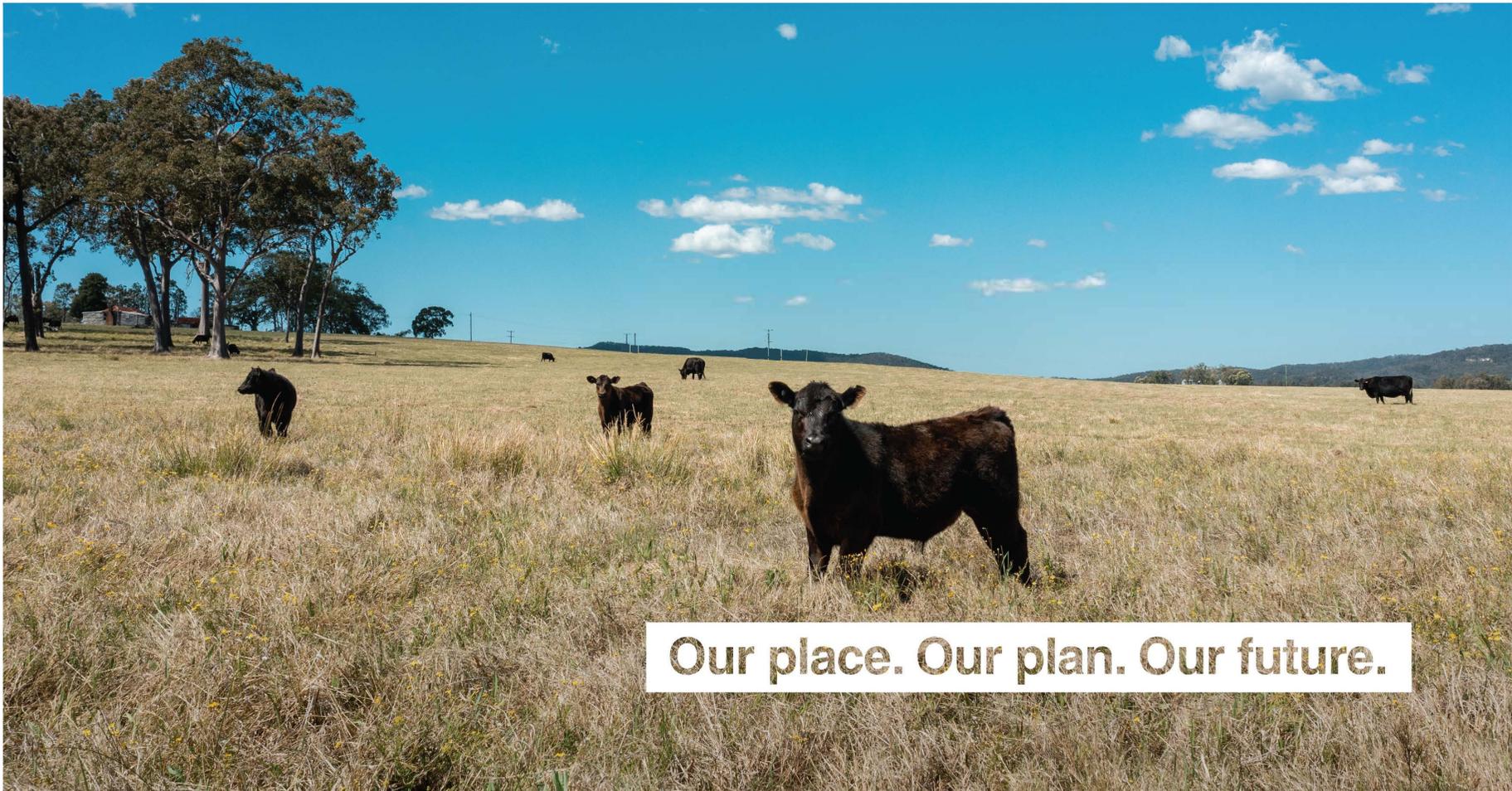
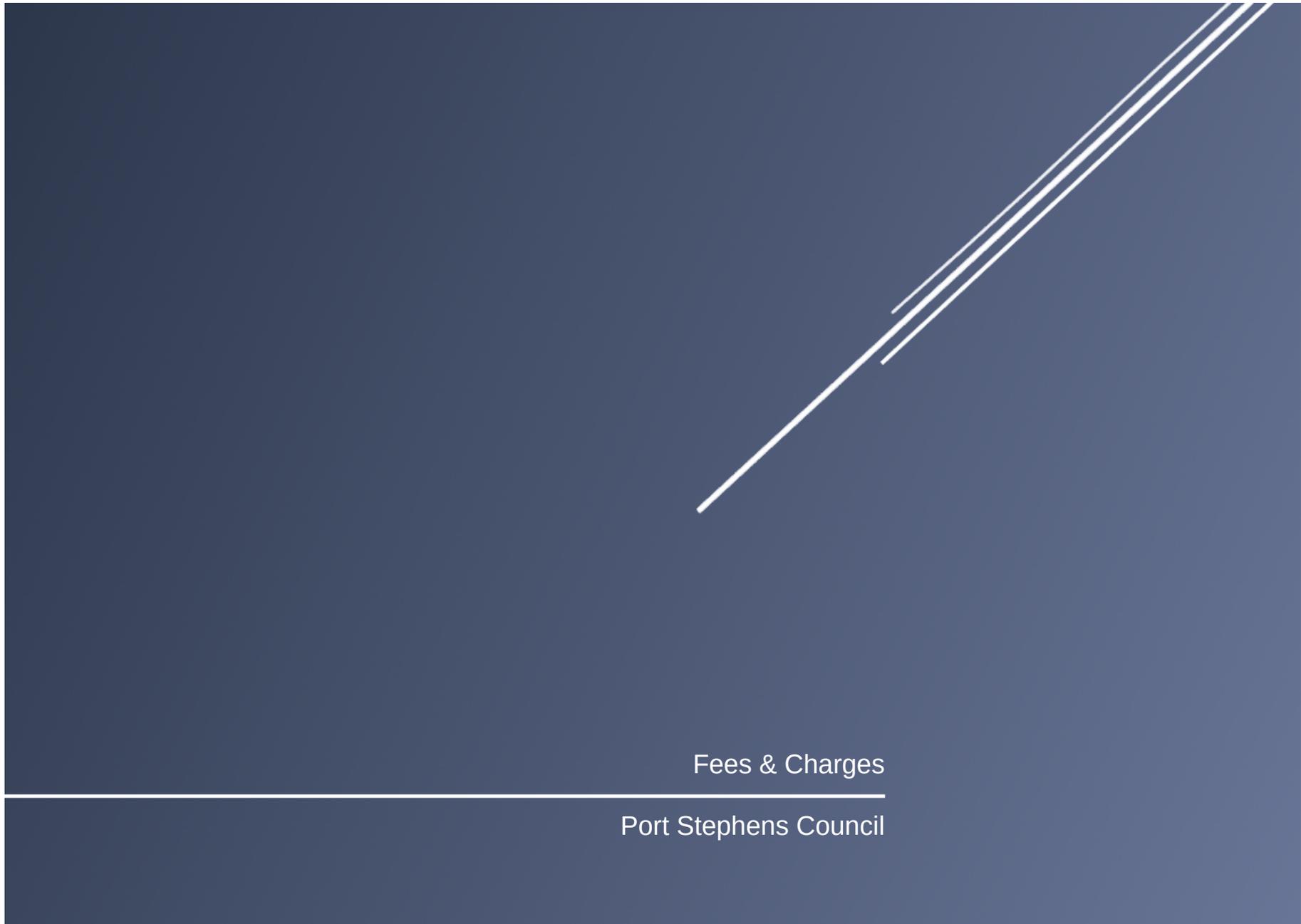


Fees and charges

2022 to 2023

DRAFT





Fees & Charges

Port Stephens Council

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			

Port Stephens Council

Administration Services

Administration Fees

Facsimile charge – incoming (first page)		\$6.70	\$6.73	\$0.67	\$7.40	Per page	Market pricing
Facsimile charge – incoming (additional pages)		\$2.00	\$2.00	\$0.20	\$2.20	Per page	Market pricing
Facsimile charge – outgoing Australia (first page)		\$5.30	\$5.27	\$0.53	\$5.80	Per page	Market pricing
Facsimile charge – outgoing Australia (additional pages)		\$2.00	\$2.00	\$0.20	\$2.20	Per page	Market pricing
Facsimile charge – outgoing international (first page)		\$9.00	\$9.00	\$0.90	\$9.90	Per page	Market pricing
Facsimile charge – outgoing international (additional pages)		\$2.90	\$2.91	\$0.29	\$3.20	Per page	Market pricing

Advertising Spaces

Bus Shelter Panels

Installation or removal of advertising	Installation or removal of the advertising panel on the bus shelter by Council staff	\$329.00	\$329.09	\$32.91	\$362.00	Per Panel	Full cost pricing
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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Economy Panel 1-2 panels	An advertising space that provides a combination of low exposure panels along lower trafficked roads. Best suited to the marketer on a tight budget.	\$77.50	\$77.27	\$7.73	\$85.00	Monthly per panel		Full cost pricing
Economy Panel 3+ panels	Discounted rate for multiple panels	\$69.50	\$69.55	\$6.95	\$76.50	Monthly per panel		Full cost pricing
Premium Panel 1-2 panels	A mix of panel exposures affixed to shelters on an assortment of trafficked roads. A popular choice amongst many advertisers.	\$93.00	\$92.73	\$9.27	\$102.00	Monthly per panel		Full cost pricing
Premium Panel 3+ panels	Discounted rate for multiple panels	\$82.50	\$82.73	\$8.27	\$91.00	Monthly per panel		Full cost pricing
Platinum Panel 1-2 panels	Our highest exposure panels on roads that receive moderate to very high traffic volumes. For those looking to make a substantial marketing impact.	\$108.00	\$108.18	\$10.82	\$119.00	Monthly per panel		Full cost pricing
Platinum Panel 3+ panels	Discounted rate for multiple panels.	\$98.00	\$98.18	\$9.82	\$108.00	Monthly per panel		Full cost pricing
Not for profit organisation	Advertising panel space where panel is vacant (not for profit organisation only)	\$0.00	\$0.00	\$0.00	\$0.00			Free (zero priced)

Bus Shelter Panels [continued]

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			
Contractor Management							
Replacement of PSC Contractor Verification card		\$24.00	\$22.73	\$2.27	\$25.00	Per item	Full cost pricing
Document Storage Service							
HSC Exam Storage Service		\$250.00	\$250.00	\$25.00	\$275.00	Per item	Market pricing
Financial Management							
Tenders							
Expression of Interest	Minimum fee Available free on web	\$56.50	\$62.00	\$0.00	\$62.00	Per tender	Full cost pricing
Standard Tender	Minimum fee Available free on web	\$56.50	\$62.00	\$0.00	\$62.00	Per tender	Full cost pricing
Regulated Tenders	Minimum fee Available free on web	\$56.50	\$62.00	\$0.00	\$62.00	Per tender	Full cost pricing
Complex Tenders	Minimum fee Available free on web	\$77.50	\$85.00	\$0.00	\$85.00	Per tender	Full cost pricing
Payment Processing							
Credit Card Fees	Applicable to payments made by credit card GST applies to the fee if the original item/ service supplied is taxable		Up to 1% of transaction value			Reserve Bank of Australia Standard No. 2 Merchant Pricing for Credit Card Purchases	Full cost pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Government Information Public Access								
Formal Application								
Formal application fee – individual	Application fee by a natural person about their personal affairs or other person Subject to 50% reduction for financial hardship and public interest reasons	\$30.00	\$30.00	\$0.00	\$30.00	Per application	Government Information (Public Access) Act 2009	Statutory pricing
Formal application fee – corporation		\$30.00	\$30.00	\$0.00	\$30.00	Per application	Government Information (Public Access) Act 2009	Statutory pricing
Formal application processing fee	Processing charge payable by a natural person about their personal affairs Charged per hour after first 20 hours for an individual, or if about another person or body, the fee is per hour. Subject to 50% reduction for financial hardship and public interest reasons	\$30.00	\$30.00	\$0.00	\$30.00	Per application	Government Information (Public Access) Act 2009	Statutory pricing
Formal application: Internal Review – application fee	No additional processing fee applies after receipt Subject to 50% reduction for financial hardship and public interest reasons	\$40.00	\$40.00	\$0.00	\$40.00	Per review	Government Information (Public Access) Act 2009	Statutory pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Informal Request								
Informal Request Fee	No processing fee applies. Note: Photocopying charges may apply.	\$0.00	\$0.00	\$0.00	\$0.00		Government Information (Public Access) Act 2009	Statutory pricing
Information Privacy								
Applications								
Amendment of records		\$0.00	\$0.00	\$0.00	\$0.00		Privacy and Personal Information Protection Act 1998	Statutory pricing
Application fee for private information – not related to health records	Photocopy charges will apply	\$0.00	\$0.00	\$0.00	\$0.00		Privacy and Personal Information Protection Act 1998	Free (zero priced)
Legal Services								
Subpoena								
Subpoena to give evidence		Ordinary salary of Council Officer and any additional expenses associated with attendance at Court may be required to be paid						Full cost pricing
Subpoena to produce documents	Conduct money – at time of service	\$131.50	\$135.50	\$0.00	\$135.50			Full cost pricing
Subpoena to produce documents	Conduct money – urgent matters at time of service	\$238.00	\$245.50	\$0.00	\$245.50			Full cost pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Subpoena to produce documents	Photocopying		Refer to charges under photocopying					Full cost pricing
Subpoena to produce documents	Provision of documents saved to electronic media, i.e. CD/DVD/USB (per 8GB)	\$10.40	\$10.80	\$0.00	\$10.80			Full cost pricing
Subpoena to produce documents	Provision of documents electronically via email or drop box (when possible)		Photocopying charges for documents where printing is required before saving electronically for production. Balance of documentation which does not require printing – nil charge only time spent					Full cost pricing
Subpoena to produce documents	Statutory fee for producing documents – hourly rate for staff time, charged in accordance with the Local Government Act	\$56.00	\$58.00	\$0.00	\$58.00	Per hour	Local Government Act 1993 Sections 608-610	Full cost pricing

Licences

Commercial Operator's Licence – Water/Land Activities – Category 1

Category 1 Location: Shoal Bay Foreshore Boat Ramp (A), Shoal Bay Foreshore Adjacent Public Wharf (B), Shoal Bay Beach Road Adjacent Harbourside Haven (C), Shoal Bay Foreshore at intersection of Harwood Avenue and Beach Road (D), Nelson Bay Foreshore on Victoria Parade adjacent to Kiosk and Carpark, Nelson Bay Foreshore on Victoria Parade adjacent Fly Point amenities. These locations are suitable for example for Catamarans, Paddle Boarding, Kayaking, and other tourism and adventure activities.

Category 1 Location: Fly Point (suitable as dive site), Nelson Bay Foreshore on Victoria Parade adjacent to kiosk and carpark (bike hire and tours)

continued on next page ...

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			

Commercial Operator's Licence – Water/Land Activities – Category 1 [continued]

Administration fee	Establishment and management of licence Payable once at the commencement or recommencement of a licence	\$756.00	\$779.00	\$0.00	\$779.00	Per licence	Market pricing
Licence fee	Annual fee	\$3,125.00	\$3,220.00	\$0.00	\$3,220.00	Per licence	Market pricing
Licence fee	Annual fee	Commercial operators earning revenue above \$52,000 per annum after the first 12 months, at Councils discretion will be subject to an independent market rent review. All commercial operators are to provide audited financial statements to council by 30th September each year.				Per licence	Market pricing

Commercial Operator's Licence – Water/Land Activities – Category 2

Category 2 Location: Birubi Beach, Fingal Beach (A), Fingal Beach (B), One Mile Beach. These locations are suitable for example for Surf School, other tourism, adventure and beach activities.

Category 2 Location: Dutchman's Beach 1, Dutchman's Beach 2, Fitzgerald Bridge Boat Ramp, Roy Wood Reserve. These locations are suitable for example for Catamarans, Paddle Boarding, Kayaking, other tourism and adventure activities.

Administration fee	Establishment and management of licence Payable one at the commencement or recommencement of a licence	\$756.00	\$779.00	\$0.00	\$779.00	Per licence	Market pricing
Licence fee	Annual fee	\$2,115.00	\$2,180.00	\$0.00	\$2,180.00	Per licence	Market pricing
Licence fee	Annual fee	Commercial Operators earning revenue above \$52,000 per annum after the first 12 months, at Councils discretion will be subject to an independent market rent review. All Commercial Operators are to provide audited financial statements to council by 30th September each year.				Per licence	Market pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			

Commercial Operator's Licence – Water/Land Activities – Category 3

Category 3 Location: Fisherman's Bay Foreshore Reserve, Bagnall Beach Foreshore adjacent Pantawarra Street, Caswell Reserve, George's Reserve, Forster Park Foreshore, Peace Park Boat Ramp, Taylors Beach.

These locations are suitable for example for Catamarans, Paddle Boarding, Kayaking, and other tourism and adventure activities.

Category 3 Location: Bagnall Beach Foreshore adjacent Pantawarra Street. This location is suitable for example for Bike hire and tours.

Administration fee	Establishment and management of licence Payable once at the commencement or recommencement of a licence	\$756.00	\$779.00	\$0.00	\$779.00	Per licence	Market pricing
Licence fee	Annual fee	\$1,615.00	\$1,665.00	\$0.00	\$1,665.00	Per licence	Market pricing
Licence fee	Annual fee	Commercial Operators earning revenue above \$52,000 per annum after the first 12 months, at Councils discretion will be subject to an independent market rent review. All Commercial Operators are to provide audited financial statements to council by 30th September each year.				Per licence	Market pricing

Commercial Operator's Licence – Land-based Activities

The following sites are suitable for example for Boot Camps, Personal Training, Tai Chi, Pilates, and other suitable Fitness activities: Birubi Beach, Robinson Reserve, Conroy Park, Fingal Bay Foreshore Reserve, Fingal Bay Oval, Fingal Beach (A), Fingal Beach (B) Boat ramp end, Tom O Dwyer Oval, Fisherman's Bay Park, Hinton Foreshore, Stuart Park, Aliceton Reserve, Lionel Morton Oval, Kooindah Park, Mallabula Sports Complex, Boyd Oval, Coachwood Drive Reserve 2, Ferodale Sports Park, Kindlebark Oval, Yulong Oval, Bill Strong Oval, Dutchman's Beach Reserve, Fly Point Reserve, Little Beach Reserve, Neil Carroll Park, Tomaree Sports Complex, One Mile Beach, Alton Park Reserve, Boomerang Park, King Park Sports Complex, Lakeside Reserve 2, Lakeside Reserve 3, Lakeside Sports Complex, Ross Walbridge Reserve, Vi Barnett Oval, Bagnall Beach Road Detention Basin, Joe Redman Reserve, Korora Oval, Salamander Sports Complex, Brandon Park, Seaham Park, Everitt Park, Bowthorne Park.

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Commercial Operator's Licence – Land-based Activities [continued]

Administration fee	Establishment and management of licence Payable once at the commencement or recommencement of a licence	\$206.50	\$213.00	\$0.00	\$213.00	Per licence	Market pricing
Licence fee	One to three sites. Maximum 3 sites per licence	\$514.00	\$530.00	\$0.00	\$530.00	Per licence	Market pricing
Licence fee	Annual fee	Commercial Operators earning revenue above \$52,000 per annum after the first 12 months, at Councils discretion will be subject to an independent market rent review. All Commercial Operators are to provide audited financial statements to council by 30th September each year.				Per licence	Market pricing

Commercial Operator's Market Licence – More than 4 times per year

Administration fee	Establishment and management of licence – Markets Payable once, at the commencement or recommencement of a licence	\$206.50	\$213.00	\$0.00	\$213.00	Per licence	Market pricing
Licence fee	Annual fee	\$3,125.00	\$3,220.00	\$0.00	\$3,220.00	Per licence	Market pricing
Licence fee	Annual fee	Commercial Operators earning revenue above \$52,000 per annum after the first 12 months, at Councils discretion will be subject to an independent market rent review. All Commercial Operators are to provide audited financial statements to council by 30th September each year.				Per licence	Market pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Commercial Operator's Not for Profit Licence								
Administration Fee	Establishment and management of licence	\$206.50	\$213.00	\$0.00	\$213.00	Per licence		Partial cost pricing
Licence fee	Fee determined upon application	Fee determined upon application Licence and Admin fee subject to % discount based on review of weighting criteria by Council review panel				Per licence		Partial cost pricing
Commercial Operator's Mobile Food/Retail Licence & Permit								
Administration Fee	Establishment and management of licence – Mobile food/ retail operators Payable once, at the commencement or recommencement of a licence	\$206.50	\$213.00	\$0.00	\$213.00	Per licence		Market pricing
Licence Fee	Annual fee	\$514.00	\$530.00	\$0.00	\$530.00	Per licence		Market pricing
Licence fee	Annual fee	Commercial Operators earning revenue above \$52,000 per annum after the first 12 months, at Councils discretion will be subject to an independent market rent review. All Commercial Operators are to provide audited financial statements to council by 30th September each year.				Per licence		Market pricing
Permit Fee	Establishment and management of licence – Mobile food/ retail operators Payable once, for a 5 year term	\$206.50	\$213.00	\$0.00	\$213.00	Per licence		Market pricing
Electrical Usage Charge	For markets only	\$35.00	\$31.82	\$3.18	\$35.00	Per day		Market pricing
Electrical Inspection Charge		\$370.00	\$336.36	\$33.64	\$370.00	Per Inspection		Market pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Liquor Licences								
Liquor Licence Application Search Fee		\$110.00	\$121.00	\$0.00	\$121.00	Per search		Market pricing
Property Licences								
Licence Administration fee – commercial/corporate	Applicable once per licence term, exclusive of licence fees which are subject to market assessment. Preparation fee being payable upfront and non-refundable.	\$750.00	\$825.00	\$0.00	\$825.00			Market pricing
Lease/ Licence Amendment Fee - Commercial agreements	Preparation fee for variations, transfers/ assignments - non-refundable	\$500.00	\$550.00	\$0.00	\$550.00			Market pricing
Licence Fee	Minimum Fee for Community Groups or Crown Land Licences. All licence fees will be determined at application based off the minimum or market pricing where applicable. This fee will be set taking into consideration the nature the Community business, and the completion of the Community Leasing and Tenancy Policy Questionnaire where a % rental discount may apply.	\$700.00	\$770.00	\$0.00	\$770.00			Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			
Property Licences [continued]							
Licence Administration - Community Licences	Minimum Fee for establishment and management of licence. All community licence administration fees will be determined at application based off the minimum fee, however may be increased at Councils discretion based on the level of preparation required.	\$0.00	\$213.00	\$0.00	\$213.00		Market pricing
Licence Fee - Annually	Fee payable annually for licence term	Commercial fee subject to market assessment			Per year		Market pricing
Part A Residential Stratum Structure							
Licence preparation costs	Residential structures at stratum level over Council land, roads and road reserves	\$1,500.00	\$1,650.00	\$0.00	\$1,650.00		Market pricing
Part B Commercial Stratum Structure Licence							
Awnings supported by posts at ground level and like structures at stratum level over Council land, roads and road reserves	Fee applicable annually Required to have Port Stephens Council noted in the certificate of currency	\$3,000.00	\$3,300.00	\$0.00	\$3,300.00	Per year	Market pricing
Balcony utilised for commercial activities e.g. seating/entertainment areas of restaurant	Required to have Port Stephens Council noted in the certificate of currency	Commercial fee subject to market assessment					Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			

Part B Commercial Stratum Structure Licence [continued]

Cantilevered Awnings and like structures at stratum level over Council land, roads and road reserves	Fee applicable once per licence Required to have Port Stephens Council noted in the certificate of currency	\$3,000.00	\$3,300.00	\$0.00	\$3,300.00			Market pricing
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Outdoor Trading

Application for permit or right to place advertising sign or alfresco street dining on part of footway adjacent to the shop	No fee – due to council resolution	\$0.00	\$0.00	\$0.00	\$0.00	Per application		Full cost pricing
Annual rental for permit or right to place advertising sign or clothes rack etc. on part of footway adjacent to the shop	No fee – due to council resolution	\$0.00	\$0.00	\$0.00	\$0.00	Per year or part thereof		Full cost pricing
Additional space	No fee – due to council resolution	\$0.00	\$0.00	\$0.00	\$0.00	Per square metre		Full cost pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Markets

Event Administration Fees

Memberships

Sister Cities

Parking

Parking Meters

Smart Parking Meters

15 Minutes Park Free	Parking sessions 15 minutes or less are free	\$0.00	\$0.00	\$0.00	\$0.00		Road Transport Act 2013	Market pricing
Off Peak - A	Monday to Friday outside of periods noted below. No fee for the permit holders of Smartt Parking Permit.	\$3.50	\$3.18	\$0.32	\$3.50	Per Hour	Road Transport Act 2013	Market pricing
Off Peak - B	Saturday - Sunday and Public Holidays. No fee for permit holders of Smart Parking Permit.	\$4.20	\$4.09	\$0.41	\$4.50	Per Hour	Road Transport Act 2013	Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Smart Parking Meters [continued]

Peak	Sunday - Monday for the period 1st December - 31st January. No fee for holders of Smart Parking Permit.	\$4.20	\$4.09	\$0.41	\$4.50	Per Hour	Road Transport Act 2013	Market pricing
Smart Parking Permit	All ratepayers and residents of Port Stephens Local Government Area, and employees of business within the metered parking scheme zone are eligible.	\$0.00	\$0.00	\$0.00	\$0.00		Road Transport Act 2013	Market pricing
Smart Parking Permit - Non-LGA Business Permit	For businesses located outside Port Stephens Council Local Government Area who regularly work in and around metered parking scheme zones	\$139.00	\$126.36	\$12.64	\$139.00	Per vehicle		Market pricing

Payments Management

Cheque Dishonour (cheque paid directly to Council)	Not applied where bank response is "customer deceased". For fee exemptions refer to Debt Recovery and Hardship Policy.	\$25.00	\$27.50	\$0.00	\$27.50	Per occurrence	Local Government Act 1993 Section 608	Full cost pricing
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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Payments Management [continued]

Cheque Dishonour (cheque paid via collection agent)	Not applied where bank response is "customer deceased". For fee exemptions refer to Debt Recovery and Hardship Policy.	\$25.00	\$27.50	\$0.00	\$27.50	Per occurrence	Local Government Act 1993 Section 608	Full cost pricing
Direct Debit Dishonour	Not applied where bank response is "customer deceased". For fee exemptions refer to Debt Recovery and Hardship Policy.	\$25.00	\$27.50	\$0.00	\$27.50	Per occurrence	Local Government Act 1993 Section 608	Full cost pricing
Refund Fee	GST applies to the fee if the original item/ service supplied is taxable.	\$25.00	\$26.00	\$0.00	\$26.00	Per refund	Local Government Act 1993 Section 608	Full cost pricing

Port Stephens Council Internal Staff Catering

Discount for BYO cup		\$0.20	\$0.18	\$0.02	\$0.20			Market pricing
Coffee	Small – Soy milk & syrups extra \$0.50 including GST	\$4.50	\$4.36	\$0.44	\$4.80	Each		Market pricing
Coffee	Regular – Soy milk and syrup extra \$0.50 including GST	\$5.00	\$4.73	\$0.47	\$5.20	Each		Market pricing
Coffee	Large – Soy milk and syrups extra \$0.50 including GST	\$5.20	\$4.91	\$0.49	\$5.40	Each		Market pricing
Coffee Loyalty Card	Buy 9 coffees receive 10th free	\$0.00	\$0.00	\$0.00	\$0.00			Free (zero priced)
Milkshakes		\$4.90	\$4.64	\$0.46	\$5.10	Each		Market pricing
Lunch Specials	Toasted \$0.50 extra including GST		\$9.50 to \$11.00 including GST					Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Port Stephens Council Internal Staff Catering [continued]

Salads			\$9.50 to \$11.00 including GST			Each		Market pricing
Soup with Bread Roll		\$7.80	\$7.36	\$0.74	\$8.10	Each		Market pricing
Frittatas & Quiche with Salad		\$9.90	\$9.27	\$0.93	\$10.20	Each		Market pricing
Toast – various varieties	Two (2) slices	\$3.20	\$3.00	\$0.30	\$3.30	Each		Market pricing
Egg & Bacon Roll/Wrap		\$0.00	\$6.36	\$0.64	\$7.00	Each		Market pricing
Lunch Loyalty Card	Buy 9 lunches receive 10th half price	\$0.00	\$0.00	\$0.00	\$0.00			Free (zero priced)

Production Services

Photocopying	A4 - First photocopy of Council owned and controlled documents is GST free if not produced for commercial purposes	\$0.90	\$1.00	\$0.00	\$1.00	Per page		Market pricing
Photocopying	A3 - First photocopy of Council owned and controlled documents is GST free if not produced for commercial purposes	\$1.50	\$1.65	\$0.00	\$1.65	Per page		Market pricing

Property Administration

Duplicate Rate Notice, Invoice, Account etc. (not for receipting purposes)		\$8.30	\$8.60	\$0.00	\$8.60	Per copy	Local Government Act 1993 Section 608	Full cost pricing
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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Property Administration [continued]

Rates Certificate	Provides details of any outstanding rates on a property. Issued within 5 business days of receipt of request	\$85 base fee plus 100% loading for urgent issue within 24 hours/1 business day				Per item	Local Government Act 1993 Section 608	Statutory pricing
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Property Services

Administration Costs

Acquisition of Council land	Administration costs	\$1,300.00	\$1,300.00	\$130.00	\$1,430.00	Per application		Full cost pricing
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Property Information

Property Enquiry	Not applicable to own property	\$16.60	\$17.20	\$0.00	\$17.20	Per property		Full cost pricing
Search fee – property information	Fee plus any archive costs for retrieval and return. Not applicable to own property.	\$82.50	\$85.00	\$0.00	\$85.00	Per hour or part thereof		Full cost pricing

Property Valuation

Publications

Books

A History of Port Stephens, Tomaree and Yacaaba	Port Stephens Family History Society Inc.	\$28.50	\$26.82	\$2.68	\$29.50	Each		Market pricing
A History of Tilligerry Peninsula	Port Stephens Family History Society Inc.	\$28.50	\$26.82	\$2.68	\$29.50	Each		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			
Anna Bay Lawn Cemetery CD	Port Stephens Family History Society Inc.	\$28.50	\$26.82	\$2.68	\$29.50	Each	Market pricing
Convicts of the Australian Agricultural Company	Port Stephens Family History Society Inc.	\$38.00	\$35.91	\$3.59	\$39.50	Each	Market pricing
Henry H Halloran in Port Stephens the Legacy	Yvonne Fraser	\$19.00	\$17.82	\$1.78	\$19.60	Each	Market pricing
Nelson Bay Heritage Walk	Port Stephens Historical Society	\$1.60	\$1.55	\$0.15	\$1.70	Each	Market pricing
Port Stephens – The Ultimate Experience	John Armstrong	\$44.00	\$41.36	\$4.14	\$45.50	Each	Market pricing
Port Stephens Heritage	Cynthia Hunter	\$41.50	\$39.09	\$3.91	\$43.00	Each	Market pricing
Raymond Terrace Pioneer Register	Raymond Terrace & District Historical Society	\$38.00	\$35.91	\$3.59	\$39.50	Each	Market pricing
They Were Here	June Reeks	\$44.00	\$41.36	\$4.14	\$45.50	Each	Market pricing
Inlet Port Stephens – DVD	Port Stephens Family Historical Society Inc.	\$24.00	\$22.73	\$2.27	\$25.00		Market pricing
Bobs Farm Cadre Camp	Port Stephens Family Historical Society Inc.	\$28.00	\$26.36	\$2.64	\$29.00		Full cost pricing

Books [continued]

Environment

Plans/Strategies

Development Plans

Contribution Plans

Available free on web

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			
Contribution Plans [continued]							
Port Stephens Local Infrastructure Contributions Plan		\$87.50	\$90.50	\$0.00	\$90.50	Each	Full cost pricing
Control Plans							
Available free on web							
Port Stephens Development Control Plan		\$72.00	\$90.50	\$0.00	\$90.50	Each	Full cost pricing
Port Stephens Local Environmental Plan (Text)		\$56.50	\$90.50	\$0.00	\$90.50	Each	Full cost pricing
Port Stephens Local Environmental Plan (Text and Maps)		\$0.00	\$320.00	\$0.00	\$320.00	Each	Full cost pricing
Strategies & Studies		\$87.50	\$90.50	\$0.00	\$90.50	Each	Full cost pricing
Integrated Plans							
Integrated Plans Fee	Plans include Integrated Plans, Resource Strategy Plus postage and handling at cost. Available free on web	\$138.50	\$143.00	\$0.00	\$143.00	Per set	Full cost pricing
Reports							
Reports Fee	Annual Report, End of Term Report, Customer Survey Reports, Fees and Charges Per volume plus postage and handling at cost. Available free on web	\$46.50	\$48.00	\$0.00	\$48.00	Per report	Full cost pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Spatial Services

Maps/Plans

GIS Electronic Files

pdf or jpg format

Standard - AO (1189mm x 841mm)		\$21.00	\$22.00	\$0.00	\$22.00	Per print		Full cost pricing
Standard – A1 (841mm x 594mm)		\$18.20	\$18.80	\$0.00	\$18.80	Per file		Full cost pricing
Standard - A2 (594mm x 420mm)		\$17.40	\$18.00	\$0.00	\$18.00	Per file		Full cost pricing
Standard - A3 (420mm x 297mm)		\$13.40	\$13.80	\$0.00	\$13.80	Per file		Full cost pricing
Standard – A4 (210mm x 297mm)		\$13.20	\$13.60	\$0.00	\$13.60	Per file		Full cost pricing
Standard with aerial photograph – AO (1189mm x 841mm)		\$26.00	\$27.00	\$0.00	\$27.00	Per file		Full cost pricing
Standard with aerial photograph - A1 (841mm x 594mm)		\$23.00	\$24.00	\$0.00	\$24.00	Per file		Full cost pricing
Standard with aerial photograph – A2 (594mm x 420mm)		\$22.00	\$23.00	\$0.00	\$23.00	Per file		Full cost pricing
Standard with aerial photograph – A3 (420mm x 297mm)		\$16.60	\$17.20	\$0.00	\$17.20	Per file		Full cost pricing
Standard with aerial photograph – A4 (210mm x 297mm)		\$16.20	\$16.80	\$0.00	\$16.80	Per file		Full cost pricing

GIS Maps Hard Copies

Standard – AO (1189mm x 841mm)		\$34.50	\$36.00	\$0.00	\$36.00	Per print		Full cost pricing
Standard – A1 (841mm x 594mm)		\$30.50	\$31.50	\$0.00	\$31.50	Per print		Full cost pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22 Fee (incl. GST)	Year 22/23			Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST	Fee (incl. GST)			

GIS Maps Hard Copies [continued]

Standard – A2 (594mm x 420mm)		\$29.00	\$30.00	\$0.00	\$30.00	Per print		Full cost pricing
Standard – A3 (420mm x 297mm)		\$22.50	\$23.50	\$0.00	\$23.50	Per print		Full cost pricing
Standard – A4 (210mm x 297mm)		\$13.20	\$13.60	\$0.00	\$13.60	Per print		Full cost pricing
Standard with aerial photograph – AO (1189mm x 841mm)		\$43.00	\$44.50	\$0.00	\$44.50	Per print		Full cost pricing
Standard with aerial photograph – A1 (841mm x 594mm)		\$38.00	\$39.50	\$0.00	\$39.50	Per print		Full cost pricing
Standard with aerial photograph – A2 (594mm x 420mm)		\$36.00	\$37.50	\$0.00	\$37.50	Per print		Full cost pricing
Standard with aerial photograph – A3 (420mm x 297mm)		\$27.50	\$28.50	\$0.00	\$28.50	Per print		Full cost pricing
Standard with aerial photograph – A4 (210mm x 297mm)		\$16.20	\$16.80	\$0.00	\$16.80	Per print		Full cost pricing

Miscellaneous

Seniors, students, registered charities		50% of scheduled fee, subject to production of proof of status					Partial cost pricing
Spatial services	All prices include 15 minutes labour cost	Maps requiring additional customisation will be charged at \$10 per 15 minutes after the initial 15 minutes, and per 15 minutes thereafter					Full cost pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22 Fee (incl. GST)	Year 22/23			Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST	Fee (incl. GST)			

Community Services and Events

Graffiti wipes	Fee for packet of wipes	\$10.00	\$9.09	\$0.91	\$10.00			
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Administration Building – Hire of Rooms

Security	Security must be present when Administration Building rooms are hired. Charged at four hours minimum.	\$67.00	\$63.18	\$6.32	\$69.50	Hourly rate		Market pricing
Committee Room Hire (Double room) – First four hours	Minimum charge for up to four hours	\$215.50	\$201.82	\$20.18	\$222.00			Market pricing
Committee Room Hire (Double room) – Per hour thereafter	Charged in hourly increments Per hour or part thereof	\$103.00	\$96.82	\$9.68	\$106.50	Hourly rate		Market pricing
Committee Room Hire (Single room) – First four hours	Minimum charge for up to four hours	\$108.00	\$101.36	\$10.14	\$111.50			Market pricing
Committee Room Hire (Single room) – Per hour thereafter	Charged in hourly increments Per hour or part thereof	\$52.00	\$49.09	\$4.91	\$54.00	Hourly rate		Market pricing
Training Room Hire – First four hours, or \$245.00 (+ GST) per day 9am to 5pm		\$138.50	\$130.00	\$13.00	\$143.00			Market pricing
Cleaning Fee	Charged in hourly increments. Per hour or part thereof COVID-19 extra service included	\$175.00	\$164.09	\$16.41	\$180.50	Per hour		Market pricing
Kitchen Cleaning Fee	Charged in hourly increments Per hour or part thereof	\$165.00	\$154.55	\$15.45	\$170.00	Per hour		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Administration Building – Hire of Rooms [continued]

Kitchen Facilities Hire	Hirers must use Council caterer – charged in hourly increments Per hour or part thereof	\$165.00	\$154.55	\$15.45	\$170.00	Per hour		Market pricing
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Cemetery Operations

Bushland Garden Fees – Carumbah Memorial Gardens

Plaque	10 line bottle green bronze gumleaf motif plaque including installation	\$987.00	\$1,000.00	\$100.00	\$1,100.00	Per plaque		Market pricing
Extra line inscription on plaque	Extra line inscription on plaque	\$70.00	\$90.91	\$9.09	\$100.00	Per extra line		Market pricing
Niche	For interment of ashes	\$675.00	\$681.82	\$68.18	\$750.00	Per niche		Market pricing

Columbarium Wall Fees – Raymond Terrace (including Granite Wall), Carumbah Memorial Gardens, Karuah & Anna Bay

Niche	For interment of ashes	\$645.00	\$636.36	\$63.64	\$700.00	Per niche		Market pricing
Plaque	8 line bronze niche plaque including installation	\$806.00	\$772.73	\$77.27	\$850.00	Per plaque		Market pricing
Extra line inscription on plaque	Excluding black granite plaque for granite wall Maximum of 2 additional lines	\$70.00	\$90.91	\$9.09	\$100.00	Per line		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Columbarium Wall Fees – Raymond Terrace (including Granite Wall), Carumbah Memorial Gardens, Karuah & Anna Bay [continued]

Black granite plaque for granite wall at Raymond Terrace Cemetery ONLY	Black granite with gold lettering and attached vase – including installation	\$806.00	\$772.73	\$77.27	\$850.00	Per plaque	Market pricing
Plaque (Terrazzo Walls) Carumbah Memorial Gardens and Karuah Cemetery ONLY	Oval bronze gum motif niche plaque with vase – including installation	\$1,020.00	\$1,090.91	\$109.09	\$1,200.00	Per plaque	Market pricing

Cemetery – Burial Plots

Burial Plot – Anna Bay – Concrete Beams	Includes "Right of Burial"	\$1,300.00	\$1,318.18	\$131.82	\$1,450.00	Per plot	Market pricing
Burial Plot – Karuah, Nelson Bay, Seaham, Raymond Terrace	Includes "Right of Burial"	\$1,250.00	\$1,272.73	\$127.27	\$1,400.00	Per plot	Market pricing

Cemetery – Other fees

Additional emblem for bronze plaques (e.g. RAAF, Girl Guides, Scouts etc.)	As per special request from customer	\$108.00	\$109.09	\$10.91	\$120.00	Per item	Market pricing
Vase (Optional)	Only available for an 8 line bronze plaque	\$155.00	\$145.45	\$14.55	\$160.00	Per item	Market pricing
Interment fee	Burial fee (including ashes in plot)	\$195.00	\$227.27	\$22.73	\$250.00	Per burial	Market pricing
Monumental Permit	Headstone permit application fee	\$150.00	\$250.00	\$0.00	\$250.00	Per monument	Market pricing
Permit for exhumation of remains	Subject to approval by Public Health Authority and associated administration costs	\$585.00	\$650.00	\$0.00	\$650.00	Per occurrence	Market pricing
Transfer of "Right of Burial" Certificate	Fee for transfer of ownership of plot or niche	\$121.00	\$200.00	\$0.00	\$200.00	Per transfer	Market pricing
Administration Search Fee		\$50.50	\$75.00	\$0.00	\$75.00	Per search	Full cost pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Cemetery – Other fees [continued]								
Funeral Director/Grave Digger levied fee for incorrect burial	Funeral Director/ Grave Digger levied fee for incorrect burial	\$2,220.00	\$2,272.73	\$227.27	\$2,500.00	Per occurrence		Market pricing
Removal of ashes and plaque from gardens and walls	Removal of ashes and plaque from gardens and walls	\$210.00	\$227.27	\$22.73	\$250.00	Per occurrence		Market pricing
Monumental Mason levied fee for placement of headstone on incorrect grave	Monumental Mason levied fee for placement of headstone on incorrect grave	\$2,220.00	\$2,272.73	\$227.27	\$2,500.00	Per occurrence		Market pricing
Unauthorised placement of headstone on grave		\$2,200.00	\$2,272.73	\$227.27	\$2,500.00	Per occurrence		Market pricing
Weekend Internment Fee	Burial fee for weekend and public holiday interments. Including ashes in plot.	\$0.00	\$318.18	\$31.82	\$350.00	Per occurrence		Market pricing

Cemetery – Memorial Trees

Children's Services

Activity Van

Outside School Hours Care

Before School Care 2 hours care – Casual position		\$21.50	\$22.00	\$0.00	\$22.00	Per session		Full cost pricing
Before School Care 2 hours care – Permanent position		\$20.50	\$21.00	\$0.00	\$21.00	Per session		Full cost pricing
After School Care 3 hours care – Casual position		\$31.50	\$31.50	\$0.00	\$31.50	Per session		Full cost pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22 Fee (incl. GST)	Year 22/23			Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST	Fee (incl. GST)			

Outside School Hours Care [continued]

After School Care 3 hours care – Permanent position		\$29.50	\$30.50	\$0.00	\$30.50	Per session		Full cost pricing
Credit/Debit Card declined		\$12.20	\$12.60	\$0.00	\$12.60	Per transaction		Full cost pricing
Failure to notify of child absence	Failure to notify service that child will be absent for afternoon session	\$18.20	\$18.80	\$0.00	\$18.80	Per occurrence		Full cost pricing
Fee reminder		\$18.20	\$18.80	\$0.00	\$18.80	Per notice		Full cost pricing
Late collection of child	For every 10 minutes child remains after service closing time	\$30.00	\$31.00	\$0.00	\$31.00	Per 10 minutes late		Partial cost pricing
Pupil Free Day – per child		\$81.00	\$82.50	\$0.00	\$82.50	Per day		Market pricing
Hall Hire		\$16.60	\$15.55	\$1.55	\$17.10	Per hour		Full cost pricing
Attendance without booking		\$15.20	\$15.80	\$0.00	\$15.80	Per occurrence		Partial cost pricing
Refund Application - Vacation Care		\$18.20	\$18.80	\$0.00	\$18.80	Per occurrence		Full cost pricing
Vacation Care full day		\$81.00	\$82.50	\$0.00	\$82.50	Per session		Market pricing
Vacation Care weekly at one centre		\$375.00	\$385.00	\$0.00	\$385.00	Per week		Market pricing

Pre-School

Fee reminder		\$10.20	\$10.60	\$0.00	\$10.60	Per notice		Partial cost pricing
Credit/Debit Card declined		\$12.20	\$12.60	\$0.00	\$12.60	Per transaction		Full cost pricing
Late collection of child	For every 10 minutes child remains after service closing time.	\$19.20	\$19.80	\$0.00	\$19.80	Per 10 minutes late		Partial cost pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Pre-school session 5.5 hours Tier 1	Equity child An "equity" child is classified by the state government as a child who is either indigenous or the holder of a Health Care Card	\$17.60	\$18.20	\$0.00	\$18.20	Per session		Partial cost pricing
Pre-school session 5.5 hours Tier 2	Four year old "non-equity" child An "equity" child is classified by the state government as a child who is either indigenous or the holder of a Health Care Card. The child must turn four before 31/7/2017	\$27.50	\$28.50	\$0.00	\$28.50	Per session		Partial cost pricing
Pre-school session 5.5 hours standard fee	Three year old "non-equity" child An "equity" child is classified by the state government as a child who is either indigenous or the holder of a Health Care Card	\$32.50	\$33.50	\$0.00	\$33.50	Per session		Partial cost pricing
Pre-school session Tier 3	Equity child attending 3rd or 4th session in one week	\$10.20	\$10.60	\$0.00	\$10.60	Per session		Market pricing
Pre-school session Tier 4	Four year old non-equity child attending 3rd or 4th session in one week	\$15.20	\$15.80	\$0.00	\$15.80	Per session		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Pre-School [continued]								
Activity Van Pre-school session Tier 5	Multiple birth equity children attending the same session Fee per session per child	\$10.20	\$10.60	\$0.00	\$10.60	Per session		Market pricing
Vacation Care								
Family Day Care								
Administration fee – per child	Charge per hour per child	\$1.55	\$1.60	\$0.00	\$1.60	Per hour		Partial cost pricing
Educator Levy	Fee charged each week Educator works	\$16.60	\$17.10	\$0.00	\$17.10	Per week of operation		Partial cost pricing
Educator Levy if using Harmony Web		\$13.20	\$13.20	\$0.00	\$13.20	Per week of working		Market pricing
Enrolment – New family	Once off non-refundable fee to enrol a new family. Does not apply to families already enrolled with a transferring Educator Fee to be paid prior to commencing care	\$72.00	\$72.00	\$0.00	\$72.00	Per occurrence		Market pricing
Late Attendance Record processing	Attendance records incomplete, incorrect, or submitted after 12pm on processing day	\$6.10	\$6.30	\$0.00	\$6.30	Per attendance record		Partial cost pricing
Workshop / Training		Charged for educator workshops at cost on the day				Per workshop		Full cost pricing
Standard Hours Fee Range	The Standard Fee is for care between 8.00am and 6.00pm Monday to Friday				\$8.00 – \$18.00	Per child per hour		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Family Day Care [continued]								
Non Standard Hours Fee Range	For care before 8.00am and after 6.00pm Monday to Friday				\$8.00 – \$20.00	Per child per hour		Market pricing
Before and After School Hours Care Fee Range					\$8.00 – \$18.00	Per child per hour		Market pricing
Weekend Care / Overnight Care Fee Range					\$8.00 – \$40.00	Per child per hour		Market pricing
Public Holiday Fee Range	For Gazetted Public Holidays. Applicable when care is provided				\$9.00 – \$40.00	Per child per hour		Market pricing
Disability Services								
Miscellaneous								
MLAK Keys	Amenities access keys	\$19.00	\$17.82	\$1.78	\$19.60	Per key		Full cost pricing
MLAK Key	Amenities access key				First key			Free (zero priced)
Event Site Hire								
Access Community Land application	Fee for Council owned land. Fee to access Council owned land for casual short term use. Bond of \$1,000.00 is payable prior to access	\$181.50	\$165.00	\$16.50	\$181.50			Full cost pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			

Category A – Regional Open Space (regional recreation space has the capacity to attract people from the wider Port Stephens Community):

High Impact Event attracting 15,000+ patrons per day and/or utilising 95% or more of venue

Venue Hire		\$9,870.00	\$9,245.45	\$924.55	\$10,170.00	Per day	Market pricing
Bond		\$16,955.00	\$17,465.00	\$0.00	\$17,465.00	Per event	Market pricing

High Impact Event attracting 12,000+ patrons per day and/or utilising 80-95% of venue

Venue Hire		\$6,600.00	\$6,181.82	\$618.18	\$6,800.00	Per day	Market pricing
Bond		\$13,575.00	\$13,985.00	\$0.00	\$13,985.00	Per event	Market pricing

High Impact Event attracting 10,000+ patrons per day and/or utilising 70-80% of venue

Venue Hire		\$4,905.00	\$4,595.45	\$459.55	\$5,055.00	Per day	Market pricing
Bond		\$11,295.00	\$11,635.00	\$0.00	\$11,635.00	Per event	Market pricing

Medium Impact Event attracting 8,000+ patrons per day and/or utilising 60-70% of venue

Venue Hire		\$3,225.00	\$3,022.73	\$302.27	\$3,325.00	Per day	Market pricing
Bond		\$9,035.00	\$9,310.00	\$0.00	\$9,310.00	Per event	Market pricing

Medium Impact Event attracting 6,000+ patrons per day and/or utilising 50-60% of venue

Venue Hire		\$2,370.00	\$2,222.73	\$222.27	\$2,445.00	Per day	Market pricing
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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Medium Impact Event attracting 6,000+ patrons per day and/or utilising 50-60% of venue [continued]								
Bond		\$6,780.00	\$6,985.00	\$0.00	\$6,985.00	Per event		Market pricing
Medium Impact Event attracting 4,000+ patrons per day and/or utilising 40-50% of venue								
Venue Hire		\$1,875.00	\$1,759.09	\$175.91	\$1,935.00	Per day		Market pricing
Bond		\$4,520.00	\$4,660.00	\$0.00	\$4,660.00	Per event		Market pricing
Low Impact Event attracting 2,000+ patrons per day and/or utilising 30-40% of venue								
Venue Hire		\$1,410.00	\$1,322.73	\$132.27	\$1,455.00	Per day		Market pricing
Low Impact Event attracting 500+ patrons per day and/or utilising 20-30% of venue								
Venue Hire		\$1,190.00	\$1,118.18	\$111.82	\$1,230.00	Per day		Market pricing
Low Impact Event attracting 1-500 patrons per day and/or utilising up to 20% of venue								
Venue Hire		\$927.00	\$868.18	\$86.82	\$955.00	Per day		Market pricing
Category B – District Open Space (district recreation spaces typically have the capacity to draw people from more than one planning precinct area):								
High Impact Event attracting 15,000+ patrons per day and/or utilising 95% or more of venue								
Venue Hire		\$4,915.00	\$4,604.55	\$460.45	\$5,065.00	Per day		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
High Impact Event attracting 15,000+ patrons per day and/or utilising 95% or more of venue [continued]								
Bond		\$8,470.00	\$8,725.00	\$0.00	\$8,725.00	Per event		Market pricing
High Impact Event attracting 12,000+ patrons per day and/or utilising 80-95% of venue								
Venue Hire		\$4,405.00	\$4,127.27	\$412.73	\$4,540.00	Per day		Market pricing
Bond		\$6,780.00	\$6,985.00	\$0.00	\$6,985.00	Per event		Market pricing
High Impact Event attracting 10,000+ patrons per day and/or utilising 70-80% of venue								
Venue Hire		\$3,900.00	\$3,654.55	\$365.45	\$4,020.00	Per day		Market pricing
Bond		\$5,645.00	\$5,815.00	\$0.00	\$5,815.00	Per event		Market pricing
Medium Impact Event attracting 8,000+ patrons per day and/or utilising 60-70% of venue								
Venue Hire		\$3,395.00	\$3,181.82	\$318.18	\$3,500.00	Per day		Market pricing
Bond		\$3,390.00	\$3,495.00	\$0.00	\$3,495.00	Per event		Market pricing
Medium Impact Event attracting 6,000+ patrons per day and/or utilising 50-60% of venue								
Venue Hire		\$2,710.00	\$2,540.91	\$254.09	\$2,795.00	Per day		Market pricing
Bond		\$1,135.00	\$1,170.00	\$0.00	\$1,170.00	Per event		Market pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Medium Impact Event attracting 4,000+ patrons per day and/or utilising 40-50% of venue								
Venue Hire		\$2,030.00	\$1,904.55	\$190.45	\$2,095.00	Per day		Market pricing
Bond		\$906.00	\$934.00	\$0.00	\$934.00	Per event		Market pricing
Low Impact Event attracting 2,000+ patrons per day and/or utilising 30-40% of venue								
Venue Hire		\$1,520.00	\$1,427.27	\$142.73	\$1,570.00	Per day		Market pricing
Low Impact Event attracting 500+ patrons per day and/or utilising 20-30% of venue								
Venue Hire		\$1,180.00	\$1,109.09	\$110.91	\$1,220.00	Per day		Market pricing
Low Impact Event attracting 1-500 patrons per day and/or utilising up to 20% of venue								
Venue Hire		\$927.00	\$868.18	\$86.82	\$955.00	Per day		Market pricing
Category C – Local Open Space (local recreation spaces will generally cater for people within the local area within one or two suburbs):								
High Impact Event attracting 15,000+ patrons per day and/or utilising 95% or more of venue								
Venue Hire		\$2,925.00	\$2,740.91	\$274.09	\$3,015.00	Per day		Market pricing
Bond		\$3,955.00	\$4,075.00	\$0.00	\$4,075.00	Per event		Full cost pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
High Impact Event attracting 12,000+ patrons per day and/or utilising 80-95% of venue								
Venue Hire		\$2,590.00	\$2,427.27	\$242.73	\$2,670.00	Per day		Market pricing
Bond		\$2,545.00	\$2,625.00	\$0.00	\$2,625.00	Per event		Full cost pricing
High Impact Event attracting 10,000+ patrons per day and/or utilising 70-80% of venue								
Venue Hire		\$2,370.00	\$2,222.73	\$222.27	\$2,445.00	Per day		Market pricing
Bond		\$1,415.00	\$1,460.00	\$0.00	\$1,460.00	Per event		Full cost pricing
Medium Impact Event attracting 8,000+ patrons per day and/or utilising 60-70% of venue								
Venue Hire		\$2,200.00	\$2,063.64	\$206.36	\$2,270.00	Per day		Market pricing
Bond		\$1,075.00	\$1,110.00	\$0.00	\$1,110.00	Per event		Full cost pricing
Medium Impact Event attracting 6,000+ patrons per day and/or utilising 50-60% of venue								
Venue Hire		\$2,030.00	\$1,904.55	\$190.45	\$2,095.00	Per day		Market pricing
Bond		\$961.00	\$990.00	\$0.00	\$990.00	Per event		Full cost pricing
Medium Impact Event attracting 4,000+ patrons per day and/or utilising 40-50% of venue								
Venue Hire		\$1,855.00	\$1,740.91	\$174.09	\$1,915.00	Per day		Market pricing
Bond		\$851.00	\$877.00	\$0.00	\$877.00	Per event		Full cost pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Low Impact Event attracting 2,000+ patrons per day and/or utilising 30-40% of venue								
Venue Hire		\$1,525.00	\$1,431.82	\$143.18	\$1,575.00	Per day		Market pricing
Low Impact Event attracting 500+ patrons per day and/or utilising 20-30% of venue								
Venue Hire		\$1,185.00	\$1,113.64	\$111.36	\$1,225.00	Per day		Market pricing
Low Impact Event attracting 1-500 patrons per day and/or utilising up to 20% of venue								
Venue Hire		\$927.00	\$868.18	\$86.82	\$955.00	Per day		Market pricing
Event Administration Fees								
Bin Hire			Additional Fees may apply for bin hire and additional service fees					
Event Site Preparation and/or assistance	Quotation will be based on an estimated cost of labour, plant, materials, organisational overheads and allowance for profit to complete the works		By quotation - inclusive of GST					Market pricing
Not for Profit Fee Discount	This discount may be applicable to applicants who identify as Not for Profit organisations and are applying for a licence to stage an event on council owned or managed land.		Eligibility is based on the Not for Profit Fee Discount Assessment Matrix					
Event Administration Charge – Private ceremonies (including weddings and christenings)		\$176.50	\$165.45	\$16.55	\$182.00	Per event		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			

Event Administration Fees [continued]

Event – Electrical Test and Tag		\$7.30	\$6.91	\$0.69	\$7.60	Per item	Market pricing
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Helicopter Landing Sites

Designated Sites

Helicopter landing licence fee	No fees are applicable for the landing of a helicopter for emergency services. All other landings will require a Development Assessment/Events Application	\$1,030.00	\$1,130.00	\$0.00	\$1,130.00	Per licence	Market pricing
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Library Services

e-Resources

Internet Access					Core library service		Free (zero priced)
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Inter-Library Loans

Fast-Track Loan			Fee will be as per charge set by the lending institution		Per item	Partial cost pricing
Inter-Library Loan from reciprocal libraries			Fee will be as per charge set by the lending institution		Per item	Partial cost pricing
Inter-Library Loan from non-reciprocal libraries			Fee will be as per charge set by the lending institution		Per item	Partial cost pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			
Inter-Library Loans [continued]							
International		Fee will be as per charge set by the lending institution				Per item	Partial cost pricing
Photocopying		Fee will be as per charge set by the lending institution					Partial cost pricing
Miscellaneous							
Meeting room hire: Raymond Terrace Library	Registered Charities & Community Groups	\$11.00	\$10.91	\$1.09	\$12.00	Per hour	Market pricing
Meeting room hire: Raymond Terrace Library	For profit organisations, private, funded, government (including Council for Council business)	\$22.00	\$21.82	\$2.18	\$24.00	Per hour	Market pricing
Membership card replacement		Fee will be as per charge set by Newcastle City Council				Each	Partial cost pricing
Merchandise – library bags	Indicative fee only	\$1.50	\$1.50	\$0.15	\$1.65	Each	Market pricing
Fees							
Lost stock items		Fee will be as per charge set by Newcastle City Council				Per item	Partial cost pricing
Lost CD/DVD/Video Covers	Processing fee for replacing covers etc.	Fee will be as per charge set by Newcastle City Council				Per item	Partial cost pricing
Production Services							
Printing/Photocopying A4	A4 Exempt from GST if Council-controlled document	\$0.20	\$0.20	\$0.02	\$0.22	Per page/copy	Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Production Services [continued]

Printing/Photocopying A4 Colour	A4 (colour) Exempt from GST if Council-controlled document	\$0.60	\$0.60	\$0.06	\$0.66	Per page/ copy		Market pricing
Printing/Photocopying A3	A3 Exempt from GST if Council-controlled document	\$0.40	\$0.40	\$0.04	\$0.44	Per page/ copy		Market pricing
Printing/Photocopying A3 Colour	A3 (colour) Exempt from GST if Council-controlled document	\$1.20	\$1.18	\$0.12	\$1.30	Per page/ copy		Market pricing
Laminating A4	A4	\$2.70	\$2.70	\$0.27	\$2.97	Per sheet		Market pricing
Laminating A3	A3	\$5.50	\$5.45	\$0.55	\$6.00	Per sheet		Market pricing

Programs/Activities

Author visits					Determined by supplier cost	Per person		Market pricing
Children's programs/activities					Determined by supplier cost	Per person		Partial cost pricing

Halls & Community Centres

Bonds (no GST on Bonds)

Bond – Event Category A	Low risk (Small gathering, no alcohol)	\$75.00	\$85.00	\$0.00	\$85.00			Market pricing
Bond – Event Category B	Medium risk (medium numbers, no alcohol)	\$150.00	\$150.00	\$0.00	\$150.00			Market pricing
Bond – Event Category C	Medium risk (facility capacity, no alcohol)	\$250.00	\$250.00	\$0.00	\$250.00			Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Bonds (no GST on Bonds) [continued]

Bond – Event Category D	Event with alcohol (Low risk)	\$500.00	\$500.00	\$0.00	\$500.00			Market pricing
Bond – Event Category E	Event with alcohol (High risk)	\$1,250.00	\$1,250.00	\$0.00	\$1,250.00			Market pricing
No Bond for Council hire for the purposes of Council business	Cleaning fee applies	\$0.00	\$0.00	\$0.00	\$0.00			Free (zero priced)
No Bond for Electoral Commissions and Electoral companies	Cleaning fee applies	\$0.00	\$0.00	\$0.00	\$0.00			Free (zero priced)

Ancillary Costs

Carpet Cleaning Fee	Carpet cleaning fee to be deducted from the bond or charged if required		Maximum carpet cleaning fee is \$200.00			Each		Market pricing
Cleaning Fee	Cleaning fee to be deducted from the bond or charged if the facility is not cleaned to a satisfactory standard after use	\$0.00	\$77.27	\$7.73	\$85.00	Per hour		Market pricing
Early access	All Hirers	\$50.00	\$45.45	\$4.55	\$50.00	Per booking		Market pricing
Lost Key	All Hirers	\$50.00	\$45.45	\$4.55	\$50.00	Per key		Market pricing
PA System, Data projector	Equipment Hire	\$25.00	\$22.73	\$2.27	\$25.00	Per booking		Market pricing

Anna Bay/Birubi Point Hall

Hourly Rate	For-profit hirers & private bookings	\$21.00	\$20.00	\$2.00	\$22.00	Per hour		Market pricing
Hourly Rate	Registered charities & community groups	\$15.50	\$14.55	\$1.45	\$16.00	Per hour		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Anna Bay/Birubi Point Hall [continued]								
Hourly Rate	Regular hirers	\$10.00	\$9.45	\$0.95	\$10.40	Per hour		Market pricing
Full Day (8 hours)	For-profit hirers & private bookings	\$155.00	\$145.45	\$14.55	\$160.00	Per day		Market pricing
Full Day (8 hours)	Registered charities & community groups	\$115.00	\$107.73	\$10.77	\$118.50	Per day		Market pricing
Half Day (4 hours)	For-profit hirers & private bookings	\$78.50	\$73.64	\$7.36	\$81.00	Per day		Market pricing
Half Day (4 hours)	Registered charities & community groups	\$57.50	\$54.09	\$5.41	\$59.50	Per day		Market pricing
Functions (After 6pm)	For-profit hirers & private bookings	\$26.00	\$24.55	\$2.45	\$27.00	Per hour		Market pricing
Functions (After 6pm)	Registered charities & community groups	\$21.00	\$20.00	\$2.00	\$22.00	Per hour		Market pricing
Other hire	Election Day Hire	\$0.00	\$409.09	\$40.91	\$450.00	Per event		Market pricing

Bobs Farm Hall

Corlette Community Hall

Hourly Rate	For-profit hirers, regulars & private bookings	\$12.00	\$12.73	\$1.27	\$14.00	Per hour		Market pricing
Hourly Rate	Registered charities & community groups	\$6.00	\$6.36	\$0.64	\$7.00	Per hour		Market pricing
Full Day (8 hours)	For-profit hirers & private bookings	\$112.00	\$100.00	\$10.00	\$110.00	Per day		Market pricing
Full Day (8 hours)	Registered charities & community groups	\$71.00	\$49.09	\$4.91	\$54.00	Per day		Market pricing
Half Day (4 hours)	For-profit hirers & private bookings	\$56.00	\$50.00	\$5.00	\$55.00	Per day		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Corlette Community Hall [continued]								
Half Day (4 hours)	Registered charities & community groups	\$36.00	\$24.55	\$2.45	\$27.00	Per day		Market pricing
Functions (After 6pm)	For-profit hirers & private bookings	\$25.00	\$23.64	\$2.36	\$26.00	Per hour		Market pricing
Functions (After 6pm)	Registered charities & community groups	\$20.00	\$19.09	\$1.91	\$21.00	Per hour		Market pricing
Other hire	Election Day Hire	\$450.00	\$409.09	\$40.91	\$450.00	Per event		Market pricing

Fern Bay Community Centre

Hourly Rate	For-profit hirers & private bookings Hire of room must be finished by 10pm	\$20.00	\$20.00	\$2.00	\$22.00	Per hour		Market pricing
Hourly Rate	Registered charities & community groups	\$15.00	\$14.55	\$1.45	\$16.00	Per hour		Market pricing
Hourly Rate	Regular hirers	\$15.00	\$14.55	\$1.45	\$16.00	Per hour		Market pricing
Full Day (8 hours)	For-profit hirers & private bookings	\$140.00	\$130.91	\$13.09	\$144.00	Per day		Market pricing
Full Day (8 hours)	Registered charities & community groups	\$105.00	\$98.18	\$9.82	\$108.00	Per day		Market pricing
Half Day (4 hours)	For-profit hirers & private bookings	\$0.00	\$65.45	\$6.55	\$72.00	Per day		Market pricing
Half Day (4 hours)	Registered charities & community groups	\$0.00	\$49.09	\$4.91	\$54.00	Per day		Market pricing
Functions (After 6pm)	For-profit hirers & private bookings	\$0.00	\$23.64	\$2.36	\$26.00	Per hour		Market pricing
Functions (After 6pm)	Registered charities & community groups	\$0.00	\$19.09	\$1.91	\$21.00	Per hour		Market pricing
Tennis Clubhouse	Casual hirer	\$5.00	\$4.73	\$0.47	\$5.20	Per hour		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			
Fern Bay Community Centre [continued]							
Tennis Court Hire	Casual hirer Day time	\$7.50	\$7.09	\$0.71	\$7.80	Per hour/ court	Market pricing
Tennis Court Hire	Casual hirer Night time	\$15.00	\$14.18	\$1.42	\$15.60	Per hour/ court	Market pricing
Tennis Court Hire	Regular hirer Day time	\$5.00	\$4.73	\$0.47	\$5.20	Per hour/ court	Market pricing
Tennis Court Hire	Regular hirer Night time	\$10.00	\$9.45	\$0.95	\$10.40	Per hour/ court	Market pricing
Other hire	Election Day Hire	\$0.00	\$409.09	\$40.91	\$450.00	Per event	Market pricing

Hinton School of Arts

Hourly Rate	For-profit hirers & private bookings	\$24.00	\$21.82	\$2.18	\$24.00	Per hour	Market pricing
Hourly Rate	Registered charities & community groups	\$0.00	\$13.64	\$1.36	\$15.00	Per hour	Market pricing
Hourly Rate	Regular hirers	\$15.00	\$13.64	\$1.36	\$15.00	Per hour	Market pricing
Full Day (8 hours)	For-profit hirers & private bookings	\$235.00	\$163.64	\$16.36	\$180.00	Per day	Market pricing
Full Day (8 hours)	Registered charities & community groups	\$112.00	\$104.55	\$10.45	\$115.00	Per day	Market pricing
Half Day (4 hours)	For-profit hirers & private bookings	\$0.00	\$81.82	\$8.18	\$90.00	Per day	Market pricing
Half Day (4 hours)	Registered charities & community groups	\$0.00	\$50.00	\$5.00	\$55.00	Per day	Market pricing
Functions (After 6pm)	For-profit hirers & private bookings	\$0.00	\$26.36	\$2.64	\$29.00	Per hour	Market pricing
Functions (After 6pm)	Registered charities & community groups	\$0.00	\$18.18	\$1.82	\$20.00	Per hour	Market pricing
Other hire	Election Day Hire	\$0.00	\$409.09	\$40.91	\$450.00	Per event	Market pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Karuah Community Hall								
Hourly Rate	For-profit hirers & private bookings	\$10.00	\$9.45	\$0.95	\$10.40	Per hour		Market pricing
Hourly Rate	Registered charities & community groups	\$8.00	\$7.55	\$0.75	\$8.30	Per hour		Market pricing
Hourly Rate	Regular hirers	\$8.00	\$7.55	\$0.75	\$8.30	Per hour		Market pricing
Full Day (8 hours)	For-profit hirers & private bookings	\$0.00	\$63.64	\$6.36	\$70.00	Per day		Market pricing
Full Day (8 hours)	Registered charities & community groups	\$0.00	\$54.55	\$5.45	\$60.00	Per day		Market pricing
Half Day (4 hours)	For-profit hirers & private bookings	\$0.00	\$31.82	\$3.18	\$35.00	Per day		Market pricing
Half Day (4 hours)	Registered charities & community groups	\$0.00	\$27.27	\$2.73	\$30.00	Per day		Market pricing
Functions (After 6pm)	For-profit hirers & private bookings	\$0.00	\$13.64	\$1.36	\$15.00	Per hour		Market pricing
Functions (After 6pm)	Registered charities & community groups	\$8.00	\$11.82	\$1.18	\$13.00	Per hour		Market pricing
Meeting Room	All hirers	\$8.00	\$7.55	\$0.75	\$8.30	Per hour		Market pricing
Other Hire – Shed	For-profit hirers & private bookings Per half shed – user to hold own insurance	\$41.50	\$39.09	\$3.91	\$43.00	Per month		Market pricing
Other Hire – Shed	Registered charities & community groups Per half shed – user to hold own insurance	\$25.50	\$24.09	\$2.41	\$26.50	Per month		Market pricing
Other hire	Election Day Hire	\$0.00	\$409.09	\$40.91	\$450.00	Per event		Market pricing

Lemon Tree Passage Old School Centre

Hourly Rate	For-profit hirers & private bookings	\$10.00	\$9.45	\$0.95	\$10.40	Per hour		Market pricing
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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Lemon Tree Passage Old School Centre [continued]

Hourly Rate	Registered charities & community groups	\$8.00	\$7.55	\$0.75	\$8.30	Per hour		Market pricing
Hourly Rate	Regular hirers	\$7.00	\$6.64	\$0.66	\$7.30	Per hour		Market pricing
Other hire	Election Day Hire	\$0.00	\$409.09	\$40.91	\$450.00	Per event		Market pricing

Mallabula Community Centre

Hourly Rate	For-profit hirers & private bookings	\$15.50	\$14.55	\$1.45	\$16.00	Per hour		Market pricing
Hourly Rate	Registered charities, community groups & regular users	\$10.00	\$9.45	\$0.95	\$10.40	Per hour		Market pricing
Hourly Rate	Regular hirers	\$0.00	\$9.45	\$0.95	\$10.40	Per hour		Market pricing
Full Day (8 hours)	For-profit hirers & private bookings	\$115.00	\$107.73	\$10.77	\$118.50	Per day		Market pricing
Full Day (8 hours)	Registered charities & community groups	\$73.00	\$68.64	\$6.86	\$75.50	Per day		Market pricing
Half Day (4 hours)	For-profit hirers & private bookings	\$57.50	\$54.09	\$5.41	\$59.50	Per day		Market pricing
Half Day (4 hours)	Registered charities & community groups	\$37.50	\$35.45	\$3.55	\$39.00	Per day		Market pricing
Functions (After 6pm)	For-profit hirers & private bookings	\$21.00	\$20.00	\$2.00	\$22.00	Per hour		Market pricing
Functions (After 6pm)	Registered charities & community groups	\$15.50	\$14.55	\$1.45	\$16.00	Per hour		Market pricing
Other hire	Election Day Hire	\$0.00	\$409.09	\$40.91	\$450.00	Per event		Market pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Medowie Community Centre								
Banksia or Acacia Hall Hire	For-profit hirers & private bookings	\$25.00	\$23.64	\$2.36	\$26.00	Per hour		Market pricing
Banksia or Acacia Hall Hire	Registered charities, community groups & regular users	\$14.00	\$13.64	\$1.36	\$15.00	Per hour		Market pricing
Waratah, Tougher or Boronia Office / Room Hire	For-profit hirers & private bookings	\$18.00	\$17.27	\$1.73	\$19.00	Per hour		Market pricing
Waratah, Tougher or Boronia Office / Room Hire	Registered charities, community groups & regular hirers	\$11.50	\$10.91	\$1.09	\$12.00	Per hour		Market pricing
Full Day (8 hours) Banksia or Acacia Hall Hire	For-profit hirers & private bookings	\$0.00	\$172.73	\$17.27	\$190.00	Per day		Market pricing
Full Day (8 hours) Banksia or Acacia Hall Hire	Registered charities, community groups & regular hirers	\$0.00	\$90.91	\$9.09	\$100.00	Per day		Market pricing
Half Day (4 hours) Banksia or Acacia Hall Hire	For-profit hirers & private bookings	\$0.00	\$86.36	\$8.64	\$95.00	Per day		Market pricing
Half Day (4 hours) Banksia or Acacia Hall Hire	Registered charities, community groups & regular hirers	\$0.00	\$45.45	\$4.55	\$50.00	Per day		Market pricing
Functions (After 6pm) Banksia or Acacia Hall Hire	For-profit hirers & private bookings	\$0.00	\$27.27	\$2.73	\$30.00	Per hour		Market pricing
Functions (After 6pm) Banksia or Acacia Hall Hire	Registered charities, community groups & regular hirers	\$0.00	\$17.27	\$1.73	\$19.00	Per hour		Market pricing
Other Hire - Wilkinson Room	Hunter New England Health	\$36.00	\$34.09	\$3.41	\$37.50	Per day		Market pricing
Other Hire - Storage - Single storage cupboard (double cupboard is single cupboard x 2)	Regular hirers	\$36.00	\$34.09	\$3.41	\$37.50	Per year		Market pricing
Other hire	Election Day Hire	\$0.00	\$409.09	\$40.91	\$450.00	Per event		Market pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Nelson Bay Community Hall								
Hourly Rate	For-profit hirers & private bookings	\$20.00	\$19.09	\$1.91	\$21.00	Per hour		Market pricing
Hourly Rate	Registered charities & community groups	\$15.00	\$14.09	\$1.41	\$15.50	Per hour		Market pricing
Hourly Rate	Regular hirers	\$0.00	\$14.09	\$1.41	\$15.50	Per hour		Market pricing
Full Day (8 hours)	For-profit hirers & private bookings	\$153.00	\$143.64	\$14.36	\$158.00	Per day		Market pricing
Full Day (8 hours)	Registered charities & community groups	\$112.00	\$105.00	\$10.50	\$115.50	Per day		Market pricing
Half Day (4 hours)	For-profit hirers & private bookings	\$76.00	\$71.55	\$7.15	\$78.70	Per day		Market pricing
Half Day (4 hours)	Registered charities & community groups	\$56.00	\$52.73	\$5.27	\$58.00	Per day		Market pricing
Functions (After 6pm)	For-profit hirers & private bookings	\$0.00	\$23.64	\$2.36	\$26.00	Per hour		Market pricing
Functions (After 6pm)	Registered charities & community groups	\$0.00	\$18.18	\$1.82	\$20.00	Per hour		Market pricing
Other hire	Table Tennis group	\$0.00	\$3.82	\$0.38	\$4.20	Per player per attendance		Market pricing
Other Hire	Snooker Groups	\$4.00	\$3.82	\$0.38	\$4.20	Per player per attendance		Market pricing
Other Hire - Garage	For-profit hirers and private bookings	\$50.00	\$46.82	\$4.68	\$51.50	Per month		Market pricing
Other Hire - Garage	Registered charities & community groups	\$40.00	\$37.73	\$3.77	\$41.50	Per month		Market pricing
Other hire	Election Day Hire	\$0.00	\$409.09	\$40.91	\$450.00	Per event		Market pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Raymond Terrace Community Care Centre

Raymond Terrace Senior Citizens Hall

Hourly Rate	For-profit hirers & private bookings	\$21.00	\$20.00	\$2.00	\$22.00	Per hour		Market pricing
Hourly Rate	Registered charities & community groups	\$15.50	\$14.55	\$1.45	\$16.00	Per hour		Market pricing
Hourly Rate	Regular hirers	\$13.00	\$12.18	\$1.22	\$13.40	Per hour		Market pricing
Full Day (8 hours)	For-profit hirers & private bookings	\$157.00	\$147.27	\$14.73	\$162.00	Per day		Market pricing
Full Day (8 hours)	Registered charities & community groups	\$115.00	\$107.73	\$10.77	\$118.50	Per day		Market pricing
Half Day (4 hours)	For-profit hirers & private bookings	\$80.00	\$75.00	\$7.50	\$82.50	Per day		Market pricing
Half Day (4 hours)	Registered charities & community groups	\$60.00	\$56.82	\$5.68	\$62.50	Per day		Market pricing
Functions (After 6pm)	For-profit hirers & private bookings	\$41.00	\$38.64	\$3.86	\$42.50	Per hour		Market pricing
Functions (After 6pm)	Registered charities & community groups	\$32.00	\$30.00	\$3.00	\$33.00	Per hour		Market pricing
Other hire	Raymond Terrace Senior Citizens Association	\$5.00	\$4.73	\$0.47	\$5.20	Per hour		Market pricing
Other hire	Election Day Hire	\$0.00	\$409.09	\$40.91	\$450.00	Per event		Market pricing

Salt Ash Community Hall

Hourly Rate	For-profit hirers & private bookings	\$21.00	\$20.00	\$2.00	\$22.00	Per hour		Market pricing
Hourly Rate	Registered charities & community groups	\$16.00	\$15.00	\$1.50	\$16.50	Per hour		Market pricing
Hourly Rate	Regular hirers	\$13.00	\$12.18	\$1.22	\$13.40	Per hour		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Salt Ash Community Hall [continued]								
Full Day (8 hours)	For-profit hirers & private bookings	\$0.00	\$147.27	\$14.73	\$162.00	Per day		Market pricing
Full Day (8 hours)	Registered charities & community groups	\$0.00	\$109.09	\$10.91	\$120.00	Per day		Market pricing
Half Day (4 hours)	For-profit hirers & private bookings	\$0.00	\$73.64	\$7.36	\$81.00	Per day		Market pricing
Half Day (4 hours)	Registered charities & community groups	\$0.00	\$54.55	\$5.45	\$60.00	Per day		Market pricing
Functions (After 6pm)	For-profit hirers & private bookings	\$0.00	\$24.55	\$2.45	\$27.00	Per hour		Market pricing
Functions (After 6pm)	Registered charities & community groups	\$0.00	\$19.55	\$1.95	\$21.50	Per hour		Market pricing
Other hire	Crockery hire	\$0.00	\$22.73	\$2.27	\$25.00	Per event		Market pricing
Other hire	Election Day Hire	\$0.00	\$409.09	\$40.91	\$450.00	Per event		Market pricing

Seaham School of Arts & Community Hall

Hourly Rate	For-profit hirers & private bookings	\$20.00	\$19.09	\$1.91	\$21.00	Per hour		Market pricing
Hourly Rate	Registered charities & community groups	\$15.00	\$14.09	\$1.41	\$15.50	Per hour		Market pricing
Hourly Rate	Regular hirers	\$12.00	\$11.27	\$1.13	\$12.40	Per hour		Market pricing
Full Day (8 hours)	For-profit hirers & private bookings	\$0.00	\$145.45	\$14.55	\$160.00	Per day		Market pricing
Full Day (8 hours)	Registered charities & community groups	\$0.00	\$104.55	\$10.45	\$115.00	Per day		Market pricing
Half Day (4 hours)	For-profit hirers & private bookings	\$0.00	\$72.73	\$7.27	\$80.00	Per day		Market pricing
Half Day (4 hours)	Registered charities & community groups	\$0.00	\$52.27	\$5.23	\$57.50	Per day		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22 Fee (incl. GST)	Year 22/23			Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST	Fee (incl. GST)			

Seaham School of Arts & Community Hall [continued]

Functions (After 6pm)	Registered charities & community groups	\$25.00	\$22.73	\$2.27	\$25.00	Per hour		Market pricing
Functions (After 6pm)	For-profit hirers & private bookings	\$30.00	\$27.27	\$2.73	\$30.00	Per hour		Market pricing
Other hire	Election Day Hire	\$0.00	\$409.09	\$40.91	\$450.00	Per event		Market pricing

Soldiers Point Hall

Hourly Rate	For-profit hirers & private bookings	\$21.00	\$20.00	\$2.00	\$22.00	Per hour		Market pricing
Hourly Rate	Registered charities & community groups	\$16.00	\$15.09	\$1.51	\$16.60	Per hour		Market pricing
Hourly Rate	Regular hirers	\$13.00	\$12.18	\$1.22	\$13.40	Per hour		Market pricing
Full Day (8 hours)	For-profit hirers & private bookings	\$184.00	\$172.73	\$17.27	\$190.00	Per day		Market pricing
Full Day (8 hours)	Registered charities & community groups	\$113.00	\$105.91	\$10.59	\$116.50	Per day		Market pricing
Half Day (4 hours)	For-profit hirers & private bookings	\$92.00	\$86.36	\$8.64	\$95.00	Per day		Market pricing
Half Day (4 hours)	Registered charities & community groups	\$57.00	\$53.64	\$5.36	\$59.00	Per day		Market pricing
Functions (After 6pm)	For-profit hirers & private bookings	\$31.00	\$29.09	\$2.91	\$32.00	Per hour		Market pricing
Functions (After 6pm)	Registered charities & community groups	\$21.00	\$20.00	\$2.00	\$22.00	Per hour		Market pricing
Other hire	Election Day Hire	\$0.00	\$409.09	\$40.91	\$450.00	Per event		Market pricing

Tanilba Foreshore Hall

Hourly Rate	All hirers	\$12.00	\$11.36	\$1.14	\$12.50	Per hour		Market pricing
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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22 Fee (incl. GST)	Year 22/23			Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST	Fee (incl. GST)			
Tanilba Foreshore Hall [continued]								
Full Day (8 hours)	All hirers	\$80.00	\$75.00	\$7.50	\$82.50	Per day		Market pricing
Half Day (4 hours)	All hirers	\$40.00	\$37.73	\$3.77	\$41.50	Per day		Market pricing
Functions (After 6pm)	All hirers	\$0.00	\$15.45	\$1.55	\$17.00	Per hour		Market pricing
Other hire	Election Day Hire	\$0.00	\$409.09	\$40.91	\$450.00	Per event		Market pricing

Tomaree Library & Community Centre

Meeting Room - Hourly Rate	Registered charities & community groups	\$11.00	\$10.91	\$1.09	\$12.00	Per hour		Market pricing
Meeting Room - Hourly Rate	For-profit users & private bookings	\$22.00	\$21.82	\$2.18	\$24.00	Per hour		Market pricing
Full Auditorium - Hourly Rate	Registered charities & community groups	\$20.00	\$20.00	\$2.00	\$22.00	Per hour		Market pricing
Full Auditorium - Hourly Rate	For-profit users & private bookings	\$40.00	\$40.00	\$4.00	\$44.00	Per hour		Market pricing
Equipment Hire		\$10.40	\$9.82	\$0.98	\$10.80	Per hire		Market pricing

Williamstown Hall

Hourly Rate	For-profit hirers & private bookings	\$21.00	\$20.00	\$2.00	\$22.00	Per hour		Market pricing
Hourly Rate	Registered charities & community groups	\$15.00	\$14.18	\$1.42	\$15.60	Per hour		Market pricing
Hourly Rate	Regular hirers	\$0.00	\$14.18	\$1.42	\$15.60	Per hour		Market pricing
Full Day (8 hours)	For-profit hirers & private bookings	\$0.00	\$147.27	\$14.73	\$162.00	Per day		Market pricing
Full Day (8 hours)	Registered charities & community groups	\$0.00	\$100.00	\$10.00	\$110.00	Per day		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22 Fee (incl. GST)	Year 22/23			Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST	Fee (incl. GST)			
Williamtown Hall [continued]								
Half Day (4 hours)	For-profit hirers & private bookings	\$0.00	\$73.64	\$7.36	\$81.00	Per day		Market pricing
Half Day (4 hours)	Registered charities & community groups	\$0.00	\$50.00	\$5.00	\$55.00	Per day		Market pricing
Functions (After 6pm)	For-profit hirers & private bookings	\$26.00	\$24.55	\$2.45	\$27.00	Per hour		Market pricing
Functions (After 6pm)	Registered charities & community groups	\$21.00	\$20.00	\$2.00	\$22.00	Per hour		Market pricing
Other hire	Election Day Hire	\$0.00	\$409.09	\$40.91	\$450.00	Per event		Market pricing

Sailing & Aquatic Club

Recreation Services Administration

Park Seat without Plaque		\$2,565.00	\$2,404.55	\$240.45	\$2,645.00	Per unit		Full cost pricing
Park Seat with Plaque		\$2,675.00	\$2,509.09	\$250.91	\$2,760.00	Per unit		Full cost pricing
Tree without Plaque		\$749.00	\$701.82	\$70.18	\$772.00	Per unit		Full cost pricing
Tree with Plaque		\$861.00	\$806.36	\$80.64	\$887.00	Per unit		Full cost pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Waste Management Services								
Collection Services								
Additional Bins/Bin Size Upgrades								
Red bin		\$260.00	\$268.00	\$0.00	\$268.00	Per bin		Full cost pricing
Yellow bin		\$160.00	\$165.00	\$0.00	\$165.00	Per bin		Full cost pricing
Upgrade bin size: yellow bin only		\$25.00	\$27.50	\$0.00	\$27.50	Per bin		Full cost pricing
Holiday Rental Bin Service								
Garbage bin (240 litres)	Per bin – covers the 6 week service period from 20 December 2021 to 30 January 2022	\$80.00	\$88.00	\$0.00	\$88.00	Per bin		Market pricing
Recycle bin (240 litres)	Per bin – covers the 6 week service period from 20 December 2021 to 30 January 2022	\$40.00	\$45.00	\$0.00	\$45.00	Per bin		Market pricing
Special Events								
Additional Collection Service of special event bin		\$19.00	\$19.00	\$1.90	\$20.90	Per service		Full cost pricing
Garbage bin (240 litres)	Minimum three bins per order	\$25.00	\$23.64	\$2.36	\$26.00	Per bin		Full cost pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Special Events [continued]

Recycle bin (240 litres)	No minimum order applies if in conjunction with garbage bins – If ordered separately a minimum order of 3 bins applies	\$25.00	\$23.64	\$2.36	\$26.00	Per bin		Full cost pricing
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Kerbside Collection

For a kerbside collection, contact Council's contractor, Suez, on 1300 734 470 or book on-line through PSC's website.

Userpay Kerbside Collection (Bulky)		\$110.00	\$121.00	\$0.00	\$121.00	Per collection		Market pricing
Userpay Kerbside Collection (Green)		\$70.00	\$77.00	\$0.00	\$77.00	Per collection		Market pricing

General Processable Waste

Putrescible Waste (Food Waste) – minimum fee		\$26.00	\$23.64	\$2.36	\$26.00			Partial cost pricing
Putrescible Waste (Food Waste)		\$452.00	\$427.27	\$42.73	\$470.00	Per tonne		Partial cost pricing

Household Recyclables

Cardboard, paper, glass containers, plastic containers, steel cans, aluminium cans	Must be sorted. If unsorted the General Mixed Waste fee applies				No charge if sorted			Free (zero priced)
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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Garden/Wood Waste								
Garden/Wood Waste – Minimum Fee	Must be sorted. If unsorted the General Mixed Waste fee applies	\$26.00	\$23.64	\$2.36	\$26.00			Market pricing
Garden/Wood Waste (Does not include painted, treated or laminated timber)	Must be sorted. If unsorted the General Mixed Waste fee applies	\$241.00	\$222.73	\$22.27	\$245.00	Per tonne		Full cost pricing
Mixed Inert Waste								
General Mixed Waste – Minimum Fee		\$26.00	\$23.64	\$2.36	\$26.00			Market pricing
General Mixed Waste	State government waste levy of \$146.00 included in fee	\$355.00	\$327.27	\$32.73	\$360.00	Per tonne		Partial cost pricing
Mattresses & Bases								
1 piece (mattress or base)		\$35.00	\$31.82	\$3.18	\$35.00	Per Item		Full cost pricing
Metals, Batteries, Motor Oil								
Sorted metals, batteries, motor oil			No charge if sorted from other waste					Free (zero priced)
Concrete, Bricks, Roof Tiles								
Concrete, bricks, roof tiles – minimum fee	Must be sorted. If unsorted the General Mixed Waste fee applies	\$26.00	\$23.64	\$2.36	\$26.00			Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Concrete, Bricks, Roof Tiles [continued]								
Concrete, bricks, roof tiles – per tonne	Must be sorted. If unsorted the General Mixed Waste fee applies	\$190.00	\$177.27	\$17.73	\$195.00	Per tonne		Full cost pricing
Tyres								
Tyres	Car or motorbike tyre	\$7.50	\$6.82	\$0.68	\$7.50	Per tyre		Full cost pricing
Tyres	Car or motorbike tyre on rim	\$15.00	\$13.64	\$1.36	\$15.00	Per tyre		Full cost pricing
Tyres	4WD tyre	\$10.00	\$9.09	\$0.91	\$10.00	Per tyre		Full cost pricing
Tyres	4WD tyre on rim	\$20.00	\$18.18	\$1.82	\$20.00	Per tyre		Full cost pricing
Tyres	Truck tyre	\$15.00	\$13.64	\$1.36	\$15.00	Per tyre		Full cost pricing
Tyres	Truck tyre on rim	\$40.00	\$36.36	\$3.64	\$40.00	Per tyre		Full cost pricing
Tyres	Tractor tyre - Less than 1m	\$75.00	\$68.18	\$6.82	\$75.00	Per tyre		Full cost pricing
Tyres	Tractor tyre - greater than 1m	\$160.00	\$145.45	\$14.55	\$160.00	Per tyre		Full cost pricing
e-Waste								
Commercial		\$900.00	\$845.45	\$84.55	\$930.00	Per tonne		Full cost pricing
Residential			No charge if sorted from other waste					Free (zero priced)

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			
Charity Waste Disposal							
Less than 20 tonnes	Registered charities	\$0.00	\$0.00	\$0.00	\$0.00	Per tonne	Free (zero priced)
20 to 60 tonnes	Registered charities Registered charities increased yearly by CPI	\$38.00	\$36.36	\$3.64	\$40.00	Per tonne	Partial cost pricing
60 to 150 tonnes	Registered charities	\$76.00	\$72.73	\$7.27	\$80.00	Per tonne	Partial cost pricing
Greater than 150 tonnes	Registered charities	Full gate rate at disposal facility				Per tonne	Full cost pricing
Waste Sales							
Weighbridge ticket		\$35.00	\$36.36	\$3.64	\$40.00	Per ticket	Market pricing
Wharves/Foreshores/Boat Ramps							
Recreational Berthing							
Recreational/event berthing		\$46.50	\$46.36	\$4.64	\$51.00	Per day	Market pricing
Foreshore Dinghy storage	Fee to be charged pro rata (year or half year thereof)	\$103.00	\$106.50	\$0.00	\$106.50	Per annum	Full cost pricing
Visitor Information Centre							
Commission - Accomodation bookings				On Request - 12.5% Instantly Bookable - 10%		Per booking	Market pricing
Commission – Tour bookings				On Request - 15% Instantly Bookable - 12.5%		Per booking	Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22 Fee (incl. GST)	Year 22/23			Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST	Fee (incl. GST)			
Online Accommodation Booking Fee			Range between \$10 - \$15			Per booking		Partial cost pricing
Brochure display	Non-members of Destination Port Stephens	\$257.00	\$240.91	\$24.09	\$265.00	Per brochure		Market pricing
Second (2nd) brochure display	Non-members of Destination Port Stephens	\$149.50	\$140.00	\$14.00	\$154.00	Per brochure		Market pricing
Souvenirs			Prices as displayed on items in store					Market pricing
In Centre Advertising	Annual Fee	\$315.00	\$295.45	\$29.55	\$325.00			Market pricing
Booking Engine Training Fee		\$67.50	\$63.64	\$6.36	\$70.00	Per hour		Market pricing
Set up Fee		\$67.50	\$63.64	\$6.36	\$70.00	Per set up		Market pricing
Online Booking Fee – Tours		\$4.60	\$4.36	\$0.44	\$4.80	Per booking		Partial cost pricing
Amendments/Changes to Bookings		\$30.50	\$28.64	\$2.86	\$31.50	Per change		Market pricing
Cancellation Fee		\$60.00	\$54.54	\$5.45	\$60.00	Per booking		Partial cost pricing

Visitor Information Centre [continued]

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			
Development & Building Services							
Services and Administration							
Consultation and Advice							
Pre-Lodgement Meeting/Advice							
Provide minutes from pre-lodgement meeting for minor development	Provide minutes from pre-lodgement meeting for residential developments (outbuildings and or up to 5 dwellings), subdivisions (up to 5 lots) or any other development with a value of works up to \$1million Must be requested and paid for prior to meeting	\$211.50	\$245.45	\$24.55	\$270.00		Market pricing
Provide minutes from pre-lodgement meeting for major development	Provide minutes from pre-lodgement meeting for residential developments (more than 5 dwellings), subdivisions (more than 5 lots) or any other development with a value of works over \$1million Must be requested and paid for prior to meeting	\$544.00	\$543.64	\$54.36	\$598.00		Market pricing
Provide pre-lodgement advice where a meeting is not required		\$282.00	\$281.82	\$28.18	\$310.00		Market pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			
Professional and Technical Property Advice							
Provide Dwelling Entitlement advice on land in certain rural, residential and environmental protection zones	Search Council records, review relevant legislation and provide written advice	\$280.00	\$254.55	\$25.45	\$280.00		Market pricing
Provide advice on the Physical Commencement of Development Applications	Search Council records, undertake site inspection, review relevant legislation and provide written advice	\$540.00	\$490.91	\$49.09	\$540.00		Market pricing
SEPP Certification or written advice in relation to exempt or complying development	\$180 per hour or part thereof	\$180.50	\$164.09	\$16.41	\$180.50		Market pricing
Access appraisals	Request for information report and/or certification	Relates to DA compliance issues, payment of contributions or meeting requirements of planning agreement or meeting DA conditions. Minimum fee plus inspection and reporting costs at \$150.00 per half hour or part thereof					Partial cost pricing
Dilapidation report		Min \$140.00 / Max \$180.00 / Per half hour or part thereof					Market pricing
Consultation Services							
Council Building Surveying or Planning Professional Officer providing consultant services	Per hour or part thereof including travel time if applicable	Accredited Certifier A4-A3 \$140.00 / Accredited Certifier A2 - A1 \$180.00			Per hour or part thereof		Market pricing
Out of hours consultant work or inspection		Min. \$180.00 / Max. \$245.00			Per hour or part thereof		Market pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Administration								
Registrations								
Registration of private construction certificate		\$36.00	\$36.00	\$0.00	\$36.00	Per certificate	EP&A Regulation 2000 Clause 263(2)	Statutory pricing
Registration of private complying development certificate		\$36.00	\$36.00	\$0.00	\$36.00	Per certificate	EP&A Regulation 2000 Clause 263(2)	Statutory pricing
Registration of private occupation certificate		\$36.00	\$36.00	\$0.00	\$36.00	Per certificate	EP&A Regulation 2000 Clause 263(2)	Statutory pricing
Data Entry and Modelling								
Data entry or modelling	Data entry or modelling undertaken by or on behalf of Council Charged at hourly rate for work undertaken by Council staff, or at full cost recovery rate for work undertaken on behalf of Council.	\$131.00	\$122.73	\$12.27	\$135.00	Per hour		Full cost pricing
Scanning and Archiving								
Archiving fee – Applicable to all development and building applications		\$121.00	\$133.00	\$0.00	\$133.00	Per application		Partial cost pricing
Scanning – Development and building applications submitted in hard copy		\$57.00	\$62.50	\$0.00	\$62.50	Per application		Partial cost pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			
Building Specification Booklets							
HIA members		\$16.40	\$15.45	\$1.55	\$17.00	Each	Market pricing
Non HIA members		\$32.50	\$30.45	\$3.05	\$33.50	Each	Market pricing
Voluntary Planning Agreements							
Preparation of agreement	Preparation and or review and exhibition of planning agreement		Full recovery of all costs to Council				Full cost pricing
Works in Kind Agreements							
Preparation of agreement			Full recovery cost of Council's legal fees				Full cost pricing
Rezoning and Reclassification							
Rezoning Requests							
Planning Proposals and Reclassification							
Pre-lodgement meeting		\$181.00	\$180.91	\$18.09	\$199.00		Full cost pricing
Independent Review			All direct costs including hourly rate for Project Management at \$180/hour				Full cost pricing
Independent Studies (including a Place Plan)			All direct costs including hourly rate for Project Management at \$180/hour				Full cost pricing
Public Hearing			All Direct Costs				Full cost pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Planning Proposals and Reclassification [continued]

NSW Public Spaces Legacy Program Planning Proposal	Stage 1 Lodgement of planning proposal withdrawn or discontinued in 2020 under the NSW Public Spaces Legacy Program.	\$0.00	\$0.00	\$0.00	\$0.00	Per proposal		Free (zero priced)
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Category A - Planning Proposals

Low impact and low yield development. Minor additional permitted uses. A low level of assessment, consultation and coordination is required. No, or minimal, supporting studies are required. An accompanying development control plan is not required.

Stage 1 Lodgement	Fee includes up to 35 hours of work by Council staff including rezoning request assessment prior to lodgement. Additional hours will be invoiced to the applicant at an hourly rate of \$180 per hour.	\$6,300.00	\$6,930.00	\$0.00	\$6,930.00	Per proposal		Full cost pricing
Stage 2 Post Gateway	Fee includes up to 70 hours of work by Council staff. Additional hours will be invoiced to the applicant at an hourly rate of \$180 per hour.	\$12,600.00	\$13,860.00	\$0.00	\$13,860.00	Per proposal		Full cost pricing
Stage 3 Gazettal	Fee includes up to 14 hours of work by Council staff. Any additional hours will be invoiced to the applicant at an hourly rate of \$180 per hour.	\$2,520.00	\$2,772.00	\$0.00	\$2,772.00	Per proposal		Full cost pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			

Category A - Planning Proposals [continued]

Additional fee	Planning proposals that are inconsistent with the Hunter Regional Plan, Greater Newcastle Metropolitan Plan, Local Strategic Planning Statement, Local Housing Strategy, Local Area Strategies, or other State or Local land use plan strategy or place plan	\$2,125.00	\$2,337.00	\$0.00	\$2,337.00	Per proposal	Full cost pricing
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Category B - Planning Proposals

Locally significant urban release areas and development. Significant additional permitted uses. A medium to high level of assessment, consultation and coordination is required. A medium to high number of supporting studies is required. An accompanying development control plan may be required.

Stage 1 Lodgement	Fee includes up to 70 hours of work by Council staff including rezoning request assessment prior to lodgement. Any additional hours will be invoiced to the applicant at \$180 per hour.	\$12,600.00	\$13,860.00	\$0.00	\$13,860.00	Per proposal	Full cost pricing
Stage 2 Post Gateway	Fee includes up to 140 hours of work by Council staff. Any additional hours will be invoiced to the applicant at \$180 per hour.	\$25,200.00	\$27,720.00	\$0.00	\$27,720.00	Per proposal	Full cost pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Category B - Planning Proposals [continued]

Stage 3 Gazettal	Fee includes up to 35 hours of work by Council staff. Any additional hours will be invoiced to the applicant at \$180 per hour.	\$6,300.00	\$6,930.00	\$0.00	\$6,930.00	Per proposal		Full cost pricing
Additional fee	Planning proposals that are inconsistent with the Hunter Regional Plan, Greater Newcastle Metropolitan Plan, Local Strategic Planning Statement, Local Housing Strategy, Local Area Strategies, or other State or Local land use plan strategy or place plan	\$4,376.00	\$4,813.00	\$0.00	\$4,813.00	Per proposal		Full cost pricing

Category C - Planning Proposals

Large scale urban release areas and development. A high level of assessment, consultation and coordination is required. A high number of supporting studies is required. A development control plan is required.

Stage 1 Lodgement	Fee includes up to 280 hours of work by Council staff including rezoning request assessment prior to lodgement. Any additional hours will be invoiced to the applicant at \$180 per hour.	\$50,400.00	\$55,440.00	\$0.00	\$55,440.00	Per proposal		Full cost pricing
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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			

Category C - Planning Proposals [continued]

Stage 2 Post Gateway	Fee includes up to 280 hours of work by Council staff. Any additional hours will be invoiced to the applicant at \$180 per hour.	\$50,400.00	\$55,440.00	\$0.00	\$55,440.00	Per proposal	Full cost pricing
Stage 3 Gazettal	Fee includes up to 35 hours of work by Council staff. Any additional hours will be invoiced to the applicant at \$180 per hour.	\$6,300.00	\$6,930.00	\$0.00	\$6,930.00	Per proposal	Full cost pricing
Additional fee	Planning proposals that are inconsistent with the Hunter Regional Plan, Greater Newcastle Metropolitan Plan, Local Strategic Planning Statement, Local Housing Strategy, Local Area Strategies, or other State or Local land use plan strategy or place plan	\$10,271.00	\$11,298.00	\$0.00	\$11,298.00	Per proposal	Full cost pricing

Withdrawal of Planning Proposal (All Categories)

Stage 1 Lodgement	Applies to current stage only. Refund not available after issue of Gateway determination.			28% of stage fee			Full cost pricing
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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Withdrawal of Planning Proposal (All Categories) [continued]

Stage 2 Gateway	Applies to current stage only. Refund not available after post-exhibition report to Council.			28% of stage fee				Full cost pricing
Stage 3 Gazettal	Applies to current stage only.			28% of stage fee				Full cost pricing

Reclassification of Council-owned Land

Administration fee	Fee applies for non Council proponent	\$496.00	\$545.00	\$0.00	\$545.00			Partial cost pricing
Valuation Fee – Sale of rezoned or reclassified Council land	External valuer. Fee applies for non Council proponent		Fee applies for non Council proponent					Market pricing

Applications (including DAs, CCs, CDCs and s.68)

Development Applications

Application Fees

Fees are based on value of development as determined by Council's authorised officer for the purposes of setting fees equitably and fairly

Development not involving building work/carrying out of work/subdivision of land/demolition work		\$285.00	\$285.00	\$0.00	\$285.00		EP&A Regulation 2000 Clause 250	Statutory pricing
Development involving building or demolition work with a value of works up to \$5,000		\$110.00	\$110.00	\$0.00	\$110.00		EP&A Regulation 2000 Clause 246B(1)	Statutory pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			
Development involving building or demolition work with a value of works \$5,001 – \$50,000		\$170.00 plus \$3.00 for each \$1,000 or part thereof of the estimates cost				EP&A Regulation 2000 Clause 246B(1)	Statutory pricing
Development involving building or demolition work with a value of works \$50,001 – \$250,000		\$352.00 plus \$3.64 for each \$1,000 or part thereof by which the estimated cost exceeds \$50,000				EP&A Regulation 2000 Clause 246B(1)	Statutory pricing
Development involving building or demolition work with a value of works \$250,001 – \$500,000		\$1,160.00 plus \$2.34 for each \$1,000 or part thereof by which the estimated cost exceeds \$250,000				EP&A Regulation 2000 Clause 246B(1)	Statutory pricing
Development involving building or demolition work with a value of works \$500,001 – \$1,000,000		\$1,745.00 plus \$1.64 for each \$1,000 or part thereof by which the estimated cost exceeds \$500,000				EP&A Regulation 2000 Clause 246B(1)	Statutory pricing
Development involving building or demolition work with a value of works \$1,000,001 – \$10,000,000		\$2,615.00 plus \$1.44 for each \$1,000 or part thereof by which the estimated cost exceeds \$1,000,000				EP&A Regulation 2000 Clause 246B(1)	Statutory pricing
Development involving building or demolition work with a value of works exceeding \$10,000,000		\$15,875.00 plus \$1.19 for each \$1,000 or part thereof by which the estimated cost exceeds \$10,000,000				EP&A Regulation 2000 Clause 246B(1)	Statutory pricing
Development being a single dwelling with a value of works up to \$100,000	Calculated fee does not apply to development meeting these requirements	\$455.00	\$455.00	\$0.00	\$455.00	EP&A Regulation 2000 Clause 247	Statutory pricing

Application Fees [continued]

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Additional Application Fees								
Additional fee for agency or authority concurrence or approval		\$140.00	\$140.00	\$0.00	\$140.00		EP&A Regulation 2000 Clause 252(1)(a)	Statutory pricing
Additional fee for Integrated Development	Note: A payment of \$320.00 is required to each approved body. The payment may be in the form of a cheque made out to each body and forwarded to Council, or may be paid directly to each body if that body will accept the fee and a copy of the receipt forwarded to Council.	\$140.00	\$140.00	\$0.00	\$140.00		EP&A Regulation 2000 Clause 253(1)	Statutory pricing
Additional fee for Designated Development	In addition to calculated fee	\$920.00	\$920.00	\$0.00	\$920.00		EP&A Regulation 2000 Clause 251	Statutory pricing
Electronic referral and review of DA by an Urban Design Panel		\$1,500.00	\$1,500.00	\$0.00	\$1,500.00			
Additional fee for referral of a Residential Apartment Development to an Urban Design Panel	Applies to all DA's and modification applications	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00		EP&A Regulation 2000 Clause 248	Statutory pricing
Additional fee for referral of other development to an Urban Design Panel	Applies to all DA's and modification applications	\$3,025.00	\$3,120.00	\$0.00	\$3,120.00			Market pricing
Additional fee for review of all types of development by an Urban Design Panel prior to DA lodgment	Applies to all DA's and modification applications			Maximum fee \$2,500.00				Market pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Subdivision Application Fees								
Boundary realignment		\$330.00	\$330.00	\$0.00	\$330.00		EP&A Regulation 2000 Clause 249(a)(ii)	Statutory pricing
Consolidation of lots		\$330.00	\$330.00	\$0.00	\$330.00		EP&A Regulation 2000 Clause 249(a)(ii)	Statutory pricing
Strata subdivision			\$330.00 plus \$65.00 per additional new lot				EP&A Regulation 2000 Clause 249(b)	Statutory pricing
Torrens title or community title subdivision – no new road	In addition to calculated fee for subdivision works		\$330.00 plus \$53.00 per additional new lot				EP&A Regulation 2000 Clause 249(a)(ii)	Statutory pricing
Torrens title subdivision including new road	In addition to calculated fee for subdivision works		\$665.00 plus \$65.00 per additional new lot				EP&A Regulation 2000 Clause 249(a)(i)	Statutory pricing
Signage Application Fees								
Signage			\$285.00 plus \$93.00 for each advertisement in excess of 1, or the fee calculated in accordance with the scale fee, whichever is greater				EP&A Regulation 2000 Clause 249B(2)	Statutory pricing

Notification and Advertising Fees

*Note - Council shall refund so much of the additional portion of the fee as not spent in giving the notice.

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Notification pursuant to Council Community Participation Plan (CPP)		\$226.00	\$248.00	\$0.00	\$248.00			Statutory pricing
Re-Notification pursuant to Council Community Participation Plan (CPP)	Where Council is required to re-notify a development application due to amendments to the proposal	\$226.00	\$248.00	\$0.00	\$248.00			Statutory pricing
Advertising pursuant to Council Community Participation Plan (CPP)			Up to a maximum of \$1,105.00				EP&A Regulation 2000 Clause 252(1)(d)	Statutory pricing
Re-Advertising pursuant to Council Community Participation Plan (CPP)	Where Council is required to re-advertise a development application due to amendments to the proposal		Up to a maximum of \$1,105.00				EP&A Regulation 2000 Clause 252(1)(d)	Statutory pricing
Advertising fee for Advertised Development	For developments classified as Advertised Development in accordance with the EP&A Regulation 2000.		Up to a maximum of \$1,105.00				EP&A Regulation 2000 Clause 252(1)(b)	Statutory pricing
Advertising fee for Designated Development	For developments defined as Designated Development in accordance with the EP&A Regulation 2000.		Up to a maximum of \$2,220.00				EP&A Regulation 2000 Clause 252(1)(a)	Statutory pricing
Advertising fee for Prohibited Development	For Prohibited Development as defined under the Port Stephens Local Environmental Plan.		Up to a maximum of \$1,105.00				EP&A Regulation 2000 Clause 252(1)(c)	Statutory pricing

Notification and Advertising Fees [continued]

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Modification (\$4.55) Fees								
Modification under Section 4.55 (EP&A Act 1979 and EP&A Regulations 2000) – Correct administrative error of Council	No administrative fee applies to the handling or administration of such applications	\$0.00	\$0.00	\$0.00	\$0.00		EP&A Regulation 2000 Clause 258(1)	Statutory pricing
Modification under Section 4.55 (EP&A Act 1979 and EP&A Regulations 2000) – Incorrect description/minor error or miscalculation		\$71.00	\$71.00	\$0.00	\$71.00		EP&A Regulation 2000 Clause 258(1)	Statutory pricing
Modification under Section 4.55 or 4.56 (EP&A Act 1979 and EP&A Regulations 2000) – Minimal environmental impact		\$645.00 or 50% of the original DA fee, whichever is the lesser					EP&A Regulation 2000 Clause 258(1a)	Statutory pricing
Modification under Section 4.55 or 4.56 (EP&A Act 1979 and EP&A Regulations 2000) and not of minimal environmental impact, with original DA fee less than \$100		50% of the original DA fee					EP&A Regulation 2000 Clause 258(2)(a)	Statutory pricing
Modification under Section 4.55 or 4.56 (EP&A Act 1979 and EP&A Regulations 2000) and not of minimal environmental impact, with original DA fee of \$100 or more and not involving building work, the carrying out of work, or demolition		50% of the original DA fee					EP&A Regulation 2000 Clause 258(2)(b)(ii)	Statutory pricing
Any other modification under Section 4.55 or 4.56 (EP&A Act 1979 and EP&A Regulations 2000) and not of minimal environmental impact, with original DA fee of \$100 or more and with a value of works up to \$5,000		\$55.00	\$55.00	\$0.00	\$55.00		EP&A Regulation 2000 Clause 258(2)(b)(iii)	Statutory pricing
Any other modification under Section 4.55 or 4.56 (EP&A Act 1979 and EP&A Regulations 2000) and not of minimal environmental impact, with original DA fee of \$100 or more and with a value of works up from \$5,001 – \$250,000		\$85.00 plus \$1.50 for each \$1,000 or part thereof of the estimated cost					EP&A Regulation 2000 Clause 258(2)(b)(iii)	Statutory pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22		Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	Fee (incl. GST)	Fee (excl. GST)			
Modification (s4.55) Fees [continued]								
Any other modification under Section 4.55 or 4.56 (EP&A Act 1979 and EP&A Regulations 2000) and not of minimal environmental impact, with original DA fee of \$100 or more and with a value of works up from \$250,001 – \$500,000				\$500 plus an additional \$0.85 for each \$1,000 by which the estimated cost exceeds \$250,000			EP&A Regulation 2000 Clause 258(2)(b)(ii)	Statutory pricing
Any other modification under Section 4.55 or 4.56 (EP&A Act 1979 and EP&A Regulations 2000) and not of minimal environmental impact, with original DA fee of \$100 or more and with a value of works up from \$500,001 – \$1,000,000				\$712.00 plus an additional \$0.50 for each \$1,000 by which the estimated cost exceeds \$500,000			EP&A Regulation 2000 Clause 258(2)(b)(iii)	Statutory pricing
Any other modification under Section 4.55 or 4.56 (EP&A Act 1979 and EP&A Regulations 2000) and not of minimal environmental impact, with original DA fee of \$100 or more and with a value of works up from \$1,000,000 – \$10,000,000				\$987.00 plus an additional \$0.40 for each \$1,000 by which the estimated cost exceeds \$1,000,000			EP&A Regulation 2000 Clause 258(2)(b)(iii)	Statutory pricing
Any other modification under Section 4.55 or 4.56 (EP&A Act 1979 and EP&A Regulations 2000) and not of minimal environmental impact, with original DA fee of \$100 or more and with a value of works over \$10,000,000				\$4,737.00 plus an additional \$0.27 for each \$1,000 by which the estimated cost exceeds \$10,000,000			EP&A Regulation 2000 Clause 258(2)(b)(iii)	Statutory pricing
Modification under Section 4.55 or 4.56 (EP&A Act 1979 and EP&A Regulations 2000) and not of minimal environmental impact, with original DA fee of \$100 or more and for a dwelling with a value of works not exceeding \$100,000		\$190.00	\$190.00	\$0.00	\$190.00		EP&A Regulation 2000 Clause 258(2)(b)(ii)	Statutory pricing
Additional Modification (s4.55) Fees								
Additional fee for modification under Section 4.55 or 4.56 (EP&A Act 1979 and EP&A Regulations 2000) where notice is required to be given		\$665.00	\$665.00	\$0.00	\$665.00		EP&A Regulation 2000 Clause 258(2)	Statutory pricing
Additional fee for referral of a Section 4.55 or 4.56 (EP&A Act 1979 and EP&A Regulations 2000) modification application which relates to Residential Apartment Development accompanied by a design verification from a qualified designer	Fee is to be refunded if the modification application is not referred to a design review panel	\$760.00	\$760.00	\$0.00	\$760.00		EP&A Regulation 2000 Clause 258(2)(a)	Statutory pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Withdrawal Fees								
Application is withdrawn before an assessment report has been commenced				80% of fee may be refunded				Partial cost pricing
Application is withdrawn after an assessment report is commenced, but before completion of the assessment				40% of fees may be refunded				Partial cost pricing
Application is withdrawn after assessment has been completed but before determination is made				No refund applicable				Partial cost pricing
Application has been advertised or notified				No refund of notification or advertising fee (fee retained)				Full cost pricing
Review of Decision to Reject Application								
Review of decision to reject a development application with an estimated cost less than \$100,000		\$55.00	\$55.00	\$0.00	\$55.00		EP&A Regulation 2000 Clause 257A(a)	Statutory pricing
Review of decision to reject a development application with an estimated cost \$100,000 – \$1,000,000		\$150.00	\$150.00	\$0.00	\$150.00		EP&A Regulation 2000 Clause 257A(b)	Statutory pricing
Review of decision to reject a development application with an estimated cost more than \$1,000,000		\$250.00	\$250.00	\$0.00	\$250.00		EP&A Regulation 2000 Clause 257A(c)	Statutory pricing
Review of Determination of Application								
Request for review of determination under Section 8.2 – 8.5 (EP&A Act 1997 and EP&A Regulation 2000) of development that doesn't involve building work, carrying out of a work, or demolition				50% of the fee for the original development application				Statutory pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
	Request for review of determination under Section 8.2 – 8.5 (EP&A Act 1997 and EP&A Regulation 2000) involving development with an estimated cost up to \$5,000	\$55.00	\$55.00	\$0.00	\$55.00		EP&A Regulation 2000 Clause 257(c)	Statutory pricing
	Request for review of determination under Section 8.2 – 8.5 (EP&A Act 1997 and EP&A Regulation 2000) involving development with an estimated cost \$5,001 – \$250,000		\$85.00 plus \$1.50 for each \$1,000 or part thereof of the estimated cost				EP&A Regulation 2000 Clause 257(c)	Statutory pricing
	Request for review of determination under Section 8.2 – 8.5 (EP&A Act 1997 and EP&A Regulation 2000) involving development with an estimated cost \$250,001 – \$500,000		\$500.00 plus an additional \$0.85 for each \$1,000 by which the estimated cost exceeds \$250,000				EP&A Regulation 2000 Clause 257(c)	Statutory pricing
	Request for review of determination under Section 8.2 – 8.5 (EP&A Act 1997 and EP&A Regulation 2000) involving development with an estimated cost \$500,001 – \$1,000,000		\$712.00 plus an additional \$0.50 for each \$1,000 by which the estimated cost exceeds \$500,000				EP&A Regulation 2000 Clause 257(c)	Statutory pricing
	Request for review of determination under Section 8.2 – 8.5 (EP&A Act 1997 and EP&A Regulation 2000) involving development with an estimated cost \$1,000,001 – \$10,000,000		\$987.00 plus additional \$0.40 for each \$1,000 by which the estimated cost exceeds \$1,000,000				EP&A Regulation 2000 Clause 257(c)	Statutory pricing
	Request for review of determination under Section 8.2 – 8.5 (EP&A Act 1997 and EP&A Regulation 2000) involving development with an estimated cost more than \$10,000,000		\$4,737.00 plus an additional \$0.27 for each \$1,000 by which the estimated cost exceeds \$10,000,000				EP&A Regulation 2000 Clause 257(c)	Statutory pricing
	Request for review of determination under Section 8.2 – 8.5 (EP&A Act 1997 and EP&A Regulation 2000) involving erection of a dwelling with an estimated cost of \$100,000 or less	\$190.00	\$190.00	\$0.00	\$190.00		EP&A Regulation 2000 Clause 257(b)	Statutory pricing

Review of Determination of Application [continued]

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			
Review of Determination of Application [continued]							
Additional fee for review of modification where notice is required to be given under Section 8.2 – 8.5 (EP&A Act 1997 and EP&A Regulation 2000)		\$620.00	\$620.00	\$0.00	\$620.00	EP&A Regulation 2000 Clause 257(b)	Statutory pricing

Building Works Construction Certificate Fees

Application Fees

All application fees are to be as per a pre-lodgement quotation based upon the finished market value of works as determined by Council, the professionalism of the submission, the applicant or applicants agent and the business relationship with the Council

Construction Works with a value up to \$5,000		Minimum fee \$120.00 plus \$3.00 per \$1,000 or part thereof Maximum fee \$155.00 plus \$10.00 per \$1,000 or part thereof					Market pricing
Construction Works with a value from \$5,001 – \$100,000		Minimum fee \$120.00 plus \$3.00 per \$1,000 or part thereof Maximum fee \$155.00 plus \$8.00 per \$1,000 or part thereof					Market pricing
Construction Works with a value from \$100,001 – \$400,000		Minimum fee \$310.00 plus \$1.50 per \$1,000 or part thereof Maximum fee \$890.00 plus \$4.00 per \$1,000 or part thereof					Market pricing
Construction Works with a value from \$400,001 – \$1,000,000		Minimum fee \$775.00 plus \$2.25 per \$1,000 or part thereof Maximum fee \$2,050.00 plus \$2.50 per \$1,000 or part thereof					Market pricing
Construction Works with a value over \$1,000,000		\$2,450.00 plus as per quotation. Staff time per hour plus cost of resources required					Market pricing

Modification (CL148) Fees

Modification under Clause 148		20% of the original fee or \$90.00 whichever is the greater					Market pricing
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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			
Withdrawal Fees for Construction Certificates							
Application is withdrawn before site investigations are made			80% of fee may be refunded on request of the applicant				Market pricing
Application is withdrawn prior to a BCA/DA compliance audit being commenced			40% of fees may be refunded on request of the applicant				Market pricing
Application is withdrawn after the BCA/DA compliance audit has been commenced but before the certificate is issued			5% of fee may be refunded on request of the applicant				Market pricing
BCA Performance Solution Fee							
Assessment of Performance BCA Solution for Construction Certificate	Provision of expert opinion, consultants, testing to assess the performance solution(s)		25% to 75% loading on scheduled fees plus 130% of Council's direct costs				Market pricing
Complying Development Certificate Fees							
Application Fees							
Variable component building works – Based on the value of the building and all development works as determined by Council's Building Surveyor							
Complying Development Certificate involving demolition of a single dwelling		\$329.00	\$308.18	\$30.82	\$339.00		Market pricing
Complying Development Certificate with a value up to \$5,000		Minimum fee \$120.00 plus \$3.00 per \$1,000 or part thereof Maximum fee \$155.00 plus \$10.00 per \$1,000 or part thereof					Market pricing
Complying Development Certificate with a value from \$5,001 – \$50,000		Minimum fee \$190.00 plus \$6.00 per \$1,000 or part thereof over \$5,000 Maximum fee \$210.00 plus \$10.00 per \$1,000 or part thereof over \$5,000					Market pricing
Complying Development Certificate with a value \$50,001 – \$400,000		Minimum fee \$240.00 plus \$4.00 per \$1,000 or part thereof over \$50,000 Maximum fee \$345.00 plus \$10.00 per \$1,000 or part thereof over \$50,000					Market pricing
Complying Development Certificate with a value \$400,001 – \$1,000,000		Minimum fee \$1,750.00 plus \$1.20 per \$1,000 or part thereof over \$400,000 Maximum fee \$4,420.00 plus \$3.10 per \$1,000 or part thereof over \$400,000					Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			
Application Fees [continued]							
Complying Development Certificate with a value over \$1,000,000		\$2,440.00 plus as per quotation (staff time per hour plus cost of resources required)					Market pricing
Modification (S4.30) Fees of Complying Development Certificate							
Modification under Section 4.30		20% of original fee or \$90.00 whichever is the greater					Market pricing
Withdrawal Fees of Complying Development Certificates							
Application is withdrawn before site investigations are made		80% of fee may be refunded on request of the applicant					Market pricing
Application is withdrawn prior to preparation of an assessment / compliance audit being commenced		40% of fees may be refunded on request of the applicant					Market pricing
Application is withdrawn after the assessment/compliance audit has been completed, but before the certificate is issued		5% of fee may be refunded on request of the applicant					Market pricing
BCA Performance Solution Fee							
Assessment of Performance BCA Solution for Complying Development Certificate	Provision of expert opinion, consultants, testing to assess the alternate solution(s)	25% to 75% loading on scheduled fees plus 130% of Council's direct costs					Market pricing
Section 68 Application Fees (Local Government Act 1993)							
Applications other than that for a manufactured home, caravan park, movable dwelling or onsite waste management system							
Application other than to install a manufactured home, moveable dwelling or associated structure on land or an on-site sewage management system	Per application inspection	\$185.00	\$191.00	\$0.00	\$191.00	Per application/ inspection	Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			

Applications other than that for a manufactured home, caravan park, movable dwelling or onsite waste management system [continued]

Objections to application of regulations and local policies		\$250.00	\$250.00	\$0.00	\$250.00		Local Government Act 1993 Section 82	Market pricing
Application to Transport Waste (over/under public land)		\$100.00	\$100.00	\$0.00	\$100.00			Market pricing

Certification

Building Inspection Fees

Residential Development Fees

For all additional inspections in excess of those listed additional inspection fees including GST are applicable

Residential Development up to \$10,000 where a single site visit only is required for critical post approval stage inspection		Minimum fee \$203.50. Maximum fee \$335.50. Single inspection only			Per development	Market pricing
Residential Development up to \$10,000 where two site visits only are required for all critical post approval stage inspections		Minimum fee \$357.50. Maximum fee \$501.60. Up to 2 inspections, e.g. shed footings and S/W inspection conducted concurrently, frame and final inspection conducted concurrently			Per development	Market pricing
Residential Development \$10,001 – \$20,000		Minimum fee \$533.50. Maximum fee \$748.00. Up to 3 inspections per development			Per development	Market pricing
Residential Development \$20,001 – \$50,000		Minimum fee \$704.00. Maximum fee \$990.00. Up to 4 inspections per development			Per development	Market pricing
Residential Development \$50,001 – \$100,000		Minimum fee \$885.50. Maximum fee \$1,248.50. Up to 5 inspections per development/per unit			Per development/ Per unit	Market pricing
Residential Development more than \$100,001		Minimum fee \$1,061.50. Maximum fee \$1,490.50. Up to 6 inspections per development/per unit			Per development/ Per unit	Market pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			

Commercial/Industrial Development Fees

For all additional inspections in excess of those listed additional inspection fees including GST are applicable

Industrial / Commercial Development up to \$10,000		Minimum fee \$357.50. Maximum fee \$506.00. Up to 2 inspections				Market pricing
Industrial / Commercial Development \$10,001 – \$50,000		Minimum fee \$533.50. Maximum fee \$748.00. Up to 3 inspections				Market pricing
Industrial / Commercial Development \$50,001 – \$250,000		Minimum fee \$885.50. Maximum fee \$1,248.50. Up to 5 inspections				Market pricing
Industrial / Commercial Development \$250,001 plus		Minimum fee \$1,408.00. Maximum fee \$1,985.50. Up to 8 inspections				Market pricing

Other Fees

Additional inspection or reinspection	Required inspections and critical stage inspections will be done concurrently if possible and viable. Additional inspections may be required and must be paid for prior to inspection being done or may be invoiced at discretion of Building Inspector	Minimum fee \$154.00. Maximum fee \$198.00 per half hour or part thereof				Market pricing
Out of hours inspection		\$203.50 per half hour or part thereof				Market pricing
Building inspection where Construction Certificate has not been issued by Port Stephens Council	Quotation based on above schedule and staff time per hour plus cost of resources at cost plus 20%	154%-220% of the applicable fee or as otherwise determined by the BAM				Market pricing

Compliance Certificate Fees

Compliance Certificate		\$174.50	\$163.64	\$16.36	\$180.00	Per hour	Market pricing
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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			

Occupation Certificate Fees

Class 1 or Class 10 Building Fees

Occupation Certificate for a Class 1 or Class 10 building with a value up to \$5,000	Paid at time of PCA appointment Covers single dwelling and ancillary out buildings	\$120.00	\$112.73	\$11.27	\$124.00		Market pricing
Occupation Certificate for a Class 1 or Class 10 building with a value from \$5,001 – \$20,000	Paid at time of PCA appointment Covers single dwelling and ancillary out buildings	\$175.00	\$163.64	\$16.36	\$180.00		Market pricing
Occupation Certificate for a Class 1 or Class 10 building with a value from \$20,001 – \$400,000	Paid at time of PCA appointment Covers single dwelling and ancillary out buildings	\$225.00	\$210.91	\$21.09	\$232.00		Market pricing
Occupation Certificate for a Class 1 or Class 10 building with a value from \$400,001 – \$1,000,000	Paid at time of PCA appointment Covers single dwelling and ancillary out buildings	\$277.00	\$259.55	\$25.95	\$285.50		Market pricing
Occupation Certificate for a Class 1 or Class 10 building with a value over \$1,000,000	Paid at time of PCA appointment Covers single dwelling and ancillary out buildings	\$277.00	\$259.55	\$25.95	\$285.50		Market pricing

Class 2 to Class 9 Building Fees

Occupation Certificate for a Class 2 - 9 building with a value up to \$20,000	Paid at time of PCA appointment	\$175.00	\$163.64	\$16.36	\$180.00	Per building	Market pricing
Occupation Certificate for a Class 2 - 9 building with a value from \$20,001 – \$200,000	Paid at time of PCA appointment	\$225.00	\$210.91	\$21.09	\$232.00	Per building	Market pricing
Occupation Certificate for a Class 2 - 9 building with a value from \$200,001 – \$400,000	Paid at time of PCA appointment	\$225.00	\$210.91	\$21.09	\$232.00	Per building	Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22 Fee (incl. GST)	Year 22/23			Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST	Fee (incl. GST)			

Class 2 to Class 9 Building Fees [continued]

Occupation Certificate for a Class 2 - 9 building with a value from \$400,001 – \$1,000,000	Paid at time of PCA appointment	\$277.00	\$259.55	\$25.95	\$285.50	Per building		Market pricing
Occupation Certificate for a Class 2 - 9 building with a value greater than \$1,000,001	Paid at time of PCA appointment	\$277.00	\$259.55	\$25.95	\$285.50	Per building		Market pricing

Relocated Building Fees

Inspection of relocated building Port Stephens LGA		\$190.00	\$209.00	\$0.00	\$209.00	Per hour		Market pricing
Travelling cost associated with inspection of relocated building	To and from site within or outside Port Stephens LGA		\$2.97 per kilometre in addition to inspection fee			Per kilometre		Market pricing

Other Certificates

Building Certificate Fees

Application Fees

Class 1 (dwelling) or Class 2 building comprising 2 dwellings only, including Class 10 (outbuildings)		\$250.00	\$250.00	\$0.00	\$250.00	Per dwelling on lot	EP&A Regulation 2000 Clause 260(1A)	Statutory pricing
Class 10 (outbuildings)		\$250.00	\$250.00	\$0.00	\$250.00	Per dwelling on lot	EP&A Regulation 2000 Clause 260(1A)	Statutory pricing
Class 2 – 9 buildings with floor area not exceeding 200m2		\$250.00	\$250.00	\$0.00	\$250.00		EP&A Regulation 2000 Clause 260(4)	Statutory pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22		Year 22/23		Unit	Legislation	Pricing Policy	
		Fee (incl. GST)	Fee (excl. GST)	Fee (excl. GST)	Fee (incl. GST)				
Application Fees [continued]									
Class 2 – 9 buildings with floor area exceeding 200m2 but not exceeding 2,000m2			\$250.00 fee plus \$0.50 per square metre above 200 square metres				EP&A Regulation 2000 Clause 260(4)	Statutory pricing	
Class 2 - 9 buildings with floor area exceeding 2,000m2			\$1,165.00 fee plus \$0.75 per square metre above 2,000 square metres				EP&A Regulation 2000 Clause 260(4)	Statutory pricing	
Applications relating to external walls only		\$250.00	\$250.00	\$0.00	\$250.00	Per application	EP&A Regulation 2000 Clause 260(1C)	Statutory pricing	
Additional fee where circumstances listed in clause 260 (3A) of EP&A Regulations apply		As per DA and CC application fee calculations					EP&A Regulation 2000 Clause 260(3A)(3B)	Statutory pricing	
Other Fees									
Reinspection fee	Can be applied once only to each building certificate application	\$90.00	\$90.00	\$0.00	\$90.00	Per inspection	EP&A Regulation 2000 Clause 260(2)	Statutory pricing	
Copy of Certificate		\$13.00	\$13.00	\$0.00	\$13.00	Per copy	EP&A Regulation 2000 Clause 261	Statutory pricing	
Certified copy of document or map		\$53.00	\$53.00	\$0.00	\$53.00	Per item	EP&A Regulation 2000 Clause 262	Statutory pricing	

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Bushfire Certificate Fees								
Bushfire certificate where Council is the certifier			\$198.00 fee per certificate if Council is the certifying authority			Per certificate		Market pricing
Bushfire certificate where Council is not the certifier			\$445.50 minimum fee per certificate if Council is NOT the certifying authority			Per certificate		Market pricing
Planning Certificate Fees								
Section 10.7(2) Planning Certificate		\$53.00	\$53.00	\$0.00	\$53.00	Per certificate		Statutory pricing
Section 10.7(2) and 10.7(5) Planning Certificate		\$133.00	\$133.00	\$0.00	\$133.00	Per certificate		Statutory pricing
Swimming Pools								
Certificate of Compliance Fees								
Swimming Pool Certificate of Compliance (including 1st inspection)	Includes 1st inspection and issue of Certificate of Compliance	\$150.00	\$136.36	\$13.64	\$150.00	Per occurrence	Swimming Pools Regulation 2018 Clause 19	Statutory pricing
Reinspection fee for Swimming Pool Certificate of Compliance	Re-inspection fees in respect of Swimming Pool Certificates of Compliance will be charged in accordance with the Swimming Pool Regulations	\$100.00	\$90.91	\$9.09	\$100.00	Per occurrence	Swimming Pools Regulation 2018 Clause 19	Statutory pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy	
		Fee (incl. GST)	Fee (excl. GST)	GST				Fee (incl. GST)
Swimming Pool Registration Fees								
Administration Fee for Registration of Swimming Pool or Amendment of Swimming Pool Registration		\$10.00	\$9.09	\$0.91	\$10.00	Per registration or amendment	Swimming Pools Regulation 2018 Clause 25	Statutory pricing
Swimming Pool Safety Barrier Exemption Fee								
Application Fee for Swimming Pools Safety Barrier Exemption Application		\$252.00	\$260.00	\$0.00	\$260.00	Per application	Swimming Pools Regulation 2018 Clause 13(1)	Statutory pricing
Fire Safety								
Registration Fee								
Fire Safety – Registration fee	Receiving a Fire Safety Statement including ensuring information on that statement is dealt with as required by legislation	\$51.50	\$51.36	\$5.14	\$56.50	Per request		Partial cost pricing
Inspection Fee								
Fire Safety – Inspection fee		\$169.50	\$169.55	\$16.95	\$186.50	Per half hour or part thereof		Partial cost pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Fire Safety Certificate Fee

Fire Safety – Certification audit	Per individual fire safety measure type Consider and determine whether a Fire Safety Statement complies with relevant legislation	\$51.50	\$51.36	\$5.14	\$56.50	Per measure		Partial cost pricing
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Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings

Application Fees

Install a Manufactured home, moveable dwelling or associated structure on land (Section 68A Local Government Act)		\$477.00	\$492.00	\$0.00	\$492.00			Market pricing
Application for approval to Operate a Manufactured Home Estate, Caravan Park or Camping Ground (Initial)		Minimum Inspection fee of \$300.00 plus \$5.40 per site				Per site		Market pricing
Application for approval to Operate a Manufactured Home Estate, Caravan Park or Camping Ground (Renewal)		Minimum Inspection fee of \$150.00 plus \$3.70 per site				Per site		Market pricing
Application for Approval to Operate Manufactured Home Estates, Caravan Park or Camping Ground (change of details including community map)		\$65.00	\$65.00	\$0.00	\$65.00			Market pricing
Application for Approval to Operate Manufactured Home Estate, Caravan Park or Camping Ground (Amendment)		Minimum Inspection Fee of \$150.00 plus \$3.75 per site						Market pricing
Issue of replacement Approval to Operate		\$37.00	\$37.00	\$0.00	\$37.00			Market pricing
Application for installation of relocatable home or rigid annexe on flood liable land		\$250.00	\$250.00	\$0.00	\$250.00			Market pricing

Inspection and Certificate Fees

Assessment of Notice of Completion of Installation (Manufactured Home) and issue of certificate of completion (per site)		\$65.00	\$65.00	\$0.00	\$65.00	Per inspection		Market pricing
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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Inspection and Certificate Fees [continued]

Receipt of Notice of Completion of Installation (Relocatable Home or Associated Structure) (per site)		\$33.00	\$33.00	\$0.00	\$33.00	Per inspection		Market pricing
Inspection and Re-Inspection associated with Manufactured Home Estate, Caravan Park or Camping Ground (per hour minimum 30 minutes)		\$284.00	\$284.00	\$0.00	\$284.00			Market pricing

Compliance

Compliance Cost Notice Fees

Order Compliance Costs	Maximum fee* Notes: * Actual fee determined based on costs and expenses	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00			Statutory pricing
Notice of Intention Compliance Costs	Maximum fee* Notes: * Actual fee determined based on costs and expenses	\$500.00	\$500.00	\$0.00	\$500.00			Statutory pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Engineering & Works

Subdivision Certificate Fees

Application Fees

Subdivision Certificate					\$335.00 plus \$145.00 per lot	Per lot		Market pricing
Strata Certificate					\$335.00 plus \$90.00 per lot	Per lot		Market pricing

Other Fees

Release / vary / modify restrictions as to user, covenants/ caveats, rights of carriageway, easements and the like	Per covenant / easement / etc. Includes up to 4hrs of investigation and assessment work. Additional charge of \$220 per hour for any work incurred in excess of 4hrs	\$325.00	\$335.00	\$0.00	\$335.00	Per covenant		Market pricing
Endorsement of new restriction as to user, covenant/caveat, right of carriageway, easement or the like	Per endorsement. Includes up to 4hrs of investigation and assessment work. Additional charge of \$220 per hour for any work incurred in excess of 4hrs	\$325.00	\$335.00	\$0.00	\$335.00	Per endorsement		Market pricing
Termination of Strata Plan		\$325.00	\$335.00	\$0.00	\$335.00	Per covenant		Market pricing
Resigning of subdivision certificate, strata certificate, deposited plan, 88b instrument or the like		\$325.00	\$335.00	\$0.00	\$335.00	Per document		Market pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			
Subdivision Works Certificate (SWC) Application/Inspection/Principal Certifying Authority (PCA) Fees							
Additional Assessment and/or Reinspection	Includes but is not limited to: review of additional documentation, providing revised certificate, failed inspection where re-inspection is required, any additional inspections requested by applicant, any combination of above. Minimum 1 hour			\$230.00 per hour Minimum 1 hour			Market pricing
Drainage not part of road construction – Application Fee	Includes but is not limited to: Interallotment drainage, additional pipes outside of road construction, etc., Fee includes two reviews of submitted documentation. Additional reviews attract additional fees at hourly rate of \$230.00 per hour.			\$10.00 per metre Min. Fee excl. GST: \$920.00			Market pricing
Drainage not part of road construction – Inspection/PCA Fee	Includes but is not limited to: Interallotment drainage, additional pipes outside of road construction, etc.			\$20.00 per metre Min. Fee excl. GST: \$920.00			Market pricing
Formal Engineering Advice				\$230.00 per hour Minimum 1 hour	Per hour or part thereof		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Subdivision Works Certificate (SWC) Application/Inspection/Principal Certifying Authority (PCA) Fees [continued]

Engineering Information Certificate	All Development Engineering Information (excluding specific flooding information – see 'Flood Certificate') that should be considered prior to submitting an application.	\$265.00	\$250.00	\$25.00	\$275.00	Per lot		Market pricing
Miscellaneous Works - Application Fee	Includes but is not limited to: industrial/commercial driveways, car parks, bulk earthworks, footpaths, cycleways, kerb and gutter, etc. Fee includes two reviews of submitted documentation. Additional reviews attract additional fees at hourly rate of \$230.00 per hour.			2% of the cost of works Min. Fee excl. GST: \$920.00				Market pricing
Miscellaneous Works - Inspection/PCA Fee	Includes but is not limited to: industrial/commercial driveways, car parks, bulk earthworks, footpaths, cycleways, kerb and gutter, etc.			2% of the cost of works Min. Fee excl. GST: \$920.00				Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			

Subdivision Works Certificate (SWC) Application/Inspection/Principal Certifying Authority (PCA) Fees [continued]

Engineering Certification - Application fee	Where the following works are requested to be assessed by Council: private road and drainage design compliance, private road and drainage construction compliance, private storm water management facilities design compliance, private storm water management facilities construction compliance. Fee includes two reviews of submitted documentation. Additional reviews attract additional fees at hourly rate of \$230.00 per hour.		Minimum is based on fee unit applicable 2% cost of works or hourly rate or any other fee as applicable in the schedule Min. Fee excl. GST: \$920.00				Market pricing
Principal Certifying Authority fee	Where private Accredited Certifier has been appointed		2% cost of works or hourly rate or any other fee as applicable in the schedule. Min. Fee excl. GST: \$920.00				Market pricing
Rural Road Construction - Application Fee	Includes but is not limited to: construction of road in rural areas, turning lanes, slip road, extension, widening, etc. Fee includes two reviews of submitted documentation. Additional reviews attract additional fees at hourly rate of \$230.00 per hour.		\$13.00 per metre Min. Fee excl. GST: \$920.00				Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			

Subdivision Works Certificate (SWC) Application/Inspection/Principal Certifying Authority (PCA) Fees [continued]

Rural Road Construction - Inspection/PCA Fee	Includes but is not limited to: construction of road in rural areas, turning lanes, slip road, extension, widening, etc.		\$26.00 per metre				Market pricing
			Min. Fee excl. GST: \$920.00				
Urban, Industrial, Commercial and Residential Road Construction - Application Fee	Includes but is not limited to: construction of roads in urban, industrial, commercial and residential areas, turning lanes, slip road, extension widening, etc. Fee includes two reviews of submitted documentation. Additional reviews attract additional fees at hourly rate of \$230.00 per hour.		\$18.00 per metre				Market pricing
			Min. Fee excl. GST: \$920.00				
Urban, Industrial, Commercial and Rural Residential Road Construction - Inspection/PCA Fee	Includes but is not limited to: construction of roads in urban, industrial, commercial and rural residential areas.		\$36.00 per metre				Market pricing
			Min. Fee excl. GST: \$920.00				
Stormwater quality and/or quantity improvement structure - Application fee	Includes but is not limited to: detention basins, nutrient ponds, gross pollutant traps, rain gardens, etc. Fee includes two reviews of submitted documentation. Additional reviews attract additional fees at hourly rate of \$230.00 per hour.		\$920.00 per structure				Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			

Subdivision Works Certificate (SWC) Application/Inspection/Principal Certifying Authority (PCA) Fees [continued]

Stormwater quality and/or quantity improvement structure - Inspection/PCA fee	Includes but is not limited to: detention basins, nutrient ponds, gross pollutant traps, rain gardens, etc.			\$920.00 per structure			Market pricing
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Works Quality and Outstanding Works Bonds Fees

Outstanding works bond	Where Council accepts to bond works not completed. Includes administration/management			200% cost of works Min. Fee excl. GST: \$5,500.00			Market pricing
Works Quality Bond	Where Council accepts completed works as satisfactory and requires a bond for a period of 12 months to ensure quality of works.			5% cost of works (works excluding water and sewer) Min. Fee excl. GST: \$5,500.00			Market pricing

Flooding Information

Flood Certificate – single lot, standard request	Flood level information			\$270.00 per lot	Per lot		Market pricing
Flood Certificate – multiple adjoining Lots – standard request	Flood level information			\$210.00 per lot	Per lot		Market pricing
Flood Certificate – single lot – urgent request	Flood level information			\$540.00 per lot	Per lot		Market pricing
Flood Certificate – multiple adjoining Lots – urgent request	Flood level information			\$420.00 per lot	Per lot		Market pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			
Drainage Works (Section 307 of the Water Management Act 2000)							
Approvals/Inspections							
Additional Assessment and/or Reinspection	Includes but is not limited to: review of additional documentation, providing revised certificate, failed inspection where re-inspection is required, any additional inspections required by applicant, any combination of the above. Minimum 1 hour			\$220.00 per hour Minimum 1 hour	Per hour or part thereof		Market pricing
Connect to public system	Includes but is not limited to: Pipes that connect to public stormwater system, pipes that eventually flow to public stormwater system (even if not directly connected), pipes that flow into catchments or wetlands, etc.			\$210.00 per connection	Per connection		Market pricing
Public drainage line	Includes but is not limited to: Construction of public drainage line within the road reserve before connection to public system, etc.			\$23.00 per metre Min. Fee: \$840 (GST not applicable)	Per metre of drainage		Market pricing
Stormwater quality and/ or quantity improvement structure approval	Includes but is not limited to: detention basins, nutrient ponds, Gross Pollutant Traps, rain gardens, etc.			\$840.00 per structure	Per structure		Market pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Kerb & Guttering								
Corner Lots		\$49.50	\$46.36	\$4.64	\$51.00	Per lineal metre		Partial cost pricing
Frontage (other than corner lots)		\$72.00	\$67.73	\$6.77	\$74.50	Per lineal metre		Partial cost pricing
Rear boundaries		\$37.50	\$35.45	\$3.55	\$39.00	Per lineal metre		Partial cost pricing
Gutter crossing	Layback kerb	By quotation – inclusive of GST. Quotation will be based on an estimated cost of labour, plant, materials and organisational overheads						Full cost pricing
Pipe & Gravel Access								
Pipe & Gravel Access Fee		By quotation – inclusive of GST. Quotation will be based on an estimated cost of labour, plant, materials, organisational overheads and allowance for profit to complete the works						Full cost pricing
Private Utility Installation								
Public Roads/Places								
Category 1 installation – Initial Fee	Up to 50mm diameter and up to 10m length	\$739.00	\$739.09	\$73.91	\$813.00	Each		Market pricing
Subsequent Fee per metre	Up to 50mm diameter and over 10m length	\$154.50	\$145.00	\$14.50	\$159.50	Per km per annum or part thereof		Market pricing
Category 2 installation – Initial Fee	Over 50mm diameter and up to 10m length	\$3,385.00	\$3,386.36	\$338.64	\$3,725.00	Each		Market pricing
Category 2 installation – Subsequent Fee per metre	Over 50mm diameter and 10m length	\$749.00	\$701.82	\$70.18	\$772.00	Per km per annum or part thereof		Market pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			
Restorations							
Roads, Footpaths, Associated Access, Drainage							
Bituminous Surfaces							
All surfaces	Square metre charge Minimum fee is \$930.00			\$210.00 per square metre			Full cost pricing
Concrete – Footpaths & Domestic Driveways							
Footpaths & Domestic Driveways				\$200.00 per square metre Min. Fee excl. GST: \$909.09			Full cost pricing
Concrete – Roads & Commercial Driveways							
Roads & Commercial Driveways				\$546.00 per square metre Min. Fee excl. GST: \$1,077.27			Full cost pricing
Kerb & Gutter							
Kerb & Gutter Fee				\$650.00 per lineal metre Min. Fee excl. GST: \$1,181.82			Full cost pricing
Other							
All restorations				By quotation - Several openings made simultaneously within 45 metres may be grouped as one			Full cost pricing
All restorations – Separate restoration costs for openings				By quotation - Separate restoration costs for openings over five square metres to be estimated by Council			Full cost pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			
Other [continued]							
Earth, gravel and all other classes of unsealed pavements or shoulders				\$85.00 per square metre Min. Fee excl. GST: \$470.91			Full cost pricing

Roads Works (Section 138 of Roads Act 1993)

Approvals/Inspections

Additional Assessment and/or Reinspection	Includes but is not limited to: review of additional documentation, providing revised certificate, failed inspection where re-inspection is required, any additional inspections required by applicant, any combination of the above.			\$220.00 per hour Minimum 1 hour			Market pricing
Miscellaneous Works	Includes but is not limited to: construction of footpaths and shared paths, kerb and gutter, industrial/commercial driveways, etc.			4% of cost of works Min. Fee: \$880 (GST not applicable)			Market pricing
Rural Road Construction	Includes but is not limited to: construction of road in rural areas, turning areas, slip roads, extensions, widening, etc.			\$33.00 per metre Min. Fee: \$880 (GST not applicable)			Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Approvals/Inspections [continued]								
Urban, Industrial, Commercial & Rural Residential Road Construction	Includes but is not limited to: construction of roads in urban, industrial, commercial and rural residential areas, etc			\$51.00 per metre				Market pricing
				Min. Fee: \$880 (GST not applicable)				
Driveway Crossings								
Driveway Crossing Application (Section 138 of Roads Act 1993)				\$258.50 per driveway crossing		Per driveway/crossing		Market pricing
New Roads								
New Road Naming Application	Fee for one road naming. Provides for 2 options for road naming	\$717.00	\$739.00	\$0.00	\$739.00	Per road		Full cost pricing
Requested appeals	Additional appeal costs	\$150.00	\$150.00	\$0.00	\$150.00			Full cost pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Additional Assessment and/or Reinspection	Includes but is not limited to: review of additional documentation, providing revised certificate, failed inspection where re-inspection is required, any additional inspections required by applicant, any combination of the above.			\$230.00 per hour Minimum 1 hour		Per hour or part thereof		Full cost pricing
Heavy Vehicle Permit Application	Over Size Over Mass HML PBS (Heavy Vehicle National Law (NSW) (2013 No42a) Section 740)	\$180.00	\$76.00	\$0.00	\$76.00	Per permit		Statutory pricing
Footpath Occupation Permit	Includes but is not limited to: the installation of infrastructure, road opening, occupation by crane or skip bin, occupation of footpath, enclosure by hoarding, swinging or hoisting over a public space, any other related activities/ works, any combination of the above			\$275.00 per week for first 3 weeks \$180.00 per additional week thereafter		Per week		Full cost pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Road Closures								
Close/Purchase								
Road closure and purchase application	Permanent Road Closure Application Initial fee before Council Resolution stage non-refundable	\$717.00	\$788.00	\$0.00	\$788.00		Roads Act 1993 Section 138	Rate of Return pricing
Road closure and purchase application	Subsequent fee after Council resolution				Land Value plus costs			Rate of Return pricing
Temporary								
Temporary Lane Closure – Construction Works (Section 138 of Roads Act 1993)	Permit to implement traffic control within a public road	\$195.00	\$200.00	\$0.00	\$200.00	Per Month		Full cost pricing
Temporary Road/Footpath Closures – Anzac Day (Section 138 of Roads Act 1993)	Council will waive the fee for this event	\$0.00	\$0.00	\$0.00	\$0.00			Free (zero priced)
Permit to occupy on-street parking (Section 138 of Roads Act 1993)	Permit to occupy on-street parking during construction of development or other works				Per 6 months per car space Minimum fee is \$2,050.00	Per 6 months per parking space		Full cost pricing
Temporary Road/Footpath Closures/Events (Section 138 of Roads Act 1993)	Administration and advertising fee	\$375.00	\$390.00	\$0.00	\$390.00	Per application		Full cost pricing
Temporary Road/Footpath Closures/Events (Section 138 of Roads Act 1993)	Inspection fee				\$230.00 per hour Minimum 1 hour	Per hour or part thereof		Full cost pricing
Rural Address Post								
Rural address post installed	Issue & installation / replacement	\$203.00	\$190.45	\$19.05	\$209.50	Per address		Full cost pricing
Rural address post supplied	Supply of post only	\$99.00	\$92.73	\$9.27	\$102.00			Full cost pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Traffic								
Traffic Information Search	Search and provision of existing data			\$230.00 per hour Minimum 1 hour		Per hour or part thereof		Full cost pricing
Survey & Land Services								
Engineering Surveyor	Do and charge	\$146.50	\$137.27	\$13.73	\$151.00	Per hour		Market pricing
Registered Surveyor	Do and charge	\$186.50	\$175.00	\$17.50	\$192.50	Per hour		Market pricing
Survey Assistant	Do and charge	\$111.00	\$104.09	\$10.41	\$114.50	Per hour		Market pricing
Graduate Surveyor	Do and charge	\$136.00	\$127.73	\$12.77	\$140.50	Per hour		Market pricing
Workshop								
Services/Inspections								
Mechanical servicing, fabrication and repair of vehicles – Emergency Service Vehicles Only	Appointment necessary	\$95.00	\$89.09	\$8.91	\$98.00			Rate of Return pricing
Mechanical servicing/repair of vehicles	Appointment necessary	\$125.50	\$117.73	\$11.77	\$129.50			Rate of Return pricing
Pink Slips – Light Vehicles	Transport for NSW (TfNSW) Authorised Inspection Scheme (AIS) Notice 18 Revision 7	\$0.00	\$0.00	\$0.00	\$0.00			Statutory pricing
Pink Slips – Motor Cycles	Transport for NSW (TfNSW) Authorised Inspection Scheme (AIS) Notice 18 Revision 7	\$0.00	\$0.00	\$0.00	\$0.00			Statutory pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Pink Slips – Trailer with brakes	Transport for NSW (TfNSW) Authorised Inspection Scheme (AIS) Notice 18 Revision 7	\$0.00	\$0.00	\$0.00	\$0.00			Statutory pricing
Pink Slips – Trailer without brakes	Transport for NSW (TfNSW) Authorised Inspection Scheme (AIS) Notice 18 Revision 7	\$0.00	\$0.00	\$0.00	\$0.00			Statutory pricing
Safety Check only	Rigid truck over 4.5 tonne GVM but not over 5 tonne tare (not prime movers) Buses over 2.5 tonne tare but not over 5 tonne tare. Tow trucks not over 5 tonne tare. Transport for NSW (TfNSW) Authorised Inspection Scheme (AIS) Notice 18 Revision 7	\$0.00	\$0.00	\$0.00	\$0.00			Statutory pricing
Safety Check only	Trailers over 2 tonne GTM including tow truck trailers. Any trailer fitted with breakaway brakes. Transport for NSW (TfNSW) Authorised Inspection Scheme (AIS) Notice 18 Revision 7	\$0.00	\$0.00	\$0.00	\$0.00			Statutory pricing

Services/Inspections [continued]

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22 Fee (incl. GST)	Year 22/23 Fee (excl. GST)	GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Civil Works								
Construction of civil works on non-council owned or managed land		By Quotation - inclusive of GST. Quotation will be based on an estimated cost of labour, plant, materials and organisational overheads'.						Full cost pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Environmental & Health Services

Animal Management

Annual permit - Dangerous/Restricted Dog	These fees are indicative only and fee may be adjusted annually in accordance with the prescribed fee set by the Office of Local Government.	\$197.00	\$197.00	\$0.00	\$197.00			Statutory pricing
Annual permit - Undesexed Cat	These fees are indicative only and fee may be adjusted annually in accordance with the prescribed fee set by the Office of Local Government.	\$81.00	\$81.00	\$0.00	\$81.00			Statutory pricing
Late Fee	Applicable if a permit is not paid for by 28 days after the permit requirement took effect. This fee is indicative only and fee may be adjusted annually in accordance with the prescribed fee set by the Office of Local Government.	\$18.00	\$18.00	\$0.00	\$18.00	Per Annual Permit Fee		Statutory pricing
Anti Barking Collars	Hire Anti Barking Collars	\$50.00	\$46.82	\$4.68	\$51.50			Full cost pricing
Refund on return of anti-bark collar	Refund on return of item in working order/ undamaged	\$170.00	\$159.55	\$15.95	\$175.50			Full cost pricing
Dangerous Dogs (declared under legislation)	Collar (medium)	\$47.00	\$44.09	\$4.41	\$48.50	Per collar		Full cost pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22 Fee (incl. GST)	Year 22/23			Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST	Fee (incl. GST)			

Animal Management [continued]

Dangerous Dogs (declared under legislation)	Collar (Large)	\$52.00	\$49.09	\$4.91	\$54.00	Per collar		Full cost pricing
Dangerous Dogs (declared under legislation)	Collar (Extra-large)	\$67.00	\$63.18	\$6.32	\$69.50	Per collar		Full cost pricing
Dangerous Dogs (declared under legislation)	Signage	\$42.00	\$39.55	\$3.95	\$43.50	Per sign		Full cost pricing

Companion Animal – Lifetime Registration Fee

Cat - Desexed	Sold by pound/shelter This fee is indicative only and fee may be adjusted annually in accordance with the prescribed fee set by the Office of Local Government.	\$0.00	\$0.00	\$0.00	\$0.00	Per Cat		Statutory pricing
Cat - Desexed or Not Desexed	Not recommended, recognised breeder This fee is indicative only and fee may be adjusted annually in accordance with the prescribed fee set by the Office of Local Government.	\$56.00	\$56.00	\$0.00	\$56.00	Per Cat		Statutory pricing
Dog - Desexed	By relevant age, not recommended, recognised breeder. This fee is indicative only and fee may be adjusted annually in accordance with the prescribed fee set by the Office of Local Government.	\$66.00	\$66.00	\$0.00	\$66.00	Per Dog		Statutory pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Companion Animal – Lifetime Registration Fee [continued]

Dog - Desexed	Sold by pound/shelter This fee is indicative only and fee may be adjusted annually in accordance with the prescribed fee set by the Office of Local Government.	\$0.00	\$0.00	\$0.00	\$0.00	Per Dog	Statutory pricing
Dog - Not Desexed or Desexed	After relevant age This fee is indicative only and fee may be adjusted annually in accordance with the prescribed fee set by the Office of Local Government.	\$224.00	\$224.00	\$0.00	\$224.00	Per dog	Statutory pricing
Dog - Working Working dog, Service of the State, Assistance Animal	This fee is indicative only and fee may be adjusted annually in accordance with the prescribed fee set by the Office of Local Government.	\$0.00	\$0.00	\$0.00	\$0.00	Per dog	Statutory pricing
Dog/Cat - Desexed	By relevant age eligible pensioner. This fee is indicative only and fee may be adjusted annually in accordance with the prescribed fee set by the Office of Local Government	\$27.00	\$27.00	\$0.00	\$27.00	Per Animal	Statutory pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Impounding

Abandoned Vehicles

Impounding Fee	Includes towing	\$200 or actual cost if greater than \$200 incurred in securing, towing, transporting vehicle to holding yard by contractor						Full cost pricing
Storage		\$57.00	\$59.00	\$0.00	\$59.00	Per day		Full cost pricing

Impounded Articles

Large articles		\$190.00	\$196.00	\$0.00	\$196.00	Per item		Full cost pricing
Small articles		\$62.00	\$64.00	\$0.00	\$64.00	Per item		Full cost pricing
Storage fee	Daily fee for up to 20 small articles or each large article.	\$57.00	\$59.00	\$0.00	\$59.00	Per day		Full cost pricing

Impounding Cats/Dogs

Impounding fee (Initial)	First occurrence within 12 month period	\$83.00	\$85.50	\$0.00	\$85.50			Full cost pricing
Impounding fee	Subsequent impounding within 12 month period	\$113.00	\$116.50	\$0.00	\$116.50			Full cost pricing
Each additional cat/dog	\$35.00 for each animal thereafter	\$44.00	\$45.50	\$0.00	\$45.50			Full cost pricing
Surrender of Dog/Cat	Fee for first dog/cat	\$103.00	\$125.00	\$0.00	\$125.00			Full cost pricing
Sustenance / maintenance fee		\$42.00	\$43.50	\$0.00	\$43.50	Per day		Full cost pricing
Veterinary costs				Actual cost incurred				Full cost pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Impounding Cats/Dogs [continued]								
Cat trap hire			\$40.00 per trap per week with an \$80.00 refundable deposit. The \$80.00 deposit will be refunded upon return of cat trap in working order and undamaged			Per occurrence		Market pricing
Miscellaneous								
Administration fee for processing animal forms over the counter		\$10.00	\$25.00	\$0.00	\$25.00			Full cost pricing
Advertising fee	Mostly for auctions or sale of vehicles		Actual cost incurred					Full cost pricing
Outstanding Notices	For outstanding notices issued under Local Government Act and Environmental Planning and Assessment Act Section 735A/121ZP Certificate	\$93.00	\$102.00	\$0.00	\$102.00	Per property		Full cost pricing
Ranger Services	Outsourcing	\$134.00	\$138.50	\$0.00	\$138.50	Per hour or part thereof		Full cost pricing
Stock/Animals								
Graffiti Management								
Mortuaries								
Inspections								
Inspection Fee – Holding Room and Mortuary		\$160.00	\$175.00	\$0.00	\$175.00	Per inspection		Market pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Onsite Sewerage Management Systems								
Septic Tanks								
Approval to Operate	Fee charged on initial approval and annual renewal	\$128.00	\$140.00	\$0.00	\$140.00			Market pricing
Application Fee – Residential		\$314.00	\$324.00	\$0.00	\$324.00			Market pricing
Application Amendment – Residential		\$160.00	\$165.00	\$0.00	\$165.00			Market pricing
Application Fee – Commercial	Less than 10kl per day treatment capacity	\$656.00	\$676.00	\$0.00	\$676.00			Market pricing
Application Amendment – Commercial	Less than 10kl per day treatment capacity	\$349.00	\$360.00	\$0.00	\$360.00			Market pricing
Application Amendment – Commercial	Greater than 10kl per day treatment capacity	By quotation prior to application lodgement. Quotation based on staff costs.						Market pricing
Application Fee – Commercial	Greater than 10kl per day treatment capacity	By quotation prior to application lodgement. Quotation based on staff costs.						Market pricing
Inspection Fee – when associated with an application to install (residential or commercial)		\$124.00	\$175.00	\$0.00	\$175.00	Per inspection		Market pricing
Inspection Fee – Commercial (per hour, minimum 30 minutes)		\$298.00	\$327.00	\$0.00	\$327.00	Per hour or part thereof		Market pricing
Pre-purchase inspection (Residential only)		\$339.00	\$350.00	\$0.00	\$350.00			Market pricing
Laboratory analysis					Actual costs incurred			Market pricing
Peer Review – On Site Management System Application					Actual costs incurred			Market pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy	
		Fee (incl. GST)	Fee (excl. GST)	GST				Fee (incl. GST)
Public Safety								
Food Safety								
Annual Administration Charge – food premises (small – up to 5 FTE food handlers)	FTE means full time equivalent; food handler means a person who directly engages in the handling of food for a food business	\$390.00	\$390.00	\$0.00	\$390.00	Per year	Food Regulation 2015 Clause 15	Statutory pricing
Annual Administration Charge – food premises (medium – more than 5 but not more than 50 FTE food handlers)	FTE means full time equivalent; food handler means a person who directly engages in the handling of food for a food business	\$800.00	\$800.00	\$0.00	\$800.00	Per year	Food Regulation 2015 Clause 15	Statutory pricing
Annual Administration Charge – food premises (large – more than 50 FTE food handlers)	FTE means full time equivalent; food handler means a person who directly engages in the handling of food for a food business	\$3,500.00	\$3,500.00	\$0.00	\$3,500.00	Per year	Food Regulation 2015 Clause 15	Statutory pricing
Food Business Registration	New food business, change of food business, change of details	\$52.00	\$55.00	\$0.00	\$55.00	Per occurrence		Statutory pricing
Food business inspection fee		\$168.00	\$175.00	\$0.00	\$175.00	Per inspection		Market pricing
Inspection Fee – Mobile Food Vehicles	Community and charitable organisations are exempt	\$170.00	\$175.00	\$0.00	\$175.00	Per vehicle		Market pricing
Inspection Fee – when associated with a DA (non-licensed premises)		\$124.00	\$175.00	\$0.00	\$175.00	Per inspection		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy	
		Fee (incl. GST)	Fee (excl. GST)	GST				Fee (incl. GST)
Food Safety [continued]								
Inspection Fee – all food premises types – extended inspection (per hour, minimum 30 minutes)		\$284.00	\$284.00	\$0.00	\$284.00	Per hour (minimum 30 minutes)	Food Regulation 2015 Clause 14	Statutory pricing
Pre-purchase inspection – Commercial Premises		\$447.00	\$461.00	\$0.00	\$461.00	Per inspection		Market pricing
Improvement Notice – Food Premises – Administration Fee		\$330.00	\$330.00	\$0.00	\$330.00	Per notice	Food Regulation 2015 Clause 11	Statutory pricing
Other Commercial Premises or Applications								
Inspection Fee (Commercial Premises)	Routine Inspection	\$160.00	\$175.00	\$0.00	\$175.00	Per inspection		Market pricing
Business Registration (Commercial Premises)	New Business or change of business or change of details	\$52.00	\$100.00	\$0.00	\$100.00	Per occurrence		Market pricing
Inspection Fee – when associated with a DA (commercial premises)		\$241.00	\$248.50	\$0.00	\$248.50	Per inspection/ occurrence		Market pricing
Underground Petroleum Storage System - Inspection		\$300.00	\$319.00	\$0.00	\$319.00			Market pricing
Open Burning Application		\$50.00	\$50.00	\$0.00	\$50.00			Market pricing
Boarding House Initial Compliance Investigation		\$250.00	\$250.00	\$0.00	\$250.00			Market pricing
Legionella Control								
Registration Fee		\$115.00	\$115.00	\$0.00	\$115.00	Per system	Public Health Regulation 2012 Clause 13T	Statutory pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22 Fee (incl. GST)	Year 22/23			Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST	Fee (incl. GST)			
Legionella Control [continued]								
Inspection Fee		\$309.00	\$319.00	\$0.00	\$319.00	Per hour or part thereof		Market pricing
Water Samples			Cost of analysis charged by supplier					Market pricing
Legionella Control – annual administration fee		\$103.00	\$106.50	\$0.00	\$106.50	Per occurrence		Market pricing

Swimming Pool/Spa Inspections – Public Swimming Pool Program (Public Health Act)

Inspection Fee (per pool or spa)		\$185.00	\$203.00	\$0.00	\$203.00	Per inspection (pool or spa)		Market pricing
Laboratory Analysis Fee			Cost of analysis charged by supplier					Full cost pricing
Registration Fee	S19(1) Public Health Regulation 2012	\$100.00	\$100.00	\$0.00	\$100.00	Per pool or spa	Public Health Regulation 2012 Clause 19(1)	Statutory pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Environmental Services

Biosecurity Weed Matter

Administration Fees

Biosecurity Undertaking re-inspection		\$54.00	\$59.00	\$0.00	\$59.00	Per inspection		Full cost pricing
Biosecurity Direction re-inspection		\$107.00	\$117.00	\$0.00	\$117.00	Per inspection		Full cost pricing
Permit to move Biosecurity matter	Application for permit	\$720.00	\$720.00	\$0.00	\$720.00		Biosecurity Regulation 2017 Schedule 5	Statutory pricing
Certificate as to weed control notices, expenses and charges on land	Application for Certificate	\$200.00	\$200.00	\$0.00	\$200.00		Biosecurity Regulation 2017 Schedule 5	Statutory pricing

Onsite Weed Control

Regional weed control works		\$70.00	\$77.00	\$0.00	\$77.00	Per officer per hour		Full cost pricing
Chemicals								At cost
Plant		\$67.00	\$73.50	\$0.00	\$73.50	Per plant item per hour		Full cost pricing
Signage notification on seized matter								At Cost
Council Labour cost		\$105.00	\$115.50	\$0.00	\$115.50	Per officer per hour		Full cost pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Tree Management								
Application for tree removal/pruning permit		\$113.00	\$116.50	\$0.00	\$116.50	Per application		Full cost pricing
Review of application for tree removal/pruning permit		\$113.00	\$116.50	\$0.00	\$116.50	Per application		Full cost pricing
Tree Hazard Assessment by Arborist		\$0.00	\$200.00	\$0.00	\$200.00	Per assessment		Full cost pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			

Holiday Parks

Fingal Bay

Peak Season Rates

These are Peak Season rates. Tariffs quoted are weekend nightly rates, minimum night stay rules may apply. Rates are based on seasonality and may be subject to dynamic pricing. Discounts may apply.

Beach House	Nightly rate	\$425.00	\$386.36	\$38.64	\$425.00	Per night	Market pricing
Getaway Cabin	Nightly rate	\$260.00	\$236.36	\$23.64	\$260.00	Per night	Market pricing
Garden Villa	Nightly rate	\$350.00	\$318.18	\$31.82	\$350.00	Per night	Market pricing
Powered Site	Nightly rate	\$83.00	\$75.45	\$7.55	\$83.00	Per night	Market pricing
Unpowered Site		\$58.00	\$52.73	\$5.27	\$58.00	Per night	Market pricing
Surf Villa	Nightly rate	\$500.00	\$454.55	\$45.45	\$500.00	Per night	Market pricing
Drive through Ensuite Site	Nightly rate	\$115.00	\$104.55	\$10.45	\$115.00	Per night	Market pricing
Ensuite Campsite	Nightly rate	\$104.00	\$94.55	\$9.45	\$104.00	Per night	Market pricing
RV / Drive Through Site	Nightly rate	\$94.00	\$85.45	\$8.55	\$94.00	Per night	Market pricing
The Surf House	Nightly rate	\$500.00	\$454.55	\$45.45	\$500.00	Per night	Market pricing

High Shoulder Rates

These are High Shoulder rates. Tariffs quoted are weekend nightly rates, minimum night stay rules may apply. Rates are based on seasonality and may be subject to dynamic pricing. Discounts may apply.

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22 Fee (incl. GST)	Year 22/23			Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST	Fee (incl. GST)			
Beach House	Nightly rate	\$370.00	\$336.36	\$33.64	\$370.00	Per night		Market pricing
Getaway Cabin	Nightly rate	\$215.00	\$195.45	\$19.55	\$215.00	Per night		Market pricing
Garden Villa	Nightly rate	\$290.00	\$263.64	\$26.36	\$290.00	Per night		Market pricing
Powered Site	Nightly rate	\$66.00	\$60.00	\$6.00	\$66.00	Per night		Market pricing
Unpowered Site		\$46.00	\$41.82	\$4.18	\$46.00	Per night		Market pricing
Surf Villa	Nightly rate	\$400.00	\$363.64	\$36.36	\$400.00	Per night		Market pricing
Drive through Ensuite Site	Nightly rate	\$95.00	\$86.36	\$8.64	\$95.00	Per night		Market pricing
Ensuite Campsite	Nightly rate	\$89.00	\$80.91	\$8.09	\$89.00	Per night		Market pricing
RV / Drive Through Site	Nightly rate	\$75.00	\$68.18	\$6.82	\$75.00	Per night		Market pricing
The Surf House	Nightly rate	\$410.00	\$372.73	\$37.27	\$410.00	Per night		Market pricing

High Shoulder Rates [continued]

Shoulder Season Rates

These are Shoulder Season rates. Tariffs quoted are weekend nightly rates, minimum night stay rules may apply. Rates are based on seasonality and may be subject to dynamic pricing. Discounts may apply.

Beach House	Nightly rate	\$285.00	\$259.09	\$25.91	\$285.00	Per night		Market pricing
Getaway Cabin	Nightly rate	\$199.00	\$180.91	\$18.09	\$199.00	Per night		Market pricing
Garden Villa	Nightly rate	\$255.00	\$231.82	\$23.18	\$255.00	Per night		Market pricing
Powered Site	Nightly rate	\$49.00	\$44.55	\$4.46	\$49.00	Per night		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22 Fee (incl. GST)	Year 22/23			Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST	Fee (incl. GST)			

Shoulder Season Rates [continued]

Unpowered Site		\$35.00	\$31.82	\$3.18	\$35.00	Per night		Market pricing
Surf Villa	Nightly rate	\$350.00	\$318.18	\$31.82	\$350.00	Per night		Market pricing
Drive through Ensuite Site	Nightly rate	\$83.00	\$75.45	\$7.55	\$83.00	Per night		Market pricing
Ensuite Campsite	Nightly rate	\$78.00	\$70.91	\$7.09	\$78.00	Per night		Market pricing
RV / Drive Through Site	Nightly rate	\$63.00	\$57.27	\$5.73	\$63.00	Per night		Market pricing
The Surf House	Nightly rate	\$380.00	\$345.45	\$34.55	\$380.00	Per night		Market pricing

Low Season Rates

These are Low Season rates. Tariffs quoted are weekend nightly rates, minimum night stay rules may apply. Rates are based on seasonality and may be subject to dynamic pricing. Discounts may apply.

Beach House	Nightly rate	\$190.00	\$172.73	\$17.27	\$190.00	Per night		Market pricing
Getaway Cabin	Nightly rate	\$140.00	\$127.27	\$12.73	\$140.00	Per night		Market pricing
Garden Villa	Nightly rate	\$175.00	\$159.09	\$15.91	\$175.00	Per night		Market pricing
Powered Site	Nightly rate	\$36.00	\$32.73	\$3.27	\$36.00	Per night		Market pricing
Unpowered Site		\$27.00	\$24.55	\$2.45	\$27.00	Per night		Market pricing
Surf Villa	Nightly rate	\$220.00	\$200.00	\$20.00	\$220.00	Per night		Market pricing
Drive through Ensuite Site	Nightly rate	\$58.00	\$52.73	\$5.27	\$58.00	Per night		Market pricing
Ensuite Campsite	Nightly rate	\$55.00	\$50.00	\$5.00	\$55.00	Per night		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22 Fee (incl. GST)	Year 22/23			Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST	Fee (incl. GST)			
Low Season Rates [continued]								
RV / Drive Through Site	Nightly rate	\$48.00	\$43.64	\$4.36	\$48.00	Per night		Market pricing
The Surf House	Nightly rate	\$250.00	\$227.27	\$22.73	\$250.00	Per night		Market pricing

Halifax

Peak Season Rates

These are Peak Season rates. Tariffs quoted are weekend nightly rates, minimum night stay rules may apply. Rates are based on seasonality and may be subject to dynamic pricing. Discounts may apply.

RV / Drive Through Site	Nightly rate	\$94.00	\$85.45	\$8.55	\$94.00	Per night		Market pricing
Unpowered Site		\$58.00	\$52.73	\$5.27	\$58.00	Per night		Market pricing
3 Bedroom Accessible Cabin	Nightly rate	\$410.00	\$372.73	\$37.27	\$410.00	Per night		Market pricing
2 Bedroom Standard Cabin	Nightly rate	\$320.00	\$290.91	\$29.09	\$320.00	Per night		Market pricing
3 Bedroom Premium Cabin	Nightly rate	\$500.00	\$454.55	\$45.45	\$500.00	Per night		Market pricing
4 Bedroom Premium Cabin	Nightly rate	\$630.00	\$572.73	\$57.27	\$630.00	Per night		Market pricing
1 Bedroom Cabin	Nightly rate	\$260.00	\$236.36	\$23.64	\$260.00	Per night		Market pricing
Powered Site	Nightly rate	\$83.00	\$75.45	\$7.55	\$83.00	Per night		Market pricing
3 Bedroom House	Nightly rate	\$470.00	\$427.27	\$42.73	\$470.00	Per night		Market pricing
2 Bedroom Family Cabin	Nightly rate	\$350.00	\$318.18	\$31.82	\$350.00	Per night		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Peak Season Rates [continued]

Ensuite Van Site	Nightly rate	\$104.00	\$94.55	\$9.45	\$104.00	Per night		Market pricing
Large Motor Home Site	Nightly rate	\$94.00	\$85.45	\$8.55	\$94.00	Per night		Market pricing

High Shoulder Rates

These are High Shoulder rates. Tariffs quoted are weekend nightly rates, minimum night stay rules may apply. Rates are based on seasonality and may be subject to dynamic pricing. Discounts may apply.

RV / Drive Through Site	Nightly rate	\$75.00	\$68.18	\$6.82	\$75.00	Per night		Market pricing
Unpowered Site		\$46.00	\$41.82	\$4.18	\$46.00	Per night		Market pricing
3 Bedroom Accessible Cabin	Nightly rate	\$330.00	\$300.00	\$30.00	\$330.00	Per night		Market pricing
2 Bedroom Standard Cabin	Nightly rate	\$270.00	\$245.45	\$24.55	\$270.00	Per night		Market pricing
3 Bedroom Premium Cabin	Nightly rate	\$400.00	\$363.64	\$36.36	\$400.00	Per night		Market pricing
Beach Villa – 4 Bedroom	Nightly rate	\$480.00	\$436.36	\$43.64	\$480.00	Per night		Market pricing
1 Bedroom Cabin	Nightly rate	\$230.00	\$209.09	\$20.91	\$230.00	Per night		Market pricing
Powered Site	Nightly rate	\$66.00	\$60.00	\$6.00	\$66.00	Per night		Market pricing
3 Bedroom House	Nightly rate	\$400.00	\$363.64	\$36.36	\$400.00	Per night		Market pricing
2 Bedroom Family Cabin	Nightly rate	\$275.00	\$250.00	\$25.00	\$275.00	Per night		Market pricing
Ensuite Van Site	Nightly rate	\$89.00	\$80.91	\$8.09	\$89.00	Per night		Market pricing
Large Motor Home Site	Nightly rate	\$75.00	\$68.18	\$6.82	\$75.00	Per night		Market pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22 Fee (incl. GST)	Year 22/23			Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST	Fee (incl. GST)			

Shoulder Season Rates

These are Shoulder Season rates. Tariffs quoted are weekend nightly rates, minimum night stay rules may apply. Rates are based on seasonality and may be subject to dynamic pricing. Discounts may apply.

RV / Drive Through Site	Nightly rate	\$63.00	\$57.27	\$5.73	\$63.00	Per night	Market pricing
Unpowered Site		\$35.00	\$31.82	\$3.18	\$35.00	Per night	Market pricing
3 Bedroom Accessible Cabin	Nightly rate	\$275.00	\$250.00	\$25.00	\$275.00	Per night	Market pricing
2 Bedroom Standard Cabin	Nightly rate	\$230.00	\$209.09	\$20.91	\$230.00	Per night	Market pricing
3 Bedroom Premium Cabin	Nightly rate	\$350.00	\$318.18	\$31.82	\$350.00	Per night	Market pricing
Beach Villa – 4 Bedroom	Nightly rate	\$385.00	\$350.00	\$35.00	\$385.00	Per night	Market pricing
1 Bedroom Cabin	Nightly rate	\$199.00	\$180.91	\$18.09	\$199.00	Per night	Market pricing
Powered Site	Nightly rate	\$49.00	\$44.55	\$4.46	\$49.00	Per night	Market pricing
3 Bedroom House	Nightly rate	\$350.00	\$318.18	\$31.82	\$350.00	Per night	Market pricing
2 Bedroom Family Cabin	Nightly rate	\$250.00	\$227.27	\$22.73	\$250.00	Per night	Market pricing
Ensuite Van Site	Nightly rate	\$78.00	\$70.91	\$7.09	\$78.00	Per night	Market pricing
Large Motor Home Site	Nightly rate	\$63.00	\$57.27	\$5.73	\$63.00	Per night	Market pricing

Low Season Rates

These are Low Season rates. Tariffs quoted are weekend nightly rates, minimum night stay rules may apply. Rates are based on seasonality and may be subject to dynamic pricing. Discounts may apply.

RV / Drive Through Site	Nightly rate	\$48.00	\$43.64	\$4.36	\$48.00	Per night	Market pricing
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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22 Fee (incl. GST)	Year 22/23			Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST	Fee (incl. GST)			
Low Season Rates [continued]								
Unpowered Site		\$27.00	\$24.55	\$2.45	\$27.00	Per night		Market pricing
3 Bedroom Accessible Cabin	Nightly rate	\$205.00	\$186.36	\$18.64	\$205.00	Per night		Market pricing
2 Bedroom Standard Cabin	Nightly rate	\$155.00	\$140.91	\$14.09	\$155.00	Per night		Market pricing
3 Bedroom Premium Cabin	Nightly rate	\$220.00	\$200.00	\$20.00	\$220.00	Per night		Market pricing
Beach Villa – 4 Bedroom	Nightly rate	\$310.00	\$281.82	\$28.18	\$310.00	Per night		Market pricing
1 Bedroom Cabin	Nightly rate	\$140.00	\$127.27	\$12.73	\$140.00	Per night		Market pricing
Powered Site	Nightly rate	\$36.00	\$32.73	\$3.27	\$36.00	Per night		Market pricing
3 Bedroom House	Nightly rate	\$220.00	\$200.00	\$20.00	\$220.00	Per night		Market pricing
2 Bedroom Family Cabin	Nightly rate	\$170.00	\$154.55	\$15.45	\$170.00	Per night		Market pricing
Ensuite Van Site	Nightly rate	\$55.00	\$50.00	\$5.00	\$55.00	Per night		Market pricing
Large Motor Home Site	Nightly rate	\$48.00	\$43.64	\$4.36	\$48.00	Per night		Market pricing

Shoal Bay – Conference Room Hire (Excludes Weddings)

Advanced bookings for next financial year may be subject to increase

Additional Adults	Per person added to full day/half day standard package rate	\$10.00	\$9.09	\$0.91	\$10.00	Per person		Market pricing
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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Advanced bookings for next financial year may be subject to increase [continued]

Premium Event Hire Package	Hire between 9am-9pm / 12 hour booking maximum – excludes public holidays Flat rate includes cleaning costs, audio visual equipment, tea and coffee and static security guard, package for up to 20 people – additional costs apply thereafter	\$495.00	\$450.00	\$45.00	\$495.00			Market pricing
Standard Daily Catering Package	Includes breakfast, morning tea, afternoon tea, lunch and dinner	\$60.00	\$54.55	\$5.46	\$60.00	Per person		Market pricing
Full Day Package	Hire between 9am-5pm / 8 hour booking maximum Flat rate includes cleaning costs, audio visual equipment and tea and coffee package for up to 20 people – additional costs apply thereafter	\$295.00	\$268.18	\$26.82	\$295.00			Market pricing
Premium Daily Catering Package	Includes breakfast, morning tea, afternoon tea, lunch and dinner	\$75.00	\$68.18	\$6.82	\$75.00	Per person		Market pricing
Catering Delivery Fee	Additional one-off fee	\$40.00	\$36.36	\$3.64	\$40.00	Per group		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			
Advanced bookings for next financial year may be subject to increase [continued]							
Half day package	Hire between 9am-5pm / 4 hour booking maximum Flat rate includes cleaning costs, audio visual equipment and tea and coffee package for up to 20 people – additional costs apply thereafter	\$195.00	\$177.27	\$17.73	\$195.00		Market pricing

Shoal Bay

Peak Season Rates

These are Peak Season rates. Tariffs quoted are weekend nightly rates, minimum night stay rules may apply. Rates are based on seasonality and may be subject to dynamic pricing. Discounts may apply.

2 Bedroom Cabin	Nightly rate	\$320.00	\$290.91	\$29.09	\$320.00	Per night	Market pricing
Ensuite Site	Nightly rate	\$104.00	\$94.55	\$9.45	\$104.00	Per night	Market pricing
2 Bedroom Accessible Cabin	Nightly rate	\$335.00	\$304.55	\$30.45	\$335.00	Per night	Market pricing
2 Bedroom Deluxe Cabin	Nightly rate	\$335.00	\$304.55	\$30.45	\$335.00	Per night	Market pricing
2 Bedroom Family Cabin	Nightly rate	\$320.00	\$290.91	\$29.09	\$320.00	Per night	Market pricing
Powered Site	Nightly rate	\$83.00	\$75.45	\$7.55	\$83.00	Per night	Market pricing
Safari Tent	Nightly rate	\$245.00	\$222.73	\$22.27	\$245.00	Per night	Market pricing
1 Bedroom Cabin	Nightly rate	\$260.00	\$236.36	\$23.64	\$260.00	Per night	Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22 Fee (incl. GST)	Year 22/23			Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST	Fee (incl. GST)			

Peak Season Rates [continued]

Large Motorhome Site	Nightly rate	\$94.00	\$85.45	\$8.55	\$94.00	Per night		Market pricing
4 Bedroom Beach House	Nightly rate	\$470.00	\$427.27	\$42.73	\$470.00	Per night		Market pricing

High Shoulder Rates

These are High Shoulder rates. Tariffs quoted are weekend nightly rates, minimum night stay rules may apply. Rates are based on seasonality and may be subject to dynamic pricing. Discounts may apply.

2 Bedroom Cabin	Nightly rate	\$270.00	\$245.45	\$24.55	\$270.00	Per night		Market pricing
Ensuite Site	Nightly rate	\$89.00	\$80.91	\$8.09	\$89.00	Per night		Market pricing
2 Bedroom Accessible Cabin	Nightly rate	\$280.00	\$254.55	\$25.45	\$280.00	Per night		Market pricing
2 Bedroom Deluxe Cabin	Nightly rate	\$280.00	\$254.55	\$25.45	\$280.00	Per night		Market pricing
2 Bedroom Family Cabin	Nightly rate	\$270.00	\$245.45	\$24.55	\$270.00	Per night		Market pricing
Powered Site	Nightly rate	\$66.00	\$60.00	\$6.00	\$66.00	Per night		Market pricing
Safari Tent	Nightly rate	\$205.00	\$186.36	\$18.64	\$205.00	Per night		Market pricing
1 Bedroom Cabin	Nightly rate	\$220.00	\$200.00	\$20.00	\$220.00	Per night		Market pricing
Large Motorhome Site	Nightly rate	\$75.00	\$68.18	\$6.82	\$75.00	Per night		Market pricing
4 Bedroom Beach House	Nightly rate	\$405.00	\$368.18	\$36.82	\$405.00	Per night		Market pricing

Shoulder Season Rates

These are Shoulder Season rates. Tariffs quoted are weekend nightly rates, minimum night stay rules may apply. Rates are based on seasonality and may be subject to dynamic pricing. Discounts may apply.

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Shoulder Season Rates [continued]

2 Bedroom Cabin	Nightly rate	\$230.00	\$209.09	\$20.91	\$230.00	Per night	Market pricing
Ensuite Site	Nightly rate	\$78.00	\$70.91	\$7.09	\$78.00	Per night	Market pricing
2 Bedroom Accessible Cabin	Nightly rate	\$240.00	\$218.18	\$21.82	\$240.00	Per night	Market pricing
2 Bedroom Deluxe Cabin	Nightly rate	\$240.00	\$218.18	\$21.82	\$240.00	Per night	Market pricing
2 Bedroom Family Cabin	Nightly rate	\$230.00	\$209.09	\$20.91	\$230.00	Per night	Market pricing
Powered Site	Nightly rate	\$49.00	\$44.55	\$4.46	\$49.00	Per night	Market pricing
Safari Tent	Nightly rate	\$180.00	\$163.64	\$16.36	\$180.00	Per night	Market pricing
1 Bedroom Cabin	Nightly rate	\$199.00	\$180.91	\$18.09	\$199.00	Per night	Market pricing
Large Motorhome Site	Nightly rate	\$63.00	\$57.27	\$5.73	\$63.00	Per night	Market pricing
4 Bedroom Beach House	Nightly rate	\$350.00	\$318.18	\$31.82	\$350.00	Per night	Market pricing

Low Season Rates

These are Low Season rates. Tariffs quoted are weekend nightly rates, minimum night stay rules may apply. Rates are based on seasonality and may be subject to dynamic pricing. Discounts may apply.

2 Bedroom Cabin	Nightly rate	\$155.00	\$140.91	\$14.09	\$155.00	Per night	Market pricing
Ensuite Site	Nightly rate	\$55.00	\$50.00	\$5.00	\$55.00	Per night	Market pricing
2 Bedroom Accessible Cabin	Nightly rate	\$165.00	\$150.00	\$15.00	\$165.00	Per night	Market pricing
2 Bedroom Deluxe Cabin	Nightly rate	\$165.00	\$150.00	\$15.00	\$165.00	Per night	Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22 Fee (incl. GST)	Year 22/23			Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST	Fee (incl. GST)			

Low Season Rates [continued]

2 Bedroom Family Cabin	Nightly rate	\$155.00	\$140.91	\$14.09	\$155.00	Per night		Market pricing
Powered Site	Nightly rate	\$36.00	\$32.73	\$3.27	\$36.00	Per night		Market pricing
Safari Tent	Nightly rate	\$130.00	\$118.18	\$11.82	\$130.00	Per night		Market pricing
1 Bedroom Cabin	Nightly rate	\$140.00	\$127.27	\$12.73	\$140.00	Per night		Market pricing
Large Motorhome Site	Nightly rate	\$48.00	\$43.64	\$4.36	\$48.00	Per night		Market pricing
4 Bedroom Beach House	Nightly rate	\$245.00	\$222.73	\$22.27	\$245.00	Per night		Market pricing

Port Stephens Koala Sanctuary

Koala Sanctuary Annual Pass - Adult (14 years+)		\$80.00	\$72.73	\$7.27	\$80.00			Full cost pricing
Koala Sanctuary Annual Pass - Child (4 - 13 years)		\$45.00	\$40.91	\$4.09	\$45.00			Full cost pricing
Koala Sanctuary Single Pass - Adult (14 years+)		\$20.00	\$18.18	\$1.82	\$20.00			Full cost pricing
Koala Sanctuary Single Pass - Child (4 - 13 years)		\$11.00	\$10.00	\$1.00	\$11.00			Full cost pricing
Koala Sanctuary Single Pass - Concession (60 years+)		\$14.00	\$12.73	\$1.27	\$14.00			Full cost pricing
Koala Sanctuary Single Pass - Family	Fee for entry into Koala Sanctuary Fee for one visit in one day for one family - 2 adults + 2 children (4 - 13 years)	\$60.01	\$54.55	\$5.46	\$60.01			Full cost pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Peak Season Rates

These are Peak Season rates. Tariffs quoted are weekend nightly rates, minimum night stay rules may apply. Rates are based on seasonality and may be subject to dynamic pricing. Discounts may apply.

Deluxe Glamping	Twin/Double Share Includes: Overnight accommodation in a Deluxe Glamping tent with ensuite and lux furnishings Welcome Hamper on Arrival x 1 In Tent Continental Breakfast Ingredients x 2 Unlimited entry in Koala Sanctuary x 2 persons Guided Sanctuary Tour x 2 Koala Feeding Encounter x 2	\$480.00	\$436.36	\$43.64	\$480.00			Market pricing
Deluxe Glamping	Twin/Double Share Includes: 2 nights accommodation in a Deluxe Glamping tent with ensuite and lux furnishings Welcome Hamper on Arrival x 1 In Tent Continental Breakfast Ingredients x 2 mornings Unlimited entry in Koala Sanctuary x 2 days p/person Guided Sanctuary Tour x 1 Koala Feeding Encounter x 2	\$775.00	\$704.55	\$70.45	\$775.00			Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Extra Night	Twin/Double Share Includes: Overnight accommodation in a Deluxe Glamping tent with ensuite and lux furnishings In Tent Continental Breakfast Ingredients x 2	\$325.00	\$295.45	\$29.55	\$325.00	Per 2 persons		Market pricing
Deluxe Glamping Package	Additional Adult - 14yrs+	\$137.00	\$124.55	\$12.45	\$137.00	Per person		Market pricing
Deluxe Glamping Package	Additional Child - 4-13yrs	\$80.00	\$72.73	\$7.27	\$80.00	Per person		Market pricing
One Bedroom Deluxe Suite / One Bedroom Suite / Deluxe Studio Room Package	Additional Adult - 14yrs+	\$115.00	\$104.55	\$10.45	\$115.00	Per person		Market pricing
One Bedroom Deluxe Suite / One Bedroom Suite / Deluxe Studio Room Package	Additional Child - 4-13yrs	\$80.00	\$72.73	\$7.27	\$80.00	Per person		Market pricing
1 Bedroom Deluxe Suite	Nightly rate Includes: Overnight accommodation Continental Breakfast Ingredients x 2 Unlimited entry in Koala Sanctuary x 2 persons Guided Sanctuary Tour x 2 Koala Feeding Encounter x 2	\$380.00	\$345.45	\$34.55	\$380.00	Per night		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
1 Bedroom Suite	Nightly rate Includes: Overnight accommodation Continental Breakfast Ingredients x 2 Unlimited entry in Koala Sanctuary x 2 persons Guided Sanctuary Tour x 2 Koala Feeding Encounter x 2	\$345.00	\$313.64	\$31.36	\$345.00	Per night		Market pricing
Deluxe Studio	Nightly rate Includes: Overnight accommodation Continental Breakfast Ingredients x 2 Unlimited entry in Koala Sanctuary x 2 persons Guided Sanctuary Tour x 2 Koala Feeding Encounter x 2	\$325.00	\$295.45	\$29.55	\$325.00	Per night		Market pricing
Behind the Scenes Tour		\$120.00	\$109.09	\$10.91	\$120.00	Per 2 persons		Market pricing
Admission	Adult - 14yrs+ Retail Rates	\$25.00	\$22.73	\$2.27	\$25.00	Per person		Market pricing
Admission	Child - 4-13yrs Retail Rates	\$14.00	\$12.73	\$1.27	\$14.00	Per person		Market pricing
Admission	Senior/Concession - Over 55/Companion Card Holder Retail Rates	\$17.00	\$15.45	\$1.55	\$17.00	Per person		Market pricing
Admission	Family Pass - 2 Adults + 2 Children Retail Rates	\$65.00	\$59.09	\$5.91	\$65.00			Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Peak Season Rates [continued]

Guided Sanctuary Tour	Adult - 14yrs+ Times: 10.30am and 2pm	\$5.00	\$4.55	\$0.45	\$5.00			Market pricing
Guided Sanctuary Tour	Child - 4-13yrs Times: 10.30am and 2pm	\$3.00	\$2.73	\$0.27	\$3.00	Per person		Market pricing
Guided Sanctuary Tour	Senior/Concession - Over 55/Companion Card Holder Times: 10.30am and 2pm	\$3.00	\$2.73	\$0.27	\$3.00	Per person		Market pricing
Inhouse Catering - Breakfast		\$20.00	\$18.18	\$1.82	\$20.00	Per person		Market pricing
Inhouse Catering - BBQ Pack		\$30.00	\$27.27	\$2.73	\$30.00	Per person		Market pricing
Online Booking Fee		\$2.00	\$1.82	\$0.18	\$2.00	Per transaction		Market pricing

High Shoulder Rates

These are High Shoulder rates. Tariffs quoted are weekend nightly rates, minimum night stay rules may apply. Rates are based on seasonality and may be subject to dynamic pricing. Discounts may apply.

Shoulder Season Rates

These are Shoulder Season rates. Tariffs quoted are weekend nightly rates, minimum night stay rules may apply. Rates are based on seasonality and may be subject to dynamic pricing. Discounts may apply.

Low Season Rates

These are Low Season rates. Tariffs quoted are weekend nightly rates, minimum night stay rules may apply. Rates are based on seasonality and may be subject to dynamic pricing. Discounts may apply.

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Thou Walla Sunset Retreat

Peak Season Rates

These are Peak Season rates. Tariffs quoted are weekend nightly rates, minimum night stay rules may apply. Rates are based on seasonality and may be subject to dynamic pricing. Discounts may apply.

1 Bedroom Budget Cabin		\$255.00	\$231.82	\$23.18	\$255.00	Per night	Market pricing
2 Bedroom Seaview Spa Villa	Nightly rate	\$325.00	\$295.45	\$29.55	\$325.00	Per night	Market pricing
2 Bedroom Sunset Villa	Nightly rate	\$325.00	\$295.45	\$29.55	\$325.00	Per night	Market pricing
2 Bedroom Standard/ Parkview Villa	Nightly rate	\$265.00	\$240.91	\$24.09	\$265.00	Per night	Market pricing
2 Bedroom Standard Family Villa	Nightly rate	\$255.00	\$231.82	\$23.18	\$255.00	Per night	Market pricing
Glam Tent	Nightly rate	\$305.00	\$277.27	\$27.73	\$305.00	Per night	Market pricing
Thou Walla House	Nightly rate	\$450.00	\$409.09	\$40.91	\$450.00	Per night	Market pricing
Powered Van Site	Nightly rate	\$83.00	\$75.45	\$7.55	\$83.00	Per night	Market pricing

High Shoulder Rates

These are High Shoulder rates. Tariffs quoted are weekend nightly rates, minimum night stay rules may apply. Rates are based on seasonality and may be subject to dynamic pricing. Discounts may apply.

1 Bedroom Budget Cabin		\$210.00	\$190.91	\$19.09	\$210.00	Per night	Market pricing
2 Bedroom Seaview Spa Villa	Nightly rate	\$270.00	\$245.45	\$24.55	\$270.00	Per night	Market pricing
2 Bedroom Sunset Villa	Nightly rate	\$255.00	\$231.82	\$23.18	\$255.00	Per night	Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22 Fee (incl. GST)	Year 22/23			Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST	Fee (incl. GST)			
High Shoulder Rates [continued]								
2 Bedroom Standard/ Parkview Villa	Nightly rate	\$225.00	\$204.55	\$20.45	\$225.00	Per night		Market pricing
2 Bedroom Standard Family Villa	Nightly rate	\$210.00	\$190.91	\$19.09	\$210.00	Per night		Market pricing
Glam Tent	Nightly rate	\$235.00	\$213.64	\$21.36	\$235.00	Per night		Market pricing
Thou Walla House	Nightly rate	\$370.00	\$336.36	\$33.64	\$370.00	Per night		Market pricing
Powered Van Site	Nightly rate	\$66.00	\$60.00	\$6.00	\$66.00	Per night		Market pricing

Shoulder Season Rates

These are Shoulder Season rates. Tariffs quoted are weekend nightly rates, minimum night stay rules may apply. Rates are based on seasonality and may be subject to dynamic pricing. Discounts may apply.

1 Bedroom Budget Cabin		\$190.00	\$172.73	\$17.27	\$190.00	Per night		Market pricing
2 Bedroom Seavilla Spa Villa	Nightly rate	\$235.00	\$213.64	\$21.36	\$235.00	Per night		Market pricing
2 Bedroom Sunset Villa	Nightly rate	\$230.00	\$209.09	\$20.91	\$230.00	Per night		Market pricing
2 Bedroom Standard/ Parkview Villa	Nightly rate	\$200.00	\$181.82	\$18.18	\$200.00	Per night		Market pricing
2 Bedroom Standard Family Villa	Nightly rate	\$190.00	\$172.73	\$17.27	\$190.00	Per night		Market pricing
Glam Tent	Nightly rate	\$200.00	\$181.82	\$18.18	\$200.00	Per night		Market pricing
Thou Walla House	Nightly rate	\$275.00	\$250.00	\$25.00	\$275.00	Per night		Market pricing
Powered Van Site	Nightly rate	\$49.00	\$44.55	\$4.45	\$49.00	Per night		Market pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Low Season Rates

These are Low Season rates. Tariffs quoted are weekend nightly rates, minimum night stay rules may apply. Rates are based on seasonality and may be subject to dynamic pricing. Discounts may apply.

1 Bedroom Budget Cabin		\$110.00	\$100.00	\$10.00	\$110.00	Per night	Market pricing
2 Bedroom Seaview Spa Villa	Nightly rate	\$160.00	\$145.45	\$14.55	\$160.00	Per night	Market pricing
2 Bedroom Sunset Villa	Nightly rate	\$155.00	\$140.91	\$14.09	\$155.00	Per night	Market pricing
2 Bedroom Standard/ Parkview Villa	Nightly rate	\$140.00	\$127.27	\$12.73	\$140.00	Per night	Market pricing
2 Bedroom Standard Family Villa	Nightly rate	\$130.00	\$118.18	\$11.82	\$130.00	Per night	Market pricing
Glam Tent	Nightly rate	\$150.00	\$136.36	\$13.64	\$150.00	Per night	Market pricing
Thou Walla House	Nightly rate	\$180.00	\$163.64	\$16.36	\$180.00	Per night	Market pricing
Powered Van Site	Nightly rate	\$36.00	\$32.73	\$3.27	\$36.00	Per night	Market pricing

General Services & Ancillary Charges

Administration Fee		\$2.00	\$1.82	\$0.18	\$2.00	Per service	Market pricing
Housekeeping Hourly Fee		\$60.00	\$54.55	\$5.45	\$60.00	Per hour or part thereof	Market pricing
Housekeeping Service Fee		\$35.00	\$31.82	\$3.18	\$35.00	Per service	Market pricing
Casual Showers		\$5.50	\$5.00	\$0.50	\$5.50	Per person	Market pricing
Extension Lead Hire		\$5.50	\$5.00	\$0.50	\$5.50	Per day	Market pricing
Gas			Recommended Retail Price				Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Ice			Recommended Retail Price					Market pricing
Wi-Fi Access			Recommended Retail Price					Market pricing
Lost Key Replacement		\$155.00	\$140.91	\$14.09	\$155.00	Per key		Market pricing
Pet Stay Fee		\$25.00	\$22.73	\$2.27	\$25.00	Per night		Market pricing
Pet Cabin Cleaning		\$125.00	\$113.64	\$11.36	\$125.00	Per service		Market pricing
Re-sanitation Costs	Charge to clean vomit or excreta	\$255.00	\$231.82	\$23.18	\$255.00	Per service		Market pricing
Remote Control Replacement		\$155.00	\$140.91	\$14.09	\$155.00	Per remote device		Market pricing
Use of Barbeques			No charge applies					Free (zero priced)
Washing Machines & Dryers		\$4.00	\$3.64	\$0.36	\$4.00	Per token		Market pricing
Washing Powder		\$2.00	\$1.82	\$0.18	\$2.00	Per sachet		Market pricing
Day Visitors		\$5.00	\$4.55	\$0.45	\$5.00	Per person		Market pricing
Breakfast Packs		\$10.00	\$9.09	\$0.91	\$10.00	Each		Market pricing
Rollaway Single Bed		\$25.00	\$22.73	\$2.27	\$25.00	Per night		Market pricing
Extra Parking Space		\$15.00	\$13.64	\$1.36	\$15.00	Per night		Market pricing
Linen Pack		\$25.00	\$22.73	\$2.27	\$25.00	Per pack provided		Market pricing
Branded Merchandise			Recommended Retail Price					Market pricing
Cafe food and drinks			Prices as displayed on items in store					Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			

General Services & Ancillary Charges [continued]

Souvenirs			Prices as displayed on items in store				Market pricing
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MAXIMUM Nightly Additional Person Charges

Discounts May Apply

Extra person cabin accommodation	Per additional adult	\$25.00	\$22.73	\$2.27	\$25.00	Per night	Market pricing
Extra person cabin accommodation	Per additional child	\$0.00	\$0.00	\$0.00	\$0.00	Per night	Free (zero priced)
Extra person site accommodation	Per additional adult	\$15.00	\$13.64	\$1.36	\$15.00	Per night	Market pricing
Extra person site accommodation	Per additional child	\$10.00	\$9.09	\$0.91	\$10.00	Per night	Market pricing

Late Check Out – Subject to Availability

Cabins	Until 5.00pm		50% of nightly rate				Market pricing
Campsite	Until 5.00pm		50% of nightly rate				Market pricing

Communication & Administration Charges

Photocopying	A4	\$1.00	\$0.91	\$0.09	\$1.00	Per copy	Market pricing
Telephone Charges		Local, STD & International calls charged at 3 times the standard rate					Market pricing
After hours call out fee	After hours call out fee	\$150.00	\$136.36	\$13.64	\$150.00	Per call out	Market pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Security Deposits

Games Room Equipment Loan Deposit		\$10.00	\$10.00	\$0.00	\$10.00			Market pricing
Security Deposit – Family Bathroom Key	Security deposit required when photo ID is not available	\$20.00	\$20.00	\$0.00	\$20.00			Market pricing
Security Deposit – Extension Lead Hire		\$50.00	\$50.00	\$0.00	\$50.00			Market pricing

Accommodation Deposits and Balance Payments

Accommodation Deposit General and Peak	Direct bookings	Deposit is first 1 night tariff for all sites and cabins						Market pricing
Accommodation Balance Payment	Online bookings	Full payment required at time of booking						Market pricing
Accommodation Deposit	Online bookings	Full payment required at time of booking						Market pricing
Accommodation Balance Payment	Direct Bookings – Non peak periods	Full payment required before check-in or at time of booking						Market pricing
Accommodation Deposit – Peak Period Sites	Direct Bookings – Peak Periods Full booking payment required by 30 Nov 2019	\$200.00	\$181.82	\$18.18	\$200.00			Market pricing
Accommodation Balance – Peak Periods	Direct Bookings – peak periods	Full payment due by 30 Nov 2019 for Christmas peak and for other peak periods final payment due 7 days in advance						Market pricing
Amendment Fee	Applies to changes to reservations	\$55.00	\$50.00	\$5.00	\$55.00	Per change		Market pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			

Cancellations

Cancellation Fees – Non Peak Periods	Online and direct bookings – Non Peak Periods (Excluding peak holiday periods – Summer NSW School Holidays, Easter and October Long Weekends)						Market pricing
Cancellation Fees – Christmas Peak Period	Online and direct bookings – (Summer NSW School Holidays, Australia Day Long Weekend, Easter Long Weekend, Labour Day Long Weekend)						Market pricing

Group Bookings

Groups Bookings Deposit				20% Deposit paid within 7 days of reservations			Market pricing
Groups Bookings Final Payment				Full payment due 28 days prior to arrival			Market pricing
Group Bookings Cancellation				Cancellations received more than 28 days before arrival, deposit is non refundable. Cancellations received within 7-28 days prior to arrival will incur a cancellation fee of 50% of the total accommodation booking Cancellations received within 7 days may be charged 100% of total accommodation booking			Market pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Extreme/Unsatisfactory Guest Experience

Guest partial refund due to unsatisfactory experience	Variable value based on the nature of the occurrence.		Up to 50% refund per night or remaining stay pending occurrence					Market pricing
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Wedding Packages

Available on Application

Holiday Van Occupancy Fees

Electricity account administration	Charged quarterly with each electricity meter reading	\$6.00	\$5.45	\$0.55	\$6.00	Per quarter		Market pricing
Holiday Van Site A (Fingal Bay Only)	Monthly occupancy fee up to 150 nights	\$520.00	\$472.73	\$47.27	\$520.00			Market pricing
Holiday Van Site B (Halifax, Fingal Bay & Shoal Bay)	Monthly occupancy fee up to 150 nights	\$510.00	\$463.64	\$46.36	\$510.00			Market pricing
Holiday Van Site Electricity Usage			Metered electricity usage charged quarterly based on latest retail tariffs of the local area energy retailer					Market pricing
Electricity Service Availability Charge			Calculated per day for 150 days of the year; based on the latest retail tariffs of the local area energy retailer; charged quarterly					Market pricing

Holiday Van Administration

BPay Transaction Fee		\$0.52	\$0.52	\$0.00	\$0.52			Market pricing
Direct Debit Dishonour Fee		\$25.00	\$25.00	\$0.00	\$25.00			Market pricing
Site Fees Late Payment Fee	Payable if not direct deposit	\$25.00	\$22.73	\$2.27	\$25.00			Market pricing
Holiday Van Annual Agreement	Preparation Charge	\$12.50	\$11.36	\$1.14	\$12.50			Market pricing
Holiday Van Annual Agreement Postal Charge	Postal Charge	\$6.50	\$5.91	\$0.59	\$6.50			Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Holiday Van Administration [continued]								
Holiday Van Annual Agreement Sale/ Transfer of Ownership Fee	Fee payable by owner on submission of sales application form as part of the sales process Includes a \$165 Holiday Van independent valuation based on a group discount	\$460.00	\$418.18	\$41.82	\$460.00			Market pricing
Holiday Van Individual Valuation Surcharge	Fee payable by owner on submission of sales application form as part of the sales process To be paid on top of Holiday Van Agreement Sales Fee if an individual valuation is required	\$230.00	\$209.09	\$20.91	\$230.00			Market pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Recreation & Leisure Services

Aquatic Centres – Lakeside Leisure Centre

General Admission

Multiple Visits

Multi Visit Pass – Single Adult 20 Visit Pass	Six month expiry term, 20 visits for price of 18 visits	\$110.00	\$103.00	\$10.30	\$113.30	Per 20 visits	Market pricing
Multi Visit Pass - Concession 20 Visit Pass	Six month expiry term, 20 visits for price of 18 visits (Concession card holders - including Veterans, Pension, Health Care Card, Student and Disability)	\$87.50	\$82.00	\$8.20	\$90.20	Per 20 visits	Market pricing

Single Visit

Entry – Adult	Casual Entry for adult or persons 12 years and older	\$6.00	\$5.64	\$0.56	\$6.20	Per visit	Market pricing
Entry - Child	Casual entry for children 4 - 11 years	\$5.00	\$4.73	\$0.47	\$5.20	Per visit	Market pricing
Entry – Concession	Casual entry for Concession card holders, including - Veterans, Pension, Health Care Card, Student and Disability	\$5.00	\$4.73	\$0.47	\$5.20	Per visit	Market pricing
Entry - Companion/Carers	Casual Entry for Companion Card Holders	\$0.00	\$0.00	\$0.00	\$0.00	Per visit	Free (zero priced)

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Single Visit [continued]

Entry – Child 3 years and under	Must be accompanied by a fee paying adult	\$0.00	\$0.00	\$0.00	\$0.00	Per visit		Free (zero priced)
Entry – Family (Day Pass)	Family is defined as members of family on a Medicare card or proof of residence at the same address	\$21.50	\$20.18	\$2.02	\$22.20	Per visit		Market pricing
Entry – School Student	Student participating in school program regardless of membership status	\$4.40	\$4.09	\$0.41	\$4.50	Per visit		Market pricing
Entry – Spectator	For persons attending centre but not entering water or participating in programs/activities	\$3.60	\$3.36	\$0.34	\$3.70	Per visit		Market pricing

Membership

Membership Administration Fee	Once only – Upon joining, relates to all membership other than GOswim	\$33.20	\$31.09	\$3.11	\$34.20	Once only		Market pricing
Port Stephens Pool Membership – Family	Entry across all three sites. Family is defined as members of family on a Medicare card or proof of residence at the same address Weekly Direct Debit amount	\$23.00	\$21.55	\$2.15	\$23.70	Per week		Market pricing
Port Stephens Pool Membership – Adult Single	Pool entry across all three sites Weekly Direct Debit amount	\$14.00	\$13.09	\$1.31	\$14.40	Per week		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Pool Membership – Family	Weekly Direct Debit amount. Family is defined as members of family on a Medicare card or proof of residence at the same address	\$17.30	\$16.18	\$1.62	\$17.80	Per week		Market pricing
Pool Membership – Family (per 12 months)	Upfront payment. Family is defined as members of a family on a Medicare card or proof of residence at the same address	\$734.00	\$687.27	\$68.73	\$756.00	Per year		Market pricing
Pool Membership – Family (per 6 months)	Upfront payment. Family defined as members of a family on a medicare card or proof of residence at the same address	\$500.00	\$468.18	\$46.82	\$515.00	Per 6 months		Market pricing
Pool Membership – Adult Single (per week)	Weekly Direct Debit amount	\$12.20	\$11.45	\$1.15	\$12.60	Per week		Market pricing
Pool membership - Corporate Discount - Single	Corporate membership discount applicable to pool membership - adult single weekly direct debit		Corporate Single Direct Debit discount 5% (10+ Employees) Corporate Single Direct Debit discount 10% (500+ Employees) Corporate Single Direct Debit discount 15% (1000+ Employees) Corporate Single Direct Debit discount 20% (5000+ Employees)			Per week		
Pool Membership – Adult Single (per 12 months)	Upfront payment	\$525.00	\$491.64	\$49.16	\$540.80	Per year		Market pricing
Aqua Fitness Membership - Adult Single (includes pool entry)	Weekly Direct Debit Amount	\$22.00	\$20.64	\$2.06	\$22.70	Per week		Market pricing
Pool Membership – Adult Single (per 6 months)	Upfront payment	\$304.00	\$284.55	\$28.45	\$313.00	Per 6 months		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Pool Membership – Concession Single (per 12 months)	Upfront payment (Concession card holders - including Veterans, Pension, Health Care Card, Student, Disability)	\$410.00	\$383.91	\$38.39	\$422.30	Per year		Market pricing
Pool Membership – Concession Single (per 6 months)	Upfront payment (Concession card holders - including Veterans, Pension, Health Care Card, Student, Disability).	\$224.00	\$209.73	\$20.97	\$230.70	Per 6 months		Market pricing
Pool Membership – Concession Single (per week)	Weekly Direct Debit amount (Concession card holders - including Veterans, Pension, Health Care Card, Student, Disability).	\$11.20	\$10.45	\$1.05	\$11.50	Per week		Market pricing
Aqua Fitness Membership - Concession Single (includes pool entry)	Weekly Direct Debit Amount (Concession card holders - including Veterans, Pension, Health Care Card, Student, Disability).	\$17.50	\$16.36	\$1.64	\$18.00	Per week		Market pricing
Suspension Fee for Members and Swim Memberships	Throughout term, a per week charge.	\$5.00	\$4.73	\$0.47	\$5.20	Per week		Market pricing
Rejection Fee for Direct Debit Accounts	Dishonour Fee	\$10.00	\$9.36	\$0.94	\$10.30	Per occurrence		Market pricing

Programs

Aqua Fitness

Aqua Fitness – Adult Single Entry	Includes pool entry	\$15.20	\$14.27	\$1.43	\$15.70	Per session		Market pricing
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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Aqua Fitness [continued]								
Aqua Fitness – Concession Single Entry	Includes pool entry (Concession card holders - including Veterans, Pension, Health Care Card, Student, Disability).	\$14.20	\$13.27	\$1.33	\$14.60	Per session		Market pricing
Aqua Fitness – Multi Visit Pass Adult Single (10 visits)	Multi Visit Pass, includes access to pool, 10 visits for price of 9. Six month expiry.	\$140.00	\$131.09	\$13.11	\$144.20	Per 10 sessions		Market pricing
Aqua Fitness – Multi Visit Pass Concession Single (10 visits)	Multi Visit Pass includes pool entry. 10 visits for price of 9 – (Concession card holders - including Veterans, Pension, Health Care Card, Student, Disability).	\$122.00	\$114.27	\$11.43	\$125.70	Per 10 sessions		Market pricing
Aquatic Education								
Swimming Lesson – Children with disabilities – Group Lesson	Includes pool entry. Free entry to non-swimming family members/carer supervising or watching swimming lesson	\$15.50	\$16.00	\$0.00	\$16.00	Per lesson		Market pricing
Swimming Lesson – Private Lesson – Adult - 30 minute lesson	Includes pool entry. Free entry to non-swimming family members/carer supervising or watching swimming lesson	\$35.00	\$55.00	\$0.00	\$55.00	Per lesson		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Aquatic Education [continued]								
Swimming Lessons – 1st child (Group lesson)	Includes pool entry. Free entry to non-swimming family members/carer supervising or watching swimming lesson. Subsequent children after 2nd child to receive 10% discount	\$16.50	\$17.00	\$0.00	\$17.00	Per lesson		Market pricing
Swimming Lessons – Private lesson – Child - 15 minutes	Includes pool entry. Free entry to non-swimming family members/carer supervising or watching swimming lesson	\$35.00	\$36.00	\$0.00	\$36.00	Per lesson		Market pricing
Swimming Lesson - School	Includes pool entry	\$0.00	\$8.00	\$0.00	\$8.00	Per lesson		
Administration Fee - Go Swim Program Once Only	Administration Fee – Standard charge across all Goswim memberships. Once only upon joining	\$20.00	\$18.18	\$1.82	\$20.00	Once only		Market pricing
Squad Activities								
Squad – Weekly Direct Debit – - Bronze/Development 1-2 sessions per week incl. membership		\$25.50	\$23.91	\$2.39	\$26.30	Per week		Market pricing
Squad – Weekly Direct Debit – Bronze 3 - sessions per week incl. membership		\$31.50	\$29.55	\$2.95	\$32.50	Per week		Market pricing
Squad – Weekly Direct Debit – Silver 4 sessions per week incl. membership		\$34.50	\$32.36	\$3.24	\$35.60	Per week		Market pricing
Squad – Weekly Direct Debit – Silver/Gold Adult 5-10 sessions per week incl. membership		\$38.00	\$35.64	\$3.56	\$39.20	Per week		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Family Membership + Squad Program	Family access to squad program and pool at all PS sites. Family is defined as members of family on a medicare card or proof of residence at the same address.	\$55.60	\$52.09	\$5.21	\$57.30	Per week		Market pricing
Casual squad		\$16.00	\$15.00	\$1.50	\$16.50	Per session		Market pricing

Squad Activities [continued]

Special

Lane Hire		\$32.00	\$30.00	\$3.00	\$33.00	Per lane per hour (or part thereof)		Market pricing
Visitor 7 day Pass - Single	7 day pass from date of purchase, offered December/January Only upfront payment	\$33.00	\$30.91	\$3.09	\$34.00	Per week		Market pricing
Visitor 7 day Pass - Family	7 day pass from date of purchase, offered December/January Only upfront payment. Family is defined as members of family on a medicare card or proof of residence at the same address.	\$130.50	\$122.18	\$12.22	\$134.40	Per week		Market pricing
Pool Hire Fee 50m	Entire 50m pool - per hour	\$250.00	\$234.09	\$23.41	\$257.50	Per Hour		Market pricing
Pool Hire Fee Leisure Pool	Entire Leisure Pool - Per hour	\$200.00	\$187.27	\$18.73	\$206.00	Per Hour		
Pool Parties Per Child	Minimum 10 children, includes party host & food	\$23.50	\$22.00	\$2.20	\$24.20	Per child		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22 Fee (incl. GST)	Year 22/23			Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST	Fee (incl. GST)			
Special [continued]								
Pool Hire Cancellation Fee	Cancellation Fee	\$162.00	\$151.82	\$15.18	\$167.00	Per cancellation		Market pricing
Swim Lessons Holiday Intensive	Holiday Fast Track Program Casual Per Session Upfront Payment	\$17.00	\$17.50	\$0.00	\$17.50	Per lesson		Market pricing
Hydro Functional Kickstarter Pass	6 Week Membership	\$0.00	\$56.36	\$5.64	\$62.00			Market pricing
Pool Inflatable Hire	\$100 per hours, min 3 hours	\$0.00	\$272.73	\$27.27	\$300.00			Market pricing

Aquatic Centres – Tilligerry Aquatic Centre

General Admission

Multiple Visits

Multi Visit Pass – Adult Single 20 visits	Six month expiry term, 20 visits for price of 18 visits	\$94.00	\$88.00	\$8.80	\$96.80	Per 20 visits		Market pricing
Multi Visit Pass - Concession Single 20 Visits	Six month expiry term, 20 visits for price of 18 visits. (Concession Card Holders- including Veterans, Pension, Health Care Card, Student, Disability)	\$72.00	\$67.45	\$6.75	\$74.20	Per 20 Visits		Market pricing

Single Visit

Entry – Adult	Casual Entry for adult or persons 12 years and older	\$5.00	\$4.73	\$0.47	\$5.20	Per visit		Market pricing
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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Single Visit [continued]								
Entry - Child	Casual Entry for children 4-11 years	\$5.00	\$4.73	\$0.47	\$5.20	Per visit		Market pricing
Entry – Child 3 years and under	Must be accompanied by a fee paying adult	\$0.00	\$0.00	\$0.00	\$0.00	Per visit		Free (zero priced)
Entry – Concession (Concession Card Holders)	Concession Card Holders-including Veterans, Pension, Health Care Card, Student, Disability	\$4.00	\$3.82	\$0.38	\$4.20	Per visit		Market pricing
Entry - Companion/Carers	Casual Entry for Companion Card Holders	\$0.00	\$0.00	\$0.00	\$0.00			Free (zero priced)
Entry – Family (Day Pass)	Family is defined as members of family on a Medicare card or proof of residence at the same address	\$20.00	\$18.73	\$1.87	\$20.60	Per visit		Market pricing
Entry – School Student	Student participating in school program regardless of status	\$4.00	\$3.82	\$0.38	\$4.20	Per visit		Market pricing
Entry – Spectator	For persons attending centre but not entering water or participating in programs or activities	\$3.30	\$3.09	\$0.31	\$3.40	Per visit		Market pricing
Membership								
Membership Administration Fee	Once only – Upon joining, relates to all membership other than SAWS	\$33.20	\$31.09	\$3.11	\$34.20	Once only		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Pool membership - Family (12 months)	Upfront payment. Family is defined as members of family on a Medicare card or proof of residence at the same address	\$700.00	\$655.45	\$65.55	\$721.00	Per year		Market pricing
Pool Membership – Family (6 months)	Upfront payment. Family is defined as members of family on a Medicare card or proof of residence at the same address	\$390.00	\$365.18	\$36.52	\$401.70	Per 6 months		Market pricing
Pool Membership – Family (per week)	Weekly Direct Debit amount. Family is defined as members of family on a Medicare card or proof of residence at the same address	\$13.20	\$12.36	\$1.24	\$13.60	Per week		Market pricing
Pool Membership – Adult Single (per week)	Weekly Direct Debit amount	\$8.20	\$7.73	\$0.77	\$8.50	Per week		Market pricing
Pool membership – Corporate Discount – Single	Corporate membership discount applicable to pool membership - adult single weekly direct debit		Corporate Single Direct Debit discount 5% (10+ Employees) Corporate Single Direct Debit discount 10% (500+ Employees) Corporate Single Direct Debit discount 15% (1000+ Employees) Corporate Single Direct Debit discount 20% (5000+ Employees)			Per week		Market pricing
Pool Membership – Adult Single (12 months)	Upfront payment	\$354.00	\$331.45	\$33.15	\$364.60	Per year		Market pricing
Pool Membership – Adult Single (6 months)	Upfront payment	\$203.50	\$190.55	\$19.05	\$209.60	Per 6 months		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Pool Membership - Concession Single Direct Debit	Weekly direct debit amount (Concession Card Holders-including Veterans, Pension, Health Care Card, Student, Disability)	\$5.20	\$4.91	\$0.49	\$5.40	Per week		Market pricing
Pool Membership - Concession 6 month	Upfront payment. (Concession Card Holders-including Veterans, Pension, Health Care Card, Student, Disability)	\$174.00	\$162.91	\$16.29	\$179.20	Per 6 months		Market pricing
Pool Membership – Concession Single 12 months	Upfront payment. (Concession Card Holders-including Veterans, Pension, Health Care Card, Student, Disability)	\$288.00	\$269.64	\$26.96	\$296.60	Per year		Market pricing
Aqua fitness membership concession - Single includes pool entry	Weekly direct debit amount. (Concession Card Holders-including Veterans, Pension, Health Care Card, Student, Disability)	\$16.50	\$15.45	\$1.55	\$17.00	Per week		Market pricing
Aqua fitness membership - Adult single includes pool entry	Weekly direct debit amount	\$20.50	\$19.09	\$1.91	\$21.00	Per week		Market pricing
Suspension Fee for Members and Swim Memberships	Throughout term, a per week charge.	\$5.00	\$4.73	\$0.47	\$5.20	Per week		Market pricing
Rejection Fee for Direct Debit Accounts	Dishonour Fee	\$10.00	\$10.30	\$0.00	\$10.30	Per occurrence		Market pricing

Membership [continued]

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Programs								
Aqua Fitness								
Aqua Fitness – Multi visit pass adult single (10 visits)	10 visits for the price of 9 visits (includes pool entry)	\$131.20	\$122.91	\$12.29	\$135.20	Per 10 sessions		Market pricing
Aqua Fitness – Multi visit pass concession single (10 visits)	10 visits for the price of 9 visits (includes pool entry) – Concession Card Holders-including Veterans, Pension, Health Care Card, Student, Disability	\$111.00	\$103.00	\$10.30	\$113.30	Per 10 sessions		Market pricing
Aqua Fitness – Single Adult entry	Includes pool entry	\$15.20	\$14.27	\$1.43	\$15.70	Per session		Market pricing
Aqua Fitness – Concession Single entry	Includes pool entry. (Concession Card Holders-including Veterans, Pension, Health Care Card, Student, Disability)	\$14.20	\$13.27	\$1.33	\$14.60	Per session		Market pricing
Port Stephens Pool Membership – Family – Direct Debit	Weekly direct debit amount. Pool Entry across all 3 sites – Family is defined as members of family on a Medicare card or proof of residence at the same address	\$23.00	\$21.55	\$2.15	\$23.70	Per week		Market pricing
Port Stephens Pool Membership – Adult Single– Direct Debit	Weekly direct debit amount. Pool Entry across all 3 sites – Reciprocal rights	\$14.00	\$13.09	\$1.31	\$14.40	Per week		Market pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Aquatic Education								
Swimming Lesson – Children with disabilities – Group Lesson	Includes pool entry – Free entry to non-swimming family members/carer supervising or watching swimming lesson	\$15.50	\$16.00	\$0.00	\$16.00	Per lesson		Market pricing
Swimming Lesson – Private Lesson – Adult - 30 minute lesson	Includes pool entry – Free entry to non-swimming family members/carer supervising or watching swimming lesson	\$35.00	\$55.00	\$0.00	\$55.00	Per lesson		Market pricing
Swimming Lessons – 1st child (Group lesson)	Includes pool entry – Free entry to non-swimming family members/carer supervising or watching swimming lesson. Subsequent children from 2nd child in family to receive 10% discount	\$16.50	\$17.00	\$0.00	\$17.00	Per lesson		Market pricing
Swimming Lessons – Private lesson – Child 15 minutes	Includes pool entry – Free entry to non-swimming family members supervising or watching swimming lesson	\$35.00	\$36.00	\$0.00	\$36.00	Per lesson		Market pricing
Swimming Lesson - School	Includes pool entry	\$0.00	\$8.00	\$0.00	\$8.00	Per lesson		Market pricing
Administration Fee – GOswim Program Once Only	Administration Fee - Once Only	\$20.00	\$18.18	\$1.82	\$20.00	Once only		Market pricing
Squad Activities								
Squad – Weekly Direct Debit – Bronze/Development 1-2 sessions per week incl. membership		\$25.50	\$23.91	\$2.39	\$26.30	Per week		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Squad Activities [continued]

Squad – Weekly Direct Debit – Bronze 3-5 sessions per week incl.membership		\$31.50	\$29.55	\$2.95	\$32.50	Per week		Market pricing
Squad – Weekly Direct Debit – Silver/Gold Adult 5-10 sessions per week incl.membership		\$38.00	\$35.64	\$3.56	\$39.20	Per week		Market pricing
Squad – Weekly Direct Debit – Silver 1-4 sessions per week incl.membership		\$34.50	\$32.36	\$3.24	\$35.60	Per week		Market pricing
Casual squad		\$16.00	\$15.00	\$1.50	\$16.50	Per session		Market pricing
Family Membership + Squad Program	Family access to squad program and pool at all PS sites. Family is defined as members of family on a Medicare card or proof of residence at the same address	\$55.50	\$52.14	\$5.21	\$57.35	Per week		Market pricing

Special

Lane Hire		\$32.00	\$30.00	\$3.00	\$33.00	Per lane per hour		Market pricing
Visitor 7 day Pass – Single	7 day pass from date of purchase, offered December/January Only upfront payment	\$33.00	\$30.91	\$3.09	\$34.00	Per person		Market pricing
Visitor 7 day Pass – Family	7 day pass from date of purchase, offered December/January Only upfront payment. Family is defined as members of family on a medicare card or proof of residence at the same address.	\$130.50	\$122.27	\$12.23	\$134.50	Per family		Market pricing
Pool parties per child	Minimum number 10 children includes party host and food	\$23.50	\$22.00	\$2.20	\$24.20	Per child		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22 Fee (incl. GST)	Year 22/23			Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST	Fee (incl. GST)			
Special [continued]								
Pool Hire Fee 25m	Entire 25m - per hour	\$200.00	\$187.27	\$18.73	\$206.00	Per Hour		Market pricing
Pool hire cancellation fee		\$162.00	\$151.82	\$15.18	\$167.00	Per event		Market pricing
Swimming Lessons – Holiday Intensive	Holiday fast track program, casual per session, upfront payment	\$17.00	\$17.50	\$0.00	\$17.50	Per lesson		Market pricing
Pool Inflatable Hire	\$100 per hr, min 3 hrs	\$0.00	\$272.73	\$27.27	\$300.00			Market pricing

Aquatic Centres – Tomaree Aquatic Centre

General Admission

Multiple Visits

Multi Visit Pass – Adult single 20 visits	Six month expiry term, 20 visits for price of 18 visits	\$109.00	\$101.82	\$10.18	\$112.00	Per 20 visits		Market pricing
Multi Visit Pass – Concession Single 20 visits	Six month expiry term, 20 visits for price of 18 visits (Concession Card Holders- including Veterans, Pension, Health Care Card, Student, Disability)	\$90.00	\$84.27	\$8.43	\$92.70	Per 20 Visits		Market pricing

Single Visit

Entry – Adult	Casual Entry for adult or persons 12 years or older	\$6.00	\$5.64	\$0.56	\$6.20	Per visit		Market pricing
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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Entry - Child	Casual Entry for children 4-11 years	\$5.00	\$4.73	\$0.47	\$5.20	Per visit		Market pricing
Entry – Child 3 years and under	Must be accompanied by a fee paying adult	\$0.00	\$0.00	\$0.00	\$0.00	Per visit		Market pricing
Entry – Concession	Concession card to be provided (Concession Card Holders- including Veterans, Pension, Health Care Card, Student, Disability)	\$5.00	\$4.73	\$0.47	\$5.20	Per visit		Market pricing
Entry - Companion/Carers	Casual Entry for Companion Card	\$0.00	\$0.00	\$0.00	\$0.00			Free (zero priced)
Entry – Family (Day Pass)	Family is defined as members of family on a Medicare card or proof of residence at the same address	\$21.00	\$19.73	\$1.97	\$21.70	Per visit		Market pricing
Entry – School Student	School student participating in school program, regardless of membership status	\$4.40	\$4.09	\$0.41	\$4.50	Per visit		Market pricing
Entry – Spectator	For persons attending the centre but not entering water or participating in program/activities	\$3.30	\$3.09	\$0.31	\$3.40	Per visit		Market pricing
Waterslide 7 Rides		\$6.50	\$6.09	\$0.61	\$6.70	Per visit		Market pricing
Waterslide Single Ride		\$2.50	\$2.36	\$0.24	\$2.60	Per ride/visit		Market pricing
Waterslide – All Day		\$18.50	\$17.45	\$1.75	\$19.20	Per day		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Single Visit [continued]								
Waterslide All Day Family Ride Pass	Family is defined as members of family on a Medicare card or proof of residence at the same address	\$50.00	\$46.82	\$4.68	\$51.50			Market pricing
Waterside School Booking – 2 Hours		\$285.00	\$266.82	\$26.68	\$293.50	Per single school visit		Market pricing
Membership								
Membership Administration Fee	Once only – Upon joining, relates to all membership other than GOswim	\$33.20	\$31.09	\$3.11	\$34.20	Once only		Market pricing
Pool Membership - Concession Single Direct Debit	Weekly Direct Debit. (Concession Card Holders-including Veterans, Pension, Health Care Card, Student, Disability)	\$5.60	\$5.27	\$0.53	\$5.80	Per week		Market pricing
Pool Membership - Concession single 6 month membership	Upfront payment. (Concession Card Holders-including Veterans, Pension, Health Care Card, Student, Disability)	\$160.00	\$149.82	\$14.98	\$164.80	Per 6 months		Market pricing
Pool Membership - Concession Single 12 month membership	Upfront payment. (Concession Card Holders-including Veterans, Pension, Health Care Card, Student, Disability)	\$256.00	\$239.73	\$23.97	\$263.70	Per year		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Pool Membership – Family (12 months)	Upfront payment. Family is defined as members of family on a Medicare card or proof of residence at the same address	\$649.00	\$607.73	\$60.77	\$668.50	Per year		Market pricing
Pool Membership – Family (6 months)	Upfront payment. Family is defined as members of family on a Medicare card or proof of residence at the same address	\$436.00	\$408.27	\$40.83	\$449.10	Per 6 months		Market pricing
Pool Membership – Family (Per week)	Weekly Direct Debit Family is defined as members of family on a Medicare card or proof of residence at the same address	\$13.20	\$12.36	\$1.24	\$13.60	Per week		Market pricing
Pool Membership – Adult Single (per week)	Weekly Direct Debit amount	\$8.40	\$7.91	\$0.79	\$8.70	Per week		Market pricing
Pool membership – Corporate Discount – Single	Corporate membership discount applicable to pool membership - adult single weekly direct debit		Corporate Single Direct Debit discount 5% (10+ Employees) Corporate Single Direct Debit discount 10% (500+ Employees) Corporate Single Direct Debit discount 15% (1000+ Employees) Corporate Single Direct Debit discount 20% (5000+ Employees)			Per week		Market pricing
Pool Membership – Adult Single (12 months)	Upfront payment	\$360.00	\$337.09	\$33.71	\$370.80	Per year		Market pricing
Pool Membership – Adult Single (6 months)	Upfront payment	\$227.00	\$212.55	\$21.25	\$233.80	Per 6 months		Market pricing
Suspension Fee for Members and Swim Memberships	Throughout term, a per week charge	\$5.00	\$4.73	\$0.47	\$5.20	Per week		Market pricing
Rejection Fee for Direct Debit Accounts		\$10.00	\$10.30	\$0.00	\$10.30	Per occurrence		Market pricing

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Multi Visit Pass Aqua Fitness Adult Single – (10 visits)	10 visits for the price of 9 visits (includes pool entry)	\$133.00	\$124.55	\$12.45	\$137.00	Per 10 sessions		Market pricing
Multi Visit Pass Aqua Fitness Concession Single – (10 visits)	10 visits for the price of 9 visits (includes pool entry) – Concession Card Holders-including Veterans, Pension, Health Care Card, Student, Disability	\$108.00	\$101.18	\$10.12	\$111.30	Per 10 sessions		Market pricing
Port Stephens Pool Membership – Family – Direct Debit	Pool Entry across all 3 sites – Weekly Direct Debit Family is defined as members of family on a Medicare card or proof of residence at the same address	\$23.00	\$21.55	\$2.15	\$23.70	Per week		Market pricing
Port Stephens Pool Membership - Adult single - direct debit	Pool Entry across all three sites	\$14.00	\$13.09	\$1.31	\$14.40	Per week		Market pricing
Aqua Fitness – Adult Single entry	Includes pool entry	\$15.20	\$14.27	\$1.43	\$15.70	Per session		Market pricing
Aqua Fitness – Concession Single Entry	Includes pool entry	\$14.20	\$13.18	\$1.32	\$14.50	Per session		Market pricing
Aqua Fitness Membership –Concession Single Direct Debit	Weekly Debit. Includes pool entry	\$16.50	\$15.45	\$1.55	\$17.00	Per week		Market pricing
Aqua Fitness Membership – Adult Single Direct Debit	Weekly Debit. Includes pool entry	\$22.00	\$20.64	\$2.06	\$22.70	Per week		Market pricing

Programs

Aqua Fitness

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Aquatic Education								
Swimming Lesson – Children with disabilities – Group Lesson	Includes pool entry – Free entry to non-swimming family members/carer supervising or watching swimming lesson	\$15.50	\$16.00	\$0.00	\$16.00	Per lesson		Market pricing
Swimming Lesson – Private Lesson – Adult - 30 minute lesson	Includes pool entry. Free entry to non-swimming family members/carer supervising or watching swimming lesson	\$35.00	\$55.00	\$0.00	\$55.00	Per lesson		Market pricing
Swimming Lessons – 1st child (Group lesson)	Includes pool entry – Free entry to non-swimming family members/carer supervising or watching swimming lesson Subsequent children after 2 nd child to receive 10% discount	\$16.50	\$17.00	\$0.00	\$17.00	Per lesson		Market pricing
Swimming Lessons – Private lesson – Child 15 minutes	Includes pool entry – Free entry to non-swimming family members supervising or watching swimming lesson	\$35.00	\$36.00	\$0.00	\$36.00	Per lesson		Market pricing
Swimming Lesson - School	Includes pool entry	\$0.00	\$8.00	\$0.00	\$8.00	Per lesson		Market pricing
Administration Fee – GOswim Program Once Only	Management Administration Fee	\$20.00	\$18.18	\$1.82	\$20.00	Once only		Market pricing
Squad Activities								
Squad – Weekly Direct Debit – Bronze/Development 1-2 sessions per week incl. membership		\$25.50	\$23.91	\$2.39	\$26.30	Per week		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Squad Activities [continued]								
Squad – Weekly Direct Debit – Bronze 3-5 sessions per week incl. membership		\$31.50	\$29.55	\$2.95	\$32.50	Per week		Market pricing
Squad – Weekly Direct Debit – Silver 1-4 - sessions per week incl. membership		\$34.50	\$32.36	\$3.24	\$35.60	Per week		Market pricing
Squad – Weekly Direct Debit – Silver/Gold 5-10 sessions per week incl. membership		\$38.00	\$35.64	\$3.56	\$39.20	Per week		Market pricing
Squad casual		\$16.00	\$15.00	\$1.50	\$16.50	Per session		Market pricing
Family Membership + Squad Program	Family access to squad program and pool at all PS sites.	\$55.60	\$52.09	\$5.21	\$57.30	Per week		Market pricing

Special

Lane Hire – casual booking		\$32.00	\$30.00	\$3.00	\$33.00	Per lane per hour		Market pricing
Visitor 7 day Pass – Single	7 day pass from date of purchase, offered December/ January upfront payment	\$33.50	\$30.91	\$3.09	\$34.00	Per person		Market pricing
Visitor 7 day Pass – Family	7 day pass from date of purchase, offered December/ January, upfront payment	\$130.50	\$122.18	\$12.22	\$134.40	Per family		Market pricing
Pool Hire Fee 50m	Entire 50m Pool - per hour	\$250.00	\$234.09	\$23.41	\$257.50	Per Hour		Market pricing
Pool Hire Fee Leisure Pool	Pool Hire Fee Leisure Pool - per hour	\$200.00	\$187.27	\$18.73	\$206.00	Per Hour		Market pricing
Pool hire cancellation fee	Cancellation fee	\$162.00	\$151.82	\$15.18	\$167.00	Per event		Market pricing
Pool Parties	Pool Parties per child. Minimum 10 children, includes party host and food	\$23.50	\$22.55	\$2.25	\$24.80	Per event		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			
Special [continued]								
Swimming Lesson – Holiday Intensive	Holiday Fast Track Program Casual Per Session Upfront Payment	\$17.00	\$17.50	\$0.00	\$17.50	Per lesson		Market pricing
Pool Inflatable Hire	\$100 per hr, min 3 hrs	\$0.00	\$272.73	\$27.27	\$300.00			Market pricing

Sports Councils – Membership Fees and Arrangements

Tomaree Sports Council Turf User Levy	Club Senior Players - per season	\$4.00	\$3.64	\$0.36	\$4.00	Per season		Market pricing
Tomaree Sports Council Turf User Levy	Club Junior Players per season	\$2.00	\$1.82	\$0.18	\$2.00	Per season		Market pricing
Full fee paying members	Club – Junior Players Membership	\$7.30	\$6.91	\$0.69	\$7.60	Per season		Market pricing
Full fee paying members	Club – Senior Players Membership	\$10.40	\$9.82	\$0.98	\$10.80	Per season		Market pricing
Full fee paying members	Club – On Licence Agreement Playing and related rights. Eligibility to access Sports Council generated income	\$338.00	\$317.27	\$31.73	\$349.00	Per year		Market pricing
Full fee paying members	Minimum Ground Hire Fee Applicable to seasonal users that do not exceed this fee due to low number of registered players. This fee can also be applied to applications with minimal impact, dependant on type of use.	\$356.00	\$333.64	\$33.36	\$367.00	Per year		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Sports Councils – Membership Fees and Arrangements [continued]

Full fee paying members	Membership fee Basic Sports Council Member Fee: one voting right, no access to income	\$104.00	\$97.73	\$9.77	\$107.50	Per year		Market pricing
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Sports Facilities Categories

Category 1 Sports Facilities: Non-Sports Council Member or Sports Member additional use – all users	All users. Maximum three (3) hours use only	\$45.00	\$40.91	\$4.09	\$45.00	Per Hour		Market pricing
Category 2 Sports Facilities: Non-Sports Council Member or Sports Member additional use – all users	All users. Maximum three (3) hours only	\$35.00	\$31.82	\$3.18	\$35.00	Per Hour		Market pricing
Category 3 Sports Facilities: Non-Sports Council Member or Sports Member additional use – all users	All Users. Maximum three (3) hours use only	\$25.00	\$22.73	\$2.27	\$25.00	Per Hour		Market pricing
Category 1 Sports Facilities: Non-Sports Council Member or Sports Member Additional Use	Once off ground use	\$277.00	\$259.55	\$25.95	\$285.50	Per day		Market pricing
Category 2 Sports Facilities: Non-Sports Council Member or Sports Member Additional Use	Once off ground use	\$222.00	\$208.18	\$20.82	\$229.00	Per day		Market pricing
Category 3 Sports Facilities: Non-Sports Council Member or Sports Member Additional Use	Once off ground use	\$166.50	\$155.91	\$15.59	\$171.50	Per day		Market pricing
Category 1 Canteen Hire: Sports Councils, Not for Profit Community Groups and Registered Charities	Match field competition	\$102.00	\$95.91	\$9.59	\$105.50	Per day		Market pricing
Category 1 Canteen Hire: For profit organisations including Council	Match field competition	\$127.50	\$119.55	\$11.95	\$131.50	Per day		Market pricing
Sports Facilities Hire: All Categories – Bond	Function, no alcohol served	\$640.00	\$660.00	\$0.00	\$660.00	Per function		Market pricing
Sports Facilities Hire: All Categories – Bond	Function, alcohol served	\$1,070.00	\$1,105.00	\$0.00	\$1,105.00	Per function		Market pricing
Category 1 Function Room Hire: Private Functions	Use of bar, alcohol rights and kitchen	\$744.00	\$676.36	\$67.64	\$744.00	Per day		Market pricing
Category 1 Function Room Hire: For profit organisations including Council	No use of bar	\$139.50	\$130.91	\$13.09	\$144.00	Per day		Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Sports Facilities Categories [continued]

Category 1 Function Room Hire: For profit organisations, including Council	Use of bar, no alcohol	\$178.50	\$167.27	\$16.73	\$184.00	Per day		Market pricing
Category 1 Function Room Hire: For profit organisations including Council	Use of bar, alcohol served	\$289.50	\$271.36	\$27.14	\$298.50	Per day		Market pricing
Category 1 Function Room Hire: Sports Councils, Not for Profit Community Groups and Registered Charities	No use of bar	\$119.00	\$111.82	\$11.18	\$123.00	Per day		Market pricing
Category 1 Function Room Hire: Sports Councils, Not for Profit Community Groups, Registered Charities	Use of bar, no alcohol	\$137.50	\$129.09	\$12.91	\$142.00	Per day		Market pricing
Category 1 Function Room Hire: Sports Councils, Not for Profit Community Groups and Registered Charities	Use of bar, alcohol served	\$205.00	\$192.27	\$19.23	\$211.50	Per day		Market pricing
Category 1 Function Room Hire: Port Stephens Bridge Club	Elizabeth Waring Room	\$13.60	\$12.91	\$1.29	\$14.20	Per hour		Market pricing
Category 1 Meeting/Training Room Hire: Elizabeth Waring Room and King Park Function Room	All users. Maximum three (3) hours hire only	\$33.50	\$31.36	\$3.14	\$34.50	Per hour		Market pricing
Category 2 Meeting Room Hire: Sports Councils, Not for Profit Community Groups and Registered Charities		\$11.40	\$10.73	\$1.07	\$11.80	Per hour		Market pricing
Category 2 Meeting/Training Room Hire: For profit organisations, including Council		\$22.00	\$20.91	\$2.09	\$23.00	Per hour		Market pricing
Category 2 Meeting Room Hire: Sports Councils, Not for Profit Community Groups and Registered Charities		\$67.00	\$63.18	\$6.32	\$69.50	Per day		Market pricing
Category 2 Meeting Room Hire: For profit organisations, including Council		\$121.00	\$113.64	\$11.36	\$125.00	Per day		Market pricing

Category 1 Facilities

King Park Complex, Lakeside Sports Complex, Tomaree Sports Complex

Category 2 Facilities

Bill Strong Oval, Ferodale Sports Complex, Mallabula Sports Complex, Salamander Sports Complex, Salt Ash Equestrian Centre, Yulong Park, Lakeside Building 2, Meeting Room

ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22	Year 22/23			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Category 3 Facilities

Boomeranh Park, Bowthorne Oval, Boyd Park, Brandon Park, Fingal Bay Oval, Green Wattle Creek Equestrian Centre, Karuah Oval, Kindlebark Oval, Salamander Bay Oval, Stuart Park, Vi Barnett Field

Sports Councils Facilities Hire

Category 2

Salt Ash Sports Ground

Hire of Arena	Approved instructors	\$10.00	\$10.91	\$1.09	\$12.00	Per horse	Market pricing
Hire of Canteen/Club area only	Community groups	\$100.00	\$90.91	\$9.09	\$100.00	Per event	Market pricing
Casual User	Equestrian	\$400.00	\$363.64	\$36.36	\$400.00	Per day	Market pricing
Alexander Park Dressage Club	Equestrian Up to a maximum of \$380.00	\$3.80	\$3.82	\$0.38	\$4.20	Per rider / per day	Market pricing
Hunter Valley Dressage	Equestrian Up to a maximum of \$380.00	\$3.80	\$3.82	\$0.38	\$4.20	Per rider / per day	Market pricing
Salt Ash Sporting Club	Equestrian Up to a maximum of \$380.00	\$3.80	\$3.64	\$0.36	\$4.00	Per rider / per day	Market pricing
Salt Ash Pony Club	Equestrian Up to a maximum of \$380.00	\$3.80	\$3.64	\$0.36	\$4.00	Per rider / per day	Market pricing

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ITEM 3 - ATTACHMENT 4 DRAFT FEES AND CHARGES 2022 TO 2023.

Name	Description	Year 21/22 Fee (incl. GST)	Year 22/23			Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST	Fee (incl. GST)			

Category 2 [continued]

Hunter Valley Arabian	Equestrian Up to a maximum of \$380.00	\$3.80	\$3.64	\$0.36	\$4.00	Per rider / per day		Market pricing
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Sports Councils – Utilities and Floodlights Usage

Electricity Levy Tier 1	Core user payment	\$853.00	\$799.09	\$79.91	\$879.00	Per year		Market pricing
Electricity Levy Tier 2	Core user payment	\$454.00	\$425.45	\$42.55	\$468.00	Per year		Market pricing
Electricity Levy Tier 3	Core user payment	\$260.50	\$244.09	\$24.41	\$268.50	Per year		Market pricing
Electricity Levy Tier 4	Core user payment	\$65.00	\$60.91	\$6.09	\$67.00	Per year		Market pricing
Use of Flood Lights – All Sports Facilities	Once off use	\$116.00	\$108.64	\$10.86	\$119.50	Per use		Market pricing

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Any other modification under Section 4.55 or 4.56 (EP&A Act 1979 and EP&A Regulations 2000) and not of minimal environmental impact, with original DA fee of \$100 or more and with a value of works over \$10,000,000	[Modification (s4.55) Fees]	86
Any other modification under Section 4.55 or 4.56 (EP&A Act 1979 and EP&A Regulations 2000) and not of minimal environmental impact, with original DA fee of \$100 or more and with a value of works up from \$1,000,000 – \$10,000,000	[Modification (s4.55) Fees]	86
Any other modification under Section 4.55 or 4.56 (EP&A Act 1979 and EP&A Regulations 2000) and not of minimal environmental impact, with original DA fee of \$100 or more and with a value of works up from \$250,001 – \$500,000	[Modification (s4.55) Fees]	86
Any other modification under Section 4.55 or 4.56 (EP&A Act 1979 and EP&A Regulations 2000) and not of minimal environmental impact, with original DA fee of \$100 or more and with a value of works up from \$5,001 – \$250,000	[Modification (s4.55) Fees]	85
Any other modification under Section 4.55 or 4.56 (EP&A Act 1979 and EP&A Regulations 2000) and not of minimal environmental impact, with original DA fee of \$100 or more and with a value of works up from \$500,001 – \$1,000,000	[Modification (s4.55) Fees]	86
Any other modification under Section 4.55 or 4.56 (EP&A Act 1979 and EP&A Regulations 2000) and not of minimal environmental impact, with original DA fee of \$100 or more and with a value of works up to \$5,000	[Modification (s4.55) Fees]	85
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116 Adelaide Street | PO Box 42
Raymond Terrace NSW 2324
council@portstephens.nsw.gov.au
02 4988 0255

PORTSTEPHENS.NSW.GOV.AU

**ITEM 3 - ATTACHMENT 5 ADDITIONAL SPECIAL VARIATION APPLICATION
- RESOLUTION OF 12 APRIL 2022 MINUTE NO. 099.**

MINUTES ORDINARY COUNCIL - 12 APRIL 2022

ITEM NO. 5

**FILE NO: 22/82312
EDRMS NO: PSC2017-00180**

ADDITIONAL SPECIAL VARIATION APPLICATION 2022-2023

**REPORT OF: TIM HAZELL - FINANCIAL SERVICES SECTION MANAGER
GROUP: CORPORATE SERVICES**

RECOMMENDATION IS THAT COUNCIL:

- 1) Resolves to apply to the Independent Pricing and Regulatory Tribunal for a one-off Additional Special Variation (ASV) of 2.5% for the 2022-2023 financial year, and for this to be a permanent increase retained within the rate base.

**ORDINARY COUNCIL MEETING - 12 APRIL 2022
MOTION**

099	Councillor Chris Doohan Councillor Glen Dunkley It was resolved that Council apply to the Independent Pricing and Regulatory Tribunal for a one-off Additional Special Variation (ASV) of 2.5% for the 2022-2023 financial year, and for this to be a permanent increase retained within the rate base.
------------	---

Note: Council resolved at its meeting of 22 February 2022 to conduct a trial of recording a division on all items for a period 4 meetings.

Those for the Motion: Mayor Ryan Palmer, Crs Leah Anderson, Giacomo Arnott, Chris Doohan, Glen Dunkley, Peter Francis, Steve Tucker and Jason Wells.

Those against the Motion: Nil.

The motion was carried.

BACKGROUND

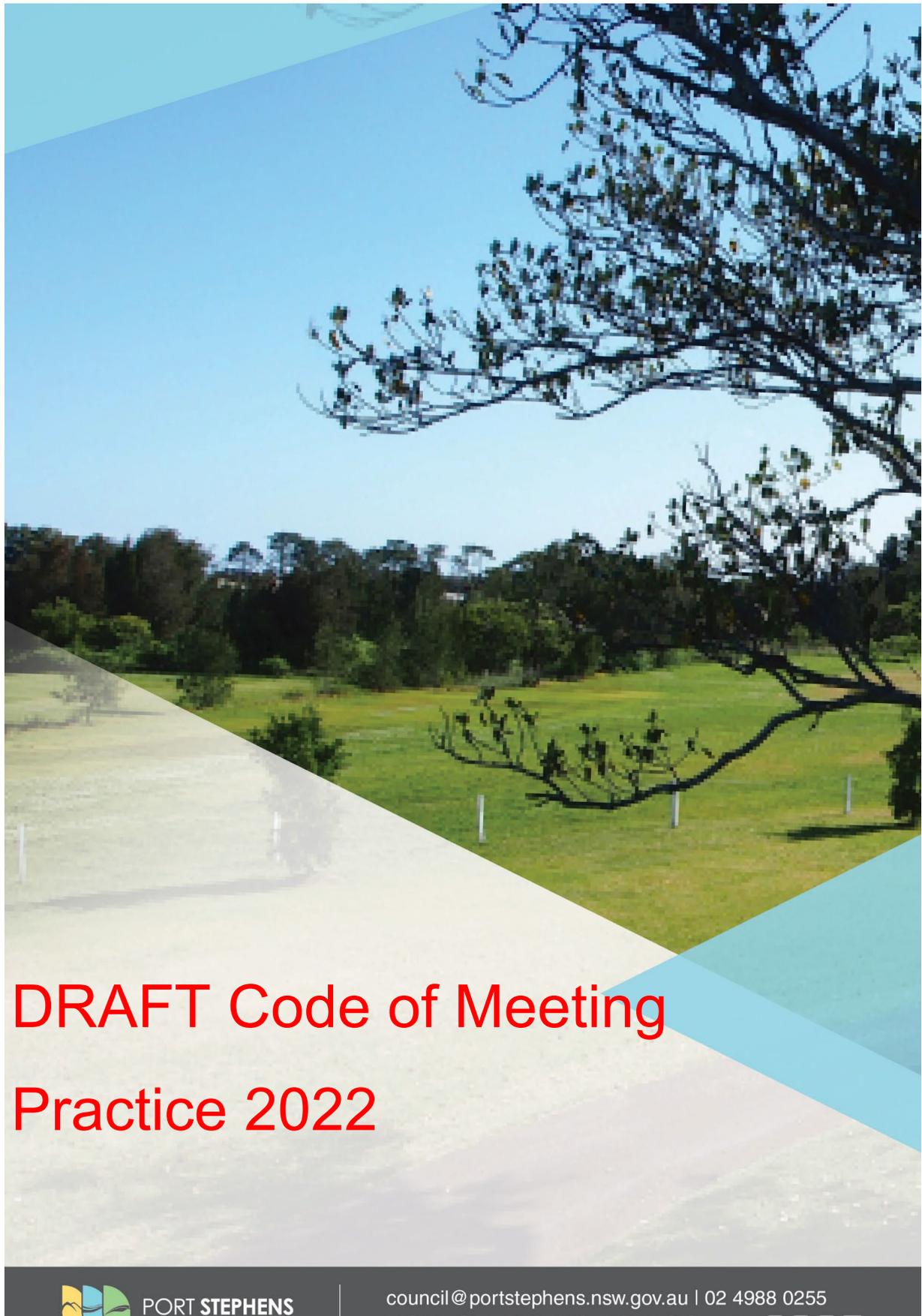
The purpose of this report is to seek approval to apply for a one-off Additional Special Variation (ASV) to the Independent Pricing and Regulatory Tribunal (IPART).

Council is subject to an annual rate pegging regime to be determined by IPART each year. For many years, local government authorities have argued that the methodology used by IPART was flawed and the rate pegging factor did not keep pace with the cost increases imposed on councils.

ITEM 3 - ATTACHMENT 6 OUR COMMUNITY VISION.

Our community vision - A great lifestyle in a treasured environment

 <p>Our Community</p> <p>An accessible and welcoming community respecting diversity, heritage and culture</p>	 <p>Our Place</p> <p>A liveable and connected place supporting community wellbeing and local economic growth</p>	 <p>Our Environment</p> <p>Port Stephens environment is clean, green, protected and enhanced</p>	 <p>Our Council</p> <p>Port Stephens Council leads, manages and delivers valued community services in a responsible way</p>
<p>C1 community wellbeing</p> <p>Improve wellbeing for our diverse community supported by services and facilities</p>	<p>P1 Strong economy, vibrant local businesses, active investment</p> <p>Our community has an adaptable, sustainable and diverse economy</p>	<p>E1 Ecosystem function</p> <p>Our community has healthy and dynamic environmental systems that support biodiversity</p>	<p>L1 Governance</p> <p>Our Council's leadership is based on trust and values of Respect, Integrity, Teamwork, Excellence and Safety (RITES)</p>
<p>C2 Recognised traditions and lifestyles</p> <p>Our community supports the richness of its heritage and culture</p>	<p>P2 Infrastructure and facilities - Our community's infrastructure and facilities are safe, convenient, reliable and environmentally sustainable</p>	<p>E2 Environmental sustainability</p> <p>Our community uses resources sustainably, efficiently and equitably</p>	<p>L2 Financial Management</p> <p>Our Council is financially sustainable to meet community needs</p>
	<p>P3 Thriving and safe place to live</p> <p>Our community supports a healthy, happy and safe place</p>	<p>E3 Environmental resilience</p> <p>Our community is resilient to environmental risks, natural hazards and climate change</p>	<p>L3 Communication and engagement</p> <p>Our Council is committed to enabling an engaged and informed community</p>



DRAFT Code of Meeting Practice 2022



PORT STEPHENS

council@portstephens.nsw.gov.au | 02 4988 0255

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ITEM 4 - ATTACHMENT 1 DRAFT CODE OF MEETING PRACTICE**1 INTRODUCTION**

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is ~~made~~ **prescribed** under section 360 of the Local Government Act 1993 (the Act) and the Local Government (General) Regulation ~~2005~~ **2021** (the Regulation).

This code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

2 MEETING PRINCIPLES**2.1 Council and committee meetings should be:**

Transparent: Decisions are made in a way that is open and accountable.

Informed: Decisions are made based on relevant, quality information.

Inclusive: Decisions respect the diverse needs and interests of the local community.

Principled: Decisions are informed by the principles prescribed under Chapter 3 of the Act.

Trusted: The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.

Respectful: Councillors, staff and meeting attendees treat each other with respect.

Effective: Meetings are well organised, effectively run and skilfully chaired.

Orderly: Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

3 BEFORE THE MEETING

Timing of ordinary council meetings

- 3.1 The Council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.
- 3.2 Despite clauses 3.1, 3.4, 3.7 and 3.17, an ordinary meeting may be cancelled if there are no operational reports to be considered by Council. The General Manager must inform the Mayor should this situation arise. The Mayor may, after consultation with each Councillor, as far as practicable, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the Council's website and in such other manner that the Council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.

Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.

Extraordinary meetings

- 3.3 If the Mayor receives a request in writing, signed by at least 2 Councillors, the Mayor must call an extraordinary meeting of the Council to be held as soon as practicable, but in any event, no more than 14 days after receipt of the request. The Mayor can be 1 of the 2 Councillors requesting the meeting.

Note: Clause 3.3 reflects section 366 of the Act.

Notice to the public of council meetings

- 3.4 The Council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the Council.

Note: Clause 3.4 reflects section 9(1) of the Act.

- 3.5 For the purposes of clause 3.4, notice of a meeting of the Council and of a committee of Council is to be published before the meeting takes place. The notice must be published on the Council's website, and in such other manner that the Council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible. **The business paper will be published on the Council website by 10am the first Monday after the previous meeting of Council.**
- 3.6 For the purposes of clause 3.4, notice of more than 1 meeting may be given in the same notice.

ITEM 4 - ATTACHMENT 1 DRAFT CODE OF MEETING PRACTICE

Notice to councillors of ordinary council meetings

- 3.7 The General Manager must send to each Councillor, at least ~~3 days before each~~ **by close of business on the first Friday after the previous** meeting of the Council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.7 reflects section 367(1) of the Act.

- 3.8 The notice and the agenda for, and the business papers relating to, the meeting may be given to Councillors in electronic form, but only if all Councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.8 reflects section 367(3) of the Act.

Notice to councillors of extraordinary meetings

- 3.9 Notice of less than 3 days may be given to Councillors of an extraordinary meeting of the Council in cases of emergency.

Note: Clause 3.9 reflects section 367(2) of the Act.

Giving notice of business to be considered at council meetings

- 3.10 A Councillor may give notice of any business they wish to be considered by the Council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted ~~10 business days before the meeting is to be held.~~ **3 days prior to the distribution of the business paper.**
- 3.11 A Councillor may, in writing to the General Manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.12 If the General Manager considers that a notice of motion submitted by a Councillor for consideration at an ordinary meeting of the Council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the General Manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the Council.
- 3.13 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the Council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the General Manager must either:
- (a) Prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the Council, or
 - (b) By written notice sent to all Councillors with the business papers for the meeting for which the notice of motion has been submitted, defer

ITEM 4 - ATTACHMENT 1 DRAFT CODE OF MEETING PRACTICE

consideration of the matter by the Council to such a date specified in the notice, pending the preparation of such a report.

Questions with notice

- 3.14 A Councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the General Manager about the performance or operations of the Council.
- 3.15 A Councillor is not permitted to ask a question with notice under clause 3.14 that comprises a complaint against the General Manager or a member of staff of the Council, or a question that implies wrongdoing by the General Manager or a member of staff of the Council.
- 3.16 The General Manager or their nominee may respond to a question with notice submitted under clause 3.14 by way of a report included in the business papers for the relevant meeting of the Council or orally at the meeting.

Agenda and business papers for ordinary meetings

- 3.17 The General Manager must cause the agenda for a meeting of the Council or a committee of the Council to be prepared as soon as practicable before the meeting.
- 3.18 The General Manager must ensure that the agenda for an ordinary meeting of the Council states:
- (a) All matters to be dealt with arising out of the proceedings of previous meetings of the Council, and
 - (b) If the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
 - (c) All matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
 - (d) Any business of which due notice has been given under clause 3.10.
- 3.19 Nothing in clause 3.18 limits the powers of the Mayor to put a mayoral minute to a meeting under clause 9.6.
- 3.20 The General Manager must not include in the agenda for a meeting of the Council any business of which due notice has been given if, in the opinion of the General Manager, the business is, or the implementation of the business would be, unlawful. The General Manager must report, without giving details of the item of business, any such exclusion to the next meeting of the Council.
- 3.21 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the General manager, is likely to take place when the meeting is closed to the public, the General Manager must ensure that the agenda of the meeting:

ITEM 4 - ATTACHMENT 1 DRAFT CODE OF MEETING PRACTICE

- (a) Identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
- (b) States the grounds under section 10A(2) of the Act relevant to the item of business.

Note: Clause 3.21 reflects section 9(2A)(a) of the Act.

- 3.22 The General Manager must ensure that the details of any item of business which, in the opinion of the General Manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to Councillors for the meeting concerned. Such details must not be included in the business papers made available to the public; and must not be disclosed by a Councillor or by any other person to another person who is not authorised to have that information.

Statement of ethical obligations

- 3.23 Business papers for all ordinary and extraordinary meetings of the Council and committees of the Council must contain a statement reminding the Mayor and Councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the Council's Code of Conduct to disclose and appropriately manage conflicts of interest.

Availability of the agenda and business papers to the public

- 3.234 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the Council and committees of Council, are to be published on the Council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the Council, at the relevant meeting and at such other venues determined by the Council.

Note: Clause 3.234 reflects section 9(2) and (4) of the Act.

- 3.245 Clause 3.234 does not apply to the business papers for items of business that the General Manager has identified under clause 3.21 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.245 reflects section 9(2A)(b) of the Act.

- 3.256 For the purposes of clause 3.234, copies of agendas and business papers must be published on the Council's website and made available to the public at a time that is as close as possible to the time they are available to Councillors.

Note: Clause 3.256 reflects section 9(3) of the Act.

- 3.267 A copy of an agenda, or of an associated business paper made available under clause 3.234, may in addition be given or made available in electronic form.

Note: Clause 3.267 reflects section 9(5) of the Act.

ITEM 4 - ATTACHMENT 1 DRAFT CODE OF MEETING PRACTICE

Agenda and business papers for extraordinary meetings

- 3.278 The General Manager must ensure that the agenda for an extraordinary meeting of the Council deals only with the matters stated in the notice of the meeting.
- 3.289 Despite clause 3.278, business may be considered at an extraordinary meeting of the Council, even though due notice of the business has not been given, if:
- (a) A motion is passed to have the business considered at the meeting, and
 - (b) The business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the Council before the next scheduled ordinary meeting of the Council.
- 3.2930 A motion moved under clause 3.289 (a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.
- 3.301 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.289 (a) can speak to the motion before it is put.
- 3.342 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.289 (b) on whether a matter is of great urgency.

Pre-meeting briefing sessions

- 3.323 Prior to each ordinary meeting of the Council, the General Manager may arrange a pre-meeting briefing session to brief Councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the Council and meetings of committees of the Council.
- 3.334 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.35 Pre-meeting briefing sessions may be held by audio-visual link.**
- 3.346 The General Manager or a member of staff nominated by the General Manager is to preside at pre-meeting briefing sessions.
- 3.357 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal Council or committee meeting at which the item of business is to be considered.
- 3.368 Councillors (including the Mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a Council or committee meeting. The Council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the Councillor who made the declaration.

ITEM 4 - ATTACHMENT 1 DRAFT CODE OF MEETING PRACTICE

4 PUBLIC FORUMS (Public Access)

4.1 The Council may hold a public forum prior to each ordinary meeting of the Council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting and/or other matters at the discretion of the Mayor. Public forums may also be held prior to extraordinary Council meetings and meetings of committees of the Council.

4.2 Public forums may be held by audio-visual link.

4.23 Public forums are to be chaired by the Mayor or their nominee.

4.34 To speak at a public forum, a person must first make an application to the Council in the approved form. Applications to speak at the public forum must be received by 12 noon on the Monday before the date on which the public forum is to be held, and must identify the item of business on the agenda of the Council meeting the person wishes to speak on, if applicable, and whether they wish to speak 'for' or 'against' the item.

4.45 A person may apply to speak on no more than 2 items of business on the agenda of the Council meeting.

4.56 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.

4.67 The Mayor or their delegate may refuse an application to speak at a public forum. The Mayor or their delegate must give reasons in writing for a decision to refuse an application.

4.78 No more than 2 speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the Council meeting, with the total number of speakers at any one meeting being 12.

4.89 If more than the permitted number of speakers' apply to speak 'for' or 'against' any matter, those permitted to speak will be determined by the order the applications were received by Council.

4.910 If more than the permitted number of speakers apply to speak 'for' or 'against' any matter, the Mayor or their delegate may, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the Council to hear a fuller range of views on the relevant item of business.

4.101 Council may require approved speakers at the public forum are to register with the Council any written, visual or audio material to be presented in support of their address to the Council at the public forum, and to identify any equipment needs by 2pm the day of the public forum. The Mayor or their delegate may refuse to allow such material to be presented.

4.142 The Mayor or their delegate is to determine the order of speakers at the public forum.

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- 4.123 Each speaker will be allowed 5 minutes to address the Council. This time is to be strictly enforced by the chairperson.
- 4.134 Speakers at public forums must not digress from the item on the agenda, if applicable, of the Council meeting they have applied to address the Council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.145 A Councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 4.156 Speakers are under no obligation to answer a question put under clause 4.14. Answers by the speaker, will be regulated by the chairperson.
- 4.167 Speakers at public forums cannot ask questions of the Council, Councillors or Council staff.
- 4.178 The General Manager or their nominee may, with the concurrence of the chairperson, address the Council in response to an address to the Council at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.189 Where an address made at a public forum raises matters that require further consideration by Council staff, the General Manager may recommend that the Council defer consideration of the matter pending the preparation of a further report on the matters.
- 4.1920 When addressing the Council, speakers at public forums must comply with this Code and all other relevant Council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the Council's Code of Conduct or making other potentially defamatory statements.
- 4.201 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.19, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 4.242 Clause 4.201 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this Code.
- 4.223 Where a speaker engages in conduct of the type referred to in clause 4.19, the Mayor or their delegate may refuse further applications from that person to speak at public forums for such a period as the Mayor or their delegate considers appropriate.
- 4.234 Councillors (including the Mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do

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so at a Council or committee meeting. The Council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the Councillor who made the declaration.

Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council.

5 COMING TOGETHER

Attendance by councillors at meetings

- 5.1 All Councillors must make reasonable efforts to attend meetings of the Council and of committees of the Council of which they are members.

Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

- 5.2 A councillor cannot participate in a meeting of the Council or of a committee of the Council unless personally present at the meeting, **unless permitted to attend the meeting by audio-visual link under this Code.**
- 5.3 Where a Councillor is unable to attend 1 or more ordinary meetings of the Council, the Councillor should request that the Council grant them a leave of absence from those meetings. This clause does not prevent a Councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this Code and the Act.
- 5.4 A Councillor's request for leave of absence from Council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.
- 5.5 The Council must act reasonably when considering whether to grant a Councillor's request for a leave of absence.
- 5.6 A Councillor's civic office will become vacant if the councillor is absent from 3 consecutive ordinary meetings of the Council without prior leave of the Council, or leave granted by the Council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the Council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.6 reflects section 234(1)(d) of the Act.

- 5.7 A Councillor who intends to attend a meeting of the Council despite having been granted a leave of absence should, if practicable, give the General Manager at least 2 days' notice of their intention to attend.

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The quorum for a meeting

- 5.8 The quorum for a meeting of the Council is a majority of the Councillors of the Council who hold office at that time and are not suspended from office. The quorum for Port Stephens Council is 6.

Note: Clause 5.8 reflects section 368(1) of the Act.

- 5.9 Clause 5.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the Council.

Note: Clause 5.9 reflects section 368(2) of the Act.

- 5.10 A meeting of the Council must be adjourned if a quorum is not present:
- (a) At the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
 - (b) Within half an hour after the time designated for the holding of the meeting, or
 - (c) At any time during the meeting.
- 5.11 In either case, the meeting must be adjourned to a time, date, and place fixed:
- (a) By the chairperson, or
 - (b) In the chairperson's absence, by the majority of the Councillors present, or
 - (c) Failing that, by the General Manager.
- 5.12 The General Manager must record in the Council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the Council, together with the names of the Councillors present.
- 5.13 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety and or welfare of Councillors, Council staff and members of the public may be put at risk by attending the meeting because of a natural disaster (such as, but not limited to flood or bushfire) or a public health emergency, the Mayor may, in consultation with the General Manager and, as far as is practicable, with each Councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the Council's website and in such other manner that the Council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.14 Where a meeting is cancelled under clause 5.13, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the Council or at an extraordinary meeting called under clause 3.3.

Meetings held by audio-visual link

5.15 A meeting of the Council or a committee of the Council may be held by audio-

visual link where the Mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The Mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of Councillors and staff at risk. The Mayor must make a determination under this clause in consultation with the General Manager and, as far as is practicable, with each Councillor.

5.16 Where the Mayor determines under clause 5.15 that a meeting is to be held by audio-visual link, the General Manager must:

- (a) give written notice to all Councillors that the meeting is to be held by audio-visual link, and
- (b) take all reasonable steps to ensure that all Councillors can participate in the meeting by audio-visual link, and
- (c) cause a notice to be published on the Council's website and in such other manner the General Manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.

5.17 This code applies to a meeting held by audio-visual link under clause 5.15 in the same way it would if the meeting was held in person.

Note: Where a council holds a meeting by audio-visual link under clause 5.15, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.

Attendance by Councillors at meetings by audio-visual link

5.18 Councillors may attend and participate in meetings of the Council and committees of the Council by audio-visual link.

5.19 The Council must comply with the Health Privacy Principles prescribed under the Health Records and Information Privacy Act 2002 when collecting, holding, using and disclosing health information in connection with a request by a Councillor to attend a meeting by audio-visual link.

5.20 This code applies to a Councillor attending a meeting by audio-visual link in the same way it would if the Councillor was attending the meeting in person. When a Councillor attends a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.

5.21 A Councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The Councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.

5.22 A Councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the Council or the committee into disrepute.

DRAFT

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Entitlement of the public to attend council meetings

5.45²³ Everyone is entitled to attend a meeting of the Council and committees of the Council. The Council must ensure that all meetings of the Council and committees of the Council are open to the public.

Note: Clause 5.45²³ reflects section 10(1) of the Act.

5.46²⁴ Clause 5.45²³ does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

5.47²⁵ A person (whether a Councillor or another person) is not entitled to be present at a meeting of the Council or a committee of the Council if expelled from the meeting:

- (a) By a resolution of the meeting, or
- (b) By the person presiding at the meeting if the Council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.47²⁵ reflects section 10(2) of the Act.

Note: Clause 15.15⁴ authorises chairpersons to expel persons other than councillors from a council or committee meeting.

Webcasting of meetings

5.18²⁶ ~~All meetings of the Council and committees of the Council are to be webcast on the Council's website.~~ Each of the meeting of the Council or committee of the Council is to be recorded by means of audio or audio-visual device.

5.27 At the start of each meeting of the Council or a committee of the Council, the chairperson must inform the persons attending the meeting that:

- (a) the meeting is being recorded and made publicly available on the council's website, and
- (b) persons attending the meeting should refrain from making any defamatory statements.

5.28 The recording of a meeting is to be made publicly available on the Council's website:

- (a) at the same time as the meeting is taking place, or
- (b) as soon as practicable after the meeting.

5.29 The recording of a meeting is to be made publicly available on the Council's website for at least 12 months after the meeting or to the limit of Council's Information Technology storage capacity, whichever is greater.

5.30 Clauses 5.28 and 5.29 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

Note: Clauses 5.26 – 5.30 reflect section 236 of the Regulation.

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~~5.31 Recordings of meetings may be disposed of in accordance with the State Records Act 1998.~~

~~5.19 Council will audio-visual record (livestream) all Council meetings held in the Council Chamber at 116 Adelaide Street, Raymond Terrace.~~

~~5.20 Any meetings held outside the Council Chambers at 116 Adelaide Street, Raymond Terrace, will be either audio-visual recording or an audio recording, and made available on Council's website following the meeting.~~

~~5.21 Clause 5.18 does not apply to parts of a meeting that have been closed to the public under section 10A of the Act.~~

~~5.22 At the start of each meeting the chairperson is to make a statement informing those in attendance that the meeting is being webcast and that those in attendance should refrain from making any defamatory statements.~~

~~5.23 A recording of each meeting of the Council and committee of the Council is to be retained on the Council's website for a minimum of 12 months or to the limit of Council's Information Technology storage capacity, whichever is greater. Recordings of meetings may be disposed of in accordance with the State Records Act 1998.~~

Attendance of the general manager and other staff at meetings

~~5.24~~³² The General Manager is entitled to attend, but not to vote at, a meeting of the Council or a meeting of a committee of the Council of which all of the members are Councillors.

Note: Clause 5.24³² reflects section 376(1) of the Act.

~~5.25~~³³ The General Manager is entitled to attend a meeting of any other committee of the Council and may, if a member of the committee, exercise a vote.

Note: Clause 5.25³³ reflects section 376(2) of the Act.

~~5.26~~³⁴ The General Manager may be excluded from a meeting of the Council or a committee while the Council or committee deals with a matter relating to the standard of performance of the General Manager or the terms of employment of the General Manager.

Note: Clause 5.26³⁴ reflects section 376(3) of the Act.

~~5.27~~³⁵ The attendance of other Council staff at a meeting, (other than as members of the public) shall be with the approval of the General Manager.

6 THE CHAIRPERSON

The chairperson at meetings

6.1 The Mayor, or at the request of or in the absence of the Mayor, the Deputy Mayor (if any) presides at meetings of the Council.

Note: Clause 6.1 reflects section 369(1) of the Act.

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- 6.2 If the Mayor and the Deputy Mayor (if any) are absent, a councillor elected to chair the meeting by the Councillors present presides at a meeting of the Council.

Note: Clause 6.2 reflects section 369(2) of the Act.

Election of the chairperson in the absence of the Mayor and Deputy Mayor

- 6.3 If no chairperson is present at a meeting of the Council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.
- 6.4 The election of a chairperson must be conducted:
- (a) By the General Manager or, in their absence, an employee of the Council designated by the General Manager to conduct the election, or
 - (b) By the person who called the meeting or a person acting on their behalf if neither the General Manager nor a designated employee is present at the meeting, or if there is no General Manager or designated employee.
- 6.5 If, at an election of a chairperson, 2 or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- 6.6 For the purposes of clause 6.5, the person conducting the election must:
- (a) Arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
 - (b) Then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.
- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the Council:
- (a) Any Councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
 - (b) Every Councillor present must be silent to enable the chairperson to be heard without interruption.

7 MODES OF ADDRESS

- 7.1 If the chairperson is the Mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- 7.2 Where the chairperson is not the Mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.

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- 7.3 A Councillor is to be addressed as 'Councillor [surname]'.
7.4 A Council officer is to be addressed by their official designation or as Mr/Ms [surname].

8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

- 8.1 At a meeting of the Council, the general order of business is as fixed by resolution of the Council.
8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the Council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

Note: If adopted, Part 13 allows Council to deal with items of business by exception.

- 8.3 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.2 may speak to the motion before it is put.

9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGSBusiness that can be dealt with at a Council meeting

- 9.1 The Council must not consider business at a meeting of the Council:
- (a) Unless a Councillor has given notice of the business, as required by clause 3.10, and
 - (b) Unless notice of the business has been sent to the Councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- (a) Is already before, or directly relates to, a matter that is already before the Council, or
 - (b) Is the election of a chairperson to preside at the meeting, or
 - (c) Subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
 - (d) Is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the Council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the Council even though due notice of the business has not been given to the Councillors if:
- (a) A motion is passed to have the business considered at the meeting, and
 - (b) The business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the Council before the next scheduled ordinary meeting of the Council.

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- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Mayoral minutes

- 9.6 Subject to clause 9.9, if the Mayor is the chairperson at a meeting of the Council, the Mayor may, by minute signed by the Mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the Council, or of which the Council has official knowledge.
- 9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the Council's agenda for the meeting. The chairperson (but only if the chairperson is the Mayor) may move the adoption of a mayoral minute without the motion being seconded.
- 9.8 A recommendation made in a mayoral minute put by the Mayor is, so far as it is adopted by the Council, a resolution of the Council.
- 9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent, or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the Council before the next scheduled ordinary meeting of the Council.
- 9.10 Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the Council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute does not identify a funding source, the Council must defer consideration of the matter, pending a report from the General Manager on the availability of funds for implementing the recommendation if adopted.

Staff reports

- 9.11 A recommendation made in a staff report is, so far as it is adopted by the Council, a resolution of the Council.

Reports of committees of council

- 9.12 The recommendations of a committee of the Council are, so far as they are adopted by the Council, resolutions of the Council.
- 9.13 If in a report of a committee of the Council distinct recommendations are made, the Council may make separate decisions on each recommendation.

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- 9.14 A question must not be asked at a meeting of the Council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.14.
- 9.15 A Councillor may, through the chairperson, put a question to another Councillor about a matter on the agenda.
- 9.16 A Councillor may, through the General Manager, put a question to a Council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the General Manager at the direction of the General Manager.
- 9.17 A Councillor or Council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents **information**. Where a Councillor or Council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the Council.
- 9.18 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a Councillor or Council employee.

10 RULES OF DEBATEMotions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

- 10.2 A Councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a Councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to Councillors, the Councillor may request the withdrawal of the motion when it is before the Council.
- 10.4 In the absence of a Councillor who has placed a notice of motion on the agenda for a meeting of the Council:
- (a) Any other Councillor may, with the leave of the chairperson, move the motion at the meeting, or
 - (b) The chairperson may defer consideration of the motion until the next meeting of the Council.

ITEM 4 - ATTACHMENT 1 DRAFT CODE OF MEETING PRACTICEChairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the Council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 10.8 Any motion, amendment, or other matter that the chairperson has ruled out of order is taken to have been lost.

Motions requiring the expenditure of funds

- 10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the Council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the Council must defer consideration of the matter, pending a report from the General Manager on the availability of funds for implementing the motion if adopted.

Amendments to motions

- 10.10 An amendment to a motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the Council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than 1 motion and 1 proposed amendment can be before Council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

ITEM 4 - ATTACHMENT 1 DRAFT CODE OF MEETING PRACTICEForeshadowed motions

- 10.17 A Councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the Council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 10.18 Where an amendment has been moved and seconded, a Councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the Council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

Limitations on the number and duration of speeches

- 10.20 A Councillor who, during a debate at a meeting of the Council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.21 A Councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.22 A Councillor must not, without the consent of the Council, speak more than once on a motion or an amendment, or for longer than 5 minutes at any one time.
- 10.23 Despite clause 10.22, the chairperson may permit a Councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than 5 minutes on that motion or amendment to enable the Councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.24 Despite clause 10.22, the Council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.25 Despite clauses 10.20 and 10.21, a Councillor may move that a motion or an amendment be now put:
- (a) If the mover of the motion or amendment has spoken in favour of it and no Councillor expresses an intention to speak against it, or
 - (b) If at least 2 Councillors have spoken in favour of the motion or amendment and at least 2 Councillors have spoken against it.

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- 10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.
- 10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.
- 10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.29 All Councillors must be heard without interruption and all other Councillors must, unless otherwise permitted under this code, remain silent while another Councillor is speaking.
- 10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

11 VOTINGVoting entitlements of councillors

- 11.1 Each Councillor is entitled to 1 vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

- 11.2 The person presiding at a meeting of the Council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

- 11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

Voting at council meetings

- 11.4 A Councillor who is present at a meeting of the Council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- 11.5 If a Councillor who has voted against a motion put at a Council meeting so requests, the General Manager must ensure that the Councillor's dissenting vote is recorded in the Council's minutes.
- 11.6 The decision of the chairperson as to the result of a vote is final, unless final unless the decision is immediately challenged and not fewer than 2 Councillors rise and call for a division.
- 11.7 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The General Manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the Council's minutes for the meeting.

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- 11.8 When a division on a motion is called, any Councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.4 of this Code.
- 11.9 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the Council may resolve that the voting in any election by Councillors for Mayor or Deputy Mayor is to be by secret ballot.

11.10 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

Note: If clause 11.10 is adopted, clauses 11.5 – 11.8 and clause 11.11 may be omitted.

Voting on planning decisions

- 11.10 The General Manager must keep a register containing, for each planning decision made at a meeting of the Council or a Council committee (including, but not limited to a committee of the Council), the names of the Councillors who supported the decision and the names of any Councillors who opposed (or are taken to have opposed) the decision.
- 11.11 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the Council or a Council committee.
- 11.12 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.13 Clauses 11.10-11.12 apply also to meetings that are closed to the public.

Note: Clauses 11.10-11.13 reflect section 375A of the Act.

Note: The requirements of clause 11.10 may be satisfied by maintaining a register of the minutes of each planning decision.

12 COMMITTEE OF THE WHOLE

- 12.1 The Council may resolve itself into a committee to consider any matter before the Council.

Note: Clause 12.1 reflects section 373 of the Act.

- 12.2 All the provisions of this Code relating to meetings of the Council, so far as they are applicable, extend to and govern the proceedings of the Council when in committee of the whole, except the provisions limiting the number and duration of speeches.

Note: Clauses 10.20–10.30 limit the number and duration of speeches.

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- 12.3 The General Manager or, in the absence of the General Manager, an employee of the Council designated by the General Manager, is responsible for reporting to the Council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full but any recommendations of the committee must be reported.
- 12.4 The Council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the Council's minutes. However, the Council is not taken to have adopted the report until a motion for adoption has been made and passed.

13 DEALING WITH ITEMS BY EXCEPTION

- 13.1 The Council or a committee of Council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.
- 13.2 Before the Council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The Council or committee must not resolve to adopt any item of business under clause 13.1 that a Councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the Council or committee must resolve to alter the order of business in accordance with clause 8.2.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the Council's Code of Conduct.

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLICGrounds on which meetings can be closed to the public

- 14.1 The Council or a committee of the Council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- (a) Personnel matters concerning particular individuals (other than Councillors),
 - (b) The personal hardship of any resident or ratepayer,
 - (c) Information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business,
 - (d) Commercial information of a confidential nature that would, if disclosed:
 - (i) Prejudice the commercial position of the person who supplied it, or
 - (ii) Confer a commercial advantage on a competitor of the Council, or
 - (iii) Reveal a trade secret,
 - (e) Information that would, if disclosed, prejudice the maintenance of law,
 - (f) Matters affecting the security of the Council, Councillors, Council staff or Council property,
 - (g) Advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
 - (h) Information concerning the nature and location of a place or an item of Aboriginal significance on community land,
 - (i) alleged contraventions of the Council's Code of Conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

- 14.2 The Council or a committee of the Council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:
- (a) Except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
 - (b) If the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the Council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Note: Clause 14.3 reflects section 10B(1) of the Act.

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14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

- (a) Are substantial issues relating to a matter in which the Council or committee is involved, and
- (b) Are clearly identified in the advice, and
- (c) Are fully discussed in that advice.

Note: Clause 14.4 reflects section 10B(2) of the Act.

14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.5 reflects section 10B(3) of the Act.

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

- (a) A person may misinterpret or misunderstand the discussion, or
- (b) The discussion of the matter may:
 - (i) Cause embarrassment to the Council or committee concerned, or to Councillors or to employees of the Council, or
 - (ii) Cause a loss of confidence in the Council or committee.

Note: Clause 14.6 reflects section 10B(4) of the Act.

14.7 In deciding whether part of a meeting is to be closed to the public, the Council or committee concerned must consider any relevant guidelines issued by the **Departmental** Chief Executive of the Office of Local Government.

Note: Clause 14.7 reflects section 10B(5) of the Act.

Notice of likelihood of closure not required in urgent cases

14.8 Part of a meeting of the Council, or of a committee of the Council, may be closed to the public while the Council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.22 as a matter that is likely to be considered when the meeting is closed, but only if:

- (a) It becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
- (b) The Council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
 - (i) Should not be deferred (because of the urgency of the matter), and
 - (ii) Should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

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Representations by members of the public

14.9 The Council, or a committee of the Council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Note: Clause 14.9 reflects section 10A(4) of the Act.

14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.

14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the Council in the approved form. Applications must be received by 2pm the day before the meeting at which the matter is to be considered.

14.12 The General Manager (or their delegate) may refuse an application made under clause 14.11. The General Manager or their delegate must give reasons in writing for a decision to refuse an application.

14.13 No more than 2 speakers are to be permitted to make representations under clause 14.9.

14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the General Manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the Council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the General Manager or their delegate is to determine who will make representations to the Council.

14.15 The General Manager (or their delegate) is to determine the order of speakers.

14.16 Where the Council or a committee of the Council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than 2 speakers to make representations in such order as determined by the chairperson.

14.17 Each speaker will be allowed 5 minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Expulsion of non-councillors from meetings closed to the public

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- 14.18 If a meeting or part of a meeting of the Council or a committee of the Council is closed to the public in accordance with section 10A of the Act and this Code, any person who is not a Councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Obligations of councillors attending meetings by audio-visual link

14.20 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be disclosed in resolutions closing meetings to the public

- 14.20¹ The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
- (a) The relevant provision of section 10A(2) of the Act,
 - (b) The matter that is to be discussed during the closed part of the meeting,
 - (c) The reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Note: Clause 14.20¹ reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

- 14.21² If the Council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.22³ Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 14.21² during a part of the meeting that is webcast.

15 KEEPING ORDER AT MEETINGSPoints of order

- 15.1 A Councillor may draw the attention of the chairperson to an alleged breach of this Code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the Councillor raising the point of order to state the provision of this Code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

- 15.4 The chairperson, without the intervention of any other Councillor, may call any Councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.5 A Councillor who claims that another Councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the Council.
- 15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

- 15.8 A Councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10 Despite any other provision of this Code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

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Acts of disorder

- 15.11 A Councillor commits an act of disorder if the Councillor, at a meeting of the Council or a committee of the Council:
- (a) Contravenes the Act, ~~the or any rRegulation in force under the Act~~ or this code, or
 - (b) Assaults or threatens to assault another Councillor or person present at the meeting, or
 - (c) Moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the Council or the committee, or addresses or attempts to address the Council or the committee on such a motion, amendment or matter, or
 - (d) Insults, ~~or makes personal reflections~~ unfavourable personal remarks about, ~~or~~ imputes improper motives to any other Council official, or alleges a breach of the Council's Code of Conduct, or
 - (e) Says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the Council or the committee into disrepute.

Note: Clause 15.11 reflects section 182 of the Regulation.

- 15.12 The chairperson may require a Councillor:
- (a) To apologise without reservation for an act of disorder referred to in clauses 15.11(a), ~~or~~ (b), or (e), or
 - (b) To withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
 - (c) To retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.11(d) and (e).

Note: Clause 15.12 reflects section 233 of the Regulation.

How disorder at a meeting may be dealt with

- 15.13 If disorder occurs at a meeting of the Council, the chairperson may adjourn the meeting for a period of not more than 15 minutes and leave the chair. The Council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of Councillors.

Expulsion from meetings

- 15.14 All chairpersons of meetings of the Council and committees of the Council are authorised under this Code to expel any person other than a Councillor, from a Council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the Council or the committee of the Council.
- 15.15 Clause 15.14, does not limit the ability of the Council or a committee of the Council to resolve to expel a person, including a Councillor, from a Council or committee meeting, under section 10(2)(a) of the Act.

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15.16 A Councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the Council for having failed to comply with a requirement under clause 15.12. The expulsion of a Councillor from the meeting for that reason does not prevent any other action from being taken against the Councillor for the act of disorder concerned.

Note: Clause 15.16 reflects section 233(2) of the Regulation.

15.17 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the Council for engaging in or having engaged in disorderly conduct at the meeting.

15.18 Where a Councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.

15.19 If a Councillor or a member of the public fails to leave the place where a meeting of the Council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the Councillor or member of the public from that place and, if necessary, restrain the Councillor or member of the public from re-entering that place for the remainder of the meeting.

How disorder by councillors attending meetings by audio-visual link may be dealt with

15.20 Where a Councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the Councillor's audio link to the meeting for the purposes of enforcing compliance with this code.

15.21 If a Councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the Councillor's audio-visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

15.20² Councillors, Council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the Council and committees of the Council.

15.24³ A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the Council or a committee of the Council without the prior authorisation of the Council or the committee.

15.22⁴ **Without limiting clause 15.17, a contravention of clause 15.23 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.17.** Any person who contravenes or attempts to contravene clause 15.24³, may be expelled from the meeting as provided for under section 10(2) of the Act.

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- 15.23⁵ If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

16 CONFLICTS OF INTEREST

- 16.1 All Councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the Council and committees of the Council in accordance with the Council's Code of Conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the Council's Code of Conduct. Where a Councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the Councillor's audio-visual link to the meeting must be suspended or terminated and the Councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the Council or committee, or at any time during which the Council or committee is voting on the matter.

16.3 The full form that was filled out by the Councillor to declare their conflict of interest will be displayed in the meeting minutes, with any confidential or personal information redacted.

17 DECISIONS OF THE COUNCILCouncil decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the Council at which a quorum is present is a decision of the Council.

Note: Clause 17.1 reflects section 371 of the Act.

- 17.2 Decisions made by the Council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

- 17.3 A resolution passed by the Council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.10.

Note: Clause 17.3 reflects section 372(1) of the Act.

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

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17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.10.

Note: Clause 17.5 reflects section 372(3) of the Act.

17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by 3 Councillors if less than 3 months has elapsed since the resolution was passed, or the motion was lost.

Note: Clause 17.6 reflects section 372(4) of the Act.

17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within 3 months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the General Manager no later than 5pm of the day after the meeting at which the resolution was adopted.

17.11 A motion to alter or rescind a resolution of the Council may be moved on the report of a committee of the Council and any such report must be recorded in the minutes of the meeting of the Council.

Note: Clause 17.11 reflects section 372(6) of the Act.

17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the Council may be moved at the same meeting at which the resolution was adopted, where:

- (a) a notice of motion signed by three councillors is submitted to the chairperson, and
- (b) a motion to have the motion considered at the meeting is passed, and
- (c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.

17.14 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

Recommitting resolutions to correct an error

17.125 Despite the provisions of this Part, a Councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:

- (a) To correct any error, ambiguity or imprecision in the Council's resolution, or
- (b) To confirm the voting on the resolution.

17.136 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.125(a), the Councillor is to propose alternative wording for the resolution.

17.147 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.125(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.

17.158 A motion moved under clause 17.125 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.125 can speak to the motion before it is put.

17.169 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.125.

17.170 A motion moved under clause 17.125 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

18 TIME LIMITS ON COUNCIL MEETINGS

18.1 Meetings of the Council and committees of the Council are to conclude no later than 9pm.

18.2 If the business of the meeting is unfinished at 9pm, the Council or the committee may, by resolution, extend the time of the meeting.

18.3 If the business of the meeting is unfinished at 9pm, and the Council does not resolve to extend the meeting, the chairperson must either:

- (a) Defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the Council, or
- (b) Adjourn the meeting to a time, date and place fixed by the chairperson.

18.4 Clause 18.3 does not limit the ability of the Council or a committee of the Council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.

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- 18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the General Manager must:
- (a) Individually notify each councillor of the time, date and place at which the meeting will reconvene, and
 - (b) Publish the time, date and place at which the meeting will reconvene on the Council's website and in such other manner that the General Manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

19 AFTER THE MEETINGMinutes of meetings

- 19.1 The Council is to keep full and accurate minutes of the proceedings of meetings of the Council.

Note: Clause 19.1 reflects section 375(1) of the Act.

- 19.2 At a minimum, the General Manager must ensure that the following matters are recorded in the Council's minutes:

- (a) the names of Councillors attending a Council meeting and whether they attended the meeting in person or by audio-visual link.
- (a)(b) Details of each motion moved at a council meeting and of any amendments moved to it,
- (b)(c) The names of the mover and seconder of the motion or amendment,
- (c)(d) Whether the motion or amendment was passed or lost, and
- (d)(e) Such other matters specifically required under this code.

- 19.3 The minutes of a Council meeting must be confirmed at a subsequent meeting of the Council.

Note: Clause 19.3 reflects section 375(2) of the Act.

- 19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

Note: Clause 19.5 reflects section 375(2) of the Act.

- 19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 19.7 The confirmed minutes of a Council meeting must be published on the Council's website. This clause does not prevent the Council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

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Access to correspondence and reports laid on the table at, or submitted to, a meeting

- 19.8 The Council and committees of the Council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

Note: Clause 19.8 reflects section 11(1) of the Act.

- 19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

Note: Clause 19.9 reflects section 11(2) of the Act.

- 19.10 Clause 19.8 does not apply if the Council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 19.10 reflects section 11(3) of the Act.

- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

- 19.12 The General Manager is to implement, without undue delay, lawful decisions of the Council.

Note: Clause 19.12 reflects section 335(b) of the Act.

20 COUNCIL COMMITTEES

Application of this Part

- 20.1 This Part only applies to committees of the Council whose members are all Councillors.

Council committees whose members are all councillors

- 20.2 The Council may, by resolution, establish such committees as it considers necessary.
- 20.3 A committee of the Council is to consist of the Mayor and such other Councillors as are elected by the Councillors or appointed by the Council.
- 20.4 The quorum for a meeting of a committee of the Council is to be:
- (a) Such number of members as the Council decides, or
 - (b) If the Council has not decided a number – a majority of the members of the committee.

ITEM 4 - ATTACHMENT 1 DRAFT CODE OF MEETING PRACTICEFunctions of committees

20.5 The Council must specify the functions of each of its committees when the committee is established, but may from time to time amend those functions.

Notice of committee meetings

20.6 The General Manager must send to each Councillor, regardless of whether they are a committee member, at least 3 days before each meeting of the committee, a notice specifying:

- (a) The time, date and place of the meeting, and
- (b) The business proposed to be considered at the meeting.

20.7 Notice of less than 3 days may be given of a committee meeting called in an emergency.

Attendance at committee meetings

20.8 A committee member (other than the Mayor) ceases to be a member of a committee if the committee member:

- (a) Has been absent from 3 consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
- (b) Has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.

20.9 Clause 20.8 does not apply if all of the members of the Council are members of the committee.

Non-members entitled to attend committee meetings

20.10 A Councillor who is not a member of a committee of the Council is entitled to attend, and to speak at a meeting of the committee. However, the Councillor is not entitled:

- (a) To give notice of business for inclusion in the agenda for the meeting, or
- (b) To move or second a motion at the meeting, or
- (c) To vote at the meeting.

Chairperson and deputy chairperson of council committees

20.11 The chairperson of each committee of the Council must be:

- (a) The Mayor, or
- (b) If the Mayor does not wish to be the chairperson of a committee, a member of the committee elected by the Council, or
- (c) If the Council does not elect such a member, a member of the committee elected by the committee.

20.12 The Council may elect a member of a committee of the Council as deputy

ITEM 4 - ATTACHMENT 1 DRAFT CODE OF MEETING PRACTICE

chairperson of the committee. If the Council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

- 20.13 If neither the chairperson nor the deputy chairperson of a committee of the Council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.
- 20.14 The chairperson is to preside at a meeting of a committee of the Council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

- 20.15 Subject to any specific requirements of this code, each committee of the Council may regulate its own procedure. The provisions of this Code are to be taken to apply to all committees of the Council unless the Council or the committee determines otherwise in accordance with this clause.
- 20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the Council or the committee determines otherwise in accordance with clause 20.15.
- 20.17 Voting at a Council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

- 20.18 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the Council to the public in the same way they apply to the closure of meetings of the Council to the public.
- 20.19 If a committee of the Council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the Council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.19 during a part of the meeting that is webcast.

Disorder in committee meetings

- 20.21 The provisions of the Act and this code relating to the maintenance of order in Council meetings apply to meetings of committees of the Council in the same way as they apply to meetings of the Council.

ITEM 4 - ATTACHMENT 1 DRAFT CODE OF MEETING PRACTICE

Minutes of council committee meetings

20.22 Each committee of the Council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:

- (a) the names of Councillors attending a Council meeting and whether they attended the meeting in person or by audio-visual link.
- (a)(b) Details of each motion moved at a council meeting and of any amendments moved to it,
- (b)(c) The names of the mover and seconder of the motion or amendment,
- (e)(d) Whether the motion or amendment was passed or lost, and
- (e)(e) Such other matters specifically required under this code.

20.23 All voting at meetings of committees of the Council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of Councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

- 20.234 The minutes of meetings of each committee of the Council must be confirmed at a subsequent meeting of the committee.
- 20.245 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 20.256 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.
- 20.267 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 20.278 The confirmed minutes of a meeting of a committee of the Council must be published on the Council's website. This clause does not prevent the Council from also publishing unconfirmed minutes of meetings of committees of the Council on its website prior to their confirmation.

21 IRREGULARITIES

- 21.1 Proceedings at a meeting of a Council or a Council committee are not invalidated because of:
 - (a) A vacancy in a civic office, or
 - (b) A failure to give notice of the meeting to any Councillor or committee member, or
 - (c) Any defect in the election or appointment of a Councillor or committee member, or
 - (d) A failure of a Councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a Council or committee meeting in accordance with the Council's Code of Conduct, or
 - (e) A failure to comply with this Code.

Note: Clause 21.1 reflects section 374 of the Act.

ITEM 4 - ATTACHMENT 1 DRAFT CODE OF MEETING PRACTICE

22 DEFINITIONS

the Act	means the Local Government Act 1993.
act of disorder	means an act of disorder as defined in clause 15.11 of this code.
amendment	in relation to an original motion, means a motion moving an amendment to that motion.
audio recorder	any device capable of recording speech.
audio-visual link	means a facility that enables audio and visual communication between persons at different places.
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales.
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code.
this code	means the council’s adopted code of meeting practice.
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1.
councillor	means a councillor elected to Port Stephens Council, including the mayor, unless the mayor is defined in another capacity within this code.
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in New South Wales.
day	means calendar day.
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion.
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment.
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion.
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means.
planning decision	means a decision made in the exercise of a function of a council under the Environmental Planning and Assessment Act 1979 including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act.

ITEM 4 - ATTACHMENT 1 DRAFT CODE OF MEETING PRACTICE

performance improvement order	means an order issued under section 438A of the Act.
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting.
the Regulation	means the Local Government (General) Regulation 2005 2021 .
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time.
year	means the period beginning 1 July and ending the following 30 June.

DRAFT

ITEM 4 - ATTACHMENT 1 DRAFT CODE OF MEETING PRACTICE

CONTROLLED DOCUMENT INFORMATION:

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TRIM container No	A2004-0284	EDRMS record No	20/242259 TBC
Audience	Elected Council		
Process owner	Governance Section Manager		
Author	Governance Section Manager		
Review timeframe	Four years 3 years	Next review date	9 June 2023 TBC
Adoption date	28 May 2019		

VERSION HISTORY:

Version	Date	Author	Details	Minute No.
1.0	28 May 2019	Governance Section Manager	Adoption of the model Code of Conduct.	113
1.1	9 June 2020	Governance Section Manager	Reviewed the Code, format numbering to align with corporate style guide and updated version control. 3.1, 3.1.1 to 3.1.4 – delete. 3.1 & 3.2 – insert new clauses. 3.2 to 3.36 – renumber to 3.3 to 3.37 and update reference clauses. 3.10 – replace 7 days with 10 days. 4.3 – amend 12.00 noon to read 12 noon. 8.1 – delete. 8.1 – insert new clause. Update definitions to include 'councillor'.	098

ITEM 4 - ATTACHMENT 1 DRAFT CODE OF MEETING PRACTICE

1.2		Governance Section Manager	<p>Reviewed the Code in accordance with amendments in the Model Code of Meeting Practice , format numbering to align with corporate style guide and updated version control.</p> <p>Amendments</p> <p>Introduction - replaced “made” with “prescribed” and updated the Local Government (General) Regulation to 2021.</p> <p>3.5 – update to include timeframe to publish business paper on website.</p> <p>3.7 – update to include distribution of business paper to Mayor and Councillors.</p> <p>3.10 – change to timeframe to lodge a notice of motion.</p> <p>3.23 - new clause “Statement of ethical obligations”.</p> <p>3.35 – new clause to enable pre-meeting briefings to be held by audio-visual link.</p> <p>4.2 – new clause to enable public forums to be held by audio-visual link.</p> <p>4.11 – Minor amendment to wording.</p> <p>5.2 – include reference to audio-visual link.</p> <p>5.13 – updated wording to “health”</p>
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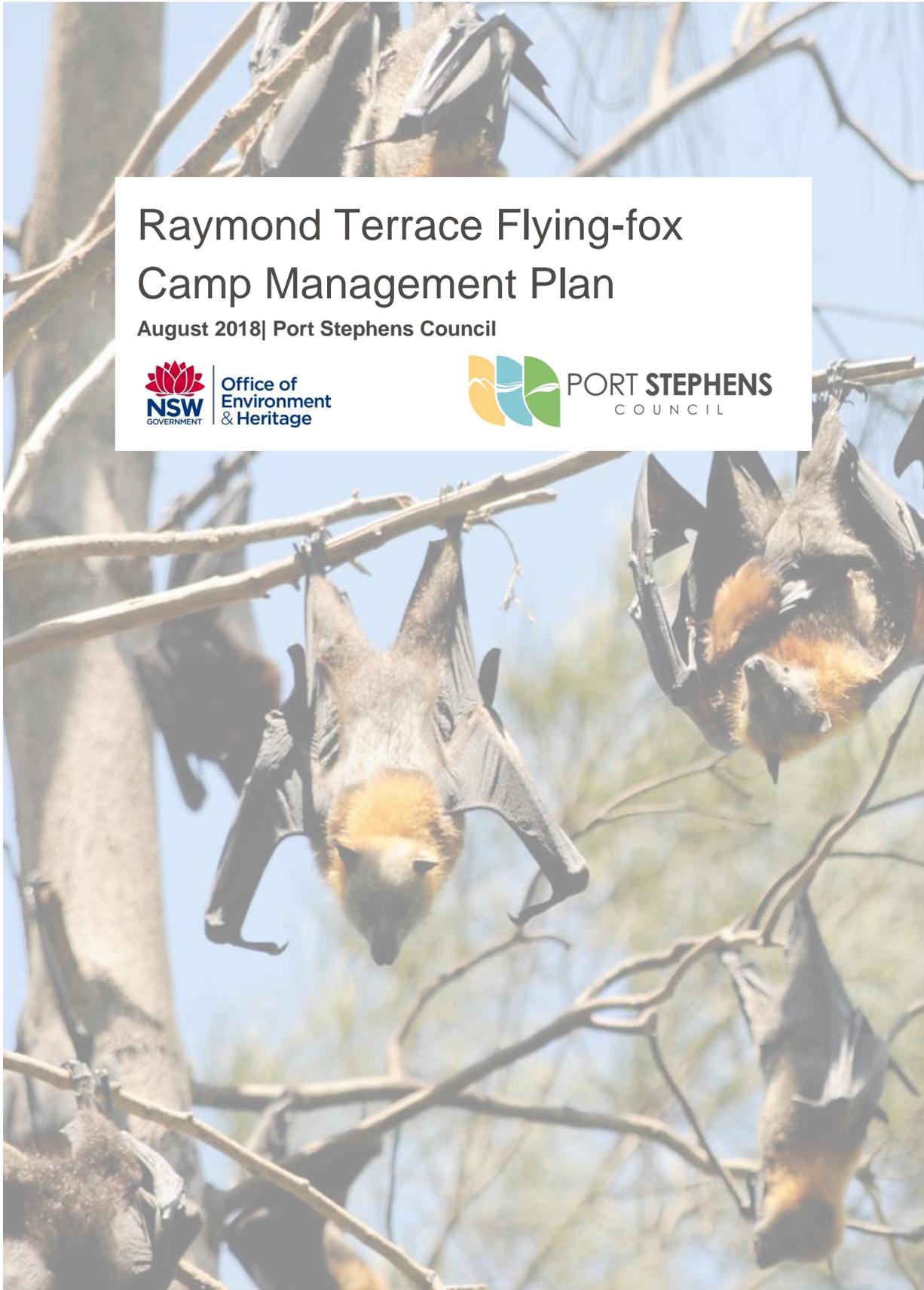
ITEM 4 - ATTACHMENT 1 DRAFT CODE OF MEETING PRACTICE

			<p>and “public health emergency”, and remove reference to flood or bushfire.</p> <p>5.15 to 5.17 – new clauses to enable meetings to be held by audio-visual link.</p> <p>5.18 to 5.22 – new clauses to enable meeting attendance by audio-visual link.</p> <p>5.26 – amendments to reflect method of recording webcast.</p> <p>5.27 to 5.31 – clauses wording in the model code of meeting practice.</p> <p>Former 5.19 to 5.23 – clauses removed.</p> <p>9.17 – remove “documents” and replace with “information”.</p> <p>11.6 – minor update.</p> <p>11.10 – new clause to enable a division on each item</p> <p>14.7 – include “departmental”.</p> <p>14.20 – new clause.</p> <p>15.11 – remove “personal reflections’ and replace with “unfavourable personal remarks about,” and include reference to section 182 of the Regulation.</p> <p>15.12 – update to include (e) and “any statement that constitutes” and include reference to</p>	
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ITEM 4 - ATTACHMENT 1 DRAFT CODE OF MEETING PRACTICE

Version	Date	Author	Details	Minute No.
			section 233 of the Regulation. 15.16 – Include reference to section 233(2) of the Regulation. 15.20 and 15.21 – new clause. 15.24 – update to include reference to 15.17. 16.2 – new clause. 17.12 to 17.14 – new clauses. 19.2(a) – new sub-clause. 20.22(a) – new sub-clause. 20.23 – new clause to enable a division on each item Definitions updated to include audio-visual link and reference to 2021 Regulation.	

ITEM 4 - ATTACHMENT 2 RAYMOND TERRACE FLYING FOX CAMP
MANAGEMENT PLAN.



Raymond Terrace Flying-fox Camp Management Plan

August 2018 | Port Stephens Council



ITEM 4 - ATTACHMENT 2 RAYMOND TERRACE FLYING FOX CAMP
MANAGEMENT PLAN.

RAYMOND TERRACE FLYING-FOX CAMP MANAGEMENT PLAN | JULY 2018

Prepared by Hunter Councils Environment Division for Port Stephens Council



Contact Details:

Hunter Councils Environment Division
PO Box 3137
THORNTON NSW 2322
Phone: 02 4978 4020
Fax: 02 4966 0588
Email: envirodirector@huntercouncils.com.au

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Suggested Bibliographic Citation:

Port Stephens Council (2017) *Raymond Terrace Flying Fox Camp Management Plan August 2018*, Raymond Terrace

Disclaimer

This document has been compiled in good faith, exercising all due care and attention. Strategic Services Australia does not accept responsibility for inaccurate or incomplete information. The basis of the document has been developed from the NSW Office of Environment and Heritage "Flying-fox Camp Management Plan Template 2016".

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ITEM 4 - ATTACHMENT 2 RAYMOND TERRACE FLYING FOX CAMP MANAGEMENT PLAN.

RAYMOND TERRACE FLYING-FOX CAMP MANAGEMENT PLAN | JULY 2018

Acknowledgements

- Les Seddon – Port Stephens Council
- Carlie McClung - Port Stephens Council
- Charlene Wellard - Port Stephens Council
- Alan Keown – GIS Consultant
- Peggy Eby – Ecologist
- Narawan Williams – Ecologist
- Eva Twarkowski – Hunter Councils Environment Division
- Ellen Saxon – Hunter Councils Environment Division
- Bradley Nolan – Hunter Councils Environment Division

We acknowledge the broader input received from Local Council Officers undertaking similar Flying Fox Camp Management Plans (CMPs) in the Hunter Region, as their efforts may have influenced the creation of this Raymond Terrace Flying-fox Camp Management Plan.

We acknowledge input by the NSW Office of Environment and Heritage, and consultants Ecosure, in developing the template on which this Camp Management Plan was based. Peggy Eby also provided advice which was included in the template.

Version History

Version	Date	Author	Details
Draft (v6)	June 2017	Hunter Councils	First release to Council for review
Revised Draft (v7)	July 2017	Les Seddon	Revised draft for Council workshop
Final draft (v8)	November 2017	Les Seddon	Revised draft for consultation following internal Council workshop.
Exhibition Draft	July 2018	Les Seddon	Final draft for exhibition
Final	14 th August 2018	Steven Peart	Final version adopted by Council

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Acronyms and Abbreviations

ABLV	Australian bat lyssavirus
BC Act	<i>Biodiversity Conservation Act 2016 (NSW)</i>
BFF	black flying-fox (<i>Pteropus alecto</i>)
DoE	Commonwealth Department of the Environment
DPI	Department of Primary Industries (NSW)
EP&A Act	<i>Environmental Planning and Assessment Act 1979 (NSW)</i>
EPA	Environment Protection Authority (NSW)
EPBC Act	<i>Environment Protection and Biodiversity Conservation Act 1999 (Commonwealth)</i>
GHFF	grey-headed flying-fox (<i>Pteropus poliocephalus</i>)
the Guideline	Referral guideline for management actions in grey-headed and spectacled flying-fox camps 2015 (Commonwealth)
HeV	Hendra virus
LGA	local government area
LGNSW	Local Government NSW
LRFF	little red flying-fox (<i>Pteropus scapulatus</i>)
MNES	matters of national environmental significance
NPW Act	<i>National Parks and Wildlife Act 1974 (NSW)</i>
NPWS	National Parks and Wildlife Service (NSW)
OEH	Office of Environment and Heritage (NSW)
PEPs	protection of the environment policies
the Plan	Camp Management Plan
POEO Act	<i>Protection of the Environment Operations Act 1997 (NSW)</i>
the Policy	Flying-fox Camp Management Policy 2015 (NSW)
SEPPs	State Environmental Planning Policies
SIS	species impact statement
TEC	threatened ecological community
TSC Act	<i>Threatened Species Conservation Act 1995 (NSW)</i>

**ITEM 4 - ATTACHMENT 2 RAYMOND TERRACE FLYING FOX CAMP
MANAGEMENT PLAN.**

RAYMOND TERRACE FLYING-FOX CAMP MANAGEMENT PLAN | JULY 2018

Executive Summary

Flying-foxes first established a camp at Newbury Park, Raymond Terrace in summer 2011. Historically the camp has been primarily occupied by the grey-headed flying-fox (GHFF) with the population varying seasonally over time. In November 2014 the Flying-fox camp extended to Ross Walbridge Reserve, adjacent to Newbury Park. Both the park and reserve are owned by Port Stephens Council. Around mid-2016 the camp expanded significantly in what is believed to be linked to the mass flowering of Spotted Gums in the area that provided a significant food supply.

Little Red Flying-foxes (LRFF) were first observed in 2016 during the camp expansion but have always been a much less significant proportion of the camp. The destructive impacts of LRFFs experienced by other Councils have not been as significant an issue at Raymond Terrace.

The Raymond Terrace Flying-fox Camp is located adjacent to residential areas, approximately 700 metres east of Raymond Terrace shopping district, and is a cause of conflict and community concern due to noise, smell and excrement impacts, as well as potential health risk perceptions by the community.

GHFFs are listed as a threatened species under both NSW and Commonwealth legislation, and disturbance to flying foxes and their habitat is limited by legislative requirements. This species is highly mobile and camp populations vary widely over time due to food resource availability.

The Raymond Terrace Flying-fox Camp Management Plan (the Plan) provides a tool to ensure appropriate management of the camp. This management plan outlines the issues of concern to the community caused by the presence of flying-foxes, and the measures that will be taken to manage the land and reduce conflict with the local community. This approach may guide Council's approach in other locations in the local government area if flying-fox issues arise.

Experience in other areas has shown that attempts to move camps are generally unsuccessful, expensive, and likely to result in either the relocation and/or increase of problems. Therefore, management actions proposed at Raymond Terrace are primarily designed to minimise impacts from coexistence on residents.

Preparation of the Plan included a community survey of residents throughout the community; and consultation with the NSW Office of Environment and Heritage.

This Plan provides the framework for guiding Council's management actions on the land, and in responding to concerns of nearby residents.

Given the mobility of flying-foxes and the expected variability of the population of the camp over time, the focus of implementation actions is on:

- Awareness and preparedness for infrequent camp expansions to minimise odour impacts
- Mitigating impacts from faecal matter
- Avoiding disturbances to minimise excessive camp noise

In the event that the flying-foxes no longer occupy the site or are present in low numbers, then many of the actions identified in the Plan may not be required. Alternatively, if the number of individuals at the camp increases, then it may be necessary to review actions.

ITEM 4 - ATTACHMENT 2 RAYMOND TERRACE FLYING FOX CAMP MANAGEMENT PLAN.

RAYMOND TERRACE FLYING-FOX CAMP MANAGEMENT PLAN | JULY 2018

1 Overview

1.1 Background

This Plan has been developed as part of a Hunter Regional project that has developed Flying-fox Camp Management Plans (CMPs) for Cessnock City Council, Central Coast Council, Mid Coast Council, Muswellbrook Council, Singleton Council, Port Stephens Council and Upper Hunter Shire Council. Participating in this project has enabled strong alignment with the actions of other Councils and the creation of active working relationships with these Councils, so that if any management action undertaken affects the roosting behaviours of Flying-foxes in one jurisdiction, a network of land management / ecology specialists can notify neighbouring Councils of any possible increased Flying-fox movements.

The Plan has been prepared by Hunter Councils Environment Division and Port Stephens Council, utilising the NSW Office of Environment and Heritage's "Flying-fox Camp Management Plan Template 2016". In addition, input has been provided from all participating councils; the Office of Environment and Heritage; responses from community consultation and key stakeholders; and the 2014 Newbury Park Vegetation Management Plan.

The Plan has been prepared to identify management actions suitable for Council's use that may reduce the impact of flying foxes on residents, particularly adjacent to the land occupied by the camp, while maintaining suitable habitat on the site to support the population of the grey-headed flying-fox, a listed threatened species. The plan also provides general guidance throughout the Port Stephens local government area for flying-fox camps.

The purpose of this plan is to undertake camp management in accordance with the Office of Environment and Heritage (OEH) Flying-fox Camp Management Policy (OEH 2015). The plan has been prepared in consultation with OEH. If approved by OEH (in combination with other relevant license applications and legislative requirements) this Plan will enable appropriate vegetation management on the land under NSW state legislation to reduce impacts of the camp on residential areas.

In April 2018 the NSW Government consulted on a *Draft Code of Practice Authorising Flying-fox Camp Management Actions*. The draft code is intended to provide councils with greater management flexibility and opportunities to be more proactive in camp management. Future decision making and activity under the potential code will still require the existence of Camp Management Plans that are necessary to establish and acknowledge the ecological benefits of camps, community expectations and the heavy burden placed on local residents to inform decision making.

The plan outlines how the land occupied by the camp will be managed, and actions that Council will take to reduce residential impacts as far as possible. Little or no direct impact to flying-foxes arising from the proposed management actions is anticipated, and no license is therefore expected to be required. The plan operates for 5 years.

1.2 Objectives

Council has developed this Flying-fox Camp Management Plan to provide Council, and the community a clear framework for the management of the Raymond Terrace Flying-fox Camp.

The objectives of this Camp Management Plan (the Plan) are to:

- minimise impacts to the community, while conserving flying-foxes and their habitat
- enable land managers and other stakeholders to use a range of suitable management responses to sustainably manage flying-foxes

The Plan provides details on the camp site, flying-fox species, community inputs, management opportunities and agreed management actions designed to achieve the above stated objectives.

The objectives of the Plan are consistent with the Office of Environment and Heritage Flying-fox Camp Management Policy (OEH 2015).

ITEM 4 - ATTACHMENT 2 RAYMOND TERRACE FLYING FOX CAMP MANAGEMENT PLAN.

RAYMOND TERRACE FLYING-FOX CAMP MANAGEMENT PLAN | JULY 2018

2 Context

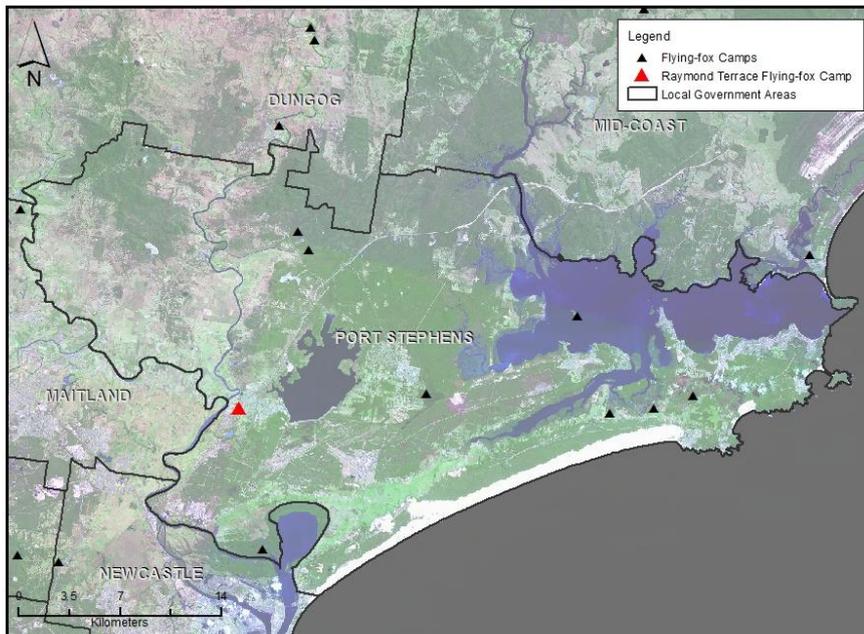
2.1 Local Context

Port Stephens Local Government Area currently supports nine (9) known flying-fox Camps (refer Figure 1). The Raymond Terrace Flying-fox Camp (the Camp) is situated in close proximity to residential development and is the only constantly utilised flying-fox camp in the LGA, and is the subject of this CMP. The Camp population on average contains 8,000 individuals (of three different species) with a maximum record of 21,000 in April 2016.

Other flying-fox camps in the local government area include:

- Anna Bay, Tomago (Fullerton Cove), Wallaroo NP (Italia Rd) and North of Italia Road; where camps have had no records, suggesting these are historical Camps as no animals were present on site during the CSIRO census counts.
- Bob's Farm (two Camps 3km apart); where a large number of animals were recorded in 2015, but no other evidence of sustained Camp usage has been recorded
- Medowie; where animals were recorded in 2013 and 2014, but in no other year
- Schnapper Island; where a small number of animals were observed roosting in 2014.

Figure 1 Port Stephens Local Government Area



2.1.1 Raymond Terrace Flying-fox Camp and Surrounds

Newbury Park at Raymond Terrace has supported a flying-fox camp since 2010. There had been little conflict with nearby residents up until September 2013 when the Flying-fox population exceeded 10,000 animals when complaints to Council escalated. The Camp has been permanently occupied since 2013 and due to the number of animals consistently utilising the site, it was designated a Nationally Significant Flying-fox Camp (see Section 2.3 Legislative and Regulatory Context for more details).

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Newbury Park is a 2.23ha, triangular drainage reserve situated in Raymond Terrace between Adelaide Street in the north, Mount Hall Road and Thomas Street in the south and adjacent to residences in both Thomas Street (south) and Hillside Close to the east (Figure 2).

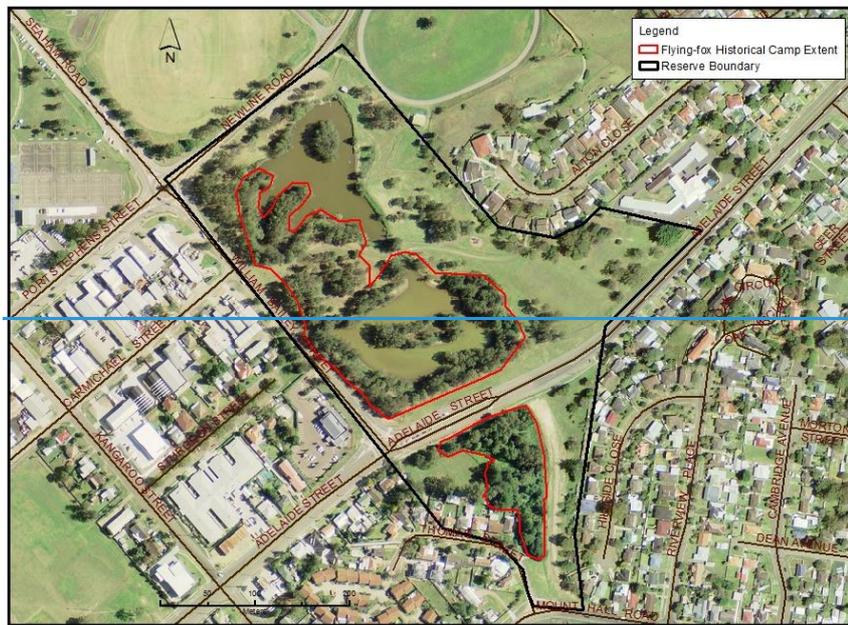
Ross Walbridge Reserve is a much larger, approx. 10 ha, parkland reserve and is located across the road (on the north-western side) of Adelaide Street. Ross Walbridge reserve contains a water body with three islands. It is bordered by William Bailey Street on the west side and Newline road on its northern border (refer Figure 2). There are equine facilities and residential houses on the eastern side, sports complex to the north and business and retail to the west.

The park's drainage catchment is approx. 16ha. This drainage area is predominantly to the south and east and is residential.

The vegetation is dominated by Paperbark species and Swamp Oak. There is a dense lower, mid-storey and upper canopy except for where the flying-foxes have been roosting regularly causing some defoliation (mostly in the mid to upper canopy).

The extent of roosting areas has spanned both Newbury Park and Ross Walbridge Reserve, with both Council reserves zoned as recreational land. Figure 2 shows the maximum extent of where Flying-foxes have roosted over the past 7 years. Figure 4 shows the changing extents of occupancy.

Figure 2 Raymond Terrace Flying-fox Camp location and historical extent



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Figure 3 Historical extent of camp occupancy

Roosting location 2013



Roosting location 2014



Roosting location 2015



Roosting location 2016



There has been a marked change in roosting behaviour since Camp inception where the initial Camp was located entirely in Newbury Park, but as flying-fox numbers have increased, the camp has extended and is now utilising a large area of Ross Walbridge Reserve.

The Camp predominantly provides roosting for Grey-headed Flying-foxes, although a small number of Black Flying-foxes have been observed on the site. The first observations of Little Red Flying-foxes utilising the Camp was in 2016.

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2.1.2 Flying-fox Population & Statistics

Details on the national flying fox population, statistics and threatened species status is provided in Appendix 1.

The Grey-headed Flying-fox population at the Raymond Terrace Camp is relatively stable, but does usually experience some increase in population between February and May each year (typically associated with mating season).

Table 1 provides population details as published in the CSIRO National Flying-fox Census. Figure 4 provides a graphical presentation of the data presented in Table 1, showing the increased numbers of Flying-foxes utilising the Raymond Terrace Flying-fox Camp, causing it to gain the designation as a Nationally Important Flying-fox Camp. It is noted that this quarterly data resolution does not accurately reflect fluctuations in occupancy compared to Council's monthly monitoring.

Figure 5 provides monthly occupancy numbers from Council monitoring which shows the relative roosting change over the past few years, clearly showing the Camp expansion from Newbury Park to Ross Walbridge Reserve.

Flying-fox occupancy numbers peaked in April and May 2016, coinciding with mass winter eucalypt flowering events in the Hunter Valley, and have been at their lowest in July 2018 since monthly monitoring began in 2015.

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Table 1: Flying-fox population data (source: CSIRO National Flying-fox census).

	Nov-12	Feb-13	May-13	Aug-13	Nov-13	Feb-14	May-14	Aug-14	Nov-14	Feb-15	May-15	Aug-15	Nov-15	Feb-16	May-16	Aug-16
Hunter Camps	15,387	131,768	44,519	23,649	15,172	97,769	27,533	7,681	130,269	335,279	105,926	112,624	138,593	309,962	176,703	66,784
Raymond Terrace Camp - GHFF	0	1,500	4,096	6,564	715	1,619	5,770	1,150	8,761	10,767	10,522	5,476	2,700	1,820	5,500	5,355
Raymond Terrace Camp - LRFF	0	0	0	0	520	0	0	0	0	0	0	0	0	0	0	0
Raymond Terrace Camp - BFF	0	0	0	560	65	16	58	61	0	0	0	0	0	0	0	0
% of Hunter Region FF in Raymond Terrace	0%	1.1%	9.2%	30.1%	8.6%	1.7%	21.2%	15.8%	6.7%	3.2%	9.9%	4.9%	1.9%	0.6%	3.1%	8%

GHFF = Grey Headed Flying-fox; LRFF = Little Red Flying-fox; BFF = Black Flying-fox

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Figure 4: Graph of Flying-fox census results for the Raymond Terrace Flying-fox Camp (source: CSIRO National Flying-fox census)

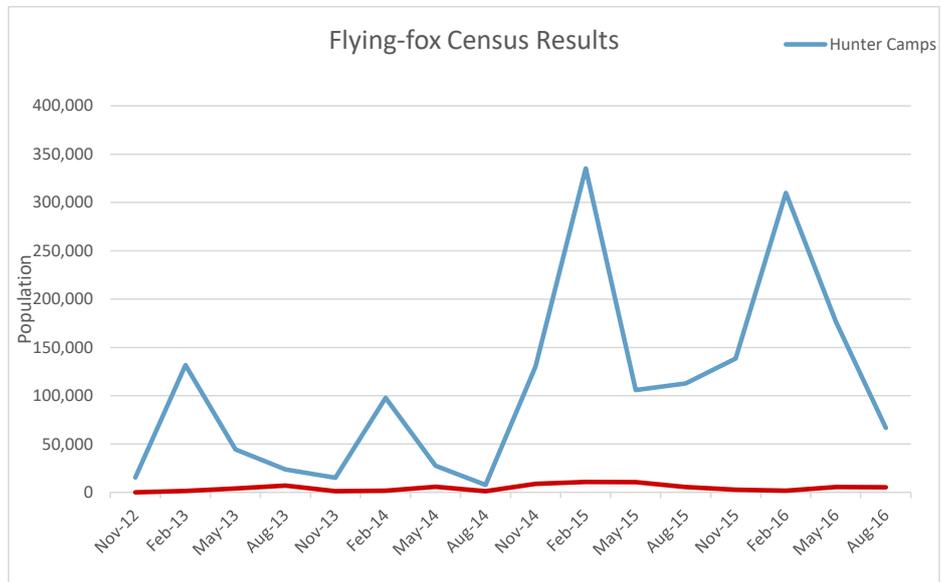
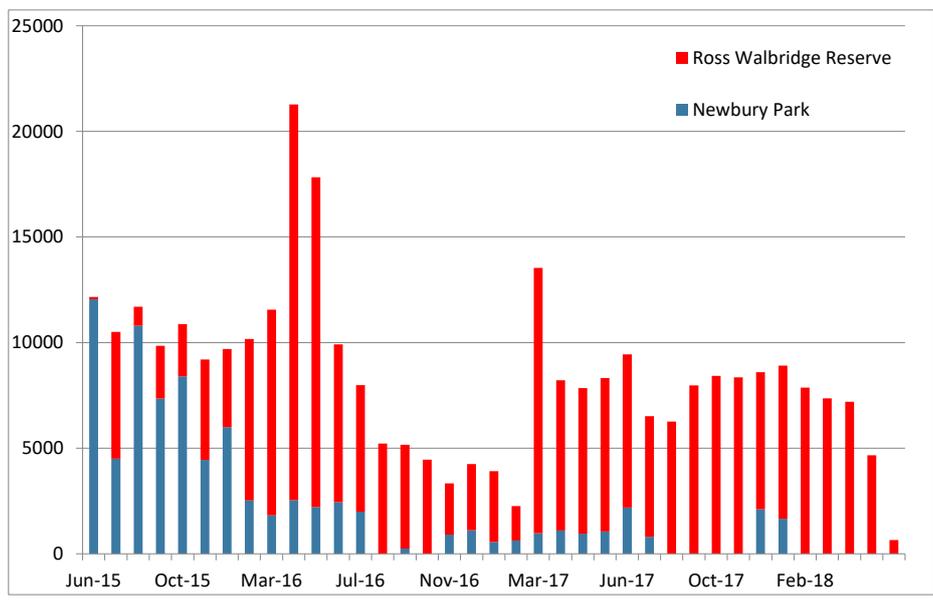


Figure 5: Flying-fox population across both Newbury Park and Ross Walbridge Reserve since June 2015



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2.1.3 Community Interests and Issues Related to the Camp

The community has shared both positive and negative feedback about the Camp. Information has been collected via a range of reporting and consultation methods. Further discussion about community engagement efforts and outcomes can be found in Section 3.

Reported negative issues include:

- noise as flying-foxes depart or return to the camp
- noise from the camp during the day, especially during the March to May breeding period and during disturbance from users and management of the parks
- faecal drop on outdoor areas, cars and washing lines, and residents resources (time and financial cost) associated with cleaning areas adjacent to the camp
- odour, including associated health impacts
- fear of disease
- health and/or wellbeing impacts (e.g. associated with lack of sleep, anxiety)
- reduced general amenity from constraints on utilising the park, backyards and keeping windows and doors shut

The majority of reported issues related to the camp are recorded from around March to June in 2016, and to a lesser extent 2017. This tends to coincide with an increase in flying-fox numbers during regional flowering events coinciding with the breeding season.

The majority of issues recorded are related to odour and excrement impacts to the residents in Alton Close directly to the north east of the camp. However, odour events are experienced all around the camp depending on moisture and wind directions. Properties throughout Raymond Terrace have localised impacts where small foraging resources, such as Cocos Palms, are found in back yards.

Council is improving its formal tracking of complaints and received dozens of direct telephone complaints and numerous written complaints since the camp expansion in 2016. Prior to that less than a dozen complaints were received per year.

There are also people in the surrounding area who enjoy the camp and would prefer it is not managed/managed in situ. Reported positive feedback stems from people who:

- recognise the landscape-scale benefits flying-foxes provide through seed dispersal and pollination
- acknowledge the need to conserve flying-foxes as an important native species
- enjoy watching flying-foxes at the camp and/or flying out or in
- appreciate the intrinsic value of the camp
- appreciate the natural values of the camp and habitat
- recognise the need for people and wildlife to live together.

2.1.4 Management Response to Date

The Newbury Park Vegetation Management Plan (VMP) was developed and finalized in 2014 in response to a surge in complaints following expansion of the normally stable population in Newbury Park in mid-2013. The Newbury Park VMP provided the basis to secure an s95 License (as required by s91 of the Threatened Species Conservation Act 1995). Specific works undertaken (and the subject of the license) were:

- Removal of 16 mature Jacaranda trees (*Jacaranda mimodisolia*), Slash Pine (*Pinus elliotii*), Coral Tree (*Erythrina sp.*), Willow (*Salix sp.*), Camphor Laurel (*Cinnamomum camphora*) and Box Leaf Elder (*Acer sp.*) from 0.12 hectares along the southern boundary of residential dwellings. The tree removal created a treeless buffer between residential dwellings and the Flying-fox roosting area (designed to remove the possibility of Flying-foxes roosting in residential yards).
- Planting low-growing herbaceous indigenous plants and shrubs in the buffer zone to prevent flying-foxes roosting in the buffer zone
- Removal of exotic vine and shrubs from 0.19 hectares of the park (area utilised by Flying-foxes to roost).

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- Planting a selection of indigenous trees, shrubs, forb, and herb species over 0.2 hectares immediately to the west of the remnant vegetation in Newbury Park to ultimately enlarge the area of roosting habitat available in Newbury Park.
- Planting of indigenous trees and shrubs on the eastern, northern and western boundary of the remnant woody vegetation to increase the roosting habitat in Newbury Park.

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2.2 Ecological Values of Flying Foxes, the Camp and Surrounding Areas

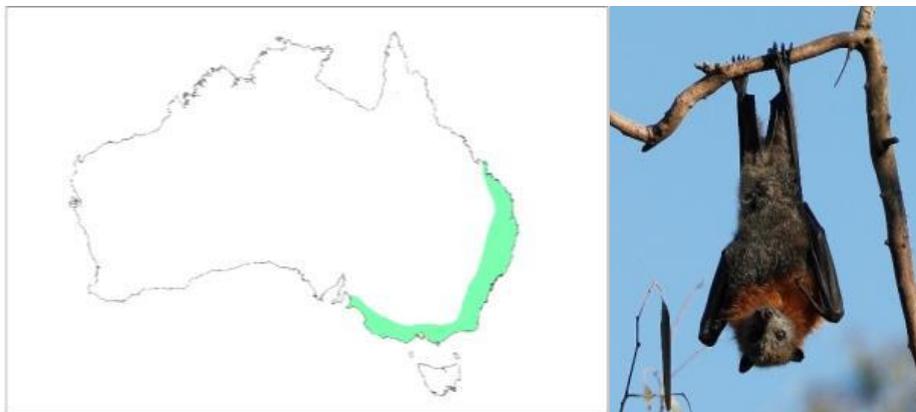
2.2.1 Flying-fox Species utilising the Raymond Terrace Flying-fox Camp

Three main species of Flying-fox have been observed roosting at the Raymond Terrace Flying-fox Camp, details on each species follows.

Grey-headed flying-fox (*Pteropus poliocephalus*)

The grey-headed flying-fox (GHFF) (Figure 6) is found throughout eastern Australia, generally within 200 kilometres of the coast, from Finch Hatton in Queensland to Melbourne, Victoria (OEH 2015d). This species now ranges into South Australia and has been observed in Tasmania (DoE 2016a). It requires foraging resources and camp sites within rainforests, open forests, closed and open woodlands (including melaleuca swamps and banksia woodlands). This species is also found throughout urban and agricultural areas where food trees exist and will raid orchards at times, especially when other food is scarce (OEH 2015a).

Figure 6: Grey-headed flying-fox indicative species distribution, adapted from OEH 2015a



All the GHFFs in Australia are regarded as one population that moves around freely within its entire national range (Webb & Tidemann 1996; DoE 2015). GHFF may travel up to 100 kilometres in a single night with a foraging radius of up to 50 kilometres from their camp (McConkey et al. 2012). They have been recorded travelling over 500 kilometres over 48 hours when moving from one camp to another (Roberts et al. 2012). GHFFs generally show a high level of fidelity to camp sites, returning year after year to the same site, and have been recorded returning to the same branch of a particular tree (SEQ Catchments 2012). This may be one of the reasons flying-foxes continue to return to small urban bushland blocks that may be remnants of historically-used larger tracts of vegetation.

The GHFF population has a generally annual southerly movement in spring and summer, with their return to the coastal forests of north-east NSW and south-east Queensland in winter (Ratcliffe 1932; Eby 1991; Parry-Jones & Augee 1992; Roberts et al. 2012). This results in large fluctuations in the number of GHFFs in NSW, ranging from as few as 20% of the total population in winter up to around 75% of the total population in summer (Eby 2000). They are widespread throughout their range during summer, but in spring and winter are uncommon in the south. In autumn they occupy primarily coastal lowland camps and are uncommon inland and on the south coast of NSW (DECCW 2009).

There is evidence the GHFF population declined by up to 30% between 1989 and 2000 (Birt 2000; Richards 2000 cited in OEH 2011a). There is a wide range of ongoing threats to the survival of the GHFF, including habitat loss and degradation, deliberate destruction associated with the commercial horticulture industry, conflict with humans, infrastructure-related mortality (e.g. entanglement in barbed wire fencing and fruit netting, power line electrocution, etc.) and competition and hybridisation

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with the BFF (DECCW 2009). For these reasons it is listed as vulnerable to extinction under NSW and federal legislation (see Section 2.3).

Little red flying-fox (*Pteropus scapulatus*)

The little red flying-fox (LRFF) (Figure 7) is widely distributed throughout northern and eastern Australia, with populations occurring across northern Australia and down the east coast into Victoria.

Figure 7: Little red flying-fox indicative species distribution, adapted from OEH 2015a



The LRFF forages almost exclusively on nectar and pollen, although will eat fruit at times and occasionally raids orchards (Australian Museum 2010). LRFFs often move sub-continental distances in search of sporadic food supplies. The LRFF has the most nomadic distribution, strongly influenced by availability of food resources (predominantly the flowering of eucalypt species) (Churchill 2008), which means the duration of their stay in any one place is generally very short.

Habitat preferences of this species are quite diverse and range from semi-arid areas to tropical and temperate areas, and can include sclerophyll woodland, melaleuca swamplands, bamboo, mangroves and occasionally orchards (IUCN 2015). LRFFs are frequently associated with other *Pteropus* species. In some colonies, LRFF individuals can number many hundreds of thousands and they are unique among *Pteropus* species in their habit of clustering in dense bunches on a single branch. As a result, the weight of roosting individuals can break large branches and cause significant structural damage to roost trees, in addition to elevating soil nutrient levels through faecal material (SEQ Catchments 2012).

Throughout its range, populations within an area or occupying a camp can fluctuate widely. There is a general migration pattern in LRFF, whereby large congregations of over one million individuals can be found in northern camp sites (e.g. Northern Territory, North Queensland) during key breeding periods (Vardon & Tidemann 1999). LRFF travel south to visit the coastal areas of south-east Queensland and NSW during the summer months. Outside these periods LRFF undertake regular movements from north to south during winter–spring (July–October) (Milne & Pavey 2011).

Black Flying-fox (*Pteropus Alecto*)

The Black Flying-fox is almost completely black in colour, relieved only by an incomplete rusty-red collar and a light frosting of silvery grey on the belly. It can be distinguished from the Grey-headed Flying-fox by its greater size, darker colour and bare legs.

The BFF live in large communal day-time camps in remnants of coastal subtropical rainforest or swamp forest, often with Grey-headed Flying-foxes. They fly out at dusk to feed on rainforest fruits as well as nectar and pollen from flowering eucalypts, paperbarks and banksias. When native foods are scarce, particularly during drought, they take fruit from orchards.

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2.2.2 Raymond Terrace Flying-fox Camp Description

As described in Figure 2 there is a Flying Fox colony roosting in two different council reserves:

Newbury Park is a 2.23ha triangular drainage reserve situated south of Adelaide Street that has supported a Flying Fox Colony since 2010 (Port Stephens Council 2014). The reserve is surrounded by residential dwellings on Thomas Street along the southern and south-western boundary. The western side of the reserve is bound by an unsealed road and a row of residential properties on Hillside Street. Newbury Reserve is approximately 14km from the coast.

The dominant habitat features of Newbury Park include Swamp-oaks, ferns, and woody and wiry vines. Past clearing and widespread weed infestation has resulted in limited species diversity in the canopy, mid story and ground layers. Swamp-oak dominates the canopy, providing suitable Flying-fox roosting habitat. Species recorded along the eastern boundary of the reserve include Red Ash and Prickly-leaved Tea Tree. The main vegetation community is Swamp Oak Forest / Rushland, the species present indicate that the vegetation community is associated with the Swamp oak Floodplain Forest, listed as an Endangered Ecological Community.

Newbury Park is best described to be in moderate condition, as much of the reserve has been degraded as a result of past clearing and extensive weed invasion. Within the core of the reserve, there may be opportunity for effective restoration and rehabilitation following comprehensive weed control.

There are no formal walking tracks through the reserve; residents can access the reserve via an unformed road (along the eastern side of the reserve) from Mount Hall Street and Adelaide Road. Alternatively access is possible along the boundary of the reserve, which is maintained by council. The reserve is highly degraded, of the 2.23ha there is approximately 1.1 hectares of remnant bushland in the reserve.

Ross Walbridge Reserve is located to the north of Adelaide Street and is 11.7 hectares in size. Flying Foxes began roosting at this site in November 2014 following the approved removal (Under section 95(2) of a number of known roosting trees along the southern and south-west boundary of Newbury Park (Pers. Comm. Port Stephens Council). The reserve is located 850m south-east of the Hunter River and approximately 700m east of Raymond Terrace Shopping district. The reserve continues to the south on the other side of Adelaide Street.

The Reserve provides a dense canopy cover of Swamp Oak Woodland and a reasonable area of open water. Species present include Swamp Mahogany (*Eucalyptus robusta*), Smooth-barked Apple (*Angophora costata*), both of which are considered to be important as Flying Fox foraging habitat.

The reserve is predominantly a passive and active recreational reserve, containing a number of picnic tables, barbeques and formal pathways. There is one sports field, located on the northern end of the reserve which holds regular sporting events on weekends. There are two separate lagoons, which cover 1.6 hectares. Flying foxes occupy the southern Lagoon when the colony is not at full capacity. Flying Foxes have been recorded at the second Lagoon when numbers exceeded 20,000 in 2016.

Both reserves are located north east of the Raymond Terrace Town Centre and industrial area. The surrounding areas are predominantly low density residential dwellings. Directly south of Newbury Park is the Muree Golf Course. Further to the south east of both reserves, there are widespread areas of contiguous bushland, which is a mix of council land, vacant Crown land and private land parcels. To the west is largely rural and most of the natural vegetation had been extensively cleared as a result of past agricultural practices.

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2.2.3 Ecological role of Flying Foxes

Flying-foxes, along with some birds, make a unique contribution to ecosystem health through their ability to move seeds and pollen over long distances (Southerton et al. 2004). This contributes directly to the reproduction, regeneration and viability of forest ecosystems (DoE 2016a).

It is estimated that a single flying-fox can disperse up to 60,000 seeds in one night (ELW&P 2015). Some plants, particularly *Corymbia spp.*, have adaptations suggesting they rely more heavily on nocturnal visitors such as bats for pollination than daytime pollinators (Southerton et al. 2004).

Grey-headed flying-foxes may travel 100 km in a single night with a foraging radius of up to 50 km from their camp (McConkey et al. 2012), and have been recorded travelling over 500 km in two days between camps (Roberts et al. 2012). In comparison bees, another important pollinator, move much shorter foraging distances of generally less than one kilometre (Zurbuchen et al. 2010).

Long-distance seed dispersal and pollination makes flying-foxes critical to the long-term persistence of many plant communities (Westcott et al. 2008; McConkey et al. 2012), including eucalypt forests, rainforests, woodlands and wetlands (Roberts et al. 2006). Seeds that are able to germinate away from their parent plant have a greater chance of growing into a mature plant (EHP 2012). Long-distance dispersal also allows genetic material to be spread between forest patches that would normally be geographically isolated (Parry-Jones & Augee 1992; Eby 1991; Roberts 2006). This genetic diversity allows species to adapt to environmental change and respond to disease pathogens. Transfer of genetic material between forest patches is particularly important in the context of contemporary fragmented landscapes.

Flying-foxes are considered 'keystone' species given their contribution to the health, longevity and diversity among and between vegetation communities. These ecological services ultimately protect the long-term health and biodiversity of Australia's bushland and wetlands. In turn, native forests act as carbon sinks, provide habitat for other fauna and flora, stabilise river systems and catchments, add value to production of hardwood timber, honey and fruit (e.g. bananas and mangoes; Fujita 1991), and provide recreational and tourism opportunities worth millions of dollars each year (EHP 2012; ELW&P 2015).

2.2.4 Flying Fox Habitat

Vegetation Communities

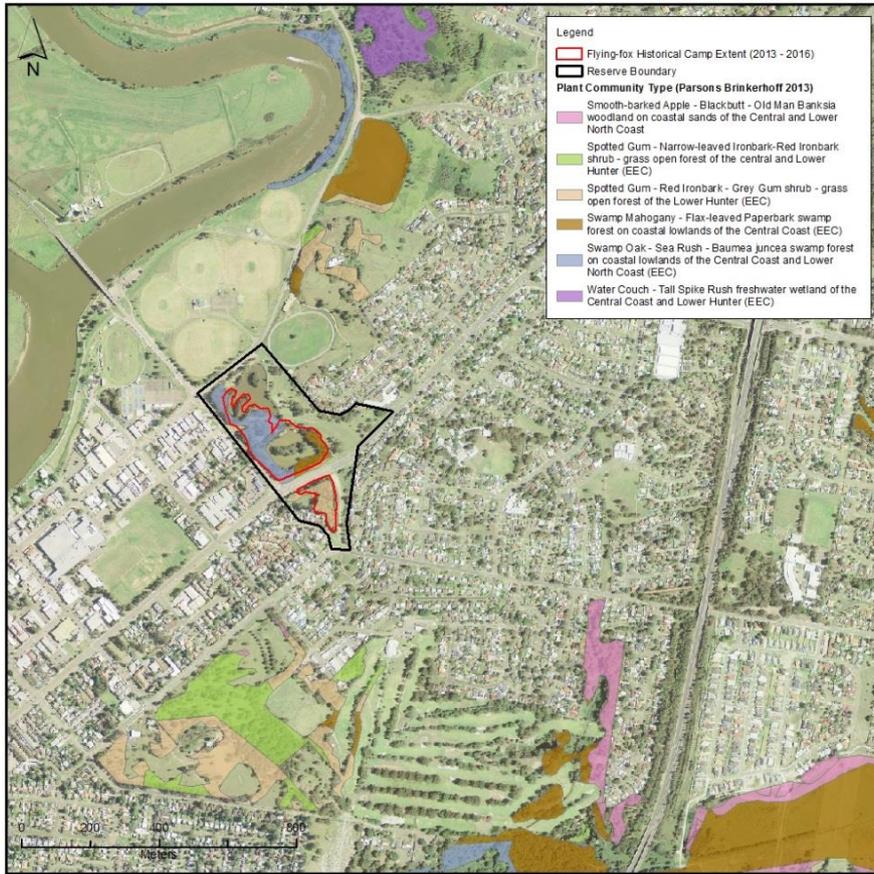
The dominant vegetation community on site is Swamp Oak Forest/Rushland, the species present indicate that the vegetation community is associated with the Swamp oak Floodplain Forest (an Endangered Ecological Community)

A number of other vegetation communities were identified in the area and described in Figure 8.

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Figure 8: Vegetation types at the Raymond Terrace Flying-fox Camp and surrounds



Threatened Species & Endangered Ecological Communities

The Raymond Terrace Flying-fox Camp is located on Council land found to contain an Endangered Ecological Community "Swamp Oak Floodplain Forest of the NSW North Coast, Sydney Basin and South East Corner Bioregions":

A list of threatened species, endangered populations and endangered ecological communities recorded within 10 km of the camp, which are likely to occur based on known habitat requirements is provided in Table 2.

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Table 2: Threatened species and ecological communities that are likely to occur at the site¹

Species Name	Common Name	NSW Status	Commonwealth Status
Fauna			
<i>Botaurus poiciloptilus</i>	Australasian Bittern	E1,P	E
<i>Rostratula australis</i>	Australian Painted Snipe	E1,P	E
<i>Ephippiorhynchus asiaticus</i>	Black-necked Stork	E1,P	
<i>Oxyura australis</i>	Blue-billed Duck	V,P	
<i>Climacteris picumnus victoriae</i>	Brown Treecreeper (eastern subspecies)	V,P	
<i>Miniopterus schreibersii oceanensis</i>	Eastern Bentwing-bat	V,P	
<i>Falsistrellus tasmaniensis</i>	Eastern False Pipistrelle	V,P	
<i>Mormopterus norfolkensis</i>	Eastern Freetail-bat	V,P	
<i>Pandion cristatus</i>	Eastern Osprey	V,P,3	
<i>Stictonetta naevosa</i>	Freckled Duck	V,P	
<i>Calyptrorhynchus lathamii</i>	Glossy Black-Cockatoo	V,P,2	
<i>Scoteanax rueppellii</i>	Greater Broad-nosed Bat	V,P	
<i>Litoria aurea</i>	Green and Golden Bell Frog	E1,P	V
<i>Pteropus poliocephalus</i>	Grey-headed Flying-fox	V,P	V
<i>Phascolarctos cinereus</i>	Koala	V,P	V
<i>Chalinolobus dwyeri</i>	Large-eared Pied Bat	V,P	V
<i>Miniopterus australis</i>	Little Bentwing-bat	V,P	
<i>Hieraaetus morphnoides</i>	Little Eagle	V,P	
<i>Glossopsitta pusilla</i>	Little Lorikeet	V,P	
<i>Anseranas semipalmata</i>	Magpie Goose	V,P	
<i>Tyto novaehollandiae</i>	Masked Owl	V,P,3	
<i>Ninox strenua</i>	Powerful Owl	V,P,3	
<i>Anthochaera phrygia</i>	Regent Honeyeater	E4A,P	CE
<i>Myotis macropus</i>	Southern Myotis	V,P	
<i>Circus assimilis</i>	Spotted Harrier	V,P	
<i>Dasyurus maculatus</i>	Spotted-tailed Quoll	V,P	E
<i>Lophoictinia isura</i>	Square-tailed Kite	V,P,3	
<i>Petaurus norfolcensis</i>	Squirrel Glider	V,P	
<i>Ptilinopus superbus</i>	Superb Fruit-Dove	V,P	
<i>Lathamus discolor</i>	Swift Parrot	E1,P,3	CE
<i>Neophema pulchella</i>	Turquoise Parrot	V,P,3	

¹ Source: Atlas of Living in Australia 08/11/2016

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Species Name	Common Name	NSW Status	Commonwealth Status
<i>Crinia tinnula</i>	Wallum Froglet	V,P	
<i>Saccolaimus flaviventris</i>	Yellow-bellied Sheathtail-bat	V,P	
Flora			
<i>Maundia triglochinosoides</i>		V,P	
<i>Persicaria elatior</i>	Tall Knotweed	V,P	V
<i>Asperula asthenes</i>	Trailing Woodruff	V,P	V
Endangered Ecological Community (EEC)			
Swamp Sclerophyll Forest on Coastal Floodplains of the New South Wales North Coast, Sydney Basin and South East Corner Bioregions		EEC	
Swamp Oak Floodplain Forest of the NSW North Coast, Sydney Basin and South East Corner Bioregions		EEC	

V- Vulnerable, P – Protected, E1 – Endangered Species, E2 – Endangered Population, E4A – Critically Endangered, CE – Critically Endangered.

Foraging Areas

Important foraging species of Red Ash and Silky Oak were recorded along the edge of the bushland extent of the two reserves. To the South of the Camp there is abundant and varied natural foraging habitat available for Flying Foxes, including Red Bloodwood (*Corymbia gummifera*), Broad-leaved Paperbarks (*Melaleuca quinquenervia*), Swamp Mahogany (*Eucalyptus robusta*), Smooth-barked, Apple (*Angophora costata*), Weeping Bottlebrush (*Callistemon salignus*) and Broad-leaved Paperbark (within 6km of the Camp). Appendix 2 details the results recorded from the rapid vegetation assessment, outlining the species present at the Raymond Terrace Camp. Within the residential zone surrounding the Camp, there is an abundance of planted foraging habitat, namely Cocos Palm and Silky Oaks.

The number of flying-foxes present in a camp is primarily driven by the amount and quality of food available in the local area, relative to that available within migration distance (Tidemann 1999; Eby 1991; Roberts et al 2012). Flying-foxes typically feed within 20 km of their roost (Tidemann 1999), and thus digital maps of feeding habitat for Grey-headed Flying-foxes have been used to summarise feeding resources within 20 km of the Raymond Terrace camp (Eby and Law 2008).

Approximately 51% of land within 20 km of the Raymond Terrace site supports native forests and woodlands in patches ranging in size from small remnants to extensive tracts in conservation reserves and state forests. Rainforest is rare and rainforest fruit provides insignificant food resources for flying-foxes during late summer and autumn. By contrast, approximately 85% of the forested land within 20km of Raymond Terrace contains flowering trees visited by the animals.

The vegetation surrounding Raymond Terrace is diverse and 17 species of trees in the flower diet of Grey-headed flying-foxes occur within feeding range of the camp (Table 3). They vary considerably in the amount of nectar they secrete, the frequency and duration of flowering, their seasonal flowering schedules and their area of distribution. Interactions between these characteristics determine the influence they have on the size of the population of flying-foxes roosting at the Raymond Terrace camp. Species with restricted distributions or that produce relatively low volumes of nectar are likely to have a minor influence on the number of flying-foxes feeding in the area, while widespread and highly productive species are likely to have a substantial influence (Table 3).

Significant flowering in 5 species is likely to attract flying-foxes to the site during summer and early autumn (Table 3). The size of the flying-fox population should fluctuate considerably during these months and peak in years when Red Bloodwood or Spotted Gum flowers heavily. Relatively large populations are likely to arrive in spring in years when Broad-leaved Ironbark or Grey Ironbark flower well. Native vegetation in the area is unlikely to support populations through the winter due to the highly-restricted distribution of diet plants that flower in those months. Nonetheless, it is possible for over-wintering populations to be supported by urban plantings, particularly in years of wide-spread

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food scarcity in native forests. Early flowering of ironbarks and other species may attract flying-foxes in late winter.

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Table 3: Grey-headed Flying-fox food trees

Characteristics of flowering trees in the diet of Grey-headed Flying-foxes that occur within 20 km of the Raymond Terrace camp. Nectar abundance is scored in 4 categories from 0 to 1; the approximate frequency of flowering is also scored in 4 categories relating to % of years; duration of flowering is scored in months. Species likely to play a significant role in determining the number of flying-foxes present in the camp, as assessed by nectar abundance and area of distribution, are highlighted in grey. Species found in <1% of native vegetation have been excluded. See Eby and Law (2008) for further details.

Species	Common Name	% Area of Native Vegetation	Flowering Characteristics			Bi-monthly Flowering Schedule					
			Nectar Abundance	Frequency (% yrs)	Duration (mth)	Dec-Jan	Feb-Mar	Apr-May	Jun-Jul	Aug-Sep	Oct-Nov
<i>Corymbia gumifera</i>	Red Bloodwood	35%	1.0	0.4	2	X	X				
<i>C. maculata</i>	Spotted Gum	30%	1.0	0.25	4-6		X	X	X		
<i>Eucalyptus fibrosa</i>	Broad-leaved Ironbark	20%	0.7	0.4	2	X					X
<i>E. pilularis</i>	Blackbutt	15%	1.0	0.4	2	X	X				
<i>E. siderophloia</i>	Grey Ironbark	10%	1.0	0.7	2	X					X
<i>Angaphora costata</i>	Smooth-barked Apple	35%	0.3	0.4	1						X
<i>E. acmenoides</i>	White Mahogany	5%	0.3	0.7	1	X					X
<i>E. parramattensis</i>	Parramatta Red Gum	1%	0.5	0.4	2	X					X
<i>E. piperita</i>	Sydney Peppermint	1%	0.5	0.4	1	X					
<i>E. propinqua</i>	Small-fruited Grey Gum	3%	0.5	0.4	2	X	X				
<i>E. punctata</i>	Large-fruited Grey Gum	25%	0.3	0.7	1	X	X				
<i>E. resinifera</i>	Red Mahogany	1%	0.5	0.4	2	X	X				
<i>E. robusta</i>	Swamp Mahogany	5%	1.0	1.0	3			X	X		
<i>E. saligna</i>	Sydney Blue Gum	2%	0.7	0.7	1	X	X				
<i>E. tereticornis</i>	Forest Red Gum	1%	1.0	1.0	2					X	X
<i>Melaleuca quinquenervia</i>	Broad-leaved Tea Tree	5%	1.0	1.0	3-4		X	X			
<i>Syncarpia glomifera</i>	Turpentine	3%	0.5	0.7	2					X	X
						11	8	3	1	2	6

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Roosting Areas

Roosting habitat was identified in the core of the reserve and along the eastern side of the Newbury Park, specifically in Silky Oak (*Grevillea robusta*), Willows (*Salix spp.*) and Swamp-Oak (*Casuarina glauca*). There is limited planted roosting habitat in nearby residential properties.

Potential Overflow Roosting Areas

A number of potential roosting habitat species (native and exotic) have been identified and are discussed in Table 4, and Figure 9. If the camp was to reach capacity the flying-foxes are likely to look for the nearest potential roosting availability.

Muree Golf course, Boomerang Park and the cemetery are the closest likely places the flying-foxes may choose due to some clusters and rows of large trees with dense lower to upper canopies. In Boomerang Park there is also a swampy depression and a pond which has vegetation around it. Besides these areas, there may be certain small groups or rows of trees amongst residential properties and business areas near the camp which flying-foxes may look at using.

It will be important to maintain and potentially increase roosting habitat on either side of the core camp area, to provide adequate habitat for the camp to expand in peak periods. This may reduce the likelihood of overflow into residential and business areas of the town.

Table 4: Description of Potential Roosting Overflow Locations

Site Number	Species	Roosting/foraging habitat and condition	Roosting/foraging habitat/impact on residential areas and schools
Adjacent to the Camp			
820/Zone 5	<i>Casuarina glauca</i>	She-Oak	Roosting habitat
820/Zone 5	<i>Melaleuca stypheloides</i>	Prickly Tea Tree	Roosting habitat
822/Zone 5	<i>Alphitona excelsa</i>	Red Ash	Potential Foraging habitat
822/Zone 5	<i>Glochidion ferdinandii</i>	Cheese Tree	Potential Foraging habitat
823/Zone 4	<i>Salix spp.</i>	Willow Tree	Roosting habitat
824/Zone 5	<i>Erythrina crista-galli</i>	Cockspur Coral Tree	Potential Foraging habitat
825/Zone 5	<i>Grevillea robusta</i>	Silky Oak	Potential Foraging habitat
826/ Zone 1		Liquid Ambar	Roosting habitat
827/Zone 1	<i>Cinnamomum camphora</i>	Camphor laurel	Roosting habitat
827/Zone 1	<i>Salix spp.</i>	Willow Tree	Roosting habitat
827/Zone 1		Banana	Potential Foraging habitat
827/Zone 1		Wild Tobacco	Potential Foraging habitat
Within 6km of the Camp			
1. Grahamstown Drain	Swamp-oak Rushland	Swamp Oak, Prickly-leaved Tea Tree, Flax-leaved Paperbark	Potential Foraging habitat 2.2km south east of the Camp on a drainage line
2. Golf Course	Swamp-oak Rushland	Swamp Oak, Prickly-leaved Tea Tree, Flax-leaved Paperbark	Potential Foraging habitat 0.9km south east of the Camp on a drainage line

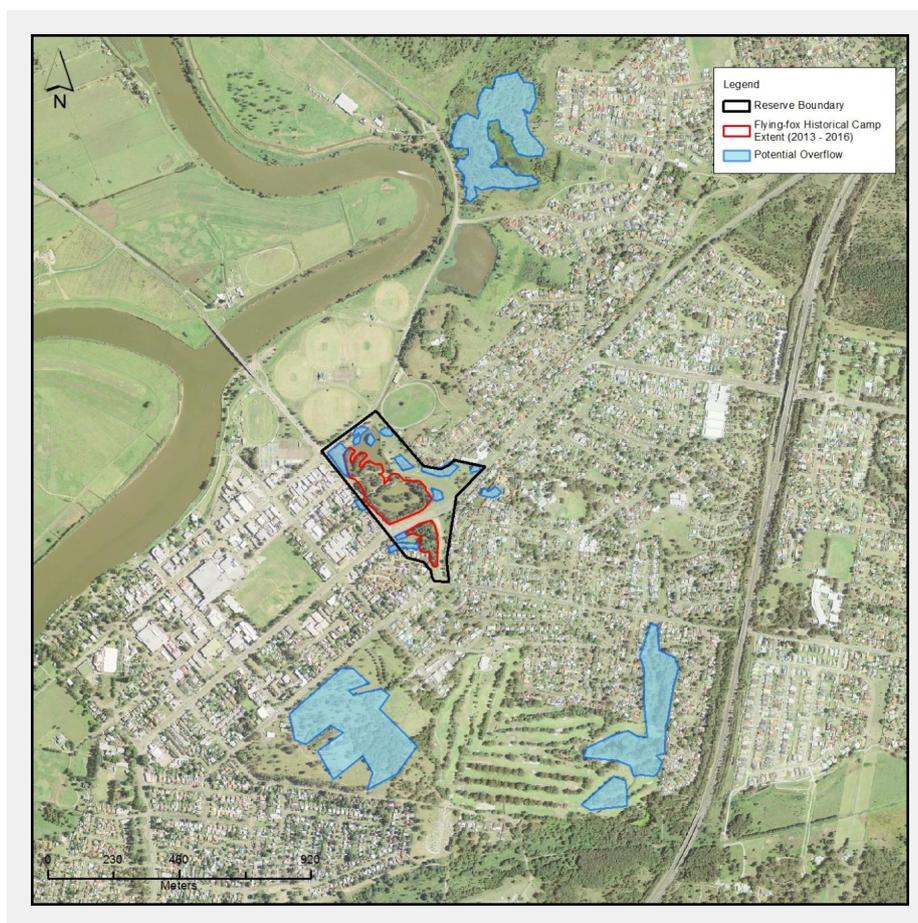
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Site Number	Species	Roosting/foraging habitat and condition	Roosting/foraging habitat/impact on residential areas and schools
3. Windeyers Creek, Adelaide Road	Swamp-oak Rushland	Swamp Oak, Prickly-leaved Tea Tree, Flax-leaved Paperbark	Potential Foraging habitat 2.2km south west of the Camp on a drainage line
4. Windeyers Creek near Hunter River	Swamp-oak Rushland	Swamp Oak, Prickly-leaved Tea Tree, Flax-leaved Paperbark	Potential Foraging habitat 2.9km west of the Camp on a drainage line

Zones as identified in the Vegetation Management Plan, Newbury Flying Fox Camp, Raymond Terrace

Figure 9: Potential overflow habitat surrounding the Raymond Terrace Flying-fox Camp



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Potential Alternative Roosting Areas

There are some potential alternative roost sites within 10km of the Camp:

- The Hunter and Williams River have been heavily cleared right up to the river in this area so there is very limited roosting potential available near this camp. An area was identified approximately 1km to the north of the Camp which may be a suitable location to attempt restoration of the river bank to create a potential overflow site or to encourage roosting away from residential areas. The section of river bank is on the western side of newline road running north from an oval for approximately 500 meters. Potentially both sides of Newline road at this location could be looked at restoring to create roosting habitat.
- The closest known roost site to this camp containing grey-headed flying-foxes is on the east side of Medowie, in Moffat's swamp, approximately 11kms to the east. This camp has been occupied on an irregular basis from general observations made over the years however due to the extent of the swamp it may be possible that on occasion the flying-foxes may have been overlooked. The fly out timing and direction can be a good indicator to use to see if flying-foxes are using the Moffat's swamp camp.

2.2.5 Flying-foxes in Urban Areas

Flying-foxes appear to be roosting and foraging in urban areas more frequently. There are many possible drivers for this, as summarised by Tait et al. (2014):

- loss of native habitat and urban expansion;
- opportunities presented by year-round food availability from native and exotic species found in expanding urban areas;
- disturbance events such as drought, fires and cyclones;
- human disturbance or culling at non-urban roosts or orchards;
- urban effects on local climate;
- refuge from predation;
- movement advantages, e.g. ease of maneuvering in flight due to the open nature of the habitat or ease of navigation due to landmarks and lighting.

In and around the Raymond Terrace Flying-fox Camp the following threats and hazards have been noted:

- Natural food shortages – due to land clearing in combination with poor flowering seasons;
- Fruit tree netting – females with young have been observed trapped in netting (2017);
- Heat events – recent heat waves have seen animal deaths throughout the region;
- Disturbance from local residents – numerous attempts to set fire to the camp occurred in 2016;
- Fireworks – Wildlife Rehabilitators often get calls to attend injured animals after fireworks have been set off;
- Plane strike – from Newcastle airport, based in Williamstown (this is a low risk).

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2.2.6 Flying-foxes Under Threat

Flying-foxes roosting and foraging in urban areas more frequently can give the impression that their populations are increasing; however, the grey-headed flying-fox is in decline across its range and in 2001 was listed as vulnerable by the NSW Government through the Threatened Species Conservation Act 1995.

At the time of listing, the species was considered eligible for listing as vulnerable as counts of flying-foxes over the previous decade suggested that the national population may have declined by up to 30%. It was also estimated that the population would continue to decrease by at least 20% in the next three generations given the continuation of the current rate of habitat loss and culling.

The main threat to grey-headed flying-foxes in NSW is clearing or modification of native vegetation. This threatening process removes appropriate roosting and breeding sites and limits the availability of natural food resources, particularly winter–spring feeding habitat in north-eastern NSW. The urbanisation of the coastal plains of south-eastern Queensland and northern NSW has seen the removal of annually-reliable winter feeding sites, and this threatening process continues.

There is a wide range of ongoing threats to the survival of the Grey Headed Flying-fox, including:

- habitat loss and degradation;
- conflict with humans (including culling at orchards);
- infrastructure related mortality (e.g. entanglement in barbed wire fencing and fruit netting, power line electrocution, etc.);
- predation by native and introduced animals;
- exposure to extreme natural events such as cyclones, drought and heat waves.

Flying-foxes have limited capacity to respond to these threats and recover from large population losses due to their slow sexual maturation, small litter size, long gestation and extended maternal dependence (McIlwee & Martin 2002).

2.2.7 Flying-foxes and Heat Stress

Heat stress affects flying-foxes when temperatures reach 42°C or more. Over the past two decades, a number of documented heat stress events have resulted in significant flying-fox mortality.

While there is conflicting advice about how or whether to intervene during a heat stress event at a flying-fox camp, it should be noted that human presence in a camp at such times can increase the stress and activity levels of flying-foxes present, potentially leading to greater harm. Any response to a heat stress event should be undertaken as an organised and monitored response. It is recommended that data is collected after the heat stress event and provided to scientists able to analyse the data and to help the Office of Environment and Heritage share best practice management techniques as they are developed. The data collected will help improve future advice on intervention during these events.

When ambient temperatures rise above 35°C flying-foxes tend to alter their behaviour to reduce exposure to heat. A range of behaviours may be exhibited, depending on multiple variables in their environment. The impacts of heat stress events are likely to vary site by site, and can depend on conditions in the preceding days. Ambient temperature alone may thus not be a sound indicator of a heat stress event, and flying-fox behaviour may provide more reliable information. As flying-foxes experience heat stress, they are likely to exhibit a series of behaviours indicating progressive impact of that stress, including:

- clustering or clumping,
- panting,
- licking wrists and wing membranes,
- descending to lower levels of vegetation or to the ground.

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Some of these behaviours may occur outside of heat stress events.

Black Flying-foxes tend to start dying above ~42°C, and Grey-headed Flying-foxes above ~43°C
December 2017 and January 2018 saw temperatures exceed 42°C on consecutive days in Raymond Terrace resulting in over 1,000 deaths.

2.2.8 Human and Animal Health

Flying-foxes, like all animals, carry bacteria and other microorganisms in their guts, some of which are potentially pathogenic to other species. Direct contact with faecal material should be avoided and general hygiene measures taken to reduce the low risk of gastrointestinal and other disease.

Contamination of water supplies by any animal excreta (birds, amphibians and mammals such as flying-foxes) poses a health risk to humans. Household tanks should be designed to minimise potential contamination, such as using first flush diverters to divert contaminants before they enter water tanks. Trimming vegetation overhanging the catchment area (e.g. the roof of a house) will also reduce wildlife activity and associated potential contamination. Tanks should also be appropriately maintained and flushed, and catchment areas regularly cleaned to remove potential contaminants.

Public water supplies are regularly monitored for harmful microorganisms, and are filtered and disinfected before being distributed. Management plans for community supplies should consider whether any large congregation of animals, including flying-foxes, occurs near the supply or catchment area. Where they do occur, increased frequency of monitoring should be considered to ensure early detection and management of contaminants.

Flying-foxes, like all animals, carry pathogens that may pose human health risks. Many of these are viruses which cause only asymptomatic infections in flying-foxes themselves but may cause significant disease in other animals that are exposed. In Australia the most well-defined of these include Australian bat lyssavirus (ABLV), Hendra virus (HeV) and Menangle virus. Specific information on these viruses is provided in Appendix 3.

Outside of an occupational cohort, including Wildlife Rehabilitators and vets, human exposure to these viruses is extremely rare and similarly transmission rates and incidence of human infection are very low. In addition, HeV infection in humans requires transfer from an infected intermediate equine host and direct transmission from bats to humans has not been reported. Thus despite the fact that human infection with these agents can be fatal, the probability of infection is extremely low and the overall public health risk is judged to be low (Qld Health 2016).

2.3 Legislative and Regulatory Context

The Grey-Headed Flying-fox (*Pteropus poliocephalus*) is listed as a vulnerable species under the Federal *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) and is therefore considered a 'Matter of National Environmental Significance' and is therefore protected under federal law.

The Raymond Terrace Flying-fox Camp is further protected under the EPBC Act as it is considered a Nationally Important Camp as it meets the following criteria:

- contained ≥10,000 GHFF in more than one year in the last 10 years, or
- been occupied by more than 2500 GHFF permanently or seasonally every year for the last 10 years.

The designation of the Camp as Nationally Important requires land managers to ensure all management activities meet the following standards:

- The action must not occur if the camp contains females that are in the late stages of pregnancy or have dependent young that cannot fly on their own.

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- The action must not occur during or immediately after climatic extremes (heat stress event², cyclone event³), or during a period of significant food stress⁴.
- Disturbance must be carried out using non-lethal means, such as acoustic, visual and/or physical disturbance or use of smoke.
- Disturbance activities must be limited to a maximum of 2.5 hours in any 12 hour period, preferably at or before sunrise or at sunset.
- Trees are not felled, lopped or have large branches removed when flying-foxes are in or near to a tree and likely to be harmed.
- The action must be supervised by a person with knowledge and experience relevant to the management of flying-foxes and their habitat, who can identify dependent young and is aware of climatic extremes and food stress events. This person must make an assessment of the relevant conditions and advise the proponent whether the activity can go ahead consistent with these standards.
- The action must not involve the clearing of all vegetation supporting a nationally-important flying-fox camp. Sufficient vegetation must be retained to support the maximum number of flying-foxes ever recorded in the camp of interest.

These standards have been incorporated into mitigation measures detailed in Appendix 8. If actions cannot comply with these mitigation measures, an EPBC Act referral for activities at nationally important camps is likely to be required.

In NSW, the grey-headed flying-fox was listed as vulnerable under the (then) *Threatened Species Conservation Act 1995* in 2001 (now the Biodiversity Conservation Act). This listing is based on scientific evidence indicating a significant decline in the population of the species and that it is "likely to become endangered unless the circumstances and factors threatening its survival or evolutionary development cease to operate" (NSW Scientific Committee 2001).

This means that if present processes continue the species could become extinct. A draft national recovery plan has also been prepared for the species (DECCW 2009, Geolink 2013). Provisions in the Biodiversity Conservation Act (replacing the *Threatened Species Conservation Act 1995*), *National Parks and Wildlife Act 1974* (now amended and largely incorporated into the Biodiversity Conservation Act) and *Environmental Planning and Assessment Act 1979* mean that actions likely to adversely affect the species generally require approval or licensing, and that impacts on the species require assessment.

The NSW Office of Environment and Heritage (OEH) has prepared the 'Flying-fox Camp Management Policy' 2015, intended to empower land managers, primarily local councils, to work with their communities to manage flying-fox camps effectively. It provides the framework within which OEH will make regulatory decisions. The Policy encourages local councils and other land managers to prepare camp management plans for sites where the local community is affected.

Additionally, any activities undertaken on NSW Government property will also need to comply with relevant Environmental Planning Instruments including approvals under Part 4 or 5 of the EP&A Act. A summary of the key legislation that applies to this plan is detailed in Appendix 4.

² A 'heat stress event' is defined for the purposes of the Australian Government's [Referral guideline for management actions in GHFF and SFF camps](#) as a day on which the maximum temperature does (or is predicted to) meet or exceed 38°C.

³ A 'cyclone event' is defined as a cyclone that is identified by the Australian Bureau of Meteorology (www.bom.gov.au/cyclone/index.shtml).

⁴ Food stress events may be apparent if large numbers of low body weight animals are being reported by wildlife carers in the region.

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Parliamentary Inquiry into flying-fox management in the eastern states

In 2016-17 the House of Representatives Standing Committee on the Environment and Energy undertook an inquiry into the increasing tensions being experienced by residents affected by flying-fox camps.

In order to gather evidence from the relevant stakeholders and experts within the agreed timeframe, the Committee conducted a roundtable public hearing in Canberra (February 2017). This enabled productive engagement with a wide range of experts and representatives of affected communities. The Committee also received a range of written submissions and correspondence outlining stakeholder experiences and community concerns about local flying-fox issues.

The Committee agreed that Flying-foxes act as important pollen and seed dispersers for a wide range of native vegetation across the east coast of Australia. Due to their ecological importance in maintaining some of Australia's most significant ecosystems, work needs to be undertaken to ensure the preservation of flying-fox species across the country.

The Committee further noted the reduction in suitable foraging and roosting habitat, among other factors, has impacted on the population size of several species, leading the Spectacled Flying-fox and Grey-headed Flying-fox to be listed as 'Vulnerable' under the Environment Protection and Biodiversity Conservation Act 1999. The expansion of human populations across coastal New South Wales and Queensland has led to flying-fox camps becoming increasingly located in urban and rural residential areas, possibly from movements of camps due to loss of natural habitat, or the expansion of human settlement into traditional flying-fox habitats.

In the Parliamentary paper 37/2017 the Committee produced a number of recommendations that have been forwarded to the Commonwealth Department of Environment & Energy for consideration and action:

1. The development of a national or eastern states flying-fox consultative committee or working group to the Council of Australian Governments which would be responsible for centrally compiling information on referrals and management actions, and identifying priorities for legislative harmonisation, research and funding.
2. Establishment of dedicated funding pool for flying-fox research and conservation actions
3. The development of a tool that assists councils to make decisions on action, referral and education in the most appropriate way, relevant to the flying-fox impacts in their jurisdiction
4. The development of a suite of education resources for Australian communities regarding flying-fox ecology, behaviour, environmental significance, health impacts, and management options.

According to the Parliament of Australia [website](#) (accessed July 2018) no response has been received to date on the completed Parliamentary Paper 37/2017.

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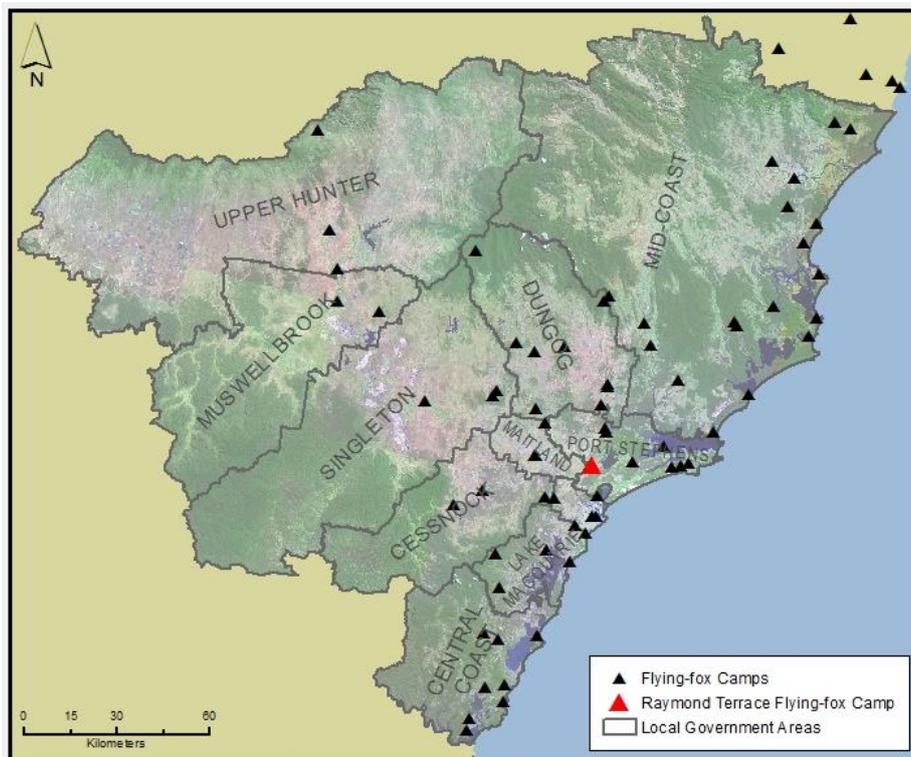
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2.4 Regional Context

The Hunter & Central Coast Region is home to 58 known Flying-fox Camps (see Figure 10), 53 of which have observed Flying-foxes roosting in them since 2012. It is highly likely that there are additional Camps throughout the vegetated areas (private land and National Parks / State Forest) of the region that are well away from human settlements and are currently unaccounted in the CSIRO National Flying-fox Camp Census.

The 2013 "Grey-headed Flying-fox Management Strategy for the Lower Hunter" developed by GEOlink stated that in the lower Hunter there were 6 Camps considered critical to Flying-fox survival in the Lower Hunter (these being: Millfield, Martinsville, Morisset, Blackbutt Reserve, Anna Bay, Medowie and Tocal). None of these Critical sites are managed via a Camp Management Plan and are currently not subject to conflict with Human settlements.

Figure 10: Known Flying-fox Camps throughout the Hunter & Central Coast region



The 2013 Strategy also stated that a further six Camps (Black Hill, Belmont, Glenrock, Hannan Street, Italia Road and Raymond Terrace) were not critical to survival in the Lower Hunter, and reflecting on changes in Flying-fox roosting patterns in the past 4 years we now know that Black Hill and Hannan Street are no longer utilised as Camps, and the Raymond Terrace Camp is now listed as a Nationally Significant site given the number of Flying-foxes now utilising the site for roosting and mating / maternity activities.

During 2012-2018 flying-fox roosting patterns have been changing rapidly throughout the region, with a number of previously important Camps being abandoned, and small Camps becoming much more significant for roosting and breeding of Flying-foxes. The development of local Camp Management Plans and Regional Strategies will assist Councils to address community concerns and work to reduce the possibility of new areas of conflict arising with increased growth of the Hunter Region.

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Ongoing research into Flying-fox behaviours appears to indicate that food shortages precede the abandonment of traditional camps, and the creation of new camps, and many more. Following the 2010 Flying-fox food shortage the number of Camps in Sydney increased from 7 to 22. Occupancy of these new camps did not appear to reduce when food supply increased, suggesting that once roosting and feeding patterns change, the roosting behaviour has been adapted and in most cases does not revert back to previous behaviours. This has also been played out in the Hunter region.

Overall the location and scale of Flying-fox Camps in NSW has changed significantly since 2002, when Camps were mostly found in the North of the State, in 2015 following both food shortages, and preferred food flowering events, the Flying-fox populations have spread both South and west, with a number of new camps being created inland, and on the NSW South Coast. Since 2015, the majority of new Camps created have been in vegetated areas quite close to human populations.

Regional Flying-fox Foraging Preferences

Work is currently being undertaken by the Hunter Joint Organisation of Councils, to identify key flying-fox foraging areas throughout the Region to progress work conducted in 2013. The incorporation of this information into Councils land use plans (and equivalent planning documents) will assist Council to, where possible, preserve areas of high value Flying-fox foraging vegetation, and potentially protect areas suitable for Flying-fox roosting that may have reduced conflict issues (i.e. not be located in close proximity to human settlements). Although Flying-foxes are wild animals and it is not possible to predict where they will choose to roost, if there are no alternatives to the current conflict Camp sites, it can be guaranteed the animals will not move on of their own accord.

Updated foraging models (from those created for the 2013 Management Strategy) will be included in the Hunter & Central Coast Regional Flying-fox Management Strategy and will therefore supersede the information provided below (based on changes to vegetation cover and density), but it is expected that the basis of the information included in Table 5 and Table 6, will remain valid.

Flying-foxes have a preference for different native plants for food foraging; diet plants in the region are productive in each bi-month, although species richness varies through the year as shown in Table 5. Broad seasonal patterns in the number of productive species are in keeping with other regional areas (Eby & Law 2008). The greatest proportion of dietary species flower in Dec /Jan (14 spp, 52%) and species richness reaches low levels from late autumn to early spring (4 spp, 15%).

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Table 5: Bi-monthly flowering phenologies of GHFF diet plants found in the Lower Hunter region (source: Geolink 2013)

Species	Dec-Jan	Feb-Mar	Apr-May	Jun-Jul	Aug-Sep	Oct-Nov
<i>Angophora costata</i>						X
<i>A. floribunda</i>	X					
<i>Banksia integrifolia</i>			X	X	X	
<i>Corymbia eximia</i>						X
<i>C. gummifera</i>		X				
<i>C. maculata</i>		X	X	X		
<i>Eucalyptus acmenoides</i>	X					X
<i>E. albens</i>				X	X	
<i>E. amplifolia</i>						X
<i>E. botryoides</i>	X					
<i>E. camaldulensis</i>	X					
<i>E. deanii</i>	X	X				
<i>E. fibrosa</i>	X					X
<i>E. longifolia</i>			X			
<i>E. moluccana</i>		X				
<i>E. paniculata</i>	X					X
<i>E. parramattensis</i>	X					
<i>E. pilularis</i>	X	X				
<i>E. piperita</i>	X					
<i>E. punctata</i>	X	X				
<i>E. resinifera</i>	X	X				
<i>E. robusta</i>			X	X		
<i>E. saligna</i>	X	X				
<i>E. siderophloia</i>	X					X
<i>E. tereticornis</i>					X	X
<i>M. quinquenervia</i>		X	X			
<i>S. glomulifera</i>					X	X

Based on the information included in Table 5, there are only 6 species of tree that flower in winter that are preferential food sources for Flying-foxes, as such these species should be subject to protection to assist with Flying-fox survival in the region.

Additionally, a large number of fruit trees are preferred feed trees for Flying-foxes, with 38 species of rainforest trees and lianas in the fruit diet of Grey Headed Flying-foxes fall within the Lower Hunter region (see Table 6). The regional list comprises members of 27 families and 31 genera. Four genera are represented by more than one species. The most species rich genus is *Ficus* (6 spp.).

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Table 6: Fruits in the diet of GHFF that occur in the Lower Hunter region (source: Geolink 2013)

Family Name	Species Name	Common Name
GYMNOSPERMAE		
Podocarpaceae	<i>Podocarpus elatus</i>	Plum Pine
ANGIOSPERMAE		
Apocynaceae	<i>Melodinus australis</i>	Southern Melodinus
Arecaceae	<i>Archontophoenix cunninghamiana</i>	Bangalow Palm
	<i>Livistona australis</i>	Cabbage Palm
Avicenniaceae	<i>Avicennia marina</i>	Grey Mangrove
Caprifoliaceae	<i>Sambucus australasica</i>	Yellow Elderberry
Chenopodiaceae	<i>Rhagodia candolleana</i>	Seaberry Saltbush
Cunoniaceae	<i>Schizomeria ovata</i>	Crabapple
Ebenaceae	<i>Diospyros pentamera</i>	Myrtle Ebony
Ehretiaceae	<i>Ehretia acuminata</i>	Koda
Elaeocarpaceae	<i>Elaeocarpus obovatus</i>	Hard Quandong
	<i>E. reticulatus</i>	Blueberry Ash
Escalloniaceae	<i>Polyosma cunninghamii</i>	Featherwood
Icacinaceae	<i>Pennantia cunninghamii</i>	Brown Beech
Meliaceae	<i>Melia azedarach</i>	White Cedar
Monimiaceae	<i>Hedycarya angustifolia</i>	Native Mulberry
Moraceae	<i>Ficus coronata</i>	Creek Sandpaper Fig
	<i>F. fraseri</i>	Sandpaper Fig
	<i>F. macrophylla</i>	Moreton Bay Fig
	<i>F. obliqua</i>	Small-leaved Fig
	<i>F. rubiginosa</i>	Rusty Fig

Based on the foraging modelling the Lower Hunter is likely to experience significant food shortages during the winter months each year and is the likely cause of lower occupancy over winter. Significant flowering events are most likely from January to April and represent the highest likelihood of flying foxes returning to the Lower Hunter and increased camp occupancy and short term population in the camp.

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Management Actions at other Flying-fox Camps

As mentioned, there are 58 known Flying-fox Camps across the region, with occupation of the camps varying each season and across each year. Approximately 7 councils in the region have recently developed or are developing Flying-fox Camp Management Plans, to address Flying-fox / Human conflict issues.

The management of Flying-foxes across councils is a prime issue at present, with councils in the region participating in the development of a Regional Flying-fox Strategy (project being led by the NSW Office of Environment & Heritage), party to regional Flying-fox education projects, and participants in a National Australian Research Council Grant project seeking to "link" existing Flying-fox research and solidify knowledge about the species, its value to Australian ecology and how the species can best be supported.

All councils in the Hunter & Central Coast have progressed management plans on the basis that Flying-fox management activities will not include Level 3 actions (dispersal or culling). There is an active understanding amongst council staff and senior managers that any move to disperse Flying-foxes from one Camp will undoubtedly place stress on other Camps in the region, or more likely (based on research on previous dispersal activities) create a splinter Camp nearby and ultimately cause a new residential area to be in conflict with the Flying-foxes.

The region, Local Councils, the Office of Environment & Heritage, Hunter Local Land Services, NSW Department of Industry – Lands and wildlife rehabilitators have all been actively working together to develop regionally consistent community engagement and education products in the hope that this can assist residents to understand why the Flying-foxes are in the region, how long they will stay on their migration, and ways that people can manage their property and level of interaction with them. The engagement project attempts to address previous negative media stories related to Flying-foxes.

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3 Community Engagement

Port Stephens Council undertook a community engagement process to develop this Camp Management Plan.

3.1 Stakeholders / Interest Groups

There are a range of stakeholders who are directly or indirectly affected by the flying-fox camp, or who are interested in its management. Stakeholders include those shown in Table 7.

Table 7: Stakeholders in the camp and Plan

Stakeholders / Interest Groups	Interest / Reported Impacts
All community members	Affected by location of Camp and roosting and foraging of animals.
Residents living in the Raymond Terrace area directly impacted by the camp	Directly affected by roosting animals
Business owners	Affected by location of Camp and roosting and foraging of animals.
Civic leaders and influencers (including local, state and federal politicians)	Civic leaders need to be responsive to community concerns and manage legislative risk through Councils management activities.
Indigenous community	Significance of flying-foxes in local indigenous heritage
Schools	Potentially affected by location of Camp and roosting and foraging of animals
Hospitals / medical practices / Dept. of Health	Interested in human health issues related to flying-fox / human contact.
Equine facilities and vets	Equine facility managers and local vets should be aware of Hendra virus risk and appropriate mitigation measures. Where feasible, all horse owners within 20 km of the camp should be included in such communications.
Orchardists and fruit growers	Fruit growers may be impacted by flying-foxes raiding orchards.
Airports	Airport managers have a responsibility to reduce the risk of wildlife-aircraft strike.
Wildlife rehabilitators and conservation organisations Wildlife rehabilitators and conservation organisations have an interest in flying-fox welfare and conservation of flying-foxes and their habitat.	Bat Support Group - aims to work peacefully and positively with the community, land managers and government bodies to enable bats to live and thrive in the region. Provides support to bats through: Promotion, Protection, Information, Nurture and Conservation activities. LandCare groups – involved in habitat rehabilitation Bird Observer Groups – provide data on flowering gum events – indicates possible arrival of flying-foxes Landholders interested in wildlife conservation and habitat creation/ rehabilitation Hunter Wildlife
Researchers/CSIRO Researchers have an interest in flying-fox behaviour, biology and conservation.	CSIRO – manages national flying-fox monitoring program
Media <ul style="list-style-type: none"> • Port Stephens Examiner • Newcastle Herald • ABC Local Radio • 2NUR • Port Stephens FM 	Work proactively with local media to deliver timely and correct information to the Raymond Terrace community.

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Stakeholders / Interest Groups	Interest / Reported Impacts
Local government	Local government has responsibilities to the community and environment of the area for which it is responsible in accordance with the Local Government Act 1993. Council is also responsible for administering local laws, plans and policies, and appropriately managing assets (including land) for which it is responsible.
Local Government NSW (LGNSW) LGNSW is an industry association that represents the interests of councils in NSW.	The Flying-Foxes Grants Program has been established to help councils manage flying-fox camps in their areas, consistent with the Flying-Fox Camp Management Policy 2015.

3.2 Engagement Methods

Effort has been made to engage with the community regarding the flying-fox camp to:

- understand the issues directly and indirectly affecting the community
- raise awareness within the community about flying-foxes
- correct misinformation and allay fears
- share information and invite feedback about management actions and responses to date
- seek ideas and feedback about possible future management options

The types of engagement undertaken included:

- promotion of contact details of responsible officers
- website pages and links
- telephone conversations (record issues and complaints)
- direct contact with adjacent residents including letters, brochures, fact sheets and drop in listening posts
- community forums
- online survey (Flying-fox Engage)
- media releases and associated media
- brochures and other educational material including distribution of camp relevant as well as other stakeholder information (OEH developed materials / NSW Health Fact Sheets)

Specific media coverage is outlined in Appendix 5 and engagement activities are detailed in Table 8.

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Table 8: Details of Community Engagement Activities undertaken in the development of the Raymond Terrace Camp Management Plan

Date	Consultation Activity
21/2/17	Councilors briefing
22/2/17	Community reference group briefing
28/2/17	MP briefing
March	Flying-fox Engage open
2/3/17	Direct mail out to residents in vicinity of camp regarding Flying-fox Engage
6/3/17	Media release – <i>Flying-fox management a joint effort</i>
March	<p><u>Media</u></p> <p>Facebook posts and boosts - numerous</p> <p>Twitter posts - numerous</p> <p>Radio</p> <ul style="list-style-type: none"> - 7/3 2HD 8:30 news - 6/3/17 ABC Newcastle 3pm news - 6/3/17 ABC Newcastle 5pm news <p>Print/online media –</p> <ul style="list-style-type: none"> - 3/3 Port Stephens Examiner- <i>Port Stephens Council consults Raymond Terrace residents over grey-headed flying fox plan</i> - 7/3/17 www.whatsoninourbackyard.com.au - <i>Flying-fox management a joint effort</i>
15/3/17	Listening Post – Alton Close
17/3/17	Listening Post – Centro Shopping centre 9-11am and 3-5pm
31/3/17	Flying-fox engage closes
4/4/17	Community Notice Port Stephens Examiner - <i>Update from the GM: Bats key to preservation of Port Stephens environment</i>
6/4/17	PS News item (internal)

Flying Fox Engage

The use of the Flying Fox Engage online survey was the key engagement tool to enable Council to receive direct feedback from the community on their experiences living near Flying-foxes and the values they place on them to provide some insight to Council on the management actions they would find acceptable to be employed on site.

To assist Council to understand where different responses were coming from (i.e. determine if concerns of residents closer to the Camp are different from those further away) the following zones were established see

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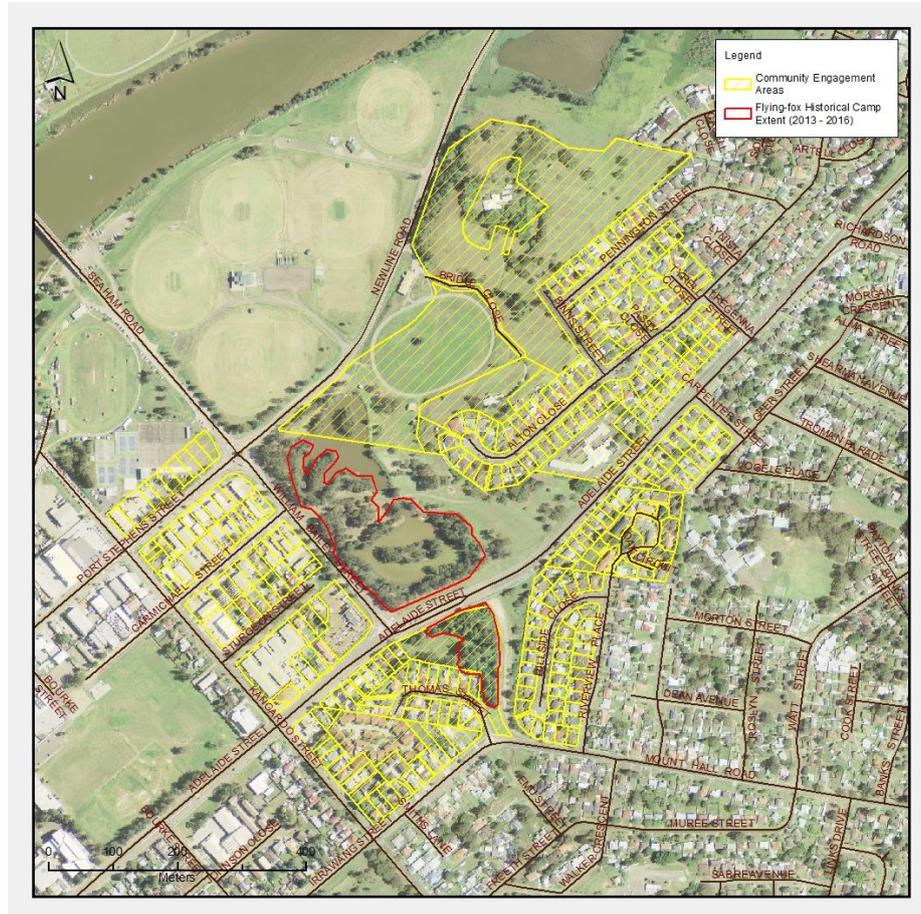
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Figure 11: Flying Fox Engage zones to map responses.
Details of the analysis of responses are provided in Section 3.3.

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Figure 11: Flying Fox Engage zones to map responses



3.3 Community Feedback on Management Options

The main community feedback related to the development of the Camp Management Plan was received through the Flying fox engage system.

Flying fox engage is an innovative engagement decision support system. The online Flying fox engage consultation tool was launched in March 2017 with the website www.flyingfoxengage.com/portstephens remaining open for submissions until May 2017.

During this consultation period the Flying fox engage website received 67 valid submissions.

Flying fox engage is a relatively simple survey methodology that poses 12 questions to users, the responses to these questions then produces a ranked list of preferred management options that reflect the values of the survey respondent. The list is then able to be manipulated by the user to manually reorder the preferred list.

Collated responses to the questions are included in Table 9.

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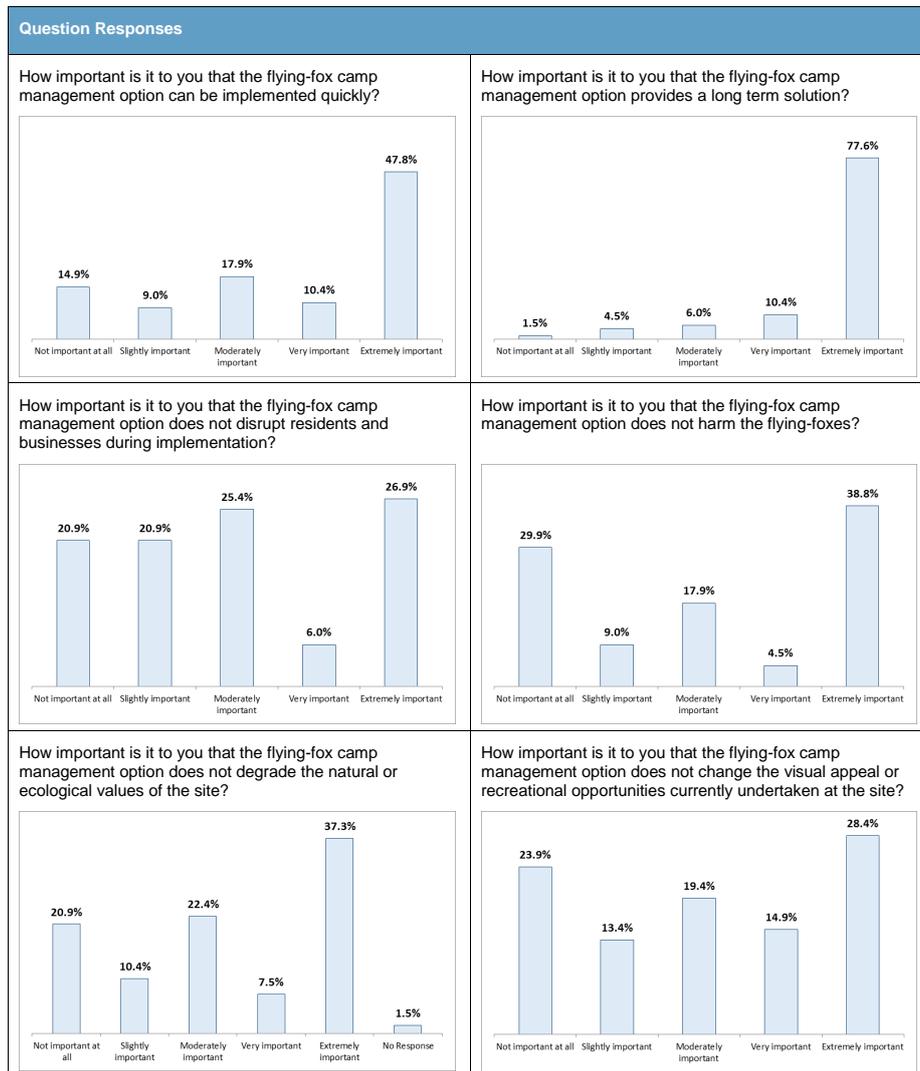
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Table 9: Collated responses to the questions posed in Flying Fox Engage

Question Responses																									
<p>How important is it to you that the flying-fox camp management option reduces the impact of noise and odour from flying-foxes roosting at the camp on nearby residents?</p> <table border="1"> <tr><th>Importance Level</th><th>Percentage</th></tr> <tr><td>Not important at all</td><td>11.9%</td></tr> <tr><td>Slightly important</td><td>7.5%</td></tr> <tr><td>Moderately important</td><td>9.0%</td></tr> <tr><td>Very important</td><td>7.5%</td></tr> <tr><td>Extremely important</td><td>64.2%</td></tr> </table>	Importance Level	Percentage	Not important at all	11.9%	Slightly important	7.5%	Moderately important	9.0%	Very important	7.5%	Extremely important	64.2%	<p>How important is it to you that the flying-fox camp management option reduces the impact of the flying-fox excrement on the property of nearby residents?</p> <table border="1"> <tr><th>Importance Level</th><th>Percentage</th></tr> <tr><td>Not important at all</td><td>14.9%</td></tr> <tr><td>Slightly important</td><td>1.5%</td></tr> <tr><td>Moderately important</td><td>4.5%</td></tr> <tr><td>Very important</td><td>7.5%</td></tr> <tr><td>Extremely important</td><td>71.6%</td></tr> </table>	Importance Level	Percentage	Not important at all	14.9%	Slightly important	1.5%	Moderately important	4.5%	Very important	7.5%	Extremely important	71.6%
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<p>How important is it to you that the flying-fox camp management option does not move the flying-fox camp to other areas that may also be near residents or businesses?</p> <table border="1"> <tr><th>Importance Level</th><th>Percentage</th></tr> <tr><td>Not important at all</td><td>14.9%</td></tr> <tr><td>Slightly important</td><td>10.4%</td></tr> <tr><td>Moderately important</td><td>14.9%</td></tr> <tr><td>Very important</td><td>10.4%</td></tr> <tr><td>Extremely important</td><td>49.3%</td></tr> </table>	Importance Level	Percentage	Not important at all	14.9%	Slightly important	10.4%	Moderately important	14.9%	Very important	10.4%	Extremely important	49.3%	<p>How important is it to you that the flying-fox camp management option ensures the risk of disease transmission remains low?</p> <table border="1"> <tr><th>Importance Level</th><th>Percentage</th></tr> <tr><td>Not important at all</td><td>7.5%</td></tr> <tr><td>Slightly important</td><td>1.5%</td></tr> <tr><td>Moderately important</td><td>9.0%</td></tr> <tr><td>Very important</td><td>7.5%</td></tr> <tr><td>Extremely important</td><td>74.6%</td></tr> </table>	Importance Level	Percentage	Not important at all	7.5%	Slightly important	1.5%	Moderately important	9.0%	Very important	7.5%	Extremely important	74.6%
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<p>How important is it to you that the flying-fox camp management option has a low financial cost to residents living near the flying-fox camp?</p> <table border="1"> <tr><th>Importance Level</th><th>Percentage</th></tr> <tr><td>Not important at all</td><td>11.9%</td></tr> <tr><td>Slightly important</td><td>10.4%</td></tr> <tr><td>Moderately important</td><td>16.4%</td></tr> <tr><td>Very important</td><td>11.9%</td></tr> <tr><td>Extremely important</td><td>49.3%</td></tr> </table>	Importance Level	Percentage	Not important at all	11.9%	Slightly important	10.4%	Moderately important	16.4%	Very important	11.9%	Extremely important	49.3%	<p>How important is it to you that the flying-fox camp management option has a low financial cost to Council ratepayers?</p> <table border="1"> <tr><th>Importance Level</th><th>Percentage</th></tr> <tr><td>Not important at all</td><td>23.9%</td></tr> <tr><td>Slightly important</td><td>11.9%</td></tr> <tr><td>Moderately important</td><td>22.4%</td></tr> <tr><td>Very important</td><td>9.0%</td></tr> <tr><td>Extremely important</td><td>32.8%</td></tr> </table>	Importance Level	Percentage	Not important at all	23.9%	Slightly important	11.9%	Moderately important	22.4%	Very important	9.0%	Extremely important	32.8%
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As expected, the majority of respondents felt that managing of the impact from Flying-foxes was extremely important, but when asked about cost burden of activities, impact on local environment, and changes to the local amenity; respondents differed in their opinions, with many suggesting these were less important considerations, suggesting the impact (noise and smell) may be sufficient for residents to want to see some reduction of impacts, regardless of cost.

Based on the responses to the questions, Flying Fox Engage was able to rank the various management options that match the responses. Details of the preferred management actions before and after re-ranking is allowed is provided in Table 10.

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Table 10: Top 10 community ranked Management Options based on Flying Fox Engage responses

Rank	Initial Result (values based ranking)	Re-ranked result (emotion based ranking)
1	Land-use planning	Health and safety guidelines to manage incidents related to the camp
2	Subsidising property modification to reduce the impacts of flying-foxes	Revegetating areas with plants that are unsuitable as roost habitat
3	Guidelines for carrying out operations adjacent to camps	Subsidising services to reduce the impacts of flying-foxes
4	Health and safety guidelines to manage incidents related to the camp	Subsidising property modification to reduce the impacts of flying-foxes
5	Provision of flying-fox education and awareness programs	Artificial roosting habitat
6	Subsidising services to reduce the impacts of flying-foxes	Early dispersal before a camp is established at a new location
7	Do Nothing	Revegetate and manage land to create alternative flying-fox habitat
8	Artificial roosting habitat	Guidelines for carrying out operations adjacent to camps
9	Research to improve knowledge of flying-fox ecology	Routine maintenance to improve the condition of the site
10	Revegetate and manage land to create alternative flying-fox habitat	Research to improve knowledge of flying-fox ecology

As shown in Table 10, initial values based ranking suggests the community does not want to see any major impact on the Flying-foxes, as the overwhelming majority of preferred management actions are Level 1 activities. When allowed to re-rank the management objectives, largely similar actions are included in the preferred list, with “Early dispersal before a camp is established at a new location” added to the list, as a higher level action.

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When considering just those residents within 300m of the Camp (directly impacted), residents in this zone both before and after the re-ranking process only identified Level 1 Actions, with the “Early dispersal before a camp is established at a new location” not appearing in the preferred list at any stage (see Table 11).

Table 11: Top 10 ranked Management Options based on Flying Fox Engage responses from directly affected residents

Rank	Initial Result (values based ranking)	Re-ranked result (emotion based ranking)
1	Land-use planning	Revegetate and manage land to create alternative flying-fox habitat
2	Subsidising property modification to reduce the impacts of flying-foxes	Health and safety guidelines to manage incidents related to the camp
3	Guidelines for carrying out operations adjacent to camps	Subsidising property modification to reduce the impacts of flying-foxes
4	Health and safety guidelines to manage incidents related to the camp	Land-use planning
5	Provision of flying-fox education and awareness programs	Guidelines for carrying out operations adjacent to camps
6	Subsidising services to reduce the impacts of flying-foxes	Revegetating areas with plants that are unsuitable as roost habitat
7	Do Nothing	Subsidising services to reduce the impacts of flying-foxes
8	Artificial roosting habitat	Routine maintenance to improve the condition of the site
9	Research to improve knowledge of flying-fox ecology	Research to improve knowledge of flying-fox ecology
10	Revegetate and manage land to create alternative flying-fox habitat	Early dispersal before a camp is established at a new location

In addition to the 12 questions already discussed, respondents were asked a number of follow up questions, and then were able to provide their own comments for consideration.

Table 12 provides details on the responses.

Table 12: Additional Flying Fox Engage Questions

Question	Responses	Percent of Respondents
Have you experienced the flying-foxes in the camp?	No, I have not experienced the flying-foxes	4.5%
	Yes, flying-foxes from the camp roost in trees that are next to or overhang my home	22.4%
	Yes, flying-foxes leaving and returning to the camp fly over my home	58.2%

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Question	Responses	Percent of Respondents
	Yes, flying-foxes stop me from using the area, surrounding services or businesses	37.3%
	Yes, I enjoy visiting the flying-foxes	13.4%
	Yes, my home is very close to the camp	37.3%

The following open-ended questions were posed to the community:

- if you want to, you can comment on the flying-fox camp management options we have explored or you can suggest other solutions; and
- if you want to, please provide comments about this flying fox camp.

The responses to these open ended questions covered a few key areas of concern and are summarized below. Of the total 59 responses:

- 37% expressed concern for noise, odour, mess, and the potential health issues created by the presence of flying foxes
- 27% of responses reaffirmed a need to prioritize the culling or dispersal of flying foxes
- 7% expressed concern about the growing numbers
- 7% expressed concern about habitat loss, and the need to generate addition vegetation to improve habitat.
- 10% of responses highlighted the importance of protecting flying foxes
- 7% mentioned no negative effects of their experiences with bats

In addition to these areas of concern, other responses mentioned,

- concern towards a lack of diligence by council in managing flying foxes,
- concern about their impact on tourism in the area, and
- a need to better educate the community in the ecological importance of flying foxes.

Refer to Appendix 6 for full responses to questions.

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4 Management Opportunities

4.1 Site-specific analysis of camp management options

Flying-fox Culling

Culling of Flying-foxes is unlawful as they are a protected species under the *NSW National Parks and Wildlife Act 1974*, and Federally Listed Threatened Species.

Culling is not considered a viable Camp Management action as it is inconsistent with the:

- Commonwealth Environmental Protection & Biodiversity Conservation Act 1999
- NSW National Parks and Wildlife Act 1974
- Firearms Act 1996 or section 96G of the Crimes Act 1900
- NSW Flying-fox Management Policy 2015
- not a preferred management option by the majority of the Cessnock community,
- scientifically ineffective (due to the mobility of the species) and
- objectives of this Camp Management Plan.

The NSW Flying-fox Camp Management Policy 2015 and Camp Management Plan Template 2016 provide details on acceptable management activities to manage and mitigate human / bat conflict at Camp Sites. The management actions are grouped into three levels, and discussed below. A more detailed explanation can be found in Appendix 7.

Routine camp management actions (Level 1 actions)

Routine camp management actions should be clearly identified as Level 1 camp management actions in the camp management plan.

These include:

- removal of tree limbs or whole trees that pose a genuine health and safety risk, as determined by a qualified arborist
- weed removal, including removal of noxious weeds under the Noxious Weeds Act 1993 or species listed as undesirable by a council
- trimming of under-storey vegetation or the planting of vegetation
- minor habitat augmentation for the benefit of the roosting animals
- mowing of grass and similar grounds-keeping actions that will not create a major disturbance to roosting flying-foxes
- application of mulch or removal of leaf litter or other material on the ground.

Creation of buffers (Level 2 actions)

Creation of buffers can be effective as management actions to nudge flying-fox populations away from urban settlements. The intention is to create a physical or visual separation from the camp and actively manage vegetation structure and composition to discourage flying-foxes from roosting close to built areas.

Actions include:

- clearing or trimming canopy trees at the camp boundary to create a buffer
- disturbing animals at the boundary of the camp to encourage roosting away from human settlement.

Camp disturbance or dispersal (Level 3 actions)

Camp dispersal is an action that aims to intentionally move entire camps from one location to another by clearing vegetation or dispersing animals through disturbance by noise, water, smoke or light.

Camp dispersal can remove impacts on local communities and is supported by this policy. However, camp dispersal is challenging for a number of reasons:

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- it can be expensive and can have uncertain outcomes.
- dispersal may result in relocating the animals rather than resolving the issue. Past disturbances in Australia have sometimes failed to remove flying-foxes from the area or have resulted in flying-foxes relocating to other nearby areas where similar community impacts have occurred.
- attempts to disperse camps are often contentious.
- disturbing flying-foxes may have an adverse impact on animal health.
- the cumulative impacts of flying-fox camp dispersals may negatively impact on the conservation of the species and the ecosystem services flying-foxes provide.

Table 13 provides details on the various management options available, an assessment of cost and effectiveness of the action to address the various conflict issues. The Table also provides details of the assessment undertaken by Council staff as to the suitability of the actions to be included in the Camp Management Plan consideration has been given to the local context and to the experiences or other Councils in the region. Section 4.2 provides details of the management actions that will be undertaken through the implementation of the Camp Management Plan.

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Table 13: Analysis of management options

Management Option	Relevant Impacts	Cost	Advantages	Disadvantages	Suitability Determination
Level 1 Actions					
Education and awareness programs	Fear of disease Noise Smell Faecal drop	\$	Low cost, promotes conservation of FFs, contributes to attitude change which may reduce general need for camp intervention, increasing awareness and providing options for landholders to reduce impacts can be an effective long-term solution, can be undertaken quickly, will not impact on ecological or amenity value of the site.	Education and advice itself will not mitigate all issues, and may be seen as not doing enough.	This action was deemed suitable. Responses from Flying Fox Engage indicated a strong desire from the community for more information on Flying Foxes.
Property modification (e.g. car cover, pool cover, clothesline cover, air conditioners, double glaze windows, etc.)	Noise Smell Faecal drop Health/wellbeing Property devaluation Lost rental return	\$-\$	Property modification is one of the most effective ways to reduce amenity impacts of a camp without dispersal (and associated risks), relatively low cost, promotes conservation of FFs, can be undertaken quickly, will not impact on the site, may add value to the property.	May be cost-prohibitive for private landholders, unlikely to fully mitigate amenity issues in outdoor areas.	This action was deemed suitable for residents adjacent to the Camp
Fully-fund/subsidise property modification	Noise Smell Faecal drop Health/wellbeing Property devaluation Lost rental return	\$-\$	Potential advantages as per property modification, but also overcomes issue of cost for private landholders.	Costs to the land manager will vary depending on the criteria set for the subsidy including proximity to site, term of subsidy, level of subsidy. Potential for community conflict when developing the criteria, and may lead to expectations for similar subsidies for other issues.	This action has limited applicability due to funding constraints. Should funding become available, this option can be further explored. This was the second preference from Flying Fox Engage
Service subsidies (e.g. rate rebates, access to water gurney, etc.)	Noise Smell Faecal drop Health/wellbeing Property devaluation Lost rental return	\$-\$	May encourage tolerance of living near a camp, promotes conservation of FFs, can be undertaken quickly, will not impact on the site, would reduce the need for property modification.	May be costly across multiple properties and would incur ongoing costs, may set unrealistic community expectations for other community issues, effort required to determine who would receive subsidies.	Due to lack of funding, this option is not suitable in the short term. Should funding become available in the longer term, this action will be reconsidered. Some services such as water gurney hire are more feasible whilst rate rebates are unlikely.

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Management Option	Relevant Impacts	Cost	Advantages	Disadvantages	Suitability Determination
Routine camp management	Health/wellbeing	\$	Will allow property maintenance, likely to improve habitat, could improve public perception of the site, will ensure safety risks of a public site can be managed. Weed removal has the potential to reduce roost availability and reduce numbers of roosting FFs. To avoid this, weed removal should be staged and alternative roost habitat planted, otherwise activities may constitute a Level 3 action.	Will not generally mitigate amenity impacts for nearby landholders.	This action was deemed suitable
Provision of artificial roosting habitat	All	\$-\$\$	If successful in attracting FFs away from high conflict areas, artificial roosting habitat in low conflict areas will assist in mitigating all impacts, generally low cost, can be undertaken quickly, promotes FF conservation.	Would need to be combined with other measures (e.g. buffers/alternative habitat creation) to mitigate impacts, previous attempts have had limited success.	This action was not deemed suitable
Protocols to manage incidents	Health/wellbeing	\$	Low cost, will reduce actual risk of negative human/pet-FF interactions, promotes conservation of FFs, can be undertaken quickly, will not impact the site.	Will not generally mitigate amenity impacts.	This action will be included as a risk management response by all responsible land managers
Research	All	\$	Supporting research to improve understanding may contribute to more effectively mitigating all impacts, promotes FF conservation.	Generally cannot be undertaken quickly, management trials may require further cost input.	This action was deemed more suitable to be included in a regional strategy or plan
Appropriate land-use planning	All	\$	Likely to reduce future conflict, promotes FF conservation. Identification of degraded sites that may be suitable for long-term rehabilitation for FFs could facilitate offset strategies should clearing be required under Level 2 actions.	Will not generally mitigate current impacts, land-use restrictions may impact the landholder.	This action was deemed suitable
Property acquisition	All for specific property owners Nil for broader community	\$\$\$	Will reduce future conflict with the owners of acquired property.	Owners may not want to move, only improves amenity for those who fit criteria for acquisition, very expensive.	This action was not deemed suitable due to excessive cost
Do nothing	Nil	Nil	No resource expenditure.	Will not mitigate impacts and unlikely to be considered acceptable by the community.	Due to commitment of Land Managers and Council, this action is not suitable, despite being ranked highly by Flying Fox Engage responses.

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Management Option	Relevant Impacts	Cost	Advantages	Disadvantages	Suitability Determination
Level 2 Actions					
Buffers through vegetation removal	Noise Smell Health/wellbeing Property devaluation Lost rental return	\$--\$	Will reduce impacts, promotes FF conservation, can be undertaken quickly, limited maintenance costs.	Will impact the site, will not generally eliminate impacts, vegetation removal may not be favoured by the community.	This action was deemed suitable
Buffers without vegetation removal	Noise Smell Health/wellbeing Damage to vegetation Property devaluation Lost rental return	\$\$	Successful creation of a buffer will reduce impacts, promotes FF conservation, can be undertaken quickly, options without vegetation removal may be preferred by the community.	May impact the site, buffers will not generally eliminate impacts, maintenance costs may be significant, often logistically difficult, limited trials so likely effectiveness unknown.	This action was deemed suitable, however its applicability to the site may be limited
Level 3 Actions					
Nudging	All	\$\$-- \$\$\$	If nudging is successful this may mitigate all impacts.	Costly, FFs will continue attempting to recolonise the area unless combined with habitat modification/deterrents.	Not deemed suitable due to excessive cost.
Passive dispersal through vegetation management	All at that site but not generally appropriate for amenity impacts only	\$\$-- \$\$\$	If successful can mitigate all impacts at that site, compared with active dispersal: less stress on FFs, less ongoing cost, less restrictive in timing with ability for evening vegetation removal.	Costly, will impact site, risk of removing habitat before outcome known, potential to splinter the camp creating problems at other locations (although less than active dispersal), potential welfare impacts, disturbance to community, negative public perception, unknown conservation impacts, unpredictability makes budgeting and risk assessment difficult, may increase disease risk, potential to impact on aircraft safety.	Not deemed suitable due to the nature of the vegetation (Endangered Ecological Community), the likelihood of shifting the problem onto another section of the community, and cost

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Management Option	Relevant Impacts	Cost	Advantages	Disadvantages	Suitability Determination
Passive dispersal through water management	All at that site but not generally appropriate for amenity impacts only	\$\$- \$\$\$	Potential advantages as per with passive dispersal through vegetation removal, however likelihood of success unknown.	Potential disadvantages as per passive dispersal through vegetation removal, however likelihood of success unknown.	Not deemed suitable for the site due to the impacts on threatened vegetation communities
Active dispersal	All at that site but not generally appropriate for amenity impacts only	\$\$\$	If successful can mitigate all impacts at that site, often stated as the preferred method for impacted community members.	May be very costly, often unsuccessful, ongoing dispersal generally required unless combined with habitat modification, potential to splinter the camp creating problems in other locations, potential for significant animal welfare impacts, disturbance to community, negative public perception, unknown conservation impacts, unpredictability makes budgeting and risk assessment difficult, may increase disease risk, potential to impact on aircraft safety.	Not deemed suitable due to excessive cost and limited likelihood of success.
Early dispersal before a camp is established at a new location	All at that site	\$\$- \$\$\$	Potential advantages as per other dispersal methods, but more likely to be successful than dispersal of a historic camp.	Potential disadvantages as per other dispersal methods, but possibly less costly and slightly lower risk than dispersing a historic camp. Potential to increase pressure on FFs that may have relocated from another dispersed camp, which may exacerbate impacts on these individuals.	Not applicable to this Camp, however the plan should address the potential likely sites that may be established in the future.

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4.2 Planned Management Approach

The planned management approach included in Table 14 has been determined after consideration of community views, ecological requirements and legislative / policy controls. The Actions have been grouped into the major thematic areas of:

1. Resident Assistance
2. Community Education
3. Restoration & Rehabilitation
4. Infrastructure
5. Flying-fox Species Management
6. Routine Management
7. Monitoring
8. Governance

The actions included in Table 14 are directly linked to the management actions discussed in Table 13, but have been directly tailored to actions that will be planned for implementation at the Flying-fox Camp, depending on conditions and funding provision. Responsibility for the implementation of these actions will be shared across the various land managers as required, details of these responsibilities are included in the table.

Table 14: Management Actions

Action ID	Issue	Actions & guidelines	Responsibility	Trigger / Catalyst for commencement	Budget
1. Resident Assistance					
1.1	Car / Clothes-line / swimming pool covers	Provision of these items based upon selection criteria during times of high population occupancy	Port Stephens Council	Camp expansion to greater than 15,000 individuals.	Grant funding required and to be sought.
1.2	Assistance with costs for tree removal and tree removal applications.	Based on limited species, and proximity to camp – roosting trees and/or coccus palms only	Port Stephens Council	Camp expansion to greater than 15,000 individuals and application for removal made to Council	Application fee (approx \$70 waived) Removal costs TBD and grant sought
1.3	Preparation and financial assistance with licence (Part 2 Biodiversity Conservation Act) fees	Only applicable to properties within 300m of Camp boundary	Port Stephens Council & OEH	Camp expansion to greater than 15,000 individuals and evidence of >1 month residence in properties.	PSC to assist preparation OEH to waive fees (TBC)
1.4	Access to gurney / water cleaners to remove bat excrement	Access provided only when trigger reached	Port Stephens Council	Camp expansion to greater than 10,000 individuals and application made to Council	\$5,000 (5 cordless pressure sprayers for loan)
2. Community Education					

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Action ID	Issue	Actions & guidelines	Responsibility	Trigger / Catalyst for commencement	Budget
2.1	Advice on backyard vegetation management	Advice on which trees residents may wish to remove (introduced or naturalised foraging species such as Cocos Palms, Poplars and Silky Oaks) Advice on trees to plant if residents want to encourage bats to forage in their properties. Advice on native fragrant trees that will assist to screen smells from Camp	Port Stephens Council Hunter Joint Organisation of Councils	Included in Regional Flying-fox educational kit	Funded through NSW Environmental Trust 2017-19
2.2	Health and disease management	Develop consistent regional information regarding health concerns	Office of Environment & Heritage. New England Health Hunter Joint Organisation of Councils	Included in Regional Flying-fox educational kit	Funded through NSW Environmental Trust 2017-19
2.3	Lifecycle and nomadic timing of bat arrival	Develop consistent regional information regarding Flying-fox nomadic behaviour	Office of Environment & Heritage. Hunter Joint Organisation of Councils	Included in Regional Flying-fox educational kit	Funded through NSW Environmental Trust 2017-19
2.4	Implement Regional Flying-fox educational kit	Develop a community education kit to assist residents to understand Flying-fox movement patterns and reduce conflicts with Camps	Hunter Joint Organisation of Councils Port Stephens Council	Project expected to deliver kit in November 2017	Funded through NSW Environmental Trust 2017-19
2.5	How to manage dead or injured Flying-foxes	Information on who to call when sick, injured or dead Flying-foxes are seen	Wildlife Carer Group Port Stephens Council	Immediate action required	Within existing budget
3. Restoration & Rehabilitation					
3.1	Assess native recruitment potential where canopy is open	Assessment of vegetation condition improvement in core of site, to make core attractive for roosting	Port Stephens Council	Ongoing	Within PSC budget
3.2	Rehabilitation of areas of open canopy	Removal of damaged vegetation and establishment of replacement vegetation.	Port Stephens Council	Ongoing	PSC in kind \$5,000 - grant funding to be sought/leveraged.
3.3	Rehabilitation of damaged areas (from Flying-fox occupation)	Removal of damaged vegetation and establishment of replacement vegetation.	Port Stephens Council		
3.4	Weed management and replacement with appropriate indigenous species	Remove weeds	Port Stephens Council		

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Action ID	Issue	Actions & guidelines	Responsibility	Trigger / Catalyst for commencement	Budget
3.5	Maintain buffer zone (APZ) on south western boundary of Newbury Park to minimise conflict between residents and Flying-foxes	Supply native fragrant trees and shrubs adjacent to dwellings to reduce the noise and smell directly behind	Port Stephens Council	On request from residents.	Plants supplied free. Planting at resident cost.
3.6	Manage buffer zone (APZ) to reduce conflict between residents and Flying-foxes	Supply native fragrant trees and shrubs adjacent to dwellings to reduce the noise and smell directly behind	Port Stephens Council		
4. Infrastructure					
4.1	Signage	Interpretive Signage	Port Stephens Council	Regional project complete	Regional project success
5. Flying-fox Species Management					
5.1	Flying-fox Rehabilitators response	Respond to calls of injured or dead Flying-foxes	Flying-fox Rehabilitators	Community Calls Wildlife rescue Service	Free service from NATF
5.2	Wildlife rehabilitator alerts (notification of upcoming events, e.g. management activities, heat stress, etc.)	Notification of residents and Wildlife rehabilitator via email/texts of any events that will impact on Camp Site or Flying-fox population.	OEH and Flying-fox Rehabilitators	OEH alerts forwarded to residents subscribing to distribution list	\$1,000
6. Routine Management					
6.1	Weed Control	Noxious and environmental weed control throughout the Camp area - targeting exotic tree species known to act as potential roosting and foraging habitat (e.g. Camphor Laurel as most on site are immature or have not reached maximum height)	Port Stephens Council	Ongoing	Within Council budget and processes
6.2	Fire Management	Hazard reduction planning or maintenance (including Asset Protection zones) and wildfire response	Port Stephens Council	Ongoing	Within Council budget and processes
6.3	Dangerous Trees	Assessments for potentially dangerous trees	Port Stephens Council	Ongoing	Within Council budget and processes
6.4	Buffer (Asset Protection Zones) Maintenance	Maintenance of parks and south western Newbury Park buffer	Port Stephens Council	Ongoing	Within Council budget and processes
6.5	Mowing	Routine mowing in and around camp and school	Port Stephens Council	Ongoing	Within Council budget and processes
7. Monitoring					

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Action ID	Issue	Actions & guidelines	Responsibility	Trigger / Catalyst for commencement	Budget
7.1	Flying-fox Census	Quarterly Flying-fox animal counts to assist with determining likely national population	CSIRO	Quarterly monitoring as part of National Program	Funded by CSIRO
7.2	Wildlife / Rehabilitation data collection	Collection and provision of count information, and other data collected when responding to calls	Wildlife Carer Group	As responding to issues at the Camp	NA
7.3	Hunter Bird Observers data collection	Collection and provision of count information, and other data collected	Hunter Bird Observers	When aware of flowering event that may signal an increase in flying-fox population	NA
7.3	Port Stephens Council management data	Collection and dissemination of data related to Flying-foxes, and vegetation that may impact on local or regional Flying-fox populations	Port Stephens Council	Ongoing and as made aware of issues	Within existing budget
8. Governance					
8.1	Camp Management Plan review	Review in 5 years / when FF numbers increase past current capacity	Port Stephens Council	5 years from commencement	Within existing budget
8.3	Protocol Development	Fire	RFS	Ongoing as funding allows	Responsible entities
		Heat Stress	Office of Environment & Heritage / Wildlife Rehabilitators		
		Community Response to dead / injured animals	Wildlife Rehabilitators		
		Hospital	New England Health		
		Equine	Hunter Local Land Services		

With regard to routine management, management controls and guidelines are put in place to limit the stress laced on the animals during whilst management is being undertaken. Outlined in Appendix 8 are a range of stop work triggers, signs to identify these, and the actions that must be taken. These have been and will continue to be incorporated into environmental assessments for routine park management activities being undertaken in the vicinity of the camp.

5 Assessment of Impacts to Flying Foxes

5.1 Flying-fox habitat to be affected

Habitat in the parks site will primarily be positively impacted by weeding and planting.

Operational maintenance activities have potential to impact on habitat and threatened species including Grey Headed Flying-foxes

5.2 Assessment of Impacts to Other Threatened Species or Communities

All Council activities will follow Council's Environmental Assessment procedure in accordance with Council's Environmental Management System. Council has conducted an assessment of significance for impacts to threatened species for operational activities. Controls established, reflecting those in Appendix 8, will be developed into standard operational procedures.

All potential residential vegetation removal will require vegetation removal permits (fees waived) or development assessment approvals with associated environmental assessment.

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6 Evaluation and Review

The Plan will have a scheduled review annually, which will include evaluation of management actions against measures in Appendix 8.

The following will trigger a reactive review of the Plan:

- completion of a management activity
- progression to a higher level of management
- changes to relevant policy/legislation
- new management techniques becoming available
- outcomes of research that may influence the Plan
- Incidents associated with the camp.

Results of each review will be included in reports to OEH.

If the Plan is to remain current, a full review including stakeholder consultation and expert input will be undertaken in the final year of the Plan's life prior to being re-submitted to OEH.

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7 Plan administration

7.1 Monitoring of the camp

Council conducts monthly monitoring of the camp.

Council will continue to assist the CSIRO to undertake their quarterly Flying-fox census activities. Wildlife Rehabilitators can access the site as required to attend to the animals, and record information of relevance to Council, the Office of Environment & Heritage and CSIRO.

Additional monitoring and data collection will occur as opportunities arise.

7.2 Reporting

Annual reports (following publication of the CSIRO Census Count) will be developed by Port Stephens Council and submitted to Council providing details on management activities at the site, and the Flying-fox population during the year.

7.3 Funding commitment

Council has a responsibility to ensure appropriate funding is available to undertake management actions included in this plan. The Plan will operate from 2018 – 2028 and therefore each organisation should ensure ongoing funding, and forward planning for management actions be included in their annual budget development.

It is expected that an annual work plan, including budget items will be developed by the project team and implemented as required.

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Appendix 1 National Flying-fox Population and Statistics

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Scientific Committee Recommendation for Listing as a Nationally Vulnerable Species

Advice to the Federal Minister for the Environment and Heritage from the Threatened Species Scientific Committee (TSSC) on Amendments to the list of Threatened Species under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) recommended Grey Headed Flying-foxes should be listed as Vulnerable due to the decline in the National Population over the preceding years⁵.

The Committee noted population size data obtained by fly-out count surveys contain a degree of error that is difficult to quantify (related to the survey methodology; and the comparability of the survey results for the purpose of calculating trends in population size or species abundance). Fly-out counts are acknowledged by the scientific community to be the best method currently available of obtaining reliable and reproducible estimates of abundance (if not actual population counts) for flying-foxes. The available data for 1989 and 1998-2001 has been obtained using the same survey techniques that are widely acknowledged to be appropriate for estimating the abundance of this species.

The data available from the fly-out counts conducted should be regarded as estimates of abundance, rather than precise population counts.

The surveys of 1998-2001 have been much more comprehensive than the 1989 survey in terms of the number of roosts and extent of geographical range included. Despite the significantly increased knowledge of the species roost sites and survey effort, the estimates of abundance obtained indicate a decline in the abundance of the species. Using the maximum estimate from the 1998-2001 surveys (400,000) and the minimum estimate of abundance in 1989 (566,000), the rate of decline since 1989 has been in the order of 30%.

A number of experts commented that the projected habitat clearance in northern NSW is the primary ongoing threat to Grey-headed Flying-foxes. One expert stated that annually reliable winter resources are limited in distribution to a narrow coastal strip in northern NSW and Queensland. These coastal areas are targeted for intensive residential development to cater for a projected 25% increase in the human population over the next decade. It was this argument that convinced the Editorial Panel of the Bat Action Plan to identify Grey-headed Flying-foxes as vulnerable, although the Editorial Panel was not unanimous in its decision.

⁵ <http://www.environment.gov.au/biodiversity/threatened/conservation-advice/pteropus-poliocephalus>, accessed 27 March 2017.

Appendix 2 Vegetation Assessment

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The rapid vegetation assessments undertaken identified the dominant species present throughout the various stratum, as described below.

Newbury Park – central southern boundary

Species	Common Name	Stratum	Percentage Cover
<i>Casuarina glauca</i>	Swamp She-oak	Upper	25-50%
<i>Calochlaena dubia</i>	Soft Bracken	Ground	25-50%
<i>Parsonsia straminea</i>	Monkey Vine	Mid	<5%
* <i>Lonicera japonica</i>	Honey Suckle	Mid	<5%
<i>Typha spp.</i>	Bull Rush	Mid	<5%
* <i>Anredera cordifolia</i>	Madeira Vine	Mid	<5%
* <i>Tradescantia fluminensis</i>	Wandering Jew	Ground	5-25%

*-Exotic

Ross Walbridge Reserve – central northern boundary

Species	Common Name	Stratum	Percentage Cover
<i>Casuarina glauca</i>	Swamp She-oak	Upper	5-25%
<i>Melaleuca quinquenervia</i>	Broad-leaved Paperbark	Ground	50-75%
* <i>Sorghum halepense</i>	Johnson Grass	Mid	50-75%
<i>Cupaniopsis anacardioides</i>	Tuckeroo	Upper	<1%
* <i>Solanum mauritianum</i>	Wild Tobacco	Mid	<1%
<i>Sida rhombifolia</i>	Paddy's Lucerne	Mid	5-75%
<i>Grevillea robusta</i>	Silky Oak	Ground	<5%
<i>Callistemon salignus</i>	Willow Bottlebrush	Upper	<5%
* <i>Asparagus asparagoides</i>	Bridal Creeper	Mid	<5%
<i>Calochlaena dubia</i>	Soft Bracken	Ground	5- 25%

*-Exotic

Appendix 3 Animal and Human Health

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Disease and flying-fox management

A recent study at several camps before, during and after disturbance (Edson et al. 2015) showed no statistical association between HeV prevalence and flying-fox disturbance. However the consequences of chronic or ongoing disturbance and harassment and its effect on HeV infection were not within the scope of the study and are therefore unknown.

The effects of stress are linked to increased susceptibility and expression of disease in both humans (AIHW 2012) and animals (Henry & Stephens-Larson 1985; Aich et. al. 2009), including reduced immunity to disease.

Therefore it can be assumed that management actions which may cause stress (e.g. dispersal), particularly over a prolonged period or at times where other stressors are increased (e.g. food shortages, habitat fragmentation, etc.), are likely to increase the susceptibility and prevalence of disease within the flying-fox population, and consequently the risk of transfer to humans.

Furthermore, management actions or natural environmental changes may increase disease risk by:

- forcing flying-foxes into closer proximity to one another, increasing the probability of disease transfer between individuals and within the population
- resulting in abortions and/or dropped young if inappropriate methods are used during critical periods of the breeding cycle. This will increase the likelihood of direct interaction between flying-foxes and the public, and potential for disease exposure
- adoption of inhumane methods with potential to cause injury which would increase the likelihood of the community coming into contact with injured/dying flying-foxes.

The potential to increase disease risk should be carefully considered as part of a full risk assessment when determining the appropriate level of management and the associated mitigation measures required.

Australian bat lyssavirus

ABLV is a rabies-like virus that may be found in all flying-fox species on mainland Australia. It has also been found in an insectivorous microbat and it is assumed it may be carried by any bat species. The probability of human infection with ABLV is very low with less than 1% of the flying-fox population being affected (DPI 2013) and transmission requiring direct contact with an infected animal that is secreting the virus. In Australia three people have died from ABLV infection since the virus was identified in 1996 (NSW Health 2013).

Domestic animals are also at risk if exposed to ABLV. In 2013, ABLV infections were identified in two horses (Shinwari et al. 2014). There have been no confirmed cases of ABLV in dogs in Australia; however, transmission is possible (McCall et al. 2005) and consultation with a veterinarian should be sought if exposure is suspected.

Transmission of the virus from bats to humans is through a bite or scratch, but may have potential to be transferred if bat saliva directly contacts the eyes, nose, mouth or broken skin. ABLV is unlikely to survive in the environment for more than a few hours, especially in dry environments that are exposed to sunlight (NSW Health 2013).

Transmission of closely related viruses suggests that contact or exposure to bat faeces, urine or blood does not pose a risk of exposure to ABLV, nor does living, playing or walking near bat roosting areas (NSW Health 2013).

The incubation period in humans is assumed similar to rabies and variable between two weeks and several years. Similarly the disease in humans presents essentially the same clinical picture as classical rabies. Once clinical signs have developed the infection is invariably fatal. However, infection can easily be prevented by avoiding direct contact with bats (i.e. handling). Pre-exposure vaccination provides reliable protection from the disease for people who are likely to have direct contact with bats, and it is generally a mandatory workplace health and safety requirement that all persons working with bats receive pre-vaccination and have their level of protection regularly assessed. Like classical rabies, ABLV infection in humans also appears to be effectively treated using post-exposure vaccination and so any person who suspects they have been exposed should seek immediate

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medical treatment. Post-exposure vaccination is usually ineffective once clinical manifestations of the disease have commenced.

If a person is bitten or scratched by a bat they should:

- wash the wound with soap and water for at least five minutes (do not scrub)
- contact their doctor immediately to arrange for post-exposure vaccinations.

If bat saliva contacts the eyes, nose, mouth or an open wound, flush thoroughly with water and seek immediate medical advice.

Hendra virus

Flying-foxes are the natural host for Hendra virus (HeV), which can be transmitted from flying-foxes to horses. Infected horses sometimes amplify the virus and can then transmit it to other horses, humans and on two occasions, dogs (DPI 2014). There is no evidence that the virus can be passed directly from flying-foxes to humans or to dogs (AVA 2015). Clinical studies have shown cats, pigs, ferrets and guinea pigs can carry the infection (DPI 2015a).

Although the virus is periodically present in flying-fox populations across Australia, the likelihood of horses becoming infected is low and consequently human infection is extremely rare. Horses are thought to contract the disease after ingesting forage or water contaminated primarily with flying-fox urine (CDC 2014).

Humans may contract the disease after close contact with an infected horse. HeV infection in humans presents as a serious and often fatal respiratory and/or neurological disease and there is currently no effective post-exposure treatment or vaccine available for people. The mortality rate in horses is greater than 70% (DPI 2014). Since 1994, 81 horses have died and four of the seven people infected with HeV have lost their lives (DPI 2014).

Previous studies have shown that HeV spillover events have been associated with foraging flying-foxes rather than camp locations. Therefore risk is considered similar at any location within the range of flying-fox species and all horse owners should be vigilant. Vaccination of horses can protect horses and subsequently humans from infection (DPI 2014), as can appropriate horse husbandry (e.g. covering food and water troughs, fencing flying-fox foraging trees in paddocks, etc.).

Although all human cases of HeV to date have been contracted from infected horses and direct transmission from bats to humans has not yet been reported, particular care should be taken by select occupational groups that could be uniquely exposed. For example, persons who may be exposed to high levels of HeV via aerosol of heavily contaminated substrate should consider additional PPE (e.g. respiratory filters), and potentially dampening down dry dusty substrate.

Menangle virus

Menangle virus (also known as bat paramyxovirus no. 2) was first isolated from stillborn piglets from a NSW piggery in 1997. Little is known about the epidemiology of this virus, except that it has been recorded in flying-foxes, pigs and humans (AVA 2015). The virus caused reproductive failure in pigs and severe febrile (flu-like) illness in two piggery workers employed at the same Menangle piggery where the virus was recorded (AVA 2015). The virus is thought to have been transmitted to the pigs from flying-foxes via an oral-faecal matter route (AVA 2015). Flying-foxes had been recorded flying over the pig yards prior to the occurrence of disease symptoms. The two infected piggery workers made a full recovery and this has been the only case of Menangle virus recorded in Australia.

General health considerations

Flying-foxes, like all animals, carry bacteria and other microorganisms in their guts, some of which are potentially pathogenic to other species. Direct contact with faecal material should be avoided and general hygiene measures taken to reduce the low risk of gastrointestinal and other disease.

Contamination of water supplies by any animal excreta (birds, amphibians and mammals such as flying-foxes) poses a health risk to humans. Household tanks should be designed to minimise potential contamination, such as using first flush diverters to divert contaminants before they enter

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water tanks. Trimming vegetation overhanging the catchment area (e.g. the roof of a house) will also reduce wildlife activity and associated potential contamination. Tanks should also be appropriately maintained and flushed, and catchment areas regularly cleaned to remove potential contaminants.

Public water supplies are regularly monitored for harmful microorganisms, and are filtered and disinfected before being distributed. Management plans for community supplies should consider whether any large congregation of animals, including flying-foxes, occurs near the supply or catchment area. Where they do occur, increased frequency of monitoring should be considered to ensure early detection and management of contaminants.

Appendix 4 Key Legislation

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OEH recommends that councils and other land managers prepare a Camp Management Plan, regardless of the legislation under which the proposed management activities are to be assessed. This will ensure that the land manager and surrounding communities are clear about the proposed management, and that appropriate consideration is given to the conservation and welfare of threatened species, the needs and interests of the surrounding community, and a range of other factors.

Local government legislation

Local government is required to prepare planning schemes (including Environmental Planning Instruments and Development Control Plans) consistent with provisions under the Environmental Planning and Assessment Act 1979 (EP&A Act; see Section 4.1.5 of the template).

Local Environment Plans are environmental planning instruments that are legal documents and that relate to a local government area. Other environmental planning instruments, such as State Environmental Planning Policies (SEPPs), may relate to the whole or part of the state. A development control plan provides detailed planning and design guidelines to support the planning controls in a Local Environment Plan, but they are not legal documents.

Planning schemes enable a local government authority to manage growth and change in their local government area (LGA) through land use and administrative definitions, zones, overlays, infrastructure planning provisions, assessment codes and other administrative provisions. A planning scheme identifies the kind of development requiring approval, as well as zoning all areas within the LGA based on the environmental values and development requirements of that land. Planning schemes could potentially include a flying-fox habitat overlay, and may designate some habitat as flying-fox conservation areas.

State legislation

Flying-fox Camp Management Policy 2015

The Flying-fox Camp Management Policy 2015 (the Policy) has been developed to empower land managers, primarily local councils, to work with their communities to manage flying-fox camps effectively. It provides the framework within which OEH will make regulatory decisions. In particular, the Policy strongly encourages local councils and other land managers to prepare Camp Management Plans for sites where the local community is affected.

Draft Code of Practice Authorising Flying-fox Camp Management Actions

In April 2018 the NSW Government consulted on a *Draft Code of Practice Authorising Flying-fox Camp Management Actions*. The draft code is intended to provide councils with greater management flexibility and opportunities to be more proactive in camp management. Councils of the Hunter region provided a combined submission coordinated by Hunter Councils that communication concerns around uncertainty, the practicality of the code and conflicts between the code and existing legislation. Consultation has finished on the draft code and Council awaits further information from the NSW Government.

Regardless of the consultation outcome and implementation, future decision making and activity under the potential code will still require the existence of Camp Management Plans that are necessary to establish and acknowledge the ecological benefits of camps, community expectations and the heavy burden placed on local residents to inform decision making.

Biodiversity Conservation Act 2016/Threatened Species Conservation Act 1995

The Biodiversity Conservation Act 2016 replaced the *Threatened Species Conservation Act 1995* (TSC Act) and maintained objectives to conserve biological diversity and protect the critical habitat of threatened species, populations and ecological communities. The grey-headed flying-fox is listed as threatened under the BC Act (see also [Why the Grey-headed Flying-fox is listed as a threatened species](#)).

A threatened species licence, a class of biodiversity conservation licence under Part 2 of the BC Act, may be required if an action is likely to result in:

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- harm to an animal that is a threatened species or part of an ecological community
- picking a plant that is a threatened species or part of an ecological community
- damage to a habitat of a threatened species or ecological community
- damage to a declared area of outstanding biodiversity conservation value.

An assessment of impacts is required for any threatened species or their habitat, population, or ecological community that may be impacted by actions proposed in the Plan. Further detail is provided in Section 5.2.

Section 7.3 of the BC Act provides factors (the 5-part test) to assess whether the proposed action is likely to have a significant effect on any threatened species or their habitats, population or ecological community (note, this is therefore not just applicable to flying-foxes). If a significant effect is likely, it may require a [species impact statement](#) (SIS) to be prepared and publicly exhibited or the NSW Biodiversity Offset Scheme may apply. If OEH assesses a licence application and determines that a significant impact is unlikely, a section 95 certificate will be issued (Appendix A in the Policy provides a flow chart for this process).

National Parks and Wildlife Act 1974

The *National Parks and Wildlife Act 1974* (NPW Act) provides for the conservation of nature, objects, places or features of cultural value and the management of land reserved under this Act. All native animals and many species of native plants are protected under the NPW Act. All native fauna, including flying-foxes, are specifically protected under section 98.

Under this Act, licences can be issued for actions such as harming or obtaining any protected fauna for specified purposes, picking protected plants or damaging habitat of a threatened species, population or ecological community. Note that the definition of 'harm' includes to *hunt, shoot, poison, net, snare, spear, pursue, capture, trap, injure or kill*. The definition of 'pick' includes to *gather, pluck, cut, pull up, destroy, poison, take, dig up, crush, trample, remove or injure the plant or any part of the plant*.

Some camps may only have little red flying-fox and/or black flying-fox records (not threatened, but protected under the NPW Act) and no grey-headed flying-fox records (listed as threatened under the BC Act), in which case a licence under section 120 of the NPW Act may apply.

Note that OEH is unlikely to support any actions proposed in a Camp Management Plan that involves dispersal of flying-foxes from lands under National Parks and Wildlife Service (NPWS) control.

Prevention of Cruelty to Animals Act 1979

It may be an offence under this Act if there is evidence of unreasonable/unnecessary torment associated with management activities. Adhering to welfare and conservation measures provided in Appendix 8 will ensure compliance with this Act.

Environmental Planning and Assessment Act 1979

The objects of the *Environmental Planning and Assessment Act 1979* (EP&A Act) are to encourage proper management, development and conservation of resources, for the purpose of the social and economic welfare of the community and a better environment. It also aims to share responsibility for environmental planning between different levels of government and promote public participation in environmental planning and assessment.

The EP&A Act is administered by the NSW Department of Planning and Environment.

Development control plans under the Act should consider flying-fox camps so that planning, design and construction of future developments is appropriate to avoid future conflict.

Development under Part 4 of the Act does not require licensing under the BC Act.

Where public authorities such as local councils undertake development under Part 5 of the EP&A Act (known as 'development without consent' or 'activity'), assessment and licensing under the BC Act may not be required. However a full consideration of the development's potential impacts on threatened species will be required in all cases.

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Where flying-fox camps occur on private land, land owners are not eligible to apply for development under Part 5 of the EP&A Act. Private land owners should contact Council to explore management options for camps that occur on private land.

Rural Fires Act 1997

The objects of this Act are to prevent, mitigate and suppress bushfires and coordinate bush firefighting, while protecting persons from injury or death, and reduce property damage from fire. A permit is generally required from the Rural Fire Service for any fires in the open that are lit during the local Bush Fire Danger Period as determined each year. This may be relevant for fires used to disperse flying-foxes, or for any burning associated with vegetation management.

Protection of the Environment Operations Act 1997

The main object of the Protection of the Environment Operations Act 1997 (POEO Act) is to set out explicit protection of the environment polices (PEPs) and adopt more innovative approaches to reducing pollution.

The use of smoke as a dispersal mechanism may constitute 'chemical production' under Schedule 1, clause 8 of the POEO Act, so this type of dispersal activity may require a licence under Chapter 3 of the Act.

The POEO Act also regulates noise including 'offensive noise'. The Protection of the Environment Operations (Noise Control) Regulation 2008 (Part 4, Division 2) provides information on the types of noise that can be 'offensive' and for which the Environment Protection Authority (EPA) can issue fines. This may include noise generated as a part of dispersal activities. It is best to discuss the types of noise makers and the sound levels and times these will be generated, along with identified noise receptors, with Council prior to any dispersal. Detailed advice and guidance on noise regulation can be found in the EPA's Noise guide for local government (EPA 2013).

Crown Lands Act 1989

The principles of Crown land management include the observance of environmental protection principles and the conservation of its natural resources, including water, soil, flora, fauna and scenic quality. Any works on land that is held or reserved under the Crown Lands Act 1989 (including vegetation management and dispersal activities) are an offence under the Act without prior authorisation obtained through the Department of Primary Industries (Lands).

Local Government Act 1993

The primary purpose of this Act is to provide the legal framework for an effective, efficient and environmentally responsible, open system of local government. Most relevant to flying-fox management is that it also provides encouragement for the effective participation of local communities in the affairs of local government and sets out guidance on the use and management of community land which may be applicable to land which requires management of flying-foxes.

State Environmental Planning Policies

SEPPs are environmental planning instruments which address specific planning issues within NSW. These SEPPs often remove power from local councils in order to control specific types of development or development in specific areas. SEPPs often transfer decision-making from Council to the Planning Minister. While there may be others, some of the SEPPs likely to apply at some flying-fox camps are outlined below.

Coastal SEPP

The new Coastal SEPP essential repeals and incorporates the elements of SEPP 14 Coastal Wetlands and SEPP 26 Littoral Rainforests.

This new policy maintains protection for coastal wetlands by requiring development consent to be obtained before any clearing, draining, filling or construction of levees can occur on a mapped wetland. Camps are unlikely to fall within the bounds of a Coastal Wetlands, but additional restrictions for vegetation management in these areas may be required if they do.

This policy maintains protection for coastal rainforests (littoral rainforests) by requiring development consent for activities within or adjacent to mapped coastal rainforest. It is unlikely that clearing for flying-fox management would be considered significant enough to trigger this SEPP but this should be confirmed if the site is within a mapped littoral rainforest area.

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Commonwealth Legislation

Environment Protection and Biodiversity Conservation Act 1999

The Commonwealth's *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) provides protection for the environment, specifically matters of national environmental significance (MNES). A referral to the Commonwealth DoE is required under the EPBC Act for any action that is likely to significantly impact on an MNES.

MNES under the EPBC Act that relate to flying-foxes include:

- world heritage sites (where those sites contain flying-fox camps or foraging habitat)
- wetlands of international importance (where those wetlands contain flying-fox camps or foraging habitat)
- nationally threatened species and ecological communities.

The grey-headed flying-fox (*Pteropus poliocephalus*; GHFF) is listed as a vulnerable species under the EPBC Act, meaning it is an MNES. It is also considered to have a single national population. DoE has developed the [Referral guideline for management actions in GHFF and SFF⁶ camps](#) (DoE 2015) (the Guideline) to guide whether referral is required for actions pertaining to the GHFF.

The Guideline defines a nationally important GHFF camp as one that has either:

- contained $\geq 10,000$ GHFF in more than one year in the last 10 years, or
- been occupied by more than 2500 GHFF permanently or seasonally every year for the last 10 years.

Provided that management at nationally important camps follows the mitigation standards below, DoE has determined that a significant impact to the population is unlikely, and referral is not likely to be required.

Referral will be required if a significant impact to any other MNES is considered likely as a result of management actions outlined in the Plan. Self-assessable criteria are available in the [Significant Impact Guidelines 1.1](#) (DoE 2013) to assist in determining whether a significant impact is likely; otherwise consultation with DoE will be required.

Mitigation standards

- The action must not occur if the camp contains females that are in the late stages of pregnancy or have dependent young that cannot fly on their own.
- The action must not occur during or immediately after climatic extremes (heat stress event⁷, cyclone event⁸), or during a period of significant food stress⁹.
- Disturbance must be carried out using non-lethal means, such as acoustic, visual and/or physical disturbance or use of smoke.
- Disturbance activities must be limited to a maximum of 2.5 hours in any 12 hour period, preferably at or before sunrise or at sunset.
- Trees are not felled, lopped or have large branches removed when flying-foxes are in or near to a tree and likely to be harmed.
- The action must be supervised by a person with knowledge and experience relevant to the management of flying-foxes and their habitat, who can identify dependent young and is aware of climatic extremes and food stress events. This person must make an assessment of the

⁶ spectacled flying-fox (*P. conspicillatus*)

⁷ A 'heat stress event' is defined for the purposes of the Australian Government's [Referral guideline for management actions in GHFF and SFF camps](#) as a day on which the maximum temperature does (or is predicted to) meet or exceed 38°C.

⁸ A 'cyclone event' is defined as a cyclone that is identified by the Australian Bureau of Meteorology (www.bom.gov.au/cyclone/index.shtml).

⁹ Food stress events may be apparent if large numbers of low body weight animals are being reported by Wildlife Rehabilitators in the region.

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relevant conditions and advise the proponent whether the activity can go ahead consistent with these standards.

Appendix 5 Media Coverage

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During the past 5 years, local media outlets have run a number of stories regarding Flying-foxes throughout the Hunter Region, details of these up until mid 2016 are provided in the following table.

Media stories on Flying-foxes in the Hunter Region

Date	Media Source	Topic
11 August 2014	NBN Newcastle Hunter	Presented by Natasha Beyersdorf & Paul Lobb: "Wildlife Rehabilitators say around six flying-foxes are being killed or seriously injured each day in the Hunter region, after getting caught in fruit tree nets.
December 2014	The Maitland Mercury	"Bats invade central Maitland – video poll"
December 2014	The Maitland Mercury	"Bat problem needs ethical solution – editorial"
15 December 2014	Local land services newsletter	A Hunter LLS project to create new habitat for Grey-headed flying foxes is currently underway in the Lower Hunter. With a declining population, these mammals are listed as 'vulnerable' to extinction both in NSW and federally.
11 March 2015	Maitland Mercury	"It's Cessnock's turn to go batty"
13 March 2015	The Herald	"Cessnock residents in a flap as flying-fox colony returns".
9 March 2015	NBN News	Newcastle (March7th):"A colony of flying-foxes is causing problems for Muswellbrook residents. Council has made a move to write to the NSW Government following noise and odour complaints".
14 May 2015	NBN Newcastle Hunter, Newcastle	Vets in the Hunter region are urging horse owners to vaccinate them against Hendra Virus
21 May 2015	Newcastle Herald	Flying-foxes fill sky with confusion.
15 October 2015	ABC Upper Hunter	NSW MP for the Upper Hunter has called for state and federal government regulations about the removal of flying-fox colonies to be streamlined.
16 October 2015	Newcastle Herald	Bat plague solution needs red tape removed: MP
16 November 2015	Maitland Mercury	Eight Hunter New England bat attacks prompt health warning for Hunter Residents
17 November 2015	Maitland Mercury	Doctor warns of bat bites and scratches
25 November 2015	Cessnock Advertiser	Bat attacks prompt health warning for Hunter residents
10 February 2016	Cessnock Advertiser	Noisy neighbours driving residents batty
10 February 2016	Cessnock Advertiser	Risk of being attacked is extremely low, says vet
11 February 2016	Maitland Mercury	Hunter MP takes Maitland bat problem to Parliament

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Date	Media Source	Topic
12 February 2016	Maitland Mercury	Residents welcome call to fix bat problem
23 February 2016	Sydney Morning Herald	Bats' 'super immunity' could help humans fight deadly diseases
23 March 2016	Singleton Argus	Joel Fitzgibbon: let's solve the bat problem once and for all
23 March 2016	Newcastle Herald	Fitzgibbon wants bat inquiry
23 March 2016	Maitland Mercury	No easy solution for Hunter's bat problem
15 March 2016	Cessnock Advertiser	Under Siege by Flying Foxes
15 March 2016:	Cessnock Advertiser	Muswellbrook residents plagued by flying foxes
16 March 2016	2NM Radio Muswellbrook	Joel Fitzgibbon, Hunter MP, will ask the Senate to initiate an inquiry into the flying-fox woes in Singleton, Cessnock, and other communities within the Hunter.
31 May 2016:	Newcastle Herald	Cessnock Council receives \$10,000 for flying fox camp management plan
3 April 2016:	Newcastle Herald	EDITORIAL: What to do with the Hunter's troublesome flying fox colonies
8 April 2016:	Maitland Mercury	Call to action on bat situation
8 April 2016:	Newcastle Herald	Support growing for inquiry into management of flying foxes
11 April 2016:	Maitland Mercury	Support for bat inquiry
12 April 2016:	ABC Newcastle & ABC Upper Hunter	Flying fox expert says Hunter community should not waste money trying to move bats.
20 April 2016:	NBN Newcastle	A motion calling for a Senate inquiry has been lodged on behalf of Hunter MP Joel Fitzgibbon over the Hunter's flying fox population
20 April 2016:	ABC Newcastle	Interview with Joel Fitzgibbon, Member for Hunter, to discuss calling for a senate inquiry
20 April 2016	2NM Muswellbrook	Hunter MP Joel Fitzgibbon had his motion for the establishment of a Senate inquiry into the flying fox problem of the Hunter region moved into the Senate
20 April 2016:	ABC Newcastle	Interview with Joel Fitzgibbon, Member for Hunter, to discuss calling for a senate inquiry
22 April 2016	Maitland Mercury	Hunter bat infestations, Joel Fitzgibbon campaign
22 April 2016	Maitland Mercury	Girl steps on bat skull at park
27 April 2016	Cessnock Advertiser	Bat skull found in park

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Date	Media Source	Topic
27 April 2016	Cessnock Advertiser	Senate inquiry motion lodged
26 May 2016	ABC Newcastle	Interview with Bob Pynsent, Mayor, Cessnock.
27 May 2016	Maitland Mercury	Councillor wants laws altered
27 May 2016:	The Conversation	Not in my backyard? How to live alongside flying-foxes in urban Australia
25 May 2016:	Maitland Mercury	Hunter bat problem no excuse to set fire to trees
24 May 2016	2HD Radio	Interview with Mark Speakman, NSW Environment Minister
24 May 2016:	ABC Online	Hunter communities left waiting as flying fox funding flies south
23 May 2016	KO FM, Newcastle	Muswellbrook residents fed up with flying foxes
23 May 2016:	Newcastle Herald	Hunter bat plague: Mike Baird announces \$2.5 million for Batemans Bay but zilch for the Hunter
18 May 2016	Newcastle Herald	Call to extend bat plan to Hunter councils
22 May 2016:	Maitland Mercury	Hunter bat plague: firefighters extinguish suspicious blaze at Cessnock bat camp
6 June 2016:	Newcastle Herald	Hunter bat problem: Cessnock mayor lashes state government over funding, unanswered questions about population movements
27 June 2016	Maitland Mercury	Time to make noise over bats

Appendix 6 Survey Responses

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The responses received from Flying-fox Engage are summarized in Section 3. Details of the actual responses are included below (responses have been sanitized where necessary).

Question	Responses
<p>If you want to, you can comment on the flying-fox camp management options we have explored or you can suggest other solutions.</p>	<ul style="list-style-type: none"> • Cull them . • complete removal / culling of the flying foxes needs to be placed as a top priority in the management plan - not left out!! • The use of frequency generators to produce very high frequencies that would disturb the flying foxes. Or move some of the councillors into the areas where the camp is then we may get something concrete done!!! • active manage actions are required, not level 1 type options. The Adelaide St camps are relatively recent in tome, well after Ross Wallbridge Reserve was established in marsh land. The camps have no historical basis and they sim p • Stop clearing their native habitat for development so they can stay in these areas and not require this initiative • We need to generate more vegetation areas so these flying foxes can live. • Relocation them • Active dispersal of a flying-fox camp using disturbance. I believe this should occur, and quickly! • Cut trees down clean up park and make it a fun safe environment for families • Creation of additional camps while maintaining the importance of the camp in Raymond Terrace is critical. There overpopulation of camps is one of the major attractors of "ire" at the flying-foxes, and additional options for their roosting place is necessary to help relieve the "load" on the current camp. Further education and increasing public knowledge about the critical role these animals play is also very important, as many people simply see them as pests and not as necessary. Protection of the animals is the most important aspect to be considered. • I live in Alton Road but too far away to be affected by the camp. • I knew a Venturer Scout leader who now has a 30% lung capacity after contracting a disease from dried bat poo. So if the climate continues to heat to the extent that the very dry & windy summers come on, then this may became a public health issue.is no • You need to work out what trees they are roosting in and clear them out. There has to be a safe way to move them on. There are plenty of other areas where there are no residents or businesses for them to have the impact they have on us • Just get on with the process of moving the flying foxes on to a new non residential area or start providing active practical help to those residents being directly impacted (noise, odour, mess, destruction of property). • It seemed to me that the ranking of the preferred management options initially offered represented council's preferences rather than those my responses to the survey indicated. I rearranged them accordingly. • Educate people on how important they are to the environment, and about how low the chance of infection or disease is. • They are a huge problem for Raymond Terrace.; these vermin are full of disease carrying viruses deadly to our population and pets. • When the camp is large the flying foxes are extremely noisy at night affecting sleep, they invade my fruit trees in summer making it

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	<p>impossible to get a crop, and often make a mess which has to be cleaned up when they fly over at dusk. It is extremely unpleasant being outside at dusk. This comes from a camp existing in the midst of a community. I'm not sure whether we should be a little more aggressive in the relocation option for both humans and flying foxes benefits.</p> <ul style="list-style-type: none"> • Culling is not an option. Such an intelligent ecologically important animal is endangered! • First priority is to protect the flying foxes. Do no harm to flying foxes • I realise some intervention may be necessary to appease residents but generally the numbers will increase and decrease depending on external factors which are out of Council's control. I realise Council needs to be seen to be proactive but as other areas have shown, intervention has limited success and sooner or later the flying foxes may move off of their own accord. • In my experience, sprinklers in trees used constantly assisted with daily water hose treatment moved a large colony of foxes at Mataranka when the resort was threatened with economic ruin. This solution worked until management were forced to cease under pressure from green groups who obviously had no personal connection to the resort.
<p>If you want to, please provide comments about this flying-fox camp</p>	<ul style="list-style-type: none"> • Cull them , they appeared , a former resident told me , because of the council planted trees . • The flying foxes fly over our house morning and night. We have constant sticky, tarry droppings on the paths, cloths-line, cars, house roof and walls and even on the hand-rail at the front steps. Incredible smell prevents us from opening windows a lot of the time. • Disgusting odour especially when it rains - cannot open windows day or night in house - yard covered in flying fox faeces - outdoor area rood covered in faeces - cannot even let grandchildren play in the yard due to continual droppings - always hosing and cleaning property to rid of droppings - plants covered in droppings - even have visitors not calling in anymore due to the concerns of the droppings and odour - our whole lifestyle has changed - no longer do we have BBQ's outside. Property devalued - with all the publicity everyone knows not to buy in our street. so cant move stuck with the property • The councillors sat on its hands in the early stages of the camp when they might have been able to do something • Please leave them alone I enjoy watching them • As above, this camp was not historically present in this area, and the flying foxes simply colonised the man made recreational area to the detriment of all people living, working or visiting the area. If the law does not allow forced removal of these animals, the law must be changed. • I sometimes have 2-3 Bats in my front yard. When my Guava and Fig tree and fruiting they come to eat them. It does not both me. • Its VERY unpleasant to eat at nearby McDonalds because of the smell from the bats and driving past the area also is unpleasant. Not good for tourists by passing through Raymond Terrace to use eateries and shopping centre • They don't particularly bother me but I have smelled them at times and I think if my home was closer to the camp they would definitely be an issue. • Leave it alone • It smells • The camp seems too large for the vegetation. The planting of more habitable areas is needed.

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	<ul style="list-style-type: none"> • Need to try to relocate to less populated area. Feel sorry for residents directly around the flying fox camp. Couldn't imagine MacDonald's would want camp so close to there business. • Numbers have increased dramatically in recent years with the adjacent areas being affected more & more. Something really needs to be done to reduce the size of the colony or relocate further out of town. I am now experiencing not being able to go outdoors for about a 4 hour period each night without being urinated on by passing / feeding flying foxes. My nieces have not been able to stay with me during the warmer months for quite some years as they are scared by the flying foxes. The Flying-fox camp is having a dramatic affects on nearby residents. • We have only lived here for 3 months and in this short time we have noticed that the Flying-fox Population has gotten bigger • they are loud late in the night and their poo ruins the paint on my house and car. • Don't like it want it gone • Like most neighbours I suffer the disgusting and sickening smell and the noise disturbances. Given that these animals arrived many years after I built my home, it is wrong that I have no rights in relation to this infestation. As a taxpayer/ratepayer, the authorities should, as a priority, put in place effective action remove these animals and stop them from flying over my home, yard and car. It is almost a daily occurrence for my car and the walls of my house (white) to be splattered by the ff's brown, sticky excrement. I cannot leave washing out on the line in the late afternoon because it too gets hit. In addition, on 3 occasions I have had to remove a potentially toxic, dead ff from my yard. In addition, each evening the ffs block TV transmission to my home; the flocks are so dense as they circle and pass over my home that they block digital TV transmission for about 15 - 20 minutes. • They are smelly and are not only a health risk, but see destroying the area • Its horrible smells and bat dropping on my car washing. I will no longer walk through park as its a health hazard • They fly over my house in the evening and crap on my car which is parked in my driveway. They also eat fruit in the trees behind my house and drop the seeds in my yard which if I don't pick up quick enough, my dogs eat. Surely that couldn't be healthy. • Yes their camp has an odour and a noise but humans get used to many adverse situations, and unless they are in your property, they won't hurt you. • The camp needs to be moved on at any cost. They are only getting worse and we shouldn't have to put up with them every year. They wake us up every morning when returning to camp and we can't go outside after dark as they are leaving the camp. I can no longer leave clothes on the line over night. They leave camp at around 6:30-7pm and return anywhere from 2-3am. Even if our house is all closed up we still hear them and the smell is horrific. • They are making us live like bats in a cave, cant open windows, cant go out and exercise, clothes & cars get marked from them • Management strategies need to be developed as soon as possible to cope with the bats in the area. The bats have only been in the Ross Wallbridge reserve for a few years, but the numbers each year are steadily growing. This growth is disturbing the park environment and the residents close by. The noise and smell during certain times of the year is hard to endure during warm weather when there is a need to close the house up to avoid the stench and noise.
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	<ul style="list-style-type: none">• The smell especially during or after rain is particularly objectionable• The camp has grown in numbers• the smell makes me sick and when they fly over my back yard they drop there droppings in my pool and on the stencil drive way which is very bard to remove.• Noise - disturbs sleep every single night and early morning on their return to roost; during the day they don't sleep, continual chatter.• Active management is necessary immediatly to avoid a major problem like Cessnock.• Hate the bats they poo on my cars and they smell• I love the Flying Foxes and believe they are an important addition to the community.• Eradicate them before the problem becomes a epidemic• Noisy , smelly, excrement over cars/washing etc.• They stink, the smell is terrible, they are noisy and leave their droppings on my car, house, washing, and are just a pest. I am more concerned about our Koala population then those unwanted over numbered so called endangered/ protected bats.• It is a beautiful peaceful harmonious place. Love it.• It smells and has caused my family to stop using McDonalds restaurant.
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Appendix 7 Management Options

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Level 1 actions: routine camp management

Education and awareness programs

This management option involves undertaking a comprehensive and targeted flying-fox education and awareness program to provide accurate information to the local community about flying-foxes.

Such a program would include managing risk and alleviating concern about health and safety issues associated with flying-foxes, options available to reduce impacts from roosting and foraging flying-foxes, an up-to-date program of works being undertaken at the camp, and information about flying-fox numbers and flying-fox behaviour at the camp.

Residents should also be made aware that faecal drop and noise at night is mainly associated with plants that provide food, independent of camp location. Staged removal of foraging species such as fruit trees and palms from residential yards, or management of fruit (e.g. bagging, pruning) will greatly assist in mitigating this issue.

Collecting and providing information should always be the first response to community concerns in an attempt to alleviate issues without the need to actively manage flying-foxes or their habitat. Where it is determined that management is required, education should similarly be a key component of any approach. See also Section 3 and incorporate an education and awareness program into any community engagement plan.

An education program may include components shown in Figure 1.

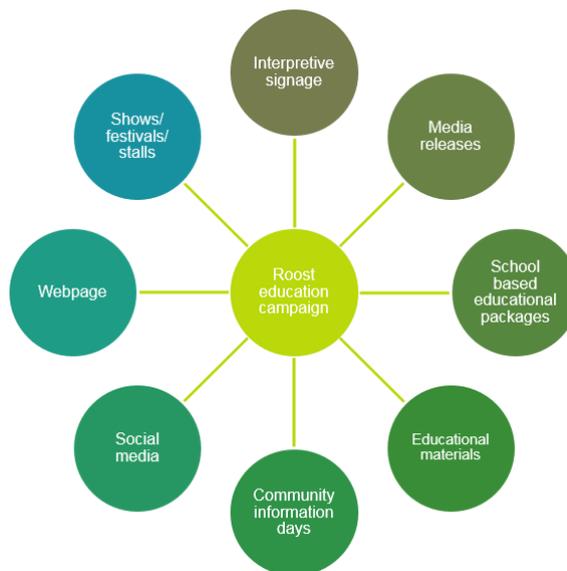


Figure 1: Possible components of an education program

The likelihood of improving community understanding of flying-fox issues is high. However, the extent to which that understanding will help alleviate conflict issues is probably less so. Extensive education for decision-makers, the media and the broader community may be required to overcome negative attitudes towards flying-foxes.

It should be stressed that a long-term solution to the issue resides with better understanding flying-fox ecology and applying that understanding to careful urban planning and development.

Property modification without subsidies

The managers of land on which a flying-fox camp is located would promote or encourage the adoption of certain actions on properties adjacent or near to the camp to minimise impacts from roosting and foraging flying-foxes (note that approval may be required for some activities, refer to Section 4 for further information):

- Create visual/sound/smell barriers with fencing or hedges. To avoid attracting flying-foxes, species selected for hedging should not produce edible fruit or nectar-exuding flowers, should grow in dense formation between two and five metres (Roberts 2006) (or be maintained at less than 5 metres). Vegetation that produces fragrant flowers can assist in masking camp odour where this is of concern.

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- Manage foraging trees (i.e. plants that produce fruit/nectar-exuding flowers) within properties through pruning/covering with bags or wildlife friendly netting, early removal of fruit, or tree replacement.
- Cover vehicles, structures and clothes lines where faecal contamination is an issue, or remove washing from the line before dawn/dusk.
- Move or cover eating areas (e.g. BBQs and tables) within close proximity to a camp or foraging tree to avoid contamination by flying-foxes.
- Install double-glazed windows, insulation and use air-conditioners when needed to reduce noise disturbance and smell associated with a nearby camp.
- Follow horse husbandry and property management guidelines provided at the NSW Department of Primary Industries Hendra virus web page (DPI 2015a).
- Include suitable buffers and other provisions (e.g. covered car parks) in planning of new developments.
- Turn off lighting at night which may assist flying-fox navigation and increase fly-over impacts.
- Consider removable covers for swimming pools and ensure working filter and regular chlorine treatment.
- Appropriately manage rainwater tanks, including installing first-flush systems.
- Avoid disturbing flying-foxes during the day as this will increase camp noise.

The cost would be borne by the person or organisation who modifies the property; however, opportunities for funding assistance (e.g. environment grants) may be available for management activities that reduce the need to actively manage a camp.

Property modification subsidies

Fully funding or providing subsidies to property owners for property modifications may be considered to manage the impacts of the flying-foxes. Providing subsidies to install infrastructure may improve the value of the property, which may also offset concerns regarding perceived or actual property value or rental return losses.

The level and type of subsidy would need to be agreed to by the entity responsible for managing the flying-fox camp.

Service subsidies

This management option involves providing property owners with a subsidy to help manage impacts on the property and lifestyle of residents. The types of services that could be subsidised include clothes washing, cleaning outside areas and property, car washing or power bills. Rate reductions could also be considered.

Critical thresholds of flying-fox numbers at a camp and distance to a camp may be used to determine when subsidies would apply.

Routine camp maintenance and operational activities

Examples of routine camp management actions are provided in the Policy. These include:

- removal of tree limbs or whole trees that pose a genuine health and safety risk, as determined by a qualified arborist
- weed removal, including removal of noxious weeds under the Noxious Weeds Act 1993, or species listed as undesirable by a council
- trimming of understorey vegetation or the planting of vegetation
- minor habitat augmentation for the benefit of the roosting animals

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- mowing of grass and similar grounds-keeping actions that will not create a major disturbance to roosting flying-foxes
- application of mulch or removal of leaf litter or other material on the ground.

Protocols should be developed for carrying out operations that may disturb flying-foxes, which can result in excess camp noise. Such protocols could include limiting the use of disturbing activities to certain days or certain times of day in the areas adjacent to the camp, and advising adjacent residents of activity days. Such activities could include lawn-mowing, using chainsaws, whipper-snippers, using generators and testing alarms or sirens.

Revegetation and land management to create alternative habitat

This management option involves revegetating and managing land to create alternative flying-fox roosting habitat through improving and extending existing low-conflict camps or developing new roosting habitat in areas away from human settlement.

Selecting new sites and attempting to attract flying-foxes to them has had limited success in the past, and ideally habitat at known camp sites would be dedicated as a flying-fox reserve. However, if a staged and long-term approach is used to make unsuitable current camps less attractive, whilst concurrently improving appropriate sites, it is a viable option (particularly for the transient and less selective LRFF). Supporting further research into flying-fox camp preferences may improve the potential to create new flying-fox habitat.

When improving a site for a designated flying-fox camp, preferred habitat characteristics detailed in Section 2 should be considered.

Foraging trees planted amongst and surrounding roost trees (excluding in/near horse paddocks) may help to attract flying-foxes to a desired site. They will also assist with reducing foraging impacts in residential areas. Consideration should be given to tree species that will provide year-round food, increasing the attractiveness of the designated site. Depending on the site, the potential negative impacts to a natural area will need to be considered if introducing non-indigenous plant species.

The presence of a water source is likely to increase the attractiveness of an alternative camp location. Supply of an artificial water source should be considered if unavailable naturally, however this may be cost-prohibitive.

Potential habitat mapping using camp preferences (see Section 2) and suitable land tenure can assist in initial alternative site selection. A feasibility study would then be required prior to site designation to assess likelihood of success and determine the warranted level of resource allocated to habitat improvement.

Provision of artificial roosting habitat

This management option involves constructing artificial structures to augment roosting habitat in current camp sites or to provide new roosting habitat. Trials using suspended ropes have been of limited success as flying-foxes only used the structures that were very close to the available natural roosting habitat. It is thought that the structure of the vegetation below and around the ropes is important.

Protocols to manage incidents

This management option involves implementing protocols for managing incidents or situations specific to particular camps. Such protocols may include 'bat watch' patrols at sites that host vulnerable people, management of pets at sites popular for walking dogs or heat stress incidents (when the camp is subjected to extremely high temperatures leading to flying-foxes changing their behaviour and/or dying).

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Participation in research

This management option involves participating in research to improve knowledge of flying-fox ecology to address the large gaps in our knowledge about flying-fox habits and behaviours and why they choose certain sites for roosting. Further research and knowledge sharing at local, regional and national levels will enhance our understanding and management of flying-fox camps.

Appropriate land-use planning

Land-use planning instruments may be able to be used to ensure adequate distances are maintained between future residential developments and existing or historical flying-fox camps. While this management option will not assist in the resolution of existing land-use conflict, it may prevent issues for future residents.

Property acquisition

Property acquisition may be considered if negative impacts cannot be sufficiently mitigated using other measures. This option will clearly be extremely expensive, however is likely to be more effective than dispersal and in the long-term may be less costly.

Do nothing

The management option to 'do nothing' involves not undertaking any management actions in relation to the flying-fox camp and leaving the situation and site in its current state.

Level 2 actions: in-situ management**Buffers**

Buffers can be created through vegetation removal and/or the installation of permanent/semi-permanent deterrents.

Creating buffers may involve planting low-growing or spiky plants between residents or other conflict areas and the flying-fox camp. Such plantings can create a visual buffer between the camp and residences or make areas of the camp inaccessible to humans.

Buffers greater than 300 metres are likely to be required to fully mitigate amenity impacts (SEQ Catchments 2012). The usefulness of a buffer to mitigate odour and noise impacts generally declines if the camp is within 50 metres of human habitation (SEQ Catchments 2012), however any buffer will assist and should be as wide as the site allows.

Buffers through vegetation removal

Vegetation removal aims to alter the area of the buffer habitat sufficiently so that it is no longer suitable as a camp. The amount required to be removed varies between sites and camps, ranging from some weed removal to removal of most of the canopy vegetation.

Any vegetation removal should be done using a staged approach, with the aim of removing as little native vegetation as possible. This is of particular importance at sites with other values (e.g. ecological or amenity), and in some instances the removal of any native vegetation will not be appropriate. Thorough site assessment (further to desktop searches, see Appendix 4) will inform whether vegetation management is suitable (e.g. can impacts to other wildlife and/or the community be avoided?).

Removing vegetation can also increase visibility into the camp and noise issues for neighbouring residents which may create further conflict.

Suitable experts (Appendix 1) should be consulted to assist selective vegetation trimming/removal to minimise vegetation loss and associated impacts.

The importance of under- and mid-storey vegetation in the buffer area for flying-foxes during heat stress events also requires consideration.

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Buffers without vegetation removal

Permanent or semi-permanent deterrents can be used to make buffer areas unattractive to flying-foxes for roosting, without the need for vegetation removal. This is often an attractive option where vegetation has high ecological or amenity value.

While many deterrents have been trialled in the past with limited success, there are some options worthy of further investigation:

- Visual deterrents – Visual deterrents such as plastic bags, fluoro vests (GeoLINK 2012) and balloons (Ecosure 2016, pers. comm.) in roost trees have shown to have localised effects, with flying-foxes deterred from roosting within 1–10 metres of the deterrents. The type and placement of visual deterrents would need to be varied regularly to avoid habituation.
- Noise emitters on timers – Noise needs to be random, varied and unexpected to avoid flying-foxes habituating. As such these emitters would need to be portable, on varying timers and a diverse array of noises would be required. It is likely to require some level of additional disturbance to maintain its effectiveness, and ways to avoid disturbing flying-foxes from desirable areas would need to be identified. This is also likely to be disruptive to nearby residents.
- Smell deterrents – For example, bagged python excrement hung in trees has previously had a localised effect (GeoLINK 2012). The smell of certain deterrents may also impact nearby residents, and there is potential for flying-foxes to habituate.
- Canopy-mounted water sprinklers – This method has been effective in deterring flying-foxes during dispersals (Ecosure personal experience), and a current trial in Queensland is showing promise for keeping flying-foxes out of designated buffer zones. This option can be logistically difficult (installation and water sourcing) and may be cost-prohibitive. Design and use of sprinklers need to be considerate of animal welfare and features of the site. For example, misting may increase humidity and exacerbate heat stress events, and overuse may impact other environmental values of the site.

Note that any deterrent with a high risk of causing inadvertent dispersal may be considered a Level 3 action.

The use of visual deterrents, in the absence of effective maintenance, could potentially lead to an increase in rubbish in the natural environment.

Noise attenuation fencing

Noise attenuation fencing could be installed in areas where the camp is particularly close to residents. This may also assist with odour reduction, and perspex fencing could be investigated to assist fence amenity. Although expensive to install, this option could negate the need for habitat modification, maintaining the ecological values of the site, and may be more cost-effective than ongoing management.

Level 3 actions: disturbance or dispersal**Nudging**

Noise and other low intensity active disturbance restricted to certain areas of the camp can be used to encourage flying-foxes away from high conflict areas. This technique aims to actively 'nudge' flying-foxes from one area to another, while allowing them to remain at the camp site.

Unless the area of the camp is very large, nudging should not be done early in the morning as this may lead to inadvertent dispersal of flying-foxes from the entire camp site. Disturbance during the day should be limited in frequency and duration (e.g. up to four times per day for up to 10 minutes each) to avoid welfare impacts. As with dispersal, it is also critical to avoid periods when dependent young are present (as identified by a flying-fox expert).

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Dispersal

Dispersal aims to encourage a camp to move to another location, through either disturbance or habitat modification.

There is a range of potential risks, costs and legal implications that are greatly increased with dispersal (compared with in-situ management as above). See Appendix 6 for more details. These include:

- impact on animal welfare and flying-fox conservation
- splintering the camp into other locations that are equally or more problematic
- shifting the issue to another area
- impact on habitat value
- effects on the flying-fox population, including disease status and associated public health risk
- impacts to nearby residents associated with ongoing dispersal attempts
- excessive initial and/or ongoing capacity and financial investment
- negative public perception and backlash
- increased aircraft strike risk associated with changed flying-fox movement patterns
- unsuccessful management requiring multiple attempts, which may exacerbate all of the above.

Despite these risks, there are some situations where camp dispersal may be considered. Dispersal can broadly be categorised as 'passive' or 'active' as detailed below.

Passive dispersal

Removing vegetation in a staged manner can be used to passively disperse a camp, by gradually making the habitat unattractive so that flying-foxes will disperse of their own accord over time with little stress (rather than being more forcefully moved with noise, smoke, etc.). This is less stressful to flying-foxes, and greatly reduces the risk of splinter colonies forming in other locations (as flying-foxes are more likely to move to other known sites within their camp network when not being forced to move immediately, as in active dispersal).

Generally, a significant proportion of vegetation needs to be removed in order to achieve dispersal of flying-foxes from a camp or to prevent camp re-establishment. For example, flying-foxes abandoned a camp in Bundall, Queensland once 70% of the canopy/mid-storey and 90% of the understorey had been removed (Ecosure 2011). Ongoing maintenance of the site is required to prevent vegetation structure returning to levels favourable for colonisation by flying-foxes. Importantly, at nationally important camps (defined in Section 2) sufficient vegetation must be retained to accommodate the maximum number of flying-foxes recorded at the site.

This option may be preferable in situations where the vegetation is of relatively low ecological and amenity value, and alternative known permanent camps are located nearby with capacity to absorb the additional flying-foxes. While the likelihood of splinter colonies forming is lower than with active dispersal, if they do form following vegetation modification there will no longer be an option to encourage flying-foxes back to the original site. This must be carefully considered before modifying habitat.

There is also potential to make a camp site unattractive by removing access to water sources. However at the time of writing this method had not been trialled so the likelihood of this causing a camp to be abandoned is unknown. It would also likely only be effective where there are no alternative water sources in the vicinity of the camp.

Active dispersal through disturbance

Dispersal is more effective when a wide range of tools are used on a randomised schedule with animals less likely to habituate (Ecosure pers. obs. 1997–2015). Each dispersal team member should have at least one visual and one aural tool that can be used at different locations on different days (and preferably swapped regularly for alternate tools). Exact location of these and positioning of

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personnel will need to be determined on a daily basis in response to flying-fox movement and behaviour, as well as prevailing weather conditions (e.g. wind direction for smoke drums).

Active dispersal will be disruptive for nearby residents given the timing and nature of activities, and this needs to be considered during planning and community consultation.

This method does not explicitly use habitat modification as a means to disperse the camp, however if dispersal is successful, some level of habitat modification should be considered. This will reduce the likelihood of flying-foxes attempting to re-establish the camp and the need for follow-up dispersal as a result. Ecological and aesthetic values will need to be considered for the site, with options for modifying habitat the same as those detailed for buffers above.

Early dispersal before a camp is established at a new location

This management option involves monitoring local vegetation for signs of flying-foxes roosting in the daylight hours and then undertaking active or passive dispersal options to discourage the animals from establishing a new camp. Even though there may only be a few animals initially using the site, this option is still treated as a dispersal activity, however it may be simpler to achieve dispersal at these new sites than it would in an established camp. It may also avoid considerable issues and management effort required should the camp be allowed to establish in an inappropriate location.

It is important that flying-foxes feeding overnight in vegetation are not mistaken for animals establishing a camp.

Maintenance dispersal

Maintenance dispersal refers to active disturbance following a successful dispersal to prevent the camp from re-establishing. It differs from initial dispersal by aiming to discourage occasional over-flying individuals from returning, rather than attempting to actively disperse animals that have been recently roosting at the site. As such, maintenance dispersal may have fewer timing restrictions than initial dispersal, provided that appropriate mitigation measures are in place (see Appendix 8).

Unlawful activities**Culling**

Culling is addressed here as it is often raised by community members as a preferred management method; however, culling is contrary to the objects of the BC Act and will not be permitted as a method to manage flying-fox camps.

Appendix 8 Management Guidelines

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MANAGEMENT PLAN.****Stop work triggers**

The management program will cease and will not recommence or progress to subsequent levels without consulting OEH if:

- any of the animal welfare triggers occur on more than two days during the program, such as unacceptable levels of stress (see Table 5)
- there is a flying-fox injury or death
- a new camp/camps appear to be establishing
- impacts are created or exacerbated at other locations
- there appears to be potential for conservation impacts (e.g. reduction in breeding success identified through independent monitoring)
- standard measures to avoid impacts cannot be met.

Management may also be terminated at any time if:

- unintended impacts are created for the community around the camp
- allocated resources are exhausted.

Dispersal will cease if:

- in the opinion of the land manager or OEH, there is ongoing proliferation of splinter colonies in unsuitable locations (as determined by the land manager or OEH)
- splinter camps become established in inappropriate locations and for ecological, social or other reasons, a dispersal at the splinter location is not appropriate (as determined by the land manager or OEH).

If a dispersal program is stopped it may be permanently abandoned and other strategies considered, or reassessed and resumed in consultation with OEH.

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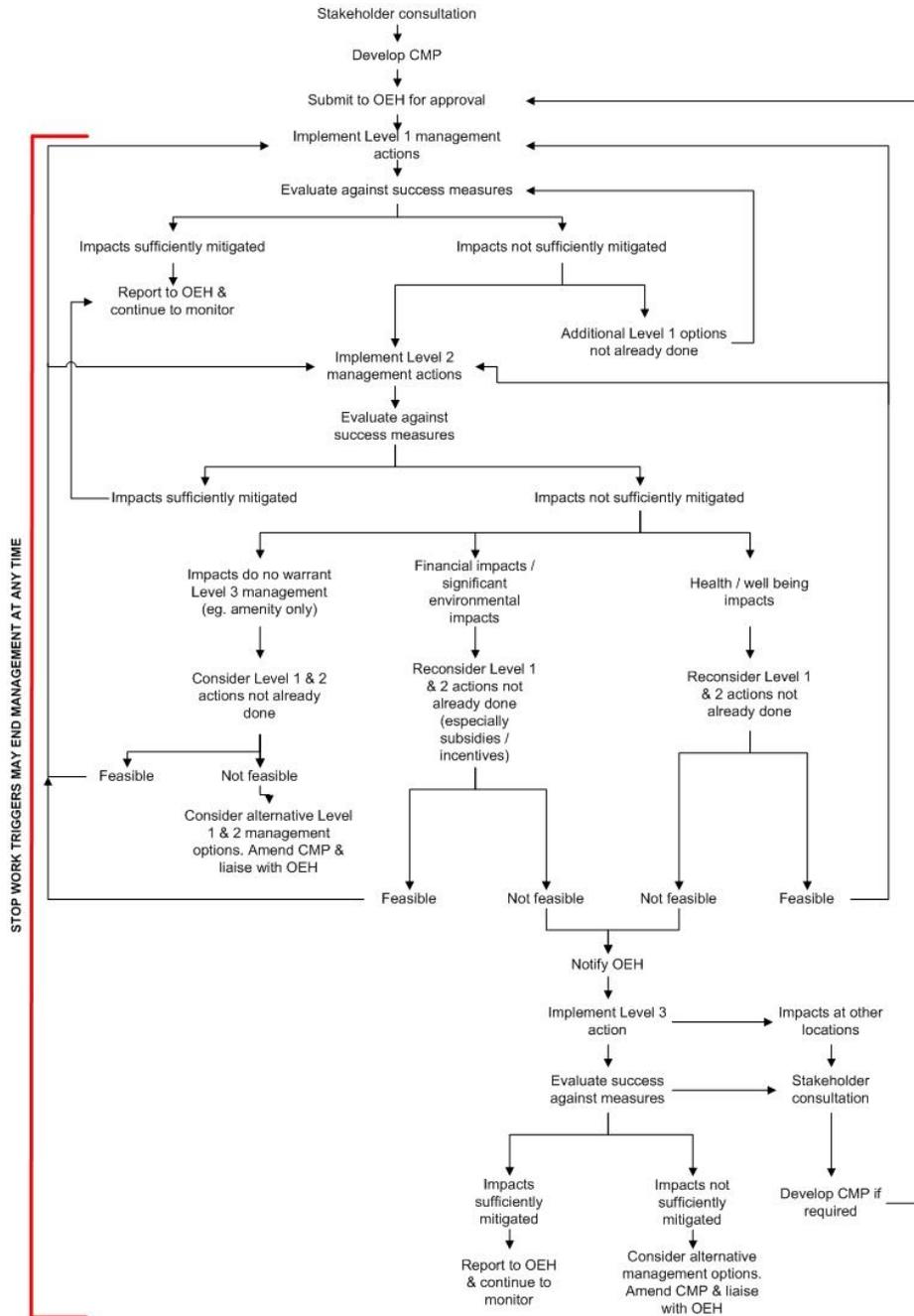
Planned action for potential impacts during management.

A person with experience in flying-fox behaviour will monitor for welfare triggers and direct works in accordance with the criteria below

Welfare trigger	Signs	Action
Unacceptable levels of stress	If any individual is observed: panting saliva spreading located on or within 2 m of the ground	Works to cease for the day.
Fatigue	In-situ management more than 30% of the camp takes flight individuals are in flight for more than 5 minutes flying-foxes appear to be leaving the camp Dispersal low flying laboured flight settling despite dispersal efforts	In-situ management Works to cease and recommence only when flying-foxes have settled* / move to alternative locations at least 50 m from roosting animals. Dispersal Works to cease for the day.
Injury/death	a flying-fox appears to have been injured/killed on site (including aborted foetuses) any flying-fox death is reported within 1 km of the dispersal site that appears to be related to the dispersal females in final trimester dependent/crèching young present loss of condition evident	Works to cease immediately and OEH notified AND rescheduled OR adapted sufficiently so that significant impacts (e.g. death/injury) are highly unlikely to occur, as confirmed by an independent expert (see Appendix 1) OR stopped indefinitely and alternative management options investigated.

** maximum of two unsuccessful attempts to recommence work before ceasing for the day.*

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Standard Measures to Avoid Impacts

The following mitigation measures will be complied with at all times during Plan implementation.

All Management Activities

- All personnel will be appropriately experienced, trained and inducted. Induction will include each person's responsibilities under this Plan.
- All personnel will be briefed prior to the action commencing each day, and debriefed at the end of the day.
- Works will cease and OEH consulted in accordance with the 'stop work triggers' section of the Plan.
- Large crews will be avoided where possible.
- The use of loud machinery and equipment that produces sudden impacts/noise will be limited. Where loud equipment (e.g. chainsaws) is required they will be started away from the camp and allowed to run for a short time to allow flying-foxes to adjust.
- Activities that may disturb flying-foxes at any time during the year will begin as far from the camp as possible, working towards the camp gradually to allow flying-foxes to habituate.
- Any activity likely to disturb flying-foxes so that they take flight will be avoided during the day during the sensitive GHFF/BFF birthing period (i.e. when females are in final trimester or the majority are carrying pups, generally August – December) and avoided altogether during crèching (generally November/December to February). Where works cannot be done at night after fly-out during these periods, it is preferable they are undertaken in the late afternoon close to or at fly-out. If this is also not possible, a person experienced in flying-fox behaviour will monitor the camp for at least the first two scheduled actions (or as otherwise deemed to be required by that person) to ensure impacts are not excessive and advise on the most appropriate methods (e.g. required buffer distances, approach, etc.).
- OEH will be immediately contacted if LRFF are present between March and October, or are identified as being in final trimester / with dependent young.
- Non-critical maintenance activities will ideally be scheduled when the camp is naturally empty. Where this is not possible (e.g. at permanently occupied camps) they will be scheduled for the best period for that camp (e.g. when the camp is seasonally lower in numbers and breeding will not be interrupted, or during the non-breeding season, generally May to July).
- Works will not take place in periods of adverse weather including strong winds, sustained heavy rains, in very cold temperatures or during periods of likely population stress (e.g. food bottlenecks). Wildlife Rehabilitators will be consulted to determine whether the population appears to be under stress.
- Works will be postponed on days predicted to exceed 35°C (or ideally 30°C), and for one day following a day that reached ≥35°C. If an actual heat stress event has been recorded at the camp or at nearby camps, a rest period of several weeks will be scheduled to allow affected flying-foxes to fully recover. See the OEH fact sheet on Responding to heat stress in flying-fox camps.
- Evening works may commence after fly-out. Noise generated by the works should create a first stage disturbance, with any remaining flying-foxes taking flight. Works should be paused at this stage to monitor for any remaining flying-foxes (including crèching young, although December – February should be avoided for this reason) and ensure they will not be impacted. All Level 1 and 2 works (including pack up) will cease by 0100 to ensure flying-foxes returning early in the morning are not inadvertently dispersed. Works associated with Level 3 actions may continue provided flying-foxes are not at risk of being harmed.

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- If impacts at other sites are considered, in OEH's opinion, to be a result of management actions under this Plan, assistance will be provided by the proponent to the relevant land manager to ameliorate impacts. Details of this assistance are to be developed in consultation with OEH.
- Any proposed variations to works detailed in the Plan will be approved, in writing, by OEH before any new works occur.
- OEH may require changes to methods or cessation of management activities at any time.
- Ensure management actions and results are recorded to inform future planning. See the OEH fact sheet on Monitoring, evaluating and reporting.

It is the responsibility of the land manager and contractors to conduct a risk assessment and determine workplace health and safety requirements; however, minimum requirements are provided following.

Human safety

- All personnel to wear protective clothing including long sleeves and pants; additional items such as eye protection and a hat are also recommended. People working under the camp should wash their clothes daily. Appropriate hygiene practices will be adopted such as washing hands with soap and water before eating/smoking.
- All personnel who may come into contact with flying-foxes will be vaccinated against Australian bat lyssavirus with current titre.
- A wash station will be available on site during works along with an anti-viral antiseptic (e.g. Betadine) should someone be bitten or scratched.
- Details of the nearest hospital or doctor who can provide post-exposure prophylaxis will be kept on site.

Post-works

- Reports for Level 1 actions will be provided to OEH annually. Reports for Level 2 and 3 actions will be submitted to OEH one month after commencement of works and then quarterly for the life of the Plan (up to five years) (for all Level 3 actions and in periods where works have occurred for Level 2 actions). Each report is to include:
 - results of pre- and post-work population monitoring
 - any information on new camps that have formed in the area
 - impacts at other locations that may have resulted from management, and suggested amelioration measures
 - an assessment of how the flying-foxes reacted to the works, with particular detail on the most extreme response and average response, outlining any recommendations for what aspects of the works went well and what aspects did not work well
 - further management actions planned including a schedule of works
 - an assessment of how the community responded to the works, including details on the number and nature of complaints before and after the works
 - detail on any compensatory plantings undertaken or required
 - expenditure (financial and in-kind costs)
 - Plan evaluation and review (see Section 12).

All Level 2 and 3 Actions

Prior to works

- Residents adjacent to the camp will be individually notified one week prior to on-ground works commencing. This will include information on what to do if an injured or orphaned flying-fox is

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observed, a reminder not to participate in or interfere with the program, and details on how to report unusual flying-fox behaviour/daytime sightings. Relevant contact details will be provided (e.g. Program Coordinator). Resident requests for retention of vegetation and other concerns relating to the program will be taken into consideration.

- Where the Plan is being implemented by Council, information will be placed on Council's website along with contact information.
- OEH will be notified at least 48 hours before works commence.
- A protocol, in accordance with the NSW Code of Practice for Injured, Sick and Orphaned Flying-foxes (OEH 2012), for flying-fox rescue will be developed including contact details of rescue and rehabilitation organisations. This protocol will be made available to all relevant staff, residents and volunteers prior to the action commencing. See Appendix 8 for an example protocol.
- A licensed wildlife carer will be notified prior to beginning works in the event that rescue/care is required.
- Monitoring
- A flying-fox expert (identified in section 13.3) will undertake an on-site population assessment prior to, during works and after works have been completed, including:
 - number of each species
 - ratio of females in final trimester
 - approximate age of any pups present including whether they are attached or likely to be crèched
 - visual health assessment
 - mortalities.
- Counts will be done at least:
 - once immediately prior to works
 - daily during works
 - immediately following completion
 - one month following completion
 - 12 months following completion.

During works

- A flying-fox expert (identified in section 13.3) will attend the site as often as OEH considers necessary to monitor flying-fox behaviour and ensure compliance with the Plan and the Policy. They must also be able to identify pregnant females, flightless young, individuals in poor health and be aware of climatic extremes and food stress events. This person will make an assessment of the relevant conditions and advise the supervisor/proponent whether the activity can go ahead.
- Deterrents in buffer areas will be assessed by a flying-fox expert so those that may cause inadvertent dispersal (e.g. canopy-mounted sprinklers) are not used during fly-in.
- At least one flying-fox rest day with no active management will be scheduled fortnightly, preferably weekly. Static deterrents (e.g. canopy-mounted sprinklers) may still be used on rest days.

Vegetation Trimming / Removal

- Dead wood and hollows will be retained on site where possible as habitat.
- Vegetation chipping is to be undertaken as far away from roosting flying-foxes as possible (at least 100 metres).

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Canopy Vegetation Trimming / Removal

Prior to works

- Trees to be removed or lopped will be clearly marked (e.g. with flagging tape) prior to works commencing, to avoid unintentionally impacting trees to be retained.

During works

- Any tree lopping, trimming or removal is undertaken under the supervision of a suitably qualified arborist (minimum qualification of Certificate III in Horticulture (Arboriculture) who is a member of an appropriate professional body such as the National Arborists Association).
- Trimming will be in accordance with relevant Australian Standards (e.g. AS4373 Pruning of Amenity Trees), and best practice techniques used to remove vegetation in a way that avoids impacting other fauna and remaining habitat.
- No tree in which a flying-fox is roosting will be trimmed or removed. Works may continue in trees adjacent to roost trees only where a person experienced in flying-fox behaviour assesses that no flying-foxes are at risk of being harmed. A person experienced in flying-fox behaviour is to remain on site to monitor, when canopy trimming/removal is required within 50 metres of roosting flying-foxes.
- While most females are likely to be carrying young (generally September – January) vegetation removal within 50 metres of the camp will only be done in the evening after fly-out, unless otherwise advised by a flying-fox expert.
- Tree removal as part of management will be offset at a ratio of at least 2:1. Where threatened vegetation removal is required, the land manager will prepare an Offset Strategy to outline a program of restoration works in other locations (in addition to existing programs). The strategy will be submitted to OEH for approval at least two months prior to commencing works.

Bush Regeneration

- All works will be carried out by suitably qualified and experienced bush regenerators, with at least one supervisor knowledgeable about flying-fox habitat requirements (and how to retain them for Level 1 and 2 actions) and trained in working under a camp.
- Vegetation modification, including weed removal, will not alter the conditions of the site such that it becomes unsuitable flying-fox habitat for Level 1 and 2 actions.
- Weed removal should follow a mosaic pattern, maintaining refuges in the mid- and lower storeys at all times.
- Weed control in the core habitat area will be undertaken using hand tools only (or in the evening after fly-out while crèching young are not present).
- Species selected for revegetation will be consistent with the habitat on site, and in buffer areas or conflict areas should be restricted to small shrubs/understorey species to reduce the need for further roost tree management in the future