



## 10.2. Community Infrastructure

### 10.2.1. Water and Wastewater Levels of Service for Quarter 2, Quarter 3 and Quarter 4 for 2021-2022

<b>Attachments:</b>	1. 2122- Q 2 October to December 21 Rev 1 [10.2.1.1 - 4 pages] 2. 2122- Q 3 January to March 22 Rev 1 [10.2.1.2 - 4 pages] 3. 2122- Q 4 April to June 22 Rev 1 [10.2.1.3 - 4 pages]
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<b>Responsible Officer:</b>	Derek Finnigan - General Manager Matthew Lysaught - Director Property & Place
<b>Author:</b>	Irene Chetty (Operations Manager: Water and Wastewater)
<b>Community Plan Issue:</b>	5 - Community Infrastructure
<b>Community Plan Goal:</b>	Effective and efficient infrastructure that is appropriate to the needs of our community.
<b>Community Plan Strategy:</b>	5.3.1 - Water, sewerage and waste services are provided in compliance with regulatory requirements.  5.3.1.1 - Carry out Best Practice audit of water and wastewater services. 5.3.1.2 - Ensure compliance with all Licence conditions.

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#### PURPOSE

To summarise the performance of water and wastewater levels of service for Quarter 2, Quarter 3, and Quarter 4 for financial year 2021–2022.

#### OFFICER'S RECOMMENDATION

Council NOTES the information contained in the report.

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

#### BACKGROUND

The levels of service performance indicators for the supply of drinking water, supply of recycled water, and sewerage services are provided in this report for Quarter 2, Quarter 3, and Quarter 4 for financial year 2021–2022.

#### CONSULTATION

Data from this report is extracted from the water, sewerage, and wastewater treatment plants' performance monitoring database, service requests created for the networks team, NSW (New South Wales) Health drinking water database, recycled water analyses from the National Association of Testing Authorities (NATA) laboratories, Sydney Analytical Laboratory, and Sonic Food Laboratory, as well as contributions from the Water and Wastewater Operations Team and Council's rates team.



## REPORT

The information contained in the attachments “21-22 Q2 October to December 21 Rev 1”, “21-22 Q3 January to March 22 Rev 1” and “21-22 Q4 April to June 22 Rev 1” pdf files, summarises the performance for each of the following report subject areas:

1. Levels of service for drinking water services;
2. Levels of service for wastewater services;
3. Drinking water (or potable) supply and quality;
4. Recycled water (or re-use) supply and quality; and
5. Drinking water consumption graphs for the towns of Muswellbrook, Denman and Sandy Hollow, as accumulated monthly consumptions, 5-year accumulated averages, and accumulated monthly allocations

Discussion items arising from the attached reports include:

- Drinking water usage levels in Muswellbrook were similar for quarter 2, 3 and 4 in the range of 384 ML (megalitres)-413 ML, more than 100 ML less than the 5-year quarterly averages. Consumption in Denman was reduced to the 39–50 ML range, which is one-third less than the 5-year quarterly water usage averages. Sandy Hollow water usage averaged around 5–7 ML per quarter and was representative of the 5-year quarterly averages. The water usage levels were impacted by heavy rainfall events experienced throughout 2012-22. Approximately 930mm of rainfall was recorded for 2021–2022.
- Drinking water quality was satisfactory and within the Australian Drinking Water Guidelines (ADWG 2011). NSW Health reticulation verification testing was undertaken weekly, and the drinking water quality results were within ADWG limits, thereby ensuring the supply of safe drinking water to the communities of Muswellbrook, Denman, and Sandy Hollow. The Denman water treatment plant does not treat total hardness, and therefore the total hardness levels are slightly elevated. Sandy Hollow drinking water hardness remains relatively high due to the inherent characteristics of the groundwater source.
- There were 110 and 16 ‘dirty’ water complaints in Muswellbrook and Denman, respectively. These complaints were mostly related to colour and ‘particulates’ in the water. All water complaints were immediately attended to, tested, and water mains flushed to ensure that residents received safe drinking water.
- Response times to the majority of unplanned drinking water supply failures were within the four-hour target. The majority of the works recorded were related to service repairs and meter replacements, while main breaks accounted for approximated 9% of the maintenance works that were undertaken in the drinking water reticulation system.
- Failures due to blockages in the sewerage system were mostly caused by tree roots, accounting for 68% of the failures in sewer pipes. Most works in the sewerage system took longer than four hours to complete because of the continuous flooding and storm water ingress into the sewerage system and sewer pumping stations.
- There were no odour complaints reported from the sewer treatment works in Muswellbrook and Denman. Ten odour complaints were received concerning the Muswellbrook sewerage reticulation system that were related to overflows from manholes. No odour complaints were reported in Denman.
- The Recycled Water Treatment Works in Muswellbrook continues to deliver high quality recycled water, well within the limits of its Environment Protection Licence 1593.
- The Denman recycled water storage ponds are exposed to the environment and have high suspended solids and high biological oxygen demand, due to algal growth, which is exacerbated by nutrients such as phosphorus and nitrogen.



- Recycled water utilisation rates approached 100% in quarter 4 in Muswellbrook. Recycled water utilisation rates in Denman peaked in quarter 3 at 47% but then declined to 23% in quarter 4.

## OPTIONS

This report is submitted to Council for information purposes.

## CONCLUSION

The levels of service for the supply of drinking water, supply of recycled water, and sewerage services have reasonably met Council's targets.

## SOCIAL IMPLICATIONS

The report provides information that highlights Council's performance in levels of service for the supply of drinking water, supply of recycled water, and sewerage services delivered to the communities of Muswellbrook, Denman, and Sandy Hollow over the periods 01 October 2021 – 31 December 2021, 01 January 2022 – 31 March 2022 and 01 April 2022 – 30 June 2022. The stipulated levels of service delivered to the communities were delivered in accordance with statutory requirement such as the Australian Drinking Water Guidelines 2011, Environment Protection Licences 1593 and 5059, the Protection of the Environment Operations Act 1997, Department of Planning and Environment Water Benchmarking, and contract agreements with Mt Arthur Coal and Muswellbrook Golf Club.

## FINANCIAL IMPLICATIONS

Although this report is submitted for information purposes, it is noted that the reduction of drinking water usage levels impacts user fee revenue.

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

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

Nil.

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

Breakdown and maintenance work that may impact the levels of supply of drinking water, supply of recycled water, and sewerage services were funded through the relevant Operational Water and Sewer Funds.

## POLICY IMPLICATIONS

MSC23E - Recycled Water Policy

MSC30E -Water Drinking Quality Policy

MSC31E – Liquid Trade Waste Regulation Policy

Council's Revenue Policy

## STATUTORY IMPLICATIONS

Specific statutory regulations, including the Local Government Act 1993, apply.

## LEGAL IMPLICATIONS

Council is required to make every effort to comply with the relevant statutory regulations and guidelines so that best management practices are achieved in the levels of service for the supply of drinking water, supply of recycled water, and sewerage services delivered to the



communities of Muswellbrook, Denman, and Sandy Hollow.

#### **OPERATIONAL PLAN IMPLICATIONS**

The submission of the report complies with Goal 20.1 of the Operational Plan 2021-22: “Provide safe, secure, efficient, and effective water, sewerage, and waste services in compliance with regulatory requirements”.

#### **RISK MANAGEMENT IMPLICATIONS**

This report is used as a tool to manage the risk of non-compliance to the regulators and thereby ensuring that Council delivers high levels of services in the supply of drinking water, supply of recycled water, and sewerage services delivered to the communities of Muswellbrook, Denman, and Sandy Hollow.

#### **WASTE MANAGEMENT IMPLICATIONS**

Waste management is initiated and controlled through contractual agreements and statutory requirements in the Protection of the Environment Operations Act 1997.

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

Nil.

**POTABLE WATER AND WASTEWATER STATISTICS**  
Period: 1 October to 31 December 2021

WATER (it should be noted that water consumption data is treated water provided to the distribution system and does not include water losses from extraction and treatment processes. Extraction data is a licence requirement)	Report Period	5 Year Period Average	5 Year Peak for Period	5 Year Min. for Period	Units	Description
<b>Muswellbrook</b>						
Consumption for Period	392.09	534.39			ML	
Annual Consumption to Period End	781.85	955.17			ML	
Maximum Daily Consumption	7.25		12.13		ML	
Minimum Daily Consumption	1.64			1.64	ML	
Average Daily Consumption	4.72	5.90			ML	
Rainfall for Period	414.00	200.00			mm	
Yearly Rainfall to Period End	548.00	284.40			mm	
<b>Denman</b>						
Consumption for Period	49.94	73.16			ML	
Annual Consumption to Period End	91.58	126.50			ML	
Maximum Daily Consumption	0.97		2.31		ML	
Minimum Daily Consumption	0.22			0.22	ML	
Average Daily Consumption	0.54	0.80			ML	
<b>Sandy Hollow</b>						
Consumption for Period	5.74	7.41			ML	
Annual Consumption to Period End	11.93	13.60			ML	
Maximum Daily Consumption	0.12		0.21		ML	
Minimum Daily Consumption	0.01			0.01	ML	
Average Daily Consumption	0.07	0.08			ML	
<b>WASTEWATER</b>						
<b>Muswellbrook</b>						
Raw Sewage	288.56	204.38	14.92	0.02	ML	Inflows to Wastewater Treatment Plant (ML)
Potable Water to Sewer (%)	73.59	38.25				Potable water consumption to WWTP (%)
<b>Denman</b>						
Raw Sewage	45.88	40.90	2.44	0.00	ML	Inflows to Wastewater Treatment Plant
Potable Water to Sewer (%)	91.86	55.90				Potable water consumption to WWTP (%)
<b>TREATED EFFLUENT</b>						
<b>Muswellbrook</b>						
Quantity Reused	240.44	615.48			ML	
Percent Effluent Reused	83%	301%				Total WWTP inflow for period reused (%)
Effluent discharged to the environment	0.00				ML	
<b>Denman</b>						
Quantity Reused	14.38	15.21			ML	
Percent of Effluent Reused	31%	37%				Total WWTP inflow for period reused (%)
Effluent discharged to the environment	0.00				ML	

**Please Note:** the percent of effluent reused at the 5 year average for Denman has been amended to a 3 year average. Prior to the 3 year time frame usage was based on supply from the maturation pond and not the re-use reservoir which is more appropriate. The 5 year average raw sewage inflow has also been amended to 3 years for comparison accuracy.

## LEVEL OF SERVICE PERFORMANCE INDICATORS - WASTEWATER SERVICES

Period: 1 October to 31 December 2021

Indicator	Description	Report Period	Year to Date	Performance Target
Availability of Service				
Muswellbrook	Average Dry Weather Flow (ADWF)	1.93	1.92	3.6 Ml per day
	Peak Wet Weather Flow (PWWF)	14.92	8.69	18.7 Ml per day
	Rainfall	443.0	533.0	mm
Denman	Average Dry Weather Flow (ADWF)	26.00	23.97	0.3 Ml per day
	Peak Wet Weather Flow (PWWF)	19.88	12.74	
	Rainfall	368.7	462.70	mm
System Failures (causing overflow)				
Category 1	Failures due to rainfall and deficient design capacity			
Muswellbrook		1	1	2 per year
Denman		0	0	1 per year
Category 2	Failures due to pump or other breakdown			
Muswellbrook		0	0	1 per year
Denman		0	0	1 per year
Category 3	Failures due to blockages			
Muswellbrook	Roots Blocking Sewer	41	97	Muswellbrook - 100/year
	Foreign Objects in Sewer	5	8	
	Broken/Blocked Sewer Pipe	9	16	
	Blocked Junction	1	2	
	Blocked Boundary	6	10	
	TOTAL	62	133	
	Denman	Roots Blocking Sewer	12	
Foreign Objects in Sewer		0	1	
Broken/Blocked Sewer Pipe		2	6	
Blocked Junction		0	1	
Blocked Boundary		1	4	
TOTAL		15	35	
Response Times (unplanned - to system failures)				
Muswellbrook & Denman	Occasions where response time < 1hr (%)	45%	40%	> 95%
	Occasions where completion time < 4 hrs (%)	14%	10%	
General Complaints (Non Urgent)				
Muswellbrook	Odour complaints(Sewer Treatment Works)	0	0	1 per year
	Odour complaints (other)	3	4	1 per year
Denman	Odour complaints(Sewer Treatment Works)	0	0	1 per year
	Odour complaints (other)	0	0	1 per year
Effluent Quality		Report Period		
		Min	Max	
Muswellbrook Wastewater	BOD	<2	<2	<20 mg/l
HVEC & Golf Course	SS	<2	<2	<30 mg/l
Denman Wastewater	BOD	6	29	20 mg/l
EPA point 3	SS	34	72	30 mg/l
Muswellbrook Effluent Reuse (HVEC)	E-Coli	<10	<10	< 150/100mls (Contract)
Muswellbrook Effluent Reuse (Golf Course)	E-Coli	<10	<10	< 150/100mls
Denman Effluent Reuse (Golf Course)	E-Coli (Reuse Reservoir Outlet)	<10	<10	

- This Report has been prepared using information available at the time of collation and may not include a complete data set for the report period.
- Levels of Service are the targets which Council aims to meet and are not intended as a formal customer contract.
- Report Period and Year to Date in some cases will be the same due to the commencement of new report year

## LEVEL OF SERVICE PERFORMANCE INDICATORS - WATER SERVICES

Period: 1 October to 31 December 2021

Indicator	Description	Report Period	Year to Date	Performance Target
Availability of Supply	Reported Events Outside Standard			
Muswellbrook & Denman	Minimum Pressure kPa (when conveying 0.15 L/s/tenement)			200 kPa   data not available
	Maximum Static Pressure			850 kPa   data not available
Water Restrictions (2014 Drought Management Plan)				
Muswellbrook	Level 1 - Mandatory from 7 April 2021	1	1	Restrictions result in no more than 20% reduction in consumption, are not required for more than 10% of the time and that the average frequency of restrictions is less than 5 in every 100 years (the level of service)
Denman		1	1	
Sandy Hollow	Level 1 - Mandatory from 7 April 2021	1	1	
Peak Daily Demand (litres/assessment including commercial)				
Muswellbrook		1399.27		(= peak day consumption/no assessments)
Denman		1602.12		3000 litres/assessment
Sandy Hollow		1974.67		3000 litres/assessment
Planned Interruptions to Supply				
(5 days notice to domestic, commercial & industrial customers)	Number of Interruptions	11.0	11.0	<1/1000 customers/year
	Average time to repair	2.4	2.4	Hours
	Average length of Interruptions	Not Available	Not Available	< 2 hours
	Maximum length of repair	8.0	8.0	< 4 hours
Average length of interruption is not supplied as current systems do not allow accurate recording - current system records time to complete which can differ significantly to interruption period.				
Unplanned Interruptions to Supply				
(due to main replacement - excluding service lines)	Number of Interruptions	6	10	
	Average time to repair	4.3	4.6	Hours
	Average length of Interruptions	Not Available	Not Available	< 4 hours
	Number of Residences affected	56	123	1/connection/year
Water Quality - Reticulation				
		Averages		As per ADWG Guidelines 2011
Muswellbrook	Turbidity	0.31	0.31	5 NTU
	pH	7.71	7.71	6.5 - 8.5
	Total Hardness	137.80	137.80	<200 mg/L
	E-Coli	100%	100%	100% Compliance
	Free Available Chlorine	1.66	1.66	0.2 - 5.0mg/l
Denman	Turbidity	0.27	0.27	5 NTU
	pH	8.10	8.10	6.5 - 8.5
	Total Hardness	174.50	174.50	<200 mg/L
	E-Coli	100%	100%	100% Compliance
	Free Available Chlorine	0.79	0.79	0.2 - 5.0mg/l
Sandy Hollow	Turbidity	0.31	0.31	5 NTU
	pH	7.80	7.80	6.5 - 8.5
	Total Hardness	604.30	604.30	<200 mg/L
	E-Coli	100%	100%	100% Compliance
	Free Available Chlorine	1.53	1.53	0.2 - 5.0mg/l
Service Requests				
Muswellbrook	Main Break	11	23	Leaks 80/year
	Fitting Repair	9	18	
	Service Repair	25	64	
	Service Replacement	5	5	
	Meter replacement	92	130	
	Denman	Main Break	1	
Fitting Repair		1	5	
Service Repair		5	8	
Service Replacement		0	0	
Sandy Hollow		Main Break	0	0
		Fitting Repair	0	0
	Service Repair	0	0	
	Service Replacement	0	0	
Total Service Requests		149	254	
Supply Failure Response Times (unplanned)				
Muswellbrook, Denman & Sandy Hollow (expressed as percentage)	Number where response time <1 hour	100.00%	99.56%	>95%
	Number where completion time >4 hours	0.00%	0.44%	
General Complaints - GC (Management)				
Water Quality (Dirty water, taste & odour)				
Muswellbrook		16	41	<1/1000 customers per year
Denman		2	2	
Sandy Hollow		0	0	
Pressure (not related to a main break)				
Muswellbrook		5	9	<10
Denman		1	1	<2
Sandy Hollow		0	0	<2
Other				
Muswellbrook		146	328	Includes:
Denman		19	39	Fire Flow and Pressure Tests
Sandy Hollow		1	2	Rehabilitation Works
Service Provided				
Time to provide an individual connection to water supply in serviced area (90% of time)	New Services	0	0	Number
				Percentage installed within 5 Working Days

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■ Report Period and Year to Date in some cases will be the same due to the commencement of new report year

## CONSUMPTION SUMMARY

Period: 1 October to 31 December 2021



**POTABLE WATER AND WASTEWATER STATISTICS**  
Period: 1 January to 31 March 2022

WATER (it should be noted that water consumption data is treated water provided to the distribution system and does not include water losses from extraction and treatment processes. Extraction data is a licence requirement)	Report Period	5 Year Period Average	5 Year Peak for Period	5 Year Min. for Period	Units	Description
<b>Muswellbrook</b>						
Consumption for Period	412.60	563.56			ML	
Annual Consumption to Period End	1195.15	1519.13			ML	
Maximum Daily Consumption	9.82		23.86		ML	
Minimum Daily Consumption	1.79			1.65	ML	
Average Daily Consumption	4.97	6.35			ML	
Rainfall for Period	281.00	242.20			mm	
Yearly Rainfall to Period End	858.00	532.40			mm	
<b>Denman</b>						
Consumption for Period	48.65	73.17			ML	
Annual Consumption to Period End	137.60	199.14			ML	
Maximum Daily Consumption	1.00		2.70		ML	
Minimum Daily Consumption	0.24			0.13	ML	
Average Daily Consumption	0.57	0.82			ML	
<b>Sandy Hollow</b>						
Consumption for Period	7.34	7.66			ML	
Annual Consumption to Period End	19.37	21.29			ML	
Maximum Daily Consumption	0.16		0.20		ML	
Minimum Daily Consumption	0.01			0.012	ML	
Average Daily Consumption	0.09	0.09			ML	
<b>WASTEWATER</b>						
<b>Muswellbrook</b>						
Raw Sewage	265.32	240.88	19.88	1.75	ML	Inflows to Wastewater Treatment Plant (ML)
Potable Water to Sewer (%)	64.31	42.74				Potable water consumption to WWTP (%)
<b>Denman</b>						
Raw Sewage	40.26	29.24	3.49	0.00	ML	Inflows to Wastewater Treatment Plant
Potable Water to Sewer (%)	82.76	39.96				Potable water consumption to WWTP (%)
<b>TREATED EFFLUENT</b>						
<b>Muswellbrook</b>						
Quantity Reused	237.87	227.98			ML	3 Year Average
Percent Effluent Reused	90%	95%				Total WWTP inflow for period reused (%)
Effluent discharged to the environment	0.00				ML	
<b>Denman</b>						
Quantity Reused	19.08	13.14			ML	
Percent of Effluent Reused	47%	45%				Total WWTP inflow for period reused (%)
Effluent discharged to the environment	0.00				ML	

**Please Note:** the percent of effluent reused at the 5 year average for Denman has been amended to a 3 year average. Prior to the 3 year time frame usage was based on supply from the maturation pond and not the re-use reservoir which is more appropriate. The 5 year average raw sewage inflow has also been amended to 3 years for comparison accuracy.

## LEVEL OF SERVICE PERFORMANCE INDICATORS - WASTEWATER SERVICES

Period: 1 January to 31 March 2022

Indicator	Description	Report Period	Year to Date	Performance Target
Availability of Service				
Muswellbrook	Average Dry Weather Flow (ADWF)	1.88	1.90	3.6 Ml per day
	Peak Wet Weather Flow (PWWF)	14.46	10.61	18.7 Ml per day
	Rainfall	364.0	897.0	mm
Denman	Average Dry Weather Flow (ADWF)	26.87	24.94	0.3 Ml per day
	Peak Wet Weather Flow (PWWF)	13.40	12.96	
	Rainfall	293.0	755.70	mm
System Failures (causing overflow)				
Category 1	Failures due to rainfall and deficient design capacity			
Muswellbrook		0	1	2 per year
Denman		0	0	1 per year
Category 2	Failures due to pump or other breakdown			
Muswellbrook		0	0	1 per year
Denman		0	0	1 per year
Category 3	Failures due to blockages			
Muswellbrook	Roots Blocking Sewer	30	127	Muswellbrook - 100/year
	Foreign Objects in Sewer	6	14	
	Broken/Blocked Sewer Pipe	10	26	
	Blocked Junction	1	3	
	Blocked Boundary	3	13	
	TOTAL	50	183	
	Denman	Roots Blocking Sewer	5	
Foreign Objects in Sewer	0	1		
Broken/Blocked Sewer Pipe	1	7		
Blocked Junction	0	1		
Blocked Boundary	0	4		
TOTAL	6	41		
Response Times (unplanned - to system failures)				
Muswellbrook & Denman	Occasions where response time < 1hr (%)	41%	41%	> 95%
	Occasions where completion time < 4 hrs (%)	4%	8%	
General Complaints (Non Urgent)				
Muswellbrook	Odour complaints(Sewer Treatment Works)	0	0	1 per year
	Odour complaints (other)	3	7	1 per year
Denman	Odour complaints(Sewer Treatment Works)	0	0	1 per year
	Odour complaints (other)	0	0	1 per year
Effluent Quality		Report Period		
		Min	Max	
Muswellbrook Wastewater	BOD	<2	<2	<20 mg/l
HVEC & Golf Course	SS	<2	<2	<30 mg/l
Denman Wastewater	BOD	8	25	20 mg/l
EPA point 3	SS	36	64	30 mg/l
Muswellbrook Effluent Reuse (HVEC)	E-Coli	<10	<10	< 150/100mls (Contract)
Muswellbrook Effluent Reuse (Golf Course)	E-Coli	<10	<10	< 150/100mls
Denman Effluent Reuse (Golf Course)	E-Coli (Reuse Reservoir Outlet)	<10	<10	

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## LEVEL OF SERVICE PERFORMANCE INDICATORS - WATER SERVICES

Period: 1 January to 31 March 2022

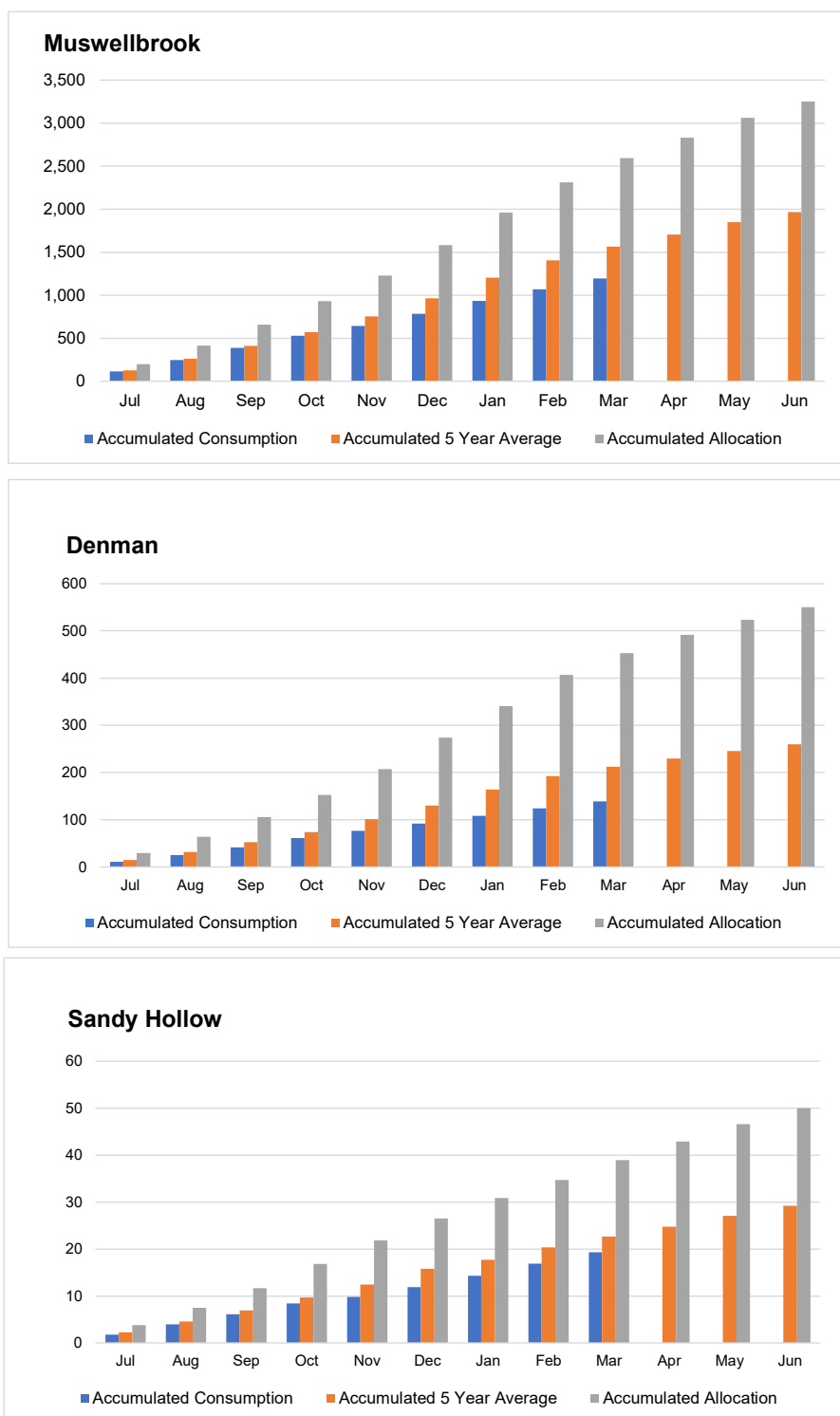
Indicator	Description	Report Period	Year to Date	Performance Target
Availability of Supply		Reported Events Outside Standard		
Muswellbrook & Denman	Minimum Pressure kPa (when conveying 0.15 L/s/tenement)			200 kPa data not available
	Maximum Static Pressure			850 kPa data not available
Water Restrictions (2014 Drought Management Plan)				
Muswellbrook	Level 1 - Mandatory from 7 April 2021-until 07 Feb 2022	1	1	Restrictions result in no more than 20% reduction in consumption, are not required for more than 10% of the time and that the average frequency of restrictions is less than 5 in every 100 years (the level of service)
Denman		1	1	
Sandy Hollow		1	1	
Peak Daily Demand (litres/assessment including commercial)				(= peak day consumption/no assessments)
Muswellbrook		1895.41		3000 litres/assessment
Denman		1515.89		3000 litres/assessment
Sandy Hollow		2633.33		3000 litres/assessment
Planned Interruptions to Supply		Number of Interruptions		<1/1000 customers/year
(5 days notice to domestic, commercial & industrial customers)	Average time to repair	2.4	2.4	Hours
	Average length of Interruptions	Not Available	Not Available	< 2 hours
	Maximum length of repair	8.0	8.0	< 4 hours
Average length of interruption is not supplied as current systems do not allow accurate recording - current system records time to complete which can differ significantly to interruption period.				
Unplanned Interruptions to Supply		Number of Interruptions		6
(due to main replacement - excluding service lines)	Average time to repair	4.5	4.6	Hours
	Average length of Interruptions	Not Available	Not Available	< 4 hours
	Number of Residences affected	53	176	1/connection/year
Water Quality - Reticulation		Averages		As per ADWG Guidelines 2011
Muswellbrook	Turbidity	0.31	0.31	5 NTU
	pH	7.97	7.84	6.5 - 8.5
	Total Hardness	122.30	130.05	<200 mg/L
	E-Coli	100%	100%	100% Compliance
	Free Available Chlorine	1.76	1.71	0.2 - 5.0mg/l
Denman	Turbidity	0.30	0.28	5 NTU
	pH	8.22	8.16	6.5 - 8.5
	Total Hardness	278.40	226.45	<200 mg/L
	E-Coli	100%	100%	100% Compliance
	Free Available Chlorine	0.95	0.87	0.2 - 5.0mg/l
Sandy Hollow	Turbidity	0.36	0.34	5 NTU
	pH	8.06	7.93	6.5 - 8.5
	Total Hardness	460.20	532.25	<200 mg/L
	E-Coli	100%	100%	100% Compliance
	Free Available Chlorine	1.60	1.56	0.2 - 5.0mg/l
Service Requests				Leaks 80/year
Muswellbrook	Main Break	8	31	
	Fitting Repair	19	37	
	Service Repair	34	98	
	Service Replacement	10	15	
	Meter replacement	36	166	
Denman	Main Break	2	3	
	Fitting Repair	3	8	
	Service Repair	5	13	
	Service Replacement	1	1	
Sandy Hollow	Main Break	2	2	
	Fitting Repair	0	0	
	Service Repair	2	2	
	Service Replacement	0	0	
Total Service Requests		122	376	
Supply Failure Response Times (unplanned)				
Muswellbrook, Denman & Sandy Hollow (expressed as percentage)	Number where response time <1 hour	99.00%	99.38%	>95%
	Number where completion time >4 hours	1.00%	0.44%	
General Complaints - GC (Management)				
Water Quality (Dirty water, taste & odour)				
Muswellbrook		36	77	<1/1000 customers per year
Denman		9	11	
Sandy Hollow		0	0	
Pressure (not related to a main break)				
Muswellbrook		6	15	<10
Denman		0	1	<2
Sandy Hollow		0	0	<2
Other				Includes:
Muswellbrook		181	509	Fire Flow and Pressure Tests
Denman		31	70	Rehabilitation Works
Sandy Hollow		5	7	Special Meter reads
Service Provided				
Time to provide an individual connection to water supply in serviced area (90% of time)	New Services	1	1	Number
		100%		Percentage installed within 5 Working Days

■ This Report has been prepared using information available at the time of collation and may not include a complete data set for the report period.

■ Report Period and Year to Date in some cases will be the same due to the commencement of new report year

## CONSUMPTION SUMMARY

Period: 1 January to 31 March 2022



## POTABLE WATER AND WASTEWATER STATISTICS

Period: 1 April to 30 June 2022

WATER (it should be noted that water consumption data is treated water provided to the distribution system and does not include water losses from extraction and treatment processes. Extraction data is a licence requirement)	Report Period	5 Year Period Average	5 Year Peak for Period	5 Year Min. for Period	Units	Description
<b>Muswellbrook</b>						
Consumption for Period	383.76	410.96			ML	
Annual Consumption to Period End	1579.47	1929.90			ML	
Maximum Daily Consumption	8.15		8.85		ML	
Minimum Daily Consumption	1.97			1.97	ML	
Average Daily Consumption	4.57	4.64			ML	
Rainfall for Period	53.00	82.20			mm	
Yearly Rainfall to Period End	930.00	618.40			mm	
<b>Denman</b>						
Consumption for Period	38.99	46.03			ML	
Annual Consumption to Period End	176.54	245.16			ML	
Maximum Daily Consumption	1.05		2.57		ML	
Minimum Daily Consumption	0.23			0.23	ML	
Average Daily Consumption	0.43	0.51			ML	
<b>Sandy Hollow</b>						
Consumption for Period	7.42	6.71			ML	
Annual Consumption to Period End	26.79	28.00			ML	
Maximum Daily Consumption	0.12		0.25		ML	
Minimum Daily Consumption	0.06			0.011	ML	
Average Daily Consumption	0.08	0.07			ML	
<b>WASTEWATER</b>						
<b>Muswellbrook</b>						
Raw Sewage	207.90	210.91	7.00	1.56	ML	Inflows to Wastewater Treatment Plant (ML)
Potable Water to Sewer (%)	54.17	51.32				Potable water consumption to WWTP (%)
<b>Denman</b>						
Raw Sewage	29.88	28.48	1.06	0.11	ML	Inflows to Wastewater Treatment Plant
Potable Water to Sewer (%)	76.65	61.87				Potable water consumption to WWTP (%)
<b>TREATED EFFLUENT</b>						
<b>Muswellbrook</b>						
Quantity Reused	222.44	197.51			ML	2 Year Average
Percent Effluent Reused	107%	94%				Total WWTP inflow for period reused (%)
Effluent discharged to the environment	0.00				ML	
<b>Denman</b>						
Quantity Reused	6.86	7.86			ML	
Percent of Effluent Reused	23%	28%				Total WWTP inflow for period reused (%)
Effluent discharged to the environment	0.00				ML	

**Please Note:** the percent of effluent reused at the 5 year average for Denman has been amended to a 3 year average. Prior to the 3 year time frame usage was based on supply from the maturation pond and not the re-use reservoir which is more appropriate. The 5 year average raw sewage inflow has also been amended to 3 years for comparison accuracy.

## LEVEL OF SERVICE PERFORMANCE INDICATORS - WASTEWATER SERVICES

Period: 1 April to 30 June 2022

Indicator	Description	Report Period	Year to Date	Performance Target
Availability of Service				
Muswellbrook	Average Dry Weather Flow (ADWF)	1.89	1.90	3.6 Ml per day
	Peak Wet Weather Flow (PWWF)	2.68	8.63	18.7 Ml per day
	Rainfall	72.5	970	mm
Denman	Average Dry Weather Flow (ADWF)	23.30	24.53	0.3 Ml per day
	Peak Wet Weather Flow (PWWF)	6.58	11.36	
	Rainfall	92.0	847.70	mm
System Failures (causing overflow)				
Category 1	Failures due to rainfall and deficient design capacity			
Muswellbrook		0	1	2 per year
Denman		0	0	1 per year
Category 2	Failures due to pump or other breakdown			
Muswellbrook		0	0	1 per year
Denman		0	0	1 per year
Category 3	Failures due to blockages			
Muswellbrook	Roots Blocking Sewer	29	156	Muswellbrook - 100/year
	Foreign Objects in Sewer	8	22	
	Broken/Blocked Sewer Pipe	7	33	
	Blocked Junction	2	5	
	Blocked Boundary	2	15	
	TOTAL	48	231	
Denman	Roots Blocking Sewer	4	32	Denman - 20/year
	Foreign Objects in Sewer	1	2	
	Broken/Blocked Sewer Pipe	1	8	
	Blocked Junction	0	1	
	Blocked Boundary	1	0	
	TOTAL	7	43	
Response Times (unplanned - to system failures)				
Muswellbrook & Denman	Occasions where response time < 1hr (%)	41%	41%	> 95%
	Occasions where completion time < 4 hrs (%)	8%	8%	
General Complaints (Non Urgent)				
Muswellbrook	Odour complaints(Sewer Treatment Works)	0	0	1 per year
	Odour complaints (other)	3	10	1 per year
Denman	Odour complaints(Sewer Treatment Works)	0	0	1 per year
	Odour complaints (other)	0	0	1 per year
Effluent Quality		Report Period		
		Min	Max	
Muswellbrook Wastewater	BOD	<2	<2	<20 mg/l
HVEC & Golf Course	SS	<2	<2	<30 mg/l
Denman Wastewater	BOD	<2	8	20 mg/l
EPA point 3	SS	4	18	30 mg/l
Muswellbrook Effluent Reuse (HVEC)	E-Coli	<10	<10	< 150/100mls (Contract)
Muswellbrook Effluent Reuse (Golf Course)	E-Coli	<10	<10	< 150/100mls
Denman Effluent Reuse (Golf Course)	E-Coli (Reuse Reservoir Outlet)	<10	<10	

- This Report has been prepared using information available at the time of collation and may not include a complete data set for the report period.
- Levels of Service are the targets which Council aims to meet and are not intended as a formal customer contract.
- Report Period and Year to Date in some cases will be the same due to the commencement of new report year

## LEVEL OF SERVICE PERFORMANCE INDICATORS - WATER SERVICES

Period: 1 April to 30 June 2022

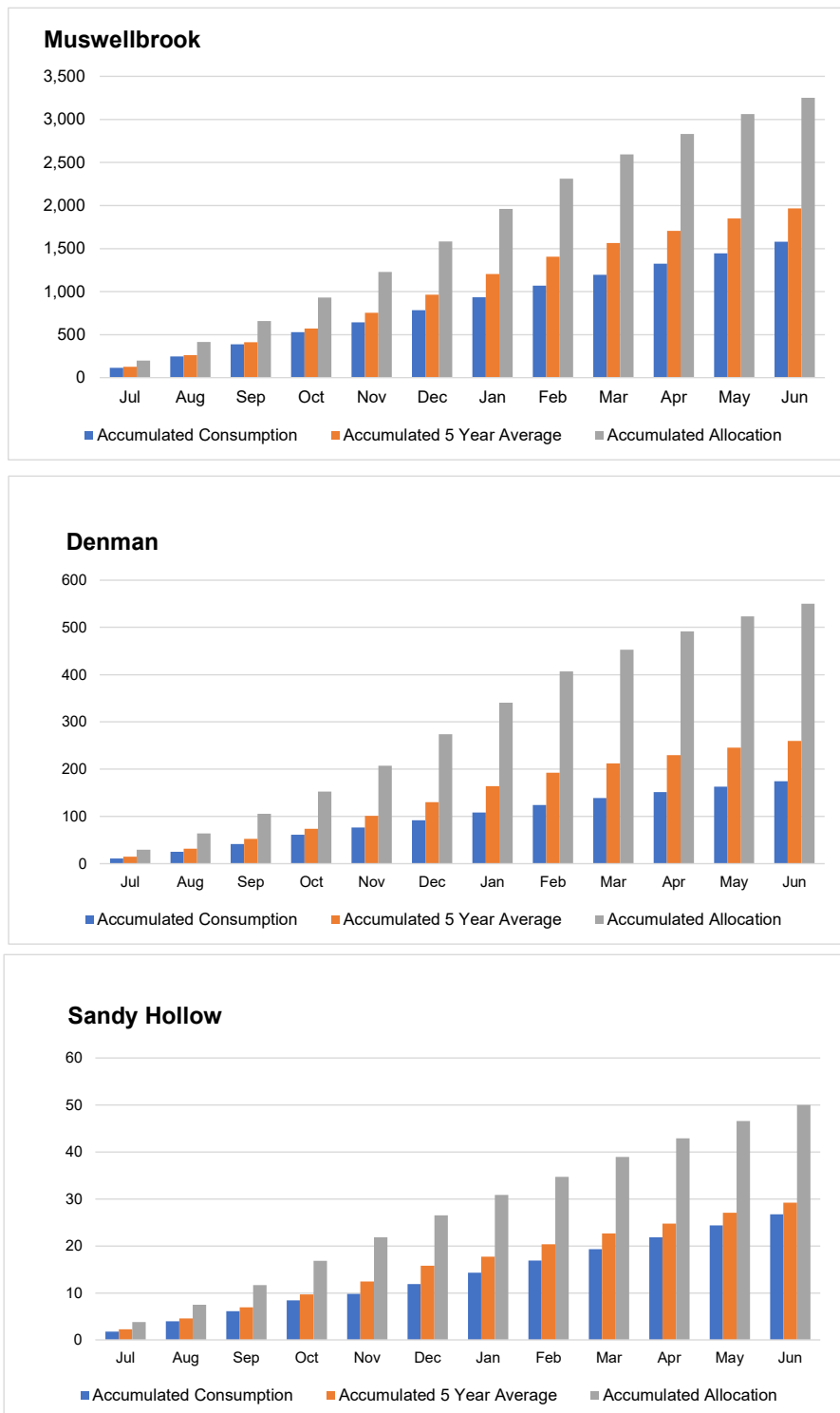
Indicator	Description	Report Period	Year to Date	Performance Target
Availability of Supply		Reported Events Outside Standard		
Muswellbrook & Denman	Minimum Pressure kPa (when conveying 0.15 L/s/tenement)			200 kPa   data not available
	Maximum Static Pressure			850 kPa   data not available
Water Restrictions (2014 Drought Management Plan)				
Muswellbrook	Level 1 - Mandatory from 7 April 2021 until 07 Feb 2022	0	1	Restrictions result in no more than 20% reduction in consumption, are not required for more than 10% of the time and that the average frequency of restrictions is less than 5 in every 100 years (the level of service)
Denman		0	1	
Sandy Hollow		0	1	
Peak Daily Demand (litres/assessment including commercial)				(= peak day consumption/no assessments)
Muswellbrook		1573.52		3000 litres/assessment
Denman		1582.87		3000 litres/assessment
Sandy Hollow		2000		3000 litres/assessment
Planned Interruptions to Supply		Number of Interruptions		<1/1000 customers/year
(5 days notice to domestic, commercial & industrial customers)	Average time to repair	2.4	2.4	Hours
	Average length of Interruptions	Not Available	Not Available	< 2 hours
	Maximum length of repair	8.0	8.0	< 4 hours
Average length of interruption is not supplied as current systems do not allow accurate recording - current system records time to complete which can differ significantly to interruption period.				
Unplanned Interruptions to Supply		Number of Interruptions		7
(due to main replacement - excluding service lines)	Average time to repair	4.5	4.6	Hours
	Average length of Interruptions	Not Available	Not Available	< 4 hours
	Number of Residences affected	26	202	1/connection/year
Water Quality - Reticulation		Averages		As per ADWG Guidelines 2011
Muswellbrook	Turbidity	0.22	0.28	5 NTU
	pH	7.57	7.75	6.5 - 8.5
	Total Hardness	163.00	141.03	<200 mg/L
	E-Coli	100%	100%	100% Compliance
	Free Available Chlorine	2.00	1.80	0.2 - 5.0mg/l
Denman	Turbidity	0.15	0.24	5 NTU
	pH	8.43	8.25	6.5 - 8.5
	Total Hardness	313.40	255.43	<200 mg/L
	E-Coli	100%	100%	100% Compliance
	Free Available Chlorine	1.23	0.99	0.2 - 5.0mg/l
Sandy Hollow	Turbidity	0.75	0.47	5 NTU
	pH	8.08	7.98	6.5 - 8.5
	Total Hardness	624.50	563.00	<200 mg/L
	E-Coli	100%	100%	100% Compliance
	Free Available Chlorine	1.76	1.63	0.2 - 5.0mg/l
Service Requests				Leaks 80/year
Muswellbrook	Main Break	12	43	
	Fitting Repair	23	60	
	Service Repair	41	139	
	Service Replacement	5	20	
	Meter replacement	96	262	
Denman	Main Break	0	3	
	Fitting Repair	3	11	
	Service Repair	5	18	
	Service Replacement	0	1	
Sandy Hollow	Main Break	0	2	
	Fitting Repair	0	0	
	Service Repair	2	4	
	Service Replacement	0	0	
Total Service Requests		187	563	
Supply Failure Response Times (unplanned)				
Muswellbrook, Denman & Sandy Hollow (expressed as percentage)	Number where response time <1 hour	99.30%	99.36%	>95%
	Number where completion time >4 hours	0.47%	0.44%	
General Complaints - GC (Management)				
Water Quality (Dirty water, taste & odour)				
Muswellbrook		33	110	<1/1000 customers per year
Denman		5	16	
Sandy Hollow		0	0	
Pressure (not related to a main break)				
Muswellbrook		12	27	<10
Denman		1	2	<2
Sandy Hollow		0	0	<2
Other				
Muswellbrook		157	666	Includes:
Denman		17	87	Fire Flow and Pressure Tests
Sandy Hollow		1	8	Rehabilitation Works
Service Provided				
Time to provide an individual connection to water supply in serviced area (90% of time)	New Services	2	3	Number
		50%	67%	Percentage installed within 5 Working Days

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## CONSUMPTION SUMMARY

Period: 1 April to 30 June 2022



**10.2.2. Water and Wastewater Levels of Service for Quarter 1, Quarter 2 and Quarter 3 for 2022-2023**

<b>Attachments:</b>	<ol style="list-style-type: none"><li>1. 2223- Q 1 July to September 22 Rev 1 [<b>10.2.2.1</b> - 4 pages]</li><li>2. 2223- Q 2 October to December 22 Rev 1 [<b>10.2.2.2</b> - 4 pages]</li><li>3. 2223- Q 3 January to March 23 Rev 1 [<b>10.2.2.3</b> - 4 pages]</li></ol>
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<b>Responsible Officer:</b>	Derek Finnigan - General Manager Matthew Lysaught - Director Property & Place
<b>Author:</b>	Irene Chetty (Operations Manager: Water and Wastewater)
<b>Community Plan Issue:</b>	5 - <i>Community Infrastructure</i>
<b>Community Plan Goal:</b>	Effective and efficient infrastructure that is appropriate to the needs of our community.
<b>Community Plan Strategy:</b>	5.3.1 - Water, sewerage and waste services are provided in compliance with regulatory requirements.  5.3.1.1 - Carry out Best Practice audit of water and wastewater services.  5.3.1.2 - Ensure compliance with all Licence conditions.

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**PURPOSE**

To summarise the performance of water and wastewater levels of service for Quarter 1, Quarter 2, and Quarter 3 of financial year 2022–2023.

**OFFICER'S RECOMMENDATION**

Council NOTES the information contained in the report.

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

**BACKGROUND**

The level of service performance indicators for the supply of drinking water, supply of recycled water, and sewerage services are provided in this report for Quarter 1, Quarter 2, and Quarter 3 for financial year 2022–23.

**CONSULTATION**

Data for this report is extracted from the water, sewerage, and wastewater treatment plants' performance monitoring database, service requests created for the networks team, the NSW Health drinking water database, recycled water analyses from the National Association of Testing Authorities (NATA) laboratories, Sydney Analytical Laboratory and Sonic Food Laboratory, as well as contributions from the Water and Wastewater Operations Team and Council's rates team.



## REPORT

The information contained in the attachments “2022-23 Q1 July to September 22 Rev 1”, “2022-23 Q2 October to December 22 Rev 1” and “2022-23 Q3 January to March 23 Rev 1” pdf files summarises the performance for each of the following report subject areas:

1. Levels of service for drinking water services;
2. Levels of service for wastewater services;
3. Drinking water (or potable) supply and quality;
4. Recycled water (or re-use) supply and quality; and
5. Drinking water consumption graphs for the towns of Muswellbrook, Denman and Sandy Hollow as accumulated monthly consumptions, 5-year accumulated averages, and accumulated monthly allocations.

Discussion items arising from the “2022-23 Q1 July to September 22 Rev 1”, “2022-23 Q2 October to December 22 Rev 1” and “2022-23 Q3 January to March 23 Rev 1” levels of water and wastewater services:

- In Muswellbrook, drinking water usage levels improved by 56% from quarter 1 through to the end of quarter 3. Total consumption increased from approximately 350 ML (megalitres) in quarter 1 to 545 ML in quarter 3. In Denman, drinking water usage levels improved by 97% from quarter 1 through to the end of quarter 3. Total consumption increased from approximately 39 ML in quarter 1 to 76 ML in quarter 3. In Sandy Hollow, drinking water usage levels improved by 90% from quarter 1 through to the end of quarter 3. Total consumption increased from approximately 5 ML in quarter 1 to 9.5 ML in quarter 3. The annual consumption at the end of quarter 3 for 2022-23 has exceeded that for the similar period in 2020-2021, however it has not reached the high consumptions levels that were recorded in 2019-20, 2018-19 and 2017-18. The usage levels were impacted by the heavy rainfalls in quarter 1. A gradual increase in water consumption corresponds to significantly less rainfall that occurred over October 2022–March 2023. Approximately 700 mm of rainfall was recorded, on average, for July 2022–March 2023.
- Drinking water quality was satisfactory and within the Australian Drinking Water Guidelines (ADWG 2011). NSW Health reticulation verification testing was undertaken weekly, and the drinking water quality results were within ADWG limits, thereby ensuring the supply of safe drinking water to the communities of Muswellbrook, Denman, and Sandy Hollow. The Denman water treatment plant does not treat total hardness, and therefore the total hardness levels are slightly elevated. Sandy Hollow drinking water hardness remains relatively high due to the inherent characteristics of the groundwater source.
- Hunter River raw water quality tests indicated elevated total hardness results as the weather shifted towards an El Niño climate pattern. This is due to a decrease in dilution of the river water from heavy rains and flooding. The Muswellbrook water treatment process uses hydrated lime to reduce the raw water hardness, and this has resulted in excessive sludge generation in the clarifier and frequent plant shutdowns to remove the sludge.
- There were 137 and 13 ‘dirty’ water complaints in Muswellbrook and Denman, respectively. These complaints were mostly related to colour and ‘particulates’ in the drinking water supply. All water complaints were immediately attended to, tested, and water mains flushed to ensure that the residents received safe drinking water. The Asset Management Team replaced approximately 1.5 km (kilometres) of water pipe in Bligh Street, Bligh Lane, Turanville Avenue, Lorne Street and Forbes Street, Muswellbrook. The material used was high quality PVC piping. This has alleviated ‘dirty’ water complaints in Muswellbrook. There were no ‘dirty’ complaints reported in Sandy Hollow drinking water supply.
- Response times to the majority of unplanned drinking water supply failures were reasonable, however the completion of repair works exceeded the four-hour target. The



majority of the works recorded were related to service repairs and meter replacements, while main breaks accounted for approximated 12% of the maintenance works that were undertaken in the drinking water reticulation system.

- Failures due to blockages in the sewerage system were mostly caused by roots, accounting for 54% of the failures in sewer pipes. Most works in the sewerage system took longer than four hours to complete.
- There were no odour complaints reported from the sewer treatment works in Muswellbrook and Denman. Most odour complaints that were received concerned the Muswellbrook sewerage reticulation system and were related to overflows and obnoxious odours from manholes in quarter 3. No odour complaints were reported in Denman.
- The Recycled Water Treatment Works in Muswellbrook continues to deliver high quality recycled water, well within the limits of its Environment Protection Licence 1593.
- The Denman recycled water storage pond is exposed to the environment and high suspended solids are reported, due to algal growth which is exacerbated by nutrients such as phosphorus and nitrogen.
- Recycled water utilisation rates in Muswellbrook were 100% in quarter 2 and quarter 3. Recycled water utilisation rates in Denman reached 100% in quarter 3.
- Muswellbrook and Denman Water Treatment Evaporation Ponds and Denman Sewer Biosolid Ponds require de-sludging to improve waste storage capacity.

## OPTIONS

The report is submitted to Council for information purposes.

## CONCLUSION

The levels of service for the supply of drinking water, supply of recycled water, and sewerage services have reasonably met Council's targets.

## SOCIAL IMPLICATIONS

This report provides information that highlights Council's performance in the levels of service for the supply of drinking water, supply of recycled water, and sewerage services delivered to the communities of Muswellbrook, Denman, and Sandy Hollow over the periods 01 July 2022–30 September 2022, 01 October 2022–31 December 2022, and 01 January 2023–31 March 2023. The stipulated levels of service delivered to the communities were delivered in accordance with statutory requirement such as the Australian Drinking Water Guidelines 2011, Environment Protection Licences 1593 and 5059, the Protection of the Environment Operations Act 1997, Department of Planning and Environment Water Benchmarking, and contract agreements with Mt Arthur Coal and Muswellbrook Golf Club.

## FINANCIAL IMPLICATIONS

Although this report is for information purposes, it is note that the reduction of drinking water usage levels will negatively impact user fee revenue.

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

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

Nil.

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

Breakdown and maintenance work that may impacted levels of supply of drinking water,



supply of recycled water, and sewerage services were funded through the relevant Operational Water and Sewer Funds.

### **POLICY IMPLICATIONS**

MSC23E - Recycled Water Policy

MSC30E -Water Drinking Quality Policy

MSC31E – Liquid Trade Waste Regulation Policy

Council's Revenue Policy

### **STATUTORY IMPLICATIONS**

Specific statutory regulations, including the Local Government Act 1993, apply.

### **LEGAL IMPLICATIONS**

Council is required to make every effort to comply with the relevant statutory regulations and guidelines so that best management practices are achieved in the levels of service for the supply of drinking water, supply of recycled water, and sewerage services delivered to the communities of Muswellbrook, Denman, and Sandy Hollow.

### **OPERATIONAL PLAN IMPLICATIONS**

The submission of this report complies with Community Strategic Plan Goal 5.3 of the Operational Plan 2022-23: "Provide safe, secure, and reliable water supply and sewer services".

### **RISK MANAGEMENT IMPLICATIONS**

This report is used as a tool to manage the risk of non-compliance to the regulators and thereby ensuring that Council deliver high levels of service in the supply of drinking water, supply of recycled water, and sewerage services delivered to the communities of Muswellbrook, Denman, and Sandy Hollow.

### **WASTE MANAGEMENT IMPLICATIONS**

Waste management is initiated and controlled through contractual agreements and statutory requirements in the Protection of the Environment Operations Act 1997.

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

Nil.

## POTABLE WATER AND WASTEWATER STATISTICS

Period: 1 July to 30 September 2022

WATER (it should be noted that water consumption data is treated water provided to the distribution system and does not include water losses from extraction and treatment processes. Extraction data is a licence requirement)	Report Period	5 Year Period Average	5 Year Peak for Period	5 Year Min. for Period	Units	Description
<b>Muswellbrook</b>						
Consumption for Period	349.73	395.01			ML	
Annual Consumption to Period End	354.08	396.16			ML	
Maximum Daily Consumption	7.11		9.04		ML	
Minimum Daily Consumption	1.85			1.77	ML	
Average Daily Consumption	4.43	4.43			ML	
Rainfall for Period	250.50	123.70			mm	
Yearly Rainfall to Period End	314.20	136.44			mm	
<b>Denman</b>						
Consumption for Period	38.67	47.00			ML	
Annual Consumption to Period End	38.72	47.33			ML	
Maximum Daily Consumption	1.18		1.93		ML	
Minimum Daily Consumption	0.19			0.19	ML	
Average Daily Consumption	0.43	0.52			ML	
<b>Sandy Hollow</b>						
Consumption for Period	5.02	5.95			ML	
Annual Consumption to Period End	5.09	5.96			ML	
Maximum Daily Consumption	0.10		0.23		ML	
Minimum Daily Consumption	0.01			0.013	ML	
Average Daily Consumption	0.06	0.07			ML	
<b>WASTEWATER</b>						
<b>Muswellbrook</b>						
Raw Sewage	273.81	237.35	12.98	1.93	ML	Inflows to Wastewater Treatment Plant (ML)
Potable Water to Sewer (%)	78.29	60.09				Potable water consumption to WWTP (%)
<b>Denman</b>						
Raw Sewage	52.36	37.36	4.09	0.11	ML	Inflows to Wastewater Treatment Plant
Potable Water to Sewer (%)	135.41	79.50				Potable water consumption to WWTP (%)
<b>TREATED EFFLUENT</b>						
<b>Muswellbrook</b>						
Quantity Reused	268.00	221.28			ML	
Percent Effluent Reused	98%	93%				Total WWTP inflow for period reused (%)
Effluent discharged to the environment	0.00				ML	
<b>Denman</b>						
Quantity Reused	2.45	10.64			ML	
Percent of Effluent Reused	5%	28%				Total WWTP inflow for period reused (%)
Effluent discharged to the environment	0.00				ML	

**Please Note:** the percent of effluent reused at the 5 year average for Denman has been amended to a 3 year average. Prior to the 3 year time frame usage was based on supply from the maturation pond and not the re-use reservoir which is more appropriate. The 5 year average raw sewage inflow has also been amended to 3 years for comparison accuracy.

## LEVEL OF SERVICE PERFORMANCE INDICATORS - WASTEWATER SERVICES

Period: 1 July to 30 September 2022

Indicator	Description	Report Period	Year to Date	Performance Target
Availability of Service				
Muswellbrook	Average Dry Weather Flow (ADWF)	1.81	1.81	3.6 MI per day
	Peak Wet Weather Flow (PWWF)	12.98	12.98	18.7 MI per day
	Rainfall	344.0	344	mm
Denman	Average Dry Weather Flow (ADWF)	23.49	23.49	0.3 MI per day
	Peak Wet Weather Flow (PWWF)	28.88	28.88	
	Rainfall	341.5	341.50	mm
System Failures (causing overflow)				
Category 1	Failures due to rainfall and deficient design capacity			
Muswellbrook		0	0	2 per year
Denman		0	0	1 per year
Category 2	Failures due to pump or other breakdown			
Muswellbrook		0	0	1 per year
Denman		0	0	1 per year
Category 3	Failures due to blockages			
Muswellbrook	Roots Blocking Sewer	51	51	Muswellbrook - 100/year
	Foreign Objects in Sewer	20	20	
	Broken/Blocked Sewer Pipe	8	8	
	Blocked Junction	2	2	
	Blocked Boundary	5	5	
	TOTAL	86	86	
Denman	Roots Blocking Sewer	10	10	Denman - 20/year
	Foreign Objects in Sewer	6	6	
	Broken/Blocked Sewer Pipe	2	2	
	Blocked Junction	0	0	
	Blocked Boundary	2	2	
	TOTAL	20	20	
Response Times (unplanned - to system failures)				
Muswellbrook & Denman	Occasions where response time < 1hr (%)	63%	63%	> 95%
	Occasions where completion time < 4 hrs (%)	6%	6%	
General Complaints (Non Urgent)				
Muswellbrook	Odour complaints(Sewer Treatment Works)	0	0	1 per year
	Odour complaints (other)	0	0	1 per year
Denman	Odour complaints(Sewer Treatment Works)	0	0	1 per year
	Odour complaints (other)	0	0	1 per year
Effluent Quality		Report Period		
		Min	Max	
Muswellbrook Wastewater	BOD	<2	<2	<20 mg/l
HVEC & Golf Course	SS	<2	<2	<30 mg/l
Denman Wastewater	BOD	4.00	10	20 mg/l
EPA point 3	SS	8	28	30 mg/l
Muswellbrook Effluent Reuse (HVEC)	E-Coli	<10	<10	< 150/100mls (Contract)
Muswellbrook Effluent Reuse (Golf Course)	E-Coli	<10	<10	< 150/100mls
Denman Effluent Reuse (Golf Course)	E-Coli (Reuse Reservoir Outlet)	<10	<10	

- This Report has been prepared using information available at the time of collation and may not include a complete data set for the report period.
- Levels of Service are the targets which Council aims to meet and are not intended as a formal customer contract.
- Report Period and Year to Date in some cases will be the same due to the commencement of new report year

## LEVEL OF SERVICE PERFORMANCE INDICATORS - WATER SERVICES

Period: 1 July to 30 September 2022

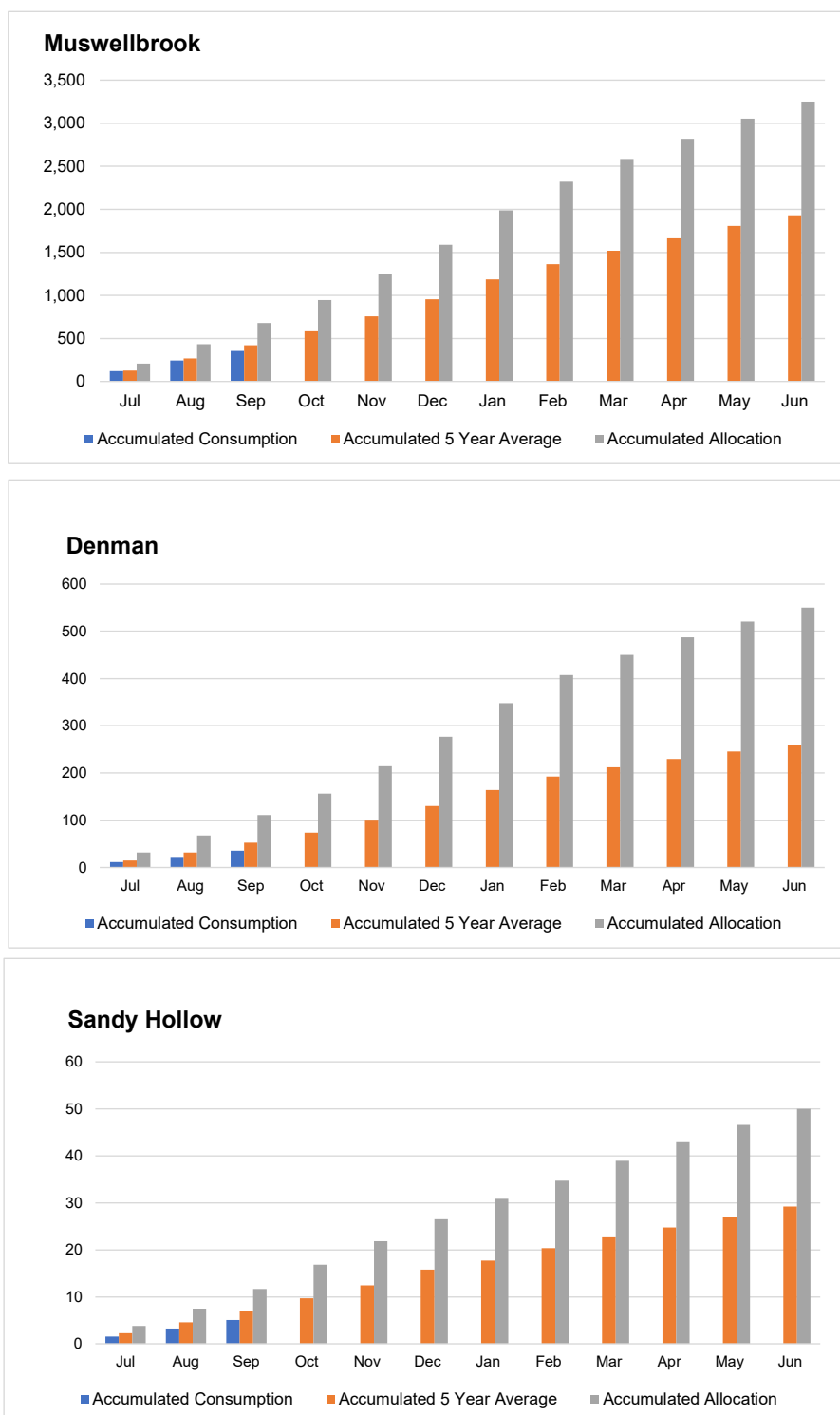
Indicator	Description	Report Period	Year to Date	Performance Target
Availability of Supply		Reported Events Outside Standard		
Muswellbrook & Denman	Minimum Pressure kPa (when conveying 0.15 L/s/tenement)			200 kPa   data not available
	Maximum Static Pressure			850 kPa   data not available
Water Restrictions (2014 Drought Management Plan)				
Muswellbrook	No restrictions	0	0	Restrictions result in no more than 20% reduction in consumption, are not required for more than 10% of the time and that the average frequency of restrictions is less than 5 in every 100 years (the level of service)
Denman		0	0	
Sandy Hollow		0	0	
Peak Daily Demand (litres/assessment including commercial)				
Muswellbrook		1354.62		3000 litres/assessment
Denman		1729.22		3000 litres/assessment
Sandy Hollow		1573.77		3000 litres/assessment
Planned Interruptions to Supply		11.0	11.0	<1/1000 customers/year
(5 days notice to domestic, commercial & industrial customers)	Average time to repair	2.4	2.4	Hours
	Average length of Interruptions	Not Available	Not Available	< 2 hours
	Maximum length of repair	8.0	8.0	< 4 hours
Average length of interruption is not supplied as current systems do not allow accurate recording - current system records time to complete which can differ significantly to interruption period.				
Unplanned Interruptions to Supply		6	6	
(due to main replacement - excluding service lines)	Average time to repair	4.5	4.5	Hours
	Average length of Interruptions	Not Available	Not Available	< 4 hours
	Number of Residences affected	175	175	1/connection/year
Water Quality - Reticulation		Averages		As per ADWG Guidelines 2011
Muswellbrook	Turbidity	0.21	0.21	5 NTU
	pH	7.61	7.61	6.5 - 8.5
	Total Hardness	117.77	117.77	<200 mg/L
	E-Coli	100%	100%	100% Compliance
	Free Available Chlorine	1.90	1.90	0.2 - 5.0mg/l
Denman	Turbidity	0.20	0.20	5 NTU
	pH	8.32	8.32	6.5 - 8.5
	Total Hardness	204.40	204.40	<200 mg/L
	E-Coli	100%	100%	100% Compliance
	Free Available Chlorine	1.06	1.06	0.2 - 5.0mg/l
Sandy Hollow	Turbidity	0.20	0.20	5 NTU
	pH	8.00	8.00	6.5 - 8.5
	Total Hardness	543.05	543.05	<200 mg/L
	E-Coli	100%	100%	100% Compliance
	Free Available Chlorine	1.72	1.72	0.2 - 5.0mg/l
Service Requests				Leaks 80/year
Muswellbrook	Main Break	12	12	
	Fitting Repair	32	32	
	Service Repair	41	41	
	Service Replacement	3	3	
	Meter replacement	38	38	
Denman	Main Break	3	3	
	Fitting Repair	8	8	
	Service Repair	4	4	
	Service Replacement	1	1	
Sandy Hollow	Main Break	0	0	
	Fitting Repair	0	0	
	Service Repair	4	4	
	Service Replacement	0	0	
Total Service Requests		146	146	
Supply Failure Response Times (unplanned)				
Muswellbrook, Denman & Sandy Hollow (expressed as percentage)	Number where response time <1 hour	100.00%	100.00%	>95%
	Number where completion time >4 hours	0.00%	0.00%	
General Complaints - GC (Management)				
Water Quality (Dirty water, taste & odour)				
Muswellbrook		78	78	<1/1000 customers per year
Denman		13	13	
Sandy Hollow		0	0	
Pressure (not related to a main break)				
Muswellbrook		5	5	<10
Denman		1	1	<2
Sandy Hollow		0	0	<2
Other				
Muswellbrook		148	148	Includes:
Denman		14	14	Fire Flow and Pressure Tests
Sandy Hollow		4	4	Rehabilitation Works
Service Provided				
Time to provide an individual connection to water supply in serviced area (90% of time)	New Services	2	2	Number
		50%	50%	Percentage installed within 5 Working Days

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## CONSUMPTION SUMMARY

Period: 1 July to 30 September 2022



**POTABLE WATER AND WASTEWATER STATISTICS**  
Period: 1 October to 31 December 2022

WATER (it should be noted that water consumption data is treated water provided to the distribution system and does not include water losses from extraction and treatment processes. Extraction data is a licence requirement)	Report Period	5 Year Period Average	5 Year Peak for Period	5 Year Min. for Period	Units	Description
<b>Muswellbrook</b>						
Consumption for Period	419.12	485.72			ML	
Annual Consumption to Period End	775.66	882.92			ML	
Maximum Daily Consumption	9.42		11.11		ML	
Minimum Daily Consumption	1.75			1.64	ML	
Average Daily Consumption	4.87	5.44			ML	
Rainfall for Period	193.50	220.50			mm	
Yearly Rainfall to Period End	532.70	369.44			mm	
<b>Denman</b>						
Consumption for Period	50.53	62.89			ML	
Annual Consumption to Period End	82.24	108.82			ML	
Maximum Daily Consumption	1.21		1.93		ML	
Minimum Daily Consumption	0.29			0.22	ML	
Average Daily Consumption	0.58	0.69			ML	
<b>Sandy Hollow</b>						
Consumption for Period	7.45	7.36			ML	
Annual Consumption to Period End	12.52	13.33			ML	
Maximum Daily Consumption	0.15		0.21		ML	
Minimum Daily Consumption	0.02			0.01	ML	
Average Daily Consumption	0.09	0.08			ML	
<b>WASTEWATER</b>						
<b>Muswellbrook</b>						
Raw Sewage	244.56	214.42	14.92	0.02	ML	Inflows to Wastewater Treatment Plant (ML)
Potable Water to Sewer (%)	58.35	44.15				Potable water consumption to WWTP (%)
<b>Denman</b>						
Raw Sewage	51.58	44.46	2.65	0.00	ML	Inflows to Wastewater Treatment Plant
Potable Water to Sewer (%)	102.07	70.69				Potable water consumption to WWTP (%)
<b>TREATED EFFLUENT</b>						
<b>Muswellbrook</b>						
Quantity Reused	252.95	227.98			ML	2 Year Average
Percent Effluent Reused	103%	106%				Total WWTP inflow for period reused (%)
Effluent discharged to the environment	0.00				ML	
<b>Denman</b>						
Quantity Reused	11.05	13.71			ML	
Percent of Effluent Reused	21%	31%				Total WWTP inflow for period reused (%)
Effluent discharged to the environment	0.00				ML	

**Please Note:** the percent of effluent reused at the 5 year average for Denman has been amended to a 3 year average. Prior to the 3 year time frame usage was based on supply from the maturation pond and not the re-use reservoir which is more appropriate. The 5 year average raw sewage inflow has also been amended to 3 years for comparison accuracy.

## LEVEL OF SERVICE PERFORMANCE INDICATORS - WASTEWATER SERVICES

Period: 1 October to 31 December 2022

Indicator	Description	Report Period	Year to Date	Performance Target
Availability of Service				
Muswellbrook	Average Dry Weather Flow (ADWF)	1.93	1.87	3.6 Ml per day
	Peak Wet Weather Flow (PWWF)	7.77	10.37	18.7 Ml per day
	Rainfall	245.5	590	mm
Denman	Average Dry Weather Flow (ADWF)	29.35	26.42	0.3 Ml per day
	Peak Wet Weather Flow (PWWF)	22.23	25.55	
	Rainfall	281.5	623.00	mm
System Failures (causing overflow)				
Category 1	Failures due to rainfall and deficient design capacity			
Muswellbrook		0	0	2 per year
Denman		0	0	1 per year
Category 2	Failures due to pump or other breakdown			
Muswellbrook		0	0	1 per year
Denman		0	0	1 per year
Category 3	Failures due to blockages			
Muswellbrook	Roots Blocking Sewer	36	87	Muswellbrook - 100/year
	Foreign Objects in Sewer	37	57	
	Broken/Blocked Sewer Pipe	0	8	
	Blocked Junction	1	3	
	Blocked Boundary	4	9	
	TOTAL	78	164	
Denman	Roots Blocking Sewer	3	13	Denman - 20/year
	Foreign Objects in Sewer	3	9	
	Broken/Blocked Sewer Pipe	0	2	
	Blocked Junction	0	0	
	Blocked Boundary	0	2	
	TOTAL	6	26	
Response Times (unplanned - to system failures)				
Muswellbrook & Denman	Occasions where response time < 1hr (%)	80%	71%	> 95%
	Occasions where completion time < 4 hrs (%)	3%	4%	
General Complaints (Non Urgent)				
Muswellbrook	Odour complaints(Sewer Treatment Works)	0	0	1 per year
	Odour complaints (other)	1	4	1 per year
Denman	Odour complaints(Sewer Treatment Works)	0	0	1 per year
	Odour complaints (other)	0	0	1 per year
Effluent Quality		Report Period		
		Min	Max	
Muswellbrook Wastewater	BOD	<2	<2	<20 mg/l
HVEC & Golf Course	SS	<2	<2	<30 mg/l
Denman Wastewater	BOD	<2	5	20 mg/l
EPA point 3	SS	10	88	30 mg/l
Muswellbrook Effluent Reuse (HVEC)	E-Coli	<10	<10	< 150/100mls (Contract)
Muswellbrook Effluent Reuse (Golf Course)	E-Coli	<10	<10	< 150/100mls
Denman Effluent Reuse (Golf Course)	E-Coli (Reuse Reservoir Outlet)	<10	<10	

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## LEVEL OF SERVICE PERFORMANCE INDICATORS - WATER SERVICES

Period: 1 October to 31 December 2022

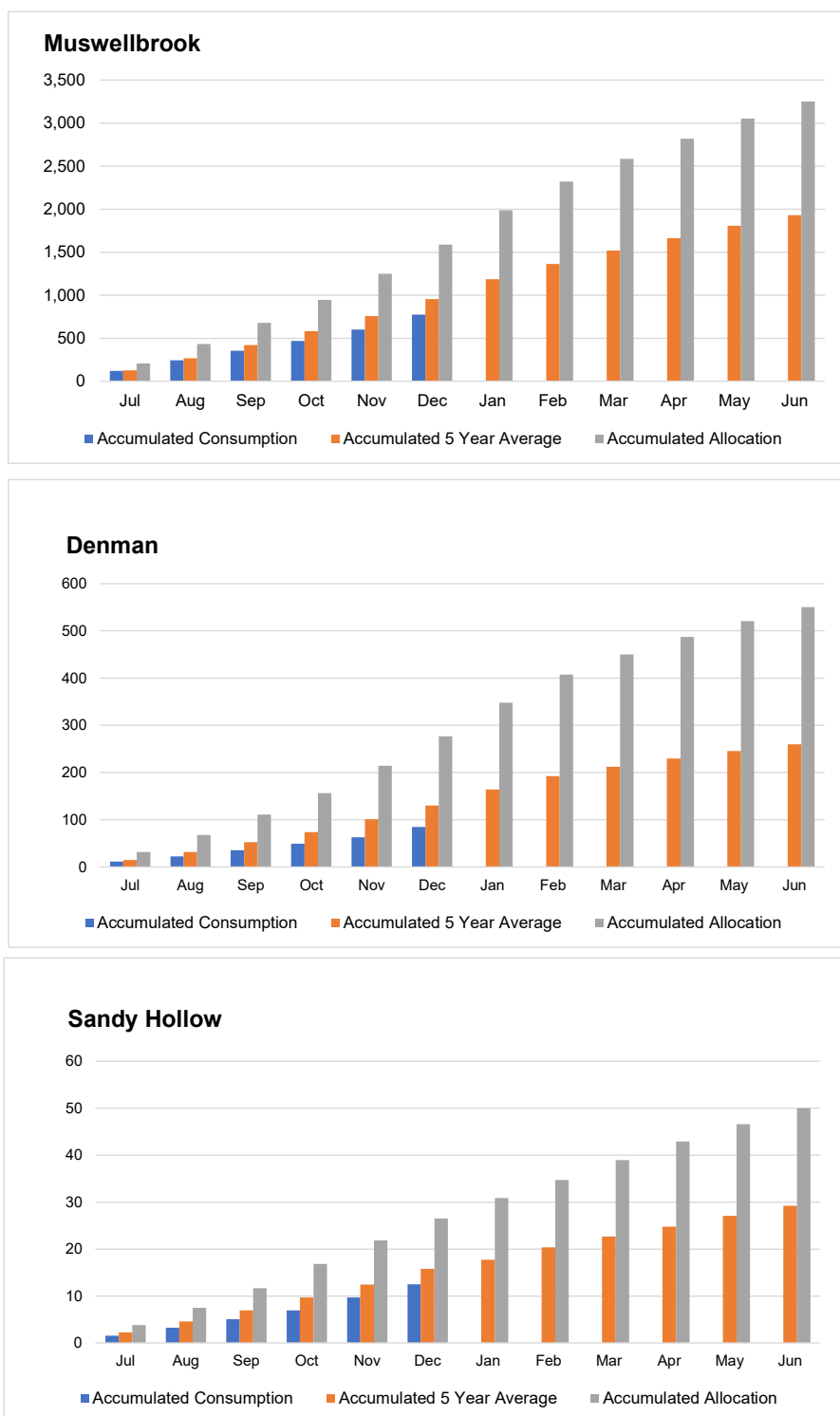
Indicator	Description	Report Period	Year to Date	Performance Target
<b>Availability of Supply</b>	Reported Events Outside Standard			
Muswellbrook & Denman	Minimum Pressure kPa (when conveying 0.15 L/s/tenement)			200 kPa data not available
	Maximum Static Pressure			850 kPa data not available
<b>Water Restrictions (2022 Drought &amp; Emergency Response Management Plan)</b>				
Muswellbrook	No restrictions	0	0	Restrictions result in no more than 20% reduction in consumption, are not required for more than 10% of the time and that the average frequency of restrictions is less than 5 in every 100 years (the level of service)
Denman		0	0	
Sandy Hollow		0	0	
<b>Peak Daily Demand (litres/assessment including commercial)</b>				(= peak day consumption/no assessments)
Muswellbrook		1795.23		3000 litres/assessment
Denman		1776.15		3000 litres/assessment
Sandy Hollow		2377.05		3000 litres/assessment
<b>Planned Interruptions to Supply</b>	Number of Interruptions	11.0	11.0	<1/1000 customers/year
(5 days notice to domestic, commercial & industrial customers)	Average time to repair	2.4	2.4	Hours
	Average length of Interruptions	Not Available	Not Available	< 2 hours
	Maximum length of repair	8.0	8.0	< 4 hours
Average length of interruption is not supplied as current systems do not allow accurate recording - current system records time to complete which can differ significantly to interruption period.				
<b>Unplanned Interruptions to Supply</b>	Number of Interruptions	2	8	
(due to main replacement - excluding service lines)	Average time to repair	2.9	4.0	Hours
	Average length of Interruptions	Not Available	Not Available	< 4 hours
	Number of Residences affected	75	250	1/connection/year
<b>Water Quality - Reticulation</b>		Averages		As per ADWG Guidelines 2011
<b>Muswellbrook</b>	Turbidity	0.25	0.23	5 NTU
	pH	7.52	7.56	6.5 - 8.5
	Total Hardness	147.57	132.67	<200 mg/L
	E-Coli	100%	100%	100% Compliance
	Free Available Chlorine	1.58	1.74	0.2 - 5.0mg/l
<b>Denman</b>	Turbidity	0.24	0.22	5 NTU
	pH	8.25	8.29	6.5 - 8.5
	Total Hardness	210.30	207.35	<200 mg/L
	E-Coli	100%	100%	100% Compliance
	Free Available Chlorine	1.13	1.10	0.2 - 5.0mg/l
<b>Sandy Hollow</b>	Turbidity	0.25	0.22	5 NTU
	pH	7.75	7.87	6.5 - 8.5
	Total Hardness	482.25	512.65	<200 mg/L
	E-Coli	100%	100%	100% Compliance
	Free Available Chlorine	1.69	1.71	0.2 - 5.0mg/l
<b>Service Requests</b>				Leaks 80/year
<b>Muswellbrook</b>	Main Break	3	15	
	Fitting Repair	7	39	
	Service Repair	8	49	
	Service Replacement	0	3	
	Meter replacement	6	44	
<b>Denman</b>	Main Break	2	5	
	Fitting Repair	1	9	
	Service Repair	3	7	
	Service Replacement	0	1	
<b>Sandy Hollow</b>	Main Break	1	1	
	Fitting Repair	1	1	
	Service Repair	0	4	
	Service Replacement	0	0	
<b>Total Service Requests</b>		<b>32</b>	<b>178</b>	
<b>Supply Failure Response Times (unplanned)</b>				
Muswellbrook, Denman & Sandy Hollow (expressed as percentage)	Number where response time <1 hour	58.00%	79.00%	>95%
	Number where completion time >4 hours	0.00%	0.00%	
<b>General Complaints - GC (Management)</b>				
<b>Water Quality (Dirty water, taste &amp; odour)</b>				
Muswellbrook		26	104	<1/1000 customers per year
Denman		0	13	
Sandy Hollow		0	0	
<b>Pressure (not related to a main break)</b>				
Muswellbrook		5	10	<10
Denman		0	1	<2
Sandy Hollow		0	0	<2
<b>Other</b>				Includes:
Muswellbrook		7	155	Fire Flow and Pressure Tests
Denman		0	14	Rehabilitation Works
Sandy Hollow		0	4	Special Meter reads
<b>Service Provided</b>				
Time to provide an individual connection to water supply in serviced area (90% of time)	New Services	1	3	Number
		100%	67%	Percentage installed within 5 Working Days

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## CONSUMPTION SUMMARY

Period: 1 October to 31 December 2022



# POTABLE WATER AND WASTEWATER STATISTICS

Period: 1 January to 31 March 2023

WATER (it should be noted that water consumption data is treated water provided to the distribution system and does not include water losses from extraction and treatment processes. Extraction data is a licence requirement)	Report Period	5 Year Period Average	5 Year Peak for Period	5 Year Min. for Period	Units	Description
<b>Muswellbrook</b>						
Consumption for Period	544.85	514.91			ML	
Annual Consumption to Period End	1320.73	1398.28			ML	
Maximum Daily Consumption	10.74		23.86		ML	
Minimum Daily Consumption	1.68			1.65	ML	
Average Daily Consumption	6.19	5.84			ML	
Rainfall for Period	179.00	257.40			mm	
Yearly Rainfall to Period End	721.20	634.54			mm	
<b>Denman</b>						
Consumption for Period	76.13	65.50			ML	
Annual Consumption to Period End	158.37	173.79			ML	
Maximum Daily Consumption	1.54		2.36		ML	
Minimum Daily Consumption	0.38			0.13	ML	
Average Daily Consumption	0.85	0.73			ML	
<b>Sandy Hollow</b>						
Consumption for Period	9.54	7.82			ML	
Annual Consumption to Period End	22.06	21.17			ML	
Maximum Daily Consumption	0.27		0.27		ML	
Minimum Daily Consumption	0.04			0.012	ML	
Average Daily Consumption	0.11	0.09			ML	
<b>WASTEWATER</b>						
<b>Muswellbrook</b>						
Raw Sewage	205.54	232.05	19.88	1.75	ML	Inflows to Wastewater Treatment Plant (ML)
Potable Water to Sewer (%)	37.72	45.07				Potable water consumption to WWTP (%)
<b>Denman</b>						
Raw Sewage	30.66	29.60	3.49	0.00	ML	Inflows to Wastewater Treatment Plant
Potable Water to Sewer (%)	40.27	45.19				Potable water consumption to WWTP (%)
<b>TREATED EFFLUENT</b>						
<b>Muswellbrook</b>						
Quantity Reused	220.04	154.00			ML	3 Year Average
Percent Effluent Reused	107%	66%				Total WWTP inflow for period reused (%)
Effluent discharged to the environment	0.00				ML	
<b>Denman</b>						
Quantity Reused	31.22	17.66			ML	
Percent of Effluent Reused	102%	60%				Total WWTP inflow for period reused (%)
Effluent discharged to the environment	0.00				ML	

**Please Note:** the percent of effluent reused at the 5 year average for Denman has been amended to a 3 year average. Prior to the 3 year time frame usage was based on supply from the maturation pond and not the re-use reservoir which is more appropriate. The 5 year average raw sewage inflow has also been amended to 3 years for comparison accuracy.

## LEVEL OF SERVICE PERFORMANCE INDICATORS - WASTEWATER SERVICES

Period: 1 January to 31 March 2023

Indicator	Description	Report Period	Year to Date	Performance Target
<b>Availability of Service</b>				
Muswellbrook	Average Dry Weather Flow (ADWF)	1.68	1.81	3.6 MI per day
	Peak Wet Weather Flow (PWWF)	3.43	8.06	18.7 MI per day
	Rainfall	186.5	776	mm
Denman	Average Dry Weather Flow (ADWF)	23.26	25.36	0.3 MI per day
	Peak Wet Weather Flow (PWWF)	7.40	19.50	
	Rainfall	159.5	782.50	mm
<b>System Failures (causing overflow)</b>				
<b>Category 1</b>	<i>Failures due to rainfall and deficient design capacity</i>			
Muswellbrook		0	0	2 per year
Denman		0	0	1 per year
<b>Category 2</b>	<i>Failures due to pump or other breakdown</i>			
Muswellbrook		0	0	1 per year
Denman		0	0	1 per year
<b>Category 3</b>	<i>Failures due to blockages</i>			Muswellbrook - 100/year
Muswellbrook	Roots Blocking Sewer	14	101	
	Foreign Objects in Sewer	3	60	
	Broken/Blocked Sewer Pipe	1	9	
	Blocked Junction	3	6	
	Blocked Boundary	1	10	
	<b>TOTAL</b>	<b>22</b>	<b>186</b>	
Denman	Roots Blocking Sewer	2	15	Denman - 20/year
	Foreign Objects in Sewer	0	9	
	Broken/Blocked Sewer Pipe	1	3	
	Blocked Junction	0	0	
	Blocked Boundary	0	2	
	<b>TOTAL</b>	<b>3</b>	<b>29</b>	
<b>Response Times (unplanned - to system failures)</b>				
Muswellbrook & Denman	Occasions where response time < 1hr (%)	88%	77%	> 95%
	Occasions where completion time < 4 hrs (%)	0%	3%	
<b>General Complaints (Non Urgent)</b>				
Muswellbrook	Odour complaints(Sewer Treatment Works)	0	0	1 per year
	Odour complaints (other)	8	9	1 per year
Denman	Odour complaints(Sewer Treatment Works)	0	0	1 per year
	Odour complaints (other)	0	0	1 per year
<b>Effluent Quality</b>				
		<b>Report Period</b>		
		<b>Min</b>	<b>Max</b>	
Muswellbrook Wastewater	BOD	<2	<2	<20 mg/l
HVEC & Golf Course	SS	<2	<2	<30 mg/l
Denman Wastewater	BOD	6.0	17.0	20 mg/l
	SS	8.0	24.0	30 mg/l
Muswellbrook Effluent Reuse (HVEC)	E-Coli	<10	<10	< 150/100mls (Contract)
Muswellbrook Effluent Reuse (Golf Course)	E-Coli	<10	<10	< 150/100mls
Denman Effluent Reuse (Golf Course)	E-Coli (Reuse Reservoir Outlet)	<10	<10	

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## LEVEL OF SERVICE PERFORMANCE INDICATORS - WATER SERVICES

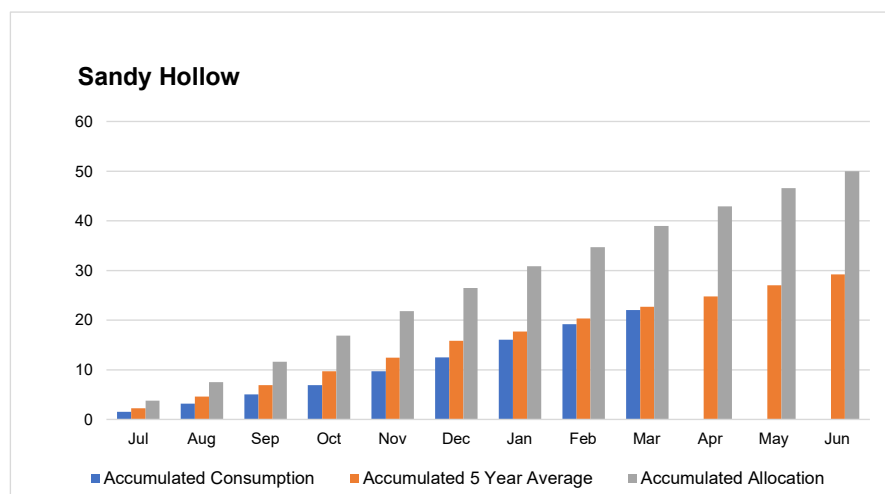
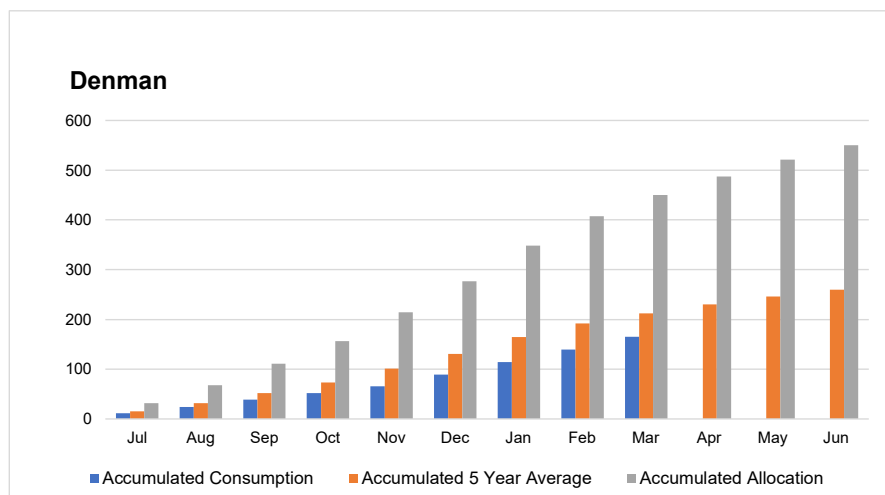
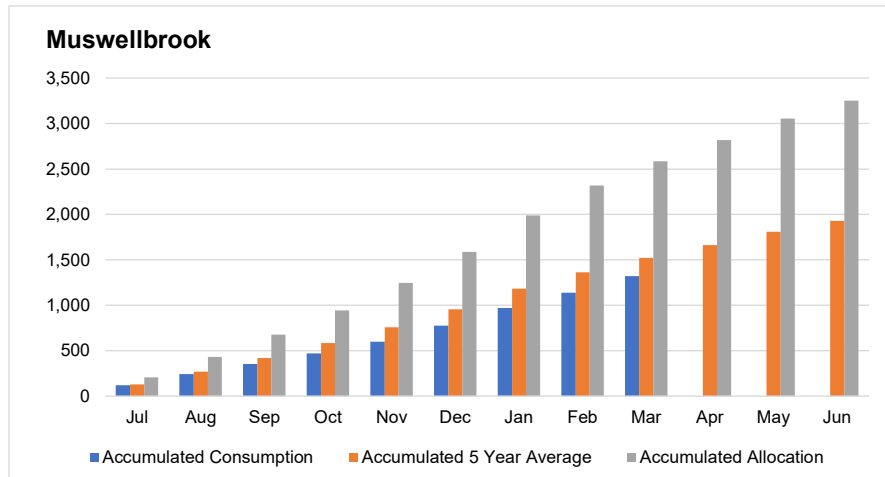
Period: 1 January to 31 March 2023

Indicator	Description	Report Period	Year to Date	Performance Target
<b>Availability of Supply</b>	Reported Events Outside Standard			
Muswellbrook & Denman	Minimum Pressure kPa (when conveying 0.15 L/s/tenement)			200 kPa data not available
	Maximum Static Pressure			850 kPa data not available
<b>Water Restrictions (2022 Drought &amp; Emergency Response Management Plan)</b>				
Muswellbrook	No restrictions	0	0	Restrictions result in no more than 20% reduction in consumption, are not required for more than 10% of the time and that the average frequency of restrictions is less than 5 in every 100 years (the level of service)
Denman		0	0	
Sandy Hollow		0	0	
<b>Peak Daily Demand (litres/assessment including commercial)</b>				(= peak day consumption/no assessments)
Muswellbrook		2047.28		3000 litres/assessment
Denman		2267.25		3000 litres/assessment
Sandy Hollow		4365.74		3000 litres/assessment
<b>Planned Interruptions to Supply</b>	Number of Interruptions	90	178	<1/1000 customers/year
(5 days notice to domestic, commercial & industrial customers)	Average time to repair	3.9	2.4	Hours
	Average length of Interruptions	2.2	2.2	< 2 hours
	Maximum length of repair	5.0	8.0	< 4 hours
<i>Average length of interruption is not supplied as current systems do not allow accurate recording - current system records time to complete which can differ significantly to interruption period.</i>				
<b>Unplanned Interruptions to Supply</b>	Number of Interruptions	44	55	
(due to main replacement - excluding service lines)	Average time to repair	7.0	4.17	Hours
	Average length of Interruptions	Not Available	Not Available	< 4 hours
	Number of Residences affected	243	513	1/connection/year
<b>Water Quality - Reticulation</b>		Averages		As per ADWG Guidelines 2011
<b>Muswellbrook</b>	Turbidity	0.15	0.20	5 NTU
	pH	7.73	7.62	6.5 - 8.5
	Total Hardness	180.43	148.59	<200 mg/L
	E-Coli	<1	<1	100% Compliance
	Free Available Chlorine	1.64	1.71	0.2 - 5.0mg/l
<b>Denman</b>	Turbidity	0.19	0.21	5 NTU
	pH	8.20	8.26	6.5 - 8.5
	Total Hardness	319.30	244.67	<200 mg/L
	E-Coli	<1	<1	100% Compliance
	Free Available Chlorine	1.01	1.07	0.2 - 5.0mg/l
<b>Sandy Hollow</b>	Turbidity	0.21	0.22	5 NTU
	pH	7.78	7.84	6.5 - 8.5
	Total Hardness	627.10	550.80	<200 mg/L
	E-Coli	<1	<1	100% Compliance
	Free Available Chlorine	1.51	1.64	0.2 - 5.0mg/l
<b>Service Requests</b>				Leaks 80/year
<b>Muswellbrook</b>	Main Break	7	22	
	Fitting Repair	9	48	
	Service Repair	30	79	
	Service Replacement	9	12	
	Meter replacement	4	48	
<b>Denman</b>	Main Break	2	7	
	Fitting Repair	2	11	
	Service Repair	5	12	
	Service Replacement	1	2	
<b>Sandy Hollow</b>	Main Break	2	3	
	Fitting Repair	2	3	
	Service Repair	0	4	
	Service Replacement	0	0	
<b>Total Service Requests</b>		<b>73</b>	<b>251</b>	
<b>Supply Failure Response Times (unplanned)</b>				
Muswellbrook, Denman & Sandy Hollow (expressed as percentage)	Number where response time <1 hour	100%	86%	>95%
	Number where completion time >4 hours	0%	1%	
<b>General Complaints - GC (Management)</b>				
<b>Water Quality (Dirty water, taste &amp; odour)</b>				
Muswellbrook		33	137	<1/1000 customers per year
Denman		0	13	
Sandy Hollow		0	0	
<b>Pressure (not related to a main break)</b>				
Muswellbrook		17	27	<10
Denman		0	1	<2
Sandy Hollow		0	0	<2
<b>Other</b>				Includes:
Muswellbrook		75	230	Fire Flow and Pressure Tests
Denman		0	14	Rehabilitation Works
Sandy Hollow		0	4	Special Meter reads
<b>Service Provided</b>				
Time to provide an individual connection to water supply in serviced area (90% of time)	New Services	1	4	Number
		100%	83%	Percentage installed within 5 Working Days

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## CONSUMPTION SUMMARY

Period: 1 January to 31 March 2023



**10.2.3. Contract 2022-2023-0552 - Hill Street Road Works and Car Parking Upgrade**

<b>Attachments:</b>	Nil
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**Responsible Officer:** Derek Finnigan - General Manager

**Author:** Imelda Williams (Traffic & Roads Status Officer)

**Community Plan Issue:** 5 - Community Infrastructure

**Community Plan Goal:** Effective and efficient infrastructure that is appropriate to the needs of our community.

**Community Plan Strategy:** 5.1.4 - Maintain and continually improve community infrastructure across the Shire.  
5.1.4.1 - Capital works programmes prioritised to demonstrate continual improvement in community infrastructure.

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**PURPOSE**

To submit for Council's consideration, additional scope of works for project 2022-2023-0552 Hill Street Road Works and Car Parking Upgrade, and to request Council's approval of the additional budget.

**OFFICER'S RECOMMENDATION**

Council approves the additional scope of works for Contract 2022-2023-0552 – Hill Street Road Works and Car Parking Upgrade and the additional budget as described in the report.

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

**BACKGROUND**

At the Ordinary Council Meeting held on 27 September 2022, Council adopted the concept for the upgrade of the section of Hill Street, Muswellbrook, from Bridge Street (New England Highway) to the rail corridor.

Funding for the construction of this section of road was successfully obtained through the Resources for Regions Round 7 package of works to be undertaken in the CBD of Muswellbrook.

Work under this Contract comprises the supply of labour, plant, and material to upgrade Hill Street and car parking.

This is a Lump Sum contract. It includes, but is not limited to, the following items of construction which shall be carried out in their entirety in strict accordance with, and to the true intent and purpose of, the Conditions of contract, the Technical Specification, and the Construction drawings, all under the supervision of the project superintendent:

1. Provision for control, protection and safety of traffic, including pedestrians, during the project period.



2. Protect environment from erosion and sediment, water pollution, air pollution, noise and ground vibration.
3. Maintain safe management of traffic during the construction, for all general access, including Pedestrians.
4. Demolition, removal and disposal of existing driveway, kerb & gutter and tree islands, bus stop, etc., as indicated in the drawings.
5. Remove and dispose of trees as per drawing other than Jacaranda (All Jacaranda needs to remain in place).
6. Construction of concrete driveway, pram ramps, upright kerb, kerb & gutter, footpath, V-drain and tree islands, etc. as indicated in the drawings.
7. Supply and install retaining wall as per drawings.
8. Supply and place rock protection as per drawings.
9. Profile and remove 50mm depth of existing pavement, including transport and disposal.
10. Lime stabilisation with 3% lime to 300 mm depth of pavement.
11. Supply and install dense graded asphalt (14mm nominal size, 50mm thick) including 10 mm single coat bitumen seal.
12. Supply and install signs and line marking as per the drawings.

**New Scope of Works:**

- **Accessible car park space construction**
- **Disconnect old water main and provide new connection to service residential properties.**

**CONSULTATION**

Water & Waste

Property and Building Services

General Manager

**REPORT**

The report provides information regarding the additional scope of works for project 2022-2023-0552 Hill Street Road Works and Car Parking Upgrade.

**Accessible car space construction**

A design has been completed for an accessible car park space as per the attached plan. For a compliant, accessible car space, additional earth works, concrete and drainage work is required. As conservative estimated cost of the work is \$170,000.

**Disconnect old water main and provide new connection to service residential properties.**

Two 225 mm diameter cast iron water mains are located in the middle of Lower Hill Street. One section of the water main was replaced in approximately 2016, and provides water service to the education precinct and the section of Muswellbrook beyond the railway corridor. The other section of water main provides water service to the small number of properties located on the northern side of Lower Hill Street between Bridge Street and the railway line.

Whilst the older section of water main is generally sound, on 13 June 2023, a section of this older main burst, and was immediately repaired. In order to eliminate the potential for this section of water main to fail in the future, it is recommended to include in the current project scope the connection of the old water main services to the new water main, and to make the



old main redundant. This will save future costs for Council and the conservative cost estimate for the works is \$125,000.

Total additional budget requested is \$295,000.

It is proposed that a relocation within the Resources for Regions Round 7 funding for roads and drainage work is made to ensure the funding is available to proceed with the scope of works. This reallocation will reduce the funding available for new footpath works on Bridge Street from \$500,000 to \$205,000.

### **OPTIONS**

1. With consideration of the information provided in the report and the recommendation provided, Council could resolve to accept both additional scope of works and approve the budget of \$295,000.
2. With consideration of the assessment and report information, Council could decide to only undertake the water main works and approve the additional budget of \$125,000.
3. With consideration of the assessment and report information, Council could decide to only undertake the accessible parking space works and approve the additional budget of \$170,000.
4. Council could decide to not accept any additional scope of works.

### **CONCLUSION**

It is recommended Council approves the additional scope of works for Contract 2022-2023-0552 – Hill Street Road Works and Car Parking Upgrade and the additional budget of \$295,000.

### **SOCIAL IMPLICATIONS**

During the construction, there will be short term impacts to the road user. Undertaking the works will provide safe and improved access for the public in the future.

### **FINANCIAL IMPLICATIONS**

Proposed reallocation within the Resources for Regions Round 7 funding for roads and drainage work from GL 3500.4591.504 to 3500.4590.504 of \$295,000.

### **POLICY IMPLICATIONS**

The Tender Assessment conforms to Council's Procurement Policy.

### **STATUTORY IMPLICATIONS**

Local Government Act 1993.

Local Government (General) Regulation 2005.

### **LEGAL IMPLICATIONS**

Nil known.

### **OPERATIONAL PLAN IMPLICATIONS**

The reconstruction of the road will eliminate the need to maintain the road pavement. This will provide a benefit by reducing maintenance cost savings and resourcing for council.



**RISK MANAGEMENT IMPLICATIONS**

Improving accessible access to public facilities and reducing risk of the water main failing.

**WASTE MANAGEMENT IMPLICATIONS**

The construction methodology supports sustainable and regulated waste management requirements.

**COMMUNITY CONSULTATION/MEDIA IMPLICATIONS**

Nil known.



## 10.3. Property and Place

### 10.3.1. Draft Cemetery Policy MSC040E for Public Exhibition

<b>Attachments:</b>	1. DRAFT Cemetery Policy MSC040E [ <b>10.3.1.1</b> - 6 pages]
<b>Responsible Officer:</b>	Matthew Lysaught - Director Property & Place
<b>Author:</b>	Matthew Lysaught (Director Property & Place), Madeleine St John (Business Improvement Officer), Kim Morris (Finance Officer & Customer Service Team Leader), Chloe Wuiske (Business Improvement Officer)
<b>Community Plan Issue:</b>	5 - Community Infrastructure
<b>Community Plan Goal:</b>	Effective and efficient infrastructure that is appropriate to the needs of our community.
<b>Community Plan Strategy:</b>	5.1.4 - Maintain and continually improve community infrastructure across the Shire.  5.1.4.1 - Capital works programmes prioritised to demonstrate continual improvement in community infrastructure.

---

#### PURPOSE

To request endorsement from Council to place the attached *DRAFT Cemetery Policy* on public exhibition for a period of 28 days.

#### OFFICER'S RECOMMENDATION

1. Council ENDORSES the attached *DRAFT Cemetery Policy* to be placed on public exhibition via Council's website for a period of 28 days; and
2. A further report be submitted to Council for consideration of submissions received during the exhibition period.

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

#### BACKGROUND

Muswellbrook Shire Council is committed to providing a range of interment options that will best suit the immediate and ongoing needs of our community. The *DRAFT Cemetery Policy MSC040E* (the Policy) is designed to describe the roles and responsibilities of persons or entities who exercise a function in cemeteries operated by Council.

#### CONSULTATION

MANEX

Director Property and Place

Coordinator Customer Services and Administration

Property Officer

Business Improvement Officers



## **REPORT**

The Cemetery Policy was last adopted in September 2001 and mostly limited to monument presentation standards.

The policy was reviewed, updated, and was endorsed by Council for public exhibition on 25 August 2020, but was never adopted.

The Policy has been reviewed again and all amendments since the previous review in 2020 have been marked as tracked changes in attachment 1.

## **OPTIONS**

Council may:

1. Resolve to endorse the attached *DRAFT Cemetery Policy* for public exhibition; or
2. Request amendments to the attached *DRAFT Cemetery Policy* prior to public exhibition.

## **CONCLUSION**

It is recommended that Council endorses the attached *DRAFT Cemetery Policy* for public exhibition.

## **SOCIAL IMPLICATIONS**

The policy considers interment options to meet the needs the community.

## **FINANCIAL IMPLICATIONS**

Changes in grave digging arrangements will require consultation with stakeholders.

## **POLICY IMPLICATIONS**

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

## **STATUTORY IMPLICATIONS**

Cemeteries and Crematoria Act 2013 No 105

Public Health Regulation 2022

Local Government Act 1993

## **LEGAL IMPLICATIONS**

Nil known.

## **OPERATIONAL PLAN IMPLICATIONS**

6.2.5.2 - Review the policy management framework.

## **RISK MANAGEMENT IMPLICATIONS**

The draft policy provides describes roles and responsibilities to reduce operational risks in the management of cemeteries.

## **WASTE MANAGEMENT IMPLICATIONS**

Nil known.

## **COMMUNITY CONSULTATION/MEDIA IMPLICATIONS**

Public exhibition via Council's website will provide the Community with an opportunity to make submissions.



**muswellbrook  
shire council**

## **DRAFT Cemetery Policy**

### **General Cemetery, Lawn Cemetery and Memorial Walls**

**MSC040E**

#### **Authorisation Details**

<b>Authorised by:</b>		<b>Internal/External:</b>	External
<b>Date:</b>		<b>Minute No:</b>	
<b>Review timeframe:</b>	4 years	<b>Review due date:</b>	
<b>Department:</b>	Property and Place		
<b>Document Owner:</b>	Director Property and Place		
<b>Community Strategic Plan Goal</b>	5. Effective and efficient infrastructure that is appropriate to the needs of our community		
<b>Community Strategic Plan Strategy</b>	5.1 Construct and maintain well-planned community infrastructure that is safe, reliable, and provides agreed levels of service		

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## 1 Policy Objective

Muswellbrook Shire Council is committed to providing a range of interment options that will best suit the immediate and ongoing needs of our community. This policy is designed to describe the roles and responsibilities of person or body who exercise a function in cemeteries operated by Council.

## 2 Risks being addressed

Ensure consistency in management of presentation of cemeteries, accurate record keeping, and compliance with legislation.

## 3 Scope

Muswellbrook Shire Council is the operator for the following cemeteries within its Shire. Muswellbrook Shire Council undertakes to provide and maintain the following Cemeteries:

- Denman General Cemetery
- Denman Lawn Cemetery
- Denman Memorial Wall
- Giants Creek General Cemetery
- Muswellbrook General Cemetery
- Muswellbrook Lawn Cemetery
- Muswellbrook Memorial Walls
- Wybong General Cemetery

## 4 Definitions

Term	Definition
<b>Cemetery</b>	A building or place used primarily for the interment and memorialisation of human remains (whether or not it contains an associated building for conducting memorial services).
<b>Function</b>	Includes a power, authority or duty, and exercise a function includes perform a duty.
<b>Funeral Director</b>	Person who, in the conduct of operating a business or a service engages, for the purpose of burial or cremation, in the collection, transport, storage, preparation or embalming of bodies, or engages in the conduct of exhumations.
<b>Holder</b>	The person recorded in the cemetery operator's register in relation to that cemetery as the holder of the interment right.
<b>Interment</b>	The placement of human remains in a mausoleum, vault, columbarium or other structure designed for the placement of such remains, or the burial in the earth of human remains (directly in the earth or in a container).
<u><b>Council</b></u>	<u>Muswellbrook Shire Council</u>
<b>Operator</b>	The person or body responsible for the management of the cemetery.

## 5 Policy Statement

All Rights of Interment for allotments in cemeteries operated by Muswellbrook Shire Council are classified as "Perpetual Right of Interment".

No interment will be approved unless Council has received full payment for the Right of Interment and/or permission is given by the Right of Interment holder.

~~It will be the responsibility of the Funeral Director to organise payment for the Right of Interment, should the deceased not already hold this Right.~~

All allotments referred to in the policy will be 1.2 m x 2.4 m and can accommodate a single or double depth burial in both Lawn and General Cemeteries. ~~All care is taken to ensure the correct sizes and access to allotments is provided.~~ ~~The historic nature of the General Cemeteries may impede allotments.~~

Interment of AAshes is also permitted in any of Council's cemeteries provided Council's requirements are met and including the provision of Memorial Walls.

~~Niche sizes as follows:~~

~~Walls 1 & 2 Muswellbrook and Giants Creek ————— 152mm (wide) x 114mm (high)~~

~~Wall 3 Muswellbrook & Wall 1 Denman ————— 160mm (wide) x 205mm (high)~~

### 5.1 Fees and Charges

Muswellbrook Shire Council will reviews fees and charges annually.

Fees and Charges will be set out in Council's Adopted Operational Plan – Fees and Charges.

Muswellbrook Shire Council does not include in its Fees and Charges any provision for monumental plaques or head stones in the General Cemeteries and Lawn Cemeteries.

### 5.2 Work in Cemeteries Operated by Muswellbrook Shire Council

Written approval from Council is required before any work is carried out in any of the Council's Cemeteries.

This includes but is not limited to:

- Interment (burial), of either a body or ashes in an allotment
- Erection of a monument
- Repair to a monument
- Installation of plaque
- Installation of ashes in a Memorial Wall

Council will requires the person or company undertaking any works to complete the relevant forms, provide any relevant documents, and pay the prescribed fee.

Any person or company wishing to do work to an interment site will also need to have the permission of the Right of Interment holder before approval will be granted by Muswellbrook Shire Council.

### 5.3 Grave Digging

Muswellbrook Shire Council does not provide or fund a grave digging service. ~~This should be arranged-organised~~ with the funeral director at the time of arrangement.

### 5.4 Lawn Cemeteries

The fee for the Right of Interment in Council's Lawn Cemeteries provides for the following:

- Right of Interment in the stated allotment
- Fixing of a concrete sloper desk
- Fixing of a concrete flower box
- Provision of turf landscaping and perpetual maintenance

The standard for plaques and other information pertaining to Lawn Cemeteries:

- Material            Bronze with brown stoved enamel finish or granite/marble

The size of plaque must be within the sizes set below:

Maximum 559 mm x 305 mm x 50 mm

#### • Lettering — Raised bronze lettering on enamel plaques

- All flowers are to be placed in the flower box provided by Council.
- Lawn area of the cemetery is to remain clear of flowers and any other adornment for the maintenance and presentation of the cemetery.
- Small mementos are allowed on the concrete apron of a grave provided that they are not hazardous (e.g. broken glass).
- Adornments to sloper desks are not to be attached.
- Where requested, sloper desks of granite or marble may be used in place of concrete sloper desks following approval of a Monumental Permit Application lodged with Muswellbrook Shire Council.

### 5.5 Memorial Walls

Installation of Ashes and ordering of plaques is organised through an external provider solely and the application must meet all Council's requirements. If requested, through Muswellbrook Shire Council can organise and. ~~The relevant fees and charges will apply and the application must meet all Council's requirements.~~

The standard of the bronze plaque for memorial walls will be as follows:

- Material:            Bronze with brown stoved enamel finish
- Niche Size:        Walls 1 & 2 Muswellbrook and Giants Creek: 152mm (wide) x 114mm (high)  
                              Wall 3 Muswellbrook & Wall 1 Denman:        160mm (wide) x 205mm (high)

- Lettering: Raised bronze lettering
- Edging: Bevelled edge
- Adornments: Approved proprietary brand of flower vase.

## 6 Delegations and Dispute Resolution

The General Manager is the interpreter of this policy.

## 7 Related Documents

### 7.1 Legislation and Guidelines

Cemeteries and Crematoria Act 2015<sup>3</sup> No 105

Public Health Regulation 2012<sup>22</sup>

Local Government Act 1993

### 7.2 Policies and Procedures

Procedure – Cemetery – Doc ID 1288691

### 7.3 Other Supporting Documents

- Reservation of Allotment or Niche – Doc ID 342075
- Application for Burial Permit – Doc ID 920140
- Monumental Permit – Doc ID 328491
- Interment of Ashes – Record – Doc ID 1044830
- Niche Plaque Order Form – Doc ID 342053
- Register of Burial – Template
- Right of Interment – Template
- Record of Burials or Reservations – Template Doc ID 1008560

## 8 Version History

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

Version No.	Date changed	Modified by	Amendments/Previous adoption details
1	25.08.2020	Manager - Works, Property & Building	Draft policy endorsed by Council for public exhibition.
2	01.06.2023	Director Property and Place	Reviewed version

**10.3.2. Town Centre Strategy - Status and Next Steps**

<b>Attachments:</b>	1. Town Centre Plan - REC Relocated - Preliminary [10.3.2.1 - 1 page] 2. REC DRAFT Programme [10.3.2.2 - 1 page]
<b>Responsible Officer:</b>	Derek Finnigan - General Manager
<b>Author:</b>	Matthew Lysaught (Director Property & Place)
<b>Community Plan Issue:</b>	5 - Community Infrastructure
<b>Community Plan Goal:</b>	Effective and efficient infrastructure that is appropriate to the needs of our community.
<b>Community Plan Strategy:</b>	1.2.4 - Implement the Muswellbrook and Denman Town Centre Masterplans and the Sandy Hollow Village Masterplan. 1.4.1 - Complete current infrastructure projects and identify future opportunities for the Shire. 4.4.1 - Support the conservation and restoration of the Shire's heritage items. 1.4.1.3 - Develop Pocket Park design for the Muswellbrook Town Centre 4.2.2.2 - Review design value management options for theatre and community hall.

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**PURPOSE**

To provide a summary of the status of the Town Centre Plan and Regional Entertainment Centre projects and next steps.

**OFFICER'S RECOMMENDATION**

Council ENDORSES:

1. The development of a revised Master Plan document for the (Civic Precinct) Town Centre Plan consistent with the annotated plan attached to the report;
2. Providing a consolidated project and costed programme for the Regional Entertainment Centre and Town Centre Plan;
3. Updating Capital Expenditure Reviews for both the Regional Entertainment Centre and (Civic Precinct) Town Centre Plan;
4. Development of marketing and communication material for the Town Centre Plan;
5. The extension of lease for tenant as described in the report; and
6. Undertaking a demand and supply analysis for commercial and retail property in Muswellbrook Shire.

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

**BACKGROUND**Pocket Park

At the 23 May 2023 Ordinary Council meeting, the Manager Roads, Drainage and Technical Services submitted the CBD Stage 7 - Concept Park. The concept is for improvements to footpaths and public spaces in and around the Town Centre, including improvements for a 'Pocket Park' at 88 to 108 Bridge Street, Muswellbrook.

Council RESOLVED:

**10.2.5. CBD Stage 7 - Concept Pocket Park**

390 RESOLVED on the motion of Cr J. Lecky and Cr L. Dunn that:

Council ENDORSES:

1. The Concept Drawings for CBD Stage 7 for streetscape improvements in Bridge St, Muswellbrook, and a Pocket Park, with the inclusion of the additional items as outlined in Option 1, and
2. To undertake consultation with the adjoining property owners, including property owners of 77-85 and 87 Bridge St Muswellbrook, with regard to the concepts proposed for this area.

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

Against: Nil.

Additional items as outlined in Option 1 included:

**Option 1**

*The concept drawings to be amended to include the following:*

- a. *The building occupying 100-106 Bridge St to be demolished;*
- b. *Extend the rock gabion wall and hedged landscaping over land 100-106 Bridge Street;*
- c. *Inclusion of a compliant barrier and/or fencing in the design to separate children from traffic;*
- d. *Include Native Hibiscus and Native Frangipani in the planting palette;*
- e. *Remove any reference to creek beds from water play areas;*
- f. *Indicate the location of toilet amenities, including accessible toilets, with consideration given to the provision of a changing places facility and provision of a structure, such as toilets which are relocatable if required to be moved at a later date;*
- g. *Park amenities are to include a facilitated location for the provision of either a permanent or semi -permanent food van similar to 'Harry's Café d'Wheels' or a coffee caravan or Similar; and*
- h. *Remove provision of trees, planters, and bollards from the rear lot 51 (87) Bridge St.*

Following Council's resolution, staff are working with the design consultant to have the plans amended consistent with the above requirements and are progressing supporting development application documentation for the demolition of buildings and construction of the Pocket Park.

This excludes the former ANZ Bank building which Council will work with a local real estate agent to lease for the time being. A demand and supply analysis for commercial and retail property in Muswellbrook Shire would inform the provision of commercial property in the



Town Centre Block, renewing Council's corporate knowledge from previous studies.

Further, the remaining community tenant in 88 Bridge Street, 'The Hub', has been relocated temporarily, under a three-month lease, to Brook Street Plaza until their plans for a permanent location are settled.

There is an opportunity with the Bridge Street buildings now empty of tenants to hoard the site and communicate and promote to the community the future vision of the Town Centre with Stage 1 nearing completion. This communication can begin alongside the official opening of the Donald Horne Building. Marketing and communication material could be prepared including conservative indicative timeframes for the completion of the works.

#### Town Centre Workshop

On 4 May 2023, a Councillor Workshop was held on the Town Centre Strategy including:

- The draft programme for the remaining stages of Muswellbrook Town Centre development;
- Proposed new location of the Regional Entertainment Centre and next project steps;
- Pocket Park concept design; and
- Provision for commercial property in the main street.

The attached Town Centre Plan – Regional Entertainment Centre (REC) Relocated – Preliminary was discussed. It includes the proposal to move the Regional Entertainment Centre to 116 Bridge Street, Muswellbrook, the demolition of buildings for the Pocket Park, the addition of significant public car parking to service future development, and consideration of potential future commercial use of the site.

The architect is preparing a return brief for the relocation of the Regional Entertainment Centre and has provided a draft programme also attached to this report. Following redesign and development assessment, construction works could commence in February 2025 for completion in November 2026. This process will include renegotiating the contract with the architect to be reported to Council.

The tenant in 116 Bridge Street, Muswellbrook has requested to extend their lease for another two years. For the most part, the above timeline could accommodate the request. Staff are currently arranging further geotechnical and ground contamination investigation of the site in consultation with the tenant.

The presentation provided to the Councillor Workshop was also provided to the Regional Entertainment Centre Development Advisory Committee on Tuesday, 9 May 2023, where it was recommended:

#### **6.1 Town Centre Workshop**

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

1. The information contained in this report be noted;
2. Council proceed with the proposed Town Centre Stages;
3. Council proceed with the proposed Pocket Park Concept;
4. Progress re-location of the Regional Entertainment Centre;
5. Development Application to include 2 stages.

## **CONSULTATION**

Councillors Town Centre Workshop – May 2023

Manager Roads, Drainage and Technical Services



Project Manager – Property & Building Services

Architects fjctstudio formerly fjmt

## REPORT

### Regional Entertainment Centre

The scope of work for the relocated Regional Entertainment Centre (REC) includes constructing the REC in the centre of the Town Centre block, between the existing Muswellbrook Library and the Uniting Church, as per the attached Town Centre Plan – Regional Entertainment Centre (REC) Relocated – Preliminary.

The REC project will likely follow the Stage 2 works of the Pocket Park. The scope of Stage 2 will need to be reviewed in detail and costed, for example, the extent of the enabling works for the REC, works for stormwater, timing of demolition of Brook Street Plaza, construction of car parking, and rail noise wall construction.

These works stages 2 and 3 will require a revised masterplan approach looking at the new REC site location and its place within a wider contextual site development and a consolidated programme with costs.

Further, given the scope of the project has changed it would be appropriate to review the Capital Expenditure Reviews for both the Regional Entertainment Centre and Civic Precinct (Town Centre).

Stage 3 of the Town Centre will be focused on the building works for the REC. It is proposed to be divided into two parts:

Stages 3a - The Theatre with a proposed project budget of \$16.5m

Stage 3b - The Studio with a proposed project budget of \$8m

A high-level breakdown of the building functional program for each stage is assumed as below. This is based on the previous design, opportunities for savings, but also subject to significant stakeholder consultation.

#### Stage 3a - The Theatre

Foyer:

Seating, confectionary/bar, ticketing, and access to toilets.

Functional foyer arrangement with exhibition function requirement now removed.

Theatre:

400 seats with continental seating.

Bio box, minimum functional requirement to be capable of being fully open and allow space for educating small groups of students.

Lighting rigging preferred to be accessible by catwalks.

Stage depth (currently 10-11m) with reduction of depth to be explored with theatre consultant.

Orchestra pit – review of size and basic operation with theatre consultant.

Crossover

Half Fly Tower and Counterweight - Opposite Prompt Wing with functionality and operation options to be reviewed with theatre consultant.

Back of House:

To be designed to provide for minimum required support spaces and functions in



support of a functional theatre building.

Backstage entry and security to be scaled down to minimum requirement with functionality and operation to be reviewed with theatre consultant.

Piano storage with climate control consideration for removal.

2 x Dressing Rooms – size to be reduced to medium.

Small Dressing Rooms considered for removal.

Green Room with domestic kitchen only not commercial.

Laundry need and scale to be reviewed.

Secured (Caged) storage for lighting/audio on racks preferred but to be reviewed with theatre consultant.

### Stage 3b - The Studio

Black Box (Multipurpose Room):

110 Retractable Seating (Accessible to the Foyer, BOH - loading/dock/storage, dressing room and others to be reviewed)

Commercial kitchen with café.

The identified next steps to progress the Town Centre Plan and Regional Entertainment Centre include:

- The development of a revised Master Plan document for the (Civic Precinct) Town Centre Plan,
- Providing a consolidated project and costed programme for the Regional Entertainment Centre and Town Centre Plan,
- Updating Capital Expenditure Reviews for both the Regional Entertainment Centre and (Civic Precinct) Town Centre Plan,
- Development of marketing and communication material for the Town Centre Plan,
- The extension of lease for tenant at 116 Bridge Street, Muswellbrook, and
- Undertaking a demand and supply analysis for commercial and retail property in Muswellbrook Shire.

### **OPTIONS**

Council could request further information. Community and stakeholder consultation will be undertaken in the delivery of the next steps identified.

### **CONCLUSION**

Proceeding with the identified next steps will enable the works to be comprehensively programmed, fully costed, keeps the community informed and facilitate consultation, and implement stages sustainably.

### **SOCIAL IMPLICATIONS**

Council is planning and delivering the community access to interesting, equitable and attractive settings to meet the various needs, and to facilitate more social interaction in the urban life of Muswellbrook.



### **FINANCIAL IMPLICATIONS**

Financial implications be fully determined through the next steps, determining stages and priorities. Council has capital budgets available for both the Town Centre Plan and Regional Entertainment Centre carried over and forward estimates.

### **POLICY IMPLICATIONS**

Nil known.

### **STATUTORY IMPLICATIONS**

Planning approval pathways will need to be followed for each stage of the projects.

### **LEGAL IMPLICATIONS**

There is some private ownership within the Town Centre Block to be managed in planning and construction.

### **OPERATIONAL PLAN IMPLICATIONS**

'1.2.4 Implement the Muswellbrook and Denman Town Centre Masterplans and the Sandy Hollow Village Masterplan', *Muswellbrook Shire 2022 – 2023 Operational Plan*

### **RISK MANAGEMENT IMPLICATIONS**

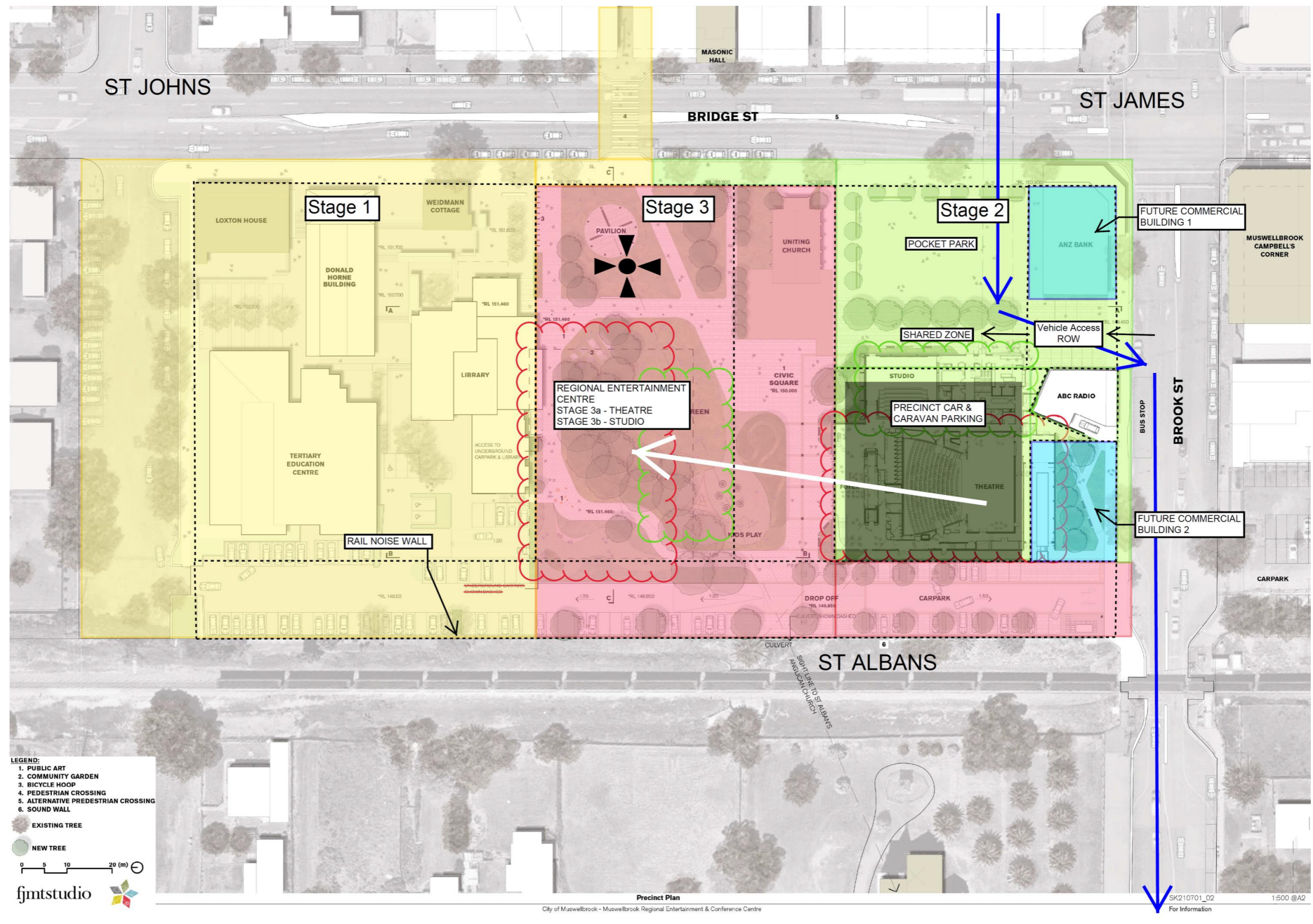
Addressing risks is a critical function of the proposed next steps.

### **WASTE MANAGEMENT IMPLICATIONS**

To be determined. Design and construction planned to minimise waste.

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

Communications plan to be developed for projects and overall Town Centre development.



16 June 2023

fjcstudio / architecture / interiors / landscape / urban / place



### 10.3.3. Olympic Park Management Plans

<b>Attachments:</b>	1. 12529663- MSC Grandstand FOR DA APPROVAL F [10.3.3.1 - 7 pages]
<b>Responsible Officer:</b>	Derek Finnigan - General Manager
<b>Author:</b>	Matthew Lysaught (Director Property & Place)
<b>Community Plan Issue:</b>	5 - Community Infrastructure
<b>Community Plan Goal:</b>	Effective and efficient infrastructure that is appropriate to the needs of our community.
<b>Community Plan Strategy:</b>	1.4.1 - Complete current infrastructure projects and identify future opportunities for the Shire.  6.3.2.1 - Council's Wellbeing Program and antibullying training program delivered .

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#### PURPOSE

The collation of management plans for Council's consideration to progress the development assessment of the Olympic Park Grandstand and Amenities development application.

#### OFFICER'S RECOMMENDATION

Council ENDORSES submitting:

1. The Olympic Park Plan of Management to Crown Land, NSW Department of Planning and Environment for review; and
2. The Olympic Park Plan of Management and event management documents to the Hunter and Central Coast Regional Planning Panel.

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

#### BACKGROUND

In August 2022, Council, as applicant, lodged a Development Application for DA 2022-095 for new amenities and grandstand at Olympic Park, Muswellbrook.

Attached to this report is the current Olympic Park Amenities and Grandstand Design submitted for development application assessment by the Hunter and Central Coast Regional Planning Panel.

The development was originally proposed to be two stages, but was amended to reflect funding commitments in the Australian Government 2022 Election of \$5.5 million for the construction of the unfunded grandstand.

A Request for Information (RFI) regarding parking, noise, and crowd management of the proposed development was received 24 October 2022 from the Hunter and Central Coast Regional Planning Panel, and a response was collated by staff and submitted 22 November 2022 through the Planning Portal including the provision of the following documents:

- Adopted Olympic Park Master Plan 2018,



- Olympic Park Operating Plan 2002,
- Olympic Park Car Parking Plan for Large Events, and
- Draft Plan of Management for Olympic Park 2022.

The Rock'n the Brook family event held at Olympic Park on Saturday, 4 March 2023 was also a practical test on how a large event would be managed.

## CONSULTATION

Olympic Park Precinct Development Advisory Committee

Technical Officer – Recreation and Property

## REPORT

On Wednesday, 5 April 2023, the Hunter and Central Coast Regional Planning Panel met and considered whether the application had been lodged prematurely and whether the application should be withdrawn.

Council as applicant was advised on 12 April 2023 of the briefing and generally of the documents required to complete the assessment These included:

1. Final Olympic Park Plan of Management
2. Event Management Plans

Capturing different scale of events from local sport to concerts.

3. Emergency Management Plan
4. Social Impact Assessment

Following a procurement process, Council engaged Hunter Events Group to complete the event management documents and reviewed the draft Olympic Park Plan of Management for currency.

Council as applicant wrote back to the Hunter and Central Coast Regional Planning Panel on Tuesday, 9 May 2023 that the required documents would be provided following the Tuesday, 27 June 2023 Ordinary Council meeting.

This suite of documents will be distributed under separate cover with a briefing arranged for user groups and stakeholders at the Muswellbrook Aquatic Centre on Monday, 26 June 2023. At the time of writing the report, the draft event management plans are being submitted to Council.

It is a quick turnaround to ensure that the assessment is not delayed in consideration of grant funding commitments and milestones and stakeholder expectations. Further, there has been considerable community consultation and will be future opportunity for more.

The community consultation for the project has been extensive. The adopted Olympic Park Master Plan 2018 for which the proposed development grew from community consultation process beginning in 2016 with a comprehensive review of the Community Strategic Plan (CSP) and preparation of Council's Delivery Program.

Then in October 2017, Council proposed the Olympic Park Sports Precinct Upgrade as a project for funding under a Special Variation application to the Independent Pricing and Regulatory Tribunal. The Olympic Park Master Plan after key stakeholder consultation was placed on public exhibition and a Capital Expenditure Review for the project was completed and reported to the Office of Local Government.

Since, many Council decisions have related to the public consultation on the Olympic Park Master Plan, its funding, and inclusion in Council's Integrated Planning and Reporting (IP&R) framework.



Council was successful in a permanent Special Variation for Olympic Park Sports Precinct Upgrade from the 2019-20 Financial Year and alongside grant funding opportunities with multiple milestones and deadlines have funded the Olympic Park Sports Precinct Upgrade.

This has also been supported by ongoing stakeholder consultation and more recently the establishment by Council of the Section 355 Olympic Park Development Advisory Committee including key stakeholders and independent community members.

#### Plan of Management (PoM) for Olympic Park

The Draft Plan of Management (PoM) for Olympic Park was reported to Council at the 24 May 2022 Ordinary Council meeting and endorsed for consultation with user groups and key stakeholders. The document has continued in draft form over the last 12 months to ensure that it includes any planning and environmental requirements for the proposed development, for example, event management requirements.

However, the approval for categorisation of the land in the draft PoM was previously received from the Department of Planning, Industry and Environment (DPIE).

The preparation of a Plan of Management is an extensive process with several opportunities for Council and public to review. It is proposed to submit the Plan of Management for Olympic Park to the Crown Land, NSW Department of Planning and Environment for review. Following this, Council will be asked to place the document on public exhibition.

Subject to Council's endorsement, the event management documents and the Plan of Management will be submitted to the Hunter and Central Coast Regional Planning Panel.

### **OPTIONS**

Council could take more time to review and consider the relevant plans before submitting to the Hunter and Central Coast Regional Planning Panel.

### **CONCLUSION**

It is recommended that Council endorses submitting the Olympic Park Plan of Management to Crown Land, NSW Department of Planning and Environment for review, and together with the event management documents to the Hunter and Central Coast Regional Planning Panel to progress development assessment.

### **SOCIAL IMPLICATIONS**

The respective plans will set the use of 'community land' and Crown Land, meet the requirements of the Native Title Act, and encourage passive and active recreation in the community.

### **FINANCIAL IMPLICATIONS**

The total budget for Olympic Park is approximately \$15.5 million. This includes \$4.8 million from the 2019 Special Rate Variation (SRV), external grant funding of \$9.5 million, and other funding including Voluntary Planning Agreements (VPA) of \$1.2 million.

### **POLICY IMPLICATIONS**

Nil known.

### **STATUTORY IMPLICATIONS**

Crown Land Management Act 2016  
Local Government Act 1993 (LG Act)



Native Title Act 1993 (Cth)

**LEGAL IMPLICATIONS**

Nil known.

**OPERATIONAL PLAN IMPLICATIONS**

‘1.4.1.2 Seek development approval for grandstand and amenities design for Olympic Park’,  
*Muswellbrook Shire 2022 – 2023 Operational Plan*

**RISK MANAGEMENT IMPLICATIONS**

A Plan of Management should include proper consideration of risk and management.

**WASTE MANAGEMENT IMPLICATIONS**

Nil known.

**COMMUNITY CONSULTATION/MEDIA IMPLICATIONS**

Ongoing community and stakeholder consultation.

# MUSWELLBROOK SHIRE COUNCIL

# OLYMPIC PARK GRANDSTAND AMENITIES

# ARCHITECTURAL

# 12529663



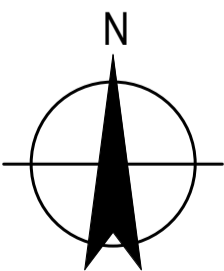
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PROJECT No.	DRG NO.	
	SHEET	DRAWING TITLE
1 ARCHITECTURAL		
12529663	A001	COVER SHEET, DRAWING INDEX & LOCALITY PLAN
12529663	A050	SITE PLAN
12529663	A100	FLOOR PLANS
12529663	A200	MEDIA LEVEL / ROOF PLAN
12529663	A400	ELEVATIONS
12529663	A450	SECTIONS
12529663	A500	DEMOLITION PLAN
12529663	A510	FLOOR PLANS - STAGING
12529663	A520	MEDIA LEVEL / ROOF PLAN - STAGING
12529663	A530	ELEVATIONS - STAGING

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C	REVISED FOR DA SUBMISSION	TP	JL	16.03.22
B	REVISED FOR DA SUBMISSION	TP	JL	14.02.22
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Rev	Description	Checked	Approved	Date
Author	H. TOLL	Drafting Check	E. HEATON	
Designer	T. POTTER	Design Check	C. ACEVSKI	



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Project No.  
12529663

Client **MUSWELLBROOK SHIRE COUNCIL**

Project **OLYMPIC PARK GRANDSTAND  
AMENITIES**

Status **FOR APPROVAL**

Drawing Title  
**ARCHITECTURAL  
COVER SHEET, DRAWING INDEX  
& LOCALITY PLAN**

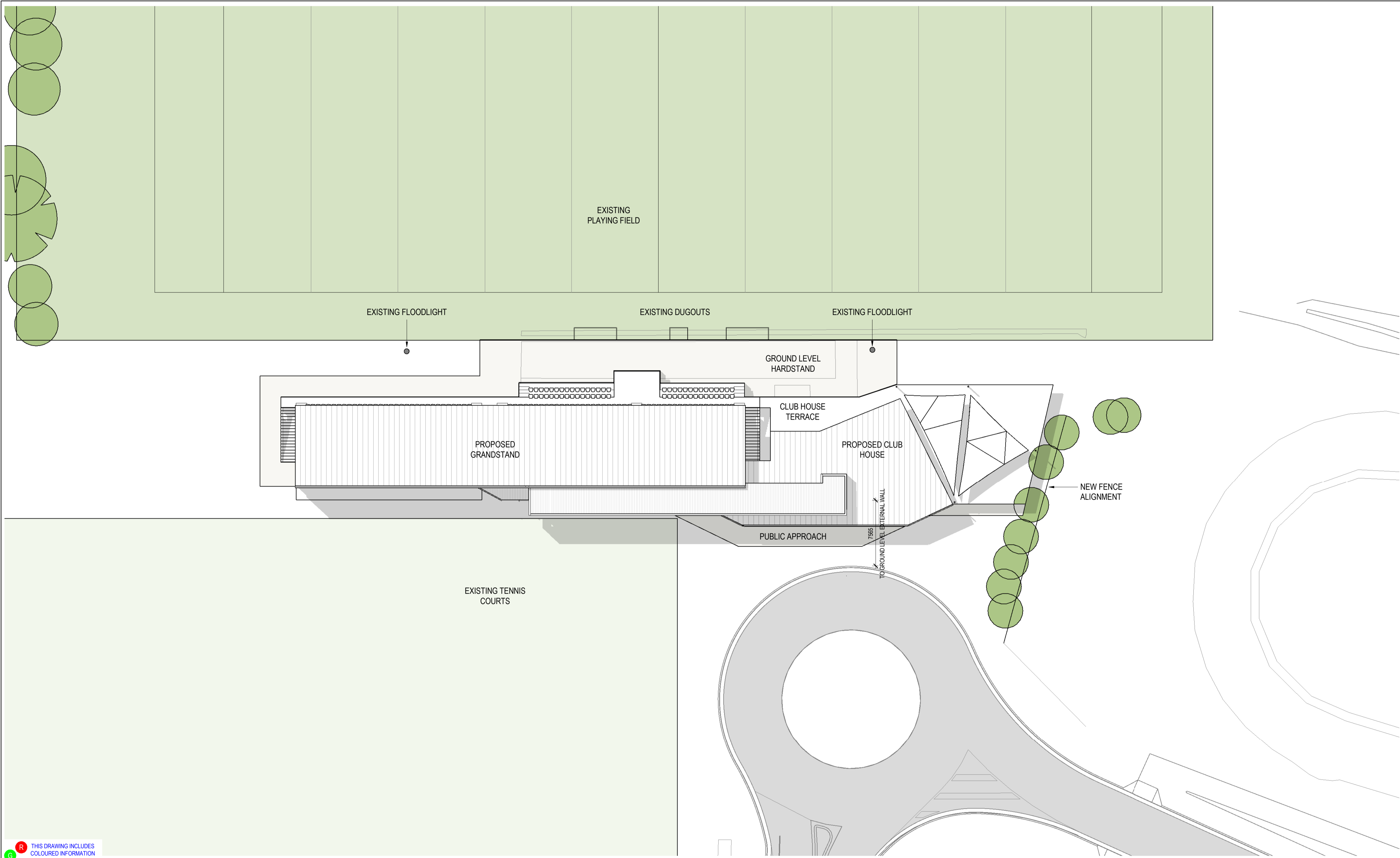
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Rev  
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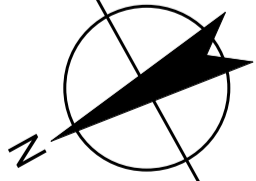
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Project	OLYMPIC PARK GRANDSTAND AMENITIES
Status	FOR APPROVAL

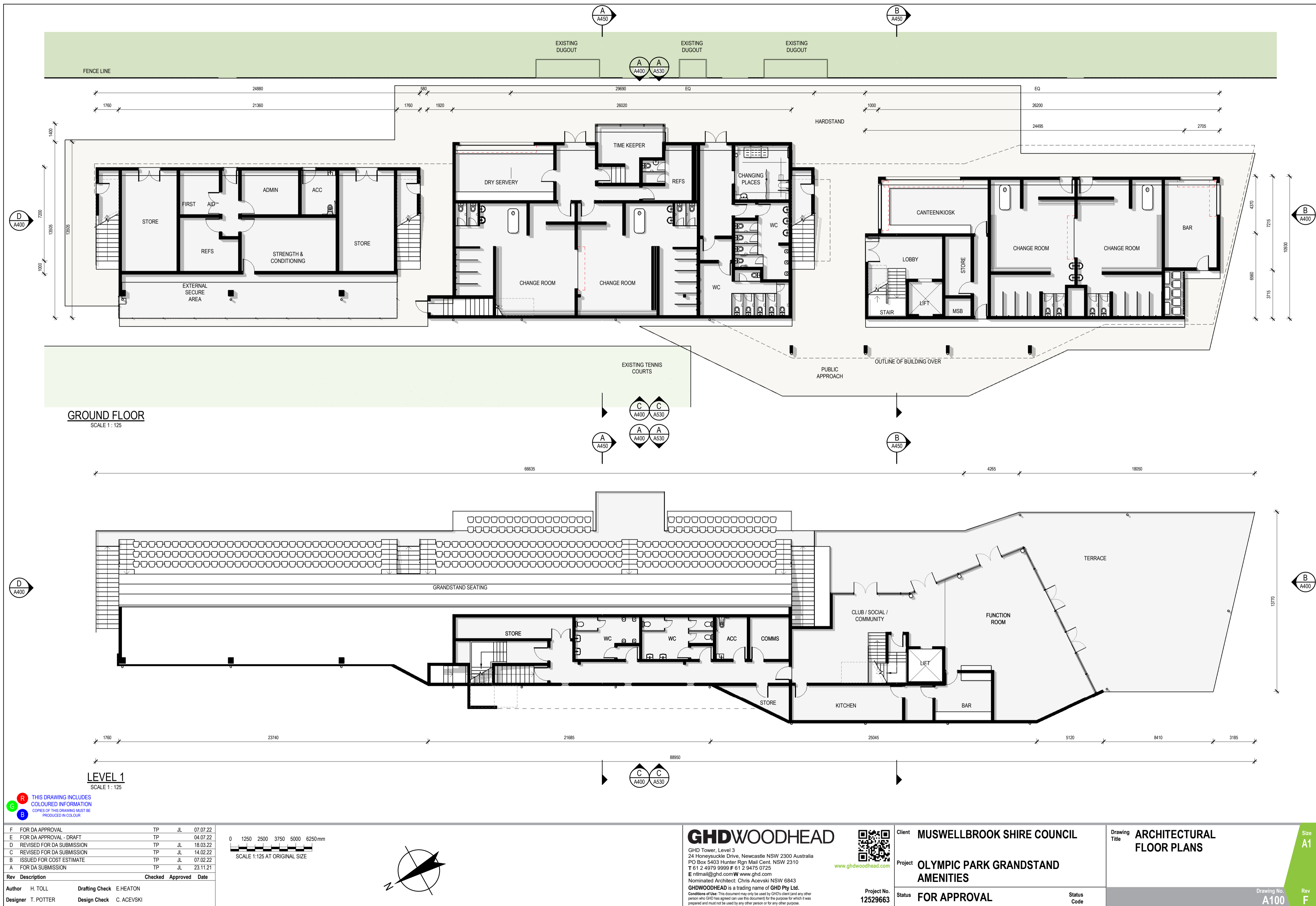
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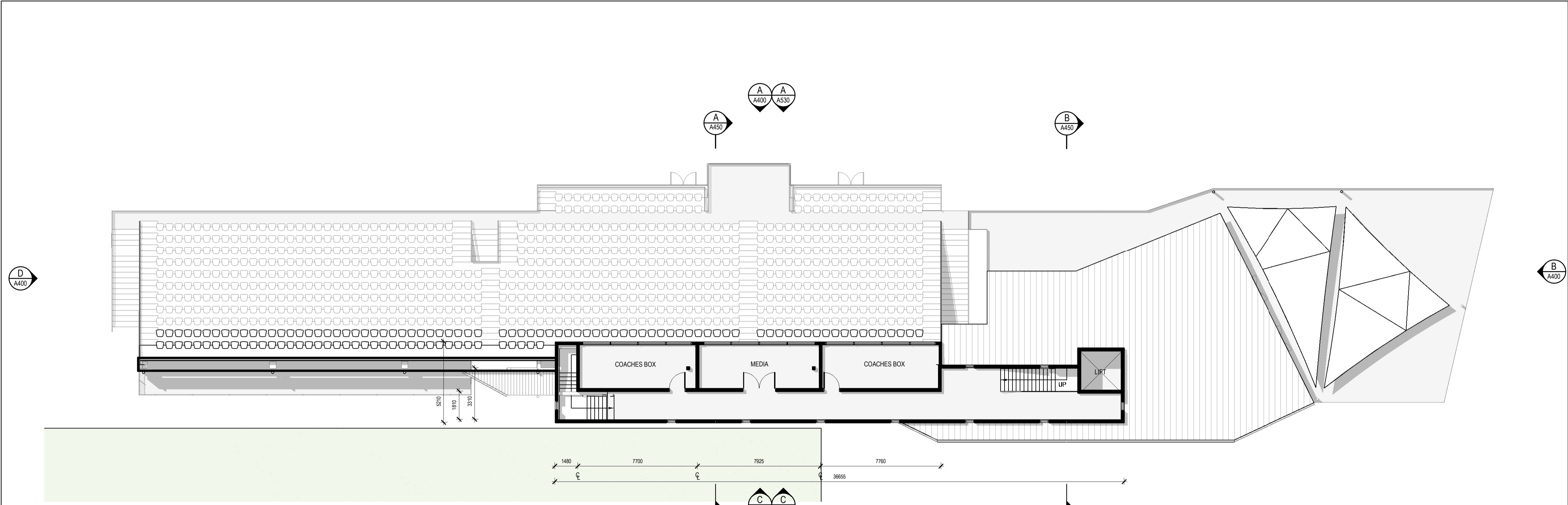
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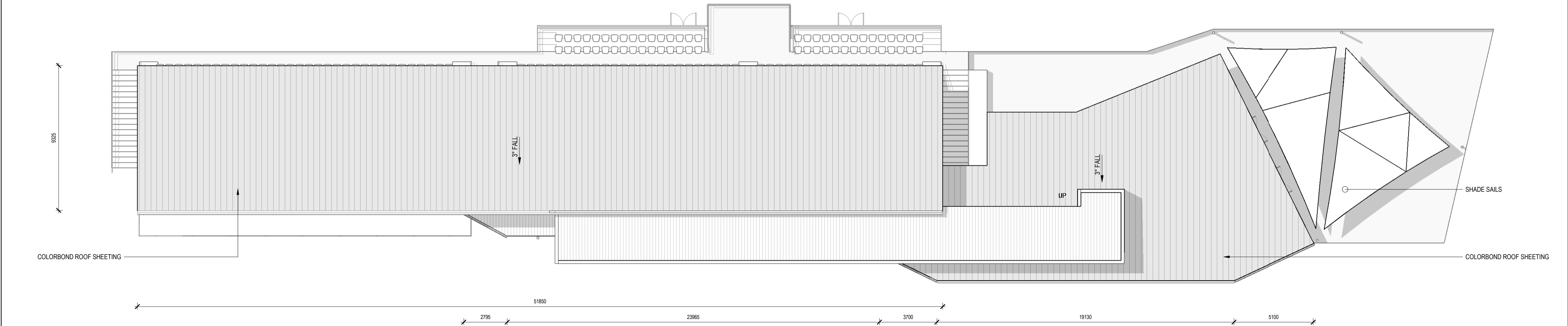
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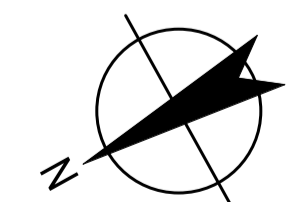
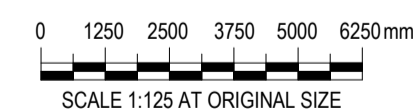
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ROOF PLAN  
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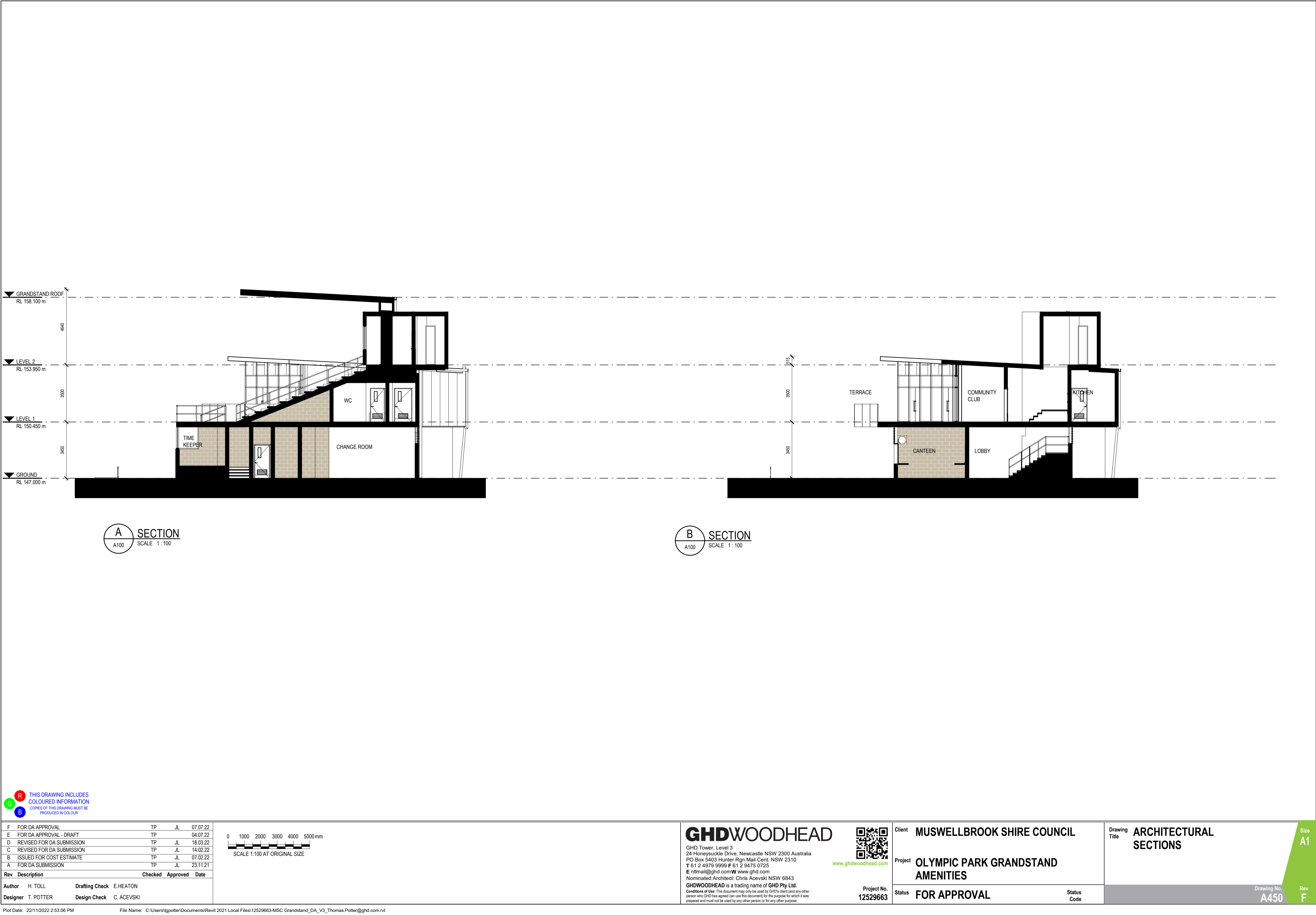
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Project **OLYMPIC PARK GRANDSTAND AMENITIES**  
Status **FOR APPROVAL**

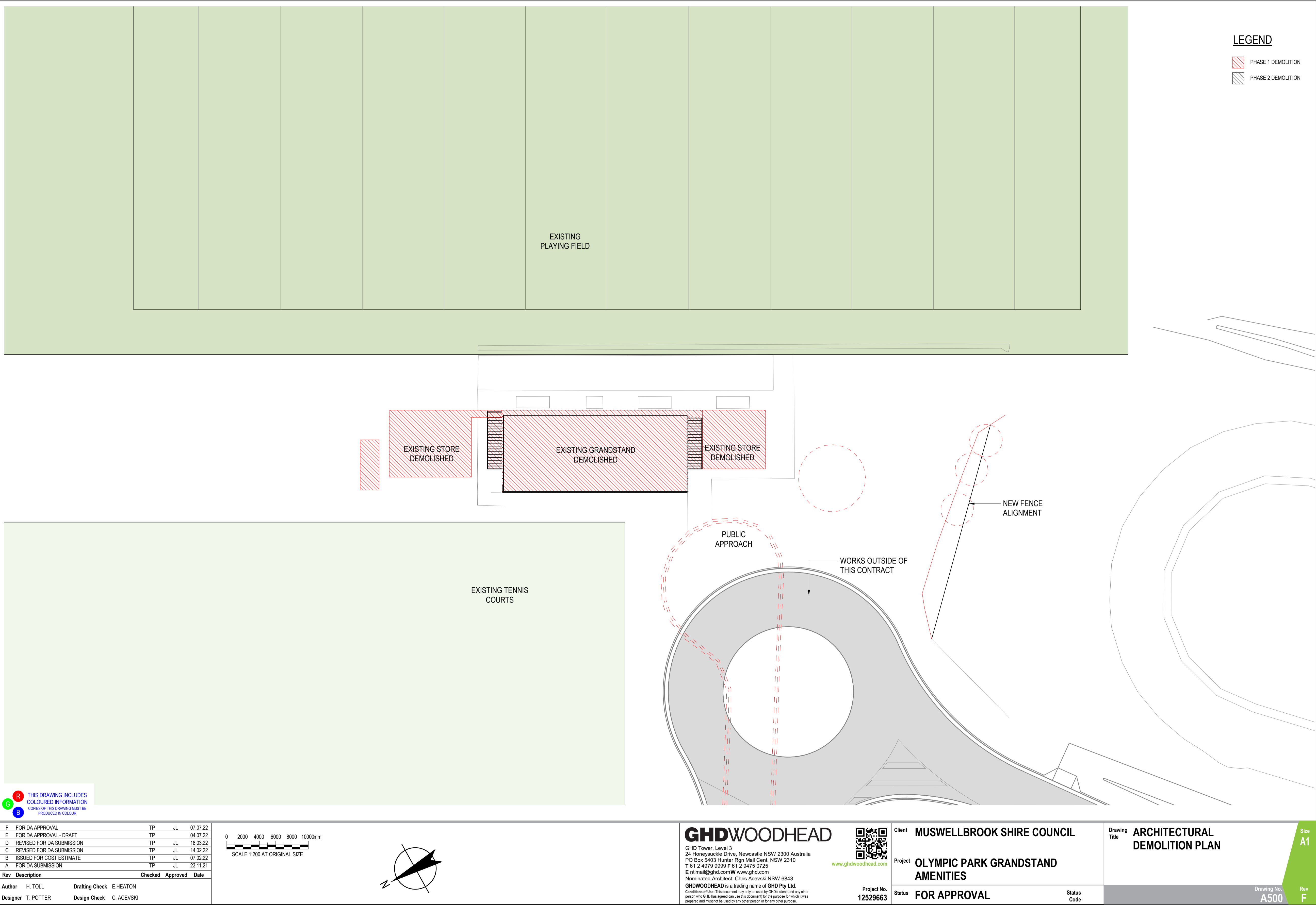
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**10.3.4. Major Projects Status Report**

<b>Attachments:</b>	1. Major Project Status Report 20230619 [ <b>10.3.4.1</b> - 7 pages]
<b>Responsible Officer:</b>	Derek Finnigan - General Manager
<b>Author:</b>	Matthew Lysaught (Director Property & Place)
<b>Community Plan Issue:</b>	5 - <i>Community Infrastructure</i>
<b>Community Plan Goal:</b>	Effective and efficient infrastructure that is appropriate to the needs of our community.
<b>Community Plan Strategy:</b>	1.4.1 - Complete current infrastructure projects and identify future opportunities for the Shire.  Not applicable

**PURPOSE**

To provide Council with the monthly Major Projects Status Report.

**OFFICER'S RECOMMENDATION**

Council NOTES the report.

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

**BACKGROUND**

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

**CONSULTATION**

Respective project managers.

**REPORT**

The Major Projects Status Report is attached for the information of Councillors as at 19 June 2023.

Each iteration of the report is reviewed to improve the communication of status updates against Council's Delivery Program and 2022 – 2023 Operational Plan.

The spreadsheet is a working document with new projects added and updated as details are confirmed.

**OPTIONS**

Council may request further information on respective projects.

**CONCLUSION**

It is recommended that the information contained in the report be noted.



### **SOCIAL IMPLICATIONS**

To provide infrastructure that is well-planned and appropriate for the needs of our community.

### **FINANCIAL IMPLICATIONS**

Nil known.

### **POLICY IMPLICATIONS**

Nil known.

### **STATUTORY IMPLICATIONS**

Nil known.

### **LEGAL IMPLICATIONS**

Nil known.

### **OPERATIONAL PLAN IMPLICATIONS**

'1.4.1 Complete current infrastructure projects and identify future opportunities for the Shire',  
*Muswellbrook Shire 2022 – 2023 Operational Plan*

### **RISK MANAGEMENT IMPLICATIONS**

Risk implications are considered and assessed for major projects.

### **WASTE MANAGEMENT IMPLICATIONS**

Project plans require discrete waste management plans.

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

Subject to the type and scale of the project, Council consults and provides communication and media updates to the community.

PROJECT NUMBER	PROJECT	PROJECT STAGE INVESTIGATION (I) DESIGN (D) CONSTRUCTION (C)	GL Number	BUDGET ESTIMATE	FY BUDGET ALLOCATION	WORKS INSURANCE	PLANNED START	PLANNED COMPLETION	START	COMPLETION	STATUS AS AT 19 JUNE 2023
MULTIPLE YEAR PROJECTS											
2019 Special Rate Variation (SRV) Capital Projects											
TBA	Stormwater Drainage Projects	C	3540.1404.504	\$300,000	\$615,188	TBA					This SRV budget has been accumulating and drainage projects in Denman are a high priority and may be considered for this funding.
Olympic Park											
2019-2020-0417	Olympic Park Amenities and Grandstand	D & C	3710.7824.504	\$8,150,000	\$2,248,033	Existing Cover to \$2M	Jan-21	Dec-24	Jan-21		2022-23 Operational Plan Action: 1.4.1.2 Seek development approval for grandstand and amenities design for Olympic Park . Development Application has been submitted with the Regional Planning Panel. Approval will extend beyond April 2023. Planned completion date has been amended to reflect anticipated approval. <b>Funding for Stage 2 Grandstand \$5.5m confirmed and awaiting finalisation of grant process.</b> The Olympic Park Development Advisory Committee is meeting periodically. An event management plan is being drafted to address outstanding planning issues in responding to the Regional Planning Panel after reporting to the 27 June 2023 Ordinary Council meeting.
2021-2022-0520	Olympic Park Field Improvements	D & C	3710.1405.504	\$1,500,000	\$990,316	Existing Cover to \$2M	Jul-22	Dec-24	Jul-22		2022-23 Operational Plan Action:1.4.1.1 Commence Olympic Park field improvements. Draft drainage and irrigation designs have been completed. <b>Council has requested alignment of multiple grant funding sources for Olympic Park Projects from funding bodies.</b> Discussion has been held with NSW Sport regarding funding alignment and the Development Advisory Committee has supported funding alignment. Council has written to the new NSW Minister for Sport and Office of Sport - Infrastructure Grants.
TBA	Olympic Park Projects	D	3710.1405.504	TBD	\$171,301	Existing Cover to \$2M	Jul-22				Design for Olympic Park Funds has been allocated for investigation and design of other precinct stages including precinct landscape design. Fencing is to be installed in and around bridge. Defected bollards are to be replaced by Olympic Park Bridge contractor late June 2023. Fencing to be installed early in the new Financial Year 2024.
Regional Entertainment and Conference Centre											
2020-2021-0463	Regional Entertainment and Conference Centre - ENABLING WORKS	D & C	3690.5433.504	TBD	TBD	TBA	Oct-21	Jun-26	Oct-21		2022-23 Operational Plan Action: 4.2.1.1 Begin precinct enabling works, and 4.2.1.2 Review design value management options for theatre and community hall. The project was reported to the 28 September 2021 Ordinary Council Meeting. Tender negotiations with preferred tenderer, as resolved at 28 September 2021 Ordinary Council meeting, did not result in award of tender. The development application was withdrawn in October 2022 to address planning issues raised for resubmission. Consultant to be engaged to prepare alternative concept design for Possum Gully Culvert relocation to cater for the Civic Precinct. It is planned that the concept will be communicated with ARTC to seek feedback once concept is prepared for consultation. Development Application is being prepared for demolition of Bridge Street buildings to be lodged following the endorsement by CBD 7 - Pocket Park concept design at the May 2023 Ordinary Council meeting.
2020-2021-0463	Regional Entertainment and Conference Centre	D & C	3690.5433.504	TBD	\$6,208,018	TBA	Oct-21	Dec-26	Oct-21		2022-23 Operational Plan Action: 4.2.1.1 Begin precinct enabling works, and 4.2.1.2 Review design value management options for theatre and community hall. Staff have commenced discussions with the Principal Design Consulting regarding changes in design including alternative Town Centre location and relocation of the development application. The architect has prepared a return brief. Geotechnical and ground contamination investigation to be undertaken of proposed new location.
Other											
TBA	Civic Precinct (Town Square)	D & C	3690.5498.504	\$14,500,000	\$3,404,981	Council insured	Oct-21	Jun-26	Oct-21		2022-23 Operational Plan Action: 1.4.1.3 Develop Pocket Park design for the Muswellbrook Town Centre. Planning for demolition and scoping of the Pocket Park has commenced. <b>Funding of \$10.5m confirmed awaiting finalisation of grant process.</b>
2021-2022-0500	Denman Heritage Village	D & C	3590.4222.504	\$1,830,871	\$1,809,525	Existing Cover to \$2M	Sep-21	Jul-23	Sep-21		Deed for Heritage items executed. Design and Construction tender awarded. Remaining concrete works being completed. The mesh screen and pergola remain to be installed which is expected to be completed near mid-July.
2019-2020-0404	Hunter Beach	D & C	3920.5904.504	\$3,173,029	\$3,128,232	Contractor insured	Jul-22	Feb-22	Aug-22	Apr-23	Power connection for lights and BBQ facilities complete.
2020-2021-0443	MSC Depot Construction	D & C	3910.5939.504	\$200,000	\$200,000	Council insured	Jul-21	Dec-23	Jul-21		2022-23 Operational Plan Action: 6.3.1.1 New Works Depot – tender for works called . Preliminary budget estimate has being prepared for the new proposed location at the Waste Management Facility. Architect and civil engineer coordinating designs to finalise concept and costs estimate. Concept and cost estimate reported to December 2022 Ordinary Council Meeting. <b>Resources for Regions Round 9 funding announced of \$4.8M.</b> Concept design provided to staff for feedback. Final concept and costs to be reported to the July 2023 Ordinary Council meeting.

2020-2021-0452	Muswellbrook Animal Shelter	C	3910.5887.504	\$3,191,041	\$1,206,134	Council Insured	Feb-21	Mar-23	May-21		Building works materially complete. Additional Air conditioning for Cat and Dog rooms completed, and sprinkler system added to cool the kennels. Internal painting works completed. Currently, the construction of the Sustainability Hub - Community Garden is underway. Occupation Certificate is expected 30 June 2023.
2019-2020-0413	Muswellbrook Indoor Sport Centre	D & C	3910.5844.504	\$1,242,452	\$1,205,944	Existing Cover to \$2M	Oct-19	Jun-23	Oct-19		Upper Hunter Youth Services was awarded Stronger Country Community grant funding of \$500k. Stakeholder consultation and preliminary design complete and Development Application approved. Call for Tenders for a detailed design early 2023 and concurrent land acquisition with Crown Land. RFQ for Principal Design Consultant with Procurement being finalised to be rereported to the July 2023 Ordinary Council meeting.
2020-2021-0448	Tertiary Education Centre - Stage 2 (Donald Horne Building) incl. Upper Hunter Innovation Hub and Weidmann Café	D & C	3690.5438.504	\$6,930,061	\$580,613	Council insured	Jul-19	Oct-23	Jul-19	May-23	Official opening planned for Tuesday, 18 July 2023.
FUTURE FUND											
TBA	Loxton House	D & C	3665.4910.504	\$950,000	\$872,335	Council insured	Dec-22	Dec-23	Dec-22		Design with future tenants being refined for development application modification. Ground and first floor confirmed and staff working with tenant for the lower ground floor to finalise plans.
TBA	Marketplace Asset Renewal (incl. Lift)	D & C	3690.5540.504	\$331,194	\$331,194	Existing Cover to \$2M	Jul-22	Jun-23	Jul-22		Heavy goods lift specification drafted for tender issue. Major tenant reviewing specification for advice in assisting in meeting needs of centre. Council is undertaking an independent review of transportation services at the Marketplace.
N/A	Renewal of Existing Assets	D & C	3690.5421.504	\$326,805	\$326,805	Existing Cover to \$2M	Jul-22	Jun-23	Jul-22		Combination of commercial building renewal projects and capital works for new tenancies. Major works to date this financial year included the warm shell to attract Best & Less tenancy to the Marketplace. Future significant works include the relocation of Blue Flame restaurant to the Donald Horne Building.
PLANNING, COMMUNITY AND CORPORATE SERVICES											
N/A	General Building Renewal Programme	C	3910.5819.504	\$250,000	\$250,000	Existing Cover to \$2M	Oct-22	Jun-23			Report endorsed September 2022 Ordinary Council Meeting. Activation of some projects were contingent on grant funding which has now commenced.
TBA	General Design Programme	D	3910.5855.504	\$49,452	\$37,656	Existing Cover to \$2M	Jul-21	Dec-22	Jul-21		Architect has consulted with heritage advisor to inform design development and draft concepts received for the Arts Centre. Design being progressed relies on glazing existing structure. Advice sought on planning pathway. Heritage architect has provided finishes recommendations. Planning Consultant to be engaged to progress design to Development Application within available budget.
2021-2022-0529	Reactivation of Campbells Corner Retail for Muswellbrook	D & C	TBA	\$974,686	\$974,686	Existing Cover to \$2M	Jan-23	Jul-24			<b>Resources for Regions Round 9 funding announced of \$974,686.</b> Development Application (DA) has been lodged and is under assessment.
TBA	Outdoor Pool Plant Upgrades	D	3700.5453.504	\$150,000	\$150,000	Existing Cover to \$2M	Sep-21	Mar-22	Sep-21	Mar-22	Tender Package completed. Tender subject to capital funding.
TBA	CBD Stage 7 (Town Centre)	D & C	3690.5479.504	\$1,685,796	\$1,630,345	Existing Cover to \$2M	Jan-22	Nov-22	Jan-22		A part funding allocation towards providing universally accessible pathways (including soft and hard landscaping) in accordance with NSW heritage requirements in the education precinct connecting Tertiary Education Centre 1, Loxton House, Donald Horne Building, Muswellbrook Library, and precinct car parking. Soft and hard landscaping is complete. <b>Reallocation of Resources for Regions Round 7, \$2,850,318. Now includes additional Public Domain Works: Loxton House Refurbishment, Hill St Construction, Part Bridge Street Footpath, Bridge Street Median, Marketplace Public Car Park, and Marketplace laneway.</b>
2021-2022-0509	Denman Children Centre	D & C	3920.5658.504	\$1,229,714	\$1,229,714	Existing Cover to \$2M	Jun-18	Aug-23	Mar-21		Council auspicing project. DA 99/2018 approved May 2019. Denman Children's Centre Memorandum of Understanding was developed March 2021. Both parties signed MOU to progress project in FY 21/22. Project manager awarded. Contracts for detailed design awarded. Building design being amended in line with flood risk assessment, the main impact is the requirement for an entry ramp into the new building. Civil design being finalised to facilitate S68 Permit. Construct-only tender documentation drafted and was subject of report to May 2023 Ordinary Council meeting.
2022-2023-0554	Denman Netball Courts	D & C	3710.7825.504	\$311,451	\$311,451	Existing Cover to \$2M	Oct-21	Jul-22	Sep-22		Project start dates delayed due to additional funding required. Denman Recreation Area user group consultation complete. Tenders closed 3 March 2023 and received tender was over budget. The scope of works is currently being reviewed alongside Denman Recreation Reserve Works.
TBA	Denman Recreation Reserve Works	D & C	TBA	\$2,249,301			Jan-23	Apr-24			<b>Resources for Regions Round 9 funding announced of \$2,249,301.</b>
2019-2020-0406	Muswellbrook Aquatic Centre Upgrade	C	3700.5442.504	\$6,500,000	\$1,515,153	Contractor insured	Mar-20	Mar-21	Mar-20	Aug-22	Aquatic Centre officially opened Saturday 17 September 2022. Incomplete works being undertaken and defects being addressed.
2020-2021-0481	Karoola Park Plan of Management	I	3710.5532.504	\$30,000	\$30,000	Existing Cover to \$2M	Jul-21	Dec-22	Oct-21		Request For Quote for Plan of Management awarded. The inclusion of a Citizen Walk to be considered as part of draft Plan of Management.
TBA	Adventure Playground - Wollombi Rd (Pump Track)	I, D & C	3710.7831.504	\$480,000	\$480,000	TBA	Jan-23	Jun-23			Tenders to be called for design and construct contract early 2023. Tender for design and construct is being prepared.

TBA	Kayuga Rural Fire Station	D & C	3860.5415.504	\$650,000	\$591,293	Existing Cover to \$2M	Dec-21	Mar-23	Dec-21		External project manager engaged. Development approval received. Tender called for design and construction closing 27 June 2022. Direct negotiations with preferred tenderer to include cost savings identified. Additional funding being considered by RFS. An amendment to Development Approval submitted to reduce setback and include RFS supplied water tank. Revised tender amount to be reported to Ordinary Council Meeting subject to funding becoming available. Additional funding announced and confirmation of tender will return to the July 2023 Ordinary Council meeting.
TBA	Lighting for Weeraman and Highbrook	D & C	TBA	\$939,800	\$939,800	Existing Cover to \$2M	Apr-23				Recently awarded grant funding under Female Friendly Community Sport Facilities and Lighting Upgrades Program 2022/23. Tender documentation is being prepared.
TBA	Major Landcare Projects	I, D & C	3920.5617.504	\$171,286	\$171,286	Existing Cover to \$2M	Sep-22	Jun-23			Report endorsed September 2022 Ordinary Council Meeting.
TBA	Denman Indoor Sports Centre Upgrade	C	3910.5949.504	\$151,200	\$140,969	Existing Cover to \$2M	Jul-21	Dec-22			Extraordinary Ordinary Council meeting called for 20 June 2023 to consider tenders.
TBA	Muswellbrook Indoor Sports Centre Upgrade	C	3910.5950.504	\$148,050	\$120,493	Existing Cover to \$2M	Jul-21	Dec-22			Extraordinary Ordinary Council meeting called for 20 June 2023 to consider tenders.
TBA	Muscle Creek Nature Trail (AGL Macq Project)	C	3920.5946.504	\$237,500	\$140,238	Existing Cover to \$2M	Oct-21	Jun-22		Mar-23	Track connected to Olympic Park Bridge and complete.
N/A	General Recreation Programme	C	3710.5293.504	\$150,000	\$150,000	Existing Cover to \$2M	Sep-22	Jun-23	Sep-22		Report endorsed September 2022 Ordinary Council Meeting. Activation of some projects were contingent on grant funding which has now commence. General Recreation projects are underway. Guttering at Highbrook is complete, CCTV is being installed. Recreation Needs Study Draft nearing finalisation. Denman Tennis Courts Lighting complete.
N/A	Landscaping and Tree Management Programme	C	3710.5311.504	\$90,000	\$90,000	Existing Cover to \$2M	Jul-22	Jun-23	Jul-22		Street tree applications have been received and planting as programmed..
N/A	Major Large Capital Grants Programme (Dollar for Dollar Grant Programme)	C	3710.5494.504	\$90,000	\$90,000	Existing Cover to \$2M	Oct-22	Feb-23	Oct-22	Feb-23	Applications have closed and were reported January 2023 Council meeting. Successful applicants have been advised.
N/A	Cemetery General Programme	C	3722.5297.504	\$90,000	\$90,000	Existing Cover to \$2M	Jul-22	Sep-22			First stage of concrete path works complete. Stage 2 works awarded and commenced.
N/A	Sport and Recreation Small Capital Grants	C	3710.5482.504	\$25,000	\$25,000	Existing Cover to \$2M	Oct-22	Feb-23	Oct-22	Feb-23	Applications have closed and were reported January 2023 Council meeting. Successful applicants have been advised.
ROADS AND DRAINAGE											
TBA	Bridges Renewal Program	I	3530.4131.504	\$95,000	\$42,281	Existing Cover to \$2M	Aug-21	Jun-23	Jul-22	Mar-23	This project is complete. Following the level 3 assessment of Bell St Bridge over Muscle Creek a prioritised program of works has been prepared. Works will be undertaken in accordance with this program to the limit of the available budget. The programmed works have included geotechnical testing and assessment of the abutments, and monitoring of the movement of the bearings. The geotechnical testing and assessment have been completed and a report issued. The baseline system has been installed to monitor the bridge movement.
TBA	Bell Street Bridge	I	Not assigned		\$679,000	Existing Cover to \$2M					Council was successful in receiving funding for the 'betterment' component to repair abutments of Muscle Creek Bridge on Bell St Muswellbrook which have been damaged in the recent natural disaster events. Additional funding for an amount of \$168,000 to complete the project is currently being sought through the Natural Disaster Relief Funding sources.
TBA	CPTIGS - Bus Shelter Program	I and D	3500.2781.504	\$343,527	\$343,527	Existing Cover to \$2M	Mar-22	Jun-23	Aug-22		An In-kind source of funding for the upgrade of the Bus Stop in Tindale St has been provided through development in the street. Tenders were received by Council and reported to 27 April 2023 Council meeting where Council determined to not accept any Tender. A tender will be readvertised calling for the design and manufacture of the shelters.
TBA	Footpath & Cycleway Renewals	C	3500.4072.504	\$150,000	\$150,000	Existing Cover to \$2M	Aug-22	Jun-23	Aug-22		A prioritised program was reported and endorsed by Council July 2022. This program of work will centre on the replacement of western footpath in Maitland St (from Thompson St to TAFE) Muswellbrook. A design was received and work will commence late May 2023. The directly affected residents will be notified.
TBA	Heavy Patching Programme	C	3500.4035.504	\$500,000	\$500,000	Existing Cover to \$2M	Aug-22	Apr-22	Aug-22	May-23	A prioritised program was reported and endorsed by Council July 2022 with nominated sites now being constructed to the limit of funding available. The remaining Heavy Patching is programmed to commence in Sowerby St 22 May 2023.
TBA	Kerb & Gutter Replacement	C	3560.4065.504	\$150,000	\$150,000	Existing Cover to \$2M	Aug-22	Dec-22	Aug-22	Oct-22	A prioritised program was reported and endorsed by Council July 2022 with 100% of works now complete to the limit of available funding.
TBA	Large Plant Items	D	3985.5870.504	\$1,680,000	\$1,680,000	Contractor/ Council insured	Oct-21	Jun-23	Mar-22		The plant replacement programme priorities were endorsed by Council at the March 2022 Ordinary Council Meeting. The truck has been ordered for the Waste Management Facility, the Motor Grader was reported to the September Ordinary Council meeting, and the new tractor tender reported to the November 2022 Ordinary Council Meeting. These items of plant have been ordered and Council is awaiting delivery.

TBA	Merton Street Drainage for Denman	C	TBA		\$1,412,582	Council & Contractor insured	Jul-23	Oct-24			Resources for Regions Round 9 funding announced \$1,412,582. The design was endorsed by Council at the October 2022 meeting. The estimated cost to construct based on this design is \$2,589,582. Council has applied for additional funding under the Disaster Recovery Fund R1. Once the sources of funding to supplement the R4R R9 funding are confirmed this project will be reported to Council. Tender Documents are being prepared and will be advertised when funding is confirmed. tender.
TBA	New Footpath & Cycleway	C	3500.4073.504	\$250,000	\$250,000	Existing Cover to \$2M	Feb-23	Jun-23	Nov-22		Prioritised program reported to Council for endorsement July 2022 with footpath priorities Maitland St and Turtle St Denman. Work has commenced to link the path to the new Signals at Thompson St and will be connected to the traffic signals once TfNSW approval has been provided. A grant application was submitted to the Active Transport program for the Turtle St footpath project. Work on this project will be put on hold until confirmation on the success of this application has been provided by Transport for NSW.
TBA	Purchase of vehicles	I	3900.5660.504	\$342,558	\$342,558	Council & Contractor insured	Jul-22	Jun-23	Jul-22		Light fleet programme prepared. Difficulty sourcing vehicles as per requirements and long delays in delivery of vehicles. Hail damaged from severe storm has disrupted procurement plan.
2022-2023-0555	Regional Road Renewal Programme	C	3502.4135.504	\$614,000	\$614,000	Council & Contractor insured	Nov-22	Apr-23	May-23		Design for the rehabilitation of a section of Bylong Valley Way 5.9km to 6.6km has been prepared. A tender for the construction was advertised and Tenders received. Work will be programmed pending Council acceptance of Tender. This matter reported to the March meeting of Council and works to commence in May.
TBA	Oakleigh Bridge Replacement	C	3530.4434.504	\$543,988	\$543,588	Council & Contractor insured	Dec-22	Apr-23	Dec-22	Mar-23	The Tender was awarded at the November 2022 meeting of Council. The works are 95% complete.
	Resources for Regions - Round 5			\$8,542,556	\$8,143,687						
TBA	Edderton Road Safety Upgrade	C	3500.4257.504	\$2,508,232	\$2,427,544	Council & Contractor insured	Nov-20	Apr-22	Feb-21	Dec-21	Construction is complete.
TBA	Thompson St signalisation	D	3500.4277.504	\$2,100,845	\$2,825,395	Council & Contractor insured	Feb-22	Jan-23	May-22		Works on this project have suspended due to Contractual issues. Final asphaltting was undertaken late January. The contractor demobilised from the site in late January. A post construction inspection has occurred and defects and outstanding works identified. Although the electrical works have not been completed energising and commissioning of the lights has occurred through a generator.
TBA	UHSC - Murulla St causeway	I	3500.4282.504	\$1,192,578		Council & Contractor insured					This is an Upper Hunter Shire Council project. Murulla Street is located in Murrurundi. This project has not commenced.
TBA	Wilkinson St Bridge	C	3530.5888.504	\$2,740,901		Council & Contractor insured	44166	44682	44494	44986	Project is complete.
	Resources for Regions - Round 6			\$1,108,627							
TBA	Ridgelands Road	C	3500.4303.504	\$388,385		Council & Contractor insured	Oct-22	Jan-23	Oct-22	Dec-22	The works are now complete. Council is currently acquitting this grant.
TBA	Heavy Patching Programme	C	3500.4306.504	\$66,352		Council & Contractor insured	Aug-21	Mar-22	Aug-21	Oct-21	Project Complete. Council is currently acquitting this grant.
TBA	Nandowra / Dartbrook Rd	D&C	3500.4421.504	\$403,732		Council & Contractor insured					This is an Upper Hunter Shire Council project. Project is complete.
TBA	Bylong Valley Way	D&C	3500.4422.504	\$250,158		Council & Contractor insured	Jul-21	Jun-22	Jul-21	Aug-21	Project Complete.
	Resources for Regions - Round 7										
2022-2023-0548	Carpark Renewal Program - Hill St Laneway drainage upgrade	C	3500.4593.504		\$493,461	Existing Cover to \$2M	Feb-23	Jun-23	Feb-23		Construction of the Council Carpark off Hill St Muswellbrook commenced 20 March 2023. The works will involve earthworks to reduce the grades within the carpark where possible, construction of retaining walls, new kerb and gutter and improved access from pedestrians and vehicles. Council are investigating suppliers for the installation of an EV charging station within the carpark. Concrete works complete and EV provisions installed. Asphalt and landscape works complete. Linemarking is booked for late June 2023.
2022-2023-0552	Hill St Road Reconstruction	C	3500.4590.504	\$600,000	\$600,000	Council & Contractor insured	Apr-23	Aug-23			Tenders for the construction have been finalised and reported to the February meeting of Council. Works have progressed on site.
TBA	Road Resealing Program	C	3500.4030.504	\$892,655	\$892,655	Existing Cover to \$2M	Dec-22	Apr-23	Sep-22	Mar-23	Road sealing program is complete.

TBA	Roads to Recovery Programme	I	3500.2068.504	\$577,898	\$577,898	TBA	Jan-22	Dec-22			This funding is currently not allocated. Projects are to be prioritised and reported to Council. Merton St Denman is considered to be a high priority project for the consideration of Council in relation to this funding.
2021-2022-0494	Rosebrook Bridge Replacement	C	3530.4429.504	\$1,633,500	\$1,633,500	TBA	Jan-23	Jun-23	Jul-22		Project preliminaries such as geotechnical investigation, site survey and completion of a review of environmental factors for the project were completed. The design and construct tender was awarded to Waeger Constructions. The design of the bridge is complete. The submitted program has construction on site commencing site establishment 20 March 2023 and completion July 2023. The existing bridge removed 27 March 2023. Pile driving completed with works to construct substructure is continuing.
TBA	Rural Roads Regravelling	C	3500.4055.504	\$300,628	\$300,628	Existing Cover to \$2M	Aug-22	Jun-23	Aug-22	Mar-23	The annual program is now complete.
TBA	Safety Audit Ridgeland Road	I	3500.4270.504	\$47,272	\$47,272	Council insured					Works completed.
TBA	Safety Device Renewal	C	3590.4145.504	\$135,000	\$135,000	Existing Cover to \$2M	Jan-23	Jun-23	Oct-22		A prioritised program was endorsed by Council at the July 2022 Ordinary Council meeting. This program is ongoing. Safety fencing was installed in Rutherford Road and Guardrail replacement is programmed for Carl Street, Muswellbrook, Bylong Valley Way, and Sandy Creek Road.
TBA	Sandy Creek Rd Curve Improvements	C	3500.2066.504	\$246,506	\$246,506	Contractor insured	Jun-21	Dec-21	Jun-21	Sep-21	Works completed. This grant is being acquitted.
	Victoria Street	I		\$721,433	\$721,433		Oct-23	Dec-23			Grant funding accepted from Fixing Local Roads Round 4. Project preliminaries will be undertaken to prepare for this work.
TBA	Widden Valley Rd pavement rehabilitation	C	3500.4424.504	\$553,397	\$553,397	Existing Cover to \$2M	Aug-21	Oct-21	Aug-21	Jun-22	Works completed.
	Wybong Road - Betterment	I			\$1,633,500						Council was successful in receiving funding for the 'betterment' component to widen and improve Wybong Road in three (3) nominated sections at the western end. Which have been damaged in the recent natural disaster events. Additional funding for an amount of \$1,045,000 to complete the project is currently being sought through the Natural Disaster Relief Funding sources.
TBA	Yarrawa Rd (Fixing Local Roads)	I	3500.2780.504	\$4,931,278	\$4,931,278	Council & Contractor Insured	September	Jun-22	Oct-21	Nov-22	This project is complete. The Grant is currently being acquitted.
SEWER CAPITAL BUDGET											
TBA	Access and Security Improvements	D&C	6340.4475.504	\$155,000	\$155,000	TBA	Jul-22	Sep-22	Jul-22	Sep-22	Security improvements across Council's assets. Fencing upgrade works carried out at a number of pumping station sites. PS- 5 fencing was completed and handed over to the operations team.
TBA	Mains Renewal And Replacement	I,D&C	6310.4340.504	\$589,431	\$589,431	TBA	Jan-23	Jun-23	Jul-22	Apr-22	Aberdeen Sewer Main replacement is in design stage. Lining of Wilson,oyal and George streets projects were completed in April 2023. construction of new main holes turanville,wilson and forbes Streets Are in progress and planned completion July2023.
TBA	Solar Array	I	6310.4493.504	\$1,800,000	\$1,800,000	Existing Cover to \$2M	Jul-22	Jun-23	Jul-22		Sustainability initiatives associated with operation of the Raw Water Treatment Works. RFQ has been called and awarded for project management consultant to run the design and construct tender process including preparation of tender documentation. Tender documents are under review and tenders will be invited in the fourth quarter of 2022-23. Tender evaluation completed and reported to Council for award of contract. Planned start is in Septemeber 2023.
TBA	Sewer Operational Contingency	I,D&C	6340.4494.504	\$150,000	\$150,000	Existing Cover to \$2M	Jul-22	Jun-23	Jul-22	Apr-23	Contingency budget available to replace equipment and improve systems that have been impacted by the floods over the past year. Purchase orders were committed for the following equipment: a spare critical pneumatic valve positioner for the RWTW, a replacement motor and spare critical motor for the extraction fan for MSPS4 odour control system and a new control panel for the odour control system for MSPS4 (critical replacement since replacement parts are obsolete). In addition to the above purchases, final payment claim was made to Aurecon Australasia Pty Ltd for the RWTW project and critical proximity sensors were purchased and replaced for the damaged sensors on the RWTW grit bins. UPS upgrade at the RWTW, replacement of pump at MSPS10, purchase of butterfly valve wafers (100mm, 150mm, 200 mm) and spare valve for RWTW. Upgraded variable speed drive for the decanter in the bioreactor - Denman Sewer Treatment. Purchased two sets of pre-filter screens for the odour control systems at MSPS 4 and MSPS 5. Purchased two spare valve wafers for the RWTW as part of the critical spares inventory. Upgraded UPS for the RWTW server. Chlorine storage Level transmitter upgrade works at the RWTW. Replaced Denman decanter shower reuse pump. Replacement of proximity sensor at the RWTW dewatering sludge press. Upgrade to Denman Bio Reactor Aeration Infrastructure. Major overhaul of two return-activated sludge pumps at the RWTW. <b>Supply and Install Dry Weather Ultra- Violet lamps (part payment)</b>

TBA	System Plant Asset Renewals	I, D & C	6340.4488.504	\$650,000	\$650,000	Existing Cover to \$2M	Jul-22	Jun-23	Jul-22		The construction of a septage receival facility at the Muswellbrook recycled water treatment works is completed. Smoke testing of sewer main and manholes is at investigation stage to stop ingress of storm water in sewer system. Muswellbrook Sewer Pump station 8 pipe works and valves are replaced . The works were awarded in July 2022 and completed in Aug 22. The electric panel is in the process of design and execution is likely to commence in May 23. Aerator at Denman Sewer treatment plant is design and in in process of procurement and fabrication, project completion is by June 2023. Denman Sewer Treatment plant Aerator required replacement, the contract for which is awarded in November 2022 and In process of fabrication. Likely completion including testing commissioning is by June 2023. Electrical control board at Pumping stations 7 & 10 is in investigation and design stage and is likely to start next financial year 2023/24. <b>Supply and Install Dry Weather Ultra- Violet lamps (part payment)</b>
TBA	Transportation System Improvements	I, D & C	6340.4485.504	\$81,939	\$81,939	Existing Cover to \$2M	Jan-23	Feb-23	Jan-23	Apr-23	Project valve installation to cater for emergency break of recycle water main from dam in ARTC corridor (near railway line) was completed in start Feb2023. Also valve, manhole and collapsed sewer has been completed.
WATER CAPITAL BUDGET											
N/R	Asbestos Removal, Earth Work and Security	C	5310.4575.504	\$155,000	\$155,000	Existing Cover to \$2M	Jul-22	Jun-23	Jul-22	Apr-23	Funding is used to carry out earthwork asbestos removal for water main projects. The projects include Bligh Street East earth removal, Turanville, Forbes and Lorne Streets. Bligh Street works are completed.
TBA	Denman to Sandy Hollow Pipeline	D & C		\$28,473,519				Jul-24			Funding Deed executed. Land aquisition, preparation of tender documentation and review of environmental factors are in process. Geo technical investigation contract was awarded and and is in progress which will likely to be comepleted by June 2023. Also land acquisition in progress, Valuer is in process of preparing the report, which will allow council to put up offer for land to the landowners. Section 60 approval was sought in April, which was reviewed by DPIE and requested more information from council to proceed further. Tenders likely to be opened for tenderers in July 2023.
TBA	Mains Renewal And Replacement	I, D & C	5320.4340.504	\$748,278	\$748,278	Council & Contractor insured	Jul-22	Mar-23	Jul-22	Mar-23	Contract for the water main replacement program has been awarded. Under this program, water mains in Lorne St., Forbes St. and Turanville Ave were completed in September 2022. Bligh Street West/ East water main replacement were completed in Dec 2022 . Replacement of the Bligh Lane water main was completed in March 2023. Common reservior Valves required to be replaced for which the project was designed . project is at investigation and design stage follwed by the risk assesment approval, which is already carried out. The project execution is likely to commence in July 2023. It is planned to replace three critical valves in first stage which will allow contingency in the system.
TBA	Replacement of Water Meters	C	5320.4376.504	\$78,000	\$78,000	Council insured	Jul-22	Jun-23	Jul-22		Ongoing ageing water meter replacement programme.
TBA	System Plant Asset Renewals	I, D & C	5340.4400.504	\$891,376	\$700,000	Council & Contractor insured	Jul-22	Jun-23	Jul-22	Apr-23	The following projects were undertaken: 1. Bligh Street upgrade work- completed Dec 2022 ; GLE Denman to Sandy Hollow pipe line design and investigations. 3. polymer dosing system design and installation at Muswellbrook water treatment plant. 4. Design of Muswellbrook water treatment plant capacity and design upgrades. A critical spare mono pump was purchased for the lime dosing plant at MBK WTP. <b>Replaced bearing Assembly in the lime auger. Upgrade of Lime Mixer Greasing system</b>
TBA	Upgrade Fluoride Dosing System	I, D & C	5310.4577.504	\$346,461	\$346,461	TBA	Oct-22	Jun-23	Jul-22		A report has been submitted to April 2023 Closed Council Meeting for Councillors approval of selected tenderer and was approved. The contract will be awarded this week together with the letter of offer. The project is expected to extend into Q1 FY 2023-2024.
TBA	Vehicle Replacement	C	5330.4370.504	\$100,000	\$100,000	Existing Cover to \$2M	Jul-22	Jun-23	Jul-22		Difficulty in sourcing vehicles as per requirements and long delays in delivery of vehicles.
TBA	Vehicle - Equipment Replacement	C	5330.4378.504	\$117,394	\$117,394	Existing Cover to \$2M	Jul-22	Jun-23	Jul-22		Programme being prepared.

TBA	Water Operations Contingency Project	I	5340.4406.504	\$117,686	\$117,686	Existing Cover to \$2M	Jul-22	Jun-23	Jul-22	Apr-23	Contingency budget available to replace equipment and improve systems that have been impacted by the floods over the past year. Replacement of the electrical cables for the Denman River Pump1, a higher dose rate coagulant pump for the MWTP, a portable UVA laboratory meter (to test for dissolve organics in the raw water), four filter differential pressure transmitters for MWTP and a replacement Watson-Marlow coagulant dosing for DWTP were purchased in this quarter. Further to the above purchases, a new UF membrane module was purchased to replace a damaged module at the Denman Water Treatment Plan, a macrolite media recirculating pump was purchased to replaced a failing, existing pump at the Sandy Hollow Water Treatment Plant and a critical spare helical gearmotor was purchased for the lime auger at the Muswellbrook Water Treatment Plant. Denman River Pump required a new motor and refurbishment after flood damage. A spare transfer pump was purchased for polymer dosing at the MBK WTP. Replacement of critical differential pressure transmitters were purchased for MBK WTP. Damaged UPS was replaced for the Ford Street Raw water pumping station, MBK Water Treatment. Critical spares were purchased for the clarifier de-sludging valves. A platform was fabricated for access to the Denman Raw Water Screen when river levels impeded access to clean the Denman River Screens during heavy rain events. A new isolation valve was installed for the clarifier sludge drain line into evaporation pond 1 at MBK WTP. Replaced the lime dosing lines in the MBK WTP. Funded the Denman River Intake Assessment Report for the Betterment Infrastructure Grant Application. Replaced the non-return valve at Bimbadeen Drinking Water Booster Pump Station. <b>Purchased critical spare rotors and stators for the lime dosing pumps</b>
TBA	Water Stop Valve Replacement Programme	I, D & C	5320.4379.504	\$285,627	\$250,000	Existing Cover to \$2M	Oct-22	Jun-23	Oct-22	Dec-22	The funds were utilised for water main and valves replacement projects in Bligh Street east and Flanders Avenue. The project was completed in Dec 2022.
WASTE											
TBA	Waste & Recycling Centre Leachate Dam	D	3653.4530.504	\$498,212	\$498,212	Existing Cover to \$2M	Feb-23	Jul-23			Design and Construction Cost Estimates complete (\$500,000). Biodiversity Assessment RFQ issued and required prior to Development Application. Geotechnical report for project area received, triggered dam design revision due to lack of winnable clay on site. Revised design received late March '23. Test pits dug late January determined rock can be ripped to design depth. Preparing for DA lodgement.
TBA	FOGO Infrastructure	I		N/A		TBA					Preliminary Design and EIS complete. DA 2021/58 lodged June 2021. Further information on odour impacts as requested by NSW EPA was lodged in April 2022. DA 2021/58 submitted to March Council meeting for decision. Expression of Interest for FOGO processing were called and review committee report and reported to April Council meeting.



## 10.4. Corporate Services

### 10.4.1. Revision of the Procurement Framework and Procurement Policy for Public Exhibition

<b>Attachments:</b>	<ol style="list-style-type: none"><li>1. MS C 01 E - Procurement Policy - Rev 160623 - Tracked Changes [10.4.1.1 - 19 pages]</li><li>2. MS C 01 E - Procurement Policy - Rev 160623 - Changes incorporated [10.4.1.2 - 17 pages]</li></ol>
<b>Responsible Officer:</b>	Derek Finnigan - General Manager
<b>Author:</b>	Anna Marie Bird (Contracts & Procurement Officer)
<b>Community Plan Issue:</b>	6 - Community Leadership
<b>Community Plan Goal:</b>	Collaborative and responsive leadership that meets the expectations and anticipates the needs of the community.
<b>Community Plan Strategy:</b>	<p>6.2.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.</p> <p>6.2.5.2 - Review the policy management framework.</p>

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#### PURPOSE

To request Council's endorsement to place the attached DRAFT Procurement Policy on public exhibition for a period of 28 days.

#### OFFICER'S RECOMMENDATION

Council:

1. ENDORSES the draft Procurement Policy in Attachment B to be placed on public exhibition via Council's website for a period of 28 days; and
2. A further report be submitted to Council for consideration of submissions received during the exhibition period.

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

#### BACKGROUND

Council's Procurement Policy was last adopted by Council in May 2021. Since then, there have been changes to legislation, and Council has adopted other related policies (for example, the Net Zero Policy). As a result of these changes, it is considered appropriate that the current policy is reviewed so that it is aligned with legislation and best practice.

This report provides background information on the proposed changes, as well as outlining the investigation and benchmarking process conducted.

Additionally, the report provides resolution for outstanding audit actions from a KPMG Audit in 2021 and outlines the implementation plan for the revised Procurement Policy Framework.

#### CONSULTATION

Chief Financial Officer



Senior Financial Accountant  
Business Improvement Officer(s)  
Sustainability Officer  
Economic Development Officer  
Corporate Lawyer (prior to leave)

## REPORT

The revision of the Procurement Policy was approached with a holistic view of strategic procurement as well as procurement under the tender threshold to ensure the appropriate frameworks and resources are established, providing Council Staff with guidance on how to effectively conduct procurement activities as part of their day-to-day responsibilities.

### Risks to be addressed

In October 2022, a comprehensive review of Council's current procurement framework and practices was commenced. Risks uncovered in this review can be grouped into the following key areas:

#### 1. Contract framework

Council currently faces risk from the inconsistency in contracting with purchases under the tender threshold. The procurement framework neither provides guidance on assessing if Council's standard purchase order terms are appropriate for the goods or services in question, nor does it provide any alternative contracts to be used, resulting in Council signing Supplier's contracts without the required oversight from the Legal Counsel to ensure the contracts are favourable. Additionally, Council's standard Purchase Order Terms and Conditions require updating.

When it comes to tendering, some contracts used by Council, whilst being standard contracts, are unfortunately aged and have not been updated to contemplate current legislation such as the Security of Payments Act (e.g. AS4000-1997).

#### 2. Inadequate guidance

Currently the procurement framework and training does not provide the required level of guidance on how to assess quotations below the tender threshold. Nor does it provide the required guidance on assessment of the individual criteria throughout the tendering process, considering most of the evaluation panel members are not subject matter experts in all areas of the submissions.

When it comes to management of insurances provided by suppliers, any shortfalls are currently assessed and accepted by the project officers without formal guidance or oversight ensuring Council does not expose itself to unreasonable risk.

#### 3. Lost efficiencies

Vendor Panel's Go-to-Market module was implemented at Council, but unfortunately not accompanied by the required training or an assessment whether to mandate usage of Vendor Panel Go-to-Market. This results in very inconsistent usage of the module across Council.

Council's framework selecting assessment criteria and assessing tenders has not been updated since November 2019, resulting in the chosen assessment mechanism not aligning with the expectations of Councillors and not allowing for a case-by-case assessment of the assessment methodology to ensure it is suitable to the project.

#### 4. Lack of alignment with best practice

As the current Procurement Policy has not undergone significant changes in the last two



years, it currently does not reflect best practice within the procurement principles. Amendment of the procurement principles for inclusion of Modern Slavery obligations and an increased emphasis on sustainability, as well as provision of equal opportunities is required to ensure Muswellbrook Shire Council is not just compliant but balances all outcomes adequately.

### Benchmarking

To ensure the proposed revision of the tendering threshold is reasonable, extensive benchmarking of Procurement Policies and associated tendering thresholds in other Councils was undertaken, the results are displayed below.

Council Name	Tendering threshold
Blacktown City Council	\$ 250,000
Cessnock City Council	\$ 250,000
City of Newcastle	\$ 250,000
Dungog Shire Council	\$ 150,000*
Lake Macquarie City Council	\$ 250,000
Maitland City Council	\$ 250,000
Mid-Western Regional Council	\$ 250,000
Shoalhaven City Council	\$ 225,000**
Singleton Shire Council	\$ 250,000

\*Dungog Shire Council does not have a Procurement Officer; all procurement is undertaken decentralised throughout the organisation.

\*\*Shoalhaven City Council opted to adopt a tendering threshold slightly lower than the legislated requirement.

Benefits of increasing the tender threshold to \$250,000 including GST, would include but not be limited to workload smoothing for Council Staff, a decreased volume of low value tenders to be reviewed by Council, as well as increased agility in fulfilling Council's day-to-day requirements.

The benchmarking process also revealed that a number of Councils have also delegated the responsibility for acceptance of Tenders to the General Manager, up to a set value determined by each of the councils, and to the extent permissible by legislation. To accommodate for this operationally, the General Manager is supported by the Executive Leadership Team, who vote on acceptance or rejection of the Tenders. The main operational benefits reported are increased agility due to the higher frequency of Executive Leadership Team meetings in comparison to Council meetings and workload smoothing for operational staff.

Delegation of authority to the General Manager for acceptance of Tenders is not requested with this Policy revision, but could be investigated, should Council wish to do so.

### Proposed Policy Framework

Council's procurement framework consists of the Procurement Policy underpinned by a Procurement Procedure, which focuses on acquisition of products and services, as opposed



to considering the entire procurement process from procurement planning over sourcing to contract management.

To align Council's procurement framework with best practice and to address outstanding audit actions, the framework will be expanded through establishment of a contract management procedure, a standardised procurement contract framework, a standardised insurance framework (procurement), as well as revision of the procurement procedure.

The revised Procurement Policy proposes an increased tender threshold of \$250,000, including GST, with any procurements above this threshold being reported to Council. Procurement with a value between \$150,000 - \$249,999 would be approved by the General Manager.

Implementing the mandated use of the Go-to-Market platform Vendor Panel (for procurement above \$5,000, including GST), will contribute to mitigating the risk associated with poor procurement practice and provide comfort that procurement will be adequately managed with an increased tendering threshold.

Considering the significance of the proposed changes to the procurement framework, the implementation will be underpinned by organisation wide training on the new policy framework and the Go-to-Market platform Vendor Panel. Additionally, staff will have access to a comprehensive procurement document suite and a procurement advice self-service platform, which will further support consistency in Council's procurement activities.

Once the implementation is complete, staff will be required to undergo annual refresher procurement training, to ensure a standard level of procurement knowledge is maintained.

## **OPTIONS**

Council may:

1. Resolve to endorse the attached draft Procurement Policy for public exhibition; or
2. Request amendments to the attached draft Procurement Policy prior to public exhibition.

## **CONCLUSION**

Council's procurement framework needs to undergo significant changes to align with current legislation and best practice. A revised procurement policy has been provided in two versions (tracked changes and changes incorporated) for ease of review.

It is recommended that Council endorses the attached DRAFT Procurement Policy for public exhibition.

## **SOCIAL IMPLICATIONS**

The revised Procurement Policy provides consideration for preferential engagement of Local Suppliers and provides a framework for engagement with Social Enterprises.

## **FINANCIAL IMPLICATIONS**

Nil known. As the proposed amendment to the financial delegations only applies to the General Manager, the financial Delegations of Authority register does not require amendment.

## **POLICY IMPLICATIONS**

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

Subsequent revision of MSC01E - Procurement Procedure.

Subsequent establishment of a Contract Management Procedure.



Subsequent establishment of a standardised Procurement Contract Framework.

Subsequent establishment of a standardised Insurance Framework (Procurement Contracts).

### **STATUTORY IMPLICATIONS**

Local Government Act 1993.

Local Government (General) Regulation 2005.

Aligning Councils tendering threshold with the amount determined by the Local Government Act 1993 - 55(3)(n)(i).

### **LEGAL IMPLICATIONS**

Nil known.

### **OPERATIONAL PLAN IMPLICATIONS**

This report supports operational plan items:

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; and

6.2.5.1 Monitor and review Council's Procurement and Tendering System, associated policies and procedures.

### **RISK MANAGEMENT IMPLICATIONS**

The revised Procurement Policy provides a framework for proactive procurement and contract risk management.

### **WASTE MANAGEMENT IMPLICATIONS**

Nil known.

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

Public exhibition via Council's website will provide the Community with an opportunity to make submissions.



# Procurement Policy

## MSC01E

### Authorisation Details

Authorised by:		Internal/External:	External
Date:		Minute No:	
Review timeframe:	Within twelve (12) months of the date of the election of a new Council	Review due date:	
Department:	Department		
Document Owner:	Document Owner		
Community Strategic Plan Goal	<a href="#">6 Collaborative and responsive community leadership that meets the expectations and anticipates the needs of the community</a>		
Community Strategic Plan Strategy	<a href="#">6.2 Ensure Council is well managed, appropriately resourced, effective, efficient, accountable and responsive to its communities and stakeholders</a>		
Delivery Program activity	<a href="#">6.2.1 Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves</a>		

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## 1. Policy objective

This Policy outlines the principles under which Muswellbrook Shire Council ('Council') makes its procurement decisions and conducts its procurement activities.

Council is committed to the competitive provision of services which meet best practice standards as a key organisational value. Council not only wishes to guarantee that its procurement, disposal and contract management practices comply with legislative requirements but wishes to ensure that these practices are conducted in an ethical manner achieving probity, fairness and transparency at every step in the process.

The Procurement Framework at Muswellbrook Shire Council consists of this Policy, the Procurement Procedure, the Contract Management Procedure, as well as the Standardised Procurement Contract and Insurance Frameworks and is supported by Council's Go-to-Market platform Vendor Panel, the Procurement Self-service Advice Platform Policy Guide as well as a standardised Procurement Document Suite.

Council's procurement activities will be fair, ethical and transparent from planning, over sourcing, to managing delivery under contract, and will achieve best value for money in the expenditure of public funds.

## 2. Risks being addressed

This Policy establishes a framework within which the procurement of goods and services will be managed to a best practice professional standard that ensures:

- Compliance with legislation;
- Superior financial controls are exercised over procurement;
- Procurement related risks are identified prior to approaching the market;
- Procurement related contracts entered into by Council are of favourable terms; and
- Procurement activity is cost effective, efficient, accountable, ethical, appropriately risk sensitive, safe, and sustainable.

## 3. Scope

This policy applies to all procurement activities undertaken for and on behalf of Council and is binding for Councillors, Council staff including temporary and contract employees as well as contractors and consultants while engaged by Council.

~~staff that have the responsibility and delegation to arrange, approve and manage procurement.~~

It applies to the procurement of all goods and services, including capital works, major plant and equipment, construction and improvement of infrastructure, Information Technology projects, professional services, leasing arrangements, utilities and contract labour services and external goods and services contracts, including panel contracts for the Council regardless of source of funding. This policy extends across the entire procurement cycle from procurement planning, over sourcing to contract management and review.

#### 4. Definitions

Term	Definition
Probity	Complete and confirmed integrity, uprightness and honesty in a particular process. The evidence of ethical behaviour.
Procurement	<p>All activities involved in acquiring goods or services either outright or by lease (including disposal and lease termination).</p> <p><u>Includes management of the contract throughout delivery of the goods or services.</u></p> <p>Includes acquiring consumables, capital equipment, real property, infrastructure, and services under consultancies, professional services, facilities management and -construction.</p>
<u>Value for money</u>	<u>The benefits, compared to whole-of-life costs.</u>
<u>Go-to-Market platform</u>	<u>Council utilises Vendor Panel Go-to-Market for all ad-hoc purchases</u>
<u>Ad-hoc purchase</u>	<u>A procurement for which Council does not have an established Panel Contract conducted in accordance with the Quotation Thresholds via a Request for Quotation or Tender Process. This excludes tender processes which establish panel contracts.</u>
<u>Aggregator purchase</u>	<u>A procurement made through contracts established by Local Government Procurement, Procurement Australia or Regional Procurement.</u>
<u>Aggregator Framework Contract</u>	<u>A contract established by a procurement aggregator, which is available to Council, but does not commit Council to use it and/or fixed rates are not expressed as \$ values.</u>
<u>Aggregator Panel Contract</u>	<u>A contract established by a procurement aggregator, for which Council has made a commitment to use the successful suppliers at the end of the tender process.</u>
<u>Council Panel Contract</u>	<u>A contract established by Muswellbrook Shire Council subsequent to an open tender process with commitment to suppliers that all purchasing for the specified items or services (within the panel scope and panel purchasing limits) will be made under the established panel contracts.</u>
<u>Self-service Procurement Advice</u>	<u>Vendor Panel's Policy Guide module utilised by Council to provide on-demand interactive procurement guidance to Council staff.</u>
Local supplier	<p><del>Local suppliers are defined as suppliers either:</del></p> <ul style="list-style-type: none"> <li>• <del>BA supplier</del> based within the boundaries of the Muswellbrook Shire. This means that the supplier should have an office and/or be registered with the Australian</li> </ul>

Term	Definition
	Securities and Investments Commission at an address within the Muswellbrook Shire. <ul style="list-style-type: none"> <li>Having a virtual presence in the Shire, or</li> <li>Providing employment within in the Shire.</li> </ul>
Local content	Means goods and services procured from a Local Supplier, <del>or employees living in the Local area.</del> 'Local' means <u>within</u> the Muswellbrook Shire area.
<u>Quadruple bottom line</u>	<u>A concept that balances benefits of profits (in this case best value for money), people (social procurement), planet (environmental considerations) and culture.</u>
<u>Contractor Management System</u>	<u>Council's Contractor Management system is Vault, which is administered and monitored by Council's WHS function.</u>
<u>Small and Medium sized Enterprise (SME)</u>	<u>An organisation will be considered a Small to Medium sized Enterprise if <del>S</del> In Australia, there isn't a uniform definition of what an SME is. The Australian Bureau of Statistics (ABS), does, however, group different sized businesses based on the number of employees they have. A small business is considered to employ between one and 19 staff members, while a medium-sized business employs anywhere between 20 and 199 staff. the total number of total staff employed does not exceed 199.</u>
<u>Indigenous Business</u>	<u>A business recognised by an organisation such as Supply Nation of NSW Indigenous Chamber of Commerce.</u>
<u>Social Enterprise</u>	<u>An organisation whose primary purpose it is to provide disadvantaged groups with employment, this includes but is not limited to Australian Disability Providers.</u>
<u>Evaluation Plan</u>	<u>A plan created by Council Officers detailing how the responses will be assessed for purchases above \$50,000 prior to release of the Request to the Market.</u>
<u>Procurement Plan</u>	<u>A plan created by Council Officers assessing the project risks and determining the appropriate approach to the Market.</u>
<u>Method of Procurement</u>	<u>Method of Procurement means one of the following options: Request for Quotation process, Request for Tender process, Aggregator purchase, NSW Government Scheme purchase.</u>

## 5. Policy Statement

4.1—

4.2— 5.1— Methods of Procurement

~~Council will undertake its procurement processes through the establishment of formalised preferred supplier arrangements through prescribed organisations such as Local Government Procurement or Regional Procurement Initiative (Hunter Councils) that are created through an open tender process with consideration given to such factors as price, value for money, quality, and other specifications attached to the good or service and the supplier's compliance with relevant safety requirements and other legislation.~~

~~Where such arrangements are impracticable, Council will procure directly from suitable suppliers after obtaining the requisite number of tenders or quotations and taking into account the principles outlined in the Procurement principles section of the Policy.~~

## **5.1 ~~5.2~~—Procurement principles**

~~Council bases its procurement decisions on the following principles:~~

### **4.3—**

~~Council bases its procurement decisions on the following principles:~~

#### **5.1.1 ~~Achieving value~~Value for money—**

~~This is defined as minimising the total cost of ownership over the lifetime of the procured good or service. This takes into account factors such as quality, reliability, the ability to integrate with existing infrastructure, safety, risk reliability and sustainability and delivery considerations. Price will not be the sole determinant of suitability and value for money. Additional factors to be considered include the supplier's experience and capability, reputation, after sales service and warranties as well as upfront and ongoing costs.~~

#### **5.1.2 Risk management through procurement planning**

~~All procurements will consider the associated risks with each quotation, expressions of interest or tender process. This extends to proactive variation management by assessing the supplier's understanding of the project and contingencies or exclusions referenced in the quotation or tender submission.~~

#### **5.1.3 Proactive monitoring of Modern Slavery**

~~Council commits to complying with its obligation under the *Modern Slavery Act 2018 (NSW)* and any other Modern Slavery legislation that may come into effect. Council adopts a proactive approach to management of Modern Slavery Concerns by ensuring its suppliers provide relevant information prior to commencement of work for Council.~~

~~Council will undertake ongoing due diligence to minimise or eliminated the risk of Modern Slavery occurring including, but not limited to, promoting awareness of how to identify and combat Modern Slavery, conducting periodic assessments of Council's supplier base and publishing findings and actions taken in Council's annual report.~~

#### **5.1.4 Management of Work Health and Safety**

~~In compliance with relevant Work Health & Safety legislation Council will consider the impact on the health and safety of staff and the community when procuring goods and services. Suppliers and Contractors must meet a minimum standard of demonstrated Work Health and Safety competence in accordance with Legislation. This is monitored centrally via Council's Contractor Management System supporting the Contractor WHS Management Procedure.~~

#### **5.1.5 ~~Sustainability through procurement~~Consideration of environmental sustainability and circular economy—**

~~Sustainability factors will be considered in all Council procurements. Council—This extends from only purchasing goods or services where necessary and to incorporating considerations of the quadruple bottom line in all procurements. It is understood that, in some cases, the selection of environmentally superior products may be less competitive than environmentally~~

inferior products on the basis of price alone but will be most appropriate when taking into account all Procurement principles.

For the purpose of assessing sustainability, it is paramount to review procurements on a whole of life basis and consider how the following key points can be applied:

employees will ensure that without compromising the value for money principle, the environmental performance of goods and services is considered by adopting the following criteria: (noting that these goals should be considered for the entire life cycle of the good or service, i.e. the production, distribution, usage and disposal stages):

- Only purchase when a product or service is necessary. Eliminating inefficiency and unnecessary resource consumption including water and electricity usage;
- Consider products that reduce waste or are recyclable or reusable. Minimise waste and pollution and maximise opportunities for recycling and reusing products;
- Eliminate toxic products that are harmful to human health and ecosystems;-
- Reduce greenhouse emissions;-
- Achieve biodiversity and habitat protection where practicable; and-
- Maximise opportunities to further stimulate innovation and demand for sustainable products.

#### **5.1.6 Provision of equal opportunities and social inclusion**

Council is committed to providing all suppliers with equal opportunity to participate in its procurement processes and to use its procurement process to generate positive social benefit. Council commits to:

- Stimulate Indigenous entrepreneurship, business and economic development, providing Indigenous Businesses with enhanced opportunities to participate in Council's procurement process;
- Providing advisory resources on how to participate in Council's procurement processes to the public, as well as removing barriers to entry for SME's where possible; and
- Consider unsolicited proposals from Social Enterprises, where permissible under legislation outside of its quotation framework. Any such proposals up to \$50,000 in value for the duration of the contract may be approved by the General Manager. Any proposals valued \$50,001 to \$250,000 will be referred to Council for resolution.

Prioritisation of Management of Work Health and Safety —In compliance with all relevant Work Health & Safety legislation Council will consider the impact on the health and safety of staff and the community when procuring goods and services.

#### **5.1.7 Local Procurement—**

To stimulate economic development within the Muswellbrook Shire, Council will prioritise purchasing from Local Suppliers or offers which contain Local Content, where possible. Local Content is assessed as a key criterion in all Evaluation Plans. Council ensures increased visibility of opportunities to Local Suppliers by:

- advertising in local newspapers, Council's website and other means considered appropriate for any procurements including Aggregator Panel Contracts; and
- encouraging use of local suppliers by contractors, whenever goods or services are to be sourced from outside the Muswellbrook Shire.

Offers must be sufficiently detailed to enable Council to assess Local Supplier status or the level of Local Content included. A, which should be a minimum of 5% of the offer minimum non-price weighting of 5% will be applied for Local Content in any procurement requiring an Evaluation Plan. Any supplier that is deemed to be a Local Supplier will be awarded the maximum score for this criterion. In assessing Offers, Council and its officers must be reasonably satisfied as to Local Supplier status or the level of Local Content and in accordance with the guidelines for weighting of tenders. It is the responsibility of bidders to provide relevant documentary evidence to establish the veracity of the claimed Local Supplier status or level of Local Content. Council retains the right within its sole discretion to accept the veracity of stated Local Content.

Where appropriate, and to the extent permissible by law, Council will support Australian owned suppliers, and/or suppliers who manufacture in Australia. The Procurement and Finance Departments must be consulted prior to any international purchase being undertaken to ensure that risks are managed appropriately, and payment facilities are available.

#### 4.45.2 ~~5.3~~ Procurement conduct

Council seeks to ensure that corporate procurement, disposal and contract management practices comply with legislative requirements and ethical guidelines in order to achieve probity, fairness and transparency throughout the procurement process.

##### ~~5.2.1~~ Ethics, Probity and Confidentiality ~~Conduct of Council Staff~~

~~General~~ — All procurement shall be performed with integrity and in a manner that will withstand the closest possible scrutiny and procedural compliance.

~~Conduct of Council Staff~~ — Staff shall conduct business in a manner that is ethical and in accordance with Council's Code of Conduct, Council's Business Ethics Policy, the Procurement Policy and associated procedures ~~and, as well as~~ relevant legislation. Staff will be expected to:

- demonstrate utmost professionalism, honesty and fairness in all dealings with current or potential suppliers;
- maintain business relationships in good faith, based on open and effective communication, respect and trust, and adopt a non-adversarial approach to dispute resolution;
- be accountable and transparent in all procurement processes, by disclosing the assessment criteria to suppliers and providing feedback at the end of the sourcing process, when requested and to the extent permitted by law;
- declare any actual, potential or perceived pecuniary or non- pecuniary conflicts of interest in accordance with Council's Model Code of Conduct to ensure impartiality;
- maintain confidentiality of commercial in confidence
- ~~Council will discontinue all dealings with suppliers who engage in unethical conduct. Staff found not to be acting in accordance with the principles, guidelines and procedures set down in this and other related documents will be subject to the applicable disciplinary processes.~~
- ~~Canvassing of Councillors and/or Council Staff (other than Council's nominated contract staff member specified for the tender process) at any stage of the tender process will be deemed an unacceptable practice and will result in the applicant being disqualified.~~

information provided by suppliers except for disclosures required by law such as but not limited to the Government Information (Public Access) Act 2009 (NSW) (GIPA Act); and

- ensure all procurement decisions are made in accordance with this Policy, the Procurement Procedure and associated documentation.

#### 4.4.1—

### 5.2.2 Promotions and Incentives

The offering or acceptance of promotional goods, rewards, benefits or any other form of incentive in relation to the purchase of goods, works and services is strictly prohibited. Refer to Council's Gifts, Bribes & Benefits Policy.

### 5.2.3 Supporting Competition

Council recognises the need to allow suppliers to be able to fairly compete for Council's business, and as such, Council has set parameters around the number and the nature of quotes that staff are to obtain at various price levels.

Council staff must ensure equal dealings with suppliers and to refrain from engaging in practices that aim to give a party an improper advantage over another or could be perceived as anticompetitive.

### 5.2.4 Splitting of Orders

Council Officers are prohibited from splitting orders for the purposes of acquiring goods or services above their delegated financial and procurement levels, or to avoid the necessity to obtain quotes or call for tenders. An order will be considered to be split, where the goods, works or services:

- were similar in scope or would usually be able to be completed the same type of supplier;
- were requested within close time proximity of each other, and Council Staff were aware or should have been aware of the upcoming requirement; and
- were not required to be received or completed immediately due to a safety concern.

The reasonable person test should be applied when assessing if an order is to be considered to have been split.

#### —Governance

### 5.2.5 Responsible Financial Management and Allocation of Funds

—sStaff will ensure Council funds are used most efficiently to obtain maximum benefit for Council and the Community in procurement of goods, works and services without compromising on the procurement principles set out in this policy. Staff will consider factors such as the requirement for the good or service, the value for money achieved, life-cycle costs and the budgetary limitations that apply when making procurement decisions. Staff willand only carry out procurement of goods and services for which sufficient funding is available within the properly designated and approved Council budget.

- All procurements undertaken on behalf of and by Council must have a "firm intention to proceed" substantiated by availability of funds prior to approaching the market, except in non-binding expressions of interest processes where the detailed scope and cost of the project are unknown. For special projects, contribution works, and grant works not specifically detailed in the Operational Plan, approval to purchase is dependent upon the funds being available. These funds must either be received or committed in writing by the funding body and accepted by Council.

### 5.2.6 Responsible Record Keeping—

~~• Council s~~Staff shall ensure that a level of record keeping pertinent to the transaction will be maintained in accordance with the procurement procedure. In determining the appropriate level of records to maintain, consideration will be given to matters such as the price and the degree of scrutiny the transaction is likely to attract. Such records may include all substantial communications between Council and the supplier as well as minuted meetings. Records of procurement shall be kept and recorded in Council's Electronic Records Management System.

- ~~• Management of risk through procurement – staff shall give preference to purchases that will protect and enhance Council's ability to manage risk.~~
- ~~• Supporting Competition – Council recognises the need to allow suppliers to be able to fairly compete for Council's business, and as such, Council has set parameters around the number and the nature of quotes that staff are to obtain at various price levels.~~

~~— Standards of behaviour~~

~~All parties will behave in accordance with the following standards at all times:~~

#### 5.2.7 In-house Tendering

In the event of a Council business unit lodging an in-house Tender submission, as part of an open Tender process, the relevant Director shall, prior to the commencement of the Tender ensure:

- To separate and clearly define the roles of Council undertaking the Tender submission from those undertaking the Tender preparation and assessment;
- To separate chains of management decision-making and reporting for those involved are established; and
- The in-house Tender will be treated as if it is an external Tender to ensure all Tenders are treated consistently. The policy will be applied accordingly.

#### 5.2.8 Conduct of current or potential suppliers and contractors

Council will discontinue all dealings with suppliers who engage in unethical conduct. Staff found not to be acting in accordance with the principles, guidelines and procedures set out in this and other related documents will be subject to the applicable disciplinary processes.

Canvassing of Councillors and/or Council Staff (other than Council's nominated contract staff member specified for the tender process) at any stage of the procurement process will be deemed an unacceptable practice and will result in the applicant being disqualified.

<del>Honesty and fairness</del>	<del>Parties will conduct all procurement and business relationships with honesty and fairness.</del>
<del>Accountability and transparency</del>	<del>The process for awarding contracts on government projects.</del>
<del>No conflict of interest</del>	<del>A party with a potential conflict of interest will declare and address that interest as soon as the conflict is known to that party.</del>
<del>Rule of law</del>	<del>Parties shall comply with all legal obligations.</del>
<del>No anti-competitive practices</del>	<del>Parties shall not engage in practices that are anticompetitive.</del>

No-improper-advantage	<del>Parties shall not engage in practices that aim to give a party an improper advantage over another.</del>
Intention to proceed	<del>Parties shall not seek or submit tenders without a firm intention and capacity to proceed with a contract.</del>
Co-operation	<del>Parties will maintain business relationships in good faith, based on open and effective communication, respect and trust, and adopt a non-adversarial approach to dispute resolution.</del>

### 5.3 Methods of Procurement

The Method of Procurement utilised by Council will be appropriate to the value, risk and complexity of the procurement.

#### 5.3.1 Purchase Orders

Purchases made by Council must be accompanied by a purchase order. A purchase order will be raised prior to awarding work to a supplier to facilitate for the appropriate financial approvals of goods, services or works. Any applicable contracts will be executed prior to a purchase order being issued. Suppliers must quote the provided purchase order number on their Invoice to facilitate for payment. Goods and/or Services that may be exempt from requiring a purchase order include but are not limited to:

- statutory payments;
- employee reimbursements;
- loans and investments;
- insurance renewals;
- water usage charges and/or rates charges; and
- payments made under the Security of Payments Act 1999 (SOP Act) where a payment schedule has been created, an invoice was requested but not received and which have been approved by the relevant Director and CFO on a case-by-case basis.

Other situations where Council may make payments without a purchase order would be refunds of overpayments on rate and/or water accounts.

#### 5.3.2 Procurement Aggregator Purchases

Where it represents best value for money Council will undertake its procurement processes through the establishment of formalised preferred supplier arrangements through procurement aggregators such as Local Government Procurement, Procurement Australia or Regional Procurement Initiative (a division of Arrow Collaborative Services on behalf of Hunter Councils) that are created through an open tender process with consideration given to such factors as price, value for money, quality, and other specifications attached to the good or service and the supplier's compliance with relevant safety requirements and other legislation.

#### 5.3.3 Council Panel Contracts

Council will establish its own Panel Contracts where it identifies a need for reoccurring purchases of goods, services or works to obtain best pricing and streamline day-to-day purchasing activity whilst maintaining the required level of probity. Where no aggregator

contracts are available or the aggregator contracts are not deemed to provide best value, Council may choose to tender for its own preferred supplier panels.

### 5.3.4 Ad-hoc purchases

Council will engage the market in accordance considering its quotation requirements for any goods, services or works for which a Council or Aggregator Panel Contract is not available, engagement under an Aggregator Framework Contract would not provide best value and/or the complexity of the project's scope warrants a standalone procurement process.

### 5.3.5 Purchasing Cards

Credit or Debit Cards may be used for low value purchases in accordance with the Corporate Card Policy. All purchases made in accordance with the Corporate Card Policy must be pursuant to the procurement principles outlined in this policy and accompanied by a Purchase Order.

### 5.3.6 Fuel cards

Fuel cards are purchased under the applicable NSW Government Contract. Fuel Cards will be used for any purchase of fuel and be utilised in accordance with the Motor Vehicle Fleet Procedure.

### 5.3.7 Motor Vehicles

The Council passenger vehicles are replaced on a cadence defined in the Motor Vehicle Fleet Policy. When purchasing passenger vehicles, only brands with the ability to be serviced locally will be given preference, due to the impact to the organisation related to servicing and warranty repairs. Purchases of new passenger vehicles will be made in accordance with this Policy and where practicable purchases will be made under NSW Government Scheme SCM0653.

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## 4.5.4 Quotation Thresholds

Quotations will be called by Council Staff via Council's Go-to-Market platform Vendor Panel, except where it is impractical, and the below table does not require it, where supply or sale agreements are under the tender / contract threshold of \$150,000 (whether expenditure or receipt). The following quotation thresholds are to be observed:

Estimated value of goods or services inclusive of GST	Minimum requirements
\$0 to \$1,000	Minimum of one (1) verbal or written quotation.
\$1,001 to \$20,000	Minimum of two (2) written quotations.
\$20,001 to \$50,000	Minimum of three (3) written quotations or Expressions of Interest and three (3) written quotations obtained via Vendor Panel Go-to-Market.
\$50,001 to \$149,999	<p>1. Minimum of three (3) written quotations or Expressions of Interest and three (3) written quotations.</p> <p>Creation of a project folder in Magiq.</p> <p>Creation of a project folder in the Records Management System;</p> <p>2. Creation of Evaluation Plan; and</p>

	<u>3. Minimum of three (3) written quotations obtained via Vendor Panel Go-to-Market OR Expressions of Interest process and three (3) quotations obtained via Vendor Panel Go-to-Market.</u>
<u>\$150,001 to \$249,999 and above</u>	<u>1. Creation of a project folder in the Records Management System;</u> <u>2. Creation of Procurement and Evaluation Plans; and</u> <u>3. Minimum of three (3) written quotations obtained via Vendor Panel Go-to-Market OR Expressions of Interest process and three (3) quotations obtained via Vendor Panel Go-to-Market.</u> <u>Prescribed agency purchase or Tender in accordance with legislation.</u>
<u>\$250,000 and above</u>	<u>Tender process in accordance with legislation or prescribed agency purchase administered by the Procurement Department.</u>

#### **5.4.1 Outsourcing of Council Services**

For any services currently provided by Council Staff the legislated Tender threshold is \$150,000. Should any procurement effect a change in Organisational Structure or directly require a change in position descriptions to remove services, it will be deemed to currently be provided by Council staff.

#### **5.4.2 Emergency procurement**

Pursuant to reg 170A of the Regulation, Council is not required to Tender prior to entering into a contract with a value of less than \$500,000, where the contract:

- is primarily for the purpose of response to or recovery from a Declared Natural Disaster; and
- is entered into within 12 months after the date on which the Natural Disaster is Declared.

Any emergency purchases will be captured on a procurement process exemption form, reviewed by the General Manager, signed off by the Mayor, and reported to Council as soon as reasonably possible.

#### **5.4.3 Exemption process**

Where insufficient number of quotations were received the reason is be captured by a procurement exemption form, which is reviewed by the person with the appropriate financial Delegation of Authority, except where the requestor holds the appropriate financial Delegation of Authority. In this case the exemption is reviewed and/or approved by the requestor's manager to ensure probity and oversight is maintained.

#### **5.4.4 Disposal of assets**

Where disposal of Council assets is expected to yield a return, the disposal process will be conducted in a manner that ensures competitiveness and utmost transparency.

For disposal of fleet and plant, bids for the asset will be obtained from Suppliers such as Auction Houses in accordance with the Quotation Thresholds, except where the asset to be disposed of is traded in on a new replacement.

Where the asset in question is real estate, the appropriate disposal method will be assessed and planned in accordance with market conditions. Any such disposals must be in consultation with the Procurement Department.

## 5.5 Contract Establishment

Council manages risk associated with inconsistency in contract terms by establishing a standardised Procurement Contract Framework. Any amendments to the standard contracts must be reviewed and approved by the Legal Counsel prior to engagement.

In cases of procurement of goods, services or works with a specialised scope where the Procurement Contract Framework does not provide a suitable contract option, the desired terms must be reviewed by the Legal Counsel and approved by the General Manager prior to engagement.

Insurance requirements for any Contracts entered into by Council will be assessed in accordance with Council's Standard Insurance Framework.

## 5.6 Contract Management

Council is committed to managing its contracts and suppliers proactively to ensure maximum benefits are achieved and variations are minimised where possible. Council staff ensures that:

- Proactive communication is maintained with suppliers and contractors, suitable to the complexity and risk level of the contract;
- Any disputes are raised and/or responded to in a timely manner; and
- Variations and/or payment claims are assessed promptly.

Contracts must be managed in accordance with this Policy and Council's Contract Management Procedure.

### **5.6. Application of the policy**

This procurement policy is binding on all Council staff, suppliers, contractors and consultants working on behalf Council.

Staff may only authorise procurement within the limit of their financial Delegation of Authority.

## 6.1 Key Responsibilities

All Council Staff must undertake procurement activities whilst fully aware of this policy and only within the limits of their financial Delegation of Authority.

### **6.1.1 Elected Body**

- Ensure understanding of and compliance with this policy and associated procedures when making procurement decisions;
- Resolve all Tenders called by Council with a value of more than \$250,000; and
- Resolve all Tenders called by Council with a value of more than \$150,000 where the services are currently being provided by Council Officers.

### **6.1.2 General Manager**

- Lead Council staff in their understanding of and compliance with this policy and associated procedures;
- Ensure adequate resourcing to develop, implement and review this policy and associated procedures;
- Review and approve procedures related to this policy;
- Take appropriate action in response to instances of non-compliance with this policy, relevant guidelines and legislation;

- Lead all investigations related to allegations of behaviours relating to fraud and corruption, maladministration and serious and substantial waste;
- Report any reasonably suspected "corrupt" conduct to the Independent Commission Against Corruption (ICAC);
- Participate in Project Governance Group meetings for high risk and/or value projects; and
- Execute procurement contracts for tenders as resolved by Council.

#### **6.1.3 Directors and Managers**

- Ensure all Procurement undertaken by their Business Unit complies with this policy and associated procedures;
- Monitor and ensure that Project Officers have relevant training, skills and are suitably qualified to undertake the required procurement and contract management activities;
- When requested partake in assessment of Tenders as part of the evaluation panel; and
- Partake in Project Governance Group meetings for high risk and/or value projects if requested by the General Manager.

#### **6.1.4 Procurement Department**

- Review procurement policy, related procedures and the procurement document suite to ensure alignment with best practice and legislation;
- Implement and oversee procurement training within the organisation;
- Facilitate tender processes called by Council including delegation for opening of tenders;
- Manage identified strategic supplier relationships and contracts;
- Report any non-compliance with this policy to the General Manager;
- Maintain the GIPA and conflict of interest registers; and
- Provide subject matter expertise to Council Staff when requested.

#### **6.1.5 Finance Department**

- Oversee purchase orders raised for procurements, undertake compliance checks where appropriate; and
- Partake in assessment of Tenders as part of the evaluation panel.

#### **6.1.6 Internal Audit Department**

- Conduct periodic reviews of Council's business units including their procurement activities; and
- Report all findings to the Audit Risk and Improvement Committee (ARIC).

#### **6.1.7 Legal Counsel**

- Provide specialist advice as and when requested; and
- Undertake reviews of contracts which differ from the standardised Procurement Contract Framework.

#### **6.1.8 Council Officers**

- Conduct request for quotation processes in accordance with this policy;
- Partake in assessments of quotations and tenders when requested;

- Manage contracts with suppliers in accordance with this policy and the contract management procedure;
- Assess contractor and/or supplier performance upon conclusion of the contract to be retained as internal supplier reference; and
- Report any suspected or actual breaches of this policy to the Procurement Team.

#### **6.1.9 Contractors and Suppliers**

- Conduct business with Council in accordance with Council's Model Code of Conduct;
- Comply with Council's ~~w~~Work ~~h~~Health and ~~s~~Safety requirements; and
- Provide any information reasonably required by Council to comply with its legislative obligations.

### **6.7. Compliance and references**

In all of its purchasing decisions, Council will comply with all applicable legislation, guidelines, and Council policies/procedures and related documents including, but not limited to:

- Local Government Act 1993;
- Local Government (General) Regulations ~~2005~~2021;
- Public Interest Disclosure Act 1994;
- ~~NSW Government – Code of Practice for Procurement 2005;~~
- Government Information (Public Access) Act 2009;
- Council's Business Ethics Policy;
- Council's Model Code of Conduct;
- Council's Contract Administration Procedure;
- Council's Delegations Register;
- Council's WHS Policy;
- Council's Procurement Procedure ~~(Guidelines)~~;
- Council's Corporate Card Policy;
- Council's Gifts, Bribes & Benefits Policy
- Council's Motor Vehicle Fleet Policy;
- Council's Motor Vehicle Fleet Procedure;
- Contractor WHS Management Procedure;
- Council's Procurement Contract Framework;
- Council's Insurance Framework;
- Local Government Amendment (Ecologically Sustainable Development) Act 1997;
- National Competition Guidelines;
- NSW WHS Act 2011;
- NSW WHS Regulations 2011;
- The Trade Practices Act 1974;

- Waste Avoidance and Resource Recovery Act 2001; ~~and-~~
- Relevant tendering guidelines adopted by the Chief Executive of the Office of Local Government from time-to-time.
- ~~NSW Government's Aboriginal Procurement Policy~~

### **7.8. Dispute resolution**

Suppliers, tenderers and contractors should be aware that they may be subject to public scrutiny by such bodies as the Independent Commission Against Corruption (ICAC) and equally be afforded protections under the Public Interest Disclosure Act 1994.

### **8.9. Review**

~~This policy will be reviewed by the Procurement Department and submitted to Council for resolution:~~

- ~~• Within twelve (12) months of the date of the election of a new Council; or~~
- ~~• Every four (4) years; or~~
- ~~• Should organisational structure change affect the key responsibilities; or~~
- ~~• As required by legislative changes which affect this policy.~~

~~Council will review this policy if at any time it is apparent that the circumstances which gave rise to the policy have changed substantially.~~

~~Council will consider existing policies on a progressive basis, however, each policy is to be reviewed within four years of the date of adoption.~~

## Version History

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

<u>Version No.</u>	<u>Date changed</u>	<u>Modified by</u>	<u>Amendments/Previous adoption details</u>
<u>1</u>	<u>8/11/2016</u>	<u>Manager of Corporate Services</u>	
<u>2</u>	<u>11/9/2018</u>	<u>Manager of Corporate Services</u>	<u>Authorised by Council – minute no 95</u>
<u>3</u>	<u>01/06/2023</u>	<u>Contracts &amp; Procurement Officer</u>	<u>Adopted by MANEX on 19/04/2021. Report item 5.3</u>



# Procurement Policy

## MSC01E

### Authorisation Details

<b>Authorised by:</b>		<b>Internal/External:</b>	External
<b>Date:</b>		<b>Minute No:</b>	
<b>Review timeframe:</b>	Within twelve (12) months of the date of the election of a new Council	<b>Review due date:</b>	
<b>Department:</b>	Department		
<b>Document Owner:</b>	Document Owner		
<b>Community Strategic Plan Goal</b>	6 Collaborative and responsive community leadership that meets the expectations and anticipates the needs of the community		
<b>Community Strategic Plan Strategy</b>	6.2 Ensure Council is well managed, appropriately resourced, effective, efficient, accountable and responsive to its communities and stakeholders		
<b>Delivery Program activity</b>	6.2.1 Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves		

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## 1. Policy objective

This Policy outlines the principles under which Muswellbrook Shire Council ('Council') makes its procurement decisions and conducts its procurement activities.

Council is committed to the competitive provision of services which meet best practice standards as a key organisational value. Council not only wishes to guarantee that its procurement, disposal and contract management practices comply with legislative requirements but wishes to ensure that these practices are conducted in an ethical manner achieving probity, fairness and transparency at every step in the process.

The Procurement Framework at Muswellbrook Shire Council consists of this Policy, the Procurement Procedure, the Contract Management Procedure, as well as the Standardised Procurement Contract and Insurance Frameworks and is supported by Council's Go-to-Market platform Vendor Panel, the Procurement Self-service Advice Platform Policy Guide as well as a standardised Procurement Document Suite.

Council's procurement activities will be fair, ethical and transparent from planning, over sourcing, to managing delivery under contract, and will achieve best value for money in the expenditure of public funds.

## 2. Risks being addressed

This Policy establishes a framework within which the procurement of goods and services will be managed to a best practice professional standard that ensures:

- Compliance with legislation;
- Superior financial controls are exercised over procurement;
- Procurement related risks are identified prior to approaching the market;
- Procurement related contracts entered into by Council are of favourable terms; and
- Procurement activity is cost effective, efficient, accountable, ethical, appropriately risk sensitive, safe, and sustainable.

## 3. Scope

This policy applies to all procurement activities undertaken for and on behalf of Council and is binding for Councillors, Council staff including temporary and contract employees as well as contractors and consultants while engaged by Council.

It applies to the procurement of all goods and services, including capital works, major plant and equipment, construction and improvement of infrastructure, Information Technology projects, professional services, leasing arrangements, utilities and contract labour services and external goods and services contracts, including panel contracts for the Council regardless of source of funding. This policy extends across the entire procurement cycle from procurement planning, over sourcing to contract management and review.

## 4. Definitions

Term	Definition
Probity	Complete and confirmed integrity, uprightness and honesty in a particular process. The evidence of ethical behaviour.
Procurement	All activities involved in acquiring goods or services either outright or by lease (including disposal and lease termination).

Term	Definition
	Includes management of the contract throughout delivery of the goods or services.  Includes acquiring consumables, capital equipment, real property, infrastructure, and services under consultancies, professional services, facilities management and construction.
Go-to-Market platform	Council utilises Vendor Panel Go-to-Market for all ad-hoc purchases
Ad-hoc purchase	A procurement for which Council does not have an established Panel Contract conducted in accordance with the Quotation Thresholds via a Request for Quotation or Tender Process. This excludes tender processes which establish panel contracts.
Aggregator purchase	A procurement made through contracts established by Local Government Procurement, Procurement Australia or Regional Procurement.
Aggregator Framework Contract	A contract established by a procurement aggregator, which is available to Council, but does not commit Council to use it and/or fixed rates are not expressed as \$ values.
Aggregator Panel Contract	A contract established by a procurement aggregator, for which Council has made a commitment to use the successful suppliers at the end of the tender process.
Council Panel Contract	A contract established by Muswellbrook Shire Council subsequent to an open tender process with commitment to suppliers that all purchasing for the specified items or services (within the panel scope and panel purchasing limits) will be made under the established panel contracts.
Self-service Procurement Advice	Vendor Panel's Policy Guide module utilised by Council to provide on-demand interactive procurement guidance to Council staff.
Local supplier	A supplier based within the boundaries of the Muswellbrook Shire. This means that the supplier should have an office and/or be registered with the Australian Securities and Investments Commission at an address within the Muswellbrook Shire.
Local content	Means goods and services procured from a Local Supplier within the Muswellbrook Shire area.
Quadruple bottom line	A concept that balances benefits of profits (in this case best value for money), people (social procurement), planet (environmental considerations) and culture.
Contractor Management System	Council's Contractor Management system is Vault, which is administered and monitored by Council's WHS function.

Term	Definition
Small and Medium sized Enterprise (SME)	An organisation will be considered a Small to Medium sized Enterprise if the total number of total staff employed does not exceed 199.
Indigenous Business	A business recognised by an organisation such as Supply Nation of NSW Indigenous Chamber of Commerce.
Social Enterprise	An organisation whose primary purpose it is to provide disadvantaged groups with employment, this includes but is not limited to Australian Disability Providers.
Evaluation Plan	A plan created by Council Officers detailing how the responses will be assessed for purchases above \$50,000 prior to release of the Request to the Market.
Procurement Plan	A plan created by Council Officers assessing the project risks and determining the appropriate approach to the Market.
Method of Procurement	Method of Procurement means one of the following options: Request for Quotation process, Request for Tender process, Aggregator purchase, NSW Government Scheme purchase.

## 5. Policy Statement

### 5.1 Procurement principles

Council bases its procurement decisions on the following principles:

#### 5.1.1 Value for money

This is defined as minimising the total cost of ownership over the lifetime of the procured good or service. This takes into account factors such as quality, reliability, the ability to integrate with existing infrastructure, safety, risk reliability and sustainability and delivery considerations. Price will not be the sole determinant of suitability and value for money. Additional factors to be considered include the supplier's experience and capability, reputation, after sales service and warranties as well as upfront and ongoing costs.

#### 5.1.2 Risk management through procurement planning

All procurements will consider the associated risks with each quotation, expressions of interest or tender process. This extends to proactive variation management by assessing the supplier's understanding of the project and contingencies or exclusions referenced in the quotation or tender submission.

#### 5.1.3 Proactive monitoring of Modern Slavery

Council commits to complying with its obligation under the *Modern Slavery Act 2018 (NSW)* and any other Modern Slavery legislation that may come into effect. Council adopts a proactive approach to management of Modern Slavery Concerns by ensuring its suppliers provide relevant information prior to commencement of work for Council.

Council will undertake ongoing due diligence to minimise or eliminated the risk of Modern Slavery occurring including, but not limited to, promoting awareness of how to identify and

combat Modern Slavery, conducting periodic assessments of Council's supplier base and publishing findings and actions taken in Council's annual report.

#### **5.1.4 Management of Work Health and Safety**

In compliance with relevant Work Health & Safety legislation Council will consider the impact on the health and safety of staff and the community when procuring goods and services. Suppliers and Contractors must meet a minimum standard of demonstrated Work Health and Safety competence in accordance with Legislation. This is monitored centrally via Council's Contractor Management System supporting the Contractor WHS Management Procedure.

#### **5.1.5 Consideration of environmental sustainability and circular economy**

Sustainability factors will be considered in all Council procurements. This extends from only purchasing goods or services where necessary and to incorporating considerations of the quadruple bottom line in all procurements. It is understood that, in some cases, the selection of environmentally superior products may be less competitive than environmentally inferior products on the basis of price alone but will be most appropriate when taking into account all Procurement principles.

For the purpose of assessing sustainability, it is paramount to review procurements on a whole of life basis and consider how the following key points can be applied:

- Eliminating inefficiency and unnecessary resource consumption including water and electricity usage;
- Minimise waste and pollution and maximise opportunities for recycling and reusing products;
- Eliminate toxic products that are harmful to human health and ecosystems;
- Reduce greenhouse emissions;
- Achieve biodiversity and habitat protection where practicable; and
- Maximise opportunities to further stimulate innovation and demand for sustainable products.

#### **5.1.6 Provision of equal opportunities and social inclusion**

Council is committed to providing all suppliers with equal opportunity to participate in its procurement processes and to use its procurement process to generate positive social benefit. Council commits to:

- Stimulate Indigenous entrepreneurship, business and economic development, providing Indigenous Businesses with enhanced opportunities to participate in Council's procurement process;
- Providing advisory resources on how to participate in Council's procurement processes to the public, as well as removing barriers to entry for SME's where possible; and
- Consider unsolicited proposals from Social Enterprises, where permissible under legislation outside of its quotation framework. Any such proposals up to \$50,000 in value for the duration of the contract may be approved by the General Manager. Any proposals valued \$50,001 to \$250,000 will be referred to Council for resolution.

#### **5.1.7 Prioritisation of local procurement**

To stimulate economic development within the Muswellbrook Shire, Council will prioritise purchasing from Local Suppliers or offers which contain Local Content, where possible. Local Content is assessed as a key criterion in all Evaluation Plans. Council ensures increased visibility of opportunities to Local Suppliers by:

- advertising in local newspapers, Council's website and other means considered appropriate for any procurements including Aggregator Panel Contracts; and
- encouraging use of local suppliers by contractors, whenever goods or services are to be sourced from outside the Muswellbrook Shire.

Offers must be sufficiently detailed to enable Council to assess Local Supplier status or the level of Local Content included. A minimum non-price weighting of 5% will be applied for Local Content in any procurement requiring an Evaluation Plan. Any supplier that is deemed to be a Local Supplier will be awarded the maximum score for this criterion. In assessing Offers, Council and its officers must be reasonably satisfied as to Local Supplier status or the level of Local Content and in accordance with the guidelines for weighting of tenders. It is the responsibility of bidders to provide relevant documentary evidence to establish the veracity of the claimed Local Supplier status or level of Local Content. Council retains the right within its sole discretion to accept the veracity of stated Local Content.

Where appropriate, and to the extent permissible by law, Council will support Australian owned suppliers, and/or suppliers who manufacture in Australia. The Procurement and Finance Departments must be consulted prior to any international purchase being undertaken to ensure that risks are managed appropriately, and payment facilities are available.

## 5.2 Procurement conduct

Council seeks to ensure that corporate procurement, disposal and contract management practices comply with legislative requirements and ethical guidelines in order to achieve probity, fairness and transparency throughout the procurement process.

### 5.2.1 Conduct of Council Staff

All procurement shall be performed with integrity and in a manner that will withstand the closest possible scrutiny and procedural compliance. Staff shall conduct business in a manner that is ethical and in accordance with Council's Code of Conduct, Council's Business Ethics Policy, the Procurement Policy and associated procedures, as well as relevant legislation. Staff will be expected to:

- demonstrate utmost professionalism, honesty and fairness in all dealings with current or potential suppliers;
- maintain business relationships in good faith, based on open and effective communication, respect and trust, and adopt a non-adversarial approach to dispute resolution;
- be accountable and transparent in all procurement processes, by disclosing the assessment criteria to suppliers and providing feedback at the end of the sourcing process, when requested and to the extent permitted by law;
- declare any actual, potential or perceived pecuniary or non-pecuniary conflicts of interest in accordance with Council's Model Code of Conduct to ensure impartiality;
- maintain confidentiality of commercial in confidence information provided by suppliers except for disclosures required by law such as but not limited to the Government Information (Public Access) Act 2009 (NSW) (GIPA Act); and
- ensure all procurement decisions are made in accordance with this Policy, the Procurement Procedure and associated documentation.

### 5.2.2 Promotions and Incentives

The offering or acceptance of promotional goods, rewards, benefits or any other form of incentive in relation to the purchase of goods, works and services is strictly prohibited. Refer to Council's Gifts, Bribes & Benefits Policy.

### **5.2.3 Supporting Competition**

Council recognises the need to allow suppliers to be able to fairly compete for Council's business, and as such, Council has set parameters around the number and the nature of quotes that staff are to obtain at various price levels.

Council staff must ensure equal dealings with suppliers and to refrain from engaging in practices that aim to give a party an improper advantage over another or could be perceived as anticompetitive.

### **5.2.4 Splitting of Orders**

Council Officers are prohibited from splitting orders for the purposes of acquiring goods or services above their delegated financial and procurement levels, or to avoid the necessity to obtain quotes or call for tenders. An order will be considered to be split, where the goods, works or services:

- were similar in scope or would usually be able to be completed the same type of supplier;
- were requested within close time proximity of each other, and Council Staff were aware or should have been aware of the upcoming requirement; and
- were not required to be received or completed immediately due to a safety concern.

The reasonable person test should be applied when assessing if an order is to be considered to have been split.

### **5.2.5 Responsible Financial Management and Allocation of Funds**

Staff will ensure Council funds are used most efficiently to obtain maximum benefit for Council and the Community in procurement of goods, works and services without compromising on the procurement principles set out in this policy. Staff will consider budgetary limitations and only carry out procurement of goods and services for which sufficient funding is available within the properly designated and approved Council budget.

All procurements undertaken on behalf of and by Council must have a "firm intention to proceed" substantiated by availability of funds prior to approaching the market, except in non-binding expressions of interest processes where the detailed scope and cost of the project are unknown. For special projects, contribution works, and grant works not specifically detailed in the Operational Plan, approval to purchase is dependent upon the funds being available. These funds must either be received or committed in writing by the funding body and accepted by Council.

### **5.2.6 Responsible Record Keeping**

Council Staff shall ensure that a level of record keeping pertinent to the transaction will be maintained in accordance with the procurement procedure. In determining the appropriate level of records to maintain, consideration will be given to matters such as the price and the degree of scrutiny the transaction is likely to attract. Such records may include all substantial communications between Council and the supplier as well as minuted meetings. Records of procurement shall be kept and recorded in Council's Electronic Records Management System.

### **5.2.7 In-house Tendering**

In the event of a Council business unit lodging an in-house Tender submission, as part of an open Tender process, the relevant Director shall, prior to the commencement of the Tender ensure:

- To separate and clearly define the roles of Council undertaking the Tender submission from those undertaking the Tender preparation and assessment;
- To separate chains of management decision-making and reporting for those involved are established; and
- The in-house Tender will be treated as if it is an external Tender to ensure all Tenders are treated consistently. The policy will be applied accordingly.

#### **5.2.8 Conduct of current or potential suppliers and contractors**

Council will discontinue all dealings with suppliers who engage in unethical conduct. Staff found not to be acting in accordance with the principles, guidelines and procedures set out in this and other related documents will be subject to the applicable disciplinary processes.

Canvassing of Councillors and/or Council Staff (other than Council's nominated contract staff member specified for the tender process) at any stage of the procurement process will be deemed an unacceptable practice and will result in the applicant being disqualified.

### **5.3 Methods of Procurement**

The Method of Procurement utilised by Council will be appropriate to the value, risk and complexity of the procurement.

#### **5.3.1 Purchase Orders**

Purchases made by Council must be accompanied by a purchase order. A purchase order will be raised prior to awarding work to a supplier to facilitate for the appropriate financial approvals of goods, services or works. Any applicable contracts will be executed prior to a purchase order being issued. Suppliers must quote the provided purchase order number on their Invoice to facilitate for payment. Goods and/or Services that may be exempt from requiring a purchase order include but are not limited to:

- statutory payments;
- employee reimbursements;
- loans and investments;
- insurance renewals;
- water usage charges and/or rates charges; and
- payments made under the Security of Payments Act 1999 (SOP Act) where a payment schedule has been created, an invoice was requested but not received and which have been approved by the relevant Director and CFO on a case-by-case basis.

Other situations where Council may make payments without a purchase order would be refunds of overpayments on rate and/or water accounts.

#### **5.3.2 Procurement Aggregator Purchases**

Where it represents best value for money Council will undertake its procurement processes through the establishment of formalised preferred supplier arrangements through procurement aggregators such as Local Government Procurement, Procurement Australia or Regional Procurement Initiative (a division of Arrow Collaborative Services on behalf of Hunter Councils) that are created through an open tender process with consideration given to such factors as price, value for money, quality, and other specifications attached to the good or service and the supplier's compliance with relevant safety requirements and other legislation.

#### **5.3.3 Council Panel Contracts**

Council will establish its own Panel Contracts where it identifies a need for reoccurring purchases of goods, services or works to obtain best pricing and streamline day-to-day purchasing activity whilst maintaining the required level of probity. Where no aggregator contracts are available or the aggregator contracts are not deemed to provide best value, Council may choose to tender for its own preferred supplier panels.

#### 5.3.4 Ad-hoc purchases

Council will engage the market in accordance considering its quotation requirements for any goods, services or works for which a Council or Aggregator Panel Contract is not available, engagement under an Aggregator Framework Contract would not provide best value and/or the complexity of the project's scope warrants a standalone procurement process.

#### 5.3.5 Purchasing Cards

Credit or Debit Cards may be used for low value purchases in accordance with the Corporate Card Policy. All purchases made in accordance with the Corporate Card Policy must be pursuant to the procurement principles outlined in this policy and accompanied by a Purchase Order.

#### 5.3.6 Fuel cards

Fuel cards are purchased under the applicable NSW Government Contract. Fuel Cards will be used for any purchase of fuel and be utilised in accordance with the Motor Vehicle Fleet Procedure.

#### 5.3.7 Motor Vehicles

The Council passenger vehicles are replaced on a cadence defined in the Motor Vehicle Fleet Policy. When purchasing passenger vehicles, only brands with the ability to be serviced locally will be given preference, due to the impact to the organisation related to servicing and warranty repairs. Purchases of new passenger vehicles will be made in accordance with this Policy and where practicable purchases will be made under NSW Government Scheme SCM0653.

### 5.4 Quotation Thresholds

Quotations will be called by Council Staff via Council's Go-to-Market platform Vendor Panel, except where it is impractical, and the below table does not require it. The following quotation thresholds are to be observed:

Estimated value of goods or services inclusive of GST	Minimum requirements
\$0 to \$1,000	Minimum of one (1) verbal or written quotation.
\$1,001 to \$5,000	Minimum of two (2) written quotations.
\$5,001 to \$50,000	Minimum of three (3) quotations obtained via Vendor Panel Go-to-Market.
\$50,001 to \$150,000	1. Creation of a project folder in the Records Management System; 2. Creation of Evaluation Plan; and 3. Minimum of three (3) written quotations obtained via Vendor Panel Go-to-Market OR Expressions of Interest process and three (3) quotations obtained via Vendor Panel Go-to-Market.

\$150,001 to \$249,999	1. Creation of a project folder in the Records Management System; 2. Creation of Procurement and Evaluation Plans; and 3. Minimum of three (3) written quotations obtained via Vendor Panel Go-to-Market OR Expressions of Interest process and three (3) quotations obtained via Vendor Panel Go-to-Market.
\$250,000 and above	Tender process in accordance with legislation or prescribed agency purchase administered by the Procurement Department.

#### 5.4.1 Outsourcing of Council Services

For any services currently provided by Council Staff the legislated Tender threshold is \$150,000. Should any procurement effect a change in Organisational Structure or directly require a change in position descriptions to remove services, it will be deemed to currently be provided by Council staff.

#### 5.4.2 Emergency procurement

Pursuant to reg 170A of the Regulation, Council is not required to Tender prior to entering into a contract with a value of less than \$500,000, where the contract:

- is primarily for the purpose of response to or recovery from a Declared Natural Disaster; and
- is entered into within 12 months after the date on which the Natural Disaster is Declared.

Any emergency purchases will be captured on a procurement process exemption form, reviewed by the General Manager, signed off by the Mayor, and reported to Council as soon as reasonably possible.

#### 5.4.3 Exemption process

Where insufficient number of quotations were received the reason is be captured by a procurement exemption form, which is reviewed by the person with the appropriate financial Delegation of Authority, except where the requestor holds the appropriate financial Delegation of Authority. In this case the exemption is reviewed and/or approved by the requestor's manager to ensure probity and oversight is maintained.

#### 5.4.4 Disposal of assets

Where disposal of Council assets is expected to yield a return, the disposal process will be conducted in a manner that ensures competitiveness and utmost transparency.

For disposal of fleet and plant, bids for the asset will be obtained from Suppliers such as Auction Houses in accordance with the Quotation Thresholds, except where the asset to be disposed of is traded in on a new replacement.

Where the asset in question is real estate, the appropriate disposal method will be assessed and planned in accordance with market conditions. Any such disposals must be in consultation with the Procurement Department.

### 5.5 Contract Establishment

Council manages risk associated with inconsistency in contract terms by establishing a standardised Procurement Contract Framework. Any amendments to the standard contracts must be reviewed and approved by the Legal Counsel prior to engagement.

In cases of procurement of goods, services or works with a specialised scope where the Procurement Contract Framework does not provide a suitable contract option, the desired terms must be reviewed by the Legal Counsel and approved by the General Manager prior to engagement.

Insurance requirements for any Contracts entered into by Council will be assessed in accordance with Council's Standard Insurance Framework.

## 5.6 Contract Management

Council is committed to managing its contracts and suppliers proactively to ensure maximum benefits are achieved and variations are minimised where possible. Council staff ensures that:

- Proactive communication is maintained with suppliers and contractors, suitable to the complexity and risk level of the contract;
- Any disputes are raised and/or responded to in a timely manner; and
- Variations and/or payment claims are assessed promptly.

Contracts must be managed in accordance with this Policy and Council's Contract Management Procedure.

## 6. Application of the policy

This procurement policy is binding on all Council staff, suppliers, contractors and consultants working on behalf Council.

Staff may only authorise procurement within the limit of their financial Delegation of Authority.

### 6.1 Key Responsibilities

All Council Staff must undertake procurement activities whilst fully aware of this policy and only within the limits of their financial Delegation of Authority.

#### 6.1.1 Elected Body

- Ensure understanding of and compliance with this policy and associated procedures when making procurement decisions;
- Resolve all Tenders called by Council with a value of more than \$250,000; and
- Resolve all Tenders called by Council with a value of more than \$150,000 where the services are currently being provided by Council Officers.

#### 6.1.2 General Manager

- Lead Council staff in their understanding of and compliance with this policy and associated procedures;
- Ensure adequate resourcing to develop, implement and review this policy and associated procedures;
- Review and approve procedures related to this policy;
- Take appropriate action in response to instances of non-compliance with this policy, relevant guidelines and legislation;
- Lead all investigations related to allegations of behaviours relating to fraud and corruption, maladministration and serious and substantial waste;
- Report any reasonably suspected "corrupt" conduct to the Independent Commission Against Corruption (ICAC);

- Participate in Project Governance Group meetings for high risk and/or value projects; and
- Execute procurement contracts for tenders as resolved by Council.

#### **6.1.3 Directors and Managers**

- Ensure all Procurement undertaken by their Business Unit complies with this policy and associated procedures;
- Monitor and ensure that Project Officers have relevant training, skills and are suitably qualified to undertake the required procurement and contract management activities;
- When requested partake in assessment of Tenders as part of the evaluation panel; and
- Partake in Project Governance Group meetings for high risk and/or value projects if requested by the General Manager.

#### **6.1.4 Procurement Department**

- Review procurement policy, related procedures and the procurement document suite to ensure alignment with best practice and legislation;
- Implement and oversee procurement training within the organisation;
- Facilitate tender processes called by Council including delegation for opening of tenders;
- Manage identified strategic supplier relationships and contracts;
- Report any non-compliance with this policy to the General Manager;
- Maintain the GIPA and conflict of interest registers; and
- Provide subject matter expertise to Council Staff when requested.

#### **6.1.5 Finance Department**

- Oversee purchase orders raised for procurements, undertake compliance checks where appropriate; and
- Partake in assessment of Tenders as part of the evaluation panel.

#### **6.1.6 Internal Audit Department**

- Conduct periodic reviews of Council's business units including their procurement activities; and
- Report all findings to the Audit Risk and Improvement Committee (ARIC).

#### **6.1.7 Legal Counsel**

- Provide specialist advice as and when requested; and
- Undertake reviews of contracts which differ from the standardised Procurement Contract Framework.

#### **6.1.8 Council Officers**

- Conduct request for quotation processes in accordance with this policy;
- Partake in assessments of quotations and tenders when requested;
- Manage contracts with suppliers in accordance with this policy and the contract management procedure;
- Assess contractor and/or supplier performance upon conclusion of the contract to be retained as internal supplier reference; and

- Report any suspected or actual breaches of this policy to the Procurement Team.

#### **6.1.9 Contractors and Suppliers**

- Conduct business with Council in accordance with Council's Model Code of Conduct;
- Comply with Council's Work Health and Safety requirements; and
- Provide any information reasonably required by Council to comply with its legislative obligations.

### **7. Compliance and references**

In all of its purchasing decisions, Council will comply with all applicable legislation, guidelines, and Council policies/procedures and related documents including, but not limited to:

- Local Government Act 1993;
- Local Government (General) Regulations 2021;
- Public Interest Disclosure Act 1994;
- NSW Government – Code of Practice for Procurement 2005;
- Government Information (Public Access) Act 2009;
- Council's Business Ethics Policy;
- Council's Model Code of Conduct;
- Council's Contract Administration Procedure;
- Council's Delegations Register;
- Council's WHS Policy;
- Council's Procurement Procedure;
- Council's Corporate Card Policy;
- Council's Gifts, Bribes & Benefits Policy
- Council's Motor Vehicle Fleet Policy;
- Council's Motor Vehicle Fleet Procedure;
- Contractor WHS Management Procedure;
- Council's Procurement Contract Framework;
- Council's Insurance Framework;
- Local Government Amendment (Ecologically Sustainable Development) Act 1997;
- National Competition Guidelines;
- NSW WHS Act 2011;
- NSW WHS Regulations 2011;
- The Trade Practices Act 1974;
- Waste Avoidance and Resource Recovery Act 2001; and
- Relevant tendering guidelines adopted by the Chief Executive of the Office of Local Government from time-to-time.

## **8. Dispute resolution**

Suppliers, tenderers and contractors should be aware that they may be subject to public scrutiny by such bodies as the Independent Commission Against Corruption (ICAC) and equally be afforded protections under the Public Interest Disclosure Act 1994.

## **9. Review**

This policy will be reviewed by the Procurement Department and submitted to Council for resolution:

- Within twelve (12) months of the date of the election of a new Council; or
- Every four (4) years; or
- Should organisational structure change affect the key responsibilities; or
- As required by legislative changes which affect this policy.

## Version History

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

Version No.	Date changed	Modified by	Amendments/Previous adoption details
1	8/11/2016	Manager of Corporate Services	
2	11/9/2018	Manager of Corporate Services	Authorised by Council – minute no 95
3	01/06/2023	Contracts & Procurement Officer	Adopted by MANEX on 19/04/2021. Report item 5.3

**10.4.2. Draft CCTV Policy MSC036E for Public Exhibition**

<b>Attachments:</b>	1. DRAFT Closed Circuit Television CCTV in Public Places Policy [10.4.2.1 - 7 pages]
<b>Responsible Officer:</b>	Matthew Lysaught - Director Property & Place
<b>Author:</b>	Matthew Lysaught (Director Property & Place), Chloe Wuiske (Business Improvement Officer), Madeleine St John (Business Improvement Officer)
<b>Community Plan Issue:</b>	6 - Community Leadership
<b>Community Plan Goal:</b>	Collaborative and responsive leadership that meets the expectations and anticipates the needs of the community.
<b>Community Plan Strategy:</b>	6.2.5 - Implement a comprehensive and targeted business improvement program.  6.2.5.2 - Review the policy management framework.

---

**PURPOSE**

To seek endorsement from Council to place the attached *DRAFT Closed Circuit Television (CCTV) in Public Places Policy* on public exhibition for a period of 28 days.

**OFFICER'S RECOMMENDATION**

1. Council endorses the attached *DRAFT Closed Circuit Television (CCTV) in Public Places Policy* to be placed on public exhibition via Council's website for a period of 28 days; and
2. A further report be submitted to Council for consideration of submissions received during the exhibition period.

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

**BACKGROUND**

The *DRAFT Closed Circuit Television (CCTV) in Public Places Policy MSC036E* (the Policy) (Attachment 1) is a new policy, developed to provide a framework for the implementation, installation, management and operation of a closed-circuit surveillance system comprising cameras and associated equipment, software and systems in a range of public places within the Muswellbrook Shire Council Local Government Area.

The Policy aims to ensure:

- consistency and clarity in Council's role and obligations regarding the establishment, operation and management of CCTV in public places by or on behalf of Council;
- a consistent, unified, equitable and transparent approach is applied by Council to the processing of requests for the establishment, operation and management of CCTV in public places or on behalf of Council; and
- that CCTV footage is managed in accordance with the *Privacy and Personal Information Protection Act 1998*.



## CONSULTATION

MANEX

Business Improvement Officers

Corporate Lawyer

General Manager

Human Resources Coordinator

Information Services Team

Property and Place Team

WHS Coordinator

Staff Consultative Committee

## REPORT

The *DRAFT Closed Circuit Television (CCTV) in Public Places Policy MSC036E* is a new policy developed to align with the *NSW Government policy statement and guidelines for the establishment and implementation of closed circuit television (CCTV) in public places*.

On the 5 June 2023, Manex endorsed the policy to be recommended for public exhibition.

## OPTIONS

Council may:

1. Resolve to endorse the attached *DRAFT Closed Circuit Television (CCTV) in Public Places Policy* for public exhibition; or
2. Request amendments to the attached *DRAFT Closed Circuit Television (CCTV) in Public Places Policy* prior to public exhibition.

## CONCLUSION

It is recommended that Council endorses the attached *DRAFT Closed Circuit Television (CCTV) in Public Places Policy* for public exhibition.

## SOCIAL IMPLICATIONS

Nil known.

## FINANCIAL IMPLICATIONS

Nil known.

## POLICY IMPLICATIONS

The Policy was developed to align with the *NSW Government Policy Statement and Guidelines for the Establishment and Implementation of Closed-Circuit Television (CCTV) In Public Places*.

## STATUTORY IMPLICATIONS

*Privacy and Personal Information Protection Act 1998 (NSW)*

*Workplace Surveillance Act 2005 (NSW)*

*Government Information (Public Access) Act 2009 (NSW)*



*Local Government Act 1993 (NSW)*

[NSW Government policy statement and guidelines for the establishment and implementation of closed circuit television \(CCTV\) in public places](#)

### **LEGAL IMPLICATIONS**

[NSW Government policy statement and guidelines for the establishment and implementation of closed circuit television \(CCTV\) in public places](#) states: *Local councils should be aware of the potential for increased liability, which may be incurred when considering the installation of CCTV. By taking on the responsibility of ensuring public safety within the monitored area, a local council may be found liable should a person be injured in some way. This is especially so where camera equipment is not working, is not supervised or is pointing in the wrong direction. It is strongly recommended that local councils seek independent legal advice on this issue prior to installing CCTV equipment.*

### **OPERATIONAL PLAN IMPLICATIONS**

6.2.5.2 - Review the policy management framework.

### **RISK MANAGEMENT IMPLICATIONS**

Nil known.

### **WASTE MANAGEMENT IMPLICATIONS**

Nil known.

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

Public exhibition via Council's website will provide the Community with an opportunity to make submissions.



# DRAFT Closed Circuit Television (CCTV) in Public Places Policy

MSC036E

## Authorisation Details

<b>Authorised by:</b>		<b>Internal/External:</b>	External
<b>Date:</b>		<b>Minute No:</b>	
<b>Review timeframe:</b>	Every 4 years, or upon any changes to the NSW Government CCTV Guidelines, whichever is the earlier.		
<b>Review due date:</b>			
<b>Department:</b>	Office of the General Manager		
<b>Document Owner:</b>	Public Officer		
<b>Community Strategic Plan Goal</b>	6. Collaborative and responsive leadership that meets the expectations and anticipates the needs of the community		
<b>Community Strategic Plan Strategy</b>	6.2 Ensure Council is well managed, appropriately resourced, effective, efficient, accountable and responsive to its communities and stakeholders		
<b>Delivery Program activity</b>	6.2.1 Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves		

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## 1 Policy Objective

This policy provides a framework for the implementation, installation, management and operation of a closed circuit surveillance system comprising cameras and associated equipment, software and systems ("CCTV") in a range of public places within the Muswellbrook Shire Council ("Council") local government area.

## 2 Risks being addressed

This Policy aims to ensure:

- a) consistency and clarity in Council's role and obligations regarding the establishment, operation and management of CCTV in public places by or on behalf of Council;
- b) a consistent, unified, equitable and transparent approach is applied by Council to the processing of requests for the establishment, operation and management of CCTV in public places or on behalf of Council; and
- c) that CCTV footage is managed in accordance with the *Privacy and Personal Information Protection Act*.

## 3 Scope

This policy applies to CCTV established, operated or managed by, or on behalf of Council with Council's express consent.

This Policy does not apply to:

- a) any CCTV installed by a third party, such as a tenant or licensee of Council land and/or facilities;
- b) mobile cameras including dash cams, and body worn video cameras that are primarily used for Council activities associated with enforcement by authorised officers of Council in their delegated tasks or for personal safety;
- c) cameras attached to Council's contracted garbage trucks for operational purposes;
- d) privately owned and operated CCTV on private property; or
- e) CCTV installed by Council as part of its facility management obligations.

Although CCTV schemes installed by a community-based organisation who lease Council facilities are outside the scope of this Policy, these schemes will need approval from Council prior to installation. Council staff will consider how the proposed scheme aligns with the principles (below) prior to approving such a scheme. If approved, the scheme will be owned and operated by the organisation in accordance with appropriate legislation and guidelines.

For the avoidance of doubt, the phrase "facility management obligations" for the purposes of this policy means those facilities owned and/or operated by Council which members of the public are not ordinarily permitted access to. For example, Council's Recycled Water Treatment Works.

## 4 Policy Statement

CCTV may be used for many purposes including monitoring facility use, maintenance of assets, risk management, assisting with monitoring traffic, and crime prevention.

When considering and determining the establishment, operation and management of CCTV, Council applies relevant guiding principles as required, such as the *NSW Government policy statement and guidelines for the establishment and implementation of closed-circuit television (CCTV) in public places* ("NSW Government CCTV Guidelines").

### 4.1 Principles

Council considers and determines the establishment, operation and management of CCTV in public places by Council, in accordance with applicable guiding principles as required, such as those outlined in the NSW Government CCTV Guidelines.

1. Council ensures that where CCTV is established, operated and managed for crime prevention and community safety purposes, that the implementation of CCTV is part of an integrated, multi-agency approach to crime control and community safety.
2. CCTV is only considered as one part of a range of crime prevention measures, and not a stand-alone strategy, and that prior to installation, a safety and security audit is completed. The audit considers:
  - (a) whether the problem is on-going or the result of a one-off event;
  - (b) whether the perception of crime is supported by evidence and data;
  - (c) how the establishment, operation and management of CCTV fits within a broader crime prevention strategy;
  - (d) evidence as to the effectiveness of CCTV in addressing the identified crime;
  - (e) the lawfulness of the collection of personal information via CCTV; and
  - (f) the costs associated with establishing, operating and managing the CCTV.
3. Council ensures that the ownership of public area CCTV schemes is clear and publicly known.
4. Council will erect signs informing the public of the existence of CCTV in a public place, and will take steps to ensure that the signs comply with relevant legislation such as the *Privacy and Personal Information Protection Act 1998*.
5. Council maintains a public register of all of its CCTV schemes.
6. When considering establishing or significantly expanding a public area CCTV scheme, Council will ensure that the relevant concerns of all parties affected are considered through an effective consultation process. People or groups that may be affected by the proposal could include:
  - (a) residents;
  - (b) users of the public place;
  - (c) local businesses;
  - (d) Police or other regulatory authorities; and
  - (e) Council staff.

Information available through the consultation process includes the potential benefits of the scheme, possible costs involved, and privacy implications, including people's rights and Council's responsibilities.

Consultation with Council staff will ensure compliance with the *Workplace Surveillance Act 2005* and ensure that staff are given due notice prior to the installation of a scheme.

7. Council will identify the purpose and will develop and document objectives for the establishment, operation and management of CCTV in a public place. CCTV is only used in accordance with its established objectives and not for any other purpose. Objectives may include:
  - (a) to assist in the investigation and/or prosecution of civil and criminal offences in relation to the security of public places and Council's facilities/assets, or crimes against the person;
  - (b) improving public confidence in the safety and security of public places;
  - (c) to deter anti-social behaviours in high-risk public places;
  - (d) to assist with the safety of Council staff or authorised contractors within public places;
  - (e) to assist with the management/operations or maintenance of public places, or monitoring their use; or
  - (f) identifying potential environmental safety risks.
8. Where CCTV is established in a public place for crime prevention purposes, Council will consult with Police to ensure that the installation of CCTV fits within a broader crime prevention strategy and meets its objectives.
9. Council ensures that its CCTV schemes are open and accountable and operate with due regard for privacy and civil rights of individuals and the community, including that:
  - (a) the recording and retention of images is undertaken lawfully;
  - (b) the purpose for which the information is being obtained is known;
  - (c) the information is not used for any purpose other than that stated;
  - (d) people are made aware that they may be subject to CCTV surveillance; and
  - (e) the owners of the scheme are known and accountable for its operation.
10. Council will develop and implement an evaluation framework for each public place where CCTV is established to determine whether the CCTV is achieving its objectives. The evaluation framework provides guidance on appropriate mechanisms to enable Council to assess whether the CCTV scheme is:
  - (a) achieving its objectives (including an assessment of its impact upon crime and community safety, for those schemes implemented for crime prevention or community safety purposes);
  - (b) being used in accordance with its established objectives, and not for any other purpose;
  - (c) impacting on any groups;

- (d) providing an overall benefit (after consideration of the costs involved in operating the scheme); and
  - (e) requires changes to the extent or location of the cameras, or technology utilised.
11. Complaints in relation to Council's establishment, management or operation of CCTV may be made through Council's existing customer contact processes (in person at Council's Administration Centre, or via phone, letter or email).
  12. Complaints in relation to Council's handling of a person's personal information may be made, and will be managed in accordance with Council's *Privacy Management Plan*.
  13. Complaints in relation to Council's handling of a person's personal information may also be made to the NSW Privacy Commissioner.
  14. Council will review its CCTV systems every 4 years to assess compliance with this policy and any associated procedures. The review examines such matters as:
    - (a) assessment of the scheme and any technological problems;
    - (b) processes used to receive, access and process footage requests;
    - (c) complaints received and responses provided;
    - (d) compliance with relevant legislation, regulations and Australian Standards; and
    - (e) whether the systems and processes utilised remain good practice.
  15. CCTV footage will generally be retained for no less than 21 days, and thereafter will be deleted, unless identified as containing an incident, required to be retained in relation to the investigation of crime, for Court proceedings notified to Council, or for ongoing intelligence and investigations.
  16. Council retains ownership of and has copyright in all recordings, photographs and documentation pertaining to the CCTV.

#### 4.2 Access to CCTV Footage

1. All requests for access to recorded material, other than by authorised Council officers or NSW Police, must be made to Council by means of an access application pursuant to the *Government Information (Public Access) Act (GIPA Act)*. Access applications will be determined by Council's Public Officer in accordance with the provisions of the GIPA Act.
2. All requests for access to recorded material by the NSW Police will only be granted:
  - (a) in compliance with the needs of NSW Police in the investigation and detection of a crime or suspected crime;
  - (b) for use in NSW Police intelligence gathering relevant to a crime or suspected crime;
  - (c) for use in relation to special or covert operations;
  - (d) for providing evidence in actual or possible criminal and/or civil proceedings; or
  - (e) for identification of witnesses to a crime or suspected crime.
3. Recorded material will be treated according to all relevant and appropriate legislation and standards.

4. Appropriate security measures will be taken against unauthorised access to, alteration, disclosure, accidental loss or destruction of recorded material.

## 5 Review and Evaluation

This Policy will be reviewed every 4 years, or upon any changes to the NSW Government CCTV Guidelines, whichever is the earlier.

The review will consider the results of the audits of Council's CCTV schemes, to ensure that this Policy is effective and has been implemented appropriately.

## 6 Delegations and Dispute Resolution

The General Manager is the interpreter of this policy.

## 7 Legislation and Guidelines

*Privacy and Personal Information Protection Act 1998 (NSW)*

*Workplace Surveillance Act 2005 (NSW)*

*Government Information (Public Access) Act 2009 (NSW)*

[NSW Government policy statement and guidelines for the establishment and implementation of closed circuit television \(CCTV\) in public places](#)

## 8 Associated Council Documentation

*Muswellbrook Shire Council Model Code of Conduct*

*Privacy Management Plan*

## 9 Procedures

*Closed Circuit Television (CCTV) in Public Places Procedure*

## Version History

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

Version No.	Date changed	Modified by	Amendments/Previous adoption details
1	06.03.2023	Public Officer	First version

**10.4.3. Draft Governance Policy MSC00E for Public Exhibition**

<b>Attachments:</b>	1. DRAFT Governance Policy MSC00E [10.4.3.1 - 16 pages]
<b>Responsible Officer:</b>	Derek Finnigan - General Manager
<b>Author:</b>	Michelle Sandell-Hay (Governance Officer), Chloe Wuiske (Business Improvement Officer), Madeleine St John (Business Improvement Officer)
<b>Community Plan Issue:</b>	6 - Community Leadership
<b>Community Plan Goal:</b>	Collaborative and responsive leadership that meets the expectations and anticipates the needs of the community.
<b>Community Plan Strategy:</b>	6.2.5 - Implement a comprehensive and targeted business improvement program.  6.2.5.2 - Review the policy management framework.

---

**PURPOSE**

To request Council's endorsement to place the attached *DRAFT Governance Policy* on public exhibition for a period of 28 days.

**OFFICER'S RECOMMENDATION**

1. Council ENDORSES the attached *DRAFT Governance Policy* to be placed on public exhibition via Council's website for a period of 28 days; and
2. A further report be submitted to Council for consideration of submissions received during the exhibition period.

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

**BACKGROUND**

The purpose of the *Governance Policy MSC00E* is to guide Council in sound governance practice and to document how governance is carried out by the Governing Body of the Council (Councillors). The Policy, and the principles set out in the Policy, aim to achieve the highest standards of governance and ensure the compliance of Councillors, Council staff and delegates with relevant legislation.

The *Governance Policy* was last adopted by Council in May 2020.

**CONSULTATION**

Manager Governance

Governance Officer

Business Improvement Officers

**REPORT**

A review of the *Governance Policy* has been conducted and amendments are shown as tracked changes in attachment 1. A significant change to the policy was to remove



information that is duplicated in other Council Policies and making reference to those Policies instead. Policies that are referred to include:

- Policy on Policy Making;
- Model Code of Conduct;
- Model Code of Meeting Practice;
- Section 355 Committee Guidelines;
- Gifts, Bribes & Benefits Policy;
- Fraud and Corruption Control Policy;
- Council Development Conflict of Interest Management Policy;
- Councillor Expenses and Facilities Policy;
- Internal Reporting – Public Interest Disclosures Policy;
- Councillor Meetings with Developers and Lobbyists Policy; and
- Provision of Information to and Interaction Between Councillors and Staff Policy.

The Policy was also amended by updating position titles in line with organisational restructures, correcting multiple minor typographical and grammatical corrections, updating definitions, and the formatting of the document.

### OPTIONS

Council may:

1. Resolve to endorse the attached *DRAFT Governance Policy* for public exhibition; or
2. Request amendments to the attached *DRAFT Governance Policy* prior to public exhibition.

### CONCLUSION

It is recommended that Council endorses the attached *DRAFT Governance Policy* for public exhibition.

### SOCIAL IMPLICATIONS

Nil known.

### FINANCIAL IMPLICATIONS

Nil known.

### POLICY IMPLICATIONS

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

### STATUTORY IMPLICATIONS

Local Government Act 1993

Government Information (Public Access) Act 2009

Crimes Act 1900

Australian Standard on Fraud Control and Corruption controls (AS8001:2008)

Australian Standard in Risk management (AS 4360:2004)

ICAC Direct Negotiations: Guidelines for Managing Risks 2018

### LEGAL IMPLICATIONS

Nil known.



### **OPERATIONAL PLAN IMPLICATIONS**

6.2.5.2 - Review the policy management framework.

### **RISK MANAGEMENT IMPLICATIONS**

The *Governance Policy* mitigates potential risks to the implementation of Council's Delivery Program and Operational Plans which may occur due to poor governance.

### **WASTE MANAGEMENT IMPLICATIONS**

Nil known.

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

Public exhibition via Council's website will provide the Community with an opportunity to make submissions.



# muswellbrook shire council

## DRAFT Governance Policy MSC00E

### Authorisation Details

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

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## 1. Policy Objective

The purpose of this ~~document~~ Policy is to commit Council to sound governance and to document how governance is carried out by the Governing Body of the Council (Councillors).

This Policy, and the principles set out in the Policy, aim to:

- Achieve the highest standards of governance.
- Ensure the compliance of Councillors, Council staff and delegates with relevant legislation.

## 2. Risks being addressed

This Policy mitigates potential risks to the implementation of Council's Delivery Program and Operational Plans which may occur due to ~~less than desirable~~ poor governance.

## 3. Scope

This Policy applies to ~~all staff, C~~ouncillors, all staff and volunteers engaged directly by ~~the~~ Muswellbrook Shire Council, as well as all agents and contractors either engaged by Council or by an authorised contractor of ~~the~~ Muswellbrook Shire Council.

## 4. Definitions

**Council** means Muswellbrook Shire Council

**Governing Body** means the Governing Body of Council

**Council Policies (or External policies)** means all policies adopted by Council

**Internal Policies** means all policies that relate to Staff only

**Procedures** are a set of instructions that provide administrative control to give effect to pPolicies.

**Guidelines** are complementary, supporting information or advice or recommended practices

**InfoXpert Magiq** is Council's current electronic record keeping system.

~~Integrated Planning and Reporting Documents and Council's current electronic planning documents as required by Chapter 13 of the Local Government Act 1993.~~

**Policy Register** is Council's suite of adopted policies and procedures

**Public Officer** is ~~the Director Corporate Services and Chief Financial Officer~~ Director – Property & BuildingPlace.

**Fraud** is dishonestly obtaining a benefit or causing a loss (which is more than a trivial benefit or loss) by deception or other means such as the deliberate falsification, concealment, destruction or use of falsified business documents. Examples of fraud include but are not limited to:

- payroll fraud (eg falsifying timesheets, failure to submit leave forms);
- theft or unauthorised use by employees of council resources including plant equipment, inventory and materials (eg unauthorised use of Council vehicles);
- accounts receivable fraud including the misappropriation or misdirection of money received by Council;
- procurement fraud;
- IT-related fraud including misappropriation of funds or other assets through unauthorised access to data, misuse of email, manipulation of information technology systems, and unauthorised use of passwords;

~~by Australian Standards AS8001-2008, is defined as: "Dishonest activity causing actual or potential~~

financial loss to any person or entity including theft of moneys or other property by employees or other persons external to the entity and where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for normal business purpose or the improper use of information or position for personal financial benefit." The theft of property belonging to an entity by a person or persons internal to the entity but where deception is not used is also considered "fraud" for the purpose of this definition. **Corruption and corrupt conduct** will have the same meanings as defined in the Independent Commission Against Corruption Act 1988 (the ICAC Act). Corruption can manifest in numerous ways, examples of which include:

- a. making knowingly inappropriate regulatory decisions such as those related to development, and that result in a Personal Benefit;
- b. applications and enforcement action based on the receipt of a Personal Benefit;
- c. tender contracts awarded to third parties in exchange for receipt of a Personal Benefit;
- d. favourable planning decisions regarding rezoning, Council's local environmental plan or development control plans in exchange for Personal Benefit;
- e. bypassing recruitment procedures to employ friends or family members;
- a. accessing confidential ratepayer information as a favour to a friend or relative;
- f. using a corporate credit-card to pay for unauthorised/ personal items.

## 5. Policy Statement

### 5.1 Key principles

The following key principles underpin the direction of the Governing Body:

- a) human health and safety;
- b) a diverse and competitive industrial base;
- c) the social benefits of work and the importance of full employment;
- d) the importance of education;
- e) ecologically sustainable development;
- f) financial sustainability;
- g) consultative and transparent processes;
- h) social inclusion and particularly reconciliation with Aboriginal peoples;
- i) social justice principles of equity, access, and participation; and
- j) a Council workforce encouraged to innovate, provided with flexible work arrangements and which is healthy, supported, and ~~team-orientated~~team oriented.

Policies which are developed and decisions which are made should be guided by the above key principles.

### 5.2 Principal activities

The functions of the Council are to be divided into the principal activities set out in the following table:

	Principal activity	Function
1	Infrastructure	Local roads, bridges, footpaths, cycle ways, storm water drainage devices and related infrastructure.
2	Utilities	Muswellbrook Water and Waste <del>water</del> and the Waste Management Centre.
3	Emergency Services	Emergency services, fire and flood prevention, protection and mitigation services and facilities.
4	Finance, Corporate Services, <del>Community Engagement</del> & Integrated Planning	Preparation of the budget (including reviews and amendments) for Council adoption; the management of Council's commercial property fund and land and property development. Council policy, corporate services (other than finance), and integrated planning and reporting.
5	Innovation, Land Use Planning Heritage	Fostering innovation and heritage related matters.
6	Community <del>Engagement</del> <del>Services</del>	The planning and delivery of community services other than artistic or cultural related services or services relating to Aboriginal reconciliation.
7	Development Assessment & Regulation	Strategic environmental planning and the making of submissions in relation to developments of Regional or State significance.

	Principal activity	Function
8	Social Inclusion	Delivery of programs for social inclusion.
9	Aboriginal Reconciliation	The on-going reconciliation between Aboriginal and non-Aboriginal peoples.
10	Recreation & Wellbeing	The delivery of wellbeing programs and recreation services.
11	Sport	The delivery of sport services.
12	Arts	The delivery of community services related to arts and culture.
13	Events	Events <u>organized-organised</u> by Muswellbrook Shire Council.
14	Sustainability	Ecological environment and sustainable development.

### 5.3 A shared model of responsibility

Council adopts a shared model of responsibility by electing a councillor to be Council's spokesperson in relation to each Principal Activity. Council has resolved on a shared model of responsibility to:

- a) ~~maximise the effectiveness and efficiency of the Governing Body;~~
- b) ~~promote team work among members of the Governing Body;~~
- c) ~~draw on the unique experiences, capabilities and interests of members of the Governing Body; and to~~
- d) ~~provide effective and efficient leadership between meetings of the Governing Body.~~

~~Council may delegate to a councillor who has been elected as Council's spokesperson in relation to a principal activity, responsibilities for consultation arrangements, communications, preparation of policies, and decision-making between meetings of the Council.~~

### 5.45.3 Policy development

Refer to Council's Policy on Policy Making MSC25E.

Council is developing policies by using a comprehensive policy framework.

#### **New Policy Development and significant changes to existing policy**

~~When a new policy, procedure, or guideline is to be developed or if significant changes to an existing policy are suggested, either by councillorsCouncillors, Council staff, other organisations or members of the community, the following process is to be followed:~~

Category	<del>Approve new and significant amendment</del>		<del>Approve consequential and minor amendment</del>	
	Authority	Reporting requirement	Authority	Reporting requirement
<b>Council Policy</b>	Council	<u>N/A Council for adoption</u>	General Manager in consultation with MANEX	Council for information
<b>Internal Policy and Procedure</b>	General Manager in consultation with MANEX	Council for information	Department Head	MANEX for information
<b>Guideline</b>	Department Head	MANEX for information	Department Head	N/A

## **5.4 Code of Conduct and Code of Meeting Practice**

Refer to Council's *Model Code of Conduct MSC34E* and *Model Code of Meeting Practice*.

### **Policy Register**

~~Council's Policy Register is external policies are publicly available and published on Council's website in accordance with the Government Information (Public Access) Act 2009, should be as readily available as possible.~~

~~Council's The Policy Register must be available and recorded in InfoXpertis recorded in Content Manager.. All external policies must be made available on Council's website.~~

## **5.5 Delegations to Councillors**

Refer to Council's *Section 355 Committee Guidelines MSC22E*.

Any delegation concerning a decision-making function exercisable by a ~~councillor~~Councillor, must include a requirement for consultation with each other ~~councillor~~Councillor prior to the making of a decision, the obtaining and distribution of any advice provided by the General Manager, appropriate record keeping and the reporting of the decision made under delegated authority to the next Ordinary Council Meeting.

If a ~~councillor~~Councillor believes that a decision made under delegated authority is:

- a) not likely to be supported by a majority of ~~councillors~~Councillors; or
- b) likely to be controversial; or
- c) likely to benefit from significant further investigation or advice;

The ~~councillor~~Councillor should refer the matter to the next Ordinary Council Meeting for determination rather than proceed to determine the matter under delegated authority.

A ~~C~~councillor must not make a decision under delegated authority if the ~~C~~councillor holds a pecuniary or significant non-pecuniary interest in relation to the matter.

## **5.6 Financial resourcing of the organisational structure**

~~In addition to any statutory requirements, the Council requires the organisational structure to be presented to Council to allow Council to understand the resources required to provide for it.~~

## **5.75.6 The discharge of representative responsibilities**

Councillors may be requested to attend a number of different events in a civic capacity and care should be taken to consider in what role the ~~councillor~~Councillor is attending.

### **Representing the community**

Where a ~~councillor~~Councillor represents the Council at a ceremonial or commemorative occasion, the Council notes that, generally, the invitation is as a civic representative of the whole community rather than as a representative of the Governing Body. Councillors on these occasions should discharge their duties in a non-political and non-partisan manner. Citizenship ceremonies will be conducted in accordance with all Federal Government regulations as amended from time to time.

### **Representing the Governing Body**

Where a ~~councillor~~Councillor represents the Governing Body at an event other than on a ceremonial or commemorative occasion, the ~~councillor~~Councillor should take care to distinguish between a personal position of that ~~councillor~~Councillor and the position of the Governing Body. These events are important opportunities for the Governing Body to inform the wider community of its positions and policies and ~~councillors~~Councillors should, where possible, take the opportunity to engage the community in discussion on those matters.

#### A personal event

Where a ~~councillor~~ Councillor attends a function or event in a personal capacity, care should be taken to distinguish between personal positions of that ~~councillor~~ Councillor and the position of the Governing Body.

#### Community Consultative Committees (CCC)

Where the Council is requested to appoint a representative to a Community Consultative Committee established in accordance with the *Community Consultative Committee Guideline: State Significant Projects January 2019* (as amended or replaced), any appointment will be ~~on a limited basis. Unless expressly provided to the contrary by~~ in accordance with the instrument of appointment, ~~it shall be a condition of all such appointments by the Council that the appointee is in no way empowered to make representations or do acts or things by or on behalf of, or that otherwise bind, the Council.~~ Absence ~~In the absence of~~ an express written delegation, the Governing Body cannot be taken to have delegated any of its powers or functions to an appointee.

#### 5.85.7 Order of flags

Council will observe the protocols adopted by the Commonwealth for the flying of the Australian National Flag, the Aboriginal Flag, the Torres Strait Islander Flag and all other recognised flags.

#### 5.95.8 Recognition of first peoples

It is Council's policy that the Chairperson of the Local Aboriginal Land Council be recognised as the holder of an honorary civic office. It is Council's policy that at Council events an appropriate acknowledgment of the local Aboriginal peoples as the traditional owners of the land ~~take place~~ and that an appropriate acknowledgement of elders, ~~both past and present~~, takes place. Council acknowledges the local civic traditions of the Aboriginal people exist side by side with the European civic tradition adopted by Council. Refer to Council's Acknowledgement of Country Protocol Statement.

#### 5.105.9 Opening of Council term

The first Ordinary Council Meeting following a General Election will be marked by a formal opening of term. The Chairperson of the Local Aboriginal Land Council and a representative of the local clergy should be invited, on such occasions, to give a welcome to country and read the civic prayer (or variation) respectively. Representatives from community groups and associations should receive a written invitation to attend.

#### 5.115.10 The honorary office of Emeritus Mayor

Council may resolve to appoint a person to the honorary office of Emeritus Mayor provided that the person:

- (a) has served as mayor for a minimum of three years;
- (b) has made an outstanding contribution to the Shire;
- (c) is retired from public life; and
- (d) is ready, willing and able to perform ceremonial functions on behalf of the Council.

The role serves as a mechanism for seamless transition between elected councils, the proper acknowledgement of contributions by retired mayors, and an encouragement to retired mayors to contribute to the further advancement of the Shire in retirement.

The creation of an office of Emeritus Mayor also provides a mechanism by which Council can be represented at significant community events where serving ~~councillors~~ Councillors are unable to attend. Such events are typically arranged by members of the community. Serving ~~councillors~~ Councillors may be reluctant to attend such events because of a desire to bring an impartial mind to the exercise of a responsibility concerning that member of the community (or a sponsor) in the future.

Any expenses incurred by the Emeritus Mayor in the performance of his or her representative

function will be funded from the elected Mayor's allowance.

#### **5.125.11 The use of Council's Coat of Arms**

##### Use of the Council's Coat of Arms

The Shire's Coat of Arms is to be used generally where the whole community is the subject of the representation rather than the Governing Body or the corporate entity of Council. The Coat of Arms should be used on civic documents in which a ceremonial or commemorative function is certified.

No other body or organisation is permitted to use the Council's Coat of Arms without the written approval of the Council.

#### **5.135.12 The Council's corporate logo**

##### The Council logo

The General Manager may set a corporate logo and brand from time to time. The Council's logo is to be used generally where the Governing Body or the Council as a corporate entity is the subject of the representation rather than the Shire community as a whole. The General Manager may authorise, from time to time, a protocol for the use of the corporate logo by Council officers.

#### **5.145.13 Certain functions to be exercised independently of the Governing Body**

In addition to functions required by law to be exercised for the Council by the General Manager or Public Officer, it is Council's policy that the following additional functions of Council have autonomy from the decision-making of the Governing Body:

- (a) The purchase of art works by or the selection of works for exhibition at, the Upper Hunter Regional Art Gallery;
- (b) The purchase of books or education material by the Upper Hunter Regional Library;
- (c) The investigation, prosecution or sanctioning of any person under any regulatory power other than a power relating to the Council's Code of Conduct or Code of Meeting Practice.

None of the above limits, however, the Governing Body's exercise of a budgetary function to limit or extend the resources applied to the above functions.

#### **5.155.14 Gifts, Bribes & Benefits**

##### Refer to Council's Gifts, Bribes & Benefits Policy B15/1.

~~It is the position of Council, where possible and regardless of the value, that gifts and benefits be respectfully declined. In a situation where it would be rude or inappropriate to do so, the gift or benefit must be reported to the General Manager, Public Officer or Mayor as soon as practicable after the event.~~

~~Under no circumstances should a gift be accepted over the token value.~~

~~For the purposes of this policy, a reference to a gift, bribe or benefit does not include a political donation or contribution to an election fund that is subject to the provisions of the relevant election funding legislation.~~

~~Under no circumstances is an offer of cash or cash-like alternative (bribe), defined in Council's Code of Conduct, to be accepted.~~

~~For the purposes of this policy "token value" is described as goods and/or services with a value of less than \$20100, as defined in Council's Code of Conduct.~~

##### i. Token value

~~Some examples of gifts and benefits having token value are cheap marketing trinkets or corporate mementos and may include the following:~~

- ~~a) Inexpensive pens and pencils;~~

- b) — Notepads;
- c) — Key rings;
- d) — Diaries; and
- e) — Computer mouse pads.

ii. More than Token value

Some examples of gifts and benefits having more than token value include:

- a) — Tickets to sporting events or other entertainment;
- b) — Goods and items donated to Council and employee functions;
- c) — Meals or hospitality over “token” value;
- d) — Discounted products for personal use;
- e) — Use of facilities such as gyms and holiday homes;
- f) — Free or discounted travel;
- g) — Free “training excursions”;
- h) — Obtaining fly-buys, frequent flyer points etc. as a consequence of Council transactions; and
- i) — Lucky door prizes or competition prizes.

1. As a council official, you must not by virtue of your position acquire a personal benefit or advantage which has a monetary value, other than one of a token value.

2. You must not seek or accept any payment, gift or benefit intended or likely to influence you, or that could be reasonably perceived by an impartial observer as intended or likely to influence you to:

- i. act in a particular way (including making a particular decision);
- ii. fail to act in a particular circumstance; and
- iii. otherwise deviate from the proper exercise of your official duties.

You may, however it is not recommended, accept gifts or benefits of token value that does not create a sense of obligation on your part. Council officials must complete a Gifts, Bribes and Benefits declaration form for all gifts that could potentially be of token value.

It is Council's preferred position that:

- i. — gifts and benefits not be offered to council officials;
- ii. — gifts and benefits are not to be solicited;
- iii. — gifts and benefits should be actively discouraged by council officials; and
- iv. — people doing business with Council should understand that they do not need to offer gifts or benefits to council officials to get high quality service (Council policy Business Ethics B45/1 provides further information).

From time to time council officials may purchase gifts or provide certain benefits to visiting dignitaries, such as Government Ministers. A common sense commonsense approach to gifts or benefits provided in such situations should be exercised. The appropriateness of gifts being purchased should be meaningful and of local significance rather than a lavish gift which can create a sense of obligation on the other party.

i. All gifts purchased for visiting dignitaries should be approved by the General Manager or Mayor and be within the council official's delegation of authority.

ii. All gifts purchased for visiting dignitaries will be recorded in Council's Gifts Register in the

same manner as a council official would receiving a gift.

The purchasing of gifts for awards or prizes part of a competition or event hosted or in conjunction with Council is not subject to this policy.

## 5.165.15 **Fraud and Corruption**

Refer to Council's *Fraud and Corruption Control Policy MSC18E*.

The Muswellbrook Shire Council is committed to protecting its revenue, expenditure and assets from any attempt by members of the public, contractors, agents, intermediaries, volunteers, Councillors and staff to gain financial or other benefits by deceit, bias or dishonest conduct.

The Council's commitment to fraud and corruption control will be managed by ensuring that fraudulent or corrupt activity is discouraged, conflict of interests are avoided, and auditing systems are in place to deter and/or identify corrupt activities.

In accepting its responsibility of good governance, Council will set the example for honesty and integrity in the provision of services to the community and the management of the council.

### **Roles and Responsibilities**

Responsibility for fraud prevention rests with all levels of management, Councillors, staff, volunteers and agency or contractors who represent the Council and who collectively must accept ownership of the controls relative to this policy. All parties must comply with the policy.

### **Executive Group**

The Executive Group has principal responsibility for fraud and corruption control to ensure compliance with the Standards and Guidelines and that appropriate governance structures are in place.

### **Directors**

Directors have a responsibility to;

- Identify risk exposures to corrupt and fraudulent activities within their department;
- Establish controls and procedures for prevention and detection of such activities;
- Provide guidance and instructions to all staff relative to responsibilities and fraud and corruption reporting requirements;
- Maintain effective auditing and reporting on key financial systems;
- Undertake a risk assessment on fraud and corruption control every two years or when a major change occurs;
- Implement action plans identified in risk assessments to eliminate or reduce the risk of fraud and corruption;

Directors will ensure that all contractors working for their department are aware of Council's *MSC18E Fraud and Corruption Control Policy* and that it is incorporated into the contract. This will ensure that all contractors are made aware of their responsibilities and acceptable behaviour whilst conducting work for Council.

### **Staff/Contractors/Volunteers**

Staff/contractors/volunteers shall assist in the identification of risk exposures to corrupt and fraudulent activities in the workplace and the immediate reporting of the possible activities.

### **Councillors**

Councillors shall be aware of this policy along with what fraud and corruption is and the consequences associated when undertaking fraudulent or corrupt activities.

**Probity** — the handling of third party commercial in confidence information

Where any member of the Elected Arm of Council has a significant pecuniary interest in a party tendering to perform Council work or services, Council shall delegate the determination of the tender to a Determination Committee consisting of at least three senior staff members selected by the General Manager and who have not been directly connected with the assessment of the tender.

- 1.—
2. For the purposes of 1, a significant pecuniary interest means:
  - (a) ownership—including part ownership; or
  - (b) control; or
  - (c) the holding of a senior management or executive position within the tendering party.
3. It shall be a condition of every tender that the tendering party shall not lobby, or attempt to lobby, whether directly or through a third party, a councillor Councillor or a member of staff with respect to the tender;
4. It shall be a condition of every tender that the tendering party shall not cause or attempt to cause, whether directly or indirectly or through any servant or agent the tender process to be brought into disrepute;
5. It shall be a condition of every tender that the tenderer shall ensure that any employee, servant or agent who is a councillor Councillor of the Muswellbrook Shire Council declares that pecuniary interest and requests the Council withhold confidential information relating to other tenderers from being made available to that employee, servant or agent;
6. That for the purpose of 5, Council must have notified any such councillor Councillor of a reasonable apprehension that if the councillor Councillor does not declare a pecuniary interest and requests the Council withhold confidential information relating to other tenderers, that their employer or a person for whom they are performing work may be disqualified from a tender;
7. It shall be a condition of every tender that any breach of conditions 3, 4 or 5 shall disqualify the tendering party which caused that breach.

#### Training

Councillors and staff members will be informed of Council's MSC18E Fraud and Corruption Control Policy and this Policy and the consequences arising from fraud and corruption, and who to speak to if they suspect fraud and/or corruption is occurring. Training on the conduct of risk assessment will also be provided by the Risk management Committee. This policy Policy shall be included in the induction program for new staff members.

#### Fraud and Corruption Risk Assessment

The Council's commitment to fraud and corruption control will be met by identifying opportunities for fraud and corruption, and implementing risk avoidance, prevention, minimization procedures in day to day day to day operations and showing coverage in Council's risk register.

### **5.175.16 Assessment and determination of planning applications made by Council, Councillors and Designated Staff Members**

Refer to Council's Council Development Conflict of Interest Management Policy MSC35E.

#### Context

### **5.17 Councillor Expenses and Facilities**

Refer to Council's Councillor Expenses and Facilities Policy MSC02E.

### **5.18 Internal Reporting**

Refer to Council's Internal Reporting – Public Interest Disclosures Policy MSC16E.

### **5.19 Councillor Meetings with Developers and Lobbyists**

Refer to Council's Councillor Meetings with Developers and Lobbyists Policy MSC17E.

### **5.20 Provision of Information to and Interaction Between Councillors and Staff**

Refer to Council's Provision of Information to and Interaction Between Councillors and Staff Policy

## C42/2.

The Model Code of Conduct contains the following relevant provisions:

- ~~Clauses 3.13 and 3.14 impose obligations on Councillors and Council staff members to ensure that development assessment decisions are properly made, that any occasion for suspicion of improper conduct in the course of exercising development assessment functions is avoided and that no action, statement or communication conveys any suggestion of willingness to improperly provide concessions or preferential or unduly unfavourable treatment;~~
- ~~Clause 5.28 provides that, in dealing with Council in a personal capacity, a Councillor or Council staff member must not expect or request preferential treatment or engage in any action that could lead members of the public to believe that such treatment is being sought; and~~
- ~~Clause 5.29 requires that, in dealing with council in a personal capacity, a Councillor or Council staff member must undertake those dealings in a manner consistent with the manner in which other members of the community deal with the council.~~

### Policy Statement

In order to maintain public confidence in, and the integrity of, Council's planning assessment and determination processes, this Policy will apply to all planning applications<sup>1</sup> made to Council by or on behalf of:-

- (i) ~~Councillors or Designated Staff<sup>2</sup> in a personal capacity; or~~
- (ii) ~~Council in any other capacity.~~

The following arrangements apply:

#### **~~Planning applications with a capital investment value of less than \$25,000 made by Council, Councillors or Designated Staff:~~**

- ~~Will be assessed by qualified Council Staff; and~~
- ~~Are to be determined by the General Manager or Director Environment and Planning Executive Manager Environmental and Planning Services.~~

#### **~~Planning applications with a capital investment value of more than \$25,000 but less than \$150,000 made by Councillors (not including the Mayor) or Designated Staff (not including the General Manager):~~**

- ~~Will be assessed by qualified Council Staff; and~~
- ~~Are to be determined by either the Development Assessment Committee of Council or the elected Council.~~

#### **~~Planning applications with a capital investment value of \$150,000 or greater made by Councillors (not including the Mayor) or Designated Staff (not including the General Manager):~~**

- ~~Are to be referred to a suitably qualified third party for an independent external assessment. The cost of the external assessment will be met by Council; and~~
- ~~Are to be determined by either the Development Assessment Committee of Council or the elected Council.~~

#### **~~Planning applications with a capital investment value of less than \$25,000 made by the Mayor or General Manager:~~**

- ~~Will be assessed by qualified Council Staff;~~
- ~~The Assessment will be reviewed by a qualified external third party; and~~
- ~~Upon receipt of the outcomes of the review by the qualified external third party, determined by the Director Environment and Planning Executive Manager Environmental and Planning Services.~~
- **~~Planning applications with a capital investment value of more than \$25,000 but less than \$150,000~~**

<sup>1</sup> For the purposes of this policy, "planning application" includes an application for consent under Part 4 of the *Environmental Planning and Assessment Act 1979*, a request for a modification under s4.55(2) and an application for a certificate required pursuant to s 6.23 of that Act, where the certificate is being requested to enable an Occupation Certificate to be issued.

<sup>2</sup> Pursuant to clause 4.8 of the Model Code of Conduct.

~~made by Council, the Mayor or the General Manager: Will be assessed by qualified Council Staff;~~

- ~~• The Assessment will be reviewed by a qualified external third party; and~~
- ~~• Upon receipt of the outcomes of the review by the qualified external third party, determined by either the Development Assessment Committee of Council or the elected Council.~~

**Planning applications with a capital investment value of \$150,000 or greater made by Council, the Mayor or the General Manager:**

- ~~• Are to be referred to a suitably qualified third party for an independent external assessment. The cost of the external assessment will be met by Council.~~
- ~~• Are to be determined by the elected Council.~~

**Applications for Building Information Certificates made by Councillors (not including the Mayor) or Designated Staff (not including the General Manager)**

- ~~• Will be assessed by qualified Council Staff; and~~
- ~~• Are to be determined by the General Manager or Director Environment and Planning Executive Manager Environmental and Planning Services.~~

**Applications for Building Certificates made by Council, the Mayor, or General Manager**

- ~~• Will be assessed by qualified Council Staff;~~
- ~~• The Assessment will be reviewed by a qualified external third party; and~~
- ~~• Upon receipt of the outcomes of the review by the qualified external third party, determined by the Director Environment and Planning Executive Manager Environmental and Planning Services~~

~~For the purposes of these arrangements:~~

- ~~• In the case of arrangements where either the General Manager or the Executive Manager Director Environment and Planning Environmental and Planning Services may determine a planning application and *one* of those officeholders declare an interest in respect of the application or is otherwise unable to determine the application: that application may only be determined by the other officeholder;~~
- ~~• In the case of arrangements where either the General Manager or the Director Environment and Planning Executive Manager Environmental and Planning Services may determine a planning application and *both* of those officeholders declare an interest in respect of the application or is otherwise unable to determine the application: that application may be determined by the Development Assessment Committee of Council;~~
- ~~• In the case of arrangements where the Director Environment and Planning the Executive Manager Environmental and Planning Services may determine a planning application and he or she declares an interest in respect of the application or is otherwise unable to determine the application: that application may be determined by the Development Assessment Committee of Council.~~

~~For the avoidance of doubt, nothing in this Policy prevents Council from applying these arrangements or similar to applications to which this Policy does not apply.~~

~~General conduct in respect of planning applications~~

- ~~(i) Council must undertake its dealings in respect of planning applications made by it in a manner consistent with the manner in which way other members of the community deal with Council.~~
- ~~(ii) Councillors and Council staff must, in respect of planning application matters, conduct themselves in accordance with their obligations under law, including the Code of Conduct.~~

## 6. Delegations

The Mayor and General Manager are authorised to interpret and implement this [policy](#) ~~Policy~~.

The Deputy Mayor is authorised to interpret and implement this [policy](#) ~~Policy~~ together with the General Manager on matters involving the Mayor.

~~The General Manager is authorised, pursuant to Section 3 of the Local Government Act 1993, to allow a matter that does not conform with a policy to proceed if the General Manager is of the opinion that the variation from the Policy policy is of minor nature. Variations to a Procedure procedure do not require Council endorsement if it does not significantly affect the policy.~~

## 7. Dispute Resolution

A Councillor shall notify the Mayor in writing of any dispute in relation to this ~~policy~~Policy. A meeting shall be held between the Councillor, Mayor and the General Manager to discuss the dispute. A remedy should be reached within two weeks of the notification. If the matter remains unresolved, independent dispute resolution advice may be sought.

In any situation where a request, dispute or payment involves the Mayor, the Deputy Mayor will be required to authorise the process.

## 8. Related Documents

### 8.1 Legislation

- Local Government Act 1993
- ~~Government Information (Public Access) Act 2009~~
- ~~Crimes Act 1900~~
- ~~Australian Standard on Fraud control~~Control and Corruption controls (AS8001:2008)
- ~~Australian Standard in Risk management (AS 4360:2004)~~
- ICAC Direct Negotiations: Guidelines for Managing Risks 2018

### 8.2 Policies and Procedures

- ~~Policy on Policy Making MSC25E – Doc ID 893605~~
- ~~Model Code of Conduct MSC34E – Doc ID 1436817~~
- ~~Model Code of Meeting Practice – Doc ID 955841~~
- ~~Section 355 Committee Guidelines MSC22E – Doc ID 1298908~~
- ~~Gifts, Bribes & Benefits Policy B15/1 – Doc ID 1370111~~
- ~~Fraud and Corruption Control Policy MSC18E – Doc ID 1240663~~
- ~~Council Development Conflict of Interest Management Policy MSC35E – Doc ID 1473179~~
- ~~Councillor Expenses and Facilities Policy MSC02E – Doc ID 919536~~
- ~~Internal Reporting – Public Interest Disclosures Policy MSC16E – Doc ID~~
- ~~Councillor Meetings with Developers and Lobbyists Policy MSC17E – Doc ID 1127313~~
- ~~Provision of Information to and Interaction Between Councillors and Staff Policy C42/2 – Doc ID 811786~~
- ~~Procedures for the Administration of the Model Code of Conduct – Doc ID 429616~~
- 

### 8.3 Other Supporting Documents

- ~~Acknowledgement of Country Protocol Statement – Doc ID 604351~~
- ~~Procedure on Policy Development~~
- ~~Muswellbrook Shire Council Code of Conduct~~
- ~~Muswellbrook Shire Council Procedures for Administration of the Code of Conduct~~
- ~~MSC18E Fraud and Corruption Control Policy~~

## 9. Version History

Version No.	Date changed	Modified by	Amendments made
1	26/05/2020	Council	Adopted by Council 26/5/20, minute number 358
2	21 May 2020	Policy Officer	Amendments to sections 5.7 & 5.16
8	20 May 2022	Manager Governance	<ol style="list-style-type: none"> <li>1. <a href="#">Multiple minor typographical and grammatical corrections;</a></li> <li>2. <a href="#">Update Magiq as Council's electronic record keeping system;</a></li> <li>3. <a href="#">Identify the Director Corporate Services and Chief Financial Officer as Council's Public Officer;</a></li> <li>4. <a href="#">Update definitions of Fraud and Corruption to align with MSC18E Fraud and Corruption Control Policy</a></li> <li>5. <a href="#">Remove mention of Councillor Spokespersons (5.3 A shared model of responsibility);</a></li> <li>6. <a href="#">Include report to Council for approval of new and significantly amended policies;</a></li> <li>7. <a href="#">Update "token value" as goods and/or services with a value of less than \$100, in alignment with Council's Code of Conduct;</a></li> <li>8. <a href="#">Update position title Director Environment and Planning;</a></li> <li>9. <a href="#">inclusion of MSC18E Fraud and Corruption Control Policy in associated Council Documentation;</a></li> <li>10. <a href="#">Update Document/ Department owner</a></li> </ol>
9	20 April 2023	Business Improvement Officer	<p><a href="#">Removed policy information that is duplicated in other Governance policies and inserted reference to the separate policy in the sections:</a></p> <ul style="list-style-type: none"> <li>• <a href="#">Policy Development</a></li> <li>• <a href="#">Gifts, Bribes &amp; Benefits</a></li> <li>• <a href="#">Fraud and Corruption</a></li> <li>• <a href="#">Assessment and and determination of planning applications made by Council, Councillors and Designated Staff Members</a></li> </ul> <p><a href="#">Inserted references to other Governance policies including:</a></p> <ul style="list-style-type: none"> <li>• <a href="#">Model Code of Conduct</a></li> <li>• <a href="#">Model Code of Meeting Practice</a></li> <li>• <a href="#">Section 355 Committee Guidelines</a></li> <li>• <a href="#">Councillor Expenses and Facilities Policy</a></li> <li>• <a href="#">Internal Reporting – Public Interest Disclosures Policy</a></li> <li>• <a href="#">Councillor Meetings with Developers and Lobbyists</a></li> <li>• <a href="#">Provision of Information to and Interaction Between Councillors and Staff</a></li> </ul> <p><a href="#">Updated formatting to match current template</a>  <a href="#">Updated Related Documents section</a></p>



**DRAFT**  
**Communications and Media Policy** **Draft Communications and Media Policy MSC048E for Public Exhibition**

**Attachments: Draft Communications and Media Policy**

1. DRAFT Communications and Media Policy MSC048E [10.4.4.1 - 16 pages]
2. Policy C 34-1 - Media Delegations Policy [10.4.4.2 - 6 pages]

**Responsible Officer: Shaelee Welchman**

Derek Finnigan - General Manager  
Shaelee Welchman - Director - Community & Economy

**Author: Christine Middleton**

Coordinator Communications and Media.

**Community Plan Issue:**

6 - Community Leadership

**Community Plan Goal:**

Collaborative and responsive leadership that meets the expectations and anticipates the needs of the community.

**Community Plan Strategy:**

- 6.1.3 - Enhance Council's communication with the community to build awareness and understanding of Council's activities and community needs.
- 6.2.5 - Implement a comprehensive and targeted business improvement program.
- 6.1.3.1 - Digital media strategy revised and implemented.
- 6.2.5.2 - Review the policy management framework.

---

**PURPOSE**

To seek endorsement from Council to place the attached *DRAFT Communications and Media Policy* on public exhibition for a period of 28 days.

**OFFICER'S RECOMMENDATION**

1. Council endorses the attached *DRAFT Communications and Media Policy* to be placed on public exhibition via Council's website for a period of 28 days; and
2. A further report be submitted to Council for consideration of submissions received during the exhibition period.

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

**BACKGROUND**

It is the intention of Muswellbrook Shire Council to communicate effectively with the community by providing information that is accurate, relevant, timely, clear and concise, and that is available in a variety of formats to suit the requirements and preferences of the community.

Council strives to utilise communication as an opportunity to reinforce and improve its reputation as an honest, open, trustworthy, respectful, fair, and equitable organisation. Council will maintain systems and procedures to facilitate the creation, distribution, capture, and review of communications. Communication tools assist Council in carrying out



productive community engagement, effectively promote its services, programs and activities, and remain compliant with all relevant legislation, standards, and codes.

By ensuring that key communications are disseminated through appropriate channels, Council can ensure that it meets its responsibilities under legislative requirements to which Council is bound, specifically the *Local Government Act 1999*.

Under section 58 of the *Local Government Act 1999*, the principal member, the Mayor, has the responsibility to act as the official spokesperson of the Council. The Mayor can also delegate this responsibility to the General Manager and other approved persons.

The *State Records Act 1997* outlines responsibility for the capture and maintenance of records created to inform about, promote, or advertise Council programs, services, and activities. Records created under this policy need to be captured and maintained in accordance with the *State Records Act 1997* and *General Disposal Schedule 20* as per all other records held by Council.

## CONSULTATION

MANEX

General Manager

Director Community and Economy

Coordinator Communications and Media

Digital Media Officer

Business Improvement Officers

## REPORT

The *Draft Communications and Media Policy* (the Policy) is a new policy informed by the Office of Local Government *Model Media Policy 2022* and *Model Social Media Policy 2022*.

The Policy aims to assist with creating a consistent look and feel across the diverse activities of Council, leading to the delivery of strong and consistent communications and corporate identity.

The Policy is structured in two parts: Part 1 Communications and Media and Part 2 Social Media. The Policy has been set out to ensure all communication guidelines are easily accessible from one document.

Council has an outdated Media Delegations Policy (attachment 2) which was adopted in 2015 and will become superseded if the new *Draft Communications and Media Policy* is adopted.

## OPTIONS

Council may:

1. Resolve to endorse the attached *DRAFT Communications and Media Policy* for public exhibition; or
2. Request amendments to the attached *DRAFT Communications and Media Policy* prior to public exhibition.

## CONCLUSION

It is recommended that Council endorses the attached *DRAFT Communications and Media Policy* for public exhibition.



### **SOCIAL IMPLICATIONS**

Improved communications with the Shire community.

### **FINANCIAL IMPLICATIONS**

Costs associated with website maintenance and paid advertising.

### **POLICY IMPLICATIONS**

Nil known.

### **STATUTORY IMPLICATIONS**

Freedom of Information Act 1991

Local Government Act 1993

State Records Act 1998

Government Information (Public Access) Act 2009

Privacy and Personal Information Protection Act 1998

Health Records and Information Privacy Act 2002

Work Health and Safety Act 2011

### **LEGAL IMPLICATIONS**

Nil known.

### **OPERATIONAL PLAN IMPLICATIONS**

6.2.5.2 Review the policy management framework

6.1.3.1 Digital media strategy revised and implemented

### **RISK MANAGEMENT IMPLICATIONS**

Nil known.

### **WASTE MANAGEMENT IMPLICATIONS**

Nil known.

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

The Policy will allow for improved and effective community/media engagement and public exhibition via Council's website will provide the Community with an opportunity to make submissions.



**muswellbrook  
shire council**

# DRAFT Communications and Media Policy

MSC048E

## Authorisation Details

<b>Authorised by:</b>		<b>Internal/External:</b>	External
<b>Date:</b>		<b>Minute No:</b>	
<b>Review timeframe:</b>	4 years	<b>Review due date:</b>	
<b>Department:</b>	Economy and Community		
<b>Document Owner:</b>	Coordinator Media and Communications		
<b>Community Strategic Plan Goal</b>	6: Collaborative and responsive leadership that meets the expectations and anticipates the needs of the community		
<b>Community Strategic Plan Strategy</b>	6.1: Enable genuine and well-informed community participation in decision making		

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DRAFT

# 1 Policy Objective

This policy describes Muswellbrook Shire Council's principles and framework for Communications, Media and Social Media.

The Policy is structured in two parts: Part 1 Communications and Media and Part 2 Social Media.

# 2 Scope

This policy applies to all Council Officials.

# 3 Enforcement

Clause 3.1(b) of Council's *Model Code of Conduct* provides that Council Officials must not conduct themselves in a manner that is contrary to statutory requirements or Council's administrative requirements or policies. A breach of a policy may also constitute a breach of Council's Code of Conduct.

# 4 Definitions

In this Communications and Media Policy, the following terms mean:

Term	Definition
<b>Authorised User</b>	members of Council staff who are authorised by the General Manager to upload content and engage on the Council's social media platforms on Council's behalf
<b>Council</b>	Muswellbrook Shire Council
<b>Council Official</b>	Councillors, members of staff and delegates of the Council (including members of committees that are delegates of the Council)
<b>Councillor</b>	a current elected member of Muswellbrook Shire Council
<b>DMO</b>	Council's Digital Media Officer
<b>Media and Communications Coordinator</b>	a Council Official appointed to this position
<b>Media</b>	print, broadcast and online media used for communicating information to the public, including, but not limited to, newspapers, magazines, internet platforms, radio, and television broadcasters
<b>Minor</b>	for the purpose of this policy, is a person under the age of 18 years
<b>Personal Information</b>	information or an opinion (including information or an opinion forming part of a database and whether recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion
<b>Social Media</b>	online platforms and applications, such as but not limited to social networking sites, wikis, blogs, microblogs, video and audio sharing sites, and message boards, that allow people to easily publish, share and discuss content. Examples of social media platforms include, but are not limited to Facebook, Twitter,

Snapchat, LinkedIn, Yammer, YouTube, Instagram, Flickr and Wikipedia

## 5 Principles

At the heart of the Communications and Media Policy are the six 'principles' of media and social media engagement.

Muswellbrook Shire Council is committed to upholding and promoting the following principles:

**Openness** Council will ensure that we promote an open exchange of information between our Council and the media.

Our social media platforms are places where anyone can share and discuss issues that are relevant to our Council and the community we represent and serve.

**Relevance** We will ensure our social media platforms are kept up to date with informative content about our Council and community.

**Consistency** We will ensure consistency by all Councillors and staff when communicating with the media.

**Accuracy** The information Council shares with the media and the content we upload onto our social media platforms and any other social media platforms will be a source of truth for Council and the community and we will prioritise the need to correct inaccuracies when they occur.

**Respect** Our social media platforms are safe spaces. We will uphold and promote the behavioural standards contained in this policy and our Council's code of conduct when using our social media platforms and any other social media platform.

**Timeliness** We will ensure that we respond to media enquiries in a timely manner.

These principles underpin every aspect of a Council's media and social media activity and Council Officials must commit to upholding them.

# Part 1 Communications and Media

## 6 Introduction

### 6.1 Media – opportunities and challenges

The Communications and Media Policy has been developed to provide a framework to assist Council when dealing with the media and to ensure that media engagement by Councillors and staff is consistent, accurate and professional and enhances Council's reputation.

Effective media engagement can assist Council in keeping their community informed, explain decisions and to promote community confidence in Council and its decisions.

The term "media" in this policy means print, broadcast and online media used for communicating information to the public, including, but not limited to, newspapers, magazines, internet platforms, radio, and television broadcasters.

How Council is portrayed in the media impacts greatly on how the organisation is perceived. Media can be an effective tool to promote Council programs, events, and initiatives. In addition, media can be invaluable in times of crisis or emergency when information needs to be communicated to the public.

Despite its obvious benefits, media also presents a variety of challenges and risks. These include:

- maintaining the accuracy, reliability, and integrity of information
- ensuring confidential information is managed appropriately, and
- the increased exposure and risk to reputation where information is not managed appropriately.

## 7 Administrative Framework

The Communications and Media Coordinator's role is to:

- be the lead point of contact for all media enquiries, requests for interviews, requests to film or photograph council staff, facilities or events for news and current affairs purposes.
- be responsible for preparing media statements.
- liaise with relevant staff members within the organisation where appropriate.
- ensure that media statements are approved by the General Manager or appropriate Director prior to their release.
- monitor media enquiries and responses.
- ensure that media organisations and their representatives are treated professionally, equally and without bias.
- ensure that media enquiries are dealt with promptly.
- ensure that all media releases are published on the Council's website.

### 7.1 Who can engage with the media?

The General Manager is the official spokesperson for the Council on operational and administrative matters and may delegate other council staff to speak on Council's behalf where

appropriate, (for example, where the delegated staff member has professional expertise regarding the subject matter, or the General Manager is unavailable).

The Mayor is the principal member and spokesperson of the governing body of the Council, including representing the views of the Council as to its local priorities (section 226(c) of the *Local Government Act 1993*). If the Mayor is unavailable, the Deputy Mayor may act as the Council's spokesperson. The Mayor may delegate their role as spokesperson to other Councillors where appropriate, (for example, where another Councillor is best placed to comment, because the issue is of particular interest to them, or it is within their area of expertise).

As members of the governing body and representative of the community, Councillors are free to express their personal views to the media. When engaging with the media Councillors:

- must not purport to speak for the Council unless authorised to do so.
- must clarify when speaking to the media that they are expressing their personal views as an individual Councillor and that they are not speaking for Council (unless authorised to do so).
- must uphold and accurately represent the policies and decisions of Council.
- must not disclose Council information unless authorised to do so, and
- must seek information and guidance from the General Manager/ Communications and Media Coordinator where appropriate before providing comment to the media to ensure they have the most up-to-date and relevant information and have considered reputational or other risks.

Where Councillors (including the Mayor) become aware of potential issues that could result in media interest, they should provide this information to the General Manager/ Communications and Media Coordinator at the earliest convenience.

## 7.2 Council Staff

Council staff must not speak to the media about matters relating to the Council unless authorised by the General Manager to do so.

If Council staff receive a media enquiry or they are invited to comment to the media on a matter relating to the Council, they must refer the enquiry to the General Manager.

Council staff are free to express their personal views to the media on matters that do not relate to the Council, but in doing so, must not make comments that reflect badly on the Council or that bring it into disrepute.

## 7.3 Conduct standard when engaging with media.

Council Officials must comply with Council's *Code of Conduct* when engaging with the media in an official capacity or in connection with their role as a Council Official.

Council Officials must not share information or make comments to the media through either direct or indirect mechanisms that:

- are defamatory, offensive, humiliating, threatening, or intimidating to other Council Officials or members of the public.
- contains profane language or is sexual in nature.
- constitutes harassment and/or bullying within the meaning of Council's *Model Code of Conduct* or is unlawfully discriminatory.

- is contrary to their duties under the *Work Health and Safety Act 2011* and their responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety.
- contains content about the Council, Council Officials or members of the public that is misleading or deceptive.
- divulges confidential Council information.
- breaches the privacy of other Council Officials or members of the public.
- contains allegations of suspected breaches of Council's *Code of Conduct* or information about the consideration of a matter under the Council's *Procedures for the Administration of the Model Code of Conduct*.
- could be perceived to be an official comment on behalf of the Council where they have not been authorised to make such a comment.
- commits the Council to any action.
- violates an order made by a court.
- breaches copyright.
- advertises, endorses, or solicits commercial products or business.

#### 7.4 Use of media during emergencies

During emergencies, such as natural disasters or public health incidents, the General Manager and Communications and Media Coordinator will be responsible for coordinating media releases and statements on behalf of the Council.

Councillors, Council staff and other Council Officials must not provide comment or information to the media that is inconsistent with official advice issued by the Council and any other agency coordinating the emergency response.

#### 7.5 Media engagement in the lead up to the elections

This policy does not prevent the Mayor or Councillors who are candidates at a Council or any other election from providing comment to the media in their capacity as candidates in an election.

Any media comment provided by the Mayor or Councillors who are candidates at a Council or other election, must not be provided any advertisement, newspaper column, radio or television broadcast paid for by the Council or produced by Council with Council resources.

Under Council's Code of Conduct section 8.18, council letterhead, council crests, council email or social media or other information that could give the appearance it is official Council material must not be used: a) for the purpose of assisting your election campaign or the election campaign of others, or b) for other non-official purposes.

#### 7.6 Records management requirements

Media content created and received by Council officials acting in their official capacity is a Council record and may be subject to information access applications made under the *Government Information (Public Access) Act 2009*. These records must also be managed in accordance with the requirements of the *State Records Act 1998* and Council's approved records management policies and practices.

## Part 2 Social Media

### 8 Introduction

#### 8.1 Social media opportunities and challenges

Social media is at the heart of modern communication. Since its inception, social media has grown in popularity and influence and is now fundamental to not just how people interact with one another, but also to how we work, play and consume information and ideas.

Social media can be broadly defined as *online platforms and applications - such as social networking sites, wikis, blogs, microblogs, video and audio sharing sites, and message boards - that allow people to easily publish, share and discuss content*<sup>1</sup>. Significantly, one of social media's key features is its unprecedented reach and accessibility, in that anyone with a computer or mobile device can use social media to generate content which has the potential to be viewed and shared worldwide.

Despite its obvious benefits, social media also presents a variety challenges and risks. These include:

- the emergence of new, harmful forms of behaviour, such as cyber-bullying and trolling.
- maintaining the accuracy, reliability and integrity of information disseminated from multiple sources.
- organisations can be held liable for content uploaded onto their social media platforms by third parties<sup>2</sup>;
- content uploaded in a person's private capacity can adversely affect their employment and cause significant reputational damage to colleagues and employers; and
- rapid innovation can make it difficult to keep pace with emerging technologies and trends.

In addition, potential corruption risks may arise due to social media use. These include:

- customers, development proponents / objectors, tenderers, or other stakeholders grooming public officials by behaviours such as 'liking' specific posts, reposting content, or sending personal or private messages.
- public officials disclosing confidential or sensitive information.
- using social media for sponsorship opportunities, which may unfairly advantage one sponsor over another and lack transparency; and
- public agencies or officials promoting certain businesses by behaviours such as 'following' them, 'liking' content, or making comments, which may result in those businesses being favoured over others.

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<sup>1</sup> NSW Department of Education. Social media policy: Implementation procedures – November 2018

<sup>2</sup> As confirmed by the High Court of Australia in *Fairfax Media Publications Pty Ltd v. Voller, Nationwide News Pty Limited v. Voller, and Australian News Channel Pty Ltd v. Voller*, 8 September 2021.

## 8.2 Social media and local government in NSW

As in the federal and state jurisdictions, social media has become an important tool in government and political discourse at the local level. In the context of NSW local government, social media has two primary functions:

- a) it is used by Councils to interact and share information with their communities in an accessible and often more informal format.
- b) it enables Councillors to promote their achievements and address their constituents directly about community issues and events in ways that either complement or bypass traditional news and print media.

In addition, many Councils use social media as the platform through which they webcast their meetings. This increases transparency by providing visibility of Council decision making in real time.

However, Council is not immune from the challenges associated with social media, which can pose a significant risk both in a legal sense, and in terms of a Council's ability to operate in a unified and coordinated way. It is therefore vital that Councils have the right policy settings in place so that the full benefits of social media can be realised, whilst mitigating risk.

## 9 Administrative framework for Council's social media platforms

### 9.1 Platforms

Muswellbrook Shire Council will maintain a presence on the following social media platforms, including but not limited to:

- Facebook, Instagram, LinkedIn, Twitter, YouTube.

Council's social media platforms must specify or provide a clearly accessible link to the House Rules for engaging on the platform.

### 9.2 Establishment and deletion of Council social media platforms

A new Council social media platform, or a social media platform proposed by a Council related entity (for example, a Council committee), can only be established or deleted with the written approval of the General Manager or their delegate.

Where a Council social media platform is established or deleted the General Manager or their delegate may amend the deletion or establishment without the need for endorsement by the Council's governing body.

### 9.3 Role of the Communications and Media Coordinator and the Digital Media Officer

The Communications and Media Coordinator's role is to:

- approve and revoke a staff member's status as an authorised user.
- develop and/or approve the training and/or induction for authorised users.
- maintain a register of authorised users.
- maintain effective oversight of authorised users.

The Digital Media Officers (DMO)'s role is to:

- moderate the Council's social media platforms in accordance with this policy.
- ensure the Council complies with its record keeping obligations under the State Records Act 1998 in relation to social media.
- ensure the Council adheres to the rules of the social media platform(s).
- coordinate with the Council's Communications and Media Coordinator to ensure the Council's social media platforms are set up and maintained in a way that maximises user friendliness and any technical problems are resolved promptly.
- The DMO is an authorised user for the purposes of this policy.

#### 9.4 Authorised users

Authorised users are members of Council staff who are authorised by the General Manager/Communications and Media Coordinator to upload content and engage on social media on the Council's behalf.

Authorised users should be members of Council staff that are responsible for managing, or have expertise in, the events, initiatives, programs or policies that are the subject of the social media content. The General Manager/Communications and Media Coordinator will appoint authorised users when required.

An authorised user must receive a copy of this policy and induction training on social media use and Council's obligations before uploading content on Council's behalf.

The role of an authorised user is to:

- ensure, to the best of their ability, that the content they upload onto social media platforms is accurate.
- correct inaccuracies in Council generated content.
- engage in discussions and answer questions on Council's behalf on social media platforms.
- keep the Council's social media platforms up to date.
- When engaging on social media on Council's behalf, an authorised user must identify themselves as a member of Council staff but they are not obliged to disclose their name or position within the Council.
- Authorised users must not use the Council's social media platforms for personal reasons.

#### 9.5 Administrative tone

Authorised users upload content and engage on social media on the Council's behalf. Authorised users must use language consistent with that function and avoid expressing or appearing to express their personal views when undertaking their role. Authorised users may use more personal, informal language when engaging on Council's social media platforms, for example when replying to comments.

#### 9.6 Register of authorised users

The Communications and Media Coordinator will maintain a register of authorised users. This register is to be reviewed annually to ensure it is fit-for-purpose.

## 9.7 Ceasing to be an authorised user

The Communications and Media Coordinator may revoke a staff member's status as an authorised user, if:

- the staff member makes such a request.
- the staff member has not uploaded content onto any of the Council's social media platforms in the last 12 months.
- the staff member has failed to comply with this policy.
- the Communications and Media Coordinator is of the reasonable opinion that the staff member is no longer suitable to be an authorised user.

## 10 Standards of conduct on social media

This policy only applies to Council Officials' use of social media in an official capacity or in connection with their role as a Council Official. The policy does not apply to personal use of social media that is not connected with a person's role as a Council Official.

Council Officials must comply with the Council's *Code of Conduct* when using social media in an official capacity or in connection with their role as a Council Official.

Council Officials must not use social media to post or share comments, photos, videos, electronic recordings or other information that:

- a) is defamatory, offensive, humiliating, threatening or intimidating to other Council Officials or members of the public.
- b) contains profane language or is sexual in nature.
- c) constitutes harassment and/or bullying within the meaning of Council's *Model Code of Conduct*, or is unlawfully discriminatory.
- d) is contrary to their duties under the *Work Health and Safety Act 2011* and their responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety.
- e) contains content about the Council, Council Officials or members of the public that is misleading or deceptive.
- f) divulges confidential Council information.
- g) breaches the privacy of other Council Officials or members of the public.
- h) contains allegations of suspected breaches of the Council's *Code of Conduct* or information about the consideration of a matter under Council's *Procedures for the Administration of the Model Code of Conduct*.
- i) could be perceived to be an official comment on behalf of the Council where they have not been authorised to make such comment.
- j) commits the Council to any action.
- k) violates an order made by a court.
- l) breaches copyright.
- m) advertises, endorses or solicits commercial products or business.
- n) constitutes spam.
- o) is in breach of the rules of the social media platform.

Council Officials must:

- a) attribute work to the original author, creator or source when uploading or linking to content produced by a third party.
- b) obtain written permission from a minor's parent or legal guardian before uploading content in which the minor can be identified.

Council Officials must exercise caution when sharing, liking, retweeting content as this can be regarded as an endorsement and/or publication of the content.

Council Officials must not incite or encourage other persons to act in a way that is contrary to the requirements of this Policy.

Councillors must uphold and accurately represent the policies and decisions of the Council's governing body but may explain why they voted on a matter in the way that they did. (see section 232(1)(f) of the *Local Government Act 1993*).

## 11 Moderation of social media platforms

**Note: Councils and Council Officials should be aware that they may be considered a 'publisher' of any content uploaded onto a social media platform they administer, including content that:**

- is uploaded by a third party; and/or
- appears on their social media platform because they have 'liked', 'shared', or 'retweeted' the content, or similar.

Council Officials who are responsible for the moderation of Council's social media platforms may remove content and 'block' or ban a person from those platforms. Such actions must be undertaken in accordance with this Policy.

### 11.1 House Rules

Social media platforms must state or provide an accessible link to the 'House Rules' for engaging on the platform. At a minimum, the House Rules should specify:

- a) the principles of social media engagement referred to in this policy.
- b) the type of behaviour or content that will result in that content being removed or 'hidden', or a person being blocked or banned from the platform.
- c) the process by which a person can be blocked or banned from the platform and rights of review.
- d) a statement relating to privacy and personal information.
- e) when the platform will be monitored i.e. weekdays 8am – 4.30pm, during Council's business hours.
- f) that the social media platform is not to be used for making complaints about the Council or Council Officials.

### 11.2 Use of social media during emergencies

During emergencies, such as natural disasters or public health incidents, the Communications and Media Coordinator will be responsible for the management of content on the Council's social media platforms.

To ensure consistent messaging both during and after an emergency, authorised users and Council Officials must not upload content onto the Council's or their own social media platforms

which contradicts advice issued by the agency coordinating the emergency response, or agencies supporting recovery efforts.

### 11.3 Records management

Social media content created, sent and received by Council Officials (including Councillors) acting in their official capacity is a Council record and may constitute open access information or be subject to an information access application made under the *Government Information (Public Access) Act 2009*. These records must be managed in accordance with the requirements of the *State Records Act 1998* and Council's approved records management policies and practices.

You must not destroy, alter, or remove social media content unless authorised to do so. If you need to alter or remove social media content, you must do so in accordance with this policy, and consult with the Council's records manager and comply with the requirements of the *State Records Act 1998*.

In fulfilling records management obligations Council Officials should refer to any guidance issued by the State Archives and Records Authority of NSW relating to retention requirements for Councils social media content<sup>3</sup>.

### 11.4 Privacy considerations and requirements

Social media communications are in the public domain. Council Officials should exercise caution about what personal information, if any, they upload onto social media. The *Privacy and Personal Information Protection Act 1998* applies to the use of social media platforms by Council and Councillors. To mitigate potential privacy risks, Council Officials will:

- a) advise people not to provide personal information on social media platforms.
- b) inform people if any personal information they may provide on social media platforms is to be used for official purposes.
- c) moderate comments to ensure they do not contain any personal information.
- d) advise people to contact Council or Councillors through alternative channels if they have personal information they do not want to disclose in a public forum.

Council Officials must ensure they comply with the *Health Records and Information Privacy Act 2002* when engaging on and/or moderating social media platforms. In fulfilling their obligations, Council Officials should refer to any guidance issued by the Information and Privacy Commission of NSW, such as, but not limited to, the Health Privacy Principles.

For more information, please read Council's Privacy Management Plan available on Council's website: <https://www.muswellbrook.nsw.gov.au/policies/>

### 11.5 Private use of social media

**Note: Activities on social media websites are public activities. Even though privacy settings are available, content can still be shared and accessed beyond the intended recipients.**

**The terms and conditions of most social media sites state that all content becomes the property of the site on which it is posted<sup>4</sup>.**

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<sup>3</sup> See State Archives and Records Authority of NSW 'Government Recordkeeping / Advice and Resources / Local Government'.

<sup>4</sup> Social Media: Guidance for Agencies and Staff (Government of South Australia) – page 9

### 11.6 What constitutes 'private' use?

For the purposes of this policy, a Council Official's social media engagement will be considered 'private use' when the content they upload:

- a) is not associated with, or does not refer to, Council, any other Council Officials, contractors, related entities or any other person or organisation providing services to or on behalf of Council in their official or professional capacities, and
- b) is not related to or does not contain information acquired by virtue of their employment or role as a Council Official.

If a Council Official chooses to identify themselves as a Council Official, either directly or indirectly (such as in their user profile), then they will not be deemed to be acting in their private capacity for the purposes of this policy.

## 12 Dispute Resolution

Concerns or complaints about the Council's communications should be made to the General Manager or Communications and Media Coordinator in the first instance. Complaints about the conduct of Council Officials on social media platforms may be directed to the General Manager.

## 13 Related Documents

### 13.1 Legislation and Guidelines

Local Government Act 1993

State Records Act 1998

Government Information (Public Access) Act 2009

Privacy and Personal Information Protection Act 1998

Health Records and Information Privacy Act 2002

Work Health and Safety Act 2011

[NSW Office of Local Government Model Media Policy](#)

[NSW Office of Local Government Model Social Media Policy](#)

### 13.2 Policies and Procedures

[Council's Model Code of Conduct](#)

[Council's Procedures for the Administration of the Model Code of Conduct](#)

[Council's Privacy Management Plan](#)

Records Management Policy

### 13.3 Other Supporting Documents

N/A

## 14 Version History

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

Version No.	Date changed	Modified by	Amendments/Previous adoption details
1	June 2023	Coordinator Media and Communications	First version.



# muswellbrook shire council

## Media Delegations Policy

C 34/1

### Authorisation Details:

<b>Authorised by:</b>	Council
<b>Minute No:</b>	20
<b>Date:</b>	9 February, 2015
<b>Review timeframe:</b>	February, 2017
<b>Department:</b>	Corporate & Community Services
<b>Document Owner:</b>	Manager, Executive Services

### Details History:

Version No.	Date changed	Modified by	Amendments made

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

### **POLICY OBJECTIVE**

This policy sets out the roles and responsibilities of elected members and staff in relation to responding to media enquiries and approving media release by Council.

This policy is separate to Council's Communication plan, which describes how council will effectively communicate externally and internally. It will define Council's media strategy and desired outcomes.

This policy ensures consistency of corporate style, as well as taking into account other council or wider community issues.

### **GENERAL PRINCIPLES**

Muswellbrook Shire Council will take advantage of interest from the media to further its reputation. In dealing with the media, Council officials must be careful to protect the best interests of the Council.

Council welcomes inquiries from the media. Council believes that a good relationship based on trust and mutual confidence is important between Council and the news media.

Accordingly, Council will endeavour to:

- (a) Be a reliable source of information;
- (b) Never provide false information;
- (c) Be as co-operative as possible;
- (d) Be available;
- (e) Check second hand sources of "facts" or opinions for accuracy before repeating;
- (f) Provide up to date information;
- (g) Always give a direct and honest answer;
- (h) Respond promptly.

When information is supplied verbally to the media, the questions asked and answers given should be kept or forwarded to the Media Coordinator.

## **POLICY STATEMENT**

The Media Delegations Policy is designed to ensure that in all dealings with the media, the organisation acts in a professional, coordinated manner and that all statements made are accurate and appropriate.

The policy applies to:

- Elected members and staff
- All forms of media (print, verbal, electronic, social etc.)
- All times of day (24 hours a day, seven days a week).

For the purposes of this policy, media contact includes:

- Providing information via media releases or statements,
- Letter to the editor,
- Responding to media enquiries over the phone and via email,
- Interviews or briefings,
- Disclosing information to the media,
- Comments on talkback radio,
- Addressing a seminar, conference or community group where the media are present and:
- Media activities for events, reports and launches.

All media relations activity will be consistent with the Australian Government's Mindframe Guidelines for reporting mental illness and suicide.

Reproduction of the names and photographs of deceased persons will adhere to any relevant cultural protocols of Aboriginal and Culturally and Linguistically Diverse (CALD) communities.

All media content will be produced using inclusive and non-discriminatory language.

## **AUTHORISED SPOKESPERSONS AND DELEGATIONS**

Mayor	<p>The Mayor is the official spokesperson for Council and is to be available to receive requests and provide appropriate background and follow up to the media.</p> <p>The Mayor may handle media inquiries directly and where required seek input from Council spokespersons and Council officers.</p>
Councillors	<p>May speak on matters within their portfolio as assigned by Council. The Council spokesperson should advise all other Councillors of the content of their written media release or interview). Councillors may seek input from the media liaison officer where appropriate.</p> <p>Where appropriate, Council Spokespersons may participate in radio interviews and on social media relating to issues relevant to their Principal Activity area.</p> <p>As elected community representatives, Councillors may express their personal view only on any matter to the media, providing it is clearly understood that the views expressed are not necessarily the views of Council.</p> <p>Councillors should take care to refrain from expressing a personal view on any matter that may contravene Council's duty of care or could infringe laws or regulations, which govern Council's operations.</p> <p>As a member of the community, council officials have a right to enter into public debate in their private capacity. However, council officials must not give the</p>

	impression that their comments are made on behalf of council. Public comment or statements on council matters should only be made in accordance with council's policy.
GM	The General Manager may handle media inquiries directly and where required seek input from Council spokespersons and Council officers.  If a media request is for a comment on Council policy or official opinion, the enquiry must be directed to the General Manager.
Directors	May speak on matters within their portfolio. All written media correspondence should be forwarded to the Media Coordinator prior to release.
Managers	All written media correspondence should be forwarded to the Media Coordinator prior to release.
Other staff	May initiate media releases and develop content for approval by their Manager, Media Coordinator and relevant Director or General Manager. (Depending on the matter at hand).  Media releases will be: <ul style="list-style-type: none"> <li>• Accurate</li> <li>• Timely</li> <li>• Represent Council in a positive way</li> <li>• Meet the public interest</li> <li>• Consistent with other council activities, or other matters of broader public interest</li> </ul> Staff must not provide public comment without the prior knowledge of the General Manager.

#### **WRITTEN MATERIAL FOR THE MEDIA**

- (a) All media releases, media kits, feature stories and other materials written for the media, on behalf of Council are to be sent to the Media Coordinator for editing, photographic support and policy proofing before issuing.
- (b) In the absence of the General Manager, authorised officers may approve media releases.
- (c) Where a media release is prepared by another organisation which relates to a Council project or in which Council is involved, the Council official involved will endeavour to ensure that a copy of the release is provided to the General Manager.

#### **PUBLIC SPEAKING ENGAGEMENTS**

Council staff requested to undertake public speaking engagements, require the permission of the General Manager.

In the absence of the General Manager approval may be given by an authorised officer.

**REVIEW**

This policy shall be reviewed every two years to ensure that it meets the needs of Council.

## **LEGISLATION**

The following legislation should be considered when developing media releases and public comment.

Defamation Act NSW 2005  
Government Information (Public Access Act) 2009  
Copyright Act Commonwealth 1968  
Privacy and Personal Information Protection Act NSW 1998  
Privacy Act Commonwealth 1988  
State Records Act 1998  
Local Government Act,  
Regulations and Council's Code of Conduct.

**10.4.5. Operating and Capital Budget Carryovers to 2023-24**

<b>Attachments:</b>	1. Carryover Projects for 2023-2024 Budget [ <b>10.4.5.1</b> - 8 pages]
<b>Responsible Officer:</b>	Derek Finnigan - General Manager
<b>Author:</b>	Josh Hogan (Finance Manager), Mandy Fitzgerald (Senior Financial Accountant)
<b>Community Plan Issue:</b>	6 - <i>Community Leadership</i>
<b>Community Plan Goal:</b>	Collaborative and responsive leadership that meets the expectations and anticipates the needs of the community.
<b>Community Plan Strategy:</b>	6.2.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.

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**PURPOSE**

To present the list of proposed operational and capital projects to be carried over to 2023/24 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 2022/23 expenditure be incorporated into the 2023/24 budget prior to the September 2023 quarterly budget review.
3. New grant funding received in late June be carried over and incorporated into the September 2023 quarterly budget review.

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

**REPORT**

The Operating and Capital list of carryover projects are attached for which budget allocations have not been fully utilised during 2022/23.

There are a number of reasons for the need to carryover these unspent funds. These include, grant funded projects that operate over 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 \$35.3M.

Some of the projects included in the carryover list are;

- Civic Precinct \$2.2M
- Denman Rec Area \$2.1M
- Large Plant \$1.6M
- Solar Array \$1.7M
- Olympic Park \$3.3M
- Performance Centre \$6.1M



The Operating projects total amount proposed to be carried over is \$1.7M.

Approval is being sought to carry over the projects included in the attached lists with the actual expenditure dated 13 June 2023. Over the July period, end of financial year processing will be undertaken which will identify the actual expenditure for 2022/23 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 2023/24 budget prior to the September 2023 quarterly budget review.

**LIST A - OPERATING PROJECTS PROPOSED TO BE CARRIED OVER TO 2023/2024**

<b>Project</b>	<b>22/23 Budget</b>	<b>Expended at 13 June 2023</b>	<b>Proposed Carryover</b>	<b>Rationale for Carrying Over</b>	<b>Source of Funding</b>
Aboriginal Treaty	\$32,403	\$0	\$32,403	To be finalised later in the year.	Reserves
Resilience Project	\$17,750	\$10,700	\$7,050	Funds committed.	Grant Funded
Social Cohesion	\$59,500	\$18,121	\$41,379	Grant Funded projects.	Grant Funded
STEM	\$575,500	\$333,453	\$242,047	Projects committed	Reserves/Grant
Welcome Experience Pilot Program	\$177,679	\$0	\$177,679	New grant to be spent in 2023-2024.	Grant Funded
UH Regional Employment Land Strategy	\$110,572	\$96,856	\$13,716	Funds committed.	Contributions.
Heritage Services	\$12,500	\$0	\$12,500	Grant received for 2023-2025.	Grant Funded
Heritage Services - Local Places Grant	\$5,500	\$0	\$5,500	Grant Funded project	Grant Funded
Regional NSW Planning Portal	\$83,500	\$7,045	\$76,455	Grant funded project.	Reserves/Revenue
Review of Contribution Plans	\$23,460	\$0	\$23,460	Recently received grant funding.	Grant Funded.

**LIST A - OPERATING PROJECTS PROPOSED TO BE CARRIED OVER TO 2023/2024**

<b>Project</b>	<b>22/23 Budget</b>	<b>Expended at 13 June 2023</b>	<b>Proposed Carryover</b>	<b>Rationale for Carrying Over</b>	<b>Source of Funding</b>
Mbk CBD Parking and Traffic Strategy Program	\$100,000	\$0	\$100,000	To support the Town Centre development in terms of parking.	Reserves
Road Safety Officer	\$20,000	\$0	\$20,000	To be carried over only if invoice is not received.	Revenue
Dust Level Monitoring	\$24,291	\$19,804	\$4,487	Grant funded project.	Grant Funded
Community Safety Grants - RFS	\$1,402	\$0	\$1,402	Grant Funded project.	Grant Funded
WHS Development	\$83,415	\$43,924	\$39,491	Continual projects.	Grant/Reserves
Cadet Town Planner	\$50,000	\$0	\$50,000	Recent Grant Funded project.	Grant Funded
Contribution for Animal Shelter	\$3,000	\$0	\$3,000	For specific project at new Animal Shelter	Contribution received.
Software Upgrades	\$19,311	\$10,452	\$8,859	Committed Civica Project.	Reserves
GL Restructure	\$48,157	\$5,023	\$43,134	Committed Civica Project.	Reserves
Content Manager Project	\$220,000	\$138,737	\$81,263	ITC Strategy - projects committed.	Waste Reserve

**LIST A - OPERATING PROJECTS PROPOSED TO BE CARRIED OVER TO 2023/2024**

<b>Project</b>	<b>22/23 Budget</b>	<b>Expended at 13 June 2023</b>	<b>Proposed Carryover</b>	<b>Rationale for Carrying Over</b>	<b>Source of Funding</b>
Altitude (Civica Upgrade)	\$110,000	\$0	\$110,000	ITC Strategy - projects committed.	Waste Reserve
Other IT Projects	\$140,000	\$80,147	\$59,853	ITC Strategy - projects committed.	Waste Reserve
Azure Managed Services	\$60,000	\$0	\$60,000	To commence in 2023/2024.	Revenue
Fixing Local Roads Pothole Repairs	\$219,432	\$113,866	\$105,566	Multi Year Grant funded project	Grant Funded
Regional and Local Roads Repair	\$1,132,247	\$763,302	\$368,945	Multi Year Grant funded project	Grant Funded
Road Maintenance (Mangoola)	\$100,000	\$73,202	\$26,798	Multi year projects	Reserves
<b>TOTAL GENERAL FUND</b>	<b>\$3,429,619</b>	<b>\$1,714,632</b>	<b>\$1,714,987</b>		

**LIST B - CAPITAL PROJECTS PROPOSED TO BE CARRIED OVER TO 2023/2024**

<b>Project</b>	<b>22/23 Budget</b>	<b>Expended as at 13 June 2023</b>	<b>Proposed Carryover</b>	<b>Rationale for Carrying Over</b>	<b>Source of Funding</b>
<b>GENERAL FUND</b>					
Adventure Playground	480,000	27,590	452,410	New Grant.	Grant Funded.
Muswellbrook Indoor Sports Centre	1,205,944	28,550	1,177,394	Multi-year project	Grant, Reserves
Buildings Renew and New	359,656	21,604	338,052	Works commenced.	Reserves, Revenue.
Bushfire Asset - Brigade Station	591,239	25,234	566,005	Multi-year project.	Grant Funded.
Civic Precinct (Town Square)	4,079,981	1,833,601	2,246,380	Multi-year project.	Reserves, Grants and Borrowings.
Denman Children's Centre	521,402	92,421	428,981	Project to be carried over and transferred to the Operating budget with associated funding sources.	Reserves.
Denman Heritage Shed	1,809,525	1,472,676	336,849	Multi year project	Reserves
Denman Netball Courts	311,451	27,813	283,638	Scope to be reviewed and project to go to tender.	Grant Funded
Hunter Beach	3,128,232	3,065,671	62,561	A small amount of works to be completed.	Grant, Reserves
Karoola Park Citizens Walk Pathway.	30,000	12,778	17,222	Plan of Management currently underway.	Reserves.
Library Books	83,725	59,832	23,893	Funds committed.	Revenue and Reserve
Library Subsidy Projects	89,523	23,452	66,071	Grant Funded project.	Grant Funded

**LIST B - CAPITAL PROJECTS PROPOSED TO BE CARRIED OVER TO 2023/2024**

<b>Project</b>	<b>22/23 Budget</b>	<b>Expended as at 13 June 2023</b>	<b>Proposed Carryover</b>	<b>Rationale for Carrying Over</b>	<b>Source of Funding</b>
Library Priority Grant	69,090	25,496	43,594	Grant Funded project.	Grant Funded
Lighting - Weeraman	492,760	-	492,760	New grant Funded project.	Grant Funded
Lighting - Highbrook	447,040	-	447,040	New grant Funded project.	Grant Funded
Major Landcare Projects	171,286	144,224	27,062	Project work committed.	Revenue
GoFOGO	62,060	-	62,060	Grant Funded project.	Grant Funded
Muswellbrook and Denman Indoor Sports Centre Upgrades	261,462	18,392	243,070	Works to commence with report to be included in the June Council meeting.	Grant Funded
Animal Impounding Facility	1,857,271	1,064,594	792,677	Multi-year project.	Grant and Reserves
Recreation Capital Works	445,329	165,911	279,418	Projects are at various stages.	Grants, Revenue.
Simpson Park (Liberty Swing)	149,929		149,929	Tender to go to the June Council meeting.	Grant, Revenue
Denman Recreation Area	2,249,301	67,699	2,181,602	Multi year project	Grant Funded
Renewable Energy Target	250,000	-	250,000	To be added to the Renewable Energy Reserve at year end	
Reactivation of Campbells Corner	974,686	12,985	961,701	Multi year project	Grant Funded
STEM Equipment	102,500	3,017	99,483	Delays in occupying building. To be spent in 2023/24 on projects and STEM based activities.	Reserves

**LIST B - CAPITAL PROJECTS PROPOSED TO BE CARRIED OVER TO 2023/2024**

<b>Project</b>	<b>22/23 Budget</b>	<b>Expended as at 13 June 2023</b>	<b>Proposed Carryover</b>	<b>Rationale for Carrying Over</b>	<b>Source of Funding</b>
Olympic Park Project	3,896,642	504,237	3,392,405	Multi year project	Revenue and Reserves
Performance Centre	6,208,018	84,392	6,123,626	Multi year project.	Revenue and Reserves
Drainage - SRV	615,188	-	615,188	SRV Funding to be carried over to support approved projects.	Reserve.
ARGN 960 Natural Disaster (Baerami Creek)	689,674	20	689,654	Works to commence in 2023/24	Grant Funded
ARGN 987 - Natural Disaster	410,891	330,903	79,988	Multiple small projects with works near completion.	Grant Funded
CPTIGS - Bus Shelters	343,527	5,702	337,825	To retender with a change of scope.	Grants, Revenue.
Flood Warning Systems	50,000	-	50,000	Works to progress in 2023/24.	Revenue.
New Footpath and Cycleway Program	250,000	93,934	156,066	Works scheduled for late June/early July	Revenue
Rainbow Bridge	294,906	8,858	286,048	Awaiting additional funding.	Grant Funded
Regional Road Renewal Program	668,952	117,757	551,195	Works are scheduled for the end of June and should be completed.	Grant Funded/Revenue
Resources for Regions - Round 5 (Thompson Street Only)	2,846,675	2,616,059	230,616	Multiple year projects	Grant, Reserves
Resources for Regions - 7	1,643,461	773,647	869,814	Multiple projects over financial years	Grant Funded.
Resources for Regions-9 (Merton Street)	1,412,582	2,847	1,409,735	Works to commence in 2023/24.	Grant Funded.

**LIST B - CAPITAL PROJECTS PROPOSED TO BE CARRIED OVER TO 2023/2024**

<b>Project</b>	<b>22/23 Budget</b>	<b>Expended as at 13 June 2023</b>	<b>Proposed Carryover</b>	<b>Rationale for Carrying Over</b>	<b>Source of Funding</b>
Rosebrook Bridge	1,543,391	650,575	892,816	Multi year project.	Grant Funded
Victoria Street Rehabilitation	721,433	-	721,433	Grant funding only recent. Works to commence in 2023/24.	Grant Funded.
Widden Creek Stabilisation Works	220,000	67,109	152,891	Works committed.	Reserves
Yarraman Road Upgrade	200,000	15,509	184,491	Works continuing.	Reserves
Resilience Works - Karoola Park	484,174	-	484,174	New grant. Work to commence in 23/24.	Grant Funded.
Large Plant	1,680,000	72,755	1,607,245	Plant on order and awaiting delivery.	Revenue and Reserves.
<b>Total General Fund</b>	<b>\$44,402,906</b>	<b>\$13,537,844</b>	<b>\$30,865,062</b>		

**LIST B - CAPITAL PROJECTS PROPOSED TO BE CARRIED OVER TO 2023/2024**

<b>Project</b>	<b>22/23 Budget</b>	<b>Expended as at 13 June 2023</b>	<b>Proposed Carryover</b>	<b>Rationale for Carrying Over</b>	<b>Source of Funding</b>
<b>WATER FUND</b>					
GLE Pipeline	\$1,500,000	\$422,472	\$1,077,528	Multi year project	Water Reserve
System Plant Asset Renewals	\$791,376	\$543,555	\$247,821	Project work committed.	Water Reserve
Upgrade of Fluoride Dosing System	\$346,461	\$48,726	\$297,735	Project to commence in 23/24.	Water Reserve
<b>Total Water Fund</b>	<b>\$2,637,837</b>	<b>\$1,014,753</b>	<b>\$1,623,084</b>		
<b>SEWER FUND</b>					
Solar Array	\$1,800,000	\$50,164	\$1,749,836	Tender awarded with completion date estimated at February 2024.	Sewer Reserve
System Plant Asset Renewals	\$650,000	\$368,163	\$281,837	Project work committed.	Sewer Reserve
<b>Total Sewer Fund</b>	<b>\$2,450,000</b>	<b>\$418,327</b>	<b>\$2,031,673</b>		
<b>FUTURE FUND</b>					
Renew/New of Existing Assets	\$657,999	\$385,847	\$272,152	Ongoing commitments.	Future Fund Reserve
Upgrade of Loxton House	875,000	291,920	583,080	Multiple year project.	Revenue and Reserves
<b>Total Future Fund</b>	<b>\$1,532,999</b>	<b>\$677,767</b>	<b>\$855,232</b>		
<b>TOTAL ALL FUNDS</b>	<b>\$51,023,742</b>	<b>\$15,648,691</b>	<b>\$35,375,051</b>		

**10.4.6. Stores & Materials Stocktake - 22 May 2023**

<b>Attachments:</b>	Nil
<b>Responsible Officer:</b>	Derek Finnigan - General Manager
<b>Author:</b>	Kim Morris (Finance Officer & Customer Service Team Leader)
<b>Community Plan Issue:</b>	1 - <i>Economic Prosperity</i>
<b>Community Plan Goal:</b>	<i>A dynamic Local economy with full employment for current and future residents in a diverse range of high value industries.</i>
<b>Community Plan Strategy:</b>	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.

---

**PURPOSE**

The Stocktake of Stores and Materials was conducted on 22 May 2023. The result of the stocktake are reported below.

**OFFICER'S RECOMMENDATION**

Council notes the report on the stocktake carried out on 22 May 2023 and that the amount of \$1,679.75 be deducted from the inventory register.

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

**BACKGROUND**

Twice a year Council staff undertake a stocktake of materials.

**CONSULTATION**

Amanda McLean: Works Procurement and Improvement Officer

Simone Waters: Works Operator

**REPORT**

An inventory of Stores and Materials has been undertaken and compared with the recorded level of Stores and Materials on hand. This comparison has revealed the need to make a small number of adjustments to the level of stores on hand.

With the very short list of adjustments required as shown below:

1. It was required to deduct \$1,679.75 from the Works Depot Department.



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## STOCKTAKE DISCREPANCY REPORT

Report Date: 22/05/2023 Page:

Location	1 General Fund						
Bin	Stock			Quantity	Transaction	Count	-----Discrepancy-----
Number	Item Description		Ord Unit	On Hand	Quantity	Quantity	Quantity
	7206 Vests-Safety		EACH		.00	135.00	
		Count Total :		138.00		135.00	-3.00 -
	7215 Reflective Overalls		EACH		.00	40.00	
		Count Total :		44.00		40.00	-4.00 -3
	7230 Cartridge-Grease 450g		EACH		.00	43.00	
		Count Total :		44.00		43.00	-1.00 -
	7742 Clamp-Sign		EACH		.00	185.00	
		Count Total :		189.00		185.00	-4.00 -
	7805 Blade-Grader 6ft		EACH		.00	8.00	
		Count Total :		12.00		8.00	-4.00 -3
	12150 Gibault Joint - 150mm		EACH		.00	5.00	
		Count Total :		10.00		5.00	-5.00 -7
	60251 Ball Valve DZR F x F 25mm Lockable T-Handle		EACH		.00	20.00	
		Count Total :		26.00		20.00	-6.00 -1
							Total: -16

A summary of the changes appears in the table below:

Value of Stock Recorded Before Stocktake	Value of Stock Recorded After Stocktake	Variance
\$661,273.04	\$659,593.29	\$1,679.75

## OPTIONS

Not applicable.

## CONCLUSION

An inventory of Stores and Materials was undertaken which revealed the need to adjust the level of stores on hand and deduct an amount of \$1,679.75

## SOCIAL IMPLICATIONS

Not applicable.

## FINANCIAL IMPLICATIONS

The General Fund Stores inventory register balance is to be reduced by a total of \$1,679.75.

The previous stocktake report that was submitted to the Council Ordinary Meeting on 20 December 2022 which showed an amount of \$3,938.31 to be added to the inventory register.

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

### 1. Financial Implications – Capital

Not applicable.

### 2. Financial Implications – Operational

Not applicable.

## POLICY IMPLICATIONS

Not applicable.



**STATUTORY IMPLICATIONS**

Not applicable.

**LEGAL IMPLICATIONS**

Not applicable.

**OPERATIONAL PLAN IMPLICATIONS**

Not applicable.

**RISK MANAGEMENT IMPLICATIONS**

Not applicable.

**WASTE MANAGEMENT IMPLICATIONS**

Not applicable.

**COMMUNITY CONSULTATION/MEDIA IMPLICATIONS**

Not applicable.

**10.4.7. 2023/2024 Operational Plan, Budget Estimates, Revenue Policy and Fees & Charges - Adoption****Attachments:**

1. Final DRAFT 2023/2024 Operational Plan [**10.4.7.1** - 48 pages]
2. 2023-24 Budget Estimates - Adoption Final [**10.4.7.2** - 27 pages]
3. Revenue Policy 2023-24 - Adoption 1606 Tracked Changes [**10.4.7.3** - 21 pages]
4. Fees And Charges 2023-24 - Final 200623 [**10.4.7.4** - 61 pages]
5. Feedback Form - Submission 778 [**10.4.7.5** - 1 page]
6. Letter to Council Re Rate Rise [**10.4.7.6** - 2 pages]
7. Feedback Form Submission 770 [**10.4.7.7** - 1 page]
8. Feedback Form Submission 777 [**10.4.7.8** - 1 page]

**Responsible Officer:** Derek Finnigan - General Manager

**Author:** {authors-names} – {position}

**Community Plan Issue:** 1 - *Economic Prosperity*

**Community Plan Goal:** An inclusive and interconnected community where everyone enjoys full participation.

**Community Plan Strategy:** 3.5.1 - Increase the proportion of the energy used by Council from renewable resources.

---

**PURPOSE**

To request Council's adoption of the draft 2023/24 Operational Plan, including the Draft Budget 2023/24 Estimates, Revenue Policy and Fees & Charges, following public exhibition, consideration of submissions, and internal review.

**OFFICER'S RECOMMENDATION**

Council adopts the 2023/2024 Operational Plan, including the DRAFT Budget 2023/24 Estimates, Fees & Charges, and Revenue Policy.

**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 2023/2024 Operational Plan (the Plan) was placed on public exhibition via Council's website and was available for viewing or downloading from 28 April 2023 to 26 May 2023. The Plan was also available for inspection (in hard copy) at Council's Administration and Libraries.

The Plan was accompanied by the draft Budget 2023/2024 (draft Budget), the draft Fees and Charges 2023/2024 and the draft Revenue Policy 2023/2024, including rating map. The rating map was also placed on display at Council's Administration Centre and available for inspection and could be viewed and/or downloaded on Council's website at any time by members of the public.

Public notifications included:

- A public exhibition webpage with online submission form, published from 28 April 2023 to 26 May 2023.
- A media release with key information and infographics, published from 4 May 2023 to 26 May 2023.
- Posts on Council's Facebook page, including 6 dedicated posts (combined reach 3710) and additional mentions in 3 Community Update posts (combined reach 6049).
- Radio
- Newspaper
- Distribution to Council staff via email
- Media release – distributed to local media outlets, 3 May 2023
  - Radio – ABC Upper Hunter, Radio 2NM/Power FM.
  - Press – Hunter River Times, Hunter Valley News, Muswellbrook Chronicle (Online)
  - App – The Hunter App.
- Mayor Weekly Radio Interview, Radio 2NM, 14 May 2023.
- Mayoral Column – Hunter River Times, 19 May 2023.

During the public exhibition period, Council received 4 (four) 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 2023/2024 Operational Plan and draft Budget, including the Revenue Policy and Fees and Charges documents were placed on public exhibition from 28 April 2023 to 26 May 2023.

During the public exhibition period, Council received 4 submissions from the community.

Two 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:

- **Front Cover page:** *The front cover image was changed as the original was not a clear and high enough resolution for a printable version;*
- **Page 11:** *Ms Shaelee Welchman - Director of Community and Economy's bio image was*



changed;

- **Page 17:** The revised wording for 'Our Shire' recognises the Aboriginal language group and Indigenous Groups who traded and had ceremonial links in the area. This wording has been recently reviewed in consultation with Wanaruah Local Aboriginal Land Council, the Wonnarua/Wanaruah/Wanarruwa Aboriginal Language Group and Councils Community Services Section. This version of 'Our Shire' was also adopted by the previously named Muswellbrook Shire Council Aboriginal Reconciliation Committee;
- **Page 31 through to 46:** The table of Operational Plan and Action, Measures and Targets column two was updated to show correct formatting of date;
- **Page 31:** *Action 1.1.1.5 Prepare a Tourism Destination Management plan, including investigate opportunities to allow greater access for the Wollemi National Park* added;

The amended 2023/ 2024 Operational Plan is provided under separate cover.

The public submissions have been redacted of personal and private information and attached under separate covers.

### **Budget 2023/24**

Additional Commentary on material changes between Budget 2022/23 and 2023/24 has been added. The updated document is provided under a separate cover.

### **Revenue Policy 2023/24**

The updated document is provided under a separate cover. Changes are marked in the document and include:

- Various minor changes to the ad valorem rates due to recent Supplementary Valuations and Conservation Agreement updates.
- Updated Water consumption tariffs:

Tariff	22/23 Tariff (\$/kL)	Exhibited 2023/24 Tariff (\$/kL)	Final Proposed 2023/24 Tariff (\$/kL)	Increase 2023/24 vs 2022/23 (\$/kL)
Residential - Step 1	\$2.11	\$3.45	\$2.57	\$0.46
Residential - Step 2	\$2.98	\$4.12	\$3.79	\$0.81
Non-Residential	\$2.61	\$3.15	\$3.30	\$0.69

### **Fees & Charges 2023/24**

The updated document is provided under a separate cover and the following three changes have been made:

- The fee for issuing a Section 603 Certificate is a prescribed fee and has now been confirmed at \$95.00 for 2023/24.
- The Inter-Library Resource Sharing (ILRS) fees have been confirmed and updated:
  - ILRS Charges passed on: \$32.40
  - ILRS Charges passed on for Electronic Delivery: \$21.10

### **Muswellbrook Aquatic and Fitness Centre**

During the public consultation period Council Officers have reviewed the fees and charges for the Muswellbrook Aquatic and Fitness Centre to ensure the fees and charges are fair and competitive.



In response to Councillor feedback and officer review, the following is proposed:

- Include a corporate fee of \$10 per visit inclusive of gym and swim
- Include an Annual Direct Debit Swim Pass for family @ \$37.50 per Fortnight to complement the existing Gym and Gym and Swim direct debit
- 20% Upfront Membership Discount - 1st July- 31st July
  - Annual Swim Membership - Adult, Family and Concession
  - 6 Month Membership - Adult, Family and Concession
  - Annual Gym and Swim Adult and Family
- Muswellbrook Shire Council Staff Discount - 40% Discount on all Memberships and 15% Discount on Learn to Swim (anytime)

The Muswellbrook Fitness Centre has been recently upgraded with Council committing \$50,000 in the 22/23 FY to upgrade of gym equipment.

The gym membership at the Muswellbrook Aquatic and Fitness Centre is as follows:

Single Entry

- \$45 joining fee
- \$20 single entry
- \$16.50 student and concession

Direct Debit

- Adult \$36.50 fortnight - \$18.25 per week
- Concession \$29 f/n
- Family \$65 f/n

Upfront

- Adult \$930 - \$17.88 per week
- Concession \$735
- Family \$1,700

These fees have been set to encourage take up of yearly memberships. In addition, the benefits of the membership in comparison to other gyms are that we offer no lock in contracts where patrons can cancel anytime as well as the inclusion of the hydro therapy pool (SPA) and sauna.

Commentary

The *Muswellbrook Shire Council 2023/ 2024 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 2023/ 2024 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 2023 would represent a breach of the *Local Government Act 1993*.

## CONCLUSION

It is recommended that Council adopts the 2023/ 2024 Operational Plan, including the DRAFT Budget 2023/24 Estimates, Fees & Charges and Revenue Policy.

## SOCIAL IMPLICATIONS

Nil identified.

## FINANCIAL IMPLICATIONS

Preparation and adoption of a sustainable budget is critical in managing Council resources.

## POLICY IMPLICATIONS

Nil 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.

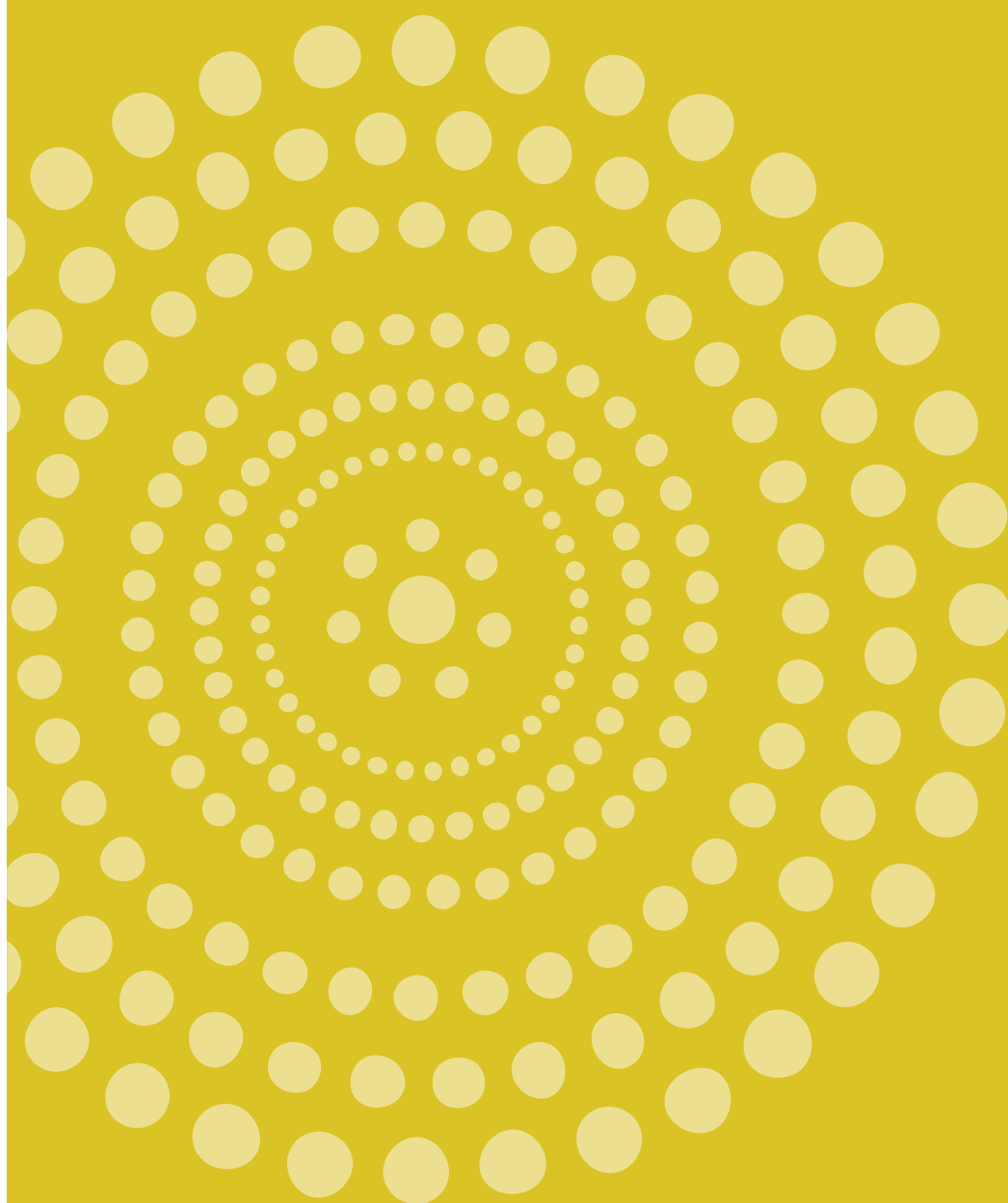
## COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

None identified.

# OPERATIONAL PLAN 2023/2024



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



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muswellbrook shire council

ABN 86 864 180 944

# 1. Foreword

## Message from the Mayor

**Cr Steven Reynolds**



The Muswellbrook Shire Council Operational Plan 2023/2024 is the second annual plan for this current term of Council and provides active direction to achieve the strategic objectives set out in Council's Delivery Program 2022-2026.

The Operational Plan is where Council outlines how it will achieve the community's vision and what its priorities are – the point at which the goals and outcomes in the Delivery Program 2022-2026 and Community Strategic Plan 2022-2032 are translated into service delivery and key initiatives and continues to have a strong focus on community centred service delivery to facilitate economic growth and improve liveability.

Muswellbrook Shire Council's Operational Plan 2023/2024 lines up with the NSW Government's Hunter Regional Plan 2036, the Shire's Integrated Water Cycle Management Plan, and Council's Long-term Financial Plan.

**The six priorities areas for this Council are:**

- Economic Growth
- Social Equity and Inclusion
- Environmental sustainability
- Cultural Vitality
- Community Infrastructure and
- Community Leadership.

Councillors work in collaboration with Council staff to achieve the shared goal of achieving the best possible outcomes for the Shire's residents who have trusted us to look after the assets and services they depend on.

This year's Operational Plan will give Council the strategic framework to deliver the necessary support and the assistance the community needs moving forward.

Council commends the Operational Plan 2023/2024 to the community.



**Cr Steven Reynolds**

**Mayor of Muswellbrook**

# Message from the General Manager

## Mr Derek Finnigan



The Operational Plan 2023/2024 will continue Council's focus on sound financial management, enhancing community engagement and delivering a range of important major projects, including:

- A new Muswellbrook Animal Shelter and Sustainability Hub;
- Stage two of the upgrade of Olympic Park;
- Muswellbrook Town Centre upgrades, including a civic green space;
- Advanced Manufacturing Centre;
- Science, Technology, Engineering and Mathematics (STEM) facility;
- Progression of a food and organics collection and processing program;
- and
- Integration of footpaths and cycleways to enrich the Shire's liveability.

The Operational Plan 2023/2024 is a sub-plan of Council's Delivery Program and directly addresses the strategies outlined in the Delivery Program and identifies actions, projects and programs Council will undertake during the 2023-2024 financial year.

The Operational Plan allocates responsibilities for each action or set of actions and identifies suitable performance measures to determine the effectiveness of the activities undertaken. Important operational matters will continue to be actioned as part of this Operational Plan, including:

- Continue to improve and maintain Council's key utilities and services – water, wastewater and waste management;
- Ensure Council's road network is maintained to a high standard;
- Maintain and improve quality parks, recreation and sporting facilities;
- Provide innovative library programs; and
- Deliver inspiring art exhibitions and develop the Muswellbrook art prizes and Shire collection.

The 2023/2024 financial year will bring many opportunities, and Council is conscious of focusing on the present to enhance the prosperity, sustainability, liveability and accessibility of our Shire whilst planning for the benefit of future generations. Led by our Mayor and elected Council we will continue to work to encourage new business and industry to Muswellbrook Shire and to champion economic growth so that our community continues to thrive.

A handwritten signature in dark ink, appearing to read 'Derek Finnigan'.

**Mr Derek Finnigan**

**General Manager Muswellbrook**

## 2. The Governing Body

### Democratic Governance

The governing body of the Council consists of twelve councillors elected for four years. The the Mayor and Deputy Mayor are elected by Councillors every two years. The mayor holds a number of Council delegations and statutory responsibilities to make determinations on behalf of the governing body of Council between Council meetings and is responsible to the governing body for the determinations he or she makes.



#### Cr Steve Reynolds - *Mayor*

Second term councillor Steve has been Mayor of Muswellbrook Shire since January 2022 and, as a lifetime local, fully understands the history, spirit and needs of the town, villages and surrounding areas. Steve's priorities include upholding his pledge to improve communication and engagement within the community and to deliver key capital projects with the assistance of a team of dedicated councillors.

[Steven.Reynolds@muswellbrook.nsw.gov.au](mailto:Steven.Reynolds@muswellbrook.nsw.gov.au)



#### Cr Jennifer Lecky - *Deputy Mayor*

As a life member of the Australian Local Government Women's Association (NSW) and many years of 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 more vibrant region.

[Jennifer.Lecky@muswellbrook.nsw.gov.au](mailto:Jennifer.Lecky@muswellbrook.nsw.gov.au)



### Cr Amanda Barry

First term councillor and Denman resident, Amanda wants to be part of a strong council that can be trusted and respected. As an advocate of community engagement, she wants to work towards creating a shared vision for the future, including developing more efficient and effective community services and a focus on the protection and enhancement of the Shire's natural environment.

Amanda.Barry@muswellbrook.nsw.gov.au



### Cr Mark Bowditch

A second term councillor, Mark works in the environmental revegetation industry and is involved in running trainee programs for youth with the goal of providing them with the practical skills needed to enhance future opportunities. His priorities during this term of Council are the protection of the environment, transparency, education, the development of employment opportunities, support for homeowners and a focus on listening to residents.

Mark.Bowditch@muswellbrook.nsw.gov.au



### Cr De-Anne Douglas

First term councillor and long-term Muswellbrook resident, De-Anne brings a wealth of local knowledge and experience to the role. De-Anne is a former manager of the Muswellbrook PCYC where she spent more than 15 years and has deep community connections and a strong local voice. Her immediate priorities include improved access to medical services and the delivery of the planned Community Hub.

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



### Cr Jeff Drayton

With previous extensive experience on Council Jeff wants to see Council refocus on important issues and best outcomes for the community and to respond, react and rectify social issues, such as homelessness, domestic violence, child safety and protection that some in the community are currently dealing with. He would also like to see Council address the benefits the mining industry should be providing to the community, including jobs for residents of the LGA.

Jeff.Drayton@muswellbrook.nsw.gov.au



### Cr 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 to all. 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 throughout the LGA.

[Louise.Dunn@muswellbrook.nsw.gov.au](mailto:Louise.Dunn@muswellbrook.nsw.gov.au)



### Cr 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 a wide range of community members on a daily basis and he shares their concerns regarding local business and employment opportunities. With sound relationships in place, he wants to be their voice on Council and believes local government can only be deemed to be successful if the community is happy and contented.

[Rohit.Mahajan@muswellbrook.nsw.gov.au](mailto:Rohit.Mahajan@muswellbrook.nsw.gov.au)



### Cr 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 more than 20 years. Now that he is semi-retired, he has the time to make a commitment to Council and pledges to serve the people of the region, work hard for the community and bring a truly local voice to Council.

[Darryl.Marshall@muswellbrook.nsw.gov.au](mailto:Darryl.Marshall@muswellbrook.nsw.gov.au)



### Cr Graeme McNeill

Incumbent councillor Graeme is serving his third term on Council. With a special interest in sport and recreation and long-time involvement with the Olympic Park project, Graeme's priorities include pathways, cycleways, improvements to roads and investment in the Shire's young people. His hope for this term is to build a strong, united Council to drive a strong united community.

[Graeme.McNeill@muswellbrook.nsw.gov.au](mailto:Graeme.McNeill@muswellbrook.nsw.gov.au)



### Cr 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. During this term he wants to continue to improve the Shire's liveability, infrastructure and services, and advocate for better local health services.

[Rod.Scholes@muswellbrook.nsw.gov.au](mailto:Rod.Scholes@muswellbrook.nsw.gov.au)



### Cr 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](mailto:Brett.Woodruff@muswellbrook.nsw.gov.au)

### 3. Executive Leadership Team



**Derek Finnigan - *General Manager***

Derek was appointed as General Manager in March 2023 after serving in a variety of roles with Council, including as Deputy General Manager, over a career spanning more than 30 years, focusing primarily on infrastructure services and operational sustainability. 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).



**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 makes her an invaluable member of Muswellbrook Shire Council leadership team.



### **Matthew Lysaught - *Director Property and Place***

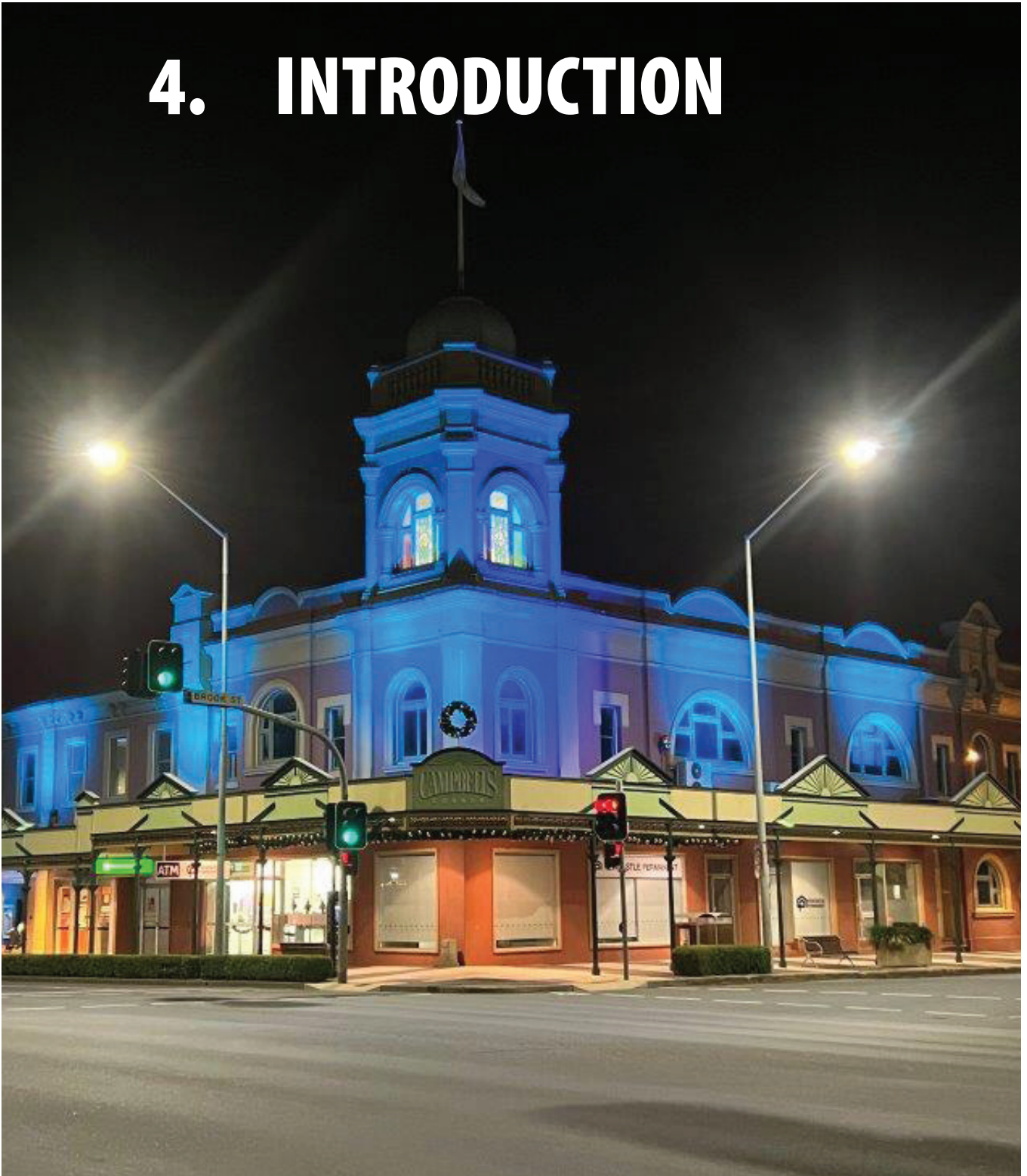
Matthew joined Council in 2011 and is responsible for Council's Property and Place directorate which includes Council's Works Department and property assets. He works with a dedicated team responsible for the management of Council's properties, construction projects and maintenance of assets. Matthew has a Bachelor of Economics, graduate and postgraduate degrees in visual arts, and Certificate IV in Property Services.



### **Shaelee Welchman - *Director Community and Economy***

Shaelee has 25 years' experience in local government in Queensland and NSW as well as in the private sector. She is focused on delivering economic and community development outcomes for the Shire and brings to the role diverse skills in infrastructure, lead industrial and urban precinct development, investment and business attraction, jobs growth and diversification strategies.

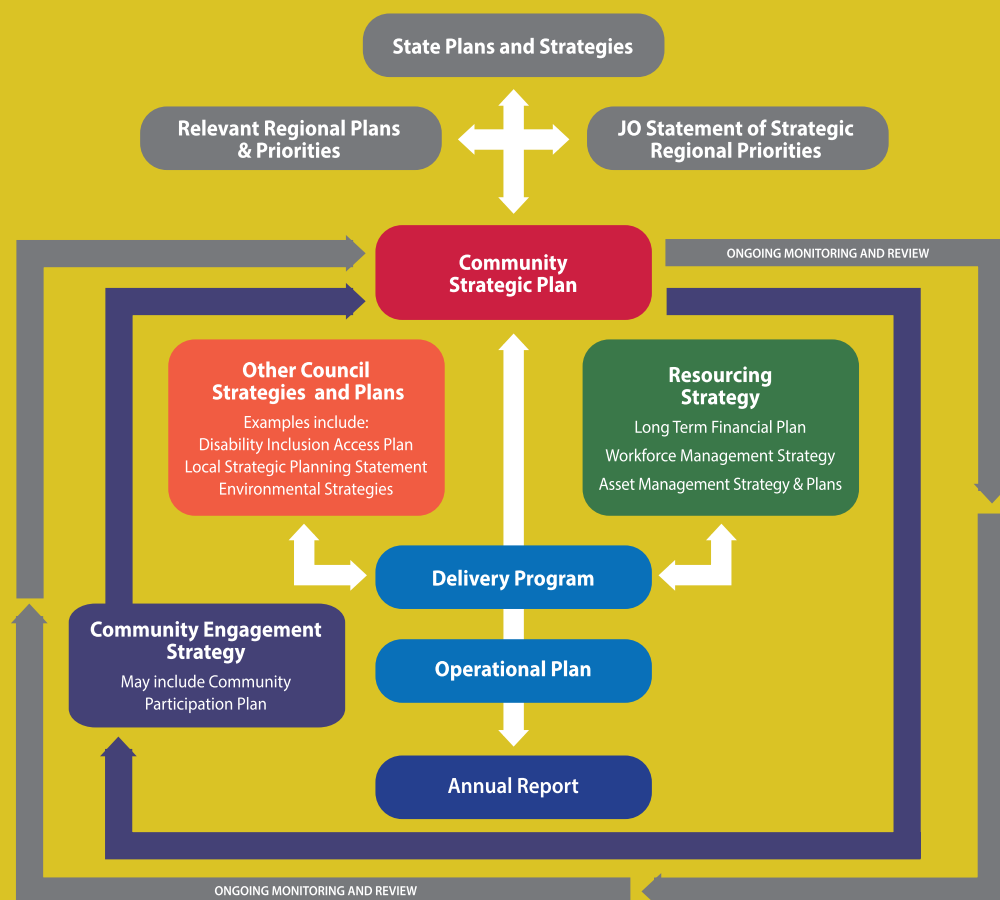
## 4. INTRODUCTION

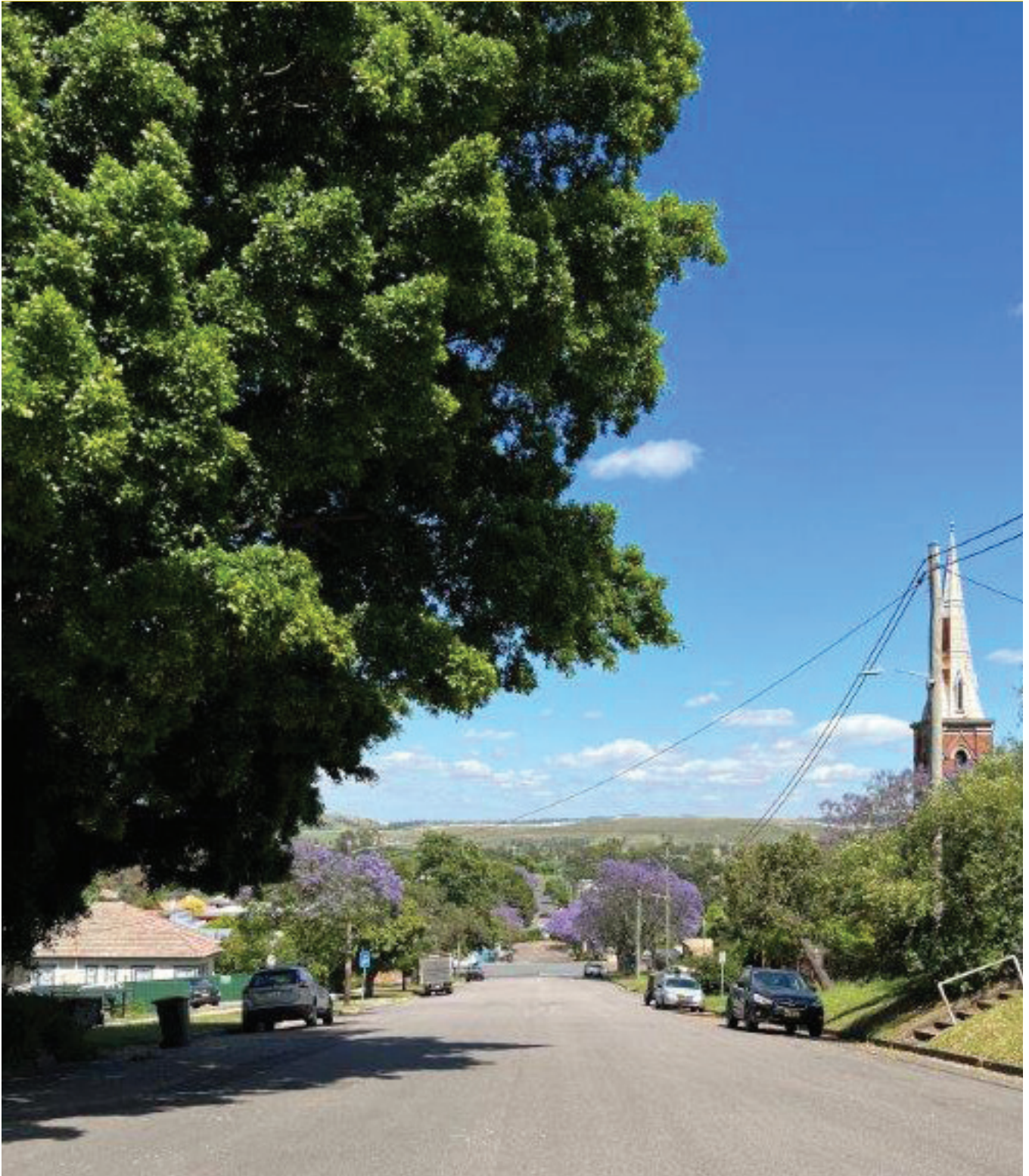


# Integrated Planning & Reporting Framework

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



## 5.1 Our Shire

Prior to European settlement, the Muswellbrook Shire was occupied by people of the Wonnarua/ Wanaruah/Wanarruwa language group and is rich in deep cultural landscapes, stories and practices of our traditional owners.

The Wonnarua/ Wanaruah/Wanarruwa people traded and had ceremonial links to 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 our local Aboriginal People as 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 is identified as a strategic centre in the Hunter Regional Plan 2041. Strategic Centres are primary activity destinations providing the highest level of community, cultural, civic and commercial uses and services.

Muswellbrook Shire is centrally located in the Upper Hunter Valley, just three hours from Sydney, two hours from Tamworth and around 90 minutes north-west of 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.

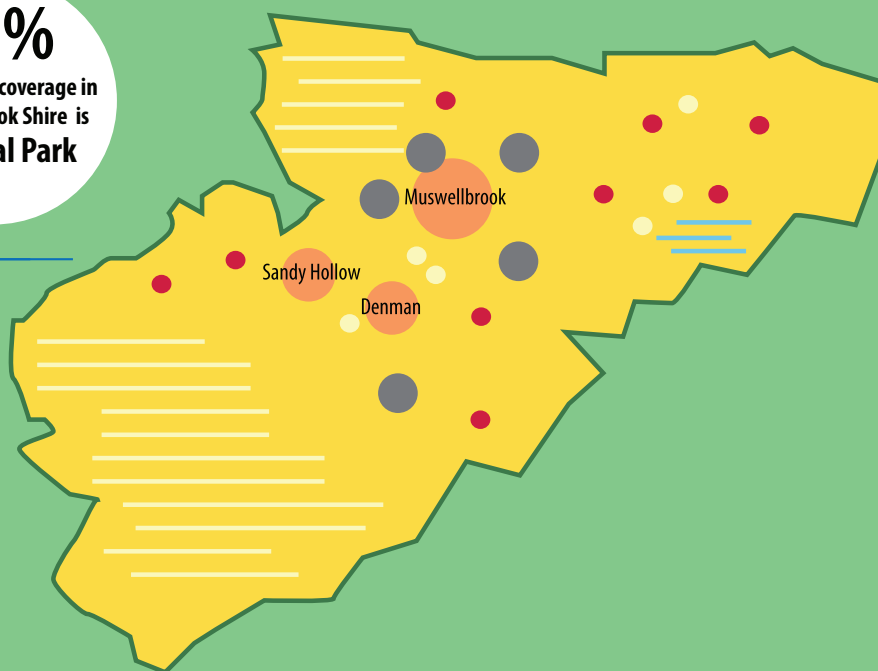
The boundaries of the Local Government Area (LGA) are marked by Lake Liddell to the east, Goulburn River National Park to the west, Wollemi National Park to the south and bordering Aberdeen in the north.

1,455km – or 43% - of Muswellbrook Shire's 3,402km<sup>2</sup> land coverage is national park, including the World Heritage Wollemi National Park.

## 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

### WE ARE A CONNECTED COMMUNITY

Muswellbrook Shire is a welcoming and connected community with a long history of mining and energy generation.

The Shire offers an attractive lifestyle for young families with a plethora of cultural, sporting, recreational, educational and community facilities and is the main commercial centre for the Upper Hunter.

Muswellbrook Council continues to invest in infrastructure and community to inspire future generations, prepare business for new opportunities and leverage lifestyle advantages.

The Shire offers a comparatively affordable lifestyle with diverse housing options from town living to lifestyle properties.

The population was recorded in the 2021 census (ABS) as 16,354 and the median age at 37 years, compared to 39 for NSW. In the 2021 census the population consisted of:

- 21.1% aged 0-14 years - compared with NSW at 18.2%
- 63.7% aged 15-64 years - compared with NSW at 64.2%
- 15% aged 65 years and over - compared with NSW at 17.7%

Muswellbrook has a proud Indigenous heritage with Aboriginal and Torres Strait Islander people representing 11.7 percent of the population. It is an inclusive and diverse community which aims to provide equal and equitable opportunities for all.

The economy is changing as, globally, a more sustainable ways of living aimed at reducing the impact on the planet and protecting future generations from the effects of climate change, economic and political conflict are embraced.

Muswellbrook and the Hunter is well placed to leverage existing infrastructure, location, industry capability and pioneering spirit to position the region as a key centre of renewable energy production, clean technology, innovation and advanced manufacturing.

**For more information on Muswellbrook Shire visit Council's website: [www.muswellbrook.nsw.gov.au](http://www.muswellbrook.nsw.gov.au)**

## 5.2 Muswellbrook at a Glance



**Population**  
**16,357**

**Male 51.3%**  
**Female 48.7%**



**Medium weekly household income**  
**\$1,628**



**Families**  
**4,222**

**Average number of children per families with children**  
**1.9**



**Medium monthly mortgage repayments**  
**\$1,517**

**Medium weekly rent**  
**\$300**



**Average number of motor vehicles per dwelling**  
**1.9**



**All private dwellings**  
**7,298**

**Average number of people per household**  
**2.5**



**Provided unpaid care for child/children (during two weeks before Census Night)**  
**27.7% (3,567)**

### PEOPLE AND POPULATION

	Muswellbrook (LGA 15650)	%	New South Wales	%
<b>All people</b>				
<b>Male</b>	8,397	51.3	3,984,166	49.4
<b>Female</b>	7,957	48.7	4,087,995	50.6

### INDIGENOUS STATUS

	Muswellbrook (LGA 15650)	%	New South Wales	%
<b>All people</b>				
<b>Aboriginal and/or Torres Strait Islander</b>	1,908	11.7	278,043	3.4
<b>Non-Indigenous</b>	13,474	82.4	7,404,499	91.7
<b>Indigenous status not stated</b>	978	6.0	389,616	4.8

Australian Bureau of Statistics - 2021 Census All persons QuickStats <https://abs.gov.au/census/find-census-data/quickstats/2021/LGA15650>

## 5.3 Economic Output

Muswellbrook (A) (2021 Release 2)

Industry Sector	\$M	%	Jobs	%
Mining	\$5,543.54	61.2%	3,120	31.1%
Electricity, Gas, Water & Waste Services	\$1,498.23	16.5%	887	8.9%
Manufacturing	\$288.96	3.2%	321	3.2%
Rental, Hiring & Real Estate Services	\$273.89	3.0%	95	0.9%
Construction	\$267.48	3.0%	515	5.1%
Agriculture, Forestry & Fishing	\$193.92	2.1%	541	5.4%
Public Administration & Safety	\$132.74	1.5%	479	4.8%
Wholesale Trade	\$115.27	1.3%	297	3.0%
Health Care & Social Assistance	\$101.56	1.1%	694	6.9%
Transport, Postal & Warehousing	\$101.26	1.1%	275	2.7%
Retail Trade	\$89.58	1.0%	679	6.8%
Administrative & Support Services	\$80.10	0.9%	363	3.6%
Other Services	\$73.65	0.8%	366	3.7%
Professional, Scientific & Technical Services	\$72.98	0.8%	244	2.4%
Education & Training	\$65.25	0.7%	441	4.4%
Accommodation & Food Services	\$62.48	0.7%	505	5.0%
Financial & Insurance Services	\$51.98	0.6%	70	0.7%
Information Media & Telecommunications	\$35.51	0.4%	58	0.6%
Arts & Recreation Services	\$11.80	0.1%	67	0.7%
<b>Total</b>	<b>\$9,060.16</b>	<b>100.0%</b>	<b>10,017</b>	<b>100.0%</b>

\* Source REMPLAN - All figures, data and commentary presented in this software are based on data sourced from the Australian Bureau of Statistics (ABS), most of which relates to the 2016, 2011, 2006 and 2001 Censuses

## 5.4 Relevance of the Operational 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.

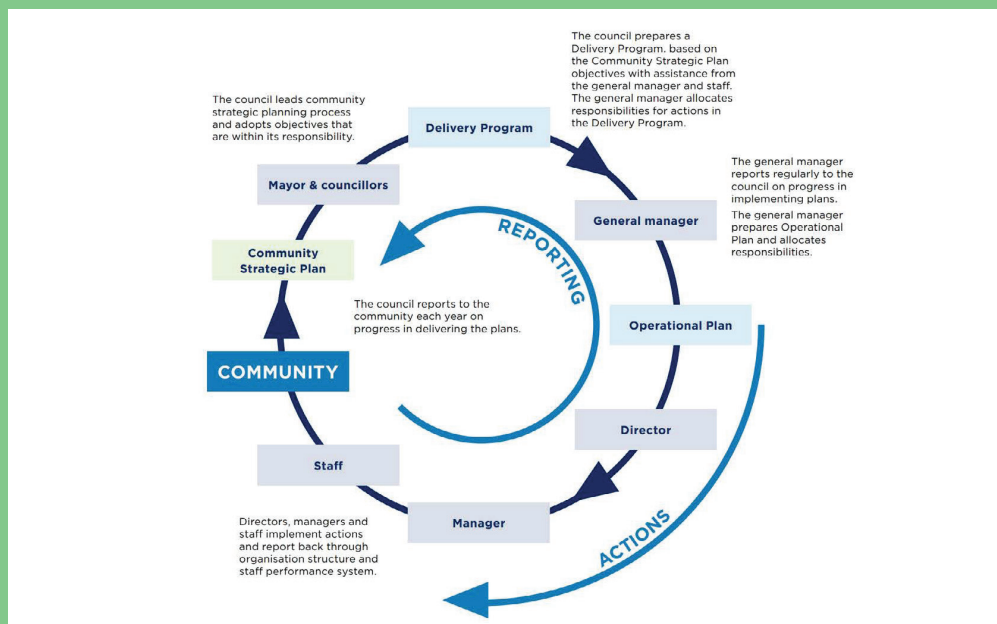
All actions detailed in the Muswellbrook Shire Council 2023/2024 Operational Plan link to an activity described in the Muswellbrook Shire Council 2022-2026 Delivery Program, which in turn link to a goal and strategy listed in the Muswellbrook Shire 2022-2032 Community Strategic Plan.

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.

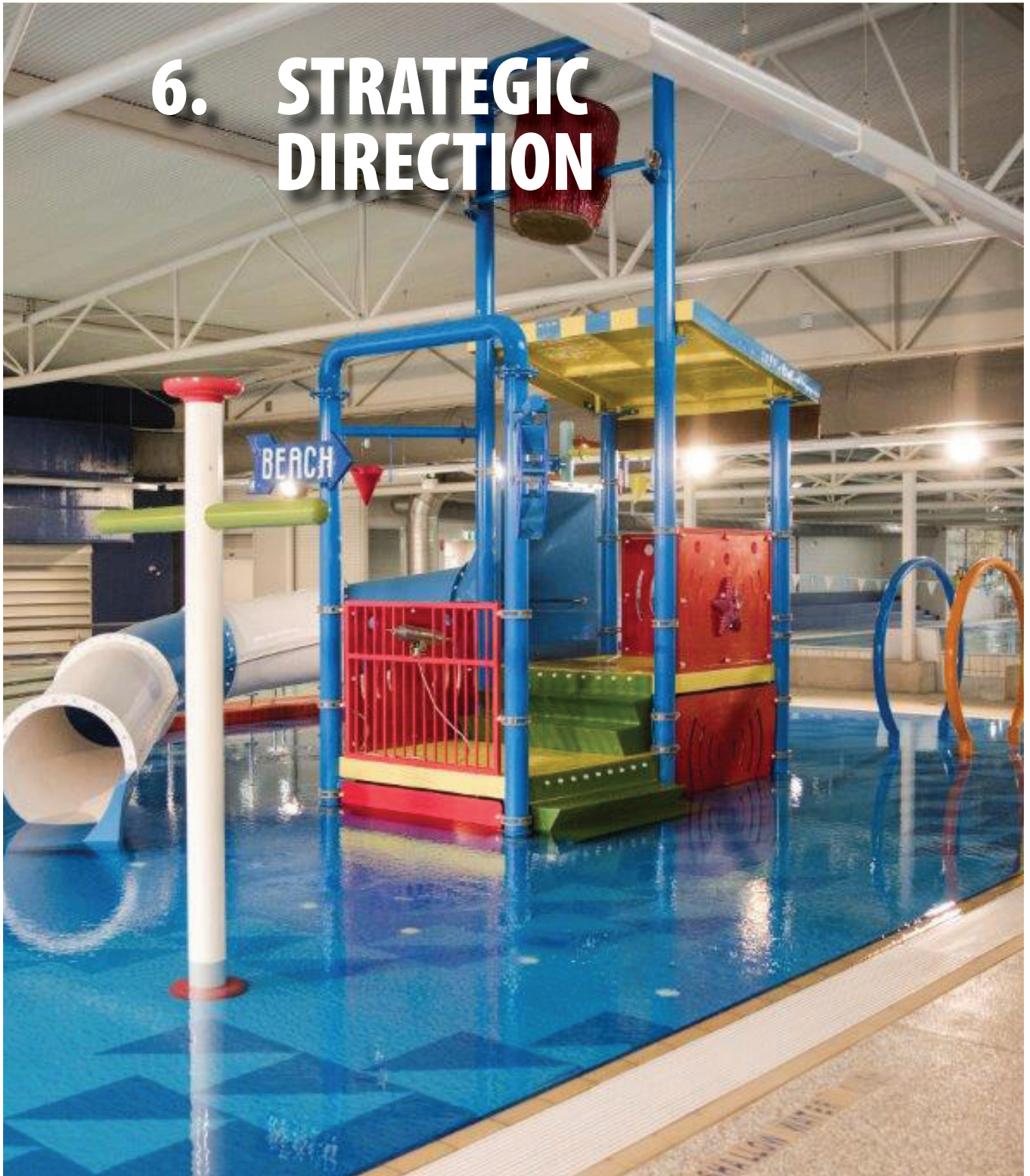
Councillors monitor the implementation of Council's actions and activities via quarterly reports and, each year, Council reports to the community about Council's progress via the Annual Report.

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

[www.muswellbrook.nsw.gov.au/council-integrated-planning-overview/](http://www.muswellbrook.nsw.gov.au/council-integrated-planning-overview/)

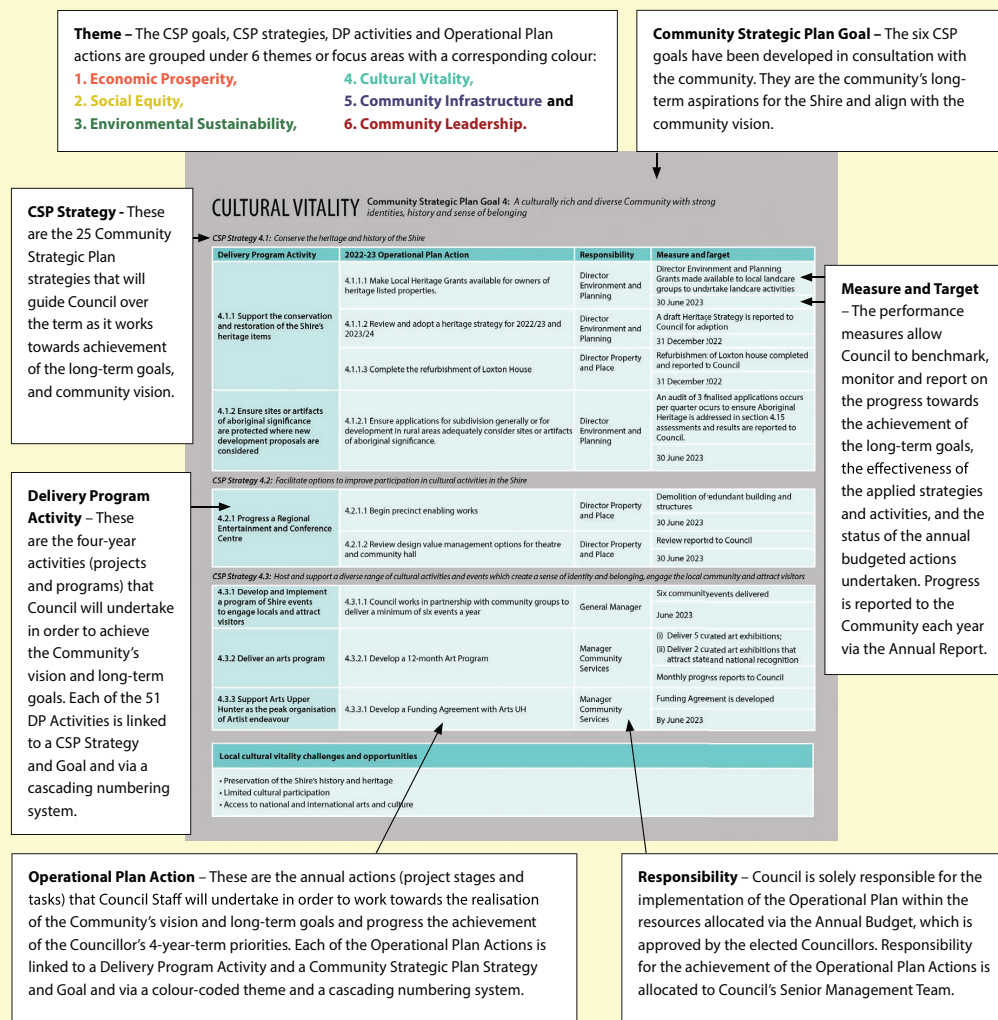


## 6. STRATEGIC DIRECTION



## 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



## 6.2 Community Vision

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

## 6.2 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 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*

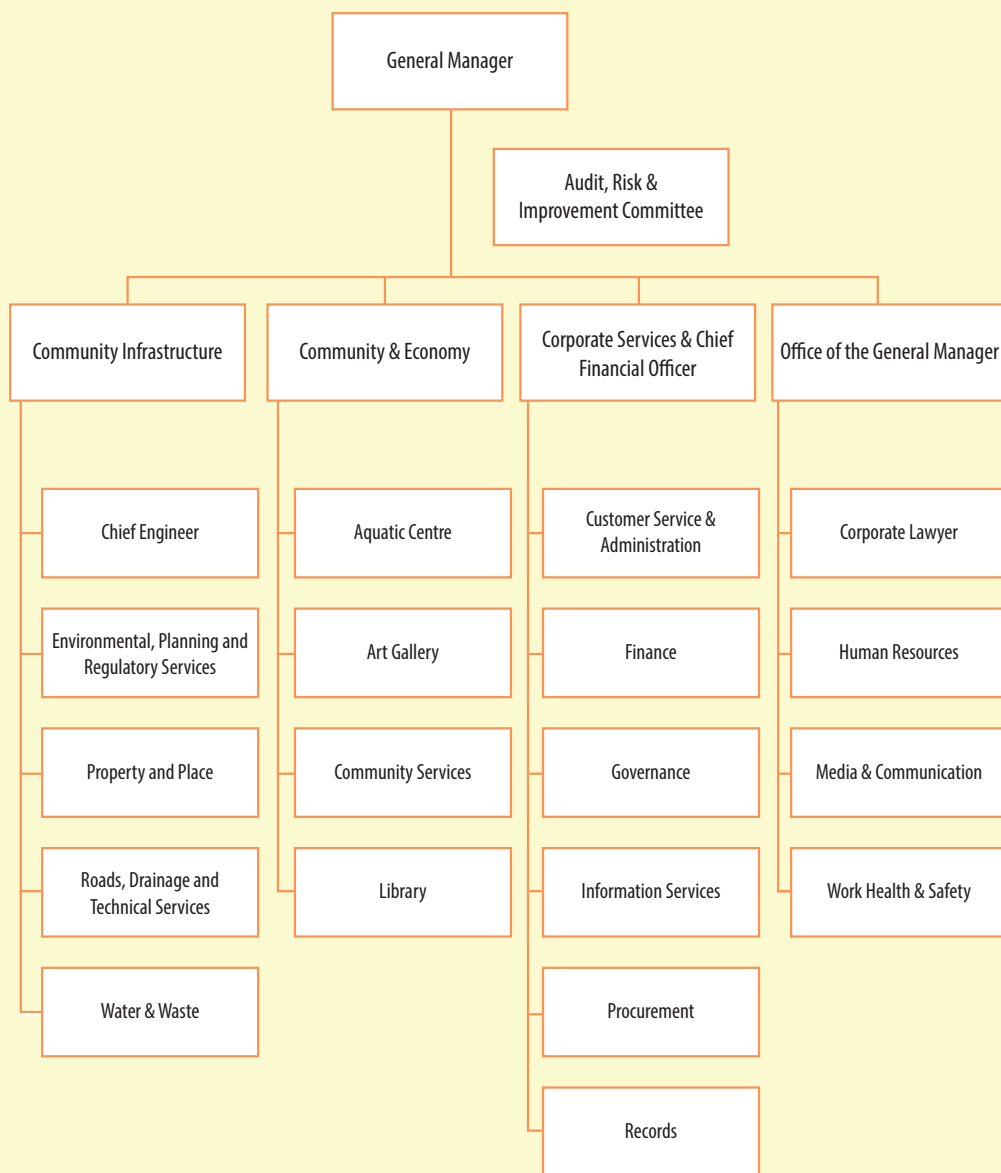
*We celebrate our achievements*

*We embrace diversity*

*We collaborate*

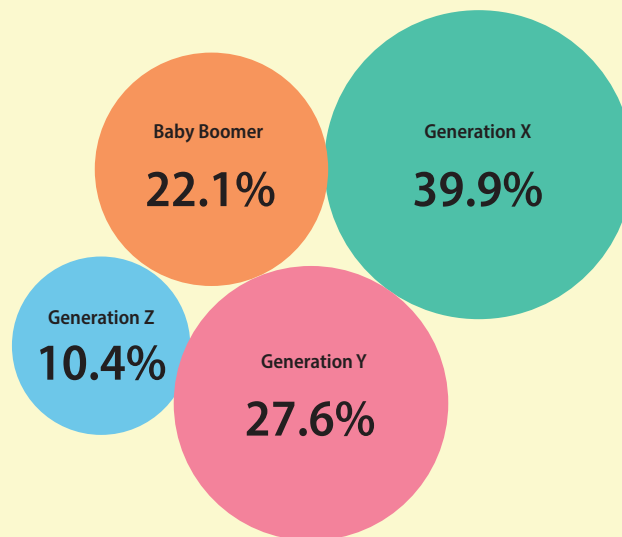
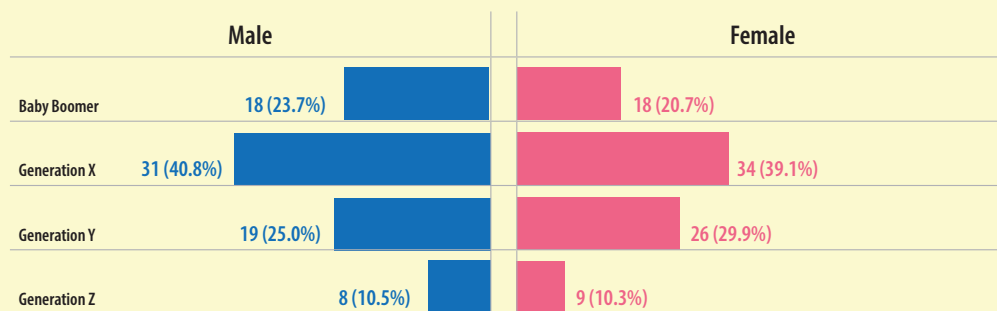
## 6.4 Organisational Chart

### DEPARTMENTAL STRUCTURE



## 6.5 Organisation's Employment Status

### GENDER BY GENERATIONAL SPLIT



**155 FULL TIME EQUIVALENT**

**163 TOTAL EMPLOYEES**

## 7. OPERATIONAL PLAN ACTIONS, MEASURES AND TARGETS



## 7.1 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	2023/2024 Operational Plan Action	Responsibility	Measure and Target
<b>1.1.1 Facilitate the expansion of existing, and the establishment of new, industries and business</b>	1.1.1.1 Work with Muswellbrook Coal, State Government and other parties to maximise the economic opportunities on the Muswellbrook Coal Site	Director Environment and Planning	Quarterly meetings held with Muswellbrook Coal representatives and Quarterly Report to Council <b>01 June 2024</b>
	1.1.1.2 Progress the Place-Delivery Group framework, identified in the Hunter Region Plan 2041, for transition of the Liddell Power Station and Muswellbrook Coal Mine sites	Director Environment and Planning	Discussion paper on the Place-Delivery Group framework presented to the Industrial Closures Committee and Council for feedback <b>01 December 2023</b>
	1.1.1.3 Collaboratively progress investment, infrastructure and industry opportunities for the Region	Director Community and Economy	Quarterly reporting to Council on investment attraction activities <b>01 June 2024</b>
	1.1.1.4 Deliver the Welcome Concierge Pilot in partnership with Regional NSW	Director Community and Economy	Pilot learnings presented to Regional NSW in accordance with contract Key Performance Indicator's <b>01 April 2024</b>
	1.1.1.5 Prepare a Tourism Destination Management plan, including investigate opportunities to allow greater access for the Wollemi National Park	Director Community and Economy	Destination Management plan prepared and presented to Council for public exhibition <b>30 June 2024</b>

### CSP Strategy 1.1: Support job growth within the Shire

Delivery Program Activity	2023/2024 Operational Plan Action	Responsibility	Measure and Target
<b>1.2.1 Facilitate the diversification of the Shire's economy and support growth of existing industry and business enterprise</b>	1.2.1.1 Deliver programs and activities in the Hunter Innovation Precinct as an exemplar economic diversification initiative for the region	Director Community and Economy	i) 4 STEM Programs delivered to 150 students ii) Businesses engaged with through the MELT Advanced Manufacturing Hub <b>30 June 2024</b>
	1.2.1.2 Develop an Economic Development Strategy	Director Community and Economy	Strategy endorsed by Council <b>30 June 2024</b>
	1.2.1.3 Progress opportunities to grow the visitor economy	Director Community and Economy	Establish a Visitor Economy framework in partnership with industry bodies and business <b>30 June 2024</b>
<b>1.2.2 Complete the Employment Land Use Strategy</b>	1.2.2.1 Prioritise actions of the adopted Employment Land Strategy.	Director Environment and Planning	Report to Council on Employment Land Strategy priorities and deliver funded actions <b>30 June 2024</b>
<b>1.2.3 Review the Local Environmental Plan and Development Control Plan to improve investment certainty for industry</b>	1.2.3.1 Prepare a new section in the Development Control Plan for Agritourism	Director Environment and Planning	Draft Agritourism provisions for Muswellbrook DCP 2009 presented to Council for public exhibition <b>31 December 2023</b>
<b>1.2.4 Implement the Muswellbrook and Denman Town Centre Masterplans and the Sandy Hollow Village Masterplan</b>	1.2.4.1 Review the development strategy for the Civic Precinct part of the Muswellbrook Town Centre Strategy	Director Property and Place	Amendments adopted by Council <b>31 December 2023</b>
	1.2.4.2 Seek Development Approval for the Town Centre Pocket Park and demolition of redundant buildings	Director Property and Place	Development Application submitted <b>31 December 2023</b>
	1.2.4.3 Determine the realignment of the lower portion of Possum Gully as part of the current Catchment Management Plan	Chief Engineer	Preferred option endorsed by Council <b>30 June 2024</b>
	1.2.4.4 Complete construction of an improved pedestrian link between Muswellbrook Marketplace, Bridge Street, and the Civic Precinct	Director Property and Place	Improved pedestrian link constructed <b>31 December 2023</b>
	1.2.4.5 Progress detailed designs for Denman Recreation Area Reserve Works	Director Property and Place	Scope of works and designs finalised and reported to Council <b>30 June 2024</b>
<b>1.2.5 Develop a Rural and Environmental Land Strategy</b>	1.2.5.1 Commence preparation of 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. <b>30 June 2024</b>
<b>1.2.6 Review the Local Strategic Plan in response to changes to the NSW Planning Act</b>	1.2.6.1 Commence a review of the Muswellbrook Local Strategic Planning Statement following release of the Hunter Regional Plan 2041	Director Environment and Planning	Identify data gaps that need to be addressed to enable Local Strategic Planning Statement (LSPS) update <b>30 June 2024</b>

### CSP Strategy 1.3: Facilitate greater access to higher education

Delivery Program Activity	2023/2024 Operational Plan Action	Responsibility	Measure and Target
1.3.1 Advocate to maintain the Hunter TAFE campus and advocate to activate the University of Newcastle Muswellbrook campus	1.3.1.1 Engage with the State Government and tertiary institutions to increase occupancy of the Hunter Innovation Precinct	Director Community and Economy	80% continuous occupancy of the Hunter Innovation Precinct <b>30 June 2024</b>

### CSP Strategy 1.4: Develop Muswellbrook as a regional centre

Delivery Program Activity	2023/2024 Operational Plan Action	Responsibility	Measure and Target
1.4.1 Complete current infrastructure projects and identify future opportunities for the Shire	1.4.1.1 Deliver consolidated Olympic Park construction program	Director Property and Place	Program is delivered substantially on time and within budget <b>30 June 2024</b>
	1.4.1.2 Facilitate Olympic Park Development Advisory Committee meetings	Director Property and Place	Meetings held as scheduled <b>30 June 2024</b>
1.4.2 Advocate for increased medical services in the Shire	1.4.2.1 Advocate for the State Government to provide a level of health care service to the community in line with a regional Hospital specifically focused on Obstetric and Maternity	Director Community and Economy	Develop a framework to identify and coordinate issues and actions to improve health care services in partnership with other stakeholders <b>30 June 2024</b>

### 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

## 7.2 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	2023/2024 Operational Plan Action	Responsibility	Measure and Target
<b>2.1.1 Implement the funded outcomes of the Recreation Needs Study</b>	2.1.1.1 Report a list of prioritised capital sport and recreation projects	Director Property and Place	Quarterly Report to Council <b>30 September 2023</b>
	2.1.1.2 Report a list of prioritised capital building and community projects	Director Property and Place	Quarterly Report to Council <b>30 September 2023</b>
<b>2.1.2 Promote and facilitate increased participation in active and passive recreation activities</b>	2.1.2.1 Maintain an annual calendar of meetings with user groups	Director Property and Place	Meetings held as scheduled <b>30 June 2024</b>
	2.1.2.2 Continue matched funding Sport and Recreation Grants Programs	Director Property and Place	Grants awarded <b>30 November 2023</b>
	2.1.2.3 Provide a range of aquatic and fitness programs at Council's Aquatic Centres	Director Community and Economy	A program of activities are delivered that meets the needs of the community <b>30 June 2024</b>
<b>2.1.3 Consider and deliver social inclusion principles across Council functions</b>	2.1.3.1 Establish partnerships with other organisations and implement the actions of the Muswellbrook Shire Disability Inclusion Action Plan	Director Community and Economy	i) Actions are prioritised for funding in accordance with other Council plans and strategies ii) 3 network communications are delivered iii) 2 partnerships are established <b>30 June 2024</b>
<b>2.1.4 Advocate for affordable housing</b>	2.1.4.1 Council understands and advocates for the needs of low to moderate income households	Director Environment and Planning	Participate in preparing the Regional Housing Delivery Plan for the Upper Hunter Functional Economic Region (FER) and report final outcomes to Council <b>30 March 2024</b>



**CSP Strategy 2.2: Promote social cohesion and improve connectivity and the delivery of social services within the Shire**

Delivery Program Activity	2023/2024 Operational Plan Action	Responsibility	Measure and Target
2.2.1 Advocate for the needs of people in social housing	2.2.1.1 Council meets with local social housing provider(s) and other agencies to understand and improve the wellbeing outcomes for people residing in social housing	Director Community and Economy	Council is actively involved in coordinating government and nongovernment interagency services <b>30 June 2024</b>
	2.2.1.2 Conduct a community feedback survey focused on the development of inclusive library programs	Manager Community Services	Inclusive library programs are included in the annual library program <b>30 June 2024</b>

**CSP Strategy 2.3: Retain and expand quality and affordable childcare services**

Delivery Program Activity	2023/2024 Operational Plan Action	Responsibility	Measure and Target
2.3.1 Facilitate investment in child-care services across the Shire	2.3.1.1 Project manage the construction of the Denman Children's Centre Extension on behalf of Denman Children's Centre	Director Property and Place	Construction complete to facilitate increased children's places <b>30 June 2024</b>
	2.3.1.2 Assist in the development of a business plan for the future operation of the Muswellbrook Childcare Centre to expand and improve services to the community.	Manager Community Services	Quarterly Report to Council <b>30 June 2024</b>

**CSP Strategy 2.4: Advocate to enhance the delivery of services to support older people to live in the Muswellbrook Shire**

Delivery Program Activity	2023/2024 Operational Plan Action	Responsibility	Measure and Target
2.4.1 Advocate to enhance the delivery of services to support older people to live in the Muswellbrook Shire	2.4.1.1 Deliver a range of programs and activities to support older people living in the community	Manager Community Services	Monthly reporting to Council in the Community Services report <b>30 June 2024</b>

### CSP Strategy 2.5: Enhance relationships and engagement with the local indigenous communities

Delivery Program Activity	2023/2024 Operational Plan Action	Responsibility	Measure and Target
2.5.1 Raise awareness of the local Aboriginal Community and an appreciation of their long traditions and culture	2.5.1.1 Prepare a reconciliation action plan for the consideration of Council	Manager Community Services	i) Consultation undertaken ii) Draft a Reconciliation Action Plan (RAP) prepared June 2024 <b>i) 31 March 2024</b> <b>ii) 30 June 2024</b>

### CSP Strategy 2.6: Investigate opportunities to expand services and facilities for youth and children within the Shire

Delivery Program Activity	2023/2024 Operational Plan Action	Responsibility	Measure and Target
2.6.1 Engage with young people in the Shire to better inform projects and programs for youth and children	2.6.1.1 Implement the adopted Youth Engagement Program	Manager Governance	Quarterly Report on Outcomes reported to Council <b>30 June 2024</b>
	2.6.1.2 Construct the new Muswellbrook Youth Venue	Director Property and Place	Extension to Muswellbrook Indoor Sports Centre complete <b>30 June 2024</b>
	2.6.1.3 Develop a cross Council Child Safe Action Plan in response to Child Safe Standards	Manager Community Services	Action Plan developed <b>30 June 2024</b>

### 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

## 7.3 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	2023/2024 Operational Plan Action	Responsibility	Measure and Target
<b>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</b>	3.1.1.1 Actively engage with Mine Operators and the Natural Resource Regulator to ensure best practice mined land rehabilitation occurs	Director Environment and Planning	i) Staff meet with Natural Resource Access Regulator staff quarterly ii) Feedback provided by staff on Mine Rehabilitation Plans as they are updated by Mine Operators <b>30 June 2024</b>

#### CSP Strategy 3.2: Improve native vegetation connectivity across the upper hunter region

Delivery Program Activity	2023/2024 Operational Plan Action	Responsibility	Measure and Target
<b>3.2.1 Support Landcare initiatives and advocate for programs to enhance native vegetation connectivity across the Shire and upper hunter region</b>	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 <b>30 June 2024</b>
	3.2.1.2 Provide funds to education providers or groups for the purpose of education or training local people about Landcare activities	Director Environment and Planning	Grants made available to local education providers or community groups to undertake Landcare education activities <b>30 June 2024</b>

#### CSP Strategy 3.3: Enhance our local rivers and creeks to improve environmental outcomes and access for recreation

Delivery Program Activity	2023/2024 Operational Plan Action	Responsibility	Measure and Target
<b>3.3.1 Implement funded actions of the adopted Urban Riparian Masterplan</b>	3.3.1.1 Maintain rehabilitation works along Muscle Creek, Karoola and Denman Wetlands, and recommendations from any adopted Catchment Management Plan	Director Property and Place	Routine maintenance and renewal programs delivered <b>30 June 2024</b>
<b>3.3.2 Develop a Catchment Management Plan for Muscle Creek and Possum Gully</b>	3.3.2.1 Provide guidance and a documented plan for the stabilisation, restoration and management of Possum Gully and Muscle Creek	Chief Engineer	Quarterly Report to Council <b>30 October 2023</b>

### CSP Strategy 3.4: Support initiatives which reduce the community's impact on the environment

Delivery Program Activity	2023/2024 Operational Plan Action	Responsibility	Measure and Target
<b>3.4.1 Continue Community Education Program on water, waste and energy reduction</b>	3.4.1.1 Assist Council, households and businesses to manage waste effectively and use water and energy efficiently	Director Environment and Planning	Monthly reports to Council outlining activities undertaken <b>30 June 2024</b>
<b>3.4.3 Advocate and support Circular Economy principles and Waste Management Initiatives</b>	3.4.3.1 Implement standardised assessment mechanisms for sustainability in Council's formalised Request For Quote (RFQ) and Tendering Process	Contracts and Procurement Officer	Standardised Tender and Request For Quote (RFQ) Schedules and accompanying standardised assessment guidelines developed and implemented <b>30 June 2024</b>
	3.4.3.2 Council formalises the processes for the Food Organics and Garden Organics (FOGO) Tender and Request For Quote (RFQ)	Waste Manager	Council FOGO Tender/Request For Quote (RFQ) process formalised <b>30 June 2024</b>

### CSP Strategy 3.5: Support federal and state initiatives to reduce the impacts of climate change

Delivery Program Activity	2023/2024 Operational Plan Action	Responsibility	Measure and Target
<b>3.5.2 Develop a recycled water plan for community parks</b>	3.5.2.1 Implement the funded components of the Strategic Recycled Water Plan	Director Environment and Planning	Program is delivered substantially on time and within budget <b>30 June 2024</b>

### 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

## 7.4 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	2023/2024 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	Local Heritage Grants available for owners of heritage listed properties <b>01 March 2024</b>
	4.1.1.2 Return tenants to Loxton House following refurbishments works	Director Property and Place	Tenants relocated <b>31 December 2023</b>

#### CSP Strategy 4.2: Facilitate options to improve participation in cultural activities in the Shire

Delivery Program Activity	2023/2024 Operational Plan Action	Responsibility	Measure and Target
4.2.1 Progress a Regional Entertainment and Conference Centre	4.2.1.1 Progress resubmission of the Regional Entertainment Centre Development Application	Director Environment and Planning	Development application is resubmitted <b>30 June 2024</b>
	4.2.1.2 Facilitate Regional Entertainment Centre Development Advisory Committee meetings	Director Property and Place	Meetings held as scheduled <b>30 June 2024</b>

**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**

Delivery Program Activity	2023/2024 Operational Plan Action	Responsibility	Measure and Target
<b>4.3.1 Develop and implement a program of Shire events to engage locals and attract visitors</b>	4.3.1.1 Council works in partnership to deliver events which support the community and attract visitors to the Shire	Director Community and Economy	A minimum of six events delivered and supported <b>30 June 2024</b>
<b>4.3.2 Deliver an arts program</b>	4.3.2.1 Develop a 12-month Art Program	Manager Community Services	(i) Deliver 5 curated art exhibitions; (ii) 3 curated art exhibitions that attract state and national recognition delivered <b>30 June 2024</b>
<b>4.3.3 Support Arts Upper Hunter as the peak organisation of Artist endeavour</b>	4.3.3.1 Work with Arts Upper Hunter to increase participation in the Country Arts Support Program	Manager Community Services	Opportunities promoted to the community to build the arts and cultural industry within the Shire <b>30 June 2024</b>

**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

## 7.5 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	2023/2024 Operational Plan Action	Responsibility	Measure and Target
5.1.1 Maintain and continually improve asset management	5.1.1.1 Review the Strategic Asset Management Plan	Chief Engineer	Quarterly Report to Council <b>31 March 2024</b>
	5.1.1.2 Regularly review Asset Management Plans in collaboration with Key Asset Managers	Chief Engineer	Report to Corporate Asset Management Steering Committee <b>31 March 2024</b>
	5.1.1.3 Prepare a Roads Asset Management Plan for the consideration of Council	Chief Engineer	Quarterly Report to Council <b>30 November 2023</b>
5.1.2 Facilitate investment in high quality community infrastructure necessary to a Regional Centre	5.1.2.1 Progress the extension to the Muswellbrook Regional Art Centre including solutions identified for an environmentally controlled and secured storage for the collections	Director Property and Place	i) DA submitted for the extension; ii) Grant applications submitted; iii) Storage options presented to Council <b>30 June 2024</b>
5.1.3 Maintain and continually improve community infrastructure across the Shire	5.1.3.1 Prioritise Capital works programs to demonstrate continual improvement in community infrastructure	Manager Roads, Drainage and Technical Services	Prioritised capital works programs for roads, drainage, and water and wastewater assets reported to Council <b>30 June 2024</b>
	5.1.3.2 Conduct regular asset condition assessment inspections	Chief Engineer	Schedule of asset condition inspections to be reported to Council and Quarterly Report to Council <b>30 June 2024</b>

#### CSP Strategy 5.2: Improve all abilities access to Council facilities

Delivery Program Activity	2023/2024 Operational Plan Action	Responsibility	Measure and Target
5.2.1 Facilitate and implement improved all abilities access and inclusion across the Shire	5.2.1.1 Undertake an access audit of Council owned buildings and public spaces	Director Property and Place	Quarterly Report to Council <b>30 June 2024</b>

### CSP Strategy 5.3: Provide safe, secure and reliable water supply and sewer services

Delivery Program Activity	2023/2024 Operational Plan Action	Responsibility	Measure and Target
5.3.1 Water, sewerage and waste services are provided in compliance with regulatory requirements	5.3.1.1 Ensure legislative compliance with Health Guidelines and Environment Protection Authority (EPA) Licence requirements	Operations Manager Water and Wastewater	i) Submit Annual Licence Returns to the Environment Protection Authority (EPA); ii) Submit Annual Water Quality Report; iii) Quarterly Reports to Council <b>30 June 2024</b>
	5.3.1.2 Ensure performance monitoring of water supply and sewage services aligns with the new NSW Dept of Planning and Environment (DPE) Regulatory and Assurance Framework for Local Water Utilities	Operations Manager Water and Wastewater	i) Complete annual water and sewer performance monitoring data entry on NSW DPE nominated online platform; ii) Quarterly Reports to Council <b>30 June 2024</b>

### CSP Strategy 5.4: Ensure Road, footpath and cycleway networks are integrated and allow for the safe movement of residents and visitors

Delivery Program Activity	2023/2024 Operational Plan Action	Responsibility	Measure and Target
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	Manager Roads, Drainage and Technical Services	Quarterly Report to Council <b>30 June 2024</b>

### 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

## 7.6 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	2023/2024 Operational Plan Action	Responsibility	Measure and Target
<b>6.1.1 Engage with the community and other stakeholders to determine service level expectations and appropriate measures</b>	6.1.1.1 Facilitate an annual Community Satisfaction Survey	Manager Governance	Survey conducted and results reported to Council <b>30 June 2024</b>
	6.1.1.2 Implement a community engagement plan in alignment with Council's Service Review Program to establish agreed levels of service between Council and the community	Manager Governance	Community engagement conducted as part of each scheduled Service Reviews <b>30 June 2024</b>
<b>6.1.2 Utilise best practice models of community engagement to ensure decision making is meeting the expectations of the community</b>	6.1.2.1 Monitor and report on the implementation of the adopted Muswellbrook Shire Council Community Engagement Strategy 2022	Manager Governance	Quarterly Report to Council <b>30 June 2024</b>
	6.1.2.2 Monitor and report on business unit compliance with Customer Request Management System (CRM) Key Performance Indicators	Coordinator Customer Service & Administration	i) Monthly reporting to Senior Management (MANEX); ii) Quarterly report to Council and the Audit Risk Improvement Committee (ARIC) ; iii) Report to the community via the Annual Report 80% compliance with Key Performance Indicators by <b>30 June 2024</b>
<b>6.1.3 Enhance Council's communication with the community to build awareness and understanding of Council's activities and Community needs</b>	6.1.3.1 Implement Council's Digital Media Strategy	Director Community and Economy	Visits to Council Website and engagement with Council's social media platforms increased by 20% <b>30 June 2024</b>
	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) 2022/23 Annual Report endorsed by Council, published on Council's website and provided to the Minister for Local Government <b>i) 30 November 2023</b> ii) Regular 2023/2024 OP and 2022/2026 DP progress reports to Council and ARIC <b>ii) Quarterly Report to Council</b>
	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 <b>30 June 2024</b>
	6.1.3.4 Develop and deliver supplier training for small and medium-sized enterprises (SMEs) and Local Suppliers on how to engage with Council	Contracts and Procurement Officer	Supplier Training sessions conducted and Supplier training videos and Frequently Asked Question (FAQ) Documents available from the Website on demand <b>30 June 2024</b>

**CSP Strategy 6.2: Ensure Council is well managed, appropriately resourced, effective, efficient, accountable and responsive to its communities and stakeholders**

Delivery Program Activity	2023/2024 Operational Plan Action	Responsibility	Measure and Target
<b>6.2.1 Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves</b>	6.2.1.1 Provide transparent reporting to the community about Council's finances.	Finance Manager	Monthly reporting measures to Council <b>30 June 2024</b>
	6.2.1.2 Seek funding opportunities to support the interests and aspirations of the Shire as identified in 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. <b>Monthly progress reports to Council and scheduled Grants Advisory Committee Meetings</b>
<b>6.2.2 Develop and implement a Service Review Program</b>	6.2.2.1 A service review to be conducted on Public toilets in accordance with the Service Review Plan	Internal Auditor	i) Service review on public toilets completed; ii) Quarterly reports to Council and Audit Risk Improvement Committee (ARIC) <b>30 June 2024</b>
<b>6.2.3 Implement an Internal Audit Program in consultation with the Audit Risk and Improvement Committee</b>	6.2.3.1 Internal Audits to be conducted in accordance with the adopted annual internal audit plan	Internal Auditor	i) All audits listed in the Approved Audit Plan completed; ii) Internal Audit reports issued and circulated to ARIC and Council as required Audit Risk Improvement Committee (ARIC) <b>30 June 2024</b>
	6.2.3.2 Prioritise the review of Open Management letter and Internal audit actions	Internal Auditor	i) Internal Audit agreed management actions included in the monitoring database and tracked until completion; ii) Quarterly reports provided to Audit Risk Improvement Committee (ARIC) and Council (which include Management Review of Open Actions from previous audits, and Audit Risk Improvement Committee (ARIC) Action Open Item list) <b>30 June 2024</b>
<b>6.2.4 Regulatory activities undertaken to maintain public safety and companion animal wellbeing</b>	6.2.4.1 Swimming Pool Safety Fence inspections	Director Environment and Planning	Pool safety fence inspections occur resulting in a minimum of 50 Compliance Certificates or Occupation Certificates being issued in the financial year <b>Monthly progress reports to Council</b>
	6.2.4.2 Food shops are inspected on an annual basis	Director Environment and Planning	All licenced food preparation facilities are inspected at least once by <b>30 June 2024</b> <b>Monthly progress reports to Council</b>

Delivery Program Activity	2023/2024 Operational Plan Action	Responsibility	Measure and Target
6.2.5 Implement a comprehensive and targeted business improvement program	6.2.5.1 Align Council's Procurement Framework with best practice and monitor compliance with associated policies and procedures	Contracts and Procurement Officer	i) Procurement Policy and accompanying Procedures implemented with roll-out supported by training and a revised procurement document suite; ii) Annual procurement principles training rolled out to relevant staff iii) Efficiency of the systems tested through an annual sample compliance audit of Tenders and Request For Quote (RFQ) reviews <b>30 June 2024</b>
	6.2.5.2 Develop and review policies in accordance with statutory and operational requirements	Manager Governance	Report to Council as required and quarterly to Audit Risk Improvement Committee (ARIC) <b>30 June 2024</b>
	6.2.5.3 Increase effectiveness of Council's Information and Communication Technology (ICT) systems	Coordinator Customer Service & Administration	i) Enterprise Resource Plan (ERP) upgraded to Microsoft Azure; ii) Information and Communication Technology (ICT) Security Policy/ Procedure developed and implemented; iii) Developed and implemented an ICT Hardware Replacement Strategy; iv) Council cemetery records digitised; v) Enterprise Management System (EMS) upgraded to Authority Altitude; vi) Processing of S138 permits upgraded to use the NSW Planning Portal <b>30 June 2024</b>
	6.2.5.4 Coordinate Council's statutory reporting obligations	Manager Governance	Allocate reporting tasks for external agencies to responsible officers, and report to Council and the ARIC as required <b>30 June 2024</b>
	6.2.5.5 Provide governance support services for the elected Council and executive	Manager Governance	i) A training and development program for Councillors is designed and implemented; <b>i) Progress reported via the Annual Report by 30 November 2023</b> ii) Efficient and effective secretariat and governance services provided for Meetings of Council <b>ii) Scheduled meetings conducted in accordance with the Model Code of Meeting Practice</b>

**CSP Strategy 6.3: Ensure Council is a best practice employer providing a safe, happy, suitably resourced and productive workplace**

Delivery Program Activity	2023/2024 Operational Plan Action	Responsibility	Measure and Target
<b>6.3.1 Continue to prioritise safety and risk management initiatives and upgrades to Council facilities</b>	6.3.1.1 Seek Development Approval for new Community Infrastructure Depot at the Muswellbrook Waste and Recycling Centre	Director Property and Place	Development Application submitted <b>31 December 2023</b>
	6.3.1.2 Carry out an emergency management scenario drill to test the effectiveness of Council's Emergency Operations Centre	Director Property and Place	Emergency management scenario drill carried out and results reported to Council <b>31 March 2024</b>
6.3.2 Continue to prioritise employee welfare initiatives	6.3.2.1 Implement Health and Wellbeing Program	General Manager	Program of health and wellbeing training and seminars delivered <b>30 June 2024</b>
	6.3.2.2 Carry out organisational review of succession planning	General Manager	Succession planning review reported to Senior Management Team (MANEX) <b>30 June 2024</b>

**Local community infrastructure challenges and opportunities**

Insufficient community consultation and participation in council planning and decision making

Understanding community expectations for the delivery of appropriate, efficient and effective Council services and facilities

Increasingly competitive market for attracting and retaining a suitably skilled Council workforce







# Muswellbrook Shire Council

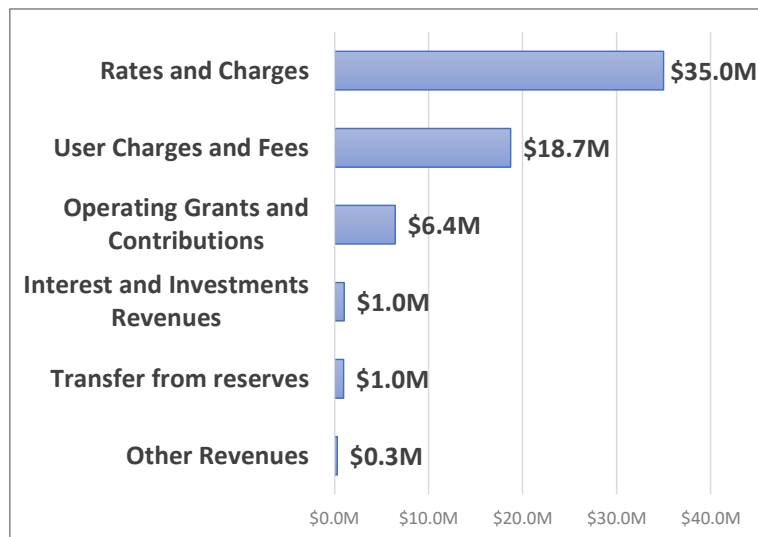
## 2023/24 Budget Estimates

### Purpose of the Budget

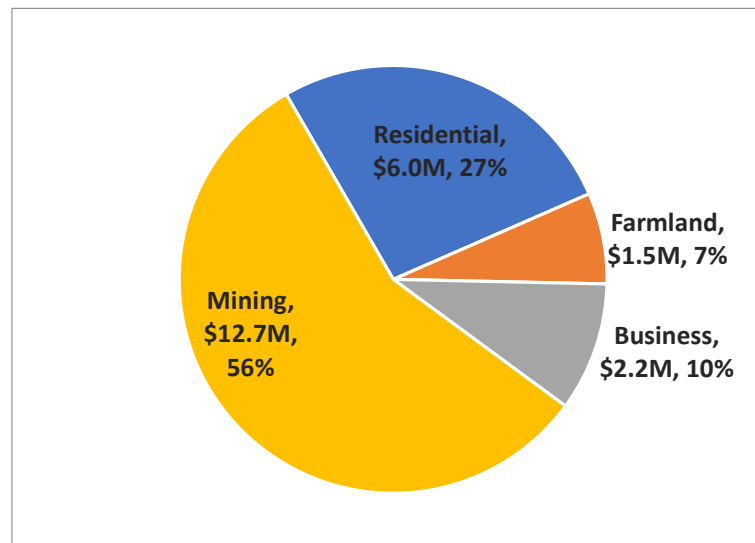
The Muswellbrook 10-Year Community Strategic Plan outlines the outcomes and aspirations of Muswellbrook Shire community. The Delivery Program (4-year) and Operational Plan (1-year) delve into further detail on achieving these aspirations, and the Budget is a decision-making tool for stakeholders (Council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

## Sources of Income

**Council's consolidated 2023/24 Budget Operating Income of \$62.5 million is composed of:**

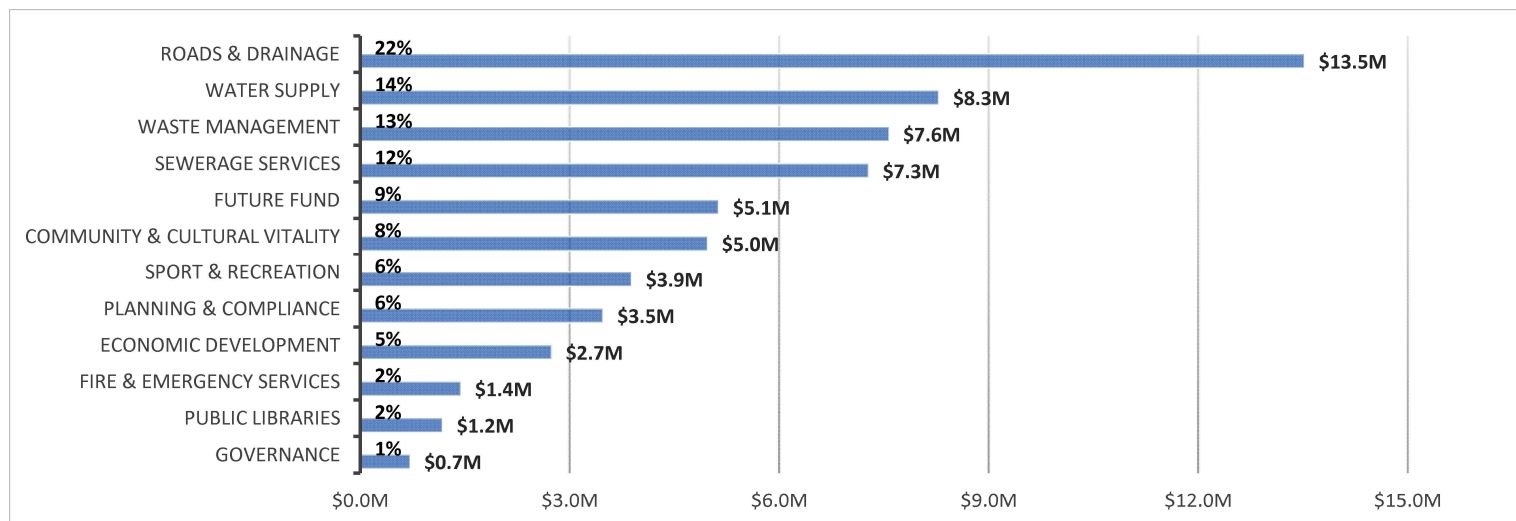


**The 2023/24 Rate Peg set by IPART for MSC is 3.7%, which results in Rates income of \$22.4M and is composed of:**



## How are the Resources Allocated?

**Council's 2023/24 Budget Estimates operating expenditure of \$60.2 million will deliver services in the following areas:**





# 2023/24 Operating Budget Estimates

## 2023-24 - Operating Budget - Overview by Fund

	Current Year			Next Year	Forward Estimates		
\$000's	2022/23 Initial Budget	2022/23 Carry Overs	2022/23 Dec QBR Total	2023/24 Budget	2024/25 Budget	2025/26 Budget	2026/27 Budget
<b>General Fund</b>							
Revenue	46,091	1,365	50,225	47,488	48,560	49,924	51,332
Expenses	46,091	1,365	50,225	47,488	48,560	49,924	51,332
<b>General Fund Surplus/(Deficit)</b>	-	-	-	-	-	-	-
<b>Water Fund</b>							
Revenue	6,467	251	6,801	7,651	7,881	8,167	8,412
Expenses	6,467	251	7,076	7,569	7,820	8,099	8,338
<b>Water Fund Surplus/(Deficit)</b>	-	-	(276)	82	61	68	74
<b>Sewer Fund</b>							
Revenue	5,996	-	5,931	7,335	7,580	7,846	8,123
Expenses	5,996	-	6,285	7,278	7,516	7,783	8,056
<b>Sewer Fund Surplus/(Deficit)</b>	-	-	(354)	57	64	63	67
<b>Future Fund</b>							
Revenue	7,325	-	7,111	7,263	7,445	7,631	7,823
Expenses	5,010	-	4,629	5,129	5,440	5,595	5,607
<b>Future Fund Surplus/(Deficit)</b>	2,315	-	2,483	2,134	2,005	2,037	2,216

Note: Immaterial rounding differences may be present

## Budget 2023-24 - Operating Budget - General Fund Overview

	Current Year			Next Year	Forward Estimates		
\$000's	2022/23 Initial Budget	2022/23 Carry Overs	2022/23 Dec QBR Total	2023/24 Budget	2024/25 Budget	2025/26 Budget	2026/27 Budget
<b>Revenue</b>							
Rates and Charges	23,573	-	23,573	25,971	26,704	27,459	28,237
User Charges and Fees	8,316	-	9,023	6,027	6,239	6,461	6,695
Other Revenues	357	-	426	285	290	296	301
Operating Grants and Contributions	6,949	270	8,862	6,366	6,413	6,551	6,680
Interest and Investments Revenues	340	-	712	715	718	720	722
Internal Revenue	6,556	-	6,535	7,160	7,396	7,610	7,831
Transfer from reserves	-	1,095	1,095	964	801	828	866
<b>Revenue Total</b>	<b>46,091</b>	<b>1,365</b>	<b>50,225</b>	<b>47,488</b>	<b>48,560</b>	<b>49,924</b>	<b>51,332</b>
<b>Expenses</b>							
Wages and Salaries	14,360	-	13,727	14,476	14,724	15,087	15,460
Materials and Contracts	13,442	1,285	17,556	13,132	13,591	13,919	14,371
Other Costs	3,405	80	4,343	4,449	4,396	4,618	4,873
Depreciation	10,267	-	9,870	10,407	10,721	11,044	11,377
Borrowing Costs	488	-	488	611	584	575	582
Overheads	2,436	-	2,436	2,518	2,611	2,708	2,808
Transfer to reserves	1,692	-	1,805	1,896	1,934	1,972	1,861
<b>Expenses Total</b>	<b>46,091</b>	<b>1,365</b>	<b>50,225</b>	<b>47,488</b>	<b>48,560</b>	<b>49,924</b>	<b>51,332</b>
<b>General Fund Surplus/(Deficit)</b>	-	-	-	-	-	-	-

Please see the next page for notes on key items/changes.

Note: Immaterial rounding differences may be present

## Budget 2023-24 - Operating Budget - General Fund

### Key Notes on 2023/24 DRAFT Budget vs 2022/23 Budget

#### Revenue

**Rates and Charges:** \$2.4M (10%) increase to \$26M due to 3.7% Rate Peg increase, catch-up for Rate Peg not applied in 22/23, increases in property values, and an increase in Domestic Waste charges.

**User Charges and Fees:** \$2.3M (28%) reduction to \$6M primarily due to reduced mixed waste income.

**Operating Grants and Contributions:** only confirmed grant funding is included in the budget; subsequently-confirmed grant funding will be added to the 2023/24 Budget during the Quarterly Budget Reviews.

**Interest and Investments Revenues:** Investment income projections have been increased due to higher interest rates.

**Transfers from Reserves:** relate to grant funding that has been received in advance.

#### Expenses

**Wages and Salaries:** 4.5% Award increase + 0.5% Superannuation increase, partially offset by rationalisation of positions.

**Materials and Contracts:** down \$311k (2%) primarily due to net effect of reduced workers comp premiums and Waste Management costs, partially offset by increased IT and Planning costs.

**Other Costs:** \$1.0M increase to \$4.4M largely due to increased electricity costs. Materials and Contracts costs have been closely analysed to identify savings to offset these increases.

**Transfer to reserves:** relate primarily to Special Rate Variation (SRV) income that is designated for specific capital works.

Note: Immaterial rounding differences may be present

## Budget 2023-24 - Operating Budget - General Fund

### Directorate Detail

	Current Year			Next Year	Forward Estimates		
	2022/23 Initial Budget	2022/23 Carry Overs	2022/23 Dec QBR Total	2023/24 Budget	2024/25 Budget	2025/26 Budget	2026/27 Budget
<b>\$000's</b>							
<b>Community Infrastructure</b>							
<b>Revenue</b>							
Rates and Charges	2,848	-	2,848	3,178	3,340	3,511	3,690
User Charges and Fees	5,431	-	3,933	3,253	3,415	3,586	3,766
Other Revenues	10	-	11	15	16	17	18
Operating Grants and Contributions	38	2	40	40	42	44	46
Interest and Investments Revenues	13	-	13	10	11	11	12
Internal Revenue	691	-	691	1,202	1,263	1,326	1,392
<b>Revenue Total</b>	<b>9,031</b>	<b>2</b>	<b>7,536</b>	<b>7,698</b>	<b>8,087</b>	<b>8,495</b>	<b>8,923</b>
<b>Expenses</b>							
Wages and Salaries	1,275	-	1,318	1,382	1,303	1,335	1,369
Materials and Contracts	4,648	132	4,087	4,262	4,377	4,582	4,798
Overheads	2,044	-	2,044	1,934	2,013	2,095	2,180
Other Costs	207	-	58	176	189	209	231
Depreciation	85	-	81	83	87	92	96
Borrowing Costs	205	-	205	359	359	372	386
<b>Expenses Total</b>	<b>8,464</b>	<b>132</b>	<b>7,793</b>	<b>8,196</b>	<b>8,327</b>	<b>8,685</b>	<b>9,060</b>
<b>Community Infrastructure Surplus/(Deficit)</b>	<b>567</b>	<b>(129)</b>	<b>(257)</b>	<b>(498)</b>	<b>(241)</b>	<b>(190)</b>	<b>(137)</b>

#### Key Notes on 2023/24 DRAFT Budget vs 2022/23 Budget

##### Revenue

Rates and Charges: \$330k (12%) increase in Domestic Waste charges (kerb-side collection) to cover real cost of providing the service.  
User Charges and Fees: \$2.2M (40%) reduction primarily due to reduced mixed waste income and the associated DECC Levy recovery.

##### Expenses

Wages and Salaries: 4.5% Award increase + 0.5% Superannuation increase.  
Materials and Contracts: decrease in Waste Management costs due to lower volumes.

Note: Immaterial rounding differences may be present

## Budget 2023-24 - Operating Budget - General Fund

### Directorate Detail

	Current Year			Next Year	Forward Estimates		
\$000's	2022/23 Initial Budget	2022/23 Carry Overs	2022/23 Dec QBR Total	2023/24 Budget	2024/25 Budget	2025/26 Budget	2026/27 Budget
<b>Corporate Services</b>							
<b>Revenue</b>							
Rates and Charges	20,725	-	20,725	22,794	23,364	23,948	24,546
User Charges and Fees	120	-	102	109	111	114	117
Other Revenues	-	-	-	-	-	-	-
Operating Grants and Contributions	2,586	-	2,586	2,713	2,780	2,850	2,921
Interest and Investments Revenues	327	-	699	705	707	709	710
Internal Revenue	2,939	-	2,939	2,840	2,911	2,984	3,058
Transfer from reserves	-	1,095	1,095	-	-	-	-
<b>Revenue Total</b>	<b>26,697</b>	<b>1,095</b>	<b>28,145</b>	<b>29,160</b>	<b>29,873</b>	<b>30,604</b>	<b>31,353</b>
<b>Expenses</b>							
Wages and Salaries	3,543	-	3,253	3,609	3,699	3,791	3,886
Materials and Contracts	1,640	572	2,313	1,497	1,969	1,911	1,985
Overheads	269	-	269	457	468	480	492
Other Costs	337	-	335	411	425	438	451
Transfer to reserves	1,692	-	1,805	1,896	1,934	1,972	1,861
<b>Expenses Total</b>	<b>7,481</b>	<b>572</b>	<b>7,976</b>	<b>7,870</b>	<b>8,495</b>	<b>8,593</b>	<b>8,676</b>
<b>Corporate Services Surplus/(Deficit)</b>	<b>19,216</b>	<b>523</b>	<b>20,169</b>	<b>21,290</b>	<b>21,378</b>	<b>22,011</b>	<b>22,677</b>

Key Notes on 2023/24 DRAFT Budget vs 2022/23 Budget

#### Revenue

Rates and Charges: \$2.1M (10%) increase to \$22.8M due to 3.7% Rate Peg increase, catch-up for Rate Peg not applied in 22/23, and increases in property values.  
Interest and Investment Income: increase due to higher interest rates.

#### Expenses

Wages and Salaries: 4.5% Award increase + 0.5% Superannuation increase, partially offset by rationalisation of some positions.  
Materials and Contracts: net decrease due to decrease in workers compensation insurance premiums partially offset by additional IT systems expenditure.

Note: Immaterial rounding differences may be present

## Budget 2023-24 - Operating Budget - General Fund

### Directorate Detail

	Current Year			Next Year	Forward Estimates		
\$000's	2022/23 Initial Budget	2022/23 Carry Overs	2022/23 Dec QBR Total	2023/24 Budget	2024/25 Budget	2025/26 Budget	2026/27 Budget
<b>Economy and Community</b>							
<b>Revenue</b>							
User Charges and Fees	965	-	703	862	862	862	862
Other Revenues	168	-	77	69	71	72	74
Operating Grants and Contributions	1,311	245	1,743	553	478	490	491
Internal Revenue	269	-	269	279	286	293	301
Transfer from reserves	-	-	-	964	801	828	866
<b>Revenue Total</b>	<b>2,713</b>	<b>245</b>	<b>2,792</b>	<b>2,726</b>	<b>2,498</b>	<b>2,545</b>	<b>2,595</b>
<b>Expenses</b>							
Wages and Salaries	2,600	-	2,333	2,595	2,660	2,727	2,795
Materials and Contracts	1,777	338	2,340	1,854	1,658	1,699	1,722
Other Costs	289	-	524	497	498	499	501
Depreciation	698	-	641	814	838	864	890
<b>Expenses Total</b>	<b>5,364</b>	<b>338</b>	<b>5,838</b>	<b>5,760</b>	<b>5,655</b>	<b>5,789</b>	<b>5,907</b>
<b>Economy and Community Surplus/(Deficit)</b>	<b>(2,651)</b>	<b>(93)</b>	<b>(3,046)</b>	<b>(3,033)</b>	<b>(3,157)</b>	<b>(3,244)</b>	<b>(3,312)</b>

#### Key Notes on 2023/24 DRAFT Budget vs 2022/23 Budget

##### Revenue

User Charges & Fees: \$103k (11%) decrease to \$862k primarily due to reduced aquatic centre income projections.

Operating Grants and Contributions: 758k (11%) decrease due to funding received in prior years (shown in Transfers from Reserves).

##### Expenses

Wages and Salaries: 4.5% Award increase + 0.5% Superannuation increase, offset by rationalisation of some positions.

Materials and Contracts: 76k (4%) net increase primarily due to new economic development initiatives and additional costs for the new Muswellbrook Aquatic Centre.

Other Costs: 208k (72%) net increase due to higher electricity costs, primarily at the aquatic centres.

Note: Immaterial rounding differences may be present

## Budget 2023-24 - Operating Budget - General Fund

### Directorate Detail

	Current Year			Next Year	Forward Estimates		
\$000's	2022/23 Initial Budget	2022/23 Carry Overs	2022/23 Dec QBR Total	2023/24 Budget	2024/25 Budget	2025/26 Budget	2026/27 Budget
<b>Environment and Planning</b>							
<b>Revenue</b>							
User Charges and Fees	564	-	597	552	585	607	631
Other Revenues	1	-	121	1	1	1	1
Operating Grants and Contributions	99	22	122	109	111	116	118
Internal Revenue	447	-	447	459	468	478	487
<b>Revenue Total</b>	<b>1,112</b>	<b>22</b>	<b>1,288</b>	<b>1,122</b>	<b>1,165</b>	<b>1,201</b>	<b>1,238</b>
<b>Expenses</b>							
Wages and Salaries	1,863	-	1,871	1,956	2,005	2,055	2,107
Materials and Contracts	315	41	346	464	374	388	397
Other Costs	4	80	84	4	4	4	4
Depreciation	4	-	4	4	4	5	5
<b>Expenses Total</b>	<b>2,186</b>	<b>121</b>	<b>2,304</b>	<b>2,428</b>	<b>2,388</b>	<b>2,451</b>	<b>2,512</b>
<b>Environment and Planning Surplus/(Deficit)</b>	<b>(1,074)</b>	<b>(99)</b>	<b>(1,017)</b>	<b>(1,306)</b>	<b>(1,222)</b>	<b>(1,250)</b>	<b>(1,274)</b>

Key Notes on 2023/24 DRAFT Budget vs 2022/23 Budget

#### Expenses

Wages and Salaries: 4.5% Award increase + 0.5% Superannuation increase.

Materials and Contracts: 149k (42%) net increase primarily due to specific one-off Planning System improvements and sustainability initiatives.

Note: Immaterial rounding differences may be present

## Budget 2023-24 - Operating Budget - General Fund

### Directorate Detail

	Current Year			Next Year	Forward Estimates		
	2022/23 Initial Budget	2022/23 Carry Overs	2022/23 Dec QBR Total	2023/24 Budget	2024/25 Budget	2025/26 Budget	2026/27 Budget
<b>\$000's</b>							
<b>General Managers Office</b>							
<b>Revenue</b>							
Other Revenues	78	-	109	92	92	92	92
<b>Revenue Total</b>	<b>78</b>	<b>-</b>	<b>109</b>	<b>92</b>	<b>92</b>	<b>92</b>	<b>92</b>
<b>Expenses</b>							
Wages and Salaries	1,645	-	1,597	1,583	1,621	1,660	1,701
Materials and Contracts	548	24	476	459	491	495	500
Other Costs	747	-	1,492	1,247	1,105	1,217	1,358
Depreciation	297	-	189	198	204	210	216
Borrowing Costs	83	-	83	100	107	95	93
<b>Expenses Total</b>	<b>3,320</b>	<b>24</b>	<b>3,837</b>	<b>3,587</b>	<b>3,528</b>	<b>3,678</b>	<b>3,868</b>
<b>General Managers Office Surplus/(Deficit)</b>	<b>(3,241)</b>	<b>(24)</b>	<b>(3,728)</b>	<b>(3,495)</b>	<b>(3,436)</b>	<b>(3,587)</b>	<b>(3,777)</b>

Key Notes on 2023/24 DRAFT Budget vs 2022/23 Budget

#### Expenses

Wages and Salaries: 4.5% Award increase + 0.5% Superannuation increase.

Other Costs: 500k (67%) net increase primarily due to an increase in the legal costs budget to more accurately reflect historical and projected spend.

Note: Immaterial rounding differences may be present

## Budget 2023-24 - Operating Budget - General Fund

### Directorate Detail

	Current Year			Next Year	Forward Estimates		
\$000's	2022/23 Initial Budget	2022/23 Carry Overs	2022/23 Dec QBR Total	2023/24 Budget	2024/25 Budget	2025/26 Budget	2026/27 Budget
<b>Property and Place</b>							
<b>Revenue</b>							
User Charges and Fees	1,236	-	3,688	1,252	1,265	1,292	1,319
Other Revenues	100	-	108	108	111	113	116
Operating Grants and Contributions	2,916	-	4,371	2,952	3,001	3,051	3,103
Internal Revenue	2,209	-	2,188	2,379	2,468	2,530	2,593
<b>Revenue Total</b>	<b>6,461</b>	<b>-</b>	<b>10,355</b>	<b>6,690</b>	<b>6,845</b>	<b>6,987</b>	<b>7,131</b>
<b>Expenses</b>							
Wages and Salaries	3,434	-	3,354	3,350	3,435	3,518	3,603
Materials and Contracts	4,515	177	7,994	4,597	4,722	4,844	4,969
Overheads	124	-	124	127	130	133	136
Other Costs	1,821	-	1,850	2,114	2,176	2,250	2,327
Depreciation	9,183	-	8,954	9,307	9,586	9,874	10,170
Borrowing Costs	200	-	200	152	118	108	103
<b>Borrowing Costs</b>	<b>19,277</b>	<b>177</b>	<b>22,477</b>	<b>19,647</b>	<b>20,167</b>	<b>20,727</b>	<b>21,309</b>
<b>Property and Place Surplus/(Deficit)</b>	<b>(12,816)</b>	<b>(177)</b>	<b>(12,121)</b>	<b>(12,957)</b>	<b>(13,322)</b>	<b>(13,740)</b>	<b>(14,177)</b>
<b>General Fund Surplus/(Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Key Notes on 2023/24 DRAFT Budget vs 2022/23 Budget

#### Expenses

Wages and Salaries: 4.5% Award increase + 0.5% Superannuation increase, offset by rationalisation of some positions.

Other Costs: 293k (16%) net increase due primarily to a higher Emergency Services Levy plus rising and additional maintenance costs for new facilities.

Note: Immaterial rounding differences may be present

## 2023-24 - Operating Budget - Water Fund

	( Current Year			Next Year	Forward Estimates		
	2022/23 Initial Budget	2022/23 Carry Overs	2022/23 Dec QBR Total	2023/24 Budget	2024/25	2025/26	2026/27
<b>\$000's</b>							
<b>Revenue</b>							
Rates and Charges	1,892	-	1,892	2,365	2,436	2,558	2,634
User Charges and Fees	4,419	-	4,431	5,034	5,185	5,340	5,500
Transfer from reserves	-	251	251	-	-	-	-
Operating Grants and Contributions	38	-	38	38	39	41	42
Interest and Investments Revenues	119	-	189	215	221	228	235
<b>Revenue Total</b>	<b>6,467</b>	<b>251</b>	<b>6,801</b>	<b>7,651</b>	<b>7,881</b>	<b>8,167</b>	<b>8,412</b>
<b>Expenses</b>							
Wages and Salaries	1,324	-	1,300	1,391	1,432	1,475	1,520
Materials and Contracts	1,691	251	2,042	2,369	2,451	2,564	2,632
Other Costs	366	-	553	527	552	578	605
Borrowing Costs	85	-	85	14	-	-	-
Overheads	1,037	-	1,037	1,158	1,210	1,242	1,274
Depreciation	1,963	-	2,058	2,110	2,174	2,239	2,306
<b>Expenses Total</b>	<b>6,467</b>	<b>251</b>	<b>7,076</b>	<b>7,569</b>	<b>7,820</b>	<b>8,099</b>	<b>8,338</b>
<b>Water Fund (Surplus)/Deficit</b>	<b>-</b>	<b>-</b>	<b>(276)</b>	<b>82</b>	<b>61</b>	<b>68</b>	<b>74</b>

Key Notes on 2023/24 DRAFT Budget vs 2022/23 Budget

### Revenue

Rates and Charges: \$473k (25%) increase to cover the real cost of providing the high-quality water supply services.

User Charges & Fees: \$615k (14%) increase overall to cover the real cost of providing the high-quality water supply services.

### Expenses

Wages and Salaries: 4.5% Award increase + 0.5% Superannuation increase.

Materials and Contracts: 678k (35%) increase largely due to increases in water treatment chemical prices and transport costs.

Other Costs: 161k (54%) net increase due primarily to higher electricity costs, partially offset by other savings.

Note: Immaterial rounding differences may be present

## 2023-24 - Operating Budget - Sewer Fund

	Current Year			Next Year	Forward Estimates		
\$000's	2022/23 Initial Budget	2022/23 Carry Overs	2022/23 Dec QBR Total	2023/24 Budget	2024/25	2025/26	2026/27
<b>Revenue</b>							
Rates and Charges	5,331	-	5,331	6,664	6,867	7,101	7,343
User Charges and Fees	577	-	477	536	574	602	632
Operating Grants and Contributions	37	-	37	38	39	40	41
Interest and Investments Revenues	51	-	86	97	100	103	106
<b>Revenue Total</b>	<b>5,996</b>	<b>-</b>	<b>5,931</b>	<b>7,335</b>	<b>7,580</b>	<b>7,846</b>	<b>8,123</b>
<b>Expenses</b>							
Wages and Salaries	866	-	826	910	933	956	980
Materials and Contracts	1,082	-	1,044	1,697	1,848	2,017	2,188
Other Costs	451	-	753	797	821	839	859
Borrowing Costs	701	-	701	640	587	549	510
Overheads	708	-	708	953	977	1,001	1,026
Depreciation	2,188	-	2,254	2,282	2,350	2,420	2,493
<b>Expenses Total</b>	<b>5,996</b>	<b>-</b>	<b>6,285</b>	<b>7,278</b>	<b>7,516</b>	<b>7,783</b>	<b>8,056</b>
<b>Sewer Fund (Surplus)/Deficit</b>	<b>-</b>	<b>-</b>	<b>(354)</b>	<b>57</b>	<b>64</b>	<b>63</b>	<b>67</b>

Key Notes on 2023/24 DRAFT Budget vs 2022/23 Budget

### Revenue

Rates and Charges: \$1.3M (25%) increase to cover the real cost of providing the services.

### Expenses

Wages and Salaries: 4.5% Award increase + 0.5% Superannuation increase.

Materials and Contracts: 615k (57%) largely due to increases in sewer treatment chemical prices and transport costs.

Other Costs: 346k (77%) increase due primarily to higher electricity costs.

Note: Immaterial rounding differences may be present

## 2023-24 - Operating Budget - Future Fund

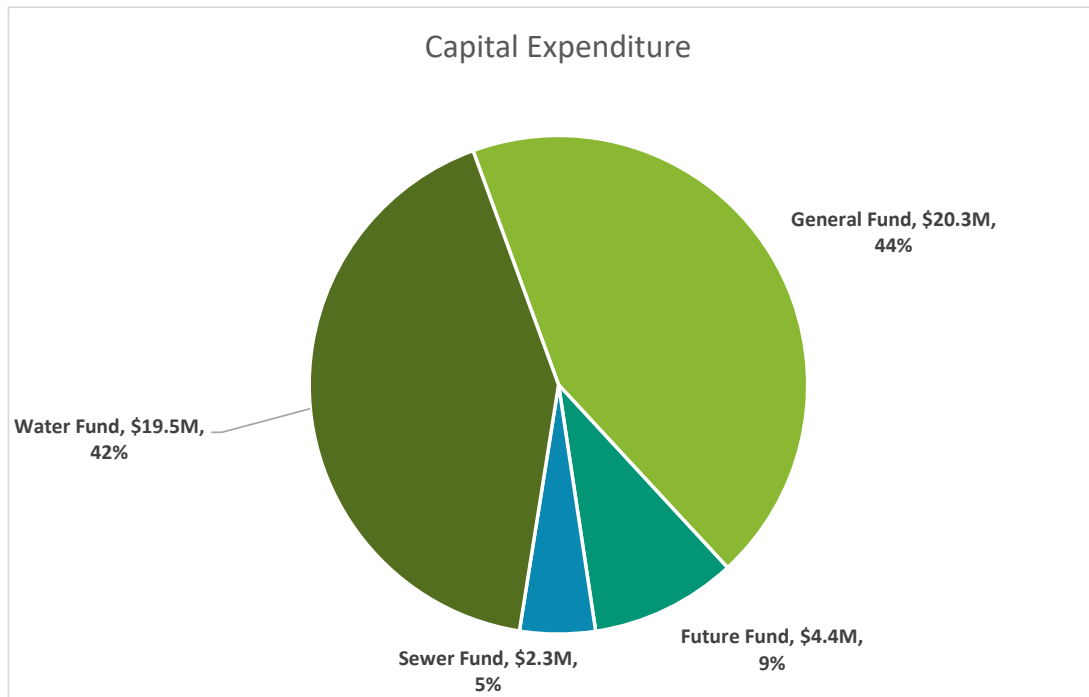
	Current Year				Next Year	Forward Estimates		
\$000's	2022/23 Initial Budget	2022/23 Carry Overs	2022/23 Budget + Carryovers	2022/23 Dec QBR Total	2023/24 Budget	2024/25	2025/26	2026/27
<b>Revenue</b>								
User Charges and Fees	7,201	-	7,201	6,988	7,133	7,312	7,495	7,683
Other Revenues	-	-	-	-	-	-	-	-
Internal Revenue	124	-	124	124	130	133	136	140
<b>Revenue Total</b>	<b>7,325</b>	<b>-</b>	<b>7,325</b>	<b>7,111</b>	<b>7,263</b>	<b>7,445</b>	<b>7,631</b>	<b>7,823</b>
<b>Expenses</b>								
Wages and Salaries	242	-	242	242	254	260	267	273
Materials and Contracts	1,599	-	1,599	1,268	1,363	1,397	1,432	1,468
Other Costs	938	-	938	1,015	1,063	1,090	1,117	1,145
Borrowing Costs	953	-	953	994	1,311	1,523	1,576	1,483
Overheads	496	-	496	496	357	366	375	384
Depreciation	782	-	782	614	781	804	829	853
<b>Expenses Total</b>	<b>5,010</b>	<b>-</b>	<b>5,010</b>	<b>4,629</b>	<b>5,129</b>	<b>5,440</b>	<b>5,595</b>	<b>5,607</b>
<b>Future Fund (Surplus)/Deficit</b>	<b>2,315</b>	<b>-</b>	<b>2,315</b>	<b>2,483</b>	<b>2,134</b>	<b>2,005</b>	<b>2,037</b>	<b>2,216</b>

### Future Fund

The Future Fund strategy is currently under review and Council will reassess in the coming months the purpose and desired outcomes of the Fund.

Note: Immaterial rounding differences may be present

## Muswellbrook Shire Council 2023/24 Capital Budget Estimates



**Budget 2023/24 - Capital Estimates**  
**Overview - Consolidated**



	2022/23 Budget Estimates	2022/23 Carry-Overs 2022/23	2022/23 Budget Total Estimates (Incl C/O)	Dec 2022 QBR	2023-24 Budget Estimates	2024-25 Budget Estimates	2025-26 Budget Estimates	2026-27 Budget Estimates
<b>\$000s</b>								
<b>Capital Funding</b>								
Cash Result - Operating	17,515	-	17,515	16,649	17,714	18,054	18,569	19,245
Contribution to Future Fund from General Fund	2,000	-	2,000	1,853	1,300	1,000	600	420
Contributions	2,171	1,508	3,679	3,679	30	30	30	30
Grants	659	16,351	17,010	17,529	24,307	658	658	658
Loans	-	2,619	2,619	2,619	-	-	-	-
Reserves - Transfer from	3,772	12,806	16,578	16,681	3,172	2,813	2,851	2,891
<b>Capital Funding Total</b>	<b>26,118</b>	<b>33,284</b>	<b>59,401</b>	<b>59,009</b>	<b>46,523</b>	<b>22,554</b>	<b>22,708</b>	<b>23,244</b>
<b>Expenditure</b>								
Contribution to Future Fund from General Fund	2,000	-	2,000	1,853	1,300	1,000	600	420
Expenditure	-	224	224	274	1,413	-	-	-
Expenditure - New Assests	8,418	28,147	36,564	36,473	27,159	3,146	2,893	5,121
Expenditure - Renewals	8,244	4,914	13,158	12,820	10,788	13,226	14,363	12,923
Investment purchases	-	-	-	-	-	-	-	-
Loan Principal Repayments	6,455	-	6,455	6,158	5,370	4,595	4,294	4,296
Reserves - Transfer to	1,001	-	1,001	1,431	493	587	558	484
<b>Expenditure Total</b>	<b>26,118</b>	<b>33,284</b>	<b>59,401</b>	<b>59,009</b>	<b>46,523</b>	<b>22,554</b>	<b>22,708</b>	<b>23,244</b>
<b>Surplus/(Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Capital Works Program**

Over recent years, Muswellbrook Shire Council has had a very ambitious capital works program. For 2023/24, Council is consolidating its capital works program - focusing on key maintenance and renewal works, and completing the multi-year projects already in the pipeline. Only confirmed grant funding is included in the budget.

# Budget 2023/24 - Capital Estimates



## Expenditure Summary

\$000s	2022/23 Budget Estimates	Carry-Overs 2022/23	2022/23 Budget Total Estimates (Incl C/O)	Dec 2022 QBR	2023-24 Budget Estimates	2024-25 Budget Estimates	2025-26 Budget Estimates	2026-27 Budget Estimates
<b>General Fund</b>								
Planning, Community and Corporate	7,308	12,945	20,253	20,308	8,837	2,362	1,987	3,332
Roads and Drainage	6,045	9,685	15,729	15,898	9,984	10,325	11,024	10,012
Special Rate Variation	1,442	8,791	10,233	10,233	1,496	1,534	1,572	1,611
<b>General Fund Total</b>	<b>14,795</b>	<b>31,420</b>	<b>46,215</b>	<b>46,439</b>	<b>20,318</b>	<b>14,221</b>	<b>14,583</b>	<b>14,956</b>
<b>Future Fund</b>	<b>5,372</b>	<b>581</b>	<b>5,952</b>	<b>5,805</b>	<b>4,415</b>	<b>3,809</b>	<b>3,465</b>	<b>3,489</b>
<b>Sewer Fund</b>	<b>3,988</b>	<b>182</b>	<b>4,170</b>	<b>3,882</b>	<b>2,282</b>	<b>2,350</b>	<b>2,420</b>	<b>2,493</b>
<b>Water Fund</b>	<b>1,963</b>	<b>1,100</b>	<b>3,064</b>	<b>2,883</b>	<b>19,509</b>	<b>2,174</b>	<b>2,239</b>	<b>2,306</b>
<b>Total</b>	<b>26,118</b>	<b>33,284</b>	<b>59,401</b>	<b>59,009</b>	<b>46,523</b>	<b>22,554</b>	<b>22,708</b>	<b>23,244</b>

Capital works in the 2023/24 Budget and Forward Estimates are focused on priority maintenance and renewal activity, and completing the multi-year projects already in the pipeline.

Water Fund 23/24 Budget includes the GLE Pipeline Project Grant Funding

# Budget 2023/24 - Capital Estimates

## Expenditure Detail



\$000s	2022/23 Budget Estimates	Carry- Overs 2022/23	2022/23 Budget Total Estimates (Incl C/O)	Dec 2022 QBR	2023-24 Budget Estimates	2024-25 Budget Estimates	2025-26 Budget Estimates	2026-27 Budget Estimates
<b>General Fund</b>								
<b>Planning, Community and Corporate</b>								
<b>Recreation</b>								
Aquatic Centre Gym Equipment	50	-	50	50	50	50	50	50
Aquatic Centres Programme	60	-	60	60	213	65	66	68
Denman Indoor Sports Centre		141	141	141	-	-	-	-
Denman Netball Courts	105	206	311	311	-	-	-	-
Denman Park Upgrade		45	45	45	-	-	-	-
Highbrook Park Upgrade		55	55	55	-	-	-	-
Hunter Beach		3,128	3,128	3,128	-	-	-	-
Investigation and Design - Aquatic Centre		152	152	152	-	-	-	1,500
Karoola Park Citizens Pathway		30	30	30	-	-	-	-
Landscaping and Tree Maintenance programme	90	-	90	90	90	103	105	108
Liberty Swing - Simpson Park	75	75	150	150	-	-	-	-
Muscle Creek Nature Trail		140	140	140	-	-	-	-
Muswellbrook Regional Art Centre		38	38	38	-	-	-	-
Muswellbrook Youth Centre & Indoor Sports Ce	303	903	1,206	1,206	-	-	-	-
Recreation Capital Works	240	190	430	380	200	205	210	215
Recreation Large Capital Grants programme	90	-	90	90	75	77	79	81
Sport and Rereation Small Capital Grants Progi	25	-	25	25	-	-	-	-
Transfer to Waste Reserve	800	-	800	800	-	-	-	-
Adventure Playground		480	480	480	-	-	-	-
<b>Recreation Total</b>	<b>1,838</b>	<b>5,583</b>	<b>7,421</b>	<b>7,371</b>	<b>628</b>	<b>499</b>	<b>510</b>	<b>2,022</b>

Capital works in the 2023/24 Budget and Forward Estimates are focused on priority maintenance and renewal activity, and completing the multi-year projects already in the pipeline.

Amounts for one-off projects not completed in the current year will be carried forward to 2023/24.

**Budget 2023/24 - Capital Estimates**  
**Expenditure Detail**



\$000s	2022/23 Budget Estimates	Carry- Overs 2022/23	2022/23 Budget Total Estimates (Incl C/O)	Dec 2022 QBR	2023-24 Budget Estimates	2024-25 Budget Estimates	2025-26 Budget Estimates	2026-27 Budget Estimates
<b>Community and Cultural Vitality</b>								
Art Acquisitions	70	-	70	70	70	70	70	70
Bushfire Assets		591	591	591	-	-	-	-
CBD Stage 7 (Town Centre)	630	1,000	1,630	1,630	-	-	-	-
Civic Precinct (Town Square)	642	2,763	3,405	3,405	1,000	-	-	-
COVID 19	-	-	-	-	150	150	150	150
Library Books General Capital Purchases (Gen)	59	25	84	84	90	96	103	110
Library Subsidy Projects		66	66	66	-	-	-	-
Local Priority Grant	11	51	62	62	11	11	11	11
Major Landcare Projects	125	46	171	171	125	125	125	125
Muswellbrook Indoor Sports Centre		120	120	120	-	-	-	-
Denman Childrens Centre - Expansion (Contribution)		521	521	521	-	-	-	-
Denman Heritage Village	933	876	1,810	1,810	-	-	-	-
Purchase of Land - Companion Animal Impounding Facility		1,206	1,206	1,206	-	-	-	-
STEM Equipment Replacement		-	-	103	103	105	108	110
<b>Community and Cultural Vitality Total</b>	<b>2,470</b>	<b>7,267</b>	<b>9,737</b>	<b>9,840</b>	<b>1,548</b>	<b>557</b>	<b>566</b>	<b>576</b>
<b>Other Community Infrastructure</b>								
Buildings New and Replacement	250	69	319	569	120	103	105	108
Capital Works Contingency	100	-	100	-	100	100	100	100
General Design program		26	26	26	53	54	55	57
IT - Replacement Program	200	-	200	200	200	-	-	-
Renewable Energy Target	250	-	250	250	50	50	50	50
Community Infrastructure Depot	200	-	200	200	4,838	-	-	-
<b>Other Community Infrastructure Total</b>	<b>1,000</b>	<b>95</b>	<b>1,095</b>	<b>1,245</b>	<b>5,361</b>	<b>306</b>	<b>310</b>	<b>314</b>
<b>Internal Contribution</b>								
Contribution to Future Fund from General Fund	2,000	-	2,000	1,853	1,300	1,000	600	420
<b>Internal Contribution Total</b>	<b>2,000</b>	<b>-</b>	<b>2,000</b>	<b>1,853</b>	<b>1,300</b>	<b>1,000</b>	<b>600</b>	<b>420</b>
<b>Planning, Community and Corporate Total</b>	<b>7,308</b>	<b>12,945</b>	<b>20,253</b>	<b>20,308</b>	<b>8,837</b>	<b>2,362</b>	<b>1,987</b>	<b>3,332</b>

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Amounts for one-off projects not completed in the current year will be carried forward to 2023/24.

**Budget 2023/24 - Capital Estimates**  
**Expenditure Detail**



\$000s	2022/23 Budget Estimates	Carry- Overs 2022/23	2022/23 Budget Total Estimates (Incl C/O)	Dec 2022 QBR	2023-24 Budget Estimates	2024-25 Budget Estimates	2025-26 Budget Estimates	2026-27 Budget Estimates
<b>Roads and Drainage</b>								
<b>Other Community Infrastructure</b>								
Other Loan repayments	897	-	897	747	465	273	319	327
Waste Facility - Filling and Capping Works	-	-	-	-	-	1,279	1,279	1,279
<b>Other Community Infrastructure Total</b>	<b>897</b>	<b>-</b>	<b>897</b>	<b>747</b>	<b>465</b>	<b>1,552</b>	<b>1,598</b>	<b>1,607</b>
<b>Roads, Bridges &amp; Drainage</b>								
Bridges Renewal programme		42	42	42	105	105	105	105
Carpark Renewal programme		93	93	93	135	135	135	135
CPTIG Bus Shelters	230	48	278	546	-	-	-	-
Drainage Devices programme	150	-	150	150	180	600	180	180
Flood Warning System	50	-	50	50	-	-	-	-
Footpath and Cycleway Renewal programme	150	-	150	150	186	186	186	186
Heavy Patching Programme	500	-	500	500	1,000	1,000	1,500	1,000
Kerb and Gutter Replacement programme	150	-	150	150	146	146	146	146
Large Plant Items	510	1,170	1,680	1,680	600	600	800	800
Leachate Dam		483	483	483	476	-	-	-
LED Fire Danger Warning Signs		152	152	152	-	-	-	-
Lorne Street Drainage		712	712	712	-	-	-	-
Natural Disaster - Flood		224	224	274	-	-	-	-
New Footpath and Cycleway programme	250	-	250	250	-	-	-	-
Purchase of Vehicles	250	93	343	343	340	336	350	250
Regional Road Repair Program	307	-	307	307	500	550	585	1,150
Replacement of Oakleigh Bridge		544	544	544	-	-	-	-
Resources for Regions Rd 5		2,425	2,425	2,425	-	-	-	-
Resources for Regions Rd 6		521	521	521	-	-	-	-
Road Resealing programme	800	93	893	893	2,100	2,205	2,500	1,840
Road Safety Program		213	213	213	-	-	-	-
Roads Capital Contingency	100	-	100	100	135	135	135	135
Roads to Recovery program	578	-	578	578	578	578	578	578
Rosebrook Bridge		1,543	1,543	1,543	-	-	-	-
Rural Road Regravelling programme	330	-	330	330	284	330	330	325
Rural Road Renewal programme		-	-	-	498	510	420	420
Safety Device Renewal programme	120	73	193	193	94	94	94	94
Sandy Creek Road Curve Improvement		167	167	167	-	-	-	-
Transport Vehicles	100	52	152	152	150	150	197	150

**Budget 2023/24 - Capital Estimates**  
**Expenditure Detail**



	2022/23 Budget Estimates	Carry- Overs 2022/23	2022/23 Budget Total Estimates (Incl C/O)	Dec 2022 QBR	2023-24 Budget Estimates	2024-25 Budget Estimates	2025-26 Budget Estimates	2026-27 Budget Estimates
<b>\$000s</b>								
Urban Road Rehabilitation	200	-	200	200	-	-	-	-
Urban Road Renewal programme	172	-	172	172	400	473	546	572
Waste Remediation programme	201	-	201	201	200	200	200	200
Widden Valley Road Pavement Rehab		7	7	7	-	-	-	-
Yarrawa Road (Fixing Local Roads)		1,028	1,028	1,028	-	-	-	-
Renewal Program		-	-	-	-	400	400	100
Sandy Hollow		-	-	-	-	40	40	40
Merton Street Drainage		-	-	-	1,413			
<b>Roads, Bridges &amp; Drainage Total</b>	<b>5,147</b>	<b>9,685</b>	<b>14,832</b>	<b>15,151</b>	<b>9,519</b>	<b>8,774</b>	<b>9,427</b>	<b>8,406</b>
<b>Roads and Drainage Total</b>	<b>6,045</b>	<b>9,685</b>	<b>15,729</b>	<b>15,898</b>	<b>9,984</b>	<b>10,325</b>	<b>11,024</b>	<b>10,012</b>

Capital works in the 2023/24 Budget and Forward Estimates are focused on priority maintenance and renewal activity, and completing the multi-year projects already in the pipeline.

Amounts for one-off projects not completed in the current year will be carried forward to 2023/24.

**Budget 2023/24 - Capital Estimates**  
**Expenditure Detail**



\$000s	2022/23 Budget Estimates	Carry- Overs 2022/23	2022/23 Budget Total Estimates (Incl C/O)	Dec 2022 QBR	2023-24 Budget Estimates	2024-25 Budget Estimates	2025-26 Budget Estimates	2026-27 Budget Estimates
<b>Special Rate Variation</b>								
<b>Recreation</b>								
Olympic Park Field Improvements		990	990	990	-	-	-	-
Olympic Park Project	500	1,919	2,419	2,419	1,173	1,203	-	-
<b>Recreation Total</b>	<b>500</b>	<b>2,910</b>	<b>3,410</b>	<b>3,410</b>	<b>1,173</b>	<b>1,203</b>	<b>-</b>	<b>-</b>
<b>Community and Cultural Vitality</b>								
Regional Entertainment and Conference Centre	627	5,581	6,208	6,208	-	-	1,233	1,264
<b>Community and Cultural Vitality Total</b>	<b>627</b>	<b>5,581</b>	<b>6,208</b>	<b>6,208</b>	<b>-</b>	<b>-</b>	<b>1,233</b>	<b>1,264</b>
<b>Roads, Bridges &amp; Drainage</b>								
Drainage	315	300	615	615	323	331	339	348
<b>Roads, Bridges &amp; Drainage Total</b>	<b>315</b>	<b>300</b>	<b>615</b>	<b>615</b>	<b>323</b>	<b>331</b>	<b>339</b>	<b>348</b>
<b>Special Rate Variation Total</b>	<b>1,442</b>	<b>8,791</b>	<b>10,233</b>	<b>10,233</b>	<b>1,496</b>	<b>1,534</b>	<b>1,572</b>	<b>1,611</b>
<b>General Fund Total</b>	<b>14,795</b>	<b>31,420</b>	<b>46,215</b>	<b>46,439</b>	<b>20,318</b>	<b>14,221</b>	<b>14,583</b>	<b>14,956</b>

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**Budget 2023/24 - Capital Estimates**  
**Expenditure Detail**



	2022/23 Budget Estimates	Carry- Overs 2022/23	2022/23 Budget Total Estimates (Incl C/O)	Dec 2022 QBR	2023-24 Budget Estimates	2024-25 Budget Estimates	2025-26 Budget Estimates	2026-27 Budget Estimates
<b>\$000s</b>								
<b>Future Fund</b>								
Loan principal repayments (existing)	4,289	-	4,289	4,083	3,696	3,355	2,969	3,038
Loan principal repayments (new)	150	-	150	209	-	-	-	-
Loxton House - Innovation Hub	275	-	275	275	300	-	-	-
Marketplace Renewals	331	-	331	331	219	154	150	151
Renewal of Existing Assets/New Acquisitions	327	-	327	327	200	300	346	300
Town Education Centre 2		581	581	581	-	-	-	-
<b>Future Fund Total</b>	<b>5,372</b>	<b>581</b>	<b>5,952</b>	<b>5,805</b>	<b>4,415</b>	<b>3,809</b>	<b>3,465</b>	<b>3,489</b>

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**Budget 2023/24 - Capital Estimates**  
**Expenditure Detail**



\$000s	2022/23 Budget Estimates	Carry- Overs 2022/23	2022/23 Budget Total Estimates (Incl C/O)	Dec 2022 QBR	2023-24 Budget Estimates	2024-25 Budget Estimates	2025-26 Budget Estimates	2026-27 Budget Estimates
<b>Sewer Fund</b>								
<b>Sewer Infrastructure</b>								
Access & Security Improvements	55	100	155	155	130	100	100	100
Loan Principal Repayments	744	-	744	744	778	817	856	781
Mains Renewal and Replacement	589	-	589	301	260	165	700	250
Operations Contingency Project Reserve	150	-	150	150	150	150	150	150
Sewer Plant and Equipment	-	-	-	-	80	-	90	-
Solar Array	1,800	-	1,800	1,800	-	-	-	-
System Plant Asset renewals - Sewer	650	-	650	650	395	450	220	450
Transportation System Improvement	-	82	82	82	300	500	200	650
Transfer to Sewer Fund Reserve	-	-	-	-	188	168	104	113
<b>Sewer Infrastructure Total</b>	<b>3,988</b>	<b>182</b>	<b>4,170</b>	<b>3,882</b>	<b>2,282</b>	<b>2,350</b>	<b>2,420</b>	<b>2,493</b>
<b>Sewer Fund Total</b>	<b>3,988</b>	<b>182</b>	<b>4,170</b>	<b>3,882</b>	<b>2,282</b>	<b>2,350</b>	<b>2,420</b>	<b>2,493</b>

Capital works in the 2023/24 Budget and Forward Estimates are focused on priority maintenance and renewal activity, and completing the multi-year projects already in the pipeline.

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**Budget 2023/24 - Capital Estimates**  
**Expenditure Detail**



\$000s	2022/23 Budget Estimates	Carry- Overs 2022/23	2022/23 Budget Total Estimates (Incl C/O)	Dec 2022 QBR	2023-24 Budget Estimates	2024-25 Budget Estimates	2025-26 Budget Estimates	2026-27 Budget Estimates
<b>Water Fund</b>								
<b>Water Supply Infrastructure</b>								
Asbestos, Earthwork and Security	155	-	155	155	175	-	-	150
Laboratory Equipment		-	-	-	20	20	20	20
Loan Principal Repayments	376	-	376	376	280	-	-	-
Mains Renewal and Replacement	300	448	748	748	650	850	900	800
Operations Contingency Project Reserve	118	-	118	118	100	100	100	100
Replacement of Water Meters Programme	65	-	65	65	65	65	65	65
System Plant Asset Renewals	700	191	891	791	500	750	800	750
Upgrade Flouride Dosing System		346	346	346	-	-	-	-
Vehicle-Equipment Replacement		79	79	79	65	70	-	70
Water Stop Valve	250	36	286	205	200	150	150	230
Transfer to Water Fund Reserve		-	-	-	55	169	204	121
GLE Pipeline			-	-	17,398			
<b>Water Supply Infrastructure Total</b>	<b>1,963</b>	<b>1,100</b>	<b>3,064</b>	<b>2,883</b>	<b>19,509</b>	<b>2,174</b>	<b>2,239</b>	<b>2,306</b>
<b>Water Fund Total</b>	<b>1,963</b>	<b>1,100</b>	<b>3,064</b>	<b>2,883</b>	<b>19,509</b>	<b>2,174</b>	<b>2,239</b>	<b>2,306</b>
<b>Total</b>	<b>26,118</b>	<b>33,284</b>	<b>59,401</b>	<b>59,009</b>	<b>46,523</b>	<b>22,554</b>	<b>22,708</b>	<b>23,244</b>

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# muswellbrook shire council

## Revenue Policy

2023/2024

DRAFT

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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 2023/24 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 revaluation of all land parcels in the Shire occurred in 2022, with a base date of 1 July 2022.

These valuations will be used for rating purposes from 1 July 2023. 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 2023/2024 financial year has been determined at 9%. The rate for 2022/2023 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**

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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

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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 sewage 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

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Woodlands Ridge subdivision and Milperra Drive), Denman and Sandy Hollow.

There will be 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

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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 2023/2024**

Section 494 Local Government Act, 1993.

### **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 2023/2024 rating year, IPART has set Muswellbrook Shire's rate peg at 3.7%.

Rate Type	Category	Sub-Category	Ad Valorem Cents in \$	Base Amount/ Min \$	Base Amount % of Total Rate Levied	Yield (Est.)
Ordinary	Residential	Residential – General	0.276698	\$240	19.65%	\$1,167,822
Ordinary	Residential	Residential – Muswellbrook & Denman	0.400295	\$290	33.59%	\$5,018,283
Ordinary	Farmland	Farmland – General	0.172526	\$400	13.62%	\$1,054,224
Ordinary	Farmland	Farmland – Irrigable	0.199425	\$440	10.86%	\$457,761
Ordinary	Mining	Mining – General	0.781024	\$15,000	1.11%	\$10,859,655
Ordinary	Mining	Mining – Underground Coal Mining	0.530878	\$15,000	6.58%	\$227,882
Ordinary	Mining	Mining – Metallurgical Coal Mining	0.624881	\$15,000	1.20%	\$1,252,264
Ordinary	Business	Business – General	0.796234	\$250	7.98%	\$1,507,298
Ordinary	Business	Business – Power Generation	5.025171	\$25,000	16.99%	\$294,223
Ordinary	Business	Business – Thomas Mitchell Drive Industrial Centre	0.855121	\$275	10.80%	\$381,802
Ordinary	Business	Business – Showground Release Area	0.163824	\$250	2.06%	\$12,144
Ordinary	Business	Mine Rehabilitation	0.781024	\$15,000	0%	\$0

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## **WATER CHARGES**

For 2023/2024, 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 2023 are:

<b>Water Service Charge Category</b>	<b>Amount</b>
Availability Charge (Not Connected)	\$256.00
<b>Availability Charge (Connected)</b>	
- 20mm service	\$256.00
- 25mm service	\$400.00
- 32mm service	\$655.00
- 40mm service	\$1024.00
- 50mm service	\$1,600.00
- 65mm service	\$2,704.00
- 80mm service	\$4,096.00
- 100mm service	\$6,400.00
- 150mm service	\$14,400.00

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 2023 are:

<b>Consumption Tariff</b>	<b>Tier<sup>1</sup></b>	<b>\$ per Kilolitre (KL)</b>
Residential	Tier 1 (1-350KL per annum)	<del>\$2.57</del>
	Tier 2 (>350KL per annum)	<del>\$3.79</del>
Non-Residential	N/A	<del>\$3.30</del>

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<sup>1</sup> Where applicable

## **SEWERAGE CHARGES**

For 2023/2024, Council is proposing to levy Sewerage Service Availability Charges as setout 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 2023 are:

#### Sewer Service Availability Charge:

Residential Sewer Availability Charge (Vacant)	\$403.00
Residential Sewer Charge (Occupied)	\$1,035.00

### 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 2023, 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 2023 are:

<b>Availability Charge Category</b>	<b>Amount</b>
AC - Availability Charge (Not Connected)	\$403.00
<b>AC - Availability Charge (Connected)</b>	
20mm service	\$403.00
25mm service	\$629.69
32mm service	\$1,031.68
40mm service	\$1,612.00
50mm service	\$2,518.75
65mm service	\$4,256.69
80mm service	\$6,448.00
100mm service	\$10,075.00
150mm service	\$22,668.75

The Sewer Usage Charge for the year commencing 1 July 2023:

Sewer Usage Charge	\$ per Kiloitre (KL)
Non-Residential Sewer Usage Charge	\$3.30

Discharge Factors required for non-residential properties will be determined on an individual rateable parcel basis.

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## **DOMESTIC WASTE MANAGEMENT CHARGES**

Domestic Waste Management Charges are levied in accordance with section 496 of the *Local Government Act*.

For 2023/2024 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)	\$110.00
Urban Domestic Waste Management Service Charge (2)	\$483.00
Additional Urban Domestic Waste Management Service Charge	\$122.00
Additional Urban Domestic Waste Management Recycling Service Charge	\$84.00
Additional Urban Domestic Waste Management Green Waste Service Charge	\$39.00

- (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 2023/2024 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)	\$110.00
Rural Domestic Waste Management Service Charge (2)	\$444.00
Additional Rural Domestic Waste Management Service Charge	\$122.00
Additional Rural Domestic Waste Management Recycling Service Charge	\$84.00
Rural Domestic Waste Management Green Waste Service Charge	\$39.00

- (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 2023/2024, 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*.

For 2023/2024 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)	\$110.00
Waste Management Service Charge (2)	\$444.00
Additional Waste Management Service Charge	\$122.00
Additional Waste Management Recycling Service Charge	\$84.00
Waste Management Green Waste Service Charge	\$39.00

- (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 2023/2024, 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)	\$110.00
Rural Waste Management Service Charge (2)	\$444.00
Additional Rural Waste Management Service Charge	\$122.00
Additional Rural Waste Management Recycling Service Charge	\$84.00
Rural Waste Management Green Waste Service Charge	\$39.00

- (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 2023/2024, for the Hunter Catchment Contribution. The fee set for 2022/2023 was 0.00977. Council will adopt the rate as determined by the Minister for 2023/2024.

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

<b>Authorised by:</b>	Council
<b>Minute No:</b>	
<b>Date:</b>	
<b>Review timeframe:</b>	1 Years
<b>Department:</b>	Corporate Services
<b>Document Owner:</b>	Director of Corporate Services

### Details History

Version No.	Date changed	Policy type	Modified by	
1	4.04.2023	External	D Gilmore	Updated Format
2	15/06/2023	External	D Gilmore	Updated figures to reflect changes after exhibition



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## Explanation Table

### Columns

Fee (excl. GST)	Fee (excl. GST) (23/24)
GST	GST Amount (23/24)
Fee (incl. GST)	Fee (incl. GST) (23/24)
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 23/24 Fee (excl. GST)	Year 23/24 GST	Year 23/24 Fee (incl. GST)	Fee Type
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## 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	\$53.64	\$5.36	\$59.00	E
Per Day - 8 Hours	\$389.09	\$38.91	\$428.00	E

#### Loxton House

Per Hour	\$53.64	\$5.36	\$59.00	E
Per Day - 8 hours	\$389.09	\$38.91	\$428.00	E

#### Weidmann Room

Per hour	\$133.64	\$13.36	\$147.00	E
Per Day - 8 Hours	\$243.18	\$24.32	\$267.50	E

## Banners

Installation of Banners (not for profit)	\$360.00	\$0.00	\$360.00	E
Cleaning and Storage, installation & removal (once only payment)	\$599.50	\$0.00	\$599.50	E

## Business Paper

### Copy of Council Business Paper, Late Items & Minutes

12 Months Service	\$444.00	\$0.00	\$444.00	E
6 Months Service	\$226.50	\$0.00	\$226.50	E

## Cemetery Fees

### Right of Burial Fees

#### Council Policy C10/2

General Cemetery – Purchase of 2.4 x 1.2m plot	\$476.82	\$47.68	\$524.50	E
Lawn Cemetery – Purchase of 2.4 x 1.2m plot	\$1,731.36	\$173.14	\$1,904.50	E
Columbarium – Purchase of one niche	\$243.18	\$24.32	\$267.50	E
Columbarium – Installation of plaque and ashes	\$121.64	\$12.16	\$133.80	E
Memorial Wall – Installation of plaque	\$63.18	\$6.32	\$69.50	E
Bronze Plaque	Charged separately at cost plus 10%			E

Name	Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)	Fee Type
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## Right of Burial Fees [continued]

Permission to erect structure (e.g. headstone, slab, and concrete kerbing etc.)	\$85.50	\$0.00	\$85.50	D
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## Certificates

Section 603 Certificate LGA 1993	\$95.00	\$0.00	\$95.00	A
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## Credit Card Payments

Merchant Fee Recovery			0.84%	E
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## Dishonoured Payments

Dishonoured Direct Debits, returned to Council	\$13.00	\$0.00	\$13.00	E
Dishonoured Cheques, returned to Council	\$13.00	\$0.00	\$13.00	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	\$19.50	\$0.00	\$19.50	E
Plus Hourly Charge	\$47.00	\$0.00	\$47.00	

## 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

### Inflatable Outdoor Cinema Screen package

6m Inflatable Outdoor Cinema Screen Package	\$389.09	\$38.91	\$428.00	
Includes: 6m inflatable outdoor cinema screen, HD digital projector, speakers (2), cordless microphones (2), ground tarp, all ground stakes, tie down ratchets and electronic cabling/leads				

## Sound Equipment Package

### Equipment Hire - Set Up/Pack Down

### Chair/Table Hire

Trestle Table 750 x 1800mm	\$15.45	\$1.55	\$17.00	
White Plastic Chair	\$6.36	\$0.64	\$7.00	E

## MSC Branded Popup Marquee Hire

Marquee 3m x 3m	\$53.64	\$5.36	\$59.00	E
Marquee 3m x 4m	\$160.45	\$16.05	\$176.50	E
Marquee 4m x 8m	\$291.82	\$29.18	\$321.00	E

Name	Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)	Fee Type
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### 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	\$0.91	\$0.09	\$1.00	
B/W – A3	\$1.00	\$0.10	\$1.10	
Colour – A3	\$1.82	\$0.18	\$2.00	E
B/W – A1	\$11.09	\$1.11	\$12.20	E
Colour – A1	\$14.82	\$1.48	\$16.30	E
B/W – A0	\$16.36	\$1.64	\$18.00	E
Colour – A0	\$19.91	\$1.99	\$21.90	E

### Document Scanning

A1 and A0	\$4.55	\$0.45	\$5.00	
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### All Council Properties

Bond (refunded after inspection). Except shows and events (see Shows & Events Listing)	\$562.00	\$0.00	\$562.00	
Cleaning Charge – minimum (2 hours if not left clean)	\$155.45	\$15.55	\$171.00	
Cleaning charge – per hour thereafter	\$63.27	\$6.33	\$69.60	E
Key Deposit (refundable)	\$75.00	\$0.00	\$75.00	E

### Muswellbrook Regional Art Centre

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
Gallery Membership - Per Person	\$45.45	\$4.55	\$50.00	C

Name	Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)	Fee Type
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## 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)	\$48.64	\$4.86	\$53.50	C
Daily Hire - 8 Hours	\$315.91	\$31.59	\$347.50	C
Half-Day Hire - 4 Hours	\$165.45	\$16.55	\$182.00	C

### Indoor Sports Centre Complex - Denman

Regular Group bookings available

Per Day (Whole Facility) - 8 hours	\$313.18	\$31.32	\$344.50	C
Per Half-Day (Whole Facility) - 4 hours	\$172.27	\$17.23	\$189.50	C
Up to 4 hours				
Basketball Court (per hour) – Casual Hire	\$47.73	\$4.77	\$52.50	C
Basketball Court (per hour) – User Groups	\$33.18	\$3.32	\$36.50	C
Squash Courts (per court, per hour) – Casual Hire	\$23.18	\$2.32	\$25.50	C
Squash Courts (per court, per hour) – User Groups	\$17.55	\$1.75	\$19.30	C
Tennis Courts (per court, per hour) – Day – Casual Hire	\$16.53	\$1.65	\$18.18	C
Tennis Courts (per court, per hour) – Day – User Groups	\$13.64	\$1.36	\$15.00	C
Tennis Courts (per court, per hour) – Night – Casual Hire	\$23.36	\$2.34	\$25.70	C
Tennis Courts (per court, per hour) – Night – User Groups	\$34.09	\$3.41	\$37.50	C
Mezzanine Floor Area (per hour) – Day	\$17.55	\$1.75	\$19.30	C
Mezzanine Floor Area (per hour) – Night	\$23.36	\$2.34	\$25.70	C
Playgroups & community groups (maximum 3 hours)	\$27.27	\$2.73	\$30.00	C

### Indoor Sports Centre - Muswellbrook

Per Day (Whole Facility) - 8 hours	\$313.18	\$31.32	\$344.50	C
50% discount for local schools for whole centre day hire				
Per Half-Day (Whole Facility) - 4 hours	\$172.27	\$17.23	\$189.50	C
School Groups (half day, per student) - 4 hours	\$3.91	\$0.39	\$4.30	C
Basketball Court (one court) – Casual Hire - Per Hour	\$46.82	\$4.68	\$51.50	C
Basketball Court – (two court, per hour) – Casual Hire	\$82.73	\$8.27	\$91.00	C
Basketball Court (one court) – User Groups - Per Hour	\$33.18	\$3.32	\$36.50	C
Basketball Court – (two court, per hour) – Users Group	\$54.55	\$5.45	\$60.00	C
Individual Practice (per hour) – Casual Hire	\$21.36	\$2.14	\$23.50	C
Gymnasium Only (per hour)	\$17.55	\$1.75	\$19.30	C
Meeting Room (small, per hour)	\$21.36	\$2.14	\$23.50	C
Canteen Hire (per hour)	\$21.36	\$2.14	\$23.50	C
Table Hire	\$6.82	\$0.68	\$7.50	C
Chair Hire	\$2.45	\$0.25	\$2.70	C

Name	Year 23/24 GST	Fee (excl. GST)	Fee (incl. GST)	Fee Type
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## Muswellbrook Regional Art Centre

### Private Functions

Free to Not for profit and charity groups			FREE	n/a
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### During Art Centre Hours

Gallery Hire Hourly Base Rate	\$68.18	\$6.82	\$75.00	C
Hourly Rate Per Person	\$5.00	\$0.50	\$5.50	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	\$77.73	\$7.77	\$85.50	C
Hourly Rate Per Person	\$7.73	\$0.77	\$8.50	C
Refundable Security Deposit			10% of hire fee	C

## Senior Citizens Centre

Per Day - 8 Hours	\$267.27	\$26.73	\$294.00	C
Per Half Day - 4 Hours	\$155.64	\$15.56	\$171.20	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	\$267.27	\$26.73	\$294.00	C
Per Half-Day - 4 Hours	\$155.45	\$15.55	\$171.00	C
Additional Hours	\$34.09	\$3.41	\$37.50	C
Playgroups & community groups (maximum 3 hours)	\$27.27	\$2.73	\$30.00	C

## Muswellbrook Shire Libraries

### Seminar Room

Per Hour	\$74.55	\$7.45	\$82.00	C
Up to 3 hours	\$223.18	\$22.32	\$245.50	C
1 day during Business Hours	\$297.73	\$29.77	\$327.50	C
Cancellations within 24 hours (50% of quoted fee) - per hour	\$37.27	\$3.73	\$41.00	C
Cancellations within 24 hours (50% of quoted fee) - Up to 3 hours	\$111.36	\$11.14	\$122.50	E
Cancellations within 24 hours (50% of quoted fee) - 1 Day during Business hours	\$148.86	\$14.89	\$163.75	
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

Name	Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)	Fee Type
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### Library Meeting Room 1 [continued]

1 Day during Business Hours	\$69.55	\$6.95	\$76.50	C
Cancellations within 24 hours (50% of quoted fee) - Up to 3 hours	\$4.77	\$0.48	\$5.25	
Cancellations within 24 hours (50% of quoted fee) - 1 Day during Business hours	\$34.77	\$3.48	\$38.25	E

### 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
Cancellations within 24 hours (50% of quoted fee) - per hour	\$17.27	\$1.73	\$19.00	E
Cancellations within 24 hours (50% of quoted fee) - Up to 3 hours	\$52.27	\$5.23	\$57.50	E
Cancellations within 24 hours (50% of quoted fee) - 1 Day during Business hours	\$69.55	\$6.95	\$76.50	E

### 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	\$148.64	\$14.86	\$163.50	C
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### STEM Innovation Room Hire

Per Hour	\$74.55	\$7.45	\$82.00	E
Up to 3 Hours	\$223.18	\$22.32	\$245.50	E
1 Day during Business Hours	\$297.73	\$29.77	\$327.50	
Cancellations within 24 hours (50% of quoted fee) - per hour	\$37.27	\$3.73	\$41.00	E
Cancellations within 24 hours (50% of quoted fee) - Up to 3 hours	\$111.36	\$11.14	\$122.50	E
Cancellations within 24 hours (50% of quoted fee) - 1 Day during Business hours	\$148.86	\$14.89	\$163.75	
Cleaning Fee	\$61.82	\$6.18	\$68.00	E

### Casual Hirer's Insurance

Insurance for Casual Hire of Council facilities	\$25.00 Including GST Casual Hirer's are responsible for the first \$1000 (excess) of any claim, in the case of any loss or damage.	E
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### Private Works

#### Section 67 LGA 1993

Labour costs	Labour costs (including on-costs) plus 40% + 10% GST	E
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Name	Year 23/24 Fee (excl. GST)	Year 23/24 GST	Year 23/24 Fee (incl. GST)	Fee Type
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## Private Works [continued]

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

## Property - Transfer Listing

Annual Listing	\$193.50	\$0.00	\$193.50	D
Monthly Listing	\$27.00	\$0.00	\$27.00	D

## Public Gates/Grid

Application – Roads Act 1993 – Div. 2 Part 9	\$379.00	\$0.00	\$379.00	E
Inspection	\$379.00	\$0.00	\$379.00	E
2 inspections included				
Additional reinspection	\$193.50	\$0.00	\$193.50	E

## Roads

### Occupancy Fees - Work Zones

Work zones and temporary structures within Road Reserves

### Rural Areas - per m2

First 15 weeks	\$1.20	\$0.00	\$1.20	E
15 to 30 weeks	\$1.80	\$0.00	\$1.80	E
Over 30 weeks	\$3.60	\$0.00	\$3.60	E

### Residential - per m2

First 15 weeks	\$1.80	\$0.00	\$1.80	E
15 to 30 weeks	\$3.60	\$0.00	\$3.60	E
Over 30 weeks	\$7.20	\$0.00	\$7.20	E

### Tourist Area and/or Industrial Area - per m2

First 15 weeks	\$3.60	\$0.00	\$3.60	E
15 to 30 weeks	\$7.20	\$0.00	\$7.20	E
Over 30 weeks	\$14.40	\$0.00	\$14.40	E

### CBD - per m2

First 15 weeks	\$7.20	\$0.00	\$7.20	E
15 to 30 weeks	\$11.40	\$0.00	\$11.40	E
Over 30 weeks	\$23.40	\$0.00	\$23.40	E

## Other

Fee	Subject of quote			E
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Name	Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)	Fee Type
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### Assessment fee further to above charges

Fee	\$624.00	\$0.00	\$624.00	E
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### S138 Roads Act - Road Opening Permit

Footways	\$188.00	\$0.00	\$188.00	E
Residential Driveway Crossing with Existing K & G	\$188.00	\$0.00	\$188.00	E
Residential Driveway Crossing with no Existing K & G	\$385.50	\$0.00	\$385.50	E
Rural driveway crossing	\$456.50	\$0.00	\$456.50	E
Commercial Driveway Crossing	\$456.50	\$0.00	\$456.50	E
Activities on Road Reserves	\$188.00	\$0.00	\$188.00	E
Stock on Road Reserves (grazing)	\$82.00	\$0.00	\$82.00	E
Road Restoration – (Bitumen Surface)			As per quote	E
Design by Council – Driveways or other Infrastructure			As per quote	E
Third Party Works Impacting Road Reserves			As per quote	E
Works Enabling Deed			As per quote	E

### Works Enabling Deed

Major works on road reserves- for projects undertaken through development and/or where assets are transferred to Council.	As per quote, Labour cost (including on-costs) plus 10% GST	E
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### 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.

Preliminary Investigation Fee	\$977.00	\$0.00	\$977.00	E
Roads Act 1993 Part 4 Standard 9 hours				
Processing Fee for closure	\$1,988.50	\$0.00	\$1,988.50	E
Standard 20 hours				
Additional Costs	Additional hours in excess of the maximum hours stated will be charged at \$70.00/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	\$199.00	\$0.00	\$199.00	E
Review of route assessment	\$324.00	\$0.00	\$324.00	E
Observation if required (Additional fee apply for over 4 hours)	\$385.50	\$0.00	\$385.50	E

### Contribution for new Kerb and Gutter/Footpaths (Policy - K 10/1)

Construction cost of Kerb & Gutter per 1.m	\$374.00	\$0.00	\$374.00	E
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Name	Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)	Fee Type
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## Contribution for new Kerb and Gutter/Footpaths (Policy - K 10/1) [continued]

Construction cost of Footpath per sq.m	\$326.00	\$0.00	\$326.00	E
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## Shows and Events - at council grounds and facilities

Events on Council grounds – Day & Night - 24 Hours	\$1,201.36	\$120.14	\$1,321.50	E
1 Day Hire				
Events on Council grounds – Day or Night - 12 Hours	\$812.27	\$81.23	\$893.50	E
Subsequent hire per day				
Refundable deposit	\$1,021.36	\$102.14	\$1,123.50	E
*Subject to condition inspection				

## Security Bonds

Traffic Management Bond Administration Fee	\$286.00	\$0.00	\$286.00	E
Security Bond - For Damage to Public Infrastructure	For occupation < 1 week, minimum \$2,000 Each For occupation > 1 week, to be quoted			E
Plant & Equipment Occupation (Standing Plant) within Road Reserve including CBD Bond	\$2,000.00	\$0.00	\$2,000.00	E
Note this is different from physical works on the road reserve				
Works on Road Reserve - Located within CBD - General Bond	\$10,000.00	\$0.00	\$10,000.00	E
This Bond is applied where works require the use of heavy plant, equipment and or scaffolding within the road reserve within the CBD				
Works within Road Reserve - Location other than CBD - General Bond	\$2,000.00	\$0.00	\$2,000.00	E
This bond may be applied where works require the use of heavy plant, equipment and or scaffolding within the road reserve outside of the CBD.				
Large events and large events within Olympic Park and Ogilvie Street Denman	\$2,000.00	\$0.00	\$2,000.00	E
This bond may be applied where a bump in and out requires the use of large vehicles/forklifts etc. and/or where there is a possibility of Council assets being damaged.				

## Sporting Fees

### Casual Hirer

Booking – minimum 2 hours	\$156.64	\$15.66	\$172.30	E
Field Hire – Per Day	\$364.55	\$36.45	\$401.00	C
Field Hire – Per Half-Day	\$313.18	\$31.32	\$344.50	C
Canteen Hire	\$125.45	\$12.55	\$138.00	C

### Regular Users - per registered player - per season

Seniors (18 years and over)	\$40.00	\$4.00	\$44.00	C
Use of Sporting Fields, Parks & Reserves by Fitness Trainers – 12 month Licence Agreement	\$549.55	\$54.95	\$604.50	C
Extra charge for lighting if used - \$50.00				
Use of Sporting Fields, Parks & Reserves by Fitness Trainers – 6 month Licence Agreement	\$364.55	\$36.45	\$401.00	C

Name	Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)	Fee Type
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## Aquatic Centres

### 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
Concession	\$4.09	\$0.41	\$4.50	D
Family Up to 2 adults and 5 Children)	\$16.82	\$1.68	\$18.50	D
Spectator Fee	\$1.82	\$0.18	\$2.00	D
Swim/Sauna/Spa (combo entry) Adult	\$11.82	\$1.18	\$13.00	E
Swim/Sauna/Spa (combo entry) Concession	\$9.09	\$0.91	\$10.00	E
Shower Fee	\$1.82	\$0.18	\$2.00	E

#### 20 Visit Pass

Aquatic Centre (20 entries)	\$77.73	\$7.77	\$85.50	D
Aquatic Centre Concession (20 entries)	\$58.18	\$5.82	\$64.00	D
Adult Visit Spa Sauna (20 entries)	\$136.36	\$13.64	\$150.00	
Adult Visit Spa Sauna Concession (20 entries)	\$109.09	\$10.91	\$120.00	E

#### Year Pass

##### Pass Access to Both Facilities including Sauna/Spa

Adult Pass	\$363.64	\$36.36	\$400.00	D
Concession	\$318.18	\$31.82	\$350.00	D
Family	\$727.27	\$72.73	\$800.00	D
Up to 2 adults and 5 children				
Annual Direct Debit Family Swim Pass	\$37.50 incl. GST - Per Fortnight			E

#### 6 month Pass

Adult Pass	\$227.27	\$22.73	\$250.00	D
Concession	\$181.82	\$18.18	\$200.00	D
Family	\$436.36	\$43.64	\$480.00	D

## Corporate Membership

Corporate Gym Membership - Per Visit	\$9.09	\$0.91	\$10.00	E
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## School Groups

School Groups (>1 hour)	\$3.64	\$0.36	\$4.00	D
Supervising staff, carers and trainers			No Charge	D
Group Booking – per child	\$10.00	\$0.00	\$10.00	E

## Pool Space Hire

Hire of Pool Lane	\$29.09	\$2.91	\$32.00	D
Exclusive Hire of Indoor Pool (8 hours)	\$3,285.00	\$328.50	\$3,613.50	D
Each additional hour	\$306.36	\$30.64	\$337.00	D

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Name	Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)	Fee Type
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## Pool Space Hire [continued]

Exclusive hire of Outdoor Pool (8 hours)	\$1,799.55	\$179.95	\$1,979.50	D
Each additional hour	\$306.36	\$30.64	\$337.00	D

## Swimming Club

Swim Club Juniors under 18 years old

Training nights and club events	\$3.64	\$0.36	\$4.00	D
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## Learn to Swim

Booked per term payable in advance – non refundable	\$18.50	\$0.00	\$18.50	D
Private Lessons – 1 person per class	\$53.50	\$0.00	\$53.50	D
Booked per term, payable in advance - non refundable				

## School Learn to Swim

### Private Lessons

Price vary depending on the number of weeks per term.

Class times and day are determined after your application has been received

## Swim Fitness

Adult – Non Member Single	\$16.82	\$1.68	\$18.50	D
Adult – Member Single	\$12.27	\$1.23	\$13.50	D
Child up to 16 years – Non Member Single	\$11.36	\$1.14	\$12.50	D
Child up to 16 years – Member Single	\$7.27	\$0.73	\$8.00	D

## 10 Visit Pass

Program Activities / 10 Visit Pass

Aqua Aerobics/Zumba – Member	\$95.45	\$9.55	\$105.00	E
Active Over 50s	\$63.64	\$6.36	\$70.00	E

## 20 Visit Pass

Adult Swim Fit – Member	\$194.55	\$19.45	\$214.00	E
Adult Swim Fit – Non Member	\$262.73	\$26.27	\$289.00	E
Child Swim Fit – Member	\$130.45	\$13.05	\$143.50	E
Child Swim Fit – Non Member	\$204.09	\$20.41	\$224.50	E

## Other

Giant inflatable	\$227.27	\$22.73	\$250.00	D
Pool Room Hire – per hour	\$45.45	\$4.55	\$50.00	D
Pool Room Hire – per day	\$318.18	\$31.82	\$350.00	D

## Denman Only Season Pass

Adult Pass	\$163.64	\$16.36	\$180.00	E
Concession	\$118.18	\$11.82	\$130.00	E

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Name	Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)	Fee Type
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## Denman Only Season Pass [continued]

Family	\$295.45	\$29.55	\$325.00	
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## Muswellbrook Fitness Centre

### Gym

Gym Joining Fee	\$40.91	\$4.09	\$45.00	
Gym single entry	\$18.18	\$1.82	\$20.00	D
Gym concession/student	\$15.00	\$1.50	\$16.50	D

### Gym - 20 Visit Pass

Gym (20 entries)	\$200.00	\$20.00	\$220.00	C
Gym Concession (20 entries)	\$154.55	\$15.45	\$170.00	C

### Gym Direct Debit

This Fee is a fortnightly Direct Debit

Adult	\$33.18	\$3.32	\$36.50	D
Concession	\$26.36	\$2.64	\$29.00	D
Family	\$59.09	\$5.91	\$65.00	D

### Gym & Swim Direct Debit

This Fee is a fortnightly Direct Debit

Adult	\$43.64	\$4.36	\$48.00	D
Concession	\$34.09	\$3.41	\$37.50	D
Family	\$70.00	\$7.00	\$77.00	D

### Upfront 1 month Gym

Adult	\$72.73	\$7.27	\$80.00	D
Concession	\$63.64	\$6.36	\$70.00	D
Family	\$127.27	\$12.73	\$140.00	D

### 12 months Upfront Gym

Adult	\$845.45	\$84.55	\$930.00	D
Concession	\$668.18	\$66.82	\$735.00	D
Family	\$1,545.45	\$154.55	\$1,700.00	D

### 12 months Upfront Gym & Swim

Adult	\$1,045.45	\$104.55	\$1,150.00	D
Family	\$2,091.36	\$209.14	\$2,300.50	E

Name	Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)	Fee Type
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## Muswellbrook Shire Libraries

### Borrowers

Membership			FREE	D
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### Binding Documents (A4 only)

Up to 65 Sheets	\$6.82	\$0.68	\$7.50	E
Up to 120 sheets	\$9.09	\$0.91	\$10.00	E
Up to 240 sheets	\$12.27	\$1.23	\$13.50	E

### Holds and Reservations

Within Muswellbrook Shire Libraries			Nil	E
Inter Library Loan Requests	\$6.36	\$0.64	\$7.00	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	\$32.40	\$0.00	\$32.40	E
ILRS Charges passed on for Electronic Delivery	\$19.18	\$1.92	\$21.10	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)	\$5.00	\$0.50	\$5.50	E

### Digital Readers

Technology Hire (e-readers, tablets, Daisy readers)			FREE	n/a
Replacement Fee	\$520.91	\$52.09	\$573.00	E

### Lost and Damaged Material

Processing Fee	\$7.50	\$0.00	\$7.50	E
Borrowers Card	\$2.50	\$0.00	\$2.50	E

### Overdues

1st Notice and Final Notice	\$4.50	\$0.00	\$4.50	E
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### 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

### 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	Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)	Fee Type
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## 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.

### Replacement of Damaged/Lost Wheelie Bin

Red Lid Bin	\$74.00	\$0.00	\$74.00	E
Yellow Lid Bin	\$90.00	\$0.00	\$90.00	E
Green Lid Bin	\$90.00	\$0.00	\$90.00	E
Reinstatement of Removed Bin Due to Contamination	\$45.00	\$0.00	\$45.00	E

## Disposal Fees - Muswellbrook Waste and Recycling Facility

### Mixed Waste

General solid waste (putrescible & non-putrescible)	<b>Cost</b>	<b>GST</b>	<b>Total</b>	<b>E</b>
	Gate fee	260.00	26.00	286.00
	NSW Waste Levy	94.00	00.00	94.00
	Total Price	354.00	26.00	<b>380.00</b>

### Domestic recyclables - Muswellbrook Shire origin only

Commingled Recyclables	FREE for glass, plastic bottles, steel and aluminium cans, paper and cardboard, plastic containers only.				n/a
<ul style="list-style-type: none"><li>• Plastic bottles and food containers</li><li>• Glass bottles</li><li>• Paper and cardboard</li><li>• Aluminium cans</li><li>• Steel cans</li></ul>					
Bulk Corrugated Cardboard		Cost	GST	Total	E
	Gate fee	1.82	0.18	2.00	
	NSW Waste Levy	94.00	0.00	94.00	
	Total Price	95.82	0.18	\$96.00	

Name	Year 23/24 GST	Fee (excl. GST)	Fee (incl. GST)	Fee Type
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## Bricks & Concrete

Steel reinforced concrete per tonne	<b>Cost</b>	<b>GST</b>	<b>Total</b>	E
Gate fee	260.00	26.00	286.00	
NSW Waste Levy	94.00	0.00	94.00	
Total Price	354.00	26.00	<b>\$380.00</b>	
Clean concrete or rubble, non-reinforced, per tonne	<b>Cost</b>	<b>GST</b>	<b>Total</b>	E
Gate fee	141.82	14.18	156.00	
NSW Waste Levy	94.00	0.00	94.00	
Total Price	235.82	14.18	<b>250.00</b>	

## Green Waste

Green waste per tonne	<b>Cost</b>	<b>GST</b>	<b>Total</b>	E
Gate fee	91.82	9.17	101.00	
NSW Waste Levy	94.00	0.00	94.00	
Total Price	185.82	9.17	<b>195.00</b>	

Green Waste consists of branches, grass, leaves, plants, loppings, tree trunks, tree stumps and similar materials and includes any mixture of those materials.

## Whitegoods

Refrigerators, freezers & air conditioners	\$40.91	\$4.09	\$45.00	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	\$51.82	\$5.18	\$57.00	E

## Community Recycling Centre

Household Problem Wastes - domestic quantities only			FREE	E
<ul style="list-style-type: none"> <li>Gas bottles (including propane)</li> <li>Fire extinguishers</li> <li>Paint (water or oil based)</li> <li>Waste motor or cooking oil</li> <li>Fluorescent tubes and globes</li> <li>Aerosol cans</li> <li>Electronic items</li> <li>Household batteries</li> <li>Smoke detectors</li> <li>Automotive batteries</li> </ul>				

## Tyres - off Rims

Passenger Tyre (or smaller)	\$9.55	\$0.95	\$10.50	E
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Name	Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)	Fee Type
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### Tyres - off Rims [continued]

Light Truck or 4WD Tyre	\$15.45	\$1.55	\$17.00	E
Truck Tyre	\$27.27	\$2.73	\$30.00	E
Tractor Tyre	\$54.55	\$5.45	\$60.00	E
Earthmoving Tyre	\$159.09	\$15.91	\$175.00	E

### Tyres - on Rims

Passenger Tyre (or smaller)	\$18.18	\$1.82	\$20.00	E
Light Truck or 4WD Tyre	\$22.73	\$2.27	\$25.00	E
Truck Tyre	\$45.45	\$4.55	\$50.00	E

### Excavated Natural Material (Clean Soil)

Clean soil, per tonne or part thereof	<b>Cost</b>	<b>GST</b>	<b>Total</b>	E
	Gate fee	14.55	1.45	16.00
	NSW Waste Levy	94.00	0.00	94.00
	Total Price	108.55	1.45	<b>110.00</b>

Virgin excavated natural materials means natural (such as clay, gravel, sand, soil or rock fines) that has been excavated or quarried from areas that are not contaminated with manufactured chemicals, or with process residues, as a result of industrial, commercial, mining or agricultural activities and that does not contain sulfidic ores or soils, or any other waste, and, includes excavated natural material as may be approved from time to time by a notice published in the *NSW Government Gazette*.

### Timber, Timber Pallets

Treated timber – contaminated, painted or mixed with other materials (per tonne)	<b>Cost</b>	<b>GST</b>	<b>Total</b>	E
	Gate fee	260.00	26.00	286.00
	NSW Waste Levy	94.00	0.00	94.00
	Total Price	354.00	26.00	<b>380.00</b>
Clean Wood Waste	<b>Cost</b>	<b>GST</b>	<b>Total</b>	E
	Gate fee	91.82	9.18	101.00
	NSW Waste Levy	94.00	0.00	94.00
	Total Price	185.82	9.18	<b>\$195.00</b>

Wood Waste means timber offcuts, wooden crates, wooden packaging, wooden pallets, wood shavings and similar materials, and includes any mixture of those materials but does not include wood treated with chemicals such as copper chrome arsenate (CCA), high temperature creosote (HTC), pigmented emulsified creosote (PEC) and light organic solvent preservative (LOSP).

Name	Year 23/24 GST	Fee (excl. GST)	Fee (incl. GST)	Fee Type
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### Dead Animals (RSPCA Exempt)

Dog/Cat		Cost	GST	Total	E
	Gate fee	20.34	2.02	22.36	
	NSW Waste Levy	5.64	0.00	5.64	
	Total Price	25.98	2.02	28.00	
Sheep/Goat		Cost	GST	Total	E
	Gate fee	40.34	4.02	44.36	
	NSW Waste Levy	5.64	0.00	5.64	
	Total Price	45.98	4.02	50.00	
Horse/Cattle (by prior arrangement)		Cost	GST	Total	E
	Gate fee	97.10	9.70	106.80	
	NSW Waste Levy	28.20	0.00	28.20	
	Total Price	125.30	9.70	135.00	
Booking required 24hrs notice					
Native Animals		FREE			n/a

### Asbestos

Asbestos wrapped and labelled – per tonne, booking required		Cost	GST	Total	E
	Gate fee	178.18	17.82	196.00	
	NSW Waste Levy	94.00	0.00	94.00	
	Total Price	272.18	17.82	290.00	
	Asbestos means the fibrous form of those minerals silicates tha belong to the serpentine or amphibole groups of rock-forming minerals, including actinolite (brown asbestos), anthophyllite, chrysotile (white asbestos), crocidolite (blue asbestos) and tremolite. Asbestos waste means any waste that contains asbestos.				
Asbestos burial per tonne (loads over 1 tonne, once per day)	\$209.09	\$20.91	\$230.00	E	

### Mattress Recycling

Mattress or base, per each item	<b>Cost</b>	<b>GST</b>	<b>Total</b>	E
	Gate fee	35.78	3.58	
	NSW Waste Levy	5.64	0.00	
	Total Price	41.42	3.58	

Name	Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)	Fee Type
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## Products & Services

### Issue of Weighbridge Certificate

Vehicles up to and including 3 Tonne	\$28.18	\$2.82	\$31.00	E
Each Tonne over 3 Tonne	\$2.82	\$0.28	\$3.10	E

### Recovered Goods

Reuse Shop items	Prices as marked	E
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### Garden Products

Garden Improver 15kg bag	\$5.45	\$0.55	\$6.00	E
Processed garden organics - pasteurised mulch	\$40.91	\$4.09	\$45.00	E
Pasteurised Mulch is recycled garden organics which have been processed to achieve pasteurisation.				
Processed garden organics - matured compost	\$54.55	\$5.45	\$60.00	E
Matured Compost is recycled organics pasteurised and matured, that has passed laboratory testing against the specifications outlined in the Australian Standard AS4454.				
Processed clean timber - woodchip mulch	\$106.82	\$10.68	\$117.50	E
Woodchip Mulch is clean timber waste shredded into woodchips.				

## Disposal Fees - Denman Transfer Station (Domestic Waste Only)

### Domestic Mixed Waste

Cars, Station Wagons and wheelie bins	<b>Cost</b>	<b>GST</b>	<b>Total</b>	E
	Gate fee	11.24	1.12	
	NSW Waste Levy	5.64	0.00	
	Total Price	16.88	1.12	
			<b>18.00</b>	
Vans, utilities, trailers	<b>Cost</b>	<b>GST</b>	<b>Total</b>	E
	Gate fee	38.00	3.80	
	NSW Waste Levy	28.20	0.00	
	Total Price	66.20	3.80	
			<b>70.00</b>	

### Domestic Recyclable Materials - Muswellbrook Shire origin only

Commingled Recyclables - domestic quantities only	FREE	n/a
<ul style="list-style-type: none"> <li>Plastic bottles and food containers</li> <li>Glass bottles</li> <li>Paper and cardboard</li> <li>Aluminium cans</li> <li>Steel cans</li> </ul>		

Name	Year 23/24 GST	Fee (excl. GST)	Fee (incl. GST)	Fee Type
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## Domestic Green Waste

Cars, Station Wagons and wheelie bins	<b>Cost</b>	<b>GST</b>	<b>Total</b>	E
Gate fee	9.42	0.94	10.36	
NSW Waste Levy	5.64	0.00	5.64	
Total Price	15.06	0.94	<b>16.00</b>	
Vans, utilities, trailers	<b>Cost</b>	<b>GST</b>	<b>Total</b>	E
Gate fee	28.91	2.89	31.80	
NSW Waste Levy	28.20	0.00	28.20	
Total Price	57.11	2.89	<b>\$60.00</b>	

## Whitegoods

Refrigerators, freezers and air conditioners	\$40.91	\$4.09	\$45.00	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
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## Waste Oil

Domestic quantities only	FREE	E
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## E-Waste

Domestic quantities only	FREE	E
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## Tyres - off Rims

Denman - limit of 5 per transaction

Passenger Tyre (or smaller)	\$9.55	\$0.95	\$10.50	E
Light Truck or 4WD Tyre	\$15.45	\$1.55	\$17.00	E

## Tyres - on Rims

Denman - limit of 5 per transaction

Passenger Tyre (or smaller)	\$18.18	\$1.82	\$20.00	E
Light Truck or 4WD Tyre	\$22.73	\$2.27	\$25.00	E

## Water and Sewer Fees and Charges

### Water Connection Fees

#### New Services (no existing service pipe)

New services (no existing service pipe)	Commercial Rate	E
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Name	Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)	Fee Type
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### New Services (connect to existing service pipe)

20mm water meter complete with dual check valve	\$423.50	\$0.00	\$423.50	E
25mm water meter complete with dual check valve	\$638.54	\$0.00	\$638.54	E
Rural Water Connection (Conditions Apply)			Commercial Rate	E

### Other Services

Disconnection of Water Meter at Service (service capped)	\$285.72	\$0.00	\$285.72	E
Disconnection of Water Service at Main	\$1,099.19	\$0.00	\$1,099.19	E

### Reconnection (following disconnection) normal working hours

Reconnection of Water Meter at Service (following disconnection)	\$381.36	\$0.00	\$381.36	E
Removal of water restriction device on water meters	\$201.08	\$0.00	\$201.08	E

### Backflow Prevention

Backflow prevention devices on existing commercial/industrial services

### Water Meter Testing

Local Government (General) Regulation 2005. Section 158

Special Reading Fee	\$175.66	\$0.00	\$175.66	E
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### Test Fee

If meter not reading correctly - Test fee is refundable.

Test Fee – 20, 25 and 32mm service @ 4 Flow Rates	\$527.29	\$0.00	\$527.29	E
Test Fee – 20, 25 and 32mm service @ 6 Flow Rates	\$555.24	\$0.00	\$555.24	E
Test Fee – 40mm service @ 4 Flow Rates	\$610.60	\$0.00	\$610.60	E
Test Fee – 40mm service @ 6 Flow Rates	\$638.55	\$0.00	\$638.55	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
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### Water Flow/Pressure Investigation

Fire Flow Investigation	\$655.21	\$0.00	\$655.21	E
Testing Max/Min Pressure supplied (at property service line only)	\$372.69	\$0.00	\$372.69	E

### Water Sales

#### Tanker Sales (per kilolitre)

Muswellbrook	\$4.18	\$0.00	\$4.18	E
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Name	Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)	Fee Type
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## Hire of Metered Hydrant

Security Deposit (refundable subject to payment of outstanding charges)	\$2,067.18	\$0.00	\$2,067.18	E
Hire charge (per month or part thereof)	\$81.95	\$8.19	\$90.14	E
Water Consumption	\$5.89	\$0.00	\$5.89	E

## Bulk Water Filling Stations

Muswellbrook and Denman - not available at Sandy Hollow

Filling Stations (Muswellbrook and Denman only)			\$3.89 per kilolitre	E
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## Water Management Act Approval

Application for Notice of Requirement for single dwelling & dual occupancy	\$148.35	\$0.00	\$148.35	E
Application for Compliance Certificate for single dwelling & dual occupancy	\$148.50	\$0.00	\$148.50	E
Application for Notice of Requirement for all other developments	\$357.09	\$0.00	\$357.09	E
Application for Compliance Certificate for all other developments	\$357.09	\$0.00	\$357.09	E
Inspection of Works (determined in Notice of Requirement) per inspection	\$234.60	\$0.00	\$234.60	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)				

## 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)	\$8,839.50	\$0.00	\$8,839.50	E
Sewer Headworks – all areas (per ET – equivalent tenement)	\$6,862.80	\$0.00	\$6,862.80	E

## Trade Waste Applications

See Environmental Services - Trade Waste Applications

Name	Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)	Fee Type
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## 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	1.29 fee unit	A
\$5,001 – \$50,000	1.98 fee unit plus an additional \$3 for each \$1,000 (or part of \$1,000) of the estimated cost	A
\$50,001 – \$250,000	4.12 fee unit 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	13.56 fee unit 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	20.41 fee unit 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	30.58 fee unit 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	185.65 fee unit 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	5.32 fee unit	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	3.33 fee unit	A

#### DA Subdivision Fees

No new Roads plus \$ per additional lot	3.86 fee unit plus \$53 per additional lot	A
New Roads plus \$ per additional lot	7.77 fee unit plus \$65 per additional lot	A
Strata plus \$ per additional lot	3.86 fee unit plus \$65 per additional lot	A

#### Designated Developments (in addition to fees above)

Fee	10.76 fee unit	A
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#### Prelodgement Meeting

Fee	\$318.18	\$31.82	\$350.00	E
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#### Construction Certificate

Class 10b excluding swimming pools per Certificate	\$636.36	\$63.64	\$700.00	E
Swimming Pools < 40kL per application	\$681.82	\$68.18	\$750.00	E
Swimming Pools > 40kL per application	\$772.73	\$77.27	\$850.00	E
Class 10(a) Buildings < 100 m2	\$772.73	\$77.27	\$850.00	E
Class 10(a) Buildings > 100 m2	\$818.18	\$81.82	\$900.00	E
Class 1 Buildings < 200 m2	\$1,454.55	\$145.45	\$1,600.00	E

Name	Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)	Fee Type
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## Construction Certificate [continued]

Class 1 buildings 200-400 m2	\$1,636.36	\$163.64	\$1,800.00	E
Class 1 Buildings > 400 m2 or any dual occupancy or multi-dwelling development	\$1,818.18	\$181.82	\$2,000.00	E
Class 2-9 Buildings < 500 m2	\$2,272.73	\$227.27	\$2,500.00	E
Class 2-9 Buildings > 2000 m2 or rise in stories > 2			As per quote	E
Class 2-9 Buildings 500-2000 m2	\$2,727.27	\$272.73	\$3,000.00	E
Any class of building where a performance solution is proposed			As per quote	E

## Other Construction Certificates

### Subdivision/Roads and Drainage

Stormwater Drainage /m	\$7.73	\$0.77	\$8.50	E
Roads per lane /m	\$6.36	\$0.64	\$7.00	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			
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

## Subdivision - Resubmission

Resubmission of Construction Certificate for Subdivision Roads and Drainage (following previous refusal) – with amendments		25% original fee	E
Resubmission of Construction Certificate of Subdivision Roads and Drainage - with amendments		50% original fee	E

## Other

The fee payable for the lodgement of a certificate on the planning portal		0.40 fee unit	A
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## Occupation Certificate

Registration of certificate on planning portal.	\$40.00	\$0.00	\$40.00	A
Occupation Certificate (Class 10a buildings)	\$109.09	\$10.91	\$120.00	E
Occupation Certificate (Class 1a Buildings)	\$163.64	\$16.36	\$180.00	E
Occupation Certificate (Class 2-9 buildings including change of use)	\$227.27	\$22.73	\$250.00	E

Name	Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)	Fee Type
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## Complying Development Fee

### General Fees

Pre-lodgement fee for CDC (where a proposal cannot be complying development, this fee will be deducted from the cost of a construction certificate application lodged with Council)	\$363.64	\$36.36	\$400.00	E
Class 10b excluding swimming pools	\$772.73	\$77.27	\$850.00	E
Swimming Pools > 40kL	\$863.64	\$86.36	\$950.00	E
Swimming Pools > 40kL	\$954.55	\$95.45	\$1,050.00	E
Class 10(a) Buildings < 100 m2	\$1,090.91	\$109.09	\$1,200.00	E
Class 10(a) Buildings > 100 m2	\$1,136.36	\$113.64	\$1,250.00	E
Class 1 Buildings < 200 m2	\$2,272.73	\$227.27	\$2,500.00	E
Class 1 Buildings 200-400 m2	\$2,454.55	\$245.45	\$2,700.00	E
Class 1 Buildings > 400 m2 or any dual occupancy or multi-dwelling development	\$2,727.27	\$272.73	\$3,000.00	E
Class 2-9 Buildings < 500 m2	\$3,181.82	\$318.18	\$3,500.00	E
Class 2-9 Buildings 500-2000 m2	\$3,636.36	\$363.64	\$4,000.00	E
Class 2-9 Buildings > 2000 m2 or rise in stories > 2			As per quote	E
Any class of building where a performance solution is proposed			As per quote	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 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 to the works may be amended		
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
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### Other

Registration of Complying Development Certificate on planning portal	0.36 fee unit	A
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## Compliance Inspections (Construction Stages)

Cost Per Inspection (or re-inspection)	\$181.82	\$18.18	\$200.00	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 .	\$181.82	\$18.18	\$200.00	E

Name	Year 23/24 GST	Fee (excl. GST)	Fee (incl. GST)	Fee Type
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## 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 (only applies to development over \$50,000)	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)	1.64 fee unit	A
Applications requiring concurrence (not assumed concurrence)	1.64 fee unit	A
Application referred to Design Review Panel	35.08 fee unit	A
Payable direct to each approval or concurrence body	3.74 fee unit	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)	0.25% of Cost of Development for building works over \$250,000 in value	A
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## Planning Proposals

### Stage 1: Lodgement

Category 1 – enabling clause (change to LEP text only) or land area affected by PP is less than 1000sqm	\$3,661.00	\$0.00	\$3,661.00	E
Category 2 – land area affected by PP is 1000sqm to 5 ha	\$6,101.50	\$0.00	\$6,101.50	E
Category 3 – land area affected by PP is over 5 ha	\$7,322.00	\$0.00	\$7,322.00	E

### Stage 2: Gateway Determination

Category 1 – enabling clause (change to LEP text only) or land area affected by PP is less than 1000sqm	\$4,882.00	\$0.00	\$4,882.00	E
Category 2 – land area affected by PP is 1000sqm to 5 ha	\$6,101.50	\$0.00	\$6,101.50	E
Category 3 – land area affected by PP is over 5 ha	\$12,203.50	\$0.00	\$12,203.50	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	\$2,440.50	\$0.00	\$2,440.50	E
Public hearing	\$2,440.50	\$0.00	\$2,440.50	E

## Variation to Development Consent

### Section 4.55 (1) Modification

Correction of a minor error, misdescription or miscalculation	0.83 fee unit	A
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Name	Year 23/24 Fee (excl. GST)	Fee (incl. GST)	Fee Type
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### Section 4.55 (1a) Modification

Minimal environmental impact (including Section 4.56)	Lesser of 7.54 fee unit or 50% original 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 7.54 fee unit 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	2.22 fee units	A

### If the original estimated cost of the development was:

Up to \$5,000	0.64 fee unit	A
\$5,001 – \$250,000	0.99 fee units plus an additional \$1.50 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$5000	A
\$250,001 – \$500,000	5.85 fee units 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	8.33 fee units 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	11.54 fee units 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	55.40 fee units 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	2.22 fee unit	A

### If the original estimated cost on the DA was:

Up to \$5,000	0.64 fee unit	A
\$5,001 – \$250,000	1.00 fee unit plus an additional \$1.50 for each \$1,000 (or part) of the original estimated cost	A
\$250,000 – \$500,000	5.85 fee units plus an additional \$0.85 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$250,00	A
\$500,001 – \$1,000,000	8.33 fee units plus an additional \$0.50 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$500,00	A
\$1,000,001 – \$10,000,000	11.54 fee units plus an additional \$0.40 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$1,000,000	A

Name	Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)	Fee Type
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If the original estimated cost on the DA was: [continued]

More than \$10,000,001	55.40 fee units plus an additional \$0.40 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$10,000,000			A
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## Advertising Fees

Notification Fee - Development Applications and Modifications to Development Consents (letters to neighbours and newspaper publication)

## Giving Notice - Other

Integrated (advertised) development			12.92 fee unit	A
Clause 252 of EP&A Regulation 2000 - applies only to specific heritage, water and environmental DA's (full advertisement in paper)				
Prohibited Development			12.92 fee unit	A
Designated development			25.96 fee unit	A
Clause 252 of EP&A Regulation 2000 (full advertisement in paper)				
Community Participation Plan requires notice to be given (Type B development)	\$96.00	\$0.00	\$96.00	E
Community Participation Plan requires notice to be given (Type C development)	\$300.00	\$0.00	\$300.00	E
Modification Application requiring Notice	\$96.00	\$0.00	\$96.00	
Notification of Planning Agreement	\$300.00	\$0.00	\$300.00	A
Notification of Complying Development Certificate (in addition to application fees)	\$96.00	\$0.00	\$96.00	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)	\$230.50	\$0.00	\$230.50	E
Administration fee for legal documents requiring execution by Council	\$250.00	\$0.00	\$250.00	E
Registration of Subdivision Certificate issued by private certifier	\$36.00	\$0.00	\$36.00	A

## Naming of New Roads

Associated with subdivisions	\$399.00	\$0.00	\$399.00	E
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## Water and Sewerage Connection Fees

See under heading "WATER AND SEWER FEES AND CHARGES"

## Planning Certificates

Certificate Section 10.7 (2) per allotment (approx 5 day turnaround)			0.62 fee unit	A
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Name	Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)	Fee Type
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## Planning Certificates [continued]

Urgency Fee for Section 10.7 (2) in addition to above (approx 2 day turnaround)	\$100.00	\$0.00	\$100.00	E
Certificate Section 10.7 (5) in addition to 10.7 (2)			0.94 fee unit	A
Certificate of Outstanding Notices (Section 735(a) of the Local Government Act and Schedule 5 of the Environmental Planning and Assessment Act)	\$120.00	\$0.00	\$120.00	A

## Sewer Drainage Plan

No charge for owners or contractors

Cost per plan			0.62 fee unit	E
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## 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
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)	\$181.82	\$18.18	\$200.00	E

## Shows and Events

Temporary Event - Food Preparation and Sales Application	\$100.00	\$0.00	\$100.00	E
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## Request for Property Information

Fee for service responding to enquiries requiring search of records, analysis of information and/or a written response – Dwelling Permissibility	\$250.00	\$0.00	\$250.00	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	\$250.00	\$0.00	\$250.00	E
Fee for service responding to enquiries requiring search of records, analysis of information and/or a written response	\$250.00	\$0.00	\$250.00	E
Fee for certified copy of plan			0.62 fee unit	E
Fee for retrieval of historical records	\$120.00	\$0.00	\$120.00	E

## 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	

Name	Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)	Fee Type
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## 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	\$250.00	\$0.00	\$250.00	E
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## Environmental Products

Compost Bins	\$58.18	\$5.82	\$64.00	D
Worm Farms	\$99.55	\$9.95	\$109.50	D

## Rural Addressing

Supply of Rural Addressing Plates- per number (includes one inspection)	\$171.82	\$17.18	\$189.00	E
Replacement or additional plates (same number)	\$55.91	\$5.59	\$61.50	E
Reinspection Fee	\$171.82	\$17.18	\$189.00	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	\$250.00	\$0.00	\$250.00	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

## 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

Name	Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)	Fee Type
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## Food Act [continued]

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
<p>Definition: Low risk, P3 businesses sell only foods that are non-potentially hazardous and pre packaged ie newsagents, confectionary stores, bottle shops</p> <p>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</p> <p>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</p> <p>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</p>				
Inspection Fee (including fixed premises, mobile vending vehicles, home based, temporary stalls)	\$189.00	\$0.00	\$189.00	E
Re-inspection Fees following non-compliant inspection – unsatisfactory re-inspection	\$189.00	\$0.00	\$189.00	
Fees prescribed by the State - Food Act			PRESCRIBED	A

## Public Health Act

Fees prescribed by the State - Public Health Act			PRESCRIBED	n/a
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## Skin Penetration Premises

Such as Hairdressers and Barbers, Beauty and Nail Salons and Tattoo and Piercing Parlours

Inspection fee	\$189.00	\$0.00	\$189.00	E
Re-inspection fees following non-compliance – unsatisfactory re-inspection	\$189.00	\$0.00	\$189.00	E

## Regulated Premises, Public Swimming Pool and Spa Inspections (water quality)

Inspection	\$189.00	\$0.00	\$189.00	E
Reinspection following non-compliance – unsatisfactory reinspection	\$189.00	\$0.00	\$189.00	E
Water Analysis Samples			At Cost	E

## Boarding Houses

Inspection fee (as per Boarding Houses Act 2012)	\$189.00	\$0.00	\$189.00	E
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## Section 68 of the LOCAL GOVERNMENT ACT

Install manufactured home, moveable dwelling (includes inspections) outside of an approved caravan park or manufactured home estate	\$1,200.00	\$0.00	\$1,200.00	E
Install manufactured home, moveable dwelling on an approved dwelling site within a caravan park, manufactured home estate etc; (includes inspections)	\$822.00	\$0.00	\$822.00	E
Install Oil or Solid Fuel Heating Appliance (includes inspections)	\$373.50	\$0.00	\$373.50	E
Use of Community Land ( engaging in trade or business busking etc)	\$373.50	\$0.00	\$373.50	E
Swing or hoist goods over road	\$373.50	\$0.00	\$373.50	E
Water Supply, sewerage and stormwater drainage work	\$189.50	\$0.00	\$189.50	E

NB: Thomas Mitchell Industrial Estate is exempt regarding sewerage connection

Name	Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)	Fee Type
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## Section 68 of the LOCAL GOVERNMENT ACT [continued]

Stormwater Drainage work (connection to Council drainage or new work for Council ownership)			Quotation	E
General approvals / application not specifically mentioned elsewhere	\$373.50	\$0.00	\$373.50	E

### Approval To Burn

(Protection of the Environment Operations (Clean Air) Regulation 2010)

### Water Carters

Inspection	\$189.00	\$0.00	\$189.00	E
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### Caravan Parks

Application to Operate a Caravan Park or camping ground	\$373.50	\$0.00	\$373.50	E
Inspection Fee	\$250.00	\$0.00	\$250.00	E

### On-site Sewage Management

#### Application Charges

Install & Construct On-site Sewage Management System (includes inspection and approval to operate)	\$500.00	\$0.00	\$500.00	E
Install & Construct On-site Sewage Management System: Commercial Systems – Greater than 5000L/day (includes inspection and approval to operate)	\$840.00	\$0.00	\$840.00	E

#### Modify On-site Sewage Management System

Domestic Systems – System and Disposal Area	\$404.00	\$0.00	\$404.00	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	\$124.00	\$0.00	\$124.00	E
Commercial Systems – System and Disposal Area	\$659.00	\$0.00	\$659.00	E
Commercial Systems – System only	\$305.50	\$0.00	\$305.50	E
Commercial Systems – Disposal Area only	\$366.50	\$0.00	\$366.50	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

#### Inspection of On-site Sewage Management

Any inspection not related to routine ATO inspection (per system)	\$200.00	\$0.00	\$200.00	E
Re-inspection	\$200.00	\$0.00	\$200.00	E

### Use of Footpaths and Road Reserves

Annual Permit Fee	\$135.00	\$0.00	\$135.00	E
A Frame Signage	\$91.50	\$0.00	\$91.50	E
Outdoor Seating (occupied area subject of permit)	\$15.50	\$0.00	\$15.50	E
Display of Goods (occupied area subject of permit)	\$15.50	\$0.00	\$15.50	E

Name	Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)	Fee Type
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### Approvals Under Section 125 Roads Act

New Footway Dining application	\$373.50	\$0.00	\$373.50	E
Application for renewal (lodged prior to expiry of existing approval)	\$196.00	\$0.00	\$196.00	E

### Approvals Under Section 138 Roads Act

See under heading "ROADS"

## 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)	\$424.86	\$0.00	\$424.86	E
Approval to Discharge Liquid Trade Waste (Classification B & C)	\$1,007.51	\$0.00	\$1,007.51	E
Extend or renew an approval with no change in conditions	\$362.12	\$0.00	\$362.12	E
Transfer an approval to a new discharger with the same conditions at the same premises	\$154.67	\$0.00	\$154.67	

### Annual Trade Waste Fee (annual inspections)

Category 1 Discharger	\$146.77	\$0.00	\$146.77	E
Category 2 Discharger	\$228.23	\$0.00	\$228.23	E
Category 3 Discharger	\$765.62	\$0.00	\$765.62	E
Re-Inspection Fee	\$209.74	\$0.00	\$209.74	E

### Trade Waste Usage Charge

Applied with Trade Waste Discharge Factor

Category 1 Discharger without appropriate pre-treatment (\$/kL) (non compliant)	\$1.73	\$0.00	\$1.73	E
Category 2 Discharger with appropriate pre-treatment (\$/kL)	\$1.73	\$0.00	\$1.73	E
Category 2 Discharger without appropriate pre-treatment (\$/kL) (non compliant)	\$21.38	\$0.00	\$21.38	E
Annual food waste disposal charge – (\$/beds)	\$37.56	\$0.00	\$37.56	E
Portable toilet waste (\$/kL)	\$19.65	\$0.00	\$19.65	E
Septic Waste (\$/kL) (Includes Onsite Operator Admin Fee)	\$7.70	\$0.00	\$7.70	E
Attendance at site to carry out approval (\$/hr)	\$132.90	\$0.00	\$132.90	E

### Excess Mass Charges for Category 3 Discharges - per kg

Refer to equation 1 in section 4.7.7 of the Policy

Aluminium	\$0.87	\$0.00	\$0.87	E
Ammonia (as N)	\$2.52	\$0.00	\$2.52	E
Arsenic	\$84.71	\$0.00	\$84.71	E
Barium	\$42.36	\$0.00	\$42.36	E

Name	Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)	Fee Type
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### Excess Mass Charges for Category 3 Discharges - per kg [continued]

Biochemical Oxygen Demand (BOD) up to 600 mg/L)	\$0.81	\$0.00	\$0.81	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	\$0.87	\$0.00	\$0.87	E
Bromine	\$16.75	\$0.00	\$16.75	E
Cadmium	\$388.11	\$0.00	\$388.11	E
Chloride			No Charge	E
Chlorinated Hydrocarbons	\$42.36	\$0.00	\$42.36	E
Chlorinated Phenolics	\$1,693.66	\$0.00	\$1,693.66	E
Chlorine	\$1.70	\$0.00	\$1.70	E
Chromium	\$28.25	\$0.00	\$28.25	E
Cobalt	\$17.22	\$0.00	\$17.22	E
Copper	\$17.22	\$0.00	\$17.22	E
Cyanide	\$84.58	\$0.00	\$84.58	E
Fluoride	\$4.21	\$0.00	\$4.21	E
Formaldehyde	\$1.70	\$0.00	\$1.70	E
Oil and Grease (Total O and G)	\$1.49	\$0.00	\$1.49	E
Herbicides/Defoliants	\$846.86	\$0.00	\$846.86	E
Iron	\$1.70	\$0.00	\$1.70	E
Lead	\$42.36	\$0.00	\$42.36	E
Lithium	\$8.45	\$0.00	\$8.45	E
Manganese	\$8.45	\$0.00	\$8.45	E
Mercaptans	\$84.58	\$0.00	\$84.58	E
Mercury	\$2,822.82	\$0.00	\$2,822.82	E
Methylene Blue Active Substances (MBAS)	\$0.87	\$0.00	\$0.87	E
Molybdenum	\$0.87	\$0.00	\$0.87	E
Nickel	\$28.25	\$0.00	\$28.25	E
Nitrogen (as TKN – Total Kjeldahl Nitrogen)	\$0.18	\$0.00	\$0.18	E
Organoarsenic Compounds	\$846.86	\$0.00	\$846.86	E
Pesticides General (excludes organochlorines and organophosphates)	\$846.86	\$0.00	\$846.86	E
Petroleum Hydrocarbons (non-flammable)	\$2.88	\$0.00	\$2.88	E
Phenolic Compounds (non-chlorinated)	\$8.45	\$0.00	\$8.45	E
Phosphorous (Total P)	\$1.70	\$0.00	\$1.70	E
Polynuclear Aromatic Hydrocarbons (PAHs)	\$17.22	\$0.00	\$17.22	E
Selenium	\$59.59	\$0.00	\$59.59	E
Silver	\$1.57	\$0.00	\$1.57	E
Sulphate (SO4)	\$0.13	\$0.00	\$0.13	E
Sulphide	\$1.70	\$0.00	\$1.70	E
Sulphite	\$1.90	\$0.00	\$1.90	E
Suspended Solids (SS)	\$1.10	\$0.00	\$1.10	E
Thiosulphate	\$0.35	\$0.00	\$0.35	E
Tin	\$8.45	\$0.00	\$8.45	E
Total Dissolved Solids (TDS)	\$0.05	\$0.00	\$0.05	E
Uranium	\$8.45	\$0.00	\$8.45	E

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Name	Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)	Fee Type
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### Excess Mass Charges for Category 3 Discharges - per kg [continued]

Zinc	\$17.14	\$0.00	\$17.14	E
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### Non-Compliance Excess Mass Charges

Refer to equations 4 & 5 in the Policy

Details	Refer to section 4.7.9 equations 4 & 5 in the Liquid Trade Waste Policy	n/a
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### 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

## 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	\$65.50	\$0.00	\$65.50	E
Additional Impound Fee (of same animal) in a calendar year	\$131.00	\$0.00	\$131.00	E
Maintenance and care per day thereafter/or part day	\$26.00	\$0.00	\$26.00	E
Microchipping (if applicable)	\$40.50	\$0.00	\$40.50	E
Vaccination (all dogs are vaccinated)	\$37.50	\$0.00	\$37.50	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

Name	Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)	Fee Type
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## 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	\$15.91	\$1.59	\$17.50	E
Vaccinations	\$26.36	\$2.64	\$29.00	E

## Surrender Fee

Surrender Fee	\$68.50	\$0.00	\$68.50	E
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## Declared Dangerous Dogs Fees

Dangerous Dog Enclosure Certificate of Compliance	\$180.00	\$0.00	\$180.00	A
Dangerous Dog Collar XL	\$61.82	\$6.18	\$68.00	E
Dangerous Dog Collar L	\$55.91	\$5.59	\$61.50	E
Dangerous Dog Collar M	\$49.09	\$4.91	\$54.00	E
Dangerous Dog Collar SML	\$45.91	\$4.59	\$50.50	E
Dangerous Dog Sign	\$40.00	\$4.00	\$44.00	E

## Stock Impounding

Impounding Act 1993

Impounding Fee	\$100.05	\$0.00	\$100.05	E
Feed per head per day	\$13.00	\$0.00	\$13.00	E
Maintenance per hour (includes Ranger feeding)	\$81.00	\$0.00	\$81.00	E
Transport using vehicle per hour (Ranger Vehicle)	\$43.50	\$0.00	\$43.50	E
Hired Transport			At Cost	E
Notification Fee	\$96.00	\$0.00	\$96.00	E

## Impounded Vehicles

Impounding Fee	\$100.05	\$0.00	\$100.05	E
Towing Fee			At Cost	E
Notification Fee	\$96.00	\$0.00	\$96.00	E
Storage (per week)			At Cost	E

## General Impounding Fee (all other impoundments)

Impounding Fee	\$61.50	\$0.00	\$61.50	B
Notification Fee	\$96.00	\$0.00	\$96.00	E

## Cat Trap Hire - Feral Cats Only

Hire fee	\$0.00	\$0.00	\$0.00	C
Deposit	\$0.00	\$0.00	\$0.00	C

Name	Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)	Fee Type
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### Cat Trap Hire - Feral Cats Only [continued]

Late Return Fee	\$0.00	\$0.00	\$0.00	C
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## 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	\$2,261.50	\$0.00	\$2,261.50	E
b) Roads and Drainage	\$1,218.50	\$0.00	\$1,218.50	E
c) Open Space and Community Facilities	\$2,261.50	\$0.00	\$2,261.50	E
d) Roads and Drainage	\$1,218.50	\$0.00	\$1,218.50	E

#### Denman

a) Open Space and Community Facilities	\$1,740.00	\$0.00	\$1,740.00	E
b) Roads and Drainage	\$1,218.50	\$0.00	\$1,218.50	E
c) Open Space and Community Facilities	\$1,740.00	\$0.00	\$1,740.00	E
d) Roads and Drainage	\$1,218.50	\$0.00	\$1,218.50	E

#### Rural Lot or Dwelling

a) Bushfire Protection	\$3,380.00	\$0.00	\$3,380.00	E
b) Rural Roads	\$3,476.00	\$0.00	\$3,476.00	E
c) Open Space & Community Facilities	\$1,445.00	\$0.00	\$1,445.00	E
d) Bushfire Protection	\$3,380.00	\$0.00	\$3,380.00	E
e) Rural Roads	\$3,476.00	\$0.00	\$3,476.00	E
f) Open Space & Community Facilities	\$1,445.00	\$0.00	\$1,445.00	E

#### South Muswellbrook Commercial Development

Road Upgrading			16.64/m2	E
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#### Tourist Development

Tourism Facilities		\$1.35 per \$100 of investment		E
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#### West Denman

##### Open Space Recreational Sporting Facilities

Per Person	\$410.50	\$0.00	\$410.50	E
One Bedroom	\$614.50	\$0.00	\$614.50	E
Two Bedroom	\$821.00	\$0.00	\$821.00	E
Three or more Bedroom dwelling	\$1,025.00	\$0.00	\$1,025.00	E

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Name	Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)	Fee Type
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#### Open Space Recreational Sporting Facilities [continued]

Per lot	\$1,025.00	\$0.00	\$1,025.00	E
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#### Community Facilities

Per Person	\$517.00	\$0.00	\$517.00	E
One Bedroom	\$776.00	\$0.00	\$776.00	E
Two Bedroom	\$1,033.00	\$0.00	\$1,033.00	E
Three or more Bedroom dwelling	\$1,292.00	\$0.00	\$1,292.00	E
Per lot	\$1,292.00	\$0.00	\$1,292.00	E

#### Stormwater Management

Per Person	\$1,828.00	\$0.00	\$1,828.00	E
One Bedroom	\$2,742.00	\$0.00	\$2,742.00	E
Two Bedroom	\$3,654.50	\$0.00	\$3,654.50	E
Three or more Bedroom dwelling	\$4,569.00	\$0.00	\$4,569.00	E
Per lot	\$4,569.00	\$0.00	\$4,569.00	E

#### Transport Facilities

Per Person	\$3,553.00	\$0.00	\$3,553.00	E
One Bedroom	\$5,329.50	\$0.00	\$5,329.50	E
Two Bedroom	\$7,107.00	\$0.00	\$7,107.00	E
Three or more Bedroom dwelling	\$8,884.00	\$0.00	\$8,884.00	E
Per lot	\$8,884.00	\$0.00	\$8,884.00	E

#### Plan Management Administration

Per Person	\$121.50	\$0.00	\$121.50	E
One Bedroom	\$183.00	\$0.00	\$183.00	E
Two Bedroom	\$244.50	\$0.00	\$244.50	E
Three or more Bedroom dwelling	\$305.50	\$0.00	\$305.50	E
Per lot	\$305.50	\$0.00	\$305.50	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	1.0%	A
>\$200000	1.0%	A

### Development Contributions - Extractive Industries (Section 7.11)

Levy for material removed	As per agreement with Council	E
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Name	Year 23/24			Fee Type
	Fee (excl. GST)	GST	Fee (incl. GST)	

## Sam Adams Accommodation

Residential Room	\$159.09	\$15.91	\$175.00	E
Fully Furnished Room - Short Stay	\$86.36	\$8.64	\$95.00	E
Fully Furnished Room - 3+nights	\$72.73	\$7.27	\$80.00	E

Fee Name	Parent Name	Page
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## A [continued]

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Class 10(a) Buildings < 100 m2	[General Fees]	32
Class 10(a) Buildings > 100 m2	[Construction Certificate]	30
Class 10(a) Buildings > 100 m2	[General Fees]	32
Class 10b excluding swimming pools	[General Fees]	32
Class 10b excluding swimming pools per Certificate	[Construction Certificate]	30
Class 2-9 Buildings < 500 m2	[Construction Certificate]	31
Class 2-9 Buildings < 500 m2	[General Fees]	32
Class 2-9 Buildings > 2000 m2 or rise in stories > 2	[Construction Certificate]	31
Class 2-9 Buildings > 2000 m2 or rise in stories > 2	[General Fees]	32
Class 2-9 Buildings 500-2000 m2	[Construction Certificate]	31
Class 2-9 Buildings 500-2000 m2	[General Fees]	32
Clean concrete or rubble, non-reinforced, per tonne	[Bricks & Concrete]	23
Clean soil, per tonne or part thereof	[Excavated Natural Material (Clean Soil)]	24
Clean Wood Waste	[Timber, Timber Pallets]	24
Cleaning and Storage, installation & removal (once only payment)	[Banners]	9
Cleaning Charge – minimum (2 hours if not left clean)	[All Council Properties]	11
Cleaning charge – per hour thereafter	[All Council Properties]	11
Cleaning Fee	[Seminar Room]	13
Cleaning Fee	[STEM Innovation Room Hire]	14
Cobalt	[Excess Mass Charges for Category 3 Discharges - per kg]	41
Colour – A1	[Photocopying/Printing]	11

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Fee Name	Parent Name	Page
<b>C</b> [continued]		
Colour - A3	[Visitors Information Centre - Photocopying]	11
Colour – A3	[Photocopying/Printing]	11
Colour – A3	[Photocopying]	21
Colour - A4	[Visitors Information Centre - Photocopying]	11
Colour – A4	[Photocopying/Printing]	11
Colour – A4	[Photocopying]	21
Colour – AO	[Photocopying/Printing]	11
Columbarium – Installation of plaque and ashes	[Right of Burial Fees]	9
Columbarium – Purchase of one niche	[Right of Burial Fees]	9
Commercial Driveway Crossing	[S138 Roads Act - Road Opening Permit]	16
Commercial Systems – Disposal Area only	[Modify On-site Sewage Management System]	39
Commercial Systems – System and Disposal Area	[Modify On-site Sewage Management System]	39
Commercial Systems – System only	[Modify On-site Sewage Management System]	39
Commingled Recyclables	[Domestic recyclables - Muswellbrook Shire origin only]	22
Commingled Recyclables - domestic quantities only	[Domestic Recyclable Materials - Muswellbrook Shire origin only]	26
Commission on Sale of Works	[Muswellbrook Regional Art Centre]	11
Community Organisations - Up to 3 Hours	[Denman Library Community Room]	14
Community Organisations - Up to 3 Hours	[Library Meeting Room 2 (Community Room)]	14
Community Participation Plan requires notice to be given (Type B development)	[Giving Notice - Other]	35
Community Participation Plant requires notice to be given (Type C development)	[Giving Notice - Other]	35
Compost Bins	[Environmental Products]	37
Concession	[Turnstile]	18
Concession	[6 month Pass]	18
Concession	[Year Pass]	18
Concession	[Denman Only Season Pass]	19
Concession	[Gym Direct Debit]	20
Concession	[Gym & Swim Direct Debit]	20
Concession	[Upfront 1 month Gym]	20
Concession	[12 months Upfront Gym]	20
Consolidation to provide one (1) lot	[Subdivision Certificate Application Fees]	35
Construction cost of Footpath per sq.m	[Contribution for new Kerb and Gutter/Footpaths (Policy - K 10/1)]	17
Construction cost of Kerb & Gutter per 1.m	[Contribution for new Kerb and Gutter/Footpaths (Policy - K 10/1)]	16
Copper	[Excess Mass Charges for Category 3 Discharges - per kg]	41
Copy of a building certificate	[Building Certificates]	36
Corporate Gym Membership - Per Visit	[Corporate Membership]	18
Correction of a minor error, misdescription or miscalculation	[Section 4.55 (1) Modification]	33
Cost Per Inspection (or re-inspection)	[Compliance Inspections (Construction Stages)]	32
Cost per plan	[Sewer Drainage Plan]	36
Council processing fee (for each integrated referral required)	[Integrated Development and Concurrence Fee]	33
Cyanide	[Excess Mass Charges for Category 3 Discharges - per kg]	41
<b>D</b>		
d) Bushfire Protection	[Rural Lot or Dwelling]	44
d) Roads and Drainage	[Muswellbrook]	44
d) Roads and Drainage	[Denman]	44
DA involves erection of dwelling < \$100,000	[Request for Review of Determination of a DA]	34
Daily Hire - 8 Hours	[Denman Memorial Hall]	12
Dangerous Dog Collar XL	[Declared Dangerous Dogs Fees]	43
Dangerous Dog Collar L	[Declared Dangerous Dogs Fees]	43
Dangerous Dog Collar M	[Declared Dangerous Dogs Fees]	43
Dangerous Dog Collar SML	[Declared Dangerous Dogs Fees]	43
Dangerous Dog Enclosure Certificate of Compliance	[Declared Dangerous Dogs Fees]	43
Dangerous Dog Sign	[Declared Dangerous Dogs Fees]	43
Deposit	[Cat Trap Hire - Feral Cats Only]	43
De-sexed animals	[Lifetime registration]	42
De-sexed animals – pensioner concession	[Lifetime registration]	42
Design by Council – Driveways or other Infrastructure	[S138 Roads Act - Road Opening Permit]	16
Designated development	[Giving Notice - Other]	35
Details	[Non-Compliance Excess Mass Charges]	42
Details	[Non-Compliance pH Charge]	42

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Development involving the erection of a dwelling-house with an estimated construction cost of \$100,000 or less	[General Fees]	30
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]	30
Disconnection of Water Meter at Service (service capped)	[Other Services]	28
Disconnection of Water Service at Main	[Other Services]	28
Dishonoured Cheques, returned to Council	[Dishonoured Payments]	10
Dishonoured Direct Debits, returned to Council	[Dishonoured Payments]	10
Display of Goods (occupied area subject of permit)	[Use of Footpaths and Road Reserves]	39
Dog/Cat	[Dead Animals (RSPCA Exempt)]	25
Domestic quantities only	[Waste Oil]	27
Domestic quantities only	[E-Waste]	27
Domestic Systems – Disposal Area only	[Modify On-site Sewage Management System]	39
Domestic Systems – System and Disposal Area	[Modify On-site Sewage Management System]	39
Domestic Systems – System only	[Modify On-site Sewage Management System]	39
<b>E</b>		
e) Rural Roads	[Rural Lot or Dwelling]	44
Each additional hour	[Pool Space Hire]	18
Each additional hour	[Pool Space Hire]	19
Each Tonne over 3 Tonne	[Issue of Weighbridge Certificate]	26
Earthmoving Tyre	[Tyres - off Rims]	24
Enter pool details into NSW Swimming Pool Register	[Swimming Pool Certificates]	37
Events on Council grounds – Day & Night - 24 Hours	[Shows and Events - at council grounds and facilities]	17
Events on Council grounds – Day or Night - 12 Hours	[Shows and Events - at council grounds and facilities]	17
Exclusive Hire of Indoor Pool (8 hours)	[Pool Space Hire]	18
Exclusive hire of Outdoor Pool (8 hours)	[Pool Space Hire]	19
Extend or renew an approval with no change in conditions	[Applications]	40
<b>F</b>		
f) Open Space & Community Facilities	[Rural Lot or Dwelling]	44
Family	[6 month Pass]	18
Family	[Year Pass]	18
Family	[Denman Only Season Pass]	20
Family	[Gym Direct Debit]	20
Family	[Gym & Swim Direct Debit]	20
Family	[Upfront 1 month Gym]	20
Family	[12 months Upfront Gym]	20
Family	[12 months Upfront Gym & Swim]	20
Family Up to 2 adults and 5 Children)	[Turnstile]	18
Fee	[Other]	15
Fee	[Assessment fee further to above charges]	16
Fee	[Designated Developments (in addition to fees above)]	30
Fee	[Prelodgement Meeting]	30
Fee for certified copy of plan	[Request for Property Information]	36
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]	37
Fee for retrieval of historical records	[Request for Property Information]	36
Fee for service responding to enquiries requiring search of records, analysis of information and/or a written response	[Request for Property Information]	36
Fee for service responding to enquiries requiring search of records, analysis of information and/or a written response – Dwelling Permissibility	[Request for Property Information]	36
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]	36
Feed per head per day	[Stock Impounding]	43
Fees prescribed by the State - Food Act	[Food Act]	38

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## F [continued]

Fees prescribed by the State - POEO Act	[Environmental Health Inspections]	37
Fees prescribed by the State - Public Health Act	[Public Health Act]	38
Field Hire – Per Day	[Casual Hirer]	17
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Filling Stations (Muswellbrook and Denman only)	[Bulk Water Filling Stations]	29
Fire Flow Investigation	[Water Flow/Pressure Investigation]	28
Fire Safety Inspection – Owner requested	[Fire Safety]	36
First 15 weeks	[Rural Areas - per m2]	15
First 15 weeks	[Residential - per m2]	15
First 15 weeks	[Tourist Area and/or Industrial Area - per m2]	15
First 15 weeks	[CBD - per m2]	15
Five years and under (swimming)	[Turnstile]	18
Fluoride	[Excess Mass Charges for Category 3 Discharges - per kg]	41
Footways	[S138 Roads Act - Road Opening Permit]	16
Formaldehyde	[Excess Mass Charges for Category 3 Discharges - per kg]	41
Free to not for profit and charity groups	[Outside Art Centre Hours]	13
Free to Not for profit and charity groups	[Private Functions]	13
Fully Furnished Room - 3+nights	[Sam Adams Accommodation]	46
Fully Furnished Room - Short Stay	[Sam Adams Accommodation]	46

## G

Gallery Hire Hourly Base Rate	[During Art Centre Hours]	13
Gallery Hire Hourly Base Rate	[Outside Art Centre Hours]	13
Gallery Membership - Per Person	[Muswellbrook Regional Art Centre]	11
Garden Improver 15kg bag	[Garden Products]	26
General approvals / application not specifically mentioned elsewhere	[Section 68 of the LOCAL GOVERNMENT ACT]	39
General Cemetery – Purchase of 2.4 x 1.2m plot	[Right of Burial Fees]	9
General solid waste (putrescible & non-putrescible)	[Mixed Waste]	22
Giant inflatable	[Other]	19
Giving information	[Enquiry Fee]	10
Green Lid Bin	[Replacement of Damaged/Lost Wheelie Bin]	22
Green waste per tonne	[Green Waste]	23
Group Booking – per child	[School Groups]	18
Gym (20 entries)	[Gym - 20 Visit Pass]	20
Gym Concession (20 entries)	[Gym - 20 Visit Pass]	20
Gym concession/student	[Gym]	20
Gym Joining Fee	[Gym]	20
Gym single entry	[Gym]	20
Gymnasium Only (per hour)	[Indoor Sports Centre - Muswellbrook]	12

## H

Half-Day Hire - 4 Hours	[Denman Memorial Hall]	12
Herbicides/Defoliants	[Excess Mass Charges for Category 3 Discharges - per kg]	41
Hire charge (per month or part thereof)	[Hire of Metered Hydrant]	29
Hire fee	[Cat Trap Hire - Feral Cats Only]	43
Hire of Hall (hourly rate)	[Denman Memorial Hall]	12
Hire of Pool Lane	[Pool Space Hire]	18
Hired Transport	[Stock Impounding]	43
Horse/Cattle (by prior arrangement)	[Dead Animals (RSPCA Exempt)]	25
Hourly Rate Per Person	[During Art Centre Hours]	13
Hourly Rate Per Person	[Outside Art Centre Hours]	13
Household Problem Wastes - domestic quantities only	[Community Recycling Centre]	23

## I

If the DA involved no building work	[Section 4.55 (2) - other modifications]	34
if the original application was for a dwelling house <\$100,000	[Section 4.55 (2) - other modifications]	34
if the original fee was less than \$100	[Section 4.55 (2) - other modifications]	34
ILRS Charges passed on for Electronic Delivery	[Holds and Reservations]	21
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Impounding fee	[Impounding Fees]	42
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Impounding Fee	[General Impounding Fee (all other impoundments)]	43
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Inspection	[Public Gates/Grid]	15
Inspection	[Water Carters]	39
Inspection	[Regulated Premises, Public Swimming Pool and Spa Inspections (water quality)]	38
Inspection fee	[Skin Penetration Premises]	38
Inspection Fee	[Caravan Parks]	39
Inspection fee (as per Boarding Houses Act 2012)	[Boarding Houses]	38
Inspection Fee (including fixed premises, mobile vending vehicles, home based, temporary stalls)	[Food Act]	38
Inspection of Works (determined in Notice of Requirement) per inspection	[Water Management Act Approval]	29
Install & Construct On-site Sewage Management System (includes inspection and approval to operate)	[Application Charges]	39
Install & Construct On-site Sewage Management System: Commercial Systems – Greater than 5000L/day (includes inspection and approval to operate)	[Application Charges]	39
Install manufactured home, moveable dwelling (includes inspections) outside of an approved caravan park or manufactured home estate	[Section 68 of the LOCAL GOVERNMENT ACT]	38
Install manufactured home, moveable dwelling on an approved dwelling site within a caravan park, manufactured home estate etc; (includes inspections)	[Section 68 of the LOCAL GOVERNMENT ACT]	38
Install Oil or Solid Fuel Heating Appliance (includes inspections)	[Section 68 of the LOCAL GOVERNMENT ACT]	38
Installation of Banners (not for profit)	[Banners]	9
Insurance for Casual Hire of Council facilities	[Casual Hirer's Insurance]	14
Integrated (advertised) development	[Giving Notice - Other]	35
Inter Library Loan Requests	[Holds and Reservations]	21
Inter Library Loan Requests (pensioners and school students)	[Holds and Reservations]	21
Invoiced in July per year for 5 yearly approval to operate	[Approval to Operate]	39
Iron	[Excess Mass Charges for Category 3 Discharges - per kg]	41
<b>K</b>		
K for pH coefficient calculation charge	[Non-Compliance pH Charge]	42
Key Deposit (refundable)	[All Council Properties]	11
Kittens <6 months	[Cats]	43
<b>L</b>		
Labour costs	[Private Works]	14
Large events and large events within Olympic Park and Ogilvie Street Denman	[Security Bonds]	17
Late Return Fee	[Cat Trap Hire - Feral Cats Only]	44
Lawn Cemetery – Purchase of 2.4 x 1.2m plot	[Right of Burial Fees]	9
Lead	[Excess Mass Charges for Category 3 Discharges - per kg]	41
Less than \$5,000	[General Fees]	30
Less than 25 pages	[Planning Portal Record Processing Fee (hard copy or digital records)]	36
Levy for material removed	[Development Contributions - Extractive Industries (Section 7.11)]	45
Library Members - Up to 3 Hours	[Library Meeting Room 1]	13
Light Truck or 4WD Tyre	[Tyres - off Rims]	24
Light Truck or 4WD Tyre	[Tyres - on Rims]	24
Light Truck or 4WD Tyre	[Tyres - off Rims]	27
Light Truck or 4WD Tyre	[Tyres - on Rims]	27
Lithium	[Excess Mass Charges for Category 3 Discharges - per kg]	41
Local Inter-Library Loan	[Holds and Reservations]	21
Long Service Levy (Payable prior to release of Construction Certificate)	[Long Service Levy]	33

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## M

Maintenance and care per day thereafter/or part day	[Impounding Fees]	42
Maintenance per hour (includes Ranger feeding)	[Stock Impounding]	43
Major works on road reserves- for projects undertaken through development and/or where assets are transferred to Council.	[Works Enabling Deed]	16
Manganese	[Excess Mass Charges for Category 3 Discharges - per kg]	41
Marquee 3m x 3m	[MSC Branded Popup Marquee Hire]	10
Marquee 3m x 4m	[MSC Branded Popup Marquee Hire]	10
Marquee 4m x 8m	[MSC Branded Popup Marquee Hire]	10
Mattress or base, per each item	[Mattress Recycling]	25
Meeting Room (small, per hour)	[Indoor Sports Centre - Muswellbrook]	12
Membership	[Borrowers]	21
Memorial Wall – Installation of plaque	[Right of Burial Fees]	9
Mercaptans	[Excess Mass Charges for Category 3 Discharges - per kg]	41
Merchant Fee Recovery	[Credit Card Payments]	10
Mercury	[Excess Mass Charges for Category 3 Discharges - per kg]	41
Methylene Blue Active Substances (MBAS)	[Excess Mass Charges for Category 3 Discharges - per kg]	41
Mezzanine Floor Area (per hour) – Day	[Indoor Sports Centre Complex - Denman]	12
Mezzanine Floor Area (per hour) – Night	[Indoor Sports Centre Complex - Denman]	12
Microchipping	[Rescue Agencies]	43
Microchipping (if applicable)	[Impounding Fees]	42
Minimal environmental impact (including Section 4.56)	[Section 4.55 (1a) Modification]	34
Minor* Modication of Application (prior to determination)	[Modification of Construction Certificate]	31
Minor* Modification (post determination)	[Modification of Construction Certificate]	31
Minor* Modification (post determination)	[Modification of Complying Development Certificate Application]	32
Minor* Modification of Application (prior to determination)	[Modification of Complying Development Certificate Application]	32
Modification Application requiring Notice	[Giving Notice - Other]	35
Modify Approval to install prior to any works commencing – no inspections necessary	[Modify On-site Sewage Management System]	39
Molybdenum	[Excess Mass Charges for Category 3 Discharges - per kg]	41
Monthly Listing	[Property - Transfer Listing]	15
More than \$10,000,000	[General Fees]	30
More than \$10,000,000	[If the original estimated cost of the development was:]	34
More than \$10,000,001	[If the original estimated cost on the DA was:]	35
Mullins Conceptual Photography Prize	[Muswellbrook Regional Art Centre]	11
Muswellbrook	[Tanker Sales (per kilolitre)]	28
Muswellbrook Art Prize - Ceramics	[Muswellbrook Regional Art Centre]	11
Muswellbrook Art Prize – Painting	[Muswellbrook Regional Art Centre]	11
Muswellbrook Art Prize – Works on Paper	[Muswellbrook Regional Art Centre]	11

## N

Native Animals	[Dead Animals (RSPCA Exempt)]	25
New Footway Dining application	[Approvals Under Section 125 Roads Act]	40
New Roads plus \$ per additional lot	[DA Subdivision Fees]	30
New services (no existing service pipe)	[New Services (no existing service pipe)]	27
Nickel	[Excess Mass Charges for Category 3 Discharges - per kg]	41
Nitrogen (as TKN – Total Kjeldahl Nitrogen)	[Excess Mass Charges for Category 3 Discharges - per kg]	41
No building or demolition work proposed in DA	[Request for Review of Determination of a DA]	34
No new Roads plus \$ per additional lot	[DA Subdivision Fees]	30
Non-desexed animals	[Lifetime registration]	42
Notification Fee	[Stock Impounding]	43
Notification Fee	[Impounded Vehicles]	43
Notification Fee	[General Impounding Fee (all other impoundments)]	43
Notification of Complying Development Certificate (in addition to application fees)	[Giving Notice - Other]	35
Notification of Planning Agreement	[Giving Notice - Other]	35

## O

Observation if required (Additional fee apply for over 4 hours)	[Restricted Access (Over size/ Over mass) Vehicle Approval]	16
Occupation Certificate (Class 10a buildings)	[Occupation Certificate]	31
Occupation Certificate (Class 1a Buildings)	[Occupation Certificate]	31

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## O [continued]

Occupation Certificate (Class 2-9 buildings including change of use)	[Occupation Certificate]	31
Oil and Grease (Total O and G)	[Excess Mass Charges for Category 3 Discharges - per kg]	41
One Bedroom	[Open Space Recreational Sporting Facilities]	44
One Bedroom	[Community Facilities]	45
One Bedroom	[Stormwater Management]	45
One Bedroom	[Transport Facilities]	45
One Bedroom	[Plan Management Administration]	45
Online Store Flat Rate Shipping	[Muswellbrook Regional Art Centre]	11
OR Full cost recovery for service in addition to above fee where referred to external party for determination	[Subdivision/Roads and Drainage]	31
OR Full cost recovery for service in addition to above fee where referred to external party for determination	[General Fees]	32
Organoarsenic Compounds	[Excess Mass Charges for Category 3 Discharges - per kg]	41
Other Modification (post determination)	[Modification of Construction Certificate]	31
Other Modification (post determination)	[Modification of Complying Development Certificate Application]	32
Other Modification of Application (prior to determination)	[Modification of Construction Certificate]	31
Other Modification of Application (prior to determination)	[Modification of Complying Development Certificate Application]	32
Outdoor Seating (occupied area subject of permit)	[Use of Footpaths and Road Reserves]	39
Over 30 weeks	[Rural Areas - per m2]	15
Over 30 weeks	[Residential - per m2]	15
Over 30 weeks	[Tourist Area and/or Industrial Area - per m2]	15
Over 30 weeks	[CBD - per m2]	15
Over 50 pages	[Planning Portal Record Processing Fee (hard copy or digital records)]	36

## P

Passenger Tyre (or smaller)	[Tyres - off Rims]	23
Passenger Tyre (or smaller)	[Tyres - on Rims]	24
Passenger Tyre (or smaller)	[Tyres - off Rims]	27
Passenger Tyre (or smaller)	[Tyres - on Rims]	27
Payable direct to each approval or concurrence body	[Integrated Development and Concurrence Fee]	33
Per Day - 8 hours	[Loxton House ]	9
Per Day - 8 Hours	[Councillors Room]	9
Per Day - 8 Hours	[Weidmann Room]	9
Per Day - 8 Hours	[Senior Citizens Centre]	13
Per Day - 8 Hours	[Stan Thiess Centre]	13
Per Day (Whole Facility) - 8 hours	[Indoor Sports Centre Complex - Denman]	12
Per Day (Whole Facility) - 8 hours	[Indoor Sports Centre - Muswellbrook]	12
Per Half Day - 4 Hours	[Senior Citizens Centre]	13
Per Half-Day - 4 Hours	[Stan Thiess Centre]	13
Per Half-Day (Whole Facility) - 4 hours	[Indoor Sports Centre Complex - Denman]	12
Per Half-Day (Whole Facility) - 4 hours	[Indoor Sports Centre - Muswellbrook]	12
Per hour	[Weidmann Room]	9
Per Hour	[Councillors Room]	9
Per Hour	[Loxton House ]	9
Per Hour	[Seminar Room]	13
Per Hour	[STEM Innovation Room Hire]	14
Per lot	[Open Space Recreational Sporting Facilities]	45
Per lot	[Community Facilities]	45
Per lot	[Stormwater Management]	45
Per lot	[Transport Facilities]	45
Per lot	[Plan Management Administration]	45
Per Person	[Open Space Recreational Sporting Facilities]	44
Per Person	[Community Facilities]	45
Per Person	[Stormwater Management]	45
Per Person	[Transport Facilities]	45
Per Person	[Plan Management Administration]	45
Per Scan – 10 pages or less	[Scanning]	21
Per Scan – more than 10 pages	[Scanning]	21
Permission to erect structure (e.g. headstone, slab, and concrete kerbing etc.)	[Right of Burial Fees]	10
Permit fee	[Restricted Access (Over size/ Over mass) Vehicle Approval]	16

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Pesticides General (excludes organochlorines and organophosphates)	[Excess Mass Charges for Category 3 Discharges - per kg]	41
Petroleum Hydrocarbons (non-flammable)	[Excess Mass Charges for Category 3 Discharges - per kg]	41
Phenolic Compounds (non-chlorinated)	[Excess Mass Charges for Category 3 Discharges - per kg]	41
Phosphorous (Total P)	[Excess Mass Charges for Category 3 Discharges - per kg]	41
Plan checking fee for works as executed (per lot)	[Subdivision Certificate Application Fees]	35
Plant & Equipment Occupation (Standing Plant) within Road Reserve including CBD Bond	[Security Bonds]	17
Plant costs	[Private Works]	15
Playgroups & community groups (maximum 3 hours)	[Indoor Sports Centre Complex - Denman]	12
Playgroups & community groups (maximum 3 hours)	[Stan Thiess Centre]	13
Plus administration fee	[Restricted Access (Over size/ Over mass) Vehicle Approval]	16
Plus Hourly Charge	[Enquiry Fee]	10
Polynuclear Aromatic Hydrocarbons (PAHs)	[Excess Mass Charges for Category 3 Discharges - per kg]	41
Pool Room Hire – per day	[Other]	19
Pool Room Hire – per hour	[Other]	19
Portable toilet waste (\$/kL)	[Trade Waste Usage Charge]	40
PP reconsideration or amendment fee – applicant request for reconsideration or for amendment of PP at any time	[Other]	33
Preliminary Investigation Fee	[Closure of a Public Road]	16
Pre-lodgement fee for CDC (where a proposal cannot be complying development, this fee will be deducted from the cost of a construction certificate application lodged with Council)	[General Fees]	32
Private Lessons – 1 person per class	[Learn to Swim]	19
Processed clean timber - woodchip mulch	[Garden Products]	26
Processed garden organics - matured compost	[Garden Products]	26
Processed garden organics - pasteurised mulch	[Garden Products]	26
Processing Fee	[Government Information (Public Access) Act 2009 (GIPA)]	11
Processing Fee	[Lost and Damaged Material]	21
Processing Fee for closure	[Closure of a Public Road]	16
Prohibited Development	[Giving Notice - Other]	35
Provision of new sewer junction	[Provision of New Sewer Junction]	29
Public hearing	[Other]	33
Puppies <6 months	[Dogs]	42

## R

Raising/Lowering Manhole (new development)	[Provision of New Sewer Junction]	29
Reconnection of Water Meter at Service (following disconnection)	[Reconnection (following disconnection) normal working hours]	28
Red Lid Bin	[Replacement of Damaged/Lost Wheelie Bin]	22
Refrigerators, freezers & air conditioners	[Whitegoods]	23
Refrigerators, freezers & air conditioners with CFC degassing certificate	[Whitegoods]	23
Refrigerators, freezers and air conditioners	[Whitegoods]	27
Refrigerators, freezers and air conditioners with CFC degassing certificate	[Whitegoods]	27
Refundable deposit	[Shows and Events - at council grounds and facilities]	17
Refundable Security Deposit	[During Art Centre Hours]	13
Refundable Security Deposit	[Outside Art Centre Hours]	13
Registration of certificate on planning portal.	[Occupation Certificate]	31
Registration of Complying Development Certificate on planning portal	[Other]	32
Registration of Subdivision Certificate issued by private certifier	[Subdivision Certificate Application Fees]	35
Registration or update of details of business under the Public Health Act or Food Act (excluding caravan parks and water carterers)	[Environmental Health Inspections]	37
Re-inspection	[Inspection of On-site Sewage Management]	39
Re-inspection fee	[Swimming Pool Certificates]	37
Reinspection Fee	[Building Certificates]	36
Reinspection Fee	[Rural Addressing]	37
Re-Inspection Fee	[Annual Trade Waste Fee (annual inspections)]	40
Reinspection fee (Only applies if outstanding work has not been completed)	[Fire Safety]	36

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Fee Name	Parent Name	Page
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## R [continued]

Re-inspection fees following non-compliance – unsatisfactory re-inspection	[Skin Penetration Premises]	38
Re-inspection Fees following non-compliant inspection – unsatisfactory re-inspection	[Food Act]	38
Reinspection following non-compliance – unsatisfactory reinspection	[Regulated Premises, Public Swimming Pool and Spa Inspections (water quality)]	38
Reinstatement of Removed Bin Due to Contamination	[Replacement of Damaged/Lost Wheelie Bin]	22
Removal of water restriction device on water meters	[Reconnection (following disconnection) normal working hours]	28
Replacement Fee	[Digital Readers]	21
Replacement or additional plates (same number)	[Rural Addressing]	37
Residential Driveway Crossing with Existing K & G	[S138 Roads Act - Road Opening Permit]	16
Residential Driveway Crossing with no Existing K & G	[S138 Roads Act - Road Opening Permit]	16
Residential Room	[Sam Adams Accommodation]	46
Resubmission of Complying Development (Following previous refusal) – no amendments	[Resubmission]	32
Resubmission of Construction Certificate for Subdivision Roads and Drainage (following previous refusal) – with amendments	[Subdivision - Resubmission]	31
Resubmission of Construction Certificate of Subdivision Roads and Drainage - with amendments	[Subdivision - Resubmission]	31
Reuse Shop items	[Recovered Goods]	26
Review of route assessment	[Restricted Access (Over size/ Over mass) Vehicle Approval]	16
Road Restoration – (Bitumen Surface)	[S138 Roads Act - Road Opening Permit]	16
Road Upgrading	[South Muswellbrook Commercial Development]	44
Roads per lane /m	[Subdivision/Roads and Drainage]	31
Route assessment – as per 3rd party quote	[Restricted Access (Over size/ Over mass) Vehicle Approval]	16
Rural driveway crossing	[S138 Roads Act - Road Opening Permit]	16
Rural Water Connection (Conditions Apply)	[New Services (connect to existing service pipe)]	28

## S

School Groups (>1 hour)	[School Groups]	18
School Groups (half day, per student) - 4 hours	[Indoor Sports Centre - Muswellbrook]	12
Scrap Metal recycling	[Scrap Metal]	23
Scrap Metal, domestic quantities only	[Scrap Metal]	27
Section 266 of the Environmental Planning and Assessment Reg 2021	[Planning Reform Fund Fee]	33
Section 603 Certificate LGA 1993	[Certificates]	10
Security Bond - For Damage to Public Infrastructure	[Security Bonds]	17
Security Deposit (refundable subject to payment of outstanding charges)	[Hire of Metered Hydrant]	29
Selenium	[Excess Mass Charges for Category 3 Discharges - per kg]	41
Seniors – 6+ years	[Dogs]	42
Seniors – 6+ years	[Cats]	43
Seniors (18 years and over)	[Regular Users - per registered player - per season]	17
Septic Waste (\$/kL) (Includes Onsite Operator Admin Fee)	[Trade Waste Usage Charge]	40
Sewer Extension (Commercial)	[Provision of New Sewer Junction]	29
Sewer Headworks – all areas (per ET – equivalent tenement)	[Sewer and Water Headworks]	29
Sheep/Goat	[Dead Animals (RSPCA Exempt)]	25
Shower Fee	[Turnstile]	18
Silver	[Excess Mass Charges for Category 3 Discharges - per kg]	41
Single Entry (all)	[Turnstile]	18
Special Infrastructure (eg Roundabouts, Detention Basin or Bridge etc)	[Subdivision/Roads and Drainage]	31
Special Reading Fee	[Water Meter Testing]	28
Specialist studies required by Gateway Determination	[Other]	33
Spectator Fee	[Turnstile]	18
Squash Courts (per court, per hour) – Casual Hire	[Indoor Sports Centre Complex - Denman]	12
Squash Courts (per court, per hour) – User Groups	[Indoor Sports Centre Complex - Denman]	12
Steel reinforced concrete per tonne	[Bricks & Concrete]	23
Stock on Road Reserves (grazing)	[S138 Roads Act - Road Opening Permit]	16
Storage (per week)	[Impounded Vehicles]	43
Stores and materials costs	[Private Works]	15

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Fee Name	Parent Name	Page
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## S [continued]

Stormwater Drainage /m	[Subdivision/Roads and Drainage]	31
Stormwater Drainage work (connection to Council drainage or new work for Council ownership)	[Section 68 of the LOCAL GOVERNMENT ACT]	39
Strata (per lot)	[Subdivision Certificate Application Fees]	35
Strata plus \$ per additional lot	[DA Subdivision Fees]	30
Subdivision of land (per lot)	[Subdivision Certificate Application Fees]	35
Subdivision or Civil Infrastructure for Council ownership – For number of Inspection at \$155 per inspection	[Compliance Inspections (Construction Stages)]	32
Sulphate (SO4)	[Excess Mass Charges for Category 3 Discharges - per kg]	41
Sulphide	[Excess Mass Charges for Category 3 Discharges - per kg]	41
Sulphite	[Excess Mass Charges for Category 3 Discharges - per kg]	41
Supervising staff, carers and trainers	[School Groups]	18
Supply of Rural Addressing Plates- per number (includes one inspection)	[Rural Addressing]	37
Surrender Fee	[Surrender Fee]	43
Suspended Solids (SS)	[Excess Mass Charges for Category 3 Discharges - per kg]	41
Swim/Sauna/Spa (combo entry) Adult	[Turnstile]	18
Swim/Sauna/Spa (combo entry) Concession	[Turnstile]	18
Swimming Pools < 40kL per application	[Construction Certificate]	30
Swimming Pools > 40kL	[General Fees]	32
Swimming Pools > 40kL	[General Fees]	32
Swimming Pools > 40KL per application	[Construction Certificate]	30
Swing or hoist goods over road	[Section 68 of the LOCAL GOVERNMENT ACT]	38

## T

Table Hire	[Indoor Sports Centre - Muswellbrook]	12
Technology Hire (e-readers, tablets, Daisy readers)	[Digital Readers]	21
Temporary Event - Food Preparation and Sales Application	[Shows and Events]	36
Tennis Courts (per court, per hour) – Day – Casual Hire	[Indoor Sports Centre Complex - Denman]	12
Tennis Courts (per court, per hour) – Day – User Groups	[Indoor Sports Centre Complex - Denman]	12
Tennis Courts (per court, per hour) – Night – Casual Hire	[Indoor Sports Centre Complex - Denman]	12
Tennis Courts (per court, per hour) – Night – User Groups	[Indoor Sports Centre Complex - Denman]	12
Test Fee – 20, 25 and 32mm service @ 4 Flow Rates	[Test Fee]	28
Test Fee – 20, 25 and 32mm service @ 6 Flow Rates	[Test Fee]	28
Test Fee – 40mm service @ 4 Flow Rates	[Test Fee]	28
Test Fee – 40mm service @ 6 Flow Rates	[Test Fee]	28
Test Fee – 50mm and greater	[Test Fee]	28
Testing Max/Min Pressure supplied (at property service line only)	[Water Flow/Pressure Investigation]	28
The fee payable for the lodgement of a certificate on the planning portal	[Other]	31
Thiosulphate	[Excess Mass Charges for Category 3 Discharges - per kg]	41
Third Party Works Impacting Road Reserves	[S138 Roads Act - Road Opening Permit]	16
Three or more Bedroom dwelling	[Open Space Recreational Sporting Facilities]	44
Three or more Bedroom dwelling	[Community Facilities]	45
Three or more Bedroom dwelling	[Stormwater Management]	45
Three or more Bedroom dwelling	[Transport Facilities]	45
Three or more Bedroom dwelling	[Plan Management Administration]	45
Tin	[Excess Mass Charges for Category 3 Discharges - per kg]	41
Total Dissolved Solids (TDS)	[Excess Mass Charges for Category 3 Discharges - per kg]	41
Tourism Facilities	[Tourist Development]	44
Towing Fee	[Impounded Vehicles]	43
Tractor Tyre	[Tyres - off Rims]	24
Traffic Management Bond Administration Fee	[Security Bonds]	17
Training nights and club events	[Swimming Club]	19
Transfer an approval to a new discharger with the same conditions at the same premises	[Applications]	40
Transfer location at owners request (includes raising service) – Residential/Industrial/Commercial	[Transfer location at owners request]	28

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Fee Name	Parent Name	Page
<b>T</b> [continued]		
Transport using vehicle per hour (Ranger Vehicle)	[Stock Impounding]	43
Treated timber – contaminated, painted or mixed with other materials (per tonne)	[Timber, Timber Pallets]	24
Treatment incurred during impoundment (i.e. necessary grooming, worming, bathing)	[Impounding Fees]	42
Trestle Table 750 x 1800mm	[Chair/Table Hire]	10
Truck Tyre	[Tyres - off Rims]	24
Truck Tyre	[Tyres - on Rims]	24
Two Bedroom	[Open Space Recreational Sporting Facilities]	44
Two Bedroom	[Community Facilities]	45
Two Bedroom	[Stormwater Management]	45
Two Bedroom	[Transport Facilities]	45
Two Bedroom	[Plan Management Administration]	45
<b>U</b>		
Underground Petroleum Storage Systems	[Environmental Health Inspections]	37
Up to \$5,000	[If the original estimated cost of the development was:]	34
Up to \$5,000	[If the original estimated cost on the DA was:]	34
Up to 120 sheets	[Binding Documents (A4 only)]	21
Up to 240 sheets	[Binding Documents (A4 only)]	21
Up to 3 hours	[Seminar Room]	13
Up to 3 Hours	[STEM Innovation Room Hire]	14
Up to 3 hours – Visitor & Business use	[Library Meeting Room 1]	13
Up to 65 Sheets	[Binding Documents (A4 only)]	21
Uranium	[Excess Mass Charges for Category 3 Discharges - per kg]	41
Urgency Fee for Section 10.7 (2) in addition to above	[Planning Certificates]	36
Use of Community Land ( engaging in trade or business busking etc)	[Section 68 of the LOCAL GOVERNMENT ACT]	38
Use of Sporting Fields, Parks & Reserves by Fitness Trainers – 12 month Licence Agreement	[Regular Users - per registered player - per season]	17
Use of Sporting Fields, Parks & Reserves by Fitness Trainers – 6 month Licence Agreement	[Regular Users - per registered player - per season]	17
<b>V</b>		
Vaccination (all dogs are vaccinated)	[Impounding Fees]	42
Vaccinations	[Rescue Agencies]	43
Vans, utilities, trailers	[Domestic Mixed Waste]	26
Vans, utilities, trailers	[Domestic Green Waste]	27
Vehicles up to and including 3 Tonne	[Issue of Weighbridge Certificate]	26
Veterinary Treatment	[Impounding Fees]	42
Viola Bromley Art Prize	[Muswellbrook Regional Art Centre]	11
<b>W</b>		
Water Analysis Samples	[Regulated Premises, Public Swimming Pool and Spa Inspections (water quality)]	38
Water Consumption	[Hire of Metered Hydrant]	29
Water Headworks – all areas (per ET – equivalent tenement)	[Sewer and Water Headworks]	29
Water Supply, sewerage and stormwater drainage work	[Section 68 of the LOCAL GOVERNMENT ACT]	38
White Plastic Chair	[Chair/Table Hire]	10
Within Muswellbrook Shire Libraries	[Holds and Reservations]	21
Works Enabling Deed	[S138 Roads Act - Road Opening Permit]	16
Works on Road Reserve - Located within CBD - General Bond	[Security Bonds]	17
Works within Road Reserve - Location other than CBD - General Bond	[Security Bonds]	17
Worm Farms	[Environmental Products]	37
<b>Y</b>		
Yellow Lid Bin	[Replacement of Damaged/Lost Wheelie Bin]	22

Fee Name	Parent Name	Page
<b>Z</b>		
Zinc	[Excess Mass Charges for Category 3 Discharges - per kg]	42
<b>Other</b>		
\$1,000,001 – \$10,000,000	[General Fees]	30
\$1,000,001 – \$10,000,000	[If the original estimated cost of the development was:]	34
\$1,000,001 – \$10,000,000	[If the original estimated cost on the DA was:]	34
\$100001 – \$200000	[Estimated cost of development]	45
\$250,000 – \$500,000	[If the original estimated cost on the DA was:]	34
\$250,001 – \$500,000	[General Fees]	30
\$250,001 – \$500,000	[If the original estimated cost of the development was:]	34
\$5,001 – \$250,000	[If the original estimated cost of the development was:]	34
\$5,001 – \$250,000	[If the original estimated cost on the DA was:]	34
\$5,001 – \$50,000	[General Fees]	30
\$50,001 – \$250,000	[General Fees]	30
\$500,001 – \$1,000,000	[General Fees]	30
\$500,001 – \$1,000,000	[If the original estimated cost of the development was:]	34
\$500,001 – \$1,000,000	[If the original estimated cost on the DA was:]	34
< \$100000	[Estimated cost of development]	45
>\$200000	[Estimated cost of development]	45

**From:** [communications@muswellbrook.nsw.gov.au](mailto:communications@muswellbrook.nsw.gov.au)  
**To:** [Muswellbrook Shire Council](#)  
**Subject:** [REDACTED] - Draft 2023-2024 Operational Plan Online Feedback Form - Submission 778  
**Date:** Friday, 26 May 2023 4:19:11 PM

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**CAUTION:** This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

**Customer reference number: 778**

### Submission

<b>Name</b>
[REDACTED]
<b>Email</b>
[REDACTED]
<b>Address</b>
[REDACTED] Muswellbrook, NSW 2333 <a href="#">Map It</a>
<b>What is your feedback / submission?</b>
<p>I would like to put in a submission regarding the advertised water charges in Council's Policy. I request that Council consider a smaller increase in water usage charges. The current advertised charges are unaffordable given the current economic climate.</p> <p>The jump for the Residential 1st step tariff of \$2.11 to \$3.45 is extremely high. I understand that Council's costs have risen but a jump of \$1.34 per Kilolitre of water is a bit excessive. My current water account is for a total of \$293.29. This is for a family of 4 using a total of 139kl. At the new tariff this water account will be \$479.55 - a rise of \$186.26. There are many families in the Shire that can not afford an increase like this as they will already have seen increases in Mortgage repayments, Electricity Accounts, Groceries and insurances and are aware of the increases in Land Rates for next year. I am already having conversations with Rate payers who can not afford to pay the current Rates and Water charges and once I tell them of the estimate for next year they are gobsmacked. They all have similar stories, from the rising cost of living and no increase in wages to pensioners that have had to cancel their home care services and house insurance as their pension just does not stretch that far. I am taking payment arrangements for minimal amounts as this is all people can afford.</p> <p>Upper Hunter Shire and Singleton Shire Council areas have both advertised their first step tariff for next year as \$2.49. Muswellbrook will be 96c higher than our surrounding Councils and generally overall higher than most Council areas close to us.</p> <p>Has Council considered that by rising their water usage charges the Budgets for our Fields/parks /Gardens /pools and buildings will also have to increase? This will see a big rise in water and sewer charges for Council.</p>

[REDACTED],

[REDACTED],

Muswellbrook.

N.S.W. 2333.

25-5-23

Dear General Manager,

I'm writing to you, as I have strong concerns over the previously announced rate rise, whilst I realised that rates and water charges need to increase from time to time, the increase amount proposed, I believe will be financially crippling to us.

I understand that the rate increase is to the Ad Valorem, which, is calculated in part using the Valuer Generals assessment, and going off the most recent, we believe our assessment was unrealistic as in 2020 the notification of our land states the land value at \$102,000, however, this year we received a notification stating our land is valued at \$200,000 how can this be?

In my opinion nothing increases that much in value except perhaps council rates.

I thought that water, was a gift from God, although, I realise, there are charges associated with pumping and storing, this precious commodity, but, I feel water is being charged as if it is something you are making for us.

I also accept that, whilst our block only has a small street frontage, we do have, an unusually large block of land, but, due to the town's storm water, that flows through the back of our property, that we have always maintained at our own cost, with no assistance from council, which includes regularly shovelling out silt and rubbish, (this is placed in our own garbage bin which we pay for within our rates) and at times there is need to pressure wash the

base, (due to mould growing on the base of the drain) this is left behind from the rubbish and water washed through from the streets, during rain events or even water leaks which are a regular occurrence from the "Home In Place" units around the corner, this also limits the use of our land, therefore I do not see how this last dramatic increase by the valuer Generals department, can be validated.

Our rates have always been higher than that of any of our neighbour's, due to the land size.

I also realise that general cost of living has increased and council needs to pass on some costings when it comes to services they provide us, perhaps Muswellbrook Council should have foreseen this, when they sold off the old purposely built Council Chambers only a short couple of years ago at such a ridiculously low price, as some of the money if sold at it's true value (or at least the land value) could have been used now, and our rates would not need to be increased so much.

Yours Truly,



Customer reference number: 770

**Submission**

<b>Name</b>
[REDACTED]
<b>Email</b>
<a href="mailto:berida_wales@hotmail.com">berida_wales@hotmail.com</a>
<b>Address</b>
[REDACTED] <a href="#">Map It</a>
<b>What is your feedback / submission?</b>
<p>Visiting Denman recently I was sad to learn how much it cost to access the tennis courts, and I assume this is applicable across the shire. Free tennis courts (and free access to other sporting amenities) was integral to me i was a child in the area - integral to participation in community, to have a healthy attitude to fitness as an adult and to gain skills in my youth that would be difficult and expensive to gain in adulthood. There is no way I or my family could have afforded this when young. Would use of the facility (and income) be greater if the fee was nominal? Can free days or times be arranged? Are the upkeep costs such that this is truly necessary, and or have sponsorships or grants been considered for those costs rather than passing on to consumers and excluding younger people?</p>

## Feedback on Muswellbrook Shire Council Operational Plan 2023/2024

### 1. Overview

The Annual Report for 2021/2022 on the Council website (<https://www.muswellbrook.nsw.gov.au/wp-content/uploads/2022/11/Annual-Report-2022-Draft-14.pdf>) appears to be a draft and excludes notes to the accounts. Could the complete document be uploaded?

The 2023/24 budget shows a better trend with a decline in expenditure on new assets and a greater emphasis on expenditure on renewals. It is positive that Council will become less dependent on capital grants for funding after 2023/24 and will be able to continue loan principal repayments during a period of higher interest rates.

### 2. User Charges and Fees

There is a sharp decline in the General Fund revenue from User Charges and Fees from \$9.023m (2023) to \$6.027m (2024). What is the reason for this decline, followed by only modest increases in future years?

### 3. Future Fund

The contribution from the Future Fund is disappointing against previous aspirations of the former Council of positive cash flows which were stated to reduce pressure on increased rates.

Year	2023	2024	2025	2026	2027
Cash surplus	\$3.097m	2.915	2.809	2.866	3.069
Capital Expenditure	5.805	4.415	3.809	3.465	3.489
Contribution GF to FF	1.853	1.300	1.000	0.600	0.420

It is noted that in the previous budget there was a proposed investment purchase of \$10m by the Future Fund in 2026 funded by an addition loan of \$10m, but this is no longer shown in the current budget. What is the longer-term plan for the Future Fund?

### 4. Legal fees

Legal fees (excluding Planning and debt recovery) are not detailed in the budget but in 2022 remained high at \$951,027 (close to the average of the previous four years of \$1.060,000). Are legal fees now in decline and have any settlements taken place with respect to potential liabilities associated with litigation with Mangooloola and Mt Arthur (from Business Paper dated May 24, 2022)?

### 5. Governance

The 2022/23 budget for Governance was \$1.087m and in the current budget this has reduced to an allowance of \$0.7m. Did the expenditure for 2023 relate to legacy issues from prior years and is the current estimate more realistic going forward?

### 6. Other

In the capital expenditures budget for new assets of \$27.159m what are the budgets for the Civic Square, Olympic Park and the Conference centre?