



## 10.2. Community Infrastructure

### 10.2.1. Guideline for the Installation and Management of Public Gates (Stock Grids)

<b>Attachments:</b>	1. Guidelines - Installation, usage and management of cattle grids [10.2.1.1 - 19 pages]
<b>Responsible Officer:</b>	Derek Finnigan - General Manager
<b>Author:</b>	Kellie Scholes (Manager - Roads, Drainage & Technical Services), Elizabeth Curnow (Asset Inspector)
<b>Community Plan Issue:</b>	5 - Community Infrastructure
<b>Community Plan Goal:</b>	Effective and efficient infrastructure that is appropriate to the needs of our community.
<b>Community Plan Strategy:</b>	Not Applicable
	Not applicable

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#### PURPOSE

To submit for Council's consideration a draft 'Guideline - Installation and Management of Public Gates (Stock grids)', which provides information regarding the management of public gates located within Council's road reserves.

#### OFFICER'S RECOMMENDATION

Council:

1. APPROVES placing the *Guideline – Installation and Management of Public Gates (Stock grids)* on public exhibition for a period of 28 days; and
2. Requests that, at the conclusion of the 28 day public notification period, a further report is submitted to Council providing detail of any submissions received.

**Moved:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_

#### BACKGROUND

Legislation covers the requirements for the installation and maintenance of those structures as per the Roads Act 1993 (NSW) Part 9 Division 2 Public Gates and the Road Regulation 2018 Part 6 Public Gates.

#### 128 Roads authority may grant permit

- (1) A roads authority may permit the occupier of any land through which an unfenced public road passes to erect a gate across the road at any place at which the road intersects a boundary fence.
- (2) A permit may not be granted with respect to a classified road except with the concurrence of TfNSW.
- (3) A roads authority must cause notice of the granting of the permit to be published in a local newspaper.



- (4) The occupier for the time being of the land to which a permit relates is taken to be the holder of the permit.

### **129 Erection and maintenance of public gates**

- (1) The holder of a public gate permit may, at any time after one month from the publication of the notice of the granting of the permit, erect a gate in accordance with the permit.
- (2) The holder of a public gate permit must ensure that—
  - (a) a notice is attached to both sides of the gate bearing the words “PUBLIC GATE” in letters at least 75 millimetres high, and
  - (b) both the gate and the notice are maintained in good condition.

Maximum penalty—10 penalty units.

### **131 Effect of permit**

While a public gate permit is in force, the public gate to which it relates is taken not to constitute a public nuisance and does not give rise to an offence against this or any other Act.

## **CONSULTATION**

Manager Works

Technical Assistant – Roads and Drainage Assets

## **REPORT**

Council’s records indicate that the Muswellbrook Shire Local Government Area (LGA) contains approximately one hundred and seven (107) Public Gates and/or Stock Grids, as they are commonly known, constructed on local roads. Public Gates are generally installed on the road reserve where properties are not fenced, as this allows the property owner to maximise the feeding area for their stock. Most of the public gates within Muswellbrook Shire were installed many years ago and are therefore now aging structures which are of varying condition due to both age and poor maintenance. Structures such as these present a risk to road safety.



The photo above is an example of a non- complying structure taken February 2024.



**The photo above is an example of a complying structure taken February 2024.**

Legislation covers the requirements around the installation and maintenance of these structures as per the Roads Act 1993 (NSW) Part 9 Division 2 Public Gates and the Road Regulation 2018 Part 6 Public Gates.

As this legislation is quite prescriptive, a set of Guidelines for the Installation and Management of Public Gates and/or Stock Grids has been developed to assist with any





enquiry around the installation, maintenance, and use of such structures.

The guideline aims to:

- Document a transparent system for determining applications for new Public Gates.
- Identify standards for the construction of new Public Gates.
- Define maintenance and responsibilities for new and existing Public Gates.
- Define registration and recording procedures for all Public Gates.
- Reduce the exposure of the landowner and/or Council to the possibility of a claim through the management of risks associated with Public Gates.

The Draft Guideline is attached to the report for Council's review and comment.

A Public Gate Inspection program is currently being carried out by Council Staff. The inspection will document the current condition, identify any maintenance needed, and confirm the ownership of the existing structures so that the register can be updated if required. All identified property owners will be sent a letter of advice informing of the outcome of the recent inspection, the invoiced inspection fee if an additional inspection will be required due to maintenance required to the structure, a new Permit Application form requesting provision of a copy of their current public liability insurance, and signing of the application as confirmation that a new permit can be issued as evidence of responsibility for their structure.

## OPTIONS

Council could decide to place or not place the 'Guideline - Installation and Management of Public Gates (Stock grids)' on public exhibition for a period of 28 days,

## CONCLUSION

A 'Guideline for the installation and management of Public Gates on Local Muswellbrook Shire Roads' provides a transparent guide for all stakeholders, including Council Staff, on the administration of Public Gates, to meet the requirements of the Roads Act. The Guideline aims to cover all matters relating to the administration and management of existing and proposed Public Gates. This guideline expands upon Council Policy MSC09E Road Development Standards Policy part 2.3 Public Ramps and also intends to improve the safety of the public road network by assisting property owners to install and maintain a Public Gate to the required standards. In addition, it aims to facilitate a benefit to the property owner for the grazing of stock within the road reserve without causing adverse impact to other road users.

## SOCIAL IMPLICATIONS

Nil known.

## FINANCIAL IMPLICATIONS

Nil.

## POLICY IMPLICATIONS

The guideline will support and assist to implement Council's Road Development Standards Policy.

## STATUTORY IMPLICATIONS

The legislation covering the requirements for the installation and maintenance of these structures is the Roads Act 1993 (NSW) Part 9 Division 2 Public Gates and the Road





Regulation 2018 Part 6 Public Gates.

**LEGAL IMPLICATIONS**

The ownership and responsibility for the Public Gates is the property owners who benefit from them.

**OPERATIONAL PLAN IMPLICATIONS**

Staff resources are required to administer and inspect the structures.

**RISK MANAGEMENT IMPLICATIONS**

Structures within the road reserve can pose a risk to public safety.

**WASTE MANAGEMENT IMPLICATIONS**

The procedure specifies, for any public gate removed from the road reserve by the permit holder, is to be disposed of at a registered waste management facility. And further that any public gate removed by Council will be disposed of at a registered waste management facility and the responsible owner invoiced for the cost.

**COMMUNITY CONSULTATION/MEDIA IMPLICATIONS**

It is requested that the 'Guideline - Installation and Management of Public Gates (Stock grids)' be placed on public exhibition for a period of 28 days.



## **GUIDELINE –**

### **Installation and Management of Public Gates (Stock Grids)**

**Muswellbrook Shire Council Guideline – INSTALLATION and MANAGEMENT  
OF PUBLIC GATES (Stock Grids)**

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## **Muswellbrook Shire Council Guideline – INSTALLATION and MANAGEMENT OF PUBLIC GATES (Stock Grids)**

### **1. INTRODUCTION**

The aim of this guideline is to provide for and encourage the proper management of Public Gates and/or Stock Grids (Public Gates) located on Muswellbrook Shire Council (Council) roads. The Guideline aims to cover all matters relating to the administration and management of existing and proposed Public Gates. This guideline expands upon Council Policy MSC09E Road Development Standards Policy part 2.3 Public Ramps.

This guideline also intends to improve the safety of the public road network by assisting property owners to locate, install and maintain a Public Gate. This will allow for the daily movement of stock across a road or graze stock within the road reserve without causing adverse impact to other road users.

The *Roads Act 1993* (NSW) (the Act) imposes a statutory duty on Council to inspect, maintain and repair any part of a public road. A Public Gate is considered an acquired component of a road and is regarded as privately-owned road infrastructure and the responsibility of the property owner under the Act.

All costs associated with the construction, maintenance and repair of a Public Gate is the responsibility of the owner of the land to which the Public Gate permit has been granted. Should the land be sold or passed on to another, then the obligation of maintenance and repair is deemed the responsibility of the new property owner. Council does not acquire the property owner's responsibility for the Public Gate upon sale.

This guideline also informs a compliance check of a permitted Public Gate and ensures that the appropriate liability insurance is held by the property owner.

Council reserves the right to inspect the Public Gate at any time and, if deemed necessary, undertake maintenance or removal of the Public Gate where it poses a hazard to other road users. This will be at the property owner's expense. Further to this, if Council determines that the Public Gate is not maintained to the appropriate standard or is not warranted or no longer needed, Council may remove the Public Gate and reinstate the road. This will also be at the property owner's sole expense.

Improved road safety shall be achieved by developing and maintaining a systematic approach to the approval, inspection, evaluation, maintenance and repair of all Public Gates as identified in the Public Gates Register and by implementation and management of a permit system.

This guideline aims to:

- Document a transparent system for the determining of applications for new Public Gates.
- Identify standards for the construction of new Public Gates.
- Define maintenance and responsibilities for new and existing Public Gates.
- Define registration and recording procedures for all Public Gates.
- Reduce the exposure of the property owner and/or Council to the possibility of a claim through the management of risks associated with Public Gates.

### **2. APPROVAL AND PERMIT PROCEDURES**

## **Muswellbrook Shire Council Guideline – INSTALLATION and MANAGEMENT OF PUBLIC GATES (Stock Grids)**

### **2.1 Permit Application for Existing Public Gates**

A Flow chart for Permit Applications is included in Appendix A.

Owners of any existing Public Gate whether registered or unregistered will be required to lodge a Public Gate Permit Application (permit) with Council. The applicant will be required to identify whether the current condition of the structure complies with the defined standard and provide a current copy of their public liability insurance (\$20million minimum).

At the time of assessment, the condition of the structure must comply with the standard to enable Council to issue a permit. In cases where a permit is not issued for an existing structure, Council may direct the owner to take appropriate action. These actions may include:

- Upgrading of the structure or ancillary infrastructure to comply with current standards,
- Replacement of the structure or ancillary infrastructure to comply with current standards,
- Removal of the structure, disposal at a licenced waste facility and reinstatement of the road.
- Eliminate the need for the Public Gates by fencing the road reserve.

### **2.2 Unregistered Public Gates**

When an unregistered Public Gate is brought to Council's attention a letter is to be sent to all surrounding property owners requesting submissions to establish the ongoing operational need for the specified structure or the removal of that structure. The letter may also indicate the results of an inspection of the Public Gate undertaken by Council. In conjunction with the issuing of this letter to the responsible parties, a notice will be placed on the specified Public Gate. All responses received will be judged on merit and a decision of the future of the Public Gate will be made by the responsible Council officer. Responses must be submitted within 30 days from the date of erection of the notice on the Public Gate.

If a submission is received in response to the notice, the condition of the structure will be reassessed prior to the issuance of any approval.

If no response is received Council will take action to remove the structure from the road reserve. The adjoining property owners will be notified a minimum of 30 days prior to the removal of the structure to allow provisions to be made for the containment of stock. The containment of any stock always remains the responsibility of the property owner and Council bears no responsibility for any damage or injury arising from unsecured livestock.

The costs of removing the structure and impounding of livestock may be recovered by Council from the adjoining property owners. Any materials salvaged will remain the property of Council.

**Muswellbrook Shire Council Guideline – INSTALLATION and MANAGEMENT  
OF PUBLIC GATES (Stock Grids)**

**2.3 Permit Application for new Public Gates**

Council will consider applications for a Public Gate Permit only when:

- No viable alternative such as fencing, exists;
- Road safety concerns indicate that the placement of such structures would not create an unacceptable hazard.

**2.4 Criteria for installation of Public Gates**

The Public Gate must be constructed according to the following criteria:

- The location is limited to Access Roads and Minor Roads as defined by Council's Road Asset Management Plan and Road Register with a traffic count not exceeding 50 vehicles per day;
- The Community Infrastructure Department must determine that there is no impact on road safety due to a reduction in sight distance etc;
- The Public Gate is to be used for genuine farming purposes only;
- Evidence that the owners of all surrounding properties have been consulted with is provided to Council;
- Any comments or feedback is to be considered during the assessment of an application;
- The Public Gate must be located at a suitable location which will allow for current road usage patterns to continue and the future traffic requirements of the road will not be impeded;
- The proposed Public Gate must have a width greater than the minimum standard trafficable width for the road classification or the existing formation width;
- The Public Gate must be designed to be catered for HS20-T44 loading with drawings and computations certified by a qualified structural engineer;
- Statutory planning requirements must be met if applicable;
- Council approval must be granted. Approval is dependent on the applicant following all procedures set by the Community Infrastructure Department;
- An agreement prepared pursuant to the Act and the *Roads Regulations (2018)* (the Regulations) must be signed by the applicant agreeing to full responsibility of all costs associated with the construction, ongoing maintenance and repair and replacement of the Public Gate;
- The property owner deriving the benefit of the Public Gate is required to extend their public liability insurance to cover liability claims in connection with the maintenance or use of the Public Gate. Public liability insurance must be at least \$20 million, and kept up to date
- All farming operations within the road reserve be conducted in accordance with all relevant laws and Council policies.



**Muswellbrook Shire Council Guideline – INSTALLATION and MANAGEMENT  
OF PUBLIC GATES (Stock Grids)**

**2.5 Permit Periods**

Section 130 of the Roads Act states that a Council may at any time revoke a Public Gate permit. Without limiting the circumstances in which Council can revoke a permit, Council will revoke a permit where it comes to the attention of Council that the Public Gate is not being maintained to standard or is a risk to road safety.

All Public Gate permits have a maximum permit period of one year. A permit must be renewed annually.

**2.6 Road Carriageway**

The trafficable width of any Public Gate must be greater than the minimum standard trafficable width of the road class and the existing formation width. Where an existing Public Gate has been constructed with a width less than this, the signage provided should include a "NO OVERTAKING OR PASSING" warning sign (R6-1A) on each approach.

The Public Gate applicant is responsible for the maintenance of the road carriageway for a minimum distance of 20m either side of the structure as identified in the Regulations clause 71. Council reserves the right to vary the distance based on the circumstances of the application.

The Public Gate permit issued by Council will contain conditions regarding the maintenance of the road carriageway. The permit holder must comply with these conditions.

Council may carry out maintenance of the carriageway within this distance from the structure at the permit holder's expense if the conditions are not complied with.

The permit holder must not carry out maintenance works on the carriageway unless specified in the Public Gate permit.

Any works to be undertaken in the road reserve must be conducted pursuant to a section 138 Road Opening Permit. Further information regarding a section 138 Permit is available on Council's website.

**Muswellbrook Shire Council Guideline – INSTALLATION and MANAGEMENT  
OF PUBLIC GATES (Stock Grids)**

**3. INSPECTIONS**

**3.1 Proactive Inspections**

The permit holder is responsible for carrying out regular inspections to ensure the structure complies with specified standards.

Subject to availability of resources, Council staff will inspect Public Gates as part of scheduled road network inspections. Any identified condition defects may be advised to the permit holder for rectification.

**3.2 Reactive Inspections**

Council staff will respond to customer requests. Any defects observed during such inspections may be advised to the permit holder for rectification.

**3.3 Failure to Maintain**

Failure to ensure that maintenance of Public Gates is carried out may result in Council revoking the Public Gate Permit and removing the structure from the road reserve. Council will order the permit holder to conduct repair works within the timeframe nominated by Council based on a risk assessment. If the permit holder fails to meet the requirements of such an order, then the permit will be revoked, and the structure removed from the road reserve and disposed at a licenced waste facility. All costs associated with the removal of structures will be recovered from the permit holder and all materials salvaged shall be disposed of at a licenced waste facility or taken to Council's Works Depot where it will be the property of Council.

Where a Public Gate is deemed to be in a dangerous condition and the permit holder cannot be immediately contacted, the Public Gate will be temporarily repaired by Council at the permit holder's cost. This will include any steps Council deems necessary to make the structure safe for traffic and may include temporarily filling the Public Gate with compacted gravel or the removal of the Public Gate. The permit holder will be held solely responsible for any damage or injury caused by the structure.

If any person fails to carry out their obligations under this guideline following the serving of various notices and requests from Council the statutory procedures for compliance and the levying of penalties pursuant to the Act will be applied.

**Muswellbrook Shire Council Guideline – INSTALLATION and MANAGEMENT OF PUBLIC GATES (Stock Grids)**

**4. APPLICATION PROCEDURES**

The following procedures provide a guide to applicants regarding what they can expect when applying for a Public Gate permit.

**4.1 Upon Application**

- Lodgement of application form/s (ensuring all information is completed as required).
- Lodgement of associated plans as required by the application form.
- Payment of fees.

**4.2 Initial Inspection**

- The location proposed for the Public Gate is inspected by a Council officer.
- The officer prepares a report which may include any photos or drawings made during inspection and supporting information in relation to site suitability (eg site distance measurements, road width etc).
- If the site is found to be unsuitable, a letter is sent to the applicant advising of the unsuccessful application. The letter may be accompanied by a partial refund of fees at the Council's discretion.

**4.3 Community Consultation**

- The proposed Public Gate is advertised in the local newspaper as required by law.
- Submissions may be received by Council in response to the advertisement.
- Council will provide a written or verbal response to the submissions as appropriate.
- Council will review the submissions and determine the application.

**4.4 Conditional Approval**

- Law requires that conditional approval may only be granted 28 days or more after community consultation has concluded.
- Council will write to the applicant advising the conditions of approval.

**4.5 Construction Approval**

This approval is granted through a section 138 permit and includes all documentation submitted as stipulated in the conditions. As a minimum this must include;

- Design and layout of proposed structure
- Construction contractor's insurance details
- Traffic Guidance Scheme
- Certificate of Currency of Public Liability Insurance for the proposed structure with a minimum cover of \$20,000,000.
- Construction / maintenance bond lodged, if required
- Provided all the submitted documentation is satisfactory, Council provides the applicant with approval of design and Traffic Guidance Scheme, and acknowledgment of receipt of insurance details with the Section 138 permit.



**Muswellbrook Shire Council Guideline – INSTALLATION and MANAGEMENT  
OF PUBLIC GATES (Stock Grids)**

**4.6 As Constructed Inspection/s**

- Once the Public Gate is constructed the applicant advises Council and a Council officer inspects the Public Gate.
- If construction is found to be below the required standard or not to specifications, the Council officer will liaise with the applicant and provide a;
  - Detailed list of defects identified during inspection
  - Written or verbal notification to applicant or construction contractor
  - Follow-up inspection details

**4.7 Final Permit**

Council will write to the applicant providing a Public Gate permit number. The construction bond is transferred to maintenance bond if applicable.

Council's Register of Public Gates is updated with the following minimum information;

- Permit Number
- Applicants Name
- Date of Application
- Date of Advertisement
- Date of Determination
- Construction requirements
- Location of Public Gate
- Road name and chainage from start datum or crossroad
- Legal description of properties adjoining structure (Lot/Section/DP)
- Legal description of responsible land parcel (lot/Section/DP)

**5. FEES AND CHARGES**

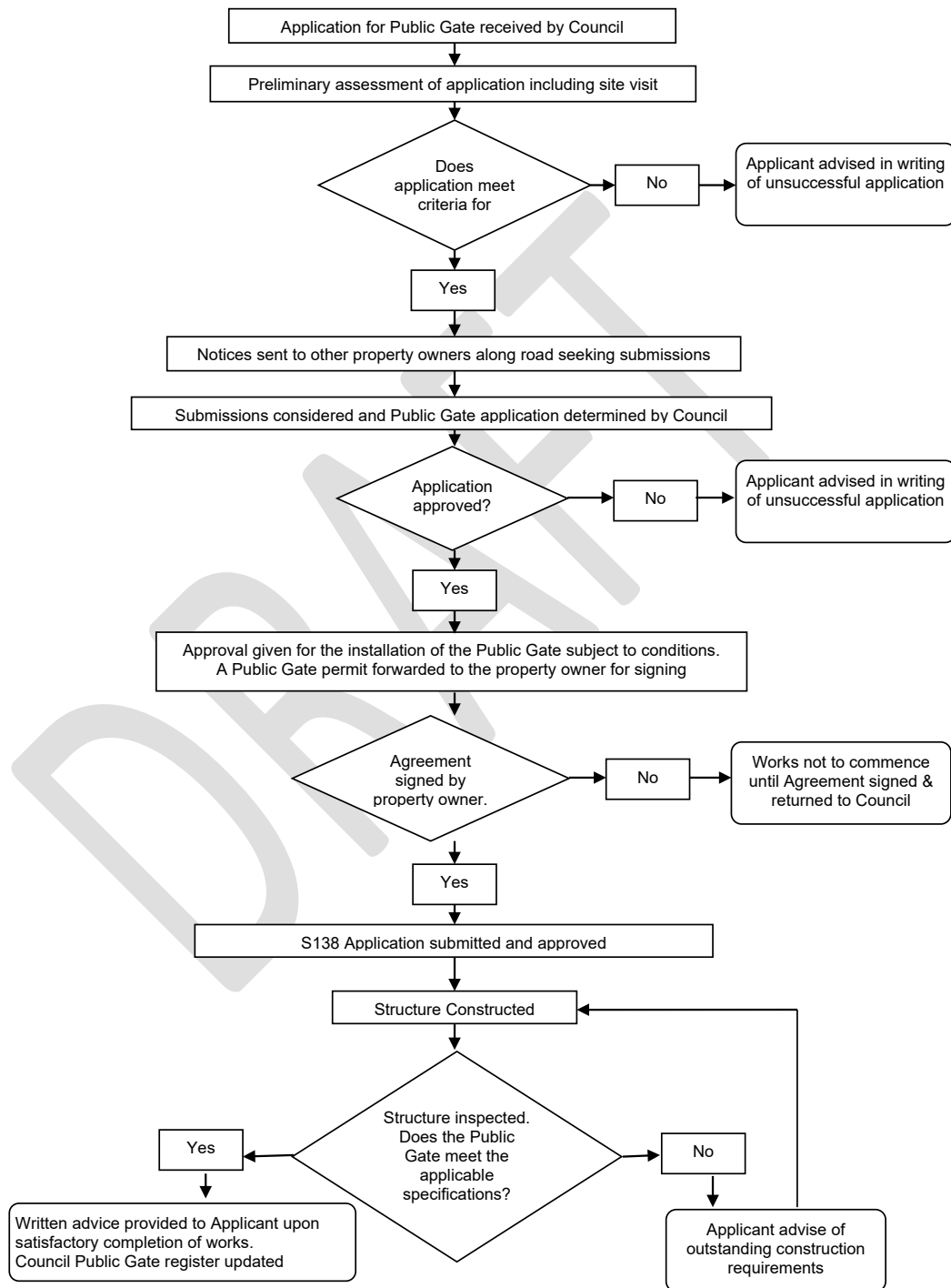
Fees will be charged in accordance with Council's adopted Schedule of Fees and Charges available on Council's Website.

**Muswellbrook Shire Council Guideline – INSTALLATION and MANAGEMENT OF PUBLIC GATES (Stock Grids)**

**6. APPENDICES**

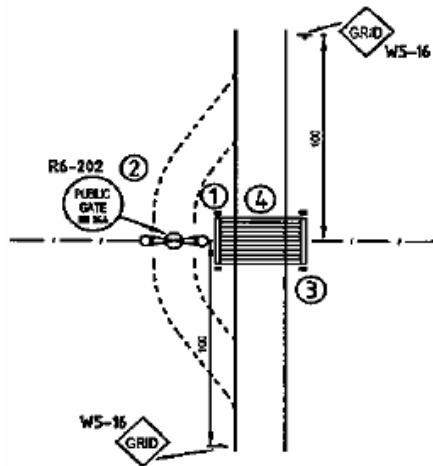
**Appendix A: Flow chart for Permit Applications**

**Process Map for Application to Install a Public Gate**



**Muswellbrook Shire Council Guideline – INSTALLATION and MANAGEMENT  
OF PUBLIC GATES (Stock Grids)**

**Appendix B: Standard Drawing of a Public Gate and Stock Grid in Bypass  
Combination**



**Notes**

1. Public Gate to be registered and kept painted white by property owner.
2. All signs at property owner's cost.
3. Guideposts with reflectors either side (4)
4. Public Gate and Stock Grid to be 3.61m wide on narrow gravel road, 7.22m wide on two lane gravel road.

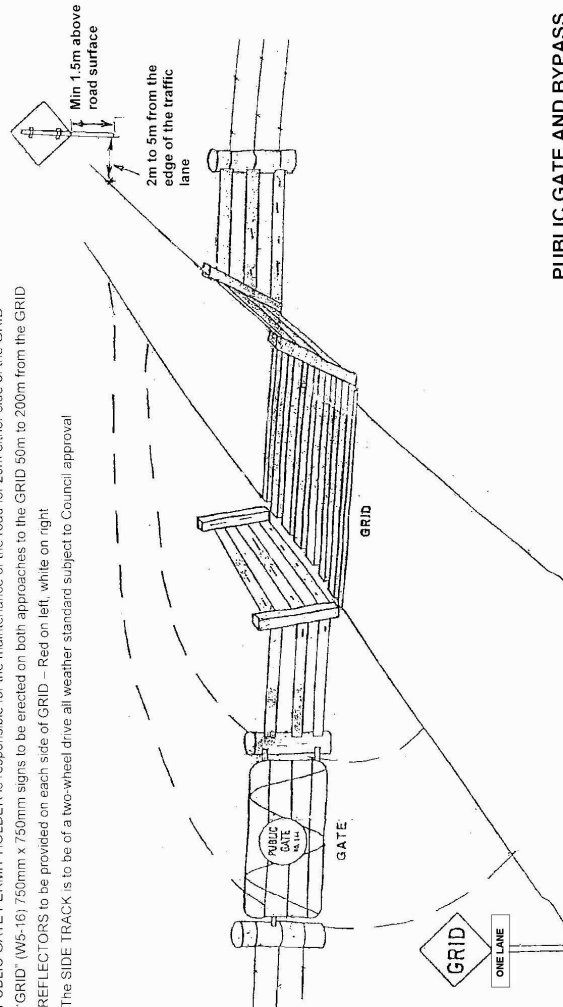


**Muswellbrook Shire Council Guideline – INSTALLATION and MANAGEMENT  
OF PUBLIC GATES (Stock Grids)**

**DIAGRAMMATIC VIEW OF PUBLIC GATE AND BYPASS (CATTLE GRID)**

Notes:

- GRID SURFACE to be at least 4.0m wide x 2.1m along road
- GRID to have at least 300mm clearance underneath the entire GRID
- Where possible the roadside drainage should be directed under the GRID to aid in self cleaning of GRID
- PUBLIC GATE PERMIT HOLDER is responsible for the maintenance of the road for 20m either side of the GRID
- "GRID" (W5-16) 750mm x 750mm signs to be erected on both approaches to the GRID 50m to 200m from the GRID
- REFLECTORS to be provided on each side of GRID – Red on left, white on right
- The SIDE TRACK is to be of a two-wheel drive all weather standard subject to Council approval



**PUBLIC GATE AND BYPASS  
DIAGRAMMATIC REPRESENTATION**

**Muswellbrook Shire Council Guideline – INSTALLATION and MANAGEMENT  
OF PUBLIC GATES (Stock Grids)**

**Appendix C: Public Gate Installation Application Form**



**PUBLIC GATE PERMIT NO.**

Permit Holder:		
Address:		
<b><u>GRID DETAILS</u></b>		
Road:		
Distance:		
Ownership (Single/Joint):	Single/Joint	
Grid Size:	in metres	
Gate Size:	in metres	

**CONDITION OF PERMIT**

1. The Public Gate is to be installed and maintained in accordance with the provisions of the Road Act 1993, the Roads regulation 2018 and Council's design standards.
2. The Public Gate comprises both a stock grid and gate. A stock grid shall be located on the centreline of the existing road formation. The gate shall be located to one side of the stock grid and be clear of the normal travel path of a vehicle.
3. The permit holder(s) is responsible for the erection of and maintenance of the Public Gate, warning signs on the approaches to the grid and the immediate approaches on either side of the grid as per the above Act and Regulations.

\_\_\_\_\_  
Permit Holder

Derek Finnigan  
General Manager

**Muswellbrook Shire Council Guideline – INSTALLATION and MANAGEMENT  
OF PUBLIC GATES (Stock Grids)**

**Appendix D: Excerpt from NSW Legislation Act and Regulation**

**NSW Legislation Act and Regulation**

**Road Act 1993**

**Part 9 Division 2 Public gates**

**128 Roads authority may grant permit**

- (1) A roads authority may permit the occupier of any land through which an unfenced public road passes to erect a gate across the road at any place at which the road intersects a boundary fence.
- (2) A permit may not be granted with respect to a classified road except with the concurrence of RMS.
- (3) A roads authority must cause notice of the granting of the permit to be published in a local newspaper.
- (4) The occupier for the time being of the land to which a permit relates is taken to be the holder of the permit.

**129 Erection and maintenance of public gates**

- (1) The holder of a public gate permit may, at any time after one month from the publication of the notice of the granting of the permit, erect a gate in accordance with the permit.
- (2) The holder of a public gate permit must ensure that—
  - (a) a notice is attached to both sides of the gate bearing the words “PUBLIC GATE” in letters at least 75 millimeters high, and
  - (b) both the gate and the notice are maintained in good condition.

Maximum penalty—10 penalty units.

**130 Revocation of permit**

- (1) The roads authority may at any time revoke a public gate permit.
- (2) The occupier of the land the subject of a public gate permit that has been revoked must remove the gate within one month after notice of the revocation is served.

Maximum penalty—10 penalty units.

**131 Effect of permit**

While a public gate permit is in force, the public gate to which it relates is taken not to constitute a public nuisance and does not give rise to an offence against this or any other Act.

**132 Offences with respect to public gates**

- (1) A person must not cause any damage to a public gate or to any notice attached to the gate in accordance with this Division.

Maximum penalty—10 penalty units.

- (2) A person who opens a public gate must cause it to be closed again immediately after it has been used.

Maximum penalty—10 penalty units.

- (3) A person who fails to cause a public gate to be closed is liable for any loss or damage suffered by the occupier of the land adjoining the public road on which the gate is situated as a result of the gate having been left open.

**133 Construction of by-pass around road gate**

**Muswellbrook Shire Council Guideline – INSTALLATION and MANAGEMENT OF PUBLIC GATES (Stock Grids)**

- (1) An occupier of land adjoining an unfenced public road across which a public gate is situated at the point where the road intersects a boundary fence—
  - (a) must not, unless the appropriate roads authority so permits, and
  - (b) must, if the appropriate roads authority so requires, construct a by-pass for vehicles at the intersection of the road with the boundary fence.

Maximum penalty—10 penalty units.

- (2) The roads authority may not permit or require the construction of a by-pass—
  - (a) if the by-pass is to be used in connection with a public gate across a main road, except with the concurrence of RMS, and
  - (b) if the public gate is part of a rabbit proof, dog proof or marsupial proof fence, except with the concurrence of Local Land Services.
- (3) A by-pass is to consist of—
  - (a) a ramp to allow vehicles to be driven over the top of the boundary fence, or
  - (b) a cattle grid or sheep grid located beside the gate and must be constructed in accordance with such specifications as may be approved by the roads authority.
- (4) If the appropriate roads authority so requires, the person permitted or required to construct a by-pass—
  - (a) must construct the by-pass along the line of the road, and
  - (b) must re-locate the gate beside the by-pass.

Maximum penalty—10 penalty units.

- (5) The occupier for the time being of land to which a permit relates is taken to be the holder of the permit.

**134 Notice board to be erected at by-pass**

- (1) The occupier of land on which a by-pass is constructed must ensure that—
  - (a) a notice, in the form required by the appropriate roads authority, is exhibited on a conspicuous notice board near each end of the by-pass, and
  - (b) both the by-pass and the notice are maintained in good condition.

Maximum penalty—10 penalty units.

- (2) A notice may prohibit vehicles exceeding a specified laden weight from being driven over the by-pass.
- (3) If the appropriate roads authority requires a person to construct a by-pass, that authority may contribute to the cost of construction and erection of the notices.

**135 Closing of by-pass**

- (1) A by-pass may be closed and the notices relating to the by-pass may be removed—
  - (a) if the public gate in connection with which the by-pass was constructed is removed, or
  - (b) if the fence of which the by-pass forms part is made rabbit proof, dog proof or marsupial proof.
- (2) A person who closes a by-pass—
  - (a) must give notice of the closure to the appropriate roads authority before or immediately after the closure, and
  - (b) must take such steps as the appropriate roads authority directs to ensure the safety of persons using the road.

**136 Revocation of by-pass permit**

- (1) The roads authority may revoke a permit given with respect to a by-pass by means of a notice served on the holder of the permit.

**Muswellbrook Shire Council Guideline – INSTALLATION and MANAGEMENT  
OF PUBLIC GATES (Stock Grids)**

- (2) The occupier of the land the subject of the permit must, within the time specified in the notice—
- (a) remove the by-pass and its notices, and
  - (b) take such steps as are specified in the notice to ensure the safety of persons using the road.

Maximum penalty—10 penalty units.

**137 Offences**

- (1) A person must not—
- (a) drive a vehicle over a by-pass in contravention of a notice displayed in connection with the by-pass, or
  - (b) willfully damage or remove a notice displayed in connection with a by-pass, or
  - (c) willfully obstruct or damage a by-pass.

Maximum penalty—10 penalty units.

- (2) A person who causes damage to a by-pass as a result of driving a vehicle over the by-pass in contravention of such a notice is liable for—
- (a) the cost of any repairs to the by-pass necessary as a result of the contravention, and
  - (b) any loss or damage suffered by any other person as a result of the damage to the by-pass.

**Appendix E: Road Regulation 2018**

**Roads Regulation 2018**

**Part 6 Public gates**

**68 Consent of adjoining landowner to be obtained**

An application for a public gate permit that is made by a person who owns land on one side only of the road across which the proposed public gate is to be erected must be accompanied by the written consent of the owner or owners of the land on the other side of the road.

**69 Notice inviting objections**

Before determining an application for a public gate permit, the roads authority—

- (a) must cause notice of the proposal to erect a public gate (including the proposed location of the gate) to be published in a local newspaper or on the roads authority's website, and
- (b) must allow sufficient time (being not less than 28 days from the date of publication of the notice) for written submissions on the proposal to be made to the roads authority, and
- (c) must have due regard to any written submissions on the proposal that are made to the roads authority within that time.

**70 Maintenance of public gates**

The holder of a public gate permit must ensure that—

- (a) the gate is white, and
- (b) the posts on either side of the gate are fitted with reflectors facing along the road in each direction.

Maximum penalty—10 penalty units.

**71 Road near gate**

The holder of a public gate permit must ensure that the road approaches to the gate are maintained in good condition for the distance (not exceeding 20 metres) from each side of the gate, and for the width, determined by the roads authority when granting the permit.

Maximum penalty—10 penalty units.



**Muswellbrook Shire Council Guideline – INSTALLATION and MANAGEMENT  
OF PUBLIC GATES (Stock Grids)**

**Appendix F: Public Gate Inspection Report Form**

<b>MUSWELLBROOK SHIRE COUNCIL</b>  <b>RAMP INSPECTION SHEET</b>	
Permit No _____	
ROAD NAME: _____	DISTANCE: _____
PERMIT HOLDER: _____	ADDRESS: _____

	Yes	N o
<b><u>Warning Signs:</u></b>		
Erected	<input type="checkbox"/>	<input type="checkbox"/>
Location Satisfactory	<input type="checkbox"/>	<input type="checkbox"/>
Satisfactory Condition	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Foundation/Abutment:</u></b>		
Satisfactory Condition	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Grid Rails:</u></b>		
Satisfactory Condition	<input type="checkbox"/>	<input type="checkbox"/>
Rails Bent		
Number Bent	_____	
Rails Broken		
Number Broken	_____	
<b><u>Grid Support Beams:</u></b>		
Number Provided 4	_____	
Satisfactory Condition	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Wing Walls:</u></b>		
Type: Steel	<input type="checkbox"/>	<input type="checkbox"/>
Painted White	<input type="checkbox"/>	<input type="checkbox"/>
Delineators Fixed	<input type="checkbox"/>	<input type="checkbox"/>
Satisfactory Condition	<input type="checkbox"/>	<input type="checkbox"/>

**Muswellbrook Shire Council Guideline – INSTALLATION and MANAGEMENT  
OF PUBLIC GATES (Stock Grids)**

	Yes	N o
<b><u>Public Gates:</u></b>		
Satisfactory Condition	<input type="checkbox"/>	<input type="checkbox"/>
Does it Swing Properly?	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>General Comments:</u></b>		
Date:		

**10.2.2. Baerami Creek Causeway Replacement**

<b>Attachments:</b>	1. Baerami Creek Road- Control Document- Design for Creek and Causeway Stabilisation-r 0 [10.2.2.1 - 4 pages]
<b>Responsible Officer:</b>	Matthew Lysaught - Director Property & Place
<b>Author:</b>	Kellie Scholes (Manager - Roads, Drainage & Technical Services)
<b>Community Plan Issue:</b>	5 - Community Infrastructure
<b>Community Plan Goal:</b>	Effective and efficient infrastructure that is appropriate to the needs of our community.
<b>Community Plan Strategy:</b>	5.1.4 - Maintain and continually improve community infrastructure across the Shire.  5.1.3.1 - Prioritise Capital works program to demonstrate continual improvement in community infrastructure.

---

**PURPOSE**

To request Council's endorsement of the detailed concept drawings for the replacement of the causeway at Ch 16.5 km Baerami Creek Road.

**OFFICER'S RECOMMENDATION**

Council ENDORSES, in principle, the concept designs for stream stabilisation and the replacement of the causeway at Ch 16.5 km Baerami Creek Road attached to the report, on the basis that a peer review of the concepts is undertaken by an independent expert certified by Engineers Australia to conduct a peer review of the design.

**Moved:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_

**BACKGROUND**

During the March 2021 Natural Disaster Event, severe damage was caused to the causeway and the associated concrete weir at Ch 16.5 km on Baerami Creek Road (Asset ID 517654 Ch 16.32 to CH 16.41).

Council's claim for damages to the road infrastructure from the March 2021 Natural Disaster Event – AGRN-960, under the NSW Disaster Assistance Arrangements, was successful. Council was advised that a total upper limit grant of \$689,674 is available to Council to restore the asset.

**CONSULTATION**

Transport for NSW representative administering the project and funding.

Project Manager - Roads and Drainage

Soil Conservation Services

Consulting Engineers – RHM Consulting Engineers



## REPORT

Council engaged Soil Conservation Services to undertake a review of the damaged causeway at Ch 16.5 km on Baerami Creek Road, and to prepare a concept for stream stabilisation works. Further to this, Council engaged RHM Consulting Engineers to undertake the investigation and design for the replacement of the damaged concrete causeway and weir structure, with the intent that this design is informed by the advice from Soil Conservation Services and the associated stream stabilisation concept.

During the major flood events of March 2021, the causeway experienced structural damage (Photo 1) as well as loss of functional integrity as a result of significant outflanking on the right bank (Photos 2 and 3)



Photo 1: Damaged causeway and apron



Photo 2: Outflanking of causeway right bank



Photo 3: Washed away bench downstream of causeway

Following the event, Council sought advice from Soil Conservation Services as part of the investigation, and with the intent to develop the best methodology to design and replace the causeway.

Soil Conservation Services advised that Baerami Creek is a sandbed stream with limited structural stabilising characteristics, such as bedrock or deep-rooted vegetation, which assists in controlling the movement of sediment during medium to high flow events. As such, the flowline of the creek is prone to directional change in high velocity storm events. With a road crossing to consider, it is critical that the current flow line at the point of the crossing is maintained. This will involve significant bank stabilisation along the right bank, both upstream and downstream of the crossing, by adding roughness to the substrate and structures that are able to trap unconsolidated sediment whilst allowing water to move through the sand benches at the sides of the causeway.

The causeway itself will need to be stabilised following damage received to the structure itself, as well as the concrete and rock apron. It is recommended that the remaining sections of the apron are removed and replaced with a rock spillway and spilling pond to dissipate energy before entering the stream proper. Re-directing flow into the causeway will be achieved through directional placement of rock entering the spillway, as well as through the strategic placement of log deflectors upstream of the causeway into a re-instated right bench.

Rebuilding the right bench downstream of the causeway over an area of approximately 540 m<sup>2</sup> shall be undertaken through the placement of large woody debris, correctly placed and pinned into the bed of the bench, along with organic brush to provide for sediment trapping and substrate roughness. This would be covered with in-situ soil to re-form the natural bench height, and will be protected by a series of log deflectors along the low flow channel as well as jute meshing and planting of *Lomandra* and *Casuarina* species.

A concept design of the principles of construction for the proposed stream stabilisation works are attached to the report.

The concept drawing for the replacement of the concrete causeway is attached to the report. This design allows for the construction of the existing road alignment, enabling the use of the existing causeway during construction, and thus limiting impacts to access whilst construction is occurring. The design includes construction of a 6.0 m wide sand and rock base, 4.0 m wide x 52.0 m long concrete causeway utilising precast edge beams, and construction of road approaches to transition the existing road to the new causeway alignment. A review of Environmental Factors is currently being prepared to support the proposed work.





## OPTIONS

1. Council could endorse the concepts as presented in the report, allowing the design to be finalised, or
2. Council could endorse the concepts as presented in the report in principle and ask for a peer review of the concepts by an independent expert certified by Engineers Australia to undertake similar design.

## CONCLUSION

The endorsement of the concept designs attached will allow the design to be finalised, the cost of the work more accurately estimated, and tendering for the construction of the causeway to be undertaken. Due to the challenges of the site in terms of the stability of the sandy creek bed and the importance of maintaining the stream's current flow line, it is recommended that the concept design be peer reviewed to mitigate risk.

## SOCIAL IMPLICATIONS

The existing causeway, although in poor condition has been repaired to allow access to properties further up Baerami Creek Road.

## FINANCIAL IMPLICATIONS

The estimated cost to reinstate the causeway and associated bank stabilisation work was prepared in 2021 for the purpose of seeking the grant funding for replacement of the damaged asset. This is a high-level estimate not based on a final design. Due to the lapse in time taken to undertake the investigation and design by Consultants RHM Consulting Engineers, cost rises for materials have occurred. The estimate of cost will be prepared based on the design, however, the true value of the work will only be known upon tendering.

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

#### **1. Financial Implications – Capital**

Estimated cost to construct \$689,674

A total upper limit grant of \$689,674 is available to Council to restore the asset from the NSW Disaster Assistance Arrangements.

#### **2. Financial Implications – Operational**

Nil.

## POLICY IMPLICATIONS

All capital works valued greater than \$75K are to be based on a Council endorsed concept.

## STATUTORY IMPLICATIONS

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

## LEGAL IMPLICATIONS

Nil known.

## OPERATIONAL PLAN IMPLICATIONS

The construction of a new causeway will reduce operational needs and resources.

## RISK MANAGEMENT IMPLICATIONS

The work involves constructing in a stream/waterway, which will require preparation of a





Review of Environmental Factors to detail any mitigatory measures, and permits and approvals required to carry out the construction work.

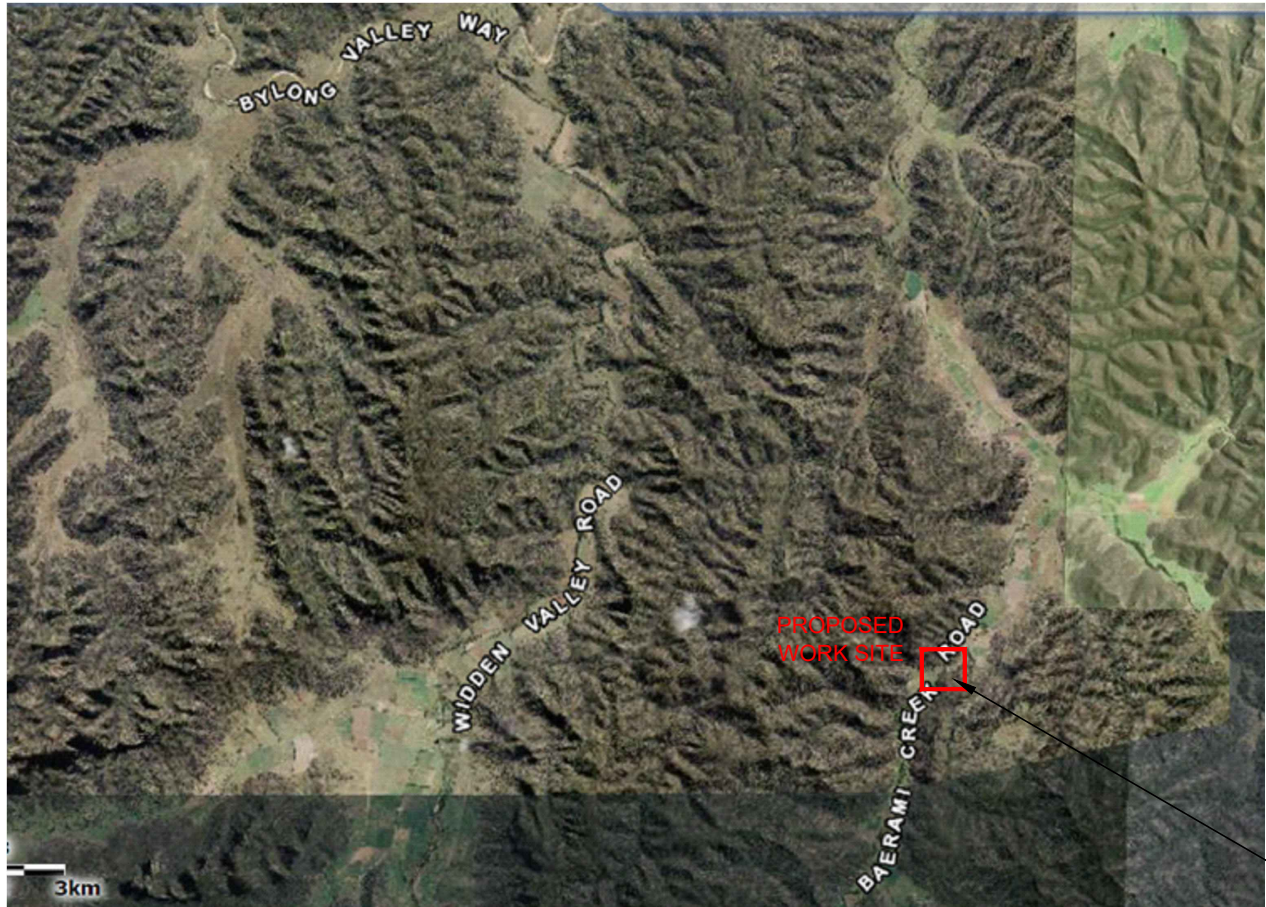
Any proposed construction of a structure in the sand bed creek environment also presents risk in terms of suitability and durability. Having the proposed design for the works peer reviewed would provide an extra layer of oversight to manage any risk.

#### **WASTE MANAGEMENT IMPLICATIONS**

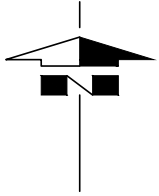
Disposal of all waste (concrete) will be to a licenced waste facility and will be conditioned accordingly in the construction contract.

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

Consultation with the Community will be undertaken prior to construction.



LOCALITY PLAN  
NOT TO SCALE



# BAERAMI CREEK CAUSEWAY STABILISATION DESIGN CONCEPT

## SHEET LIST

- 02 - CONSTRUCTION NOTES
- 03 - PLAN VIEW
- 04 - OUTLET CROSS-SECTION
- 04 - LONGITUDINAL PROFILE ALONG ROADWAY LOOKING DOWNSTREAM



ORIGINAL SIZE A3



**HEAD OFFICE**  
Lvl 2, 124 Sth Terrace  
Adelaide SA 5000  
GPO Box 2450  
Adelaide SA 5001  
www.fyfe.com.au

**PROJECT OFFICE**  
54 Brook Street  
Muswellbrook, NSW 2333  
PO Box 404  
Telephone 61 2 6543 3600

0	PREPARED FOR REVIEW	KGH		20/06/21	
REV.	DESCRIPTION	BY	CHK	DATE	

SOIL CONSERVATION SERVICE	
BAERAMI CREEK CAUSEWAY STABILISATION STABILITY ASSESSMENT & REMEDIATION PROPOSAL DESIGN CONCEPT	
DRAWING: 90641-7-1-SV-Baerami Ck Causeway Stabilisation-r1.dwg	SCALE : NOT TO SCALE

INSTRUCTION: 90641-7-1
DATE 20/06/2021
SHEET 1 OF 4
REV. 0



Construction Notes

Rock Spillway and Apron

- Avoid disturbance to native vegetation where possible
- Construction rock to be minimum of 600mm diameter.
- Place rock to interlock with surrounding rock using an excavator and rock grab. Infill with compacted soil and cobble.
- Underlay with A64 or equivalent geofabric. Avoid tearing fabric. Patch any tears ensuring 500mm overlap each side of tear.
- Overlap each piece of geofabric by at least 500mm with upstream piece overlapping downstream piece
- Key into bed and banks at end of apron at least 1.5m
- Stilling pool to be at least 150mm lower than natural stream bed level downstream of apron.

Stabilised Benches

- Use stable logs with root balls attached, angled upstream toward centre of channel.
- Underlay with logs with or without root balls on a 90o angle.
- Secure logs to position using log pins and drive in using an excavator and vibrating plate or pile driver.
- Place brush found on site between the large logs to add roughness. Secure with rock or large logs.
- Cover with material from site to natural bench height and secure with jute mesh and 300mm pins.
- Densely plant bench, especially along toe of low flow channel.
- Low flow channel log deflectors to be angled upstream at 30o to channel flow. Angle down at approximately 7% into stream.
- Maintain height of deflectors so the centre of the root ball is at the average height of the bench on the inside bend (left bank). Underlay with toe protection logs if necessary to raise height of deflector logs.

DAMAGED APRON



FLOOD CHUTE LEFT BANK - DOWNSTREAM



LOOKING DOWNSTREAM FROM CAUSEWAY



APRON CONCRETE CONTAINMENT WALL



CAUSEWAY - LOOKING NORTH



CAUSEWAY, SPILLWAY & DAMAGED APRON



CAUSEWAY



DAMAGED APRON - RIGHT BANK



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0	PREPARED FOR REVIEW	KGH		20/06/21
REV.	DESCRIPTION	BY	CHK	DATE

SOIL CONSERVATION SERVICE		INSTRUCTION: 90641-7-1
BAERAMI CREEK CAUSEWAY STABILISATION STABILITY ASSESSMENT & REMEDIATION PROPOSAL DESIGN CONCEPT		DATE 20/06/2021
		SHEET 2 OF 4
DRAWING: 90641-7-1-SV-Baerami Ck Causeway Stabilisation-r0.dwg		REV. 0
SCALE : NOT TO SCALE		



OUTFLANKING OF CAUSEWAY - IMMEDIATELY  
DOWNSTREAM - RIGHT BANK



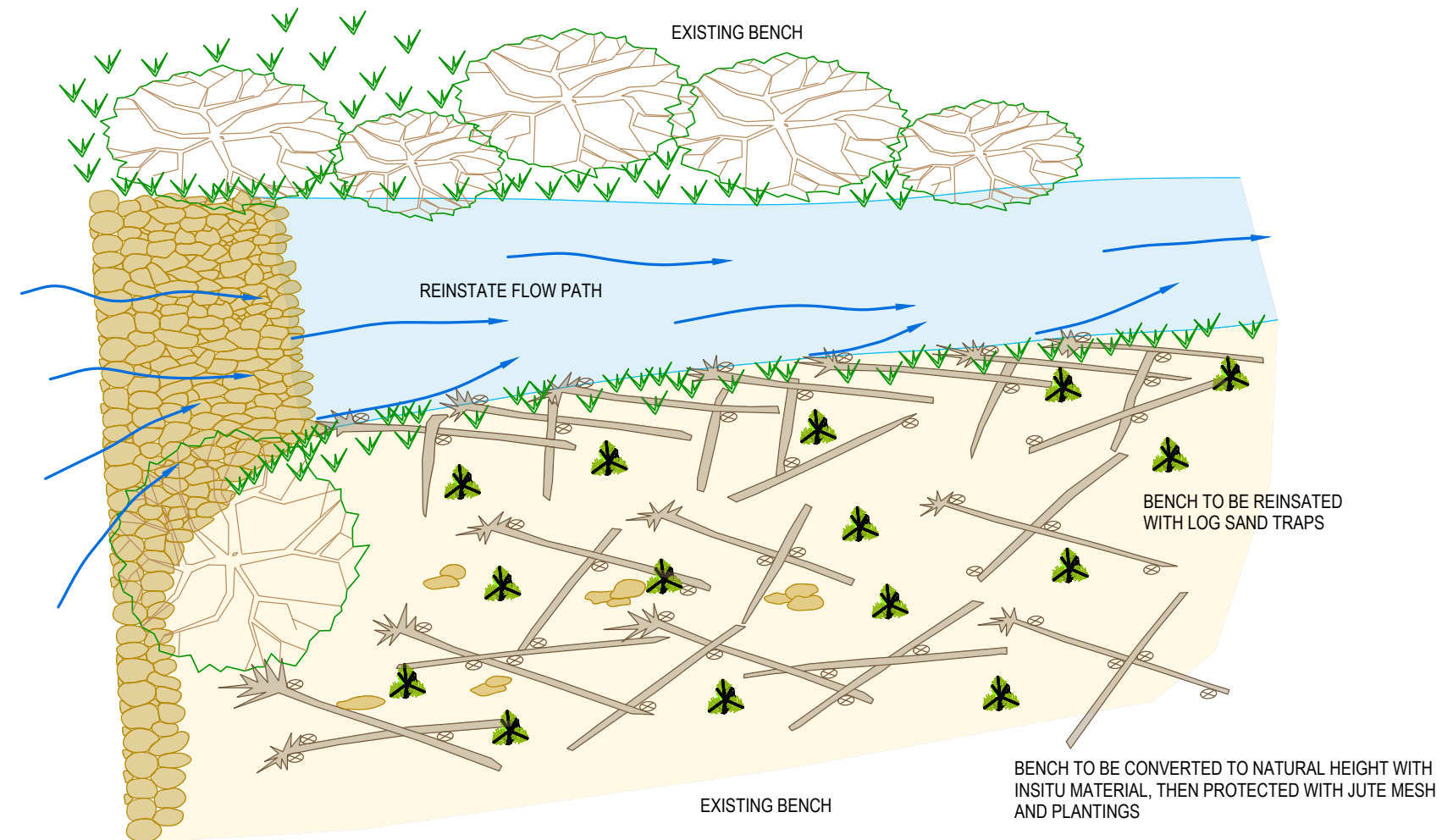
LOOKING UPSTREAM FROM CAUSEWAY



LOOKING DOWNSTREAM



## PLAN VIEW



ORIGINAL SIZE A3



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0	PREPARED FOR REVIEW	KGH		20/06/21
REV.	DESCRIPTION	BY	CHK	DATE

**SOIL CONSERVATION SERVICE**

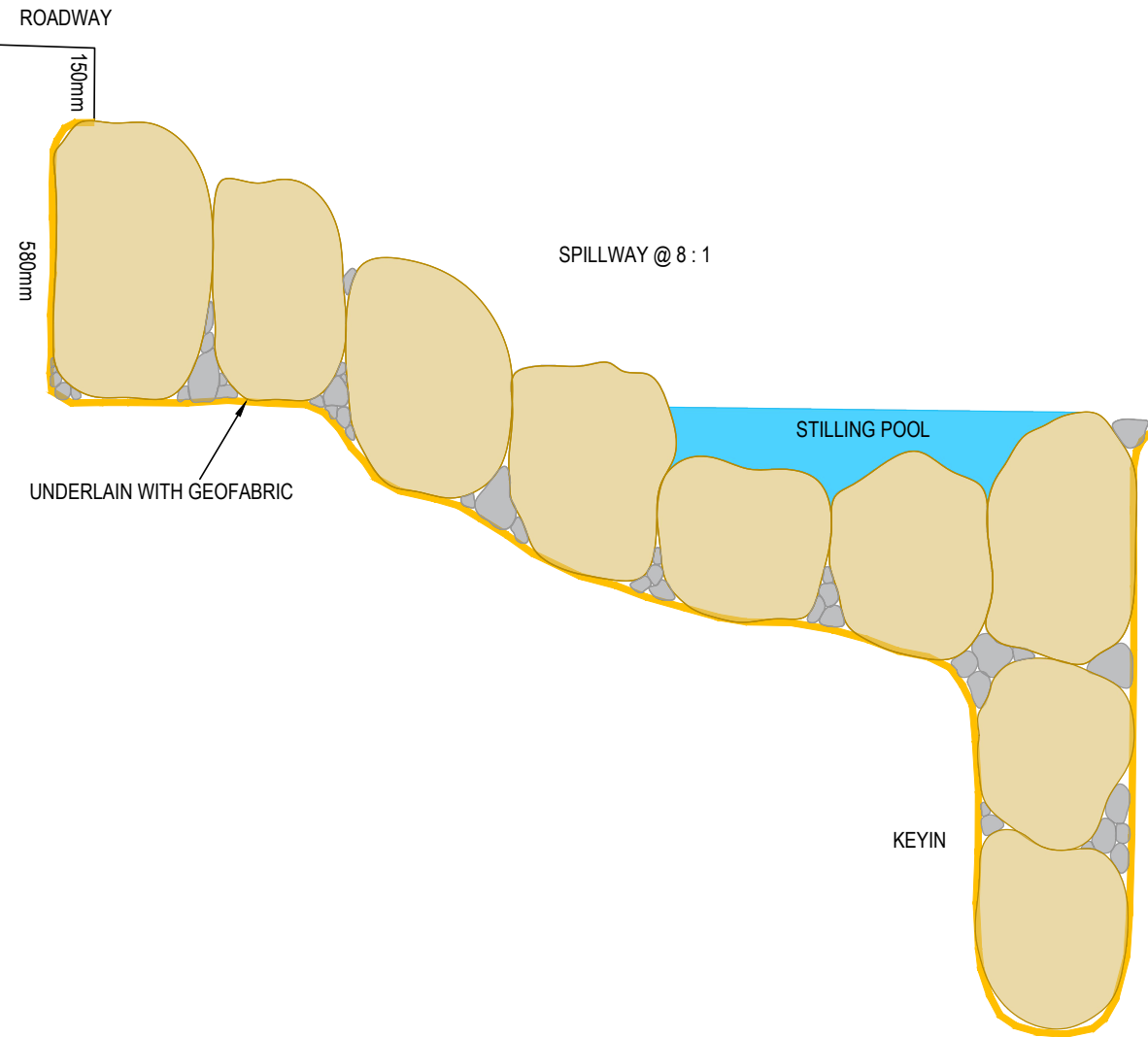
**BAERAMI CREEK CAUSEWAY STABILISATION  
STABILITY ASSESSMENT & REMEDIATION PROPOSAL  
DESIGN CONCEPT**

DRAWING: 90641-7-1-SV-Baerami Ck Causeway Stabilisation-r0.dwg

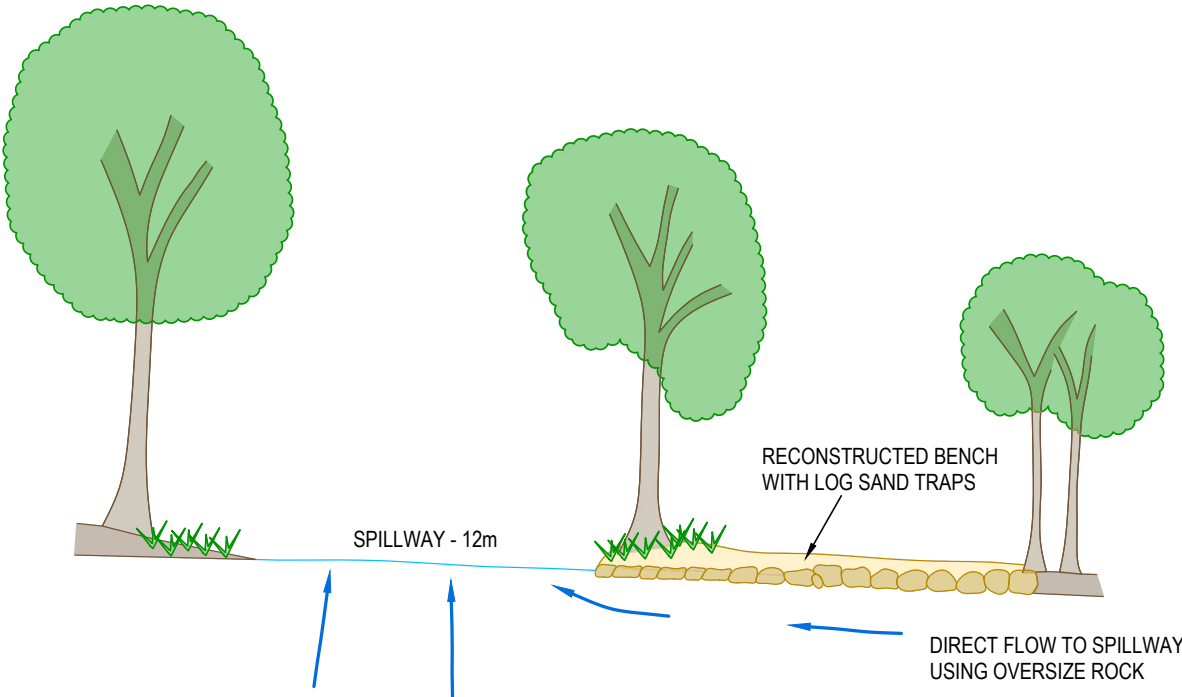
SCALE : NOT TO SCALE

INSTRUCTION: 90641-7-1
DATE 20/06/2021
SHEET 3 OF 4
REV. 0

OUTLET CROSS-SECTION



LONGITUDINAL PROFILE  
ALONG ROADWAY - LOOKING DOWNSTREAM



ORIGINAL SIZE A3



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BAERAMI CREEK CAUSEWAY STABILISATION STABILITY ASSESSMENT & REMEDIATION PROPOSAL DESIGN CONCEPT	
DRAWING: 90641-7-1-SV-Baerami Ck Causeway Stabilisation-r0.dwg	SCALE : NOT TO SCALE

INSTRUCTION: 90641-7-1
DATE 20/06/2021
SHEET 4 OF 4
REV. 0



### 10.2.3. Urban Road Renewal Programme 2023-24

<b>Attachments:</b>	1. Urban Renewal - Attachment [10.2.3.1 - 2 pages]
<b>Responsible Officer:</b>	Matthew Lysaught - Director Property & Place
<b>Author:</b>	Kellie Scholes (Manager - Roads, Drainage & Technical Services)
<b>Community Plan Issue:</b>	5 - Community Infrastructure
<b>Community Plan Goal:</b>	Effective and efficient infrastructure that is appropriate to the needs of our community.
<b>Community Plan Strategy:</b>	5.1.4 - Maintain and continually improve community infrastructure across the Shire.  5.1.3.1 - Prioritise Capital works program to demonstrate continual improvement in community infrastructure.

---

#### PURPOSE

The report provides Council with a list of road locations assessed as suitable priorities for expenditure of the Urban Road Renewal budget for 2023-24, and recommends the sections of road for expenditure of the allocation.

#### OFFICER'S RECOMMENDATION

Council ENDORSES the attached priority list for Urban Road Renewal and the undertaking of the projects under the 2023-24 Capital Works Program to the limit of approved funding.

**Moved:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_

#### BACKGROUND

Council's Urban Road Renewal Programme has been guided by a rolling programme of works originally prepared by Pavement Management Services and adjusted from time to time through site monitoring by visual inspection. This programme is attached to the report.

Urban road renewal work consists of road pavement and surfacing treatments which address high levels of cracking, rutting, roughness, and deflection that can collectively reflect inadequate structural capacity of the road pavement. Undertaking road renewal work is important to extend the life of the road asset.

#### CONSULTATION

Pavement Management Services

Technical Officer – Works Quality

Technical Officer - Assets

#### REPORT

The 2023-2024 Capital Budget includes an allocation of \$400,000 under the Urban Road Renewal Program.



A programme has been prepared listing sections of road for Council's consideration as road renewal candidates. This programme was informed by road condition assessments from 2016 to 2020 data undertaken by Pavement Management Services and regular visual road inspections which monitor the rate of deterioration. This programme is attached to the report.

In summary, the highest priorities recommended as candidates for the use of the available 2023-24 Capital Budget are:

Street	Location	Area	Proposed Treatment	Estimated Cost	Priority
Rutherford Road Muswellbrook	Maitland to Acacia Dr	1526 m2 Including parking lanes	Deep lift profile and lay Asphalt.	\$226,206	1
Rutherford Road Muswellbrook	RAB to Cassidy Ave	760m2	Deep lift profile and lay Asphalt.	\$135,569	2
Woollybutt Way	Speed Hump Replacement	712 m2	Part Deep Lift patch and 50mm overlay	\$52,117	3
Carl St Muswellbrook	Brook St to William St	1640 m2	Deep lift profile and lay Asphalt.	\$279,438	4

The following candidates from the list have been placed in the road rehabilitation category as, in addition to having poor pavement, these sections of road also require new kerb and guttering, improvements to drainage, and utility adjustments/ renewal.

Proposed Year	Street	From	To	Length	Width	High level cost Estimate	Comment
2022-23	Lorne St Muswellbrook	Maitland	Jordan	136	12.6	-	Project Completed
2022-23	Lorne St	Jordan	Mitchell	91	12.6	-	Project Completed
2022-23	Hill St Muswellbrook	Bridge	Rail Corridor	96	10	-	Project Completed
2023-24	Merton St Denman	Palace	Paxton	212	13.7	\$2.5M	Included in the 2023-24 Capital Programme.
2024-25	Palace St Denman	Merino	Macauley	212	11.1	\$800,000	Requires Design





Proposed Year	Street	From	To	Length	Width	High level cost Estimate	Comment
							Suitable project for roads to recovery funding.
2025-26	Anzac Pde Muswellbrook	Sydney St	Tobruk Ave	202	10.3	\$1M	Requires Design. Could be constructed in stages.
2026-27	Ogilvie St Denman	Paxton St	Virginia St	221	7.5	\$2.5M	This project would include streetscape upgrade, watermain replacement and utility adjustments

## OPTIONS

1. Council could endorse the prioritised list for Urban Road Renewal Projects attached to the report and the undertaking of the 2023-24 Urban road renewal Projects to the limit of approved funding under this program.
2. Council could endorse the list for Urban Road Renewal Projects, nominating other priorities from the list, and giving reasons.

## CONCLUSION

Whilst not all identified sections of road can be renewed under the available budget for 2023-24, this program is intended to be continually monitored and works undertaken as funding allows in future programs and in a prioritised manner informed by risk assessment.

## SOCIAL IMPLICATIONS

The implementation of the Urban Road Renewal Projects will provide positive impacts to the community through the provision of improved assets, amenity, access, and road safety. It is acknowledged that there will be short term inconvenience during the construction phase, but this would be managed and minimised as much as possible, supported by the provision of effective, timely community information and advice.

## FINANCIAL IMPLICATIONS

The 2023-24 Capital Budget includes an allocation for Urban Road Renewal. Projects will be undertaken to the limit of available funding.

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

#### **1. Financial Implications – Capital**



2023-24 Capital Budget Allocation of \$400,000 consists of:

\$20,960 CI Management

\$379,040 Project Allocation

**2. *Financial Implications – Operational***

Undertaking pavement renewal work will reduce operational costs.

**POLICY IMPLICATIONS**

Nil identified.

**STATUTORY IMPLICATIONS**

Council is the roads authority for local urban roads and is acting within its powers.

**LEGAL IMPLICATIONS**

Nil identified.

**OPERATIONAL PLAN IMPLICATIONS**

Satisfies Operational Plan Action 5.4.1 Prioritise Capital Works programs to demonstrate continual improvement in Community Infrastructure.

**RISK MANAGEMENT IMPLICATIONS**

Costs to estimate works are based on current panel contract rates.

Endorsing the program mitigates risk from the non- delivery of works.

**WASTE MANAGEMENT IMPLICATIONS**

Waste reduction principles will be applied where all road pavement materials salvaged will be stockpiled and reused on local unsealed roads where possible.

**COMMUNITY CONSULTATION/MEDIA IMPLICATIONS**

Consultation with impacted residents/businesses in the selected locations and the wider Community will be undertaken prior to any work being carried out.

Urban Renewal Programme

Proposed Year	PS_ID	Street	From	To	Length	Width	Road Class	Urban/Rural	Treatment
2022/23	RMLORNS010	LORNE ST	MAITLAND ST	JORDAN ST	136	12.6	7 Urban		Rehabilitation
	RMLORNS020	LORNE ST	JORDAN ST	MITCHELL ST	91	12.6	7 Urban		Rehabilitation
2023/24	RDMERTS020	MERTON ST	PAXTON ST	PALACE ST	212	13.7	8 Urban		Rehabilitation
2022/23	RMHILLS100	HILL ST	BRIDGE ST	Railway Fence	96	10	7 Urban		Rehabilitation
	RMANZAP010	ANZAC PDE	SYDNEY ST	TARAKAN AVE	111	10.3	8 Urban		New Kerb and gutter and pavement
	RMANZAP020	ANZAC PDE	TARAKAN AVE	TOBRUK AVE	91	7.1	8 Urban		New Kerb and gutter and pavement
	RDOGILS020	Bypass to Muswellbrook Town access road							Rehabilitation & New
	RMCARLS040	Carl St	BROOK ST	WILLIAM ST	232	8.2	7		Deep Profile & Ove
	RMBROOS030	Brook St	BRIDGE ST	RAILWAY LINE	102	19.3			Deep Profile & Ove
2024/25	RDPALAS040	PALACE ST Bypass to Muswellbrook Town access road	MERINO ST	MACAULEY ST	212	11.1	7 Urban		Water main leak issue
2023/24	RDOGILS020	OGILVIE ST	VIRGINIA ST	PAXTON ST	221	7.5	7 Urban		Deep Profile & Ove
2023/24	RMRUTHR010	RUTHERFORD RD	NEW ENGLAND HWY	ACACIA DR	90	7.8	6 Urban		Deep Profile & Ove
2023/24	RMRUTHR011	RUTHERFORD RD	ACACIA DR	NEW ENGLAND HWY	90	7.8	6 Urban		Deep Profile & Ove
2023/24	RMRUTHR036	RUTHERFORD RD	RBT	CASSIDY AVE	42	10.8	6 Urban		Reconstruction UB
2023/24	RMRUTHR037	RUTHERFORD RD	CASSIDY AVE	RBT	42	7.6	6 Urban		Deep Profile & Ove
	RMFLEMS010	FLEMING ST	SYDNEY ST	LORNE ST	212	11	9 Urban		PMB overlay
2024/25	RMCARLS060	CARL ST	BROOK ST	WILLIAM ST	231	8.2	6 Urban		Deep Profile & Ove
	RMBELLS010	BELL ST, MBK	MAITLAND ST	CLIFFORD ST	58	20	6 Urban		Deep Profile & Ove
	RMSOWES060	SOWERBY ST	BROOK ST	120m S/BROOK ST	115	15	9 Urban		
	RMHILLS080	HILL ST	BLIGH ST	SOWERBY ST	114	10	7 Urban		
	RMTHOMS010	THOMPSON ST	DRAINAGE RESERVE	ADAMS ST	34	9	8 Urban		
	RMDIXOC010	DIXON CCT	HENRY DANGAR DR	CUNNINGHAM ST	78	7.5	9 Urban		PMB Overlay
	RMDIXOC020	DIXON CCT	CUNNINGHAM ST	NW CORNER	156	7.5	9 Urban		PMB Overlay
	RMHENRD020	HENRY DANGAR DR	DAY ST RBT	MCGREGOR ST	72	10	7 Urban		Deep Profile & Ove
	RMHENRD044	HENRY DANGAR DR	RMHENRD040	RMHENRD050	26	26.8	7 Urban		Deep Profile & Ove
	RMBROOS030	BROOK ST	BRIDGE ST	RAILWAY LINE	102	19.3	6 Urban		
	RMTARAA010	TARAKAN AVE	ANZAC PDE	CRETE ST	92	7.8	9 Urban		

RMHENRD010	HENRY DANGAR DR	BIMBADEEN DR	DAY ST	48	10	7 Urban	Deep Profile & Ove
RMHENRD014	HENRY DANGAR DR	RMHENRD010	RMHENRD020	26	26.5	7 Urban	Deep Profile & Ove
RMGUNNS010	CUNNINGHAM ST	DAY ST	BLACK ST	81	6.5	9 Urban	
RMROGES020	ROGER ST	KOOMBAHLA ST	COOK ST	62	11.5	7 Urban	
RMBELLS032	BELL ST, MBK	RAILWAY BRIDGE	VICTORIA ST	14	8.6	6 Urban	Deep Profile & Ove
RMCASSA010	CASSIDY AVE	KAMILAROI ST	MCCLINTOCK DR	336	9	7 Urban	Deep Profile & Ove
RMCASSA020	CASSIDY AVE	MCCLINTOCK DR	RUTHERFORD RD	79	9	7 Urban	Deep Profile & Ove
RMGUNNS020	CUNNINGHAM ST	BLACK ST	BELMORE ST	92	6.5	9 Urban	
RMGUNNS030	CUNNINGHAM ST	BELMORE ST	DIXON CCT	87	7.5	9 Urban	
RMHILLS041	HILL ST	RAILWAY	RMHILLS030	35	3	9 Urban	Deep Profile & Ove
RMHUNTT008	HUNTER TCE	HILL ST	ROAD WIDENING	38	7.7	6 Urban	
RMCAEMPL010	CAMPION LN	MARKET LN	MARKET ST	88	6	9 Urban	
RMDIXOC030	DIXON CCT	NW CORNER	GRANT MILLER ST	104	7.5	9 Urban	PMB Overlay
RMDIXOC040	DIXON CCT	GRANT MILLER ST	NE CORNER	112	7.5	9 Urban	PMB Overlay
RMRUTHR040	RUTHERFORD RD	CASSIDY AVE	IRONBARK RD	241	7.7	6 Urban	Reconstruction UB
RMRUTHR041	RUTHERFORD RD	IRONBARK RD	CASSIDY AVE	245	7.7	6 Urban	Deep Profile & Ove
RMDIXOC050	DIXON CCT	NE CORNER	HENRY DANGAR DR	227	7.5	9 Urban	PMB Overlay

**Note:** The roads programed (Urban and Rural) are potential rehabilitation canditates for next four years. This four years program prepared based on PMS condition assessment data from 2016 to 2020 as well as PMS's master program for next ten years.Updated June 2022 . The final road program for each financial year will be finalised before the financial year (May to June ). There might be changes or swaping the roads between different financial year can be expected depend on the deteoriation rate of the roads and council's priority.



### 10.3. Property and Place

#### 10.3.1. Regional Entertainment Centre Development Advisory Committee - Terms of Reference

<b>Attachments:</b>	Nil
<b>Responsible Officer:</b>	Derek Finnigan - General Manager
<b>Author:</b>	Matthew Lysaught (Director Property & Place)
<b>Community Plan Issue:</b>	5 - Community Infrastructure
<b>Community Plan Goal:</b>	Effective and efficient infrastructure that is appropriate to the needs of our community.
<b>Community Plan Strategy:</b>	4.2.1 - Progress a Regional Entertainment and Conference Centre.

---

#### PURPOSE

To review the Regional Entertainment Centre Development Advisory Committee – Draft Terms of Reference and Committee function.

#### OFFICER'S RECOMMENDATION

Council APPROVES the following:

1. The Regional Entertainment Centre Development Advisory Committee be an Advisory Committee to Council;
2. The Committee will meet as required but no less than quarterly;
3. The Draft Terms of Reference be ADOPTED; and
4. Subject to confirmation of representatives, the Committee will comprise the following membership:
  - (i) Councillor L. Dunn (Chair)
  - (ii) Councillor J. Lecky (Deputy Chair)
  - (iii) Councillor R. Scholes
  - (iv) Authorised representative of Muswellbrook Amateur Theatrical Society
  - (v) Authorised representative of Upper Hunter Conservatorium of Music
  - (vi) Authorised representative of Muswellbrook & Upper Hunter Eisteddfod
  - (vii) Authorised representative of Muswellbrook High School
  - (viii) Authorised representative of Australian Rail Track Corporation
  - (ix) 1 local dance group representative invited through an Expression of Interest
  - (x) 1 independent member of the community invited through an Expression of Interest

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

#### REPORT



In accordance with Section 355 and Section 377 of the Local Government Act 1993, Council is permitted to delegate certain functions to a Committee of the Council. Council uses this delegation to create committees that include members of the community to assist in the management, care, and control of Council assets.

At the Ordinary Meeting of Council held on 25 October 2022, Council resolved to establish a development advisory committee for the Regional Entertainment Centre:

**9.3.4. Establishment of Regional Entertainment Centre Development Advisory Committee**

- 112 RESOLVED on the motion of Cr S. Reynolds and Cr M. Bowditch that:
1. Council approves the establishment of a Regional Entertainment Centre Advisory Development Committee as a Section 355 Committee of Council;
  2. The Regional Entertainment Centre Development Advisory Committee will comprise the following membership:
    - (i) Councillor L. Dunn
    - (ii) Councillor J. Lecky
    - (iii) Councillor R. Scholes
    - (iv) General Manager
    - (iv) Director Property and Place
    - (v) Authorised representative of Muswellbrook Amateur Theatrical Society
    - (vi) Authorised representative of Upper Hunter Conservatorium of Music
    - (vii) Authorised representative of Muswellbrook & Upper Hunter Eisteddfod
    - (viii) Authorised representative of Muswellbrook High School
    - (ix) 2 independent members of the community invited through an Expression of Interest.
  3. At the first meeting of the Muswellbrook Regional Entertainment Centre Development Advisory Committee, the structure and terms of reference of the Committee will be considered and decided upon.

In Favour: Cr S. Reynolds, Cr J. Lecky, Cr A. Barry, Cr M. Bowditch, Cr D. Douglas, Cr J. Drayton, Cr L. Dunn, Cr G. McNeill, Cr R. Mahajan, Cr D. Marshall and Cr B. Woodruff.

Against: Nil.

The Regional Entertainment Centre Development Advisory Committee met on 14 December 2022 and adopted the Muswellbrook Shire Council Section 355 Committee Guidelines and the terms of reference and recommended:

**4.2 Regional Entertainment Centre Development Advisory Committee - Terms of Reference**

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

1. The Committee adopts the 'Muswellbrook Shire Council Section 355 Committee Guidelines'; and
2. Reports to Council recommending Council adopts the Regional Entertainment Centre Development Advisory Committee – Draft Terms of Reference.

Below are the Regional Entertainment Centre Development Advisory Committee – Draft Terms of Reference for Council's consideration.

**Regional Entertainment Centre Development Advisory Committee**

The aim of the Committee is to:

- Provide advice to Council on the Regional Entertainment Centre development.

Committee functions:

1. Review project plans and designs, budgets, and works programming making recommendations to Council.
2. Make decisions on behalf of the represented organisations to assist Council in making the best value for money decisions on behalf of the community.
3. All decisions must ensure consistency with Council's adopted Integrated Planning and Reporting documents, these being the Community Strategic Plan, Delivery Plan, and Operational Plan.
4. All decisions must ensure compliance with Council's relevant adopted budgets.

The Minutes of the Regional Entertainment Centre Development Advisory Committee meeting were adopted at the 24 January 2023 Ordinary Council Meeting.

**10.3. Regional Entertainment Centre Development Committee Meeting - 14/12/2022**

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

The Minutes for the Regional Entertainment Centre Development Advisory Committee held on 14 December 2022 be ADOPTED.

In Favour: Cr S. Reynolds, Cr J. Lecky, Cr A. Barry, Cr M. Bowditch, Cr D. Douglas, Cr J. Drayton, Cr L. Dunn, Cr G. McNeill, Cr R. Mahajan, Cr D. Marshall, Cr R. Scholes and Cr B. Woodruff.

Against: Nil.

The Regional Entertainment Centre Development Advisory Committee (Committee) has been meeting monthly or as required for approximately 12 months. The representation from user groups and community representatives has been invaluable to inform development issues for Council from specific user group to general public requirements.

However, the experience is that the Committee does not or need to operate as a Section 355 Committee but rather as an advisory committee to Council.

The Terms of Reference do not need to change, however, it is an opportunity to confirm composition of membership, being:

- (i) Councillor L. Dunn (Chair)





- (ii) Councillor J. Lecky (Deputy Chair)
- (iii) Councillor R. Scholes
- (iv) Authorised representative of Muswellbrook Amateur Theatrical Society
- (v) Authorised representative of Upper Hunter Conservatorium of Music
- (vi) Authorised representative of Muswellbrook & Upper Hunter Eisteddfod
- (vii) Authorised representative of Muswellbrook High School
- (viii) Authorised representative of Australian Rail Track Corporation
- (ix) 1 local dance group representative invited through an Expression of Interest
- (x) 1 independent members of the community invited through an Expression of Interest



### 10.3.2. Olympic Park Precinct Development Advisory Committee - Terms of Reference

<b>Attachments:</b>	Nil
<b>Responsible Officer:</b>	Derek Finnigan - General Manager
<b>Author:</b>	Paul Chandler (Recreation & Property Officer)
<b>Community Plan Issue:</b>	5 - Community Infrastructure
<b>Community Plan Goal:</b>	Effective and efficient infrastructure that is appropriate to the needs of our community.
<b>Community Plan Strategy:</b>	1.4.1 - Complete current infrastructure projects and identify future opportunities for the Shire.

---

#### PURPOSE

To review the Olympic Park Development Advisory Committee – Draft Terms of Reference and Committee function.

#### OFFICER'S RECOMMENDATION

Council APPROVES the following:

1. The Olympic Park Development Advisory Committee be an Advisory Committee to Council;
2. The Committee will meet as required but no less than quarterly;
3. The Draft Terms of Reference be ADOPTED; and
4. Subject to confirmation of representatives, the Committee shall comprise the following membership:
  - (i) Cr A Barry (Chair)
  - (ii) Cr G McNeill (Deputy Chair)
  - (iii) Authorised representative of Muswellbrook Junior League
  - (iv) Authorised representative of Muswellbrook Senior Rugby League
  - (v) Authorised representative of Muswellbrook Touch Association
  - (vi) Authorised representative of Olympic Park Tennis Club
  - (vii) Authorised representative of Park Tennis Club
  - (viii) Authorised representative of Muswellbrook Cycle Club
  - (ix) Authorised representative of Muswellbrook Swimming Club
  - (x) Authorised representative of Australian Rail Track Corporation
  - (xi) Independent community representative
  - (xii) Independent community representative

**Moved:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_

#### REPORT

In accordance with Section 355 and Section 377 of the Local Government Act 1993, Council is permitted to delegate certain functions to a Committee of the Council. Council uses this



delegation to create committees that include members of the community to assist in the management, care, and control of Council assets.

At the Ordinary Meeting of Council held on 25 October 2022, Council resolved to establish a development advisory committee for the Olympic Park Precinct Upgrade:

**9.3.3. Establishment of Olympic Park Precinct Development Advisory Committee**

**Disclosure of Interest**

Cr S. Reynolds declared an insignificant non-pecuniary interest in this item. Cr Reynolds advised Council that he provides voluntary commentary for sporting groups at this location.

111 RESOLVED on the motion of Cr G. McNeill and Cr A. Barry that:

1. Council approves the establishment of an Olympic Park Precinct Development Advisory Committee as a Section 355 Committee of Council;
2. The Olympic Park Precinct Development Advisory Committee will comprise the following membership:
  - (i) Councillor A. Barry
  - (ii) Councillor G. McNeill
  - (iii) General Manager
  - (iv) Director Property and Place
  - (v) Authorised representative of Muswellbrook Junior Rugby League
  - (vi) Authorised representative of Muswellbrook Senior Rugby League
  - (vii) Authorised representative of Muswellbrook Touch Association
  - (viii) Authorised representative of Olympic Park Tennis Club
  - (ix) Authorised representative of Park Tennis Club
  - (x) Authorised representative of Muswellbrook Cycle Club
  - (xi) Authorised representative of Muswellbrook Swimming Club
  - (xii) 2 independent members of the community invited through an Expression of Interest.
3. At the first meeting of the Olympic Park Precinct Development Advisory Committee, the structure and terms of reference of the Committee will be considered and decided upon.

In Favour: Cr S. Reynolds, Cr J. Lecky, Cr A. Barry, Cr M. Bowditch, Cr D. Douglas, Cr J. Drayton, Cr L. Dunn, Cr G. McNeill, Cr R. Mahajan, Cr D. Marshall and Cr B. Woodruff.

Against: Nil.

The Olympic Park Precinct Development Advisory Committee met on 12 December 2022 and adopted the Muswellbrook Shire Council Section 355 Committee Guidelines and the terms of reference, and recommended:

**4.1 Olympic Park Precinct Development Advisory Committee - Terms of Reference**

*RECOMMENDED on the motion of Mr P. Benkovic and Mr J. Marco that:*

1. *The Committee adopts the 'Muswellbrook Shire Council Section 355 Committee Guidelines'.*
2. *Reports to Council recommending Council adopts the Olympic Park Development Advisory Committee – Draft Terms of Reference.*
3. *The Committee adopts ARTC as a stakeholder and as a member of the committee.*
4. *Mr Dunn step down as the nominated person for the Muswellbrook Senior Rugby League.*
5. *Mr Mather be appointed as the nominated person for the Muswellbrook Senior Rugby League.*

Below are the Olympic Park Development Advisory Committee – Draft Terms of Reference



for Council's consideration.

### **Olympic Park Development Advisory Committee**

The aim of the Committee is to:

- Provide advice to Council on the Olympic Park Precinct Upgrade development.

Committee functions:

1. Review project plans and designs, budgets, and works programming, making recommendations to Council.
2. Make decisions on behalf of the represented organisations to assist Council in making the best value for money decisions on behalf of the community.
3. All decisions must ensure consistency with Council's adopted Integrated Planning and Reporting documents, these being the Community Strategic Plan, Delivery Plan, and Operational Plan.
4. All decisions must ensure compliance with Council's relevant adopted budgets.

The Minutes of Olympic Park Development Advisory Committee meeting were adopted at the 24 January 2023 Ordinary Council Meeting.

## **10.2. Olympic Park Precinct Development Committee Meeting - 13/12/2022**

247 RESOLVED on the motion of Cr B. Woodruff and Cr R. Scholes that:

The Minutes for the Olympic Park Precinct Development Committee held on 12 December 2022 be noted and the recommendations contained therein ADOPTED.

In Favour: Cr S. Reynolds, Cr J. Lecky, Cr A. Barry, Cr M. Bowditch, Cr D. Douglas, Cr J. Drayton, Cr L. Dunn, Cr G. McNeill, Cr R. Mahajan, Cr D. Marshall, Cr R. Scholes and Cr B. Woodruff.

Against: Nil.

The Olympic Park Development Advisory Committee (Committee) has been meeting monthly or as required for approximately 12 months. The representation from user groups and community representatives has been invaluable to inform development issues for Council from specific user group to general public requirements.

However, the experience is that the Committee does not or need to operate as a Section 355 Committee but rather as an advisory committee to Council.

The Terms of Reference do not need to change, however, it is an opportunity to confirm the composition of membership, being:

- (i) Cr A Barry (Chair)
- (ii) Cr G McNeill (Deputy Chair)
- (iii) Authorised representative of Muswellbrook Junior League
- (iv) Authorised representative of Muswellbrook Senior Rugby League
- (v) Authorised representative of Muswellbrook Touch Association
- (vi) Authorised representative of Olympic Park Tennis Club
- (vii) Authorised representative of Park Tennis Club
- (viii) Authorised representative of Muswellbrook Cycle Club
- (ix) Authorised representative of Muswellbrook Swimming Club
- (x) Authorised representative of Australian Rail Track Corporation



- (xi) Independent community representative
- (xii) Independent community representative



### 10.3.3. Olympic Park Status Report

<b>Attachments:</b>	Nil
<b>Responsible Officer:</b>	Derek Finnigan - General Manager
<b>Author:</b>	Matthew Lysaught (Director Property & Place)
<b>Community Plan Issue:</b>	5 - Community Infrastructure
<b>Community Plan Goal:</b>	Effective and efficient infrastructure that is appropriate to the needs of our community.
<b>Community Plan Strategy:</b>	5.1.4 - Maintain and continually improve community infrastructure across the Shire.  1.4.1.1 - Deliver consolidated Olympic Park construction program.

---

#### PURPOSE

To provide for Council's information a chronology of the Olympic Park Precinct development.

#### OFFICER'S RECOMMENDATION

Council NOTES the information contained in the report.

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

#### REPORT

- In May 2016 the Bengalla Mining Company Community Investment Committee recommended to Council the funding of the Olympic Park master plan and carpark.
- This recommendation followed concerns raised by user groups about the intensity of use of the area by vehicles and pedestrians supported through identification in recreation needs management studies.
- The Bengalla Mining Company Community Investment Committee recommendation was subsequently adopted at the May 2016 Ordinary Council meeting.
- The total amount of funding allocated for these projects was \$710,000, funded from Voluntary Planning Agreement (VPA) Funds. The estimated costs being \$660,000 for the car park and \$50,000 for the master plan.
- At the February 2017 Ordinary Council meeting, a report was presented to the Council, and Council supported the staging of the carpark and the scope of the master plan.
- In September 2017, Councillors considered a presentation on four identified capital projects following a July 2017 Councillor Strategic Planning Workshop.
- The presentation included respective funding options, and a review of the community survey feedback received on the proposed projects. There was agreement that the performance venue and Olympic Park master plan be progressed as capital projects for a Special Rate Variation.



- At a September 2017 Extraordinary Council meeting, Council considered a report for an application for a Special Rate Variation (SRV), including Olympic Park, and resolved to prepare an application for a Special Rate Variation with the Independent Pricing and Regulatory Tribunal (IPART) to the General Manager.
- At the Extra Ordinary Council Meeting held on 25 October 2017, a Preliminary Business Case for the proposed Olympic Park Master Plan was reported to Council. In addition to applying for a Special Rate Variation, it was resolved to exhibit Stage 1 of the master plan for public exhibition and undertake a Capital Expenditure Review for the project.
- At the 12 December 2017 Ordinary Council meeting, the Capital Expenditure Review was endorsed for the Olympic Park Precinct Upgrade. It was resolved that the Office of Local Government be notified of Council's intention to proceed with the project and, further, that Council investigate alternatives for traffic management.
- In February 2018, Council adopted the Stage 1 Olympic Park Master Plan.
  - Stage 1 of the master plan included:
    - Safer vehicle access (in particular, construction of a bridge over Muscle Creek to Wilder Street facilitating egress during major events).
    - Car parking.
    - Additional storage.
    - Improved cycleway and pedestrian connections.
    - Environmental works.
    - Field improvements.
    - Additional amenities.
- Design work for a new grandstand was also included in Stage 1. However, the construction until recently was unfunded, and was included in Stage 2 of the master plan. Funding for Stage 2 of the master plan was not included in Council's SRV submission.
- The Olympic Park Precinct Upgrade was part of Council's successful 2019 Special Rate Variation application to the Independent Pricing and Regulatory Tribunal (IPART).
- Works completed to date for the Olympic Park Precinct include:
  1. Integration of the Olympic Park Master Plan into the Muswellbrook Aquatic Centre Master Plan and Muswellbrook Urban Riparian Landcare Master Plan.
  2. Construction of car parks, number six and seven on the Master Plan.
  3. Construction of Park Tennis Hitting Wall to enable car parking.
  4. Demolition of old Muswellbrook Amateur Theatrical Society (MATS) Hall and relocation of MATS.
  5. Shared footpath construction from Rail Underpass to Olympic Park fields.
  6. Muscle Creek Nature Trail works.
  7. Muscle Creek Bridge to Wilder Street completed with road approaches.
  8. Intelligent lighting installed along the footpath from Bridge Street to Bell Street.
  9. Design for both Stage 1 and Stage 2 Amenities and Grandstand design submitted for development assessment by the Hunter & Central Coast Regional Planning Panel.
- The total budget for Olympic Park is approximately \$15.5 million. This includes \$4.8 million from the 2019 Special Rate Variation (SRV), external grant funding of \$9.5 million, and other funding including Voluntary Planning Agreements (VPA) of \$1.2 million.
- Project budgets include:





- Car parks \$1.6m.
  - Wilkinson Avenue \$2m.
  - Wilder Street Bridge \$1.25m.
  - Environmental Works \$300k.
  - Precinct Landscaping \$400k.
  - Forecourt \$300k.
  - Amenities & Grandstand \$8.15m.
  - Field Improvements \$1.5m.
- Grant funding includes:
  - NSW Government Programmes:
    1. Stronger Country Communities Round 3 – Intelligent Lighting \$125k.
    2. 2019-2020 Active Transport Program - Shared Pathway \$150k.
    3. Resources for Regions Round 5 – Wilder Street Bridge \$1.25m.
    4. Stronger Country Communities Round 4 – Facilities \$487k.
    5. Regional Sport Facility Fund 2020/21 – Amenities \$1m.
    6. Regional Sport Facility Fund 2021/22 – Field Improvements \$1m.
  - Australian Government Programme:
    7. 2022 Election Commitment \$5.5m.
- The Development Application for the Olympic Park amenities and grandstand design was lodged in August 2022 by GHD Pty Ltd (GHD) representing Muswellbrook Shire Council.
- At the 25 October 2022 Ordinary Meeting, Council resolved to establish a development advisory committee for the Olympic Park Precinct Upgrade under s355 of the Local Government Act 1993. The Olympic Park Development Advisory Committee meets monthly or as required.
- At the 24 October 2023 Ordinary Council Meeting held at the Sandy Hollow Community Hall, Council resolved to place the Draft Olympic Park Plan of Management on public exhibition.
- The Olympic Park Precinct Plan of Management was adopted by Council on 19 December 2023.
- An Event Management Plan suite of documents for Olympic Park was developed to address outstanding issues raised by the Regional Planning Panel.
- The details of the Australian Government Grant Application were reported to the September 2023 Ordinary Council meeting for the application under the Priority Community Infrastructure Program (PCIP) and was submitted on 30 October 2023. Council is now awaiting notice of the funding timelines.
- The Regional Planning Panel met with the project team on 14 February 2024, and have raised relatively minor matters to address before a determination can be made. These include information for: stormwater management, events between 1,000 and 2,000 people, details of how the function room will operate, and details of any pedestrian works needed for the precinct.
- An amended Capital Expenditure Review for the Olympic Park Precinct is expected to be reported to the March 2024 Ordinary Council meeting.





### 10.3.4. Market Street Pathway Adjoining CWA Hall and Hunter Disability Services

**Attachments:**

1. Market Street Upgrade Existing Footpath and Access  
- Design Option 2 [**10.3.4.1** - 5 pages]
2. Market Street Upgrade Existing Footpath and Access  
- Design Option 1 [**10.3.4.2** - 5 pages]

**Responsible Officer:**

Matthew Lysaught - Director Property & Place  
Derek Finnigan - General Manager

**Author:**

Mardi Eriksson (Co-Ordinator - Commercial Property)

**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.
- 5.1.3.2 - Conduct regular asset condition assessment inspections.
- 

## PURPOSE

To report to Council the status of the Market Street pathway upgrade adjoining the Country Women's Association and Hunter Disability Service Pty Ltd.

## OFFICER'S RECOMMENDATION

Council:

1. APPROVES staff to negotiate transfer of ownership of the existing pathway allotment adjoining allotments 4 Market Street and Lot 255 DP 728952 Market Street to Hunter Disability Services Pty Ltd and the creation of Right of Footway for the Country Women's Association as part of an upgrade agreement; and
2. Requests that, following negotiation with the relevant parties, a further report will be submitted to Council.

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

## BACKGROUND

Council has been in discussion with the Country Women's Association (CWA) over several years regarding the upgrade of the pathway servicing the CWA Hall front entrance from Market Street. The existing pathway comprises a ramp, but also includes steps impeding access for elderly members and does not comply with accessibility requirements.

## CONSULTATION

Country Women's Association

Hunter Disability Services, Managing Director

Technical Officer – Property and Building Services



Technical Officer - Roads Drainage and Technical Services

Group Manager – Infrastructure and Operations

Director - Infrastructure and Property

## REPORT

The Country Women's Association (CWA) submitted a letter to Council in 2019 requesting an upgrade of the pathway servicing the CWA Hall front entrance from Market Street.

Council owns the pathway, which is an historical arrangement. The upgrade aligns with Council's Community Strategic Plan and commitment to help and implement improvements for all abilities access and inclusion across the Shire.

Council managed to attract grant funding of \$30,000 from NSW Government Stronger Country Communities – Round 5 and matched this allocation under the General Building Capital Programme. During this time, ownership of the front property, previously a dental practice, has changed ownership, and is now owned by Hunter Disability Services Pty Ltd (HDS).

Several onsite meetings were conducted with representatives from the Country Women's Association to develop a design solution. The challenge has been that the current pathway allotment does not allow the required space to upgrade the existing pathway to achieve compliant accessible access to the two adjoining properties.

To achieve compliant accessibility levels to both the entrance of the CWA Hall and Hunter Disability Services, additional area is required from Hunter Disability Services.

Two design options were drafted and presented to Hunter Disability Services for consideration. They are in support of the proposed upgrade works and have provided an "in principle" approval to construct the accessible pathway/ramp, Design Option 2, across their allotment. Following the 'in principle' agreement, the initial intention was to formalise an easement on Lot 255 DP 728952 Market Street, granting right of footway to Council.

However, on internal review, a transfer of property ownership for the pathway allotment and upgraded asset to Hunter Disability Services, as part of a negotiated agreement, is considered to be a more practical option. A requirement of any agreement would include a right of footway to the CWA Hall.

The existing arrangement is historical, the pathway allotment was most likely retained to ensure access to the CWA Hall front entrance. The only alternate access is via the rear from William Street/Market Lane.

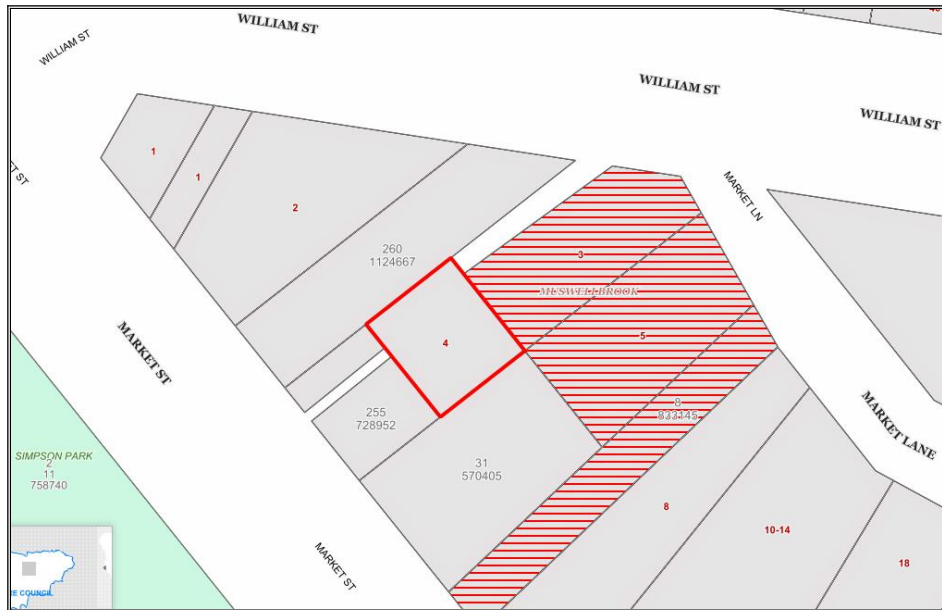


Figure 1 - Country Women's Association – 4 Market Street



Figure 2 - Hunter Disability Services – Lot 255 DP 728952 Market Street

## OPTIONS

Council:

1. Approves staff to negotiate the transfer of the pathway allotment to Hunter Disability Services, including an easement for right of footway to the CWA Hall; or
2. Council retains ownership of the pathway allotment with an easement across Lot 255 DP 728952 Market Street granting right of footway to Council and the CWA Hall.



## CONCLUSION

The pathway in its existing state, beyond not being accessible, is deteriorating. It is in need of upgrade, with the intention to achieve accessible standards for the two adjoining properties. This requires additional land to enable construction of a fully accessible pathway to be carried out. Hunter Disability Services have provided an 'in principle' agreement to construct an accessible, compliant pathway across Lot 255 DP 728952.

It is considered appropriate to negotiate transfer of ownership of the existing pathway to Hunter Disability Services as part of the upgrade, whilst ensuring a right of footway to the CWA Hall.

The initial cost estimate increased due to the revised scope and additional materials required, including concrete and handrails. Hunter Disability Services, benefiting from the upgrade, do not intend to apply a fee for the land contribution required to construct an accessible compliant pathway.

Council Staff have identified an opportunity to transfer ownership of the pathway allotment to Hunter Disability Services, create a right of footway easement for the CWA Hall and limit ongoing maintenance and liability obligations for Council.

## SOCIAL IMPLICATIONS

Upgrading the pathway improves access and accessibility within the Shire.

## FINANCIAL IMPLICATIONS

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

#### **1. *Financial Implications – Capital***

Council was successful in the Stronger Country Communities Fund Round 5 grant funding, receiving an allocation of \$30,000 which has been matched by Council. The current available budget is \$58,534.

#### **2. *Financial Implications – Operational***

Council would no longer have maintenance responsibilities for the pathway.

## POLICY IMPLICATIONS

Nil known.

## STATUTORY IMPLICATIONS

Disability Discrimination Act 1992

## LEGAL IMPLICATIONS

Nil known.

## OPERATIONAL PLAN IMPLICATIONS

'2.1.3 Consider and deliver social inclusion principles across Council functions',  
*Muswellbrook Shire Council - 2023/2024 Operational Plan*

## RISK MANAGEMENT IMPLICATIONS

Transferring ownership is a more direct allocation of responsibilities.



**WASTE MANAGEMENT IMPLICATIONS**

To be considered as part of the construction project.

**COMMUNITY CONSULTATION/MEDIA IMPLICATIONS**

Nil known.

# MARKET STREET, MUSWELLBROOK

## UPGRADE EXISTING FOOTPATH AND ACCESS



**SHEET INDEX**

- 222188\_DES\_SH 0
- 222188\_DES\_SH 1
- 222188\_DES\_SH 2
- 222188\_DES\_SH 3
- 222188\_DES\_SH 4

- COVER AND SHEET INDEX
- DETAIL AND CONTOUR SURVEY
- DEMOLITION PLAN
- PROPOSED DESIGN
- CROSS SECTIONS

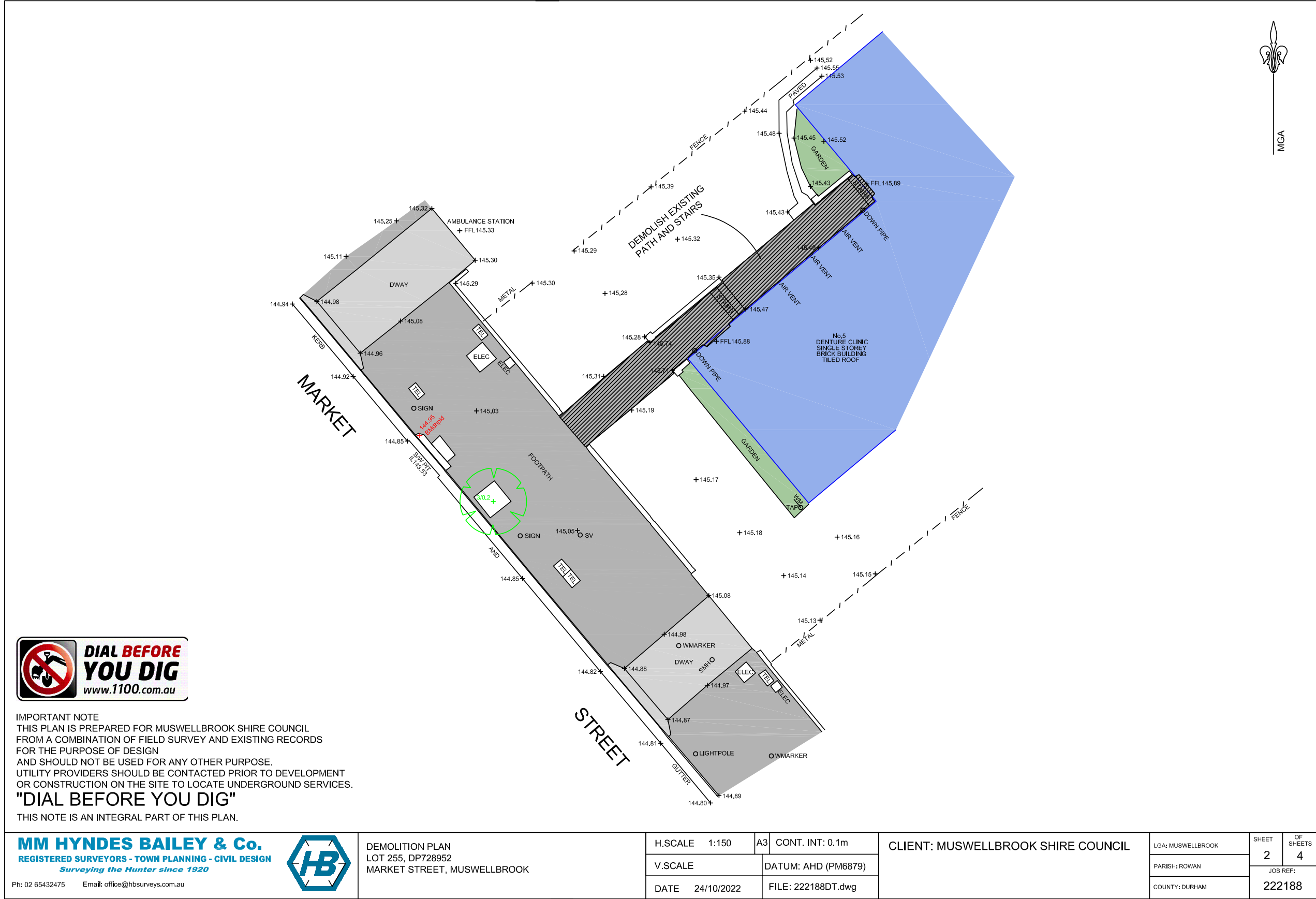


PLANS PREPARED BY		CLIENT		UPGRADE EXSTING FOOTPATH AND ACCESS		SCALE: DO NOT SCALE	A	ISSUED TO COUNCIL	21/10/2022
<b>MM HYNDES BAILEY &amp; Co.</b> REGISTERED SURVEYORS - TOWN PLANNING - CIVIL DESIGN <i>Surveying the Hunter since 1920</i> <small>Ph: 02 65432475    Email: office@hbsurveys.com.au 16 Common Road (PO Box 28), MUSWELLBROOK NSW 2333</small>						LGA: MUSWELLBROOK	B	ISSUED AFTER COMMENTS	REV: B
				DESIGN: M. COLE		DRAWN: M. COLE			
				DRAWING NO. 222188_DESIGN_000					JOB REF: 222188









IMPORTANT NOTE  
THIS PLAN IS PREPARED FOR MUSWELLBROOK SHIRE COUNCIL  
FROM A COMBINATION OF FIELD SURVEY AND EXISTING RECORDS  
FOR THE PURPOSE OF DESIGN  
AND SHOULD NOT BE USED FOR ANY OTHER PURPOSE.  
UTILITY PROVIDERS SHOULD BE CONTACTED PRIOR TO DEVELOPMENT  
OR CONSTRUCTION ON THE SITE TO LOCATE UNDERGROUND SERVICES.  
**"DIAL BEFORE YOU DIG"**  
THIS NOTE IS AN INTEGRAL PART OF THIS PLAN.

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

Ph: 02 65432475 Email: office@hbsurveys.com.au



DEMOLITION PLAN  
LOT 255, DP728952  
MARKET STREET, MUSWELLBROOK

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DATE	24/10/2022		FILE: 222188DT.dwg

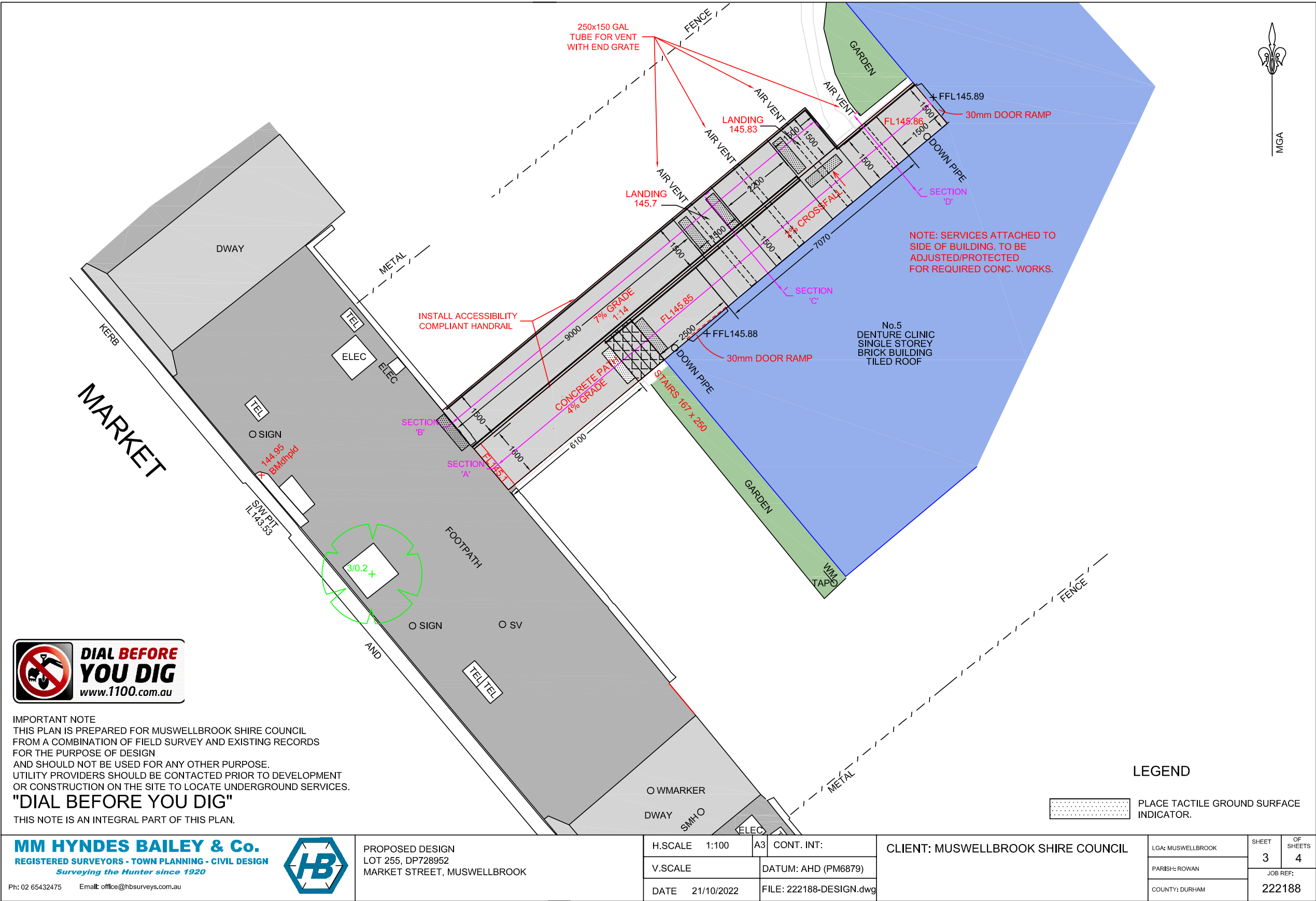
CLIENT: MUSWELLBROOK SHIRE COUNCIL

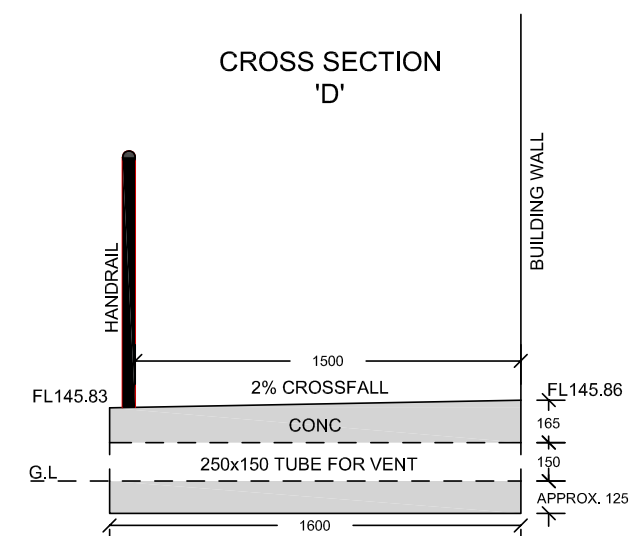
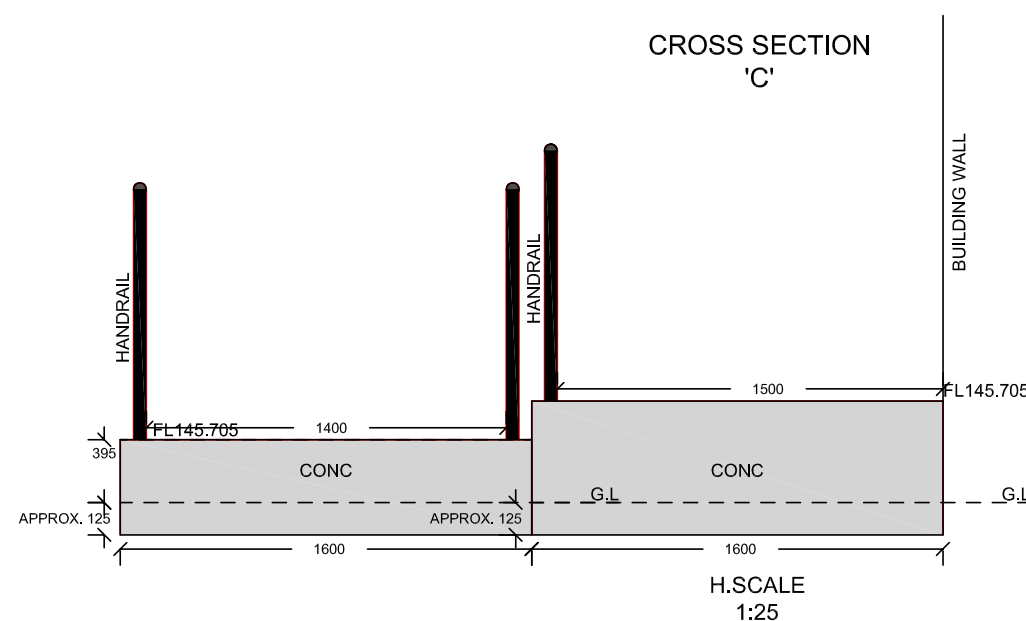
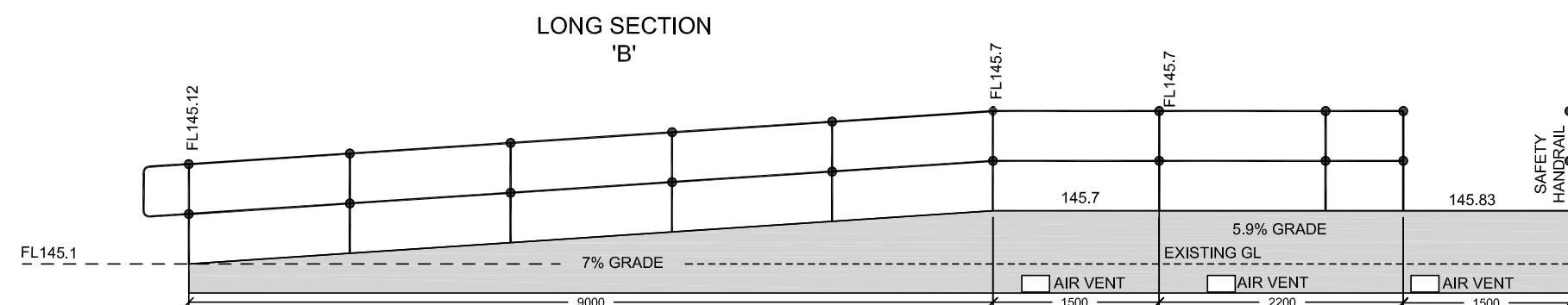
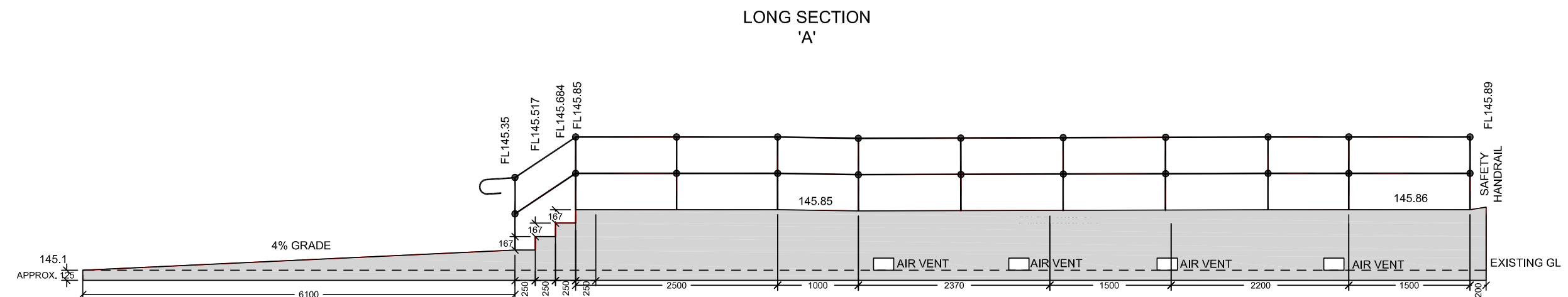
LGA: MUSWELLBROOK

PARISH: ROWAN

COUNTY: DURHAM

SHEET	OF SHEETS
2	4
JOB REF:	
222188	





**IMPORTANT NOTE**  
 THIS PLAN IS PREPARED FOR MUSWELLBROOK SHIRE COUNCIL FROM A COMBINATION OF FIELD SURVEY AND EXISTING RECORDS FOR THE PURPOSE OF DESIGN AND SHOULD NOT BE USED FOR ANY OTHER PURPOSE. UTILITY PROVIDERS SHOULD BE CONTACTED PRIOR TO DEVELOPMENT OR CONSTRUCTION ON THE SITE TO LOCATE UNDERGROUND SERVICES.

**"DIAL BEFORE YOU DIG"**  
 THIS NOTE IS AN INTEGRAL PART OF THIS PLAN.

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



LONG & CROSS SECTION'S OF CONCRETE RAMP  
 LOT 255, DP728952  
 MARKET STREET, MUSWELLBROOK

H.SCALE 1:50	A3	CONT. INT:
V.SCALE	DATUM:	
DATE 21/10/2022	FILE: 222188-DESIGN.dwg	

CLIENT: MUSWELLBROOK SHIRE COUNCIL

LGA: MUSWELLBROOK
PARISH: ROWAN
COUNTY: DURHAM

SHEET	OF SHEETS
4	4
JOB REF:	
222188	

# MARKET STREET, MUSWELLBROOK

## UPGRADE EXISTING FOOTPATH AND ACCESS



**SHEET INDEX**

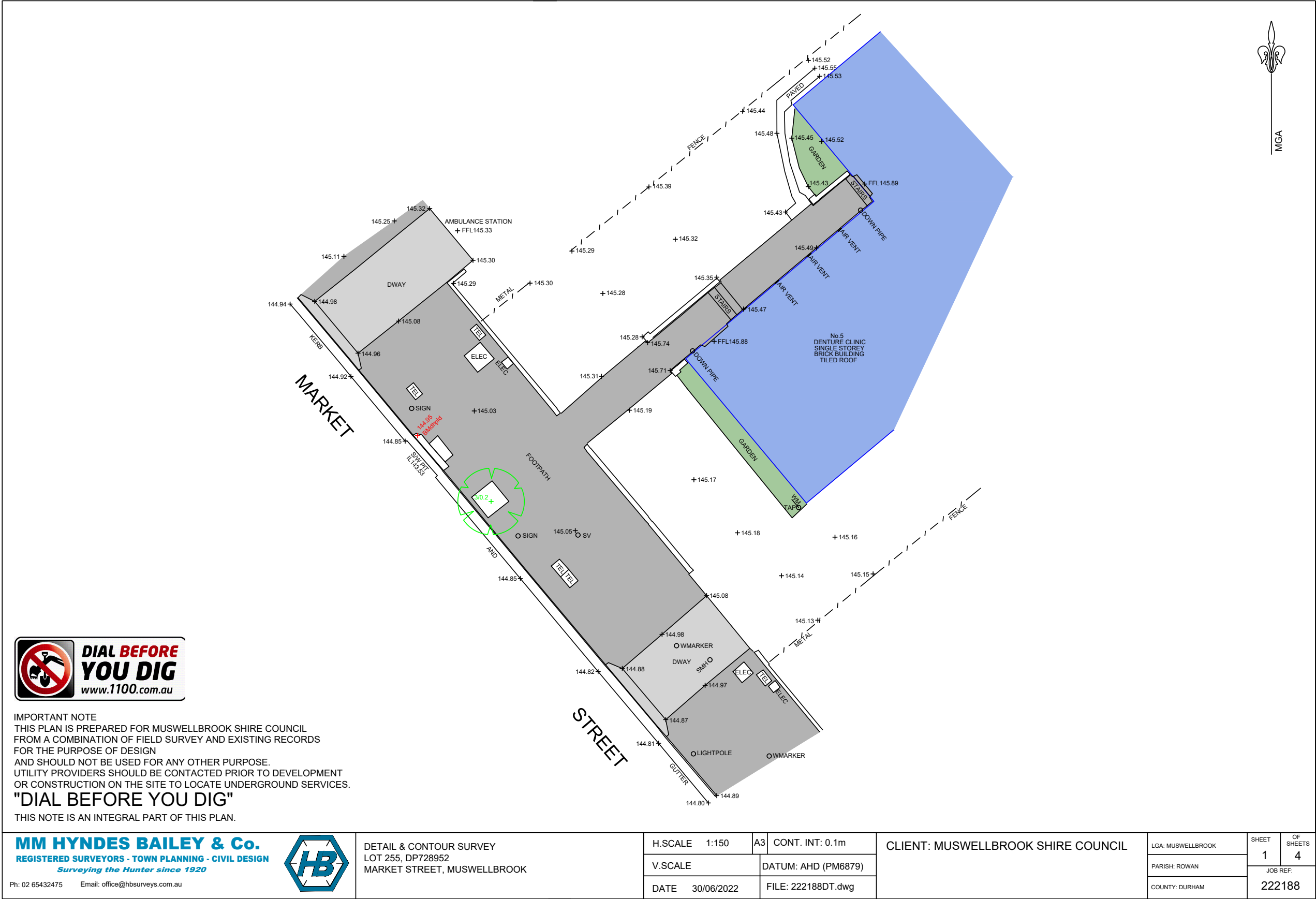
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- 222188\_DES\_SH 3
- 222188\_DES\_SH 4

- COVER AND SHEET INDEX
- DETAIL AND CONTOUR SURVEY
- DEMOLITION PLAN
- PROPOSED DESIGN
- CROSS SECTIONS



PLANS PREPARED BY		CLIENT		UPGRADE EXSTING FOOTPATH AND ACCESS		SCALE: DO NOT SCALE	A	ISSUED TO COUNCIL	30/06/2022
<div>MM HYNDES BAILEY &amp; Co. REGISTERED SURVEYORS - TOWN PLANNING - CIVIL DESIGN <i>Surveying the Hunter since 1920</i></div> <div>Ph: 02 65432475 Email: office@hbsurveyors.com.au 16 Common Road (PO Box 26), MUSWELLBROOK NSW 2333</div> <div>The logo for Hynes Bailey &amp; Co., featuring the letters "HB" inside a blue hexagon.</div>		<div>The logo for Muswellbrook Shire Council, featuring a stylized five-pointed star in green, yellow, and red, followed by the text "muswellbrook shire council".</div>				LGA: MUSWELLBROOK			REV: A
				DESIGN: M. COLE	DRAWN: M. COLE	DRAWING NO. 222188_DESIGN_000			JOB REF: 222188





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FROM A COMBINATION OF FIELD SURVEY AND EXISTING RECORDS  
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DETAIL & CONTOUR SURVEY  
LOT 255, DP728952  
MARKET STREET, MUSWELLBROOK

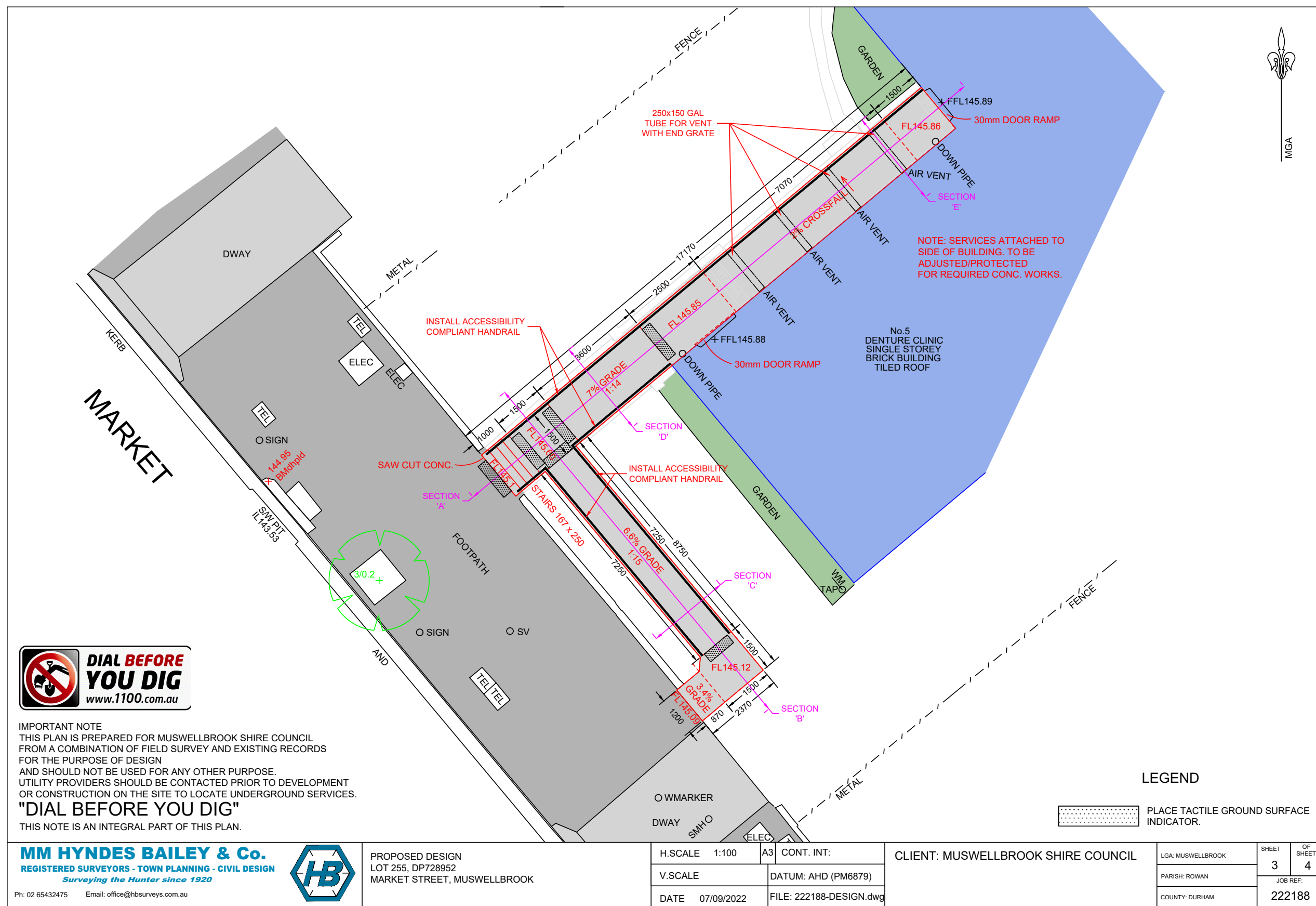
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DATE	30/06/2022		FILE: 222188DT.dwg

CLIENT: MUSWELLBROOK SHIRE COUNCIL

LGA: MUSWELLBROOK  
PARISH: ROWAN  
COUNTY: DURHAM

SHEET	OF SHEETS
1	4
JOB REF: 222188	











### 10.3.5. Major Project Status Report

<b>Attachments:</b>	1. Major Projects Status Report [ <b>10.3.5.1</b> - 21 pages]
<b>Responsible Officer:</b>	Derek Finnigan - General Manager
<b>Author:</b>	Matthew Lysaught (Director Property & Place)
<b>Community Plan Issue:</b>	6 - <i>Community Leadership</i>
<b>Community Plan Goal:</b>	<i>A dynamic local economy with full employment for current and future residents in a diverse range of high value industries.</i>
<b>Community Plan Strategy:</b>	1.1.1 - Facilitate the expansion of and establishment of new industries and business.  1.1.1.1 - Work with Muswellbrook Coal, State Government and other parties to maximise the economic opportunities on the Muswellbrook Coal site.

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#### PURPOSE

To provide for Council's information the monthly Major Projects Status Report for February 2024.

#### OFFICER'S RECOMMENDATION

Council NOTES the information contained in the report.

**Moved:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_

#### BACKGROUND

A monthly tabular report is provided with status updates and information on major community infrastructure projects.

#### CONSULTATION

Respective project managers.

#### REPORT

The Major Projects Status Report is attached for the information of Councillors as at 20 February 2024.

Each iteration of the report is reviewed to improve the communication of status updates against Council's Delivery Program and 2023–2024 Operational Plan.

#### OPTIONS

Council may request further information on 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 2023–2024 Operational Plan.*

### **RISK MANAGEMENT IMPLICATIONS**

Risk implications are considered and assessed for major projects.

### **WASTE MANAGEMENT IMPLICATIONS**

Waste management plans are developed and implemented for applicable projects.

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

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

PROJECT NUMBER	PROJECT	PROJECT STAGE INVESTIGATION (I) DESIGN (D) CONSTRUCTION (C)	GL Number	BUDGET ESTIMATE	FY BUDGET ALLOCATION	WORKS INSURANCE	PLANNED START	PLANNED COMPLETION	START	COMPLETION	STATUS AS AT 20 FEBRUARY 2024
MULTIPLE YEAR PROJECTS											
Olympic Park											
2019-2020-0417	Olympic Park Amenities and Grandstand	D & C	3710.7824.504	\$8,150,000	\$4,009,466	Existing Cover to \$2M	Jan-21	Apr-26	Jan-21		<p><b>Olympic Park Amenities and Grandstand</b></p> <p>The Development Application for the Olympic Park amenities and grandstand design is under planning assessment. The Olympic Park Development Advisory Committee is meeting monthly or as required. An Event Management Plan suite has been developed to address outstanding issues raised by the Regional Planning Panel. The details of the Australian Government Grant Application were reported to the September Ordinary Council meeting for the application under the Priority Community Infrastructure Program (PCIP) and was submitted on 30 October 2023. Council is awaiting notice of the funding timelines. The Regional planning panel met with the Project team on 14 February 2024 and raised relatively minor matters to address before a determination can be made. These include information for: stormwater management, events between 1,000 and 2,000 people, details of how the function room will operate, and pedestrian works needed. An amended Capital Expenditure Review for the Olympic Park Precinct will be reported to the March 2024 Ordinary Council meeting.</p>
2021-2022-0520	Olympic Park Field Improvements	D & C	3710.7829.504	\$1,500,000	\$933,904	Existing Cover to \$2M	Jul-22	Apr-26	Jul-22		<p><b>Olympic Park Field Improvements</b></p> <p>Draft drainage and irrigation designs have been prepared for Olympic Park field improvements. Discussions have been held with funding bodies to align grant and project milestones with Australian Government grant funding. Field works to be tendered and awarded to be completed concurrently with construction of buildings. The field works are envisaged to start following the majority of construction that encroaches near the fields are completed.</p>
TBA	Olympic Park Projects (multiple)	D	3710.1405.504	TBD	\$56,848	Existing Cover to \$2M	Jul-22	Apr-26	Jan-21		<p><b>Olympic Park Projects</b></p> <p>Funding for Olympic Park Precinct has been allocated for investigation and design of other precinct stages, including precinct landscape design, for example, fencing has been installed around the Olympic Park Bridge.</p> <p>The Olympic Park Precinct Plan of Management has been adopted.</p>
Regional Entertainment and Conference Centre											
2020-2021-0463	Regional Entertainment and Conference Centre - ENABLING WORKS	D & C	3690.5433.504	TBD	TBD	TBA	Oct-21	Dec-25	Oct-21		<p><b>Regional Entertainment and Conference Centre - Enabling Works</b></p> <p>Development Application (DA) lodged for demolition of Bridge Street buildings following the endorsement by CBD 7 - Pocket Park concept design at the May 2023 Ordinary Council meeting. Removal of Hazardous materials works with the removal of Asbestos Containing Material completed 18 December 2023. Additional scope identified and quotes are currently being requested. RFQ closes on 23rd February 2024. Geotechnical investigation at 116 Bridge Street commencing 21 February 2024. Demolition DA is currently under assessment and awaiting Request for Information from Councils Heritage Advisor.</p>
2020-2021-0463	Regional Entertainment and Conference Centre	D & C	3690.5433.504	\$16,500,000	\$3,273,204	TBA	Oct-21	Dec-26	Oct-21		<p><b>Regional Entertainment Centre</b></p> <p>The architect prepared a return brief. Geotechnical and ground contamination investigation are being undertaken for the proposed new location. The Studio component of the development is to be staged. The recommendations of the Quantity Surveyor were reported to the November 2023 Ordinary Council meeting, where Council resolved to approve the Architect's Variation proposal, including provisional sums for consultant design reports, on the condition that the architect collaborates with Council to ensure that the project meets value management and functionality requirements.</p> <p>The Design Workshop for the Regional Entertainment Centre Development Advisory Committee and Councillors was held on 15 February 2024. The feedback of the workshop was very positive with a clear direction on the functionality and staging options of the Theatre and the Studio component of the Regional Entertainment Centre. The Architects will now commence incorporating the feedback received in design development and provide feasibility options.</p>
Other											

TBA	Civic Precinct (Town Square)	D & C	3690.5498.504	\$14,500,000	\$2,256,524	Council insured	Oct-21	Dec-27	Oct-21		<b>Civic Precinct (Town Square)</b> Planning for demolition and scoping of the Pocket Park has commenced. Council is awaiting formal confirmation of funding of \$10.5m under the Priority Community Infrastructure Program (PCIP) program. The details of the Australian Government Grant Application reported to the September Ordinary Council meeting for the application under the PCIP, and was submitted 6 November 2023. Development Application for demolition of 88-108 Bridge Street buildings lodged in December 2023 and is under assessment. Tender documents for demolition being prepared. A detailed contamination assessment will commence in February 2024 together with a detailed survey of the whole precinct. A design brief for preparation of detailed design and issue for Construction drawings is being drafted for issue to seek quotations for this work and to progress future construction of the pocket park in the Civic Precinct.
2021-2022-0500	Denman Heritage Village	D & C	3590.4222.504	\$1,830,871	\$1,809,525	Existing Cover to \$2M	Sep-21	Jul-23	Sep-21	Aug-23	<b>Denman Heritage Village</b> Deed for Heritage items executed. Design and Construction tender awarded. Occupation Certificate received. Soft opening followed installation of artwork. Artwork installed and keys handed over. Official opening conducted Friday, 24 November 2023.
2020-2021-0443	MSC Depot Construction	D & C	3910.5939.504	\$8,000,000	\$4,838,000	Council insured	Jul-21	Dec-25	Jul-21		<b>MSC Depot Construction</b> \$4.8M Resources for Regions Round 9 funding has been announced. Concept design provided to staff for feedback. Final concept and costs reported to the July 2023 Ordinary Council meeting. Council went out for a Design consultant to take the project to Design and Construct Tender. The call for tender closed on 20 November 2023. Tenders were assessed and reported to the December 2023 Ordinary Council meeting. Council resolved to award the Principal Design Consultant (PDC) contract to CCG Architects and a start-up meeting was held on 5 February 2024. Civil Engineer, Structural Engineer, Ecologists, Building Services Consultant have undertaken site inspections. A detailed site survey is underway. Next meeting with PDC is early March where they will provide the amended concept design. It is expected to be able to report the amended concept and cost plan to the 26 March 2024 Ordinary Council meeting.
2020-2021-0452	Muswellbrook Animal Shelter	C	3910.5887.504	\$3,191,041	\$470,737	Council Insured	Feb-21	Mar-23	May-21	Jul-23	<b>Muswellbrook Animal Care and Sustainability Hub</b> The construction project is complete and the facility is open. Currently managing the Defect Liability Period. A report on contract settlement is to be provided to the 27 February 2024 Ordinary Council meeting.
2019-2020-0413	Muswellbrook Indoor Sport Centre - Youth Centre	D & C	3910.5844.504	\$1,242,452	\$1,177,934	Existing Cover to \$2M	Oct-19	Jun-24	Oct-19		<b>Upper Hunter Youth Centre</b> Upper Hunter Youth Services was awarded Stronger Country Community grant funding of \$500k. Stakeholder consultation and preliminary design complete and Development Application approved. Detailed design contract has been awarded and is being completed to call construction tenders in April 2024 alongside land parcel acquisition with Crown Land. Council has written to Department of Crown Lands to amend the timing of the Development Application condition to acquire the parcel.
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	\$226,092	Council insured	Jul-19	Oct-23	Jul-19	May-23	<b>Tertiary Education Centre - Stage 2 (Donald Horne Building)</b> Official opening held Tuesday, 18 July 2023. A report on contract settlement is to be provided to the 27 February 2024 Ordinary Council meeting.
FUTURE FUND											
TBA	Loxton House	D & C	3665.4910.504	\$1,250,000	\$754,532	Council insured	Dec-22	Dec-24	Dec-22		<b>Loxton House</b> Design with future tenants completed for development application (DA) modification. Heritage advice was received, and s65A minor modification lodged and accepted by the Heritage Council. The architect's proposal to finalise the design received and accepted. A contract for the design consultants was prepared. A survey of the internal and external parts of the building completed. The heritage approval assessment required a DA modification following application acceptance by the Heritage Council. DA modification currently under assessment. A further separate DA application is being lodged for the Lower ground floor basement of Loxton House as per recent advice received from Heritage Council.
TBA	Marketplace Asset Renewal (incl. Lift)	D & C	3690.5540.504	\$331,194	\$295,816	Existing Cover to \$2M	Jul-22	Jun-24	Jul-22		<b>Muswellbrook Marketplace Asset Renewal</b> Heavy goods lift specification drafted ready for tender issue. Council is undertaking an independent review of transportation services at the Marketplace.
N/A	Renewal of Existing Assets	D & C	3690.5421.504	\$331,938	\$331,938	Existing Cover to \$2M	Jul-22	Jun-24	Jul-22		<b>Renewal of Existing Assets</b> Combination of commercial building renewal projects and capital works for new tenancies. Significant works include the relocation of Blue Flame restaurant to the Donald Horne Building. Difficulty sourcing trades but staff now finalising contract with builder for planned occupation in April.
PLANNING, COMMUNITY AND CORPORATE SERVICES											
	Aquatic Centre Programme 2024	C	3700.5312.504	\$213,000	\$213,000	Existing Cover to \$2M	Jul-23	Jun-24			<b>Aquatic Centre Programme 2024</b> Installation of dehumidifier in Spa. Request for Quotes (RFQ) received. Awarding of works is currently being finalised.

N/A	General Building Renewal Programme	C	3910.5819.504	\$120,000	\$120,000	Existing Cover to \$2M	Oct-22	Jun-24			<b>General Building Renewal Programme</b> Activation of some projects were contingent on grant funding, which has now commenced. This includes Victoria Park upgrade to amenities funded from the Stronger Country Communities Fund - Round 5.
TBA	General Design Programme	D	3910.5855.504	\$52,500	\$52,500	Existing Cover to \$2M	Jul-21	Dec-24	Jul-21		<b>General Design Programme</b> Architect has consulted with heritage advisor to inform design development and draft concepts received for the Arts Centre. 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 Application within available budget.
2021-2022-0529	Reactivation of Campbells Corner Retail for Muswellbrook	D & C	TBA	\$974,686	\$974,686	Existing Cover to \$2M	Jan-23	Jul-24			<b>Reactivation of Campbells Corner</b> RFQ process has been completed, and Letter of Acceptance along with contract documents are being sent to the successful tenderer.
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	<b>Outdoor Pool Plant Upgrades</b> Tender Package completed. Tender subject to available capital funding.
TBA	CBD Stage 7 (Town Centre)	D & C	3690.5479.504	\$1,685,796	\$980,475	Existing Cover to \$2M	Jan-22	May-24	Jan-22		<b>CBD Stage 7 (Town Centre)</b> Reallocation of Resources for Regions Round 7, \$2,850,318. Now includes additional Public Domain Works: 1. Public Domain Works between Donald Horne Building and Library. 2. Loxton House Refurbishment. DA modification lodged and Design contract completed. 3. Hill St Construction. This project has been completed. 4. Part Bridge Street Footpath. Design and preparation of IFC drawings and tender documents are being prepared under the following schedule: receipt of detailed design and documentation has been reviewed by Council. Revisions and updated documents to be delivered ready for future tendering. Tenders are planned to be advertised pending receipt of drawings. 5. Bridge Street Median. As above project 3. 6. Marketplace Public Car Park. This work has been completed. 7. Marketplace laneway. As above project 3.
2021-2022-0509	Denman Children Centre	D & C	3920.5658.504	\$1,229,714	\$1,229,714	Existing Cover to \$2M	Jun-18	Dec-24	Mar-21		<b>Denman Childrens Centre</b> Council auspicing project. 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. Contracts for detailed design awarded. Building design being amended in line with flood risk assessment; the main impact is the requirement for an entry ramp into the new building. Civil design finalised for S68 Permit. Construct-only tender documentation ready. Report provided for funding implications to October 2023 Ordinary Council meeting. Project and funding administration is finalised. Tenders called Monday, 12 February 2024 and closing Monday, 11 March 2024.
2022-2023-0554	Denman Netball Courts	D & C	3710.7825.504	\$311,451	\$311,451	Existing Cover to \$2M	Oct-21	Dec-24	Sep-22		<b>Denman Netball Courts</b> Project start dates delayed due to additional funding required. Denman Recreation Area user group consultation complete. Tenders closed 3 March 2023 and received tender was over budget. The scope of works is currently being reviewed alongside Denman Recreation Reserve Works.
TBA	Denman Recreation Reserve Works	D & C	TBA	\$2,249,301	\$2,084,305		Jan-23	Apr-24	Oct-23		<b>Denman Recreation Reserve Works</b> Resources for Regions Round 9 funding announced of \$2,249,301. Consultants have been engaged to undertake design for the construction of Bell St Denman with survey, investigation and design now commenced. The 80% design and Review of Environmental Factors will be reported to Council for endorsement prior to tendering for construction.
2020-2021-0481	Karoola Park Plan of Management	I	3710.5532.504	\$30,000	\$30,000	Existing Cover to \$2M	Jul-21	Dec-24	Oct-21		<b>Karoola Park Plan of Management</b> Plan of Management is awarded and progressing. The inclusion of a Citizen Walk to be considered as part of draft Plan of Management. Final draft has been provided to staff for review prior to being reported to Council.
	Karoola Park - Resilience Works	D & C		\$973,974	\$973,974		Jul-23	Jun-25			<b>Karoola Park - Resilience Works</b> Project is the removal of the concrete stormwater drain and replacement with natural drainage system. The existing design is being reviewed and tender documents prepared.
2022-2023-0563	Simpson Park - Everyone Can Play	C	3710.7828.504	\$250,000	\$239,743	Existing Cover to \$2M	Jul-23	Jan-24	Sep-23	Feb-24	<b>Simpson Park - Everyone Can Play</b> Construction works have been completed, including equipment certification and softfall testing.
2022-2023-0562	Adventure Playground - Wollombi Park Pump Track	I, D & C	3710.7831.504	\$480,000	\$480,000		Jan-23	May-24	Jan-24		<b>Adventure Playground - Wollombi Park Pump Track</b> The initial design phase and geotechnical investigation are currently ongoing, with detailed design to follow. Construction works scheduled to start in late March.
2021-2022-0513	Kayuga Rural Fire Station	D & C	3860.5415.504	\$1,000,000	\$914,520	Existing Cover to \$2M	Dec-21	Mar-24	Aug-23		<b>Kayuga Rural Fire Station</b> Additional funding announced and confirmation of tender returned to the July 2023 Ordinary Council meeting and awarded. Sod turning event held 22 November 2023. Construction is progressing with the shed is built and at internal fit out stage.

2022-2023-0570	Lighting for Weeraman Fields and Highbrook Park	D & C	TBA	\$939,800	\$939,800	Existing Cover to \$2M	Apr-23	Jun-24	Apr-24		<b>Lighting for Weeraman Fields and Highbrook Park</b> Recently awarded grant funding under Female Friendly Community Sport Facilities and Lighting Upgrades Program 2022/23. Tenders have been called and closed and reported to the October 2023 Ordinary Council Meeting. The contract has been awarded and completion is expected by end June 24. The existing lights should remain functional while the new towers and lights are installed.
N/A	General Recreation Programme	C	3710.5293.504	\$100,000	\$100,000	Existing Cover to \$2M	Sep-22	Jun-24	Sep-22		<b>General Recreation Programme</b> Funding allocated to Simpson Park works.
ROADS AND DRAINAGE											
TBA	Bridges Renewal Program	I	3530.4131.504	\$105,000	\$105,000	Existing Cover to \$2M	Oct-23	Jun-24	Aug-23		<b>Bridges Renewal Programme</b> The programme of bridge inspections is currently being undertaken to inform a programme of proposed work that will be reported to Council. Works will be undertaken in accordance with the Council endorsed program to the limit of the available budget. The proposed programmed works will include monitoring of the movement of the bearings on Muscle Creek Bridge on Bell St, Muswellbrook.
TBA	Bell Street Bridge	I	Not assigned	\$847,000	\$0	Existing Cover to \$2M	Upon confirmation of funding.	NA	NA	NA	<b>Bell Street Bridge</b> Council was successful in receiving an offer for the 'betterment' component to repair abutments of Muscle Creek Bridge on Bell St, Muswellbrook which have been damaged in the recent natural disaster events. This funding though was provisional on Council also receiving grant funding under the Disaster Recovery Funding Arrangements for the initial repair of the abutment. Unfortunately the additional funding for an amount of \$168,000 to complete the project was deemed ineligible by TfNSW as Council could not demonstrate adequately that the damage was the result of the natural disaster event.
TBA	CPTIGS - Bus Shelter Program	I and D	3500.2781.504		\$337,825	Existing Cover to \$2M	Sep-23	Mar-24	Nov-23		<b>CPTIGS - Bus Shelter Programme</b> An In-kind source of funding for the upgrade of the Bus Stop in Tindale St has been provided through development in the street. Tenders were received by Council and reported to 27 April 2023 Council meeting where Council determined to not accept any Tender. A Councillor workshop was held in September 2023, to provide information regarding the bus shelter concept. This matter was reported to the October 2023 meeting of Council where Council endorsed to seek quotations for the design and supply of shelters. Quotations have been received from the manufacturer and are being considered. <i>Note: CPTIGS is the Country Passenger Transport Infrastructure Grants Scheme.</i>
TBA	Carpark Renewal Program	C	3580.4234.504	\$135,000	\$135,000	Existing Cover to \$2M	Nov-23	Dec-23	Dec-23	Dec-24	<b>Carpark Renewal Program</b> A prioritised program was endorsed by Council at the August Meeting. Works have been completed for this project to renew the pavement in the Carpark adjacent to the Muswellbrook Railway Station - Bus Stop Interchange. The outstanding works are to reinstate the wheel stops and line mark pending contractor availability.
TBA	Footpath & Cycleway Renewals	C	3500.4072.504	\$185,625	\$185,625	Existing Cover to \$2M	Sep-23	Jun-24	Aug-23	Sep-23	<b>Footpath &amp; Cycleway Renewals</b> This program is complete. A prioritised program was endorsed by Council at the August 2023 Meeting. In accordance with the program, sections of footpath have been renewed in William St Muswellbrook and Henry Dangar Drive (Day to Dixon).
TBA	Heavy Patching Programme	C	3500.4035.504	\$1,000,000	\$1,000,000	Existing Cover to \$2M	Sep-23	Jun-24	Aug-23		<b>Heavy Patching Programme</b> A prioritised program was endorsed by Council at the August 2023 Ordinary Council Meeting. Works have commenced and will continue in accordance with the Council endorsed program to the limit of the available budget. Work is continuing on this programme with 60% of work complete.
TBA	Kerb & Gutter Replacement	C	3560.4065.504		\$146,250	Existing Cover to \$2M	Sep-23	Dec-24	Aug-23	Nov-23	<b>Kerb &amp; Gutter Replacement</b> A prioritised program was reported and endorsed by Council at the August 2023 Ordinary Council Meeting. Work has commenced and will continue on this program in accordance with the prioritised list to the limit of the available budget. Sections of kerb and gutter have been replaced in Clifford, Maitland, Towarri, Ruth White Ave, and Parkinson Ave Muswellbrook. This programme is 90% complete.
TBA	Large Plant Items	D	3985.5870.504	\$2,207,245	\$1,233,878	Contractor/ Council insured	Jul-23	Jun-24	Jul-23		<b>Large Plant Items</b> The plant replacement programme priorities were endorsed by Council at the November 2023 Ordinary Council Meeting, where the Programme for 22/23 and 23/24 have been consolidated. Staff are working on the specifications required to seek tenders for these items of plant.
2023-2024-0582	Merton Street Drainage, Denman	C	TBA	\$2,589,582	\$2,589,582	Council & Contractor insured	Jul-23	Oct-24	Aug-23		<b>Merton Street drainage, Denman</b> Resources for Regions Round 9 funding announced \$1,412,582. The design was endorsed by Council at the October 2022 meeting. The estimated cost to construct based on this design is \$2,589,582. Council has been advised of successful funding under the Disaster Recovery Fund R1. Council recently signed the deed of agreement provided by the funding body. This has allowed tendering to proceed. Tenders are currently being advertised. A S138 application for the construction of the culvert crossing of the Golden Hwy has been received. Consultation with the directly impacted residents will commence in the near future.
TBA	New Shared Path Turtle St Denman	C	TBA	\$322,459	\$322,459	Existing Cover to \$2M	Nov-23	Feb-23	Nov-23	Feb-24	<b>New Shared Path Turtle St Denman</b> This project is substantially complete, with final quality checking and any identified defect rectification required to be undertaken through February.



TBA	Purchase of vehicles	I	3900.5660.504	\$342,558	\$342,558	Council & Contractor insured	Jul-23	Jun-24	Jul-23		<b>Purchase of vehicles</b> Light fleet programme prepared. Difficulty sourcing vehicles as per requirements and long delays in delivery of vehicles. Hail damaged from severe storm has disrupted procurement plan. Light fleet programme to be reported first quarter of 2024.
2022-2023-0555	Regional Road Renewal Programme	I and D	3502.4135.504	\$1,000,000	\$550,000	Council & Contractor insured	Oct-23	Jun-24	Sep-23		<b>Regional Road Renewal Programme</b> The Project at ch 7.6km on Bylong Valley Way was endorsed at the August meeting of Council and included as part of the Capital Works Programmes for the 2023-24 and 2024-25 year. A consultant has been engaged to undertake survey and design for this section of road.
	Resources for Regions - Round 5			\$3,293,423	\$8,143,687						
TBA	Thompson St Signalisation	C	3500.4277.504	\$2,100,845	\$2,825,395	Council & Contractor insured	Feb-22	Jan-23	May-22	Dec-23	<b>Thompson St Signalisation</b> Works on this project were suspended due to Contractual issues. The contractor demobilised from the site in late January. A post construction inspection occurred and defects and outstanding works identified. The electrical works were undertaken in July 2023 with permanent connection to power scheduled for October Council is continuing to seek final approval from Transport for NSW to determine Practical Completion. Rectification of construction defects is continuing as part of this process.
TBA	UHSC - Murulla St causeway	I	3500.4282.504	\$1,192,578		Council & Contractor insured					<b>UHSC - Murulla St causeway</b> This is an Upper Hunter Shire Council project. Murulla Street is located in Murrurundi. This project has not commenced.
	Resources for Regions - Round 7										
2022-2023-0548	Carpark Renewal Program - Hill St Laneway drainage upgrade	C	3500.4593.504		\$493,461	Existing Cover to \$2M	Feb-23	Jun-23	Feb-23	Jul-23	<b>Carpark Renewal Program - Hill St Laneway drainage upgrade</b> Construction of the Council Carpark off Hill St, Muswellbrook, has been completed.
2022-2023-0552	Hill St Road Reconstruction	C	3500.4590.504	\$600,000	\$600,000	Council & Contractor insured	Apr-23	Aug-23	Apr-23	Jul-23	<b>Hill St Road Reconstruction</b> Project Complete.
TBA	Road Resealing Program	C	3500.4030.504	\$2,100,000	\$2,100,000	Existing Cover to \$2M	Sep-23	Jun-24	Sep-23		<b>Road Resealing Program</b> A prioritised programme was endorsed at the August 2023 meeting of Council as part of the Capital Works Programme. Resealing works commenced 23 October 2023, with Widden Valley, Emu Ck, Rosemount Rd, Turner St, Jordan St, Babbington St, Burkill St, Coral St, Weemalla Pl, Ford St, Wilkins Ave, Thompson St, Traminer St, Cousins St, Queen St, Hill St, King St now complete. The programme recommenced in January 2024, with preparatory works on Sandy Creek Road, Cedar Close, and Thomas Mitchell Drive now complete and ready for resealing. The wet weather has delayed the contractors establishment in the Shire and pushed our program back slightly, however, works are now scheduled the week commencing 26 February weather permitting.
TBA	Roads to Recovery Programme	I	3500.2068.504	\$577,898	\$577,898	TBA	Oct-23	Jun-24			<b>Roads to Recovery Programme</b> This funding is currently not allocated. Projects are to be prioritised and reported to the February 2024 meeting of Council for endorsement for use of this funding.
2021-2022-0494	Rosebrook Bridge Replacement	C	3530.4429.504	\$1,633,500	\$1,633,500	TBA	Jan-23	Jun-23	Jul-22	Aug-23	<b>Rosebrook Bridge replacement</b> The project is complete.
TBA	Rural Roads Regravelling	C	3500.4055.504	\$283,815	\$283,815	Existing Cover to \$2M	Jul-23	Jun-24	Jul-23	Dec-23	<b>Rural Roads Regravelling</b> The project is complete.
TBA	Safety Device Renewal	C	3590.4145.504		\$94,069	Existing Cover to \$2M	Sep-23	Dec-23	Jan-24		<b>Safety Device Renewal</b> A prioritised program was reported and endorsed at the August 2023 meeting of Council. This program is continuing.
TBA	Victoria Street	C		\$721,433	\$721,433		Oct-23	Dec-23	Oct-23	Feb-24	<b>Victoria Street</b> Grant funding accepted from Fixing Local Roads Round 4. Project preliminaries were undertaken including geotech, preparatory works, community consultation, and engagement of contractors. Asphalt works to renew and strengthen the road pavement are now complete. Line marking will be undertaken pending contractor availability.
	Wybong Road - Betterment	I			\$1,633,500		Pending EPAR approval				<b>Wybong Road Betterment</b> Council was successful in receiving funding for the 'betterment' component to widen and improve Wybong Road in three nominated sections at the western end. Which have been damaged in the recent natural disaster events. Additional funding for an amount of \$200,000 to complete the project is currently being sought through the EPAR application submitted in August 2023. Council is continuing to follow up with TfNSW on the approval of this EPAR funding.
SEWER CAPITAL BUDGET											
TBA	Access and Security Improvements	D&C	6340.4475.504	\$130,000	\$130,000	Existing Cover to \$2M	Feb-24	Jun-24			<b>Access and Security Improvements</b> Upgrade of access and improvement to drying beds for non-destructive digging material at Denman Sewage treatment plant that will improve capacity and will add revenue to the council - Actual project start date Oct 2023- planned completion by Jun 2024

TBA	Mains Renewal And Replacement	I,D&C	6310.4340.504	\$260,000	\$260,000	TBA	Oct-23	Jul-24	Oct-23		<b>Mains Renewal and Replacement</b> For Financial year 2023/24, two Projects will be undertaken from the Main renewals and replacement program: 1. Sewer Rising main and valve replacement pumping station 2 which will improve the sewage in/out flow better and improve the capacity of pumping station 2 - planned start date Oct2023 - planned completion by June2024. Replacement of sewer rising Main at pumping station 1, which will improve capacity and capability of pumping station no 1. planned start date Oct 2023 - planned completion by Jun 2024. Sewage pumping station-1 concept design peer review by PWA (Public works Advisory) Is in progress to be followed by D&C tenders.
2021-2022-0538	Solar Array	I	6310.4493.504	\$644,773	\$1,800,000	Existing Cover to \$2M	Mar-24	Dec-24			<b>Solar Array</b> Sustainability initiatives associated with operation of the Raw Water Treatment Works. RFQ has been called and awarded for project management consultant to run the design and construct tender process including preparation of tender documentation. Tender evaluation completed and reported to Council for award of contract. Maintenance contract Has been finalized. Design will commence in March 2024 . Planned project Completion Dec 2024.
TBA	Sewer Operational Contingency	I,D&C	6340.4494.504	\$150,000	\$150,000	Existing Cover to \$2M	Jul-23	Jun-24	Jul-23		<b>Sewer Operational Contingency</b> Improvement works undertaken on critical sewer equipment as follows: Replaced two tertiary-waste-activated sludge pumps at the Recycled Water Treatment Works (RWTW); Undertook major overhaul works on the two biosolids dewatering presses at the RWTW; Replaced dissolved oxygen monitoring sensor for bioreactor 1 (IDEAT1) at the RWTW; Replenished critical spares for 8 solenoid valves at the RWTW; Upgraded modem to improve compatibility with 4G signals and improve the SMS critical alarm messaging for the RWTW process that is sent to the sewer on call phone. Installed new above-ground cable tray for the Denman Sewer Treatment Plant; Built a stainless steel bund for the new 2000 litres additional chlorine storage tank at the RWTW; Purchased cutting tools for the inlet screen augers at the RWTW to remove excessive rag and wet wipes build-up. Purchased new converters for the recycled water supply flowmeters from the recycled water maturation to the golf course and from the golf course storage tank to irrigation supply for Denman Sewer Treatment. Purchased spare float switches for the sewer pumping stations for surcharge monitoring. Replaced the dissolved oxygen sensor in IDEAT2 (Intermittent Decanted Extended Aeration Tank 1) at the RWTW. <b>Major refurbishment works undertaken on the anoxic mixers for both the anoxic zone and digester. Replaced the oxygen reduction potential sensor for IDEAT1 (Intermittent Decanted Extended Aeration Tank 2). Refurbishment of redundancy pump for Muswellbrook Sewer Pumping Station 1 (MSPS1)</b>
TBA	System Plant Asset Renewals	I, D & C	6340.4488.504	\$650,000	\$650,000	Existing Cover to \$2M	Jul-23	Jun-24	Jul-23		<b>System Plant Asset Renewals</b> The projects which will be included in System Asset plant renewals Program are: <b>Upgrade -Telemetry monitoring system Muswellbrook and Denman sewer Management system. planned Start Oct 2023 - planned completion Jun 2024.</b> Muswellbrook Sewer pumping station no 7 mechanical and electrical upgrade. Denman Sewer Treatment plant Aerator required replacement, the contract for which is awarded in November 2022. The aerator was installed and commissioned in 2nd week of November 2023.
TBA	Transportation System Improvements	I, D & C	6340.4485.504	\$300,000	\$300,000	Existing Cover to \$2M	Jul-23	Jun-24	Jul-23		<b>Transportation System Improvements</b> Transportation System Improvement Program will include projects: MSPS -8 & 10 Electrical Mechanical upgrade. These MSPS-8 electrical board panel construction contract has been awarded and is being fabricated. Likely completion is June 2024.
TBA	Upgrade Sewer Pumping Station-1	I, D & C	6310.4364.504	\$2,000,000	\$2,000,000	TBA	Jun-24	Jun-25			<b>Upgrade Sewer Pumping Station - 1</b> New pumping Station no 1 will be upgraded through Investigation design and construct. one of the main pumping station which is taking the max load of Muswellbrook and pumping direct o sewer treatment plant. The Project is in investigation stage. in process of hiring consultants for concept and preliminary design which will allow Council to go for D& C tenders and contract likely by June 2024 and completion pf project is planned by June 2025.
WATER CAPITAL BUDGET											
N/R	Asbestos Removal, Earthwork and Security	C	5310.4575.504	\$175,000	\$175,000	Existing Cover to \$2M	Feb-24	Jun-24			<b>Asbestos Removal, Earth Work and Security</b> For Financial year 2023/24 this program is planned to fund the project- Muswellbrook water treatment facility fence and security upgrades. MWTP fence is completed. next phase of the project is automation of the gates. The contract is already awarded and likely completion of this phase is June 2024.
TBA	Denman to Sandy Hollow Pipeline	D & C		\$28,473,519							<b>Denman to Sandy Hollow Pipeline</b> Funding Deed executed. Land acquisition, preparation of tender documentation and review of environmental factors are in process. Land acquisition is in progress. Section 60 has been approved by DPE water. Supplementary funding is being sought in order for tenders to be invited to carry out the works. Application for SSWP funding has been submitted awaited award of funding and signing of deed.
TBA	Mains Renewal And Replacement	I, D & C	5320.4340.504	\$650,000	\$650,000	Council & Contractor insured	Aug-23	Jun-24	Aug-23		<b>Mains Renewal and Replacement</b> For Financial year 2023/2024, the water main replacement program will undertake water main replacement in Flanders Avenue, Ramrod Creek, King Street, Coal Road reservoir rising main, and Ford Street. The Coal Road reservoir rising main and valve replacement was completed end of Aug 2023. Contractor has been awarded the contract for replacing water main in Flanders Avenue. Execution is planned to start in mid-February and planned completion by first week of April.

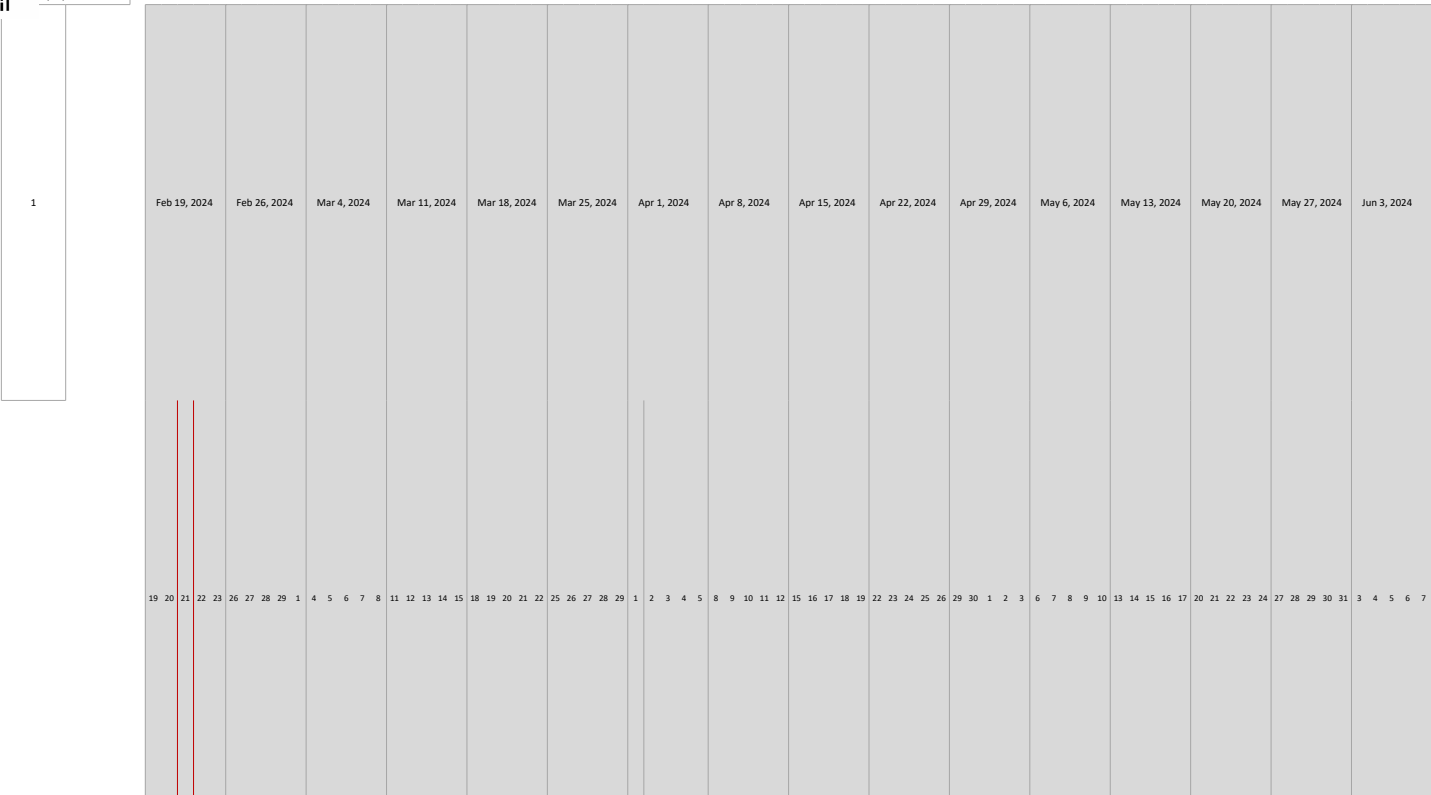
TBA	Replacement of Water Meters	C	5320.4376.504	\$65,000	\$65,000	Council insured	Jul-23	Jun-24	Jul-23		<b>Replacement of Water Meters</b> Ongoing ageing water meter replacement programme.
TBA	System Plant Asset Renewals	I, D & C	5340.4400.504	\$730,474	\$730,474	Council & Contractor insured	Jul-23	Jun-24	Jul-23		<b>System Plant Asset Renewals</b> Prioritised list of projects has been approved by Council. The projects are in investigation and design stage, and include telemetry system upgrades and Denman reticulation system upgrades. The projects are in investigation and design stage construction is likely to commence in Feb 2024. Purchased six Ultra- Filtration Membrane modules for the Denman Water Treatment Plant from Pentair - this was emergency works. Replacement of High Lift Pump 1 motor at MWTP. Critical spare parts purchase for OMRON Programmable Logic Controllers. Pump replacement and refurbishment of critical spares for the Ultra- Filtration Backwash System at Denman Water Treatment Plant.
2021-2022-0499	Upgrade Fluoride Dosing System	I, D & C	5310.4577.504	\$294,732	\$294,732	TBA	Apr-24	Jun-24			<b>Upgrade Fluoride Dosing System</b> Assembling of the two - tank fluoride dosing system is underway at the contractor's (Prominent) mechanical workshop. Hardy Water Treatment Australia will be on site, from 20 - 23 February 2024, to dismantle and remove the old fluoride dosing system from the fluoride room at the Muswellbrook Water Treatment Plant. Arrangements are being made to refurbish and improve the structural integrity of the floor and sandblast and repaint the walls before commencing with installation works. This project is scheduled for completion by end of June 2024.
TBA	Vehicle Replacement	C	5330.4370.504	\$100,000	\$100,000	Existing Cover to \$2M	Jul-23	Jun-24			<b>Vehicle Replacement</b> Difficulty in sourcing vehicles as per requirements and long delays in delivery of vehicles.
TBA	Vehicle - Equipment Replacement	C	5330.4378.504	\$65,000	\$65,000	Existing Cover to \$2M	Mar-24	Jun-24			<b>Vehicle - Equipment Replacement</b> Programme being prepared.
TBA	Water Operations Contingency Project	I	5340.4406.504	\$100,000	\$100,000	Existing Cover to \$2M	Jul-23	Jun-24	Jul-23		<b>Water Operations Contingency Project</b> Improvement works undertaken on critical water equipment as follows: Replaced the soft starter for the sand filter backwash pump at Muswellbrook Water Treatment Plant (MWTP); Replaced two flow meters at the Denman Water Treatment Plant (DWTP); Carried out major overhauls works on the high pressure filters at DWTP; Replaced antennas and radios to improve telemetry communication of critical equipment; Installed three power quality meters on the high lift pumps at MWTP to monitor data on the performance of the variable speed drives to determine the root cause of intermittent faulting of the drives; Installed new cooling fans for the electronic variable speed drives for the high lift pumps at MWTP; Replacement of the three sand filter inlet supply valves at MWTP. Purchased new spare lime dosing pump for MWTP; Upgraded SCADA network mapping and telemetry hardware for Queen Street Drinking Water Booster Pump. Refurbishment (major overhaul) of existing lime pump at MWTP.
TBA	Water Stop Valve Replacement Programme	I, D & C	5320.4379.504	\$200,000	\$200,000	Existing Cover to \$2M	Jul-23	Jun-24	Aug-23	Sep-23	<b>Water Stop Valve Replacement Programme</b> Water Valve replacement programme fund were used to carry out valve replacement at Coal Road reservoir which is strategic installation for Muswellbrook water supply and valves were installed in July 2023 and 6 other valve were replaced by 5 September 2023
WASTE											
TBA	Waste & Recycling Centre Leachate Dam	D	3653.4530.504	\$498,212	Reverted to reserve	Existing Cover to \$2M					<b>Waste &amp; Recycling Centre Leachate Dam</b> Design and Construction Cost Estimates complete (~\$500,000). Biodiversity Assessment RFQ issued and required prior to Development Application. Geotechnical report for project area received, which has triggered a dam design revision due to lack of winnable clay on site. Currently preparing for DA lodgement. Feb 24 - reverting to designer seeking they address incomplete BOQ, tech spec and design report.
TBA	FOGO Infrastructure	I		N/A		TBA					<b>FOGO Infrastructure</b> Preliminary Design and EIS complete. DA 2021/58 lodged June 2021. Further information on odour impacts as requested by NSW EPA was lodged in April 2022. DA 2021/58 submitted to March Council meeting for decision. Expression of Interest for FOGO processing were called and review committee report and reported to April Council meeting. Resolution at June 2023 Ordinary Council to go to tender for a company to build a facility on Council's site and also to tender for the processing of collected FOGO from 01/07/2024 in the interim if the facility is not yet operational at that time.

2023-2024 Procurement Planner

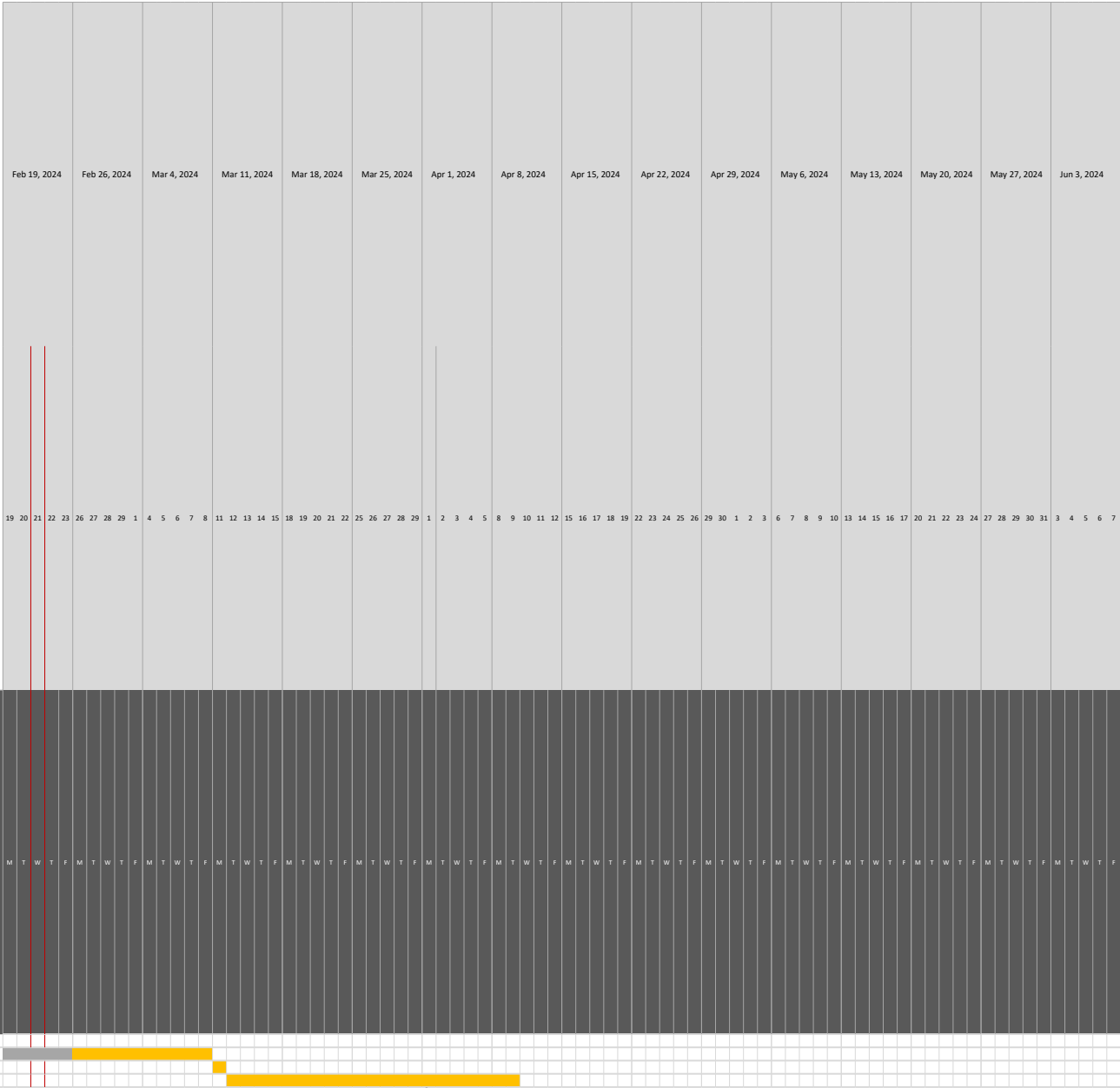


2/21/2024

SIMPLE GANTT CHART by Vertex42.com  
<https://www.vertex42.com/ExcelTemplates/simple-gantt-chart.html>



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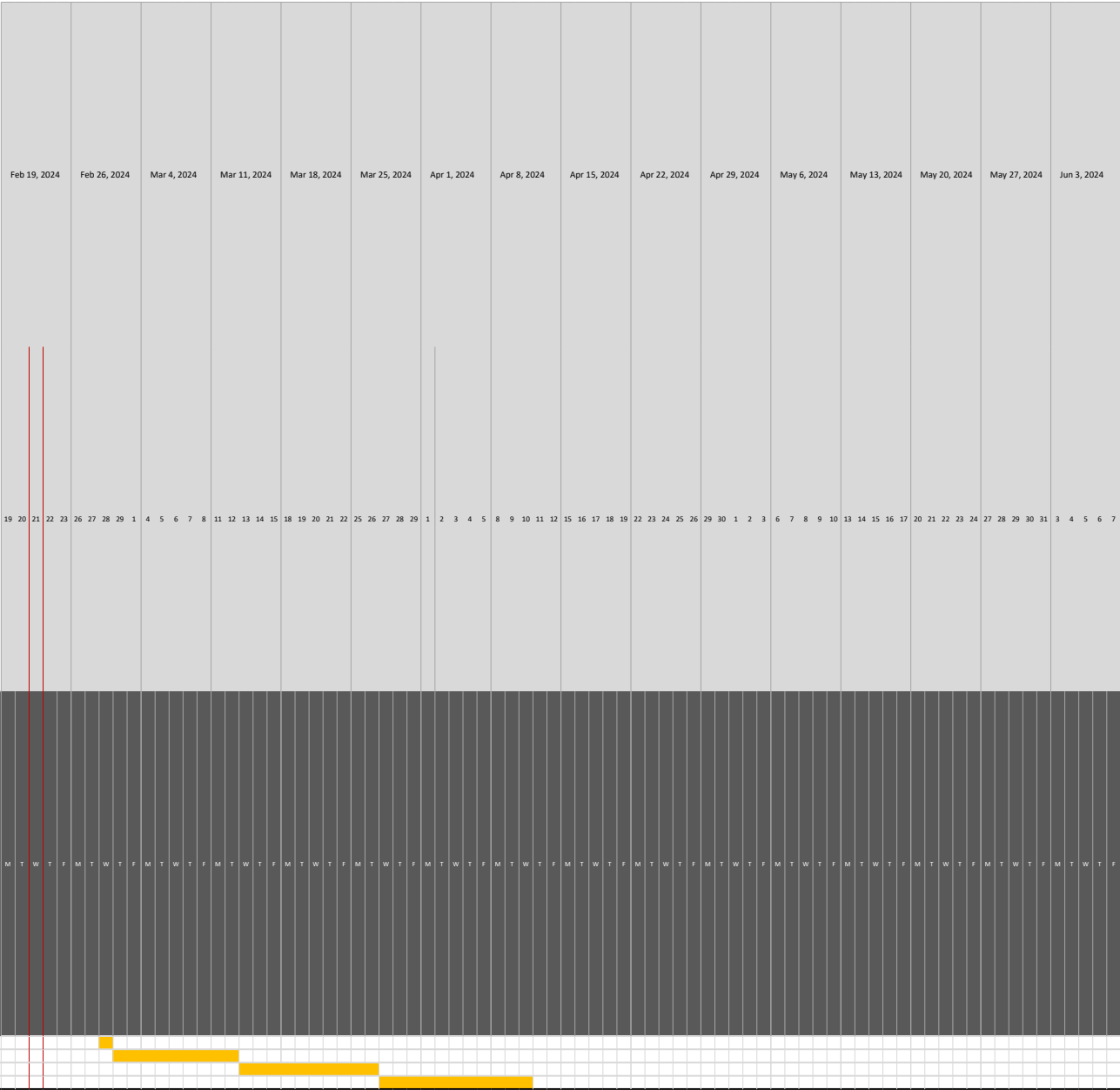




Council Meeting	4/10/2024	4/23/2024
Contracting	4/24/2024	5/8/2024

**2023-2024-0582 Upgrade of Road and Drainage Merton Street**

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<u>Section</u>	<u>Project Officer</u>	<u>Contract Type</u>
Waste	Joann Polsen	Services Contract

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TASK	PROGRESS	START	END
Council Meeting		4/10/2024	4/23/2024
Contracting		4/24/2024	5/8/2024
[INSERT NAME]			



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Prepare Docs
Tender Period
Tender Close
Assessment period

[illegible]



## 10.4. Corporate Services

### 10.4.1. Fraud and Corruption Control Policy MSC18E for ADOPTION

<b>Attachments:</b>	1. DRAFT Fraud and Corruption Control Policy MSC18E [10.4.1.1 - 10 pages]
<b>Responsible Officer:</b>	Derek Finnigan - General Manager
<b>Author:</b>	Michelle Sandell-Hay (Governance Officer), Chloe Wuiske (Business Improvement Officer)
<b>Community Plan Issue:</b>	6 - Community Leadership
<b>Community Plan Goal:</b>	Collaborative and responsive leadership that meets the expectations and anticipates the needs of the community.
<b>Community Plan Strategy:</b>	6.2.5 - Implement a comprehensive and targeted business improvement program.  6.2.5.2 - Develop and review policies in accordance with statutory operational requirements.

---

#### PURPOSE

To submit for Council's consideration the attached *Fraud and Corruption Control Policy* for adoption, which has completed 28 days of public exhibition.

#### OFFICER'S RECOMMENDATION

Council ADOPTS the attached *Fraud and Corruption Control Policy*.

**Moved:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_

#### BACKGROUND

The objective of Council's *Fraud and Corruption Control Policy* is to:

- Protect Muswellbrook Shire Council's assets, including financial assets;
- Protect the integrity, security, and reputation of Council and its staff; and
- Maintain a high level of service to the community.

The Policy was last adopted in 2021 and is now due for review.

A review of the *Fraud and Corruption Control Policy* has been conducted and amendments have been made in line with the revised Australian Standard for Fraud and Corruption Control (AS 8001:2021). Updates to legislation dates and formatting were also completed.

On 20 November 2023, Council's Manex team endorsed the draft policy to be submitted to Council for Public Exhibition.

#### CONSULTATION

MANEX

Manager Governance & Risk

Governance Officer





Business Improvement Officer

Audit, Risk and Improvement Committee

Community via public exhibition on Council's website 21 December 2023 to 1 February 2024

## REPORT

At the Ordinary Council Meeting held on 19 December 2023, Council endorsed the *draft Fraud and Corruption Control Policy* to be placed on Public Exhibition, via Council's website for a period of 28 days. As the public exhibition period occurred over the Council closure period, an additional two weeks of public exhibition was added to allow for the public holidays.

The Policy was exhibited on Council's website from 21 December 2023 to 1 February 2024.

No submissions were received by Council during the public exhibition period.

The Policy was emailed to Council's Audit, Risk and Improvement Committee and no feedback was received by Council.

## OPTIONS

Council may:

1. Resolve to adopt the attached *Fraud and Corruption Control Policy*; or
2. Request amendments to the attached *Fraud and Corruption Control Policy* prior to adoption.

## CONCLUSION

It is recommended that Council adopts the attached *Fraud and Corruption Control Policy*.

## SOCIAL IMPLICATIONS

Nil known.

## FINANCIAL IMPLICATIONS

Nil.

## POLICY IMPLICATIONS

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

## STATUTORY IMPLICATIONS

Local Government Act 1993.

## LEGAL IMPLICATIONS

Nil known.

## OPERATIONAL PLAN IMPLICATIONS

6.2.5.2 Develop and review policies in accordance with statutory and operational requirements (*2023-2024 Operational Plan – Muswellbrook Shire Council*).

## RISK MANAGEMENT IMPLICATIONS

An effective fraud and corruption control policy further embeds a culture of risk-awareness and to strengthen core processes and functions.



## **WASTE MANAGEMENT IMPLICATIONS**

Nil.

## **COMMUNITY CONSULTATION/MEDIA IMPLICATIONS**

Public exhibition of the Policy on Council's website from 21 December 2023 to 1 February 2024 provided the Community with an opportunity to make submissions. No submissions were received by Council during the submission period.



# Fraud and Corruption Control Policy

MSC18E

## Authorisation Details:

<b>Authorised by:</b>		<b>Internal/External:</b>	External
<b>Date:</b>		<b>Minute No:</b>	
<b>Review timeframe:</b>	2 years	<b>Review due date:</b>	
<b>Department:</b>	Governance and Risk		
<b>Document Owner:</b>	Manager Governance and Risk		
<b>Community Strategic Plan Goal</b>	6. Collaborative and responsive community leadership that meets the expectations and anticipates the needs of the community		
<b>Community Strategic Plan Strategy</b>	6.2 Ensure Council is well managed, appropriately resourced, effective, efficient, accountable and responsive to its communities and stakeholders		

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## 1. Introduction

As part of a sound governance framework, Muswellbrook Shire Council requires a policy which defines its approach to dealing with fraud and corruption.

This is required as Council is the custodian of community assets and is involved in determining many commercial activities where people may benefit from the decisions of the Council.

It is therefore important that all Council Officers have clear direction and an understanding of the expected standards and behaviours that they must abide by.

## 2. Policy Objective

The purpose of this Policy is to:

- Protect Muswellbrook Shire Council's assets, including financial assets;
- Protect the integrity, security, and reputation of Council and its staff; and
- Maintain a high level of services to the community.

## 3. Scope

This policy applies to all Muswellbrook Shire Council Officials, including:

- Councillors;
- General Manager and Executive Management Team (Manex);
- Managers, Supervisors, and Team Leaders;
- All staff – permanent, temporary, full-time, part-time, casual, contractors, consultants, and volunteers.

## 4. Definitions

The following definitions apply:

Act	The Local Government Act (LGA) 1993
Regulation	The Local Government (General) Regulation 2021
Council Official	Includes Councillors, members of Council staff, administrators, contractors, volunteers and consultants, Council committee members, and delegates of Council
Code of Conduct	The Code of Conduct applicable to all Council officials and as required by S440 of the LGA

Fraud	<p>“Dishonest activity causing actual or potential gain or loss to any person or organisation including theft of moneys or other property by persons internal and/or external to the organisation and/or where deception is used at the time, immediately before or immediately following the activity.</p> <p>Note 1 to entry: Property in this context also includes intellectual property and other intangibles such as information.</p> <p>Note 2 to entry: Fraud also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit.</p> <p>Note 3 to entry: While conduct must be dishonest for it to meet the definition of “fraud” the conduct need not necessarily represent a breach of the criminal law.</p> <p>Note 4 to entry: The concept of fraud within the meaning of this Standard can involve fraudulent conduct by internal and/or external parties targeting the organization or fraudulent or corrupt conduct by the organisation itself targeting external parties.</p> <p>( AS 8001:2021))</p>
Corruption	<p>“Dishonest activity in which a person associated with an organisation (e.g. director, executive, manager, employee, or contractor) acts contrary to the interests of the organisation and abuses their position of trust in order to achieve personal advantage or advantage for another person or organisation. This can also involve corrupt conduct by the organisation, or a person purporting to act on behalf of and in the interests of the organisation, in order to secure some form of improper advantage for the organisation either directly or indirectly.</p> <p>Note 1 to entry: the concept of corruption in this Standard is broader than the concept of bribe or bribery in AS ISO 37001. All acts of bribery would constitute corruption under AS 8001 but not all acts of corruption would constitute bribery under AS ISO 37001.</p> <p>Note 2 to entry: While conduct must be dishonest for it to meet the definition of corruption, the conduct does not necessarily represent a breach of the law.” ( AS 8001:2021)</p>
AS 8001:2021	The Standards Australia - Fraud and Corruption Control
Fraud Control Improvement Kit	The kit developed by the Audit Office of NSW to assist organisations to manage fraud control.



## 5. Policy Statement

Muswellbrook Shire Council is entrusted by the community to manage its assets, people, and resources in a responsible, ethical, and efficient manner.

Council has an obligation to develop and maintain appropriate systems and procedures to minimise the opportunity for fraudulent and/or corrupt activity and to develop robust systems of detection to reduce the impact of fraudulent activity.

## 6. Fraud and Corruption Control Framework

The administration of this policy relies upon a multi-faceted approach to fraud and corruption control, and includes actions on the following fronts:

- Prevention – to establish and maintain a sound governance framework through well-established policies and procedures which minimise the opportunities for fraud and corruption to occur;
- Detection – sound auditing and monitoring procedures to identify transactions or activities that do not align with adopted policies and procedures;
- Response – detailed reporting and investigation procedures to deal with any potential fraud or corruption. A sound response system includes appropriate action to address reports of fraudulent or corrupt activity;
- The Audit Office of NSW's Fraud Control Improvement Kit 2015 specifies ten attributes for the sound management of fraud and corruption:
  1. Leadership;
  2. Ethical Framework;
  3. Responsibility structures;
  4. Fraud control policy;
  5. Prevention systems;
  6. Fraud awareness;
  7. Third party management systems;
  8. Notification systems;
  9. Detection systems; and
  10. Investigation systems.

Muswellbrook Shire Council's Fraud and Corruption Control Framework is guided by the ten attributes of the Audit Office of NSW's Fraud Control Improvement Kit 2015.

### 6.1 Leadership

A successful fraud and corruption control framework is led by a committed and accountable executive. The General Manager and Executive Management team (Manex) will lead the organisation in the development of the Fraud and Corruption Control Framework.

### 6.2 Ethical Framework

Council has adopted and established the following documents to guide

the ethical behaviour of Council Officials:

- The [Model Code of Conduct 2020](#) as developed by the Office of Local Government;
- Council has established a set of SPIRIT Values which outline acceptable and non-acceptable behaviours.

### 6.3 Responsibility Structure

The General Manager and Public Officers are authorised to receive reports of fraud and corruption. If the suspected fraud or corruption relates to the General Manager, then the matter can be reported to the Mayor, as per the reporting regime for Code of Conducts.

Reports regarding suspicious and / or illegal activities can also be reported to external agencies including:

- NSW Police Force;
- Office of Local Government;
- the NSW Independent Commission Against Corruption (ICAC); and/or
- the NSW Ombudsman.

All staff are expected to report known or suspected fraud or corruption to the General Manager or Public Officers as soon as possible.

### 6.4 Fraud and Corruption Control Policy

This policy sets out Muswellbrook Shire Council's Fraud and Corruption Control Framework and covers the responsibilities for managing fraud and Corruption risk within Muswellbrook Shire Council.

### 6.5 Prevention Systems

Council's prevention system consists of the following features:

- Fraud Risk Assessments – as detailed in the Enterprise Risk Management Framework;
- Fraud and Corruption Control Plan;
- Fraud Database (to be established to record all incidents);
- Ethical workforce – pre-employment screening to ensure staff employed are of the highest ethical standard;
- Separation of duties – to ensure no one staff member controls a process entirely;
- Delegations of authority – to ensure measures are in place to control activities;
- Position descriptions, Charters for Committees – limit the level of activity Council Officials can undertake;

### 6.6 Fraud and Corruption Awareness

Councillors and Council officers undergo regular fraud and corruption awareness training to ensure that all Council Officials are aware of their

responsibilities and obligations to prevent, detect and report instances of fraud or corruption.

## 6.7 Third Party Management Systems

Council establishes appropriate controls, segregation of duties, and delegations of authority to deal with third parties.

Council will establish a Business Ethics Policy to reinforce the expected standards of behaviour for Council Officials.

## 6.8 Notification Systems

All staff are required to report suspected fraudulent or corrupt activity. Members of the public are encouraged to report suspected fraudulent or corrupt activity.

Staff and members of the public can make a Public Interest Disclosure and protect their identity if they so desire. Council's Internal Reporting and Public Interest Disclosures Policy outlines the procedure for making a Public Interest Disclosure.

Reporting directly to Council is an option for staff and the community. Reporting to an external entity as detailed under the "Responsibility Structure" is also available.

## 6.9 Detection Systems

Various internal control measures have been established to help detect fraud and corruption, including:

- o financial reconciliations;
- o management reviews; and
- o internal and external audits.

## 6.10 Investigation Systems

When an allegation of fraud or corruption is made against an employee, the General Manager and/or Public Officer will discuss the matter with the person making the allegation. This person may be asked to make a written statement regarding the allegations.

The staff member alleged to have committed fraud or corruption may be interviewed during this preliminary stage. Staff members can be accompanied during the interview by their manager or other nominated member of staff.

The applicable Manex Team member will organise a preliminary assessment of the allegation and provide details to the General Manager on the findings.

If the allegation is serious enough and/or the evidence is compelling, then the matter may warrant a full investigation.

If a full investigation is to be followed, the General Manager will need to determine whether the matter is referred to an external agency such as the Police, ICAC, or the Ombudsman. The General Manager may wish to refer it to Human Resources (HR) and have the matter investigated under the Code of Conduct Investigation procedures. If the matter relates to HR, it will be investigated by the General Manager.

## 7. Disciplinary Procedures

The determination of an investigation, whether it be a preliminary or full investigation, will be referred to the General Manager if it is a staffing matter.

For Councillors, the matter will follow the Code of Conduct procedures.

Any matter may still be referred to or dealt with by an external agency, in addition to a matter considered in the above two matters. For instance, a staff matter, dealt with by the General Manager may still be referred to the Police for further action.

## 8. Privacy and Access to Information

Information provided through any allegation and subsequent investigation will be handled confidentially. This is designed to help prevent any action being taken against staff for reporting suspected fraud. However, there may be situations where confidentiality may not be possible or appropriate. This will be discussed with the staff member making the report.

While anonymous reports are not encouraged, there may be situations where someone may not want to identify themselves. Council will accept anonymous reports; however, anonymity may limit the Council's ability to seek further information to assess the report adequately. When the identity of the person making the allegation is known, Council is able to obtain any further necessary information, provide the person with protection and support, and give feedback about the outcome of any investigation into the allegations.

## 9. Training & Communication

This Policy will be communicated to staff through Council's internal communication methods, including, but not limited to, staff newsletters, General Manager's newsletters, and All Staff emails. The issue will be discussed at staff meetings including MANEX and Managers' meetings.

## 10. Breach of The Policy

A breach of this policy may lead to disciplinary action being taken. This will depend on the severity of the incident. A breach of this policy could also lead to criminal action.

Any report that turns out to be vexatious, frivolous, or misleading will result in disciplinary action against the Council Official making the allegation.

Disclaimer:

This Policy was formulated to be consistent with Council's legislative obligations and within the scope of Council's powers. The Policy should be read in conjunction with relevant legislation, standards, guidelines, and codes of practice. In the case of any discrepancies, current legislation should prevail. This Policy does not constitute legal advice. Legal advice should be sought in relation to particular circumstances, and liability will not be accepted for losses incurred as a result of reliance on this Policy.

## 11. Delegations and Dispute Resolution

The General Manager is the sole interpreter of this policy.

Any breaches of this Policy will be referred to the General Manager for appropriate action. Or, in the case of a breach by the General Manager, this will be referred to the Mayor.

## 12. Related Documents

### Legislation and Guidelines

- The Local Government Act (LGA) 1993
- The Local Government (General) Regulation 2021
- Public Interest Disclosures Act 2022
- Independent Commission Against Corruption Act 1988
- AS8001:2021 -The Standards Australia Fraud and Corruption Control Standards
- Local Government (State) Award

### Policies and Procedures

- Model Code of Conduct
- Model Code of Meeting Practice
- Fraud and Corruption Prevention Strategy
- Fraud and Corruption Control Plan
- Public Interest Disclosures Policy
- Disciplinary Procedures
- Governance Policy

### Other Supporting Documents

- N/A

## 13. Version History

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

Version No.	Date changed	Modified by	Amendments/Previous adoption details
1	28/06/2021	Melissa Cleary	Adopted by Council 28/06/2021, Minute No.364, following public exhibition conclusion on 29/07/2021.
2	8/9/2021	Melissa Cleary	Corrected authorisation date to 29 June 2021
3	20/11/2023	Governance Officer	Revised version, updated legislation years, Australian Standard version and formatting. Public exhibition of draft policy 21/12/2023 – 01/02/2024.





## 10.4.2. Awarding of Sponsorship, Grants and Contributions Policy and the Council Seeking Sponsorship Policy for ADOPTION

<b>Attachments:</b>	1. Awarding of Sponsorship Grants and Contributions Policy MSC05E [10.4.2.1 - 7 pages] 2. Council Seeking Sponsorship Policy MSC049E [10.4.2.2 - 6 pages]
<b>Responsible Officer:</b>	Derek Finnigan - General Manager
<b>Author:</b>	Ivan Skaines (Grants and Community Engagement Officer), Kim Manwarring (Manager Community Services), Chloe Wuiske (Business Improvement Officer)
<b>Community Plan Issue:</b>	6 - Community Leadership
<b>Community Plan Goal:</b>	Collaborative and responsive leadership that meets the expectations and anticipates the needs of the community.
<b>Community Plan Strategy:</b>	6.2.5 - Implement a comprehensive and targeted business improvement program.  6.2.5.2 - Develop and review policies in accordance with statutory operational requirements.

---

### PURPOSE

To submit for Council's consideration the attached *Awarding of Sponsorship, Grants and Contributions Policy* and the *Council Seeking Sponsorship Policy* for adoption, following 28 days of public exhibition.

### OFFICER'S RECOMMENDATION

Council ADOOPTS the:

1. *Awarding of Sponsorship and Grants and Contributions Policy*; and the
2. *Council Seeking Sponsorship Policy*.

**Moved:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_

### BACKGROUND

Council's *Financial Assistance and Sponsorship Policy* (the Policy) was adopted by Council on 11 June 2019 and is now due for review. The Policy regulates the entire financial assistance given by Council to third parties, as well as any sponsorship received by a third party for any Council activity, function, or event.

At the Ordinary Council Meeting held on 25 May 2023, Council passed a resolution for Council's Financial Assistance and Sponsorship Policy to be reviewed.

During the review of the policy, the review group decided to separate the policy into two policies:

1. The *DRAFT Awarding of Sponsorship, Grants and Contributions Policy (MSC05E)* (the awarding policy) which outlines the requirements and criteria for providing sponsorships, grants, and contributions to not-for-profit community groups, organisations, and sporting



groups who are interested in working towards enhancing the social, cultural, and recreational well-being of the communities of Muswellbrook Shire, whilst complying with s356 of the Local Government Act 1993 (the Act); and

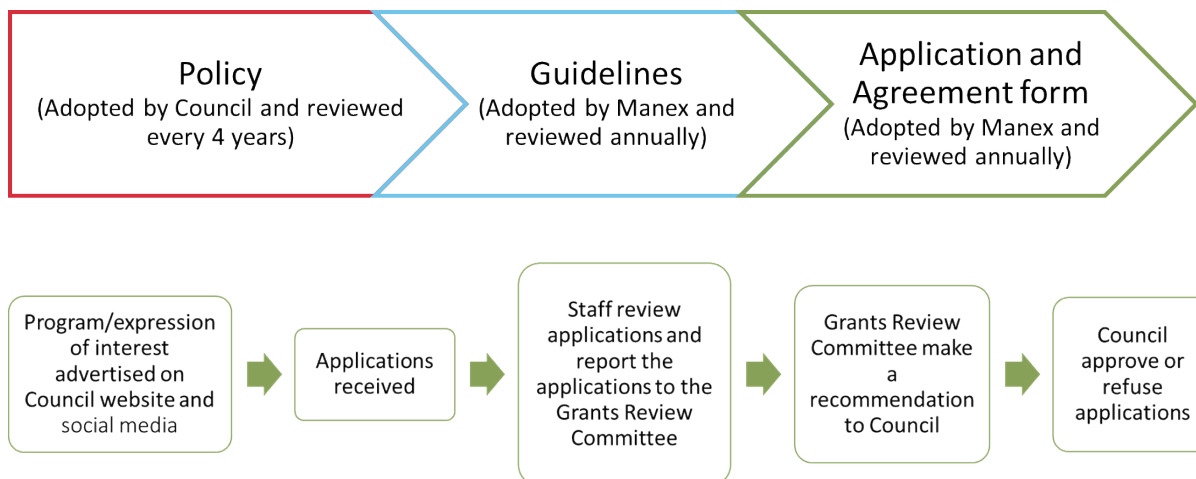
2. The *DRAFT Council Seeking Sponsorship Policy (MSC049E)* (the seeking policy) which has been extracted from the *Financial Assistance and Sponsorship Policy* to be a discrete policy to provide Councillors and staff with guidelines to be used when seeking, negotiating, securing, and maintaining sponsorship agreements.

A Councillor workshop was conducted on 17 October 2023, and, during which Councillors agreed to the following:

- the principles in the awarding policy;
- all applications are to be reported to the Grants Review Committee;
- the Grants Review Committee is to recommend the applications for approval/refusal to Council;
- there will be set rounds of funding throughout the year; and
- no ad hoc requests will be accepted outside of the funding rounds.

Proposed Process for the Awarding of Sponsorship, Grants and Contributions:

- One Policy for all of Council for the awarding of sponsorship, grants, and contributions.
- Quarterly application periods for Council's Community Grants and no ad hoc application requests accepted.
- Grants review Committee reviews all applications.
- Standard agreement outlining Council's terms and conditions signed as part of the application form.



## CONSULTATION

General Manager

Councillor Workshop conducted 17 October 2023.

Acting CFO

Business Improvement Officer(s)

Director Environmental and Planning Services

Director Property and Place



Grants and Community Engagement Advisor

EA General Manager & Mayor's Office

Manager Community Services

MANEX Meetings, 9 October 2023, and 13 November 2023.

Drafts were provided to a wide range of staff with responsibility for, or interest in, sponsorship, grants, and contributions, and feedback was invited and received.

Community via public exhibition on Council's website from 30 November 2023 to 4 January 2024.

## REPORT

At the 28 November 2023 Ordinary Council Meeting, Council endorsed the *DRAFT Awarding of Sponsorship, Grants and Contributions Policy* and the *DRAFT Council Seeking Sponsorship Policy* to be placed on Public Exhibition, via Council's website, for a period of 28 days. As the public exhibition period occurred over the Council closure period, an additional week of public exhibition was added to allow for the public holidays.

The Policy was exhibited on Council's website from 30 November 2023 to 4 January 2024.

No submissions were received by Council during the submission period.

The Policies were emailed to Council's Audit, Risk and Improvement Committee and no feedback was received by Council.

The word 'Corporate' was removed from the policy objective in the *Council Seeking Sponsorship Policy*.

## OPTIONS

Council may:

1. Resolve to adopt the *Awarding of Sponsorship, Grants and Contributions Policy* and the *Council Seeking Sponsorship Policy*; or
2. Request amendments to the *Awarding of Sponsorship, Grants and Contributions Policy* and the *Council Seeking Sponsorship Policy*, prior to adoption.

## CONCLUSION

It is recommended that Council adopts the attached *Awarding of Sponsorship, Grants and Contributions Policy* and the *Council Seeking Sponsorship Policy*.

## SOCIAL IMPLICATIONS

The provision of an equitable and transparent process of awarding and seeking sponsorship from Council will ensure that all community groups have access to sponsorships, grants, and contributions that may benefit the community.

## FINANCIAL IMPLICATIONS

The *Awarding of Sponsorship, Grants and Contributions Policy* is intended to regulate all of the sponsorship, grant, and contribution programs available from Council, therefore assisting with budget planning and implementation.

## POLICY IMPLICATIONS

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



## **STATUTORY IMPLICATIONS**

Local Government Act 1993.

## **LEGAL IMPLICATIONS**

Nil known.

## **OPERATIONAL PLAN IMPLICATIONS**

6.2.5.2 Develop and review policies in accordance with statutory and operational requirements.

## **RISK MANAGEMENT IMPLICATIONS**

Muswellbrook Shire Council is committed to providing equitable, open, and transparent sponsorships, grants, and contributions.

The *Awarding of Sponsorship, Grants and Contributions Policy* outlines the principles on the allocation of funds, thereby mitigating the risk of misappropriation of Council resources.

Effective sponsorship arrangements can bring many benefits, but they also create corruption risks and can generate perceptions of unfair advantage for certain sponsors. Council needs to understand these risks, and the management of sponsorship arrangements needs to be transparent. The *Council Seeking Sponsorship Policy* sets the guidelines for accepting sponsorship.

## **WASTE MANAGEMENT IMPLICATIONS**

Nil known.

## **COMMUNITY CONSULTATION/MEDIA IMPLICATIONS**

Public exhibition of the Policies on Council's website from 30 November 2023 to 4 January 2024 provided the Community with an opportunity to make submissions. No submissions were received by Council during the submission period.



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# Awarding of Sponsorship, Grants and Contributions Policy

MSC05E

## Authorisation Details

Authorised by:		Internal/External:	External
Date:		Minute No:	
Review timeframe:	4 years	Review due date:	
Department:	Corporate Services		
Document Owner:	Finance Manager		
Community Strategic Plan Goal	Collaborative and responsive community leadership that meets the expectations and anticipates the needs of the community		
Community Strategic Plan Strategy	6.2 Ensure Council is well managed, appropriately resourced, effective, efficient, accountable and responsive to its communities and stakeholders		
Delivery Program activity	6.2.1 Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves		

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## 1. Policy Objective

Muswellbrook Shire Council is committed to providing equitable, open, and transparent sponsorships, grants, and contributions.

This policy outlines the requirements and criteria for providing sponsorships, grants, and contributions to not-for-profit community groups, organisations, and sporting groups who are interested in working towards enhancing the social, cultural, and recreational wellbeing of the communities of Muswellbrook Shire, whilst complying with s356 of the Local Government Act 1993 (the Act).

At the same time, the policy supports the implementation of Council's Community Strategic Plan, as well as other goals outlined in Council's Delivery Plan and Operational Plan.

## 2. Risks being addressed

This policy outlines principles on the allocation of funds, thereby mitigating the risk of misappropriation of Council resources.

## 3. Scope

This policy applies to all Council staff and Councillors, and regulates the entire sponsorship, grants, and other contributions awarded by Council to third parties. Council departments that provide any type of sponsorships, grants, or contributions from their operational budgets also must comply with the principles outlined in this Policy. The Policy is created to facilitate Council's functions subject to s356 of the Act.

## 4. Definitions

Term	Definition
Council	Muswellbrook Shire Council
Contributions	Financial or in-kind assistance given to help the community to conduct activities, build capacity, host events, and build strong partnerships with Council. Contributions include fee waiving and in-kind assistance.
Fee Waiving	Council fees and charges waived and nil \$0 amount or reduced amount applicable. <i>Any financial assistance granted to offset or subsidise Council fees or charges is consistent with the requirements of s610E and s610F of the Local Government Act.</i>
Grants	Financial assistance to not-for-profit community groups and organisations that work towards enhancing the environmental, social, cultural, and recreational well-being of the communities of Muswellbrook Shire.
In-kind assistance	Assistance in the way of staff time, plant, and equipment or other resources/supplies from Council. This "in-kind" assistance may not involve a direct cash component, but still has financial consequences and budgetary implications.

Personal Benefit	Something offered to or received by a council official, or someone personally associated with them, for their personal use and enjoyment. See Part 6 Personal Benefit for further information.
Sponsorship	<p>Sponsorships provided by Muswellbrook Shire Council are not donations but are a commercial arrangement in which Council provides a contribution in money or in kind to support an activity, in return for certain, specified benefits.</p> <p>Sponsorship does not include:</p> <ul style="list-style-type: none"> <li>• the selling of advertising space;</li> <li>• joint ventures;</li> <li>• consultancies;</li> <li>• grants (with regards to received sponsorship);</li> <li>• unconditional gifts, donations, bequests, or endowments.</li> </ul> <p>Sponsorship is not philanthropic. As a Sponsor, Muswellbrook Shire Council expects to receive a reciprocal benefit beyond a modest acknowledgement.</p>

## 5. Policy Statement

### 5.1 General Principles

- This policy outlines the administration for sponsorships, grants, and contributions to eligible applicants.
- Eligible applicants include registered not-for-profit or charity and other incorporated bodies, where in the Council's opinion, the applications demonstrate a community need which are in line with Council's [Community Strategic Plan](#).
- Applications should have high community engagement, focusing on supporting local organisations, businesses, and residents, and will be assessed against the suitability, risks, appropriateness, and potential economic, social, and cultural benefits to the community.
- Council will only provide financial assistance to incorporated organisations. Unincorporated organisations (or groups of individuals) will need to be auspiced by an organisation that is incorporated or under another legal structure.
- Organisations are required to have in place current Public Liability insurance to the value of \$20 million.
- Council's allocation of funding available for sponsorships, grants, and contributions is reviewed annually as part of Council's budgeting preparation and approval. Therefore, allocations may vary from year to year according to the priorities adopted by Council.
- Council will publish details about opening date, closing date, timeline for assessment and approval, and other details of the processes for sponsorships, grants, and contributions on its website. These details will depend on the type of sponsorship, grant, or contribution being offered by Council.
- Council's Application and Agreement Form must be received by Council for consideration of an allocation of sponsorship, grants, or contributions. All applications must address the

Community Strategic Plan and follow any additional guidelines related to the call for applications.

- i) Applications are assessed by the Grants Review Committee and recommendations are made to Council during regular funding rounds throughout the year. Where applicable, prior to approval, Council will give at least 28 days public notice of a proposal to pass a resolution to grant a sponsorship, grant, or contribution, in accordance with Section 356 of the Act.
- j) Council does not provide sponsorships, grants, or contributions to any individual. This does not apply, however, to the NSW Heritage Grants Program or Sustainability Programs.
- k) Sponsorship, grants, or contributions requests will not be funded retrospectively. An application for a sponsorship, grant, or contribution must be received prior to the event/activity/project.
- l) The total amount of sponsorships, grants, and contributions made in accordance with this policy will be listed in Council's Annual Report, and individual amounts over \$1,000 will be itemised separately.
- m) Council does not support requests for sponsorships, grants, or contributions from outside Muswellbrook Shire unless it can be demonstrated there is a benefit or contribution to the Muswellbrook Shire community.
- n) No Councillor or employee of Council may seek or receive a personal benefit or be perceived to receive any personal benefit as a result of a sponsorship, grant, or contribution from Council unless it relates to the Sustainability Program (in which case these applications are given lower priority compared with other community members).
- o) Applicants must identify and declare any actual, potential, or perceived conflict of interest (if applicable) in accordance with Council's Code of Conduct, which is available on Council's website. Any actual, potential, or perceived conflict of interest posed by the potential sponsorship, grant, or contribution of an event/activity will be identified as part of the assessment.
- p) A formal Agreement is included as part of the application form for sponsorship, grants, and contributions.
- q) All sponsorship, grants, and contributions will be provided on a one-off basis and no guarantee is made for future sponsorship, grant, or contribution beyond the term described in the Sponsorship Agreement.
- r) Where sponsorship, grants, or contributions are intended for an event, the event is required to be compliant with Council's Sustainable Event Management Procedure.

## 5.2 Acknowledgement of Council's awarding of sponsorship, grants and contributions

All third parties receiving a sponsorship, grant, or contribution from Council must acknowledge Council's sponsorship, grant, or contribution in all media and promotional material, and meet any other obligations prescribed in the Agreement. Failure to do so may result in:

- I. Early termination of the Agreement; and/or
- II. Excluding the third party from future consideration for sponsorships, grants, or contributions from Council.

### 5.3 Acquittal process

All third parties receiving a sponsorship, grant or contribution from Council must provide an acquittal of the monies received with evidence of expenses and other evidence of the event/activity/project's completion. This must be submitted to Council's General Manager within 1 month of event/activity/project completion.

Successful applicants must follow all other requirements stipulated in the guidelines for each assistance program at Council, such as the guidelines listed in the Related Documents section in this policy.

### 5.4 Evaluation

Funded sponsorships, grants, and contributions will be evaluated, and achievement against desired outcomes documented in conjunction with key stakeholders, prior to entering into any further sponsorship agreements.

A review of the sponsorships, grants, and contributions program will be undertaken as part of the annual budget review.

## 6. Roles, Responsibilities, and Delegations

All applications are reviewed by Council's Grants Review Committee.

The Governing Body has delegation to recommend the approval or rejection of applications for sponsorship, grants, and contributions.

## 7. Dispute Resolution

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

## 8. Related Documents

### 8.1 Legislation and Guidelines

Local Government Act 1993

Local Government (General) Regulation 2021

Independent Commission Against Corruption (ICAC) Sponsorship in the Public Sector May 2006

### 8.2 Policies and Procedures

Revenue Policy

Community Strategic Plan

Delivery Plan

Operational Plan

Model Code of Conduct

### 8.3 Other Supporting Documents

Application and Agreement Form  
 Sponsorship Guidelines  
 Community Grants Guidelines  
 Sport and Recreation Large Capital Grants Program Guidelines  
 Sport and Recreation Small Capital Grants Program Guidelines  
 Muswellbrook Community Sustainable Education Grant Guidelines  
 Muswellbrook Sustainable Education Grant Application Form  
 Local Heritage Assistance Fund guideline  
 Muswellbrook Shire Council's Landcare grants  
 Sustainable Event Management Procedure  
 Pre-Event Best Practice Hints  
 Post Event Evaluation and Reporting

### Version History

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

Version No.	Date changed	Modified by	Amendments/Previous adoption details
V1	08/03/2004		
V2	11/10/2004		
V3	14/11/2005		
V4	13/05/2013		Waiving User Hire Fees and Development Application Fees for Charitable organisations
V5	14/02/2017		
V6	11/06/2019	Joshua Brown	Significant rewrite. Adopted by Council 11/06/2019, Minute No. 325.
V7	03/10/2023	Policy review group	Significant rewrite and separation of awarding and seeking sponsorship policy. Policy renamed from <i>Financial Assistance and Sponsorship Policy</i> to <i>Awarding of Sponsorship, Grants and Contributions Policy</i> . Public exhibition of draft policy 30/11/2023 - 04/01/2024.



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## Council Seeking Sponsorship Policy

MSC049E

### Authorisation Details

Authorised by:		Internal/External:	External
Date:		Minute No:	
Review timeframe:	4 years	Review due date:	
Department:	Corporate Services		
Document Owner:	General Manager		
Community Strategic Plan Goal	Collaborative and responsive community leadership that meets the expectations and anticipates the needs of the community		
Community Strategic Plan Strategy	6.2 Collaborative and responsive community leadership that meets the expectations and anticipates the needs of the community		
Delivery Program activity	6.2.1 Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves		

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## 1 Policy Objective

The objective of this policy is to ensure that the administration of the seeking of sponsorship activities follows best practice principles of corporate governance.

This policy aims to provide Councillors and staff with guidelines to be used when seeking, negotiating, securing, and maintaining sponsorship agreements.

## 2 Risks being addressed

Effective sponsorship arrangements can bring many benefits, but they can also create corruption risks and may generate perceptions of unfair advantage for certain sponsors. Public officials need to understand these risks, and the management of sponsorship arrangements must be transparent.

In order to determine the risks posed, and to assess whether these risks are acceptable and can be managed, a risk assessment is undertaken for each potential sponsorship arrangement as it is proposed.

Risks could include:

- conflicts of interest;
- sponsorship that does not eventuate;
- embarrassment to Council;
- Council influenced or perceived to be influenced by a sponsor; and/or
- Council endorses or appears to endorse a sponsor's product or service.

## 3 Scope

This policy regulates any sponsorship received from a third party for any Council activity, function, or event. The policy applies to all Council staff and Councillors.

This Policy covers Council receiving sponsorship, not Council providing sponsorship.

## 4 Definitions

Term	Definition
<b>Council</b>	Muswellbrook Shire Council
<b>Sponsorship received</b>	A contribution in money or kind, generally by the corporate sector or private individuals, in support of a Council activity, function, or event. It does not include the selling of advertising space, joint ventures, consultancies, and gifts or donations where the reciprocal benefit provided by Council does not extend beyond the acknowledgment and terms of the agreement.
<b>Personal Benefit</b>	Something offered to or received by a council official, or someone personally associated with them for their personal use and enjoyment.

## 5 Policy Statement

### 5.1 Advertisement

Council maintains an open approach to seeking sponsorship. Expressions of interest will be advertised, where appropriate, for a specific event, activity, or purpose. The expressions of interest advertised will, in general terms, describe certain selection criteria required for sponsorship agreement.

If, after fourteen days from the publication of Council's advertisement, there has been no response, or only non-complying responses (that is, responses which do not comply with a set of predetermined criteria), individual organisations or persons may be approached with the approval of the General Manager or their designated Senior Officer.

All sponsorship agreements are to be approved by the General Manager. No formal agreement will be entered into without this approval.

Unsolicited proposals may arise by a potential sponsor without any action that Council has taken. In this situation, the sponsorship offer will be considered by the General Manager and delegates of their choosing. This is to ensure that no conflict of interest exists, and that the proposal is consistent with the market value of a similar agreement.

*Note: In the case where Council is seeking large, high profile sponsorship agreements, methods not limited to tendering or expression of interest will be considered.*

### 5.2 Assessment of Sponsorship Proposals

Sponsorship proposals are to be assessed against predetermined criteria which have been published in advance or which are circulated to organisations or persons who have submitted an expression of interest. The assessment shall be undertaken by persons who have relevant qualifications and can act, and be seen to act, impartially. Each proposal shall be assessed on the individual merits of the proposed sponsor and the products or services that are supplied or provided by that sponsor. Any consideration given by Council to the establishment of a sponsorship agreement shall give regard to the following:

- i. consistency with Council's Community Strategic Plan.
- ii. ensuring that sufficient resources are available to enable the promised sponsor benefits to be delivered.
- iii. each sponsorship agreement will include an early termination clause if the sponsor is found to be in breach of the Council's Model Code of Conduct. If a breach is suspected, a preliminary investigation will be undertaken to establish the merits of the allegation.
- iv. that agreements be entered into only with reputable organisations or persons whose public image, products, and services are consistent with the values, goals, objectives, and specific policies of Muswellbrook Shire Council.

### 5.3 Conflict with Council's Regulatory or Inspectorial Responsibilities

No sponsorship arrangements will be entered into which impose or imply conditions that would limit, or appear to limit, Council's ability to carry out its functions fully and impartially.

If a sponsorship agreement is entered into with an organisation or person who is, or is likely to be, subject to regulation or inspection by Council during the life of the agreement, the sponsor is to be informed in writing that their sponsorship will have no bearing on Council's regulatory or inspectorial responsibilities.

The sponsor is also to be informed in writing that should the sponsor engage in any activity that contravenes Council's regulations, the sponsorship agreement will be terminated immediately.

#### 5.4 Prohibition of Personal Benefits to Councillors and Employees

No Councillor or employee, or members of their families, are to receive a personal benefit from a sponsorship. Should a Councillor or employee perceive a potential conflict of interest in dealing with a sponsor on Council's behalf, that potential conflict of interest is to be declared to the General Manager at the first opportunity.

#### 5.5 Non-Endorsement of Sponsor or Sponsor's Product or Service

Sponsorship of Council activities will not involve explicit endorsement of the sponsor or the sponsor's product or service. Sponsorship excludes sponsor naming rights of any activity/event. Any sponsorship agreement which involves the exchange of products will be evaluated against the predetermined criteria. Council will accept the products only if deemed to be appropriate in the terms of the agreement.

#### 5.6 Inclusion in Council's Annual Report

All sponsorship arrangements will be listed in Council's Annual Report. This listing will contain the name of the sponsor, the activity sponsored, the amount, and the duration of the sponsorship.

### 6 Dispute Resolution

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

### 7 Related Documents

#### 7.1 Legislation and Guidelines

- Local Government Act 1993
- Local Government (General) Regulation 2021
- Independent Commission Against Corruption (ICAC) Sponsorship in the Public Sector May 2006

#### 7.2 Policies and Procedures

- Model Code of Conduct

#### 7.3 Other Supporting Documents

- Community Strategic Plan
- Delivery Plan
- Operational Plan

## 8 Version History

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

Version No.	Date changed	Modified by	Amendments/Previous adoption details
1	3/10/2023	Manager Community Services / Business Improvement Officer	Draft version, extracted from Financial Assistance and Sponsorship Policy previously adopted by Council on 11/06/2019, Minute No. 325. Public exhibition of draft policy 30/11/2023 - 4/01/2024
2	10/01/2024	Grants and Community Engagement Advisor	Removal of the word 'corporate' from the second line of the policy objective.

**10.4.3. Annual Conference Attendance by Councillors**

<b>Attachments:</b>	Nil
<b>Responsible Officer:</b>	Derek Finnigan - General Manager
<b>Author:</b>	Michelle Sandell-Hay (Governance Officer)
<b>Community Plan Issue:</b>	6 - <i>Community Leadership</i>
<b>Community Plan Goal:</b>	Collaborative and responsive leadership that meets the expectations and anticipates the needs of the community.
<b>Community Plan Strategy:</b>	6.2.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.  6.2.1.1 - Provide transparent reporting to the community about Council's finances.

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**PURPOSE**

To consider annual conference attendance by Councillors in accordance with the Councillor Expenses & Facilities Policy.

**OFFICER'S RECOMMENDATION**

1. Council appoints Councillor delegates to attend each of the following conferences being held in 2024:
  - a) Australian Local Government Women's Association (ALGWA) NSW Conference:  
Cr .....
  - b) Rural and Regional Summit: Cr .....
  - c) Waste 2024 Conference – Cr .....
  - d) Local Government NSW (LGNSW) Destination and Visitor Economy Conference 2024 – Cr .....
  - e) Australian Local Government Association (ALGA) National General Assembly of Local Government – the Mayor and Deputy Mayor, with the Mayor also being Council's voting delegate.
  - f) Local Government NSW (LGNSW) Water Management Conference 2024 – Cr .....
2. Council reimburses expenses in accordance with MSC02E Councillor Expenses & Facilities Policy.
3. Arrangements be made for registration, accommodation, and travel to the Conferences.
4. Councillor delegates provide a written report for the information of Council within three months of conference attendance.

**Moved:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_



## BACKGROUND

At the Council Meeting held on 23 August 2022, Council reviewed and adopted its current Councillor Expenses & Facilities Policy. Clauses 6.14 to 6.19 relate to professional development and conferences and seminars.

Determining Councillor attendance early in each calendar year will enable each Councillor to plan their professional development in advance, and provides the opportunity to indicate their interest in participating in conferences that are of interest to them and which they believe will best support their individual professional development needs.

This practice would also ensure that the annual Councillor Conferences and Seminars Budget is distributed equitably.

## CONSULTATION

General Manager

## REPORT

Local Government NSW provide a number of conferences annually. Details of relevant conferences scheduled to be held throughout 2024, including the dates and locations (where known) are outlined in the table below:

<b>Conference</b>	<b>Date</b>	<b>Location</b>	<b>Number of Delegates</b>
ALGWA NSW Conference	14 to 16 March 2024	MGSM Executive Hotel – Macquarie Park	One
Rural & Regional Summit	9 May 2024	State Library of NSW	One
Waste 2024	14 to 16 May 2024	Opal Cove Resort, Coffs Harbour	
LGNSW Destination & Visitor Economy	28 to 30 May 2024	Wagga Wagga Civic Theatre	One
ALGA National General Assembly	2 to 4 July 2024	National Convention Centre, Canberra	Two
LGNSW Water Management	23 to 25 July, 2024	Goulburn Recreation Area	One
LGNSW Annual Conference	17 to 19 November 2024	Tamworth Regional Entertainment Centre	Two

Note: The LGNSW Annual Conference attendees are to be confirmed after the commencement of the new Council term.

## OPTIONS

The following options are available to Council:

1. Appoint Councillor delegates to attend the various conferences held throughout 2024 and reimburse expenses in accordance with the Councillor Expenses & Facilities Policy.
2. Appoint a different number of Councillor delegates to attend the 2024 conferences.



### 3. Resolve that no Councillors attend 2024 conferences.

Option one is recommended.

#### CONCLUSION

It is recommended that Council consider delegates for the various conferences to be held throughout 2024 to meet the requirements of the Councillor Expenses & Facilities Policy and to provide Councillors with valuable networking and professional development opportunities.

#### SOCIAL IMPLICATIONS

Not applicable.

#### FINANCIAL IMPLICATIONS

The MSC02E Councillor Expenses & Facilities Policy establishes a budget of \$21,052 per annum for Councillor professional development activities, which includes conference attendance. This is reflected in Council's annual Operational Plan and Budget.

Consistent with the Policy, Council will reimburse or pay registration fees and expenses related to conference attendance.

The budget has \$10,882 available.

<b>Conference</b>	<b>Date</b>	<b>Location</b>	<b>Cost</b>
LGNSW Annual Conference	12 to 14 November 2023	Rosehill Gardens Racecourse	TBA
ALGA National General Assembly	13 to 16 June 2023	National Convention Centre, Canberra	\$895 per attendee + Accommodation/Travel Or \$689 virtual attendance
ALGWA NSW Conference	27 to 29 April 2023	Forbes Town Hall	\$1,403.00 per attendee + Accommodation/Travel
LGNSW Destination & Visitor Economy	29 to 31 May 2023	Wagga Wagga Civic Theatre	\$1050 per attendee (member) or \$2285 + Accommodation/Travel
LGNSW Water Management	26 to 28 June 2023	Parkes Leagues Club	TBA
Local Government Aboriginal Network	TBC	TBC	TBA
ALGA National Local Roads & Transport Congress	TBC	TBC	TBA
Waste 2024	9 to 11 May 2023	Opal Cove Resort, Coffs Harbour	\$1,375-\$1510 Per attendee + Accommodation/Travel





### **POLICY IMPLICATIONS**

This report aligns with the MSC02E Councillor Expenses & Facilities Policy

### **STATUTORY IMPLICATIONS**

*Local Government (General) Regulation, Part 8A Induction training and professional development for councillors*

### **LEGAL IMPLICATIONS**

Not applicable.

### **OPERATIONAL PLAN IMPLICATIONS**

6.2.5.5 Provide governance support services for the elected Council and executive

### **RISK MANAGEMENT IMPLICATIONS**

Not applicable.

### **WASTE MANAGEMENT IMPLICATIONS**

Not applicable.

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

Not applicable.

**10.4.4. School Based Trainees**

<b>Attachments:</b>	Nil
<b>Responsible Officer:</b>	Derek Finnigan - General Manager
<b>Author:</b>	Derek Finnigan (General Manager)
<b>Community Plan Issue:</b>	6 - Community Leadership
<b>Community Plan Goal:</b>	Collaborative and responsive leadership that meets the expectations and anticipates the needs of the community.
<b>Community Plan Strategy:</b>	Not Applicable
	Not applicable

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**PURPOSE**

To request Council's consideration of engaging two local high school students as School Based Trainees.

**OFFICER'S RECOMMENDATION**

Council APPROVES the engagement of two School Based Trainees as identified in the report.

**Moved:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_

**BACKGROUND**

Through the generosity of the Elsa Dixon Aboriginal Employment Grant, Council has recently engaged a local high school student as a School Based Trainee (Trainee). The Elsa Dixon Aboriginal Employment Grant provides funding to support the employment of the Trainee for the period of engagement with Council, and also provides more personalised support to ensure the Trainee's engagement is positive and productive. The Trainee engaged through the Elsa Dixon Aboriginal Employment Grant will work from Muswellbrook Shire Council's Works Depot, while studying towards a Certificate II in Horticulture as a contributor towards their Higher School Certificate studies. The Traineeship will be for one day per week, totalling one hundred days over a two year period.

**CONSULTATION**

Coordinator Human Resources

Acting Chief Financial Officer

**REPORT**

Council's Coordinator Human Resources has been engaged in a series of mock interviews and career days at the local high school, promoting Council as a diverse workplace with exciting potential for career development. As a result of these efforts, Council has recently engaged a local high student through the Elsa Dixon Aboriginal Employment Grant programme. It is anticipated that this will be a highly positive experience for both the local



high school student and Council.

An additional request has been received regarding the potential engagement of two further local high school students under a School Based Trainee arrangement. The students have indicated a desire to receive a Traineeship in Customer Service and Administration.

Council currently has not budgeted for the engagement of Trainees under a School Based Trainee programme. The report requests Council's consideration of providing a budget of \$8,000 per student per year to enable the engagement of two local high students under a School Based Trainee programme. This will equate to a total cost of \$32,000.

### **OPTIONS**

Council may decide to approve or not approve funding to enable the engagement of two local high school students under a School Based Trainee programme.

### **CONCLUSION**

Council has a profound commitment to supporting local youth and to being acknowledged as an employer of choice for local people. It is considered that the engagement of two local high school students under a School Based Trainee arrangement will provide practical experience to the students under a caring and supportive mentoring arrangement, and will enhance Council's reputation as an employer of choice in the local community.

### **SOCIAL IMPLICATIONS**

Council's commitment to being an employer of choice in the community contributes towards diverse employment opportunities for local people.

### **FINANCIAL IMPLICATIONS**

Funding of \$32,000 will be required to support the engagement of two School Based Trainees.

With regards to the 2023-24 component of the funding, it is considered that the funding may be identified by operational savings gained through the Quarterly Budget Review Process.

For 2024-25, a discrete budget will be created to support the ongoing engagement of the two local high school students engaged under the School Based Trainee programme.

### **POLICY IMPLICATIONS**

Not applicable.

### **STATUTORY IMPLICATIONS**

Nil identified.

### **LEGAL IMPLICATIONS**

2023-2026 Local Government State Award.

### **OPERATIONAL PLAN IMPLICATIONS**

Not applicable.

### **RISK MANAGEMENT IMPLICATIONS**

Nil.

### **WASTE MANAGEMENT IMPLICATIONS**



Nil.

**COMMUNITY CONSULTATION/MEDIA IMPLICATIONS**

Not applicable

**10.4.5. December 2023 Quarterly Budget Review**

<b>Attachments:</b>	1. Dec 23 QB R- attachment [ <b>10.4.5.1</b> - 9 pages]
<b>Responsible Officer:</b>	Derek Finnigan - General Manager
<b>Author:</b>	{authors-names} – {position}
<b>Community Plan Issue:</b>	6 - <i>Community Leadership</i>
<b>Community Plan Goal:</b>	Collaborative and responsive leadership that meets the expectations and anticipates the needs of the community.
<b>Community Plan Strategy:</b>	6.2.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.

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**PURPOSE**

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

The aim of these reviews is to:

- include new and/or expanded projects and programs as adopted by Council in the budget, along with their related funding source; and
- to adjust original estimates in line with actual receipts and expenditures to date.

When completing Budget Reviews, staff aim to ensure that the net impact of all the proposed changes maintain or improve the adopted budget.

**OFFICER'S RECOMMENDATION**

Council ADOPTS the proposed changes in the December 2023 Quarterly Budget Review.

**Moved:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_

**CONSULTATION**

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

**RESPONSIBLE ACCOUNTING OFFICER'S STATEMENT**

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

It is my opinion that the December Budget Review Statement for Muswellbrook Shire Council for the quarter ended 31 December 2023 indicates that Council's projected financial position will be satisfactory at year end, having regard to the projected estimates of income and expenditure (including identified savings) and the original budgeted income and expenditure.

Josh Hogan 07/02/2024

Responsible Accounting Officer, Muswellbrook Shire Council



## REPORT

### Financial Performance Overview

The Muswellbrook Shire Council consolidated result for the December 2023 Quarterly Budget Review operating result shows no net change from the Original Budget and the September 2023 Quarterly Budget Review. Offsets have been identified for any unfavourable variances.

The net operating result for separate General, Future, Water and Sewer Funds of Council are all balanced.

There is a negative change of \$50k to the net cash position due to a transfer from reserves to fund new capital assets of \$103k after being partially offset by grant monies of \$53k.

Electricity and insurance price increases, the cost of materials, and other inflationary impacts continue to put pressure on the budget across the organisation. Council teams are cognisant of the budgetary pressures and are ensuring a prudent and conservative approach to financial management.

### General Fund

General Fund December Quarterly Budget Review (QBR) shows no net change against the September QBR.

December QBR revenue projections of \$49.94M show a favourable variance of \$1.94M against the September QBR (\$48.0M). A significant portion of this increase is due the Regional Emergency Road Repair Fund (RERRF) grant (\$1.58M).

Conversely, the December QBR General Fund expense projections of \$49.94M shows an unfavourable variance of \$1.93M against the September QBR of \$48.0M primarily for the regional emergency road repairs (\$1.58M).

To help ensure financial sustainability, Council staff are investigating strategies to increase energy efficiency further and increase efficiencies in processes across the organisation.

### Water Fund

Water Fund shows no net change in the December budget review from the September budget estimates. All changes have been absorbed in the existing budget.

There is an upward trend in water usage for the first half of the year although no revenue changes have been made in this budget review. Water revenue projections will be reviewed in the March budget review forecast in line with the second water billing run that will be extracted in the same quarter.

### Sewer Fund

The Sewer Fund also shows no net change in the December budget review from the September budget estimates. All changes have been absorbed in the existing budget.

### Future Fund

The Future Fund shows no net change in the December budget review from the September budget estimates. All changes have been absorbed in the existing budget.

# Budget Review for the Quarter Ended 31 December 2023



## Income & Expenses - Consolidated

All figures are in \$000's	Original Budgets 2023-24	Carryovers	Revised Budget 2023-24	Recommended changes for Council Resolution - Sep 23	Recommended changes for Council Resolution- Dec 23	Projected Year end Results	Actual YTD *
<b>Revenue</b>							
<i>Rates and Annual Charges</i>	35,000,283	-	35,000,283	(0)	0	35,000,283	33,817,630
<i>User Charges and Fees</i>	18,689,982	-	18,689,982	954,796	78,568	19,723,346	10,785,619
<i>Interest and Investment Revenue</i>	1,027,844	-	1,027,844	7,150	65,000	1,099,994	1,302,582
<i>Other Revenues</i>	2,485,983	-	2,485,983	(1,796)	5,175	2,489,362	1,390,360
<i>Grants &amp; Contributions - Operating</i>	7,404,976	120,250	7,525,226	(180,570)	1,744,061	9,088,717	3,319,348
<i>Internal Revenue**</i>	3,191,858	1,450,328	4,642,186	150,400	(0)	4,792,586	2,749,511
<b>Total Income from continuing operations</b>	<b>67,800,926</b>	<b>1,570,578</b>	<b>69,371,504</b>	<b>929,980</b>	<b>1,892,804</b>	<b>72,194,288</b>	<b>53,365,050</b>
<b>Expenses</b>							
<i>Employee costs</i>	17,030,398	104,670	17,135,068	(157,110)	(134,081)	17,426,259	8,536,888
<i>Materials &amp; Contracts</i>	18,568,266	1,389,453	19,957,719	(421,082)	(1,875,690)	22,254,491	10,132,516
<i>Borrowing Costs</i>	2,575,718	-	2,575,718	(0)	(0)	2,575,718	850,888
<i>Depreciation</i>	15,582,778	-	15,582,778	(123,740)	123,740	15,582,778	7,742,125
<i>Overheads</i>	4,858,069	-	4,858,069	(0)	(0)	4,858,069	2,602,988
<i>Other Expenses</i>	7,054,560	76,455	7,131,015	(228,049)	(6,773)	7,365,837	4,035,179
<b>Total Expenses from continuing operations</b>	<b>65,669,789</b>	<b>1,570,578</b>	<b>67,240,367</b>	<b>929,980</b>	<b>1,892,804</b>	<b>70,063,151</b>	<b>33,900,584</b>
<b>Net Operating Result from continuing operations</b>	<b>2,131,137</b>	<b>-</b>	<b>2,131,137</b>	<b>-</b>	<b>-</b>	<b>2,131,137</b>	<b>19,464,466</b>

## Reconciliation to Cash Budget

Net Operating Result, excluding depreciation	17,713,915	-	17,713,919	123,740	(123,740)	17,713,915
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# Budget Review for the Quarter Ended 31 December 2023

## Minus Budget Items not Included in Income Statement:

<i>Capital Expenditure and Purchases</i>	36,946,856	30,128,458	67,075,318	3,520,619	102,753	70,698,686
<i>Contribution from General Fund to Future Fund</i>	1,300,000	-	1,300,000	-	-	1,300,000
<i>Loan Principal Repayments</i>	5,370,260	-	5,370,260	-	-	5,370,260
<b>Sub-Total</b>	<b>43,617,116</b>	<b>30,128,458</b>	<b>73,745,578</b>	<b>3,520,619</b>	<b>102,753</b>	<b>77,368,946</b>

## Plus:

<i>Grants and Contributions - Capital</i>	22,924,345	13,027,241	35,951,586	<b>2,031,619</b>	<b>52,753</b>	38,035,958
<b>Cash Surplus/(Deficit)</b>	<b>(2,978,856)</b>	<b>(17,101,217)</b>	<b>(20,080,073)</b>	<b>(1,365,260)</b>	<b>(173,740)</b>	<b>(21,619,073)</b>

## Funded by:

<b>Borrowings</b>		1,611,335	1,611,335	-	-	1,611,335
<b>Transfers from Reserves</b>	1,678,856	15,489,882	17,168,738	1,489,000	50,000	18,657,738
<b>General Fund Contribution to Future Fund</b>	1,300,000	-	1,300,000	-	-	1,300,000
<b>Sub-Total</b>	<b>2,978,856</b>	<b>17,101,217</b>	<b>20,080,073</b>	<b>1,489,000</b>	<b>50,000</b>	<b>21,569,073</b>

<b>Total Capital Funding</b>	<b>43,617,116</b>	<b>30,128,458</b>	<b>73,745,578</b>	<b>3,644,359</b>	<b>(20,987)</b>	<b>77,318,946</b>
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<b>Cash Surplus/(Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>123,740</b>	<b>(123,740)</b>	<b>(50,000)</b>
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## Provisional and contingent items identified but not yet Included in the figures above.

Capital project variations  
Legal liabilities (up to \$1M)

## Notes:

ORIGINAL Budget +/- approved budget changes in previous quarters = REVISED Budget

REVISED Budget +/- recommended changes this quarter = PROJECTED year end result

\* Year to Date at 31 January 2023

\*\* Internal Revenue includes internal recoveries and transfers from reserves

Capital Budget Review Additions



	Program	Sep QBR changes	Dec QBR changes	Funding From		Remarks-funding
				Reserves	Grants & Contributions	
Planning, Corporate and Community	Muscle Creek Catchment Strategy	150,000		- 150,000		Natural Disaster Reserve
Planning, Corporate and Community	Purchase Paxton St Denman	439,000		- 439,000		Road Contingency Reserve
Planning, Corporate and Community	General Rec Program - Victoria Park Amenities	70,000			- 70,000	Contribution from Soccer Club
Planning, Corporate and Community	RFS Kayuga - increase to match \$1M funding.	362,160			- 362,160	RFS Grant funded
Planning, Corporate and Community	General Recreation Program (remove budget and reallocate to the	100,000				
Planning, Corporate and Community	Simpson Park	- 89,814				Simpson Park
Planning, Corporate and Community	Large Capital Grants program	- 10,186				Large Capital Grants program
Planning, Corporate and Community	Merton Street Project (top up current budget \$1,409,735)	1,177,000			- 1,177,000	Disaster Ready Funding
Planning, Corporate and Community	Flood Warning Systems	100,000			- 100,000	Dept of Planning and Environment Grant
Planning, Corporate and Community	Turtle St Denman shared path	322,459			- 322,459	Get NSW Active Program
Planning, Corporate and Community	Purchase Paxton St Denman		50,000	- 50,000		
Planning, Corporate and Community	Library Subsidy Projects		44,064		- 44,064	
Planning, Corporate and Community	Local Priority Grant		8,689		- 8,689	
Sewer	Solar Array Capital Project (Project funding reduced)	- 1,100,000		1,100,000		s64 Sewer Reserves
Sewer	Replacement of Sewer Pump Station 1	2,000,000		- 2,000,000		s64 Sewer Reserves
<b>Total</b>		<b>3,520,619</b>	<b>102,753</b>	<b>- 1,539,000</b>	<b>- 2,084,372</b>	

Budget Review for the Quarter Ended 31 December 2023

Budget 2023/24 - Capital Estimates



\$000s	2023-24 Budget	2023-24 Carry-Overs	2023/24 Budget Total (Incl C/O)	Sept 2023 QBR Changes	Sep 2023 QBR	Dec 2023 QBR Changes	Dec 2023 QBR
Cash Result - Operating	(17,714)	-	(17,714)	-	(17,714)	-	(17,714)
Contribution to Future Fund from General Fund	(1,300)	-	(1,300)	-	(1,300)	-	(1,300)
Contributions	(30)	(1,208)	(1,238)	(70)	(1,308)	-	(1,308)
Grants	(22,894)	(11,819)	(34,714)	(1,962)	(36,675)	(53)	(36,728)
Loans	-	(1,611)	(1,611)	-	(1,611)	-	(1,611)
Reserves - Transfer from	(2,172)	(15,490)	(17,662)	(1,489)	(19,151)	(50)	(19,201)
<b>Capital Funding Total</b>	<b>(44,110)</b>	<b>(30,128)</b>	<b>(74,239)</b>	<b>(3,521)</b>	<b>(77,759)</b>	<b>(103)</b>	<b>(77,862)</b>
<b>Expenditure</b>							
Contribution to Future Fund from General Fund	1,300	-	1,300	-	1,300	-	1,300
Expenditure - New Assets	26,159	18,422	44,581	224	44,804	103	44,907
Expenditure - Renewals	10,788	11,706	22,495	3,297	25,792	-	25,792
Investment purchases	-	-	-	-	-	-	-
Loan Principal Repayments	5,370	-	5,370	-	5,370	-	5,370
Reserves - Transfer to	493	-	493	-	493	-	493
<b>Expenditure Total</b>	<b>44,110</b>	<b>30,128</b>	<b>74,239</b>	<b>3,521</b>	<b>77,759</b>	<b>103</b>	<b>77,862</b>
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



## Budget 2023/24 - Reserve Estimates

				2023/2024 Original Budget		Carryovers		Sep 2023 Review		Dec 2023 Review		Mar 2024 Review		Projected Balance 30 June 2023
			Balance as at 1 July 2023	Transfer From	Transfer To	Transfer From	Transfer To	Transfer to	Transfer From	Transfer to	Transfer From	Transfer to	Transfer From	
	Externally Restricted													
Externally Restricted	General Fund	Developer Contributions	1,763	-	-	-	-	-	-	-	-	-	-	1,763
Externally Restricted	General Fund	Domestic Waste	1,027	-	-	-	-	-	-	-	-	-	-	1,027
Externally Restricted	General Fund	Unexpended Grants (G)	13,500	-	-	(7,502)	-	-	-	-	-	-	-	5,998
Externally Restricted	General Fund	Unexpended Loan	30	-	-	(30)	-	-	-	-	-	-	-	-
Externally Restricted	General Fund	VPAs	3,027	-	-	(1,705)	-	-	-	-	-	-	-	1,322
Externally Restricted	Sewer Fund	Developer Contributions	4,252	-	-	(1,745)	-	-	(900)	-	-	-	-	1,607
Externally Restricted	Sewer Fund	Sewer	1,950	-	188	(254)	-	-	-	-	-	-	-	1,884
Externally Restricted	Water Fund	Developer Contributions	8,725	-	-	-	-	-	-	-	-	-	-	8,725
Externally Restricted	Water Fund	Water	4,517	-	55	(525)	-	-	-	-	-	-	-	4,047
Externally Restricted Total			38,791	-	243	-11,761	-	-	-900	-	-	-	-	26,373
	Internally Restricted													
Internally Restricted	Future Fund	Future Fund	1,565	-	-	(223)	-	-	-	-	-	-	-	1,342
Internally Restricted	General Fund	Asset Replacement	1,987	-	-	(458)	-	-	(439)	-	(50)	-	-	1,040
Internally Restricted	General Fund	Carryover Works	2,149	-	-	(2,149)	-	-	-	-	-	-	-	-
Internally Restricted	General Fund	Deposits, Retentions and Bonds	5,473	-	-	-	-	-	-	-	-	-	-	5,473
Internally Restricted	General Fund	Drainage	143	-	-	-	-	-	-	-	-	-	-	143
Internally Restricted	General Fund	Economic Development	965	-	-	(239)	-	-	-	-	-	-	-	726
Internally Restricted	General Fund	Employee Leave Entitlements	654	-	-	-	-	-	-	-	-	-	-	654
Internally Restricted	General Fund	Financial Assistance Grant	4,506	-	-	-	-	-	(4,506)	-	-	-	-	-
Internally Restricted	General Fund	Insurances	40	-	-	-	-	-	-	-	-	-	-	40
Internally Restricted	General Fund	Mine Affected Roads	2,353	-	-	-	-	-	-	-	-	-	-	2,353
Internally Restricted	General Fund	Natural Disaster - Flood	882	-	-	(153)	-	-	(150)	-	-	-	-	579
Internally Restricted	General Fund	Other	220	-	-	(48)	-	-	-	-	-	-	-	172
Internally Restricted	General Fund	Other Legal	1,050	-	-	-	-	-	-	-	-	-	-	1,050
Internally Restricted	General Fund	Plant Replacement	2,187	-	-	(648)	-	-	-	-	-	-	-	1,539
Internally Restricted	General Fund	Projects	430	-	-	-	-	-	-	-	-	-	-	430
Internally Restricted	General Fund	Renewable Energy	363	-	50	-	-	-	-	-	-	-	-	413
Internally Restricted	General Fund	Risk Management	78	-	-	-	-	-	-	-	-	-	-	78
Internally Restricted	General Fund	SRV	3,020	(1,496)	1,496	(2,262)	-	-	-	-	-	-	-	758
Internally Restricted	General Fund	Stormwater	1,189	-	-	-	-	-	-	-	-	-	-	1,189
Internally Restricted	General Fund	Waste Management	6,058	(476)	600	(210)	-	-	-	-	-	-	-	5,972
Internally Restricted Total			35,312	(1,972)	2,146	(6,390)	-	-	(5,095)	-	-	50.00	-	23,951
Unrestricted	General Fund	General Fund	25	-	-	-	-	-	-	-	-	-	-	25
Total			74,128	(1,972)	2,389	(18,151)	-	-	(5,995)	-	-	50.00	-	50,349

Budget Review for the Quarter Ended 31 December 2023

Fund General Fund

Row Labels	2022/23 Actuals	2023/24 YTD Actuals	2023/24 Original Budget	Sep QBR changes	Sep QBR Reviewl	Dec QBR changes	Dec QBR Review
<b>Revenue</b>	<b>-51,047,715</b>	<b>-37,341,968</b>	<b>-47,162,548</b>	<b>-838,269</b>	<b>-48,000,817</b>	<b>- 1,942,804</b>	<b>-49,943,621</b>
Rates and Charges	-22,850,011	-25,144,519	-25,971,445	0	-25,971,445	-	-25,971,445
User Charges and Fees	-9,688,999	-3,794,572	-6,027,304	-863,085	-6,890,389	128,568	-7,018,957
Operating Grants and Cont	-10,469,271	-3,242,103	-7,450,010	180,570	-7,269,440	1,744,061	-9,013,501
Interest and Investments R	-1,693,839	-1,085,793	-715,400	-7,150	-722,550	65,000	-787,550
Other Revenues	-2,677,372	-1,390,360	-2,485,983	1,796	-2,484,187	5,175	-2,489,362
Internal Revenue	-3,668,223	-2,684,621	-4,512,406	-150,400	-4,662,806	-	-4,662,806
<b>Expenses</b>	<b>45,232,334</b>	<b>23,715,459</b>	<b>47,162,548</b>	<b>838,269</b>	<b>48,000,817</b>	<b>1,942,804</b>	<b>49,943,621</b>
Borrowing Costs	337,680	74,384	610,877	0	610,877	-	610,877
Depreciation	9,820,501	4,864,955	10,409,773	0	10,409,773	-	10,409,773
Materials and Contracts	16,115,503	7,594,616	14,427,178	458,198	14,885,376	1,802,595	16,687,971
Other Costs	4,412,708	2,728,195	4,743,203	224,611	4,967,814	6,128	4,973,942
Overheads	1,890,783	1,193,572	2,390,978	0	2,390,978	-	2,390,978
Wages and Salaries	12,655,159	7,259,737	14,580,539	155,461	14,736,000	134,081	14,870,081
<b>Grand Total</b>	<b>-5,815,381</b>	<b>-13,626,509</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>

Fund Sewer Fund

Row Labels	2022/23 Actuals	2023/24 YTD Actuals	2023/24 Original Budget	Sep QBR changes	Sep QBR Reviewl	Dec QBR changes	Dec QBR Review
<b>Revenue</b>	<b>-6,161,997</b>	<b>-6,785,180</b>	<b>-7,335,174</b>	<b>0</b>	<b>-7,335,174</b>	<b>50,000</b>	<b>-7,285,174</b>
Rates and Charges	-5,462,880	-6,430,967	-6,663,892	0	-6,663,892	-	-6,663,892
User Charges and Fees	-475,680	-222,106	-536,148	0	-536,148	50,000	-486,148
Operating Grants and Cont	-41,035	-38,797	-37,690	0	-37,690	-	-37,690
Interest and Investments R	-182,402	-93,310	-97,444	0	-97,444	-	-97,444
<b>Expenses</b>	<b>5,997,413</b>	<b>3,857,846</b>	<b>7,278,216</b>	<b>0</b>	<b>7,278,216</b>	<b>- 50,000</b>	<b>7,228,216</b>
Borrowing Costs	663,679	340,212	640,000	0	640,000	-	640,000
Depreciation	2,252,406	1,296,785	2,281,530	58,740	2,340,270	58,740	2,281,530
Materials and Contracts	979,887	781,856	1,697,038	-58,740	1,638,298	8,740	1,647,038
Other Costs	627,901	361,150	796,883	4	796,887	-	796,887
Overheads	706,928	555,765	952,740	0	952,740	-	952,740
Wages and Salaries	766,612	522,078	910,025	-4	910,021	-	910,021
<b>Grand Total</b>	<b>-164,584</b>	<b>-2,927,334</b>	<b>-56,958</b>	<b>0</b>	<b>-56,958</b>	<b>-</b>	<b>-56,958</b>

Budget Review for the Quarter Ended 31 December 2023

Fund Water Fund

Row Labels	2022/23 Actuals	2023/24 YTD Actuals	2023/24 Original Budget	Sep QBR changes	Sep QBR Reviewl	Dec QBR changes	Dec QBR Review
<b>Revenue</b>	<b>-6,394,095</b>	<b>-5,355,894</b>	<b>-7,610,742</b>	<b>0</b>	<b>-7,610,742</b>	<b>-</b>	<b>-7,610,742</b>
Rates and Charges	-1,896,477	-2,242,145	-2,364,946	0	-2,364,946	-	-2,364,946
User Charges and Fees	-3,880,726	-2,951,822	-4,993,270	0	-4,993,270	-	-4,993,270
Operating Grants and Cont	-40,596	-38,448	-37,526	0	-37,526	-	-37,526
Interest and Investments R	-576,297	-123,479	-215,000	0	-215,000	-	-215,000
Internal Revenue	0	0	0	0	0	-	0
<b>Expenses</b>	<b>6,531,146</b>	<b>3,795,128</b>	<b>7,610,746</b>	<b>0</b>	<b>7,610,746</b>	<b>-</b>	<b>7,610,746</b>
Borrowing Costs	36,602	9,179	14,000	0	14,000	-	14,000
Depreciation	2,045,021	1,189,881	2,110,475	65,000	2,175,475 -	65,000	2,110,475
Materials and Contracts	1,916,131	1,070,017	2,410,466	-65,210	2,345,256	65,000	2,410,256
Other Costs	444,910	252,586	527,500	210	527,710	-	527,710
Overheads	947,809	675,325	1,157,698	0	1,157,698	-	1,157,698
Wages and Salaries	1,140,673	598,141	1,390,607	0	1,390,607	-	1,390,607
<b>Grand Total</b>	<b>137,050</b>	<b>-1,560,766</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>-</b>	<b>4</b>

Fund Future Fund

Row Labels	2022/23 Actuals	2023/24 YTD Actuals	2023/24 Original Budget	Sep QBR changes	Sep QBR Reviewl	Dec QBR changes	Dec QBR Review
<b>Revenue</b>	<b>-6,945,833</b>	<b>-3,882,009</b>	<b>-7,263,040</b>	<b>-91,711</b>	<b>-7,354,751</b>	<b>-</b>	<b>-7,354,751</b>
User Charges and Fees	-6,822,233	-3,817,119	-7,133,260	-91,711	-7,224,971	-	-7,224,971
Other Revenues	0	0	0	0	0	-	0
Internal Revenue	-123,600	-64,890	-129,780	0	-129,780	-	-129,780
<b>Expenses</b>	<b>4,507,665</b>	<b>2,532,151</b>	<b>5,128,899</b>	<b>91,711</b>	<b>5,220,610</b>	<b>-</b>	<b>5,220,610</b>
Borrowing Costs	987,747	427,112	1,310,841	0	1,310,841	-	1,310,841
Depreciation	614,236	390,504	781,000	0	781,000	-	781,000
Materials and Contracts	1,245,369	686,027	1,363,079	86,834	1,449,913 -	645	1,449,268
Other Costs	978,510	693,249	1,063,429	3,224	1,066,653	645	1,067,298
Overheads	430,585	178,326	356,653	0	356,653	-	356,653
Wages and Salaries	251,218	156,933	253,897	1,653	255,550	-	255,550
<b>Grand Total</b>	<b>-2,438,167</b>	<b>-1,349,857</b>	<b>-2,134,141</b>	<b>0</b>	<b>-2,134,141</b>	<b>-</b>	<b>-2,134,141</b>

## Cash and Investments



Council's cash and investment balance as at 31 December 2023 was \$ 81,610,097.16

### Cash & Investment Budget Review Statement

Budget review for the quarter ended 31 December 2023

Details	\$
Cash at Bank (WBC at Call Account)	100,000.00
Cash at Bank (WBC Trading Account)	6,033,313.50
Investments on Hand	77,650,000.00
less: Unpresented Bank File Transactions	-2,126,010.45
Add : Unpresented Authority cashbook transactions	8,109.99
Less : Presented (but not yet updated) Receipts	-55,315.88
General Fund Cash & Investments as per General Ledger	\$81,610,097.16



**Contract, Consultancy and Legal Disclosures**

Contractor	Contract detail & purpose	Contract value	Commencement date	Duration of contract	Budgeted (Y/N)
Haydjack Pty Ltd t/as O'Brien Electrical Dubbo	Sportsfield Lighting and Solar Highbrook Park and Weeraman Fields	\$905,960 (Excl. GST)	16/11/2023	Until final certificate is issued	Y
Common Ground Trails Pty Ltd	Adventure Playground Wollombi Park Pump Track	\$399,900 (Excl. GST)	24/11/2023	Until final certificate is issued	Y
Dalski Pty Ltd	Facility Renovations, Victoria Park	\$140,739.30 (Excl. GST)	7/12/2023	Until final certificate is issued	Y

**Notes**

1. Minimum reporting level is 1% of estimated income from continuing operations or \$50,000 whichever is the lesser.
2. Contracts to be listed are those entered into during the quarter and have yet to be fully performed, excluding contractors that are on Council's Preferred supplier list'.
3. Contracts for employment are not required to be included.
4. Where a contract for services etc was not included in the budget, an explanation is to be given (or reference made to an explanation in another Budget Review Statement).

**PART B - Consultancy and Legal expenses****Consultancy and Legal expenses**

Expense	Expenditure YTD	Budgeted (Y/N)
Consultancies	\$92,643	Y
Legal Fees	\$311,053	Y

**Definition of consultant:**

*A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision- making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.*

**NOTE:**

Where any expenses for Consultancy or Legal fees (including Code of Conduct expenses) have not been budgeted for, an explanation is to be given. Report on external expenses only (not internal expenses).

This document forms part of Muswellbrook Shire Council's Quarterly Budget Review Statement for the quarter ended 31/12/23 and should be read in conjunction with other documents in the QBRS.

**10.4.6. Report on Investments held as at 31 January 2024****Attachments:**

1. Portfolio Valuation Report 31 January 2024 [**10.4.6.1** - 3 pages]
2. Trading Limit Report 31 January 2024 [**10.4.6.2** - 8 pages]

**Responsible Officer:**

Derek Finnigan - General Manager

**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.

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**PURPOSE**

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

**OFFICER'S RECOMMENDATION**

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

**Moved:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_

**REPORT**

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

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

**COMMENT:**

As at 31 January 2024, Council held \$79.43M in cash and investments, with a weighted running yield of 4.75%.

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

	Fixed Interest Security	ISIN	Face Value Original	Bond Factor	Face Value Current	Capital Price	Accrued Interest Price	Market Value	% Total Value	Running Yield	Weighted Running Yield
<b>At Call Deposit</b>											
	Westpac Bus Prem At Call		5,688,116.00	1.00000000	5,688,116.00	100.000	0.000	<b>5,688,116.00</b>	7.07%	0.34%	
	Westpac Muswellbrook Trading Acct At Call		100,000.00	1.00000000	100,000.00	100.000	0.000	<b>100,000.00</b>	0.12%	0.34%	
			5,788,116.00		5,788,116.00			<b>5,788,116.00</b>	7.19%		0.34%
<b>Fixed Rate Bond</b>											
	BENAU 1.7 06 Sep 2024 Fixed	AU3CB0266377	2,500,000.00	1.00000000	2,500,000.00	98.114	0.687	<b>2,470,025.00</b>	3.07%	1.68%	
	JUDO 6.4 26 Sep 2025 Fixed	AU3CB0292480	500,000.00	1.00000000	500,000.00	99.803	2.233	<b>510,180.00</b>	0.63%	6.44%	
	NTTC 1.1 15 Dec 2025 - Issued 31 August 2021 - Muswellbrook Council Fixed		2,000,000.00	1.00000000	2,000,000.00	100.000	0.142	<b>2,002,840.00</b>	2.49%	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	0.142	<b>1,502,130.00</b>	1.87%	1.10%	
	SunBank 1.85 30 Jul 2024 Fixed	AU3CB0265403	2,000,000.00	1.00000000	2,000,000.00	98.543	0.005	<b>1,970,960.00</b>	2.45%	1.80%	
			8,500,000.00		8,500,000.00			<b>8,456,135.00</b>	10.51%		1.75%
<b>Floating Rate Note</b>											
	Auswide 0.6 22 Mar 2024 FRN	AU3FN0059317	1,500,000.00	1.00000000	1,500,000.00	99.999	0.545	<b>1,508,160.00</b>	1.87%	4.97%	
	Auswide 1.5 07 Nov 2025 FRN	AU3FN0073037	1,000,000.00	1.00000000	1,000,000.00	100.445	1.366	<b>1,018,110.00</b>	1.26%	5.87%	
	Auswide 1.5 17 Mar 2026 FRN	AU3FN0076352	2,000,000.00	1.00000000	2,000,000.00	100.211	0.707	<b>2,018,360.00</b>	2.51%	5.86%	
	BAL 1.55 22 Feb 2027 FRN	AU3FN0075461	5,500,000.00	1.00000000	5,500,000.00	100.251	1.135	<b>5,576,230.00</b>	6.93%	5.88%	
	BOQ 1.03 18 Jul 2024 FRN	AU3FN0049094	1,000,000.00	1.00000000	1,000,000.00	100.124	0.192	<b>1,003,160.00</b>	1.25%	5.37%	
	BOQ 1.1 30 Oct 2024 FRN	AU3FN0051272	500,000.00	1.00000000	500,000.00	100.225	0.015	<b>501,200.00</b>	0.62%	5.44%	
	CUA 1.65 09 Feb 2027 FRN	AU3FN0074787	5,000,000.00	1.00000000	5,000,000.00	100.501	1.376	<b>5,093,850.00</b>	6.33%	6.00%	
	CACU 1.7 21 Sep 2026 FRN	AU3FN0081287	1,750,000.00	1.00000000	1,750,000.00	100.001	0.681	<b>1,761,935.00</b>	2.19%	6.06%	
	MACQ 0.48 09 Dec 2025 FRN	AU3FN0057709	3,000,000.00	1.00000000	3,000,000.00	99.524	0.676	<b>3,006,000.00</b>	3.73%	4.85%	
	MYS 0.65 16 Jun 2025 FRN	AU3FN0061024	3,000,000.00	1.00000000	3,000,000.00	99.513	0.604	<b>3,003,510.00</b>	3.73%	5.01%	
	NPBS 1.12 04 Feb 2025 FRN	AU3FN0052627	5,500,000.00	1.00000000	5,500,000.00	99.921	1.288	<b>5,566,495.00</b>	6.92%	5.47%	
	Qld Police 0.75 22 Mar 2024 FRN	AU3FN0059416	1,500,000.00	1.00000000	1,500,000.00	99.977	0.561	<b>1,508,070.00</b>	1.87%	5.12%	
	Qld Police 1.75 06 Dec 2025 FRN	AU3FN0073979	2,000,000.00	1.00000000	2,000,000.00	100.470	0.937	<b>2,028,140.00</b>	2.52%	6.10%	
	Qld Police 1.65 18 Sep 2026 FRN	AU3FN0081295	3,000,000.00	1.00000000	3,000,000.00	100.244	0.725	<b>3,029,070.00</b>	3.76%	6.01%	
	UBS Aust 0.87 30 Jul 2025 FRN	AU3FN0055307	1,650,000.00	1.00000000	1,650,000.00	99.802	0.014	<b>1,646,964.00</b>	2.05%	5.13%	
	UBS Aust 1.55 12 May 2028 FRN	AU3FN0077970	4,000,000.00	1.00000000	4,000,000.00	101.377	1.292	<b>4,106,760.00</b>	5.10%	5.88%	
			41,900,000.00		41,900,000.00			<b>42,376,014.00</b>	52.65%		5.63%
<b>Term Deposit</b>											
	AMP 5.75 12 Jul 2024 365DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	3.182	<b>1,031,821.92</b>	1.28%	5.75%	
	AMP 5.75 21 Jan 2025 550DAY TD		1,250,000.00	1.00000000	1,250,000.00	100.000	3.056	<b>1,288,202.05</b>	1.60%	5.75%	
	AMP 5.35 16 Jun 2025 732DAY TD		4,000,000.00	1.00000000	4,000,000.00	100.000	3.371	<b>4,134,849.32</b>	5.14%	5.35%	
	AMP 5.25 01 Dec 2025 732DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	0.892	<b>1,008,917.81</b>	1.25%	5.25%	
	AUBANK 5.35 31 Jul 2024 365DAY TD		5,000,000.00	1.00000000	5,000,000.00	100.000	2.682	<b>5,134,116.45</b>	6.38%	5.35%	
	BOQ 5.5 28 Jun 2024 365DAY TD		3,000,000.00	1.00000000	3,000,000.00	100.000	3.255	<b>3,097,643.85</b>	3.85%	5.50%	

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
BOQ 4.9 01 Oct 2025 761DAY TD		3,000,000.00	1.00000000	3,000,000.00	100.000	2.041	<b>3,061,216.44</b>	3.80%	4.90%	
DFB 5.45 04 Dec 2025 730DAY TD		2,000,000.00	1.00000000	2,000,000.00	100.000	0.851	<b>2,017,021.92</b>	2.51%	5.45%	
JUDO 5.7 06 Jan 2025 557DAY TD		2,000,000.00	1.00000000	2,000,000.00	100.000	3.373	<b>2,067,463.02</b>	2.57%	5.70%	
JUDO 5.7 11 Jul 2025 730DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	3.170	<b>1,031,701.37</b>	1.28%	5.70%	
		23,250,000.00		23,250,000.00			<b>23,872,954.15</b>	29.66%		5.40%
Fixed Interest Total		79,438,116.00		79,438,116.00			<b>80,493,219.15</b>	100.00%		4.75%

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Report Code: TBSBP100EXT-01.19  
Report Description: Portfolio Valuation As At Date  
Parameters:  
Term Deposit Interest Included  
Cash Excluded  
Settlement Date-Based Balances

## 1 Issuer Trading Limits

Issuer	Issuer Rating Group (Long Term)	Issuer Parent	Already Traded (with Issuer Group) Face Value Notional	Limit For Book or Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
AMP Bank Ltd	BBB+ to BBB-		7,250,000.00	Book	10.00	% of 79,438,116	7,943,811.60	91.00	9.00	693,812	0.00	0
ANZ Banking Group Ltd	AA+ to AA-		0.00	Book	30.00	% of 79,438,116	23,831,434.80	0.00	100.00	23,831,435	0.00	0
Australian Unity Bank (BPSS20)	BBB+ to BBB-		5,000,000.00	Book	10.00	% of 79,438,116	7,943,811.60	63.00	37.00	2,943,812	0.00	0
Auswide Bank Limited	BBB+ to BBB-		4,500,000.00	Book	10.00	% of 79,438,116	7,943,811.60	57.00	43.00	3,443,812	0.00	0
Bank Australia Limited	BBB+ to BBB-		5,500,000.00	Book	10.00	% of 79,438,116	7,943,811.60	69.00	31.00	2,443,812	0.00	0
Bank of Melbourne	AA+ to AA-	Westpac Banking Corporation Ltd	5,788,116.00	Book	30.00	% of 79,438,116	23,831,434.80	24.00	76.00	18,043,319	0.00	0
Bank of Queensland Ltd	A+ to A-		7,500,000.00	Book	10.00	% of 79,438,116	7,943,811.60	94.00	6.00	443,812	0.00	0
BankSA	AA+ to AA-	Westpac Banking Corporation Ltd	5,788,116.00	Book	30.00	% of 79,438,116	23,831,434.80	24.00	76.00	18,043,319	0.00	0
BankVic	BBB+ to BBB-		0.00	Book	10.00	% of 79,438,116	7,943,811.60	0.00	100.00	7,943,812	0.00	0
BankWest Ltd	AA+ to AA-	Commonwealth Bank of Australia Ltd	0.00	Book	30.00	% of 79,438,116	23,831,434.80	0.00	100.00	23,831,435	0.00	0
Bendigo & Adelaide Bank Ltd	A+ to A-		2,500,000.00	Book	10.00	% of 79,438,116	7,943,811.60	32.00	68.00	5,443,812	0.00	0
Beyond Bank Australia Ltd	BBB+ to BBB-		0.00	Book	10.00	% of 79,438,116	7,943,811.60	0.00	100.00	7,943,812	0.00	0
Commonwealth Bank of Australia Ltd	AA+ to AA-		0.00	Book	30.00	% of 79,438,116	23,831,434.80	0.00	100.00	23,831,435	0.00	0
Credit Suisse Sydney	BBB+ to BBB-		0.00	Book	20.00	% of 79,438,116	15,887,623.20	0.00	100.00	15,887,623	0.00	0
Credit Union Australia Ltd t/as Great Southern Bank	BBB+ to BBB-		5,000,000.00	Book	10.00	% of 79,438,116	7,943,811.60	63.00	37.00	2,943,812	0.00	0
Defence Bank Ltd	BBB+ to BBB-		2,000,000.00	Book	10.00	% of 79,438,116	7,943,811.60	25.00	75.00	5,943,812	0.00	0
Greater Bank - a division of Newcastle Greater Mutual Group Limited	BBB+ to BBB-	Newcastle Greater Mutual Group Ltd	5,500,000.00	Book	10.00	% of 79,438,116	7,943,811.60	69.00	31.00	2,443,812	0.00	0
Heritage and People's Choice Limited	BBB+ to BBB-		0.00	Book	10.00	% of 79,438,116	7,943,811.60	0.00	100.00	7,943,812	0.00	0
Illawarra Credit Union Ltd	BBB+ to BBB-		1,750,000.00	Book	10.00	% of 79,438,116	7,943,811.60	22.00	78.00	6,193,812	0.00	0
ING Bank Australia Limited	A+ to A-		0.00	Book	10.00	% of 79,438,116	7,943,811.60	0.00	100.00	7,943,812	0.00	0
Investec Bank Australia Limited	A+ to A-		0.00	Book	10.00	% of 79,438,116	7,943,811.60	0.00	100.00	7,943,812	0.00	0
Judo Bank	BBB+ to BBB-		3,500,000.00	Book	10.00	% of 79,438,116	7,943,811.60	44.00	56.00	4,443,812	0.00	0
Macquarie Bank Ltd	A+ to A-		3,000,000.00	Book	20.00	% of 79,438,116	15,887,623.20	19.00	81.00	12,887,623	0.00	0
ME Bank - a division of Bank of Queensland Ltd	A+ to A-	Bank of Queensland Ltd	7,500,000.00	Book	10.00	% of 79,438,116	7,943,811.60	94.00	6.00	443,812	0.00	0
Members Banking Group Limited t/as RACQ Bank	BBB+ to BBB-		0.00	Book	10.00	% of 79,438,116	7,943,811.60	0.00	100.00	7,943,812	0.00	0
MyState Bank Ltd	BBB+ to BBB-		3,000,000.00	Book	10.00	% of 79,438,116	7,943,811.60	38.00	62.00	4,943,812	0.00	0
National Australia Bank Ltd	AA+ to AA-		0.00	Book	30.00	% of 79,438,116	23,831,434.80	0.00	100.00	23,831,435	0.00	0
Newcastle Greater Mutual Group Ltd	BBB+ to BBB-		5,500,000.00	Book	10.00	% of 79,438,116	7,943,811.60	69.00	31.00	2,443,812	0.00	0
Northern Territory Treasury Corporation	AA+ to AA-		3,500,000.00	Book	30.00	% of 79,438,116	23,831,434.80	15.00	85.00	20,331,435	0.00	0
NSW Treasury Corporation	AA+ to AA-		0.00	Book	100.00	% of 79,438,116	79,438,116.00	0.00	100.00	79,438,116	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 (\$)
P&N Bank Ltd	BBB+ to BBB-		0.00	Book	10.00	% of 79,438,116	7,943,811.60	0.00	100.00	7,943,812	0.00	0
QPCU LTD t/a QBANK	BBB+ to BBB-		6,500,000.00	Book	10.00	% of 79,438,116	7,943,811.60	82.00	18.00	1,443,812	0.00	0
Rabobank Australia Ltd	A+ to A-		0.00	Book	20.00	% of 79,438,116	15,887,623.20	0.00	100.00	15,887,623	0.00	0
Rabobank Nederland Australia Branch	A+ to A-		0.00	Book	20.00	% of 79,438,116	15,887,623.20	0.00	100.00	15,887,623	0.00	0
Royal Bank of Scotland	A+ to A-		0.00	Book	5.00	% of 79,438,116	3,971,905.80	0.00	100.00	3,971,906	0.00	0
Rural Bank Ltd	A+ to A-	Bendigo & Adelaide Bank Ltd	2,500,000.00	Book	10.00	% of 79,438,116	7,943,811.60	32.00	68.00	5,443,812	0.00	0
St George Bank Limited	AA+ to AA-	Westpac Banking Corporation Ltd	5,788,116.00	Book	30.00	% of 79,438,116	23,831,434.80	24.00	76.00	18,043,319	0.00	0
Suncorp-Metway Ltd	A+ to A-		2,000,000.00	Book	20.00	% of 79,438,116	15,887,623.20	13.00	87.00	13,887,623	0.00	0
UBS Australia Ltd	AA+ to AA-		5,650,000.00	Book	20.00	% of 79,438,116	15,887,623.20	36.00	64.00	10,237,623	0.00	0
Westpac Banking Corporation Ltd	AA+ to AA-		5,788,116.00	Book	30.00	% of 79,438,116	23,831,434.80	24.00	76.00	18,043,319	0.00	0
			112,302,464.00				575,926,341.00			463,623,887		0
			(Excluding Parent Group Duplicates)				79,438,116.00					



## 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 79,438,116	79,438,116.00	0.00	100.00	79,438,116	0.00	0
AA+ to AA-	3,500,000.00	Book	100.00	% of 79,438,116	79,438,116.00	4.00	96.00	75,938,116	0.00	0
A+ to A-	11,650,000.00	Book	70.00	% of 79,438,116	55,606,681.20	21.00	79.00	43,956,681	0.00	0
A1+	5,788,116.00	Book	100.00	% of 79,438,116	79,438,116.00	7.00	93.00	73,650,000	0.00	0
A1	2,000,000.00	Book	100.00	% of 79,438,116	79,438,116.00	3.00	97.00	77,438,116	0.00	0
A2	15,750,000.00	Book	70.00	% of 79,438,116	55,606,681.20	28.00	72.00	39,856,681	0.00	0
A3	3,500,000.00	Book	60.00	% of 79,438,116	47,662,869.60	7.00	93.00	44,162,870	0.00	0
BBB+ to BBB-	37,250,000.00	Book	60.00	% of 79,438,116	47,662,869.60	78.00	22.00	10,412,870	0.00	0
	79,438,116.00				524,291,565.60			444,853,450		0

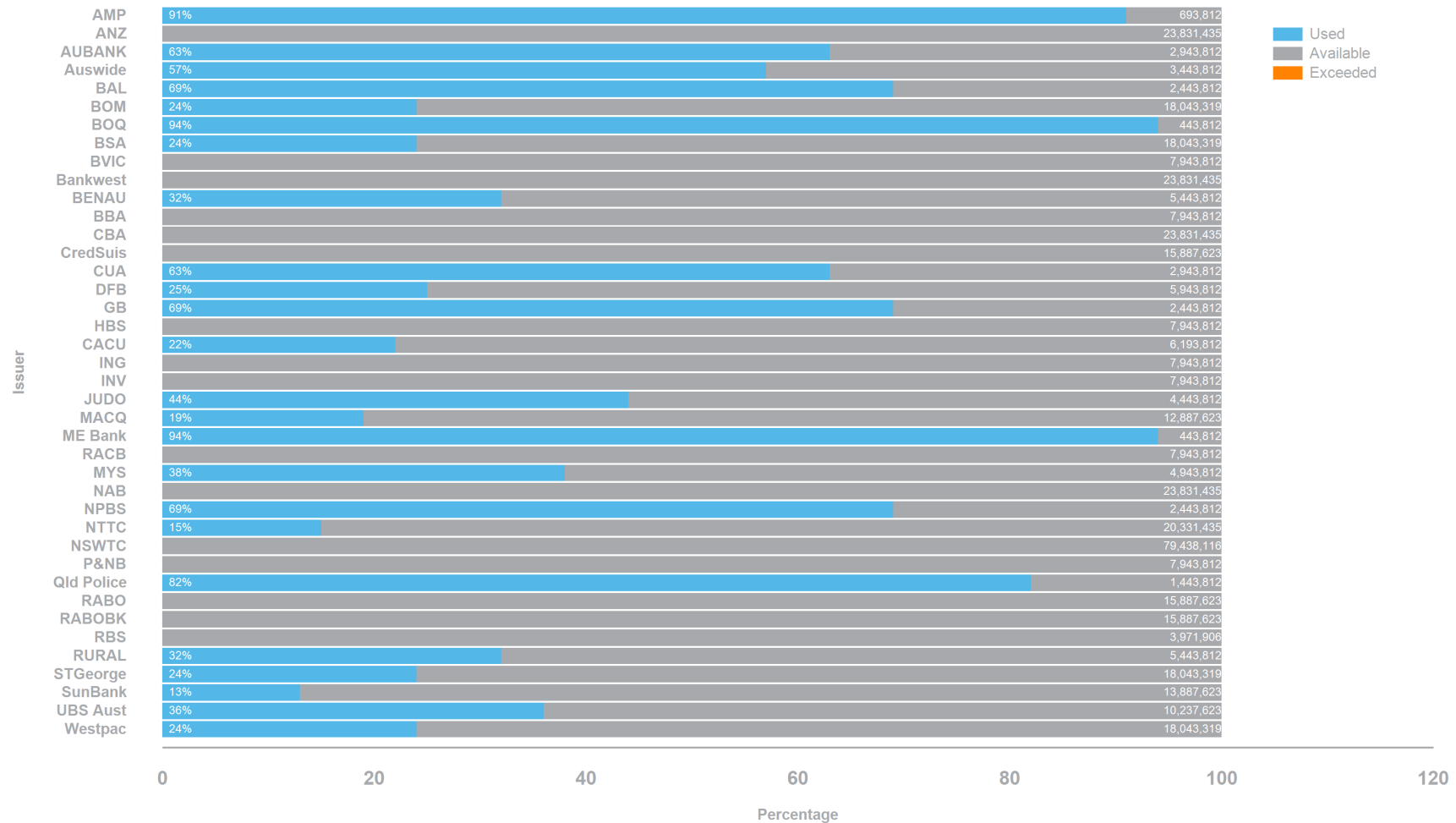
### Notes

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.

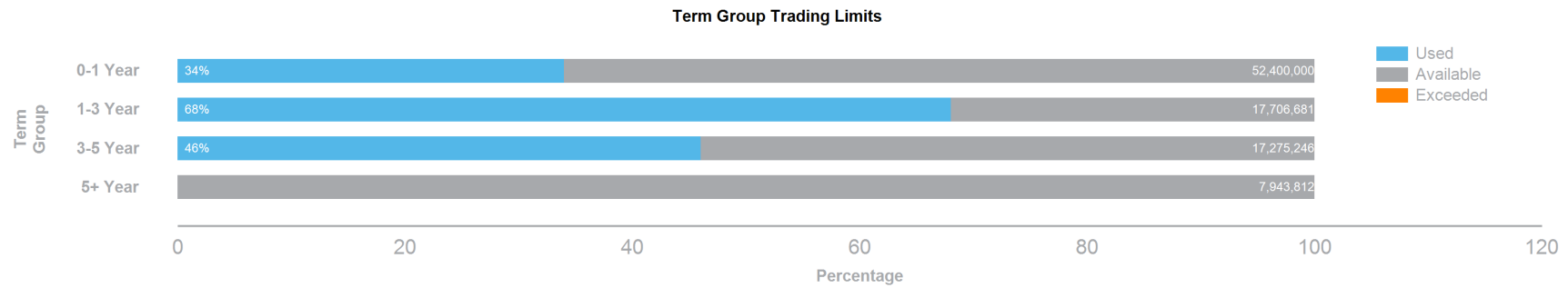
### 3 Term Group Trading Limits

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	27,038,116.00	Book	100.00	% of 79,438,116	79,438,116.00	34.00	66.00	52,400,000	0.00	0
1-3 Year	37,900,000.00	Book	70.00	% of 79,438,116	55,606,681.20	68.00	32.00	17,706,681	0.00	0
3-5 Year	14,500,000.00	Book	40.00	% of 79,438,116	31,775,246.40	46.00	54.00	17,275,246	0.00	0
5+ Year	0.00	Book	10.00	% of 79,438,116	7,943,811.60	0.00	100.00	7,943,812	0.00	0
	79,438,116.00				174,763,855.20			95,325,739		0

Issuer Trading Limits







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

**10.4.7. Monthly Financial Report - January 2024**

<b>Attachments:</b>	1. Monthly Council Report January 2024 [ <b>10.4.7.1</b> - 11 pages]
<b>Responsible Officer:</b>	Derek Finnigan - General Manager
<b>Author:</b>	Jeannie Hayes (Financial Controller), Mandy Fitzgerald (Senior Financial Accountant), Manav Sharma (Finance Business Partner)
<b>Community Plan Issue:</b>	6 - Community Leadership
<b>Community Plan Goal:</b>	Collaborative and responsive leadership that meets the expectations and anticipates the needs of the community.
<b>Community Plan Strategy:</b>	6.2.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.

---

**PURPOSE**

To provide an overview of the monthly financial performance of Council's General, Water, Sewer, and Future Funds, and to identify and explain any material variances against Council's approved budget for the month ending 31 January 2024.

**OFFICER'S RECOMMENDATION**

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

**Moved:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_

**REPORT**

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

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

**Overview**

The January period is presenting expected outcomes. The rates were levied in full in July and this program will continue to show a favourable result throughout the year. The Insurance and Rates are paid in full at the start of the year and, as a result, Other Costs will show an unfavourable result throughout most of the year as insurance and Rates expenses are recognised in their entirety in the first month of the year.

End of financial year processing and audit is nearing completion. Year-end adjustments, including revaluations and reserves balancing, are still being processed.



**Material Exceptions:****General Fund**

- **Revenue:**
  - Rates are levied and recognised in July each year, which results in a favourable variance against Budget throughout most of the year. Total revenue is \$38.19m against YTD budget of \$28.00m, with rates and charges a major contributor.
- **Expenses:**
  - Other Costs now shows favourable variance of \$0.12m, after rates and insurances being paid in full in July and August.
  - YTD Legal Expenses of \$604k is within the YTD budget of \$650k and at 54.12% of full-year budget. This is being closely monitored.
  - Overall, the expenses show a favourable variance of \$2.41m (\$25.58m actual vs YTD budget of \$28.00m).

**Water Fund**

- Rates are levied and recognised in July each year.
- User Charges shows favourable variance for YTD budget. However, they are at 59% against full year budget, due to the four-monthly water billing cycle of water. The next billing cycle will finish in May 2024 and will provide a clearer indication of the how the revenue is trending.
- Expenses show a favourable variance of \$0.64m.

**Sewer Fund**

- Overall, sewer costs show a favourable variance against budget of \$0.35m.
- Revenue is favourable by \$2.54m, as rates are levied at the start of the year.

**Future Fund**

- **Revenue:**
  - Total revenue shows a favourable variance of \$0.15m.
- **Expenses:**
  - Other Costs show an unfavourable variance of \$0.07m, primarily due to the full recognition of Rates and Insurances. Overall, however, expenses show a favourable variance of \$0.35m.

**Capital Projects**

Year To Date capital spend is \$12.10m, which equates to 16% of the total Capital Budget.

# Muswellbrook Shire Council

Financial Report - January 2023



Council Consolidated								
Account Group	YTD Actuals	YTD Budget	YTD Var	YTD % Spend vs Budget	Full-Year Original Budget	September Review Budget	YTD as % of FY Budget	Variance Commentary (By material exception)
	YTD				Full Year			
<b>Revenue</b>								
Rates and Charges	\$33,817,550	\$20,416,832	\$13,400,718	66%	\$35,000,283	\$35,000,283	97%	Most of the Rates Revenue is levied and recognised at the start of the year. Due to this, a favourable year-to-date result will show for much of the year. * Overall revenue is at 78% of the FY Budget.
User Charges and Fees	\$11,820,878	\$11,458,246	\$362,632	3%	\$18,689,982	\$19,642,707	60%	
Interest and Investments Revenues	\$1,391,739	\$603,747	\$787,993	131%	\$1,027,844	\$1,034,994	134%	
Other Revenues	\$1,465,981	\$1,450,317	\$15,664	1%	\$2,485,983	\$2,486,258	59%	
Operating Grants and Contributions	\$3,506,685	\$4,284,383	(\$777,698)	-18%	\$7,525,226	\$7,344,656	48%	See individual funds for commentary specific to that fund
Internal Revenue	\$2,869,608	\$2,795,675	\$73,933	3%	\$4,642,186	\$4,792,586	60%	
<b>Total Revenue</b>	<b>\$54,872,441</b>	<b>\$41,009,199</b>	<b>\$13,863,242</b>	<b>34%</b>	<b>\$69,371,504</b>	<b>\$70,301,484</b>	<b>78%</b>	
<b>Expenses</b>								
Wages and Salaries	\$8,875,616	\$10,087,108	\$1,211,492	12%	\$17,135,068	\$17,292,185	51%	Other costs are at 53% against FY budget. Rates(\$0.33m) and Insurances( \$1.05m) are paid at the start of the year.  See individual funds for commentary specific to that fund
Materials and Contracts	\$10,759,676	\$11,854,404	\$1,094,728	9%	\$19,900,761	\$20,321,836	53%	
Other Costs	\$4,090,773	\$4,292,787	\$202,014	5%	\$7,131,015	\$7,359,064	56%	
Borrowing Costs	\$894,361	\$1,502,502	\$608,141	40%	\$2,575,718	\$2,575,718	35%	
Overheads	\$2,793,903	\$2,833,874	\$39,971	1%	\$4,858,069	\$4,858,069	58%	See individual funds for commentary specific to that fund
Depreciation	\$8,540,799	\$9,160,386	\$619,587	7%	\$15,579,778	\$15,703,518	54%	
<b>Total Expenses</b>	<b>\$35,955,128</b>	<b>\$39,731,060</b>	<b>\$3,775,932</b>	<b>10%</b>	<b>\$67,180,409</b>	<b>\$68,110,389</b>	<b>53%</b>	
<b>Result</b>	<b>\$18,917,313</b>	<b>\$1,278,139</b>	<b>\$17,639,174</b>		<b>\$2,191,095</b>	<b>\$2,191,095</b>		

# Muswellbrook Shire Council

Financial Report - January 2023



General Fund								
Account Group	YTD Actuals	YTD Budget	YTD Var	YTD % Spend vs Budget	Full-Year Original Budget	September Review Budget	YTD as % of FY Budget	Variance Commentary (By material exception)
<b>Revenue</b>	YTD				Full Year			
Rates and Charges	\$25,144,440	\$15,150,010	\$9,994,430	66%	\$25,971,445	\$25,971,445	97%	Revenue commentary will focus on material exceptions and concerns * Rates are levied and recognised in July.
User Charges and Fees	\$4,279,325	\$4,019,394	\$259,931	6%	\$6,027,304	\$6,890,389	62%	
Interest and Investments Revenues	\$1,085,840	\$421,488	\$664,353	158%	\$715,400	\$722,550	150%	
Other Revenues	\$1,465,981	\$1,449,109	\$16,872	1%	\$2,485,983	\$2,484,187	59%	
Operating Grants and Contributions	\$3,429,443	\$4,240,507	(\$811,064)	-19%	\$7,450,010	\$7,269,440	47%	
Internal Revenue	\$2,793,903	\$2,719,970	\$73,933	3%	\$4,512,406	\$4,662,806	60%	
<b>Total Revenue</b>	<b>\$38,198,932</b>	<b>\$28,000,477</b>	<b>\$10,198,455</b>	<b>36%</b>	<b>\$47,162,548</b>	<b>\$48,000,817</b>	<b>80%</b>	
<b>Expenses</b>								
Wages and Salaries	\$7,589,476	\$8,596,004	\$1,006,528	12%	\$14,580,539	\$14,736,007	52%	Other costs are at 56% against FY budget. Rates(\$0.19m) and Insurances( \$0.66m) are paid at the start of the year. Legal expenses are 604k against FY budget of 1.11m(54.12%).
Materials and Contracts	\$8,186,682	\$8,684,882	\$498,200	6%	\$14,430,178	\$14,888,369	55%	
Other Costs	\$2,775,249	\$2,897,891	\$122,642	4%	\$4,743,203	\$4,967,814	56%	
Borrowing Costs	\$76,168	\$356,345	\$280,177	79%	\$610,877	\$610,877	12%	
Overheads	\$1,354,766	\$1,394,737	\$39,971	3%	\$2,390,978	\$2,390,978	57%	
Depreciation	\$5,598,545	\$6,070,618	\$472,073	8%	\$10,406,773	\$10,406,773	54%	
<b>Total Expenses</b>	<b>\$25,580,886</b>	<b>\$28,000,477</b>	<b>\$2,419,591</b>	<b>9%</b>	<b>\$47,162,548</b>	<b>\$48,000,817</b>	<b>53%</b>	
<b>Result</b>	<b>\$12,618,046</b>	<b>\$0</b>	<b>\$12,618,046</b>		<b>\$0</b>	<b>\$0</b>		

# Muswellbrook Shire Council

Financial Report - January 2023



Water Fund								
Account Group	YTD Actuals	YTD Budget	YTD Var	YTD % Spend vs Budget	Full-Year Original Budget	September Review Budget	YTD as % of FY Budget	Variance Commentary (By material exception)
	YTD				Full Year			
<b>Revenue</b>								
Rates and Charges	\$2,242,144	\$1,379,552	\$862,592	63%	\$2,364,946	\$2,364,946	95%	* 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. * Water User Charges and Fees revenue show an unfavourable variance.
User Charges and Fees	\$2,951,815	\$2,912,741	\$39,074	1%	\$4,993,270	\$4,993,270	59%	
Interest and Investments Revenues	\$174,187	\$125,417	\$48,770	39%	\$215,000	\$215,000	81%	
Other Revenues	\$0	\$0	\$0	0%	\$0	\$0	0%	
Operating Grants and Contributions	\$38,447	\$21,890	\$16,557	76%	\$37,526	\$37,526	102%	
Internal Revenue	\$0	\$0	\$0	0%	\$0	\$0	0%	
<b>Total Revenue</b>	<b>\$5,406,593</b>	<b>\$4,439,600</b>	<b>\$966,994</b>	<b>22%</b>	<b>\$7,610,742</b>	<b>\$7,610,742</b>	<b>71%</b>	
<b>Expenses</b>								
Wages and Salaries	\$598,113	\$811,187	\$213,074	26%	\$1,390,607	\$1,390,607	43%	* Overall, costs show a favourable variance sitting at 50% for the January period.
Materials and Contracts	\$1,072,784	\$1,368,066	\$295,282	22%	\$2,410,466	\$2,345,256	46%	
Other Costs	\$252,577	\$307,831	\$55,254	18%	\$527,500	\$527,710	48%	
Borrowing Costs	\$9,178	\$8,167	(\$1,011)	-12%	\$14,000	\$14,000	66%	
Overheads	\$675,325	\$675,324	(\$1)	0%	\$1,157,698	\$1,157,698	58%	
Depreciation	\$1,189,881	\$1,269,027	\$79,146	6%	\$2,110,475	\$2,175,475	55%	
<b>Total Expenses</b>	<b>\$3,797,858</b>	<b>\$4,439,602</b>	<b>\$641,744</b>	<b>14%</b>	<b>\$7,610,746</b>	<b>\$7,610,746</b>	<b>50%</b>	
<b>Result</b>	<b>\$1,608,735</b>	<b>(\$2)</b>	<b>\$1,608,737</b>		<b>(\$4)</b>	<b>(\$4)</b>		

# Muswellbrook Shire Council

Financial Report - January 2023



Sewer Fund								
Account Group	YTD Actuals	YTD Budget	YTD Var	YTD % Spend vs Budget	Full-Year Original Budget	September Review Budget	YTD as % of FY Budget	Variance Commentary (By material exception)
	YTD				Full Year			
<b>Revenue</b>								
Rates and Charges	\$6,430,966	\$3,887,270	\$2,543,696	65%	\$6,663,892	\$6,663,892	97%	* 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	\$222,104	\$312,753	(\$90,649)	-29%	\$536,148	\$536,148	41%	
Interest and Investments Revenues	\$131,712	\$56,842	\$74,870	132%	\$97,444	\$97,444	135%	
Other Revenues	\$0	\$0	\$0	0%	\$0	\$0	0%	
Operating Grants and Contributions	\$38,795	\$21,986	\$16,809	76%	\$37,690	\$37,690	103%	
Internal Revenue	\$0	\$0	\$0	0%	\$0	\$0	0%	
<b>Total Revenue</b>	<b>\$6,823,577</b>	<b>\$4,278,852</b>	<b>\$2,544,726</b>	<b>59%</b>	<b>\$7,335,174</b>	<b>\$7,335,174</b>	<b>93%</b>	
<b>Expenses</b>								
Wages and Salaries	\$522,060	\$530,846	\$8,786	2%	\$910,025	\$910,021	57%	* Overall, costs show a favourable variance sitting at 53% for the January period.
Materials and Contracts	\$782,805	\$955,674	\$172,869	18%	\$1,697,038	\$1,638,298	48%	
Other Costs	\$361,144	\$464,851	\$103,707	22%	\$796,883	\$796,887	45%	
Borrowing Costs	\$372,112	\$373,333	\$1,221	0%	\$640,000	\$640,000	58%	
Overheads	\$555,765	\$555,765	\$0	0%	\$952,740	\$952,740	58%	
Depreciation	\$1,296,785	\$1,365,158	\$68,373	5%	\$2,281,530	\$2,340,270	55%	
<b>Total Expenses</b>	<b>\$3,890,671</b>	<b>\$4,245,626</b>	<b>\$354,955</b>	<b>8%</b>	<b>\$7,278,216</b>	<b>\$7,278,216</b>	<b>53%</b>	
<b>Result</b>	<b>\$2,932,906</b>	<b>\$33,226</b>	<b>\$2,899,681</b>		<b>\$56,958</b>	<b>\$56,958</b>		

# Muswellbrook Shire Council

Financial Report - January 2023



Future Fund								
Account Group	YTD Actuals	YTD Budget	YTD Var	YTD % Spend vs Budget	Full-Year Original Budget	September Review Budget	YTD as % of FY Budget	Variance Commentary (By material exception)
	YTD				Full Year			
<b>Revenue</b>								
Rates and Charges	\$0	\$0	\$0	0%	\$0	\$0	0%	
User Charges and Fees	\$4,367,634	\$4,213,358	\$154,276	4%	\$7,133,260	\$7,222,900	60%	
Interest and Investments Revenues	\$0	\$0	\$0	0%	\$0	\$0	0%	* User Charges and Fees show a favourable variance against FY Budget (60%) .
Other Revenues	\$0	\$1,208	(\$1,208)	-100%	\$0	\$2,071	0%	
Operating Grants and Contributions	\$0	\$0	\$0	0%	\$0	\$0	0%	
Internal Revenue	\$75,705	\$75,705	\$0	0%	\$129,780	\$129,780	58%	
<b>Total Revenue</b>	<b>\$4,443,339</b>	<b>\$4,290,271</b>	<b>\$153,068</b>	<b>4%</b>	<b>\$7,263,040</b>	<b>\$7,354,751</b>	<b>60%</b>	
<b>Expenses</b>								
Wages and Salaries	\$165,967	\$149,071	(\$16,896)	-11%	\$253,897	\$255,550	65%	
Materials and Contracts	\$717,405	\$845,783	\$128,378	15%	\$1,363,079	\$1,449,913	49%	
Other Costs	\$701,803	\$622,214	(\$79,589)	-13%	\$1,063,429	\$1,066,653	66%	* Other Costs are showing an unfavourable result due to the Rates and Insurance expenses being fully paid in July.
Borrowing Costs	\$436,903	\$764,657	\$327,754	43%	\$1,310,841	\$1,310,841	33%	
Overheads	\$208,047	\$208,048	\$1	0%	\$356,653	\$356,653	58%	
Depreciation	\$455,588	\$455,583	(\$5)	0%	\$781,000	\$781,000	58%	
<b>Total Expenses</b>	<b>\$2,685,713</b>	<b>\$3,045,356</b>	<b>\$359,643</b>	<b>12%</b>	<b>\$5,128,899</b>	<b>\$5,220,610</b>	<b>51%</b>	
<b>Result</b>	<b>\$1,757,626</b>	<b>\$1,244,916</b>	<b>\$512,710</b>		<b>\$2,134,141</b>	<b>\$2,134,141</b>		

**Muswellbrook Shire Council**  
**Financial Report - January 2023**  
**Capital Costs (Incl. Loan Repayments & excl. Revenue)**



		YTD Actuals	Carry Overs	Total Budget	September Review Budget	YTD % Spend	Over Budget	Comments
<b>General Fund Projects</b>		<b>General Fund Projects</b>						
<b>Planning, Community and Corporate Services Projects</b>	<b>Planning, Community and Corporate Services Projects</b>							
Adventure Playground - Wollombi Road	Adventure Playground - Wollombi Road	10,228	452,410	452,410	452,410	2%		
Aquatic Centres Programme	Aquatic Centres program	44,664	-	263,000	263,000	17%		
Art Acquisitions	Art Acquisitions	-	-	70,000	70,000	0%		
Buildings New and Replacement	Buildings New and Replacement	35,953	1,459,061	1,579,061	1,649,061	2%		
Bushfire Assets	Bushfire Assets	26,411	564,520	564,520	926,680	3%		
Capital Works Contingency	Capital Works Contingency	-	-	100,000	100,000	0%		
CBD Stage 7 (Town Centre)	CBD Stage 7 (Town Centre)	10,166	226,092	226,092	226,092	4%		
Civic Precinct (Town Square)	Civic Precinct (Town Square)	255,621	2,256,524	2,256,524	2,256,524	11%		
COVID 19	COVID 19	67,586	-	150,000	150,000	45%		
Denman Childrens Centre - Expansion (Contribution)	Denman Childrens Centre - Expansion	26,203	415,308	415,308	415,308	6%		
Denman Heritage Shed	Denman Heritage Village	211,131	250,327	250,327	250,327	84%		
Denman Netball Courts	Denman Netball Courts	1,444	283,638	283,638	283,638	1%		
Future Fund Contribution	Future Fund Contribution	-	-	1,300,000	1,300,000	0%		
General Design Program	General Design Program	-	-	52,500	52,500	0%		
Hunter Beach	Hunter Beach	9,163	19,324	19,324	19,324	47%		
Information Technology Strategy	Information Technology Strategy	24,211	-	200,000	200,000	12%		
Karoola Park Citizens Walk Pathway	Karoola Park Citizens Walk Pathway	7,973	17,222	17,222	17,222	46%		
Library Books General Capital Purchases (General)	Library Books General Capital Purchases	51,881	15,852	105,437	105,437	49%		
Library Subsidy Projects	Library Subsidy Projects	-	66,071	66,071	66,071	0%		
Local Priority Grant	Local Priority Grant	-	43,594	54,594	54,594	0%		
Major Landcare Projects	Major Landcare Projects	39,171	14,357	139,357	139,357	28%		
Muscle Creek Catchment Strategy	Muscle Creek Catchment Strategy	36,946	-	-	150,000	25%		
Purchase Paxton Street Denman	Purchase Paxton Street Denman	438,972	-	-	439,000	100%		
Mbk and Dnm Indoor Sports Centre Upgrades	Mbk and Dnm Indoor Sports Centre Upgrades	230,012	233,874	233,874	233,874	98%		
MSC Depot	MSC Depot	-	-	-	-	0%		
Olympic Park Project	Olympic Park Project	69,213	2,836,170	4,009,466	4,009,466	2%		
Performance and Convention Centre	Performance and Convention Centre	41,920	3,273,204	3,273,204	3,273,204	1%		
Public Art Sculpture	Public Art Sculpture	-	-	-	-	0%		
Purchase of Land - Companion Animal Impounding Facilit	Companion Animal Impounding Facility	223,043	470,737	470,737	470,737	47%		
Recreation Capital Works	Recreation Capital Works	274,990	1,234,907	1,599,907	1,599,907	17%		
Resources for Regions 9	Resources for Regions 9	-	-	-	-	0%		
Resources for Regions 9 - Denman Rec Area	Resources for Regions 9 - Denman Rec Area	61,068	2,084,305	2,084,305	2,084,305	3%		
Resources for Regions 9 - Depot	Resources for Regions 9 - Depot	60,931	-	4,838,247	4,838,247	1%		
Resources for Regoins 9 - Campbells Corner	Resources for Regoins 9 - Campbells Corner	40,526	956,228	956,228	956,228	4%		
STEM Equipment Replacement	STEM Equipment Replacement	42,602	88,709	191,209	191,209	22%		
<b>Total Planning, Community and Corporate Services</b>	<b>Total Planning, Community and Corporate Services</b>	<b>2,342,029</b>	<b>17,262,434</b>	<b>26,222,562</b>	<b>27,243,722</b>	<b>8%</b>	<b>-</b>	



**Muswellbrook Shire Council**  
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**Capital Costs (Incl. Loan Repayments & excl. Revenue)**



		YTD Actuals	Carry Overs	Total Budget	September Review Budget	YTD % Spend	Over Budget	Comments
<b>Roads and Drainage Projects</b>	<b>Roads and Drainage Projects</b>							
Bridge St Footpath	Bridge St Footpath	42,543	-	67,056	67,056	63%		
Bridges Renewal Programme	Bridges Renewal program	7,793	-	105,000	105,000	7%		
Carpark Renewal Programme	Carpark Renewal program	127,725	-	135,000	135,000	95%		
CPTIGS - Bus Shelter	CPTIGS - Bus Shelter	5,746	321,964	321,964	321,964	2%		
Drainage	Drainage	-	615,188	938,255	938,255	0%		
Drainage Devices Programme	Drainage Devices program	19,193	-	180,000	180,000	11%		
Flood Warning Systems	Flood Warning Systems	893	50,000	50,000	150,000	1%		
FOGO - Design and EIS	FOGO	-	-	-	-	0%		
Footpath and Cycleway Renewal Programme	Footpath and Cycleway Renewal program	174,555	-	185,625	185,625	94%		
Heavy Patching Programme	Heavy Patching program	648,717	-	1,000,000	1,000,000	65%		
Resilience Works Karoola Park	Resilience Works Karoola Park	8,642	484,174	484,174	484,174	2%		
Kerb and Gutter Replacement Programme	Kerb and Gutter Replacement program	140,153	-	146,250	146,250	96%		
Kirk and Peberdy Bridges	Kirk and Peberdy Bridges	-	-	85,141	85,141	0%		
Large Plant Items	Large Plant Items	973,367	1,607,245	2,207,245	2,207,245	44%		
Leachate Dam	Leachate Dam	4,844	-	475,795	475,795	1%		
LISF - Roads Infrastructure Backlog	LISF - Roads Infrastructure Backlog	195,320	-	202,209	202,209	97%		
ARGN 960 Natural Disaster Event - Baerami Creek Caus	Natural Disaster Event - Baerami Creek Causeway	13,808	689,654	689,654	689,654	2%		
New Footpath and Cycleway Programme	New Footpath and Cycleway program	60,549	60,549	60,549	60,549	100%		
Purchase of Vehicles	Purchase of Vehicles	-	-	340,000	340,000	0%		
Rainbow Creek Bridge	Rainbow Creek Bridge	-	274,687	274,687	274,687	0%		
Regional Road Renewal Programme	Regional Road Renewal program	36,991	-	500,000	500,000	7%		
Resources for Regions - Round 5	Resources for Regions - Round 5	215,210	226,781	226,781	226,781	95%		
Resources for Regions- Round 7	Resources for Regions- Round 7	523,541	904,016	904,016	904,016	58%		
Resources for Regions 9	Resources for Regions 9	31,683	1,409,735	1,409,735	2,586,735	1%		
Road Resealing Programme	Road Resealing program	754,446	577,898	2,677,898	2,677,898	28%		
Roads Capital Contingency	Roads Capital Contingency	3,504	-	135,000	135,000	3%		
Roads to Recovery Program	Roads to Recovery Program	577,898	-	577,898	577,898	100%		
Rosebrook Bridge	Rosebrook Bridge	323,054	324,590	324,590	324,590	100%		
Rural Road Regravelling Programme	Rural Road Regravelling Program	274,505	-	283,815	283,815	97%		
Rural Road Renewal Programme	Rural Road Renewal program	10,874	-	498,027	498,027	2%		
Safety Device Renewal Programme	Safety Device Renewal program	13,527	-	94,069	94,069	14%		
Transport Vehicles	Transport Vehicles	-	-	150,000	150,000	0%		
Urban Road Renewal Programme	Urban Road Renewal Program	8,734	-	400,000	400,000	2%		
Victoria Street Rehab	Victoria Street Rehab	318,717	721,433	721,433	721,433	44%		
Widden Creek Stabilisation Works	Widden Creek Stabilisation Works	7,763	152,891	152,891	152,891	5%		
Wilkinson Bridge	Wilkinson Bridge	55,307	-	110,996	110,996	50%		
Yarraman Road Upgrade	Yarraman Road Upgrade	103,072	180,946	180,946	180,946	57%		
Footpath - Turtle St Denman	Footpath - Turtle St Denman	320,192	-	-	322,459	99%		
<b>Total Roads and Drainage</b>	<b>Total Roads and Drainage</b>	<b>6,002,866</b>	<b>8,601,751</b>	<b>17,296,699</b>	<b>18,896,158</b>	<b>32%</b>	<b>-</b>	
<b>Total General Fund</b>	<b>Total General Fund</b>	<b>8,344,895</b>	<b>25,864,185</b>	<b>43,519,261</b>	<b>46,139,880</b>	<b>17%</b>	<b>-</b>	

**Muswellbrook Shire Council**  
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**Capital Costs (Incl. Loan Repayments & excl. Revenue)**



		YTD Actuals	Carry Overs	Total Budget	September Review Budget	YTD % Spend	Over Budget	Comments
<b>Future Fund Projects</b>		<b>Future Fund Projects</b>						
	Donald Horne Building	108,045	-	218,691	218,691	49%		
	Marketplace	1,281,996	-	2,957,464	2,957,464	43%		
	Renewal of Existing Assets/New Acquisitions	135,490	222,919	641,905	641,905	21%		
	Throsby ACT	303,333	-	520,000	520,000	58%		
	Upgrade of Loxton House	56,537	454,532	754,532	754,532	7%		
<b>Total Future Fund</b>	<b>Total Future Fund</b>	<b>1,885,401</b>	<b>677,451</b>	<b>5,092,592</b>	<b>5,092,592</b>	<b>37%</b>	<b>-</b>	
<b>Sewer Fund</b>		<b>Sewer Fund</b>						
	Access & Security Improvements RWTW	88,332	-	130,000	130,000	68%		
	Mains Renewal and Replacement	172,574	-	260,000	260,000	66%		
	Operations Contingency Project	91,464	-	150,000	150,000	61%		
	Sewer Plant and Equipment	316	-	80,000	80,000	0%		
	Solar Array	108	1,745,336	1,745,336	645,336	0%		
	System Plant Asset Renewals	356,182	254,065	649,065	649,065	55%		
	Transportation System Improvement	48,975	-	300,000	300,000	16%		
	Loan - Sewer RWTW	390,832	-	680,496	680,496	57%		
	Upgrade Sewer Pump Station 1	-	-	-	2,000,000	0%		
	Skellatar Main	48,317	-	97,934	97,934	49%		
<b>Total Sewer Fund</b>	<b>Total Sewer Fund</b>	<b>1,197,100</b>	<b>1,999,401</b>	<b>4,092,831</b>	<b>4,992,831</b>	<b>24%</b>	<b>-</b>	

**Muswellbrook Shire Council**  
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**Capital Costs (Incl. Loan Repayments & excl. Revenue)**



		YTD Actuals	Carry Overs	Total Budget	September Review Budget	YTD % Spend	Over Budget	Comments
<b>Water Fund</b>	<b>Water Fund</b>							
Asbestos, Earthworks, Security	Asbestos, Earthworks, Security	25,150	-	175,000	175,000	14%		
Laboratory Equipment	Laboratory Equipment	2,027	-	20,000	20,000	10%		
Mains Renewal and Replacement (inc Carryover)	Mains Renewal and Replacement	35,436	-	650,000	650,000	5%		
Office Upgrade	Office Upgrade	8,514	-	17,518	17,518	49%		
Operations Contingency Project	Operations Contingency Project	95,721	-	100,000	100,000	96%		
Replacement of Water Meters Programme	Replacement of Water Meters program	32,638	-	65,000	65,000	50%		
GLE Pipeline	Denman-Sandy Hollow Pipeline	40,174	1,062,215	18,460,415	18,460,415	0%		
South Muswellbrook Reservoir	South Muswellbrook Reservoir	127,712	-	262,755	262,755	49%		
System Plant Asset Renewals	System Plant Asset Renewals	125,575	230,474	730,474	730,474	17%		
Upgrade Fluoride Dosing System WTP	Upgrade Fluoride Dosing System WTP	-	294,732	294,732	294,732	0%		
Vehicle-Equipment Replacement	Vehicle-Equipment Replacement	-	-	65,000	65,000	0%		
Water Stop Valve Replacement	Water Stop Valve Replacement	186,505	-	200,000	200,000	93%		
<b>Total Water Fund</b>	<b>Total Water Fund</b>	<b>679,452</b>	<b>1,587,421</b>	<b>21,040,894</b>	<b>21,040,894</b>	<b>3%</b>	<b>-</b>	
<b>Consolidated Total</b>	<b>Consolidated Total</b>	<b>12,106,848</b>	<b>30,128,458</b>	<b>73,745,578</b>	<b>77,266,197</b>	<b>16%</b>	<b>-</b>	

## Details of Current Council Loans



Balance at 30/06/2023	Payment Type	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
<b>Water Fund</b>												
\$280,272	Principal	\$330,160	\$351,400	\$375,624	\$280,273	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Interest	\$67,791	\$46,551	\$23,815	\$13,843	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	<b>\$397,951</b>	<b>\$397,951</b>	<b>\$399,439</b>	<b>\$294,116</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Sewer Fund</b>												
\$14,166,104	Principal	\$677,873	\$710,385	\$743,509	\$778,430	\$816,997	\$856,300	\$780,502	\$815,416	\$850,535	\$886,347	\$922,883
	Interest	\$726,218	\$693,706	\$660,582	\$628,763	\$587,094	\$549,281	\$509,827	\$474,913	\$439,794	\$403,982	\$367,446
	<b>Total</b>	<b>\$1,404,091</b>	<b>\$1,404,091</b>	<b>\$1,404,091</b>	<b>\$1,407,193</b>	<b>\$1,404,091</b>	<b>\$1,405,581</b>	<b>\$1,290,329</b>	<b>\$1,290,329</b>	<b>\$1,290,329</b>	<b>\$1,290,329</b>	<b>\$1,290,329</b>
<b>General Fund</b>												
\$5,570,491	Principal	\$614,941	\$715,625	\$747,212	\$601,124	\$415,542	\$249,678	\$223,682	\$234,748	\$246,382	\$258,614	\$271,476
	Interest	\$245,540	\$233,183	\$201,596	\$201,557	\$181,451	\$154,972	\$162,272	\$171,206	\$159,571	\$147,339	\$134,477
	<b>Total</b>	<b>\$860,481</b>	<b>\$948,808</b>	<b>\$948,808</b>	<b>\$802,681</b>	<b>\$596,993</b>	<b>\$404,650</b>	<b>\$405,954</b>	<b>\$405,954</b>	<b>\$405,953</b>	<b>\$405,953</b>	<b>\$405,953</b>
<b>Future Fund</b>												
\$38,382,647	Principal	\$3,277,145	\$3,564,671	\$4,270,338	\$3,231,639	\$2,073,593	\$1,753,229	\$1,906,961	\$1,078,848	\$1,122,802	\$1,168,547	\$1,216,155
	Interest	\$702,824	\$624,137	\$994,087	\$1,109,142	\$1,409,292	\$1,345,357	\$1,251,611	\$1,152,196	\$1,108,242	\$1,062,498	\$1,014,889
	<b>Total</b>	<b>\$3,979,969</b>	<b>\$4,188,808</b>	<b>\$5,264,425</b>	<b>\$4,340,781</b>	<b>\$3,482,885</b>	<b>\$3,098,586</b>	<b>\$3,158,572</b>	<b>\$2,231,044</b>	<b>\$2,231,044</b>	<b>\$2,231,045</b>	<b>\$2,231,044</b>
<b>\$58,399,514</b>		<b>\$6,642,492</b>	<b>\$6,939,658</b>	<b>\$8,016,763</b>	<b>\$6,844,771</b>	<b>\$5,483,969</b>	<b>\$4,908,817</b>	<b>\$4,854,855</b>	<b>\$3,927,327</b>	<b>\$3,927,326</b>	<b>\$3,927,327</b>	<b>\$3,927,326</b>

Purpose	Original Amount	Interest Rate	Balance at 1/7/2023	2023/24 Principal Repayments	2023/24 Interest Repayments	2023/24 Total Payments	Year of Final Payment	Notes (If any)
Water - South Muswellbrook Reservoir	\$3,200,000	6.61%	\$280,272	\$280,272	\$13,843	\$294,115	2023/24	
Sewer - Mains and Pump Stations	\$1,300,000	6.50%	\$314,801	\$97,934	\$18,931	\$116,865	2025/26	
General - Widden Bridge	\$1,750,000	6.00%	\$1,079,032	\$85,141	\$60,925	\$146,066	2034/35	
General - Smiths Bridge	\$1,573,967	4.28%	\$1,116,108	\$67,056	\$45,442	\$112,498	2024/25	
General - Roads Infrastructure Backlog	\$3,000,000	5.90%	\$201,945	\$201,945	\$4,015	\$205,960	2023/24	LIFS interest rate subsidy applies
General - Olympic Park Bridge	\$1,785,000	1.45%	\$1,532,184	\$110,996	\$21,495	\$132,491	2025/26	
Future Fund	\$3,300,000	1.60%	\$2,805,000	\$165,000	\$43,670	\$208,670	2024/25	
Future Fund - Seven Hills, Campbell's Corner	\$7,980,502	4.35%	\$7,307,744	\$701,512	\$311,190	\$1,012,702	2026/27	
Future Fund - Muswellbrook Marketplace	\$13,276,500	1.20%	\$11,575,350	\$157,560	\$34,631	\$192,191	2023/24	
Future Fund - Muswellbrook Marketplace***\$13,276,500 To be Refinanced 14/08/23	\$11,417,790	5.53%	\$0	\$98,489	\$318,297	\$416,786	2026/27	
Future Fund - Muswellbrook Marketplace	\$12,500,000	2.34%	\$7,946,720	\$1,370,387	\$177,697	\$1,548,084	2024/25	
Future Fund - Donald Horne building	\$2,500,000	4.80%	\$2,291,166	\$218,691	\$107,677	\$326,368	2026/27	
Sewer - Sewer Treatment Plant	\$7,000,000	4.49%	\$5,810,434	\$275,712	\$255,260	\$530,972	2038/39	
Sewer - Sewer Treatment Plant	\$10,000,000	4.50%	\$8,040,869	\$404,785	\$354,572	\$759,357	2037/38	
Aquatic Centre	\$2,000,000	4.30%	\$1,641,222	\$135,986	\$69,680	\$205,666	2024/25	
Throsby ACT	\$7,800,000	1.86%	\$6,456,667	\$520,000	\$115,980	\$635,980	2025/26	
<b>TOTAL</b>	<b>\$90,383,759</b>		<b>\$58,399,514</b>	<b>\$4,891,466</b>	<b>\$1,953,305</b>	<b>\$6,844,771</b>		

## Debtor Balances as at 31 January 2024

Account	120 days	90 days	60 days	30 days	Current	Balance
Waste Depot Charges	\$46,361	\$2,181	\$22,482	\$166,623	\$217,626	\$455,273
Inspection Fees	\$17,250	\$300	\$357	\$0	\$0	\$17,907
Sam Adams College Rent	\$0	\$0	\$0	\$0	\$10,390	\$10,390
Council Properties - Future Fund *	\$89,511	\$24,035	\$12,826	\$64,108	\$193,174	\$383,655
Council Properties - Marketplace *	\$148,927	\$11,005	\$0	\$34,474	\$137,744	\$332,149
Council Properties - Education Fund	\$70,811	\$0	\$0	\$6,650	\$27,091	\$104,552
Recreation	\$1,375	\$260	\$18,264	\$411	\$1,790	\$22,100
Sundries**	\$194,439	\$565	\$35,753	\$8,298	\$1,195,252	\$1,434,307
Water Tanker Sales	\$1,269	\$0	\$0	\$0	\$11,687	\$12,957
Trade Waste Charges	\$342	\$0	\$0	\$0	\$0	\$342
Muswellbrook Sewer	\$0	\$0	\$0	\$633	\$1,882	\$2,514
GST Tax Debtor	\$0	\$0	\$0	\$0	\$79,416	\$79,416
<b>TOTAL</b>	<b>\$570,286</b>	<b>\$38,345</b>	<b>\$89,683</b>	<b>\$281,197</b>	<b>\$1,876,051</b>	<b>\$2,855,562</b>

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

\*\* Includes \$1.18M in VPA Funding and \$168k Grant Funding.



## 10.5. Community and Economy

### 10.5.1. Opportunities and Challenges Document

<b>Attachments:</b>	1. MSC Opportunities and challenges v 2 February 2024 13 low res dps [10.5.1.1 - 33 pages]
<b>Responsible Officer:</b>	Shaelee Welchman - Director - Community & Economy
<b>Author:</b>	Shaelee Welchman (Director - Community & Economy)
<b>Community Plan Issue:</b>	1 - Economic Prosperity
<b>Community Plan Goal:</b>	<i>A dynamic local economy with full employment for current and future residents in a diverse range of high value industries.</i>  Collaborative and responsive leadership that meets the expectations and anticipates the needs of the community.
<b>Community Plan Strategy:</b>	1.1.1 - Facilitate the expansion of and establishment of new industries and business.  1.2.1 - Facilitate the diversification of the Shire's economy and support growth of existing industry and business enterprise.  1.3.1 - Advocate to maintain the Hunter TAFE Campus and advocate to activate the University of Newcastle Campus.  1.1.1.3 - Collaboratively progress investment, infrastructure and industry opportunities for the Region.  1.3.1.1 - Engage with the State Government and tertiary institutions to increase occupancy of the Hunter Innovation Precinct

---

#### PURPOSE

To present for Council's consideration the 2024 Opportunities and Challenges document.

#### OFFICER'S RECOMMENDATION

Council ENDORSES the 2024 Opportunities and Challenges document.

**Moved:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_

#### BACKGROUND

Muswellbrook Shire Council has prepared an annual advocacy document to inform politicians and governments of the priorities of Muswellbrook Shire in the lead up to elections.



## **CONSULTATION**

Consultation has occurred with the General Manager, Director Planning and Environment, Director Property and Infrastructure, Chief Financial Officer, Local Connector, and Communications Officer.

## **REPORT**

The attached 2024 Opportunities and Challenges document has been prepared to provide government, community, and businesses an overview of Muswellbrook Shire, the key challenges and opportunities and key projects for funding.

It is intended that this document will be a live document which will continue to be built on and evolve. The document will live on council's website and printed versions will be available. The document will be provided to inform advocacy discussions and assist to promote the opportunities and challenges facing Muswellbrook Shire to government and investors.

## **OPTIONS**

The Council can choose to endorse, amend, or reject the 2024 Opportunities and Challenges document.

## **CONCLUSION**

The 2024 Opportunities and Challenges document is an important piece of collateral to inform government, community, and businesses. It will continue to evolve as new opportunities arise and new challenges emerge.

MUSWELLBROOK SHIRE COUNCIL

# OPPORTUNITIES AND CHALLENGES



VERSION 2







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ACKNOWLEDGEMENT: MUSWELLBROOK SHIRE COUNCIL RESPECTFULLY  
ACKNOWLEDGES THE LOCAL ABORIGINAL PEOPLE WHO ARE THE  
TRADITIONAL OWNERS AND CUSTODIANS OF THE LAND.

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## MESSAGE FROM THE MAYOR

**Muswellbrook Shire is home to more than 16,500 residents, our community is young and hardworking, we are proud of our history in mining and energy generation and are surrounded by magical landscapes that have been the backdrop of indigenous stories for millions of years.**

We love our sport, equine pursuits and viticulture and are the birth place of the Australian Cattle Dog. Our local producers are trailblazers, founded in our agricultural roots and are now growing our tourism potential.

Denman will mark the bicentennial of its gazettal as a town in 2033. As we head towards this milestone with pride and optimism, our economy and our community will significantly shift.

### **Our future is bright.**

As key regional centre we are positioning the region as a renewable energy, advanced manufacturing, circular economy, agriculture and tourism powerhouse as we move towards a net zero economy.

Council is investing in our community's future, identifying and progressing opportunities to build economic resilience and create jobs. Council has made a significant investment in projects and initiatives which will inspire future generations, prepare business for new opportunities and leverage our lifestyle advantages.

Council are focused on improving liveability and our natural advantages. Muswellbrook offers a comparatively affordable lifestyle with diverse housing options from town living to lifestyle properties.

Our community has access to regional sporting and recreational facilities with the opening of the Muswellbrook Aquatic Centre and redevelopment of Olympic Park.

Council is supporting the growth of Denman as a residential and tourist destination, approving new housing developments and the creation of the Denman Tourist Park and Mountain Bike Track.

Council is ensuring all members of our community have improved access to health care, transportation, services, education and housing to improve their quality of life and opportunity.



**“OUR LOCAL PRODUCERS ARE TRAILBLAZERS, FOUNDED IN OUR AGRICULTURAL ROOTS AND ARE NOW GROWING OUR TOURISM POTENTIAL.”**

CR STEVE REYNOLDS, MAYOR MUSWELLBROOK SHIRE COUNCIL





## MUSWELLBROOK LOCAL GOVERNMENT AREA

Muswellbrook has a proud indigenous heritage with our Aboriginal and Torres Strait Islands people representing 11% of our population. We are an inclusive and diverse community that aims to provide equal and equitable opportunities for all, through access to education, social and health services.

Our economy is changing as the world embraces more sustainable ways of living, reducing our impact on the earth and protecting future generations from the effects of climate change, and economic and political conflict.

Muswellbrook and the Hunter Region is at the forefront of this economic shift.

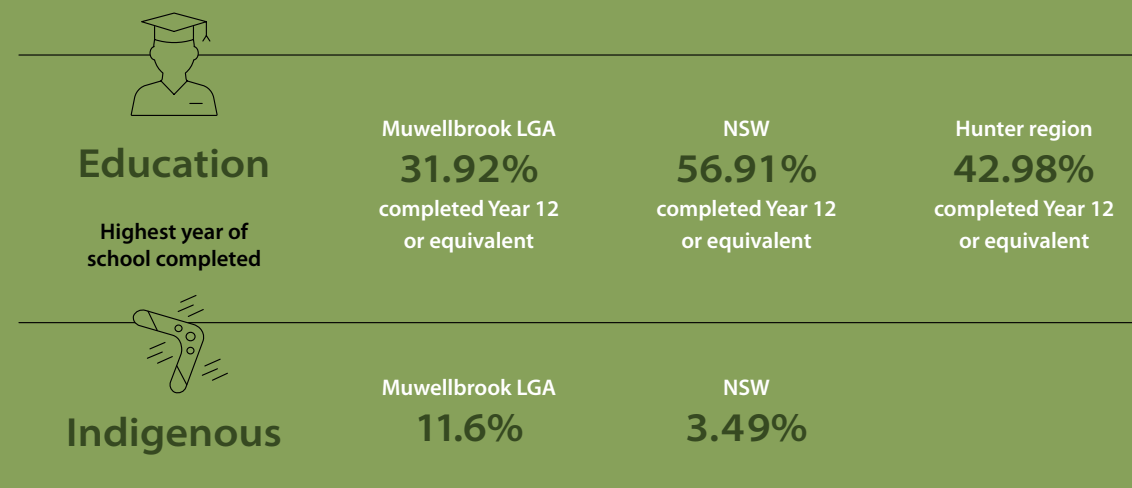
We have a long history in energy generation with two of the State's base load power generators and by production, is the largest coal mining area in Australia, exporting 25% of NSW's thermal coal.

2023 saw the closure of AGL's Liddell Power plant and the final coal extracted from Muswellbrook Coal after 115 years of operation. BHP has announced the closure of its Mt Arthur coal mine in 2030 and Bayswater is set to close before 2035 as a result of global companies adjusting their portfolios and operations away from fossil fuel and carbon generation.

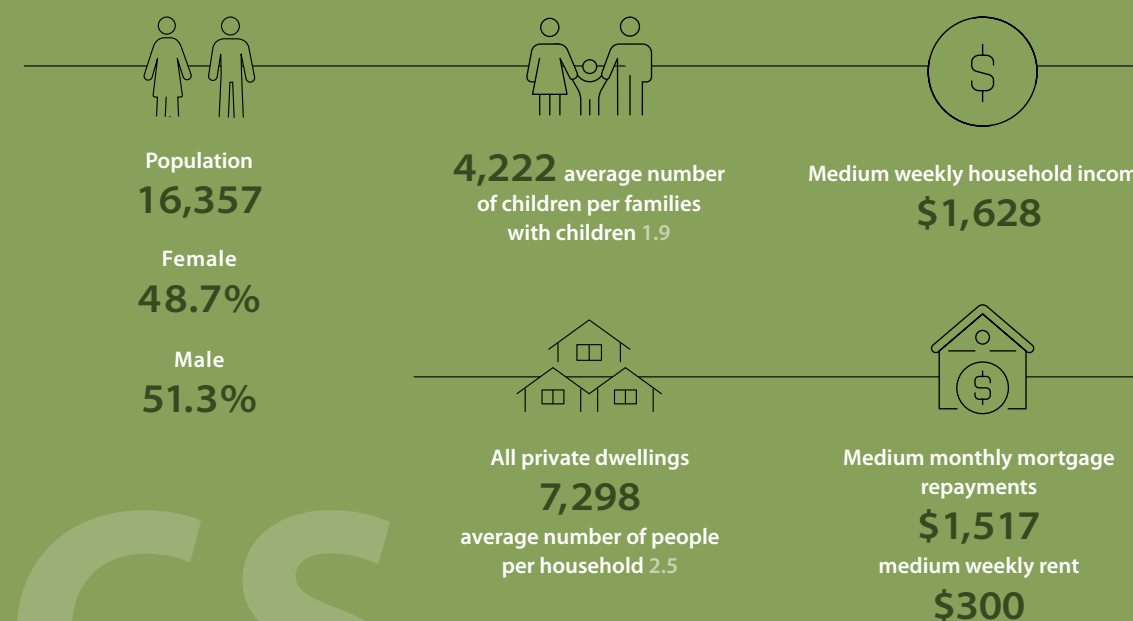
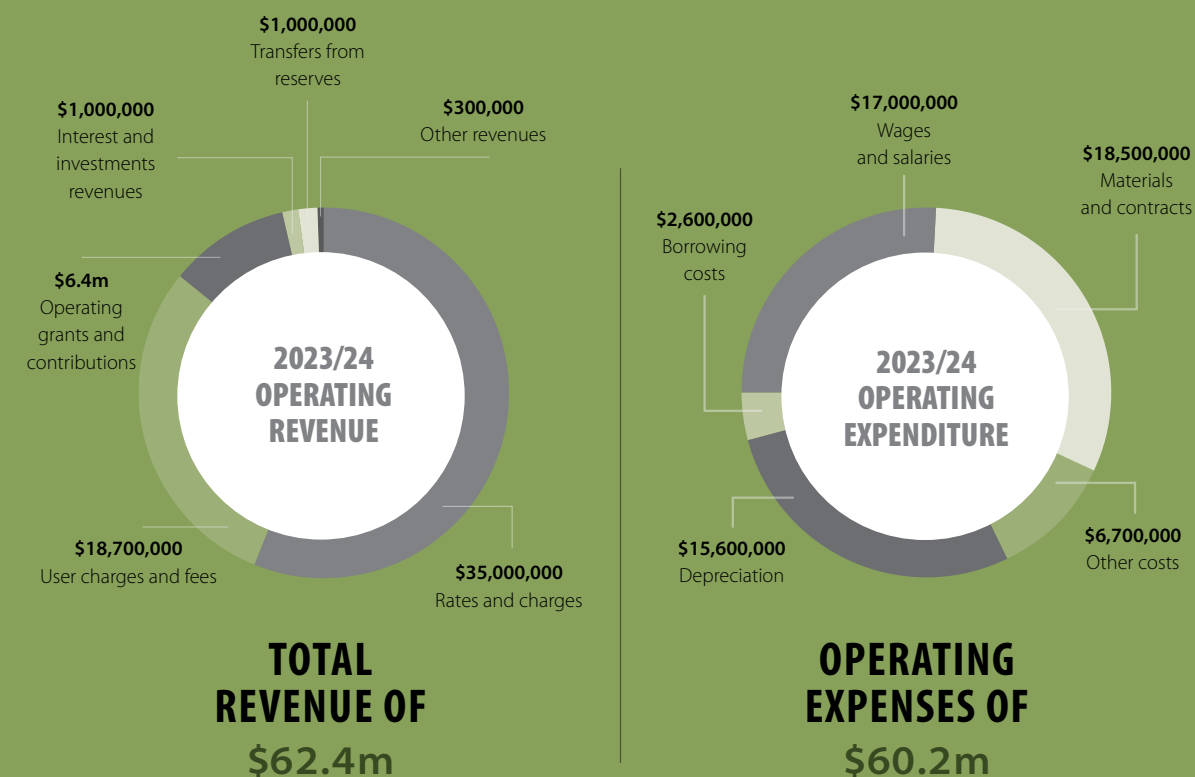
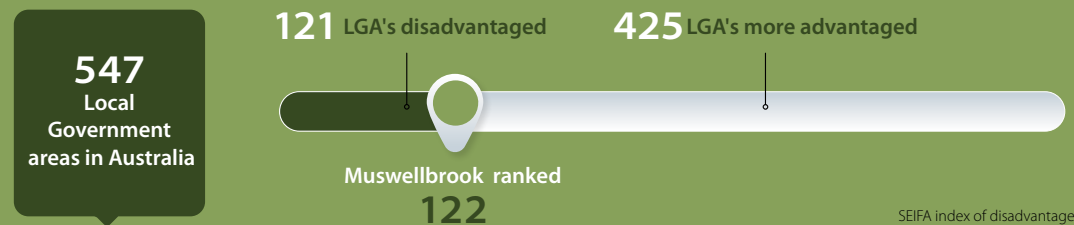
As our economy transitions, the Shire is well placed to leverage existing infrastructure, location, industry capability and pioneering spirit to position the region as a key centre of renewable energy production, clean technology, innovation and advanced manufacturing as we move towards a Net Zero economy.

In partnership with State and Federal Governments we are actively identifying and progressing opportunities to assist in this transition and are a 'living laboratory' of transition initiatives, including renewable energy, energy storage and distribution, the growth of feedstocks and processing associated with bio-fuels, STEM education initiatives and labour force re-skilling.

This document outlines the key opportunities to work with Muswellbrook Shire Council to make NSW a great place to work, live, invest and visit.



### SEIFA Score



# KEY STATISTICS



# COMMUNITY VISION

“Engaging with our community to achieve an inclusive, vibrant and sustainable future”



## LOCAL GOVERNMENT FUNDING

Local Governments, especially regional Council's, rely on the support, resources and grants from State Government to provide the level of service and community facility to support our regional communities.

Muswellbrook is one of the most mining impacted communities in NSW and together with Singleton Shire contribute a combined 43% of NSW coal mining output which amounted to more than \$18 billion in 2021.

We are seeking long term commitment and an equal share from the NSW government which recognises the importance of mining to the NSW economy and provides certainty for the future of mining communities.

Muswellbrook Shire has received a variety of grant funds from government to deliver projects and infrastructure to future proof our community.

### LEADERSHIP

In partnership with State and Federal Government, Muswellbrook Shire Council will continue to collaborate to achieve governments strategic objectives through the following projects:

### GREEN INFRASTRUCTURE

Muswellbrook will lead and enable the delivery of green energy to the grid, through wind and solar projects, the Santos Hunter Gas Pipeline and Pumped Hydro, battery storage and hydrogen generation.

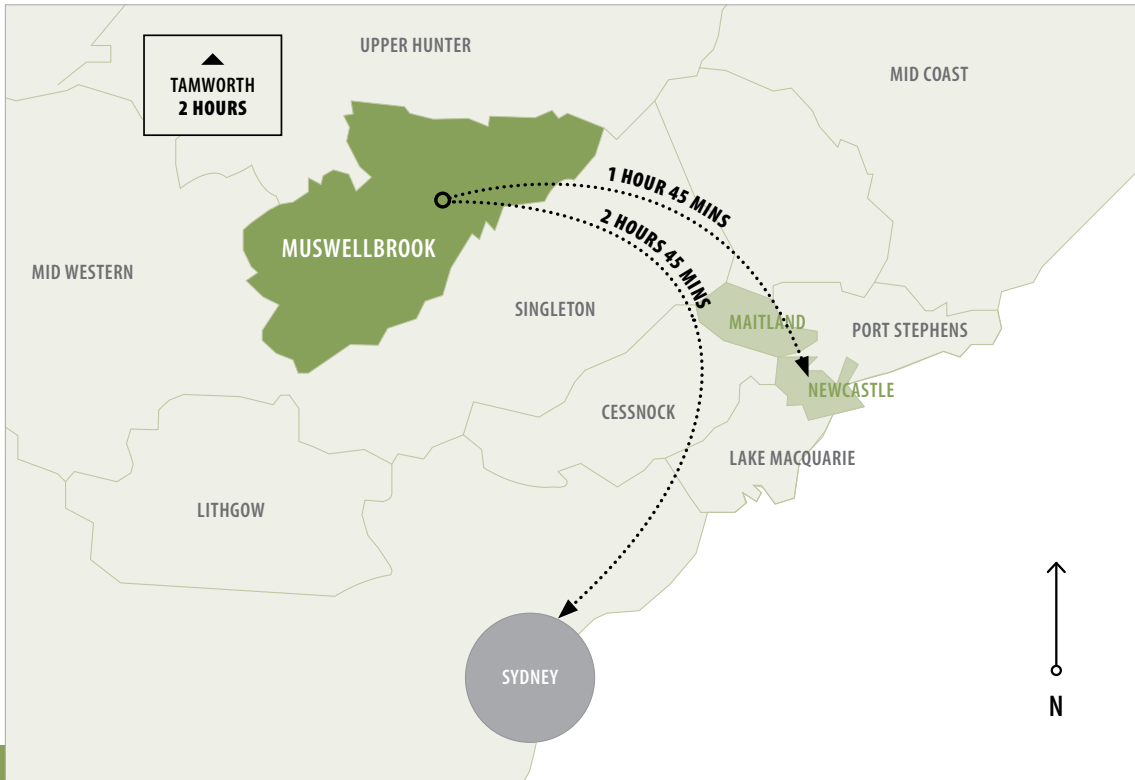
We are committed to working with Energy Co. to deliver on the Hunter Renewable Energy Zone and with the Department of Regional NSW on the AGL Liddell and Bayswater transition.

A summary of grant funding is provided in Appendix 1.





LOCATION



TOP 5 PRIORITIES

In continuing to partner with State Government and to achieve NSW strategic priorities, Muswellbrook Shire Council have identified five priorities for the Shire to ensure the economic resilience and wellbeing of our community.



01

Upgrade water infrastructure to unlock housing and industry



02

Bring forward employment land to attract new industry and replace mining and energy jobs



03

Prioritise regional health care services including mental health



04

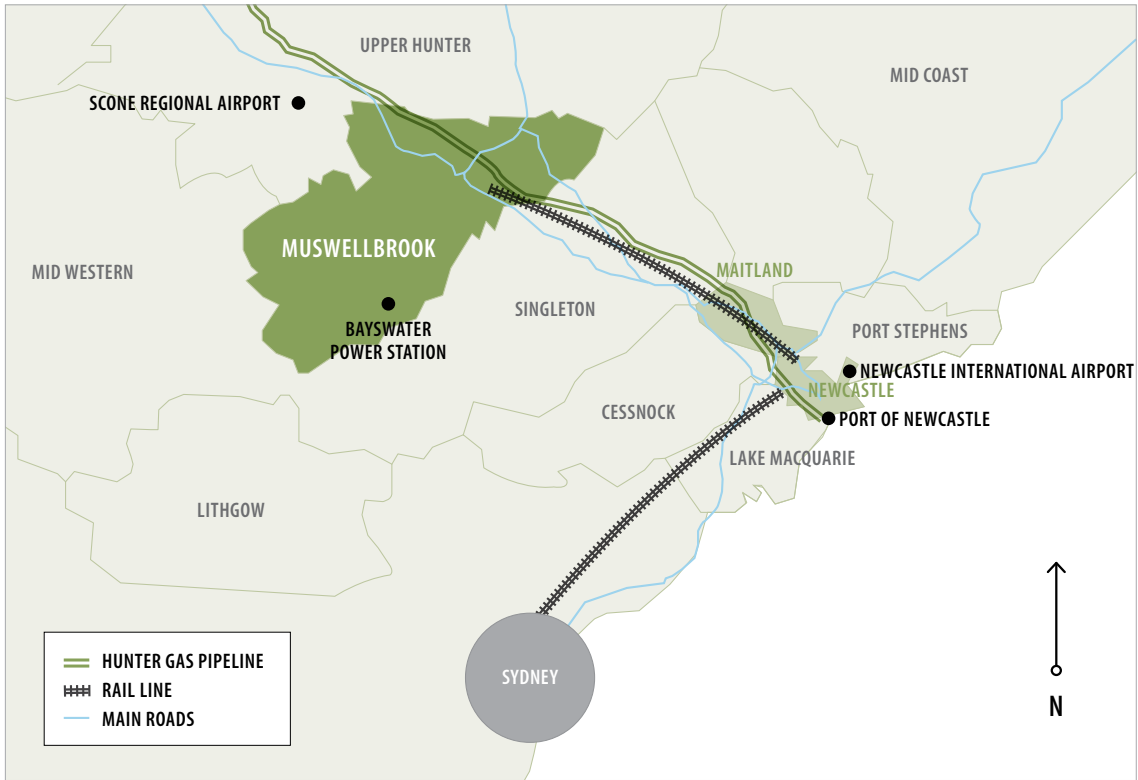
Resolve road infrastructure constraints to transport renewable energy infrastructure to Renewable Energy Zones



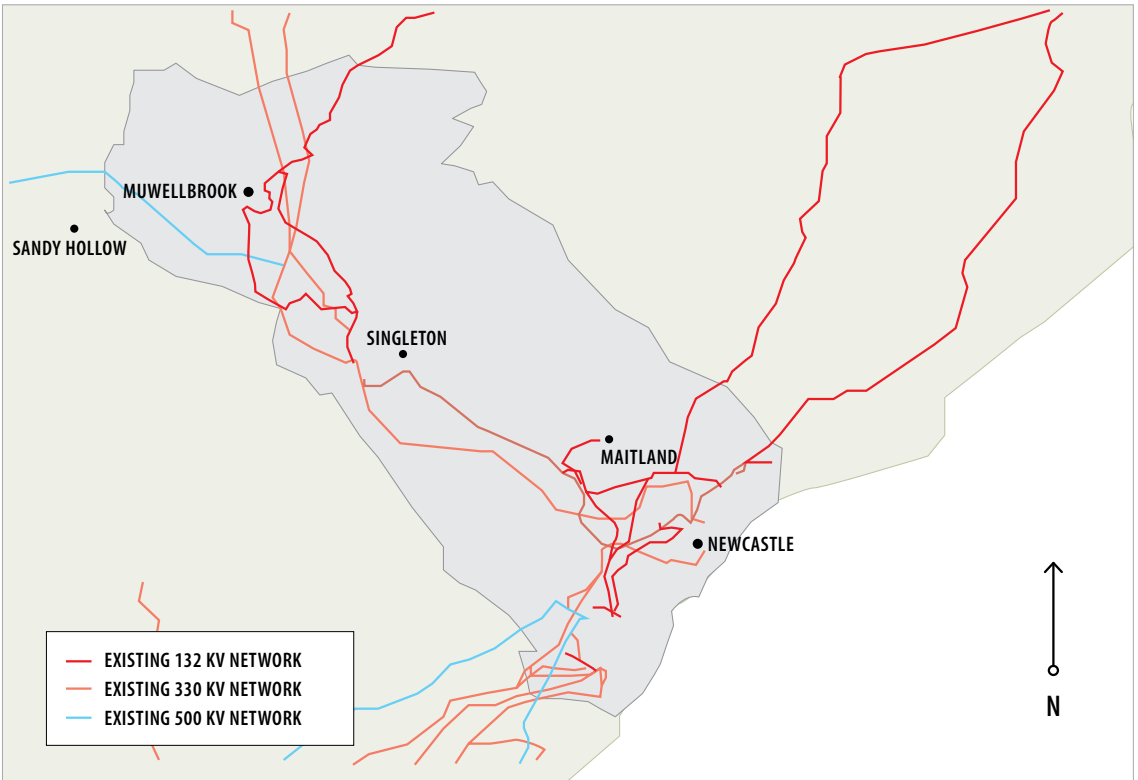
05

Plan for short term accommodation needs of construction workforce with long term benefit

INFRASTRUCTURE



ELECTRICITY INFRASTRUCTURE





# THE ADVANTAGE



**EMPLOYMENT**

Demand for employment  
Skilled and available workforce



**TRAINING**

University of Newcastle  
- Upper Hunter Campus  
Hunter TAFE



**SUPPORT**

Leading Chamber  
of Commerce  
Women in Business



**ENVIRONMENT**

Hunter River  
43% National Park  
Nature reserves



**HEALTH**

Muswellbrook Hospital



**ARTS UPPER HUNTER**

Muswellbrook  
Regional Art Gallery  
Upper Hunter  
Conservatorium of Music  
Blue Heeler Film Festival



**LOCATION**

Central location with  
easy access to Sydney,  
Newcastle, New England,  
Mid Coast and Mid West



**EDUCATION**

Public, Catholic  
and private Schools



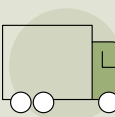
**INFRASTRUCTURE**

5G  
NBN to the premises  
Electricity 4640 MWa  
Water  
Road and Rail



**HOUSING**

Sustainable living  
Urban and lifestyle  
living options



**TRANSPORT**

Rail – Capacity 224mtpa  
65 loaded Trains  
Upgraded New England Highway  
Access to Newcastle Airport  
and Scone Regional Airport  
Port of Newcastle



**SPORTING**

Olympic Park Regional  
Sports Precinct  
Muswellbrook Race Club  
Muswellbrook Aquatic  
and Fitness Centre



# STATE AND REGIONAL CONTEXT

## THE SIX CITIES REGION

Delivering global competitiveness and local liveability. The Six Cities Region includes the Lower Hunter and Greater Newcastle City.

The Commission proposes that the Lower Hunter and Greater Newcastle City innovation district is likely to be centred around renewable energy, net zero emissions and military sustainment as well as defence and aerospace alongside advanced manufacturing emerging industries.

Muswellbrook is located on the edge of the Six Cities Region. As heavy industry and intensive agriculture is pushed out by urban growth, companies are looking for large land holdings, with good access to transport infrastructure, green energy and an able workforce that has long term tenure.

With large tracts of mining and buffer lands, Muswellbrook is ideal to accommodate heavy industry, waste and recycling, renewable energy production, intensive agriculture and other high impact industries without the threat of encroachment from residential development.

Muswellbrook is an important enabler of the Lower Hunter and Greater Newcastle Six Cities Region providing:

- Water and food security
- Large scale heavy industry and manufacturing and jobs
- Renewable energy production
- Transportation, storage and logistics

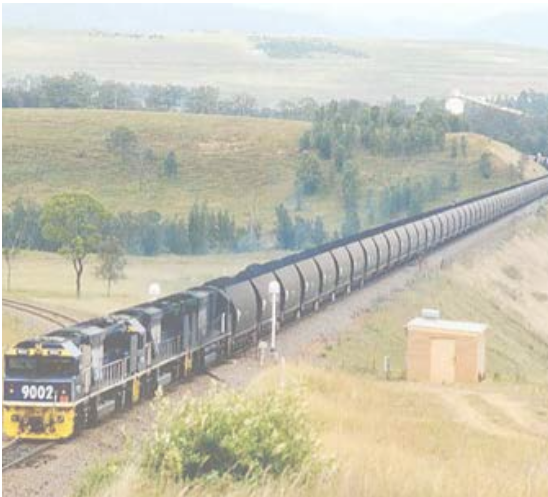
## HUNTER REGIONAL PLAN 2041

VISION - The leading regional economy in Australia, connected to and caring for Country, with a vibrant metropolitan city and sustainable 15-minute neighbourhoods at its heart.

- **OBJECTIVE 1:**  
Diversify the Hunter's mining, energy and industrial capacity
- **OBJECTIVE 2:**  
Ensure economic self-determination for Aboriginal communities
- **OBJECTIVE 3:**  
Create a 15 minute region made up of mixed, multi-modal, inclusive and vibrant local communities
- **OBJECTIVE 4:**  
Plan for "Nimble Neighbourhoods", diverse housing and sequenced development
- **OBJECTIVE 5:**  
Increase green infrastructure and quality public spaces and improve the natural environment
- **OBJECTIVE 6:**  
Reach net zero and increase resilience and sustainable infrastructure
- **OBJECTIVE 7:**  
Plan for businesses and services at the heart of healthy, prosperous and innovative communities
- **OBJECTIVE 8:**  
Build an inter-connected and globally focused Hunter







### AUSTRALIAN RAIL TRACK CORPORATION (ARTC)

The Hunter Valley rail network is an integral part of the world’s largest coal export supply chain. Nearly all export coal shipped through Newcastle is transported by rail across this network for shipping from Port Waratah or Kooragang Island.

ARTC was contracted to export coal volumes of 198.9 mtpa in Q1 2022. These volumes will gradually decline, falling to 135 mtpa in 2030.

Contracted volumes include up to 8.8 mtpa of domestic coal with this volume declining to 5 mtpa in 2026.

As at 2021 contracted volumes and train sizes, an average of around 64 loaded trains need to be operated each day of the year, or one train every 22 minutes.

Capacity planning makes provision for this number of trains to peak at up to 87 per day, though in practice capacity exists for this to peak at even higher rates.

The average weight per train was approximately 8,488 in 2021 and the average coal price was \$371US/\$570AU a tonne in 2022.



### MUSWELLBROOK BYPASS

State and Federal governments have committed \$340 million to deliver the Muswellbrook Bypass. This project has been several years in planning and once complete will reduce travel times (5–7 minutes), improve freight efficiency, road safety and livability of the town.

The New England Highway carries between 11,000 to 20,000 vehicles through Muswellbrook each day, with approximately 14% or nearly 3,000 being heavy vehicles.

The bypass will result in improved street amenity, reduced on-street traffic noise and impact on roads from heavy vehicle movements which will lead to the following opportunities for Muswellbrook to attract visitors to the town centre:

- Improved access to Muswellbrook Hospital and emergency service agencies
- New entry statements, public art and wayfinding
- Access to Muswellbrook Coal site for future industrial uses
- On street outdoor dining experiences
- Town centre beautification works

This increase in economic opportunity within the town could expand business activity and employment.

Construction scheduled to commence 2026 and open in 2028.





## PORT OF NEWCASTLE

The Port of Newcastle is the largest deep water port on the east coast and is focused on building Australia's prosperity with responsible, integrated and innovative supply chain solutions.

As part of achieving this vision the port has established a Clean Energy Precinct to position the Hunter region as a clean energy powerhouse.

With trade worth about \$71 billion each year to the national economy, Port of Newcastle enables Australian businesses to successfully compete in international markets.

The port currently handles 4,697 ship movements and 166 million tonnes of cargo annually. With a deepwater shipping channel operating at 50% of its capacity, significant port land available and enviable access to national rail and road infrastructure, Port of Newcastle is positioned to further underpin the future prosperity of the Hunter, NSW and Australia.



## NEWCASTLE AIRPORT

Newcastle Airport is critical economic infrastructure which will assist to position the region as a global tourism destination and super charge our export capability.

- Code E Runway Upgrade
  - long range and wide bodied aircraft
  - \$65M for runway
  - \$12.7B - \$6.2B in visitor economy and \$6.5B in additional freight activity
- Terminal Upgrade
  - long range and wide bodied aircraft
  - \$55M for international terminal expansion
  - \$12.7B - \$6.2B in visitor economy and \$6.5B in additional freight activity
- Astra Aerolab





# 02 INDUSTRIAL CLOSURES

## CLOSURES

Muswellbrook's mining industry will contract and energy generation is in transition.

Planning for future industries need to happen now so that the community can see a future.

3822 JOBS

directly impacted in the next 8 years





## MINING EMPLOYMENT



**11,341 jobs**  
in Muswellbrook

**63.6%**  
full time

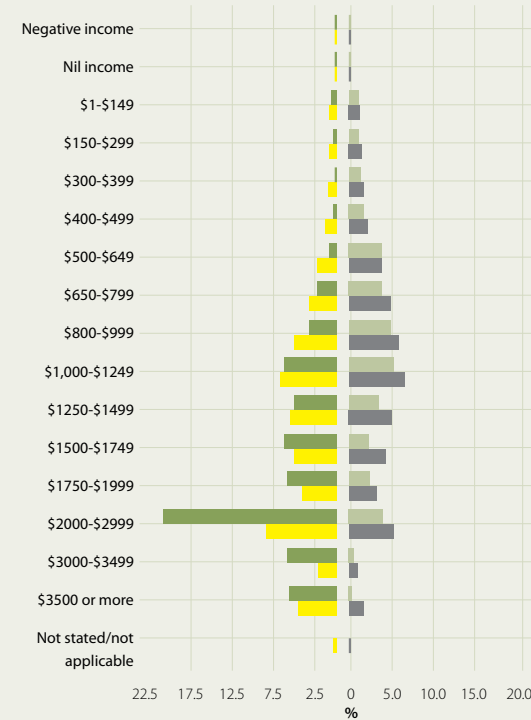
**24.7%**  
part time

**5.5%**  
unemployment

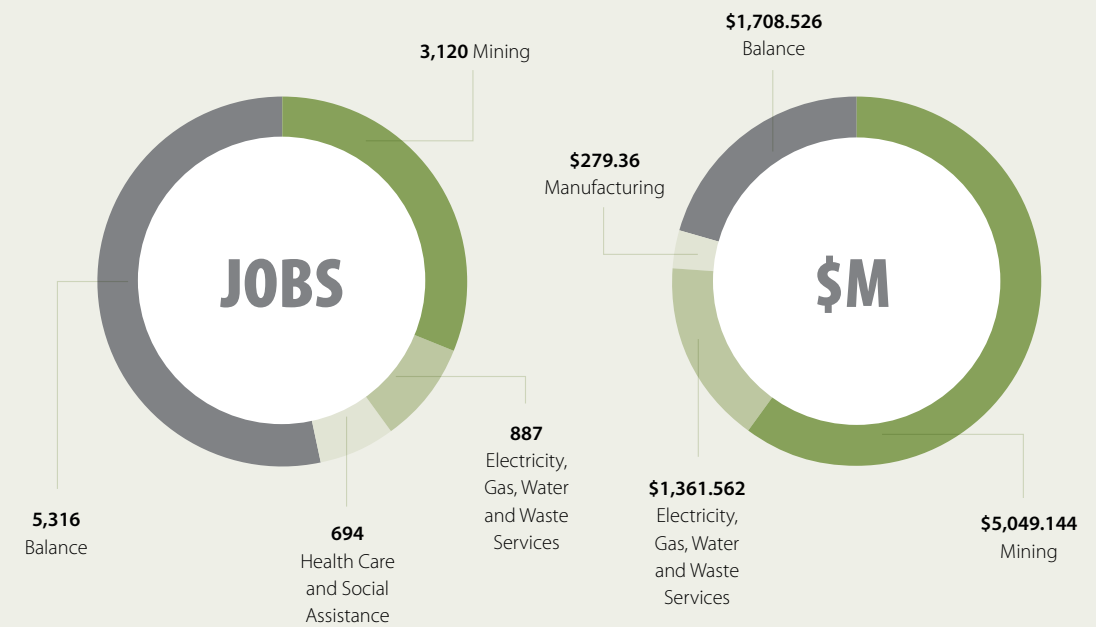
**5,910**  
work and live in  
Muswellbrook



Workforce Breakdown

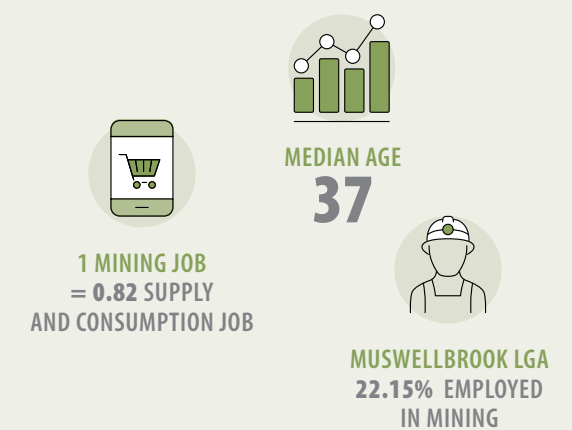
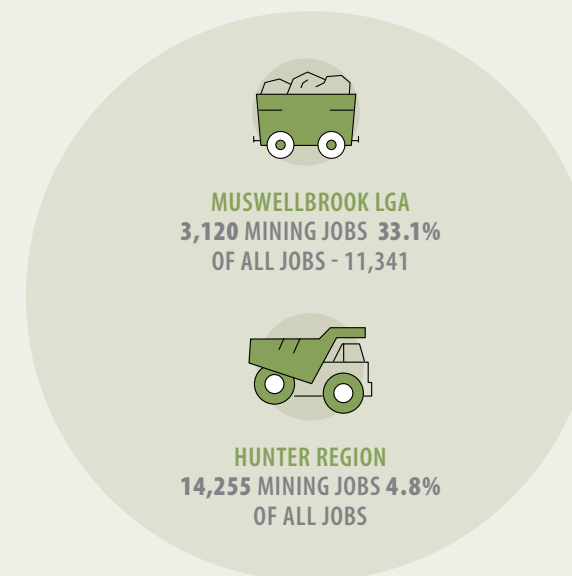


## THE CHALLENGE

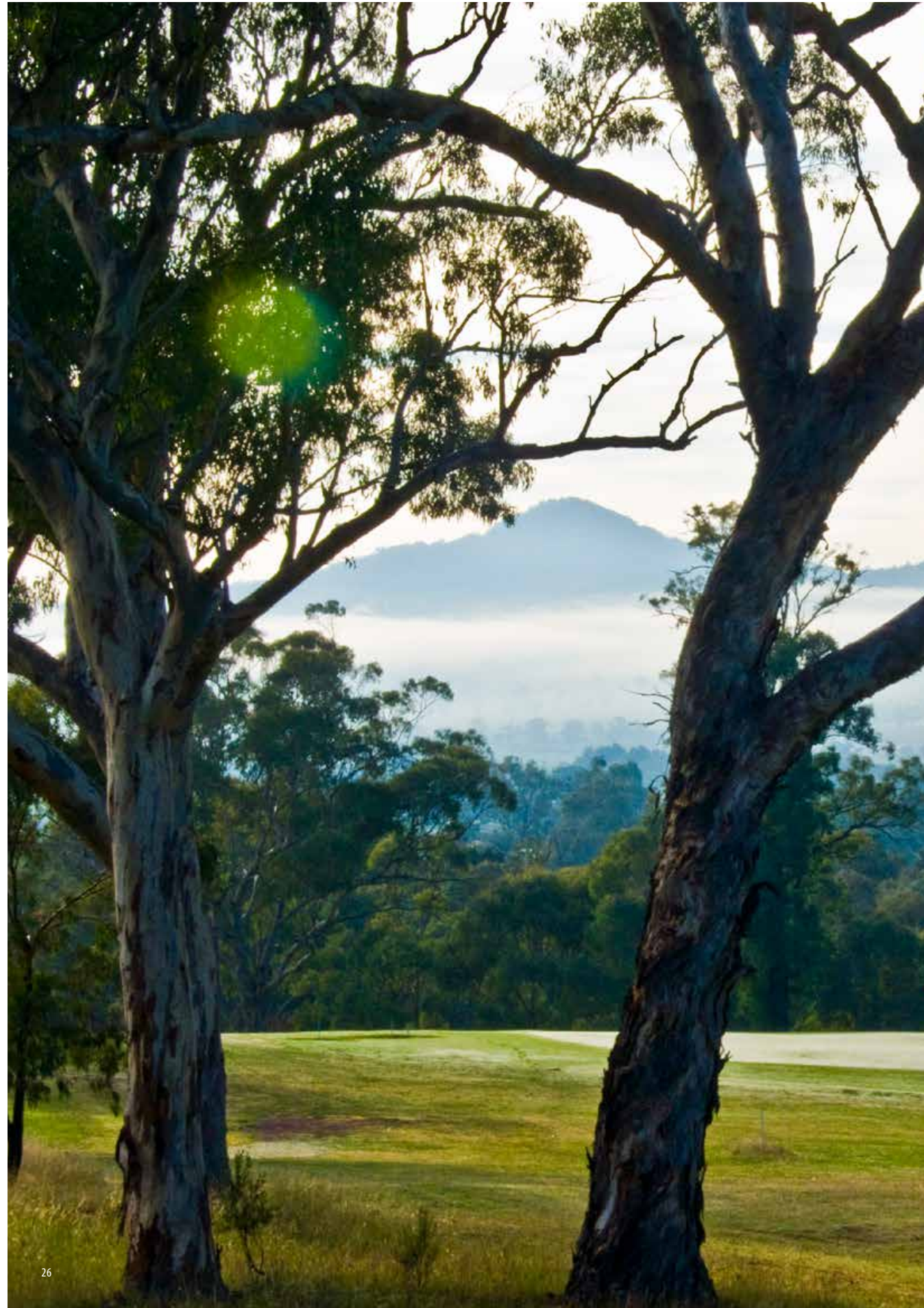


**NEARLY 40% OF ALL JOB'S  
MINING AND ELECTRICITY**

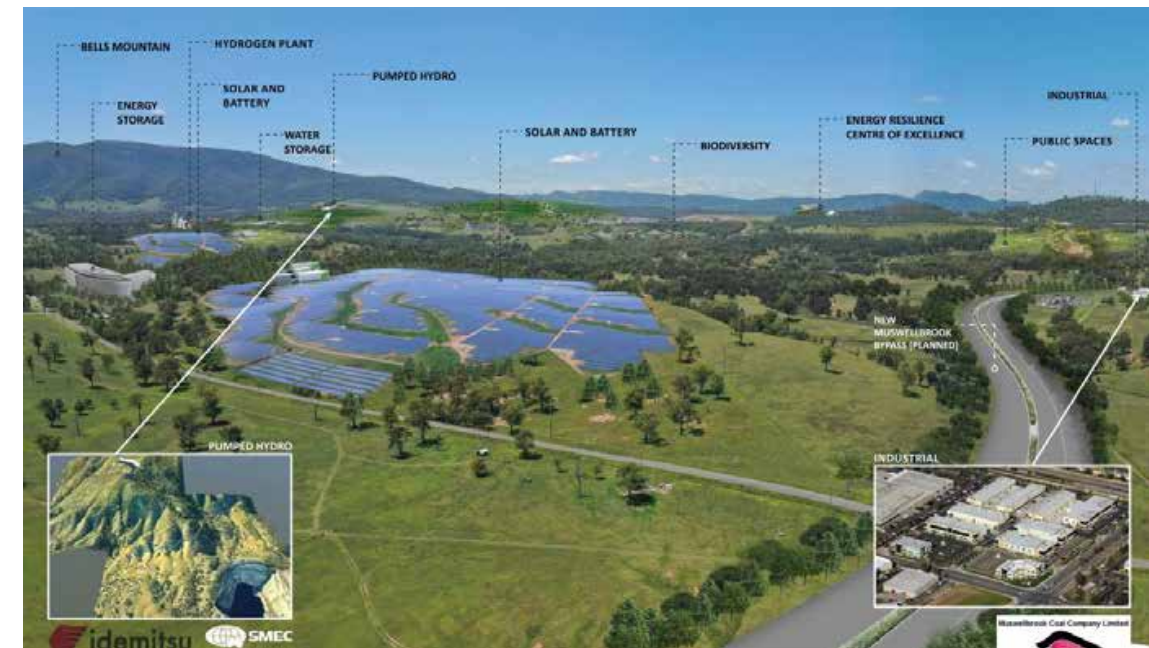
**OVER 75% GRP OUTPUT FROM  
MINING AND ELECTRICITY**







## STRATEGIC LAND USE OPPORTUNITIES



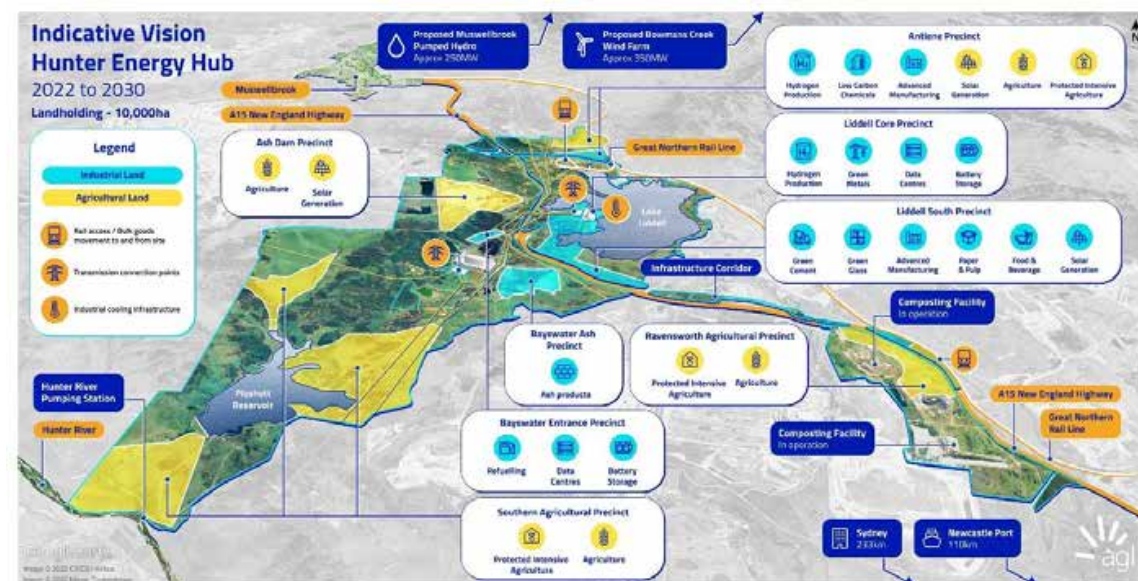
## MUSWELLBROOK COAL

Muswellbrook Shire Council is working closely with Muswellbrook Coal to undertake master planning of the site.

This will facilitate post-mining land uses for a range of large-scale agribusiness, energy generation, food processing, manufacturing, tourism, and recreation with consideration for leveraging existing infrastructure – roads, rails and power grid to support job creation.

- Closed March 2023
- Master Plan Concept – Solar, AGL Pumped Hydro, battery storage, industrial land
- Bypass Resumption
- Hunter Gas Pipeline
- EnergyCo lines





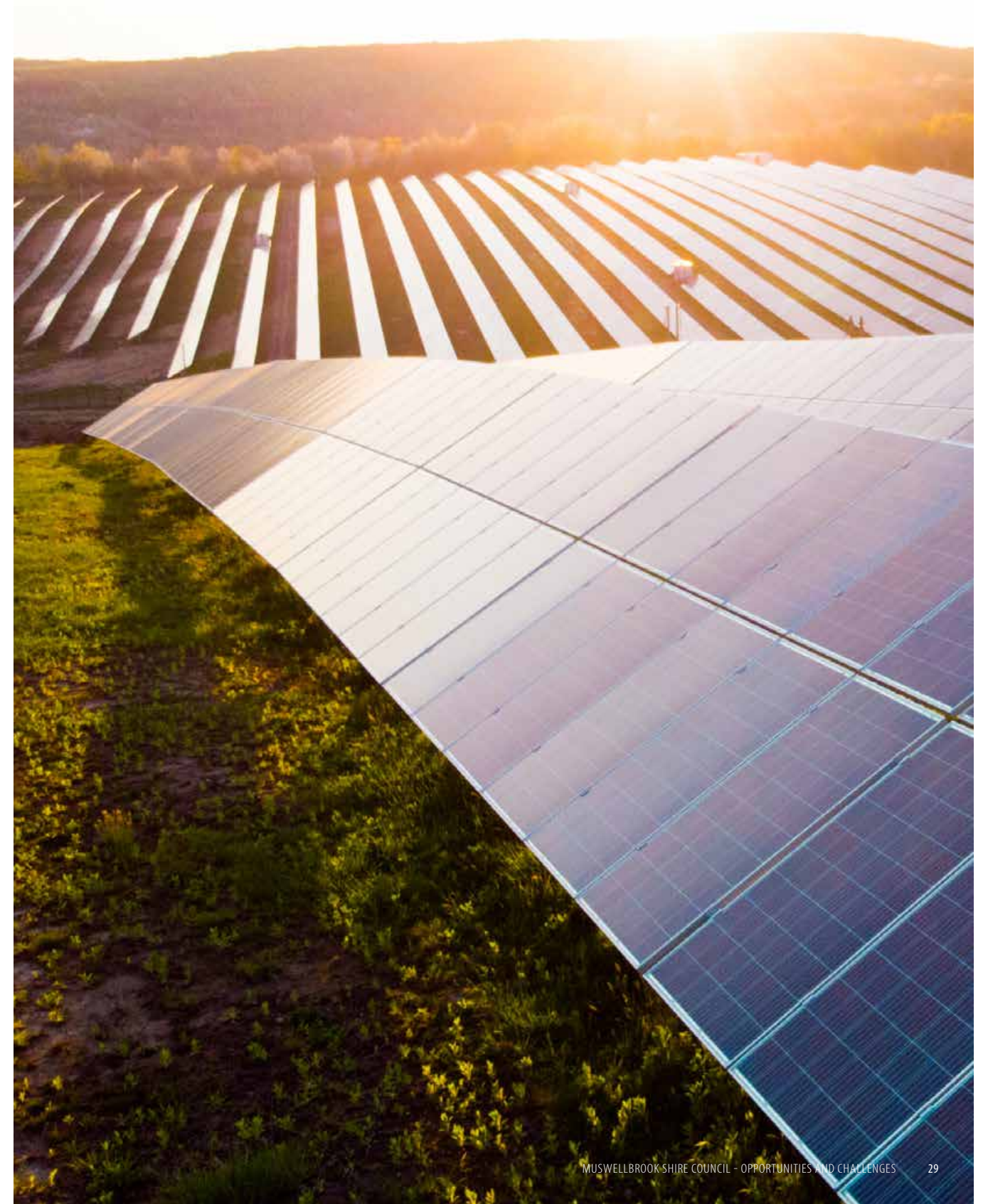
## AGL

Opened in 1971, the Liddell Power Station has played a critical role in powering homes and businesses across the state and has made a significant contribution to the Upper Hunter in terms of employment and economic growth but it is also part of our culture and history.

Liddell closed on 28 April 2023.

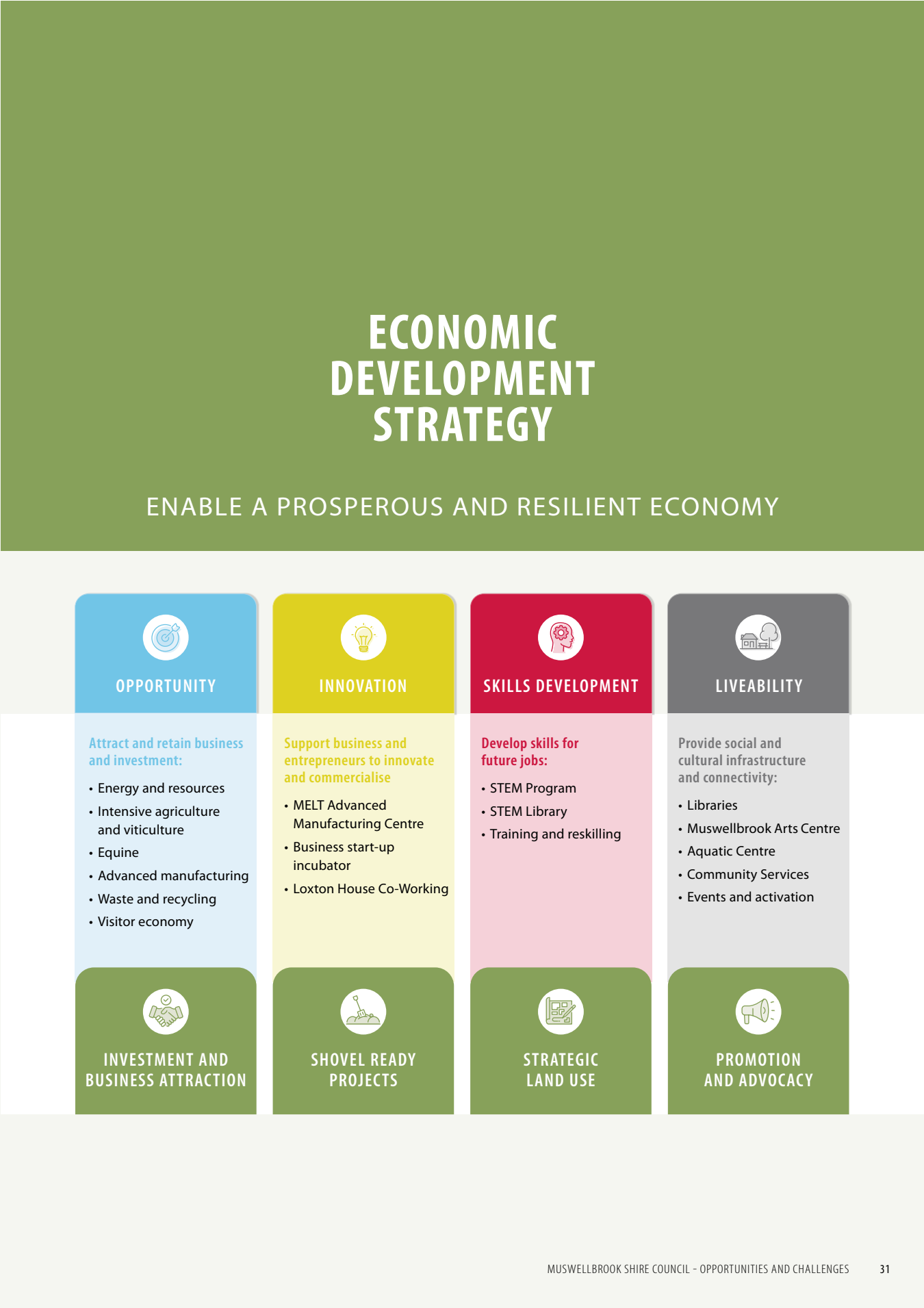
ALG plans to repurpose the site as the Hunter Energy Hub and is an example of AGL's climate transition plan in action.

Plans are underway to build a 500 MW grid-scale battery, a feasibility study into a hydrogen facility is under way, and they are exploring opportunities with solar, wind, and waste-to-energy industry partners, as well as a number of future industry opportunities.





03 ECONOMIC DEVELOPMENT







## HUNTER INNOVATION PRECINCT

Muswellbrook, as a regional centre for the Hunter and New England catchments, has established itself as a centre of educational excellence in the Upper Hunter. It is strategically positioned for the efficient and effective provision of education and vocational training for both existing and emerging industries.

Council has invested in the Hunter Innovation Precinct as part of the town centre redevelopment as a catalyst for education excellence, innovation and industry linkages. The Hunter Innovation Precinct includes the Hunter TAFE, the University of Newcastle, Muswellbrook Library, and the Donald Horne Building, incorporating the STEM Innovation Lab and Melt Advanced Manufacturing Centre.

Driven by the community's expectations, Council is working with industry and the research sector to maximise emerging opportunities. These partnerships provide education pathways for students, offer collaborative research opportunities with established and emerging industry and facilitate the diversification of the Shire's economy.

- Donald Horne Building
  - MELT Advanced Manufacturing Centre
  - STEM Innovation Lab
- University of Newcastle – Pathways Program, NIER and Hydrogen readiness
- Loxton House Co Working Space
  - Business Incubator – Start Up – Scale Up Program
- Hunter TAFE
- Muswellbrook Library

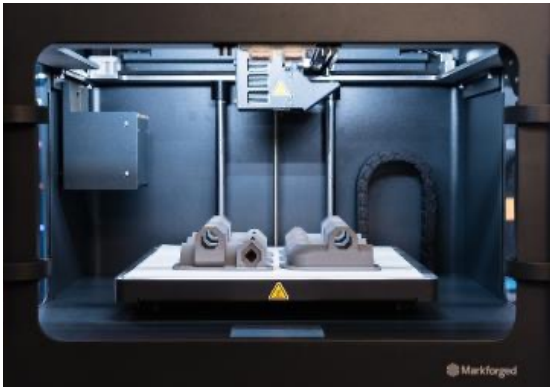


ADVANCED  
MANUFACTURING  
CENTRE

The MELT Advanced Manufacturing Centre provides local businesses and entrepreneurs access to the latest technologies, 3D scanners and metal, fibre and plastic 3D printers among other manufacturing equipment and expertise.

Access to this facility will speed up the design and prototyping process and expedite products to market. By leveraging other activities and relationships with businesses, including AGL's Energy Hub and ETHTEC Hunter Pilot Biorefinery, we will support business scale up and provide real-world testing.

- 10 year agreement – The Melt
- 200m2 advanced manufacturing and prototyping space
- Technical Specialist onsite to help startups, SME and students
- Business and Clean Tech acceleration programs



STEM INNOVATION LAB

The Challenge: Fostering the value of educational attainment

The STEM Innovation Lab and its bespoke STEM programs could have regional reach and measurable impact on other schools and communities if there was further funding to expand the program beyond Muswellbrook Shire.

Focus on STEM

Muswellbrook Shire Council has already invested in a purpose built STEM Innovation Lab that will allow primary and secondary schools to access a range of bespoke STEM programs.

STEM education provides students with the tools and mentorship to develop STEM soft skills like problem solving, critical thinking, teamwork and communication.

STEM education helps prepare our youth to meet the needs of a rapidly changing employment market. Meeting immediate skills gaps and future industry demands and providing opportunities that are not traditionally available in regional areas.

Muswellbrook Shire Council has employed a dedicated STEM teacher to deliver the four focus areas of the STEM Innovation Lab.

“INVESTING IN EDUCATION GIVES GOVERNMENTS POSITIVE PUBLIC RETURNS AT EVERY LEVEL OF EDUCATION, INCLUDING AT THE TERTIARY LEVEL.

HIGH QUALITY EDUCATION AND CARE HAS LONG-TERM SOCIAL AND ECONOMIC BENEFITS, INCLUDING SUPPORTING LEARNING IN LATER GRADES, INCREASING EQUITY AND SOCIAL MOBILITY, AND REDUCING POVERTY.”

**Where**

Muswellbrook is a 'living laboratory' of transition initiatives - including renewable energy, storage and distribution advanced manufacturing, agriculture and knowledge technology.

Cooperated with STEM education and deliver from re-ability, we are embracing opportunities to create jobs. With our partners in government, industry and private enterprise, we are investing in our existing and future workforce through STEM education.

**Primary and secondary schools have access to a purpose-built STEM Innovation Lab in the Hunter Innovation Hub.**

It provides students with the tools and mentorship to develop STEM 'soft' skills like problem solving, critical thinking, teamwork and communication.

We are preparing our young people to meet the needs of a rapidly changing employment market. Meeting immediate skills gaps and future industry demands, and providing opportunities that are not traditionally available in regional areas.

**What**

**THE RESPONSE STEM PROGRAM FOCUSES ON**

**ROBOTICS (MECHATRONICS)**

As the gateway to coding and STEM subjects, robotic activities learn applied knowledge. It's a fun and engaging way to teach a variety of STEM fundamentals and skills using cutting-edge technology.

**AERONAUTICS**

Using aerodynamic STEM disciplines, young students discover the joy of flight while learning the principles of physics, engineering and design. They learn to design, build and test their own aircraft models, developing problem-solving and communication skills.

**COMPUTER AIDED DESIGN (CAD) / MANUFACTURING (CAM)**

Students learn to use computer-aided design (CAD) and computer-aided manufacturing (CAM) software to create 3D models and produce physical parts using 3D printing and CNC machining.

**DESIGN THINKING CHALLENGE (MIND TEAM TASK)**

A design thinking challenge that encourages students to use their creativity and problem-solving skills to develop a solution to a real-world problem. The challenge involves identifying a problem, brainstorming ideas, prototyping a solution, and presenting it to a panel of judges.

**CODING**

An essential skill in the 21st century, coding teaches students to think logically and solve problems. The program introduces students to basic coding concepts using visual programming languages like Scratch and Python.

**How**

**THE STEM INNOVATION LAB FOCUSES ON**

**01 RESPOND TO STEM PROGRAMS**

Tailored and responsive programs to develop soft skills for the jobs of the future and encourage students to access careers in STEM.

**02 CO-TEACHING**

Changing culture and fostering collaboration by providing schools with opportunities to build capacity of their teachers in effectively implementing and sustaining STEM.

**03 COMPETITIONS**

Test, challenge and promote the region by providing students from different schools of the local and state from across, state, and beyond. Students gain confidence, skills, and provide opportunities for students to develop and grow.

**04 INDUSTRY LINKAGES**

Provide job-ready skills, industry expertise and mentorship by linking students to industry opportunities. Participants gain confidence, skills, and provide opportunities for students to develop and grow.

**Aim**

Primary Schools (Y5-6)	Primary and Secondary Schools (Y7-8)	Primary and Secondary Schools (Y9-10)	Secondary (Y11-12)
• Professional development sessions for groups of teachers in the STEM Innovation Lab	• Professional development sessions for groups of teachers in the STEM Innovation Lab	• Professional development sessions for groups of teachers in the STEM Innovation Lab	• Professional development sessions for groups of teachers in the STEM Innovation Lab
• Robotics Challenge	• Robotics Challenge	• Robotics Challenge	• Robotics Challenge
• Coding Challenge	• Coding Challenge	• Coding Challenge	• Coding Challenge
• Design Thinking Challenge	• Design Thinking Challenge	• Design Thinking Challenge	• Design Thinking Challenge
• Career Ready Events	• Career Ready Events	• Career Ready Events	• Career Ready Events

“EDUCATION CONTRIBUTES TO GREATER PRODUCTIVITY AND ECONOMIC GROWTH, AND FOSTERS INNOVATIVE IDEAS LEADING TO MORE AND BETTER JOBS.”

Quotes: Review education policies - education GPS (no date) OECD. Available at: <https://gpseducation.oecd.org/revieweducationpolicies/#?node=41761&filter=all> (Accessed: 22 May 2023).

04 STRATEGIC PLANNING

UNLOCKING THE OPPORTUNITY

There is currently no clear pathway for the future use of mining impacted land to transition to future employment generating land. The objective is to attract new large scale industry to the region and provide future job opportunities to replace existing mining and energy generation jobs.

The issue of future land use is complex, with a number of different state government departments, regulators and community having an interest.

To unlock this opportunity Council is calling for:

- 01 Planning Pathway**  
Certainty of planning process and nimbleness in timing.
- 02 Infrastructure**  
Use of existing mining and transport infrastructure to support the attraction of export capable future industries.
- 03 Authority**  
Coordination of stakeholders, investors, agencies and decision makers at a regional level, leveraging local opportunities and resolving local challenges.
- 04 Industry**  
Precinct approach to fund enabling trunk infrastructure to unlock industrial land and sign off planning approvals.
- 05 Liveability**  
Regionally significant health care and mental health services, housing, retail and recreation.





# STRATEGIC PLANNING RESOURCE REQUIREMENTS

Regional council's are struggling to secure technical expertise and funding to carry out the critical strategic planning work that needs to be undertaken to ensure the future economic and social stability of regional NSW.

State Government has a vested interest in the success of Regional NSW and in supporting the planning direction.

## Muswellbrook Shire Council requires funding to:

- Update the Housing Strategy
- Develop a Rural and Environmental Lands Strategy
- Plan and update water infrastructure
- Investigate the use of mining voids water for Green Hydrogen / water supply
- Implement the actions of the Employment Land Strategy
- Update contributions plans
- Infrastructure Planning
  - develop priority infrastructure plans and asset planning / maintenance
- Biodiversity certification
  - certainty to attract new industry
- Develop an Active Transport Strategy to improve cycleways, footpaths and urban heat reduction



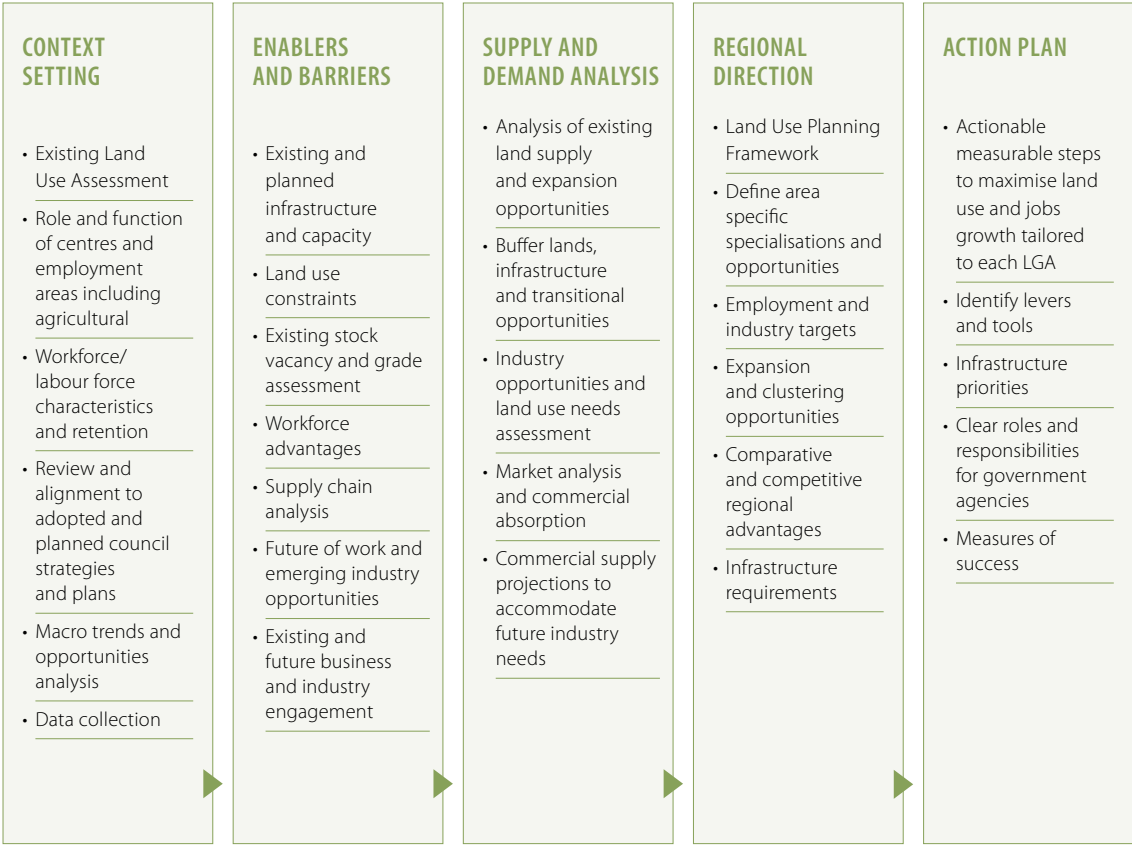
POSITION THE REGION FOR FUTURE INVESTMENT AND PRIORITIES INFRASTRUCTURE

# EMPLOYMENT LAND STRATEGY

Muswellbrook Shire, Singleton Shire, Upper Hunter Shire and Dungog Shire Council's in collaboration with State Government

The strategy will inform each Council's strategic planning documents and economic development strategies.

Objective: Develop an Employment Land Strategy which defines the opportunities for the Upper Hunter Region, identifies key land use and economic actions and measures.



## Regionally the strategy will result in:

- Considered and sequential development and release of industrial land, commercial and retail development, and agricultural and tourism industry growth which meets the needs of business
- Clearly defined pathways for the future use of mining and power station buffer lands
- Leveraging existing competitive advantages and both hard and soft infrastructure assets
- Attracting both private and public investment
- Retaining and growing jobs as the structure of the economy changes
- Positioning the region for opportunities in renewable energy, tourism, agriculture, and advanced manufacturing as well as population serving professions and niche industries
- Improved productivity and innovation
- Supply chain security and identified clustering opportunities
- Increased export capability



# RURAL AND ENVIRONMENTAL LANDS

- Scenic Landscape study to identify key rural and environmental character areas.
- Environmental Lands study to identify areas of significant vegetation, and locations with high potential for establishment of biodiversity corridors.
- Rural and Agricultural Lands Study to identify agricultural land and associated water sources suitable for equine, viticulture and emerging agri-businesses.

# HOUSING STRATEGY

## Infrastructure barriers to delivering housing:

- Transport infrastructure e.g. Bimbadeen intersection
- Sewer – connection and treatment
- Water – upgrade required to water infrastructure

RESIDENTIAL LOTS  
CONSTRUCTED 2020 TO DATE:

EASTBROOK LINKS MUSWELLBROOK  
STAGES 14–18: 170 LOTS

NORTHVIEW ESTATE MUSWELLBROOK  
STAGES 4–7: 150 LOTS

IRONBARK RIDGE  
MUSWELLBROOK: 140 LOTS

DENMAN: 50 LOTS

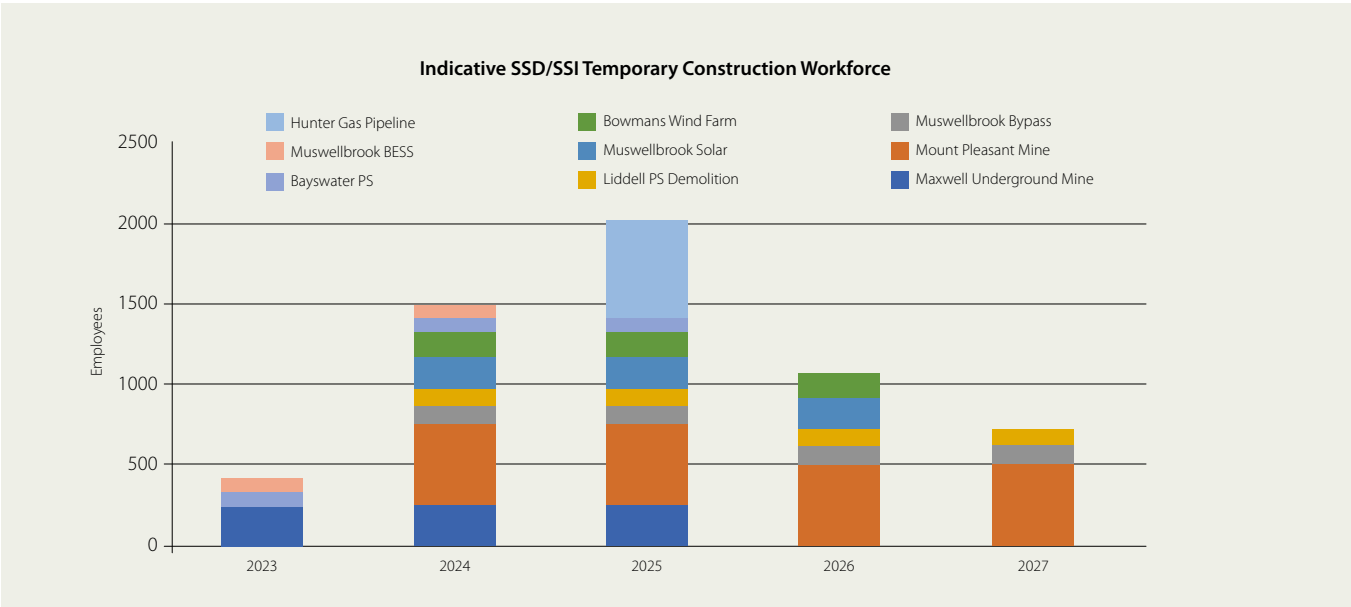




SHORT TERM ACCOMMODATION

Muswellbrook’s critical immediate issue is providing short term accommodation for the thousands of temporary construction workers require to build the following State Significant Developments.

- Muswellbrook Shire Council would like to work with State Government to develop a solution to the short term accommodation issue and provide long term economic benefit to the community.
- Muswellbrook is ideally located 2 hours from Tamworth, 3 hours from Narrabri in the west and 3 hours from Sydney and 2 hours from Newcastle in the East. It is connected via rail to the Newcastle Port and future Inland rail.
- Council owns a strategically important site in South Muswellbrook and other sites and there is an opportunity to use this site as a catalyst to create a Renewable Intermodal Transport Hub similar to Bromelton Transport Hub but focused on delivering a net zero freight network.



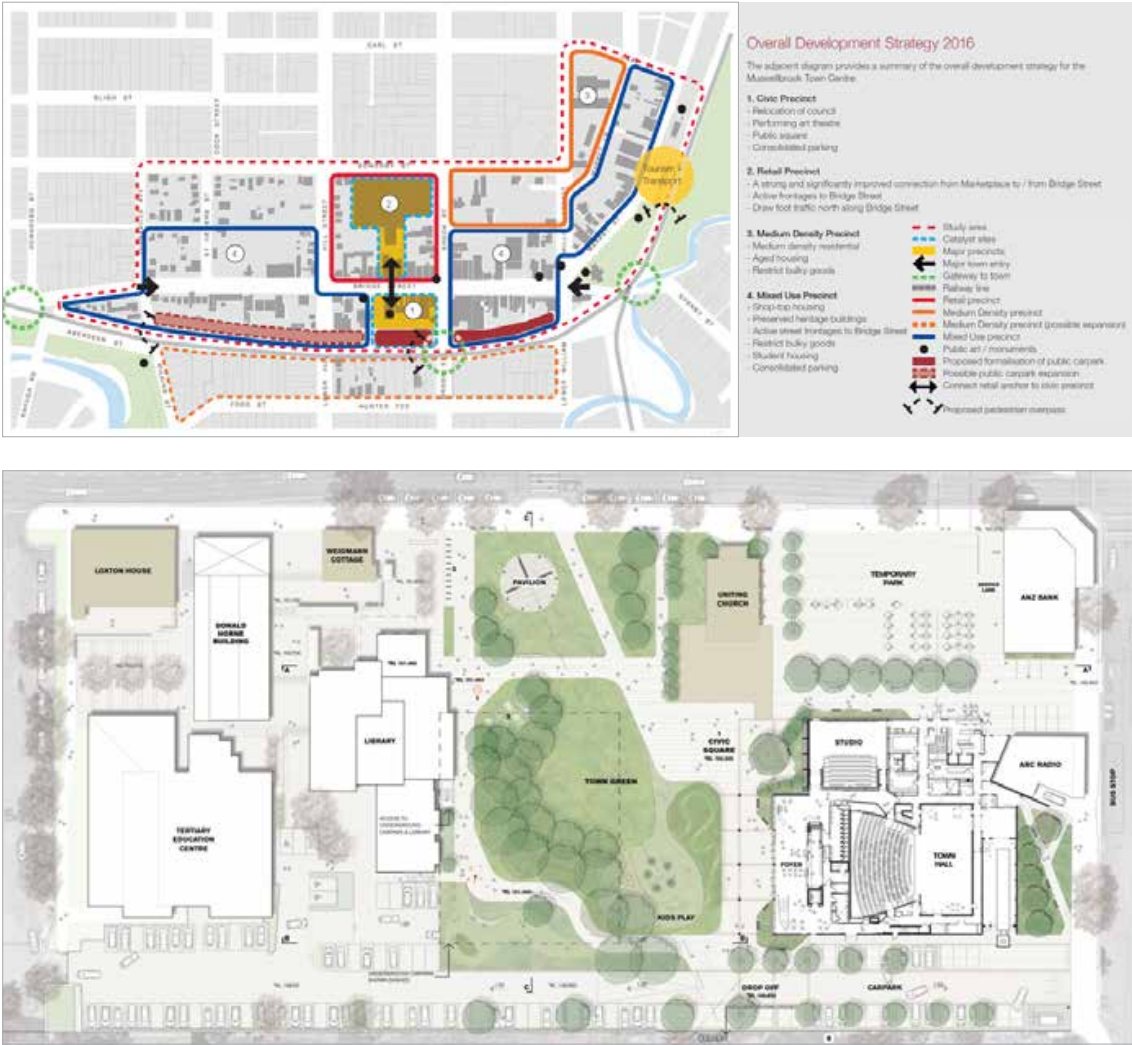
05 MAJOR PROJECTS

THE MUSWELLBROOK TOWN CENTRE

The Muswellbrook Town Centre Strategy was adopted by Council in 2017. It guides Council on the redevelopment of the Muswellbrook Town Centre as a Regional Centre for the Upper Hunter.

Concept designs have been prepared for streetscape improvements. This encompasses the Bridge Street footpaths and pedestrian crossing and laneways to enable a compliant level transition.

A concept has been prepared for the future development of a pocket park and small car park off Brook Street, on land known as 98 – 108 Bridge Street.





TOWN CENTRE – POCKET PARK

The vision is for the Pocket Park (Possum Place), is to contribute meaningfully to the physical, social, “heart” of the Community. It will be designed as a place of community identity, value, pride, and social interaction.

- This would be achieved through the creation of an attractive, safe and engaging public space which can facilitate a range of experiences for gathering, community markets, pop up food vans /services, and passive recreation.
- It is intended that the Pocket Park will play an important role in the formation of a public space network within the Muswellbrook Town Centre, which includes Simpson Park and riparian areas along Muscle Creek and the Hunter River.
- The smaller park will allow for “pauses” in a landscaped setting along the route between these larger open spaces within the town.
- The Pocket Park will be particularly important, as it is located within an area where commercial and educational activities are taking place.

Estimated Cost: \$2.3M expected.



Completion early 2025.



REGIONAL ENTERTAINMENT CENTRE

The Regional Entertainment Centre is the final piece of the town centre to be fully funded.

- Will provide facilities and opportunities for regional communities not previously available, including 400 seat theatre and community studio.
- The proposed community studio is a flexible performance venue for dance schools, theatre groups, and a large meeting space for community groups including a commercial kitchen and amenities to cater for related activities and allow for flexible scheduling of performances alongside the theatre.

Estimated Cost: \$20M part funded expected completion by 2027.





# MUSWELLBROOK REGIONAL ARTS CENTRE

The Muswellbrook Regional Arts Centre presents travelling exhibitions, local exhibitions and three significant art prizes; the Muswellbrook Art Prize and the Mullins Conceptual Photography Prize both promote the gallery on a national scale, the Viola Bromley Art Prize cultivates visual arts for local audiences.

- These acquisitive prizes drive the growth and development of the Muswellbrook Shire Art and the Max Watters Collections.
- The collections comprise more than 1500 works of art and are valued at over \$5.4million.
- Improvements to the housing of the collections in an environmentally controlled manner is essential to protect and preserve this fine and significant collection.
- The reconfiguration of the Muswellbrook Regional Arts Centre will improve participation and access to the Gallery by addressing a number of functional and design objectives.
- The project involves the removal of the existing stainless-steel entry and enclosing part of the existing structure with glazing.
- The project will celebrate the connection to the heritage building and create an additional 80m2 of space for both the Arts Centre (exhibition space and space for workshops, classes, performances, artist talks and other activities) and café and improve visual and physical connections.

**Estimated Cost: \$1.5M unfunded.**

# WOLLOMBI PRECINCT

The objectives of the Wollombi Precinct Plan are to promote and enhance community identity and sense of belonging, provide active and passive recreation opportunities with safety and amenity for all users.

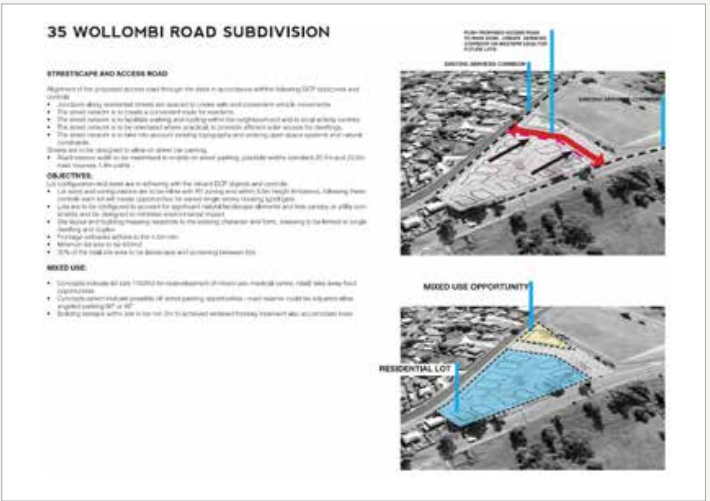
- Wollombi Park is designed to accommodate a wide range of community activities with a primary focus on families and teenagers and is central to residences in the Wollombi Road precinct.
- Stage 4 – Pump track \$480,000 is funded and can be delivered independently.
- The unfunded components of the plan include:
  - New access road and car parking
  - Multipurpose playing court areas



- Basketball court and murals
- Adventure Playground
- Picnic shelters and BBQs
- Pedestrian paths and lighting
- Avenue and park tree plantings, and bush regeneration

- Oval and irrigation
- Public amenities
- Parkour facility

**Estimated Cost: \$10.1M unfunded.**



# 35 WOLLOMBI ROAD SUBDIVISION

There is a opportunity to improve access to services, public transport and safety by providing high quality public and low cost housing.



# RESOURCE, RECOVERY AND RECYCLING PRECINCT

Muswellbrook Shire is taking a leadership role on waste and recycling issues. It is collaborating with other Hunter councils to develop a regional response to leverage waste and recycling opportunities and will continue to advocate for improved service delivery and better outcomes for the environment.

In line with government legislation, council is preparing for the introduction of Food Organics Garden Organics (FOGO) and seeking expressions of interest to manage the FOGO waste.

To facilitate improved waste services, Council is committed to the construction of a Community Infrastructure Depot facility including administration, stores, and workshop and associated infrastructure. The facility is located at the Muswellbrook Waste Management Facility as part of an integrated circular economy precinct for resource recovery and recycling.

The integration of a consolidated Community Infrastructure Depot with the Muswellbrook Waste Management Facility will ensure efficient, effective, and innovative reuse of waste resources for the construction, maintenance and operation of community infrastructure and services.

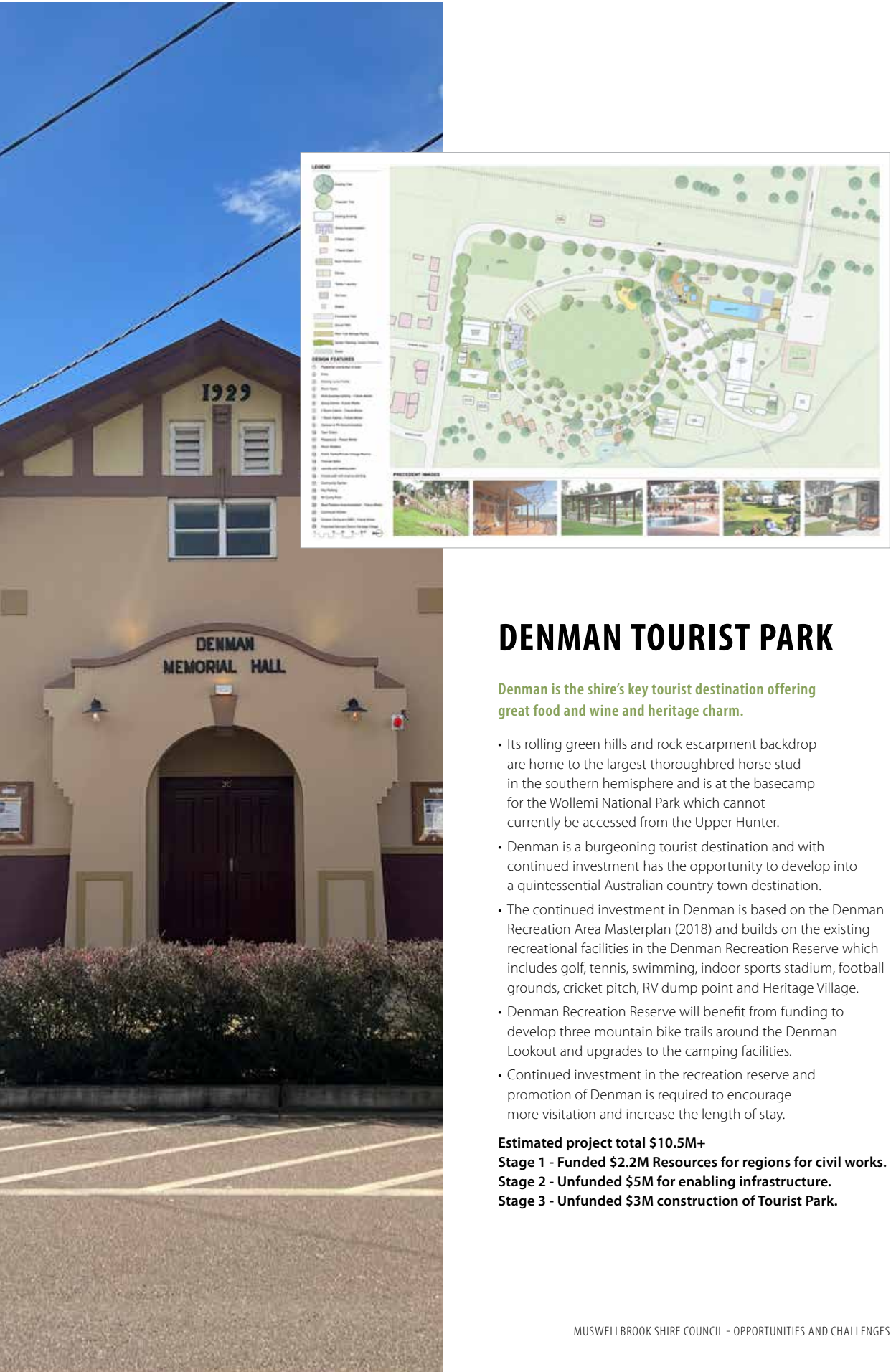
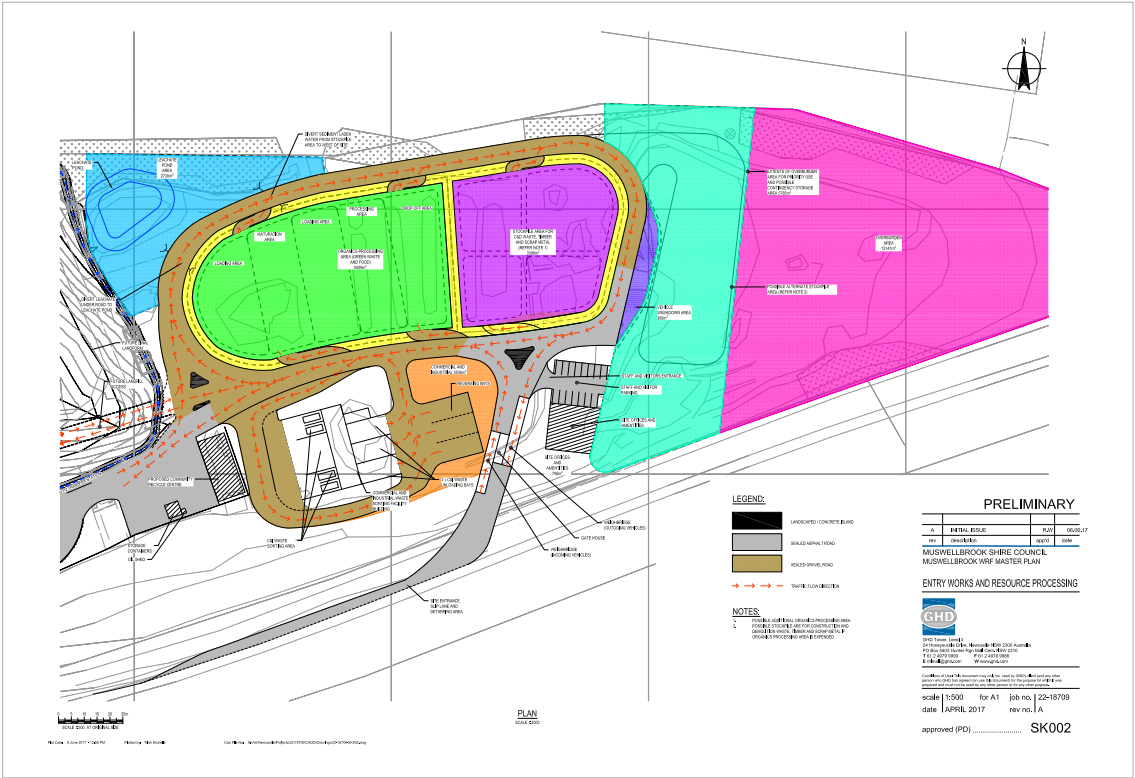
The project will see approximately 1150 sqm of building/ additional associated infrastructure accommodating a range of

technical/professional/administrative/operational staff across Council's community infrastructure operations including waste management, water, wastewater networks, civil, and parks/gardens.

The contribution of the Community Infrastructure Depot will provide the critical demand part of the circular economy precinct dedicated to resource recovery/recycling. Recycling operations will include but not limited to reuse of roadbase material, brick/ building rubble for road subgrades, green waste for mulch and composted soil in parks/ gardens, recycled water/stormwater, and trialling new approaches to reduce waste and increase recycling.

We are also seeking funding commitment to deliver recycling infrastructure and for 100% of the waste levy to be returned to local governments for community waste minimisation and recycling programs.

**Estimated Cost: \$8M**  
**Partial funding: \$3.2M**



## DENMAN TOURIST PARK

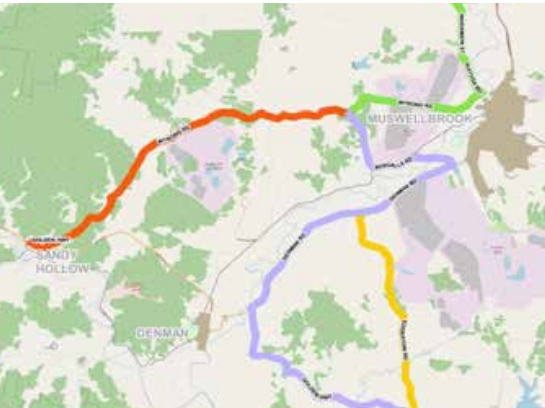
Denman is the shire's key tourist destination offering great food and wine and heritage charm.

- Its rolling green hills and rock escarpment backdrop are home to the largest thoroughbred horse stud in the southern hemisphere and is at the basecamp for the Wollemi National Park which cannot currently be accessed from the Upper Hunter.
- Denman is a burgeoning tourist destination and with continued investment has the opportunity to develop into a quintessential Australian country town destination.
- The continued investment in Denman is based on the Denman Recreation Area Masterplan (2018) and builds on the existing recreational facilities in the Denman Recreation Reserve which includes golf, tennis, swimming, indoor sports stadium, football grounds, cricket pitch, RV dump point and Heritage Village.
- Denman Recreation Reserve will benefit from funding to develop three mountain bike trails around the Denman Lookout and upgrades to the camping facilities.
- Continued investment in the recreation reserve and promotion of Denman is required to encourage more visitation and increase the length of stay.

**Estimated project total \$10.5M+**  
**Stage 1 - Funded \$2.2M Resources for regions for civil works.**  
**Stage 2 - Unfunded \$5M for enabling infrastructure.**  
**Stage 3 - Unfunded \$3M construction of Tourist Park.**

06

STATE GOVERNMENT PRIORITIES



MUSWELLBROOK BYPASS

State and Federal governments have committed \$340 million to deliver the Muswellbrook Bypass. This project has been several years in planning and once complete will reduce travel times, freight efficiency and improve road safety.

- The New England Highway carries between 11,000 to 20,000 vehicles through Muswellbrook each day, with approximately 13 per cent of those movements being heavy vehicles.
- The investment in this critical transport infrastructure will result in improved liveability for the town but we need to plan for how visitors and passers-by continue to visit the town.
- The bypass will result in improved street amenity, reduced on-street traffic noise and reduced impact on roads from heavy vehicle movements which will lead to the following opportunities for Muswellbrook:
  - New entry statements
  - Access to Muswellbrook Coal site for future industrial uses
  - On street outdoor dining experiences
  - Town centre beautification works
  - Improved public art and wayfinding

RENEWABLE ENERGY ZONES

Muswellbrook is a pinch point in the activation of NSW Renewable Energy Zones (REZ) to secure wholesale energy supply and support NSW and Australia’s net-zero ambitions.

- Oversized wind and solar REZ infrastructure is required to travel from NSW ports to the REZ using Muswellbrook Shire’s local roads. An upgrade of Wybong and Kayuga Roads to state standard is required until a new crossing of the Hunter River at Denman permits movements to Central West Orana and the Bypass permits movements to New England Renewable Energy Zones.
- These traffic movements will impact road infrastructure, community safety and Council resources.
- We are requesting to enter into an agreement with State Government to undertake the repair and maintenance of impacted local roads or find alternative transport route options.
- State Government needs to take ownership of these local roads:
  - Thomas Mitchell Drive
  - Kayuga Road
  - Bylong Valley Way
  - Bell and Victoria Streets
  - Wybong Valley Way
  - Bengalla Link Road
- 2,265approx. Over Size Over Mass (OSOM) (blade) movements proposed through the Muswellbrook LGA to Central West-Orana REZ.
- Use of is a constraint caused by the Denman Road bridge crossing of the Hunter River (height limit restricted) and the Muswellbrook Railway underpass.





## COAL ROAD

The second bypass exit will join Coal Road and be the main entrance to the centre of Muswellbrook.

- Coal Road is designated as a local road.
- Preferred route options for the link road between the Coal Road exit from the new bypass to the Muswellbrook CBD have been considered with the preferred route – Option A being presented and endorsed by Council.
- Further detailed design on the preferred route option is required to refine alignment and finalise costings.
- Council has not budgeted for, nor could cover the cost of, the infrastructure required to construct the road as the main entrance to Muswellbrook CBD.
- In the lengthy planning for the bypass there has been strong advocacy from emergency services to have direct access to the centre of town and the 9km bypass to attend accidents and incidents on the highway.
- Emergency services planning for new facilities has taken in to account future access to the highway and has planned their new infrastructure to benefit from the bypass including the hospital expansion and new fire station.
- The exit and link road will facilitate access to Council's Waste Transfer Station to provide regional services directly from the highway.



## BIMBADEEN DRIVE INTERSECTION

Delivering housing in regional areas is a key priority for the State and Council.

- To unlock key residential subdivisions in East Brook Links and Iron Bark Ridge, approx. 1200 lots, in accordance with the adopted housing strategy, the construction of an intersection at Bimbadeen Drive and New England Highway is required to enable the release of land for housing.
- TfNSW seeking traffic signals - this is a state road.



## PUBLIC TRANSPORT

Access to reliable and frequent public transport is a critical enabler to improve access to education and training, services and employment for our community.

- The current train timetable has one passenger service and it is unreliable.
- We are seeking commitment to permanently fund an increased level of service, especially increased frequency of train services to provide enhanced links from Muswellbrook and Scone to Newcastle and the Lower Hunter. One goal is for Upper Hunter students to be able to access tertiary education in Newcastle while continuing to live in the Upper Hunter.







## SANDY HOLLOW PIPELINE

Working with NSW Government to plan and secure funding to construct a pipeline from Denman Water Treatment Plant to Sandy Hollow.

- The upgrade of the Denman Water treatment plant will increase capacity and enhance the plant's, ability to produce high quality potable water consistent with NSW Health requirements.
- Will facilitate growing industrial and residential development.
- The project is ready to proceed with detailed costing prepared in late 2022.
- Once full funding is secured there is an 18 month construction period.
- Possible future extension to Merriwa to enhance water security for the western sector of Muswellbrook and Upper Hunter Shires.
- Part funded.



## GLENBAWN DAM TO MUSWELLBROOK PIPELINE

The Glenbawn to Muswellbrook pipeline and water treatment plant is a collaborative project between Muswellbrook Shire and Upper Hunter Shire Council's.

- The pipeline will connect the Glenbawn Dam to the Muswellbrook Reservoir to ensure a secure water allocation for Scone, Aberdeen, Muswellbrook and other communities.
- The project proposes to construct a new Water Treatment Plant at Brushy Hill in the Upper Hunter Shire to provide high quality potable water which meets the NSW Health guidelines.
- The joint water treatment plant will be scalable to accommodate future residential and industrial growth across the Muswellbrook and Upper Hunter Shires.
- Since 1983 Upper Hunter Shire has been planning to upgrade their water treatment plant and have purchased land on Gundy Road to facilitate this. However, a new joint facility would have positive benefits for both Shires and reduce operating costs over the long term.
- Given the labour shortages in the region, reducing the need to duplicate operational staff is a clear advantage with the Muswellbrook Shire having existing skilled operational staff and proven ability to deliver clean safe water to the community.
- Estimated cost \$50M unfunded.







# MUSWELLBROOK HOSPITAL

The NSW Government committed \$45 million to redevelop the Muswellbrook Hospital.

Since this time construction costs have escalated and Stage 3 is no longer fully funded.

Muswellbrook Hospital serves a large regional population and is developing as a first-class district hospital.

Stage 3 focuses on consolidating all acute clinical services into one building, a new 26-bed inpatient unit, two palliative care beds, a four-bed maternity unit and two birthing suites.

## Benefits

The project will:

- Enable contemporary models of care and facilitate efficient, digitally enabled and sustainable service delivery
- Consolidate maternity services to ensure the best care for local mothers and their babies
- Enhance and provide culturally inclusive, patient, family and carer centred facilities to meet the health needs of the community now, and into the future.

## Scope

This project includes:

- Relocating maternity and inpatient units into the main hospital facility which will consolidate all acute clinical services into one building
- Fitting out existing shell space with a new operating suite
- Relocating the central sterilising services department into a refurbished space
- New staff accommodation on the hospital campus
- Relocating and refurbishing community health into the main hospital building.

## Staffing

Council has identified a number of healthcare needs for the community, including but not limited to, GP services, maternity, obstetric and paediatric facilities and adult and youth mental health services.

## Mental Health Services

Increased mental health services would provide vital support for young people in Muswellbrook who are experiencing difficulties, or have concerns about drug and alcohol use, mental and physical wellbeing, and sexual health.

Our community's livelihood will be impacted by mine and powerplant closures which will result in job losses and addition stress on local families and mental wellbeing. This is the greatest mental health challenge facing our community which we are under resourced and serviced to deal with.



“MUSWELLBROOK HOSPITAL UPGRADE AND IMPROVED MATERNITY SERVICES IS WONDERFUL BUT IT WON’T BE ANY GOOD WITHOUT A WORKFORCE TO OPERATE IT.

MUSWELLBROOK SHIRE HAS A MEDICAL WORKFORCE SHORTAGE AND MUST REMAIN A HIGH PRIORITY AREA UNDER THE DISTRIBUTION PRIORITY AREA (DPA) FOR GENERAL PRACTITIONERS AND OBSTETRICIANS AND BE ELIGIBLE FOR VISITING MEDICAL OFFICERS (VMO’S). THE DPA STATUS FOR GP’S IS UPDATED EVERY YEAR.

IN 2021 AFTER MUCH LOBBYING, MUSWELLBROOK SHIRE MOVED TO HIGH PRIORITY. WE NEED TO RETAIN A HIGH PRIORITY RATING UNTIL THE CRITICAL SHORTAGE OF MEDICAL STAFF IS ADDRESSED.”

MAYOR STEVE REYNOLDS







muswellbrook  
shire council

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**10.5.2. Economic Development Update December 2023**

<b>Attachments:</b>	Nil
<b>Responsible Officer:</b>	Shaelee Welchman - Director - Community & Economy
<b>Author:</b>	Paige Heusler (Administration Officer), Matthew Leman (Innovation Co-ordinator), Fiona Wilton (Economic Development Officer)
<b>Community Plan Issue:</b>	<i>1 - Economic Prosperity</i>
<b>Community Plan Goal:</b>	<i>A dynamic local economy with full employment for current and future residents in a diverse range of high value industries.</i>
<b>Community Plan Strategy:</b>	<ul style="list-style-type: none"><li>1.1.1 - Facilitate the expansion of and establishment of new industries and business.</li><li>1.2.1 - Facilitate the diversification of the Shire's economy and support growth of existing industry and business enterprise.</li><li>1.3.1 - Advocate to maintain the Hunter TAFE Campus and advocate to activate the University of Newcastle Campus.</li><li>1.4.2 - Advocate for increased medical services in the Shire.</li><li>1.1.1.3 - Collaboratively progress investment, infrastructure and industry opportunities for the Region.</li><li>1.1.1.4 - Deliver the Welcome Concierge Pilot in partnerships with Regional NSW.</li><li>1.2.1.1 - Deliver programs and activities in the Hunter Innovation Precinct as an Exemplar economic diversification initiative for the region.</li><li>1.2.1.3 - Progress opportunities to grow the visitor economy.</li></ul>

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**PURPOSE**

To inform Council of Economic Development programs and activities for the past quarter and significant actions planned.

**OFFICER'S RECOMMENDATION**

Council notes the information contained in the report.

**Moved:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_





## BACKGROUND

Muswellbrook Shire Council is investing in a number of initiatives and projects to support economic diversification and resilience in Muswellbrook Shire as the economy changes and evolves.

## CONSULTATION

Consultation has occurred with the Economic Development team, the Melt, and various other internal and external stakeholders.

## REPORT

### The Welcome Experience

Halfway through the pilot program, The Welcome Experience is demonstrating its true value. Local government agencies are fostering solid connections with Council, engaging in collaboration, and applying strategic thinking to address pressing issues.

The Department of Regional NSW is pleased with the positive local press and supportive initiatives for not-for-profits and small businesses emerging from the program. They are considering involving Council in advocating for a local connections-based app, aligning with planned mixer and singles events to connect locals and newcomers.

However, challenges persist, notably the lack of housing and childcare options, hindering relocation to the region, with only two families enrolled out of 20, mainly due to job types and housing scarcity. Most people on the program are single women under 30. Among these individuals, the majority are commuting to Newcastle and other towns during their days off. This situation presents a challenge as they remain less engaged with the community, and the likelihood of retaining them after their contract ends diminishes.

Efforts are underway to engage the 20-35 age group with weekend events and workshops, addressing feedback about limited weekend activities. Collaboration with local groups aims to create enticing "come and try" opportunities, fostering community involvement and retention.

### The Modern Manufacturing Commissioner

The Modern Manufacturing Commissioner, Lisa Emerson, visited Muswellbrook Shire on Monday 16 and Tuesday 17 October 2023, with a jammed packed agenda. The Commissioner's visit commenced at the Donald Horne Building with a formal welcome by Mayor Steve Reynolds and General Manager Derek Finnigan.

The Commissioner provided a presentation with the following key take aways:

- The Commissioner and Office is specifically focused on advocating for and supporting domestic NSW manufacturers.
- Manufacturing in Australia has been in decline over the last 20 years.
- NSW remains Australia's largest manufacturing state.
- NSW manufacturing exports comprise 18% of the State's total exports.
- The top 5 challenges are procurement, supply chain, skills and training, grants, and planning.
- The emerging opportunities for the economy to increase in productivity, exports, and jobs (including smarter jobs) are advanced materials, electronics, modern manufacturing materials for construction, agriproducts, rolling stock, sovereign and clean economy supply chains.



- Making it in NSW – Modern Manufacturing Awareness Campaign  
<https://www.investment.nsw.gov.au/innovation/modern-manufacturing/> .

The Commissioner visited Two Rivers Winery, Idemitsu's Muswellbrook Clean Industries Precinct, Beacon Automation, and the AGL Hunter Energy Hub.

Unfortunately, the Commissioners role has since been terminated.

### **Hunter Net Future Leaders Program**

In April 2023, the HunterNet Future Leaders Program (FLP) cohort for 2023 started their journey with a case study and deep dive into the challenges and opportunities facing the Upper Hunter. All of this hard work culminated on Thursday 26 October 2023, with the final judging of the group reports and award ceremony in Newcastle. The Director of Community and Economy was part of the judging panel.

The aim of the FLP is to equip aspiring industry talent with the skills, contacts, and confidence they need for future success. Through the process they were exposed to industry-leading presenters, cross-functional networks, and a competitive scenario-based project experience that developed both critical and soft skills and, most of all, formed them as strong teams.

We are looking forward to being increasingly involved and bringing this great opportunity to our businesses and future leaders.

### **Hunter Circular Economy Workshop**

The Hunter JO hosted a Hunter Circular economy workshop in Newcastle on 26 October 2023 where we learnt about the latest industry trends and met local businesses showcasing their innovations in the circular economy. Mayor Kay Fraser of Lake Macquarie launched the new Hunter Circular Economy website to be the platform to enable cross sector collaboration and build awareness of circular economy initiatives happening in our region. <https://www.huntercircular.com.au/>.

### **Mangoola Coal (Glencore) CCC Meeting**

The Donald Horne Building hosted the Mangoola Coal (Glencore) Community Consultative Committee Meeting on 14 November 2023. The Community Consultative Committee Members enjoyed a tour of the Melt Modern Manufacturing Centre, facilitated by Brett Thomas and Iain Yule. The purpose of the Community Consultative Committee (CCC) is to provide a forum for open discussion between Mangoola Open Cut Representatives, the community, Council, and other stakeholders on issues directly relating to the mine's operation (including the Mangoola Coal Continued Operations Project) and environmental matters.

### **Community Improvement District (CID) Pilot Program**

On Tuesday 28 November 2023, Council submitted an application for funding of \$400,000 under the NSW Government's Community Improvement District (CID) Pilot Program to contribute to the activation of the Hunter Innovation Precinct. The CID Pilot Program is a \$2.75 million grant program and Council's application included non-physical interventions (such as partnerships and collaboration, branding, and smart technology) which need to commence from May 2024, and physical interventions which need to commence between September 2024 and April 2025.

### **STEM Innovation Lab Update**

The STEM Innovation Lab was once again buzzing with creativity, curiosity, and collaboration as it played host to a series of wonderful series of events in its second term of operation.

This included School Students, Teachers, Industry Champions, and the Community.

**STEM Challenge Day**

Students from Singleton, Muswellbrook, Aberdeen, and Scone participated in a STEM Challenge Day (which had a focus on girls in STEM).

The challenge was to come up with a STEM based solution to the following question: “Why are people afraid of the dark; a STEM view of helping create safer spaces.”

Students developed their unique proposals through several key stages: Ideation, Problem Solving, and The Pitch of their ideas.

Students had the opportunity to listen to career talks from Defence and defence industries as part of the Pathways to Defence Industry Careers program. This also included a Q&A Session that generated a lot of interest and discussion from students.

The day was facilitated by Amelia Munday (Tech Girls Foundation) and organized by Chris Tola and Brodie McNaughton from Regional Development Australia (RDA) Hunter and the ME Program. Council’s Innovation Coordinator, Matthew Leman, was part of the judging panel for final team pitches.

The winning school was Muswellbrook High School and their creative solution named “Glow Up”. The school secured themselves a substantial cash prize, with the support of RDA Hunter, to go towards STEM Resources in their school.

**Careers Expo 2023**

The Hunter Innovation Precinct courtyard was home to the Inaugural Muswellbrook Shire Council Careers Expo. This event was a unique opportunity for employees, employment agencies, and educational institutions to connect with job seekers and students. There were 18 exhibitors, including Bengalla, BHP, Community Corrections, Complete Staff Solutions, Defence Force, DreamPath, University of Newcastle, Hunter New England Health, HVTC, NSW Police, Programmed Skilled Workforce, Protech, Malabar Resources, TAFE, Training Services NSW, Warburton Real Estate, and Yancoal.

The day was attended by over 140 Year 10 and 11 students from St Joseph’s High School Aberdeen, Muswellbrook High School, and Pacific Brook School. It was great to see the interactions between students and exhibitors as they explored possible career paths together.

**School Group Visits**

Engagement with the STEM Innovation Lab programs continues to grow. Over 260 students from St James Primary School, Muswellbrook Public School, Muswellbrook South Public School, Polly Farmer, and Muswellbrook High School have engaged in programs over the quarter.

Students spent their time learning about Mechatronics and Coding using our Sphero Robots. Through play and a Dart board Challenge, students were also developing STEM Soft Skills in problem solving, communication, teamwork, and resilience.

Positive feedback on the STEM Innovation Lab is being received.

**The Melt Modern Manufacturing Centre****The Melt ENGAGE Program**

- The Melt ENGAGE Program was hosted in the latter part of Q3 2023 and follow up activities with participants continued into Q4 2023. The Melt is nurturing development with the ambition of eventually attracting a subset of the program participants to the Muswellbrook LGA. Eg:- Orbilift – submitted an application for Toyota’s Global Accelerator Program - Mobility Net-Zero vertical.
- Initial preparation activities have commenced for the next The Melt ENGAGE Program which is expected to be delivered in May 2024.



### **The Melt NOVA Program**

- The Melt NOVA Program is ongoing. The program assists scaleup companies in the following key areas; Life Cycle Assessment (LCA), Business Case Development, Enterprise Sales Training and Productioneering. Participants include MGA Thermal, Allegro, Refilled, Endua, Aquaculture. The aim is to eventually attract a subset of businesses to establish a presence in Muswellbrook Shire. For example:
  - Refilled - The Melt is currently preparing an LCA and Business Case for submission to AGL to explore the installation of the drink dispenser. The Refiller removes plastic bottles from the supply chain and provides healthier, cheaper, and customisable hydration options. The Melt sees huge climate and WHS benefits for corporate adoption of the Refiller throughout the Muswellbrook LGA. Melt Ventures made a significant investment into Refilled to assist with their development and growth.
  - Aquacultr - had previous discussions with AGL and a local indigenous group about the potential for creating a sustainable Barramundi farm onsite. The Melt is assisting Aquacultr with the creation of a Business Case to present to AGL and other corporate farming entities in the Hunter for further consideration. Melt Ventures is also considering providing investment.

### **Operational Technology Training**

Engagement continued with Glencore regarding the development and delivery of “Operational Technology” training capability to be conducted in Muswellbrook. The concept was presented to Glencore Executive by the Mangoola team, and is gathering national interest from other Glencore sites.

### **The Melt Community & Engagement Activities**

#### Facilitated Tours of the Melt Modern Manufacturing Centre

- Representatives from Boundless, which is the philanthropic venture of Mike Cannon-Brookes, one of Australia’s preeminent tech entrepreneurs.
- Hunter Innovation Festival’s Inaugural Muswellbrook Roadshow event held on 9 October 2023.
- NSW Modern Manufacturing Commissioner.
- Hosted RDA tour as part of the Tech Girls Foundation Innovation Workshop on 18 October 2023, and provided a deep dive into modern manufacturing and how prototypes are created and brought to life.
- Mining Affected Councils Alliance Council Representatives on 1 November.
- Careers Expo participants and employer representatives on 9 November.
- Hosted Mangoola (Glencore) Community Consultative Committee tour on 14 November.

#### Activities / Events

- Presented “Unlocking IP and Prioritising R&D – The Key to Business Sustainability” at the Hunter Innovation Festival’s “Innovators Roadshow @ Muswellbrook – Innovation for Regional Businesses” event held on 9 October.
- Brett Thomas – Director and COO, The Melt, appeared on fintech entrepreneur Mark Bouris’ “The Mentor” Podcast recorded in Sydney on 11 October. The podcast series has 60,000 subscribers. The content of discussion was largely based around activities in the Hunter.
- Hosted a 2-day visit by Lisa Emerson, NSW Modern Manufacturing Commissioner on 16 and 17 October.
- Brett Thomas was a speaker at the Hunter Innovation Festival promoting “The Future of Startup Entrepreneurial Programs”, promoting regional entrepreneurship and supporting startups/scaleups on 19 October. Over 400 delegates attended the festival.



- Ongoing participation in the Hunter Innovation Festival Summit with a select number of influential community members. Spoke about The Melt Modern Manufacturing Centre and the active processes that MSC are undergoing to promote the Circular Economy, Advanced Manufacturing, and Clean Energy in the region.
- Attended Council's Careers Expo on 9 November, whereby Iain Yule was the MC for the expert panel discussion which created a discussion environment for the guest community presenters to walk through their career journey.
- Brett Thomas was a speaker at the Tank Stream Labs Startup to Scaleup (S2S) Summit in Sydney on 16 November, promoting Muswellbrook as the best regional area for founders to grow. Over 500 participants attended the Summit.
- Site visit to Idemitsu - Muswellbrook Coal for a tour and presentation on their plans for the future use of the site.
- Site visit to Resourceful Living in Kurri Kurri. First-hand view of how they run their recycled plastics enterprise.
- Attended the Muswellbrook Chamber of Commerce small business workshops focusing on ISO standards and how to remain compliant.
- The Melt applied for the MSC Scaleup Hub and STEM Mobile Business Case tender in October.
- Further discussions with Matthew Chaina - 'The Hommus Man'. Looking to create authentic hommus. Discussion around commercial kitchen access and chickpea supply and farming.
- Further discussions with Tom Polden, Master of City Planning student at UNSW, writing a thesis on the future of industries in the Upper Hunter Region. Project titled 'Towns After Mining: Planning for Deindustrialisation in the Hunter Valley'. The project is being conducted under the supervision of Bill Randolph as part of PLAN7149 Planning Thesis. The aim of the student project is to explore the implications of deindustrialisation for urban planning in the Hunter Valley Region of NSW, with a focus on the impacts of future coal mine closures.
- Liaising with Stuart Wright, Engineering and Development Manager with Banlaw Engineering. Regarding Modern Manufacturing Centre access and for commissioned work.
- Tara Smith, Muswellbrook High School (MHS) Community Liaison Officer. Invite to participate in the MHS Industry Breakfast.
- Hosted first work experience student.
- Discussion with Rob Harris, Muswellbrook Probus Club. Enquiry regarding the facility and community access.
- Attended the Muswellbrook Chamber of Commerce monthly breakfast meeting, hosted by Red Door Kitchen.
- Further discussions with CB Tech regarding provision of bilateral metal 3D printing Support.
- Meeting with Kurri Kurri Rotary regarding provision of 3D printing support.
- Discussions with Central Innovation and Dassault Systems regarding the creation of at least 2 "Design for Manufacture" workshops/product showcases to be scheduled in 2024 using The Melt Modern Manufacturing Centre.
- Brett Thomas promoted The Melt Modern Manufacturing Centre via Hunter based Tech Ready People Podcast.
- Attended the Hunter Manufacturing Awards which included appreciative acknowledgment





during the opening address of The Melt Modern Manufacturing Centre and STEM Innovation Lab for hosting their first promotional event earlier in the year.

### **Initial Discovery Sessions**

- Initial Discovery Sessions were conducted with local entrepreneurs Branden and Leigh Bates regarding their concept for creating an advanced, high efficiency vacuum design targeted to the floor sanding industry with cross over to other dry power extraction, including cement.
- Initial Discovery Session was conducted with the owner of The Bike Kennel in Singleton. Potential MMC Member with a mountain bike chain cleaning innovation.

### **Equipment Commissioning**

- CNC lathe training.
- Two days CNC lathe induction with Hare and Forbes specialist trainer.
- CNC machining centre start up procedures video created.
- Tool crib set up.
- CNC machining G-code creation.
- Tool G-code fine tuning.
- Welding curtains installed.
- Markforged Metal X 3D Metal Printer.
- Sinter furnace gas connected.
- TIG welding facility.
- Deep dive into 3D printing - types, applications, limitations.
- Profilium components to extend the welding screen for safety purposes.
- Doosan CNC Lathe activities.
- Tag and Test completed.
- Intermec exhaust fit out.
- Metal X Wash Station exhaust connection.
- Metal X Sinter Oven exhaust connection.
- Laser Cutter exhaust calibrated to suit demand.
- Laser cutter fine tuning in Smartburn software.
- Exhaust System Nederam arms fit out scoping.



### 10.5.3. Report on Council Grant Funding and Community Engagement

<b>Attachments:</b>	Nil
<b>Responsible Officer:</b>	Shaelee Welchman - Director - Community & Economy
<b>Author:</b>	Ivan Skaines (Grants and Community Engagement Officer)
<b>Community Plan Issue:</b>	6 - Community Leadership
<b>Community Plan Goal:</b>	Collaborative and responsive leadership that meets the expectations and anticipates the needs of the community.
<b>Community Plan Strategy:</b>	6.2.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.

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#### 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 and endorses the following:

1. Apply for funding to stage a "come and try sports day" at Olympic Park in January or February 2025 under the Australian Sports Commission Play Well Participation Grant Program;
2. Re-submit a previously unsuccessful application for a flip screen for use at Council's waste facility under the NSW EPA Local Government Waste Solutions Fund Round 2;
3. Apply for up to \$150,000 under the NSW Open Streets Program to assist with the staging of a Wine, Food, and Film themed event in Denman in October this year; and
4. Council's Community Grants program to re-open for applications on Thursday, 29 February 2024 and close on Friday, 29 March 2024.

**Moved:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_

#### BACKGROUND

Council has been successful in obtaining grants which have been decided via competitive applications, and continues to receive grant allocations from both State and Federal government sources for which Council nominates appropriate projects for funding.

#### CONSULTATION

Grant applications are aligned to projects identified by the Muswellbrook Shire 2022-2026 Delivery Program and are prepared in consultation with the Council's senior managers, and key staff in relevant sections. Councillors are regularly consulted regarding grant applications via the Grants Advisory Committee.



## REPORT

### Grant Applications Recently Announced

- Muswellbrook Shire Council has been successful in progressing to the final application stage of the Community Improvement District (CID) Pilot Program for Council's project titled Activating the Hunter Innovation Precinct in Muswellbrook. Applications close Tuesday, 27 February 2024.

### Unsuccessful Grant and Other Applications

- Council's application for the Create NSW Project Funding for Organisations (Round 1) 2023/24 for the development of a stand-alone website for the Muswellbrook Regional Arts Centre was unsuccessful;
- Council's expression of interest to participate in the Australian Government's next round of the National Water Grid funding program for the Denman to Sandy Hollow pipeline was unsuccessful; and
- Council has been notified that the Expression of Interest for funding for a detention basin at Karoola Park under Disaster Recovery Fund Round 2 is not progressing to full application stage.

### Grant Applications Recently Submitted

Since the December Council 2023 Ordinary Council meeting, Council has submitted the following applications:

- funding for the upgrade of Thomas Mitchell Drive under the Commonwealth Heavy Vehicle Safety and Productivity Program. The total cost of the project is \$3,000,470, and Council is applying for funding of \$2,400,376 (80% of the project cost).
- funding of \$8,601,800 under the Commonwealth Growing Regions Program Round 1 for the shortfall in the Denman to Sandy Hollow Pipeline project.

### Upcoming Grant and Funding Opportunities

- **Annual funding for arts and cultural organisations, including local government authorities**, supports innovation, vibrancy, and creativity within the NSW arts and cultural sector. Annual funding for organisations is provided to support arts and cultural organisations, local government authorities, and service organisations to deliver arts and cultural activities throughout a single calendar or financial year, and has the following objectives:
  - deliver a dynamic and diverse range of arts and cultural experiences to communities across NSW;
  - contribute to the development of a vibrant and accessible arts and cultural sector; and
  - support the employment and development of professional NSW-based artists and arts/cultural workers (including museum workers).

The program is funded and administered by Create NSW. Grants of up to \$200,000 are available, and applications close **Monday, 19 February 2024**. Council staff are considering options for this funding opportunity, including re-submitting previously unsuccessful grant applications.

- **Funding for organisations (and local government authority) projects** supports innovation, vibrancy, and creativity within the NSW arts and cultural sector, and has the following objectives:
  - deliver a dynamic and diverse range of arts and cultural experiences to communities



across NSW;

- contribute to the development of a vibrant and accessible arts and cultural sector; and
- support the employment and development of professional NSW-based artists and arts/cultural workers (including museum workers).

The program is also funded and administered by Create NSW, and grants of up to \$60,000 are available. Applications close **Monday, 19 February 2024**. Council staff are considering options for this funding opportunity, including re-submitting previously unsuccessful grant applications.

- The **Safe and Secure Water Program** addresses key risks to regional water safety and security in NSW to provide safe, secure, and sustainable water and wastewater services to regional towns across NSW. The program is designed to:
  - prioritise projects to address the highest risks and issues for regional NSW water;
  - ensure a minimum level of service in smaller towns where the cost of critical infrastructure outweighs economic benefit; and
  - provide more flexibility by including cost effective non-infrastructure options.

Stream 1 supports the development and delivery of projects addressing the highest risks and issues for regional NSW town water infrastructure, and is scheduled to run until 2028, or until funding is exhausted. Council has been asked to provide a formal project proposal for the supply of water to Sandy Hollow in line with the program guidelines and assessment criteria by **Tuesday, 20 February 2024**. It is intended that the Safe and Secure Water Program might contribute approximately \$1.5 million to the Denman to Sandy Hollow Water Pipeline Project (50% of the estimated cost of \$3 million for the construction of a hypothetical new water treatment plant at Sandy Hollow).

- Supported by the Australian Government, the Australian Sports Commission **Play Well Participation Grant Program** will invest in innovative new or will expand existing programs that address the barriers to participation and increase involvement in sport and physical activity. Stream 2 aims to support Local Government Councils to form partnerships with State or local sporting organisations, and/or universities, to deliver projects that address local barriers to involvement in sport, with grants available between \$10,000 and \$40,000. Examples of eligible projects and activities include, but are not limited to:
  - Come and try sport days that align with at least one sport and promote opportunities for ongoing engagement in sport and help reduce barriers to sport participation; and/or
  - Multi-sport festivals that provide communities with sport sampling opportunities and entry points to involvement in sport.

Council staff recommend Council applies for funding to stage a “come and try sports day” at Olympic Park in January or February 2025. **Applications close Friday, 23 February 2024.**

- The overarching purpose of the **NSW Social Cohesion Grants for Local Government** program is to support local councils to build stronger, more resilient, and more cohesive communities and to strengthen:
  - connection and belonging within local communities;
  - connection and belonging between local communities;
  - connection and trust between local communities and institutions; and



- the capabilities of local government to design, implement, and evaluate social cohesion initiatives.

**Applications close Thursday 29 February 2024.** Council staff are considering options for this funding opportunity and whether we apply for funding.

- Live Music Australia is designed to bring more live music to Australian communities and will fund applications that support quality original Australian live music that is professionally staged. To receive funding under **Round 8 of the Live Music Australia program** applicants will need to demonstrate your commitment to hosting live performances of original music by Australian artists. **Applications close on Tuesday, 12 March 2024.** Council staff are considering options for this funding opportunity.
- The NSW EPA **Local Government Waste Solutions Fund Round 2** is now open and applications close **Friday, 15 March 2024.** The Local Government Waste Solutions fund aims to support local councils, collaborations of councils, and regional waste groups in the levy paying areas to deliver innovative waste and recycling solutions to help NSW transition towards a circular economy. Up to \$3 million is available in Round 2, and up to \$200,000 is available for a project delivered by an individual council. Council staff suggest Council re-submits a previously unsuccessful application for a flip screen for use at Council's waste and recycling facility, taking into account feedback previously received from the funding body.
- The Commonwealth Government has opened Round 1 of the \$100 million **Community Energy Upgrades Fund** to help deliver energy upgrades and bill savings for community facilities. One-off grants of between \$25,000 and \$2.5 million are available to cover up to 50% of eligible expenditure. This will enable councils across Australia to invest in energy-saving measures, such as replacing swimming pool heating systems with electric heat pumps, battery storage at sporting fields, and installing electric vehicle chargers for council fleets. **Round 1 applications close Tuesday, 30 April 2024** and there will be a maximum of one grant for capital upgrades per local government over the life of the program. Council staff recommend Council undertakes further investigation regarding the potential projects (cost/benefit, etc) for funding under this program and apply for Round 2 which is likely to open in early 2025.
- The **NSW Open Streets Program** is a \$4.5 million grant program that will provide successful councils with funding of up to \$150,000 to temporarily close streets to motor vehicles and open them on a day, or series of days, for placemaking events and activations. The program purpose (as shown in the attached guidelines) is to encourage collaboration between government, business, and community to improve the vibrancy of local streets and centres. **Applications close Tuesday 30 April 2024.** Staff recommend Council applies for this funding to assist with the staging of a Wine, Food, and Film themed event in Denman in October this year.
- A second funding round of the **NSW Government's Flood Recovery and Resilience Grant Program** will open early in the first quarter of 2024. Funding is only available to 62 councils, including Muswellbrook Shire Council. Funding will be available through this program for:
  - investigation and design;
  - construction of new or upgraded flood mitigation infrastructure; and
  - the scoping and implementation of voluntary house raising (VHR) projects.

Funding is not available for voluntary purchase, purchase of land as part of mitigation works, or flood warning systems. Assistance under the program is \$3 from the government for every \$1 provided by the applicant (from council revenue). Special consideration may be given for enhanced funding, which can be requested through the





application process.

- The **Safer Local Road and Infrastructure Program (SLRIP)** is a new Australian Government program, which will flexibly provide funding to local councils for projects to address emerging priorities in road infrastructure needs. The SLRIP will consolidate the existing Bridges Renewal Program (BRP) and Heavy Vehicle Safety and Productivity Program (HVSPP) into a single application-based ongoing funding stream. This funding will increase gradually, so that \$200 million will be available per year, up from the current \$150 million total annual investment in the HVSPP and the BRP. Proponents must apply for funding, and applications will be assessed based on merit. Program guidelines are yet to be developed, and further consultation is required to ensure the program is deliverable and effective. Guidelines will be announced as part of the 2023-24 Budget process.

#### **Other grants updates**

- Council has received notification that funding for the Crime Prevention Fund and Graffiti Initiatives Fund has been discontinued under the NSW Government 2023-24 Budget. As a result, the Department of Communities and Justice will not be opening any further grant rounds from these Funds in the foreseeable future. The Department of Communities and Justice will continue to administer contracts and provide support for projects currently funded from the Graffiti Initiatives Fund.

#### **Muswellbrook Shire Council's Grants Program**

Staff recommend that Council's Community Grants program should re-open for applications on Thursday, 29 February 2024 and close on Friday, 29 March 2024. This round will coincide with a Shire-wide communications plan following adoption of the revised Awarding of Sponsorship, Grants, and Contributions Policy and the Council Seeking Sponsorship Policy, which are also being reported to the 27 February 2024 Ordinary Council Meeting.

#### **Muswellbrook Shire Council Grants Portal**

The report for data from July 2023 to January 2024 for Council's grant finding portal at <https://muswellbrook.grantguru.com.au/> is listed in the table below. Registrations are people that have registered to our portal via the signup form and are still active.

Indicator	Jan	Dec	Nov	Oct	Sep	Aug	Jul
Total cumulative registrations to the portal	102	100	101	99	98	97	97
Grant alerts sent by email to registered users	575	460	750	719	607	694	650

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

#### **CONCLUSION**

Council notes recent grant applications submitted, grant funding recently announced or to be announced shortly, upcoming grant opportunities, and other grants activities.

#### **SOCIAL IMPLICATIONS**

Applications for funding submitted by Council address priority issues in the community.



### **FINANCIAL IMPLICATIONS**

The funding received under these grant programs will offset expenditure that would otherwise need to be committed by Council.

### **POLICY IMPLICATIONS**

Council will need to maintain any assets for which funding is obtained according to Policy A40-1 - Asset Management Policy.

### **STATUTORY IMPLICATIONS**

Council's grant applications align with the goals identified in the Muswellbrook Shire 2022-2032 Community Strategic Plan and with a range of Federal, State, and regional strategies and plans.

### **LEGAL IMPLICATIONS**

Where grant applications are successful, 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 the Muswellbrook Shire 2022-2032 Community Strategic Plan and the Muswellbrook Shire 2022-2026 Delivery Program.

### **RISK MANAGEMENT IMPLICATIONS**

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

### **WASTE MANAGEMENT IMPLICATIONS**

Nil.

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

The majority of grant funding announcements contained in this report are no longer under embargo. Those that remain under embargo may not be publicly announced until the removal of the embargo restriction.



## 11. Minutes of Committee Meetings

### 11.1. Bengalla Community Funding Investment Committee - 6 December, 2023

<b>Attachments:</b>	1. Minutes - Bengalla Community Funding Investment Committee - 6/12/2023 [11.1.1 - 2 pages]
<b>Responsible Officer:</b>	Shaelee Welchman - Director - Community & Economy
<b>Author:</b>	Shaelee Welchman (Director - Community & Economy)
<b>Community Plan Issue:</b>	6 - <i>Community Leadership</i>
<b>Community Plan Goal:</b>	Collaborative and responsive leadership that meets the expectations and anticipates the needs of the community.
<b>Community Plan Strategy:</b>	<i>Not Applicable</i>

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#### PURPOSE

To inform Council of a meeting of the Bengalla Community Funding Investment Committee held on 6 December, 2023.

#### OFFICER'S RECOMMENDATION

The minutes for the Bengalla Community Funding Investment Committee meeting held on 6 December, 2023 be NOTED.

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

#### REPORT

The Director Community and Economy reports that the Bengalla Community Funding Investment Committee met on 6 December, 2023.

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

**MINUTES OF THE BENGALLA COMMUNITY FUNDING INVESTMENT  
COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD  
TTHE LOXTON ROOM, ADMINISTRATION CENTRE, 60-82 BRIDGE STREET,  
MUSWELLBROOK ON WEDNESDAY 6 DECEMBER, 2023 COMMENCING AT  
9.00AM.**

**PRESENT:** Cr G. McNeill (Deputy Mayor), Mr D. Finnigan (General Manager), Mr  
C. Halfpenny, Ms F. Hartin and Mr J. Bancroft.

**IN ATTENDANCE:** Ms S. Pope (Director Environmental and Planning Services),  
Mr J. Hogan (Acting Chief Financial Officer), Mr M. Lysaught (Director  
Property and Place), Ms S. Welchman (Director Community &  
Economy), Ms K. McCann (Executive Assistant).

## **1 Acknowledgement of Country**

The Acknowledgement of Country was read by Mr. Derek Finnigan.

## **2 Apologies**

RECOMMENDED on the motion of Cr G. McNeill and Ms F. Hartin that:

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

## **3 Confirmation of Minutes of Previous Meeting**

RECOMMENDED on the motion of Mr C. Halfpenny and Ms F. Hartin that:

The Minutes of the Bengalla Community Funding Investment Committee Meeting held  
on **26 April, 2023**, a copy of which has been distributed to all members, be taken as  
read and confirmed as a true record.

## **4 Disclosure of Any Pecuniary and Non-Pecuniary Interests**

Nil.

## **5 Business Arising**

Nil



## 6 Business

### 6.1 VPA Funding and Projects

#### Proposed Projects 2023/24

The proposed projects for 2023/24 are provided as follows:

Expenditure	
Art Gallery Storage and Conservation Programme	\$150,000
Simpson Park – Playground Softfall	\$150,000
Simpson Park – Amenities Block Changing Places Design	\$20,000
Muswellbrook Youth Centre	\$250,000
<b>Total</b>	<b>\$570,000</b>

*\* Total includes any remaining funding.*

RECOMMENDED on the motion of Mr C. Halfpenny and Mr J. Bancroft that:

The Bengalla Community Funding Investment Committee:

1. Notes the information contained in the report.
2. Confirms the allocation of VPA funding for 2023-24 of \$537,867 as detailed in the report.

## 8 Date of Next Meeting

TBD

## 9 Closure

The meeting was declared closed at 10.40am.

.....  
Mr D. Finnigan  
**General Manager**





## 11.2. Local Traffic Committee Minutes - 12 December, 2023

<b>Attachments:</b>	1. Minutes - Local Traffic Committee - 12/12/2023 [11.2.1 - 3 pages]
<b>Responsible Officer:</b>	Derek Finnigan - General Manager
<b>Author:</b>	Imelda Williams (Traffic & Roads Status Officer)
<b>Community Plan Issue:</b>	5 - Community Infrastructure
<b>Community Plan Goal:</b>	Effective and efficient infrastructure that is appropriate to the needs of our community.
<b>Community Plan Strategy:</b>	5.1.3 - Facilitate investment in high quality community infrastructure necessary to a Regional Centre.

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### PURPOSE

To inform Council of a meeting of the Local Traffic Committee held on 12 December 2023.

### OFFICER'S RECOMMENDATION

The minutes for the Local Traffic Committee meeting held on 12 December 2023 be noted and the recommendations contained therein ADOPTED by Council.

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

### REPORT

The Technical Officer reports that the Local Traffic Committee met on 12 December 2023. The minutes of the meeting are attached for the information of the Councillors.

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD VIA TEAMS/THE LOXTON ROOM, ADMINISTRATION CENTRE, 60-82 BRIDGE STREET, MUSWELLBROOK ON 12 DECEMBER 2023 COMMENCING AT 2.00PM.**

**PRESENT:** Cr D. Marshall (Chair), Cr M. Bowditch, Sgt. J. Cassidy (NSW Police), Ms W. Wallace (TfNSW), Ms K. Scholes.

**IN ATTENDANCE:** Mrs I. Williams and Mr P. Chambers

## **1 Acknowledgement of Country**

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

## **2 Apologies**

RECOMMENDED on the motion of Ms K. Scholes and Cr M. Bowditch that:

The apologies for inability to attend the meeting submitted by Mr M. Kelly be ACCEPTED.

## **3 Confirmation of Minutes of Previous Meeting**

RECOMMENDED on the motion of Kellie Scholes and Cr M. Bowditch that:

The Minutes of the Local Traffic Committee Meeting held on **14 November, 2023**, a copy of which has been distributed to all members, be taken as read and confirmed as a true record.

## **4 Disclosure of Any Pecuniary and Non-Pecuniary Interests**

Nil.

## **5 Business Arising**

Nil.

## **6 Business**

### **6.1 Bridge Street Childcare Centre Regulatory Signage**

RECOMMENDED that:

The Committee requested the item be deferred pending further investigation.

VOTE: Unanimous Support



## 6.2 84 Brook St Childcare Centre Regulatory Signage

RECOMMENDED that:

Council use its delegated authority to approve the recommended DA condition for DA2023-86 to install the following regulatory signage:

- “No Stopping 6am to 6pm Monday to Friday” (R5-402n) across the frontage of 84 Brook Street, Muswellbrook;
- “All Traffic (Left Symbolic) Only” (R2-14(L) in the central median directly opposite the childcare exit driveway;
- “Pedestrian (symbolic)” W6-1 Signage to be install in both Brook Street and Sowerby Street 80m from the median crossing location adjacent to the site (4 signs in total) .

VOTE: Unanimous Support

## 6.3 37 Ogilvie Street Denman Regulatory Signage

RECOMMENDED that:

Council use is delegated authority to approve the recommended DA Condition for DA2023-100 to install the following regulatory signage:

- “2 Hour parking 8:30am to 6pm Mon-Fri & 8:30am to 12pm Sat” in Paxton and Ogilvie Streets;
- “No Stopping” (R5-400n) in Paxton and Ogilvie Streets. as shown on the attached plan

VOTE: Unanimous Support





**7 Closed Committee**

Nil

**8 Date of Next Meeting**

13 February, 2024.

**9 Closure**

The meeting was declared closed at 3.03pm.

.....  
Cr D. Marshall  
**CHAIR**



## 12. Notices of Motion

Nil.

## 13. Councillors Reports

## 14. Written Questions

Nil.

## 15. Questions for Next Meeting

## 16. Adjournment into Closed Council

In accordance with the Local Government Act 1993, and the Local Government (General) Regulation 2005, business of a kind referred to in Section 10A(2) of the Act should be dealt with in a Confidential Session of the Council meeting closed to the press and public.

## 17. Closed Council

### **RECOMMENDATION**

**Council adjourn into Closed Session and members of the press and public be excluded from the meeting of the Closed Session, and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld unless declassified by separate resolution. This action is taken in accordance with Section 10A(2) of the Local Government Act, 1993 as the items listed come within the following provisions:**

**Moved:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_





**17.1. General Terms of Offer - Community Benefits - Muswellbrook Solar Project**

*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.*

**17.2. Regional Procurement Tender T452324HUN - Panel Contract for Road Safety Barriers**

*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.*

**17.3. 2020-2021-0452 - Muswellbrook Animal Care and Sustainability Hub - Contract Settlement**

*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.*

**17.4. 2020-2021-0448 - Upper Hunter Innovation Centre - Donald Horne Building - Contract Settlement**

*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.*



**17.5. Request for Assistance in Removing Public Gates - Giants Creek Road**

*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.*

**17.6. Variation of Lease for Woolworths Muswellbrook Proposal**

*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.*

**17.7. 54 Kunapalari Street Throsby Wonderschool Site Review**

*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.*

**17.8. Blue Flame Restaurant Lease Proposal**

*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.*

**17.9. Ironbark Estate Drainage Easement**

*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.*

## **18. Resumption of Open Council**

## **19. Closure**

**Date of Next Meeting:** 26 March 2024