



muswellbrook
shire council

Muswellbrook Shire Council

ORDINARY COUNCIL MEETING

BUSINESS PAPER

TUESDAY 27 SEPTEMBER 2022



MUSWELLBROOK SHIRE COUNCIL

P.O Box 122
MUSWELLBROOK
21 September, 2022

Councillors,

You are hereby requested to attend the Ordinary Council Meeting to be held in the Community Hall, Golden Highway, Sandy Hollow, NSW 2333 on **Tuesday 27 September 2022** commencing at 6:00 pm.

Derek Finnigan
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 23 August, 2022 and Extra-Ordinary Council Meetings held on 30 August, 2022 and 21 September, 2022

RECOMMENDATION

The Minutes of the Ordinary Council Meeting held on 23 August, 2022, and the Extra-Ordinary Council Meetings held on 30 August, 2022 and 21 September, 2022, copies of which have 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**
- 7. Public Participation**
- 8. Business Arising (From Previous Meetings)**

Nil

Nil



9. Business (Specific Reports)

9.1. Planning and Environment

9.1.1. Major Landcare Projects

| | |
|---------------------------------|---|
| Attachments: | Nil |
| Responsible Officer: | Sharon Pope - Director - Planning & Environment |
| Author: | Michael Brady (Sustainability Officer - Waste) |
| Community Plan Issue: | 3 - <i>Environmental Sustainability</i> |
| Community Plan Goal: | An environmentally sensitive and sustainable community |
| Community Plan Strategy: | 2.1.2 - Promote and facilitate increased participation in active and passive recreation activities. 3.3.1 - Implement funded actions of the adopted Urban Riparian Masterplan. 3.4.1 - Continue Community Education Program on water, waste and energy reduction. |

PURPOSE

To inform Council about how the Major Landcare Projects budget will be allocated for the 2022/2023 financial year.

OFFICER'S RECOMMENDATION

Council approve the allocation of the Major Landcare Projects budget as itemised in this report.

Moved: _____ **Seconded:** _____

BACKGROUND

Each year Council allocates funding as part of the Major Landcare Projects budget. In 2022/2023 this budget is \$125,000.

CONSULTATION

Director – Planning and Environment

Director – Property and Place

**REPORT****Table 1 - Spending Proposal for 2022/2023 fiscal year.**

| Proposed Project | Description | Cost |
|--|--|------------------|
| Muscle Creek Infill Plantings | A. Plant 2000 native seedlings B. Weed and erosion control | \$38,000 |
| Landcare Small Grants | Support community groups with grants of up to \$8,000 (dollar for dollar matched, in-kind contributions considered but not preferred). | \$22,000 |
| Seedlings for Land | Native seedlings offered free to residents. | \$5,000 |
| Denman Nature Walk Educational Assets | Adding educational elements to the newly formed Denman nature walk. | \$15,000 |
| Giant's Leap Upgrade - Sandy Hollow | Upgrade paths and signage. | \$15,000 |
| Cultural Burning | Weed control through cultural burning. Possibly located on land between the Denman Lookout and Rosemount Road. | \$15,000 |
| Asset repairs | Repairing previously funded projects damaged after rain and flooding events. | \$15,000 |
| Total | | \$125,000 |

Muscle Creek Infill Plantings – This project will involve planting 2000 native seedlings, weed control and soft erosion control along Muscle Creek. This work is identified in the Council endorsed Muswellbrook Urban Riparian Landcare Master Plan.

Within the riparian areas of Muscle Creek the most effective method of revegetation is to establish a dominate cover of native plants, which takes between 5 and 7 years. As native plants become established, less maintenance will be required. This revegetation work is undertaken with the aim of doing as much work as possible with minimal resources.

The Sustainability Unit is responsible for revegetation work on slopes on Muscle Creek. These sloped areas are challenging environments requiring special equipment and training. Weed suppression with mulch is difficult in these areas and weeds continue to regrow until the native seedlings dominate. Poor soil occurs in these sloped areas, and it is difficult water new plant. Despite these challenges it is beneficial if plants can be established to stabilise the bank and provide habitat.

Landcare Small Grants – Grants will be available to Landcare, community, and educational groups within the Shire. These grants will be managed using the same methods as last financial year. These grants will be assessed using the criteria below:



- the improvement the project will have on the environment.
- the impact the project will have on increasing environmental awareness and educating the community about environmental issues.

The first round of grant funding will be targeted towards larger Landcare projects. If funds remain after this round, another funding round will target groups.

Seedlings for Land – Up to 2000 native tree and shrub seedlings will be offered free to residents of Muswellbrook Shire. These seedlings will grow to providing shade and habitat. There will be a limit to the number each property owner will receive. Different native species will be offered depending on property location and size. Seedlings will be given away as part of a Sustainability Hub opening event to provide Council an opportunity to educate residents on sustainability related matters.

Denman Nature Walk Educational Assets – This project will involve installing signs and animal statues along the recently completed Denman Nature Walk in Hyde Park Denman. The animals, made from recycled rubber, encourage young users to travel further along the path. Signs will educate users about native animals and about the importance of each element of an ecosystem.

Another sign will educate the community about the difference between parks and natural areas and how these areas are maintained differently. For example, if a branch falls in a park Council staff remove it where it goes to our waste facility. Council staff then mulch it and this is put back onto gardens on flat land. If a branch falls in a natural area it can be left onsite to act as habitat for animals such as insects, reptiles, and birds.

Giant's Leap Upgrade - Sandy Hollow – This project will upgrade the existing Giant's Leap Walk in Sandy Hollow. This will include improved parking facilities and upgraded signage. Staff will continue to consult with the Sandy Hollow community and Crown Land staff to ensure this project is completed successfully. The project will be completed to ensure that minimal maintenance work will be required in the future.

Cultural Burning – This project will involve working with the local Indigenous community and cultural burning professionals to carry out a cultural burn on appropriate land. The Denman Lookout area on Rosemount Road will be investigated as a potential site. This work will help to reduce weeds, enhance native habitat, and provide an opportunity for learning experiences through cultural connections.

Asset repairs – Over the years the Sustainability Unit has completed projects using the Major Landcare Projects budget. An amount of funding has also been spent on maintaining these assets. This project will help carry out maintenance on assets such as the Haydon and Gyarran Street Nature Trails, Platypus Track and Denman Nature Walk.

OPTIONS

1. Accept the Spending Proposal for 2022/2023 fiscal year in Table 1 contained in the report.
2. Amend the Spending Proposal for 2022/2023 fiscal year in Table 1 contained in the report.

CONCLUSION

Staff recommend that Council accept the recommendations contained in this report.

SOCIAL IMPLICATIONS

Improving natural areas improves opportunities for recreational activities for residents.



FINANCIAL IMPLICATIONS

Ongoing Operational and Maintenance Costs Implications Associated with Capital Project

1. Financial Implications – Capital

The recommended projects will be paid from the Major Landcare Projects budget allocation.

2. Financial Implications – Operational

All projects recommended are expected to create minimal maintenance that can be completed through existing staff and resources.

POLICY IMPLICATIONS

Environmental Sustainability Policy S32/1

Key Sustainability Principles

This Environmental Sustainability Policy will be pursued by Muswellbrook Shire Council through the following principles;

1. Operations that demonstrate sustainable environmental management.
2. Provide leadership and actions for achieving environmental sustainability
3. Pursue ecologically sustainable land use and development.
4. Collaborate with the community and other stakeholder groups to protect and preserve the natural environment.
5. Support and regulate activities of others within its control to protect the environment.

STATUTORY IMPLICATIONS

Muswellbrook Shire Council is committed to environmental sustainability and adherence to sections 7 and 8 of the Local Government Act that states:

s.8(1) to properly manage, develop, protect, restore, enhance and conserve the environment of the area for which it is responsible, in a manner that is consistent with and promotes the principles of ecologically sustainable development.

LEGAL IMPLICATIONS

Not applicable

OPERATIONAL PLAN IMPLICATIONS

The Muswellbrook Shire Council Operational Plan 2022/2023.

Community Strategic Plan Goal 3: An environmentally sensitive and sustainable community.

CSP Strategy 3.2: Improve native vegetation connectivity across the upper hunter region.

3.2.1 Support Landcare initiatives and advocate for programs to enhance native vegetation connectivity across the Shire and upper hunter Region.

3.2.1.1 Provide funds for local Landcare activities.



3.2.1.2 Liaise with Local Land Services to advocate for projects in the Shire.

CSP Strategy 3.3: Enhance our local rivers and creeks to improve environmental outcomes and access for recreation.

3.3.1 Implement funded actions of the adopted Urban Riparian Masterplan.

3.3.1.2 Maintain rehabilitation works along Muscle Creek, Karoola Wetlands and Denman.

CSP Strategy 3.4: Support initiatives which reduce the community's impact on the environment.

RISK MANAGEMENT IMPLICATIONS

Not applicable

WASTE MANAGEMENT IMPLICATIONS

Not applicable

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

Staff will work with the communications department to help promote all Major Landcare Budget funded projects.



9.1.2. Local Heritage Fund - Allocation of Funds

| | |
|---------------------------------|---|
| Attachments: | Nil |
| Responsible Officer: | Sharon Pope - Director - Planning & Environment |
| Author: | Alisa Evans – {position} |
| Community Plan Issue: | 6 - Community Leadership |
| Community Plan Goal: | A culturally rich and diverse Community with strong identities, history and sense of belonging. |
| Community Plan Strategy: | 4.4.1 - Support the conservation and restoration of the Shire's heritage items. |

PURPOSE

The purpose of this report is to allocate funds for Local Heritage projects.

Council has made provision in the 2022-23 Operational Plan for a Local Heritage Assistance Fund. The purpose of the Fund is to provide small grants to support the owners of heritage items in undertaking maintenance and repair works to those items. Council has three applications this year for works on buildings at:

- 33 Brentwood Street, Muswellbrook;
- 5 Midanga Avenue, Muswellbrook; and
- 13-15 Ogilvie Street, Denman.

OFFICER'S RECOMMENDATION

Council approves the request for a one-off cash contribution, from the Local Heritage Assistance Fund, of:

1. \$2,000 for chimney conservation work at 33 Brentwood Street, Muswellbrook;
2. \$2,000 for chimney conservation work at 5 Midanga Avenue, Muswellbrook; and
3. \$2,000 for exterior painting of 13-15 Ogilvie Street, Denman.

Moved: _____ **Seconded:** _____

BACKGROUND

The Local Heritage Assistance Fund program has run for several years as a tool to encourage owners of heritage items to keep properties in good maintenance and repair.

The Fund is open to projects that involve heritage listed buildings, buildings within the conservation area assessed as contributing to heritage value by the heritage advisor, and other buildings that are assessed as having heritage value in the Muswellbrook Shire local government area (not including a government or council owned building still used for a government or council purpose).

Council provides a maximum level of funding per project of \$2,000. Applicants must at least provide matching funding or in-kind contribution.



A summary of the three (3) applications is provided in the following Table:

| Project address | Project description | Project cost | Applicant's contribution | Recommended funding |
|--------------------------------------|--|--------------------------|------------------------------------|---------------------|
| 33 Brentwood Street, Muswellbrook | Chimney conservation work on property. Repair where brick work is deteriorating Local Heritage Item | \$3,650.00 (excl GST) | \$2,190.00 + project management | \$1,825.00 |
| 5 Midanga Avenue, Muswellbrook | Chimney conservation work on property. Chimney to be stabilised by re-laying loose bricks and missing bricks. All joints will be raked out to at least 20mm and repointed using a live based pointing mix matching the colour of the original pointing. All work is to be carried out from a boom-lift to avoid damage to the roofing. Local Heritage Item | \$3,727 (excl GST) | \$2,236.50 + project management | \$1,863.50 |
| 13-15 Ogilvie Street, Denman | Full exterior Painting of the timber building located at 13-15 Ogilvie Street Deman Denman Residential Heritage Conservation Area | \$9,200.00 (excl GST) | \$8,120.00+ project management | \$2,000.00 |

CONSULTATION

The applications have been reviewed by Council's Heritage Advisor, and support for the applications is recommended as the works prevent disrepair of the buildings.

REPORT

The following assessment criteria are considered by Council's Heritage Advisor when assessing applications. It is not necessary for each project to meet all criteria:

- that the proposed works involve maintenance or conservation repairs that do not involve extensive works that would otherwise require development consent;
- the applicant's ability to demonstrate technical and financial responsibility for the project, and demonstrated ability to complete the project prior to the end of March the following year;



- c. the degree to which the applicant is financially contributing to the project;
- d. projects which clearly complement broader conservation;
- e. objectives, e.g. projects which implement key findings of heritage studies or projects in designated heritage main street or conservation areas;
- f. projects which would encourage the conservation of other heritage items or older buildings;
- g. projects of demonstrated heritage value to the community; commonly the item concerned will appear on many heritage lists: e.g. the restoration of an important local heritage house;
- h. projects which are highly visible to the public, e.g. the replacement of a verandah to a building in a main street location;
- i. projects which have high public accessibility or in a prominent location, e.g. a local museum, church or a private home which is open to the public several times a year, or is in a prominent location;
- j. projects which are in an area which has received little or no funding;
- k. projects involving aspects of heritage which have received little or no funding e.g. historic gardens;
- l. projects subject to conservation controls where the owner is able to show hardship arising from conservation work required to the item; and
- m. urgent projects to avert a threat to a heritage item.

OPTIONS

Council's 2022-23 budget includes an allocation for the Local Heritage Assistance Fund. There is \$10,683 in the 2022-23 budget.

Councillors have the following options with respect to this request:

1. Approve a cash contribution to the three applicants as requested;
2. Determine to provide a different amount of a cash contribution; or
3. Not approve a cash contribution to the applicants.

CONCLUSION

Council has received three applications for funding through the Local Heritage Assistance program for 2022-23. Council's Heritage Advisor recommends that they be approved as a grant of up to \$2000.00.

SOCIAL IMPLICATIONS

Maintenance of built heritage items contributes to an ongoing understanding of the Shire's past and contributes to the sense of identity held by the community.

FINANCIAL IMPLICATIONS

A total \$10,000 amount is available in the Local Heritage Assistance Fund. This includes funding from Heritage NSW.

POLICY IMPLICATIONS

Not applicable.



STATUTORY IMPLICATIONS

Grants through the Local Heritage Assistance Fund are classified as a donation under the Local Government Act 1993.

LEGAL IMPLICATIONS

Not applicable

OPERATIONAL PLAN IMPLICATIONS

Funding is provided to the successful applicants on satisfactory completion of the works. Photos are required to be taken before work commences, and again at the completion of the project. Applicants are required to erect a sign acknowledging that the works have received a contribution from Council and the NSW Government. A report will be sent to Heritage

NSW along with an invoice for the matching grant funds.

RISK MANAGEMENT IMPLICATIONS

If the projects are not completed to the Heritage Advisor's satisfaction, the grants are not provided for the projects. As a result, there is minimal risk to Council.



| | |
|---------------|--|
| 9.1.3. | Monthly Report to Council - Planning, Environment and Regulatory Services |
|---------------|--|

Attachments: Nil

Responsible Officer: Sharon Pope - Director - Planning & Environment

Author: Lachlan Melichar (Regulatory Services Co-Ordinator), Tracy Ward (Sustainability Officer (Mon - Thurs)), Michael Brady (Sustainability Officer - Waste), Kelly Lynch (Administration Officer)

Community Plan Issue: 6 - Community Leadership

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

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

OFFICER'S RECOMMENDATION

The information contained in this report be noted.

Moved: _____ **Seconded:** _____

REPORT

PLANNING AND ENVIRONMENT

Schedule 1: Development Applications Approved (01/08/2022-31/08/2022)

| DA No. | DESCRIPTION | PROPERTY | VALUE (\$) |
|---------|--|---|------------|
| 2022/78 | Inground Pool and Associated Safety Barriers | 16 Weemala Place Muswellbrook | \$34,535 |
| 2022/77 | Shed | 191 Woodland Ridge Road Muscle Creek | \$64,430 |
| 2022/74 | Two Storey Dwelling and Retaining Walls | 13 Lou Fisher Place Muswellbrook | \$425,000 |
| 2022/73 | Change of use to 24 Hour Gym | 19-29 Rutherford Road Muswellbrook | \$98,000 |
| 2022/72 | Patio Awning Attached to Existing Dwelling | 6 Bloodwood Road Muswellbrook | \$41,000 |
| 2022/69 | Ancillary Development - Shed | 124 Skellatar Stock Route Muswellbrook | \$24,600 |
| 2022/67 | Dwelling | 242-244 Queen Street Muswellbrook | \$527,110 |



| DA No. | DESCRIPTION | PROPERTY | VALUE (\$) |
|---------|---|--|-------------|
| 2022/52 | Enclosed Afresco Area and Flyover Patio Cover | 39 Skellatar Stock Route Muswellbrook | \$30,925 |
| 2022/49 | Ancillary Development - Carport | 5 Kamilaroi Street Muswellbrook | \$9,720 |
| 2022/48 | Ancillary Development - Shed | 178 Sydney Street Muswellbrook | \$23,500 |
| 2022/44 | Manufactured Home & Associated Structures | Yarraman Road Muswellbrook | \$417,100 |
| 2022/43 | Shed, Earthworks and retaining walls | 20 Chivers Circuit Muswellbrook | \$38,300 |
| 2022/37 | Ancillary Development - Shed | 18 Hunter Street Denman | \$44,500 |
| 2022/23 | Ancillary Development - Shed and Retaining Wall | 8 Malbec Street Muswellbrook | \$34,689 |
| 2022/55 | Waste Transfer Station | 23-36 Glen Munro Road Muswellbrook | \$7,985,117 |

Schedule 2: Development Applications Currently Being Assessed

| DA No. | DESCRIPTION | PROPERTY | RECEIVED | VALUE (\$) |
|----------|--|---------------------------------------|------------|------------|
| 2022/106 | Patio attached to Existing Dwelling | 52 Stockyard Parade Muswellbrook | 05/09/2022 | \$13,800 |
| 2022/27 | S4.55 (1A) Modification - Ancillary Development - Shed | 31 Finnegan Crescent Muswellbrook | 02/09/2022 | \$0 |
| 2022/105 | Dwelling | 20 Lou Fisher Place Muswellbrook | 01/09/2022 | \$440,000 |
| 2022/104 | Ancillary Development - Detached Garage | 1 Fontana Way Denman | 30/08/2022 | \$12,000 |
| 2017/18 | S4.55 (1A) Modification - Modification to Outdoor Gaming Area and Car Park Arrangement | 15 Sydney Street Muswellbrook | 30/08/2022 | \$0 |
| 2021/30 | S4.55 (2) Modification - Permanent Approval of 24-hour 7 day a week drive-thru trading hours (the trading hours referenced are currently approved for the premises for a trial period) | 83-89 Maitland Street Muswellbrook | 29/08/2022 | \$0 |
| 2022/103 | Detached Garage with Awning | 32 George Street Muswellbrook | 25/08/2022 | \$28,605 |



| DA No. | DESCRIPTION | PROPERTY | RECEIVED | VALUE (\$) |
|----------|---|--|------------|------------------|
| 2022/102 | Dwelling | 16 Almond Street Denman | 24/08/2022 | \$326,000 |
| 2019/5 | S4.55 (1A) Modification - Revised Caravan Park Site Layout | 9080 New England Highway Muswellbrook | 24/08/2022 | \$0 |
| 2022/101 | Ancillary Development - Shed with Toilet, Shower & Handbasin | 14 Lorne Street Muswellbrook | 23/08/2022 | \$81,500 |
| 2022/100 | Dual occupancy | 67a Queen Street Muswellbrook | 19/08/2022 | \$540,000 |
| 2022/99 | Demolish Existing Garage and build New Garage | 4 Hillview Avenue Muswellbrook | 18/08/2022 | \$12,000 |
| 2022/61 | S4.55 (2) Modification - Alfresco, Shed & Carport | 8 Osborn Avenue Muswellbrook | 12/08/2022 | \$60,000 |
| 2022/98 | Ancillary Development - Shed | 7 Jenkins Street Muswellbrook | 10/08/2022 | \$15,000 |
| 2022/10 | S4.55 (2) Modification-Shed | 8 Yammanie Way Muswellbrook | 10/08/2022 | \$65,000 |
| 2018/54 | S4.55 (1A) Amendment for minor error for Use as a Tertiary Education Establishment and Food and Drink Premises, Alterations and additions to the 'Loxton House' Heritage Listed item Level 1 ancillary office, changes to landscaping works and the western elevation façade cladding. | 140 Bridge Street Muswellbrook | 06/08/2022 | \$0 |
| 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 | \$9,455,60 0 |
| 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 | \$18,284,7 34 |



| DA No. | DESCRIPTION | PROPERTY | RECEIVED | VALUE (\$) |
|----------|---|--------------------------------------|------------|-------------|
| 2022/90 | Spa and Replacement of Deck with Awning | 19 Chablis Close Muswellbrook | 27/07/2022 | \$24,000 |
| 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 |
| 2021/158 | S8.2 Review - Change of Use to Health Services Facility | 79 Brook Street Muswellbrook | 15/07/2022 | \$0 |
| 2009/48 | S4.55 (1A) - Amend Approval for Motorcycle Track | Jerrys Plains Road Denman | 14/07/2022 | \$0 |
| 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 |
| 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 Street Denman | 28/06/2022 | \$34,438 |
| 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 |
| 2022/71 | Farm Shed | 463 Dalswinton Road Dalswinton | 06/06/2022 | \$175,000 |
| 2022/66 | Two (2) Lot Subdivision of land and Dwelling | 146 Palace Street Denman | 31/05/2022 | \$346,500 |
| 2022/57 | Ancillary Development - Shed | 29 Stockyard Parade Muswellbrook | 18/05/2022 | \$30,980 |
| 2022/45 | Manufactured Home and | 120 Yarraman Road | 04/05/2022 | \$417,100 |



| DA No. | DESCRIPTION | PROPERTY | RECEIVED | VALUE (\$) |
|----------|--|-------------------------------------|------------|--------------|
| | Associated Structures | Muswellbrook | | |
| 2022/42 | Single Storey Dwelling and Detached Secondary dwelling | 62 Brentwood Street Muswellbrook | 03/05/2022 | \$429,370 |
| 2002/205 | S4.55 (1A) Modification - Changes in Rehabilitation Framework | Muscle Creek Road Muscle Creek | 02/05/2022 | \$0 |
| 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 |
| 1994/410 | S4.55 (1A) Modification - Request to Extend Operational time of Existing Quarry. | Dalswinton Road Dalswinton | 01/04/2022 | \$0 |
| 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 |
| 2022/21 | Single Storey Dwelling | 25 Northerly Close Muswellbrook | 28/02/2022 | \$396,515 |
| 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 |
| 2021/146 | 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 | \$0 |
| 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 | 12 Ogilvie Street Denman | 11/08/2021 | \$431,200 |



| DA No. | DESCRIPTION | PROPERTY | RECEIVED | VALUE (\$) |
|----------|---|--|------------|--------------|
| | Use | | | |
| 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 |
| 2002/342 | S4.55(2) Modification - Addition of 30,000tpa of Commercial and Demolition Waste sorting and processing (brick, tile, concrete, asphalt, glass). Recovered materials to be used as a substitute to quarry product for blending and concrete batching. | 8440 New England Highway Muswellbrook | 13/04/2021 | \$0 |
| 2021/10 | 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 |
| 2022/110 | Ancillary Development - Carport | 18 Weemala Place Muswellbrook | 13/09/2022 | \$12,541 |
| 2022/109 | Ancillary Development - Garage | 9 Aberdeen Street Muswellbrook | 12/09/2022 | \$73,507 |
| 2022/108 | Proposed steel framed carport | 82 Paxton Street Denman | 8/09/2022 | \$5,418 |
| 2022/107 | Single Storey Attached Dual Occupancy & Two (2) Lot Subdivision | 48 Finnegan Crescent Muswellbrook | 6/09/2022 | \$702,182 |
| 2022/12 | Ancillary Development - Shed | 7 Bronte Crescent Muswellbrook | 9/02/2022 | \$0 |



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)

| | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug |
|--|---|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Applications Received (new installation) | Unable to inspect due to COVID restrictions | | | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 3 |
| Applications Approved (new installation) | | | | 0 | 0 | 0 | 0 | 0 | 2 | 1 | 0 | 0 | 2 | 2 |
| Inspections (new system) | | | | 0 | 0 | 0 | 3 | 0 | 2 | 0 | 1 | 0 | 0 | 0 |
| Inspections (existing system) | | | | 34 | 0 | 0 | 14 | 3 | 7 | 0 | 18 | 39 | 1 | 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.

| | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug |
|--|---|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Applications Received (new businesses) | Unable to inspect due to COVID restrictions | | | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 1 | 3 | 3 |
| Inspections (new businesses) | | | | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 3 | 1 | 0 |
| Inspections (existing businesses) | | | | 0 | 0 | 0 | 11 | 16 | 10 | 1 | 12 | 13 | 0 | 0 |
| Reinspections | | | | 0 | 0 | 0 | 0 | 1 | 2 | 1 | 0 | 0 | 0 | 0 |



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

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

| | Aug 21 | Sept | Oct | Nov | Dec | Jan 22 | Feb | Mar | Apr | May | Jun | Jul | Aug |
|----------------------------------|-----------|------|-----|-----|-----|-----------|-----|-----|-----|-----|-----|-----|-----|
| Total Sites Inspected | | | | | | 6 | 7 | 8 | 7 | 6 | 9 | 0 | 0 |
| Total non-compliant and educated | | | | | | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total compliance after education | | | | | | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Penalty Notices Issued | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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

13 Month Analysis (2021/2022)

| | Aug 21 | Sept | Oct | Nov | Dec | Jan 22 | Feb | Mar | Apr | May | Jun | Jul | Aug |
|---|-----------|------|-----|-----|-----|-----------|-----|-----|-----|-----|-----|-----|-----|
| Total Investigations | | | | | | 1 | 2 | 4 | 6 | 5 | 3 | 3 | 7 |
| Total Clean up by Council - insufficient evidence | | | | | | 1 | 2 | 4 | 6 | 5 | 3 | 2 | 7 |
| Total Clean Up by individual | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| Total Penalty Notices Issued | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| Court Attendance Notice Issued | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Still under investigation | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |



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

13 Month Analysis (2022-23) – as at 13/09/2022

| | Aug | Sep | Oct | Nov | Dec | Jan 22 | Feb | Mar | Apr | May | Jun | Jul | Aug | Total |
|------------------------------------|-----|-----|-----|-----|-----|--------|-----|-----|-----|-----|-----|-----|-----|-------|
| Applications for Compliance Certs. | 4 | 8 | 11 | 5 | 8 | 5 | 6 | 1 | 1 | 7 | 3 | 1 | 5 | 65 |

| | | | | | | | | | | | | | | |
|--|----|----|---|----|---|---|----|---|---|---|---|----|----|-----|
| Total compliance inspections (not inc. finals for OCs) | 12 | 12 | 9 | 26 | 9 | 6 | 14 | 0 | 2 | 4 | 0 | 24 | 18 | 136 |
| Initial Inspections | 9 | 8 | 7 | 21 | 7 | 5 | 9 | 0 | 2 | 3 | 0 | 18 | 11 | 100 |
| Re-inspections | 3 | 4 | 2 | 5 | 2 | 1 | 5 | 0 | 0 | 1 | 0 | 6 | 7 | 36 |

| | | | | | | | | | | | | | | |
|--------------------------------------|---|---|---|---|---|---|---|---|---|---|---|---|----|----|
| Compliance Certs / Occ. Certs issued | 9 | 9 | 2 | 6 | 4 | 6 | 9 | 0 | 4 | 4 | 1 | 5 | 13 | 72 |
|--------------------------------------|---|---|---|---|---|---|---|---|---|---|---|---|----|----|

| | | | | | | | | | | | | | | |
|---------------|-------|--------|--------|--------|--------|--------|--------|-------|-------|--------|--------|--------|--------|----------|
| Fees invoiced | \$650 | \$1386 | \$1713 | \$1495 | \$1422 | \$1509 | \$1100 | \$150 | \$150 | \$1400 | \$4986 | \$2845 | \$2486 | \$21,292 |
|---------------|-------|--------|--------|--------|--------|--------|--------|-------|-------|--------|--------|--------|--------|----------|

Total Pools in Council's SPR = 969

(Note: 1103 records in SPR but 131 have been notified as demolished, 2 are Council's Public Pools and 1 is on Crown Land)

Compliance as at 30 June 2015 = 18.8%

Compliance as at 30 June 2016 = 44.3%

Compliance as at 30 June 2017 = 63.7%

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 30 June 2022 = 23.7%

Compliance as at 13 September 2022 = 29.3%

(Note: Certificate is valid for 3 years)

Percentage of pools inspected Financial Year 2014/2015 = 16.1% (i.e. 143 out of 890 pools)

Percentage of pools inspected Financial Year 2015/2016 = 27.1% (i.e. 238 out of 879 pools)

Percentage of pools inspected Financial Year 2016/2017 = 21.5% (i.e. 186 out of 863 pools)

Percentage of pools inspected Financial Year 2017/2018 = 15.2% (i.e. 131 out of 865 pools)

Percentage of pools inspected Financial Year 2018/2019 = 5.7% (i.e. 52 out of 909 pools)

Percentage of pools inspected Financial Year 2019/2020 = 6.4% (i.e. 59 out of 923 pools)

Percentage of pools inspected Financial Year 2020/2021 = 10.3% (i.e. 97 out of 942 pools)

Percentage of pools inspected Financial Year 2021/2022 = 12.5% (i.e. 121 out of 965 pools)

(Council's program outlines that we will inspect 10% of pools per financial year – program commenced 29 April 2014)

Tourist/visitor accommodation or properties with pools where there are more than two dwellings

11 out of 11 sites have valid compliance certificates.

Key Date – 29 April 2014:

- Tourist and visitor accommodation, or properties where there are more than 2 dwellings, must have a swimming pool inspection at least once every 3 years.

Key Date – 29 April 2016 (originally 29 April 2014, then 29 April 2015):

- Pools on properties intended to be leased require valid Compliance Certificate. Pools on properties intended to be sold require a valid Compliance Certificate or Certificate of Non-Compliance.

SUSTAINABILITY

SUSTAINABILITY UPDATE - 18 July to 30 August 2022

National Tree Day - Denman

National Tree Day in saw Denman 21 volunteers planted over 600 native seedlings in Hyde Park. Big thanks to 1st Denman Scouts for feeding the volunteers afterwards.

Council also hosted another great National Tree Day event in Denman with St Joseph's Primary School, Denman. Students and teachers were joined by Councillor Marshall, Acting General Manager Derek Finnigan and Sustainability staff. 200 native seedlings were planted to add to this beautiful natural area. Thanks to the Hunter Sustainability Landcare Team for supporting this project. This project received funding from the Australian Government's Planting Trees for The Queen's Jubilee Program.



National Tree Day - Muswellbrook

For National Tree Day in Muswellbrook 30 volunteers, including Councillor Marshall, planted over 350 seedlings. This will help create a great environment for native animals and provide shade for us humans. This event was part of the Rehabilitation of Muscle Creek Project. This project has been assisted by the NSW Government through its Environmental Trust.

The Sustainability Unit donated native seedlings to Muswellbrook Preschool Kindergarten, Denman Public School and Goodstart Early Learning Centre for their own plantings.



National Tree Day - Sandy Hollow

School's National Tree Day was celebrated at Sandy Hollow Public School with students planting bush tucker plants. Great to see the students so enthusiastic about plants.

Helping the students were the Australian Men's Shed Association, Denman & District Men's Shed Inc., Martindale Creek Catchment Landcare and Muswellbrook Shire Council.



Polly Farmer

Participants of the Polly Farmer Foundation took part in National Tree planting activities along Muscle Creek with Muswellbrook Shire Council staff.

Recently a sign was installed to show the location of Muscle Creek. This sign was a great collaboration between the Polly Farmer Foundation and Muswellbrook Shire Council.

Young participants of the Polly Farmer Foundation Follow the Dream Program worked with local artist Leanne Ward to create a colourful artwork with various cultural and artistic designs. A big thanks to Uncle Glen who generously shares his knowledge of his culture through the Follow the Dream program.

Bin Audits

An audit of residential kerbside bins was conducted. Results are summarised below:

- 49.6% of material was diverted from landfill.
- 68.6% of recyclables were recovered in the recycling bin.
- 99.2% of garden organics were recovered in the organics bin.

Good contamination rates:

- 15.5% contamination in the recycling bin.
- 4.8% contamination in the organics bin.

Potential for future improvements:

- **37% of the waste stream was food organics – material which is suitable for recovery initiatives such as home composting or a FOGO service.**



Muswellbrook Connect

Our placement student from the University of Newcastle has been developing promotional materials with groups involved in the Muswellbrook Connect Program.

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, Muswellbrook Girl Guides, Pacific Brook Christian School, Muswellbrook CWA Branch.



Placement Students

Our placement student from the University of Newcastle has been developing case studies based on Council funded projects.

Rehabilitation of Muscle Creek Project

Maintenance and weed control works have continued as part of the Rehabilitation of Muscle Creek Project. This has also involved preparing for erosion control and tree planting activities in September 2022 and March 2023. This project has been assisted by the NSW Government through its Environmental Trust.

Muscle Creek – AGL Muscle Creek Walkway Project

Work continues on the development of 6 augmented reality (AR) experiences along the Muscle Creek walking loop. Maintenance work for the recently planted 1500 native seedlings continues. This work has many challenges as the steep slopes does not allow for mulch and makes getting water to plant roots more difficult.

Mulch Bagging

Sustainability Staff have supported the Waste department by designing and purchasing bags so that mulch can be sold to community members. A graphic showing the process involved in creating the mulch has also been designed.



FOGO Update

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

Sustainable Futures – Muswellbrook

The popularity of the Sustainable Futures – Muswellbrook Facebook page continues to grow. It has now received 1,528 page likes and 1,651 page followers. This page continues to be a great way for Council to engage with the community around a range of sustainability topics. This includes promoting the Community Recycling Centres, correct waste management practices, sewerage management, the Reuse Shop, soft plastic recycling, Sustainability Hub activities, reducing food waste, plastic free July, worm farms, composting, grant projects and more.



9.2. Community Infrastructure

| | |
|--------|------------------------------|
| 9.2.1. | Concept Hill St Muswellbrook |
|--------|------------------------------|

| | |
|--------------|--|
| Attachments: | 1. Concept- Hill Street Muswellbrook - Road Works and Car Parking Upgrade Plans [9.2.1.1 - 13 pages] |
|--------------|--|

Responsible Officer: Derek Finnigan - Acting General Manager

Author: Kellie Scholes – Manager Roads, Drainage and 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 provide for Council's consideration the Concept for the renewal of Hill Street Muswellbrook (Bridge Street to Railway Line) and to request Council's endorsement of the Concept.

OFFICER'S RECOMMENDATION

Council endorses the Concept outlined in the report and attached as 1 to the report, for the renewal of Hill Street, Muswellbrook, between Bridge Street and the Railway Line.

Moved: _____ **Seconded:** _____

BACKGROUND

Road condition assessments are undertaken on the Shire's Urban Roads as part of Council's asset management processes. From these assessments, sections of road requiring rehabilitation are identified. The current Urban Road Rehabilitation list is:



| Location | Specific section | Proposed works |
|----------------------------|----------------------------|--|
| Merton St, Denman | Palace St to Paxton St | Extensive drainage upgrade works required. Design works have been carried out. |
| Hill St, Muswellbrook | Bridge St to rail crossing | Recommended to be carried out. Precinct 1 upgrade works. Design works have been carried out. |
| Anzac Parade, Muswellbrook | Full length | Works require design, however could be implemented in stages as funding permits. |
| Brook St, Muswellbrook | Bridge St to rail crossing | Recommended to be carried out post Muswellbrook CBD precinct 1 construction. A design is required for this work. |
| Ogilve St, Denman | Paxton St to Virginia St | Streetscape works and water main upgrade required. A design for the road works has been carried out. |
| Palace St, Denman | Merino St to Macauley St | A design and geotechnical investigation are required. |
| Wilkins St, Muswellbrook | Full length | Geotechnical investigation is required to supplement the civil design work already carried out. |

The section of Hill St Muswellbrook, from Bridge St (New England Highway) to the railway line has been identified as requiring renewal.

CONSULTATION

Roads Drainage and Technical Services Team

Asset Engineer

Manager Works

Director Property and Place

Water and Wastewater team

REPORT

A detailed Concept Design for reconstruction of the section of Hill Street, Muswellbrook, from Bridge Street to the Railway Line, has been prepared and is attached for Council's consideration as 1 to the report. The Concept provides the following general scope of work:

- Reconstruction of the road pavement consisting of in situ stabilised existing subbase with 10mm single coat seal and 150mm AC;
- Kerb and gutter replacement on the existing alignment;
- Provision of new kerb at the western end of the road;
- Retention of seven (7) existing street trees;
- Removal of six (6) existing trees;
- Reconstruction of all existing driveways and laybacks;



- Provision of forty four (44) parking spaces perpendicular to the kerb;
- Provision of two (2) accessible carparks located on the drawing in spaces No. 30 and 31;
- Provision of a compliant pram ramp adjacent to space No. 32;
- Renewal of existing pram ramps at the intersection with Bridge Street;
- Construction of a sandstone block retaining wall adjacent to 86; and
- Inclusion of an enclosed bin bay located in space No. 26.

Although geotechnical testing will be undertaken to confirm pavement specifications, the concept proposed is aimed at reducing waste generated from the disposal of the existing gravel pavement. Where possible, the existing pavement materials are to remain in situ and be strengthened, which will have positive outcomes in terms of waste and construction cost reduction.

The concept also aims to retain as many of the existing mature Jacaranda trees where possible. The number of trees identified for removal have been kept to a minimum.

Although considered to be a high priority, the reconstruction of this section of Hill Street has been put on hold until the completion of works to construct the education buildings within the Town Centre Precinct. Now that building construction is nearing completion, the renewal of the street may be considered by Council for inclusion in future construction programs.

OPTIONS

Council could endorse the Concept proposed in the report and attachment 1;

Or

Council could endorse the Concept proposed in the report and attachment 1 with other inclusions or modifications as specified by Council.

CONCLUSION

The endorsement of the Concept Design for the renewal of Hill Street, Muswellbrook, from Bridge Street to the railway line, will allow the design to be finalised and construction drawings prepared. These actions will enable Council to Tender for the reconstruction of the road in the future.

SOCIAL IMPLICATIONS

The renewal of the road and road related assets will have long-term positive benefits to the residents and business operators as well as the wider users of the road.

FINANCIAL IMPLICATIONS

Ongoing Operational and Maintenance Costs Implications Associated with Capital Project

1. Financial Implications – Capital

The preliminary estimate for the construction of the road is \$600,000 based on current unit rates. Funding for this project is not currently budgeted, however funding is being sought from external sources.

2. Financial Implications – Operational

Undertaking renewal of the road assets through reconstruction will decrease maintenance costs. Currently due to the poor road condition, regular maintenance of the road surface is required to be carried out.



POLICY IMPLICATIONS

Nil.

STATUTORY IMPLICATIONS

Council is the roads authority and is acting within its powers.

LEGAL IMPLICATIONS

Nil

OPERATIONAL PLAN IMPLICATIONS

Submission of the report complies with item 5.1.4 of the Operational Plan: 'Maintain and continually improve community infrastructure across the Shire'.

RISK MANAGEMENT IMPLICATIONS

Council requires concepts to be endorsed by Council, for any projects exceeding the value of \$75,000.

WASTE MANAGEMENT IMPLICATIONS

Alternate pavement designs which reduce disposal cost and material waste are recommended to be considered.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

Consultation with adjacent and directly impacted properties will be undertaken following Council's endorsement of the Concept.

HILL STREET, MUSWELLBROOK

ROAD WORKS AND CAR PARKING UPGRADE



| SHEET INDEX | |
|-------------|---------------------------------|
| SHEET 00 | COVER AND SHEET INDEX |
| SHEET 01 | NOTES |
| SHEET 02 | DETAILS |
| SHEET 03 | GENERAL ARRANGEMENT |
| SHEET 04 | LONGITUDINAL SECTION |
| SHEET 05 | TYPICAL CROSS SECTIONS |
| SHEET 06 | CROSS SECTIONS CH 10 & CH 20 |
| SHEET 07 | CROSS SECTIONS CH 30 & CH 35.81 |
| SHEET 08 | CROSS SECTIONS CH 40 & CH 50 |
| SHEET 09 | CROSS SECTIONS CH 60 & CH 70.11 |
| SHEET 10 | CROSS SECTIONS CH 80 & CH 88.76 |
| SHEET 11 | CROSS SECTION 93 |
| SHEET 12 | KERB RETURNS |



LOCALITY PLANS
N.T.S.

| | | | | | | | | | |
|--|--|--------|--|---|--|------------------------|---|-------------------|------------|
| PLANS PREPARED BY | | CLIENT | | HILL STREET, MUSWELLBROOK ROAD WORKS AND CAR PARKING UPGRADE | | SCALE: DO NOT SCALE | A | ISSUED TO COUNCIL | 22/11/2016 |
| MM HYNDES BAILEY & Co. <small>REGISTERED SURVEYORS - TOWN PLANNING - CIVIL DESIGN</small> <i>Surveying the Hunter since 1920</i> <small>Ph: 02 65432475 Email: office@hbsurveys.com.au</small> <small>Ground Floor, 108 Bridge Street (PO Box 26), MUSWELLBROOK NSW 2333</small> | | | | DESIGN: M. COLE | | LGA: MUSWELLBROOK | | | REV: A |
| | | | | DRAWN: M. COLE | | DRAWING NO. 216131_ENG | | | JOB REF: |
| | | | | | | SHEET 00 OF 12 SHEETS | | | 216131 |

GENERAL

CG1. THE INFORMATION CONTAINED ON THESE DRAWINGS IS FOR CIVIL ENGINEERING PURPOSES ONLY. ALL DISCREPANCIES WITH OTHER CONSULTANTS DOCUMENTATION THAT COULD RESULT IN CHANGES TO THE CIVIL ENGINEERING DETAILS SHALL BE REFERRED TO THE ENGINEER PRIOR TO PROCEEDING WITH CONSTRUCTION.

CG2. ALL WORKS SHALL BE CARRIED OUT IN ACCORDANCE WITH AUSSPEC SPECIFICATIONS FOR THESE WORKS AND/OR AS DIRECTED BY THE SUPERINTENDENT.

CG3. SERVICES INFORMATION SHOWN ON THESE PLANS IS FOR INFORMATION PURPOSES ONLY AND SHALL NOT BE RELIED UPON BY ANY PERSONS USING THESE PLANS. IT REMAINS THE RESPONSIBILITY OF THE CONTRACTOR OR ANY OTHER PERSONS TO LOCATE AND LEVEL ALL EXISTING SERVICES AND UTILITIES PRIOR TO COMMENCING ANY WORKS ON THE SITE AND TO PROTECT AND MAKE ARRANGEMENTS WITH THE RELEVANT AUTHORITY TO RELOCATE AND/OR ADJUST IF NECESSARY.



CG4. CONTRACTOR IS NOT TO ENTER UPON NOR DO ANY WORK WITHIN ADJACENT LANDS WITHOUT THE PERMISSION OF THE OWNER AND SUPERINTENDENT.

CG5. CONTRACTOR SHALL CLEAR THE SITE BY REMOVING ALL RUBBISH, FENCES AND DEBRIS, ETC. TO THE EXTENT SPECIFIED.

CG6. THE SITE SHALL BE KEPT CLEAN AND CLEAR OF RUBBISH AT ALL TIMES. RUBBISH STORAGE AREAS DISPOSAL AREAS SHALL BE KEPT CLEAR DRAINAGE PATHS

CG7. ALL SITE REGRADING AREAS SHALL BE FINALLY GRADED AND SEED AS SOON AS PRACTICABLE AFTER FORMATION TO THE SATISFACTION OF THE SUPERINTENDENT.

CG8. SURPLUS EXCAVATED MATERIAL SHALL BE PLACED WHERE DIRECTED OR REMOVED FROM SITE.

CG9. ALL NEW WORKS SHALL MAKE A SMOOTH JUNCTION WITH EXISTING.

SURVEY

SU1. DATUM APPROX. AHD

SU2. ALL CHAINAGES, LEVELS AND DIMENSIONS ARE IN METRES UNLESS NOTED OTHERWISE

SU3. CONTRACTORS SHALL ARRANGE FOR THE WORKS TO BE SET OUT BY A REGISTERED SURVEYOR.

SU4. - ALL LEVELS SET-OUT OF WORKS SHALL BE TAKEN FROM THE SURVEY CONTROL POINTS SHOWN ON THE PLANS.

TRAFFIC CONTROL

TC1. THE CONTRACTOR SHALL SUBMIT TRAFFIC MANAGEMENT PLAN PREPARED BY A QUALIFIED PERSON TO COUNCIL FOR APPROVAL PRIOR TO COMMENCEMENT OF ANY WORKS ON SITE.

TC2. THE CONTRACTOR SHALL KEEP ADJACENT PROPERTY RESIDENTS UPDATED WITH ANY CHANGES TRAFFIC CONTROL THAT AFFECTS ACCESS TO THEIR PROPERTY.

TC3. ACCESS TO ADJACENT PROPERTIES SHALL BE MAINTAINED AT ALL TIMES UNLESS OTHERWISE AGREED AND APPROVED BY THE OCCUPANT AND SUPERINTENDENT.

TC4. TRAFFIC CONTROL MEASURES SHALL BE REVIEWED AND UPDATED AS REQUIRED ON REGULARLY BASIS OR AS REQUIRED FOR SPECIFIC CONSTRUCTION OPERATIONS. COUNCIL SHALL BE ADVISED OF ALL CHANGES TO TRAFFIC CONTROL MEASURES THROUGH OUT THE PROJECT.

EARTHWORKS

BE1. EROSION AND SEDIMENTATION CONTROL SHALL BE IN PLACE AND APPROVED PRIOR TO ANY SITE DISTURBANCE

BE2. OVER FULL AREA OF EARTHWORKS, CLEAR VEGETATION, RUBBISH, SLABS, FENCES etc. AND REMOVE FROM SITE.

BE3. STRIP TOPSOIL AVERAGE 100mm THICK WHICH SHALL BE RETAINED ON SITE AND UTILISED EFFECTIVELY TO ENCOURAGE APPROPRIATE RE VEGETATION.

BE4. EXCESS FILL SHALL BE REMOVED FROM SITE TO A LOCATION AS AGREED AND APPROVED WITH COUNCIL.

BE5. IN AREAS OF CUT OR IN EXISTING GROUND, PRIOR TO ANY FILLING, PROOF ROLL THE EXPOSED SURFACE IN ACCORDANCE WITH CLAUSE 5.4 OF AS 3798 ENSURING THAT ADJACENT STRUCTURES ARE NOT DAMAGED DURING WORKS.

BE6. EXCAVATE AND REMOVE ANY SOFT SPOTS ENCOUNTERED DURING PROOF ROLLING AND REPLACE WITH APPROVED FILL COMPACTED IN LAYERS. THE WHOLE OF THE EXPOSED SUBGRADE AND FILL SHALL BE COMPACTED TO 95% STANDARD MAXIMUM DRY DENSITY AT OPTIMUM MOISTURE CONTENT $\pm 2\%$.

BE7. ON SITE FILLING AREAS, CONTRACTOR SHALL TAKE LEVELS OF EXISTING SURFACE AFTER STRIPPING TOPSOIL AND PRIOR TO COMMENCING FILL OPERATIONS.

BE8. WHERE HARD ROCK IS EXPOSED IN THE EXCAVATED SUBGRADE, THIS WILL BE INSPECTED AND A DECISION MADE ON THE LEVEL TO WHICH EXCAVATION IS TAKEN.

BE9. ALL WORK SHALL BE IN ACCORDANCE WITH AS 3798. FILL IS TO BE PLACED IN LAYERS NOT EXCEEDING 150mm COMPACTED THICKNESS. ALL FILL IS TO BE COMPACTED TO 95% STANDARD MAXIMUM DRY DENSITY. MAXIMUM PARTICLE SIZE SHALL BE 2/3 OF THE LAYER THICKNESS

BE10. SELECT FILL PLACED UNDER PAVEMENT SHALL COMPLY WITH GEOTECHNICAL PAVEMENT DESIGN SPECIFICATION

BE11. FILLING IS TO BE OF SOUND CLEAN MATERIAL, REASONABLE STANDARD AND FREE FROM LARGE ROCKS, STUMPS, ORGANIC MATTER AND OTHER DEBRIS.

BE12. PLACING OF FILLING ON THE PREPARED AREAS SHALL NOT COMMENCE UNTIL THE AUTHORITY TO DO SO HAS BEEN OBTAINED FROM COUNCIL.

BE13. ALL BATTERS AND VERGES ADJACENT TO ROADS AND ALL AREAS WHERE FILLING HAS BEEN PLACED ARE TO BE DRESSED WITH 100mm CLEAN ARABLE TOPSOIL, FERTILISED AND SOWN

ORIGINAL DRAWINGS ARE IN COLOUR

1. ONLY USE PLANS THAT ARE IN COLOUR.

TREE REMOVAL

REMOVE ANY TREES MARKED ON THE PLAN TO BE REMOVED.

CONCRETE NOTES

GENERAL

1. CARRY OUT ALL CONCRETE WORK IN ACCORDANCE WITH AS 3600-1988 AND THE SPECIFICATION. KEEP A COPY OF BOTH THESE DOCUMENTS ON SITE.

2. VERIFY ALL SETTING OUT DIMENSIONS - IF IN DOUBT ASK

3. DO NOT OBTAIN DIMENSIONS BY SCALING THE DRAWINGS.

4. MINIMUM 28 DAY COMPRESSIVE STRENGTH OF CONCRETE SHALL BE 40MPa

5. CEMENT SHALL BE GP PORTLAND CEMENT IN ACCORDANCE WITH AS3972 AND BLENDED CEMENTS. NO ADMIXTURES WILL BE USED WITHOUT APPROVAL

6. AGGREGATE AND SAND SHALL BE CLEAN, HARD AND DURABLE IN ACCORDANCE WITH AS 2758.1 CONCRETE AGGREGATES (100% PASSING THE 20mm SIEVE.

7. CLEAR COVER TO TO REINFORCEMENT NEAREST TO THE CONCRETE SURFACE SHALL BE 50mm IF NO DIMENSION SHOWN

8. REINFORCING STEEL SHALL BE GRADE D500N TO AS/NZS4671

9. MINIMUM LENGTH OF LAP SHALL BE:
435mm FOR SIZE 12 BARS
575mm FOR SIZE 16 BARS

10. MESH SHALL BE OVERLAPPED A MINIMUM OF 225mm

11. MESH FABRIC TO BE TO AS1304

EROSION AND SEDIMENT CONTROL

1. All works to be carried out in accordance with "MUSWELLBROOK SHIRE COUNCIL DCP No. 9 Erosion & Sedimentation Control Regional Policy and Code of Practice", "Soils and Construction Managing Urban Stormwater" (LANDCOM), "Pollution Control Manual for Urban Stormwater" (EDA), "Soil and Water Management for Urban Development" (D of H).

2. Erosion and sedimentation control devices are to be installed as required prior to site disturbance.

3. Site disturbance and vegetation removal shall be kept to the absolute minimum.

4. Silt is to be cleared from devices after all storm events.

5. All control devices are to be checked and maintained on a regular basis and adjustments made as necessary to ensure effective on going control.

6. All control devices are to be in place at the end of each days work.

7. Earthworks shall be rolled at the end of each day for stabilisation.

8. Topsoil shall be removed, stockpiled and stabilised for later re-use.

9. Excavated soil is to be mounded on the up hillside of trenches wherever possible.

10. Tabledrains shall be topsoiled seeded and stabilised with jute mesh pinned down in accordance with manufactures instructions.

11. Cut and fill batters and table drains are to be stabilised and seeded as soon as practicable on completing the formation.

12. Sediment control devices and stormwater diversion are to be used to keep any new drainage lines and pits free of silt.

13. Denuded areas are to be topsoiled and seeded as soon as practicable.

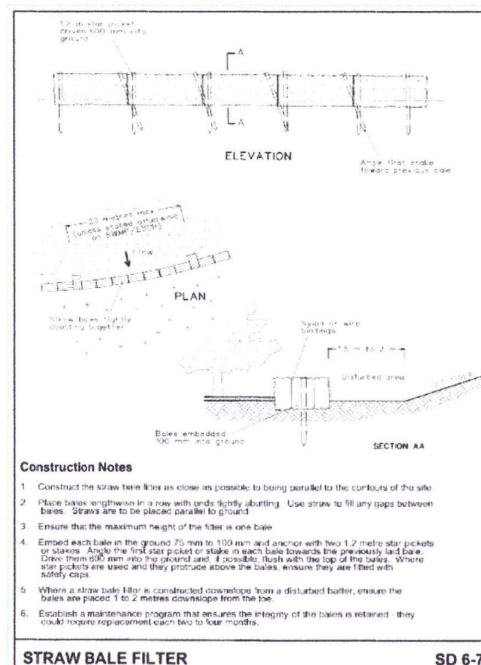
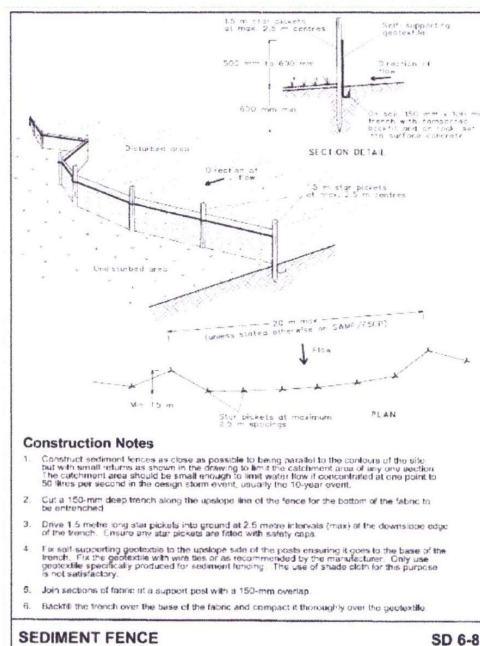
14. Turf strips are to be placed perpendicular to the direction flow.

15. Stockpile sites are to be selected such that are not in natural drainage paths.

16. A sediment fence is to be place along the full length of the down stream side of any stockpile.

17. Staked hay bales shall be placed immediately upstream of the inlet and at the outlet of all culverts.

18. Batters are to be mulched and seeded IMMEDIATELY after formation. The contractor is to ensure that the area is fully vegetated and stabilised before leaving the site.



PLANS PREPARED BY

MM HYNDES BAILEY & Co.
REGISTERED SURVEYORS - TOWN PLANNING - CIVIL DESIGN
Surveying the Hunter since 1920

Ph: 02 65432475 Fax: 02 65434400 Email: office@hbsurveys.com.au
LOXTON HOUSE 142 Bridge Street (PO Box 26), MUSWELLBROOK NSW 2333



CLIENT

muswellbrook shire council

HILL STREET, MUSWELLBROOK
ROAD WORKS AND CAR PARKING UPGRADE

NOTES

DESIGN: M. COLE

DRAWN: M. COLE

SCALE:

ORIGINAL DRAWING SIZE: A3

LGA: MUSWELLBROOK

DRAWING NO. 216131_ENG
SHEET 01 OF 12 SHEETS

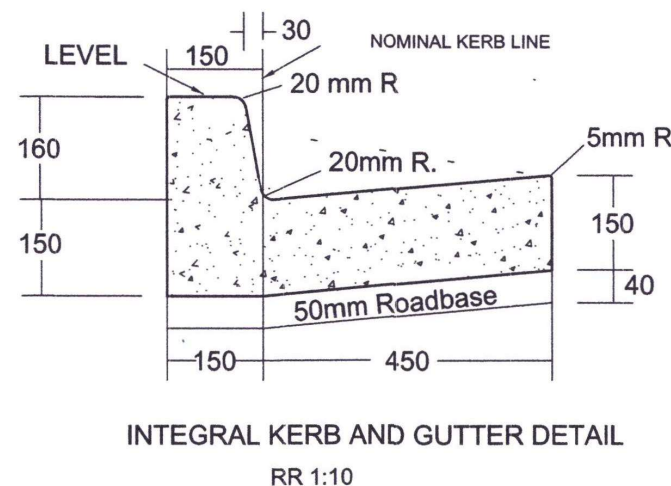
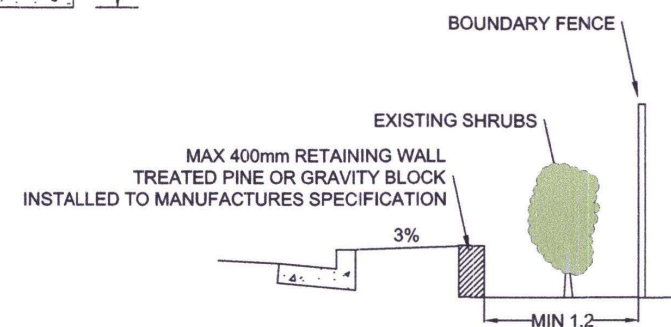
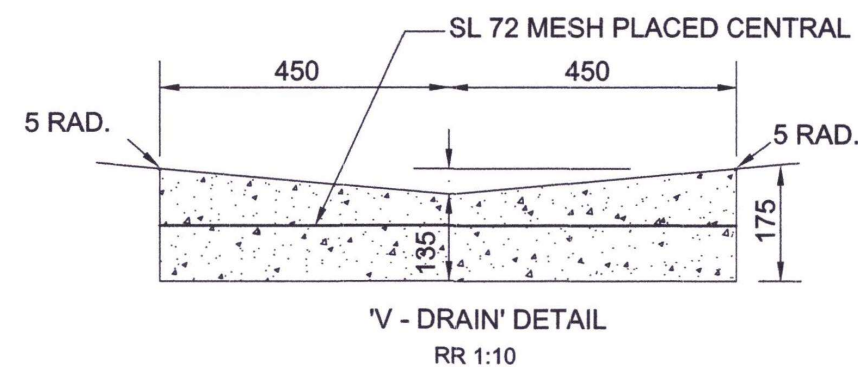
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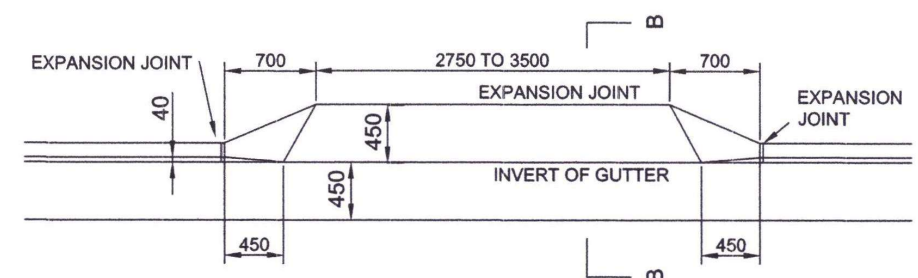
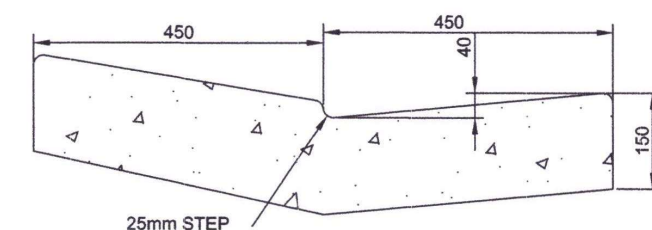
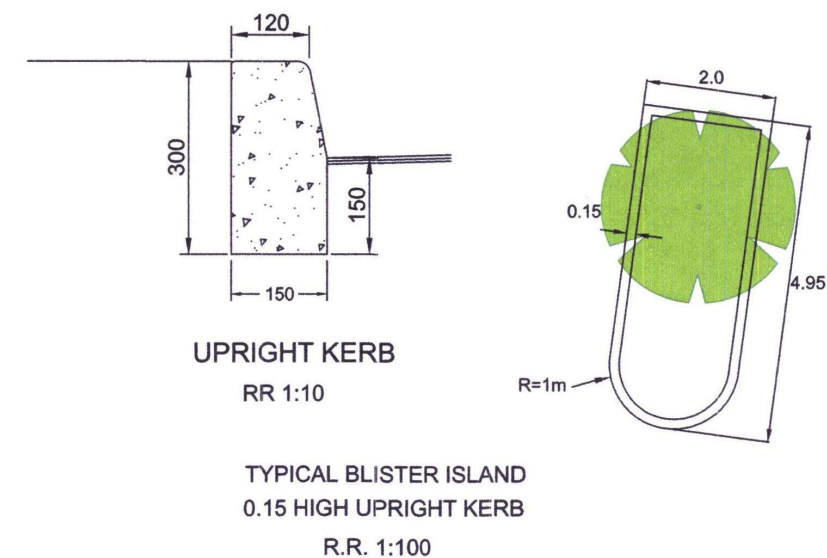
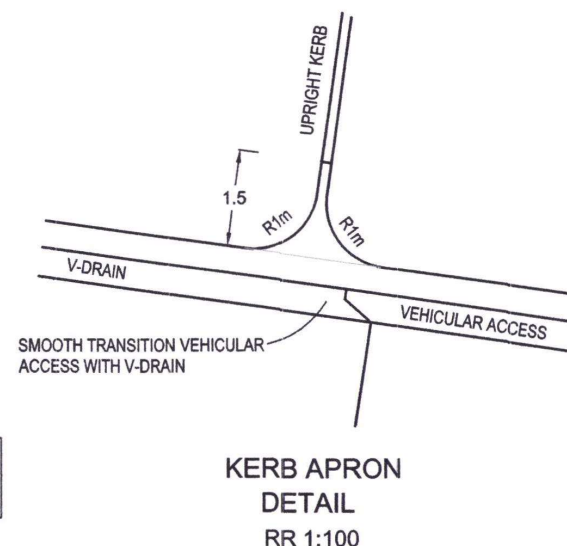
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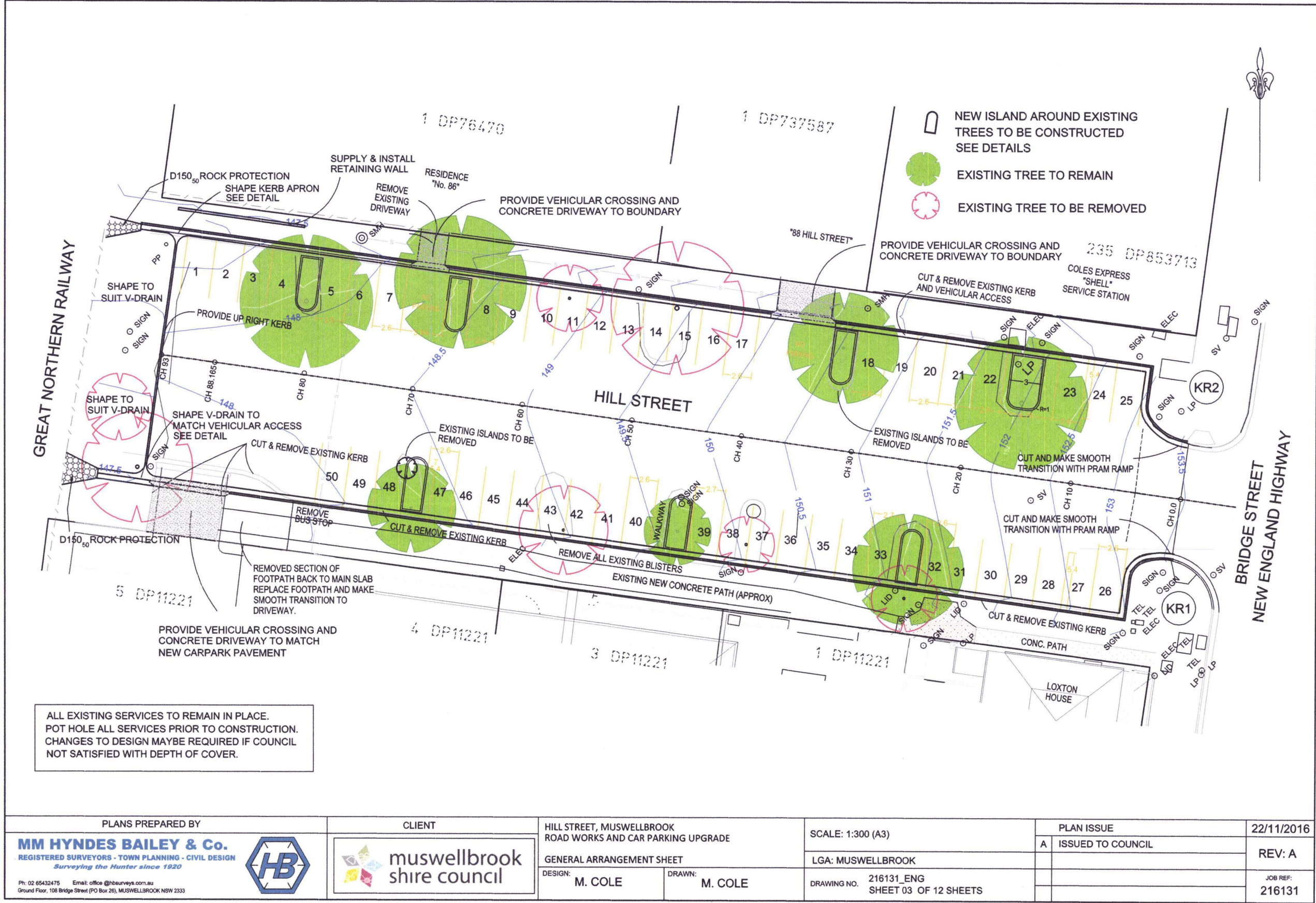
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EXPANSION JOINTS SHALL BE PLACED IN KERB AT INTERVALS NOT MORE THAN 6m AND AT JUNCTIONS WITH DRAINAGE PITS



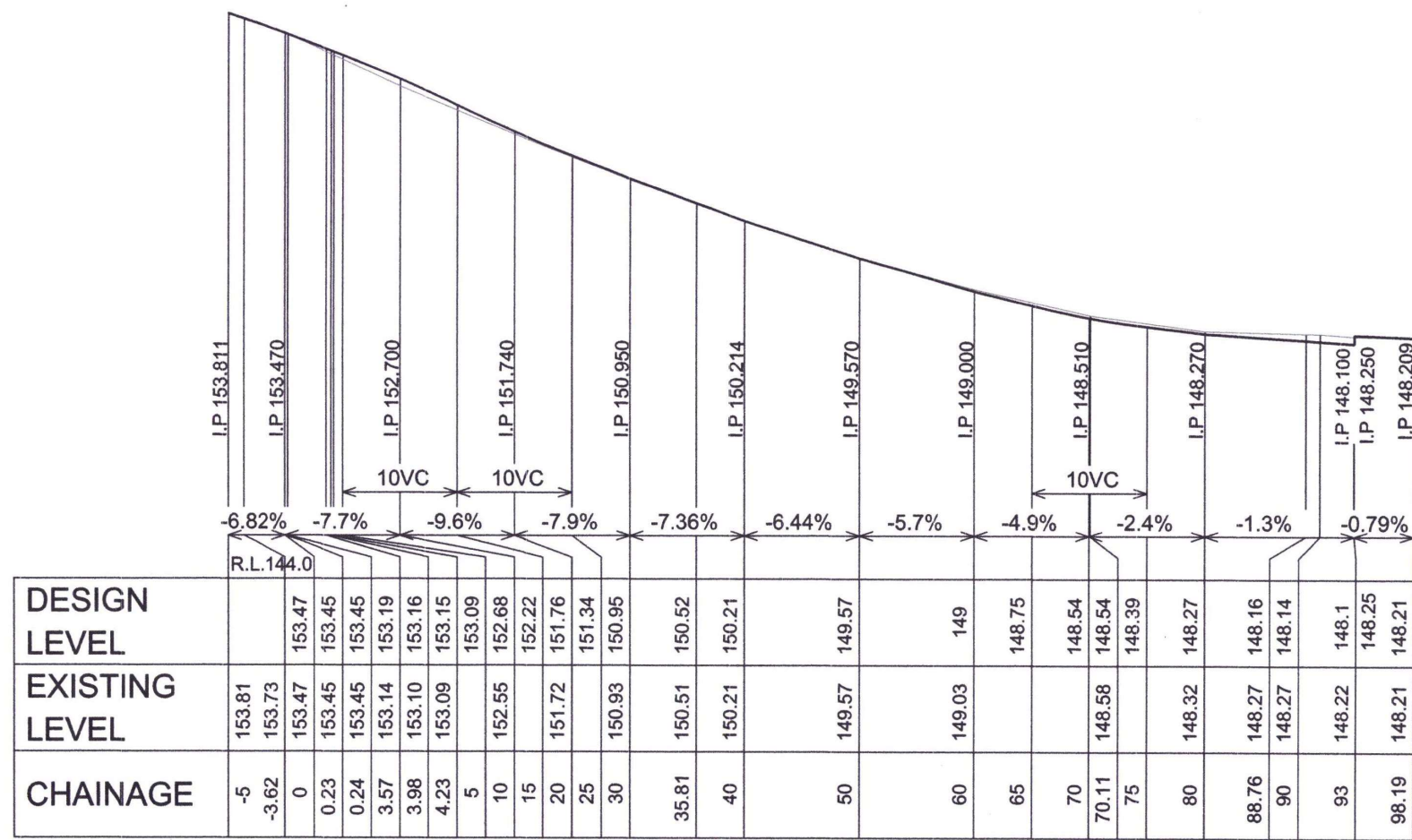
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| <p>PLANS PREPARED BY</p> <p>MM HYNDES BAILEY & Co.</p> <p>REGISTERED SURVEYORS - TOWN PLANNING - CIVIL DESIGN</p> <p><i>Surveying the Hunter since 1920</i></p> <p>Ph: 02 65432475 Email: office@hbsurveys.com.au</p> <p>Ground Floor, 108 Bridge Street (PO Box 28), MUSWELLBROOK NSW 2333</p> | <p>CLIENT</p> <p>muswellbrook shire council</p> | <p>HILL STREET, MUSWELLBROOK ROAD WORKS AND CAR PARKING UPGRADE</p> <p>DETAILS SHEET</p> <p>DESIGN: M. COLE DRAWN: M. COLE</p> | <p>SCALE: AS SHOWN (A3)</p> <p>LGA: MUSWELLBROOK</p> <p>DRAWING NO. 216131_ENG SHEET 02 OF 12 SHEETS</p> | <p>PLAN ISSUE</p> <p>A ISSUED TO COUNCIL</p> | <p>22/11/2016</p> <p>REV: A</p> <p>JOB REF: 216131</p> |
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ALL EXISTING SERVICES TO REMAIN IN PLACE.
POT HOLE ALL SERVICES PRIOR TO CONSTRUCTION.
CHANGES TO DESIGN MAYBE REQUIRED IF COUNCIL
NOT SATISFIED WITH DEPTH OF COVER.

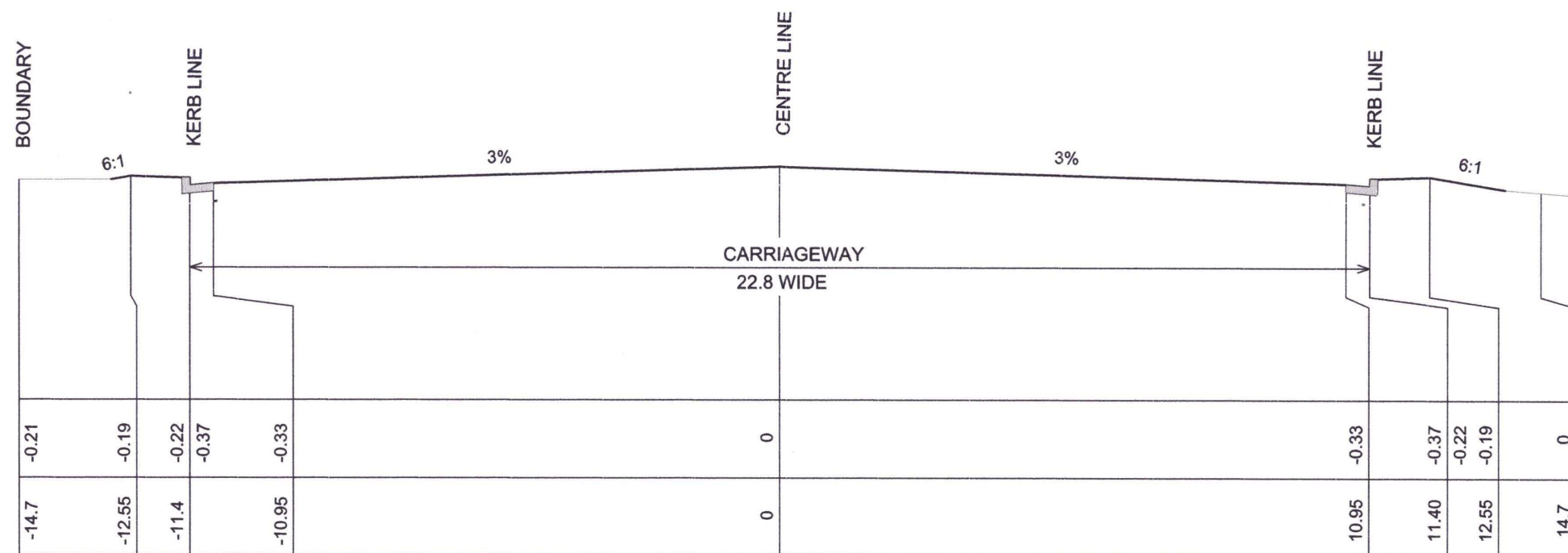
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| | | DESIGN: M. COLE | | DRAWN: M. COLE | | DRAWING NO. 216131_ENG SHEET 03 OF 12 SHEETS | | | | JOB REF: 216131 | |

- PAVEMENT
1. SUBGRADE - COMPACTED 100% STANDARD
2. 200mm SUBBASE - 20mm DGS - COMPACTED 95% MODIFIED
3. 150mm BASE - 20mm DGB - COMPACTED 98% MODIFIED
4. TWO COAT 14/10 SEAL





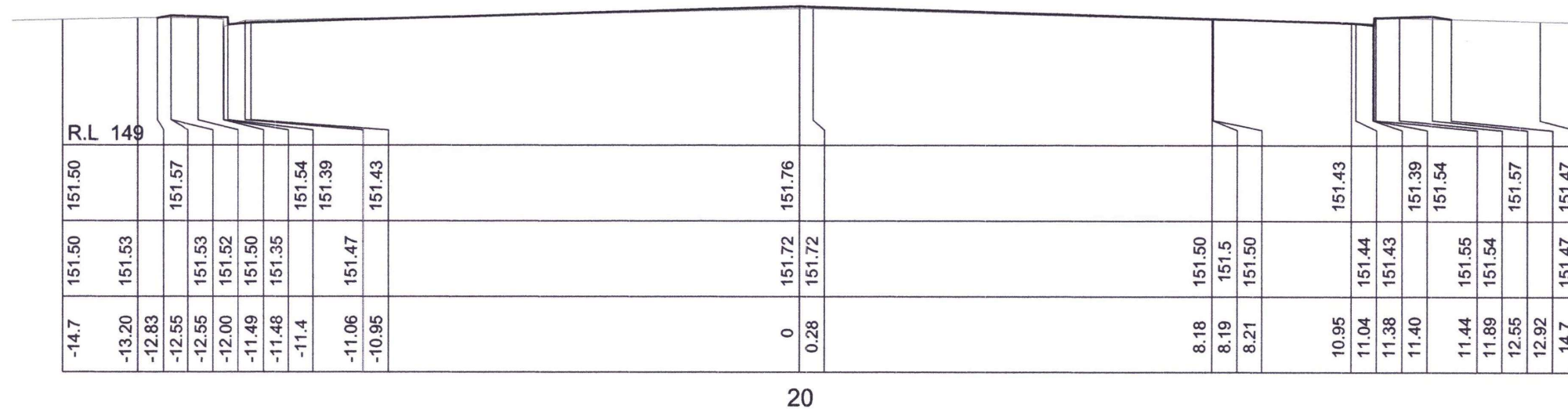
HILL STREET

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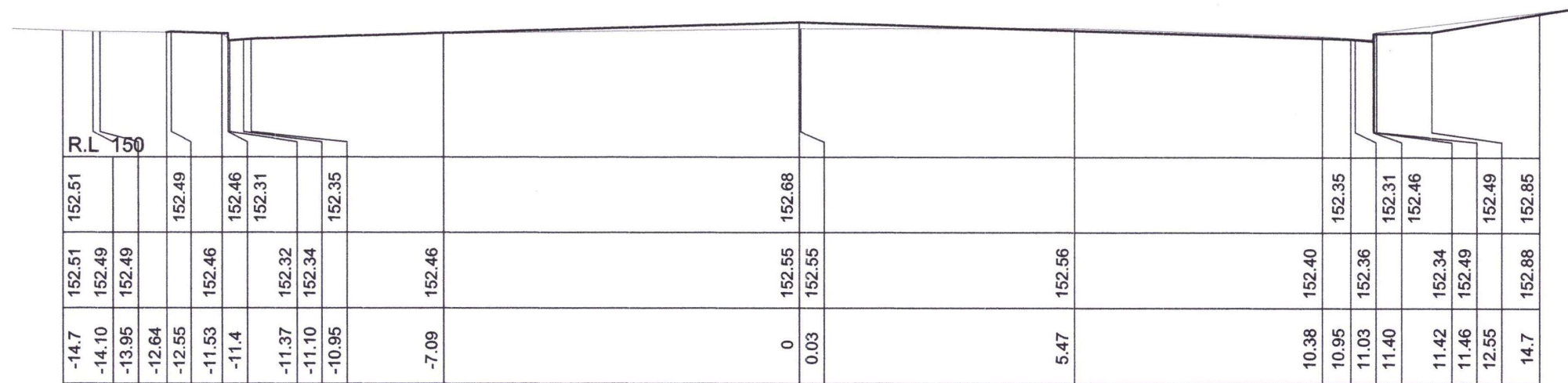


TYPICAL CROSS SECTION


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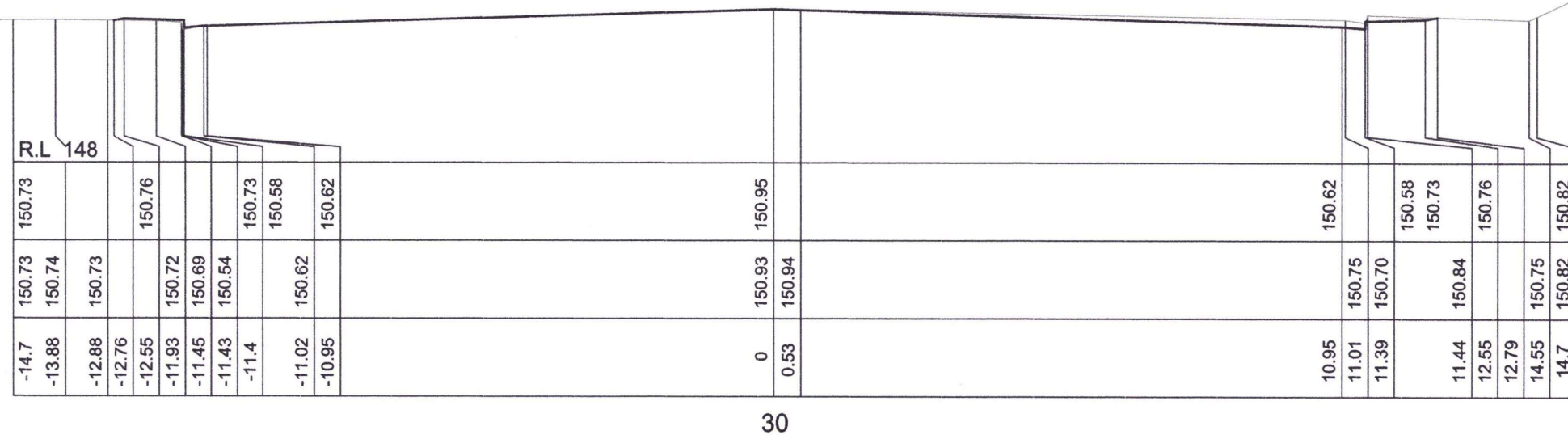
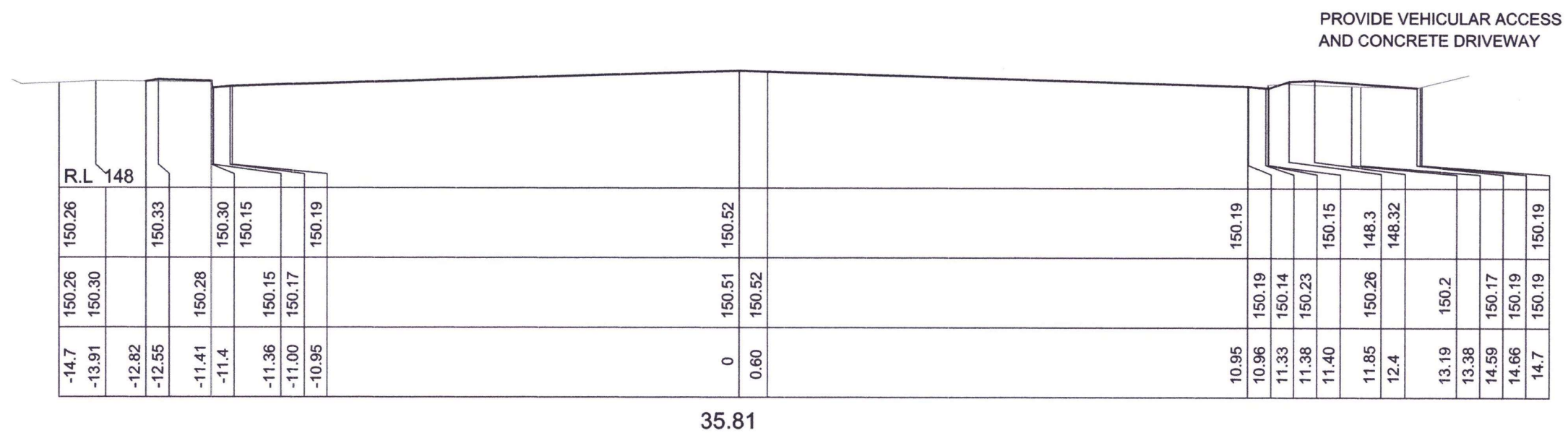


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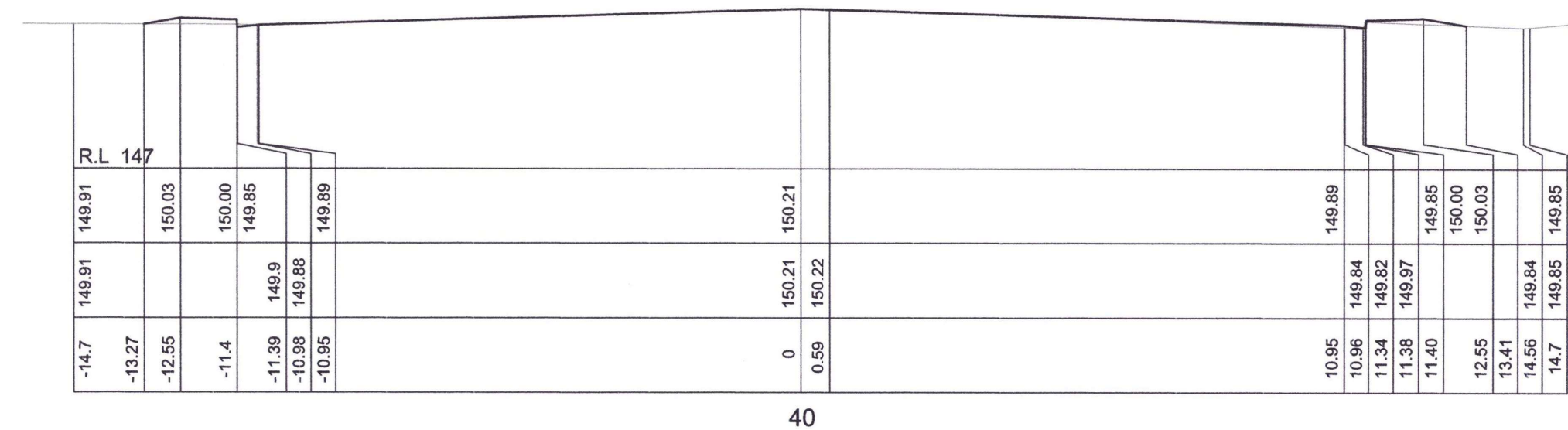
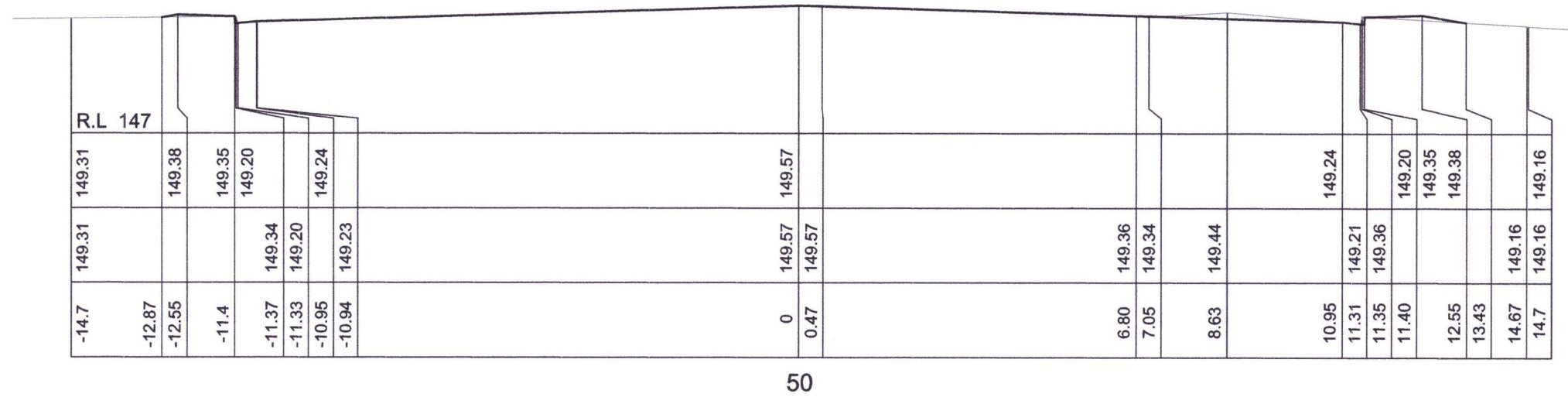


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| MM HYNDES BAILEY & Co. REGISTERED SURVEYORS - TOWN PLANNING - CIVIL DESIGN <i>Surveying the Hunter since 1920</i> | |  muswellbrook shire council | | CROSS SECTIONS CH10 & CH20 | | LGA: MUSWELLBROOK | | A ISSUED TO COUNCIL | | REV: A |
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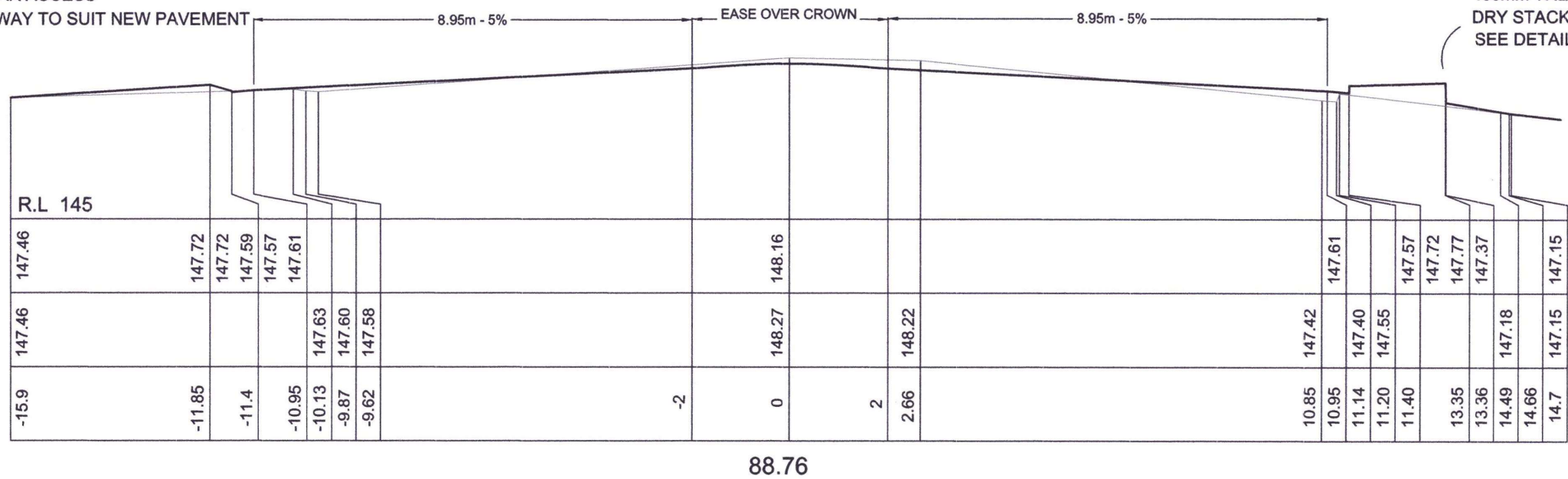


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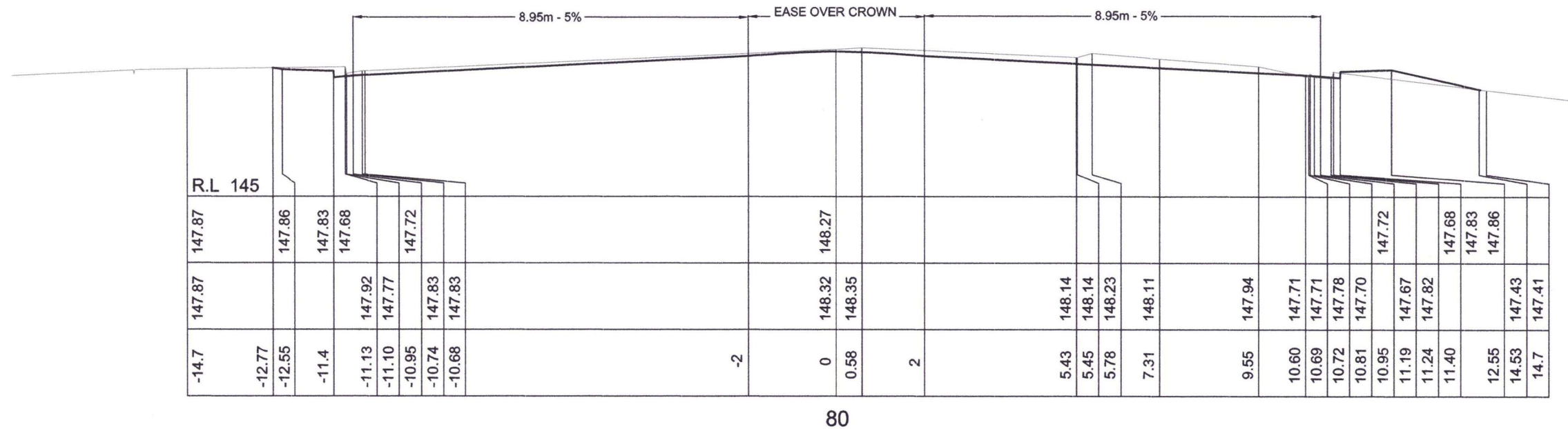
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| PLANS PREPARED BY MM HYNDES BAILEY & Co. <small>REGISTERED SURVEYORS - TOWN PLANNING - CIVIL DESIGN</small> <small>Surveying the Hunter since 1920</small> <small>Ph: 02 65432475 Email: office@hbsurveys.com.au</small> <small>Ground Floor, 108 Bridge Street (PO Box 28), MUSWELLBROOK NSW 2333</small> | CLIENT muswellbrook shire council | HILL STREET, MUSWELLBROOK ROAD WORKS AND CAR PARKING UPGRADE CROSS SECTIONS CH40 & CH50 DESIGN: M. COLE | SCALE: (A3) H=1:100 V=1:100 LGA: MUSWELLBROOK DRAWING NO. 216131_ENG SHEET 08 OF 12 SHEETS | PLAN ISSUE A ISSUED TO COUNCIL | 22/11/2016 |
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PROVIDE VEHICULAR ACCESS
CONCRETE DRIVEWAY TO SUIT NEW PAVEMENT



400mm TREATED PINE OR
DRY STACK BLOCK WALL
SEE DETAILS

88.76



80

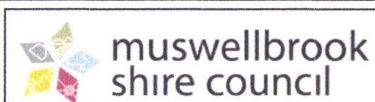
PLANS PREPARED BY

MM HYNDES BAILEY & Co.
REGISTERED SURVEYORS - TOWN PLANNING - CIVIL DESIGN
Surveying the Hunter since 1920

Ph: 02 65432475 Email: office@hbsurveys.com.au
Ground Floor, 106 Bridge Street (PO Box 26), MUSWELLBROOK NSW 2333



CLIENT



HILL STREET, MUSWELLBROOK
ROAD WORKS AND CAR PARKING UPGRADE

CROSS SECTIONS CH79.4 & CH88.76

DESIGN: M. COLE

DRAWN: M. COLE

SCALE: (A3) H=1:100 V=1:100

LGA: MUSWELLBROOK

DRAWING NO. 216131_ENG
SHEET 10 OF 12 SHEETS

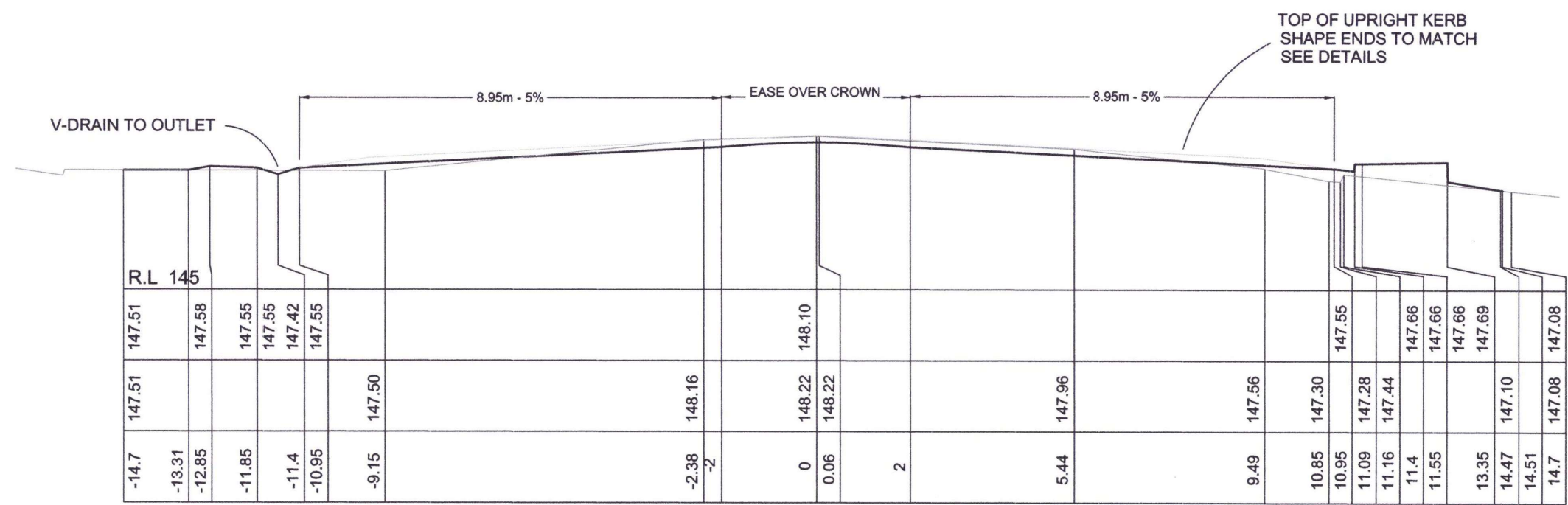
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22/11/2016

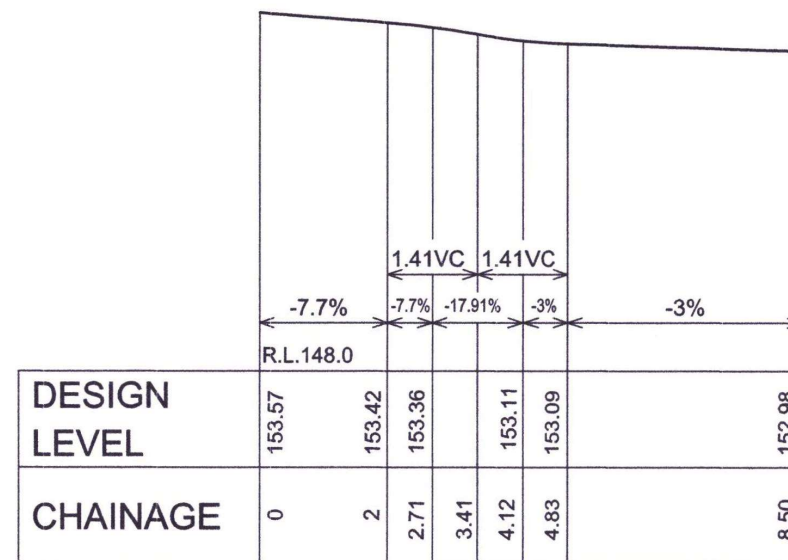
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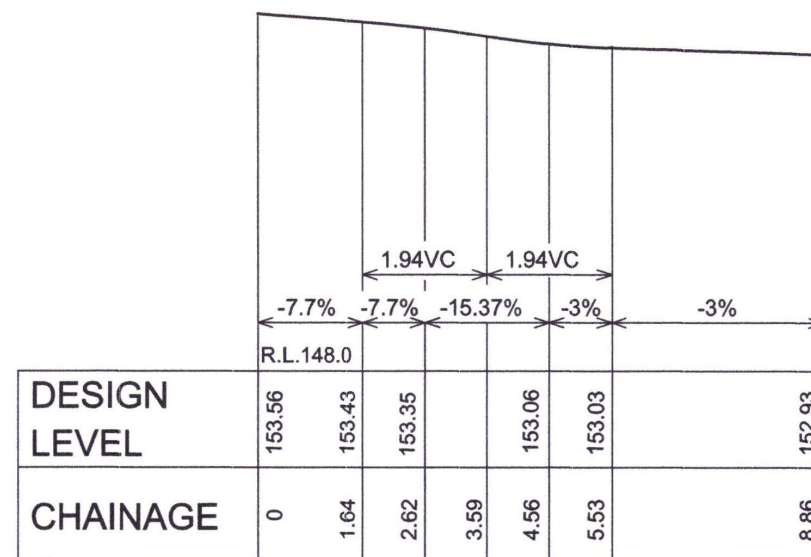


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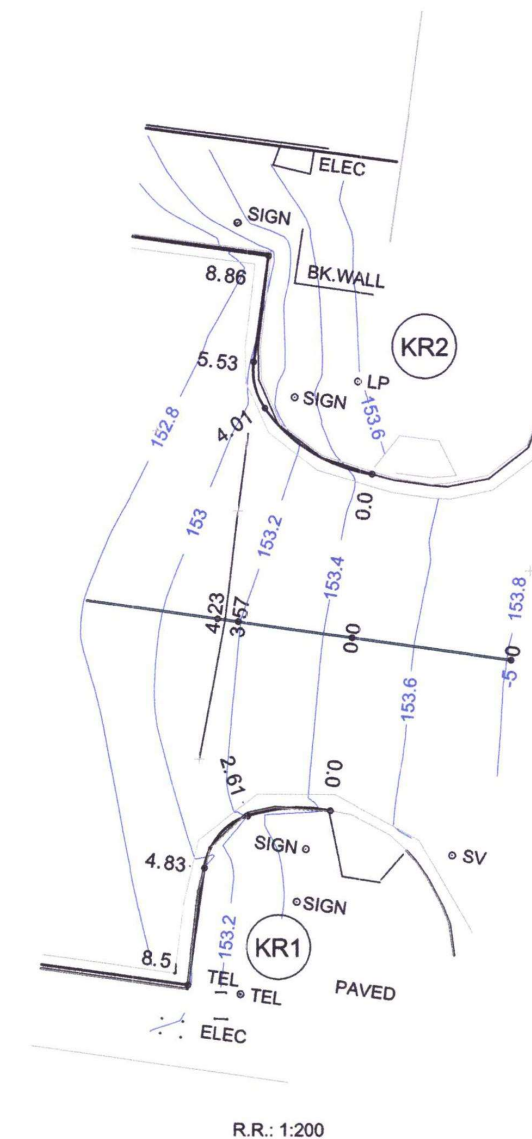
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| PLANS PREPARED BY | | CLIENT | | HILL STREET, MUSWELLBROOK ROAD WORKS AND CAR PARKING UPGRADE | | SCALE: (A3) H=1:100 V=1:100 | | PLAN ISSUE | | 22/11/2016 |
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| | | | | DESIGN: M. COLE | | DRAWN: M. COLE | | DRAWING NO. 216131_ENG SHEET 11 OF 12 SHEETS | | |



KERB RETURN 1



KERB RETURN 2



| | | | | | | | | | | |
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| PLANS PREPARED BY | | CLIENT | | HILL STREET, MUSWELLBROOK ROAD WORKS AND CAR PARKING UPGRADE | | SCALE: (A3) H=1:100 V=1:100 | | PLAN ISSUE | | 22/11/2016 |
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| | | | | DESIGN: M. COLE | | DRAWN: M. COLE | | DRAWING NO. 216131_ENG SHEET 12 OF 12 SHEETS | | JOB REF: 216131 |



9.2.2. Overton Road Design

| | |
|---------------------------------|---|
| Attachments: | 1. 12555408- C 1001 IFC SET 220805 [9.2.2.1 - 28 pages] |
| Responsible Officer: | Derek Finnigan - Acting General Manager |
| Author: | Kellie Scholes – Manager Roads Drainage and 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 that MACH Energy Pty Ltd has prepared and lodged the 'Overton Road Design', and to submit the design for Council's consideration.

OFFICER'S RECOMMENDATION

Council:

1. Acknowledges receipt of the Design of Overton Road in accordance with the requirements of the 'Rail Overbridge and Works Deed'.
2. Determines that the 'Overton Road Design – Issued For Construction Drawings' attached to the report is satisfactory and authorises the Acting General Manager to provide MACH Energy with notice that the Overton Road Design prepared under clause 8.2(c) of the 'Rail Overbridge and Works Deed' is satisfactory.

Moved: _____ **Seconded:** _____

BACKGROUND

To facilitate access and construction for the Mount Pleasant Mine Mod 4 Rail Infrastructure Project, MACH Energy Pty Ltd entered into a Deed of Agreement with Council under the 'Rail Overbridge and Works Deed' (the 'Deed'). Clause 8.1 and 8.2 of the Deed require the preparation of a design for a section of Overton Road, extending for a distance of 900 metres from its intersection with Wybong Road. The relevant sections of the Deed are:

8 Overton Road Design

8.1 Overton Road Design

- a) *Within 12 months after the date of this deed, or at such other time agreed by the parties, MACH must at its cost complete the Overton Road Design.*
- b) *The Overton Road Design is to be completed to the satisfaction of MSC.*
- c) *In completing the Overton Road Design, MACH must ensure that any road works on or in relation to the Public Road intended by MSC in accordance with the Mine Affected Roads Network Plan and the current or intended configuration of MSC's road network are not obstructed or interfered with by the Overton Road Design or the works*



anticipated by it.

8.2 Preparation of Overton Road Design

- a. Prior to commencing the Overton Road Design, MACH must request in writing from MSC details of the standard of design and engineering documentation for construction of works similar to those anticipated by the Overton Road Design.*
- b. MSC must identify all the standards, including the Austroads Guide to Road Design, which it requires MACH to comply with in carrying out the Overton Road Design within 10 business days of MACH's written request,*
- c. MACH must prepare the Overton Road Design in accordance with the design standards identified by MSC in accordance with clause 8.2 (b)*
- d. MSC will within 20 Business Days of lodgement give MACH notice whether the Overton Road Design prepared under clause 8.2(c) is satisfactory*
- e. If the Overton Road Design is not satisfactory to MSC, MSC will identify any modification required so as to reflect the documents or standards (as the case may be) outlined in clause 8.2(b)*
- f. MACH will modify the detailed design plans to take into account MSC's comments under clause 8.2 (e).*

Overton Road runs south from Wybong Road (East) adjacent to part of the Mount Pleasant Mine -Stage 2 rail loop. The adopted Muswellbrook Mine Affected Roads Network Plan Review – 2019 proposes Overton Road to be upgraded in the future, where Overton Road would become part of the Inner-West Link connecting Bengalla Link Road to Wybong Road.

CONSULTATION

Consultants GHD – Mr G Morton Designer

Council's Technical Officer – Roads and Drainage

Manager Roads, Drainage and Technical Services

MACH Energy Representatives

REPORT

In accordance with the 'Rail Overbridge and Works Deed' Clause 8, MACH Energy has engaged Consultants GHD Pty Ltd to prepare the design for Overton Road. This report provides the design drawings for Council's consideration.

Prior to commencement of design, Council identified the standards, including the Austroads Guide to Road Design, which it required MACH to comply with in carrying out the Overton Road Design, and advised to consider Overton Road as a RS1M class road (heavy vehicle route) in accordance with the Shire's adopted road classifications. It is understood that the current arrangement of Overton Road operates at a lower classification. The Issued For Construction (IFC) design of the road has been undertaken in accordance with MACH and Council design criteria and, where possible, the Austroads Guide to Road Design with Transport for NSW supplements adopted unless noted otherwise.



Table 2.1 Project design criteria

| Design element | Design criteria (min) |
|-------------------------|--|
| Travel Lane width | 2 x 3.5 m |
| Sealed shoulder width | 1 m |
| Unsealed shoulder width | 2 m |
| Design speed | 100 km/h |
| Road reserve width | 20 m (required as a minimum in RS1M table) |
| Pavement design life | 25 years |
| Traffic DESA | 44.67 x 10 ⁵ (RS1M table) |

As the road classification designates the road as a heavy vehicle route, the preliminary design of Overton Road considers a 19 metre semitrailer as the design vehicle. However, the design has also been checked against a B-Double arrangement.

In terms of horizontal alignment, the primary control line for the Overton Road Upgrade has been based off the existing Overton Road alignment centreline and intersection with Wybong Road. The minimum curve radii from Austroads Road Design Guide – Part 3 is 358 metres to accommodate a design speed of 100 km/h. The design complies with the 100km/hr design speed. The Vertical alignment has been determined in consideration with the K-values required for a 100 km/h road from the Austroads Guide to Road Design (AGRD). Following the delivery of the work as executed survey for Wybong Road, the vertical tie-in at the intersection with Overton Road has been modified to reduce the resultant cutting along the alignment. As such, the crossfall along Wybong Road will need to be adjusted to suit the intersection grades. This has been undertaken to reduce risk of interaction with bridge piers and to provide a better intersection arrangement.

Flexible pavement designs have been prepared for preliminary design subgrade California Bearing Ratios (CBR), that is, compaction ratios, of 2% and 3% using empirical methods generally in accordance with the Austroads Guide to Pavement Technology – Part 2: Pavement Structural Design (2012). The proposed pavement structures for the two CBR options are presented in Table 4.4 of the design report.

Table 4.4 Pavement thickness design options

| Layer description | Recommended pavement composition | |
|------------------------|----------------------------------|--------------------------|
| | Preliminary option 1 | Preliminary option 2 |
| Wearing course | 2 coat (14/7) flush seal | 2 coat (14/7) flush seal |
| Basecourse | 200 mm DGB20 | 200 mm DGB20 |
| Subbase | 150 mm DGS20 | 250 mm DGS20 |
| Selected material zone | 300 mm SMZ | 300 mm SMZ |
| Subgrade | Minimum soaked CBR 3% | Minimum soaked CBR 2% |

The design has been subject to the Safety in Design (SiD) process, where a safety in design approach considers the safety of those who construct, operate, maintain, clean, repair and demolish an asset. Stakeholders, including Council staff, were involved in the planning and design stage of this project, having an opportunity to reduce the risks that arise during the life cycle of the asset. At the design stage, “designers” through the SiD process make a significant contribution by identifying and eliminating hazards and reducing likely risks from hazards where elimination is not possible. Often the most cost effective and practical approach is to avoid introducing a hazard to the workplace (road environment) by eliminating hazards at the design stage.



OPTIONS

1. Noting that MACH Energy has prepared and lodged the Overton Road Design in accordance with the design standards identified by Council in accordance with clause 8.2 (b) of the Deed and informed by a supporting IFC Design Report, Council could determine that it is satisfied with the design.
2. Council could decide that it is not satisfied with the design by identifying any modification required so as to reflect the documents or standards (as the case may be) outlined in clause 8.2(b). Council would endorse to notify MACH to modify the detailed design plans to take into account Council's comments under clause 8.2 (e) of the Deed.

CONCLUSION

Quality of the design has been managed in accordance with GHD's accredited Quality Management System (QMS). The QMS is a living document and is updated to match the needs of the project as the design progresses. GHD's Quality Management System is certified to AS/NZS ISO 9001:2015. The GHD Group Quality Policy commits the company to the continual improvement and effectiveness of their management system. With consideration of the design lodged, it is considered that it meets the design standards required by Council in accordance with clause 8.2 (b) of the Deed.

SOCIAL IMPLICATIONS

The design for this section of road will allow for future upgrades of the road network to provide a north/south link on the western side of the Hunter River, in accordance with the aims of the Mine Affected Road Network Plan. Construction of the Inner-West Link road would provide travel and time efficiencies for access to the western areas of the Shire and provide a secondary route to Denman Road and the New England Highway to the north of Muswellbrook. It would also reduce future traffic demands on Wybong Road west of Overton Road.

FINANCIAL IMPLICATIONS

Ongoing Operational and Maintenance Costs Implications Associated with Capital Project

1. Financial Implications – Capital

All cost for the design has been born by MACH Energy Pty Ltd.

2. Financial Implications – Operational

Nil

POLICY IMPLICATIONS

The design is in accordance with the endorsed Muswellbrook Mine Affected Roads Network Plan Review – 2019.

STATUTORY IMPLICATIONS

Council is the roads authority and is acting in accordance with its powers.

LEGAL IMPLICATIONS

Provision of the design satisfies condition 8.2 (c) of the '*Rail Overbridge and Works Deed*'.



OPERATIONAL PLAN IMPLICATIONS

Submission of the report aligns with item 5.2.1 of the Operational Plan: 'Maintain and continually improve community infrastructure across the Shire'.

RISK MANAGEMENT IMPLICATIONS

The design has been subject to the Safety in Design process to mitigate risk during the whole of life cycle for the asset.

WASTE MANAGEMENT IMPLICATIONS

Nil.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

Nil.

MACH Energy
OVERTON ROAD UPGRADE
12555408



LOCALITY
NOT TO SCALE

| DRAWING LIST | |
|----------------|--|
| DRG No. | DRAWING TITLE |
| 12555408-C1001 | COVERSHEET AND LOCALITY PLAN |
| 12555408-C1002 | GENERAL NOTES |
| 12555408-C1011 | TYPICAL SECTIONS |
| 12555408-C1012 | PAVEMENT DETAILS |
| 12555408-C1021 | DETAIL PLAN - SHEET 1 |
| 12555408-C1022 | DETAIL PLAN - SHEET 2 |
| 12555408-C1023 | SETOUT DETAILS |
| 12555408-C1024 | INTERSECTION DETAIL PLAN |
| 12555408-C1025 | UTILITIES PLAN |
| 12555408-C1026 | UTILITIES PLAN |
| 12555408-C1031 | LONGITUDINAL SECTION - MC00 |
| 12555408-C1032 | LONGITUDINAL SECTION - MC00 |
| 12555408-C1033 | LONGITUDINAL SECTION - MC00 |
| 12555408-C1034 | LONGITUDINAL SECTION - MC10 |
| 12555408-C1035 | LONGITUDINAL SECTIONS - DRAI01 & KRTN01 |
| 12555408-C1036 | LONGITUDINAL SECTIONS - KRTN02, KRTN03, KRTN04 |
| 12555408-C1037 | LONGITUDINAL SECTIONS - TURNOUT01 & TURNOUT02 |
| 12555408-C1041 | CROSS SECTIONS M00 - SHEET 1 |
| 12555408-C1042 | CROSS SECTIONS M00 - SHEET 2 |
| 12555408-C1043 | CROSS SECTIONS M00 - SHEET 3 |
| 12555408-C1044 | CROSS SECTIONS M00 - SHEET 4 |
| 12555408-C1045 | CROSS SECTIONS M00 - SHEET 5 |
| 12555408-C1046 | CROSS SECTIONS M00 - SHEET 6 |
| 12555408-C1047 | CROSS SECTIONS M00 - SHEET 7 |
| 12555408-C1048 | CROSS SECTIONS M00 - SHEET 8 |
| 12555408-C1049 | CROSS SECTIONS M10 - SHEET 1 |
| 12555408-C1050 | CROSS SECTIONS M10 - SHEET 2 |
| 12555408-C1051 | STORMWATER LONGSECTION PLAN |

CONSTRUCTION

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| 2 | ISSUED FOR CONSTRUCTION | CP | AB | GM | 04.08.22 |  GHD Tower, Level 3 24 Honeysuckle Drive, Newcastle NSW 2300 Australia PO Box 5403 Hunter Rgn Mail Cent. NSW 2310 T 61 2 4979 9999 F 61 2 4979 9988 E nfmil@ghd.com W www.ghd.com |  GHD Tower, Level 3 24 Honeysuckle Drive, Newcastle NSW 2300 Australia PO Box 5403 Hunter Rgn Mail Cent. NSW 2310 T 61 2 4979 9999 F 61 2 4979 9988 E nfmil@ghd.com W www.ghd.com | DO NOT SCALE | | Drawn | C.PURDON | Designer | A.BOCUCCIA | Client Project Title Original Size Drawing No: 12555408-C1001 | Rev: 2 | | | |
| 1 | REVISED DRAFT IFC | CP | AB | GM | 21.06.22 | | | Conditions of Use: This document may only be used by GHD's client (and any other person who GHD has agreed can use this document) for the purpose for which it was prepared and must not be used by any other person or for any other purpose. | Drafting Check P.ERECE Design Check I.CLARKE Approved (Project Director) Date | Scale | N.T.S. | This Drawing must not be used for Construction unless signed as Approved | | | | | | |
| 0 | DRAFT CONSTRUCTION ISSUE | CP | AB | GM | 29.10.21 | | | | | | | | | | | | | |
| No | Revision | Note: * indicates signatures on original issue of drawing or last revision of drawing | Drawn | Job Manager | Project Director | Date | | | | | | | | | | | | |
| Plot Date: 5 August 2022 - 5:47 PM Plotted By: Brandon Stankeewicz Cad File No: C:\12\SW\data\100-12D-001\22-12555408 - Overton Road_1530\CADD\Drawings\12555408-C1001.dwg | | | | | | | | | | | | | | | | | | |

1. ALL WORK TO BE CARRIED OUT IN ACCORDANCE WITH THE PROJECT CONTRACT, SCOPE OF WORKS AND RELEVANT TECHNICAL SPECIFICATIONS AS REFERENCED IN MUSWELLBROOK SHIRE COUNCIL SPECIFICATIONS, CURRENT REVISIONS OF THE RELEVANT ROADS AND MARITIME AND AUSTRALIAN STANDARDS UNLESS NOTED OTHERWISE.
2. PROVISION OF TRAFFIC CONTROL DURING CONSTRUCTION TO BE IN ACCORDANCE WITH THE MUSWELLBROOK SHIRE COUNCIL TECHNICAL SPECIFICATION AS WELL AS AS1742.3.
3. ALL LOCATIONS, ORIENTATIONS AND LEVELS TO BE VERIFIED ON SITE BEFORE COMMENCING ANY WORK. REFER DISCREPANCIES TO THE PRINCIPAL. DO NOT OBTAIN DIMENSIONS FROM SCALING, NATURAL SURFACE LEVELS ON THE DRAWINGS ARE INDICATIVE ONLY.

1. ALL DIMENSIONS ARE IN METRES UNLESS NOTED OTHERWISE.

1. SURVEY HEIGHT DATUM IS AHD.
2. SURVEY COORDINATE GRID IS GDA2020 ZONE 56. SURVEY BASED ON SURVEY PROVIDED.
3. SURVEY MARKS ARE NOT TO BE DISTURBED BEFORE ASSESSMENT BY SURVEYOR.
4. THE CONTRACTOR SHALL CHECK SUSTAINABILITY OF THE STATED COORDINATES PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.
5. ANY SURVEY PMs OR SSMs THAT ARE DESTROYED ARE TO BE REPLACED WITH ANOTHER PM OR SSM TO LANDS DEPARTMENT STANDARDS. IT ALSO SHOULD BE DOCUMENTED AND CO-ORDINATED TO EQUIVALENT LANDS DEPARTMENT STANDARDS.
6. REFER ROADS AND MARITIME SPECIFICATION G71 FOR SURVEY REQUIREMENTS FOR SPATIAL TOLERANCES AND QUALITY ASSURANCE REQUIREMENTS
7. REFER ROADS AND MARITIME STANDARD DRAWINGS R0400-01 AND R0400-02 FOR SETTING OUT DIAGRAMS FOR ROADS

1. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS NOTED OTHERWISE.

1. LOCATION AND LEVEL OF ALL EXISTING SERVICES CROSSING AND NEW DRAINAGE MUST BE OBTAINED PRIOR TO CONSTRUCTION. ALL LEVELS MUST BE CHECKED FOR CONFLICT WITH ANY SERVICES, AND ANY CONFLICTS TO BE RAISED WITH THE PRINCIPAL.

1. ALL PIPES ARE TO BE SPIGOT AND SOCKET WITH RUBBER RING JOINTS UNLESS NOTED OTHERWISE.
2. ALL CONCRETE PIPES TO HAVE HS2 TYPE INSTALLATION AS PER ROADS AND MARITIME R2042-01
3. PIPE INSTALLATION IS DESIGNED IN ACCORDANCE WITH CONCRETE PIPE ASSOCIATION OF AUSTRALIA PUBLICATION "CONCRETE PIPE SELECTION AND INSTALLATION" AND AUSTRALIAN STANDARD AS/NZ 3725.
4. CONCRETE FOR DRAINAGE ELEMENTS IS TO COMPLY WITH THE RELEVANT MUSWELLBROOK SHIRE COUNCIL SPECIFICATIONS AND AUSTRALIAN STANDARDS.
5. CONCRETE PIPE CLASSES HAVE BEEN DETERMINED BASED ON TYPE HS2 SUPPORT AND TRENCH OR EMBANKMENT INSTALLATION CONDITION IN ACCORDANCE WITH AS3725 UNLESS NOTED OTHERWISE. GENERALLY MINIMUM COVER TO ALL PIPES TO BE 600mm BELOW THE FINISHED SURFACE.
6. THE DOCUMENTED DRAINAGE DESIGNS ARE DETAILED ONLY FOR THE PERMANENT ROAD CONFIGURATION UNLESS NOTED OTHERWISE. CONSTRUCTION REQUIREMENTS TO BE THE CONTRACTOR'S RESPONSIBILITY.
7. THE CONTRACTOR IS RESPONSIBLE FOR THE PREPARATION AND IMPLEMENTATION OF AN EROSION AND SEDIMENT MANAGEMENT PLAN DURING CONSTRUCTION.
8. ANY PERMITS FOR DIVERSION WORKS REQUIRED DURING CONSTRUCTION TO BE OBTAINED BY THE CONTRACTOR.
9. EXISTING STORM WATER PIPES WITHIN THE LIMITS OF WORK TO BE REMOVED OR MODIFIED AS SPECIFIED.
10. ROCLA SLOPED HEADWALLS ARE PROPOSED TO BE INSTALLED FOR A CULVERT. ALTERNATIVES TO APPROVED BY THE PRINCIPAL.

1. PAVEMENTS SHALL BE CONSTRUCTED ACCORDING TO SPECIFIED MUSWELLBROOK SHIRE COUNCIL AUS-SPEC SPECIFICATIONS, ALL PAVEMENT MATERIALS TO BE IN ACCORDANCE WITH ROADS AND MARITIME QA SPEC 3051
2. PRIME AND SPRAY SEAL TREATMENT SHALL EXTEND THE FULL WIDTH OF PAVEMENT SHOULDERS.
3. PLACEMENT OF THE UNBOUND GRANULAR BASE COURSE SHALL BE MADE TO ENSURE NO JOINTS ARE CREATED WITHIN 500 MM OF A VEHICLE WHEEL PATH OFFSET.
4. SELECTED MATERIAL ZONE FILL SHALL COMPLY WITH THE FOLLOWING REQUIREMENTS (IN ADDITION TO CLAUSE 4.9 OF MUSWELLBROOK SHIRE COUNCIL AUS-SPEC 1112):
 - A. HAVE A 4-DAY SOAKED CBR $\geq 15\%$, AND SWELL $\leq 2.5\%$ FOR THE FRACTION PASSING 19.0 MM AS SIEVE;
 - B. BE FREE FROM STONE LARGER THAN 53 MM MAXIMUM PARTICLE DIMENSION
 - C. HAVE A COMPACTED LAYER THICKNESS BETWEEN 100 AND 200 MM
5. PAVEMENT AND SELECT FILL COURSES SHALL EXTEND TO BATTER OF TABLE DRAINS TO ALLOW SUCH COURSES TO FREE DRAIN WHERE POSSIBLE AND SHOWN ON CROSS SECTIONS. INVERT OF TABLE DRAINS ADJACENT TO PAVEMENT WIDENING WORKS SHALL EXTEND A MINIMUM 100 MM BELOW THE LOWEST PAVEMENT OR SELECT FILL COURSE.
6. SUBGRADE IS TO BE INSPECTED AND PREPARED IN ACCORDANCE WITH MUSWELLBROOK SHIRE COUNCIL TECHNICAL SPECIFICATION 1112

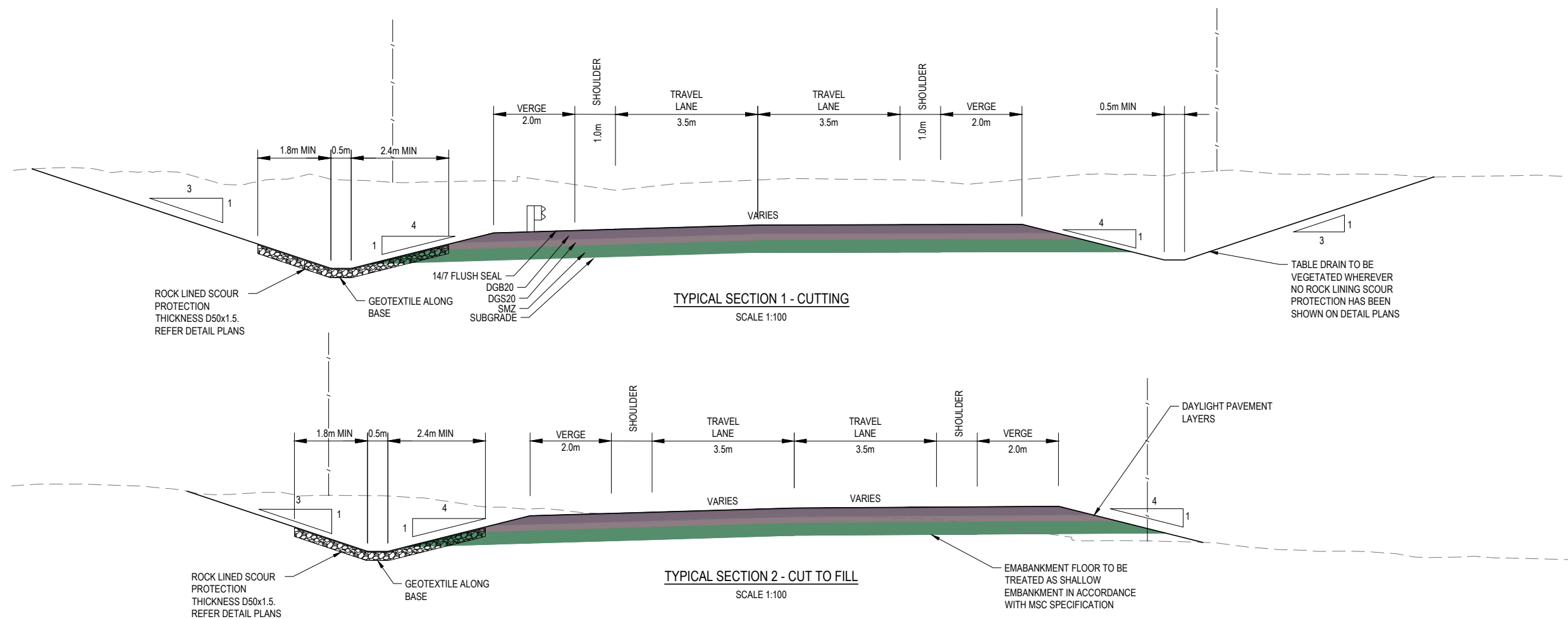
10. ALL CHANNELS TO BE IN ACCORDANCE WITH ROADS AND MARITIME ROAD WORKS SPECIFICATION R11. CHANNELS NOT LINED WITH ROCK OR CONCRETE ARE TO BE VEGETATED. CHANNELS ARE TO BE PREPARED, STABILISED AND VEGETATED IN ACCORDANCE WITH MUSWELLBROOK SHIRE COUNCIL TECHNICAL SPECIFICATION AND DIRECTION ON DRAWINGS.

1. EQUIVALENT PRECAST HEADWALLS / PITS MAY BE USED. PRECAST HEADWALL TO BE PLACED IN ACCORDANCE WITH R11.
2. INADEQUATE FOUNDING MATERIAL FOR PIPES AND STRUCTURES TO BE REMOVED OR IMPROVED FOLLOWING CONSULTATION WITH THE PRINCIPAL.

1. GUIDE POSTS, PAVEMENT MARKING AND SIGNAGE TO BE IN ACCORDANCE WITH MUSWELLBROOK SHIRE COUNCIL TECHNICAL SPECIFICATIONS.
2. SIGNAGE TO BE LOCATED IN ACCORDANCE WITH AS1742.
3. MOUNTED HEIGHT FOR SIGNS TO BE 2.5m MIN.
4. THE CONTRACTOR IS TO ENSURE THAT SIGN FOOTINGS DO NOT CLASH WITH UNDERGROUND UTILITIES. SHOULD SIGN LOCATIONS NEED TO BE MOVED, APPROVAL IS REQUIRED FROM THE PRINCIPAL.
5. ALL SIGN SUPPORT STRUCTURES ARE TO BE GRADE C320LO IN ACCORDANCE WITH ROADS AND MARITIME SPECIFICATION R143 UNLESS NOTED OTHERWISE.
6. GUIDE POSTS AND RAISED REFLECTIVE PAVEMENT MARKERS TO BE INSTALLED IN ACCORDANCE WITH THE SPACINGS SPECIFIED IN THE ROADS AND MARITIME DELINEATION GUIDELINES.
7. REUSE OF ANY EXISTING SIGN FACES AND SUPPORT STRUCTURES REQUIRE APPROVAL FROM THE PRINCIPAL.
8. CONTRACTOR TO ENSURE SAFETY BARRIER FOOTINGS DO NOT CLASH WITH UNDERGROUND UTILITIES AND PROPOSED CULVERTS.

1. TOPSOIL SHALL INCLUDE A MINIMUM OF THE FIRST 100mm OF THE SOIL SURFACE.
2. TOPSOIL IS TO BE STRIPPED FROM ALL AREAS THAT ARE TO BE CUT OR FILLED AND STOCKPILED AWAY FROM DRAINAGE FLOWPATHS.
3. TOPSOIL STOCKPILES ARE TO BE TRACK ROLLED AND WHERE STOCKPILED FOR PERIODS GREATER THAN 6 WEEKS FURTHER STABILISED (e.g. SEEDED WITH AN APPROPRIATE VEGETATIVE COVERCROP OR MULCHED).
4. THE CONTRACTOR SHALL CARRY OUT TESTS ON THE STOCKPILES TOPSOIL USING A NATA ACCREDITED TESTING LABORATORY TO ASCERTAIN ITS SUITABILITY FOR REUSE IN REVEGETATION AND TO PREVENT EROSION. THE SOIL TEST CERTIFICATE MUST CONTAIN THE DATE OF TESTING AND DETAILS OF THE TYPES OF TEST UNDERTAKEN AND THEIR RESULTS, INCLUDING CATION BALANCE (EXCHANGEABLE CATION PERCENTAGE AND CATION RATIOS), PH VALUES, SALT CONTENT, PARTICLE ANALYSIS, AND ANY RECOMMENDATIONS ON THE USE OF THE TOPSOIL INCLUDING AMELIORATION RATES.
5. IF THE SOIL TEST CERTIFICATE INDICATES ANY STOCKPILED TOPSOIL TO BE UNSUITABLE FOR USE IN REVEGETATION WORKS, THE PRINCIPAL MAY DIRECT THE CONTRACTOR TO CARRY OUT THE MEASURES RECOMMENDED IN THE SOIL TEST CERTIFICATE TO IMPROVE THE STOCKPILED TOPSOIL.
6. TOPSOIL IS TO BE RE-SPREAD OVER ALL EXPOSED SOIL SURFACES WHERE VEGETATION IS REQUIRED.
7. WHERE CUT BATTERS ARE TO BE SEEDED, SLOPES EXCEEDING 1 : 2.5 (H : V) SHALL BE ROUGHENED HORIZONTALLY TO ENHANCE THE RETENTION OF TOPSOIL.
8. SEEDBED PREPARATION SHALL BE PROVIDED WHERE TOPSOIL HAS BEEN OVERLY COMPACTED.
9. ALL EFFORTS SHALL BE MADE TO ESTABLISH VEGETATION ON ALL EXPOSED SOIL SURFACES IMMEDIATELY AFTER EARTHWORKS ARE COMPLETED. THE MINIMUM REQUIREMENT SHALL BE ESTABLISHMENT OF A COVERCROP SPECIES WITH THE INCLUSION OF PERMANENT VEGETATION SPECIES AS APPROPRIATE.
10. STOCKPILE SITES, BORROW PITS ETC. SHALL BE REVEGETATED IMMEDIATELY UPON DECOMMISSION.

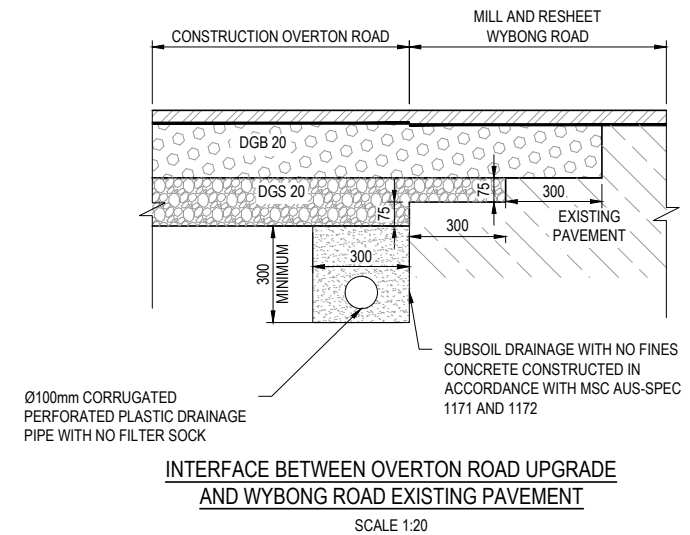
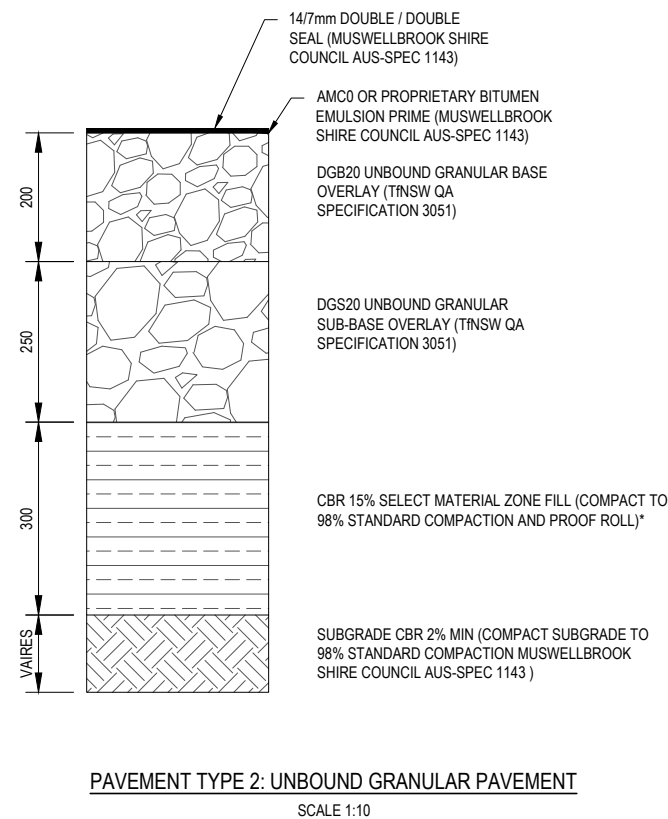
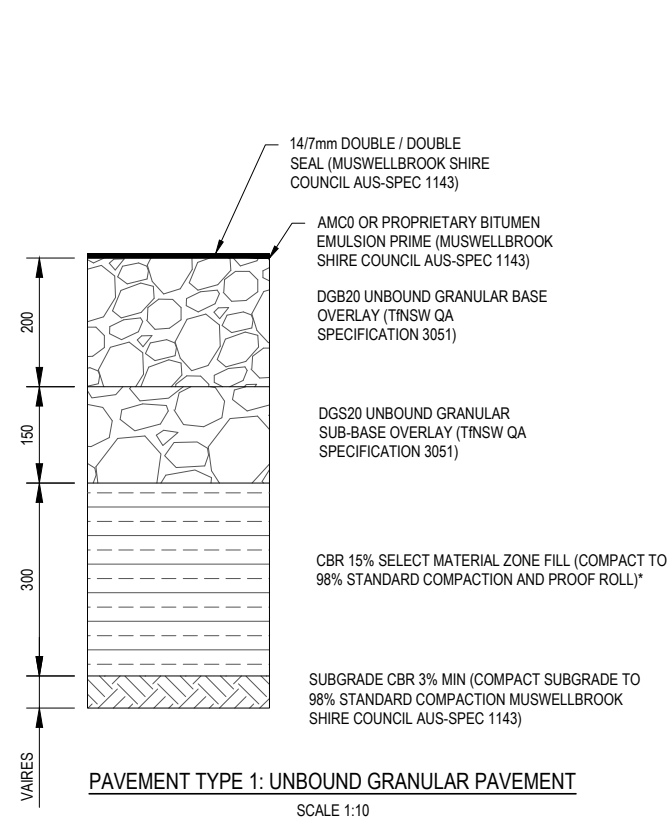
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| 2 | ISSUED FOR CONSTRUCTION | CP | AB | GM | 04.08.22 | | Drafting Check P.EECE | | Design Check I.CLARKE | Project | Title | | | | |
| 1 | REVISED DRAFT IFC | CP | AB | GM | 21.06.22 | | Approved (Project Director) | | | | | | | | |
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| No | Revision | Note: * indicates signatures on original issue of drawing or last revision of drawing | | | | | Drawn | | Job Manager | Project Director | | Date | Original Size | | |
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NOTES

1. REFER DRAWING 12555408-C1002 FOR GENERAL NOTES.
2. IF SUBGRADE CBR IS LOWER THAN 2% PAVEMENT SECTION 2 MAY BE USED WITH AN ADDITIONAL 300mm OF SELECT MATERIAL (600mm THICK LAYER)

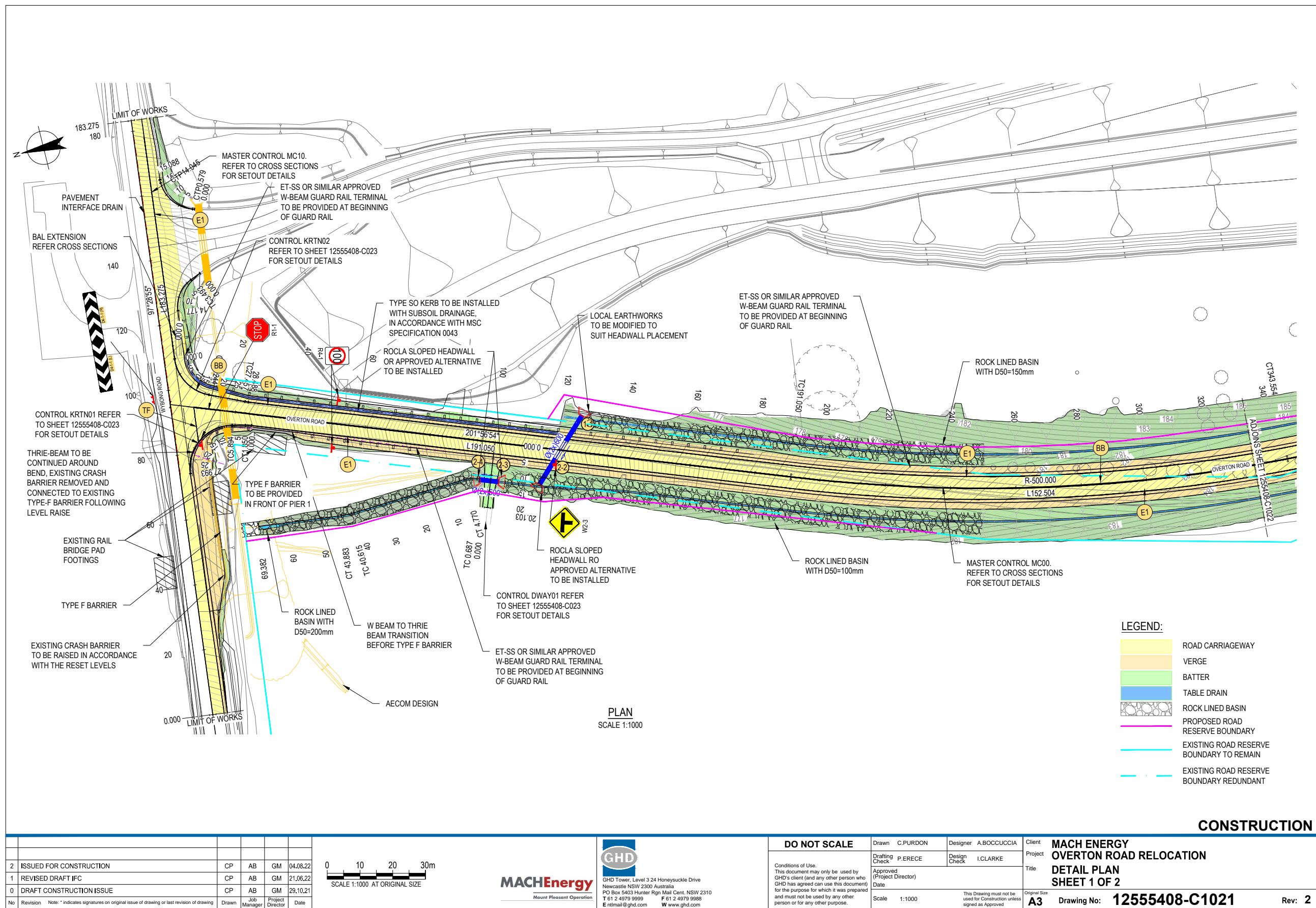
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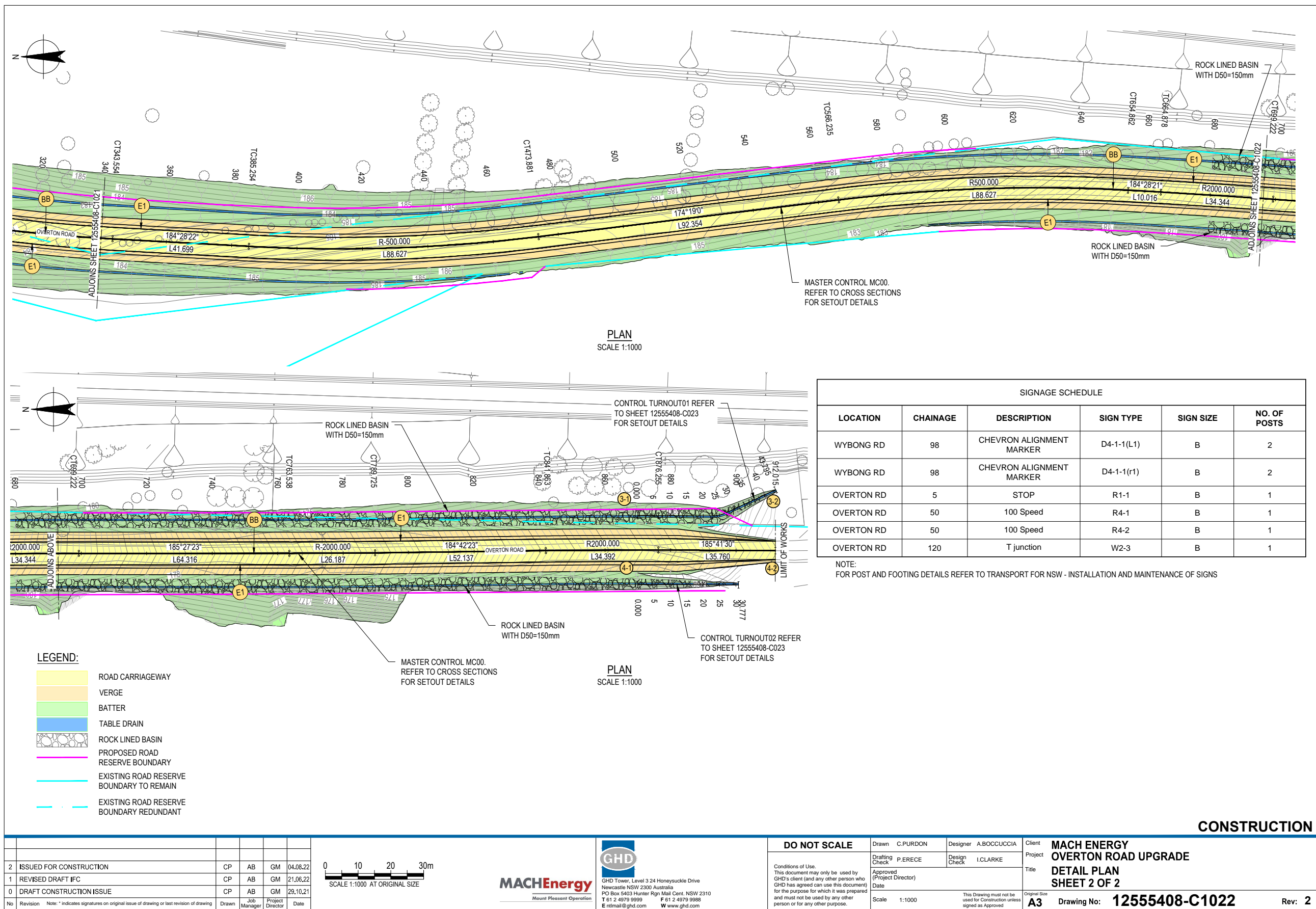
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| | | | | 0 0.1 0.2 0.3m | | <p>GHD Tower, Level 3 24 Honeysuckle Drive Newcastle NSW 2300 Australia PO Box 5403 Hunter Rgn Mail Cent. NSW 2310 T 61 2 4979 9999 F 61 2 4979 9988 E nrlmail@ghd.com W www.ghd.com</p> | <p>DO NOT SCALE</p> <p>Conditions of Use: This document may only be used by GHD's client (and any other person who GHD has agreed can use this document) for the purpose for which it was prepared and must not be used by any other person or for any other purpose.</p> | Drawn C.PURDON | Designer A.BOCUCCIA | Client | <p>MACH ENERGY OVERTON ROAD UPGRADE PAVEMENT DETAILS SHEET 1 OF 1</p> |
| 2 | ISSUED FOR CONSTRUCTION | CP | AB | GM | 04.08.22 | | | Drafting Check P.EECE | Design Check I.CLARKE | Project | |
| 1 | REVISED DRAFT IFC | CP | AB | GM | 21.06.22 | | | Approved (Project Director) | Date | Title | |
| 0 | DRAFT CONSTRUCTION ISSUE | CP | AB | GM | 29.10.21 | 0 0.2 0.4 0.6m | <p>MACHEnergy Mount Pleasant Operation</p> | Scale AS SHOWN | This Drawing must not be used for Construction unless signed as Approved | Original Size | <p>Drawing No: 12555408-C1012</p> |
| No | Revision | Note: * indicates signatures on original issue of drawing or last revision of drawing | Drawn | Job Manager | Project Director | Date | | | | | Rev: 2 |

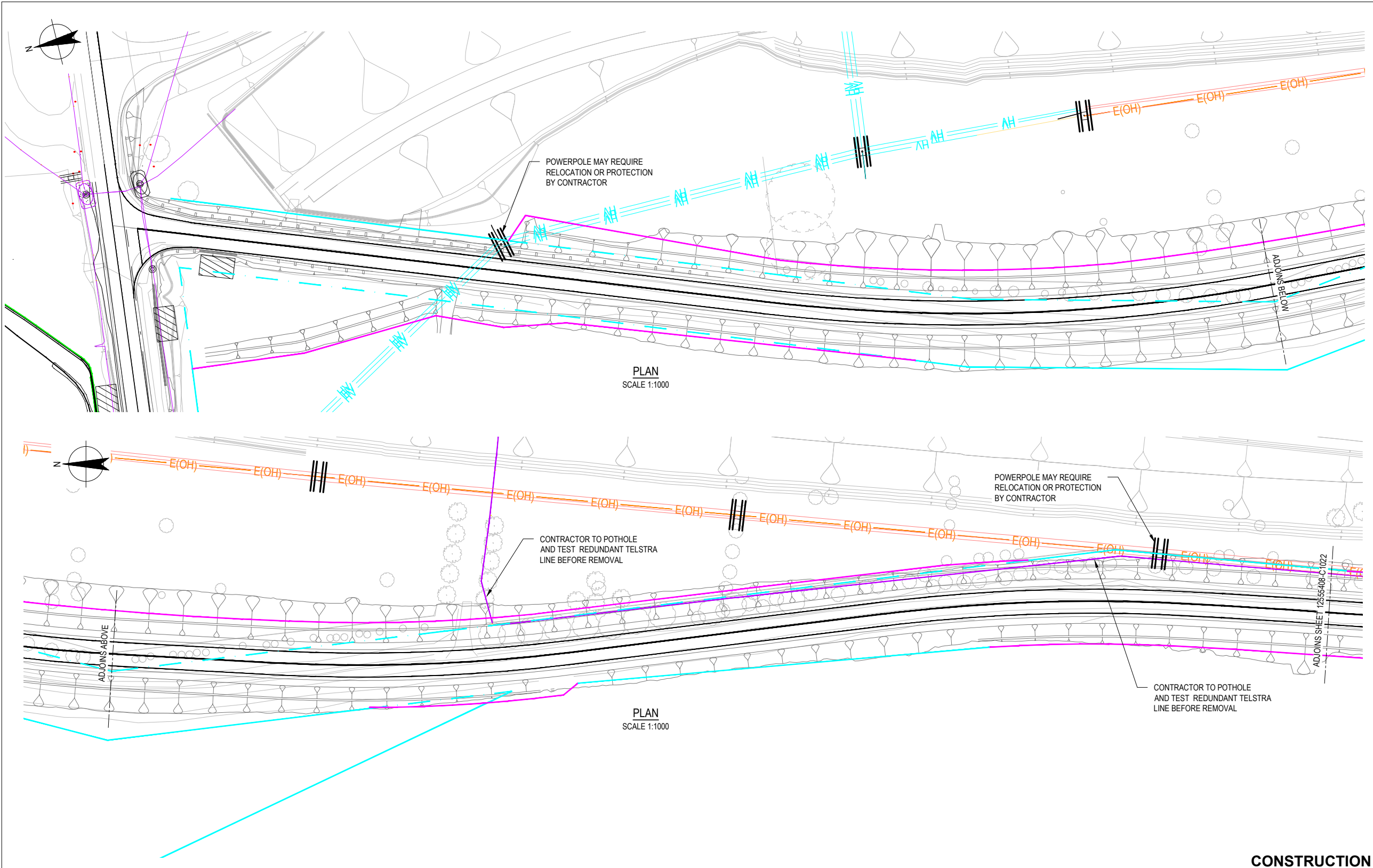
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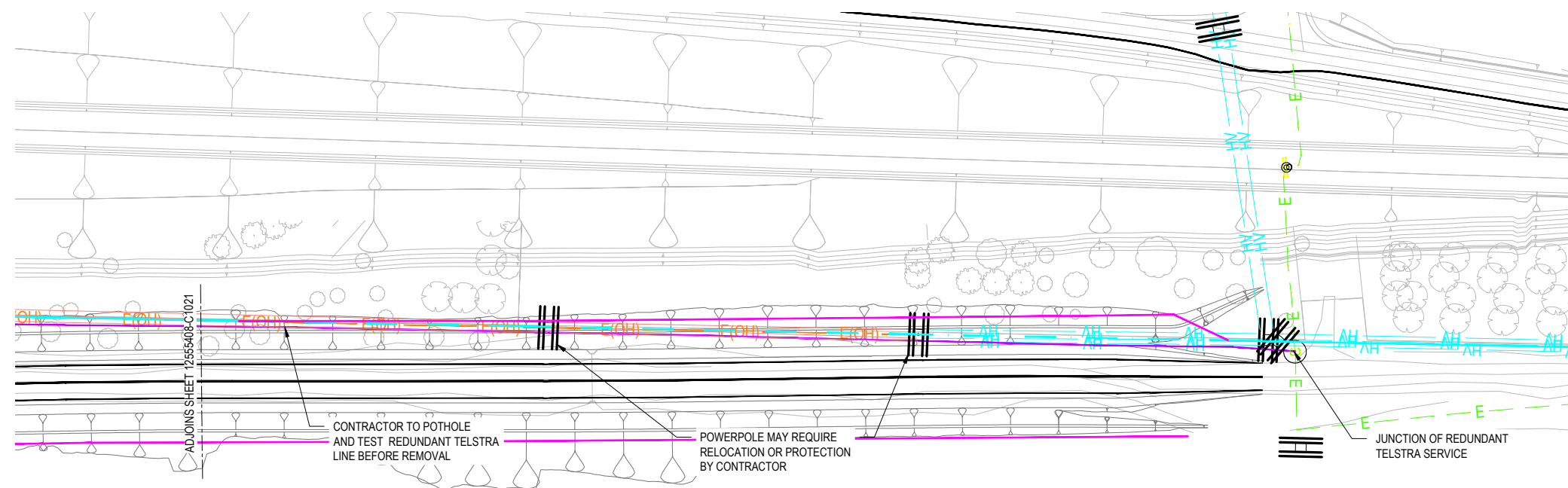
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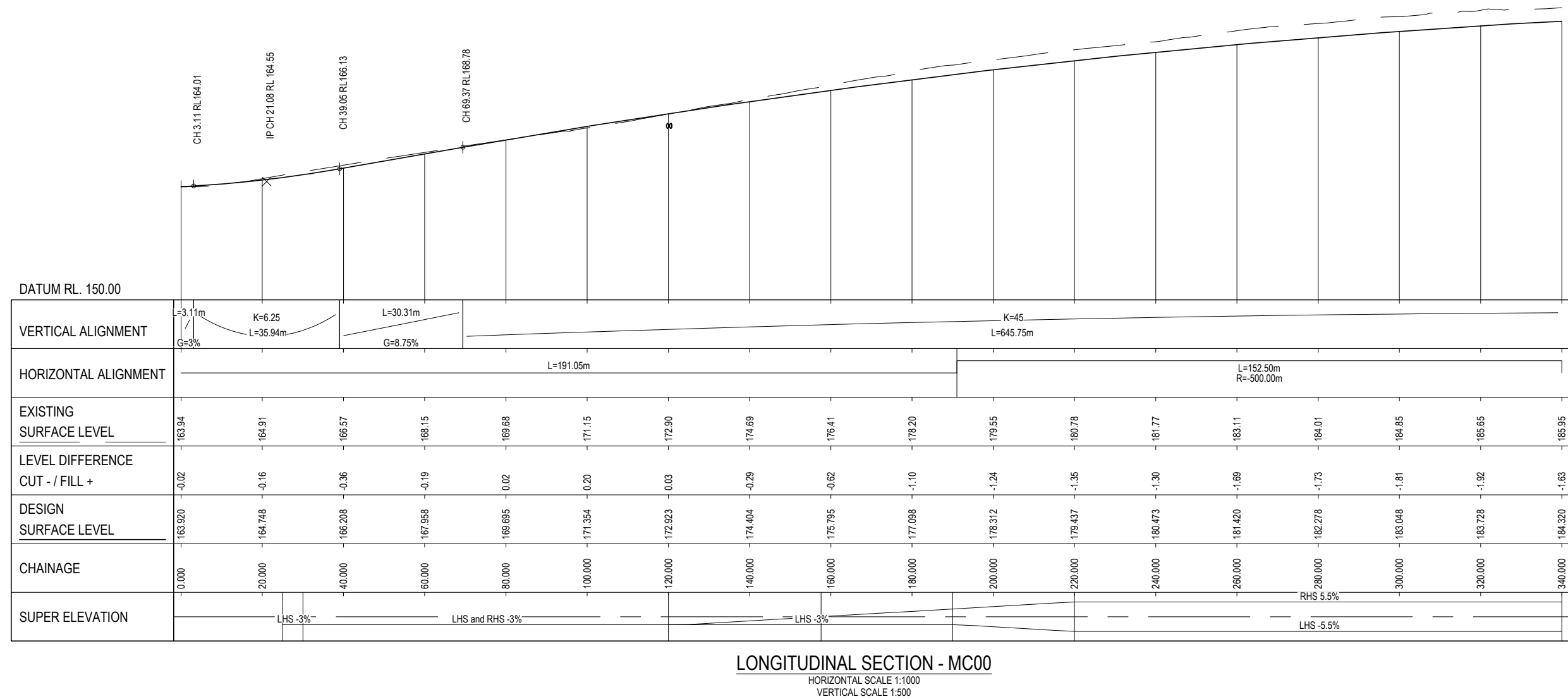
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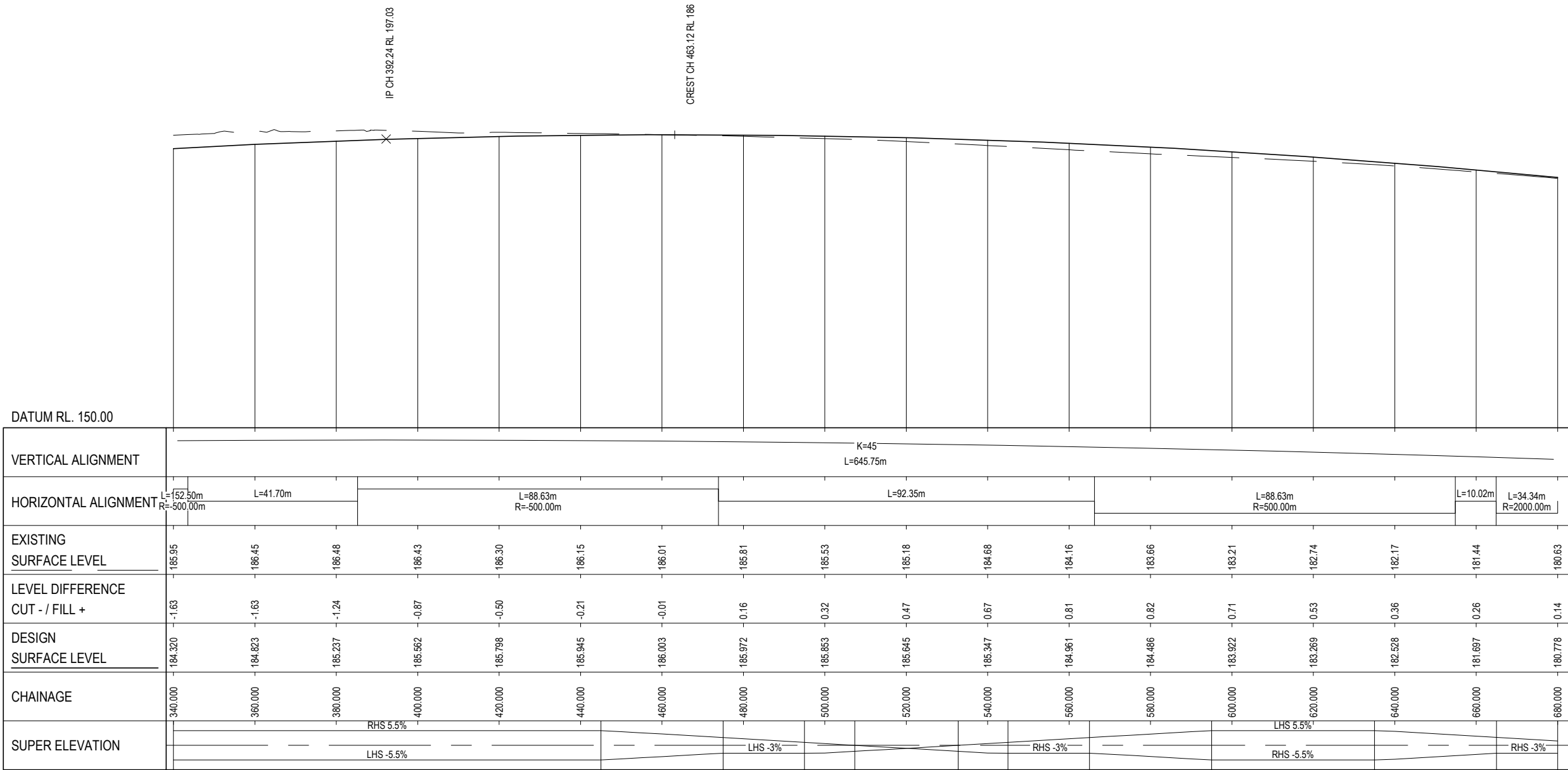
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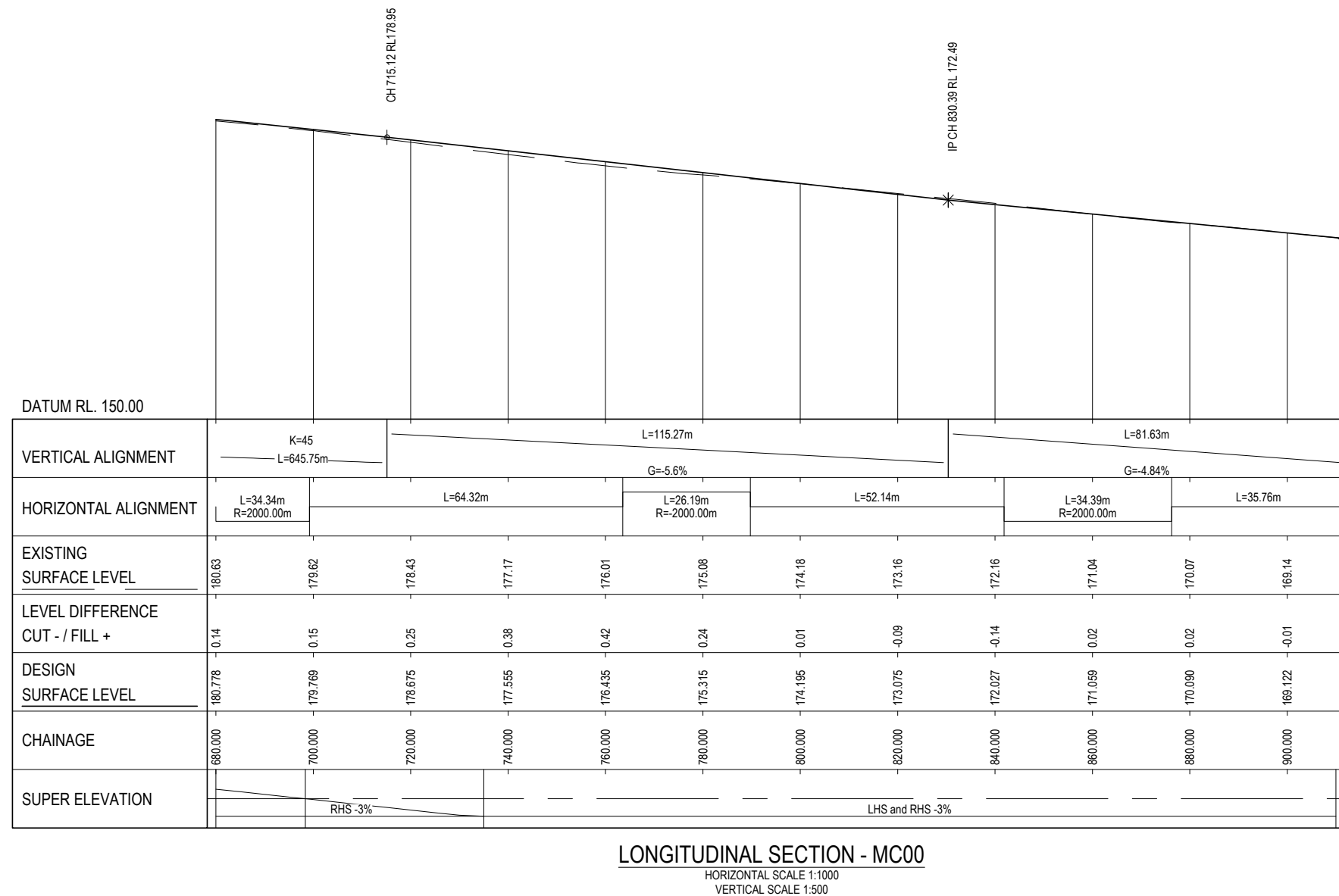
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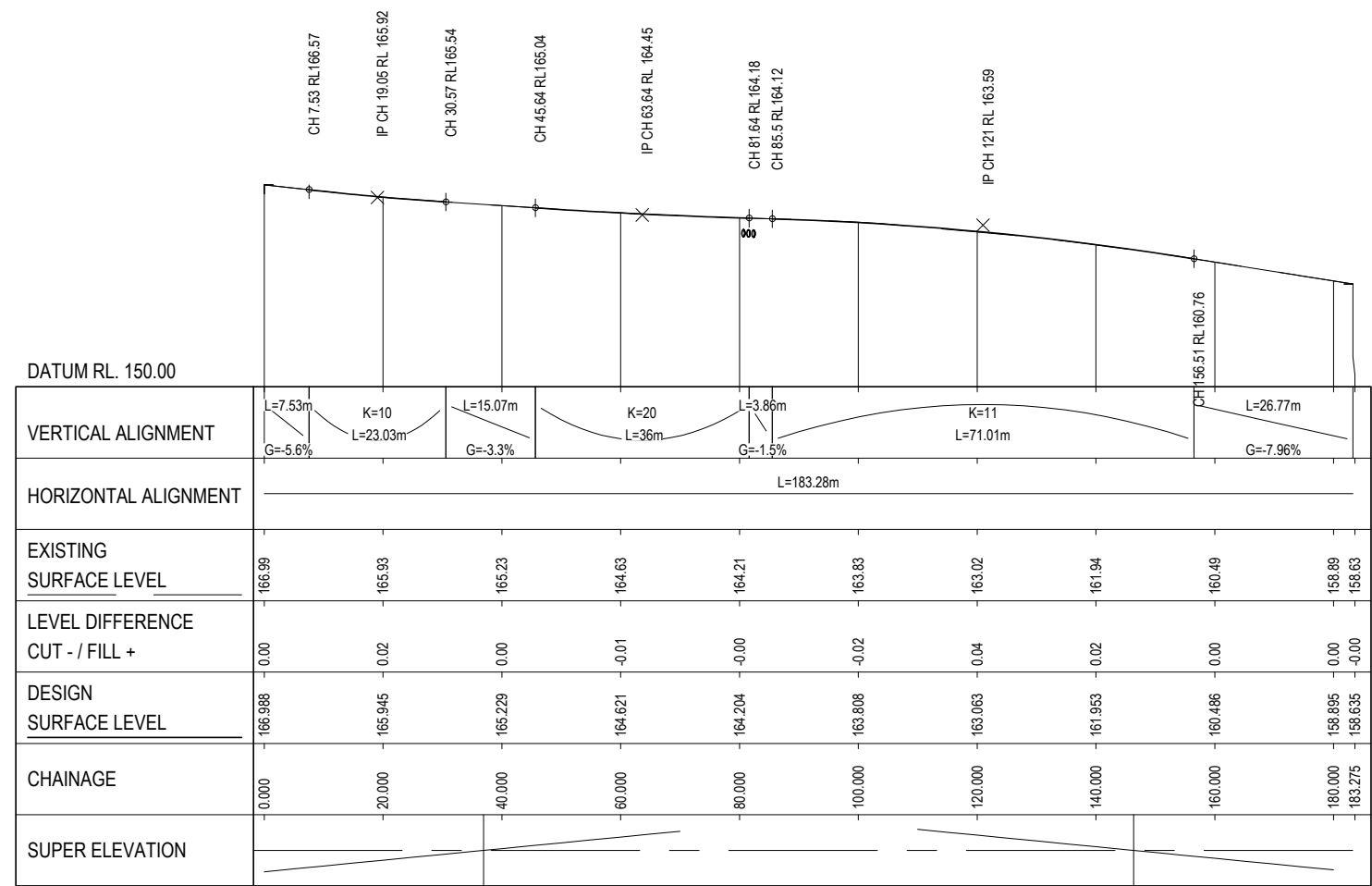
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Plot Date: 5 August 2022 - 5:49 PM
Plotted By: Brandon Stankevycz
Cad File No: C:\12d\SW\data\IP-00-12D-001\22-12555408 - Overton Road_1530\CADD\Drawings\12555408-C1030.dwg



CONSTRUCTION

| | | | | | | | | | | | | | | | |
|----|--------------------------|---|----|----|----------|-------|---|-------------------------------------|---|--|---------------|----------------|----------------------------|--------|--|
| | | | | | | |  SCALE AS SHOWN AT ORIGINAL SIZE | |  GHD Tower, Level 3 24 Honeysuckle Drive Newcastle NSW 2300 Australia PO Box 5403 Hunter Rgn Mail Cent. NSW 2310 T 61 2 4979 9999 F 61 2 4979 9988 E rfrin@ghd.com W www.ghd.com  | DO NOT SCALE | | Drawn C.PURDON | Designer A.BOCCUCCIA | Client | MACH ENERGY OVERTON ROAD UPGRADE LONGITUDINAL SECTION - MC00 SHEET 3 OF 7 |
| 2 | ISSUED FOR CONSTRUCTION | CP | AB | GM | 04.08.22 | | | Drafting Check P.ERCE | | Design Check I.CLARKE | Project | | | | |
| 1 | REVISED DRAFT IFC | CP | AB | GM | 21.06.22 | | | Approved (Project Director) Date | | | Title | | | | |
| 0 | DRAFT CONSTRUCTION ISSUE | CP | AB | GM | 29.10.21 | |  SCALE 1:500 AT ORIGINAL SIZE | Scale AS SHOWN | | This Drawing must not be used for Construction unless signed as Approved | Original Size | | | | |
| No | Revision | Note: * indicates signatures on original issue of drawing or last revision of drawing | | | | Drawn | Job Manager | Project Director | | Date | | A3 | Drawing No: 12555408-C1033 | Rev: 2 | |

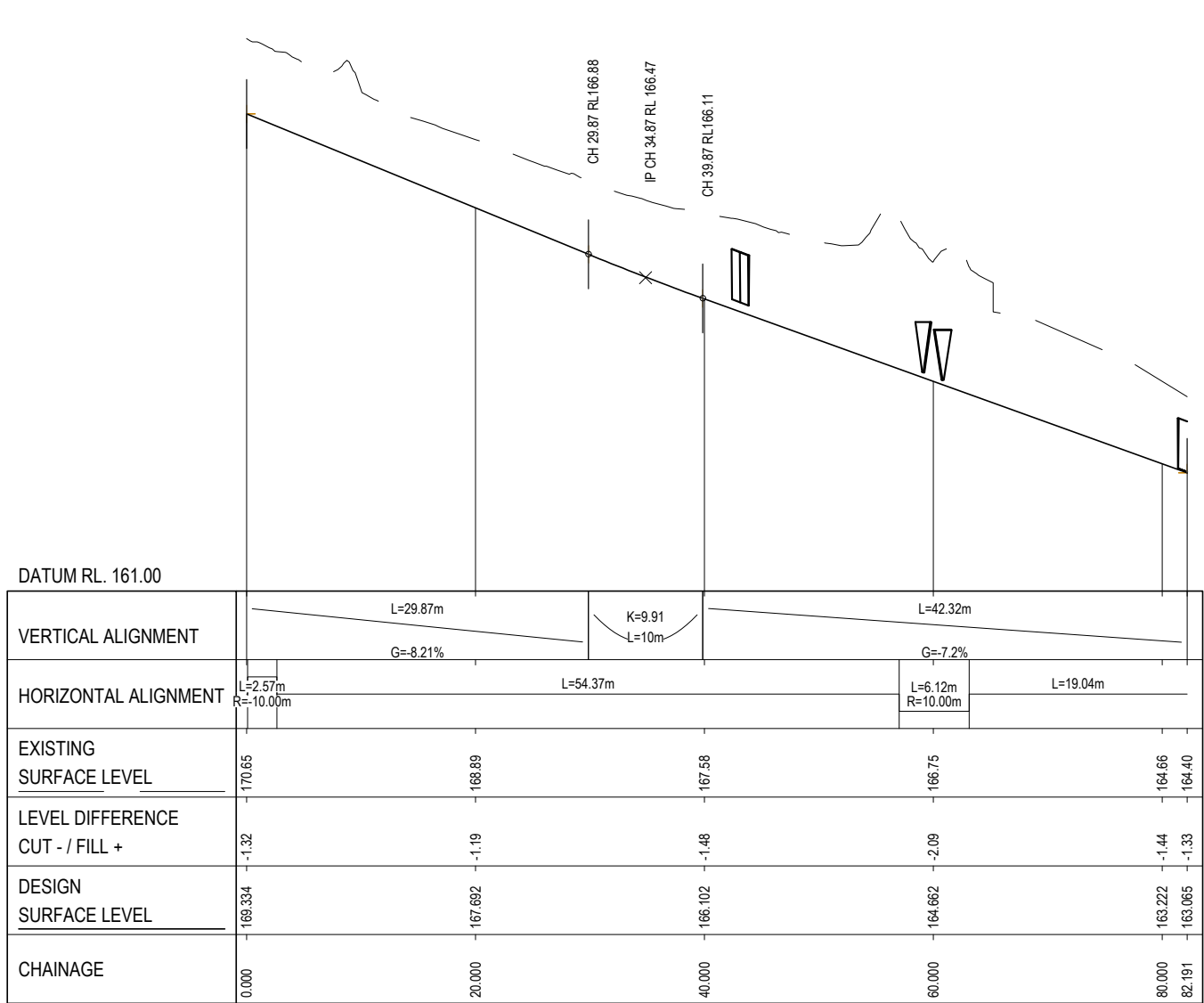


LONGITUDINAL SECTION - MC10
HORIZONTAL SCALE 1:1000
VERTICAL SCALE 1:500

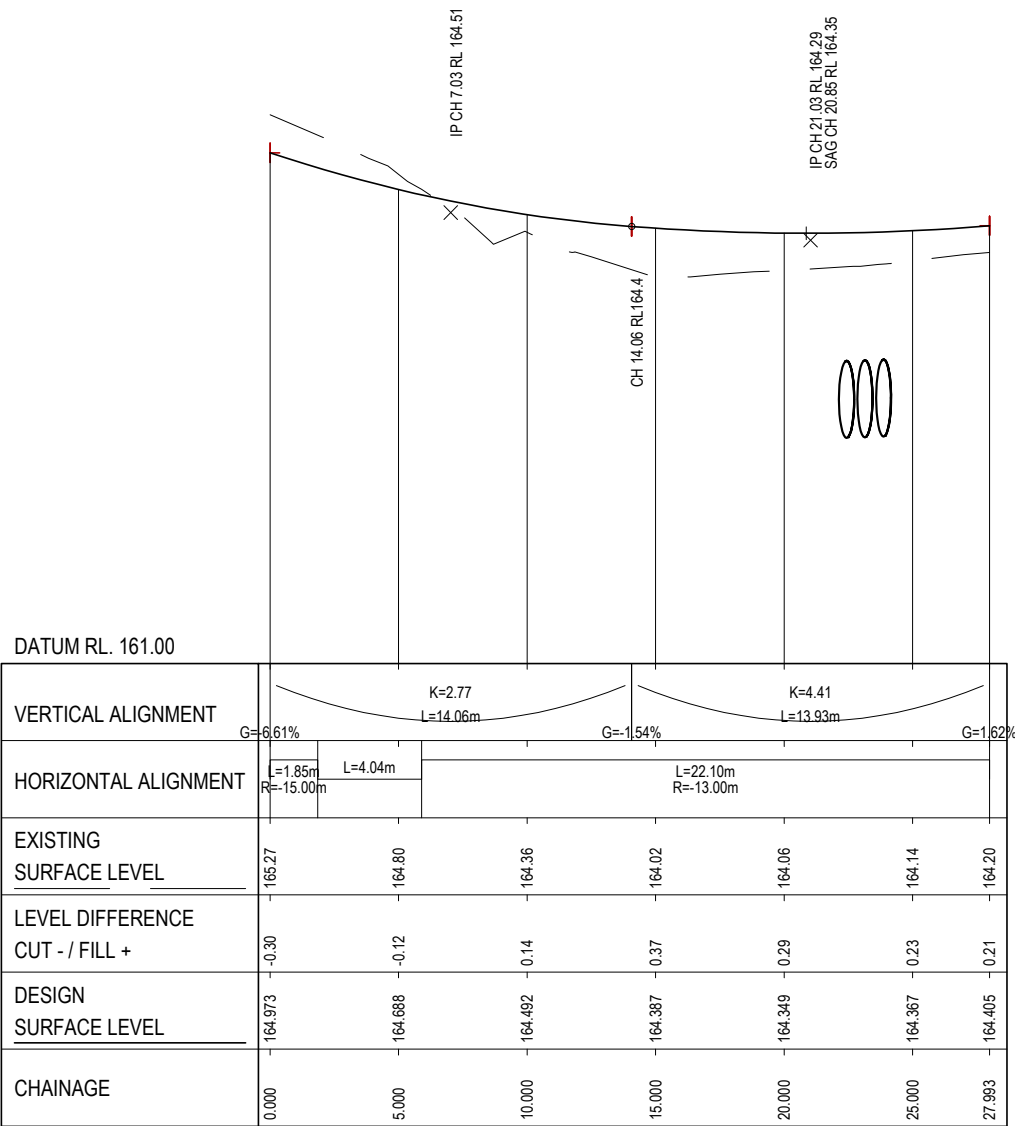
CONSTRUCTION

| | | | | | | | | | | | | | | | | | | | | | | | |
|----|--------------------------|---|--|--|--|-------------|--|----------|---|--|---|--|---|--|-----------------------------|--|--|--|----------------|--|--|--------|--|
| | | | | |  | |  | |  | |  | | DO NOT SCALE | | Drawn C.PURDON | | Designer A.BOCCUCCIA | | Client Project | | MACH ENERGY OVERTON ROAD UPGRADE LONGITUDINAL SECTION - MC10 SHEET 4 OF 7 | | |
| 2 | ISSUED FOR CONSTRUCTION | | | | CP | AB | GM | 04.08.22 | | | | | Conditions of Use. This document may only be used by GHD's client (and any other person who GHD has agreed can use this document) for the purpose for which it was prepared and must not be used by any other person or for any other purpose. | | Drafting Check P.EECE | | Design Check I.CLARKE | | | | | | |
| 1 | REVISED DRAFT IFC | | | | CP | AB | GM | 21.06.22 | | | | | | | Approved (Project Director) | | | | | | Title | | |
| 0 | DRAFT CONSTRUCTION ISSUE | | | | CP | AB | GM | 29.10.21 | | | | | | | Date | | | | | | Original Size | | |
| No | Revision | Note: * indicates signatures on original issue of drawing or last revision of drawing | | | Drawn | Job Manager | Project Director | Date | | | | | | | Scale AS SHOWN | | This Drawing must not be used for Construction unless signed as Approved | | A3 | | Drawing No: 12555408-C1034 | | |
| | | | | | | | | | | | | | | | | | | | | | | Rev: 2 | |

Plot Date: 5 August 2022 - 5:49 PM
Plotted By: Brandon Stankeewicz
Cad File No: C:\12d\SW\data\IP-00-12D-00122-12555408 - Overton Road_1530\CADD\Drawings\12555408-C1030.dwg



LONGITUDINAL SECTION - DRAI01
HORIZONTAL SCALE 1:250
VERTICAL SCALE 1:100



LONGITUDINAL SECTION - KRTN01
HORIZONTAL SCALE 1:250
VERTICAL SCALE 1:50

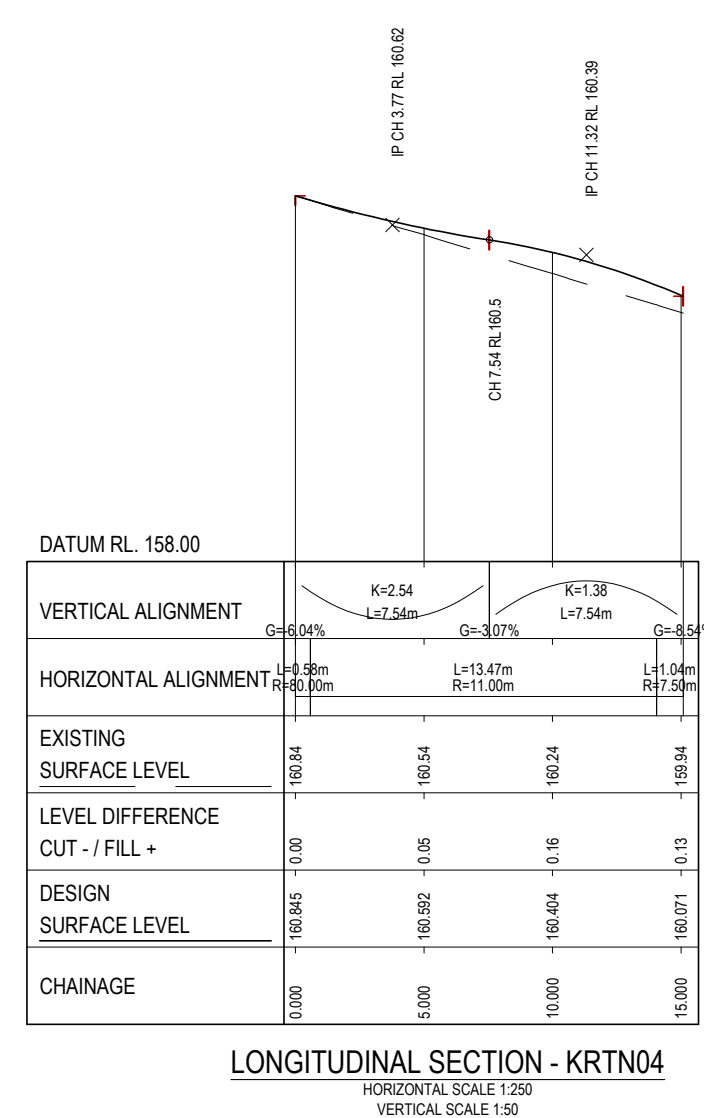
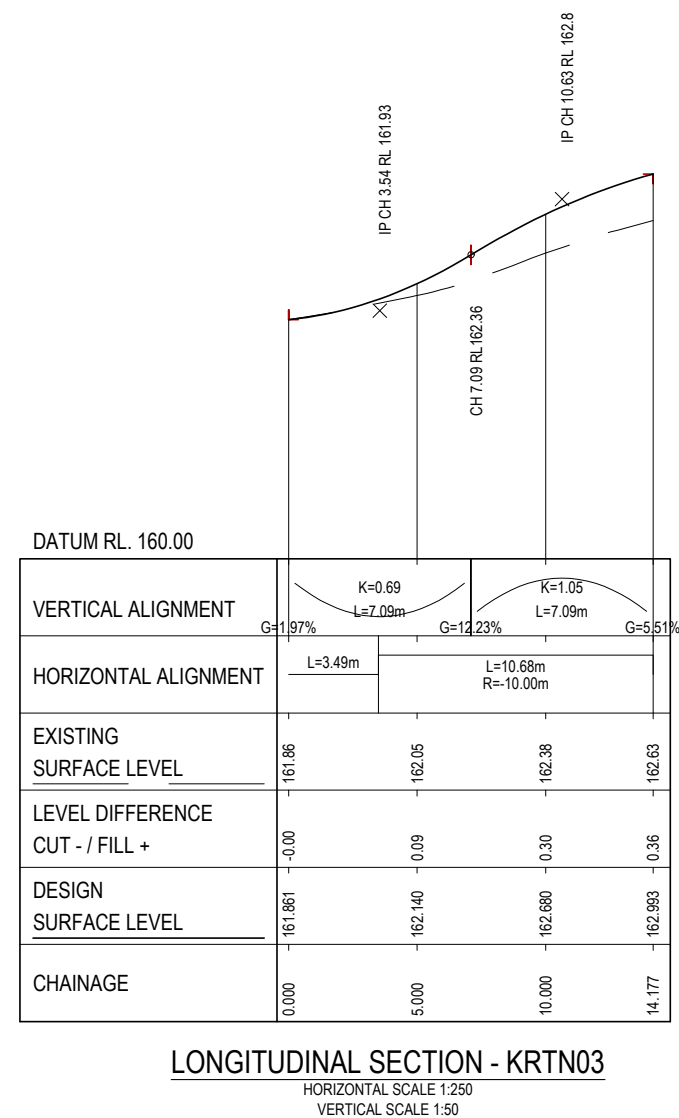
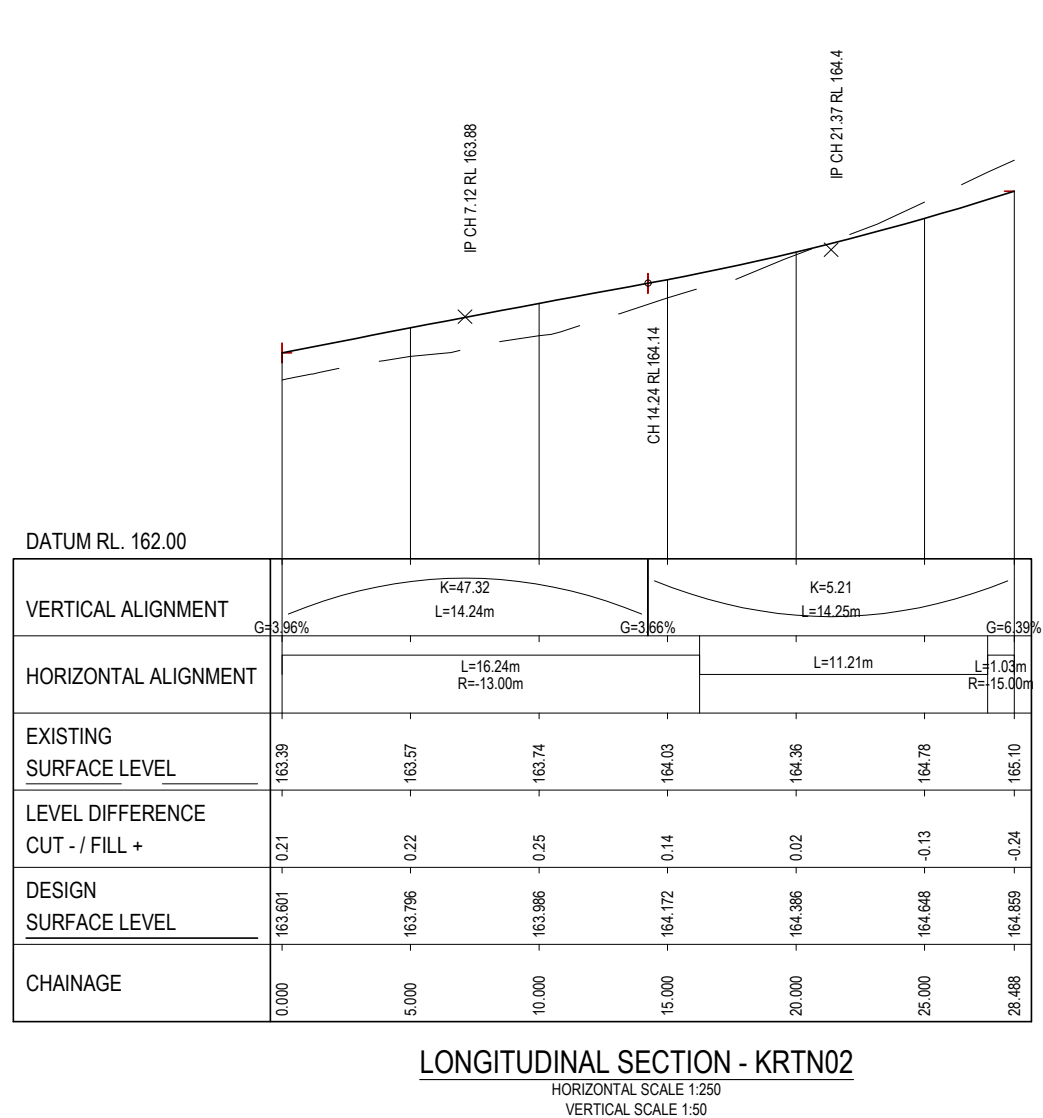
CONSTRUCTION

| | | | | | | | | | | | | |
|----|--------------------------|---|----|----|----------|--|------------------|---|--|--|--|---------------|
| | | | | | |  | |  <div>GHD Tower, Level 3 24 Hynesville Drive Newcastle NSW 2300 Australia PO Box 5403 Hunter Rgn Mt. Crest. NSW 2310 T 61 2 4979 9999 F 61 2 4979 9998 E rfm1a1@ghd.com W www.ghd.com</div> <div>MACHEnergy Mount Pleasant Operations</div> | DO NOT SCALE <div>Conditions of Use: This document may only be used by GHD's client (and any other person who GHD has agreed can use this document) for the purpose for which it was prepared and must not be used by any other person or for any other purpose.</div> <div>Drafting Check P.EECE Design Check I.CLARKE Approved (Project Director) Date Scale AS SHOWN</div> <div>This Drawing must not be used for Construction unless signed as Approved</div> | Drawn C.PURDON Designer A.BOCCUCCIA | Client Project MACH ENERGY OVERTON ROAD UPGRADE LONGITUDINAL SECTIONS - DRAI01 & KRTN01 SHEET 5 OF 7 | |
| 2 | ISSUED FOR CONSTRUCTION | CP | AB | GM | 04.08.22 |  | | | | | | |
| 1 | REVISED DRAFT IFC | CP | AB | GM | 21.06.22 | | | | | | | |
| 0 | DRAFT CONSTRUCTION ISSUE | CP | AB | GM | 29.10.21 | | | | | | | |
| No | Revision | Note: * indicates signatures on original issue of drawing or last revision of drawing | | | Drawn | Job Manager | Project Director | Date | Original Size A3 | | Drawing No: 12555408-C1035 | Rev: 2 |

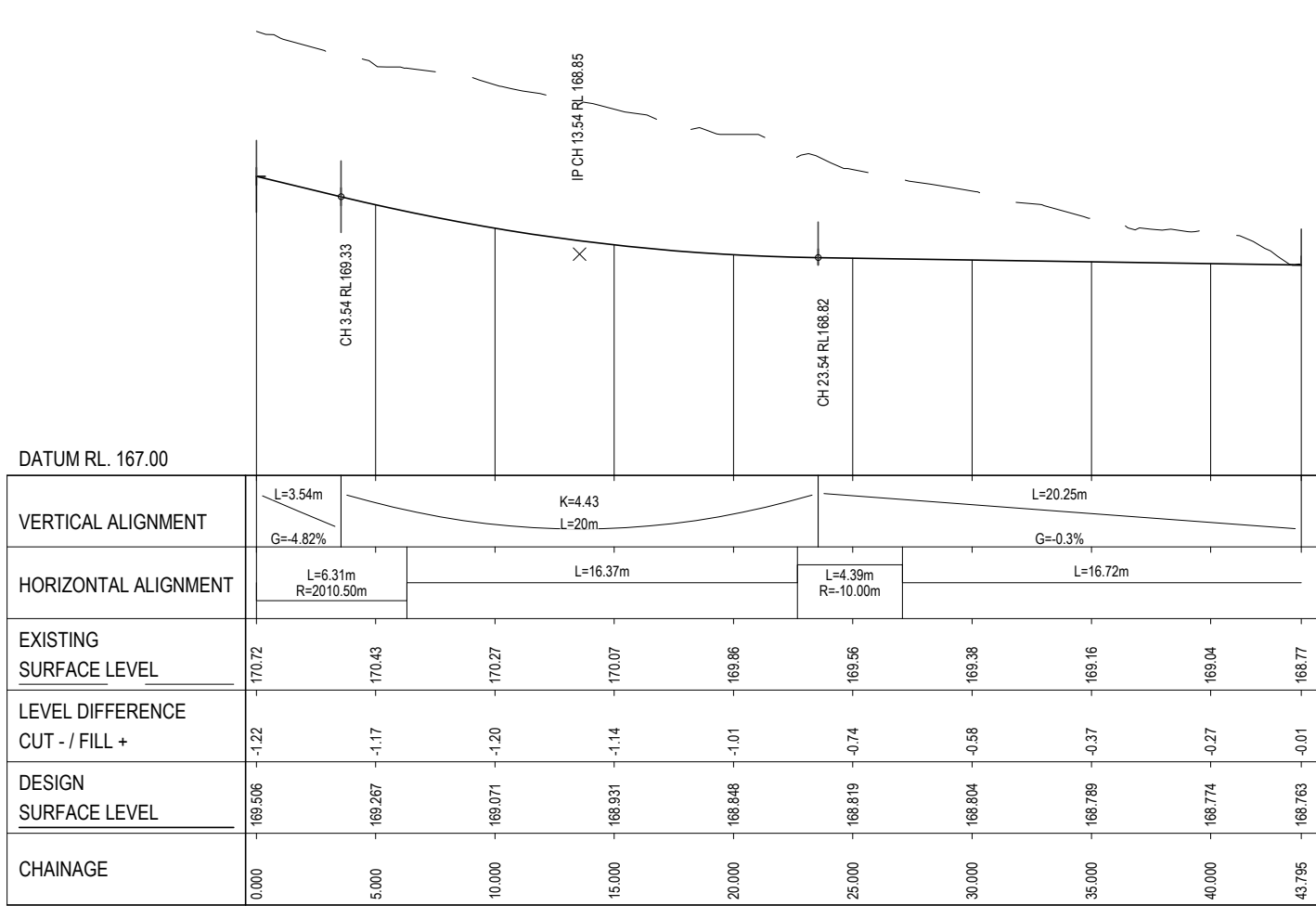
Plot Date: 5 August 2022 - 5:49 PM Plotted By: Brandon Starkeywyz Cad File No: C:\12d\SW\data\IP-00-12D-00122-12555408 - Overton Road_1530\CADD\Drawings\12555408-C1030.dwg

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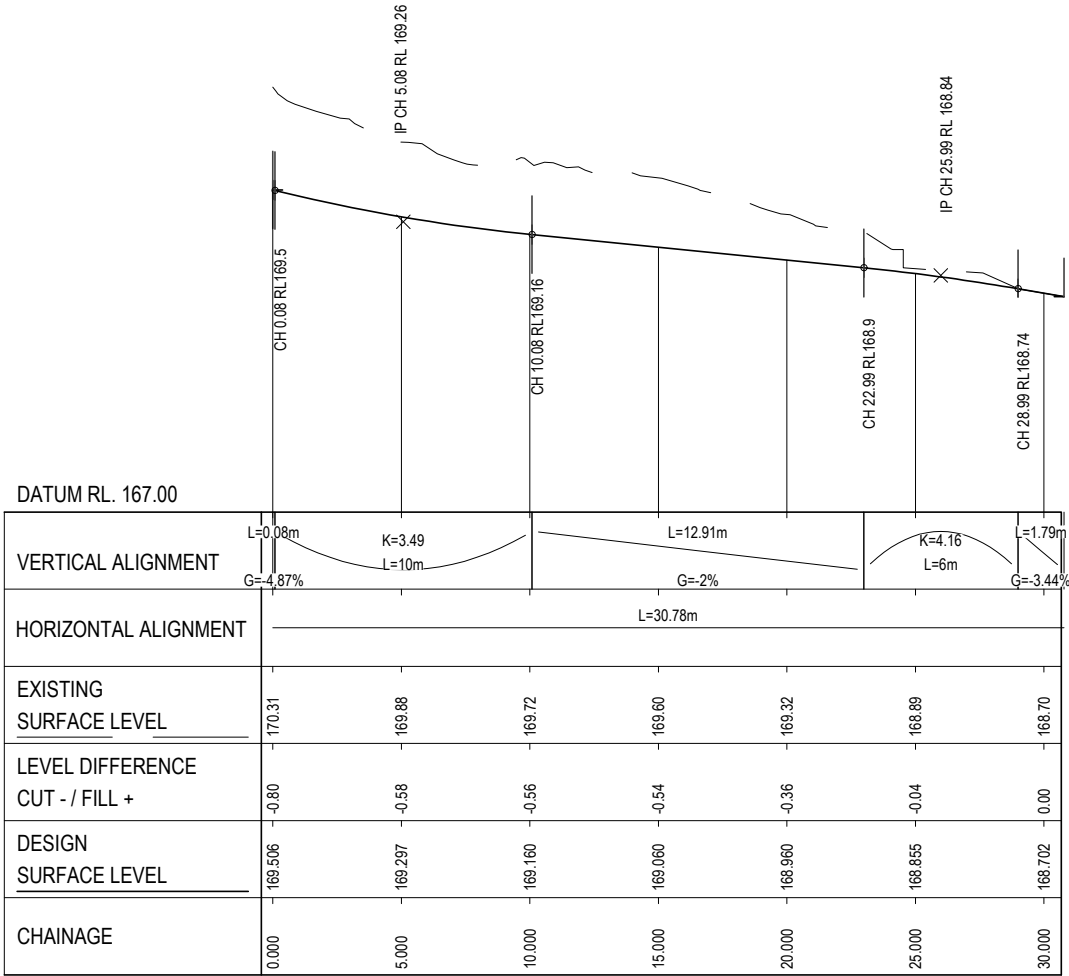
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Newcastle NSW 2300 Australia
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E nrlmail@ghd.com W www.ghd.com



| | | | | | | | | | | CONSTRUCTION | | | | | | | | | | |
|------------------------------------|--------------------------|---|-------|---|------------------|--|--|--|-----------------------------|--|---|---------------------|--|----------------|----------------------|---|----------------------------|-----------------------------------|---------------|--|
| | | | | | | | | | |  |  | DO NOT SCALE | | Drawn C.PURDON | Designer A.BOCCUCCIA | Client MACH ENERGY Project OVERTON ROAD UPGRADE Title LONGITUDINAL SECTIONS - KRTN02, KRTN03, KRTN04 SHEET 6 OF 7 | Original Size A3 | Drawing No: 12555408-C1036 | Rev: 2 | |
| 2 | ISSUED FOR CONSTRUCTION | CP | AB | GM | 04.08.22 | SCALE 1:250 AT ORIGINAL SIZE | |  GHD Tower, Level 3 24 Honeysuckle Drive Newcastle NSW 2300 Australia PO Box 5403 Hunter Rgn Mail Cent. NSW 2310 T 61 2 4979 9999 F 61 2 4979 9998 E ntmil@ghd.com W www.ghd.com | Drafting Check P.ERECE | Design Check I.CLARKE | | | | | | | | | | |
| 1 | REVISED DRAFT IFC | CP | AB | GM | 21.06.22 | | | | Approved (Project Director) | Date | | | | | | | | | | |
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| No | Revision | Note: * indicates signatures on original issue of drawing or last revision of drawing | Drawn | Job Manager | Project Director | Date | | | | | | | | | | | | | | |
| Plot Date: 5 August 2022 - 5:49 PM | | Plotted By: Brandon Stankelewicz | | C:\126\SW\data\P-00-12D-00122-12555408 - Overton Road_1530\CADD\Drawings\12555408-C1030.dwg | | | | | | | | | | | | | | | | |



LONGITUDINAL SECTION - TURNOUT01
HORIZONTAL SCALE 1:250
VERTICAL SCALE 1:50



LONGITUDINAL SECTION - TURNOUT02
HORIZONTAL SCALE 1:250
VERTICAL SCALE 1:50

2

ISSUED FOR CONSTRUCTION

CP

AB

GM

04.08.22

1

REVISED DRAFT IFC

CP

AB

GM

21.06.22

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DRAFT CONSTRUCTION ISSUE

CP

AB

GM

29.10.21

No

Revision

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Drawn

Job Manager

Project Director

Date

0 2.5 5.0 7.5m

SCALE 1:250 AT ORIGINAL SIZE

0 0.5 1.0 1.5m

SCALE 1:50 AT ORIGINAL SIZE

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Drawn

C.PURDON

Designer

A.BOCCUCCIA

Drafting Check

P.ERECE

Design Check

I.CLARKE

Approved (Project Director)

Date

Scale

AS SHOWN

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Client Project

MACH ENERGY
OVERTON ROAD UPGRADE

Title

LONGITUDINAL SECTIONS - TURNOUT01 & TURNOUT02
SHEET 7 OF 7

Original Size

A3

Drawing No:

12555408-C1037

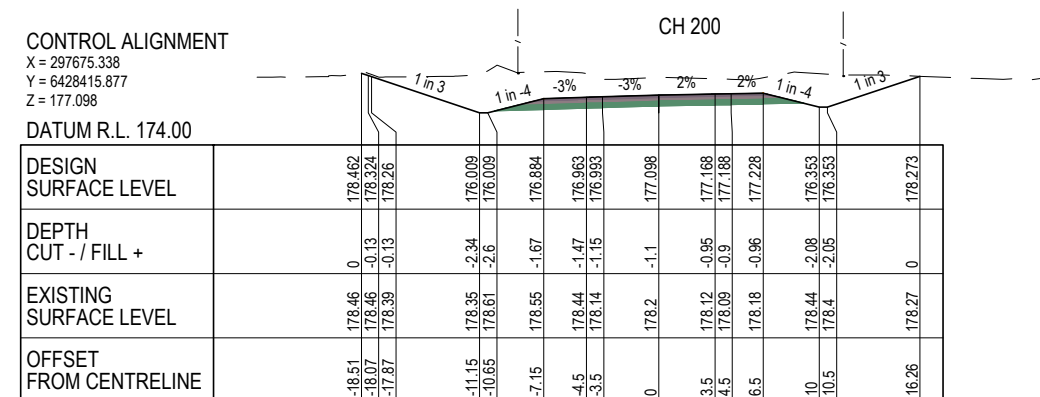
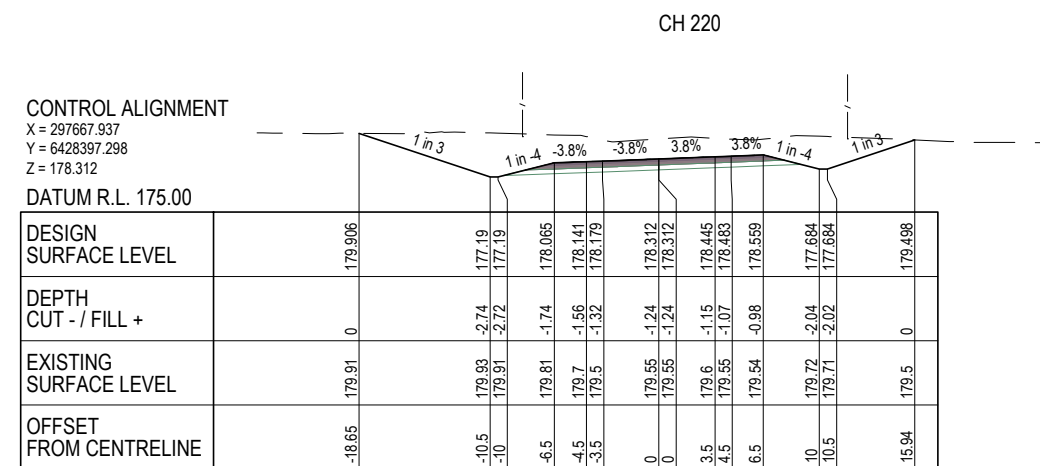
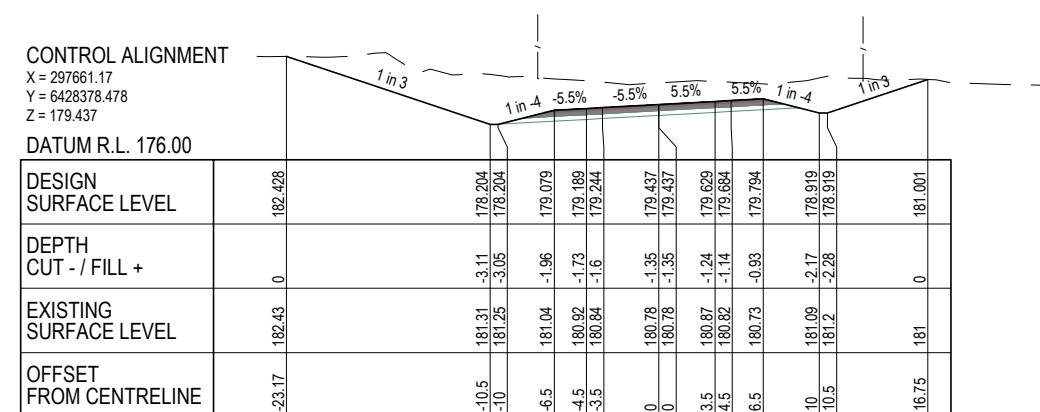
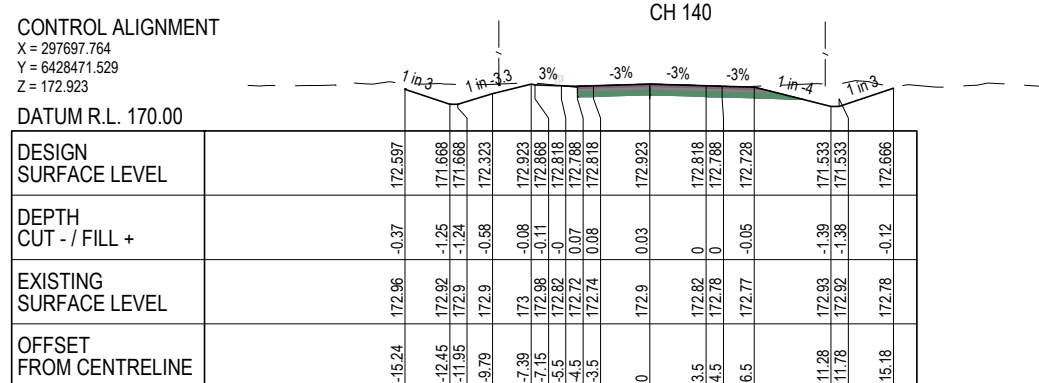
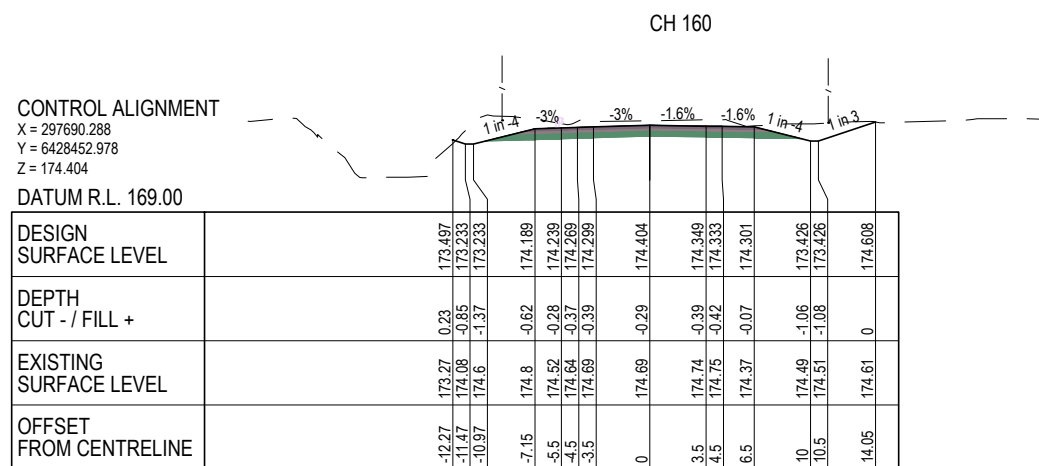
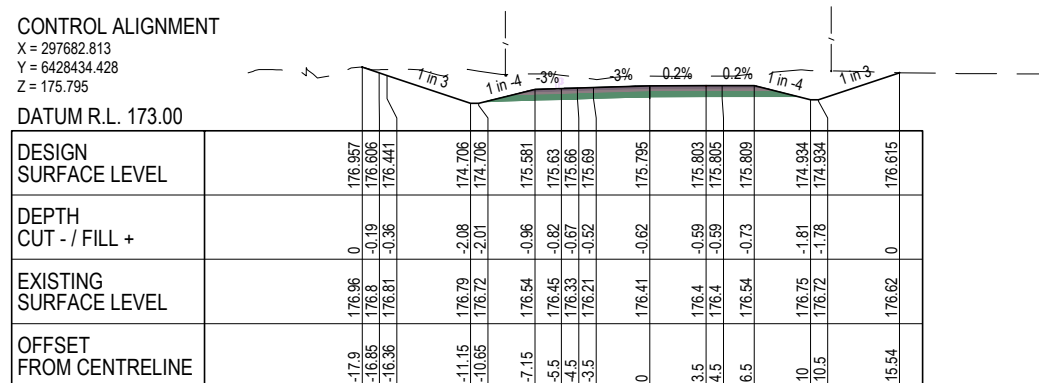
Rev:

2

Plot Date: 5 August 2022 - 5:49 PM

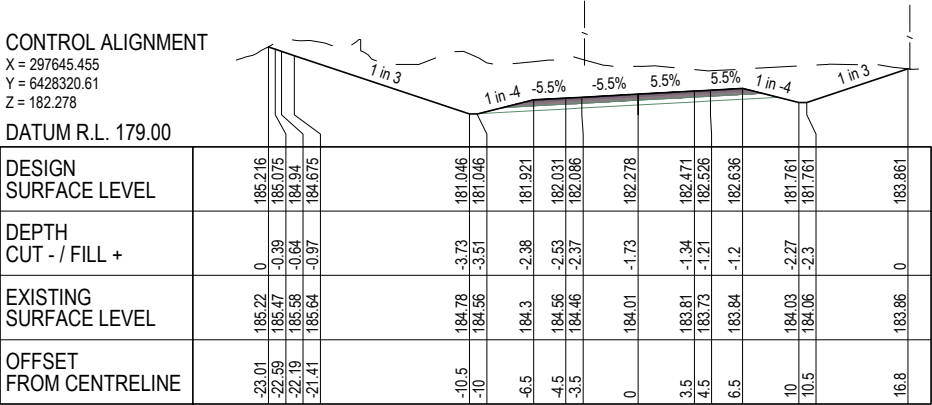
Plotted By: Brandon Stankeewicz

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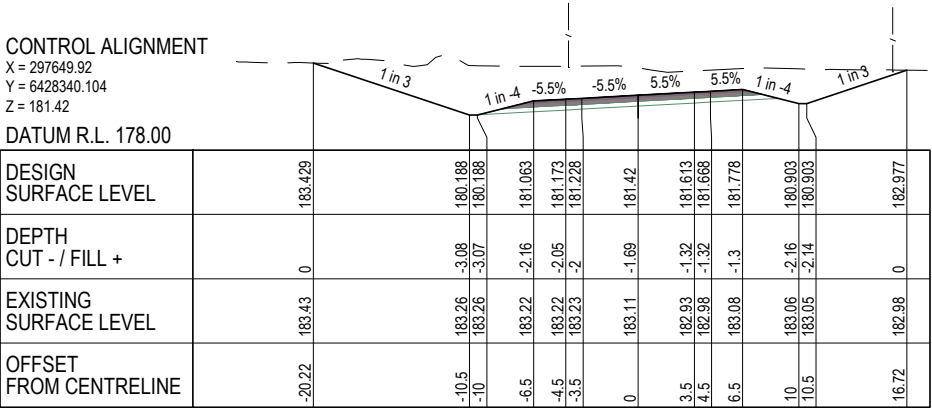


CROSS SECTION - MC00
HORIZONTAL SCALE 1:400
VERTICAL SCALE 1:400

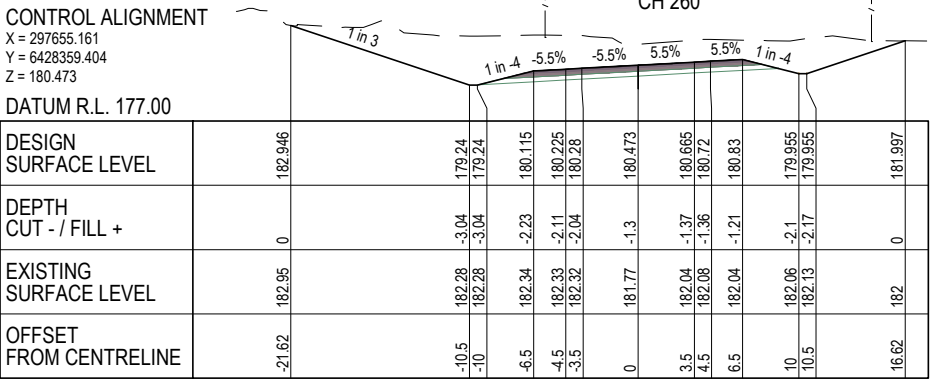
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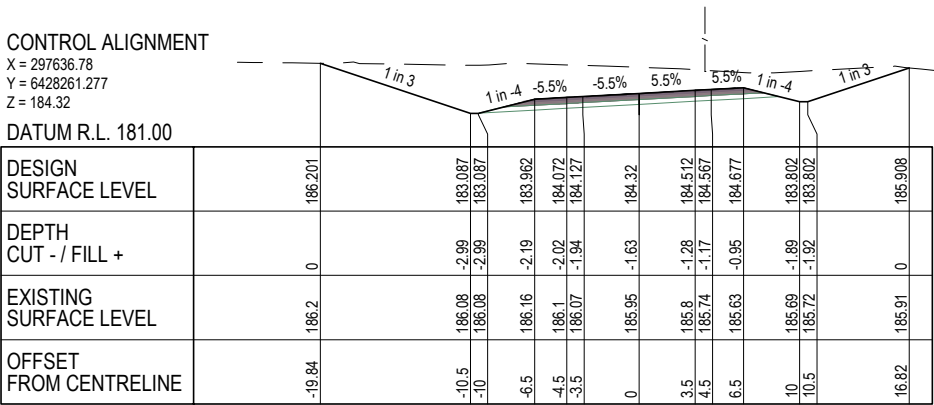
CH 280



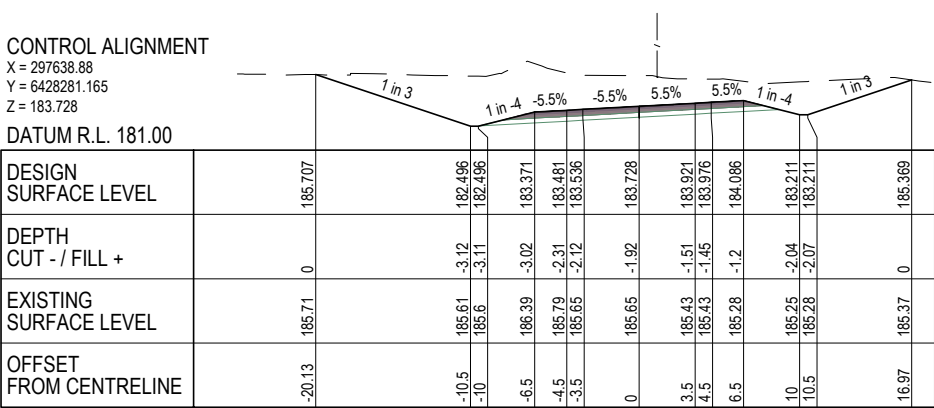
CH 260



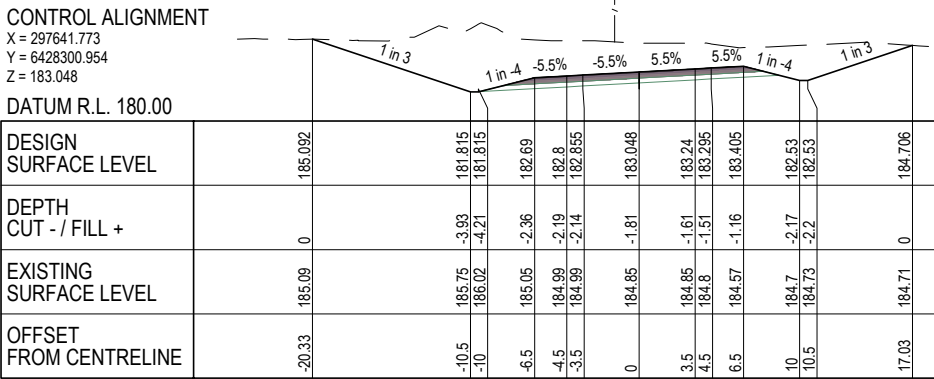
CH 240



CH 340

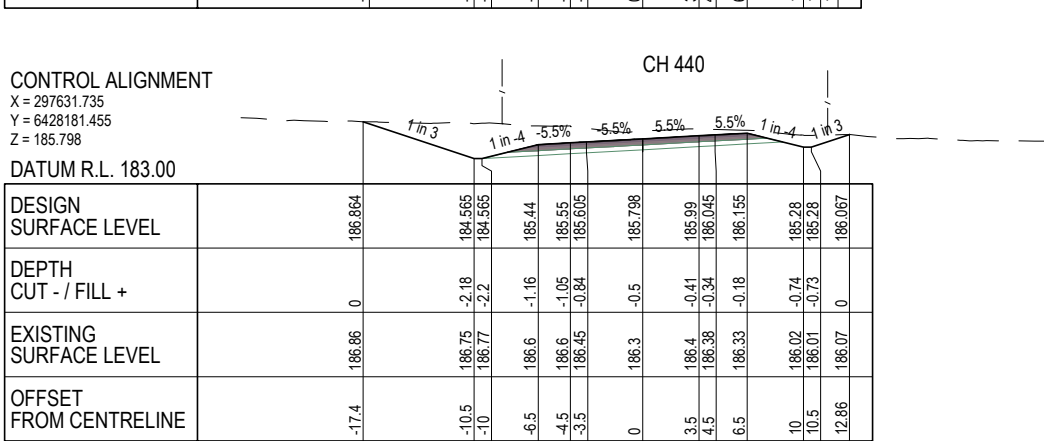
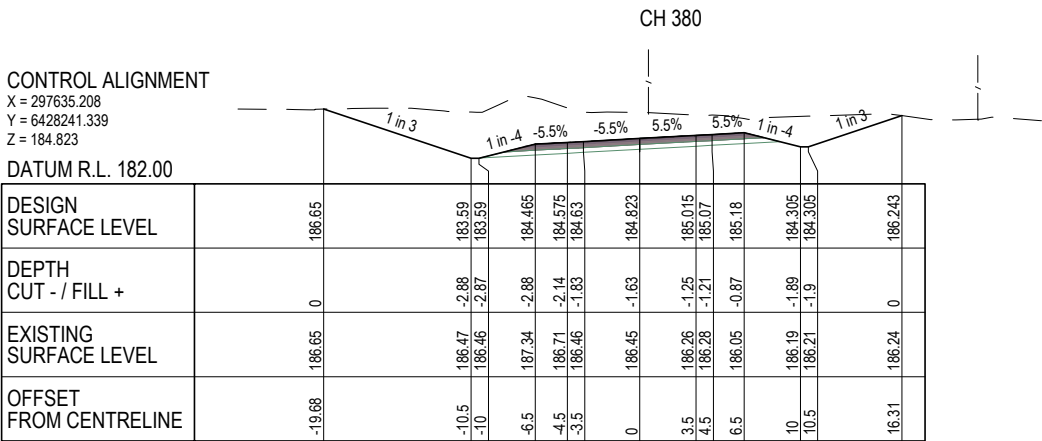
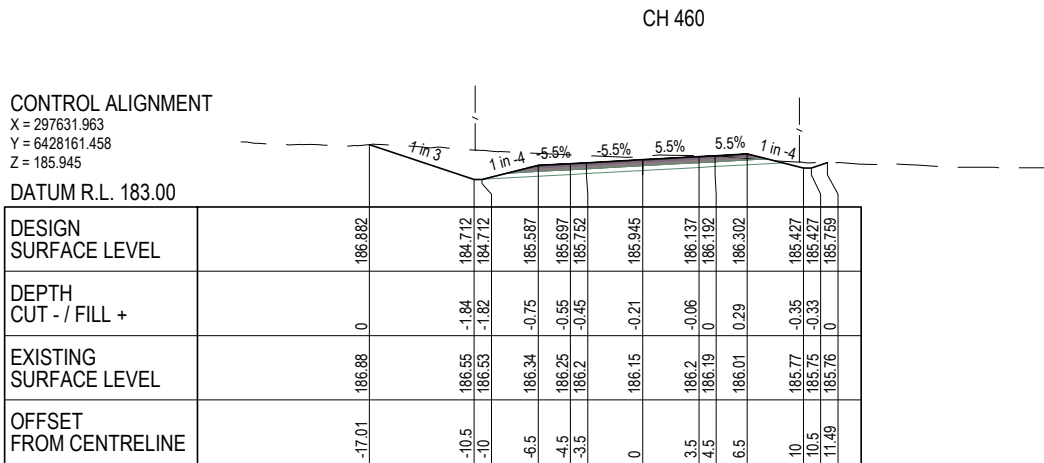
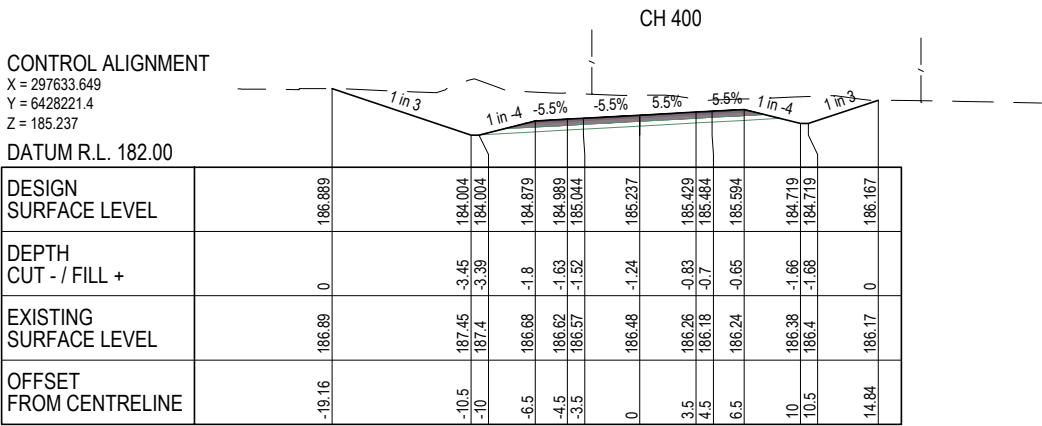
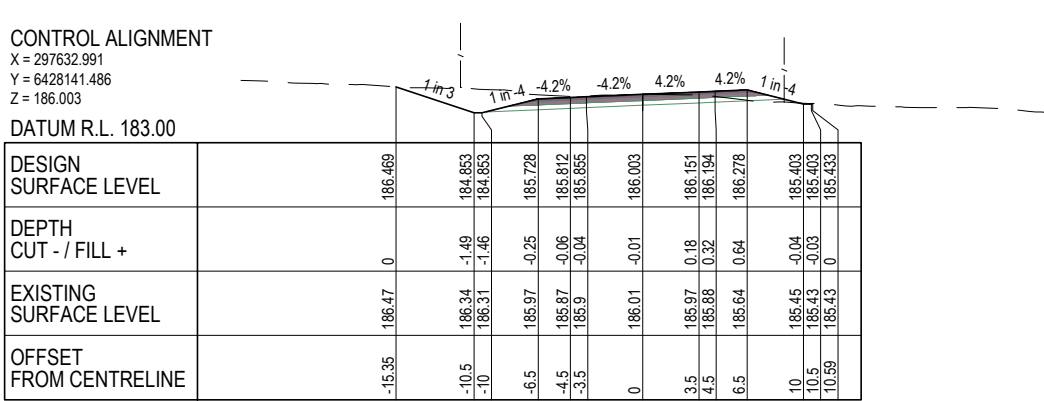
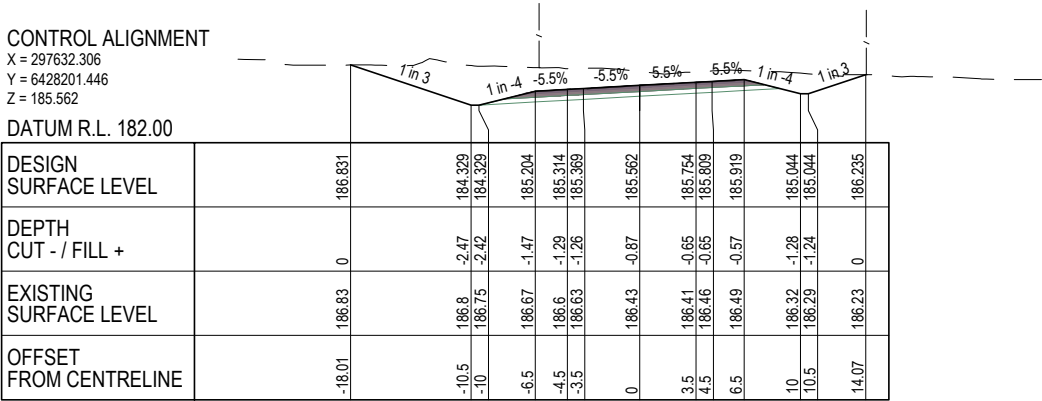


CH 320



CH 300

CROSS SECTION - MC00
HORIZONTAL SCALE 1:400
VERTICAL SCALE 1:400



CROSS SECTION - MC00
HORIZONTAL SCALE 1:400
VERTICAL SCALE 1:400

2 ISSUED FOR CONSTRUCTION

1 REVISED DRAFT IFC

0 DRAFT CONSTRUCTION ISSUE

No Revision

CP

AB

GM

CP

AB

GM

CP

AB

GM

Drawn

Job Manager

Project Director

Date

04.08.22

21.06.22

29.10.21

0 4 8 12m

SCALE 1:400 AT ORIGINAL SIZE

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Drafting Check P.EECE

Approved (Project Director)

Date

Scale AS SHOWN

Designer A.BOCCUCCIA

Design Check I.CLARKE

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Client Project

Title

Original Size

Rev: 2

MACH ENERGY

OVERTON ROAD UPGRADE

CROSS SECTIONS - MC00

SHEET 4 OF 8

Drawing No: 12555408-C1044

Plot Date: 5 August 2022 - 5:50 PM

Plotted By: Brandon Stankeewicz

Cad File No: C:\12d\SW\data\I-P-00-12D-00122-12555408 - Overton Road_1530\CADD\Drawings\12555408-C1040.dwg

DATUM R.L. 167.00

DATUM R.L. 168.00

DATUM R.L. 169.00

CH 860

1 in 10

10m

10%

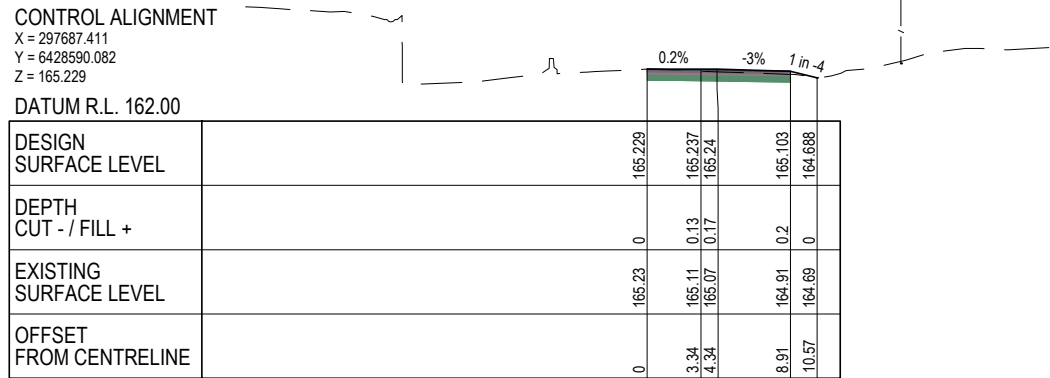
HORIZONTAL SCALE 1:400
VERTICAL SCALE 1:400

DATUM R.L. 166.00

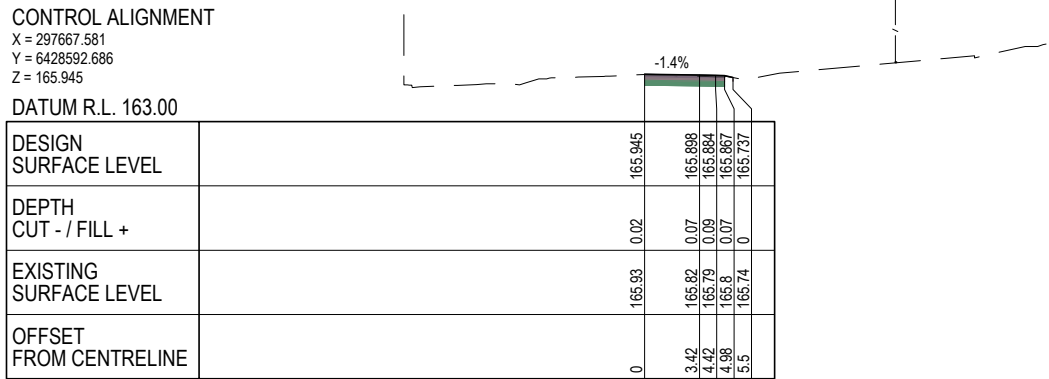
DATUM R.L. 166.00

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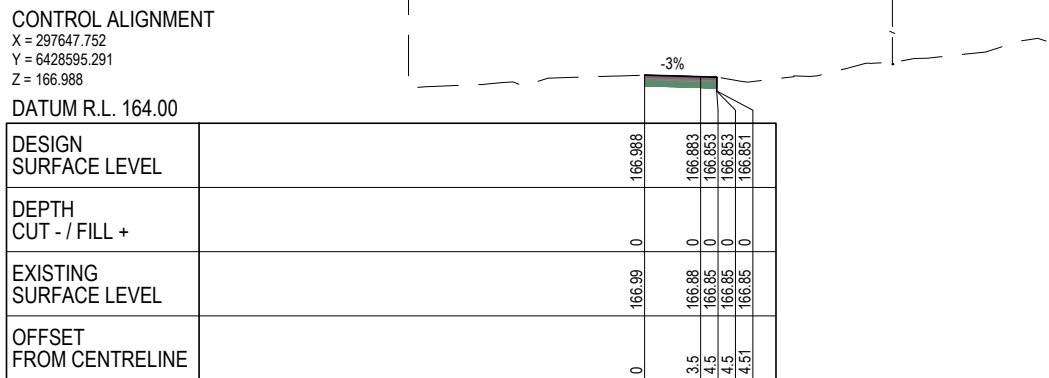
Plot Date: 5 August 2022 - 5:50 PM Plotted By: Brandon Stankewycz Cad File No: C:\12d\SW\data\IP-00-12D-001\22-12555408 - Overton Road_1530\CADD\Drawings\12555408-C1040.dwg



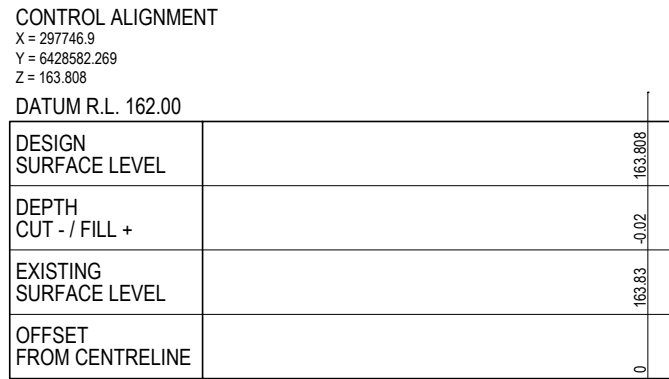
CH 40



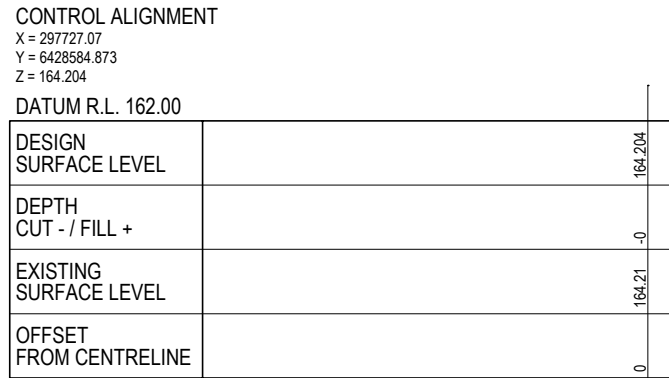
CH 20



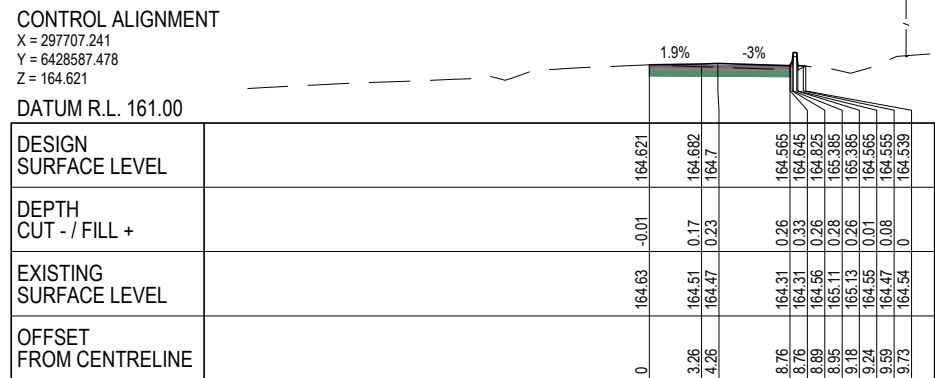
CH 0



CH 100



CH 80



CH 60

CROSS SECTION - MC10
HORIZONTAL SCALE 1:400

2 ISSUED FOR CONSTRUCTION

1 REVISED DRAFT IFC

0 DRAFT CONSTRUCTION ISSUE

No Revision

CP

CP

CP

Drawn

AB

AB

AB

Job Manager

GM

GM

GM

Project Director

04.08.22

21.06.22

29.10.21

Date

0 4 8 12m

SCALE 1:400 AT ORIGINAL SIZE

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Drawn C.PURDON

Drafting Check P.ERECE

Approved (Project Director) Date

Scale AS SHOWN

Designer A.BOCCUCCIA

Design Check I.CLARKE

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Client Project

MACH ENERGY
OVERTON ROAD UPGRADE
CROSS SECTIONS - MC10
SHEET 1 OF 2

Original Size

A3

Drawing No: 12555408-C1049

Rev: 2

CONSTRUCTION

X = 297806.389
Y = 6428574.456
Z = 160.486

DATUM R.L. 157.00

| | | | |
|---------------------------|--|---------|---------|
| DESIGN SURFACE LEVEL | | 160.486 | 160.451 |
| DEPTH CUT - / FILL + | | 0 | 0.06 |
| EXISTING SURFACE LEVEL | | 160.49 | 160.39 |
| OFFSET FROM CENTRELINE | | 0 | 3.2 |

CH 160

X = 297786.56
Y = 6428577.06
Z = 161.953

DATUM R.L. 159.00

| | | |
|---------------------------|---------|--------|
| DESIGN SURFACE LEVEL | 161.953 | 161.97 |
| DEPTH CUT - / FILL + | 0.02 | 0.13 |
| EXISTING SURFACE LEVEL | 161.94 | 161.84 |
| OFFSET FROM CENTRELINE | 0 | 3.2 |

CH 140

X = 297766.73
Y = 6428579.665
Z = 163.063

DATUM R.L. 159.00

| | | | | | | |
|---------------------------|--|---------|---------|---------|--------|---------|
| DESIGN SURFACE LEVEL | | 163.063 | 163.131 | 163.195 | | |
| DEPTH CUT - / FILL + | | 0.04 | 0.21 | 0.4 | 0.68 | 163.195 |
| EXISTING SURFACE LEVEL | | 163.02 | 162.92 | 162.8 | 162.51 | 163.16 |
| OFFSET FROM CENTRELINE | | 0 | 3.2 | 6.2 | 7.2 | 11.48 |
| | | | | 8.26 | | 162.373 |

CH 120

CROSS SECTION - MC10

HORIZONTAL SCALE 1:400
VERTICAL SCALE 1:400

X = 297829.466
Y = 6428571.425
Z = 158.635

DATUM R.L. 156.00

| | | | | | | |
|---------------------------|---|---------|---------|---------|---------|---------|
| DESIGN SURFACE LEVEL | | 158.635 | 158.539 | 158.465 | 158.435 | 158.105 |
| DEPTH CUT - / FILL + | | -0 | 0 | 0.02 | 0.17 | 0 |
| EXISTING SURFACE LEVEL | | 158.63 | 158.54 | 158.44 | 158.26 | 158.1 |
| OFFSET FROM CENTRELINE | 0 | | 3.2 | 5.67 | 6.67 | 7.99 |

CH 183



X = 297826.219
Y = 6428571.852
Z = 158.895

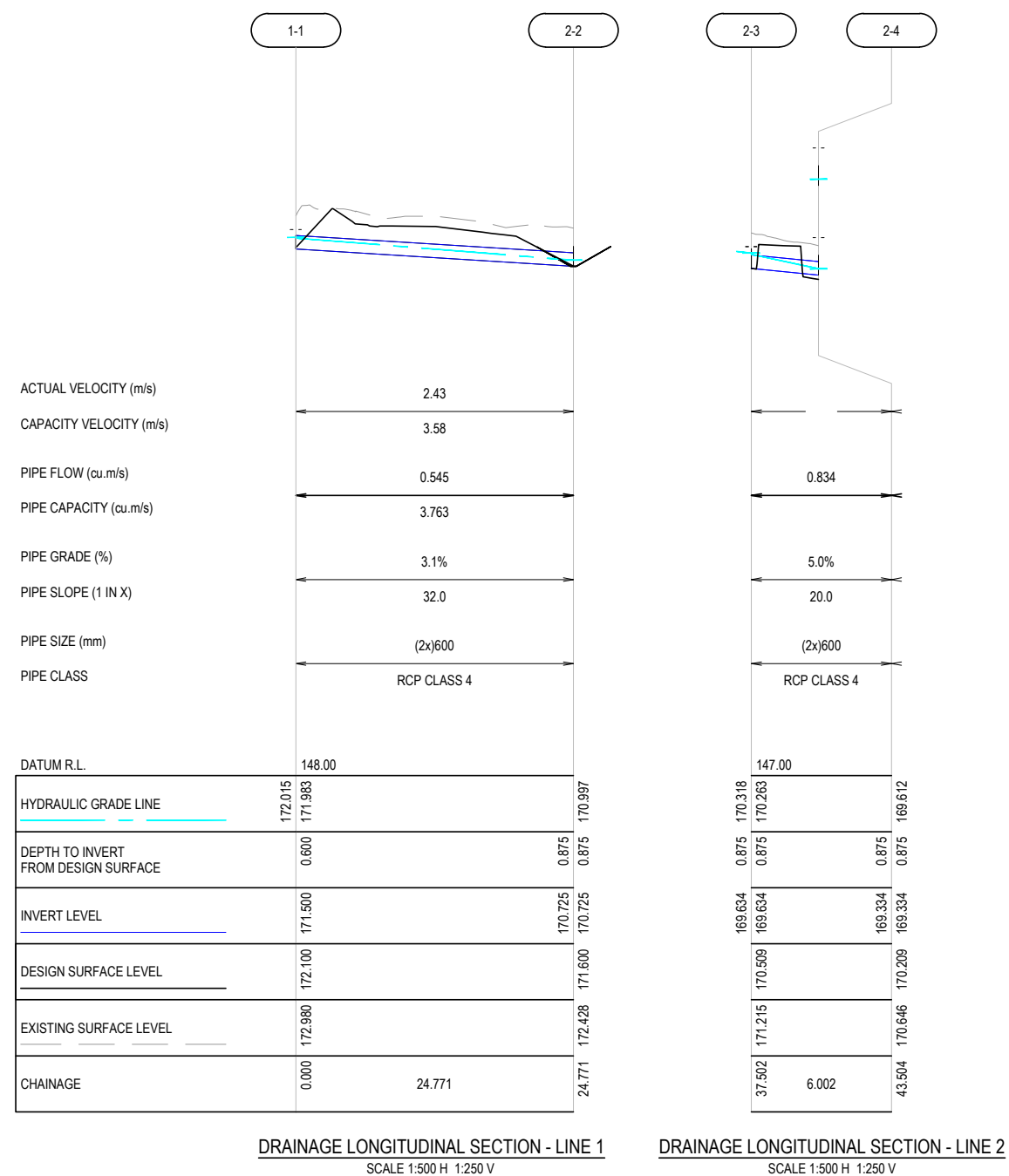
DATUM R.L. 156.00

| | | | | | | |
|---------------------------|---|---------|---------|---------|---------|---------|
| DESIGN SURFACE LEVEL | | 158.895 | 158.808 | 158.795 | 158.705 | 158.361 |
| DEPTH CUT - / FILL + | | 0 | 0.01 | 0.04 | 0.19 | 0 |
| EXISTING SURFACE LEVEL | | 158.89 | 158.8 | 158.7 | 158.51 | 158.36 |
| OFFSET FROM CENTRELINE | 0 | | 3.2 | 5.86 | 6.86 | 9.23 |

CH 180

CONSTRUCTION

| | | | | | | | | | | | | | |
|---|-----------------------------|----|----|----|----------|---|---|---|--|-----------------------|----------------------|--------|--|
| | | | | | |  | | DO NOT SCALE | | Drawn C.PURDON | Designer A.BOCCUCCIA | Client | MACH ENERGY OVERTON ROAD UPGRADE CROSS SECTIONS - MC10 SHEET 2 OF 2 |
| 2 | ISSUED FOR CONSTRUCTION | CP | AB | GM | 04.08.22 |  SCALE 1:400 AT ORIGINAL SIZE |  MACH Energy Mount Pleasant Operation | Conditions of Use. This document may only be used by GHD's client (and any other person who GHD has agreed can use this document) for the purpose for which it was prepared and must not be used by any other person or for any other purpose. | Drafting Check P.ERCE | Design Check I.CLARKE | Project | | |
| 1 | REVISED DRAFT IFC | CP | AB | GM | 21.06.22 | | | Approved (Project Director's) | Date | Title | | | |
| 0 | REVISION CONSTRUCTION ISSUE | CP | AB | GM | 29.10.21 | | | Scale AS SHOWN | This Drawing must not be used for Construction unless signed as Approved | Original Size | | | |
| No Draft Note: ** indicates signatures on original issue of drawing or last revision of drawing | | | | | | Drawn Job Manager | Project Director | Date | Drawing No: 12555408-C1050 | | Rev: 2 | | |



| | | | | | | | | | | | | | | | | | | | | | | | |
|---|--------------------------|---|----|----|----------|--|-------------|---|------|---|--|---|--|---|-----------------------|-------------------------------------|----------------|--|----------------------|---|--|----------------------------|--------|
| | | | | | | | | | | VERTICAL SCALE 1:250 AT ORIGINAL SIZE | |  | |  | | DO NOT SCALE | | Drawn C.PURDON | Designer A.BOCCUCCIA | Client Project Title Original Size | MACH ENERGY OVERTON ROAD UPGRADE STORMWATER LONGITUDINAL SECTION | Drawing No: 12555408-C1051 | Rev: 2 |
| 2 | ISSUED FOR CONSTRUCTION | CP | AB | GM | 04.08.22 | HORIZONTAL SCALE 1:500 AT ORIGINAL SIZE | |  | |  | | Conditions of Use: This document may only be used by GHD's client (and any other person who GHD has agreed can use this document) for the purpose for which it was prepared and must not be used by any other person or for any other purpose. | | Drafting Check P.ERECE | Design Check I.CLARKE | Approved (Project Director) Date | | | | | | | |
| 1 | REVISED DRAFT IFC | CP | AB | GM | 21.06.22 | | | | | Mount Pleasant Operation | | | | | | | Scale AS SHOWN | This Drawing must not be used for Construction unless signed as Approved | | | | | |
| 0 | DRAFT CONSTRUCTION ISSUE | CP | AB | GM | 29.10.21 | | | | | | | | | | | | | | | | | | |
| 0 | Revision | Note: * indicates signatures on original issue of drawing or last revision of drawing | | | | Drawn | Job Manager | Project Director | Date | | | | | | | | | | | | | | |
| Plot Date: 5 August 2022 - 5:50 PM Plotted By: Brandon Starkewicz Cad File No: C:\1255408\Drawings\12555408-C1051.dwg | | | | | | | | | | | | | | | | | | | | | | | |



9.2.3. Muswellbrook Bypass Central Interchange

| | |
|---------------------------------|---|
| Attachments: | 1. 220817 Letter to Council - Coal Road Funding [9.2.3.1 - 1 page] |
| Responsible Officer: | Derek Finnigan - Acting General Manager |
| Author: | Kellie Scholes – Manager Roads, Drainage |
| 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 request Council's consideration of a request from Transport for NSW to affirm that Council acknowledges the upgrading of the route connecting Bridge Street to the Muswellbrook bypass central interchange will be Council's responsibility.

OFFICER'S RECOMMENDATION

Council authorises the Acting General Manager to provide a letter to Transport for NSW confirming Muswellbrook Shire Council accepts responsibility for the determination of the route, design, and construction, including funding, for the connection of the Central Business District (Bridge Street) to the proposed Muswellbrook bypass Coal Road interchange.

Moved: _____ **Seconded:** _____

BACKGROUND

The New South Wales Government will contribute \$67.2 million and the Australian Government \$268.8 million to construct the Muswellbrook bypass on the New England Highway, creating hundreds of jobs and slashing travel times for freight operators.

The New England Highway currently passes through the centre of Muswellbrook. It is predominantly a two-lane road, restricted by numerous intersections, varying speed limits and nearby buildings with minimal setback from the road. The highway carries between 11,000 and 20,000 vehicles through Muswellbrook each day, with approximately 13 per cent of traffic being heavy vehicles.

The Muswellbrook bypass will reduce the volume of heavy vehicles travelling through Muswellbrook, improving safety and amenity for the township. The bypass will improve travel times by providing a free flow 100 kilometres per hour alternative route.

CONSULTATION

Transport for NSW



REPORT

The Muswellbrook bypass will have significant benefits including:

1. Improve network efficiency on the New England Highway, particularly travel times for long haul freight movements;
2. Improve safety for all road users in the town centre, particularly relating to heavy and light vehicle interactions; and
3. Improve amenity of Muswellbrook township.

Transport for NSW currently intends to commence enabling work in late 2022 and to continue developing the detailed design for the main work, which is due to commence in 2023 and be completed in 2027.

The preferred route corridor for the Muswellbrook bypass was published in July 2018, and a preferred option for the bypass was announced in November 2020. The preferred option included a refined alignment of the bypass south of Coal Road, and full southern and northern connections with the existing New England Highway. The bypass will also provide a central interchange at Coal Road, which will require an associated upgrade of the preferred route from the Coal Road central interchange to Bridge Street and the Muswellbrook Central Business District.

On 17 August 2022, Council received a letter from Transport for NSW requesting that Council confirms that Muswellbrook Shire Council accepts full responsibility for the determination of the route, design, and construction including funding for the connection of the Central Business District (Bridge Street) to the proposed Coal Road interchange. A copy of the letter is attached to the report.

OPTIONS

Council may decide as follows:

1. Authorise the Acting General Manager to provide a letter to Transport for NSW confirming Muswellbrook Shire Council accepts responsibility for the determination of the route, design, and construction, including funding, for the connection of the Central Business District (Bridge Street) to the proposed Coal Road interchange;
2. Not authorise the Acting General Manager to provide a letter to Transport for NSW regarding the details provided in 1. above; or
3. Authorise the Acting General to provide a letter to Transport for NSW on different terms to that provided in 1. above.

CONCLUSION

As Council's submission to Transport for NSW regarding the Review of Environmental Factors for the Muswellbrook bypass project states that '*Council understands that the upgrading of the route connecting Bridge Street with the central interchange will predominantly be its responsibility*', it is considered that Council may authorise the Acting General Manager to provide a letter to Transport for NSW advising that Muswellbrook Shire Council accepts responsibility for the determination of the route, design, and construction, including funding, for the connection of the Central Business District (Bridge Street) to the proposed Muswellbrook bypass Coal Road interchange.



SOCIAL IMPLICATIONS

The construction of a Muswellbrook bypass central interchange will provide enhanced access to Muswellbrook for residents and visitors, and, in particular, will facilitate more efficient access to Muswellbrook Hospital and emergency services.

FINANCIAL IMPLICATIONS

Ongoing Operational and Maintenance Costs Implications Associated with Capital Project

1. *Financial Implications – Capital*

The construction of the proposed link road from the Muswellbrook bypass central interchange is currently not funded. It is intended that funding for the link road will be sought from grant funding opportunities and, if required, a loan amount to enable the carrying out of the work.

2. *Financial Implications – Operational*

As the construction of the link road will result in a new, high standard section of road, operational costs will be greatly reduced.

POLICY IMPLICATIONS

Nil known.

STATUTORY IMPLICATIONS

Under the Local Government Act 1993, Muswellbrook Shire Council is the road authority for the section of link road considered in this report.

LEGAL IMPLICATIONS

Nil known.

OPERATIONAL PLAN IMPLICATIONS

Submission of the report complies in principle with item 5.1.4.1 of the Operational Plan: 'Capital works programmes prioritised to demonstrate continual improvement in community infrastructure'.

RISK MANAGEMENT IMPLICATIONS

The construction of a Muswellbrook bypass central interchange will facilitate efficient access to Muswellbrook Hospital and emergency services.

WASTE MANAGEMENT IMPLICATIONS

A Waste Management Plan will be developed for the project.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

Community consultation and ongoing communication will be an important aspect of the project.

The General Manager
Muswellbrook Shire Council
PO BOX 122
MUSWELLBROOK NSW 2333



Re: Coal Road Upgrade

17 August 2022

Dear Ms Plesman

As part of the Infrastructure NSW gateway review process TfNSW has been requested to confirm item 4.0 in council's recent submission to Transport for New South Wales regarding the Review of Environmental Factors for Muswellbrook Bypass.

| |
|---|
| 4.0 Council understands that the upgrading of the route connecting Bridge Street with the central interchange will predominantly be its responsibility and a route upgrade analysis is being undertaken this financial year presupposing future capital upgrade works of \$10M. |
|---|

Subsequently can you please confirm Muswellbrook Shire Council accepts full responsibility for the determination of the route, design, and construction including funding for the connection of the Central Business District (Bridge Street) to the proposed Coal Road interchange.

Notwithstanding the above, TfNSW will continue to work with Muswellbrook Council on the connection route and identifying potential funding opportunities towards the upgrade through TfNSW programs such as Fixing Local Roads and Safer Roads etc.

If you have any further queries, please contact Michael Papadopoulos on 0438 640 685 or michael.papadopoulos@transport.nsw.gov.au

Yours sincerely

A handwritten signature in black ink, appearing to read "Anna Zycki".

Anna Zycki

Region Director, North
Regional and Outer Metropolitan Division
Transport for NSW

OFFICIAL

1



9.3. Property and Place

9.3.1. General Recreation Programme 2022-2023

| | |
|---------------------------------|---|
| Attachments: | Nil |
| Responsible Officer: | Matthew Lysaught - Director Property & Place |
| Author: | Paul Chandler (Recreation & Property Officer) |
| Community Plan Issue: | 5 - <i>Community Infrastructure</i> |
| Community Plan Goal: | Effective and efficient infrastructure that is appropriate to the needs of our community. |
| Community Plan Strategy: | 2.1.2 - Promote and facilitate increased participation in active and passive recreation activities. |

PURPOSE

To submit for Council's consideration a list of proposed projects for the General Recreation Programme 2022-2023.

OFFICER'S RECOMMENDATION

Council endorses the General Recreation Programme 2022-2023 as described in the report.

Moved: _____ **Seconded:** _____

BACKGROUND

Each new financial year the asset manager for Council's sport and recreation assets reports to Council a list of proposed capital works projects for the General Recreation Programme.

This report provides the proposed projects for approval by Council for 2022-23. The list of proposed projects has been informed by consultation with the Muswellbrook Shire Sport and Recreation Committee, facility user group meetings, and asset condition inspections.

CONSULTATION

Director Property and Place

Works Coordinator Parks

Muswellbrook Shire Sport and Recreation Group

Facility User Groups



REPORT

Proposed projects include:

| # | Project | Description | Cost Estimate |
|---|--|---|------------------|
| 1 | Victoria Park Facilities | Match funding for successful grant application by user groups for upgrades to the facilities at Victoria Park. | \$50,000 |
| 2 | Highbrook Park | Installation of gutters to awning reducing run off on to field. Replace goal posts and repair retaining wall at entrance. | \$40,000 |
| 3 | Denman Tennis Courts | Replace lighting at the tennis courts | \$15,000 |
| 4 | CCTV Installation | Continue installation of CCTV at recreation facilities including Denman Memorial Park and Weeraman Fields. | \$15,000 |
| 5 | Playground Furniture & Equipment Renewal | Renewal of playground furniture and equipment across Shire playgrounds. | \$30,000 |
| | | Total | \$150,000 |

OPTIONS

Council could consider and/or choose different projects and funding priorities.

CONCLUSION

It is recommended that Council endorses the General Recreation Programme 2022-23.

The General Recreation Programme budget allocation for 2022-2023 is \$150,000.

SOCIAL IMPLICATIONS

The provision of sport and recreation encourages active and passive recreation for all age groups and provides public amenity.

FINANCIAL IMPLICATIONS

The General Recreation Programme budget allocation for 2022-2023 is \$150,000 (ledger number 3710.5293.504).

Ongoing Operational and Maintenance Costs Implications Associated with Capital Project

1. Financial Implications – Capital

\$150,000

2. Financial Implications – Operational

Nil known – majority of the programme is asset renewal.



POLICY IMPLICATIONS

Nil known.

STATUTORY IMPLICATIONS

Nil known.

LEGAL IMPLICATIONS

Council is currently reviewing policies and procedures on CCTV.

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

Risk implications are considered in the evaluation of projects.

WASTE MANAGEMENT IMPLICATIONS

Nil known.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

To be determined for each specific project.



9.3.2. General Building Renewal Programme 2022-2023

| | |
|---------------------------------|--|
| Attachments: | Nil |
| Responsible Officer: | Matthew Lysaught - Director Property & Place |
| Author: | Mardi Eriksson (Technical Officer - Property & Building 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: | 6.2.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves. |

PURPOSE

To submit for Council's consideration the General Building Renewal Programme for 2022-2023.

OFFICER'S RECOMMENDATION

Council endorses the 2022-2023 General Building Renewal Programme as described in the report.

Moved: _____ **Seconded:** _____

BACKGROUND

Each financial year, the asset manager for Council's community and operational building assets reports to Council a list of proposed capital works projects for Council's consideration under the General Building Renewal Programme.

This report provides the proposed projects for approval by Council for 2022-23. The list of proposed projects has been informed by consultation with users and asset condition inspections.

CONSULTATION

Director Property and Place

Projects Manager – Property and Building Services

Acting Works Coordinator - Building

Stakeholders and User Groups

REPORT

The capital budget allocation for the General Building Renewal Programme for 2022-23 is \$250,000.



| # | Project | Description | Cost/Budget Estimate |
|----|---|--|----------------------|
| 1. | Public Building Accessibility Programme | Upgrade accessibility across Council's Public and Community Buildings | \$100,000 |
| 2. | Victoria Park Football/Stn Thiess Shared Facilities Upgrade | Match funding for successful grant application by user groups for upgrades to the facilities at Victoria Park. | \$50,000 |
| 3. | Stan Thiess Centre Furniture Upgrade | Purchase 150 white event chairs to increase hiring capability and fulfill demand. | \$5,000 |
| 4. | Industrial Close Precinct | SES building termite damage repair, building and grounds renewal, including replacement of some roofing. | \$50,000 |
| 5. | Denman Memorial Hall | Internal lighting improvements to increase capability. Address external façade defects. | \$20,000 |
| 6. | Muswellbrook Child Care Centre | Structural engineer inspection and allowance for works. | \$10,000 |
| 7. | Muswellbrook Waste Facility | Review and upgrade to Fire Safety measures. | \$5,000 |
| 8. | Denman Children's Centre | Renew roof and brickwork at connection with sports centre structures. | \$10,000 |
| | | | \$250,000 |

OPTIONS

Council could identify and/or prioritise different projects.

CONCLUSION

The General Building Renewal Programme 2022-2023 has been prepared in consideration of asset condition and the needs of users.

SOCIAL IMPLICATIONS

Provision of suitable building infrastructure is required to meet the needs of users and renewal of assets.



FINANCIAL IMPLICATIONS

Council has an allocation of \$250,000 in the 2022-2023 Capital Budget for the General Building Renewal Programme.

POLICY IMPLICATIONS

Nil known.

STATUTORY IMPLICATIONS

Nil known.

LEGAL IMPLICATIONS

Nil known.

OPERATIONAL PLAN IMPLICATIONS

'5.2.1 Facilitate and implement improved all abilities access and inclusion across the Shire',
Muswellbrook Shire Council Operational Plan 2022-2023

RISK MANAGEMENT IMPLICATIONS

There are a number of competing priorities for expenditure on Council buildings. The proposed projects include works to reduce risk and improve asset condition, and to improve the level of service for the user.

WASTE MANAGEMENT IMPLICATIONS

Nil known.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

To be determined.



9.3.3. DRAFT Management of Trees on Roads and Public Land Policy

| | |
|---------------------------------|---|
| Attachments: | 1. DRAFT Management of Trees on Roads and Public Reserves Policy [9.3.3.1 - 11 pages] |
| Responsible Officer: | Derek Finnigan - Acting General Manager |
| Author: | Jamie Appelkamp – {position} |
| 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: | 5.1.2 - Maintain and continually improve asset management. |

PURPOSE

To provide Council a Draft Management of Trees on Roads and Public Land Policy for consideration.

OFFICER'S RECOMMENDATION

Council endorses the Draft Management of Trees on Roads and Public Land Policy to be placed on Public Exhibition for 28 days.

Moved: _____ **Seconded:** _____

BACKGROUND

Council's Policy on the Management of Trees was last reviewed in 2004. To ensure the community and Council staff have clear guidance in the management of trees on public land, a draft Management of Trees on Roads and Public Reserves Policy has been prepared for Council's consideration.

CONSULTATION

Manager Works

Works Coordinator – Parks

Customer Service and Administration Officers - Works

MANEX

REPORT

The draft Policy is limited to the management of street trees and those located on public land. Tree management and preservation beyond public land is or will be administered through Council's Development Control Plan(s).

The draft Policy is intended to sit within planning controls and any adopted strategies or documents of Council, for example, the Active Transport Strategy and Public Domain Manual, etc.



There are currently three urban tree matters where residents are disputing Council Officers' advice, and it is intended that a revised Policy will provide clear guidance. Provided below is a summary of the issues as examples in consideration of how policy would be applied:

1. Property Damage to Driveway – Mature tree is suspected by resident of causing damage to driveway.

The tree, a Jacaranda mimosifolia, is mature and healthy in an avenue of street trees and considered to have a high retention value with a zero risk rating from the consulting arborist. There have been several requests made from the resident to remove the tree due to unwelcome shading, dropping of leaf matter, and lifting the driveway. Council has offered root barrier installation at Council's expense, but this offer has been declined.

2. Excessive leaf matter – Large trees causing high volume of leaves during autumn for residents.

The trees are London Plane, Platanus × acerifolia, young but growing quickly in an avenue of trees of the same species. Residents have requested trees be removed and planted with a more suitable species.

3. Commercial property with nearby street tree – Semi-mature tree considered a risk of building damage.

The tree is a Jacaranda mimosifolia and both Council and the property owner have conflicting arborist reports. The property owner suspects the tree of causing minor structural damage, with the potential for the damage to become greater over time. Council has offered root barrier installation at Council's expense, but this offer has been declined.

All trees above have low hazard ratings, are healthy, and considered to be causing for the most part nuisance concerns. In the examples where property damage is suspected to be occurring Council has offered the installation of root guard.

OPTIONS

The draft Policy can be placed on Public Exhibition and the community encouraged to make submissions. Alternatively, Council may consider amendments to the draft Policy.

CONCLUSION

Council endorses the Draft Management of Trees on Roads and Public Land Policy be placed on Public Exhibition for 28 days.

SOCIAL IMPLICATIONS

Trees on public land contribute to the quality of open space and ensure local history, identity, and liveability is preserved and enhanced.

FINANCIAL IMPLICATIONS

Nil known.



POLICY IMPLICATIONS

2004 Management of Trees on Roads and Public Reserves Policy S29/1

STATUTORY IMPLICATIONS

Nil known.

LEGAL IMPLICATIONS

The draft Policy includes objectives to manage risk to persons or property associated with trees on public land.

OPERATIONAL PLAN IMPLICATIONS

Nil known.

RISK MANAGEMENT IMPLICATIONS

The draft Policy includes objectives to manage risk to persons or property associated with trees on public land.

WASTE MANAGEMENT IMPLICATIONS

Nil known.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

To be determined.



**muswellbrook
shire council**

DRAFT Management of Trees on Roads and Public Land Policy

Policy No. **INSERT**

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| | |
|--|----|
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POLICY OBJECTIVES

1. To manage the risks arising from trees on all roads and public land under Muswellbrook Shire Council's control taking reasonable measures within available resources. Providing for the management of risks arising from:
 - Tree failure potentially causing injury to people and/or property damage, and
 - Tree roots causing and/or likely to cause damage to property such as buildings and structures.
2. To preserve, enhance and develop attractive, uniform streetscapes and public open space areas to ensure local history, identity, and liveability is preserved and enhanced for future generations within Council's planning controls and adopted strategies.

RISKS BEING ADDRESSED

1. Damage caused by trees to people, property, and infrastructure.
2. Damage to the environment and the loss of:
 - Community history, identity, and natural landmarks; and
 - Community liveability by the reduction of trees and environment.
3. Poor land management leading to soil compaction, loss of topsoil, and erosion.
4. The urban heat island effect.

SCOPE

To be considered under this Policy, trees originate "wholly or principally" from public land owned or managed by Council.

DEFINITIONS

| Term / Abbreviation | Definition |
|---------------------------------|---|
| Public land | Public land includes: <ul style="list-style-type: none"> • Land owned by the Council set aside for community uses (such as parks and natural bushland) including Crown land managed by Council. • Roads and road reserves (whether the road is formed or not). • Council owned/managed natural areas and drainage reserves, and • Land owned by Council set aside for its operational purposes. |
| EEC | Endangered Ecological Community |
| Habitat Tree (stag tree) | A live or dead tree with one or more hollows, nest, or roost sites. |
| Council | Muswellbrook Shire Council |
| Solar Appliance | An attached, fixed appliance that is intended to capture the sun's energy for heating water or generating electricity. |
| Tree | A perennial woody plant with secondary branches supported by a primary stem and usually having a distinct crown. A tree may be dead or alive. |

| | |
|------------------|--|
| Vandalism | Unlawful destruction, damage, or injury to trees, whether dead or alive, through methods including, but not limited to poisoning, pruning, cutting, ring barking and/or removal. |
|------------------|--|

POLICY STATEMENT

Section 42 of the Civil Liability Act 2002 makes allowance for Council's ability to carry out its duty of care as being limited by the financial and other resources which are reasonably available to exercise its functions. To rely on this section, inter alia, Council is required to show evidence of its compliance with the general procedures and applicable standards for the exercise of its functions, such as risk management from trees on public land controlled by Council.

With this Policy, Council aim to:

- Promote an integrated framework for dealing with the management of risks from trees on land under the control of Council and take reasonable steps to ensure that Council delivers its required duty of care;
- Ensure consistency and fairness in the way the Council manages the risks arising from trees within public land controlled by Council;
- Ensure compliance with legislative requirements under the Local Government Act 1993, Roads Act 1993, the Civil Liability Act 2002, and the Privacy & Personal Information Protection Act 1998; and
- Take such steps as are appropriate to ensure a balance between managing the risks to the community's safety and infrastructure, whilst acknowledging the significant benefit of trees within the landscape to the social, environmental, economic, and cultural wellbeing of our community.

1. NEW TREES

Council does encourage planting of trees within road reserves or in public reserves but only through Council approved programmes and/or application process.

New street tree plantings should consider existing solar access for solar appliances, habitable buildings, and important garden areas (such as vegetable gardens) on neighbouring properties.

Plantings in bushland and natural areas must be species native to the region preferably of local provenance.

Council does not authorise the planting of trees on public land by individuals unless they are working as part of a recognised group in accordance with an approved management plan, or Council approved programmes and/or application process.

2. EXISTING TREES - POTENTIAL HAZARDS

Where a request for tree removal or pruning relates to the potential for injury to any person or damage to property, a suitably qualified Council Officer will undertake a tree inspection to assess the risk using a hazard rating.

2.1. Hazard Ratings and Council's Actions

Table 1 below outlines Council's hazard rating and corresponding action determined from a tree inspection. It describes the hazard rating at which Council will undertake work subject to Council's resourcing.

| HAZARD RATING Personal injury / Property damage | COUNCIL ACTION |
|---|--|
| < 5 | No action based on hazard assessment. |
| 5 – 9 | Conditional actions as recommended by Council Officer or arborist. |
| 10 – 11 | Tree removal or pruning. |
| 12 | Tree removal or pruning. |

2.2. Refusal of Requests to Prune or Remove Council Trees

Council will refuse requests for removal or pruning of trees, if at the time of the inspection, the tree:

- a. Is in a healthy and stable state,
- b. Does not interfere with overhead or underground services,
- c. Does not affect the sight lines of motorists or pedestrians,
- d. Is not causing damage to private or public property,
- e. Is not risking public safety, and
- f. Is not likely to cause any of the above in the foreseeable future.

If no significant hazard or other considerations apply, Council will not consider the following reasons as valid for the removal or pruning of a tree(s):

- a. Leaf drop or bark shedding (into gutters and downpipes, pools, and lawns, for example),
- b. To improve the street lighting of private property,
- c. To enhance views,
- d. To reduce shade created by a tree,
- e. To reduce fruit, resin, bat or bird droppings on cars, driveways, pathways, clothes lines/washing,
- f. Minor lifting of driveways and paths on private property by tree roots, and
- g. To improve reception of communication transmissions such as digital TV signals.

2.3. Other Considerations (Not Including Solar Access):

Council will consider the following circumstances in conjunction with the hazard rating of the tree, when determining which action is appropriate:

- a. Whether the tree is heritage listed or listed on Council's Significant Tree Register,
- b. Whether the tree has significant amenity or aesthetic value, including the significance of the tree within the local area and regional landscape,
- c. Whether the tree provides habitat,
- d. Whether the tree species is listed as an environmental or noxious weed, and
- e. Whether the tree obstructs or prevents reasonable access for the maintenance of infrastructure,
- f. Whether the tree is listed as a threatened species or forms part of an Endangered Ecological Community (EEC),
- g. Whether the tree is demonstrated to cause or contribute significantly to health hazards and/or conditions,
- h. Whether there are other alternatives that could reduce the hazard such as managing access around the tree or removing the target, and
- i. Where a tree impedes the authorised use of community land categorised under the *Local Government Act 1993*, such as sportsground, consideration will be given to pruning or removal of the tree.

2.4. Appeal of Hazard Assessment

Council will reconsider an assessment where a suitably qualified person supplies additional and satisfactory evidence.

2.5. Existing Trees - Potential Damage to Private Assets

Property owners are responsible for the repair and maintenance of assets on their land, including pipes, plumbing, driveways and retaining walls. If tree roots have entered a pipe, it is typically because the roots are attracted to water leaking from a pipe. Property owners are responsible for repairs to pipes and should notify Council if repairs require pruning the roots of public trees.

Council will only consider claims for damage to private assets where there is sufficient evidence of a Council tree causing damage and it is shown that the property owner has previously notified Council about a particular issue and Council can be shown to have failed to take appropriate action.

Damage alleged to have been done to private property caused by a public tree requires documentation including photographs of the alleged damage and the subject tree to be provided to Council. The obligation is on the private property owner to provide sufficient evidence.

2.6. Existing Trees - Solar Access

Where a request for removal or pruning a tree on Council managed land relates to solar access, Council requires evidence of the solar appliance being installed prior to the tree being present before considering the request. Any tree pruning, removal or other works arising from a request to provide for solar access will be at the applicant's expense.

2.7. Refusal of Requests for Tree Pruning / Removal to Increase Solar Access

Request for removing or pruning of public trees will not be considered if any of the following conditions apply:

- a. The tree predates (that is: was growing prior to) the solar appliance installation,
- b. The tree is located on community land identified in the Community Land Plan of Management and is part of the native vegetation on the site,
- c. The tree is in an area of public bushland or is a native bushland remnant tree,
- d. The tree is a threatened species or part of an EEC,
- e. The tree is a habitat or stag tree,
- f. The tree forms part of a native vegetation corridor and the removal or pruning of the tree will have a negative impact on that corridor,
- g. The tree is listed on the Council's Significant Tree Register,
- h. The tree is included in a heritage declaration,
- i. The solar appliance is receiving four (4) hours or more full sunlight in winter, and
- j. The tree is subject of a development consent or other approval that requires its retention.

3. VANDALISM

Various legislation provides for an offence where a person who, without lawful excuse, wilfully or negligently injures, damages or removes a tree on public land.

Council may implement actions relative to the severity and scale of the environmental vandalism, up to and including issuing infringement notices and legal proceedings.

4. DEAD WOOD / FIREWOOD COLLECTION

The removal of dead wood, trees and logs is a Key Threatening Process under the *Threatened Species Conservation Act 1995*. Council will leave dead wood in situ or on site as much as possible to provide habitat for native fauna, facilitate ecological processes and assist in the control of soil erosion. The collection of firewood is not permitted from public land.

5. TREE HARVESTING / SEED COLLECTION

Harvesting or collection of plant material on public land requires written permission and will be considered on a case-by-case basis. Collection of seed from proposed development areas approved by Council is preferred.

If approved, the collection of seed from public land is subject to the following requirements:

- a. Flora bank guidelines must be followed. (www.florabank.org.au),
- b. No collection in areas which have been burnt by a bushfire or subject to a major disturbance within the previous 3 years,
- c. Written consent of Council for seed collection shall be limited to a maximum of 2 years,
- d. No collection of seed from sensitive species,
- e. Applicants must demonstrate they have any necessary approvals/licences from relevant government agencies, and
- f. Any other conditions Council may require.

6. REMOVAL FOR DRIVEWAY CROSSINGS

Street tree planting, with or without tree guards, usually occurs when a new urban subdivision is developed. New development on the vacant blocks should have regard to the location of street trees. New driveway crossings are designed to be a minimum of 1 metre from any tree trunk.

A driveway crossing that requires removal of the street tree or will be closer to 1 metre to the trunk of the street tree, will only be approved in exceptional circumstances. Removal of a street tree for a new driveway crossing is subject to the following requirements:

- a. s138 permit,

- b. Location of proposed driveway allows for improved passive energy design of the building to be served by the driveway,
- c. A replacement street tree is planted along the frontage of the lot, or two trees are planted in a nearby public park nominated by Council. Replacement trees are to be advanced in size and maintained for a minimum of 12 months. If the trees don't survive in the first 12 months, they are to be replaced.

DELEGATIONS

Delegate authority to staff to act to mitigate risk or remove trees that are assessed as a high and immediate risk to public safety.

DISPUTE RESOLUTION

Any disputes should be directed to the Manager Works, Muswellbrook Shire Council.

ASSOCIATED COUNCIL DOCUMENTATION

- Community Infrastructure Precinct Service Specifications for Parks and Reserves,
- Muswellbrook Flying Fox Camp Management Plan
- Riparian master plan
- Parks and Recreation Asset Management Plan
- Road Asset Management Plan

LEGISLATION

- Biodiversity Conservation Act 2016
- Civil Liability Act 2002
- State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017- (SEPP)
- Hunter Regional Plan 2036
- MSC Locally Environmental Plan (LEP)
- MSC Development Control Plan (DCP)
- Local Government Act 1993,
- Roads Act 1993, and
- The Privacy & Personal Information Protection Act 1998

REFERENCES

AS 4373-2007 Australian Standard Pruning of Amenity Trees

Statewide Mutual – Best Practice Manual – Trees and Tree Roots version 8 : December 2019

AUTHORISATION DETAILS

| | |
|--------------------------|--|
| Authorised by: | |
| Minute No: | |
| Date: | |
| Review timeframe: | |
| Department: | |
| Document Owner: | |

DETAILS HISTORY

| Version No. | Date changed | Policy type | Modified by | Amendments made |
|--------------------|---------------------|--------------------|--------------------|------------------------|
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9.3.4. Major Projects Status Report

| | |
|---------------------------------|---|
| Attachments: | 1. CURRENT 2022 2023 CI Capital Works Hybrid [9.3.4.1 - 2 pages] |
| Responsible Officer: | Derek Finnigan - Acting General Manager |
| Author: | Matthew Lysaught (Director Property & Place) |
| 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: | 1.4.1 - Complete current infrastructure projects and identify future opportunities for the Shire. |

PURPOSE

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

OFFICER'S RECOMMENDATION

The information contained in this report be noted.

Moved: _____ **Seconded:** _____

BACKGROUND

A quarterly tabular report is provided to Council providing status updates on major projects for Councillors information.

CONSULTATION

Project managers across respective community infrastructure areas provide project updates.

REPORT

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

OPTIONS

Council may request further information on the respective projects.

CONCLUSION

It is recommended that the information contained in the report be noted.

SOCIAL IMPLICATIONS

To provide infrastructure that is well-planned and appropriate for the needs of our community.

FINANCIAL IMPLICATIONS

Nil known.

POLICY IMPLICATIONS

Nil known.



STATUTORY IMPLICATIONS

Nil known.

LEGAL IMPLICATIONS

Nil known.

OPERATIONAL PLAN IMPLICATIONS

'1.4.1 Complete current infrastructure projects and identify future opportunities for the Shire',
Muswellbrook Shire 2022 – 2023 Operational Plan

RISK MANAGEMENT IMPLICATIONS

Risk implications are considered and assessed for major projects.

WASTE MANAGEMENT IMPLICATIONS

Project plans consider and have waste management plans.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

Subject to the type and scale of the project Council consults and provides communications.

| PROJECT NUMBER | PROJECT | PROJECT STAGE INVESTIGATION (I) DESIGN (D) CONSTRUCTION (C) | GL Number | BUDGET FOR PROJECT | FY BUDGET ALLOCATION | WORKS INSURANCE | PLANNED START | PLANNED COMPLETION | ACTUAL START | ACTUAL COMPLETION | STATUS AS AT 12 SEPTEMBER 2022 |
|--|---|---|---------------|--------------------|----------------------|------------------------------|---------------|--------------------|--------------|-------------------|---|
| FUTURE FUND | | | | | | | | | | | |
| TBA | Marketplace Asset Renewal (incl. Lift) | D & C | 3690.5540.504 | \$331,194 | \$331,194 | Existing Cover to \$2M | Jul-22 | Jun-23 | Jul-21 | | Heavy Goods Lift specification prepared for tender. Major tenant reviewing specification for advice in assisting in meeting needs of centre. Tenders to be called last quarter of this year. |
| N/A | Renewal of Existing Assets | D & C | 3690.5421.504 | \$326,805 | \$326,805 | Existing Cover to \$2M | Jul-22 | Jun-23 | Jul-22 | | Combination of commercial building renewal projects and capital works for new tenancies. Major works to date include the relocation of Best & Less to the Marketplace. |
| 2020-2021-0448 | Tertiary Education Centre - Stage 2 (Donald Horne Building) incl. Upper Hunter Innovation Hub and Weidmann Café | D & C | 3690.5438.504 | \$6,930,061 | \$580,613 | Council insured | Jul-19 | Oct-23 | Jul-19 | | Donald Horne Building to be finished by October with staged occupation option for the Advance Manufacturing Centre. Loxton House works are on hold for structural advice and design review currently being undertaken. |
| PLANNING, COMMUNITY AND CORPORATE SERVICES | | | | | | | | | | | |
| N/A | General Building Renewal Programme | C | 3910.5819.504 | \$250,000 | \$250,000 | Existing Cover to \$2M | Oct-22 | Jun-23 | | | Report provided to September 2022 Ordinary Council Meeting. |
| 2019-2020-0413 | Muswellbrook Indoor Sport Centre | D & C | 3910.5844.504 | \$1,242,452 | \$1,205,944 | Existing Cover to \$2M | Oct-19 | Jun-23 | Oct-19 | | Upper Hunter Youth Services was awarded Stronger Country Community grant funding of \$500k. Stakeholder consultation and preliminary design complete and Development Application approved. Tender documents are being prepared for design and construct contract. |
| TBA | Muswellbrook Regional Art Gallery (Foyer/Café) | D | 3910.5855.504 | \$49,452 | \$37,656 | Existing Cover to \$2M | Jul-21 | Dec-22 | Jul-21 | | Architect has consulted with heritage advisor to inform design development and draft concepts received. Design being progressed relies on glazing existing structure. Advice sought on planning pathway. Heritage architect has provided finishes recommendations. Planning Consultant to be engaged to progress design to Development Approval. |
| TBA | Outdoor Pool Plant Upgrades | D | 3700.5453.504 | \$150,000 | \$150,000 | Existing Cover to \$2M | Sep-21 | Mar-22 | Sep-21 | Mar-22 | Specification completed for tender. Tender subject to capital funding. |
| TBA | CBD Stage 7 (Town Centre) | D & C | 3690.5479.504 | \$1,685,796 | \$163,345 | Existing Cover to \$2M | Jan-22 | Nov-22 | Jan-22 | | A part funding allocation towards providing universally accessible pathways (including soft and hard landscaping) in accordance with NSW heritage requirements in the education precinct connecting Tertiary Education Centre 1, Loxton House, Muswellbrook Library, and precinct car parking. |
| TBA | Civic Precinct (Town Square) | D & C | 3690.5498.504 | \$3,859,931 | \$1,097,149 | Council insured | Oct-21 | Jun-26 | Oct-21 | | Tender prepared for enabling demolition works. Scoping of the Pocket Park commenced. |
| 2021-2022-0509 | Denman Children Centre | D & C | 3920.5658.504 | \$1,229,714 | \$1,229,714 | Existing Cover to \$2M | Jun-18 | Aug-23 | Mar-21 | | DA 99/2018 approved May 2019. Denman Children's Centre Memorandum of Understanding was developed March 2021. Both parties signed MOU to progress project in FY 21/22. Project manager awarded and contracts for detailed design. Detailed design and construction certificate scheduled for completion September 2022. |
| 2021-2022-0500 | Denman Heritage Village | D & C | 3590.4222.504 | \$1,830,871 | \$1,809,525 | Existing Cover to \$2M | Sep-21 | Jul-22 | Sep-21 | | Deed for Heritage Items executed. Design and Construction tender awarded. Detail design being progressed with s68 and construction approval pending. |
| TBA | Denman Netball Courts | D & C | 3710.7825.504 | \$311,451 | \$311,451 | Existing Cover to \$2M | Oct-21 | Jul-22 | Sep-22 | | User group consultation complete. Geotechnical investigations and tender documents preparation underway. |
| N/A | General Design Programme | D | 3920.5924.504 | \$39,582 | \$25,707 | Existing Cover to \$2M | Jul-21 | Dec-22 | | | Council has endorsed progressing the Council Chambers and Arts Centre design. |
| 2019-2020-0404 | Hunter Beach | D & C | 3920.5904.504 | \$3,173,029 | \$3,128,232 | Contractor insured | Jul-22 | Dec-22 | Aug-22 | | Works have commenced on site and are progressing well. Significant vegetation management underway and commencement of earthworks for driveway construction. 80% of final design endorsed by Council. |
| 2019-2020-0406 | Muswellbrook Aquatic Centre Upgrade | C | 3700.5442.504 | \$6,500,000 | \$1,515,153 | Contractor insured | Mar-20 | Mar-21 | Mar-20 | Aug-22 | Aquatic Centre officially opened Saturday 17 September 2022. Minor incomplete works being undertaken and defects being addressed. |
| 2020-2021-0481 | Karoola Park Citizens' Walk | I | 3710.5532.504 | \$30,000 | \$30,000 | Existing Cover to \$2M | Jul-21 | Dec-22 | Oct-21 | | Request For Quote for Plan of Management awarded. The inclusion of a Citizen Walk to be considered as part of draft Plan of Management. |
| TBA | Adventure Playground - Wollombi Rd (Pump Track) | I | 3710.7831.504 | \$480,000 | \$480,000 | TBA | Jan-23 | Jun-23 | | | Procurement review underway. |
| TBA | Kayuga Rural Fire Station | D & C | 3860.5415.504 | \$650,000 | \$591,293 | Existing Cover to \$2M | Dec-21 | Mar-23 | Dec-21 | | External project manager engaged. Development approval received. Tender called for design and construction closing 27 June 2022. Direct negotiations with preferred tenderer. Additional funding being considered by RFS. |
| TBA | Major Landcare Projects | I, D & C | 3920.5617.504 | \$171,286 | \$171,286 | Existing Cover to \$2M | Sep-22 | Jun-23 | | | Report provided to September 2022 Ordinary Council Meeting. |
| TBA | Denman Indoor Sports Centre Upgrade | C | 3910.5949.504 | \$151,200 | \$140,969 | Existing Cover to \$2M | Jul-21 | Dec-22 | | | Works being delivered by Council's Building team. Delays have been experienced due to trade shortages and the nature of works. |
| TBA | Muswellbrook Indoor Sports Centre Upgrade | C | 3910.5950.504 | \$148,050 | \$120,493 | Existing Cover to \$2M | Jul-21 | Dec-22 | | | Works being delivered by Council's Building team. Delays have been experienced due to trade shortages and the nature of works. Insulation works completed. |
| 2020-2021-0443 | MSC Depot Construction | D & C | 3910.5939.504 | \$200,000 | \$200,000 | Council insured | Jul-21 | Dec-23 | Jul-21 | | Preliminary budget estimate is being prepared for the new proposed location at the Waste Management Facility. |
| TBA | Muscle Creek Nature Trail (AGL Macq Project) | C | 3920.5946.504 | \$237,500 | \$140,238 | Existing Cover to \$2M | Oct-21 | Jun-22 | | | Track options have been scoped to connect with Wilder St bridge works when complete. |
| 2020-2021-0452 | Muswellbrook Animal Shelter (3910.5587) | C | 3910.5887.504 | \$3,191,041 | \$1,206,134 | Council Insured | Feb-21 | Oct-22 | May-21 | | Building works nearing completion. Community Garden design is being amended. Detail design for Hunter River stormwater discharge is complete and being reviewed. |
| N/A | General Recreation Programme | C | 3710.5293.504 | \$150,000 | \$150,000 | Existing Cover to \$2M | Sep-22 | Jun-23 | Sep-22 | | Report provided to September 2022 Ordinary Council Meeting. |
| N/A | Landscaping and Tree Management Programme | C | 3710.5311.504 | \$90,000 | \$90,000 | Existing Cover to \$2M | Jul-22 | Jun-23 | Jul-22 | | Street tree applications have been called for spring planting. |
| N/A | Major Large Capital Grants Programme (Dollar for Dollar Grant Programme) | C | 3710.5494.504 | \$90,000 | \$90,000 | Existing Cover to \$2M | Oct-22 | Jun-23 | | | Applications scheduled to open at the end of September. |
| N/A | Cemetery General Programme | C | 3722.5297.504 | \$90,000 | \$90,000 | Existing Cover to \$2M | Jul-22 | Sep-22 | | | Concrete path works commenced with completion impacted due to wet weather. |
| N/A | Sport and Recreation Small Capital Grants | C | 3710.5482.504 | \$25,000 | \$25,000 | Existing Cover to \$2M | Nov-21 | Feb-22 | | | Applications scheduled to open at the end of September. |
| ROADS AND DRAINAGE | | | | | | | | | | | |
| TBA | Bridges Renewal Program | I | 3530.4131.504 | \$95,000 | \$95,000 | Existing Cover to \$2M | Aug-21 | Jun-23 | Jul-22 | | Following the level 3 assessment of Bell St Bridge over Muscle Creek a prioritised program of works has been prepared. Works will be undertaken in accordance with this program to the limit of the available budget. The works in 2022-23 include geotechnical testing and assessment of the abutments, and monitoring of the movement of the bearings. |
| TBA | Carpark Renewal Program | D | 3580.4234.504 | \$100,000 | \$100,000 | Existing Cover to \$2M | Feb-22 | Jun-22 | Dec-21 | | Consultation has occurred with the Manager Works, Property and Building, and Commercial Property Coordinator to undertake improvements to the Hill St Carpark to improve carparking provision and access to the Marketplace off Hill St. The Concept plans were prepared for consultation and reported to the May 2022 meeting of Council. The IFC design drawings are now being prepared in preparation for proposed construction. |
| TBA | CPTIGS - Bus Shelter Program | I and D | 3500.2781.504 | \$48,400 | \$48,400 | Existing Cover to \$2M | Mar-22 | Jun-23 | Aug-22 | | Consultants are being sought to prepare a standard drawing for the design of an accessible bus stop (concrete pad) hard stand for the installation of the shelter. An in-kind source of funding for the upgrade of the Bus Stop in Tindale St has been provided through a development in the street. |
| TBA | Drainage Devices Program | I | 3540.4065.504 | \$140,000 | \$140,000 | Existing Cover to \$2M | Feb-22 | Jun-22 | | | Program and concept design reported to Council. |
| TBA | Footpath & Cycleway Renewals | C | 3500.4072.504 | \$150,000 | \$150,000 | Existing Cover to \$2M | Aug-22 | Jun-23 | Aug-22 | | A prioritised program was reported and endorsed by Council July 2022. This program of work has commenced with work in Maitland St Muswellbrook. |
| TBA | Heavy Patching Programme | C | 3500.4035.504 | \$500,000 | \$500,000 | Existing Cover to \$2M | Aug-22 | Apr-22 | Aug-22 | | A prioritised program was reported and endorsed by Council July 2022 with nominated sites now being constructed to the limit of funding available. |
| TBA | Kerb & Gutter Replacement | C | 3560.4065.504 | \$150,000 | \$150,000 | Existing Cover to \$2M | Aug-22 | Dec-22 | Aug-22 | | A prioritised program was reported and endorsed by Council July 2022 with 70% of works now complete to the limit of available funding. |
| TBA | Large Plant Items | D | 3985.5870.504 | \$1,680,000 | \$1,680,000 | Contractor/ Council insured | Oct-21 | Jun-23 | Mar-22 | | The Plant replacement programme priorities were endorsed by Council at the 1 March 2022 Ordinary Council Meeting. The truck has been ordered for the Waste Management Facility and the Motor Grader is reported to the September Ordinary Council meeting. |
| TBA | New Footpath & Cycleway | C | 3500.4073.504 | \$250,000 | \$250,000 | Existing Cover to \$2M | Dec-22 | Jun-23 | | | Prioritised program reported to Council for endorsement July 2022 with footpath priorities Maitland St and Turtle St Denman. Work will commence to link the path to the new Signals at Thompson St when this project is substantially complete. |
| TBA | Purchase of vehicles | I | 3900.5660.504 | \$342,558 | \$342,558 | Council & Contractor insured | Jul-22 | Jun-23 | Jul-22 | | Light fleet programme prepared. However, there is difficulty sourcing vehicles as per requirements and long delays in delivery of vehicles. |
| TBA | Regional Road Renewal Programme | I | 3502.4135.504 | \$70,000 | \$70,000 | Council & Contractor insured | Feb-23 | Jun-23 | | | Design for the rehabilitation of a section of Bylong Valley Way 5.9km to 6.6km is currently being prepared. |
| | Resources for Regions - Round 5 | | | \$8,542,556 | \$8,143,687 | | | | | | |
| TBA | Edderton Road Safety Upgrade | C | 3500.4257.504 | \$2,508,232 | \$2,427,544 | Council & Contractor insured | Nov-20 | Apr-22 | Feb-21 | Dec-21 | Construction is complete. |
| TBA | Thompson St signalisation | D | 3500.4277.504 | \$2,100,845 | | Council & Contractor insured | Feb-22 | May-22 | May-22 | | Construction is continuing with the works in stage 2 of the four (4) stage project. Stage 2 works are currently involve pavement placement, construction of stormwater drainage and utility adjustment. Work to reinstate the landscaped area adjacent to the McDonalds business is included in this stage. |
| TBA | UHSC - Murulla St causeway | I | 3500.4282.504 | \$1,192,578 | | Council & Contractor insured | | | | | This is an Upper Hunter Shire Council project. Murulla Street is located in Murrurundi. |

| | | | | | | | | | | | |
|------------------------|---|----------|---------------|-------------|-------------|------------------------------|-------------|--------|--------|--------|--|
| TBA | Wilkinson St bridge | C | 3530.5888.504 | \$2,740,901 | | Council & Contractor insured | Dec-20 | May-22 | Oct-21 | | Tenders for a design and construct contract were received and reported to the 2 February 2021 Extra Ordinary Council Meeting with the contract awarded to Saunders Civil Group. Construction of the bridge is now complete. Work being undertaken currently is the construction of the road approaches, the connection to the existing roads and a roundabout for circulation at the Olympic Park precinct. Weather and wet conditions are currently impacting the construction so weather permitting the project is expected to be completed by December 2022. |
| | Resources for Regions - Round 6 | | | \$1,108,627 | \$1,108,627 | | | | | | |
| TBA | Ridgeland Road | D & C | 3500.4303.504 | \$388,385 | | Council & Contractor insured | Ocober 2022 | Jan-23 | | | A contract for the construction was awarded to Hunter Wide Civil. The works are programmed and the contractor established on site however the wet conditions have delayed earthwork commencement. |
| TBA | Heavy Patching Programme | C | 3500.4306.504 | \$66,352 | | Council & Contractor insured | Aug-21 | Mar-22 | Aug-21 | Oct-21 | Project Complete. |
| TBA | Nandowra / Dartbrook Rd | D&C | 3500.4421.504 | \$403,732 | | Council & Contractor insured | | | | | This is an Upper Hunter Shire Council project. |
| TBA | Bylong Valley Way | D&C | 3500.4422.504 | \$250,158 | | Council & Contractor insured | Jul-21 | Jun-22 | Jul-21 | Aug-21 | Project Complete. |
| TBA | Road Design Programme | I&D | 3500.2067.504 | \$100,000 | \$100,000 | | Jul-21 | Jun-22 | | | Design programme to be reported to Council. |
| TBA | Road Resealing Program | C | 3500.4030.504 | \$500,000 | \$500,000 | Existing Cover to \$2M | Dec-22 | Apr-23 | Sep-22 | | Preparatory works have been scoped. A quotation are being received from Sealing Companies listed on the panel of service providers. The preparatory works have been completed, with Urban road sealing completed in December. Rural road sealing is to be scheduled for the fourth quarter. |
| TBA | Roads to Recovery Programme | I | 3500.2068.504 | \$577,898 | \$577,898 | TBA | Jan-22 | Dec-22 | | | Programme is in the design phase: a contribution will be required from this budget towards the Lorne Street upgrade project. The Design for Lorne St was reported and endorsed by Council at the 1 February 2022 Ordinary Council Meeting. Tenders for construction advertised early January 2022. A tender report was submitted to the 1 March 2022 Ordinary Council Meeting. |
| TBA | Rosebrook Bridge Replacement | I | 3530.4429.504 | \$1,633,500 | \$1,633,500 | TBA | Jan-23 | Jun-23 | | | Project preliminaries such as geotechnical investigation, site survey and completion of a review of environmental factors for the project were completed. The design and construct tender was awarded to Waeger Constructions. The design of the bridge has commenced with 85% review to be provided late October. The submitted program has construction on site commencing site establishment 30 January 2023 and completion mid June 2023. |
| TBA | Rural Roads Regravelling | C | 3500.4055.504 | \$350,000 | \$350,000 | Existing Cover to \$2M | Aug-22 | Jun-23 | Aug-22 | | Grading undertaken on Wells Gully Road and planned to be undertaken on Rouchel Gap and Dorset road. |
| TBA | Safety Audit Ridgeland Road | I | 3500.4270.504 | \$47,272 | \$47,272 | Council insured | Ocober 2022 | Jan-23 | | | A contract for the construction was awarded to Hunter Wide Civil. The works are programmed and the contractor established on site however the wet conditions have delayed earthwork commencement. |
| TBA | Safety Device Renewal | C | 3590.4145.504 | \$135,000 | \$135,000 | Existing Cover to \$2M | Jan-22 | Jun-23 | | | A prioritised program was endorsed by Council at the July 2022 Ordinary Council meeting. |
| TBA | Sandy Creek Rd Curve Improvements | C | 3500.2066.504 | \$246,506 | \$246,506 | Contractor insured | Jun-21 | Dec-21 | Jun-21 | Sep-21 | Works completed. |
| TBA | Urban Pavement Renewal | D | 3500.4050.504 | \$372,000 | \$372,000 | TBA | | | | | This budget is currently not allocated to a project. |
| TBA | Widden Valley Rd pavement rehabilitation | C | 3500.4424.504 | \$553,397 | \$553,397 | Existing Cover to \$2M | Aug-21 | Oct-21 | Aug-21 | Jun-22 | Works completed. |
| TBA | Yarrawa Rd (Fixing Local Roads) | I | 3500.2780.504 | \$4,931,278 | \$4,931,278 | Council & Contractor Insured | September | Jun-22 | Oct-21 | | The Tender for construction was advertised 10 August, Pre-tender meeting 24 August, with tenders closed 7 September. Tenders were reported to the 28 September Ordinary Council meeting with contractor KCE awarded the contract. A Road Safety Audit of the design and the existing road ch 0 to ch 17km is now completed. Work is 95% complete with a soft spot in the pavement reworked. Linemarking and fencing repair is outstanding and programmed for early October when the contractor will disestablish from the site. |
| SPECIAL RATE VARIATION | | | | | | | | | | | |
| TBA | Drainage | C | 3540.1404.504 | \$300,000 | \$300,000 | TBA | | | | | This funding is currently not allocated. Projects are to be prioritised and reported to Council. Merton St Denman is considered to be a high priority project for the consideration of Council in relation to this |
| TBA | SRV 2019 Olympic Park Project | D | 3710.1405.504 | \$204,627 | \$171,301 | Existing Cover to \$2M | Jul-22 | Jun-23 | | | Funds allocated to investigation and design of other precinct stages. |
| 2019-2020-0417 | Olympic Park Grandstand Amenities | D & C | 3710.7824.504 | \$2,687,412 | \$2,248,033 | Existing Cover to \$2M | Jan-21 | Mar-23 | | | DA submitted. Awaiting DA approval. |
| 2020-2021-0463 | Regional Entertainment Centre | D & C | 3690.5433.504 | \$6,542,867 | \$6,208,018 | TBA | Oct-21 | Jun-23 | | | The project was reported to the 28 September 2021 Ordinary Council Meeting. Tender negotiations with preferred tenderer, as resolved at 28 September 2021 Ordinary Council meeting, did not result in award of tender. The project will be reviewed following DA approval. |
| SEWER CAPITAL BUDGET | | | | | | | | | | | |
| TBA | Access and Security Improvements | D&C | 6340.4475.504 | \$155,000 | \$155,000 | TBA | Jul-22 | Sep-22 | Jul-22 | Sep-22 | Security improvements across Council's assets. Fencing upgrade works carried out at a number of pumping station sites. |
| TBA | Mains Renewal And Replacement | I,D&C | 6310.4340.504 | \$589,431 | \$589,431 | TBA | Jan-23 | Jun-23 | Jul-22 | | Aberdeen Sewer Main replacement is in design stage. Lining of Doyle Hill, Turanville, Wilson and George streets projects in design stage. Execution is planned in Jan 2023- completion by June 23. |
| TBA | Solar Array | I, D & C | 6310.4493.504 | \$1,800,000 | \$1,800,000 | Existing Cover to \$2M | Jul-22 | Jun-23 | Jul-22 | | Sustainability initiatives associated with operation of the Raw Water Treatment Works. RFQ called and awarded for detailed design. |
| TBA | Sewer Operational Contingency | I,D&C | 6340.4494.504 | \$150,000 | \$150,000 | Existing Cover to \$2M | Jul-22 | Jun-23 | | | Contingency budget available to replace equipment and improve systems that have been impacted by the floods over the past year. No equipment was purchased in the first quarter. |
| TBA | System Plant Asset Renewals | I, D & C | 6340.4488.504 | \$650,000 | \$650,000 | Existing Cover to \$2M | Jul-22 | Jun-23 | Jul-22 | | The construction of a septage receipt facility at the Muswellbrook recycled water treatment works is completed. Denman Sewer treatment plant dewatering/desludging of ponds is the main priority and dewatering system design and investigation is in process. Project planned to start by Nov 22 and completion by June 23. Smoke testing of sewer main and manholes is at investigation stage to stop ingress of storm water in sewer system. Muswellbrook Sewer Pump station 8 pipe works and valves are replaced. The works were awarded in July 2022 and completed in Aug 22. The electric panel is in the process of design and execution is likely to commence in May 23. |
| TBA | Transportation System Improvements | I, D & C | 6340.4485.504 | \$81,939 | \$81,939 | Existing Cover to \$2M | Jan-23 | Feb-23 | | | Project valve installation to cater for emergency break of recycle water main from dam in ARTC corridor (near railway line) in investigation stage and likely execution by Feb 23. |
| WATER CAPITAL BUDGET | | | | | | | | | | | |
| N/R | Asbestos Removal, Earth Work and Security | C | 5310.4575.504 | \$155,000 | \$155,000 | Existing Cover to \$2M | Jul-22 | Jun-23 | Jul-22 | | Funding is used to carry out earthwork asbestos removal for water main projects. |
| TBA | Mains Renewal And Replacement | I, D & C | 5320.4340.504 | \$748,278 | \$748,278 | Council & Contractor insured | Jul-22 | Mar-23 | Jul-22 | | Contract for the water main replacement program has been awarded. Under this program, water mains in Lorne St., Forbes St. and Turanville Ave. are in progress and will be completed by the end of September. Bligh Street West water main replacement will commence in Oct 22 for completion by end November 22. Design and investigation ongoing for Wilder, Wilkinson, Bligh east streets, and Flanders Avenue. |
| TBA | Replacement of Water Meters | C | 5320.4376.504 | \$78,000 | \$78,000 | Council insured | Jul-22 | Jun-23 | Jul-22 | | Ongoing ageing water meter replacement programme. |
| TBA | System Plant Asset Renewals | I, D & C | 5340.4400.504 | \$891,376 | \$700,000 | Council & Contractor insured | Jul-22 | Jun-23 | | | Transformer at Muswellbrook water treatment plant required to be replaced - The design has been completed. Supplier has provided a quote, and work will take 25 - 30 weeks from date of issuing the Purchase Order. The Project will be designed and will be carried out in next FY. |
| TBA | Upgrade Fluoride Dosing System | I, D & C | 5310.4577.504 | \$346,461 | \$346,461 | TBA | Oct-22 | Jun-23 | | | One tender submission received in February 2022 and the tender price was over approved budget. A report was submitted to Council to review the tender specifications and complete the project in two phases: Prepare the existing Fluoride Dosing Room by undertaking minor civil alterations through the RFQ process and the second phase is go out for tenders to supply and install a fluoride dosing system. NSW DPE Water Manager is reviewing the technical specifications and it is expected that Council will go out for tenders in October 2022. All costs, including technical support from Specialist NSW PWA Water Engineers, will be reimbursed by NSW Health. |
| TBA | Vehicle Replacement | C | 5330.4370.504 | \$100,000 | \$100,000 | Existing Cover to \$2M | Jul-22 | Jun-23 | Jul-22 | | Difficulty in sourcing vehicles as per requirements and long delays in delivery of vehicles. |
| TBA | Vehicle - Equipment Replacement | C | 5330.4378.504 | \$117,394 | \$117,394 | Existing Cover to \$2M | Jul-22 | Jun-23 | Jul-22 | | Programme being prepared. |
| TBA | Water Operations Contingency Project | I | 5340.4406.504 | \$117,686 | \$117,686 | Existing Cover to \$2M | Jul-22 | Jun-23 | | | Contingency budget available to replace equipment and improve systems that have been impacted by the floods over the past year. An additional coagulant dosing pump and a portable UVA meter were purchased in this quarter. |
| TBA | Water Stop Valve Replacement Programme | I, D & C | 5320.4379.504 | \$285,627 | \$250,000 | Existing Cover to \$2M | Oct-22 | Jun-23 | | | The funds will be utilised for water main and valves replacement projects in Bligh Street east and Flanders Avenue, for which design is in process. |
| WASTE | | | | | | | | | | | |
| TBA | Waste & Recycling Centre Leachate Dam | D | 3653.4530.504 | \$498,212 | \$498,212 | Existing Cover to \$2M | Jul-21 | Jun-22 | | | Design and Construction Cost Estimates complete (\$500,000). Biodiversity Assessment RFQ issued and required prior to Development Application. Geotechnical report for project area received, triggered dam design revision due to lack of winnable clay on site. |
| TBA | FOGO Infrastructure | I | | N/A | | TBA | | | | | Preliminary Design and EIS complete. DA lodged June 2021. NSW EPA stopped clock to request further information on likely odour impacts. |



9.4. Corporate Services

9.4.1. Statement of Business Ethics Policy & Statement

| | |
|---------------------------------|---|
| Attachments: | 1. MSC24E Statement of Business Ethics [9.4.1.1 - 10 pages] |
| Responsible Officer: | Derek Finnigan - Acting General Manager |
| Author: | Chloe Wuiske (Business Improvement Officer) |
| Community Plan Issue: | 6 - Community Leadership |
| Community Plan Goal: | Collaborative and responsive leadership that meets the expectations and anticipates the needs of the community. |
| Community Plan Strategy: | 6.2.5 - Implement a comprehensive and targeted business improvement program. |

PURPOSE

The purpose of this report is to present the *Statement of Business Ethics Policy* and the *Statement of Business Ethics* to Council for adoption, following public exhibition.

OFFICER'S RECOMMENDATION

The Statement of Business Ethics Policy and the Statement of Business Ethics be adopted by Council.

Moved: _____ **Seconded:** _____

BACKGROUND

The *Statement of Business Ethics Policy* (the Policy) and the *Statement of Business Ethics* (the Statement) is intended to provide guidance for all sectors of the community when conducting business with Muswellbrook Shire Council. It helps set the ethical ground rules for all business dealings between Council and its suppliers including, but not limited to, providers of goods and services, contractors, tenderers and consultants.

The Statement sets out Council's expectations for Council officials and requirements for the private sector when doing business with Council. It defines Council's ethical standards and obligations, and establishes Council's expectation that all suppliers will be aware of and comply with these standards. It also provides suppliers with an understanding of what to expect from Council when doing business with Council.

The Statement outlines Council's core values and aims to increase the private sector's awareness of and respect for these values. The Statement explains what the consequences are for Council officials and suppliers of not complying with the requirements as outlined in the Statement.

The commencement of the Modern Slavery Act 2018 (NSW) introduces new obligations for councils under the Local Government Act 1993 relating to modern slavery. From 1 July 2022, councils are required to take reasonable steps to ensure that goods and services procured by and for the Council are not the product of modern slavery within the meaning of the Modern Slavery Act 2018 (NSW).

Commencing from the 2022/23 financial year, Council will be required to publish in the annual



report:

- a statement of the action taken by Council in relation to any issue raised by the Anti-slavery Commissioner during the year concerning the operations of Council and identified by the Commissioner as being a significant issue, and
- a statement of steps taken to ensure that goods and services procured by and for Council during the year were not the product of modern slavery within the meaning of the Modern Slavery Act 2018 (NSW).

The changes arising out of the above legislation has triggered a review of the Policy and the Statement (located at the end of the Policy), which are attached to this report for Councillors' reference (Attachment A).

CONSULTATION

Procurement Officer

Manager Governance

Director Corporate Services and CFO

Governance Officer

Business Improvement Officer

MANEX

REPORT

The *Statement of Business Ethics Policy* and the *Statement* were endorsed by Council for public exhibition at the 26 July 2022 Ordinary Council Meeting and was placed on public exhibition via Council's website from 2 August 2022 to 30 August 2022.

With no submissions received during the public exhibition period, the *Policy* and the *Statement* now return to Council for adoption.

OPTIONS

Council may:

1. Resolve to adopt the *Policy* and the *Statement*;
2. Request further amendments to the *Policy* and the *Statement* and undertake a further round of public exhibition.

It is recommended that option 1 listed above be pursued.

CONCLUSION

It is recommended that the Policy and the Statement be adopted.

SOCIAL IMPLICATIONS

Nil known

FINANCIAL IMPLICATIONS

Nil known



POLICY IMPLICATIONS

This policy required reviewing to ensure compliance with changed legislation

STATUTORY IMPLICATIONS

The Modern Slavery Act 2018 (NSW) introduces new obligations for councils under the Local Government Act 1993 relating to modern slavery. From 1 July 2022, councils will be required to take reasonable steps to ensure that goods and services procured by and for the council are not the product of modern slavery within the meaning of the Modern Slavery Act 2018 (NSW).

LEGAL IMPLICATIONS

Nil known

OPERATIONAL PLAN IMPLICATIONS

6.2.5.2 - Review the policy management framework.

RISK MANAGEMENT IMPLICATIONS

Nil known

WASTE MANAGEMENT IMPLICATIONS

Nil known

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

Nil known



Statement of Business Ethics Policy

MSC24E

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POLICY OBJECTIVES

The Statement of Business Ethics (the Statement) is intended to provide guidance for all sectors of the community when conducting business with the Muswellbrook Shire Council. It helps set the ethical ground rules for all business dealings between Council and its suppliers including, but not limited to, providers of goods and services, contractors, tenderers and consultants.

The Statement sets out Council's expectations for Council officials and requirements for the private sector when doing business with Council. It defines Council's ethical standards and obligations and establishes Council's expectation that all suppliers will be aware of and comply with these standards. It also provides suppliers with an understanding of what to expect from Council when doing business with Council.

The Statement outlines Council's core values and aims to increase the private sector's awareness of and respect for these values. The Statement explains what the consequences are for Council officials and suppliers of not complying with the requirements as outlined.

For the purpose of the Statement a Council official refers to a member of Council staff, an elected Councillor and delegates of Council.

POLICY STATEMENT

Muswellbrook Shire Council's Business Ethics are formed on Council's desire to meet its obligation to act lawfully, ethically and in the best interest of the public. Council aims to build and maintain ethical relationships with all sectors of the community and in particular the private sector.

Council places significant value on open and accountable business transactions aiming to be consistent in all measures. Council will ensure probity and diligence when undertaking public duties and using public resources acting with impartiality, honesty and fairness at all times.

Fairness means being objective, reasonable and even-handed. It does not mean pleasing everyone. Council will strive to be fair by ensuring that our processes are appropriate and demonstrate this by being open and accountable, wherever practicable. This does not mean that Council will always go to formal tender or call for bids for items of low monetary value. Council will only deal exclusively with suppliers where it can be demonstrated that there are valid reasons for doing so, based on sound probity principles.

Muswellbrook Shire Council expects all Council officials to behave ethically and in accordance with the Statement. Council also expects the private sector and its representatives to maintain similar standards of ethical conduct in their dealings with Council.

As a local government body, Council has a commitment to ensure community funds are expended efficiently, effectively and economically. Council aims to attain "best value for money" in its business dealings with the private sector.

"Best value for money" is determined by considering all the factors, which are relevant to a particular purpose, including:

- Experience
- Quality
- Reliability

- Timeliness
- Service
- Fit for Purpose
- Initial & ongoing costs

It is important to note that “Best value for money” does not automatically mean the “lowest price”. It means the offer that is most advantageous to Council after considering the above factors.

1. Procedure and Obligations

1.1 Council Officials

Code of Conduct

Council has a formally adopted Code of Conduct which Council officials must abide by. The Code embraces the concept of integrity, ethical conduct and accountability throughout the organisation. Council officials must treat others with respect at all times and not harass or discriminate against colleagues or members of the public.

Procurement and Tendering

Council officials must abide by the law and all its policies, procedures and practices, particularly those related to Procurement and Tendering, including relevant legislation and codes of practice. All Procurement and Tendering actions and decisions will be fully documented to a standard that will withstand scrutiny through an audit process. All pricing will remain confidential where it is considered that a commercial advantage may be gained or lost through disclosure. Information will only be released if required by a court or the Government Information (Public Access) Act 2009.

Council officials are expected to:

- Treat all potential providers of goods & services equally
- Abide by the law
- Avoid, disclose and resolve any conflicts of interest
- Strictly comply with Council's adopted Code of Conduct, particularly in relation to incentives, gifts and benefits.

Councillors are expected not to contact or issue instructions to Council's suppliers.

1.2 Suppliers

General Requirement

Council requires all suppliers with whom it deals to observe the following principles:

- Act fairly, ethically and honestly in all dealings with Council
- Not to disclose confidential Council information
- Not to exert pressure or influence on Council officials that may cause them to waiver from Council's Code of Conduct

- To abide by relevant legislative processes and industry Codes of Practice in all procurement dealings
- To have respect for the obligation of Council officials to act in accordance with the Statement
- Commit to not offer Council officials gifts or incentives such as money, benefits, entertainment, hospitality, employment opportunities, travel, or accommodation.
- Not harass or bully Council officials. Harassment includes verbal, non-verbal and physical harassment such as sexual or suggestive remarks, offensive jokes, threats or insults, wolf whistling, offensive hand or body gestures, unnecessary physical contact or indecent or sexual assault. Further information can be obtained from Council's Bullying and Harassment Policy
- Treat requests for sponsorship in accordance with Council's Sponsorship Policy
- Ensure that all sub-contractors and other people employed by the supplier are aware of the Statement and the consequences of breaching it.

2. What is the impact of Business Ethics?

2.1 Impact for Suppliers

By aligning business practices with Council's ethical expectations, suppliers can expect to:

- Compete for business on an even playing field
- Establish practices, which put them in good stead in competing for works with other public sector agencies.

If suppliers to Council do not comply with the Statement, then the consequences may be as follows:

- Possible loss of work
- Termination of contracts
- Damage to reputation
- Loss of rights (such as loss of operating or trade licences etc)
- Formal investigation for corruption or other offences

2.2 Impact for Council officials

If Council officials do not comply with the Statement, then the consequences may be as follows:

- Formal investigation
- Disciplinary action
- Dismissal
- Potential criminal charges.

2.3 ICAC Advice

It should be noted that the Independent Commission Against Corruption (ICAC)

in NSW defines those people employed by Council as consultants or contractors to be “public officials”. When employed by Council, consultants & contractors are subject to the jurisdiction of ICAC and are considered to be “public officials” for the purpose of the ICAC act.

In addition, any individual can be found corrupt by the ICAC (even if they are not a public official) if they try to improperly influence a public official or Council’s honest or impartial exercise of its official functions.

Further information relating to the ICAC Act is readily available to all Suppliers (including tenderers, contractors and consultants) at the ICAC web site – www.icac.nsw.gov.au and copies of all relevant Council policies are also available at any time.

3. Bribes, Gifts and Benefits

Council’s Code of Conduct requires that Council officials do not seek or accept bribes, gifts or benefits of greater than nominal value. Details regarding nominal value can be obtained from section 6 of the Council’s Code of Conduct.

Bribes should never be accepted. A person offered a bribe should refuse it and report the incident as soon as possible to their supervisor. Council will take steps to report the matter to ICAC and the police immediately.

Nominal value gifts or benefits do not create a sense of obligation and may include things like inexpensive pens and pencils, notepads, key rings or diaries.

Gifts and benefits above nominal value create a sense of obligation. Such items include tickets to sporting or entertainment events, discounted products for personal use, or accepting meals and hospitality which are greater than nominal value.

Council understands that the offering of gifts and incentives is common practice in the private sector to promote business relations. However, Council applies the principles of merit to all dealings of Council. There is no need or place for gifts or incentives when doing business with Council.

It should be made clear that gifts must not be given in connection with any prospective business dealings with Council and that Council officials are not permitted to ask for any reward or incentive for doing their job.

Suppliers are asked to respect that Council officials may refuse gifts or incentives because they wish to avoid any perception of conflicts of interest and comply with Council policy.

4. Conflicts of Interest

A conflict of interest exists when you could be influenced, or a reasonable person would perceive that you could be influenced, by a personal interest when carrying out your public duty.

Council’s Code of Conduct requires that Council officials disclose and resolve any possible conflicts of interest they have. The Code requires that if any Council official has a conflict of interest, in any matter, they must not be involved in any discussion or decision making regarding the matter.

Council’s Code of Conduct also requires a member of Council staff who is considering outside employment or contract work that relates to the business of Council or that might conflict with their Council duties must notify and seek the

approval of the General Manager in writing.

The General Manager may prohibit employees from engaging in secondary employment if that work directly or indirectly conflicts or potentially conflicts with the business of Council or with the employee's function, duties or responsibilities at Council.

5. Communication Requirement

As a general principle, all communication with suppliers from Council should be clear, direct and accountable. Suppliers also have an obligation to ensure that their communication with Council abides by these three principles in order to minimise the risk of inappropriate influences being brought to bear on the business relationship.

There will be times where some communication needs to be strictly confidential for commercial-in-confidence or other reasons. This, however, should not preclude proper accountability and both parties should be able to explain the reasons for instituting specific communication protocols or keeping some communication confidential.

Public perception of inappropriate influence can be extremely damaging to the reputation of both parties, even if nothing has occurred. Therefore, it is in the best interests of both parties to ensure that formal communication processes are observed at all times and that all communication supports Council's core values of integrity, transparency and fairness.

6. Tendering

This Statement will form part of the formal tendering process for Council and all tenderers will be asked to submit a signed declaration stating that they have read and fully understood the contents of the full Statement in relation to dealing with Council.

7. Public Awareness

A public awareness statement has been developed. This statement will be distributed to suppliers and Council officials informing them of the existence of Council's Statement of Business Ethics Policy and stressing its important features.

Council's Statement of Business Ethics Policy and public awareness statement will be published on Council's website.

8. What happens if you think there is a breach?

If you are concerned about a possible breach of this Statement, or about any conduct that could involve fraud, corrupt conduct, maladministration or serious and substantial waste of public funds, please contact Council's General Manager, or one of Council's Directors. Please be aware that if you do approach a Council Director with such a report, it is a requirement of ICAC that the Director must inform the General Manager immediately.

It should also be noted that once the General Manager is made aware of a possible breach as described above, that it is incumbent upon them to report this directly to the ICAC.

For Council staff, please refer to Council's documentation on Protected Disclosures for more information on the processes that you are required to follow

in the case of a possible breach of the Statement.

LEGISLATION

The Local Government Act 1993

Local Government (General) Regulation 2005

ICAC "Developing a statement of business ethics" Guidelines.

Modern Slavery Act 2018 (Cth)

POLICY

Council's Code of Conduct

PROCEDURE

No additional procedures.

Authorisation Details

| | |
|--------------------------|--------------------|
| Authorised by: | Council |
| Minute No: | |
| Date: | |
| Review timeframe: | 4 years |
| Department: | Governance |
| Document Owner: | Governance Officer |

Details History

| Version No. | Date changed | Policy type | Modified by | Amendments made |
|-------------|--------------|-------------|-------------|--|
| 1 | 12/02/2007 | External | Governance | Original Policy adopted by Council. Minute No. 27 |
| 2 | 11/04/2011 | External | Governance | Adopted by Council. Minute No. 501 |
| 3 | 12/07/2022 | External | Governance | Policy number updated from B45-1 to MSC24E Legislation updated to include <i>Modern Slavery Act 2018</i> (NSW), Statement of Business Ethics updated. |
| 4 | 13/09/2022 | External | Governance | Formatting |
| | | | | |

Statement of Business Ethics

This Statement is a means of providing guidance for suppliers, service providers, contractors and individuals to adopt standards of ethical behaviour that meet Council's requirements.

Council's business dealings are intended to achieve the best possible outcome in the interests of Council and its ratepayers for the supply of goods and services. In doing this, all business undertakings are conducted with complete fairness and are open to public scrutiny (subject to commercial confidentiality).

Council will ensure that all policies, procedures and practices related to tendering, contracting and the purchase of goods and services are consistent with best practice and the highest standards of ethical conduct. All procurement activities and decisions will be fully and clearly documented to provide an effective audit trail and allow for effective review.

In transactions which involve procurement and business matters, Council is guided by the following principles:

Fairness: Council treats all parties involved impartially. Equal opportunity to submit bids and gain access to information will be provided to all potential contractors or suppliers. Tenders will not be called unless there is the intention to award a contract, subject to a satisfactory offer.

Prevention of Corruption: Council is committed to high ethical standards and it is the responsibility of Councillors and staff, as well as Council suppliers and contractors, to not only act honestly but also report any instances of possible corruption, maladministration or illegal activities.

Value-for-Money: Council considers all factors which are relevant to a particular procurement of goods or services. These include initial and ongoing costs; quality and reliability; customer service; OH&S; technical expertise; environmental sustainability and other legislative compliance. Value for money does not necessarily mean 'lowest price'. However, the lowest price might represent best value for money if it satisfies the other criteria.

Objectivity: Council establishes procurement criteria and objectively assesses all tenders and quotes against these nominated criteria. All procurement decisions are based on merit and take into account all relevant information and circumstances that apply to a given procurement requirement.

Doing Business with Council

Suppliers and contractors shall be aware of the following requirements when dealing with Council.

Conflict of Interest: Conflicts of interest include both pecuniary and non-pecuniary interests. (A pecuniary interest is an interest that a person has in a matter because of the reasonable likelihood or expectation of appreciable financial gain to the person. A non-pecuniary interest may include family relationships, friendships or other interests that do not involve a direct financial gain.) Council staff are required to disclose any potential conflicts of interest. Suppliers and contractors to Council are asked to do the same.

Use of Information: Any confidential Council information should not be revealed to persons other than those with a genuine need and authority. Private, confidential, commercial-in-confidence or proprietary information obtained as result of doing business with Council, should never be given to competing interests or unauthorised persons.

Suppliers and contractors handling private and personal information are expected to uphold confidentiality at all times.

Gifts and Benefits: Council only permits the acceptance of gifts by Councillors or staff if they are a nominal or token value and do not create a sense of obligation. Suppliers that offer gifts or benefits as a reward for, or perceived as influencing, the purchasing decisions of Council staff will not be tolerated. Failure to comply with this requirement will result in Council ceasing to do business with the supplier.

Use of Council's Resources: Suppliers and contractors may only use Council resources and equipment if it is in accordance with specific conditions of a formal contract.

Employment of Council Staff: All suppliers and contractors who deal with Council are not permitted to offer Council staff outside employment or business proposals of any kind. Council staff have a duty to maintain public trust and confidence, and not use commercially sensitive information to facilitate future employment opportunities in the private sector.

Public Comments: Suppliers and contractors must not make any public comments or statements that would lead anyone to believe they are representing Council or expressing its views or policies.

Canvassing Support: During a tender process, any prospective supplier or contractor shall not directly or indirectly discuss their tender bid with a Councillor, or canvass support from an employee of Council, at any time. Any supplier or contractor involved in such activity will result in their tender being rejected.

Modern Slavery: Suppliers and contractors must comply with the requirements under the Modern Slavery Amendment Act 2021 (Cth) and all related legislation including the Modern Slavery Act 2018 (NSW). Council will not participate in any procurement with a supplier or contractor that is found to be engaging in modern slavery.

Complying with this Statement

By complying with the principles and standards of behaviour outlined in this Statement, all parties will be able to advance their objectives and interests in a fair and ethical manner. Failure to comply with this Statement may be deemed as a breach of contract. Council may terminate its contract or take other actions considered appropriate.

Reporting

To report any unethical behaviour in doing business with Council, please lodge a submission in writing to:

The General Manager
Muswellbrook Shire Council
60-82 Bridge Street
Muswellbrook NSW, 2333.



9.4.2. Payment of Expenses and Provision of Facilities to Councillors Policy

| | |
|---------------------------------|---|
| Attachments: | 1. MSC02E Councillor Expenses and Facilities Policy [9.4.2.1 - 19 pages] |
| | 2. 20220825 Councillor Expenses and Facilities Policy Suggested Template OLG 002 [9.4.2.2 - 15 pages] |
| Responsible Officer: | Derek Finnigan - Acting General Manager |
| Author: | Chloe Wuiske (Business Improvement Officer) |
| Community Plan Issue: | 6 - Community Leadership |
| Community Plan Goal: | 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. |
| Community Plan Strategy: | 22.1.1 - Implement and maintain a diverse range of communication channels between Council and community stakeholders.. |

PURPOSE

The purpose of this report is to present the amended *Councillors Expenses and Facilities Policy* (Attachment 1) to Council for noting.

OFFICER'S RECOMMENDATION

The amended *Councillors Expenses and Facilities Policy* be NOTED.

Moved: _____ Seconded: _____

BACKGROUND

The *Councillors Expenses and Facilities Policy* (the Policy) establishes a framework for effective governance, compliance with legislation, and effective use of Council's resources.

In accordance with Section 252 of the Act and this Policy, Council will pay expenses incurred or to be incurred, and provide facilities for, the Mayor, the Deputy Mayor and Councillors to enable the discharge of their functions of Civic Office.

The Local Government Act 1993 (NSW) requires Council to provide notice of intention to adopt the *Councillors Expenses and Facilities Policy*. Notice may be provided by placing the Policy on public exhibition on Council's website for a period of 28 days to allow for potential community comment.

The Policy was placed on public exhibition for 28 days from 29 June, 2022 to 26 July, 2022. No submissions were received during the exhibition period.

At the Ordinary Council meeting on 23 August 2022, the *Councillors Expenses and Facilities*



Policy was adopted by Council with requested amendments.

Minute number 457 RESOLVED on the motion of Cr R. Scholes and Cr D. Marshall that: The *Councillors Expenses and Facilities Policy* be ADOPTED with amendments, as below. That Item 6.5 of the *Councillors Expenses and Facilities Policy* be amended to read:

“For all travel expenditure, the application for travel is to outline:

1. Who is to take part in the travel;
2. The objectives to be achieved, including any staff professional development, organisational or community benefits;
3. Details of costs;
4. Any contribution proposed by the applicant

Cr Douglas and Cr Bowditch requested clarification of Section 8 - Legal Assistance. The Office of Local Government has released an updated version of the *Councillor Expenses and Facilities Policy Template* (Attachment 2) and Council's *Policy* has been updated in Section 8 – Legal Assistance to be in line with current Office of Local Government's policy template.

CONSULTATION

Councillors

Finance Review and Advisory Committee

General Manager

Chief Financial Officer

Finance Manager

Manager Governance

Public exhibition - 29 June, 2022 to 26 July, 2022

REPORT

The name of the policy has been updated from the *Payment of Expenses and Provision of Facilities for Councillors Policy* to the *Councillors Expenses and Facilities Policy*, in accordance with the Office of Local Government's policy template.

A request from Councillor Scholes to remove reference to the exemptions for reporting details of travel below the \$1,500 per person threshold has been updated in section 6.5 of the *Policy*.

The word 'interstate' has been removed in section 6.3 and 6.4 to avoid confusion.

Section 8 - Legal Assistance has been updated in line with the Office of Local Government's updated version of the *Councillor Expenses and Facilities Policy Template*.



OPTIONS

Council may:

1. Resolve to note the amended Policy;
2. Request that further amendments be applied to the Policy, necessitating an additional period of public exhibition;
3. Resolve to not note the revised Policy and retain the existing policy, which does not have sections 6 and 8 updated as requested.

CONCLUSION

It is recommended that the amended *Councillors Expenses and Facilities Policy* be noted.

SOCIAL IMPLICATIONS

Nil known

FINANCIAL IMPLICATIONS

Nil known

POLICY IMPLICATIONS

Policies are due for ratification by Council.

STATUTORY IMPLICATIONS

Local Government Act 1993 (NSW)

252 Payment of expenses and provision of facilities

- (1) Within the first 12 months of each term of a council, the council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor (if there is one) and the other councillors in relation to discharging the functions of civic office.
- (2) The policy may provide for fees payable under this Division to be reduced by an amount representing the private benefit to the mayor or a councillor of a facility provided by the council to the mayor or councillor.
- (3) A council must not pay any expenses incurred or to be incurred by, or provide any facilities to, the mayor, the deputy mayor (if there is one) or a councillor otherwise than in accordance with a policy under this section.
- (4) A council may from time to time amend a policy under this section.
- (5) A policy under this section must comply with the provisions of this Act, the regulations and any relevant guidelines issued under section 23A.

253 Requirements before policy concerning expenses and facilities can be adopted or amended

- (1) A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.
- (2) Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.
- (3) Despite subsections (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the



council is of the opinion that the proposed amendment is not substantial.

(4) (Repealed)

(5) A council must comply with this section when proposing to adopt a policy in accordance with section 252(1) even if the council proposes to adopt a policy that is the same as its existing policy.

254 Decision to be made in open meeting

The council or a council committee all the members of which are councillors must not close to the public that part of its meeting at which a policy for the payment of expenses or provision of facilities is adopted or amended, or at which any proposal concerning those matters is discussed or considered.

LEGAL IMPLICATIONS

Nil known

OPERATIONAL PLAN IMPLICATIONS

This report links to the Operational Plan as follows:

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

“Enhanced collaboration with Council’s community and stakeholders to ensure Council and its elected arm is best placed to make decisions in the best interest of the community”.

6.2.5.2 - Review the policy management framework.

RISK MANAGEMENT IMPLICATIONS

Proposed policies mitigate potential risks to the implementation of Council’s Delivery Program and Operational Plan which may occur if the policies are not adopted.

WASTE MANAGEMENT IMPLICATIONS

Nil known

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

The Policy was publicly exhibited from 29 June, 2022 to 26 July, 2022



**muswellbrook
shire council**

Councillor Expenses and Facilities
Policy~~Payment of Expenses and Provision of~~
~~Facilities to Councillors Policy~~

MSC02E

Adopted by Council

Date: 23/08/2022

Minute No. 457

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Policy summary

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to councillors to help them undertake their civic duties.

It ensures accountability and transparency, and seeks to align councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2021* (the Regulation), and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

The policy sets out the maximum amounts council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

The main expenses and facilities are summarised in the table below. All monetary amounts are exclusive of GST.

| Expense or facility | Maximum amount | Frequency |
|---|--|----------------|
| General travel expenses | \$10,000 total | Per year |
| Interstate, overseas and long distance intrastate travel expenses | \$ as above | Per year |
| Accommodation and meals | As per the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, adjusted annually \$9,789 total | Per meal/night |
| Professional development | \$17,052 total | Per year |
| Conferences and seminars | \$4,000 total for all councillors | Per year |
| ICT expenses (inc telephone usage) | \$1,623 total for all councillors | Per year |
| Carer expenses | \$6,000 total for all councillors | Per year |
| Access to facilities in a Councillor common room [where applicable Clause 9.1] | Provided to all councillors | Not relevant |
| Council vehicle and fuel card [where applicable Clause 10] - Mayor | \$12,508 | Per year |
| Reserved parking space at Council offices | Not provided | Not relevant |
| Furnished office [where applicable Clause 10] | Provided to the mayor | Not relevant |
| Number of exclusive staff supporting Mayor and Councillors [where applicable Clause 10] | Provided to the mayor | Not relevant |

Additional costs incurred by a councillor in excess of these limits are considered a personal expense that is the responsibility of the councillor.

Councillors must provide claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

Detailed reports on the provision of expenses and facilities to councillors will be publicly tabled at a council meeting every six months and published in full on council's website. These reports will include expenditure summarised by individual councillor and as a total for all councillors.

Part A – Introduction

1. Introduction

- 1.1. The provision of expenses and facilities enables councillors to fulfil their civic duties as the elected representatives of Muswellbrook Shire Council.
- 1.2. The community is entitled to know the extent of expenses paid to councillors, as well as the facilities provided.
- 1.3. The purpose of this policy is to clearly state the facilities and support that are available to councillors to assist them in fulfilling their civic duties.
- 1.4. Council staff are empowered to question or refuse a request for payment from a councillor when it does not accord with this policy.
- 1.5. Expenses and facilities provided by this policy are in addition to fees paid to councillors. The minimum and maximum fees a council may pay each councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

2. Policy objectives

- 2.1. To comply with the provisions of Section 252 of the Local Government Act 1993 (the Act), the Local Government (General) Regulation 2021 (the regulations) and the Guidelines released by the Office of Local Government (October 2009) concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the Mayor, the Deputy Mayor and Councillors in relation to discharging the functions of Civic Office.

Note: This policy excludes annual fees paid to the Mayor and Councillors under sections 248-251 inclusive of the Act

3. Principles

- 3.1. Council commits to the following principles:
 - Proper conduct:** councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions
 - Reasonable expenses:** providing for councillors to be reimbursed for expenses reasonably incurred as part of their role as councillor
 - Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a councillor
 - Equity:** there must be equitable access to expenses and facilities for all councillors
 - Appropriate use of resources:** providing clear direction on the appropriate use of council resources in accordance with legal requirements and community expectations
 - Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to councillors.

4. Private or political benefit

- 4.1. In carrying out their civic duties Councillors should not obtain any private benefit from the provisions or facilities provided to them. Any such loyalty programs while on Council business should be avoided. It is however, acknowledged that incidental use of Council resources derives a minor personal benefit. This minor benefit is not subject to compensatory payment back to Council.

Part B – Expenses

5. General expenses

- 5.1. Council in accordance with Section 252 of the Act and Clause 403 of the Regulations will not provide an allowance for general expenses to any Councillors under any circumstance.

6. Specific expenses

General travel arrangements and expenses

- 6.1. All travel by councillors should be undertaken by utilising the most direct route and the most practicable and economical mode of transport subject to any personal medical considerations.
- 6.2. In the case accommodation is to be provided to Councillor(s) the cost of the accommodation should be reasonable.

Interstate, overseas and long distance intrastate travel expenses

- 6.3. The General Manager has authority to approve ~~interstate~~ travel.
- 6.4. Where Councillors or staff propose to travel ~~interstate~~:
 - a) Applications must be approved by the General Manager prior to the travel being arranged.
- 6.5. ~~Where the cost of the travel is expected to exceed \$1,500 per person, then~~ For all travel expenditure, the application for travel is to outline:
 - a) Who is to take part in the travel;
 - b) The objectives to be achieved, including any staff professional development, organisational or community benefits;
 - c) Details of costs;
 - d) Any contribution proposed by the applicant.

Travel expenses not paid by Council

- 6.6. Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

Accommodation and meals

- 6.7. In circumstances where it would introduce undue risk for a councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the general manager. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the councillor lives more than 50 kilometres from the meeting location.

- 6.8. Council will reimburse costs for accommodation and meals while councillors are undertaking prior approved travel or professional development outside the Hunter.
- 6.9. The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.
- 6.10. The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the general manager, being mindful of Clause 6.9.
- 6.11. Councillors will not be reimbursed for alcoholic beverages.

Refreshments for council related meetings

- 6.12. Appropriate refreshments will be available for council meetings, council committee meetings, councillor briefings, approved meetings and engagements, and official council functions as approved by the general manager.
- 6.13. As an indicative guide for the standard of refreshments to be provided at council related meetings, the general manager must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

Professional development

- 6.14. Council encourages Councillors to attend Councillor Development (training) courses and programs in line with the Office of Local Governments Professional Development Guide for Councillors. Expenses will be paid under the same conditions in clause 2.1 above.
- 6.15. Councillors who attend professional development courses are required to make an application to the General Manager. Applications are to be submitted on the prescribed form (a copy of the form is attached to this policy). Attendance at these functions is subject to annual budget limits and must be jointly approved by the General Manager and Mayor.

Conferences and seminars

- 6.16. Council will be responsible for the expenses of the Councillors attending conferences, seminars, meetings and official engagements and functions, where the Councillor has been duly authorised by the General Manager, or is deputising for the Mayor.
- 6.17. Council will meet the direct costs associated with the conference, seminar, and the like. These costs may include registration fees, travel costs, accommodation, official lunches and dinners, and associated tours where they are relevant to the business and interest of Council.
- 6.18. Council will also be responsible for meals not included in the conference fee for attendance by Councillors at these functions. A maximum of seventy five (\$75) dollars per Councillor, per day will be reimbursed for expenses claimed under this provision.
- 6.19. Upon their return Councillors, or a member of staff accompanying the Councillor/s, should provide a written report to Council on the aspects of the conference relevant to Council business and/or the local community.

Information Technologies and Resources

- 6.20. Council may provide resources in accordance with Council Policy –*Information Technology Policy* and *Acceptable Use Policy*. The use of such equipment, if provided, is to be in accordance with these policies.
- 6.21. The resources include iPads, scanners and printers, email, facsimiles, internet, intranet, mobile telephones, pagers, telephones, two way radios and digital cameras.
- 6.22. Council will also provide on request and at Council's expense a multi-function fax/copier/telephone and internet connection. Such resources shall remain the property of the Council.

Special requirement and carer expenses

- 6.23. Council will reimburse a Councillor's reasonable carer expenses up to an amount of \$6,000 per year, to cover the engagement of a babysitter or carer where required to allow the Councillor to attend to official obligations and/or professional development. Reimbursement does not apply where the care is provided by a parent or by a spouse of a parent of the child.
- 6.24. In the event, carer expenses exceed the annual limit, reimbursement will be provided subject to the submission of a formal claim for reimbursement to the Mayor and the General Manager who will decide upon the request.
- 6.25. Councillors claiming the carer expense should not be subject to criticism for doing so.

7. Insurances

- 7.1. Council will provide all Councillors with personal accident cover, Councillors' and Officers' Liability Insurance and other appropriate insurance cover required in the discharge of their official duties.

8. Legal assistance

- 8.1. Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
 - a councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the councillor
 - a councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the councillor
 - a councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the councillor.
 - 8.2. In the case of a code of conduct complaint made against a councillor, legal costs will only be made available where the matter has been referred by the general manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the councillor.
 - 8.3. Legal expenses incurred in relation to proceedings arising out of the performance by a councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a councillor acted corruptly would not be covered by this section.
 - 8.4. Council will not meet the legal costs:
 - of legal proceedings initiated by a councillor under any circumstances
 - of a councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
 - for legal proceedings that do not involve a councillor performing their role as a councillor.
 - 8.5. Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a council meeting prior to costs being incurred.
- 8.1. ~~Council may reimburse reasonable legal expenses in the following circumstances:~~

- ~~a) A Councillor defending an action arising from the performance in good faith of a function under the Act (section 731); or~~
 - ~~b) A Councillor defending an action in defamation provided the statements complained of were in good faith in the course of exercising a function under the Act; or~~
 - ~~c) A Councillor for proceedings before the Local Government Pecuniary Interest and Disciplinary Tribunal or an investigative body provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the Tribunal or investigative body makes a finding not substantially unfavourable to the Councillor.~~
- ~~8.2. Expenses are not covered in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. Council will not meet the costs of a Councillor seeking advice in respect of the Councillor taking possible defamation action, or in seeking a non-litigious remedy for possible defamation. Council will not meet the costs of legal proceedings initiated by a Councillor under any circumstances.~~
- ~~8.3. Prior to incurring any legal expenses, Councillors must seek in writing, where possible to do so, approval through Council resolution to claim reasonable legal costs.~~

Part C – Facilities

9. General facilities for all councillors

Facilities

- 9.1. Council will provide facilities to support the Mayor and the Councillors to undertake their functions of Civic Office.
- 9.2. Use of Council resources is subject to provisions of the Code of Conduct and Council's Policies.
- 9.3. Council facilities, equipment and services are not to be used to produce election material or for any other political purpose.

Stationery

- 9.4. Council will provide, upon request, the following stationery to Councillors to be used only on Council business:
 - a) Writing Pads
 - b) Envelopes
 - c) Paper
 - d) Business Cards
 - e) Writing Pens
 - f) Diary
 - g) Postage for associated mailing of official correspondence.

Administrative support

- 9.5. Council will provide an administrative service to all Councillors to facilitate the discharge of functions of Civic Office.

10. Additional facilities for the mayor

- 10.1. The Mayor may be provided with a fully maintained motor vehicle to discharge the function of Civic Office and the performance of Council business. The vehicle will be of an appropriate standard as agreed by the Mayor and the General Manager. The mayor must keep a log book setting out the date, distance and purpose of all travel. This must include any travel for private benefit. The log book must be submitted to council on a monthly basis.
- 10.2. The vehicle shall always remain the property of the Council.
- 10.3. The Mayor will be entitled to use the motor vehicle for purposes other than the discharge of functions of the Civic Office and the performance of Council business. Fees payable to the Mayor will not be reduced for any private benefit gained from the private use of the vehicle.
- 10.4. The Mayor is entitled to authorise any licensed driver to drive the Mayoral vehicle.
- 10.5. Communication facilities will be included with the vehicle for use on Council business and will remain the property of the Council. The Council will pay associated costs/rentals.
- 10.6. Council shall reimburse the Mayor for any incurred fuel, oil, parking fees, or similar vehicle costs.
- 10.7. The vehicle will be fitted with a dedicated electronic toll tag for tollways throughout Australia. Council will be responsible for the associated costs and any accumulated fares accrued by utilising the electronic toll tag.
- 10.8. Council will provide a furnished office suite, "Mayor's Room" located in the Administration Centre, available to the Mayor.
- 10.9. The Mayor will be provided with information technology resources to be used at the Administration Centre, or any location, which the Mayor may decide, with all costs being paid by Council. The Mayor will be given access to all Council data necessary for the discharge of Mayoral duties and be subject to access and usage protocols observed by all users of Council's computer system.
- 10.10. Council will provide the Mayor with appropriate communication facilities (E.g. mobile phone, Blackberry or similar) with a monthly usage limit not exceeding seventy five dollars (\$75). Amounts exceeding this limit should be advised to the General Manager.
- 10.11. The use of such equipment, if provided, is to be in accordance with the guidelines set out in Council Policy – *Information Technology Policy and Acceptable Use Policy*.

Part D – Processes

11. Approval, payment and reimbursement arrangements

- 11.1. Expenses should only be incurred by councillors in accordance with the provisions of this policy.
- 11.2. Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 11.3. Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
 - local travel relating to the conduct of official business
 - carer costs
- 11.4. Final approval for payments made under this policy will be granted by the general manager or their delegate.

Direct payment

- 11.5. Council may approve and directly pay expenses. Requests for direct payment must be submitted to the General Manager for assessment against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

Reimbursement

- 11.6. All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted to the General Manager.

Advance payment

- 11.7. Council may pay a cash advance for councillors attending approved conferences, seminars or professional development.
- 11.8. Requests for advance payment must be submitted to the General Manager for assessment against this policy using the prescribed form with sufficient information and time to allow for the claim to be assessed and processed.
- 11.9. Councillors must fully reconcile all expenses against the cost of the advance within one month of incurring the cost and/or returning home. This includes providing to council:
- a full reconciliation of all expenses including appropriate receipts and/or tax invoices
 - reimbursement of any amount of the advance payment not spent in attending to official business or professional development.

Notification

- 11.10. If a claim is approved, council will make payment directly or reimburse the councillor through accounts payable.
- 11.11. If a claim is refused, council will inform the councillor in writing that the claim has been refused and the reason for the refusal.

Reimbursement to council

- 11.12. If council has incurred an expense on behalf of a councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:
- council will invoice the councillor for the expense
 - the councillor will reimburse council for that expense within 14 days of the invoice date.
- 11.13. If the councillor cannot reimburse council within 14 days of the invoice date, they are to submit a written explanation to the general manager. The general manager may elect to deduct the amount from the councillor's allowance.

Timeframe for reimbursement

- 11.14. Unless otherwise specified in this policy, councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

12. Disputes

- 12.1. A Councillor shall notify the Mayor in writing of any dispute or grievance in relation to the payment of an expense or facilities claim provided to Council. A meeting shall be held between the Councillor, Mayor and the General Manager to discuss the grievance or dispute. A remedy should be reached within two weeks of the notification. If the matter remains unresolved, independent dispute resolution advice may be sought.
- 12.2. In any situation where a request, dispute or payment involves the Mayor, the Deputy Mayor will be required to authorise the process.

13. Return or retention of facilities

- 13.1. At the time a Councillor ceases to hold the office of Councillor, all property of the Council in the Councillor's possession must be returned to the General Manager.
- 13.2. Council may provide Councillors with the opportunity to purchase Council equipment previously allocated to them at the cessation of their duties. If Council makes available such an option, the item for sale should be purchased at an agreed fair market price or written down value. The prices for all equipment purchased by councillors under Clause 13.2 will be recorded in Council's annual report.

14. Publication

- 14.1. This policy will be published on council's website.

15. Reporting

- 15.1. Council is required to include in its Annual Report:
 - a) Total amount of money expended during the year on Mayoral Fees and Councillor Fees;
 - b) Council's policy on the provision of facilities for, and the payment of expenses to Councillors;
 - c) Total amount of money expended during the year on providing those facilities and paying those expenses.
 - d) Such other information the Local Government (General) Regulations 2021 may require;
 - e) Reporting requirements regarding Councillor Expenses and facilities as included in the NSW OLG Reporting Guidelines pursuant to section 406 of the Act.
- 15.2. In addition Councils are required to report on the total cost of all expenses and facilities, and the total cost of each of the following types of expenses and facilities:
 - a) Dedicated office equipment
 - b) Telephone calls
 - c) Attendance at conferences and seminars
 - d) Councillor training
 - e) Interstate visits
 - f) Overseas visits
 - g) Spouse/partner expenses
 - h) Carer expenses.
- 15.3. In addition to the statutory reporting requirements, Council will report other costs where these are significant. For example, Council will report the cost of the provision of facilities and equipment where such provision is above what would normally be required for the day-to-day running of the Council.

16. Auditing

- 16.1. The operation of this policy, including claims made under the policy, will be included in council's audit program and an audit undertaken at least every two years.

17. Breaches

- 17.1. Suspected breaches of this policy are to be reported to the general manager.
- 17.2. Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

PART E – Appendices

Appendix I: Related legislation, guidance and policies

Relevant legislation and guidance:

Local Government Act 1993, Sections 23A, 252-254A, 382 and 428

Local Government (General) Regulation 2005, Clauses 217 and 403

Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009

Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities

Local Government Circular 05-08 legal assistance for Councillors and Council Employees.

Related Council policies:

Code of Conduct

Appendix II: Definitions

The following definitions apply throughout this policy.

| Term | Definition |
|---------------------------------|---|
| accompanying person | Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a councillor |
| appropriate refreshments | Means food and beverages, excluding alcohol, provided by council to support councillors undertaking official business |
| Act | Means the <i>Local Government Act 1993</i> (NSW) |
| clause | Unless stated otherwise, a reference to a clause is a reference to a clause of this policy |
| Code of Conduct | Means the Code of Conduct adopted by Council or the Model Code if none is adopted |
| Councillor | Means a person elected or appointed to civic office as a member of the governing body of council who is not suspended, including the mayor |
| General Manager | Means the general manager of Council and includes their delegate or authorised representative |
| incidental personal use | Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct |
| long distance intrastate travel | Means travel to other parts of NSW of more than three hours duration by private vehicle |
| maximum limit | Means the maximum limit for an expense or facility provided in the text and summarised in Appendix 1 |
| NSW | New South Wales |
| official business | Means functions that the mayor or councillors are required or invited to attend to fulfil their legislated role and responsibilities for council or result in a direct benefit for council and/or for the local government area, and includes: <ul style="list-style-type: none"> meetings of council and committees of the whole meetings of committees facilitated by council civic receptions hosted or sponsored by council meetings, functions, workshops and other events to which attendance by a councillor has been requested or approved by council |
| professional development | Means a seminar, conference, training course or other development opportunity relevant to the role of a councillor or the mayor |
| Regulation | Means the <i>Local Government (General) Regulation 2005</i> (NSW) |
| year | Means the financial year, that is the 12 month period commencing on 1 July each year |

MUSWELLBROOK SHIRE COUNCIL - COUNCILLOR EXPENSES CLAIM

| PERSONAL DETAILS | |
|------------------|--|
| Date: | |
| Name: | |

| DETAILS OF EXPENSES CLAIMED | |
|---|--|
| Type of Expenses e.g. Professional development, child care, travel etc. | |
| Course (if applicable): | |
| Provider: | |
| Cost: | |
| Location: | |
| Accommodation details (if applicable): | |
| Cost of Accommodation (if applicable): | |
| Meals | |
| Other expenses | |
| | |
| General Ledger No. | |

I hereby certify that the expenses claimed are in relation to a council approved activity and were incurred by me discharging the functions of civic office.

I have attached all receipts and/or diary statement to verify expenses.

Councillor signature

Date

| OUTCOME OF EXPENSES CLAIMED | |
|---|--|
| <input type="checkbox"/> Approved <input type="checkbox"/> Declined | |
| Date of payment: | |
| Name: | |
| Position: | |
| Signature: | |
| Date: | |

| | |
|--|---------------|
| Conference and Seminar Expenses | 1060.0010.500 |
| Mobile Telephones | 1060.0270.565 |
| Meal (sustenance) expenses | 1060.0450.557 |
| Spouse/partner/accompanying person expenses | 1060.0450.581 |
| Care and other related expenses | 1060.0450.582 |
| Councillor Development | 1060.0451.500 |
| Travelling expenses | 1060.0820.003 |

TOTAL

MUSWELLBROOK SHIRE COUNCIL

COUNCILLOR DEVELOPMENT PROGRAM

COUNCILLORS PROFESSIONAL DEVELOPMENT COSTS WILL BE COVERED WHERE THEY RELATE TO THEIR OBLIGATIONS AS AN ELECTED REPRESENTATIVE OF LOCAL GOVERNMENT AS OUTLINED IN THE NSW OFFICE OF LOCAL GOVERNMENT COUNCILLOR HANDBOOK AND COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT GUIDE FOR COUNCILS.

| PERSONAL DETAILS | |
|-----------------------|--|
| Date: | |
| Name: | |
| Councillor Signature: | |

| COURSE DETAILS & ASSOCIATED COSTS | |
|--|--|
| Course Name: | |
| Provider: | |
| Cost: | |
| Location: | |
| Other details about the course: | |
| Accommodation details (if applicable): | |
| Cost of Accommodation (if applicable): | |
| General Ledger No | |
| Any additional time required to attend the course or travel to the course: | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate the proposed additional time required: _____ _____ |

| DESIRED SKILLS TO BE ACQUIRED THROUGH THIS TRAINING | |
|--|--|
| • NOTE THE <i>GUIDE FOR PROFESSIONAL DEVELOPMENT FOR COUNCILLORS</i> | |
| | |
| | |
| | |
| | |
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| | |
| | |
| | |

| OUTCOME OF TRAINING REQUEST | |
|---|--|
| <input type="checkbox"/> Approved <input type="checkbox"/> Declined | |
| Date of meeting: | |
| Name: | |
| Position: | |
| Signature: | |
| Date: | |

Authorisation Details

| | |
|--------------------------|--|
| Authorised by: | Council |
| Minute No: | |
| Date: | |
| Review timeframe: | Within the first 12 months of the term of each new Council |
| Department: | Governance |
| Document Owner: | Manager Governance |

Details History

| Version No. | Date changed | Policy type | Modified by | Amendments made |
|-------------|-------------------|-----------------|-------------------------------------|---|
| <u>1</u> | <u>11/09/2018</u> | <u>External</u> | <u>Policy Officer</u> | <u>Adopted by Council on 11/09/2018, minute number 95.</u> |
| <u>2</u> | 09/06/2022 | External | Governance Officer | Relevant provisions from current policy merged with the suggested Payment of Expenses and Provision of Facilities to Councillors template provided by OLG. Provisions in the current policy that are not also in the OLG template were omitted. Figures updated in accordance with 2022-23 budget. |
| <u>3</u> | <u>13/09/2022</u> | <u>External</u> | <u>Business Improvement Officer</u> | <u>Removed reference to the exemptions for reporting details of travel below the \$1,500 per person threshold section 6.5</u> <u>Removed word 'interstate' from section 6.3 and 6.4.</u> <u>Updated section 8 Legal Assistance to be in line with OLG template.</u> <u>Formatting</u> <u>Change of Policy title in line with OLG's model Policy</u> |
| | | | | |
| | | | | |

Councillor Expenses and Facilities Policy

Suggested template

Notes for users

This template for a Councillor Expenses and Facilities Policy is provided as a suggested format for councils in response to requests for guidance on better practice. The template has been prepared to be consistent with the Local Government Act 1993 and Local Government (General) Regulations 2005. If there are any inconsistencies, the Act and Regulations take precedence.

The template has been designed to be amended to suit local needs and circumstances. It is recognised that the provisions in the policy template will not all be appropriate for every council.

Areas where councils will need to incorporate specific direction are highlighted and indicated in [square brackets]. This note to users and all highlighted sections should be deleted during preparation of the draft policy.

Councils using this template will need to include maximum expenditure limits for specific expenses and facilities. Councils will tailor these limits to their own context and community expectations. Councils may wish to benchmark against similar councils to determine these limits.

Once exhibited and adopted, the policy should be made publicly available on the council website.

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Policy summary

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to councillors to help them undertake their civic duties.

It ensures accountability and transparency, and seeks to align councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2005* (the Regulation), and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

The policy sets out the maximum amounts council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

The main expenses and facilities are summarised in the table below. All monetary amounts are exclusive of GST.

| Expense or facility | Maximum amount | Frequency |
|---|---|----------------|
| General travel expenses | <p>\$(insert) per councillor</p> <p>\$(insert) for the Mayor</p> | Per year |
| Interstate, overseas and long distance intrastate travel expenses | \$(insert) total for all councillors | Per year |
| Accommodation and meals | As per the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, adjusted annually | Per meal/night |
| Professional development | \$(insert) per councillor | Per year |
| Conferences and seminars | \$(insert) total for all councillors | Per year |
| ICT expenses | \$(insert) per councillor | Per year |
| Carer expenses | \$(insert) per councillor | Per year |
| Home office expenses | \$(insert) per councillor | Per year |
| Postage stamps | [insert] | Per year |
| Christmas or festive cards | <p>[insert] per councillor</p> <p>[insert] for the mayor</p> | Per year |
| Access to facilities in a Councillor common room [where applicable Clause 9.1] | Provided to all councillors | Not relevant |
| Council vehicle and fuel card [where applicable Clause 10] | Provided to the mayor | Not relevant |
| Reserved parking space at Council offices | Provided to the mayor | Not relevant |
| Furnished office [where applicable Clause 10] | Provided to the mayor | Not relevant |
| Number of exclusive staff supporting Mayor and Councillors [where applicable Clause 10] | Provided to the mayor and councillors | Not relevant |

Additional costs incurred by a councillor in excess of these limits are considered a personal expense that is the responsibility of the councillor.

Councillors must provide claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

Detailed reports on the provision of expenses and facilities to councillors will be publicly tabled at a council meeting every six months and published in full on council's website. These reports will include expenditure summarised by individual councillor and as a total for all councillors.

Part A – Introduction

1. Introduction

- 1.1. The provision of expenses and facilities enables councillors to fulfil their civic duties as the elected representatives of [insert name] council.
- 1.2. The community is entitled to know the extent of expenses paid to councillors, as well as the facilities provided.
- 1.3. The purpose of this policy is to clearly state the facilities and support that are available to councillors to assist them in fulfilling their civic duties.
- 1.4. Council staff are empowered to question or refuse a request for payment from a councillor when it does not accord with this policy.
- 1.5. Expenses and facilities provided by this policy are in addition to fees paid to councillors. The minimum and maximum fees a council may pay each councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

2. Policy objectives

- 2.1. The objectives of this policy are to:
 - enable the reasonable and appropriate reimbursement of expenses incurred by councillors while undertaking their civic duties
 - enable facilities of a reasonable and appropriate standard to be provided to councillors to support them in undertaking their civic duties
 - ensure accountability and transparency in reimbursement of expenses and provision of facilities to councillors
 - ensure facilities and expenses provided to councillors meet community expectations
 - support a diversity of representation
 - fulfil the council's statutory responsibilities.

3. Principles

- 3.1. Council commits to the following principles:
 - **Proper conduct:** councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions
 - **Reasonable expenses:** providing for councillors to be reimbursed for expenses reasonably incurred as part of their role as councillor
 - **Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a councillor
 - **Equity:** there must be equitable access to expenses and facilities for all councillors
 - **Appropriate use of resources:** providing clear direction on the appropriate use of council resources in accordance with legal requirements and community expectations
 - **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to councillors.

4. Private or political benefit

- 4.1. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
- 4.2. Private use of council equipment and facilities by councillors may occur from time to time. For example, telephoning home to advise that a council meeting will run later than expected.
- 4.3. Such incidental private use does not require a compensatory payment back to council.
- 4.4. Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of council facilities does occur, councillors must reimburse the council.
- 4.5. Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:
 - production of election material
 - use of council resources and equipment for campaigning
 - use of official council letterhead, publications, websites or services for political benefit
 - fundraising activities of political parties or individuals, including political fundraising events.

Part B – Expenses

5. General expenses

- 5.1. All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.
- 5.2. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

6. Specific expenses

General travel arrangements and expenses

- 6.1. All travel by councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.
- 6.2. Each councillor may be reimbursed up to a total of **\$[insert]** per year, and the mayor may be reimbursed up to a total of **\$[insert]** per year, for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW. This includes reimbursement:
 - for public transport fares
 - for the use of a private vehicle or hire car
 - for parking costs for Council and other meetings
 - for tolls
 - by Cabcharge card or equivalent
 - for documented ride-share programs, such as Uber, where tax invoices can be issued.
- 6.3. Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.
- 6.4. Councillors seeking to be reimbursed for use of a private vehicle must keep a log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.

Interstate, overseas and long distance intrastate travel expenses

[For councils in metropolitan areas, this section includes reference to long distance intrastate travel. Councils in regional, rural and remote areas may wish to delete these references].

- 6.5. [Councils located on state borders may wish to include the following clause: Given Council's location [on or near] an interstate border, travel to [insert state name] will be considered as general travel. Arrangements and expenses for this travel will be governed by Clauses 6.1-6.4].
- 6.6. In accordance with Section 4, Council will scrutinise the value and need for councillors to undertake overseas travel. Councils should avoid interstate, overseas and long distance intrastate trips unless direct and tangible benefits can be established for the council and the local community. This includes travel to sister and friendship cities.
- 6.7. Total interstate, overseas and long distance intrastate travel expenses for all councillors will be capped at a maximum of \$[insert] per year. This amount will be set aside in Council's annual budget.
- 6.8. Councillors seeking approval for any interstate and long distance intrastate travel must submit a case to, and obtain the approval of, the general manager prior to travel.
- 6.9. Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full council meeting prior to travel.
- 6.10. The case should include:
- objectives to be achieved in travel, including an explanation of how the travel aligns with current council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the councillor's civic duties
 - who is to take part in the travel
 - duration and itinerary of travel
 - a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
- 6.11. For interstate and long distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.
- 6.12. For interstate journeys by air of more than three hours, the class of air travel may be premium economy.
- 6.13. For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.
- 6.14. Bookings for approved air travel are to be made through the general manager's office.
- 6.15. For air travel that is reimbursed as council business, councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

Travel expenses not paid by Council

- 6.16. Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

Accommodation and meals

- 6.17. [Rural and regional councils may wish to include the following clause:] In circumstances where it would introduce undue risk for a councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the general manager. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the councillor lives more than 50 kilometres from the meeting location.
- 6.18. Council will reimburse costs for accommodation and meals while councillors are undertaking prior approved travel or professional development outside [insert relevant region e.g. metropolitan Sydney/the Hunter/the Murray].

- 6.19. The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.
- 6.20. The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the general manager, being mindful of Clause 6.19.
- 6.21. Councillors will not be reimbursed for alcoholic beverages.

Refreshments for council related meetings

- 6.22. Appropriate refreshments will be available for council meetings, council committee meetings, councillor briefings, approved meetings and engagements, and official council functions as approved by the general manager.
- 6.23. As an indicative guide for the standard of refreshments to be provided at council related meetings, the general manager must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

Professional development

- 6.24. Council will set aside **\$[insert]** per councillor annually in its budget to facilitate professional development of councillors through programs, training, education courses and membership of professional bodies.
- 6.25. In the first year of a new council term, Council will provide a comprehensive induction program for all councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.
- 6.26. Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the councillor's civic duties, the councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.
- 6.27. Approval for professional development activities is subject to a prior written request to the general manager outlining the:
- details of the proposed professional development
 - relevance to council priorities and business
 - relevance to the exercise of the councillor's civic duties.
- 6.28. In assessing a councillor request for a professional development activity, the general manager must consider the factors set out in Clause 6.27, as well as the cost of the professional development in relation to the councillor's remaining budget.

Conferences and seminars

- 6.29. Council is committed to ensuring its councillors are up to date with contemporary issues facing council and the community, and local government in NSW.
- 6.30. Council will set aside a total amount of **\$[insert]** annually in its budget to facilitate councillor attendance at conferences and seminars. This allocation is for all councillors. The general manager will ensure that access to expenses relating to conferences and seminars is distributed equitably.
- 6.31. Approval to attend a conference or seminar is subject to a written request to the general manager. In assessing a councillor request, the general manager must consider factors including the:
- relevance of the topics and presenters to current council priorities and business and the exercise of the councillor's civic duties
 - cost of the conference or seminar in relation to the total remaining budget.
- 6.32. Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the general manager. Council will also meet the reasonable cost of meals when they are not included in the conference fees.

Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 6.18-6.21.

Information and communications technology (ICT) expenses

[Clauses 6.35-6.37 relate to the contemporary practice of providing a total expenses cap which each councillor can use flexibly to meet the ICT needs associated with his or her civic duties. Where a council prefers to provide ICT devices directly to councillors, alternative clauses can be substituted.]

- 6.33. Council will provide or reimburse councillors for expenses associated with appropriate ICT devices and services up to a limit of **\$[insert]** per annum for each councillor. This may include mobile phones and tablets, mobile phone and tablet services and data, and home internet costs.
- 6.34. Reimbursements will be made only for communications devices and services used for councillors to undertake their civic duties, such as:
- receiving and reading council business papers
 - relevant phone calls and correspondence
 - diary and appointment management.
- 6.35. Councillors may seek reimbursement for applications on their mobile electronic communication device that are directly related to their duties as a councillor, within the maximum limit.

Special requirement and carer expenses

- 6.36. Council encourages wide participation and interest in civic office. It will seek to ensure council premises and associated facilities are accessible, including provision for sight or hearing impaired councillors and those with other disabilities.
- 6.37. Transportation provisions outlined in this policy will also assist councillors who may be unable to drive a vehicle.
- 6.38. In addition to the provisions above, the general manager may authorise the provision of reasonable additional facilities and expenses in order to allow a councillor with a disability to perform their civic duties.
- 6.39. Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses up to a maximum of **\$[insert]** per annum for attendance at official business, plus reasonable travel from the principal place of residence.
- 6.40. Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- 6.41. In the event of caring for an adult person, councillors will need to provide suitable evidence to the general manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

Home office expenses

- 6.42. Each councillor may be reimbursed up to **\$[insert]** per year for costs associated with the maintenance of a home office, such as minor items of consumable stationery and printer ink cartridges.

7. Insurances

[Council to insert relevant and accurate text reflecting their own policy. Some wording is suggested below and may be used if it fits with council's policy]

- 7.1. In accordance with Section 382 of the Local Government Act, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this Policy.

- 7.2. Insurance protection is only provided if a claim arises out of or in connection with the councillor's performance of his or her civic duties, or exercise of his or her functions as a councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.
- 7.3. Council shall pay the insurance policy excess in respect of any claim accepted by council's insurers, whether defended or not.
- 7.4. Appropriate travel insurances will be provided for any councillors travelling on approved interstate and overseas travel on council business.

8. Legal assistance

- 8.1. Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
 - a councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the councillor
 - a councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the councillor
 - a councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the councillor.
- 8.2. In the case of a code of conduct complaint made against a councillor, legal costs will only be made available where the matter has been referred by the general manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the councillor.
- 8.3. Legal expenses incurred in relation to proceedings arising out of the performance by a councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a councillor acted corruptly would not be covered by this section.
- 8.4. Council will not meet the legal costs:
 - of legal proceedings initiated by a councillor under any circumstances
 - of a councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
 - for legal proceedings that do not involve a councillor performing their role as a councillor.
- 8.5. Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a council meeting prior to costs being incurred.

Part C – Facilities

9. General facilities for all councillors

Facilities

- 9.1. Council will provide the following facilities to councillors to assist them to effectively discharge their civic duties:

- [where relevant, include the following point:] a councillor common room appropriately furnished to include telephone, photocopier, printer, desks, computer terminals, pigeon holes and appropriate refreshments (excluding alcohol)
 - access to shared car parking spaces while attending council offices on official business
 - personal protective equipment for use during site visits
 - a name badge which may be worn at official functions, indicating that the wearer holds the office of a councillor and/or mayor or deputy mayor.
- 9.2. Councillors may book meeting rooms for official business in a specified council building at no cost. Rooms may be booked through a specified officer in the mayor's office or other specified staff member.
- 9.3. The provision of facilities will be of a standard deemed by the general manager as appropriate for the purpose.

Stationery

- 9.4. Council will provide the following stationery to councillors each year:
- letterhead, to be used only for correspondence associated with civic duties
 - business cards
 - up to [insert] ordinary postage stamps
 - up to [insert] Christmas or festive cards per year for councillors and [insert] for the mayor.
- 9.5. As per Section 4, stamps shall only be used to support a councillor's civic duties. Councillor mail will only be posted using the stamps provided. Any stamps not used will not be carried over to the next year's allocation.

Administrative support

- 9.6. Council will provide administrative support to councillors to assist them with their civic duties only. Administrative support may be provided by staff in the mayor's office or by a member of council's administrative staff as arranged by the general manager or their delegate.
- 9.7. As per Section 4, council staff are expected to assist councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

10. Additional facilities for the mayor

- 10.1. [Where a vehicle is provided to the mayor, include Clauses 10.1-10.4] Council will provide to the mayor a maintained vehicle to a similar standard of other council vehicles, with a fuel card. The vehicle will be supplied for use on business, professional development and attendance at the mayor's office.
- 10.2. The mayor must keep a log book setting out the date, distance and purpose of all travel. This must include any travel for private benefit. The log book must be submitted to council on a monthly basis.
- 10.3. The mayoral allowance will be reduced to cover the cost of any private travel recorded in the log book, calculated on a per kilometre basis by the rate set by the Local Government (State) Award.
- 10.4. A parking space at council's offices will be reserved for the mayor's council-issued vehicle for use on official business, professional development and attendance at the mayor's office.
- 10.5. [Where relevant, include the following clause] Council will provide the mayor with a furnished office incorporating a computer configured to council's standard operating environment, telephone and meeting space.
- 10.6. In performing his or her civic duties, the mayor will be assisted by a small number of staff providing administrative and secretarial support, as determined by the general manager.
- 10.7. The number of exclusive staff provided to support the mayor and councillors will not exceed [insert number] full time equivalents.

- 10.8. As per Section 4, staff in the mayor's office are expected to work on official business only, and not for matters of personal or political interest, including campaigning.

Part D – Processes

11. Approval, payment and reimbursement arrangements

- 11.1. Expenses should only be incurred by councillors in accordance with the provisions of this policy.
- 11.2. Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 11.3. Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
- local travel relating to the conduct of official business
 - carer costs
 - [where councils have a total expenses cap for ICT devices and services, insert the following point:] ICT expenditure.
- 11.4. Final approval for payments made under this policy will be granted by the general manager or their delegate.

Direct payment

- 11.5. Council may approve and directly pay expenses. Requests for direct payment must be submitted to the manager [insert relevant council division] for assessment against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

Reimbursement

- 11.6. All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted to the manager [insert relevant council division].

Advance payment

- 11.7. Council may pay a cash advance for councillors attending approved conferences, seminars or professional development.
- 11.8. The maximum value of a cash advance is \$[insert] per day of the conference, seminar or professional development to a maximum of \$[insert].
- 11.9. Requests for advance payment must be submitted to the manager [insert relevant council division] for assessment against this policy using the prescribed form with sufficient information and time to allow for the claim to be assessed and processed.
- 11.10. Councillors must fully reconcile all expenses against the cost of the advance within one month of incurring the cost and/or returning home. This includes providing to council:
- a full reconciliation of all expenses including appropriate receipts and/or tax invoices
 - reimbursement of any amount of the advance payment not spent in attending to official business or professional development.

Notification

- 11.11. If a claim is approved, council will make payment directly or reimburse the councillor through accounts payable.
- 11.12. If a claim is refused, council will inform the councillor in writing that the claim has been refused and the reason for the refusal.

Reimbursement to council

- 11.13.If council has incurred an expense on behalf of a councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:
- council will invoice the councillor for the expense
 - the councillor will reimburse council for that expense within 14 days of the invoice date.
- 11.14.If the councillor cannot reimburse council within 14 days of the invoice date, they are to submit a written explanation to the general manager. The general manager may elect to deduct the amount from the councillor's allowance.

Timeframe for reimbursement

- 11.15.Unless otherwise specified in this policy, councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

12. Disputes

- 12.1. If a councillor disputes a determination under this policy, the councillor should discuss the matter with the general manager.
- 12.2. If the councillor and the general manager cannot resolve the dispute, the councillor may submit a notice of motion to a council meeting seeking to have the dispute resolved.

13. Return or retention of facilities

- 13.1. All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a councillor or mayor ceasing to hold office or at the cessation of their civic duties.
- 13.2. Should a councillor desire to keep any equipment allocated by council, then this policy enables the councillor to make application to the general manager to purchase any such equipment. The general manager will determine an agreed fair market price or written down value for the item of equipment.
- 13.3. The prices for all equipment purchased by councillors under Clause 13.2 will be recorded in Council's annual report.

14. Publication

- 14.1. This policy will be published on council's website.

15. Reporting

- 15.1. Council will report on the provision of expenses and facilities to councillors as required in the Act and Regulations.
- 15.2. Detailed reports on the provision of expenses and facilities to councillors will be publicly tabled at a council meeting every six months and published in full on council's website. These reports will include expenditure summarised by individual councillor and as a total for all councillors.

16. Auditing

- 16.1. The operation of this policy, including claims made under the policy, will be included in council's audit program and an audit undertaken at least every two years.

17. Breaches

- 17.1. Suspected breaches of this policy are to be reported to the general manager.
- 17.2. Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

PART E – Appendices

Appendix I: Related legislation, guidance and policies

Relevant legislation and guidance:

- Local Government Act 1993, Sections 252 and 253
- Local Government (General) Regulation 2005, Clauses 217 and 403
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009
- Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities
- Local Government Circular 05-08 legal assistance for Councillors and Council Employees.

Related Council policies:

- Code of Conduct
- [insert others as relevant]

Appendix II: Definitions

The following definitions apply throughout this policy.

| Term | Definition |
|---------------------------------|---|
| accompanying person | Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a councillor |
| appropriate refreshments | Means food and beverages, excluding alcohol, provided by council to support councillors undertaking official business |
| Act | Means the <i>Local Government Act 1993</i> (NSW) |
| clause | Unless stated otherwise, a reference to a clause is a reference to a clause of this policy |
| Code of Conduct | Means the Code of Conduct adopted by Council or the Model Code if none is adopted |
| Councillor | Means a person elected or appointed to civic office as a member of the governing body of council who is not suspended, including the mayor |
| General Manager | Means the general manager of Council and includes their delegate or authorised representative |
| incidental personal use | Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct |
| long distance intrastate travel | Means travel to other parts of NSW of more than three hours duration by private vehicle |
| maximum limit | Means the maximum limit for an expense or facility provided in the text and summarised in Appendix 1 |
| NSW | New South Wales |
| official business | Means functions that the mayor or councillors are required or invited to attend to fulfil their legislated role and responsibilities for council or result in a direct benefit for council and/or for the local government area, and includes: <ul style="list-style-type: none"> meetings of council and committees of the whole meetings of committees facilitated by council civic receptions hosted or sponsored by council meetings, functions, workshops and other events to which attendance by a councillor has been requested or approved by council |
| professional development | Means a seminar, conference, training course or other development opportunity relevant to the role of a councillor or the mayor |
| Regulation | Means the Local Government (General) Regulation 2005 (NSW) |
| year | Means the financial year, that is the 12 month period commencing on 1 July each year |



9.4.3. Public Exhibition - DRAFT Community Engagement Strategy

| | |
|---------------------------------|--|
| Attachments: | Nil |
| Responsible Officer: | David Walsh - Director - Corporate Services & Chief Financial Officer |
| Author: | Ivan Skaines (Grants and Community Engagement Officer) |
| Community Plan Issue: | 6 - Community Leadership |
| Community Plan Goal: | Collaborative and responsive leadership that meets the expectations and anticipates the needs of the community. |
| Community Plan Strategy: | 6.1.2 - Utilise best practice models of community engagement to ensure decision making is meeting the expectations of the community. |

PURPOSE

To seek Council's endorsement for the public exhibition of the DRAFT Muswellbrook Shire Community Engagement Strategy.

OFFICER'S RECOMMENDATION

Council endorses the DRAFT Muswellbrook Shire Community Engagement Strategy for public exhibition from 28 September 2022 to 25 October 2022.

Moved: _____ **Seconded:** _____

BACKGROUND

Amendments to the *Local Government Act 1993* (the Act), which came into effect on the day of the 2021 Local Government Elections, require councils to prepare a Community Engagement Strategy (CES) to support the development of their plans, policies, programs and key activities, including those relating to Integrated Planning and Reporting.

CONSULTATION

Acting General Manager

Manex

REPORT

A CES must be prepared, adopted and implemented, based on social justice principles, for engagement with the local community to support Council in developing its plans and determining key activities. This includes development and review of the Community Strategic Plan, and all relevant Council plans, policies and programs.

As a minimum, the CES must identify relevant stakeholder groups within the community and outline methods that will be used to engage each group.

The DRAFT *Muswellbrook Shire Community Engagement Strategy* has been developed, in consultation with Council staff and the senior executive team, to align with legislative



requirements.

Although not mandatory, it is considered best practice to publicly exhibit a CES for 28 days and consider all public submissions prior to its adoption.

OPTIONS

Council may determine to:

1. endorse the DRAFT *Muswellbrook Shire Community Engagement Strategy* for public exhibition; or
2. propose amendments to the DRAFT *Muswellbrook Shire Community Engagement Strategy* prior to public exhibition.

CONCLUSION

It is recommended that Council endorses the DRAFT *Muswellbrook Shire Community Engagement Strategy* for public exhibition from 28 September 2022 to 25 October 2022.

SOCIAL IMPLICATIONS

As described in the DRAFT *Muswellbrook Shire Community Engagement Strategy*.

FINANCIAL IMPLICATIONS

As identified in the Resourcing Strategy and annual budgets.

POLICY IMPLICATIONS

If adopted the *Muswellbrook Shire Community Engagement Strategy* will replace:

1. *Muswellbrook Shire Council Community Engagement Strategy 2016-2017*

STATUTORY IMPLICATIONS

Section 402A of the *Local Government Act 1993*;

LEGAL IMPLICATIONS

None identified.

OPERATIONAL PLAN IMPLICATIONS

Muswellbrook Shire Council 2022-2023 Operational Plan: **Action 6.1.2.1** Develop and implement a Community Engagement Strategy.

RISK MANAGEMENT IMPLICATIONS

As described in the DRAFT *Muswellbrook Shire Community Engagement Strategy*.

WASTE MANAGEMENT IMPLICATIONS

None identified.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

It is recommended that the DRAFT *Muswellbrook Shire Community Engagement Strategy* be placed on public exhibition from 28 September 2022 to 25 October 2022.



9.4.4. Fixing Day and Hour of Regular Council Meetings

| | |
|---------------------------------|--|
| Attachments: | Nil |
| Responsible Officer: | Derek Finnigan - Acting General Manager |
| 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

To consider scheduling arrangements for Ordinary Council Meetings for the coming year.

OFFICER'S RECOMMENDATION

Council determines that:

1. Ordinary Meetings of Council be held in the Training Room, Level 2, University of Newcastle - Upper Hunter Campus, 87 Hill Street Muswellbrook, from 6:00pm to 9:00pm on the fourth Tuesday of each calendar month;
2. A pre-meeting briefing session for Councillors be held from 4:00pm to 6:00pm immediately prior to each Ordinary Meeting on the fourth Tuesday of each calendar month;
3. As the fourth Tuesday in December 2022 will fall on Christmas Day alternate public holiday, the meeting be scheduled for Tuesday 20 December 2022;
4. As the fourth Tuesday in April 2023 will fall on Anzac Day the meeting be scheduled for Thursday 27 April, 2023 and that this meeting be held in Denman Memorial Hall.
5. The Ordinary Council Meeting scheduled for July 2023 be held in Sandy Hollow.

Moved: _____ **Seconded:** _____

BACKGROUND

Council, on an annual basis, in September of each year or at the first meeting following a general election of Councillors, considers the scheduling arrangements for Ordinary Council Meetings.

CONSULTATION

University of Newcastle Muswellbrook Campus;

REPORT

Council currently conducts an ordinary meeting on the fourth Tuesday of each month commencing at 6.00pm. It is proposed to continue these arrangements for the coming year.

As these meetings deal with a full range of Council business, including consideration of reports



from Committees, it is proposed that the regular pre-meeting briefing sessions be extended by 30 mins, to begin at 4:00pm and meetings commence from 6:00pm.

In accordance with Council's Code of Meeting Practice (adopted 24 May 2022), meetings of Council and committees of Council are to conclude no later than 9.00 pm.

OPTIONS

Council may adopt the proposed schedule of meetings or a variation of the schedule.

CONCLUSION

It is proposed that Council conducts its Ordinary Meetings on the fourth Tuesday of each month commencing at 6.00pm with a pre-meeting briefing scheduled to commence from 4:00pm prior to each meeting.

SOCIAL IMPLICATIONS

None identified.

FINANCIAL IMPLICATIONS

None identified.

POLICY IMPLICATIONS

Meetings are conducted in accordance with Council's Code of Meeting Practice.

STATUTORY IMPLICATIONS

None identified.

LEGAL IMPLICATIONS

None identified.

OPERATIONAL PLAN IMPLICATIONS

None identified.

RISK MANAGEMENT IMPLICATIONS

None identified.

WASTE MANAGEMENT IMPLICATIONS

None identified.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

Council's meeting schedule, meeting location, agenda, minutes and audio-visual recordings of meetings are published on Council's website.

**9.4.5. Report on Investments Held as at 31 August 2022**

| | |
|---------------------------------|--|
| Attachments: | 1. Portfolio as at 31 August 2022 [9.4.5.1 - 5 pages] 2. Trading Limit Report - 31 August 2022 [9.4.5.2 - 8 pages] |
| Responsible Officer: | David Walsh - Director - Corporate Services & Chief Financial Officer |
| Author: | Mandy Fitzgerald (Senior Financial Accountant) |
| Community Plan Issue: | 6 - Community Leadership |
| Community Plan Goal: | 24.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves. |
| Community Plan Strategy: | 6.2.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves. |

PURPOSE

To present the list of financial investments currently held by Council in accordance with the Regulation.

OFFICER'S RECOMMENDATION

Council notes the Council's Investments as at 31 August 2022.

Moved: _____ **Seconded:** _____

REPORT

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

Funds invested under Section 625 of the Local Government Act, as at 31 August 2022 are shown in the attachments.

COMMENT:

As at 31 August 2022, Council's weighted running yield is 2.21% for the month.

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

| | Fixed Interest Security | ISIN | Face Value Original | Bond Factor | Face Value Current | Capital Price | Accrued Interest Price | Market Value | % Total Value | Running Yield | Weighted Running Yield |
|---------------------------|--|--------------|------------------------|----------------|-----------------------|------------------|------------------------------|----------------------|---------------------|------------------|------------------------------|
| At Call Deposit | | | | | | | | | | | |
| | Westpac Bus Prem At Call | | 11,060,596.08 | 1.00000000 | 11,060,596.08 | 100.000 | 0.000 | 11,060,596.08 | 16.56% | 0.34% | |
| | Westpac Muswellbrook Trading Acct At Call | | 100,000.00 | 1.00000000 | 100,000.00 | 100.000 | 0.000 | 100,000.00 | 0.15% | 0.34% | |
| | | | 11,160,596.08 | | 11,160,596.08 | | | 11,160,596.08 | 16.71% | | 0.34% |
| Fixed Rate Bond | | | | | | | | | | | |
| | BENAU 1.7 06 Sep 2024 Fixed | AU3CB0266377 | 2,500,000.00 | 1.00000000 | 2,500,000.00 | 94.935 | 0.822 | 2,393,925.00 | 3.58% | 1.68% | |
| | NTTC 1.1 15 Dec 2025 - Issued 31 August 2021 - Muswellbrook Council Fixed | | 2,000,000.00 | 1.00000000 | 2,000,000.00 | 100.000 | 0.232 | 2,004,640.00 | 3.00% | 1.10% | |
| | NTTC 1.1 15 Dec 2025 - Issued 6 September 2021 - Muswellbrook Council Fixed | | 1,500,000.00 | 1.00000000 | 1,500,000.00 | 100.000 | 0.232 | 1,503,480.00 | 2.25% | 1.10% | |
| | SunBank 1.85 30 Jul 2024 Fixed | AU3CB0265403 | 2,000,000.00 | 1.00000000 | 2,000,000.00 | 95.372 | 0.161 | 1,910,660.00 | 2.86% | 1.80% | |
| | | | 8,000,000.00 | | 8,000,000.00 | | | 7,812,705.00 | 11.70% | | 1.46% |
| Floating Rate Note | | | | | | | | | | | |
| | Auswide 0.75 07 Nov 2022 FRN | AU3FN0057345 | 1,000,000.00 | 1.00000000 | 1,000,000.00 | 100.043 | 0.189 | 1,002,320.00 | 1.50% | 3.01% | |
| | Auswide 1.05 17 Mar 2023 FRN | AU3FN0053567 | 2,000,000.00 | 1.00000000 | 2,000,000.00 | 100.250 | 0.585 | 2,016,700.00 | 3.02% | 2.85% | |
| | Auswide 0.6 22 Mar 2024 FRN | AU3FN0059317 | 1,500,000.00 | 1.00000000 | 1,500,000.00 | 99.754 | 0.456 | 1,503,150.00 | 2.25% | 2.38% | |
| | BOQ 1.05 03 Feb 2023 FRN | AU3FN0040549 | 500,000.00 | 1.00000000 | 500,000.00 | 100.179 | 0.248 | 502,135.00 | 0.75% | 3.23% | |
| | BOQ 1.03 18 Jul 2024 FRN | AU3FN0049094 | 1,000,000.00 | 1.00000000 | 1,000,000.00 | 100.233 | 0.386 | 1,006,190.00 | 1.51% | 3.20% | |
| | BOQ 1.1 30 Oct 2024 FRN | AU3FN0051272 | 500,000.00 | 1.00000000 | 500,000.00 | 100.244 | 0.291 | 502,675.00 | 0.75% | 3.22% | |
| | BENAU 1.05 25 Jan 2023 FRN | AU3FN0040523 | 500,000.00 | 1.00000000 | 500,000.00 | 100.193 | 0.330 | 502,615.00 | 0.75% | 3.26% | |
| | MACQ 0.48 09 Dec 2025 FRN | AU3FN0057709 | 3,000,000.00 | 1.00000000 | 3,000,000.00 | 98.449 | 0.446 | 2,966,850.00 | 4.44% | 1.97% | |
| | RACB 0.93 24 Feb 2023 FRN | AU3FN0053146 | 1,000,000.00 | 1.00000000 | 1,000,000.00 | 100.118 | 0.064 | 1,001,820.00 | 1.50% | 3.32% | |
| | MYS 0.65 16 Jun 2025 FRN | AU3FN0061024 | 3,000,000.00 | 1.00000000 | 3,000,000.00 | 99.377 | 0.498 | 2,996,250.00 | 4.49% | 2.39% | |
| | NAB 0.93 26 Sep 2023 FRN | AU3FN0044996 | 2,000,000.00 | 1.00000000 | 2,000,000.00 | 100.515 | 0.480 | 2,019,900.00 | 3.02% | 2.71% | |
| | NPBS 1.4 06 Feb 2023 FRN | AU3FN0040606 | 500,000.00 | 1.00000000 | 500,000.00 | 100.310 | 0.230 | 502,700.00 | 0.75% | 3.60% | |
| | NPBS 1.12 04 Feb 2025 FRN | AU3FN0052627 | 4,500,000.00 | 1.00000000 | 4,500,000.00 | 99.798 | 0.244 | 4,501,890.00 | 6.74% | 3.30% | |
| | Qld Police 1.15 06 Dec 2022 FRN | AU3FN0052072 | 2,000,000.00 | 1.00000000 | 2,000,000.00 | 100.116 | 0.564 | 2,013,600.00 | 3.01% | 2.39% | |
| | Qld Police 0.75 22 Mar 2024 FRN | AU3FN0059416 | 1,500,000.00 | 1.00000000 | 1,500,000.00 | 99.477 | 0.485 | 1,499,430.00 | 2.24% | 2.53% | |
| | UBS Aust 1.05 21 Nov 2022 FRN | AU3FN0054151 | 1,000,000.00 | 1.00000000 | 1,000,000.00 | 100.130 | 0.084 | 1,002,140.00 | 1.50% | 3.40% | |
| | UBS Aust 0.87 30 Jul 2025 FRN | AU3FN0055307 | 1,650,000.00 | 1.00000000 | 1,650,000.00 | 99.808 | 0.270 | 1,651,287.00 | 2.47% | 2.94% | |
| | | | 27,150,000.00 | | 27,150,000.00 | | | 27,191,652.00 | 40.71% | | 2.80% |
| Term Deposit | | | | | | | | | | | |
| | AMP 1 30 Nov 2022 365DAY TD | | 1,000,000.00 | 1.00000000 | 1,000,000.00 | 100.000 | 0.751 | 1,007,506.85 | 1.51% | 1.00% | |
| | AMP 4.2 15 Jun 2023 365DAY TD | | 4,000,000.00 | 1.00000000 | 4,000,000.00 | 100.000 | 0.886 | 4,035,441.08 | 6.04% | 4.20% | |
| | AMP 4.45 21 Jul 2023 365DAY TD | | 1,250,000.00 | 1.00000000 | 1,250,000.00 | 100.000 | 0.500 | 1,256,248.29 | 1.88% | 4.45% | |
| | AUBANK 4.2 01 Aug 2023 386DAY TD | | 5,000,000.00 | 1.00000000 | 5,000,000.00 | 100.000 | 0.587 | 5,029,342.45 | 7.53% | 4.20% | |
| | BOQ 4 21 Jul 2023 365DAY TD | | 1,250,000.00 | 1.00000000 | 1,250,000.00 | 100.000 | 0.449 | 1,255,616.44 | 1.88% | 4.00% | |
| | JUDO 0.95 10 Oct 2022 272DAY TD | | 5,000,000.00 | 1.00000000 | 5,000,000.00 | 100.000 | 0.604 | 5,030,191.80 | 7.53% | 0.95% | |

| Fixed Interest Security | ISIN | Face Value Original | Bond Factor | Face Value Current | Capital Price | Accrued Interest Price | Market Value | % Total Value | Running Yield | Weighted Running Yield |
|-----------------------------------|------|------------------------|----------------|-----------------------|------------------|------------------------------|----------------------|---------------------|------------------|------------------------------|
| ME Bank 0.5 18 Oct 2022 484DAY TD | | 3,000,000.00 | 1.00000000 | 3,000,000.00 | 100.000 | 0.597 | 3,017,917.80 | 4.52% | 0.50% | |
| | | 20,500,000.00 | | 20,500,000.00 | | | 20,632,264.71 | 30.89% | | 2.71% |
| Fixed Interest Total | | 66,810,596.08 | | 66,810,596.08 | | | 66,797,217.79 | 100.00% | | 2.21% |

Section 2: FI Portfolio Valuation With Associated Latest Deal Information

| Fixed Interest Security | ISIN | Latest FI Deal Settlement Date | WAL / Maturity Date Interim | Face Value Original | Bond Factor | Face Value Current | Capital Price | Accrued Interest Price | Market Value | % Total Value | Latest FI Deal Code | Notes of Latest FI Deal |
|---|--------------|--------------------------------|-----------------------------|----------------------|-------------|----------------------|---------------|------------------------|----------------------|---------------|---------------------|-------------------------|
| At Call Deposit | | | | | | | | | | | | |
| Westpac Bus Prem At Call | | 31 Aug 2022 | 31 Dec 2020 | 11,060,596.08 | 1.00000000 | 11,060,596.08 | 100.000 | 0.000 | 11,060,596.08 | 16.56% | LC153291 | |
| Westpac Muswellbrook Trading Acct At Call | | 31 Oct 2018 | 31 Dec 2020 | 100,000.00 | 1.00000000 | 100,000.00 | 100.000 | 0.000 | 100,000.00 | 0.15% | LC64506 | |
| | | | | 11,160,596.08 | | 11,160,596.08 | | | 11,160,596.08 | 16.71% | | |
| Fixed Rate Bond | | | | | | | | | | | | |
| BENAU 1.7 06 Sep 2024 Fixed | AU3CB0266377 | 9 Jun 2020 | 6 Sep 2024 | 2,500,000.00 | 1.00000000 | 2,500,000.00 | 94.935 | 0.822 | 2,393,925.00 | 3.58% | LC88979 | |
| NTTC 1.1 15 Dec 2025 - Issued 31 August 2021 - Muswellbrook Council Fixed | | 31 Aug 2021 | 15 Dec 2025 | 2,000,000.00 | 1.00000000 | 2,000,000.00 | 100.000 | 0.232 | 2,004,640.00 | 3.00% | LC111825 | |
| NTTC 1.1 15 Dec 2025 - Issued 6 September 2021 - Muswellbrook Council Fixed | | 6 Sep 2021 | 15 Dec 2025 | 1,500,000.00 | 1.00000000 | 1,500,000.00 | 100.000 | 0.232 | 1,503,480.00 | 2.25% | LC112238 | |
| SunBank 1.85 30 Jul 2024 Fixed | AU3CB0265403 | 29 Sep 2021 | 30 Jul 2024 | 2,000,000.00 | 1.00000000 | 2,000,000.00 | 95.372 | 0.161 | 1,910,660.00 | 2.86% | LC112956 | |
| | | | | 8,000,000.00 | | 8,000,000.00 | | | 7,812,705.00 | 11.70% | | |
| Floating Rate Note | | | | | | | | | | | | |
| Auswide 0.75 07 Nov 2022 FRN | AU3FN0057345 | 6 Nov 2020 | 7 Nov 2022 | 1,000,000.00 | 1.00000000 | 1,000,000.00 | 100.043 | 0.189 | 1,002,320.00 | 1.50% | LC96479 | |
| Auswide 1.05 17 Mar 2023 FRN | AU3FN0053567 | 17 Mar 2020 | 17 Mar 2023 | 2,000,000.00 | 1.00000000 | 2,000,000.00 | 100.250 | 0.585 | 2,016,700.00 | 3.02% | LC84611 | |
| Auswide 0.6 22 Mar 2024 FRN | AU3FN0059317 | 22 Mar 2021 | 22 Mar 2024 | 1,500,000.00 | 1.00000000 | 1,500,000.00 | 99.754 | 0.456 | 1,503,150.00 | 2.25% | LC103798 | |
| BOQ 1.05 03 Feb 2023 FRN | AU3FN0040549 | 5 Feb 2018 | 3 Feb 2023 | 500,000.00 | 1.00000000 | 500,000.00 | 100.179 | 0.248 | 502,135.00 | 0.75% | LX55025 | |
| BOQ 1.03 18 Jul 2024 FRN | AU3FN0049094 | 18 Jul 2019 | 18 Jul 2024 | 1,000,000.00 | 1.00000000 | 1,000,000.00 | 100.233 | 0.386 | 1,006,190.00 | 1.51% | LC74377 | |
| BOQ 1.1 30 Oct 2024 FRN | AU3FN0051272 | 2 Jun 2020 | 30 Oct 2024 | 500,000.00 | 1.00000000 | 500,000.00 | 100.244 | 0.291 | 502,675.00 | 0.75% | LX88585 | |
| BENAU 1.05 25 Jan 2023 FRN | AU3FN0040523 | 25 Jan 2018 | 25 Jan 2023 | 500,000.00 | 1.00000000 | 500,000.00 | 100.193 | 0.330 | 502,615.00 | 0.75% | LX54945 | |
| MACQ 0.48 09 Dec 2025 FRN | AU3FN0057709 | 8 Mar 2021 | 9 Dec 2025 | 3,000,000.00 | 1.00000000 | 3,000,000.00 | 98.449 | 0.446 | 2,966,850.00 | 4.44% | LC103387 | |
| RACB 0.93 24 Feb 2023 FRN | AU3FN0053146 | 24 Feb 2020 | 24 Feb 2023 | 1,000,000.00 | 1.00000000 | 1,000,000.00 | 100.118 | 0.064 | 1,001,820.00 | 1.50% | LX83602 | |
| MYS 0.65 16 Jun 2025 FRN | AU3FN0061024 | 16 Jun 2021 | 16 Jun 2025 | 3,000,000.00 | 1.00000000 | 3,000,000.00 | 99.377 | 0.498 | 2,996,250.00 | 4.49% | LC107737 | |
| NAB 0.93 26 Sep 2023 FRN | AU3FN0044996 | 18 Mar 2020 | 26 Sep 2023 | 2,000,000.00 | 1.00000000 | 2,000,000.00 | 100.515 | 0.480 | 2,019,900.00 | 3.02% | LX84919 | |
| NPBS 1.4 06 Feb 2023 FRN | AU3FN0040606 | 21 Nov 2019 | 6 Feb 2023 | 500,000.00 | 1.00000000 | 500,000.00 | 100.310 | 0.230 | 502,700.00 | 0.75% | LC79854 | |
| NPBS 1.12 04 Feb 2025 FRN | AU3FN0052627 | 14 Apr 2020 | 4 Feb 2025 | 4,500,000.00 | 1.00000000 | 4,500,000.00 | 99.798 | 0.244 | 4,501,890.00 | 6.74% | LC85944 | |
| Qld Police 1.15 06 Dec 2022 FRN | AU3FN0052072 | 6 Dec 2019 | 6 Dec 2022 | 2,000,000.00 | 1.00000000 | 2,000,000.00 | 100.116 | 0.564 | 2,013,600.00 | 3.01% | LC80115 | |
| Qld Police 0.75 22 Mar 2024 FRN | AU3FN0059416 | 22 Mar 2021 | 22 Mar 2024 | 1,500,000.00 | 1.00000000 | 1,500,000.00 | 99.477 | 0.485 | 1,499,430.00 | 2.24% | LC103942 | |
| UBS Aust 1.05 21 Nov 2022 FRN | AU3FN0054151 | 21 May 2020 | 21 Nov 2022 | 1,000,000.00 | 1.00000000 | 1,000,000.00 | 100.130 | 0.084 | 1,002,140.00 | 1.50% | LC87861 | |
| UBS Aust 0.87 30 Jul 2025 FRN | AU3FN0055307 | 10 Mar 2021 | 30 Jul 2025 | 1,650,000.00 | 1.00000000 | 1,650,000.00 | 99.808 | 0.270 | 1,651,287.00 | 2.47% | LC103504 | |
| | | | | 27,150,000.00 | | 27,150,000.00 | | | 27,191,652.00 | 40.71% | | |
| Term Deposit | | | | | | | | | | | | |
| AMP 1 30 Nov 2022 365DAY TD | | 30 Nov 2021 | 30 Nov 2022 | 1,000,000.00 | 1.00000000 | 1,000,000.00 | 100.000 | 0.751 | 1,007,506.85 | 1.51% | LC115777 | |
| AMP 4.2 15 Jun 2023 365DAY TD | | 15 Jun 2022 | 15 Jun 2023 | 4,000,000.00 | 1.00000000 | 4,000,000.00 | 100.000 | 0.886 | 4,035,441.08 | 6.04% | LC145780 | |
| AMP 4.45 21 Jul 2023 365DAY TD | | 21 Jul 2022 | 21 Jul 2023 | 1,250,000.00 | 1.00000000 | 1,250,000.00 | 100.000 | 0.500 | 1,256,248.29 | 1.88% | LC147777 | |
| AUBANK 4.2 01 Aug 2023 386DAY TD | | 11 Jul 2022 | 1 Aug 2023 | 5,000,000.00 | 1.00000000 | 5,000,000.00 | 100.000 | 0.587 | 5,029,342.45 | 7.53% | LC147411 | |

| Fixed Interest Security | ISIN | Latest FI Deal Settlement Date | WAL / Maturity Date Interim | Face Value Original | Bond Factor | Face Value Current | Capital Price | Accrued Interest Price | Market Value | % Total Value | Latest FI Deal Code | Notes of Latest FI Deal |
|-----------------------------------|------|--------------------------------|-----------------------------|---------------------|-------------|--------------------|---------------|------------------------|----------------------|---------------|---------------------|-------------------------|
| BOQ 4 21 Jul 2023 365DAY TD | | 21 Jul 2022 | 21 Jul 2023 | 1,250,000.00 | 1.00000000 | 1,250,000.00 | 100.000 | 0.449 | 1,255,616.44 | 1.88% | LX147775 | |
| JUDO 0.95 10 Oct 2022 272DAY TD | | 11 Jan 2022 | 10 Oct 2022 | 5,000,000.00 | 1.00000000 | 5,000,000.00 | 100.000 | 0.604 | 5,030,191.80 | 7.53% | LX116947 | |
| ME Bank 0.5 18 Oct 2022 484DAY TD | | 21 Jun 2021 | 18 Oct 2022 | 3,000,000.00 | 1.00000000 | 3,000,000.00 | 100.000 | 0.597 | 3,017,917.80 | 4.52% | LX108326 | |
| | | | | 20,500,000.00 | | 20,500,000.00 | | | 20,632,264.71 | 30.89% | | |
| Fixed Interest Total | | | | 66,810,596.08 | | 66,810,596.08 | | | 66,797,217.79 | 100.00% | | |

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Report Code: TBSBP100EXT-01.17
Report Description: Portfolio Valuation As At Date
Parameters:
Term Deposit Interest Included
Cash Excluded
Settlement Date-Based Balances

1 Issuer Trading Limits

| Issuer | Issuer Rating Group (Long Term) | Issuer Parent | Already Traded (with Issuer Group) Face Value Notional | Limit For Book or Entity | Trading Limit | Trading Limit Type | Trading Limit Value | Trading Limit Used (%) | Trading Limit Available (%) | Trading Limit Available (Value) | Trading Limit Exceeded (%) | Trading Limit Exceeded (\$) |
|---|---------------------------------|------------------------------------|--|--------------------------|---------------|--------------------|---------------------|------------------------|-----------------------------|---------------------------------|----------------------------|-----------------------------|
| AMP Bank Ltd | BBB+ to BBB- | | 6,250,000.00 | Book | 10.00 | % of 66,810,596.08 | 6,681,059.61 | 94.00 | 6.00 | 431,060 | 0.00 | 0 |
| ANZ Banking Group Ltd | AA+ to AA- | | 0.00 | Book | 30.00 | % of 66,810,596.08 | 20,043,178.82 | 0.00 | 100.00 | 20,043,179 | 0.00 | 0 |
| Australian Unity Bank | BBB+ to BBB- | | 5,000,000.00 | Book | 10.00 | % of 66,810,596.08 | 6,681,059.61 | 75.00 | 25.00 | 1,681,060 | 0.00 | 0 |
| Auswide Bank Limited | BBB+ to BBB- | | 4,500,000.00 | Book | 10.00 | % of 66,810,596.08 | 6,681,059.61 | 67.00 | 33.00 | 2,181,060 | 0.00 | 0 |
| Bank of Melbourne | AA+ to AA- | Westpac Banking Corporation Ltd | 11,160,596.08 | Book | 30.00 | % of 66,810,596.08 | 20,043,178.82 | 56.00 | 44.00 | 8,882,583 | 0.00 | 0 |
| Bank of Queensland Ltd | A+ to A- | | 6,250,000.00 | Book | 10.00 | % of 66,810,596.08 | 6,681,059.61 | 94.00 | 6.00 | 431,060 | 0.00 | 0 |
| BankSA | AA+ to AA- | Westpac Banking Corporation Ltd | 11,160,596.08 | Book | 30.00 | % of 66,810,596.08 | 20,043,178.82 | 56.00 | 44.00 | 8,882,583 | 0.00 | 0 |
| BankVic | BBB+ to BBB- | | 0.00 | Book | 10.00 | % of 66,810,596.08 | 6,681,059.61 | 0.00 | 100.00 | 6,681,060 | 0.00 | 0 |
| BankWest Ltd | AA+ to AA- | Commonwealth Bank of Australia Ltd | 0.00 | Book | 30.00 | % of 66,810,596.08 | 20,043,178.82 | 0.00 | 100.00 | 20,043,179 | 0.00 | 0 |
| Bendigo & Adelaide Bank Ltd | A+ to A- | | 3,000,000.00 | Book | 10.00 | % of 66,810,596.08 | 6,681,059.61 | 45.00 | 55.00 | 3,681,060 | 0.00 | 0 |
| Commonwealth Bank of Australia Ltd | AA+ to AA- | | 0.00 | Book | 30.00 | % of 66,810,596.08 | 20,043,178.82 | 0.00 | 100.00 | 20,043,179 | 0.00 | 0 |
| Credit Suisse Sydney | BBB+ to BBB- | | 0.00 | Book | 20.00 | % of 66,810,596.08 | 13,362,119.22 | 0.00 | 100.00 | 13,362,119 | 0.00 | 0 |
| Credit Union Australia Ltd t/as Great Southern Bank | BBB+ to BBB- | | 0.00 | Book | 10.00 | % of 66,810,596.08 | 6,681,059.61 | 0.00 | 100.00 | 6,681,060 | 0.00 | 0 |
| Greater Bank Ltd | BBB+ to BBB- | | 0.00 | Book | 10.00 | % of 66,810,596.08 | 6,681,059.61 | 0.00 | 100.00 | 6,681,060 | 0.00 | 0 |
| Heritage Bank Ltd | BBB+ to BBB- | | 0.00 | Book | 10.00 | % of 66,810,596.08 | 6,681,059.61 | 0.00 | 100.00 | 6,681,060 | 0.00 | 0 |
| ING Bank Australia Limited | A+ to A- | | 0.00 | Book | 10.00 | % of 66,810,596.08 | 6,681,059.61 | 0.00 | 100.00 | 6,681,060 | 0.00 | 0 |
| Investec Bank Australia Limited | A+ to A- | | 0.00 | Book | 10.00 | % of 66,810,596.08 | 6,681,059.61 | 0.00 | 100.00 | 6,681,060 | 0.00 | 0 |
| Judo Bank | BBB+ to BBB- | | 5,000,000.00 | Book | 10.00 | % of 66,810,596.08 | 6,681,059.61 | 75.00 | 25.00 | 1,681,060 | 0.00 | 0 |
| Macquarie Bank | A+ to A- | | 3,000,000.00 | Book | 20.00 | % of 66,810,596.08 | 13,362,119.22 | 22.00 | 78.00 | 10,362,119 | 0.00 | 0 |
| Members Banking Group Limited t/as RACQ Bank | BBB+ to BBB- | | 1,000,000.00 | Book | 10.00 | % of 66,810,596.08 | 6,681,059.61 | 15.00 | 85.00 | 5,681,060 | 0.00 | 0 |
| Members Equity Bank Ltd | A+ to A- | Bank of Queensland Ltd | 6,250,000.00 | Book | 10.00 | % of 66,810,596.08 | 6,681,059.61 | 94.00 | 6.00 | 431,060 | 0.00 | 0 |
| MyState Bank Ltd | BBB+ to BBB- | | 3,000,000.00 | Book | 10.00 | % of 66,810,596.08 | 6,681,059.61 | 45.00 | 55.00 | 3,681,060 | 0.00 | 0 |
| National Australia Bank Ltd | AA+ to AA- | | 2,000,000.00 | Book | 30.00 | % of 66,810,596.08 | 20,043,178.82 | 10.00 | 90.00 | 18,043,179 | 0.00 | 0 |
| Newcastle Permanent Building Society Ltd | BBB+ to BBB- | | 5,000,000.00 | Book | 10.00 | % of 66,810,596.08 | 6,681,059.61 | 75.00 | 25.00 | 1,681,060 | 0.00 | 0 |
| Northern Territory Treasury Corporation | AA+ to AA- | | 3,500,000.00 | Book | 30.00 | % of 66,810,596.08 | 20,043,178.82 | 17.00 | 83.00 | 16,543,179 | 0.00 | 0 |
| NSW Treasury Corporation | AA+ to AA- | | 0.00 | Book | 100.00 | % of 66,810,596.08 | 66,810,596.08 | 0.00 | 100.00 | 66,810,596 | 0.00 | 0 |
| P&N Bank Ltd | BBB+ to BBB- | | 0.00 | Book | 10.00 | % of 66,810,596.08 | 6,681,059.61 | 0.00 | 100.00 | 6,681,060 | 0.00 | 0 |
| QPCU LTD t/a QBANK | BBB+ to BBB- | | 3,500,000.00 | Book | 10.00 | % of 66,810,596.08 | 6,681,059.61 | 52.00 | 48.00 | 3,181,060 | 0.00 | 0 |
| Rabobank Australia Ltd | A+ to A- | | 0.00 | Book | 20.00 | % of 66,810,596.08 | 13,362,119.22 | 0.00 | 100.00 | 13,362,119 | 0.00 | 0 |
| Rabobank Nederland Australia Branch | A+ to A- | | 0.00 | Book | 20.00 | % of 66,810,596.08 | 13,362,119.22 | 0.00 | 100.00 | 13,362,119 | 0.00 | 0 |

1 Issuer Trading Limits

| Issuer | Issuer Rating Group (Long Term) | Issuer Parent | Already Traded (with Issuer Group) Face Value Notional | Limit For Book or Entity | Trading Limit | Trading Limit Type | Trading Limit Value | Trading Limit Used (%) | Trading Limit Available (%) | Trading Limit Available (Value) | Trading Limit Exceeded (%) | Trading Limit Exceeded (\$) |
|---------------------------------|---------------------------------|---------------------------------|--|--------------------------|---------------|--------------------|---------------------|------------------------|-----------------------------|---------------------------------|----------------------------|-----------------------------|
| Royal Bank of Scotland | A+ to A- | | 0.00 | Book | 5.00 | % of 66,810,596.08 | 3,340,529.80 | 0.00 | 100.00 | 3,340,530 | 0.00 | 0 |
| Rural Bank Ltd | A+ to A- | Bendigo & Adelaide Bank Ltd | 3,000,000.00 | Book | 10.00 | % of 66,810,596.08 | 6,681,059.61 | 45.00 | 55.00 | 3,681,060 | 0.00 | 0 |
| St George Bank Limited | AA+ to AA- | Westpac Banking Corporation Ltd | 11,160,596.08 | Book | 30.00 | % of 66,810,596.08 | 20,043,178.82 | 56.00 | 44.00 | 8,882,583 | 0.00 | 0 |
| Suncorp-Metway Ltd | A+ to A- | | 2,000,000.00 | Book | 20.00 | % of 66,810,596.08 | 13,362,119.22 | 15.00 | 85.00 | 11,362,119 | 0.00 | 0 |
| UBS Australia Ltd | AA+ to AA- | | 2,650,000.00 | Book | 20.00 | % of 66,810,596.08 | 13,362,119.22 | 20.00 | 80.00 | 10,712,119 | 0.00 | 0 |
| Westpac Banking Corporation Ltd | AA+ to AA- | | 11,160,596.08 | Book | 30.00 | % of 66,810,596.08 | 20,043,178.82 | 56.00 | 44.00 | 8,882,583 | 0.00 | 0 |
| | | | 109,542,384.32 | | | | 457,652,583.15 | | | 348,110,207 | | 0 |
| | | | (Excluding Parent Group Duplicates) | | | | | | | | | |
| | | | 66,810,596.08 | | | | | | | | | |

2 Security Rating Group Trading Limits

| Security Rating Group | Already Traded Face Value Notional | Limit For Book or Trading Entity | Trading Limit | Trading Limit Type | Trading Limit Value | Trading Limit Used (%) | Trading Limit Available (%) | Trading Limit Available (Value) | Trading Limit Exceeded (%) | Trading Limit Exceeded (\$) |
|-----------------------|--|---|---------------|-----------------------|------------------------|---------------------------|--------------------------------|------------------------------------|-------------------------------|--------------------------------|
| AAA | 0.00 | Book | 100.00 | % of 66,810,596.08 | 66,810,596.08 | 0.00 | 100.00 | 66,810,596 | 0.00 | 0 |
| AA+ to AA- | 7,500,000.00 | Book | 100.00 | % of 66,810,596.08 | 66,810,596.08 | 11.00 | 89.00 | 59,310,596 | 0.00 | 0 |
| A+ to A- | 8,650,000.00 | Book | 70.00 | % of 66,810,596.08 | 46,767,417.26 | 19.00 | 81.00 | 38,117,417 | 0.00 | 0 |
| A1+ | 11,160,596.08 | Book | 100.00 | % of 66,810,596.08 | 66,810,596.08 | 17.00 | 83.00 | 55,650,000 | 0.00 | 0 |
| A1 | 1,000,000.00 | Book | 100.00 | % of 66,810,596.08 | 66,810,596.08 | 2.00 | 98.00 | 65,810,596 | 0.00 | 0 |
| A2 | 21,000,000.00 | Book | 70.00 | % of 66,810,596.08 | 46,767,417.26 | 45.00 | 55.00 | 25,767,417 | 0.00 | 0 |
| A3 | 7,000,000.00 | Book | 60.00 | % of 66,810,596.08 | 40,086,357.65 | 17.00 | 83.00 | 33,086,358 | 0.00 | 0 |
| BBB+ to BBB- | 10,500,000.00 | Book | 60.00 | % of 66,810,596.08 | 40,086,357.65 | 26.00 | 74.00 | 29,586,358 | 0.00 | 0 |
| | 66,810,596.08 | | | | 440,949,934.13 | | | 374,139,338 | | 0 |

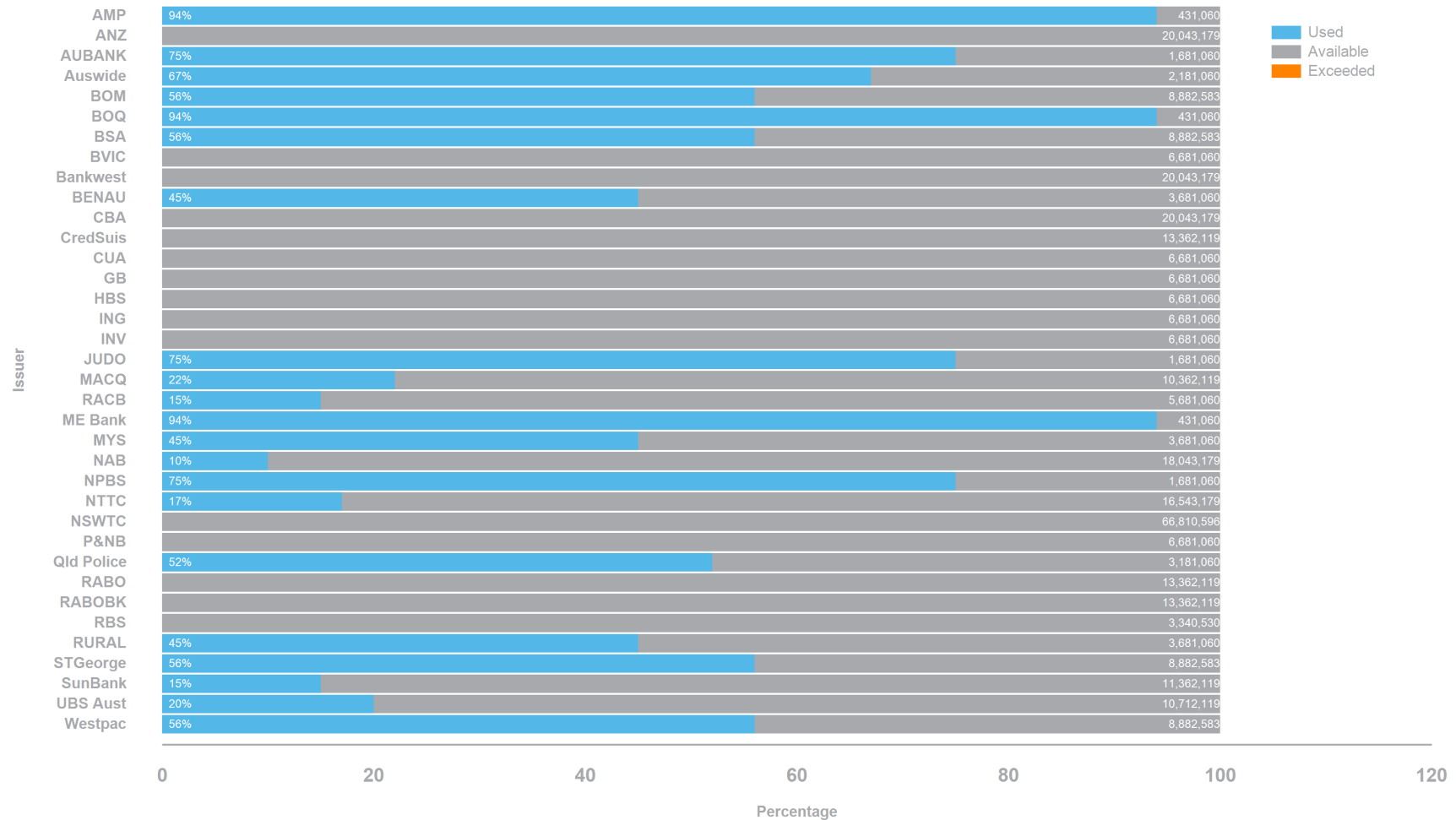
Notes

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

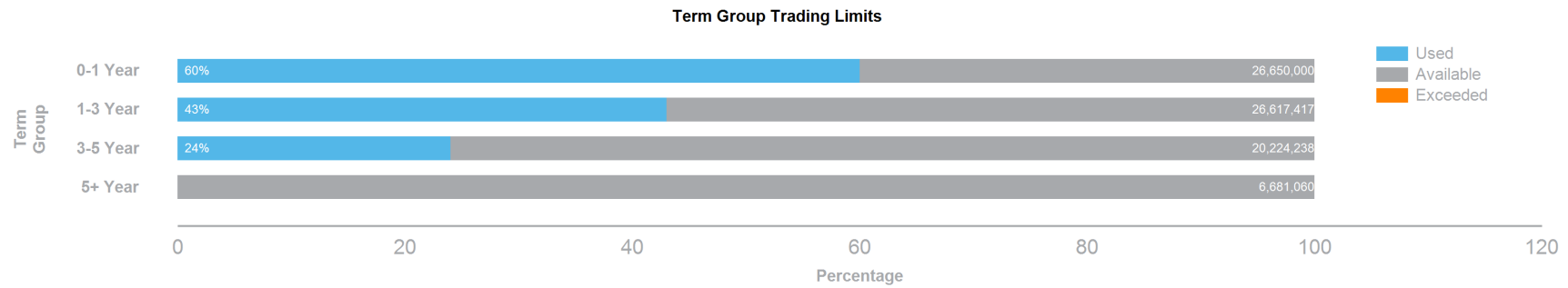
3 Term Group Trading Limits

| Term Group | Already Traded Face Value Notional | Limit For Book or Trading Entity | Trading Limit | Trading Limit Type | Trading Limit Value | Trading Limit Used (%) | Trading Limit Available (%) | Trading Limit Available (Value) | Trading Limit Exceeded (%) | Trading Limit Exceeded (\$) |
|------------|--|---|---------------|-----------------------|------------------------|---------------------------|--------------------------------|------------------------------------|-------------------------------|--------------------------------|
| 0-1 Year | 40,160,596.08 | Book | 100.00 | % of 66,810,596.08 | 66,810,596.08 | 60.00 | 40.00 | 26,650,000 | 0.00 | 0 |
| 1-3 Year | 20,150,000.00 | Book | 70.00 | % of 66,810,596.08 | 46,767,417.26 | 43.00 | 57.00 | 26,617,417 | 0.00 | 0 |
| 3-5 Year | 6,500,000.00 | Book | 40.00 | % of 66,810,596.08 | 26,724,238.43 | 24.00 | 76.00 | 20,224,238 | 0.00 | 0 |
| 5+ Year | 0.00 | Book | 10.00 | % of 66,810,596.08 | 6,681,059.61 | 0.00 | 100.00 | 6,681,060 | 0.00 | 0 |
| | 66,810,596.08 | | | | 146,983,311.38 | | | 80,172,715 | | 0 |

Issuer Trading Limits







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

Report Code: TBSBP125EXT-00.16
Report Description: Trading Limit Performance As At Date
Parameters:
As At/Scenario Date: 31 August 2022
Balance Date: 4 September 2022 (but 31 Aug 2022 used instead)
Trading Entity: Muswellbrook Shire Council
Trading Book: Muswellbrook Shire Council
Report Mode: BalOnly
Using Face Value
Trading Entity and Book Limits
Effects of Parent/Child Issuers Not Ignored

**9.4.6. Monthly Financial Reports - August 2022**

| | |
|---------------------------------|--|
| Attachments: | 1. August 2022 Monthly Financial Reports [9.4.6.1 - 10 pages] |
| Responsible Officer: | David Walsh - Director - Corporate Services & Chief Financial Officer |
| Author: | Mandy Fitzgerald (Senior Financial Accountant) |
| Community Plan Issue: | 6 - Community Leadership |
| Community Plan Goal: | Collaborative and responsive leadership that meets the expectations and anticipates the needs of the community. |
| Community Plan Strategy: | 6.2.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves. |

PURPOSE

To provide Council with an overview of the monthly financial performance of Council's General, Water, Sewer and Future Funds and to identify and explain any material variances against Council's approved budget at an organisational level for the month ending 31 August 2022.

OFFICER'S RECOMMENDATION

Council notes the Financial Reports for the month ending 31 August 2022.

Moved: _____ **Seconded:** _____

REPORT

Please refer to the attachment for the August 2022 details of:

- Monthly & YTD operating performance by Fund
- Project Spend
- Details of Current Loans
- Outstanding Debtors.

Muswellbrook Shire Council

Financial Report - August 2022



| Council Consolidated | | | | | | | | | | | |
|------------------------------------|-----------------|----------------|---------------|-----------|--------------|--------------|---------------|-----------------------|------------------|--------------------|--|
| Account Group | Monthly Actuals | Monthly Budget | Monthly Var | Mth Var % | YTD Actuals | YTD Budget | YTD Var | YTD % Spend vs Budget | Full-Year Budget | YTD % vs FY Budget | Variance Commentary (By material exception) |
| | Monthly | | | | YTD | | | | Full Year | | |
| Revenue | | | | | | | | | | | |
| Rates and Charges | \$634,054 | \$2,566,304 | (\$1,932,250) | -75% | \$29,879,568 | \$5,132,608 | \$24,746,960 | 482% | \$30,795,649 | 97% | Most of the Rates Revenue is levied and recognised at the start of the year. As a result, a favourable year-to-date result will show for much of the year. * Rates & Charges are at 97% of the FY Budget * Interest revenue has been debited to take into account 2021-22 interest accruals. * Overall revenue is at 52% of the FY budget |
| User Charges and Fees | \$875,831 | \$1,709,436 | (\$833,605) | -49% | \$2,277,218 | \$3,418,871 | (\$1,141,653) | -33% | \$20,513,229 | 11% | |
| Interest and Investments Revenues | \$75,076 | \$42,533 | \$32,543 | 77% | (\$21,664) | \$85,066 | (\$106,730) | -125% | \$510,393 | -4% | |
| Other Revenues | \$239,835 | \$213,864 | \$25,971 | 12% | \$392,966 | \$427,728 | (\$34,762) | -8% | \$2,566,369 | 15% | |
| Operating Grants and Contributions | \$569,013 | \$607,749 | (\$38,736) | -6% | \$782,667 | \$1,215,498 | (\$432,831) | -36% | \$7,292,987 | 11% | |
| Internal Revenue | \$254,047 | \$343,687 | (\$89,640) | -26% | \$628,094 | \$687,375 | (\$59,281) | -9% | \$4,124,249 | 15% | See individual funds for commentary specific to that fund |
| Total Revenue | \$2,647,856 | \$5,483,573 | (\$2,835,717) | -52% | \$33,938,849 | \$10,967,146 | \$22,971,703 | 209% | \$65,802,874 | 52% | |
| | | | | | | | | | | | |
| Expenses | | | | | | | | | | | |
| Wages and Salaries | \$1,348,500 | \$1,399,321 | \$50,821 | 4% | \$2,672,005 | \$2,798,643 | \$126,638 | 5% | \$16,791,856 | 16% | Other costs are high from a YTD perspective - at 32% against FY budget. Rates and Insurances are paid at the start of the year. |
| Materials and Contracts | \$1,561,488 | \$1,609,922 | \$48,434 | 3% | \$2,830,847 | \$3,219,845 | \$388,998 | 12% | \$19,319,068 | 15% | |
| Other Costs | \$540,683 | \$449,602 | (\$91,081) | -20% | \$1,732,385 | \$899,204 | (\$833,181) | -93% | \$5,395,222 | 32% | |
| Borrowing Costs | \$199,256 | \$185,607 | (\$13,649) | -7% | \$238,538 | \$371,214 | \$132,676 | 36% | \$2,227,285 | 11% | See individual funds for commentary specific to that fund |
| Overheads | \$279,704 | \$379,510 | \$99,806 | 26% | \$559,407 | \$759,020 | \$199,613 | 26% | \$4,554,118 | 12% | |
| Depreciation | \$1,190,675 | \$1,266,708 | \$76,033 | 6% | \$2,381,350 | \$2,533,416 | \$152,066 | 6% | \$15,200,499 | 16% | |
| Total Expenses | \$5,120,306 | \$5,290,671 | \$170,365 | 3% | \$10,414,532 | \$10,581,341 | \$166,809 | 2% | \$63,488,048 | 16% | |
| Result | (\$2,472,450) | \$192,902 | (\$2,665,352) | | \$23,524,317 | \$385,804 | \$23,138,513 | | \$2,314,827 | | |

Muswellbrook Shire Council

Financial Report - August 2022



| General Fund | | | | | | | | | | | |
|------------------------------------|-----------------|----------------|---------------|-----------|--------------|-------------|--------------|--------------------------|------------------|--------------------|--|
| Account Group | Monthly Actuals | Monthly Budget | Monthly Var | Mth Var % | YTD Actuals | YTD Budget | YTD Var | YTD % Spend vs FY Budget | Full-Year Budget | YTD % vs FY Budget | Variance Commentary (By material exception) |
| Revenue | Monthly | | | | YTD | | | | Full Year | | |
| Rates and Charges | \$634,960 | \$1,964,382 | (\$1,329,422) | -68% | \$23,322,382 | \$3,928,764 | \$19,393,618 | 494% | \$23,572,585 | 99% | Revenue commentary will focus on material exceptions and concerns * Most of the Rates Revenue is levied and recognised at the start of the year. As a result, a favourable year-to-date result will show for much of the year. * Interest Revenue has been debited to take into account 2021-22 interest accruals. |
| User Charges and Fees | \$306,066 | \$693,038 | (\$386,972) | -56% | \$743,330 | \$1,386,075 | (\$642,745) | -46% | \$8,316,453 | 9% | |
| Interest and Investments Revenues | \$52,430 | \$28,352 | \$24,078 | 85% | (\$10,183) | \$56,704 | (\$66,887) | -118% | \$340,223 | -3% | |
| Other Revenues | \$239,835 | \$213,864 | \$25,971 | 12% | \$392,966 | \$427,728 | (\$34,762) | -8% | \$2,566,369 | 16% | |
| Operating Grants and Contributions | \$569,013 | \$601,572 | (\$32,559) | -5% | \$782,667 | \$1,203,145 | (\$420,478) | -35% | \$7,218,869 | 11% | |
| Internal Revenue | \$254,047 | \$312,449 | (\$58,402) | -19% | \$508,094 | \$624,898 | (\$116,804) | -19% | \$3,749,386 | 14% | |
| Total Revenue | \$2,056,351 | \$3,813,657 | (\$1,757,306) | -46% | \$25,739,256 | \$7,627,314 | \$18,111,942 | 237% | \$45,763,884 | 57% | |
| | | | | | | | | | | | |
| Expenses | | | | | | | | | | | |
| Wages and Salaries | \$1,184,622 | \$1,196,667 | \$12,045 | 1% | \$2,324,883 | \$2,393,334 | \$68,451 | 3% | \$14,360,006 | 16% | Wages and Salaries and Materials and Contracts are on track against budget from a YTD perspective. |
| Materials and Contracts | \$1,122,532 | \$1,224,712 | \$102,180 | 8% | \$2,147,488 | \$2,449,423 | \$301,935 | 12% | \$14,696,540 | 15% | |
| Other Costs | \$406,293 | \$303,270 | (\$103,023) | -34% | \$1,199,756 | \$606,539 | (\$593,217) | -98% | \$3,639,235 | 33% | |
| Borrowing Costs | \$10,440 | \$40,666 | \$30,226 | 74% | \$12,425 | \$81,332 | \$68,907 | 85% | \$487,990 | 3% | * Other Costs show an unfavourable variance against YTD budget due to the recognition of full year insurance premium and rates costs at the start of the year. |
| Overheads | \$134,251 | \$192,732 | \$58,481 | 30% | \$268,501 | \$385,464 | \$116,963 | 30% | \$2,312,783 | 12% | |
| Depreciation | \$790,168 | \$855,611 | \$65,443 | 8% | \$1,580,336 | \$1,711,222 | \$130,886 | 8% | \$10,267,330 | 15% | |
| Total Expenses | \$3,648,306 | \$3,813,657 | \$165,351 | 4% | \$7,533,389 | \$7,627,314 | \$93,925 | 1% | \$45,763,884 | 17% | |
| Result | (\$1,591,955) | (\$0) | (\$1,591,955) | | \$18,205,867 | (\$0) | \$18,205,867 | | (\$0) | | |

Muswellbrook Shire Council

Financial Report - August 2022



| Water Fund | | | | | | | | | | | |
|------------------------------------|-----------------|----------------|-------------|-----------|-------------|-------------|-------------|--------------------------|------------------|--------------------|---|
| Account Group | Monthly Actuals | Monthly Budget | Monthly Var | Mth Var % | YTD Actuals | YTD Budget | YTD Var | YTD % Spend vs FY Budget | Full-Year Budget | YTD % vs FY Budget | Variance Commentary (By material exception) |
| | Monthly | | | | YTD | | | | Full Year | | |
| Revenue | | | | | | | | | | | |
| Rates and Charges | \$1,394 | \$157,663 | (\$156,269) | -99% | \$1,893,837 | \$315,326 | \$1,578,511 | 501% | \$1,891,956 | 100% | * Rates Revenue is levied and recognised at the start of the year. As a result, a favourable year-to-date result will show for much of the year. * User Charges and Fees show an unfavourable variance against YTD Budget due to the levying and recognition of this revenue in line with the billing periods throughout the year. * Interest Revenue has been debited to take into account 2021-22 accruals. |
| User Charges and Fees | \$22,809 | \$368,246 | (\$345,437) | -94% | (\$52,142) | \$736,492 | (\$788,634) | -107% | \$4,418,950 | -1% | |
| Interest and Investments Revenues | \$15,300 | \$9,919 | \$5,381 | 54% | (\$8,805) | \$19,839 | (\$28,644) | -144% | \$119,033 | -7% | |
| Other Revenues | \$0 | \$0 | \$0 | 0% | \$0 | \$0 | \$0 | 0% | \$0 | 0% | |
| Operating Grants and Contributions | \$0 | \$3,127 | (\$3,127) | -100% | \$0 | \$6,254 | (\$6,254) | -100% | \$37,526 | 0% | |
| Internal Revenue | \$0 | \$20,939 | (\$20,939) | -100% | \$0 | \$41,877 | (\$41,877) | -100% | \$251,263 | 0% | |
| Total Revenue | \$39,503 | \$559,894 | (\$520,391) | -93% | \$1,832,890 | \$1,119,788 | \$713,102 | 64% | \$6,718,728 | 27% | |
| Expenses | | | | | | | | | | | |
| Wages and Salaries | \$86,966 | \$110,366 | \$23,400 | 21% | \$174,337 | \$220,731 | \$46,394 | 21% | \$1,324,386 | 13% | Overall costs are just below YTD projections at 15%. * All cost categories are at or below expected levels for YTD. |
| Materials and Contracts | \$215,707 | \$161,839 | (\$53,868) | -33% | \$321,383 | \$323,678 | \$2,295 | 1% | \$1,942,071 | 17% | |
| Other Costs | \$5,144 | \$30,512 | \$25,368 | 83% | \$37,239 | \$61,024 | \$23,785 | 39% | \$366,147 | 10% | |
| Borrowing Costs | \$0 | \$7,122 | \$7,122 | 100% | \$0 | \$14,244 | \$14,244 | 100% | \$85,467 | 0% | |
| Overheads | \$86,445 | \$86,446 | \$1 | 0% | \$172,890 | \$172,891 | \$1 | 0% | \$1,037,348 | 17% | |
| Depreciation | \$157,891 | \$163,609 | \$5,718 | 3% | \$315,782 | \$327,218 | \$11,436 | 3% | \$1,963,310 | 16% | |
| Total Expenses | \$552,153 | \$559,894 | \$7,741 | 1% | \$1,021,631 | \$1,119,788 | \$98,157 | 9% | \$6,718,728 | 15% | |
| Result | (\$512,650) | (\$0) | (\$512,650) | | \$811,259 | (\$0) | \$811,259 | | (\$0) | | |

Muswellbrook Shire Council

Financial Report - August 2022



| Sewer Fund | | | | | | | | | | | |
|------------------------------------|-----------------|----------------|-------------|-----------|-------------|------------|-------------|--------------------------|------------------|--------------------|---|
| Account Group | Monthly Actuals | Monthly Budget | Monthly Var | Mth Var % | YTD Actuals | YTD Budget | YTD Var | YTD % Spend vs FY Budget | Full-Year Budget | YTD % vs FY Budget | Variance Commentary (By material exception) |
| | Monthly | | | | YTD | | | | Full Year | | |
| Revenue | | | | | | | | | | | |
| Rates and Charges | (\$2,300) | \$444,259 | (\$446,559) | -101% | \$4,663,349 | \$888,518 | \$3,774,831 | 425% | \$5,331,108 | 87% | * Rates Revenue is levied and recognised at the start of the year. As a result, a favourable year-to-date result will show for much of the year. * User Charges and Fees show an unfavourable variance against YTD Budget due to the levying and recognition of this revenue in line with the billing periods throughout the year. * Interest Revenue has been debited to take into account 2021-22 accruals. |
| User Charges and Fees | \$0 | \$48,065 | (\$48,065) | -100% | \$385 | \$96,129 | (\$95,744) | -100% | \$576,776 | 0% | |
| Interest and Investments Revenues | \$7,346 | \$4,261 | \$3,085 | 72% | (\$2,676) | \$8,523 | (\$11,199) | -131% | \$51,136 | -5% | |
| Other Revenues | \$0 | \$0 | \$0 | 0% | \$0 | \$0 | \$0 | 0% | \$0 | 0% | |
| Operating Grants and Contributions | \$0 | \$3,049 | (\$3,049) | -100% | \$0 | \$6,099 | (\$6,099) | -100% | \$36,593 | 0% | |
| Internal Revenue | \$0 | \$0 | \$0 | 0% | \$0 | \$0 | \$0 | 0% | \$0 | 0% | |
| Total Revenue | \$5,046 | \$499,634 | (\$494,588) | -99% | \$4,661,058 | \$999,269 | \$3,661,789 | 366% | \$5,995,613 | 78% | |
| Expenses | | | | | | | | | | | |
| Wages and Salaries | \$60,967 | \$72,138 | \$11,171 | 15% | \$135,094 | \$144,276 | \$9,182 | 6% | \$865,658 | 16% | Overall costs are just below YTD projections at 15%. * Other Costs show an unfavourable variance against YTD budget due to the recognition of full-year insurance premium costs at the start of the year. |
| Materials and Contracts | \$113,393 | \$90,153 | (\$23,240) | -26% | \$153,731 | \$180,305 | \$26,574 | 15% | \$1,081,830 | 14% | |
| Other Costs | \$8,761 | \$37,612 | \$28,851 | 77% | \$103,371 | \$75,224 | (\$28,147) | -37% | \$451,344 | 23% | |
| Borrowing Costs | \$22,646 | \$58,395 | \$35,749 | 61% | \$45,373 | \$116,790 | \$71,417 | 61% | \$700,742 | 6% | |
| Overheads | \$59,008 | \$59,008 | \$0 | 0% | \$118,016 | \$118,016 | \$0 | 0% | \$708,099 | 17% | |
| Depreciation | \$177,456 | \$182,328 | \$4,872 | 3% | \$354,912 | \$364,657 | \$9,745 | 3% | \$2,187,940 | 16% | |
| Total Expenses | \$442,231 | \$499,634 | \$57,403 | 11% | \$910,497 | \$999,269 | \$88,772 | 9% | \$5,995,613 | 15% | |
| Result | (\$437,185) | (\$0) | (\$437,185) | | \$3,750,561 | (\$0) | \$3,750,561 | | (\$0) | | |

Muswellbrook Shire Council

Financial Report - August 2022



| Future Fund | | | | | | | | | | | |
|------------------------------------|-----------------|----------------|-------------|-----------|-------------|-------------|-------------|--------------------------|------------------|--------------------|---|
| Account Group | Monthly Actuals | Monthly Budget | Monthly Var | Mth Var % | YTD Actuals | YTD Budget | YTD Var | YTD % Spend vs FY Budget | Full-Year Budget | YTD % vs FY Budget | Variance Commentary (By material exception) |
| | Monthly | | | | YTD | | | | Full Year | | |
| Revenue | | | | | | | | | | | |
| Rates and Charges | \$0 | \$0 | \$0 | 0% | \$0 | \$0 | \$0 | 0% | \$0 | 0% | * Overall income sits at 23%. User Charges include September rent. |
| User Charges and Fees | \$546,956 | \$600,087 | (\$53,131) | -9% | \$1,585,645 | \$1,200,175 | \$385,470 | 32% | \$7,201,050 | 22% | |
| Interest and Investments Revenues | \$0 | \$0 | \$0 | 0% | \$0 | \$0 | \$0 | 0% | \$0 | 0% | |
| Other Revenues | \$0 | \$0 | \$0 | 0% | \$0 | \$0 | \$0 | 0% | \$0 | 0% | |
| Operating Grants and Contributions | \$0 | \$0 | \$0 | 0% | \$0 | \$0 | \$0 | 0% | \$0 | 0% | |
| Internal Revenue | \$0 | \$10,300 | (\$10,300) | -100% | \$120,000 | \$20,600 | \$99,400 | 483% | \$123,600 | 97% | |
| Total Revenue | \$546,956 | \$610,387 | (\$63,431) | -10% | \$1,705,645 | \$1,220,775 | \$484,870 | 40% | \$7,324,650 | 23% | |
| Expenses | | | | | | | | | | | |
| Wages and Salaries | \$15,945 | \$20,151 | \$4,206 | 21% | \$37,691 | \$40,301 | \$2,610 | 6% | \$241,807 | 16% | Overall costs are slightly above YTD projections - with costs at 19% against FY budget. * Other Costs show an unfavourable variance against YTD budget due to the recognition of full-year insurance premium and rates costs at the start of the year. |
| Materials and Contracts | \$109,856 | \$133,219 | \$23,363 | 18% | \$208,245 | \$266,438 | \$58,193 | 22% | \$1,598,627 | 13% | |
| Other Costs | \$120,485 | \$78,208 | (\$42,277) | -54% | \$392,019 | \$156,416 | (\$235,603) | -151% | \$938,496 | 42% | |
| Borrowing Costs | \$166,170 | \$79,424 | (\$86,746) | -109% | \$180,740 | \$158,848 | (\$21,892) | -14% | \$953,086 | 19% | |
| Overheads | \$0 | \$41,324 | \$41,324 | 100% | \$0 | \$82,648 | \$82,648 | 100% | \$495,889 | 0% | |
| Depreciation | \$65,160 | \$65,160 | (\$0) | 0% | \$130,320 | \$130,320 | (\$0) | 0% | \$781,919 | 17% | |
| Total Expenses | \$477,616 | \$417,485 | (\$60,131) | -14% | \$949,015 | \$834,970 | (\$114,045) | -14% | \$5,009,823 | 19% | |
| Result | \$69,340 | \$192,902 | (\$123,562) | | \$756,630 | \$385,805 | \$370,825 | | \$2,314,827 | | |

Muswellbrook Shire Council
Financial Report - August 2022
Capital Costs (Incl. Loan Repayments & excl. Revenue)



| | YTD Actuals | Carry Overs | Total Budget | YTD % Spend | Over Budget | Comments |
|--|------------------|-------------------|-------------------|-------------|-------------|----------|
| General Fund Projects | | | | | | |
| Planning, Community and Corporate Services Projects | | | | | | |
| Adventure Playground - Wollombi Road | - | 480,000 | 480,000 | 0% | | |
| Aquatic Centres program | 25,716 | - | 110,000 | 23% | | |
| Art Acquisitions | 1,200 | - | 70,000 | 2% | | |
| Buildings New and Replacement | 13,840 | 1,009,696 | 1,562,566 | 1% | | |
| Bushfire Assets | 3,593 | 591,239 | 591,239 | 1% | | |
| Capital Works Contingency | - | - | 100,000 | 0% | | |
| CBD Stage 7 (Town Centre) | 609,429 | 1,000,345 | 1,630,345 | 37% | | |
| Civic Precinct (Town Square) | 89,850 | 2,762,782 | 3,404,981 | 3% | | |
| Contribution to Future Fund | - | - | 880,000 | 0% | | |
| COVID 19 | - | - | 121,711 | 0% | | |
| Denman Childrens Centre - Expansion | 19,458 | 521,402 | 521,402 | 4% | | |
| Denman Heritage Village | 112,266 | 876,394 | 1,809,525 | 6% | | |
| Denman Netball Courts | - | 206,286 | 311,451 | 0% | | |
| Future Fund Contribution | - | - | 1,120,000 | 0% | | |
| General Design Program | - | 25,707 | 25,707 | 0% | | |
| General Projects - Loans | - | - | 149,999 | 0% | | |
| Hunter Beach | 202 | 3,128,232 | 3,128,232 | 0% | | |
| Information Technology Strategy | 5,714 | - | 200,000 | 3% | | |
| Investigation and Design - Aquatic Centre | 2,164 | 151,553 | 151,553 | 1% | | |
| Karoola Park Citizens Walk Pathway | 12,778 | 30,000 | 30,000 | 43% | | |
| Library Books General Capital Purchases | 12 | 25,225 | 83,725 | 0% | | |
| Library Subsidy Projects | 1,013 | 65,649 | 65,649 | 2% | | |
| Local Priority Grant | - | 51,240 | 62,240 | 0% | | |
| Major Landcare Projects | 35,530 | 46,286 | 171,286 | 21% | | |
| Mbk and Dnm Indoor Sports Centre Upgrades | - | 261,462 | 261,462 | 0% | | |
| MSC Depot | 1,200 | - | 200,000 | 1% | | |
| Muscle Creek Nature Trail and Revegetation | 37,739 | 140,238 | 140,238 | 27% | | |
| Olympic Park Project | 36,747 | 2,909,650 | 3,409,650 | 1% | | |
| Performance and Convention Centre | 1,412 | 5,581,007 | 6,208,018 | 0% | | |
| Companion Animal Impounding Facility | 307,149 | 1,206,134 | 1,206,134 | 25% | | |
| Recreation Capital Works | 11,613 | 274,879 | 769,879 | 2% | | |
| Renewable Energy Target Works | - | - | 250,000 | 0% | | |
| Sport and Rereation Small Capital Grants | - | - | 25,000 | 0% | | |
| Total Planning, Community and Corporate Services | 1,328,625 | 21,345,406 | 29,251,992 | 5% | | |

Muswellbrook Shire Council

Financial Report - August 2022
Capital Costs (Incl. Loan Repayments & excl. Revenue)



| | YTD Actuals | Carry Overs | Total Budget | YTD % Spend | Over Budget | Comments |
|---|------------------|-------------------|-------------------|-------------|-------------|----------|
| Roads and Drainage Projects | | | | | | |
| Bridge St Footpath | 15,871 | - | 64,304 | 25% | | |
| Bridges Renewal program | 4,910 | 42,281 | 42,281 | 12% | | |
| Carpark Renewal program | - | 93,143 | 93,143 | 0% | | |
| CPTIGS - Bus Shelter | - | 48,400 | 278,400 | 0% | | |
| Developer Coordinated Works program | - | - | - | 0% | | |
| Drainage | - | 300,000 | 615,188 | 0% | | |
| Drainage Devices program | - | - | 150,000 | 0% | | |
| Drainage Channel - Lorne Street | 7,748 | 711,573 | 711,573 | 1% | | |
| Emulsion Tank | - | - | - | 0% | | |
| Flood Warning Systems | - | - | 50,000 | 0% | | |
| Footpath and Cycleway Renewal program | 17,542 | - | 150,000 | 12% | | |
| Heavy Patching program | - | - | 500,000 | 0% | | |
| Ironbark Road Footpath | - | - | - | 0% | | |
| Kerb and Gutter Replacement program | 34,655 | - | 150,000 | 23% | | |
| Kirk and Peberdy Bridges | - | - | 80,322 | 0% | | |
| Large Plant Items | 72,755 | 1,170,000 | 1,680,000 | 4% | | |
| Leachate Dam | - | 482,980 | 482,980 | 0% | | |
| LED Fire Danger Warning Signs (BSBR) | - | 152,304 | 152,304 | 0% | | |
| LISF - Roads Infrastructure Backlog | 91,378 | - | 371,478 | 25% | | |
| Mangoola Road Upgrade | - | - | - | 0% | | |
| Natural Disaster - ARGN 987 | 6,590 | - | 410,891 | 2% | | |
| Natural Disaster Event - Baerami Creek Causeway | - | - | - | 0% | | |
| Natural Disaster Event - Widden Creek Bank | - | - | - | 0% | | |
| New Footpath and Cycleway program | - | - | 250,000 | 0% | | |
| Oakleigh Bridge Replacement (BSBR) | - | 543,988 | 543,988 | 0% | | |
| Purchase of Vehicles | - | 92,558 | 342,558 | 0% | | |
| Regional Road Renewal program | - | - | 307,000 | 0% | | |
| Replace Failed Fence | - | - | - | 0% | | |
| Resources for Regions - Mine Affected Roads | - | - | - | 0% | | |
| Resources for Regions - Round 5 | 955,306 | 2,425,459 | 2,425,459 | 39% | | |
| Resources for Regions - Round 6 | 31,483 | 521,282 | 521,282 | 6% | | |
| Resources for Regions Road Program | - | - | - | 0% | | |
| Road Design Program | - | - | - | 0% | | |
| Road Resealing program | - | 92,655 | 892,655 | 0% | | |
| Roads Capital Contingency | - | - | 100,000 | 0% | | |
| Roads to Recovery Program | - | - | 577,898 | 0% | | |
| Road Safety Program-School Zone | 77,498 | 213,498 | 213,498 | 36% | | |
| Rosebrook Bridge | - | 1,543,391 | 1,543,391 | 0% | | |
| Rosemount Road Culvert | - | - | - | 0% | | |
| Rural Road Pavement and Rehabilitation | - | - | - | 0% | | |
| Rural Road Regravelling Program | 19,453 | - | 329,628 | 6% | | |
| Rural Road Renewal program | - | - | - | 0% | | |
| Safety Audit Ridgeland Road | - | - | - | 0% | | |
| Safety Device Renewal program | - | 73,120 | 193,120 | 0% | | |
| Sandy Creek Road Curve Improvement | - | 167,484 | 167,484 | 0% | | |
| Sandy Hollow Village Centre | - | - | - | 0% | | |
| Transport Vehicles | - | 52,258 | 152,258 | 0% | | |
| Urban Road Renewal Program | - | - | 372,000 | 0% | | |
| Waste Management Facility | - | - | - | 0% | | |
| Widden Creek Bank | 4,711 | 223,569 | 223,569 | 2% | | |
| Widden Valley Road Pavement Rehab | - | - | - | 0% | | |
| Wilkinson Bridge | 18,122 | - | 109,398 | 17% | | |
| Yarrowa Road (Fixing Local Roads) | 321,185 | 1,027,801 | 1,027,801 | 31% | | |
| Total Roads and Drainage | 1,679,207 | 9,977,744 | 16,275,851 | 10% | | |
| Total General Fund | 3,007,832 | 31,323,150 | 45,527,843 | 7% | | |

Muswellbrook Shire Council
Financial Report - August 2022
Capital Costs (Incl. Loan Repayments & excl. Revenue)



| | YTD Actuals | Carry Overs | Total Budget | YTD % Spend | Over Budget | Comments |
|--|------------------|-------------------|-------------------|-------------|-------------|----------|
| Future Fund Projects | | | | | | |
| 111 Brook Street Mbk Purchase | - | - | - | 0% | | |
| Bakery Set Up | - | - | - | 0% | | |
| Donald Horne Building | - | - | 150,000 | 0% | | |
| Marketplace | 1,588,038 | - | 3,768,747 | 42% | | |
| Marketplace Air Conditioning | - | - | - | 0% | | |
| Renewal of Existing Assets/New Acquisitions | 146,833 | - | 657,999 | 22% | | |
| Throsby ACT | 86,666 | - | 520,000 | 17% | | |
| Town Education Centre 2 | 537,459 | 580,613 | 580,613 | 93% | | |
| Upgrade of Loxton House | 8,553 | - | 275,000 | 3% | | |
| Total Future Fund | 2,367,549 | 580,613 | 5,952,359 | 40% | | |
| Sewer Fund | | | | | | |
| Access & Security Improvements RWTW | 28,233 | 100,466 | 155,466 | 18% | | |
| Asset Management Planning | - | - | - | 0% | | |
| Denman Treatment Plant Upgrade | - | - | - | 0% | | |
| Mains Renewal and Replacement | - | - | 589,431 | 0% | | |
| Muswellbrook Recycle Water Treatment Project | - | - | - | 0% | | |
| Operations Contingency Project | - | - | 150,000 | 0% | | |
| Sewer Plant and Equipment | - | - | - | 0% | | |
| Solar Array | - | - | 1,800,000 | 0% | | |
| System Plant Asset Renewals | - | - | 650,000 | 0% | | |
| Transportation System Improvement | 21,518 | 81,939 | 81,939 | 26% | | |
| Loan - Sewer RWTW | 64,803 | - | 651,553 | 10% | | |
| Skellatar Main | - | - | 91,957 | 0% | | |
| Total Sewer Fund | 114,554 | 182,405 | 4,170,346 | 3% | | |
| Water Fund | | | | | | |
| Asbestos, Earthworks, Security | 27,151 | - | 155,000 | 18% | | |
| Depot - Investigation and Design | - | - | - | 0% | | |
| Laboratory Equipment | - | - | - | 0% | | |
| Mains Renewal and Replacement | 168,659 | 448,278 | 748,278 | 23% | | |
| Office Upgrade | - | - | - | 0% | | |
| Operations Contingency Project | 7,681 | - | 117,686 | 7% | | |
| Replacement of Water Meters program | 7,922 | - | 65,000 | 12% | | |
| Sandy Hollow Augmentation | - | - | 25,427 | 0% | | |
| South Muswellbrook Reservoir | - | - | 350,197 | 0% | | |
| System Plant Asset Renewals | 46,197 | 191,376 | 891,376 | 5% | | |
| Upgrade Fluoride Dosing System WTP | 1,661 | 346,461 | 346,461 | 0% | | |
| Vehicle Replacement | - | - | - | 0% | | |
| Vehicle-Equipment Replacement | - | 78,684 | 78,684 | 0% | | |
| Water Fund Environmental Grants | - | - | - | 0% | | |
| Water Stop Valve Replacement | 10,980 | 35,627 | 285,627 | 4% | | |
| Total Water Fund | 270,251 | 1,100,426 | 3,063,736 | 9% | | |
| Consolidated Total | 5,760,186 | 33,186,594 | 58,714,284 | 10% | | |

Details of Current Council Loans



| Balance at 30/06/2021 | Payment Type | 2019/20 Repayments | 2020/21 Repayments | 2021/22 Repayments | 2022/23 Repayments | 2023/24 Repayments | 2024/25 Repayments | 2025/26 Repayments | 2026/27 Repayments | 2027/28 Repayments | 2028/29 Repayments | 2029/30 Repayments | 2030/31 Repayments |
|--------------------------|--------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Water Fund | | | | | | | | | | | | | |
| \$1,007,297 | Principal | \$310,206 | \$330,160 | \$351,400 | \$375,624 | \$280,273 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | Interest | \$87,745 | \$67,791 | \$46,551 | \$23,815 | \$4,977 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | Total | \$397,951 | \$397,951 | \$397,951 | \$399,439 | \$285,250 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Sewer Fund | | | | | | | | | | | | | |
| \$15,619,999 | Principal | \$642,256 | \$677,873 | \$710,385 | \$743,509 | \$778,430 | \$816,997 | \$856,300 | \$780,502 | \$815,416 | \$850,535 | \$886,347 | \$922,883 |
| | Interest | \$761,835 | \$726,218 | \$693,706 | \$660,582 | \$625,661 | \$587,094 | \$549,281 | \$509,827 | \$474,913 | \$439,794 | \$403,982 | \$367,446 |
| | Total | \$1,404,091 | \$1,404,091 | \$1,404,091 | \$1,404,091 | \$1,404,091 | \$1,404,091 | \$1,405,581 | \$1,290,329 | \$1,290,329 | \$1,290,329 | \$1,290,329 | \$1,290,329 |
| General Fund | | | | | | | | | | | | | |
| \$7,033,329 | Principal | \$592,931 | \$614,941 | \$715,625 | \$747,212 | \$589,049 | \$398,903 | \$411,895 | \$425,955 | \$440,494 | \$455,537 | \$471,112 | \$400,583 |
| | Interest | \$226,943 | \$245,540 | \$233,183 | \$201,596 | \$160,992 | \$145,179 | \$147,540 | \$133,362 | \$118,758 | \$103,536 | \$87,667 | \$59,397 |
| | Total | \$819,874 | \$860,481 | \$948,808 | \$948,808 | \$750,041 | \$544,083 | \$559,435 | \$559,318 | \$559,252 | \$559,073 | \$558,780 | \$459,980 |
| Future Fund | | | | | | | | | | | | | |
| \$45,600,163 | Principal | \$4,822,070 | \$5,116,650 | \$5,447,178 | \$4,270,338 | \$3,546,155 | \$3,608,444 | \$3,699,073 | \$3,788,145 | \$2,781,513 | \$2,095,246 | \$1,306,313 | \$1,010,380 |
| | Interest | \$1,196,886 | \$964,183 | \$839,494 | \$994,087 | \$999,404 | \$955,814 | \$892,420 | \$798,502 | \$442,438 | \$380,663 | \$336,230 | \$270,629 |
| | Total | \$6,018,956 | \$6,080,833 | \$6,286,672 | \$5,264,425 | \$4,545,559 | \$4,564,258 | \$4,591,493 | \$4,586,647 | \$3,223,952 | \$2,475,910 | \$1,642,544 | \$1,281,009 |
| \$69,260,789 | | \$8,640,872 | \$8,743,355 | \$9,037,522 | \$8,016,763 | \$6,984,940 | \$6,512,431 | \$6,556,509 | \$6,436,294 | \$5,073,533 | \$4,325,312 | \$3,491,652 | \$3,031,318 |

| Purpose | Original Amount | Interest Rate | Balance at 30/06/2022 | 2022/23 Principal Repayments | 2022/23 Interest Repayments | 2022/23 Total Payments | Year of Final Payment | Notes (If any) |
|--|---------------------|---------------|--------------------------|------------------------------------|-----------------------------------|---------------------------|--------------------------|------------------------------------|
| Water - South Muswellbrook Reservoir | \$1,100,000 | 6.03% | \$91,947 | \$91,947 | \$1,109 | \$93,056 | 2022/23 | |
| Water - Sandy Hollow Augmentation | \$300,000 | 6.09% | \$25,427 | \$25,426 | \$325 | \$25,751 | 2022/23 | |
| Water - South Muswellbrook Reservoir | \$3,200,000 | 6.61% | \$538,522 | \$258,250 | \$22,382 | \$280,632 | 2023/24 | |
| Sewer - Mains and Pump Stations | \$1,300,000 | 6.50% | \$406,758 | \$91,957 | \$21,805 | \$113,762 | 2025/26 | |
| General - Widden Bridge | \$1,750,000 | 6.00% | \$1,159,354 | \$80,322 | \$65,744 | \$146,066 | 2034/35 | |
| General - Smiths Bridge | \$1,573,967 | 4.28% | \$1,180,412 | \$64,304 | \$48,194 | \$112,498 | 2024/25 | |
| General - Roads Infrastructure Backlog | \$3,000,000 | 5.90% | \$573,423 | \$371,478 | \$33,832 | \$405,310 | 2023/24 | LIFS interest rate subsidy applies |
| General - Olympic Park Bridge | \$1,785,000 | 1.45% | \$1,641,582 | \$109,398 | \$23,093 | \$132,491 | 2025/26 | |
| Future Fund | \$3,300,000 | 1.60% | \$2,970,000 | \$165,000 | \$46,310 | \$211,310 | 2024/25 | |
| Future Fund - Seven Hills, Campbell's Corr | \$7,980,502 | 4.35% | \$7,980,502 | \$672,758 | \$339,944 | \$1,012,702 | 2026/27 | |
| Future Fund - Muswellbrook Marketplace | \$13,276,500 | 1.20% | \$12,200,896 | \$625,546 | \$143,216 | \$768,762 | 2023/24 | |
| Future Fund - Muswellbrook Marketplace | \$5,000,000 | 3.43% | \$739,277 | \$739,277 | \$12,582 | \$751,859 | 2022/23 | |
| Future Fund - Muswellbrook Marketplace | \$12,500,000 | 2.34% | \$9,285,643 | \$1,338,923 | \$209,160 | \$1,548,083 | 2024/25 | |
| Future Fund - Donald Home building | \$2,500,000 | 4.80% | \$2,500,000 | \$208,834 | \$117,534 | \$326,368 | 2026/27 | |
| Sewer - Sewer Treatment Plant | \$7,000,000 | 4.49% | \$6,074,062 | \$263,628 | \$267,344 | \$530,972 | 2038/39 | |
| Sewer - Sewer Treatment Plant | \$10,000,000 | 4.50% | \$8,428,794 | \$387,925 | \$371,432 | \$759,357 | 2037/38 | |
| Covid 19 | \$2,000,000 | 1.77% | \$1,762,933 | \$121,711 | \$30,732 | \$152,443 | 2022/23 | |
| Throsby ACT | \$7,800,000 | 1.86% | \$6,976,667 | \$520,000 | \$125,341 | \$645,341 | 2025/26 | |
| TOTAL | \$85,365,969 | | \$64,536,199 | \$6,136,684 | \$1,880,079 | \$8,016,763 | | |



Debtor Balances as at August 2022

| Account | 120 days | 90 days | 60 days | 30 days | Current | Balance |
|-------------------------------------|------------------|-----------------|--------------------|-----------------|--------------------|--------------------|
| Waste Depot Charges | \$0 | \$27,878 | \$10,673 | \$0 | \$201,849 | \$240,400 |
| Inspection Fees | \$12,507 | \$3,276 | \$936 | \$0 | \$0 | \$16,719 |
| Sam Adams College Rent | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Council Properties - Future Fund * | \$186,331 | \$20,636 | \$8,482 | \$77,258 | \$198,925 | \$491,632 |
| Council Properties - Marketplace * | \$425,750 | \$12,317 | \$36,664 | \$11,082 | \$73,596 | \$559,408 |
| Council Properties - Education Fund | \$0 | \$1,827 | \$0 | \$9,124 | \$21,094 | \$32,044 |
| Recreation | \$476 | \$0 | \$1,412 | \$82 | \$2,091 | \$4,061 |
| Sundries | \$10,518 | \$31,091 | \$944,576 | (\$5,872) | \$1,069,487 | \$2,049,800 |
| Water Tanker Sales | \$7,563 | \$0 | \$32,662 | \$14 | \$38,038 | \$78,277 |
| Trade Waste Charges | \$684 | \$0 | \$0 | \$0 | \$0 | \$684 |
| Muswellbrook Sewer | \$33,407 | \$0 | \$29,446 | \$0 | \$0 | \$62,853 |
| GST Tax Debtor | \$0 | \$0 | \$0 | \$0 | \$191,182 | \$191,182 |
| TOTAL | \$677,235 | \$97,025 | \$1,064,851 | \$91,688 | \$1,796,261 | \$3,727,061 |

* Includes deferrals.

**9.4.7. 2021/22 Annual Financial Statements**

| | |
|---------------------------------|---|
| Attachments: | Nil |
| Responsible Officer: | Derek Finnigan - Acting General Manager |
| Author: | David Walsh (Director - Corporate Services & Chief Financial Officer) |
| Community Plan Issue: | 6 - Community Leadership |
| Community Plan Goal: | Collaborative and responsive leadership that meets the expectations and anticipates the needs of the community. |
| Community Plan Strategy: | Not Applicable |

PURPOSE

The 2021/22 Financial Reports are nearing completion and require a Council resolution in order to have them presented for audit in accordance with Section 413 of the Local Government Act.

OFFICER'S RECOMMENDATION

Council Authorise:

1. The submission of the 2021/22 General Purpose Financial Reports, Special Purpose Financial Reports and Special Schedules for Muswellbrook Shire Council to the Auditor; and
2. The Mayor, the Deputy Mayor, Acting General Manager and Responsible Accounting Officer be authorised to sign the reports upon completion of the audit.

Moved: _____ **Seconded:** _____

BACKGROUND

Section 413 (1) of the Local Government Act states that a council must prepare financial reports for each year and must refer them for audit as soon as practicable after the end of that year.

Section 416 (1) of the Local Government Act states that a council's financial reports for a year must be audited within the period of four months after the end of that year i.e. by 31 October.

CONSULTATION

Nil.



REPORT

Council's finance staff are working on the 2021/22 Financial Reports and seek authorisation for them to be submitted to the auditor and then signed once completed, including the receipt of the Auditor's Report.

Council's audit is scheduled from 19 September 2022 with the aim of ensuring that the completed and audited statements can be submitted to the Office of Local Government by the due date of 31 October 2022. Council will be presented with a final audited set of accounts for adoption at the November 2022 Council meeting.

OPTIONS

This resolution is necessary in order to allow the finalisation of the 2021/22 Annual Financial Statements.

CONCLUSION

It is recommended that Council provide Authorisation per the resolution, to ensure Council are able to submit Financial Statements on time.

SOCIAL IMPLICATIONS

Not Applicable.

FINANCIAL IMPLICATIONS

Not Applicable.

POLICY IMPLICATIONS

Not Applicable.

STATUTORY IMPLICATIONS

Section 413 of the Local Government Act provides for the referral of the draft financial statements for audit.

LEGAL IMPLICATIONS

Not Applicable.

OPERATIONAL PLAN IMPLICATIONS

Not Applicable.

RISK MANAGEMENT IMPLICATIONS

Not Applicable.

WASTE MANAGEMENT IMPLICATIONS

Not Applicable.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

Not Applicable.



9.4.8. Councillor Questions - Previous Meeting

Attachments: Nil

Responsible Officer: Derek Finnigan - Acting General Manager

Councillor Woodruff asked the following questions with notice for the Council meeting on 23 August, 2022, as follows:

Buy Local Policy

Would Council consider formulating a Buy Australia policy to be implemented within Council?

Denman Tennis Courts

Can Council confirm if fees at the Denman Tennis Courts are still waived for children and reduced for sporting groups?

MOTION

The information be noted.

Moved: _____ **Seconded:** _____

RESPONSE

Buy Local Policy

This is a very positive action and be incorporated into the next review of Council's procurement Policy and Procurement Procedure.

Denman Tennis Courts

Council does not charge for organised junior sport, and this has remained unchanged in Council's Fees & Charges for 2022/23. School groups, for example, that book the Denman Tennis Courts are not charged. If the booking is made by a business, for example tennis coaching, then court hire fees would apply.



9.4.9. Report on Council Grant Funding and Community Engagement

| | |
|---------------------------------|--|
| Attachments: | Nil |
| Responsible Officer: | David Walsh - Director - Corporate Services & Chief Financial Officer |
| Author: | Ivan Skaines (Grants and Community Engagement Officer) |
| Community Plan Issue: | 6 - Community Leadership |
| Community Plan Goal: | Collaborative and responsive leadership that meets the expectations and anticipates the needs of the community. |
| Community Plan Strategy: | 6.2.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves. |

PURPOSE

To advise Council of recent grant applications submitted, grant funding recently announced or to be announced shortly, and of upcoming grant opportunities. In addition, to provide updates on Council's other grants and community engagement activities.

OFFICER'S RECOMMENDATION

Council notes the information contained in the report.

Moved: _____ **Seconded:** _____

BACKGROUND

For some time, Muswellbrook Shire Council has been successful in obtaining grants which have been decided via competitive applications and, in addition, Council has continued to receive grant allocations from both State and Federal government sources for which Council is required to nominate proposed projects for funding. Council also runs several grant programs and has established a grant finding portal via Council's website.



CONSULTATION

Grant applications are aligned to projects identified by Council's Delivery Program and prepared in consultation with the Mayor, Council's senior managers and key staff in relevant sections. Councillors are regularly updated about grant applications.

REPORT

Grant applications recently submitted:

- **Fixing Local Roads** provides support to Councils to repair, maintain or seal priority or important Local Roads. Applications were submitted for the re-sealing of a section of Wells Gully Road (\$2,273,345.10), heavy patching of Victoria Street, Muswellbrook (\$721,433.80) and re-sealing of a section of Castlerock Road (\$1,281,774.78).

Upcoming grant and funding opportunities:

- The NSW Government's **Stronger Country Communities Fund Round 5** aims to boost the wellbeing of communities in regional areas by providing new or upgraded social and sporting infrastructure, or community programs that have strong local support. The fund re-opened 5 August 2022, and funding available for projects in the Muswellbrook Shire Local Government Area (LGA) is \$1,480,387. Of this, \$1,017,766 is available to Council as the applicant, with the balance of the allocation open only to eligible community organisations. Applications close 23 September, 2022. The following projects were considered as appropriate projects for funding:
 - Victoria Park Football Facilities (\$100,000);
 - Paths and other accessible infrastructure around proposed new bus shelters and bus shelter upgrades (\$267,766);
 - Playground construction Civic Pocket Park (\$250,000);
 - Animal Care Facility Watercourse and Riparian Corridor (\$300,000); and
 - Public Buildings Accessibility Program (\$100,000).
- The NSW Government has committed \$150 million to **Round 2 of the Regional Tourism Activation Fund** which will accelerate the development of high impact tourism infrastructure projects that will increase visitation, expenditure and extend length of stay for visitors to regional NSW. The Fund will focus on developing new and enhanced visitor experiences that have the potential to increase the international appeal of destinations in regional NSW and lead to increased visitation from interstate and international tourists. The Fund will support projects that utilise universal design principles and are accessible and inclusive for everyone. Applications close 27 September, 2022.
- **Resources for Regions funding for Round 9** is open and applications close 30 September 2022. Projects must be for infrastructure or community programs that support the ongoing prosperity of mining communities by providing economic opportunities, improved amenity, and positive social outcomes. Applicants are strongly encouraged to make a financial co-contribution to their projects, however this is not a mandatory eligibility requirement. Council has endorsed the following priority projects, plus other projects listed in Council's Delivery Program where appropriate, for nomination:
 1. New works depot/waste depot;
 2. Denman Recreation Centre upgrade;
 3. Merton Street drainage;
 4. Activation of Campbell's Corner building;



5. Demolition of buildings in the Muswellbrook Civic Precinct;
 6. Relocation of Sustainability Hub; and
 7. Net Zero Projects.
- Crown Lands has been allocated \$15 million funding to assist with the **Restoration and Clean-up of Crown Land** affected by the February/March 2022 storm and flood event (AGRN 1012). Eligible Council Crown land managers can now apply for funding to clean-up, repair and restore flood and storm damage on Crown land under their control. Damage must be as a result of the 2022 February/March Flood and Storm event only. All applications are to be submitted by 30 September 2022.
 - The **NSW Regional Housing Strategic Planning Fund** is a grant program to support strategic planning work that is available to all NSW regional councils. Up to \$3 million in funding will be available in Round 1. The objective of the grant program is to support eligible strategic planning projects that:
 - enable and accelerate new housing capacity and the delivery of zoned and 'development-ready' residential land in regional NSW;
 - support new housing capacity in regional NSW and enable future development by resolving issues and constraints;
 - better align and coordinate housing and infrastructure delivery;
 - support more housing choice and the availability of affordable and diverse housing in regional NSW;
 - make housing in regional NSW more resilient to natural hazards and other potential shocks and stresses; and
 - empower and support local councils to plan strategically for future housing supply.
- The update of Council's s7.11 plan will best meet the assessment criteria for funding and staff recommend it as our nominated project. Applications will close Friday 30 September 2022.
- Applications for Round Two of the **Regional Events Acceleration Fund** are now open, with a further \$20 million in funding for events hosted in regional NSW between July 2022 and June 2023. The aim of the funding is to help attract new events to the regions, make existing iconic regional NSW events even bigger and better and improve accessibility and inclusion at major events. The types of events eligible for funding include major sporting and lifestyle events; major food and beverage events; major music, art, cultural and regionally significant agricultural field day events. Applications close 4 October 2022.
 - Applications are now open for the \$40 million 'Our Region, Our Voice' **Regional Youth Investment Program** which will provide grants of up to \$3 million for projects that genuinely reflect the needs and aspirations of regional young people in NSW. The program was developed through consultation with nearly 2,000 young people across regional NSW to ensure the investment truly reflects the voice of regional youth. The funding will be allocated across nine investment themes which are Skills, Education, Health, Inclusivity, Transport, Digital, Belonging, Agency, and Housing. Applications close on 4 October, 2022.
 - **NSW Environmental Trust's Restoration and Rehabilitation Grants Program** is open and staff are investigating various projects for the funding. Applications close 10 October, 2022.



- Eligible councils across regional NSW have been invited to apply for project funding as part of the 2022 round of **Fixing Country Roads**. This round will target ready projects that can begin construction within 18 months of the receipt of a successful project letter to deliver immediate benefits to freight operators, farmers and producers and local economies. Staff recommend that Thomas Mitchell Drive and Wybong Road as suitable projects and applications close 14 October, 2022.
- The **Summer Holiday Break Program** provides young people with opportunities to connect, socialise, and have fun during the school holidays by delivering a range of free and subsidised activities across regional NSW. The program is funded by the Office for Regional Youth. Activities at the Aquatic Centres over the Summer Break would be appropriate for funding. Applications close 21 October 2022
- NSW Councils have been invited to apply for the 2022-23 **Public Library Infrastructure Grants Program** managed by the State Library of NSW. Applications are due by 28 October, 2022.
- The NSW Environmental Trust is now inviting applications to its **2022–23 Environmental Education Grants Program**. A total of \$1 million is available for projects that develop, broaden and transform the community's knowledge, skills and intrinsic motivation to undertake sustainable behaviour and encourage participation in protecting the environment. Funding of up to \$60,000 (Tier 1) and between \$60,001 and \$250,000 (Tier 2) for projects is being offered and applications close 7 November, 2022.
- Round 1 applications for the **NSW Government EV Destination Charging Grants** have been extended to 11 November, 2022. A total of \$20 million of grant funding is available, which is intended to be awarded under multiple funding rounds between 2022 and 2024. With \$7 million available in round one, the grants will help co-fund the purchase and installation of select EV chargers and a 2-year software subscription for each charger installed.

Grant funding recently announced:

- Confirmation has been received that Muswellbrook Shire Council has been awarded \$239,651 under the NSW Government's Reconnecting Regional NSW – Community Events Program for three events:
 - a Karoola Park Christmas Park Run;
 - New Years Eve 2023 in Muswellbrook; and
 - Rock'n the Brook on 4 March 2023 in Muswellbrook.

Grant funding to be announced shortly:

- Council applied for \$1 million for **Stage 1 of the Muswellbrook Town Centre** under Round 6 of the Federal Building Better Regions Program - Infrastructure Projects.

Unsuccessful applications:

- We have received no notifications of unsuccessful applications since the last Council meeting.



Muswellbrook Shire Council Grants Portal

The report for data from January 2022 to July 2022 for Council's grant finding portal at <https://muswellbrook.grantguru.com.au/> is listed in the table below:

| Indicator | Aug | Jul | Jun | May | Apr | Mar | Feb |
|--|-----|-----|-----|-----|-----|-----|-----|
| Total unique portal visitors ^[1] | 59 | 38 | 63 | 63 | 33 | 96 | 64 |
| Number of page views ^[2] | 242 | 242 | 248 | 190 | 133 | 374 | 159 |
| Total cumulative registrations to the portal (via the sign-up form) ^[3] | 76 | 71 | 63 | 56 | 52 | 52 | 43 |
| Grant alerts sent per month to registered users | 653 | 542 | 490 | 463 | 373 | 485 | 370 |

^[1] A visitor is someone who has viewed your portal, but may or may not be registered - the same person is not double counted.

^[2] Page views are the total number of a visitor's 'clicks' within your portal, and includes viewing grant information. Repeated views of a single page are counted.

^[3] Registrations are people that have registered to your portal via the signup form and are still active.

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

Community grants - Round 2 2022

Muswellbrook Shire Council's Community Grants (Round 2 2022) opened on 14 September and will close on 30 September 2022.

2022 Muswellbrook Shire Council Community Panel

A Community Panel Workshop was held on Saturday, 20 August in Denman, where presentations were made on:

- 1) Council Services;
- 2) Council Finances 101; and
- 3) Integrated Planning and Reporting.

Council is currently providing Community Panel members with presentations as online videos and they are being asked to view the presentations leading up to the final workshop on Saturday, 24 September. The online presentations will cover:

- Overview and response to questions from 20 August Community Panel 1;
- Presentation 4 Economic Resilience - economic impacts and opportunities;
- Presentation 5 Our Utilities - an overview of our water, wastewater and waste services;
- Presentation 6 Our Community Services - an overview of our pools, libraries and Art Centre;
- Presentation 7 Roads and footpaths – overview of road network and road maintenance and standards;
- Presentation 8 – Parks and Sporting Fields – overview of how they are managed, new



parks and open spaces.

The final workshop will answer any questions raised by the presentations and seek input from participants regarding the development of Council's Service Review Program and Community Engagement Strategy.

CONCLUSION

Council notes upcoming grant and funding opportunities, grant funding recently announced, grant funding to be announced shortly, data on Council's Grant Portal, the opening of Round 2, 2022 of Council's community grants program and Council's community engagement activities.

SOCIAL IMPLICATIONS

The projects supported by Council's Community Grants address priority issues in the community and are well-supported.

FINANCIAL IMPLICATIONS

The funding received under these grant programs will offset expenditure that would otherwise be needed to be made by Council. There are co-contributions required as specified in the descriptions above.

Council has also approved the incorporation of the Rural Halls Funding into the development of a Community Grants Program

POLICY IMPLICATIONS

The Community Grants have been allocated according to Council's Financial Assistance and Sponsorship Policy (MSC05E).

STATUTORY IMPLICATIONS

Council's grant applications align with the goals contained in the Muswellbrook Shire Community Strategic Plan and with a range of Federal and State strategy documents.

LEGAL IMPLICATIONS

Where grant applications are successful, Muswellbrook Shire Council will be required to enter into a grant agreement with the funding body.

OPERATIONAL PLAN IMPLICATIONS

The projects funded by these grants are in line with Council's Operational Plan.

RISK MANAGEMENT IMPLICATIONS

Council is required to identify risks and associated risk management strategies for each project in preparing the grant application.

WASTE MANAGEMENT IMPLICATIONS

Nil

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

All the grant funding successes contained in this report are no longer under embargo.



9.5. Community and Economy

9.5.1. Aboriginal Reconciliation Committee - Terms of Reference

| | |
|---------------------------------|--|
| Attachments: | 1. Aboriginal Reconciliation Committee Terms of Reference 2022 [9.5.1.1 - 5 pages] |
| Responsible Officer: | Shaelee Welchman - Director - Community & Economy |
| Author: | Kim Manwarring (Manager Community Services) |
| Community Plan Issue: | 2 - Social Equity and Inclusion |
| Community Plan Goal: | An inclusive and interconnected community where everyone enjoys full participation. |
| Community Plan Strategy: | 2.5.1 - Raise awareness of the local Aboriginal Community and an appreciation of their traditions and culture. |

PURPOSE

To provide an update to Councillors regarding the review of the Aboriginal Reconciliation Committee Terms of Reference.

OFFICER'S RECOMMENDATION

Council endorses the Aboriginal Reconciliation Committee Terms of Reference.

Moved: _____ **Seconded:** _____

BACKGROUND

The Muswellbrook Shire Council Aboriginal Reconciliation Committee was formed in 1999 with goals to advance reconciliation between Aboriginal and/or Torres Strait Islander people and the community. The Committee has assisted and advised Council on matters that affect Aboriginal and/or Torres Strait Islander people.

Some of the Committee's achievements have been: the development of an acknowledgement of country; the painting and establishment of the Reconciliation Mural; the delivery of the In Our Own Words Project; the development and continual review of the workingwithindigenoustraiians.info website; advice on the imprints on the Noise Attenuation Walls; naming of Weeraman Fields; and input into the inclusion of Aboriginal Cultural Heritage in the Donald Horne Building.

In the formation of the new Council it is timely to review the Committee's terms of reference.

CONSULTATION

A small working group met in August to review the terms of reference attached. The Working Group consisted of the Chairperson and CEO of Wanaruah Local Aboriginal Land Council, Mayor Reynolds, Councillor elected representatives Cr Scholes and Bowditch, Acting General Manager, Director of Economy & Community, Community Partnerships Officer and Manager of Community Services.



REPORT

To ensure that the Aboriginal Reconciliation Committee goals align with Council's Strategic Plan goal to enhance relationships and engagement with local Indigenous Communities, it is recommended that a committee be formed and review the attached draft Terms of Reference.

If the Terms of Reference is accepted, correspondence will be sent to Wanaruah Local Aboriginal Land Council and Hunter Valley Aboriginal Corporation seeking a committee representative. Further to this, an expression of interest process will be held inviting Community Members to nominate as members of the committee.

Nominations will be assessed by the Members of the Committee with the support of the Community Partnerships Officer. The EOI will be formulated and sent out through relevant Council e-lists, stakeholder groups and promoted on Council's social media platforms. When the Committee forms, it is recommended that the Committee reviews the Terms of Reference and a report be provided to Council.

OPTIONS

1. Council could resolve to endorse the draft Aboriginal Reconciliation Committee Terms of Reference.
2. Council could resolve not to endorse the draft Aboriginal Reconciliation Committee Terms of Reference.
3. Council could resolve to disband the Aboriginal Reconciliation Committee.

CONCLUSION

The review of the Aboriginal Reconciliation Committee Terms of Reference will provide a framework for the Committee to advise and assist Council on matters that affect Aboriginal and/or Torres Strait Islander people and work towards Council's goal to enhance relationships and engagement with the local Indigenous communities.

SOCIAL IMPLICATIONS

These recommendations will provide improved outcomes for members of the local Aboriginal and/or Torres Strait Islander Communities by improving relationships and engagement processes with members of the community.

FINANCIAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil.

STATUTORY IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Nil.

OPERATIONAL PLAN IMPLICATIONS

These actions are in line with the Operational Plan Goals.



RISK MANAGEMENT IMPLICATIONS

Nil.

WASTE MANAGEMENT IMPLICATIONS

Nil.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

Nil.

ABORIGINAL RECONCILIATION COMMITTEE

TERMS OF REFERENCE

[DATE]



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PURPOSE AND OBJECTIVE

An inclusive and interconnected community, where everyone enjoys participation.

The objective is to enhance relationships and engage with the local Aboriginal and Torres Strait Islander Communities.

REPORTS TO

Council

AUTHORITY AND DELEGATION

The Committee does not possess any delegation or decision-making authority either from the General Manager or Council. The Committee may make recommendations to Council regarding matters that are relevant to its purpose and scope.

SCOPE

- To encourage reconciliation between the Aboriginal and Torres Strait Islander communities and the wider community in Muswellbrook Shire.
- To consult with the Aboriginal Community on issues that are relevant to Council's Strategic Plan.
- To increase awareness of the full history of the local area.
- To provide appropriate support for projects which encourage self determination.
- To pursue activities which enhance the preservation and awareness of Aboriginal customs and cultural heritage.
- To promote the contribution that Aboriginal and Torres Strait Islander cultures make in the wider community.
- To encourage solutions to meet needs within the Aboriginal and Torres Strait Islander communities.
- To act as link for Government Departments and Council to seek the views of Aboriginal and Torres Strait Islander community members.
- To work with Council to encourage equitable access to Council and its services.
- Provide cultural input and feedback on Council Projects and matter where required.
- Increase participation and opportunities for local Aboriginal people through agreed partnerships.

MEMBERSHIP

| Name | Organisational Role | Role |
|--|--|--------|
| Cr Reynolds | Mayor | Member |
| Cr Bowditch | Councillor | Member |
| Cr Scholes | Councillor | Member |
| Representative Nominated by the Organisation | Wanaruah Local Aboriginal Land Council | Member |
| Representative Nominated by the Organisation | Hunter Valley Aboriginal Corporation | Member |
| To be determined | Aboriginal Community Member | Member |
| To be determined | Aboriginal Community Member | Member |
| To be determined | Aboriginal Community Member | Member |
| To be determined | Aboriginal Community Member | Member |

The Committee will be constituted by not less than three Councillors elected by the Council.

OFFICER SUPPORT

The Committee will be supported by the following Muswellbrook Shire Council positions:

| Organisational Role | Role |
|--------------------------------|---------|
| Community Partnerships Officer | Officer |
| Community Services Manager | Officer |

MEETINGS

Meetings will follow the Model Code of Meeting Practice.

The Committee shall meet at such times and at such places as it may determine frequency. Agenda items are to be provided to Council's Community Partnerships Officer the week prior to the meeting, a summary of issues, actions and decisions of each meeting of the Committee will be recorded and an action log will be developed and tabled at each meeting. Meetings can be held in person, by telephone or by video conference.

CHAIRPERSON

The Chair is to be nominated by the membership and a rotating Chair is acceptable. The Committee will be provided administration support from Muswellbrook Shire Council. Presenters will be invited as required.

ESCALATION

Issues requiring escalation are to be raised in writing to the General Manager for resolution and / or decision by Council.

QUORUM REQUIREMENTS

A minimum of four Aboriginal and/or Torres Strait Islander members must be in attendance for a meeting to be proceed.

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

APOLOGIES

Members of the Committee shall make an apology via the Chair to attend a meeting if the member is unable to attend. If members do not attend three consecutive meetings without an apology their membership will be reviewed by the Committee.

AD HOC INVITEES

As required, members of the Committee may request attendance of other stakeholders or subject matter experts.

The member requesting attendance of an invitee must advise the Committee Chair prior to the next scheduled meeting, so that the appropriate items can be added to the agenda.

Attendance by non-member attendees will be by invitation by the Committee Chair.

CONFIDENTIALITY

Discussions that occur within the Committee are to be kept confidential. If there are key messages to be communicated outside of the Committee a communiqué will be developed and endorsed by the Committee.

CONFLICTS OF INTEREST

Members will provide declarations in relation to any conflicts of interest that would preclude them from considering specific issues within a meeting.

ABORIGINAL RECONCILIATION COMMITTEE TERMS OF REFERENCE

Members must declare these conflicts of interest at the start of each meeting or before discussion of the relevant agenda item or topic.

Details of any conflicts of interest will be recorded in the minutes.

ENGAGEMENT WITH THE MEDIA

Only the Mayor and General Manager of Muswellbrook Shire Council, and the Committee Chair will be permitted to comment to the media on behalf of the Committee, unless otherwise agreed by the Committee.

AMENDMENT

At least once every 4 years the Committee will review this Terms of Reference and make recommendation on any changes to Council for its determination.

Authorisation Details:

| | |
|-------------------|------------|
| Authorised by: | |
| Minute No: | XXX |
| Date: | XX/XX/XXXX |
| Review timeframe: | XX/XX/XXXX |
| Department: | |
| Document Owner: | |

Review History:

| Version No. | Date Changed | Modified By | Amendments Made |
|-------------|--------------|-------------|-----------------|
| | | | |
| | | | |



9.5.2. Australia Day Awards - Categories

| | |
|---------------------------------|---|
| Attachments: | 1. MSC Australia Day 2022 Nomination Form (003) [9.5.2.1 - 4 pages] |
| Responsible Officer: | Shaelee Welchman - Director - Community & Economy |
| Author: | Kim Manwarring (Manager Community Services) |
| Community Plan Issue: | 4 - Cultural Vitality |
| Community Plan Goal: | A culturally rich and diverse Community with strong identities, history and sense of belonging. |
| Community Plan Strategy: | 4.3.1 - Develop and implement a program of Shire events to engage more locals and attract more visitors |

PURPOSE

The report is submitted for Council's consideration to endorse the 2023 Australia Day Awards categories.

OFFICER'S RECOMMENDATION

Council endorses the 2023 Australia Day Award categories.

Moved: _____ **Seconded:** _____

BACKGROUND

Council reviewed the Australia Day Awards nominations guidelines and criteria in 2021. The result of this review was condensing of the previous awards into three award categories, these being Citizen of the Year, Young Citizen of the Year and the Open Awards.

The creation of the open awards provided Council with some flexibility to award community members who have made significant contributions to the community but don't fit into set categories. However, it has not provided a niche set of categories for the community to nominate fellow citizens for their significant contributions.

CONSULTATION

Mayor Steve Reynolds

Councillors De-anne Douglas, Jeff Drayton and Darryl Marshall

Director Community and Economy

Manager Community Services

Economic Development Officer

Community Services Officer - Engagement

Acting General Manager



REPORT

The Event Steering Committee met on 21 September 2022 to review the 2022 Australia Day Awards categories. The committee resolved to amend the award categories as follows:

Citizen of the Year

The selection criteria for the Citizen of the Year includes:

- Significant contribution to the community.
- An inspirational role model for the Australian community.
- Has demonstrated a commitment to enhancing the welfare and wellbeing of the community, that have short- or long-term benefits for others.
- Impact on the Muswellbrook Shire community.
- Open to people 25 years or older as at 26 January 2022

Young Citizen of the Year

The selection criteria for Young Citizen of the Year includes:

- Significant contribution to the community.
- An inspirational role model for other young Australians in our local government area.
- Has shown achievements in community activities, academic, sporting, personal, cultural, environmental and / or social responsibility.
- Impact on the Muswellbrook community.
- Open to people under 25 years as at 26 January 2022.

Open Award

This award is open to everyone and acknowledges:

- Significant contribution to the community.
- An inspirational role model for other Australians in our local government area.
- Has shown achievements in community activities, volunteering, innovation, academia, personal and / or social responsibility.
- Impact on the Muswellbrook community.
- Open to everyone

Arts and Culture Award

- Significant contribution to arts and culture in the community.
- Demonstrated excellence or emerging talent in their field including music, dance and the arts.
- The impact their contribution and achievements have made to the arts and cultural life in the community and beyond.
- Has encouraged community building and participation, is an inspiration to others and has raised awareness about the value of arts in the community.
- Has shown achievements in activities which promote cultural inclusion and diversity.
- Open to all cultural groups or individuals.

Sustainability Award

- Has made a significant contribution to the short or long-term sustainability of the shire.
- Anyone that has shown outstanding performance or has achieved, invented or has shown innovative skill in any agricultural field within the Muswellbrook Shire.
- Open to groups and individuals

Junior Sportsperson

- Demonstrated excellence in their field and/or outstanding sporting achievement including representing their sport at local, state, national or international level.
- Displays the qualities and have conducted themselves in the spirit of fair sportsmanship,



fair play, respect and integrity.

- Displays inspirational leadership, energy and enthusiasm in their sporting role including the ability to motivate and inspire others.
- Open to people younger than 17 years of age as at 26 January in the award year.

Senior Sports person

- Demonstrated excellence in their field and/or outstanding sporting achievement including representing their sport at local, state, national or international level.
- Displays the qualities and have conducted themselves in the spirit of fair sportsmanship, fair play, respect and integrity.
- Displays inspirational leadership, energy and enthusiasm in their sporting role including the ability to motivate and inspire others.
- Years of service to the sport and sporting community.
- Open to people older than 17 years of age as at 26 January in the award year

Services to Sport

- Impact of their support and services to sport in the community including encouraging membership and participation in their sporting field.
- Demonstrated that their service has made a difference in the lives of others and to the sport over a number of years
- Personal effort has made a lasting and significant difference to the sport and club operations and/or met a community need.
- Activities and contributions were completed on a voluntary basis or exceeded the normal requirements.
- Open to members and supporters of sporting clubs.

OPTIONS

Council can approve or amend the proposed Australia Day Award categories.

CONCLUSION

The Australia Day Awards acknowledge the valuable contribution Community Members make to our community and provide an opportunity for Council to recognise and celebrate these contributions.

The reviewing of the categories provides Councillors with an opportunity to ensure the categories reflect the contributions being made in the past twelve months by community members.

SOCIAL IMPLICATIONS

The community's sense of social identity and pride is enhanced by the acknowledgement of those community members who provide a valuable contribution to the life of their community.

FINANCIAL IMPLICATIONS

There will be additional cost in creating other award categories.

Financial Implications – Operational

The 2022-23 Australia Day Budget allocated for the 2023 celebrations is \$18,491.

In the previous two years, Council has received additional funds to assist in the delivery of COVID safe events ie outdoor venue, COVID safe food vendors, additional family fun activities etc. This funding is not available this year.

POLICY IMPLICATIONS



Nil known.

STATUTORY IMPLICATIONS

Nil known.

LEGAL IMPLICATIONS

Nil known.

OPERATIONAL PLAN IMPLICATIONS

Nil known.

RISK MANAGEMENT IMPLICATIONS

Nil known.

WASTE MANAGEMENT IMPLICATIONS

Nil known.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

Nil.

AUSTRALIA DAY AWARD NOMINATION FORM

Award Categories (Required)

- ☐ Citizen of the Year
- ☐ Young Citizen of the Year
- ☐ Open Award

Details of Person/Group being Nominated (Required)

| | |
|----------------------------------|--|
| Full Name | |
| Residential Address | |
| Contact Number | |
| Email | |
| Approx. Age (Young Citizen only) | |

Details of Nominator / Nominators (Required)

| | |
|---|--|
| Nominator's Full Name | |
| Nominator's Organisation (if applicable) | |
| Nominator's Contact Number | |
| Nominator's Email | |

About the Person/Group being Nominated (Required)

Tell us about your person/group you are nominating. How are they an inspirational role model? How have they demonstrated excellence in their field or to the community? You may also like to include such information as how the person contributes to the community; other significant contributions or achievements and past and present membership of community/sporting/professional bodies etc. Please include as much information as possible so the nominee has the best chance of being selected.

Referees for Person/Group being Nominated (Required)

| | |
|------------------------|--|
| Referee Name | |
| Referee Contact Number | |
| Referee Email | |

| | |
|------------------------|--|
| Referee Name | |
| Referee Contact Number | |
| Referee Email | |



Australia Day Awards 2022 Nomination Guidelines and Criteria

With 2021 being another year of unprecedented circumstances, Muswellbrook Shire Council hopes to celebrate outstanding members of the community for Australia Day 2022, with an official ceremony to be held locally (pending COVID restrictions). The Australia Day Awards are open to Muswellbrook Shire community members who are Australian citizens and who have made a noteworthy contribution or achieved something outstanding in their work, studies or community service during the current year, or over several years.

Award Categories

Citizen of the Year
Young Citizen of the Year
Open Award

Citizen of the Year

- Significant contribution to the community.
- An inspirational role model for the Australian community.
- Has demonstrated a commitment to enhancing the welfare and wellbeing of the community, that have short- or long-term benefits for others.
- Impact on the Muswellbrook community.
- Open to people 25 years or older as at 26 January 2021.

Young Citizen of the Year

- Significant contribution to the community.
- An inspirational role model for other young Australians in our local government area.
- Has shown achievements in community activities, academic, sporting, personal, cultural, environmental and / or social responsibility.
- Impact on the Muswellbrook community.
- Open to people under 25 years as at 26 January 2021.

Open Award

- Significant contribution to the community.
- An inspirational role model for other Australians in our local government area.
- Has shown achievements in community activities, academic, sporting, personal, cultural, environmental and / or social responsibility.
- Impact on the Muswellbrook community.
- Anyone that has shown outstanding performance or has achieved, invented or has shown innovative skill in any Agricultural field within the Muswellbrook Shire.
- Open to everyone.

Nomination for Australia Day Awards 2022 Eligibility

- ✓ Nominees must be Australian Citizens and must reside within the Muswellbrook Shire Council region.
- ✓ Nominations must be received by midnight Thursday 30 September 2021. Any nominations received after this time will not be accepted.
- ✓ Contribution by an individual or group to the Muswellbrook Shire region to be voluntary and unpaid and may be of general or specific nature.
- ✓ Nominees must have contributed significantly to the community, in any field considered appropriate.
- ✓ Nominees must demonstrate active concern for the rights, welfare, wellbeing and/or advancement of others and be able to display leadership, innovation or creativity in their activities.
- ✓ Unsuccessful nominees may be re-nominated in subsequent years, by filling out a new nomination accepted.
- ✓ A person cannot receive a second award in the same award category but can be considered for

recognition in a separate category in following years, e.g. Young Citizen of the Year and then Citizen of the Year.

- ✓ The nominee must not be a Member of Parliament.
- ✓ Nominations could include a photo if appropriate and a 100 word summary of the person or activity and at least two referees from different perspectives of the applicant's achievements. Referees may be contacted by the Committee as part of the decision making process and at least one referee should have a good knowledge of the nominee's key area of activity.
- ✓ The Committee reserves the right to obtain more information about each person from whatever source appropriate.
- ✓ The decisions of the Committee shall be final, and no correspondence will be entered into on the subject of decisions made.

Nomination Process

- ➡ To nominate, please complete the appropriate nomination form.
- ➡ Photos and any supporting documentation should be attached to the nomination form.
- ➡ Any nomination received after the closing date will not be considered.
- ➡ Additional information regarding nominations will not be accepted after the closing date unless it is correcting earlier information supplied.
- ➡ All nominees will be notified after the closing date, advising they have been nominated and inviting them and their nominators to attend the Australia Day Award Ceremony (pending COVID restrictions).

The selection panel will consist of the Mayor, the General Manager and other community representatives as the Mayor determines.

Nomination forms can be picked up in person from the Muswellbrook Shire Council Administration Centre – Campbell's Corner, 60-82 Bridge Street, Muswellbrook NSW 2333 or you can use the online form at www.muswellbrook.nsw.gov.au

Nominations are open now and close midnight Thursday 30 September 2021.

The Awards will be presented at an Australia Day Award Ceremony (pending COVID restrictions).

Enquiries Please contact Council on 0265493700 or via email council@muswellbrook.nsw.gov.au for further information.





9.5.3. Community Services

| | |
|---------------------------------|---|
| Attachments: | Nil |
| Responsible Officer: | Shaelee Welchman – Director Community and Economy |
| Author: | Kim Manwarring – Manager Community Services |
| Community Plan Issue: | 6 - Community Leadership |
| Community Plan Goal: | 24.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves. |
| Community Plan Strategy: | 24.1.2 - Appropriate matters are reported to Council in a timely manner in accordance with the Financial Control and Reporting Policy. |

PURPOSE

To provide an update on activities in the Community Services section.

OFFICER'S RECOMMENDATION

The information contained in this report be noted.

Moved: _____ **Seconded:** _____

REPORT

MUSWELLBROOK SHIRE LIBRARIES – MUSWELLBROOK AND DENMAN

The Muswellbrook Shire Libraries was attended by **2,340 customers** during August with our library celebrating National Science week and Book Week. The library opened the new Children's Sensory Courtyard with this new area being popular with our visitors throughout the month.

- **Increasing and maintaining library memberships**

Muswellbrook and Denman libraries registered **63 new members**.

- **Providing opportunities that increase community literacy, both physical and digital**

Online Engagement:

Over the past month the library has had **5,640** post views on Facebook. The library has also launched a new Instagram account during the month of August. Throughout the month the library promoted our current new and recommended items, upcoming events and exhibits.

Collections:

During August the library added **250 new items** to the physical collections Over the month the library loaned **6,504 physical items** and there have been **135 eAudio loans, 157 eBook Loans and 52 Digital magazine loans**.

Home Library:

The Muswellbrook Shire Libraries currently delivers personally selected books, DVDs and Audio books to homebound customers each fortnight. During the month of August this service conducted 2 deliveries and delivered **221 items**.

- **Creating spaces and programs that meet the needs of members and library visitors**

| August Library Programs | | |
|---|------------------------|-------------------|
| Type | No. of Programs | Attendance |
| Literacy and lifelong learning | 20 | 297 |
| Informed and connected citizens | 0 | 0 |
| Digital Inclusion | 0 | 0 |
| Personal development and wellbeing | 2 | 28 |
| Stronger and more creative communities | 5 | 65 |
| Economic and workforce development | 0 | 0 |
| TOTAL | 27 | 390 |

Children's Programs

The Muswellbrook Library celebrated National Science Week during August by launching it's new monthly preschool STEM story time. These sessions are designed to combine literacy based activities with a STEM activity to follow. During August our attendees experimented with ice. This session was attended by **15 children**.

During Book Week the library hosted 4 in house discovery sessions and conducted 3 school visits with participants aged 0-10 years. These sessions were attended by **135 children**.

Children's Storytime and Rhyme time: These sessions were attended by **64 attendees** across both branches. These sessions incorporate song, movement and literacy building stories.

Adults Programs:

- o **Local Author Talk** Local Author Ryan Butta attended Muswellbrook and Denman Libraries to share his latest book. These sessions provided positive feedback and were attended by **26 adults**.
- o **Author Talk with Sally Warriner:** this author talk was hosted at Muswellbrook Library and attended by **16 members**.
- o **Brain Training** was hosted during the month at Denman and Muswellbrook with **5 attendees**.
- o The **Adult Craft Group** meets fortnightly at the Muswellbrook Branch and was attended by 14 attendees during August. This social groups shares crafts projects and provides important adult social connections to members of the Muswellbrook Community.



- o The **Bookclub** groups recommenced at both Muswellbrook and Denman Branch and was attended by **17 attendees**. These groups meet monthly. The Library also promotes a new online bookclub 'Ben's Bookclub' with simultaneous use books available through our Libby App.
- o The **Writers Group** was attended by 10 attendees.

COMMUNITY PARTNERSHIPS

The **Community Partnerships Officer** provided governance support to Upper Hunter Homeless Support Service, convened and facilitated the Upper Hunter Community Services **Interagency** and **attendance** and **participation** in the Upper Hunter Youth Network and the local Community Drug Action Team. Governance **support** has also been provided to Upper Hunter Youth Services and Drug & Alcohol Health Services.

There has also been an overwhelming response of interest in the **Aboriginal Language Program** recently funded through the NSW Social Cohesion Grants, expression of interests will be considered, and priority will be given to local Aboriginal Community Members.

PARTNERSHIPS & ENGAGEMENT

Blue Heeler Film Festival

The Blue Heeler Film Festival is well underway in partnership with the University of Newcastle Creative Industries & Social Sciences Students. A series of free filmmaking workshops will be held at the Muswellbrook Library during September attendance can also be via zoom for those unable to attend in person. **Session Details:**

- Friday 16th September from 2:30pm
- Saturday 17th September from 9:30am
- Friday 23rd September from 2:30pm
- Saturday 24th September from 9:30am

A message from this year's Patron Jenny Hicks has been posted encouraging people to be a part of the Blue Heeler Film Festival- <https://youtu.be/DXBE1KE8UY4>. The official night is scheduled for the 22 October 2022.

The Great Cattle Dog Muster

Council provided support through the organising committee, Council also provided a considerable amount of support in setup and pack down of the event. The Great Cattle Dog Muster attracted in excess of 3000 visitors and many Blue and Red Cattle Dogs.

The Council stand handed out approx. 200 free information bags and along with the sale of a great number of cattle dog pins, magnets, and postcards.

Muswellbrook Indoor Aquatic Centre Opening

The opening is scheduled for the 17 September at 10am. The opening will be officiated by State Member of Upper Hunter David Layzell and Federal Member of Hunter Dan Repacholi.

The Muswellbrook Amateur RSL Youth Swimming Club will provide a BBQ, entry into the Muswellbrook Indoor Aquatic Centre will be free all day and the first 500 people will receive a free ice block and a bottle of water. Power FM will be live broadcasting from the Centre and Captain Splash will entertain patrons with free giveaways and a bit of fun!

For the month September there is a 20% discount on new memberships and entry to the Indoor Aquatic Centre during the September school holidays will be free.

**Visitor Information Centre – Denman**

Today we said farewell to one of our long-term volunteers, Kate Sheehan has generously donated her time and expertise providing excellent customer services to tourist seeking information about our local community. Kate was presented with a lovely bunch of flowers from Council as a thanks for her fabulous service.

MUSWELLBROOK REGIONAL ARTS CENTRE

The **Exhibition Launch** of Councils previous Arts Centre Director **Brad Franks** *RETRO* and *In the Frame: James Gleeson* was opened on Saturday 3 September 2022, the opening was well attended and supported.

Unleashed Exhibition is now on display at the Muswellbrook Regional Art Centre. **‘Unleashed’** is a photographic exhibition that features work from local photographer Karen Davies and two well-known award-winning international renown Dog Show Photographers.

All these **exhibitions** are open until the 22 October 2022

Muswellbrook Art Detectives case #9 is ready for assigning, young art sleuths will be awarded their official Art Detective badge on completion of a fun, treasure hunt style activity designed to tune their skills of observation. The activity is suitable for ages 4-10 and is available for completion at the gallery anytime during opening hours – Monday to Saturday, 10am to 4pm.

The gallery is calling for local artists from the Muswellbrook, Singleton, and Upper Hunter Shires to enter the Viola Bromley Art Prize before 7 October. There are four acquisitive prizes, each valued at \$1,500 – Painting, Works on Paper, Sculpture, and Photography. For all the information and to enter visit - <https://artgallery.muswellbrook.nsw.gov.au/prizes/#page-section-4>

MUSWELLBROOK FITNESS & AQUATIC CENTRE – MUSWELLBROOK & DENMAN

Usage of the Muswellbrook Aquatic & Fitness Centre has been increasing, for the first week in September the total membership visits were **534 occasions** and the total casual visits was **949 occasions**. Program Activities are starting to resume with the first session of Aqua Aerobics being held this week.

Overall, there has been positive feedback received from families with young children about the splash play area, recreational swimmers are enjoying being able to use the facility to exercise and there has been an increasing number of patrons using the warm water pool for their therapeutic exercises. Regular lap swimmers are happy with the new heating system and the heating has been adjusted to 27 degrees in the 25m Indoor Pool.



10. Minutes of Committee Meetings

10.1. Finance Review Advisory Committee Meetings - 11/05/2022, 16/06/2022 & 25/08/2022

- Attachments:**
1. Minutes - Finance Review and Advisory Committee 11/05/2022 [**10.1.1** - 3 pages]
 2. Minutes - Finance Review and Advisory Committee 16/06/2022 [**10.1.2** - 2 pages]
 3. Minutes - Finance Review Advisory Committee - 25/08/2022 [**10.1.3** - 2 pages]

Responsible Officer: Derek Finnigan - Acting General Manager

Author: Michelle Sandell-Hay (EA to the Office of the Mayor & General Manager)

Community Plan Issue: 6 - Community Leadership

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

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

PURPOSE:

To inform Council of the following meetings of the Finance Review advisory Committee:

1. Meeting held on 11 May, 2022
2. Meeting held on 16 June, 2022
3. Meeting held on 25 August, 2022

OFFICER'S RECOMMENDATION

The minutes for the following meetings of the Finance Review advisory Committee be NOTED:

1. Meeting held on 11 May, 2022
2. Meeting held on 16 June, 2022
3. Meeting held on 25 August, 2022

Moved: _____ **Seconded:** _____

The Governance Officer reports that the following meetings were held:

1. Meeting held on 11 May, 2022
2. Meeting held on 16 June, 2022
3. Meeting held on 25 August, 2022

The minutes of these meetings are attached for the information of the Councillors.

MINUTES OF THE EXTRA-ORDINARY FINANCE REVIEW AND ADVISORY COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD IN THE LOXTON ROOM, ADMINISTRATION CENTRE, BRIDGE STREET, MUSWELLBROOK ON WEDNESDAY 11 MAY, 2022 COMMENCING AT 4.11PM.

PRESENT: Cr S. Reynolds (Chair) and Cr R. Mahajan.

IN ATTENDANCE: Cr J. Lecky, Cr D. Marshall, Ms F. Plesman (General Manager), Mr D. Finnigan (Deputy General Manager), Mr D. Walsh (Director – Corporate Services & Chief Financial Officer), Mr J. Hogan (Financial Controller) and Mrs M. Sandell-Hay (PA to General Manager).

1 APOLOGIES AND LEAVE OF ABSENCE

RECOMMENDED on the motion of Cr Reynolds and Cr Mahajan that:

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

In Favour: Crs R. Mahajan and S. Reynolds.

Against: Nil.

2 DISCLOSURE OF ANY PECUNIARY AND NON-PECUNIARY INTEREST

Nil

3 BUSINESS

3.1 REPORT ON INVESTMENTS HELD AS AT 30 APRIL 2022

RECOMMENDED on the motion of Cr Reynolds and Cr Mahajan that:

The information showing Council's investments as at 30 April 2022 be noted.

In Favour: Crs R. Mahajan and S. Reynolds.

Against: Nil.

3.2 FEES & CHARGES - 2022/23

RECOMMENDED on the motion of Cr Reynolds and Cr Mahajan that:

RECOMMENDED that the Finance Committee endorse that Council resolves to:

Place the Fees & Charges for the 2022/23 Financial Year in accordance with the attached 2022/23 Fees & Charges Report to be put on Public Exhibition for a period of 28-days subject to page 15 being amended to read that the Muswellbrook Regional Arts Centre change the fee for non for profit to \$250 ex-GST.

In Favour: Crs R. Mahajan and S. Reynolds.

Against: Nil.

3.3 BUDGET 2022/23 ESTIMATES

RECOMMENDED on the motion of Cr Reynolds and Cr Mahajan that:

The information contained in this report be noted.

In Favour: Crs R. Mahajan and S. Reynolds.

Against: Nil.

4 ADJOURNMENT INTO CLOSED COMMITTEE

RECOMMENDED on the motion of Cr Reynolds and Cr Mahajan that:

The Committee adjourn into Closed Session and members of the press and public be excluded from the meeting of the Closed Session, and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld unless declassified by separate resolution. This action is taken in accordance with Section 10A(2) of the Local Government Act, 1993 as the items listed come within the following provisions:

7.1 EXECUTION OF NEW \$2.5M LOAN

Item 7.1 is classified CONFIDENTIAL under the provisions of Section 10A(2)(d)(i) of the local government act 1993, as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it, and the Committee considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

7.2 EXECUTION OF REFINANCING \$7.980M LOAN

Item 7.2 is classified CONFIDENTIAL under the provisions of Section 10A(2)(d)(i) of the local government act 1993, as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it, and the Committee considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

In Favour: Crs R. Mahajan and S. Reynolds.

Against: Nil.

5 CLOSED COMMITTEE

7.1 EXECUTION OF NEW \$2.5M LOAN

RECOMMENDED on the motion of Cr Reynolds and Cr Mahajan that:

The Finance Committee recommend Council delegate to the General Manager the authority to apply for and execute the following loan agreement:

- 1) A principal and interest loan from NSW Treasury Corporation (TCorp) for an amount of AUD\$2.5 million on a fixed term of 10 years at 4.19% (Indicative only),
 - a. Or if this application is unsuccessful, apply for the CBA option outlined at the end of this report.

In Favour: Crs R. Mahajan and S. Reynolds.

Against: Nil.

7.2 EXECUTION OF REFINANCING \$7.980M LOAN

RECOMMENDED on the motion of Cr Reynolds and Cr Mahajan that:

The Finance Committee recommend Council delegate to the General Manager the authority to apply for and execute the following loan agreement:

- 1) A principal and interest loan from Commonwealth Bank of Australia for an amount of \$7.980

MINUTES OF THE EXTRA-ORDINARY FINANCE REVIEW AND ADVISORY COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD IN THE LOXTON ROOM, ADMINISTRATION CENTRE, BRIDGE STREET, MUSWELLBROOK ON WEDNESDAY 11 MAY, 2022 COMMENCING AT 4.11PM.

million on a fixed term of 5 years, amortising over 10 years at 4.73% (Indicative only).

In Favour: Cr S. Reynolds.

Against: Cr R. Mahajan.

6 RESUMPTION OF OPEN COMMITTEE

RECOMMENDED on the motion of Cr Reynolds and Cr Mahajan that:

The meeting return to Open Committee.

In Favour: Crs R. Mahajan and S. Reynolds.

Against: Nil.

3.4 2022/23 REVENUE POLICY - UPDATE

RECOMMENDED on the motion of Cr Reynolds and Cr Mahajan that:

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

In Favour: Crs R. Mahajan and S. Reynolds.

Against: Nil.

7 CLOSURE

The meeting was declared closed at 4.24pm.

.....
Ms F. Plesman

General Manager

.....
Cr S. Reynolds

Chairperson

MINUTES OF THE EXTRA-ORDINARY FINANCE REVIEW AND ADVISORY COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD IN THE LOXTON ROOM, ADMINISTRATION CENTRE, BRIDGE STREET, MUSWELLBROOK ON THURSDAY 16 JUNE, 2022 COMMENCING AT 5.04PM.

PRESENT: Cr S. Reynolds (Chair), Cr J. Lecky, Cr R. Mahajan and Cr R. Scholes.

IN ATTENDANCE: Cr L. Dunn, Cr D. Marshall, Ms F. Plesman (General Manager), Mr D. Finnigan (Deputy General Manager), Mr D. Walsh (Director – Corporate Services & Chief Financial Officer), Mr J. Hogan (Financial Controller) and Mrs M. Sandell-Hay (PA to General Manager).

1 APOLOGIES AND LEAVE OF ABSENCE

Nil

2 DISCLOSURE OF ANY PECUNIARY AND NON-PECUNIARY INTEREST

Nil

3 BUSINESS

3.1 REPORT ON INVESTMENTS HELD AS AT 31 MAY 2022

A report was submitted to the Committee presenting the list of financial investments currently held by Council in accordance with the Regulation.

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

The information showing Council's investments as at 31 May 2022 be noted.

3.2 MAY 2022 MONTHLY FINANCIAL REPORTS

A report was submitted to the Committee providing an overview of the monthly financial performance of Council's General, Water, Sewer and Future Funds and to identify and explain any material variances against Council's approved budget at an organisational level for the month ending 31 May 2022.

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

The Financial Reports for the month ending 31 May 2022 be noted.

3.3 DEBT WRITE OFF

A report was submitted to the Committee seeking approval to write off \$61,371.44 of uncollectable debts.

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

Council approves the write-off of \$61,371.44 of sundry, uncollectable debts, as listed below.

3.4 CARRYOVER PROJECTS FOR 2022/23

A report was submitted to the Committee presenting the list of proposed operational and capital projects to be carried over to 2022/23 Financial year.

MINUTES OF THE EXTRA-ORDINARY FINANCE REVIEW AND ADVISORY COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD IN THE LOXTON ROOM, ADMINISTRATION CENTRE, BRIDGE STREET, MUSWELLBROOK ON THURSDAY 16 JUNE, 2022 COMMENCING AT 5.04PM.

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

1. The attached lists of Operating and Capital Carryovers be adopted.
2. The final value, based on the adjusted actual 2021/22 expenditure, be incorporated into the 2022/23 Budget prior to the September 2022 quarterly budget review.
3. New Grant Funding received in late June be carried over and incorporated into the September 2022 quarterly budget review.

3.5 PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR COUNCILLORS POLICY

A report was submitted to the Committee presenting the DRAFT Payment of Expenses and Provision of Facilities to Councillors Policy for the Committee's approval, before the policy is brought before Council for consideration.

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

The Finance Review and Advisory Committee refer the DRAFT Payment of Expenses and Provision of Facilities to Councillors Policy to Council for consideration.

3.6 OTHER MATTERS

Ms Plesman advised the Committee that Council Officers were reviewing impacts of the CPI Increase on the 2022/2023 Budget especially in light of expected increases to electricity, fuel etc.. Ms Plesman also advised the Committee that a review of the Operational Plan was also proposed to ensure the budget does not go into deficit. Ms Plesman explained that Council may need to consider a decrease to some functions to ensure a deficit does not occur.

4 CLOSURE

The meeting was declared closed at 5.22pm.

.....
Ms F. Plesman
General Manager

.....
Cr S. Reynolds
Chairperson

**MINUTES OF THE FINANCE ADVISORY COMMITTEE MEETING OF THE
MUSWELLBROOK SHIRE COUNCIL HELD IN THE LOXTON ROOM, ADMINISTRATION
CENTRE, 60-82 BRIDGE STREET, MUSWELLBROOK ON 25 AUGUST 2022
COMMENCING AT 4:00PM.**

PRESENT: Cr S. Reynolds (Chair), Cr A. Barry (VC), Cr L. Dunn, Cr J. Lecky, Cr R. Mahajan, Mr D. Finnigan (Acting General Manager).
IN Cr D. Marshall, Cr G. McNeill (MS Teams), Mr D. Finnigan (Acting
ATTENDANCE: General Manager), Mr J. Hogan (Finance Manager), Mrs K. Morris (CS & A Team Leader)

1 Apologies

RESOLVED on the motion of Cr R. Mahajan and Cr L. Dunn that:

1. The apologies for inability to attend the meeting submitted by Cr R. Scholes be ACCEPTED and the necessary Leave of Absence be GRANTED.
2. Authority be given for Cr A. Barry and Cr G. McNeill to attend the Council Meeting via video link.

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

Against: Nil.

2 Confirmation of Minutes of Previous Meeting **

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

The Minutes of the Finance Review Advisory Committee Meeting held on **16 June 2022**, a copy of which has been distributed to all members, be taken as read and confirmed as a true record.

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

Against: Nil.

3 Disclosure of Any Pecuniary and Non-Pecuniary Interests

Nil.

4 Business Arising

4.1 Monthly Financial Reports - July 2022

A report was submitted to the Committee providing an update on the Monthly financial reports.

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

Finance Committee notes the Financial Reports for the month ending 31 July 2022

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



Favour:

Against: Nil.

5 Business

5.1 Financial Statements & Audit Update

A report was submitted to the Committee providing an update on the Financial Statements and Audit. A brief overview was provided to the Committee by Mr Hogan.

RECOMMENDED on the motion of Cr R. Mahajan and Cr J. Lecky that:
Finance Committee notes the update provided.

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

Against: Nil.

7 Date of Next Meeting

22 September, 2022

8 Closure

The meeting was declared closed at 4:26pm.

.....
Mr D. Finnigan
Acting General Manager

.....
Cr S. Reynolds
Chairperson

**10.2. State Significant Development Committee Meetings - 21/03/2022, 16/05/2022, 9/06/2022, 27/06/2022, 18/07/2022 & 15/08/2022**

| | |
|---------------------|--|
| Attachments: | <ol style="list-style-type: none">1. Minutes - State Significant Development - 21/03/2022 [10.2.1 - 3 pages]2. Minutes - State Significant Development 16/05/2022 [10.2.2 - 2 pages]3. Minutes - State Significant Development 9/06/2022 [10.2.3 - 2 pages]4. Minutes - State Significant Development 27/06/2022 [10.2.4 - 2 pages]5. Minutes - State Significant Development Committee - 18/07/2022 [10.2.5 - 2 pages]6. Minutes - State Significant Development Committee - 15/08/2022 [10.2.6 - 2 pages] |
|---------------------|--|

Responsible Officer: Derek Finnigan - Acting General Manager

Author: Michelle Sandell-Hay (EA to the Office of the Mayor & General Manager)

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

PURPOSE

To inform Council of the following meetings of the State Significant Development Committee:

1. Meeting held on 21 March, 2022
2. Meeting held on 16 May, 2022
3. Meeting held on 9 June, 2022
4. Meeting held on 27 June, 2022
5. Meeting held on 18 July, 2022
6. Meeting held on 15 August, 2022

OFFICER'S RECOMMENDATION

The minutes for the following State Significant Development Committee meetings be NOTED:

1. Meeting held on 21 March, 2022
2. Meeting held on 16 May, 2022
3. Meeting held on 9 June, 2022
4. Meeting held on 27 June, 2022
5. Meeting held on 18 July, 2022
6. Meeting held on 15 August, 2022

Moved: _____ **Seconded:** _____

REPORT



The Governance Officer reports that the following meetings were held:

1. Meeting held on 21 March, 2022
2. Meeting held on 16 May, 2022
3. Meeting held on 9 June, 2022
4. Meeting held on 27 June, 2022
5. Meeting held on 18 July, 2022
6. Meeting held on 15 August, 2022

The minutes of these meetings are attached for the information of the Councillors.

MINUTES OF THE STATE SIGNIFICANT DEVELOPMENT COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD IN THE LOXTON ROOM, ADMINISTRATION CENTRE, MUSWELLBROOK ON MONDAY 21 MARCH, 2022 COMMENCING AT 4.30PM.

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

IN ATTENDANCE: Ms F. Plesman (General Manager), Mr D. Finnigan (Deputy General Manager), Ms S. Pope (Executive Manager – Planning & Environment), Ms T. Folpp (Development Compliance Officer), Mr J. Kasby (Epuron), Mr A. Wilson (Epuron) and Mrs M Sandell-Hay, Cr D Marshall (observer).

A PRESENTATION - BOWMAN CREEK WINDFARM

Mr Kasby and Mr Wilson provided the committee with a brief overview of the proposed development.

Mr Kasby and Mr Wilson left the meeting at 4.56pm

1 APOLOGIES AND LEAVE OF ABSENCE

RECOMMENDED on the motion of Cr Lecky and Cr McNeill that:

The apologies for inability to attend the meeting submitted by B. Woodruff be ACCEPTED and the necessary Leave of Absence be GRANTED.

2 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

RECOMMENDED on the motion of Cr Scholes and Cr Lecky that:

The Minutes of the State Significant Development Committee held on 3 November 2021, a copy of which has been distributed to all members, be taken as read and confirmed as a true record.

3 DISCLOSURE OF ANY PECUNIARY AND NON-PECUNIARY INTEREST

Cr G. McNeill declared an insignificant non-pecuniary interest in item 6.2. Cr McNeill advised the Committee that he works in a thermal coal power generation facility and the proposed development is in direct competition with this industry.

Cr G. McNeill also declared a significant interest in item 6.3. Cr McNeill advised the Committee that he is employed by the company mentioned in the report.

4 PUBLIC PARTICIPATION

Nil

5 BUSINESS ARISING

Nil

6 BUSINESS

6.1 MAXWELL UNDERGROUND MINE - PROPOSED MINING OPTIMISATION MODIFICATION - SCOPING LETTER

RECOMMENDED on the motion of Cr Scholes and Cr McNeill that:

The information contained in this report be noted.

In Favour: Crs J. Lecky, G. McNeill, S. Reynolds and R. Scholes.

MINUTES OF THE STATE SIGNIFICANT DEVELOPMENT COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD IN THE LOXTON ROOM, ADMINISTRATION CENTRE, MUSWELLBROOK ON MONDAY 21 MARCH, 2022 COMMENCING AT 4.30PM.

Against: Nil.

6.2 BOWMANS CREEK WINDFARM ADDITIONAL INFORMATION

Disclosure of Interest

Cr McNeill declared an insignificant interest in this Item. Cr McNeill advised the Committee that he is employed at a thermal coal power generation facility that is in direct competition with the proponent.

At 5:11pm Cr Graeme McNeill left the Meeting and therefore took no part in discussion or voting on this item.

RECOMMENDED on the motion of Cr Lecky and Cr Scholes that:

- 1) The Committee supports the making of a submission on the Bowmans Creek Windfarm (SSD-10315) generally as set out in Attachment A; and
- 2) Delegates to the General Manager authority to finalize and send the submission.

In Favour: Crs J. Lecky, S. Reynolds and R. Scholes.

Against: Nil.

6.3 BAYSWATER POWER STATION UPGRADE - DETERMINATION

Disclosure of Interest

Cr McNeill declared an insignificant interest in this Item. Cr McNeill advised the Committee that he is employed by a thermal power generation company that is mentioned in the report.

Cr Graeme McNeill remained absent from Meeting and therefore took no part in discussion or voting on this item.

RECOMMENDED on the motion of Cr Scholes and Cr Lecky that:

The information contained in this report be noted.

In Favour: Crs J. Lecky, S. Reynolds and R. Scholes.

Against: Nil.

At 5:19pm Cr McNeill returned to the meeting and resumed his chair at the meeting table.

6.4 DARTBROOK UNDERGROUND MINE - COURT CASE RESULT

RECOMMENDED on the motion of Cr Lecky and Cr McNeill that:

The information contained in this report be noted.

In Favour: Crs J. Lecky, G. McNeill, S. Reynolds and R. Scholes.

Against: Nil.

7 DATE OF NEXT MEETING

19 April, 2022

8 CLOSURE

The meeting was declared closed at 5.26pm.

**MINUTES OF THE STATE SIGNIFICANT DEVELOPMENT COMMITTEE MEETING OF THE
MUSWELLBROOK SHIRE COUNCIL HELD IN THE LOXTON ROOM, ADMINISTRATION CENTRE,
MUSWELLBROOK ON MONDAY 21 MARCH, 2022 COMMENCING AT 4.30PM.**

.....
Ms F. Plesman
General Manager

.....
Cr S, Reynolds
Chairperson

MINUTES OF THE STATE SIGNIFICANT DEVELOPMENT COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD IN THE LOXTON ROOM, ADMINISTRATION CENTRE, MUSWELLBROOK ON MONDAY 16 MAY, 2022 COMMENCING AT 4:30PM.

PRESENT: Ms F. Plesman (Chair), Cr J. Lecky, Cr R. Scholes, Ms S. Pope (Executive Manager – Planning & Environment).

IN ATTENDANCE: Cr D. Marshall, Cr R. Mahajan, Ms T. Folpp (Development Compliance Officer) and Mrs M Sandell-Hay.

1 APOLOGIES AND LEAVE OF ABSENCE

RECOMMENDED on the motion of Cr Lecky and Cr Scholes that

The apologies for inability to attend the meeting submitted by Cr Reynolds, Cr McNeill and Cr Woodruff be ACCEPTED and the necessary Leave of Absence be GRANTED.

2 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

RECOMMENDED on the motion of Cr Lecky and Cr Scholes that:

The Minutes of the State Significant Development Committee held on 19 April 2022, a copy of which has been distributed to all members, be taken as read and confirmed as a true record.

3 DISCLOSURE OF ANY PECUNIARY AND NON-PECUNIARY INTEREST

Nil

4 PUBLIC PARTICIPATION

Nil

5 BUSINESS ARISING

Nil

6 BUSINESS

6.1 Q1 2022 EXTRACTIVE INDUSTRY (QUARRY) AUDIT

A report was submitted to the Committee providing information on an audit undertaken on extractive industries within the Shire.

The Committee was advised that a further inspection of these sites would be undertaken in November, 2022.

RECOMMENDED on the motion of Cr Scholes and Cr Lecky that:

The information contained in this report be noted.

6.2 ACTIVITIES SUMMARY FOR STATE SIGNIFICANT DEVELOPMENT AND ENERGY GENERATION PROJECTS

A report was submitted to the Committee providing a summary of State Significant Development and Energy Generation Projects.

RECOMMENDED on the motion of Cr Scholes and Cr Lecky that:

MINUTES OF THE STATE SIGNIFICANT DEVELOPMENT COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD IN THE LOXTON ROOM, ADMINISTRATION CENTRE, MUSWELLBROOK ON MONDAY 16 MAY, 2022 COMMENCING AT 4:30PM.

The information contained in this report be noted.

7 DATE OF NEXT MEETING

20 June, 2022

8 CLOSURE

The meeting was declared closed at 4.53pm.

.....

Ms F. Plesman

Chairperson

MINUTES OF THE EXTRAORDINARY STATE SIGNIFICANT DEVELOPMENT COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD IN THE LOXTON ROOM, ADMINISTRATION CENTRE, MUSWELLBROOK ON THURSDAY 9 JUNE, 2022 COMMENCING AT 4.00PM.

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

IN ATTENDANCE: Cr D. Marshall, Mr D. Finnigan (Deputy General Manager), Ms S. Pope (Director - Planning & Environment), Ms T. Folpp (Development Compliance Officer) and Mrs M Sandell-Hay.

1 APOLOGIES AND LEAVE OF ABSENCE AND ATTENDANCE VIA PHONE

RECOMMENDED on the motion of Cr McNeill and Cr Lecky that:

The apologies for inability to attend the meeting submitted by Cr B. Woodruff be ACCEPTED and the necessary Leave of Absence be GRANTED.

RECOMMENDED on the motion of Cr McNeill and Cr Lecky that:

Cr Scholes be authorised to attend the Committee Meeting via telephone due to IT difficulties.

2 MINUTES

RECOMMENDED on the motion of Cr Lecky and Cr Reynolds that:

The Minutes of the State Significant Development Committee held on 16 May 2022, a copy of which has been distributed to all members, be taken as read and confirmed as a true record.

3 DISCLOSURE OF ANY PECUNIARY AND NON-PECUNIARY INTEREST

Cr G. McNeill - declared an insignificant non-pecuniary interest in Item 5.1. Cr McNeill advised the Committee that he is employed at Bayswater Power Station which is a coal fired power station and under the principles of supply and demand it may have an impact to the price of coal and therefore his employment.

4 BUSINESS ARISING

Nil

5 BUSINESS

5.1 MOUNT PLEASANT OPTIMISATION - REFERRAL TO INDEPENDENT PLANNING COMMISSION

Disclosure of Interest

Cr G. McNeill declared an insignificant pecuniary interest in this item. Cr McNeill advised the Committee that he is employed at Bayswater Power Station which is a coal fired power station and under principles of supply and demand it may have an impact on the price of coal and therefore his employment.

A report was submitted to the Committee providing an update on the status of the Mount Pleasant Optimisation Project SSD 10418 (Project), summarising key findings of the Department of Planning and Environment's (DPE's) Assessment Report to the Independent Planning Commission (IPCN), outlining any issues identified by Council that have not been resolved, and requesting approval from to address the IPCN at a meeting scheduled for 16/06/2022.

**MINUTES OF THE EXTRAORDINARY STATE SIGNIFICANT DEVELOPMENT COMMITTEE MEETING
OF THE MUSWELLBROOK SHIRE COUNCIL HELD IN THE LOXTON ROOM, ADMINISTRATION
CENTRE, MUSWELLBROOK ON THURSDAY 9 JUNE, 2022 COMMENCING AT 4.00PM.**

RECOMMENDED on the motion of Cr Scholes and Cr McNeill that:

Council agrees that the following will be discussed with the Independent Planning Commission at a meeting scheduled for 16/06/2022:

- Cumulative issues that are not resolved; and
- Project specific issues that are not resolved.

In Favour: Crs J. Lecky, G. McNeill, S. Reynolds and R. Scholes.

Against: Nil.

3 CLOSURE

The meeting was declared closed at 4.33pm.

.....
Mr D. Finnigan
General Manager

.....
Cr S. Reynolds
Chairperson

MINUTES OF THE STATE SIGNIFICANT DEVELOPMENT COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD IN THE LOXTON ROOM, ADMINISTRATION CENTRE, MUSWELLBROOK ON MONDAY 27 JUNE, 2022 COMMENCING AT 4.30PM.

PRESENT: Cr S. Reynolds (Chair), Cr J. Lecky and Cr R. Scholes.

IN ATTENDANCE: Cr D. Marshall, Mr D. Finnigan (Deputy General Manager), Ms S. Pope (Director – Planning & Environment), Mrs S. Welchman (Director – Community & Economy), Ms T. Folpp (Development Compliance Officer) and Mrs M Sandell-Hay.

1 APOLOGIES AND LEAVE OF ABSENCE

RECOMMENDED on the motion of Cr Scholes and Cr Reynolds that:

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

2 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

RECOMMENDED on the motion of Cr Scholes and Cr Lecky that:

The Minutes of the State Significant Development Committee held on 16 May 2022, and the Extraordinary State Significant Development Committee Meeting held on 9 June 2022, a copy of which has been distributed to all members, be taken as read and confirmed as a true record.

3 DISCLOSURE OF ANY PECUNIARY AND NON-PECUNIARY INTEREST

Nil

4 PUBLIC PARTICIPATION

Nil

5 BUSINESS ARISING

Nil

6 BUSINESS

6.1 BOWMANS CREEK WIND FARM - EIS LANDOWNER CONSENT

RECOMMENDED on the motion of Cr Scholes and Cr Lecky that:

The State Significant Development Committee:

1. Acknowledges that State Significant Development (SSD) Application 10315 has been lodged seeking planning approval for the Bowmans Creek Wind Farm (Application).
2. Consents to the making of the Application. Note that this does not mean that Council is consenting to any form of work, it is an agreement that Council allows the lodgement of the Application only.
3. Advises that no work on the development can occur without prior approval of Muswellbrook Shire Council in the form of a Deed of Agreement, associated Section 138 permits and commercial leases as necessary.

In Favour: Crs J. Lecky, S. Reynolds and R. Scholes.

Against: Nil.

MINUTES OF THE STATE SIGNIFICANT DEVELOPMENT COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD IN THE LOXTON ROOM, ADMINISTRATION CENTRE, MUSWELLBROOK ON MONDAY 27 JUNE, 2022 COMMENCING AT 4.30PM.

6.2 ACTIVITIES SUMMARY FOR STATE SIGNIFICANT DEVELOPMENT AND ENERGY GENERATION PROJECTS

RECOMMENDED on the motion of Cr Reynolds and Cr Lecky that:

The information contained in this report be noted.

In Favour: Crs J. Lecky, S. Reynolds and R. Scholes.

Against: Nil.

7 DATE OF NEXT MEETING

18 July, 2022

8 CLOSURE

The meeting was declared closed at 4.42pm.

.....
Mr D. Finnigan

Deputy General Manager

.....
Cr S. Reynolds

Chairperson

**MINUTES OF THE STATE SIGNIFICANT DEVELOPMENT COMMITTEE MEETING OF
THE MUSWELLBROOK SHIRE COUNCIL HELD VIA TEAMS/THE LOXTON ROOM,
ADMINISTRATION CENTRE, 60-82 BRIDGE STREET, MUSWELLBROOK ON MONDAY
18 JULY 2022 COMMENCING AT 4.32PM.**

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

IN ATTENDANCE: Cr D. Douglas, Cr D. Marshall, Ms S. Pope (Director - Planning & Environment), Ms S. Welchman (Director - Community & Economy), Ms T. Folpp (Compliance Officer) and Mrs M. Sandell-Hay (EA to the Mayor & General Manager)

1 Apologies

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

The apologies for inability to attend the meeting submitted by Cr B. Woodruff be
ACCEPTED.

In Favour: Cr Lecky, Cr McNeill, Cr Reynolds and Cr Scholes

Against: Nil

2 Confirmation of Minutes of Previous Meeting

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

The Minutes of the Future Fund Committee Meeting held on 27 June, 2022, a copy of which has been distributed to all members, be taken as read and confirmed as a true record.

In Favour: Cr Lecky, Cr McNeill, Cr Reynolds and Cr Scholes

Against: Nil

3 Disclosure of Any Pecuniary and Non-Pecuniary Interests

Cr G. McNeill - Declared a an insignificant pecuniary interest in Item 5.2. Cr McNeill advised the Committee that he is employed by AGL who are listed in the report.

4 Business Arising

Nil

5 Business

5.1 Muswellbrook Solar Farm - Consent for Submission of Scoping Report

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

Council has no objection to a development application for a solar farm being lodged with the Department of Planning, Industry and Environment, on land within the Muswellbrook Coal Company Mining Leases, so that it can be assessed on its merits.

In Favour: Cr Lecky, Cr McNeill, Cr Reynolds and Cr Scholes

Against: Nil



5.2 Activities Summary for State Significant Development and Energy Generation Projects

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

The information contained in this report be noted.

In Favour: Cr Lecky, Cr McNeill, Cr Reynolds and Cr Scholes

Against: Nil

7 Date of Next Meeting

15/08/2022

8 Closure

The meeting was declared closed at 4.36pm.

Ms F. Plesman
General Manager

Cr S. Reynolds
Chairperson

**MINUTES OF THE STATE SIGNIFICANT DEVELOPMENT COMMITTEE MEETING OF
THE MUSWELLBROOK SHIRE COUNCIL HELD IN THE LOXTON ROOM,
ADMINISTRATION CENTRE, 60-82 BRIDGE STREET, MUSWELLBROOK ON Monday
15 August 2022 COMMENCING AT 4.35PM.**

PRESENT: Cr S. Reynolds (Chair) (VC), Cr J. Lecky, Cr G. McNeill (VC), Cr R. Scholes and Cr B. Woodruff.
IN Cr D. Douglas, Cr D. Marshall, Mr Derek Finnigan (Acting General
ATTENDANCE: Manager), Ms S. Pope (Executive Manager – Planning & Environment), Ms T. Folpp (Development Compliance Officer), Mrs Emily Lane, Mrs Kim Morris, Mrs Shaelee Welchman, and Mrs M Sandell-Hay.
9 people in the public gallery, 4 people in the virtual gallery.

1 Apologies

Nil

2 Confirmation of Minutes of Previous Meeting

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

The Minutes of the Future Fund Committee Meeting held on **18 July, 2022**, a copy of which has been distributed to all members, be taken as read and confirmed as a true record.

3 Disclosure of Any Pecuniary and Non-Pecuniary Interests

Nil

4 Business Arising

Nil

5 Business

5.1 Hunter Community Environment Centre Briefing - NSW Coal Ash Impact

Mr Paul Winn provided a brief presentation regarding Hunter Community Environment Centre Briefing - NSW Coal Ash Impact .

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

The information contained in this report be noted.

5.2 Mount Arthur Modification 2 - Summary of Project and Consultation with Council

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

The SSD Committee confirm their preferred engagement method for the Social Impact Assessment for Mount Arthur Coal Modification 2 be as a presentation to the State Significant Development Committee.



5.3 Activities Summary for State Significant Development and Energy Generation Projects

RECOMMENDED on the motion of Cr R. Scholes and Cr J. Lecky that:
The information contained in this report be noted.

5.4 Myambat Ammunition Depot - Information Session

Mr Charles Mangion and Mr Michael Walker provided a brief presentation regarding the Myambat Ammunition Depot.

RECOMMENDED on the motion of Cr G. McNeill and Cr B. Woodruff that:
The information contained in this report be noted.

7 Date of Next Meeting

19 September, 2022

8 Closure

The meeting was declared closed at 5.30PM.

.....
Mr D. Finnigan
Acting General Manager

.....
Cr S. Reynolds
Chairperson



11. Notices of Motion

Nil

12. Councillors Reports

13. Written Questions

Nil

14. Questions for Next Meeting

15. Adjournment into Closed Council

In accordance with the Local Government Act 1993, and the Local Government (General) Regulation 2005, business of a kind referred to in Section 10A(2) of the Act should be dealt with in a Confidential Session of the Council meeting closed to the press and public.

16. Closed Council

RECOMMENDATION

Council adjourn into Closed Session and members of the press and public be excluded from the meeting of the Closed Session, and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld unless declassified by separate resolution. This action is taken in accordance with Section 10A(2) of the Local Government Act, 1993 as the items listed come within the following provisions:

Moved: _____ Seconded: _____

16.1. Contract 2021-2022-0534 - Supply and Delivery of a Motor Grader

This report is CONFIDENTIAL under the provisions of Section 10A(2)(c) of the Local Government Act 1993, as it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.



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

16.2. Contract 2022-2023-0540 - Upper Hunter Region Employment Land Strategy

This report is CONFIDENTIAL under the provisions of Section 10A(2)(c) of the Local Government Act 1993, as it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.

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

16.3. Application Under Undetected Water Leaks Policy - Assessment 112862

This report is CONFIDENTIAL under the provisions of Section 10A(2)(b) of the Local Government Act 1993, as it relates to the personal hardship of any resident or ratepayer.

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

16.4. Growing Local Economies Conditional Grant Funding Status Update

This report is CONFIDENTIAL under the provisions of Section 10A(2)(c) of the Local Government Act 1993, as it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.

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

16.5. Clean Technology Ecosystem Grant

This report is CONFIDENTIAL under the provisions of Section 10A(2)(c) of the Local Government Act 1993, as it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.

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



16.6. Royal Australian Mint Coin

This report is CONFIDENTIAL under the provisions of Section 10A(2)(d) of the Local Government Act 1993, as it relates to commercial information of a confidential nature that would, if disclosed: (i) prejudice the commercial position of the person who supplied it, or (ii) confer a commercial advantage on a competitor of the council, or (iii) reveal a trade secret.

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

16.7. Recruitment of General Manager

This report is CONFIDENTIAL under the provisions of Section 10A(2)(a) of the Local Government Act 1993, as it relates to personnel matters concerning particular individuals (other than councillors).

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

17. Resumption of Open Council

18. Closure

Date of Next Meeting: 25 October, 2022