



BUSINESS CASE

BALRANALD SHIRE COUNCIL (Project Name)

Prepared by :

Date:

PROJECT INFORMATION

Project name

Lead proponent (e.g. council)

Lead proponent ABN

Project partners

LEAD CONTACT

Name

Position

Phone

Email

Fax

Address

PROJECT SCOPE

Provide 150 words or less

PROJECT LOCATION

Project address

Local government area

NSW electorate

Federal electorate

Coordinates (lat / long)*

SUPPORTING INFORMATION

Attachments

* to get project lat / long use google maps, right click location and when pop up appears click "what's here" to display lat / long for copying from side panel.

DOCUMENT INFORMATION

Document summary information	
Version	
Version release date	
Document security	

Document history			
Version	Amendment	Amendment date	Amended by

CONTENTS

1	EXECUTIVE SUMMARY	5
2	CASE FOR CHANGE	5
2.1	BACKGROUND.....	5
2.2	EXPECTED OUTCOMES.....	5
2.3	PROJECT TIMING	5
2.4	STAKEHOLDER AND COMMUNITY SUPPORT	5
3	ANALYSIS OF THE PROJECT	5
3.1	INFORMATION ABOUT THE PROJECT.....	5
3.2	OTHER OPTIONS CONSIDERED	6
3.3	PROJECTED COSTS	6
3.3.1	PROJECTED CAPITAL COSTS.....	6
3.3.2	PROJECTED ONGOING COSTS	7
3.4	FINANCIAL APPRAISAL.....	7
3.5	PROPOSED FUNDING ARRANGEMENTS	7
3.6	LOAN COSTS AND LONG TERM FINANCIAL IMPACTS	
4	PROGRAM AND MILESTONES	9
5	GOVERNANCE	10
5.1	ORGANISATIONAL STRUCTURE.....	10
5.2	KEY RISKS	10
5.3	LEGISLATIVE, REGULATORY ISSUES & APPROVALS	10
5.4	PROJECT MANAGEMENT SUPPORTING DOCUMENTS	11
6	APPENDICES	12

1 EXECUTIVE SUMMARY

2 CASE FOR CHANGE

2.1 BACKGROUND

2.2 EXPECTED OUTCOMES

Table 2.1: Issues, objectives and key success Indicators

Key Issues	Key Project Objectives	Key Success Indicators

2.3 PROJECT TIMING

2.4 STAKEHOLDER AND COMMUNITY SUPPORT

Objective 1.1: Improve social well-being to offer attractive lifestyle.

Objective 1.4: A safe and clean community.

3 ANALYSIS OF THE PROJECT

3.1 INFORMATION ABOUT THE PROJECT

3.2 OTHER OPTIONS CONSIDERED

3.3 PROJECTED COSTS

3.3.1 PROJECTED CAPITAL COSTS

Table 3.1: Projected capital costs inclusive of contingency (\$000s)

Stage	2022-23	2023-24	2024-25	2025-26	Future Years	Total
Project:						
Component 1	\$					
Component 2	\$					
Component 3	\$					
Component 4	\$	\$				
Component 5	\$					
Component 6	\$	\$				
Component 7		\$				
Project Management (5 to 10%)	\$	\$				
Base Cost Estimate	\$	\$				
Contingency (Y%)(10%)	\$					
Escalation (Z%)		0				
Nominal cost		\$				

3.3.2

PROJECTED ONGOING COSTS

Table 3.2: Projected ongoing costs (\$000s)

Year	2022 -23	2023 -24	2024 -25	2025 -26	2026 -27	Steady state/ last year	Total
Maintenance	0	\$	\$	\$		\$	\$
Operations	0	\$	\$	\$		\$	\$
Estimated Depreciation on Capital Assets							

3.4 FINANCIAL APPRAISAL

3.4 PROPOSED FUNDING ARRANGEMENTS

Include Capital contributions other than loans and detail source of funding or impact on Council revenue from recurrent cost of operation, Maintenance and Depreciation.

Table 3.3: Proposed capital funding contributions (\$000s)

Year	2022–23	2023–24	2024–25	2025–26	Total
Project capital costs	\$	\$				
NSW Government	\$	\$				
Council contributions (s64)	0	0	0	0	0	0
Council contributions (Loans)	0	0	0	0	0	0
Council contributions (SRV or special rate)	0	0	0	0	0	0
Council contributions (Other)	0	0	0	0	0	0
Industry contributions	0	0	0	0	0	0
Other government contributions	0	0	0	0	0	0
Other funding sources (please detail)	0	0	0	0	0	0
Sub-total	\$	\$				

**Plus Contingency of \$

3.6 LOAN COSTS AND LONG-TERM FINANCIAL IMPACTS

(Insert loan table and repayments – maximum 10 years at Appendix A Simple Loan Calculator is available on CM at *****.)

4. PROGRAM AND MILESTONES

Table 4.1: Project program

Event	Start	Finish
Funding deed and council approvals		
Engage project manager		
Environmental impact assessment/review of environmental factors		
Options study s. 60 endorsement (treatment plants/recycling/dams)		
Concept design (e.gs. 60 endorsement (treatment plants/recycling/dams)		
Detailed design		
Develop EOI document		
Call for EOI on Council Website, Tenderlink and Newspaper		
Environmental, planning and development approvals obtained		
Tender Review, Evaluation and award contracts		
Development of management plans (by contractor)		
Preliminary works		
Construction		
25% completion		
50% completion		
75% completion		
100% completion		
Update Documentation WAE etc.		
Commissioning		
Complete Project Completion Report		
Training/handover to council/defects liability		

5. GOVERNANCE

ORGANISATIONAL STRUCTURE (Project Team)

5.2 KEY RISKS (Risk Table Appendix B)

5.3 LEGISLATIVE, REGULATORY ISSUES & APPROVALS

5.4 PROJECT MANAGEMENT SUPPORTING DOCUMENTS

Table 5.1: Supporting Management Plans

Management plan	Responsibility	Current status		Comments
		Complete	Under development	
Project Management Plan				
Procurement Plan				
Resource Management Plan				
Communications Plan				
Project Governance Plan				
Safety Management Plan				
Environmental Management Plan				
Risk Management Plan				

6 APPENDICES

Appendix A

Loan Calculations (maximum 10 years)

Appendix B

Risk Table