

**9.1.3. DA 2021-139 - Alterations and Additions to Muswellbrook Indoor Sports/Youth Centre - Rutherford Road, Muswellbrook**

Attachments:	1. DA 2021-99 Development Assessment Report [9.1.3.1 - 13 pages]
	2. DA 2021-99 Recommended Conditions of Consent [9.1.3.2 - 9 pages]
	3. DA 2021-99 Architectural Plans [9.1.3.3 - 12 pages]
Responsible Officer:	Sharon Pope - Director - Planning & Environment
Author:	Tanya Jolly – Project Planner
Community Plan Issue:	6 - <i>Community Leadership</i>
Community Plan Goal:	24.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.
Community Plan Strategy:	24.1.6 - Provide efficient and effective Development Application, Complying Development Certificate, Construction Certificate and Occupational Certificate assessment.

Documents referred to in assessment not attached:

- Local Environmental Plan 2009
- Development Control Plan 2009

APPLICATION DETAILS

Applicant:	{use-custom-field-applicant-do-not-delete}
Owner:	{use-custom-field-owner-do-not-delete}
Proposal:	{use-custom-field-proposal-do-not-delete}
Location:	{use-custom-field-location-do-not-delete}
Permissibility:	The proposed development is permissible as Educational Establishment within the R1 General Residential Zone

PURPOSE

The report has been prepared to assist Council in the determination of DA 2021/99 involving Alterations and Additions to Muswellbrook Indoor Sports/Youth Centre at Rutherford Road, Muswellbrook (Lot K DP 25666 & Lot 802 DP 1189685).

The development application has been reported to Council, as the proponent is Council and the value of the development is greater than \$1 million. The determination of the development application falls outside the function Council has delegated to the General Manager.

OFFICER'S RECOMMENDATION**Council**

1. Grants development consent to DA 2021-99, being Alterations and Additions to the



Muswellbrook Indoor Sports/Youth Centre at Rutherford Road, Muswellbrook (Lot K DP 25666 & Lot 802 DP 1189685) subject to the recommended conditions of consent included in Attachment B; and

2. Waives the payment of a s712 contribution for DA 2021-99.

Moved: _____ **Seconded:** _____

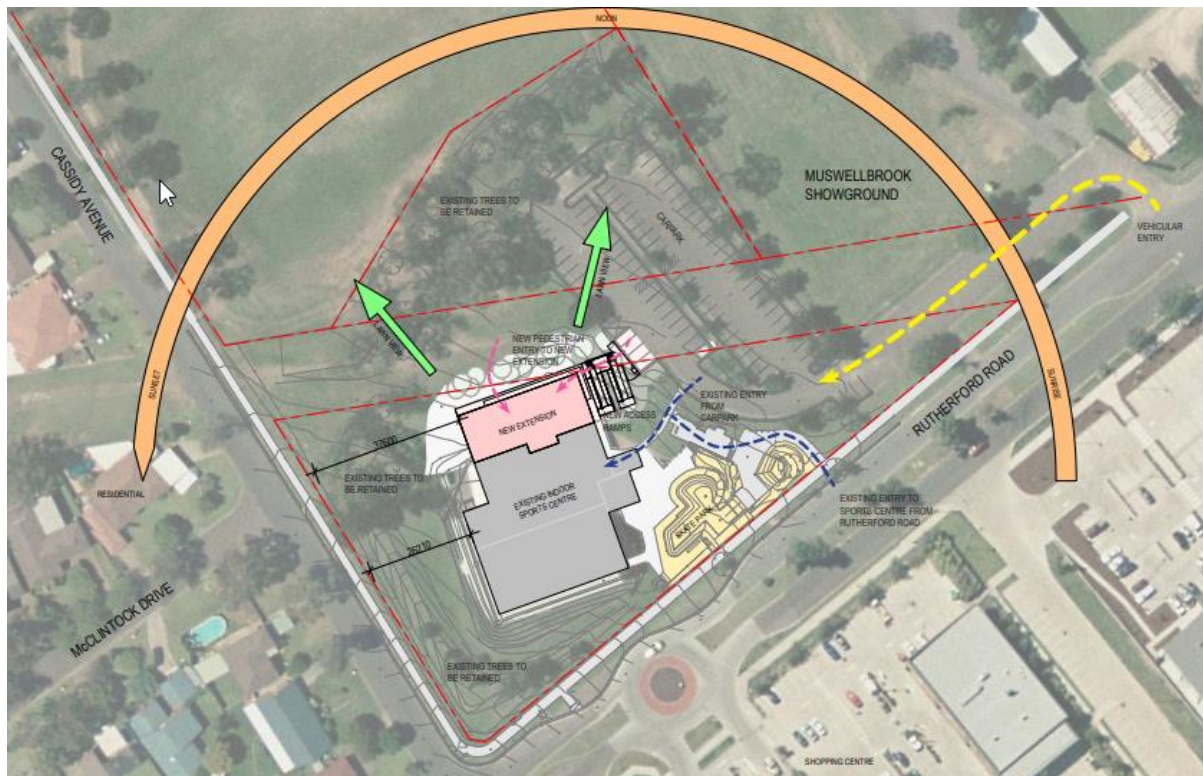
<input type="checkbox"/> Cr A. Barry	<input type="checkbox"/> Cr M. Bowditch	<input type="checkbox"/> Cr D. Douglas
<input type="checkbox"/> Cr J. Drayton	<input type="checkbox"/> Cr L. Dunn	<input type="checkbox"/> Cr J. Lecky
<input type="checkbox"/> Cr R. Mahajan	<input type="checkbox"/> Cr D. Marshall	<input type="checkbox"/> Cr G. McNeill
<input type="checkbox"/> Cr S. Reynolds	<input type="checkbox"/> Cr R. Scholes	<input type="checkbox"/> Cr B. Woodruff

DESCRIPTION OF THE PROPOSED DEVELOPMENT

The proposed development involves:

- The partial demolition of the existing Muswellbrook Indoor Sports Centre;
- The extension of the building to the North for use as the Muswellbrook Youth Centre;
- Earthworks;
- Removal of Vegetation;
- Landscaping; and
- Re-alignment of Council's sewer and stormwater infrastructure.

An image identifying the subject site and proposed extension has been included below.



ASSESSMENT SUMMARY

To inform the assessment and determination of the application the following documentation



was submitted:

- Statement of Environmental Effects;
- Proposed Plans (see attachment 3);
- Pedestrian Management Plan;
- Preliminary Site Investigation;
- Building Code of Australia (BCA) Assessment Report;
- Access Assessment Report; and
- Civil Design for stormwater and sewer infrastructure realignment.

A copy of the technical reports and information referenced above can be provided to Councillors under separate cover if requested.

Council Officers have assessed the proposal under Section 4.15 of the *Environmental Planning and Assessment Act 1979* (see Attachment 1). Council Officers recommend that the development application be approved subject to conditions.

Key section 4.15 assessment issues and findings are:

- Access pathways, landscaping and infrastructure realignment will occur within a travelling stock route managed by the Crown (Lot K DP25666). Crown Lands have raised no objection to the proposed development subject to the imposition of a condition of consent requiring Council (the applicant) to acquire the land on which the development encroaches prior to the issue of a Construction Certificate for the works.
- The proposal involves re-routing of water and sewer infrastructure outside the building footprint. The civil plans for the re-routing this infrastructure have been reviewed by Council Engineers and recommended conditions of consent have been put forward in relation to the completion of these works.
- While a Section 7.12 Contribution may be applied to the development, the Muswellbrook Section 94A Plan includes a provision allowing the elected Council to exempt particular developments, including 'community or education facilities', from the payment of a Section 7.12 Contribution.

This is recommended in this instance as:

- The proposed development is being carried out for a community purpose, specifically related to youth services.
- The development is being carried out on Council land.

If Council prefers to impose a condition on the development requiring the payment of a Section 7.12 contributions this would amount to \$11,487.86.

- The proposed development is in accordance with all relevant provisions of the Muswellbrook Local Environmental Plan (LEP) 2009.
- The proposed development was considered against the requirements of the Muswellbrook Development Control Plan (DCP). The proposal is generally in accordance with the DCP provisions.

PUBLIC CONSULTATION

The proposed development was notified in accordance with the provisions of the Muswellbrook Community Participation Plan between 16/09/2021 – 1/10/2021.

No submissions were received during the notification period.



OPTIONS

Council may:

- A. Grant development consent to the proposed development subject to the recommended conditions of consent.
- B. Grant development consent to the proposed development subject to amended conditions of consent.
- C. Refuse development consent to the proposed development and nominate reasons for refusal.

LEGAL IMPLICATIONS

Where the applicant is dissatisfied with the determination of the development application, they have an opportunity under the provisions of the *Environmental Planning and Assessment Act 1979* to appeal the determination at the Land and Environment Court.

CONCLUSION

An assessment of the proposed development against the provisions of Section 4.15 of the *Environmental Planning and Assessment Act 1979* has been completed. It is recommended that the proposed development be approved subject to the conditions outlined in Attachment 2.

Extended
DEVELOPMENT ASSESSMENT REPORT

Attached: Site Plan

REPORT TO:

**DEVELOPMENT COORDINATOR
EXECUTIVE MANAGER ENVIRONMENT AND PLANNING
GENERAL MANAGER
REGIONAL PLANNING PANEL
COUNCIL**

ADDRESS:	Rutherford Road MUSWELLBROOK Lot K DP 25666 & Lot 802 DP 1189685
APPLICATION No:	2021/99
PROPOSAL:	Alterations and Additions to Muswellbrook Indoor Sports/Youth Centre
OWNER:	Muswellbrook Shire Council
APPLICANT:	Milestone Town Planning Suite 9 17 Thurlow Street REDFERN NSW 2016
AUTHOR:	Ms T Jolly & Mr H A McTaggart
DATE LODGED:	27/08/2021
DATE OF REPORT:	18/08/2021

1. RECOMMENDATION

It is recommended that development consent be granted to DA 2021/99, for Alterations and Additions to Muswellbrook Indoor Sports/Youth Centre, subject to conditions of consent.

2. SITE LOCALITY AND DESCRIPTION

The Site subject to this development application is on Rutherford Road MUSWELLBROOK (LOT: 802 DP: 1189685 and Lot K DP 25666). Access to the site is provided via a carpark accessed from Rutherford Road that is shared between Muswellbrook Shire Council and the Upper Hunter Show Inc.

Figure 1. – Site Aerial Image (Source: Spectrum)



Flood Prone Land	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Bushfire Prone Land	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Terrestrial Vegetation	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Heritage Conservation Item	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Heritage Conservation Zone	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Contaminated Land	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Mine Subsidence	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Classified Road Frontage	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Council Infrastructure within Site	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Other	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

3. DESCRIPTION OF PROPOSAL

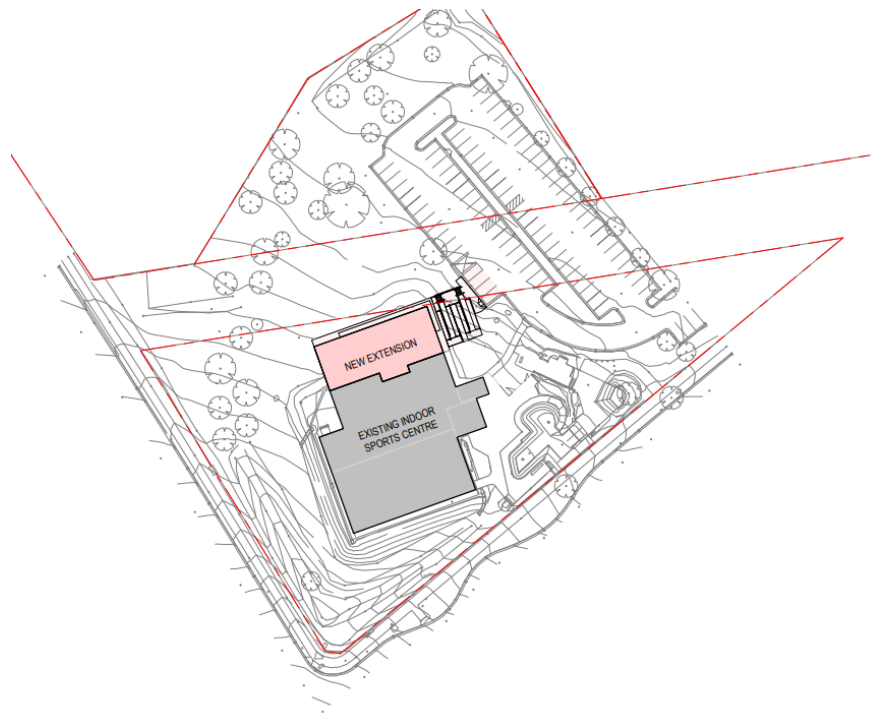
The proposal seeks development approval for Alterations and Additions to Muswellbrook Indoor Sports/Youth Centre.

The proposal involves:

- The partial demolition of the existing Muswellbrook Indoor Sports Centre
- The extension of the building to the North for use as Muswellbrook Youth Centre
- Associated Earthworks;
- Removal of Vegetation;
- Landscaping; and

- Realignment of infrastructure.

Figure 2. – Site Plan (Source: Applicant)



Notification Required	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Notification Dates	16/09/2021 – 1/10/2021
Number of Submissions	0
Standard Local Development	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Regionally Significant Development	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Designated Development	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Integrated Development	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

4. RELEVANT HISTORY

Previous Approvals

Formatted Account	Precis	Received Date	Determination Date
005.2015.00000067.001	Community Events	02/09/2015	27/10/2015
005.2021.00000099.001	Alterations and Additions to Muswellbrook Indoor Sports/Youth Centre	27/08/2021	

5. REFERRAL COMMENTS

Internal Comments	
CI – Roads and Drainage	Satisfactory: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
CI – Water and Waste	Satisfactory: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Environmental Health Officer	Satisfactory: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA

Building Surveyor	Satisfactory: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Heritage Advisor	Satisfactory: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
Other	Satisfactory: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
External Comments	
Crown Lands	Satisfactory: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Other	Satisfactory: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA

Detailed comments provided in Attachment A.

6. ASSESSMENT - Section 4.15 Matters for Consideration

This report provides an assessment of the Application against the relevant State and local planning legislation and policy.

Section 4.15(1)(a)(i) The provisions of any Environmental Planning Instrument (EPI)

A. Muswellbrook Local Environmental Plan 2009 (MLEP 2009)

Relevant Clauses applicable under the Muswellbrook Local Environmental Plan 2009 are:

Part 2 Permitted or prohibited development

Land use Zone	B2 Local Centre & RE1 Public Recreation
Proposed Use	Alterations and Additions to Indoor Sports/Youth Centre
Permissibility	Permitted with Consent
Zone Objective	Complies with Objective

The use is defined as a community facility, which is permitted with consent in the subject zone. The proposed development will be carried out mainly on the section of the land zoned B2 Local Centre. There is a minor portion of the proposed development located in the RE1 zone comprising the proposed accessibility ramp from the car park into the premises.

Under the LEP 2009, the objectives of the B2 Local Centre Zone is:

- To provide a range of retail, business, entertainment and community uses that serve the needs of people who live in, work in and visit the local area.
- To encourage employment opportunities in accessible locations.
- To maximise public transport patronage and encourage walking and cycling.
- To maintain the status and encourage the future growth of the Muswellbrook established business centre as a retail, service, commercial and administrative centre while maintaining the centre's compact form.
- To enable a wide range of land uses that are associated with, ancillary to, or supportive of the retail and service functions of a business centre.
- To maintain the heritage character and value and streetscape of the business centre of Muswellbrook.
- To support business development by way of the provisions of parking and other civic facilities.

A modification to the zoning of this part of the site to RE1 is currently being notified by the Department of Planning and Environment as part of a translation of business and industrial zones to employment zones.

Under the LEP 2009, the objectives of the RE1 Public Recreation is

- To enable land to be used for public open space or recreational purposes.

- To provide a range of recreational settings and activities and compatible land uses.
- To protect and enhance the natural environment for recreational purposes.
- To encourage the development of public open spaces in a way that addresses the community's diverse recreation needs.
- To identify land that is suitable for future public recreation use and that can be brought into public ownership as a consequence of development contributions.
- To provide linked open space for ecosystem continuity, local community recreation, off-road transport and waterway protection.
- To provide space for integrated stormwater treatment devices for flow and water quality management, whilst enhancing urban and rural amenity.

The proposed use is permitted with consent in both zones and the proposed development is not contrary to the objectives set out in the LEP 2009.

Part 4 Principal Development Standards

Relevant Clause	Control	Proposed	Compliance
4.3 Height of buildings	13m	4.92m	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
4.4 Floor space ratio	2	0.16:1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
4.6 Exception to Development Standards			<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA

Part 5 Miscellaneous Provisions

Relevant Clause	Compliance
5.4 Controls relating to miscellaneous uses	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
5.8 Conversion of fire alarms	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
5.10 Heritage Conservation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
5.21 Flood planning	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA

Part 7 Additional Local Provisions

Relevant Clause	Compliance
7.1 Terrestrial Biodiversity	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
7.6 Earthworks	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA

B. State Environmental Planning Policies Relevant to Muswellbrook Shire

SEPP (Biodiversity and Conservation) 2021
Satisfactory: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
SEPP (Building Sustainability Index: BASIX) 2004
Satisfactory: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
SEPP (Housing) 2021
Satisfactory: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA

SEPP (Exempt and Complying Development Codes) 2008
Satisfactory: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
SEPP (Industry and Employment) 2021
Satisfactory: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
SEPP No 65—Design Quality of Residential Apartment Development
Satisfactory: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
SEPP (Planning Systems) 2021
Satisfactory: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
SEPP (Primary Production) 2021
Satisfactory: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
SEPP (Resilience and Hazards (2021)
Satisfactory: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
SEPP (Resources and Energy) 2021
Satisfactory: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
SEPP (Transport and Infrastructure) 2021
Satisfactory: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

Detailed comments provided in Attachment B.

Section 4.15(1)(a)(ii) the provisions of any draft EPI.

There are no draft EPIs relevant to the subject Application.

Section 4.15(1)(a)(iii) the provisions of any development control plan

Muswellbrook DCP 2009

Section 3 Site Analysis
Satisfactory: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Section 5 Subdivision
Satisfactory: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
Section 6 Residential Development
Satisfactory: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
Section 7 – Village Zones
Satisfactory: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
Section 8 – Rural development
Satisfactory: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
Section 9 – Local Centre Development

Satisfactory: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Section 10 – Industrial Development
Satisfactory: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
Section 11 – Extractive Industry
Satisfactory: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
Section 12 – Tourist Facilities and Accommodation
Satisfactory: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
Section 13 – Floodplain Management
Satisfactory: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
Section 14 – Outdoor Signage
Satisfactory: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Section 15 – Heritage Conservation
Satisfactory: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
Section 16 – Car Parking and Access
Satisfactory: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Section 17 – Sex Services ad Restricted Premises
Satisfactory: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
Section 18 – Child Care Centres
Satisfactory: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
Section 19 – Use of Public Footpaths
Satisfactory: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
Section 20 – Erosion and Sediment Control
Satisfactory: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Section 21 – Contaminated Land
Satisfactory: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable
Section 22 – Land Use Buffers
Satisfactory: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable
Section 23 – On-Site Sewage Management
Satisfactory: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable
Section 24 – Waste Minimisation and Management Systems
Satisfactory: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Section 25 – Stormwater Management
Satisfactory: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Section 26 – Site Specific Controls

Satisfactory: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable
Section 27 – West Denman Urban Release Area
Satisfactory: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable
Section 28 – Muswellbrook Showground
Satisfactory: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable

Detailed comments provided in Attachment C.

Section 4.15(1)(a)(iia) the provisions of any planning agreement

There are no planning agreements relevant to the subject Application.

Section 4.15(1)(a)(iv) the provisions of the regulations

Development Contributions

The cost of works for the proposed development is valued at \$1,263,665.00. A developer contribution may be applied to the proposed development of 1% of the total development cost in accordance with Council's Section 94A Contribution Plan

However, the proposed development may be exempted from a developer Contribution in accordance with the plan provisions for community facilities. Any exemption would need to be supported by Council.

After reviewing the matter Council Officers have formed the view that it would be reasonable for the proposed development to be exempted as a community facility associated with a Council recreational facility.

In forming this view Council Officers recognised that:

- The proposed development is being carried out for a community purpose, specifically related to youth services.
- The development is being carried out on Council land and will enhance a Council recreational and community facility.
- While the proposed facility is intended to be operated by Upper Hunter Youth Services Council's Property and Building Team have acted as the proponent for this development application.

The conditions of consent do not include a condition related to the payment of Section 7.12 Contributions.

Section 4.15(1)(a)(v) the provisions of any coastal zone management plan

Not applicable - The Application does not relate to a coastal area.

Section 4.15(1)(b) the likely impacts of that development

The following matters were considered and, where applicable, detailed comments provided in Attachment D.

Context & Setting	Waste
Built Form	Energy
Potential Impact on Adjacent Properties	Noise and Vibration
Access, Traffic and Transport	Natural hazards
Public Domain	Technological hazards
Utilities	Safety, Security, and Crime Prevention

Heritage
Other land resources
Water
Soils
Air & microclimate
Flora & fauna

Social Impact on Locality
Economic Impact on the Locality
Site Design and Internal Design
Construction
Cumulative Impacts

The proposed development is not expected to have a significant negative impact on the site, locality, or nearby residents.

Section 4.15(1)(c) the suitability of the site for the development

The proposed development is compatible with surrounding land uses and site characteristics, subject to consent conditions.

Section 4.15(1)(d) any submissions made

The Application was notified to adjoining owners from 16/09/2021 – 1/10/2021. A notice was also placed on Council's website and Facebook page at the commencement of the notification period.

No submissions were received during the notification period.

Section 4.15(1)(e) the public interest.

It is considered that the proposal is in the public interest.

7. CONCLUSION

The proposed development has been assessed against the relevant heads of consideration of Section 4.15 of the Environmental Planning and Assessment Act 1979. As outlined above it is considered that the proposed development would be in accordance with the relevant planning provisions.

Accordingly, it is recommended the application be approved subject to conditions of consent.

Signed by:

Mr H A McTaggart

Date:

18.06.2022

Attachment A – Internal and external referral comments

Internal Referrals

CI – Roads and Drainage

The applicant provided plans showing the relocation of Council's stormwater pipe away from the building footprint. This stormwater design was accepted by Council Roads and Drainage Engineers subject to conditions of consent. The recommended conditions have been reviewed by Council Planning Officers and incorporated into conditions of consent where appropriate.

CI – Water and Waste

The applicant provided plans showing the relocation of Council's sewer main away from the building footprint. Council's Water and Waste Section are satisfied with the plans and do not raise concerns in relation to the proposed new retaining wall and its proximity to the sewer main.

The assessing Officer noted that this issue could be addressed with standard condition requiring the design of the retaining wall to be appropriate to protect the sewer from additional loading. The water and waste officers were satisfied with this condition and did not have any objections.

Building Surveyor

Council's Building Surveyor reviewed the application, inspected the premises and noted that there is no current fire safety schedule or AFSS for the building. The Officer noted that the inspection revealed that the fire safety measures are being maintained.

The Officer noted that the Fire Safety Schedule and BCA compliance matters can be managed in the CC and OC phase and did not have any other recommendations or conditions.

External Referrals

Crown Lands

The subject Lot K DP 25666 is crown land. The proposed acquisition and lot amalgamation has been discussed between Muswellbrook Shire Council and the representatives of Crown Land.

Crown Lands reviewed the application and requested a condition on any consent that requires Council to acquire Lot K DP25666 prior to the issue any construction certificate.

The Assessing Officer has included this as a condition of consent.

Attachment B - Assessment against relevant SEPPs

SEPP 2021 (Resilience and Hazards)
<p>Council has no records of any activities occurring on the site that may have caused the contamination of the land. No visual evidence of any contamination was observed by Council Officers during an inspection of the site. The site has historically been used as a community facility, which is unlikely to create any significant contamination issues.</p> <p>The applicant has provided a preliminary site investigation report prepared by Environmental Earth Sciences. The report carried out a desktop study, review of historical information, site observation and laboratory results and concluded that the subject site presents a LOW risk to human health and the environment.</p> <p>It is therefore considered that the site is unlikely to be affected by contamination that requires remediation in accordance with the SEPP. The proposed development may therefore proceed without the need to further consider the provisions of this SEPP.</p>
SEPP (Industry and Employment) 2021
<p>The proposed development seeks approval for a wall mounted business identification sign, 'Muswellbrook Youth Centre', on the eastern elevation of the new Muswellbrook Youth Centre wall. The dimensions of the proposed business identification signage zone is 400mm (height) x 3880mm (length).</p> <p>The proposed signage will not face the street, but will be facing a public reserve (Lot 802 DP 1189685 and Lot K 25666) and therefore SEPP (Industry and Employment) 2021 applies to the proposed development.</p> <p>An assessment has been carried out by the applicant and provided to Council. Council's Assessing Officer has reviewed the assessment and is generally satisfied that the signage complies with the SEPP, however, the Assessing Officer recommends including a condition to ensure that the proposed levels of illumination do not cause light spill in the locality.</p>

Attachment C - Assessment against relevant provisions of Muswellbrook DCP 2009

Section 9 – Local Centre Development

The Assessing Officer is satisfied that the proposed development generally complies with the requirements of this section of the DCP and recommends

- a) the standard condition for building materials to ensure that materials and colours do not dominate the streetscape.
- b) The standard condition for compliance with accessibility standards

Section 14 – Outdoor Signage

The Assessing Officer is satisfied that the proposed development generally complies with the requirements of this section of the DCP and recommends:

- a) A condition to ensure that the level of illumination of the proposed signage is not intrusive and does not negatively impact the amenity of the locality.

Section 16 – Car Parking and Access

Under this section of the DCP, the parking requirement for a community facility is 1 space per 20m² of gross floor area: $(405\text{m}^2/20) = 20.25$ car parking spaces. A total of 21 additional car parking spaces are required.

The existing Muswellbrook Indoor Sports Centre has a total gross floor area of 1,280m² and requires a total of 52 car parking spaces.

There is a total of 110 car parking spaces provided in the adjacent public car park. The development complies with the car parking requirement, as outlined in Section 16.6 of DCP 2009.

Section 20 – Erosion and Sediment Control

An Erosion and Sediment Control Plan has been provided and assessed as adequate. A condition of consent is recommended to ensure that the proposed works are carried out in accordance with the proposed plan.

Section 24 – Waste Minimisation and Management Systems

A waste management plan has not been submitted with the development application. A condition of consent is recommended requiring a Waste Management Plan be provided prior to the issue of an Occupation Certificate.

Attachment D - Assessment of likely impacts of development

Built Form and Neighbourhood Character

The proposed addition will have a contemporary building form whilst remaining complementary to the existing Muswellbrook Indoor Sports Centre. The proposal will deliver improvements to the built form and will reinforce the site's role as a vibrant focal point and community facility within the regional centre by creating a distinct simple building design.

The proposal is located on a large corner allotment, making the site ideally placed for a development of unique and functional architectural design. The overall built form, bulk and scale of the proposed development is compatible with the streetscape and character of the immediate locality and is considered appropriate for the site and locality.

Visual Amenity and View Impact

The proposed Muswellbrook Youth Centre is oriented north and is placed behind the existing Sports Centre and does not dominate the streetscape of Rutherford Road or Cassidy Avenue. The proposed development has been designed to complement the w scale and bulk to ensure minimal visual impact to the surrounding area. The placement of the extension and the proposed skillion roof form complements the existing building and creates a visually interesting architectural design through the resulting butterfly roof design. Overall, the proposed development is of an acceptable scale and bulk and will have a positive visual impact.

Acoustic Amenity

The development will primarily be used for office and administration purposes in conjunction with the Muswellbrook Youth Centre. The hours of the highest noise production will be between 3.00pm and 7.00pm Wednesday to Friday, which is consistent with the highest noise production of the existing sports centre and is not considered to result in any adverse acoustic amenity impacts for neighbouring properties.

Traffic and Transport

The subject site is located approximately 2km south-west of Muswellbrook Train Station and is on a public bus route. Additionally, the existing 110 car parking spaces including 2 accessible car parking spaces within the public car park are consistent with the relevant DCP 2009 car parking requirements and is compliant with the applicable Australian Standards. The development is not anticipated to result in an unacceptable increase in traffic generation along Rutherford Road or Cassidy Avenue.

Social and Economic Impacts

The proposal has been designed to optimise social benefits of the development, including those related to access, employment, security and safety and community structure. The construction of the community facility on the subject site will provide a strategic location to offer a multitude of community services and facilities for positive and interactive engagement with the youth of the community. Upper Hunter Youth Services Inc. is well-established within the Muswellbrook community and provides essential community support to local primary and secondary schools and the youth of the local area.

The proposal will also provide a range of positive economic impacts both during its construction and operation with ongoing employment opportunities providing a positive impact to the region. The creation of a hub for the youth of Muswellbrook and the Upper Hunter region will be responsible for a positive social impact and generate ongoing social and economic benefits to Muswellbrook and the greater region.

RECOMMENDED CONDITIONS OF CONSENT

IDENTIFICATION OF APPROVED PLANS

(1) Approved Plans and Supporting Documents

Development must be carried out in accordance with the following approved plans and supporting documentation (stamped by Council), except where the conditions of this consent expressly require otherwise.

Plan No.	Rev. No.	Plan Title.	Drawn by.	Dated.
A000	E	Coversheet & Location Plan	Conybeare Morrison International P/L	06/05/2021
A005	E	Site Analysis	Conybeare Morrison International P/L	06/05/2021
A010	E	Site Plan	Conybeare Morrison International P/L	06/05/2021
A011	E	Existing & Demolition Plan	Conybeare Morrison International P/L	06/05/2021
A101	E	GA Plan	Conybeare Morrison International P/L	06/05/2021
A111	E	Roof Plan	Conybeare Morrison International P/L	06/05/2021
A201	E	Elevations	Conybeare Morrison International P/L	06/05/2021
A211	E	Sections	Conybeare Morrison International P/L	06/05/2021
A401	E	Shadow Diagrams	Conybeare Morrison International P/L	06/05/2021
A501	E	Perspectives	Conybeare Morrison International P/L	06/05/2021
A701	E	Signage Drawing	Conybeare Morrison International P/L	06/05/2021
A801	E	GPA / FSR Diagram	Conybeare Morrison International P/L	06/05/2021
N151	-	Pedestrian & Construction Management Plan	Conybeare Morrison International P/L	08/06/2021
DA_C01.01	3	Cover Sheet	Northrop	16/03/2022
DA_C01.11	1	Specification Notes	Northrop	19/04/2021
DA_C02.01	2	Sediment and Soil Erosion Control Plan	Northrop	19/04/2021
DA_C02.11	2	Sediment and Soil Erosion Control Details	Northrop	19/04/2021
DA_C04.01	3	Siteworks and Stormwater Management Plans	Northrop	16/03/2022
DA_C04.21	1	Stormwater Longitudinal Sections – Sheet 01	Northrop	16/03/2022
DA_C10.01	2	Details – Sheet 01	Northrop	19/04/2021
1	1	Plan of Sewer & Stormwater Services	Monteath & Powys	02/03/2022
L-001	A	Site Plan	Context Landscape Architecture	30/04/2021
L-002	A	Planting Schedule	Context Landscape	30/04/2021

Plan No.	Rev. No.	Plan Title.	Drawn by.	Dated.
			Architecture	
L-003	A	Typical Details	Context Landscape Architecture	30/04/2021
L-004	A	Notes	Context Landscape Architecture	30/04/2021
L-005	A	Notes	Context Landscape Architecture	30/04/2021

Document Title.	Ver. No.	Prepared By.	Dated.
Response to Request for Further Information incl. Attachments	-	Milestone (Aust) Pty Limited	22/02/2022
Access Assessment Report	-	BCA Access	09/08/2021
BCA Assessment Report	-	BCA Logic	09/08/2021
Stage 1 Preliminary Site Investigation		Environmental Earth Sciences	06/04/2021
Statement of Environmental Effects	C	Milestone (Aust) Pty Limited	18/06/2021

In the event of any inconsistency between the approved plans and the supporting documentation, the approved plans prevail. In the event of any inconsistency between the approved plans and a condition of this consent, the condition prevails.

Note: an inconsistency occurs between an approved plan and supporting documentation or between an approved plan and a condition when it is not possible to comply with both at the relevant time.

(2) Limit to Demolition Works

Alterations to, and demolition of the existing building shall be limited to that documented on the approved plans (by way of notation). No approval is given or implied for removal and/or rebuilding of any portion of the existing building which is shown to be retained.

OPERATIONAL CONDITIONS IMPOSED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT AND REGULATIONS AND OTHER RELEVANT LEGISLATION

(3) Building Code of Australia

All building work must be carried out in accordance with the provisions of the Building Code of Australia.

(4) Access to premises standard

The building shall comply with the requirements of the *Commonwealth Disability (Access to Premise Standard) 2010*.

(5) Carrying out of demolition work

Any demolition work is to be carried out in accordance with the relevant provisions of Australian Standard 2601:2001: Demolition of Structures.

CONDITIONS THAT MUST BE COMPLIED WITH PRIOR TO THE CARRYING OUT OF ANY DEMOLITION WORKS

(6) Hazardous Material survey and Asbestos removal

Prior to the carrying out of any demolition work relating to the development:

- (a) a report prepared by an appropriately qualified person (such as an Occupational Hygienist or Environmental Consultant) is to be submitted to the Certifying Authority, with the Construction Certificate application, detailing whether any asbestos or hazardous materials exist on the site that are affected by the proposed building works. (e.g. lead in paints, ceiling dust, glass fibre insulation or asbestos based products).

Note: If no hazardous materials are identified, the demolition may proceed in accordance with AS2601 and the conditions of this consent.

- (b) should any hazardous materials be identified as per item (a), a Work Plan shall be submitted to the Certifying Authority with the Construction Certificate application and set out in accordance with AS2601 – Demolition of Buildings. The report shall contain details regarding:
 - (i) The type of hazardous material;
 - (ii) The level or measurement of the hazardous material in comparison to National Guidelines;
 - (iii) Proposed methods of containment; and
 - (iv) Proposed methods of disposal.
 - (v) Details of signage to be provided on the site to comply with the provisions of the Occupational Health and Safety Regulation 2001, to ensure persons are warned, by the use of signs, labels or other similar measures, of the presence of asbestos or asbestos-containing material in a place at which construction work is being carried out.
- (c) where unacceptably high levels of lead are found in a premises to be demolished soil samples from site are to be tested by a NATA Registered laboratory before and after demolition and submitted to Council. This will determine whether remediation of the site is necessary.
- (d) the demolition must be undertaken in accordance with AS2601.
- (e) any works involving asbestos based products must be undertaken in accordance with the requirements of the WorkCover Authority in relation to removal, handling and disposing of material, and the Work Safe Australia Asbestos Code of Practice. (Refer to the information publications provided in your approvals package for more specific information)
- (f) all work involving lead removal must not cause lead contamination of air or ground, and the Work Plan submitted to comply with item (b) must comply with the requirements of AS 4361.2-1998 : *Guide to lead paint management - Residential and commercial buildings*. Particular attention must be given to the control of dust levels on the site.

- (g) Following completion of asbestos removal works a suitably qualified/licensed asbestos hygienist, must undertake a clearance inspection and issue an asbestos clearance certificate.
- (h) Tipping receipts demonstrating that all asbestos has been disposed of to an appropriately licensed facility are to be provided to the Certifying Authority.

Details demonstrating compliance with these requirements are to be approved by the Certifying Authority and submitted with the Construction Certificate. If all demolition works have not been completed the time a Construction Certificate is applied for any outstanding documentary evidence is to be submitted to the Certifying Authority at the time the works are completed and prior to the issue of the Occupation Certificate.

Notes:

1. Further details regarding requirements for removal of hazardous materials can be obtained from the WorkCover website or at "<http://www.lead.org.au>" www.lead.org.au.
2. Failure to comply with legislative requirements relating to the removal or handling of hazardous materials is likely to result in enforcement action, including fines or prosecution without prior warnings.

ANCILLARY MATTERS TO BE COMPLETED PRIOR TO THE ISSUE OF THE CONSTRUCTION CERTIFICATE

(7) Construction Certificate Requirement

No works shall commence on-site until a Construction Certificate has been issued for either part or all of the works to be undertaken. If a Construction Certificate is issued for part of the approved works, it must relate to all works being undertaken.

Note: a construction certificate issued by an Accredited Certifying Authority must be provided to Council at least 48 hours prior to the commencement of any earthworks, engineering or building work on the site.

(8) Crown Land Requirement

Prior to the issue of any Construction Certificate, Council shall acquire the part of the Traveling Stock Reserve related to the development and referred to as Lot K DP 25666 as per correspondence from NSW Crown Lands dated 20 October 2021.

Evidence demonstrating compliance with this requirement shall be provided to the Certifying Authority prior to the issue of a Construction Certificate.

(9) Section 68 Local Government Act 1993 Approvals

Prior to the issue of a Construction Certificate, the person acting with this consent shall obtain approval under Section 68 of the Local Government Act 1993 from Council's Roads and Drainage Section for the carrying out of stormwater works in accordance with the approved plans and additional information submitted to support the development.

Any application for the carrying out of stormwater works is to be accompanied by civil design plans for the alterations to Council's Stormwater Infrastructure. Where further

information is required in relation to Council's design requirements or Section 68 Permit application requirements Council's Roads and Drainage Officers may be contacted on 6549 3700.

Documentary evidence is to be provided to the Principle Certifying Authority demonstrating that these approvals have been obtained prior to the issue of a Construction Certificate.

(10) Muswellbrook Shire Water and Waste Division

A 'Notice of Requirements' under the Water Management Act 2000 must be obtained, prior to any Construction Certificate application, detailing sewer extensions to be built as part of the development application. Any charges identified in the 'Notice of Requirements' as requiring payment at construction certificate stage are to be paid prior to release of a Construction Certificate.

Details demonstrating compliance with any requirements for works by Muswellbrook Shire Council Water & Waste Department are to be provided with the Construction Certificate application.

The final compliance certificate must be submitted to the Principal Certifying Authority prior to release of the Subdivision or Occupation Certificate.

(11) Stormwater Detention

Plans submitted with any Construction Certificate application are to include a water tank to provide for stormwater detention per requirements of Council's Roads and Drainage Engineers. The water tank should have a minimum detention capacity of 20,000L.

(12) Erosion and sediment control plan

Before the issue of a construction certificate, the applicant is to ensure that an erosion and sediment control plan is prepared in accordance with the following documents before it is provided to and approved by the certifier:

- The approved *Sediment and Soil Erosion Control Plan* prepared by Northrop dated 19/04/2021
- Council's development control plan,
- the guidelines set out in the NSW Department of Housing manual 'Managing Urban Stormwater: Soils and Construction Certificate' (the Blue Book).

The applicant must ensure the erosion and sediment control plan is always kept onsite during site works and construction.

(13) Waste Management Plan

A Waste Management Plan is to be submitted with the Construction Certificate. The plans should include, but not be limited to:

- a) the estimated volume of waste and method of disposal for the construction and operation phases of the development,
- b) all landfill removed from the site,
- c) haulage routes,
- d) design of on-site wind proof waste storage and recycling area, and

- e) administrative arrangements for waste and recycling management during the construction process.

CONDITIONS THAT MUST BE ADDRESSED PRIOR TO COMMENCEMENT

(14) Site Sign

A sign must be erected in a prominent position on any work site on which work involved in the erection or demolition of a building is being carried out:

- (a) stating that unauthorised entry to the work site is prohibited,
- (b) showing the name of the principal contractor (or person in charge of the work site), and a telephone number at which that person may be contacted at any time for business purposes and outside working hours, and
- (c) showing the name, address and telephone number of the Principal Certifying Authority for the work.

Any such sign must be maintained while building work or demolition work is being carried out but must be removed when the work has been completed.

This condition does not apply to building works being carried out inside an existing building.

(15) Damage to Public Infrastructure

The applicant shall bear the cost of all restoration works to Council property damaged during the course of this development. The applicant shall submit to Council, in writing and/or photographic record, evidence of any existing damage to Council property before commencement of work.

Note: This documentation will be used to resolve any dispute over damage to infrastructure. If no documentation is received prior to commencement of work, it will be assumed that the infrastructure was undamaged, and the applicant will be required to restore all damaged infrastructure at their expense.

(16) Site Facilities

- (a) If the development involves building work or demolition work, the work site must be fully enclosed by a temporary security fence (or hoarding) before work commences.
- (b) A minimum width of 1.2m must be provided between the work site and the edge of the roadway to facilitate the safe movement of pedestrians.
- (c) Any such hoarding or fence is to be removed when the work has been completed.
- (d) A garbage receptacle fitted with a tight-fitting lid is to be provided for disposal of all food scraps and papers from the work site prior to building work commencing, and must be maintained and serviced for the duration of the work.
- (e) Toilet facilities must be provided on the work site at the rate of one toilet for every 20 persons or part of 20 persons employed at the work site.

- (f) Each toilet provided must:
 - be a standard flushing toilet, connected to a public sewer, or
 - if connection to a public sewer is not available, to an on-site effluent disposal system approved by the council, or
 - an approved temporary chemical closet.
- (g) The provision of toilet facilities must be completed before any other work is commenced.
- (h) A person having the benefit of this certificate who causes an excavation that extends below the level of the base of the footings of a building on an adjoining allotment of land must at their own expense and where necessary:
 - protect and support the building from damage, and
 - If necessary, underpin and support the building in accordance with the details prepared by a professional engineer.
- (i) A person having the benefit of this certificate who causes the excavation must, at least 7 days before commencing this work, give notice of intention to do so to the owner of the adjoining allotment of land and provide particulars of the proposed work.
- (j) Erosion and sediment controls must be provided in accordance with the details shown on the approved plans, prior to the disturbance of any soil on the work site.

(17) Vehicle Entry

Prior to commencing construction of the driveway/vehicle crossing/layback within the road reserve, a permit for the work must be obtained from Council's Roads and Drainage Section, under Section 138 of the Roads Act 1993.

CONDITIONS THAT MUST BE COMPLIED WITH DURING DEMOLITION AND BUILDING WORK

(18) Construction Hours

- (a) Subject to this clause, building construction is to be carried out during the following hours:
 - i. between Monday to Friday (inclusive)—7.00am to 6.00pm
 - ii. on a Saturday—8.00am to 1.00pm
- (b) Building construction must not be carried out on a Sunday or a public holidays.
- (c) Demolition works and excavation works must only be carried out between Monday to Friday (inclusive) between 8.00am and 5.00pm.
- (d) The builder and excavator must display, on-site, their 24-hour contact telephone numbers, which are to be clearly visible and legible from any public place adjoining the site.

(19) Approved Materials

In accordance with the provisions of the Muswellbrook Development Control Plan the external cladding of the building shall be constructed from low reflective cladding. Natural colours muted and earth tones should be used for major areas of the building, such as walls and roof, and stronger colours restricted to smaller features such as window frames, doors and decorative woodwork. Highly reflective glass and highly

reflective metal cladding (such as Zinalume and white Colorbond) are not to be used without the prior written approval from Council's Planning, Environment, and Regulatory Services Section.

(20) Cost of Work on Council Property

The applicant shall bear the cost of all works associated with the development that occurs on Council's property.

(21) Erosion and Sediment Controls

The approved Sediment & Erosion controls shall be reinstated daily prior to workers leaving the site where modified at any time. Any sediment that escapes from the allotment shall be cleaned, collected and disposed of to Council's waste management facility or the sediment shall be returned to the subject allotment on a daily basis.

(22) Mandatory Inspections under Section 68 Local Government Act 1993

The person acting with this consent shall ensure that all mandatory sewer, water, and stormwater inspections are carried out by Council at the relevant stages of construction in accordance with any Section 68 approval issued for the development.

Note: a minimum notice of 48 hours is required when booking an inspection.
Inspection fees will be charged in accordance with Council's adopted fees and charges and must be paid prior to the issue of the Construction Certificate.

CONDITIONS WHICH MUST BE COMPLIED WITH PRIOR TO THE ISSUE OF THE OCCUPATION CERTIFICATE
--

(23) Occupation

The building is not to be used or occupied until a final inspection has been carried out and an Occupation Certificate has been obtained from the Principal Certifying Authority.

(24) Final Compliance Certificate for Water Supply and Sewerage Works

The final compliance certificate for water supply works is to be obtained from Muswellbrook Shire Council Water & Waste Department and a copy must be submitted to the Principal Certifying Authority prior to release of any Occupation Certificate.

(25) Stormwater infrastructure

Prior to the issue of an Occupation Certificate all stormwater management infrastructure is to be installed in accordance the stormwater management plan approved by Council, AS 3500.3, the provisions of the relevant Section 68 Approval and industry best practice.

(26) Connection to Sewer

Prior to the issue of an Occupation Certificate the premises shall be connected to the sewer system in accordance with the Australian Standard 3500 and the requirements of any Section 68 Approval.

A works as executed plan on Council's approved form is to be submitted to Council within seven (7) days following the final drainage inspection and prior to any Occupation Certificate being issued.

(27) Car Parking Line Marking Update

Prior to the issue of an Occupation Certificate all alterations to the existing car parking layout and line marking are to be completed in accordance with the approved plans and documentation and new/relocated accessible car parking spaces provided and line marked in accordance with AS.2890.1 2004 Parking Facilities and the relevant provisions of AS1428.1 and AS1428.4.

CONDITIONS THAT MUST BE COMPLIED WITH AT ALL TIMES

(28) Stormwater Disposal

At all times stormwater from the development including all hardstand areas and overflows from rainwater tanks is to be collected and disposed of in accordance with the approved Siteworks and Stormwater Management Plan and the particulars set out in any approved Section 68 permit.

(29) Stormwater Drainage Management

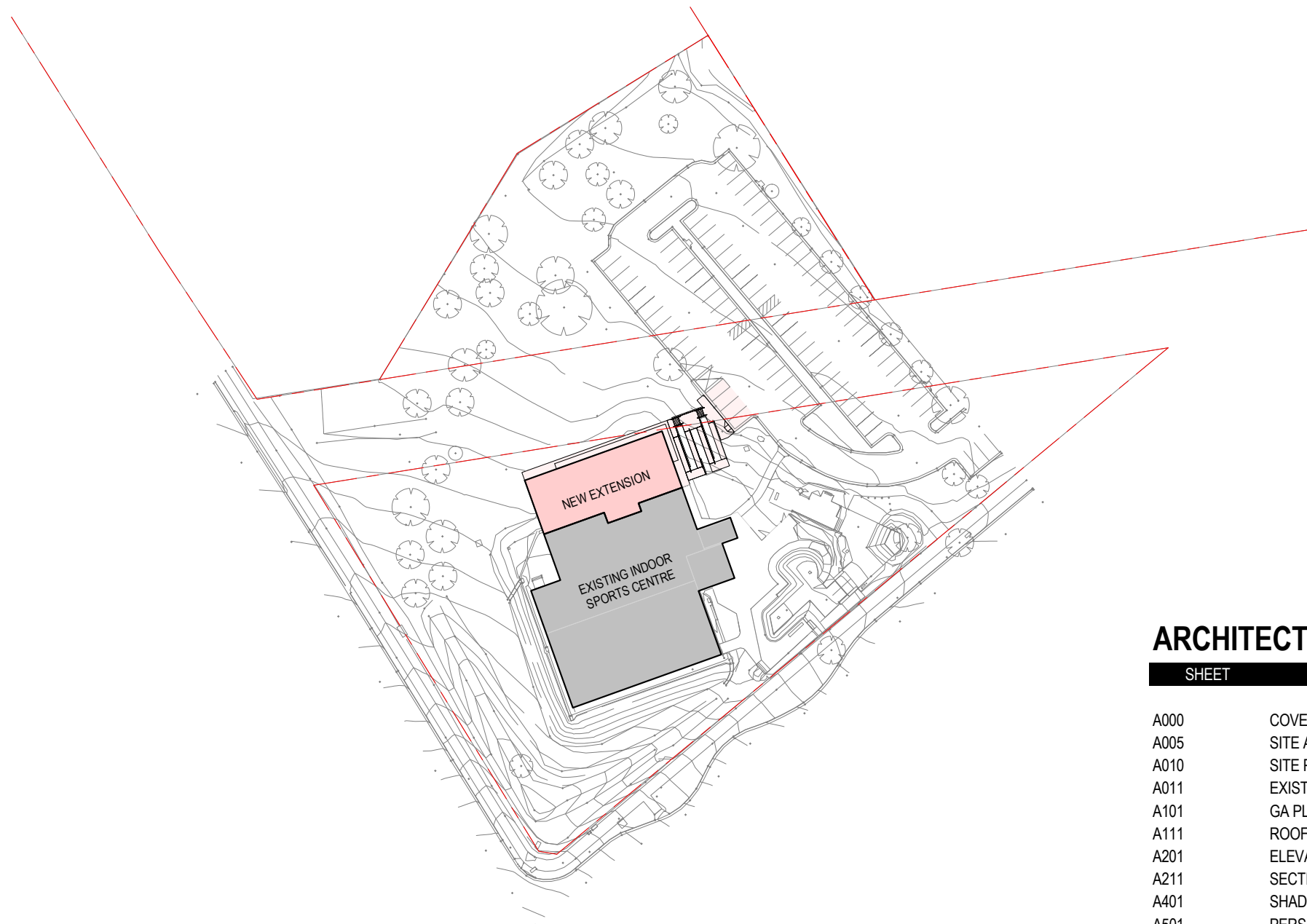
At all stormwater drainage located on the site, including the retained existing dish drains located adjacent the existing building are to be maintained to be free of weeds, silt and to support the flow of stormwater.

(30) Illumination Intensity

The level of illumination and/or lighting intensity used for signage is to be minimised to ensure that excessive light spill or nuisance is not caused to nearby premises.

(31) Landscaping

The landscaped area of the development is to be maintained at all times in accordance with the approved landscape plan



ARCHITECTURAL

SHEET	SHEET NAME
A000	COVER SHEET & LOCATION PLAN
A005	SITE ANALYSIS
A010	SITE PLAN
A011	EXISTING & DEMOLITION PLAN
A101	GA PLAN
A111	ROOF PLAN
A201	ELEVATIONS
A211	SECTIONS
A401	SHADOW DIAGRAMS
A501	PERSPECTIVES
A701	SIGNAGE DRAWING
A801	GFA / FSR DIAGRAM



CONYBEARE MORRISON INTERNATIONAL PT. LTD. ABN 50
055 972 248 | T 61 2 8244 8888
W www.cmplus.com.au E mail@cmplus.com.au
Darrel Conybeare NSW ARB No 2252 |
Bill Morrison NSW ARB No 2447

Copyright: All rights reserved. This work is copyright and cannot be reproduced or
copied by any means without the written permission of Conybeare Morrison
International. Any license, express or implied, to use this document for any
purpose whatsoever is restricted to the terms of the agreement between
Conybeare Morrison International and the instructing party.



ISSUE		DATE
B	ISSUE FOR COMMENT	04.02.2021
D	DRAFT DA SET	16.04.2021
E	DA SUBMISSION	06.05.2021

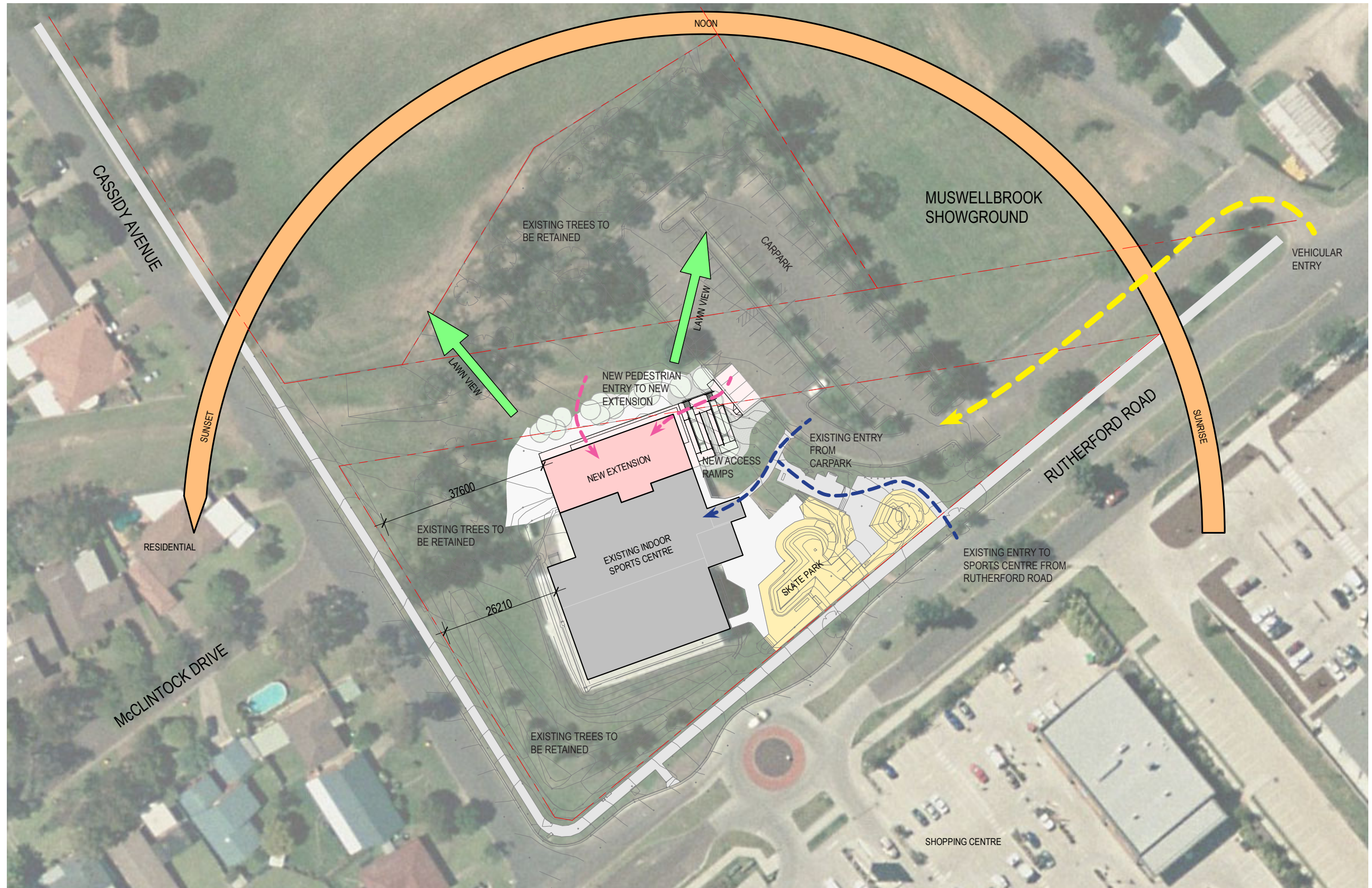
JOB
MUSWELLBROOK INDOOR SPORTS & YOUTH CENTRE
DP1189685, MUSWELLBROOK, NSW 2333

TITLE
COVER SHEET & LOCATION PLAN
DATE 06/05/2021

JOB NO.	19079	DRAWN	GH
SCALE	1 : 1000 @ A3		
0	SCALE 1:1000		40

DRAWING NO.	A000
REV:	E

DA SUBMISSION



DA SUBMISSION



CONYBEARE MORRISON INTERNATIONAL P/L ABN 50
055 972 248 | T 61 2 8244 8888
W www.cmplus.com.au E mail@cmplus.com.au
Darrel Conybeare NSW ARB No 2252 |
Bill Morrison NSW ARB No 2447

Copyright: All rights reserved. This work is copyright and cannot be reproduced or
copied by any means without the written permission of Conybeare Morrison
International. Any license, express or implied, to use this document for any
purpose whatsoever is restricted to the terms of the agreement between
Conybeare Morrison International and the instructing party.



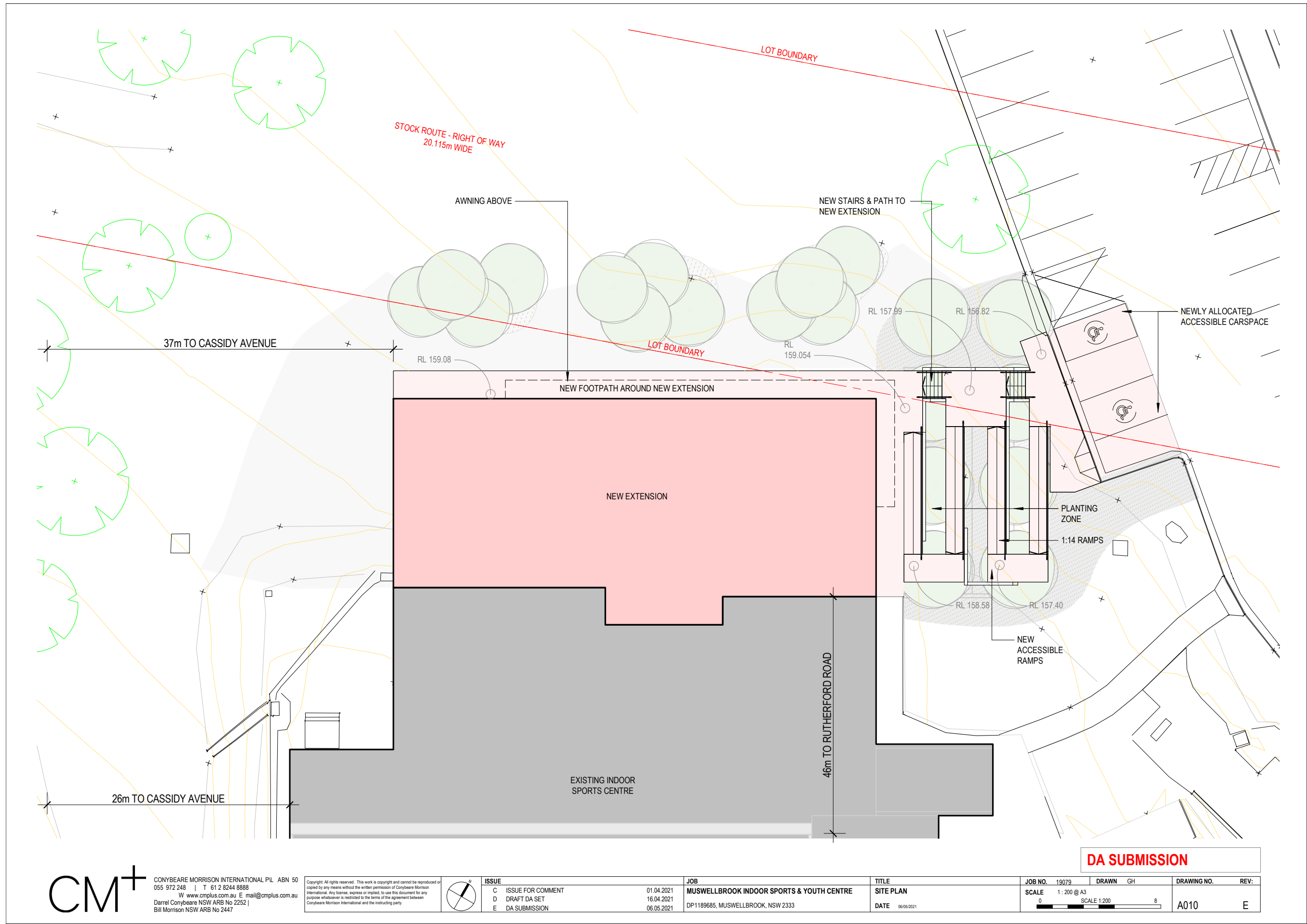
ISSUE		
D	DRAFT DA SET	16.04.2021
E	DA SUBMISSION	06.05.2021

JOB
MUSWELLBROOK INDOOR SPORTS & YOUTH CENTRE
DP1189685, MUSWELLBROOK, NSW 2333

TITLE
SITE ANALYSIS
DATE 06/05/2021

JOB NO.	19079
SCALE	1 : 750 @ A3

DRAWN	GH
DRAWING NO.	A005
REV:	E



DA SUBMISSION



CONYBEARE MORRISON INTERNATIONAL PTY LTD ABN 50
055 972 248 | T 61 2 8244 8888
W www.cmplus.com.au E mail@cmplus.com.au
Darrel Conybeare NSW ARB No 2252 |
Bill Morrison NSW ARB No 2447

Copyright: All rights reserved. This work is copyright and cannot be reproduced or
copied by any means without the written permission of Conybeare Morrison
International. Any license, express or implied, to use this document for any
purpose whatsoever is restricted to the terms of the agreement between
Conybeare Morrison International and the instructing party.



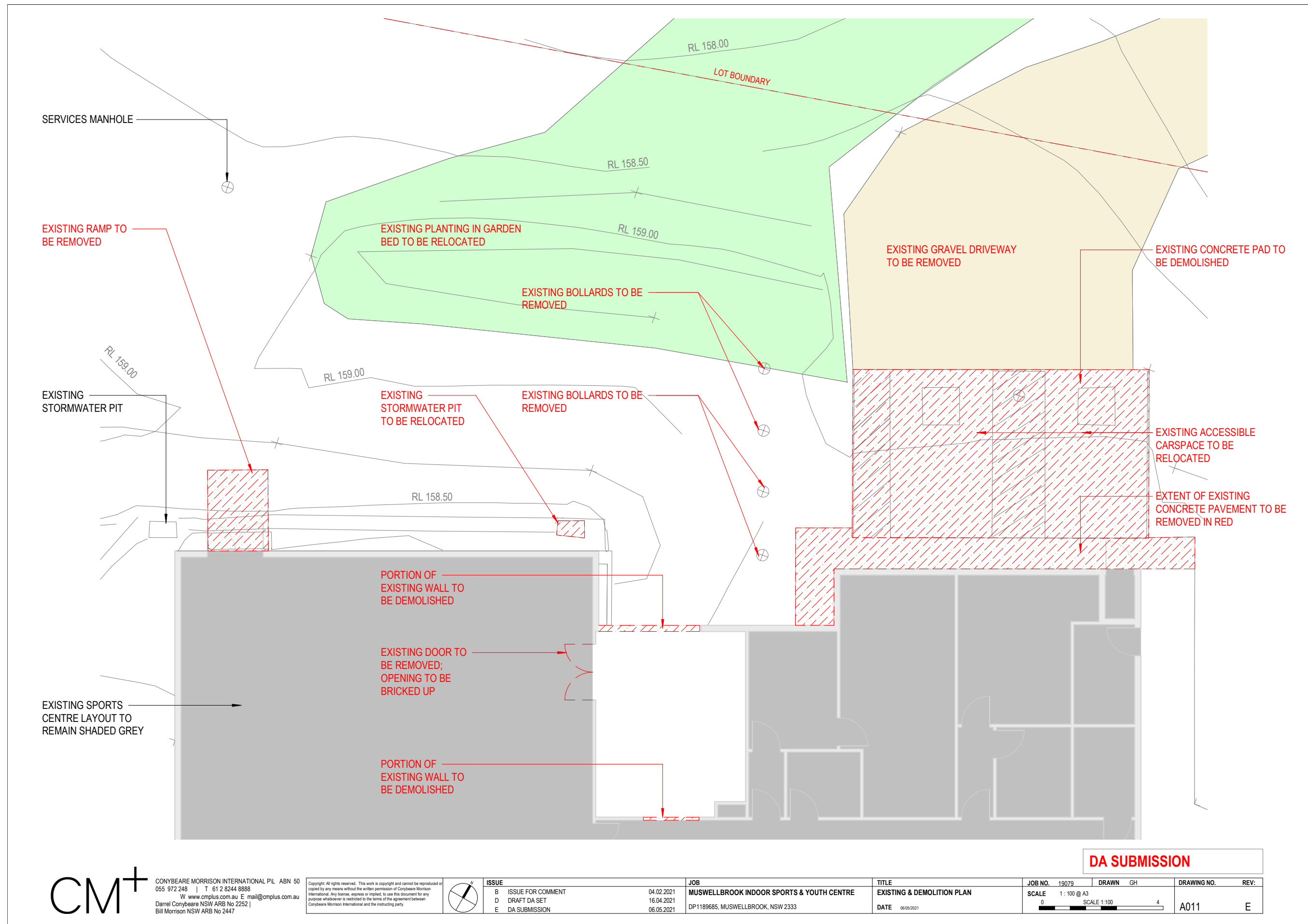
ISSUE		
C	ISSUE FOR COMMENT	01.04.2021
D	DRAFT DA SET	16.04.2021
E	DA SUBMISSION	06.05.2021

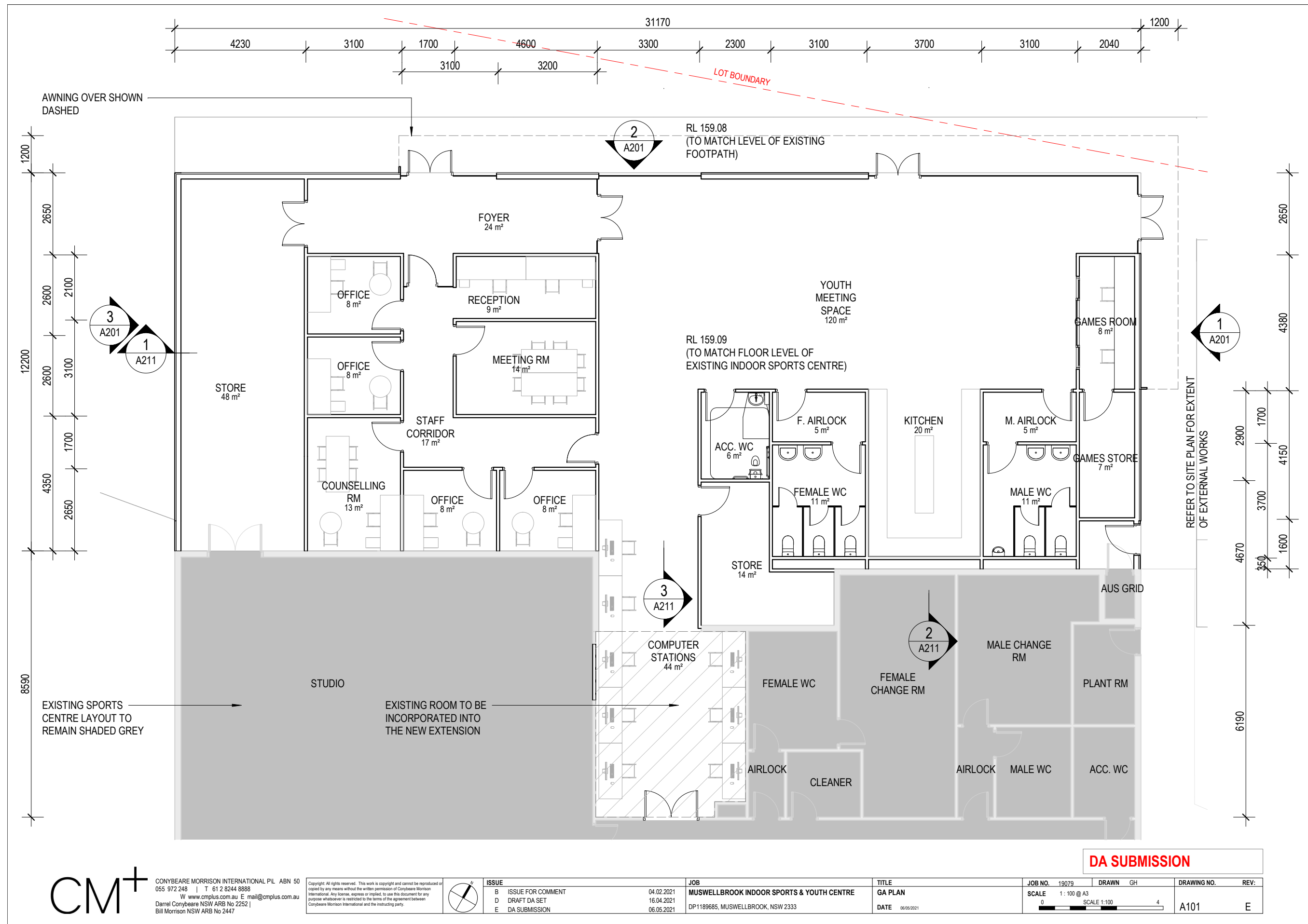
JOB
MUSWELLBROOK INDOOR SPORTS & YOUTH CENTRE
DP1189685, MUSWELLBROOK, NSW 2333

TITLE
SITE PLAN
DATE 06/05/2021

JOB NO.	19079	DRAWN	GH
SCALE	1:200 @ A3		
0	8		

DRAWING NO.	REV:
A010	E





CM⁺

CONYBEARE MORRISON INTERNATIONAL P/L ABN 50
055 972 248 | T 61 2 8244 8888
W www.cmplus.com.au E mail@cmplus.com.au
Darrel Conybeare NSW ARB No 2252 |
Bill Morrison NSW ARB No 2447

Copyright: All rights reserved. This work is copyright and cannot be reproduced or
copied by any means without the written permission of Conybeare Morrison
International. Any license, express or implied, to use this document for any
purpose whatsoever is restricted to the terms of the agreement between
Conybeare Morrison International and the instructing party.

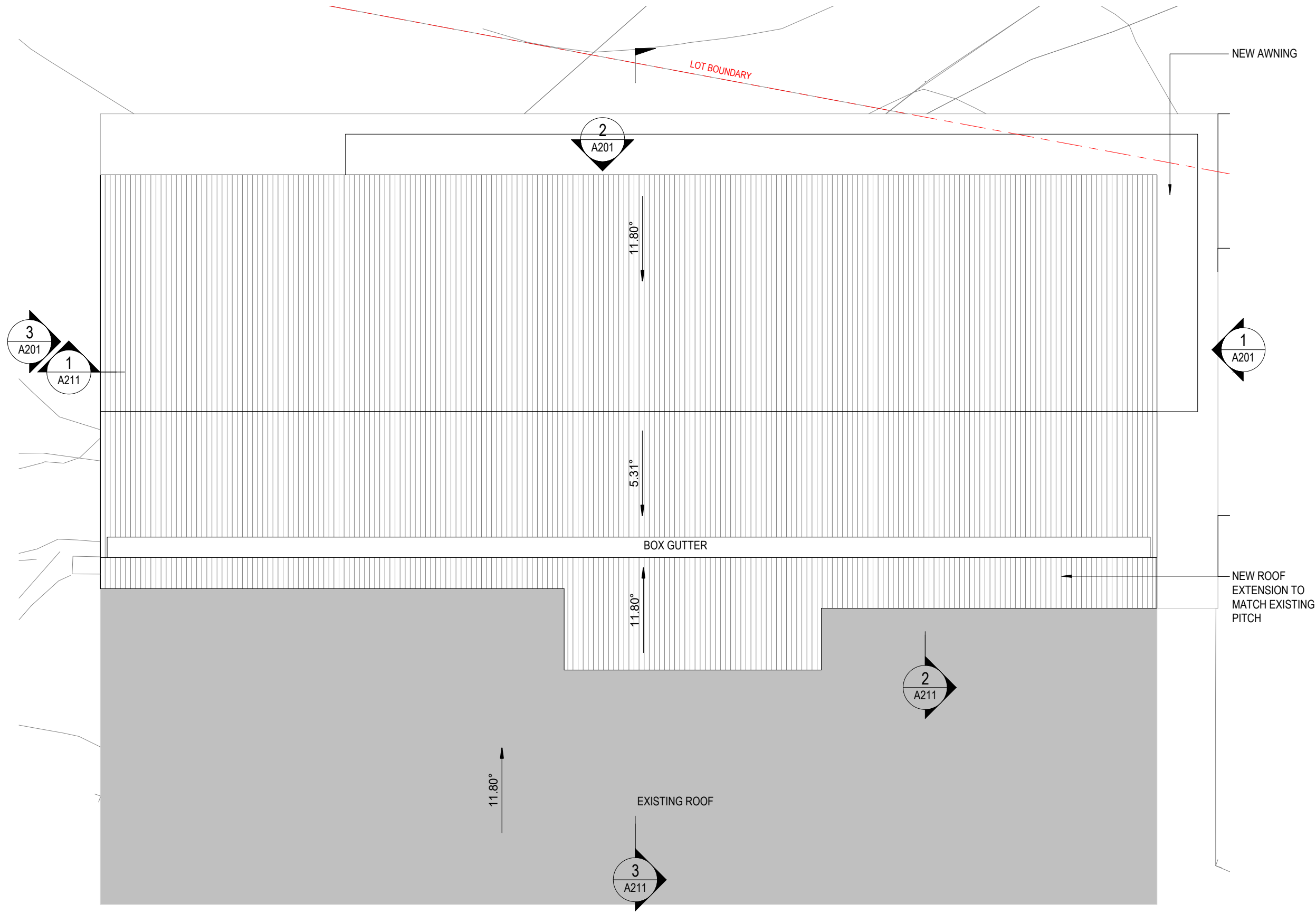


ISSUE		
B	ISSUE FOR COMMENT	04.02.2021
D	DRAFT DA SET	16.04.2021
E	DA SUBMISSION	06.05.2021

JOB	
MUSWELLBROOK INDOOR SPORTS & YOUTH CENTRE	
DP1189685, MUSWELLBROOK, NSW 2333	

TITLE	
GA PLAN	
DATE	06/05/2021

JOB NO.	19079	DRAWN	GH	DRAWING NO.	A101	REV.	E
SCALE	1:100 @ A3	SCALE	1:100				
	0 4						



CM⁺

CONYBEARE MORRISON INTERNATIONAL PTY. LTD. ABN 50
055 972 248 | T 61 2 8244 8888
W www.cmplus.com.au E mail@cmplus.com.au
Darrel Conybeare NSW ARB No 2252 |
Bill Morrison NSW ARB No 2447

Copyright: All rights reserved. This work is copyright and cannot be reproduced or
copied by any means without the written permission of Conybeare Morrison
International. Any license, express or implied, to use this document for any
purpose whatsoever is restricted to the terms of the agreement between
Conybeare Morrison International and the instructing party.



ISSUE		
B	ISSUE FOR COMMENT	04.02.2021
D	DRAFT DA SET	16.04.2021
E	DA SUBMISSION	06.05.2021

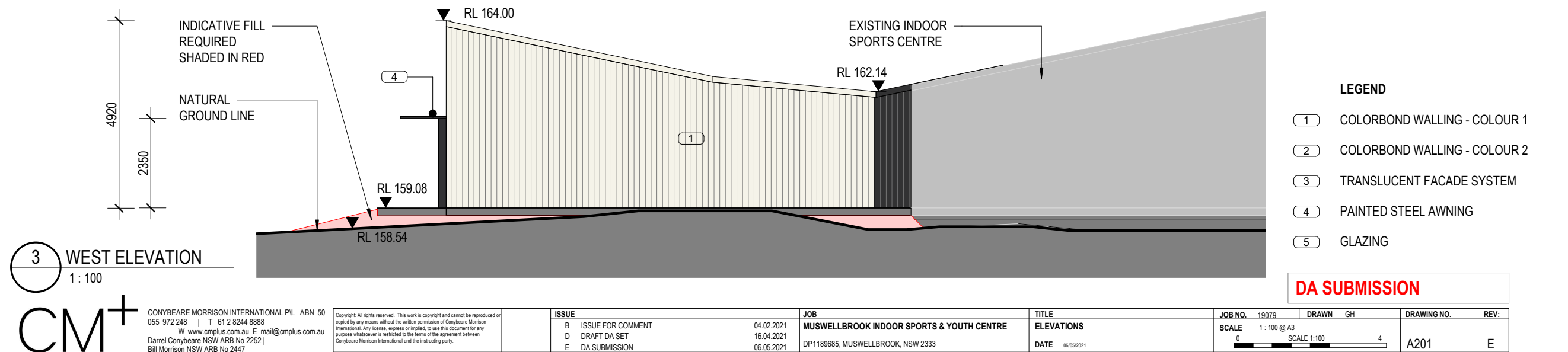
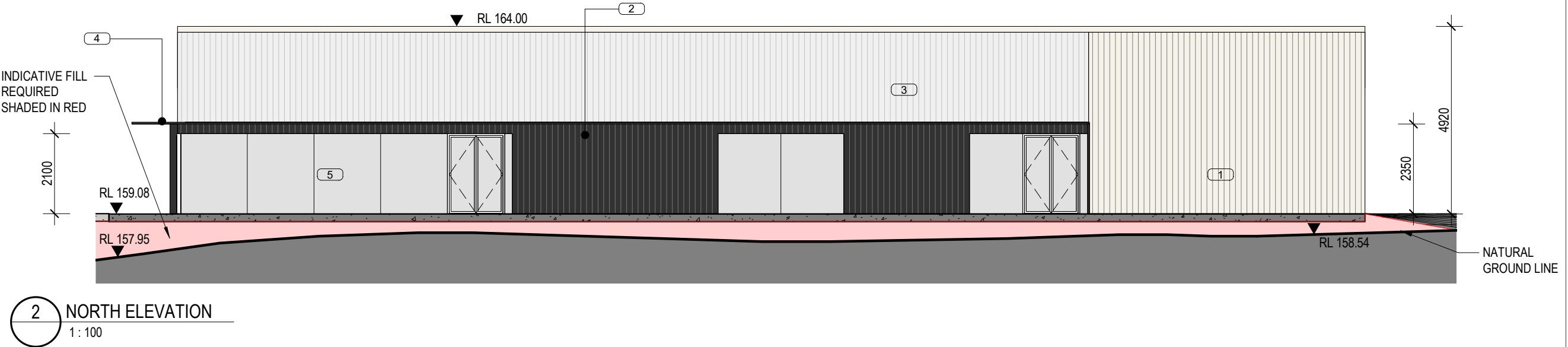
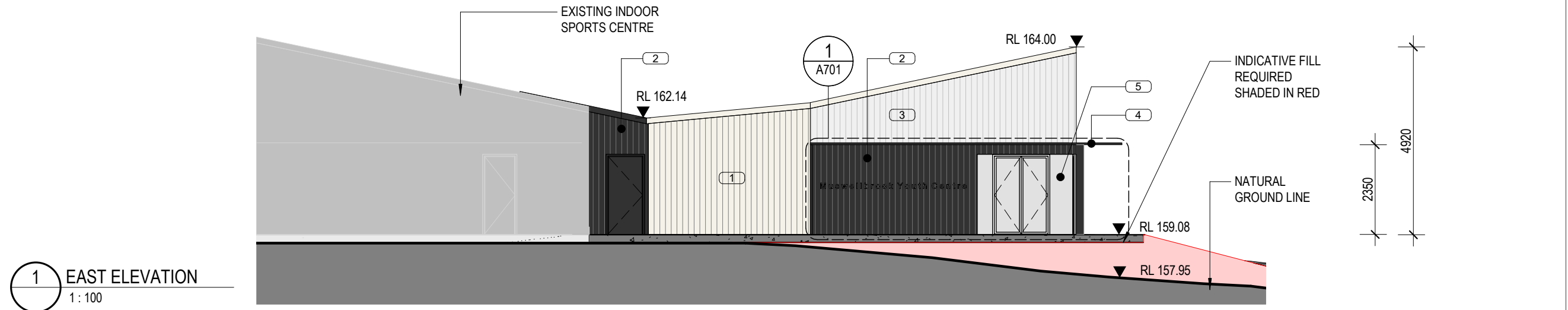
JOB	
MUSWELLBROOK INDOOR SPORTS & YOUTH CENTRE	
DP1189685, MUSWELLBROOK, NSW 2333	

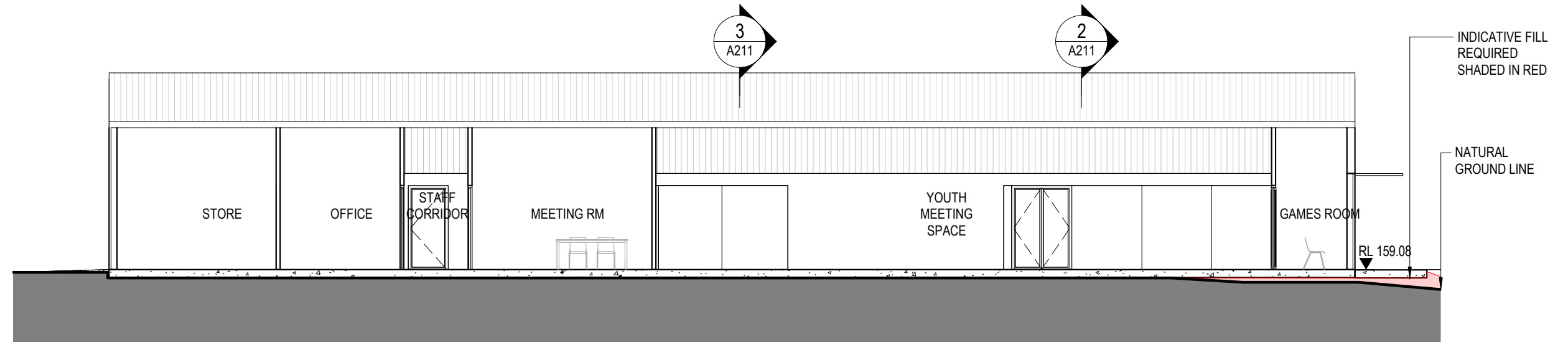
TITLE	
ROOF PLAN	
DATE	06/05/2021

JOB NO.	19079	DRAWN	GH
SCALE	1:100 @ A3	SCALE	1:100
0	4		

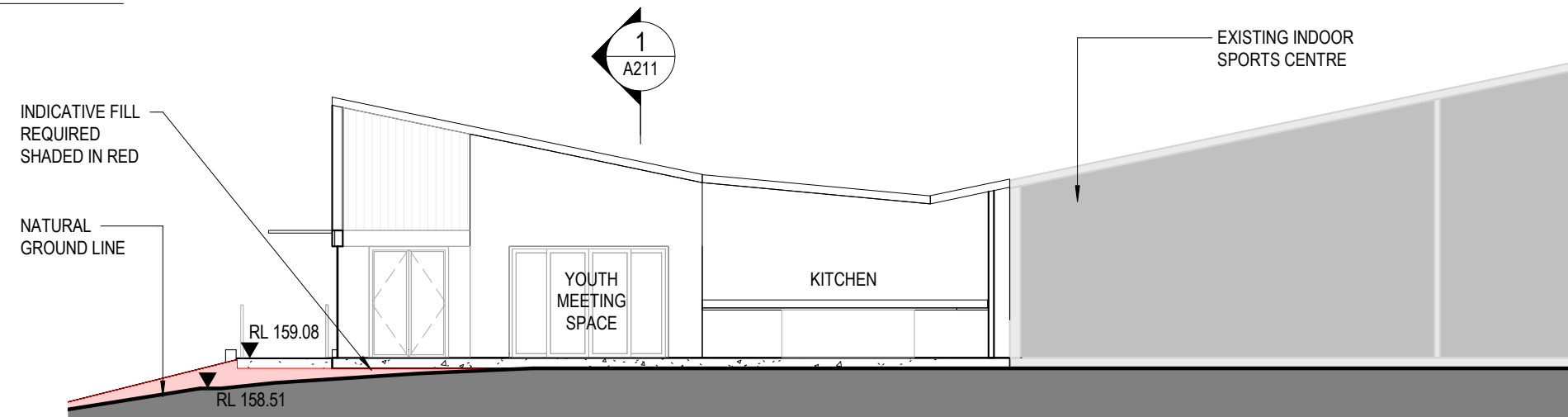
DRAWING NO.	A111	REV:	E
-------------	------	------	---

DA SUBMISSION

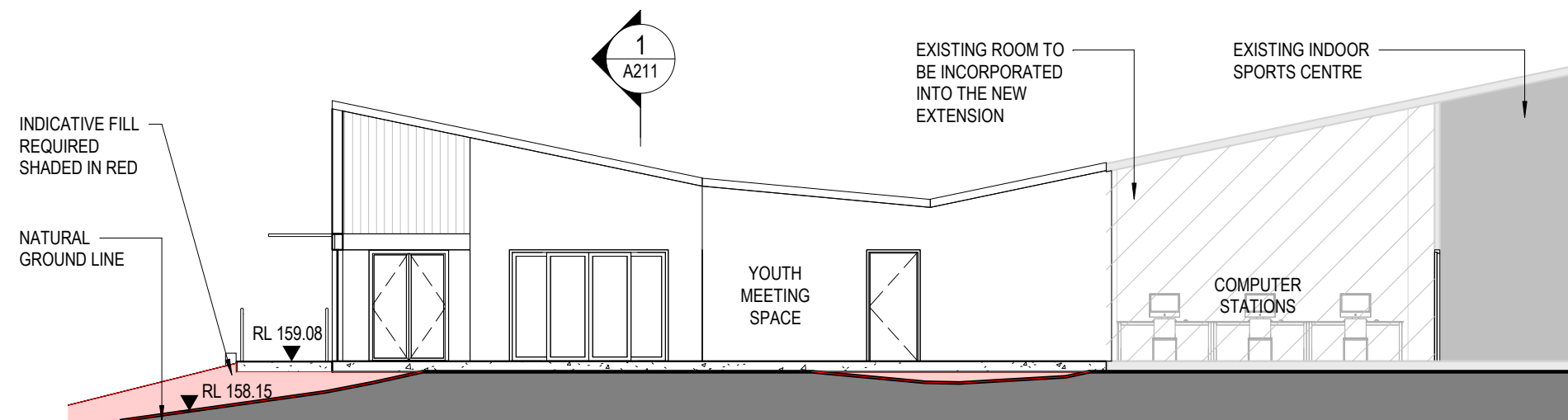




1 SECTION 1
1 : 100



2 SECTION 2
1 : 100



3 SECTION 3
1 : 100

CM⁺

CONYBEARE MORRISON INTERNATIONAL PTY LTD ABN 50
055 972 248 | T 61 2 8244 8888
W www.cmplus.com.au E mail@cmplus.com.au
Darrel Conybeare NSW ARB No 2252 |
Bill Morrison NSW ARB No 2447

Copyright: All rights reserved. This work is copyright and cannot be reproduced or
copied by any means without the written permission of Conybeare Morrison
International. Any license, express or implied, to use this document for any
purpose whatsoever is restricted to the terms of the agreement between
Conybeare Morrison International and the instructing party.

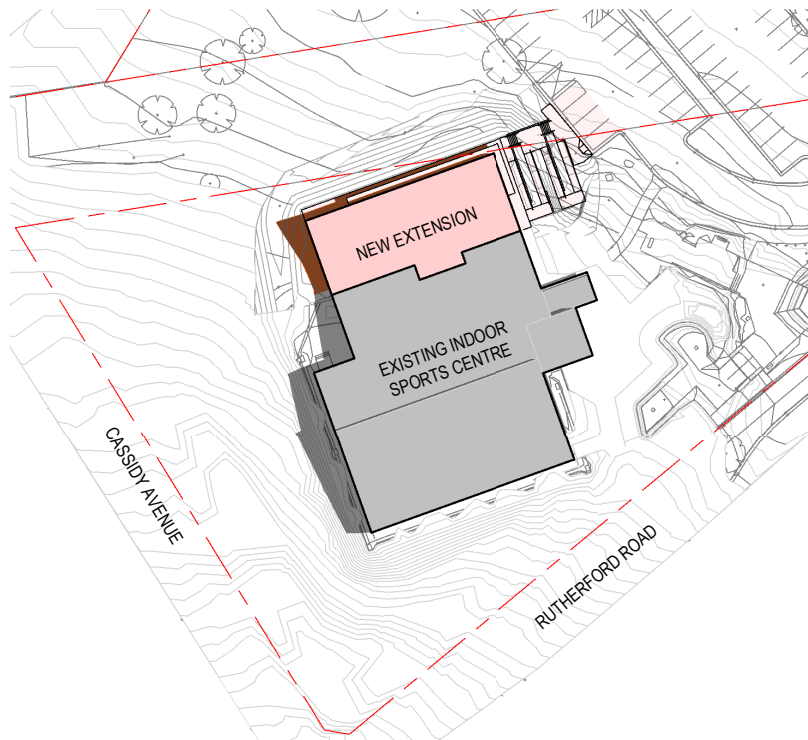
ISSUE		
B	ISSUE FOR COMMENT	04.02.2021
D	DRAFT DA SET	16.04.2021
E	DA SUBMISSION	06.05.2021

JOB	
MUSWELLBROOK INDOOR SPORTS & YOUTH CENTRE	
DP1189685, MUSWELLBROOK, NSW 2333	

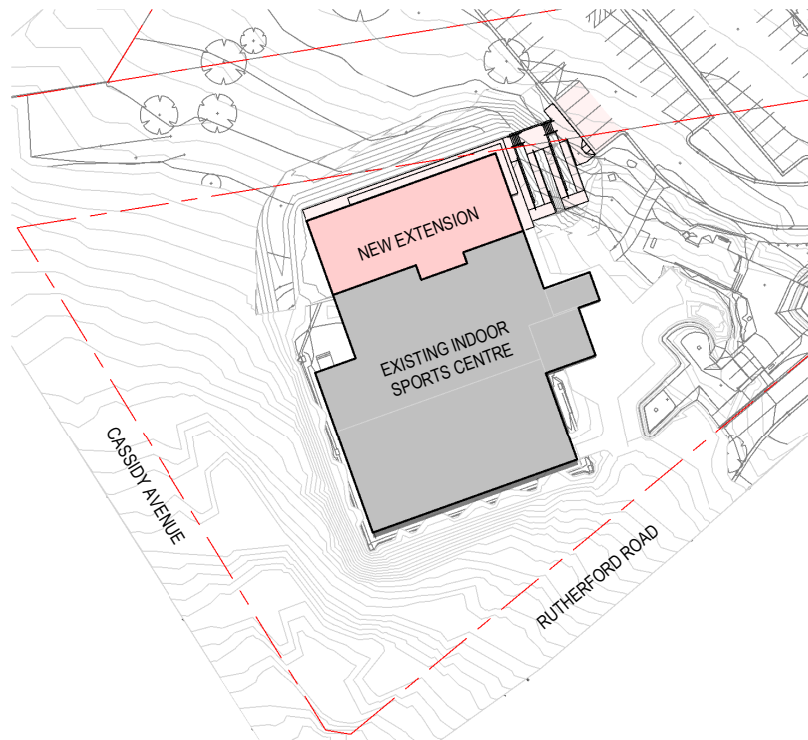
TITLE	
SECTIONS	
DATE	06/05/2021

DA SUBMISSION

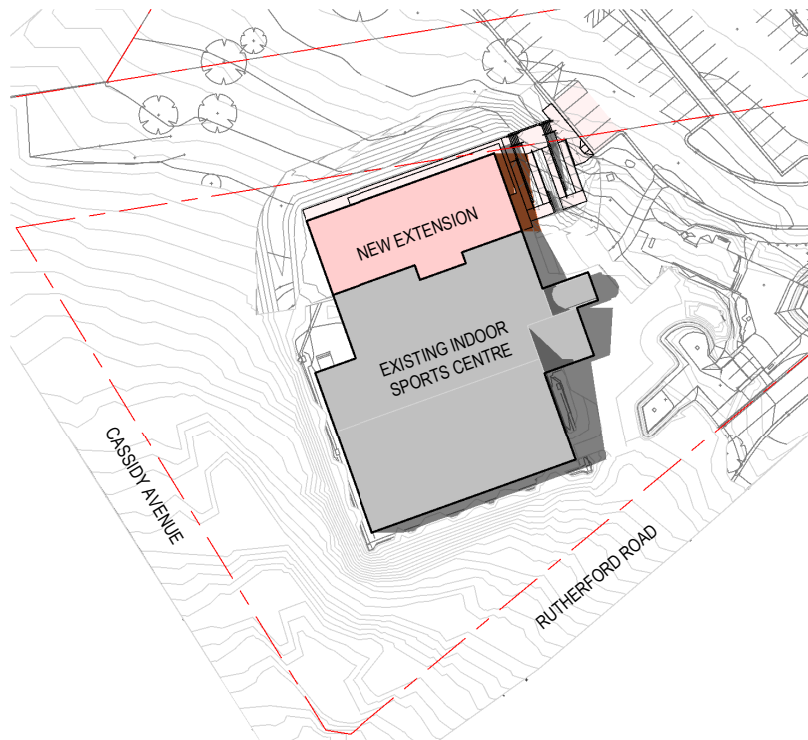
JOB NO.	19079	DRAWN	GH	DRAWING NO.	REV:
SCALE	1 : 100 @ A3			A211	E
	0	4			



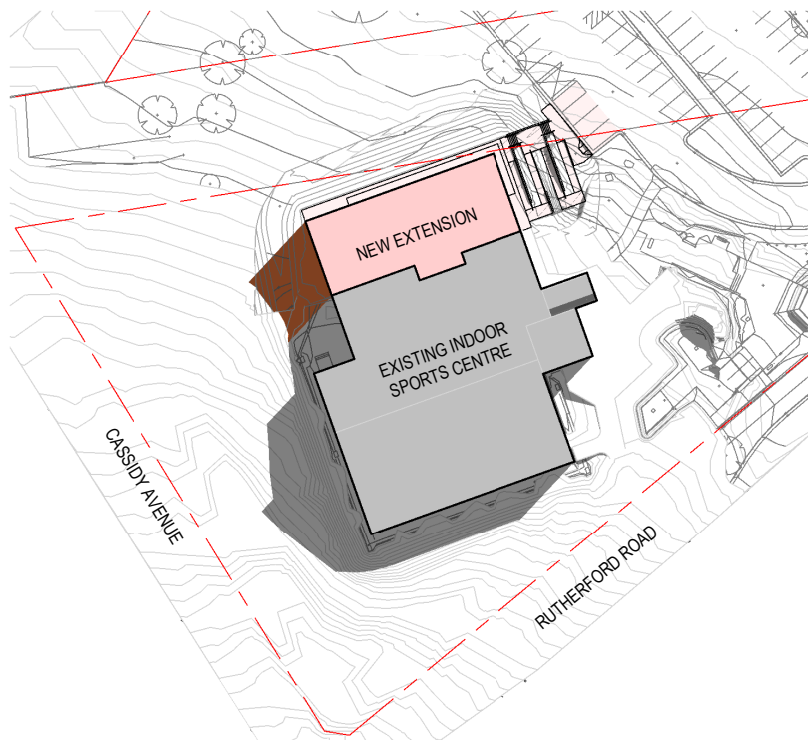
SUMMER SOLSTICE (21 DEC) 9AM
1 : 1000



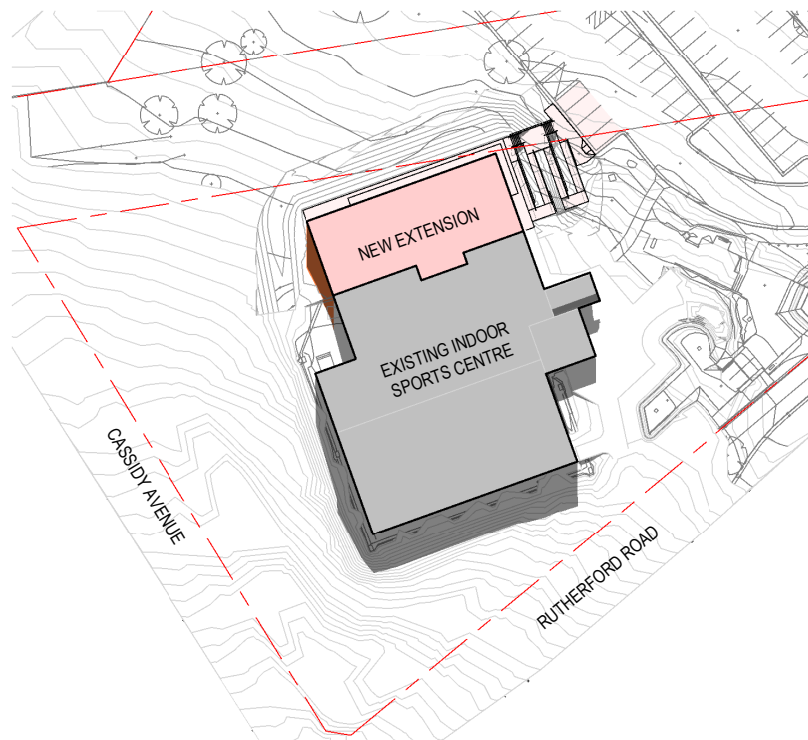
SUMMER SOLSTICE (21 DEC) 12NOON
1 : 1000



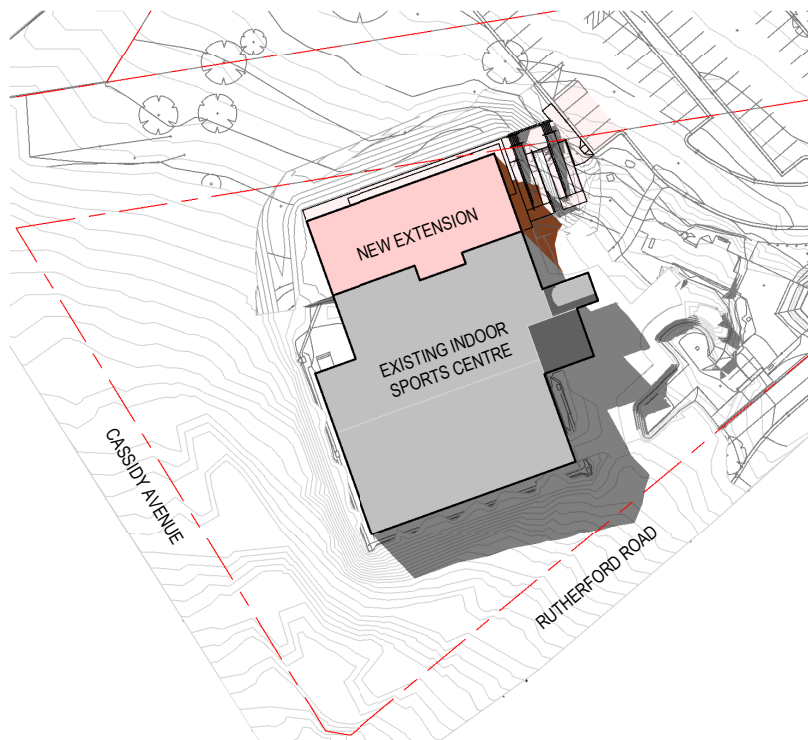
SUMMER SOLSTICE (21 DEC) 3PM
1 : 1000



WINTER SOLSTICE (21 JUN) 9AM
1 : 1000



WINTER SOLSTICE (21 JUN) 12NOON
1 : 1000



WINTER SOLSTICE (21 JUN) 3PM
1 : 1000

DA SUBMISSION

CM⁺

CONYBEARE MORRISON INTERNATIONAL PIL ABN 50
055 972 248 | T 61 2 8244 8888
W www.cmplus.com.au E mail@cmplus.com.au
Darrel Conybeare NSW ARB No 2252 |
Bill Morrison NSW ARB No 2447

Copyright: All rights reserved. This work is copyright and cannot be reproduced or
copied by any means without the written permission of Conybeare Morrison
International. Any license, express or implied, to use this document for any
purpose whatsoever is restricted to the terms of the agreement between
Conybeare Morrison International and the instructing party.



ISSUE	DATE
D DRAFT DA SET	16.04.2021
E DA SUBMISSION	06.05.2021

JOB
MUSWELLBROOK INDOOR SPORTS & YOUTH CENTRE
DP1189685, MUSWELLBROOK, NSW 2333

TITLE
SHADOW DIAGRAMS
DATE 06/05/2021

JOB NO.	19079
SCALE	1 : 1000 @ A3

DRAWN	GH

DRAWING NO.	REV:
A401	E



VIEW FROM CARPARK LOOKING SOUTH-WEST



VIEW FROM LAWN LOOKING SOUTH-EAST

FINISHES SCHEDULE



1 COLORBOND WALLING - COLOR 1



3 TRANSLUCENT FACADE SYSTEM



5 COLORBOND WALLING - COLOR 1



2 COLORBOND WALLING - COLOR 2



4 PAINTED STEEL AWNING

CM⁺

CONYBEARE MORRISON INTERNATIONAL PTY LTD ABN 50
055 972 248 | T 61 2 8244 8888
W www.cmplus.com.au E mail@cmplus.com.au
Darrel Conybeare NSW ARB No 2252 |
Bill Morrison NSW ARB No 2447

Copyright: All rights reserved. This work is copyright and cannot be reproduced or
copied by any means without the written permission of Conybeare Morrison
International. Any license, express or implied, to use this document for any
purpose whatsoever is restricted to the terms of the agreement between
Conybeare Morrison International and the instructing party.

ISSUE		
B	ISSUE FOR COMMENT	04.02.2021
D	DRAFT DA SET	16.04.2021
E	DA SUBMISSION	06.05.2021

JOB
MUSWELLBROOK INDOOR SPORTS & YOUTH CENTRE
DP1189685, MUSWELLBROOK, NSW 2333

TITLE
PERSPECTIVES
DATE 06/05/2021

JOB NO.	19079	DRAWN	GH	DRAWING NO.	REV:
				A501	E

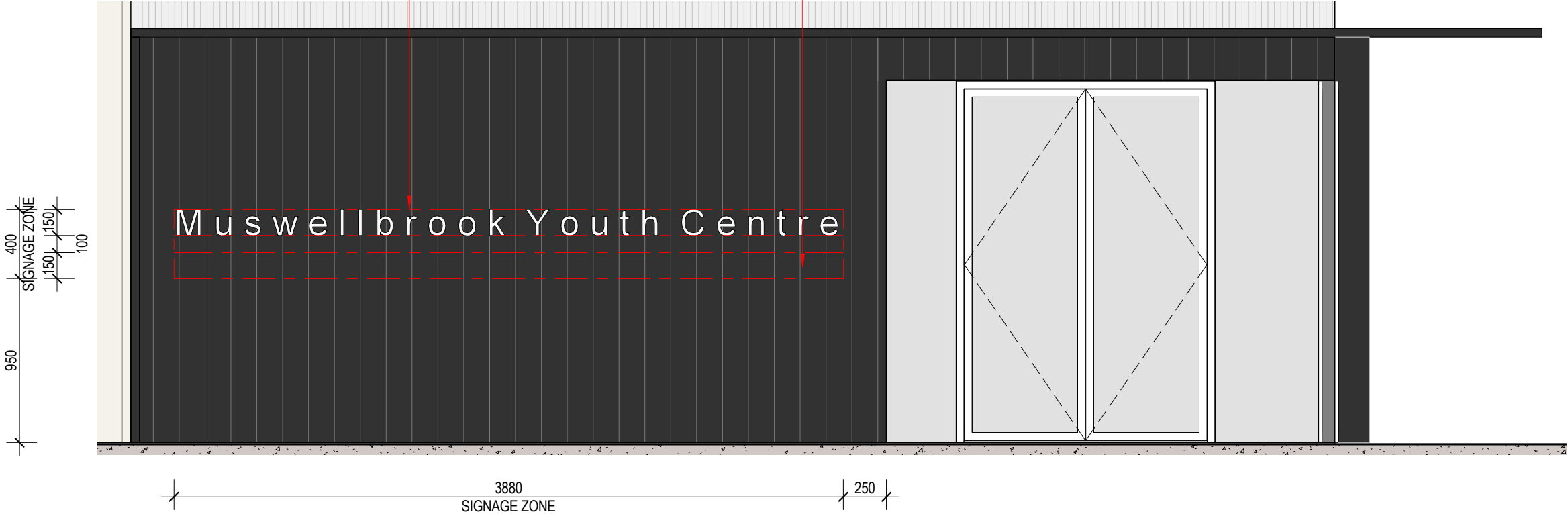
DA SUBMISSION



REFERENCE IMAGE

150mm HIGH WHITE BACK LIT
SIGNAGE LETTERS TO BE IN SATIN
STAINLESS STEEL;
MOUNTED ON BUILDING FACADE;
LIGHTING COLOUR IN WHITE;
FINAL NAMING TO BE CONFIRMED

SECOND ROW OF SIGNAGE
LETTERING IF REQUIRED



CONYBEARE MORRISON INTERNATIONAL PTY. LTD. ABN 50
055 972 248 | T 61 2 8244 8888
W www.cmplus.com.au E mail@cmplus.com.au
Darrel Conybeare NSW ARB No 2252 |
Bill Morrison NSW ARB No 2447

Copyright: All rights reserved. This work is copyright and cannot be reproduced or
copied by any means without the written permission of Conybeare Morrison
International. Any license, express or implied, to use this document for any
purpose whatsoever is restricted to the terms of the agreement between
Conybeare Morrison International and the instructing party.

ISSUE	JOB
E DA SUBMISSION	06.05.2021

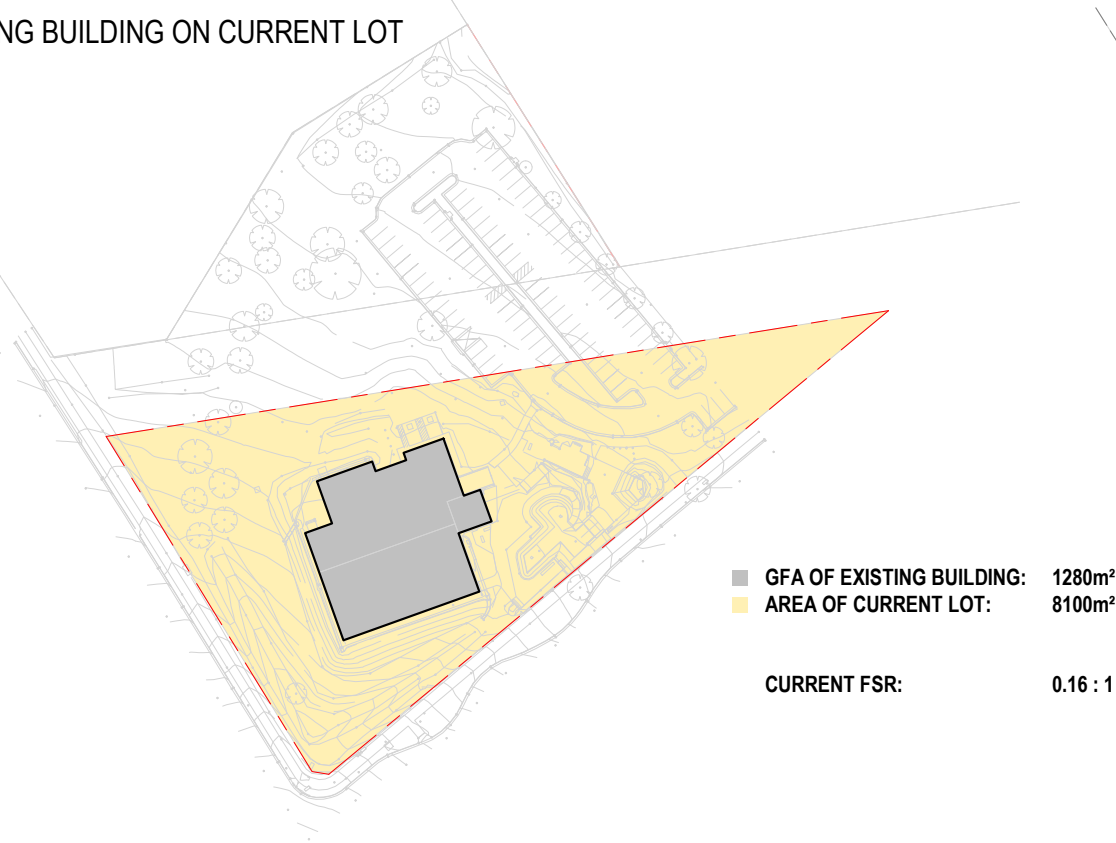
JOB
MUSWELLBROOK INDOOR SPORTS & YOUTH CENTRE
DP1189685, MUSWELLBROOK, NSW 2333

TITLE
SIGNAGE DRAWING
DATE 06/05/2021

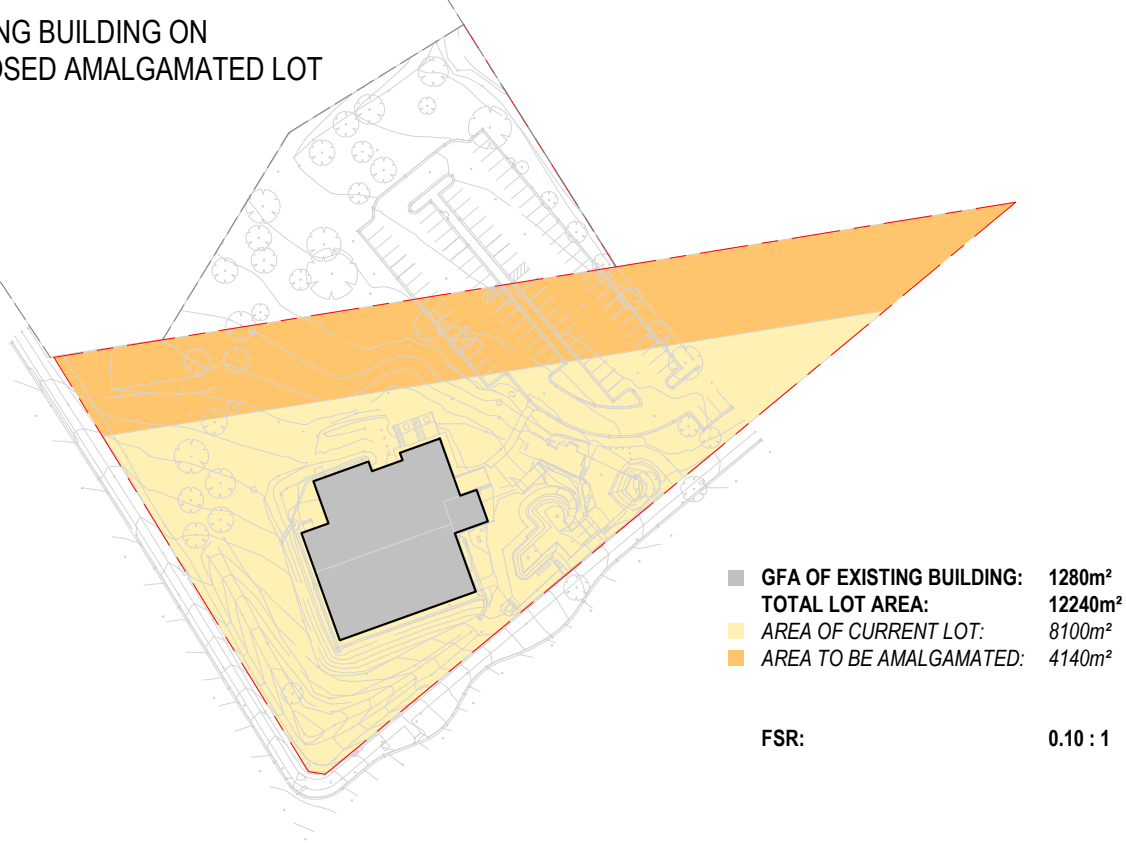
JOB NO.	19079	DRAWN	GH	DRAWING NO.	REV:
SCALE	1 : 25 @ A3			A701	E

DA SUBMISSION

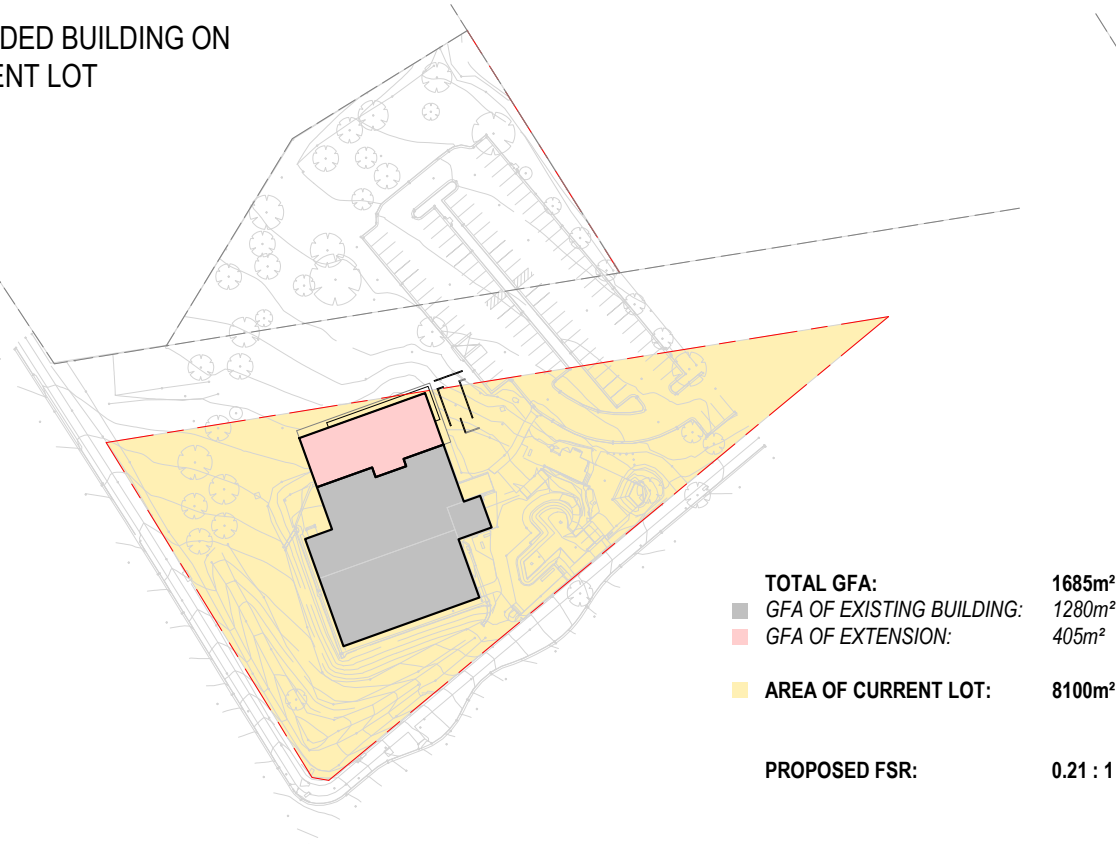
1. EXISTING BUILDING ON CURRENT LOT



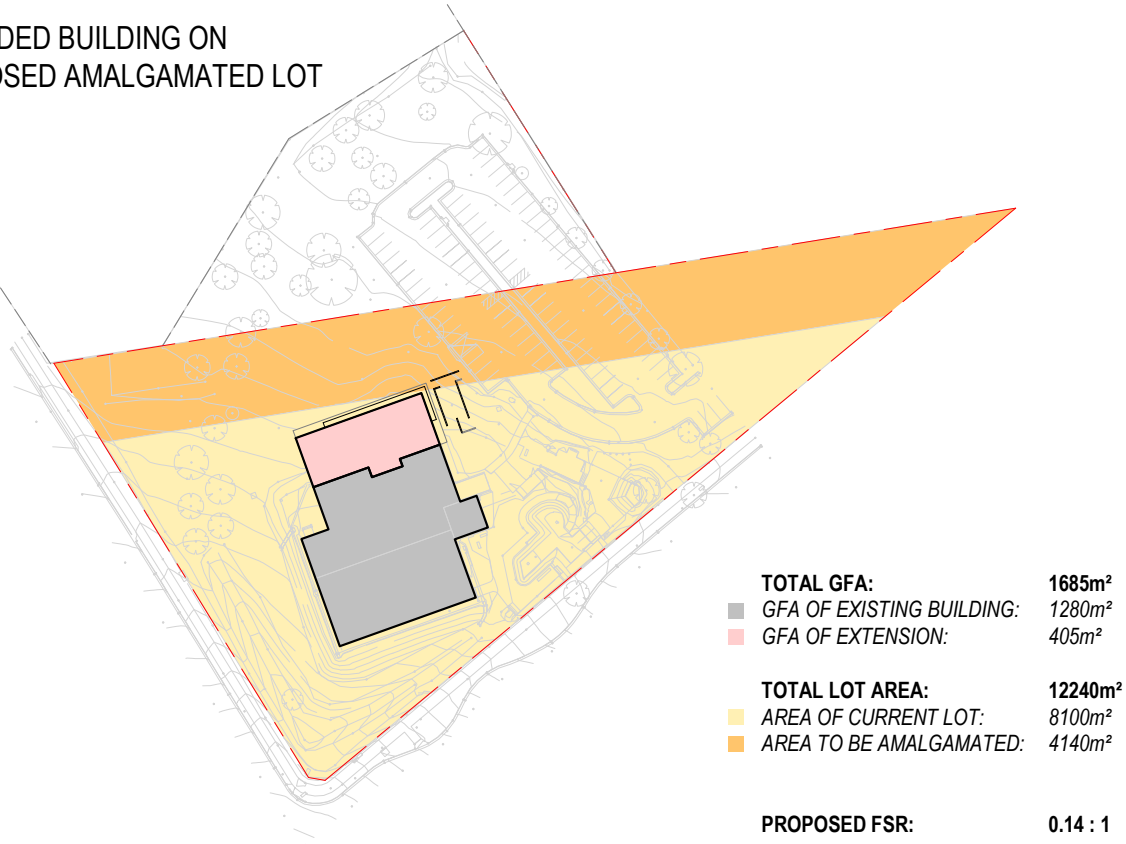
2. EXISTING BUILDING ON PROPOSED AMALGAMATED LOT



3. EXTENDED BUILDING ON CURRENT LOT



4. EXTENDED BUILDING ON PROPOSED AMALGAMATED LOT



DA SUBMISSION



CONYBEARE MORRISON INTERNATIONAL PTY LTD ABN 50
055 972 248 | T 61 2 8244 8888
W www.cmyplus.com.au E mail@cmyplus.com.au
Darrel Conybeare NSW ARB No 2252 |
Bill Morrison NSW ARB No 2447

Copyright: All rights reserved. This work is copyright and cannot be reproduced or
copied by any means without the written permission of Conybeare Morrison
International. Any license, express or implied, to use this document for any
purpose whatsoever is restricted to the terms of the agreement between
Conybeare Morrison International and the instructing party.



ISSUE	DATE
E DA SUBMISSION	06.05.2021

JOB
MUSWELLBROOK INDOOR SPORTS & YOUTH CENTRE
DP1189685, MUSWELLBROOK, NSW 2333

TITLE
GFA / FSR DIAGRAM
DATE 06/05/2021

JOB NO.	19079	DRAWN	GH	DRAWING NO.	REV:
SCALE	1 : 1500 @ A3			A801	E



9.1.4. Muswellbrook Connect

Attachments:	Nil
Responsible Officer:	Sharon Pope - Director - Planning & Environment
Author:	Michael Brady – Sustainability Officer - Waste
Community Plan Issue:	3 - <i>Environmental Sustainability</i>
Community Plan Goal:	14.1 - Carry out actions under the Sustainability Action Plan as it relates to air quality, waste reuse and minimisation, electricity minimisation, Council's Renewable Energy Target and food waste minimisation.
Community Plan Strategy:	14.1.8 - Support business and engage with the community in regard to waste minimisation and re-use.

PURPOSE

To inform Council about the recent Muswellbrook Connect workshop held to increase connections within our community.

OFFICER'S RECOMMENDATION

Council notes the report and further actions intended to be taken by the Sustainability Unit to further develop the Muswellbrook Connect program.

Moved: _____ **Seconded:** _____

BACKGROUND

Muswellbrook Shire Council's Sustainable Future's program has been running since 2017 and encourages the community to choose more sustainable options in the areas of reducing consumption, food waste, becoming water and energy efficient, growing food, and increasing renewable energy use within Council's operations and the broader community. It also encourages the community to explore its natural areas.

A community event called Muswellbrook Connect was proposed to take place in March 2020 as a joint initiative between Muswellbrook Healthy and Well and Council. Workshops and demonstrations were organised, most schools, preschools and 15 community groups from across the Shire were registered to attend. Due to Covid, the Sustainability Unit had to rethink the strategy for engaging the community around these issues and began a series of online videos and events which saw an increase in interest around sustainability and how to do it around the home.

With restrictions now lifted, the Sustainability Unit has been looking at improving the Muswellbrook Connect program.



REPORT

Staff recently invited community, educational and business groups to attend a Muswellbrook Connect workshop. On the day 27 people from 18 different groups attended including Councillor Lecky and Councillor Marshall.

Although the Sustainability Unit is focused on environmental sustainability, this workshop sought to support positive partnerships on all aspects of sustainability, including social and economic outcomes.

An example of the positive connections that this workshop was aiming to achieve comes from the work between Warrior Disability Services, Penguin Community Garden, local businesses and Red Door Community Kitchen. The Warrior Disability Services collect coffee grounds and food scraps and shred paper from local business. They then bring these materials to the Sustainability Hub where they add it to the compost system. The compost is then used on the Penguin Community Garden. This group grows healthy food, some of which is donated to the community Red Door Kitchen. They then give the garden group their food scraps to be composted. This is a great example of what can be achieved when different groups work together to achieve mutually beneficial outcomes.

One of the main barriers to more positive connections raised by participants was the challenges they faced during COVID restrictions and the feeling that many community members were still hesitant to attend community events.

One of the main suggestions raised by community groups was the need for there to be a central place where all residents could get up to date information on the types of services and requests of community groups.

COMMON BARRIERS

Funding
Community Participation and Volunteers (Volunteers to teach and share new skills to community groups and members)
Community perception of the service provider (ie. just for homeless)
Communication platforms – limited access to social media or computers
Access to resources, time and support
Effects of Covid 19 on community getting back into community engagement and events



IDEAS	
Local business directory	Community directory –what's on and where Newsletter Digital displays – shops / library
Perceptions	Reframing of how community services are communicated
Promotion of recycling waste	Where are the collection bins, are they visible / accessible
Plastic Police	Soft plastic recycling, collection points, can we partner with Coles / Woolworths
Non for Profit expo	'Muswellbrook getting to know Muswellbrook'
ABC Radio	Communication of events / services tool
Transport	Transporting people to services, community transport service
Work for dole	Is any community service provider registered with Gov as a provide for work for dole program
Volunteer program / registry	Where, how, benefits

Sustainability staff will now work across Council to address some of these barriers and help facilitate their suggestions. Some of the options could include.

1. Developing a media program to ensure all Muswellbrook community members know what support and services are on offer and what various community groups are needing. Participants expressed that it is important that this is not just a webpage. As people may not know this page exists and it might not be updated regularly and not all community members have access to the internet.
2. Conducting more initiatives that enable community and educational groups to connect with each other and their community.
3. Suggestions from Councillors and staff.

SOCIAL IMPLICATIONS

There is great potential for Council to help support community groups to improve connections for the benefit of our community.

FINANCIAL IMPLICATIONS

Staff resources and funding for some programs are currently available in the budget. Further reports would be submitted to Council where additional funds are required to invest in ideas to support the Muswellbrook Connect program.

POLICY IMPLICATIONS

Not applicable.

STATUTORY IMPLICATIONS

Not applicable.

LEGAL IMPLICATIONS

Not applicable.



OPERATIONAL PLAN IMPLICATIONS

Key Strategies for 2021/22

Leadership and actions that achieve environmental sustainability

Collaborate with the community and other stakeholder groups to protect and preserve the natural environment

Key Deliveries for 2021/22

Promote environmental sustainability principles and practices in the Muswellbrook Shire

Support programs and projects that that improve the liveability of Muswellbrook Shire

Action 14.01.06 Operational Plan 2021/22

Conduct a minimum of two education programs or events to engage businesses and the broader community to minimise waste and encourage reuse. This could include providing grants to community groups, residents and local businesses.

RISK MANAGEMENT IMPLICATIONS

Nil Known.

WASTE MANAGEMENT IMPLICATIONS

There is likely to be waste reduction to landfill as a result of a successful Muswellbrook Connect program.



9.1.5. NSW Public Spaces Charter

Attachments:	1. NSW Public Spaces Charter [9.1.5.1 - 23 pages]
Responsible Officer:	Derek Finnigan - Deputy General Manager
Author:	Sharon Pope – Director - Planning & Environment
Community Plan Issue:	6 - <i>Community Leadership</i>
Community Plan Goal:	22.1 - Enhanced collaboration with Council's community and stakeholders to ensure Council and its elected arm is best placed to make decisions in the best interest of the community.
Community Plan Strategy:	24.1.2 - Appropriate matters are reported to Council in a timely manner in accordance with the Financial Control and Reporting Policy.

PURPOSE

The purpose of this report is to introduce the NSW Public Spaces Charter to Council and recommend that Council becomes a signatory.

OFFICER'S RECOMMENDATION

Council becomes a signatory to the NSW Public Spaces Charter.

Moved: _____ **Seconded:** _____

REPORT

The NSW Public Spaces Charter (see Attachment A) has been developed to support the planning, design, management and activation of public spaces in NSW. It identifies ten principles for quality public space, developed through evidence-based research and discussions with public space experts and community members.

The charter reflects and responds to consultation with diverse stakeholders, including state agencies, councils, non-government organisations, community, environmental and recreational groups, as well as targeted engagement with Aboriginal peoples, including Elders, Knowledge Holders, representatives from Local Aboriginal Land Councils, councils, Aboriginal community organisations and professionals from the public and private sector.

The Charter was developed for use by anybody involved in the planning, design, delivery, or management of public space. The NSW Government is encouraging councils to become signatories to the Charter. In becoming a signatory to the NSW Public Spaces Charter, an organisation or individual is showing a commitment to embed the 10 principles when they plan for, design, manage or activate public spaces.

Public spaces are all places publicly owned or of public use, accessible and enjoyable by all for free and without a profit motive. They include:

- **Public open spaces** such as parks, gardens, playgrounds, public beaches, riverbanks and waterfronts, outdoor playing fields and courts, and bushland that is open for public access.
- **Public facilities** such as public libraries, museums, galleries, civic/community centres, showgrounds and indoor public sports facilities.
- **Streets**, including streets, avenues and boulevards; squares and plazas; pavements;



passages and lanes, and bicycle paths.

The quality of public space is just as important as its accessibility, as quality makes people feel safe, welcome and included. The quality of a public space is reflected not only in its physical form – that is, how it's designed, maintained and integrated with its environment - but also through the activities it supports and the meaning it holds. It can be evaluated by asking:

- Am I able to get there?
- Am I able to play and participate?
- Am I able to stay?
- Am I able to connect?

The Ten Principles in the Public Spaces Charter represent best practice for the planning, design, delivery, or management of public space. The Ten Principles are:

Principle 1 – Open and welcoming

Everyone can access public space and feel welcome, respected, and included.

Principle 2 - Community focused

Public space brings people together and builds strong, connected, and resilient communities.

Principle 3 - Culture and creativity

Public space provides a platform for culture and creative expression that makes places more colourful, animated, and thought-provoking.

Principle 4 - Local character and identity

Public space reflects who we are and our diverse stories and histories.

Principle 5 - Green and resilient

Public space connects us to nature, enhances biodiversity and builds climate resilience into communities.

Principle 6 - Healthy and active

Public space allows everyone to participate in activities that strengthen our health and wellbeing.

Principle 7 - Local business and economies

Public space supports a dynamic economic life and vibrant urban and town centres.

Principle 8 - Safe and secure

Everyone feels safe to access and use public space at all times of the day.

Principle 9 - Designed for place

Public space is flexible and responds to its environment to meet the needs of its community.

Principle 10 - Well-managed

Well-managed and maintained public space functions better and invites people to use and care for it.

The main issue is that there may be some subjectivity in achieving the Principles. Trained professionals, such as landscape architects, would have good knowledge regarding achievement of the Principles.

OPTIONS

The two options are:

Option 1

That Council becomes a signatory to the Charter and aims to achieve the Ten Principles in the Charter for the planning, design, delivery, or management of public space. Under this option there is a strong likelihood that the Principles will be considered by Staff and Councillors in the future.

Option 2

To note and use the Charter as an internal reference document when planning, designing, delivering, or managing public space. Under this option, staff would refer to the Charter but not be obligated to achieve the Principles.

CONSULTATION

The proposal was submitted for the consideration of MANEX on 26 May 2022. MANEX supports the recommendation.

At its meeting held on 1 June 2022, Council's Arts & Culture Committee supported the NSW Public Spaces Charter and recommended that Council become a signatory to the Charter.

SOCIAL IMPLICATIONS

Achieving the Principles in the Charter when planning, designing, delivering, or managing public space will give the best possible social outcomes from expenditure of public funds on public spaces.

FINANCIAL IMPLICATIONS

It is difficult to quantify what, if any, additional costs might be incurred. Better planned and managed spaces should result in higher public use which would represent good use of public funds. It should also result in reductions in vandalism. Final project deliverables will always need to reflect available budget.

POLICY IMPLICATIONS

Not applicable.

STATUTORY IMPLICATIONS

Not applicable.

LEGAL IMPLICATIONS

Not applicable.

OPERATIONAL PLAN IMPLICATIONS

Not applicable.

RISK MANAGEMENT IMPLICATIONS

Not applicable.

WASTE MANAGEMENT IMPLICATIONS

Not applicable.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

Not applicable.



NSW Public Spaces Charter

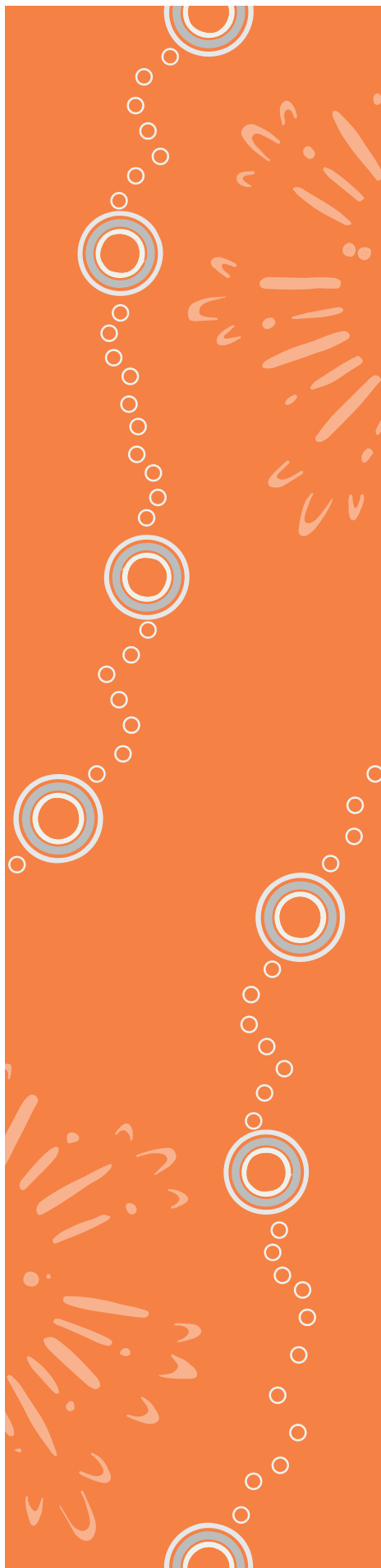
Ten principles for public space in NSW



NSW Department of Planning,
Industry and Environment

October 2021





Acknowledgement of Country

The Department of Planning, Industry and Environment acknowledges the Traditional Custodians of the land and pays respect to Elders past, present and future.

We recognise Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to place and their rich contribution to society. NSW is Aboriginal land, so throughout this document Aboriginal peoples are referred to specifically, rather than First Nations, or Torres Strait Islander peoples.

Aboriginal peoples take a holistic view of land, water and culture and see them as one, not in isolation to each other. The NSW Public Spaces Charter is based on the premise upheld by Aboriginal peoples that if we care for Country, it will care for us.

Published by the NSW Department of Planning, Industry and Environment

dpie.nsw.gov.au

NSW Public Spaces Charter

Image on front cover: Noreuil Park, Albury. Courtesy of Destination NSW.

Artwork (left) by Nikita Ridgeway.

© State of New South Wales through Department of Planning, Industry and Environment 2021. You may copy, distribute, display, download and otherwise freely deal with this publication for any purpose, provided that you attribute the Department of Planning, Industry and Environment as the owner. However, you must obtain permission if you wish to charge others for access to the publication (other than at cost); include the publication in advertising or a product for sale; modify the publication; or republish the publication on a website. You may freely link to the publication on a departmental website.

Disclaimer: The information contained in this publication is based on knowledge and understanding at the time of writing (December 2021) and may not be accurate, current or complete. The State of New South Wales (including the NSW Department of Planning, Industry and Environment), the author and the publisher take no responsibility, and will accept no liability, for the accuracy, currency, reliability or correctness of any information included in the document (including material provided by third parties). Readers should make their own inquiries and rely on their own advice when making decisions related to material contained in this publication.

Ministerial foreword

As the first NSW Minister for Public Spaces, it's clear to me that public space is everyone's business. This is why it's a priority of the NSW Government to increase access to quality, green public spaces, and why we have developed the NSW Public Spaces Charter.

The charter provides ten principles for quality public space that have been designed to maximise the social, cultural, environmental and economic benefits that public space delivers.

The charter has been more than a year in the making and is based on deep and broad engagement. It's truly a community-led tool, designed in collaboration with practitioners and reflecting what communities love about public spaces and what they tell us should be improved.

In November 2021 the NSW Government released survey results showing almost half of respondents were using public spaces and parks more than ever before.

Indeed, our love for public spaces has never been more in focus. It's no secret that the pandemic has emphasised the inherent need we have for safe and welcoming public space. At the height of COVID-19, many of us experienced newfound joy and delight in public spaces that we may have previously taken for granted. This showed how much we need them on a physical, emotional and psychological level.

The Government is responding to the community with this new charter. We're setting the bar to help change how people think about, view, and engage with great public spaces.

This unifying set of principles, based on solid evidence and research, will underpin the creation and improvement of high-quality public spaces across NSW.

All our public spaces should reflect the values, needs and aspirations of the communities they serve, including those who are vulnerable and hard-to-reach. Ensuring public spaces are

equitable and inclusive will lead to the creation of a more just State. Making public spaces that enable social interaction in beautiful places is an amazing vision that I believe everyone can share.

I encourage every organisation that creates, cares for, and uses public spaces in NSW to sign up to the charter. Let's work together to bring forth a new legacy for public space. Let's use these principles to transform how we think about and deliver quality public spaces that help all NSW communities love the places they live.



The Hon. Rob Stokes, MP
Minister for Planning and Public Spaces
Minister for Transport and Roads



Statement of Country

*Barangaroo Reserve.
Photographer: Alison Page
and Nikolas Lachajczak*

Country is a holistic worldview that incorporates humans, non-humans, more-than-humans and all the complex networks and systems that connect them. Country is known to be alive and sentient, and continually communicating. Country is not constrained by boundaries, lines on a map, or edges of a site. Instead, Country soars high into the atmosphere, plunges far into the ocean, and deep into the earth's crust. Country has diverse and distinct ways of expressing and being understood depending on the people, place, and context. Country is associated with Aboriginal people's cultural groups, it is where their ancestors still walk, and the places to which they belong. But it is much more than this. Country is known in physical, spiritual, and cultural ways. Tangibly it might include the flora, fauna, geology, elements, and waters. Intangibly Country includes expressions about place, spirit, narratives, identity, cultural practice, Law, lore, languages, and customs. Country holds all these individual aspects together harmoniously, storing knowledges like an eternal library.

While it may not have been built in the way it is currently understood, Aboriginal people have always designed and managed the environment, in collaboration with Country. The built environment is part of Country and needs to be cared for and designed as such. Likewise, relating to Country through public spaces enables those

spaces to embody the spirit of place as story, culture and life are celebrated there. Because Country communicates and holds all knowledges, Country can guide what it needs to be healthy, and how it must be designed and managed, including in public spaces. Being in and activating public spaces as an extension of Country is part of caring for Country. Allowing Country to be lead designer or planner ensures the inclusion of all who access spaces, not just humans, as Country is inherently inclusive. Knowledge Holders of Country are descended from Country and know it best. Working together with them is key to understanding how to connect with and care for Country. Everyone is responsible for caring for Country as we all live, learn, work, and play on Country.

With thanks to the Elders, Knowledge Holders, kin, and family who have generously shared their knowledges and means of connecting to Country. With thanks to Country for providing these words and understandings.

Dr Danièle Hromek

Dr Hromek is a Budawang woman of the Yuin nation. She works as a cultural designer and researcher considering how to Indigenise the built environment by creating spaces to substantially affect Indigenous rights and culture within an institution.



*Western
Sydney Parklands.
Courtesy of Greater
Sydney Parklands*

Contents



Ministerial foreword	PAGE 3	Community focused	PAGE 14
Statement of Country	PAGE 4	Culture and creativity	PAGE 15
Contents	PAGE 5	Local character and identity	PAGE 16
Introduction	PAGE 6	Green and resilient	PAGE 17
The purpose of the charter	PAGE 7	Healthy and active	PAGE 18
Who should use the charter	PAGE 10	Local business and economies	PAGE 19
Using the charter	PAGE 11	Safe and secure	PAGE 20
10 Principles	PAGE 12	Designed for place	PAGE 21
Open and welcoming	PAGE 13	Well-managed	PAGE 22

Introduction

Public space is where public life happens.

It guides and shapes our experience of the places where we live, work and visit, filling them with vibrancy and energy as we connect, interact and share with others. It begins the moment you leave your front door and connects us to both work and leisure, and public and personal life. It includes the streets we walk or cycle in, the town squares we socialise in, libraries we learn in, community halls we gather in and parks, playgrounds and sport fields where we relax or play. It provides a wealth of social, cultural, economic and environmental benefits that are critical to the health, wellbeing and prosperity of communities.

People are at the heart of public space. The way they use it transforms it into a meaningful place with layers of shared experiences, collective memories and a mixture of identities. When people feel attached to public space, they are more likely to adopt, use and care for the space themselves and have a more powerful sense of belonging to their community.

*Greek Festival of Sydney, Darling Harbour.
Courtesy of Placemaking NSW*

Public spaces are all places publicly owned or of public use, accessible and enjoyable by all for free and without a profit motive. They include:



PUBLIC OPEN SPACES

parks, gardens, playgrounds, public beaches, riverbanks and waterfronts, outdoor playing fields and courts, and bushland that is open for public access



PUBLIC FACILITIES

public libraries, museums, galleries, civic/community centres, showgrounds and indoor public sports facilities



STREETS

streets, avenues and boulevards; squares and plazas; pavements; passages and lanes, and bicycle paths

The quality of public space is just as important as its accessibility, as quality makes people feel safe, welcome and included. The quality of a public space is reflected not only in its physical form—how it's designed, maintained and integrated with its environment—but also through the activities it supports and the meaning it holds. It can be evaluated by asking:

- Am I able to get there?
- Am I able to play and participate?
- Am I able to stay?
- Am I able to connect?



The purpose of the charter

The NSW Department of Planning, Industry and Environment has developed the NSW Public Spaces Charter to support everyone in NSW to have access to high-quality public space that allows them to enjoy and participate in public life. The charter identifies 10 principles for quality public space that distil and reflect evidence-based research, best practice and consultation with Aboriginal peoples, community members and representatives from state and local government, industry, the business and cultural sectors and a diverse range of public space experts.

The charter's principles are premised on the understanding that there isn't a one-size-fits-all approach to public space. Every public space has its own unique history, heritage, context and is supporting the different needs and uses of a specific community. There are significant and important differences in landscape, climate, amenity, population density and social and cultural demographics across Greater Sydney and regional and rural New South Wales. All these factors influence where and how people use public space and what the priorities are for their community. There are no set rules as to where and how the charter applies – it could apply to the management of a national or regional scale parkland, just as it could to the design of a new pocket park.



*Wagga Beach,
Wagga Wagga.
Courtesy of Wagga
Wagga City Council*

The 10 principles

The charter identifies 10 principles for quality public space, to support all those who advocate on behalf of, provide advice on, make decisions about, or plan, design, manage and activate public spaces in NSW.



The values

The charter is also built on the following core values that resonate strongly across all the principles. These values should always be considered when applying the principles.

Courtesy of Destination NSW



Connection to Country

All public space in NSW is on Country, which is at the core of every Aboriginal person's identity and sense of belonging. It is the place from which Aboriginal languages and cultures are derived, which determine families, kinship and communities. Aboriginal peoples are the Traditional Custodians of all public space in New South Wales. Acknowledging and valuing Aboriginal peoples and cultural knowledge when public space is planned, managed and delivered can promote and strengthen connection to Country and create healing for both Aboriginal communities and non-Aboriginal peoples too.

Courtesy of Adam Hollingworth



Equity and inclusion

Public space is a community asset that should support a society in which everyone can participate, prosper, and reach their potential. Inclusion in public spaces and in the processes to plan, design, manage and activate them is central to creating equitable public spaces and ensuring all people can access the benefits they provide.



Community engagement

Engaging the community as active participants in decision-making processes when planning, designing, managing and activating public space will help ensure that it reflects their values, needs and aspirations. Participatory processes, collaboration and co-design in public space projects help build trust, which then increases people's use of and attachment to the space. Ensuring that vulnerable and hard-to-reach communities are engaged in these processes leads to more welcoming and inclusive public space.

*Kids on Q, Campbelltown.
Courtesy of Campbelltown City Council*

Who should use the charter

The charter can be used by any organisation or practitioner involved in the planning, design, delivery, management or evaluation of public space. Becoming a signatory to the NSW Public Spaces Charter will help your organisation to provide or advocate for better public spaces. It will also allow your organisation to access the charter's community of practice, one-on-one support from the department, promotional opportunities and data sharing. Examples of how the charter can be used are outlined below.



The community can use the 10 principles to understand the value and benefits of quality public space. The charter will help the community to participate in the conversation about how public spaces should be planned, designed, managed and activated.



Local businesses and chambers of commerce can use the 10 principles to better understand how they can leverage public spaces for their business and advocate for public spaces in their area.



Public space managers can use the 10 principles to inform plans of management and the policies and programming that respond to the needs of their users.



Development professionals such as architects, heritage specialists and arborists can use the 10 principles to inform the design and delivery of a public space.



Strategic and statutory planners can apply the 10 principles as they develop planning proposals, local planning instruments and plans for precincts, local government areas, districts or regions.



Industry bodies can use the 10 principles to inform and support members involved in the planning, design, delivery, management or evaluation of public space.



Public policy makers can incorporate the 10 principles within policy and advice that informs NSW Government and council investment priorities.



Developers can draw from the 10 principles to plan for and provide quality public spaces within their developments.



To become a signatory to the charter, register your interest by emailing Public.Space@planning.nsw.gov.au

Using the charter

We have developed the charter to support all those who advocate on behalf of, provide advice on, make decisions about, or plan, design, manage and activate public spaces in NSW.

It is intended to align with other government and non-government strategies and policies for creating great places, where people can easily access a diversity of public spaces to enjoy the outdoors, interact with others or just relax.

The charter can also be used by the community to understand what quality public space is and to inform their participation when they are engaged in decisions about how public space is planned, designed, managed and activated.

Practitioner's guide

An accompanying practitioner's guide supports the charter. We have developed this to help practitioners understand the charter and how they can embed it into their work. The guide also explains the 10 charter principles and how practitioners should apply these when planning, designing, managing and activating public space.

For each of the 10 principles, the guide:

- explains the principles
- describes what the principle will look like in action
- provides practitioner tips to support how the principle can be followed as public space is planned, designed, managed and activated

- provides relevant examples
- links to relevant, supporting policies or plans.

Great Public Spaces Toolkit

The charter and practitioner's guide are also supported by the [Great Public Spaces Toolkit](#), which provides in-depth case studies and free resources to support local government, state agencies, industry and the community. The toolkit includes the Great Public Spaces Guide and the Evaluation Tool for Public Space and Public Life, which can be used by anyone who wants to better understand the strengths and areas for improvement in a public space.

Become a signatory

While we have developed the charter for use by anybody involved in the planning, design, delivery or management of public space, the Department of Planning, Industry and Environment encourages organisations and practitioners to become signatories to it. In becoming a signatory to the NSW Public Spaces Charter, an organisation or individual is showing a commitment to embed the 10 principles when they plan for, design, manage or activate public spaces.

Signatories to the charter will be supported with advice from the NSW Public Spaces Charter project team on how to develop an action plan to implement the Charter in their organisation or practice. They will also have access to a community of practice, delivered quarterly. The community of practice will be focused on building the capacity of signatories to apply the charter, by connecting them to public space experts and providing opportunities for information and data sharing and for promoting their own public space projects or practice.

To register your organisation's interest in becoming a signatory to the charter, email PublicSpace@planning.nsw.gov.au

While the department does not intend to subject the charter to regular review, we may update it as required to reflect contemporary practice and emerging research.



Unity Place, Burwood.
Courtesy of Burwood Council

10 PRINCIPLES



*Stirling Brown,
Mavis Feirer, Queenie
Walker, Janelle Brown
and Robyn Bancroft in
Market Square, Grafton
Photographer: Alison Page
and Nikolas Lachajczak*

Open and welcoming



Everyone can access public space and feel welcome, respected and included.



Prince Alfred Square, Parramatta. Courtesy of Destination NSW

Public space should be inclusive of all people, regardless of their gender, age, sexuality, race, ethnicity, religion, cultural background, socioeconomic status, ability and/or personal values, so social, cultural, environmental and economic benefits are shared equitably.

For public space to be inclusive, it must be culturally, physically and socially accessible, and perceived by the community to be so. They should be places where everyone feels safe, welcome and able to participate in public life. They should offer a diversity of uses and well-designed experiences that are free of charge regardless of income, ability or where they live. Amenities such as seating, shade and shelter, end-of-trip facilities, accessible toilets and inclusive play spaces that anyone can use and enjoy should be provided.

The physical design of a space, how people get there and move through and between public spaces, is critical. Public space should be designed and maintained to ensure the highest possible level of accessibility, so that people of all ages and with differing cognitive, sensory, physical, or developmental abilities can use them with dignity and ease. They should have

clear entrances and exits, open sightlines, visible wayfinding and clear navigation. They should be well integrated with surrounding land uses and public transport options, and easy to walk or cycle to.

Individual public spaces can have distinct purposes and functions, and may not be able to cater to every need. Planning public spaces to be linked and equitably distributed can create a more connected network of spaces that work together, and support each other.

Creating open and welcoming public spaces requires early and ongoing engagement with communities regarding how they are planned, designed, managed and activated. Including diverse groups of people, including Aboriginal peoples, young people, people with disability, people experiencing homelessness and culturally and linguistically diverse people in shaping public spaces can help create more accessible, inclusive and welcoming public spaces for everyone. It is especially important to have strategies in place to engage community members and groups who have historically felt excluded from these processes.

Community focused



Public space brings people together and builds strong, connected and resilient communities.

Public spaces are the meeting and gathering places where we socialise with friends and loved ones and experience social connections that are fundamental to individual and community health and wellbeing.

Public space is important because it can bring us side-by-side with people whom we don't know, to share space and experiences with others who are different from us. This can create mutual understanding, empathy and trust, which over time strengthens the social capital of communities. Social capital is what makes communities cohesive and resilient, providing them with the relationships and networks of support that they need to withstand and adapt to broader economic and social shifts.

A key outcome when planning, designing, managing and activating a public space should be how it facilitates formal and informal social interaction and fosters social connectedness amongst diverse people, cultural communities, age groups, religious groups, families and friends.

Public spaces must also be places that promote equity, inclusion, social justice and democracy. They should allow free expression, collective action, public debate and opportunities for people of all backgrounds to participate in civic life.

Public space that is community-led, with a strong foundation of inclusive and equitable engagement, collaboration and co-design is more likely to meet the desires, expectations, traditions and needs of its community. Involving the community, including diverse, under-represented and hard-to-reach groups, in decisions about how public space is planned, designed, managed and activated builds trust and ultimately a sense of belonging and attachment to place.

*Kerrabee Soundshell, Moama.
Courtesy of Murray River Council/Rebecca Pilgrim*





Culture and creativity

Public space provides a platform for culture and creative expression that makes places more colourful, animated and thought-provoking.

All public space is on Country, which is deeply embedded with knowledge and memories that are the starting point for considering the culture of a place. Aboriginal peoples have always used ceremony, rituals and storytelling to engage with the spirit of a place, activate memories and connect with Country.

It's important that Aboriginal peoples can access public spaces for cultural practices, which incorporate any practice that connects them to their culture, Country and Dreaming. Cultural practices may involve caring for Country activities and are not restricted to traditional practices.

By listening to Aboriginal peoples and sharing the stories of Country, we can all strengthen our understanding of, and connection to, place and to each other. In being sites for truth-telling about our history and the impacts of colonisation, public spaces can also become places of reconciliation and healing.

Culture and creativity are powerful tools for communities to create a positive narrative about who they are and what they want their futures to look like. Arts and culture brings people together, allowing them to share experiences that powerfully builds community. Places with a rich and exciting cultural and creative offering are more liveable and distinct, with people more likely to want to live, work and spend time there.

Public space can embed arts, music, literature, screen, performance and cultural experiences, public art and events directly into the heart of communities. Supporting local opportunities for cultural and creative expression in public spaces encourages more diverse and equitable participation for audiences and artists.

The rich cultural diversity of NSW brings an exciting energy into our public spaces, making them places of cultural interaction and exchange. Programming and events such as concerts, festivals, storytelling, and ceremonies can reflect local histories, cultures and traditions. They can foster social inclusion and intercultural dialogue among diverse communities.



*Manning Regional Art Gallery, Taree.
Courtesy of MidCoast Council*

Public spaces such as libraries, parks, laneways and plazas can provide flexible and informal space that supports ephemeral, temporary and permanent creative works to be more visible, valued, distinctive and accessible. The spaces around and in between public facilities such as libraries, museums, galleries and community centres are especially well-placed locations for planning creative and cultural projects and activities. Place-based approaches that involve local artists and creative organisations can build on the unique identity of a local area and community to activate public spaces.

Local character and identity



Public space reflects who we are and our diverse stories and histories.

Public space contains layers of built and natural heritage that cut across time and provide communities with a specific sense of character, place and identity. This heritage can be tangible or intangible, embedded in built form and landscapes or living in stories, memories and oral histories.

Country is the foundation of a place's identity. Public space should acknowledge and reflect Aboriginal languages, place names, and histories. It should provide space for Aboriginal cultures to be practised and shared, as this helps people feel more connected to Country and place. Public spaces such as parks, libraries, community centres, plazas, and sports grounds have aesthetic, historic, scientific, social or spiritual value that enriches our lives and make us feel deeply connected to our community and our landscape.

The character and quality of heritage in public spaces should be carefully managed and maintained, to promote local identity and to pass it on to the future generations. New public spaces should be sympathetic to the history and heritage

of the site and to the communities who live and have lived there, especially in urban renewal and brownfield developments. Adaptive re-use of heritage buildings such as town halls, fire stations and hospitals can provide new and exciting public spaces and uses that build on the history and connection that communities have to these places.

Supporting local artists and creatives to work collaboratively with communities can deliver public art and creative placemaking programs that respond to place and celebrate local stories, cultures and histories.

Communities are the best experts for recognising and valuing the local character and identity of a place and should be engaged early in the process of planning, designing and activating public space. Engaging communities meaningfully and effectively will ensure that diverse voices, cultures and histories can be reflected in the character of public space and everyone feels a more powerful sense of pride and belonging.

*Line of Lode Miners Memorial, Broken Hill
Courtesy of Destination NSW*





Green and resilient

Public space connects us to nature, enhances biodiversity and builds climate resilience into communities.



Great River Walk, Penrith. Courtesy of Destination NSW

Public space supports the natural flows and cycles of the environment, by connecting ecological systems and networks of green space, waterways, bushland, riparian landscapes and wildlife corridors. Wildlife relies on public space for food and refuge, and their use and needs should be considered and protected. Native trees and vegetation should be prioritised in public space as these provide animals with their natural habitats, and are more suited to Australian climate and soil conditions.

By respecting, valuing and being guided by Aboriginal knowledge and land management practices in how we care for public space, we can help to support the health and wellbeing of Country. The planning, design, management and activation of public space can also support them to be sites for education about caring for Country's health and wellbeing and their role in supporting biodiversity and broader ecosystems.

Public space should be integrated with green infrastructure to ensure that urban and regional communities have equitable access to the social, environmental and economic benefits of quality green space. Green infrastructure is the network of green spaces, natural systems and semi-natural systems that supports sustainable communities.

It includes waterways, bushland, tree canopy and green ground cover, parks, and green open spaces that are strategically planned, designed and managed to support a good quality of life in the urban environment.

Public space that has quality green infrastructure, including tree canopy cover, can increase the long-term removal and storage of carbon, provide relief from urban heat and heatwaves, improve air and water quality, increase natural shade and the walkability of neighbourhoods, reduce noise pollution and the likelihood of flooding and sewage overflow.

Through careful planning and design, public spaces can build climate resilience into urban and regional communities. This includes using sustainable materials and integrating green walls and roofs into the built environment, providing green fire breaks between natural and built environments and flood mitigation zones in flood-prone areas. Planning and designing adaptable community facilities that are capable of changing use as refuge spaces and distribution points will ensure critical social infrastructure is available in the time of crisis and disaster.

Healthy and active



Public space allows everyone to participate in activities that strengthen our health and wellbeing.

Public space plays a crucial role in building sustainable and healthy communities by supporting social interaction and connection and providing play and active recreation opportunities, green and natural environments, access to local healthy foods and safe routes to walk and cycle.

Public space that is well-designed, connected and inclusive can support everyone to build walking, exercise and physical activity into our everyday lives, helping prevent chronic disease such as cancer, heart disease, diabetes and depression. Increased availability and equitable distribution of accessible public open space can improve the opportunities for active and passive recreation, such as walking, running, cycling, team sports, picnicking and playing.

By providing access to cool, green spaces and connecting people to natural landscapes, such as nature trails, river and coastal walks and bushland, public space powerfully improves our mental health, reducing depression, anxiety and stress and improving memory and concentration. It should encourage and support social interaction and connection, which is important to our social wellbeing, and can help to reduce social isolation and loneliness. People should have access to a mix and balance of comfortable, tranquil spaces with places to sit and relax as well as space for higher-intensity activities such as sport and recreation, prioritising appropriate uses for different spaces.

Public space that is safe, well connected and high-quality encourages a culture of walking and cycling. Wider contiguous footpaths, tree canopy and shaded corridors, barriers between traffic and people, well-designed lighting, frequent crossings and lower traffic speeds

can all contribute to increased walkability. Using a movement and place lens to plan, design and manage streets can help to ensure these dual functions are supported. Street environments should be considered as places to attract people to visit and stay, not just as places to move through. They should contribute to the network of public space within a location, where people can live healthy, productive lives, meet each other, interact, and go about their daily activities.

The quality of public space is crucial in shaping the physical, cognitive and social development of children. Their needs, as well as that of their families, should always be considered. Supporting inclusion in the processes that shape public space will facilitate a broad range of healthy activities and behaviours and enable more people to have equitable access to the health benefits they provide.

*Sydney Olympic Park.
Courtesy of Sydney Olympic Park
Authority/Fiora Sacco*



Local business and economies



Public space supports a dynamic economic life and vibrant urban and town centres.

The public space network supports lively high streets, outdoor dining and cafés, and popular tourist destinations, as well as providing low-barrier commercial opportunities, such as markets, food vans and live performance.

The way that we value buildings and places is strongly linked to people's experience of these places and whether it includes spaces that meet their needs. Locations with high-quality, well-designed and well-managed public places attract residents, customers, employees and services, which in turn attracts business and investment. To deliver a high-quality experience, public space should have a strong vision and layers of activities to attract different groups of people and helps them form a connection to place.

Privately-owned spaces and commercial activity can complement and activate public space, but this should not compromise their primary function of delivering public benefit. Active facades, building edges and podiums can create economic activity and vitality that draws people into an area, while public space attracts diverse groups of people and connects them to retail and business. Town centres and retail precincts that are supported with quality public spaces where people can sit, rest and connect with each other are more likely to thrive.

Using streets as public spaces can create more vibrant and dynamic retail and hospitality precincts and attract higher foot traffic. Activating streets and laneways with creative



Blak Markets, La Perouse. Courtesy of Destination NSW

placemaking and programming can breathe life and energy into public space that turns neighbourhoods into destinations, spurs innovation and improves land and property value.

Activating public spaces such as parks, plazas, libraries, museums and community centres in a safe and welcoming way after dark is critical for a more diverse and vibrant night-time economy. Understanding the rhythm and patterns of how public space is used at different times of the day can inform a strategic and place-based approach to programming and activation that supports the local economy at all hours.

Safe and secure



Everyone feels safe to access and use public space at all times of the day.

Perceptions of personal safety influence how public spaces are accessed and used. Public space feels safer when it is well-used and inclusive, and people can see and interact with others. It should encourage a diverse mix of intergenerational and intercultural users, and recognise children as active users of the space. It should be activated with a mix of uses at all times of the day and people-oriented lighting at night, especially along pedestrian and cycle routes.

Incorporating crime-prevention strategies such as the Crime Prevention Through Environmental Design principles when planning and designing public space can reduce crime and anti-social behaviours, making places and spaces feel safer, which in turn can enhance the physical, mental and social wellbeing of community members. It's important, however, that strategies and approaches to designing and managing safe public spaces don't strip them of their

distinctiveness and public amenity, or cause marginalised groups to be excluded.

Risk assessments and safety audits are valuable tools for understanding if there are safety issues in a public space and what measures could be put in place to address these. Consulting diverse groups of people, including women and vulnerable or marginalised groups, is important to understand their experience of accessing and using public space and their perception of its safety.

Feeling culturally, physically and spiritually safe when accessing public spaces is especially important for Aboriginal peoples and communities. Involving Aboriginal communities, at all stages of public spaces development and its continuing management, is key to creating and maintaining culturally safe places.

*Inner West Fest - Baludarri.
Courtesy of Inner West Council/Daniel Kukec*





Designed for place

Public space is flexible and responds to its environment to meet the needs of its community.



Leagues Club Park, Gosford.

Courtesy of Hunter & Central Coast Development Corporation

The way that public space is designed can directly or indirectly affect the way that it is used, and who uses it. Public space should provide open space and facilities that are multi-purpose, connected and flexible enough to support a broad range of uses, activities and experiences throughout the day and night. It should respond to its environment and the diversity of its users, incorporating universal design principles so that everyone can enjoy it, regardless of age, ability and mobility.

Public space that is co-located with other uses, such as education, health, cultural facilities and other public spaces, can help create a sense of place and community. For example, co-locating libraries within community centres or open space near schools can diversify the use of these spaces and provide more equitable access. Planning for place across the whole lifecycle of a project, from concept, to design, delivery and implementation will lead to more successful public spaces.

Every public space is unique and has its own specific context, community and environment. It should be fit-for-purpose, designed with an understanding of how it will be used and who will use it. It should be capable of adapting to

changing uses and demands. It should encourage formal and informal interaction and provide people with different levels of engagement so that they don't have to interact with the space in the same way. It should have complementary uses whenever possible and be well-connected to surrounding areas and other public space to provide a richer experience for its users.

The connectivity of public space to the ground floor of buildings and the way they work together to support each other is important. Planning, designing and activating ground planes that support surrounding streets, laneways and open spaces encourages vibrant public life and provides a continuous network of pathways and experiences that makes it easier and safer for people to move around.

Aboriginal Knowledge Holders, organisations and communities should be engaged at an early stage of the design process for public space, to ensure that knowledge about Country is considered.

This could include identifying stories or narratives connected to a place that can inform its design, or to understand if there are key movement paths or Songlines that can direct how people move in and through the public space.



Well-managed

Well-managed and maintained public space functions better and invites people to use and care for it.

All public spaces require some form of management so that they can continue to fulfil their various roles and provide a safe and welcoming environment. There are often multiple and diverse stakeholders whose involvement, activities and relationships can affect the quality of a public space and who have their own concerns and needs for how the space should be maintained. Public space management and governance agreements, strategies and frameworks that define roles and responsibilities, support collaboration and consider sustainable funding models can deliver better place quality outcomes.

Public space should be managed in a way that encourages and is considerate of users. Rules governing public space should only restrict activities and behaviours that are unsafe and shouldn't target user groups who have historically been excluded from public space, including young people, Aboriginal peoples and people experiencing homelessness.

Public spaces should be designed with consideration of their financial sustainability, and how long-term operating and maintenance costs can be minimised. Smart infrastructure, systems and technology can also improve the ways that public space is monitored and managed. Cleaning, maintenance and repairs of public space and its amenities should be carried out in line with their levels of use to maintain a welcoming environment.

Aboriginal people are experts in land management practices that ensure the health and wellbeing of Country. Valuing and respecting Aboriginal cultural knowledge and working with Aboriginal peoples should be a priority in managing public space. This will also ensure that culturally significant places are respected and protected, and there is access for cultural practice.

Flexible community-led design, inclusive processes and capacity-building can also

foster more efficient and dynamic models of stewardship to emerge. When power and responsibility for managing public space is shared with the community, people feel more invested and are more willing to maintain, program, beautify, and advocate for those spaces. Volunteer groups such as scouts and girl guides, local schools, sports and surf lifesaving clubs, bush care groups or citizen science networks can provide valuable community partnerships for managing public space.

*Royal Botanic Gardens Sydney's Aboriginal Education
& Engagement Manager Renee Cawthorne
Courtesy of Royal Botanic Gardens and Domain Trust*





dpie.nsw.gov.au



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

Attachments: Nil

Responsible Officer: Sharon Pope - Director - Planning & Environment

Author: Kelly Lynch – Administration Officer

Community Plan Issue: 6 - Community Leadership

Community Plan Goal: 22.1 - Enhanced collaboration with Council's community and stakeholders to ensure Council and its elected arm is best placed to make decisions in the best interest of the community.

Community Plan Strategy: 22.1.1 - Implement and maintain a diverse range of communication channels between Council and community stakeholders..

PURPOSE

To provide an update on activities in the Planning, Environmental and Regulatory Services section.

OFFICER'S RECOMMENDATION

The information contained in this report be noted.

Moved: _____ Seconded: _____

PLANNING AND ENVIRONMENT

Schedule 1: Development Applications Approved (2 May to 17 June 2022)

DA No.	DESCRIPTION	PROPERTY	VALUE (\$)
2022/152	S4.55 (1) Modification to correct a minor error made in the consent - amend setback from 2.5m to 1.4m.	87 Queen Street Muswellbrook	-
2021/43/2	S4.55(1) Modification - Manufactured Dwelling	9 Peberdys Road Sandy Hollow	-
2021/133/2	S4.55 Modification - Ancillary Development - Shed	81 Queen Street Muswellbrook	-
2022/41/1	Inground Pool and Associated Safety Barrier	4 Wilson Street Muswellbrook	\$34,925
2021/103/2	S4.55 (1A) Modification - Amended Plans for Shed	7 Foley Street Muswellbrook	-
2022/35	Relocated Dwelling	Yarrawa Road Denman	\$194,880
2022/34	Shed	14 Jillaroo Way Muswellbrook	\$19,465
2022/33	Farm Building/Machinery Shed	Rouchel Gap Road McCullys Gap	\$140,800



DA No.	DESCRIPTION	PROPERTY	VALUE (\$)
2022/31	Single Storey Dwelling	58 Dixon Circuit Muswellbrook	\$410,000
2022/27	Shed	31 Finnegan Crescent Muswellbrook	\$20,000
2022/26	Covered Walkway access from Carpark/ Bus Stop Area to Classroom	109-111 Hill Street Muswellbrook	\$75,012
2022/15	Ancillary Development - Shed	87 Queen Street Muswellbrook	\$19,818
2022/13	Manufactured Dwelling	59 Dolahentys Branch Road McCullys Gap	\$310,381
2021/156	Boundary Adjustment to Three 3 existing lots	10 Ogilvie Street Denman	\$10,000
2021/152	Artisan Food and Drink Industry (Change of Use)	Thomas Mitchell Drive Muswellbrook	\$15,000
2021/141	Two Storey Dwelling	Honeyeater Close Denman	\$250,000
2021/118	Patio Awning	11 Grant Miller Street Muswellbrook	\$19,900
2021/97	Subdivision of One (1) Lot into Two (2) Lots	128-130 Palace Street Denman	\$10,000
2021/70	Dwelling alterations - Converting existing garage into a bedroom and ensuite	27 Cousins Street Muswellbrook	\$36,300
2021/61	Alterations and additions to Commercial Premises	4 Lorne Street Muswellbrook	\$75,000
2021/45	Rural Fire Service Shed	20 Dorset Road Kayuga	\$800,000

Schedule 2: Development Applications Currently Being Assessed

DA No.	DESCRIPTION	PROPERTY	RECEIVED	VALUE (\$)
2022/77	Shed	191 Woodland Ridge Road Muscle Creek	16/06/2022	\$64,430
2022/76	Caravan Park, Two(2) Amenity Blocks, New Driveway area and Landscaping	66 Palace Street Denman	16/06/2022	\$254,250
2022/75	Three (3) Lot Subdivision	18-22 Kenilworth Street Denman	15/06/2022	\$15,000
2022/74	Dwelling	13 Lou Fisher Place Muswellbrook	14/06/2022	\$425,000
2022/73	Change of use to 24 Hour Gym	19-29 Rutherford Road Muswellbrook	14/06/2022	\$98,000
2022/72	Patio Awning Attached to Existing Dwelling	6 Bloodwood Road Muswellbrook	08/06/2022	\$41,000
2022/71	Farm Shed	463 Dalswinton Road Dalswinton	06/06/2022	\$80,000
2022/70	Ancillary Development - Carport	15 Towarri Street Muswellbrook	03/06/2022	\$19,656
2022/69	Ancillary Development -	124 Skellatar Stock	02/06/2022	\$24,600



DA No.	DESCRIPTION	PROPERTY	RECEIVED	VALUE (\$)
	Shed	Route Muswellbrook		
2022/68	Dwelling	1301 Sandy Creek Road McCullys Gap	01/06/2022	\$585,385
2022/67	Dwelling	242-244 Queen Street Muswellbrook	01/06/2022	\$527,110
2022/66	Two (2) Lot Subdivision of land and Dwelling	146 Palace Street Denman	31/05/2022	\$346,500
2022/65	Inground Pool & Associated Safety Barrier	83 Humphries Street Muswellbrook	31/05/2022	\$27,805
2022/64	Boundary Fence	7 Cousins Street Muswellbrook	30/05/2022	\$6,800
2022/63	Shed Extension	16 Almond Street Denman	26/05/2022	\$33,600
2022/62	Detached Garage	25 Milpera Drive Muswellbrook	25/05/2022	\$61,299
2022/61	Alfresco, Shed & Carport	8 Osborn Avenue Muswellbrook	20/05/2022	\$76,714
2022/60	Outdoor Leisure Room	115 Hill Street Muswellbrook	19/05/2022	\$49,990
2022/59	Shed & Rainwater Tanks	82 Babbler Crescent Muscle Creek	18/05/2022	\$114,000
2022/58	Ancillary Development - Shed	5 Wilson Street Muswellbrook	18/05/2022	\$27,570
2022/57	Shed	29 Stockyard Parade Muswellbrook	18/05/2022	\$30,980
2022/56	Shed	1 Kingfisher Court Muscle Creek	17/05/2022	\$46,900
2022/55	Single Storey Dwelling	9 Shearer's Close Muswellbrook	17/05/2022	\$578,235
2022/54	Ancillary Development - Shed & Rainwater Tank	18 Jillaroo Way Muswellbrook	13/05/2022	\$43,000
2022/53	Alterations and additions to Existing Dwelling	430 Mount Dangar Road Baerami	12/05/2022	\$348,700
2022/52	Enclosed Afresco Area and Flyover Patio Cover	39 Skellatar Stock Route Muswellbrook	12/05/2022	\$30,925
2022/51	Inground Pool and Associated Safety Barrier	7 Honeyeater Close Denman	12/05/2022	\$37,535
2022/50	Ancillary Development - Shed	49 Stockyard Parade Muswellbrook	11/05/2022	\$89,340
2022/49	Ancillary Development - Carport	5 Kamilaroi Street Muswellbrook	09/05/2022	\$9,720
2022/48	Ancillary Development - Shed & Carport	178 Sydney Street Muswellbrook	09/05/2022	\$13,500
2021/111/2	Garages carports and car parking spaces	59 Sowerby Street Muswellbrook	09/05/2022	-



DA No.	DESCRIPTION	PROPERTY	RECEIVED	VALUE (\$)
2022/47	Ancillary Development - Shed	58 Babbler Crescent Muscle Creek	06/05/2022	\$38,650
2022/46	Single Storey Dwelling	41 Stockyard Parade Muswellbrook	05/05/2022	\$392,885
2022/45	Manufactured Home and Associated Structures	120 Yarraman Road Muswellbrook	04/05/2022	\$417,100
2022/44	Manufactured Home & Associated Structures	Yarraman Road Muswellbrook	04/05/2022	\$417,100
2022/43	Shed, Earthworks and retaining walls	20 Chivers Circuit Muswellbrook	03/05/2022	\$38,300
2022/42	Single Storey Dwelling and Detached Secondary dwelling	62 Brentwood Street Muswellbrook	03/05/2022	\$429,370
2002/205/9	S4.55 (1A) Modification - Changes in Rehabilitation Framework	Muscle Creek Road Muscle Creek	02/05/2022	-
2022/39	Single Storey Dwelling	35 Babbler Crescent Muscle Creek	13/04/2022	\$468,700
2022/38	Change of use from Dwelling to Restaurant and Internal Fitout	43 Maitland Street Muswellbrook	13/04/2022	\$98,000
2022/40	Subdivision of One (1) Lot into Three (3) Lots	15 Crinoline Street Denman	07/04/2022	\$10,000
2022/37	Ancillary Development - Shed	18 Hunter Street Denman	07/04/2022	\$44,500
202/36	Ancillary Development - Shed	25 Babbler Crescent Muscle Creek	07/04/2022	\$54,590
2007/386/4	S4.55 Modification (1A) - Change of Use - Temporary Dwelling to Dwelling	178 Beggary Creek Road Muswellbrook	07/04/2022	-
1994/410/8	S4.55 (1A) Modification - Request to Extend Operational time of Existing Development.	Dalswinton Road Dalswinton	01/04/2022	-
2022/32	Internal alterations, upgrade to access and amenities	2 Market Street Muswellbrook	31/03/2022	\$50,000
2005/451/1 1	S4.55 (1A) Modification - Amendment to Development Consent to remove the consent condition 59 that requires a deed of agreement with Council regarding the provision of an access link through to the Bimbadeen Drive extension. Since the development consent was obtained in 2009 a number of changes have occurred in the area; notably the subject land where the access link is	Stockyard Parade Muswellbrook	29/03/2022	-



DA No.	DESCRIPTION	PROPERTY	RECEIVED	VALUE (\$)
	proposed has been rezoned for urban purposes.			
2022/30	Steel Framed Deck 7 Internal Fit Out	93a Hill Street Muswellbrook	25/03/2022	\$30,000
2022/29	Single Storey Dwelling	10 Babbler Crescent Muscle Creek	24/03/2022	\$472,370
2022/28	Single Storey Dwelling	29 Stockyard Parade Muswellbrook	24/03/2022	\$417,565
2022/23	Ancillary Development - Shed and Retaining Wall	8 Malbec Street Muswellbrook	14/03/2022	\$34,689
2022/21	Single Storey Dwelling	25 Northerly Close Muswellbrook	28/02/2022	\$396,515
2022/19	Boundary Adjustment of Two (2) Allotments	11-13 Paxton Street Denman	23/02/2022	\$10,000
2022/18	Single Storey Dwelling	71 Babbler Crescent Muscle Creek	22/02/2022	\$450,000
2019/41/2	S4.55 (1A) Modification - Variation to approved lot layout Minor changes to proposed boundary layout to avoid physical site constraints such as dams, gullies and vegetation. Proposed change to Lot 102 to create possible dwelling site off Castlerock Road due to excessive costs for servicing long battle axe handle in original layout.	Castlerock Road Muswellbrook	21/02/2022	-
2022/5	Storage Facility & Signage	Victoria Street Muswellbrook	17/01/2022	\$1,304,330
2021/162	Ancillary Development - Carport	2 Hyde Street Denman	21/12/2021	\$10,000
2021/158	Change of Use to Health Services Facility	79 Brook Street Muswellbrook	09/12/2021	\$24,750
2021/150	Ancillary Development - Patio Awning	22 Pendula Way Denman	01/12/2021	\$30,300
2021/146	Colourbond Steel Sheds and Transportable Lunchroom	24 Glen Munro Road Muswellbrook	25/11/2021	\$117,381
2021/145	Ancillary Development - Skillion Roof over Existing Deck	40 Lorne Street Muswellbrook	22/11/2021	\$13,000
2021/139	Alterations and Additions to Educational establishment	57 Maitland Street Muswellbrook	11/11/2021	\$4,489,151
2021/138	Ancillary Development - Shed	24 Paxton Street Denman	11/11/2021	\$45,579
2021/137	Change Of Use to Educational Facility	820 Rosemount Road Denman	09/11/2021	-



DA No.	DESCRIPTION	PROPERTY	RECEIVED	VALUE (\$)
2021/135	Multi-dwelling housing Ancillary Works and Strata Subdivision	66 Sowerby Street Muswellbrook	05/11/2021	\$498,000
2021/129	Animal Boarding & Training Facility	1949 Martindale Road Martindale	18/10/2021	\$33,338,800
2021/125	Self Storage Facility	Turner Street Denman	07/10/2021	\$3,555,527
2021/116	Single Storey Dwelling	29 Aberdeen Street Muswellbrook	24/09/2021	\$311,125
2021/99	Alterations and Additions to Muswellbrook Indoor Sports/Youth Centre	Rutherford Road Muswellbrook	27/08/2021	\$1,263,665
2021/87	Alterations and additions to commercial + Change of Use	12 Ogilvie Street Denman	11/08/2021	\$431,200
2021/73	Temporary use of the land for receipt and dismantling of rail wagons with off-site disposal	18 Strathmore Road Muswellbrook	09/07/2021	\$50,000
2021/58	Organics Recycling Facility	252 Coal Road Muswellbrook	02/06/2021	\$3,850,000
2021/55	Waste Transfer Station	32-36 Glen Munro Road Muswellbrook	27/05/2021	\$7,985,117
2021/32	Demolition of a dwelling and construction of a two-storey boarding house	41 Maitland Street Muswellbrook	15/04/2021	\$645,000
2002/342/6	S4.55(2) Modification - Addition of 30,000tpa of Commercial and Demolition Waste sorting and processing (brick, tile, concrete, asphalt, glass). Recovered materials to be used as a substitute to quarry product for blending and concrete batching.	8440 New England Highway Muswellbrook	13/04/2021	-
2021/10	Entertainment Facility (Muswellbrook Regional Entertainment and Conference Centre)	30 Brook Street Muswellbrook	02/02/2021	\$26,998,400
2020/102	Hotel Accommodation (Royal Hotel)	10 Ogilvie Street Denman	04/09/2020	\$20,000
2020/83	Subdivision of one lot (1) into three (3)	60-62 Palace Street Denman	03/08/2020	\$10,000
2020/7	Additions and Alterations to existing Hotel	184 Bridge Street Muswellbrook	24/01/2020	\$110,000
2019/53	Subdivision of Two (2) Lots into Seventy Five (75) Lots	9027 New England Highway Muswellbrook	27/06/2019	\$4,875,600

20.1.12 Inspect onsite wastewater sewerage systems to ensure they are installed and maintained in compliance with regulatory requirements.



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

	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Applications Received (new installation)	1	0	Unable to inspect due to COVID restrictions			0	0	0	0	0	3	0	0
Applications Approved (new installation)	1	0				0	0	0	0	0	2	1	0
Inspections (new system)	0	1				0	0	0	3	0	2	0	1
Inspections (existing system)	6	34				34	0	0	14	3	7	0	11

24.1.5 Registration and inspection of regulated premises (caravan parks, food outlets, skin penetration premises, hairdressers, mortuaries, air handling systems) in accordance with regulatory requirements to ensure public health and safety is protected.

	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Applications Received (new businesses)	0	0	Unable to inspect due to COVID restrictions			0	0	0	0	1	1	0	0
Inspections (new businesses)	0	3				0	0	0	1	1	0	0	11
Inspections (existing businesses)	5	38				0	0	0	11	16	10	1	0
Reinspections	0	0				0	0	0	0	1	2	1	0

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

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

	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Total Sites Inspected									6	7	8	7	6
Total non-compliant and educated									1	0	0	0	0



Total compliance after education									1	0	0	0	0
Total Penalty Notices Issued									0	0	0	0	0

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

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

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

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

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

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

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



Re-inspections	6	0	3	3	4	2	5	2	1	5	0	0	1
----------------	---	---	---	---	---	---	---	---	---	---	---	---	---

Compliance Certs / Occ. Certs issued	14	5	3	9	9	2	6	4	6	9	0	4	4
--------------------------------------	----	---	---	---	---	---	---	---	---	---	---	---	---

Total Pools in Council's SPR = 963

Compliance as at 30 June 2018 = 65.7%

Compliance as at 30 June 2019 = 43.0%

Compliance as at 30 June 2020 = 26.7%

Compliance as at 30 June 2021 = 20.8%

Compliance as at 22 February 2022 = 23%

Compliance as at 22 March 2022 = 23%

Compliance as at 22 April 2022 = 23%

Compliance as at 2 May 2022 = 23%

Compliance as at 17 June 2022 = 23.7%

Current Compliance = 23.7% (i.e. 229 out of 963 pools have a valid Compliance Certificate or Occupation Certificate. Note: Certificate is valid for 3 years)

Percentage of pools inspected Financial Year 2021/2022 = 12.5%

(i.e. 121 out of 963 pools have had at least one inspection carried out during June 2021 – June 2022)

SUSTAINABILITY

17 March to 13 April 2022

Muswellbrook Show

On 21 March Council's Sustainability Unit had a display over 2 days at the Muswellbrook Show. These events allow us to engage with the community on sustainability related subjects.

Rehabilitation of Muscle Creek Project

In March volunteers planted over 200 native species along Muscle Creek.

This work is part of the Rehabilitation of Muscle Creek for Community and Environmental Benefit Project that involves controlling hectares of weeds and planting over 1000 native seedlings. This on groundwork was completed in April 2022.

Muswellbrook Shire Council was joined by Local residents, Muswellbrook Golf Club, Hunter Sustainability Landcare Team, Final Form Regeneration, Warrior Disability Services, AGL Macquarie and Muswellbrook South Public School Official.





This project has been assisted by the NSW Government through its Environmental Trust.

Sustainable Futures – Muswellbrook

The popularity of the Sustainable Futures – Muswellbrook Facebook page continues to grow. It has now received 1,435 page likes and 1,544 page followers. This page continues to be a great way for Council to engage with the community around a range of sustainability topics. This includes promoting the Community Recycling Centres, correct waste management practices, sewerage management, the Reuse Shop, soft plastic recycling, Sustainability Hub activities, reducing food waste, plastic free July, worm farms, composting, grant projects and more.

Placement Students

The Sustainability Unit have recently been assisted by students from the University of Newcastle undertaking their placement studies. This greatly helps support the work we do given our lack of staff resources.

Muscle Creek – AGL Muscle Creek Walkway Project

Work continues on the development of 6 augmented reality (AR) experiences along the Muscle Creek walking loop. 1500 native seedlings have been planted on Muscle Creek bank slopes. This work has many challenges as the steep slopes do not allow for mulch and made getting water to plant roots more difficult. This work is part of the larger AGL Muscle Creek Walkway Project.

Sustainable Events Procedure

Staff for Sustainability have been working for many years to develop a Sustainable Events Procedure. Recently some staff have expressed that they don't view this as a priority. Sustainability will continue to support staff who are willing to participate.

Bin Audit

Staff have been working to undertake an audit of residential bins. The results of this audit will be used to help guide future waste reduction strategies.

Household Chemical Cleanout Day

Staff helped to promote the NSW EPA Household Chemical Cleanout Day.

University Students Visit Sustainability Hub

On 28 March Muswellbrook Shire Council hosted 60 students from Newcastle University at the Sustainability Hub. As part of their studies they had to consider the economic, environmental and social considerations for our community with future predicted changes to climate. Great to have such an enthusiastic and knowledgeable group learning about our community.

Big thanks to Stephen from Landcare, Anne from the Penguin Community Garden and Rob from AGL.

Sustainability Hub

In April a group from the Polly Farmer Foundation visited the Sustainability Hub, on Wilkinson Ave. They were given a tour and then did some native and healthy food seed propagation. Big thanks to the Penguin Community Garden for hosting us. Activities were also held at the Sustainability Hub for Senior's Week. Activities like these and more are available for any community or educational group.





Community War on Waste

Applications closed for the Community War on Waste grant program on 8 April. They were then accessed and approved.

14 April to 17 May 2022

Bird Watching

In April local community members joined with members of Hunter Bird Observers Club (HBOC) and Muswellbrook Shire Council staff for a walk along Muscle Creek. This time 33 species were observed. Including 2 beautiful Azure Kingfishers.

The bird club hold regular bird watching events in our community.

This project has been assisted by the NSW Government through its Environmental Trust.



Backyard Bird Count 2021 report

Council recently received the list of birds recorded as part of the 2021 Aussie Backyard Bird Count. These counts help us know what birds are present in our Shire. They are also a great way of encouraging residents to get involved in citizen's science. The next Aussie Back Yard Bird Count is 17 to 23 October.

Sustainable Futures – Muswellbrook

The popularity of the Sustainable Futures – Muswellbrook Facebook page continues to grow. It has now received 1,465 page likes and 1,574 page followers. This page continues to be a great way for Council to engage with the community around a range of sustainability topics. This includes promoting the Community Recycling Centres, correct waste management practices, sewerage management, the Reuse Shop, soft plastic recycling, Sustainability Hub activities, reducing food waste, plastic free July, worm farms, composting, grant projects and more.

Muscle Creek – AGL Muscle Creek Walkway Project

Work continues on the development of 6 augmented reality (AR) experiences along the Muscle Creek walking loop. The 1500 native seedlings that were planted on Muscle Creek bank slopes continue to be maintained. This work has many challenges as the steep slopes does not allow for mulch and make getting water to plant roots more difficult. This work as part of the larger AGL Muscle Creek Walkway Project.

Rehabilitation of Muscle Creek Project

In April and May the 1000 native seedlings were maintained as part of the Rehabilitation of Muscle Creek for Community and Environmental Benefit Project. This project has been assisted by the NSW Government through its Environmental Trust.

**Support for Educational Groups**

The Sustainability Unit continue to support groups to improve their sustainability performance. In April we supplied worms and a worm farm to Little Kindy.

Community and Business War on Waste Grants

Grants have now been awarded as part of the Community War on Waste grant program as reported to Council. Work will now begin on the Business War on Waste program.

Sustainable Procurement

The Sustainability Unit has been working with other departments to develop a system aimed at continually improving Council's procurement processes to increase the level of sustainability. This will ensure that purchasing decisions Council makes considers all aspects of sustainability including economic, social and environmental aspects.

**Food Organics Garden Organics (FOGO)**

Sustainability staff have worked closely with the Waste Department to develop and implement the FOGO Community Engagement Plan. This involves engagement with the community, staff and Councillors to transition to this new service.

Waste Extension

Sustainability staff have worked closely with the Waste Department to develop a report for Council on extended waste services to new areas.

Picnic in the Park

In May the Sustainability Unit held a display and puppet show at the Picnic in the Park event. These events allow us to engage with the community on sustainability related subjects.

National Volunteer Week

The Sustainability Unit helped to promote and acknowledge the work of community volunteers during National Volunteer Week.





9.2. Community Infrastructure

9.2.1. Local Government Recovery Grants Program

Attachments:	Nil
Responsible Officer:	Fiona Plesman - General Manager
Author:	Derek Finnigan – Deputy General Manager
Community Plan Issue:	5 - Community Infrastructure
Community Plan Goal:	19.4 - Maintain and continually improve community infrastructure across the Shire.
Community Plan Strategy:	19.4.1 - Implement prioritised (but responsive) rolling works program of maintenance.

PURPOSE

To submit for Council's consideration projects proposed as appropriate for the \$1 million grant funding provided under the Local Recovery Grants Programme.

OFFICER'S RECOMMENDATION

Council:

1. **Endorses the projects provided in the report; and**
2. **Approves advising the Office of Local Government of the projects Council has endorsed for delivery under the Local Government Recovery Grants Program.**

1. **Moved:** _____ **Seconded:** _____

BACKGROUND

A report, entitled 'Local Government Recovery Grants Program', was submitted for the consideration of Council at the 5 April 2022 Ordinary Council Meeting. The report informed Council that the Minister for Local Government had written to Council to advise that the NSW Government, in partnership with the Commonwealth, has announced significant recovery funding targeted at disasters declared under the Disaster Recovery Funding Arrangements (DRFA) – Category D assistance to local government areas. As such the Local Government Recovery Grants program has provided an upfront payment of \$1 million to Council, for use in accordance with the following guidelines:

- NSW Council Support Payments (Category D) Local Government Recovery Grants Program Guidelines which provides detailed requirements of the grant. including project criteria, eligible and ineligible projects, and administrative arrangements (with key dates).
- NSW Natural Disaster Essential Public Asset Restoration Guidelines.

Council received a payment of \$1M on 15 March, 2022.

Council's resolution in relation to the report was:

**11.8 LOCAL GOVERNMENT RECOVERY GRANTS PROGRAM****2 RESOLVED on the motion of Crs Scholes and Barry that:***Council:*

1. Approves placing into a Natural Disaster Reserve the \$1,000,000 received under the Local Recovery Grants Programme; and
2. Following the finalisation of project costs, the funds be removed from Reserve to the relevant expenditure ledger numbers.

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

Against: Nil.

As required under the conditions of the Local Government Recovery Grants Program a range of projects considered to be appropriate to the objectives of the Program have been considered by Council staff and are presented in this report for Council's consideration.

CONSULTATION

General Manager
 Manager Roads, Drainage and Technical Services
 Director Property and Place
 Finance Manager
 Grants and Community Engagement Advisor

REPORT

As a result of the Natural Disaster Declaration for Muswellbrook Shire arising from the February 2022 NSW Storms and Floods event, Muswellbrook Shire Council has been granted \$1 million as financial assistance towards supporting restoration and recovery projects that best meet their community's needs. Council is encouraged by the Office of Local Government to use this grant on measures and activities not eligible through existing Disaster Recovery Funding Arrangements.

Repairs to natural waterways are not eligible through existing Disaster Recovery Funding Arrangements. The works identified below are required to rehabilitate sections of Muscle Creek, Possum Gully and Widden Creek which experienced considerable damage as a result of the February 2022 NSW Storms and Floods event.

The development of a Muscle Creek and Possum Gully geotechnical assessment and catchment management plan will provide a prioritised list of projects to repair damaged sections of the waterways and promote the ongoing health and efficiency of the system.

None of the projects listed below are currently able to be funded by Council, and are considered to be an appropriate best use of the \$1 million funding provided under the Local Government Recovery Grants Program.

Table: List of projects recommended under the Local Government Recovery Grants Program

Project	Approximate cost
Muscle Creek and Possum Gully catchment management plan.	\$80,000
Widden Road shoulder restoration works (necessary due to stormwater damage caused by the flooding of Widden Creek).	\$220,000



Possum Gully erosion repair (required behind 'Brighton Villa', Hunter Terrace.	\$100,000
Muscle Creek restoration works (prioritised by the Muscle Creek catchment management plan.	\$600,000
Total	\$1,000,000

OPTIONS

Council may not endorse or not endorse the projects recommended for delivery under the Local Government Recovery Grants Program. Council may also suggest alternative projects for delivery under the Program.

CONCLUSION

The projects identified for delivery under the Local Government Recovery Grants Program are necessary, and in some cases urgent, for example, the Widden Road shoulder restoration works. The works cannot currently be funded from existing Council budgets. As a result, it is recommended the Local Government Recovery Grants Program allocation of \$1 million be utilised to carry out the identified works.

SOCIAL IMPLICATIONS

Nil known.

FINANCIAL IMPLICATIONS

Council has received and placed into reserve \$1 million funding under the Local Government Recovery Grants Program.

Ongoing Operational and Maintenance Costs Implications Associated with Capital Project

1. Financial Implications – Capital

\$1,000,000 has been received from the NSW Government as upfront payment for the restoration of essential public assets.

2. Financial Implications – Operational

Nil.

POLICY IMPLICATIONS

Financial Reserve Management Policy MSC007E.

STATUTORY IMPLICATIONS

Nil known.

LEGAL IMPLICATIONS

Nil known.

OPERATIONAL PLAN IMPLICATIONS

Submission of the report complies in principle with item 19.3.4 of the Operational Plan: 'Investigate and recommend appropriate management treatments for road safety and traffic management'.



RISK MANAGEMENT IMPLICATIONS

Nil known.

WASTE MANAGEMENT IMPLICATIONS

Not applicable.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

Not applicable.

**9.2.2. DA 2013-232 Proposed Community Park Site - Queen Street, Muswellbrook**

Attachments:	Nil
Responsible Officer:	Derek Finnigan - Deputy General Manager
Author:	Peter Chambers – Chief Engineer
Community Plan Issue:	5 - Community Infrastructure
Community Plan Goal:	19.3 - Facilitate investment in high quality community infrastructure necessary to a regional centre.
Community Plan Strategy:	20.1.2 - Provide Council with a list of proposed projects for design.

PURPOSE**OFFICER'S RECOMMENDATION**

Council approves the location of the proposed community park identified as part of Lot 58, DP 1276946 on Queen St, Muswellbrook, as part of the Development Consent Conditions for DA 2013-232.

Moved: _____ **Seconded:** _____

BACKGROUND

A Development Application (DA) for the Residential Subdivision DA 2013-232 was approved by Council on 12 May 2014 for Stages 4 and 5 for a total of 98 lots.

The applicant has recently lodged an application for the Construction Certificate (CC) for the next stages of this development, namely Stage 4 and Stage 5. Stage 4 has been approved for CC. Stage 5 is currently under review by Community Infrastructure.

DA Consent Condition 17 for the development states:

17. Community Park

The location and design of a community park is to be submitted to and approved by Council prior to the release of the Subdivision Certificate for Stage 5.

The determination for identifying an appropriate location for the community park has been negotiated with the applicant as the first component for the delivery of this facility.

CONSULTATION

Works Coordinator – Parks

Manager Roads, Drainage and Technical Services

Deputy General Manager

Director Property and Place

Technical Officer – Recreation and Property

Director Environment and Planning

Development Coordinator



Project Applicant

REPORT

In consultation with the project applicant, a 2,225m² community park location has been identified as part of Lot 58, DP 1276946, Queen Street Muswellbrook. The site is located midway between Northview Circuit and Sepoy Crescent and is centrally placed in relation to the other current and future stages of residential growth in this area. Vehicle speed along Queen St is also managed by a raised threshold directly adjacent to the site. The site is gently graded and enjoys a high level of visibility from the road and surrounding areas for increased passive surveillance. The site shares a boundary with an existing drainage gully to the south-west, however it is proposed to provide a boundary fence for its future development.



Figure 1 – Approximate vertical view of the proposed site for the community park and surrounds

This site meets operational requirements of the Residential Subdivision DCP and is vacant for this proposed use. All other lots within the Northview Estate Development have been pre-sold and are not available for a park.

A range of infrastructure options for the park including full accessibility, playground, fencing, footpaths, lighting, landscaping, facilities and a park name are just some of the options under consideration and will form the basis of a separate report to Council in the near future, subject to the approval of this proposed site location for a community park. It should also be noted that the site is directly adjacent to a rural lot and hence some requirements noted in the below table for urban areas pose a low risk to its operation.

**TABLE: LOCAL & NEIGHBOURHOOD PARKS - DEVELOPMENT STANDARDS**

Areas of landscaped green space that enhance the amenity and character of the neighbourhood and provide space for leisure and/or informal recreational pursuits, may include a play area being a small intimate space used for children's play and adult respite

Local Public Open Space Development Standards	
Area	Area of 0.25 to 1.5ha. The number and distribution of these parks is to be such that 95% of residents are located within a 400m radius.
Shape	Length to width ratio shall not exceed 3:1, and a 20m buffer provided from active paly areas to residential boundaries
Landform	>80% of the area to have slopes <8%, with good drainage, grassed surfaces incorporating and landscaped elements/paved areas with soft fall
Access	Vehicular access from local roads for maintenance vehicles and readily accessible by pedestrians and bicycles
Road frontage	>50% of perimeter for casual surveillance
Amenities	Playground equipment, soft fall surfaces under play equipment, kick about area, paving for ball games, seating with shade, landscaping, drinking fountains, general shade and lighting. Play areas fenced from balance of park to delineate use. Toilet blocks if servicing greater than 1000 persons
Services	Access to garbage collection, regular maintenance, water, electricity.

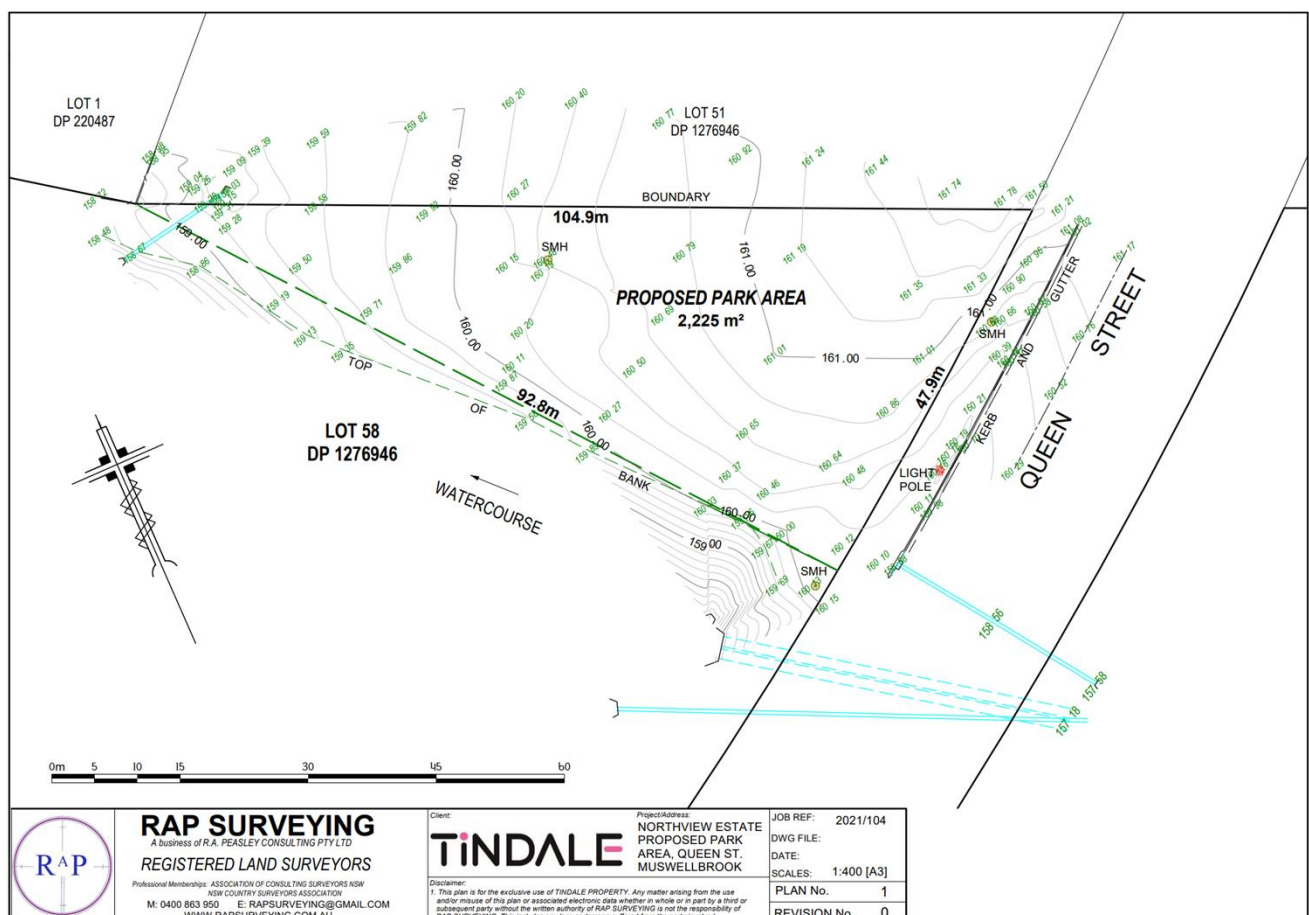


Figure 2 – Survey Plan of the proposed site

OPTIONS



Council may choose to approve the proposed location of the park or decline the proposed site.

There are no other known vacant lots available in the area that have not been pre-sold up to and including Stage 5.

CONCLUSION

The proposed 2,225m² site enjoys a high level of passive surveillance, a wide frontage along Queen St and reasonably flat grades and meets the operational requirements for the selection of a community park site, as required by the Development Consent Conditions for DA 2013-232 for Stage 5 of Northview Estate.

Community Infrastructure recommends Council approves the site for future development of infrastructure options for the park, as detailed in the report.

SOCIAL IMPLICATIONS

The proposed site provides an opportunity to enhance the aesthetics of the town by increasing park, open spaces, amenities and providing inclusivity for accessibility needs. The park will also encourage and enhance both passive and active recreation opportunities for existing and future residents.

FINANCIAL IMPLICATIONS

The selection of a preferred park location has no financial impact to Council. Until the infrastructure for the park is designed as part of a separate report and later constructed, responsibility for maintenance of the block will remain with the developer.

POLICY IMPLICATIONS

Nil known.

STATUTORY IMPLICATIONS

Nil known.

LEGAL IMPLICATIONS

Nil known.

OPERATIONAL PLAN IMPLICATIONS

The selection and future development of this site supports the Muswellbrook Shire Council Operational Plan 2021/2022 for the below items:

02 Social Equity and Inclusion

04 Support the Health and Wellbeing of residents through a variety of programs and service deliveries that improve the liveability of Muswellbrook Shire;

19.03.02 Provide to Council a list of works proposed for design; and

19.03.06 Deliver timely, professional engineering assessment of proposed development

RISK MANAGEMENT IMPLICATIONS

Nil.

WASTE MANAGEMENT IMPLICATIONS

Nil in this stage of selection of the site.



COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

Information will be provided to the community at a later stage of the development during selection of infrastructure for any future park for Northview Estate Stage 5.



9.2.3. New Community Infrastructure Depot - Location Options

Attachments:	1. Concept drawings for Works Depot options [9.2.3.1 - 5 pages]
Responsible Officer:	Derek Finnigan - Deputy General Manager
Author:	Joseph Thuraiaratnam – Works Engineer
Community Plan Issue:	5 - Community Infrastructure
Community Plan Goal:	19.1 - Improve and maintain civic precincts.
Community Plan Strategy:	19.3.5 - Deliver the Capital Program substantially on time, on budget and in accordance with relevant design and construction standards.

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.

PURPOSE

To report to Council location options for the design and construction of a new Community Infrastructure Depot.

OFFICER'S RECOMMENDATION

Council endorses the Muswellbrook Waste and Recycling Facility as the proposed location for a new Community Infrastructure Depot and approves proceeding with planning for design development.

Moved: _____ **Seconded:** _____

BACKGROUND

Council's Community Infrastructure team operates over several sites. This is historically due to the nature and location of Council's infrastructure, for example, treatment plants, works depots, etc. As a result, there is, in part, historical duplication of depots and stores.

Council's current Works Depot, located in the Muswellbrook Industrial Estate, requires renewal. Staff have occupied demountable buildings for the last six years due to a history of termite damage to the structure of the main Works building.

In December 2019, Council completed the construction of a new Recycled Water Treatment Works (RWTW) located at the corner of Sydney Street and Skellatar Stock Route, Muswellbrook. The completion of the RWTW provided an opportunity for Council to consider the possibility of constructing the new Community Infrastructure (CI) Depot on the same lot.

Council completed the concept design and preliminary budget estimate. However, due to the extensive works involved with external civil works on this site, it was decided to investigate other locations, including at the Muswellbrook Waste and Recycling Facility on Coal Road.



CONSULTATION

Council Staff from various sections have been consulted.

REPORT

A new consolidated Community Infrastructure (CI) Depot in one location would function as a public administration building and depot for equipment and materials, across all areas of the community infrastructure and Council generally. A consolidation in principle of four sites into one.

It is envisaged offices would also be occupied by a range of technical, professional, administrative, and operational staff. It is expected that a consolidated CI Depot would result in several operational efficiencies and improved economies of scale due to centralised stores, sharing of resources, reuse of materials, site proximity to Muswellbrook with reduced travel time, rationalisation of building assets, and greater integration of work between technical and operational staff.

After the competition of the RWTW, Council investigated the option of constructing a new CI Depot at Skellatar Stock Route. The total vacant area of the site is 3.25ha. This was restricted to 1.26ha due to land (0.89ha) identified with asbestos contamination and another 1.10ha allocated for the construction of ground level solar PV arrays. The current Works Depot has available space of 2.7ha.

Various options were considered for the layout of the buildings and associated facilities such as the works depot, stores, vehicle wash down bay, external storage, parking, and access arrangements. Option A in the attached Appendix was selected as the most appropriate and cost-effective option and the preliminary budget estimate was prepared. The estimated total construction cost is \$7.244M and approximately 75% of this was designated for the site and external works. The total estimate was revised down to \$5.85M after considering the value engineering adjustments to accommodate for the scope of work. However, the civil works cost remains disproportionately high and the available space less than the current Works Depot.

As an alternative to the RWTW Site, Council considered the possibility of constructing a new Community Infrastructure Depot at the Muswellbrook Waste and Recycling Facility at Coal Road. Other locations were also considered including Council's emergency and community services site in Industrial Close and farmland adjacent to the New England Highway proposed for the Muswellbrook Gateway project. The constraints for these sites were limited space for Industrial Close, and best use of land with the New England Highway location in the Muswellbrook South growth corridor.

The area available for construction at the Muswellbrook Waste and Recycling Facility is 2.8ha within a 20ha site, and the land is on a mild gradient which will result in minimal earthworks. A significant reduction in the cost of civil and earth works is expected.

In addition, the initial geotechnical investigation finding strongly indicates the possibility of residential type shallow foundation. This, too, will contribute towards project savings. Finally, the preliminary contamination assessment of this site has significantly less to no issues regarding contamination. The Council could, however, expect some expenditure towards the improvements / reconstruction of Coal Road potentially for increased traffic due to Council's operational vehicles and plant and the running of an 800m sewer main.

A third option Council might consider is the current location of the Works Depot at Carramere Road as a site for the construction of the new CI Depot. At this stage there are insufficient engineering details to recommend it, although the site houses the existing Depot with no known issues. If this option was to be considered as an alternative to the above two, then Council will commence preliminary investigation such as geotechnical investigation and land survey.



The Muswellbrook Waste and Recycling Facility and Recycled Wastewater Treatment Works (RWTW) are comparatively closer to town compared to the current Carramere Road Works Depot, therefore travel time would be reduced, allowing for increased operational productivity and a decrease in overall fuel costs if either of these locations were chosen. It is estimated that Works would spend a total of 16 hours a day in travel time between the Depot and Muswellbrook. Furthermore, the Muswellbrook Waste and Recycling Facility is isolated from residential areas, and this would result in limited noise pollution. In contrast, the RWTW is situated within close proximity to residential areas, rendering noise pollution a potential concern at this site.

In terms of contamination, the Waste and Recycling Facility has present methane, which is typical of such facilities and a detailed study will be carried out, but to date it has not been a known issue for the site. However, contamination protocols conducted on the RWTW detected the presence of asbestos, which is a point of concern.

Furthermore, the available area for the construction of a new works depot at the RWTW location is restricted by limitations imposed on the project pertaining to solar panels. In terms of external civil works required, the Waste and Recycling Facility requires modest civil works whereas the RWTW requires significant civil works.

OPTIONS

1. Council may accept the concept design for the new Community Infrastructure Depot at Skellatar Stock Route (RWTW) and endorse to proceed with final design and approvals, or
2. Endorse the Muswellbrook Waste and Recycling Facility as the proposed location for a new Community Infrastructure Depot and proceed with planning for design development, or
3. Direct investigation to establish the merits of constructing a new depot at Carramere Road.

CONCLUSION

It is recommended that Council endorses the Muswellbrook Waste and Recycling Facility as the proposed location for a new Community Infrastructure Depot, and proceed with planning for design development.

SOCIAL IMPLICATIONS

The new depot will provide a centralised location for Community Infrastructure staff and would increase efficiency and economies of scale in terms of sharing resources, equipment, and materials.

FINANCIAL IMPLICATIONS

\$200,000 is allocated in the proposed 2022-2023 Capital Budget for design development.

POLICY IMPLICATIONS

Work, Health and Safety Policy, WHS POL/01

STATUTORY IMPLICATIONS

Nil Known

LEGAL IMPLICATIONS

Work, Health and Safety Act 2011

Section 60 of the Local Government Act 1993



Part 5 of the Environmental Planning and Assessment Act 1979

Protection of the Environment Operations Act 1997 (POEO Act)

Public Health Act 2010 (PH Act)

OPERATIONAL PLAN IMPLICATIONS

‘Code 25.1 Continue to prioritise safety and risk management initiatives, employee welfare initiatives and upgrades to Council’s works depot and waste management facility’,
Muswellbrook Shire Council Operational 2021-2022

RISK MANAGEMENT IMPLICATIONS

Workshop will be conducted to inform stakeholders on various stages during the design and construction of the new Community Infrastructure depot.

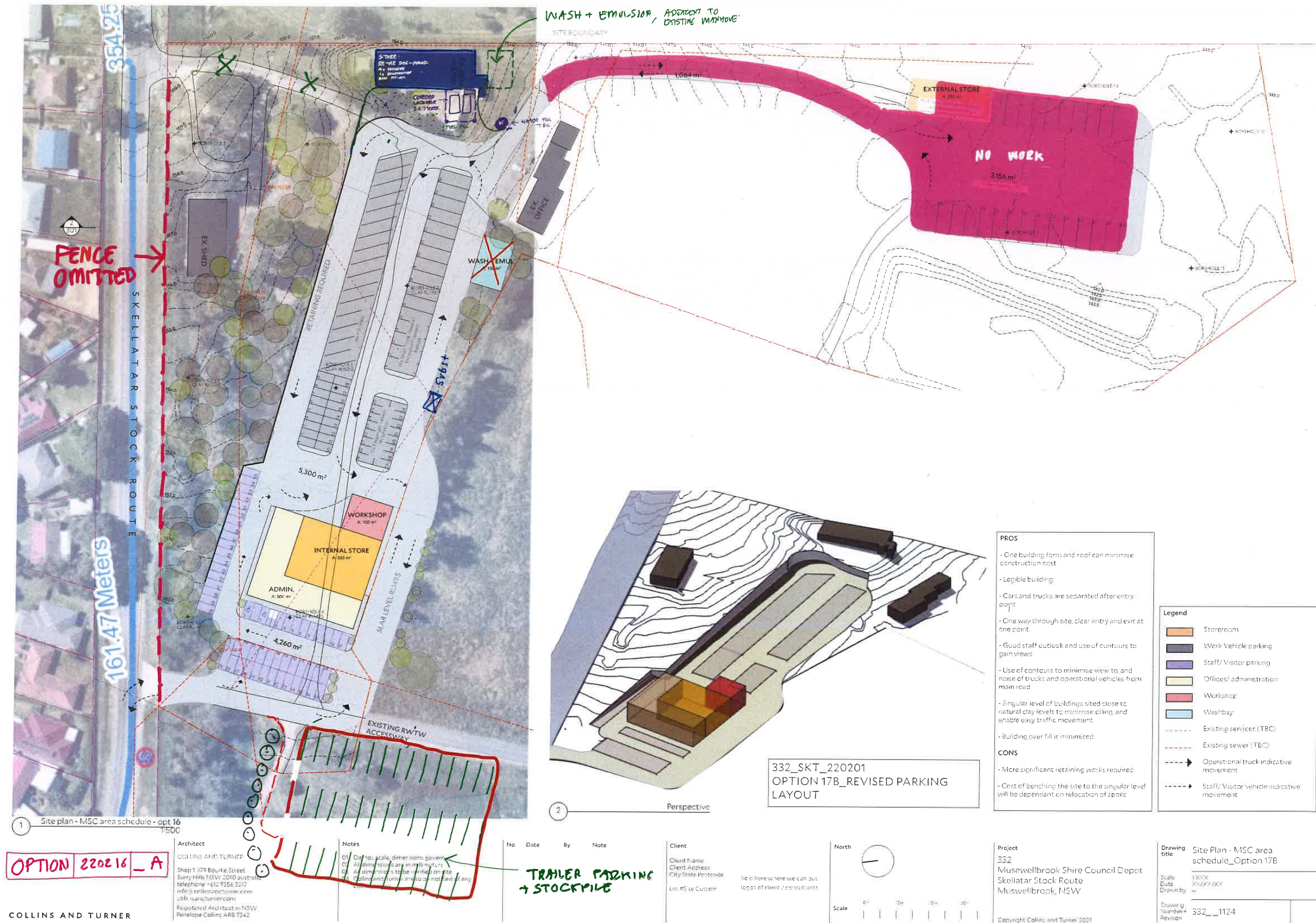
Attachments:

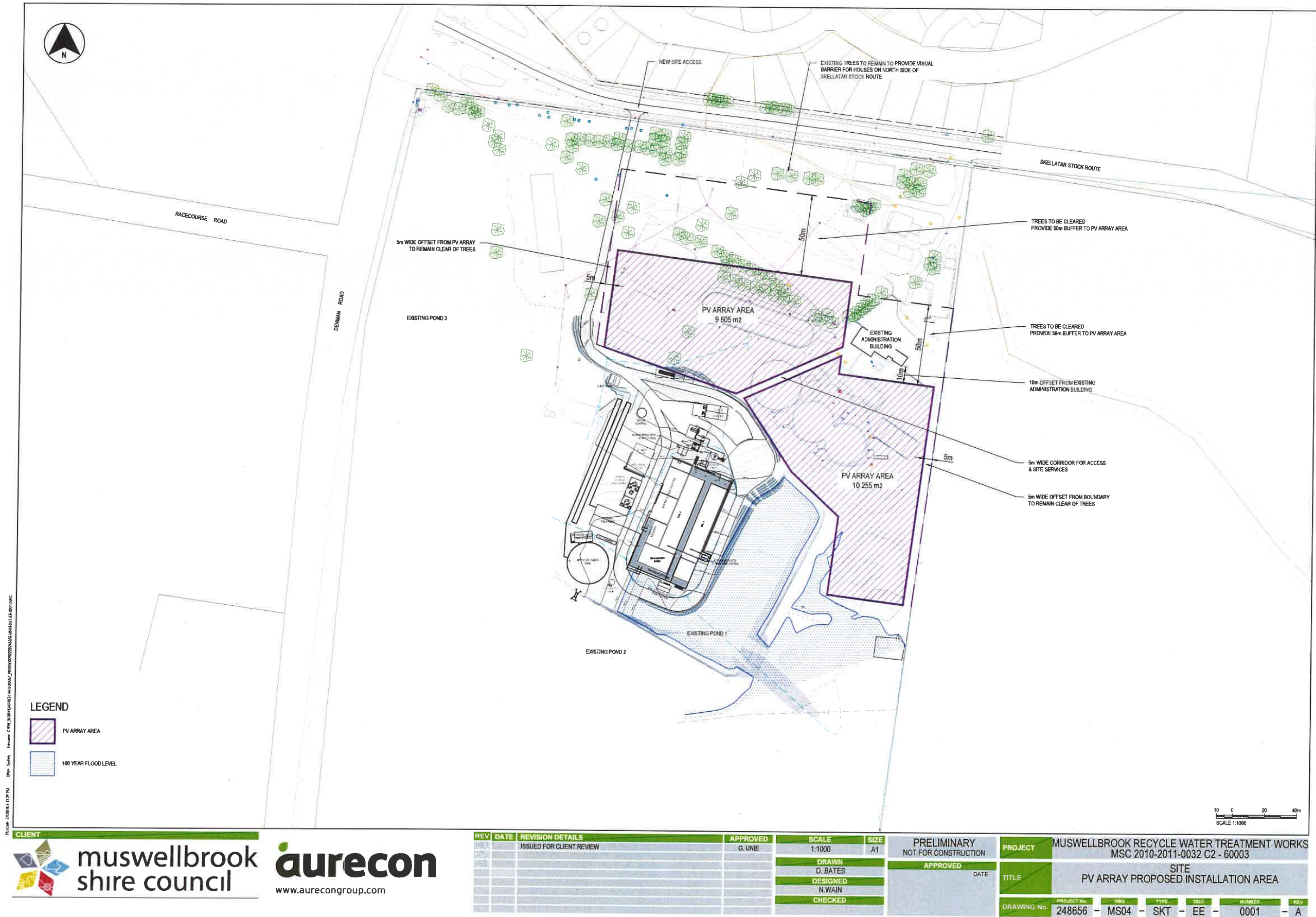
Sketch 1 – Option A Concept Design Layout for CI Depot at Skellatar Stock Route

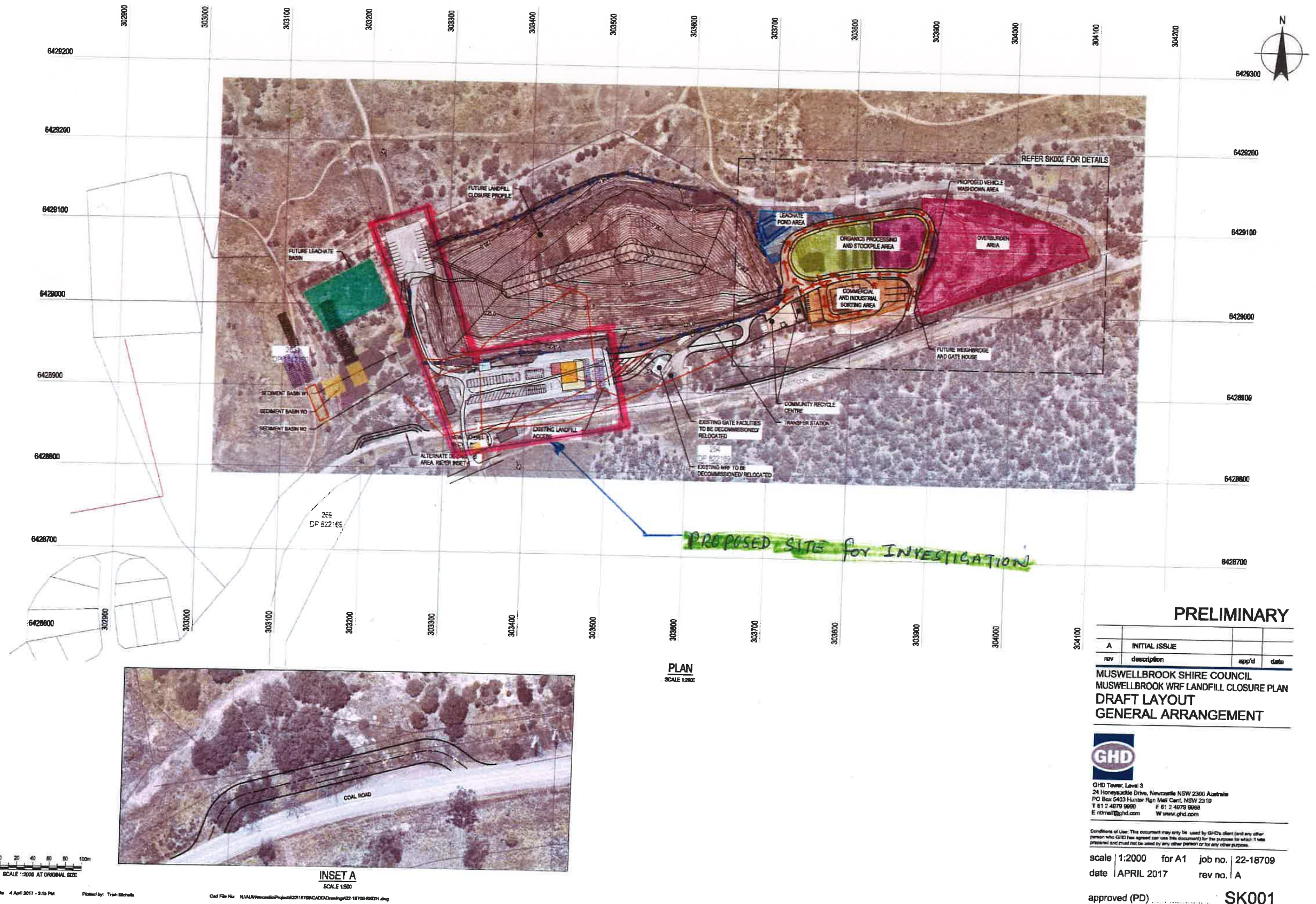
Sketch 2 – PV Array (Ground Level) Proposed Installation Area – Skellatar Stock Route

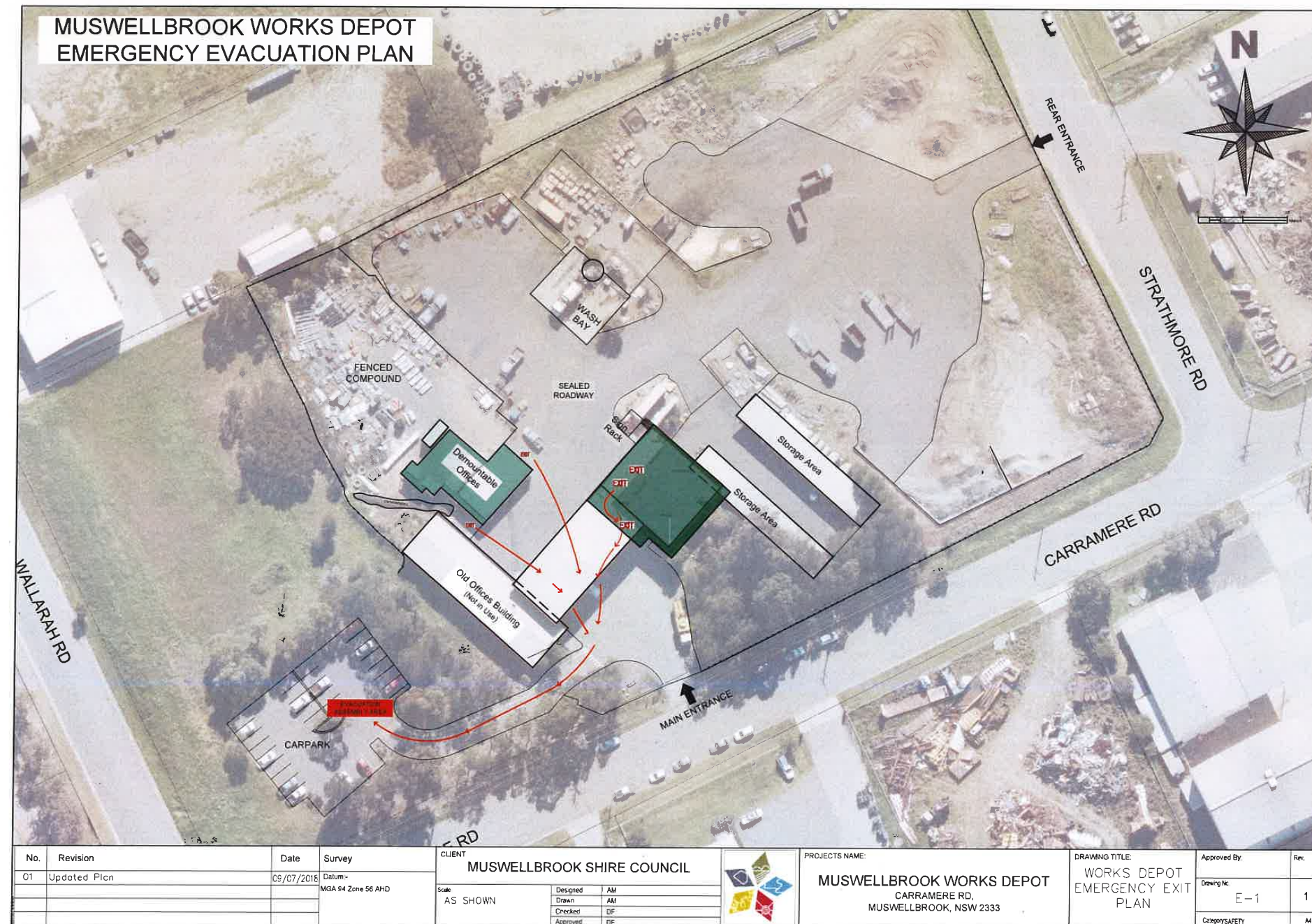
Sketch 3 – Draft Layout for Geotechnical Investigation of Proposed Building Site at WMF, Coal Road.

Sketch 4 – Carramere Road Works Depot











9.3. Property and Place

Nil

9.4. Corporate Services

9.4.1. Adoption - 2022-2026 Delivery Program

Attachments:	1. Muswellbrook Shire 2022-2026 Delivery Program [9.4.1.1 - 28 pages]
Responsible Officer:	Fiona Plesman - General Manager
Author:	Melissa Cleary – Manager - Integrated Planning & Governance
Community Plan Issue:	6 - <i>Community Leadership</i>
Community Plan Goal:	24.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.
Community Plan Strategy:	24.1.2 - Appropriate matters are reported to Council in a timely manner in accordance with the Financial Control and Reporting Policy.

PURPOSE

This report details the public submissions received during the public exhibition of the *Muswellbrook Shire 2022-2026 Delivery Program* and outlines any proposed amendments for the final version.

OFFICER'S RECOMMENDATION

Council adopts the *Muswellbrook Shire 2022 – 2026 Delivery Program*.

Moved: _____ Seconded: _____

BACKGROUND

Pursuant to section 404 of the NSW *Local Government Act 1993*, Council is required to have a program (called its **delivery program**) detailing the principal activities to be undertaken by Council to perform its functions (including implementing the strategies set out in the community strategic plan) within the resources available under the resourcing strategy.

Council must establish a new delivery program after each ordinary election of Councillors to cover the principal activities of Council for the 4-year period commencing on 1 July following the election.

At the 26 April 2022 Extraordinary Council Meeting, Council resolved to endorse the *Muswellbrook Shire 2022-2026 Delivery Program* for public exhibition from 27 April 2022 to 24 May 2022.

CONSULTATION

The *Muswellbrook Shire 2022-2026 Delivery Program* was placed on public exhibition from



27 April 2022 to 24 May 2022 and was promoted via:

- a public notification placed on Council's website;
- public notifications distributed via Council's Facebook page;

The draft document was available for inspection:

- at Council's Administration Centre;
- at Muswellbrook and Denman Libraries; and
- could be viewed and/or downloaded on Council's website.

REPORT

During the public exhibition period, Council received 0 submissions from the community.

Forty-eight minor grammatical and/or typographical and/or formatting amendments were made to the *draft DP* during the public exhibition period.

The following additional and/or amended content was included in the draft DP during the public exhibition period:

- Page 10: on the recommendation of Council's Community Partnership Officer, the first paragraph was replaced with *Prior to European settlement, the Muswellbrook Shire was occupied by people of the Wonnarua/ Wanaruah language group. The Wonnarua/ Wanaruah people traded and had ceremonial links to their neighbouring tribes such as Awabakal, Darkinung, Geawegal, Kamilaroi, Wiradjuri and Worimi. The Muswellbrook Shire Local Government area is located within the Wanaruah Local Aboriginal Land Council boundary;*

OPTIONS

Council may:

1. determine to adopt the *Muswellbrook Shire 2022-2026 Delivery Program*, as recommended in this report; or
2. recommend further revisions and conduct another round of public exhibition.

CONCLUSION

It is recommended that Council adopts the *Muswellbrook Shire 2022-2026 Delivery Program*.

SOCIAL IMPLICATIONS

As described in the *Muswellbrook Shire 2022-2026 Delivery Program*.

FINANCIAL IMPLICATIONS

As identified in the Resourcing Strategy and annual budgets

POLICY IMPLICATIONS

None identified

STATUTORY IMPLICATIONS

Pursuant to section 335 of the *NSW Local Government Act, 1993* the general manager is to prepare, in consultation with the mayor and the governing body, the council's Delivery Program.

Pursuant to section 404 of the *NSW Local Government Act, 1993*:

- a council must have a Delivery Program detailing the principal activities to be undertaken by the council to perform its functions within the limits of the resources



- available under the Resourcing Strategy; and
- the council must establish a new Delivery Program after each ordinary election of councillors to cover the principal activities of the council for the 4-year period commencing on 1 July following the election.

LEGAL IMPLICATIONS

None identified

OPERATIONAL PLAN IMPLICATIONS

The *2022-2023 Operational Plan* has been developed in alignment with the goals and strategies outlined in the endorsed *2022-2032 Muswellbrook Shire Community Strategic Plan*, the *2022-2026 Muswellbrook Shire Delivery Program* and the *Muswellbrook Shire Council Resourcing Strategy*.

RISK MANAGEMENT IMPLICATIONS

As described in the *2022-2026 Muswellbrook Shire Delivery Program* and the Resourcing Strategy

WASTE MANAGEMENT IMPLICATIONS

As described in the *2022-2026 Muswellbrook Shire Delivery Program*

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

Community consultation and media plans aligned with the adopted Community Participation Plan and Council's adopted 2021/2022 Budget.

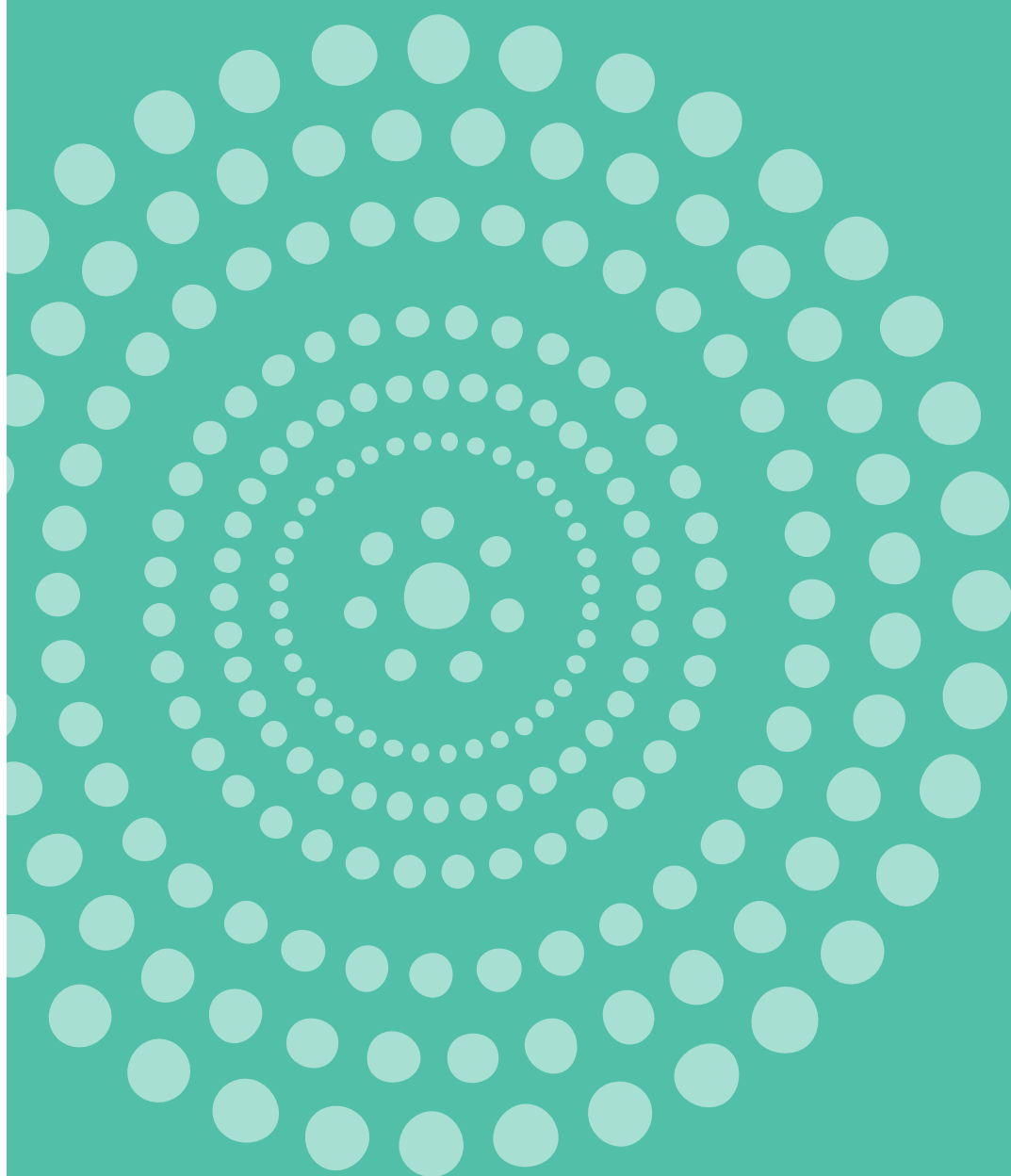
MUSWELLBROOK SHIRE 2022 – 2026 DELIVERY PROGRAM



muswellbrook.nsw.gov.au



***Muswellbrook Shire Council respectfully
acknowledges the Local Aboriginal People who are
the Traditional Owners and Custodians of the Land***



Contents

1. FOREWORD – a message from the Mayor and General Manager	4
2. DEMOCRATIC GOVERNANCE – the governing body	6
3. INTRODUCTION – Integrated Planning and Reporting Framework	8
4. THE DELIVERY PROGRAM IN CONTEXT	10
4.1 Our Shire	12
4.2 Muswellbrook Snapshot	13
4.3 Muswellbrook at a Glance	13
4.4 Economic Output	14
4.5 Relevance to the Community Strategic Plan	15
5. STRATEGIC DIRECTION	16
5.1 How to read the Delivery Program	16
5.2 Community Vision	17
5.3 Community Values	17
5.4 Council's Role and Services	18
5.5 Stakeholders, Partners, Agencies	20
6 DELIVERY PROGRAM ACTIVITIES AND EVALUATION	21
6.1 Economic Prosperity	22
6.2 Social Equity and Inclusion	23
6.3 Environmental Sustainability	24
6.4 Cultural Vitality	25
6.5 Community Infrastructure	26
6.6 Community Leadership	27

Foreword

FOREWORD – A MESSAGE FROM THE MAYOR & GENERAL MANAGER



MAYOR – COUNCILLOR
STEVE REYNOLDS



GENERAL MANAGER
FIONA PLESMAN

The *Muswellbrook Shire 2022-26 Delivery Program* is Council's plan for the delivery of community services and infrastructure over the coming term.

The Delivery Program objectives and strategies support the six high-level long-term goals outlined in the *Muswellbrook Shire 2022-2032 Community Strategic Plan* (CSP).

The Community told Council that they want:

1. **A dynamic local economy with full employment** for current and future residents in a diverse range of high value industries;
2. **An inclusive and interconnected community**, where everyone enjoys full participation;
3. **An environmentally sensitive and sustainable community**;
4. **A culturally rich and diverse community** with strong identities, history and sense of belonging;
5. **Effective and efficient infrastructure** that is appropriate to the needs of our community;
6. **Collaborative and responsive leadership** that meets the expectations and anticipates the needs of the community.

The *Muswellbrook Shire 2022-26 Delivery Program* has been developed to integrate with our CSP and align with the priorities and actions endorsed in the *Premier's Priorities*, the NSW State Plan and other NSW Government plans to grow the economy, deliver infrastructure, protect the vulnerable, reduce human impacts on the environment and improve health, education and public services across NSW.

Specific elements are also aligned with the strategic objectives identified in the *Hunter Regional Plan 2041* which will guide the delivery of greater prosperity and connectivity for communities across the Hunter region, including those in the Muswellbrook Shire.

Council's focus for the term

Due to the postponement of the September 2020 scheduled Local Government to December 2021, this will be a shorter Council term, with the next election due in September 2024. Therefore, this Delivery Program recognises that Council must concentrate its efforts on improving community engagement, service delivery and completing the major projects started under the previous Council, including:

- › The Olympic Park precinct which will provide regional standard sporting facilities to the Muswellbrook shire;
- › Construction of the Muswellbrook Town Square including a town centre park and modern town hall facility and entertainment centre;
- › Opening the new Muswellbrook Aquatic and Fitness Centre;
- › Completing the new Animal Shelter;
- › An extension to the Muswellbrook Regional Art Gallery.



During this term of Council there will be a Federal Election held in 2022 and a State Election in 2023. Council will embrace these opportunities to advocate on behalf of the community for the delivery of major projects and community priorities aligned with the CSP and outlined in the Muswellbrook Advocacy Agenda, by seeking commitments from the Federal and NSW Governments for:

- › the delivery of the Muswellbrook Bypass by 2026;
- › improved health services and public transport for the Shire;
- › support for development of the Muswellbrook Town Square;
- › planning and resourcing for post mining land use;
- › leadership to drive economic diversification;
- › a long term commitment to Resources for Regions funding;
- › Wollombii and Hunter Parks active and passive recreation opportunities;
- › Denman Tourist Park and Hot Pools key infrastructure projects;
- › a South Muswellbrook Gateway, one stop service centre for heavy vehicles and other traffic, to complement the proposed Muswellbrook Bypass; and
- › strong collaboration between the Tertiary Education Centre (TEC) University of Newcastle and TAFE campuses to provide training and research to support local economic activity.

Under this Delivery Program, Council will also place a greater focus on, and direct increased resources to, community engagement to encourage greater understanding of, and broader participation in, Council's decision making.

Council is pleased to commend the Muswellbrook Shire Council 2022-26 Delivery Program to the community.

2. Democratic Governance

THE GOVERNING BODY

The Governing Body of the Council consists of twelve (12) councillors elected for four years. The Chair of Muswellbrook Shire Council (the Mayor of Muswellbrook) and the Deputy Chair are elected by Councillors every two years.

The Mayor and Councillors

The Mayor holds a number of Council delegations and some statutory responsibilities to make determinations on behalf of the Governing Body of the Council between Council meetings. The Mayor is responsible to the Governing Body for the determinations he or she makes.

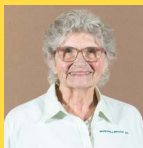
MAYOR – Councillor Steve Reynolds



Second term councillor Steve was born and raised in Muswellbrook and is now raising his own family in the Shire. He was elected Mayor of Muswellbrook in January 2022 and, as a lifetime local, fully understands the history, spirit and needs of the town and its surrounding areas. His priorities include upholding the pledge to improve communication and engagement within the community and delivering key capital projects alongside a team of dedicated councillors.

Steven.Reynolds@muswellbrook.nsw.gov.au

DEPUTY MAYOR – Councillor Jennifer Lecky



As a life member of the Australian Local Government Women's Association (NSW) and offering many years of invaluable experience on Council, Jennifer's passions are her community and supporting women entering politics.

During the current term she would like to see revenue contributions from mining companies used to benefit the community & work towards developing a vibrant region.

Jennifer.Lecky@muswellbrook.nsw.gov.au

Councillor Amanda Barry



First term councillor and Denman resident, Amanda is looking forward to being part of a strong council that can be trusted and respected.

An advocate of community engagement, she wants to create a shared vision for the future which includes efficient and effective services and protection and enhancement of the natural environment.

Amanda.Barry@muswellbrook.nsw.gov.au

Councillor Mark Bowditch



Second term councillor Mark is involved in the environmental revegetation industry and runs trainee programs for young people giving them practical skills to enhance future opportunities.

He wants to represent the community without an agenda, support homeowners on issues around development in the Shire and focus on listening to residents.

Mark.Bowditch@muswellbrook.nsw.gov.au

Councillor De-Anne Douglas

First term councillor and long-term Muswellbrook resident,



De-Anne brings a wealth of local knowledge and experience to the role.

As manager of the Muswellbrook PCYC for more than 15 years she has developed deep community connections and a strong local voice.

Her priorities include improved access to medical services and delivering the planned Community Hub.

De-Anne.Douglas@muswellbrook.nsw.gov.au

Councillor Jeff Drayton

Born and raised in Denman before relocating to



Muswellbrook and with previous experience on Council Jeff wants to see this new Council refocus on real issues and best outcomes for the community.

While acknowledging that Council is financially strong he wants to ensure that consultations with stakeholders are strong and transparent.

Jeff.Drayton@muswellbrook.nsw.gov.au

Councillor Louise Dunn



Long-term resident, schoolteacher and first term councillor Louise has a strong sense of community and has resolved to bring the Shire back to being caring and compassionate.

While acknowledging that carbon neutrality and sustainable energy is the way of the future, she also understands that coal mining is vital to the economy and would also like to see more parks and open spaces.

Louise.Dunn@muswellbrook.nsw.gov.au

Councillor Graeme McNeill



Incumbent councillor Graeme is in his third term on Council. As spokesperson for sport and recreation in the previous two terms, Graeme's priorities include pathways, cycleways, improvements to roads and investment in the Shire's youth.

His hope for this new term is for Council to have a strong focus on community engagement.

Graeme.McNeill@muswellbrook.nsw.gov.au

Councillor Rohit Mahajan



Born in India, Rohit is now a proud Australian citizen, Muswellbrook resident and successful businessman. Running his own business puts him face-to-face with the community daily and he shares their concerns regarding local business

and employment opportunities. With sound relationships in place, he wants to be their voice on Council.

Rohit.Mahajan@muswellbrook.nsw.gov.au

Councillor Rod Scholes



Third term councillor and Muswellbrook resident since 1982 Rod and his family have contributed greatly to the Shire community.

He has served as deputy mayor and mayor during his time on Council and brings a wealth of experience to the table. He wants to continue to improve the Shire's liveability, infrastructure and services.

Rod.Scholes@muswellbrook.nsw.gov.au

Councillor Darryl Marshall



A shire resident for 56 years, first term councillor Darryl has worked across the wine, agriculture and coal industries and ran his own contracting business for 20 years.

Now semi-retired he has the time to commit to Council and pledges to serve the people of the region, work hard for the community and bring a vibrant voice to Council.

Darryl.Marshall@muswellbrook.nsw.gov.au

Councillor Brett Woodruff



With strong connections to the Shire spanning four decades, Denman resident Brett wants to continue to represent the region with both head and heart.

Council's longest serving councillor, this is his sixth term, he is determined to provide residents with guidance, support and governance. His mantra is to look back and appreciate the past, enjoy the now and plan for the future.

Brett.Woodruff@muswellbrook.nsw.gov.au

The Integrated Planning and Reporting (IP&R) framework was established in 2009 by the New South Wales Government. This legislation requires all Councils to have the following plans developed in consultation with the community:



The Community Strategic Plan (10 year)

The Community Strategic Plan is an overview document that identifies the community's vision and goals for the future. It covers a minimum time frame of 10 years. Council's role is initiating, preparing and maintaining the Community Strategic Plan on behalf of the community, however Council is not wholly responsible for its implementation. Other partners, including state agencies, non-government organisations, business and industry, joint organisations and community groups may also have a part to play in enacting the strategies identified within the Plan.

The Delivery Program (4 year)

The Delivery Program is a four-year plan. It is the point of reference for all activities undertaken by the Council during the Councillors' term of office. The Delivery Program details the activities Council will undertake over a four-year period, which align with and support the goals and strategies identified by the community and outlined in the Community Strategic Plan. The Delivery Program also allocates responsibilities for each activity and it identifies suitable performance measures for determining the effectiveness of the activities undertaken.

Resourcing Strategy

The Resourcing Strategy demonstrates how Council will resource achievement of the Community Strategic Plan and Delivery Program. Council's Long Term Financial Plan, Asset Management Plan and Workforce Management Plan have been developed to explain how Council intends to resource the activities identified in the Delivery Program and the Community Strategic Plan goals.

The Operational Plan (annual)

The Operational Plan is a sub-plan of the Delivery Program. It directly addresses the activities outlined in the Delivery Program and identifies specific actions, projects and programs Council will be undertaking within the current financial year and allocates a corresponding budget commitment.

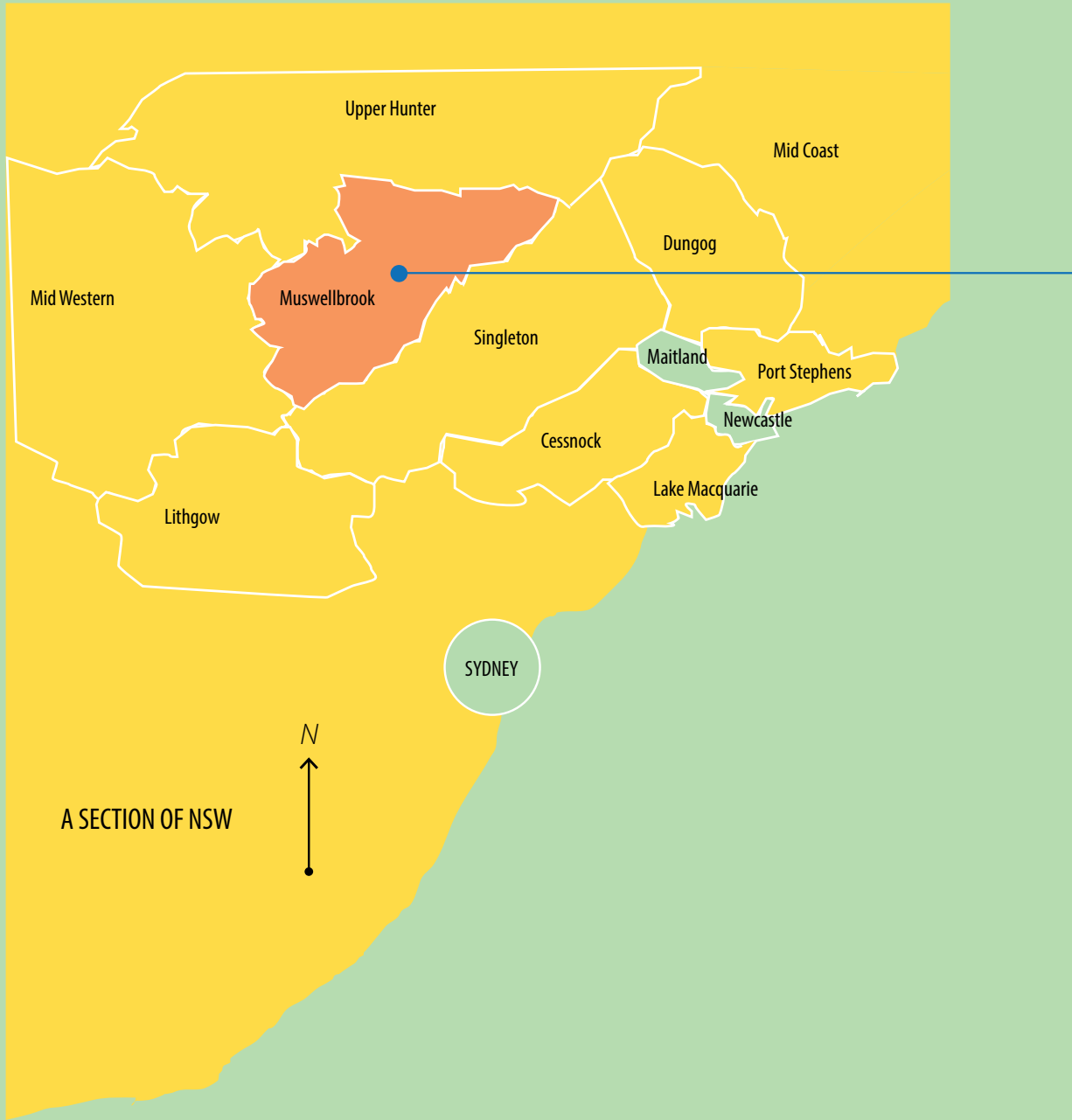
Annual Report

The Annual Report is one of the key means by which Council reports on its progress to the community. It focuses on Council's implementation of the Delivery Program and Operational Plan because these are the plans that are wholly Council's responsibility.

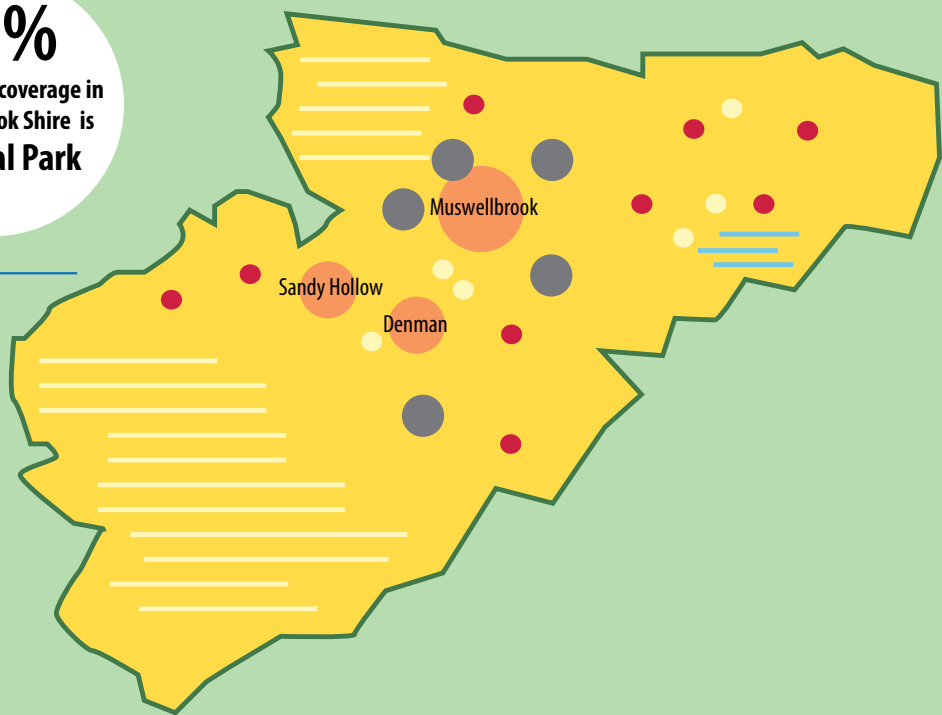


4. The Delivery Program in Context

WE ARE HERE



43%
of total land coverage in
Muswellbrook Shire is
National Park



Muswellbrook Shire Towns

Antiene	Martindale
Baerami	McCullys Gap
Bureen	Muscle Creek
Castle Rock	Muswellbrook
Dalswinton	Muswellbrook North
Denman	Muswellbrook South
Dunbars Creek	Sandy Hollow
Giants Creek	Widden
Kayuga	Widden Valley
Kerrabee	Wybong
Manobalai	Yarrowa



National Parks



Mines



Equine, Viticulture and Cropping



General Rural



Environment Management



Lake Liddell



4.1 OUR SHIRE

Prior to European settlement, the Muswellbrook Shire was occupied by people of the Wonnarua/ Wanaruah language group. The Wonnarua/ Wanaruah people traded and had ceremonial links to their neighbouring tribes such as Awabakal, Darkinung, Geawegal, Kamilaroi, Wiradjuri and Worimi. The Muswellbrook Shire Local Government area is located within the Wanaruah Local Aboriginal Land Council boundary.

Muswellbrook Shire acknowledges that the local Aboriginal People are the Traditional Owners and Custodians of the land.

The first European settlement occurred in the 1820s and the township of Muswellbrook was gazetted in 1833.

Muswellbrook Shire is centrally located in the Upper Hunter Valley, approximately 130km north-west of Newcastle. By road, Muswellbrook is approximately three hours from Sydney, two hours from Tamworth and around 90 minutes from Newcastle.

The Shire consists of two larger towns, Muswellbrook and Denman, as well as a number of outlying rural communities including Sandy Hollow, Wybong, Baerami, Martindale, McCully's Gap, Widden and Muscle Creek.

The boundaries of the Local Government Area (LGA) are marked by Lake Liddell to the east, Goulburn River National Park to the west, Wollemi National Park to the south and bordering Aberdeen in the north.

A surprising fact to many is that 1,455km – or 43% - of Muswellbrook Shire's 3,402km² land coverage is national park. This includes the World Heritage Wollemi National Park.

We are a young community with a rising population

Muswellbrook Shire is a welcoming community offering all the cultural, recreational, educational and community facilities that you would expect to find in a city. It is the main regional centre for the Upper Hunter. The population of Muswellbrook Local Government Area (LGA) is concentrated in the towns of Sandy Hollow, Denman and Muswellbrook.

The estimated residential population for Muswellbrook (LGA) in 2020 was 16,355 people (ABS). This is up from 15,793 in 2016. Council anticipates low to modest population growth, in the short to medium term, associated with the planned closures of Liddell and Bayswater power stations offset by some diversification in the local economy.

The average population of the Muswellbrook LGA has reflected the ebbs and flows of the mining industry. Annual population growth over the last decade, 2006 to 2016, was 5.3% - a steady rise for a regional area. The majority of this growth has concentrated in Muswellbrook, which accounted for around half the growth. However, the 2016 census showed that growth overall since 2011 has only been 1.9%.

The 2016 census indicated that Muswellbrook Shire has a relatively high proportion of Aboriginal and Torres Strait Islander peoples residing in the community at 8.3%. This compares with the 2.9% NSW State average.

Muswellbrook Shire tends to be a younger community with the median age of people being 36.9 years, compared to 37.9 for NSW.

In 2020 our population consisted of 22.6% aged 0-14 years compared with NSW at 18.5%; while 63.4% were aged 15-64 years compared with NSW at 64.8% and 14.1% aged 65 years and over compared to 16.7% across the State.

The ratio of men to women in 2020 was 51.4% and 48.6% female.

For more on the Shire's Community Profile visit: communityprofile.com.au/muswellbrook

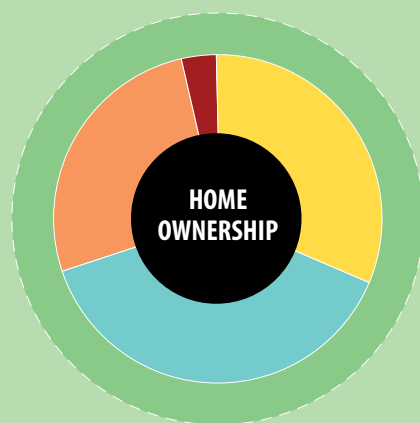
4.2 MUSWELLBROOK AT A GLANCE

A summary of significant indicators for Muswellbrook compared with NSW as a whole:

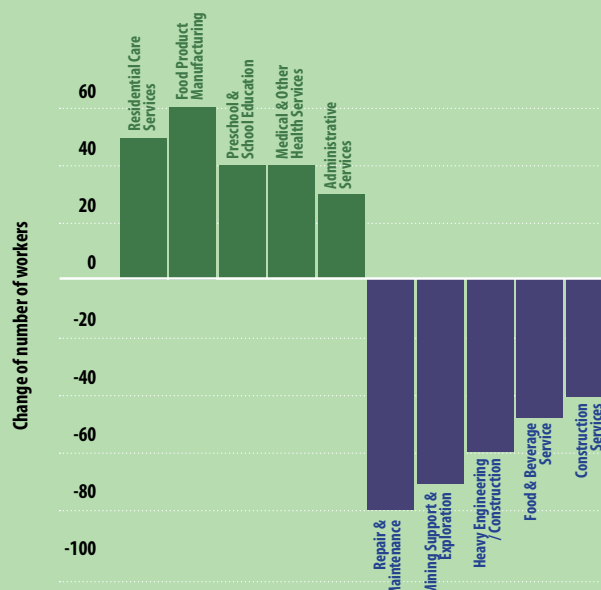
Indicator	Muswellbrook Shire	NSW
% Aboriginal and Torres Strait Islander (2016)	8.3	2.9
% University or tertiary institution level education (2016)	4.3	16.2
% Certificate level III or IV (2016)	22.7	14.8
Males per 100 females	105.7	98.5
Average age	36.9	37.9
% 0-14 years	22.6	18.5
% 15-64 years	63.4	64.8
% 65+ years	14.1	16.7
% born in Australia (2016)	84.7	65.5
% unemployed (2016)	8.2	6.3
% coal mining industry (2016)	20.3	0.6
% horse farming (2016)	3	0.1
% internet accessed from dwelling (2016)	76.5	82.5

EMPLOYMENT

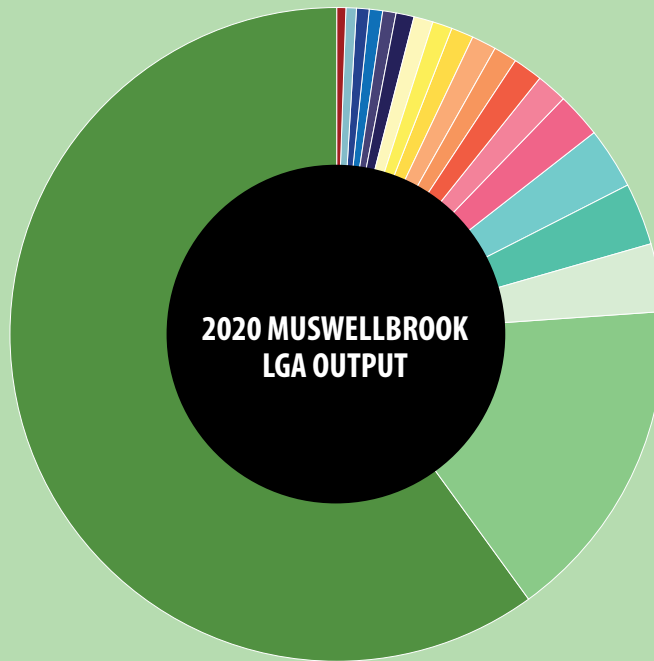
Top growth and decline industries of employment in Muswellbrook



● Rent	38.9%
● Paying off mortgage	26.3%
● Owned Outright	31.3%
● Other	3.5%



4.3 ECONOMIC OUTPUT OF THE SHIRE



Industry Sector	Output (\$)	Output (%)
Mining	\$5,049,144	60.1%
Electricity, Gas, Water Waste Services	\$1,361,562	16.2%
Manufacturing	\$279,336	3.3%
Rental, Hiring Real Estate Services	\$270,452	3.2%
Construction	\$259,180	3.1%
Agriculture, Forestry Fishing	\$187,742	2.2%
Wholesale Trade	\$123,672	1.5%
Public Administration Safety	\$119,013	1.4%
Administrative Support Services	\$97,596	1.2%
Health Care Social Assistance	\$93,450	1.1%
Transport, Postal Warehousing	\$92,699	1.1%
Retail Trade	\$80,638	1.0%
Accommodation Food Services	\$75,303	0.9%
Professional, Scientific Technical Services	\$74,729	0.9%
Other Services	\$70,799	0.8%
Education Training	\$61,615	0.7%
Financial Insurance Services	\$54,933	0.7%
Information Media Telecommunications	\$33,362	0.4%
Arts Recreation Services	\$13,342	0.2%
Total	\$8,398,568	100.0%

4.4 RELEVANCE OF THE DELIVERY PROGRAM TO THE COMMUNITY STRATEGIC PLAN

The Delivery Program is the elected Councillors' planned response to the community's aspirations and priorities listed in the Community Strategic Plan. Via a community engagement process, the community tells the Councillors what they want for the future of the Shire, the Councillors listen to and consider the community's concerns and ideas and the Delivery Program explains how the Councillors will prioritise and direct Council towards meeting the community's expectations during their elected term. All activities described in the *Muswellbrook Shire 2022-2026 Delivery Program* link to a goal and strategy listed in the *Muswellbrook Shire 2022-2032 Community Strategic Plan*.

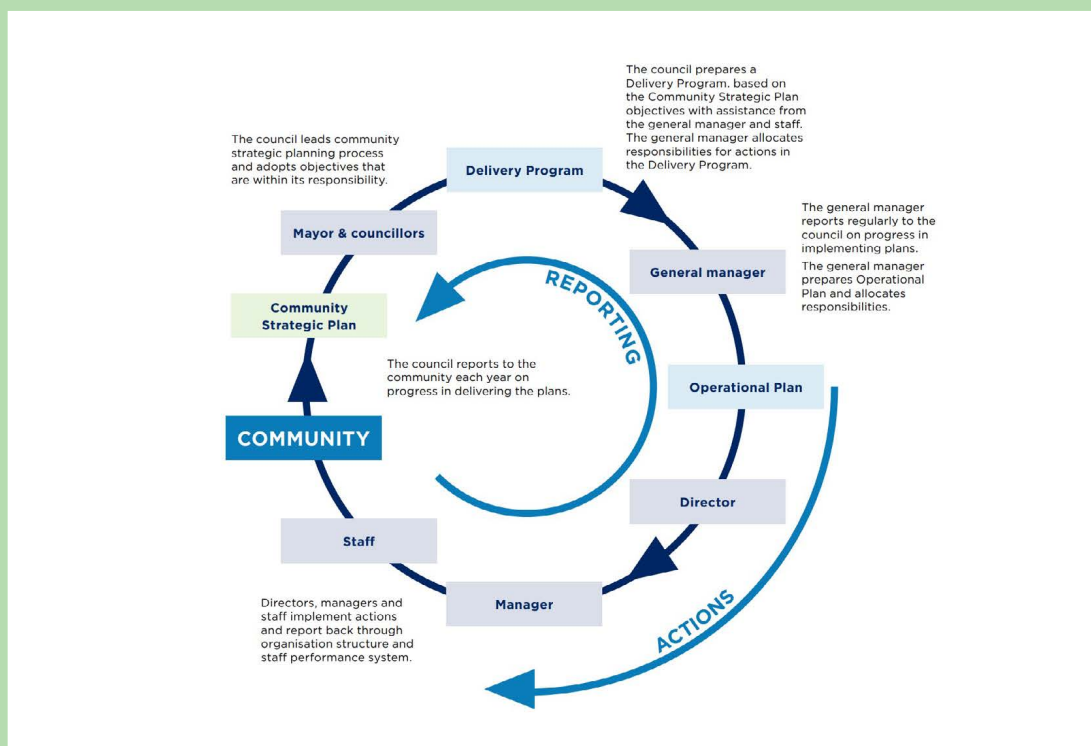
Where Council is not responsible, or solely responsible, for the delivery of the community goals identified in the Community Strategic Plan, the Delivery Program outlines how Council will pursue the community's agenda by:

- › advocating on behalf of the community with State and/or Federal governments and agencies; and/or
- › enlisting the help of other stakeholders; and/or
- › seeking grants or other funding in support of the community goals.

Councillors monitor the progress of Council's activities via quarterly reports and each year, Council reports to the community on the progress of Council's activities via the Annual Report.

Council's Integrated Planning and Reporting documents are available on Council's website at

www.muswellbrook.nsw.gov.au/council-integrated-planning-overview/



5.Strategic Direction

5.1 HOW TO READ THIS DELIVERY PROGRAM

Following is an explanation about the various elements of the DP to help you navigate the document

Theme – The 6 CSP goals, 25 CSP strategies and 51 DP Activities are grouped under 6 themes or focus areas with a corresponding colour:

1. **Economic Prosperity,**
2. **Social Equity,**
3. **Environmental Sustainability,**
4. **Cultural Vitality,**
5. **Community Infrastructure and**
6. **Community Leadership.**

CSP Goal – The six CSP goals have been developed in consultation with the community. They are the community's long-term aspirations for the Shire and align with the community vision.

CSP Strategy - These are the 25 Community Strategic Plan strategies that will guide Council over the term as it works towards achievement of the long-term goals, and community vision.

SOCIAL EQUITY

CSP Goal 2: An inclusive and interconnected community, where everyone enjoys full participation

CSP Strategy	Delivery Program Activity	Responsibility	Measure and Source
2.1 Improve the affordability, liveability and amenity of Shire communities	2.1.1 Implement the funded outcomes of the Recreation Needs Study	Manager Property, Building and Works	Recreation Needs Study recommendations implemented Council minutes
	2.1.2 Promote and facilitate increased participation in active and passive recreation activities	Manager Property, Building and Works	The Olympic Park Precinct Masterplan implemented Council minutes
	2.1.3 Consider and deliver social inclusion principles across Council functions	General Manager	People with all abilities are engaged to the provision of accessible options across the Shire Community Engagement Strategy/ Annual Report
	2.1.4 Advocate for affordable housing	General Manager	Affordable housing included as a priority in Council's advocacy program Shire Advocacy Agenda
2.2 Promote social cohesion and improve connectivity and the delivery of social services within the Shire	2.2.1 Advocate for the needs of people in social housing	General Manager	The needs of people in social housing is a priority in Council's advocacy program Shire Advocacy Agenda
2.3 Retain and expand quality and affordable childcare services	2.3.1 Facilitate investment in child-care services across the Shire	General Manager	Increased childcare, early childhood education and pre-school options within the Shire Australian Children's Education Care Authority
2.4 Facilitate opportunities to expand seniors living	2.4.1 Advocate to enhance the delivery of services to support older people to live in the Muswellbrook Shire	General Manager	Improved community satisfaction for services to support older Shire residents Muswellbrook Shire Community Satisfaction Survey
2.5 Enhance relationships and engagement with the local Indigenous communities	2.5.1 Raise awareness of the local Aboriginal Community and an appreciation of their long traditions and culture	Manager Community Services	Improved understanding and appreciation of the importance of the Aboriginal Community and their traditions and culture Aboriginal Reconciliation Committee
	2.5.2 Engage with the Wanaruah Local Aboriginal Land Council on development of the Common	Manager Community Services	Concept design and plan developed in consultation with the Wanaruah Local Aboriginal Land Council Wanaruah Local Aboriginal Land Council
2.6 Investigate opportunities to expand services and facilities for youth and children within the Shire	2.6.1 Engage with young people in the Shire to better inform projects and programs for youth and children	Manager Governance	Youth engagement strategies included in the Community Engagement Strategy Reported to Council

Measure and Source – The performance measures will allow us to benchmark, monitor and report on Council's progress towards the achievement of the long-term goals, the effectiveness of the applied strategies and activities undertaken by Council over the term. Each measure is linked to a data or reporting source – eg ABS data, or Council's minutes or the Annual Report.

Delivery Program Activity – These are the four-year activities (projects and programs) that Council will undertake in order to achieve the Community's vision and long-term goals. Each Activity is linked to a Community Strategic Plan Strategy and Goal.

Responsibility – Council is solely responsible for the implementation of the Delivery Program within the resources allocated via the Long-Term Financial Plan, Workforce Management Plan and Strategic Asset Management Plan. Responsibility for the achievement of the Delivery Program Activities is allocated to Council's Executive Management Team.

5.2 COMMUNITY VISION

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

5.3 COMMUNITY VALUES

We value:

Community Wellbeing

Economic Prosperity

Social Equity and Inclusion

Environmental Sustainability

Cultural Vitality

Open communication and community engagement

Collaborative, accountable and transparent community leadership

5.4 COUNCIL'S ROLE AND SERVICES

Local Government is the most responsive, agile and community driven level of government in Australia. Council, as the local government authority, is responsible for day-to-day community services and infrastructure, ranging from kerbside bin collection, local roads and the public swimming pools in Denman and Muswellbrook to the provision of water and sewer across the Shire. Council also operates the Regional Art Centre, the Denman Memorial Hall, libraries and other cultural activities for residents and visitors alike.

It is important to distinguish between local government (Council) and the State and Federal governments that have responsibility for other services (see table below). The Federal Government is responsible for defence, trade, foreign affairs and the collection and distribution of tax, whereas the State Government looks after schools, hospitals, public transport and national parks.

Federal Government	State Government	Local Government (Council)
immigration	local governments	water and sewerage services*
foreign affairs	education (schools)	rubbish collection and recycling
quarantine	health (hospitals)	local roads maintenance
defence	public transport (buses and trains)	parking
trade	public housing	footpaths and cycleways
currency	prisons	building regulation
taxation	national parks	pet control
communications (post, phone and internet)	main roads	parks
aged care	consumer affairs	sports fields
Centrelink	emergency services	swimming pools
Medicare	utilities (water, electricity and gas supply)	libraries
banking	environment	community halls
marriage and divorce	child welfare	local events
insurance		

*provided by 89 of the 128 councils in NSW

Councils are not responsible for the decisions of private enterprise, although Muswellbrook Shire Council is committed through its Job Creation Fund to support and encourage local businesses to establish, grow and flourish in the Shire.

On behalf of the community Muswellbrook Shire Council maintains:



**a road network of
almost 628 km**



**approximately 86 kms
of stormwater drainage
measures and over 1,427
rural culverts**



67 car parks



**185 km of kerb
and guttering**



**47 km of footpaths
and cycleways**



24 parks



7 sporting fields



3 Cemeteries



2 Swimming Pools



11 Rural Fire Stations

**Council manages, maintains and provides services to the Shire communities via
community owned facilities and infrastructure including:**

- › Denman and Muswellbrook libraries;
- › Denman and Muswellbrook aquatic centres;
- › Muswellbrook Waste and Recycling Centre;
- › Denman Waste Transfer Station;
- › Muswellbrook, Denman and Sandy Hollow water treatment plants;
- › Muswellbrook and Denman Recycled Water Treatment Works;
- › Works Depot;
- › Muswellbrook Administration Centre;
- › Community Halls
- › Muswellbrook and Denman Indoor Sports Centres
- › Denman Memorial Hall
- › Muswellbrook Regional Arts Centre
- › Muswellbrook, Denman and Giants Creek Cemeteries
- › Sustainability Hub

5.5 STAKEHOLDERS, PARTNERS AND AGENCIES

Council partners with the following corporations, organisations, trusts, joint ventures, syndicates (or other bodies):

- › Arts Upper Hunter
- › Australian Local Government Association
- › Community Consultation Groups for the mines in our Shire: Mangoola, Bengalla, Mt Pleasant, Mt Arthur, Muswellbrook Coal, Malabar Coal and Dartbrook Coal
- › Create NSW
- › Denman and District Development Association
- › Denman Chamber of Commerce
- › Destination NSW
- › Healthy and Well Upper Hunter
- › Hunter Joint Organisation Group Entities
- › Hunter Joint Organisation of Councils, including associated entity Strategic Services Australia
- › Hunter Research Foundation
- › Hunter Sustainability Landcare Team
- › Integrated Living Australia
- › Liddell Transition and Community Dialogue Group
- › Local Buying Foundation Advisory Committee (run by BHP)
- › Local Government Professionals
- › Muswellbrook Chamber of Commerce and Industry
- › National General Assembly of Local Government
- › NSW Health and Local Area Health
- › NSW Local Government Association
- › NSW Rural Fire and Emergency Services
- › NSW Sport and Recreation
- › NSW Water Directorate
- › Planning Institute of Australia (NSW division)
- › Regional Arts NSW
- › Richard Gill National Music Academy
- › Royal Lifesaving NSW
- › Sandy Hollow Progress Association
- › Standards Australia
- › State Library NSW
- › Statecover
- › Statewide Mutual
- › TAFE NSW
- › Transcare Services
- › University of Newcastle
- › Upper Hunter Community Services
- › Upper Hunter Conservatorium of Music
- › Upper Hunter Domestic Violence Service
- › Upper Hunter Drug and Alcohol Service
- › Upper Hunter Economic Diversification Working Party
- › Upper Hunter Homeless Services
- › Upper Hunter Landcare
- › Upper Hunter Mining Dialogue, (coordinated by NSW Minerals Council)
- › Upper Hunter Tourism
- › Upper Hunter Water Alliance
- › Upper Hunter Youth Services
- › Wanaruah Local Aboriginal Land Council

6. Delivery Program Activities and Evaluation



ECONOMIC PROSPERITY

CSP Goal 1: A dynamic local economy with full employment for current and future residents in a diverse range of high value industries

CSP Strategy	Delivery Program Activity	Responsibility	Measure and Source
1.1 Support job growth within the Shire	1.1.1 Facilitate the expansion of existing, and the establishment of new, industries and business	General Manager	Workforce data growth achieved
			Australian Bureau of Statistics
1.2 Diversify the economy, facilitate the development of intensive agriculture, innovative manufacturing, health services and other growth industries	1.2.1 Facilitate the diversification of the Shire's economy and support growth of existing industry and business enterprise	General Manager	Increasing number and diversity of businesses and industries in the Shire
	1.2.2 Complete the Employment Landuse Strategy	General Manager	Australian Bureau of Statistics
			Strategy adopted by Council
	1.2.3 Review the Local Environmental Plan and Development Control Plan to improve investment certainty for industry	Director Environment and Planning	Council Minutes
			LEP and DCP is up to date with legislative requirements
	1.2.4 Implement the Muswellbrook and Denman Town Centre Masterplans and the Sandy Hollow Village Masterplan	Director Property and Place	Council minutes and/or Department of Planning, Industry and Environment
			i) Funded stages of the Muswellbrook Town Centre Masterplan and the Denman Town Centre revitalisation project implemented. ii) Sandy Hollow Village Masterplan prepared and adopted
1.3 Facilitate greater access to higher education	1.3.1 Advocate to maintain the Hunter TAFE campus and advocate to activate the University of Newcastle campus	General Manager	Council minutes/Annual Report
			Strategy is adopted by Council
1.4 Develop Muswellbrook as a regional centre	1.4.1 Complete current infrastructure projects and identify future opportunities for the Shire	Director Property and Place	Strategy is adopted by Council
			Council minutes
	1.4.2 Advocate for increased medical services in the Shire	General Manager	LSP is reviewed in consultation with the community
			Council records
1.3 Facilitate greater access to higher education	1.3.1 Advocate to maintain the Hunter TAFE campus and advocate to activate the University of Newcastle campus	General Manager	A choice of tertiary education facilities available to Shire residents
			Quantity of face-to-face courses available at Shire campuses
1.4 Develop Muswellbrook as a regional centre	1.4.1 Complete current infrastructure projects and identify future opportunities for the Shire	Director Property and Place	Projects are completed
			Council minutes
1.4 Develop Muswellbrook as a regional centre	1.4.2 Advocate for increased medical services in the Shire	General Manager	Medical services included as a priority in the Shire's Advocacy Agenda
			Shire Advocacy Agenda

Local economic prosperity challenges and opportunities

Uncertainty in the coal & energy industry, associated direct and indirect job losses, & impact more broadly upon the Shire's economic base
The growth of the knowledge, creativity, and digital economy and a reshaping labour market
Record high net migration from capital cities to regional areas
Housing affordability and accessibility
Land use conflict
The movement from a linear economy (take, make, waste) to a circular economy (reduce, re-use, recycle)
Growing export demand for agricultural product
The continued growth of the services sector and access to services in regional centres

SOCIAL EQUITY

CSP Goal 2: An inclusive and interconnected community, where everyone enjoys full participation

CSP Strategy	Delivery Program Activity	Responsibility	Measure and Source
2.1 Improve the affordability, liveability and amenity of Shire communities	2.1.1 Implement the funded outcomes of the Recreation Needs Study	Director Property and Place	Recreation Needs Study recommendations are implemented Council minutes
	2.1.2 Promote and facilitate increased participation in active and passive recreation activities	Director Property and Place	The Olympic Park Precinct Masterplan is implemented Council minutes
	2.1.3 Consider and deliver social inclusion principles across Council functions	General Manager	People with all abilities are engaged to improve the provision of accessible options across the Shire Community Engagement Strategy/ Annual Reports
	2.1.4 Advocate for affordable housing	General Manager	Affordable housing included as a priority in Council's advocacy program Shire Advocacy Agenda
2.2 Promote social cohesion and improve connectivity and the delivery of social services within the Shire	2.2.1 Advocate for the needs of people in social housing	General Manager	The needs of people in social housing included as a priority in Council's advocacy program Shire Advocacy Agenda
2.3 Retain and expand quality and affordable childcare services	2.3.1 Facilitate investment in child-care services across the Shire	General Manager	Increased childcare, early childhood education and pre-school options within the Shire Australian Children's Education Care Authority
2.4 Facilitate opportunities to expand seniors living	2.4.1 Advocate to enhance the delivery of services to support older people to live in the Muswellbrook Shire	General Manager	Improved community satisfaction for services to support older Shire residents Muswellbrook Shire Community Satisfaction Survey
2.5 Enhance relationships and engagement with the local indigenous communities	2.5.1 Raise awareness of the local Aboriginal Community and an appreciation of their long traditions and culture	Manager Community Services	Improved understanding and appreciation of the importance of the Aboriginal Community and their traditions and culture Aboriginal Reconciliation Committee
	2.5.2 Engage with the Wanaruah Local Aboriginal Land Council on development of the Common	Manager Community Services	Concept design and plan developed in consultation with the Wanaruah Local Aboriginal Land Council Wanaruah Local Aboriginal Land Council
2.6 Investigate opportunities to expand services and facilities for youth and children within the Shire	2.6.1 Engage with young people in the Shire to better inform projects and programs for youth and children	Manager Governance	Youth engagement strategies included in the Community Engagement Strategy Reported to Council

Local social equity challenges and opportunities

Liveability and amenity - the extent to which the general well-being, health and quality of life of residents is supported physically, aesthetically, and in terms of accessibility
Socio-economic and geographic disadvantage for people living in social housing
Link between early childhood education and social advantage
An ageing population and changing retirement patterns
A high proportion of Aboriginal and/or Torres Strait Islander people in our community
Community dissatisfaction with the quantity of quality youth services and facilities

ENVIRONMENTAL SUSTAINABILITY

CSP Goal 3: An environmentally sensitive and sustainable community

CSP Strategy	Delivery Program Activity	Responsibility	Measure and Source
3.1 Advocate for best practice mined-land rehabilitation to include local workforce participation, progressive, quality final landforms, and fewer and shallower voids	3.1.1 Meet with other levels of government to achieve improved rehabilitation outcomes for disused mining lands and ongoing employment for the local workforce	General Manager	Reduction in quantity and depths of final voids
			Mine Rehabilitation (GIS) Portal
3.2 Improve native vegetation connectivity across the upper hunter region	3.2.1 Support Landcare initiatives and advocate for programs to enhance native vegetation connectivity across the Shire and upper hunter region	Director Environment and Planning	Landcare groups are active in the Shire
			Local Land Services website
3.3 Enhance our local rivers and creeks to improve environmental outcomes and access for recreation	3.3.1 Implement funded actions of the adopted Urban Riparian Masterplan	Director Environment and Planning	Funded projects delivered
			State of the Shire Report
	3.3.2 Develop a Catchment Management Plan for Muscle Creek and Possum Gully	Chief Engineer	Plan adopted by Council
			Council minutes
3.4 Support initiatives which reduce the community's impact on the environment	3.4.1 Continue Community Engagement Program on water, waste and energy efficiency	Director Environment and Planning	Education Program progress reported to Council
			Council minutes
	3.4.2 Require all development proposals to avoid and mitigate against potential environmental impacts and facilitate improved environmental outcomes where possible	Director Environment and Planning	DA process includes review of potential environmental impacts and mitigation requirements included in conditions of consent
			Conditions of consent included in reports to Council
3.5 Support federal and state initiatives to reduce the impacts of climate change	3.5.1 Increase the proportion of the energy used by Council from renewable sources	General Manager	Council's Net Zero Strategy implemented
			Annual Reports
	3.5.2 Develop a recycled water plan for community parks	Deputy General Manager	Plan adopted by Council
			Council minutes

Local environmental sustainability challenges and opportunities
Impacts of mining on the environment today and in the future
Loss of native vegetation and vegetation connectivity
Poor riverside natural environments and limited public access to waterways
Impacts of increasing human activity upon the local environment
A changing climate

CULTURAL VITALITY

CSP Goal 4: A culturally rich and diverse Community with strong identities, history and sense of belonging

CSP Strategy	Delivery Program Activity	Responsibility	Measure and Source
4.1 Conserve the heritage and history of the Shire	4.1.1 Support the conservation and restoration of the Shire's heritage items	Director Environment and Planning	Funding allocation for heritage conservation and restoration is available Local Heritage Grants and Council budget allocation
	4.1.2 Ensure sites or artifacts of Aboriginal significance are protected where new development proposals are considered	Director Environment and Planning	DAs consider the potential impact on aboriginal sites and artefacts with appropriate mitigation applied Conditions of consent included in reports to Council
	4.2.1 Progress a Regional Entertainment and Conference Centre	Director Property and Place	Enabling works completed Council minutes
4.2 Facilitate options to improve participation in cultural activities in the Shire			
4.3 Host and support a diverse range of cultural activities and events which create a sense of identity and belonging, engage the local community and attract visitors	4.3.1 Develop and implement a program of Shire events to engage more locals and attract more visitors	General Manager	Increase number of events across the Shire Council Calendar of Events
	4.3.2 Deliver an arts program	Manager Community Services	Deliver the program endorsed by the Arts and Culture Committee and adopted by Council Council minutes
	4.3.3 Support Arts Upper Hunter as the peak organisation of artist endeavour	Manager Community Services	Financial support is provided each year Council budget

Local cultural vitality challenges and opportunities
Preservation of the Shire's history and heritage
Limited cultural participation
Access to national and international arts and culture

COMMUNITY INFRASTRUCTURE

CSP Goal 5: Effective and efficient infrastructure that is appropriate to the needs of our community

CSP Strategy	Delivery Program Activity	Responsibility	Measure and Source
5.1 Construct and maintain well-planned community infrastructure that is safe, reliable, and provides agreed levels of service	5.1.1 Review, develop and maintain liveable town and village precincts	Director Property and Place	Funded projects delivered Major projects progress reports to Council
	5.1.2 Maintain and continually improve asset management	Deputy General Manager	Funded components of the adopted Strategic Asset Management Plan are delivered ARIC minutes
	5.1.3 Facilitate investment in high quality community infrastructure necessary to a Regional Centre	General Manager	High quality infrastructure is provided to support Muswellbrook as a Regional Centre Annual Report
	5.1.4 Maintain and continually improve community infrastructure across the Shire	Deputy General Manager	Council's approved program of works is delivered Council minutes
5.2 Improve all abilities access to Council facilities	5.2.1 Facilitate and implement improved all abilities access and inclusion across the Shire	Director Property and Place	The number of Council facilities with all abilities access is increasing Internal measure with quarterly progress report to Council
5.3 Provide safe, secure and reliable water supply and sewer services	5.3.1 Water, sewerage and waste services are provided in compliance with regulatory requirements	Operations Manager – Water and Waste Water	Audits demonstrate compliance Report to Council
5.4 Ensure road, footpath and cycleway networks are integrated and allow for the safe movement of residents and visitors	5.4.1 Maintain and continually improve the Shire's shared pathway networks to increase connectivity	Chief Engineer	Funded components of the Active Transport Plan delivered Council minutes – major projects progress reports

Local community infrastructure challenges and opportunities
Infrastructure to support Muswellbrook as a service centre for the Upper Hunter
Limited all abilities access to Council's facilities
Ageing Water and Wastewater Infrastructure
Incomplete footpaths & cycleway links

COMMUNITY LEADERSHIP

CSP Goal 6: Collaborative and responsive community leadership that meets the expectations and anticipates the needs of the community

CSP Strategy	Delivery Program Activity	Responsibility	Measure and Source
6.1 Enable genuine and well-informed community participation in decision making	6.1.1 Engage with the community and other stakeholders to determine service level expectations and appropriate measures	Manager Governance	Service Level Agreements determined and recorded Internal measure reported to Council and the community
	6.1.2 Utilise best practice models of community engagement to ensure decision making is meeting the expectations of the community	Manager Governance	Increased participation of residents and other key stakeholders in engagement programs and activities Muswellbrook Shire Council Community Satisfaction Survey
	6.1.3 Enhance Council's communication with the community to build awareness and understanding of Council's activities and Community needs	General Manager	Increasing satisfaction with the way Council communicates with the Community Muswellbrook Shire Council Community Satisfaction Survey
6.2 Ensure Council is well managed, appropriately resourced, effective, efficient, accountable and responsive to its communities and stakeholders	6.2.1 Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves	Director Corporate Services and CFO	i) Deliver services and projects within budget allocated; ii) financial stability and sustainability via reserve management. Reports to Finance Committee, Council, ARIC and Annual Reports to the community
	6.2.2 Develop and implement a Service Review Program	Director Corporate Services and CFO	i) Service Review Plan is developed in alignment with community satisfaction surveys and adopted by Council; ii) Service Reviews conducted on: a. Community engagement and communication services; b. Economic development services; c. Public toilets Service Review outcomes, improvement plans and improvement action progress reports to Council, the ARIC and attestation included in Annual Report to the community
	6.2.3 Implement an Internal Audit Program in consultation with the Audit Risk and Improvement Committee	Director Corporate Services and CFO	i) Internal Audit Plan is developed in alignment with Council's Risk Management Plan, endorsed by the ARIC and adopted by Council; ii) Internal Audits conducted: a. Plant & Fleet; b. Fraud & Corruption Health Check; c. Future Fund; d. ICT & Cybersecurity; e. Water & Sewer; f. Payroll & Leave Internal Audit outcomes, improvement plans and improvement action progress reports to Council and the ARIC and attestation included in Annual Reports to the community
	6.2.4 Regulatory activities undertaken to maintain public safety and companion animal wellbeing	Director Environment and Planning	Legislative and regulatory requirements met Monthly report to Council
	6.2.5 Implement a comprehensive and targeted business improvement program	Director Corporate Services and CFO	Improvements against established benchmarks Reported quarterly to ARIC and Council and annually to the Community
6.3 Ensure Council is a best practice employer providing a safe, happy, suitably resourced and productive workplace	6.3.1 Continue to prioritise safety and risk management initiatives and upgrades to Council Facilities	General Manager	i) New Works Depot completed; ii) Waste Management Facility upgrades completed Council minutes
	6.3.2 Continue to prioritise employee welfare initiatives	General Manager	Funded employee welfare initiatives implemented Staff Satisfaction Surveys reported to Council

Local community leadership challenges and opportunities

- Insufficient community consultation and participation in council planning and decision making
- Understanding community expectations for the delivery of appropriate, efficient and effective Council services and facilities
- Increasingly competitive market for attracting and retaining a suitably skilled Council workforce



muswellbrook.nsw.gov.au



**9.4.2. Adoption - Muswellbrook Shire Council Resourcing Strategy**

Attachments:	1. 2023-2032 Strategic Asset Management Plan [9.4.2.1 - 16 pages]
	2. 2022-2026 Workforce Management Plan [9.4.2.2 - 13 pages]
	3. 2023-2032 Long Term Financial Plan [9.4.2.3 - 27 pages]
Responsible Officer:	Fiona Plesman - General Manager
Author:	Peter Chambers, Josh Hogan, Michelle Cleary – Chief Engineer
Community Plan Issue:	6 - <i>Community Leadership</i>
Community Plan Goal:	23.1 - Undertake a comprehensive community consultation program as per the Community Engagement Strategy.
Community Plan Strategy:	19.2.2 - Co-ordinate and facilitate implementation of the Asset Management Improvement Strategy.

PURPOSE

To provide details of public submissions received during the public exhibition of Council's *2022-2032 Long-term Financial Plan*, *2022-2032 Strategic Asset Management Plan* and *2022-2026 Workforce Management Plan* and seek Council's adoption of the revised *Muswellbrook Shire Council Resourcing Strategy*.

OFFICER'S RECOMMENDATION

Council adopts the revised *Muswellbrook Shire Council Resourcing Strategy (2022-2032 Long-term Financial Plan, 2022-2032 Strategic Asset Management Plan and 2022-2026 Workforce Management Plan)* following 28 days' public exhibition from 27 April 2022 to 24 May 2022.

Moved: _____ **Seconded:** _____

BACKGROUND

Council's *2022-2032 Long-term Financial Plan*, *2022-2032 Strategic Asset Management Plan* and *2022-2026 Workforce Management Plan (Muswellbrook Shire Council Resourcing Strategy)*, attached under separate cover, have been reviewed in alignment with the *2022-2032 Muswellbrook Shire Community Strategic Plan* and in consultation with Council's senior executive team.

Council's Integrated Planning and Reporting documents, including the *Muswellbrook Shire Council Resourcing Strategy* require public exhibition of at least 28 days to allow sufficient time for community engagement and for Council to consider any feedback received prior to their adoption.

CONSULTATION

General Manager

Deputy General Manager



Manager Corporate Services and Chief Financial Officer
Manager Works, Property and Building Services
Asset Management Engineer
Finance Manager
Asset and Financial Accountant
Human Resources Coordinator

REPORT

The revised Muswellbrook Shire Council Resourcing Strategy articulates how Council will allocate resources to deliver the objectives under its responsibility as identified in the *2022-2032 Community Strategic Plan*, including provisions for long-term financial planning, workforce management planning and asset management planning.

At the 26 April Extraordinary Meeting of Council, it was resolved on the motions of Crs Barry and Lecky that the *Muswellbrook Shire Council Resourcing Strategy* be placed on public exhibition for 28 days, from 27 April to 24 May 2022.

A total of zero formal submissions were received from the community during the public exhibition in response to the *Muswellbrook Shire Council Resourcing Strategy*.

Amendments made to the *2022-2032 Long-term Financial Plan* during the public exhibition period were as follows:

- Nil

Amendments made to the *2022-2032 Strategic Asset Management Plan* during the public exhibition period were as follows:

- Nil

One amendment was made to the *2022-2026 Workforce Management Plan* during the public exhibition period as follows:

- The Organisation structure has been updated to reflect the current structure of Council.

OPTIONS

Council may:

1. determine to adopt the *Muswellbrook Shire Council Resourcing Strategy (2022-2032 Long-term Financial Plan, 2022-2032 Strategic Asset Management Plan and 2022-2026 Workforce Management Plan)*, as recommended in this report; or
2. recommend further revisions and conduct another round of public exhibition.

CONCLUSION

It is recommended that Council adopts the revised *Muswellbrook Shire Council Resourcing Strategy*.

SOCIAL IMPLICATIONS

The Strategic Asset Management Plan (SAMP) provides the framework from which each discrete Asset Management Plan is developed to provide renewal, maintenance and capital investment plans to ensure Council's assets meet the required life, function and expectations of the community within Council's budget. Review of the SAMP facilitates long term planning to prioritise key objectives to meet the Asset Management Policy that considers the requirements and desires of the community.



Investment in maintenance, renewal and new assets to meet the developing and ongoing needs of the community is determined by strategic long-term planning informed by condition assessments, valuations and resourcing. The ability to attract additional funding grants to provide additional community infrastructure requires plans such as the SAMP to demonstrate effective management of Council's infrastructure assets.

FINANCIAL IMPLICATIONS

The Strategic Asset Management Plan (SAMP) outlines the requirements for ongoing replacement, renewal and maintenance of existing, future and inherited Council assets and forms the basis of Asset Management Plans for each class of assets. The SAMP is consistent with Council's Long-Term Financial Plan.

POLICY IMPLICATIONS

The Strategic Asset Management Plan is referenced in Council's Asset Management Policy (Policy no. A40-1).

STATUTORY IMPLICATIONS

Pursuant to section 335 of the NSW *Local Government Act, 1993* the General Manager is to prepare, in consultation with the Mayor and the governing body, the Council's Resourcing Strategy.

Pursuant to section 403 of the NSW *Local Government Act, 1993* a council must have a long-term Resourcing Strategy for the provision of the resources required to perform its functions.

LEGAL IMPLICATIONS

Nil known.

OPERATIONAL PLAN IMPLICATIONS

The 2022-2023 Operational Plan will be developed in alignment with the goals and strategies outlined in the endorsed *2022-2032 Muswellbrook Shire Community Strategic Plan*, the adopted *2022-2026 Muswellbrook Shire Delivery Program* and the adopted *Muswellbrook Shire Council Resourcing Strategy*.

RISK MANAGEMENT IMPLICATIONS

The Resourcing Strategy provides the framework for the identification and management of financial, asset management and human resources risks which may affect the realisation of Council's objectives.

WASTE MANAGEMENT IMPLICATIONS

Not applicable.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

Not applicable.

STRATEGIC ASSET MANAGEMENT PLAN



Document Control

Authorisation Details:

Authorised by:	Council
Minute No:	
Date:	16 March 2022
Review timeframe:	12 Months
Department:	Asset Management
Document Owner:	Chief Engineer

Details History:

Version No.	Date changed	Modified by	Amendments made
1	13 June 2017	Dilip	Document Prepared
2	16 March 2022	Peter Chambers	Document Revised, clarifications made, strategy and data updated

Table of Contents

1. Executive Summary	5
2. How Council Provides the Best Possible Value for Money	7
3. Technical Analysis, Planning and Management of Infrastructure	7
3.1 Categories of Technical Analysis, Planning and Management	7
4. Aligning Infrastructure and Financial Planning	8
4.1 Asset Valuation and Depreciation	8
4.2 10 Year Expenditure Projections	8
4.3 Asset Maintenance Shortfall and Renewal Backlog	8
5. Risk Management.....	9
5.1 Relationship between Risk and Asset Management Systems.....	9
5.2 Managing Critical Assets	10
6. The Asset Management System	12
6.1 Asset Management Steering Committee	12
6.2 Roles, Responsibilities and Resourcing.....	12
6.3 AM System Operation, Control, Monitoring and Audit.....	12
6.4 Review and Improvement.....	12
Appendix 1 – Asset Management Information Register	13
Appendix 2 – Charter of the Asset Management Steering Committee	14

This page intentionally left blank

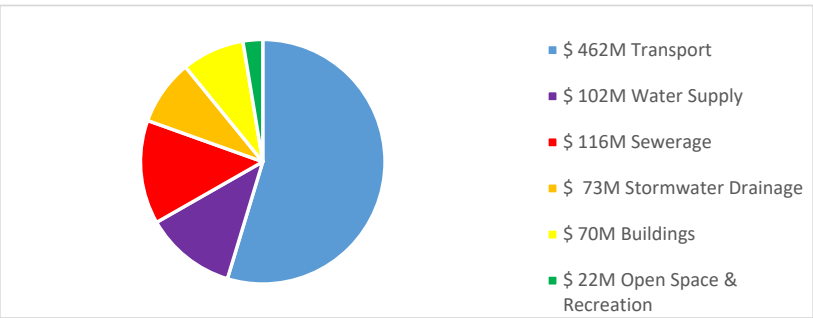
1. Executive Summary

The Strategic Asset Management Plan (SAMP) is one of three plans covering each major resource type (finance, people and assets) considered under Council's Resourcing Strategy.

The SAMP establishes a framework for Council to achieve the objectives of its Asset Management Policy to provide the best possible value from activities related to the management of infrastructure assets and to continually improve Council's asset management practices.

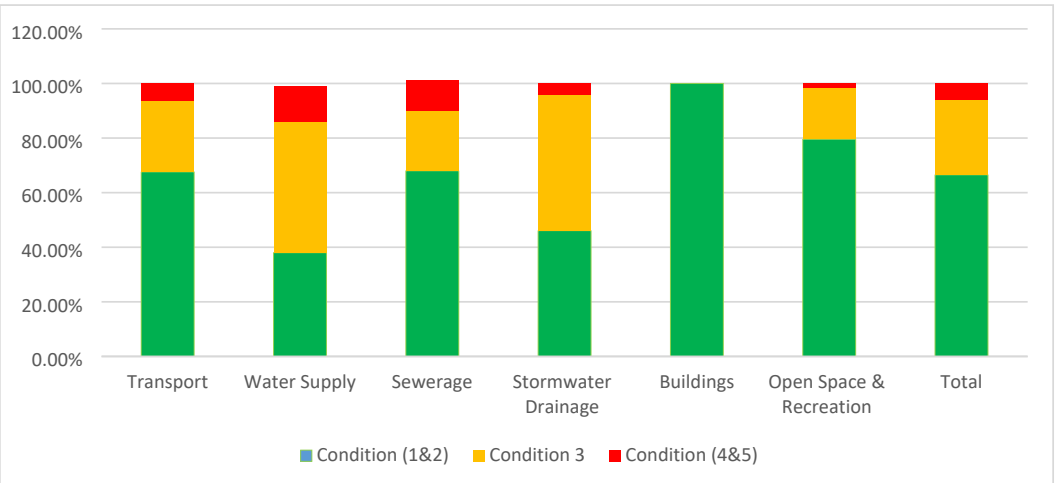
The way assets are managed is critical to Council's financial sustainability. Many key inputs to the *Fit for the Future infrastructure* ratios, used to benchmark performance, are defined by the asset condition and the expenditure on asset renewal and maintenance.

Council's infrastructure assets have a replacement value of approximately \$845M. The chart below shows the value (\$M) of each of the six major asset classes.



This does not include investment properties, plant and equipment, or land.

The chart below shows the condition of assets in each class. While transport and building assets are in generally good condition, a significant proportion of water and sewerage assets are near the end of, or have exceeded, their useful life. Confidence level for most of these items is medium to high, however more investigation is necessary to be more confident with stormwater asset condition.



In order to sustainably maintain an increasing portfolio of assets delivered by development or Council projects in a condition to meet the requirements of the community, Council's approved

budgets should be sustained to enable satisfactory asset management outcomes, for example, proactive rural road table drain maintenance can prevent significant structural damage over time that may require more expensive heavy patching or reconstruction works.

The SAMP provides a systematic approach to managing assets, based on the principles of ISO 55000: Asset Management, that strategically considers the life cycle of Council assets to achieve the best value for money outcomes over the ten year SAMP period. The SAMP aligns its activities with the objectives of the Community Strategic Plan and provides consistency with the Long Term Financial Plan to enable forward planning of capital and renewal programs to ensure that assets are fit for purpose, verified by regular asset condition audits, and establishes a framework for continual asset management improvement.

As part of meeting its regulatory requirements, Council undertakes regular condition assessments for a proportion of each asset type to collect and monitor data relating to infrastructure, and regularly undertakes valuations of assets to meet auditing requirements. Council also undertakes annually a Special Schedule 7 valuation of identified classes of assets.

Regular condition inspections of critical infrastructure, such as bridges and road assets, are carried out to identify any strategic maintenance and renewal requirements in order to maximise serviceable asset life and to minimise risks and disruptions to Council and the community.

As a component of ongoing improvements to asset management, Council has recently completed a review of the Road Asset Management Plan in order to program and deliver investment, maintenance and renewal of its road assets projected for the next 10 year period. Similarly, following the completion of its Water and Wastewater Revaluation in 2021-2022, this asset class and stormwater drainage will form the key focus for Council's subsequent Asset Management Plans. All Asset Management Plans are informed by agreed Levels of Service determined through regular engagement with the local community and complementary technical assessments.

On completion of each significant revaluation, the Asset Management Register and geographic information system (GIS) are updated to deliver ongoing improvements to Council's data and asset management tools.

2. How Council Provides the Best Possible Value for Money

In order to deliver effective and sustainable outcomes in asset management (AM), it is important that asset management documentation should be free of unnecessary complexity in order to facilitate understanding and implementation of its objectives. Council's Asset Management Policy focuses on Council *providing the best possible value from activities related to its infrastructure assets*.

Council's discrete asset management plans, the four year Delivery Plan and annual Operational Plan detail the practical priorities and associated resourcing required to achieve the objectives of the Strategic Asset Management Plan.

The Strategic Asset Management Plan describes the application of the AM system based on the principles in ISO 55000. The AM Steering Committee is the primary means by which the organisation monitors and reviews the implementation and improvement of the AM system.

3. Technical Analysis, Planning and Management of Infrastructure

Council's AM Steering Committee manages and monitors the implementation and improvement of Council's AM system.

Council's discrete Asset Management Plans specify the activities, resources and timescales required to achieve Council's AM objectives as provided in the Delivery Plan and Operational Plan.

3.1 Categories of Technical Analysis, Planning and Management

Council undertakes a process of data sourcing and management, condition assessments, analysis and ongoing review of processes and systems to inform the objectives of the Asset Management Plans.

Documentation to support the Asset Management Plans incorporate hierarchies of asset classes, including technical analysis, planning and management systems as detailed below. These are regularly reviewed to ensure the objectives of the Strategic Asset Management Plan are achieved.

- *Asset registers* are the building blocks for the AM system, identifying all assets, including component parts, as well as location, quantities, materials, condition, age, remaining service life and other attributes.
- *Asset hierarchies* are a means of prioritising resources and the effort required to appropriately maintain assets, for example, differentiating between very busy roads and those serving only a few properties).
- *Asset condition assessments* use a variety of methods from visual inspections of buildings to automated laser/video assessments of roads to assess the condition of assets and their remaining functional service life.
- *Needs analysis and strategies* identify both the needs of the community and the performance that is required from infrastructure assets to meet the agreed level of service, usually expressed in terms of quality or condition, functionality and capacity. Needs analysis considers the deterioration of assets, growth in demand, and changes in community needs and expectations.
- *Performance modelling* predicts expected deterioration in the performance of assets over time.

- *Asset valuations* consider both the 'fair value' of an asset, that is, what it would be worth to sell on the open market, as required by accounting standards, and the expected service life of the asset. This information, coupled with asset condition information, enables Council to determine the current fair value of its assets and annual depreciation, that is, how much of an asset's value is being consumed each year.
- *Capital works programs* identify the priorities for future works based on the Operational Plan, Asset Management Plans and consideration of recent condition assessments, and draw on a range of asset data, including the asset hierarchy. Justification for the works is identified, prioritised and detailed, including an estimated cost for undertaking the works.
- *Operations and Maintenance Management Plans/Systems* are the means by which Council ensures complex assets, such as water treatment plants, are performing satisfactorily, that they are being managed sustainably, including asset renewal and replacement as required, and that risks are appropriately managed.
- *Procedural Documents* are the means by which Council controls critical processes in the AM system, such as the design and management of projects, the methodology for the collection and storage of data, and ongoing assessment methodologies related to the performance of Council's infrastructure.

4. Aligning Infrastructure and Financial Planning

Council's assets are strategically managed to ensure Council's financial sustainability.

It is important to ensure the Strategic Asset Management Plan aligns with the Long Term Financial Plan (LTFP) and Council's annual approved budgets. Two key areas are discussed below.

4.1 Asset Valuation and Depreciation

The valuation of assets is carried out on the basis of 'fair value', that is, what an asset is worth on the open market. Asset condition describes how far the asset has progressed through its useful life, that is, how much of the asset value has been consumed. The cost of asset depreciation (consumption) is calculated based on the value consumed each year as the asset deteriorates, that is, the asset value divided by its service life.

Asset value estimates undergo periodic review to ensure robust asset management principles are followed and that currency of information is maintained.

4.2 10 Year Expenditure Projections

Council forecasts its revenues and expenditure over 10 years through the Long Term Financial Plan (LTFP). It is important that financial estimates contained within Council's Asset Management Plans are consistent with those contained in the LTFP.

4.3 Asset Maintenance Shortfall and Renewal Backlog

The NSW Government's *Local Government Code of Accounting Practice and Financial Reporting (the "Code")* defines the method of calculating infrastructure performance measures that must be reported in Special Schedule 7 (SS7) of Council's annual financial statements. Special Schedule 7 contains important *Fit for the Future* benchmarks.

Required maintenance is defined as funding 'sufficient to ensure assets don't fail prematurely and can be kept in a functional state for community use'.

Council's approach has been to base required maintenance estimates either on:

- Current maintenance methodologies, including regular inspections and condition assessments of Council assets, for example, roads and drainage systems, parks and reserves; or






- Benchmark figures, where available, such as data from panel contracts, quotations and tendered projects as well as comparison of data from similar local Councils and application of relevant geographical distance factors and characteristics.

Ongoing review of data from inspections, condition assessment tracking and renewal estimates from recent projects ensure a higher level of confidence of expected future renewal planning expenditure and related interventive maintenance.

In terms of renewal **backlog**, the *Code* requires Council to report on the cost to bring assets:

1. to a “satisfactory” condition (defined as a minimum of condition 3, that is, fair). See example of Road Condition below from the Draft Road Asset Management Plan); and/or
2. to an “agreed” or “accepted” level of service (defined as the intervention level set by Council, based on condition)

See below an example of different road conditions encountered through scheduled asset condition inspections:

Condition 1 - New	Condition 2 - Good	Condition 3 - Fair	Condition 4 - Poor	Condition 5 - Very Poor
				
Ogilvie St, Denman	St Heliers St, Muswellbrook	Merino St – Denman	Palace St – Denman	Hill St, near bridge st intersection
Asset Life Consumed < 2 years	Asset Life Consumed < 5 years	Asset Life Consumed > 10 years	Asset Life Consumed > 20 years	Asset Life Consumed > 25 years
No Pavement or Surface distress	No pavement distress, low level of ravelling	Moderate roughness, rutting and Ravelling	High pavement roughness, potholes, cracks	High roughness, potholes, cracking and ravelling

Reference: IPWEA, Condition Assessment and Asset Performance guidelines, Road Pavement Assets (Visual Assessment) Practice Note 9

5. Risk Management

5.1 Relationship between Risk and Asset Management Systems

Council’s AM Policy identifies three perspectives in relation to providing the ‘best possible value’ to the community in relation to assets:

1. performance;
2. sustainability; and
3. risk/resilience.

Council’s Risk Management system underpins its Asset Management system.

Risks identified at the corporate level, through the corporate risk register, will impact the management of assets and the implementation of the AM system through operational and capital

works programs driven by risk management as a high priority. Detailed technical analysis and planning are driven by the need to quantify and manage risk.

The 'front line' of risk management is the physical operations and management areas, for example, identifying and repairing defects on the road network and managing the storage, treatment and distribution of drinking water as prescribed in the NSW Guidelines for Drinking Water Management Systems.

Some risks can only be treated adequately by undertaking capital works. Where a project is included in the capital works program for reasons related to risk, this will be noted in the justification for the carrying out of the works.

5.2 Managing Critical Assets

The Integrated Planning and Reporting Guidelines require that the Asset Management Strategy identifies assets that are critical to its operations and outline risk management strategies for these assets.

ISO 55000 (clause 3.2.8) defines a critical asset as an asset having potential to significantly impact on the achievement of the organisation's objectives. Assets can be critical due to safety, environment or performance reasons, and can relate to legal, regulatory or statutory requirements, or because they provide services to critical and vulnerable customers. Examples of critical assets include:

- The Muswellbrook, Denman and Sandy Hollow water treatment plants and storage reservoirs; and
- The Muswellbrook and Denman recycled water treatment plants.

Council has established hierarchies for most asset categories that prioritise appropriate asset management efforts toward those assets with higher demand, and in most cases establish higher standards of performance, for example, proactive and responsive maintenance is undertaken as a higher priority.

Risk management strategies for the primary asset categories are outlined below.

Critical Asset	Primary Risks	Management Strategies
Water Supply	<ul style="list-style-type: none"> Supply problems due to severe drought. Supply problems due to turbidity or high sediment loads during peak events in the Hunter River. Failure to comply with the Australian Drinking Water Quality Guidelines. Failure of critical infrastructure (e.g. pumps) or loss of power leads to loss of supply. Infrastructure failure such as water main breaks leading to loss of supply. 	<ul style="list-style-type: none"> NSW Guidelines for Drinking Water Management Systems. Drought and Emergency Response Risk Management Plan. Maintain peak storage levels in reservoirs. Management Plans in place; criticality analysis undertaken on all assets and condition assessments underway with opportunities to improve redundancy and resilience identified (e.g., backup pumps, deployment of generators, etc.) Stop Valve renewal and installation. Arrangement with electricity supplier to ensure return of electricity to Council's critical assets is carried out as a high priority. Maintain an inventory of critical parts, which are held by Council and a range of external parties.
Sewerage	Release of untreated sewage or effluent to the environment due to a loss of power or failure from deterioration of infrastructure.	<ul style="list-style-type: none"> Carrying out of proactive jetter maintenance. Criticality analysis undertaken on all assets and condition assessments underway with opportunities to improve redundancy and resilience identified (e.g. backup pumps and generators, storage time in pump stations). Pollution incident response plans in place.
Roads, Bridges and other Transport	Safety issues arising from asset failures and/or other issues such as fallen trees, washed out bridges, flooded roads, deterioration of infrastructure.	Inspection systems in place with additional inspections undertaken where necessary (e.g. after a major storm event).
Playgrounds	Safety issues from damaged or broken equipment.	Inspection system in place to identify and appropriately respond to defects.
Sportsgrounds	Safety of users.	Appropriate inspections and maintenance carried out.
Aquatic Centres	Drowning, poor water quality leads to health issues.	Supervision in place, trained operators, appropriate equipment and maintenance.
Buildings	Business continuity in the event of a problem with the building.	<ul style="list-style-type: none"> Business continuity plans in place. Appropriate maintenance carried out.

6. The Asset Management System

The AM System is the set of interrelated or interacting elements of an organization to establish policies and objectives for AM, and processes to achieve those objectives (ISO 55000).

The planning, implementation, review and improvement of the AM system is described below.

6.1 Asset Management Steering Committee

The role of Council's Asset Management Steering Committee is to monitor and review implementation and improvement of the AM system to ensure Council's AM objectives are achieved. The terms of reference of the Asset Management Steering Committee are provided in Appendix 2 of the SAMP.

It is important to note that, in addition to monitoring and reviewing the AM system, the Committee provides an important cross-functional forum for planning and coordinating AM activities, including raising the awareness of sound asset management practice, and the provision of communication regarding asset management issues.

6.2 Roles, Responsibilities and Resourcing

Monitoring the clarity of roles and responsibilities, as well as the qualifications and experience of staffing and of resources to support the implementation of the AM system is a responsibility of the AM Steering Committee, as is raising awareness of and communicating about AM issues. Designated Council Officers are classified as asset owners for each of the identified asset classes and are accountable for the appropriate management of assets in their area of responsibility.

6.3 AM System Operation, Control, Monitoring and Audit

Processes within the AM system must be planned, implemented and controlled. Where problems or potential problems with Council's assets, AM or AM system are identified, Council will take necessary actions to prevent or correct and control them, as well as eliminate the cause to avoid them recurring, and will review their effectiveness. The AM Steering Group is the forum responsible to review and discuss such issues.

ISO 55001 requires that internal audits are carried out at planned intervals to provide information to assist in the determination of whether the AM system conforms to Council's own requirements and those of ISO 55001, and whether it is effectively implemented and maintained.

6.4 Review and Improvement

In addition to providing a forum for the planning and coordination of prioritised AM improvements, a primary function of the AM Steering Committee is to provide management review of the AM system to ensure its continuing suitability, adequacy and effectiveness.

When appropriate, improvement actions will be identified in the Delivery Program and Operational Plan.

Appendix 1 – Asset Management Information Register

The table below provides an overview of key documents and sources of asset information.

Buildings and Recreation
GIS layer for buildings
GIS layer for other structures and depreciable land improvements
Maintenance Management System for Playgrounds
Finance
Asset Register
Roads
Asset register for sealed and unsealed roads
Automated condition data for sealed roads
Condition rating and future works programs for transport assets
Pavement Management System
Asset register for bridges
Asset register for storm water drainage
Maintenance Management System for roads
Water and Sewerage
FINMOD (financial modelling of future water supply infrastructure needs and operations)
GIS backend database
Service request management system
Plant asset register
Plant condition inspection records
Waste Management
Waste Management Strategy
Closure Plan

Appendix 2 – Charter of the Asset Management Steering Committee

Membership of the Corporate Asset Management Steering Committee

1. Chief Engineer (Chair)
2. Asset Management Engineer
3. Assets and Financial Accountant
4. Manager Governance
5. Information Services Team Leader
6. IS Applications Officer
7. Director Property and Place
8. Manager Roads, Drainage and Technical Services
9. Asset Manager Water and Wastewater
10. Operations Manager Water and Wastewater
11. Manager Waste
12. Director Corporate Services and Chief Financial Officer (optional)
13. Deputy General Manager (optional)

Charter of the Muswellbrook Shire Council Corporate Asset Management Steering Committee

The Corporate Asset Management Steering Committee (the “**Committee**”) provides strategic, practical leadership in all facets of asset management. The committee ensures the ongoing development and improvement of appropriate asset management systems, procedures and practice that will provide consistent guidance to management and staff in implementing sound standards of asset management throughout Council's operations and activities.

The primary responsibilities of the Committee include:

1. develop and implement an asset management improvement strategy and action plan. Provide quarterly reports to MANEX regarding the progress of the implementation of the prioritised, funded elements of the action plan;
2. progressively develop and implement appropriate policies and procedures to ensure best practice asset management across the organisation that demonstrates value for money, and ensures asset management practice is appropriately integrated into Council's financial, information technology, and reporting systems;
3. develop consistency in Council's asset management plans to ensure they are essential documents that provide practical guidance in the formation of Council's budgets and prioritised works programmes, and ensure that Council's assets are managed to a best practice standard;
4. provide strategic oversight of the regular review of Council's asset management plans. The review of each asset management plan is the responsibility of the individual designated asset owner;
5. provide strategic oversight of the integration of the asset management plans into Integrated Planning and Reporting Documents and the Long Term Financial Plan;
6. collaboration, and pooling of corporate expertise, in relation to asset management matters;

7. ensure asset information is regularly updated so that all asset information is current and accurate; and
8. strategically and consistently work towards improving Council's level of asset management maturity.



**muswellbrook
shire council**

WORKFORCE MANAGEMENT PLAN

This document is a controlled document. Before using this document, check it is the latest version by referring to the Controlled Document Register. Printed or downloaded versions of this document are uncontrolled.

Table of Contents

Executive Summary	3
Our Workforce	4
1. Profile	6
2. Gender	7
3. Tenure	7
4. Age	8
5. Workforce Gender Breakdown	9
6. Workforce Comparison	9
7. Manex Level.....	9
8. Staff Turnover	10
9. Health, Safety and Wellbeing.....	10
Workforce Forecast	11
Action List.....	12
Monitor and Evaluate	13

Executive Summary

Muswellbrook Shire Council is a rural local government that oversees and delivers a diverse range of programs, services, facilities and projects for the community.

Effective workforce planning is essential to the success of meeting the community's needs now and in the future. The workforce plan enables council to achieve the right fit and mix of staffing, to have the right people or skills at the right time and the right price.

The workforce plan is one part of Councils' Resourcing Strategy along with the long-term financial plan and the asset management plan. The resourcing strategy delivers on the 10-year Community strategic plan, the 4-year delivery program and the yearly operational plan.

The review of the workforce plan on an annual basis is required to consider efficiencies and innovation to improve the sustainability of Councils' workforce. Workforce planning assists the integrated planning and reporting framework.

Currently the Workforce Plan will be implemented from 2021-2025 and comprises of 4 focus areas, namely:

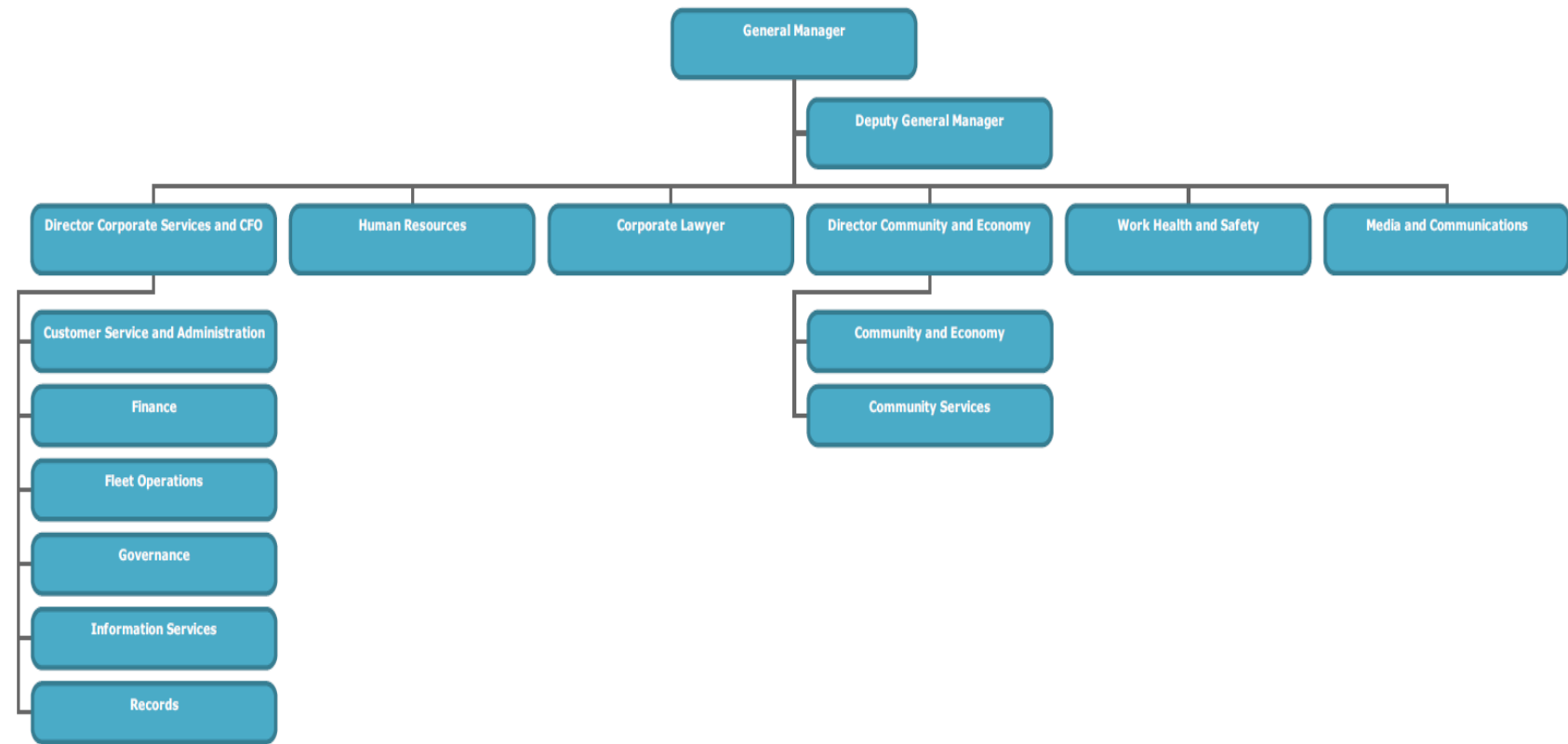
1. Attract
2. Retain
3. Engage
4. Develop

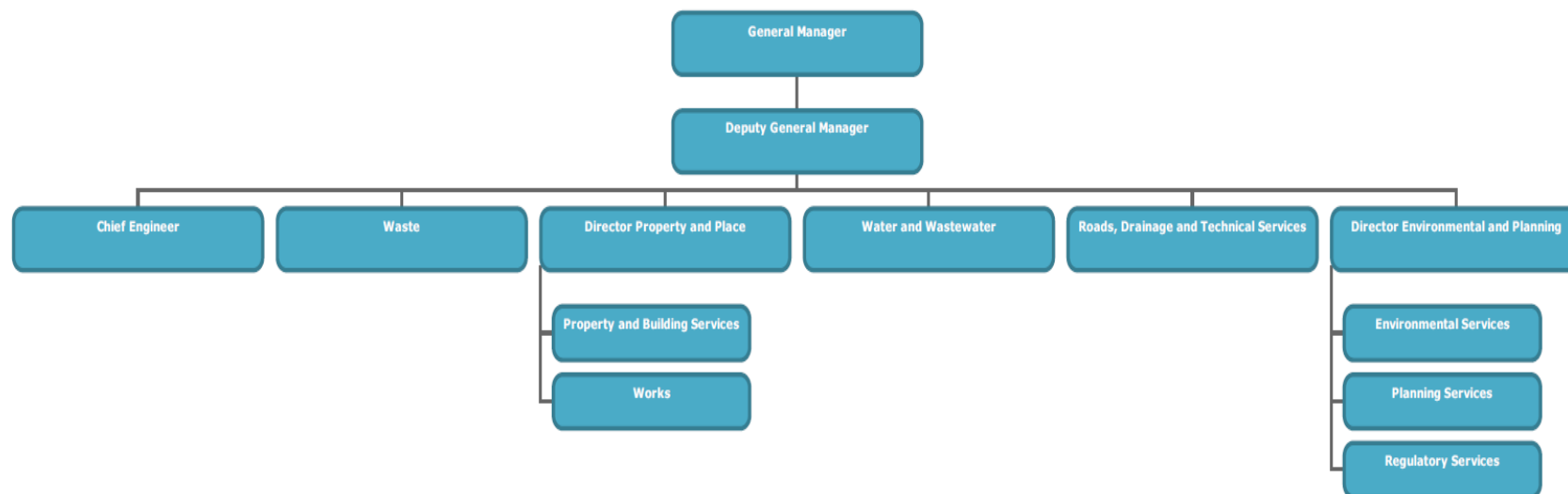
Throughout the four-year plan, Council will undertake annual reviews to ensure the Workforce plan actions are implemented; monitored and reported against.

Key challenges or risks identified within the plan include the encouragement to come and live in Muswellbrook, update, and improve processes and systems to support the diverse workforce and lack of investment in development, career pathing and multi-skilling of the current workforce.

Implementation of the workforce plan will support the delivery of the community strategic plan and ensure that Muswellbrook Shire Council is delivering in accordance with Councils' SPIRIT Values, Safety, Pride, Integrity, Respect, innovation, and teamwork.

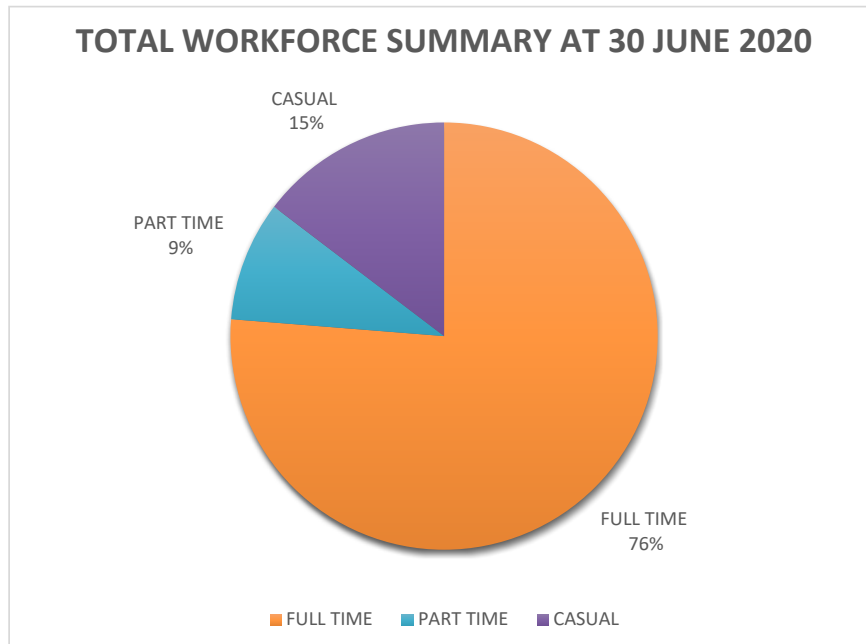
Our Workforce



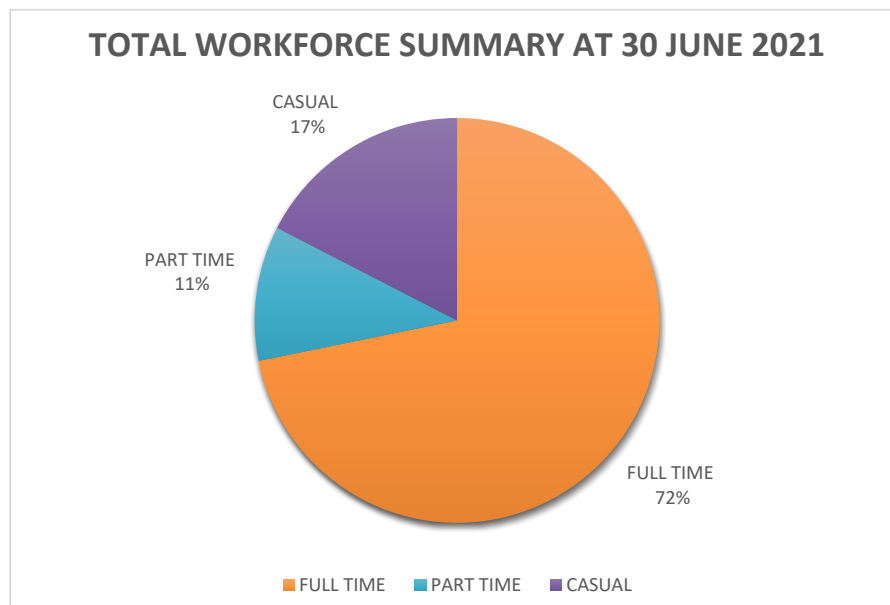


1. Profile

At 30 June 2020 there were 198 Council employees including 151 full time, 18 part time, 29 casual employees. The FTE at 30 June 2020 equalled 157.3.

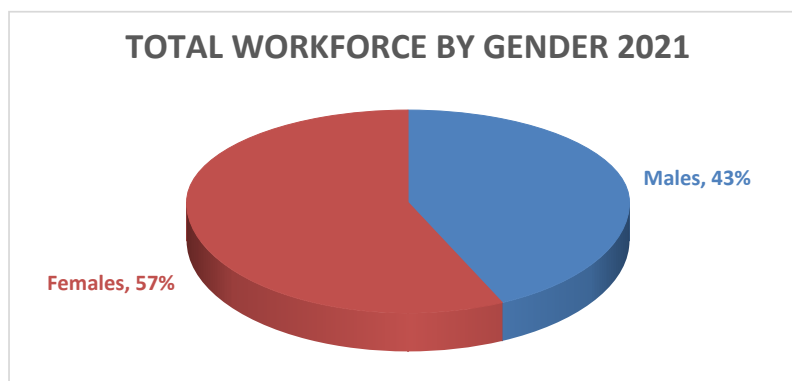


At 30 June 2021 there were 195 Council employees including 140 full time, 21 part time, 34 casual employees. The FTE at 30 June equalled 146.9. Council have reduced full time employees as well as the overall FTE and increased casual employees.



2. Gender

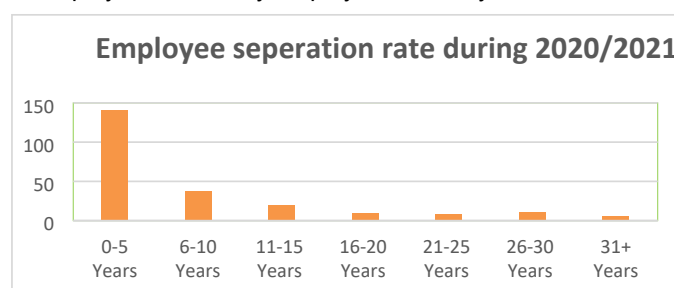
At 30 June 2021, 43% of employees were male, compared to 57% Female.

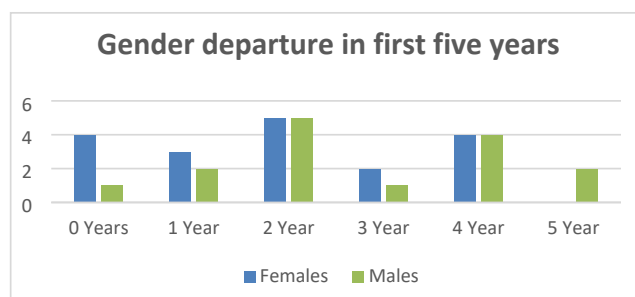


3. Tenure

Median tenure at 30 June 2021 is 7.5 years, The NSW Public Service Commission 2020 reports the median agency tenure, 2020 at 8.4 years. The following should be noted:

- 19 New employees – under 1-year tenure, currently employed.
- 1 New employee – under 1-year tenure – resignation at executive level (CFO).
- 4 New employee – under 1-year tenure – Removed from casual employment.
- 1 Male employee – currently employed with 42-year tenure.
- 2 Male employees – currently employed with 39-year tenures.
- 1 Male employee – currently employed with 32-year tenure.
- 1 Female employee – currently employed with 32-year tenure.





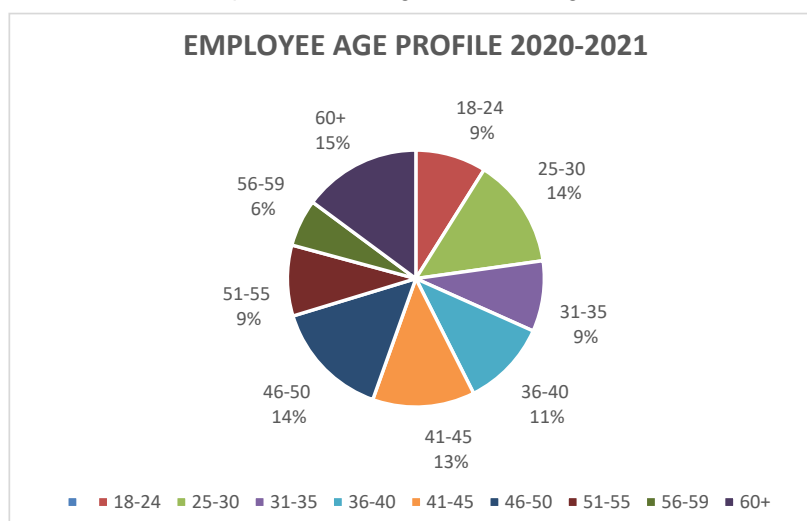
This knowledge enables council the opportunity to examine the challenges for employees in the first five years of employment. In relation to recruitment and selection as well as job design and training.

4. Age

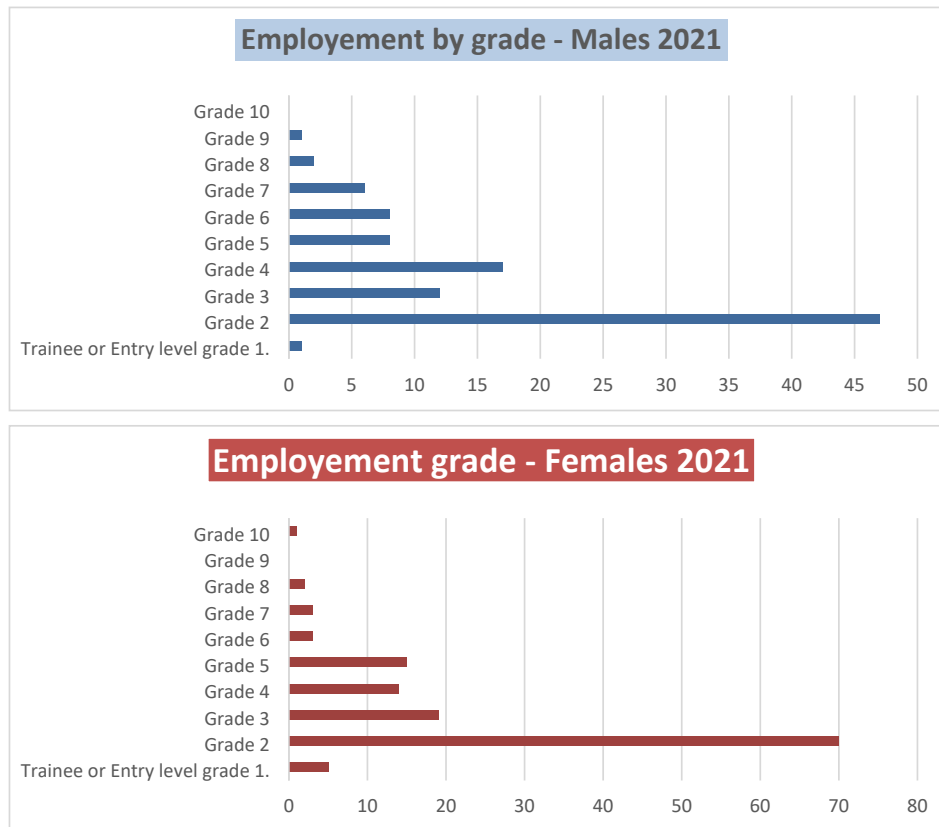
As at 30 June 2021 the average age of council employees was 43. The youngest employee is 18 and the oldest 71. Both employees are female. The NSW Public Service Commission 2020 reports the average age of employees was 44, no change since 2019.

The overall age profile for Muswellbrook Shire Council employees is relatively even spread. Divided into three sections; 18-35 age category, with 32%. 36-50 age category, with 38%. 51-60+ age category with 30%. The 55 and over age group with 21% is trending well, with the NSW Public Service Commission 2020 reporting the average percentage of employees over 55 at 23.6%.

The 65 and over age category, with 6% a total of 15 employees. 40% of the employees in this age category have commenced a formal retirement plan with Council. The NSW Public Service Commission 2020 reports the average retirement age at 64.



5. Workforce Gender Breakdown



6. Workforce Comparison

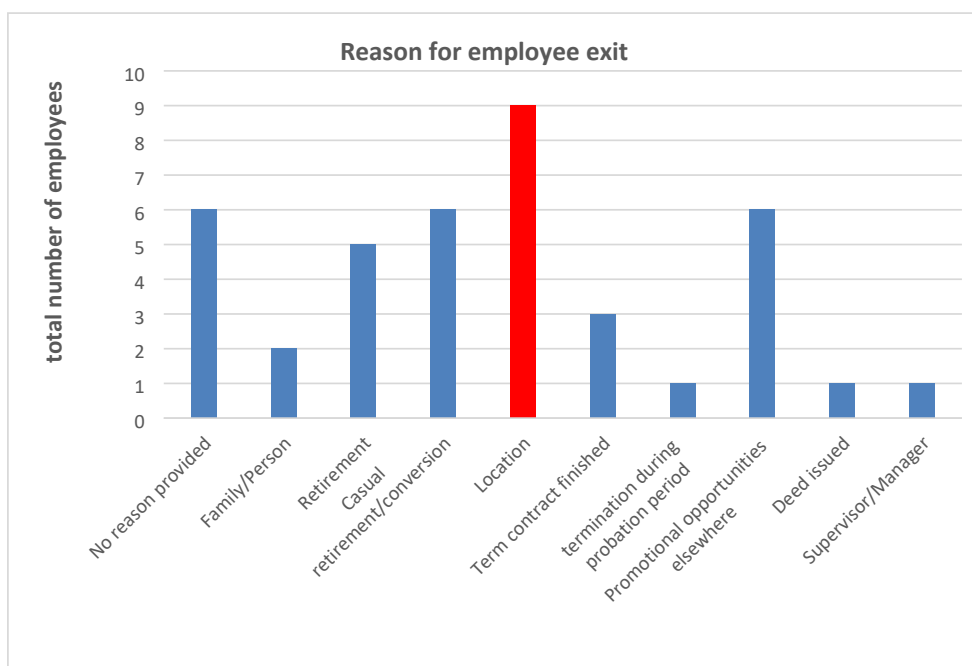
- Employment at grade 2; 53% of the female workforce, 46% of the male workforce.
- Employment at grade 5; 11% of the female workforce, 8% of the male workforce.
- Employment at grade 5; or above; 6% of the female workforce, 17% of the male workforce.

7. Manex Level

Muswellbrook Shire Councils' executive team has 6 members, 3 males, 3 females.

8. Staff Turnover

In the 2020/2021 financial year 40 employees left Council. Council turnover percentage 20.5%. Retirement & Casual conversion is expected turnover and reduces the percentage to 14.8%.



The highest reason recorded was location, followed by no reason provided (no exit interview submitted) and promotional opportunities elsewhere. Areas of improvement in the first five years of employment should be considered for retention of employees and reduced turnover.

9. Health, Safety and Wellbeing

We value the health and wellbeing of our employees and are committed to providing a workplace environment that promotes motivated, productive and healthy staff.

Monthly meetings of the Work Health & Safety (WH&S) Committee continued during the year. Councils' health, safety and wellbeing initiatives included:

- Workplace inspections where identified hazards have been eliminated or managed

- Flu vaccination program

- Employee Assistance Program (EAP) for staff and their immediate family members

- Access to WH&S e-learning to support on-boarding for new staff

- EEO training and employees available

- Joint statement with USU and Council to eliminate bullying in the workplace

- Face-to-face sessions and virtual webinars for staff to promote wellbeing, mindfulness, and stress reduction.

Workforce Forecast

There are several factors that could affect the current NSW labour market that need consideration in monitoring and evaluating the effectiveness of the workforce.

- New legislative/compliance or reporting requirements with workforce implications
- The way in which we view flexible working arrangements (including working from home)
- Training and upskilling of existing staff will be paramount
- Empowerment of our managers, supervisors through leadership programs
- Competition in the labour market is continuing
- Difficulty/risk in specific skill areas/specific key roles in demand
- The importance of providing a happy, healthy, and safe workplace
- Technology changes are impacting the way in which we work and learn
- Lack of accommodation options in Muswellbrook and surrounding areas
- Lack of succession planning, knowledge transfer and career pathing
- Lack of youth opportunities to experience employment with council
- All staff engagement in Councils' performance management system (IWP)
- High staff turnover exists in the first five years of engagement
- Covid-19 impact on workforce engagement and socialising

All the above need consideration when implementing the actions for improvements in the workforce plan.

Action List

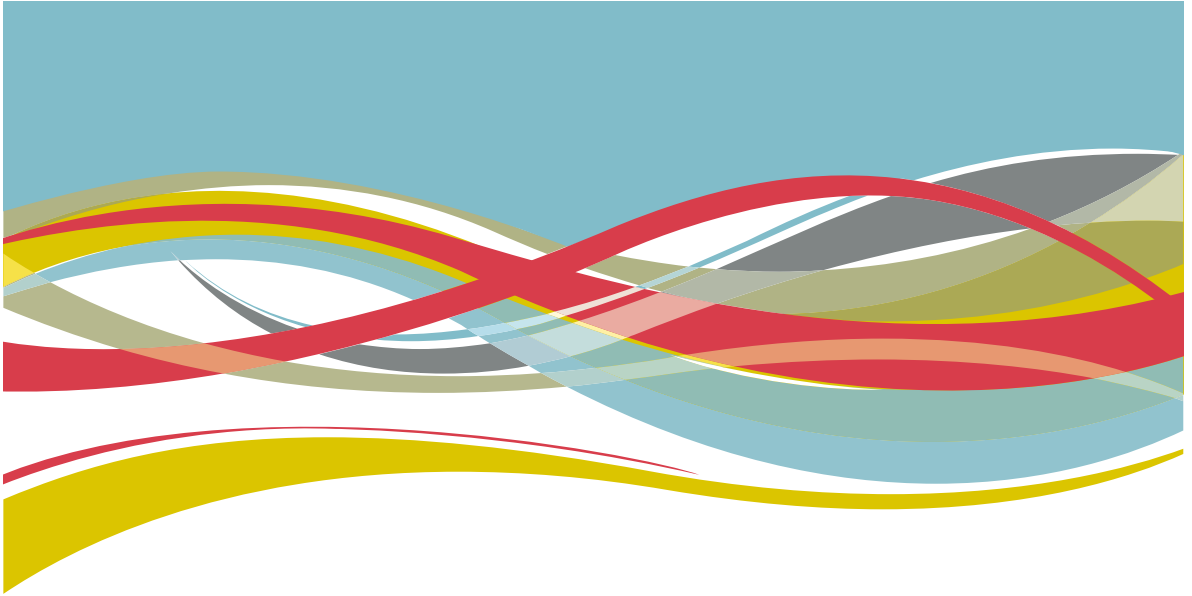
Key Areas	Specific outcomes	Actions	Timeframes	Measures
Workforce planning – A thorough understanding of our current workforce resources	• Effective workforce planning procedures and tools are available to leaders	• Enhance current reporting on workforce data	• June 2022	• Workforce data is provided to MANEX & SCC monthly
	• Ensure that we have the right people in the right jobs at the right time – develop / recruit / outsource	• Enhance the process and on-line access to exit interviews and data recording	• June 2023	• 100% of employee complete exit interview
Promotion of local area utilising technology	• Attraction of a diverse and inclusive workforce	• Develop council's diversity and inclusion program	• Dec 2024	• Decrease in staff turnover in first five years of engagement
	• Technology and Councils' on-line profile drive attraction to the local area	• Promote monthly basis – achievements, acknowledgements etc on Council's website and platforms such as LinkedIn	• Dec 2022	• Increase in youth employment numbers
Enhancing our Culture	• Increased employee engagement, retention, morale, and satisfaction	• Provide rewards and recognition programs, promote social club	• Mar 2022	• Remain and monitor current staff satisfaction
	• Provide opportunities for contribution and alignment to Councils goals	• Improve engagement in the IWP process	• Feb 2023	• Increase participation and timeframes achieved
Career opportunities and skill development	• Training opportunities for all workforce	• Develop and implement a structured approach to training and development supported by systems and technology	• Sept 2023	• All employees participating in learning and development.
	• Career pathing, opportunities available within Council	• Create practices to support career development and career progression opportunities	• Jan 2024	• Employee engagement in the development of career pathing
Empower our managers and supervisors	• Encourage workplace culture with well-informed Managers and supervisors	• Develop ongoing leadership introductions to council and supervisory development programs	• May 2023	• Employee satisfaction with improved employee / manager / supervisor relationship.
	• Provide anytime information accessibility	• Develop on-line platform with information, training, policies and procedure for supervisors and manager	• Aug 2024	• Improve accountability in people management

Key Areas	Specific outcomes	Actions	Timeframes	Measures
Encourage local Youth employment opportunities	<ul style="list-style-type: none"> • Increase youth attraction, development, and engagement 	<ul style="list-style-type: none"> • Develop programs youth across council 	<ul style="list-style-type: none"> • Sep 2023 	<ul style="list-style-type: none"> • Increased youth engagement numbers
	<ul style="list-style-type: none"> • Encourage local youth opportunities within council 	<ul style="list-style-type: none"> • Develop relationships with external youth services and career advisors 	<ul style="list-style-type: none"> • Dec 2023 	<ul style="list-style-type: none"> • Contribution to the local youth employment opportunities

Monitor and Evaluate

The workforce plan will be reviewed every year. The monitoring and review process enable Council to assess what is working and what is not, adjust this plan and its actions and be able to address any workforce and organisation issues that may arise.

Measures of success will be indicated by the outcomes of the action plan, delivered within the timeframes, and achieving the performance indicators above.



**Muswellbrook Shire Council
Long Term Financial Plan
2022-32**

Introduction

Purpose of the Long Term Financial Plan (LTFP)

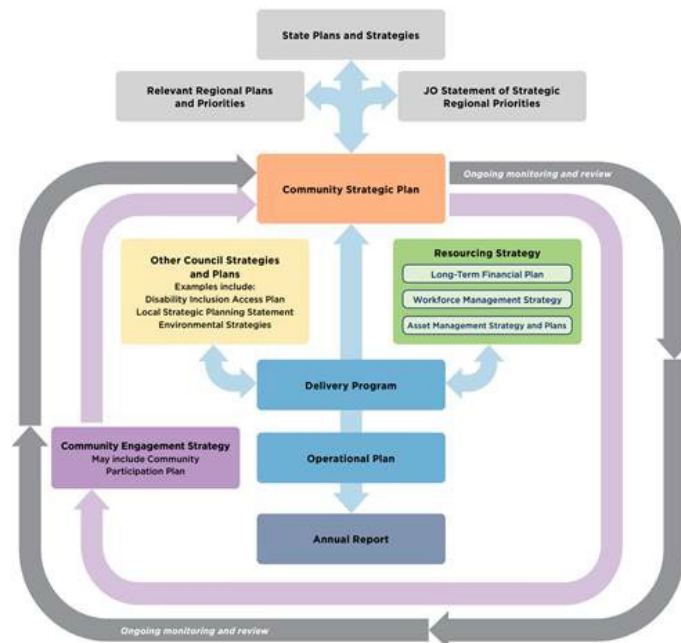
The Long-Term Financial Plan 2022-2032 is a decision-making tool for stakeholders (Council and the community) to use in determining the resources which Council needs to apply to deliver on community outcomes and aspirations contained within the Muswellbrook Community Strategic Plan. It ensures that Council can identify future financial issues at an early stage and understand and mitigate future impacts as required.

This Long-Term Financial Plan supports Council in addressing the following dilemmas:

- Leading the change required to support a community and economy in transition;
- Initiating opportunities for future income and economic growth; and
- To source revenue to deliver the infrastructure required for a sustainable future.

In particular, this plan models the financial implications of the Muswellbrook Community Strategic Plan and Delivery Program, along with the ability to maintain existing facilities and infrastructure based on a range of assumptions and within known constraints.

The Long-Term Financial Plan is one component of Council's resourcing strategy which underpins the Muswellbrook Community Strategic Plan along with the Workforce Management Plan and Asset Management Plan. These documents are all interrelated with Council's four-year Delivery Program and provide inputs and outputs for one another. The suite of documents should be viewed together as Council's overall strategy.



Financial Stability

A financially sustainable council is one that has the ability to fund ongoing service delivery and the renewal and replacement of assets without imposing excessive debt or large rate increases on future generations. This definition has been translated into four key financial sustainability principles which Council is committed to:

- Council must achieve a **fully funded operating position** reflecting that Council collects enough revenue to fund operational expenditure, repayment of debt and depreciation
- Council must **maintain sufficient cash reserves** to ensure it can meet short-term working capital requirements
- Council must have an appropriately **funded capital program** where the source of funding is identified and secured for capital renewal, upgrade, and new capital works
- Council must **maintain its asset base** by renewing aging infrastructure, which is identified, and by ensuring cash reserves are set aside for those works which are yet to be identified.

The Office of Local Government (OLG) includes several financial performance measures in the Code of Accounting Practice. Council reports its performance against these measures in the annual financial statements. These indicators assist to assess the financial sustainability of councils. Council has reviewed its Long-Term Financial Plan (LTFP) against the OLG indicators as part of assessing the long-term financial health of the organisation and its capacity to fund the proposed delivery program.

How is Long Term Financial Sustainability Measured?

Following the release of the report from the NSW Independent Local Review Panel in October 2013 a range of indicators are now being used to assess the financial sustainability of councils as stand-alone entities.

Council has reviewed its Long-Term Financial Plan against these indicators as part of assessing the long-term financial health of the organisation and its capacity to fund the proposed delivery program. The following shows Council's performance against the indicators for 2020/21:

Ratio	Calculation	Sustainable Target	2020/21 Actual Ratio	Achieved?
Operating Performance Ratio	Total operating revenue (excluding capital grants and contributions) less total operating expenditure divided by continuing operating revenue	> 0%	9.96%	Yes
Own Source Revenue Ratio	Total continuing operating revenue (excluding capital grants and contributions) divided by continuing operating revenue	> 60%	58.81%	Yes
Building and Asset Renewal Ratio	Asset renewals divided by depreciation, amortization and impairment	> 100%	75.02%	No

Infrastructure Backlog Ratio	Estimated cost to bring assets to a satisfactory condition divided by the total WDV of infrastructure assets	< 2%	2.39%	No
Asset Maintenance Ratio	Actual asset maintenance divided by required asset maintenance	> 100%	78.67%	No
Debt Service Cover Ratio	Operating result before capital excluding interest and depreciation divided by principal repayments plus borrowing costs	> 2x	2.43x	Yes
Unrestricted Current Ratio	Current assets less all external restrictions divided by current liabilities less specific purpose liabilities	> 1.5x	2.17x	Yes
Rates & Annual Charges Outstanding	Rates & annual charges outstanding divided by rates and annual charges collectable	= <10%	10.05%	No
Real Operating Expenditure	Operating expenditure divided by population	Decreasing		

Financial Management in Council

Council has prepared a budget based around the facilitation of the activities and targets outlined in its Delivery Program and these budgets have been projected out for 10 years based on a range of assumptions.

Financial Management Principles

The 2022-2032 Long-Term Financial Plan (LTFP) applies the following underpinning principles:

- Council will maintain its existing services to residents
- Management will continually look for ways to improve service delivery
- Services and infrastructure in any new areas will be provided within reason and in consultation with the community
- Council will continue to improve its capacity to fund its recurrent operations and renew critical infrastructure through sustainable financial decision making

- Council will manage within the existing financial constraints as much as possible

Long Term Financial Plan Assumptions

The long-term financial model requires Council to identify all material items of revenue and expenditure and determine the external and internal influences which could significantly impact on Council's finances.

In preparing the 2022-32 Long Term Financial Plan, the following underpinning principles have been adopted.

Some significant adjustments within the plan do not use assumptions for projections:

- Capital programs are built at a project level and/or using other relevant inputs.
- Capital grants are projected based on known capital projects and the likelihood of grants being available for recurrent programs.
- Administration costs of local government elections are projected only for the identified year an election will occur. However, funding for this projected expense is allocated on an annual basis.
- Asset maintenance cost increases are projected based on the capital program.
- There are unknown impacts of the continued COVID-19 pandemic due to the inability to predict this.
- Non-cash revaluations are not projected due to the uncertainty of valuations and that these have no impact on Council's budgeted cash position.
- No allowance has been made for additional rate revenues for Council as a result of population growth.

OUR CHALLENGES

COVID-19

The COVID-19 pandemic and global health crisis have negatively impacted the community, business and tourism. This has created increased operating costs for cleaning and equipment, as well as reduced revenue as a result of closing services to the community and restricting numbers of some services under Public Health Orders. Council has implemented various strategies to assist the community during this time while continuing to consider the financial impact to Council's long-term objectives with the uncertainty of COVID-19 impacts in the future.

INDEPENDENT PRICING AND REGULATORY TRIBUNAL (IPART) RATE PEG

IPART is an independent authority established under the Independent Pricing and Regulatory Tribunal Act 1992. IPART is responsible for setting a 'rate peg' each year. This rate peg identifies the maximum allowable increase that can be applied to ordinary rates annually without special approvals, such as a special rate variation.

The rate peg limits the amount the Council can increase rates each year without obtaining special permissions. The rate peg for 2022-2023 was set at 0.7 per cent. Given that rate income represents 35 per cent of income received by Council, this represents a challenge for the Council in increasing income and continuing to meet community expectations, manage assets and operate in a growth environment.

INCREASING COSTS

Increasing costs of operating and capital materials, as well as the availability of these materials, create many challenges for Council. The cost of construction has risen significantly in 2021 and 2022. Increasing costs mean efficiencies are required to be made continually in how Council spends money to provide these services and to ensure cost increases do not rise at a higher rate than Council income. A small movement in Consumer Price Index (CPI) indices can have a significant negative impact to Council's operating position. To mitigate this risk, Council is to engage in business improvement and financial sustainability practices across the organisation to identify and put in place strategies to reduce the impact of these changes as they occur.

INSTABILITY OF CONTINUED GRANTS

During the past two years, with the emergence of the COVID-19 pandemic, there has been an increase in capital and operating grants made available to assist Council in funding specific projects and programs. However, it is not anticipated that the current rate of available grants will continue into the future. The increase in grants over this period is expected to reduce as the economy returns to a more normal way of operating. It is possible that as a result of increased available grants in recent periods, future grants will reduce below the previous level. This would require Council to seek other methods of funding operating and capital programs without the benefit of grants.

PROJECTED FINANCIAL STATEMENTS

PLANNING PRINCIPLES

The purpose of this plan is not to provide specific detail about various individual works or services. The Long-Term Financial Plan will provide a decision-making tool that allows various assumptions and sensitivity analysis to be carried out, which will indicate the ability of Council to deliver cost-effective services to our community into the future, within a framework of financial sustainability.

The key principles in the development of the financial planning and modelling process include:

- continuing to engage in financial sustainability initiatives
- identifying and implementing initiatives to reduce expenditure and/or increase income
- maintaining current and future infrastructure effectively using funding sources
- managing loan borrowings
- exploring profit generating activities.

OUR INCOME

Council has several major sources of income which are explained below.

Rates and Annual Charges

Rates and annual charges are the primary source of annual income, contributing about 35 per cent of total annual income.

Rates are calculated annually, in accordance with NSW legislative requirements, and include the ordinary rate and annual charges for domestic waste collection and management and for on-site sewer management. The ordinary rate is calculated by applying a flat base amount, plus a rate in the dollar (ad valorem) multiplier to each property owner's unimproved land value.

Each property falls into one of four categories for rating purposes depending on the land use of the property. These categories are residential, business, farm land and mining.

Increases for ordinary rates are determined at a maximum amount by IPART. This increase is described as a rate peg and is determined by reference to the annual movement in the local government cost index. The rate peg for 2022-2023 is set at 0.7 per cent. It has been assumed that a two per cent rate peg will apply in future years and we have therefore applied the two per cent rate peg as well as an additional 0.5 per cent to allow for development growth in the region.

Additionally, the Minister for Local Government has announced a one-off opportunity available for the 2022-2023 year for councils to apply for an Additional Special Variation (ASV) of up to 2.5 per cent, inclusive of the previously determined rate cap of 0.7 per cent. Muswellbrook Shire Council is considering applying for this, as the 0.7 per cent rate peg from IPART was significantly lower than the 2.5 per cent used as a baseline assumption from prior year increases.

If the 2.5 per cent rate increase is not granted, the Rates revenue will reduce by \$350 thousand for 2022-2023 compared to that shown in Scenario 1 of the reported Long-Term Financial Plan. The estimated impact across the next 10 years is \$4.6 million. Staff have prepared a report for Council's consideration.

Council applied for the permanent 2.5% ASV in April 2022 and this was approved by IPART in June 2022.

User Fees and Charges

Fees and charges for goods and services provide about seven per cent of annual income. This income is derived from the use of facilities and services by the public. Fees and charges are determined annually, published with the Operational Plan and incorporated within the annual budget. These fees are levied to cover the cost associated with:

- the supply of a product, service or commodity
- the giving of information
- providing a service in connection with the Council's regulatory functions, including receiving an application for approval, granting an approval, making an inspection and issuing a certificate
- allowing admission to any building or enclosure.

General Fund Fees and Charges are proposed to rise in 2022/23 by an average of 3.0%.

Interest and Investments

Council's cash holdings are invested in Minister approved shorter term (between one and three years) term deposits, bank issued bonds and floating rate notes, which provide short term liquidity should that be needed. For the purposes of the plan, Council has assumed a return of 3% in 2022/23 and in future years on its invested funds.

Other Revenues

Council has established a Future Fund, which has as its main activity the acquisition and lease of commercial buildings. The Fund is designed to be self-sustaining in terms of its financial situation with all expenses related to the Fund being paid from the generation of revenues derived from these buildings. In addition to this, the Fund pays a dividend to the General Fund, thereby assisting in the funding of General Fund activities. No significant changes in these other revenues are forecast over the term of this LTFP.

Operational Grants and Contributions

Operational grants and contributions are received from other government bodies to supplement other sources of income and provide additional funding for specific projects and programs where there may be shared outcomes.

Council is allocated about \$3.1 million annually from the Commonwealth Government in the form of the Financial Assistance Grant. This is a general-purpose grant paid to Council under the Commonwealth Local Government (Financial Assistance) Act 1995. These funds comprise an unconditional grant, and a smaller local roads component.

Capital Income

Capital income includes development contributions that provide significant funding towards the cost of essential public facilities and infrastructure provided by Council. This income helps fund infrastructure such as parks, community facilities, local roads, footpaths, stormwater

drainage and traffic management. Capital grants are received by Council for specific projects to assist in funding community facilities and infrastructure. The grants provide supplementary funding that can assist in accelerating the start of a project, demonstrate a shared commitment from the other party or provide a greater benefit arising from additional funding.

Capital grants income does not require sensitivity analysis as this is budgeted at a detailed level based on the minimum known grants available and those grants that have been committed for specific projects. Any variations to capital grants income are assessed against the capital program and asset management plans.

OUR EXPENDITURE

Council has several major sources of expenditure which are explained below. Operating expenditure is expected to increase in general over the next 10 years and an average increase for CPI growth has been applied to all costs, unless specifically modified on the basis of other data or assumptions.

Employee Costs

Employee costs includes the costs of salaries, wages and other associated costs of Council's workforce. Direct employee costs represent about 36 per cent of Council's total annual operating costs (excluding depreciation). Increases applied to this class of expenditure are in line with previous Enterprise Agreements as well as an allowance for growth as Council is required to provide additional services to residents.

Employee cost sensitivity analysis

\$,000	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
0.5%	84	86	89	92	94	97	100	103	106	109
1.0%	168	173	178	183	189	194	200	206	212	219
1.5%	252	259	267	275	283	292	300	309	319	328

Materials and Contracts

Materials and contract expenditures are another significant cost element accounting for 38 per cent of Council's total annual operating costs (excluding depreciation). This category includes costs for services contracted to external parties, costs associated with consultants and labour hire contracts and the purchase of goods such as materials. Projections have been based on existing contracted rates escalated for CPI where applicable. Major financial risks within this category of expenditure include:

- increased costs of inputs such as waste/recycling disposal costs, fuel and labour
- increased levels of service expected by the community and other stakeholders
- new services expected to be delivered in the future
- additional asset maintenance costs of new infrastructure
- limited competitive supply for some specific service areas.

Materials & contract sensitivity analysis

\$'000	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
1.0%	178	182	186	191	195	199	204	209	213	218
2.0%	356	364	373	381	390	399	408	417	427	437
3.0%	534	546	559	572	585	598	612	626	640	655

Borrowing Costs

Borrowing costs represent the interest charges on loans taken out to finance new capital expenditure projects. Loan funds are typically used to generate the cashflow to deliver new infrastructure and allow the cost of the project to be spread across the useful life of the asset in order to facilitate intergenerational equity for these assets.

The risk inherent in this category is increasing interest rates caused by uncertain financial markets. Council mitigates this risk through most of its current borrowing being on a fixed rate basis. Hence, the sensitivity analysis is on planned new borrowings only.

Borrowing cost sensitivity analysis

\$'000	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
0.5%	10	10	9	8	10	9	8	7	7	8
1.0%	20	21	17	16	19	18	16	15	14	16
1.5%	30	31	326	24	29	26	24	22	20	25

Other Expenditure

Other expenditure includes the following:

- insurance premiums
- NSW Fire Brigades, Rural Fire Service and State Emergency Service contributions
- electricity and street lighting
- telephone and communications
- Councillors' fees, allowances and expenses
- subscriptions and memberships
- bank charges.

Other expenditure sensitivity analysis

\$'000	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
0.5%	26	27	28	28	29	29	30	30	31	32
1.0%	53	54	55	56	57	58	60	61	62	63

1.5%	79	81	83	84	86	88	89	91	93	95
------	----	----	----	----	----	----	----	----	----	----

FINANCIAL PERFORMANCE INDICATORS

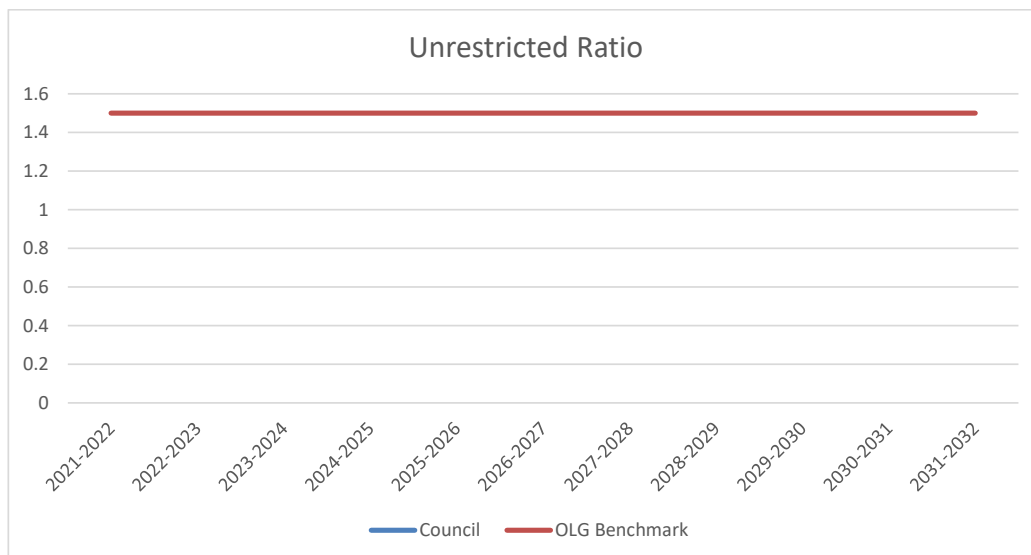
Council complies with the reporting requirements of the Integrated Planning and Reporting framework, with periodic reviews and reporting cycles to allow revision of performance and adjustment of planning activities based on results. This allows plans to be amended should performance indicate there is a risk to the achievement of the financial goals.

A critical component of measuring performance is identified by performance indicators set by Council and the Office of Local Government, including those outlined below.

The Unrestricted Current Ratio

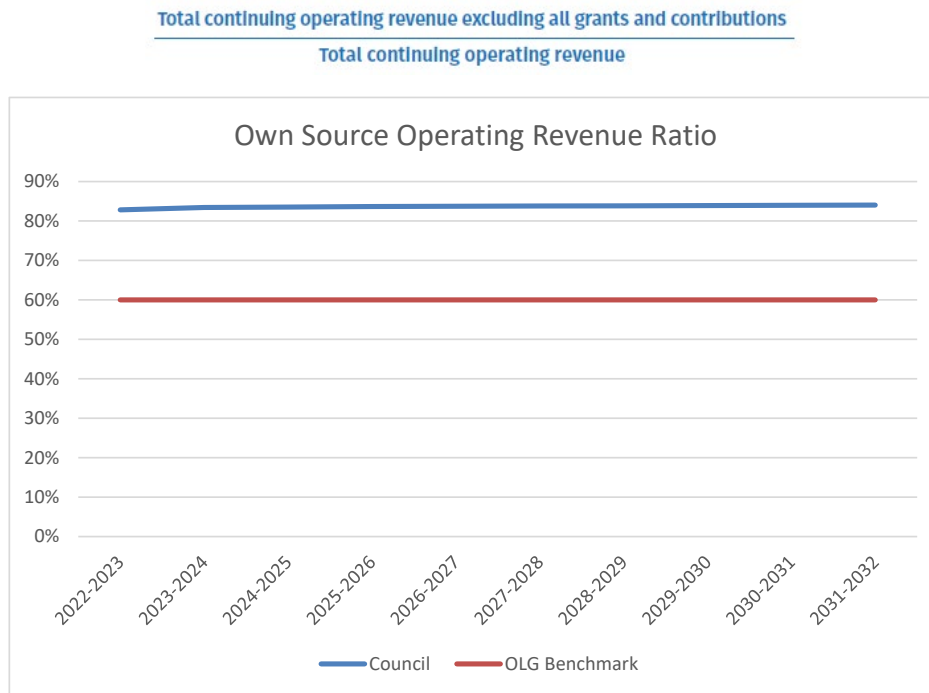
The unrestricted current ratio is specific to local government, measuring the adequacy of liquid working capital and its ability to satisfy its financial obligations as they fall due in the short-term. Restrictions placed on various funding sources (for example, development contributions) complicate the traditional current ratio used to assess liquidity of businesses, as cash allocated to specific projects is restricted and cannot be used to meet Council's other operating and borrowing costs. The benchmark set by the Office of Local Government (OLG) is greater than 1.5.

$$\frac{\text{Current assets less all external restrictions}}{\text{Current liabilities less specific purpose liabilities}}$$



Own Source Operating Revenue Ratio

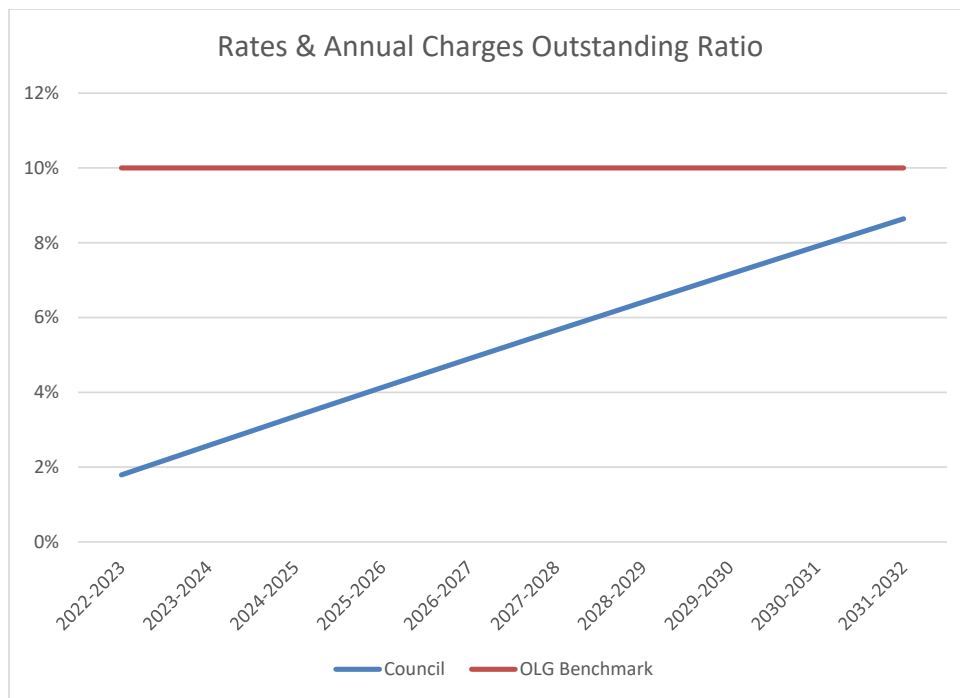
A measure of fiscal flexibility, own source revenue refers to Council's ability to raise revenue through its own internal means, thereby reducing reliance on external sources of income and insulating against negative fluctuations in external funding. The benchmark set by OLG is greater than 60 per cent.



RATES AND ANNUAL CHARGES OUTSTANDING RATIO

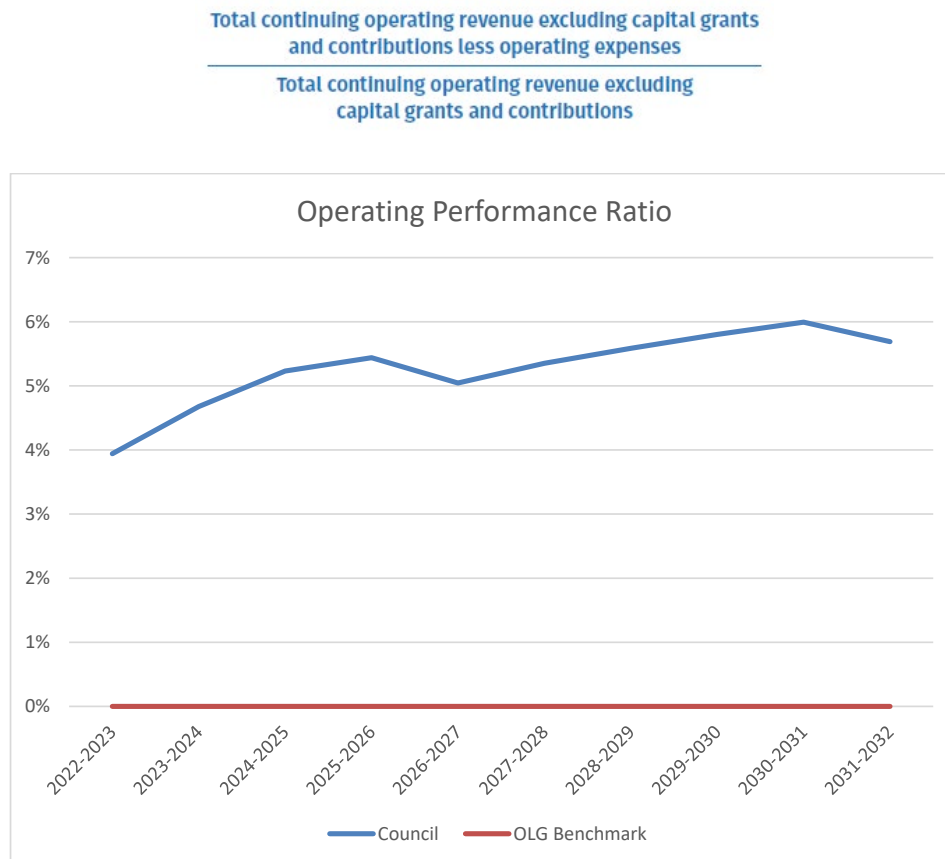
This measure indicates Council's success at recovering its annual rates and charges, with higher percentages of outstanding debts indicating a potential threat to Council's working capital and liquidity. The benchmark set by OLG is below 10 per cent.

$$\frac{\text{Rates and annual charges outstanding}}{\text{Rates and annual charges collectable}}$$



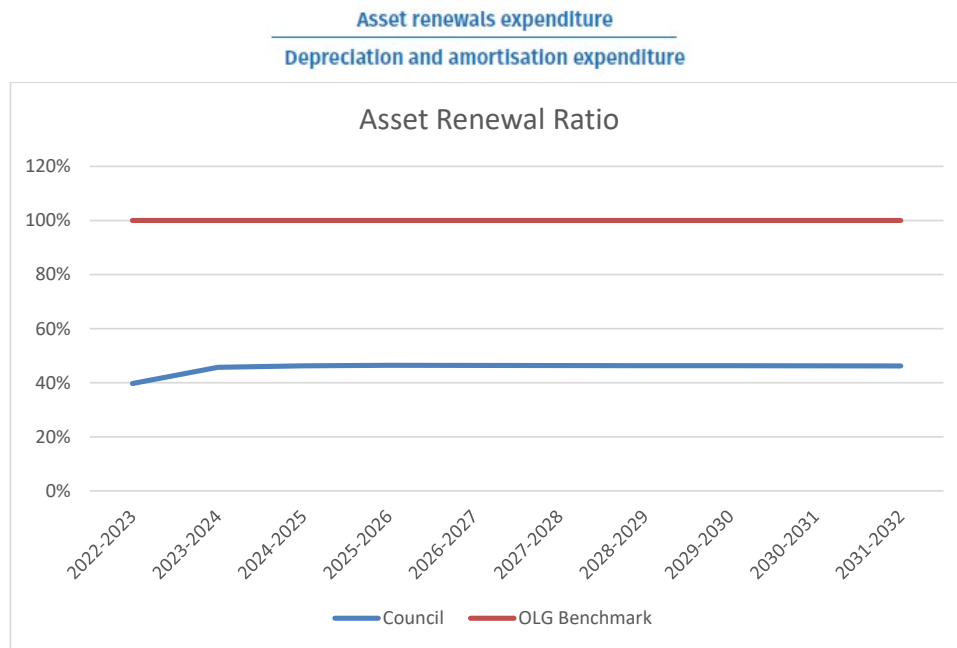
OPERATING PERFORMANCE RATIO

This ratio provides an indication of Council's financial sustainability by measuring operating result excluding capital grants and contributions (which are typically tied to delivery of new capital works). Performance at or above benchmark indicates Council can internally generate sufficient funding for its ongoing operations. The benchmark set by OLG is greater than 0 per cent.



ASSET RENEWAL RATIO

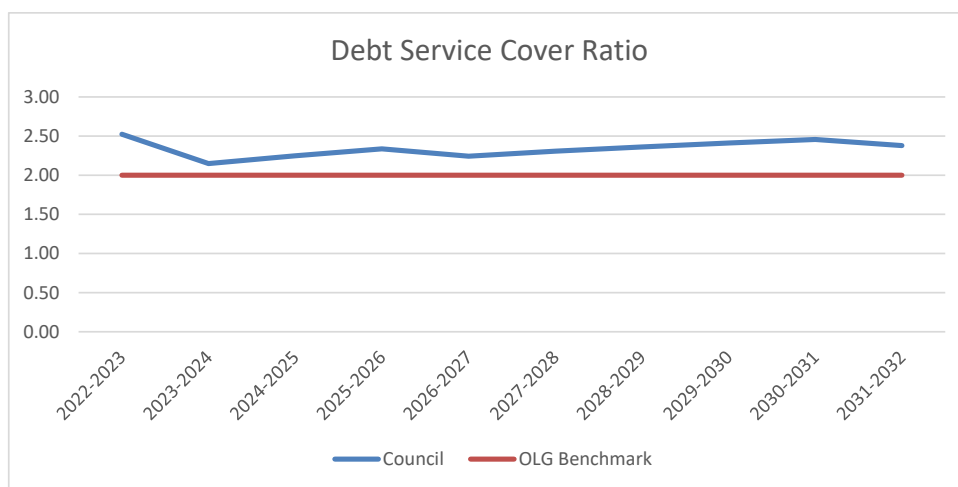
This ratio indicates Council is adequately maintaining its asset base based on planned renewal activities as a proportion of the depreciation expenditure. A ratio result of 100 per cent indicates Council is renewing its asset base and not contributing to infrastructure backlogs. The benchmark set by OLG is greater than 100 per cent.



DEBT SERVICE RATIO

This ratio measures the availability of operating cash to service debt including interest, principal and lease payments. A high ratio indicates the ability of the Council to repay debt. The benchmark set by OLG is greater than two.

$$\frac{\text{Operating result before capital excluding interest and depreciation/impairment/amortisation}}{\text{Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)}}$$



STRATEGIC ALIGNMENT

The Long-Term Financial Plan combines the financial implications arising from the Community Strategic Plan, Delivery Program and the annual Operational Plan to ensure all items in these plans are achievable and sustainable. The Asset Management Framework and Workforce Management Strategy are major drivers of the assumptions used within the Long-Term Financial Plan.

Projected Financial Statements – 2022-32 LTFP (Scenario 1 – With ASV)

Income Statement - Consolidated For the year	Budgeted 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29	Projected 2029/30	Projected 2030/31	Projected 2031/32
Income from Continuing Operations										
<i>Revenue:</i>										
Rates and Annual Charges	30,796	31,566	32,355	33,164	33,993	34,842	35,714	36,606	37,522	38,460
User Charges and Fees	20,507	21,259	21,833	22,423	23,091	23,779	24,488	25,219	25,971	26,746
Interest and Investment Revenue	510	823	767	720	647	575	477	379	281	183
Other Revenue	2,566	2,631	2,696	2,764	2,833	2,904	2,976	3,051	3,127	3,205
Grants and Contributions provided for Operating Purposes	7,023	7,199	7,379	7,563	7,752	7,946	8,145	8,349	8,557	8,771
Grants and Contributions provided for Capital Purposes	4,830	4,555	4,555	4,555	4,611	4,668	4,728	4,788	4,851	4,915
Internal Revenue	2,778	2,847	2,919	2,992	3,066	3,143	3,222	3,302	3,385	3,469
<i>Other Income:</i>										
Net gain from the disposal of assets	-	-	-	-	-	-	-	-	-	-
Share of interests in joint ventures and associates	-	-	-	-	-	-	-	-	-	-
Total Income from Continuing Operations	69,011	70,879	72,503	74,180	75,993	77,859	79,750	81,694	83,693	85,750
Expenses from Continuing Operations										
Employee Benefits and On-Costs	16,792	17,296	17,814	18,349	18,899	19,466	20,050	20,652	21,271	21,910
Borrowing Costs	2,013	2,093	1,736	1,613	1,936	1,764	1,617	1,479	1,358	1,634
Materials and Contracts	17,799	18,208	18,627	19,055	19,493	19,942	20,400	20,870	21,350	21,841
Overheads	4,554	4,645	4,738	4,833	4,930	5,028	5,129	5,231	5,336	5,443
Depreciation and Amortisation	15,200	15,581	15,970	16,370	16,793	17,228	17,673	18,131	18,600	19,081
Impairment	-	-	-	-	-	-	-	-	-	-
Net Losses from the disposal of assets	-	-	-	-	-	-	-	-	-	-
Other Expenses	5,294	5,400	5,508	5,618	5,730	5,845	5,962	6,081	6,202	6,327
Total Expenses from Continuing Operations	61,651	63,222	64,393	65,838	67,781	69,272	70,832	72,443	74,117	76,235
Operating Result from Continuing Operations	7,359	7,657	8,109	8,342	8,212	8,586	8,918	9,251	9,576	9,515
Discontinued Operations										
Net Profit / (Loss) from Discontinued Operations	-	-	-	-	-	-	-	-	-	-
Net Operating Result for the Year	7,359	7,657	8,109	8,342	8,212	8,586	8,918	9,251	9,576	9,515
Net Operating Result attributable to Council	7,359	7,657	8,109	8,342	8,212	8,586	8,918	9,251	9,576	9,515
Net Operating Result attributable to Minority Interests	-	-	-	-	-	-	-	-	-	-
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	2,530	3,102	3,555	3,787	3,601	3,918	4,190	4,462	4,725	4,600
Net Operating Result for the Year	7,359	7,657	8,109	8,342	8,212	8,586	8,918	9,251	9,576	9,515
Amounts which will not be reclassified to the Operating Result										
Gain (Loss) on revaluation of LTFPE										
Total Comprehensive Income for the year	7,359	7,657	8,109	8,342	8,212	8,586	8,918	9,251	9,576	9,515

Statement of Cash Flows - Consolidated For the year (000's)	Budgeted 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29	Projected 2029/30	Projected 2030/31	Projected 2031/32
Cash Flows from Operating Activities										
Receipts:										
Rates and Annual Charges	30,796	31,566	32,355	33,164	33,993	34,842	35,714	36,606	37,522	38,460
User Charges and Fees	20,507	21,259	21,833	22,423	23,091	23,779	24,488	25,219	25,971	26,746
Investment and Interest Revenue Received	510	823	767	720	647	575	477	379	281	183
Grants and Contributions	11,853	11,754	11,934	12,118	12,363	12,615	12,873	13,137	13,408	13,686
Bonds, Deposits and Retention amounts received										
Other	2,778	2,847	2,919	2,992	3,066	3,143	3,222	3,302	3,385	3,469
Payments:										
Employee Benefits and On-Costs	(16,792)	(17,296)	(17,814)	(18,349)	(18,899)	(19,466)	(20,050)	(20,652)	(21,271)	(21,910)
Materials and Contracts	(17,799)	(18,208)	(18,627)	(19,055)	(19,493)	(19,942)	(20,400)	(20,870)	(21,350)	(21,841)
Borrowing Costs	(2,013)	(2,093)	(1,736)	(1,613)	(1,936)	(1,764)	(1,617)	(1,479)	(1,358)	(1,634)
Bonds, Deposits and Retention amounts refunded	-	-	-	-	-	-	-	-	-	-
Other	(5,294)	(5,400)	(5,508)	(5,618)	(5,730)	(5,845)	(5,962)	(6,081)	(6,202)	(6,327)
Net Cash provided (or used) in Operating Activities	24,548	25,252	26,122	26,781	27,102	27,938	28,744	29,562	30,385	30,834
Cash Flows from Investing Activities										
Receipts:										
Sale of Investment Securities	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000
Sale of Investment Property	-	-	-	-	-	-	-	-	-	-
Sale of Real Estate Assets	-	-	-	-	-	-	-	-	-	-
Sale of Infrastructure, Property, Plant and Equipment	-	-	-	-	-	-	-	-	-	-
Payments:										
Purchase of Investment Securities	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)
Purchase of Investment Property	-	-	-	(10,000)	-	-	-	-	(10,000)	-
Purchase of Infrastructure, Property, Plant and Equipment	(18,335)	(13,532)	(13,796)	(24,009)	(14,359)	(14,718)	(15,086)	(15,463)	(25,849)	(16,246)
Purchase of Real Estate Assets	-	-	-	-	-	-	-	-	-	-
Net Cash provided (or used) in Investing Activities	(18,335)	(13,532)	(13,796)	(34,009)	(14,359)	(14,718)	(15,086)	(15,463)	(35,849)	(16,246)
Cash Flows from Financing Activities										
Receipts:										
Proceeds from Borrowing and Advances	-	-	-	-	10,000	-	-	-	10,000	-
Payments:										
Repayment of borrowing and advances	(6,455)	(6,505)	(6,205)	(6,193)	(4,206)	(4,669)	(4,061)	(3,354)	(3,054)	(3,252)
Net Cash provided (or used) in Financing Activities	(6,455)	(6,505)	(6,205)	(6,193)	5,794	(4,669)	(4,061)	(3,354)	6,946	(3,252)
Net Increase / (Decrease) in Cash and Cash Equivalents	(242)	5,215	6,121	(13,421)	18,537	8,552	9,598	10,745	1,481	11,336
plus: Cash and Cash Equivalents - beginning of year	16,978	16,736	21,951	28,072	14,651	33,188	41,740	51,337	62,083	63,564
Cash and Cash Equivalents - end of year	16,736	21,951	28,072	14,651	33,188	41,740	51,337	62,083	63,564	74,900
plus: Investments on hand - end of year	48,283	48,283	48,283	48,283	48,283	48,283	48,283	48,283	48,283	48,283
Total Cash, Cash Equivalents and Investments	65,019	70,234	76,355	62,934	81,471	90,023	99,620	110,366	111,847	123,183

Balance Sheet - Consolidated	Budgeted	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
Asat (000's)	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
ASSETS										
Current Assets										
Cash and Cash Equivalents	16,736	21,951	28,072	14,651	33,188	41,740	51,337	62,083	63,564	74,900
Investments	20,550	20,550	20,550	20,550	20,550	20,550	20,550	20,550	20,550	20,550
Receivables	7,350	7,350	7,350	7,350	7,350	7,350	7,350	7,350	7,350	7,350
Inventories	1,661	1,661	1,661	1,661	1,661	1,661	1,661	1,661	1,661	1,661
Other	250	250	250	250	250	250	250	250	250	250
Total Current Assets	46,547	51,762	57,883	44,462	62,999	71,551	81,148	91,894	93,375	104,711
Non-Current Assets										
Investments	24,711	22,911	22,911	22,911	22,911	22,911	22,911	22,912	22,942	23,050
Infrastructure, Property, Plant and Equipment	734,201	732,153	729,978	737,617	735,182	732,672	730,084	727,416	734,666	731,831
Investments accounted for using the equity method	158	158	158	158	158	158	158	158	158	158
Investment Property	61,694	61,694	61,694	71,694	71,694	71,694	71,694	71,694	81,694	81,694
Total Non-Current Assets	820,764	816,916	814,741	832,380	829,945	827,435	824,847	822,180	839,460	836,732
TOTAL ASSETS	867,311	868,678	872,624	876,842	892,944	898,986	905,996	914,074	932,835	941,443
LIABILITIES										
Current Liabilities										
Payables	8,966	8,966	8,966	8,966	8,966	8,966	8,966	8,966	8,966	8,966
Borrowings	4,492	4,112	4,457	2,593	2,733	2,297	1,737	1,575	1,894	1,705
Provisions	2,262	2,262	2,262	2,262	2,262	2,262	2,262	2,262	2,262	2,262
Total Current Liabilities	15,720	15,340	15,685	13,821	13,961	13,525	12,965	12,803	13,122	12,933
Non-Current Liabilities										
Payables	1,291	1,291	1,291	1,291	1,291	1,291	1,291	1,291	1,291	1,291
Borrowings	54,531	48,026	41,821	35,628	41,422	36,753	32,692	29,338	36,284	33,032
Provisions	32,362	32,957	34,654	38,588	40,544	43,105	45,817	48,160	50,080	52,615
Total Non-Current Liabilities	88,185	82,274	77,766	75,507	83,257	81,148	79,800	78,790	87,655	86,937
TOTAL LIABILITIES	103,905	97,615	93,451	89,328	97,218	94,674	92,765	91,593	100,777	99,871
Net Assets	763,406	771,063	779,172	787,514	795,726	804,312	813,230	822,481	832,057	841,573
EQUITY										
Retained Earnings	437,085	444,742	452,851	461,193	469,405	477,991	486,909	496,160	505,736	515,252
Revaluation Reserves	326,321	326,321	326,321	326,321	326,321	326,321	326,321	326,321	326,321	326,321
Total Equity	763,406	771,063	779,172	787,514	795,726	804,312	813,230	822,481	832,057	841,573

Projected Financial Statements – 2022-32 LTFP (Scenario 2 – Without ASV)

Income Statement - Consolidated For the year	Budgeted 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29	Projected 2029/30	Projected 2030/31	Projected 2031/32
Income from Continuing Operations										
Revenue:										
Rates and Annual Charges	29,605	30,345	31,104	31,881	32,679	33,495	34,333	35,191	36,071	36,973
User Charges and Fees	20,507	21,259	21,833	22,423	23,091	23,779	24,488	25,219	25,971	26,746
Interest and Investment Revenue	510	823	767	720	647	575	477	379	281	183
Other Revenue	2,566	2,631	2,696	2,764	2,833	2,904	2,976	3,051	3,127	3,205
Grants and Contributions provided for Operating Purposes	7,023	7,199	7,379	7,563	7,752	7,946	8,145	8,349	8,557	8,771
Grants and Contributions provided for Capital Purposes	4,830	4,555	4,555	4,555	4,611	4,668	4,728	4,788	4,851	4,915
Internal Revenue	2,778	2,847	2,919	2,992	3,066	3,143	3,222	3,302	3,385	3,469
Other Income:										
Net gain from the disposal of assets	-	-	-	-	-	-	-	-	-	-
Share of interests in joint ventures and associates	-	-	-	-	-	-	-	-	-	-
Total Income from Continuing Operations	67,820	69,659	71,252	72,898	74,679	76,512	78,369	80,279	82,243	84,263
Expenses from Continuing Operations										
Employee Benefits and On-Costs	16,792	17,296	17,814	18,349	18,899	19,466	20,050	20,652	21,271	21,910
Borrowing Costs	2,013	2,093	1,736	1,613	1,936	1,764	1,617	1,479	1,358	1,634
Materials and Contracts	17,799	18,208	18,627	19,055	19,493	19,942	20,400	20,870	21,350	21,841
Overheads	4,554	4,645	4,738	4,833	4,930	5,028	5,129	5,231	5,336	5,443
Depreciation and Amortisation	15,200	15,581	15,970	16,370	16,793	17,228	17,673	18,131	18,600	19,081
Impairment	-	-	-	-	-	-	-	-	-	-
Net Losses from the disposal of assets	-	-	-	-	-	-	-	-	-	-
Other Expenses	5,294	5,400	5,508	5,618	5,730	5,845	5,962	6,081	6,202	6,327
Total Expenses from Continuing Operations	61,651	63,222	64,393	65,838	67,781	69,272	70,832	72,443	74,117	76,235
Operating Result from Continuing Operations	6,169	6,437	6,859	7,060	6,898	7,239	7,537	7,836	8,126	8,028
Discontinued Operations										
Net Profit / (Loss) from Discontinued Operations	-	-	-	-	-	-	-	-	-	-
Net Operating Result for the Year	6,169	6,437	6,859	7,060	6,898	7,239	7,537	7,836	8,126	8,028
Net Operating Result attributable to Council	6,169	6,437	6,859	7,060	6,898	7,239	7,537	7,836	8,126	8,028
Net Operating Result attributable to Minority Interests	-	-	-	-	-	-	-	-	-	-
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	1,339	1,882	2,304	2,505	2,287	2,571	2,810	3,047	3,275	3,113
Net Operating Result for the Year	6,169	6,437	6,859	7,060	6,898	7,239	7,537	7,836	8,126	8,028
Amounts which will not be reclassified to the Operating Result										
Gain (Loss) on revaluation of I/P&E										
Total Comprehensive Income for the year	6,169	6,437	6,859	7,060	6,898	7,239	7,537	7,836	8,126	8,028

Statement of Cash Flows - Consolidated For the year (000's)	Budgeted 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29	Projected 2029/30	Projected 2030/31	Projected 2031/32
Cash Flows from Operating Activities										
Receipts:										
Rates and Annual Charges	29,605	30,345	31,104	31,881	32,679	33,495	34,333	35,191	36,071	36,973
User Charges and Fees	20,507	21,259	21,833	22,423	23,091	23,779	24,488	25,219	25,971	26,746
Investment and Interest Revenue Received	510	823	767	720	647	575	477	379	281	183
Grants and Contributions	11,853	11,754	11,934	12,118	12,363	12,615	12,873	13,137	13,408	13,686
Bonds, Deposits and Retention amounts received	-	-	-	-	-	-	-	-	-	-
Other	2,566	2,631	2,696	2,764	2,833	2,904	2,976	3,051	3,127	3,205
Payments:										
Employee Benefits and On-Costs	(16,792)	(17,296)	(17,814)	(18,349)	(18,899)	(19,466)	(20,050)	(20,652)	(21,271)	(21,910)
Materials and Contracts	(17,799)	(18,208)	(18,627)	(19,055)	(19,493)	(19,942)	(20,400)	(20,870)	(21,350)	(21,841)
Borrowing Costs	(2,013)	(2,093)	(1,736)	(1,613)	(1,936)	(1,764)	(1,617)	(1,479)	(1,358)	(1,634)
Bonds, Deposits and Retention amounts refunded	-	-	-	-	-	-	-	-	-	-
Other	(5,294)	(5,400)	(5,508)	(5,618)	(5,730)	(5,845)	(5,962)	(6,081)	(6,202)	(6,327)
Net Cash provided (or used) in Operating Activities	23,145	23,815	24,648	25,271	25,554	26,352	27,118	27,895	28,677	29,082
Cash Flows from Investing Activities										
Receipts:										
Sale of Investment Securities	28,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000
Sale of Investment Property	-	-	-	-	-	-	-	-	-	-
Sale of Real Estate Assets	-	-	-	-	-	-	-	-	-	-
Sale of Infrastructure, Property, Plant and Equipment	-	-	-	-	-	-	-	-	-	-
Payments:										
Purchase of Investment Securities	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)
Purchase of Investment Property	-	-	-	(10,000)	-	-	-	-	(10,000)	-
Purchase of Infrastructure, Property, Plant and Equipment	(18,335)	(13,532)	(13,796)	(14,009)	(14,359)	(14,718)	(15,086)	(15,463)	(15,849)	(16,246)
Purchase of Real Estate Assets	-	-	-	-	-	-	-	-	-	-
Net Cash provided (or used) in Investing Activities	1,665	(13,532)	(13,796)	(24,009)	(14,359)	(14,718)	(15,086)	(15,463)	(25,849)	(16,246)
Cash Flows from Financing Activities										
Receipts:										
Proceeds from Borrowing and Advances	-	-	-	-	10,000	-	-	-	10,000	-
Payments:										
Repayment of borrowing and advances	(6,455)	(6,505)	(6,205)	(6,193)	(4,206)	(4,669)	(4,061)	(3,354)	(3,054)	(3,252)
Net Cash provided (or used) in Financing Activities	(6,455)	(6,505)	(6,205)	(6,193)	5,794	(4,669)	(4,061)	(3,354)	6,946	(3,252)
Net Increase / (Decrease) in Cash and Cash Equivalents	18,355	3,778	4,647	(4,931)	16,989	6,965	7,971	9,079	9,773	9,584
plus: Cash and Cash Equivalents - beginning of year	(3,750)	14,605	18,383	23,031	18,100	35,089	42,055	50,026	59,105	68,878
Cash and Cash Equivalents - end of year	14,605	18,383	23,031	18,100	35,089	42,055	50,026	59,105	68,878	78,462
plus: Investments on hand - end of year	28,283	28,283	28,283	28,283	28,283	28,283	28,283	28,283	28,283	28,283
Total Cash, Cash Equivalents and Investments	42,888	46,666	51,314	46,383	63,372	70,338	78,309	87,388	97,161	106,745

23

Balance Sheet - Consolidated Asat (000's)	Budgeted 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29	Projected 2029/30	Projected 2030/31	Projected 2031/32
ASSETS										
Current Assets										
Cash and Cash Equivalents	10,705	11,333	16,824	21,943	27,031	31,062	35,335	40,576	46,139	51,269
Investments	20,550	20,550	20,550	20,550	20,550	20,550	20,550	20,550	20,550	20,550
Receivables	7,350	7,350	7,350	7,350	7,350	7,350	7,350	7,350	7,350	7,350
Inventories	1,661	1,661	1,661	1,661	1,661	1,661	1,661	1,661	1,661	1,661
Other	250	250	250	250	250	250	250	250	250	250
Total Current Assets	40,516	41,144	46,635	51,754	56,842	60,873	65,146	70,387	75,950	81,080
Non-Current Assets										
Investments	24,711	22,911	22,911	22,911	22,911	22,911	22,911	22,912	22,942	23,050
Infrastructure, Property, Plant and Equipment	734,201	732,153	729,978	737,617	735,182	732,672	730,084	727,416	734,666	731,831
Investments accounted for using the equity method	158	158	158	158	158	158	158	158	158	158
Investment Property	61,694	61,694	61,694	71,694	71,694	71,694	71,694	71,694	81,694	81,694
Total Non-Current Assets	820,764	816,916	814,741	832,380	829,945	827,435	824,847	822,180	839,460	836,732
TOTAL ASSETS	861,280	858,060	861,376	884,133	886,787	888,309	889,994	892,567	915,410	917,812
LIABILITIES										
Current Liabilities										
Payables	6,241	6,241	6,250	6,249	6,236	6,211	6,174	6,124	6,063	6,001
Borrowings	7,482	5,932	6,066	6,072	6,239	4,748	4,853	4,230	3,505	3,315
Provisions	2,837	2,837	2,837	2,837	2,837	2,837	2,837	2,837	2,837	2,837
Total Current Liabilities	16,559	15,009	15,153	15,157	15,312	13,796	13,864	13,191	12,405	12,153
Non-Current Liabilities										
Payables	1,291	1,291	1,291	1,291	1,291	1,291	1,291	1,291	1,291	1,291
Borrowings	78,631	74,660	68,498	62,460	65,978	62,757	57,833	54,262	51,518	58,189
Provisions	2,583	-1,552	923	22,655	14,738	13,758	12,761	11,743	29,990	17,945
Total Non-Current Liabilities	82,505	74,399	70,712	86,406	82,007	77,806	71,885	67,296	82,799	77,425
TOTAL LIABILITIES	99,065	89,408	85,865	101,563	97,319	91,601	85,749	80,487	95,204	89,578
Net Assets	762,216	768,652	775,511	782,570	789,468	796,707	804,244	812,080	820,206	828,234
EQUITY										
Retained Earnings	435,894	442,331	449,190	456,249	463,147	470,387	477,924	485,759	493,885	501,913
Revaluation Reserves	326,321	326,321	326,321	326,321	326,321	326,321	326,321	326,321	326,321	326,321
Total Equity	762,215	768,652	775,511	782,570	789,468	796,708	804,245	812,080	820,206	828,234

The End



9.4.3. Adoption - 2022/2023 Operational Plan

Attachments:	1. 2022-2023 Operational Plan [9.4.3.1 - 32 pages]
Responsible Officer:	Fiona Plesman - General Manager
Author:	Melissa Cleary – Manager - Integrated Planning & Governance
Community Plan Issue:	6 - <i>Community Leadership</i>
Community Plan Goal:	24.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.
Community Plan Strategy:	24.1.2 - Appropriate matters are reported to Council in a timely manner in accordance with the Financial Control and Reporting Policy.

PURPOSE

This report details the public submissions received during the public exhibition of the draft 2022-2023 Operational Plan.

OFFICER'S RECOMMENDATION

Council adopts the 2022-2023 Operational Plan.

Moved: _____ **Seconded:** _____

BACKGROUND

Annually, pursuant to section 405 of the New South Wales *Local Government Act 1993*, Council is required to prepare an Operational Plan outlining the activities to be undertaken for the following financial year. A draft Operational Plan must be placed on public exhibition for at least 28 days and, after consideration of any submissions, the final draft must be adopted prior to the beginning of the financial year.

CONSULTATION

The draft 2022-2023 Operational Plan (the Plan) was placed on public exhibition via Council's website and was available for viewing or downloading from 25 May 2022 to 21 June 2022. The Plan was also available for inspection (in hard copy) at Council's Administration and Libraries.

The Plan was accompanied by the draft Budget 2022/23 (draft Budget), the draft Fees and Charges 2022/23 and the draft Revenue Policy 2022/23, including rate map. The rating map was also placed on display at Council's Administration Centre and available for inspection at any time by members of the public.

During the public exhibition period, Council received NO submissions from the public relating to the Plan.

All Councillors and Council staff were consulted during the drafting and public exhibition of these documents.

REPORT



The draft 2022-2023 Operational Plan and draft Budget, including the Revenue Policy and Fees and Charges documents were placed on public exhibition from 25 May 2022 to 21 June 2022.

During the public exhibition period, Council received 0 submissions from the community.

Eight minor grammatical and/or typographical and/or formatting amendments were made to the draft Plan during the public exhibition period.

The following additional and/or amended content was included in the draft Plan during the public exhibition period:

- Page 25: **2.6.1.3 Develop a cross Council Child Safe Action Plan in response to Child Safe Standards was added as an action under Social Equity and Inclusion;**
- Page 26: **3.4.1.1 Assist households and businesses to reduce waste to landfill, and to lower water and energy consumption** was replaced with **3.4.1.1 Assist Council, households and businesses to manage waste effectively and use water and energy efficiently;**
- Page 26: **3.4.3.2 Develop the funded portions of the FOGO facility at the Muswellbrook Waste Facility** was replaced with **3.4.3.2 Facilitate the introduction of FOGO collection and processing for households and businesses in the Shire.**

The amended 2022-2023 Operational Plan is provided under separate cover.

Commentary

The *Muswellbrook Shire Council 2022-2023 Operational Plan* is organised by the six community themes identified in the *Muswellbrook Shire 2022-2032 Community Strategic Plan* and the *Muswellbrook Shire 2022–2026 Delivery Program*: Economic Prosperity; Social Equity and Inclusion; Environmental Sustainability; Cultural Vitality; Community Infrastructure and Community Leadership.

OPTIONS

This report aims to facilitate the structured roll-out of Council programs of the 2022-2023 Operational Plan and enable compliance with legislative requirements. At this time, the following options are available to Council:

1. Adopt the recommendation provided to Council; this will enable the documents to be finalised within the legislated timeframe;
2. Amend the recommendation provided to Council; depending on the nature of the amendment this may impact on the structure and content of the documents and Council's ability to finalise the budget planning process according to the set timeframe;
3. Reject the recommendation provided to Council; this will impact on Council's ability to finalise the budget planning process according to schedule. Failure to adopt the final Delivery Program, Operational Plan, Budget, and Fees and Charges documents by 30 June 2022 would represent a breach of the *Local Government Act 1993*.

CONCLUSION

It is recommended that the 2022-2023 Operational Plan be adopted by Council.

SOCIAL IMPLICATIONS

None identified



FINANCIAL IMPLICATIONS

The 2022/23 Operating and Capital Budget, Revenue Policy, Fees and Charges will be tabled in a separate report seeking Council's adoption.

POLICY IMPLICATIONS

None identified

STATUTORY IMPLICATIONS

Section 405 of the *Local Government Act, 1993* details Council's obligations to prepare a plan (its **operational plan**) that is adopted before the beginning of each year, detailing the activities to be engaged in by the council during the year as part of the delivery program covering that year which includes a statement of the council's revenue policy for the year covered by the operational plan. The Draft Operational Plan must be placed on public exhibition for a period of at least 28 days. During the period of public exhibition, the council must have for inspection at its office (and at such other places as it may determine) a map that shows those parts of its area to which each category and sub-category of the ordinary rate and each special rate included in the draft operational plan applies.

LEGAL IMPLICATIONS

None identified.

OPERATIONAL PLAN IMPLICATIONS

The Operational Plan is required to be prepared each year and adopted by 30 June following public exhibition for a period of at least 28 days.

RISK MANAGEMENT IMPLICATIONS

None identified.

WASTE MANAGEMENT IMPLICATIONS

None identified.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

None identified.

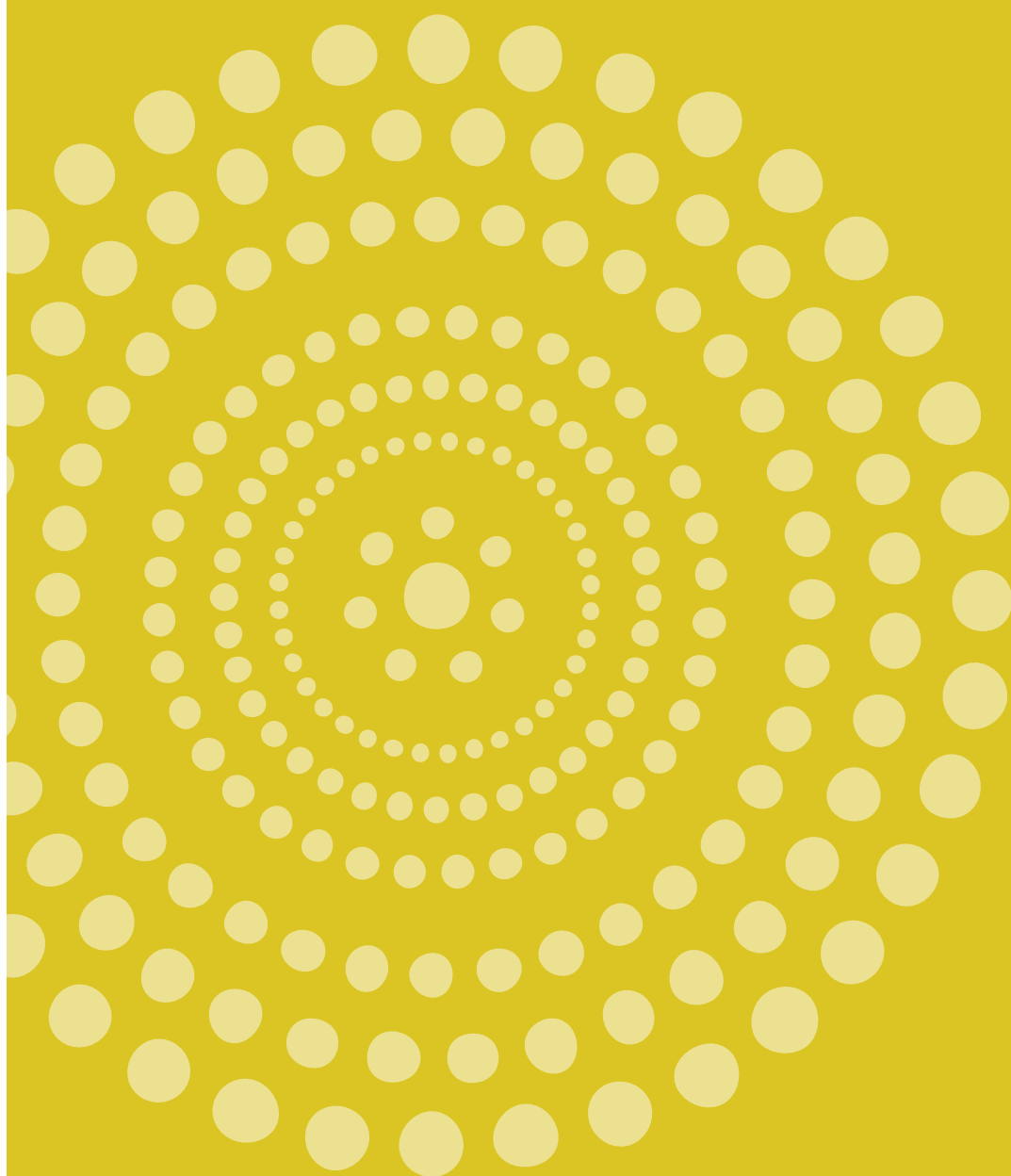
MUSWELLBROOK SHIRE COUNCIL 2022 – 2023 OPERATIONAL PLAN



muswellbrook.nsw.gov.au



***Muswellbrook Shire Council respectfully
acknowledges the Local Aboriginal People who are
the Traditional Owners and Custodians of the land***



Contents

1. FOREWORD – a message from the Mayor and General Manager	4
2. DEMOCRATIC GOVERNANCE – the governing body	6
3. EXECUTIVE LEADERSHIP TEAM	8
4. INTRODUCTION – Integrated Planning and Reporting Framework	
5. THE OPERATIONAL PLAN IN CONTEXT	12
5.1 Our Shire	14
5.2 Muswellbrook at a glance	15
5.3 Economic Output	16
5.4 Relevance of the Operational Plan	17
6. STRATEGIC DIRECTION	18
6.1 How to read the Operational Plan	18
6.2 Community Vision and Values	19
6.3 Council's SPIRIT values	20
6.4 Our Organisation – organisational chart and departmental structure	21
6.5 Organisation's Employment Status	22
7. OPERATIONAL PLAN ACTIONS, MEASURES AND TARGETS	23
01. Economic Prosperity	24
02. Social Equity and Inclusion	25
03. Environmental Sustainability	26
04. Cultural Vitality	27
05. Community Infrastructure	28
06. Community Leadership	29

Foreword

A MESSAGE FROM THE MAYOR



MAYOR – COUNCILLOR
STEVE REYNOLDS

On being elected Mayor of Muswellbrook Shire in January 2022 I declared a commitment to greater transparency and wider community consultation and set a goal to take major projects to completion.

Our region is on the move, and it is important during this time of change that we are moving in the right direction; a direction that improves the liveability of the Shire and enhances our quality of life.

Following the participation of elected officials in extensive strategic planning sessions to set the agenda for this Council term, we adopted a series of strategic priorities to set the agenda for the future.

Included in this agenda is the Operational Plan, a one-year plan that details the budget, services, activities and projects we will deliver, our works programs and how we will measure our performance to ensure we're delivering the right services the best way we can.

Our priorities include

- › Opening and operation of the new Advanced Manufacturing Centre and the STEM Makerspace, in the Donald Horne Building. This facility will be available to schools and those in the community wanting to learn more about advanced manufacturing.
- › Carry out an audit of employment lands and work closely with Council's Industrial Closures Committee around the closure of Muswellbrook Coal and create a masterplan for the site.
- › Work with AGL Macquarie on the closure plans for Liddell and the exciting opportunities for jobs going forward.
- › Deliver a new Works Depot for Council.
- › Implement a Food Organics Garden Organics program for the community.
- › Progress towards completion of the Olympic Park and Town Centre Masterplans.

If there is ever anything you need, even if you have a question or a concern, don't hesitate to reach out to me, your council representative or the General Manager. Thank you for allowing me the opportunity to serve the community.

Steve Reynolds
Mayor

A MESSAGE FROM THE GENERAL MANAGER



GENERAL MANAGER
FIONA PLESMAN

This is the first Operational Plan under our newly elected Council and I am looking forward to working with the Councillors to increase our focus on improving community engagement.

In August, I will be bringing together a Community Panel drawn from an extensive list of community members, who have expressed an interest for further participation in Council's engagement program, to set service level agreements and ensure that Council is well-placed to deliver on the community's expectations.

The 2022/23 Operational Plan will focus on improving service delivery by:

- › reducing the time it takes for service requests to be completed;
- › updating IT Systems, organisational procedures and processes;
- › implementing proactive maintenance plans for key infrastructure assets; and
- › assessing the life of our key utilities.

Council will also focus on progressing an extensive list of major projects commenced under the previous Council, including:

- › the Muswellbrook Aquatic Centre;
- › the new Animal Shelter;
- › the Advanced Manufacturing Centre (in the new Donald Horne Building, stage 2 of the Tertiary Education Precinct);
- › the upgrade of Muswellbrook Olympic Park;
- › the Sandy Hollow truck stop;
- › Denman Recreation Park;
- › the Hunter River Beach project
- › Muswellbrook Town Centre Precinct.

Important operational matters will continue to be actioned as part of this Operational Plan including:

- › Continuing to improve and maintain key services - water, wastewater and waste
- › Ensuring that our rural road network is maintained to a high standard
- › Maintaining high quality parks and recreation facilities
- › Providing innovative library programs
- › Delivering inspiring art exhibitions and growing the Muswellbrook regional art collection.

Fiona Plesman
General Manager

2. Democratic Governance

THE GOVERNING BODY

The Governing Body of the Council consists of twelve (12) councillors elected for four years. The Chair of Muswellbrook Shire Council (the Mayor of Muswellbrook) and the Deputy Chair are elected by Councillors every two years.

The Mayor and Councillors

The Mayor holds a number of Council delegations and some statutory responsibilities to make determinations on behalf of the Governing Body of the Council between Council meetings. The Mayor is responsible to the Governing Body for the determinations he or she makes.

MAYOR – Councillor Steve Reynolds



Second term councillor Steve was born and raised in Muswellbrook and is now raising his own family in the Shire. He was elected Mayor of Muswellbrook in January 2022 and, as a lifetime local, fully understands the history, spirit and needs of the town and its surrounding areas. His priorities include upholding the pledge to improve communication and engagement within the community and delivering key capital projects alongside a team of dedicated councillors.

Steven.Reynolds@muswellbrook.nsw.gov.au

DEPUTY MAYOR – Councillor Jennifer Lecky



As a life member of the Australian Local Government Women's Association (NSW) and offering many years of invaluable experience on Council, Jennifer's passions are her community and supporting women entering politics.

During the current term she would like to see revenue contributions from mining companies used to benefit the community and work towards developing a vibrant region.

Jennifer.Lecky@muswellbrook.nsw.gov.au

Councillor Amanda Barry



First term councillor and Denman resident, Amanda wants to be part of a strong council that can be trusted and respected.

An advocate of community engagement, she wants to create a shared vision for the future which includes efficient and effective services and protection and enhancement of the natural environment.

Amanda.Barry@muswellbrook.nsw.gov.au

Councillor Mark Bowditch



Second term councillor Mark is involved in the environmental revegetation industry and runs trainee programs for young people giving them practical skills to enhance future opportunities.

He wants to represent the community without an agenda, support homeowners on issues around development in the Shire and focus on listening to residents.

Mark.Bowditch@muswellbrook.nsw.gov.au

Councillor De-Anne Douglas



First term councillor and long-term Muswellbrook resident, De-Anne brings a wealth of local knowledge and experience to the role.

As manager of the Muswellbrook PCYC for more than 15 years she has developed deep community connections and a strong local voice. Her priorities include improved access to medical services and delivering the planned Community Hub.

De-Anne.Douglas@muswellbrook.nsw.gov.au

Councillor Jeff Drayton



Born and raised in Denman before relocating to Muswellbrook and with previous experience on Council Jeff wants to see this new Council refocus on real issues and best outcomes for the community.

While acknowledging that Council is financially strong he wants to ensure that consultations with stakeholders are clear and transparent.

Jeff.Drayton@muswellbrook.nsw.gov.au

Councillor Louise Dunn



Long-term resident, schoolteacher and first term councillor Louise has a strong sense of community and has resolved to bring the Shire back to being caring and compassionate.

While acknowledging that carbon neutrality and sustainable energy is the way of the future, she also understands that coal mining is vital to the economy and would also like to see more parks and open spaces.

Louise.Dunn@muswellbrook.nsw.gov.au

Councillor Graeme McNeill



Incumbent councillor Graeme is in his third term on Council. As spokesperson for sport and recreation in the previous two terms, Graeme's priorities include pathways, cycleways, improvements to roads and investment in the Shire's youth.

His hope for this new term is for Council to have a strong focus on community engagement.

Graeme.McNeill@muswellbrook.nsw.gov.au

Councillor Rohit Mahajan



Born in India, Rohit is now a proud Australian citizen, Muswellbrook resident and successful businessman. Running his own business puts him face-to-face with the community daily and he shares their concerns regarding local business

and employment opportunities. With sound relationships in place, he wants to be their voice on Council.

Rohit.Mahajan@muswellbrook.nsw.gov.au

Councillor Rod Scholes



Third term councillor and Muswellbrook resident since 1982 Rod and his family have contributed greatly to the Shire community.

He has served as deputy mayor and mayor during his time on Council and brings a wealth of experience to the table. He wants to continue to improve the Shire's liveability, infrastructure and services.

Rod.Scholes@muswellbrook.nsw.gov.au

Councillor Darryl Marshall



A shire resident for 56 years, first term councillor Darryl has worked across the wine, agriculture and coal industries and ran his own contracting business for 20 years.

Now semi-retired he has the time to commit to Council and pledges to serve the people of the region, work hard for the community and bring a vibrant voice to Council.

Darryl.Marshall@muswellbrook.nsw.gov.au

Councillor Brett Woodruff



With strong connections to the Shire spanning four decades, Denman resident Brett wants to continue to represent the region with both head and heart.

Council's longest serving councillor, this is his sixth term, he is determined to provide residents with guidance, support and governance. His mantra is to look back and appreciate the past, enjoy the now and plan for the future.

Brett.Woodruff@muswellbrook.nsw.gov.au

3. Executive Leadership Team

Fiona Plesman, General Manager



Fiona is a member of the Australian Institute of Company Directors, the Human Resources Institute and Local government Professionals and has post-graduate qualifications in Organisation Development and

Sustainability.

With more than 30 years' experience as a leader in local government and higher education Fiona's focus is innovation, organisational development and managing disruption and change.

Sharon Pope, Director Environment and Planning



Sharon is a Fellow of the Planning Institute of Australia, has a degree in Urban and Regional Planning and has vast experience in Local Government having started her career as a Trainee Town Planner at

Greater Taree City Council.

Her broad range of experience in strategic land use planning, the development assessment process and community collaboration make her an invaluable member of Muswellbrook Shire Council leadership team.

Derek Finnigan, Deputy General Manager



Derek has served in a variety of roles with Council, focusing primarily on infrastructure services and operational sustainability, and is Council's Local Emergency Management Officer.

Derek's tertiary qualifications include a Master of Business Administration, Bachelor of Business Administration, Diploma of Occupational Health and Safety, and Bachelor of Arts (English Literature).

Matthew Lysaught, Director Property and Place



Matthew joined Council in 2011 and is responsible for Council's Property and Place directorate which includes Council's Works Department and property assets.

He works with a dedicated team responsible property management, construction, and maintenance of assets.

Matthew has a Bachelor of Economics, graduate and postgraduate degrees in visual arts, and Certificate IV training in property services.

David Walsh, Director Corporate Services and CFO



David joined Council in 2021 and is a Certified Practising Accountant with experience in finance, IT, procurement, and company secretariat and brings experience in change management, process improvement and whole of

organisation system integration to Council

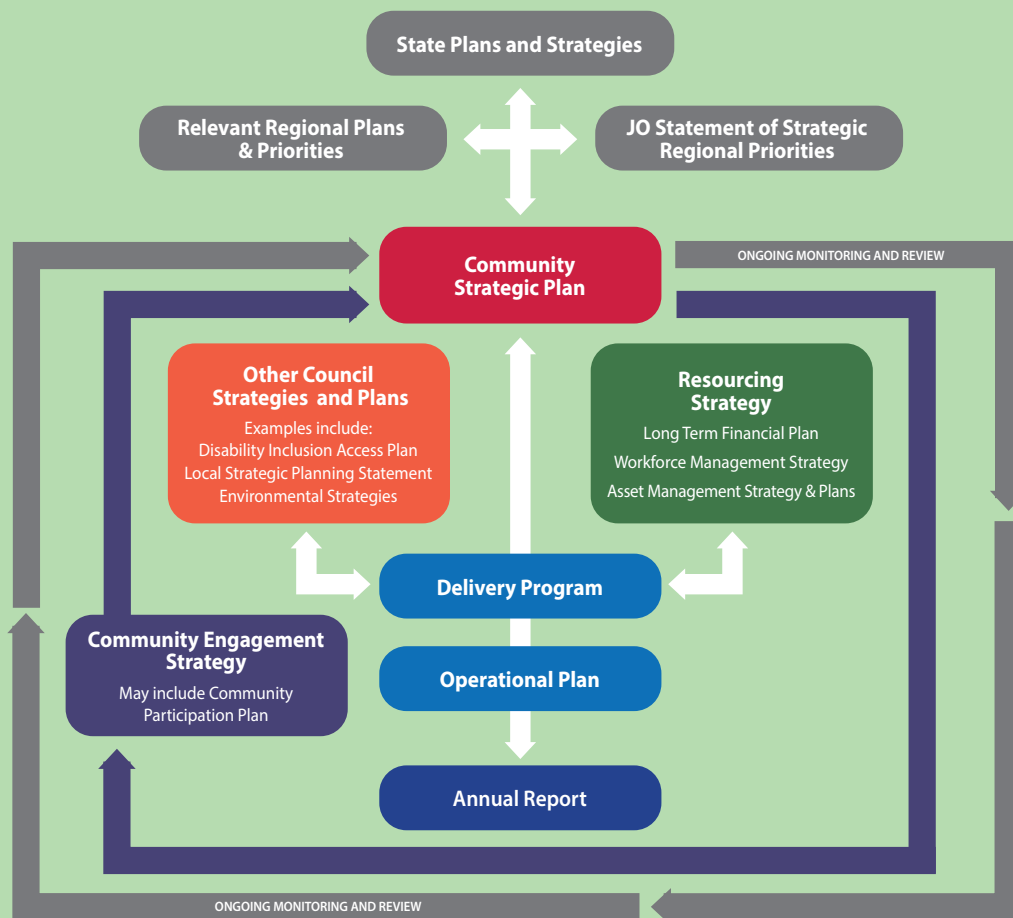
David's qualifications include a Bachelor of Business (Economics), Master of Professional Accounting and a Master of Business Administration and he is a member of the Australian Institute of Company Directors.





4. Introduction - Integrated Planning & Reporting Framework

The Integrated Planning and Reporting (IP&R) framework was established in 2009 by the New South Wales Government. This legislation requires all Councils to have the following plans developed in consultation with the community:



The Community Strategic Plan (10 year)

The Community Strategic Plan is an overview document that identifies the community's vision and goals for the future. It covers a minimum time frame of 10 years. Council's role is initiating, preparing and maintaining the Community Strategic Plan on behalf of the community, however Council is not wholly responsible for its implementation. Other partners, including state agencies, non-government organisations, business and industry, joint organisations and community groups may also have a part to play in enacting the strategies identified within the Plan.



The Delivery Program (4 year)

The Delivery Program is a four-year plan. It is the point of reference for all activities undertaken by the Council during the Councillors' term of office. The Delivery Program details the activities Council will undertake over a four-year period, which align with and support the goals and strategies identified by the community and outlined in the Community Strategic Plan. The Delivery Program also allocates responsibilities for each activity and it identifies suitable performance measures for determining the effectiveness of the activities undertaken.



Resourcing Strategy

The Resourcing Strategy demonstrates how Council will resource achievement of the Community Strategic Plan and Delivery Program. Council's Long Term Financial Plan, Asset Management Plan and Workforce Management Plan have been developed to explain how Council intends to resource the activities identified in the Delivery Program and the Community Strategic Plan goals.

The Operational Plan (annual)

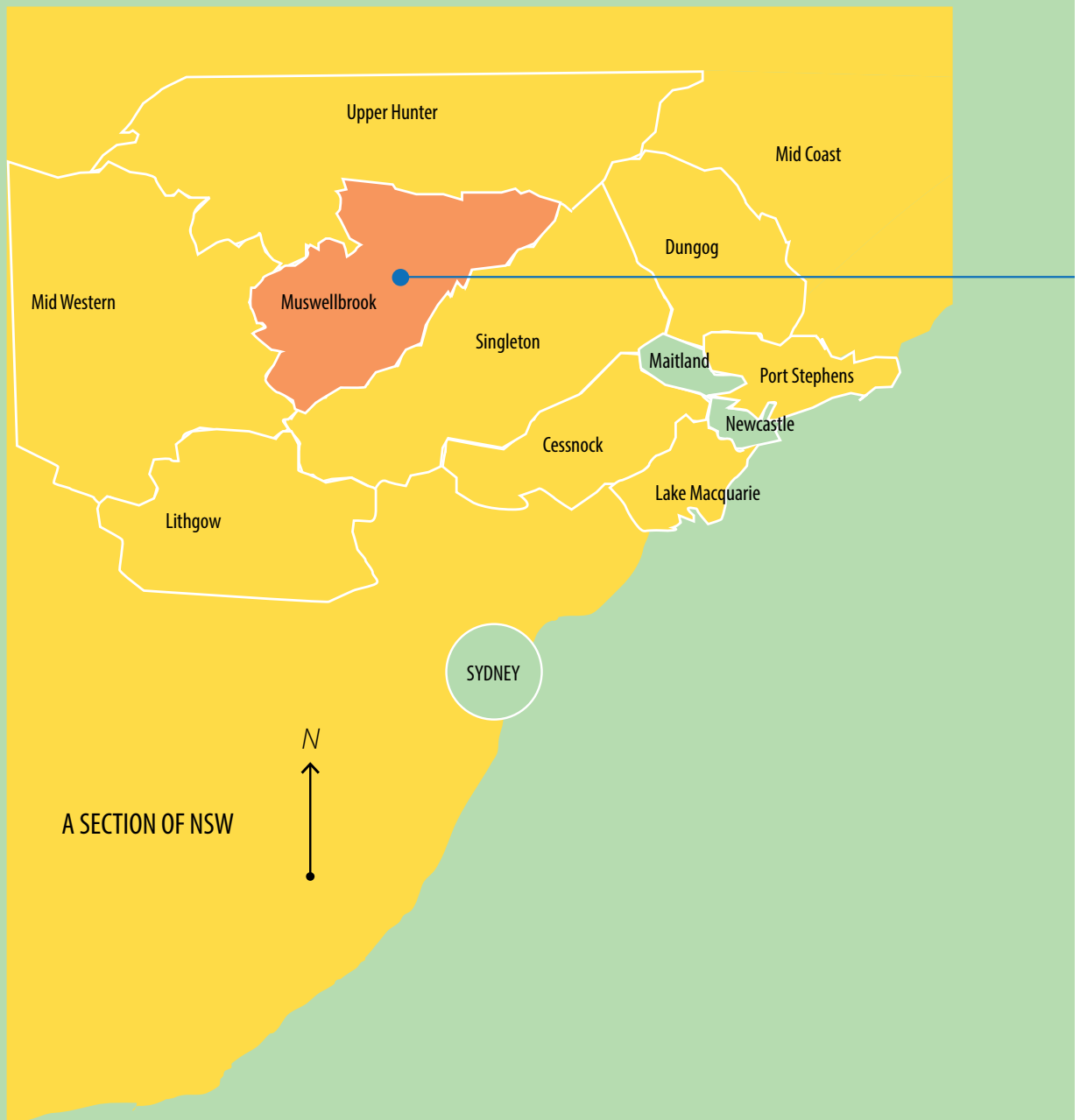
The Operational Plan is a sub-plan of the Delivery Program. It directly addresses the activities outlined in the Delivery Program and identifies specific actions, projects and programs Council will be undertaking within the current financial year and allocates a corresponding budget commitment.

Annual Report

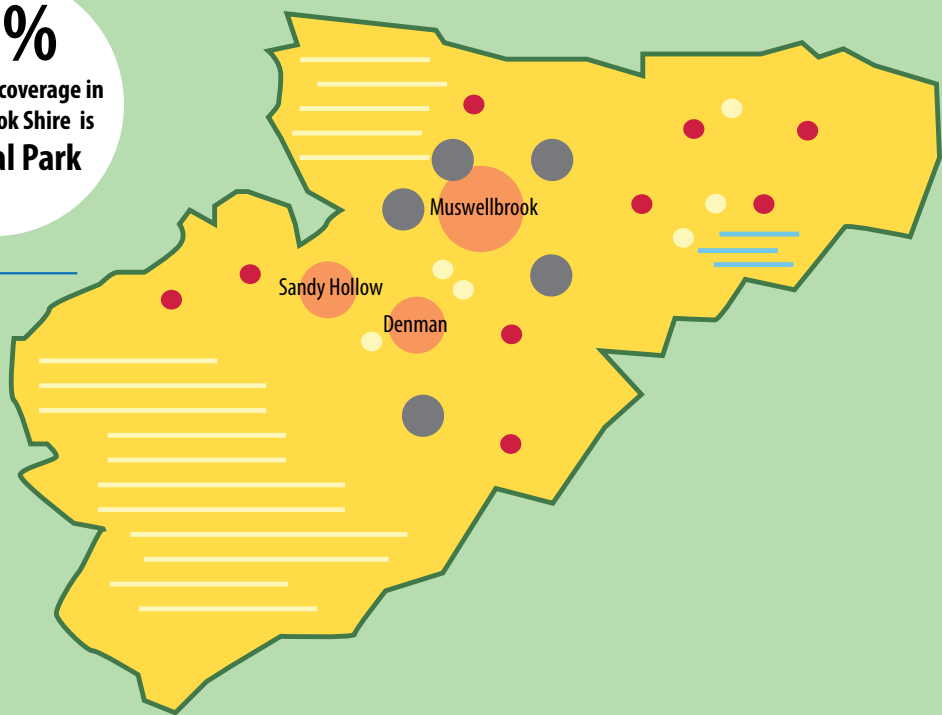
The Annual Report is one of the key means by which Council reports on its progress to the community. It focuses on Council's implementation of the Delivery Program and Operational Plan because these are the plans that are wholly Council's responsibility.

5. The Operational Plan in Context

WE ARE HERE



43%
of total land coverage in
Muswellbrook Shire is
National Park



Muswellbrook Shire Towns

Antiene	Martindale
Baerami	McCullys Gap
Bureen	Muscle Creek
Castle Rock	Muswellbrook
Dalswinton	Muswellbrook North
Denman	Muswellbrook South
Dunbars Creek	Sandy Hollow
Giants Creek	Widden
Kayuga	Widden Valley
Kerrabee	Wybong
Manobalai	Yarrowa



National Parks



Mines



Equine, Viticulture and Cropping



General Rural



Environment Management



Lake Liddell

5.1 OUR SHIRE

Prior to European settlement, the Muswellbrook Shire was occupied by people of the Wonnarua/ Wanaruah language group.

The Wonnarua/ Wanaruah people traded and had ceremonial links to their neighbouring tribes such as Awabakal, Darkinung, Geawegal, Kamilaroi, Wiradjuri and Worimi. The Muswellbrook Shire Local Government area is located within the Wanaruah Local Aboriginal Land Council boundary.

Muswellbrook Shire acknowledges that the local Aboriginal People are the Traditional Owners and Custodians of the land.

The first European settlement occurred in the 1820s and the township of Muswellbrook was gazetted in 1833.

Muswellbrook Shire is centrally located in the Upper Hunter Valley, approximately 130km north-west of Newcastle. By road, Muswellbrook is approximately three hours from Sydney, two hours from Tamworth and around 90 minutes from Newcastle.

The Shire consists of two larger towns, Muswellbrook and Denman, as well as a number of outlying rural communities including Sandy Hollow, Wybong, Baerami, Martindale, McCully's Gap, Widden and Muscle Creek.

The boundaries of the Local Government Area (LGA) are marked by Lake Liddell to the east, Goulburn River National Park to the west, Wollemi National Park to the south and bordering Aberdeen in the north.

A surprising fact to many is that 1,455km – or 43% - of Muswellbrook Shire's 3,402km² land coverage is national park. This includes the World Heritage Wollemi National Park.

We are a young community with a rising population

Muswellbrook Shire is a welcoming community offering all the cultural, recreational, educational and community facilities that you would expect to find in a city. It is the main regional centre for the Upper Hunter. The population of Muswellbrook Local Government Area (LGA) is concentrated in the towns of Sandy Hollow, Denman and Muswellbrook.

The estimated residential population for Muswellbrook (LGA) in 2020 was 16,355 people (ABS). This is up from 15,793 in 2016. Council anticipates low to modest population growth, in the short to medium term, associated with the planned closures of Liddell and Bayswater power stations offset by some diversification in the local economy.

The average population of the Muswellbrook LGA has reflected the ebbs and flows of the mining industry. Annual population growth over the last decade, 2006 to 2016, was 5.3% - a steady rise for a regional area. The majority of this growth has concentrated in Muswellbrook, which accounted for around half the growth. However, the 2016 census showed that growth overall since 2011 has only been 1.9%.

The 2016 census indicated that Muswellbrook Shire has a relatively high proportion of Aboriginal and Torres Strait Islander peoples residing in the community at 8.3%. This compares with the 2.9% NSW State average.

Muswellbrook Shire tends to be a younger community with the median age of people being 36.9 years, compared to 37.9 for NSW.

In 2020 our population consisted of 22.6% aged 0-14 years compared with NSW at 18.5%; while 63.4% were aged 15-64 years compared with NSW at 64.8% and 14.1% aged 65 years and over compared to 16.7% across the State.

The ratio of men to women in 2020 was 51.4% and 48.6% female.

For more on the Shire's Community Profile visit: communityprofile.com.au/muswellbrook

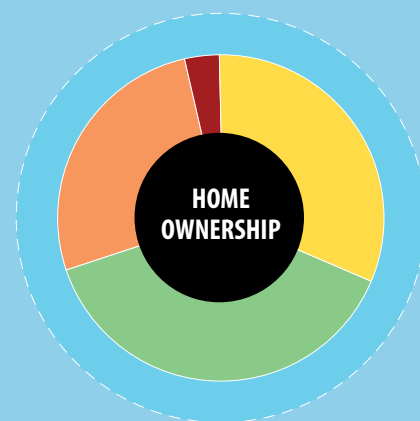
5.2 MUSWELLBROOK AT A GLANCE

A summary of significant indicators for Muswellbrook compared with NSW as a whole:

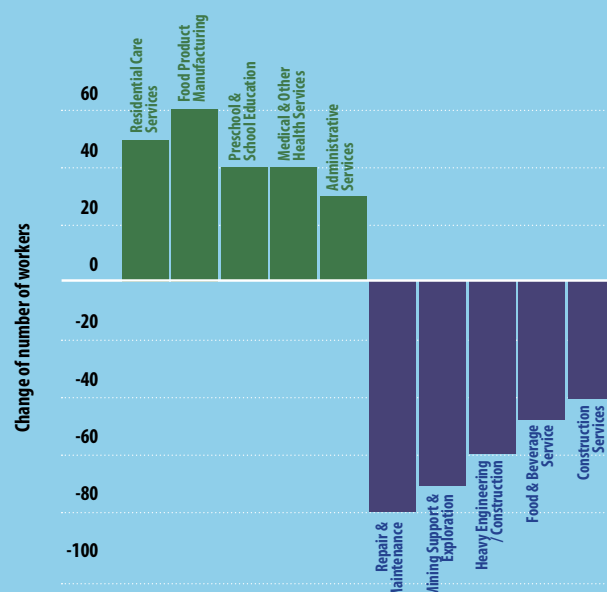
Indicator	Muswellbrook Shire	NSW
% Aboriginal and Torres Strait Islander (2016)	8.3	2.9
% University or tertiary institution level education (2016)	4.3	16.2
% Certificate level III or IV (2016)	22.7	14.8
Males per 100 females	105.7	98.5
Average age	36.9	37.9
% 0-14 years	22.6	18.5
% 15-64 years	63.4	64.8
% 65+ years	14.1	16.7
% born in Australia (2016)	84.7	65.5
% unemployed (2016)	8.2	6.3
% coal mining industry (2016)	20.3	0.6
% horse farming (2016)	3	0.1
% internet accessed from dwelling (2016)	76.5	82.5

EMPLOYMENT

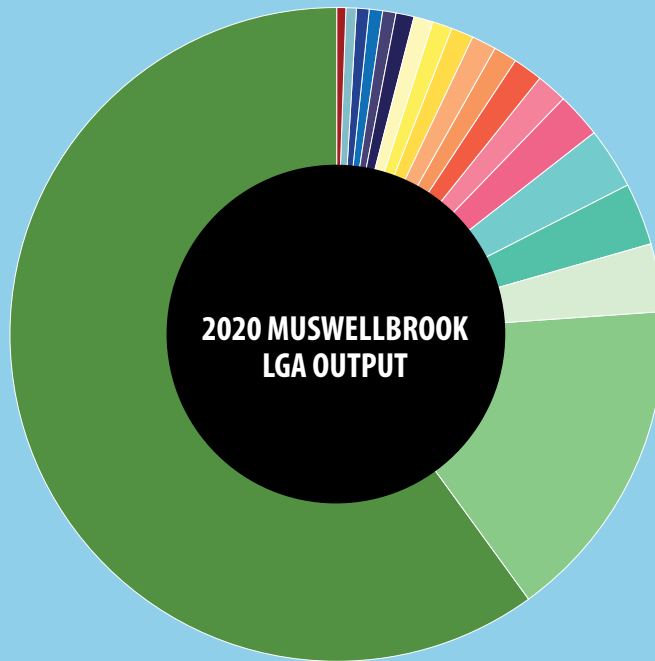
Top growth and decline industries of employment in Muswellbrook



● Rent	38.9%
● Paying off mortgage	26.3%
● Owned Outright	31.3%
● Other	3.5%



5.3 ECONOMIC OUTPUT OF THE SHIRE



Industry Sector	Output (\$)	Output (%)
Mining	\$5,049,144	60.1%
Electricity, Gas, Water Waste Services	\$1,361,562	16.2%
Manufacturing	\$279,336	3.3%
Rental, Hiring Real Estate Services	\$270,452	3.2%
Construction	\$259,180	3.1%
Agriculture, Forestry Fishing	\$187,742	2.2%
Wholesale Trade	\$123,672	1.5%
Public Administration Safety	\$119,013	1.4%
Administrative Support Services	\$97,596	1.2%
Health Care Social Assistance	\$93,450	1.1%
Transport, Postal Warehousing	\$92,699	1.1%
Retail Trade	\$80,638	1.0%
Accommodation Food Services	\$75,303	0.9%
Professional, Scientific Technical Services	\$74,729	0.9%
Other Services	\$70,799	0.8%
Education Training	\$61,615	0.7%
Financial Insurance Services	\$54,933	0.7%
Information Media Telecommunications	\$33,362	0.4%
Arts Recreation Services	\$13,342	0.2%
Total	\$8,398,568	100.0%

5.4 RELEVANCE OF THE OPERATIONAL PLAN TO THE DELIVERY PROGRAM AND COMMUNITY STRATEGIC PLAN

The Operational Plan is the annual plan that details the Councillor approved and budgeted actions to be undertaken by Council Staff, under the direction of the General Manager, in a particular financial year.

Via a community engagement process, the community tells the Councillors what they want for the future of the Shire, the Councillors listen to and consider the community's concerns and ideas, determine the priority outcomes and set the direction for the General Manager and Council Staff for their elected term in office.

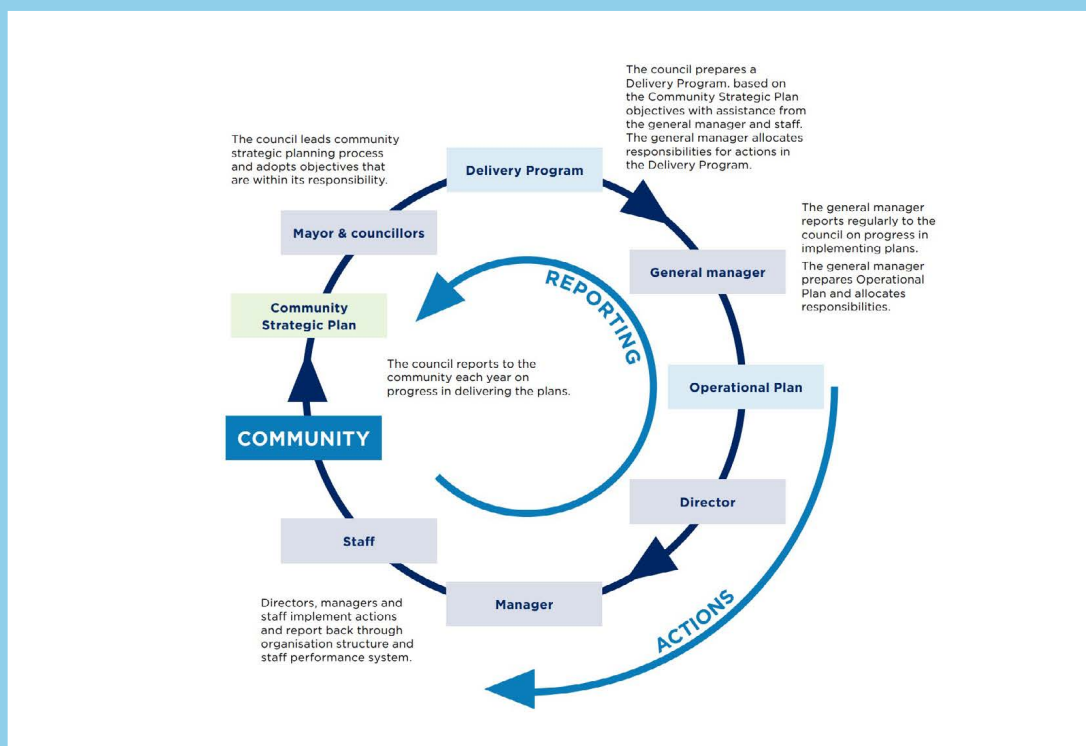
All actions detailed in the Muswellbrook Shire Council 2022-2026 Operational Plan link to an activity described in the *Muswellbrook Shire Council 2022-2026 Delivery Program*, which in turn link to a goal and strategy listed in the *Muswellbrook Shire 2022-2032 Community Strategic Plan*.

Where the Delivery Program outlines the activities that Council undertake over the elected term in pursuit of the community's agenda articulated in the Community Strategic Plan, the Operational Plan details the individual actions that Council will undertake within the financial year.

Councillors monitor the implementation of Council's actions and activities via quarterly reports and, each year, Council reports to the community about Council's progress via the Annual Report.

Council's Integrated Planning and Reporting documents are available on Council's website at

www.muswellbrook.nsw.gov.au/council-integrated-



6.Strategic Direction

6.1 HOW TO READ THE OPERATIONAL PLAN

Following is an explanation about the various elements of the Operational Plan to help you navigate the document

Theme – The CSP goals, CSP strategies, DP activities and Operational Plan actions are grouped under 6 themes or focus areas with a corresponding colour:

1. **Economic Prosperity,**
2. **Social Equity,**
3. **Environmental Sustainability,**
4. **Cultural Vitality,**
5. **Community Infrastructure and**
6. **Community Leadership.**

Community Strategic Plan Goal – The six CSP goals have been developed in consultation with the community. They are the community's long-term aspirations for the Shire and align with the community vision.

CSP Strategy – These are the 25 Community Strategic Plan strategies that will guide Council over the term as it works towards achievement of the long-term goals, and community vision.

Delivery Program Activity – These are the four-year activities (projects and programs) that Council will undertake in order to achieve the Community's vision and long-term goals. Each of the 51 DP Activities is linked to a CSP Strategy and Goal and via a cascading numbering system.

Operational Plan Action – These are the annual actions (project stages and tasks) that Council Staff will undertake in order to work towards the realisation of the Community's vision and long-term goals and progress the achievement of the Council's 4-year-term priorities. Each of the Operational Plan Actions is linked to a Delivery Program Activity and a Community Strategic Plan Strategy and Goal and via a colour-coded theme and a cascading numbering system.

Responsibility – Council is solely responsible for the implementation of the Operational Plan within the resources allocated via the Annual Budget, which is approved by the elected Councillors. Responsibility for the achievement of the Operational Plan Actions is allocated to Council's Senior Management Team.

Measure and Target – The performance measures allow Council to benchmark, monitor and report on the progress towards the achievement of the long-term goals, the effectiveness of the applied strategies and activities, and the status of the annual budgeted actions undertaken. Progress is reported to the Community each year via the Annual Report.

CULTURAL VITALITY

Community Strategic Plan Goal 4: A culturally rich and diverse Community with strong identities, history and sense of belonging

CSP Strategy 4.1: Conserve the heritage and history of the Shire

Delivery Program Activity	2022-23 Operational Plan Action	Responsibility	Measure and Target
4.1.1 Support the conservation and restoration of the Shire's heritage items	4.1.1.1 Make Local Heritage Grants available for owners of heritage listed properties.	Director Environment and Planning	Director Environment and Planning Grants made available to local landcare groups to undertake landcare activities 30 June 2023
	4.1.1.2 Review and adopt a heritage strategy for 2022/23 and 2023/24	Director Environment and Planning	A draft Heritage Strategy is reported to Council for adoption 31 December 2022
	4.1.1.3 Complete the refurbishment of Loxton House	Director Property and Place	Refurbishment of Loxton house completed and reported to Council 31 December 2022
4.1.2 Ensure sites or artifacts of aboriginal significance are protected where new development proposals are considered	4.1.2.1 Ensure applications for subdivision generally or for development in rural areas adequately consider sites or artifacts of aboriginal significance.	Director Environment and Planning	An audit of 3 finalised applications occurs per quarter occurs to ensure Aboriginal Heritage is addressed in section 4.1.5 assessments and results are reported to Council. 30 June 2023

CSP Strategy 4.2: Facilitate options to improve participation in cultural activities in the Shire

4.2.1 Progress a Regional Entertainment and Conference Centre	4.2.1.1 Begin precinct enabling works	Director Property and Place	Demolition of redundant building and structures 30 June 2023
	4.2.1.2 Review design value management options for theatre and community hall	Director Property and Place	Review reported to Council 30 June 2023

CSP Strategy 4.3: Host and support a diverse range of cultural activities and events which create a sense of identity and belonging, engage the local community and attract visitors

4.3.1 Develop and implement a program of Shire events to engage locals and attract visitors	4.3.1.1 Council works in partnership with community groups to deliver a minimum of six events a year	General Manager	Six community events delivered June 2023
4.3.2 Deliver an arts program	4.3.2.1 Develop a 12-month Art Program	Manager Community Services	(i) Deliver 5 curated art exhibitions; (ii) Deliver 2 curated art exhibitions that attract state and national recognition Monthly progress reports to Council
4.3.3 Support Arts Upper Hunter as the peak organisation of Artist endeavour	4.3.3.1 Develop a Funding Agreement with Arts UH	Manager Community Services	Funding Agreement is developed By June 2023

Local cultural vitality challenges and opportunities

- Preservation of the Shire's history and heritage
- Limited cultural participation
- Access to national and international arts and culture

6.2 COMMUNITY VISION

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

6.3 COMMUNITY VALUES

We value:

Community Wellbeing

Economic Prosperity

Social Equity and Inclusion

Environmental Sustainability

Cultural Vitality

Open communication and community engagement

Collaborative, accountable and transparent community leadership

6.3 COUNCIL'S SPIRIT VALUES

Council staff members work by Council's Code of Conduct and Organisational Values, which provide a framework for how staff should treat each other, our customers and other stakeholders at work.

We use the word SPIRIT to identify the six values that we consider to be meaningful and important. The six values are Safety, Pride, Integrity, Respect, Innovation and Teamwork.

SAFETY

We look after each other

We advocate and apply safe work practices

We are positive with one another

We ask for help when we need it

PRIDE

We lead the way

We communicate our goals

We encourage the heart

We stay the course

INTEGRITY

We are accountable and take responsibility

We do what we say

We are transparent in our decision making process

We are honest with each other

RESPECT

We embrace diversity

We listen to the opinions of others

We listen and communicate with each other honestly

We show our appreciation

INNOVATION

We value new ideas and ways of working

We work smarter

We learn from our mistakes

We seek improvement

TEAMWORK

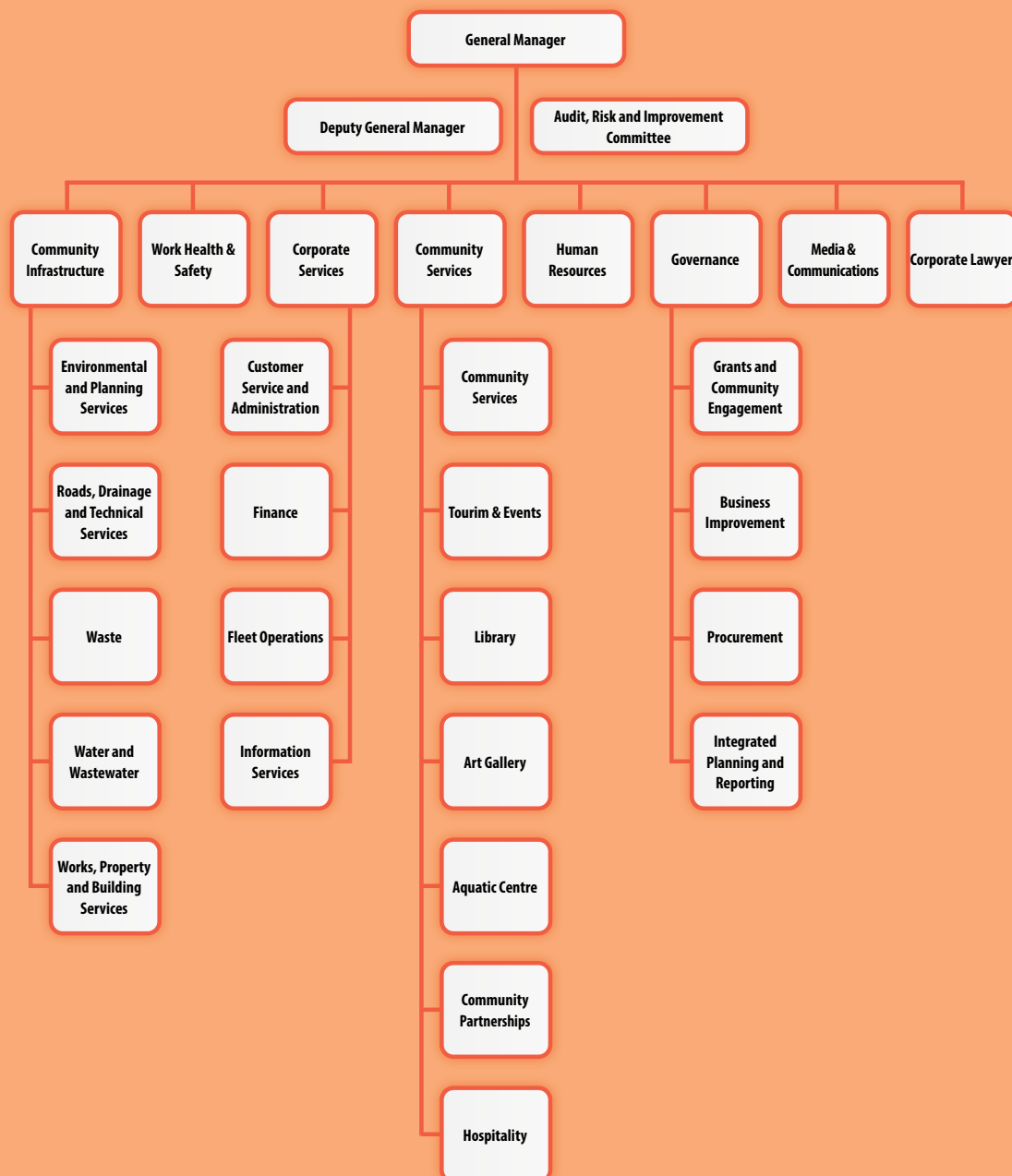
We work together to achieve outcomes

We celebrate our achievements

We embrace diversity

We collaborate

6.4 OUR ORGANISATION – DEPARTMENTAL STRUCTURE



6.5 ORGANISATION'S EMPLOYMENT STATUS

ORGANISATION'S EMPLOYMENT STATUS



58%



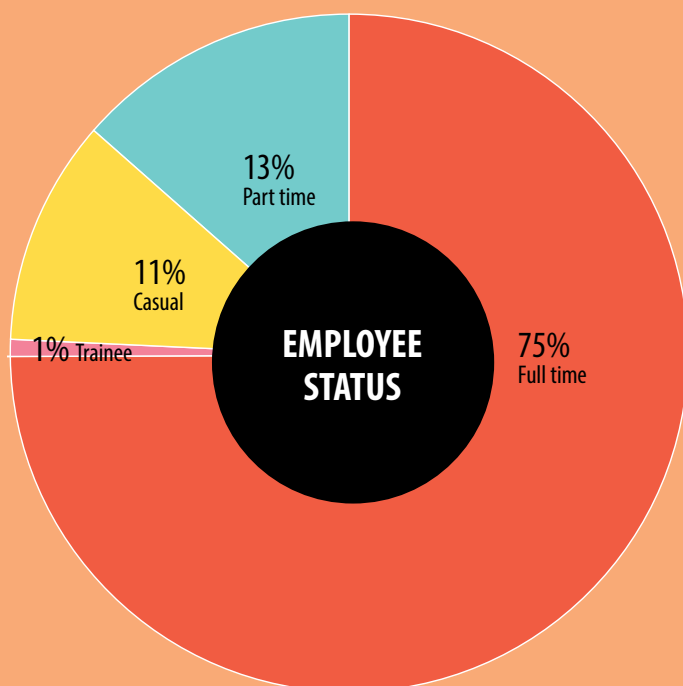
42%

EMPLOYEE MEDIAN AGE

44

FULL TIME EQUIVALENT

153



TOTAL NUMBER OF EMPLOYEES

189

7. Operational Plan Actions, Measures & Targets



ECONOMIC PROSPERITY

Community Strategic Plan Goal 1: A dynamic local economy with full employment for current and future residents in a diverse range of high value industries

CSP Strategy 1.1: Support job growth within the Shire

Delivery Program Activity	2022-23 Operational Plan Action	Responsibility	Measure and Target
1.1.1 Facilitate the expansion of existing, and the establishment of new, industries and business	1.1.1.1 Masterplan for transition of the Muswellbrook Coal site to alternative employment uses presented to Council for endorsement.	Director Environment and Planning	Masterplan presented to Council for endorsement 30 June 2023
	1.1.1.2 Discussion paper on the approach to planning approvals for new land uses on the Muswellbrook Coal Mine and Liddell Power Station sites prepared.	Director Environment and Planning	Discussion paper presented to the Industrial Closures Committee for feedback 30 December 2023
	1.1.1.3 Upper Hunter Employment Land Strategy presented to Council for exhibition.	Director Community and Economy	Masterplan presented to Council for exhibition 30 June 2023

CSP Strategy 1.2: Diversify the economy, facilitate the development of intensive agriculture, innovative manufacturing, health services and other growth industries

1.2.1 Facilitate the diversification of the Shire's economy and support growth of existing industry and business enterprise	1.2.1.1 Establish Advanced Manufacturing Hub	Director Community and Economy	Program plan and report published 30 June 2023
	1.2.1.2 Establish Community and Economy Directorate at Council	General Manager	Community and Economy Activity Report tabled at Ordinary Council meeting December 2022
1.2.2 Complete the Employment Landuse Strategy	1.2.2.1 Seek funding for the development of the Upper Hunter Employment Land Strategy.	General Manager	Draft strategy tabled at Ordinary Council Meeting June 2023
1.2.3 Review the Local Environmental Plan and Development Control Plan to improve investment certainty for industry	1.2.3.1 The transition of business and Industrial zones to new employment zones under the Standard Instrument (<i>Local Environmental Plans</i>) Order 2006 is finalised	Director Environment and Planning	LEP, DCP and planning certificates updated to reflect changes 30 June 2023
	1.2.3.2 Prepare a Local Approvals Policy for adoption by Council	Director Environment and Planning	Policy presented to Council for public exhibition 30 June 2023
1.2.4 Implement the Muswellbrook and Denman Town Centre Masterplans and the Sandy Hollow Village Masterplan	1.2.4.1 Commence enabling works for Muswellbrook Town Centre	Director Property and Place	Demolition of redundant building and structures 30 June 2023
	1.2.4.2 Determine the realignment of the lower piped portion of Possum Gully	Director Property and Place	Council determines preferred option 30 June 2023
	1.2.4.3 Implement improved pedestrian links to the Muswellbrook Marketplace	Director Property and Place	Funded components constructed 31 December 2022
	1.2.4.4 Construct the Denman and District Heritage Village	Director Property and Place	Construction and occupation complete 30 June 2023
1.2.5 Develop a Rural and Environmental Land Strategy	1.2.5.1 Prepare a scope of works and background paper for a Rural and Environmental Land Strategy.	Director Environment and Planning	Scope of works and background paper for a Rural and Environmental Land Strategy presented to Council. 30 June 2023
1.2.6 Review the Local Strategic Plan in response to changes to the NSW Planning Act	1.2.6.1 Assist DPIE to complete the Upper Hunter Vineyards Structure Plan	Director Environment and Planning	Report to Council seeking feedback 30 June 2023

CSP Strategy 1.3: Facilitate greater access to higher education

1.3.1 Advocate to maintain the Hunter TAFE campus and advocate to activate the University of Newcastle Muswellbrook campus	1.3.1.1 Mayor to meet regularly with Member for Upper Hunter and Federal Member for Hunter to advocate for TAFE and UON campuses.	General Manager	TAFE and UON leases renewed at TEC 30 June 2023
--	---	-----------------	--

CSP Strategy 1.4: Develop Muswellbrook as a regional centre

1.4.1 Complete current infrastructure projects and identify future opportunities for the Shire	1.4.1.1 Commence Olympic Park field improvements	Director Property and Place	Field improvement works have commenced 30 June 2023
	1.4.1.2 Seek development approval for grandstand and amenities design for Olympic Park	Director Property and Place	Development determination 31 December 2022
	1.4.1.3 Develop Pocket Park design for the Muswellbrook Town Centre	Director Property and Place	Design submitted to Council for approval 30 June 2023
1.4.2 Advocate for increased medical services in the Shire	1.4.2.1 Provide subsidised practice space to attract Obstetrics medical service providers to the Shire	General Manager	GP Obstetrician in Muswellbrook June 2023

Local economic prosperity challenges and opportunities

- Uncertainty in the coal and energy industry, associated direct and indirect job losses, and impact more broadly upon the Shire's economic base
- The growth of the knowledge, creativity, and digital economy and a reshaping labour market
- Record high net migration from capital cities to regional areas
- Housing affordability and accessibility
- Land use conflict
- The movement from a linear economy (take, make, waste) to a circular economy (reduce, re-use, recycle)
- Growing export demand for agricultural product
- The continued growth of the services sector and access to services in regional centres

SOCIAL EQUITY & INCLUSION

Community Strategic Plan Goal 2: An inclusive and interconnected community, where everyone enjoys full participation

CSP Strategy 2.1: Improve the affordability, liveability and amenity of Shire communities

Delivery Program Activity	2022-23 Operational Plan Action	Responsibility	Measure and Target
2.1.1 Implement the funded outcomes of the Recreation Needs Study	2.1.1.1 Report a list of prioritised capital sport and recreation projects	Director Property and Place	Report provided to Council 31 October 2022
	2.1.1.2 Deliver projects prioritised for financial year	Director Property and Place	Projects have been completed 30 June 2023
2.1.2 Promote and facilitate increased participation in active and passive recreation activities	2.1.2.1 Maintain an annual calendar of meetings with user groups	Director Property and Place	Meetings held 30 June 2023
	2.1.2.2 Continue matched funding Sport and Recreation Grants Programmes	Director Property and Place	Grants awarded 30 November 2022
	2.1.2.3 Develop staged detailed designs for Hunter, and Wollombi Park concept plans	Director Property and Place	Designs reported to Council 31 December 2022
	2.1.2.4 Complete Everyone Can Play improvements for Simpson Park	Director Property and Place	Funded components constructed 31 December 2022
	2.1.2.5 Council events are planned to be accessible by all people, as far as possible.	Director Environment and Planning.	Procedures and checklists created for use by staff to plan events to be accessible by passive transport and at sites suitable for people with mobility or visual impairment. 30 June 2023
2.1.3 Consider and deliver social inclusion principles across Council functions	2.1.3.1 Review the Muswellbrook Shire Council Disability Inclusion Action Plan	General Manager	People of all abilities are consulted informing the Disability Inclusion Action Plan. The Muswellbrook Shire Council Disability Inclusion Action Plan is adopted by June 2022
2.1.4 Advocate for affordable housing	2.1.4.1 Council advocates for the needs of people residing in low to moderate income households.	General Manager	The impact of meeting essential basis living costs are raised with appropriate State and Federal Government Departments By June 2023

CSP Strategy 2.2: Promote social cohesion and improve connectivity and the delivery of social services within the Shire

2.2.1 Advocate for the needs of people in social housing	2.2.1.1 Council meets with local social housing provider(s)	General Manager	Council meets 3 times to advocate for the needs of people residing in social housing By June 2023
--	---	-----------------	--

CSP Strategy 2.3: Retain and expand quality and affordable childcare services

2.3.1 Facilitate investment in child-care services across the Shire	2.3.1.1 Council Project Manages the construction of the Denman Childrens Centre	General Manager	Preschool options are increased in the Denman community Child care places are increased by 15-20 places across the Shire
---	---	-----------------	---

CSP Strategy 2.4: Facilitate opportunities to expand seniors living

2.4.1 Advocate to enhance the delivery of services to support older people to live in the Muswellbrook Shire	2.4.1.1 Facilitation of aged care networks and activities to improve their wellbeing outcomes	General Manager	(i) Increase the provision of activities for older residents through council owned facilities ie libraires, aquatic centre, fitness centre, Art Gallery (ii) Aged care networks are promoted and supported throughout the Shire Monthly progress reports to Council
--	---	-----------------	---

CSP Strategy 2.5: Enhance relationships and engagement with the local indigenous communities

2.5.1 Raise awareness of the local Aboriginal Community and an appreciation of their long traditions and culture	2.5.1.1 Funding is sought for the delivery of a local Aboriginal Language Program	Manager Community Services	(i) Funding applications are lodged; (ii) Delivery of a local Aboriginal Language Project 31 December 2022
2.5.2 Engage with the Wanaruah Local Aboriginal Land Council on development of the Common	2.5.2.1 Muswellbrook Common project design and concept plan brief is developed	Manager Community Services	Muswellbrook Shire Council advocates for funding of the Wanaruah Local Aboriginal Land Council – Aboriginal & Torres Strait Islander Cultural Centre By December 2022

CSP Strategy 2.6: Investigate opportunities to expand services and facilities for youth and children within the Shire

2.6.1 Engage with young people in the Shire to better inform projects and programs for youth and children	2.6.1.1 In consultation with Councillors, develop a youth engagement program for inclusion in the Community Engagement Strategy	Manager Governance	i) Program developed and adopted by Council; ii) Working with Children checks in place for applicable staff and Councillors in preparation for implementation of the program 31 December 2022
	2.6.1.2 Construct the new Muswellbrook Youth Venue	Director Property and Place	Extension to Muswellbrook Indoor Sports Centre complete 30 June 2023
	2.6.1.3 Develop a cross Council Child Safe Action Plan in response to Child Safe Standards	Manager Community Services	Action Plan developed 30 June 2023

Local social equity challenges and opportunities			
<ul style="list-style-type: none"> • Liveability and amenity - the extent to which the general well-being, health and quality of life of residents is supported physically, aesthetically, and in terms of accessibility • Socio-economic and geographic disadvantage for people living in social housing • Link between early childhood education and social advantage • An ageing population and changing retirement patterns • A high proportion of Aboriginal and/or Torres Strait Islander people in our community • Community dissatisfaction with the quantity of quality youth services and facilities 			

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

CSP Strategy 3.1: Advocate for best practice mined-land rehabilitation to include local workforce participation, progressive, quality final landforms, and fewer and shallower voids

Delivery Program Activity	2022-23 Operational Plan Action	Responsibility	Measure and Target
3.1.1 Meet with other levels of government to achieve improved rehabilitation outcomes for disused mining lands and ongoing employment for the local workforce	3.1.1.1 Update Council's policy position regarding voids and mine rehabilitation	Director Environment and Planning	Changes to relevant DCP and Policy documents presented to Council for exhibition 30 December 2022

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

3.2.1 Support Landcare initiatives and advocate for programs to enhance native vegetation connectivity across the Shire and upper hunter region	3.2.1.1 Provide funds for local Landcare activities	Director Environment and Planning	Grants made available to local Landcare groups to undertake Landcare activities 30 January 2023
	3.2.1.2 Liaise with Local Land Services to advocate for projects in the Shire	Director Environment and Planning	A minimum of one Landcare project funded by LLS proceeds in the Shire. 30 June 2023

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

3.3.1 Implement funded actions of the adopted Urban Riparian Masterplan	3.3.1.1 Construction of the funded portions of Hunter Beach	Chief Engineer	Report to Council for Final Design and Finance report 31 December 2022
	3.3.1.2 Maintain rehabilitation works along Muscle Creek, Karoola Wetlands and Denman	Director Property and Place	Precinct Specification Manual is updated to rehabilitation works 31 December 2022
3.3.2 Develop a Catchment Management Plan for Muscle Creek and Possum Gully	3.3.2.1 Provide guidance and documented plan for the stabilisation, restoration and management of Possum Gully and Muscle Creek	Chief Engineer	Reporting of Plan to Council 30 June 2023

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

3.4.1 Continue Community Engagement Program on water, waste and energy efficiency	3.4.1.1 Assist Council, households and businesses to manage waste effectively and use water and energy efficiently	Director Environment and Planning	Communication and education programs held across the year and financial incentives provided within available budget. Monthly reports to Council outline activities being undertaken.
3.4.2 Require all development proposals to avoid and mitigate against potential environmental impacts and facilitate improved environmental outcomes where possible	3.4.2.1 Provide guidance material on Council's website to help applicants for new development to prepare and submit improved Statements of Environmental Effect with their applications.	Director Environment and Planning	Make editable templates for Statements of Environmental Effect for dwellings, industrial and commercial development available on Council's website. 30 June 2023
3.4.3 Advocate and support Circular Economy principles and Waste Management Initiatives	3.4.3.1 Develop a Policy and a Procedure relating to Sustainable Procurement related to Council's Net Zero by 2050 Policy and the Circular Economy Procurement Project	Director Corporate Services and CFO	Provide new Policy and Procedure documents to Council and Hunter JO for exhibition 30 June 2023
	3.4.3.2 Facilitate the introduction of FOGO collection and processing for households and businesses in the Shire	Deputy General Manager	Report to Council for tendered final design. 30 June 2023

CSP Strategy 3.5: Support federal and state initiatives to reduce the impacts of climate change

3.5.1 Increase the proportion of the energy used by Council from renewable sources	3.5.1.1 Council's energy contractor supplies energy from renewable sources	General Manager	Energy contract delivers energy from renewable source 30 June 2023
3.5.2 Develop a recycled water plan for community parks	3.5.2.1 Develop strategic recycled water plan.	Deputy General Manager	Strategic recycled water plan to be reported to Council for adoption. 22 November 2022
	3.5.2.2 Develop recycled water implementation strategy.	Deputy General Manager	Implementation strategy to be reported to Council for adoption. 28 February 2023

Local environmental sustainability challenges and opportunities

- Impacts of mining on the environment today and in the future
- Loss of native vegetation and vegetation connectivity
- Poor riverside natural environments and limited public access to waterways
- Impacts of increasing human activity upon the local environment
- A changing climate

CULTURAL VITALITY Community Strategic Plan Goal 4: A culturally rich and diverse Community with strong identities, history and sense of belonging

CSP Strategy 4.1: Conserve the heritage and history of the Shire

Delivery Program Activity	2022-23 Operational Plan Action	Responsibility	Measure and Target
4.1.1 Support the conservation and restoration of the Shire's heritage items	4.1.1.1 Make Local Heritage Grants available for owners of heritage listed properties.	Director Environment and Planning	Director Environment and Planning Grants made available to local landcare groups to undertake landcare activities 30 June 2023
	4.1.1.2 Review and adopt a heritage strategy for 2022/23 and 2023/24	Director Environment and Planning	A draft Heritage Strategy is reported to Council for adoption 31 December 2022
	4.1.1.3 Complete the refurbishment of Loxton House	Director Property and Place	Refurbishment of Loxton house completed and reported to Council 31 December 2022
4.1.2 Ensure sites or artifacts of aboriginal significance are protected where new development proposals are considered	4.1.2.1 Ensure applications for subdivision generally or for development in rural areas adequately consider sites or artifacts of aboriginal significance.	Director Environment and Planning	An audit of 3 finalised applications occurs per quarter occurs to ensure Aboriginal Heritage is addressed in section 4.15 assessments and results are reported to Council. 30 June 2023

CSP Strategy 4.2: Facilitate options to improve participation in cultural activities in the Shire

4.2.1 Progress a Regional Entertainment and Conference Centre	4.2.1.1 Begin precinct enabling works	Director Property and Place	Demolition of redundant building and structures 30 June 2023
	4.2.1.2 Review design value management options for theatre and community hall	Director Property and Place	Review reported to Council 30 June 2023

CSP Strategy 4.3: Host and support a diverse range of cultural activities and events which create a sense of identity and belonging, engage the local community and attract visitors

4.3.1 Develop and implement a program of Shire events to engage locals and attract visitors	4.3.1.1 Council works in partnership with community groups to deliver a minimum of six events a year	General Manager	Six community events delivered June 2023
4.3.2 Deliver an arts program	4.3.2.1 Develop a 12-month Art Program	Manager Community Services	(i) Deliver 5 curated art exhibitions; (ii) Deliver 2 curated art exhibitions that attract state and national recognition Monthly progress reports to Council
4.3.3 Support Arts Upper Hunter as the peak organisation of Artist endeavour	4.3.3.1 Develop a Funding Agreement with Arts UH	Manager Community Services	Funding Agreement is developed By June 2023

Local cultural vitality challenges and opportunities	
<ul style="list-style-type: none"> • Preservation of the Shire's history and heritage • Limited cultural participation • Access to national and international arts and culture 	

COMMUNITY INFRASTRUCTURE

Community Strategic Plan Goal 5: Effective and efficient infrastructure that is appropriate to the needs of our community

CSP Strategy 5.1: Construct and maintain well-planned community infrastructure that is safe, reliable, and provides agreed levels of service

Delivery Program Activity	2022-23 Operational Plan Action	Responsibility	Measure and Target
5.1.1 Review, develop and maintain liveable town and village precincts	5.1.1.1 Develop an Active Transport Plan supplement to Muswellbrook Shire Council's adopted Walk and Cycle Plan (2009)	Chief Engineer	Active Transport Plan reported to Council 31 October 2022
5.1.2 Maintain and continually improve asset management	5.1.2.1 Develop an Active Transport Plan supplement to Muswellbrook Shire Council's adopted Walk and Cycle Plan (2009)	Deputy General Manager	Strategic Asset Management Plan reported to Council March 2023
	5.1.2.2 Regularly review Asset Management Plans	Deputy General Manager	Schedule of Asset Management Plans review reported to Council. March 2023
	5.1.2.3 Review Roads Asset Management Plan	Deputy General Manager	Roads Asset Management Plan reported to Council. September 2022
5.1.3 Facilitate investment in high quality community infrastructure necessary to a Regional Centre	5.1.3.1 Funding received for an extension to the Muswellbrook Regional Art Gallery	General Manager	Detailed design for extension to MRAG completed June 30 2023
5.1.4 Maintain and continually improve community infrastructure across the Shire	5.1.4.1 Capital works programmes prioritised to demonstrate continual improvement in community infrastructure.	Deputy General Manager	Prioritised capital works programmes for roads, drainage, and water and wastewater assets to be reported to Council. August 2022
	5.1.4.2 Asset condition assessment inspections provided regularly.	Deputy General Manager	Schedule of asset condition inspections to be reported to Council. August 2022

CSP Strategy 5.2: Improve all abilities access to Council facilities

5.2.1 Facilitate and implement improved all abilities access and inclusion across the Shire	5.2.1.1 Develop a targeted program to improve accessibility in Council owned and public spaces	Director Property and Place	Report program to Council 30 September 2022
	5.2.1.2 Included prioritised actions in capital programmes	Director Property and Place	Report capital works program to Council 30 September 2022

CSP Strategy 5.3: Provide safe, secure and reliable water supply and sewer services

5.3.1 Water and wastewater services are provided in compliance with regulatory requirements	5.3.1.1 Carry out Best Practice audit of water and wastewater services.	Operations Manager Water and Wastewater	Report result of Best Practice audit to Council. 30 June 2023
	5.3.1.2 Ensure compliance with all Licence conditions.	Operations Manager Water and Wastewater	Report compliance statistics to Council. Quarterly report provided to Council.

CSP Strategy 5.4: Ensure road, footpath and cycleway networks are integrated and allow for the safe movement of residents and visitors

5.4.1 Maintain and continually improve the Shire's shared pathway networks to increase connectivity	5.4.1.1 Implement priority funded portions of the Walk and Cycle Plan and Supplementary Active Transport Plan	Chief Engineer	Report program to Council 30 June 2023
---	---	----------------	---

Local community infrastructure challenges and opportunities

- Infrastructure to support Muswellbrook as a service centre for the Upper Hunter
- Limited all abilities access to Council's facilities
- Ageing Water and Wastewater Infrastructure
- Incomplete footpaths & cycleway links

COMMUNITY LEADERSHIP

Community Strategic Plan Goal 6: Collaborative and responsive leadership that meets the expectations and anticipates the needs of the community

CSP Strategy 6.1: Enable genuine and well-informed community participation in decision making

Delivery Program Activity	2022-23 Operational Plan Action	Responsibility	Measure and Target
6.1.1 Engage with the community and other stakeholders to determine service level expectations and appropriate measures	6.1.1.1 Facilitate an annual Community Satisfaction Survey	Manager Governance	Survey conducted and results reported to Council 30 June 2023
	6.1.1.2 Develop and implement a community panel engagement process to establish agreed levels of service between Council and the community	Manager Governance	Panel recruited and 3 meetings held 31 December 2022
6.1.2 Utilise best practice models of community engagement to ensure decision making is meeting the expectations of the community	6.1.2.1 Develop and implement a Community Engagement Strategy	Manager Governance	CES adopted by Council 31 December 2022
6.1.3 Enhance Council's communication with the community to build awareness and understanding of Council's activities and Community needs	6.1.3.1 Digital media strategy revised and implemented	General Manager	Data on site visits to council websites and social media pages indicates a 20% increase in participation 30th June 2023
	6.1.3.2 Report Council's progress in implementing the Delivery Program and Operational Plan to the community and other stakeholders	Manager Governance	i) 2021/22 Annual Report endorsed by Council, published on Council's website and provided to the Minister for Local Government; ii) Regular 2022/23 OP and 2022-2026 DP progress reports to Council and ARIC i) 30 November 2022; ii) Quarterly
	6.1.3.3 Update Council's Community Participation Plan	Director Environment and Planning	The Community Participation Plan is reviewed and reported to Council for exhibition 30 December 2022

CSP Strategy 6.2: Ensure Council is well managed, appropriately resourced, effective, efficient, accountable and responsive to its communities and stakeholders

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.	Director Corporate Services - CFO	Monthly reporting measures to Council 30 June 2023
	6.2.1.2 Seek funding opportunities to support the interests and aspirations of the Shire identified by the Community Strategic Plan and Delivery Program	Manager Governance	i) Grant applications for identified projects are submitted on time and in accordance with the grant approvals process; ii) Grant acquittals are submitted on time. Monthly progress reports to Council
6.2.2 Develop and implement a Service Review Program	6.2.2.1 Develop an outline and timeline for the implementation of Service Reviews across Council.	Director Corporate Services - CFO	Finalised plan, presented to Council, outlining timeline & resources. 31 December 2022
6.2.3 Implement an Internal Audit Program in consultation with the Audit Risk and Improvement Committee	6.2.3.1 Deliver on the Internal Audit Program	Director Corporate Services - CFO	Audit Reports provided to the ARIC & Council on a regular basis. Quarterly reports to ARIC and Council
	6.2.3.2 Implement control recommendations as identified by the auditor.	Director Corporate Services - CFO	Audit Reports provided to the ARIC & Council on a regular basis ARIC Action Open Item List
6.2.4 Regulatory activities undertaken to maintain public safety and companion animal wellbeing	6.2.4.1 The Local Orders Policy is reviewed	Director Environment and Planning	The Local Orders Policy is reviewed and report to Council for exhibition. 30 December 2022
	6.2.4.2 Swimming Pool Safety Fence inspections	Director Environment and Planning	50% of pools have a valid Compliance Certificate or Occupation Certificate by 30 June 2023 Monthly progress reports to Council
	6.2.4.3 Food shops are inspected on an annual basis	Director Environment and Planning	All licenced food preparation facilities are inspected at least once by 30 June 2023. Monthly progress reports to Council
6.2.5 Implement a comprehensive and targeted business improvement program	6.2.5.1 Monitor and review Council's Procurement and Tendering System, associated policies and procedures	Manager Governance	An annual sample compliance audit of tenders is conducted against Council's Procurement Policy and Procedure 30 June 2023
	6.2.5.2 Review the policy management framework	Manager Governance	Reports to ARIC and Council by 30 June 2023 30 June 2023
	6.2.5.3 Increase effectiveness of Council's ICT systems.	Director Corporate Services - CFO	Implementation of ERP and EDRMS changes (June 2023) System availability & up-time
	6.2.5.4 Develop, implement and monitor a calendar of compliance to support Council's statutory reporting obligations	Manager Governance	Local Government Legal Compliance Module is populated and training is provided to end users 31 December 2022
	6.2.5.5 Provide governance support services for the elected Council and executive	Manager Governance	A training and development program for Councillors is designed and implemented; Progress reported via the Annual Report by 30 November 2022;
	6.2.5.6 Facilitate Council's participation in the Local Government Professionals/ Price Waterhouse Coopers Performance Excellence Program	Manager Governance	All required data is collected and submitted in compliance with PEP deadlines Annual report to ARIC and Council

COMMUNITY LEADERSHIP *continued*

CSP Strategy 6.3: Ensure Council is a best practice employer providing a safe, happy, suitably resourced and productive workplace

6.3.1 Continue to prioritise safety and risk management initiatives and upgrades to Council facilities	6.3.1.1 New Works Depot – tender for works called	General Manager	Works depot construction tender active 30th June 2023
	6.3.1.2 FOGO facility concept design to council	Deputy General Manager	Advanced plans for FOGO facility reported to Council 30th June 2023
6.3.2 Continue to prioritise employee welfare initiatives	6.3.2.1 Council's Wellbeing Program and anti-bullying training program delivered	General Manager	Staff satisfaction survey completed with 'satisfactory' results 30th June 2023

Local cultural vitality challenges and opportunities			
<ul style="list-style-type: none"> • Insufficient community consultation and participation in council planning and decision making • Understanding community expectations for the delivery of appropriate, efficient and effective Council services and facilities • Increasingly competitive market for attracting and retaining a suitably skilled Council workforce 			





**9.4.4. Adoption - 2022/2023 Fees and Charges**

Attachments:	1. 2022-2023 Fees and Charges [9.4.4.1 - 74 pages]
Responsible Officer:	Fiona Plesman - General Manager
Author:	Melissa Cleary – Manager - Integrated Planning & Governance
Community Plan Issue:	6 - <i>Community Leadership</i>
Community Plan Goal:	24.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.
Community Plan Strategy:	24.1.2 - Appropriate matters are reported to Council in a timely manner in accordance with the Financial Control and Reporting Policy.

PURPOSE

To adopt the draft 2022/23 Fees & Charges Report following public exhibition, consideration of submissions and internal review.

OFFICER'S RECOMMENDATION

The Fees & Charges for the 2022/23 Financial Year be adopted.

Moved: _____ **Seconded:** _____

BACKGROUND

The draft Fees & Charges report was placed on public exhibition following a resolution of the 24 May 2022 Ordinary Council meeting. The exhibition period for submissions closed on 21 June 2022.

CONSULTATION

The draft Operational Plan and draft Budget, including the Fees and Charges documents were placed on public exhibition from 25 May 2022.

During the public exhibition period, Council received no submissions from the public.

REPORT

Two changes have been made to the report:

1. A \$10 charge was added for Online Store Flat Rate Shipping
2. The fees and charges for Liquid Trade Waste were increased by 7.5%, in line with the other Water and Sewer Rates and Charges

OPTIONS

This report aims to facilitate the structured roll-out of Council's 2022/23 Fees & Charges and enable compliance with legislative requirements. At this time, the following options are available to Council:

1. Adopt the recommendation provided to Council; this will enable the documents to be



finalised within the legislated timeframe.

2. Amend the recommendation provided to Council; depending on the nature of the amendment this may impact on the structure and content of the documents and Council's ability to finalise the budget planning process according to the set timeframe.
3. Reject the recommendation provided to Council; this will impact on Council's ability to finalise the budget planning process according to schedule. Failure to adopt the final Delivery Program, Operational Plan, Budget, and Fees and Charges documents by 30 June 2022 would represent a breach of the Local Government Act 1993.

CONCLUSION

It is recommended that the 2022/23 Fees & Charges Report be adopted.

SOCIAL IMPLICATIONS

There are no social implications.

FINANCIAL IMPLICATIONS

The resolutions to make the rates will enable Council to collect the user charges & fees revenue of \$20.5m as budgeted in the 2022/23 Operational Plan and Budget.

POLICY IMPLICATIONS

This report implements existing policy decisions.

STATUTORY IMPLICATIONS

The statutory requirements relating to the making and levying of rates are included in sections 493 to 607 of the Local Government Act 1993. In addition, the Office of Local Government published a guidance document titled "Council Rating and Revenue Raising Manual" and this document is available to be viewed on the OLG website.

LEGAL IMPLICATIONS

Council must pass a resolution to make the rates before it can levy rates and charges on properties each year. The resolutions must be passed by 31 July each year which is the last date that a Council can "make" a rate or charge for the new 2022/23 financial year.

OPERATIONAL PLAN IMPLICATIONS

The report raises the revenues as budgeted for in the Operational Plan and Budget.

RISK MANAGEMENT IMPLICATIONS

The form of the resolutions has been structured to ensure compliance with Council's legal requirements.

WASTE MANAGEMENT IMPLICATIONS

Not applicable.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

Not applicable.



FEES & CHARGES 2022/23

Table Of Contents

Muswellbrook Shire Council	10
Administration	10
Administration Centre Room Hire	10
Councillors Room	10
Loxton House	10
Weidmann Room	10
Banners	10
Business Paper	10
Copy of Council Business Paper, Late Items & Minutes	10
Cemetery Fees	10
Right of Burial Fees	10
Certificates	11
Credit Card Payments	11
Dishonoured Payments	11
Enquiry Fee	11
Commercial Enquiry	11
Environmental Services Fees and Charges	11
Event Equipment Hire	11
Stage	11
Inflatable Outdoor Cinema Screen package	12
Sound Equipment Package	12
Equipment Hire - Set Up/Pack Down	12
Chair/Table Hire	12
MSC Branded Popup Marquee Hire	12
Visitors Information Centre - Photocopying	12
Government Information (Public Access) Act 2009 (GIPA)	12
Photocopying/Printing	12
Document Scanning	13
All Council Properties	13
Muswellbrook Regional Art Centre	13
Hall Hire	14
Denman Memorial Hall	14
Indoor Sports Centre Complex - Denman	14
Indoor Sports Centre - Muswellbrook	14
Muswellbrook Regional Art Centre	15
Private Functions	15
During Art Centre Hours	15
Outside Art Centre Hours	15
Prize Entry Fees	15
Senior Citizens Centre	15
Stan Thiess Centre	15
Muswellbrook Shire Libraries	16
Seminar Room	16

continued on next page ...

Page 2 of 74

Table Of Contents [continued]

Library Meeting Room 1	16
Library Meeting Room 2 (Community Room)	16
Denman Library Community Room	16
Local Studies Room	16
Private Works	17
Property - Transfer Listing	18
Public Gates/Grid	19
Roads	20
Work Zones	20
Rural Areas	20
Residential	20
Tourist Area and/or Industrial Area	20
CBD	20
Other	20
Assessment fee further to above charges	20
Works Enabling Deed	20
Road Opening Permit	20
Closure of a Public Road	21
Restricted Access (Over size/ Over mass) Vehicle Approval	21
Contribution for new Kerb and Gutter/Footpaths (Policy - K 10/1)	21
Shows and Events - at council grounds and facilities	21
Sporting Fees	23
Casual Hirer	23
Regular Users - per registered player - per season	23
Aquatic Centres	24
Muswellbrook and Denman	24
Turnstile	24
20 Visit Pass	24
Year Pass	24
Summer Pass	24
School Groups	24
Pool Space Hire	25
Swimming Club	25
Learn to Swim	25
School Learn to Swim	25
Private Lessons	25
Private Lessons - 1 person per class	25
Swim Fitness	25
10 Visit Pass	25
20 Visit Pass	26
Other	26
Muswellbrook Fitness Centre	27
Gym	27

continued on next page ...

Page 3 of 74

Table Of Contents [continued]

Gym - 20 Visit Pass	27
Gym Direct Debit	27
Gym & Swim Direct Debit	27
Upfront 1 month Gym	27
12 months Upfront Gym	27
12 months Upfront Gym & Swim	27
Other	27
Muswellbrook Shire Libraries	28
Borrowers	28
Binding Documents (A4 only)	28
Holds and Reservations	28
Laminating	28
Digital Readers	28
Lost and Damaged Material	28
Overdues	28
Photocopying	28
Scanning	29
Waste Management Facilities.....	30
Special Wheelie Bin Collection Fees.....	30
Collection of Wheelie Bin other than Scheduled Collection	30
Replacement of Damaged/Lost Wheelie Bin	30
Disposal Fees - Muswellbrook Waste and Recycling Facility.....	30
Mixed Waste.....	30
Domestic recyclables - Muswellbrook Shire origin only	30
Bricks & Concrete	31
Green Waste.....	31
Whitegoods	31
Scrap Metal	31
Community Recycling Centre	32
Tyres - off Rims.....	32
Tyres - on Rims.....	32
Excavated Natural Material (Clean Soil)	32
Timber, Timber Pallets	32
Dead Animals (RSPCA Exempt).....	33
Asbestos	33
Mattress Recycling.....	34
Products & Services	34
Issue of Weighbridge Certificate	34
Recovered Goods.....	34
Garden Products	34
Disposal Fees - Denman Transfer Station (Domestic Waste Only)	34
Domestic Mixed Waste.....	34
Domestic Recyclable Materials - Muswellbrook Shire origin only	35

continued on next page ...

Page 4 of 74

Table Of Contents [continued]

Domestic Green Waste	35
Whitegoods.....	35
Scrap Metal	35
Waste Oil	35
E-Waste	35
Tyres - off Rims.....	35
Tyres - on Rims.....	36
Water and Sewer Fees and Charges	37
Water Connection Fees.....	37
New Services (no existing service pipe).....	37
New Services (connect to existing service pipe).....	37
Other Services	37
Reconnection (following disconnection) normal working hours	37
Backflow Prevention	37
Water Meter Testing	37
Test Fee	37
Transfer location at owners request.....	37
Water Flow/Pressure Investigation.....	38
Water Sales	38
Tanker Sales (per kilolitre).....	38
Hire of Metered Hydrant.....	38
Bulk Water Filling Stations	38
Water Management Act Approval	38
Sewerage Fees	38
Provision of New Sewer Junction.....	38
Sewer and Water Headworks	39
Trade Waste Applications.....	39
Environmental Services Fees and Charges - Fees associated with development	40
Development Application	40
General Fees.....	40
DA Subdivision Fees.....	40
Designated Developments (in addition to fees above).....	40
Prelodgement Meeting	40
Construction Certificate	41
Construction Packages	41
Other Construction Certificates.....	41
Subdivision/Roads and Drainage	41
Modification of Construction Certificate.....	41
Resubmission.....	42
Other	42
Occupation Certificate	42
Complying Development Fee	42
General Fees.....	42
Modification of Complying Development Certificate Application	42

continued on next page ...

Page 5 of 74

Table Of Contents [continued]

Resubmission.....	43
Other.....	43
Compliance Inspections (Construction Stages)	43
Planning Reform Fund Fee.....	43
Integrated Development and Concurrence Fee.....	43
Long Service Levy.....	43
Planning Proposals.....	44
Stage 1: Lodgement.....	44
Stage 2: Gateway Determination	44
Other.....	44
Variation to Development Consent.....	44
Section 4.55 (1) Modification.....	44
Section 4.55 (1a) Modification.....	44
Section 4.55 (2) - other modifications	44
If the original estimated cost of the development was:.....	44
Request for Review of Determination of a DA.....	45
If the original estimated cost on the DA was:.....	45
Advertising Fees	45
Value of DA - estimated cost of works	45
Other.....	46
Subdivision Certificate Application Fees.....	46
Naming of New Roads	46
Water and Sewerage Connection Fees	46
Planning Certificates.....	46
Sewer Drainage Plan.....	47
Building Certificates	47
Fire Safety	47
Shows and Events.....	47
Request for Property Information.....	47
Planning Portal Record Processing Fee (hard copy or digital records).....	48
Council Certificate Advice.....	48
Environmental Products.....	48
Rural Addressing	48
Swimming Pool Warning Signs.....	48
Swimming Pool Certificates	48
Environmental Health Inspections	48
Food Act.....	49
Public Health Act.....	49
Skin Penetration Premises.....	49
Regulated Premises, Public Swimming Pool and Spa Inspections (water quality).....	49
Boarding Houses.....	49
Section 68 of the LOCAL GOVERNMENT ACT	50
Approval To Burn	50

continued on next page ...

Page 6 of 74

Table Of Contents [continued]

Water Carters	50
Caravan Parks	50
On-site Sewage Management.....	50
Application Charges	50
Modify On-site Sewage Management System	50
Approval to Operate	50
Inspection of On-site Sewage Management	51
Use of Footpaths and Road Reserves.....	51
Approvals Under Section 125 Roads Act.....	51
Approvals Under Section 138 Roads Act.....	51
Trade Waste Fees	52
Trade Waste Applications.....	52
Liquid Trade Waste Applications	52
Applications	52
Annual Trade Waste Fee (annual inspections)	52
Trade Waste Usage Charge	52
Excess Mass Charges for Category 3 Discharges - per kg.....	52
Non-Compliance Excess Mass Charges	53
Non-Compliance pH Charge.....	54
Regulatory Services.....	55
Companion Animals.....	55
Lifetime registration.....	55
Impounding Fees.....	55
Animal Adoption.....	55
Dogs	55
Cats.....	55
Rescue Agencies.....	55
Surrender Fee	56
Declared Dangerous Dogs Fees	56
Stock Impounding	56
Impounded Vehicles.....	56
General Impounding Fee (all other impoundments).....	56
Cat Trap Hire - Free	56
Development Contributions	57
Urban Subdivision or Dwelling - Medium Density	57
Muswellbrook	57
Denman	57
Rural Lot or Dwelling	57
South Muswellbrook Commercial Development	57
Tourist Development	57
West Denman.....	57
Open Space Recreational Sporting Facilities.....	57
Community Facilities	58
Stormwater Management.....	58
Transport Facilities	58
Plan Management Administration	58

continued on next page ...

Page 7 of 74

Table Of Contents [continued]

Development Contributions (Section 7.12)58

 Estimated cost of development 58

Development Contributions - Extractive Industries (Section 7.11)59

Explanation Table

Columns

Fee (excl. GST)	Fee (excl. GST) (22/23)
GST	GST Amount (22/23)
Fee (incl. GST)	Fee (incl. GST) (22/23)
Description	Description & Detail
Fee Type	Fee Types

Classifications

Fee Types

A	This is a fee charged under relevant legislation. The details of the legislation and section are contained under the heading of the various types of fees. Council is unable to vary the amount of these fees. (Section 610)
B	Is generally an indicative fee which is recommended by the Local Government and Shires Association of NSW and Department of Local Government to maintain a comparative fee for all Councils (relates to property and zoning certificates). (Section 609)
C	These fees are for the hire of Council premises and facilities. They have generally been reviewed by Council Committees and also by Council's Consultant Valuer to gain the current market value for lease properties on the commercial market.
D	These are fees and charges generally for documents and minor services provided by the Council. In most cases, the amount fixed represents a minimal fee designed to cover the cost of materials and other fixed costs in providing the information.
E	This fee sets out to try and recover the full cost of the goods and services provided.
n/a	Not applicable

Name	Year 22/23			Fee Type
	Fee (excl. GST)	GST	Fee (incl. GST)	

Muswellbrook Shire Council

Council's Annual Revenue Policy (Fees and Charges) provides a fee exemption for local registered charities for the casual use of Council's facilities subject to the discretion of the General Manager. The payment of deposit bonds and other charges are still required where applicable. To qualify, an organisation must provide evidence of its registration with the Australian Charities and Non-for-Profits Commission and operate in the Muswellbrook Local Government Area. Where a fee exemption is approved, the registered charity when requested should acknowledge Muswellbrook Shire Council's support

Administration

Administration Centre Room Hire

Councillors Room

Per Hour	\$50.00	\$5.00	\$55.00	E
Per Day - 8 Hours	\$363.64	\$36.36	\$400.00	E

Loxton House

Per Hour	\$50.00	\$5.00	\$55.00	E
Per Day - 8 hours	\$363.64	\$36.36	\$400.00	E

Weidmann Room

Per hour	\$125.00	\$12.50	\$137.50	E
Per Day - 8 Hours	\$227.27	\$22.73	\$250.00	E

Banners

Installation of Banners (not for profit)	\$336.50	\$0.00	\$336.50	E
Cleaning and Storage, installation & removal (once only payment)	\$560.50	\$0.00	\$560.50	E

Business Paper

Copy of Council Business Paper, Late Items & Minutes

12 Months Service	\$415.00	\$0.00	\$415.00	E
6 Months Service	\$211.50	\$0.00	\$211.50	E

Cemetery Fees

Right of Burial Fees

Council Policy C10/2

continued on next page ...

Page 10 of 74

Name	Fee (excl. GST)	Year 22/23 GST	Fee (incl. GST)	Fee Type
------	--------------------	-------------------	--------------------	----------

Right of Burial Fees [continued]

General Cemetery – Purchase of 2.4 x 1.2m plot	\$445.45	\$44.55	\$490.00	E
Lawn Cemetery – Purchase of 2.4 x 1.2m plot	\$1,618.18	\$161.82	\$1,780.00	E
Columbarium – Purchase of one niche	\$227.27	\$22.73	\$250.00	E
Columbarium – Installation of plaque and ashes	\$113.64	\$11.36	\$125.00	E
Memorial Wall – Installation of plaque	\$59.09	\$5.91	\$65.00	E
Bronze Plaque	Charged separately at cost plus 10%			E
Permission to erect structure (e.g. headstone, slab, and concrete kerbing etc.)	\$80.00	\$0.00	\$80.00	D

Certificates

Section 603 Certificate LGA 1993	\$90.00	\$0.00	\$90.00	A
----------------------------------	---------	--------	---------	---

Credit Card Payments

Merchant Fee Recovery			0.84%	E
-----------------------	--	--	-------	---

Dishonoured Payments

Dishonoured Direct Debits, returned to Council	\$12.00	\$0.00	\$12.00	E
Dishonoured Cheques, returned to Council	\$12.00	\$0.00	\$12.00	E

Enquiry Fee

As provided in Section 608(2) of the LGA 1993 and subject to the provision of the LG Act and Privacy and Personal Information Protection Act

Giving information	\$18.00	\$0.00	\$18.00	E
Plus Hourly Charge	\$44.00	\$0.00	\$44.00	

Commercial Enquiry

Giving information – includes locating one (1) property	\$26.50	\$0.00	\$26.50	E
Giving information – more than one (1) property: Base Charge	\$44.50	\$0.00	\$44.50	E
plus per item of information (assessment details, sales, etc)	\$18.00	\$0.00	\$18.00	E
OR Base Charge	\$44.50	\$0.00	\$44.50	E
Plus Hourly Charge	\$93.50	\$0.00	\$93.50	E

Environmental Services Fees and Charges

For Health, Building, Planning, Environmental and Regulatory Issues please See Separate Section at End of Document

Event Equipment Hire

Stage

2.4m x 1.2m Panel

Name	Year 22/23 Fee (excl. GST)	GST	Fee (incl. GST)	Fee Type
------	----------------------------------	-----	--------------------	----------

Inflatable Outdoor Cinema Screen package

6m Inflatable Outdoor Cinema Screen Package	\$363.64	\$36.36	\$400.00	
Includes: 6m inflatable outdoor cinema screen, HD digital projector, speakers (2), cordless microphones (2), ground tarp, all ground stakes, tie down rachets and electronic cabling/leads				

Sound Equipment Package

Equipment Hire - Set Up/Pack Down

Chair/Table Hire

Trestle Table 750 x 1800mm	\$14.55	\$1.45	\$16.00	
----------------------------	---------	--------	---------	--

MSC Branded Popup Marquee Hire

Marquee 3m x 3m	\$50.00	\$5.00	\$55.00	E
Marquee 3m x 4m	\$150.00	\$15.00	\$165.00	E
Marquee 4m x 8m	\$272.73	\$27.27	\$300.00	E

Visitors Information Centre - Photocopying

B/W- A4	\$0.27	\$0.03	\$0.30	E
Colour - A4	\$0.64	\$0.06	\$0.70	E
B/W - A3	\$0.64	\$0.06	\$0.70	E
Colour - A3	\$0.91	\$0.09	\$1.00	E

Government Information (Public Access) Act 2009 (GIPA)

A 50% reduction in fees will be granted to holders of Pensioner Health Benefits Cards.
Further details are set out in FOI Procedures Manual (Section 2.14)

Application Fee (includes 1 hour processing)	\$30.00	\$0.00	\$30.00	A
Processing Fee	\$30.00	\$0.00	\$30.00	A

Photocopying/Printing

Photocopying and Printing services also available at Upper Hunter Regional Library Service branches at Muswellbrook and Denman

B/W – A4	\$0.36	\$0.04	\$0.40	E
Colour – A4	\$0.82	\$0.08	\$0.90	
B/W – A3	\$0.91	\$0.09	\$1.00	
Colour – A3	\$1.73	\$0.17	\$1.90	E
B/W – A1	\$10.36	\$1.04	\$11.40	E
Colour – A1	\$13.82	\$1.38	\$15.20	E
B/W – A0	\$15.27	\$1.53	\$16.80	E
Colour – A0	\$18.64	\$1.86	\$20.50	E

Name	Fee (excl. GST)	Year 22/23 GST	Fee (incl. GST)	Fee Type
------	--------------------	-------------------	--------------------	----------

Document Scanning

A1 and A0	\$4.09	\$0.41	\$4.50	
-----------	--------	--------	--------	--

All Council Properties

Bond (refunded after inspection). Except shows and events (see Shows & Events Listing)	\$525.00	\$0.00	\$525.00	
Cleaning Charge – minimum (2 hours if not left clean)	\$145.45	\$14.55	\$160.00	
Cleaning charge – per hour thereafter	\$59.09	\$5.91	\$65.00	E
Key Deposit (refundable)	\$75.00	\$0.00	\$75.00	E

Muswellbrook Regional Art Centre

Gallery Membership - Per Person	\$45.45	\$4.55	\$50.00	C
---------------------------------	---------	--------	---------	---

Name	Year 22/23			Fee Type
	Fee (excl. GST)	GST	Fee (incl. GST)	

Hall Hire

Community or non profit organisations who make a series of bookings that are not for commercial purpose, and pay in advance may be charged proportionate hourly rates and receive a 25% discount.

Denman Memorial Hall

Hire of Hall (hourly rate)	\$45.45	\$4.55	\$50.00	C
Daily Hire - 8 Hours	\$295.45	\$29.55	\$325.00	C
Half-Day Hire - 4 Hours	\$154.55	\$15.45	\$170.00	C

Indoor Sports Centre Complex - Denman

Regular Group bookings available

Per Day (Whole Facility) - 8 hours	\$292.73	\$29.27	\$322.00	C
Per Half-Day (Whole Facility) - 4 hours	\$160.91	\$16.09	\$177.00	C
Up to 4 hours				
Basketball Court (per hour) – Casual Hire	\$44.55	\$4.45	\$49.00	C
Basketball Court (per hour) – User Groups	\$30.91	\$3.09	\$34.00	C
Squash Courts (per court, per hour) – Casual Hire	\$21.82	\$2.18	\$24.00	C
Squash Courts (per court, per hour) – User Groups	\$16.36	\$1.64	\$18.00	C
Tennis Courts (per court, per hour) – Day – Casual Hire	\$15.45	\$1.55	\$17.00	C
Tennis Courts (per court, per hour) – Day – User Groups	\$12.73	\$1.27	\$14.00	C
Tennis Courts (per court, per hour) – Night – Casual Hire	\$21.82	\$2.18	\$24.00	C
Tennis Courts (per court, per hour) – Night – User Groups	\$31.82	\$3.18	\$35.00	C
Mezzanine Floor Area (per hour) – Day	\$16.36	\$1.64	\$18.00	C
Mezzanine Floor Area (per hour) – Night	\$21.82	\$2.18	\$24.00	C
Playgroups & community groups (maximum 3 hours)	\$25.45	\$2.55	\$28.00	C

Indoor Sports Centre - Muswellbrook

Per Day (Whole Facility) - 8 hours	\$292.73	\$29.27	\$322.00	C
50% discount for local schools for whole centre day hire				
Per Half-Day (Whole Facility) - 4 hours	\$160.91	\$16.09	\$177.00	C
School Groups (half day, per student) - 4 hours	\$3.64	\$0.36	\$4.00	C
Basketball Court (one court) – Casual Hire - Per Hour	\$43.64	\$4.36	\$48.00	C
Basketball Court – (two court, per hour) – Casual Hire	\$77.27	\$7.73	\$85.00	C
Basketball Court (one court) – User Groups - Per Hour	\$30.91	\$3.09	\$34.00	C
Basketball Court – (two court, per hour) – Users Group	\$50.91	\$5.09	\$56.00	C
Individual Practice (per hour) – Casual Hire	\$20.00	\$2.00	\$22.00	C
Gymnasium Only (per hour)	\$16.36	\$1.64	\$18.00	C
Meeting Room (small, per hour)	\$20.00	\$2.00	\$22.00	C
Canteen Hire (per hour)	\$20.00	\$2.00	\$22.00	C
Table Hire	\$6.36	\$0.64	\$7.00	C
Chair Hire	\$2.27	\$0.23	\$2.50	C

Name	Year 22/23	Fee (excl. GST)	Fee (incl. GST)	Fee Type
------	------------	-----------------	-----------------	----------

Muswellbrook Regional Art Centre

Private Functions

Free to Not for profit and charity groups			FREE	n/a
---	--	--	------	-----

During Art Centre Hours

Gallery Hire Hourly Base Rate	\$63.64	\$6.36	\$70.00	C
Hourly Rate Per Person	\$4.55	\$0.45	\$5.00	C
Refundable Security Deposit			10% of hire fee	C

Outside Art Centre Hours

Free to not for profit and charity groups			FREE	C
Gallery Hire Hourly Base Rate	\$72.73	\$7.27	\$80.00	C
Hourly Rate Per Person	\$7.27	\$0.73	\$8.00	C
Refundable Security Deposit			10% of hire fee	C

Prize Entry Fees

Muswellbrook Art Prize – Painting	\$40.91	\$4.09	\$45.00	D
Muswellbrook Art Prize – Works on Paper	\$22.73	\$2.27	\$25.00	D
Muswellbrook Art Prize - Ceramics	\$22.73	\$2.27	\$25.00	D
Viola Bromley Art Prize	\$18.18	\$1.82	\$20.00	D
Mullins Conceptual Photography Prize	\$22.73	\$2.27	\$25.00	
Online Store Flat Rate Shipping	\$9.09	\$0.91	\$10.00	E
Commission on Sale of Works			35%	D

Senior Citizens Centre

Per Day - 8 Hours	\$250.00	\$25.00	\$275.00	C
Per Half Day - 4 Hours	\$145.46	\$14.55	\$160.00	E

Stan Thiess Centre

Multi purpose Building including Public toilets and Kiosk Area

Community or non profit organisations who book for a series of sessions and pay in advance receive a 25% discount

Per Day - 8 Hours	\$250.00	\$25.00	\$275.00	C
Per Half-Day - 4 Hours	\$145.45	\$14.55	\$160.00	C
Additional Hours	\$31.82	\$3.18	\$35.00	C
Playgroups & community groups (maximum 3 hours)	\$25.45	\$2.55	\$28.00	C

Name	Year 22/23			Fee Type
	Fee (excl. GST)	GST	Fee (incl. GST)	

Muswellbrook Shire Libraries

Seminar Room

Per Hour	\$69.55	\$6.95	\$76.50	C
Up to 3 hours	\$208.64	\$20.86	\$229.50	C
1 day during Bus Hours	\$278.18	\$27.82	\$306.00	C
Cancellations within 24 hours	\$54.09	\$5.41	\$59.50	C
Cleaning Fee	\$61.82	\$6.18	\$68.00	E

Library Meeting Room 1

Free for Members - up to 3 hours

Library Members - Up to 3 Hours			FREE	
Up to 3 hours – Visitor & Business use	\$9.55	\$0.95	\$10.50	C
1 day during Business Hours	\$69.55	\$6.95	\$76.50	C

Library Meeting Room 2 (Community Room)

Community Organisations - Up to 3 Hours			FREE	
Business Users - Per Hour	\$34.55	\$3.45	\$38.00	C
Business Users - Up to 3 Hours	\$104.55	\$10.45	\$115.00	C
1 Day During Business Hours	\$139.09	\$13.91	\$153.00	C

Denman Library Community Room

Community Organisations - Up to 3 Hours			FREE	C
Business Users - Per Hour	\$34.55	\$3.45	\$38.00	C
Business Users - Up to 3 Hours	\$104.55	\$10.45	\$115.00	C
1 Day During Business Hours	\$139.09	\$13.91	\$153.00	C

Local Studies Room

1 Day During Business Hours	\$139.09	\$13.91	\$153.00	C
-----------------------------	----------	---------	----------	---

Name	Year 22/23		Fee Type
	Fee (excl. GST)	Fee (incl. GST)	

Private Works

Section 67 LGA 1993

Labour costs	Labour costs (including on-costs) plus 40% + 10% GST	E
Plant costs	Plant costs (including on-costs) plus 40% + 10% GST	E
Stores and materials costs	Stores and materials costs (including on-costs) plus 40% + 10% GST	E

Name	Year 22/23			Fee Type
	Fee (excl. GST)	GST	Fee (incl. GST)	

Property - Transfer Listing

Annual Listing	\$181.00	\$0.00	\$181.00	D
Monthly Listing	\$25.00	\$0.00	\$25.00	D

Name	Year 22/23			Fee Type
	Fee (excl. GST)	GST	Fee (incl. GST)	

Public Gates/Grid

Application – Roads Act 1993 – Div. 2 Part 9	\$354.00	\$0.00	\$354.00	E
Inspection	\$354.00	\$0.00	\$354.00	E
2 inspections included				
Additional reinspection	\$181.00	\$0.00	\$181.00	E

Name	Year 22/23 Fee (excl. GST)	GST	Fee (incl. GST)	Fee Type
------	----------------------------------	-----	--------------------	----------

Roads

Work Zones

Work zones and temporary structures within Road Reserves

Rural Areas

First 15 weeks	\$1.00	\$0.00	\$1.00	E
15 to 30 weeks	\$1.50	\$0.00	\$1.50	E
Over 30 weeks	\$3.00	\$0.00	\$3.00	E

Residential

First 15 weeks	\$1.50	\$0.00	\$1.50	E
15 to 30 weeks	\$3.00	\$0.00	\$3.00	E
Over 30 weeks	\$6.00	\$0.00	\$6.00	E

Tourist Area and/or Industrial Area

First 15 weeks	\$3.00	\$0.00	\$3.00	E
15 to 30 weeks	\$6.00	\$0.00	\$6.00	E
Over 30 weeks	\$12.00	\$0.00	\$12.00	E

CBD

First 15 weeks	\$6.00	\$0.00	\$6.00	E
15 to 30 weeks	\$9.50	\$0.00	\$9.50	E
Over 30 weeks	\$19.50	\$0.00	\$19.50	E

Other

Fee	Subject of quote			E
-----	------------------	--	--	---

Assessment fee further to above charges

Fee	\$583.00	\$0.00	\$583.00	E
-----	----------	--------	----------	---

Works Enabling Deed

Major road projects where works are transferred to Council	As per quote			E
--	--------------	--	--	---

Road Opening Permit

Footways	\$175.50	\$0.00	\$175.50	E
Residential Driveway Crossing with Existing K & G	\$175.50	\$0.00	\$175.50	E
Residential Driveway Crossing with no Existing K & G	\$360.50	\$0.00	\$360.50	E
Rural driveway crossing	\$426.50	\$0.00	\$426.50	E

Name	Year 22/23 Fee (excl. GST)	GST	Fee (incl. GST)	Fee Type
------	----------------------------------	-----	--------------------	----------

Road Opening Permit [continued]

Commercial Driveway Crossing	\$426.50	\$0.00	\$426.50	E
Activities on Road Reserves	\$175.50	\$0.00	\$175.50	E
Stock on Road Reserves (grazing)	\$76.50	\$0.00	\$76.50	E
Road Restoration – (Bitumen Surface)			As per quote	E
Design by Council – Driveways or other Infrastructure			As per quote	E
Works Enabling Deed			As per quote	E

Closure of a Public Road

Additional Costs: All additional costs to Council such as but not limited to Fees to NSW Land Registry Services, Valuations, Survey, Legal, Search and other fees are to be paid by the applicant. Additional hours in excess of the maximum hours stated will be charged at \$60.00/hr (plus GST).

Preliminary Investigation Fee	\$913.00	\$0.00	\$913.00	E
Roads Act 1993 Part 4 Standard 9 hours				
Processing Fee for closure	\$1,858.50	\$0.00	\$1,858.50	E
Standard 20 hours				
Additional Costs	Additional hours in excess of the maximum hours stated will be charged at \$60.00/hr (plus GST)			E
All additional costs to Council such as but not limited to Fees to NSW Land Registry Services, Valuations, Survey, Legal, Search and other fees are to be paid by the applicant.				

Restricted Access (Over size/ Over mass) Vehicle Approval

Local Government Act 1993, Roads Act 1993, Div 2, Pt 3, Heavy Vehicle National Law

Permit fee	As prescribed by NHVR			n/a
Local Government Act 1993, Roads Act 1993, Div 2, Pt 3, Heavy Vehicle National Law				
Route assessment – as per 3rd party quote			As per quote	E
Plus administration fee	\$186.00	\$0.00	\$186.00	E
Review of route assessment	\$303.00	\$0.00	\$303.00	E
Observation if required (Additional fee apply for over 4 hours)	\$360.50	\$0.00	\$360.50	E

Contribution for new Kerb and Gutter/Footpaths (Policy - K 10/1)

Construction cost of Kerb & Gutter per 1.m	\$349.50	\$0.00	\$349.50	E
Construction cost of Footpath per sq.m	\$304.67	\$0.00	\$304.67	E

Shows and Events - at council grounds and facilities

Events on Council grounds – Day & Night - 24 Hours	\$1,122.73	\$112.27	\$1,235.00	E
1 Day Hire				

Name	Year 22/23			Fee Type
	Fee (excl. GST)	GST	Fee (incl. GST)	

Shows and Events - at council grounds and facilities [continued]

Events on Council grounds – Day or Night - 12 Hours	\$759.09	\$75.91	\$835.00	E
Subsequent hire per day				
Refundable deposit	\$954.55	\$95.45	\$1,050.00	E
*Subject to condition inspection				

Name	Year 22/23			
	Fee (excl. GST)	GST	Fee (incl. GST)	Fee Type

Sporting Fees

Casual Hirer

Booking – minimum 2 hours	\$146.37	\$14.64	\$161.00	E
Field Hire – Per Day	\$340.91	\$34.09	\$375.00	C
Field Hire – Per Half-Day	\$292.73	\$29.27	\$322.00	C
Canteen Hire	\$117.27	\$11.73	\$129.00	C

Regular Users - per registered player - per season

Seniors (18 years and over)	\$37.27	\$3.73	\$41.00	C
Use of Sporting Fields, Parks & Reserves by Fitness Trainers – 12 month Licence Agreement	\$513.64	\$51.36	\$565.00	C
Extra charge for lighting if used - \$50.00				
Use of Sporting Fields, Parks & Reserves by Fitness Trainers – 6 month Licence Agreement	\$340.91	\$34.09	\$375.00	C

Name	Fee (excl. GST)	Year 22/23 GST	Fee (incl. GST)	Fee Type
------	--------------------	-------------------	--------------------	----------

Aquatic Centres

** Refer Council Resolution 13.12.2004. Recreation Management authorised to promote special discounts and offers.

Muswellbrook and Denman

Turnstile

Single Entry (all)	\$4.55	\$0.45	\$5.00	D
Five years and under (swimming)	\$1.82	\$0.18	\$2.00	D
Service/Aged Concessional/Disabled/Senior	\$3.64	\$0.36	\$4.00	D
Family Up to 2 adults and 5 Children)	\$15.91	\$1.59	\$17.50	D
Spectator Fee	\$1.82	\$0.18	\$2.00	D
Shower Fee	\$1.82	\$0.18	\$2.00	E

20 Visit Pass

Aquatic Centre (20 entries)	\$72.73	\$7.27	\$80.00	D
Aquatic Centre Concessional (20 entries)	\$54.55	\$5.45	\$60.00	D
Adult Visit Spa Sauna (20 entries)	\$231.82	\$23.18	\$255.00	
Adult Visit Spa Sauna Concessional/Senior/Disability (20 entries)	\$181.82	\$18.18	\$200.00	E
Gym Concessional (20 entries)	\$181.82	\$18.18	\$200.00	C
Gym (20 entries)	\$218.18	\$21.82	\$240.00	C

Year Pass

Pass Access to Both Facilities including Sauna/Spa

Individual	\$309.09	\$30.91	\$340.00	D
Concessional (Service/Aged Concessional/Senior/Disability)	\$277.27	\$27.73	\$305.00	D
Individual				
Family	\$631.82	\$63.18	\$695.00	D
Up to 2 adults and 5 children				
Family – payable by monthly instalments	\$52.73	\$5.27	\$58.00	E

Summer Pass

Individual	\$150.00	\$15.00	\$165.00	D
Family	\$268.18	\$26.82	\$295.00	D
Concessional (Service/Aged Concessional/Senior/Disability)	\$104.55	\$10.45	\$115.00	D
Individual				

School Groups

School Groups (>1 hour)	\$3.64	\$0.36	\$4.00	D
School Groups (PE and LTS < 1 hour)	\$2.73	\$0.27	\$3.00	D
Supervising staff, carers and trainers			No Charge	D
Aqua Aerobics/Aqua Zumba	\$5.45	\$0.55	\$6.00	D

Name	Fee (excl. GST)	Year 22/23 GST	Fee (incl. GST)	Fee Type
------	--------------------	-------------------	--------------------	----------

Pool Space Hire

Hire of Pool Lane	\$27.27	\$2.73	\$30.00	D
Exclusive Hire of Indoor Pool (8 hours)	\$3,070.00	\$307.00	\$3,377.00	D
Each additional hour	\$286.36	\$28.64	\$315.00	D
Exclusive hire of Outdoor Pool (8 hours)	\$1,681.82	\$168.18	\$1,850.00	D
Each additional hour	\$286.36	\$28.64	\$315.00	D

Swimming Club

Swim Club Juniors under 18 years old

Training nights and club events	\$3.64	\$0.36	\$4.00	D
---------------------------------	--------	--------	--------	---

Learn to Swim

Booked per term payable in advance – non refundable	\$17.50	\$0.00	\$17.50	D
Booked per term payable in advance – non refundable – Member discount 15%	\$15.00	\$0.00	\$15.00	D

School Learn to Swim

Group Booking – per child	\$9.50	\$0.00	\$9.50	E
---------------------------	--------	--------	--------	---

Private Lessons

Price vary depending on the number of weeks per term.

Class times and day are determined after your application has been received

Private Lessons - 1 person per class

Private Lessons – 1 person per class	\$50.00	\$0.00	\$50.00	D
Booked per term, payable in advance - non refundable				

Swim Fitness

Adult – Non Member Single	\$15.91	\$1.59	\$17.50	D
Adult – Member Single	\$11.36	\$1.14	\$12.50	D
Child up to 16 years – Non Member Single	\$10.45	\$1.05	\$11.50	D
Child up to 16 years – Member Single	\$6.82	\$0.68	\$7.50	D

10 Visit Pass

Program Activities / 10 Visit Pass

Aqua Aerobics/Zumba – Member	\$86.36	\$8.64	\$95.00	E
Aqua Aerobics/Zumba Non Member	\$104.55	\$10.45	\$115.00	E
Active Over 50s	\$59.09	\$5.91	\$65.00	E

Name	Year 22/23			Fee Type
	Fee (excl. GST)	GST	Fee (incl. GST)	

20 Visit Pass

Adult Swim Fit – Member	\$181.82	\$18.18	\$200.00	E
Adult Swim Fit – Non Member	\$245.45	\$24.55	\$270.00	E
Child Swim Fit – Member	\$121.82	\$12.18	\$134.00	E
Child Swim Fit – Non Member	\$190.91	\$19.09	\$210.00	E

Other

Hosted Pool Party	\$36.36	\$3.64	\$40.00	D
Giant inflatable	\$145.45	\$14.55	\$160.00	D
Pool Room Hire – per hour	\$40.91	\$4.09	\$45.00	D
Pool Room Hire – per day	\$272.73	\$27.27	\$300.00	D

Name	Fee (excl. GST)	Year 22/23 GST	Fee (incl. GST)	Fee Type
------	--------------------	-------------------	--------------------	----------

Muswellbrook Fitness Centre

Gym

Gym Joining Fee	\$40.91	\$4.09	\$45.00	
Gym single entry	\$16.82	\$1.68	\$18.50	D
Gym concession/student	\$14.09	\$1.41	\$15.50	D

Gym - 20 Visit Pass

Gym Direct Debit

This Fee is a fortnightly Direct Debit

Adult	\$33.18	\$3.32	\$36.50	D
Concession/Student/Pensioner/Veteran	\$26.36	\$2.64	\$29.00	D
Family	\$54.55	\$5.45	\$60.00	D

Gym & Swim Direct Debit

This Fee is a fortnightly Direct Debit

Adult	\$40.91	\$4.09	\$45.00	D
Concession/Student/Pensioner/Veteran	\$31.82	\$3.18	\$35.00	D
Family	\$65.45	\$6.55	\$72.00	D

Upfront 1 month Gym

Adult	\$68.18	\$6.82	\$75.00	D
Concession/student	\$56.36	\$5.64	\$62.00	D
Family	\$113.64	\$11.36	\$125.00	D
Concession/Student/Pensioner/Veteran	\$51.82	\$5.18	\$57.00	D

12 months Upfront Gym

Adult	\$786.36	\$78.64	\$865.00	D
Concession/Student/Pensioner/Veteran	\$622.73	\$62.27	\$685.00	D
Family	\$1,409.09	\$140.91	\$1,550.00	D

12 months Upfront Gym & Swim

Adult	\$877.27	\$87.73	\$965.00	D
Family	\$1,954.55	\$195.45	\$2,150.00	E

Other

Gym School Group	\$50.00	\$5.00	\$55.00	D
------------------	---------	--------	---------	---

Name	Fee (excl. GST)	Year 22/23 GST	Fee (incl. GST)	Fee Type
------	--------------------	-------------------	--------------------	----------

Muswellbrook Shire Libraries

Borrowers

Membership			FREE	D
------------	--	--	------	---

Binding Documents (A4 only)

Up to 65 Sheets	\$6.36	\$0.64	\$7.00	E
Up to 120 sheets	\$8.64	\$0.86	\$9.50	E
Up to 240 sheets	\$11.36	\$1.14	\$12.50	E

Holds and Reservations

Within Muswellbrook Shire Libraries			Nil	E
Inter Library Loan Requests	\$5.91	\$0.59	\$6.50	E
Inter Library Loan Requests (pensioners and school students)	\$3.18	\$0.32	\$3.50	E
Local Inter-Library Loan	\$3.18	\$0.32	\$3.50	E
ILRS Charges passed on when Library charged per request	\$28.50	\$0.00	\$28.50	E
ILRS Charges passed on for Electronic Delivery	\$16.82	\$1.68	\$18.50	E

Laminating

60 x 95mm pouch	\$1.36	\$0.14	\$1.50	E
216mm x 303mm pouch (A4)	\$2.73	\$0.27	\$3.00	E
203 x 426mm pouch (A3)	\$4.55	\$0.45	\$5.00	E

Digital Readers

Technology Hire (e-readers, tablets, Daisy readers)			FREE	n/a
Replacement Fee	\$486.82	\$48.68	\$535.50	E

Lost and Damaged Material

Processing Fee	\$7.00	\$0.00	\$7.00	E
Borrowers Card	\$2.50	\$0.00	\$2.50	E

Overdues

1st Notice and Final Notice	\$4.00	\$0.00	\$4.00	E
-----------------------------	--------	--------	--------	---

Photocopying

B/W – A4	\$0.27	\$0.03	\$0.30	E
Colour – A4	\$0.64	\$0.06	\$0.70	E
B/W – A3	\$0.64	\$0.06	\$0.70	E
Colour – A3	\$0.91	\$0.09	\$1.00	E

Name	Year 22/23			Fee Type
	Fee (excl. GST)	GST	Fee (incl. GST)	

Scanning

Per Scan – 10 pages or less	\$0.91	\$0.09	\$1.00	E
Per Scan – more than 10 pages	\$1.82	\$0.18	\$2.00	E

Name	Year 22/23 Fee (excl. GST)	GST	Fee (incl. GST)	Fee Type
------	----------------------------------	-----	--------------------	----------

Waste Management Facilities

Muswellbrook Waste Management Facility, Denman Transfer Station.

Where applicable, disposal fees are inclusive of the NSW Waste & Environment Levy at the Regional Levy Area rate for the current financial year, as required by the Protection of the Environment Operations (Waste) Regulation 2014.

Special Wheelie Bin Collection Fees

Collection of Wheelie Bin other than Scheduled Collection

Wheelie bins need to be placed at the kerbside by 6am for collection. If your bin is out late, you may request a special collection, the following fees apply.

If collected on same day as scheduled collection (per bin)	\$9.00	\$0.00	\$9.00	E
If collected on day after scheduled collection (per bin)	\$22.00	\$0.00	\$22.00	E

Replacement of Damaged/Lost Wheelie Bin

Red Lid Bin	\$69.00	\$0.00	\$69.00	E
Yellow Lid Bin	\$84.00	\$0.00	\$84.00	E
Green Lid Bin	\$84.00	\$0.00	\$84.00	E
Reinstatement of Removed Bin Due to Contamination	\$42.00	\$0.00	\$42.00	E

Disposal Fees - Muswellbrook Waste and Recycling Facility

Mixed Waste

Mixed waste per tonne		Cost	GST	Total	E
	Gate fee	234.27	23.43	257.70	
	NSW Waste Levy	87.30	0.00	87.30	
	Total Price	321.57	23.43	\$345.00	

Domestic recyclables - Muswellbrook Shire origin only

Commingled Recyclables	FREE	n/a
<ul style="list-style-type: none"> Plastic bottles and food containers Glass bottles Paper and cardboard Aluminium cans Steel cans 		

Name	Year 22/23			Fee Type
	Fee (excl. GST)	GST	Fee (incl. GST)	

Domestic recyclables - Muswellbrook Shire origin only [continued]

Bulky cardboard, polystyrene or soft plastics		Cost	GST	Total	E
	Gate fee	1.55	0.15	1.70	
	NSW Waste Levy	87.30	0.00	87.30	
	Total Price	88.85	0.15	\$89.00	

Bricks & Concrete

Steel reinforced concrete per tonne		Cost	GST	Total	E
	Gate fee	234.27	23.43	257.70	
	NSW Waste Levy	87.30	0.00	87.30	
	Total Price	321.57	23.43	\$345.00	
Clean concrete or rubble, non-reinforced, per tonne		Cost	GST	Total	E
	Gate fee	92.45	9.25	101.70	
	NSW Waste Levy	87.30	0.00	87.30	
	Total Price	179.75	9.25	\$189.00	

Green Waste

Green waste per tonne		Cost	GST	Total	E
	Gate fee	73.36	7.34	80.70	
	NSW Waste Levy	87.30	0.00	87.30	
	Total Price	160.66	7.34	\$168.00	

Whitegoods

Refrigerators, freezers & air conditioners	\$38.18	\$3.82	\$42.00	E
Refrigerators, freezers & air conditioners with CFC degassing certificate	FREE if proof of CFC gas capture by an accredited service provider is supplied.			E

Scrap Metal

Scrap Metal recycling			FREE	E
Car Bodies - ID required	\$48.18	\$4.82	\$53.00	E

Name	Year 22/23 Fee (excl. GST)	GST	Fee (incl. GST)	Fee Type
------	----------------------------------	-----	--------------------	----------

Community Recycling Centre

Household Problem Wastes - domestic quantities only			FREE	E
<ul style="list-style-type: none"> Gas bottles (including propane) Fire extinguishers Paint (water or oil based) Waste motor or cooking oil Fluorescent tubes and globes Aerosol cans Electronic items Household batteries Smoke detectors Automotive batteries 				

Tyres - off Rims

Passenger Tyre (or smaller)	\$9.09	\$0.91	\$10.00	E
Light Truck or 4WD Tyre	\$14.55	\$1.45	\$16.00	E
Truck Tyre	\$23.64	\$2.36	\$26.00	E
Tractor Tyre	\$42.73	\$4.27	\$47.00	E
Earthmoving Tyre	\$145.45	\$14.55	\$160.00	E

Tyres - on Rims

Passenger Tyre (or smaller)	\$14.55	\$1.45	\$16.00	E
Light Truck or 4WD Tyre	\$19.09	\$1.91	\$21.00	E
Truck Tyre	\$33.64	\$3.36	\$37.00	E

Excavated Natural Material (Clean Soil)

Clean soil, per tonne or part thereof		Cost	GST	Total	E
	Gate fee	16.09	1.61	17.70	
	NSW Waste Levy	87.30	0.00	87.30	
	Total Price	103.39	1.61	\$105.00	

Timber, Timber Pallets

Treated timber – contaminated, painted or mixed with other materials (per tonne)		Cost	GST	Total	E
	Gate fee	234.27	23.43	257.70	
	NSW Waste Levy	87.30	0.00	87.30	
	Total Price	321.57	23.43	\$345.00	

Name	Year 22/23			Fee Type
	Fee (excl. GST)	GST	Fee (incl. GST)	

Timber, Timber Pallets [continued]

Clean untreated timber (per tonne)		Cost	GST	Total	E
	Gate fee	92.45	9.25	101.70	
	NSW Waste Levy	87.30	0.00	87.30	
	Total Price	179.75	9.25	\$189.00	

Dead Animals (RSPCA Exempt)

Dog/Cat		Cost	GST	Total	E
	Gate fee	11.60	1.16	12.76	
	NSW Waste Levy	5.24	0.00	5.24	
	Total Price	16.84	1.16	\$18.00	
Sheep/Goat		Cost	GST	Total	E
	Gate fee	25.24	2.52	27.76	
	NSW Waste Levy	5.24	0.00	5.24	
	Total Price	30.48	2.52	\$33.00	
Horse/Cattle (by prior arrangement)		Cost	GST	Total	E
	Gate fee	43.46	4.35	47.81	
	NSW Waste Levy	26.19	0.00	26.19	
	Total Price	69.65	4.35	\$74.00	
Native Animals				FREE	n/a

Asbestos

Asbestos wrapped and labelled – per tonne, booking required		Cost	GST	Total	E
	Gate fee	147.91	14.79	162.70	
	NSW Waste Levy	87.30	0.00	87.30	
	Total Price	235.21	14.79	\$250.00	
Asbestos burial per tonne (loads over 1 tonne, once per day)	\$196.36	\$19.64	\$216.00		E

Name	Year 22/23			Fee Type
	Fee (excl. GST)	GST	Fee (incl. GST)	

Mattress Recycling

Mattress or base, per each item		Cost	GST	Total	E
	Gate fee	26.15	2.61	28.76	
	NSW Waste Levy	5.24	0.00	5.24	
	Total Price	31.39	2.61	\$34.00	

Products & Services

Issue of Weighbridge Certificate

Vehicles up to and including 3 Tonne	\$26.36	\$2.64	\$29.00	E
Each Tonne over 3 Tonne	\$2.64	\$0.26	\$2.90	E

Recovered Goods

Reuse Shop items	Prices as marked	E
------------------	------------------	---

Garden Products

Bagged Recycled Compost (each)	\$3.64	\$0.36	\$4.00	E
Processed garden organics - pasteurised mulch	\$37.27	\$3.73	\$41.00	E
Processed garden organics - matured compost	\$50.91	\$5.09	\$56.00	E
Processed clean timber - woodchip mulch	\$100.00	\$10.00	\$110.00	E

Disposal Fees - Denman Transfer Station (Domestic Waste Only)

Domestic Mixed Waste

Cars, Station Wagons and wheelie bins		Cost	GST	Total	E
	Gate fee	9.78	0.98	10.76	
	NSW Waste Levy	5.24	0.00	5.24	
	Total Price	15.02	0.98	\$16.00	
Vans, utilities, trailers		Cost	GST	Total	E
	Gate fee	23.46	2.35	25.81	
	NSW Waste Levy	26.19	0.00	26.19	
	Total Price	49.65	2.35	\$52.00	

Name	Year 22/23 Fee (excl. GST)	Year 22/23 GST	Year 22/23 Fee (incl. GST)	Fee Type
------	----------------------------------	-------------------	----------------------------------	----------

Domestic Recyclable Materials - Muswellbrook Shire origin only

Commingled Recyclables - domestic quantities only			FREE	n/a
<ul style="list-style-type: none"> Plastic bottles and food containers Glass bottles Paper and cardboard Aluminium cans Steel cans 				

Domestic Green Waste

Cars, Station Wagons and wheelie bins		Cost	GST	Total	E
	Gate fee	5.24	0.52	5.76	
	NSW Waste Levy	5.24	0.00	5.24	
	Total Price	10.48	0.52	\$11.00	
Vans, utilities, trailers		Cost	GST	Total	E
	Gate fee	18.92	1.89	20.81	
	NSW Waste Levy	26.19	0.00	26.19	
	Total Price	45.11	1.89	\$47.00	

Whitegoods

Refrigerators, freezers and air conditioners	\$38.18	\$3.82	\$42.00	E
Refrigerators, freezers and air conditioners with CFC degassing certificate	FREE if proof of CFC gas capture by an accredited service provider is supplied.			E

Scrap Metal

Scrap Metal, domestic quantities only		FREE	E
Batteries (Car & Truck)		FREE	E

Waste Oil

Domestic quantities only		FREE	E
--------------------------	--	------	---

E-Waste

Domestic quantities only		FREE	E
--------------------------	--	------	---

Tyres - off Rims

Denman - limit of 5 per transaction

Passenger Tyre (or smaller)	\$9.09	\$0.91	\$10.00	E
Light Truck or 4WD Tyre	\$14.55	\$1.45	\$16.00	E

Name	Year 22/23			Fee Type
	Fee (excl. GST)	GST	Fee (incl. GST)	

Tyres - on Rims

Denman - limit of 5 per transaction

Passenger Tyre (or smaller)	\$14.55	\$1.45	\$16.00	E
Light Truck or 4WD Tyre	\$19.09	\$1.91	\$21.00	E

Name	Year 22/23 Fee (excl. GST)	Year 22/23 GST	Year 22/23 Fee (incl. GST)	Fee Type
------	----------------------------------	-------------------	----------------------------------	----------

Water and Sewer Fees and Charges

Water Connection Fees

New Services (no existing service pipe)

New services (no existing service pipe)			Commercial Rate	E
---	--	--	-----------------	---

New Services (connect to existing service pipe)

20mm water meter complete with dual check valve	\$394.00	\$0.00	\$394.00	E
25mm water meter complete with dual check valve	\$593.99	\$0.00	\$593.99	E
Rural Water Connection (Conditions Apply)			Commercial Rate	E

Other Services

Disconnection of Water Meter at Service (service capped)	\$265.79	\$0.00	\$265.79	E
Disconnection of Water Service at Main	\$1,022.50	\$0.00	\$1,022.50	E

Reconnection (following disconnection) normal working hours

Reconnection of Water Meter at Service (following disconnection)	\$354.75	\$0.00	\$354.75	E
Removal of water restriction device on water meters	\$187.05	\$0.00	\$187.05	E

Backflow Prevention

Backflow prevention devices on existing commercial/industrial services

Water Meter Testing

Local Government (General) Regulation 2005. Section 158

Special Reading Fee	\$163.40	\$0.00	\$163.40	E
---------------------	----------	--------	----------	---

Test Fee

If meter not reading correctly - Test fee is refundable.

Test Fee – 20, 25 and 32mm service @ 4 Flow Rates	\$490.50	\$0.00	\$490.50	E
Test Fee – 20, 25 and 32mm service @ 6 Flow Rates	\$516.50	\$0.00	\$516.50	E
Test Fee – 40mm service @ 4 Flow Rates	\$568.00	\$0.00	\$568.00	E
Test Fee – 40mm service @ 6 Flow Rates	\$594.00	\$0.00	\$594.00	E
Test Fee – 50mm and greater			Commercial Rate	E

Transfer location at owners request

Includes raising service

Transfer location at owners request (includes raising service) – Residential/Industrial/Commercial			Commercial Rate	E
--	--	--	-----------------	---

Name	Year 22/23 Fee (excl. GST)	GST	Fee (incl. GST)	Fee Type
------	----------------------------------	-----	--------------------	----------

Water Flow/Pressure Investigation

Fire Flow Investigation	\$609.50	\$0.00	\$609.50	E
Testing Max/Min Pressure supplied (at property service line only)	\$346.69	\$0.00	\$346.69	E

Water Sales

Tanker Sales (per kilolitre)

Muswellbrook	\$3.89	\$0.00	\$3.89	E
--------------	--------	--------	--------	---

Hire of Metered Hydrant

Security Deposit (refundable subject to payment of outstanding charges)	\$1,922.96	\$0.00	\$1,922.96	E
Hire charge (per month or part thereof)	\$76.23	\$7.62	\$83.85	E
Water Consumption	\$5.48	\$0.00	\$5.48	E

Bulk Water Filling Stations

Muswellbrook and Denman - not available at Sandy Hollow

Filling Stations (Muswellbrook and Denman only)	\$3.62 per kilolitre			E
---	----------------------	--	--	---

Water Management Act Approval

Application for Notice of Requirement for single dwelling & dual occupancy	\$138.00	\$0.00	\$138.00	E
Application for Compliance Certificate for single dwelling & dual occupancy	\$138.14	\$0.00	\$138.14	E
Application for Notice of Requirement for all other developments	\$332.18	\$0.00	\$332.18	E
Application for Compliance Certificate for all other developments	\$332.18	\$0.00	\$332.18	E
Inspection of Works (determined in Notice of Requirement) per inspection	\$218.23	\$0.00	\$218.23	E

Sewerage Fees

Provision of New Sewer Junction

Provision of new sewer junction	Commercial Rate	E
Sewer Extension (Commercial)	Commercial Rate	E
Raising/Lowering Manhole (new development)	Commercial Rate	E
(No fee for raising manholes associated with residential landscaping work less than 500mm - commercial rates apply above 500mm)		

Name	Year 22/23			Fee Type
	Fee (excl. GST)	GST	Fee (incl. GST)	

Sewer and Water Headworks

*Headworks (Developer) charges are required to supplement existing major infrastructure in order to meet the demands of new development and maintain existing levels of service.

Headworks infrastructure with regard to water and sewerage are as follows:

Water: Intakes, Treatment Plants, Reservoirs, Pumping Station and Trunk Mains.

Sewerage: Treatment Plants, Pump Stations, Rising Mains and Trunk Mains.

These charges are calculated according to a method specified by IPART and based on the Developer Servicing Plan for areas.

Local Government Act 1993 Section 404(1)

Water Headworks – all areas (per ET – equivalent tenement)	\$8,223.00	\$0.00	\$8,223.00	E
Sewer Headworks – all areas (per ET – equivalent tenement)	\$6,384.00	\$0.00	\$6,384.00	E

Trade Waste Applications

See Environmental Services - Trade Waste Applications

Name	Year 22/23			Fee Type
	Fee (excl. GST)	GST	Fee (incl. GST)	

Environmental Services Fees and Charges - Fees associated with development

Development Application

For land use & building activities - maximum determined under EP&A Regulation 2000

General Fees

Less than \$5,000	\$129.00	\$0.00	\$129.00	A
\$5,001 – \$50,000	\$198 plus an additional \$3 for each \$1,000 (or part of \$1,000) of the estimated cost			A
\$50,001 – \$250,000	\$412 plus an additional \$3.64 for each \$1,000 (or part of \$1,000) of the estimated cost over \$50,000			A
\$250,001 – \$500,000	\$1,356 plus an additional \$2.34 for each \$1,000 (or part of \$1,000) of the estimated cost exceeds \$250,000			A
\$500,001 – \$1,000,000	\$2,041 plus an additional \$1.64 for each \$1,000 (or part of \$1,000) of the estimated cost exceeds \$500,000			A
\$1,000,001 – \$10,000,000	\$3,058 plus an additional \$1.44 for each \$1,000 (or part of \$1,000) of the estimated cost exceeds \$1,000,000			A
More than \$10,000,000	\$18,565 plus an additional \$1.19 for each \$1,000 (or part of \$1,000) of the estimated cost exceeds \$10,000,000			A
Development involving the erection of a dwelling-house with an estimated construction cost of \$100,000 or less	\$532.00	\$0.00	\$532.00	A
Development not involving the erection of a building, the carrying out of a work, the subdivision of land or the demolition of a building or work	\$333.00	\$0.00	\$333.00	A
Approvals for places of public entertainment (not involving building work)	\$220.00	\$0.00	\$220.00	A

DA Subdivision Fees

No new Roads	\$386.00	\$0.00	\$386.00	A
No new Roads plus \$ per additional lot	\$53.00	\$0.00	\$53.00	A
New Roads	\$777.00	\$0.00	\$777.00	A
New Roads plus \$ per additional lot	\$65.00	\$0.00	\$65.00	A
Strata	\$386.00	\$0.00	\$386.00	A
Strata plus \$ per additional lot	\$65.00	\$0.00	\$65.00	A

Designated Developments (in addition to fees above)

Fee	\$1,076.00	\$0.00	\$1,076.00	A
-----	------------	--------	------------	---

Prelodgement Meeting

Fee	\$286.36	\$28.64	\$315.00	E
-----	----------	---------	----------	---

Name	Fee (excl. GST)	Year 22/23 GST	Fee (incl. GST)	Fee Type
------	--------------------	-------------------	--------------------	----------

Construction Certificate

Construction Packages

For issuing Construction Certificate, undertaking principal certifying authority function and issuing Occupation Certificate

Carport / Deck / Retaining Wall	\$594.09	\$59.41	\$653.50	E
Includes reinspections and the cost of the Occupation Certificate				
Garage / Pool / Patio & Awning	\$695.00	\$69.50	\$764.50	E
Includes reinspections and the cost of the Occupation Certificate				
New Dwelling	\$1,498.64	\$149.86	\$1,648.50	E
Includes reinspections and the cost of the Occupation Certificate. Does not include Mandatory Council Inspections for External Sewer Drainage, Stormwater, Driveway Crossover, Infrastructure.				
Relocate Dwelling	\$1,036.82	\$103.68	\$1,140.50	E
Includes reinspections and the cost of the Occupation Certificate. Does not include Mandatory Council Inspections for External Sewer Drainage, Stormwater, Driveway Crossover, Infrastructure.				
Mandatory Council inspections for New Dwellings (in addition to the New Dwelling package above)	\$642.73	\$64.27	\$707.00	E
These fees also apply when a private certifier has been appointed. Includes inspections for External Sewer Drainage, Stormwater, Driveway Crossover, Infrastructure				

Other Construction Certificates

Value of Development up to \$10,000	\$327.27	\$32.73	\$360.00	E
Exceeding \$ 10,001 up to \$ 1,000,000	\$360 plus an additional \$2.00 for each \$1,000 (or part of \$1,000) o the estimated costs exceeding \$10,001			E
Exceeding \$1,000,001	\$3000 plus an additional \$1.00 for each \$1,000 (or part of \$1,000) of the estimated costs exceeding \$1,000,001			E
Quote to be confirmed by Executive Manager Planning, Environmental & Regulatory Services				

Subdivision/Roads and Drainage

Stormwater Drainage /m	\$6.18	\$0.62	\$6.80	E
Roads per lane /m	\$4.27	\$0.43	\$4.70	E
Special Infrastructure (eg Roundabouts, Detention Basin or Bridge etc)	Quotation			E
OR Full cost recovery for service in addition to above fee where referred to external party for determination	Full Cost Recovery			E

Modification of Construction Certificate

Minor* Modification (post determination)	50% original fee	E
* to be considered minor a maximum of 3 elements of the construction works may be amended		

Name	Fee (excl. GST)	Year 22/23 GST	Fee (incl. GST)	Fee Type
------	--------------------	-------------------	--------------------	----------

Modification of Construction Certificate [continued]

Minor* Modification of Application (prior to determination)			30% original fee	E
* to be considered minor a maximum of 3 elements of the construction works may be amended. (This fee does not apply to situations where the modification is required due to a request for information.)				
Other Modification of Application (prior to determination)			50% original fee	E
(This fee does not apply to situations where the modification is required due to a request for information.)				
Other Modification (post determination)			75% original fee	E

Resubmission

Resubmission of Construction Certificate for Subdivision Roads and Drainage (following previous refusal) – no amendments			25% original fee	E
--	--	--	------------------	---

Other

The fee payable for the lodgement of a certificate on the planning portal	\$40.00	\$0.00	\$40.00	A
---	---------	--------	---------	---

Occupation Certificate

Certificate issued at final inspection of building	\$43.18	\$4.32	\$47.50	E
Registration of certificate on planning portal.	\$40.00	\$0.00	\$40.00	A

Complying Development Fee

General Fees

Full cost recovery for service in addition to below fee where referred to external party for determination

Value of Development up to \$10,000 (incl. where no work proposed)	\$327.27	\$32.73	\$360.00	E
Exceeding \$ 10,001 up to \$1,000,000	\$360 plus an additional \$2.00 for each \$1,000 (or part of \$1,000) of the estimated costs exceeding \$10,001			E
Exceeding \$ 1,000,001	\$3000 plus an additional \$1.00 for each \$1,000 (or part of \$1,000) of the estimated costs exceeding \$1,000,001			E
(Quote to be confirmed by Executive Manager Planning, Environmental & Regulatory Services)				
OR Full cost recovery for service in addition to above fee where referred to external party for determination	Full Cost Recovery			E

Modification of Complying Development Certificate Application

Other Modification of Application (prior to determination)			50% original fee	E
(This fee does not apply to situations where the modification is required due to a request for information.)				
Minor* Modification (post determination)			50% original fee	E
* to be considered minor a maximum of 3 elements for the works may be amended				

Name	Fee (excl. GST)	Year 22/23 GST	Fee (incl. GST)	Fee Type
------	--------------------	-------------------	--------------------	----------

Modification of Complying Development Certificate Application [continued]

Other Modification (post determination)			75% original fee	E
(This fee does not apply to situations where the modification is required due to a request for information.)				
Minor* Modification of Application (prior to determination)			30% original fee	E
* to be considered minor a maximum of 3 elements of the works may be amended (This fee does not apply to situations where the modification is required due to a request for information.)				

Resubmission

Resubmission of Complying Development (Following previous refusal) – no amendments			50% original fee	E
--	--	--	------------------	---

Other

Registration of Complying Development Certificate on planning portal	\$36.00	\$0.00	\$36.00	A
--	---------	--------	---------	---

Compliance Inspections (Construction Stages)

Cost Per Inspection (or re-inspection)	\$160.45	\$16.05	\$176.50	E
Subdivision or Civil Infrastructure for Council ownership – For number of Inspection at \$155 per inspection			Quotation	E
Based on Inspection Test Plan (ITP) for subdivision .	\$160.45	\$16.05	\$176.50	E

Planning Reform Fund Fee

Section 256A of the Environmental Planning and Assessment Regulation 2000

Section 266 of the Environmental Planning and Assessment Reg 2021			64c/\$1,000 minus \$5	A
Component of DA fee where cost of development is greater than \$50,000				

Integrated Development and Concurrence Fee

Section 252A & 253 of the Environmental Planning and Assessment Regulation 2000

Council processing fee (for each integrated referral required)	\$164.00	\$0.00	\$164.00	A
Payable direct to each approval or concurrence body	\$374.00	\$0.00	\$374.00	A
Cheque to be made out to concurrence authority				

Long Service Levy

Payable prior to release of Construction Certificate

Long Service Levy (Payable prior to release of Construction Certificate)			0.35% of Cost of Development for building works over \$25,000 in value	A
--	--	--	--	---

Name	Fee (excl. GST)	Year 22/23 GST	Fee (incl. GST)	Fee Type
------	--------------------	-------------------	--------------------	----------

Planning Proposals

Stage 1: Lodgement

Category 1 – enabling clause (change to LEP text only) or land area affected by PP is less than 1000sqm	\$3,421.50	\$0.00	\$3,421.50	E
Category 2 – land area affected by PP is 1000sqm to 5 ha	\$5,702.50	\$0.00	\$5,702.50	E
Category 3 – land area affected by PP is over 5 ha	\$6,843.00	\$0.00	\$6,843.00	E

Stage 2: Gateway Determination

Category 1 – enabling clause (change to LEP text only) or land area affected by PP is less than 1000sqm	\$4,562.50	\$0.00	\$4,562.50	E
Category 2 – land area affected by PP is 1000sqm to 5 ha	\$5,702.50	\$0.00	\$5,702.50	E
Category 3 – land area affected by PP is over 5 ha	\$11,405.00	\$0.00	\$11,405.00	E

Other

Specialist studies required by Gateway Determination			At Cost	E
PP reconsideration or amendment fee – applicant request for reconsideration or for amendment of PP at any time	\$2,281.00	\$0.00	\$2,281.00	E
Public hearing	\$2,281.00	\$0.00	\$2,281.00	E

Variation to Development Consent

Section 4.55 (1) Modification

Correction of a minor error, misdescription or miscalculation	\$83.00	\$0.00	\$83.00	A
---	---------	--------	---------	---

Section 4.55 (1a) Modification

Minimal environmental impact (including Section 4.56)	\$754 or 50% of DA Fee	A
The maximum fee for an application under Section 4.55 (1A) of the Act, or under Section 4.56 (1) of the Act in respect of a modification which, in the opinion of the consent authority, is of minimal environmental impact is \$645 or 50% of the fee of the original DA, whichever is lesser.		

Section 4.55 (2) - other modifications

If the DA involved no building work			50% of DA Fee	A
if the original fee was less than \$100			50% of DA Fee	A
if the original application was for a dwelling house <\$100,000	\$220.00	\$0.00	\$220.00	A

If the original estimated cost of the development was:

Up to \$5,000	\$64.00	\$0.00	\$64.00	A
\$5,001 – \$250,000	\$99 plus an additional \$1.50 for each \$1,000 (or part of \$1,000) of the estimated cost			A

Name	Year 22/23			Fee Type
	Fee (excl. GST)	GST	Fee (incl. GST)	

If the original estimated cost of the development was: [continued]

\$250,001 – \$500,000	\$585 plus an additional \$0.85 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$250,000			A
\$500,001 – \$1,000,000	\$833 plus an additional \$0.50 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$500,000			A
\$1,000,001 – \$10,000,000	\$1154 plus an additional \$0.40 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$1,000,000			A
More than \$10,000,000	\$5,540 plus an additional \$0.27 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$10,000,000			A

Request for Review of Determination of a DA

Does not apply to complying, integrated or designated development

Plus advertising fees (as determined below and in accordance with DCP requirements)

No building or demolition work proposed in DA	50% of DA Fee			A
DA involves erection of dwelling < \$100,000	\$220.00	\$0.00	\$220.00	A

If the original estimated cost on the DA was:

Up to \$5,000	\$64.00	\$0.00	\$64.00	A
\$5,001 – \$250,000	\$100 plus an additional \$1.50 for each \$1,000 (or part) of the original estimated cost			A
\$250,000 – \$500,000	\$585 plus an additional \$0.85 for each \$1,000 (or part) by which the estimated cost exceeds \$250,000			A
\$500,001 – \$1,000,000	\$833 plus an additional \$0.50 for each \$1,000 (or part) by which the estimated cost exceeds \$500,000			A
\$1,000,001 – \$10,000,000	\$1,154 plus an additional \$0.40 for each \$1,000 (or part) by which the estimated cost exceeds \$1,000,000			A
More than \$10,000,001	\$5,540 plus an additional \$0.40 for each \$1,000 (or part) by which the estimated cost exceeds \$10,000,000			A

Advertising Fees

Notification Fee - Development Applications and Modifications to Development Consents (letters to neighbours and newspaper publication)

Value of DA - estimated cost of works

Value up to \$10,000	\$89.50	\$0.00	\$89.50	E
Value \$10,001 – \$140,000	\$113.00	\$0.00	\$113.00	E
Value \$140,001 – \$250,000	\$250.50	\$0.00	\$250.50	E
Exceeding \$250,001	\$310.50	\$0.00	\$310.50	E
Written Notification Only to Adjoining Owners	\$51.50	\$0.00	\$51.50	D

Name	Fee (excl. GST)	Year 22/23 GST	Fee (incl. GST)	Fee Type
------	--------------------	-------------------	--------------------	----------

Other

Integrated (advertised) development	\$1,292.00	\$0.00	\$1,292.00	A
Clause 252 of EP&A Regulation 2000 - applies only to specific heritage, water and environmental DA's (full advertisement in paper)				
Designated development	\$2,596.00	\$0.00	\$2,596.00	A
Clause 252 of EP&A Regulation 2000 (full advertisement in paper)				
Notification of Complying Development Certificate (in addition to application fees)	\$89.50	\$0.00	\$89.50	E
Section 85A (11) of the EP&A Regulation (includes advertisement in paper)				

Subdivision Certificate Application Fees

Including strata subdivision - to recover the costs of assessing and endorsing linen plans of subdivision under the Environmental Planning & Assessment Act or Strata Titles Act

Subdivision of land (per lot)	\$70.00	\$0.00	\$70.00	A
Includes boundary adjustments				
Strata (per lot)	\$70.00	\$0.00	\$70.00	A
Consolidation to provide one (1) lot	\$70.00	\$0.00	\$70.00	A
Plan checking fee for works as executed (per lot)	\$215.50	\$0.00	\$215.50	E
Administration fee for legal documents requiring execution by Council	\$233.50	\$0.00	\$233.50	E
Registration of Subdivision Certificate issued by private certifier	\$36.00	\$0.00	\$36.00	A

Naming of New Roads

Associated with subdivisions	\$373.00	\$0.00	\$373.00	E
------------------------------	----------	--------	----------	---

Water and Sewerage Connection Fees

See under heading "WATER AND SEWER FEES AND CHARGES"

Planning Certificates

Certificate Section 10.7 (2) & (5) EP&A Act per allotment (approx 5 day turnaround)	\$156.00	\$0.00	\$156.00	A
Urgency Fee for Section 10.7 (2) & (5) in addition to above (approx. 2 day turnaround)	\$100.00	\$0.00	\$100.00	E
Certificate Section 10.7 (2) per allotment (approx 5 day turnaround)	\$62.00	\$0.00	\$62.00	A
Urgency Fee for Section 10.7 (2) in addition to above (approx 2 day turnaround)	\$50.00	\$0.00	\$50.00	E
Section 10.7 (2) (3 – Exempt & Complying Development SEPP only) – per allotment (approx 2 day turnaround)	\$62.00	\$0.00	\$62.00	A

Name	Year 22/23			Fee Type
	Fee (excl. GST)	GST	Fee (incl. GST)	

Planning Certificates [continued]

Certificate of Outstanding Notices	\$70.00	\$0.00	\$70.00	A
(Section 735(a) of the Local Government Act and Schedule 5 of the Environmental Planning and Assessment Act)				

Sewer Drainage Plan

No charge for owners or contractors

Cost per plan	\$32.00	\$0.00	\$32.00	E
---------------	---------	--------	---------	---

Building Certificates

Building Certificate	\$250.00	\$0.00	\$250.00	A
Building Certificate not exceeding 200 Sq.M.	\$250.00	\$0.00	\$250.00	A
Building Certificate exceeding 200 Sq.M. but not exceeding 2000 Sq.M	\$250 plus an additional \$0.50 per Sq.M. for each Sq.M. over 200			A
Building Certificate exceeding 2,000 Sq.M.	\$1,165 plus additional \$0.075 per Sq.M. for each Sq.M. over 2000			A
Where unauthorised works have occurred	As per fees nominated under Section 260 of Environmental Planning & Assessment Regulation 2000s			A
Reinspection Fee	\$90.00	\$0.00	\$90.00	A
Copy of a building certificate	\$13.00	\$0.00	\$13.00	A

Fire Safety

Approval to Burn Administration Fee	\$15.00	\$0.00	\$15.00	E
Fire Safety Inspection – Owner requested	\$260 per hour (minimum 1 hour)			E
Reinspection fee (Only applies if outstanding work has not been completed)	\$160.45	\$16.05	\$176.50	E

Shows and Events

Temporary Event - Food Preparation and Sales Application	\$50.00	\$0.00	\$50.00	E
--	---------	--------	---------	---

Request for Property Information

Fee for service responding to enquiries requiring search of records, analysis of information and/or a written response – Dwelling Permissibility	\$177.00	\$0.00	\$177.00	E
Fee for service responding to enquiries requiring search of records, analysis of information and/or a written response – Flood Levels and associated flooding information	\$177.00	\$0.00	\$177.00	E
Fee for service responding to enquiries requiring search of records, analysis of information and/or a written response	\$165.00	\$0.00	\$165.00	E
Fee for service responding to enquiries requiring search of development records older than 1 July 2010	\$45.00	\$0.00	\$45.00	E
Record retrieval fee in response to enquiries requiring search of development records older than 1 July 2010	\$18.00	\$0.00	\$18.00	E

Name	Fee (excl. GST)	Year 22/23 GST	Fee (incl. GST)	Fee Type
------	--------------------	-------------------	--------------------	----------

Planning Portal Record Processing Fee (hard copy or digital records)

Less than 25 pages	\$25.00	\$0.00	\$25.00	E
25 to 50 pages	\$50.00	\$0.00	\$50.00	E
Over 50 pages			Not Accepted	

Council Certificate Advice

Fee for council to certify satisfaction of a condition of consent or confirm construction plans are not inconsistent with DA approved plans	\$142.00	\$0.00	\$142.00	E
---	----------	--------	----------	---

Environmental Products

Compost Bins	\$54.55	\$5.45	\$60.00	D
Worm Farms	\$93.18	\$9.32	\$102.50	D

Rural Addressing

Supply of Rural Addressing Plates- per number (includes one inspection)	\$160.45	\$16.05	\$176.50	E
Replacement or additional plates (same number)	\$52.27	\$5.23	\$57.50	E
Reinspection Fee	\$160.45	\$16.05	\$176.50	E

Swimming Pool Warning Signs

CPR Signs	\$25.91	\$2.59	\$28.50	E
-----------	---------	--------	---------	---

Swimming Pool Certificates

Inspection and issue

Certificate of Compliance under Swimming Pools Act (including one inspection)	\$136.36	\$13.64	\$150.00	A
Re-inspection fee	\$90.91	\$9.09	\$100.00	A
Enter pool details into NSW Swimming Pool Register	\$9.09	\$0.91	\$10.00	A
Application for exemption	\$150.00	\$0.00	\$150.00	E

Environmental Health Inspections

Maintaining register and reporting to Govt. agencies and inspections

Registration or update of details of business under the Public Health Act or Food Act (excluding caravan parks and water carters)	\$0.00	\$0.00	\$0.00	
Underground Petroleum Storage Systems	\$173.00	\$0.00	\$173.00	A
Fees prescribed by the State - POEO Act			PRESCRIBED	A

Name	Year 22/23	Fee	Fee	Fee Type
		(excl. GST)	(incl. GST)	

Food Act

Annual Administration & Inspection Fee for Food Premises including fixed premises, mobile vending vehicles, home based businesses

Note: Definitions shown below fees

Annual Administration P3 Premises as classified in Food Authority (low risk)	\$180.00	\$0.00	\$180.00	E
Annual Administration P1 & P2 Premises as classified in Food Authority Guideline (Medium to High Risk) – Premises with 5 or less FTE staff	\$300.00	\$0.00	\$300.00	E
Annual Administration P1 & P2 Premises as classified in Food Authority Guideline (Medium to High Risk) – More than 5 but not more than 50 FTE staff	\$400.00	\$0.00	\$400.00	E
Annual Administration P1 & P2 Premises as classified in Food Authority Guideline (Medium to High Risk) – Premises with more than 50 FTE staff	\$800.00	\$0.00	\$800.00	E

Definition: Low risk, P3 businesses sell only foods that are non-potentially hazardous and pre packaged ie newsagents, confectionary stores, bottle shops

Definition: Medium P2 and High P1 risk businesses handle foods that support the growth of pathogenic micro-organisms and have the potential to cause illness ie cafes, takeaways, bistros

High Risk businesses are further characterised by risk increasing factors such as providing to vulnerable populations ie child care centres, or have a history of non-compliance with the Food Act and associated legislation

Note: Number of food handlers x hours each spends handling food per week divided by 38 hours = FTE
Eg 3 food handlers x 13 hours = 39 hours divided by 38 = approx. 1 FTE food handler

Inspection Fee (including fixed premises, mobile vending vehicles, home based, temporary stalls)	\$176.50	\$0.00	\$176.50	E
Re-inspection Fees following non-compliant inspection – unsatisfactory re-inspection	\$176.50	\$0.00	\$176.50	
Fees prescribed by the State - Food Act			PRESCRIBED	A

Public Health Act

Fees prescribed by the State - Public Health Act			PRESCRIBED	n/a
--	--	--	------------	-----

Skin Penetration Premises

Such as Hairdressers and Barbers, Beauty and Nail Salons and Tattoo and Piercing Parlours

Inspection fee	\$176.50	\$0.00	\$176.50	E
Re-inspection fees following non-compliance – unsatisfactory re-inspection	\$176.50	\$0.00	\$176.50	E

Regulated Premises, Public Swimming Pool and Spa Inspections (water quality)

Inspection	\$176.50	\$0.00	\$176.50	E
Reinspection following non-compliance – unsatisfactory reinspection	\$176.50	\$0.00	\$176.50	E
Water Analysis Samples			At Cost	E

Boarding Houses

Inspection fee (as per Boarding Houses Act 2012)	\$176.50	\$0.00	\$176.50	E
--	----------	--------	----------	---

Name	Year 22/23 Fee (excl. GST)	GST	Fee (incl. GST)	Fee Type
------	----------------------------------	-----	--------------------	----------

Section 68 of the LOCAL GOVERNMENT ACT

Install manufactured home, moveable dwelling (includes inspections)	\$581.50	\$0.00	\$581.50	E
Install Oil or Solid Fuel Heating Appliance (includes inspections)	\$349.00	\$0.00	\$349.00	E
Use of Community Land (engaging in trade or business busking etc)	\$349.00	\$0.00	\$349.00	E
Swing or hoist goods over road	\$349.00	\$0.00	\$349.00	E
Water Supply, sewerage and stormwater drainage work	\$177.00	\$0.00	\$177.00	E
NB: Thomas Mitchell Industrial Estate is exempt regarding sewerage connection				
Stormwater Drainage work (connection to Council drainage or new work for Council ownership)			Quotation	E
General approvals / application not specifically mentioned elsewhere	\$349.00	\$0.00	\$349.00	E

Approval To Burn

(Protection of the Environment Operations (Clean Air) Regulation 2010)

Water Carters

Inspection	\$176.50	\$0.00	\$176.50	E
------------	----------	--------	----------	---

Caravan Parks

Application to Operate a Caravan Park or camping ground	\$349.00	\$0.00	\$349.00	E
Inspection Fee	\$176.50	\$0.00	\$176.50	E

On-site Sewage Management

Application Charges

Install & Construct On-site Sewage Management System	\$388.00	\$0.00	\$388.00	E
Install & Construct On-site Sewage Management System: Commercial Systems – Greater than 5000L/day	\$651.50	\$0.00	\$651.50	E

Modify On-site Sewage Management System

Domestic Systems – System and Disposal Area	\$377.50	\$0.00	\$377.50	E
Domestic Systems – System only	\$180.00	\$0.00	\$180.00	E
Domestic Systems – Disposal Area only	\$220.00	\$0.00	\$220.00	D
Modify Approval to install prior to any works commencing – no inspections necessary	\$116.00	\$0.00	\$116.00	E
Commercial Systems – System and Disposal Area	\$616.00	\$0.00	\$616.00	E
Commercial Systems – System only	\$285.50	\$0.00	\$285.50	E
Commercial Systems – Disposal Area only	\$342.50	\$0.00	\$342.50	E

Approval to Operate

Invoiced in July per year for 5 yearly approval to operate		56.00/year	E
ATO Inspection		No Charge	n/a

Name	Year 22/23			Fee Type
	Fee (excl. GST)	GST	Fee (incl. GST)	

Inspection of On-site Sewage Management

Any inspection not related to routine ATO inspection (per system)	\$176.50	\$0.00	\$176.50	E
Re-inspection	\$176.50	\$0.00	\$176.50	E

Use of Footpaths and Road Reserves

Annual Permit Fee	\$126.00	\$0.00	\$126.00	E
A Frame Signage	\$85.50	\$0.00	\$85.50	E
Outdoor Seating (occupied area subject of permit)	\$14.50	\$0.00	\$14.50	E
Display of Goods (occupied area subject of permit)	\$14.50	\$0.00	\$14.50	E

Approvals Under Section 125 Roads Act

New Footway Dining application	\$349.00	\$0.00	\$349.00	E
Application for renewal (lodged prior to expiry of existing approval)	\$183.00	\$0.00	\$183.00	E

Approvals Under Section 138 Roads Act

See under heading "ROADS"

Name	Fee (excl. GST)	Year 22/23 GST	Fee (incl. GST)	Fee Type
------	--------------------	-------------------	--------------------	----------

Trade Waste Fees

Trade Waste Applications

Applications (Policy No. S15/2, adopted by Council on 12/12/2011, Minute 190)

Liquid Trade Waste Applications

Applications

Approval to Discharge Liquid Trade Waste (Classification A)	\$395.22	\$0.00	\$395.22	E
Approval to Discharge Liquid Trade Waste (Classification B & C)	\$937.22	\$0.00	\$937.22	E
Extend or renew an approval with no change in conditions	\$336.86	\$0.00	\$336.86	E
Transfer an approval to a new discharger with the same conditions at the same premises	\$143.88	\$0.00	\$143.88	

Annual Trade Waste Fee (annual inspections)

Category 1 Discharger	\$136.53	\$0.00	\$136.53	E
Category 2 Discharger	\$212.31	\$0.00	\$212.31	E
Category 3 Discharger	\$712.20	\$0.00	\$712.20	E
Re-Inspection Fee	\$195.11	\$0.00	\$195.11	E

Trade Waste Usage Charge

Applied with Trade Waste Discharge Factor

Category 1 Discharger without appropriate pre-treatment (\$/kL) (non compliant)	\$1.61	\$0.00	\$1.61	E
Category 2 Discharger with appropriate pre-treatment (\$/kL)	\$1.61	\$0.00	\$1.61	E
Category 2 Discharger without appropriate pre-treatment (\$/kL) (non compliant)	\$19.89	\$0.00	\$19.89	E
Annual food waste disposal charge – (\$/beds)	\$34.94	\$0.00	\$34.94	E
Portable toilet waste (\$/kL)	\$18.28	\$0.00	\$18.28	E
Septic Waste (\$/kL)	\$7.00	\$0.00	\$7.00	E
Attendance at site to carry out approval (\$/hr)	\$123.63	\$0.00	\$123.63	E

Excess Mass Charges for Category 3 Discharges - per kg

Refer to equation 1 in section 4.7.7 of the Policy

Aluminium	\$0.81	\$0.00	\$0.81	E
Ammonia (as N)	\$2.34	\$0.00	\$2.34	E
Arsenic	\$78.80	\$0.00	\$78.80	E
Barium	\$39.40	\$0.00	\$39.40	E
Biochemical Oxygen Demand (BOD) up to 600 mg/L	\$0.75	\$0.00	\$0.75	E
Refer to equation 1 in section 4.7.7 and refer to equation 2 in section 4.7.7 for BOD>600mg/L. Note: equation 5 with equation 1 is used where the discharger has failed to meet their approval in two or more instances in one financial year.				
Boron	\$0.81	\$0.00	\$0.81	E

Name	Fee (excl. GST)	Year 22/23 GST	Fee (incl. GST)	Fee Type
------	--------------------	-------------------	--------------------	----------

Excess Mass Charges for Category 3 Discharges - per kg [continued]

Bromine	\$15.58	\$0.00	\$15.58	E
Cadmium	\$361.03	\$0.00	\$361.03	E
Chloride			No Charge	E
Chlorinated Hydrocarbons	\$39.40	\$0.00	\$39.40	E
Chlorinated Phenolics	\$1,575.50	\$0.00	\$1,575.50	E
Chlorine	\$1.58	\$0.00	\$1.58	E
Chromium	\$26.28	\$0.00	\$26.28	E
Cobalt	\$16.02	\$0.00	\$16.02	E
Copper	\$16.02	\$0.00	\$16.02	E
Cyanide	\$78.68	\$0.00	\$78.68	E
Fluoride	\$3.92	\$0.00	\$3.92	E
Formaldehyde	\$1.58	\$0.00	\$1.58	E
Oil and Grease (Total O and G)	\$1.39	\$0.00	\$1.39	E
Herbicides/Defoliants	\$787.78	\$0.00	\$787.78	E
Iron	\$1.58	\$0.00	\$1.58	E
Lead	\$39.40	\$0.00	\$39.40	E
Lithium	\$7.86	\$0.00	\$7.86	E
Manganese	\$7.86	\$0.00	\$7.86	E
Mercaptans	\$78.68	\$0.00	\$78.68	E
Mercury	\$2,625.88	\$0.00	\$2,625.88	E
Methylene Blue Active Substances (MBAS)	\$0.81	\$0.00	\$0.81	E
Molybdenum	\$0.81	\$0.00	\$0.81	E
Nickel	\$26.28	\$0.00	\$26.28	E
Nitrogen (as TKN – Total Kjeldahl Nitrogen)	\$0.17	\$0.00	\$0.17	E
Organoarsenic Compounds	\$787.78	\$0.00	\$787.78	E
Pesticides General (excludes organochlorines and organophosphates)	\$787.78	\$0.00	\$787.78	E
Petroleum Hydrocarbons (non-flammable)	\$2.68	\$0.00	\$2.68	E
Phenolic Compounds (non-chlorinated)	\$7.86	\$0.00	\$7.86	E
Phosphorous (Total P)	\$1.58	\$0.00	\$1.58	E
Polynuclear Aromatic Hydrocarbons (PAHs)	\$16.02	\$0.00	\$16.02	E
Selenium	\$55.43	\$0.00	\$55.43	E
Silver	\$1.46	\$0.00	\$1.46	E
Sulphate (SO4)	\$0.12	\$0.00	\$0.12	E
Sulphide	\$1.58	\$0.00	\$1.58	E
Sulphite	\$1.77	\$0.00	\$1.77	E
Suspended Solids (SS)	\$1.02	\$0.00	\$1.02	E
Thiosulphate	\$0.33	\$0.00	\$0.33	E
Tin	\$7.86	\$0.00	\$7.86	E
Total Dissolved Solids (TDS)	\$0.05	\$0.00	\$0.05	E
Uranium	\$7.86	\$0.00	\$7.86	E
Zinc	\$16.02	\$0.00	\$16.02	E

Non-Compliance Excess Mass Charges

Refer to equations 4 & 5 in the Policy

continued on next page ...

Page 53 of 74

Name	Year 22/23		Fee Type
	Fee (excl. GST)	GST Fee (incl. GST)	

Non-Compliance Excess Mass Charges [continued]

Details	Refer to section 4.7.9 equations 4 & 5 in the Liquid Trade Waste Policy	n/a
---------	---	-----

Non-Compliance pH Charge

Refer to equation 3 in the Policy

Details	Refer to section 4.7.9 equation 3 in the Liquid Trade Waste Policy	n/a
K for pH coefficient calculation charge	0.506 (refer to section 4.7.9 in the Liquid Trade Waste Policy)	E

Name	Year 22/23			Fee Type
	Fee (excl. GST)	GST	Fee (incl. GST)	

Regulatory Services

Companion Animals

Lifetime registration

Fees prescribed by the State - NSW Companion Animals Act 1998

Non-desexed animals		Prescribed	A
De-sexed animals		Prescribed	A
De-sexed animals – pensioner concession		Prescribed	A
Breeder		Prescribed	A

Impounding Fees

Impounding fee	\$61.00	\$0.00	\$61.00	E
Additional Impound Fee (of same animal) in a calendar year	\$122.50	\$0.00	\$122.50	E
Maintenance and care per day thereafter/or part day	\$24.50	\$0.00	\$24.50	E
Microchipping (if applicable)	\$38.00	\$0.00	\$38.00	E
Vaccination (all dogs are vaccinated)	\$35.00	\$0.00	\$35.00	E
Veterinary Treatment			At Cost	E
Treatment incurred during impoundment (i.e. necessary grooming, worming, bathing)			At Cost	E

Animal Adoption

Adoption costs include a health check, desexing, vaccination, worming, microchipping and Lifetime Registration

Dogs

Puppies <6 months	\$350.45	\$35.05	\$385.50	E
Adults – 6 months - 6 years	\$301.82	\$30.18	\$332.00	E
Seniors – 6+ years	\$204.55	\$20.45	\$225.00	E

Cats

Discounts apply if an animal was previously microchipped, Lifetime Registered or desexed

Kittens <6 months	\$194.55	\$19.45	\$214.00	E
Adults – 6 months - 6 years	\$155.91	\$15.59	\$171.50	E
Seniors – 6+ years	\$106.82	\$10.68	\$117.50	E

Rescue Agencies

Microchipping	\$15.00	\$1.50	\$16.50	E
Vaccinations	\$24.55	\$2.45	\$27.00	E

Name	Year 22/23			Fee Type
	Fee (excl. GST)	GST	Fee (incl. GST)	

Surrender Fee

Surrender Fee	\$64.00	\$0.00	\$64.00	E
---------------	---------	--------	---------	---

Declared Dangerous Dogs Fees

Dangerous Dog Enclosure Certificate of Compliance	\$168.00	\$0.00	\$168.00	A
Dangerous Dog Collar XL	\$57.73	\$5.77	\$63.50	E
Dangerous Dog Collar L	\$52.27	\$5.23	\$57.50	E
Dangerous Dog Collar M	\$45.91	\$4.59	\$50.50	E
Dangerous Dog Collar SML	\$42.73	\$4.27	\$47.00	E
Dangerous Dog Sign	\$37.27	\$3.73	\$41.00	E

Stock Impounding

Impounding Act 1993

Impounding Fee	\$57.50	\$0.00	\$57.50	E
Feed per head per day	\$6.50	\$0.00	\$6.50	E
Maintenance per hour (includes Ranger feeding)	\$75.50	\$0.00	\$75.50	E
Transport using vehicle per hour (Ranger Vehicle)	\$29.00	\$0.00	\$29.00	E
Hired Transport			At Cost	E
Notification Fee	\$37.50	\$0.00	\$37.50	E

Impounded Vehicles

Impounding Fee	\$57.50	\$0.00	\$57.50	E
Towing Fee			At Cost	E
Notification Fee	\$37.50	\$0.00	\$37.50	E
Storage (per week)	\$32.50	\$0.00	\$32.50	E

General Impounding Fee (all other impoundments)

Impounding Fee	\$57.50	\$0.00	\$57.50	B
Notification Fee	\$37.50	\$0.00	\$37.50	E

Cat Trap Hire - Free

Hire fee	\$0.00	\$0.00	\$0.00	C
Deposit	\$0.00	\$0.00	\$0.00	C
Late Return Fee	\$0.00	\$0.00	\$0.00	C

Name	Year 22/23			Fee Type
	Fee (excl. GST)	GST	Fee (incl. GST)	

Development Contributions

(Under Section 7.11 of the Environmental Planning & Assessment Act 1979) - Developments approved under the Muswellbrook Section 94 Contributions Plan 2001
Urban Subdivision or Dwelling (Medium Density)

Urban Subdivision or Dwelling - Medium Density

Note: Contributions paid at subdivision stage for an additional lot will not be applied to a single dwelling erected on the lot created

Muswellbrook

a) Open Space and Community Facilities	\$2,113.50	\$0.00	\$2,113.50	E
b) Roads and Drainage	\$1,139.00	\$0.00	\$1,139.00	E
c) Open Space and Community Facilities	\$2,113.50	\$0.00	\$2,113.50	E
d) Roads and Drainage	\$1,139.00	\$0.00	\$1,139.00	E

Denman

a) Open Space and Community Facilities	\$1,626.00	\$0.00	\$1,626.00	E
b) Roads and Drainage	\$1,139.00	\$0.00	\$1,139.00	E
c) Open Space and Community Facilities	\$1,626.00	\$0.00	\$1,626.00	E
d) Roads and Drainage	\$1,139.00	\$0.00	\$1,139.00	E

Rural Lot or Dwelling

a) Bushfire Protection	\$3,159.00	\$0.00	\$3,159.00	E
b) Rural Roads	\$3,248.50	\$0.00	\$3,248.50	E
c) Open Space & Community Facilities	\$1,350.50	\$0.00	\$1,350.50	E
d) Bushfire Protection	\$3,159.00	\$0.00	\$3,159.00	E
e) Rural Roads	\$3,248.50	\$0.00	\$3,248.50	E
f) Open Space & Community Facilities	\$1,350.50	\$0.00	\$1,350.50	E

South Muswellbrook Commercial Development

Road Upgrading	16.64/m2	E
----------------	----------	---

Tourist Development

Tourism Facilities	1.35 per \$100 of investment	E
--------------------	------------------------------	---

West Denman

Open Space Recreational Sporting Facilities

Per Person	\$383.50	\$0.00	\$383.50	E
One Bedroom	\$574.50	\$0.00	\$574.50	E
Two Bedroom	\$767.50	\$0.00	\$767.50	E
Three or more Bedroom dwelling	\$958.00	\$0.00	\$958.00	E

continued on next page ...

Page 57 of 74

Name	Year 22/23 Fee (excl. GST)	GST	Fee (incl. GST)	Fee Type
------	----------------------------------	-----	--------------------	----------

Open Space Recreational Sporting Facilities [continued]

Per lot	\$958.00	\$0.00	\$958.00	E
---------	----------	--------	----------	---

Community Facilities

Per Person	\$483.00	\$0.00	\$483.00	E
One Bedroom	\$725.00	\$0.00	\$725.00	E
Two Bedroom	\$965.50	\$0.00	\$965.50	E
Three or more Bedroom dwelling	\$1,207.50	\$0.00	\$1,207.50	E
Per lot	\$1,207.50	\$0.00	\$1,207.50	E

Stormwater Management

Per Person	\$1,708.50	\$0.00	\$1,708.50	E
One Bedroom	\$2,562.50	\$0.00	\$2,562.50	E
Two Bedroom	\$3,415.50	\$0.00	\$3,415.50	E
Three or more Bedroom dwelling	\$4,270.00	\$0.00	\$4,270.00	E
Per lot	\$4,270.00	\$0.00	\$4,270.00	E

Transport Facilities

Per Person	\$3,320.50	\$0.00	\$3,320.50	E
One Bedroom	\$4,981.00	\$0.00	\$4,981.00	E
Two Bedroom	\$6,642.00	\$0.00	\$6,642.00	E
Three or more Bedroom dwelling	\$8,303.00	\$0.00	\$8,303.00	E
Per lot	\$8,303.00	\$0.00	\$8,303.00	E

Plan Management Administration

Per Person	\$113.50	\$0.00	\$113.50	E
One Bedroom	\$171.00	\$0.00	\$171.00	E
Two Bedroom	\$228.50	\$0.00	\$228.50	E
Three or more Bedroom dwelling	\$285.50	\$0.00	\$285.50	E
Per lot	\$285.50	\$0.00	\$285.50	E

Development Contributions (Section 7.12)

(Under Section 7.12 of the Environmental Planning & Assessment Act 1979) - Section 94A
Development Contributions Plan 2009
- Subject to CPI Increase

Estimated cost of development

< \$100000	0.0%	A
\$100001 – \$200000	0.5%	A
>\$200000	1.0%	A

Name	Year 22/23		Fee Type
	Fee (excl. GST)	GST Fee (incl. GST)	

Development Contributions - Extractive Industries (Section 7.11)

Levy for material removed	As per agreement with Council	E
---------------------------	-------------------------------	---

Fee Name	Parent Name	Page
----------	-------------	------

Index of all Fees

1

1 day during Bus Hours	[Seminar Room]	16
1 day during Business Hours	[Library Meeting Room 1]	16
1 Day During Business Hours	[Library Meeting Room 2 (Community Room)]	16
1 Day During Business Hours	[Denman Library Community Room]	16
1 Day During Business Hours	[Local Studies Room]	16
12 Months Service	[Copy of Council Business Paper, Late Items & Minutes]	10
15 to 30 weeks	[Rural Areas]	20
15 to 30 weeks	[Residential]	20
15 to 30 weeks	[Tourist Area and/or Industrial Area]	20
15 to 30 weeks	[CBD]	20
1st Notice and Final Notice	[Overdues]	28

2

203 x 426mm pouch (A3)	[Laminating]	28
20mm water meter complete with dual check valve	[New Services (connect to existing service pipe)]	37
216mm x 303mm pouch (A4)	[Laminating]	28
25 to 50 pages	[Planning Portal Record Processing Fee (hard copy or digital records)]	48
25mm water meter complete with dual check valve	[New Services (connect to existing service pipe)]	37

6

6 Months Service	[Copy of Council Business Paper, Late Items & Minutes]	10
60 x 95mm pouch	[Laminating]	28
6m Inflatable Outdoor Cinema Screen Package	[Inflatable Outdoor Cinema Screen package]	12

a

a) Bushfire Protection	[Rural Lot or Dwelling]	57
a) Open Space and Community Facilities	[Muswellbrook]	57
a) Open Space and Community Facilities	[Denman]	57

A

A Frame Signage	[Use of Footpaths and Road Reserves]	51
A1 and A0	[Document Scanning]	13
Active Over 50s	[10 Visit Pass]	25
Activities on Road Reserves	[Road Opening Permit]	21
Additional Costs	[Closure of a Public Road]	21
Additional Hours	[Stan Thiess Centre]	15
Additional Impound Fee (of same animal) in a calendar year	[Impounding Fees]	55
Additional reinspection	[Public Gates/Grid]	19
Administration fee for legal documents requiring execution by Council	[Subdivision Certificate Application Fees]	46
Adult	[Gym Direct Debit]	27
Adult	[Gym & Swim Direct Debit]	27
Adult	[Upfront 1 month Gym]	27
Adult	[12 months Upfront Gym]	27
Adult	[12 months Upfront Gym & Swim]	27
Adult – Member Single	[Swim Fitness]	25
Adult – Non Member Single	[Swim Fitness]	25
Adult Swim Fit – Member	[20 Visit Pass]	26
Adult Swim Fit – Non Member	[20 Visit Pass]	26
Adult Visit Spa Sauna (20 entries)	[20 Visit Pass]	24
Adult Visit Spa Sauna Concessional/Senior/Disability (20 entries)	[20 Visit Pass]	24
Adults – 6 months - 6 years	[Dogs]	55
Adults – 6 months - 6 years	[Cats]	55
Aluminium	[Excess Mass Charges for Category 3 Discharges - per kg]	52
Ammonia (as N)	[Excess Mass Charges for Category 3 Discharges - per kg]	52

continued on next page ...

Page 60 of 74

Fee Name	Parent Name	Page
----------	-------------	------

A [continued]

Annual Administration P1 & P2 Premises as classified in Food Authority Guideline (Medium to High Risk) – More than 5 but not more than 50 FTE staff	[Food Act]	49
Annual Administration P1 & P2 Premises as classified in Food Authority Guideline (Medium to High Risk) – Premises with 5 or less FTE staff	[Food Act]	49
Annual Administration P1 & P2 Premises as classified in Food Authority Guideline (Medium to High Risk) – Premises with more than 50 FTE staff	[Food Act]	49
Annual Administration P3 Premises as classified in Food Authority (low risk)	[Food Act]	49
Annual food waste disposal charge – (\$/beds)	[Trade Waste Usage Charge]	52
Annual Listing	[Property - Transfer Listing]	18
Annual Permit Fee	[Use of Footpaths and Road Reserves]	51
Any inspection not related to routine ATO inspection (per system)	[Inspection of On-site Sewage Management]	51
Application – Roads Act 1993 – Div. 2 Part 9	[Public Gates/Grid]	19
Application Fee (includes 1 hour processing)	[Government Information (Public Access) Act 2009 (GIPA)]	12
Application for Compliance Certificate for all other developments	[Water Management Act Approval]	38
Application for Compliance Certificate for single dwelling & dual occupancy	[Water Management Act Approval]	38
Application for exemption	[Swimming Pool Certificates]	48
Application for Notice of Requirement for all other developments	[Water Management Act Approval]	38
Application for Notice of Requirement for single dwelling & dual occupancy	[Water Management Act Approval]	38
Application for renewal (lodged prior to expiry of existing approval)	[Approvals Under Section 125 Roads Act]	51
Application to Operate a Caravan Park or camping ground	[Caravan Parks]	50
Approval to Burn Administration Fee	[Fire Safety]	47
Approval to Discharge Liquid Trade Waste (Classification A)	[Applications]	52
Approval to Discharge Liquid Trade Waste (Classification B & C)	[Applications]	52
Approvals for places of public entertainment (not involving building work)	[General Fees]	40
Aqua Aerobics/Aqua Zumba	[School Groups]	24
Aqua Aerobics/Zumba – Member	[10 Visit Pass]	25
Aqua Aerobics/Zumba Non Member	[10 Visit Pass]	25
Aquatic Centre (20 entries)	[20 Visit Pass]	24
Aquatic Centre Concessional (20 entries)	[20 Visit Pass]	24
Arsenic	[Excess Mass Charges for Category 3 Discharges - per kg]	52
Asbestos burial per tonne (loads over 1 tonne, once per day)	[Asbestos]	33
Asbestos wrapped and labelled – per tonne, booking required	[Asbestos]	33
Associated with subdivisions	[Naming of New Roads]	46
ATO Inspection	[Approval to Operate]	50
Attendance at site to carry out approval (\$/hr)	[Trade Waste Usage Charge]	52

b

b) Roads and Drainage	[Muswellbrook]	57
b) Roads and Drainage	[Denman]	57
b) Rural Roads	[Rural Lot or Dwelling]	57

B

B/W – A0	[Photocopying/Printing]	12
B/W – A1	[Photocopying/Printing]	12
B/W - A3	[Visitors Information Centre - Photocopying]	12
B/W – A3	[Photocopying/Printing]	12
B/W – A3	[Photocopying]	28
B/W – A4	[Photocopying/Printing]	12

continued on next page ...

Page 61 of 74

Fee Name	Parent Name	Page
----------	-------------	------

B [continued]

B/W – A4	[Photocopying]	28
B/W- A4	[Visitors Information Centre - Photocopying]	12
Bagged Recycled Compost (each)	[Garden Products]	34
Barium	[Excess Mass Charges for Category 3 Discharges - per kg]	52
Based on Inspection Test Plan (ITP) for subdivision .	[Compliance Inspections (Construction Stages)]	43
Basketball Court – (two court, per hour) – Casual Hire	[Indoor Sports Centre - Muswellbrook]	14
Basketball Court – (two court, per hour) – Users Group	[Indoor Sports Centre - Muswellbrook]	14
Basketball Court (one court) – Casual Hire - Per Hour	[Indoor Sports Centre - Muswellbrook]	14
Basketball Court (one court) – User Groups - Per Hour	[Indoor Sports Centre - Muswellbrook]	14
Basketball Court (per hour) – Casual Hire	[Indoor Sports Centre Complex - Denman]	14
Basketball Court (per hour) – User Groups	[Indoor Sports Centre Complex - Denman]	14
Batteries (Car & Truck)	[Scrap Metal]	35
Biochemical Oxygen Demand (BOD) up to 600 mg/ L)	[Excess Mass Charges for Category 3 Discharges - per kg]	52
Bond (refunded after inspection). Except shows and events (see Shows & Events Listing)	[All Council Properties]	13
Booked per term payable in advance – non refundable	[Learn to Swim]	25
Booked per term payable in advance – non refundable – Member discount 15%	[Learn to Swim]	25
Booking – minimum 2 hours	[Casual Hirer]	23
Boron	[Excess Mass Charges for Category 3 Discharges - per kg]	52
Borrowers Card	[Lost and Damaged Material]	28
Breeder	[Lifetime registration]	55
Bromine	[Excess Mass Charges for Category 3 Discharges - per kg]	53
Bronze Plaque	[Right of Burial Fees]	11
Building Certificate	[Building Certificates]	47
Building Certificate exceeding 2,000 Sq.M.	[Building Certificates]	47
Building Certificate exceeding 200 Sq.M. but not exceeding 2000 Sq.M	[Building Certificates]	47
Building Certificate not exceeding 200 Sq.M.	[Building Certificates]	47
Bulky cardboard, polystyrene or soft plastics	[Domestic recyclables - Muswellbrook Shire origin only]	31
Business Users - Per Hour	[Library Meeting Room 2 (Community Room)]	16
Business Users - Per Hour	[Denman Library Community Room]	16
Business Users - Up to 3 Hours	[Library Meeting Room 2 (Community Room)]	16
Business Users - Up to 3 Hours	[Denman Library Community Room]	16

C

c) Open Space & Community Facilities	[Rural Lot or Dwelling]	57
c) Open Space and Community Facilities	[Muswellbrook]	57
c) Open Space and Community Facilities	[Denman]	57

C

Cadmium	[Excess Mass Charges for Category 3 Discharges - per kg]	53
Cancellations within 24 hours	[Seminar Room]	16
Canteen Hire	[Casual Hirer]	23
Canteen Hire (per hour)	[Indoor Sports Centre - Muswellbrook]	14
Car Bodies - ID required	[Scrap Metal]	31
Carport / Deck / Retaining Wall	[Construction Packages]	41
Cars, Station Wagons and wheelie bins	[Domestic Mixed Waste]	34
Cars, Station Wagons and wheelie bins	[Domestic Green Waste]	35
Category 1 – enabling clause (change to LEP text only) or land area affected by PP is less than 1000sqm	[Stage 1: Lodgement]	44
Category 1 – enabling clause (change to LEP text only) or land area affected by PP is less than 1000sqm	[Stage 2: Gateway Determination]	44
Category 1 Discharger	[Annual Trade Waste Fee (annual inspections)]	52
Category 1 Discharger without appropriate pre-treatment (\$/kL) (non compliant)	[Trade Waste Usage Charge]	52

continued on next page ...

Page 62 of 74

Fee Name	Parent Name	Page
C [continued]		
Category 2 – land area affected by PP is 1000sqm to 5 ha	[Stage 1: Lodgement]	44
Category 2 – land area affected by PP is 1000sqm to 5 ha	[Stage 2: Gateway Determination]	44
Category 2 Discharger	[Annual Trade Waste Fee (annual inspections)]	52
Category 2 Discharger with appropriate pre-treatment (\$/kL)	[Trade Waste Usage Charge]	52
Category 2 Discharger without appropriate pre-treatment (\$/kL) (non compliant)	[Trade Waste Usage Charge]	52
Category 3 – land area affected by PP is over 5 ha	[Stage 1: Lodgement]	44
Category 3 – land area affected by PP is over 5 ha	[Stage 2: Gateway Determination]	44
Category 3 Discharger	[Annual Trade Waste Fee (annual inspections)]	52
Certificate issued at final inspection of building	[Occupation Certificate]	42
Certificate of Compliance under Swimming Pools Act (including one inspection)	[Swimming Pool Certificates]	48
Certificate of Outstanding Notices	[Planning Certificates]	47
Certificate Section 10.7 (2) & (5) EP&A Act per allotment	[Planning Certificates]	46
Certificate Section 10.7 (2) per allotment	[Planning Certificates]	46
Chair Hire	[Indoor Sports Centre - Muswellbrook]	14
Child Swim Fit – Member	[20 Visit Pass]	26
Child Swim Fit – Non Member	[20 Visit Pass]	26
Child up to 16 years – Member Single	[Swim Fitness]	25
Child up to 16 years – Non Member Single	[Swim Fitness]	25
Chloride	[Excess Mass Charges for Category 3 Discharges - per kg]	53
Chlorinated Hydrocarbons	[Excess Mass Charges for Category 3 Discharges - per kg]	53
Chlorinated Phenolics	[Excess Mass Charges for Category 3 Discharges - per kg]	53
Chlorine	[Excess Mass Charges for Category 3 Discharges - per kg]	53
Chromium	[Excess Mass Charges for Category 3 Discharges - per kg]	53
Clean concrete or rubble, non-reinforced, per tonne	[Bricks & Concrete]	31
Clean soil, per tonne or part thereof	[Excavated Natural Material (Clean Soil)]	32
Clean untreated timber (per tonne)	[Timber, Timber Pallets]	33
Cleaning and Storage, installation & removal (once only payment)	[Banners]	10
Cleaning Charge – minimum (2 hours if not left clean)	[All Council Properties]	13
Cleaning charge – per hour thereafter	[All Council Properties]	13
Cleaning Fee	[Seminar Room]	16
Cobalt	[Excess Mass Charges for Category 3 Discharges - per kg]	53
Colour – A1	[Photocopying/Printing]	12
Colour - A3	[Visitors Information Centre - Photocopying]	12
Colour – A3	[Photocopying/Printing]	12
Colour – A3	[Photocopying]	28
Colour - A4	[Visitors Information Centre - Photocopying]	12
Colour – A4	[Photocopying/Printing]	12
Colour – A4	[Photocopying]	28
Colour – AO	[Photocopying/Printing]	12
Columbarium – Installation of plaque and ashes	[Right of Burial Fees]	11
Columbarium – Purchase of one niche	[Right of Burial Fees]	11
Commercial Driveway Crossing	[Road Opening Permit]	21
Commercial Systems – Disposal Area only	[Modify On-site Sewage Management System]	50
Commercial Systems – System and Disposal Area	[Modify On-site Sewage Management System]	50
Commercial Systems – System only	[Modify On-site Sewage Management System]	50
Commingled Recyclables	[Domestic recyclables - Muswellbrook Shire origin only]	30
Commingled Recyclables - domestic quantities only	[Domestic Recyclable Materials - Muswellbrook Shire origin only]	35
Commission on Sale of Works	[Prize Entry Fees]	15
Community Organisations - Up to 3 Hours	[Denman Library Community Room]	16
Community Organisations - Up to 3 Hours	[Library Meeting Room 2 (Community Room)]	16
Compost Bins	[Environmental Products]	48
Concession/student	[Upfront 1 month Gym]	27
Concession/Student/Pensioner/Veteran	[Gym Direct Debit]	27
Concession/Student/Pensioner/Veteran	[Gym & Swim Direct Debit]	27
Concession/Student/Pensioner/Veteran	[Upfront 1 month Gym]	27
Concession/Student/Pensioner/Veteran	[12 months Upfront Gym]	27
Concessional (Service/Aged Concessional/Senior/Disability) Individual	[Summer Pass]	24

continued on next page ...

Page 63 of 74

Fee Name	Parent Name	Page
C [continued]		
Concessional (Service/Aged Concessional/Senior/ Disability) Individual	[Year Pass]	24
Consolidation to provide one (1) lot	[Subdivision Certificate Application Fees]	46
Construction cost of Footpath per sq.m	[Contribution for new Kerb and Gutter/Footpaths (Policy - K 10/1)]	21
Construction cost of Kerb & Gutter per 1.m	[Contribution for new Kerb and Gutter/Footpaths (Policy - K 10/1)]	21
Copper	[Excess Mass Charges for Category 3 Discharges - per kg]	53
Copy of a building certificate	[Building Certificates]	47
Correction of a minor error, misdescription or miscalculation	[Section 4.55 (1) Modification]	44
Cost Per Inspection (or re-inspection)	[Compliance Inspections (Construction Stages)]	43
Cost per plan	[Sewer Drainage Plan]	47
Council processing fee (for each integrated referral required)	[Integrated Development and Concurrence Fee]	43
CPR Signs	[Swimming Pool Warning Signs]	48
Cyanide	[Excess Mass Charges for Category 3 Discharges - per kg]	53
d		
d) Bushfire Protection	[Rural Lot or Dwelling]	57
d) Roads and Drainage	[Muswellbrook]	57
d) Roads and Drainage	[Denman]	57
D		
DA involves erection of dwelling < \$100,000	[Request for Review of Determination of a DA]	45
Daily Hire - 8 Hours	[Denman Memorial Hall]	14
Dangerous Dog Collar XL	[Declared Dangerous Dogs Fees]	56
Dangerous Dog Collar L	[Declared Dangerous Dogs Fees]	56
Dangerous Dog Collar M	[Declared Dangerous Dogs Fees]	56
Dangerous Dog Collar SML	[Declared Dangerous Dogs Fees]	56
Dangerous Dog Enclosure Certificate of Compliance	[Declared Dangerous Dogs Fees]	56
Dangerous Dog Sign	[Declared Dangerous Dogs Fees]	56
Deposit	[Cat Trap Hire - Free]	56
De-sexed animals	[Lifetime registration]	55
De-sexed animals – pensioner concession	[Lifetime registration]	55
Design by Council – Driveways or other Infrastructure	[Road Opening Permit]	21
Designated development	[Other]	46
Details	[Non-Compliance Excess Mass Charges]	54
Details	[Non-Compliance pH Charge]	54
Development involving the erection of a dwelling-house with an estimated construction cost of \$100,000 or less	[General Fees]	40
Development not involving the erection of a building, the carrying out of a work, the subdivision of land or the demolition of a building or work	[General Fees]	40
Disconnection of Water Meter at Service (service capped)	[Other Services]	37
Disconnection of Water Service at Main	[Other Services]	37
Dishonoured Cheques, returned to Council	[Dishonoured Payments]	11
Dishonoured Direct Debits, returned to Council	[Dishonoured Payments]	11
Display of Goods (occupied area subject of permit)	[Use of Footpaths and Road Reserves]	51
Dog/Cat	[Dead Animals (RSPCA Exempt)]	33
Domestic quantities only	[Waste Oil]	35
Domestic quantities only	[E-Waste]	35
Domestic Systems – Disposal Area only	[Modify On-site Sewage Management System]	50
Domestic Systems – System and Disposal Area	[Modify On-site Sewage Management System]	50
Domestic Systems – System only	[Modify On-site Sewage Management System]	50
e		
e) Rural Roads	[Rural Lot or Dwelling]	57
E		
Each additional hour	[Pool Space Hire]	25

continued on next page ...

Page 64 of 74

Fee Name	Parent Name	Page
----------	-------------	------

E [continued]

Each additional hour	[Pool Space Hire]	25
Each Tonne over 3 Tonne	[Issue of Weighbridge Certificate]	34
Earthmoving Tyre	[Tyres - off Rims]	32
Enter pool details into NSW Swimming Pool Register	[Swimming Pool Certificates]	48
Events on Council grounds – Day & Night - 24 Hours	[Shows and Events - at council grounds and facilities]	21
Events on Council grounds – Day or Night - 12 Hours	[Shows and Events - at council grounds and facilities]	22
Exceeding \$ 1,000,001	[General Fees]	42
Exceeding \$ 10,001 up to \$ 1,000,000	[Other Construction Certificates]	41
Exceeding \$ 10,001 up to \$1,000,000	[General Fees]	42
Exceeding \$1,000,001	[Other Construction Certificates]	41
Exceeding \$250,001	[Value of DA - estimated cost of works]	45
Exclusive Hire of Indoor Pool (8 hours)	[Pool Space Hire]	25
Exclusive hire of Outdoor Pool (8 hours)	[Pool Space Hire]	25
Extend or renew an approval with no change in conditions	[Applications]	52

f

f) Open Space & Community Facilities	[Rural Lot or Dwelling]	57
--------------------------------------	-------------------------	----

F

Family	[Summer Pass]	24
Family	[Year Pass]	24
Family	[Gym Direct Debit]	27
Family	[Gym & Swim Direct Debit]	27
Family	[Upfront 1 month Gym]	27
Family	[12 months Upfront Gym]	27
Family	[12 months Upfront Gym & Swim]	27
Family – payable by monthly instalments	[Year Pass]	24
Family Up to 2 adults and 5 Children)	[Turnstile]	24
Fee	[Other]	20
Fee	[Assessment fee further to above charges]	20
Fee	[Designated Developments (in addition to fees above)]	40
Fee	[Prelodgement Meeting]	40
Fee for council to certify satisfaction of a condition of consent or confirm construction plans are not inconsistent with DA approved plans	[Council Certificate Advice]	48
Fee for service responding to enquiries requiring search of development records older than 1 July 2010	[Request for Property Information]	47
Fee for service responding to enquiries requiring search of records, analysis of information and/or a written response	[Request for Property Information]	47
Fee for service responding to enquiries requiring search of records, analysis of information and/or a written response – Dwelling Permissibility	[Request for Property Information]	47
Fee for service responding to enquiries requiring search of records, analysis of information and/or a written response – Flood Levels and associated flooding information	[Request for Property Information]	47
Feed per head per day	[Stock Impounding]	56
Fees prescribed by the State - Food Act	[Food Act]	49
Fees prescribed by the State - POEO Act	[Environmental Health Inspections]	48
Fees prescribed by the State - Public Health Act	[Public Health Act]	49
Field Hire – Per Day	[Casual Hirer]	23
Field Hire – Per Half-Day	[Casual Hirer]	23
Filling Stations (Muswellbrook and Denman only)	[Bulk Water Filling Stations]	38
Fire Flow Investigation	[Water Flow/Pressure Investigation]	38
Fire Safety Inspection – Owner requested	[Fire Safety]	47
First 15 weeks	[Rural Areas]	20
First 15 weeks	[Residential]	20
First 15 weeks	[Tourist Area and/or Industrial Area]	20
First 15 weeks	[CBD]	20
Five years and under (swimming)	[Turnstile]	24
Fluoride	[Excess Mass Charges for Category 3 Discharges - per kg]	53

continued on next page ...

Page 65 of 74

Fee Name	Parent Name	Page
----------	-------------	------

F [continued]

Footways	[Road Opening Permit]	20
Formaldehyde	[Excess Mass Charges for Category 3 Discharges - per kg]	53
Free to not for profit and charity groups	[Outside Art Centre Hours]	15
Free to Not for profit and charity groups	[Private Functions]	15

G

Gallery Hire Hourly Base Rate	[During Art Centre Hours]	15
Gallery Hire Hourly Base Rate	[Outside Art Centre Hours]	15
Gallery Membership - Per Person	[Muswellbrook Regional Art Centre]	13
Garage / Pool / Patio & Awning	[Construction Packages]	41
General approvals / application not specifically mentioned elsewhere	[Section 68 of the LOCAL GOVERNMENT ACT]	50
General Cemetery – Purchase of 2.4 x 1.2m plot	[Right of Burial Fees]	11
Giant inflatable	[Other]	26
Giving information	[Enquiry Fee]	11
Giving information – includes locating one (1) property	[Commercial Enquiry]	11
Giving information – more than one (1) property:	[Commercial Enquiry]	11
Base Charge		
Green Lid Bin	[Replacement of Damaged/Lost Wheelie Bin]	30
Green waste per tonne	[Green Waste]	31
Group Booking – per child	[School Learn to Swim]	25
Gym (20 entries)	[20 Visit Pass]	24
Gym concession/student	[Gym]	27
Gym Concessional (20 entries)	[20 Visit Pass]	24
Gym Joining Fee	[Gym]	27
Gym School Group	[Other]	27
Gym single entry	[Gym]	27
Gymnasium Only (per hour)	[Indoor Sports Centre - Muswellbrook]	14

H

Half-Day Hire - 4 Hours	[Denman Memorial Hall]	14
Herbicides/Defoliant	[Excess Mass Charges for Category 3 Discharges - per kg]	53
Hire charge (per month or part thereof)	[Hire of Metered Hydrant]	38
Hire fee	[Cat Trap Hire - Free]	56
Hire of Hall (hourly rate)	[Denman Memorial Hall]	14
Hire of Pool Lane	[Pool Space Hire]	25
Hired Transport	[Stock Impounding]	56
Horse/Cattle (by prior arrangement)	[Dead Animals (RSPCA Exempt)]	33
Hosted Pool Party	[Other]	26
Hourly Rate Per Person	[During Art Centre Hours]	15
Hourly Rate Per Person	[Outside Art Centre Hours]	15
Household Problem Wastes - domestic quantities only	[Community Recycling Centre]	32

I

if the original application was for a dwelling house <\$100,000	[Section 4.55 (2) - other modifications]	44
if the original fee was less than \$100	[Section 4.55 (2) - other modifications]	44

I

If collected on day after scheduled collection (per bin)	[Collection of Wheelie Bin other than Scheduled Collection]	30
If collected on same day as scheduled collection (per bin)	[Collection of Wheelie Bin other than Scheduled Collection]	30
If the DA involved no building work	[Section 4.55 (2) - other modifications]	44
ILRS Charges passed on for Electronic Delivery	[Holds and Reservations]	28
ILRS Charges passed on when Library charged per request	[Holds and Reservations]	28
Impounding fee	[Impounding Fees]	55
Impounding Fee	[Stock Impounding]	56
Impounding Fee	[Impounded Vehicles]	56

continued on next page ...

Page 66 of 74

Fee Name	Parent Name	Page
----------	-------------	------

I [continued]

Impounding Fee	[General Impounding Fee (all other impoundments)]	56
Individual	[Summer Pass]	24
Individual	[Year Pass]	24
Individual Practice (per hour) – Casual Hire	[Indoor Sports Centre - Muswellbrook]	14
Inspection	[Public Gates/Grid]	19
Inspection	[Water Carters]	50
Inspection	[Regulated Premises, Public Swimming Pool and Spa Inspections (water quality)]	49
Inspection fee	[Skin Penetration Premises]	49
Inspection Fee	[Caravan Parks]	50
Inspection fee (as per Boarding Houses Act 2012)	[Boarding Houses]	49
Inspection Fee (including fixed premises, mobile vending vehicles, home based, temporary stalls)	[Food Act]	49
Inspection of Works (determined in Notice of Requirement) per inspection	[Water Management Act Approval]	38
Install & Construct On-site Sewage Management System	[Application Charges]	50
Install & Construct On-site Sewage Management System: Commercial Systems – Greater than 5000L/day	[Application Charges]	50
Install manufactured home, moveable dwelling (includes inspections)	[Section 68 of the LOCAL GOVERNMENT ACT]	50
Install Oil or Solid Fuel Heating Appliance (includes inspections)	[Section 68 of the LOCAL GOVERNMENT ACT]	50
Installation of Banners (not for profit)	[Banners]	10
Integrated (advertised) development	[Other]	46
Inter Library Loan Requests	[Holds and Reservations]	28
Inter Library Loan Requests (pensioners and school students)	[Holds and Reservations]	28
Invoiced in July per year for 5 yearly approval to operate	[Approval to Operate]	50
Iron	[Excess Mass Charges for Category 3 Discharges - per kg]	53

K

K for pH coefficient calculation charge	[Non-Compliance pH Charge]	54
Key Deposit (refundable)	[All Council Properties]	13
Kittens <6 months	[Cats]	55

L

Labour costs	[Private Works]	17
Late Return Fee	[Cat Trap Hire - Free]	56
Lawn Cemetery – Purchase of 2.4 x 1.2m plot	[Right of Burial Fees]	11
Lead	[Excess Mass Charges for Category 3 Discharges - per kg]	53
Less than \$5,000	[General Fees]	40
Less than 25 pages	[Planning Portal Record Processing Fee (hard copy or digital records)]	48
Levy for material removed	[Development Contributions - Extractive Industries (Section 7.11)]	59
Library Members - Up to 3 Hours	[Library Meeting Room 1]	16
Light Truck or 4WD Tyre	[Tyres - off Rims]	32
Light Truck or 4WD Tyre	[Tyres - on Rims]	32
Light Truck or 4WD Tyre	[Tyres - off Rims]	35
Light Truck or 4WD Tyre	[Tyres - on Rims]	36
Lithium	[Excess Mass Charges for Category 3 Discharges - per kg]	53
Local Inter-Library Loan	[Holds and Reservations]	28
Long Service Levy (Payable prior to release of Construction Certificate)	[Long Service Levy]	43

M

Maintenance and care per day thereafter/or part day	[Impounding Fees]	55
Maintenance per hour (includes Ranger feeding)	[Stock Impounding]	56
Major road projects where works are transferred to Council	[Works Enabling Deed]	20
Mandatory Council inspections for New Dwellings (in addition to the New Dwelling package above)	[Construction Packages]	41
Manganese	[Excess Mass Charges for Category 3 Discharges - per kg]	53

continued on next page ...

Page 67 of 74

Fee Name	Parent Name	Page
----------	-------------	------

M [continued]

Marquee 3m x 3m	[MSC Branded Popup Marquee Hire]	12
Marquee 3m x 4m	[MSC Branded Popup Marquee Hire]	12
Marquee 4m x 8m	[MSC Branded Popup Marquee Hire]	12
Mattress or base, per each item	[Mattress Recycling]	34
Meeting Room (small, per hour)	[Indoor Sports Centre - Muswellbrook]	14
Membership	[Borrowers]	28
Memorial Wall – Installation of plaque	[Right of Burial Fees]	11
Mercaptans	[Excess Mass Charges for Category 3 Discharges - per kg]	53
Merchant Fee Recovery	[Credit Card Payments]	11
Mercury	[Excess Mass Charges for Category 3 Discharges - per kg]	53
Methylene Blue Active Substances (MBAS)	[Excess Mass Charges for Category 3 Discharges - per kg]	53
Mezzanine Floor Area (per hour) – Day	[Indoor Sports Centre Complex - Denman]	14
Mezzanine Floor Area (per hour) – Night	[Indoor Sports Centre Complex - Denman]	14
Microchipping	[Rescue Agencies]	55
Microchipping (if applicable)	[Impounding Fees]	55
Minimal environmental impact (including Section 4.56)	[Section 4.55 (1a) Modification]	44
Minor* Modication of Application (prior to determination)	[Modification of Construction Certificate]	42
Minor* Modification (post determination)	[Modification of Construction Certificate]	41
Minor* Modification (post determination)	[Modification of Complying Development Certificate Application]	42
Minor* Modification of Application (prior to determination)	[Modification of Complying Development Certificate Application]	43
Mixed waste per tonne	[Mixed Waste]	30
Modify Approval to install prior to any works commencing – no inspections necessary	[Modify On-site Sewage Management System]	50
Molybdenum	[Excess Mass Charges for Category 3 Discharges - per kg]	53
Monthly Listing	[Property - Transfer Listing]	18
More than \$10,000,000	[General Fees]	40
More than \$10,000,000	[If the original estimated cost of the development was:]	45
More than \$10,000,001	[If the original estimated cost on the DA was:]	45
Mullins Conceptual Photography Prize	[Prize Entry Fees]	15
Muswellbrook	[Tanker Sales (per kilolitre)]	38
Muswellbrook Art Prize - Ceramics	[Prize Entry Fees]	15
Muswellbrook Art Prize – Painting	[Prize Entry Fees]	15
Muswellbrook Art Prize – Works on Paper	[Prize Entry Fees]	15

N

Native Animals	[Dead Animals (RSPCA Exempt)]	33
New Dwelling	[Construction Packages]	41
New Footway Dining application	[Approvals Under Section 125 Roads Act]	51
New Roads	[DA Subdivision Fees]	40
New Roads plus \$ per additional lot	[DA Subdivision Fees]	40
New services (no existing service pipe)	[New Services (no existing service pipe)]	37
Nickel	[Excess Mass Charges for Category 3 Discharges - per kg]	53
Nitrogen (as TKN – Total Kjeldahl Nitrogen)	[Excess Mass Charges for Category 3 Discharges - per kg]	53
No building or demolition work proposed in DA	[Request for Review of Determination of a DA]	45
No new Roads	[DA Subdivision Fees]	40
No new Roads plus \$ per additional lot	[DA Subdivision Fees]	40
Non-desexed animals	[Lifetime registration]	55
Notification Fee	[Stock Impounding]	56
Notification Fee	[Impounded Vehicles]	56
Notification Fee	[General Impounding Fee (all other impoundments)]	56
Notification of Complying Development Certificate (in addition to application fees)	[Other]	46

O

Observation if required (Additional fee apply for over 4 hours)	[Restricted Access (Over size/ Over mass) Vehicle Approval]	21
Oil and Grease (Total O and G)	[Excess Mass Charges for Category 3 Discharges - per kg]	53
One Bedroom	[Open Space Recreational Sporting Facilities]	57
One Bedroom	[Community Facilities]	58
One Bedroom	[Stormwater Management]	58
One Bedroom	[Transport Facilities]	58
One Bedroom	[Plan Management Administration]	58

continued on next page ...

Page 68 of 74

Fee Name	Parent Name	Page
----------	-------------	------

O [continued]

Online Store Flat Rate Shipping	[Prize Entry Fees]	15
OR Base Charge	[Commercial Enquiry]	11
OR Full cost recovery for service in addition to above fee where referred to external party for determination	[Subdivision/Roads and Drainage]	41
OR Full cost recovery for service in addition to above fee where referred to external party for determination	[General Fees]	42
Organoarsenic Compounds	[Excess Mass Charges for Category 3 Discharges - per kg]	53
Other Modification (post determination)	[Modification of Construction Certificate]	42
Other Modification (post determination)	[Modification of Complying Development Certificate Application]	43
Other Modification of Application (prior to determination)	[Modification of Construction Certificate]	42
Other Modification of Application (prior to determination)	[Modification of Complying Development Certificate Application]	42
Outdoor Seating (occupied area subject of permit)	[Use of Footpaths and Road Reserves]	51
Over 30 weeks	[Rural Areas]	20
Over 30 weeks	[Residential]	20
Over 30 weeks	[Tourist Area and/or Industrial Area]	20
Over 30 weeks	[CBD]	20
Over 50 pages	[Planning Portal Record Processing Fee (hard copy or digital records)]	48

P

plus per item of information (assessment details, sales, etc)	[Commercial Enquiry]	11
---	----------------------	----

P

Passenger Tyre (or smaller)	[Tyres - off Rims]	32
Passenger Tyre (or smaller)	[Tyres - on Rims]	32
Passenger Tyre (or smaller)	[Tyres - off Rims]	35
Passenger Tyre (or smaller)	[Tyres - on Rims]	36
Payable direct to each approval or concurrence body	[Integrated Development and Concurrence Fee]	43
Per Day - 8 hours	[Loxton House]	10
Per Day - 8 Hours	[Councillors Room]	10
Per Day - 8 Hours	[Weidmann Room]	10
Per Day - 8 Hours	[Senior Citizens Centre]	15
Per Day - 8 Hours	[Stan Thiess Centre]	15
Per Day (Whole Facility) - 8 hours	[Indoor Sports Centre Complex - Denman]	14
Per Day (Whole Facility) - 8 hours	[Indoor Sports Centre - Muswellbrook]	14
Per Half Day - 4 Hours	[Senior Citizens Centre]	15
Per Half-Day - 4 Hours	[Stan Thiess Centre]	15
Per Half-Day (Whole Facility) - 4 hours	[Indoor Sports Centre Complex - Denman]	14
Per Half-Day (Whole Facility) - 4 hours	[Indoor Sports Centre - Muswellbrook]	14
Per hour	[Weidmann Room]	10
Per Hour	[Councillors Room]	10
Per Hour	[Loxton House]	10
Per Hour	[Seminar Room]	16
Per lot	[Open Space Recreational Sporting Facilities]	58
Per lot	[Community Facilities]	58
Per lot	[Stormwater Management]	58
Per lot	[Transport Facilities]	58
Per lot	[Plan Management Administration]	58
Per Person	[Open Space Recreational Sporting Facilities]	57
Per Person	[Community Facilities]	58
Per Person	[Stormwater Management]	58
Per Person	[Transport Facilities]	58
Per Person	[Plan Management Administration]	58
Per Scan – 10 pages or less	[Scanning]	29
Per Scan – more than 10 pages	[Scanning]	29
Permission to erect structure (e.g. headstone, slab, and concrete kerbing etc.)	[Right of Burial Fees]	11
Permit fee	[Restricted Access (Over size/ Over mass) Vehicle Approval]	21
Pesticides General (excludes organochlorines and organophosphates)	[Excess Mass Charges for Category 3 Discharges - per kg]	53
Petroleum Hydrocarbons (non-flammable)	[Excess Mass Charges for Category 3 Discharges - per kg]	53

continued on next page ...

Page 69 of 74

Fee Name	Parent Name	Page
----------	-------------	------

P [continued]

Phenolic Compounds (non-chlorinated)	[Excess Mass Charges for Category 3 Discharges - per kg]	53
Phosphorous (Total P)	[Excess Mass Charges for Category 3 Discharges - per kg]	53
Plan checking fee for works as executed (per lot)	[Subdivision Certificate Application Fees]	46
Plant costs	[Private Works]	17
Playgroups & community groups (maximum 3 hours)	[Indoor Sports Centre Complex - Denman]	14
Playgroups & community groups (maximum 3 hours)	[Stan Thiess Centre]	15
Plus administration fee	[Restricted Access (Over size/ Over mass) Vehicle Approval]	21
Plus Hourly Charge	[Enquiry Fee]	11
Plus Hourly Charge	[Commercial Enquiry]	11
Polynuclear Aromatic Hydrocarbons (PAHs)	[Excess Mass Charges for Category 3 Discharges - per kg]	53
Pool Room Hire – per day	[Other]	26
Pool Room Hire – per hour	[Other]	26
Portable toilet waste (\$/kL)	[Trade Waste Usage Charge]	52
PP reconsideration or amendment fee – applicant request for reconsideration or for amendment of PP at any time	[Other]	44
Preliminary Investigation Fee	[Closure of a Public Road]	21
Private Lessons – 1 person per class	[Private Lessons - 1 person per class]	25
Processed clean timber - woodchip mulch	[Garden Products]	34
Processed garden organics - matured compost	[Garden Products]	34
Processed garden organics - pasteurised mulch	[Garden Products]	34
Processing Fee	[Government Information (Public Access) Act 2009 (GIPA)]	12
Processing Fee	[Lost and Damaged Material]	28
Processing Fee for closure	[Closure of a Public Road]	21
Provision of new sewer junction	[Provision of New Sewer Junction]	38
Public hearing	[Other]	44
Puppies <6 months	[Dogs]	55

R

Raising/Lowering Manhole (new development)	[Provision of New Sewer Junction]	38
Reconnection of Water Meter at Service (following disconnection)	[Reconnection (following disconnection) normal working hours]	37
Record retrieval fee in response to enquiries requiring search of development records older than 1 July 2010	[Request for Property Information]	47
Red Lid Bin	[Replacement of Damaged/Lost Wheelie Bin]	30
Refrigerators, freezers & air conditioners	[Whitegoods]	31
Refrigerators, freezers & air conditioners with CFC degassing certificate	[Whitegoods]	31
Refrigerators, freezers and air conditioners	[Whitegoods]	35
Refrigerators, freezers and air conditioners with CFC degassing certificate	[Whitegoods]	35
Refundable deposit	[Shows and Events - at council grounds and facilities]	22
Refundable Security Deposit	[During Art Centre Hours]	15
Refundable Security Deposit	[Outside Art Centre Hours]	15
Registration of certificate on planning portal.	[Occupation Certificate]	42
Registration of Complying Development Certificate on planning portal	[Other]	43
Registration of Subdivision Certificate issued by private certifier	[Subdivision Certificate Application Fees]	46
Registration or update of details of business under the Public Health Act or Food Act (excluding caravan parks and water carters)	[Environmental Health Inspections]	48
Re-inspection	[Inspection of On-site Sewage Management]	51
Re-inspection fee	[Swimming Pool Certificates]	48
Reinspection Fee	[Building Certificates]	47
Reinspection Fee	[Rural Addressing]	48
Re-Inspection Fee	[Annual Trade Waste Fee (annual inspections)]	52
Reinspection fee (Only applies if outstanding work has not been completed)	[Fire Safety]	47
Re-inspection fees following non-compliance – unsatisfactory re-inspection	[Skin Penetration Premises]	49
Re-inspection Fees following non-compliant inspection – unsatisfactory re-inspection	[Food Act]	49
Reinspection following non-compliance – unsatisfactory reinspection	[Regulated Premises, Public Swimming Pool and Spa Inspections (water quality)]	49

continued on next page ...

Page 70 of 74

Fee Name	Parent Name	Page
----------	-------------	------

R [continued]

Reinstatement of Removed Bin Due to Contamination	[Replacement of Damaged/Lost Wheelie Bin]	30
Relocate Dwelling	[Construction Packages]	41
Removal of water restriction device on water meters	[Reconnection (following disconnection) normal working hours]	37
Replacement Fee	[Digital Readers]	28
Replacement or additional plates (same number)	[Rural Addressing]	48
Residential Driveway Crossing with Existing K & G	[Road Opening Permit]	20
Residential Driveway Crossing with no Existing K & G	[Road Opening Permit]	20
Resubmission of Complying Development (Following previous refusal) – no amendments	[Resubmission]	43
Resubmission of Construction Certificate for Subdivision Roads and Drainage (following previous refusal) – no amendments	[Resubmission]	42
Reuse Shop items	[Recovered Goods]	34
Review of route assessment	[Restricted Access (Over size/ Over mass) Vehicle Approval]	21
Road Restoration – (Bitumen Surface)	[Road Opening Permit]	21
Road Upgrading	[South Muswellbrook Commercial Development]	57
Roads per lane /m	[Subdivision/Roads and Drainage]	41
Route assessment – as per 3rd party quote	[Restricted Access (Over size/ Over mass) Vehicle Approval]	21
Rural driveway crossing	[Road Opening Permit]	20
Rural Water Connection (Conditions Apply)	[New Services (connect to existing service pipe)]	37

S

School Groups (>1 hour)	[School Groups]	24
School Groups (half day, per student) - 4 hours	[Indoor Sports Centre - Muswellbrook]	14
School Groups (PE and LTS < 1 hour)	[School Groups]	24
Scrap Metal recycling	[Scrap Metal]	31
Scrap Metal, domestic quantities only	[Scrap Metal]	35
Section 10.7 (2) (3 – Exempt & Complying Development SEPP only) – per allotment	[Planning Certificates]	46
Section 266 of the Environmental Planning and Assessment Reg 2021	[Planning Reform Fund Fee]	43
Section 603 Certificate LGA 1993	[Certificates]	11
Security Deposit (refundable subject to payment of outstanding charges)	[Hire of Metered Hydrant]	38
Selenium	[Excess Mass Charges for Category 3 Discharges - per kg]	53
Seniors – 6+ years	[Cats]	55
Seniors – 6+ years	[Dogs]	55
Seniors (18 years and over)	[Regular Users - per registered player - per season]	23
Septic Waste (\$/kL)	[Trade Waste Usage Charge]	52
Service/Aged Concessional/Disabled/Senior	[Turnstile]	24
Sewer Extension (Commercial)	[Provision of New Sewer Junction]	38
Sewer Headworks – all areas (per ET – equivalent tenement)	[Sewer and Water Headworks]	39
Sheep/Goat	[Dead Animals (RSPCA Exempt)]	33
Shower Fee	[Turnstile]	24
Silver	[Excess Mass Charges for Category 3 Discharges - per kg]	53
Single Entry (all)	[Turnstile]	24
Special Infrastructure (eg Roundabouts, Detention Basin or Bridge etc)	[Subdivision/Roads and Drainage]	41
Special Reading Fee	[Water Meter Testing]	37
Specialist studies required by Gateway Determination	[Other]	44
Spectator Fee	[Turnstile]	24
Squash Courts (per court, per hour) – Casual Hire	[Indoor Sports Centre Complex - Denman]	14
Squash Courts (per court, per hour) – User Groups	[Indoor Sports Centre Complex - Denman]	14
Steel reinforced concrete per tonne	[Bricks & Concrete]	31
Stock on Road Reserves (grazing)	[Road Opening Permit]	21
Storage (per week)	[Impounded Vehicles]	56
Stores and materials costs	[Private Works]	17
Stormwater Drainage /m	[Subdivision/Roads and Drainage]	41
Stormwater Drainage work (connection to Council drainage or new work for Council ownership)	[Section 68 of the LOCAL GOVERNMENT ACT]	50
Strata	[DA Subdivision Fees]	40
Strata (per lot)	[Subdivision Certificate Application Fees]	46

continued on next page ...

Page 71 of 74

Fee Name	Parent Name	Page
----------	-------------	------

S [continued]

Strata plus \$ per additional lot	[DA Subdivision Fees]	40
Subdivision of land (per lot)	[Subdivision Certificate Application Fees]	46
Subdivision or Civil Infrastructure for Council ownership – For number of Inspection at \$155 per inspection	[Compliance Inspections (Construction Stages)]	43
Sulphate (SO4)	[Excess Mass Charges for Category 3 Discharges - per kg]	53
Sulphide	[Excess Mass Charges for Category 3 Discharges - per kg]	53
Sulphite	[Excess Mass Charges for Category 3 Discharges - per kg]	53
Supervising staff, carers and trainers	[School Groups]	24
Supply of Rural Addressing Plates- per number (includes one inspection)	[Rural Addressing]	48
Surrender Fee	[Surrender Fee]	56
Suspended Solids (SS)	[Excess Mass Charges for Category 3 Discharges - per kg]	53
Swing or hoist goods over road	[Section 68 of the LOCAL GOVERNMENT ACT]	50

T

Table Hire	[Indoor Sports Centre - Muswellbrook]	14
Technology Hire (e-readers, tablets, Daisy readers)	[Digital Readers]	28
Temporary Event - Food Preparation and Sales Application	[Shows and Events]	47
Tennis Courts (per court, per hour) – Day – Casual Hire	[Indoor Sports Centre Complex - Denman]	14
Tennis Courts (per court, per hour) – Day – User Groups	[Indoor Sports Centre Complex - Denman]	14
Tennis Courts (per court, per hour) – Night – Casual Hire	[Indoor Sports Centre Complex - Denman]	14
Tennis Courts (per court, per hour) – Night – User Groups	[Indoor Sports Centre Complex - Denman]	14
Test Fee – 20, 25 and 32mm service @ 4 Flow Rates	[Test Fee]	37
Test Fee – 20, 25 and 32mm service @ 6 Flow Rates	[Test Fee]	37
Test Fee – 40mm service @ 4 Flow Rates	[Test Fee]	37
Test Fee – 40mm service @ 6 Flow Rates	[Test Fee]	37
Test Fee – 50mm and greater	[Test Fee]	37
Testing Max/Min Pressure supplied (at property service line only)	[Water Flow/Pressure Investigation]	38
The fee payable for the lodgement of a certificate on the planning portal	[Other]	42
Thiosulphate	[Excess Mass Charges for Category 3 Discharges - per kg]	53
Three or more Bedroom dwelling	[Open Space Recreational Sporting Facilities]	57
Three or more Bedroom dwelling	[Community Facilities]	58
Three or more Bedroom dwelling	[Stormwater Management]	58
Three or more Bedroom dwelling	[Transport Facilities]	58
Three or more Bedroom dwelling	[Plan Management Administration]	58
Tin	[Excess Mass Charges for Category 3 Discharges - per kg]	53
Total Dissolved Solids (TDS)	[Excess Mass Charges for Category 3 Discharges - per kg]	53
Tourism Facilities	[Tourist Development]	57
Towing Fee	[Impounded Vehicles]	56
Tractor Tyre	[Tyres - off Rims]	32
Training nights and club events	[Swimming Club]	25
Transfer an approval to a new discharger with the same conditions at the same premises	[Applications]	52
Transfer location at owners request (includes raising service) – Residential/Industrial/Commercial	[Transfer location at owners request]	37
Transport using vehicle per hour (Ranger Vehicle)	[Stock Impounding]	56
Treated timber – contaminated, painted or mixed with other materials (per tonne)	[Timber, Timber Pallets]	32
Treatment incurred during impoundment (i.e. necessary grooming, worming, bathing)	[Impounding Fees]	55
Trestle Table 750 x 1800mm	[Chair/Table Hire]	12
Truck Tyre	[Tyres - off Rims]	32
Truck Tyre	[Tyres - on Rims]	32
Two Bedroom	[Open Space Recreational Sporting Facilities]	57
Two Bedroom	[Community Facilities]	58
Two Bedroom	[Stormwater Management]	58

continued on next page ...

Page 72 of 74

Fee Name	Parent Name	Page
T [continued]		
Two Bedroom	[Transport Facilities]	58
Two Bedroom	[Plan Management Administration]	58
U		
Underground Petroleum Storage Systems	[Environmental Health Inspections]	48
Up to \$5,000	[If the original estimated cost of the development was:]	44
Up to \$5,000	[If the original estimated cost on the DA was:]	45
Up to 120 sheets	[Binding Documents (A4 only)]	28
Up to 240 sheets	[Binding Documents (A4 only)]	28
Up to 3 hours	[Seminar Room]	16
Up to 3 hours – Visitor & Business use	[Library Meeting Room 1]	16
Up to 65 Sheets	[Binding Documents (A4 only)]	28
Uranium	[Excess Mass Charges for Category 3 Discharges - per kg]	53
Urgency Fee for Section 10.7 (2) & (5) in addition to above	[Planning Certificates]	46
Urgency Fee for Section 10.7 (2) in addition to above	[Planning Certificates]	46
Use of Community Land (engaging in trade or business busking etc)	[Section 68 of the LOCAL GOVERNMENT ACT]	50
Use of Sporting Fields, Parks & Reserves by Fitness Trainers – 12 month Licence Agreement	[Regular Users - per registered player - per season]	23
Use of Sporting Fields, Parks & Reserves by Fitness Trainers – 6 month Licence Agreement	[Regular Users - per registered player - per season]	23
V		
Vaccination (all dogs are vaccinated)	[Impounding Fees]	55
Vaccinations	[Rescue Agencies]	55
Value \$10,001 – \$140,000	[Value of DA - estimated cost of works]	45
Value \$140,001 – \$250,000	[Value of DA - estimated cost of works]	45
Value of Development up to \$10,000	[Other Construction Certificates]	41
Value of Development up to \$10,000 (incl. where no work proposed)	[General Fees]	42
Value up to \$10,000	[Value of DA - estimated cost of works]	45
Vans, utilities, trailers	[Domestic Mixed Waste]	34
Vans, utilities, trailers	[Domestic Green Waste]	35
Vehicles up to and including 3 Tonne	[Issue of Weighbridge Certificate]	34
Veterinary Treatment	[Impounding Fees]	55
Viola Bromley Art Prize	[Prize Entry Fees]	15
W		
Water Analysis Samples	[Regulated Premises, Public Swimming Pool and Spa Inspections (water quality)]	49
Water Consumption	[Hire of Metered Hydrant]	38
Water Headworks – all areas (per ET – equivalent tenement)	[Sewer and Water Headworks]	39
Water Supply, sewerage and stormwater drainage work	[Section 68 of the LOCAL GOVERNMENT ACT]	50
Where unauthorised works have occurred	[Building Certificates]	47
Within Muswellbrook Shire Libraries	[Holds and Reservations]	28
Works Enabling Deed	[Road Opening Permit]	21
Worm Farms	[Environmental Products]	48
Written Notification Only to Adjoining Owners	[Value of DA - estimated cost of works]	45
Y		
Yellow Lid Bin	[Replacement of Damaged/Lost Wheelie Bin]	30
Z		
Zinc	[Excess Mass Charges for Category 3 Discharges - per kg]	53

Fee Name

Parent Name

Page

Other

\$1,000,001 – \$10,000,000	[General Fees]	40
\$1,000,001 – \$10,000,000	[If the original estimated cost of the development was:]	45
\$1,000,001 – \$10,000,000	[If the original estimated cost on the DA was:]	45
\$100001 – \$200000	[Estimated cost of development]	58
\$250,000 – \$500,000	[If the original estimated cost on the DA was:]	45
\$250,001 – \$500,000	[General Fees]	40
\$250,001 – \$500,000	[If the original estimated cost of the development was:]	45
\$5,001 – \$250,000	[If the original estimated cost of the development was:]	44
\$5,001 – \$250,000	[If the original estimated cost on the DA was:]	45
\$5,001 – \$50,000	[General Fees]	40
\$50,001 – \$250,000	[General Fees]	40
\$500,001 – \$1,000,000	[General Fees]	40
\$500,001 – \$1,000,000	[If the original estimated cost of the development was:]	45
\$500,001 – \$1,000,000	[If the original estimated cost on the DA was:]	45
< \$100000	[Estimated cost of development]	58
>\$200000	[Estimated cost of development]	58

**9.4.5. Adoption - 2022/2023 Budget Estimates**

Attachments:	1. 2022-2023 Budget Estimates [9.4.5.1 - 33 pages]
Responsible Officer:	Fiona Plesman - General Manager
Author:	Josh Hogan – Finance Manager
Community Plan Issue:	6 - <i>Community Leadership</i>
Community Plan Goal:	22.1 - Enhanced collaboration with Council's community and stakeholders to ensure Council and its elected arm is best placed to make decisions in the best interest of the community.
Community Plan Strategy:	24.1.2 - Appropriate matters are reported to Council in a timely manner in accordance with the Financial Control and Reporting Policy.

PURPOSE

To provide sufficient information for Council to endorse the attached Budget Estimates, following a 28-day public exhibition period.

OFFICER'S RECOMMENDATION

Council resolves to adopt the 2022/23 Budget Estimates.

Moved: _____ **Seconded:** _____

BACKGROUND

Each year, Council is required to place the Budget Estimates on public exhibition for a period of 28 days prior to endorsement. The Budget Estimates outline the projected operating and capital income and expenditure for the next financial year.

CONSULTATION

General Manager
Deputy General Manager
Director Environment & Planning
Director Property & Place
Director Corporate Services & Chief Financial Officer
Finance Manager
Finance Committee

REPORT

Each year, Council is required to place the Budget Estimates on public exhibition for a period of 28 days prior to endorsement. The Budget Estimates outline the projected operating and capital income and expenditure for the next financial year.

The 202/23 Budget was placed on public exhibition on 24 May 2022 and the exhibition period concluded on 21 June 2022. No submissions were received.

OPTIONS



Resolve to adopt the 2022/23 Budget Estimates.

CONCLUSION

The Budget Estimates are prepared as part of the Integrated Planning and Reporting (IP&R) document suite.

SOCIAL IMPLICATIONS

There are no social implications.

FINANCIAL IMPLICATIONS

Preparation and adoption of a sustainable budget is critical in managing Council resources.

POLICY IMPLICATIONS

This report implements existing policy decisions.

STATUTORY IMPLICATIONS

Annually, under Section 405 of the New South Wales Local Government Act 1993, Council is required to prepare an Operational Plan outlining the activities to be undertaken for the following financial year. A draft Operational Plan and accompanying budget must be placed on public exhibition for at least 28 days and, after consideration of any submissions, the final draft must be adopted prior to the beginning of the financial year. The 202/23 Budget was placed on public exhibition on 24 May 2022 and the exhibition period concluded on 21 June 2022.

LEGAL IMPLICATIONS

Nil Known.

OPERATIONAL PLAN IMPLICATIONS

The report raises the revenues as budgeted for in the Operational Plan and Budget.

RISK MANAGEMENT IMPLICATIONS

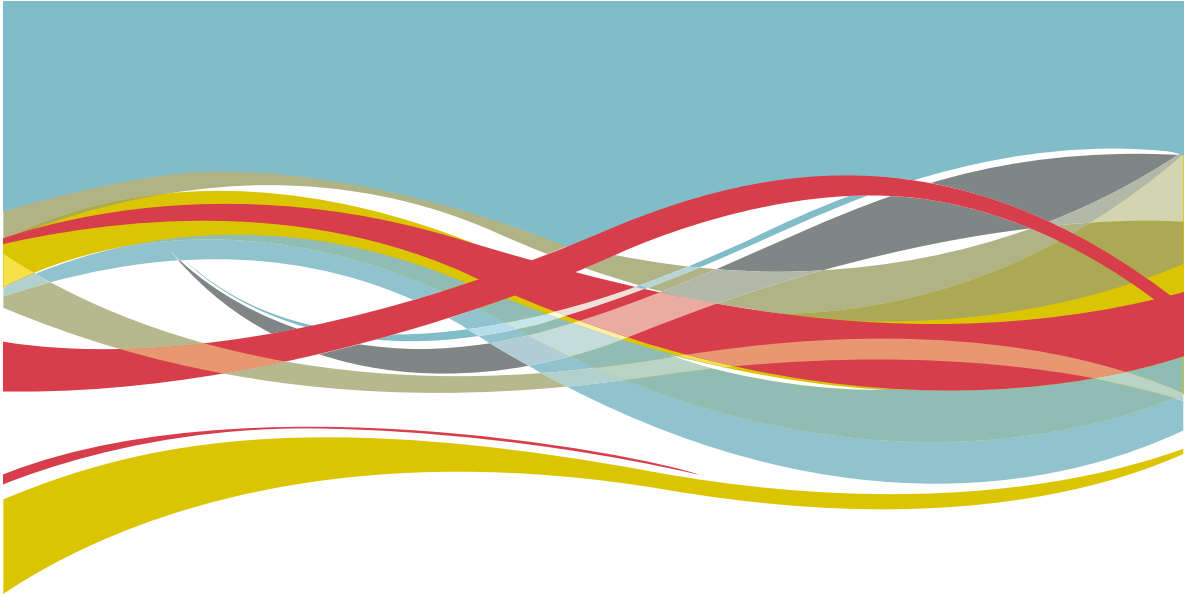
The form of the resolutions has been structured to ensure compliance with Council's legal requirements.

WASTE MANAGEMENT IMPLICATIONS

Not applicable.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

Not applicable.



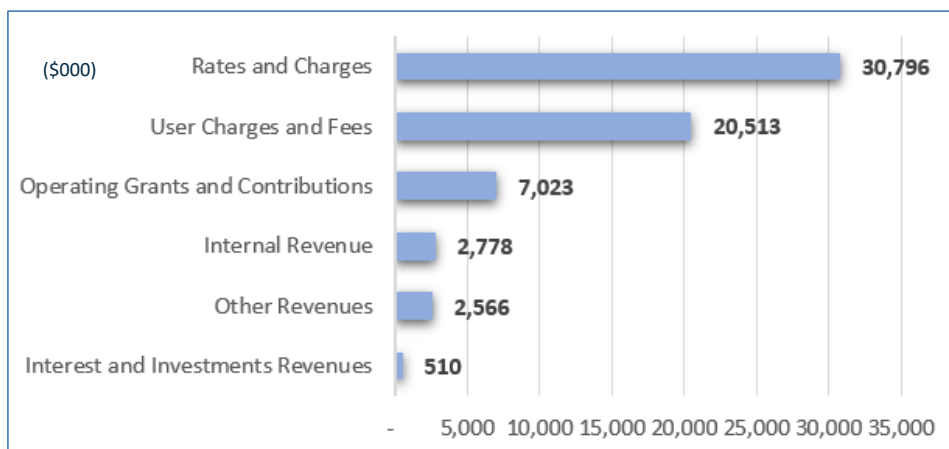
**Muswellbrook Shire Council
Budget Estimates
2022-32**

Purpose of the Budget

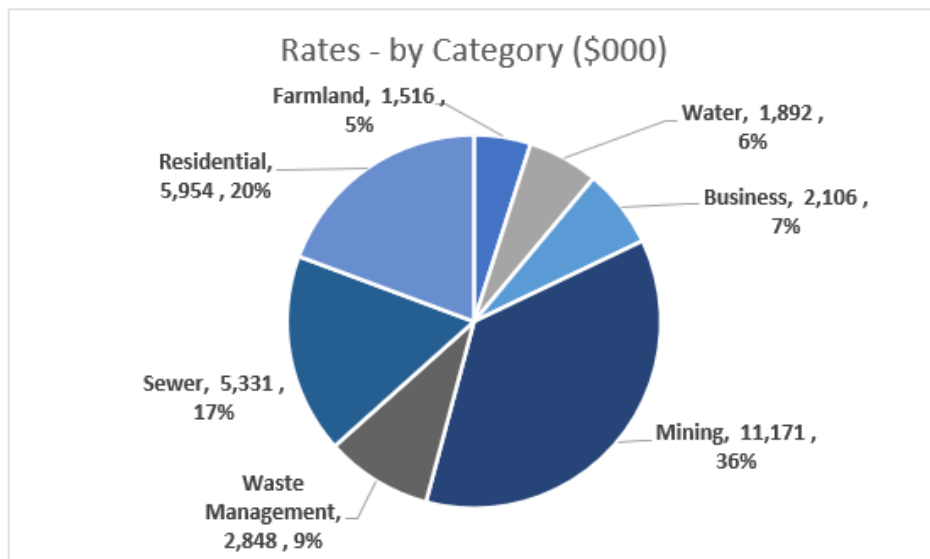
The Muswellbrook 10-Year Community Strategic Plan outlines the outcomes and aspirations of Muswellbrook Shire community. The Delivery Program (4-year) and Operational Plan (1-year) delve into further detail on achieving these aspirations, and the associated Budget is a decision-making tool for stakeholders (Council and the community) to use in optimising the use of resources available to deliver these outcomes.

Where does the Money come from?

Council's consolidated operating income budget estimates of \$64 million are composed of:

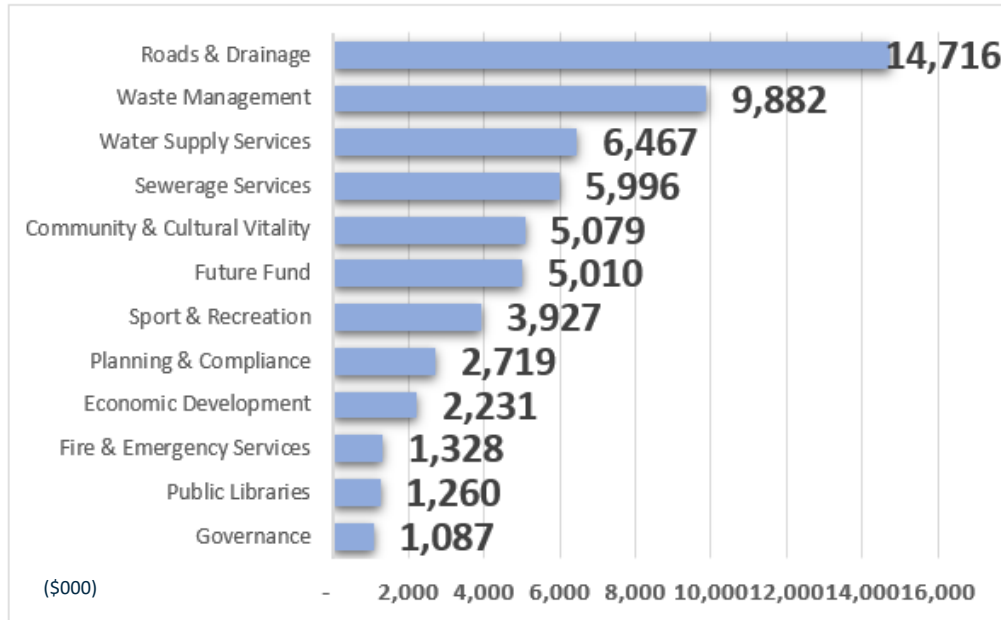


Rates and Charges (\$31M) comprise almost 50% of the operating income, and are composed of:

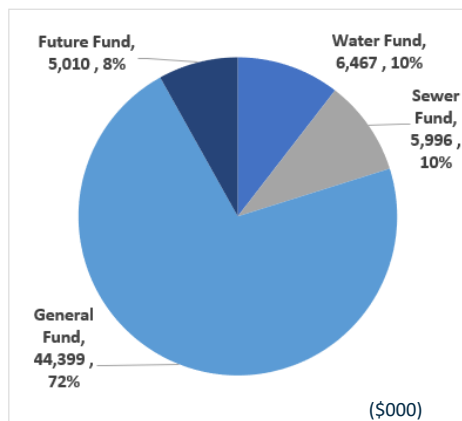


How will the money be spent?

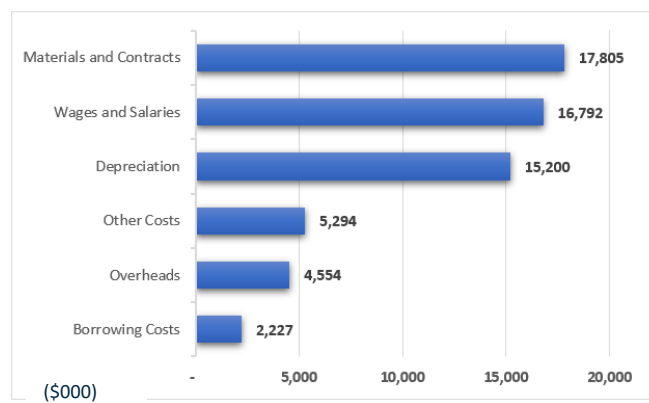
Council's operating expense budget estimates of \$62 million will deliver services in the following areas:



These expenses are in the following Funds of Council:



...and in these categories:



Budget Estimates 2022/23

Income & Expenses - Consolidated



	2021/22 Budget ORIGINAL \$000	2021/22 Budget REVISED \$000	2022/23 Budget ESTIMATE \$000	2023/24 Budget ESTIMATE \$000	2024/25 Budget ESTIMATE \$000	2025/26 Budget ESTIMATE \$000
Income						
<i>Rates and Annual Charges</i>	29,399	29,399	30,796	31,412	32,040	32,681
<i>User Charges and Fees</i>	20,174	19,654	20,513	20,923	21,342	21,769
<i>Interest and Investment Revenue</i>	711	689	510	521	531	542
<i>Other Revenues</i>	2,589	3,105	2,566	2,618	2,670	2,723
<i>Grants & Contributions - Operating</i>	5,805	7,628	7,023	7,164	7,307	7,453
<i>Internal Revenue</i>	4,240	6,010	2,778	2,834	2,890	2,948
Total Income from continuing operations	62,918	66,485	64,187	65,471	66,780	68,116
Expenses						
<i>Employee costs</i>	14,761	14,692	16,792	17,128	17,470	17,820
<i>Materials & Contracts</i>	17,431	20,020	17,805	18,161	18,524	18,894
<i>Borrowing Costs</i>	2,137	2,119	2,227	2,272	2,317	2,364
<i>Depreciation</i>	14,528	14,275	15,200	15,505	15,815	16,131
<i>Overheads</i>	4,388	4,405	4,554	4,645	4,738	4,833
<i>Other Expenses</i>	6,386	8,312	5,294	5,400	5,508	5,618
Total Expenses from continuing operations	59,632	63,823	61,872	63,110	64,372	65,659
Net Operating Result from continuing operations	3,286	2,662	2,315	2,361	2,408	2,457
Reconciliation to Cash Budget						
Net Operating Result, excluding depreciation	17,814	16,937	17,515	17,866	18,223	18,587
Minus Budget Items not Included in Income Statement:						
<i>Capital Expenditure and Purchases</i>	40,222	70,352	17,541	13,742	14,473	24,699
<i>Contribution from General Fund to Future Fund</i>	3,000	3,000	2,000	2,000	2,000	2,000
<i>Loan Principal Repayments</i>	7,425	7,425	6,577	5,468	5,100	5,246
	50,647	80,777	26,118	21,210	21,574	31,945
Plus:						
<i>Grants and Contributions - Capital</i>	19,639	33,596	2,830	619	619	619
Cash Surplus (Deficit)	(13,194)	(30,244)	(5,772)	(2,726)	(2,732)	(12,738)
Funded by:						
Borrowings	6,625	6,375	-	-	-	10,000
Transfers from Reserves	3,569	20,869	3,772	726	732	738
General Fund Contribution to Future Fund	3,000	3,000	2,000	2,000	2,000	2,000
	13,194	30,244	5,772	2,726	2,732	12,738
Cash Surplus (Deficit)	-	-	-	-	-	-

Operating Budget Estimates – 2022/23

Operating Budget - Overview by Fund

General Fund (\$000)

Account Group	2021/22 Total Budget	December Review Budget	2022/23 Estimate Budget	2023/24 Estimate Budget	2024/25 Estimate Budget	2025/26 Estimate Budget
Revenue						
User Charges and Fees	7,832	7,607	8,316	8,483	8,652	8,825
Rates and Charges	22,652	22,652	23,573	24,044	24,525	25,015
Other Revenues	2,589	3,105	2,566	2,618	2,670	2,723
Operating Grants and Contributions	5,731	7,551	6,949	7,088	7,230	7,375
Internal Revenue	4,120	5,277	2,654	2,707	2,762	2,817
Interest and Investments Revenues	451	437	340	347	354	361
Revenue Total	43,374	46,629	44,399	45,287	46,193	47,117
Expenses						
Wages and Salaries	12,472	12,403	14,360	14,647	14,940	15,239
Materials and Contracts	13,386	15,307	13,433	13,702	13,976	14,256
Other Costs	4,549	6,236	3,538	3,609	3,681	3,754
Depreciation	10,018	9,600	10,267	10,473	10,682	10,896
Borrowing Costs	438	438	488	498	508	518
Overheads	2,033	2,033	2,313	2,359	2,406	2,454
Expenses Total	42,896	46,017	44,399	45,287	46,193	47,117
General Fund Surplus/(Deficit)	478	612	-	-	-	-

Water Fund (\$000)

Account Group	2021/22 Total Budget	December Review Budget	2022/23 Estimate Budget	2023/24 Estimate Budget	2024/25 Estimate Budget	2025/26 Estimate Budget
Revenue						
User Charges and Fees	4,483	4,489	4,419	4,507	4,597	4,689
Rates and Charges	1,760	1,760	1,892	1,930	1,968	2,008
Operating Grants and Contributions	38	39	38	38	39	40
Internal Revenue	-	391	-	-	-	-
Interest and Investments Revenues	199	191	119	121	124	126
Revenue Total	6,479	6,870	6,467	6,597	6,729	6,863
Expenses						
Wages and Salaries	1,204	1,204	1,324	1,351	1,378	1,405
Materials and Contracts	1,489	2,030	1,691	1,725	1,759	1,794
Other Costs	510	760	366	373	381	389
Depreciation	1,972	1,903	1,963	2,003	2,043	2,083
Borrowing Costs	85	85	85	87	89	91
Overheads	1,522	1,530	1,037	1,058	1,079	1,101
Expenses Total	6,782	7,512	6,467	6,597	6,729	6,863
Water Fund Surplus/(Deficit)	(303)	(642)	-	-	-	-

Sewer Fund (\$000)

Account Group	2021/22 Total Budget	December Review Budget	2022/23 Estimate Budget	2023/24 Estimate Budget	2024/25 Estimate Budget	2025/26 Estimate Budget
Revenue						
User Charges and Fees	540	465	577	588	600	612
Rates and Charges	4,987	4,987	5,331	5,438	5,546	5,657
Operating Grants and Contributions	37	39	37	37	38	39
Interest and Investments Revenues	61	61	51	52	53	54
Revenue Total	5,625	5,552	5,996	6,116	6,238	6,363
Expenses						
Wages and Salaries	849	849	866	883	901	919
Materials and Contracts	861	978	1,082	1,103	1,126	1,148
Other Costs	451	437	451	460	470	479
Depreciation	1,890	2,158	2,188	2,232	2,276	2,322
Borrowing Costs	741	741	701	715	729	744
Overheads	833	841	708	722	737	751
Expenses Total	5,625	6,004	5,996	6,116	6,238	6,363
Sewer Fund Surplus/(Deficit)	-	(452)	-	-	-	-

Future Fund (\$000)

Account Group	2021/22 Total Budget	December Review Budget	2022/23 Estimate Budget	2023/24 Estimate Budget	2024/25 Estimate Budget	2025/26 Estimate Budget
Revenue						
User Charges and Fees	7,319	7,093	7,201	7,345	7,492	7,642
Internal Revenue	120	342	124	126	129	131
Revenue Total	7,439	7,435	7,325	7,471	7,621	7,773
Expenses						
Wages and Salaries	237	237	242	247	252	257
Materials and Contracts	1,694	1,705	1,599	1,631	1,663	1,696
Other Costs	876	879	938	957	976	996
Depreciation	647	614	782	798	814	830
Borrowing Costs	873	855	953	972	992	1,011
Overheads	-	-	496	506	516	526
Expenses Total	4,328	4,290	5,010	5,110	5,212	5,316
Future Fund Surplus/(Deficit)	3,111	3,144	2,315	2,361	2,408	2,457

Operating Budget Estimates 2022/23 - Business Unit Overview



Account Group	2021/22 Total Budget	December Review Budget	2022/23 Estimate Budget	2023/24 Estimate Budget	2024/25 Estimate Budget	2025/26 Estimate Budget
General Fund						
Aquatic Centres						
Revenue						
User Charges and Fees	775	202	955	974	993	1,013
Revenue Total	775	202	955	974	993	1,013
Expenses						
Wages and Salaries	705	559	807	823	839	856
Materials and Contracts	204	176	287	293	299	305
Depreciation	240	373	560	571	582	594
Expenses Total	1,335	1,279	1,849	1,886	1,923	1,962
Aquatic Centres Total	(560)	(1,077)	(894)	(912)	(930)	(949)
Community Services						
Revenue						
User Charges and Fees	7	7	9	9	9	9
Operating Grants and Contributions	65	92	65	67	68	69
Revenue Total	72	99	74	75	77	79
Expenses						
Wages and Salaries	476	476	486	496	505	516
Materials and Contracts	169	225	166	170	173	177
Other Costs	62	99	82	83	85	87
Expenses Total	707	800	734	749	764	779
Community Services Total	(635)	(702)	(660)	(673)	(687)	(700)

Operating Budget Estimates 2022/23 - Business Unit Overview



Account Group	2021/22 Total Budget	December Review Budget	2022/23 Estimate Budget	2023/24 Estimate Budget	2024/25 Estimate Budget	2025/26 Estimate Budget
Corporate Services Management						
Revenue						
User Charges and Fees	-	0	-	-	-	-
Other Revenues	78	92	78	80	81	83
Revenue Total	78	93	78	80	81	83
Expenses						
Wages and Salaries	1,224	1,100	1,311	1,338	1,364	1,392
Materials and Contracts	291	291	308	314	320	327
Other Costs	520	858	533	544	555	566
Depreciation	327	280	297	303	309	316
Borrowing Costs	33	33	83	85	86	88
Expenses Total	2,395	2,562	2,533	2,583	2,635	2,688
Corporate Services Management Total	(2,317)	(2,469)	(2,454)	(2,503)	(2,554)	(2,605)
Cultural						
Revenue						
Other Revenues	29	36	50	51	52	53
Operating Grants and Contributions	-	-	-	-	-	-
Revenue Total	29	36	50	51	52	53
Expenses						
Wages and Salaries	218	218	222	226	231	235
Materials and Contracts	111	120	128	131	134	136
Other Costs	36	33	30	31	31	32
Depreciation	30	25	30	31	31	32
Expenses Total	395	395	410	419	427	436
Cultural Total	(366)	(359)	(361)	(368)	(375)	(383)

Operating Budget Estimates 2022/23 - Business Unit Overview



Account Group	2021/22 Total Budget	December Review Budget	2022/23 Estimate Budget	2023/24 Estimate Budget	2024/25 Estimate Budget	2025/26 Estimate Budget
Customer Service and Administration						
Revenue						
Other Revenues	-	1	-	-	-	-
Revenue Total	-	-	-	-	-	-
Expenses						
Wages and Salaries	915	876	933	952	971	990
Materials and Contracts	49	38	54	55	57	58
Other Costs	32	22	23	24	24	25
Expenses Total	996	936	1,011	1,031	1,052	1,073
Customer Service and Administration Total	(996)	(936)	(1,011)	(1,031)	(1,052)	(1,073)
Domestic Waste						
Revenue						
User Charges and Fees	11	11	11	11	12	12
Rates and Charges	2,778	2,778	2,848	2,905	2,963	3,022
Operating Grants and Contributions	38	38	38	39	40	40
Interest and Investments Revenues	13	13	13	13	14	14
Revenue Total	2,840	2,840	2,910	2,968	3,028	3,088
Expenses						
Wages and Salaries	93	93	95	97	99	101
Materials and Contracts	1,198	1,198	1,216	1,240	1,265	1,290
Other Costs	207	207	207	211	215	220
Overheads	1,342	1,342	1,342	1,369	1,396	1,424
Expenses Total	2,840	2,840	2,860	2,917	2,976	3,035
Domestic Waste Total	-	-	50	51	52	53

Operating Budget Estimates 2022/23 - Business Unit Overview



Account Group	2021/22 Total Budget	December Review Budget	2022/23 Estimate Budget	2023/24 Estimate Budget	2024/25 Estimate Budget	2025/26 Estimate Budget
Emergency Services						
Revenue						
Operating Grants and Contributions	212	193	212	216	221	225
Revenue Total	212	193	212	216	221	225
Expenses						
Materials and Contracts	211	179	211	215	220	224
Other Costs	535	550	535	546	557	568
Depreciation	341	302	327	333	340	347
Expenses Total	1,087	1,031	1,073	1,094	1,116	1,138
Emergency Services Total	(875)	(838)	(861)	(878)	(895)	(913)
Environmental Planning						
Revenue						
User Charges and Fees	430	505	454	463	472	482
Operating Grants and Contributions	7	10	5	5	5	5
Internal Revenue	(0)	(0)	(0)	(0)	(0)	(0)
Revenue Total	437	515	459	468	478	487
Expenses						
Wages and Salaries	1,175	1,170	1,275	1,301	1,327	1,353
Materials and Contracts	91	106	105	107	109	111
Other Costs	20	16	4	4	4	4
Expenses Total	1,287	1,292	1,384	1,412	1,440	1,469
Environmental Planning Total	(850)	(777)	(925)	(943)	(962)	(982)
Executive Services						
Expenses						
Materials and Contracts	52	52	52	53	54	56
Expenses Total	52	52	52	53	54	56
Executive Services Total	52	52	52	53	54	56

Operating Budget Estimates 2022/23 - Business Unit Overview



Account Group	2021/22 Total Budget	December Review Budget	2022/23 Estimate Budget	2023/24 Estimate Budget	2024/25 Estimate Budget	2025/26 Estimate Budget
Financial Services						
Revenue						
User Charges and Fees	116	134	120	122	125	127
Rates and Charges	18,036	18,036	18,841	19,218	19,603	19,995
Other Revenues	-	575	-	-	-	-
Operating Grants and Contributions	2,586	2,586	2,586	2,637	2,690	2,744
Internal Revenue	2,719	3,876	2,689	2,743	2,798	2,854
Interest and Investments Revenues	438	424	327	334	340	347
Revenue Total	23,896	25,632	24,563	25,055	25,556	26,067
Expenses						
Wages and Salaries	1,069	1,088	1,245	1,270	1,295	1,321
Materials and Contracts	726	548	666	679	693	707
Other Costs	261	261	261	266	272	277
Expenses Total	2,056	1,898	2,172	2,216	2,260	2,305
Financial Services Total	21,839	23,734	22,391	22,839	23,296	23,762
Fleet Operations						
Revenue						
Other Revenues	2,248	2,114	2,169	2,213	2,257	2,302
Revenue Total	2,248	2,114	2,169	2,213	2,257	2,302
Expenses						
Wages and Salaries	283	283	288	294	300	306
Materials and Contracts	827	827	827	843	860	877
Other Costs	268	268	268	273	278	284
Depreciation	871	736	786	802	818	835
Expenses Total	2,248	2,114	2,169	2,213	2,257	2,302
Fleet Operations Total	-	-	-	-	-	-

Operating Budget Estimates 2022/23 - Business Unit Overview



Account Group	2021/22 Total Budget	December Review Budget	2022/23 Estimate Budget	2023/24 Estimate Budget	2024/25 Estimate Budget	2025/26 Estimate Budget
Hospitality						
Revenue						
Other Revenues	51	72	91	93	95	97
Revenue Total	51	72	91	93	95	97
Expenses						
Wages and Salaries	173	173	177	180	184	188
Materials and Contracts	31	43	41	41	42	43
Other Costs	28	28	28	28	29	29
Expenses Total	232	244	245	250	255	260
Hospitality Total	(181)	(172)	(154)	(157)	(160)	(163)
Human Resources						
Revenue						
Other Revenues	-	8	-	-	-	-
Revenue Total	-	8	-	-	-	-
Expenses						
Wages and Salaries	327	327	333	340	347	353
Materials and Contracts	212	207	212	216	221	225
Other Costs	110	161	147	150	153	156
Expenses Total	649	695	692	706	720	735
Human Resources Total	(649)	(687)	(692)	(706)	(720)	(735)

Operating Budget Estimates 2022/23 - Business Unit Overview



Account Group	2021/22 Total Budget	December Review Budget	2022/23 Estimate Budget	2023/24 Estimate Budget	2024/25 Estimate Budget	2025/26 Estimate Budget
Information Services						
Revenue						
Other Revenues	-	6	-	-	-	-
Revenue Total	-	6	-	-	-	-
Expenses						
Wages and Salaries	431	431	591	603	615	628
Materials and Contracts	535	790	677	690	704	718
Other Costs	73	47	51	52	53	54
Expenses Total	1,039	1,268	1,319	1,345	1,372	1,399
Information Services Total	(1,039)	(1,262)	(1,319)	(1,345)	(1,372)	(1,399)
Integrated Planning						
Expenses						
Wages and Salaries	298	517	773	788	804	820
Materials and Contracts	219	300	100	102	104	106
Expenses Total	518	817	873	890	908	926
Integrated Planning Total	(518)	(817)	(873)	(890)	(908)	(926)
Libraries						
Revenue						
User Charges and Fees	4	4	2	2	2	2
Other Revenues	31	31	27	28	28	29
Operating Grants and Contributions	49	49	49	50	51	52
Revenue Total	84	84	78	79	81	83
Expenses						
Wages and Salaries	440	440	459	468	478	487
Materials and Contracts	134	134	123	126	128	131
Other Costs	2	1	2	2	2	2
Depreciation	122	86	92	94	96	98
Expenses Total	697	661	676	690	704	718
Libraries Total	(613)	(577)	(599)	(610)	(623)	(635)

Operating Budget Estimates 2022/23 - Business Unit Overview



Account Group	2021/22 Total Budget	December Review Budget	2022/23 Estimate Budget	2023/24 Estimate Budget	2024/25 Estimate Budget	2025/26 Estimate Budget
Property and Building Services						
Revenue						
User Charges and Fees	253	253	261	266	271	277
Other Revenues	140	160	140	143	146	149
Operating Grants and Contributions	11	11	11	11	11	12
Revenue Total	404	424	412	420	428	437
Expenses						
Wages and Salaries	302	302	312	319	325	331
Materials and Contracts	810	840	850	867	884	902
Other Costs	578	533	574	586	597	609
Depreciation	1,708	1,553	1,530	1,561	1,592	1,624
Expenses Total	3,399	3,228	3,267	3,332	3,399	3,467
Property and Building Services Total	(2,995)	(2,805)	(2,855)	(2,912)	(2,970)	(3,030)
Recreation						
Expenses						
Wages and Salaries	853	853	870	887	905	923
Materials and Contracts	520	519	488	497	507	517
Other Costs	87	87	87	89	90	92
Expenses Total	1,460	1,459	1,445	1,473	1,503	1,533
Recreation Total	(1,460)	(1,459)	(1,445)	(1,473)	(1,503)	(1,533)

Operating Budget Estimates 2022/23 - Business Unit Overview



Account Group	2021/22 Total Budget	December Review Budget	2022/23 Estimate Budget	2023/24 Estimate Budget	2024/25 Estimate Budget	2025/26 Estimate Budget
Regulatory Services						
Revenue						
User Charges and Fees	110	98	110	112	115	117
Operating Grants and Contributions	-	-	-	-	-	-
Revenue Total	110	98	110	112	115	117
Expenses						
Wages and Salaries	281	281	286	292	298	304
Materials and Contracts	66	61	64	65	67	68
Expenses Total	347	342	350	357	364	372
Regulatory Services Total	(236)	(243)	(240)	(245)	(250)	(255)
Roads and Drainage - Works						
Revenue						
User Charges and Fees	947	1,182	975	995	1,015	1,035
Operating Grants and Contributions	2,603	2,683	2,693	2,746	2,801	2,857
Revenue Total	3,549	3,865	3,668	3,741	3,816	3,892
Expenses						
Wages and Salaries	1,812	1,787	1,963	2,003	2,043	2,084
Materials and Contracts	2,148	2,777	2,139	2,182	2,226	2,270
Other Costs	481	480	481	491	500	510
Depreciation	6,258	6,145	6,539	6,670	6,804	6,940
Borrowing Costs	200	200	200	204	208	213
Expenses Total	10,899	11,390	11,323	11,550	11,781	12,016
Roads and Drainage - Works Total	(7,350)	(7,525)	(7,656)	(7,809)	(7,965)	(8,124)

Operating Budget Estimates 2022/23 - Business Unit Overview



Account Group	2021/22 Total Budget	December Review Budget	2022/23 Estimate Budget	2023/24 Estimate Budget	2024/25 Estimate Budget	2025/26 Estimate Budget
Special Rate Variation						
Revenue						
Rates and Charges	1,837	1,837	1,883	1,921	1,959	1,999
Internal Revenue	-	-	(1,442)	(1,471)	(1,500)	(1,530)
Revenue Total	1,837	1,837	441	450	459	468
Expenses						
Wages and Salaries	-	-	-	-	-	-
Materials and Contracts	283	283	172	175	179	182
Overheads	263	263	269	275	280	286
Expenses Total	546	546	441	450	459	468
Special Rate Variation Total	1,291	1,291	-	-	-	-
Sustainability						
Revenue						
User Charges and Fees	-	-	-	-	-	-
Other Revenues	1	1	1	1	1	1
Operating Grants and Contributions	100	166	94	96	98	100
Internal Revenue	447	447	447	456	465	475
Revenue Total	548	614	542	553	564	576
Expenses						
Wages and Salaries	271	296	302	308	314	320
Materials and Contracts	146	225	146	149	152	155
Depreciation	-	4	4	4	4	5
Expenses Total	417	525	452	461	470	479
Sustainability Total	131	89	91	92	94	96

Operating Budget Estimates 2022/23 - Business Unit Overview



Account Group	2021/22 Total Budget	December Review Budget	2022/23 Estimate Budget	2023/24 Estimate Budget	2024/25 Estimate Budget	2025/26 Estimate Budget
Technical Services						
Revenue						
Operating Grants and Contributions	-	13	-	-	-	-
Revenue Total	-	13	-	-	-	-
Expenses						
Wages and Salaries	267	267	272	278	283	289
Materials and Contracts	328	355	220	224	229	233
Expenses Total	595	622	492	502	512	522
Technical Services Total	(595)	(608)	(492)	(502)	(512)	(522)
Waste Management Facility						
Revenue						
User Charges and Fees	5,179	5,211	5,420	5,528	5,639	5,752
Other Revenues	10	10	10	10	10	11
Operating Grants and Contributions	60	60	-	-	-	-
Internal Revenue	691	691	691	705	719	733
Revenue Total	5,940	5,972	6,121	6,243	6,368	6,495
Expenses						
Wages and Salaries	859	859	908	926	944	963
Materials and Contracts	3,268	3,808	3,181	3,245	3,310	3,376
Other Costs	31	31	31	31	32	33
Depreciation	106	82	85	87	89	90
Borrowing Costs	205	205	205	209	213	217
Overheads	428	428	702	716	730	745
Expenses Total	4,896	5,413	5,111	5,214	5,318	5,424
Waste Management Facility Total	1,044	559	1,009	1,030	1,050	1,071

Operating Budget Estimates 2022/23 - Business Unit Overview



Account Group	2021/22 Total Budget	December Review Budget	2022/23 Estimate Budget	2023/24 Estimate Budget	2024/25 Estimate Budget	2025/26 Estimate Budget
Economic Development and Innovation						
Revenue						
Operating Grants and Contributions	-	1,650	1,196	1,220	1,245	1,270
Internal Revenue	263	263	269	275	280	286
Revenue Total	263	1,913	1,466	1,495	1,525	1,555
Expenses						
Wages and Salaries	0	7	450	459	468	478
Materials and Contracts	756	1,206	1,000	1,020	1,040	1,061
Other Costs	1,033	2,383	-	-	-	-
Depreciation	16	13	16	16	16	16
Expenses Total	1,805	3,609	1,466	1,495	1,525	1,555
Economic Development and Innovation Total	(1,542)	(1,696)	-	-	-	-
General Fund Total	478	612	-	-	-	-

Operating Budget Estimates 2022/23 - Business Unit Overview



Account Group	2021/22 Total Budget	December Review Budget	2022/23 Estimate Budget	2023/24 Estimate Budget	2024/25 Estimate Budget	2025/26 Estimate Budget
Future Fund						
Commercial Division						
Revenue						
User Charges and Fees	6,643	6,580	6,584	6,716	6,850	6,987
Internal Revenue	120	342	124	126	129	131
Revenue Total	6,763	6,922	6,708	6,842	6,979	7,118
Expenses						
Wages and Salaries	152	152	155	158	161	164
Materials and Contracts	1,406	1,549	1,358	1,385	1,413	1,441
Other Costs	704	705	693	707	721	736
Borrowing Costs	808	823	808	824	841	857
Overheads	-	-	496	506	516	526
Expenses Total	3,070	3,229	3,510	3,580	3,652	3,725
Commercial Division Total	3,693	3,693	3,198	3,262	3,327	3,394
Education Division						
Revenue						
User Charges and Fees	676	513	617	629	642	655
Revenue Total	676	513	617	629	642	655
Expenses						
Wages and Salaries	85	85	87	89	91	93
Materials and Contracts	288	156	241	245	250	255
Other Costs	171	174	245	250	255	260
Depreciation	647	614	782	798	814	830
Borrowing Costs	65	32	145	148	151	154
Expenses Total	1,258	1,062	1,500	1,530	1,561	1,592
Education Division Total	(581)	(549)	(883)	(901)	(919)	(937)
Future Fund Total	3,112	3,144	2,315	2,361	2,408	2,457

Operating Budget Estimates 2022/23 - Business Unit Overview



Account Group	2021/22 Total Budget	December Review Budget	2022/23 Estimate Budget	2023/24 Estimate Budget	2024/25 Estimate Budget	2025/26 Estimate Budget
Sewer Fund						
Revenue						
User Charges and Fees	540	465	577	588	600	612
Rates and Charges	4,987	4,987	5,331	5,438	5,546	5,657
Operating Grants and Contributions	37	39	37	37	38	39
Interest and Investments Revenues	61	61	51	52	53	54
Revenue Total	5,625	5,552	5,996	6,116	6,238	6,363
Expenses						
Wages and Salaries	849	849	866	883	901	919
Materials and Contracts	861	978	1,082	1,103	1,126	1,148
Other Costs	451	437	451	460	470	479
Depreciation	1,890	2,158	2,188	2,232	2,276	2,322
Borrowing Costs	741	741	701	715	729	744
Overheads	833	841	708	722	737	751
Expenses Total	5,625	6,004	5,996	6,116	6,238	6,363
Sewer Fund Total	-	(452)	-	-	-	-

Operating Budget Estimates 2022/23 - Business Unit Overview

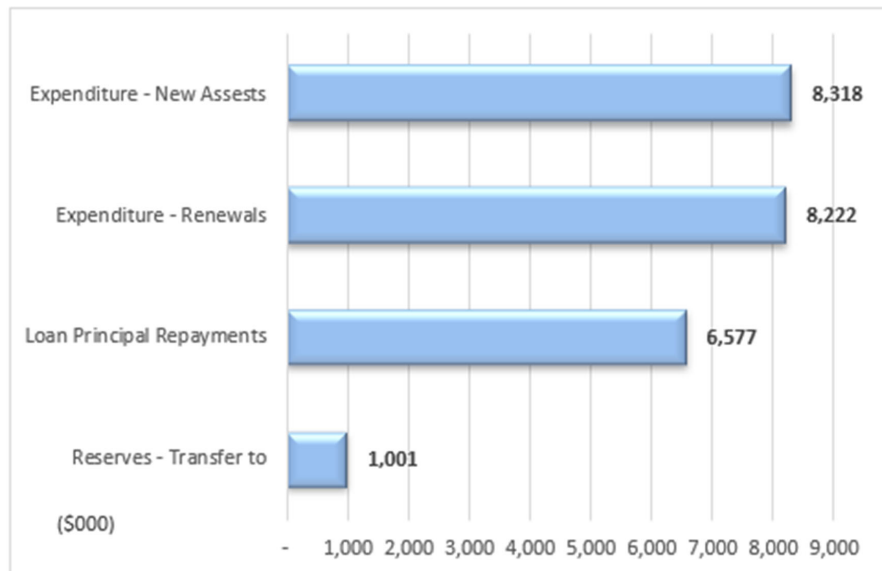


Account Group	2021/22 Total Budget	December Review Budget	2022/23 Estimate Budget	2023/24 Estimate Budget	2024/25 Estimate Budget	2025/26 Estimate Budget
Water Fund						
Revenue						
User Charges and Fees	4,483	4,489	4,419	4,507	4,597	4,689
Rates and Charges	1,760	1,760	1,892	1,930	1,968	2,008
Operating Grants and Contributions	38	39	38	38	39	40
Internal Revenue	-	391	-	-	-	-
Interest and Investments Revenues	199	191	119	121	124	126
Revenue Total	6,479	6,870	6,467	6,597	6,729	6,863
Expenses						
Wages and Salaries	1,204	1,204	1,324	1,351	1,378	1,405
Materials and Contracts	1,489	2,030	1,691	1,725	1,759	1,794
Other Costs	510	760	366	373	381	389
Depreciation	1,972	1,903	1,963	2,003	2,043	2,083
Borrowing Costs	85	85	85	87	89	91
Overheads	1,522	1,530	1,037	1,058	1,079	1,101
Expenses Total	6,782	7,512	6,467	6,597	6,729	6,863
Water Fund Total	(303)	(642)	-	-	-	-

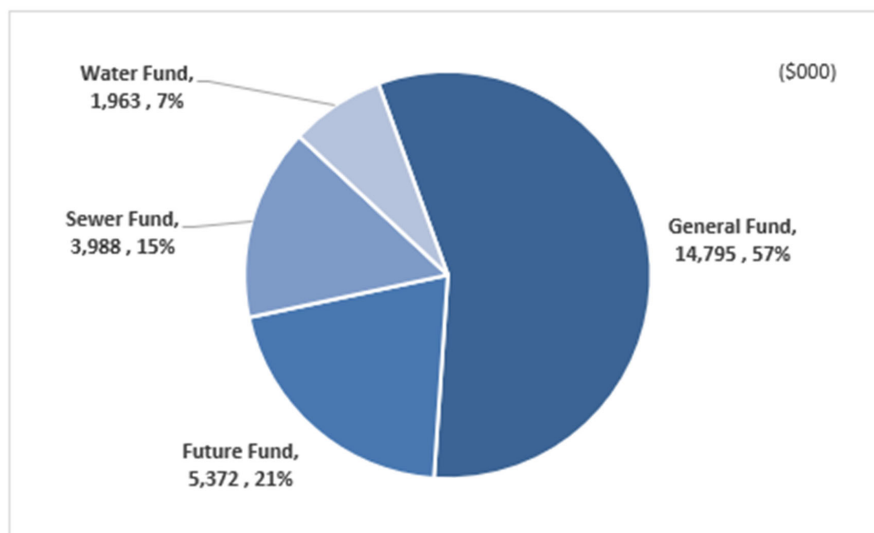
Capital Budget Estimates – 2022/23

Capital Budget

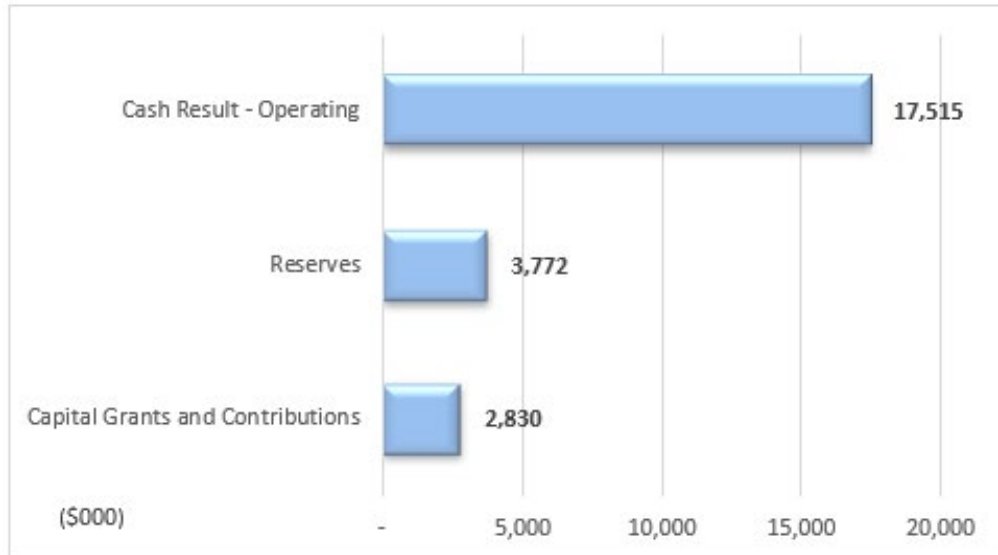
Council's budgeted consolidated capital expenditure of \$24 million are composed of:



...across the Funds of Council like this:



And are funded from these sources:



Capital Budget – Consolidated Overview

Category	2021-22 Budget	2021-22 Carryover	2021-22 Total Budget	2021-22 Dec Review	2022/23 Budget Estimates	2023-24 Budget Estimates	2024-25 Budget Estimates	2025-26 Budget Estimates
Capital Funding								
Cash Result - Operating	17,014	-	17,014	16,287	17,515	17,866	18,223	18,587
Contributions	4,194	-	4,194	2,685	2,171	30	30	30
Grants	15,445	11,220	26,665	30,911	659	589	589	589
Loans	6,625	-	6,625	6,375	-	-	-	10,000
Reserves - Transfer from	4,369	13,427	17,796	21,519	3,772	726	732	738
Capital Funding Total	47,647	24,648	72,294	77,777	24,118	19,210	19,574	29,945
Expenditure								
Expenditure - New Assests	30,724	23,049	53,773	56,829	8,318	1,850	2,001	2,001
Expenditure - Renewals	7,691	1,599	9,290	11,189	8,222	10,531	11,023	11,540
Investment purchases	-	-	-	-	-	-	-	10,000
Loan Principal Repayments	7,425	-	7,425	7,425	6,577	5,468	5,100	5,246
Reserves - Transfer to	1,807	-	1,807	2,334	1,001	1,362	1,450	1,158
Expenditure Total	47,647	24,648	72,294	77,777	24,118	19,210	19,574	29,945
Surplus/(Deficit)	-	-	-	-	-	-	-	-

Capital Budget - Overview by Fund

General Fund (\$000)

Category	2021-22 Budget	2021-22 Carryover	2021-22 Total Budget	2021-22 Dec Review	2022/23 Budget Estimates	2023-24 Budget Estimates	2024-25 Budget Estimates	2025-26 Budget Estimates
Capital Funding								
Cash Result - Operating	9,696	-	9,696	9,562	10,267	10,473	10,682	10,896
Grants & Contributions	19,639	10,100	29,738	32,442	2,555	619	619	619
Loans	4,125	-	4,125	3,875	-	-	-	-
Reserves - Transfer from	2,215	10,090	12,305	14,338	1,972	726	732	738
Capital Funding Total	35,675	20,190	55,865	60,218	14,795	11,817	12,033	12,253
Expenditure								
Loan Principal Repayments	916	-	916	916	1,019	863	675	690
Reserves - Transfer to	1,201	-	1,201	1,728	1,001	359	363	363
Expenditure - Renewals	4,964	1,198	6,162	8,406	5,260	7,201	7,449	7,654
Expenditure - New Assests	25,595	18,992	44,587	46,168	5,515	1,395	1,546	1,546
Contribution to Future Fund from General Fund	3,000	-	3,000	3,000	2,000	2,000	2,000	2,000
Expenditure Total	35,675	20,190	55,865	60,218	14,795	11,817	12,033	12,253
General Fund Surplus/(Deficit)	-	-	-	-	-	-	-	-

Water Fund (\$000)

Category	2021-22 Budget	2021-22 Carryover	2021-22 Total Budget	2021-22 Dec Review	2022/23 Budget Estimates	2023-24 Budget Estimates	2024-25 Budget Estimates	2025-26 Budget Estimates
Capital Funding								
Cash Result - Operating	1,669	-	1,669	1,261	1,963	2,003	2,043	2,083
Reserves - Transfer from	354	698	1,051	1,837	-	-	-	-
Capital Funding Total	2,023	698	2,721	3,097	1,963	2,003	2,043	2,083
Expenditure								
Loan Principal Repayments	351	-	351	351	376	280	-	-
Expenditure - Renewals	1,537	371	1,908	1,963	1,065	1,587	1,908	1,948
Expenditure - New Assests	135	326	461	783	523	135	135	135
Expenditure Total	2,023	698	2,721	3,097	1,963	2,003	2,043	2,083
Water Fund Surplus/(Deficit)	-	-	-	-	-	-	-	-

Sewer Fund (\$000)

Category	2021-22 Budget	2021-22 Carryover	2021-22 Total Budget	2021-22 Dec Review	2022/23 Budget Estimates	2023-24 Budget Estimates	2024-25 Budget Estimates	2025-26 Budget Estimates
Capital Funding								
Cash Result - Operating	1,890	-	1,890	1,706	2,188	2,232	2,276	2,322
Grants	-	-	-	33	-	-	-	-
Reserves - Transfer from	1,800	30	1,830	2,013	1,800	-	-	-
Capital Funding Total	3,690	30	3,720	3,753	3,988	2,232	2,276	2,322
Expenditure								
Loan Principal Repayments	710	-	710	710	744	778	817	856
Expenditure - Renewals	485	30	515	515	1,239	1,133	1,139	1,146
Expenditure - New Assests	2,495	-	2,495	2,528	2,005	320	320	320
Expenditure Total	3,690	30	3,720	3,753	3,988	2,232	2,276	2,322
Sewer Fund Surplus/(Deficit)	-	-	-	-	-	-	-	-

Future Fund (\$000)

Category	2021-22 Budget	2021-22 Carryover	2021-22 Total Budget	2021-22 Dec Review	2022/23 Budget Estimates	2023-24 Budget Estimates	2024-25 Budget Estimates	2025-26 Budget Estimates
Capital Funding								
Cash Result - Operating	3,759	-	3,759	3,759	3,097	3,159	3,222	3,286
Contributions	-	-	-	-	275	-	-	-
Grants	-	1,121	1,121	1,121	-	-	-	-
Loans	2,500	-	2,500	2,500	-	-	-	10,000
Reserves - Transfer from	-	2,610	2,610	3,330	-	-	-	-
Contribution to Future Fund from General Fund	3,000	-	3,000	3,000	2,000	2,000	2,000	2,000
Capital Funding Total	9,259	3,731	12,990	13,710	5,372	5,159	5,222	15,286
Expenditure								
Investment purchases	-	-	-	-	-	-	-	10,000
Loan Principal Repayments	5,447	-	5,447	5,447	4,439	3,546	3,608	3,699
Reserves - Transfer to	606	-	606	606	-	1,003	1,087	795
Expenditure - Renewals	705	-	705	305	658	609	527	792
Expenditure - New Assests	2,500	3,731	6,231	7,351	275	-	-	-
Expenditure Total	9,259	3,731	12,990	13,710	5,372	5,159	5,222	15,286
Future Fund Surplus/(Deficit)	-	-	-	-	-	-	-	-

Budget 2022/23 - Capital Estimates



Program Detail (\$000)

Item	2021-22 Budget	2021-22 Carryover	2021-22 Total Budget	2021-22 Dec Review	2022/23 Budget Estimates	2023-24 Budget Estimates	2024-25 Budget Estimates	2025-26 Budget Estimates
General Fund								
Planning, Community and Corporate								
Aquatic Centre Gym Equipment	-	-	-	-	50	-	-	-
Aquatic Centres program	60	-	60	100	60	60	60	60
Art Acquisitions	65	-	65	70	70	70	70	70
Buildings New and Replacement	225	-	225	225	228	225	225	225
Bushfire Assets	250	-	250	650	-	-	-	-
Capital Works Contingency	150	-	150	-	-	150	150	150
CBD Stage 7 (Town Centre)	750	-	750	1,000	630	-	-	-
Civic Precinct (Town Square)	3,805	-	3,805	3,269	642	-	-	-
Contribution to Future Fund from General Fund	3,000	-	3,000	3,000	2,000	2,000	2,000	2,000
Corporate Services General program	148	-	148	148	-	48	48	48
COVID 19	120	-	120	120	122	124	126	128
Denman Childrens Centre - Expansion (Contribution)	-	-	-	620	-	-	-	-
Denman Heritage Village	860	38	898	898	933	-	-	-
Denman Indoor Sports Centre	-	-	-	151	-	-	-	-
Denman Netball Courts	600	-	600	206	105	-	-	-
Denman Park Upgrade	-	-	-	45	-	-	-	-
Denman Pool - Heating Study	-	-	-	20	-	-	-	-
Design - Playground Upgrades	-	-	-	20	-	-	-	-
General Design program	45	-	45	45	-	45	45	45
Highbrook Park Upgrade	-	-	-	55	-	-	-	-
Hunter Beach	-	2,923	2,923	3,173	-	-	-	-
Intelligent Lighting	-	188	188	188	-	-	-	-
Investigation and Design - Aquatic Centre	800	1,993	2,793	2,943	-	-	-	-
IT - Replacement Program	-	-	-	-	200	200	200	200
Karoola Park Citizens Pathway	-	20	20	30	-	-	-	-
Landscaping and Tree Maintenance program	90	-	90	90	90	90	90	90
Liberty Swing - Simpson Park	-	-	-	75	75	-	-	-
Library Books General Capital Purchases (General)	59	36	94	94	59	59	59	59
Library Subsidy Projects	-	129	129	165	-	-	-	-
Local Priority Grant	11	34	45	52	11	11	11	11
Major Landcare Projects	225	3	228	228	125	225	225	225
MSC Depot	2,200	-	2,200	200	200	-	-	-
Muscle Creek Nature Trail	-	-	-	238	-	-	-	-
Muswellbrook Indoor Sports Centre	-	-	-	148	-	-	-	-
Muswellbrook Regional Art Centre	-	61	61	61	-	-	-	-
Muswellbrook Youth Centre & Indoor Sports Centre	1,000	390	1,390	940	303	-	-	-
Net Zero. 2050	-	-	-	-	250	-	-	-
Public Art Sculpture	50	34	84	79	-	50	50	50
Purchase of Land - Companion Animal Impounding Facility	-	2,391	2,391	2,891	-	-	-	-
Recreation Capital Works	225	92	317	307	240	240	240	240
Recreation Large Capital Grants program	100	-	100	37	90	90	90	90
Restoration Gates - Denman Rec Area	-	-	-	-	-	-	-	-
Shire Relief Fund Contribution	50	-	50	50	-	52	53	53
Sport and Recreation Small Capital Grants Program	25	-	25	7	25	25	25	25
Transfer to General Provisions	1,000	-	1,000	1,000	-	-	-	-
Transfer to Waste Reserve	-	-	-	-	800	150	150	150
Upper Hunter Economic Development Corporation	-	-	-	500	-	-	-	-
Planning, Community and Corporate Total	15,912	8,333	24,244	24,140	7,308	3,913	3,917	3,919

Budget 2022/23 - Capital Estimates



Program Detail (\$000)

Item	2021-22 Budget	2021-22 Carryover	2021-22 Total Budget	2021-22 Dec Review	2022/23 Budget Estimates	2023-24 Budget Estimates	2024-25 Budget Estimates	2025-26 Budget Estimates
Roads and Drainage								
Bridges Renewal program	95	-	95	95	-	95	95	95
Carpark Renewal program	100	-	100	100	-	100	100	100
CPTIG Bus Shelters	-	48	48	48	230	-	-	-
Developer Coordinated Works program	25	-	25	25	-	25	25	25
Drainage Devices program	140	-	140	140	150	140	140	140
Emulsion Tank	-	80	80	80	-	-	-	-
Flood Warning System	-	-	-	-	50	-	-	-
Footpath and Cycleway Renewal program	135	-	135	135	150	135	285	285
Heavy Patching program	253	-	253	253	500	1,129	1,221	1,140
Ironbark Road Footpath	-	-	-	250	-	-	-	-
Kerb and Gutter Replacement program	117	-	117	117	150	117	117	117
Large Plant Items	572	395	967	832	510	850	850	850
Leachate Dam	-	498	498	498	-	-	-	-
LED Fire Danger Warning Signs	-	-	-	-	-	-	-	-
Lorne Street Drainage	-	-	-	-	-	-	-	-
Mangoola Road Upgrade	-	-	-	468	-	-	-	-
Natural Disaster - Flood	-	-	-	-	-	-	-	-
New Footpath and Cycleway program	135	-	135	135	250	250	400	400
Other Loan repayments	796	-	796	796	897	739	549	562
Purchase of Vehicles	260	157	417	417	250	250	250	250
Regional Road Renewal program	70	-	70	70	-	-	-	-
Regional Road Repair Program	-	-	-	-	307	-	-	-
Replacement of Oakleigh Bridge	-	-	-	-	-	-	-	-
Resources for Regions - Mine Affected Roads program	463	-	463	463	-	-	-	-
Resources for Regions Rd 5	-	8,144	8,144	8,596	-	-	-	-
Resources for Regions Rd 6	-	1,109	1,109	1,109	-	-	-	-
Road Design program	50	50	100	100	-	-	-	-
Road Resealing program	500	-	500	500	800	1,140	1,140	1,419
Road Safety Program	-	-	-	480	-	-	-	-
Roads Capital Contingency	150	-	150	-	100	100	100	100
Roads to Recovery program	578	-	578	578	578	578	578	578
Rosebrook Bridge	-	-	-	1,634	-	-	-	-
Rosemount Road Culvert	-	-	-	850	-	-	-	-
Rural Road Regravelling program	350	-	350	350	330	350	350	350
Rural Road Renewal program	375	-	375	255	-	500	500	500
Safety Audit Ridgeland Road	-	47	47	47	-	-	-	-
Safety Device Renewal program	135	-	135	135	120	120	120	120
Sandy Creek Road Curve Improvement	-	247	247	247	-	-	-	-
Sandy Hollow Village Centre	40	174	214	214	-	-	-	-
Security Fencing	-	-	-	75	-	-	-	-
Transport Vehicles	105	-	105	105	100	105	105	105
Urban Road Rehabilitation	-	-	-	-	200	200	200	200
Urban Road Renewal program	400	-	400	400	172	400	400	400
Waste Management Facility	60	-	60	60	-	60	60	60
Waste Remediation program	201	-	201	201	201	209	213	213
Widden Valley Road Pavement Rehab	-	553	553	553	-	-	-	-
Yarrawa Road (Fixing Local Roads)	4,800	131	4,931	4,931	-	-	-	-
Roads and Drainage Total	10,903	11,634	22,538	26,342	6,045	7,592	7,798	8,009
Special Rate Variation								
Drainage	300	-	300	300	315	312	318	325
Olympic Park Field Improvements	-	-	-	1,000	-	-	-	-
Olympic Park Project	2,126	223	2,349	2,436	500	-	-	-
Regional Entertainment and Conference Centre	6,434	-	6,434	6,000	627	-	-	-
Special Rate Variation Total	8,860	223	9,083	9,736	1,442	312	318	325
General Fund Total	35,675	20,190	55,865	60,218	14,795	11,817	12,033	12,253

Budget 2022/23 - Capital Estimates



Program Detail (\$000)

Item	2021-22 Budget	2021-22 Carryover	2021-22 Total Budget	2021-22 Dec Review	2022/23 Budget Estimates	2023-24 Budget Estimates	2024-25 Budget Estimates	2025-26 Budget Estimates
Future Fund								
111 Brook Street	-	-	-	220	-	-	-	-
Bakery Set Up	-	100	100	100	-	-	-	-
Investment purchases	-	-	-	-	-	-	-	10,000
Loan principal repayments (existing)	5,447	-	5,447	5,447	4,289	3,327	3,379	3,458
Loan principal repayments (new)	-	-	-	-	150	219	229	241
Loxton House - Innovation Hub	-	-	-	-	275	-	-	-
Marketplace AirConditioning	-	398	398	398	-	-	-	-
Marketplace Renewals	-	-	-	-	331	-	-	-
Renewal of Existing Assets/New Acquisitions	705	-	705	305	327	609	527	792
Town Education Centre 2	2,500	3,233	5,733	6,633	-	-	-	-
Transfer to Future Fund Reserve	606	-	606	606	-	1,003	1,087	795
Future Fund Total	9,259	3,731	12,990	13,710	5,372	5,159	5,222	15,286
Sewer Fund								
Access & Security Improvements	20	-	20	20	55	20	20	20
Denman Treatment Plant Upgrade	-	-	-	33	-	-	-	-
Loan Principal Repayments	710	-	710	710	744	778	817	856
Mains Renewal and Replacement	310	30	340	340	589	500	500	500
Operations Contingency Project Reserve	-	-	-	-	150	-	-	-
Sewer Plant and Equipment	35	-	35	35	-	36	36	36
Solar Array	1,800	-	1,800	1,800	1,800	-	-	-
System Plant Asset renewals - Sewer	140	-	140	140	650	597	603	610
Transportation System Improvement	675	-	675	675	-	300	300	300
Sewer Fund Total	3,690	30	3,720	3,753	3,988	2,232	2,276	2,322
Water Fund								
Asbestos Removal	55	-	55	-	-	55	55	55
Asbestos, Earthwork and Security	-	-	-	-	155	-	-	-
Depot - Investigation and Design	-	167	167	167	-	-	-	-
Laboratory Equipment	25	-	25	25	-	25	25	25
Loan Principal Repayments	351	-	351	351	376	280	-	-
Mains Renewal and Replacement	440	314	754	809	300	540	651	651
Operations Contingency Project Reserve	-	-	-	-	118	-	-	-
Replacement of Water Meters program	78	-	78	78	65	78	78	78
System Plant Asset Renewals	859	-	859	859	700	829	1,019	1,060
Upgrade Flouride Dosing System	-	-	-	377	-	-	-	-
Vehicle Replacement	100	-	100	100	-	80	100	100
Vehicle-Equipment Replacement	60	57	117	117	-	60	60	60
Water Fund Environmental Grants	55	-	55	55	-	55	55	55
Water Stop Valve	-	159	159	159	250	-	-	-
Water Fund Total	2,023	698	2,721	3,097	1,963	2,003	2,043	2,083
Total	50,647	24,648	75,294	80,777	26,118	21,210	21,574	31,945



9.4.6. Adoption - 2022/2023 Revenue Policy

Attachments:	1. 2022 to 2023 Revenue Policy [9.4.6.1 - 20 pages]
Responsible Officer:	Fiona Plesman - General Manager
Author:	Josh Hogan – Finance Manager
Community Plan Issue:	6 - <i>Community Leadership</i>
Community Plan Goal:	22.1 - Enhanced collaboration with Council's community and stakeholders to ensure Council and its elected arm is best placed to make decisions in the best interest of the community.
Community Plan Strategy:	24.1.2 - Appropriate matters are reported to Council in a timely manner in accordance with the Financial Control and Reporting Policy.

PURPOSE

This report details the public submissions received during the public exhibition of the 2022/23 Revenue Policy.

OFFICER'S RECOMMENDATION

Council adopts the 2022/23 Revenue Policy.

Moved: _____ **Seconded:** _____

BACKGROUND

Each year, Council is required to place the Revenue Policy on public exhibition for a period of 28-days prior to endorsement. The Revenue Policy sets out the approach Council will take in setting rates in the Shire and the amounts applicable to each land category.

CONSULTATION

The 2022/23 Revenue Policy was placed on public exhibition via Council's website and was available for viewing or downloading from 25 May 2022 to 21 June 2022. The 2022/23 Revenue Policy was also available for inspection (in hard copy) at Council's Administration and Libraries.

The 2022/23 Revenue Policy, including rate map, was accompanied by the draft 2022-2023 Operational Plan Budget 2022/23) and the draft Fees and Charges 2022/23. The rating map was also placed on display at Council's Administration Centre and available for inspection at any time by members of the public.

During the public exhibition period, Council received NO submissions from the public relating to the 2022/23 Revenue Policy.

CONSULTATION WITH COUNCILLOR SPOKESPERSON



General Manager
Deputy General Manager
Director Environment & Planning
Director Property & Place
Director Corporate Services & Chief Financial Officer
Finance Manager
Finance Committee

REPORT

Each year, Council is required to place the Revenue Policy on public exhibition for a period of 28-days prior to endorsement. The Revenue Policy sets out the approach Council will take in setting rates in the Shire and the amounts applicable to each land category.

The 2022-2023 Operational Plan and Budget, including the Revenue Policy and Fees and Charges documents were placed on public exhibition from 25 May 2022 to 21 June 2022.

During the public exhibition period, Council received 0 submissions from the community.

OPTIONS

Failure to adopt the 2022-2026 Delivery Program, 2022-2023 Operational Plan, Budget, Revenue Policy and Fees and Charges documents by 30 June 2022 would represent a breach of the *Local Government Act 1993*.

CONCLUSION

It is recommended that the 2022/23 Revenue Policy be adopted by Council.

SOCIAL IMPLICATIONS

There are no social implications.

FINANCIAL IMPLICATIONS

The resolutions to make the rates will enable Council to collect the rates revenue of \$30.796m as budgeted in the 2022/23 Operational Plan and Budget.

POLICY IMPLICATIONS

This report implements existing policy decisions.

STATUTORY IMPLICATIONS

The statutory requirements relating to the making and levying of rates are included in sections 493 to 607 of the Local Government Act 1993. In addition, the Office of Local Government published a guidance document titled "Council Rating and Revenue Raising Manual" and this document is available to be viewed on the OLG website.



LEGAL IMPLICATIONS

Council must pass a resolution to make the rates before it can levy rates and charges on properties each year. The resolutions must be passed by 31 July each year which is the last date that a Council can “make” a rate or charge for the new 2022/23 financial year.

OPERATIONAL PLAN IMPLICATIONS

The report raises the revenues as budgeted for in the Operational Plan and Budget.

RISK MANAGEMENT IMPLICATIONS

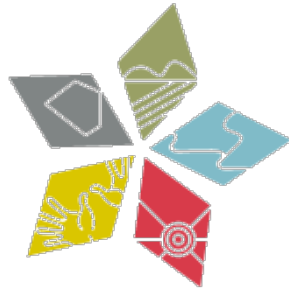
The form of the resolutions has been structured to ensure compliance with Council's legal requirements.

WASTE MANAGEMENT IMPLICATIONS

Not applicable.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

Not applicable.



muswellbrook shire council

Revenue Policy

2022/2023

DRAFT

Contents

1. Policy Objective	3
2. Rating	3
4 Charges.....	7
STATEMENT OF RATES PROPOSED TO BE LEVIED FOR 2022/2023	12
5 Authorisation Details.....	20

1. Policy Objective

The objective of this Policy is to outline Council's rating and charges framework and provide for the 2022/23 levels.

2. Rating

In accordance with section 532 of the *Local Government Act 1993* (NSW), a Council must not make a rate or charge until it has given public notice of its draft operational plan for the year for which the rate or charge is to be made and has considered any submissions that have been made concerning the draft plan. In practice a Council should first adopt its final Operational Plan and then make rates and charges by resolution (s535).

3.1 General Valuation

A valuation of all land parcels in the Shire occurred in 2019, with a base date of 1 July 2019.

These valuations will be used for rating purposes from 1 July 2022. These valuations will continue to be used until revised through general and/or special re-valuations by the Valuer General.

3.2 Rating Method

In accordance with section 514 of the *Local Government Act*, Council has declared each parcel of rateable land in the Muswellbrook Shire local government area as within one or other of the following categories:

1. Farmland;
2. Residential;
3. Mining;
4. Business.

Council declares that the ordinary rates will be applied across the following categories and sub-categories:

Residential – General

Council determines the sub-category for the category "Residential" called "Residential – General" for each parcel of rateable land valued as one assessment and:

1. its dominant use is for residential accommodation (otherwise than as a hotel, motel, guesthouse, backpacker hostel, boarding house, lodging house, nursing home, caravan park or manufactured home estate) and it is not connected to Council's sewer main; or
2. in the case of vacant land, it is zoned or otherwise designated for use under an environmental planning instrument (with or without development consent) for residential purposes and it is not connected to Council's sewer main; or
3. it is rural residential land and it is not connected to Council's sewer main.

Residential – Muswellbrook & Denman

Council determines a sub-category for the category "Residential" called "Residential – Muswellbrook and Denman" for each parcel of rateable land valued as one assessment and:

1. its dominant use is for residential accommodation (otherwise than as a hotel, motel, guesthouse, backpacker hostel, boarding house, lodging house, nursing home,

- caravan park or manufactured home estate); or
- 2. in the case of vacant land, it is zoned or otherwise designated for use under an environmental planning instrument (with or without development consent) for residential purposes; or
- 3. it is rural residential land and it is not connected to Council's sewer main;

and is within the urban area of Muswellbrook and Denman townships and is either connected to Council's sewer main or is liable for a collection fee.

Farmland – General

Council determines a sub-category for the category "Farmland" called "Farmland – General" for each parcel of rateable land valued as one assessment and its dominant use is for farming which:

- a) has a significant and substantial commercial purpose or character; and
- b) is engaged in for the purpose of profit on a continuous or repetitive basis (whether or not a profit is actually made),

and the land cannot be sub-categorised as:

- Farmland – Irrigable

Land is not to be categorised as Farmland – General if it is rural residential land.

Farmland – Irrigable

Council determines a sub-category for the category "Farmland" called "Farmland – Irrigable" for each parcel of rateable land valued as one assessment if its dominant use is for farming which:

- a) has a significant and substantial commercial purpose or character; and
- b) is engaged in for the purpose of profit on a continuous or repetitive basis (whether or not a profit is actually made); and
- c) is subject of a water right within the meaning of the Valuation of Land Act 1916; and
- d) where the assessment or any part of the assessment:
 - (i) is irrigated for any farming purpose; or
 - (ii) has established irrigation reticulation capable of being used for any farming purpose; or
 - (iii) is wholly or partly within 100m of the Hunter River.

Note: a water right means a right or authority (however described) under the Water Management Act 2000, the Water Act 1912, or any other Act, being a right or authority to construct, install or use works of irrigation, or to use water supplied by works of irrigation.

Mining – General

Council determines the sub-category for the category "Mining" called "Mining – General" for each parcel of rateable land valued as one assessment if its dominant use is for a coal mine or metalliferous mine and cannot be sub-categorised as:

- Mining – Underground Coal Mining; or
- Mining – Metallurgical Coal Mining

Mining – Underground Coal Mining

Council determines a sub-category for the category “Mining” called “Mining – Underground Coal Mining” for each parcel of rateable land valued as one assessment if its dominant use is for a coal mine; and

- a) where the dominant kind of mining involved is longwall mining or board- and-pillar mining (or both); and
- b) the land cannot be sub-categorised as “Mining – Metallurgical Coal Mining”.

Mining – Metallurgical Coal Mining

Council determines a sub-category for the category “Mining” called “Mining – Metallurgical Coal Mining” for each parcel of rateable land valued as one assessment if its dominant use is for a coal mine; and

- a) metallurgical coal extraction is a subject of an approved application for a project approval, development consent or other environmental planning instrument applicable to the land permitting that use; and
- b) metallurgical coal is the dominant type of coal extracted from or processed on the land.

For the purposes of this sub-category, “metallurgical coal” includes:

- a) Coal which is capable of being used for the manufacture of steel, iron or cement;
- b) Coal which is capable of producing coke;
- c) Coal which, by industry standards and specifications, can be classified as hard coking coal, semi-soft coking coal or coking coal.

Business – General

Council determines the sub-category for the category of “Business” called “Business – General” for each parcel of rateable land valued as one assessment if it cannot be categorised as farmland, residential or mining and cannot be sub-categorised as:

- Business – Power Generation;
- Business – Thomas Mitchell Drive Industrial Centre;
- Business – Showground Release Area; or
- Business – Mine Rehabilitation

Business – Power Generation

Council determines a sub-category for the category “Business” called “Business – Power Generation” for each parcel of rateable land valued as one assessment if it cannot be categorised as farmland, residential or mining and if its dominant use is as a centre of any of the following activities:

- a) the generation of, or capacity to generate, more than 5 megawatts of electricity; or
- b) the storage of, or capacity to store, more than 10 megawatts of electricity;

and the land cannot be sub-categorised as ‘Business – Mine Rehabilitation’.

Business – Thomas Mitchell Drive Industrial Centre

Council determines a sub-category for the category “Business” called “Business – Thomas Mitchell Drive Industrial Centre” for each parcel of rateable land valued as one assessment located wholly or partly within the Thomas Mitchell Drive Industrial Centre.

Business – Showground Release Area

Council determines a sub-category for the category “Business” called “Business – Showground Release Area” for each parcel of rateable land valued as one assessment if it cannot be categorised as farmland, residential or mining and is located wholly or partly within the Showground Release Area.

Business – Mine Rehabilitation

Council determines a sub-category for the category "Business called "Business – Mine Rehabilitation" for each parcel of rateable land valued as one assessment if it cannot be categorised as farmland, residential or mining and if its dominant use is as a centre of any of the following activities:

- a) the rehabilitation of land that is or has been disturbed by mining operations

For the purposes of this sub-category, "rehabilitation" includes:

- a) the treatment or management of disturbed land or water for the purpose of establishing and maintaining a safe and stable environment; and
- b) the design and construction of landforms as well as the establishment of sustainable ecosystems or alternative vegetation.

For the purposes of this sub-category "mining operations" means operations carried out in the course of mining.

3.3 Structure of the Rate

In accordance with section 497 of the Local Government Act, Council has adopted the use of a base amount to which an ad valorem amount is added for all categories and sub-categories.

Council's reasons for this adoption are as follows:

- a base amount to which an ad valorem amount is added ensures that the rate burden falls equitably on all landowners for the cost and value of common services and facilities (from which all properties benefit) regardless of their rateable value of land;
- having given regard to the matters set out in section 536(1) of the Local Government Act, Council is of the opinion that a base amount charged per assessment is fair and equitable and reflects both the "benefit principle" and the "ability to pay principle".

3.4 Interest on Overdue Amounts

Subject to the maximum rate specified by the Minister from time to time, Councils are responsible for fixing, by formal resolution, the level of interest penalties to apply in respect of rates and charges that remain unpaid after they become due and payable (section 566 Local Government Act).

Council proposes to apply the maximum permissible rate of interest payable on outstanding rates and charges at a simple rate calculated daily.

The maximum interest rate for the 2022/2023 financial year has been determined at 6%. The rate for 2021/2022 financial year was set at 6%.

Council may exercise its discretion to write off certain amounts (such as interest) in respect of rates and arrears in a range of appropriate circumstances and/or to enter into special agreements with persons or any category of ratepayers to facilitate the discharge of a rating liability.

The discretion to write off certain amounts may be exercised if special circumstances can be demonstrated by the relevant ratepayers.

3.5 Summary of Rating Philosophy

- I. That Council sets its rates so as to obtain the maximum possible yield and comply with the Office of Local Government's advice in relation to rate-pegging limitations and catch up provisions.
- II. That Council sets a base amount per assessment under section 499(1) of the Local Government Act for the Residential, Farmland, Business and Mining categories and sub-categories determined thereunder.
- III. That Council applies the maximum permissible rate for the interest payable on outstanding rates and charges at a simple rate calculated daily.
- IV. That Council utilise changes on the Base Rate amount with the aim of evening out the rates burden and smoothing the impact of possible rate increases that may occur as Land Values are reassessed. Council will not exceed the statutory maximum of 50% of total revenue from the Base Rate amount in each category.

3.6 Matters Considered in Determining the Amount of a Rate

Council takes into account a number of discretionary matters when setting the quantum of the rate for each sub-category, including:

- i) The guiding principles for Councils expounded in Chapter 3 of the Local Government Act 1993, including transparency, impartiality, intergenerational equity and sound financial management;
- ii) In respect of the base rate, criteria including:
 - Council's net general administration and overhead costs;
 - the extent to which projected ad valorem rates on individual properties do not reflect the cost of providing necessary services and facilities;
 - the level of grant or similar income available to provide necessary services and facilities;
 - the degree of congruity and homogeneity between the values of properties subject to the rate and their spread throughout the area; and
 - whether a rate that is wholly an ad valorem rate would result in an uneven distribution of the rate burden because a comparatively high proportion of assessments would bear a comparatively low share of the total rate burden.
- iii) The extent to which those who pay for Council's services have the ability to pay for those services;
- iv) The extent to which those who receive the benefits of Council's services also pay for those services; and
- v) The applicable statutory caps on the rates that can be made.

4 Charges

Sections 501 and 502 of the *Local Government Act* permits a Council to make and levy an annual charge for the following services provided on an annual basis:

- Water Supply Services
- Sewerage Services

- Drainage Services (through the Stormwater Levy)
- Waste Management Services (other than domestic waste management)
- Any services prescribed by the Regulations.

4.1 Water Charges

Pricing which reflects the costs incurred in the provision of potable water can help ensure conservation of scarce water resources and can promote more efficient investment in water infrastructure.

To achieve this, adequate cash flows are required to meet operating costs, to fund future necessary infrastructure and provide an acceptable rate of return – thereby ensuring the longer-term financial sustainability of the service.

One of the key elements in cost-reflective pricing identified by the Department of Planning, Infrastructure and Environment is a cost-reflective two-part charge for water comprising a water service availability charge and a consumption tariff. Council's availability charge uses the Department's recommended method, which is based on the square of the diameter of the supply pipe. This reflects the true availability of water access by the user.

There are three tariffs for consumption. The Residential Consumption Tariff is a two-tier tariff charged for residential properties. The Tier 1 charge applies to water consumption up to 350Kl and the Tier 2 charge applies to water consumption in excess of 350Kl per annum. A Non-Residential Consumption Tariff is charged for all other properties connected to Council's water supply.

4.1.1 Method of Rendering Accounts

In accordance with section 552 of the *Local Government Act*, land that is supplied with water from a water main of the Council and land that is situated within 225 metres of a water main of Council (whether or not actually supplied with water from any water main of the Council) is charged an annual Water Service Availability Charge for each service to the property.

Similarly, in accordance with section 552 of the *Local Government Act*, all land is charged an annual sewerage service availability charge except land which is more than 75 metres from a sewer of Council and is not connected to the sewer; or land from which sewage could not be discharged into any sewer of Council.

Each Annual Water Service Charge applicable is included in the Annual Rate Notice issued for the financial year. Water consumption charges are raised three times per year.

4.2 Water and Sewerage Charges – General

User charges are fees levied on the community for the use of the water and sewerage facilities provided by Council.

Income derived from water supply and sewerage charges can be used for either maintenance or capital expenditure. Unlike general rates, the water supply and sewerage charges are not subject to rate pegging in NSW.

It should be noted that funds raised through water and sewerage charges are explicitly expended on the operational, maintenance and capital expenditure needs related to those services and activities.

4.2.1 **Best Practice Charging**

Council has implemented charging guidelines recommended by the Department of Planning, Infrastructure and Environment for the charging of services in regard to water supply and sewerage services.

4.2.1.1 **Residential Sewerage Charge**

All residential properties are levied the same charge under the Guidelines mentioned above, with the usage charge based on the average residential water consumption.

The combination of availability charge and usage charge meets all the Best Practice Pricing criteria.

4.2.1.2 **Non-Residential Sewerage Charge**

The non-residential sewerage charge is levied based on a formula that includes a range of factors that include the size of the water connection, the amount of water used, and the amount of water used that is expected to enter the sewerage treatment processes.

4.2.1.3 **Trade Waste Charges**

Trade Waste is defined as:

Any waters other than those used specifically for personal hygiene functions that may be contaminated with any substance as a direct or indirect result of a commercial activity.

The regulation of trade wastes is intended to:

- Prevent the biological capacity of the treatment works being exceeded resulting in the de-stabilising of the biological process and consequent odours emanating from the works.
- Ensure discharge of effluent from the treatment works is within the requirements of the Clean Waters Act 1970 and Regulations as amended.
- Protect the sewers and sewerage structures from corrosion, damage or blockage.
- Prevent overloading of the sewerage reticulation system.
- Ensure safe working conditions exist in the sewer reticulation system for the protection of Council staff.
- Ensure environmental protection of the local eco-systems, particularly those relating to the regional waterways.

Full details of the charges for Trade Waste are set out in the Fees and Charges Schedule.

4.2.1.4 **Waste Management Service Charges**

Council undertakes the management of the Muswellbrook Waste Management Facility and the Denman Waste Transfer Station. Council manages the daily operations of these depots in order to ensure the appropriate disposal and storage of waste received at the facilities.

Weekly services for kerbside collection of mixed solid waste (140 litre bins) and alternate fortnightly collections of recyclable and green waste (240 litre bins) are provided by Council to residential properties in Muswellbrook (including the Woodlands Ridge subdivision and Milperra Drive), Denman and Sandy Hollow.

There will be a biannual bulky waste clean-up service for green waste. This is in addition to a biannual bulky waste clean-up service for general bulky waste (excluding green waste). The dates and arrangements in relation to these activities will be advised at a time closer to the operation of the events.

Weekly services for kerbside collection of mixed solid waste (140 litre bins) and fortnightly collection of recyclable waste (240 litre bins) are provided to non-residential properties in Muswellbrook, Denman and Sandy Hollow. In addition to servicing the urban areas of Muswellbrook (including the Woodlands Ridge subdivision and Milperra Drive), Denman and Sandy Hollow, the following rural areas receive waste services:

- a) Golden Highway to Sandy Hollow
- b) Rosemount Road Loop
- c) Denman Road from Muswellbrook to Denman

Properties located on the above roads, or whose only access to Muswellbrook, Denman or Sandy Hollow is via these roads, are provided weekly services for collection of mixed solid waste (140 litre bins) and fortnightly collections of recyclable waste (240 litre bins). Alternate fortnightly collection of green waste for rural properties will be provided if requested and charged an annual charge for each service required.

Where new services are commenced throughout the year; charges are calculated as a proportion of the annual charge.

4.2.1.4.1 **Domestic Waste Management Service**

Under section 504 of the *Local Government Act*:

- A Council must not apply income from an ordinary rate towards the cost of providing domestic waste management services.
- Income to be applied by a Council towards the cost of providing domestic waste management services must be obtained from the making and levying of a charge.
- Income obtained from charges for domestic waste management must be calculated to not exceed the reasonable cost to the Council of providing those services.

Council determines the Domestic Waste Charge carefully following these requirements. The charge is set at a rate that covers the cost of collecting and the disposal or recycling of the collected waste as well as the administration of the service. The processes involved in determining the charge are audited by Council's independent auditor.

4.2.1.4.2 **Waste Management Service Availability Charge**

Under section 496 of the *Local Government Act*, Council is required to levy a charge on each parcel of rateable land that is situated within the area in which a domestic waste management service is available, whether occupied land or vacant land.

4.2.1.4.3 **Waste Management Service (other than Domestic Waste Management Service)**

Under section 501 of the *Local Government Act*, Council may levy a charge for the provision of waste management services (other than domestic waste management

services) which may be levied on each parcel of rateable land for which the service is provided or proposed to be provided.

This charge applies to non-domestic premises.

4.2.1.5 **What Criteria are Relevant in Determining the Amount of a Charge?**

- a) In determining the amount of a charge for a service, the Council may have regard to (but is not limited to) the following:
 - the purpose for which the service is provided
 - the nature, extent and frequency of the service
 - the cost of providing the service
 - the categorisation for rating purposes of the land to which the service is provided
 - the nature and use of premises to which the service is provided
 - the area of land to which the service is provided
- b) The amount of a charge need not be limited to recovering the cost of providing the service, for which the charge is made, except as provided by section 503(2) and 504(3) of the *Local Government Act*.
- c) Council will continue with a recycling service. The cost of providing this service is included in the Domestic Waste Management Service charge and also the Waste Management Service Charge. These charges entitle ratepayers to a fortnightly recycling collection.
- d) Council will continue the green waste service. The cost of providing this service is included in the Domestic Waste Management Service charge. These charges entitle ratepayers to a fortnightly green waste collection.

The charge for the collection of the green waste is not included in the Waste Management Service Charge or Rural Waste Charges. However, property owners to which these charges apply can elect to utilise and pay for the green waste service.

4.3 **Stormwater Management Charge**

Under section 496A of the *Local Government Act*, Council may make or levy an annual charge for stormwater management services.

The raising of the levy and the application of the funds collected will be in accordance with the *Stormwater Management Service Charges Guidelines* issued by the Office of Local Government.

4.4 **On-Site Sewer Management System – “Approved to Operate”**

Pursuant to sub-section 68(1) of the *Local Government Act*, Councils are the approval and regulatory authority for the monitoring and management of all on-site sewer management systems.

Council will be issuing the annual fee for the Approval to Operate an Onsite Sewer Management System, as part of the Annual Rates and Charges Notice. This charge will also include the fee for the inspection of the system. This charge will be displayed as a separate line on the notice. Please see Council's Fees and Charges document for the prescribed fees.

STATEMENT OF RATES PROPOSED TO BE LEVIED FOR 2022/2023

Section 494 Local Government Act

ORDINARY RATES

Rates are assessed by levies on the value of the land. Land values are determined by the Valuer General. Increases in ordinary rate income are subject to the percentage variation as determined by the Independent Pricing and Regulatory Tribunal (IPART). This is referred to as the rate peg limit.

For the 2022/2023 rating year, IPART set the rate peg at 0.7%. IPART has also advised Councils that they can apply for an Additional Special Variation if they can demonstrate that the 0.7% rate peg would adversely affect the delivery of Council Services. Muswellbrook Shire Council has resolved to submit an application to IPART for a Special Variation of an increased 1.8% over the rate peg set at 0.7%, under Section 508(2) of the Local Government Act 1993. The application has been submitted and IPART have advised Councils that they will be notified of the determination by 21 June 2022.

The two tables below show the impact of the different scenarios.

Scenario 1 – 0.7%

Rate Type	Category	Sub-Category	Ad Valorem Cents in \$	Base Amount/Min \$	Base Amount % of Total Rate Levied	Yield (Est.)
Ordinary	Residential	Residential – General	0.5114239	\$240	20.31%	\$1,114,390
Ordinary	Residential	Residential – Muswellbrook & Denman	0.6970883	\$290	34.79%	\$4,735,121
Ordinary	Farmland	Farmland – General	0.3260723	\$400	14.14%	\$1,015,467
Ordinary	Farmland	Farmland – Irrigable	0.3909860	\$440	10.59%	\$473,500
Ordinary	Mining	Mining – General	1.3295445	\$15,000	1.23%	\$10,974,848
Ordinary	Mining	Mining – Underground Coal Mining	2.3916307	\$15,000	0%	\$0
Ordinary	Mining	Mining – Metallurgical Coal Mining	2.3916307	\$15,000	0%	\$0
Ordinary	Business	Business – General	1.2609020	\$250	8.44%	\$1,421,977
Ordinary	Business	Business – Power Generation	8.8255657	\$25,000	18.08%	\$276,552
Ordinary	Business	Business – Thomas Mitchell Drive Industrial Centre	1.2689685	\$275	11.56%	\$359,256
Ordinary	Business	Business – Showground Release Area	0.2356259	\$250	0.01%	\$11,170
Ordinary	Business	Mine Rehabilitation	1.3295445	\$15,000	0%	\$0

Scenario 2 – 2.5%

Rate Type	Category	Sub-Category	Ad Valorem Cents in \$	Base Amount/ Min \$	Base Amount % of Total Rate Levied	Yield (Est.)
Ordinary	Residential	Residential – General	0.5229043	\$240	19.95%	1,134,326
Ordinary	Residential	Residential – Muswellbrook & Denman	0.7162106	\$290	34.18%	\$4,819,828
Ordinary	Farmland	Farmland – General	0.3328662	\$400	13.89%	\$1,033,632
Ordinary	Farmland	Farmland – Irrigable	0.3988092	\$440	10.41%	\$481,971
Ordinary	Mining	Mining – General	1.3536251	\$15,000	1.21%	\$11,171,178
Ordinary	Mining	Mining – Underground Coal Mining	2.4343808	\$15,000	0%	\$0
Ordinary	Mining	Mining – Metallurgical Coal Mining	2.4343808	\$15,000	0%	\$0
Ordinary	Business	Business – General	1.2855374	\$250	8.29%	\$1,447,415
Ordinary	Business	Business – Power Generation	9.0182913	\$25,000	17.76%	\$281,000
Ordinary	Business	Business – Thomas Mitchell Drive Industrial Centre	1.2946360	\$275	11.36%	\$365,682
Ordinary	Business	Business – Showground Release Area	0.2398414	\$250	0.01%	\$11,369
Ordinary	Business	Mine Rehabilitation	1.3536251	\$15,000	0%	\$0

WATER CHARGES

For 2022/2023, Council is proposing to levy Water Service Availability Charges as set out below:

1. A Water Service Availability Charge is charged on each parcel of rateable land that is supplied with water from a water pipe of the Council or land that is situated within 225 metres of a water pipe of the Council (whether or not actually supplied with water from any water pipe of the Council). The Water Service Availability Charges to be levied is based on the service size of the connection to the water supply line.

The Water Service Availability Charges for the year commencing 1 July 2022 are:

Water Service Charge Category	Amount
Availability Charge (Not Connected)	\$223.00
Availability Charge (Connected)	
- 20mm service	\$223.00
- 25mm service	\$348.00
- 32mm service	\$571.00
- 40mm service	\$892.00
- 50mm service	\$1,394.00
- 65mm service	\$2,355.00
- 80mm service	\$3,568.00
- 100mm service	\$5,575.00
- 150mm service	\$12,544.00

Pursuant to section 552 of the *Local Government Act 1993* (NSW), a charge relating to water supply will not be levied on land unless water could be supplied to some part of the land from a standpipe at least 1 metre in height from the ground level, if such a pipe were laid and connected to the Council's mains.

2. A Consumption Tariff is to be charged per kilolitre of water supplied to each parcel of rateable land from a water pipe of the Council. The water consumption tariffs proposed for the year commencing 1 July 2022 are:

Consumption Tariff	Tier¹	\$ per Kilolitre (KL)
Residential	Tier 1 (1-350KL per annum)	\$2.11
	Tier 2 (>350KL per annum)	\$2.98
Non-Residential	N/A	\$2.61

¹ Where applicable

SEWERAGE CHARGES

For 2022/2023, Council is proposing to levy Sewerage Service Availability Charges as set out below:
An annual charge for sewer is applicable to each parcel of rateable land except:

- a) Land which is more than 75 metres from a sewer of the Council and is not connected to the sewer; and
- b) Land from which sewage could not be discharged into any sewer of the Council.

1) Residential Sewer Charges

A Sewer Service Availability Charge is charged in respect of each parcel of rateable land categorised within the Residential category for which the service is provided or is proposed to be provided. The Sewer Service Availability Charges to be levied for the year commencing 1 July 2022 are:

Sewer Service Availability Charge:

Residential Sewer Availability Charge (Vacant)	\$330.00
Residential Sewer Charge (Occupied)	\$847.00

2) Non-Residential Sewer Service Availability Charge:

A Non-Residential Sewer Service Availability Charge is charged in respect to each parcel of rateable land not categorised within the Residential category for which the service is provided or proposed to be provided. The Non-Residential Sewer Service Availability Charge to be levied in respect of each relevant parcel for the year commencing 1 July 2022 will be based on the following formula:

$$SC = SDF \times (AC + (C \times UC))$$

SC = Sewerage Charge

SDF = Sewerage Discharge Factor

AC = Availability Charge

C = Total water consumption for meter

UC = Sewer Usage Charge

The Availability Charge for the year commencing 1 July 2022 are:

Availability Charge Category	Amount
AC - Availability Charge (Not Connected)	\$330.00
AC - Availability Charge (Connected)	
20mm service	\$330.00
25mm service	\$515.63
32mm service	\$844.80
40mm service	\$1,320.00
50mm service	\$2,062.50
65mm service	\$3,485.63
80mm service	\$5,280.00
100mm service	\$8,250.00
150mm service	\$18,562.50

The Sewer Usage Charge for the year commencing 1 July 2022 is:

Sewer Usage Charge	\$ per Kilolitre (KL)
Non-Residential Sewer Usage Charge	\$2.61

Discharge Factors required for non-residential properties will be determined on an individual rateable parcel basis.



DOMESTIC WASTE MANAGEMENT CHARGES

Domestic Waste Management Charges are levied in accordance with section 496 of the *Local Government Act*.

For 2022/2023 Council is proposing to levy the following charges in regard to Domestic Waste Management Services:

Domestic Waste Management Service Charges

Urban Domestic Waste Management Availability Charge (1)	\$100.00
Urban Domestic Waste Management Service Charge (2)	\$438.00
Additional Urban Domestic Waste Management Service Charge	\$111.00
Additional Urban Domestic Waste Management Recycling Service Charge	\$76.00
Additional Urban Domestic Waste Management Green Waste Service Charge	\$34.00

- (1) This charge applies to vacant rateable land categorised for rating purposes as Residential and situated within the urban area in which a Domestic Waste Management Service is able to be provided
- (2) Each habitable premises is entitled to one approved mobile waste bin service per week and one fortnightly collection of recyclable material and one fortnightly collection of green waste for each Urban Domestic Waste Management Service Charge.

For 2022/2023 Council proposes to levy the following charges on rateable parcels of land categorised for rating purposes as Residential or Farmland and situated within the rural area to which a Domestic Waste Management Service is available.

Rural Domestic Waste Management Service Charge

Rural Domestic Waste Management Availability Charge (1)	\$100.00
Rural Domestic Waste Management Service Charge (2)	\$404.00
Additional Rural Domestic Waste Management Service Charge	\$111.00
Additional Rural Domestic Waste Management Recycling Service Charge	\$76.00
Rural Domestic Waste Management Green Waste Service Charge	\$34.00

- (1) This charge applies to vacant rateable land categorised for rating purposes as Residential or Farmland and situated within the rural area in which a Rural Domestic Waste Management Service is available.
- (2) Each habitable premises is entitled to one approved mobile waste bin service per week and one fortnightly collection of recyclable material for each Rural Domestic Waste Management Service Charge.

WASTE MANAGEMENT CHARGES

For 2022/2023, Council proposes to levy the following charges on parcels of rateable land not categorised for rating purposes as Residential and situated within the urban area in which a Waste Management Service is able to be provided. Waste Management Charges are levied in accordance with section 501 of the *Local Government Act*.

Revenue Policy Part 1 – Rates & Charges

17

For 2022/2023 Council is proposing to levy the following charges in regard to Domestic Waste Management Services:

Waste Management Service Charge

Urban Waste Management Availability Charge – Non-Domestic (1)	\$100.00
Waste Management Service Charge (2)	\$404.00
Additional Waste Management Service Charge	\$111.00
Additional Waste Management Recycling Service Charge	\$76.00
Waste Management Green Waste Service Charge	\$34.00

- (1) This charge applies to vacant rateable land not categorised for rating purposes as Residential and situated within the urban area in which a Waste Management Service is available.
- (2) Each habitable premises is entitled to one approved mobile waste bin service per week and one fortnightly collection of recyclable material for each Waste Management Service Charge.

For 2022/2023, Council proposes to levy the following charges on each parcel of rateable land not categorised for rating purposes as Residential or Farmland and situated within the rural area in which a Waste Management Service is available.

Rural Waste Management Service Charge

Rural Waste Management Availability Charge – Non-Domestic (1)	\$100.00
Rural Waste Management Service Charge (2)	\$404.00
Additional Rural Waste Management Service Charge	\$111.00
Additional Rural Waste Management Recycling Service Charge	\$76.00
Rural Waste Management Green Waste Service Charge	\$34.00

- (1) This charge applies to vacant rateable land not categorised for rating purposes as Residential or Farmland and situated within the rural area in which a Rural Waste Management Service is available.
- (2) Each habitable premises is entitled to one approved mobile waste bin service per week and one fortnightly collection of recyclable material for each Rural Waste Management Service Charge.

STORMWATER MANAGEMENT CHARGE

In accordance with section 496A of the *Local Government Act*, Council will levy a Stormwater Management Service Charge on each parcel of rateable land within the Muswellbrook and Denman urban areas and included in the Town Planning Zones of R1 General Residential, B2 Local Centre, SP2 Infrastructure, IN2 Light Industrial, IN1 General Industrial and RU5 Village, except where exemption or variation to the charge is provided in accordance with the document "Stormwater Management Service Charge Guidelines" issued by the Division of Local Government in July 2006, at a rate of \$25.00 per Residential parcel of rateable land and \$12.50 per Residential strata unit.

Where a non-residential parcel of rateable land exists with an area falling within the ranges outlined below the charge will be levied as follows:

Area Sqm	Charge
0 - 1,199	\$25.00
1,200 - 4,999	\$100.00
5,000 - 9,999	\$375.00
>10,000	\$725.00

HUNTER CATCHMENT CONTRIBUTION


The Minister has not yet determined the rate for 2022/2023, for the Hunter Catchment Contribution. The fee set for 2021/2022 was 0.00964. Council will adopt the rate as determined by the Minister for 2022/2023.

The rate is levied and collected in accordance with Clauses 36 and 40 of *Local Land Services Regulation 2014*. The rate is set by the Local Land Services on the Land Value, as determined from time to time, within the Muswellbrook Shire local government area.

5 Authorisation Details

Authorised by:	Council
Minute No:	
Date:	
Review timeframe:	1 Years
Department:	Corporate Services
Document Owner:	Director of Corporate Services

Details History

Version No.	Date changed	Policy type	Modified by	
1	22/02/2022	External	D. Walsh 	Updated Format Updated rates reflecting 2022/23 budget

**9.4.7. Making of Rate and Annual Charges for 2022/2023**

Attachments:	Nil
Responsible Officer:	Fiona Plesman - General Manager
Author:	Josh Hogan, David Walsh – Finance Manager
Community Plan Issue:	6 - <i>Community Leadership</i>
Community Plan Goal:	24.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.
Community Plan Strategy:	24.1.2 - Appropriate matters are reported to Council in a timely manner in accordance with the Financial Control and Reporting Policy.

PURPOSE

To make the rates and charges for the 2022/23 financial year in order to raise Council's revenue requirements as contained in the 2022/23 Budget and Revenue Policy.

OFFICER'S RECOMMENDATION**OFFICER'S RECOMMENDATION**

RECOMMENDED that Council resolves as follows:

Council MAKES the following Ordinary rates for the 2022/23 Financial Year:

GENERAL FUND

Rate Type	Category	Sub-Category	Ad Valorem Cents in \$	Base Amount/ Min \$	Base Amount % of Total Rate Levied	Estimated Yield
Ordinary	Residential	Residential – General	0.5229043	\$240	19.95%	\$1,134,326
Ordinary	Residential	Residential – Muswellbrook & Denman	0.7162106	\$290	34.18%	\$4,819,828
Ordinary	Farmland	Farmland – General	0.3328662	\$400	13.89%	\$1,033,632
Ordinary	Farmland	Farmland – Irrigable	0.3988092	\$440	10.41%	\$481,971
Ordinary	Mining	Mining – General	1.3536251	\$15,000	1.21%	\$11,171,178
Ordinary	Mining	Mining – Underground Coal Mining	2.4343808	\$15,000	0%	\$0
Ordinary	Mining	Mining – Metallurgical Coal Mining	2.4343808	\$15,000	0%	\$0
Ordinary	Business	Business – General	1.2855374	\$250	8.95%	\$1,447,415
Ordinary	Business	Business – Power Generation	9.0182913	\$25,000	17.76%	\$281,000



Rate Type	Category	Sub-Category	Ad Valorem Cents in \$	Base Amount/ Min \$	Base Amount % of Total Rate Levied	Estimated Yield
Ordinary	Business	Business – Thomas Mitchell Drive Industrial Centre	1.2946360	\$275	11.36%	\$365,682
Ordinary	Business	Business – Showground Release Area	0.2398414	\$250	0.01%	\$11,369
Ordinary	Business	Business – Mine Rehabilitation	1.3536251	\$15,000	0%	\$0

WATER CHARGES

Council MAKES the following water charges for the 2022/23 Financial Year:

1. **A Water Service Availability Charge is charged on each parcel of rateable land that is supplied with water from a water pipe of the Council and land that is situated within 225 metres of a water pipe of the Council (whether or not actually supplied with water from any water pipe of the Council). The Water Service Availability Charge is based on the service size of the connection to the water supply line. The Water Service Availability Charges to be levied for the year commencing 1 July 2022 are:**

Water Service Charge Category	Amount
Availability Charge (Not Connected)	\$223.00
Availability Charge (Connected)	
20mm service	\$223.00
25mm service	\$348.00
32mm service	\$571.00
40mm service	\$892.00
50mm service	\$1,394.00
65mm service	\$2,355.00
80mm service	\$3,568.00
100mm service	\$5,575.00
150mm service	\$12,544.00

Pursuant to section 552 of the Local Government Act 1993 (NSW), a charge relating to water supply will not be levied on land unless water could be supplied to some part of the land from a standpipe at least 1 metre in height from the ground level, if such a pipe were laid and connected to the council's mains.

2. **A Consumption Tariff is to be charged per kilolitre of water supplied to each parcel**



of rateable land from a water pipe of the Council. The water consumption tariffs for the year commencing 1 July 2022 are:

<u>Consumption Tariff</u>		<u>(\$/KI)</u>
Residential	Tier 1 (1-350KI per annum)	\$2.11 per kilolitre
	Tier 2 (>350KI per annum)	\$2.98 per kilolitre
Non-Residential		\$2.61 per kilolitre

SEWERAGE CHARGES

Council MAKES the following sewer charges for the 2022/23 Financial Year:

An annual charge for sewer is applicable to each parcel of rateable land except:

- a) Land which is more than 75 metres from a sewer of the Council and is not connected to the sewer; and
- b) Land from which sewage could not be discharged into any sewer of the Council.

1. Residential Sewer Charges

A Sewer Service Availability Charge is charged on each parcel of rateable land categorised within the Residential category for which the service is provided or is proposed to be provided. The Sewer Service Availability Charges to be levied for the year commencing 1 July 2022 are:

Sewer Service Availability Charge

Residential Sewer Availability Charge (Vacant)	\$330.00
Residential Sewer Charge (Occupied)	\$847.00

2. Non-Residential Sewer Service Availability Charge

A Non-Residential Sewer Service Availability Charge is charged on each parcel of rateable land not categorised within the Residential category for which the service is provided or proposed to be provided. The Non-Residential Sewer Service Availability Charge to be levied in respect to each relevant parcel for the year commencing 1 July 2022 will be based on the following formula:

$SC = SDF \times (AC + (C \times UC))$ where:

SC = Sewerage Charge

SDF = Sewerage Discharge Factor

AC = Availability Charge

C = Total water consumption for meter

UC = Sewer Usage Charge

The Availability Charges for the year commencing 1 July 2022 are:

Availability Charge Category	Amount
Availability Charge (Not Connected)	\$330.00
Availability Charge (Connected)	
20mm service	\$330.00



25mm service	\$515.63
32mm service	\$844.80
40mm service	\$1,320.00
50mm service	\$2,062.50
65mm service	\$3,485.63
80mm service	\$5,280.00
100mm service	\$8,250.00
150mm service	\$18,562.50

The Sewer Usage Charge for the year commencing 1 July 2022 is:

Sewer Usage Charge **(\$/Kl)**

Non-Residential Sewer Usage Charge **\$2.61 per kilolitre**

Discharge Factors required for non-residential properties will be determined on an individual rateable land basis.

DOMESTIC WASTE MANAGEMENT CHARGES

Council **MAKES** for each parcel of rateable land categorised for rating purposes as Residential and situated within the urban area in which a Domestic Waste Management Service is able to be provided, the following waste charges for the 2022/23 Financial Year:

Domestic Waste Management Service Charge	Amount
Urban Domestic Waste Management Availability Charge ⁽¹⁾	\$100.00
Urban Domestic Waste Management Service Charge ⁽²⁾	\$438.00
Additional Urban Domestic Waste Management Service Charge	\$111.00
Additional Urban Domestic Waste Management Recycling Service Charge	\$76.00
Additional Urban Domestic Waste Management Green Waste Service Charge	\$34.00

- (1) This charge applies to vacant rateable land categorised for rating purposes as Residential and situated within the urban area in which a Domestic Waste Management Service is able to be provided.
- (2) Each habitable premises is entitled to one approved mobile waste bin service per week and one fortnightly collection of recyclable material and one fortnightly collection of green waste for each Urban Domestic Waste Management Service Charge.



Council **MAKES** for each parcel of rateable land categorised for rating purposes as Residential or Farmland and situated within the rural area in which a Domestic Waste Management Service is able to be provided, the following waste charges for the 2022/23 Financial Year:

Rural Domestic Waste Management Service Charge	Amount
Rural Domestic Waste Management Availability Charge ⁽¹⁾	\$100.00
Rural Domestic Waste Management Service Charge ⁽²⁾	\$404.00
Additional Rural Domestic Waste Management Service Charge	\$111.00
Additional Rural Domestic Waste Management Recycling Service Charge	\$76.00
Rural Domestic Waste Management Green Waste Service Charge	\$34.00

- (1) This charge applies to vacant rateable land categorised for rating purposes as Residential or Farmland and situated within the rural area in which a Rural Domestic Waste Management Service is able to be provided.
- (2) Each habitable premises is entitled to one approved mobile waste bin service per week and one fortnightly collection of recyclable material for each Rural Domestic Waste Management Service Charge.

Council **MAKES** for each parcel of rateable land not categorised for rating purposes as Residential and situated within the urban area in which a Waste Management Service is able to be provided, the following waste charges for the 2022/23 Financial Year:

Waste Management Service Charge	Amount
Urban Waste Management Availability Charge – Non-Domestic ⁽¹⁾	\$100.00
Waste Management Service Charge ⁽²⁾	\$404.00
Additional Waste Management Service Charge	\$111.00
Additional Waste Management Recycling Service Charge	\$76.00
Waste Management Green Waste Service Charge	\$34.00

- (1) This charge applies to vacant rateable land not categorised for rating purposes as Residential and situated within the urban area in which a Waste Management Service is able to be provided.
- (2) Each habitable premises is entitled to one approved mobile waste bin service per week and one fortnightly collection of recyclable material for each Waste Management Service Charge.

Council **MAKES** for each parcel of rateable land not categorised for rating purposes as Residential or Farmland and situated within the rural area in which a Waste Management Service is able to be provided, the following waste charges for the 2022/23 Financial Year:

Rural Waste Management Service Charge	Amount
---------------------------------------	--------



Rural Waste Management Availability Charge – Non-Domestic ⁽¹⁾	\$100.00
Rural Waste Management Service Charge ⁽²⁾	\$404.00
Additional Rural Waste Management Service Charge	\$111.00
Additional Rural Waste Management Recycling Service Charge	\$76.00
Rural Waste Management Green Waste Service Charge	\$34.00

- (1) This charge applies to vacant rateable land not categorised for rating purposes as Residential or Farmland and situated within the rural area in which a Rural Waste Management Service is able to be provided.
- (2) Each habitable premises is entitled to one approved mobile waste bin service per week and one fortnightly collection of recyclable material for each Rural Waste Management Service Charge.

STORMWATER MANAGEMENT CHARGE

Council **MAKES** a Stormwater Management Charge for each parcel of rateable land within the Muswellbrook and Denman urban areas and included in the Town Planning Zones of R1 General Residential, B2 Local Centre, SP2 Infrastructure, IN2 Light Industrial, IN1 General Industrial and RU5 Village, except where exemption or variation to the charge is provided in accordance with the document “Stormwater Management Service Charge Guidelines” issued by the Division of Local Government in July 2006, for the 2022/23 Financial Year at a rate of \$25.00 per parcel of rateable land and \$12.50 per residential strata unit.

Where a non-residential parcel of rateable land exists with an area falling within the ranges outlined below the charge will be levied as follows:

Area Sqm	Charge
0 - 1,199	\$25.00
1,200 - 4,999	\$100.00
5,000 - 9,999	\$375.00
>10,000	\$725.00

INTEREST ON OVERDUE ACCOUNTS

The Council hereby determines and orders that overdue rates and charges for the year commencing 1 July 2022 will, in pursuance of section 566 of the Local Government Act 1993 (NSW), accrue interest on a daily basis. The rate of interest will be the maximum rate allowable, as determined by the Minister for Local Government, being six per cent per annum for the 2022-2023 rating year.

HUNTER CATCHMENT CONTRIBUTION

Council:

1. note that the NSW Government’s Hunter Local Land Services has determined the Hunter Catchment Contribution rate for the 2022/23 rating year at 0.00977cents in the dollar on all relevant properties within the Muswellbrook Shire Local



Government Area, with a land value in excess of \$300;

- 2. adopts the making, levying and collection of the Hunter Catchment Contribution on behalf of Hunter Local Land Services at the rate detailed in Paragraph 1; and**
- 3. adopts the rate of commission payable to Council for the collection of the 2022/23 Catchment Contribution at 5% of the Hunter Catchment Contributions collected, as determined by Hunter Local Land Services.**

Moved: _____ **Seconded:** _____

BACKGROUND

At the Council meeting on 28 May 2022, Council adopted the 2022/23 Operational and Capital budget. In adopting the Revenue Policy, Council has agreed on the rates and charges to be levied for 2022/23.

CONSULTATION

The draft Revenue Policy was placed on public exhibition as part of the draft 2022/23 Operational Plan.

REPORT

No submissions were received regarding the advertised Revenue Policy.

This report has been written to enable Council to raise the revenues as outlined in the adopted Operational Plan, Budget and Revenue Policy.

The recommendations follow the statutory requirements as set out in the Local Government Act 1993.

The Council is referred to the Item in this Council Agenda recommending the adoption of the Operational Plan, Revenue Policy, Budget and Fees & Charges and the consideration of the criteria relevant in determining the base amount of a rate, pursuant to section 536 of the Local Government Act.

OPTIONS

The only viable option is for Council to pass the recommended resolutions and this is the mechanics of implementing the Revenue Policy, as adopted by Council. If Council wants to vary any of the resolutions, other than to rectify any error within them, the resulting revenue impact will need to be modelled and the Revenue Policy would need to be amended and re-exhibited.

CONCLUSION

The making of Rates and Annual charges is an administrative function usually undertaken as part of the adoption of the Integrated Planning and Reporting (IP&R) document suite.

SOCIAL IMPLICATIONS

There are no social implications.

FINANCIAL IMPLICATIONS

The resolutions to make the rates will enable Council to collect the revenue of \$30.8m as budgeted in the 2022/23 Operational Plan and Budget.

POLICY IMPLICATIONS

This report implements existing policy decisions.



STATUTORY IMPLICATIONS

The statutory requirements relating to the making and levying of rates are included in sections 493 to 607 of the Local Government Act 1993. In addition, the Office of Local Government published a guidance document titled “Council Rating and Revenue Raising Manual” and this document is available to be viewed on the OLG website.

LEGAL IMPLICATIONS

Council must pass a resolution to make the rates before it can levy rates and charges on properties each year. The resolutions must be passed by 31 July each year which is the last date that a Council can “make” a rate or charge for the new 2022/23 financial year.

OPERATIONAL PLAN IMPLICATIONS

The report raises the revenues as budgeted for in the Operational Plan and Budget.

RISK MANAGEMENT IMPLICATIONS

The form of the resolutions has been structured to ensure compliance with Council’s legal requirements.

WASTE MANAGEMENT IMPLICATIONS

Not applicable.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

Not applicable.

**9.4.8. 2022/2023 Councillor Fees**

Attachments:	1. LGRT 2022 Annual Determination [9.4.8.1 - 17 pages]
Responsible Officer:	Fiona Plesman - General Manager
Author:	Melissa Cleary – Manager - Integrated Planning & Governance
Community Plan Issue:	6 - <i>Community Leadership</i>
Community Plan Goal:	24.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.
Community Plan Strategy:	24.1.2 - Appropriate matters are reported to Council in a timely manner in accordance with the Financial Control and Reporting Policy.

PURPOSE

The Local Government Remuneration Tribunal has released its report and determination of Mayoral and Councillor fees for 2022/23.

OFFICER'S RECOMMENDATION**Council**

- 1. Notes the 2022 Annual Determination of the Local Government Remuneration Tribunal.**
- 2. Approves the annual fee of \$12,650 for Councillors for 2022/23; and**
- 3. Approves an additional fee of \$27,600 for the position of Mayor for 2022/23.**

Moved: _____ **Seconded:** _____

BACKGROUND

The Local Government Remuneration Tribunal makes an annual determination setting fees for Councillors according to the category of council.

The Tribunal is required to determine the remuneration categories of councils and mayoral offices at least once every three years under section 239 of the Local Government Act 1993. The Tribunal last undertook a significant review of the categories as part of its 2020 determination and will next review these categories in 2023. The Tribunal found that the allocation of councils into the current categories continued to be appropriate having regard to the 2020 review, the current category model and criteria and the evidence put forward in the submissions received.



CONSULTATION

Director Corporate Services and Chief Financial Officer
Finance Manager

REPORT

The Local Government Remuneration Tribunal has made its determination under section 239 and 241 of the *Local Government Act* 1993 for the annual fees payable to mayors and councillors. The Tribunal has determined an increase of 2% to mayoral and councillor fees for the 2022-23 financial year, with effect from 1 July 2022.

The Tribunal's recommendations for remuneration for council members in the rural category for 2022/23 are listed below:

Council category	Councillor Annual Fee		Mayor Additional Fee	
	Minimum	Maximum	Minimum	Maximum
Rural	\$9,560	\$12,650	\$10,180	\$27,600

The fee set in 2020/2021 for Muswellbrook Shire Council was \$12,160 for Councillors with an additional fee of \$26,530 for the Mayor. These fees have been set at the top of the recommended range as Muswellbrook Shire is amongst the larger councils in the rural category.

OPTIONS

Should Council not fix a fee, Council must pay the minimum fee determined by the Local Government Remuneration Tribunal.

CONCLUSION

Council has previously endorsed the payment of fees to the maximum allowable by the Local Government Remuneration Tribunal, which reflects the level of activity Councillors perform as members of one of the larger councils in the rural category.

SOCIAL IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

The total amount budgeted for 2022/2023 Councillor Fees is \$202,809 (including superannuation). The amount required based on this Report, inclusive of 12 Councillors, is \$197,340 (including superannuation). The budget will be reduced to \$197,340 once this Report is adopted by Council.

POLICY IMPLICATIONS

Not applicable.

STATUTORY IMPLICATIONS

Sections 248 and 249 of the *Local Government Act* 1993 require councils to fix and pay an annual fee to councillors based on the determination of the Local Government Remuneration Tribunal.

LEGAL IMPLICATIONS

Not applicable.



OPERATIONAL PLAN IMPLICATIONS

Aligns with 2022/2023 Operational Plan Action 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.

Local Government Remuneration Tribunal

Annual Report and
Determination

*Annual report and determination under sections
239 and 241 of the Local Government Act 1993*

20 April
2022

[NSW Remuneration Tribunals website](#)

Local Government Remuneration Tribunal

Contents

Executive Summary	2
Section 1 Introduction	3
Section 2 2021 Determination	3
Section 3 2022 Review	3
Process	3
Categorisation	4
Conclusion	7
Section 4 2022 Determinations	8
Determination No. 1 - Allocation of councils into each of the categories as per section 239 of the LG Act effective from 1 July 2022	8
Table 1: General Purpose Councils - Metropolitan	8
Table 2: General Purpose Councils - Non-Metropolitan	9
Table 3: County Councils	10
Determination No. 2 - Fees for Councillors and Mayors as per section 241 of the LG Act effective from 1 July 2022	11
Table 4: Fees for General Purpose and County Councils	11
Appendices 12	
Appendix 1 Criteria that apply to categories	12

Local Government Remuneration Tribunal

Executive Summary

The *Local Government Act 1993* (LG Act) requires the Local Government Remuneration Tribunal (“the Tribunal”) to report to the Minister for Local Government by 1 May each year on its determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairpersons and members of county councils.

Categories

The Tribunal found the allocation of councils into the current categories appropriate. Criteria for each category is published in Appendix 1. These categories have not changed further to the extensive review undertaken as part of the 2020 review.

Fees

The Tribunal determined a 2 per cent per annum increase in the minimum and maximum fees applicable to each category.

Local Government Remuneration Tribunal

Section 1 Introduction

1. Section 239 of the LG Act provides that the Tribunal determine the categories of councils and mayoral offices and to place each council and mayoral office into one of those categories.
2. Section 241 of the LG Act provides that the Tribunal determine the maximum and minimum amount of fees to be paid to mayors and councillors of councils, as well as chairpersons and members of county councils for each of the categories determined under section 239.
3. Section 242A(1) of the LG Act, requires the Tribunal to give effect to the same policies on increases in remuneration as those of the Industrial Relations Commission.
4. The Tribunal can also determine that a council can be placed in another existing or new category with a higher range of fees without breaching the Government's Wages Policy as per section 242A (3) of the LG Act.
5. The Tribunal's determinations take effect from 1 July each year.

Section 2 2021 Determination

6. The Tribunal received 18 submissions which included 9 requests for re-categorisation. At the time of making its determination, the Tribunal had available to it the Australian Bureau of Statistics 25 March 2020 population data for FY2018-19. The Tribunal noted the requirement of section 239 of the LG Act that it must determine categories for councils and mayoral offices at least once every 3 years. It noted that the Tribunal had conducted an extensive review in 2020 and decided that the categories would next be considered in 2023.
7. The Tribunal found that the current categories and allocation of councils to these categories remained appropriate. The Tribunal's finding had regard to the 2020 review, the current category model and criteria and the evidence put forward in the received submissions.
8. In regard to fees, the Tribunal determined a 2 per cent per annum increase in the minimum and maximum fees applicable to each category.

Section 3 2022 Review

Process

9. In 2020, the categories of general purpose councils were determined as follows:

Metropolitan	Non-Metropolitan
<ul style="list-style-type: none">• Principal CBD• Major CBD• Metropolitan Large• Metropolitan Medium• Metropolitan Small	<ul style="list-style-type: none">• Major Regional City• Major Strategic Area• Regional Strategic Area• Regional Centre• Regional Rural

Local Government Remuneration Tribunal

	<ul style="list-style-type: none">• Rural
--	---

10. The Tribunal wrote to all mayors or general managers and LGNSW on 14 October 2021 to advise of the commencement of the 2021 review and invited submissions regarding recategorisation, fees and other general matters. The Tribunal's correspondence advised that an extensive review of categories was undertaken in 2020 and, as this was only legislatively required every three years, consideration would be next be given in 2023. The correspondence further advised that submissions requesting to be moved into a different category as part of the 2022 review would require a strong case supported by evidence that substantiates that the criteria for the requested category is met.
11. Seven submissions were received from individual councils and one submission was received from LGNSW. The Tribunal noted that several of the submissions had not been endorsed by their respective councils. The Tribunal also met with the President, Chief Executive and Senior Manager of LGNSW.
12. The Tribunal discussed the submissions at length with the Assessors.
13. The Tribunal acknowledged previous and ongoing difficulties imposed by COVID19 and natural disasters on councils.
14. The Tribunal also acknowledged submissions from councils in regional and remote locations that raised unique challenges, such as travel and connectivity, experienced by mayors and councillors in those areas.
15. A summary of the matters raised in the received submissions and the Tribunal's consideration of those matters is outlined below.

Categorisation

16. Five council submissions requested recategorisation. Three of these requests sought the creation new categories.

Metropolitan Large Councils

17. Penrith City Council acknowledged that categories were not being reviewed until 2023. However, the Council reiterated their previous year's position and contended that their claim for the creation of a new category of "Metropolitan Large – Growth Centre" continues to be enhanced through their leading role in the Western Sydney City Deal. Council's submission further stated that the participation in the Deal demonstrated the exponential growth that will occur in the Penrith Local Government Area.
18. Blacktown City Council requested the creation of a new category "Metropolitan Large – Growth Area". Council stated that the current criteria for "Metropolitan Large" does not reflect the Council's size, rate of growth and economic influence.

Council based its argument for a new category on the following grounds:

- Significant population growth. Current estimated population of 403,000 with an expected population of 640,000 in 2041.
- Blacktown being critical to the success of the Greater Sydney Region Plan while also being part of the fastest growing district for the next 20 years.
- 4th largest economy in NSW – as of 30 June 2020, Gross Regional Product (GRP) was \$21.98 billion, comparatively City of Parramatta was \$31.36 billion.
- Undertaking of several transformational projects to increase economy and services. Examples include the redesign of Riverstone Town Centre, Australian Catholic University establishment of an interim campus for up to 700 undergrads

Local Government Remuneration Tribunal

with a permanent campus to open by 2024, the \$1 billion Blacktown Brain and Spinal Institute proposal and Blacktown International Sports Park Masterplan to provide a first-class multi-sport venue.

- Expansion in provision of services such as childcare, aquatic and leisure centres.
- Diversity of population.

Non-Metropolitan Major Regional City Councils

19. Newcastle Council requested clarification regarding City of Newcastle's status as either Metropolitan or Regional, noting that while City of Newcastle is classified as a "Major Regional City", the Newcastle Local Government Area is often exempt from both regional and metropolitan grant funding due to inconsistencies in classification. Council sought review on the following grounds:

- Size of council area 187km² (in comparison of Parramatta Council 84km²).
- Physical terrain.
- Population and distribution of population.
- Nature and volume of business dealt with by Council.
- Nature and extent of development of City of Newcastle.
- Diversity of communities served.
- Regional, national and international significance of City of Newcastle.
- Transport hubs.
- Regional services including health, education, smart city services and public administration.
- Cultural and sporting facilities.
- Matters that the Tribunal consider relevant

Regional Centre

20. Tweed Shire Council requested to be reclassified as a "Regional Strategic Area" on the following grounds:

- Proximity to the Gold Coast City and Brisbane.
- Proximity to Sydney via the Gold Coast airport.
- Tweed being the major population and city centre for the Northern Rivers Joint Organisation.
- Tweed being the largest employer and strongest growth area in the Northern Rivers.

Non-Metropolitan Rural Councils

21. Murrumbidgee Council requested recategorisation to "Regional Rural" as they are a product of the merger of the former Jerilderie Shire Council and the former Murrumbidgee Shire Council. Council also suggested that the criteria for "Regional Rural" is amended to:

- Councils categorised as Regional Rural will typically have a minimum residential population of 20,000 or can demonstrate one of the following features...."
 - the product of the 2016 amalgamation where two or more Rural classified Local Governments Areas merged.

Findings - categorisation

22. The Tribunal assessed each Council's submission and found that the current categories and allocation of councils to these categories remained appropriate. The Tribunal's findings had regard to the 2020 review, the current category model and

Local Government Remuneration Tribunal

criteria and the evidence put forward in the received submissions.

23. Having regard to the requirements of sections 239 and 240 of the LG Act, the Tribunal did not find that any council's submission was strong enough for a change in category or for the creation of a new category.
24. The Tribunal did note, however, that some councils may have a better case for recategorisation at the next major review of categories in 2023.
25. The Tribunal was of the view that the 2023 determination and review of categories as required by s239 (1) of the LG Act will see more requests from councils for recategorisation and possible determination of new categories. The Tribunal and Assessors may benefit from visits to meet regional organisations of councils and direct opportunities for input from Mayors and general managers in this regard.

Fees

26. In determining the maximum and minimum fees payable in each of the categories, the Tribunal is required by section 242A of the LG Act, to give effect to the same policies on increases in remuneration as those that the Industrial Relations Commission is required to give effect to under section 146C of the *Industrial Relations Act 1996* (IR Act), when making or varying awards or orders relating to the conditions of employment of public sector employees.
27. Pursuant to section 146C(1)(a) of the IR Act, the current government policy on wages is expressed in the Industrial Relations (Public Sector Conditions of Employment) Regulation 2014 (IR Reg.). The IR Reg. provides that public sector wages cannot increase by more than 2.5 per cent per annum. The Tribunal therefore has the discretion to determine an increase of up to 2.5 per cent per annum.
28. Submissions that addressed fees sought an increase of a maximum of 2.5 per cent per annum or greater. These submissions raised issues such as comparative remuneration, cost of living and increasing workloads. One submission also suggested that higher fees are required to attract a higher standard of candidates to council roles.
29. The LGNSW submission contained 3 parts. The first part of the submission supported an increase of 2.5 per cent per annum in remuneration, but further argued that the maximum increase is inadequate and does not address the historical undervaluation of work performed by mayors and councillors, and the substantial expansion of their responsibilities and accountability in recent years. LGNSW used the following economic indexes and wage data in support of their argument:
 - Consumer price index (CPI)
 - National and state wages cases
 - Wage increases under the *Local Government (State) Award 2020*.
30. The second part of LGNSW's submission addressed inequity and impacts of low remuneration. It was supported by the research paper "Councillor perspectives on the (in)adequacy of remuneration in NSW local government: Impacts on well-being, diversity and quality of representation" (the "ANU Paper"), written by Associate Professor Jakimow of the Australian National University. A key finding of the ANU Paper was that "current remuneration levels are perceived as inadequately reflecting the extent and nature of council work." The finding was derived from the undertaking of

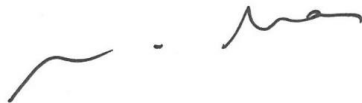
Local Government Remuneration Tribunal

a survey of councillors and mayors. The paper suggests that there is a disconnect between workload and remuneration and this was identified as the most frequent argument for increasing the current rate.

31. The third and final part of LGNSW's submission compared the minimum and maximum rates of NSW mayor and councillor remuneration to the remuneration of directors and chairpersons of comparable government bodies and not-for-profits, mayors and councillors in Queensland and members of the NSW Parliament. The submission contended that NSW mayor and councillor remuneration is below that of their counterparts.
32. Following the most recent review by the Independent Pricing and Regulatory Tribunal (IPART) the amount that councils will be able to increase the revenue they can collect from rates will depend on their level of population growth. IPART has set a 2022-23 rate peg for each council, ranging from 0.7 to 5.0 per cent. IPART's rate peg takes into account the annual change in the Local Government Cost Index, which measures the average costs faced by NSW councils, in addition to a population factor based on each council's population growth.
33. Employees under the *Local Government (State) Award 2020* will receive a 2 per cent per annum increase in rates of pay from the first full pay period to commence on or after 1 July 2022.
34. The Tribunal has determined a 2 per cent per annum increase in the minimum and maximum fees applicable to each category.

Conclusion

35. The Tribunal's determinations have been made with the assistance of Assessors Ms Kylie Yates and Ms Melanie Hawyes.
36. It is the expectation of the Tribunal that in the future all submissions have council endorsement.
37. Determination 1 outlines the allocation of councils into each of the categories as per section 239 of the LG Act.
38. Determination 2 outlines the maximum and minimum fees paid to councillors and mayors and members and chairpersons of county councils as per section 241 of the LG Act.



Viv May PSM

Local Government Remuneration Tribunal

Dated: 20 April 2022

Local Government Remuneration Tribunal

Section 4 2021 Determinations

Determination No. 1 - Allocation of councils into each of the categories as per section 239 of the LG Act effective from 1 July 2021

Table 1: General Purpose Councils - Metropolitan

Principal CBD (1)	Major CBD (1)
Sydney	Parramatta
Metropolitan Large (12)	Metropolitan Medium (8)
Bayside	Campbelltown
Blacktown	Camden
Canterbury-Bankstown	Georges River
Cumberland	Hornsby
Fairfield	Ku-ring-gai
Inner West	North Sydney
Liverpool	Randwick
Northern Beaches	Willoughby
Penrith	
Ryde	
Sutherland	
The Hills	
Metropolitan Small (8)	
Burwood	
Canada Bay	
Hunters Hill	
Lane Cove	
Mosman	
Strathfield	
Waverley	
Woollahra	

Local Government Remuneration Tribunal

Table 2: General Purpose Councils - Non-Metropolitan

Major Regional City (2)	Major Strategic Area (1)	Regional Strategic Area (1)
Newcastle	Central Coast	Lake Macquarie
Wollongong		

Regional Centre (24)		Regional Rural (13)	
Albury	Mid-Coast	Bega	
Armidale	Orange	Broken Hill	
Ballina	Port Macquarie-Hastings	Byron	
Bathurst	Port Stephens	Eurobodalla	
Blue Mountains	Queanbeyan-Palerang	Goulburn Mulwaree	
Cessnock	Shellharbour	Griffith	
Clarence Valley	Shoalhaven	Kempsey	
Coffs Harbour	Tamworth	Kiama	
Dubbo	Tweed	Lithgow	
Hawkesbury	Wagga Wagga	Mid-Western	
Lismore	Wingecarribee	Richmond Valley Council	
Maitland	Wollondilly	Singleton	
		Snowy Monaro	

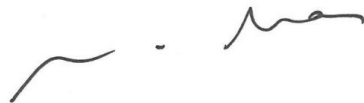
Rural (57)			
Balranald	Cootamundra-Gundagai	Junee	Oberon
Bellingen	Cowra	Kyogle	Parkes
Berrigan	Dungog	Lachlan	Snowy Valleys
Bland	Edward River	Leeton	Temora
Blayney	Federation	Liverpool Plains	Tenterfield
Bogan	Forbes	Lockhart	Upper Hunter
Bourke	Gilgandra	Moree Plains	Upper Lachlan
Brewarrina	Glen Innes Severn	Murray River	Uralla
Cabonne	Greater Hume	Murrumbidgee	Walcha
Carrathool	Gunnedah	Muswellbrook	Walgett
Central Darling	Gwydir	Nambucca	Warren
Cobar	Hay	Narrabri	Warrumbungle
Coolamon	Hilltops	Narrandera	Weddin
Coonamble	Inverell	Narromine	Wentworth

Local Government Remuneration Tribunal

Rural (57)	
	Yass

Table 3: County Councils

Water (4)	Other (6)
Central Tablelands	Castlereagh-Macquarie
Goldenfields Water	Central Murray
Riverina Water	Hawkesbury River
Rous	New England Tablelands
	Upper Hunter
	Upper Macquarie



Viv May PSM

Local Government Remuneration Tribunal

Dated: 20 April 2022

Local Government Remuneration Tribunal

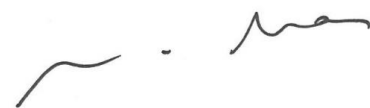
Determination No. 2 - Fees for Councillors and Mayors as per section 241 of the LG Act effective from 1 July 2022

The annual fees to be paid in each of the categories to Councillors, Mayors, Members and Chairpersons of County Councils effective on and from 1 July 2022 as per section 241 of the *Local Government Act 1993* are determined as follows:

Table 4: Fees for General Purpose and County Councils

Category		Councillor/Member Annual Fee (\$) effective 1 July 2022		Mayor/Chairperson Additional Fee* (\$) effective 1 July 2022	
		Minimum	Maximum	Minimum	Maximum
General Purpose Councils - Metropolitan	Principal CBD	28,750	42,170	175,930	231,500
	Major CBD	19,180	35,520	40,740	114,770
	Metropolitan Large	19,180	31,640	40,740	92,180
	Metropolitan Medium	14,380	26,840	30,550	71,300
	Metropolitan Small	9,560	21,100	20,370	46,010
General Purpose Councils - Non-Metropolitan	Major Regional City	19,180	33,330	40,740	103,840
	Major Strategic Area	19,180	33,330	40,740	103,840
	Regional Strategic Area	19,180	31,640	40,740	92,180
	Regional Centre	14,380	25,310	29,920	62,510
	Regional Rural	9,560	21,100	20,370	46,040
	Rural	9,560	12,650	10,180	27,600
County Councils	Water	1,900	10,550	4,080	17,330
	Other	1,900	6,300	4,080	11,510

*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).



Viv May PSM

Local Government Remuneration Tribunal

Dated: 20 April 2021

Local Government Remuneration Tribunal

Appendices

Appendix 1 Criteria that apply to categories

Principal CBD

The Council of the City of Sydney (the City of Sydney) is the principal central business district (CBD) in the Sydney Metropolitan area. The City of Sydney is home to Sydney's primary commercial office district with the largest concentration of businesses and retailers in Sydney. The City of Sydney's sphere of economic influence is the greatest of any local government area in Australia.

The CBD is also host to some of the city's most significant transport infrastructure including Central Station, Circular Quay and International Overseas Passenger Terminal. Sydney is recognised globally with its iconic harbour setting and the City of Sydney is host to the city's historical, cultural and ceremonial precincts. The City of Sydney attracts significant visitor numbers and is home to 60 per cent of metropolitan Sydney's hotels.

The role of Lord Mayor of the City of Sydney has significant prominence reflecting the CBD's importance as home to the country's major business centres and public facilities of state and national importance. The Lord Mayor's responsibilities in developing and maintaining relationships with stakeholders, including other councils, state and federal governments, community and business groups, and the media are considered greater than other mayoral roles in NSW.

Major CBD

The Council of the City of Parramatta (City of Parramatta) is the economic capital of Greater Western Sydney and the geographic and demographic centre of Greater Sydney. Parramatta is the second largest economy in NSW (after Sydney CBD) and the sixth largest in Australia.

As a secondary CBD to metropolitan Sydney the Parramatta local government area is a major provider of business and government services with a significant number of organisations relocating their head offices to Parramatta. Public administration and safety have been a growth sector for Parramatta as the State Government has promoted a policy of moving government agencies westward to support economic development beyond the Sydney CBD.

The City of Parramatta provides a broad range of regional services across the Sydney Metropolitan area with a significant transport hub and hospital and educational facilities. The City of Parramatta is home to the Westmead Health and Medical Research precinct which represents the largest concentration of hospital and health services in Australia, servicing Western Sydney and providing other specialised services for the rest of NSW.

The City of Parramatta is also home to a significant number of cultural and sporting facilities (including Sydney Olympic Park) which draw significant domestic and international visitors to the region.

Local Government Remuneration Tribunal

Metropolitan Large

Councils categorised as Metropolitan Large will typically have a minimum residential population of 200,000.

Councils may also be categorised as Metropolitan Large if their residential population combined with their non-resident working population exceeds 200,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- total operating revenue exceeding \$200M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Large will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

Metropolitan Medium

Councils categorised as Metropolitan Medium will typically have a minimum residential population of 100,000.

Councils may also be categorised as Metropolitan Medium if their residential population combined with their non-resident working population exceeds 100,000. To satisfy this criteria the non-resident working population must exceed 50,000

Other features may include:

- total operating revenue exceeding \$100M per annum
- services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- industrial, commercial and residential centres and development corridors
- high population growth.

The sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Large councils.

Local Government Remuneration Tribunal

Metropolitan Small

Councils categorised as Metropolitan Small will typically have a residential population less than 100,000.

Other features which distinguish them from other metropolitan councils include:

- total operating revenue less than \$150M per annum.

While these councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium councils the overall sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Medium councils.

Major Regional City

Newcastle City Council and Wollongong City Councils are categorised as Major Regional City. These councils:

- are metropolitan in nature with major residential, commercial and industrial areas
- typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development
- provide a full range of higher order services and activities along with arts, culture, recreation, sporting and entertainment facilities to service the wider community and broader region
- have significant transport and freight infrastructure servicing international markets, the capital city and regional areas
- have significant natural and man-made assets to support diverse economic activity, trade and future investment
- typically contain ventures which have a broader State and national focus which impact upon the operations of the council.

Major Strategic Area

Councils categorised as Major Strategic Area will have a minimum population of 300,000.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Currently, only Central Coast Council meets the criteria to be categorised as a Major Strategic Area. Its population, predicted population growth, and scale of the Council's operations warrant that it be differentiated from other non-metropolitan councils. Central Coast Council is also a

Local Government Remuneration Tribunal

significant contributor to the regional economy associated with proximity to and connections with Sydney and the Hunter Region.

Regional Strategic Area

Councils categorised as Regional Strategic Area are differentiated from councils in the Regional Centre category on the basis of their significant population and will typically have a residential population above 200,000.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Currently, only Lake Macquarie Council meets the criteria to be categorised as a Regional Strategic Area. Its population and overall scale of council operations will be greater than Regional Centre councils.

Regional Centre

Councils categorised as Regional Centre will typically have a minimum residential population of 40,000.

Other features may include:

- a large city or town providing a significant proportion of the region's housing and employment
- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$100M per annum
- the highest rates of population growth in regional NSW
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Councils in the category of Regional Centre are often considered the geographic centre of the region providing services to their immediate and wider catchment communities.

Local Government Remuneration Tribunal

Regional Rural

Councils categorised as Regional Rural will typically have a minimum residential population of 20,000.

Other features may include:

- a large urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages
- health services, tertiary education services and regional airports which service a regional community
- a broad range of industries including agricultural, educational, health, professional, government and retail services
- large visitor numbers to established tourism ventures and events.

Councils in the category of Regional Rural provide a degree of regional servicing below that of a Regional Centre.

Rural

Councils categorised as Rural will typically have a residential population less than 20,000.

Other features may include:

- one or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre
- a limited range of services, facilities and employment opportunities compared to Regional Rural councils
- local economies based on agricultural/resource industries.

County Councils - Water

County councils that provide water and/or sewerage functions with a joint approach in planning and installing large water reticulation and sewerage systems.

County Councils - Other

County councils that administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the *Biosecurity Act 2015*.



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

Attachments:	1. DRAFT MS C 02 E - Payment of Expenses and Provision of Facilities to Councillors Policy [9.4.9.1 - 18 pages]
Responsible Officer:	Fiona Plesman - General Manager
Author:	Kimberley Cotter, Josh Hogan – Governance Officer
Community Plan Issue:	6 - Community Leadership
Community Plan Goal:	22.1 - Enhanced collaboration with Council's community and stakeholders to ensure Council and its elected arm is best placed to make decisions in the best interest of the community.
Community Plan Strategy:	22.1.1 - Implement and maintain a diverse range of communication channels between Council and community stakeholders..

PURPOSE

The purpose of this report is for Council to consider the draft Councillors Expenses and Facilities Policy prior to placement on public exhibition for a period of 28 days in accordance with the provisions of the Local Government Act, 1993.

OFFICER'S RECOMMENDATION

Council endorses the draft Councillors Expenses and Facilities Policy for public exhibition for a period of 28 days with details of all public submissions, received by close of the exhibition period, reported to Council for consideration.

Moved: _____ Seconded: _____

BACKGROUND

Section 252 of the *Local Government Act, 1993* (Act) requires that Council adopts, within the first 12 months of each term of a council, a policy concerning the payment of expenses incurred or to be incurred by, and provision of facilities to, the mayor, the deputy mayor, and other councillors in relation to the discharging of their functions of civic office.

The policy may provide for fees payable to councillors to be reduced by an amount representing the private benefit to the mayor or a councillor of a facility provided by the council to the mayor or councillor. A council must not pay any expenses incurred or to be incurred by or provide any facilities otherwise than in accordance with the adopted policy.

A policy adopted under section 252 must comply with the provisions of the Act, the regulations and any relevant guidelines issued under section 23A of the Act.

The Council may from time to time amend this policy.

CONSULTATION

Finance Review and Advisory Committee



General Manager

Chief Financial Officer

Finance Manager

Manager Governance

REPORT

A review has been undertaken of Council's current *Payment of Expenses and Provision of Facilities to Councillors Policy*, previously adopted by Council at its meeting held 11 September 2018, as it was due for review and the revised draft *Payment of Expenses and Provision of Facilities to Councillors Policy* is shown at **Appendix 1** for Councillor's reference.

The revised Policy has been updated to align with the 2022-23 Budget and to include relevant legislation.

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

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

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

OPTIONS

Council may:

1. Resolve to provide public notice of its intention to adopt the policy and place the draft Councillors Expenses and Facilities Policy on public exhibition for a period of 28 days.
2. Resolve not to place the draft Policy on public exhibition and request that further amendments be carried out to the draft Policy prior to further consideration.
3. Resolve not to place the draft Policy on public exhibition and retain the existing policy.

CONCLUSION

It is recommended that the revised Payment of Expenses and Provision of Facilities to Councillors Policy be publicly exhibited for 28 days as notice of intention to adopt.

SOCIAL IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Policies are due for ratification by Council.

STATUTORY IMPLICATIONS

Local Government Act 1993 (NSW)

252 Payment of expenses and provision of facilities

- (1) Within the first 12 months of each term of a council, the council must adopt a policy



concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor (if there is one) and the other councillors in relation to discharging the functions of civic office.

- (2) The policy may provide for fees payable under this Division to be reduced by an amount representing the private benefit to the mayor or a councillor of a facility provided by the council to the mayor or councillor.
- (3) A council must not pay any expenses incurred or to be incurred by, or provide any facilities to, the mayor, the deputy mayor (if there is one) or a councillor otherwise than in accordance with a policy under this section.
- (4) A council may from time to time amend a policy under this section.
- (5) A policy under this section must comply with the provisions of this Act, the regulations and any relevant guidelines issued under section 23A.

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

- (1) A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.
- (2) Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.
- (3) Despite subsections (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the council is of the opinion that the proposed amendment is not substantial.
- (4) (Repealed)
- (5) A council must comply with this section when proposing to adopt a policy in accordance with section 252(1) even if the council proposes to adopt a policy that is the same as its existing policy.

254 Decision to be made in open meeting

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

LEGAL IMPLICATIONS

Nil

OPERATIONAL PLAN IMPLICATIONS

This report links to the Operational Plan as follows:

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

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

RISK MANAGEMENT IMPLICATIONS

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

WASTE MANAGEMENT IMPLICATIONS



Nil

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

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



Payment of Expenses and Provision of Facilities to Councillors Policy

MSC02E

Contents

Policy summary

Part A – Introduction

1. Introduction
2. Policy objectives
3. Principles
4. Private or political benefit

Part B – Expenses

5. General expenses
6. Specific expenses
7. Insurances
8. Legal assistance

Part C – Facilities

9. General facilities for Councillors
10. Additional facilities for the Mayor

Part D – Processes

11. Approval, payment and reimbursement arrangements
12. Disputes
13. Return or retention of facilities
14. Publication
15. Reporting
16. Auditing
17. Breaches

Part E – Appendix

- Appendix I – Related legislation, guidance and policies
- Appendix II – Definitions

Policy summary

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

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

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

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

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

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

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

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

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

Part A – Introduction

1. Introduction

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

2. Policy objectives

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

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

3. Principles

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

4. Private or political benefit

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

Part B – Expenses

5. General expenses

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

6. Specific expenses

General travel arrangements and expenses

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

Interstate, overseas and long distance intrastate travel expenses

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

Travel expenses not paid by Council

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

Accommodation and meals

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

- 6.8. Council will reimburse costs for accommodation and meals while councillors are undertaking prior approved travel or professional development outside [insert relevant region e.g. metropolitan Sydney/the Hunter/the Murray].
- 6.9. The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.
- 6.10. The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the general manager, being mindful of Clause 6.19.
- 6.11. Councillors will not be reimbursed for alcoholic beverages.

Refreshments for council related meetings

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

Professional development

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

Conferences and seminars

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

Information Technologies and Resources

- 6.20. Council may provide resources in accordance with Council Policy – IT Policy for Councillors and Acceptable Use Policy. The use of such equipment, if provided, is to be in accordance with these policies.
- 6.21. The resources include iPads, scanners and printers, email, facsimiles, internet, intranet, mobile telephones, pagers, telephones, two way radios and digital cameras.

- 6.22. Council will also provide on request and at Council's expense a multi-function fax/copier/telephone and internet connection. Such resources shall remain the property of the Council.

Special requirement and carer expenses

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

7. Insurances

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

8. Legal assistance

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

Part C – Facilities

9. General facilities for all councillors

Facilities

- 9.1. Council will provide facilities to support the Mayor and the Councillors to undertake their functions of Civic Office.
- 9.2. Use of Council resources is subject to provisions of the Code of Conduct and Council's Policies.

- 9.3. Council facilities, equipment and services are not to be used to produce election material or for any other political purpose.

Stationery

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

Administrative support

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

10. Additional facilities for the mayor

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

- 10.10. Council will provide the Mayor with appropriate communication facilities (E.g. mobile phone, Blackberry or similar) with a monthly usage limit not exceeding seventy five dollars (\$75). Amounts exceeding this limit should be advised to the General Manager.
- 10.11. The use of such equipment, if provided, is to be in accordance with the guidelines set out in Council Policy – IT Policy for Councillors and Acceptable Use Policy.

Part D – Processes

11. Approval, payment and reimbursement arrangements

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

Direct payment

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

Reimbursement

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

Advance payment

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

Notification

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

Reimbursement to council

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

Timeframe for reimbursement

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

12. Disputes

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

13. Return or retention of facilities

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

14. Publication

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

15. Reporting

- 15.1. Council is required to include in its Annual Report:
 - a) Total amount of money expended during the year on Mayoral Fees and Councillor Fees;

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

Auditing

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

16. Breaches

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

PART E – Appendices

Appendix I: Related legislation, guidance and policies

Relevant legislation and guidance:

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

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

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

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

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

Related Council policies:

Code of Conduct

Appendix II: Definitions

The following definitions apply throughout this policy.

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

MUSWELLBROOK SHIRE COUNCIL - COUNCILLOR EXPENSES CLAIM

PERSONAL DETAILS	
Date:	
Name:	

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

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

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

Councillor signature

Date

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

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

TOTAL

MUSWELLBROOK SHIRE COUNCIL

COUNCILLOR DEVELOPMENT PROGRAM

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

PERSONAL DETAILS	
Date:	
Name:	
Councillor Signature:	

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

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

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

Authorisation Details

Authorised by:	Council
Minute No:	xxx
Date:	xxx
Review timeframe:	xxx
Department:	Governance
Document Owner:	Policy Officer

Details History

Version No.	Date changed	Policy type	Modified by	Amendments made
xxxx	09/06/2022		Kimberley Cotter	<p>Relevant provisions from current policy merged with the suggested Payment of Expenses and Provision of Facilities to Councillors template provided by OLG.</p> <p>Provisions in the current policy that are not also in the OLG template were omitted.</p> <p>Figures updated in accordance with 2022-23 budget.</p>



9.4.10. Debt Write-Off

Attachments:	Nil
Responsible Officer:	David Walsh - Director - Corporate Services & Chief Financial Officer
Author:	Mandy Fitzgerald – Senior Financial Accountant
Community Plan Issue:	6 - Community Leadership
Community Plan Goal:	24.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.
Community Plan Strategy:	Not Applicable

PURPOSE

The purpose of this report is to seek Council approval to write off \$61,371.44 of uncollectable debts.

OFFICER'S RECOMMENDATION

Council approves the write-off of \$61,371.44 of sundry, uncollectable debts, as listed below.

Moved: _____ **Seconded:** _____

BACKGROUND

Council has identified the below list of uncollectable sundry debts, with some balances too small to be sent to debt collection, too old to pursue legal action, or insufficient evidence exists to support legal action.

REPORT

The below table contains a list of debtors that are deemed uncollectable.



Debtor Account	Explanation	Write Off Amount
328.08	Too old to collect. Owner deceased	\$ 1,516.80
1173.02	Insufficient evidence.	\$ 1,209.00
1914.04	To Write Off	\$ 61.56
2296.12	To write off.	\$ 203.29
2613.08	Too old to collect. Owner deceased	\$ 2,568.60
2869.03	Insufficient evidence.	\$ 14,202.90
2869.04	Too old to collect	\$ 11,258.85
2869.06	Insufficient evidence.	\$ 3,167.52
4224.25	Rental dispute.	\$ 934.56
4380.03	Too old to collect	\$ 4,500.00
4850.14	Too old to collect	\$ 315.00
4911.14	Too old to collect	\$ 150.00
5247.08	Too old to collect	\$ 480.00
5321.12	Too old to collect	\$ 150.00
5421.08	Too old to collect	\$ 390.00
5478.04	Too old to collect	\$ 1,145.10
5752.14	Too old to collect	\$ 100.00
5753.12	Too old to collect	\$ 150.00
5801.29	Clear small credit.	\$ (0.41)
5910.12	Too old to collect	\$ 150.00
5921.17	To Write Off	\$ 74.00
5944.04	Small write off.	\$ 0.50
6094.04	Clear small credit	\$ (3.60)
6332.04	Insufficient evidence.	\$ 190.00
6537.08	Insufficient evidence.	\$ 337.80
6547.08	Insufficient evidence.	\$ 457.80
6601.08	Insufficient evidence.	\$ 480.00
6624.08	Insufficient evidence.	\$ 457.80
6625.08	Insufficient evidence.	\$ 457.80
6653.04	To Write Off	\$ 120.00
6679.04	Cannot find paperwork	\$ 40.00
6690.04	Insufficient evidence.	\$ 15,018.22
6697.08	Insufficient evidence.	\$ 464.50
6850.04	Insufficient evidence.	\$ 102.40
6882.04	Clear small credit	\$ (0.02)
6927.04	To Write Off	\$ 33.50
4224.03	To Write Off	\$ 244.97
4390.05	Insufficient evidence.	\$ 243.00
Grand Total		\$ 61,371.44

CONCLUSION

The list above has been identified as uncollectable. It would be prudent to write off these debts.

**9.4.11. Carryover Projects for 2022/23**

Attachments:	1. Capital Carryover for 22 23 [9.4.11.1 - 4 pages] 2. Operating Carryover 22 23 [9.4.11.2 - 2 pages]
Responsible Officer:	David Walsh - Director - Corporate Services & Chief Financial Officer
Author:	Mandy Fitzgerald – Senior Financial Accountant
Community Plan Issue:	6 - Community Leadership
Community Plan Goal:	24.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.
Community Plan Strategy:	Not Applicable

PURPOSE

To present the list of proposed operational and capital projects to be carried over to 2022/23 Financial year.

OFFICER'S RECOMMENDATION

1. The attached lists of Operating and Capital Carryovers be adopted.
2. The final value, based on the adjusted actual 2021/22 expenditure, be incorporated into the 2022/23 Budget prior to the September 2022 quarterly budget review.
3. New Grant Funding received in late June be carried over and incorporated into the September 2022 quarterly budget review.

Moved: _____ **Seconded:** _____

REPORT

The Operating and Capital list of carry over projects are attached for which budget allocations have not been fully utilised during 2021/22.

There are a number of reasons for the need to carry over these unspent funds. These include, grant funded projects that operate across multiple financial years and projects that were not in the original budget but have been added late in the financial year.

The Capital Projects total amount proposed to be carried over is \$40.456M. This figure includes the following large projects:

- Hunter Beach - \$3.15 million
- Civic Precinct (Town Square) - \$2.78 million
- Regional Entertainment Centre - \$5.62 million
- Olympic Park Project - \$2.98 million
- Resources for Regions – Round 5 - \$4.40 million
- Yarrawa Road - \$2.89 million



The Operating Projects total amount proposed to be carried over is \$1.59M.

Approval is being sought to carry over the projects included in the attached lists with the actual expenditure dated to 10 June 2022. Over the period of July and August 2022, end of financial year processing will be undertaken which will identify the actual expenditure for 2021/22 for the attached projects. This will result in the finalisation of actual amounts to be carried over and these figures will be incorporated into the 2022/23 Budget prior to the September 2022 quarterly budget review.

LIST B - CAPITAL PROJECTS PROPOSED TO BE CARRIED OVER TO 2022/2023

Project	21/22 Budget	Expended as at 10 June 2022	Proposed Carryover	Rationale for Carrying Over	Source of Funding
GENERAL FUND					
Adventure Playground	480,000	-	480,000	New Grant.	Grant Funded.
Muswellbrook Indoor Sports Centre	939,582	30,814	908,768	Multi-year project	Grant, Reserves
Buildings Renew and New	286,452	164,502	121,950	Works commenced.	Reserves, Revenue.
Liberty Swing - Simpson Park	75,000	-	75,000	Matched funding in 22/23 capital budget.	Grant Funded.
Recreation Capital Works	272,101	-	272,101	Works committed.	Grants, Revenue.
Bushfire Asset - Brigade Station	650,000	56,781	593,219	Multi-year project.	Grant Funded.
Hunter Beach	3,173,029	21,825	3,151,204	Multi-year project.	Grant, Reserves
Denman Netball Courts	206,286	-	206,286	Matched funding in 22/23 capital budget.	Grant Funded
General Design	39,582	5,800	33,782	Council Chambers design.	Revenue.
Aquatic Centre Project	2,960,959	2,720,216	240,743	Multi-year project.	Revenue, Grants, Borrowed Funds, Reserves
Library Books	94,242	59,871	34,371	Funds committed.	Revenue and Reserve
Library Subsidy Projects	165,282	77,617	87,665	Grant Funded project.	Grant Funded
Library Priority Grant	52,021	781	51,240	Grant Funded project.	Grant Funded
CBD Stage 7 (Town Centre)	1,000,000	-	1,000,000	Work to commence in June 2022	Revenue and Reserve
Civic Precinct (Town Square)	3,268,850	480,376	2,788,474	Multi-year project.	Reserves and Borrowings.
Muswellbrook and Denman Indoor Sports Centre Upgrades	299,250	27,991	271,259	Works currently underway.	Grant Funded

Project	21/22 Budget	Expended as at 10 June 2022	Proposed Carryover	Rationale for Carrying Over	Source of Funding
Animal Impounding Facility	2,908,138	1,797,176	1,110,962	Multi-year project.	Grant and Reserves
Denman Children's Centre	620,000	65,705	554,295	Project to be carried over and transferred to the Operating budget with associated funding sources.	Reserves.
Karoola Park Citizens Walk Pathway.	30,000	-	30,000	Contract awarded.	Reserves.
Olympic Park Project	3,435,739	446,169	2,989,570	Multi year project	Revenue and Reserves
Performance Centre	6,000,000	376,822	5,623,178	Multi year project.	Revenue and Reserves
Drainage - SRV	300,000	-	300,000	SRV Funding to be carried over to support approved projects.	Reserve.
Major Landcare Projects	228,254	121,755	106,499	Project work committed.	Revenue
Muscle Creek Nature Trail and Revegetation	237,500	19,029	218,471	Grant Funded project.	Grant Funded.
Denman Heritage Shed	897,740	11,699	886,041	Multi year project	Reserve
CPTIGS - Bus Shelters	48,400	-	48,400	Funds to support project included in the 22/23 Capital Budget.	Grants
Resources for Regions - Round 5	8,596,349	4,189,874	4,406,475	Multiple year projects	Grant, Reserves, Borrowed Funds
Resources for Regions - Round 6	1,255,178	330,400	924,778	Multiple year projects	Revenue, Grant, Reserves
Road Resealing Program	500,000	79,848	420,152	Funds committed and likely to be completed by 30 June.	Revenue
Bridge Renewal Program	95,000	42,895	52,105	Works underway for monitoring bridge structure.	Revenue
Road Safety Program - School Zone	479,797	225,069	254,728	Works to be finalised in the July School Holidays.	Grant Funded

Project	21/22 Budget	Expended as at 10 June 2022	Proposed Carryover	Rationale for Carrying Over	Source of Funding
Safety Device Renewal Program	135,000	57,752	77,248	Contract engaged.	Revenue
Natural Disaster Event - Widden Creek Bank.	223,569	-	223,569	New Grant.	Grant funded.
Sandy Creek Road Curve Improvement	246,506	70,802	175,704	Works continuing.	Grant funded.
Rosebrook Bridge	1,633,500	68,401	1,565,099	Multit year project.	Grant Funded
LED Fire Danger Warning Signs	152,304	-	152,304	New grant.	Grant Funded
Yarrawa Road (Fixing Local Roads)	4,931,278	2,036,173	2,895,105	Works continuing.	Grant Funded
Oakleigh Bridge Replacement	546,980	-	546,980	New Grant.	Grant funded.
Widden Valley Road Pavement Rehab	553,397	494,659	58,738	Project near completion.	Grant Funded.
Drainage - Lorne Street	1,091,767	3,543	1,088,224	Contract works commencing June 2022.	Grant and Revenue Funded.
Carpark Renewal	100,000	3,800	96,200	Works are programed to commence late June.	Revenue.
Leachate Dam	498,212	11,424	486,788	Work to commence in 22/23.	Reserve
Large Plant	1,479,925	309,925	1,170,000	Plant on order and tenders underway.	Revenue amd Reserves.
Purchase of Vehicles	417,486	287,108	130,378	Vehicles on order. Delivery will depend on availability of stock.	Reserves
Transport Vehicles	105,000	-	105,000	Vehicles on order. Delivery will depend on availability of stock.	Reserves
Total General Fund	\$51,709,655	\$14,696,602	\$37,013,053		
WATER FUND					
System Plant Asset Renewals	\$858,600	\$558,599	\$300,001	Projects works continue.	Reserve

Project	21/22 Budget	Expended as at 10 June 2022	Proposed Carryover	Rationale for Carrying Over	Source of Funding
Mains Renewal and Replacement	\$1,091,218	\$497,814	\$593,404	Tender awarded.	Reserve
Vehicle Replacement	\$117,394	\$38,710	\$78,684	Vehicle on order. Delivery will depend on availability of stock	Reserve
Water Stop Valve Replacement Program	\$159,496	\$123,261	\$36,235	Funds committed.	Reserve
Upgrade of Fluoride Dosing System	\$376,800	\$22,507	\$354,293	Project to commence in 22/23.	Reserve
Total Water Fund	\$2,603,508	\$1,240,891	\$1,362,617		
SEWER FUND					
Mains Renewal and Replacement Program	\$339,581	\$270,115	\$69,466	Funds committed.	Reserve
Access and Security Improvements RWTW	\$120,000	\$8,182	\$111,818	Fence committed and awaiting arrival.	Reserve
Transportation System Improvements	\$574,574	\$311,717	\$262,857	Funds committed.	Reserve
Total Sewer Fund	\$1,034,155	\$590,014	\$444,141		
FUTURE FUND					
Renew/New of Existing Assets	\$305,414	\$165,064	\$140,350	Funds committed.	Reserve.
Tertiary Education Centre II	6,632,716	5,135,988	1,496,728	Multiple year project.	Revenue and Reserves
Total Future Fund	\$6,938,130	\$5,301,052	\$1,637,078		
TOTAL ALL FUNDS	\$62,285,448	\$21,828,559	\$40,456,889		

LIST A - OPERATING PROJECTS PROPOSED TO BE CARRIED OVER TO 2022/2023

Project	21/22 Budget	Expended at 10 June 2022	Proposed Carryover	Rationale for Carrying Over	Source of Funding
Aboriginal Treaty	\$32,403	\$0	\$32,403	Project to commence 2022/23.	Reserves
Winter Holiday Break Program	\$7,000	\$0	\$7,000	New Grant Funded project.	Grant Funded
Reconnecting Regional NSW - Community Events	\$239,651	\$0	\$239,651	New Grant Funded project.	Grant Funded
Better Waste and Recycling	\$268,057	\$237,163	\$30,894	Grant Funded projects.	Grant Funded
Muscle Creek Flood Warning	\$26,666	\$17,013	\$9,653	Grant Funding from Planning Industry and Environment.	Revenue and 1/2 Grant Funded.
Mbk CBD Parking and Traffic Strategy Program	\$100,000	\$0	\$100,000	To support the Town Centre development in terms of parking.	Revenue
Rehabilitation of Muscle Creek	\$70,193	\$18,835	\$51,358	Multi Year grant funded project.	Grant Funded/Reserves
Community Safety Grants - RFS	\$7,045	\$5,643	\$1,402	Grant Funded project.	Grant Funded
Flying Fox	\$8,480	\$1,826	\$6,654	Multi Year grant funded project.	Grant Funded
WHS Development	\$45,684	\$16,570	\$29,114	Grant Funded project.	Grant Funded

Plant Review	\$35,585	\$25,000	\$10,585	Committed Civica Project.	Revenue
GL Restructure + Asset Project	\$124,033	\$5,853	\$118,180	Committed Civica Project.	Revenue
ITC Strategy	\$450,000	\$0	\$450,000	ITC Strategy - projects committed.	Waste Reserve
Software Upgrades	\$81,702	\$43,892	\$37,810	Committed Civica Projects	Revenue
TfNSW Block Grant	\$231,485	\$164,603	\$66,882	Grant Funded project.	Grant Funded.
Road Maintenance (Mangoola)	\$100,000	\$0	\$100,000	Contribution to be spent in 2022/23.	Contribution.
TOTAL GENERAL FUND	\$1,827,984	\$536,398	\$1,291,586		
GLE Pipeline	\$736,328	\$433,536	\$302,792	Multi Year project.	Water Fund Reserves
TOTAL WATER FUND	\$736,328	\$433,536	\$302,792		
TOTAL	\$2,564,312	\$969,934	\$1,594,378		

**9.4.12. Monthly Financial Reports - May 2022**

Attachments:	1. Monthly Financial Reports - May 2022 [9.4.12.1 - 9 pages]
Responsible Officer:	David Walsh - Director - Corporate Services & Chief Financial Officer
Author:	Mandy Fitzgerald – Senior Financial Accountant
Community Plan Issue:	6 - Community Leadership
Community Plan Goal:	24.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.
Community Plan Strategy:	24.1.2 - Appropriate matters are reported to Council in a timely manner in accordance with the Financial Control and Reporting Policy.

PURPOSE

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

OFFICER'S RECOMMENDATION

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

Moved: _____ **Seconded:** _____

REPORT

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

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

Below is a summary of key budget areas to be monitored and adjusted (if required).

General Fund

- Mixed Waste revenue is low at 60% and is currently being reviewed.
- Waste Levy revenue is below budget (but can be offset against the corresponding expense)
- Part of the 2022/23 Financial Assistance Grant has been received in advance – which shows the Operating Grants and Contributions area exceeding budget.
- Legal Fees are at 99% (Original budget \$392k. Current budget \$870k – actuals \$867k) and are being reviewed.



- There is a small list of projects within the Operating budget, that are either grant funded or have a commitment and will not be fully spent by 30 June. These projects will be identified, and a Carryover report will be presented to the June Council Meeting.

Water Fund

- Water User Fees and Charges sits at 92%, after the final water account was raised.

Sewer Fund

- Materials and Contracts are sitting under budget at 87%, however Sewer Treatment program continues to be monitored in areas like Chemical Costs and general costs (removal of biosolids).

Future Fund

- User Charges and Fees will be monitored, with a focus on debtor balances, which include the impact of COVID due to referrals.

Capital Projects Budget

- General Fund Projects – Current Budget \$71.9M. Actuals \$28.7M – 40% spent.
- Water Fund projects – Current Budget \$3.09M. Actuals \$1.5M – 48% spent.
- Sewer Fund projects – Current Budget \$1.95M. Actuals \$1.3M – 67% spent.
- A report will be presented to the June Council Meeting with a list of projects to be carried forward to the 2022/23 financial year.

Current Loans

- Two Closed Council Reports were tabled at the 24 May 2022 meeting. Both the \$7.980M refinanced loan and the \$2.5M loan have been executed with the Commonwealth Bank of Australia.

Debtors

- Overall debtor balances are high, however 73.6% sit in Current – 30 days outstanding.

A report will be presented at the June Closed Council Meeting with a list of debtors to be written off.

Muswellbrook Shire Council

Financial Report - May 2022



Council Consolidated												
Account Group	Monthly Actuals	Monthly Budget	Monthly Var	Mth Var %	YTD Actuals	YTD March Review Budget	YTD Var	YTD % Spend vs Budget	Full-Year Budget	March Review Budget	YTD % vs FY Mar Review Budget	Variance Commentary (By material exception)
	Monthly				YTD				Full Year			
Revenue												
Rates and Charges	\$227,424	\$2,449,943	(\$2,222,519)	-91%	\$29,421,895	\$26,949,371	\$2,472,524	9%	\$29,399,314	\$29,399,314	100%	Revenue timing will result in monthly unfavourable variances for much of the year. * Rates & Charges are at 100% of the FY Budget * User Charges & Fees are behind from a YTD perspective, with 85% FY Budget achievement * Operating Grants and Contributions at 120%. Note part of the Financial Assistance Grant was paid in advance. * Overall revenue is at 94% of the FY budget
User Charges and Fees	\$2,539,514	\$1,540,967	\$998,547	65%	\$15,627,606	\$16,950,636	(\$1,323,030)	-8%	\$20,325,816	\$18,491,603	85%	
Interest and Investments Revenues	\$45,026	\$49,922	(\$4,896)	-10%	\$477,149	\$549,141	(\$71,992)	-13%	\$710,743	\$599,063	80%	
Other Revenues	\$195,816	\$209,114	(\$13,298)	-6%	\$2,001,011	\$2,300,257	(\$299,246)	-13%	\$2,588,546	\$2,509,372	80%	
Operating Grants and Contributions	\$1,023,723	\$636,674	\$387,049	61%	\$9,184,959	\$7,003,410	\$2,181,549	31%	\$5,882,317	\$7,640,084	120%	
Internal Revenue	\$290,700	\$453,540	(\$162,840)	-36%	\$3,334,366	\$4,988,943	(\$1,654,577)	-33%	\$5,750,710	\$5,442,484	61%	See individual funds for commentary specific to that fund
Total Revenue	\$4,322,203	\$5,340,160	(\$1,017,957)	-19%	\$60,046,986	\$58,741,759	\$1,305,227	2%	\$64,657,445	\$64,081,919	94%	
Expenses												
Wages and Salaries	\$1,256,093	\$1,219,533	(\$36,560)	-3%	\$12,233,262	\$13,414,859	\$1,181,597	9%	\$14,761,285	\$14,634,392	84%	Overall costs are below from a YTD perspective - at 80% against FY budget.
Materials and Contracts	\$1,205,088	\$1,691,114	\$486,026	29%	\$14,199,479	\$18,602,258	\$4,402,779	24%	\$19,142,448	\$20,293,372	70%	
Other Costs	\$283,500	\$581,903	\$298,403	51%	\$5,654,750	\$6,400,929	\$746,179	12%	\$6,414,458	\$6,982,832	81%	
Borrowing Costs	\$131,090	\$176,614	\$45,524	26%	\$1,527,281	\$1,942,753	\$415,472	21%	\$2,137,285	\$2,119,367	72%	
Overheads	\$316,357	\$367,046	\$50,689	14%	\$3,496,591	\$4,037,504	\$540,913	13%	\$4,387,884	\$4,404,550	79%	
Depreciation	\$1,187,023	\$1,189,582	\$2,559	0%	\$13,060,153	\$13,085,402	\$25,249	0%	\$14,528,106	\$14,274,984	91%	See individual funds for commentary specific to that fund
Total Expenses	\$4,379,151	\$5,225,791	\$846,640	16%	\$50,171,516	\$57,483,705	\$7,312,189	13%	\$61,371,465	\$62,709,496	80%	
Result	(\$56,948)	\$114,369	(\$171,317)		\$9,875,470	\$1,258,054	\$8,617,416		\$3,285,979	\$1,372,423		

Muswellbrook Shire Council

Financial Report - May 2022



General Fund												
Account Group	Monthly Actuals	Monthly Budget	Monthly Var	Mth Var %	YTD Actuals	YTD March Review Budget	YTD Var	YTD % Spend vs FY Budget	Full-Year Budget	March Review Budget	YTD % vs FY Mar Review Budget	Variance Commentary (By material exception)
	Monthly				YTD				Full Year			
Revenue												
Rates and Charges	(\$313)	\$1,887,690	(\$1,888,003)	-100%	\$22,661,572	\$20,764,588	\$1,896,984	9%	\$22,652,278	\$22,652,278	100%	
User Charges and Fees	\$855,046	\$633,299	\$221,747	35%	\$5,552,002	\$6,966,285	(\$1,414,283)	-20%	\$7,983,830	\$7,599,583	73%	Revenue commentary will focus on material exceptions and concerns
Interest and Investments Revenues	\$40,900	\$36,381	\$4,519	12%	\$357,593	\$400,192	(\$42,599)	-11%	\$450,573	\$436,573	82%	* User Charges and Fees are behind from a YTD perspective, at 73% of FY budget; largely due to lower Mixed Waste fees and the Waste Levy (which is offset in Materials and Contracts)
Other Revenues	\$195,816	\$208,805	(\$12,989)	-6%	\$1,997,294	\$2,296,850	(\$299,556)	-13%	\$2,588,546	\$2,505,655	80%	* Operating Grants and Contributions at 120% due to part of the 2022/23 Financial Assistance Grant being received in advance.
Operating Grants and Contributions	\$1,023,723	\$630,225	\$393,498	62%	\$9,107,569	\$6,932,470	\$2,175,099	31%	\$5,808,198	\$7,562,694	120%	
Internal Revenue	\$290,700	\$392,451	(\$101,751)	-26%	\$3,214,366	\$4,316,962	(\$1,102,596)	-26%	\$5,017,639	\$4,709,413	68%	
Total Revenue	\$2,405,872	\$3,788,850	(\$1,382,978)	-37%	\$42,890,396	\$41,677,346	\$1,213,050	3%	\$44,501,064	\$45,466,196	94%	
Expenses												
Wages and Salaries	\$1,102,677	\$1,028,436	(\$74,241)	-7%	\$10,379,921	\$11,312,791	\$932,870	8%	\$12,471,836	\$12,341,226	84%	
Materials and Contracts	\$816,037	\$1,289,184	\$473,147	37%	\$10,667,518	\$14,181,020	\$3,513,502	25%	\$14,484,353	\$15,470,203	69%	Overall costs are under from a YTD perspective - with costs at 80% against FY budget
Other Costs	\$118,991	\$414,333	\$295,342	71%	\$4,261,372	\$4,557,668	\$296,296	7%	\$4,577,566	\$4,972,002	86%	
Borrowing Costs	\$11,600	\$36,499	\$24,899	68%	\$141,475	\$401,491	\$260,016	65%	\$437,990	\$437,990	32%	
Overheads	\$133,704	\$169,404	\$35,700	21%	\$1,470,742	\$1,863,446	\$392,704	21%	\$2,032,850	\$2,032,850	72%	
Depreciation	\$798,266	\$799,991	\$1,725	0%	\$8,780,949	\$8,799,902	\$18,953	0%	\$10,018,463	\$9,599,893	91%	
Total Expenses	\$2,981,275	\$3,737,847	\$756,572	20%	\$35,701,977	\$41,116,317	\$5,414,340	13%	\$44,023,058	\$44,854,164	80%	
Result	(\$575,403)	\$51,003	(\$626,406)		\$7,188,419	\$561,029	\$6,627,390		\$478,006	\$612,032		

Muswellbrook Shire Council

Financial Report - May 2022



Water Fund												
Account Group	Monthly Actuals	Monthly Budget	Monthly Var	Mth Var %	YTD Actuals	YTD March Review Budget	YTD Var	YTD % Spend vs FY Budget	Full-Year Budget	March Review Budget	YTD % vs FY Mar Review Budget	Variance Commentary (By material exception)
	Monthly				YTD				Full Year			
Revenue												
Rates and Charges	\$0	\$146,663	(\$146,663)	-100%	\$1,769,261	\$1,613,296	\$155,965	10%	\$1,759,959	\$1,759,959	101%	* Water usage charges for YTD (92% after final water account has been raised) are below budget due to lower-than-expected consumption. * Interest and Investment revenue remains low - due to lower rates. Overall revenue is sitting low at 88%.
User Charges and Fees	\$1,108,842	\$294,062	\$814,780	277%	\$3,231,601	\$3,234,682	(\$3,081)	0%	\$4,482,744	\$3,528,744	92%	
Interest and Investments Revenues	\$2,563	\$8,446	(\$5,883)	-70%	\$77,488	\$92,907	(\$15,419)	-17%	\$199,033	\$101,353	76%	
Other Revenues	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	0%	
Operating Grants and Contributions	\$0	\$3,215	(\$3,215)	-100%	\$38,586	\$35,370	\$3,216	9%	\$37,526	\$38,586	100%	
Internal Revenue	\$0	\$32,605	(\$32,605)	-100%	\$0	\$358,650	(\$358,650)	-100%	\$391,254	\$391,254	0%	
Total Revenue	\$1,111,405	\$484,991	\$626,414	129%	\$5,116,936	\$5,334,905	(\$217,969)	-4%	\$6,870,516	\$5,819,896	88%	
Expenses												
Wages and Salaries	\$82,190	\$100,308	\$18,118	18%	\$956,098	\$1,103,391	\$147,293	13%	\$1,203,699	\$1,203,699	79%	Overall costs are below FY projections - at 77% against FY budget. * All cost categories are below expected levels for YTD.
Materials and Contracts	\$206,665	\$191,744	(\$14,921)	-8%	\$1,560,867	\$2,109,186	\$548,319	26%	\$1,880,644	\$2,300,930	68%	
Other Costs	\$68,718	\$60,728	(\$7,990)	-13%	\$447,392	\$668,010	\$220,618	33%	\$509,644	\$728,738	61%	
Borrowing Costs	\$5,167	\$7,122	\$1,955	27%	\$37,866	\$78,345	\$40,479	52%	\$85,467	\$85,467	44%	
Overheads	\$113,231	\$127,526	\$14,295	11%	\$1,253,874	\$1,402,782	\$148,908	11%	\$1,521,975	\$1,530,308	82%	
Depreciation	\$157,717	\$158,549	\$832	1%	\$1,734,888	\$1,744,042	\$9,154	1%	\$1,972,310	\$1,902,592	91%	
Total Expenses	\$633,688	\$645,978	\$12,290	2%	\$5,990,985	\$7,105,756	\$1,114,771	16%	\$7,173,738	\$7,751,733	77%	
Result	\$477,717	(\$160,986)	\$638,703		(\$874,049)	(\$1,770,851)	\$896,802		(\$303,222)	(\$1,931,837)		

Muswellbrook Shire Council

Financial Report - May 2022



Sewer Fund												
Account Group	Monthly Actuals	Monthly Budget	Monthly Var	Mth Var %	YTD Actuals	YTD March Review Budget	YTD Var	YTD % Spend vs FY Budget	Full-Year Budget	March Review Budget	YTD % vs FY Mar Review Budget	Variance Commentary (By material exception)
	Monthly				YTD				Full Year			
Revenue												
Rates and Charges	\$227,737	\$415,590	(\$187,853)	-45%	\$4,991,062	\$4,571,487	\$419,575	9%	\$4,987,077	\$4,987,077	100%	Overall revenue sits at 98% * User Charges is sitting lower than expected at 79%. The Septage Receival process, when set up, will boost income *Interest and Investment Revenue remains lower than budgeted as current investments continue with low rates.
User Charges and Fees	\$67,612	\$38,743	\$28,869	75%	\$368,572	\$426,172	(\$57,600)	-14%	\$540,384	\$464,915	79%	
Interest and Investments Revenues	\$1,563	\$5,095	(\$3,532)	-69%	\$42,068	\$56,042	(\$13,974)	-25%	\$61,136	\$61,136	69%	
Other Revenues	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	0%	
Operating Grants and Contributions	\$0	\$3,234	(\$3,234)	-100%	\$38,804	\$35,570	\$3,234	9%	\$36,593	\$38,804	100%	
Internal Revenue	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	0%	
Total Revenue	\$296,912	\$462,661	(\$165,749)	-36%	\$5,440,506	\$5,089,270	\$351,236	7%	\$5,625,189	\$5,551,931	98%	
Expenses												
Wages and Salaries	\$52,504	\$70,724	\$18,220	26%	\$692,911	\$777,960	\$85,049	11%	\$848,684	\$848,684	82%	Overall costs are in line with FY projections - with costs at 87% against FY budget.
Materials and Contracts	\$64,534	\$83,961	\$19,427	23%	\$810,774	\$923,571	\$112,797	12%	\$861,400	\$1,007,532	80%	
Other Costs	\$48,798	\$33,952	(\$14,846)	-44%	\$324,491	\$373,471	\$48,980	13%	\$451,344	\$407,423	80%	
Borrowing Costs	\$54,295	\$61,729	\$7,434	12%	\$627,315	\$679,014	\$51,699	8%	\$740,742	\$740,742	85%	
Overheads	\$69,422	\$70,116	\$694	1%	\$771,975	\$771,276	(\$699)	0%	\$833,060	\$841,393	92%	
Depreciation	\$179,855	\$179,855	\$0	0%	\$1,981,265	\$1,978,405	(\$2,860)	0%	\$1,889,959	\$2,158,260	92%	
Total Expenses	\$469,408	\$500,336	\$30,928	6%	\$5,208,731	\$5,503,698	\$294,967	5%	\$5,625,189	\$6,004,034	87%	
Result	(\$172,496)	(\$37,675)	(\$134,821)		\$231,775	(\$414,428)	\$646,203		\$0	(\$452,103)		

Muswellbrook Shire Council

Financial Report - May 2022



Future Fund												
Account Group	Monthly Actuals	Monthly Budget	Monthly Var	Mth Var %	YTD Actuals	YTD March Review Budget	YTD Var	YTD % Spend vs FY Budget	Full-Year Budget	March Review Budget	YTD % vs FY Mar Review Budget	Variance Commentary (By material exception)
	Monthly				YTD				Full Year			
Revenue												
Rates and Charges	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	0%	* COVID deferrals and shop vacancies have impacts on the User Charges. These figures include the June rental. *Example of COVID Impact, Sam Adams College income is \$78k down as compared to this time last year.
User Charges and Fees	\$508,014	\$574,863	(\$66,849)	-12%	\$6,475,431	\$6,323,498	\$151,933	2%	\$7,318,858	\$6,898,362	94%	
Interest and Investments Revenues	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	0%	
Other Revenues	\$0	\$310	(\$310)	-100%	\$3,717	\$3,407	\$310	9%	\$0	\$3,717	100%	
Operating Grants and Contributions	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	0%	
Internal Revenue	\$0	\$28,485	(\$28,485)	-100%	\$120,000	\$313,332	(\$193,332)	-62%	\$341,817	\$341,817	35%	
Total Revenue	\$508,014	\$603,658	(\$95,644)	-16%	\$6,599,148	\$6,640,238	(\$41,090)	-1%	\$7,660,675	\$7,243,896	91%	
Expenses												
Wages and Salaries	\$18,722	\$20,065	\$1,343	7%	\$204,332	\$220,717	\$16,385	7%	\$237,065	\$240,782	85%	Overall costs are below FY projections - with costs at 80% against FY budget. * All expense categories are at or below expected levels for YTD
Materials and Contracts	\$117,852	\$126,226	\$8,374	7%	\$1,160,320	\$1,388,481	\$228,161	16%	\$1,916,051	\$1,514,707	77%	
Other Costs	\$46,993	\$72,889	\$25,896	36%	\$621,495	\$801,780	\$180,285	22%	\$875,904	\$874,669	71%	
Borrowing Costs	\$60,028	\$71,264	\$11,236	16%	\$720,625	\$783,904	\$63,279	8%	\$873,086	\$855,168	84%	
Overheads	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	0%	
Depreciation	\$51,185	\$51,187	\$2	0%	\$563,051	\$563,052	\$1	0%	\$647,374	\$614,239	92%	
Total Expenses	\$294,780	\$341,630	\$46,850	14%	\$3,269,823	\$3,757,934	\$488,111	13%	\$4,549,480	\$4,099,565	80%	
Result	\$213,234	\$262,028	(\$48,794)		\$3,329,325	\$2,882,303	\$447,022		\$3,111,196	\$3,144,331		

Muswellbrook Shire Council

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



	YTD Actuals	Carry Overs	Total Budget	September Review Var	December Review Var	March Review Var	March Review Budget	YTD %	Over Budget
General & Future Fund Projects									
111 Brook Street Mbk Purchase	218,005	-	-	220,000	-	-	220,000	99%	
Aquatic Centres program	63,744	-	60,000	-	60,000	(17,984)	102,016	62%	
Art Acquisitions	73,091	-	65,000	-	5,000	3,091	73,091	100%	
Bakery Set Up	56,064	99,794	99,794	-	-	-	99,794	56%	
Bridges St Footpath	46,119	-	61,664	-	-	-	61,664	75%	
Bridges Renewal program	45,108	-	95,000	-	-	-	95,000	47%	
Buildings New and Replacement	143,590	451,034	1,676,034	(450,000)	-	-	1,226,034	12%	
Busifire Assets	50,841	-	250,000	-	400,000	-	650,000	8%	
Capital Works Contingency	-	-	150,000	(150,000)	-	-	-	0%	
Carpark Renewal program	3,800	-	100,000	-	-	-	100,000	4%	
CBD Stage 7 (Town Centre)	-	-	750,000	-	250,000	-	1,000,000	0%	
Civic Precinct (Town Square)	480,376	-	3,804,615	-	(535,765)	-	3,268,850	15%	
Contribution to Future Fund (Objections)	-	-	1,320,154	-	-	-	1,320,154	0%	
Corporate Services General program	60,806	-	148,006	(65,000)	-	5,418	88,424	69%	
COVID 19	119,580	-	119,580	-	-	-	119,580	100%	
CPTIGS - Bus Shelter	-	48,400	48,400	-	-	-	48,400	0%	
Denman Childrens Centre - Expansion	53,239	-	897,740	620,000	-	-	620,000	9%	
Denman Heritage Village	11,699	37,740	897,740	-	-	-	897,740	1%	
Denman Neiball Courts	-	-	600,000	-	(393,714)	-	206,286	0%	
Developer Coordinated Works program	-	-	25,000	-	-	-	25,000	0%	
Drainage	-	-	300,000	-	-	-	300,000	0%	
Drainage Devices program	7,500	-	140,000	-	-	(113,669)	26,131	29%	
Drainage Channel - Lorne Street	1,793	-	-	-	-	1,091,767	1,091,767	0%	
Emulsion Tank	-	80,000	80,000	-	-	(80,000)	-	0%	
Footpath and Cycleway Renewal program	135,000	-	135,000	-	-	-	135,000	100%	
Future Fund Contribution	-	-	1,679,846	-	-	-	1,679,846	0%	
General Design Program	5,800	-	45,000	-	-	(5,418)	39,582	15%	
General Projects - Loans	-	-	200,000	-	-	(200,000)	-	0%	
Heavy Patching program	248,546	-	252,533	-	-	-	252,533	98%	
Hunter 2050 Foundation	-	-	500,000	(500,000)	-	-	-	0%	
Hunter Beach	21,825	2,923,029	2,923,029	250,000	-	-	3,173,029	1%	
Investigation and Design - Aquatic Centre	2,718,504	1,992,975	2,792,975	150,000	-	17,984	2,960,959	92%	
Ironbark Road Footpath	232,903	-	250,000	-	-	-	250,000	93%	
Karoela Park Citizens Walk Pathway	-	20,000	20,000	-	10,000	-	30,000	0%	
Kerb and Gutter Replacement program	116,336	-	117,000	-	-	-	117,000	99%	
Kirk and Pabstville Bridges	-	-	75,776	-	-	-	75,776	0%	
Large Plant Items	309,925	395,000	966,500	-	(134,606)	648,031	1,479,925	21%	
Leachdale Dam	11,424	498,212	498,212	-	-	-	498,212	2%	
LED Fire Danger Warning Signs (BSBR)	-	-	-	-	-	152,304	152,304	0%	
Library Books General Capital Purchases	59,871	35,742	94,242	-	-	-	94,242	64%	
Library Subsidy Projects	77,617	129,422	129,422	-	35,860	-	165,282	47%	
LISF - Roads Infrastructure Backlog	350,782	-	350,782	-	-	-	350,782	100%	
Local Priority Grant	781	34,021	45,021	-	7,000	-	52,021	2%	
Major Landcare Projects	115,873	3,254	228,254	-	-	-	228,254	51%	
Manoocla Road Upgrade	468,300	-	4,927,178	-	468,300	-	468,300	100%	
Marketplace	3,966,736	-	4,927,178	-	-	-	4,927,178	81%	
Marketplace Air Conditioning	398,491	398,494	398,494	-	-	-	398,494	100%	
Mbk and Dm Indoor Sports Centre Upgrade	27,991	-	299,250	299,250	-	-	299,250	9%	
MSC Depot	-	-	2,200,000	(2,000,000)	(200,000)	-	-	0%	
Muscle Creek Nature Trail and Revegetation	19,029	-	237,500	237,500	-	-	237,500	8%	
New Footpath and Cycleway program	133,903	-	135,000	-	-	-	135,000	99%	
Oakleigh Bridge Replacement (BSBR)	-	-	-	-	-	546,980	546,980	0%	
Olympic Park Project	446,469	222,554	2,348,747	-	1,086,992	-	3,435,739	13%	
Performance and Convention Centre	376,822	-	6,434,000	(434,000)	-	-	6,000,000	6%	
Public Art Sculpture	67,387	34,295	84,295	-	(5,000)	-	79,295	85%	
Companion Animal Impounding Facility	1,797,176	2,391,041	2,391,041	500,000	-	-	2,891,041	62%	
Purchase of Vehicles	287,106	157,486	417,486	-	-	-	417,486	69%	
Recreation Capital Works	273,303	280,180	695,180	-	122,516	39,054	856,750	32%	
Regional Road Renewal program	67,859	-	70,000	-	-	-	70,000	97%	
Renewal of Existing Assets/New Acquisition	142,783	-	705,414	(400,000)	-	-	305,414	47%	
Replace Failed Fence	2,293	-	75,000	75,000	-	-	75,000	3%	
Resources for Regions - Mine Affected Road	-	-	462,515	(462,515)	-	-	-	0%	
Resources for Regions - Round 5	4,019,441	8,143,687	8,143,687	-	452,662	-	8,596,349	47%	
Resources for Regions - Round 6	330,400	1,108,627	1,108,627	-	-	-	1,108,627	30%	
Resources for Regions Road Program	-	-	-	-	-	-	-	0%	
Road Design Program	48,532	50,000	100,000	-	-	-	100,000	49%	
Road Resealing program	79,848	-	500,000	-	-	-	500,000	16%	
Roads Capital Contingency	-	-	150,000	(150,000)	-	-	-	0%	
Roads to Recovery Program	-	-	577,898	-	-	(577,898)	-	0%	
Road Safety Program-School Zone	225,654	-	-	-	479,797	-	479,797	47%	
Rosebrook Bridge	68,401	-	1,633,500	1,633,500	-	-	1,633,500	4%	
Rosemount Road Culvert	849,085	-	850,000	-	-	-	850,000	100%	
Rural Road Pavement and Rehabilitation	256,520	-	350,000	-	-	-	350,000	74%	
Rural Road Resurfacing Program	101,500	-	375,000	(119,978)	-	-	255,022	40%	
Safety Audit Ridealands Road	-	47,272	47,272	-	-	-	47,272	0%	
Safety Device Renewal program	57,752	-	135,000	-	-	-	135,000	43%	
Sandy Creek Road Curve Improvement	70,802	246,506	246,506	-	-	-	246,506	29%	
Sandy Hollow Village Centre	130,173	174,403	214,403	-	-	-	214,403	61%	
Shire Relief Fund Contribution	-	-	50,000	-	-	(50,000)	-	0%	
Sport and Recreation Small Capital Grants	7,483	-	25,000	(17,516)	-	-	7,484	100%	
Throby ACT	476,666	-	520,000	-	-	-	520,000	92%	
Town Education Centre 2	5,135,988	3,232,716	5,732,716	-	900,000	-	6,632,716	77%	
Transport Vehicles	-	-	105,000	-	-	-	105,000	0%	
Urban Road Renewal Program	-	-	400,000	-	-	(400,000)	-	0%	
Waste Management Facility	27,878	-	60,000	-	-	-	60,000	46%	
Widdien Valley Road Pavement Rehab	454,666	553,397	553,397	-	-	-	553,397	82%	
Wilkinson Bridge	98,789	-	107,823	-	-	-	107,823	92%	
Yarrava Road (Filling Local Roads)	2,036,173	131,278	4,931,278	-	-	-	4,931,278	41%	
Total General Fund	28,794,643	23,920,559	67,047,536	4,420,250	125,033	359,460	71,952,279	40%	-
Water Fund									
Asbestos Removal	-	-	55,000	-	(55,000)	-	-	0%	
Depot - Investigation and Design	33,854	166,673	166,673	-	-	-	166,673	20%	
Laboratory Equipment	2,457	-	25,000	-	-	-	25,000	10%	
Mains Renewal and Replacement	497,814	313,958	733,958	-	55,000	-	808,958	62%	
Office Upgrade	-	-	-	-	-	-	-	0%	
Replacement of Water Meters program	31,149	-	78,000	-	-	-	78,000	40%	
Sandy Hollow Augmentation	23,428	-	23,428	-	-	-	23,428	100%	
South Muswellbrook Reservoir	205,619	-	327,972	-	-	-	327,972	63%	
System Plant Asset Renewals	443,282	-	858,600	-	-	-	858,600	52%	
Urograde Fluoride Dosino System WTP	22,507	-	376,800	-	376,800	-	376,800	6%	
Vehicle Replacement	78,384	-	100,000	-	-	-	100,000	78%	
Vehicle-Equipment Replacement	38,710	57,394	117,394	-	-	-	117,394	33%	
Water Fund Environmental Grants	-	-	55,000	-	-	-	55,000	0%	
Water Stop Valve Replacement	123,261	159,496	159,496	-	-	-	159,496	77%	
Total Water Fund	1,599,465	697,521	2,729,521	376,800	-	-	3,997,321	45%	-
Sewer Fund									
Access & Security Improvements RWTW	1,377	-	20,000	-	-	-	20,000	7%	
Denman Treatment Plant Upgrade	5,000	-	-	-	33,000	-	33,000	15%	
Mains Renewal and Replacement	270,115	29,581	339,581	-	-	-	339,581	80%	
Sewer Plant and Equipment	20,740	-	35,000	-	-	-	35,000	59%	
Solar Array	-	-	1,800,000	-	-	(1,800,000)	-	0%	
System Plant Asset Renewals	121,967	-	140,000	-	-	-	140,000	87%	
Transportation System Improvement	279,236	-	674,574	-	-	-	674,574	41%	
Loan - Sewer RWTW	571,652	-	624,041	-	-	-	624,041	92%	
Skullbar Main	42,494	-	86,344	-	-	-	86,344	49%	
Total Sewer Fund	1,112,491	29,581	3,719,540	-	33,000	-	1,890,000	57%	-
Consolidated Total	31,607,599	24,647,661	73,487,597	4,797,050	158,033	1,440,540	77,002,140	40%	-

Details of Current Council Loans



Balance at 30/06/2021	Payment Type	2019/20 Repayments	2020/21 Repayments	2021/22 Repayments	2022/23 Repayments	2023/24 Repayments	2024/25 Repayments	2025/26 Repayments	2026/27 Repayments	2027/28 Repayments	2028/29 Repayments	2029/30 Repayments	2030/31 Repayments
Water Fund													
\$1,007,297	Principal	\$310,206	\$330,160	\$351,400	\$375,624	\$280,273	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Interest	\$87,745	\$67,791	\$46,551	\$23,815	\$4,977	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$397,951	\$397,951	\$397,951	\$399,439	\$285,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund													
\$15,619,999	Principal	\$642,256	\$677,873	\$710,385	\$743,509	\$778,430	\$816,997	\$856,300	\$780,502	\$815,416	\$850,535	\$886,347	\$922,883
	Interest	\$761,835	\$726,218	\$693,706	\$660,582	\$625,661	\$587,094	\$549,281	\$509,827	\$474,913	\$439,794	\$403,982	\$367,446
	Total	\$1,404,091	\$1,404,091	\$1,404,091	\$1,404,091	\$1,404,091	\$1,404,091	\$1,405,581	\$1,290,329	\$1,290,329	\$1,290,329	\$1,290,329	\$1,290,329
General Fund													
\$7,033,329	Principal	\$592,931	\$614,941	\$715,625	\$747,212	\$589,049	\$398,903	\$411,895	\$425,955	\$440,494	\$455,537	\$471,112	\$400,583
	Interest	\$226,943	\$245,540	\$233,183	\$201,596	\$160,992	\$145,179	\$147,540	\$133,362	\$118,758	\$103,536	\$87,667	\$59,397
	Total	\$819,874	\$860,481	\$948,808	\$948,808	\$750,041	\$544,083	\$559,435	\$559,318	\$559,252	\$559,073	\$558,780	\$459,980
Future Fund													
\$45,600,163	Principal	\$4,822,070	\$5,116,650	\$5,447,178	\$5,288,747	\$4,625,951	\$4,747,820	\$4,672,525	\$2,736,585	\$2,781,513	\$2,095,246	\$1,306,313	\$1,010,380
	Interest	\$1,196,886	\$964,183	\$839,494	\$736,121	\$732,550	\$679,379	\$609,912	\$510,992	\$442,438	\$380,663	\$336,230	\$270,629
	Total	\$6,018,956	\$6,080,833	\$6,286,672	\$6,024,868	\$5,358,501	\$5,427,199	\$5,282,437	\$3,247,577	\$3,223,952	\$2,475,910	\$1,642,544	\$1,281,009
\$69,260,789		\$8,640,872	\$8,743,355	\$9,037,522	\$8,777,205	\$7,797,882	\$7,375,373	\$7,247,453	\$5,097,223	\$5,073,533	\$4,325,312	\$3,491,652	\$3,031,318

Purpose	Original Amount	Interest Rate	Balance at 30/06/2021	2021/22 Principal Repayments	2021/22 Interest Repayments	2021/22 Total Payments	Year of Final Payment	Notes (If any)
Water - South Muswellbrook Reservoir	\$1,100,000	6.03%	\$177,682	\$85,735	\$6,377	\$92,112	2022/23	
Water - Sandy Hollow Augmentation	\$300,000	6.09%	\$48,855	\$23,428	\$1,780	\$25,208	2022/23	
Water - South Muswellbrook Reservoir	\$3,200,000	6.61%	\$780,760	\$242,238	\$38,394	\$280,632	2023/24	
Sewer - Mains and Pump Stations	\$1,300,000	6.50%	\$493,102	\$86,344	\$27,418	\$113,762	2025/26	
General - Widden Bridge	\$1,750,000	6.00%	\$1,235,130	\$75,776	\$70,290	\$146,066	2034/35	
General - Smiths Bridge	\$1,573,967	4.28%	\$1,242,076	\$61,664	\$50,833	\$112,497	2024/25	
General - Roads Infrastructure Backlog	\$3,000,000	5.90%	\$924,205	\$350,782	\$54,528	\$405,310	2023/24	LIFS interest rate subsidy applies
General - Olympic Park Bridge	\$1,785,000	1.45%	\$1,749,405	\$107,823	\$24,668	\$132,491	2025/26	
Future Fund	\$3,300,000	1.60%	\$3,135,000	\$165,000	\$48,950	\$213,950	2024/25	
Future Fund - Seven Hills, Campbell's Corr	\$13,500,000	2.32%	\$9,863,009	\$1,882,507	\$218,357	\$2,100,864	2021/22	To be refinanced this year
Future Fund - Muswellbrook Marketplace	\$13,276,500	1.20%	\$12,817,758	\$616,862	\$151,900	\$768,762	2023/24	
Future Fund - Muswellbrook Marketplace	\$5,000,000	3.43%	\$1,693,904	\$954,627	\$45,373	\$1,000,000	2022/23	
Future Fund - Muswellbrook Marketplace	\$12,500,000	2.34%	\$10,593,826	\$1,308,183	\$239,901	\$1,548,084	2024/25	
Sewer - Sewer Treatment Plant	\$7,000,000	4.49%	\$6,326,136	\$252,074	\$278,898	\$530,972	2038/39	
Sewer - Sewer Treatment Plant	\$10,000,000	4.50%	\$8,800,761	\$371,967	\$387,390	\$759,357	2037/38	
Covid 19	\$2,000,000	1.77%	\$1,882,513	\$119,580	\$32,863	\$152,443	2022/23	
Throsby ACT	\$7,800,000	1.86%	\$7,496,667	\$520,000	\$135,013	\$655,013	2025/26	
TOTAL	\$88,385,467		\$69,260,789	\$7,224,590	\$1,812,933	\$9,037,523		

MUSWELLBROOK SHIRE COUNCIL



RESERVES TRANSACTIONS

Balance as at 30 June 2021 \$'000's	2021/2022 Original Budget		Carryovers	September 21 Review Changes		December 21 Review Changes		March 22 Review Changes		June 22 Review Changes		Closing Balance 30 June 2022 (Fcst)	Comments
	Transfer to	Transfer From	Transfer From	Transfer to	Transfer From	Transfer to	Transfer From	Transfer to (\$'000's)	Transfer From (\$'000's)	Transfer to (\$'000's)	Transfer From (\$'000's)		
Unrestricted	3,022	(1,000)	(22)		(288)		(415)					1,297	
Externally Restricted													
General Fund	16,831	2,164	(5,177)	(7,207)	(970)	(492)		180	-			5,329	
Domestic Waste	790											790	
Road Network Efficiency	2,034			(2,034)								-	
Unexpended Grants (G)	4,970			(1,683)		(250)						3,037	
VPA's	5,609	2,164	(2,664)	(3,490)	(970)			180	-			829	
Unexpended Loan	2,513		(2,513)									-	
Developer Contributions	915					(242)						673	
Water Fund	13,603		(354)	(1,089)	(527)	(250)			(1,290)		(227)	9,866	
Water	6,105		(354)	(1,089)	(527)	(250)			(1,290)		(227)	2,368	
Developer Contributions	7,498											7,498	
Sewer Fund	4,547		(1,800)	(30)	(175)			1,800	-			4,342	
Sewer	1,174			(30)	(175)							969	
Developer Contributions	3,373		(1,800)					1,800	-			3,373	
Externally Restricted Total	34,981	2,164	(7,331)	(8,326)	-	(1,672)	-	1,980	(1,290)	-	(227)	19,537	
Internally Restricted													
Future Fund	1,559	606		(498)	(220)	(500)						947	
Future Fund	1,559	606		(498)	(220)	(500)						947	
General Fund	24,805	451	(2,476)	(2,778)	65	(306)	578	(611)	2,803	(1,714)	-	20,367	
Financial Assistance Grant	1,889		(1,872)									17	
Mine Affected Roads	1,890					462						2,352	
Stormwater	881											881	Only available for Stormwater
Plant Replacement	2,576		(365)						(648)			1,563	
Asset Replacement	1,284		(66)			83	(61)	323	(56)			1,507	
Employee Leave Entitlements	1,313											1,313	Unavailable for Reallocation
Deposits, Retentions and Bonds	4,341											4,341	Unavailable for Reallocation
Other	950		(50)	(144)	65	(81)	(500)		(39)			201	
Drainage	143											143	Only available for Water/Drainage
Waste Management	7,180	451		(973)	(75)				(800)		(450)	5,333	Waste Funds Only (for Remediation works)
Carryover Works	1,844			(1,575)	(150)			80				199	
SRV	92			(86)								6	SRV Projects Only.
Risk Management	148								(70)			78	
Legal	151					(50)			(101)			-	
Election	123		(123)									-	
Other Legal	-							50				50	
Natural Disaster - Flood	-							1,000				1,000	Specific Projects Only.
Economic Development	-							1,350				1,350	
Insurance	-					33						33	
Internally Restricted Total	26,364	1,057	(2,476)	(3,276)	65	(526)	578	(1,111)	2,803	(1,714)	-	21,314	
Grand Totals	64,367	3,221	(10,807)	(11,624)	65	(2,486)	578	(2,268)	4,783	(3,004)	-	42,148	



Debtor Balances as at May 2022

Account	120 days	90 days	60 days	30 days	Current	Balance
Waste Depot Charges	\$36,353	\$191,637	\$191,575	\$86,054	\$215,355	\$720,974
Inspection Fees	\$19,581	-\$468	\$5,248	\$8,524	\$0	\$32,885
Sam Adams College Rent	\$8,982	\$0	\$13,500	\$0	\$27,355	\$49,837
Council Properties - Future Fund *	\$73,684	\$52,704	\$222,264	\$104,005	\$0	\$452,658
Council Properties - Marketplace *	\$435,475	\$51,357	\$47,348	\$85,302	\$5,539	\$625,021
Council Properties - Education Fund	-\$14,821	\$180	\$4,874	\$20,781	\$0	\$11,015
Recreation	\$812	\$0	\$84	-\$328	\$1,899	\$2,467
Sundries	\$67,264	\$5,957	-\$2,089	\$1,319,031	\$1,876,661	\$3,266,823
Water Tanker Sales	\$705	\$355	\$7,689	\$2,162	\$0	\$10,911
Trade Waste Charges	\$927	\$0	\$0	\$0	\$0	\$927
Muswellbrook Sewer	\$33,407	\$0	\$0	\$45,102	\$0	\$78,509
GST Tax Debtor	-\$11,661	\$0	\$0	\$11,682	\$216,979	\$217,000
TOTAL	\$650,708	\$301,723	\$490,492	\$1,682,314	\$2,343,788	\$5,469,025

* Includes deferrals.

**9.4.13. Report on Investments Held as at 31 May 2022**

Attachments:	1. Portfolio Valuation Report - 31 May 2022 [9.4.13.1 - 3 pages] 2. Trading Limit Report - 31 May 2022 [9.4.13.2 - 8 pages]
Responsible Officer:	David Walsh - Director - Corporate Services & Chief Financial Officer
Author:	Mandy Fitzgerald – Senior Financial Accountant
Community Plan Issue:	6 - Community Leadership
Community Plan Goal:	24.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.
Community Plan Strategy:	Not Applicable

PURPOSE

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

OFFICER'S RECOMMENDATION

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

Moved: _____ **Seconded:** _____

REPORT

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

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

COMMENT:

As at 31 May 2022, Council's weighted running yield is 1.02% for the month. No reported trading exceedances are noted.

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

Fixed Interest Security	ISIN	Face Value Original	Bond Factor	Face Value Current	Capital Price	Accrued Interest Price	Market Value	% Total Value	Running Yield	Weighted Running Yield
At Call Deposit										
Westpac Bus Prem At Call		12,811,824.11	1.00000000	12,811,824.11	100.000	0.000	12,811,824.11	19.99%	0.34%	
Westpac Muswellbrook Trading Acct At Call		100,000.00	1.00000000	100,000.00	100.000	0.000	100,000.00	0.16%	0.34%	
		12,911,824.11		12,911,824.11			12,911,824.11	20.14%		0.34%
Fixed Rate Bond										
BENAU 1.7 06 Sep 2024 Fixed	AU3CB0266377	2,500,000.00	1.00000000	2,500,000.00	95.184	0.397	2,389,525.00	3.73%	1.68%	
NTTC 1.1 15 Dec 2025 - Issued 31 August 2021 - Muswellbrook Council Fixed		2,000,000.00	1.00000000	2,000,000.00	100.000	0.503	2,010,060.00	3.14%	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	0.503	1,507,545.00	2.35%	1.10%	
SunBank 1.85 30 Jul 2024 Fixed	AU3CB0265403	2,000,000.00	1.00000000	2,000,000.00	95.805	0.618	1,928,460.00	3.01%	1.80%	
		8,000,000.00		8,000,000.00			7,835,590.00	12.22%		1.46%
Floating Rate Deposit										
ANZ 1.2 21 Jul 2022 2557DAY FRD		1,000,000.00	1.00000000	1,000,000.00	100.000	0.176	1,001,764.38	1.56%	1.61%	
		1,000,000.00		1,000,000.00			1,001,764.38	1.56%		1.61%
Floating Rate Note										
Auswide 0.75 07 Nov 2022 FRN	AU3FN0057345	1,000,000.00	1.00000000	1,000,000.00	100.062	0.102	1,001,640.00	1.56%	1.69%	
Auswide 1.05 17 Mar 2023 FRN	AU3FN0053567	2,000,000.00	1.00000000	2,000,000.00	100.249	0.249	2,009,960.00	3.14%	1.21%	
Auswide 0.6 22 Mar 2024 FRN	AU3FN0059317	1,500,000.00	1.00000000	1,500,000.00	99.415	0.150	1,493,475.00	2.33%	0.78%	
BOQ 1.05 03 Feb 2023 FRN	AU3FN0040549	500,000.00	1.00000000	500,000.00	100.254	0.134	501,940.00	0.78%	1.75%	
BOQ 1.03 18 Jul 2024 FRN	AU3FN0049094	1,000,000.00	1.00000000	1,000,000.00	100.217	0.160	1,003,770.00	1.57%	1.39%	
BOQ 1.1 30 Oct 2024 FRN	AU3FN0051272	500,000.00	1.00000000	500,000.00	100.255	0.159	502,070.00	0.78%	1.81%	
BENAU 1.05 25 Jan 2023 FRN	AU3FN0040523	500,000.00	1.00000000	500,000.00	100.295	0.151	502,230.00	0.78%	1.58%	
MACQ 0.48 09 Dec 2025 FRN	AU3FN0057709	3,000,000.00	1.00000000	3,000,000.00	98.011	0.142	2,944,590.00	4.59%	0.63%	
RACB 0.93 24 Feb 2023 FRN	AU3FN0053146	1,000,000.00	1.00000000	1,000,000.00	100.159	0.038	1,001,970.00	1.56%	2.00%	
MYS 0.65 16 Jun 2025 FRN	AU3FN0061024	3,000,000.00	1.00000000	3,000,000.00	98.864	0.167	2,970,930.00	4.63%	0.80%	
NAB 0.93 26 Sep 2023 FRN	AU3FN0044996	2,000,000.00	1.00000000	2,000,000.00	100.442	0.201	2,012,860.00	3.14%	1.15%	
NPBS 1.4 06 Feb 2023 FRN	AU3FN0040606	500,000.00	1.00000000	500,000.00	100.446	0.159	503,025.00	0.78%	2.29%	
NPBS 1.12 04 Feb 2025 FRN	AU3FN0052627	4,500,000.00	1.00000000	4,500,000.00	99.943	0.147	4,504,050.00	7.03%	1.99%	
Qld Police 1.15 06 Dec 2022 FRN	AU3FN0052072	2,000,000.00	1.00000000	2,000,000.00	100.237	0.299	2,010,720.00	3.14%	1.29%	
Qld Police 0.75 22 Mar 2024 FRN	AU3FN0059416	1,500,000.00	1.00000000	1,500,000.00	99.442	0.179	1,494,315.00	2.33%	0.93%	
UBS Aust 1.05 21 Nov 2022 FRN	AU3FN0054151	1,000,000.00	1.00000000	1,000,000.00	100.273	0.046	1,003,190.00	1.56%	2.10%	
UBS Aust 0.87 30 Jul 2025 FRN	AU3FN0055307	1,650,000.00	1.00000000	1,650,000.00	99.699	0.139	1,647,327.00	2.57%	1.56%	
		27,150,000.00		27,150,000.00			27,108,062.00	42.29%		1.37%
Term Deposit										
AMP 1 30 Nov 2022 365DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	0.499	1,004,986.30	1.57%	1.00%	
JUDO 0.8 10 Jun 2022 91DAY TD		1,200,000.00	1.00000000	1,200,000.00	100.000	0.178	1,202,130.41	1.88%	0.80%	
JUDO 0.95 10 Oct 2022 272DAY TD		5,000,000.00	1.00000000	5,000,000.00	100.000	0.364	5,018,219.20	7.83%	0.95%	

Fixed Interest Security	ISIN	Face Value Original	Bond Factor	Face Value Current	Capital Price	Accrued Interest Price	Market Value	% Total Value	Running Yield	Weighted Running Yield
ME Bank 0.5 18 Oct 2022 484DAY TD		3,000,000.00	1.00000000	3,000,000.00	100.000	0.471	3,014,136.99	4.70%	0.50%	
NAB 0.52 11 Jul 2022 181DAY TD		5,000,000.00	1.00000000	5,000,000.00	100.000	0.199	5,009,972.60	7.82%	0.52%	
		15,200,000.00		15,200,000.00			15,249,445.50	23.79%		0.71%
Fixed Interest Total		64,261,824.11		64,261,824.11			64,106,685.99	100.00%		1.02%

Disclaimer:

Laminar Capital Pty Ltd ABN 33 134 784 740 (AFSL 476686), its officers, employees, agents and associates ("Associates") from time to time hold interests in securities of, or earn brokerage, fees and other benefits from, corporations or investment vehicles referred to in documents provided to clients. All information contained herein is confidential and proprietary to Laminar Capital and, accordingly, this material is not to be reproduced in whole or in part or used for any purpose except as authorised by Laminar Capital. It is to be treated as strictly confidential and not disclosed directly or indirectly to any other person, firm or entity.

Distribution of this information to anyone other than the original recipient and that party's advisers is unauthorised. Any reproduction of these materials, in whole or in part, or the divulgence of any of its contents, without the prior consent of Laminar Capital is prohibited. Any securities recommendation or comments (including an opinion) contained in this document is general advice only and does not take into account your personal objectives, financial situation or needs. Laminar Capital is not acting in a fiduciary capacity. Recommendations or statements of opinion expressed may change without notice. You should not act on a recommendation or statement of opinion without first considering the appropriateness of the general advice to your personal circumstances or consulting your investment advisor to determine whether the recommendation or statement of opinion is appropriate for your investment objectives, financial situation or needs.

Laminar Capital believes that the information contained in this document is accurate when issued. Laminar Capital does not warrant that the information contained herein is accurate, reliable, complete or up-to-date, and, to the fullest extent permitted by law, disclaims all liability of Laminar Capital and its Associates for any loss or damage suffered by any person by reason of the use by that person of, or their reliance on, any information contained in this document or any error or defect in this document, whether arising from the negligence of Laminar Capital or its Associates or otherwise. No action should be taken on the basis of or in reliance on the information, opinions or conclusions contained in this document.

Laminar Capital acts as principal when we buy and sell fixed interest securities in the secondary markets. The yield that we quote to you incorporates any margin that we may receive. The margin is the difference between the price at which we, as principal, buy the security and the price at which we sell the security to you. Laminar Capital may also receive placement fees from Issuers for distributing securities on their behalf.

This document is not, and is not intended to be, an offer or invitation for subscription or sale, or a recommendation, with respect to any securities, nor is it to form the basis of any contract or commitment. This document does not purport to identify the nature of the specific market or other risks associated with these products. Before entering into any transaction in relation to the products, the investor should ensure that it fully understands the terms of the products and the transaction, relevant risk factors, the nature and extent of the investor's risk of loss and the nature of the contractual relationship into which the investor is entering. Prior to investing in these products, an investor should determine, based on its own independent review and such professional advice as it deems appropriate, the economic risks and merits, the legal, tax accounting characteristics and risk, and the consequences of an investment in them. This is not a substantive commentary or analysis by Laminar Capital and has not been prepared as a research product or comments by a research analyst.

LAMINAR CAPITAL PTY LTD
ACN 134 784 740
WWW.LAMINARCAPITAL.COM.AU

MELBOURNE OFFICE: LEVEL 5 RIALTO NORTH, 525 COLLINS STREET, MELBOURNE, VIC 3000 T 61 3 9001 6990 F 61 3 9001 6933
SYDNEY OFFICE: LEVEL 18 ANGEL PLACE, 123 PITT STREET, SYDNEY NSW, 2000 T 61 2 8094 1230
BRISBANE OFFICE: LEVEL 15 CENTRAL PLAZA 1, 345 QUEEN STREET, BRISBANE QLD, 4000 T 61 7 3123 5370

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

1 Issuer Trading Limits

Issuer	Issuer Rating Group (Long Term)	Issuer Parent	Already Traded (with Issuer Group) Face Value Notional	Limit For Book or Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
AMP Bank Ltd	BBB+ to BBB-		1,000,000.00	Book	10.00	% of 64,261,824.11	6,426,182.41	16.00	84.00	5,426,182	0.00	0
ANZ Banking Group Ltd	AA+ to AA-		1,000,000.00	Book	30.00	% of 64,261,824.11	19,278,547.23	5.00	95.00	18,278,547	0.00	0
Auswide Bank Limited	BBB+ to BBB-		4,500,000.00	Book	10.00	% of 64,261,824.11	6,426,182.41	70.00	30.00	1,926,182	0.00	0
Bank of Melbourne	AA+ to AA-	Westpac Banking Corporation Ltd	12,911,824.11	Book	30.00	% of 64,261,824.11	19,278,547.23	67.00	33.00	6,366,723	0.00	0
Bank of Queensland Ltd	A+ to A-		5,000,000.00	Book	10.00	% of 64,261,824.11	6,426,182.41	78.00	22.00	1,426,182	0.00	0
BankSA	AA+ to AA-	Westpac Banking Corporation Ltd	12,911,824.11	Book	30.00	% of 64,261,824.11	19,278,547.23	67.00	33.00	6,366,723	0.00	0
BankVic	BBB+ to BBB-		0.00	Book	10.00	% of 64,261,824.11	6,426,182.41	0.00	100.00	6,426,182	0.00	0
BankWest Ltd	AA+ to AA-	Commonwealth Bank of Australia Ltd	0.00	Book	30.00	% of 64,261,824.11	19,278,547.23	0.00	100.00	19,278,547	0.00	0
Bendigo & Adelaide Bank Ltd	A+ to A-		3,000,000.00	Book	10.00	% of 64,261,824.11	6,426,182.41	47.00	53.00	3,426,182	0.00	0
Commonwealth Bank of Australia Ltd	AA+ to AA-		0.00	Book	30.00	% of 64,261,824.11	19,278,547.23	0.00	100.00	19,278,547	0.00	0
Credit Suisse Sydney	BBB+ to BBB-		0.00	Book	20.00	% of 64,261,824.11	12,852,364.82	0.00	100.00	12,852,365	0.00	0
Credit Union Australia Ltd t/as Great Southern Bank	BBB+ to BBB-		0.00	Book	10.00	% of 64,261,824.11	6,426,182.41	0.00	100.00	6,426,182	0.00	0
Greater Bank Ltd	BBB+ to BBB-		0.00	Book	10.00	% of 64,261,824.11	6,426,182.41	0.00	100.00	6,426,182	0.00	0
Heritage Bank Ltd	BBB+ to BBB-		0.00	Book	10.00	% of 64,261,824.11	6,426,182.41	0.00	100.00	6,426,182	0.00	0
ING Bank Australia Limited	A+ to A-		0.00	Book	10.00	% of 64,261,824.11	6,426,182.41	0.00	100.00	6,426,182	0.00	0
Investec Bank Australia Limited	A+ to A-		0.00	Book	10.00	% of 64,261,824.11	6,426,182.41	0.00	100.00	6,426,182	0.00	0
Judo Bank	BBB+ to BBB-		6,200,000.00	Book	10.00	% of 64,261,824.11	6,426,182.41	97.00	3.00	226,182	0.00	0
Macquarie Bank	A+ to A-		3,000,000.00	Book	20.00	% of 64,261,824.11	12,852,364.82	23.00	77.00	9,852,365	0.00	0
Members Banking Group Limited t/as RACQ Bank	BBB+ to BBB-		1,000,000.00	Book	10.00	% of 64,261,824.11	6,426,182.41	16.00	84.00	5,426,182	0.00	0
Members Equity Bank Ltd	A+ to A-	Bank of Queensland Ltd	5,000,000.00	Book	10.00	% of 64,261,824.11	6,426,182.41	78.00	22.00	1,426,182	0.00	0
MyState Bank Ltd	BBB+ to BBB-		3,000,000.00	Book	10.00	% of 64,261,824.11	6,426,182.41	47.00	53.00	3,426,182	0.00	0
National Australia Bank Ltd	AA+ to AA-		7,000,000.00	Book	30.00	% of 64,261,824.11	19,278,547.23	36.00	64.00	12,278,547	0.00	0
Newcastle Permanent Building Society Ltd	BBB+ to BBB-		5,000,000.00	Book	10.00	% of 64,261,824.11	6,426,182.41	78.00	22.00	1,426,182	0.00	0
Northern Territory Treasury Corporation	AA+ to AA-		3,500,000.00	Book	30.00	% of 64,261,824.11	19,278,547.23	18.00	82.00	15,778,547	0.00	0
NSW Treasury Corporation	AA+ to AA-		0.00	Book	100.00	% of 64,261,824.11	64,261,824.11	0.00	100.00	64,261,824	0.00	0
P&N Bank Ltd	BBB+ to BBB-		0.00	Book	10.00	% of 64,261,824.11	6,426,182.41	0.00	100.00	6,426,182	0.00	0
QPCU LTD t/a QBANK	BBB+ to BBB-		3,500,000.00	Book	10.00	% of 64,261,824.11	6,426,182.41	55.00	45.00	2,926,182	0.00	0
Rabobank Australia Ltd	A+ to A-		0.00	Book	20.00	% of 64,261,824.11	12,852,364.82	0.00	100.00	12,852,365	0.00	0
Rabobank Nederland Australia Branch	A+ to A-		0.00	Book	20.00	% of 64,261,824.11	12,852,364.82	0.00	100.00	12,852,365	0.00	0
Royal Bank of Scotland	BBB+ to BBB-		0.00	Book	5.00	% of 64,261,824.11	3,213,091.21	0.00	100.00	3,213,091	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 (\$)
Rural Bank Ltd	A+ to A-	Bendigo & Adelaide Bank Ltd	3,000,000.00	Book	10.00	% of 64,261,824.11	6,426,182.41	47.00	53.00	3,426,182	0.00	0
St George Bank Limited	AA+ to AA-	Westpac Banking Corporation Ltd	12,911,824.11	Book	30.00	% of 64,261,824.11	19,278,547.23	67.00	33.00	6,366,723	0.00	0
Suncorp Bank	A+ to A-		2,000,000.00	Book	20.00	% of 64,261,824.11	12,852,364.82	16.00	84.00	10,852,365	0.00	0
UBS Australia Ltd	AA+ to AA-		2,650,000.00	Book	20.00	% of 64,261,824.11	12,852,364.82	21.00	79.00	10,202,365	0.00	0
Westpac Banking Corporation Ltd	AA+ to AA-		12,911,824.11	Book	30.00	% of 64,261,824.11	19,278,547.23	67.00	33.00	6,366,723	0.00	0
			110,997,296.44				433,767,312.74			322,770,008		0
			(Excluding Parent Group Duplicates)									

2 Security Rating Group Trading Limits

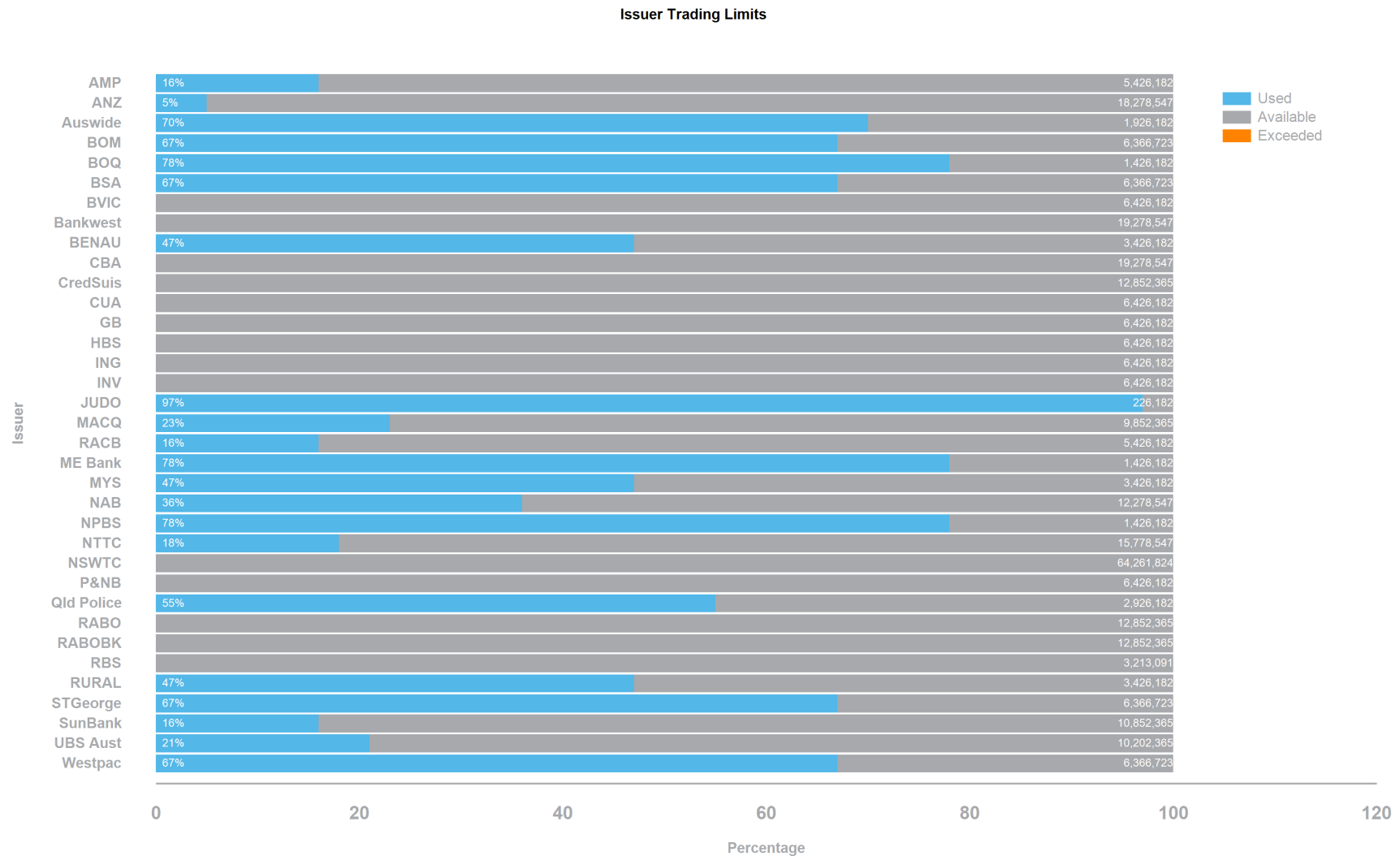
Security Rating Group	Already Traded Face Value Notional	Limit For Book or Trading Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
AAA	0.00	Book	100.00	% of 64,261,824.11	64,261,824.11	0.00	100.00	64,261,824	0.00	0
AA+ to AA-	5,500,000.00	Book	100.00	% of 64,261,824.11	64,261,824.11	9.00	91.00	58,761,824	0.00	0
A+ to A-	10,650,000.00	Book	70.00	% of 64,261,824.11	44,983,276.88	24.00	76.00	34,333,277	0.00	0
A1+	18,911,824.11	Book	100.00	% of 64,261,824.11	64,261,824.11	29.00	71.00	45,350,000	0.00	0
A1	1,000,000.00	Book	100.00	% of 64,261,824.11	64,261,824.11	2.00	98.00	63,261,824	0.00	0
A2	9,500,000.00	Book	70.00	% of 64,261,824.11	44,983,276.88	21.00	79.00	35,483,277	0.00	0
A3	8,200,000.00	Book	60.00	% of 64,261,824.11	38,557,094.47	21.00	79.00	30,357,094	0.00	0
BBB+ to BBB-	10,500,000.00	Book	60.00	% of 64,261,824.11	38,557,094.47	27.00	73.00	28,057,094	0.00	0
	64,261,824.11				424,128,039.13			359,866,214		0

Notes

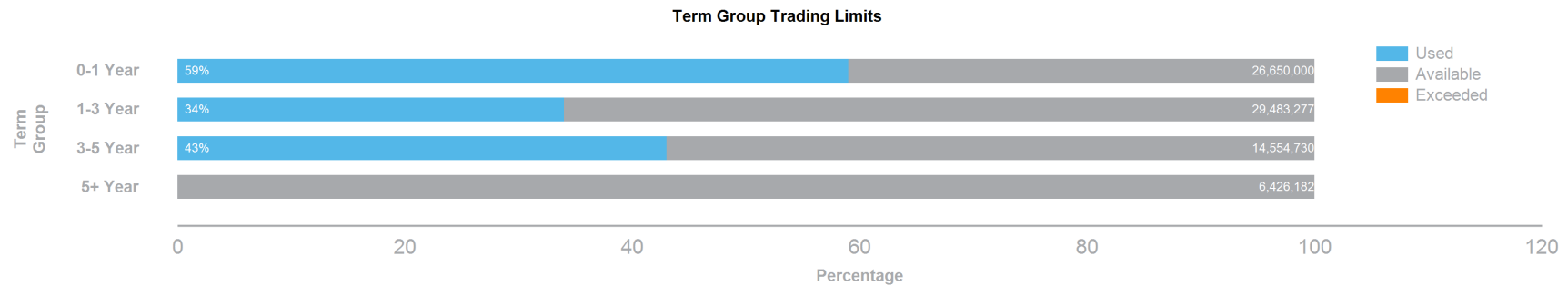
1. In instances where long securities have a term remaining which is less than 365 days, the issuer's short term rating is used instead of the security's (presumably long term) rating.

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	37,611,824.11	Book	100.00	% of 64,261,824.11	64,261,824.11	59.00	41.00	26,650,000	0.00	0
1-3 Year	15,500,000.00	Book	70.00	% of 64,261,824.11	44,983,276.88	34.00	66.00	29,483,277	0.00	0
3-5 Year	11,150,000.00	Book	40.00	% of 64,261,824.11	25,704,729.64	43.00	57.00	14,554,730	0.00	0
5+ Year	0.00	Book	10.00	% of 64,261,824.11	6,426,182.41	0.00	100.00	6,426,182	0.00	0
	64,261,824.11				141,376,013.04			77,114,189		0







Disclaimer:

Laminar Capital Pty Ltd ABN 33 134 784 740 (AFSL 476686), its officers, employees, agents and associates ("Associates") from time to time hold interests in securities of, or earn brokerage, fees and other benefits from, corporations or investment vehicles referred to in documents provided to clients. All information contained herein is confidential and proprietary to Laminar Capital and, accordingly, this material is not to be reproduced in whole or in part or used for any purpose except as authorised by Laminar Capital. It is to be treated as strictly confidential and not disclosed directly or indirectly to any other person, firm or entity.

Distribution of this information to anyone other than the original recipient and that party's advisers is unauthorised. Any reproduction of these materials, in whole or in part, or the divulgence of any of its contents, without the prior consent of Laminar Capital is prohibited. Any securities recommendation or comments (including an opinion) contained in this document is general advice only and does not take into account your personal objectives, financial situation or needs. Laminar Capital is not acting in a fiduciary capacity. Recommendations or statements of opinion expressed may change without notice. You should not act on a recommendation or statement of opinion without first considering the appropriateness of the general advice to your personal circumstances or consulting your investment advisor to determine whether the recommendation or statement of opinion is appropriate for your investment objectives, financial situation or needs.

Laminar Capital believes that the information contained in this document is accurate when issued. Laminar Capital does not warrant that the information contained herein is accurate, reliable, complete or up-to-date, and, to the fullest extent permitted by law, disclaims all liability of Laminar Capital and its Associates for any loss or damage suffered by any person by reason of the use by that person of, or their reliance on, any information contained in this document or any error or defect in this document, whether arising from the negligence of Laminar Capital or its Associates or otherwise. No action should be taken on the basis of or in reliance on the information, opinions or conclusions contained in this document.

Laminar Capital acts as principal when we buy and sell fixed interest securities in the secondary markets. The yield that we quote to you incorporates any margin that we may receive. The margin is the difference between the price at which we, as principal, buy the security and the price at which we sell the security to you. Laminar Capital may also receive placement fees from Issuers for distributing securities on their behalf.

This document is not, and is not intended to be, an offer or invitation for subscription or sale, or a recommendation, with respect to any securities, nor is it to form the basis of any contract or commitment. This document does not purport to identify the nature of the specific market or other risks associated with these products. Before entering into any transaction in relation to the products, the investor should ensure that it fully understands the terms of the products and the transaction, relevant risk factors, the nature and extent of the investor's risk of loss and the nature of the contractual relationship into which the investor is entering. Prior to investing in these products, an investor should determine, based on its own independent review and such professional advice as it deems appropriate, the economic risks and merits, the legal, tax accounting characteristics and risk, and the consequences of an investment in them. This is not a substantive commentary or analysis by Laminar Capital and has not been prepared as a research product or comments by a research analyst.

LAMINAR CAPITAL PTY LTD
ACN 134 784 740
WWW.LAMINARCAPITAL.COM.AU

MELBOURNE OFFICE: LEVEL 5 RIALTO NORTH, 525 COLLINS STREET, MELBOURNE, VIC 3000 T 61 3 9001 6990 F 61 3 9001 6933
SYDNEY OFFICE: LEVEL 18 ANGEL PLACE, 123 PITT STREET, SYDNEY NSW, 2000 T 61 2 8094 1230
BRISBANE OFFICE: LEVEL 15 CENTRAL PLAZA 1, 345 QUEEN STREET, BRISBANE QLD, 4000 T 61 7 3123 5370

Report Code: TBSBP125EXT-00.16
Report Description: Trading Limit Performance As At Date
Parameters:
As At/Scenario Date: 31 May 2022
Balance Date: 5 June 2022 (but 31 May 2022 used instead)
Trading Entity: Muswellbrook Shire Council
Trading Book: Muswellbrook Shire Council
Report Mode: BalOnly
Using Face Value
Trading Entity and Book Limits
Effects of Parent/Child Issuers Not Ignored



9.5. Community and Economy

9.5.1. Community Services

Attachments:	Nil
Responsible Officer:	Fiona Plesman - General Manager
Author:	Kim Manwarring – Manager Community Services
Community Plan Issue:	6 - <i>Community Leadership</i>
Community Plan Goal:	24.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.
Community Plan Strategy:	24.1.2 - Appropriate matters are reported to Council in a timely manner in accordance with the Financial Control and Reporting Policy.

PURPOSE

To provide an update on activities in the Community Services section.

OFFICER'S RECOMMENDATION

The information contained in this report be noted.

Moved: _____ Seconded: _____

REPORT

MUSWELLBROOK SHIRE LIBRARIES – MUSWELLBROOK AND DENMAN

Program attendance is increasing at both branches which is encouraging. Some program cancellations due to ongoing staff illness during the month.

The Muswellbrook Shire Libraries was attended by **2,216 customers**.

Increasing and maintaining library memberships

Muswellbrook and Denman libraries registered **50 new members** during April.

Providing opportunities that increase community literacy, both physical and digital

Online Reading Challenges:

The library's online reading challenges continue with members reading to earn badges and complete challenges. Current challenges include '10 to Try', 'Rising Readers' and 1000 Books before school.

Online Engagement:

Over the past month the library has had **2,847** post views on Facebook. Throughout the month the library promoted our current new and recommended items, upcoming events and exhibits.

Collections:

During May the library added **272 new items** to the physical collections Over the month the library loaned **6,297 physical items** and there have been **188 eAudio loans, 213 eBook Loans and 73 Digital magazine loans**.

Home Library:

The Muswellbrook Shire Libraries has now extended its home library service to include a monthly service delivery from Denman branch and deliveries personally selected books, DVDs and Audio books to homebound customers. During the month of May this service conducted 2 deliveries and delivered **212 items**.

Creating spaces and programs that meet the needs of members and library visitorsChildren's Programs

The Library celebrated National Simultaneous story time during May with a visit from St Josephs Denman with the theme being Family. Denman Library staff created a tree artwork with community members invited to decorate a leaf. **Images attached**

Children's Storytime and Rhyme time: These sessions were attended by **78 attendees** across both branches. These sessions incorporate song, movement and literacy building stories with the themes of family and reconciliation.

Adults Programs:

Brain Training was postponed during the month of May due to staff illness Muswellbrook group members were allocated take home packs to enjoy during this pause. Denman Library hosted brain training which was enjoyed by attendees.

The **Adult Craft Group** meets fortnightly at the Muswellbrook Branch and was attended by **18 attendees** during May. This social groups shares crafts projects and provides important adult social connections to members of the Muswellbrook Community.

The **Bookclub** groups recommenced at both Muswellbrook and Denman Branch and was attended by **13 attendees**. These groups meet monthly. The Library also promotes an online bookclub 'Ben's Bookclub' with simultaneous use eBooks available through our Libby App.

The **Writers Group** was attended by 6 attendees.

One on one **Tech Help** sessions were conducted for **4 members**. These sessions run for around an hour each and members are able to receive one on one assistance from a member of library staff on topics such as learning how to use their own portable devices like mobile phones and tablets.

COMMUNITY PARTNERSHIPS

Listening Posts were held this month in Muswellbrook and Denman information gathered in this consultation will be incorporated into the **Disability Inclusion Action Plan**.

Networks, participation and attendance – Upper Hunter Community Service Interagency, Upper Hunter Domestic Violence Committee, Hunter Councils Social Planners Community Development Meeting, Upper Hunter Community Services Picnic in the Park, Ausgrid future network planning roundtable, Gatewell Care, Winter Holiday Grant, Primary Health Network and Engage2 Referral Pathway Mapping

Partnership and support have been provided to:

- International World Elder Abuse Awareness Event held at the Muswellbrook Library on the 15 June, guest speaker Tania Chapman discussed granny flats and adult children moving back home, the event was free;

Governance support has been provided to Upper Hunter Youth Services, Upper Hunter Homeless Support and Drug & Alcohol Health Services

Facilitation of the **Muswellbrook Shire Council Annual Aboriginal Reconciliation Flag Raising** event held on the 2nd June 2022, this event was well supported with attendance of 90-100 people, the morning was hosted by Councillor Douglas and Bowditch with guest speaker Nick Bailey from the PCYC around the National Reconciliation Week 2022 theme, "Be



Brave. Make Change."

PARTNERSHIPS & ENGAGEMENT

Partnerships and support have been provided to:

- Blue Heeler Film Festival – partnership meetings have commenced with the University of Newcastle. Director/Writer Jenny Hicks has been approached to be Patron of the event; and Theme, location, and dates to be decided at next meeting.
- Sydney Festival Screenings planned for July at the Denman Memorial Hall is being promoted and tickets are available.

Visitor Information Centre - Denman

Visitation numbers are provided below, predominantly visitors are from NSW.

Visitors 2022	March	April	May
NSW Other	158	414	279
Muswellbrook LGA	35	41	5
Queensland	11	19	28
Tasmania	3	5	
ACT		1	
South Australia		2	4
Victoria		2	4
Western Australia		3	6
International	1		
Total Visitors	208	487	326

A series of postcards have been created for Muswellbrook, Denman and Sandy Hollow and are available with other tourism merchandise at the VIC.

A citizenship Ceremony was held this month for **9 conferees**, the ceremony was held at the Conservatorium of Music and complimented with an Acknowledgement of Country and the singing of the National Anthem.

MUSWELLBROOK REGIONAL ARTS CENTRE

The current exhibition is **Viewpoints: Wollemi National Park – Travis De Vries, Mark Dober, Michelle Earl, Marie Mansfield, and Rebecca Rath**

The Blue Hour: From the Collections

The Last Motel in Town: Marie Mansfield

The **Wollemi Artist in Residence Project** was made possible by the Muswellbrook Regional Arts Centre in partnership with Singleton Arts and Cultural Centre, and with the support of the NSW Government Resources for Regions program and NSW National Parks and Wildlife Service.

Art Station was inspired by '**Viewpoints: Wollemi National Park' – Travis De Vries, Mark Dober, Michelle Earl, Marie Mansfield, and Rebecca Rath**, has been held twice for this exhibition. The first Art Station focused on creating landscapes from torn paper using collage and printing techniques. The second workshop focused on creating landscapes using oil



pastels and watercolours.

This free family exploratory art activity is attracting increasing numbers to the Art Gallery.

Arts Social this month featured **Viewpoint Artist**, Michelle Earl who ran an introduction to weaving techniques workshop this was followed by lunch with the artist at Gallery Café. This is a fee-paying activity.

People's Studio is gaining momentum on the first Friday evening of the month, local artist and enthusiast are meeting as a collective to create in self-directed art activities. This month Artists enjoyed a bite to eat whilst listening to solo guitarist David Harvey courtesy Upper Hunter Conservatorium of Music, this is a gold coin donation activity.

2022 Mullins Conceptual Photography Prize

Muswellbrook Regional Arts Centre and Australian Photographic Society partner to present the Mullins Conceptual Photography Prize: a national \$15,000 acquisitive prize that seeks to find Australia's best conceptual photographic works. Open to all Australian photographers view the Gallery of Finalists at <https://www.artgalleria.com/view-room/42357>

MUSWELLBROOK FITNESS & AQUATIC CENTRE – MUSWELLBROOK & DENMAN

A steady number of patrons are utilising the Muswellbrook Fitness Gym, the Aqua Aerobics Group continue to meet on land using the Gym equipment to keep fit.

Preparations are well underway for the opening of the Indoor Aquatic Centre in particular the back of house operations regarding the new pool and filtration systems.



10. Correspondence

Nil

11. Minutes of Committee Meetings

Nil

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. Supply and Delivery of Traffic and Safety Signage

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.

17.2. Tender 2021-2022-0494 - Design and Construction of Rosebrook Bridge

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.

17.3. Animal Shelter - Hunter River Drainage and Associated Works

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. Application Under Undetected Water Leaks Policy - Assessment 91025

This report is CONFIDENTIAL under the provisions of Section 10A(2)(b) of the Local Government Act 1993, as it relates to the personal hardship of any resident or ratepayer.

Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

17.5. Application Under Undetected Water Leaks Policy W5/4 - Assessment 37440

This report is CONFIDENTIAL under the provisions of Section 10A(2)(b) of the Local Government Act 1993, as it relates to the personal hardship of any resident or ratepayer.

Council considers that discussion of the matter in an open meeting would be, on balance,



contrary to the public interest.

17.6. Request for Reduction in Water Assessment Payment - Assessment 48686

This report is CONFIDENTIAL under the provisions of Section 10A(2)(b) of the Local Government Act 1993, as it relates to the personal hardship of any resident or ratepayer.

Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

17.7. Memorandum of Understanding - Upper Hunter Shire Council Disposal of Kerbside Waste to Muswellbrook Landfill

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.

18. Resumption of Open Council

19. Closure

Date of Next Meeting: {use-custom-field-next-meeting-do-not-delete}