

DRAFT

MINUTES 24 MARCH 2015



Minutes of Ordinary meeting of the Port Stephens Council held in the Council Chambers, Raymond Terrace on 24 March 2015, commencing at 5.54pm.

PRESENT: Councillors G. Dingle; C. Doohan; S. Dover; P. Kafer; P. Le Mottee; J. Morello; J Nell; S. Tucker (Chair); General Manager; Corporate Services Group Manager; Facilities and Services Group Manager; Development Services Group Manager and Governance Manager.

051	Councillor Paul Le Mottee Councillor Chris Doohan
	It was resolved that the apologies from Mayor B MacKenzie and Cr Ken Jordan be received and noted.

052	Councillor Paul Le Mottee Councillor Chris Doohan
	It was resolved that the Minutes of the Ordinary Meeting of Port Stephens Council held on 10 March 2015 be confirmed.

	Cr Chris Doohan declared a less than significant non-pecuniary conflict of interest in Item 7. The nature of the interest is that Cr Doohan is a former president of the Medowie Sport & Recreation Club.
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COUNCIL REPORTS

ITEM NO. 1

FILE NO: PSC2015-00567

POLICY: EVENTS POLICY

REPORT OF: ROSS SMART – COMMUNICATIONS SECTION MANAGER
GROUP: DEVELOPMENT SERVICES

RECOMMENDATION IS THAT COUNCIL:

- 1) Endorse the draft Events Policy shown at **(ATTACHMENT 1)**;
 - 2) Place the draft Events Policy on public exhibition for a period of 28 days and should no submissions be received, the policy be adopted as at the close of submissions, without a further report to Council.
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ORDINARY COUNCIL MEETING – 24 MARCH 2015

MOTION

053	Councillor Paul Le Mottee Councillor Chris Doohan
	It was resolved that Council move into Committee of the Whole.

COMMITTEE OF THE WHOLE RECOMMENDATION

	Councillor Paul Le Mottee Councillor John Nell
	That the recommendation be adopted.

MOTION

055	Councillor Paul Le Mottee Councillor Chris Doohan
	It was resolved that Council: <ol style="list-style-type: none">1) Endorse the draft Events Policy shown at (ATTACHMENT 1);2) Place the draft Events Policy on public exhibition for a period of 28 days and should no submissions be received, the policy be adopted as at the close of submissions, without a further report to Council.

BACKGROUND

The purpose of this report is to present to Council the draft Events Policy. The purpose of the policy is to provide a whole of Council approach to facilitating events held on public land and to support Council's Tourism & Events unit in managing Council's event approval process. This formal position recognises all of the services across Council that play a role in the facilitation and delivery of safe, successful events.

The facilitation of events satisfies item 12.1.1.2 of Council's 2014-15 Operational Plan and is considered an extension of the services Council provides to support the local tourism industry.

The formalisation of the framework used in the assessment and approval of events, including the draft Events Policy, seeks to recognise and acknowledge the valuable contribution events make to the vibrancy and culture of Port Stephens. The new process for the administration of events was implemented in early 2013 in order to more effectively manage risk implications for event organisers, participants, the community and Council, and to achieve significant improvements in areas of compliance, insurance, work health & safety, income and cost recovery. It has also resulted in greater activation of Council facilities including parks, sportsgrounds and beaches while at the same time balancing event organisers need for exclusive use against the community's right to unencumbered access to public lands wherever possible.

Significantly, this 'one Council' approach to events has also improved the level of service and customer experience provided to event organisers. Under the end-to-end management of the Tourism and Events unit, Council has built a reputation as a facilitator of events through the successful hosting of three editions of the NSW Aboriginal Rugby League Knockout, the 2014 Campervan and Motorhome Club of Australia (CMCA) annual rally, and numerous minor sporting and cultural events across the breadth of the local government area.

The draft Events Policy also seeks to acknowledge the important role community and not-for-profit organisations play in staging events for the benefit of the wider community by including a specific clause relating to the establishment of a fee-free category for low impact events held by such organisations. This issue was subject to a Notice of Motion from Councillor Peter Kafer (10/12/2013, File No: A2004-0217) which called for 'consideration of a category for waiving fees for community and not for profit groups when holding community events on Council land'.

This clause, which is supported in the Event Procedures and Impact and Assessment Matrix underpinning the draft Policy, states:

'Council reserves the right to support low impact events run by community or not for profit groups through the application of a special fee-free category.'

This particular clause will be applied to any event organiser who meets the following criteria:

- Organisation status: The organisation applying to host the event ('event organiser') must meet the Australian Taxation Office's definition of a not for profit organisation.
- Organisation location: The event organiser must be located within the Port Stephens LGA, or conduct the majority of its operations within the Port Stephens LGA.
- Insurance: The event organiser must hold all relevant insurances for the hosting of events on public land.
- Event size and impact: The fee free category will only be applied to low impact events, where expected patronage does not exceed 500 people.
- Event type: The event must be open to the community with no admission fee charged.
- Hard Costs: All hard costs (electricity, traffic management/road closures, waste & rubbish etc.) associated with an event, no matter its fee status, will be passed onto the event organiser. Only administration and site fees will be waived as part of this program.

A discussion paper detailing the factors considered in response to events run by community or not for profit groups is included as **(ATTACHMENT 2)**. By adopting the policy, Council is also endorsing the detail outlined as Option 2 ('Fee Waiver Program for Specified Events') in the discussion paper.

Sporting activities governed by Sports Facility User Agreements (SFUA's) are exempt from the draft Policy. SFUA's cover sporting clubs for activities including regularly scheduled competition fixtures and training, presentation days, gala days, as well as casual sporting use of sportsgrounds consistent with the purpose of the venue, have an estimated attendance of less than 500 people, and do not involve mechanised amusements. Other exempt activities include commercial operations (e.g. personal trainers), regular markets, footway dining, busking, collections, raffles and other fundraising activities, and events held on more than 52 days per calendar year. All such activities are governed by other Council processes, agreements or Policies.

The endorsement of the draft Events policy will provide clarity and support to event organisers, including those operating on a not for profit or community basis, whilst also supporting Council staff in the management of the event approval process.

FINANCIAL/RESOURCE IMPLICATIONS

This policy will have no additional resource implications outside of established process and budgets, however some loss of income is anticipated as a result of the establishment of a fee free category for events run by community or not for profit organisations.

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes		Current section and unit budget.
Reserve Funds	No		
Section 94	No		
External Grants	No		
Other	No		

LEGAL, POLICY AND RISK IMPLICATIONS

The draft Events Policy will assist the facilitation of events held on Council owned and managed land greatly improving compliance and risk management with event approval issued under the *Local Government Act 1993*.

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?
There is a risk that without an Events Policy in place Council and our community may be exposed to increased liability and therefore litigation.	Medium	Adopt the recommendations.	Yes
There is a risk that events will have a negative impact on core user groups of sporting facilities.	Low	Adopt the recommendation.	Yes
There is a risk that events will have a negative impact on the physical conditions of sporting facilities.	Low	Adopt the recommendation.	Yes

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

The economic benefit from events provides direct financial support to our tourism industry and business community. Events held on sporting facilities have also historically provided an income stream to Council's sports councils which is diverted through the sports councils for investment back into those facilities. This practice will continue via cooperation between the sports councils, Tourism & Events, and Community & Recreation units.

Events are recognised for the valuable contribution they make to the vibrancy and culture of the Port Stephens community.

Sustainable event practice is considered in all event approvals under this draft policy to protect our natural environment and public reserves.

CONSULTATION

Both internal and external consultation took place in the development of the draft Events Policy including a working group consisting of the Group Manager Development Services, the Communications Manager, and an internal Council working party. Councillors have also been consulted with opinions sought on a fee free category for community events.

Preliminary consultation has occurred with sports councils with more detailed consultation to take place during the exhibition period. External consultation has also taken place with Destination Port Stephens.

OPTIONS

- 1) Adopt the recommendations;
- 2) Amend the recommendations;
- 3) Reject the recommendations.

ATTACHMENTS

- 1) Draft Events Policy.
- 2) Discussion Paper – Factors considered in developing the approach to fee-free community events.

COUNCILLORS ROOM

Nil.

TABLED DOCUMENTS

Nil.

ATTACHMENT 1
Draft Events Policy



POLICY

Adopted: "[CLICK HERE, INSERT DATE]"

Minute No: "[CLICK HERE, INSERT MINUTE NO.]"

Amended:

Minute No:

FILE NO:

TITLE: EVENTS POLICY

RESPONSIBLE OFFICER: TOURISM & EVENTS COORDINATOR

BACKGROUND

Port Stephens Council (Council) recognises the economic and social benefits that events provide the community. Not only do events provide a benefit to the local community, businesses and visitors, Council also recognises the important role it plays in ensuring these events are conducted in a safe and environmentally sustainable way.

The development of the viable and prosperous events industry is important to the long term sustainability of the Port Stephens economy and as such requires clear framework and guidelines to manage the assessment, approval and delivery of events in the region.

OBJECTIVE

The objective of this policy is to state Council's position around the attraction, facilitation and delivery of events held on Council owned and managed land, and to provide a framework of key principles used to guide decision making.

PRINCIPLES

The following principles will guide our consideration and decision making around the facilitation of appropriate events across the local government area.

- 1) Council's approach to the assessment, approval and delivery of events on Council owned and managed land will reflect its vision of ensuring 'A great lifestyle in a treasured environment' for the community as a whole.
- 2) Events are recognised for the valuable contribution they make to the vibrancy and culture of the Port Stephens community.
- 3) The use of public space for events is balanced against the community's right to access to parks and open space for the purposes of recreation.

- 4) Council encourages events that offer the potential to showcase Port Stephens as a tourism destination, or the potential to encourage economic growth for and through tourism.
- 5) Council encourages events that offer the potential to activate communities across the wider local government area, or to grow local businesses and industries.
- 6) Council encourages events that support the development of the Port Stephens community, that build the capacity of people, that foster local talent, or recognise artistic and cultural strengths evident within the local government area.
- 7) Event approvals are provided on a per-event basis. Multi-year or recurring events may require separate approval prior to each event being held.
- 8) Events are approved on the proviso they do not negatively or adversely affect existing local traders, core users of sporting facilities, or other planned or approved events as judged by the Council.
- 9) Council's support for events is strategic in nature with procurement of events only undertaken where there is considered at net benefit to Council.
- 10) Council will actively seek to attract events outside of the peak tourist season (December – February) in an effort to support existing industry and develop year-long visitor and tourist product throughout the community.
- 11) Council reserves the right to support low impact events run by community or not for profit groups through the application of a special fee-free category.
- 12) Council will assess event applications in accordance with these principles and the criteria set out in its Event Guidelines.

POLICY STATEMENT

Port Stephens Council will actively pursue and facilitate events that provide economic and community benefit, enhance our local culture and ensure the safety of people and place. The success of this policy will be measured by the number of events approved per annum, the economic benefit provided, the reduction (or elimination) in the incidence of non-compliant events.

This policy applies to all outdoor events in Port Stephens whether they are public or privately managed. It applies to all applications from bodies or individuals (external to Council) for events held on Council owned and managed outdoor space and public reserves, with the exception of the following:

- Community sporting club activities (competition games, training, gala days & presentation days) at sporting facilities, or casual sporting use of sportsgrounds consistent with the purpose of the facility (governed by and defined within the Sports Facility User Agreements)
- Activities deemed as commercial operations (e.g. Personal trainers)
- Regular Markets
- Footway Dining
- Busking, collections, raffles or other fundraising activities
- Events that exceed 52 days in one calendar year

RELATED POLICIES

- Community and Cultural Markets Policy
- Advertising signs Policy
- Alcohol in Parks and Reserves Policy
- Mobile Food Vending Vehicle Policy
- Temporary Structures on Footways Policy
- Corporate Sponsorship Policy
- Sports Ground Generic Plan of Management
- Pricing Policy
- Event and Activity Procedure

SUSTAINABILITY IMPLICATIONS

SOCIAL IMPLICATIONS

Well managed events are an important part of the development of vibrant, sustainable local communities, contributing to the community social fabric.

ECONOMIC IMPLICATIONS

The attraction, procurement and facilitation of events has become an important way for Council to support and encourage local economic development, leading to infrastructure and facility improvements. Events held on sporting facilities have also historically provided an income stream to Council's sports councils which is diverted through the sports councils for investment back into those facilities. This practice will continue under this policy via cooperation between the sports councils, Tourism & Events, and Community & Recreation units.

ENVIRONMENTAL IMPLICATIONS

Poorly managed events can result in significant environmental harm. Council has an important role in identifying opportunities, providing support and resources to ensure events are conducted in a safe and environmentally sustainable way.

RELEVANT LEGISLATIVE PROVISIONS

- Port Stephens Local Environmental Plan 2013
- Local Government Act 1993
- Roads Act 1993
- Food Act 2010

IMPLEMENTATION RESPONSIBILITY

Tourism and Event Coordinator

PROCESS OWNER

Communications Section Manager

REVIEW DATE

March 2017

ATTACHMENT 2

Discussion Paper – Factors considered in developing the approach to fee-free community events

Discussion Paper – Fee Free Categories for Events run by Community, Charity & Not for Profit Organisations November 2014

Background

The implementation of the one Council approach to the assessment and approval of events on Council owned or managed land in January 2013 represented a significant step forward in how the organisation approached this issue.

However, the approach also led to a number of unintended consequences, particularly around the administration of events conducted by community, not for profit, school and charity organisations. This issue was subject to a Notice of Motion from Councillor Peter Kafer (10/12/2013, File No: A2004-0217) calling for 'consideration of a category for waiving fees for community and not for profit groups when holding community events on Council land'.

Considerations & definitions

In considering potential ways to address this issue, many factors had to be considered. Not only do events – particularly public events held for the benefit of the wider community, as opposed to events such as weddings, which are also licensed under this process – provide significant financial benefit back into the local economy, they also provide an income stream, a significant portion of which is directed back into the upkeep and maintenance of Council managed public spaces.

It was important in developing this approach to adopt a consistent, transparent definition of what constitutes a community, or not for profit, organisation. Without doing so, it would be difficult for staff to make consistent decisions and therefore satisfy event organisers or the wider community. According to the Australian Taxation Office (ATO), 'not for profit' organisations include:

- church schools
- churches
- community child care centres
- cultural societies
- environmental protection societies
- neighbourhood associations
- public museums and libraries
- scholarship funds
- scientific societies
- scouts
- sports clubs
- surf lifesaving clubs
- traditional service clubs

Source: <https://www.ato.gov.au/Non-profit/Getting-started-for-non-profit-organisations/Is-your-organisation-non-profit/>

However, the line between 'not for profit', 'charity' and 'community' organisations is blurred. Organisations in Australia are traditionally separated into three distinct groupings – not for profit, government and business. Public schools (primary and secondary) for example are considered government organisations, while church schools have not for profit status. Charities are also seen as a sub-segment of the not for profit sector.

As such, the above listing of not for profit organisations may not adequately meet community or councillor expectations around the type of organisation that should qualify for event fee relief. In order to adequately address this, it is critical to adopt a 'like for like' approach, particularly in situations such as schools, where it is the opinion of staff that government and non-government schools should both be considered 'not for profit' for the purposes of this policy. However, an event run by a government department (or similar) should not be considered for fee relief.

Cost Implications

In 2013, Port Stephens Council raised approximately \$78-thousand from site hire and administration fees from events. A vast number of those events were run by groups that fall into the overall category of 'community and not for profit', contributing an estimated \$50-thousand out of the overall income amount.

Options Considered

Four options were considered in seeking to address the community events fees issue.

The options listed were developed in consultation with management and also colleagues at neighbouring Councils, at the City of Newcastle and Lake Macquarie City Council.

This is an issue that is uniform to all three Councils as it is in the wider local government setting. Consultation was undertaken in order to determine how each Council approached the challenge and also with an eye to regional uniformity where possible.

The options considered are as follows:

Approach	Type of event organiser	Type & size of event	Cost to Council (est.)
Waive all fees for all not for profit groups	Any community organisation.	Any event impact/size.	\$50,000 per annum in lost event fees. <i>Asset-related hard costs (electricity, waste services etc.) unknown.</i>
Fee Waiver Program for specified events	Port Stephens-based not for profit/community organisations, or those that conduct a significant amount of activity within the Port Stephens LGA.	Low impact (500 or less attendees). Minimal to no draw on additional Council services (bins, traffic management etc.)	\$10,000 per annum in lost event fees. <i>Any and all asset-related hard costs (electricity, waste services etc.) passed onto organisers.</i>
Reduced Fixed Fees	Port Stephens-based not for profit/community organisations.	Any event impact/size.	\$20,000 per annum in lost event fees. <i>(Calculations based on application of a flat site hire fee of \$150 & flat administration fee of \$55, which is the current fee structure in place for low impact community events.)</i>
Event Related Grant Program	Port Stephens-based not for profit/community organisations.	Any event impact/size.	Unknown. Would require additional staff time to administer grant program in addition to licensing events.

Pros & Cons – by option

Option 1. Waive fees for all not for profit groups

Pros: Simplicity for staff; Significant reduction or eradication of complaints to Councillors; Reduction in draw on ward/Mayoral funds.

Cons: Fails to consider event size & impact on the community, or Council, its facilities & services; Significant loss of income; No drop in staff time related to administration and site maintenance; Increased risk of 'rogue' or non-compliant events.

Summary: Adopting this option would mean large events such as the Aboriginal Rugby League Knockout and Blue Water Country Music Festival would be fee-free. Council costs however would not change as facilities still need to be prepared and remediated while approvals and process still need to be followed to ensure a safe and low risk event.

Option 2. Fee waiver program for specified events

Pros: Provides fee relief for Port Stephens-based not for profit/community organisations, or those that have a significant presence in the area; Likely significant decrease in complaints/requests for Councillor reimbursement of fees; Differentiates between events by size and impact; Provides clarity to staff; Provides outcomes without significant bottom line impact.

Cons: Medium impact events would still be charged fees, and therefore some risk of complaint/request for reimbursement would remain.

Summary: Preferred option on account of providing desired outcomes whilst minimising cost and risk implications to Council. Care will be taken to ensure policy statement and guidelines provide clarity for Councillors, event organisers, the community, and Council staff.

3. Reduced fixed fees

Pros: Simplicity for staff; Likely reduction in complaints to Councillors; Anticipated reduction in draw on ward/Mayoral funds.

Cons: Loss of event income, without reduction in staff time in terms of administration and site maintenance; Fees would still be applied, and therefore risk of complaint/request for reimbursement would remain.

Summary: Currently, a fixed \$55 administration fee is applied to events run by Port Stephens-located community groups and registered charities, a 63% reduction in event administration fees charged to such groups in 2013/14. The majority of events conducted by this cohort are considered low impact (≤ 500 attendees), which are currently subject to site hire fees of \$150 per day. Fixing this cost at \$150 per day however for larger events (such as Tastes at the Bay or the Aboriginal Knockout, amongst others) would result in losses for Council in the vicinity of \$20-thousand per annum in event fees alone, with further losses relating to staff time in the assessment and approval of events, as well as maintenance costs maintain and repair event sites.

Option 4. Event related grant program

Pros: Simplicity for staff in assessing events.

Cons: Added staff time required to administer grant program; No drop in staff time related to administration and site maintenance; Creates another Council grants program requiring budget allocation.

Summary: Taking this approach would place the onus on the event organiser to apply for funding in a proactive manner, and would also provide staff with a structured process to follow with clear assessment guidelines. However, time would be required to run the grants program and new governance & reporting mechanisms established. As a result, this option is not recommended as it would likely result in added cost as opposed to added value.

Recommendation:

1. That a clause supporting **Option 2: Fee Waiver Program for specified events** be included in the draft Events Policy.

Ross Smart
Communications Section Manager

ITEM NO. 2

FILE NO: PSC2015-00060

POLICY: HERITAGE POLICY AND HERITAGE SIGNS AND TRAILS GUIDELINES

REPORT OF: TIM CROSDALE - STRATEGY AND ENVIRONMENT SECTION MANAGER
GROUP: DEVELOPMENT SERVICES

RECOMMENDATION IS THAT COUNCIL:

- 1) Endorse the draft Heritage Policy (**ATTACHMENT 1**);
- 2) Endorse the draft Heritage Signs and Trails Guidelines (**ATTACHMENT 2**);
- 3) Place the draft Heritage Policy and Heritage Signs and Trails Guidelines on public exhibition for 28 days, and should no submissions be made, adopt the Heritage Policy and Heritage Signs and Trails Guidelines.

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COMMITTEE OF THE WHOLE RECOMMENDATION

	Councillor John Nell Councillor Chris Doohan
	That the recommendation be adopted.

MOTION

056	Councillor Paul Le Mottee Councillor Chris Doohan
	It was resolved that Council: <ol style="list-style-type: none"> 1) Endorse the draft Heritage Policy (ATTACHMENT 1); 2) Endorse the draft Heritage Signs and Trails Guidelines (ATTACHMENT 2); 3) Place the draft Heritage Policy and Heritage Signs and Trails Guidelines on public exhibition for 28 days, and should no submissions be made, adopt the Heritage Policy and Heritage Signs and Trails Guidelines.

BACKGROUND

The purpose of this report is to recommend to Council the adoption of the Heritage Policy and associated Heritage Signs and Trails Guidelines.

There are currently 170 items of known heritage significance in the Port Stephens local government area, which are protected through heritage listing under the Port Stephens Local Environment Plan 2013. The listed heritage items include a number of unique and valuable items, some of which date back to early settlement.

Port Stephens also has significant Indigenous heritage throughout the region, including scarred trees, significant ceremonial and spiritual places. These are listed on the Aboriginal Heritage Information Management System (AHIMS) maintained by the NSW Office of Environment and Heritage (OEH) and include:

- Information about Aboriginal objects that have been reported to the Director General, Department of Premier and Cabinet;
- Information about Aboriginal Places which have been declared by the Minister for the Environment to have special significance with respect to Aboriginal culture;
- Information contained within archaeological reports.

Items of State heritage significance are listed on the NSW State Heritage Register and owners of these properties also need approval for certain types of development from the Heritage Council of NSW, as integrated development under Section 91 of the Environmental Planning and Assessment Act 1979.

Council's policies, Local Environment Plan and Development Control Plan provide guidance for land use and development. These policies and plans consider the presence of and impacts on Indigenous and non- Indigenous heritage.

Council's Local Environment Plan (LEP) provides a legislative planning framework for management of the region's heritage and lists items of local and state heritage significance in Schedule 5 of the LEP.

While the LEP provides legislative support to local heritage, the purpose of this policy is to articulate an overarching commitment to recognise, protect and promote tangible and intangible, Indigenous and non-Indigenous heritage, which supports more specific strategies that Port Stephens Council would use to guide heritage management (for instance, the draft Heritage Strategy 2014-2017). The Heritage Signs and Trails Guidelines are another example of an operational outcome from the policy.

The draft Heritage Strategy 2014-2017 meets the requirements of the NSW Heritage Office 3 year funding agreement under the Local Government Heritage Management Program (LGHMP). This program half funds Council's Local Heritage Assistance Fund. The purpose of the Fund is to provide an incentive for individuals and community groups to become involved in conserving local heritage. Council currently receives \$7,000 from the Program, which is matched by Council. Council's 355C Heritage Advisory Committee is responsible for its disbursement.

Other State and Federal legislation also provides support. For instance, Part 4 of the Environmental Planning and Assessment Act requires the consent authority to take into consideration the impact of development on Aboriginal Heritage. The Heritage Act also protects the State's natural and cultural heritage and the National Parks

and Wildlife Act and Regulations contain penalties for the offence of harming or desecrating an Aboriginal object.

As the tier of government closest to the community, Council has a unique responsibility to promote, protect and educate people about the heritage of the region.

The heritage policy will provide the overarching framework for the draft current heritage strategy. It will also support the implementation of the proposed heritage signs and trails guidelines. These guidelines will assist Council develop a consistent system of information panels to promote the heritage of the area that meets the community's needs. It will also support the development of cultural tourism opportunities in the region.

The adoption of this policy will also assist Council in applying for external funds for specific heritage projects.

Heritage signs and trails guidelines

The aim of the guidelines is to provide a consistent approach to the promotion of the region's heritage and reduce clutter from a disparate range of signs. Three types of signs are proposed that vary in size and amount of content.

There is potential for the signs to link into a page on Council's website, be developed as brochures and self-guided tours and possibly a mobile phone app in the future.

It is envisaged that the heritage signs and trails system would link into a broader integrated signage system in the Port Stephens region, encompassing gateway signage, tourism and interpretative signs. The development of heritage awareness also attracts a different demographic of visitor to the region that like to travel during low season, off peak periods.

FINANCIAL/RESOURCE IMPLICATIONS

Costs associated with the implementation of the Heritage Policy are covered in the 2014-2015 budget and will be subject to standard organisation budget review procedures and approvals. Council's Local Heritage Assistance grants program is also currently funded through operational funds, matched by OEH.

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes	7,000	Local Heritage Assistance grants.
Reserve Funds	No		
Section 94	No		
External Grants	Yes	7,000	Council's contribution is matched dollar for dollar by a

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			grant program from OEH to a maximum of \$7,000.
Other	No		

LEGAL, POLICY AND RISK IMPLICATIONS

There are no foreseen legal or policy implications as a result of the proposed recommendation.

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?
There is a risk that Council's reputation may be damaged as a result of decisions made in relation to heritage matters without a clear policy.	Low	Adopt Heritage Policy.	Yes
There is a risk the unauthorised signs and trails will proliferate in the region, providing inaccurate information and littering the landscape.	Medium	Adopt Heritage signs and trails guidelines.	Yes

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

Council's recognition of our region's heritage supports the work on many volunteers who research and store information about the region. The policy and guidelines provide a systematic way to recognise, protect and promote Indigenous and non-Indigenous heritage, providing ways to increase community understanding and cohesion and supporting cultural tourism.

CONSULTATION

- 1) Councillors Le Mottee, Tucker and Jordan;
- 2) Port Stephens 355C Heritage Advisory Committee;
- 3) Port Stephens 355C Strategic Arts Committee;
- 4) Port Stephens Cultural Interagency;
- 5) Port Stephens 355C Aboriginal Strategic Arts Committee;
- 6) Lower Port Stephens Chamber of Commerce and Industry;
- 7) Nelson Bay and District Business Association ;
- 8) Destination Port Stephens;
- 9) Relevant Council staff.

OPTIONS

- 1) Adopt the recommendations;
- 2) Amend the recommendations;
- 3) Reject the recommendations.

ATTACHMENTS

- 1) Draft Heritage Policy;
- 2) Draft Heritage Signs and Trails Guidelines.

COUNCILLORS ROOM

Nil.

TABLED DOCUMENTS

Nil.

ATTACHMENT 1
Draft Heritage Policy



POLICY

Adopted: "[CLICK HERE, INSERT DATE]"
Minute No: "[CLICK HERE, INSERT MINUTE NO.]"

FILE NO: PSC2015-00060
TITLE: HERITAGE POLICY
RESPONSIBLE OFFICER: TIM CROSDALE - STRATEGY AND ENVIRONMENT
SECTION MANAGER

BACKGROUND

Heritage is a key element of Australia's identity. It reflects our Indigenous and non-Indigenous spirit and ingenuity through our cultural, built and unique, living landscapes. Heritage is a legacy from our past, informing present and future operations.

The Port Stephens local government area encompasses a rich Indigenous and European history. It is the land of the Worimi people with the area being first noted by Europeans in May 1770. Considerable Indigenous and non-Indigenous land and marine history has been documented in the region, ranging from a vibrant fishing industry, trade and establishment of towns, villages and agricultural activity.

Port Stephens Council is committed to ensuring systems are in place to assist in the recognition, protection and promotion this valuable heritage, much of which is maintained by community organisations, volunteers and property owners.

OBJECTIVE

To assist in the recognition, protection and promotion of Indigenous and European heritage in the Port Stephens area.

PRINCIPLES

- 1) Assist in the conservation, protection and interpretation of local heritage;
- 2) Recognise and respect heritage, both Indigenous and non-indigenous;
- 3) Celebrate places, buildings, landscapes and stories of our local communities that provide a link to our nation's heritage;
- 4) Develop partnerships and provide initiatives that enable practical actions to protect and manage heritage places;

- 5) Establish consistent methods of managing heritage matters between Council and the community that are in line with local, State and Federal legislation; and
- 6) Consult with relevant Indigenous and non-indigenous communities.

POLICY STATEMENT

- 1) This policy provides a statement of commitment that supports heritage activities in the Port Stephens region. This includes the environmental heritage of Port Stephens, conserving heritage items and heritage conservation areas (including associated fabric, settings and views), archaeological sites and Aboriginal objects and Aboriginal places of heritage significance.
- 2) This Policy applies to land and infrastructure owned by Council or where Council has been appointed trust manager of Crown reserves. It also recognises Council's role in supporting the preservation of significant heritage, including those privately owned, through Council's Local Environmental Plan.

RELATED POLICIES

Local Environmental Plan 2013
Development Control Plan 2013
Port Stephens Cultural Plan 2015-2018
Draft Port Stephens Council Heritage Strategy 2014-2017
Draft Heritage Signs and Trails Guidelines 2015

SUSTAINABILITY IMPLICATIONS

SOCIAL IMPLICATIONS

Opportunities to retain local history in a way that positively influences social connections and place making in communities.

ECONOMIC IMPLICATIONS

Positive implications in the economic benefit gained from cultural heritage tourism.

ENVIRONMENTAL IMPLICATIONS

Both the physical and built environment is valued and maintained for the future.

RELEVANT LEGISLATIVE PROVISIONS

- 1) Aboriginal and Torres Strait Islander (Heritage Protection) Act 1984 (Common.)
- 2) Environmental Planning and Assessment Act 1979 (NSW)
- 3) Environment Protection and Biodiversity Conservation Act 1999 (Common.)
- 4) Local Government Act 1993 (NSW)
- 5) National Parks and Wildlife Act 1974 (NSW)
- 6) Heritage Act 1977 (NSW)
- 7) Australia ICOMOS Burra Charter 1999

IMPLEMENTATION RESPONSIBILITY

- 1) The Strategy and Environment Section Manager is responsible for the implementation of this Policy.
- 2) Council's 355c Heritage Advisory Committee provides advice to Council on heritage matters.
- 3) Civil Assets Section is responsible for approval of works on Council owned land.

PROCESS OWNER

Strategy and Environment Section Manager.

REVIEW DATE

Biennial review from date of adoption.

ATTACHMENT 2

Draft Heritage Signs and Trails Guidelines



HERITAGE SIGNS AND TRAILS GUIDELINES

FOR THE APPROVAL AND INSTALLATION OF HERITAGE SIGNS AND TRAILS IN PORT STEPHENS

1. PURPOSE OF THESE GUIDELINES

To provide a simple, consistent, safe and durable signage system, Port Stephens Council has developed design templates for heritage signs. This includes a heritage logo, which identifies the sign as a Port Stephens heritage sign.

These guidelines are to assist members of the community apply for, and if approved, install signage. These guidelines should be read in conjunction with the Port Stephens Heritage Policy.

All signs approved by Council will be produced using standardised templates and installed by Council. They become the property of Council, maintained by Council. Should a sign become deteriorated beyond repair, it will be removed. A replacement may be funded by Council, although original applicants will be encouraged to finance a replacement.

Approved signs will be listed on Council's heritage sign register on Council's website and may be part of authorised heritage trails.

Groups or individuals may apply to create heritage signs and trails.

There are three types of signs – markers, panels and information boards. All signs accepted by Council will be produced using Council templates and installed by Council.

The information may pertain to sites that are listed on local (Council's LEP) and state registers such as the State Heritage Inventory (SHI), the State Heritage register or National Trust of Australia NSW listings. It may also include information about people or groups who significantly contributed to the history of the region.

The installation of a Port Stephens heritage sign has not legislative standing. Signs become the property of Council.

Applications for heritage signs and trails must be supported by Council's heritage advisor or another heritage specialist such as a local historical society or local Aboriginal land council, to ensure their historical significance.

PORT STEPHENS COUNCIL

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Raymond Terrace NSW 2324

PO Box 42
Raymond Terrace NSW 2324

Phone: 02 4980 0255
Email: council@portstephens.nsw.gov.au

www.portstephens.nsw.gov.au

2. TYPES OF SIGNS

Heritage signs in the Port Stephens consist of:

- markers;
- panels;
- information boards.

All signs are made of etched anodized aluminium (black on silver), can be easily replaced if damaged and will be listed on a register maintained by Port Stephens Council on its website.

2.1 Markers

A heritage marker consists of:

- The Port Stephens heritage logo;
- A unique identifying number;
- Up to 50 words of text or 20 words of text and one image;
- A link to Council's heritage page on its website;
- Space for acknowledgment of grant or sponsor;
- Size - approximately 150mm w by 200mm h with post or wall mount; and
- *Indicative cost to be inserted once a suitable supplier is selected.*

A marker may mark a specific event, activity or an individual or a group of people associated with one building or site. A marker may also commemorate the wider historical associations of a building or site.

When a marker is used in association with a heritage trail, it should be installed on the left side of the trail's direction of travel.

It can be mounted on a wall or a building, a post or low retaining wall.

2.2 Panels

A heritage panel consists of:

- The Port Stephens heritage logo;
- A unique identifying number;
- Up to 500 -600 words of text and 6-8 images
- A link to Council's heritage page on its website;
- Space for acknowledgment of grant or sponsor;
- Size - approximately 800mm w by 600mm h with two posts; and
- *Indicative cost to be inserted once a suitable supplier is selected.*

It can provide information about important buildings, sites or places that are listed on local (Council's LEP) and State registers such as the State Heritage Inventory (SHI), the State Heritage register or National Trust of Australia NSW

listings. It may also include information about people or groups who significantly contributed to the history of the region. It may include a timeline of activities.

It is not seen as an exhaustive information source but provide a brief outline.

It can be mounted on a wall or a building, a post or low retaining wall.

When attached to a building, the panel should be seen from the street. It will be fixed so that building fabric is not damaged, and that Panels may be easily attached and removed. Roof signs and projecting wall signs above awning level are not permissible.

2.3 Information boards

A heritage information board is usually installed in a rest area or park shelter.

It consists of:

- The Port Stephens heritage logo;
- A unique identifying number;
- A. *Etched anodized aluminium (black on silver)*
 - 10 images and a paragraph about each plus introductory text
 - A link to Council's heritage page on its website;
 - Space for acknowledgment of grant or sponsor;
 - Size – 1200mm w by 1200mm h with two posts; and
 - *Indicative cost to be inserted once a suitable supplier is selected.*
- B. *Full colour polycure*
 - 10 -12 images and a paragraph about each plus introductory text
 - A link to Council's heritage page on its website;
 - Space for acknowledgment of grant or sponsor;
 - Size – 2400mm w by 1200mm h with two posts; and
 - *Indicative cost to be inserted once a suitable supplier is selected.*

3. HERITAGE TRAIL

A heritage trail is a route linking significant points of interest of the area's heritage. Some trails incorporate markers or signs to provide additional information.

The objectives of a heritage trail are:

- Increase general awareness of the local heritage;
- Promote the area's history to residents and visitors; and
- Provide educational opportunities.

A heritage trail could be explored as a guided tour or in a self-guided form. It could be promoted as a pamphlet, online and by other digital devices.

It is recommended that a trail should be no longer than 5 km and include no more than 10 points of interest (markers or signs).

Heritage signs can be used along a heritage trail.

Applicants are encouraged to produce a brochure and digital information to support the trail. This should include a locality map, details of the organisation responsible for producing the walk (and their contacts), date of publication etc.

4. FUNDING

All signs and trails (their production and installation) are to be fully funded by the applicant by private funds, a grant, donation or sponsorship. Indicative costs are listed above and applicants are encouraged to contact Council's Community and Recreation Liaison Officer or the current Fees and Charges Schedule for the actual cost at the time of application.

Commercial sponsorships are permissible.

Signs funded by grant or sponsorship funds will have space for a logo and text "Supported by...". Size of this text and logo is determined by the design of the sign.

5. APPROVAL PROCESS FOR SELECTION OF SIGNS AND TRAILS

Council's approval is required for the content and installation of any sign or trail.

Approval of heritage signs and trails will be made by an assessment process. Applications can be made at any time of the year.

An application form is attached. The application process is:

5.1 Contact Port Stephens Council's Community and Recreation Liaison Officer - through Customer Service on 4980 0255 to initially discuss your project.

5.2 Complete application form that includes the following:

- Name and details of site and a map if available;
- Indicate whether it is Marker, Panel, Board or Trail;
- Text Information and photo (if applicable) to be used;
- Photo to be 100% finished print size at 300dpi, jpg file format.

5.3 Attach supporting documentation:

- Supporting letter with historical content approval from Council's heritage advisor or another heritage specialist (e.g. a local historical society);
- Details of the benefits to community;
- Historical content and photographs to include references to original material and authors;

- Copyright permission (if applicable for any text or images);
- Written approval from site owner for installation of signs and trails – in the case of Council owned land, contact Council's Park & Waterways Asset Co-ordinator;
- Evidence that the proposal is fully funded.

This process is competitive and Council will not consider an incomplete application.

Council will not fund the installation of additional walkways or upgrade of existing paths for a proposed trail.

Applications will be considered by Council's Heritage Advisory Committee and Council's Heritage Advisor.

Application forms are available on Council's website at www.portstephens.nsw.gov.au

Once a sign has been approved, it will be produced and installed by Council's contractor.

Signs become the property of Council. Council will maintain the signs.

6. EXISTING SIGNS

Council is aware that a number of heritage signs already exist in the region. It is anticipated that these signs will be replaced over time to bring them in line with Council's heritage signs system. These will be considered on a case by case basis. Community members are encouraged to apply to have them converted to Council's heritage signs system.

Any heritage sign that have not been approved by Council may be removed by decision of the General Manager.

7. RELATED POLICIES AND GUIDELINES

- Draft Port Stephens Heritage Policy;
- Specification Guidelines for Proposed Work on Council Owned Land;
- Port Stephens Advertising Signs in Road Reserves Policy;
- Draft Port Stephens Heritage Strategy 2014- 2017.

Contact

Port Stephens Council

Tel 4980 0255

council@portstephens.nsw.gov.au

Review Date

April 2017

References

- *Guidelines for Heritage Trails*, Heritage Information Series, NSW Heritage Office, 1995
- *Local Government Heritage Guidelines*, NSW Heritage Office, 2002

ITEM NO. 3

FILE NO: T01-2015

T01-2015 SANDY POINT/CONROY PARK FORESHORE EROSION & DRAINAGE MANAGEMENT PLAN

REPORT OF: TIM HAZELL – FINANCIAL SERVICES SECTION MANAGER

GROUP: CORPORATE SERVICES

RECOMMENDATION IS THAT COUNCIL:

- 1) That pursuant to section 10A(2)(d) of the *Local Government Act, 1993*, the Council resolve to close to the public that part of its meetings to discuss Item 3 on the Ordinary Council agenda namely **T01-2015 Sandy Point/Conroy Park Foreshore Erosion & Drainage Management Plan**.
- 2) That the reasons for closing the meeting to the public to consider this item be that:
 - i) The report and discussion will include details of commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the tenderers; and
 - ii) In particular, the report includes confidential pricing information in respect of **T01-2015 Sandy Point/Conroy Park Foreshore Erosion & Drainage Management Plan**.
- 3) That on balance, it is considered that receipt and discussion of the matter in open Council would be contrary to the public interest, as disclosure of the confidential commercial information could compromise the commercial position of the tenderers and adversely affect Council's ability to attract competitive tenders for other contracts.
- 4) That the report of the closed part of the meeting is to remain confidential and that Council makes public its decision including the name and amount of the successful tenderer in accordance with Clause 179) of the *Local Government (General) Regulation 2005*.
- 5) That Council endorse Whitehead & Associates as the successful tenderer.

ORDINARY COUNCIL MEETING – 24 MARCH 2015

COMMITTEE OF THE WHOLE RECOMMENDATION

	Councillor John Nell Councillor Sally Dover
	That Council endorse Whitehead & Associates as the successful tenderer.

MOTION

057	Councillor Paul Le Mottee Councillor Chris Doohan
	It was resolved that Council endorse Whitehead & Associates as the successful tenderer.

BACKGROUND

The purpose of this report is to approve the appointment of Whitehead & Associates to complete the Sandy Point/Conroy Park Foreshore Erosion and Drainage Management Plan.

The Sandy Point/Conroy Park area in Corlette represents one of the most actively eroding areas in the Port. Since the 1950's it is estimated that 50m of foreshore reserve has disappeared. Numerous attempts have been made by both Council and residents to address the erosion issues. These have included rock revetment, sea walls and masonry walls which are all in various states of disrepair and none are functioning effectively. The seawall at the eastern end of Sandy Point is sinking and homes are being threatened during storm events in which waves go over the top of the seawall and inundate the reserve through numerous illegal boat ramps.

The historical construction of three rock groins to trap lateral sand movement and protect drainage infrastructure has resulted in significant beach erosion at the end of the wall and the creation of a significant drop, or beach scarp, in front of Conroy Park. To address this in 2013 Council undertook sand nourishment and installed 80 geotextile bags to protect the foreshore. This represented a short term fix with erosion now occurring behind and to the west of the bags. A long-term solution is vital.

The completion of this tender will develop a plan for the holistic sustainable management and long-term protection of the foreshore, its homes, the Conroy Park Beach and the immediate aquatic environment. This will also include improved design of the stormwater outfalls. It is envisioned this will deliver an environmentally sensitive solution that manages the current erosion issues in harmony with the local environment and public pressure on the site. Without proper investigation and planning this area will continue to be a focus of community angst and financial drain on Council.

The consultant will be required to undertake the following:

- 1) A hazard/condition assessment of the existing seawalls, boat ramps and groins;
- 2) A study of all coastal processes (waves, wind, swell, tides etc.) affecting sand movement and their summary in a conceptual model;
- 3) A hydrological study of the catchments associated with the four included stormwater outfalls;

- 4) Present three concept designs for the management of the project area, including a triple bottom line assessment. All proposals will also include an adaptation plan to be triggered in the event of sea-level rise;
- 5) Extensive community consultation program involving mail outs, one-on-one interviews and community briefings.

The Office of Environment & Heritage has recognised the significance of the erosion threat in this area to both infrastructure, private residents and the ecology of the shoreline by providing 50% of the project costs to develop a long-term erosion management plan.

This project is identified as a high priority by the Port Stephens Foreshore Management Plan meeting five of its management actions. It also meets the following objectives of the Community Strategic Plan:

- 8.1 Provide passive and active recreation and leisure services and facilities;
- 9.1 Manage the natural environment for existing and future generations;
- 11.1 Balance the environmental, social and economic needs of Port Stephens for the benefit of the present and future generations;
- 15.1 Port Stephens Council's services and assets are sustainable in the longer term;
- 16.1 Port Stephen's infrastructure and utilities meet the needs of all sections of the community;
- 18.1 The Port Stephens community is informed and involved in decisions that affect them;
- 19.1 Port Stephens Council is recognised as a leading local government organisation across the state.

A total of twelve (12) tender submissions were received, with tendered prices ranging from \$72,000 to \$169,555 (GST ex) and a spread of scores from the weighted evaluation criteria of between 66 and 87 out of 100. The consultancy that submitted the tender for \$72,000 was judged as non-compliant as they did not fulfil the requirements of the brief.

The weightings agreed for this Tender evaluation were:

Criteria	Weighting
Price	25%
Clear Comprehensive Methodology	25%
Communication Plan	15%
Timeline	15%
Previous Experience	20%

The recommended tenderer, Whitehead & Associates, is an experienced environmental consultancy offering an extensive range of specialised services in environmental engineering, geology and wastewater to government and private sector clients throughout Australia, New Zealand and the Pacific Islands. With Dr David Wainwright joining Whitehead & Associates during 2013, Whitehead & Associates is now able to offer consultancy services in the fields of coastal and

estuarine management, environmental hydraulics and flooding and geomorphology (coastal and fluvial).

Whitehead & Associates works in association with Coastal Environment Pty Ltd. Coastal Environment Pty Ltd is a specialist coastal, estuarine and port engineering consultancy built around the 40 years' experience and expertise of the principal of the company, Doug Lord. The company was founded in 1995, providing specialist services at that time through the NSW Government's Manly Hydraulics Laboratory and to selected private clients. Since 1995, Coastal Environment has undertaken coastal management studies and provided expert coastal advice on projects in all states of Australia.

FINANCIAL/RESOURCE IMPLICATIONS

This tender represents stage one of an Estuary Grant through the Office of Environment and Heritage with a total cost of \$136,095. The total budget of the grant is \$173,500 (GST ex). The remaining funds will be used to develop the preferred concept plan into engineering drawings. Port Stephens Council is contributing 50% of the cost which has been secured within Facilities and Services Capital budget.

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes	86,750	Allocated through Facilities & Services
Reserve Funds	No		
Section 94	No		
External Grants	Yes	86,750	Office of Environment & Heritage
Other	No		

LEGAL, POLICY AND RISK IMPLICATIONS

The tender has been conducted according to Port Stephens Council Procurement Guideline –Tendering.

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?
There is a risk that if the tender is not accepted Council will not be able to implement a long-term solution that addresses economic, social and environmental considerations. The unprotected foreshore	High	Adopt the recommendations.	Yes

will continue to erode, threatening public and private assets; and the existing structures will continue to pose both a public safety and litigation risk.			
--	--	--	--

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

The foreshore in its current state represents a social, economic and environmental risk to Council. The current illegal and failing structures represent a public safety risk and the risk to the assets they aim to protect. The beach in its current eroding state also threatens the environment behind and the near shore seagrass and soft coral communities.

Detailed investigation of the issues affecting the site and a triple bottom line assessment of proposed solutions will give Council the confidence that the best sustainable solution is being selected. This will prevent the ongoing need for small scale short-term solutions which have historically been implemented across the site.

The brief also requires that the designs should include thresholds to indicate the point at which consideration needs to be given to adaptation works in the event of realised sea level rise projections thus creating the most viable current and future option.

CONSULTATION

This tender was assessed by the Coast & Estuary Officer, Parks and Waterways Assets Officer, Civil and Landscape Project Co-ordinator, Drainage and Flooding Co-ordinator and the Senior Natural Resource Officer (Coastal) from Office of Environment & Heritage. The external assessment from OEH was undertaken using their standard template.

A community consultation strategy has been developed as part of the proposal. The initial stages of the project will involve one-on-one interviews with interested neighbouring residents and a wider community questionnaire. This will canvass community designs and concerns regarding the foreshore and possible management options and gather historical information.

After the completion of the assessment of the sites affecting coastal process and hydrological studies a landscape architect will be employed to develop the three proposed concept design in the 3D visualisation to take to the community for public comment. This will involve the distribution of information packages and a public briefing.

It is highly likely that due the high incident of illegal private structures along the foreshore that the most appropriate holistic long-term solution will not satisfy some

adjoining residents. Every effort will be made throughout the project period to acknowledge and address the concerns of neighbouring residents in addition to informing them of the overall factors that have led to the development of the final.

OPTIONS

- 1) Adopt the recommendations;
- 2) Amend the recommendations;
- 3) Reject the recommendations.

ATTACHMENTS – Provided Under Separate Cover (Confidential)

- 1) Weighted Criteria and Methodology Summary.

COUNCILLORS ROOM

Nil.

TABLED DOCUMENTS

Nil.

ITEM NO. 4

FILE NO: T20-2014, PSC2014-02161

T20-2014 BOOMERANG PARK PLAYGROUND DESIGN AND CONSTRUCTION

REPORT OF: TIM HAZELL – FINANCIAL SERVICES SECTION MANAGER
GROUP: CORPORATE SERVICES

RECOMMENDATION IS THAT COUNCIL:

- 1) That pursuant to section 10A(2)(d) of the *Local Government Act, 1993*, the Council resolve to close to the public that part of its meetings to discuss Item 4 on the Ordinary Council agenda namely **T20-2014 Boomerang Park Playground Design and Constructions**.
- 2) That the reasons for closing the meeting to the public to consider this item be that:
 - i) The report and discussion will include details of commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the tenderers; and
 - ii) In particular, the report includes confidential pricing information in respect of the **Boomerang Park Playground**.
- 3) That on balance, it is considered that receipt and discussion of the matter in open Council would be contrary to the public interest, as disclosure of the confidential commercial information could compromise the commercial position of the tenderers and adversely affect Council's ability to attract competitive tenders for other contracts.
- 4) That the report of the closed part of the meeting is to remain confidential and that Council makes public its decision including the name and amount of the successful tenderer in accordance with Clause 179 of the *Local Government (General) Regulation 2005*.
- 5) Declines to accept the tender received.

ORDINARY COUNCIL MEETING – 24 MARCH 2015

COMMITTEE OF THE WHOLE RECOMMENDATION

	Councillor Geoff Dingle Councillor Peter Kafer
	That Council: 1) Decline to accept the tender received.

- | | |
|--|---|
| | 2) A 2 way conversation and site inspection be arranged for Councillors with details and costings of the tender to be included. |
|--|---|

MOTION

058	Councillor Paul Le Mottee Councillor Chris Doohan
	It was resolved that Council: 1) Decline to accept the tender received. 2) A 2 way conversation and site inspection be arranged for Councillors with details and costings of the tender to be included.

BACKGROUND

The installation of a playground at Boomerang Park has been identified in the Boomerang Park Master Plan. The playground is planned to be on a regional scale and provide facilities for locals and visitors alike.

The purpose of this report is to seek approval to negotiate and form a contract or contracts for the construction of the Boomerang Park Playground.

Tenders were advertised in December 2014 and one tender was received. The tender exceeded the funding available for the project.

The options were to develop an alternative approach to completing the work within the available budget or not proceed with the project.

An alternative approach was developed and will entail requesting separate quotations and negotiating contracts for the following items of works:

- Production of a detailed design;
- Clearing of vegetation and levelling of the site;
- Installation of concrete paths and a sandstone seating wall;
- Installation of playground equipment;
- Construction of a landscaped nature play area.

The works can be priced separately and staged so that progress and expenditure can be controlled and maintained within budget. If the scope of works for the full design exceeds the budget, additional funding can be sought before proceeding with further stages.

MINUTES ORDINARY COUNCIL – 24 MARCH 2015

A total of 1 tender submission was received, a summary of which is included as **(ATTACHMENT 1)**. This tender submission was assessed by Council staff.

The weightings agreed for this Tender evaluation were:

Criteria	Weighting %
Cost	35
Experience	25
Capability	15
Compliance	15
Referees	10

FINANCIAL/RESOURCE IMPLICATIONS

Funding of \$317,500 is available for the project from an external grant, section 94 funds and reserve funds.

The risk analysis for accepting the tender indicated that the financial risk was unacceptable as the tendered price exceeds the project budget and is not a financially sustainable position for Council to adopt.

Negotiating and forming a contract or contracts within Council's procurement guidelines is financially sustainable and allows the project to proceed with progress and expenditure controlled and maintained within budget.

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	No		
Reserve Funds	Yes	112,500	Confirmed
Section 94	Yes	155,000	Confirmed
External Grants	Yes	50,000	Confirmed
Other	No		

LEGAL, POLICY AND RISK IMPLICATIONS

The tendering process complied with Council's procurement guidelines and the *Local Government (General) Regulations 2005* for procurement and the *Local Government Act 1993*. Contracts for the amount of \$150,000 (inc GST) or for a period of more than two years require Council approval.

In accordance with Clause 178 (1) b of the *Local Government (General) Regulation 2005* Council is able to decline to accept tenders. Clause 178 (3) (e) allows Council to enter into negotiations with any person.

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?
There is a risk that tenderers will exceed the available budget.	Low	Negotiate contract to be within budget or not proceed with the project until funding is available.	Yes

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

The social implications are improved facilities for the public and visitors to the area.

There are no significant economic or environmental implications from this recommendation.

CONSULTATION

Preparation of the Master Plan for Boomerang Park included public exhibition of the plans and consultation with the general public, local community groups, local primary schools and early childhood centres.

OPTIONS

- 1) Accept the recommendation;
- 2) Amend the recommendation;
- 3) Reject the recommendation and not proceed with the project.

ATTACHMENTS - Provided Under Separate Cover (Confidential)

- 1) Tender Summary.

COUNCILLORS ROOM

- 1) Boomerang Park Masterplan;
- 2) Boomerang Park Playground Concept Plan.

TABLED DOCUMENTS

Nil.

ITEM NO. 5

FILE NO: PSC2014-03298

DRAFT FEES AND CHARGES 2015-2016**REPORT OF: WAYNE WALLIS – GENERAL MANAGER****GROUP: GENERAL MANAGER'S OFFICE**

RECOMMENDATION IS THAT COUNCIL:

- 1) Agree to place the draft Fees and Charges 2015-2016 on public exhibition for a period of 28 days from 1 April 2015 and invite written submissions from the community of Port Stephens.
-

ORDINARY COUNCIL MEETING – 24 MARCH 2015**COMMITTEE OF THE WHOLE RECOMMENDATION**

Cr Peter Kafer left the meeting at 6.24pm during Item 5.

	Councillor Peter Kafer Councillor John Morello
	That the recommendation be adopted.

MOTION

059	Councillor Paul Le Mottee Councillor Chris Doohan
	It was resolved that Council place the draft Fees and Charges 2015-2016 on public exhibition for a period of 28 days from 1 April 2015 and invite written submissions from the community of Port Stephens.

BACKGROUND

The purpose of this report is to seek Council's permission to place the draft Fees and Charges 2015-2016 (**TABLED DOCUMENT 1**) on public exhibition in accordance with Section 610F of the *Local Government Act 1993*.

(1)A council must not determine the amount of a fee until it has given public notice of the fee in accordance with this section and has considered any submissions duly made to it during the period of public notice.

FINANCIAL/RESOURCE IMPLICATIONS

Fees and charges represent more than 30% of Council's annual revenue. Council must adopt a schedule of fees and charges each financial year before 30 June for the following financial year. Fees and charges form part of the Operational Plan 2015-2019 and are presented in a separate document with cross-reference in the Operational Plan.

Section 491 of the *Local Government Act 1993* states that Council may raise income from fees and charges; Section 608 allows Council to recover fees for services it provides; Section 610(1) and (2) provide for Council to recover fees under other Actions (Statutory fees); Section 610-E provides for Council to waive or reduce its fees but only after public exhibition as per Section 405 and (after consideration of submissions) only in open Council. Section 610F provides that Council must not make a fee or charge until it has placed fees and charges on public exhibition each year and has considered any submissions received.

The draft Fees and Charges 2015-2016 will be produced in hard copy and made available for inspection at Council's libraries, the Administration Building and on Council's website.

Advertisements inviting written submissions will be placed in the Port Stephens Examiner newspaper.

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes		Costs are covered within the existing Corporate Strategy & Planning budget.
Reserve Funds	No		
Section 94	No		
External Grants	No		
Other	No		

LEGAL, POLICY AND RISK IMPLICATIONS

The draft Fees and Charges 2015-2016 were prepared in accordance with Section 610B(1) of the *Local Government Act 1993* that requires fees and charges to be made in accordance with Council's pricing methodology. Council's Pricing policy was used to assist in determining the proposed fees.

Australian Taxation Office rulings and changes in Statutory fees and charges that are for other State agencies can change outside of the parameters of the provisions of the *Local Government Act 1993*. Such changes are applied without being required to go to public exhibition.

MINUTES ORDINARY COUNCIL – 24 MARCH 2015

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?
There is a risk that if Council does not place the draft Fees and Charges 2015-2016 on public exhibition it will not comply with legislation leading to loss of reputation.	Low	Place the draft Fees and Charges 2015-2016 on public exhibition for a period of 28 days from 1 April 2015.	Yes
There is a risk that if the draft Fees and Charges 2015-2016 are not exhibited as required the fees therein cannot be charged leading to loss of revenue to Council.	Low	Place the draft Fees and Charges 2015-2016 on public exhibition for a period of 28 days from 1 April 2015.	Yes

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

The draft Fees and Charges 2015-2016 have implications for Council's economic sustainability as revenue derived from fees and charges represent more than 30% of Council's revenue.

CONSULTATION

The draft Fees and Charges 2015-2016 were developed according to a process of benchmarking against other relevant councils; in consultation with Sports Councils and Halls Committees; and with Councillors at a two way conversation held on 17 February 2015.

OPTIONS

- 1) Adopt the recommendation;
- 2) Amend the recommendation;
- 3) Reject the recommendation.

ATTACHMENTS

Nil.

COUNCILLORS ROOM

Nil.

TABLED DOCUMENTS

- 1) Draft Fees and Charges 2015-2016

ITEM NO. 6

FILE NO: PSC2011-02144

**DRAFT INTEGRATED PLANS, LONG TERM FINANCIAL PLAN AND
STRATEGIC ASSET MANAGEMENT PLAN**

REPORT OF: WAYNE WALLIS – GENERAL MANAGER

GROUP: GENERAL MANAGER'S OFFICE

RECOMMENDATION IS THAT COUNCIL:

- 1) Agree to place the draft Integrated Plans, Long Term Financial Plan and Strategic Asset Management Plan on public exhibition for a period of 28 days from 1 April 2015 and invite submissions from the community of Port Stephens.
-

ORDINARY COUNCIL MEETING – 24 MARCH 2015**COMMITTEE OF THE WHOLE RECOMMENDATION**

Cr Peter Kafer returned to the meeting at 6.26pm during Item 6.

	Councillor Paul Le Mottee Councillor John Nell
	That the recommendation be adopted.

MOTION

060	Councillor Paul Le Mottee Councillor Chris Doohan
	It was resolved that Council place the draft Integrated Plans, Long Term Financial Plan and Strategic Asset Management Plan on public exhibition for a period of 28 days from 1 April 2015 and invite submissions from the community of Port Stephens.

BACKGROUND

The purpose of this report is to seek Council's permission to place the draft Integrated Plans, Long Term Financial Plan and Strategic Asset Management Plan on public exhibition in accordance with Section 404(4) and Section 610F of the *Local Government Act 1993*.

There are no proposed amendments to the Community Strategic Plan 2013-2023 or to the Delivery Program 2013-2017 however it is proposed that these documents be exhibited with the Operational Plan 2015-2019 for transparency and clarity of the relationship between the documents.

The *Local Government Act 1993* requires that an annual operational plan be prepared to articulate what is proposed to be achieved in relation to the delivery program in the forthcoming year. There is no constraint on a council choosing to extend its annual program out for subsequent years. It is therefore proposed that the draft operational plan cover the years 2015-2019. The **(TABLED DOCUMENT 1)** contains the Community Strategic Plan 2013-2023, the Delivery Program 2013-2017 and the draft Operational Plan 2015-2019.

The Integrated Planning and Reporting Guidelines require that Council review and roll forward the Resource Strategy (comprising the Long Term Financial Plan, the Strategic Asset Management Plan and the Workforce Strategy) each year. The Workforce Strategy 2013-2017 was adopted in 2013 and does not require to be exhibited as no changes are proposed.

In accordance with Section 403 of the *Local Government Act 1993*, the Long Term Financial Plan **(TABLED DOCUMENT 2)** and the Strategic Asset Management Plan **(TABLED DOCUMENT 3)** have been reviewed and rolled forward to 2015-2025. The Strategic Asset Management Plan also contains the draft Capital Works Plan and Capital Works Plan Plus, which respectively detail proposed capital works for which funds have been identified, and those additional capital works that will be completed as other funding sources become available.

FINANCIAL/RESOURCE IMPLICATIONS

The draft documents will be produced in hard copy and made available for inspection at Council's libraries, the Administration Building and on Council's website.

Advertisements inviting written submissions will be placed in the Port Stephens Examiner newspaper.

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes		Costs are covered within the existing Corporate Strategy & Planning budget.
Reserve Funds	No		
Section 94	No		
External Grants	No		
Other	No		

LEGAL, POLICY AND RISK IMPLICATIONS

The draft Integrated Plans have been prepared to comply with the provisions of Sections 402-404 of the *Local Government Act 1993*.

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?
There is a risk that if Council does not place the Integrated Plans on public exhibition it will not comply with legislation leading to loss of reputation.	Low	Place the documents on public exhibition for 28 days from 1 April 2015.	Yes

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

In accordance with the legislation, the Community Strategic Plan and the Delivery Program have been developed to take account of social, economic and environmental implications, as well as governance considerations and the principles of social justice. The draft Integrated Plans document demonstrates the linkage of Council's service packages with social, economic and environmental sustainability and governance.

CONSULTATION

The draft Integrated Plans and Resource Strategy were prepared by officers from across Council, and discussed with Councillors at a two way conversation on 17 February 2015. It is now proposed that the draft documents be placed on public exhibition to facilitate consultation with the community of Port Stephens.

OPTIONS

- 1) Accept the recommendation;
- 2) Amend the recommendation;
- 3) Reject the recommendation.

ATTACHMENTS

Nil.

COUNCILLORS ROOM

Nil.

TABLED DOCUMENTS

- 1) Draft Integrated Plans;
- 2) Draft Long Term Financial Plan;
- 3) Draft Strategic Asset Management Plan.

ITEM NO. 7

FILE NO: PSC2011-02341

FERODALE SPORTS COMPLEX MEDOWIE – DRAFT MASTERPLAN

REPORT OF: JOHN MARETICH – CIVIL ASSETS SECTION MANAGER

GROUP: FACILITIES AND SERVICES

RECOMMENDATION IS THAT COUNCIL:

- 1) Place the Ferodale Sports Complex Draft Master Plan (**ATTACHMENT 1**) on public exhibition for a period of 28 days and should no submissions be received, the Plan be adopted as at the close of submissions, without a further report to Council.
-

ORDINARY COUNCIL MEETING – 24 MARCH 2015**COMMITTEE OF THE WHOLE RECOMMENDATION**

Cr John Morello left the meeting at 6.48pm during Item 7.

	Councillor Chris Doohan Councillor Geoff Dingle
	That Council: <ol style="list-style-type: none">1) Place the Ferodale Sports Complex Masterplan (ATTACHMENT 1) on public exhibition until 30 April 2015.2) Receives a report after the public exhibition period that outlines submissions received, and details of a funding and staging strategy for implementation of the works.

MOTION

061	Councillor Paul Le Mottee Councillor Chris Doohan
	It was resolved that Council: <ol style="list-style-type: none">1) Place the Ferodale Sports Complex Masterplan (ATTACHMENT 1) on public exhibition until 30 April 2015.2) Receives a report after the public exhibition period that outlines submissions received, and details of a funding and staging strategy for implementation of the works.

BACKGROUND

The purpose of this report is to seek support to place the draft master plan for Ferodale Oval, Medowie on public exhibition.

Ferodale Oval is located in Medowie, with access provided via Ferodale Road. The sporting facility comprises 9.85 hectares and contains a sporting oval, four netball courts, an amenities building and informal car parking. Council also has a small depot on the facility which is utilised for the operations of parks maintenance.

A draft master plan was developed for this site in 2006 and was used for operational purposes, however it was not put to Council for adoption. The 2006 draft master plan designated a one hectare portion of the site, which has been identified for the potential lease and development of the Medowie Sport and Recreation Club. Given the projected growth under the Medowie Strategy it was deemed appropriate that the draft master plan for Ferodale Sports Complex be reviewed and updated to reflect the current and future needs of the community.

Consultation was undertaken with the Medowie Sports Council and the committee of the Medowie Sport and Recreation Club to prepare Ferodale Sports Complex draft master plan. This consultation aimed to ensure that members of each of the sporting clubs presently operating in Medowie have had the chance to provide input for the review. Due to the draft master plan's potential environmental implications, preliminary consultation with Council's Strategy and Environment Section has been completed. The aim of this consultation is to ensure a balance is found between the potential community and environmental usages of the site.

The draft master plan proposes six (6) new key components:

- Proposed enlargement of existing sporting oval to be able to cater for senior Australian football, senior cricket and senior soccer;
- Proposed second sporting oval;
- Proposed two extra netball courts;
- Proposed Medowie Sport and Recreation Club including amenities building, bowling green, playground, parking and floodlighting;
- Proposed two storage facilities;
- Proposed formalisation of car parking areas.

Following the public exhibition period a further report will be submitted to Council detailing the submission and any changes proposed for the draft master plan. An implementation program and funding strategy for the range of works identified in the Master Plan will then be prepared to determine the priority of works as funding becomes available. Detailed resolution of the design, materials and finishes, for each of these works, will be undertaken in future stages.

FINANCIAL/RESOURCE IMPLICATIONS

A cost estimate for all works proposed in the Master Plan and a funding strategy will be reported back to the Council following the exhibition period.

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes	500	Advertising expenses within current budget.
Reserve Funds	No		
Section 94	No		
External Grants	No		
Other	No		

LEGAL, POLICY AND RISK IMPLICATIONS

There are no legal or policy implications in adopting the recommendation. The risks associated with adopting the recommendation are listed below:

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?
There is a risk that without having planning and investigation studies completed, Council's ability to make informed sustainable decisions will be affected leading to re-work and unidentified costs.	Low	Adopt the Recommendation to allow for the appropriate planning and investigation studies to be undertaken, so that Council is able to make informed and sustainable decisions.	Yes
There is a risk that the local koala population may be impacted by the development leading to a reduced number of koalas in the Medowie area.	Low	Ensure that the proposal is assessed during the public exhibition period against the threatened species legislation.	Yes
There is a risk that the proposed master plan may have inadequate design proposals that do not meet the needs of the community leading to the asset not being valued by the community.	Low	Adopt the Recommendation to invite the community to provide their feedback on the future vision for Ferodale Sports Complex.	Yes

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

The draft master plan will enable greater public use and enjoyment of the site through the provision of new infrastructure and facilities. The proposal expands the opportunities for sporting use of Ferodale Sports Complex as well as organised events and gatherings at a range of scales.

The draft master plan shows corridor plantings to assist in habitat connectivity. By maintaining this habitat connectivity it will provide a balance between the developed area of the sporting facility and the surrounding natural areas.

The proposed works within the draft master plan will contribute to the ongoing development of Ferodale Sports Complex which will deliver a community and recreation asset to sustain an increasing population in Medowie and surrounds.

CONSULTATION

In the review of the draft master plan consultation was undertaken with the Medowie Sports Council and the committee of the Medowie Sport and Recreation Club. This enabled members of all of the sporting clubs that currently operate in Medowie the opportunity to provide input into the draft master plan.

Where possible, the specific suggestions and ideas gained from this consultation have been incorporated into the draft master plan.

The sections of Council that have been consulted in the development of this master plan include:

- Public Domain and Services Section;
- Capital Works Section;
- Strategy and Environment Section.

The recommendation is to place the Draft Master Plan on public exhibition to allow the community an opportunity to comment on the proposed plan. During this exhibition period it is also intended that Council will hold an on-site drop in session for the community and key stakeholders.

OPTIONS

- 1) Place the Ferodale Sports Complex Draft Master Plan on public exhibition for a period of 28 days;
- 2) Amend the Ferodale Sports Complex Draft Master Plan and place the amended Draft Master Plan on public exhibition;
- 3) Reject the recommendation.

ATTACHMENTS

- 1) Ferodale Sports Complex Draft Master Plan.

COUNCILLORS ROOM

Nil.

TABLED DOCUMENTS

Nil.

ATTACHMENT 1



ITEM NO. 8

FILE NO: PSC2005-3650

DRAFT SOLDIERS POINT ABORIGINAL PLACE PLAN OF MANAGEMENT

REPORT OF: STEVEN BERNASCONI - COMMUNITY SERVICES SECTION MANAGER
GROUP: FACILITIES AND SERVICES

RECOMMENDATION IS THAT COUNCIL:

- 1) Place the draft Soldiers Point Aboriginal Place Plan of Management on public exhibition for a period of 42 days.
- 2) Submit a further report to Council that recommends the final Soldiers Point Aboriginal Place Plan of Management including consideration of acceptance of the Aboriginal Place nomination.

ORDINARY COUNCIL MEETING – 24 MARCH 2015

COMMITTEE OF THE WHOLE RECOMMENDATION

Cr John Morello returned to the meeting at 6.49pm during Item 8.

Cr Chris Doohan left the meeting at 6.49pm during Item 8.

Cr Chris Doohan returned to the meeting at 6.50pm during Item 8.

	<p>Councillor John Nell Councillor Sally Dover</p> <p>That Council:</p> <ol style="list-style-type: none"> 1) Place the draft Soldiers Point Aboriginal Place Plan of Management on public exhibition for a period of 42 days. 2) Receive a further report that recommends the final Soldiers Point Aboriginal Place Plan of Management including consideration of acceptance of the Aboriginal Place nomination.
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MOTION

062	<p>Councillor Paul Le Mottee Councillor Chris Doohan</p> <p>It was resolved that Council:</p> <ol style="list-style-type: none"> 1) Place the draft Soldiers Point Aboriginal Place Plan of Management on public exhibition for a period of 42 days. 2) Receive a further report that recommends the final Soldiers Point Aboriginal Place Plan of Management including consideration of acceptance of the Aboriginal Place nomination.
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BACKGROUND

The purpose of this report is to seek Council endorsement for the public exhibition of the draft Soldiers Point Aboriginal Place Plan of Management. The recommendations align with Council's strategic goal 6.1.1 of "Council will engage with its community in developing plans for the future of the Port Stephens local government area".

Council adopted the amended Soldiers Point Plan of Management in November 2004. The objectives of the 2004 Plan were ultimately to provide community and recreation facilities, an area for the holiday park and to manage Aboriginal cultural and heritage matters in a sustainable way. To a large extent, the 2004 Plan has achieved many of its original goals.

In 2012, Council was notified by the Office of Environment and Heritage (OEH) that a nomination had been received to declare four parcels of community land at Soldiers Point an Aboriginal Place under the provisions of section 84 of the National Parks and Wildlife Act 1974. Prior to this notification Council had had many representations over many years requesting that an Aboriginal Place be declared at Soldiers Point.

In August 2013, Council declined to support the Aboriginal Place nomination due to the land in question already having an endorsed Plan of Management for community land categorised as "culturally significant" under the Local Government Act 1993. The objection to the Aboriginal Place nomination at that time was also based on the lack of clarity of the processes around this declaration and the perception that the declaration itself would place onerous restrictions on the use of the land.

Since this time, Council officers have consulted with OEH and elders and leaders of the local Aboriginal community. The result, over two years of discussion and negotiation, is the agreement to prepare this Plan of Management for the nominated Soldiers Point Aboriginal Place and other community land that includes mutually agreed strategies that will be employed to ensure the protection, conservation, acknowledgement and education of Aboriginal culture and heritage. The Plan of Management will also continue to manage the other values of the land specifically sport and passive recreation, holiday park, community hall, natural areas and foreshores.

FINANCIAL/RESOURCE IMPLICATIONS

There are no additional financial or resource implications from adopting the recommendation. The Public Exhibition process including assessment of submissions will be coordinated using existing human resources and program funds.

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes	500	Advertising costs from existing budget
Reserve Funds	No		
Section 94	No		
External Grants	No		
Other	No		

LEGAL, POLICY AND RISK IMPLICATIONS

There are no legal or policy impediments from adopting the recommendation.

The preparation of the Draft Plan of Management has been done pursuant to section 36 of the Local Government Act 1993.

Adopting the recommendation and placing the Draft Plan of Management on public exhibition is done pursuant to section 38 of the Local Government Act 1993.

The Aboriginal Place provisions of the National Parks and Wildlife Act 1974 (section 84) and associated policies and guidelines require that a management plan be created within 12 months after the declaration of an Aboriginal Place. To endorse the Aboriginal Place nomination for Soldiers Point before agreeing on management policies and strategies creates an unreasonable risk to Council. It may create a legal obligation to not harm or damage the Aboriginal Place before there is an agreed management plan that defines what actually constitutes harm or damage.

In this case, and by agreement with OEH and Aboriginal Elders and leaders, this draft Plan of Management has been developed and recommended for public exhibition prior to any further recommendations for Council endorsement of the Aboriginal Place declaration for Soldiers Point.

The reason for this approach is to mutually agree with the Aboriginal community and key stakeholders how an Aboriginal Place declaration would be managed prior to the declaration being made. This approach has also determined what cultural values there are for the land and what may constitute harm or damage to these values. This in turn has enabled a parallel process known as an Aboriginal Heritage Impact Permit (AHIP) to commence with the OEH. The AHIP process is the regulatory part of Aboriginal Place management and becomes activated after the declaration of the Aboriginal Place.

This approach is unique in New South Wales for Aboriginal Place declarations and has resulted in Council and the community gaining agreement around the management of tangible and intangible aspects of Aboriginal culture and heritage before declaring this Aboriginal Place.

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?
There is a risk that not adopting the recommendation will cause irreparable reputation damage with the Aboriginal community resulting in strained working relationships in the future.	High	Adopt the recommendation.	Yes
There is a risk that endorsing the Aboriginal Place nomination before adopting a complete Plan of Management may cause legal breaches of the National Parks and Wildlife Act 1974 resulting in significant financial damage and restrictions of use of the land.	High	Adopt the recommendation and consider endorsement of the Aboriginal Place nomination for Soldiers Point community land when the final version of the Plan of Management is presented to Council later in 2015.	Yes
There is a risk that adopting the recommendation may cause confusion in the local community resulting in reputation damage.	Low	Adopt the recommendation and deliver community engagement plan as described in the Consultation section of this report.	Yes

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

Adopting the recommendation is likely to create discussion in the community around community land use at Soldiers Point and Aboriginal cultural and heritage values at Soldiers Point. Due to the complexity of the Aboriginal Place legislation and the degree of understanding of local Aboriginal cultural and heritage values of Soldiers Point, it is likely that such discussion may be both constructive and destructive within the community. This is to be expected where reconciliation between Aboriginal and non-Aboriginal people is still an ongoing process.

Adopting the recommendation is unlikely to have any economic implications as the Draft Plan of Management is not recommending any restrictions of trade or reductions in business at Soldiers Point.

There are no implications for the local ecology created from the public exhibition of the Draft Plan of Management.

CONSULTATION

Development of the draft Plan of Management to date:

The following people and groups have been involved in the development of and consultation about the draft Soldiers Point Aboriginal Place Plan of Management:

- 1) Port Stephens Aboriginal Strategic Committee - 26 August 2014 and 24 February 2015;
- 2) General Manager;
- 3) Group Manager Corporate Services;
- 4) Group Manager Facilities and Services;
- 5) Community and Recreation Asset Coordinator;
- 6) Community Development and Engagement Coordinator;
- 7) Community Engagement Officer;
- 8) Community and Recreation Planning Officer;
- 9) Manager, Thou Walla Sunset Retreat.

Two Way Conversations have been held with Councillors on Tuesday 15 July 2014 and Tuesday 17 March 2015.

A site inspection with Councillors was held Tuesday 30 September 2014.

Two workshops have been held with the elders and leaders of the local Aboriginal community and representatives from OEH and the Soldiers Point Holiday Park Manager. Details of these workshops include:

- 1) Thursday 3 July 2014, Port Stephens Yacht Club, 13 Aboriginal community attendees (plus 1 apology), 2 officers from OEH, 4 Council staff including General Manager.
- 2) Tuesday 9 December 2014, Port Stephens Yacht Club – 5 Aboriginal community attendees (plus 3 apologies), 2 OEH officers, 6 Council staff including General Manager (plus 1 apology).

A meeting was held with two Worimi knowledge holders and the Community Services Section Manager – Friday 6 March 2015.

A cultural assessment site inspection was held with members of the Aboriginal community and officers from the OEH – Wednesday 4 February 2015.

One talk has been held with Soldiers Point Tidy Towns and Land Care Group to explain the Aboriginal Place process – Wednesday 11 February 2015.

One informal discussion with Soldiers Point Community Group – December 2014.

Telephone and email advice of process to Port Stephens Yacht Squadron – Tuesday 3 March 2015.

MINUTES ORDINARY COUNCIL – 24 MARCH 2015

Telephone and email advice of process to Soldiers Point Tennis Club – Tuesday 3 March 2015.

As required by legislation, advertisements calling for Registered Aboriginal Parties to any Aboriginal Heritage Impact Permit associated with the proposed Aboriginal Place for Soldiers Point ran through December 2014 and January 2015. Eleven parties registered through this process and these parties will be the primary points of contact for any further consultation relating to the proposed Aboriginal Place should it be endorsed by Council or declared by the NSW Minister for Environment.

Public exhibition consultation plan:

The table below details the consultation plan for the public exhibition period commencing Wednesday 1 April 2015 to Tuesday 12 May 2015.

Task	Description	Stakeholders	Timing
Written Notices	Pursuant to Reg. 112 of the Local Government (General) Regulation 2005, written notice of consideration to renew land categorisation as "Cultural Significance" shall be sent to the stakeholders listed.	1. Worimi Local Aboriginal Land Council; 2. NSW Native Titles Services Ltd; 3. The Registrar appointed under the Land Rights Act 1983; 4. Director General of Department of Aboriginal Affairs; 5. Director General of the Department of Environment and Conservation.	8/4/15
Media release	Re: Soldiers Point Plan of Management on exhibition and upcoming community information session.	External	8/4/15
Advert/ Public notice/web update/social media/Examiner	Re: Soldiers Point Plan of Management on exhibition and upcoming community information session.	External	8/4/15
Advert in Koori	Pursuant to Reg. 112 of the	External	8/4/15

MINUTES ORDINARY COUNCIL – 24 MARCH 2015

Task	Description	Stakeholders	Timing
Mail	Local Government (General) Regulation 2005, advert circulating across NSW advising of consideration to renew land categorisation as "cultural Significance".		
Advise Facilities and Services staff	Via weekly email newsletter from Group Manager Facilities and Services.	Internal	8/4/15
Advise Customer Service team	Via email to Customer Relations Coordinator.	Internal	8/4/15
Advise all staff via myPort notice	Via email to Customer Relations Coordinator.	Internal	8/4/15
Newsletter	Newsletter #1 to be distributed to known community groups by email; hand letterbox dropped to nearby neighbourhood (100 estimate).	External	8/4/15
Site signage	Pursuant to Reg. 112 of the Local Government (General) Regulation 2005.	External	8/4/15
Site signage	Posters to be erected at nearby businesses.	External	8/4/15
Advise Councillors via PS newsletter	Re: scheduled Face to face community information session.	Internal	17/4/15
Staff community engagement reference register	Contact relevant staff re: their thoughts on Plan of Management and Aboriginal Place implications.	Internal	24/4/15
External meeting	Scheduled face to face session with community including Frequently Asked Questions sheet and feedback forms.	External	2/5/15

OPTIONS

- 1) Adopt the recommendation;
- 2) Amend the recommendation;
- 3) Reject the recommendation.

ATTACHMENTS

Nil.

COUNCILLORS ROOM

- 1) Draft Soldiers Point Aboriginal Place Plan of Management 2015.

TABLED DOCUMENTS

- 1) Draft Soldiers Point Aboriginal Place Plan of Management 2015.

ITEM NO. 9

FILE NO: PSC2005-0023

2015 ASIA PACIFIC CITIES SUMMIT AND MAYOR'S FORUM**REPORT OF: WAYNE WALLIS – GENERAL MANAGER****GROUP: GENERAL MANAGER'S OFFICE**

RECOMMENDATION IS THAT COUNCIL:

- 1) Endorse the attendance of Mayor Bruce MacKenzie at the 2015 Asia Pacific Cities Summit and Mayor's Forum held in Brisbane, 5 - 8 July 2015;
 - 2) Allow a 'one-off' increase of the Conference allowance under the Policy for Mayor Bruce MacKenzie to attend the Conference.
-

ORDINARY COUNCIL MEETING – 24 MARCH 2015**COMMITTEE OF THE WHOLE RECOMMENDATION**

	Councillor Chris Doohan Councillor Paul Le Mottee
	That the recommendation be adopted.

MOTION

063	Councillor Paul Le Mottee Councillor Chris Doohan
	It was resolved that Council: 1) Endorse the attendance of Mayor Bruce MacKenzie at the 2015 Asia Pacific Cities Summit and Mayor's Forum held in Brisbane, 5 - 8 July 2015; 2) Allow a 'one-off' increase of the Conference allowance under the Policy for Mayor Bruce MacKenzie to attend the Conference.

BACKGROUND

The purpose of this report is to inform Council of the 2015 Asia Pacific Cities Summit and Mayor's Forum held in Brisbane.

The Conference Programme is shown at **(ATTACHMENT 1)**.

The Conference is open to all Councillors.

As Councillors would be aware the Payment of Expenses and Provision of Facilities to Councillors Policy requires that a resolution of Council be sought for all travel outside of the Hunter Councils area.

FINANCIAL/RESOURCE IMPLICATIONS

The costs associated with registration, travel and accommodation would be covered from the budget, subject to an individual Councillor not exceed the conference budget limits in the Policy.

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes	1,250	\$1,250 registration costs. Travel & accommodation shall be additional to this cost.
Reserve Funds	No		
Section 94	No		
External Grants	No		
Other	No		

LEGAL, POLICY AND RISK IMPLICATIONS

The Payment of Expenses and Provision of Facilities to Councillors Policy requires Council to approve all Councillor conference attendances outside the Hunter Region. Councillors' conference costs are limited to \$3,500.00 per year under the Policy.

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?
There is a risk that Port Stephens Council will not be represented on matters if the Mayor or his delegate does not attend.	Low	That the Mayor attend the summit and represent Port Stephens Council.	Yes.

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

The Port Stephens community would benefit from the Mayor attending this Conference to ensure the Local Government Area has representation at this event.

CONSULTATION

Nil.

OPTIONS

Nil.

ATTACHMENTS

- 1) Draft Conference Programme.

COUNCILLORS ROOM

Nil.

TABLED DOCUMENTS

Nil.

ATTACHMENT 1





**2015
ASIA PACIFIC
CITIES SUMMIT
& MAYORS' FORUM**
Brisbane, Australia
5-8 July



Business and Leadership in the Asia Pacific

An initiative of

brisbane
australia's new world city

 **HOST CITY OF THE
2015APCS
& MAYORS' FORUM**

An invitation



I am delighted to invite you to Brisbane for the next Asia Pacific Cities Summit (APCS) and Mayors' Forum in 2015.

2015 will mark the tenth occasion on which the business and civic leaders from the cities of the Asia Pacific and beyond will gather for this prestigious forum. The Summit will offer world class speakers, a stimulating and topical program, as well as opportunities for businesses and cities to engage in an environment of opportunity.

I sincerely hope you will join us in Brisbane for this important Summit and experience the warm hospitality of Australia's New World City, the 2014 G20 City.

Yours Sincerely,



Graham Quirk
Lord Mayor of Brisbane, Australia

Event history

An initiative of Brisbane City Council, the Asia Pacific Cities Summit (APCS) and Mayors' Forum drives economic growth for Brisbane, South East Queensland, Australia and the wider Asia Pacific region. Held biennially, the host city alternates between Brisbane and bidding international cities.

Previous APCS Host Cities:

Year	Host City	No. of participating cities	No. of delegates
2013	Kaohsiung, Taiwan	102	2292
2011	Brisbane, Australia	115	1160
2009	Incheon, ROK	150	1568
2007	Brisbane, Australia	104	900
2005	Chongqing, PRC	127	900
2003	Brisbane, Australia	96	600
2001	Seattle, USA	102	401
1999	Brisbane, Australia	70	256
1996	Brisbane, Australia	34	128

The most recent Summit held in Brisbane (2011) was attended by 1160 delegates. On average the Summit attracts 1000 delegates from over 100 cities.



Summit objectives

APCS is recognised as the region's leading business and government forum for managing cities and urban development and provides a dynamic and interactive platform for participants to:

- Create deepened dialogue, shared learning, strategic partnerships and economic opportunities in partnership with business as the keys to strengthening cities' prosperity.
- Facilitate the exchange of information and ideas, and create a blueprint for future prosperity and shared solutions for sustainable living in the region's cities.
- Support the development of strategic and commercial partnerships between all levels of government, private and public sector agencies and business communities in the region.
- Provide a platform that delivers long-term economic outcomes for cities and businesses seeking trade and investment opportunities in the Asia Pacific region and beyond.
- Explore new models for city development strategies that strengthen the ability of cities to serve their communities, contribute to regional prosperity and improve quality of life.

Now in its 10th Summit, the 2015 Asia Pacific Cities Summit & Mayors' Forum (2015APCS) will be held in Brisbane on 5 – 8 July 2015.



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2015 ASIA PACIFIC CITIES SUMMIT & MAYORS' FORUM Brisbane

PAGE 3

Business and Leadership in the Asia Pacific

Cities are the social, political and economic engines of the global economy in the 21st century. City leaders face pressing issues that are increasingly broad ranging and complex. The commonality of issues and challenges confronting Asia Pacific cities creates opportunities for shared solutions and regional collaboration.

The Asia Pacific region contains more than half of the world's population and will, in a few short years, be the major contributor to the global economy with extensive trading and collaboration with the rest of the world. The region is highly dynamic, with both rapid growth and urbanisation, and cities have become the key means through which growth is promoted and progress achieved.

In this unique environment of opportunity, the 2015APCS overarching theme is "Business and Leadership in the Asia Pacific".

2015APCS program themes



Global Cities – cultivating cities of talent, creativity and innovation;

Truly global cities are places where talent, creativity and innovation are celebrated. How should cities support the creative industries and foster innovation?



Digital Cities – the science and technology behind cities;

The smarter and better connected cities of the future will fully utilise a range of technologies to enhance environmental, social, and economic performance. How can cities of today improve our housing, heritage, transportation, communications and city governance by embracing new and emergent technology?



Future Cities – developing cities and smart communities;

How will cities tackle the challenges caused by increasing urbanisation? How should cities manage resilience, food supply, water security, sanitation, security and education?



Cities for People – clean, green, accessible and inclusive cities;

How can administrations manage urban development and population growth in a resource efficient and environmentally sensitive manner? What creative techniques, policies and technologies do cities have available to improve the quality of life of residents and how can cities create more engaging and inclusive public spaces.





Program

The Summit features a dynamic and exciting program including:

- Keynote and plenary sessions featuring leading international speakers
- Moderated interactive panel sessions including audience Q&A
- Thought provoking concurrent stream sessions
- Mayors' Forum (by invitation only) and Accord
- Young Professionals' Program
- Facilitated business introductions and Trade Space
- Opening and closing ceremonies including announcement host city for 2017APCS
- Welcome receptions and Summit dinner
- Media conferences.

Keynote speakers

The Summit is a platform for addressing the critical issues affecting cities, bringing together many of the world's most accomplished urban thinkers from business and government.

Lord Sebastian Coe, Chairman of the 2012 London Olympics Organising Committee and Randi Zuckerberg, CEO of Zuckerberg Media are keynote speakers for 2015APCS.

Past keynote speakers include:

- Rudy Giuliani, Former Mayor of New York;
- Richard Florida, Rotman School of Management Founder, University of Toronto;
- Sir Richard Branson, Founder Virgin Group;
- Cher Wang, Co-founder and Chairman of HTC;
- Ken Livingstone, Former Mayor of London.

Government leaders and industry experts are now invited to submit proposals to speak at this global meeting of decision makers.

Submissions close on Friday 20 March 2015. Visit www.apcsummit.org for more information.

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HOST CITY OF THE
2015APCS
& MAYORS' FORUM

2015 ASIA PACIFIC CITIES SUMMIT & MAYORS' FORUM Brisbane | PAGE 5



Mayors' Forum

A feature of the Summit is the Mayors' Forum. The forum provides a private and exclusive opportunity for the heads of local government to share knowledge, develop solutions for issues regarding city governance, and promote the growth and prosperity of cities across the Asia Pacific region.

Discussion at the 2013 Mayors' Forum was facilitated by Professor Greg Clark and aimed to engage global leaders and stimulate dialogue and ideas on the issues facing cities now and into the future. During the forum, a set of core principles were developed which captured this knowledge, providing regional consensus on the future of cities. The Mayors' Accord was signed by all mayors on the final day of the 2013APCS and commits the mayors to work together to deliver environmental, social and economic principles for the region.

The Mayors' Forum is an important component of 2015APCS.

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 HOST CITY OF THE
2015APCS
& MAYORS' FORUM



Who will attend 2015APCS

A unique feature for Summit is the ability to access three distinct markets, either individually or in combination. Whether you are interested in engaging with key figures from Australian capital cities, leaders of regional Queensland cities or engaging with administrators of cities throughout Asia and beyond – the Summit provides a superior access opportunity.

The Summit traditionally attracts over 1000 key decision-makers and influencers of urbanisation from across Asia Pacific, comprising:

- Mayors, Governors and Commissioners;
- Urban administrators, city managers and senior civic executive managers;
- Senior policy makers and municipality directors, including specialists in transport, planning, environment, infrastructure, energy, water, economic development and foreign affairs;
- Heads of industry and senior technical directors with a strategic interest in city management
- Research leaders relating to urbanisation and managing cities;
- Corporate executives, managers and business leaders;
- Young professionals and emerging leaders from industry and the public sector.



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2015 ASIA PACIFIC CITIES SUMMIT & MAYORS' FORUM Brisbane

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Notable delegations already confirmed for 2015APCS in Brisbane include:

- ♦ The Lord Mayors of each of Australia's Capital Cities, in cooperation with the Council of Capital City Lord Mayors (CCCLM) (www.lordmayors.org)
 - ADELAIDE
Lord Mayor Martin Hease
 - BRISBANE
The Hon Graham Quirk, Lord Mayor of Brisbane
 - DARWIN
Lord Mayor Katrina Fong Lim
 - HOBART
Lord Mayor Sue Hickey
 - MELBOURNE
The Right Honorable Robert Doyle, Lord Mayor
 - PERTH
Lord Mayor Lisa Scaffidi
 - SYDNEY
Lord Mayor Clover Moore
- ♦ The Lord Mayors and/or senior representatives of Brisbane's sister cities, being:
 - ABU DHABI
 - AUCKLAND
 - CHONGQING
 - DAEJEON
 - HYDERABAD
 - KAOHSIUNG
 - KOBE
 - SEMARANG
 - SHENZHEN
- ♦ Mayors of South East Queensland regional cities, in association with the Council of Mayors of South East Queensland (www.councilofmayorsseq.qld.gov.au)
 - Brisbane City Council
Cr Graham Quirk, Chairman
 - Ipswich City Council
Cr Paul Pisasale
 - Lockyer Valley Regional Council
Cr Steve Jones
 - Logan City Council
Cr Pam Parker
 - Moreton Bay Regional Council
Cr Allan Sutherland
 - Noosa Council
Cr Noel Playford
 - Redland City Council
Cr Karen Williams
 - Scenic Rim Regional Council
Cr John Brent
 - Somerset Regional Council
Cr Graeme Lehmann
 - Sunshine Coast Council
Cr Mark Jamieson
 - Toowoomba Regional Council
Cr Paul Antonio

It is expected that many cities will bring delegations of key civic and business leaders to 2015APCS.

2015APCS is being extensively promoted throughout Asia, the Pacific, the Middle East, North and Central America and Latin America.



The host city

Brisbane is the capital city of Queensland and is located on the eastern seaboard of Australia. The city continues to secure its reputation as a city of opportunity, becoming a destination of choice for business, investment and major international events.

Brisbane facts

- As one of the fastest growing regions in Australia, Brisbane's economy is valued at \$135 billion, accounting for almost half of the Queensland economy.
- The Greater Brisbane area has a population of 2.17 million and is projected to grow to 3.32 million by 2036.
- Brisbane has the fastest average annual employment growth rate on the east coast ahead of Melbourne and Sydney.
- Built on a strong foundation of infrastructure, Brisbane's major assets include a world-class international airport, a busy international port, a comprehensive road and rail network, a fully-integrated public transport and ticketing system and vibrant entertainment and sporting venues.
- Brisbane is home to approximately 75,000 international students. Drawing great strength from its education sector, Brisbane boasts three world-class universities, outstanding technical and trade programs and comprehensive primary and secondary schooling.
- Brisbane is also host to major international events including the Asia Pacific Screen Awards, Brisbane Asia Pacific Film Festival and the Asia Pacific Triennial of Contemporary Art.

Brisbane sister cities

Since 1985, the City of Brisbane has been developing strategic and economic relationships with other cities and regions throughout the Asia Pacific and beyond. Nine formal international sister city relationships have been established. These sister cities play a major role at the Summit and are usually represented by their respective mayors and senior administrators.

Some facts about Brisbane's sister cities:

- sister city relationships provide significant social, cultural, educational and economic benefits for the residents of Brisbane;
- Brisbane's sister cities have contributed \$860 billion GDRP collectively;
- accessing a collective population in excess of 70 million people;
- 26% of Brisbane's overseas-born population are from sister city regions;
- 6 out of 9 Brisbane sister cities are in the top 10 source countries;
- close to 50% of international students in Brisbane come from sister city markets.





Summit background

The Asia Pacific Cities Summit (APCS) & Mayors' Forum founded in 1996, is Brisbane City Council's signature, biennial, international event for promoting economic prosperity and is a cornerstone to Brisbane's Economic Development Strategy 2012-31. It's an integral part of Brisbane City Council's economic development agenda for the city to foster international networks and forge new business relations throughout the region.

2015APCS is about Brisbane's engagement with Asia, including connecting leaders of government with enterprise, maintaining international relations and promoting global best practice for sustaining and governing growing cities.

Recognised as the region's leading business and government forum for managing cities and urban development, 2015APCS provides a dynamic and interactive platform for participants to:

- ♦ exchange knowledge;
- ♦ identify a common agenda;
- ♦ develop shared solutions;
- ♦ improve city governance across the Asia Pacific region;
- ♦ ensure a high and sustained prosperity for our cities and healthy lifestyles for our populations.

The most recent Asia Pacific Cities Summit was held in Kaohsiung in September, 2013 and attracted some 2000 delegates from 104 cities located throughout Australasia, Asia, the Middle East, Africa, the Americas and Europe.

Highlights of the 2013 Summit included:

- ♦ attendance by senior government representatives from 104 International cities from the Asia Pacific and beyond;
- ♦ the formal agreement and delivery of a Mayors' Accord and Young Professionals Accord;
- ♦ strong attendance from a range of international businesses who all participated in a formal business matching program;
- ♦ over 150 pre-scheduled business meetings made for participating Brisbane and Queensland delegates;
- ♦ keynote speeches from Cher Wang, founder of HTC technologies and Ken Livingstone, former Mayor of London;
- ♦ 58 participants from Brisbane businesses in attendance;
- ♦ a total of 9 Mayors from South East Queensland, the largest number of Queensland to attend the Summit together;
- ♦ the Young Professionals' Program attracted over 100 international participants;
- ♦ a Young Social Entrepreneur (YSE) award was introduced, attracting over 40 international applications;
- ♦ the official handover of the Summit to return to Brisbane -8 July 2015.

ITEM NO. 10

FILE NO: 1190-001

REQUEST FOR FINANCIAL ASSISTANCE

REPORT OF: WAYNE WALLIS – GENERAL MANAGER

GROUP: GENERAL MANAGER'S OFFICE

RECOMMENDATION IS THAT COUNCIL:

- 1) Approve the provision of financial assistance under Section 356 of the Local Government Act from the respective Mayor and Ward Funds to the following:
- a) Mayoral Funds – Mayor Bruce MacKenzie – Donation toward cost of traffic control at King St Preservation & Action Group Raymond Terrace event 18 April 2015 - \$500.00;
 - b) Mayoral Funds – Mayor Bruce MacKenzie – Donation toward the PCYC Time 4 Kids Event - \$500.00.

ORDINARY COUNCIL MEETING – 24 MARCH 2015**COMMITTEE OF THE WHOLE RECOMMENDATION**

	Councillor Paul Le Mottee Councillor Geoff Dingle
	That the recommendation be adopted.

MOTION

064	Councillor Paul Le Mottee Councillor Chris Doohan
	It was resolved that Council approve the provision of financial assistance under Section 356 of the Local Government Act from the Mayoral Funds to the following: <ul style="list-style-type: none">a. Mayoral Funds – Mayor Bruce MacKenzie – Donation toward cost of traffic control at King St Preservation & Action Group Raymond Terrace event 18 April 2015 - \$500.00;b. Mayoral Funds – Mayor Bruce MacKenzie – Donation toward the PCYC Time 4 Kids Event - \$500.00.

BACKGROUND

The purpose of this report is to determine and, where required, authorise payment of financial assistance to recipients judged by Councillors as deserving of public funding. The Financial Assistance Policy gives Councillors a wide discretion to either grant or to refuse any requests.

The new Financial Assistance Policy provides the community and Councillors with a number of options when seeking financial assistance from Council. Those options being:

1. Mayoral Funds
2. Rapid Response
3. Community Financial Assistance Grants – (bi-annually)
4. Community Capacity Building

Council is unable to grant approval of financial assistance to individuals unless it is performed in accordance with the Local Government Act. This would mean that the financial assistance would need to be included in the Management Plan or Council would need to advertise for 28 days of its intent to grant approval. Council can make donations to community groups.

The requests for financial assistance are shown below is provide through Mayoral Funds, Rapid Response or Community Capacity Building:

MAYORAL FUNDS – Mayor MacKenzie

King St Preservation & Action Group Raymond Terrace	Donation toward traffic control for event on 18 April 2015	\$500.00
PCYC Time 4 Kids	Donation toward Time 4 Kids Event	\$500.00

FINANCIAL/RESOURCE IMPLICATIONS

Council Ward, Minor Works and Mayoral Funds are the funding source for all financial assistance.

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes	1,000	\$1,000 Mayoral Funds.
Reserve Funds	No		
Section 94	No		
External Grants	No		
Other	No		

LEGAL AND POLICY IMPLICATIONS

To qualify for assistance under Section 356(1) of the *Local Government Act, 1993*, the purpose must assist the Council in the exercise of its functions. Functions under the Act include the provision of community, culture, health, sport and recreation services and facilities.

The policy interpretation required is whether the Council believes that:

- a) applicants are carrying out a function which it, the Council, would otherwise undertake;
- b) the funding will directly benefit the community of Port Stephens;
- c) applicants do not act for private gain.

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?
There is a risk that Council may set a precedent when allocating funds to the community and an expectation those funds will always be available.	Low	Adopt the recommendations.	Yes

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

Nil.

CONSULTATION

- 1) Mayor;
- 2) Councillors;
- 3) Port Stephens Community.

OPTIONS

- 1) Adopt the recommendations;
- 2) Vary the dollar amount before granting each or any request;
- 3) Decline to fund all the requests.

ATTACHMENTS

Nil.

COUNCILLORS ROOM

Nil.

TABLED DOCUMENTS

Nil.

ITEM NO. 11

INFORMATION PAPERS

REPORT OF: TONY WICKHAM – GOVERNANCE MANAGER

GROUP: GENERAL MANAGERS OFFICE

RECOMMENDATION IS THAT COUNCIL:

Receives and notes the Information Papers listed below being presented to Council on 24 March, 2015.

No:	Report Title	Page:
1	Settlement And Release Deed - Fabcot Pty Ltd And Port Stephens Council – Salamander Bay Commercial Land	81
2	Cash And Investments Held At 28 February 2015	82
3	LGNSW Tourism Conference March 2015 Bathurst	86
4	Designated Persons – Pecuniary Interest	88
5	Quarterly Report of Mayor And Councillor Expenses – 2014	89
6	Change to Council Meeting – 28 April 2015	92

ORDINARY COUNCIL MEETING – 24 MARCH 2015**COMMITTEE OF THE WHOLE RECOMMENDATION**

	Councillor Paul Le Mottee Councillor John Morello
	That Council receives and notes the Information Papers – Items 1, 2, 3, 4 and 6. Note: General Manager advised that Item 5 has been withdrawn from the business paper due to an error.
054	Councillor Geoff Dingle Councillor Chris Doohan
	It was resolved that Council move out Committee of the Whole.

MINUTES ORDINARY COUNCIL – 24 MARCH 2015
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065	Councillor Paul Le Mottee Councillor Chris Doohan
	It was resolved that Council receives and notes the Information Papers – Items 1, 2, 3, 4 and 6.

INFORMATION PAPERS



INFORMATION ITEM NO. 1

**SETTLEMENT AND RELEASE DEED - FABCOT PTY LTD AND PORT
STEPHENS COUNCIL – SALAMANDER BAY COMMERCIAL LAND**

REPORT OF: CARMEL FOSTER – GROUP MANAGER CORPORATE SERVICES

GROUP: CORPORATE SERVICES

FILE: PSC2009-01232

BACKGROUND

The purpose of this report is to update Council on the outcome of negotiations following the termination by Fabcot Pty Ltd (Fabcot) of a Contract for Sale of Land by Council to Fabcot at Salamander Bay.

Council had contracted to sell land to Fabcot for the development of a Big W on Council owned land adjoining the existing shopping centre. Fabcot terminated the Contract in March 2014 and as a consequence, Council has obtained extensive legal advice and been negotiating an acceptable settlement with Fabcot to avoid costly and risky litigation. Council and Fabcot reached "in principle" agreement late 2014 for Council to retain \$100,000 of the deposit monies. Fabcot prepared a Release Deed which has been reviewed by Council's Legal Services Department which has recommended minor changes before execution by Council.

The executed Deed has now been returned to Council.

ATTACHMENTS

Nil.

INFORMATION ITEM NO. 2

CASH AND INVESTMENTS HELD AT 28 FEBRUARY 2015

REPORT OF: TIM HAZELL – FINANCIAL SERVICES SECTION MANAGER

GROUP: CORPORATE SERVICES

FILE: PSC2006-6531

BACKGROUND

The purpose of this report is to present Council's schedule of cash and investments held at 28 February 2015.

ATTACHMENTS

- 1) Cash and investments held at 28 February 2015.
- 2) Monthly cash and investments balance February 2014 to February 2015.
- 3) Monthly Australian term deposit index February 2014 to February 2015.

ATTACHMENT 1

CASH AND INVESTMENTS HELD AS AT 28 FEBRUARY 2015

ISSUER	BROKER	RATING*	DESC.	YIELD %	TERM DAYS	MATURITY	AMOUNT INVESTED	MARKET VALUE
TERM DEPOSITS								
ARAB BANK AUSTRALIA LTD	RIM	BB+	TD	3.90%	271	11-Mar-15	1,500,000	1,500,000
NATIONAL AUSTRALIA BANK LTD	NAB	AA-	TD	3.58%	182	25-Mar-15	2,000,000	2,000,000
NATIONAL AUSTRALIA BANK LTD	NAB	AA-	TD	3.58%	182	8-Apr-15	2,000,000	2,000,000
SUNCORP	SUNCORP	A+	TD	3.45%	126	22-Apr-15	2,000,000	2,000,000
ARAB BANK AUSTRALIA LTD	RIM	BB+	TD	3.85%	266	6-May-15	500,000	500,000
ING BANK (AUSTRALIA)	ING	A-	TD	3.52%	182	20-May-15	2,000,000	2,000,000
AMP BANK LTD	FARQUHARSON	A+	TD	3.50%	275	29-May-15	1,000,000	1,000,000
BANK OF QUEENSLAND LTD	BOQ	A-	TD	3.60%	266	3-Jun-15	2,500,000	2,500,000
AMP BANK LTD	CURVE	A+	TD	3.50%	266	3-Jun-15	1,000,000	1,000,000
BANK OF QUEENSLAND LTD	BOQ	A-	TD	3.60%	196	17-Jun-15	1,500,000	1,500,000
NATIONAL AUSTRALIA BANK LTD	NAB	AA-	TD	3.58%	182	17-Jun-15	2,000,000	2,000,000
WAW CREDIT UNION CO-OPERATIVE	CURVE	N/R	TD	3.65%	301	1-Jul-15	2,000,000	2,000,000
BANK OF SYDNEY LTD	RIM	N/R	TD	3.58%	182	15-Jul-15	2,000,000	2,000,000
NATIONAL AUSTRALIA BANK LTD	NAB	AA-	TD	3.50%	182	29-Jul-15	1,000,000	1,000,000
ME BANK	ME	BBB+	TD	3.45%	182	29-Jul-15	1,000,000	1,000,000
AMP BANK LTD	FARQUHARSON	A+	TD	3.50%	266	12-Aug-15	2,000,000	2,000,000
NATIONAL AUSTRALIA BANK LTD	NAB	AA-	TD	3.20%	266	18-Nov-15	1,000,000	1,000,000
SUB TOTAL (\$)							27,000,000	27,000,000
OTHER INVESTMENTS								
NEXUS BONDS LTD "TOPAZ AA-"	GRANGE	A	CDO	0.00%	10yrs	23-Jun-15	412,500	373,317
ANZ ZERO COUPON BOND	ANZ	AA-	BOND	0.00%	9yrs	1-Jun-17	1,017,877	954,311
SUB TOTAL (\$)							1,430,377	1,327,628
INVESTMENTS TOTAL (\$)							28,430,377	28,327,628
CASH AT BANK (\$)							4,691,465	4,691,465
TOTAL CASH AND INVESTMENTS (\$)							33,121,842	33,019,092
CASH AT BANK INTEREST RATE				2.20%				
BBSW FOR PREVIOUS 3 MONTHS				2.64%				
AVG. INVESTMENT RATE OF RETURN				3.38%				

TD = TERM DEPOSIT

FRN = FLOATING RATE NOTE

CDO = COLLATERALISED DEBT OBLIGATION

FRSD = FLOATING RATE SUBORDINATED DEBT

*STANDARD AND POORS LONG TERM RATING

CERTIFICATE OF RESPONSIBLE ACCOUNTING OFFICER

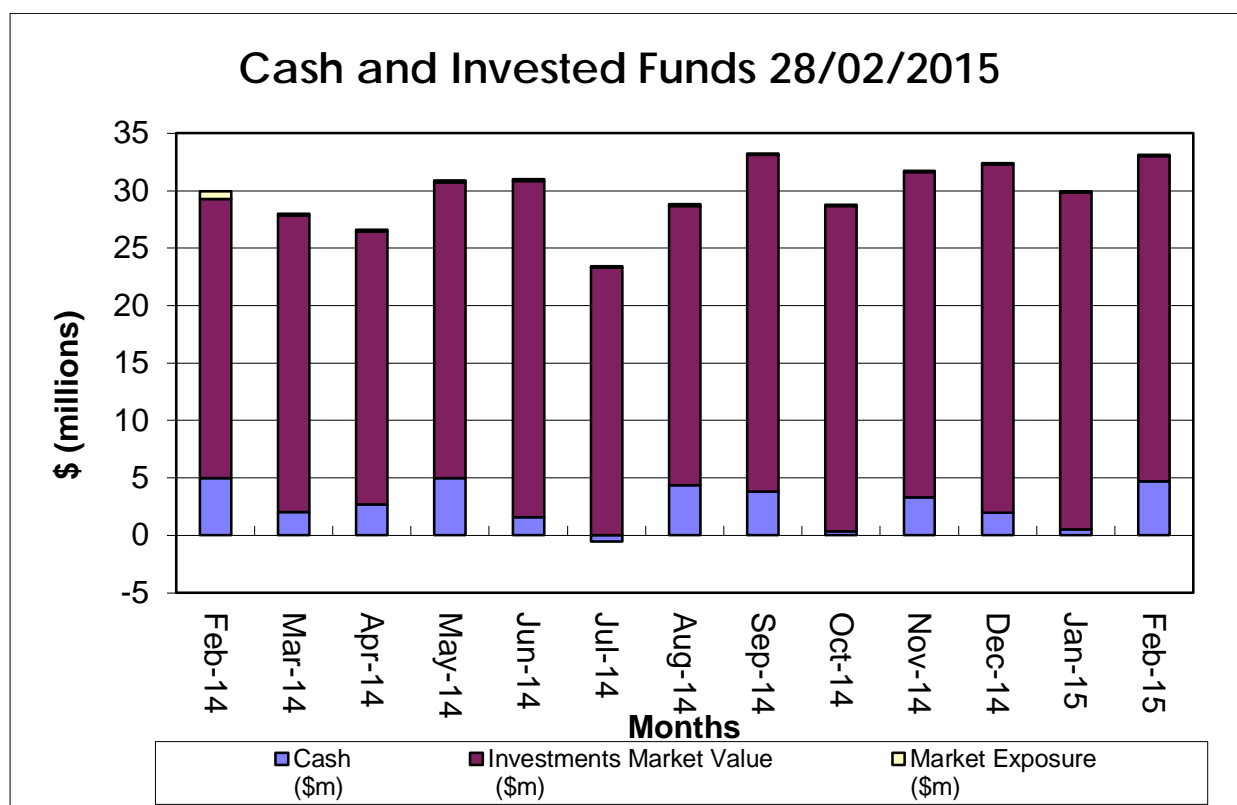
I HEREBY CERTIFY THAT THE INVESTMENTS LISTED ABOVE HAVE BEEN MADE IN ACCORDANCE WITH SECTION 625 OF THE LOCAL GOVERNMENT ACT 1993, CLAUSE 212 OF THE LOCAL GOVERNMENT (GENERAL) REGULATION 2005 AND COUNCIL'S CASH INVESTMENT POLICY

W WALLIS

ATTACHMENT 2

CASH AND INVESTMENTS HELD

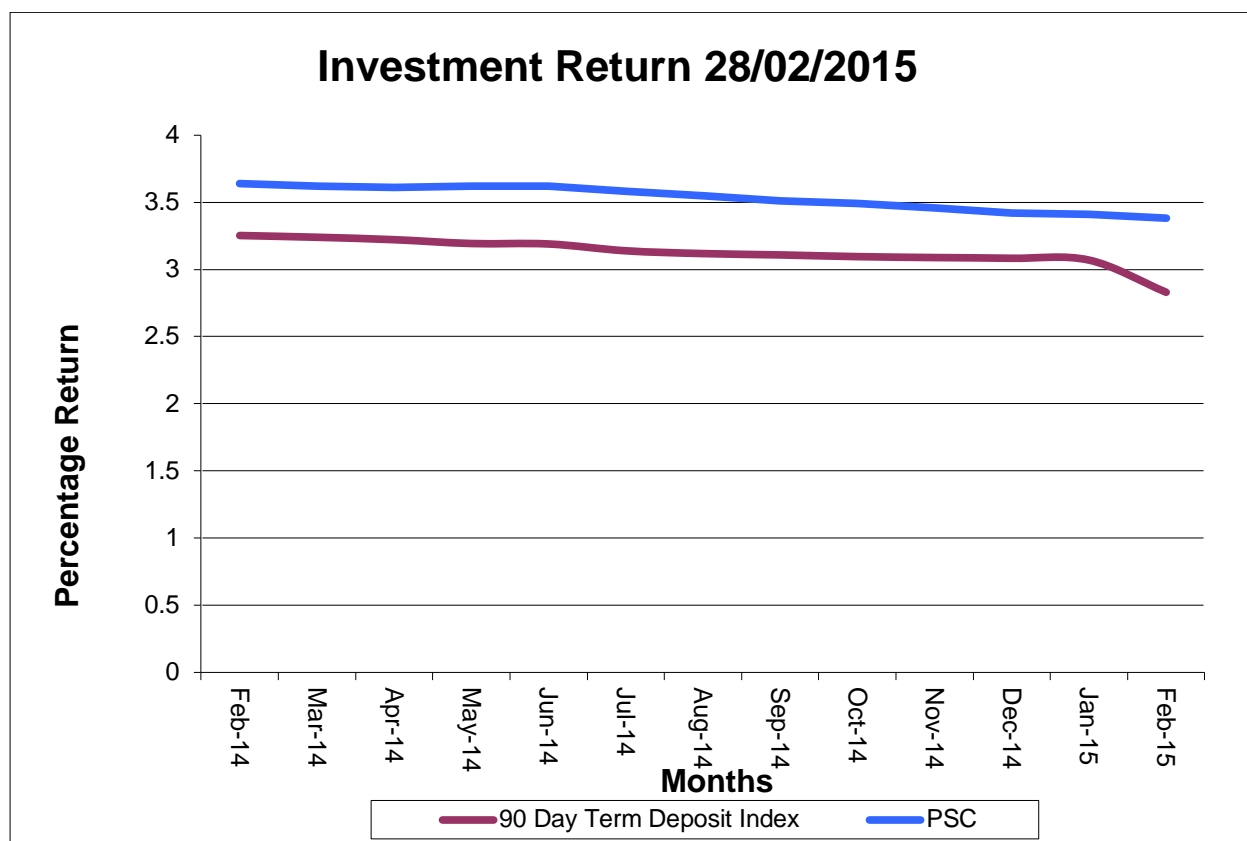
Date	Cash (\$m)	Investments Market Value (\$m)	Market Exposure (\$m)	Total Funds (\$m)
Feb-14	5.006	24.274	0.656	29.936
Mar-14	2.048	25.759	0.171	27.978
Apr-14	2.692	23.761	0.169	26.622
May-14	4.964	25.775	0.156	30.895
Jun-14	1.572	29.276	0.155	31.002
Jul-14	- 0.532	23.290	0.147	22.905
Aug-14	4.375	24.305	0.132	28.811
Sep-14	3.793	29.310	0.126	33.230
Oct-14	0.350	28.313	0.123	28.786
Nov-14	3.293	28.313	0.123	31.729
Dec-14	1.959	30.317	0.113	32.389
Jan-15	0.527	29.323	0.107	29.957
Feb-15	4.691	28.328	0.103	33.122



ATTACHMENT 3

AUSTRALIAN TERM DEPOSIT ACCUMULATION INDEX

Date	90 Day Term Deposit Index	PSC
Feb-14	3.2527	3.64
Mar-14	3.2397	3.62
Apr-14	3.2216	3.61
May-14	3.1931	3.62
Jun-14	3.1897	3.62
Jul-14	3.1389	3.58
Aug-14	3.1182	3.55
Sep-14	3.1082	3.51
Oct-14	3.0955	3.49
Nov-14	3.0886	3.46
Dec-14	3.0832	3.42
Jan-15	3.0697	3.41
Feb-15	2.8301	3.38



LGNSW TOURISM CONFERENCE MARCH 2015 BATHURST

REPORT OF: CR JOHN NELL

FILE: PSC2015-00123

BACKGROUND

The purpose of this report is to advise Councillors of feedback from the LGNSW Tourism Conference attended by Cr John Nell on 2-4 March 2015.

The 11th annual Local Government NSW Conference 2015 was held in Bathurst from 2- 4 March 2015. Local Government plays a major role in tourism and is engaged in tourism in many ways. Councils are actively involved in promoting tourism, providing infrastructure and services to support tourism, but also in managing the impacts of tourism.

Tourism is an important driver of economic development and employment growth but it also has impacts on communities and the environment that need to be managed. Tourism is an important source of economic activity and creates jobs for school leavers in both large and small communities.

It was recognised that although the social media is an important source of information, this media is now so crowded, that the older forms of advertising such as TV should not be forgotten. Honesty in marketing and delivery is also vital for tourism promotion. If promises made in advertising do not match up with the offering and service, the social media can quickly undo a successful advertising campaign.

Several speakers emphasised, that tourism involves the whole community and the way we interact with our visitors is vital for return business. Tourism includes the whole community and benefits many local businesses as well sporting clubs and cultural associations benefit from events. Many regional towns use their landmark event to brand their local community. Port Stephens is fortunate to host many sporting, fishing and cultural events yearly, which attract visitors from a wide range of socio-economic and ethnic groups in NSW and beyond.

On a personal note it was pleasing, to walk and drive around Mount Panorama and get a feel for the race track. For me the highlight of the Conference was the fieldtrip and the viewing of the Chifley Home & Education Centre, a Council owned building, Miss Trails House & Garden, a National Trust House and Abercrombie House, a privately owned "Scottish Castle". The marketing of these three historic homes was expertly done and visitors can purchase a single historic homes pass to visit all three amazing places. This is a good example of heritage preservation and tourism creating pride in one's community as well as help to support local businesses.

Most of all tourists like to enjoy a genuine local experience and the interaction with local people. When we go on holidays, we behave like tourists, but what we treasure most of all is our interaction with locals.

I would like to thank Port Stephens Council for facilitating my participation at the Local Government Tourism Conference 2015.

ATTACHMENTS

Nil.

INFORMATION ITEM NO. 4

DESIGNATED PERSONS – PECUNIARY INTEREST

REPORT OF: TONY WICKHAM – GOVERNANCE MANAGER

GROUP: GENERAL MANAGER'S OFFICE

FILE: PSC2012-02853

BACKGROUND

The purpose of this report is to advise Council of those new Council staff who have submitted Returns.

In accordance with Section 450A of the Local Government Act 1993, all new staff are required to lodge a Return within three (3) months of commencement. These Returns are to be tabled at the first Council meeting after the lodgement date.

The following is a list of position/s who have submitted Return/s:

Senior Social Planning Officer (PSC764)
Natural Resources Coordinator (PSC023)
Health & Building Surveyor (PSC439)

ATTACHMENTS

Nil.

TABLED DOCUMENTS

- 1) Pecuniary Interest Returns.

INFORMATION ITEM NO. 5

QUARTERLY REPORT OF MAYOR AND COUNCILLOR EXPENSES - 2014

REPORT OF: WAYNE WALLIS – GENERAL MANAGER

GROUP: GENERAL MANAGER'S OFFICE

FILE: PSC2010-04205V2

BACKGROUND

The purpose of this report is to provide the quarterly expenses of the Mayor and Councillors which have been incurred in accordance with the Payment of Expenses and Provision of Facilities to Councillors policy.

The tables at **(ATTACHMENT 1 & ATTACHMENT 2)** also includes the total number of meetings attended during this period.

ATTACHMENTS

- 1) Quarterly Report of Mayor and Councillors Expenses – July – Sept 2014.
- 2) Quarterly Report of Mayor and Councillors Expenses – Oct - Dec 2014.

MINUTES ORDINARY COUNCIL – 24 MARCH 2015

ATTACHMENT 1

Quarterly Report – July – Sept 2014

			Cr Bruce Mackenzie	Cr Chris Doohan	Cr Geoff Dingle	Cr John Morello	Cr John Neill	Cr Ken Jordan	Cr Paul Le Mottee	Cr Peter Kafer	Cr Sally Dover	Cr Steve Tucker	TOTALS
Total Council Meetings Attended (5 held)			5	3	4	3	5	4	4	1	5	5	
		Limits as per policy											
Councillor Mobile Rental	802.123	\$200 per month	\$746.00	\$401.00	\$183.00	\$0.00	\$241.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,571.00
Councillor Mobile Calls	803.123		\$0.00	\$269.00	\$0.00	\$0.00	\$116.00	\$0.00	\$132.00	\$0.00	\$0.00	\$0.00	\$517.00
Councillor Landline Phone Rental	804.123		\$0.00	\$68.00	\$155.00	\$0.00	\$42.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$265.00
Councillor Landline Phone Calls	805.123		\$0.00	\$21.00	\$22.00	\$0.00	\$148.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$191.00
Councillor Fax Rental	807.123		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$297.00	\$297.00
Councillor Fax Calls	808.123	\$60 per month	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$273.00	\$273.00
Councillor Internet	806.123		\$0.00	\$273.00	\$164.00	\$0.00	\$55.00	\$0.00	\$55.00	\$0.00	\$0.00	\$0.00	\$547.00
Councillor Intrastate Travel Expenses	801.123		\$0.00	\$451.00	\$541.00	\$0.00	\$1,851.00	\$910.00	\$136.00	\$0.00	\$835.00	\$722.00	\$5,446.00
Councillor Intrastate out of pocket expenses	809.123		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Councillor Interstate Travel (out of NSW)	810.123		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Councillor Interstate out of pocket expenses	813.123	\$6,000 per year	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Councillor Interstate Accommodation (out of NSW)	811.123		\$2,008.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,008.00
Councillors Intrastate Accommodation	812.123		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Councillor Conferences	814.123		\$0.00	\$0.00	\$0.00	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70.00
Councillor Training	815.123		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Councillor Partner Expenses	816.123	Mayor \$1,000 per year Crs \$500 per year	\$339.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46.00	\$0.00	\$385.00
Councillor Computers	817.123	\$3,000 per term	\$785.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,538.00	\$0.00	\$0.00	\$0.00	\$3,323.00
Councillor Stationery	818.123	No limit.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Councillor Awards/Ceremonies/Diners	819.123	\$100 per day	\$70.00	\$0.00	\$68.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$165.00	\$0.00	\$303.00
Councillor Child Care Costs	820.123	\$2,000 per term	\$0.00	\$477.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$477.00
Councillor Communications - Bundle Option	821.123	\$220 per month	\$0.00	\$0.00	\$0.00	\$0.00	\$261.00	\$0.00	\$0.00	\$0.00	\$1,126.00	\$0.00	\$1,387.00
Councillor Allowances		Mayor \$57,301 per annum. Crs - \$17,623 per annum	\$4,753.34	\$1,494.17	\$1,494.17	\$1,494.17	\$1,494.17	\$1,494.17	\$1,494.17	\$1,494.17	\$1,494.17	\$1,494.17	\$18,200.87
TOTALS			\$8,701.34	\$3,454.17	\$2,627.17	\$1,564.17	\$4,208.17	\$2,404.17	\$4,355.17	\$1,494.17	\$3,666.17	\$2,786.17	\$35,260.87

ATTACHMENT 2

Quarterly Report – Oct – Dec 2014

			Cr Bruce MacKenzie	Cr Chris Doohan	Cr Geoff Dingle	Cr John Morello	Cr John Nell	Cr Ken Jordan	Cr Paul Le Mothee	Cr Peter Kiefer	Cr Sally Dover	Cr Steve Tucker	TOTALS
Total Council Meetings Attended (5 held)			5	4	5	4	4	4	5	5	4	5	
		Limits as per policy											
Councillor Mobile Rental	802.123	\$200 per month	\$174.00	\$248.00	\$70.00	\$207.00	\$104.00	\$0.00	\$728.00	\$0.00	\$0.00	\$0.00	\$1,531.00
Councillor Mobile Calls	803.123		\$0.00	\$134.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$184.00
Councillor Landline Phone Rental	804.123		\$0.00	\$41.00	\$158.00	\$0.00	\$0.00	\$0.00	\$202.00	\$0.00	\$0.00	\$0.00	\$401.00
Councillor Landline Phone Calls	805.123		\$0.00	\$0.00	\$20.00	\$96.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$116.00
Councillor Fax Rental	807.123		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$394.00	\$394.00
Councillor Fax Calls	808.123	\$60 per month	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$364.00	\$364.00
Councillor Internet	806.123		\$53.00	\$164.00	\$164.00	\$109.00	\$55.00	\$0.00	\$273.00	\$0.00	\$0.00	\$0.00	\$818.00
Councillor Intrastate Travel Expenses	801.123	\$6,000 per year	\$0.00	\$381.00	\$383.00	\$474.00	\$1,780.00	\$939.00	\$1,411.00	\$0.00	\$1,229.00	\$2,608.00	\$9,205.00
Councillor Intrastate out of pocket expenses	809.123		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Councillor Interstate Travel (out of NSW)	810.123		\$985.00	\$0.00	\$0.00	\$0.00	\$593.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,578.00
Councillor Interstate out of pocket expenses	813.123		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Councillor Interstate Accommodation (out of NSW)	811.123	\$3,500 per year	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Councillors Intrastate Accommodation	812.123		\$372.00	\$0.00	\$0.00	\$0.00	\$393.00	\$264.00	\$461.00	\$0.00	\$0.00	\$264.00	\$1,754.00
Councillor Conferences	814.123		\$1,534.00	\$0.00	\$0.00	\$0.00	\$1,034.00	\$820.00	\$820.00	\$0.00	\$0.00	\$820.00	\$5,028.00
Councillor Training	815.123		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Councillor Partner Expenses	816.123	Mayor \$1,000 per year Crs \$500 per year	\$1,263.00	\$0.00	\$0.00	\$60.00	\$0.00	\$215.00	\$5.00	\$0.00	\$275.00	\$145.00	\$1,963.00
Councillor Computers	817.123	\$3,000 per term	\$1,505.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65.00	\$858.00	\$2,428.00
Councillor Stationery	818.123	No limit.	\$0.00	\$103.00	\$0.00	\$13.00	\$0.00	\$18.00	\$0.00	\$0.00	\$0.00	\$0.00	\$134.00
Councillor Awards/Ceremonies/Diners	819.123	\$100 per day	\$1,881.00	\$0.00	\$68.00	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$127.00	\$176.00	\$2,312.00
Councillor Child Care Costs	820.123	\$2,000 per term	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Councillor Communications - Bundle Option	821.123	\$220 per month	\$0.00	\$0.00	\$0.00	\$0.00	\$433.00	\$200.00	\$0.00	\$0.00	\$963.00	\$0.00	\$1,596.00
Councillor Allowances		Mayor \$57,301 per annum. Crs - \$17,623 per annum	\$4,753.34	\$1,494.17	\$1,494.17	\$1,494.17	\$1,494.17	\$1,494.17	\$1,494.17	\$1,494.17	\$1,494.17	\$1,494.17	\$18,200.87
TOTALS			\$12,520.34	\$2,565.17	\$2,407.17	\$2,513.17	\$5,886.17	\$3,950.17	\$5,394.17	\$1,494.17	\$4,153.17	\$7,123.17	\$48,006.87

INFORMATION ITEM NO. 6

CHANGE TO COUNCIL MEETING – 28 APRIL 2015

REPORT OF: WAYNE WALLIS – GENERAL MANAGER

GROUP: GENERAL MANAGER'S OFFICE

FILE: A2004-0372

BACKGROUND

The purpose of this report is to inform Council that due to the LGMA Conference being held in Darwin from 29 April to 1 May 2015, the Council meeting scheduled for 28 April 2015 will not proceed due to the lack of a quorum.

All reports scheduled for the Council meeting of 28 April 2015, will be allocated to a future Council meeting.

ATTACHMENTS

Nil.

NOTICES OF MOTION

NOTICE OF MOTION

ITEM NO. 1

FILE NO: A2004-0217 &
PSC2011-02341

SPORTING FIELDS TURF SURFACES

COUNCILLOR: CHRIS DOOHAN

THAT COUNCIL:

- 1) Request the Group Manager, Facilities and Services to provide details on the asset management plan for Sporting Fields Turf Surfaces across the Local Government area.
-

BACKGROUND REPORT OF: JASON LINNANE – GROUP MANAGER FACILITIES AND SERVICES

ORDINARY COUNCIL MEETING – 24 MARCH 2015 MOTION

066	Councillor Chris Doohan Councillor Paul Le Mottee
	It was resolved that Council request the Group Manager, Facilities and Services to provide details on the asset management plan for Sporting Fields Turf Surfaces across the Local Government area.

BACKGROUND

There is some concern in the local community that playing surfaces at Yulong Oval Medowie are in a poor state of repair. This same sentiment exists for a small number of other sites. This is no reflection on the quality of work that our highly competent and dedicated staff provide, but rather a question of our asset management process.

It is essential for the ongoing use of sports ovals that there is an asset management plan in place for all sporting fields that are subject to regular wear, tear and weather.

Such an approach will assist in future budget planning to ensure that these assets are considered along with all other assets of Council when budget processes are being completed.

This approach will also ensure that the sporting fields in Port Stephens continue to be provided in a state that allows for future use without expensive repairs due to lack of

preventative maintenance, showcases our local government area and ensures the safety of users.

There being no further business the meeting closed at 7.19pm.