Infrastructure & Property

Business Paper

9 JUNE 2026

Infrastructure and Property Committee

Terms of Reference

1. Objective

The objective of the Infrastructure and Property Committee (the Committee) is to make recommendations to Council on the community's infrastructure assets and levels of service.

2. Scope

The scope of activities to be overseen by the Committee include:

- Strategic Infrastructure Planning;
- Levels of service to be provided by Council for infrastructure, property assets and associated activities;
- Priorities for forward expenditure programs;
- Major projects
- Lifecycle of community infrastructure assets, which include:
  - Property and Building;
  - Recreation and Other Structures;
  - Roads and Drainage;
  - Waste Operations Management;
  - Water and Wastewater; and
  - Asset Management.

Council Assets

Physical	**Intellectual**
Property	Asset Management Policy
Buildings (Operational)	Asset Registers
Buildings (Community)	Strategic Asset Management Plan
Recreation Facilities	Asset Management Plans
Land Improvements and Other Structures (Sports Fields and Playgrounds)	Recreation Needs and Management Study
Rural Roads	Recreation Master Plans
Urban Roads	Plans of Management
Car Parks	Strategy and Management Plans
Footpaths and Cycleways	Muswellbrook Mine Affected Roads Network Plan
Flood Mitigation systems: Levee Banks and Detention basins	Flood Studies
Stormwater Management Systems	Integrated Water Cycle Management system (ICWM)
Waste and Recycling Facilities	
Water and Wastewater Treatment Facilities	

3. Authority

Muswellbrook Shire Council authorises the Committee, within the scope of its role and responsibilities, to:

- Request information required to inform decision making (subject to their legal obligations to protect information and with prior consultation with the General Manager);
- Request information from employees (with approval of the General Manager) or Councillors;
- The Committee may request these persons to present information at Committee meetings to assist in understanding any matter under consideration;
- Obtain external legal or other professional advice, as considered necessary, to meet its responsibilities (in accordance with Council Budget and procurement arrangements and subject to prior consultation with the General Manager);
- Make decisions regarding the scope and design of projects for the consideration by Council; and
- Make decisions regarding levels of service.

4. Composition and Tenure

Members (voting)

The members of the Committee shall be Councillors and are listed below.

All members of the Committee are entitled to one vote and, in the event of an equal vote, the Chair has a casting vote.

Name	Department	Role
Cr Clare Bailey	Councillor	Chair
Cr Rod Scholes	Councillor	Deputy Chair
Cr Jeff Drayton	Councillor	Voting Member
Cr Louise Dunn	Councillor	Voting Member
Cr David Hartley	Councillor	Voting Member
Cr Darryl Marshall	Councillor	Voting Member
Cr Max Morris	Councillor	Voting Member
Cr Stephen Ward	Councillor	Voting Member

Attendees (non-voting)

The following Council officers will act as liaison officers to the Committee:

Name	Department	Role
Mr Matt Lysaught	Director – Infrastructure & Property	Liaison Officer
Mr Derek Finnigan	General Manager	Attendee
Mrs Kellie Scholes	Group Manager – Infrastructure & Operations	Attendee
Mr Sergei Iagunkov	Manager – Water & Wastewater	Attendee
Ms Joann Polsen	Manager – Waste Operations	Attendee
Mr Paul Chandler	Acting Project Manager – Property & Building Services	Attendee
Mrs Mardi Eriksson	Manager – Property & Building Services	Attendee
Mr Peter Ball	Manager – Works	Attendee

Invitees (non-voting) for specific Agenda items

Other officers may attend by invitation as requested by the Committee or the General Manager.

5. Responsibilities of Members

Members of the Committee are expected to:

- Agree that they are bound by Council's Code of Conduct;
- Understand the relevant legislative and regulatory requirements appropriate to Muswellbrook Shire Council;
- Contribute the time needed to study and understand the papers provided;
- Apply sound analytical skills, objectivity and judgement;
- Express opinions frankly, ask questions that consider the fundamental core of the issues, and pursue independent lines of enquiry;
- Act, and be seen to act, properly and in accordance with the requirements of the law and the terms of Council's Code of Conduct; and
- Act in good faith and fidelity in the interests of Council and the community.

6. Reporting

Following each meeting, the minutes will be reported to the next Council Meeting and the Chair will be required to provide a brief summary.

7. Meetings

- The Committee will meet on the second Tuesday of every even month at the conclusion of the Finance and Governance Committee Meeting.
- The need for any additional meetings will be decided by the Chair of the Committee, though other Committee members may make requests to the Chair for additional or alternative meetings.
- The Committee shall comply with Council's adopted Code of Meeting Practice and Code of Conduct.
- Meetings of the Committee are open to the public to attend.

8. Attendance at Meetings and Quorums

A quorum will consist of five (5) Committee members. Meetings will be held in person. Councillors may attend and participate in meetings of the committee by audio-visual link with the approval of the committee.

9. Secretariat

The General Manager will ensure that appropriate secretariat support is provided to the Committee. The Secretariat will ensure the agenda for each meeting and supporting papers are circulated at least 5 days before the meeting and ensure minutes of the meeting are prepared and maintained.

Minutes shall be approved by the Chair and circulated to all Committee members within one week of the meeting and filed in accordance with Council's Records Management Policy.

10. Conflicts of Interest

Members of Council committees must comply with the applicable provisions of Council's Code of Conduct in carrying out their functions as Council officials. It is the personal responsibility of Council officials to comply with the standards in the Code of Conduct and regularly review their personal circumstances with this in mind.

Committee members must declare any conflict of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflict of interest should be appropriately minuted.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chair of the Committee.

11. Induction

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

12. Review of Committee Terms of Reference

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

Any changes to the Committee Terms of Reference must be approved by Council.

MUSWELLBROOK SHIRE COUNCIL

P.O Box 122

MUSWELLBROOK

2 June 2026

Cr C. Bailey (Chair)

Cr R. Scholes (Deputy Chair)

Cr J. Drayton

Cr L. Dunn

Cr D. Hartley

Cr D. Marshall

Cr M. Morris

Cr S. Ward

Mr D. Finnigan (General Manager)

Mr M. Lysaught (Director – Infrastructure & Property)

Mrs K. Scholes (Group Manager – Infrastructure & Operations)

Mr S. Iagunkov (Manager – Water & Wastewater)

Ms J. Polsen (Manager – Waste Operations)

Mr P. Chandler (Project Manager – Property & Building Services)

Ms M. Eriksson (Manager – Property & Building Services)

You are hereby requested to attend the Infrastructure & Property to be held in the Meeting Room, Level 1 Tertiary Education Centre, 87 Hill Street, Muswellbrook on **9 June 2026** commencing **at the conclusion of the Finance and Governance Committee meeting**.

Matt Lysaught

DIRECTOR – INFRASTRUCTURE & PROPERTY

Order of Business

1 Acknowledgement of Country

Acknowledgement of Country

Council would like to respectfully acknowledge the local Aboriginal people who are the Traditional Owners and custodians of the land on which this meeting takes place

2 Apologies

3 Confirmation of Minutes of Previous Meeting

RECOMMENDATION

The Minutes of the Infrastructure and Property Committee Meeting held on **14 April, 2026**, a copy of which has been distributed to all members, be taken as read and confirmed as a true record.

Moved: ____________________________ **Seconded:** __________________________

MINUTES OF THE STATE SIGNIFICANT DEVELOPMENT COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD IN THE TEC MEETING ROOM, LEVEL 1 TERTIARY EDUCATION CENTRE, 87 HILL STREET, MUSWELLBROOK ON TUESDAY 14 APRIL 2026 COMMENCING AT 4:00PM.

PRESENT:	Cr J. Drayton (Chair), Cr D. Douglas, Cr G. McNeill, Cr D. Marshall, Cr R. Scholes and Cr S. Ward.
IN ATTENDANCE:	Cr A. Barry, Cr M. Morris, Mr D. Finnigan (General Manager), Ms S. Pope (Director – Planning & Environment), Ms S. Richards (Director - Community & Economy), Ms T. Folpp (Environmental Planning Officer)(VL), Mrs T. Ward (Environmental Planning Officer), Mrs M. Sandell-Hay (Governance Officer), Ms L. Ward (EA to Mayor & GM) and Mr D. Waddell (Trainee ICT Support Officer), Mr N. Mowbray (Policy Officer), Ms. C. Wilson (Administration Officer) and 3 people in the public gallery.

1 Acknowledgement of Country

The Acknowledgement of Country was read by Cr D. Douglas.

2 Apologies

RESOLVED on the motion of Cr G. McNeill and Cr D. Marshall that:

The apology for inability to attend the meeting submitted by Cr C. Bailey, Cr L. Dunn and Cr. D. Hartley be ACCEPTED.

In Favour:	Cr J. Drayton, Cr D. Douglas, Cr D. Marshall, Cr S. Ward, Cr G. McNeill and Cr R. Scholes
Against:	Nil

3 Confirmation of Minutes of Previous Meeting

RESOLVED on the motion of Cr D. Marshall and Cr R. Scholes that:

The Minutes of the State Significant Development Committee Meeting held on **10 February, 2026**, a copy of which has been distributed to all members, be taken as read and confirmed as a true record.

In Favour	Cr J. Drayton, Cr D. Douglas, Cr D. Marshall, Cr S. Ward, Cr G. McNeill and Cr R. Scholes
Against:	Nil

4 Disclosure of Any Pecuniary and Non-Pecuniary Interests

Cr D. Douglas - Declared a pecuniary interest in Item 6.3 - Cr D. Douglas advised Committee that her son has a contract with the Mt Pleasant Mine.

5 Business Arising

Nil

6 Business

6.1 Hunter Transmission Project - Council comments on the Submissions Report and Amendment Report

RECOMMENDED on the motion of Cr R. Scholes and Cr G. McNeill that:

The State Significant Development Committee ENDORSES the submission provided in Attachment A.

6.2 Muswellbrook Solar Farm - Revised Accommodation and Employment Strategy

RECOMMENDED on the motion of Cr G. McNeill and Cr D. Marshall that:

The State Significant Development Committee:

1. Notes the responses in the Table that is Attachment A;
2. Supports the revised Accommodation and Employment Strategy for Muswellbrook Solar Farm subject to the commitments in that Strategy being fulfilled; and
3. Advises that the use of accommodation built for the Hunter Transmission Project (HTP), if built in Hebden Rd, is not supported by Council due to traffic safety and lack of legacy outcomes. This Temporary Worker Accommodation will only be used for the HTP project then decommissioned.

6.3 Mount Pleasant Mine MOD8 - Council comments

Disclosure of Interest

Cr D. Douglas - declared a pecuniary interest in this Item. Cr D. Douglas advised the Committee that her son has a contract with the Mt Pleasant mine.

At 4:24 pm Cr D. Douglas left the Council Chambers and therefore took no part in discussion or voting on this item.

RESOLVED on the motion of Cr R. Scholes and Cr S. Ward that:

The State Significant Development Committee ENDORSES the draft submission on Mount Pleasant Modification 8, to be tabled at the Committee Meeting, for submission to the Department of Planning, Housing and Infrastructure (DPHI).

In Favour: Cr J. Drayton, Cr D. Marshall, Cr S. Ward, Cr G. McNeill and Cr R. Scholes

Against: Nil

At 4:29 pm Cr D. Douglas returned to the Council Chambers and returned to their chair.

6.4 Activities Summary for State Significant Development

RESOLVED on the motion of Cr D. Marshall and Cr S. Ward that:

The information contained in this report be noted.

In Favour: Cr J. Drayton, Cr D. Douglas, Cr D. Marshall, Cr S. Ward, Cr G. McNeill and Cr R. Scholes

Against: Nil

7 Closed Committee

Nil

8 Date of Next Meeting

12 May, 2026

9 Closure

The meeting was declared closed at 4:32pm.

....	....
Mr D. Finnigan	Cr J. Drayton
General Manager	**Chairperson**

4 Disclosure of Any Pecuniary and Non-Pecuniary Interests

5 Business Arising

Nil

6 Business

6.1 Concept Design Kerb and Gutter - Bligh Street Muswellbrook

Responsible Officer: Director - Infrastructure & Property

Author: Group Manager - Infrastructure & Operations

Community Strategic Plan: *Not Applicable*

Not Applicable

Delivery Program Goal: 2.1.1 - Provide and maintain safe, cost effective and fit for purpose transport infrastructure.

Operational Plan Action: 5.1.2.1 - Deliver a positive customer experience.

Attachments: 1. 90002-114-1- S V- Bligh Lane Design-r 0 [**6.1.1** - 2 pages]

PURPOSE

To inform the Infrastructure and Property Committee that a design for kerb and gutter in Bligh Lane, Muswellbrook, has been prepared and to seek endorsement of the design.

OFFICER'S RECOMMENDATION

The Infrastructure and Property Committee recommends that Council endorses the design of kerb and gutter on the southern side of Bligh Lane, Muswellbrook, Drawing dated 21 May 2025 Rev 0, for future construction purposes as funding becomes available.

Moved: ____________________________ **Seconded:** __________________________

EXECUTIVE SUMMARY

A design for kerb and gutter to improve a section of the road in Bligh Lane has been prepared for the Committee's recommendation.

PREVIOUS RESOLUTIONS

Nil.

BACKGROUND

Council has received many customer service requests to investigate the condition of the road in Bligh Lane, Muswellbrook. This generally follows rain events, due to poor drainage of stormwater along the southern side of the road. The section of Bligh Lane, extending from the intersection of George Street for a distance of approximately 110 metres, has no kerb and gutter or formalised constructed stormwater drainage provision.

This area often pools water and is difficult to maintain. There is currently no provision for the adjacent house drainage to connect, nor barrier between the road pavement and verge, which encourages vehicular parking, resulting also in the formation of potholes which impedes the free flow of water.

CONSULTATION

Residents of Bligh Lane and George Street

Group Manager Infrastructure and Operations

Works Manager

REPORT

Bligh Lane, Muswellbrook, is not fully kerb and guttered. The section of the road extending from the intersection with George Street, for a distance of 110 metres on the southern side, is subject to the pooling of stormwater and has been the subject of many customer service requests.

This report informs the Committee that, further to investigation of the service requests, a design for kerb and gutter at the location has been prepared. The design drawing, dated 21 May 2025 Revision 0, is attached to the report for the Committee's recommendation. The design allows for the future construction of upright kerb and gutter when and if Council or the property owner proposes construction. The provision of kerb and gutter would benefit the road through:

- providing a barrier to prevent vehicles parking on the verge;
- ensure the free flow of water; and
- provide infrastructure to enable the connection of property drainage.

The design has been prepared to facilitate the future construction of kerb and gutter in Bligh Lane when and if funding permits.

FINANCIAL CONSIDERATIONS

There is currently no funding allocated to this work.

Ongoing Operational and Maintenance Costs Implications Associated with Capital Project

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

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

   Not applicable at this stage.

POLICY IMPLICATIONS

Council's Kerb and Gutter and Footpath Contributions Policy K10/1 allows for a contribution to be sought or made by the adjoining property owners for new kerb and gutter. Property owners can propose to construct kerb and gutter at their cost. This design would allow for construction.

Council proposed kerbing and guttering	50% of front boundary (based on street address). 25% on all other boundaries and fronting kerb returns.
Owner proposed kerbing and guttering	Full cost to the owner.

STATUTORY / LEGISLATIVE IMPLICATIONS

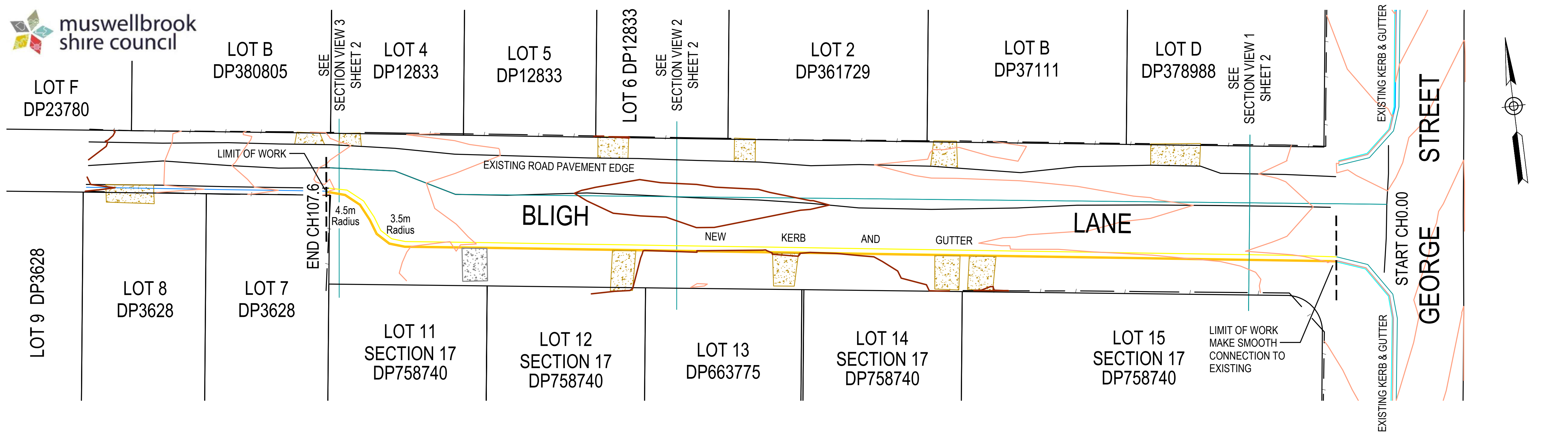
The Roads Act 1993 provides for Council to recover a maximum of half of the cost of constructing kerb and gutter from the owners of properties with frontage to a public street. It does not apply to the renewal or repair of any kerb or gutter in respect of which contributions have previously been paid.

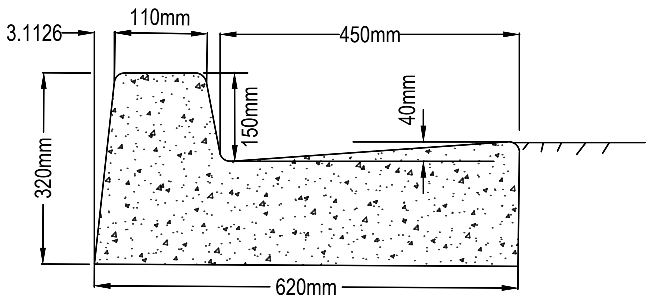
RISK MANAGEMENT IMPLICATIONS

The provision of formalised drainage minimises the risk of damage to the road pavement from infiltration of water.

COMMUNITY CONSULTATION / COMMUNICATIONS

The adjoining property owners will be consulted if kerb and gutter is requested or works are programmed in the future.





KERB AND CHANNEL
NTS

Datum R.L. 180.00

Centreline	181.42	181.67	181.79	181.86	181.89	181.92	182.00	182.05	182.02	181.91	181.76	181.62
Chainage	0.00	10.00	20.00	30.00	40.00	50.00	60.00	70.00	80.00	90.00	100.00	107.60

Scale Horizontal 1:500 Vertical 1:200

LONG SECTION VIEW (CENTRELINE OF BLIGH LANE)

BEFORE YOU DIG www.byda.com.au Zero Damage - Zero Harm

FYFE
UPPER HUNTER
3/77-85 Bridge Street
PO Box 404
Muswellbrook, NSW 2333
T 61 2 6543 3600
www.fyfe.com.au

NOTES :

EXISTING DRIVEWAYS TO BE TIED-IN TO NEW KERB & GUTTER

SCALE : NTS
LEVEL DATUM :
LEVEL AUTHORITY :
CO-ORD DATUM :

MUSWELLBROOK SHIRE COUNCIL

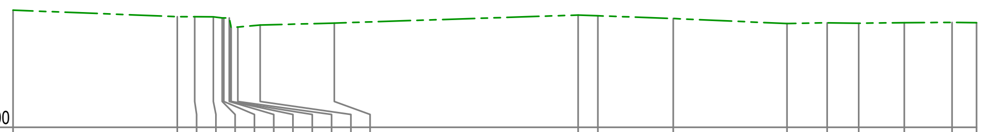
PROPOSED KERB & GUTTER RECONSTRUCTION - BLIGH LANE
MUSWELLBROOK

SURVEYOR : BCJ / MPS1 DATE OF SURVEY :
DRAWING : 90002-114-1-SV-Bligh_Lane_Design-r0.dwg

INSTRUCTION 90002-114
DATE 21/05/2025
SHEET 1 OF 2
REV. 0

ORIGINAL SIZE A3

muswellbrook shire council



Design	181.82	181.72	181.72	181.71	181.70	181.70	181.70	181.58	181.55	181.56	181.59	181.62	181.74	181.73	181.69	181.61	181.62	181.61	181.62	181.63	181.62
Chainage	1.82	4.38	4.65	4.94	5.07	5.10	5.18	5.21	5.21	5.32	5.66	6.82	10.61	10.92	12.09	13.86	14.48	14.98	15.68	16.43	16.81

Scale Horizontal 1:100 Vertical 1:100

SECTION VIEW 1

Design	182.19	182.17	182.16	182.11	182.09	182.09	182.09	182.09	182.05	181.94	181.97	181.98	182.01	182.05	181.96	181.91	181.92	181.92	181.93	181.94	181.97	181.99
Chainage	1.80	2.08	3.31	5.38	5.73	5.88	5.95	5.99	5.99	6.02	6.34	6.47	7.79	11.40	13.86	15.17	15.69	16.00	16.44	16.73	17.27	17.42

Scale Horizontal 1:100 Vertical 1:100

SECTION VIEW 2

Design	181.71	181.72	181.72	181.66	181.66	181.66	181.68	181.68	181.68	181.62	181.53	181.55	181.58	181.60	181.64	181.63	181.57	181.60	181.69
Chainage	0.87	2.19	2.88	9.79	10.05	10.33	10.42	10.46	10.53	10.54	10.56	10.69	10.96	11.93	13.09	13.41	15.43	15.78	16.73

Scale Horizontal 1:100 Vertical 1:100

SECTION VIEW 3

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FYFE

UPPER HUNTER
3/77-85 Bridge Street
PO Box 404
Muswellbrook, NSW 2333
T 61 2 6543 3600
www.fyfe.com.au

NOTES :

SCALE : NTS

LEVEL DATUM :

LEVEL AUTHORITY :

CO-ORD DATUM :

MUSWELLBROOK SHIRE COUNCIL

PROPOSED KERB & GUTTER
RECONSTRUCTION - BLIGH LANE
MUSWELLBROOK

SURVEYOR : BCJ / MPS1 DATE OF SURVEY :

DRAWING : 90002-114-1-SV-Bligh_Lane_Design-r0.dwg

INSTRUCTION 90002-114

DATE 21/05/2025

SHEET 2 OF 2

REV. 0

ORIGINAL SIZE A3

7 Date of Next Meeting

11 August 2026

8 Closure