

# DRAFT

## MINUTES – 24 APRIL 2018



## PORT STEPHENS C O U N C I L

Minutes of Ordinary meeting of the Port Stephens Council held in the Council Chambers, Raymond Terrace on – 24 April 2018, commencing at 5.30pm.

**PRESENT:**

Mayor R Palmer, Councillors J Abbott, G Arnott, C. Doohan, G Dunkley, K. Jordan, P. Le Mottee, J Nell, S Smith, S. Tucker, General Manager, Corporate Services Group Manager, Facilities and Services Group Manager, Development Services Group Manager and Governance Manager.

<b>086</b>	<b>Councillor Paul Le Mottee</b> <b>Councillor Sarah Smith</b>  It was resolved that the Minutes of the Ordinary Meeting of Port Stephens Council Ordinary Council held on 10 April 2018 be confirmed.
<b>087</b>	<b>Councillor John Nell</b> <b>Councillor Chris Doohan</b>  It was resolved that the apologies from Cr Glen Dunkley, Cr Jaimie Abbott and Cr Steve Tucker be received and noted.
	There were no declaration of interests received.

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# MOTIONS TO CLOSE

**ITEM NO. 1**

**FILE NO: 18/76524  
EDRMS NO: PSC2017-00104**

**MOTION TO CLOSE**

REPORT OF: WAYNE WALLIS - GENERAL MANAGER  
GROUP: GENERAL MANAGER'S OFFICE

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**RECOMMENDATION:**

- 1) That pursuant to section 10A(2) (d)i of the *Local Government Act 1993*, the Committee and Council resolve to close to the public that part of its meetings to discuss Confidential Item 1 on the Ordinary agenda namely **54 BOUNDARY ROAD, MEDOWIE**.
- 2) That the reasons for closing the meeting to the public to consider this item is that the discussion will include information containing:
  - commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.
- 3) That the report remain confidential and the minute be released in accordance with Council's resolution.

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**ORDINARY COUNCIL MEETING - 24 APRIL 2018  
MOTION**

<b>088</b>	<p><b>Councillor Ken Jordan Councillor Chris Doohan</b></p> <p>It was resolved that Council:</p> <ol style="list-style-type: none"><li>1) That pursuant to section 10A(2) (d)i of the <i>Local Government Act 1993</i>, the Committee and Council resolve to close to the public that part of its meetings to discuss Confidential Item 1 on the Ordinary agenda namely <b>54 BOUNDARY ROAD, MEDOWIE</b>.</li><li>2) That the reasons for closing the meeting to the public to consider this item is that the discussion will include information containing:<ul style="list-style-type: none"><li>• commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.</li></ul></li><li>3) That the report remain confidential and the minute be released in accordance with Council's resolution.</li></ol>
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ITEM NO. 2

FILE NO: 18/76526  
EDRMS NO: PSC2017-00104

**MOTION TO CLOSE**

REPORT OF: WAYNE WALLIS - GENERAL MANAGER  
GROUP: GENERAL MANAGER'S OFFICE

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**RECOMMENDATION:**

- 1) That pursuant to section 10A(2) (c) and (d)i of the *Local Government Act 1993*, the Committee and Council resolve to close to the public that part of its meetings to discuss Confidential Item 2 on the Ordinary agenda namely **NEWCASTLE AIRPORT**.
- 2) That the reasons for closing the meeting to the public to consider this item is that the discussion will include information containing:
  - information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business,and
  - commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.
- 3) That the report remain confidential and the minute be released in accordance with Council's resolution.

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**ORDINARY COUNCIL MEETING - 24 APRIL 2018**  
**MOTION**

089	<p><b>Councillor Ken Jordan</b> <b>Councillor Chris Doohan</b></p> <p>It was resolved that Council:</p> <ol style="list-style-type: none"><li>1) That pursuant to section 10A(2) (c) and (d)i of the <i>Local Government Act 1993</i>, the Committee and Council resolve to close to the public that part of its meetings to discuss Confidential Item 2 on the Ordinary agenda namely <b>NEWCASTLE AIRPORT</b>.</li><li>2) That the reasons for closing the meeting to the public to consider this item is that the discussion will include information containing:<ul style="list-style-type: none"><li>• information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business,</li></ul>and</li></ol>
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<b>MINUTES ORDINARY COUNCIL - 24 APRIL 2018</b>
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	<ul style="list-style-type: none"><li>• commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.</li></ul> <p>3) That the report remain confidential and the minute be released in accordance with Council's resolution.</p>
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# COUNCIL REPORTS

**ITEM NO. 1**

**FILE NO: 18/59626  
EDRMS NO: PSC2009-09539**

**IMPLEMENTATION PANELS - RAYMOND TERRACE AND HEATHERBRAE  
STRATEGY AND THE MEDOWIE PLANNING STRATEGY**

REPORT OF: STEVEN PEART - STRATEGY & ENVIRONMENT SECTION  
MANAGER

GROUP: DEVELOPMENT SERVICES

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**RECOMMENDATION IS THAT COUNCIL:**

- 1) Seek nominations from members of the Raymond Terrace and Heatherbrae communities to form a Panel that will overlook the implementation of the Raymond Terrace and Heatherbrae Strategy in accordance with the listed Terms of Reference **(ATTACHMENT 1)**.
  - 2) Seek nominations from members of the Medowie community to form a Panel that will overlook the implementation of the Medowie Planning Strategy in accordance with the listed Terms of Reference **(ATTACHMENT 2)**.
  - 3) Consider and determine the membership of the Panels.
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**ORDINARY COUNCIL MEETING - 24 APRIL 2018**

	Council did not move into Committee of the Whole.
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**ORDINARY COUNCIL MEETING - 24 APRIL 2018  
MOTION**

<b>090</b>	<p><b>Councillor Giacomo Arnott Councillor Paul Le Mottee</b></p> <p>It was resolved that Council:</p> <ol style="list-style-type: none"><li>1) Seek nominations from members of the Raymond Terrace and Heatherbrae communities to form a Panel that will overlook the implementation of the Raymond Terrace and Heatherbrae Strategy in accordance with the listed Terms of Reference <b>(ATTACHMENT 1)</b>.</li><li>2) Seek nominations from members of the Medowie community to form a Panel that will overlook the implementation of the Medowie Planning Strategy in accordance with the listed Terms of Reference <b>(ATTACHMENT 2)</b>.</li><li>3) All West and Central Ward Councillors be appointed to the respective panels in their Wards.</li></ol>
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## MINUTES ORDINARY COUNCIL - 24 APRIL 2018

	4) Receive and note the Supplementary Information.
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### BACKGROUND

The purpose of this report is to seek Council endorsement to establish two separate panels to overlook the implementation of the Raymond Terrace and Heatherbrae Strategy and the Medowie Planning Strategy.

The Raymond Terrace and Heatherbrae Strategy was endorsed by Council on 24 November 2015. Following this adoption, Expressions of Interest were sought from members of the community for the establishment of an Implementation Panel. This process resulted in a low level of interest and as a result the Strategy has continued to be implemented without the oversight of a Panel.

The Medowie Planning Strategy was endorsed by Council on 13 December 2016. Since that time, Council have made a number of presentations to the Medowie Progress Association and other stakeholders. To ensure a consistent approach is taken for implementation of all strategies, it is suggested that a Panel be established.

The Terms of Reference (**ATTACHMENT 1 and 2**) for each Panel sets out:

- Purpose
- Objectives
- Structure
- Selection of Panel Members
- Frequency
- Expected Outcomes

In short, these terms identify that the Panels will meet on a quarterly basis and that the content of these meetings will inform an annual report to Council. This is consistent with the process outlined in the Progress of the Nelson Bay Town Centre and Foreshore Strategy, which sought to increase transparency and accountability.

### COMMUNITY STRATEGIC PLAN

Strategic Direction	Delivery Program 2013-2017
Sustainable Development.	Provide Strategic Land Use Planning Services. Provide Development Assessment and Building Certification Services.

## FINANCIAL/RESOURCE IMPLICATIONS

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes		The coordination of the Panels will be managed within existing budget resources.
Reserve Funds	No		
Development Contributions (Section 7.11)	No		
External Grants	No		
Other	No		

## LEGAL, POLICY AND RISK IMPLICATIONS

The establishment of the Implementation Panels seek to provide greater transparency and accountability for the implementation of the endorsed strategies.

Risk	<u>Risk Ranking</u>	Proposed Treatments	Within Existing Resources?
There is a risk that the endorsed strategies are not implemented.	Low	Establish the identified panels to provide greater transparency and accountability to the implementation of the endorsed strategies.	Yes
There is a risk that the people nominated may not be a group adequately representing the community.	Low	Establish the identified panels to provide greater transparency and accountability to the implementation of the endorsed strategies.	Yes
There is a risk that the communication of the endorsed strategies is not clear.	Low	Establish the identified panels to clearly communicate the endorsed strategies.	Yes

## **SUSTAINABILITY IMPLICATIONS**

Includes Social, Economic and Environmental Implications

The Raymond Terrace and Heatherbrae and Medowie Planning Strategies were developed with consideration to the social, economic and environmental implications for these localities. The implementation panels seek to ensure that these strategies are realised and the outcomes are clearly communicated to the community.

## **CONSULTATION**

Consultation with key stakeholders has been undertaken by the Strategic Planning unit. If the recommendation is endorsed by Council, Expressions of Interest will be sought from the community in accordance with the Terms of Reference. Notifications will be placed in the Port Stephens Examiner, Council's website and social media platforms.

## **OPTIONS**

- 1) Accept the recommendations.
- 2) Amend the recommendations.
- 3) Reject the recommendations.

## **ATTACHMENTS**

- 1) Raymond Terrace and Heatherbrae Strategy Implementation Panel - Terms of Reference.
- 2) Medowie Strategy Implementation Panel - Terms of Reference.

## **COUNCILLORS ROOM**

Nil.

## **TABLED DOCUMENTS**

Nil.

**ITEM 1 - ATTACHMENT 1      RAYMOND TERRACE AND HEATHERBRAE  
STRATEGY IMPLEMENTATION PANEL - TERMS OF REFERENCE.**



**Raymond Terrace and  
Heatherbrae Strategy –  
Implementation Panel**

**TERMS OF REFERENCE**

**Purpose**

The Raymond Terrace and Heatherbrae Implementation Panel (the Panel) has been established to provide community advice to Council on the implementation of the Raymond Terrace and Heatherbrae Strategy 2015-2031 (the Strategy).

**Objectives**

The objectives of the Panel are as follows:

- To provide a forum to regularly report on progress and share information between Council and the community.
- To drive the implementation of the actions contained within the Strategy.

**Terms of Reference**

The Panel provides advice as requested by Council to assist with the implementation of the Strategy. The Panel is not a formal committee of Council and will not have a formal role in decision making, policy direction or delegating work to be carried out by Council.

**Structure**

The Panel will consist of the following members:

- Strategic Planning Officer
- Economic Development Officer
- Strategic Planning Coordinator
- Strategy and Environment Section Manager
- Community and Recreation Coordinator
- Civil Assets Planning Manager
- Up to three West Ward Councillors
- Four community representatives (two from local businesses and two local residents) identified through a public nomination process

The Strategic Planning Officer will administer the Panel. The chair of the meeting will be a Councillor nominated by the Panel at their first meeting. The Strategic Planning Officer will take the Minutes at each meeting.

**Selection of Panel Members**

Expressions of Interest for membership will be sought through advertising in the Port Stephens Examiner, Council's website and through social media platforms.

**ITEM 1 - ATTACHMENT 1      RAYMOND TERRACE AND HEATHERBRAE  
STRATEGY IMPLEMENTATION PANEL - TERMS OF REFERENCE.**

Selection of membership will be based on the following:

- Demonstrated knowledge of local issues.
- Demonstrated ability to represent broad community interests.
- Demonstrated commitment/availability to attend meetings.

All nominations received will be reported to Council for their consideration and final recommendation.

**Frequency**

The Panel will meet twice per year initially with ongoing frequency to be determined by the Panel. An Annual Report will be provided to Council on the outcomes of these meetings and the progress of the Strategy as a whole.

**Governance**

All members of the Panel are required to disclose any conflict of interest they may have or conflict of interest of any associated person. All conflicts of interest are to be managed in the public interest.

Any conflict of interests must be managed to uphold the probity of the panel's decision-making. When considering whether or not you have a conflict of interest, it is always important to think about how others would view your situation. Should you disclose a conflict of interest you must remove yourself from the meeting and/or event.

Council's Code of Conduct applies to the activities associated with the Panel.

**Media**

All contact with the media is to be coordinated through Council's Public Relations and Marketing unit. Council's Public Relations and Marketing unit will use agreed protocols and procedures to guide all Panel members and to ensure that Council's Media Liaison Policy is followed.

**Expected Outcomes**

The expected outcomes of the Panel are as follows:

- Community engagement at key stages of the implementation.
- Community advice to assist Council making decisions concerning the future planning of Raymond Terrace and Heatherbrae.
- The implementation of a Strategy that has a high level of community input so that it is reflective of community needs.
- A Strategy that provides for the sustained growth of Raymond Terrace and Heatherbrae in a structured and balanced way.

**ITEM 1 - ATTACHMENT 2  
TERMS OF REFERENCE.**

**MEDOWIE STRATEGY IMPLEMENTATION PANEL -**



**PORT STEPHENS**  
COUNCIL

**Medowie Strategy –  
Implementation Panel**

**TERMS OF REFERENCE**

**Purpose**

The Medowie Implementation Panel (the Panel) has been established to provide community advice to Council on the implementation of the Medowie Strategy 2015-2031 (the Strategy).

**Objectives**

The objectives of the Panel are as follows:

- To provide a forum to regularly report on progress and share information between Council and the community.
- To drive the implementation of the actions contained within the Strategy.

**Terms of Reference**

The Panel provides advice as requested by Council to assist with the implementation of the Strategy. The Panel is not a formal committee of Council and will not have a formal role in decision making, policy direction or delegating work to be carried out by Council.

**Structure**

The Panel will consist of the following members:

- Strategic Planning Officer
- Economic Development Officer
- Strategic Planning Coordinator
- Strategy and Environment Section Manager
- Community and Recreation Coordinator
- Civil Assets Planning Manager
- Up to three Central Ward Councillors
- Four community representatives (two from local businesses and two local residents) identified through a public nomination process

The Strategic Planning Officer will administer the Panel. The chair of the meeting will be a Councillor nominated by the Panel at their first meeting. The Strategic Planning Officer will take the Minutes at each meeting.

**Selection of Panel Members**

Expressions of Interest for membership will be sought through advertising in the Port Stephens Examiner, Council's website and through social media platforms.

**ITEM 1 - ATTACHMENT 2 MEDOWIE STRATEGY IMPLEMENTATION PANEL -  
TERMS OF REFERENCE.**

Selection of membership will be based on the following:

- Demonstrated knowledge of local issues.
- Demonstrated ability to represent broad community interests.
- Demonstrated commitment/availability to attend meetings.

All nominations received will be reported to Council for their consideration and final recommendation.

**Frequency**

The Panel will meet twice per year initially with ongoing frequency to be determined by the Panel. An Annual Report will be provided to Council on the outcomes of these meetings and the progress of the Strategy as a whole.

**Governance**

All members of the Panel are required to disclose any conflict of interests they may have or conflict of interest of any associated person. All conflicts of interest are to be managed in the public interest.

Any conflict of interests must be managed to uphold the probity of the Panel's decision-making. When considering whether or not you have a conflict of interest, it is always important to think about how others would view your situation. Should you disclose a conflict of interest you must remove yourself from the meeting and/or event.

Council's Code of Conduct applies to the activities associated with the Panel.

**Media**

All contact with the media is to be coordinated through Council's Public Relations and Marketing unit. Council's Public Relations and Marketing unit will use agreed protocols and procedures to guide all Panel members and to ensure that Council's Media Liaison Policy is followed.

**Expected Outcomes**

The expected outcomes of the Panel are as follows:

- Community engagement at key stages of the implementation.
- Community advice to assist Council making decisions concerning the future planning of Medowie.
- The implementation of a Strategy that has a high level of community input so that it is reflective of community needs.
- A Strategy that provides for the sustained growth of Medowie in a structured and balanced way.

**ITEM NO. 2****FILE NO: 18/54983  
EDRMS NO: PSC2018-00146****SERVICE REVIEW - ORGANISATION DEVELOPMENT**

REPORT OF: MICHELLE GILLIVER-SMITH - ORGANISATION DEVELOPMENT  
SECTION MANAGER  
GROUP: CORPORATE SERVICES

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**RECOMMENDATION IS THAT COUNCIL:**

- 1) Endorse the Organisation Development Section's service package as outlined, to deliver the required level of service to meet the organisation's future needs.
- 

**ORDINARY COUNCIL MEETING - 24 APRIL 2018  
MOTION**

<b>091</b>	<b>Councillor John Nell Councillor Chris Doohan</b>  It was resolved that Council endorse the Organisation Development Section's service package as outlined, to deliver the required level of service to meet the organisation's future needs.
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**BACKGROUND**

The purpose of this report is to endorse the Organisation Development Section's service package.

The Organisation Development section exists as an internal service provider to support the leadership of the combined leadership team and staff and the drive to deliver improvement, excellence and best value for our customers.

Organisation Development forms part of the Corporate Services Group within Council. The purpose of the group is 'To deliver valued corporate support services in the best possible way to drive organisational sustainability'. Organisation Development therefore has a purpose 'to support our internal customers to deliver best value services to the community'.

Council has adopted a centralised and shared service approach for its organisation development functions. This helps to ensure consistency in the deployment of systems and processes across the various business units and the development of a common culture within the organisation.



The Organisation Development section has responsibility for development and implementation of the Workforce strategy to support Council's vision for Port Stephens and the community into the future. This ensures that our organisation has the capacity and capability to deliver efficient, effective and responsive services to the community.

In addition to development of this key strategy, other primary roles of the section are to:

- strategically manage human resourcing;
- help leaders manage large-scale change;
- provide practical and usable workforce planning and learning and development programs to improve and accelerate performance;
- stay on top of current and emerging business trends and assessing what might block the organisation's progress;
- ensure a consistent, holistic approach to the management of risk and safety and continually improving our systems; and
- ensure we continually improve the way we go about our business.

Excellence in the way an organisation manages its human resources, risk and continuous improvement makes the difference between long-lasting success and failure.

## **COMMUNITY STRATEGIC PLAN**

<b>Strategic Direction</b>	<b>Delivery Program 2013-2017</b>
A Sustainable Council.	Council will maintain its underlying financial performance to budget at break even or better. Council will increase its revenue from non-rates sources. Manage risks across Council. Attract, retain and develop staff to meet current and future workforce needs. Provide enabling business support services for Council's operations.

## **FINANCIAL/RESOURCE IMPLICATIONS**

Whilst no savings will be delivered to Council, the use of existing funding in a more effective way will see an increase in resourcing to better meet the needs of the organisation.

<b>Source of Funds</b>	<b>Yes/No</b>	<b>Funding (\$)</b>	<b>Comment</b>
Existing budget	Yes		Within existing budget.
Reserve Funds	No		
Developer Contributions (Section 7.11)	No		
External Grants	No		
Other	No		

### **LEGAL, POLICY AND RISK IMPLICATIONS**

Council's obligations to workers, including staff, volunteers and contractors, come from a wide variety of sources – federal, state and territory laws, industrial awards and agreements, tribunal decisions and contracts of employment. Council has a legal responsibility to comply with these various pieces of employment legislation. There are various offences and penalties that apply for breaches of the legislation through non-compliance.

An important role of the Organisation Development Section is to work with all Groups and Sections to ensure that Council minimises its risks of various offences and penalties.

<b>Risk</b>	<b><u>Risk Ranking</u></b>	<b>Proposed Treatments</b>	<b>Within Existing Resources?</b>
Risk of increased Workers' Compensation premiums.	Moderate	Integrated Risk Management System/Framework.	Yes
Inability to attract and retain high performing employees and specialist staff.	Low	Succession plans for critical workforce segments.	Yes
Inadequate or inappropriate insurance cover.	Moderate	Asset Management module.	Yes
Failure of staff to notify Corporate Risk Team of potential claims.	Moderate	Monthly KPI reporting.	Yes
Risk of alcohol and/or drug use/abuse by staff, volunteers and/or contractors.	Moderate	Alcohol / Drug testing program (awareness training, management directive, testing process).	Yes

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<b>Risk</b>	<b><u>Risk Ranking</u></b>	<b>Proposed Treatments</b>	<b>Within Existing Resources?</b>
Failure to report injuries or fatalities to the appropriate authorities in a timely manner.	Moderate	Incident reporting process.	Yes
Ineffective or inadequate preparation and response to emergencies impacting on the Administration Building.	Moderate	Emergency Management and Business Continuity Plans.	Yes
Failure to adhere to corporate values and expected behaviours.	High	Individual Work and Development Plans.	Yes
Unsuitable EAP provider or lack of EAP support for staff.	Low	Post Employee Assistance Program consultation survey.	Yes
Inadequate Human Resources Information Management Systems.	Low	Integrated Human Resources Information System.	Yes
Inadequate business continuity planning.	Low	Business Continuity Plan.	Yes

**SUSTAINABILITY IMPLICATIONS**

Includes Social, Economic and Environmental Implications

The Organisation Development Section plays a key role in supporting the organisation to develop its internal capacity to ensure there is alignment with Council's strategic direction.

**CONSULTATION**

Consultation with key stakeholders has been undertaken by the Organisation Development Section to obtain their feedback on the current services provided and future need.

**Internal**

As an internal service provider levels of service were agreed to with the Council's senior leadership team. This ensures that the services provided and the projects delivered by the Organisation Development Section enable the organisation to deliver services valued by our community in the best possible way.

### External

As an internal service provider external consultation is conducted as part of the Community Strategic Planning process.

### **OPTIONS**

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

### **ATTACHMENTS**

Nil.

### **COUNCILLORS ROOM**

Nil.

### **TABLED DOCUMENTS**

Nil.

**ITEM NO. 3****FILE NO: 18/63658  
EDRMS NO: PSC2014-03521****THOU WALLA SUNSET RETREAT****REPORT OF: MARK STACE - PROPERTY SERVICES SECTION MANAGER  
GROUP: CORPORATE SERVICES**

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**RECOMMENDATION IS THAT COUNCIL:**

- 1) Endorse Council continuing to manage Thou Walla Sunset Retreat under the Beachside Holiday Parks Brand.
  - 2) Note the Thou Walla Sunset Retreat Business Case as detailed.
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**ORDINARY COUNCIL MEETING - 24 APRIL 2018  
MOTION**

<b>092</b>	<b>Councillor John Nell Councillor Chris Doohan</b>  It was resolved that Council:  <ol style="list-style-type: none"><li>1) Endorse Council continuing to manage Thou Walla Sunset Retreat under the Beachside Holiday Parks Brand.</li><li>2) Note the Thou Walla Sunset Retreat Business Case as detailed.</li></ol>
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**BACKGROUND**

The purpose of this report is to seek the endorsement of the Thou Walla Sunset Retreat Business Case (**ATTACHMENT 1**) from Council.

Port Stephens Council has operated Holiday Parks, known as Port Stephens Holiday Parks, for many years that included operations of three Crown Land Holiday Parks of Halifax, Shoal Bay, Fingal Bay Parks, one Council owned Holiday Park, Soldiers Point Holiday Park and, more recently, Treescape Camping and Accommodation formerly known as Samurai Beach Resort which is located on land owned and leased by Port Stephens Council under a commercial lease agreement.

After many years of operating at a loss, Soldiers Point Holiday Park was contracted out to an external management team in 2013. During the term of the external management the managers recommended rebranding the Park to reflect the Aboriginal Cultural significance of the site. In early 2015 the previously known Soldiers Point Holiday Park was rebranded Thou Walla, an Aboriginal term meaning

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'meeting place'. Additionally, it was recommended to place "glamping tents" on the area previously used for camping as it was a less intensified use of the area and in accordance with the Aboriginal Place that was gazetted on 30 June 2016.

When the first option of the lease was due the contract managers declined to take up their option and it was decided to bring Thou Walla back under Port Stephens Council's management as it would take some time to recontract the management externally. Additionally, the timing of the commencement of the contract would be problematic as it was expected that the contract would commence November/December very close to the beginning of the peak season.

Trading results are encouraging and indicate since the return of operational control to Port Stephens Holiday Parks and incorporating new management and operational structures, Thou Walla Sunset Retreat is meeting its budgeted revenue. This Business Case will provide the basis for ongoing sustainable operations for a period of three to five years giving sufficient time to rebuild the business under the new structure and management model, develop new visitation opportunities and undertake necessary asset renewal to further ensure long term sustainability of Thou Walla Sunset Retreat business for Council.

### COMMUNITY STRATEGIC PLAN

Strategic Direction	Delivery Program 2013-2017
Recreation and Leisure	Maintain and develop recreational facilities for residents and visitors.
Economic	Provide processes and services that deliver benefit to tourism in Port Stephens.
Reputation	Strengthen Council's brand and reputation.

### FINANCIAL/RESOURCE IMPLICATIONS

There are no financial or resource implications as a result of this recommendation.

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes		Within existing budget.
Reserve Funds	No		
Developer Contributions (\$7.11)	No		
External Grants	No		
Other	No		

**LEGAL, POLICY AND RISK IMPLICATIONS**

The Thou Walla Business Case will assist the facilitation of maintaining and improving the Council owned and managed facility improving compliance and risk management with operating a business under the *Local Government Act 1993*.

<b>Risk</b>	<b><u>Risk Ranking</u></b>	<b>Proposed Treatments</b>	<b>Within Existing Resources?</b>
There is a risk of not continuing operations of Council's holiday park at Soldiers Point will majorly affect the economic activity in the local region business economy.	Low	Adopt the recommendations.	Yes
There is a risk of reducing Council's non rate revenue stream if current Council operations at Thou Walla Sunset Retreat are not continued.	Low	Adopt the recommendations.	Yes

**SUSTAINABILITY IMPLICATIONS**

Includes Social, Economic and Environmental Implications

Well managed Council tourism assets is an important part of the development of vibrant, sustainable local communities, contributing to the overall community social fabric.

Providing well managed and maintained tourist accommodation facilities ensures that Port Stephens Council continues to encourage local economic development and growth opportunities that benefits many within the local community.

Council has an important role to manage tourism activities as poorly run facilities can result in significant environmental harm. Council can achieve this through providing support and resources to ensure that tourism facilities are operated in a safe and environmentally sustainable manner.

**CONSULTATION**

Consultation with key stakeholders has been undertaken by the Property Section.

Internal

- The Business Case was developed in consultation with key Holiday Park operational and marketing staff.
- The Investment and Asset management staff of Port Stephens Council.
- Council's Financial Services Section.

**OPTIONS**

- 1) Accept the recommendations.
- 2) Amend the recommendations.
- 3) Reject the recommendations.

**ATTACHMENTS**

- 1) CONFIDENTIAL Thou Walla Business Case. (Provided under separate cover)

**COUNCILLORS ROOM**

Nil.

**TABLED DOCUMENTS**

Nil.



**ITEM NO. 4****FILE NO: 18/55777  
EDRMS NO: PSC2009-02488****CHARGES LEVIED UPON COMMUNITY GROUPS**

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

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**RECOMMENDATION IS THAT COUNCIL:**

- 1) Note the current policies and processes in place and endorse the existing approach.
- 

**ORDINARY COUNCIL MEETING - 24 APRIL 2018  
MOTION**

<b>093</b>	<b>Councillor Ken Jordan Councillor Sarah Smith</b>  It was resolved that Council note the current policies and processes in place and endorse the existing approach.
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**BACKGROUND**

Further to the Notice of Motion 24 October 2017 (**ATTACHMENT 1**) where Council resolved to 'Determine a framework for the mitigation of fees and charges levied upon community groups undertaking activities on Council controlled land' it is noted that the issue of fees and charges is provided for in a number of Council policies and procedures.

Council's Pricing policy, adopted in September 2016, outlines the principles to be used when setting fees and charges. In accordance with S608-610 of the *Local Government Act, 1993* (Local Government Act) and other relevant legislation, Council charges and recovers approved fees and charges for any services it provides as contained within Council's annual fees and charges document.

The policy applies to all fees and charges levied by Council, its 355c Committees and others as authorised by Council to levy fees and charges on its behalf and/or for the use of facilities and provision of services. These are known as discretionary fees.

Port Stephens Council recognises that it has community service obligations which are non-commercial requirements for identified social purposes, and that these obligations constitute a significant component of the social policies of Council. The concept of community service obligations informs Council's Pricing policy.

Sections 608-610 of the Local Government Act authorise Council to charge and recover fees for any service it provides apart from services for which the charging of a fee is prohibited. Specifically, Section 610E states: Council may waive or reduce fees:

- 1) A council may waive payment of, or reduce, a fee (whether expressed as an actual or a maximum amount) in a particular case if the council is satisfied that the case falls within a category of hardship or any other category in respect of which the council has determined payment should be so waived or reduced.
- 2) However, a council must not determine a category of cases under this section until it has given public notice of the proposed category in the same way as it is required to give public notice of the amount of a proposed fee under section 610F (2) or (3).

In determining whether a fee should be charged for a service Council will consider a number of principles, firstly, whether the service provides a public benefit or a private benefit.

A 'public' service is one where there is a general benefit to the community and where there is limited opportunity of collecting a fee, for example, roads and parks.

A 'private' service is one which provides a discernible private benefit to persons and which offers an opportunity of collecting a fee, for example processing a rezoning application. Where a service generates a private benefit then recovery of costs through a fee is appropriate.

In determining the cost of providing a service, Council will:

- identify and quantify the fully absorbed cost including appropriate overheads, which reflect the proportion of 'centralised' support cost that should be recovered;
- consider any community service obligations (CSO) where there are clear social or equity objectives in the provision of the service. In assessing the existence and level of a CSO, Council will consider:
  - the social or community objectives achieved or assisted by the consumption of the service;
  - the social or community values promoted by wider availability of the service;
  - whether the direct consumers are unable to purchase a socially desirable level of service; and
  - whether direct beneficiaries of the service are deserving of favourable pricing.
- if it is determined that a CSO is present, then Council will consider setting a fee below the level of full cost recovery. In determining the amount of discount or subsidy, Council will consider:
  - the level of CSO in the service;
  - the objectives of the service;

- the consumers' ability to pay;
- price sensitivity of the service; and
- the application of a suggested industry reference price.

In the case of fees set by statute, the fee will be set in accordance with the relevant statute.

Fees and charges made by Council will be classified according to the pricing structures as outlined below. Full cost pricing will apply to all of Council's fees and charges, except in the circumstances outlined in the alternative pricing structures.

#### Full cost pricing

Council will recover all direct and indirect costs of the service (including on-costs, overheads and depreciation of assets employed).

#### Partial cost pricing

Council will recover less than the full cost (as defined above).

Partial cost pricing may be used if shared benefits are derived from the provision of the service that accrue to the community as a whole as well as to individual users. It may also be applied where charging full cost recovery pricing will result in widespread evasion.

The price structure may also be used to stimulate demand for a service in the short term, although foregoing full cost recovery must be for a defined term only.

#### Statutory pricing

The price of this service is determined by legislation and dependent on that price, Council may or may not recover its full costs, but has no discretion to do so.

#### Market pricing

The price of the service is determined by examining alternative prices of surrounding service providers (this also may or may not recover the full cost of the service).

This pricing structure should apply in cases where the service is in competition with that provided by another council, agency or commercial provider and there is consequent pressure to set a price that will attract adequate usage of the service.

Market pricing should also apply where a service is predominantly provided for Council's in-house use, but sale to external markets will defray costs.

Free (zero priced)

Some services may be provided free of charge and the whole cost determined as a community service obligation and may fall within the class of a public good. This price structure may be used where the services provide a broad community benefit; and/or it is impractical or inconceivable to charge for the service on a user basis.

The price structure may also apply where the service is a minor part of the overall operation of Council and the potential for revenue collection is so minor as to be outweighed by the cost of collection.

In addition, Council also offers a number of community fee free events and these are typically available to:

- Not for profit groups
- Government and non-government 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 Life Saving Clubs
- Traditional service clubs
- Port Stephens community groups
- Port Stephens based registered charities

The criteria for fee free events are as follows:

- Must be located within the local government area (LGA) or conduct the majority of its operations in the LGA.
- Patronage doesn't exceed 500 people.
- Times are within 8am to 5pm.
- 10 or less small temporary structure.
- Low risk food such as sausage sizzle.
- Minimal waste and electrical requirements.
- The event is free and open to the community.

Therefore, for a community group wishing to hold an event, a robust process to determine the appropriate fee structure already exists. This is set out in the application and is determined under delegated authority as established by the appropriate Council policy.

While the appropriate policies of Council are both the Pricing policy and the Events policy, a number of other policies do touch on the subject. These include:

- Community Leasing and Tenancy policy
- Commercial Operations policy
- Grants and Donations policy

It is considered that a sufficient policy/process framework currently exists and that further policy/process development is necessary at this time.

### **COMMUNITY STRATEGIC PLAN**

<b>Strategic Direction</b>	<b>Delivery Program 2013-2017</b>
A Sustainable Council.	Council will maintain its underlying financial performance to budget at break even or better. Council will increase its revenue from non-rates sources. Manage risks across Council. Attract, retain and develop staff to meet current and future workforce needs. Provide enabling business support services for Council's operations.

### **FINANCIAL/RESOURCE IMPLICATIONS**

Determination of the appropriate pricing policy and fee structure is currently done within existing policies and processes, so no further financial impact is envisaged.

<b>Source of Funds</b>	<b>Yes/No</b>	<b>Funding (\$)</b>	<b>Comment</b>
Existing budget	Yes		Within existing budget.
Reserve Funds	No		
Developer Contributions (Section 7.11)	No		
External Grants	No		
Other	No		

### **LEGAL, POLICY AND RISK IMPLICATIONS**

There are no legal, policy or risk implications.

<b>Risk</b>	<b><u>Risk Ranking</u></b>	<b>Proposed Treatments</b>	<b>Within Existing Resources?</b>
There is a risk that inappropriate application of current Council policy will lead to inappropriate fees being charged.	Low	Apply Council policy.	Yes

**SUSTAINABILITY IMPLICATIONS**

Includes Social, Economic and Environmental Implications

There are no additional social, economic or environmental implications.

**CONSULTATION**

Consultation with key stakeholders has been undertaken by the Financial Services Section to ensure a whole of Council, consistent approach.

Internal

Discussions held with:

- Development Services Group Manager
- Corporate Services Group Manager
- Community Services Section Manager
- Communications Section Manager

External

Not applicable.

**OPTIONS**

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

**ATTACHMENTS**

- 1) Notice of Motion - Charges Levied Upon Community Groups - 24 October 2017.

**COUNCILLORS ROOM**

Nil.

**TABLED DOCUMENTS**

Nil.

**ITEM 4 - ATTACHMENT 1 NOTICE OF MOTION - CHARGES LEVIED UPON COMMUNITY GROUPS - 24 OCTOBER 2017.****MINUTES ORDINARY COUNCIL - 24 OCTOBER 2017****NOTICE OF MOTION****ITEM NO. 1****FILE NO: 17/199870****RM8 REF NO: PSC2017-00019****CHARGES LEVIED UPON COMMUNITY GROUPS****COUNCILLOR:** STEVE TUCKER  
CHRIS DOOHAN  
SARAH SMITH**THAT COUNCIL:**

- 1) Determine a framework for the mitigation of fees and charges levied upon community groups undertaking activities on Council controlled land.

**ORDINARY COUNCIL MEETING - 24 OCTOBER 2017  
MOTION**

<b>268</b>	<b>Councillor Chris Doohan Councillor Steve Tucker</b>  It was resolved that Council determine a framework for the mitigation of fees and charges levied upon community groups undertaking activities on Council controlled land.
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**BACKGROUND REPORT OF: TIM HAZELL – FINANCIAL SERVICES SECTION  
MANAGER****BACKGROUND**

The issue of simplifying fees and charges was considered in a Notice of Motion to the July 2017 meeting of Council and the following report is what was considered by Council at that time. It is still considered appropriate that a comprehensive review of fees and charges, as they relate to community groups, be conducted in late 2017 for inclusion and consideration by Council.

Fees and charges for 2017-2018 have been adopted by Council. The fees and charges for halls and community centres are informed by a consultative process, with 355c committees, which occurs between November and January each year.



**ITEM 4 - ATTACHMENT 1 NOTICE OF MOTION - CHARGES LEVIED UPON  
COMMUNITY GROUPS - 24 OCTOBER 2017.**

**MINUTES ORDINARY COUNCIL - 24 OCTOBER 2017**

The current three tiered structure includes:

- For profit users.
- Community groups - not for profit but whose purpose was to benefit its members.
- Registered charities - not for profit but whose purpose was to benefit the wider community.

Having a more simplified approach to fees and charges for halls and community centres is warranted, as there are many types of fees with a number of variations across all halls. Having less variation improves clarity for people wishing to book a hall as well as the volunteer committee that manages the hall.

A review of the halls and community centre fees will be undertaken in November 2017 with a view to simplifying the categories to a two tiered structure. This review will involve all hall 355c committees individually and through the Halls Forums. Subject to this review any new fees and changes will commence in the financial year 2018-2019.

**ATTACHMENTS**

Nil.

**ITEM NO. 5****FILE NO: 18/51039  
EDRMS NO: PSC2015-02809****TOMAREE SPORTS COMPLEX MASTERPLAN****REPORT OF: JOHN MARETICH - ASSET SECTION MANAGER  
GROUP: FACILITIES & SERVICES**

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**RECOMMENDATION IS THAT COUNCIL:**

- 1) Endorse the Tomaree Sports Complex Masterplan and place on public exhibition for a period of 28 days.
  - 2) Should no submissions be received adopt the Tomaree Sports Complex Masterplan without a further report to Council.
- 

**ORDINARY COUNCIL MEETING - 24 APRIL 2018  
MOTION**

<b>094</b>	<b>Councillor John Nell Councillor Chris Doohan</b>  It was resolved that Council:  <ol style="list-style-type: none"><li>1) Endorse the Tomaree Sports Complex Masterplan and place on public exhibition for a period of 28 days.</li><li>2) Should no submissions be received adopt the Tomaree Sports Complex Masterplan without a further report to Council.</li></ol>
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**BACKGROUND**

The purpose of this report is to seek the endorsement of Council to publically exhibit the Tomaree Sports Complex Masterplan.

The purpose of the masterplan project is to establish a consolidated strategic vision for the Tomaree Sports Complex that provides for the sport and recreational needs of the Port Stephens community now and into the future.

The exhibition and adoption of the masterplan by Council will provide a consolidated, strategic approach to the ongoing development of the Tomaree Sports Complex as a regionally significant facility. This will assist staff in advocating for funding assistance through grants available for sports and event infrastructure projects.

**COMMUNITY STRATEGIC PLAN**

<b>Strategic Direction</b>	<b>Delivery Program 2013-2017</b>
Recreation and Leisure.	Maintain and develop recreational facilities for residents and visitors.

**FINANCIAL/RESOURCE IMPLICATIONS**

The development of the Tomaree Sports Complex Masterplan has been completed in concert with the Tomaree Sports Council. Council staff engaged Moir Landscape Architecture to undertake the master planning project in 2017. The project deliverables included a site analysis, the development of concept options, the development of the masterplan documentation and the development of an implementation strategy. The consultant fees have been paid for by the Tomaree Sports Council. Council's investment in the project has been and will continue to be management of the master planning process and advocacy to funding bodies for grant funding.

<b>Source of Funds</b>	<b>Yes/No</b>	<b>Funding (\$)</b>	<b>Comment</b>
Existing budget	Yes	Nil	The consultant fees have been paid for by the Tomaree Sports Council
Reserve Funds	No		
Developer Contributions (Section 7.11)	No		
External Grants	No		
Other	No		

**LEGAL, POLICY AND RISK IMPLICATIONS**

Potential risks to Council have been identified within the below table with appropriate treatments noted.

<b>Risk</b>	<b><u>Risk Ranking</u></b>	<b>Proposed Treatments</b>	<b>Within Existing Resources?</b>
There is a risk that should the document not be exhibited and adopted by Council it will lead to the plan lacking sufficient weight in advocating for grant funding.	Low	Council staff are seeking to undertake this process to ensure that the masterplan is adopted by Council.	Yes

**MINUTES ORDINARY COUNCIL - 24 APRIL 2018**

<b>Risk</b>	<b><u>Risk Ranking</u></b>	<b>Proposed Treatments</b>	<b>Within Existing Resources?</b>
There is a risk that the scale of the total masterplan leads to a heightened community expectation for delivery.	Low	The masterplan has been developed as a long term strategic vision for the site. Its development will serve to guide future decision making and support advocacy to funding bodies through grants. The itemisation of projects through the implementation plan ensures the ability to continue to improve the site annually at a lesser scale should transformation funding from external sources not be received.	Yes

**SUSTAINABILITY IMPLICATIONS**

Includes Social, Economic and Environmental Implications

The project will have positive social implications for the Port Stephens community by way of providing a consolidated, strategic vision for the development of the Tomaree Sports Complex. The improvement and increased capacity of sporting and events infrastructure will cater for the growing needs of the local government area.

The economic implications of the project are positive by way of the relatively small capital outlay in developing the masterplan. An adopted masterplan will enable Council staff to advocate to State and Federal funding bodies through grant schemes in order to realise priority projects. The realisation of the masterplan will increase the capacity of the complex to attract regional sporting events which provides flow on economic benefits to local business.

The master planning process was undertaken with a number of environmental considerations being made. A key factor was the appreciation and protection (as far as practicable) of the natural bushland setting that makes the Tomaree Sports Complex unique. The incorporation of roof water harvesting, water sensitive urban design to improve water quality, limiting electrical liabilities through solar design and the use of LED field lighting systems and multifunctional surfaces to limit the requirement for field expansion have all been integrated. As such, the environmental implications of the project are considered positive in terms of finding a balance between necessary site development to cater for growing needs and the environmental sensitivity of the site.

## **CONSULTATION**

Consultation with key stakeholders has been undertaken by Council's Community and Recreation Assets Section in concert with the engaged consultant. The objective of the consultation was to ensure a collaborative and multi-functional approach to the development of a strategic vision for the Tomaree Sports Complex.

The key stakeholders for the process included the Tomaree Sports Council (a body with representatives from a wide range of sporting codes from across the Tomaree), Council operational and events staff, surrounding stakeholders such as the Tomaree Aquatic Centre, Nelson Bay Pistol Club and Tomaree Education Centre.

The Tomaree Sports Council resolved to endorse the masterplan for Council consideration and endorsement for public exhibition. A two-way conversation has been held with the Councillors on the 20<sup>th</sup> March 2018. Council staff will consider any submissions made during this period and make requisite changes before reporting the masterplan back to Council seeking adoption.

In accordance with local government legislation the draft Tomaree Sports Complex Masterplan would be placed on public exhibition from Monday 30 April 2018 to Sunday 27 March 2018 for 28 days.

## **OPTIONS**

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

## **ATTACHMENTS**

Nil.

## **COUNCILLORS ROOM**

Nil.

## **TABLED DOCUMENTS**

- 1) Tomaree Sports Complex Masterplan.

**ITEM NO. 6**

**FILE NO: 18/30965  
EDRMS NO: PSC2008-1759**

**POLICY REVIEW - PARKS AND ROADSIDE MEMORIALS POLICY**

REPORT OF: JOHN MARETICH - ASSET SECTION MANAGER  
GROUP: FACILITIES & SERVICES

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**RECOMMENDATION IS THAT COUNCIL:**

- 1) Endorse the revised Parks and Roadside Memorials Policy shown at **(ATTACHMENT 1)**.
  - 2) Place the Parks and Roadside Memorials policy, as amended on public exhibition for a period of 28 days and should no submissions be received, the policy be adopted as amended, without a further report to Council.
  - 3) Revoke the Parks and Roadside Memorials policy dated 8 September 2015 (Minute No. 268), should no submissions be received.
- 

**ORDINARY COUNCIL MEETING - 24 APRIL 2018  
MOTION**

<b>095</b>	<p><b>Councillor Chris Doohan Councillor Giacomo Arnott</b></p> <p>It was resolved that Council:</p> <ol style="list-style-type: none"><li>1) Endorse the revised Parks and Roadside Memorials Policy shown at <b>(ATTACHMENT 1)</b>.</li><li>2) Place the Parks and Roadside Memorials policy, as amended on public exhibition for a period of 28 days and should no submissions be received, the policy be adopted as amended, without a further report to Council.</li><li>3) Revoke the Parks and Roadside Memorials policy dated 8 September 2015 (Minute No. 268), should no submissions be received.</li></ol>
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**BACKGROUND**

The purpose of this report is to seek Council's adoption to place the revised Parks and Roadside Memorials Policy shown at **(ATTACHMENT 1)** on public exhibition.

The purpose of the Parks and Roadside Memorials Policy is to provide a framework that documents Council's position on memorials such as crosses, plaques and the placement of tributary items such as flowers, cards and photographs erected on roadsides, as well as memorials such as seats, plantings and plaques within parks.

This draft policy has converted the previously 2015 adopted policy into Council's new policy format.

Council does receive requests from individuals or organisations for the installation of memorial plaques or for the donation of park furniture or the planting of trees in memory of a deceased person. The Policy has been enacted a number of times in the assessment of new and existing memorials. The Policy has also been used for relocation, removal and the downsizing of a number of memorials in our road reserves in a number of locations. All with positive outcomes for Council and the families involved.

Following the Parks and Roadside Memorials Policy and the associated assessment process allows Council Officers to monitor changes to memorials over time. This assessment also allows for a period of mourning and avoidance of anniversaries and birthdays when making contact with families in relation to downsizing, relocations or removals.

## **COMMUNITY STRATEGIC PLAN**

<b>Strategic Direction</b>	<b>Delivery Program 2013-2017</b>
Infrastructure.	Reduce infrastructure backlog on all Council assets.

## **FINANCIAL/RESOURCE IMPLICATIONS**

The full cost of a park memorial installation is borne by the applicant with the Public Domain and Services Section completing installation and maintenance for the life of the asset. Roadside memorials are to be installed by the applicant.

<b>Source of Funds</b>	<b>Yes/No</b>	<b>Funding (\$)</b>	<b>Comment</b>
Existing budget	Yes		Within existing budget.
Reserve Funds	No		
Developer Contributions (Section 7.11)	No		
External Grants	No		
Other	No		

**LEGAL, POLICY AND RISK IMPLICATIONS**

Council has an obligation to ensure that items within our parks and road reserves are installed safely and the memorials do not place the public in danger. It should be noted that Council does not encourage the placement of memorials within the road reserve. The placement and visiting a memorial near moving traffic can be considered dangerous at some locations along the road reserve.

Under Section 138 of the *Roads Act 1993*, a person must not:

- a. Erect a structure or carry out work in, on or over a public road.
- b. Dig up or disturb the surface of a public road.
- c. Remove or interfere with a structure, work or tree on a public road, other than with the consent of the appropriate road authority.

While the memorial object and the act of placing a memorial within the road reserve can be considered a risk, this policy does recognise the social and community benefit of memorials if undertaken as per the attached guidelines.

There are no policy or legislation issues for memorials in our parks.

<b>Risk</b>	<b><u>Risk Ranking</u></b>	<b>Proposed Treatments</b>	<b>Within Existing Resources?</b>
There is a risk that non-conforming memorials such as distracting non-frangible objects are placed in our road reserve leading to general driving public being placed in danger.	Medium	Adopt the policy so that memorials are consistent and placed in safe locations away from moving traffic.	Yes
There is a risk that Councils reputation may be impacted by removal of roadside memorials if not dealt with in a respectful manner leading to reputation risk to Council.	Low	Adopt the policy so that if any memorial is required to be moved, removed or resized a process is followed that allows for respect for the mourning family.	Yes



**MINUTES ORDINARY COUNCIL - 24 APRIL 2018**

<b>Risk</b>	<b><u>Risk Ranking</u></b>	<b>Proposed Treatments</b>	<b>Within Existing Resources?</b>
There is a risk that Council will not have a consistent approach to the implementation of park memorials leading to Council being provided with various assets/objects of differing size and type in our parklands.	Low	Adopt the policy and apply the reference guidelines to allow a consistent approach to managing memorials.	Yes
There is a risk that Council will have to many assets within parks and reserves leading to increased pressure on maintenance budgets.	Low	Adopt the policy and apply the reference guidelines to allow a consistent approach to managing memorials.	Yes

**SUSTAINABILITY IMPLICATIONS**

Includes Social, Economic and Environmental Implications

A behavioural study conducted into previous Memorial Policies outlines the effects of driver behaviour in the presence of roadside memorials. The study suggests policies allowing the use of memorials helps grieving loved ones, and at the same time, if employed correctly, may also help the driving public understand the objective risk of driving and promote safer driving. The study also revealed memorial use might endanger drivers in the case where distraction is evident and memorials have been allowed to remain present.

Essentially studies have revealed:

- Memorials are more likely to slow some drivers down.
- Memorials are more likely to make some drivers more cautious possibly reducing crashes and crash related costs to the community.
- Incorrectly placed memorials may distract some drivers.
- Drivers prefer policy supporting memorial use.

Overall, drivers appeared to support roadside memorials and reported more positive influences than negative effects.

The continued assessment and regulation of Parks and Roadside Memorials is used to place new or move existing memorials to a safe location. Safe locations increase the distance of persons who may view, visit or maintain a memorial away from moving traffic.

The Parks and Roadside Memorials Policy will assist Council to manage the road corridor by providing a safe clear zone for errant vehicles. Additionally, the placement of memorials outside the clear zone assists roadside mowing contractors to carry out their works without obstruction.

Park memorials are a way of recognising the community's connection with their local parks and reserves. This connection can range from local to even sometimes state or national in their significance and can help educate the public about significant people and events connected with parks.

## **CONSULTATION**

Consultation with key stakeholders has been undertaken by the Assets Section.

### Internal

- Public Domain and Services Section.

### External

- External consultation will be undertaken through the public exhibition process.

In accordance with local government legislation the draft Parks and Roadside Memorials Policy will go on public exhibition from 27 April 2018 to 25 May 2018 for 28 days.

## **OPTIONS**

- 1) Accept the recommendations.
- 2) Amend the recommendations.
- 3) Reject the recommendations.

## **ATTACHMENTS**

- 1) Revised Parks and Roadside Memorials Policy.

## **COUNCILLORS ROOM**

Nil

## **TABLED DOCUMENTS**

Nil

**ITEM 6 - ATTACHMENT 1  
POLICY.****REVISED PARKS AND ROADSIDE MEMORIALS****Policy****FILE NO: PSC2008-1759****TITLE: PARKS AND ROADSIDE MEMORIALS POLICY****POLICY OWNER: ASSETS SECTION MANAGER****PURPOSE:**

To establish a framework that provides Council's position on memorials such as crosses, plaques and the placement of tributary items such as flowers, cards and photographs erected on roadsides, as well as memorials such as seats, plantings and plaques within parks.

**CONTEXT/BACKGROUND:**

Requests for memorials are becoming more prevalent with the changing cultural practices relating to the memorialisation of the deceased.

Roadside memorials symbolically mark a location where a person has died as a result of a motor vehicle crash or other road related incident. Structures such as crosses or objects such as wreaths, cards, photographs and ornaments are often placed as close as possible to the location of the crash.

Park memorials are a way of recognising the community's connection with parks. Memorials may add to the cultural and heritage value to the landscape and can help educate the public about significant people and events connected with parks and reserves.

**SCOPE:**

The placement of roadside memorials is a matter for individual families. Council respects the wishes of families wanting to place memorials and will provide sympathetic advice for people making enquiries of this nature.

**Road Reserve**

Council does not encourage the placement of roadside memorials and tributary items, and will not install or maintain memorials on behalf of families or individuals. However, this policy does recognise the social and community benefit of memorials and will approve them if undertaken safely as per the Roadside Memorials Assessment Process, Assessment of Roadside Memorials Guideline and Assessment Template.

**Policy**  
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ITEM 6 - ATTACHMENT 1 REVISED PARKS AND ROADSIDE MEMORIALS POLICY.

## Policy



Roadside memorials include:

- Crosses
- Wreaths
- Cards
- Photographs
- Ornaments

### Parks

Council provides a framework which allows families or individuals to place memorials within Council owned or managed parks and reserves. The placement of memorials within Councils Parks and Reserves will be managed in accordance with Park Memorial Guidelines and the Park Memorial Application Process.

Park Memorials include:

- Seats
- Seats with plaque
- Trees
- Trees with plaque

### DEFINITIONS:

An outline of the key definitions of terms included in the policy.

Memorial	An object established in memory of a person or event.
Plaque	A flat tablet of metal, stone or other appropriate material, which includes text and/or images, which commemorate a person or an event and/or provide historical text or information relevant to its location. Such tablet to be affixed to an object, building or pavement.

### POLICY STATEMENT:

Council recognises the social and community benefits of memorials in our parks and roads.

Council shall:

- 1) Recognise the deep emotions attached to memorials and to be sensitive in dealing with the issues regarding their location within or adjacent to Council's parks and roads.

**Policy**

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## ITEM 6 - ATTACHMENT 1 REVISED PARKS AND ROADSIDE MEMORIALS POLICY.

## Policy



- 2) Provide consistent information on the placement, modification, relocation or removal of memorials.
- 3) Limit Council's exposure to the potential road safety and public liability risks memorials.
- 4) Follow the relevant guideline in the assessment of memorials.

## POLICY RESPONSIBILITIES:

- 1) Civil Assets Planning Coordinator – Responsible for the overall implementation of the policy for roadside memorials.
- 2) Community and Recreation Coordinator – Responsible for the overall implementation of the policy for park memorials.

## RELATED DOCUMENTS:

- 1) Assets Management Policy
- 2) Guideline – Assessment of Roadside Memorials;
- 3) Roadside Memorials Assessment.

## CONTROLLED DOCUMENT INFORMATION:

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<b>EDRMS container No</b>	PSC2015-01000	<b>EDRMS record No</b>	
<b>Audience</b>	Community, Public Domain and Services, Assets Section and Corporate Risk Management		
<b>Process owner</b>	Assets Section Manager		
<b>Author</b>	John Maretich		
<b>Review timeframe</b>	Two years	<b>Next review date</b>	01/07/2019
<b>Adoption date</b>	28/01/03		

## VERSION HISTORY:

Version	Date	Author	Details	Minute No.
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**Policy**

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Issue Date: xx/xx/xxxx      Review Date: xx/xx/xxxx

ITEM 6 - ATTACHMENT 1 REVISED PARKS AND ROADSIDE MEMORIALS POLICY.

Policy



1	28/01/03	Phil Buchan	Roadside Tributes and Memorials Policy	24
2	14/09/10	John Maretich	Roadside Memorials Policy	280
3	08/09/15	John Maretich	Updated Roadside Memorials Policy to incorporate Brand Identity Style Guide V1.0 and introduced parks memorials into the previous Roadside Memorials Policy	268
4		John Maretich	Updated to policy to new Policy Template. Removal of Plaques under "Park Memorials Include". Removal of Assessment and Maintenance of Roads Policy & Assessment and Maintenance of Footpath and Cycleways Policy under "Related Documents" Addition of Assets Management Policy under "Related Documents".	4

Policy

**WARNING:** This is a controlled document. Hardcopies of this document may not be the latest version.  
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Issue Date: xx/xx/xxxx

Review Date: xx/xx/xxxx

Page: 4 of 4

**ITEM NO. 7**

**FILE NO: 18/71184  
EDRMS NO: PSC2017-00178**

**REQUEST FOR FINANCIAL ASSISTANCE**

REPORT OF: WAYNE WALLIS - GENERAL MANAGER  
GROUP: GENERAL MANAGER'S OFFICE

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**RECOMMENDATION IS THAT COUNCIL:**

- 1) Approves provision of financial assistance under Section 356 of the *Local Government Act 1993* from Mayoral Funds to the following:
  - a. UP&UP – Mayor Ryan Palmer - \$500 donation towards workshop materials, facilitators, food and drink for Youth Week activities.
  - b. Nelson Bay RSL Sub-Branch – Mayor Ryan Palmer - \$500 donation towards the reunion of the Delta Company 7<sup>th</sup> Battalion Royal Australian Regiment South Vietnam 1970-1971.

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**ORDINARY COUNCIL MEETING - 24 APRIL 2018  
MOTION**

<b>096</b>	<p><b>Councillor Chris Doohan Councillor Ken Jordan</b></p> <p>It was resolved that Council approve provision of financial assistance under Section 356 of the <i>Local Government Act 1993</i> from Mayoral Funds to the following:</p> <ol style="list-style-type: none"><li>a. UP&amp;UP – Mayor Ryan Palmer - \$500 donation towards workshop materials, facilitators, food and drink for Youth Week activities.</li><li>b. Nelson Bay RSL Sub-Branch – Mayor Ryan Palmer - \$500 donation towards the reunion of the Delta Company 7<sup>th</sup> Battalion Royal Australian Regiment South Vietnam 1970-1971.</li></ol>
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**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 either to grant or to refuse any requests.

Council's 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 1993*. This would mean that the financial assistance would need to be included in the Operational 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:

**MAYORAL FUNDS – Mayor Palmer**

UP&UP	A social enterprise that works to engage young people and the wider community in creative arts projects with the aim of promoting self-expression, well-being and more inclusive communities.	Donation towards workshop materials, facilitators, food and drink for Youth Week activities.	\$500
Nelson Bay RSL Sub Branch.	A support organisation for men and women who have served or are serving in the Defence Force.	Donation towards the reunion of the Delta Company 7 <sup>th</sup> Battalion Royal Australian Regiment South Vietnam 1970-1971.	\$500



**COMMUNITY STRATEGIC PLAN**

<b>Strategic Direction</b>	<b>Delivery Program 2013-2017</b>
Governance and Civic Leadership.	Manage the civic leadership and governance functions of Council. Manage relationships with all levels of government, stakeholder organisations and Hunter Councils Inc.

**FINANCIAL/RESOURCE IMPLICATIONS**

<b>Source of Funds</b>	<b>Yes/No</b>	<b>Funding (\$)</b>	<b>Comment</b>
Existing budget	Yes		Within existing budget.
Reserve Funds	No		
Developer Contributions (Section 7.11)	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.

<b>Risk</b>	<b><u>Risk Ranking</u></b>	<b>Proposed Treatments</b>	<b>Within Existing Resources?</b>
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**

Consultation with key stakeholders has been undertaken by the General Manager's Office.

Consultation has been taken with the key stakeholders to ensure budget requirements are met and approved.

**OPTIONS**

- 1) Accept the recommendation.
- 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.

**MINUTES ORDINARY COUNCIL - 24 APRIL 2018****ITEM NO. 8****FILE NO: 18/76518  
EDRMS NO: PSC2017-00015****INFORMATION PAPERS****REPORT OF: WAYNE WALLIS - GENERAL MANAGER  
GROUP: GENERAL MANAGER'S OFFICE****RECOMMENDATION IS THAT THAT COUNCIL:**

Receives and notes the Information Papers listed below being presented to Council on 24 April 2018.

<b>No:</b>	<b>Report Title</b>	<b>Page:</b>
1	LGNSW Tourism Conference 12-14 March 2018 Parkes	54
2	Cash and Investments Report - March 2018	61
3	Installation of Defibrillators at Sports Complexes	65
4	Designated Persons' Return	70

**ORDINARY COUNCIL MEETING - 24 APRIL 2018  
MOTION**

097	<p><b>Councillor Chris Doohan</b> <b>Councillor Sarah Smith</b></p> <p>It was resolved that Council receive and notes the Information Papers listed below being presented to Council on 24 April 2018.</p> <p>-----</p> <table><tr><th><b>No:</b></th><th><b>Report Title</b></th><th><b>Page:</b></th></tr><tr><td>1</td><td>LGNSW Tourism Conference 12-14 March 2018 Parkes</td><td>54</td></tr><tr><td>2</td><td>Cash and Investments Report - March 2018</td><td>61</td></tr><tr><td>3</td><td>Installation of Defibrillators at Sports Complexes</td><td>65</td></tr><tr><td>4</td><td>Designated Persons' Return</td><td>70</td></tr></table>	<b>No:</b>	<b>Report Title</b>	<b>Page:</b>	1	LGNSW Tourism Conference 12-14 March 2018 Parkes	54	2	Cash and Investments Report - March 2018	61	3	Installation of Defibrillators at Sports Complexes	65	4	Designated Persons' Return	70
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3	Installation of Defibrillators at Sports Complexes	65														
4	Designated Persons' Return	70														

**ORDINARY COUNCIL MEETING - 24 APRIL 2018  
MATTER ARISING**

<b>098</b>	<b>Councillor John Nell Councillor Giacomo Arnott</b>
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<b>MINUTES ORDINARY COUNCIL - 24 APRIL 2018</b>
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	<p>It was resolved that Council:</p>
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- |  |  |
|--|--|
|  | <ul style="list-style-type: none"><li>1) The Information Paper concerning the installation of defibrillators at Sports Complexes be referred to Sports Councils.</li><li>2) That responses from the Sports Council be reported to Council.</li></ul> |
|--|--|

# INFORMATION PAPERS

**ITEM NO. 1**

**FILE NO: 18/75962  
EDRMS NO: PSC2017-02841**

**LGNSW TOURISM CONFERENCE 12-14 MARCH 2018 PARKES**

REPORT OF: GLEN DUNKLEY - COUNCILLORS  
GROUP: GENERAL MANAGER'S OFFICE

**BACKGROUND**

The purpose of this report is to provide feedback on the LGNSW Tourism Conference held 12-14 March 2018 at Parkes, attended by Mayor Ryan Palmer, Cr Jaimie Abbott, Cr Glen Dunkley and Cr Sarah Smith.

Destination NSW

An update from Destination NSW including the outcomes of the regional NSW review announced in July 2016 and Destination Management Plans for regional networks – presented by Sandra Chipchase (CEO NSW).

- Destination NSW looking to partner with groups through funding from the Regional Tourism Fund to attract visitors to regional areas through tourism marketing or product development with up 4.5 million dollars available.
- NSW is leading the way with visitor numbers both in terms of spending and visitation.
- Port Stephens is one of the top areas for visitors and spending outside of Sydney, however it is clear that other regions including neighbours are keen to lure visitors away from Port Stephens with sophisticated and smart marketing or strategies, it is clear that we need to work to stop this from happening.
- There is a focus on funding for events through the regional flagship events fund, which can be used for events of any scale.
- Regional conferencing is an emerging market with businesses and organisations looking to offer experiences out of the Sydney area.

Jobs NSW

An update from Jobs NSW on the Go NSW Equity Fund – presented by Michael Lukin (Partner-Roc Partners).

The GO NSW Equity Fund will support successful small and medium-sized companies that are ready to embark on a significant expansion. The capital funding invested into the companies could create up to 2,500 new jobs, support growth in regional communities and deliver other positive social impacts.

### Short Term Letting

A panel discussion on managing the impacts of short term holiday letting and the benefits to the community – facilitated by Gerry Gannon. Panel participants included: Brent Thomas, Public Policy, ANZ, India and South East Asia, AirBnB; Cr Simon Richardson, Mayor Byron Shire Council; Tim Sneesby, Senior Strategic Planner, Waverley Futures; Coralie Bell, Tourism Manager, Shoalhaven City Council.

The panel discussed the benefits of short term holiday letting and the challenges around self-service suppliers such as Stayz and Airbnb. There was strong support for a form of regulation, but some confusion on how it could be achieved. This continues to be an emerging issue not only for Port Stephens but across numerous LGAs.

### Attracting Business Events

A panel discussion on innovation in staging, running and attracting business events to your destination – what must be considered now and in the future? Discussion covered metro and regional destinations with a focus on benefits and challenges – facilitated by Gerry Gannon. Panel participants included: Robyn Johnson, CE Meetings and Events Australia; Zoe Hida, Managing Director, Everywhere Venues; Nerida Worboys, Business Events Facilitator, Newcastle Business Events.

The value of business events was clear with big economic value to the Australian economy, employing 190,000 people. Key consideration areas for attracting business events include:

- Using technology such as facial recognition;
- Event design – it needs to be interactive the days of sitting and listening in a conference are gone;
- Program Design – the program must be engaging and again interactive and showcase the local area;
- Thinking different and outside the square is critical to the success of any business event.

Scholarships are available for Diplomas of Event Management through [www.meetings.com.au/scholarships](http://www.meetings.com.au/scholarships).

Tapping into the sharing economy for councils to leverage their assets for tourism revenue and community engagement – this was demonstrated through a cloud based process that allows event organisers to see all facilities, book them, review them and pay for them. This can be seen at [www.everywherevenues.com](http://www.everywherevenues.com).

Newcastle City Council demonstrated the marketing campaign they launched to attract business events. The key for Newcastle was changing perceptions and pulling away from the Port Stephens and Hunter Region shadows was key to their success – this could be seen as detrimental to our cause.

### Site Visits

Peak Hill Gold Mine – Demonstrating the rejuvenation of the gold mine (no longer operating) through a NSW Regional Visitor Economy Fund Project. The project included a walking tour and viewing platforms as well a modern take on a miners hut as a focal point for education and story boards. The inclusion of public art throughout the mine site added to the amenity of the area. The Peak Hill community has embraced this mine, where a lot of communities would drive it out of town, and are truly proud of what they have achieved.

Reinvigorating Trundle – Trundle has a population of around 500 people. After a visit to the Elvis festival several years ago Gary Crowley and his wife tried to think of a way to bring people to Trundle. They decided to start an ABBA festival five years ago. The first year they needed 500 people to break even and 495 were in attendance. This was a great start to the event and it has now grown to attract 5,000 visitors. Each year Bjorn Again- the best known ABBA tribute band in the world, play at the festival. This event brings much needed activity to the town which like so many small towns struggles with drought and shop closures. Visitors stay in Trundle, Parkes and other surrounding towns. They are encouraged to stay in the area for several days. Gary and his wife are the key organisers of this festival and have built it with limited resources. The ABBA festival is a great example of how a small town can create an event from one small idea and make it benefit the whole town and wider community.

### Running an Effective Marketing Campaign

A workshop on how to run an effective marketing campaign; DNSWs insights and trends on successful destination campaigns, including case studies on campaigns valued \$200,000 and \$700,000 – facilitated by Rebecca Durr, DNSW Marketing Expert and assisted by Gerry Gannon.

Research is showing that marketing is declining in its effectiveness, particularly around a shift towards activation at the expense of branding and insufficient media mixes. Marketing campaigns need to have SMARTER goals. To get noticed, get more funding and a voice with Destination NSW the keys are:

- Join 'Get Connected'.
- Align social media and editorial programs with DNSW (eg – hashtags #visitnsw), use the social media channels they use (28 different channels currently), and share videos and images for use in DNSW campaigns and collateral.
- Engage with research, publicity and PR – contribute to research, participating in media visits including TV shows, productions and social influencers.
- Work with DNSW – hosting trade families, travel missions and trade shows, product workshops and advice on market readiness.

By working closely with DNSW and using the Regional Tourism Fund we are able to at least double our campaign budgets.



DNSW research demonstrated that a multi-platform approach is very effective and traditional platforms such as TV are no longer effective as they once were. Some examples of the campaigns that have been produced were shown.

Port Stephens was mentioned throughout the data that was presented and it demonstrated we are one of the leading areas in NSW for visitors however it also showed that most areas were willing to work hard to take those visitors away from Port Stephens and weren't relying on a beautiful landscape itself to create a visitor economy but were creating more ways to attract these visitors. The key message is that DNSW wants to work with us, but we need to want to work with them.

#### Workshop - Events – Future Considerations

- Planning for Crowds: Safety and Security – presented by Mick Bray (Manager Operational Logistics – NSW Ambulance Service).

This presentation presented thoughts from a combat agency point of view on event management, key points were:

- All events no matter how small must plan for a medical emergency.
  - If the plan is to call an ambulance – this is not enough – proper medical care must be available at the event.
  - When choosing a medical/first aid provider they must be suitable for the events scale.
  - Early engagement with all emergency services (Police, Fire and Ambulance) when planning events is critical.
  - Understand event impact on wider community.
- Don't follow the path – blaze the trail: The Parkes Elvis Festival presented by Cathy Treasure (Festival Director – Parkes Elvis Festival).

This discussion centred on the challenges of the Parkes Elvis Festival and how they got to where they are today.

- Was created by a husband and wife who owned a function centre to fill a gap during a low tourism period – Parkes has no affiliation with Elvis whatsoever.
- The festival is extremely successful and continues to grow, what makes it so successful:
  - Its originality;
  - Organic growth;
  - Strong audience involvement and participation;
  - Sense of community it creates and affordability;
  - Council support and resourcing – they live and breathe it;
  - Media appeal – its bright and colourful;
  - Strategic partners and sponsors.

- It now attracts over 25k visitors over the five days, 15M economic impact and 200M media reach (Globally).
- Success has brought challenges – price gouging, lack of accommodation (this has highlighted a need to think outside the square and partner with other regional towns), people see success so feel they can charge more, business support has waned as they see it as something council should fund and an increase in resources is needed.
- The Parkes Elvis Festival is completely run by the council now. They don't rest with the success of the event – they continually reinvent, always bringing something innovative to the festival.

- Behavioural Analytics presented by Nick Dawkins (MD Behavioural Analytics).

This discussion focused on how we might monitor people's behaviour at an event or in certain locations through the use of mobile phone movements. With over 81% of the population owning a smart phone, the use of phones to track behaviour is giving more and more reliable data.

The information collected does not identify any personal information of any individual unless they choose to 'opt in' to that data being collected, however it uses location information from mobile phone pings. Each phone is assigned a unique identifier to stop duplication of counting – similar to how google traffic reports work.

The 'ping' is captured giving the location of the phone. This data is collated in real time giving event organisers or emergency services key information on where resources are needed, what roads can be open, what bars need more staff etc. It can also provide accurate numbers on attendees at events which help with funding and sponsorship. The data can also be used to track locations over time, for example utilisation of car parks, council facilities, or town centres.

#### Workshop - Forward Thinking in Tourism Funding and Planning

- Writing a successful grant application presented by Sally Chapman (Grant Officer – Parkes Shire Council), Kimberley Harris (Grant Officer – Parkes Shire Council).

This workshop presented guidelines on how to submit a successful grant application.

- Know your project;
  - Understand how the project will address the issue to be solved;
  - Align with the right funding source;
  - Compile a strong application;
  - Explore the many opportunities for funding.
- Reinvigorating the Big Pineapple presented by Shaun Munday (MD – Place Design Group).

The history of the big pineapple and its place as a tourism icon. The pineapple has been through successful times, dramatic times and changes of ownership. At present it is in the process of a reinvention.

Important points:

- Form good partnerships;
  - Have a process not a plan;
  - Build momentum and community support;
  - Project and policy alignment- eg align with Port Stephens brand; reinforce councils agenda; know global trends and demands; have support from all levels of government;
  - Promote your uniqueness but lobby as a group;
  - People have passions not projects;
  - Masterplan must inspire but it's the project that counts.
- Does our brand represent our region for tomorrow's audience? Presented by Melissa Richie (Art Director – Wisdom Marketing).

This session covered branding for the right audience, it challenged us by asking:

- Are we telling our story? What is that story?
- What's changing in our region and are we continually telling that story?
- Who is our traditional market? Why are they our traditional market?
- Why don't we expand our market? Start connecting with millennials, who else could we be targeting?
- How are we communicating? Are we thinking differently to everyone else?
- How often are we updating our content and our story?
- Do we know our audience routines and rituals?
- Are we tracking our communication data? Are we changing with what that is telling us?
- Are we encouraging share-ability with our advertising and socials?
- Are we automating to give the instant feedback?
- Is our message consistent across all platforms? No just social and advertising but with our front office, with our tourism operators, everyone that is selling our region?

#### Events - Bridging City to Country

Presentation and panel discussion on destination development facilitated by Gerry Gannon and Rose Wright. Panel participants: Linda Tillman, Managing Director, Tilma Group and Director, Australian Regional Tourism; Rose Wright, CEO, Destination Tweed; Lorraine Elliott, founder and publisher of food blog 'Not Quite Nigella'.

This session was about driving growth in regional and rural communities through successful tourism and event development. The reason for including this was that recent research has shown that three quarters of event attendees would not have gone to a destination if not for an event; in addition 57% of first time visitors to the region, noted the event as the main reason for visiting.

We saw some examples of events that capitalised on the local regions industry, such as Taste Riverina, which tapped into the Riverina Agricultural industry. This event was highly successful for a number of reasons: it opened doors to new business ventures for current businesses, for example Agritourism, this ensured by in from the businesses. The festival ensured they had smart partnerships they used local tourism groups, local councils, TAFE and leveraged off larger food festivals in Sydney.

The key messages out of the conference were:

- Think differently don't just settle for what we are doing continually challenge traditional thinking.
- Look to expand our markets.
- Use partnerships.
- We (Port Stephens) need to get ahead of the game as other regions are desperate to take our share of tourism and events.

## **ATTACHMENTS**

Nil.

## **COUNCILLORS ROOM**

Nil.

## **TABLED DOCUMENTS**

Nil.

**ITEM NO. 2**

**FILE NO: 18/73143  
EDRMS NO: PSC2006-6531**

**CASH AND INVESTMENTS REPORT - MARCH 2018**

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

**BACKGROUND**

The purpose of this report is to present Council's schedule of cash and investments held at 31 March 2018.

**ATTACHMENTS**

1) Cash and Investments Report - March 2018.

**COUNCILLORS ROOM**

Nil.

**TABLED DOCUMENTS**

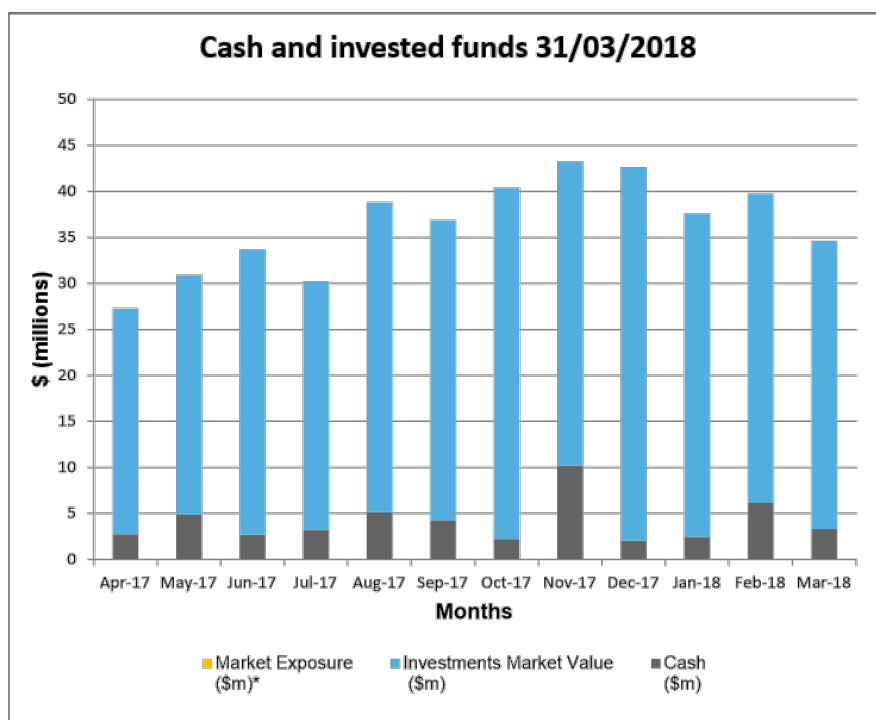
Nil.

**CASH AND INVESTMENTS HELD AS AT 31 MARCH 2018**

ISSUER	BROKER	RATING*	DESC.	YIELD %	TERM DAYS	MATURITY	AMOUNT INVESTED	MARKET VALUE
TERM DEPOSITS								
AMP BANK	CURVE	A+	TD	2.60%	182	6-Apr-18	800,000	800,000
AMP BANK	FARQUHARSON	A+	TD	2.60%	272	16-May-18	600,000	600,000
ME BANK	FARQUHARSON	BBB	TD	2.60%	273	23-May-18	1,000,000	1,000,000
POLICE CREDIT UNION (SA)	CURVE	NR	TD	2.75%	180	28-May-18	1,400,000	1,400,000
DEFENCE BANK	LAMINAR	BBB+	TD	2.77%	376	30-May-18	1,000,000	1,000,000
AUSWIDE BANK LTD	CURVE	BBB	TD	2.62%	182	4-Jun-18	2,500,000	2,500,000
BANANA COAST CREDIT UNION	CURVE	NR	TD	2.85%	369	13-Jun-18	750,000	750,000
COMMONWEALTH BANK	CBA	AA-	TD	2.53%	314	13-Jun-18	2,000,000	2,000,000
COMMONWEALTH BANK	CBA	AA-	TD	2.58%	300	27-Jun-18	1,000,000	1,000,000
SUNCORP	SUNCORP	A+	TD	2.61%	210	3-Jul-18	1,500,000	1,500,000
POLICE CREDIT UNION (SA)	FARQUHARSON	NR	TD	2.75%	218	13-Jul-18	600,000	600,000
COMMONWEALTH BANK	CBA	AA-	TD	2.55%	356	25-Jul-18	2,250,000	2,250,000
POLICE CREDIT UNION (SA)	FARQUHARSON	NR	TD	2.90%	365	2-Aug-18	750,000	750,000
COMMONWEALTH BANK	CBA	AA-	TD	2.61%	361	27-Aug-18	1,000,000	1,000,000
AMP BANK LTD	FIIG	A	TD	2.60%	205	19-Sep-18	1,500,000	1,500,000
AUSTRALIAN MILITARY BANK	CURVE	NR	TD	2.65%	364	5-Oct-18	900,000	900,000
COMMONWEALTH BANK	CBA	AA-	TD	2.59%	365	9-Oct-18	500,000	500,000
AUSWIDE BANK LTD	FARQUHARSON	BBB	TD	2.65%	363	10-Oct-18	1,350,000	1,350,000
AMP BANK LTD	CURVE	A	TD	2.65%	272	25-Oct-18	1,500,000	1,500,000
COMMONWEALTH BANK	CBA	AA-	TD	2.56%	335	4-Nov-18	1,250,000	1,250,000
CREDIT UNION AUSTRALIA	FARQUHARSON	BBB	TD	2.65%	349	29-Nov-18	1,000,000	1,000,000
WESTPAC BANKING CORPORATION	WESTPAC	AA-	TD	2.56%	371	13-Dec-18	1,200,000	1,200,000
COMMONWEALTH BANK	CBA	AA-	TD	2.62%	365	20-Dec-18	1,400,000	1,400,000
BANANA COAST CREDIT UNION	IMPERIUM	NR	TD	2.75%	365	20-Dec-18	600,000	600,000
WESTPAC BANKING CORPORATION	WESTPAC	AA-	TD	2.64%	363	23-Jan-18	2,000,000	2,000,000
COMMONWEALTH BANK	CBA	AA-	TD	2.63%	365	2-Mar-19	1,000,000	1,000,000
SUB TOTAL (\$)							31,350,000	31,350,000
INVESTMENTS TOTAL (\$)							31,350,000	31,350,000
CASH AT BANK (\$)							0	0
TOTAL CASH AND INVESTMENTS (\$)							31,350,000	31,350,000
CASH AT BANK INTEREST RATE				1.80%				
BBSW FOR PREVIOUS 3 MONTHS				1.88%				
AVG. INVESTMENT RATE OF RETURN				2.63%				
TD = TERM DEPOSIT								
*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								
T HAZELL								

**CASH AND INVESTMENTS BALANCE**

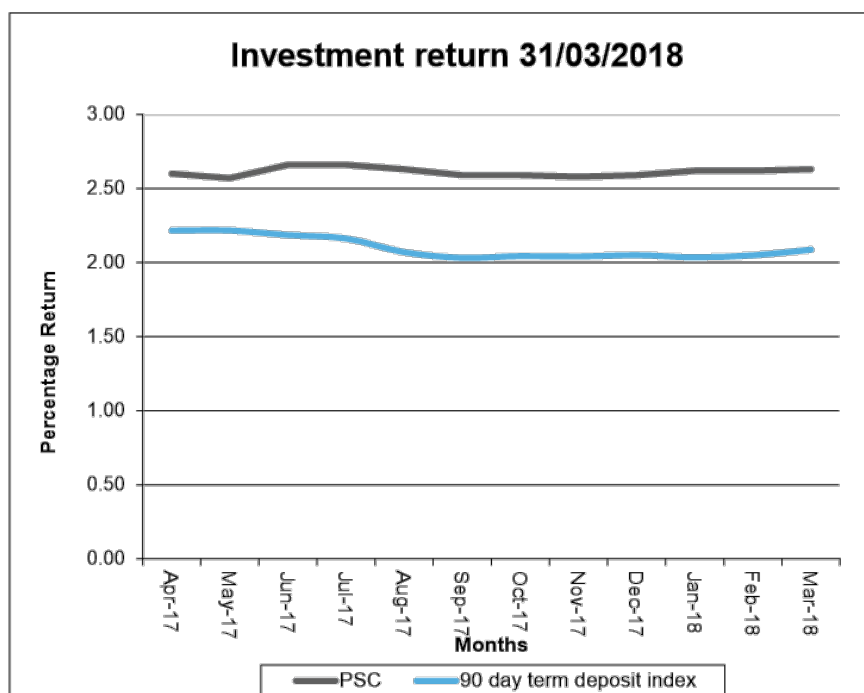
Date	Cash (\$m)	Investments Market Value (\$m)	Market Exposure (\$m)*	Total Funds (\$m)
Apr-17	2.747	24.513	0.005	27.265
May-17	4.894	26.014	0.003	30.912
Jun-17	2.685	31.000	-	33.685
Jul-17	3.232	27.000	-	30.232
Aug-17	5.201	33.600	-	38.801
Sep-17	4.271	32.600	-	36.871
Oct-17	2.230	38.150	-	40.380
Nov-17	10.214	33.050	-	43.264
Dec-17	2.043	40.600	-	42.643
Jan-18	2.472	35.100	-	37.572
Feb-18	6.152	33.600	-	39.752
Mar-18	3.296	31.350	-	34.646



\*market exposure is the difference between the face value of an investment and its current market value.

**AUSTRALIAN TERM DEPOSIT ACCUMULATION INDEX**

<b>Date</b>	<b>90 day term deposit index</b>	<b>PSC</b>
Apr-17	2.2163	2.60
May-17	2.2168	2.57
Jun-17	2.1860	2.66
Jul-17	2.1627	2.66
Aug-17	2.0703	2.63
Sep-17	2.0324	2.59
Oct-17	2.0442	2.59
Nov-17	2.0411	2.58
Dec-17	2.0501	2.59
Jan-18	2.0356	2.62
Feb-18	2.0492	2.62
Mar-18	2.0877	2.63





**ITEM NO. 3****FILE NO: 18/68912**  
**EDRMS NO: 18/45590****INSTALLATION OF DEFIBRILLATORS AT SPORTS COMPLEXES**REPORT OF: JOHN MARETICH - ASSET SECTION MANAGER  
GROUP: FACILITIES & SERVICES**BACKGROUND**

The purpose of this report is to provide Council with the findings of the defibrillator units audit across Port Stephens sporting clubs and facilities. The audit data is provided in **(ATTACHMENT 1)**.

The audit was undertaken on a 'per club' as there are no sharing arrangements across sporting clubs who use the same facility. The number of clubs without defibrillator units total 42, of which there are 18 in West Ward, eight in Tilligerry, three in Medowie and 13 in Tomaree. Note, junior and senior sporting clubs generally do share the use of their clubs defibrillator units.

The provision of defibrillator units at sporting facilities is currently an optional requirement with no legislative responsibility for Councils or sporting clubs to provide this service. Historically sporting clubs have purchased and maintained their own defibrillator units as a response to an identified risk or need within their club. Through recent NSW State Government sporting funding programs an increased number of clubs now have their own defibrillator units. Another round of NSW State Government supported funding programs for defibrillator units is due to open in August 2018.

Centrally locating defibrillator units for shared use at sporting facilities is a project larger than the cost of the unit purchase alone. Alterations to building keying systems to allow for shared use, potential theft and vandalism from store areas and the selection of suitable locations within sporting facilities must be considered. Furthermore, should there be a desire for the conversion of existing defibrillator units to allow for shared use, negotiation and agreement from these clubs would be required.

Notwithstanding the above, additional details on potential costs have been collated to inform Council. The cost of a new defibrillator unit is \$2,500. The cost of installation and appropriate keying system modification to allow for shared use is estimated at \$500 per unit. Ongoing inspection costs to ensure operational compliance would need to be borne by the sporting clubs. Costs provided from service providers are estimated at \$50 per unit on an annual basis.

If Council determines to make a partial or full contribution to the purchase of defibrillators, Council's procurement process would need to be followed to ensure that the best price and most efficient ongoing maintenance service is secured.

Based on the above data, a resolution to fund the purchase only of defibrillator units for each of the clubs identified would have a total estimated cost of \$105,000. An additional cost for keying systems would be in the order of \$21,000. Council is to consider that a number of sporting clubs have been proactive in this space and have already purchased defibrillator units without Council funding assistance.

Since the preceding Notice of Motion relating to this matter, the West Ward Sports Council have resolved to purchase six defibrillator units for installation at Lakeside Sports Complex, Bowthorne Oval, Stuart Park, Brandon Park, Raymond Terrace Netball/Tennis and an additional unit at King Park Sports Complex. Port Stephens Netball and Nelson Bay Rugby have been successful in receiving State government grant funding as a contribution toward defibrillator purchase and installation.

Council currently has no funding allocation for the purchase, installation and maintenance of defibrillator units. Should Council seek to prioritise this matter, Community and Recreation Assets projects currently scheduled for delivery in the 2018-2019 financial year would be required to be delayed or undergo scope reduction to fund defibrillators. Projects that may be affected are proposed playground upgrade works, sports field fencing upgrades and amenities building replacements.

#### **ATTACHMENTS**

- 1) Sports Council Defibrillator Audit.

#### **COUNCILLORS ROOM**

Nil.

#### **TABLED DOCUMENTS**

Nil.

Venue	Club	Defibrillator Onsite
<b>Tomaree Sports Complex</b>		
Match Field No.1	Nelson Bay Football Club	No
	Nelson Bay Junior Rugby Union	Yes
Elizabeth Waring Function Room	Tomaree Bridge Club	No
	External Users - e.g. Meetings	No
Nelson Bay Croquet Courts -	Nelson Bay Croquet Court	No
Dick Burwell Oval	Nelson Bay Snr AFL	Yes
	Nelson Bay Jnr AFL	Yes
	Port Stephens Little Athletics	No
Field No. 2, 3 and Don Waring (Clubhouse)	Nelson Bay Football Club	No
	Nelson Bay Touch Football Club	Yes
	Nelson Bay Cricket Club	No
	Tomaree Markets	No
	Nelson Bay Strikers Baseball Club	No
	External Users E.g. Schools	No
Field 4, 5 and Netball Building	Nelson Bay Netball Club	Yes
	External Users E.g. Schools	No
<b>Salamander Sports Complex</b>		
Field No. 1, 2 and 3 Clubhouse	Nelson Bay Junior Rugby League	No
	Nelson Bay Oztag	Yes
	Nelson Bay Cricket Club	No
	External Users E.g. Schools	No
Field No. 4 and 5 Clubhouse (Hockey Fields)	Port Stephens Hockey Club	No
<b>Other Facilities</b>		
Fingal Bay Oval	Fingal Bay Bomboras RLFC	No
Bill Strong Oval	Nelson Bay Rugby Union	Yes
Korora Oval	Nelson Bay Cricket Club	No
Nelson Bay Tennis	Nelson Bay Tennis Club	No

<b>Lakeside Sports Complex</b>		
<b>Field No. 1 and 2 Clubhouse</b>	Raymond Terrace Junior RLFC	No
	Raymond Terrace Magpies RLFC	No
	External Users	No
<b>Field No. 3 Clubhouse</b>	RAAF Soccer Club	No
	Lakeside Village Tavern Panthers Cricket Club	No
	External Users	No
<b>King Park Sports Complex</b>		
<b>All Fields and Function Room</b>	Raymond Terrace Soccer Club	No
	Port Stephens Pythons Cricket Club	No
	Raymond Terrace District Cricket Club	Yes
<b>Raymond Terrace Facilities</b>		
<b>Vi Barnett Oval</b>	Raymond Terrace Athletics Club	Yes
	Raymond Terrace Pigeon Club	No
<b>Raymond Terrace Tennis Complex</b>	Raymond Terrace & District Tennis Club	No
<b>Boomerang Park</b>	Raymond Terrace Dog Sports Club	No
<b>Raymond Terrace Netball Courts</b>	Raymond Terrace Netball Club	No
<b>Rural West Facilities</b>		
<b>Stuart Park</b>	Hinton RLFC	No
	Hinton Cricket Club	No
	Hinton Tennis Club	No
<b>Karuah Oval</b>	Karuah RLFC	Yes
<b>Bowthorne Oval</b>	Bowthorne Cricket Club	No
<b>Brandon Park</b>	Seaham Storm Baseball Club	No
	Seaham Netball Club	No
<b>Karuah Tennis Courts</b>	Karuah Tennis & District Club	No

Venue	Club	Defibrillator Onsite
<b>Mallabula Sports Complex</b>		
Field No. 1 League Clubhouse	Mallabula Junior RLFC	No
	Mallabula Snr RLFC	No
	External Users	No
Field No. 1, 2, 3 and Athletics Field Soccer/Athletics Clubhouse	Tilligerry and District Athletics Club	Yes
	Tilligerry Football Club	No
	Tilligerry Cricket Club	No
Tilligerry Tennis Complex	Tilligerry Tennis Club	No
<b>Tilligerry Facilities</b>		
Tanilba Bay Sailing Club	Tanilba Bay Sailing Club	No
Salt Ash Sports Ground	Salt Ash Pony Club	No

Venue	Club	Defibrillator Onsite
<b>Ferodale Sports Complex</b>		Yes
Netball Courts and Oval Clubhouse	Medowie Netball Club	No
	Port Stephens AFL	Yes
	Medowie Cricket Club	No
Medowie Sports and Community Centre	Community Group	Yes
<b>Medowie Facilities</b>		
Yulong Oval	Medowie Football Club	Yes
	Medowie Cricket Club	Yes
Boyd Oval	Medowie and District Rugby Club	Yes
	Port Hunter Touch	No
	Medowie Tennis Club	Yes
Kindlebark Oval	Medowie Little Athletics	Yes

**ITEM NO. 4**

**FILE NO: 18/72027  
EDRMS NO: PSC2017-01523**

**DESIGNATED PERSONS' RETURN**

REPORT OF: TONY WICKHAM - GOVERNANCE MANAGER  
GROUP: GENERAL MANAGER'S OFFICE

**BACKGROUND**

The purpose of this report is to advise Council of new Council staff who have submitted their Designated Persons' Return/s (Return).

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 has submitted Return/s:

- Senior Community & Recreation Planning Officer (PSC739).
- Health & Building Surveyor (PSC439).
- Economic Development Officer (PSC208).

**ATTACHMENTS**

Nil.

**COUNCILLORS ROOM**

Nil.

**TABLED DOCUMENTS**

- 1) Designated Persons' returns.

# CONFIDENTIAL ITEMS

In accordance with Section 10A, of the *Local Government Act 1993*, Council can close part of a meeting to the public to consider matters involving personnel, personal ratepayer hardship, commercial information, nature and location of a place or item of Aboriginal significance on community land, matters affecting the security of council, councillors, staff or council property and matters that could be prejudice to the maintenance of law.

Further information on any item that is listed for consideration as a confidential item can be sought by contacting Council.

## ORDINARY COUNCIL MEETING – 24 APRIL 2018 MOTION

099	<b>Councillor Chris Doohan</b> <b>Councillor Paul Le Mottee</b>  It was resolved that Council move into confidential session.
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The following Council officers were present for the Confidential Session:

Communication Section Manager  
Public Relations and Marketing Coordinator  
Digital Marketing and Social Media Officer

**CONFIDENTIAL**

**ITEM NO. 1**

**FILE NO: 18/37170  
EDRMS NO: PSC2007-0620**

**54 BOUNDARY ROAD, MEDOWIE**

**REPORT OF: MARK STACE - PROPERTY SERVICES SECTION MANAGER  
GROUP: CORPORATE SERVICES**

**ORDINARY COUNCIL MEETING - 24 APRIL 2018  
MOTION**

<b>100</b>	<b>Councillor Sarah Smith Councillor Paul Le Mottee</b>  It was resolved that Council rescind its decision of 13 September 2016, Minute No. 265 to sell 54 Boundary Road, Medowie.
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The motion on being put was carried.

**ORDINARY COUNCIL MEETING - 24 APRIL 2018  
AMENDMENT**

	<b>Councillor Giacomo Arnott Councillor John Nell</b>  That Item 1 be deferred to the next Council meeting.
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The amendment on being put was lost.



**CONFIDENTIAL****ITEM NO. 2****FILE NO: 18/74866  
EDRMS NO: PSC2013-01853****NEWCASTLE AIRPORT****REPORT OF: TONY WICKHAM - GOVERNANCE MANAGER  
GROUP: GENERAL MANAGER'S OFFICE****ORDINARY COUNCIL MEETING - 24 APRIL 2018  
MOTION**

<b>101</b>	<p><b>Councillor John Nell</b> <b>Councillor Paul Le Mottee</b></p> <p>It was resolved that Council:</p> <ol style="list-style-type: none"><li>1) Port Stephens Council (PSC) and Newcastle City Council (NCC) proceed with the purchase of land known as Lot 11 DP 1036501 and Lot 3 DP 1036690 (the Site) as tenants in common in equal shares as operational land on the terms set out in this Council report.</li><li>2) Approve the implementation of the new structure at Attachment A and the transfer of their interests in the Site on the terms set out in this Council report.</li><li>3) Jointly with NCC, make an application to the Minister for approval of the new structure at Attachment A in accordance with section 358 of the Local Government Act 1993.</li><li>4) Authorise the Mayor and General Manager to affix the Council Seal to any documents associated with the purchase, transfers and new structure/entities, requiring the Council Seal.</li><li>5) Delegate to the General Manager the authority to finalise the purchase, transfers and new structure/entities including to execute all documentation not requiring the Council Seal.</li></ol>
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**ORDINARY COUNCIL MEETING – 24 APRIL 2018**  
**MOTION**

<b>102</b>	<b>Councillor Ken Jordan</b> <b>Councillor Sarah Smith</b>  That Council Move out of confidential session
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There being no further business the meeting closed at 6.42pm.