

2016-17

ANNUAL REPORT

Volume One



PORT STEPHENS
COUNCIL



The Annual Report of Port Stephens Council for the year 2016-2017 has been prepared in accordance with Section 428 of the *Local Government Act 1993* and clause 217 of the Local Government (General) Regulation 2005. It comprises three (3) volumes:

- Volume 1 reports on Council's operations and achievements for the year together with how Council performed
- Volume 2 contains the audited financial accounts for the year
- Volume 3 contains the End of Term Report 2012-2017

Acknowledgement

Port Stephens Council acknowledges the Worimi people as the traditional custodians of this land.

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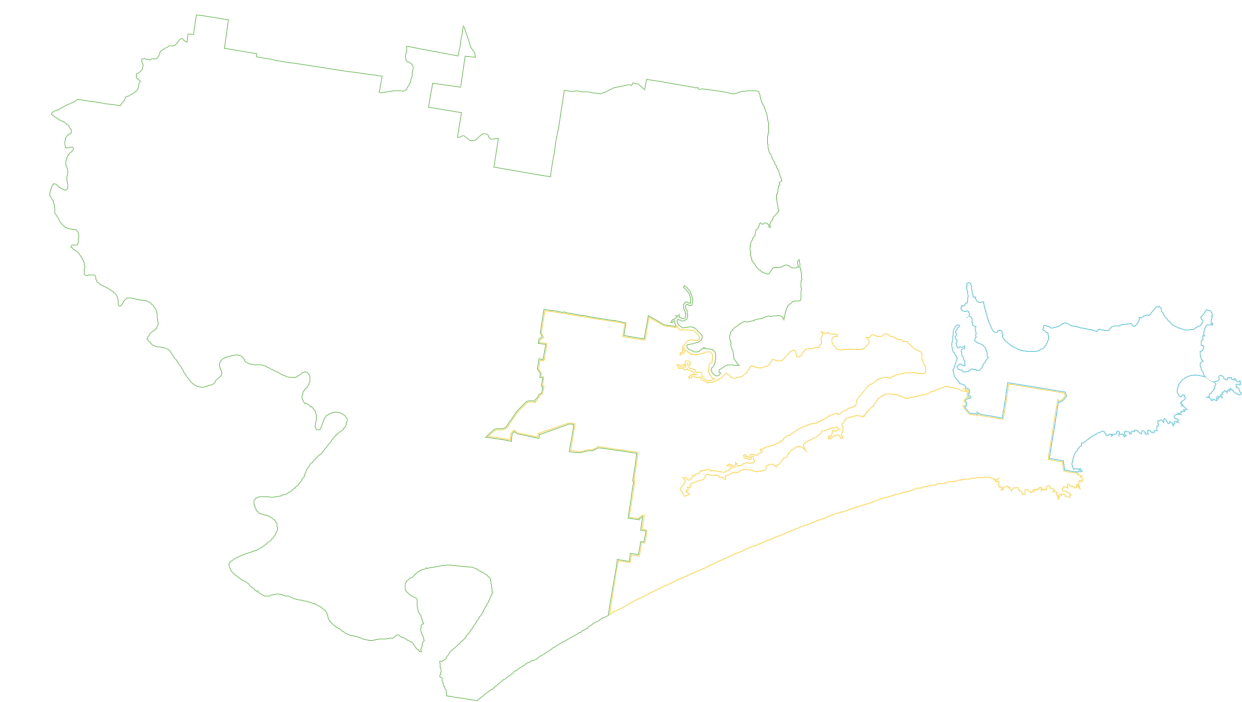
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Our Port Stephens



About Port Stephens

The Port Stephens local government area (LGA) is the land of the Worimi nation. Council values the unique status of Aboriginal people as the original owners and custodians of lands and waters, including those of the Port Stephens LGA. Port Stephens was named

for Sir Philip Stephens, First Secretary of the Admiralty in the late 1700s and later a Lord Commissioner of the British Admiralty between 1795 and 1806.

Region: Hunter
Area: 858.5 square kilometres
Population: 71,118 Estimated Residential Population (ABS 2016, ERP)
Population Projection: 92,800 by 2036 (NSW Department of Planning and Environment, 2016)
Median Age: 45 (Source: (ABS) 2016 Census QuickStats Port Stephens (A))
Population Density (persons/ha): 0.755
Labour Force: 33,385 (SALM, June Quarter 2017)
Unemployment: 4.3% (SALM, June Quarter 2017)
Number of Businesses: 4,750 (ABS, June 2016)
Main Employing Industries: Manufacturing (19%), Public Administration and Safety including Defence (17%), and Retail Trade (11%) (Source: Latest REMPLAN data incorporating Australian Bureau of Statistics (ABS) June 2016 Gross State Product, 2013 / 2014 National Input Output Tables and 2011 Census Place of Work Employment Data)
Climate: (Williamtown weatherstation) Annual Mean Minimum Temperature 12.4°C; Annual Mean Maximum Temperature 23.1°C; Annual Mean Rainfall 1127.0mm (Source: http://www.bom.gov.au/climate/averages/tables/cw_061078.shtml)
Major Population Centres: Raymond Terrace (12,815), Medowie (9,563), Nelson Bay (5,819) (Source: Australian Bureau of Statistics, (ABS) 2016 Census of Population and Housing)

(Note: Information current as at 27 October 2017)



Context

Integrated Planning and Reporting Framework

Accountability, good practice and our legislation require Port Stephens Council to assess and regularly report on our progress towards implementing the actions in our four year Delivery Program and one year Operational Plan. We use the integrated planning and reporting framework that is contained in the *Local Government Act 1993*.

See Figure One.

Six-Monthly Reports

The Six-Monthly Report to Council provides an assessment of progress against the set of criteria that the Council deems necessary for the General Manager to meet the performance objectives of the Delivery Program.

Annual Report

The Annual Report provides the community, Councillors and staff with a report of work completed by Council during the year, providing a transparent insight into our operations and decision-making processes.

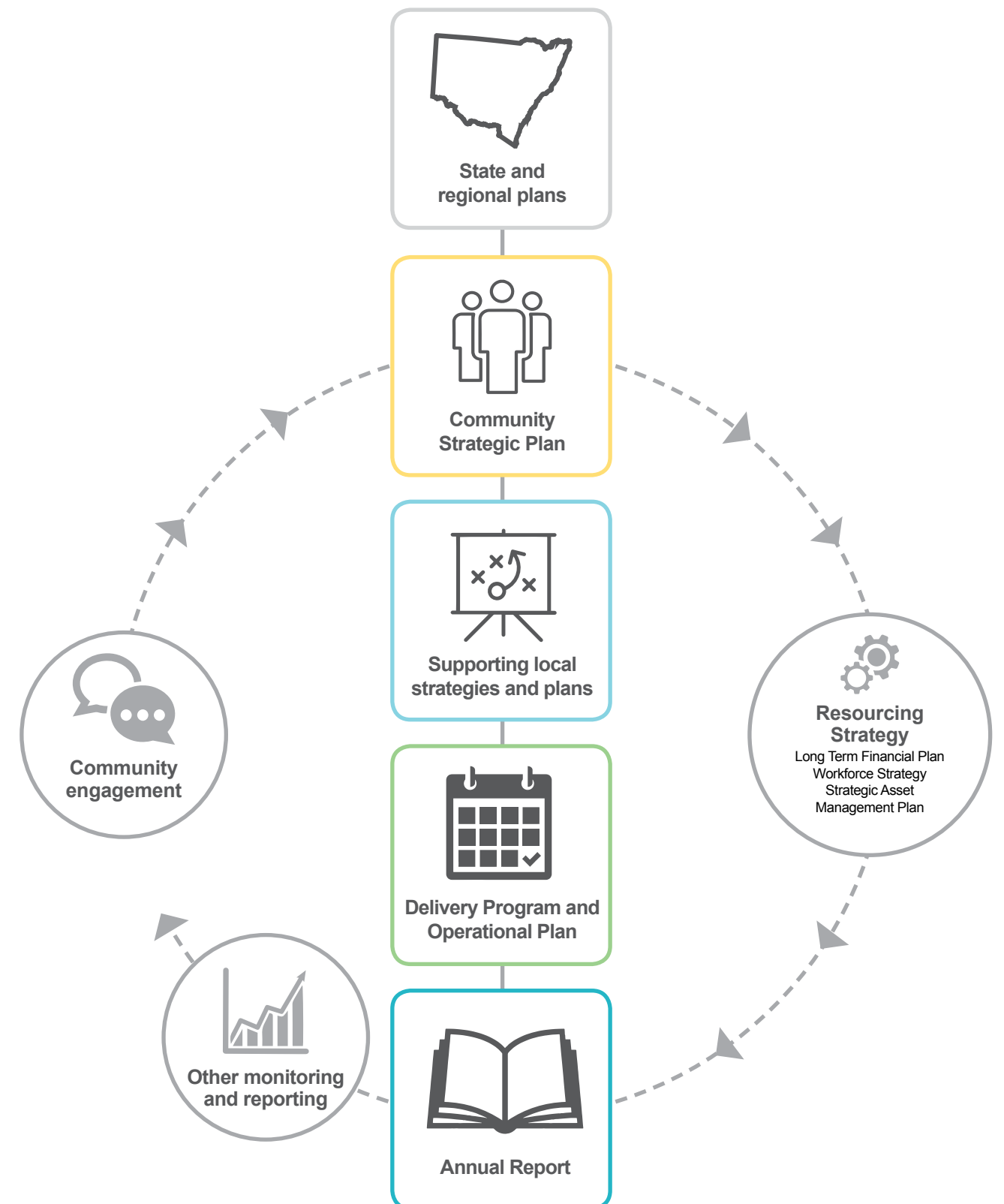
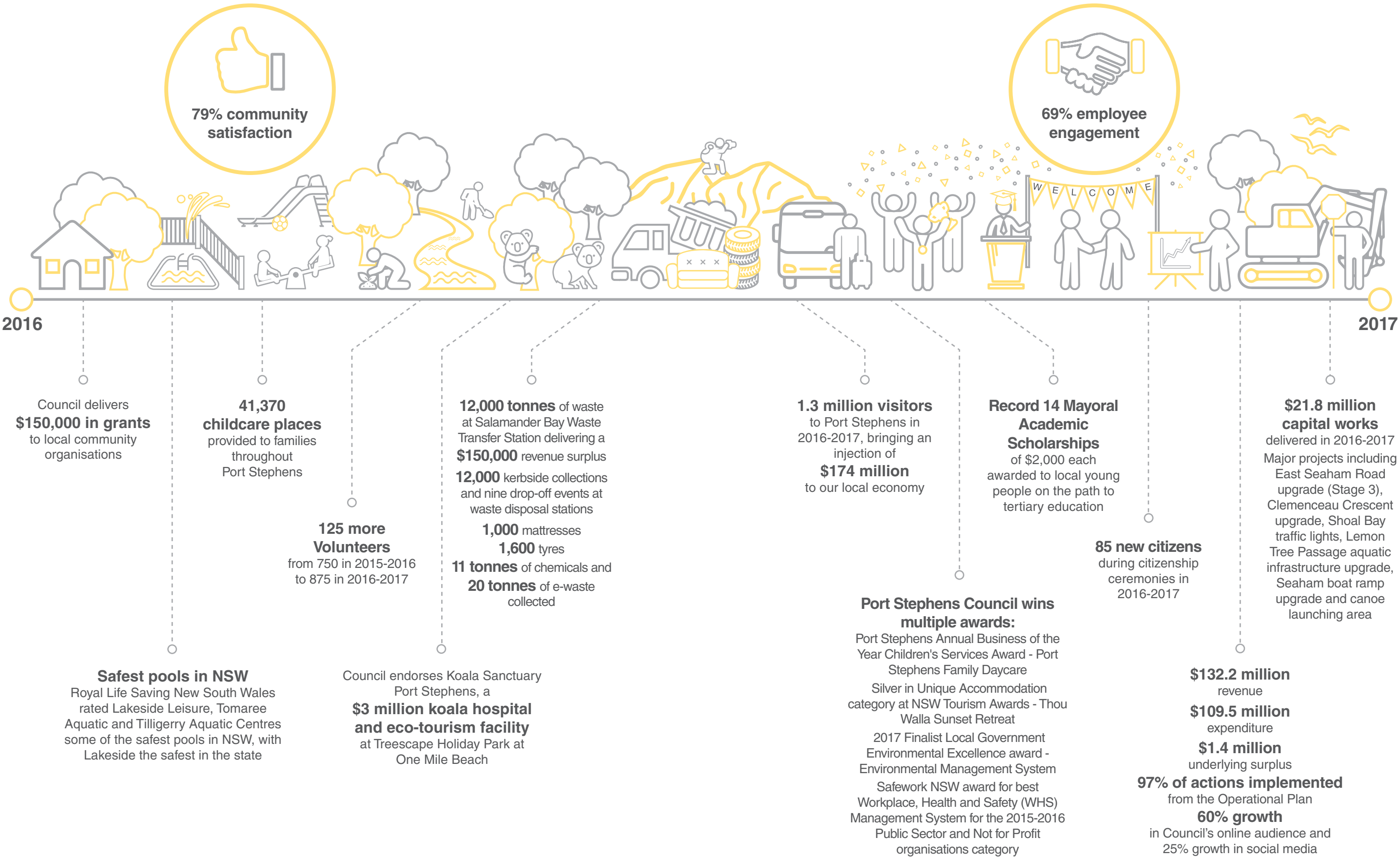


Figure One: Integrated Planning and Reporting Framework

Highlights



Mayor's report



What I believe Port Stephens Council has done well, particularly over the last year, is get the important things right - the things that matter most, right now.

Having decided to step down from Council in September this year, this is my last Annual Report as Mayor of Port Stephens. With that in mind, it takes on a slightly different tone and offers a chance for me to reflect on not just the last 12 months, but a long career in local government across four decades.

Having been born and bred locally and first elected to Council in 1968, I've seen a huge amount of change in Port Stephens over a very long period. The expectations placed upon local government, the level of responsibility and the financial burden we are asked to shoulder, has increased many times over.

But if 40 years of being a Councillor and Mayor has taught me anything, it is that some things never change. The community expects us to lead and do what's right for the majority of residents. I've learnt that virtually all decisions will be unpopular with one section of the community or the other. What I believe Port Stephens Council has done well, particularly over the last year, is get the important things right - the things that matter most, right now.

The biggest challenge that we faced over the last 12 months was one that we eventually overcame - the proposed merger with Newcastle City Council. The idea was senseless in the first place but despite proving beyond doubt that we were a strong, independent Council with a financially secure future, the proposed merger became a real threat to the people of Port Stephens.

Thankfully, the broader community worked hand in glove with Councillors and staff to send a strong message to Macquarie Street that it simply wasn't on. Eventually, all regional mergers were called off in February this year. It was a win for not only common sense but also a community with a strong sense of determination and purpose.

Throughout this annual report you'll read about many Council highlights from the last 12 months. I don't propose to go over them again in this message but I will quickly touch on a couple of major projects I'm particularly proud of from the last financial year.

The work that has gone into Boomerang Park at Raymond Terrace has seen us transform the area. We have turned a largely unused open space into something the entire community can be proud of. A senior citizens hall, shaded



playground, skate park, fitness track, Men's Shed, croquet court and more are now part of a showpiece park that has something for all ages and interests.

Secondly, our decision to borrow \$6 million to deliver major projects and maintenance needed by our community means we will not only be delivering what our community values but doing it at today's dollars, saving us money in the longer term. Projects such as the Yacaaba Street extension in Nelson Bay and the upgrade of East Seaham Road are great examples of projects that will make a real difference straight away for our residents.

The new Council elected recently now has the responsibility to continue this good work. They have been left with a robust organisation, which has delivered financial surpluses for a number of consecutive years and reached a very high community satisfaction rating of 79% along the way.

I want to not only wish the new Mayor and his team of Councillors the very best for the coming term, but also say a big thank you to the many colleagues, friends and staff I worked alongside across my 40+ years in the job. For the last, very successful, 12 months - a particular thanks to General Manager Wayne Wallis, his Executive team and staff right across the organisation

I've made many friends (and no doubt the odd enemy along the way) but I've always been proud to say I've worked hard to deliver what I felt was in the best interests of the community I've spent my whole life in.

Bruce

Bruce MacKenzie

General Manager's report



We finished the year strongly with another solid financial result with an underlying surplus of \$1.4 million.

2016-2017 was a year that began with great uncertainty. The State Government's proposed amalgamation of Port Stephens with our local government neighbour to the south was still very much up in the air for the first half of this financial year, which had our organisation in a holding pattern. Almost 20% of our workforce was employed in temporary or acting positions, we watched a lot of valuable people move on without the ability to replace them on a permanent basis, and in many ways our hands were tied surrounding delivery of major projects and forward planning.

All this changed, however, in February 2017 when newly elected NSW Premier, the Hon. Gladys Berijiklian MP, announced that Port Stephens Council was to remain a stand-alone entity. This decision sent waves of relief throughout our organisation and our community.

I am proud of the way Council and the community stood together to fight the proposed merger. A Community Satisfaction score of 79% is a reflection of how our community viewed the way Council continued to deliver its services during this challenging period.

Our staff, too, demonstrated commendable resilience during this period, despite the significant changes to team structure and resourcing. An Employee Engagement score of 69% reflects the strength of our people and culture at Port Stephens Council.

With the spectre of amalgamation lifted, the challenge Council faced was to refocus on driving our business forward and the question we asked ourselves was 'how can we do things the best way to get the right outcomes for our community?'

Doing things in the best way involves making access to Council's services simple and convenient, and technology is critical to achieving this. We've undertaken a comprehensive body of work in the e-services space, including a new online customer request management (CRM) system, and growth of social media and the 'Have Your Say' online community engagement hub.

Our capital works program was more productive than ever with \$21.8 million worth of work carried out in 2016-2017. We finished the year strongly with another solid financial result with an underlying surplus of \$1.4 million.

Our partnership with Newcastle Airport is continuing to grow from strength to strength and, as joint owner of this



facility, we received a record dividend this year of \$1.23 million.

Another of our key partnerships is with the Worimi Local Aboriginal Land Council (LALC), which I'm incredibly proud to say is stronger than ever before. Working closely with the Worimi people toward the end of their decades-long journey to see the gazettal of Soldiers Point as an Aboriginal Place culminated in November 2016 at the 'Back to Soldiers Point' celebration day, which was a very significant milestone for us all.

We're continuing to work closely with the Worimi LALC and meet regularly on a range of issues to ensure our relationship continues to flourish.

Each year I am humbled by the state and regional accolades we receive. I am proud for our staff to know that the work we're doing is not only being recognised locally, but in many cases being held up as good practice amongst our peers in both the public and private sectors.

Award wins and nominations at the 2016 NSW Tourism Awards (Unique Accommodation category), Port Stephens Examiner's Annual Business Awards (Children's Services category), 2017 Local Government Excellence in Environment Awards and the SafeWork NSW (Public Sector and Not for Profit category) Awards are not necessarily recognitions of sudden changes or recent initiatives, but long-term shifts in culture and practice amongst staff at Council.

I want to thank my Executive Management Team and all staff for the way they've embraced safety, as well as a culture of respect, integrity, teamwork and excellence. This vision, I believe, saw us through the merger period and come out the other side as a stronger, more passionate organisation.

I also want to thank our Councillors for their support this year. The extended five-year Council term came with many challenges but countless rewards and some wonderful outcomes for our community.

And, of course, to Bruce MacKenzie who ends his term as the first popularly elected Mayor of Port Stephens and a four decade-long career on Council. A true community man, Bruce continually encouraged staff to do better, he understood many of the technical aspects of Council's operations and fostered good working relationships with staff, something I greatly respect and thank him for. I wish Bruce all the very best for his retirement from local government.

I take great pride and satisfaction in the job we have all done for the people of Port Stephens over the last 12 months and we will continue to work together in 2017-2018 to deliver services that are valued by our community in the best possible way.

Wayne
Wayne Wallis

Our Council

Community's Vision

A great lifestyle in a treasured environment.

Council's Vision

Engaged people, working together, delivering valued services.

Council's Purpose

To deliver services valued by our community in the best possible way.

Values



Respect

Creating a unique, open and trusting environment in which each individual is valued and heard.

Integrity

Being honest and inspiring trust by being consistent, matching behaviours to words and taking responsibility for our actions.

Teamwork

Working together as one Council, supporting each other to achieve better results for everyone.

Excellence

Improving the way we work, to meet the challenges of the future.

Safety

Providing a safety focused workplace culture to ensure the wellbeing of staff, their families and the community.

Elected Council



Mayor
Bruce MacKenzie

East Ward



Councillor
John Nell

Central Ward



Councillor
Steve Tucker

West Ward



Councillor
Ken Jordan



Councillor
Sally Dover



Councillor
Chris Doohan



Councillor
Paul Le Mottee



Councillor
John Morello



Councillor
Geoff Dingle



Councillor
Peter Kafer

Having your say

Port Stephens Council is committed to engaging its residents, stakeholders and Council staff in the development of policies, plans and the delivery of services for the community. Council's Community Engagement Policy recognises that community information sharing, consultation and participation are vital for effective decision-making.

There are many ways you can have your say on the governing of the Port Stephens Local Government Area.

○ YOU CAN:



Vote for Councillors every four years through the local government election for Port Stephens Council



Arrange to speak at a public access meeting



Write to or telephone elected members of the Council



Get social and connect with us on our social media channels, including Facebook, Twitter and Instagram



Make a submission on Council's four year Delivery Program including the one year Operational Plan when on exhibition each year or on its 10 year Community Strategic Plan when reviewed every four years

Make submissions on other major projects or notified consents that are consulted or advertised throughout the year



Participate in the annual Customer Satisfaction Survey in April/May each year



Salamander Bay Centre

Councillor Attendance: 1 July 2016 – 30 June 2017

	Ordinary Meeting	Extra Ordinary Meeting	All Meetings Combined	2 Way Conversations*
Number of meetings	19	0	19	34
Councillor Dingle	12	0	12	9
Councillor Doohan	16	0	16	30
Councillor Dover	16	0	16	27
Councillor Jordan	16	0	16	8
Councillor Kafer	13	0	13	7
Councillor Le Mottee	16	0	16	30
Mayor MacKenzie	16	0	16	17
Councillor Morello	11	0	11	9
Councillor Nell	18	0	18	33
Councillor Tucker	17	0	17	28

*2 Way conversations are informal meetings held between the Mayor, Councillors and staff with specific subjects that the Mayor/Councillors wish to discuss.

Organisational Leadership



Awards and recognition

Community Awards

Each year, Port Stephens Council recognises those who have made an outstanding contribution to their community. Seven Port Stephens residents were honoured with Community Awards at the 2017 Australia Day celebrations in Port Stephens.

Citizen of the Year: Carrissa Maher

Carrissa completed her HSC last year, topping her class in a number of subjects and becoming Medowie Christian School Dux of 2016. Carrissa was the 2016 recipient of the ADF Long Tan Youth Leadership and Teamwork Award and represented the Port Stephens area as the Port Stephens YMCA Youth Parliament Representative. Carrissa lives with a chronic illness and used an opportunity provided through the Youth Parliament to speak about the struggles of daily life for people living with an invisible disability.

Sportsperson of the Year: Tony Gillespie

Tony runs Imugi Taekwondo with his partner Kelly and made the Australian Karate Team at age 12. Tony has achieved many titles including NAS National Champion Middle Weight Male Black Belt Point Sparring 2015 and 2016 and National All Style NSW Champion Open Male Black Belt 2015 and 2016. Tony currently trains 60 Taekwondo students as well as 40 fitness clients and, at the beginning of 2016, started training people with a disability in martial arts.

Port Stephens Medalists:

Tomaree Accommodation Service Inc.

Tomaree Accommodation Service has been operating for over 20 years and is most well known for its social events, which see people with a disability come together each month to share a meal at a local venue. Up to 100 people attend these functions, which require a significant amount of organisation and volunteer hours to pull together.

Boat Harbour Parks and Reserve Committee

The members of the Boat Harbour Parks and Reserve Committee have carried out extensive work on the southern headland of Boat Harbour, turning a neglected reserve into an area the community is proud of. Walking tracks lead from the carpark to the 'Solace' (an area for reflection for families touched by suicide), to a rock cairn and onto the Noamunga Headland where they have constructed a BBQ area and seating for whale watchers.

David Sams

Dave Sams has worked tirelessly for many years supporting community initiatives in Port Stephens. Dave was one of the founding members of the Waste As Art Project as well as the Port Stephens Suicide Prevention Network, helping to raise funds for the delivery of ASSIST Suicide Prevention training. Dave also finds time to volunteer with the Tomaree Youth Community Action Incorporation, helping to fundraise, supporting community BBQs as well as Snak and Rap events across Port Stephens.

Achievements and activities

Principal activities 2016-2017

Section 428 (1) of the Local Government Act 1993 provides:

Within five months after the end of each year, a council must prepare a report (its “annual report”) for that year reporting as to its achievements in implementing its delivery program and the effectiveness of the principal activities undertaken in achieving the objectives at which those principal activities are directed.

HOW WELL DID WE DO?



Target: >90% Integrated Plans delivered on time

Achievement: Target exceeded with 97% of actions in the Operational Plan completed on or before 30 June 2017



Target: >75% customer satisfaction

Achievement: Target exceeded with the community's overall satisfaction with Council for the service packages (excluding Library Services) surveyed being 79.03%

(Source: 2017 Customer Satisfaction Survey Report)



Target: >65% employee engagement

Achievement: Target exceeded with employee engagement 69%

(Source: AON Hewitt)



Target: >90% governance health check

Achievement: Target exceeded with average overall governance health rating 96.13%



Target: 65% risk management maturity score

Achievement: Target exceeded with risk maturity score 83%



Target: underlying financial surplus

Achievement: Target exceeded with underlying surplus of \$1.414 million

Underpinning what we do at Port Stephens Council are six main result measures: Customer Satisfaction, Employee Engagement, Financial Sustainability, Governance, Risk Management and Service Delivery. In 2016-2017 Council exceeded the set targets for these key result measures.



King Street Confectionery

Our citizens *people make Port Stephens*

1.1 Community safety

Feeling safe whether you live, work or play in our community of Port Stephens is an absolute priority for Council. Here are some of the practical ways we've worked to improve community safety during 2016-2017.

AT OUR BEACHES



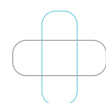
507,051 people visited
Port Stephens patrolled beaches



25,827 preventative actions



47 rescues performed



267 first aid treatments



25,391 public relations releases
providing information and advice to the public

If you live in Port Stephens, you'll know that our beaches and waterways are a beautiful and integral part of our environment. Our visitors think so too. During the year, more than half a million people visited our patrolled beaches.

For seven months of the year, from 24 September 2016 to 25 April 2017, Council provided professional lifeguard services at Fingal Beach, Birubi Point Beach and One Mile Beach.

Our Australian Lifeguard Service (ALS) lifeguards are now trained in the use of jet skis and this improves response times at all of our Council-managed beaches.

At our busiest patrolled beach, One Mile, we've finished building a new lifeguard hut that dramatically improves our ability to respond to swimmers. It also provides a safe place for medical treatment. And storage for all-terrain-vehicles, jet skis and other vital equipment.

AT HOME AND IN OUR PUBLIC SPACES

A new Port Stephens Crime Prevention Plan 2017-2020 was adopted by Council in May 2017 and endorsed by NSW Police to address the following crimes:

- malicious damage to property (graffiti)
- fraud
- stealing from motor vehicles.

Domestic violence-related assaults were the highest reported crimes in our community during 2011-2016, based on data collected by the NSW Bureau of Crime Statistics and Research. Council is limited in what it can do

to prevent these types of assaults however we're supporting the Port Stephens Local Area Command and state government agencies as they manage this issue. March 2017 saw the completion of women's crisis accommodation in Raymond Terrace, a joint initiative between Council, Port Stephens Police and Port Stephens Family and Neighbourhood Centre.

To make you feel safe in Port Stephens, our Council Rangers play a visible and pro-active role. You'll notice them out and about enforcing animal control, particularly dangerous dogs, and making sure people respect our local laws. This includes parking, anti-social behaviour and protecting our treasured environment.

A key campaign by our Rangers in 2017 focused on safety in school zones with 17 local schools involved.

We held Community Safety Awareness Month during July, with a campaign reminding Raymond Terrace residents and visitors to lock vehicles, secure valuables and install anti-theft number plate screws.

We're also promoting a 'Safer by Design' approach to all new commercial, large-scale development applications across Port Stephens.

1.2 Ageing population

Our older citizens bring to our region the wisdom, history and sense of community that makes Port Stephens such a great place to live. Council's senior citizen centres at Raymond Terrace and Tanilba Bay have provided a place for our seniors to come together in purpose-built facilities. The 2017 Community Satisfaction Survey report told us 92.5% of seniors were satisfied with Council's Community Public Halls.



1.3 People with disabilities

○ DISABILITY SERVICES



43 households
wheel-in-wheel-out garbage bin service

If you live with a disability, putting the bins out for collection each week can be a difficult task. Council's wheel-in-wheel-out garbage bin service is helping 43 households (as of June 2017) with this simple yet invaluable service.

A full range of large print books, talking books and visual navigation aids is now available to people with disabilities in our community of Port Stephens after capital spending of \$250,000 during 2016-2017.

The sparkling surface of Grahamstown Dam, our region's largest drinking water catchment, is proving a wonderful environment for people with disabilities, with the Grahamstown Sailing and Aquatic Club running the Sailability program during the warmer months (October to April). Plus there will soon be a new disability-friendly pontoon thanks to the efforts



\$250,000 library resources
audio navigators, large print and audio books

of the Club's committee, which manages the grounds on behalf of Port Stephens Council and Hunter Water.

Council has supported 18 children with additional needs to attend its Mobile Preschool, Raymond Terrace Vacation Care, and Raymond Terrace Before and After School Care. Grants totalling \$20,749 paid for trained educators, to make sure these children didn't miss out on childcare programs within our community.



1.4 Children

○ CHILDREN'S SERVICES



1,554 children
participating at the Mobile Preschool

It's hard to put a figure on the benefits Council's children's services bring to local families. But the number of childcare positions we've supported during 2016-2017 gives us some idea of how many children and families we've provided this valuable service to.

- Mobile Preschool – 1,554
- Family Day Care – 6,539
- Vacation and Before and After School Care – 33,277

In October 2016, Port Stephens Family Daycare won the Port Stephens Annual Business of the Year Award in the Children's Services category. This is wonderful recognition of our team's role in protecting local children and supporting families by supervising the 60 family day care operators who provide care and education in their private homes.



60 family day care operators

Adding to Council's significant role in children's services, we took over the operation of Seaham After School Care in June 2017 at the request of the Department of Education.

At Port Stephens Libraries, our ever-popular children's programs have seen attendance soar with 526 programs to encourage reading. Our early literacy program Stories in the Street has reached out to 48 families and 66 children by bringing the library to them, with the idea of helping parents understand the importance of reading to their children before they reach school-age.



1.5 Young people

There are more than 10,000 young people aged 12 to 24 years who live, play, learn and grow here in Port Stephens — roughly 16% of our population.

Our Youth Advisory Panel (YAP) has 12 members who meet quarterly to discuss a wide range of issues. This year there was an outstanding response to the last round of applications for these positions with more than 600 applications. YAP meetings are open to any person or organisation supporting young people in Port Stephens. During 2016, our YAP members attended the Youth Forum in Sydney and met with the NSW Mental Health Commissioner.

The Port Stephens community has made it clear via Council's community engagement strategy that it places a high priority on providing education, training and employment opportunities for young people. Young people need safe and appropriate places to learn, develop and interact in Port Stephens and we're working towards this goal as part of our Community Strategic Plan 2013-2023.

1.6 Community planning and partnerships

Almost 900 volunteers have played a part in developing plans for the future of Port Stephens during 2016-2017.

It's so important for community members to feel they can have a say in decision making and planning for the future and that's why Council partners with the community through volunteer committees, known as 355c committees. Committee members help to identify, plan and prioritise capital works according to the community's wishes. They also help to manage our facilities across Port Stephens.

The number of registered volunteers has risen from 750 (June 2016) to 875 (June 2017). This shows an excellent response to Council's focus on volunteer recruitment, recognition and reward during 2016-2017.

There has been a reported drop in volunteer satisfaction and executive members have suggested Council may be asking too much of its volunteers. As a result of this feedback, we're focusing on striking the right balance during 2017-2018 to make sure we're looking after our volunteers and protecting these highly beneficial community partnerships.



Our lifestyle

protecting our history... and enjoying every day

2.1 Arts and culture

It's no secret that Port Stephens is a natural playground for residents and visitors from all walks of life, all year round. But did you realise it's also bursting with a special pride of place and history for the indigenous Worimi people, who've lived and played here for thousands of years?

BIRUBI POINT ABORIGINAL PLACE PROTECTING OUR HISTORY

Exactly what is an Aboriginal Place and how does it change things?

An Aboriginal Place doesn't involve a transfer of ownership or property rights to the land's traditional custodians. It does provide certain legal protections under Section 84 of the *National Parks and Wildlife Act 1974* so that:

- the area continues to belong to its current owners
- it's an offence to harm or desecrate a declared Aboriginal Place
- for any development planned in the vicinity of an Aboriginal Place, the potential impacts must be assessed and an Aboriginal Heritage Impact Permit obtained from the Office of Environment and Heritage.

The Birubi Point Master Management Plan will protect Worimi treasures including middens, artefacts and burial sites at Birubi Point from harm and future development.

The concept includes viewing platforms, an interpretive walk, a recreation area, revegetating sections of land and restricting tourist buses in certain areas.

Council coordinates the Birubi Point Cultural Heritage Advisory Panel, which has made significant progress including the endorsement of a proposed works plan for 2017-2020.

A consultant was engaged in March 2017 to help prepare the management plan and meet with land owners to communicate the values and constraints of the plan.

A Draft Master Plan was distributed to the advisory panel in June 2017 for review and feedback. It will then be placed on public exhibition to gauge the opinions of the wider community.



FACT, FICTION AND FAMILY HISTORY...AT THE LIBRARY



342,733 loaned items



26,752 people used the internet



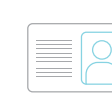
229,505 people visited



17,520 people used Wi-Fi



27,088 enquiries



2,307 new library members

You might find more than just a good book to read at two of our Port Stephens community libraries; perhaps you'll uncover a family secret or an important detail about an ancestor or long-lost relative!

Raymond Terrace Library and Tomaree Library at Salamander Bay are both used as community spaces by a number of

local history groups and family history societies. This has fostered great community partnerships during 2016-2017 with collaborative, mutually supportive and respectful relationships between volunteers and Council staff.

ENCOURAGING CULTURAL UNDERSTANDING

Two stand-out events held in Port Stephens during 2016-2017 have encouraged stronger community relationships and understanding of Aboriginal culture.

Thou Walla (Soldiers Point) Aboriginal Place

Thou Walla means Soldiers Point in traditional Gatung language, spoken by the Worimi people.

The Back to Soldiers Point celebration held in November 2016 was hosted by the Worimi Aboriginal Land Council, in partnership with Port Stephens Council and the Office of Environment and Heritage. In a family atmosphere of rides, food and entertainment there was a milestone to celebrate: the gazettal of areas on Soldiers Point as a legally protected Aboriginal Place.

“We want to celebrate this gazettal, which has taken over 35 years to achieve, and importantly we want to share this milestone with the wider Soldiers Point community”

– Chief Executive Officer of Worimi Local Aboriginal Land Council, Andrew Smith.

Council’s renaming of the holiday park at Soldier’s Point to Thou Walla Sunset Retreat celebrates the history and significance of this beautiful part of Port Stephens.

Nations of Origin

For the second time in recent years, the popular Nations of Origin competition has been held at Raymond Terrace, promoting a winning combination of Aboriginal culture and sport.

Hosted by Raymond Terrace Police Citizens Youth Club, the three-day tournament brought together more than 5,000 students from all over New South Wales and saw Aboriginal and non-Aboriginal students battle it out on the sporting field in Rugby League 7s, Football 5s and Netball. Nations of Origin is a wonderful way to promote reconciliation and cultural understanding among young

people aged 13-16 years, with the teams using traditional Aboriginal nation names and a minimum membership ratio of 70:30 Aboriginal to non-Aboriginal.

This event was held during NAIDOC Week and supported by the Port Stephens Aboriginal Strategic Committee, and the Aboriginal Projects Fund. In addition to the cultural benefits, Nations of Origin injected an estimated \$800,000 into the Port Stephens economy.



PUBLIC ART AND POP-UPS SHOW OFF OUR CREATIVE SIDE

Smart Art

Creative vibes were pumping at D’Albora Marinas at Nelson Bay during the school holidays in 2016-2017. As part of the Smart Arts cultural development program, the area was buzzing with artistic pop-ups, and local artists seized the opportunity to display their work in a fun, modern and highly visible scenario. There were photographers along with creators of glass, textiles, ceramics and mosaics.

The Smart Arts program was a partnership involving Port Stephens Council, the Business Centre Newcastle and Octapod (a creative services organisation based in the Lower Hunter), which targeted local creative artists to provide them with practical business skills, to turn their passion into a viable enterprise.

“Smart Arts has been a great initiative in bringing together our creative community, creating networks and contributing to the economic diversity of Port Stephens” - Council’s Community Development and Engagement Coordinator, Penny Amberg.

A fish called Gerald

In December 2016, Council asked for your help to brainstorm the best name for the award-winning sculpture ‘Ode to the Old Fish’ on the banks of the Hunter River.

Created by artist Greg Salter, the sculpture won the 2013 Sculptures by the Bay competition. Acquired by Council, it was restored and the fish was duly christened Gerald as a nod to its neighbour, Fitzgerald Bridge.

Cultural grants

In total, Council has delivered over \$150,000 in grants to local community organisations under the Cultural Projects Fund during 2016-2017 to help them continue their valuable community projects.

2.2 Recreation and leisure

○ RECREATIONAL FACILITIES FOR RESIDENTS AND VISITORS



Fitness operators



Stand up paddle board
lessons and hire



Kayak hire



Water park
recently approved



Children's soccer academy



Surf school



Mountain bike tours

OUR SWIMMING POOLS AMONG THE SAFEST IN NSW

A safety audit conducted by Royal Life Saving New South Wales in June 2017 awarded impressive scores to Council's swimming pool facilities at Raymond Terrace, Salamander Bay and Mallabula.

Lakeside Leisure Centre at Raymond Terrace was ranked the best in the state for safety with a score of 93.6.

Tomaree Aquatic Centre at Nelson Bay ranked fourth scoring 89.8 while Tilligerry Aquatic Centre at Mallabula scored 86.1 and ranked 11th — well above the state's average safety score of 83.99.

The Aquatic Facility Safety Assessment was conducted by Royal Life Saving NSW in conjunction with private operator Belgravia Leisure, which partners with Port Stephens Council to run its public swimming centres. The audit measured 18 facilities operated by Belgravia Leisure against 77 aquatic facilities across NSW.

"To be ranked among the safest pools in the state is a great achievement. It highlights the quality of the facilities we have in our region as well as the dedication of the staff" — Council's Contract and Services Coordinator, Ian Crawford.

NEW COMPLIANCE RULES FOR COMMERCIAL LEISURE OPERATORS

During 2016-2017 there were 11 commercial leisure businesses operating under Council licences (water and land based activities).

We've developed a new compliance policy, which ensures we deal directly with our commercial operators to ensure compliance and offer support where necessary.

We've also introduced new guidelines for operators, promotional material and an online booking process.

The number of commercial leisure operators is expected to grow thanks to a number of negotiations that are underway with new parties. Plus our Contracts and Services team is reviewing the Commercial Operators Policy and exploring opportunities to include new types of activities such as mobile food vendors, markets and events.

Businesses operating under Council licences include fitness operators, a children's soccer academy, stand up paddle board lessons and hire, surf school, kayak hire, mountain bike tours, and much more.





Our environment...*their future*

3.1 Environmental sustainability

Living in this beautiful region carries with it a big responsibility. Looking after our treasured natural environment here in Port Stephens is simply critical for this generation and those to come.

Our Local Government Area reaches across more than 100 square kilometres of diverse ecosystems, many of them under pressure from the impacts of things like climate change and high population growth. With Port Stephens expected to grow from 71,118 residents to more than 92,800 by 2036, Council plays a lead role in working toward a sustainable future.

Here are some of the ways we've worked towards environmental sustainability during 2016-2017:

WE'RE RESTORING NATURAL HABITATS

During the warmer months, we've been focusing on regenerating bushland and foreshores, including Karuah Wetlands, which are under threat from a highly invasive pest plant called African Olive. Don't be fooled by its appearance – it's an attractive evergreen tree with dark glossy leaves that flowers from October to December, bearing small black fruit, but it overtakes native vegetation and prevents regeneration. A mature tree can produce up to 25,000 seeds per season, which amounts to 25,000 new trees to potentially harm our natural environment.

It's important we protect the wetlands from this prolific plant before it's too late, and in 2016-2017 Council undertook an intensive marketing campaign to inform and educate the community on African Olive. This included a presence at the Tocal Field Days, fact sheets and brochures distributed in

affected areas, field trips with local property owners, and a promotion across social and traditional media.

We undertook a similar campaign around Chinese Violet, Council's highest priority invasive plant, that outcompetes natives and smothers food trees for local wildlife. Port Stephens can claim the unfortunate title of being the only home in Australia to this class one statewide weed. It's currently contained within the east of the local government area, but it is on the move and Council is working hard to inform and educate its citizens so we can all do our bit to stop it in its tracks.

We're also removing deciduous coral trees from Bagnalls Beach. While the bright red flowers of this South American native are a pretty sight around the foreshore, they're considered a major threat to waterways around New South Wales.

HELPING OUR PRECIOUS KOALA POPULATION

Did you know koalas are an indicator-species of how healthy an ecosystem is?

Port Stephens is a primary home to koalas and our koala population is a proud part of our local identity. However over the last 20 years there's been almost a 20% decline in Australia's eastern koala population. They're listed as 'vulnerable to extinction' in New South Wales, Queensland and the ACT, with an 'endangered' listing a real risk for the near future.

Council is committed to a three-year project to help our koalas on the Tomaree Peninsula become more resilient because we want them to be here for future generations.

During 2016-2017 we continued building community awareness through education programs including our popular spotlight walks, preparation for our inaugural Koala Gala and building more urban koala corridors across Salamander Bay, which involves planting eucalyptus trees in targeted areas. Over time they'll provide safe passage for the local koala population, protecting them from vehicles and predators.

Council unanimously endorsed plans for Koala Sanctuary Port Stephens, a \$3 million koala hospital and eco-tourism facility at Port Stephens Treescape holiday park at One Mile Beach.

Council intends to build and operate, in partnership with Port Stephens Koalas, this premium facility that will play a vital role in caring for sick, injured and orphaned koalas, with a view to returning these treated animals back to the natural environment.

Australia boasts a \$1 billion koala tourism industry and this facility also poses an exciting and profitable tourist and accommodation opportunity for Council, which will have hugely positive economic benefits for our region.

WE'RE CREATING MEANINGFUL ENVIRONMENTAL PLANS AND POLICIES

Our newly-developed Environmental Management System (EMS) has resulted in Council being named as a finalist in the

2017 Local Government Excellence in the Environment Awards. These awards recognise outstanding achievements in managing and protecting the environment.

The EMS is an innovative system that's best explained as a Workplace Health and Safety (WHS) style of program for the environment.

"It's basically a system that gives staff at Council the tools and a framework to empower them to protect the local environment in their work, in line with community expectations, just like WHS does for the protection of people's health and safety in the workplace" – Council's Natural Resources Coordinator, Les Seddon.

We're also in the process of developing a comprehensive Environmental Strategy as part of Council's new strategic planning framework.

SMALL BUT SIGNIFICANT CHANGES

One of the ways we're working to reduce greenhouse gas emissions is changing our parameters for purchasing fleet assets such as Council cars.

The Green Vehicle Guide is used for assessing each tender submission, along with ANCAP vehicle safety scores.

For example, our recently acquired library prime mover is an example of a heavy truck with significantly lower emissions outputs when compared to its predecessor. Recent 2017 light commercial utility purchases are Euro 5 Compliant with Diesel Particulate Filter and revisions to engine programming to suit.

We're also continuing efforts to reduce energy and water consumption, with annual energy consumption at Council's large sites reduced by 4%, from 4,873,886 kWh in 2015-2016 to 4,672,327 kWh in 2016-2017.

Notably, an LED lighting upgrade and solar photovoltaic installation at Tomaree Library generated savings of \$13,000 and 75,000 kWh, while amending the air-conditioning running hours at 437 Hunter Street generated savings of \$19,500 and 255,000 kWh.

3.2 Waste management

How we deal with household and commercial rubbish has a big impact on our environment. Did you realise that in Port Stephens approximately 50% of the rubbish in your red garbage bin (for normal household waste) is diverted from landfill?

WHY WE'RE KEEPING A TWO-BIN RUBBISH SERVICE



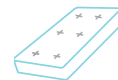
12,000 tonnes of waste
at the Salamander Bay Waste Transfer Station



1600 tyres



20 tonnes of e-waste



1,000 mattresses



11 tonnes of chemicals



12,000 kerbside collections

Here in Port Stephens we've been using an advanced resource recovery technology since 1999. This system allows us to recycle 100% of your green waste and food waste without the need for a separate green bin. So, while many other councils are introducing an extra green bin service to recycle green waste, our two-bin system remains unchanged and highly effective.

Larger amounts of green or garden waste can be collected through Council's on-call kerbside collection or at one of our regular drop-off days at Raymond Terrace, Karuah, Lemon Tree Passage and Salamander Bay –

free for residents – or you can order a second red bin to dispose of your green waste.

As well as our regular kerbside collections, during 2016-2017 we've held a total of nine drop-off events at Raymond Terrace, Salamander Bay and Lemon Tree Passage for disposal of:

- mattresses and tyres
- e-waste (electronic waste) and steel
- hazardous household waste and chemicals.

MULTI-MILLION DOLLAR REVENUE FROM WASTE AND RECYCLING

Our Salamander Bay Waste Transfer Station, which collected over 12,000 tonnes of waste this year, has achieved cumulative revenue of approximately \$2 million during 2016-2017. This equates to a surplus of approximately \$150,000.

Council continues to collaborate on waste management with the Hunter Regional Waste Group, which involves 11 local councils in the Hunter region.

We've also continued educating our community and local students on the best ways to recycle and minimise waste, with 21 schools having now completed our school education program.



3.3 Sustainable development

There's a lot of talk about sustainable development these days, but what does it actually mean in terms of how we live, work and play in Port Stephens?

From our perspective, sustainable development means we're doing everything we can to balance the environmental, social and economic needs of Port Stephens for the benefit of present and future generations.

IMPROVING NELSON BAY TOWN CENTRE AND FORESHORE

Despite significant growth in the local housing and construction industries over the past four years, there's been limited private investment in the Nelson Bay town centre. Council is trying to establish why, as well as what type of changes we can make to turn this around.

“Council is committed to understanding why limited development has occurred, formulating ideas to improve the existing strategy and ultimately enhancing the town centre”

– Group Manager of Development Services, Mike McIntosh.

In February 2017 we asked for community feedback on 21 ideas to improve the existing Nelson Bay Town Centre and Foreshore Strategy, developed in 2012.

More than 100 submissions were received as part of the public consultation process. These will be reviewed by Council staff and presented to Council early in 2017-2018.



THOUSANDS OF NEW HOMES AND RESIDENTS FOR MEDOWIE



900 DAs processed during 2016-2017 in Port Stephens
average processing time of 24 days

There's no doubt Medowie is growing in popularity as a great place to live. With plans for 2,400 new homes in residential land releases and another 180 in rural-residential areas, you can see why.

It's important to ensure this growth is sustainable and that's why Council has prepared and endorsed the Medowie Planning Strategy (as of December 2016).

The strategy will provide local direction for land-use planning and sustainable development over the next 20 years. Some of its key objectives include:

- balancing Medowie's unique rural-residential character with urban development
- ensuring developments have a neutral or beneficial effect on water quality and flooding impacts
- making sure koala habitats and corridors are improved or maintained.

You can read this and all current strategies on Council's website portstephens.nsw.gov.au/grow.

A REVIEW OF AIRCRAFT NOISE

Williamstown is home to a major regional airport (Newcastle Airport) and a Royal Australian Air Force (RAAF) Base that's regarded as Australia's premier pilot-training facility. Both are important economic drivers for our Local Government Area and the wider Hunter region.

It's important for Council to provide a framework that guides future planning proposals in the vicinity. It's also vital that we provide the community with meaningful information and ensure noise impacts are within acceptable limits.

Our Aircraft Noise policy has been reviewed and endorsed by Council in March 2017, and sets out these requirements.

The policy also aims to prevent the encroachment of incompatible activities (in other words activities that are sensitive to aircraft noise) in the aircraft noise planning area. This is to protect the long term operation of these significant facilities in Port Stephens.

DRINKING WATER AND DRAINAGE ISSUES

Following the appointment of the new Hunter Water Corporation CEO, a workshop was held between Council and Hunter Water in March 2017 to discuss three key projects, namely, the Kings Hill residential development, Campvale drain and water quality within our drinking water catchments. This working party has agreed to continue to meet regularly to progress these projects.

Hunter Water has brought together a number of local councils, including Port Stephens, as well as other NSW state agencies to ensure that we have a consistent approach to water quality in Hunter Water Corporation's drinking catchment. This group also combines the work

already undertaken by Port Stephens Council and Hunter Water in the improvement of stormwater runoff mitigation measures.

Drainage issues at Medowie are yet to be resolved in 2016-2017, with further scoping to take place during 2017-2018 before remediation proposals can be presented to the Hunter Water board and other government agencies.

CONTINUOUS IMPROVEMENT OF COUNCIL'S BUILDING INSPECTION SERVICE

Building and/or subdivision works require a Principal Certifying Authority (PCA) to inspect the work during the course of construction, making sure it meets regulatory requirements. Council's commercial PCA service has remained consistent over the last reporting period but has fallen just short of its target of 65% market share.

At the end of 2016-2017 market share is approximately 62.5% with a total of 1,367 inspections conducted, including swimming pool compliance certificate inspections.



Our economy

we're growing and changing

As part of the Hunter region, we're proudly part of Australia's largest regional economy. Port Stephens is now home to more than 4,700 businesses and our population's growing by around 1% every year.

Retail trade and tourism bring significant economic benefits but our region's main growth areas are:

- manufacturing, located mainly at Tomago
- public administration and safety
- Newcastle airport
- aviation and defence support services for the Williamstown Royal Australian Air Force (RAAF) base
- engineering and construction.

4.1 Economic development

Council's Economic Development unit keeps a keen eye on the local economy and in June 2016 we developed and released a new economic profile of Port Stephens, featuring the latest available data.

“We hope that by sharing this catalogue of available data, we can enable informed decisions that will lead to more investment and economic opportunities for our region”

— Council's Economic Development Coordinator, Jane Perrin.

This profile provides valuable information for business owners, investors, developers and the wider community. Our clear objective is promoting a healthy, diversified, sustainable economy in line with our Community Strategic Plan 2013-2023.

ENGAGING LOCAL BUSINESSES

During 2016-2017 we've focussed on new ways of engaging with local businesses, which are proving effective. We're pleased to report:

- increased use of social media channels such as Facebook and Twitter
- a growing number of hits on the Business News and Events section on our website
- increased readership of our BizLink e-newsletter.

Since the Port Stephens Business Centre ceased operating in December 2016, the Biz Link e-newsletter is one of the main ways we collate and distribute information to the local business community.

We're striving for Council to play a stronger role in advocating for and informing local businesses, which will ultimately benefit our Port Stephens economy.

PORT STEPHENS TOURISM – WHAT'S NOT TO LOVE?

The successful 'P.S. I love you' branding continues to be a winning sales pitch for Port Stephens as a premier tourist destination.

The result of this is continuing strong visitor numbers of approximately 1.3 million per year. Tourism contributes around 4.5% of our total economy, or approximately \$174 million (source: 2015-2016, Australian Bureau of Statistics).

Destination Port Stephens is a non-profit business group funded by Council, owned by members (Port Stephens businesses) and managed by a nine-person board to:

- stimulate the visitor economy
- improve sustainability of the tourism industry, by attracting visitors from diverse markets
- develop the industry in harmony with the environment and community.

During 2016-2017 we held a series of meetings in partnership with Destination Port Stephens to gain input from industry stakeholders for the development of a Port Stephens Destination

Management Plan. Based on the valuable feedback we received, we're now planning to hold these meetings yearly.

There's been a significant drop in the number of people coming through the doors of Council's Visitor Information Centre located in Victoria Parade, Nelson Bay, which can likely be attributed to more people heading online to find information.

MAGNIFICENT MAY FOR MAJOR EVENTS

The month of May 2017 brought an economic boost of approximately \$800,000 thanks to eight significant events staged in Port Stephens, including two of the state's premier sporting events.

The bumper line-up proves the value of our quality sporting infrastructure as an economic drawcard, particularly during our off-peak tourist season through the cooler months. It also shows the value of Council sponsoring major events that deliver economic benefit to our community.

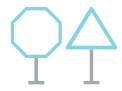
During May alone, we hosted:

- Port to Port MTB ride from Port Stephens to Newcastle
- Port Stephens Triathlon
- Knights Cup Rugby League Carnival
- Karuah Lost Highway Bluegrass Music Festival
- Guns and Hoses Charity Surfing Competition for NSW Police, Ambulance, and Fire and Rescue personnel
- 2017 NSW Country Junior Rugby Championships
- King Street Heritage Festival
- 2017 Multi-Disability Lawn Bowls National Championships.

To make sure we continue attracting quality events and identifying the best opportunities for Council sponsorship, we're in the process of reviewing our existing Event Pro booking system.

4.2 Transport

TRAFFIC ADVICE



55 traffic advice requests a month
requests are all responded to within four weeks of receipt

A healthy transport system keeps Port Stephens moving and with an average of 55 customer requests for traffic advice during 2016-2017 we know it's an important part of everyone's life, allowing us access to work and play in and around our region.

FIXING BLACKSPOTS

Thankfully, there should be fewer crashes, mishaps and injuries at four local accident blackspots from now on. During the year we successfully lobbied for funding under the Federal Black Spot Program and NSW Government Safer Roads Program and made improvements at:

- Glen Oak (shoulder widening along a section of Clarence Town Road, north of the Timber Tops intersection)
- Salamander Bay (new acceleration lane and improvements to the intersection delineation of Salamander Way and Town Centre Circuit)
- Shoal Bay (installation of traffic lights at the intersection of Shoal Bay Road and Government Road and a new raised pedestrian crossing near the shopping precinct - note this was rescheduled from 2015-2016)
- Tanilba Bay (new roundabout at the intersection of Avenue of the Allies and Lemon Tree Passage Road)

We've also carried out approximately \$1.6 million worth of resealing and maintenance on other local roads during 2016-2017 under contract for Roads and Maritime Services.

DRIVE ALIVE

You may have noticed one of a number of road safety messages we've helped to promote during the year such as safety around schools, urban default speed (50 kilometres per hour), the Safer Motorcycle Routes campaign and our popular Safer Seniors Calendar.

Speed is a contributing factor in approximately 40% of all crashes in Port Stephens, and Council's road safety team conducted several information and education sessions and campaigns during 2016-2017.

FINGAL BAY LINK ROAD PROJECT

This year we continued to progress discussions for the acquisition of land associated with the development of the Fingal Bay Link Road project.

4.3 Education and training

WORK EXPERIENCE



23 work experience students

across various areas including customer relations, environmental, engineering, planning, libraries, information services, human resources, surveying and event management

MAYORAL ACADEMIC SCHOLARSHIPS PROGRAM

Our community has high youth unemployment of almost 16% (people aged 15 to 24 years).

One way we can help our young people to achieve their potential is the Mayoral Academic Scholarships program, now in its seventh year, thanks to sponsorship from local businesses and Council.

In 2017, Mayor Bruce MacKenzie awarded 14 \$2,000 scholarships to students to assist them on their path to tertiary education. Congratulations to:

- Anneka Zerbes, Bachelor of Nursing (Honours)
- Matthew Walder, Bachelor of Business and Bachelor of Laws (Honours)
- Jessica Miller, Bachelor of Biomedical Science
- Julia Macris, Bachelor of Psychology (Honours)
- Sarah Swainson, Bachelor of Creative Industries
- James Spearpoint, Bachelor of Aviation

- Sophie Cottam, Bachelor of Mathematics and Bachelor of Science
- Lachlan White, Bachelor of Mechanical Engineering (Honours)
- Sarah Bell, Bachelor of Industrial Design (Honours)
- Kayla Campbell, Bachelor of Teaching (Health & Physical Education)
- Grace Kim, Bachelor of Environment and Sustainability and Bachelor of Laws (Honours)
- Dannielle Brennan, Bachelor of Biomedical Science
- Aaron Sherritt, Bachelor of Physiotherapy (Honours)
- Grace Gayden, Bachelor of Medical Science





Our Council...your Port Stephens

5.1 A sustainable Council

For more than a year, the future of Port Stephens Council was unclear due to a state government plan for us to merge with The Newcastle City Council. In the midst of this, our community gave Council a big pat on the back with an overall satisfaction rating of 79%.

We were also endorsed as 'fit for the future' by the Independent Pricing and Regulatory Tribunal, meaning Council was assessed as meeting all financial criteria with the scale and capacity to:

- deliver services
- manage assets
- meet our strategic obligations to the community.

In February 2017, Premier Gladys Berejiklian ruled out any further council mergers in regional New South Wales.

STRONG ECONOMIC BENEFIT FROM OUR 50% SHARE IN NEWCASTLE AIRPORT



\$1.23 million record dividend

Newcastle Airport has achieved 19 consecutive months of growth as of June 2017

As joint owners of the second busiest airport in New South Wales, we're extremely proud of Newcastle Airport's continued growth and reputation as a modern, user-friendly facility.

Newcastle Airport has achieved 19 consecutive months of growth as of June 2017 and exceeded two previous records for passenger numbers.

In October 2016, more passengers used the airport in a single month (113,970) compared to any other month in the previous six years. A second record tumbled when passenger numbers exceeded 100,000 for the first time during the usually quiet month of May.

Council's General Manager Wayne Wallis is a member of the Newcastle Airport Pty Limited Board, which holds meetings bi-monthly and is responsible for the company's strategy and performance, this year receiving a record dividend of \$1.23 million.

LONG TERM FINANCIAL SUSTAINABILITY

We've reviewed our Long Term Financial Plan 2017-2026 for Port Stephens and this was adopted by Council in June 2017.

The plan contains a set of projections for the next 10 years and uses three different scenarios (conservative, improved and strategic) to forecast income, expenses and results. The strategic scenario was recommended and this factors in Council's decision to borrow \$6 million for major works.

BIOBANKING EXPLAINED

The Biodiversity Banking and Offsets Scheme (known as BioBanking) is a market-based scheme introduced by the New South Wales Government in 2017 to address the loss of biodiversity, including threatened species.

Offsets are actions the government regards as fair compensation for environmental impacts caused by development. For example, if land is cleared to make way for a development, a significant area somewhere else will be legally protected by special conservation values – effectively offsetting the land clearing.

Council collects and sells BioBanking credits, which are registered with the Office of Environment and Heritage. You'll find a list of credits for sale on our website, just search 'biodiversity'. Local examples are: sections of subtropical rainforest, mangrove forest, saltmarsh and woodland with significant trees.

SALAMANDER BAY DEVELOPMENT ADDS TO OUR PROPERTY PORTFOLIO

The new Salamander Central Precinct is a seven-lot commercial subdivision of Council land. This significant development is the last commercial land release on the Tomaree Peninsula. The eastern portion of the site is due for completion in December 2017 and we've received development applications from supermarket chain Aldi, Woolworths Petrol and a medical centre.

Our commercial property portfolio and development landbank exceeds industry standards, with expectations of its continued strong performance with several significant land developments underway and a strategy to sell off excess land parcels.

LOOKING AFTER OUR STAFF

We've worked hard to improve our safety culture over the past five years and this has resulted in:

- a reduction in the number, and seriousness, of injuries
- our insurance premium being reduced by more than 50% in 2016-2017
- a major safety award.

Council received a refund of \$10,330.28 for its 2015-2016 premium. Council continued to perform well in this area with our current premium tracking below the \$675,000 deposit premium for 2016-2017. Insurer, Statecover, has advised Port Stephens is the best-performing council of its size in the scheme.

In December 2016, Safework NSW announced Port Stephens Council as having the best Workplace, Health and Safety (WHS) Management System for the 2015-2016 year in the category of Public Sector and Not for Profit organisations.

Although this award is a humbling recognition of our organisation's culture of workplace safety, we're not resting on our laurels. We're continually reviewing our systems for risk management and WHS – more than 80 separate processes. Streamlining these will greatly benefit Council and our staff. Recommended improvements will be presented to Council by 30 June 2018.

Our employee engagement survey during November 2016 resulted in a 69% engagement score, just 1% less than the previous year. We believe this is an excellent result given the uncertainty affecting our staff for an extended period due to the proposed council amalgamations.





5.2 Infrastructure

Council is responsible for managing infrastructure we have here in Port Stephens, from roads, footpaths, buildings and drains to seawalls, surf clubs, wharves and jetties.

To do this, our Strategic Asset Management Plan (SAMP) 2017-2027 is reviewed yearly and rates the condition of infrastructure on a scale of one to five:

- | | |
|-----------------|-------------------|
| 1. near perfect | 4. very poor |
| 2. good | 5. unserviceable. |
| 3. satisfactory | |

This helps us to plan the sustainable management of infrastructure. In Port Stephens we have a very large and broad asset portfolio of \$886 million worth of noncurrent assets (these are assets such as property, plant and equipment that depreciate over time and can't be sold off quickly).

The estimated cost to bring all of our asset categories to a satisfactory rating is \$14.103 million with annual maintenance of \$7.8 million.

The SAMP was placed on public exhibition during April 2017 and adopted by Council in May 2017.

CAPITAL WORKS DURING 2016-2017

Overlooking the AFL and cricket grounds, the new Medowie Multi-Purpose Community Facility on Ferodale Road will include meeting spaces, bistro and bar facilities, outdoor seating, a children's playground and

wheelchair-accessible bowling green. Stage one of this significant project was allocated \$3.2 million.

We've invested over \$1 million at Shoal Bay in new traffic lights, a pedestrian crossing and drainage works to make the intersection of Shoal Bay and Government Roads much safer. We've also sealed a further section of road surface on East Seaham Road, costing almost \$1.6 million.

Our capital works program is made possible by:

- standard income streams of rates, fees and charges of approximately \$5 million during 2016-2017
- extra income streams of approximately \$23 million including successful grants applications, holiday park profits, property investments, developer contributions and donations.

You'll find a comprehensive list of capital works in Attachment two of this report.

OUR PLAYFUL SIDE

You can't argue that skate parks are incredibly popular, especially with our young people, and this year we've built two new facilities in Raymond Terrace. The Lakeside skate park on Benjamin Lee Drive caters for all ages and abilities. The Boomerang Park facility, to open in 2017-2018, will suit more advanced riders and replaces the old skate park near Market Place Shopping Centre.

Here are some more community and recreation facility works conducted in 2016-2017:

Playground Replacements

- Corlette Community Hall
- Lakeside playground
- Gwen Parade/Anseline Reserve playground
- Upgrade to Dutchman's Beach

Playground Shade Sails

- Boomerang Park
- Fern Bay Hall
- Henderson Park

Parks

- Installed solar lighting at Ross Wallbridge Reserve, Raymond Terrace
- Fingal Bay foreshore park furniture upgrades

Community Halls

- Karuah Hall footing and roof replacement
- Lemon Tree Passage Old School Centre - upgrade disabled access

Public amenities

- Boomerang Park amenities
- Taylors Beach amenities

Sports

- Mallabula Athletics storage building extension
- Lionel Morten Oval, Karuah - tiered sandstone field seating

Waterways

- Lemon Tree Passage aquatic infrastructure upgrade (Henderson Park boating facility)
- Seaham boat ramp upgrade and canoe launching facility

We also completed construction of the Raymond Terrace Men's Shed and community facility.

These are just a few of our community and recreation projects.

DRAINAGE AND STORM WATER

A review of our Storm Water Management Plan was placed on hold during 2016-2017 due to the amalgamation proposals affecting our Council. Now that Port Stephens has been confirmed as a stand-alone entity, Council has recommenced this project.

Designs are underway for drainage improvements at properties in Hinton, Nelson Bay, Woodville, Boat Harbour and Swan Bay. We're also working on drainage studies for Little Beach and Wallalong.

During the past year we've carried out significant drainage improvement works at Shoal Bay (Rigney Street and Horace Street), Tanilba Bay (Clemenceau Crescent) and Wallalong (Morpeth Street), to name a few.

5.3 Governance and civic leadership

Here in Port Stephens we have nine Councillors representing three wards and a popularly elected Mayor who represents our entire Local Government Area.

In August 2016 the results of our annual Community Satisfaction Survey were revealed. Just under 1,500 respondents rated our performance on local road maintenance, parks and gardens, and garbage services at four year highs (79% overall satisfaction).

Council's budget results for 2016-2017:

- revenue: \$132.2 million
- expenditure: \$109.5 million
- underlying surplus: \$1.4 million

NEW AUSTRALIAN CITIZENS WELCOMED INTO OUR COMMUNITY



85 new Australian citizens

A total of 85 people have been granted Australian citizenship at ceremonies across Port Stephens during 2016-2017. This is always a highlight of our Australia Day celebrations but extra ceremonies were held in Council chambers twice during the year.

We were honoured to have seven-times Paralympian Liesl Tesch represent Port Stephens as our 2017 Australia Day Ambassador, and were proud to host her at our celebrations at Raymond Terrace and Nelson Bay. Liesl represented Australia's wheelchair basketball team at five consecutive Paralympics, winning two silver medals and one bronze. She then switched to sailing and won two gold.

"I've travelled the world and I have to say Port Stephens is one of the most beautiful places on Earth" – seven-time Paralympian and gold medal-winner Liesl Tesch.

OUR CITIZEN OF THE YEAR, HAZEL GREY

We love to celebrate the people in our community who go that little bit further and inspire us all.

On Australia Day 2017, Hazel Grey was named our Citizen of the Year for her lifetime of service to the Port Stephens community as a volunteer for the Red Cross, Returned Services League, Country Women's Association and Raymond Terrace Baptist Church. Hazel leads a seniors leisure group and is treasurer of Raymond Terrace Senior Citizens.

Carissa Maher is our Young Citizen of the Year. Carissa lives with a chronic illness and spoke in the Youth Parliament about the struggles of daily life when you have an invisible disability.

Our Sportsperson of the Year is Tony Gillespie who made the Australian Karate Team at age 12. Tony trains Taekwondo students, fitness clients and teaches martial arts to people with a disability.



5.4 Engagement

Community engagement means more than just keeping you informed about the issues and decisions affecting where you live. It means allowing you to have your say and influence the decisions and outcomes that affect you.

We want our community to be involved in the planning and decision-making that shape the future of Port Stephens.

For example, when Council embarked on major infrastructure improvements at Shoal Bay during 2016-2017, we invited the public to ask questions and stay informed about all aspects of the works. We listened to community feedback and planned the work in stages to minimise traffic disruption and the impact on local businesses.

Community events such as the Koala Gala and Back to Soldiers Point celebration are other examples of great ways we're promoting engagement and encouraging feedback.

We're supporting the contributions of Port Stephens women too by introducing new \$1,000 scholarships to encourage them to achieve their goals in arts and culture, environment, business, community, health and sport. Endorsed by Council in May 2017, the scholarships will be awarded on International Women's Day, 8 March 2018.

MEANINGFUL INFORMATION

We're working hard to share more information about Council issues and activities – and to make that information as meaningful as we can by explaining things in plain English. Our new capital works brochure is a good example, listing 2016-2017 projects suburb by suburb to help you understand what we're spending money on, who'll benefit and how you can have a say.

Maximising interaction via Council's website and social media channels, such as Facebook, is another practical way we're increasing community engagement. We're posting regular updates and asking for your feedback on all sorts of issues, from the Williamstown water contamination to the

management of flying foxes in Raymond Terrace, to great community events happening throughout Port Stephens. 'Have Your Say' is another fabulous online tool Council has embraced in 2016-2017, that acts as a hub where you can provide real input to the direction of projects and decisions that affect your community.

Whether it's parks and playgrounds, redevelopment work or our strategies for moving forward, you can have your say any time via Council's website:

haveyoursay.portstephens.nsw.gov.au



5.5 Reputation

Our reputation affects so many aspects of what we do and how we serve our community. It's also critical to how we're perceived by visitors and potential visitors.

In terms of recruitment, Council's brand as an employer remains strong in the market. This is demonstrated by relatively high numbers of applications for advertised positions.

We've revised our Brand Identity Style Guide, which helps us to use a consistent tone and voice in all of our communications. In other words, it helps us talk to our community in a friendly, down-to-earth way using language we can all relate to and that is legible and accessible for everyone.

The recruitment of our new Communications Officer – Graphic Design is helping Council to get messages out to our community in a visual way that's modern, clean and tech-conscious. Having an internal graphic design service saves Council potentially hundreds of thousands of dollars in outsourcing design work that ultimately helps us communicate better with our community.

OPPORTUNITIES GALORE ONLINE

Page views on Council's website and online engagement levels through our social media channels have continued to grow during 2017, suggesting more people are finding the information they need online. This tells us we're on the right track in continuing to build our online presence to maximise communication, marketing and messaging opportunities.

Using high quality video content is proving successful in boosting our online engagement, with statistics telling us that the majority of people of all ages prefer to receive their information in video format.

2017-2018 will see the development of a new social media strategy and the recruitment of a dedicated Digital Marketing and Social Media Officer to help support Council's communication with its community.

Our digital engagement levels have increased exponentially over the last 12 months and insights allow us to better reach audiences according to demographic and relevance. This enables us to more effectively get our message to the right people.

Statutory statements

The following Statutory Statements are required by such instruments as Local Government (General) Regulation 2005 – REG 217 and other NSW Government acts. The relevant clause is highlighted beside each report.

Clause 217 (1) (a)

Overseas travel undertaken by Mayor, Councillors and staff

In 2016-2017 no overseas travel was undertaken by the Mayor or Councillors. The Risk Management Coordinator won a scholarship to attend a conference in Boston, USA in September 2015. The scholarship was awarded by Affiliate FM, an underwriter of the property insurance scheme of which Council is a member.

Clause 217 (1) (a1)

Mayoral and Councillors' fees and provision of facilities

Council's policy identifies the expenses that will be paid and the provision of facilities to the Mayor and Councillors in relation to

discharging the duties of civic office. The policy was adopted on 13 December 2016 and is reviewed annually.

Our policy recognises that the Mayor and Councillors, in performing their civic functions, are entitled to be provided with certain facilities and be reimbursed for expenses noted in the Policy. The Policy can be read and downloaded from Council's website.

Council is required under Clause 217 (1) (a1) of the *Local Government Act 1993* to pay an annual allowance to the Mayor and Councillors. The following is a summary of the expenses incurred in performing the functions of the Mayor and Councillors and associated allowances.

Allowances

Mayoral allowance	\$ 59,930.00
Councillors' fees and allowances	\$169,533.00
Councillors' expenses (see below)	\$71,113.94
Total	\$300,576.94

Expenses

Computing/mobile devices	\$2,755.00	Interstate accommodation	\$-
Mobile phone rental (excludes calls)	\$3,218.00	Intrastate travel	\$ 19,908.00
Landline phone rental (excludes calls)	\$582.00	Intrastate accommodation	\$-
Fax rental (excludes calls)	\$-	Overseas travel	\$-
Mobile phone plan (calls only)	\$2,571.00	Overseas accommodation	\$-
Landline phone (calls only)	\$1,001.00	Partners' expenses	\$2,108.00
Fax rental (calls only)	\$-	Child care expenses	\$-
Telecommunication plans - bundles	\$7,074.00	Internet	\$2,400.00
Conferences/seminars	\$23,897.00	Catering	\$962.76
Training	\$-	Mayoral vehicle	\$2,865.18
Interstate travel	\$-	Stationery	\$155.00
		Awards and ceremonies	\$1,617.00
		Total	\$71,113.94

Clause 217 (1) (a2)

Major contracts

Council must report the details of each contract awarded that exceeds \$150,000.

No	Contractor	Contract details and purpose	Contract value (\$)
T02-2016	Daracon Contractors	Salamander Bay - Civil Construction of a 7 Lot Commercial Subdivision at 155 Salamander Way (East of Salamander Shopping Centre)	4,870,309.00
T05-2016	Drew Construction Group Pty Ltd	Construction of Tilligerry Rural Fire Station	713,626.00
T071617HUN	Boral Resources (Country) Pty Limited Dungog Shire Concrete Pty Ltd T/A Dungog Ready-Mixed Concrete Hanson Construction Materials Pty Ltd Holcim (Australia) Pty Ltd Hunter Readymixed Concrete Pty Ltd Maitland Ready Mixed Concrete Pty Ltd	Ready Mix Concrete	Schedule of rates
T221415HUN	Workforce Road Services Combined Traffic Management Complete Line Marking Whiteline Road Services	Provision of Line Marking	Schedule of rates
T211415HUN	Openshore Watchout training Worforce Road Evolution Traffic	Provision of Traffic Control Services	Schedule of rates
T291415HUN	Boral Resources Buttai Gravel	Supply and Delivery of Road Base Material	Schedule of rates
T031617HUN	Barrier Signs Hi Vis	Traffic & Safety Signs	Schedule of rates
T01-2017	VFG Skate Parks Pty Ltd	Raymond Terrace Skate Parks Design and Construct for Boomerang Park and Lakeside Reserve No2	250,000.00
LGP908-3	Refer to http://www.lgp.org.au for the live Service Providers and Schedule of Rates	Pipes, Pipe Relining, Pumps, Water Meters, Pre-cast Concrete Products and Associated Fittings, Products and Services	Schedule of rates
T04-2016	Daracon Contractors Pty Ltd	Karuah Boat Ramp - Car park Upgrade	396,735.95
T09-2017	P.D.A. Custom Construction Pty Limited trading as P D A Building Pty Ltd	One Mile Beach - Construction of Lifeguard Facility	766,800.00

*Schedule of rates refers to 'do and charge', anticipated to be in excess of \$150,000.

Definitions of contracts awarded:

- Port Stephens Council tenders for this period;
- Port Stephens Council contract extensions for this period;
- Contracts as executed using Regional Procurement agreements; and
- Contracts as executed using Local Government Procurement agreements.

Clause 217 (1) (a3)

Legal proceedings

The table that follows provides a summary of the amounts incurred by Council in relation to legal proceedings taken by and or against Council during the period 1 July 2016 to 30 June 2017.

Workers Compensation and other employment matters, public liability and professional indemnity claims are not included in the summary.

Council recovered in legal costs \$226,414.

Category/ legal matter	Status/comments	Costs
Supreme Court		
Shoal Bay Developments Pty Ltd, Snoogal Pty Ltd and Community Association DP 270468	Proceedings seeking declarations and damages regarding drainage at Nelson Bay – matter ongoing	\$185,294
Development Appeals		
Bowtell t/as Port Stephens Gardenland	Appeal against refusal to grant development consent for a rural industry including organic composting at Eagleton - Development consent granted– matter completed	\$52,303
Clippers Anchorage Pty Ltd	Appeal against refusal by Joint Regional Planning Panel to grant development consent for expansion of Soldiers Point Marina – matter ongoing	\$135,476
Wijewickrama	Appeal against refusal to grant development consent for retaining wall – Orders by consent - matter completed	\$6,143
Local Court Prosecutions		
Bartholomew	Owner of dog which rushes/attacks/ harasses – fine paid, matter withdrawn	\$ 315
Rump	Dogs off lead & Owner of dog which rushes/attacks/ harasses – dismissed	\$1,743
Want	Owner of dog which rushes/attacks/ harasses – matter withdrawn	\$1,799
Wijewickrama	Failure to comply with order – matter withdrawn	\$ 808
Other Matters		
Webb, McEwan	Administrative review applications in the NSW Civil & Administrative Tribunal - ongoing	\$266
Webb	Proceedings commenced by Council to restrain applications under Government Information (Public Access) Act 2009 - ongoing	\$1,748
TOTAL		\$385,895



Clause 217 (1) (a4)

Works on private land

During 2016-2017, Council did not undertake any works on private land s67 of *Local Government Act 1993*.

Clause 217 (1) (a5)

Financial assistance

Council is required to report the total amount contributed or otherwise granted under section s356 of the *Local Government Act 1993*. During 2016-2017, Council made available the following financial assistance:

1. Council provided hardship rate relief and rates donations under sections 601 and 356 of the *Local Government Act 1993* amounting to \$3,258.85.
Council wrote off the following rates and charges:
- Pensioner concessions \$1,512,160.20
 - Postponed rates \$9,394.39
 - Small debts \$845.69
 - Conservation agreements \$2,088.62
 - Uneconomical to recover \$2,790.36

2. Cultural Projects Fund

Council funded 18 projects, totaling \$46,980 and one program (\$6000) supporting the Cultural Plan 2015-2018 and another program (\$7020) supporting the Youth Strategy 2015-2018 with a total of \$60,000 (endorsed by Council 28 June 2016).

3. Aboriginal Projects Fund 2016-2017

Council funded eight projects, totaling \$35,000 (endorsed by Council 28 June 2016)

4. Minor Works, including Community Projects Fund - \$113,819.

5. Mayoral Funds - \$43,142

6. Heritage Project Funds - \$10,850 for three projects.

7. Environmental Projects Fund - 355c Committee - 12,980.50

8. Environmental Projects Fund - Schools - \$1,973.41

9. Waste Services

Under Council's Policy Financial Assistance for the Disposal of Waste in Port Stephens, the following financial assistance was provided:

Organisation	Amount of Financial Assistance
St Vincent De Paul, Nelson Bay	\$12,185
Port Stephens Home Modification	\$1,620
St Vincent De Paul, Tanilba Bay	\$1,250
Port Stephens Uniting Church	\$665
Tilligerry Habitat Association	\$437
Medowie Assembly of God	\$555
Salvation Army Newcastle	\$3,037
St Vincent De Paul, Raymond Terrace	\$2,270
Salvation Army, Raymond Terrace	\$10,006
Salamander Bay Recycling Centre	\$8,181
Anna Bay Scouts	\$629
Raymond Terrace Early Education Centre	\$229
Australian Volunteer Coast Guard	\$512
St Vincent De Paul, Anna Bay	\$4,852
The Hunter Koala Preservation Society	\$1,219
Terrace Tenant & Associates	\$70
Raymond Terrace Men's Shed	\$390
Lions Club, Fingal Bay	\$105
Marine Rescue NSW Port Stephens	\$220
Salamander Men's Shed	\$2,683
Total	\$51,115

Clause 217 (1) (a6)

External bodies exercising the functions delegated by Council

Council must report all external bodies that exercised functions of the Council.

There were no external bodies exercising the functions of Council.

Clause 217 (1) (a7)

External bodies of which Council has controlling interests

Council must report on all corporations, partnerships, trusts, joint ventures, syndicates or other bodies (whether or not incorporated) in which Council (whether alone or in conjunction with other councils) held a controlling interest during the reporting period.

Newcastle Airport Pty Ltd

Following the corporate restructure that occurred on 9 October 2013, the four partners of the Newcastle Airport Partnership are now Newcastle Airport Partnership Company 1 Pty Ltd (as trustee for Newcastle Airport Partnership Trust 1) and Newcastle Airport Partnership Company 2 (as trustee for Newcastle Airport Partnership Trust 2), both owned by Newcastle City Council, and Newcastle Airport Partnership Company 3 Pty Ltd (as trustee for Newcastle Airport Partnership Trust 3) and Newcastle Airport Partnership Company 4 Pty Ltd (as trustee for Newcastle Airport Partnership Trust 4), both owned by Port Stephens Council.

Newcastle Airport Pty Ltd operates the Newcastle Airport as agent for the Newcastle Airport Partnership. Under this structure, Newcastle Council and Port Stephens Council hold the rights to their share of the assets and their share of the obligations in the partnership.

As defined in AASB 131 – Interests in Joint Ventures, joint control is the contractually agreed sharing of control over an economic activity and exists only when the strategic, financial and operating decisions relating to the activity require the unanimous consent of the parties sharing the control.

Before the restructure, each Council had joint control through their 50% share of Newcastle Airport Pty Ltd. After the corporate restructure that occurred on 9 October 2013, this ownership structure ultimately remains the same and Council now owns new holding companies Newcastle Airport Partnership Company 3 (NAPC3) and Newcastle Airport Partnership Company 4 (NAPC4). Council has elected to continue to apply the proportionate consolidation method allowed in AASB 131.

Therefore, there is no change in the accounting for Newcastle or Port Stephens Councils' share of the joint operation by each Council as the impact of recognising the direct interests in the assets, liabilities, revenue and expenses of the joint operation is effectively the same as recognising their share under the proportionate consolidation method currently in place.





Hunter Councils Incorporated

Hunter Councils Inc. is a public company limited by guarantee and does not have share capital. The purpose of the company is to provide local government resource sharing arrangements. Hunter Councils brings together 10 councils to promote cooperation and collaboration to benefit local communities. This has achieved strong communication between councils, sharing professional expertise and inter-council collaboration.

The General Managers' Advisory Committee, made up of all the Hunter Councils' general managers, meets monthly to progress issues of regional importance.

Strategic Services Australia Limited

(formerly Hunter Councils Limited)

The company provides shared services in procurement, training, legal, environmental and records storage services, and manages Screen Hunter. It is wholly owned by the 10 councils in the Hunter region.

Hunter Councils Legal Services Limited

Hunter Councils Legal Services Limited is an incorporated legal practice trading under the name Local Government Legal.

Local Government Legal has been specifically developed by Hunter Councils to deliver cost-effective legal services to local councils in New South Wales. The practice only acts for local government and specialises in local government law.

Clause 217 (1) (a8)

External bodies in which Council has participated

Council must report on all corporations, partnerships, trusts, joint ventures, syndicates or other bodies (whether or not incorporated) in which Council participated during that year.

Please refer to Clause 217(1) (a7) on previous pages.

Clause 217 (1) (a9)

Equal employment opportunities activities

Council is committed to developing an equitable and diverse workforce which is representative of our community and the region as a whole. We have an active Workplace Equity and Diversity Committee that meets on a quarterly basis.

Our commitment is based, in part, on the need to ensure that our organisation complies with equal opportunity legislative requirements.

More importantly, Council is committed to providing a pleasant working environment for all employees by encouraging good working relationships, valuing diversity and respecting differences to achieve our objective of being a best employer.

The Workplace Equity and Diversity work plan 2015-2019 has been developed to focus on the following key areas:

- Communication;
- Compliance;
- Recruitment and retention;
- Supportive resources; and
- Monitor and review workplace culture.

The work plan focusses on minimising barriers for Council's equity and diversity target groups. These target groups are:

- Indigenous and Torres Strait Islanders;
- People with disabilities;
- Women;

- People from non-English speaking backgrounds;
- Mature age workers;
- Youth; and
- People who identify as lesbian, gay, bisexual, trans or intersex.

The committee focusses on the implementation of the objectives of the work plan as well as raising awareness of equity and diversity throughout the organisation.

Council has conducted a number of workplace equity and diversity training programs for staff including anti bullying, harassment awareness, managing equity and diversity, respectful workplaces and cultural awareness.

As part of its education program the Workplace Equity and Diversity Committee has promoted events to all Council staff to assist in raising awareness amongst staff. These events include R U OK Day, Harmony Day and World refugee Day.

Council is also participating in The Elsa Dixon Aboriginal Employment Program and providing on the job training and support for a School Based Trainee enabling them to gain a qualification as a component of their studies.

Council holds an annual Apprentice Trainee and Cadet Information Evening as a part of the recruitment campaign for Apprentices, Trainees and Cadets. This assists anyone who has limited experience in applying for positions with Council, by providing exposure to relevant recruitment and position information.

In its commitment to workplace equity and diversity Council continues to support trained contact officers who are available to provide support to all staff members in equity and diversity matters.



Clause 217 (1) (b) and (c)

Senior staff remuneration

Section 332 of the *Local Government Act 1993* provides the definition of senior staff. At Port Stephens Council, the senior staff team comprises the General Manager and the three Group Managers. All senior staff are employed under standard contracts.

The General Manager's total remuneration package was \$319,160.

The combined total remuneration for all Group Managers was \$793,192.

Clause 217 (1) (e)

Annual charge for stormwater management services

Council does not levy an annual charge for stormwater as it received a special variation to its general income in 1997-1998 for stormwater management activities.

Clause 217 (1) (e1)

Annual charge for coastal protection

During this year, Council has not levied an annual charge for coastal protection services.

Clause 217 (1) (f)

Companion Animals Act 1998 and *Companion Animals Regulation 2008* reporting

Council provides an annual return to the Office of Local Government on activities to enforce and ensure compliance with the *Companion Animals Act 1998* and regulations, including lodgement of pound data collection returns. Council also reports information on an incident-by-incident basis related to dog attacks.

In the past year, this information has been collected on the Companion Animals Register. Council spent \$369,540 related to companion animal management and activities (excluding Ranger salaries and vehicle costs) and spent \$89,134 on education programs related to companion animals in the community.

These programs have included:

- Council successfully obtained a grant from OLG for \$8,000 with a further Council contribution of \$16,090. The funding was used to run a project targeting registration and microchipping. The registration project was undertaken from 31 October 2016 to 2 July 2017 and the microchipping project commenced in May 2017 and is running into the next reporting period;
- Continuing of "Ranger Ralph" mascot and themed companion animal educational program targeting juvenile audiences;
- Provision of reduced cost micro chipping at the Council pound;
- Partnership with Hunter Animal Watch in providing subsidised de-sexing of companion animals for disadvantaged persons;
- Presentations to school groups at Council offices, interaction with 80 children;
- Attendance at RAAF Williamstown fair day with approximately 250 interactions and "Ranger Ralph" class during children's concert;

- Attendance at four community day events, "Ranger Ralph visit and class with children, distribution of promotional materials and a total of approximately 400 interactions;
- Production and distribution of promotional materials to schools and Defence Force families – stickers, erasers, pencils, key rings, dog leads, eco poo bags, and poo bag dispensers;
- Ranger Ralph education messages in on various social media outlets; and
- Dangerous dog campaign, consisting of a two rounds of inspections targeting all declared dangerous/restricted/menacing dogs to ensure they were compliant with all control requirements and educate to reduce dog attack incidents.

Council contributes to Hunter Animal Watch, which carries out subsidised de-sexing of animals in the LGA. In an effort to reduce euthanasiation rates, Council has actively promoted the sale to the community of suitable unclaimed dogs and cats from its pound through internet advertising, via Dogs on Line and through a partnership with a number of registered rescue organisations.

Council has continued to promote and improve the 13 off-leash areas within the LGA, including making upgrades to signage and facilities. The education opportunities and continued growth of the Ranger Ralph education program in 2016-2017 have assisted in awareness of responsible pet ownership and the use of Council's off-leash dog exercise areas.

Council collected \$97,396 in registration fees forwarded to the Office of Local Government. It received back \$82,787 which was put towards the Companion Animal Register, animal handling training and the specific initiatives undertaken over the reporting period.



Special Variation to Rates Expenditure (Local Government Act s508(2) and s508A)

In 2008, the Minister for Local Government granted Council a special variation to the business category of rates of 5.3% to be applied for economic development with the LGA. A condition of that approval was that the application of funds raised must be reported in Council’s Annual Report. The table below sets out the expenditure for 2016-2017.

The special rate variation levy collection 2016-2017 was \$754,030 allocated to elements of Council’s economic development activity.

Salaries	\$277,274
Marketing and promotion	\$33,154
Administration	\$7,977
Trader association support	\$25,000
Destination Port Stephens	\$390,000
Event sponsorship and support	\$148,574
Screen Hunter	\$29,000
Total	\$910,979

Privacy and Personal Information Protection Act 1998

The Privacy Management Plan was reviewed and adopted by Council on 10 March 2015. Council provides updates with respect to the Act to the relevant staff as required. There has been one (1) internal review under the Act conducted by Council. There was no contravention by Council with respect to release of the information.

No other contraventions of any information protection principles nor of privacy codes of practice, nor disclosure of personal information kept in a public register.

Government Information (Public Access) Act 2009 and Regulation

Council is required to produce an Annual Report under Section 125 of the *Government Information (Public Access) Act 2009*. The following information has been produced to comply with this requirement.

Review of proactive release program - Clause 7(a)

Under section 7 of the GIPA Act, agencies must review their programs for the release of government information to identify the kinds of information that can be made publicly available. This review must be undertaken at least once every 12 months.

Our agency’s program for the proactive release of information involves:

- Reviewing all formal applications and determining if the information sought should be released proactively in the future;
- Reviewing all informal requests and determining if the information should be released proactively in the future;
- Monitoring matters raised by staff and determining if the information should be released proactively in the future.

During the reporting period, we reviewed this program by ensuring there is an ongoing monitoring program of all applications/requests for information whether they were formal, informal or other requests. The program also includes information from Council officers with respect to the information they are producing. As a result of this review, Council has not added any additional information to the proactive release provision.

During this period Council processed 368 informal requests for information.

Government Information (Public Access) Act - Annual Report for Agency Port Stephens Council.

Clause 7A: Details of the review carried out by the agency under section 7 (3) of the Act during the reporting year and the details of any information made publicly available by the agency as a result of the review.

Reviews carried out by the agency	Information made publicly available by the agency
Yes	No

Number of access applications received - Clause 7(b)

During the reporting period, our agency received a total of 38 formal access applications (including withdrawn applications but not invalid applications).

Total number of applications received
38



Number of refused applications for Schedule 1 information - Clause 7(c)

During the reporting period, our agency refused one formal access application because the information requested was information referred to in Schedule 1 of the *GIPA Act*. Of those applications, one was refused in full, and none were refused in part.

Number of Applications Refused	Wholly	Partly	Total
	2	2	4
% of Total	50%	50%	

Clause 7C: The total number of access applications received by the agency during the reporting year that the agency refused either wholly or partly, because the application was for the disclosure of information referred to in Schedule 1 to the Act (information for which there is conclusive presumption of overriding public interest against disclosure)

Statistical information about access applications - Clause 7(d) and Schedule 2

Table A: Number of applications by type of applicant and outcome*	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Media	0	0	0	0	0	0	0	0
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	0	2	0	0	0	0	0	1
Not for profit organisations or community groups	0	1	0	0	0	1	0	0
Members of the public (application by legal representative)	0	4	0	0	0	0	0	0
Members of the public (other)	2	14	4	4	0	2	0	4

Table B: Number of applications by type of application and outcome**	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Personal information applications*	0	0	0	0	0	0	0	0
Access applications (other than personal information applications)	3	20	3	3	1	2	0	4
Access applications that are partly personal information applications and partly other	0	1	0	0	0	0	0	0

*More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.
**A personal information application is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).
The total number of decisions in Table B should be the same as Table A.

Table C: Invalid applications

Reason for invalidity	Number of applications
Application does not comply with formal requirements (section 41 of the Act)	5
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	5
Invalid applications that subsequently became valid applications	2

Table D: Conclusive presumption of overriding public interest against disclosure-matters listed in Schedule 1 of the Act

	Number of times consideration used*
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	4
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

Table E: Other public interest considerations against disclosure-matters listed in table to section 14 of the Act

	Number of times consideration used*
Responsible and effective government	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	20
Business interests of agencies and other persons	6
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

*More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

Table F: Timeliness

Reason for invalidity	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	38
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	0
Total	38

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total
Internal review	2	0	2
Review by Information Commissioner*	0	0	0
Internal review following recommendation under section 93 of Act	0	0	0
Review by NCAT	0	0	0
Total	2	0	2

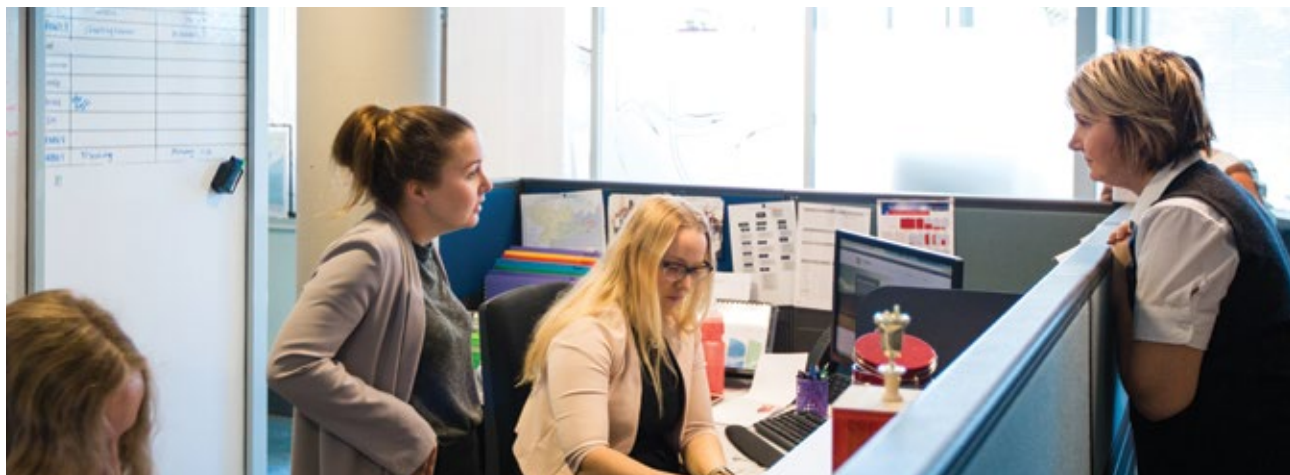
Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review
Applications by access applicants	2
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0

Table I: Applications transferred to other agencies

	Number of applications for review
Agency-Initiated Transfers	0
Applicant - Initiated Transfers	0

*The Information Commissioner does not have the authority to vary decisions, but can make recommendation to the original decision-maker. The data in this case indicate that a recommendation to vary or uphold the original decision has been made.



Public Interest Disclosures

Section 31 of the *Public Interest Disclosures Act 1994* requires Council to report on the number of disclosures received and to what the disclosures related. The summary of disclosures as reported to the NSW Ombudsman is shown below.

Statement	Number made by public officials performing their day to day functions	Number under a statutory or other legal obligation
No. of public interest disclosures received by your public authority	0	0
No. of public officials who made public interest disclosures to your public authority	0	0
Of public interest disclosures received, how many were primarily about:		
Corrupt conduct	0	0
Maladministration	0	0
Serious and substantial waste	0	0
Government information contravention	0	0
Local government pecuniary interest contravention	0	0
No. of public interest disclosures (received since 1 January 2012) that have been finalised in this reporting period	0	0
Have you established an internal reporting policy?	Yes	Yes
Has the head of your public authority taken action to meet their staff awareness obligations?	Yes	Yes

Staff have been made aware through:

- On-line Ombudsman training
- Policy updates
- New staff induction program
- Access to the policy on the intranet

Code of Conduct

In accordance with Section 12.1 of the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW, Council is required to report complaints relating to the Mayor, Councillors and the General Manager. Details are shown in Table 1.

Table 1 – Code of Conduct complaints from 1 July 2016 to June 2017.

Model Code of Conduct Complaints Statistics		
Number of Complaints		
1	a The total number of complaints received in the period about councillors and the General Manager (GM) under the code of conduct	2
	b The total number of complaints finalised in the period about councillors and the GM under the code of conduct	3
Overview of Complaints and Cost		
2	a The number of complaints finalised at the outset by alternative means by the GM or Mayor	1
	b The number of complaints referred to the Office of Local Government under a special complaints management arrangement	0
	c The number of code of conduct complaints referred to a conduct reviewer	1
	d The number of code of conduct complaints finalised at preliminary assessment by conduct reviewer	0
	e The number of code of conduct complaints referred back to GM or Mayor for resolution after preliminary assessment by conduct reviewer	0
	f The number of finalised code of conduct complaints investigated by a conduct reviewer	2
	g The number of finalised code of conduct complaints investigated by a conduct review committee	0
	h The number of finalised complaints investigated where there was found to be no breach	0
	i The number of finalised complaints investigated where there was found to be a breach	2
	j The number of complaints referred by the GM or Mayor to another agency or body such as the ICAC, the NSW Ombudsman, the Office or the Police	0
	k The number of complaints being investigated that are not yet finalised	0
	l The total cost of dealing with code of conduct complaints within the period made about councillors and the GM including staff costs	\$ 2,166
Preliminary Assessment Statistics		
The number of complaints determined by the conduct reviewer at the preliminary assessment stage by each of the following actions:		
3	a To take no action	0
	b To resolve the complaint by alternative and appropriate strategies	0
	c To refer the matter back to the GM or the Mayor, for resolution by alternative and appropriate strategies	0
	d To refer the matter to another agency or body such as the ICAC, the NSW Ombudsman, the Office or the Police	0
	e To investigate the matter	1
	f To recommend that the complaints coordinator convene a conduct review committee to investigate the matter	0

Model Code of Conduct Complaints Statistics continued

Investigation Statistics

The number of investigated complaints resulting in a determination that there was no breach, in which the following recommendations were made:

4	a	That the council revise its policies or procedures	0
	b	That a person or persons undertake training or other education	0

The number of investigated complaints resulting in a determination that there was a breach in which the following recommendations were made:

5	a	That the council revise any of its policies or procedures	0
	b	That the subject person undertake any training or other education relevant to the conduct giving rise to the breach	0
	c	That the subject person be counselled for their conduct	0
	d	That the subject person apologise to any person or organisation affected by the breach	1
	e	That findings of inappropriate conduct be made public	1
	f	In the case of a breach by the GM, that action be taken under the GM's contract for the breach	0
	g	In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993	0
	h	In the case of a breach by a councillor, that the matter be referred to the Office for further action	0

6		Matter referred or resolved after commencement of an investigation under clause 8.20 of the Procedures	0
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Categories of misconduct

The number of investigated complaints resulting in a determination that there was a breach with respect to each of the following categories of conduct:

	a	General conduct (Part 3)	1
	b	Conflict of interest (Part 4)	0
	c	Personal benefit (Part 5)	0
	d	Relationship between council officials (Part 6)	0
	e	Access to information and resources (Part 7)	0

Outcome of determinations

8		The number of investigated complaints resulting in a determination that there was a breach in which the council failed to adopt the conduct reviewers recommendation	0
9		The number of investigated complaints resulting in a determination that there was a breach in which the council's decision was overturned following a review by the Office	1

Condition of Civil Assets

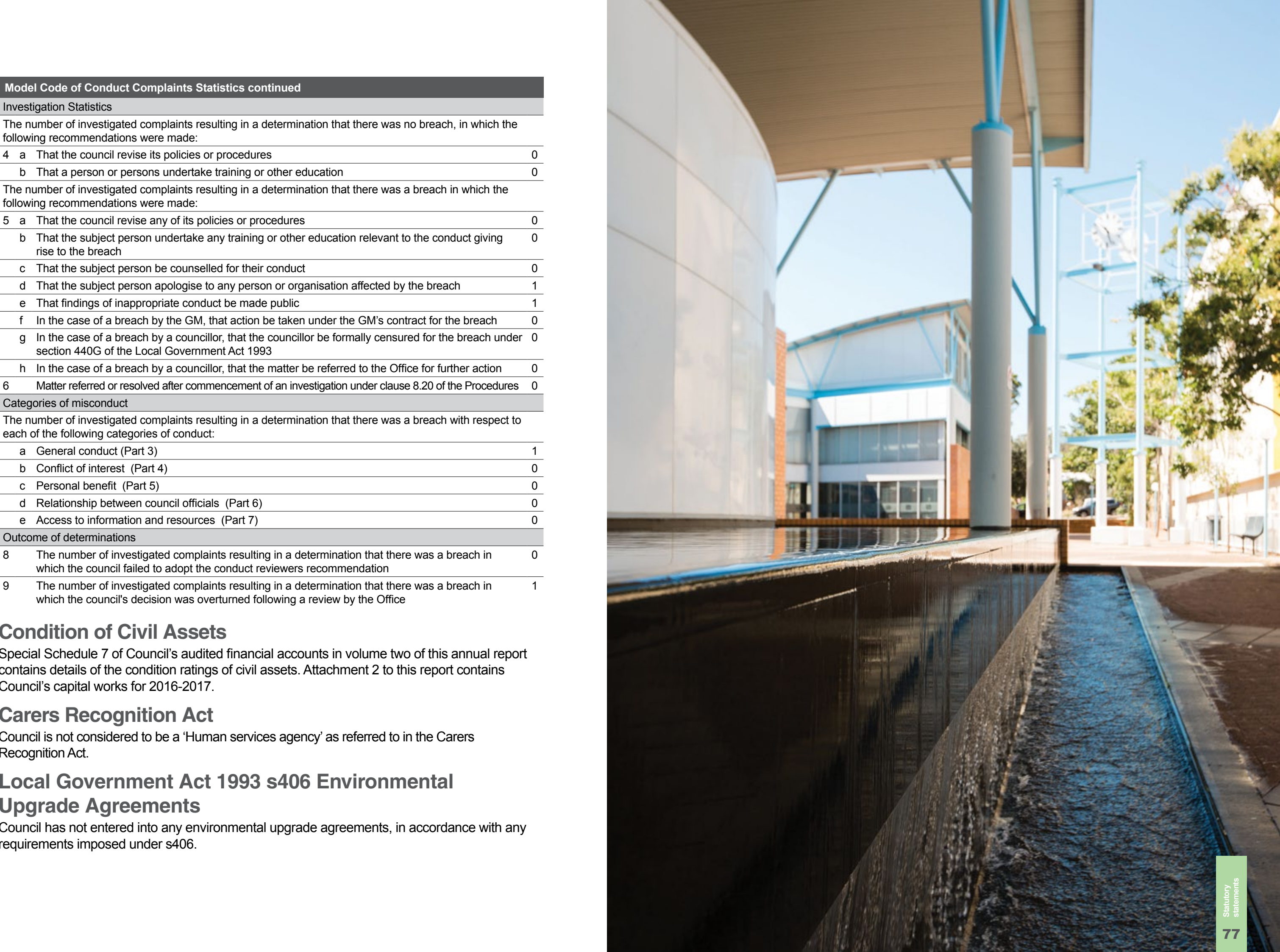
Special Schedule 7 of Council's audited financial accounts in volume two of this annual report contains details of the condition ratings of civil assets. Attachment 2 to this report contains Council's capital works for 2016-2017.

Carers Recognition Act

Council is not considered to be a 'Human services agency' as referred to in the Carers Recognition Act.

Local Government Act 1993 s406 Environmental Upgrade Agreements

Council has not entered into any environmental upgrade agreements, in accordance with any requirements imposed under s406.



Fisheries Management Act 1994

Council operates in accordance with and gives consideration to Fisheries Management Act related Threat and Recovery Abatement Plans. Council has no specific allocated tasks to report on and has not had any need to seek permits or make notifications as a public authority to the NSW Minister for Primary Industries relating to these plans.

Environmental Planning and Assessment Act 1979

Section 93G(5) of the *Environmental Planning and Assessment Act 1979* requires Council to give details of planning agreements in force during the year under review. All planning agreements have been executed and remain in force for the period ending 2016-2017. The current planning agreements with Council are as follows:

Planning agreements to which council is party to:						
Name	Other parties to VPA	Land	Description of works	Date executed	Status	Compliance Issues
Medowie	Buildev Development (NSW) Pty Ltd	Intersection of Peppertree and Ferodale Road, Medowie	The agreement provides details on funding contributions towards the cost of a traffic study and drainage study to progress the completion of an infrastructure plan to complement the Medowie Strategy adopted by Council on 24 March 2009. The planning agreement also dedicates part of the site to enable the widening of Peppertree Road.	26/07/2010	Executed	Nil
Peppertree Road	BD NSW Project BD075 Pty Ltd	Ferodale Road, Medowie	The agreement provides details on funding contributions towards the purpose Council constructing a public road between Peppertree Road and Medowie Road.	23/05/2014	Executed	Nil
103A Richardson Road, Raymond Terrace	Robert Edwin Blackie and Barbara Blackie	Halloran Way	The agreement provides details on funding contributions towards the cost of the construction of Halloran Way, Raymond Terrace.	21/04/2016	Executed	Nil
Medowie McCloy	Office of Environment & Heritage, McCloy Medowie Pty Ltd	Boundary Road, Medowie	The agreement is in relation to satisfying clause 7.19 of the Port Stephens Local Environmental Plan 2013.	28/09/2016	Executed	Nil



Planning Agreements To Which Council Is Not Party:						
Name	Other parties to VPA	Land	Description of works	Date executed	Status	Compliance Issues
Fern Bay Seaside Village	Department of Environment, Climate Change & Water and Fern Bay Seaside Village Limited and Winten Fern Bay No.2 Pty Ltd	Seaside Boulevard – Fern Bay	The agreement provides details on public purpose works to be completed by the developer including track, trail and car park construction, rehabilitation, weed and waste removal as well as monetary contributions towards implementing the Vegetation Management Plan over a 20 year period.	18/03/2011	Executed	Not known
Medowie McCloy	Department of Planning and Environment and McCloy Medowie Pty Ltd	Boundary Road, Medowie	The agreement provides details in relation to the State Public Infrastructure Contribution.	13/05/2016	Executed	Not known

Attachment one:

Election of Representatives on Council, Committees, Regional Committees and Groups

Council Committees

The 2016-2017 membership is listed in the following table.

Ref	Committee name	Purpose of committee	Delegates
1	Aboriginal Strategic Committee	To exchange information between the Aboriginal community and Council on issues affecting Aboriginal people. To promote mutual awareness and respect for the cultures of both Aboriginal and non-Aboriginal communities.	Cr Peter Kafer Cr Sally Dover Alternate Cr Steve Tucker
2	Anna Bay, Birubi Point Reserves, Hall and Tidy Towns Committee	To assist Council in the management of Anna Bay Hall. To undertake maintenance and improvements to designated parks and reserves (as per map included in committee constitution).	Cr John Morello
3	Audit Committee	The Audit Committee is an advisory committee of Council comprising two Council representatives and two external representatives. The objective of the Audit Committee is to enhance the corporate governance of Council through the provision of independent oversight, review and advice. The Committee will assist Council by providing independent assurance and assistance on the organisation's governance, risk, control and compliance frameworks.	Cr Ken Jordan Cr Chris Doohan Alternate Cr John Morello <small>OLG guidelines preclude the Mayor from being a member of the Committee.</small>
4	Boat Harbour Parks and Reserves Committee	To undertake maintenance and improvements to designated parks and reserves (as per map included in committee constitution).	Cr Geoff Dingle Cr Sally Dover Cr Steve Tucker Cr Chris Doohan
5	Bobs Farm Public Hall Committee	To assist Council in the management of Bobs Farm Hall.	Cr Steve Tucker
6	Corlette Headland and Hall Committee	To assist Council in the management of Corlette Hall.	Cr John Nell
7	Corlette Parks, Reserves and Landcare Group	To undertake maintenance and improvements to designated parks and reserves (as per map included in committee constitution).	Cr John Morello
8	Fern Bay Public Hall, Reserves and Tidy Towns Committee	To assist Council in the management of Fern Bay Hall. To undertake maintenance and improvements to designated parks and reserves (as per map included in committee constitution).	Cr Geoff Dingle Cr Ken Jordan Cr Paul Le Mottee
9	Fingal Bay Parks and Reserves Committee	To undertake maintenance and improvements to designated parks and reserves (as per map included in committee constitution).	Cr John Nell
10	Hinton School of Arts, Parks and Foreshore Committee	To assist Council in the management of Hinton School of Arts.	Cr Ken Jordan
11	Karuah Hall Committee	To assist Council in the management of Karuah Community Centre Committee.	Cr Peter Kafer Cr Ken Jordan

Ref	Committee name	Purpose of committee	Delegates
12	Karuah Tidy Towns, Parks Reserves and Wetlands Committee	To undertake maintenance and improvements to designated parks and reserves (as per map included in committee constitution).	Cr Ken Jordan Cr Paul Le Mottee
13	Lemon Tree Passage Old School Centre Committee	To assist Council in the management of Tilligerry Community Centre and surrounds.	Cr Steve Tucker Mayor Bruce MacKenzie
14	Lemon Tree Passage Parks, Reserves and Tidy Towns Committee	To undertake maintenance and improvements to parks in Lemon Tree Passage.	Cr Steve Tucker Mayor Bruce MacKenzie
15	Mallabula Community Centre Committee	To assist Council in the management of Mallabula Community Centre.	Cr Steve Tucker Mayor Bruce MacKenzie
16	Mallabula Parks and Reserves Committee	To undertake maintenance and improvements to designated parks and reserves (as per map included in committee constitution).	Cr Steve Tucker Mayor Bruce MacKenzie
17	Mambo Wanda Wetlands, Reserves and Landcare Committee	To undertake maintenance and improvements to designated parks and reserves (as per map included in committee constitution).	Cr John Nell
18	Medowie Community Centre Committee	To assist Council in the management of Medowie Community Centre.	Cr Geoff Dingle Cr Chris Doohan Cr Steve Tucker
19	Medowie Sports Council	To facilitate communication between the sporting public and Council in order to ensure that the existing and future needs and requirements of those persons participating and administering sports are accurately identified and brought to the attention of Council.	Cr Geoff Dingle Cr Chris Doohan Cr Steve Tucker
20	Medowie Tidy Towns and Cycleway Committee	To undertake maintenance and improvements to designated parks and reserves (as per map included in committee constitution).	Cr Geoff Dingle Cr Steve Tucker Cr Chris Doohan
21	Nelson Bay Community Hall Committee	To assist Council in the management of Nelson Bay Community Hall.	Cr Sally Dover
22	Nelson Bay West Park Care Committee	To undertake maintenance and improvements to designated parks and reserves (as per map included in committee constitution).	Cr John Nell
23	Ngioka Centre Advisory Panel	To assist and provide feedback on the future development and planning of the Ngioka Centre.	Cr Sally Dover
24	Port Stephens Adult Choir Committee	To promote, organise and train the Port Stephens Choir. To develop a sense of community identity and belonging by involving participants in community cultural projects.	Cr Steve Tucker
25	Port Stephens Australia Day Coordinating Committee	To coordinate the annual celebration of Australia Day in Port Stephens in line with recommendations from Australia Day Council.	Cr Sally Dover Cr John Morello Cr Ken Jordan
26	Port Stephens Sister Cities Committee	To promote positive and ongoing relationships between international communities providing opportunities for cultural exchange.	All Councillors

Ref	Committee name	Purpose of committee	Delegates
27	Port Stephens Community Band Committee	To promote, organise and train the Port Stephens Community Band. To develop a sense of community identity and belonging by involving youth and adults in community cultural projects.	Cr Steve Tucker
28	Port Stephens Heritage Advisory Committee	This committee is run by Council and supported by funds from the Heritage Office. Community members meet to raise and make recommendations on local heritage issues.	Cr Paul Le Mottee
29	Port Stephens Native Flora Garden Committee	To undertake maintenance and improvements to designated parks and reserves (as per map included in committee constitution).	Cr John Nell
30	Port Stephens Sports Council	To provide input and forward planning, from a Council wide basis, on facilities, sporting statistics, policies and recommendations on future needs.	Mayor Bruce MacKenzie Cr Ken Jordan
31	Raymond Terrace Parks, Reserves and Tidy Towns Committee	To undertake maintenance and improvements to designated parks and reserves (as per map included in committee constitution).	Cr Peter Kafer Cr Ken Jordan Cr Paul Le Mottee
32	Raymond Terrace Senior Citizens Hall Management Committee	To assist Council in the management of the Raymond Terrace Senior Citizens Hall.	Cr Ken Jordan Cr Paul Le Mottee Cr Peter Kafer
33	Salt Ash Community Hall, Reserves and Tennis Court Committee	To assist Council in the management of Salt Ash Community Hall and Tennis Courts. To undertake maintenance and improvements to designated parks and reserves (as per map included in committee constitution).	Cr Steve Tucker Mayor Bruce MacKenzie
34	Salt Ash Sports Ground Committee	To assist Council in the management, maintenance and improvements to Salt Ash Oval.	Cr Steve Tucker Mayor Bruce MacKenzie
35	Seaham School of Arts and Community Hall Committee	To assist Council in the management of Seaham School of Arts and Seaham Community Hall.	Cr Ken Jordan
36	Seaham Park and Wetlands Committee	To assist Council in the management, maintenance and improvements to Seaham Park.	Cr Ken Jordan Cr Peter Kafer Cr Paul Le Mottee
37	Section 94 Panel	Oversee the allocation of Section 94 contributions.	Mayor Bruce MacKenzie Cr Ken Jordan Cr Steve Tucker
38	Shoal Bay Beach Preservation Committee	To undertake maintenance and improvements to designated parks and reserves (as per map included in committee constitution).	Cr John Morello
39	Soldiers Point-Salamander Bay Tidy Towns and Landcare Committee	To undertake maintenance and improvements to designated parks and reserves (as per map included in committee constitution).	Cr Sally Dover
40	Strategic Arts Committee	To provide input into Port Stephens Council strategic policy, plans and programs relating to culture and the arts. To assist Council identify the existing and future requirements for arts and cultural facilities across Port Stephens.	Cr Steve Tucker Cr John Nell Cr Paul Le Mottee

Ref	Committee name	Purpose of committee	Delegates
41	Tanilba Bay Parks, Reserves, and Hall Committee	To assist Council in the management of Tanilba Bay Hall. To undertake maintenance and improvements to designated parks and reserves (as per map included in committee constitution).	Cr Steve Tucker Mayor Bruce MacKenzie
42	Tilligerry Sports Council	To facilitate communication between the sporting public and Council in order to ensure that the existing and future needs and requirements of those persons participating and administering sports are accurately identified and brought to the attention of Council.	Cr Steve Tucker Mayor Bruce MacKenzie
43	Tomaree Education Complex Multi-Purpose Centre Management Committee	To assist Council with the care, management and promotion of the facility. To make recommendation to Council as to the development, planning and management of Tomaree Education Complex Multi-Purpose Centre.	Cr Sally Dover
44	Tomaree Sports Council	To facilitate communication between the sporting public and Council in order to ensure that the existing and future needs and requirements of those persons participating and administering sports are accurately identified and brought to the attention of Council.	Cr John Nell Cr John Morello Cr Sally Dover
45	Tomaree Cemeteries Committee	To undertake maintenance and improvements to cemeteries on Tomaree Peninsula.	Cr John Nell
46	Tilligerry Tidy Towns and Landcare Committee	To undertake maintenance and improvements to designated parks and reserves (as per map included in committee constitution).	Cr Steve Tucker
47	West Ward Cemeteries Committee	To undertake maintenance and improvements to cemeteries in West Ward.	Cr Peter Kafer
48	West Ward Sports Council	To facilitate communication between the sporting public and Council in order to ensure that the existing and future needs and requirements of those persons participating and administering sports are accurately identified and brought to the attention of Council.	Cr Ken Jordan Cr Paul Le Mottee Cr Peter Kafer
49	Williamstown Hall Committee	To assist Council in the management of Williamstown Hall.	Cr Geoff Dingle



Regional Committees and Groups

The 2016-2017 membership is listed in the following table.

Ref	Name of organisation	Purpose of committee	Delegates
1	Port Stephens Community Safety Precinct Committee <small>Note: This is a Committee of the Port Stephens Local Area Command. Membership is by invitation from the Local Area Commander. Council's delegate is the Mayor.</small>	To provide a forum for local community members, service providers, businesses and the police to discuss issues and appropriate strategies relating to crime and community safety. <small>** Attendees will be by invitation only, one representative will be invited by the Police from each peak body/organisation e.g. Hunter Water, Housing NSW. Council will hold two positions, one will be Community Planner Crime, and the other will be the Mayor or his/ her representative if unable to attend.</small>	Mayor Bruce MacKenzie
2	Birubi Point Cultural Heritage Advisory Panel	To advise Port Stephens Council on the management plan required to protect the Worimi cultural and spiritual heritage and enhance the environment of the Birubi Point Crown Reserve and Birubi Point Aboriginal Place.	Cr Sally Dover
3	Comprehensive Koala Plan of Management Implementation Committee	Responsible for overseeing the implementation of the Port Stephens Council Comprehensive Koala Plan of Management.	Cr Geoff Dingle Cr Peter Kafer Cr Steve Tucker Cr Chris Doohan
4	Public Libraries NSW Association	Country Public Libraries Association constitution requires a Councillor representative. This Association provides support for country public libraries. The Joint Library Advisory Committee's constitution also requires a Councillor representative in line with the Newcastle Regional Library agreement.	<small>Note: Council is required to appoint a delegate.</small>

Ref	Name of organisation	Purpose of committee	Delegates
5	Financial Assistance Community Grants Panel	To make recommendations to Council on applications received through the Grants process.	Mayor Bruce MacKenzie Cr Ken Jordan Cr Chris Doohan Cr John Nell (1 Councillor from each ward) Alternate Cr Geoff Dingle
6	Gloucester Coal Seam Gas Project - Community Consultative Committee	To provide a forum for representatives to discuss the Project with the Company (Lucas Energy).	To be left open for all Councillors to attend
7	Hexham Swamp-Kooragang Wetland Rehabilitation Project Steering Committee	To oversee the project at the Hexham Swamp Kooragang Wetland. The Committee is a subcommittee of the Catchment Management Authority.	Cr John Nell
8	Hunter Councils	To discuss regional issues in the Hunter.	Mayor Bruce MacKenzie Delegate must be the Mayor
9	Hunter Water Corporation Community Consultative Committee	Advisory committee to Hunter Water Corporation. Note: Cr Nell is appointed to this committee by Hunter Water.	Cr Geoff Dingle Cr Paul Le Mottee
10	Joint Regional Planning Panel	To consider development applications referred to the Panel under the legislation for development applications for the Port Stephens local government area. The panel comprises three state members and two Councillors.	Mayor Bruce MacKenzie Cr Ken Jordan Alternates Cr Paul Le Mottee Cr John Nell Cr Geoff Dingle Cr Steve Tucker
11	Karuah Working Together Inc.	A peak group comprising representation of key organisations, businesses and industry representatives in Karuah. The committee is responsible for ensuring community and economic development activities are co-ordinated in accordance with local needs, trends and opportunities in accordance with Council's Economic Development Policy and as specified in the Karuah Strategic Plan.	Cr Peter Kafer Cr Paul Le Mottee Cr Ken Jordan
12	Local Development Committee	The Local Development Committee provides advice to Council staff on development regarding traffic matters.	Cr Peter Kafer
13	Local Traffic Committee	This is a Roads and Maritime Services NSW based committee which allows Council to have delegated authority to install or remove regulatory sign posting on public roads.	Cr Peter Kafer Cr John Nell
14	Lower Hunter Bushfire Management Committee	The committee is a legislative requirement and is to discuss direction across local government areas and across agencies in regard to bushfire management.	Mayor Bruce MacKenzie

Ref	Name of organisation	Purpose of committee	Delegates
15	Lower Hunter Zone Liaison Committee	To review the progress of the service level agreement between Port Stephens Council and NSW Rural Fire Service in the local government area.	Mayor Bruce MacKenzie
16	Lower Tilligerry Floodplain Risk Management Committee	To oversee the flood studies for the Tilligerry Creek catchment.	Mayor Bruce MacKenzie Cr Steve Tucker
17	Marine Parks Advisory Panel Ministerial Appointment	Community consultative committee regarding the Port Stephens-Great Lakes Marine Park.	Cr John Nell
18	Medowie Floodplain Risk Management Committee	To oversee the flood studies for the Williams River catchment including Dungog Shire.	Cr Geoff Dingle Cr Steve Tucker Cr Chris Doohan Cr Peter Kafer
19	Nelson Bay Community College	This committee is an advisory committee for adult education.	Cr Sally Dover Cr John Morello
20	Newcastle Airport Partnership Company No. 3 Pty Ltd	Special Purpose Vehicle for the part ownership of Newcastle Airport.	Mayor Bruce MacKenzie (General Manager)
21	Newcastle Airport Partnership Company No. 4 Pty Ltd	Special Purpose Vehicle for the part ownership of Newcastle Airport.	Mayor Bruce MacKenzie (General Manager)
22	Newcastle Airport Partnership	The partnership is responsible for the development and management of Newcastle Airport and related infrastructure.	Mayor Bruce MacKenzie (General Manager)
23	Newcastle Airport Pty Ltd	To manage the operations of Newcastle Airport.	General Manager
24	Port Stephens Council Depot re-development committee	To explore the options available for redevelopment of the Council depot at Raymond Terrace.	Cr Ken Jordan Cr John Nell Mayor Bruce MacKenzie
25	Port Stephens Economic Development Advisory Panel	Act as a communication and advisory mechanism to Council on relevant Economic Development issues. Oversee the implementation of the Economic Development Strategy.	Mayor Bruce MacKenzie Cr Chris Doohan Cr Ken Jordan Cr Paul Le Mottee
26	Port Stephens Holiday Parks Reserve Trust	To act as Trust Managers of the Crown Land and Holiday Parks.	All Councillors
27	Port Stephens Transport Forum	Transport for NSW convenes these forums which have been established in most LGAs throughout NSW. It provides the opportunity for local transport providers (eg community transport, bus and taxi operators) and local residents to discuss local and regional transport related issues and to formulate appropriate strategies to more effectively improve the delivery of existing public transport services in meeting the community's transport needs.	Cr Sally Dover (All Councillors to be notified of this meeting)

Ref	Name of organisation	Purpose of committee	Delegates
28	Port Stephens Domestic Violence Committee	To raise the awareness of the issues surrounding domestic violence and enhance service provision to victims by developing and maintaining effective interagency strategies. <small>Note: Council staff no longer regularly attend this Committee following outcomes of sustainability review of Council's social planning service package.</small>	Cr Peter Kafer
29	Port Stephens East Local Health Committee	To ensure that the population of the Tomaree Peninsula has appropriate access to a suitable baseline level of health services and facilities to meet their existing and future health needs.	Cr Sally Dover
30	Port Stephens West Local Health Committee	To ensure that the population of the western area of Port Stephens (ie west of Tomaree Peninsula) has appropriate access to a suitable baseline level of health services and facilities to meet their existing and future health needs.	Cr Geoff Dingle Cr Peter Kafer
31	Port Stephens/ Myall Lakes Estuary and Coastal Zone Management Committee	This committee includes representatives from the former Great Lakes Council and is responsible for long term planning for the estuary and the coastline.	Cr John Nell Cr Paul Le Mottee Cr John Morello
32	Williams River Floodplain Risk Management Committee	To oversee the flood studies for the Williams River catchment including Dungog Shire.	Open to all Councillors
33	Williamstown Consultative Committee Forum	An important information sharing and coordinating forum for the three levels of government and elected community representatives to raise strategic issues associated with RAAF Base Williamstown and the Salt Ash Weapons Range.	Mayor Bruce MacKenzie (General Manager)
34	Williamstown/Salt Ash Floodplain Committee	To act as both a focus and forum for the discussion of the technical, social, economic, environmental and cultural issues of the Williamstown/Salt Ash Floodplain Risk Management Study and Plan.	Open to all Councillors
35	Worimi Conservation Lands Board of Management Ministerial Appointment	To oversee the management of the lands owned by the Aboriginal owners and leased back to the NSW Government.	Cr Sally Dover Alternate Cr Peter Kafer
36	General Manager Performance Review Panel	To conduct evaluation of the performance of the General Manager.	Mayor Deputy Mayor Councillor Chris Doohan (nominated by the Council) Councillor (nominated by the General Manager)



Attachment two:

Capital works 2016/17

No.	Description	Actuals Costs
1	Road Resealing Program	1,598,169.83
2	Sports Complex/Reserves Improvements	579,787.39
3	Foreshore Improvements	225,528.72
4	Playground Facilities Improvements	330,058.06
5	Amenities - Sundry	27,698.14
6	Amenities - Boomerang Park	146,989.89
7	Amenities - Taylors Beach	135,822.96
8	Amenities - King Park	222,110.65
9	Aquatic Centre Improvements	245,120.09
10	Sundry Road Projects	427,238.03
11	Victoria Parade, Nelson Bay	454,126.43
12	Shoal Bay Road, Shoal Bay	1,082,619.52
13	East Seaham Road, East Seaham	1,624,942.02
14	Francis Avenue, Lemon Tree Passage	139,712.86
15	Clemenceau Crescent, Tanilba Bay	1,643,800.69
16	Clarence Town Road, Glen Oak	545,667.42
17	Peppertree Road, Medowie	114,466.51
18	Medowie Road, Medowie	310,829.61
19	Lemon Tree Passage Road, Salt Ash	139,740.57
20	Salamander Way, Salamander Bay	259,947.87
21	Abundance Road, Medowie	737,006.24
22	Morpeth Street, Wallalong	168,212.87
23	Sundry Drainage Works	709,178.07
24	Pedestrian Improvement Works	479,848.81
25	Retaining/Revetment Walls	197,821.65
26	General Hall Improvements	47,245.49
27	Rural Fire Service - Fire Stations	1,081,701.09
28	Fern Bay Hall Replacement	104,881.97
29	Karuah Hall Improvements	38,940.96
30	Mens Shed - Boomerang Park	904,758.58
31	Anna Bay Cemetery Expansion	14,948.54
32	Cap Old Lanfill - Newline Road	263,127.00
33	Waterway Improvements	855,261.15
34	155 Salamander Way Development	1,591,714.29
35	Depot Sundry Improvements	20,029.92
36	Library Resources	386,519.99
37	Salamander Bay Transfer Station	60,666.54
38	Property Development Projects	630,454.19
39	Halifax Holiday Park Improvements	578,764.71
40	Thou Walla Holiday Park Improvements	187,594.30
41	Shoal Bay Holiday Park Improvements	878,392.38
42	Treescape Holiday Park Improvements	6,183.00
43	Fingal Bay Holiday Park Improvements	958,745.16
44	Upgrade existing telephone system	304,987.19
45	Information Technology Improvements	420,309.12
Total		\$21.8m

2016-17

ANNUAL REPORT

Volume One



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