

**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 |
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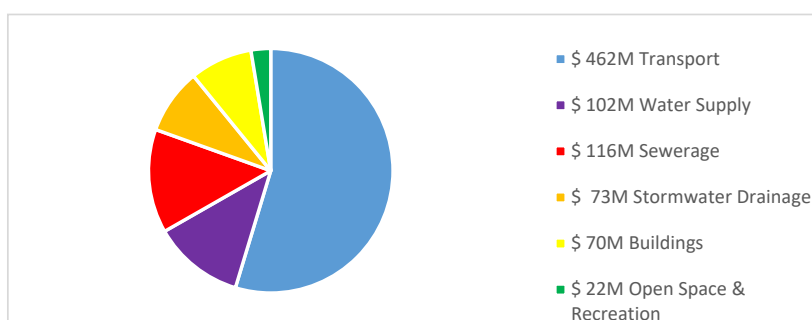
1. Executive Summary

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.

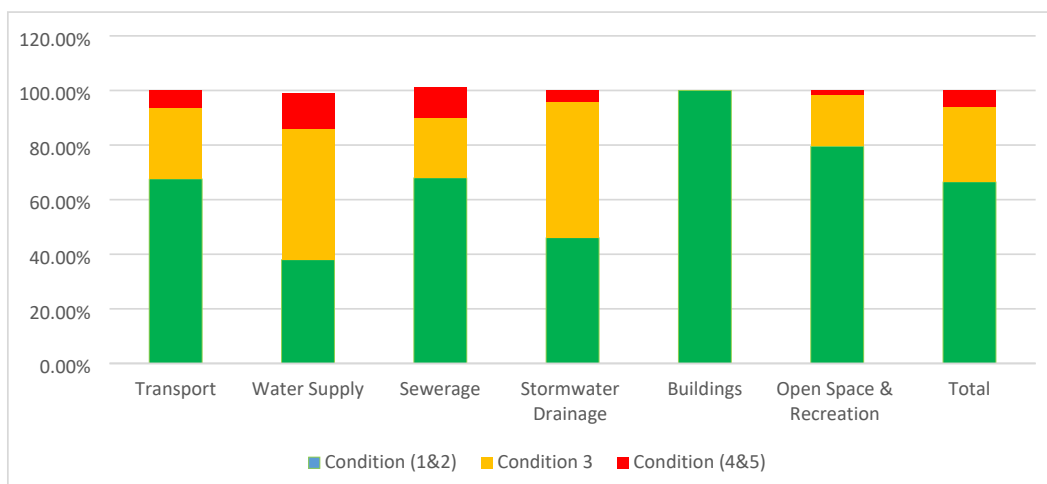
The way assets are managed is critical to Council's financial sustainability. Many key inputs to the *Fit for the Future infrastructure* ratios, used to benchmark performance, are defined by the asset condition and the expenditure on asset renewal and maintenance.

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

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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:

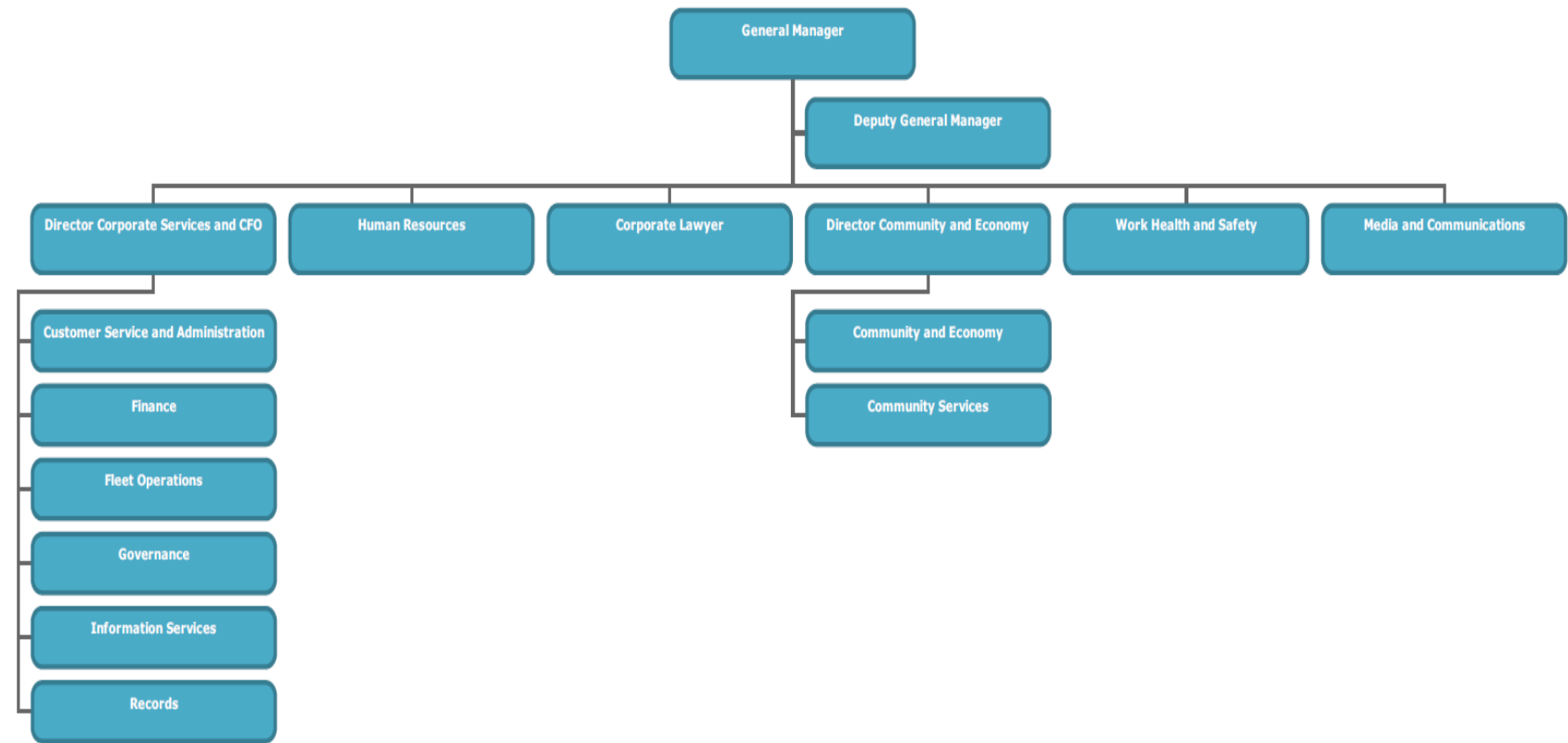
1. Attract
2. Retain
3. Engage
4. Develop

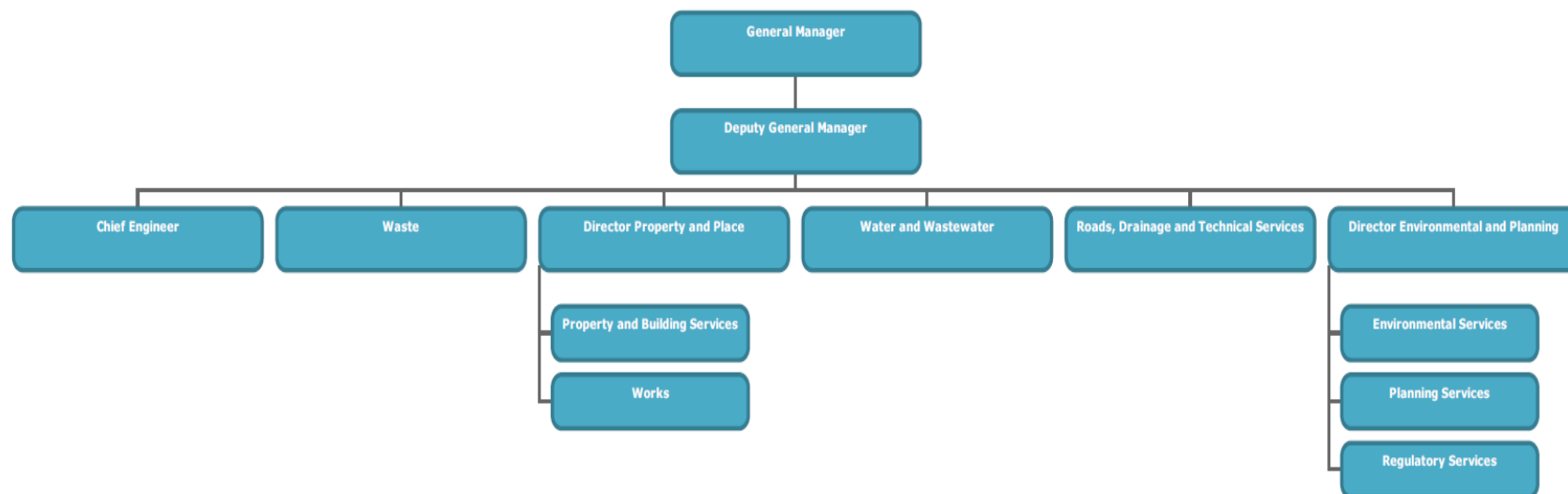
Throughout the four-year plan, Council will undertake annual reviews to ensure the Workforce plan actions are implemented; monitored and reported against.

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.

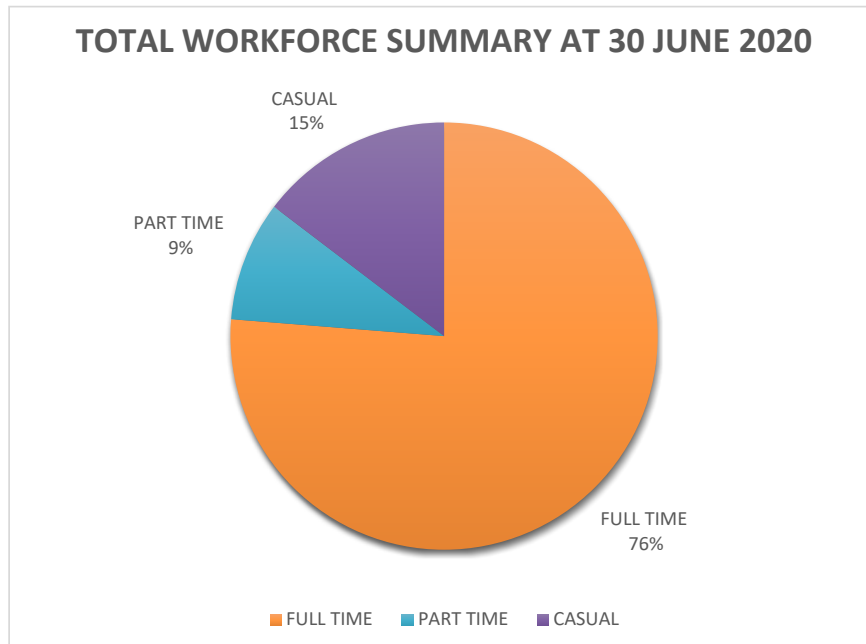
Our Workforce



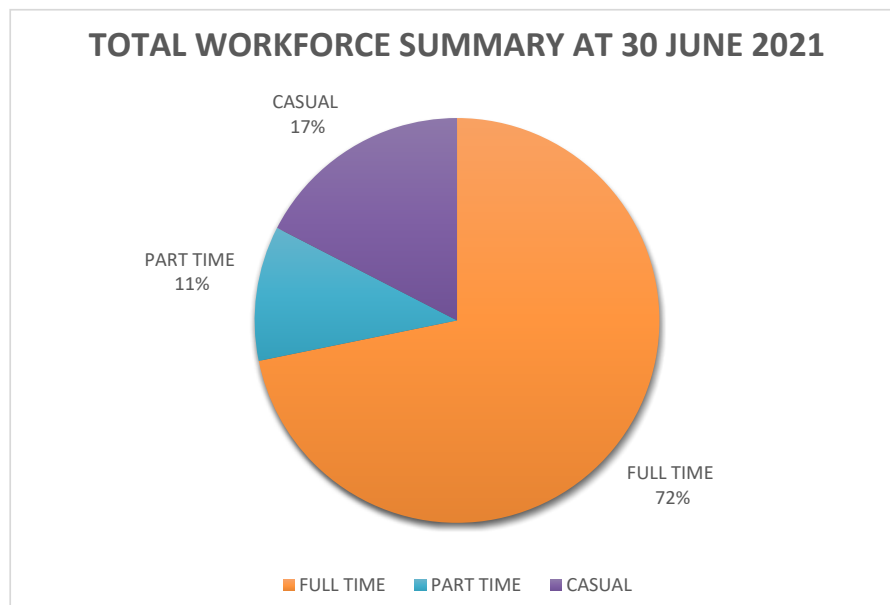


1. Profile

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.

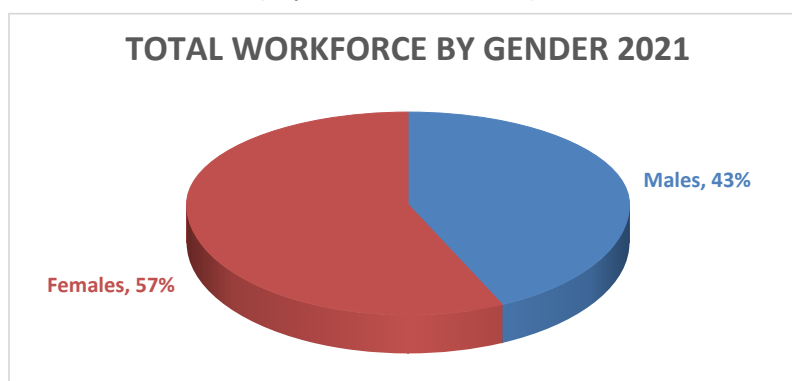


At 30 June 2021 there were 195 Council employees including 140 full time, 21 part time, 34 casual employees. The FTE at 30 June equalled 146.9. Council have reduced full time employees as well as the overall FTE and increased casual employees.



2. Gender

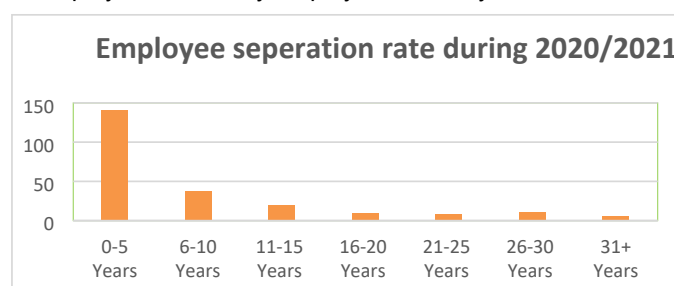
At 30 June 2021, 43% of employees were male, compared to 57% Female.

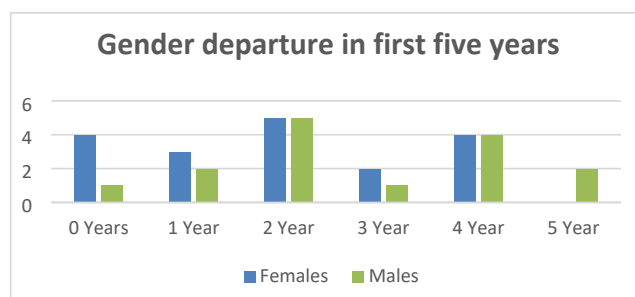


3. Tenure

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.





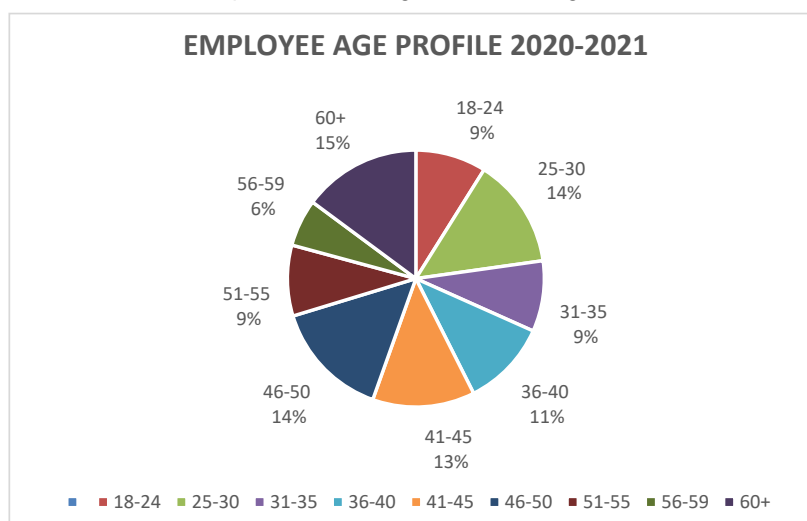
This knowledge enables council the opportunity to examine the challenges for employees in the first five years of employment. In relation to recruitment and selection as well as job design and training.

4. Age

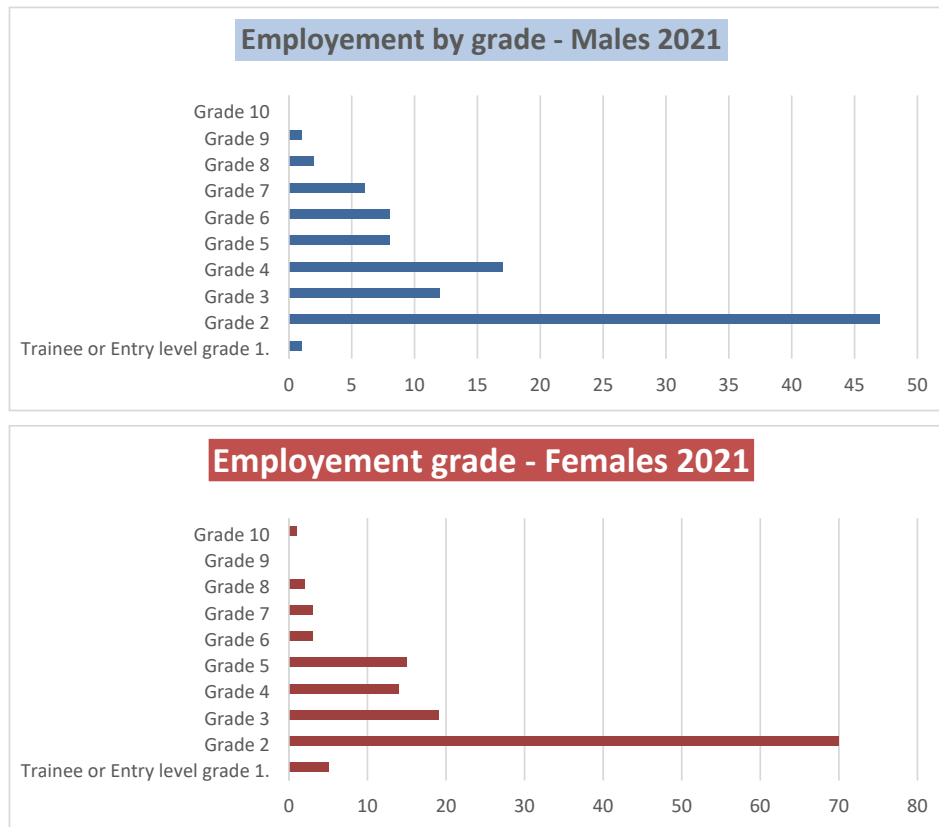
As at 30 June 2021 the average age of council employees was 43. The youngest employee is 18 and the oldest 71. Both employees are female. The NSW Public Service Commission 2020 reports the average age of employees was 44, no change since 2019.

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

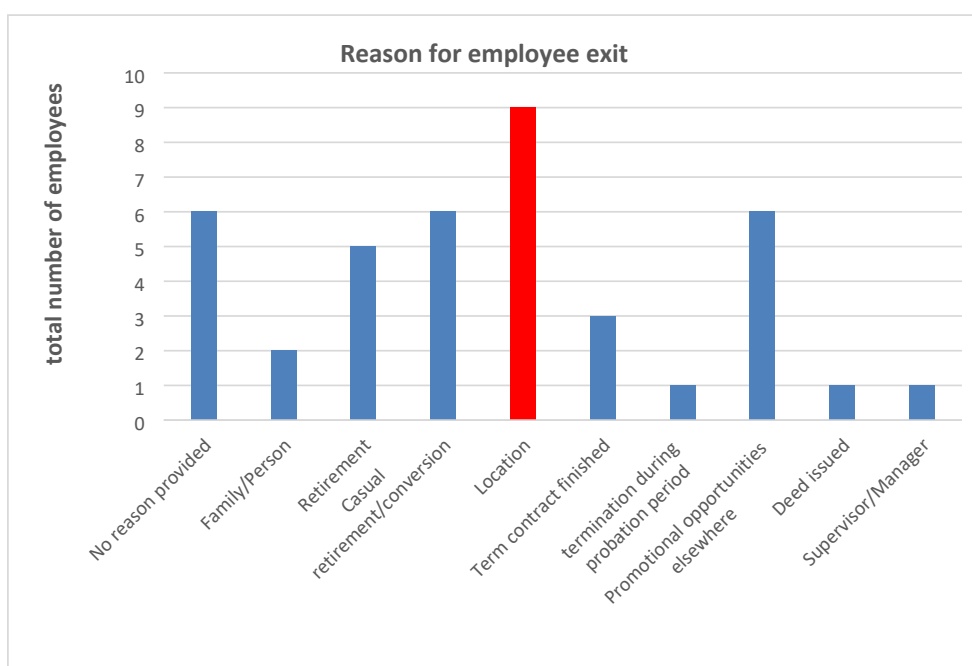
- Employment at grade 2; 53% of the female workforce, 46% of the male workforce.
- Employment at grade 5; 11% of the female workforce, 8% of the male workforce.
- Employment at grade 5; or above; 6% of the female workforce, 17% of the male workforce.

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)

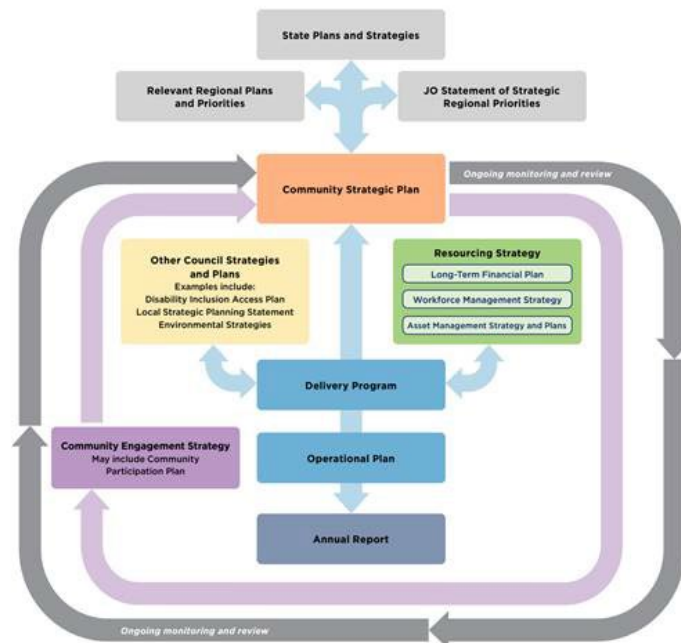
The Long-Term Financial Plan 2022-2032 is a decision-making tool for stakeholders (Council and the community) to use in determining the resources which Council needs to apply to deliver on community outcomes and aspirations contained within the Muswellbrook Community Strategic Plan. It ensures that Council 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

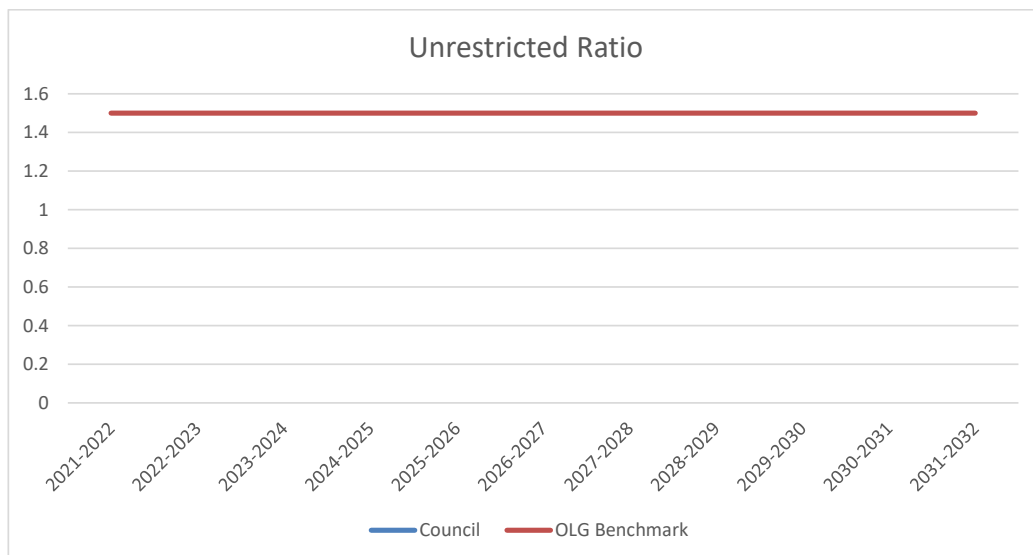
Council complies with the reporting requirements of the Integrated Planning and Reporting framework, with periodic reviews and reporting cycles to allow revision of performance and adjustment of planning activities based on results. This allows plans to be amended should performance indicate there is 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

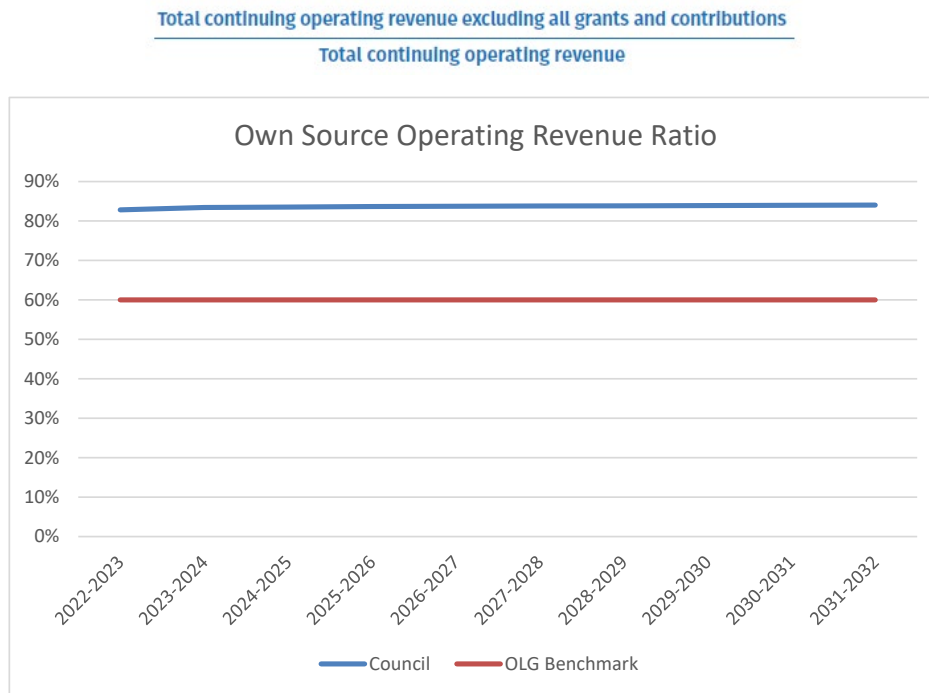
The unrestricted current ratio is specific to local government, measuring the adequacy of liquid working capital and its ability to satisfy its financial obligations as they fall due in the short-term. Restrictions placed on various funding sources (for example, development contributions) complicate 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

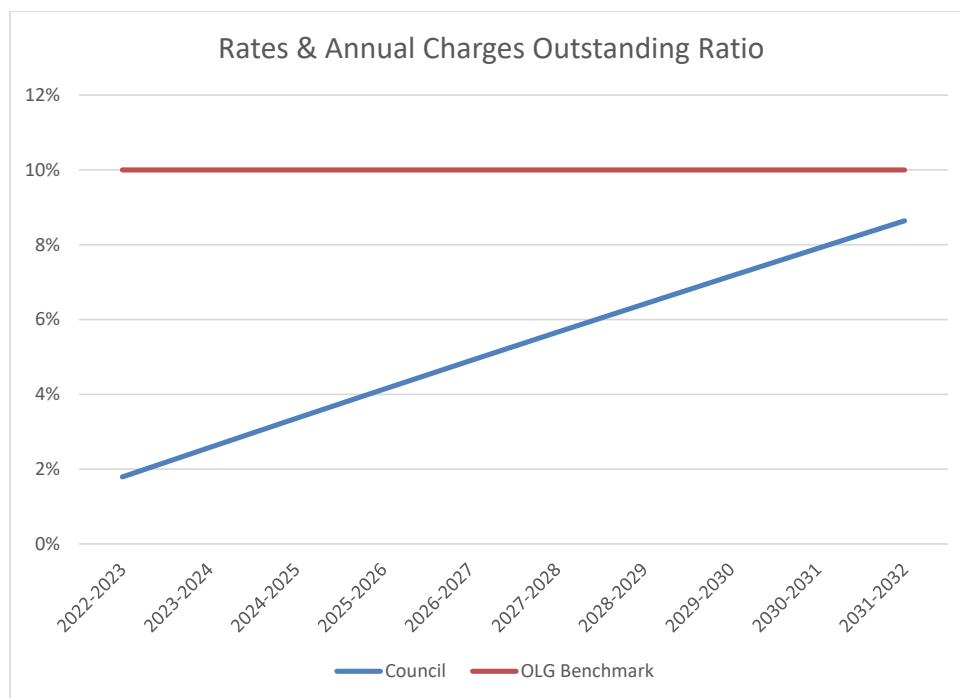
A measure of fiscal flexibility, own source revenue refers to Council's ability to raise revenue through its own internal means, thereby reducing reliance on external sources of income and insulating against negative fluctuations in external funding. The benchmark set by OLG is greater than 60 per cent.



RATES AND ANNUAL CHARGES OUTSTANDING RATIO

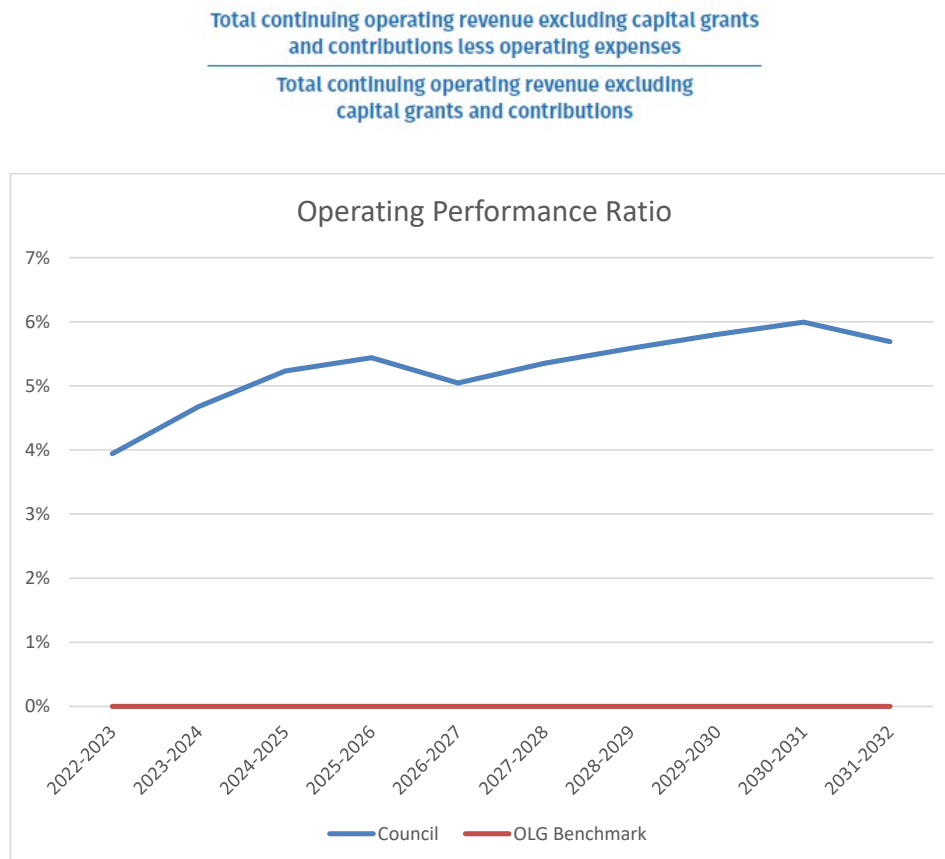
This measure indicates Council's success at recovering its annual rates and charges, with higher percentages of outstanding debts indicating a potential threat to Council's working capital and liquidity. The benchmark set by OLG is below 10 per cent.

$$\frac{\text{Rates and annual charges outstanding}}{\text{Rates and annual charges collectable}}$$



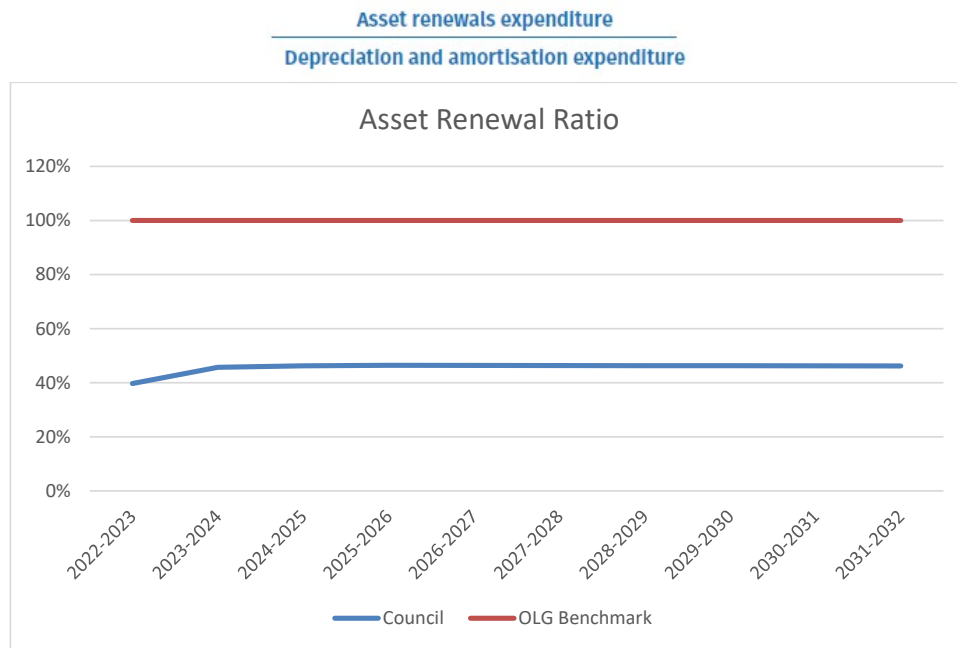
OPERATING PERFORMANCE RATIO

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

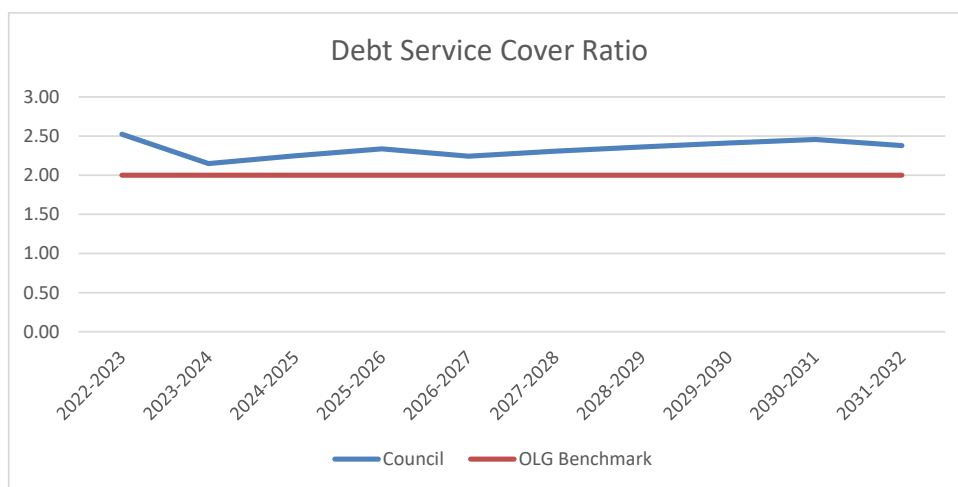
This ratio indicates Council is adequately maintaining its asset base based on planned renewal activities as a proportion of the depreciation expenditure. A ratio result of 100 per cent indicates Council is renewing its asset base and not contributing to infrastructure backlogs. The benchmark set by 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 |

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| 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.

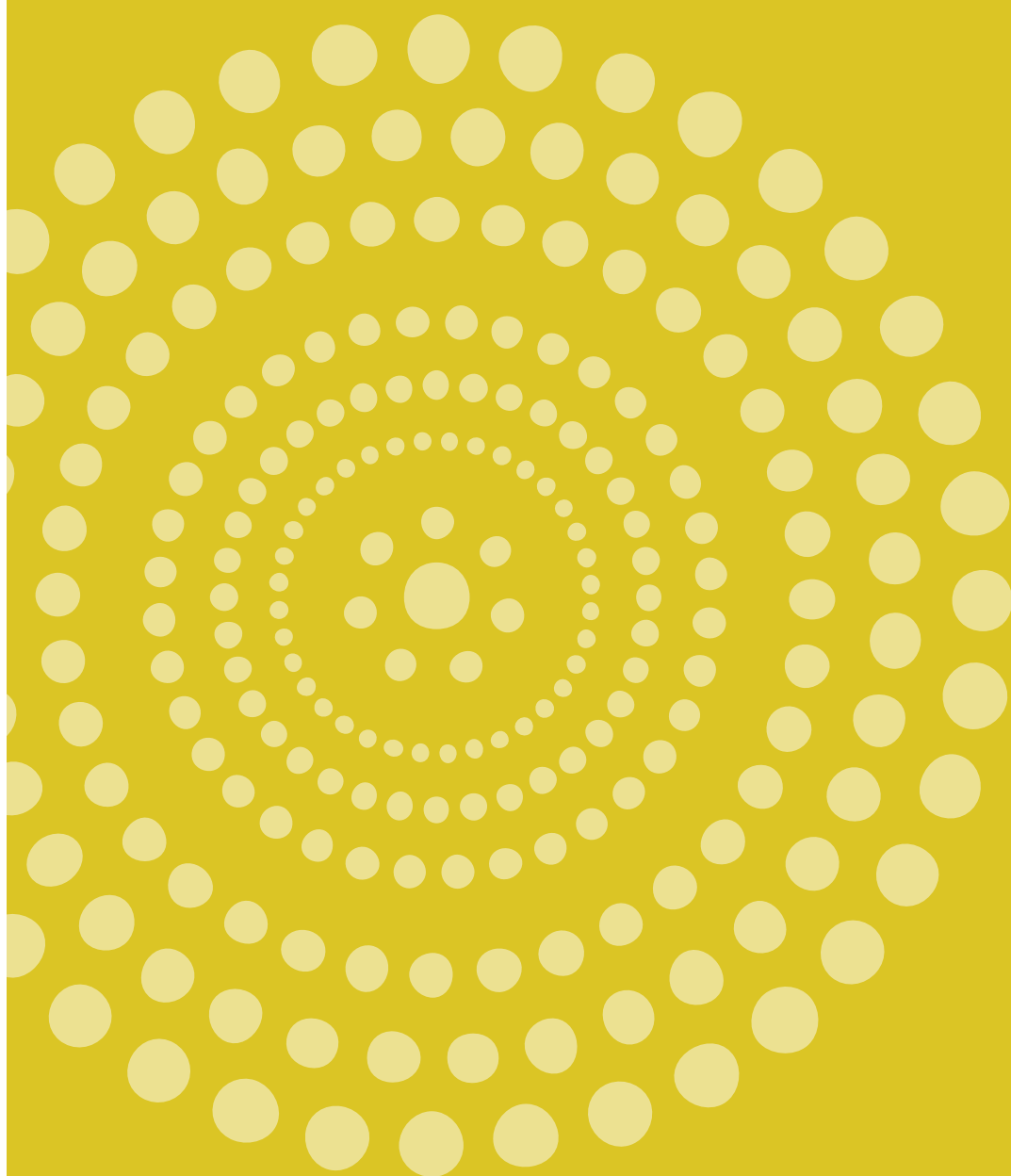
MUSWELLBROOK SHIRE COUNCIL 2022 – 2023 OPERATIONAL PLAN



muswellbrook.nsw.gov.au



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



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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

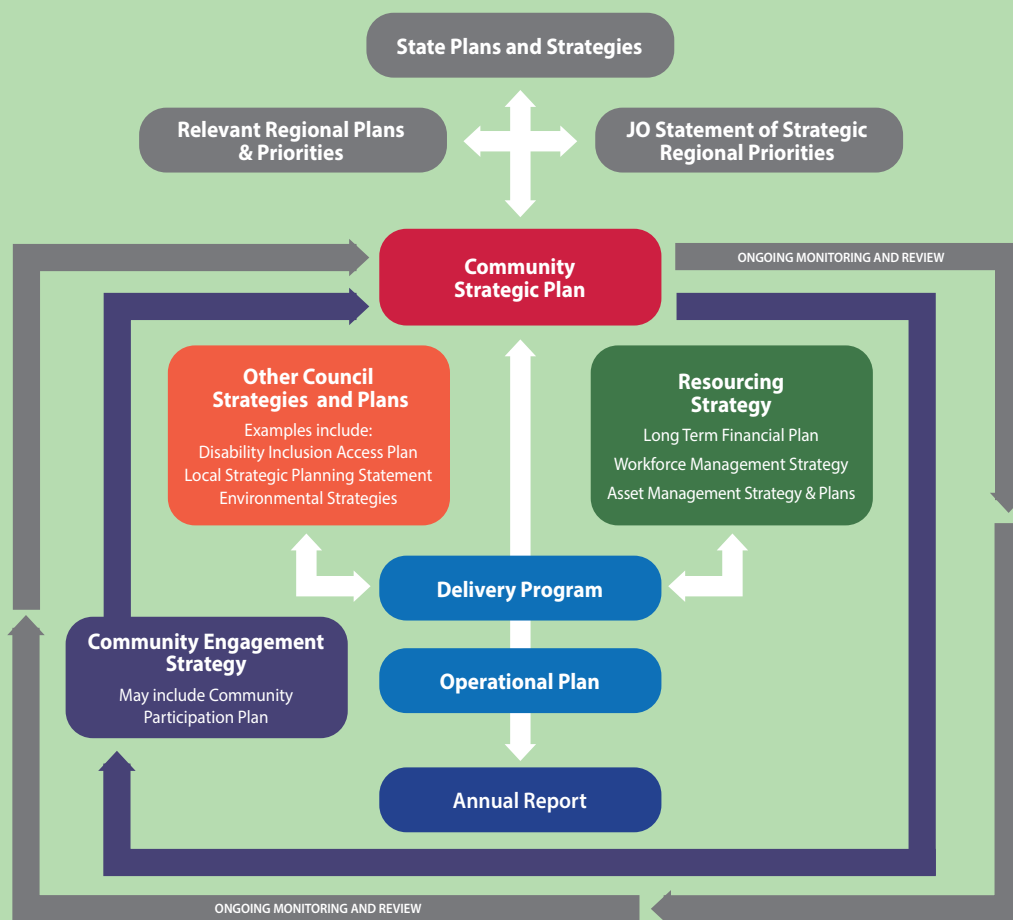
David's qualifications include a Bachelor of Business (Economics), Master of Professional Accounting and a Master of Business Administration and he is a member of the Australian Institute of Company Directors.





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)

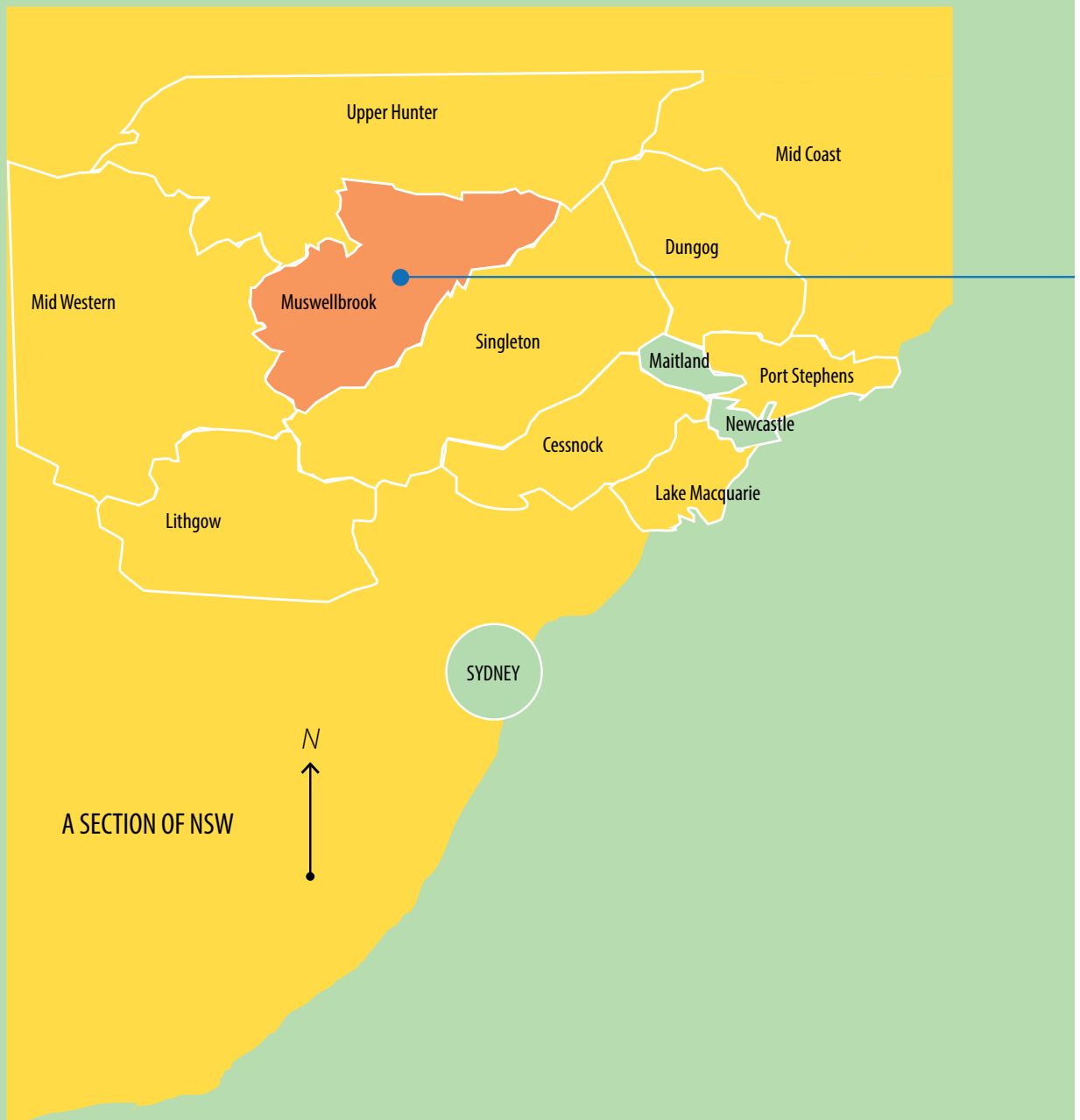
The Operational Plan is a sub-plan of the Delivery Program. It directly addresses the activities outlined in the Delivery Program and identifies specific actions, projects and programs Council will be undertaking within the current financial year and allocates a corresponding budget commitment.

Annual Report

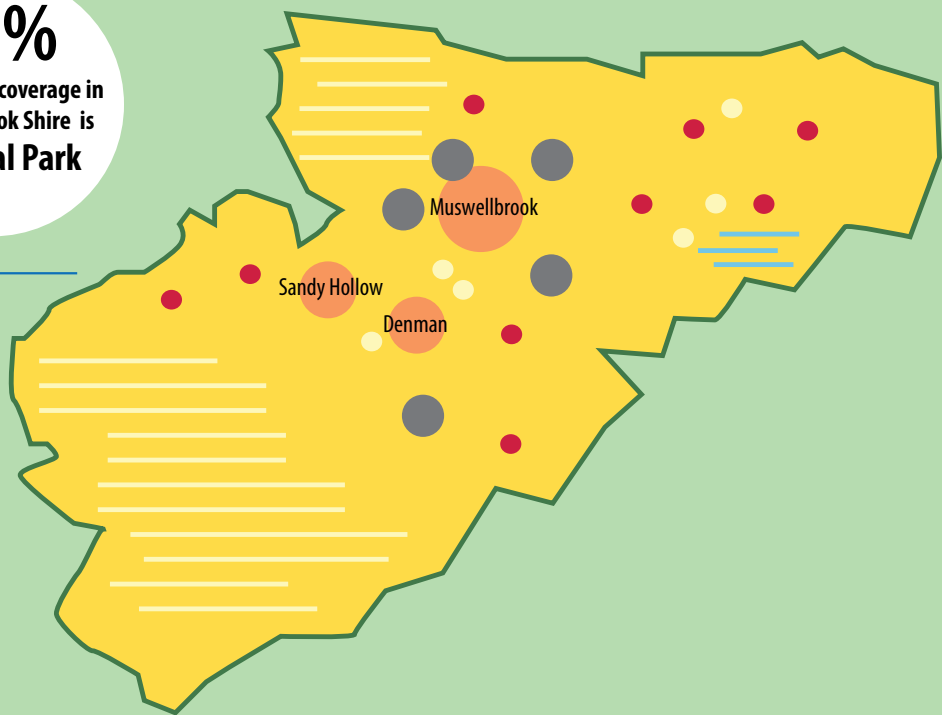
The Annual Report is one of the key means by which Council reports on its progress to the community. It focuses on Council's implementation of the Delivery Program and Operational Plan because these are the plans that are wholly Council's responsibility.

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

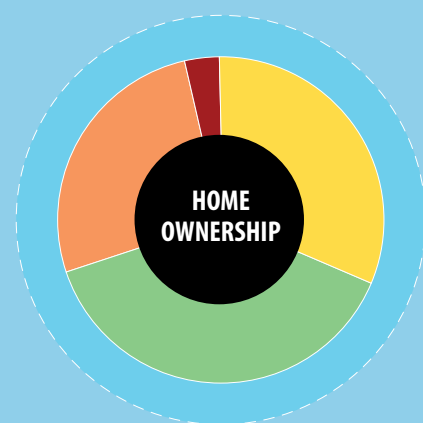
5.2 MUSWELLBROOK AT A GLANCE

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

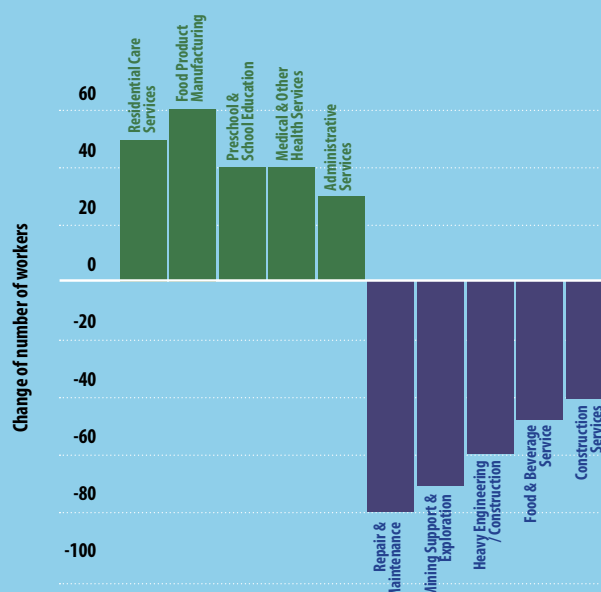
| Indicator | Muswellbrook Shire | NSW |
|---|--------------------|------|
| % Aboriginal and Torres Strait Islander (2016) | 8.3 | 2.9 |
| % University or tertiary institution level education (2016) | 4.3 | 16.2 |
| % Certificate level III or IV (2016) | 22.7 | 14.8 |
| Males per 100 females | 105.7 | 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

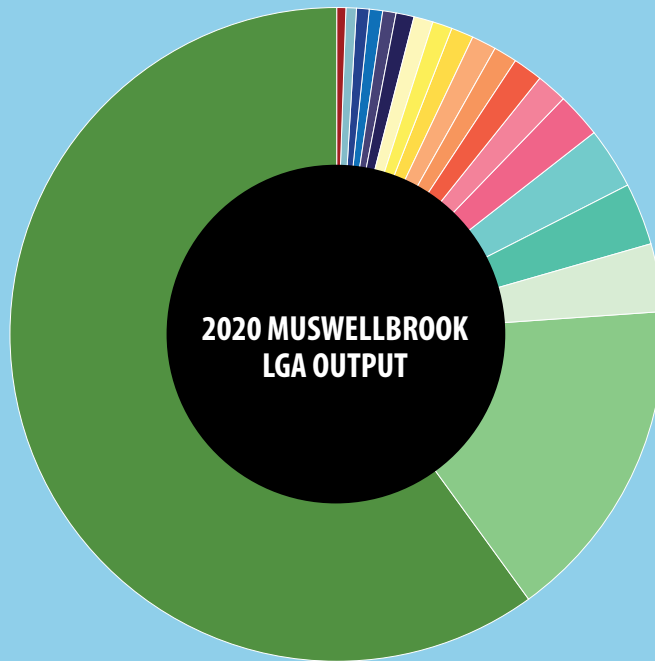
Top growth and decline industries of employment in Muswellbrook



| | |
|---|-------|
| ● 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.

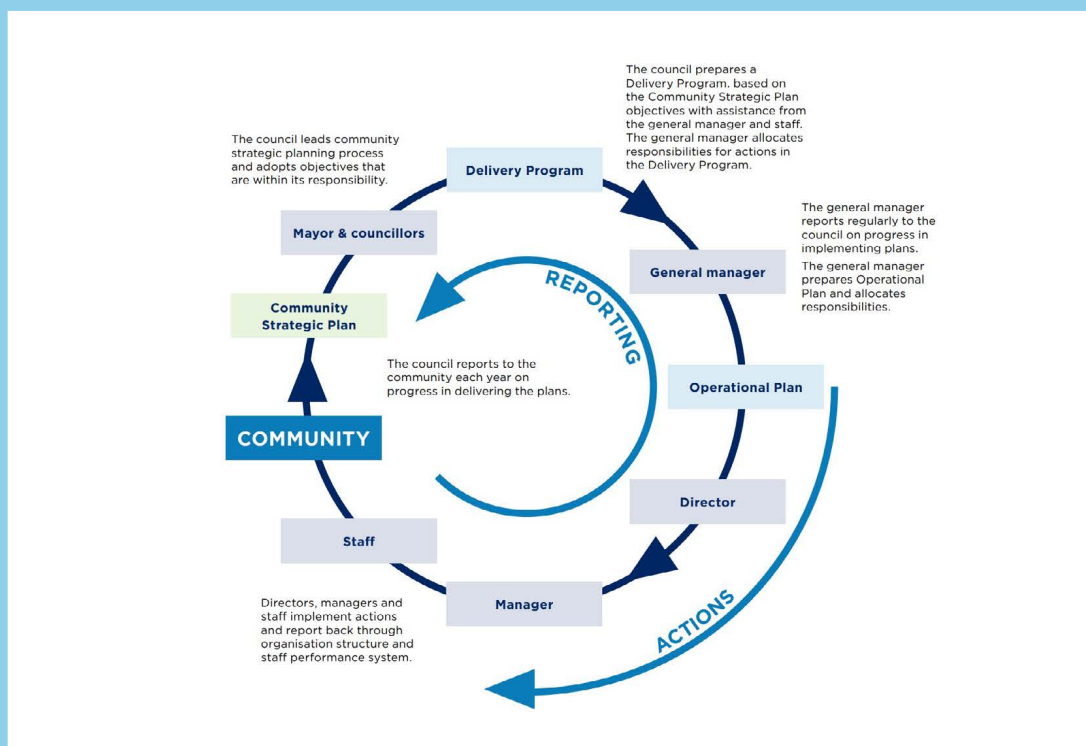
All actions detailed in the Muswellbrook Shire Council 2022-2026 Operational Plan link to an activity described in the *Muswellbrook Shire Council 2022-2026 Delivery Program*, which in turn link to a goal and strategy listed in the *Muswellbrook Shire 2022-2032 Community Strategic Plan*.

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 Councillor'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

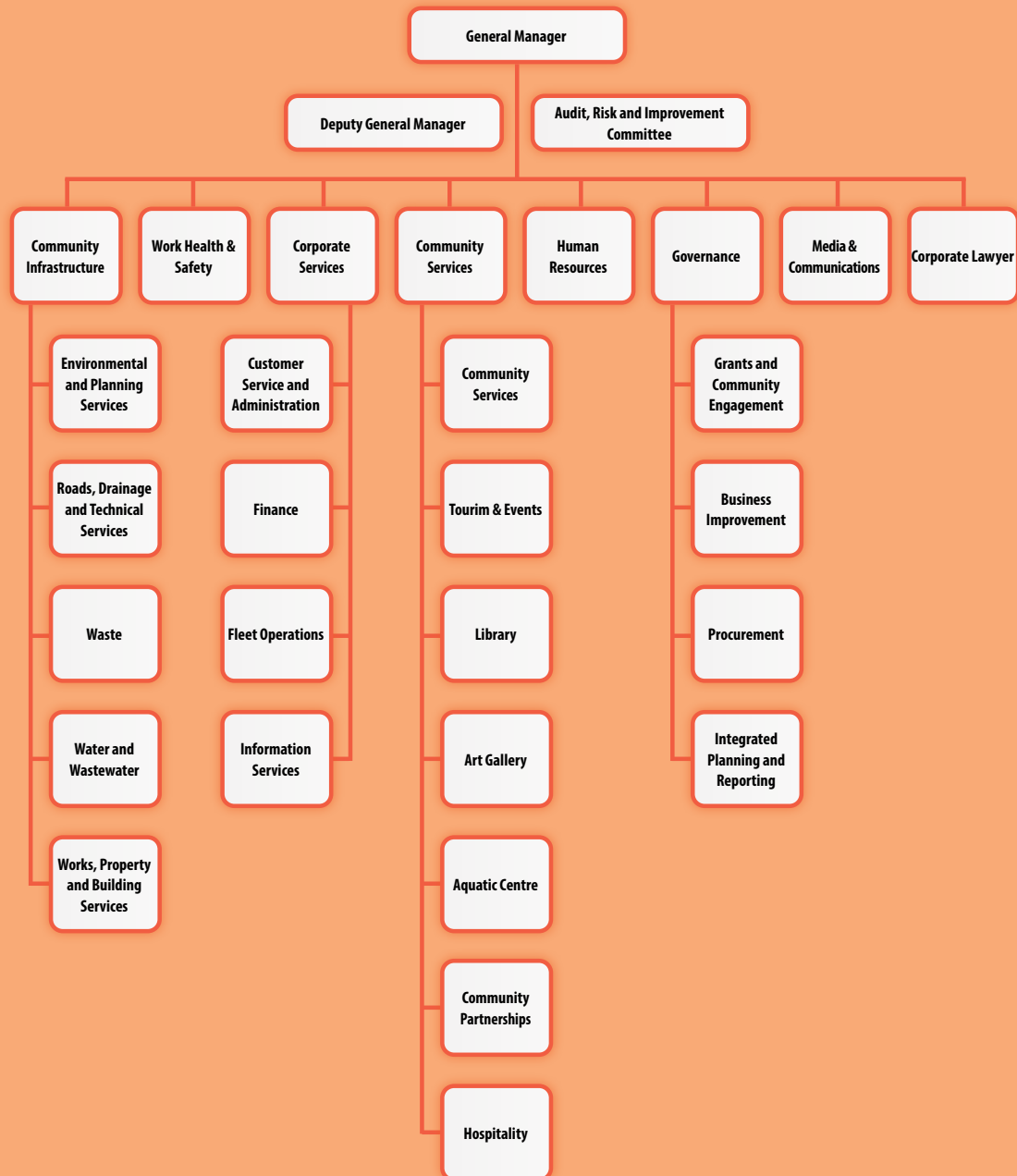
We work together to achieve outcomes

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%



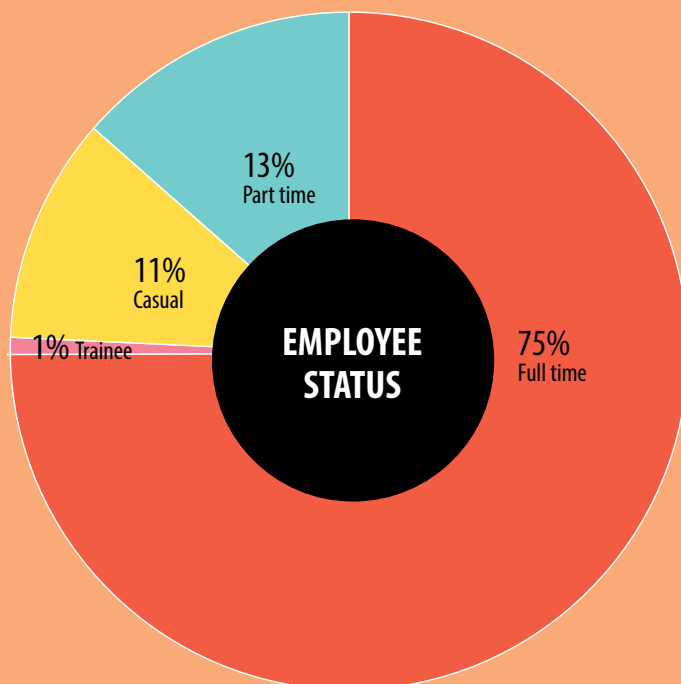
42%

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

- 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 | | | |





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**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.



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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 ...

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| 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 | Year 22/23 | | | Fee Type |
|------|--------------------|-----|--------------------|----------|
| | Fee (excl. GST) | GST | Fee (incl. GST) | |

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) | Year 22/23 GST | Year 22/23 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 Type |
|------|--------------------|-----|--------------------|----------|
| | Fee (excl. GST) | GST | Fee (incl. GST) | |

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 | Year 22/23 | | | |
|------|--------------------|-----|--------------------|----------|
| | Fee (excl. GST) | 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) | Year 22/23 GST | Year 22/23 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 (excl. GST) | GST | Fee (incl. GST) | Fee Type |
|------|----------------------------------|-----|--------------------|----------|
|------|----------------------------------|-----|--------------------|----------|

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 | Fee (excl. GST) | Year 22/23 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/Defoliant | \$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 ...

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| 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 ...

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| Name | Year 22/23 | | | Fee Type |
|------|--------------------|-----|--------------------|----------|
| | Fee (excl. GST) | GST | Fee (incl. GST) | |

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 |

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| | | |
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| 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

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| b) Roads and Drainage | [Muswellbrook] | 57 |
| b) Roads and Drainage | [Denman] | 57 |
| b) Rural Roads | [Rural Lot or Dwelling] | 57 |

B

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| 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 |

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| 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

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| 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

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| 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 |

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| 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 |

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| 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

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| d) Bushfire Protection | [Rural Lot or Dwelling] | 57 |
| d) Roads and Drainage | [Muswellbrook] | 57 |
| d) Roads and Drainage | [Denman] | 57 |

D

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| 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

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| e) Rural Roads | [Rural Lot or Dwelling] | 57 |
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E

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| Each additional hour | [Pool Space Hire] | 25 |
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| 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

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| f) Open Space & Community Facilities | [Rural Lot or Dwelling] | 57 |
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F

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| 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 |

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| 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

| | | |
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| 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

| | | |
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| Half-Day Hire - 4 Hours | [Denman Memorial Hall] | 14 |
| Herbicides/Defoliants | [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

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| 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

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| 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 |

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| 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

| | | |
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| K for pH coefficient calculation charge | [Non-Compliance pH Charge] | 54 |
| Key Deposit (refundable) | [All Council Properties] | 13 |
| Kittens <6 months | [Cats] | 55 |

L

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| 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 |

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| 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 |

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| 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 |

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| 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 |

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|---|---|----|
| 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 |

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| 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 |

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| plus per item of information (assessment details, sales, etc) | [Commercial Enquiry] | 11 |
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|---|---|----|
| 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 |

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| 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 |

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| 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 carterers) | [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 |

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| 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 |

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| 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 |

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| 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 |

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| 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 |

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| Two Bedroom | [Transport Facilities] | 58 |
| Two Bedroom | [Plan Management Administration] | 58 |
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| 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 |

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| \$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

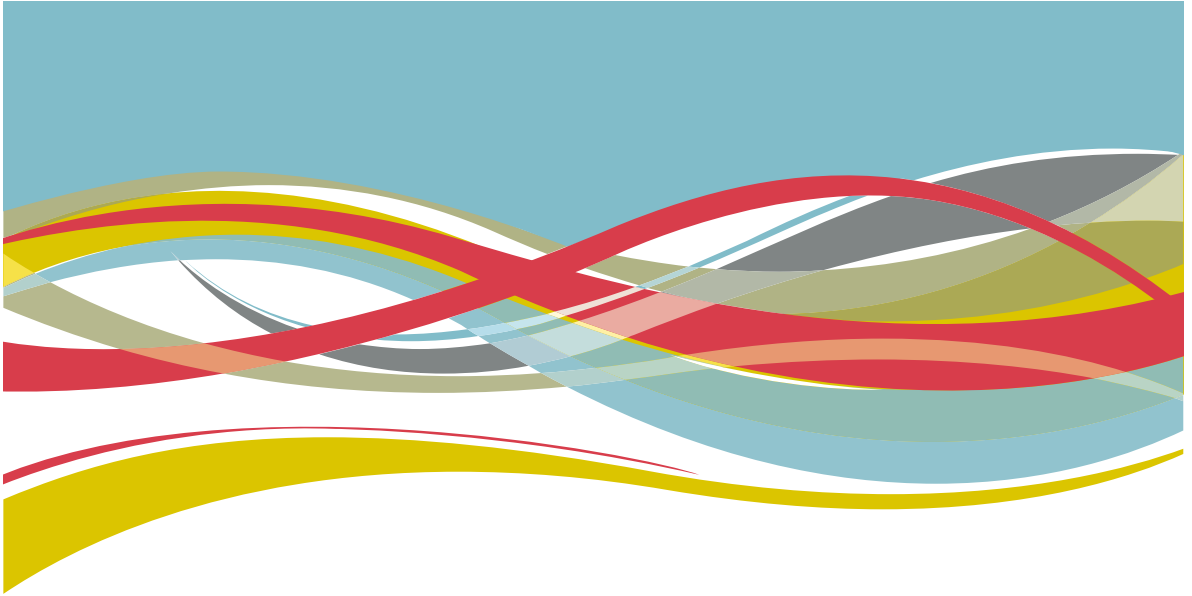
The form of the resolutions has been structured to ensure compliance with Council's legal requirements.

WASTE MANAGEMENT IMPLICATIONS

Not applicable.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

Not applicable.



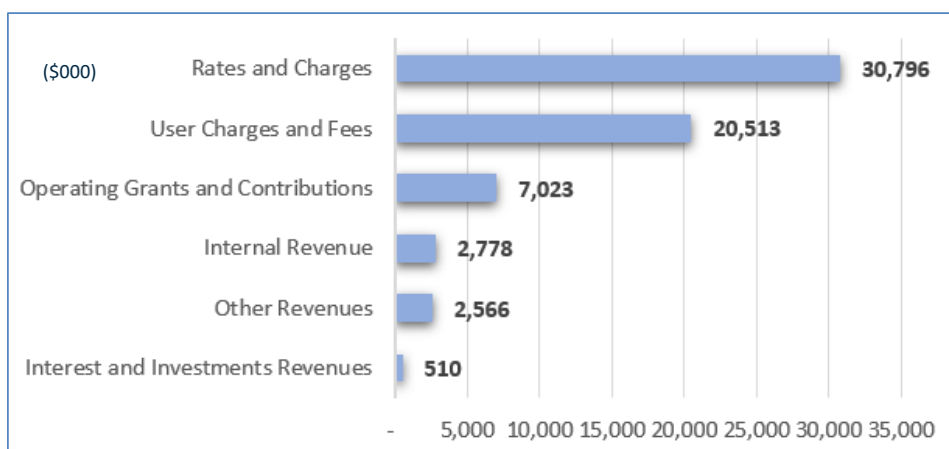
**Muswellbrook Shire Council
Budget Estimates
2022-32**

Purpose of the Budget

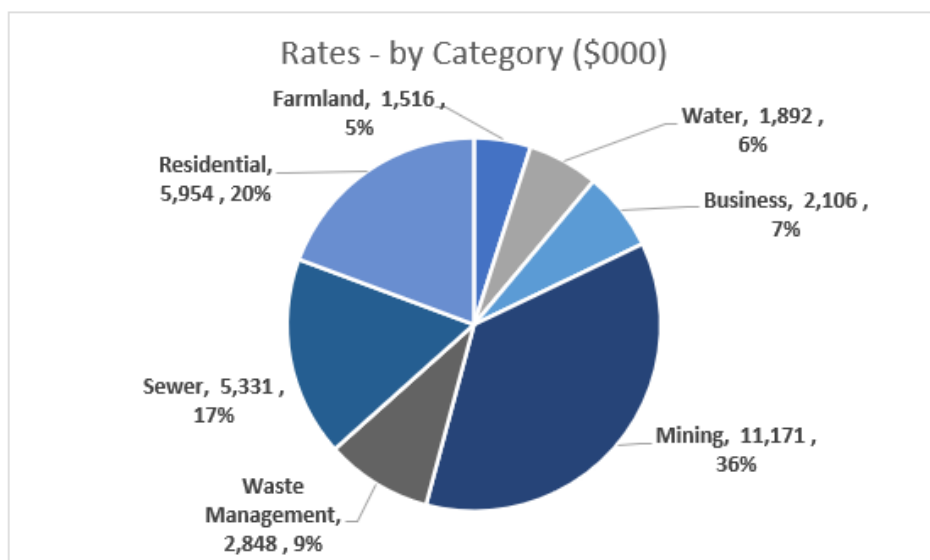
The Muswellbrook 10-Year Community Strategic Plan outlines the outcomes and aspirations of Muswellbrook Shire community. The Delivery Program (4-year) and Operational Plan (1-year) delve into further detail on achieving these aspirations, and the associated Budget is a decision-making tool for stakeholders (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:

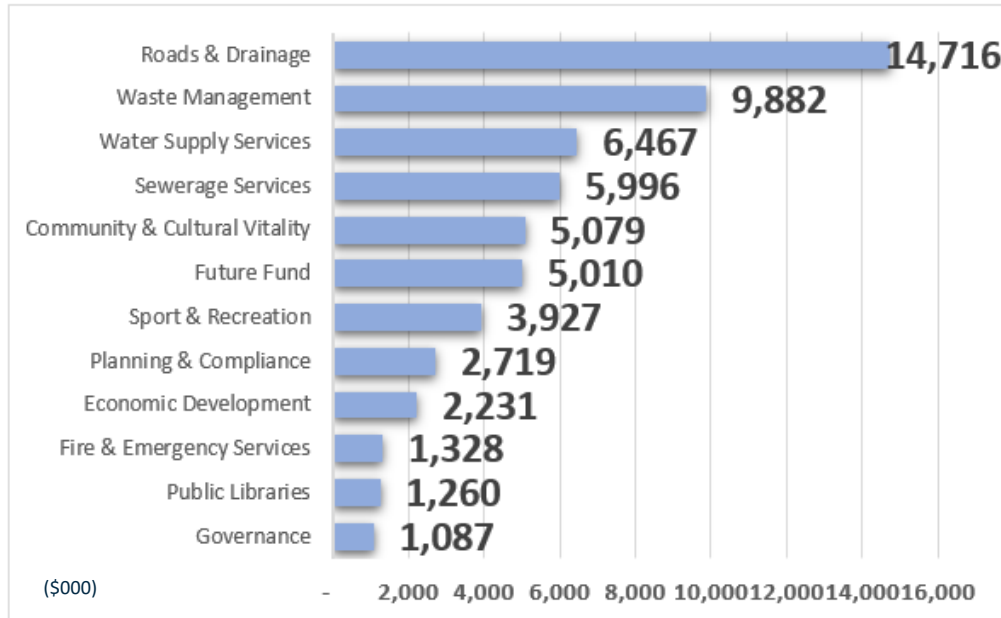


Rates and Charges (\$31M) comprise almost 50% of the operating income, and are composed of:

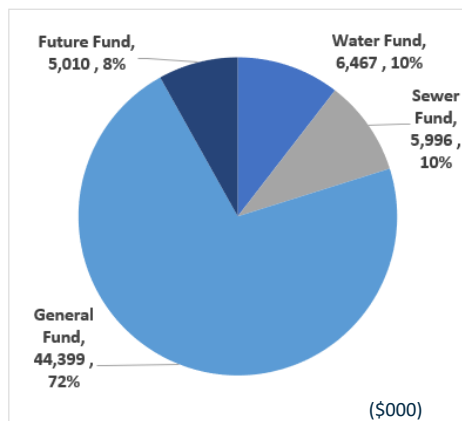


How will the money be spent?

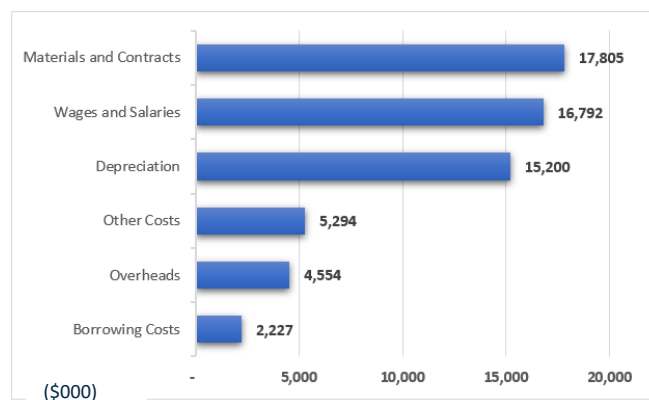
Council's operating expense budget estimates of \$62 million will deliver services in the following areas:



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

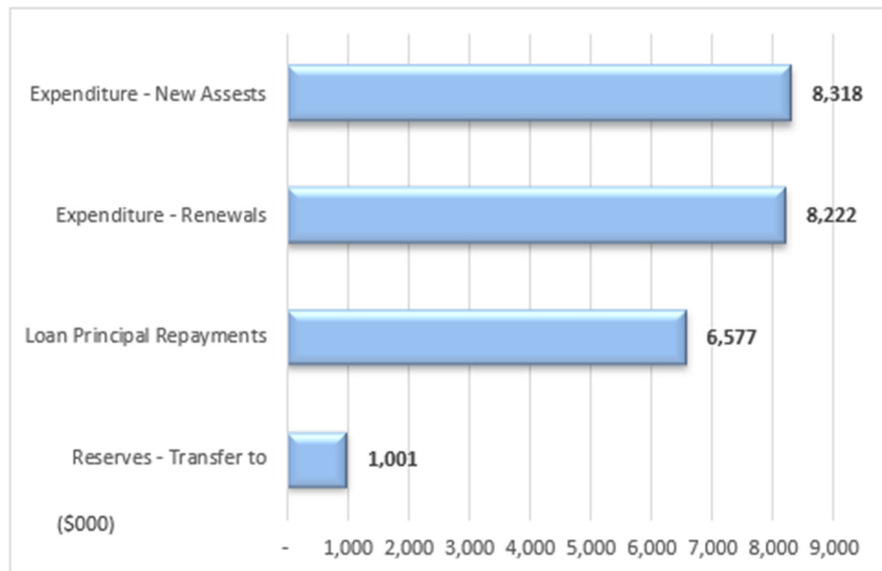


| Account Group | 2021/22 Total Budget | December Review Budget | 2022/23 Estimate Budget | 2023/24 Estimate Budget | 2024/25 Estimate Budget | 2025/26 Estimate Budget |
|------------------------------------|-------------------------|------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| 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) | - | - | - | - |

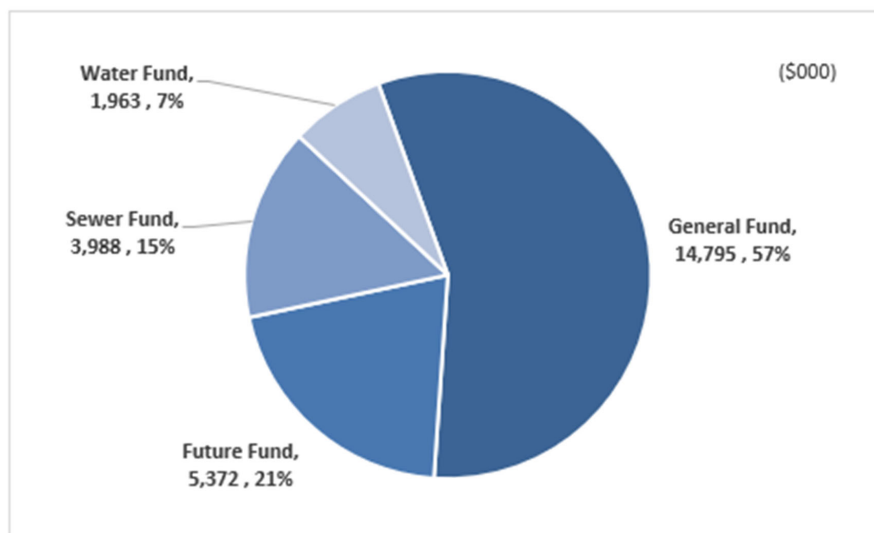
Capital Budget Estimates – 2022/23

Capital Budget

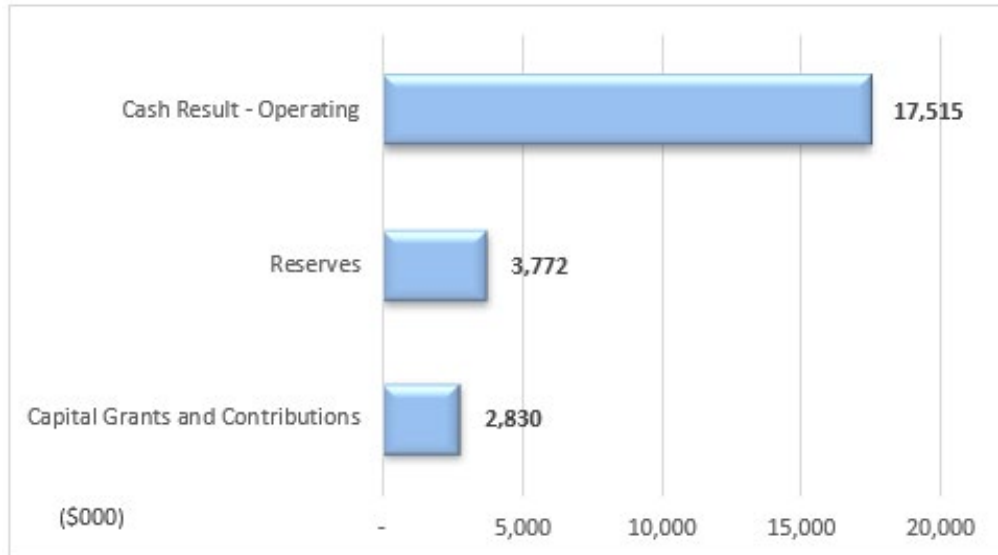
Council's budgeted consolidated capital expenditure of \$24 million are composed of:



...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

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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

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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 - 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 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:

- 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 - *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

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

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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

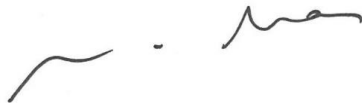
Local Government Remuneration Tribunal

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 | |

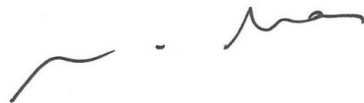
| Rural (57) | | | |
|-----------------|----------------------|------------------|---------------|
| Balranald | Cootamundra-Gundagai | Junee | Oberon |
| Bellingen | Cowra | Kyogle | Parkes |
| Berrigan | Dungog | Lachlan | Snowy Valleys |
| Bland | Edward River | Leeton | Temora |
| Blayney | Federation | 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

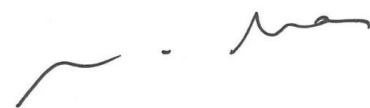
Determination No. 2 - Fees for Councillors and Mayors as per section 241 of the LG Act effective from 1 July 2022

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.

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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 - <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: | 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

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Policy summary

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

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

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

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

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

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

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

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

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

Part A – Introduction

1. Introduction

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

2. Policy objectives

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

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

3. Principles

- 3.1. Council commits to the following principles:
 - Proper conduct:** councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions
 - Reasonable expenses:** providing for councillors to be reimbursed for expenses reasonably incurred as part of their role as councillor
 - Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as 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 - <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: | <i>Not Applicable</i> |

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% | Revenue commentary will focus on material exceptions and concerns * 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) * Operating Grants and Contributions at 120% due to part of the 2022/23 Financial Assistance Grant being received in advance. |
| 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% | |
| Interest and Investments Revenues | \$40,900 | \$36,381 | \$4,519 | 12% | \$357,593 | \$400,192 | (\$42,599) | -11% | \$450,573 | \$436,573 | 82% | |
| 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 | \$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% | Overall costs are under from a YTD perspective - with costs at 80% against FY budget |
| 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% | |
| 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 % Spend | 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 | 56,000 | 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 | 1% | |
| Denman Neighbour 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 Paberdy Bridges | - | - | 75,776 | - | - | - | 75,776 | 0% | |
| Large Plant Items | 309,925 | 395,000 | 966,500 | - | (134,606) | 648,031 | 1,479,925 | 21% | |
| Leachate 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) | - | 7,483 | 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 | 753,958 | - | 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 | 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% | |
| Skullar Main | 42,494 | - | 86,344 | - | - | - | 86,344 | 49% | |
| Total Sewer Fund | 1,112,491 | 29,581 | 3,719,540 | - | 33,000 | - | 1,800,000 | 1,952,540 | 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 | To be refinanced this year |
| 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 | |
| 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% |

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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.

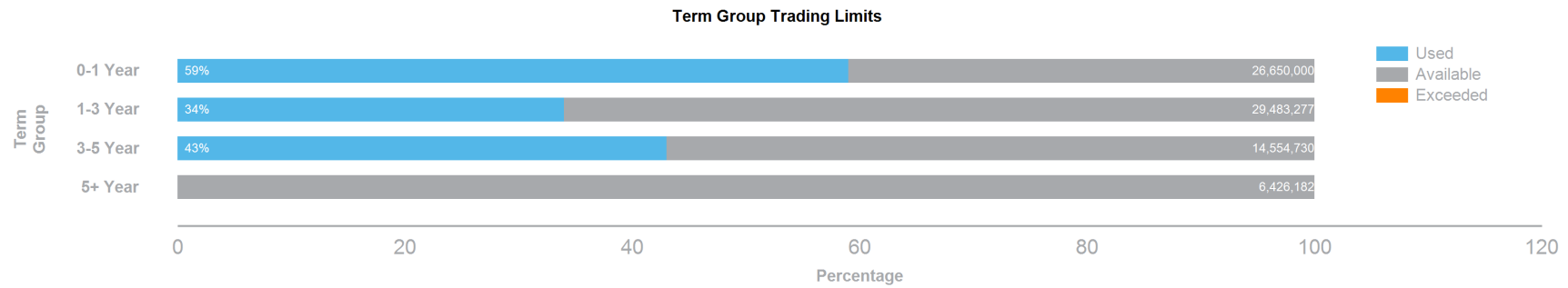
3 Term Group Trading Limits

| 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 |

Issuer Trading Limits







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

Report Code: TBSBP125EXT-00.16
Report Description: Trading Limit Performance As At Date
Parameters:
As At/Scenario Date: 31 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}