is expected by September 2022.
5.1.2 Undertake a Muswellbrook Shire recreation needs study	The new Recreation Needs Study is expected to be completed by December 2022.
5.3.3 Construct Muswellbrook Youth Venue in partnership with the Upper Hunter Youth Services Committee	Development Application DA 2021-99, being for alterations and additions to the Muswellbrook Indoor Sports/Youth Centre at Rutherford Road, was approved by Council at the 28 June 2022 Ordinary Council Meeting.
5.4.1 Construct approved stages of the Hunter Beach project	Following a resolution of Council at the 28 September 2021 Ordinary Council Meeting, a contractor has been formally engaged to undertake works for completion prior to 31 December 2022.
5.7.1 Complete an audit of vacant but serviced and subdivided residential land in the Shire	A schedule of approved subdivisions and medium density housing projects has been prepared to estimate expected delivery to market in the short-term.
5.7.2 Seek development approval for Wollombi Road residential development	Preliminary aspects of this project are underway.
10.2.1 Facilitate implementation of recommended outcomes from Aboriginal treaty document	This project is currently on hold. The project was severely impacted and delayed due to the impact of COVID NSW Health



ACTION	STATUS
	Restrictions. Community consultation work is complete, and a report will be presented to the appointed Councillor representatives for determination of the next steps.
10.2.3 Liaise with National Parks and Wildlife to ensure the conservation of culturally significant Aboriginal sites on Widden Valley Road	Site identification has occurred and correspondence has been sent to NSW National Parks & Wildlife Service inviting a joint partnership to restore the site.
11.1.1 Develop a Mining and Extraction (Quarries) Policy to inform the calculation of environmental bonds, modifications and extensions and other relevant matters within the Shire	A first draft has been prepared for internal review, including consideration of changes that could be made to Muswellbrook DCP 2009 rather than having a separate Policy.
14.1.10 Implement appropriate studies and planning approvals for Food Organics and Garden Organics management	DA 2021/58 for an Organics Recycling Facility at 252 Coal Road, Muswellbrook is currently under assessment with referral to state agencies for concurrence.
14.2.1 Report the Muswellbrook Biodiversity Offset Strategy scoping paper to Council for funding in the 2022/23 financial year	Preliminary works are being carried out.
17.1.1 Commence construction of the Regional Entertainment and Conference Centre (RECC)	A development application has been lodged for the project and is awaiting determination.
19.3.1 Complete the funded stages of the new animal care facility	Construction of the new animal care facility is progressing on site. A design to drain storm water to the Hunter River has been endorsed and is progressing to detailed design.
19.4.2 Negotiate transfer Muswellbrook and Denman Levee Systems to the relevant State Department	Previous meetings with the Department of Environment and Heritage have agreed in principle to transfer the Muswellbrook and Denman levee systems to the Hunter Valley Flood Mitigation Scheme. This remains to be formalised.
24.1.1 Manage Council's Future Fund in line with the Future Fund Investment Strategy	The Future Fund requires further refinement in order to ensure investment benchmarks are being met. Currently, Council is undertaking further policy reviews to ensure that the assets held within the fund are appropriate and are achieving the



ACTION	STATUS
	required outcomes.
24.2.1 Identify and implement business improvement measures to achieve efficiencies and better service delivery outcomes	Council is continuing to employ positions to drive the identification and implementation of business improvement measures to achieve efficiencies and improved service delivery outcomes. In parallel, Council is developing a program to identify business process reviews to ensure the financial sustainability of Council.
24.2.9 Ensure statutory requirements under the Private Swimming Pools Program (Swimming Pool Act 1992) are achieved	Inspection of pool safety fences continues, predominantly for properties being sold or rented. Details are provided in monthly reports to Council.
24.2.10 Continue to review, update and revoke policies in accordance with the policy framework management strategy	A recent review of the organisational structure has resulted in the transfer of the responsibilities of the unfunded Policy Officer role to the Business Improvement Officer role. The Business Improvement Officer role is currently filled at 20% FTE. Council's policy framework is currently under review.



1 April 2022 – 30 June 2022 Council Review


Economic Prosperity

Plan for Local Economic Prosperity

Support job growth.

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


Target: New growth achieved

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
1.1	Facilitate the expansion of and establishment of new industries and business.	1.1.1 Support the Upper Hunter Economic Development Corporation to facilitate the expansion and establishment of new industries and business	Completed	100%	The Upper Hunter Economic Development Corporation has been dissolved following a resolution of Council at the 1 March 2022 Ordinary Council Meeting. A Community and Economy Directorate has subsequently been formed in order to advance economic development as a function of Council for the benefit of Muswellbrook Shire.	

Diversify the economy, facilitate the development of intensive agriculture and other growth industries, make the Shire a more attractive place to invest and do business.


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


Target: Facilitation leads to the establishment of new industries and business enterprise which diversify our economic base and create employment

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
2.1	Facilitate the diversification of the Shire's economy and support growth of existing industry and business enterprise.	2.1.1 Develop funded components of the Denman Thermal Baths and Tourist Park	Completed	100%	Concept designs for the Denman Thermal Baths and Tourist Park have been completed.	

Work with University of Newcastle on research and innovation in areas where the Upper Hunter has a competitive or comparative advantage.


Target: Research and innovation leads to the establishment of new industries.


Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
2.2	Work with University of Newcastle on research and innovation in areas where the Upper Hunter has a competitive or comparative advantage.	2.2.1 Revise and update investment prospectus	Completed	100%	Council has initiated an Employment Lands Audit and is undertaking this as an Upper Hunter region economic diversification project, working with Upper Hunter and Dungog Shire Councils, and Singleton Council. The project is supported by Regional NSW.	

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
		2.2.2 Implement key recommendations in the Upper Hunter Tourism Strategy	Completed	100%	The Upper Hunter Country Tourism Committee has reviewed its 2021-23 Strategy. Council continues to deliver a diverse range of events and activities, focusing on building community identity, and has worked in partnership with Destination Sydney & Surrounds North, identifying further opportunities to enhance and develop tourism locally.	

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



Target: New planning instruments lead to greater industry investment in the Shire






Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
2.3	Review the Local Environmental Plan and Development Control Plan to improve investment certainty for industry.	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	Completed	100%	A new section of the Development Control Plan, Section 13 - Floodplain Management, was adopted by Council on 1 March 2022 and is now effective.	





Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
		2.3.2 The Shire-wide Muswellbrook Local Environmental Plan instrument is drafted for a Councillor Workshop and referred to Department of Planning, Industry and Environment for a Gateway Determination	Progressing	60%	Staff have been working with the Department of Planning and Environment (DPE) on proposed changes to employment definitions and zones for Local Environmental Plans. This is a state-wide initiative. These changes are on exhibition. Staff are also involved in a visual amenity assessment with DPE which will aid in the review of the RU1 zone.	

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

Target: Implement the first stage of the Muswellbrook Town Centre Masterplan (Regional Entertainment and Conference Centre - subject to Special Variation) and the Denman town revitalisation project



Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
2.4	Implement the Muswellbrook, Denman Town Centre Masterplans and the Sandy Hollow Village Masterplan.	2.4.1 Seek commercial opportunities consistent with Muswellbrook and Denman town centre strategies	Completed	100%	Commercial opportunities and concepts are being sought and developed in Muswellbrook and Denman consistent with the Muswellbrook and Denman town centre strategies.	
		2.4.2 Implement the funded stages of the Muswellbrook Parking Strategy	Completed	100%	Funded stages of the Muswellbrook Parking Strategy have been completed, with improvements in layout, signage and delineation made to the car park located at the rear of Bridge Street, between Brook Street and William Street.	

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
		2.4.3 Progress the Muswellbrook and Denman CBD parking and traffic strategies	Completed	100%	The Muswellbrook and Denman CBD parking and traffic strategies continue to be implemented, with traffic facilities installed in the Bridge Street car park. A consultant has been engaged to review and develop the Active Transport Strategy for the towns of Muswellbrook, Denman and Sandy Hollow.	
		2.4.4 Construct the Wilder St Bridge as part of the Olympic Park Masterplan	Completed	100%	Construction of the Wilder Street Bridge is complete, and work on the project has progressed to the road approaches and roundabout in Wilkinson Avenue and Wilder Street. The project is programmed to be completed in the second quarter of 2022-23.	
		2.4.5 Commence upgrade of Olympic Park grandstand amenities	Progressing	75%	A Development Application for the Olympic Park grandstand and amenities design has been submitted for development approval.	
		2.4.6 Develop a 'Cooling the Streets' concept plan for Muswellbrook Shire	Completed	100%	A Cooling the Streets concept plan for Muswellbrook Shire has been included in Council's Active Transport Strategy, which will be reported to Council in the first half of 2022-23.	
		2.4.7 Develop Denman CBD Walking Trail Plan	Completed	100%	The development of a Denman CBD Walking Trail Plan has been included in Council's review of its Active Transport Strategy, which will be reported to Council in the first half of 2022-23.	

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
		2.4.8 Implement funded components of the Muswellbrook Shire Walk and Cycle Plan	Completed	100%	Council implemented the funded component of the Walk and Cycle Plan through the construction of a shared pathway in Ironbark Road, Muswellbrook, from Rutherford Road to Calgaroo Avenue.	
		2.4.9 Develop a concept design for the Muswellbrook Heritage Museum	Progressing	50%	Council is seeking long-term tenure of a preferred site and is reviewing a draft concept design for a Muswellbrook Heritage Museum.	
		2.4.10 Construct Sandy Hollow Pocket Park	Completed	100%	Construction of the Sandy Hollow Pocket Park has been completed.	
		2.4.11 Develop a plan for improved accessible pedestrian link to Muswellbrook Marketplace	Progressing	50%	Consultants have been engaged to develop a plan for an improved accessible pedestrian link to the Muswellbrook Marketplace from the proposed bus stop location in Hill Street. A survey of the site has been undertaken and the design of hard and soft landscaping has commenced to construct an accessible continued path of travel to the Marketplace at this location.	

Develop agricultural industry opportunities in the Shire.


Target: Develop agricultural industry masterplan

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
2.5	Develop agricultural industry opportunities in the Shire.	2.5.1 Develop a Climate Change Resilience Policy	Progressing	75%	Staff participated in a Climate Change Risk assessment with Council's insurers and have identified best practice examples from other areas of NSW on which to base a best practice Climate Change Resilience Policy.	
		2.5.2 Develop strategy for 'Food Upper Hunter' in partnership with Upper Hunter Shire Council and Upper Hunter Country Tourism	Completed	100%	The Upper Hunter Country Tourism Committee has reviewed its 2021-23 Strategy. Council continues to deliver a diverse range of events and activities, focusing on building community identity, and has worked in partnership with Destination Sydney & Surrounds North, identifying further opportunities to enhance and develop tourism locally.	

Facilitate greater access to higher education and participation in the knowledge and creativity economy.

Through the Future Fund invest in additional education infrastructure, in partnership with Hunter TAFE, the University of Newcastle and other providers.

Target: Additional education and creativity infrastructure constructed to support improved access to higher education and participation in the knowledge and creativity economy

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
3.1	Through the Future Fund invest in additional education infrastructure, in partnership with Hunter TAFE, the University of Newcastle and other providers.	3.1.1 Complete the Upper Hunter Innovation Precinct - Stage 2	Progressing	95%	Construction work is progressing on site. Donald Horne Building completion with landscaping is expected by September 2022.	

Develop Muswellbrook as a Regional Centre

Council will apply to IPART for a permanent continuation of IPART's approved one-off Special Rate Variation for 2018/19 of 12.43% (plus 2.3% rate peg) and increasing the 2018/19 rate base for 2019/20 by IPART's 2.7% rate peg


Target: The special variation will support:

An additional allocation of \$300,000 per year for stormwater drainage and \$100,000 per year for roads and parks asset maintenance programs.

Development of the Olympic Park Sports Precinct and Regional Entertainment and Conference Centre with a combined value of \$26,010,000 (subject to receiving grants and voluntary planning agreements) is made up of:

- an SRV contribution of \$11,800,000;
- grants of \$10,500,000;
- voluntary planning agreements contributions of \$3,710,000; and
- annual operational maintenance and net yearly operational contributions of \$700,000.

An additional \$250,000 towards the Job Creation program and \$62,000 to offset a shortfall in rating revenues arising from a change in NSW Government policy with respect to biodiversity offsets.

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
4.1	Council will apply to IPART for a permanent continuation of IPART's approved one-off Special Rate Variation for 2018/19 of 12.43% (plus 2.3% rate peg) and increasing the 2018/19 rate base for 2019/20 by IPART's 2.7% rate peg	4.1.1 Report against IPART granted Special Variation projects and programs	Completed	100%	Council has provided annual reports against its Special Rate Variation program as part of the Annual Report and the annual financial statements to the NSW Audit Office.	



Social Equity and Inclusion

Access to a wide range of community and government agencies appropriate for their age and needs.

Continue to improve the affordability, liveability and amenity of the Shire's communities.


Implement the outcomes of the Recreation Needs Study.

Target: The recommendations from the Recreation Needs Study are implemented

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
5.1	Implement the outcomes of the Recreation Needs Study.	5.1.1 Report on the list of prioritised capital sport and recreation projects	Completed	100%	A report providing a list of prioritised capital sport and recreation projects was approved by Council at the 28 September 2021 Ordinary Council Meeting.	
		5.1.2 Undertake a Muswellbrook Shire recreation needs study	Progressing	75%	The new Recreation Needs Study is expected to be completed by December 2022.	



Continue town centre revitalisation projects.



Target: Revitalisation projects completed

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
5.2	Continue town centre revitalisation projects.	5.2.1 Deliver at least one piece of permanent public art as a part of the urban revitalisation project	Completed	100%	The Max Watters Sculpture is a permanent installation in the forecourt of the Muswellbrook Regional Arts Centre. The location of the statue of this local icon has activated this space and provided a sense of pride in the local community.	

Facilitate investment in entertainment opportunities, particularly for young people.


Target: New entertainment opportunities provided

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
5.3	Facilitate investment in entertainment opportunities, particularly for young people.	5.3.1 Develop Library programs that increase social engagement with young people in our libraries	Completed	100%	The library has hosted school holiday activities in line with the NSW Public Health Orders,. These activities, both face to face and online, have been well supported by young people. Children's programming has been extended to the Denman branch with regular story time sessions and school visits now resuming. Targeted Reading Challenges have been delivered alongside reading platform Beanstack. Book Club and Writers Club welcomes participation from all ages.	
		5.3.2 Develop Aquatic Centre and Gym programs that increase social engagement and wellbeing with young people in Council's pools and gym	Completed	100%	The Muswellbrook Indoor Aquatic Centre facilities has been under construction this reporting period. The Muswellbrook and Denman Outdoor Pools provided reduced Learn to Swim Programs to the community and participating schools. The Muswellbrook Fitness Centre continues to deliver modified fitness programs. Membership of young people accessing the gym and its facilities has increased.	

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
		5.3.3 Construct Muswellbrook Youth Venue in partnership with the Upper Hunter Youth Services Committee	Progressing	80%	Development Application DA 2021-99, being for alterations and additions to the Muswellbrook Indoor Sports/Youth Centre at Rutherford Road, was approved by Council at the 28 June 2022 Ordinary Council Meeting.	
		5.3.4 Expand the home library service to increase participation of people with mobility or accessibility issues	Completed	100%	During 2021-22, Library Services responded to the NSW Public Health Order COVID restrictions and delivered a contactless home delivery service. This mode of delivery has increased the borrowing capacity of people with mobility and accessibility issues. The library has continued its expanded services and continues to deliver to a range of family groups and community members. Deliveries are offered in Muswellbrook, Denman and surrounding areas.	




Improve access to waterways





Target: Greater appreciation and interaction by the community with our local rivers and creeks

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
5.4	Improve access to waterways	5.4.1 Construct approved stages of the Hunter Beach project	Progressing	50%	Following a resolution of Council at the 28 September 2021 Ordinary Council Meeting, a contractor has been formally engaged to undertake works for completion prior to 31 December 2022.	

Promote and facilitate increased participation in active and passive recreational activities.


Target: Increased participation in recreation activities. Implement the Olympic Park Precinct Masterplan (subject to Special Variation)




Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
5.5	Promote and facilitate increased participation in active and passive recreational activities.	5.5.1 Maintain the sporting and recreational facilities to the standard specified in the Precinct Specifications Manual	Completed	100%	Sporting and recreational facilities are being maintained to the standard specified in the Precinct Specifications Manual. Additionally, winter over sow of a number of sporting fields has been completed.	
		5.5.2 Continue matched funding Small Sport and Recreation Grants Programme	Completed	100%	The Small Sport and Recreation Grants Programme for 2021/2022 was awarded and funded.	
		5.5.3 Continue matched funding Large Sport and Recreation Grants Programme	Completed	100%	The Large Sport and Recreation Grants Programme for 2021/2022 was awarded and funded.	



Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
		5.5.4 Continue user group consultation programme	Completed	100%	Regular meetings are held with sporting field user groups in order to facilitate increased participation in active and passive recreation.	
		5.5.5 Progress planning for the prioritised elements of the Recreational Vehicle Strategy	Completed	100%	Following a resolution from Council at the 28 September 2021 Ordinary Council Meeting, the Hunter Beach project will include a Recreational Vehicle Parking Area.	
		5.5.6 Manage Crown lands in line with Plans of Management	Completed	100%	Draft Olympic Park and Denman Recreation Areas plans of management have been prepared for stakeholder consultation.	
		5.5.7 Develop staged detailed designs for Hunter, Simpson, and Wollombi Park concept plans	Completed	100%	Concept designs for Hunter Park and Wollombi Park have been approved by Council. Stages have been prepared for detailed design.	

Consider and deliver social inclusion principles across Council functions.

Target: People with disability are continually included in improving the provision of accessible options across the Shire



Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
5.6	Consider and deliver social inclusion principles across Council functions.	5.6.1 Seek external grant funding opportunities to support the interests and aspirations of the Shire's communities	Completed	100%	During Q4 Council submitted applications for Federal and State funding to the value of \$2.4 million, including: \$688,460 for a new entrance to the Muswellbrook Regional Arts Centre under the Create NSW Creative Capital program; \$16,055 for tree planting at Wollombi Park under the Planting Trees for The Queen's Jubilee Program; \$10,400 for Bullying and Harassment Training for Managers and Staff under the Better Regulation Division (Department of Customer Service); \$59,500 for a Wanaruah language program under the NSW Social Cohesion program; \$100,000 for a flood warning system in the Muscle Creek under the 2022 Floodplain Management Program; \$100,000 under the Flying-fox Habitat Restoration Phase 2020-30 program; \$239,651 under the Reconnecting Regional NSW - Community Events Program; and funding under the NSW Children and Young People Wellbeing Recovery Initiative for \$50,000 under the storm and flood impacted regions sub-program and another \$50,000 under the regional NSW subprogram.	

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
		5.6.2 Address the actions identified in accessibility building and property audits and ensure all designs include accessibility considerations as a core component of the design process	Completed	100%	All designs include accessibility considerations as a core component of the design process. Specific projects were identified as requiring particular accessibility considerations and were progressed as part of the 2021-22 capital works programme.	
		5.6.3 Deliver responsive actions in relation to changing needs of Information Services, ensuring compatibility with current systems design and direction of the organisation	Completed	100%	A number of projects have commenced, with approved budgets now allocated. These projects include: * Replacement of electronic document and records management system (EDRMS). * Update M365 Licensing. * Upgrade Authority. * Fixed Asset Project - Recruitment process finalising. * General Ledger (GL) Restructure * CRM Improvements	
		5.6.4 Implement Emergency Management Plan	Completed	100%	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 9 March 2022.	

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
		5.6.5 Continue prioritised implementation of Asset Management System improvements	Completed	100%	Regular meetings of Council's Asset Management Working Group were carried out during the fourth quarter. Software systems are undergoing improvement to ensure consistency of data management in collaboration with Council's internal asset owners.	
		5.6.6 Consider all levels of abilities in the preparation of Council's plans and strategies	Completed	100%	All levels of abilities are considered in the preparation of Council's plans and strategies, and are also a core consideration in the concept and design phase of all projects.	

Facilitate the provision of affordable housing opportunities through development application process as encouraged through the Affordable Rental Housing SEPP 2009.


Target: New affordable housing opportunities provided

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
5.7	Facilitate the provision of affordable housing opportunities through development application process as encouraged through the Affordable Rental Housing SEPP 2009.	5.7.1 Complete an audit of vacant but serviced and subdivided residential land in the Shire	Progressing	10%	A schedule of approved subdivisions and medium density housing projects has been prepared to estimate expected delivery to market in the short-term.	
		5.7.2 Seek development approval for Wollombi Road residential development	Progressing	75%	Preliminary aspects of this project are underway.	

Stabilise the tenancy turnover in the Shire's social housing.

Continue partnership with government and community housing services to reduce the turnover of tenants in the Shire's social housing.


Target: Reduction in the turnover of tenants residing in social housing

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
6.1	Continue partnership with government and community housing services to reduce the turnover of tenants in the Shire's social housing.	6.1.1 Advocate for improvement in the standard and condition of community housing in the Muswellbrook Shire with NSW state agencies	Completed	100%	Council advocated to the NSW Government Committee of Community Services regarding options to improve access to existing and alternate accommodation to address local social housing shortages. Council entered into an agreement with a local not for profit community housing provider to provide an accommodation option for vulnerable individuals and families escaping domestic violence.	

Build social inclusion and improve the delivery of social services.


Facilitate discussions with other levels of government to enhance the delivery of services to improve and promote social inclusion services

Target: Improved social indicators across the Shire

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
7.1	Facilitate discussions with other levels of government to enhance the delivery of services to improve and promote social inclusion services	7.1.1 Continue to support and promote the Muswellbrook Healthy and Well Program	Completed	100%	The Muswellbrook Healthy and Well Project has concluded, and delivered positive outcomes to the community of Muswellbrook.	

Facilitate and implement improved disability access and inclusion across the Shire.



Target: Disability and inclusion improved to targeted facilities


Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
7.2	Facilitate and implement improved disability access and inclusion across the Shire.	7.2.1 Develop a targeted program to improve accessibility in Council owned and public spaces	Completed	100%	Projects have been identified to improve accessibility in Council owned and public spaces, and project preparation works are underway.	

Facilitate opportunities to expand seniors' living.

Facilitate discussions with other levels of Government to enhance the delivery of services to support older people to live in the Muswellbrook Shire.

Target: Improved services for older residents



Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
9.2	Facilitate discussions with other levels of Government to enhance the delivery of services to support older people to live in the Muswellbrook Shire.	9.2.1 Deliver funded components of the Ageing Strategy	Completed	100%	Funded strategies and initiatives from the Ageing Strategy 2020-22 have been delivered or incorporated into Council works. Many of these strategies are now embedded in Council's operations, such as the production of a local Seniors Festival Brochure 2022. The redesign of local public spaces has considered the needs of people who are ageing, particularly promoting inclusiveness. This has resulted in increased participation in the main street of Denman, the Muswellbrook Indoor Aquatic Centre and Denman's Memorial Park.	
		9.2.2 Partner with other community groups and organisations to deliver and promote a directory of Seniors Festival events	Completed	100%	The local brochure of the 2022 Seniors Festival (25 March - 3 April) was developed and distributed widely throughout the community, advertising and promoting a range of events.	


Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
		9.2.3 Increase the membership of older people at both Muswellbrook and Denman Aquatic Centres, gym and Muswellbrook Libraries	Completed	100%	The library reintroduced adult programs, including book clubs and adult writers' group, and these have increased engagement and membership of older people. Members aged 50+ currently account for 29% of total active Library memberships. An Aqua Areobics program has been held at the Muswellbrook Outdoor Pool and Muswellbrook Fitness Centre, and there is 70% participation of older people in this activity.	

Further the process of reconciliation in the Shire.

Collaborate with the local Aboriginal people on projects which enhance an appreciation for, and which develop the vitality of, Aboriginal culture.


Target: Improved understanding and appreciation of the importance of the Aboriginal Community and their traditions and culture



Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
10.1	Collaborate with the local Aboriginal people on projects which enhance an appreciation for, and which develop the vitality of, Aboriginal culture.	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	Completed	100%	Council has worked with the Aboriginal Community to deliver events that celebrate and promote Aboriginal Art and Culture. A consultation meeting has been held with members of the Aboriginal Community to discuss and identify an artwork inclusion in the second stage of the Tertiary Education Centre. In addition, a brief for the proposed Aboriginal and Torres Strait Islander Cultural Centre was developed in conjunction with Wanaruah Local Aboriginal Land Council and MACH Energy. Other projects included the Aboriginal Flag raising event during National Reconciliation Week, display of Aboriginal artifacts and art work at the Muswellbrook Library, and exhibition of artwork from Aboriginal inmates at St Heliers Correctional Centre.	
		10.1.2 Review the currency of the Working with ATSI website and update to reflect changes in legislation and policy	Completed	100%	The review of the workingwithindigenoustralains.info website content is complete. Work has commenced with 'In Our Own Words' participants compiling additional documents, photos, maps to further to enhance the Aboriginal Oral History Digitised Project.	

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
		10.1.3 Monitor the conservation of the Aboriginal Reconciliation Mural and Aboriginal Artifacts project to ensure conservation occurs as required	Completed	100%	Conservation work for the Aboriginal Reconciliation Mural has been completed.	

Raise awareness of the local Aboriginal community and an appreciation of their long traditions and culture.

Target: Improved understanding and appreciation of the importance of the Aboriginal Community and their traditions and culture

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
10.2	Raise awareness of the local Aboriginal community and an appreciation of their long traditions and culture.	10.2.1 Facilitate implementation of recommended outcomes from Aboriginal treaty document	Progressing	80%	This project is currently on hold. The project was severely impacted and delayed due to the impact of COVID NSW Health Restrictions. Community consultation work is complete, and a report will be presented to the appointed Councillor representatives for determination of the next steps.	

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
		10.2.2 Consult with the Aboriginal community to identify priority projects	Completed	100%	Due to Council elections and the impact of COVID Health Regulations, the Muswellbrook Shire Council Aboriginal Reconciliation Committee did not meet in 2021-22. However, Treaty Project community consultation has identified issues and service gaps as well as potential projects. Partnerships projects this year include the development of a brief for the Aboriginal and Torres Strait Islander Cultural Centre, the National Reconciliation Week Aboriginal Flag Raising event, extensive inclusion of Aboriginal cultural practices in the 2022 Australia Day Ceremony and citizenship ceremonies throughout the year.	
		10.2.3 Liaise with National Parks and Wildlife to ensure the conservation of culturally significant Aboriginal sites on Widden Valley Road	Progressing	50%	Site identification has occurred, and correspondence has been sent to NSW National Parks & Wildlife Service inviting a joint partnership to restore the site.	



Environmental Sustainability


Environmental Sustainability to focus on the regeneration of mined land and urban riparian areas, increase our use of renewable energy and to monitor and manage our use of natural resources.

Higher quality final landforms with shallower voids and more emphasis on progressive rehabilitation with local workforce participation.

Work in partnership with industry and other levels of government to achieve improved rehabilitation outcomes for disused mining lands and ongoing employment for the local workforce.

Target: Improvements in final landforms and void depths




Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
11.1	Work in partnership with industry and other levels of government to achieve improved rehabilitation outcomes for disused mining lands and ongoing employment for the local workforce.	11.1.1 Develop a Mining and Extraction (Quarries) Policy to inform the calculation of environmental bonds, modifications and extensions and other relevant matters within the Shire	Progressing	75%	A first draft has been prepared for internal review, including consideration of changes that could be made to Muswellbrook DCP 2009 rather than having a separate Policy.	
		11.1.2 Review new State Significant Development and requests for modification of State Significant Development (where the approval authority is the Department of Planning, Industry & Environment) to provide input and submissions consistent with Council's policy position	Completed	100%	Comments have been provided on Bengalla MOD 5, Bowmans Creek Wind farm, Liddell Ash Dam closure and Mt Pleasant Ongoing Operations State Significant Development (SSD).	




Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
		11.1.3 Attend Community Consultative Committees operated by the mines within the Shire	Completed	100%	Staff and Councillors attend the various Community Consultative Committee meetings as scheduled.	

Enhance native vegetation connectivity across the Upper Hunter.

Support Landcare initiatives and programs to enhance native vegetation connectivity across the Upper Hunter.

Target: Enhanced native vegetation connectivity across the Upper Hunter


Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
12.1	Support Landcare initiatives and programs to enhance native vegetation connectivity across the Upper Hunter.	12.1.1 Support Landcare activities in the Shire	Completed	100%	Grant funding project agreements signed and returned to Council, funding supplied, and projects completed.	
		12.1.2 Maintain rehabilitation works along Muscle Creek, Karoola Wetlands and Denman Wetlands to improve habitat quality and vegetation connectivity across the Upper Hunter	Completed	100%	Maintenance of rehabilitation works along Muscle Creek, Karoola Wetlands, and Denman Wetlands are being carried out to maintain and improve habitat quality and vegetation connectivity.	
		12.1.3 Maintain areas that have undergone rehabilitation activities to avoid degradation	Completed	100%	Maintenance of rehabilitation works along Muscle Creek, Karoola Wetlands, and Denman Wetlands are being carried out to avoid degradation.	

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
		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	Completed	100%	National Tree Day was celebrated late July and early August 2021, with tree planting sites in Muswellbrook and Denman, on Council managed sites and school sites.	
		12.1.5 Obtain easements over Possum Gully in order to facilitate the carrying out of vegetation rehabilitation works	Completed	100%	Planning for obtaining of easements to facilitate the carrying out of vegetation rehabilitation works is progressing as part of the Possum Gully catchment management study.	
		12.1.6 Progressively obtain stormwater drainage easements associated with development	Completed	100%	Stormwater easements associated with development are progressively obtained as required.	

Our local rivers and creeks are enhanced, utilised and valued.

Adopt an Urban Riparian Masterplan and implement actions.




Target: Healthier waterways and greater recreational use by the community




Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
13.1	Adopt an Urban Riparian Masterplan and implement actions.	13.1.1 Commence construction of 240m of walkway behind the Muswellbrook Community Pool	Completed	100%	Contracts have been issued for the identified works, and work is underway.	





Support initiatives which reduce the community's impact on the environment.

Carry out actions under the Sustainability Action Plan

Target: Actions carried out


Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
14.1	Carry out actions under the Sustainability Action Plan	14.1.1 Develop a work program to prepare a Muswellbrook Urban Catchment Management Plan which prioritises areas for remediation and activities that reduce and slow urban stormwater runoff	Completed	100%	Project brief for a Catchment Management Plan has been completed. Quotations are being sought in order to engage a consultant to prepare the Catchment Management Plan.	
		14.1.2 Continue to monitor air quality for the Shire and advocate for improved quality, regulation and compliance	Completed	100%	Staff attend Upper Hunter Air Quality Advisory Committee meetings and report air quality information to Council. Council monitors air quality through the Australian Nuclear Science and Technology Organisation.	
		14.1.3 Complete the Muswellbrook Shire Council NetZero by 2050 Road Map	Completed	100%	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.	

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
		14.1.4 Conduct a minimum of two community education programs to reduce the volume of food waste going to the Waste Management Facility. This could include providing grants to the community	Completed	100%	Staff have recommenced face to face education programs and issued Community War on Waste grants. Business War on waste grant applications are currently being sought. Details are provided in monthly information reports to Council.	
		14.1.5 Assist Council staff in implementing affordable procurement that minimises waste and improves sustainability outcomes	Completed	100%	Implementation of the NetZero roadmap has commenced. Staff have prepared internal procedures to guide sustainable procurement.	
		14.1.6 Conduct a minimum of two education programs or events to engage businesses and the boarder community to minimise waste and encourage reuse. This could include providing grants to community groups, residents and local businesses	Completed	100%	Community War on Waste grants have been provided. Business War on Waste program grant applications have closed.	

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
		14.1.7 Encourage the establishment and maintenance of a minimum of one community garden. This could include providing grants to community groups to establish, enlarge or maintain new or existing community gardens	Completed	100%	Planning for the relocation and upgrade of the community garden at the new Sustainability Hub is advanced. Preparatory site works have commenced. In the interim, the current garden is being maintained. Advice is being provided to households on establishing backyard vegetable gardens and providing free seedling giveaways.	
		14.1.8 Continue surveillance and regulation of illegal dumping based on reports from the community and staff	Completed	100%	Rangers follow up on community complaints and undertake regular surveillance of known trouble spots for illegal dumping.	
		14.1.9 Implement the Flying Fox Management Plan and the funded management actions	Completed	100%	Council staff are liaising with private companies to secure property owner approval for access to a potential out of town 'Flying Fox Camp' on rural land.	
		14.1.10 Implement appropriate studies and planning approvals for Food Organics and Garden Organics management	Progressing	50%	DA 2021/58 for an Organics Recycling Facility at 252 Coal Road, Muswellbrook is currently under assessment with referral to state agencies for concurrence.	

Require all development proposals to avoid and mitigate against potential environmental impacts and facilitate improved environmental outcomes where possible.

Target: Development application process includes review of potential environmental impacts and mitigation requirements included in conditions

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
14.2	Require all development proposals to avoid and mitigate against potential environmental impacts and facilitate improved environmental outcomes where possible.	14.2.1 Report the Muswellbrook Biodiversity Offset Strategy scoping paper to Council for funding in the 2022/23 financial year	Progressing	30%	Preliminary works are being carried out.	


Cultural Vitality

Increase the local variety, availability and access to the arts and cultural experiences.

Conserve the heritage and history of the Shire.

New investment in heritage conservation and restoration made.


Target: Funding allocation for heritage conservation and restoration is available

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
16.3	New investment in heritage conservation and restoration made.	16.3.1 Allocate funding for heritage conservation and restoration of heritage items through the Local Heritage Grants Fund	Completed	100%	Funding was made available, however COVID and current issues within the building industry have caused delays in project delivery.	

Facilitate options to improve cultural activities in the Shire.

Construct a Regional Entertainment and Conference Centre (subject to a Special Variation).


Target: Construction completed



Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
17.1	Construct a Regional Entertainment and Conference Centre (subject to a Special Variation).	17.1.1 Commence construction of the Regional Entertainment and Conference Centre (RECC)	Progressing	25%	A development application has been lodged for the project and is awaiting determination.	

Facilitate cultural activities and events which engage the community and visitors, and which create a 'sense of place' and identity.

Increase funding to the Blue Heeler Film Festival and the Noisy Heeler Festival with a view to engaging more locals and visitors.



Target: Increased attendance and participation at a variety of festivals and events



Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
18.1	Increase funding to the Blue Heeler Film Festival and the Noisy Heeler Festival with a view to engaging more locals and visitors.	18.1.1 Develop an Events and Festival Strategy with Action Plan for the period 2021 to 2024	Completed	100%	Events and Festivals have formed a calendar of events on the Muswellbrook Shire Council Website. Actions include the establishment of the Denman Visitor Information Centre; the delivery of the Blue Heeler Film Festival 2021 in partnership with the University of Newcastle - School of Creative Industries; Australia Day 2022 Citizenship Ceremony and Community Awards; 3 Citizenship ceremonies throughout the year involving over 30 conferees; the annual Easter Family Fun Day. Other partnerships include the screening of The Stranger Film and support to the Westpac Helicopter Sandy Hollow Horse Ride and the Denman Chamber of Commerce Main Street Markets.	


Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
		18.1.2 Deliver the funded actions of the approved Events and Festival Strategy 2021-2024 during 2021/22 financial year	Completed	100%	Events and Festivals have formed a calendar of events on the Muswellbrook Shire Council Website. Numerous actions include the establishment of the Denman Visitor Information Centre; the delivery of the Blue Heeler Film Festival 2021 in partnership with the University of Newcastle - School of Creative Industries; Australia Day 2022 Citizenship Ceremony and Community Awards; 3 Citizenship ceremonies throughout the year involving over 30 conferees; the annual Easter Family Fun Day. Other partnerships include the screening of The Stranger Film and support to the Westpac Helicopter Sandy Hollow Horse Ride and the Denman Chamber of Commerce Main Street Markets.	
		18.1.3 Support the delivery of the Denman Food and Wine Affair 2022	Completed	100%	Council has worked with the Denman Chamber of Commerce to attract funds and to rebrand the Chamber's economic activities. The Chamber has resolved to refocus their events and activities. In 2021-22, the Chamber held the Denman Chamber of Commerce Discover Denman event, including Main Street Markets and a truck and other vehicles parade.	

Continue the provision of arts appreciated through the Muswellbrook Regional Arts Centre

Target: A minimum of five exhibitions each year and the artist in residency completed



Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
18.2	Continue the provision of arts appreciated through the Muswellbrook Regional Arts Centre	18.2.1 Muswellbrook Regional Arts Centre to host a minimum of five exhibitions each year	Completed	100%	The following exhibitions have been held: 1. Mullins Conceptual Photographic Prize; Gundi: There is No Place like Home - Healing Country Find Me (Inmates from St Heliers Correctional Centre); Introducing The Woods (Hanna Kay); Growth, Colour, Light, Life: Surrounding Nature (Georgina Mason) 2. Max's House: Todd Fuller & Max Watters: Art Is 3. Two Artist Tour Muswellbrook & From MANAWATU to MUSWELLBROOK 4. Muswellbrook Art Prize 2022. Three prize categories: Painting (\$50,000 acquisitive), Works on Paper (\$10,000 acquisitive), and Ceramics (\$10,000 acquisitive). 5. 'Viewpoints: Wollomi National Park - Travis De Vries, Mark Dober, Michelle Earl, Marie Mansfield and Rebecca Rath.	
		18.2.2 Work with sponsors to maintain the annual delivery of the Muswellbrook Art Prize	Completed	100%	Sponsorship was secured for the annual Muswellbrook Art Prize 2022.	

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
		18.2.3 Partner with local education providers to enhance the Muswellbrook Regional Arts Centre's exhibitions	Completed	100%	The Muswellbrook Regional Arts Centre has worked extensively with Muswellbrook High School to exhibit Alternate Perspective: Seeing the World in a Different Way. This exhibition featured works from High School students.	
		18.2.4 Muswellbrook Regional Arts Centre to host an Artist in Residence Program	Completed	100%	The Wollemi Artist in Residence Project was delivered in May, 2022. Michelle Napanangka Earl - weaver, basket maker and Wonnarua woman, undertook her fieldwork, collecting information about foliage, colours and bird life; whilst in December Travis De Vries - multidisciplinary artist and Gamilaroi man, undertook his fieldwork, taking sound recordings at various locations in Wollemi National Park. Viewpoints: Wollemi National Park works were displayed in concurrent exhibitions at the Muswellbrook Regional Arts Centre and Singleton Culture and Arts Space.	

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
		18.2.5 Develop a strategy to attract major exhibitions to the Shire	Completed	100%	The Muswellbrook Regional Arts Centre in partnership with the Australian Photographic Society delivered the 2021 Mullins Contemporary Photographic Prize. The Muswellbrook Art Prize 2022 attracted well known artists, including Rachel Milne, the winner of the \$50,000 Painting Prize, David Fairbairn, Works on Paper Prize and Fiona Hiscock, Ceramics Prize. The Prizes attract well known artist and adjudicators from across NSW and Australia.	

Support Arts Upper Hunter as the peak organisation of Artist endeavour.

Target: Financial support is provided each year

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
18.4	Support Arts Upper Hunter as the peak organisation of Artist endeavour.	18.4.1 Maintain ongoing financial membership and provide management support to Arts Upper Hunter	Completed	100%	Muswellbrook Shire Council made its annual financial contribution to Upper Hunter Arts and has provided ongoing support for 2022.	
		18.4.2 Encourage local artist projects and grant applications through Arts Upper Hunter	Completed	100%	Local applications for the Country Arts Support Program (CASP) were received for consideration. Council promotes the funding scheme through its local networks and social media platforms.	




Community Infrastructure



Expand on the infrastructure required for Muswellbrook to realise Regional Centre status, improve community facilities and improve accessibility to community facilities.

Our community's infrastructure is planned well, is safe and reliable and provides required levels of service.

Improve and maintain civic precincts.


Target: Civic precincts and traffic safety devices and networks are well maintained and safe




Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
19.1	Improve and maintain civic precincts.	19.1.1 Deliver the approved capital program substantially on time, on budget and in accordance with relevant design and construction standards	Completed	100%	The 2021-22 Capital Program for Roads and Stormwater Drainage has been substantially delivered on time, on budget and in accordance with the relevant design and construction standards.	
		19.1.2 Implement and monitor effectiveness of the street and footpath sweeping program under contract	Completed	100%	The effectiveness of the street and footpath sweeping contract is monitored regularly, and scheduled meetings are conducted with the responsible contractor representative.	
		19.1.3 Carry out the management and removal of graffiti in compliance with Council's Graffiti Management Policy	Completed	100%	Graffiti removal is managed in compliance with Council's Graffiti Management standards.	


Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
		19.1.4 Carry out annual audit of Council's Best Practice Management of water supply and sewerage services	Completed	100%	The Best Practice Management Audit for the 2020-21 was completed in June 2022. Council was found to be substantially compliant in its Best Practice Management for Water Supply and Sewer Services for 2020-21.	
		19.1.5 Identify a suitable location for a new Muswellbrook cemetery site and develop a concept plan for the site	Completed	100%	A suitable location for a new Muswellbrook cemetery site has been identified and a concept plan is being prepared.	

Maintain and continually improve asset management.

Target: Implement Council's asset management strategy




Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
19.2	Maintain and continually improve asset management.	19.2.1 Co-ordinate and facilitate implementation of the Asset Management Improvement Strategy	Completed	100%	The Corporate Asset Management Steering Committee meets regularly to develop and advance Council's centralised database incorporating all asset groups. Asset Management Hierarchies are developed along with efficient workflow procedures for new assets. Council is finalising its Water and Wastewater Valuation and has reviewed proactive maintenance objectives to minimise financial impacts and to deliver improved asset and safety outcomes to the community.	





Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
		19.2.2 Monitor service levels achieved compared to Level of Service targets in asset management plans and Precinct Specifications Manual	Completed	100%	Service levels are monitored for compliance with Level of Service targets in asset management plans and the Precinct Specifications Manual.	
		19.2.3 Progressively reduce passive mowing areas through the staged establishment of pockets of native vegetation that comply with the principles of crime prevention through environmental design and applying Planning for Bush Fire Protection standards and guidance	Completed	100%	National Tree Planting Day and corresponding projects assist to reduce passive mowing areas. All park and reserve development works include consideration of the principles of crime prevention through environmental design and Bush Fire Protection standards and are aimed at reducing the areas that require passive mowing.	
		19.2.4 Implement the funded components of the bus stop shelter upgrade and renewal program for Muswellbrook Shire	Completed	100%	Implementation of the funded components of the bus stop shelter upgrade and renewal program for Muswellbrook Shire is continuing. This project is a two (2) year program and carries over to the 2022-23 where the infrastructure will be fully delivered. Further funding has been obtained including an in-kind contribution from development to allow the infrastructure to be constructed in the next financial year.	

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
		19.2.5 Progress the potential for Olympic Park and Highbrook Park to be irrigated by high quality recycled water	Completed	100%	Planning has begun for both Olympic Park and Highbrook Park to be irrigated by high quality recycled water supplied by the Muswellbrook recycled water treatment works. Olympic Park recycled water irrigation plans were part of a recent successful grant application.	

Facilitate investment in high quality community infrastructure necessary to a regional centre.




Target: High quality infrastructure is provided to support Muswellbrook as a Regional Centre



Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
19.3	Facilitate investment in high quality community infrastructure necessary to a regional centre.	19.3.1 Complete the funded stages of the new animal care facility	Progressing	75%	Construction of the new animal care facility is progressing on site. A design to drain storm water to the Hunter River has been endorsed and is progressing to detailed design.	
		19.3.2 Provide to Council a list of works proposed for design	Completed	100%	A list of works proposed for design has been prepared based on the Capital Works endorsed by Council.	
		19.3.3 Provide to Council designs and associated estimates for the forward financial year	Completed	100%	Designs for Capital Works and associated estimates for nominated projects have been reported to Council for endorsement prior to tendering or construction.	

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
		19.3.4 Investigate and recommend appropriate management treatments for road safety and traffic management	Completed	100%	A report recommending appropriate management treatments for road safety and traffic management was approved by Council at the 27 July 2021 Ordinary Council Meeting.	
		19.3.5 Deliver the Capital Program substantially on time, on budget, fit for purpose and in accordance with relevant design and construction standards	Completed	100%	The capital works programme is being delivered substantially on time, on budget, is fit for purpose and in accordance with relevant design and construction standards.	
		19.3.6 Deliver timely, professional engineering assessment of proposed development	Completed	100%	DA assessment timeframes have been consistent in providing well informed advice to deliver best outcomes to the community during a period of peak subdivision activity and regionally significant projects based both locally and impacting on Council's infrastructure.	
		19.3.7 Conduct regular meetings of the Muswellbrook Bypass Advisory Committee	Completed	100%	During the fourth quarter of 2021-22, the Muswellbrook Bypass Advisory Committee conducted a scheduled meeting on Thursday, 16 June 2022.	

Maintain and continually improve community infrastructure across the Shire.

Target: Roads, footpath and cycleway networks, stormwater devices and kerb and guttering are well maintained, safe and meet relevant standards and the community's service expectations

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
19.4	Maintain and continually improve community infrastructure across the Shire.	19.4.1 Progress planning for projects arising from the Floodplain Risk Management Plan	Completed	100%	Design for a flood warning system for Muscle Creek is underway. This is the highest priority project identified in the Floodplain Risk Management Plan.	
		19.4.2 Negotiate transfer Muswellbrook and Denman Levee Systems to the relevant State Department	Progressing	75%	Previous meetings with the Department of Environment and Heritage have agreed in principle to transfer the Muswellbrook and Denman levee systems to the Hunter Valley Flood Mitigation Scheme. This remains to be formalised.	
		19.4.3 Carry out a prioritised programme of asset condition inspections	Completed	100%	A comprehensive condition assessment for water and sewer assets has been completed as part of the 2022 revaluation, with road and bridge assets condition assessments completed concurrently. Planning for condition assessments for the stormwater drainage network are well advanced for undertaking in 2022-23.	
		19.4.4 Effectively manage customer service requests	Completed	100%	Council has initiated projects to identify system process improvements that will enable Council to respond to customer service requests within the established timeframes.	



Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
		19.4.5 Implement construction waste avoidance and resource recovery strategy	Completed	100%	Construction waste avoidance and resource recovery strategies are considered as a key focus of all construction and maintenance projects.	
		19.4.6 Progress formalisation of Bengalla Link Road-Wybong Road route as an alternative over-mass, over-size vehicle route	Completed	100%	Council has progressed the formalisation of Bengalla Link Road - Wybong Road route as an alternative over-mass, over-size vehicle route through it's nomination for reclassification to a State Road under Round Two of the NSW Government Road Reclassification Project.	





Utility services are operated as distinct business units within Council.


A safe, secure and reliable water supply and sewerage services are provided to all residents that will ensure public health.

Provide safe, secure, efficient and effective water, sewerage and waste services in compliance with regulatory requirements.

Target: Council re-news, upgrades and maintains Council's water and waste utilities and facilities to agreed standards and within regulatory requirements

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
20.1	Provide safe, secure, efficient and effective water, sewerage and waste services in compliance with regulatory requirements.	20.1.1 Continue to operate in accordance with the New South Wales Environment Protection Agency (EPA) Licences	Completed	100%	The Annual Licence Return for Environment Protection Licence (EPL) 5059, for the Denman sewer treatment and sewage system is due on 14 August 2022. The submission is in progress. The Annual Licence Return for EPL 1593, for Muswellbrook sewer treatment and sewage system was submitted on 27 April 2022	
		20.1.2 Continue substantial achievement of Best Practice Water Supply and Sewerage Guidelines	Completed	100%	The second, third and fourth quarterly Water and Sewer Levels of Service Reports are currently being prepared by an external professional service provider. The databases are being reviewed to streamline analyses and accessibility for reporting. The reports are expected to be completed by the end of August 2022 and reported to Council at the September 2022 Ordinary Council meeting.	




Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
		20.1.3 Test and monitor water supply and sewerage system, including re-use systems, to ensure legislative compliance with health guideline and licence parameters	Completed	100%	All regulatory testing for drinking water and wastewater was satisfactorily sampled and tested in 2021-22. The draft recycled water management plan is currently with NSW Department of Planning and Environment for review and approval.	
		20.1.4 Monitor higher risk zones and treatment works within the sewer system exposed to businesses with liquid trade waste discharges	Completed	100%	Inspections of business were undertaken on a regular basis throughout 2021-22.	
		20.1.5 Undertake inspections and approvals of liquid trade waste premises and agreements	Completed	100%	Liquid trade waste inspections and approvals have progressed satisfactorily throughout 2021-22.	
		20.1.6 Implement and monitor effluent reuse arrangements with relevant stakeholders to ensure secure and cost-effective effluent disposal	Completed	100%	The Muswellbrook Recycled Water Treatment Works continues to produce high quality recycled water that is 100% utilised at the Muswellbrook Golf Course for irrigation purposes and at Mt Arthur mine for dust suppression. All recycled water from the Denman Recycled Water Treatment Works is utilised at the Denman Golf Course and sporting fields for irrigation purposes.	


Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
		20.1.7 Provide a report to Council listing priorities for construction	Completed	100%	A report listing Water & Wastewater capital construction priorities was approved by Council at the 26 October 2021 Ordinary Council Meeting.	

The road, footpath and cycleway networks are integrated and allow for the safe movement of residents around the Shire.

Maintain and continually improve the Shire's footpath and cycleway networks to improve connectivity.

Target: The Shire's footpaths, cycleways and car parks are well planned, maintained, safe, assist community connectivity and meet the community's service expectations

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
21.1	Maintain and continually improve the Shire's footpath and cycleway networks to improve connectivity.	21.1.1 Provide a report to Council listing priorities for construction	Completed	100%	A report listing priorities for construction was approved by Council at the 27 July 2021 Ordinary Council Meeting.	
		21.1.2 Deliver the Capital Program substantially on time, on budget, fit for purpose and in accordance with relevant design and construction standards	Completed	100%	The capital works program for 2021-22 has been delivered substantially on time, on budget, fit for purpose and in accordance with relevant design and construction standards.	
		21.1.3 Carry out progressive linemarking of Bylong Valley Way	Completed	100%	The linemarking of Bylong Valley Way has been completed.	

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
		21.1.4 Manage over mass over size vehicle permits to minimise impact on Council road network efficiency	Completed	100%	Permits for Over Size Over Mass (OSOM) vehicles have continued to be processed as received within the nominated timeframes. Asset inspections and escorting of vehicles is regularly carried out to manage OSOM vehicle movements to minimise impacts on Council's road network efficiency.	


Community Leadership




To improve the community's participation in decision making and implement business improvement initiatives to improve service delivery.





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


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.

Target: Heightened levels of community satisfaction with Council's decision-making processes and the maintenance of high standards of transparency and accountability

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
22.1	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.	22.1.1 Carry out a desk-based exercise to test preparedness for a severe weather event	Completed	100%	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.	

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
		22.1.2 Ensure currency of all relevant emergency management plans	Completed	100%	A review of Council's Emergency Management Plan (EMPLAN) has been carried out and was endorsed by the Muswellbrook Shire Local Emergency Management Committee at the 9 March 2022 quarterly meeting of the Committee. A review of the Muswellbrook Shire Council administration centre emergency management plan was carried out in the fourth quarter of 2021-22.	
		22.1.3 Ensure meetings of the Local Emergency Management Committee are held regularly	Completed	100%	A meeting of the Muswellbrook Shire Local Emergency Management Committee for the fourth quarter of 2021-22 was conducted on Thursday, 9 June 2022 in the Emergency Operations Centre at the Muswellbrook Library.	
		22.1.4 Undertake strategic advocacy with government and industry leaders to further the interests and aspirations of the Shire's communities	Completed	100%	Strategic advocacy has been undertaken with community, industry and government leaders in order to further the interests and aspirations of the communities of Muswellbrook Shire. During the fourth quarter, meetings were held with the Hunter Joint Organisation, State Government grant funding bodies, and the Member for Upper Hunter.	


Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
		22.1.5 Monitor effectiveness of Council's Emergency Management Plan (EMPLAN)	Completed	100%	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 9 March 2022.	
		22.1.6 Attend Regional Emergency Management Committee meetings	Completed	100%	Preparation for attendance at the July 2022 Regional Emergency Management Committee meeting was carried out during the fourth quarter of 2021-22.	
		22.1.7 Attend Combined Muswellbrook-Singleton Bush Fire Risk Management Committee meetings	Completed	100%	Attendance at combined Muswellbrook-Singleton Bush Fire Risk Management Committee meetings was carried out as scheduled during the fourth quarter of 2021-22.	
		22.1.8 Ensure infrastructure projects consider emergency risk management in the design process	Completed	100%	All infrastructure projects consider emergency risk management as a core component of the design process.	

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
		22.1.9 Council will support the Shire's communities with a flexible and scaleable response to the impacts of the Novel Coronavirus (COVID-19) to reduce the social and economic impacts	Completed	100%	Council has worked with Hunter New England Health and the Local Emergency Management Command throughout the COVID-19 pandemic to support the delivery of testing and vaccine clinics, and in home delivery for food and library services. Council has also provided lease concessions to lessees for Council owned properties in compliance with NSW Government Guidelines.	

Genuine and well informed community participation in decision making.


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

Target: Increased participation of residents and other key stakeholders in consultation and decision making processes

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
23.1	Utilise best practice models of community engagement to ensure decision making is meeting the expectations of the community.	23.1.1 Undertake a community consultation program as per the Community Participation Plan in preparation for the new suite of Integrated Planning and Reporting documents	Completed	100%	Following an extensive program of community consultation in accordance with Council's adopted Community Participation Plan, public exhibition and consideration of submissions by Council, the Muswellbrook Shire 2022-2032 Community Strategic Plan was endorsed at the 24 May 2022 Ordinary Meeting, the Muswellbrook Shire 2022-2026 Delivery Program, the Muswellbrook Shire Council Resourcing Strategy and the Muswellbrook Shire Council 2022-2023 Operational Plan were all adopted at the 28 June 2022 Ordinary Meeting.	

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


Target: Greater awareness in the community of Council's activities

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
23.2	Enhance Council's consultation and communication with the community to build awareness and understanding of Council's activities and community needs.	23.2.1 Promote Council and the Muswellbrook Shire and share information through a range of communications media	Completed	100%	The Muswellbrook Shire Council website was restructured during 2021-22, and an App has been introduced to enable access to the website via mobile phone. Regular communication videos are being produced, featuring an update from the Mayor, for publication on Council's website to provide information on Council's resolutions arising from Council meetings. The number of media releases has also been increased in order to promote Council and Muswellbrook Shire, and to share information through a range of communications media.	

A Council that is well managed, efficient and properly resourced and that is responsive to its communities and stakeholders.


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





Target: Strong financial discipline maintained. Delivering approved programs complying with statutory obligations





Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
24.1	Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.	24.1.1 Manage Council's Future Fund in line with the Future Fund Investment Strategy	Progressing	75%	The Future Fund requires further refinement in order to ensure investment benchmarks are being met. Currently, Council is undertaking further policy reviews to ensure that the assets held within the fund are appropriate and are achieving the required outcomes.	





Implement a comprehensive and targeted business improvement program.




Target: Improve information systems and business processes to provide responsive and customer focused service delivery

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
24.2	Implement a comprehensive and targeted business improvement program.	24.2.1 Identify and implement business improvement measures to achieve efficiencies and better service delivery outcomes	Progressing	10%	Council is continuing to employ positions to drive the identification and implementation of business improvement measures to achieve efficiencies and improved service delivery outcomes. In parallel, Council is developing a program to identify business process reviews to ensure the financial sustainability of Council.	

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
		24.2.2 Ensure compliance with Council's statutory reporting obligations	Completed	100%	The Governance Officer role was made permanent-ongoing as part of a recent organisational restructure in order to ensure Council's ongoing compliance with statutory reporting obligations.	
		24.2.3 Provide efficient and effective Development Application, Complying Development Certificate, Construction Certificate and Occupational Certificate assessment services	Completed	100%	The number of new applications has plateaued at a level significantly higher than prior to COVID. Staff have resolved a number of long-standing development applications. Details are provided in monthly information reports submitted to Council.	
		24.2.4 Deliver high quality, cost effective and competitive Principal Certifying Authority (PCA) certification services	Completed	100%	Council staff are nominated as the Principal Certifying Authority in the majority of cases. Details are provided in monthly reports to Council.	
		24.2.5 Undertake inspections of development sites subject to Development Application / Construction Certificate in accordance with statutory requirements and ongoing conditions	Completed	100%	Inspections have continued with staff following COVID safety plans.	

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
		24.2.6 Facilitate the registration and inspection of all regulated premises (caravan parks, food outlets, skin penetration premises, hairdressers, mortuaries, private water supply) in accordance with regulatory requirements to ensure public health and safety is protected	Completed	100%	Inspections have recommenced with staff following COVID safety plans.	
		24.2.7 Facilitate registration, care and control of animals in the Shire in accordance with the Companion Animals Regulations	Completed	100%	All services have operated as normal. Council participates in the National Desexing Scheme to provide discounts for low-income households to desex pets.	
		24.2.8 Ensure statutory requirements relating to fire safety measures are implemented through maintenance of a register, annual notices and follow up with businesses to record compliance	Completed	100%	Annual notices were sent and follow up with businesses is carried out to record compliance.	
		24.2.9 Ensure statutory requirements under the Private Swimming Pools Program (Swimming Pool Act 1992) are achieved	Progressing	75%	Inspection of pool safety fences continues, predominantly for properties being sold or rented. Details are provided in monthly reports to Council.	

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
		24.2.10 Continue to review, update and revoke policies in accordance with the policy framework management strategy	Progressing	50%	A recent review of the organisational structure has resulted in the transfer of the responsibilities of the unfunded Policy Officer role to the Business Improvement Officer role. The Business Improvement Officer role is currently filled at 20% FTE. Council's policy framework is currently under review.	
		24.2.11 Provide support services for the elected Council and executive	Completed	100%	All council meetings are supported in line with Council's Code of Conduct and Code of Meeting Practice.	
		24.2.12 Implement the Muswellbrook Shire Council Resourcing Strategy	Completed	100%	Council adopted the Muswellbrook Shire Council Resourcing Strategy, comprising the 2022-2032 Long-Term Financial Plan, the 2022-2032 Strategic Asset Management Plan, and the 2022-2026 Workforce Management Plan, at the 28 June 2022 Ordinary Council Meeting.	
		24.2.13 Ensure compliance with all Recover at Work processes in accordance with requirements of regulators and insurer	Completed	100%	All recover at work requirements are carried out in line with regulators and insurer. Statecover measures that Muswellbrook Shire Council is currently providing best practice in the area of Return To Work. Management of recover at work has minimised loss time injury claims.	

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
		24.2.14 Provide clear, accessible and relevant information to the community	Completed	100%	Council has developed a new website and digital media strategy and platform that have improved the timing and frequency of information provided to the community.	
		24.2.15 Engage with other levels of government to promote the interests of the Shire's communities	Completed	100%	Council has worked closely with the State Government to promote the interests of the Shire's communities, particularly in relation to grant funding opportunities.	
		24.2.16 Contribute to regional strategic partnerships	Completed	100%	Council has contributed to the revised Hunter Regional Plan and has provided information to the Royalties for Rejuvenation Task Force. Council is also working with the Hunter Joint Organisation regarding regional project priorities.	

A sustainable Council that is best practice employer providing safe, happy and productive workplace.

Continue to prioritise safety and risk management initiatives, employee welfare initiatives, and upgrades to Council's works depot and waste management facility.

Target: Initiatives and upgrades undertaken

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
25.1	Continue to prioritise safety and risk management initiatives, employee welfare initiatives, and upgrades to Council's works depot and waste management facility.	25.1.1 Ensure Council continues to meet each of its Workplace Health and Safety obligations and responsibilities	Completed	100%	Council's Work, Health and Safety Committee has continued to meet monthly during the fourth quarter, and a range of scheduled work site hazard inspections have been carried out.	