

NOTICE OF ORDINARY MEETING

25 FEBRUARY 2020



The Mayor and Councillors attendance is respectfully requested:

Mayor: R Palmer (Chair).

Councillors: J Abbott, G Arnott, C Doohan, G Dunkley, K Jordan, P Le Mottee, J Nell, S Smith, S Tucker.

SCHEDULE OF MEETINGS

TIME	ITEM	VENUE
5:30pm:	Public Access (if applied for)	Council Chambers
Followed by:	Ordinary Meeting	Council Chambers

Please Note:

In accordance with the NSW Privacy and Personal Information Protection Act 1998, you are advised that all discussion held during the Open Council meeting is public information. This will include any discussion involving the Mayor, a Councillor, staff member or a member of the public. All persons present should withhold from making public comments about another individual without seeking the consent of that individual in the first instance. Should you have any questions concerning the privacy of individuals at the meeting, please speak with the Governance Section Manager or the General Manager prior to the meeting.

Please be aware that Council webcasts its Open Council meetings via its website. All persons should refrain from making any defamatory remarks. Council accepts no liability for any defamatory remarks made during the course of the Council meeting.

For the safety and wellbeing of the public, no signs, placards or other props made from material other than paper will be permitted in the Council Chamber. No material should be larger than A3 in size.

Food and beverages are not permitted in the Council Chamber.

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BUSINESS

- 1) Prayer - We ask Almighty God to give us wisdom and courage so we can serve our community, and uphold justice and equality in Port Stephens. Amen.
- 2) Acknowledgement of Country - Today, we are meeting on Worimi Country, we acknowledge the past, we are working towards a better tomorrow.
- 3) Apologies.
- 4) Confirmation of Minutes. Ordinary Meeting of 11 February 2020.
- 5) Disclosure of Pecuniary Interest or Non-Pecuniary Interest.
- 6) Mayoral Minute (if submitted).
- 7) Council Reports.
- 8) Information Papers.
- 9) Notices of Motion.

PRINCIPLES FOR LOCAL GOVERNMENT

Port Stephens Council is a local authority constituted under the Local Government Act 1993. The Act includes the Principles for Local Government for all NSW Councils.

The object of the principles for councils is to provide guidance to enable councils to carry out their functions in a way that facilitates local communities that are strong, healthy and prosperous.

Guiding principles for Council

1. Exercise of functions generally

The following general principles apply to the exercise of functions by Council. Council should:

- (a) provide strong and effective representation, leadership, planning and decision-making.
- (b) carry out functions in a way that provides the best possible value for residents and ratepayers.
- (c) plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services and regulation to meet the diverse needs of the local community.
- (d) apply the integrated planning and reporting framework in carrying out their functions so as to achieve desired outcomes and continuous improvements.
- (e) work co-operatively with other councils and the State government to achieve desired outcomes for the local community.
- (f) manage lands and other assets so that current and future local community needs can be met in an affordable way.
- (g) work with others to secure appropriate services for local community needs.
- (h) act fairly, ethically and without bias in the interests of the local community.
- (i) be responsible employers and provide a consultative and supportive working environment for staff.

2. Decision-making

The following principles apply to decision-making by Council (subject to any other applicable law). Council should:

- (a) recognise diverse local community needs and interests.
- (b) consider social justice principles.
- (c) consider the long term and cumulative effects of actions on future generations.
- (d) consider the principles of ecologically sustainable development.
- (e) Council decision-making should be transparent and decision-makers are to be accountable for decisions and omissions.

3. Community participation

Council should actively engage with their local communities, through the use of the integrated planning and reporting framework and other measures.

Principles of sound financial management

The following principles of sound financial management apply to Council. Council should:

- (a) spend responsible and sustainable, aligning general revenue and expenses.
- (b) invest in responsible and sustainable infrastructure for the benefit of the local community.
- (c) have effective financial and asset management, including sound policies and processes for the following:
 - (i) performance management and reporting,
 - (ii) asset maintenance and enhancement,
 - (iii) funding decisions,
 - (iv) risk management practices.
- (d) have regard to achieving intergenerational equity, including ensuring the following:
 - (i) policy decisions are made after considering their financial effects on future generations,
 - (ii) the current generation funds the cost of its services.

Integrated planning and reporting principles that apply to Council

The following principles for strategic planning apply to the development of the integrated planning and reporting framework by Council. Council should:

- (a) identify and prioritise key local community needs and aspirations and consider regional priorities.
- (b) identify strategic goals to meet those needs and aspirations.
- (c) develop activities, and prioritise actions, to work towards the strategic goals.
- (d) ensure that the strategic goals and activities to work towards them may be achieved within council resources.
- (e) regularly review and evaluate progress towards achieving strategic goals.
- (f) maintain an integrated approach to planning, delivering, monitoring and reporting on strategic goals.
- (g) collaborate with others to maximise achievement of strategic goals.
- (h) manage risks to the local community or area or to the council effectively and proactively.
- (i) make appropriate evidence-based adaptations to meet changing needs and circumstances.

PORT STEPHENS COMMUNITY STRATEGIC PLAN

The Local Government Act requires Council to adopt a Community Strategic Plan (10+ years). The Plan includes a Delivery Program (3 years), Annual Operational Plan and a Resource Strategy, it also includes the Council's budget.

The Community Strategic Plan is organised into four focus areas:

OUR COMMUNITY – Port Stephens is a thriving and strong community respecting diversity and heritage.

OUR PLACE – Port Stephens is a liveable place supporting local economic growth.

OUR ENVIRONMENT – Port Stephens' environment is clean and green, protected and enhanced.

OUR COUNCIL – Port Stephens Council leads, manages and delivers valued community services in a responsible way.

BUSINESS EXCELLENCE

Port Stephens Council is a quality and a customer service focused organisation. We use the Business Excellence Framework as a basis for driving organisational excellence. The Framework is an integrated leadership and management system that describes elements essential to organisational excellence. It is based on nine (9) principles.

These outcomes align with the following Business Excellence principles:

- 1) Clear direction and mutually agreed plans enable organisational alignment and focus on achievement of goals.
- 2) Understanding what customers and other stakeholders value, now and in the future, enables organisational direction, strategy and action.
- 3) All people work in a system. Outcomes are improved when people work on the system and its associated processes.
- 4) Engaging people's enthusiasm, resourcefulness and participation improves organisational performance.
- 5) Innovation and learning influence the agility and responsiveness of the organisation.
- 6) Effective use of facts, data and knowledge leads to improved decisions.
- 7) Variation impacts predictability, profitability and performance.
- 8) Sustainable performance is determined by an organisation's ability to deliver value for all stakeholders in an ethically, socially and environmentally responsible manner.
- 9) Leaders determine the culture and value system of the organisation through their decisions and behaviour.

MEETING PROCEDURES SUMMARY

Starting time – All meetings must commence within 30 minutes of the advertised time.

Quorum – A quorum at Port Stephens Council is six (6).

Declarations of Interest

Pecuniary – Councillors who have a pecuniary interest must declare the interest, not participate in the debate and leave the meeting.

Non-Pecuniary – Councillors are required to indicate if they have a non-pecuniary interest, should a Councillor declare a significant non-pecuniary they must not participate in the debate and leave the meeting. If a Councillor declares a less than significant non-pecuniary they must state why no further action should be taken. Councillors may remain in the meeting for a less than significant non-pecuniary.

Confirm the Minutes – Councillors are able to raise any matter concerning the Minutes prior to confirmation of the Minutes.

Public Access – Each speaker has five (5) minutes to address Council with no more than two (2) for and two (2) against the subject.

Motions and Amendments

Moving Recommendations – If a Committee recommendation is being moved, ie been to a Committee first, then the motion must be moved and seconded at Council prior to debate proceeding. A Councillor may move an alternate motion to the recommendation.

Amendments – A Councillor may move an amendment to any motion however only one amendment or motion can be before Council at any one time, if carried it becomes the motion.

Seconding Amendments – When moving an amendment, it must be seconded or it lapses.

Incorporating Amendments – If a motion has been moved and the mover and seconder agree with something which is being moved as an amendment by others, they may elect to incorporate it into their motion or amendment as the case may be.

Voting Order – When voting on a matter the order is as follows:

1. Amendment (If any)
2. Foreshadowed Amendments – (If any, and in the order they were moved)
3. Motion

NB – Where an amendment is carried, there must be another vote on the amendment becoming the motion.

Voting – an item is passed where a majority vote for the subject. If the voting is tied the Chairperson has a second (casting) vote which is used to break the deadlock.

Closed Session – There must be a motion to close a meeting. Prior to voting on the motion the chairperson will invite the gallery to make representations if they believe the meeting shouldn't be closed. Then Councillors vote on the matter. If adopted the gallery should then be cleared and the matter considered in closed session. Any decision taken in session closed is a resolution. There must be a motion to reopen the Council meeting to the public. If decision occurred in 'closed session', the meeting is advised of the resolution in 'open session'.

Procedural Motion – Is a motion necessary for the conduct of the meeting, it is voted on without debate, eg defer an item to the end of the meeting (however, to defer an item to another meeting is not a procedural motion), extend the time for a Councillor to speak etc.

Points of Order – when any of the following are occurring or have occurred a Councillor can rise on a 'Point of Order', the breach is explained to the Chairperson who rules on the matter.

A Point of Order can be raised where:

1. There has been any non-compliance with procedure, eg motion not seconded etc.
2. A Councillor commits an act of disorder:
 - a) Contravenes the Act, any Regulation in force under the Act, the Code of Conduct or this Code.
 - b) Assaults or threatens to assault another Councillor or person present at the meeting.
 - c) Moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the Council or Committee, or address or attempts to address the Council or Committee on such a motion, amendment or matter.
 - d) Insults or makes personal reflections on or imputes improper motives to any other Councillor, any staff member or alleges a breach of Council's Code of Conduct.
 - e) Says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the Council or Committee into disrepute.

Declarations of Conflict of Interest – Definitions

Pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated as provided in Clause 7 of the Code of Conduct.

Non Pecuniary interests are private or personal interests the council official has that do not amount to a pecuniary interest as defined in the Code of Conduct. These commonly arise out of family or personal relationships or involvement in sporting, social or other cultural groups and associations and may include an interest of financial nature.

The matter of a report to council from the conduct review committee/reviewer relates to the public duty of a councillor or the general manager. Therefore, there is no requirement for Councillors or the General Manager to disclose a conflict of interest in such a matter.

The political views of a Councillor do not constitute a private interest.



Form of Special Disclosure of Pecuniary Interest

1. This form must be completed using block letters or typed.
2. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

Important information

This information is being collected for the purpose of making a special disclosure of pecuniary interests under clause 4.36(c) of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).

The special disclosure must relate only to a pecuniary interest that a councillor has in the councillor's principal place of residence, or an interest another person (whose interests are relevant under clause 4.3 of the Model Code of Conduct) has in that person's principal place of residence.

Clause 4.3 of the Model Code of Conduct states that you will have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative or because your business partner or employer has a pecuniary interest. You will also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.

"Relative" is defined by clause 4.4 of the Model Code of Conduct as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting at which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.

Special disclosure of pecuniary interests by [full name of councillor]

in the matter of [insert name of environmental planning instrument]

which is to be considered at a meeting of the PORT STEPHENS COUNCIL

to be held on the _____ day of _____ 20__

Pecuniary interest	
Address of the affected principal place of residence of the councillor or an associated person, company or body (the identified land)	
Relationship of identified land to the councillor [Tick or cross one box.]	<input type="checkbox"/> The councillor has an interest in the land (eg is the owner or has another interest arising out of a mortgage, lease, trust, option or contract, or otherwise). <input type="checkbox"/> An associated person of the councillor has an interest in the land. <input type="checkbox"/> An associated company or body of the councillor has an interest in the land.
Matter giving rise to pecuniary interest ¹	
Nature of the land that is subject to a change in zone/planning control by the proposed LEP (the subject land) ² [Tick or cross one box]	<input type="checkbox"/> The identified land. <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control [Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]	

¹ Clause 4.1 of the Model Code of Conduct provides that a pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter, or if the interest is of a kind specified in clause 4.6 of the Model Code of Conduct.

² A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in clause 4.3 of the Model Code of Conduct has a proprietary interest.

Proposed change of zone/planning control [Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]	
Effect of proposed change of zone/planning control on councillor or associated person [Insert one of the following: "Appreciable financial gain" or "Appreciable financial loss"]	

[If more than one pecuniary interest is to be declared, reprint the above box and fill in for each additional interest.]

Mayor/Councillor's signature _____

Date _____

[This form is to be retained by the council's general manager and included in full in the minutes of the meeting]



Declaration of Interest form

Agenda item No. _____

Report title _____

Mayor/Councillor _____ declared a

Tick the relevant response:

<input type="checkbox"/>	pecuniary conflict of interest
<input type="checkbox"/>	significant non pecuniary conflict of interest
<input type="checkbox"/>	less than significant non- pecuniary conflict of interest

in this item. The nature of the interest is _____

If a Councillor declares a less than significant conflict of interest and intends to remain in the meeting, the councillor needs to provide an explanation as to why the conflict requires no further action to manage the conflict. (Attach a separate sheet if required.)

OFFICE USE ONLY: (Committee of the Whole may not be applicable at all meetings.)

Mayor/Councillor left the Council meeting in Committee of the Whole at _____pm.

Mayor/Councillor returned to the Council meeting in Committee of the Whole at _____ pm.

Mayor/Councillor left the Council meeting at _____ pm.

Mayor/Councillor returned to the Council meeting at _____ pm.

COUNCIL REPORTS

ITEM NO. 1

FILE NO: 20/7559
EDRMS NO: PSC2016-00354

POLICY REVIEW: TOURISM POLICY

REPORT OF: STEVEN PEART - STRATEGY & ENVIRONMENT SECTION
MANAGER
GROUP: DEVELOPMENT SERVICES

RECOMMENDATION IS THAT COUNCIL:

- 1) Endorse the revised Tourism Policy shown at **(ATTACHMENT 1)**.
- 2) Place the revised Tourism 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 Tourism Policy dated 11 July 2017, Minute Number 165, should no submissions be received.

BACKGROUND

The purpose of this report is to seek Council approval to exhibit the revised Tourism Policy (the revised policy).

If adopted, the revised policy would replace the current Tourism Policy.

Port Stephens Council has an obligation to support and foster visitor economy partnerships between community, industry and government stakeholders. Council will act as the facilitator for industry driven change and innovation that aligns with Councils values and vision.

This review was conducted to ensure the policy continues to align with the current requirements of the local government area (LGA). During the review a number of changes were made to improve Councils approach and align with the adopted Economic Development and Tourism Strategy.

COMMUNITY STRATEGIC PLAN

Strategic Direction	Delivery Program 2018-2021
Strong Economy, Vibrant Businesses, Active Investment	Support and deliver services that attract sustainable visitation to Port Stephens.

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		
Reserve Funds	No		
Developer Contributions (\$7.11)	No		
External Grants	No		
Other	No		

LEGAL, POLICY AND RISK IMPLICATIONS

The revised policy will assist the facilitation of tourism held on Council owned and managed land greatly improving compliance and risk management with event approvals issued under the Local Government Act 1993.

Risk	<u>Risk Ranking</u>	Proposed Treatments	Within Existing Resources?
There is a risk that without the Tourism Policy in place there will be a negative impact on Council's core services and brand.	Low	Adopt the recommendations.	Yes
There is a risk that without a Tourism Policy in place tourism experiences and services would be detrimental to Council's partnerships.	Low	Adopt the recommendations.	Yes

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

Tourism is an important part of the development of vibrant and sustainable local communities which contributes to the community social fabric.

The attraction, procurement and facilitation of tourism within Port Stephens has become an important way for Council to support and encourage local economic development, leading to infrastructure and facility improvements.

Poorly managed tourism can result in impacts on the community and our natural assets. Council has an important role in identifying opportunities, providing support and resources to ensure tourism is conducted in a safe and environmentally sustainable way.

CONSULTATION

Consultation with key stakeholders has been undertaken by the Strategy and Environment Section.

Internal

The Executive Team has been consulted to seek management endorsement.

External

In accordance with local government legislation the revised Tourism Policy will be placed on public exhibition for 28 days.

OPTIONS

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

ATTACHMENTS

- 1) Revised Tourism Policy. [↓](#)

COUNCILLORS ROOM

Nil.

TABLED DOCUMENTS

Nil.

Policy



FILE NO: PSC2016-00354

TITLE: TOURISM POLICY

POLICY OWNER: STRATEGY AND ENVIRONMENT SECTION MANAGER

1. PURPOSE:

- 1.1 This policy outlines Councils commitment to and role in achieving, a vibrant and sustainable tourism industry in Port Stephens place supporting local economic growth. This policy also outlines the critically important role that tourism plays in the broader economy of Port Stephens.
- 1.2 This policy supports the Port Stephens Community Strategic Plan to deliver processes and services which deliver benefit to tourism in Port Stephens and clarifies Councils commitment to working with the community, industry, and all layers of government to ensure an innovative and collaborative approach to sustainable tourism growth to deliver on the communities' vision of a great lifestyle in a treasured environment.

2. CONTEXT/BACKGROUND:

- 2.1 Port Stephens Council recognises the economic, environmental and social benefits that a vibrant and sustainable tourism industry provides through increased employment, investment, and infrastructure. Council has a clear understanding of the broader context of the tourism industry and the significant impact it can have on both attracting visitors and delivering a high quality visitor experience.
- 2.2 Port Stephens is recognised as one of the key regional tourism destinations in NSW and attracts a broad range of domestic and international visitors each year. In 2017/2018/2019, Port Stephens welcomed in excess of 2,00,000 2,500,000 domestic visitor nights, 660,000 917,000 day visitors and 427,000 175,000 international visitor nights. These visitors spend an estimated \$621 million (or almost \$1.7 million per day) across the LGA and bringing over \$372 million in visitor spend and directly employing employed approximately 1,700 2,140 people.
- 2.3 Tourism in Port Stephens is no longer looked at in terms of a single focus industry. The and the relatively new term of the Visitor Economy takes into account broader economic activity than that which has historically has been defined as 'tourism and events'. It includes the direct and indirect impacts resulting from a visitor travelling outside their usual environment for a holiday, leisure, events, business, convention and exhibition, retail, education to visiting friends and relatives or for short term employment in NSW. It includes intrastate, interstate and international visitors (VEAP 2012).

Policy

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Policy



Council's investment in building a diverse and resilient Visitor Economy links directly The Port Stephens Community and Strategic Plan objective 4.1.1: To Provide processes and services which deliver benefit to tourism in Port Stephens. This includes event sponsorship and licensing, destination marketing and visitor servicing.

2.4 This policy aligns with Federal and State government priorities which identify tourism as a key economic driver.

2.5 Local Government has an integral role in supporting these strategies through the development of quality tourism experiences; the provision of local services and infrastructure; and providing leadership and direction to industry through effective collaborations and partnerships.

3. SCOPE:

3.1 Port Stephens Council will support and foster visitor economy partnerships between community, industry and government stakeholders. Council will act as the facilitator for industry driven change and innovation that aligns with councils values and vision. In order to achieve this, Council will:

- a) provide ongoing financial support to Destination Port Stephens to allow the organisation to undertake Destination Marketing activities, leverage grant funding and drive sustainable visitation and visitor spend
 - b) develop and implement strategic plans to guide the sustainable growth of the visitor economy
 - c) build trust and understanding in the strategic value of the visitor economy
 - d) build partnerships with Newcastle Airport, neighbouring councils and key stakeholders
 - e) encourage the development of high quality tourism products and experiences
 - f) attract and sponsor a diverse range of events which reduce seasonal fluctuations, promote the Port Stephens brand and create economic, social and environmental benefits across the LGA
 - g) plan for and provide quality infrastructure and facilities designed to meet the needs of visitors now and well into the future.
- Administer an integrated event licensing process to reduce the complexity of process for event organisers and reduce costs, manage risk and manage reputation across Council.
 - Deliver visitor servicing strategies aimed at increasing the quality of the visitor experience.
 - Maintain productive relationships with Destination NSW, Tourism Australia, Tourism Hunter and the North Coast Destination Network.

4. DEFINITIONS:

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

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Policy



Visitor Economy

The visitor economy takes into account broader economic activity than that which has historically been defined as 'tourism and events'. It includes the direct and indirect impacts resulting from a visitor travelling outside their usual environment for a holiday, leisure, events, business, conventions and exhibitions, retail, education, to visit friends and relatives or for short-term employment in NSW. It includes intrastate, interstate and international visitors.

5. POLICY STATEMENT:

- 5.1 Council will provide leadership and coordination ~~role~~ to ensure that relevant stakeholders are effectively engaged and working together to deliver agreed ~~upon~~ actions and outcomes ~~in the Destination Management Plan~~.
- 5.2 Council will encourage a collaborative and strategic approach to the conservation of the natural assets on which the visitor economy depends whilst supporting investment in the development of quality tourism product which encourages overnight visitor spend, positively impact the visitor experience, promotes awareness of Port Stephens and drive ~~the construction of new, and upgrade of~~ investment in new and existing facilities and infrastructure.

6. POLICY RESPONSIBILITIES:

- 6.1 The ~~Tourism and Events Unit~~ Economic Development and Tourism Unit is responsible for monitoring, reviewing and providing advice on the policy across the organisation.

7. RELATED DOCUMENTS:

- 7.1 [Visitor Economy Action Plan](#)
- 7.2 ~~Economic Development Strategy~~ Economic Development and Tourism Strategy
- 7.3 [Tourism 2020](#)
- 7.4 ~~Port Stephens Destination Management Plan~~ Sydney Surrounds North Destination Management Plan

CONTROLLED DOCUMENT INFORMATION:

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Policy



EDRMS container No	PSC2016-00354	EDRMS record No	TBA
Audience	Community		
Process owner	Strategy and Environment Section Manager		
Author	Tourism and Events Coordinator Economic Development and Tourism Coordinator		
Review timeframe	Two years	Next review date	TBA
Adoption date	11 July 2017		

VERSION HISTORY:

Version	Date	Author	Details	Minute No.
1.0	11/7/2017	Tourism and Events Coordinator	Original policy.	165

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Policy



2.0	TBA	Economic Development and Tourism Coordinator	<p>1.1 - added 'place supporting local economic growth' and deleted 'tourism industry in Port Stephens'.</p> <p>1.2 - deleted 'to deliver on the communities' vision of a great lifestyle in a treasured environment.'</p> <p>2.2 - added '2018/2019' and deleted '2017'; added '2,500,000' and deleted '2,000,000'; added '917,000' and deleted '660,000'; added '175,000' and deleted '127,000'; added 'These visitors spend an estimated \$621 million (or almost \$17 million perday) across the LGA and' and deleted 'bringing over \$372 million in visitor spend and' and added 'employed' and deleted 'employing' and added '2140' and deleted 1,700.</p> <p>2.3 – Deleted 'and the relatively new term'.</p> <p>2.4 – Deleted 'Councils investment in building a diverse and resilient Visitor Economy links directly the Port Stephens Community and Strategic Plan objective 4.1.1: To Provide processes and services which deliver benefit to tourism in Port Stephens. This includes event sponsorship and licensing, destination marketing and visitor servicing.'</p> <p>3.1 added 'a) 'strategic and financial support to Destination Port Stephens' and deleted 'ongoing financial support to Destination Port Stephens to allow the organisation to undertake Destination Marketing activities, leverage grant funding</p>	TBA
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Policy



			<p>and drive sustainable visitation and visitor spend' and added 'b) Develop and implement strategic plans to guide the sustainable growth of the visitor economy'; and added 'c) Build trust and understanding in the strategic value of the visitor economy'; and added 'd) Build partnerships with Newcastle Airport, neighboring councils and key stakeholders'; and added 'e) Encourage the development of high quality tourism products and experiences'.</p> <p>Deleted bullet points - 'Administer an integrated event licensing process to reduce the complexity of process for event organisers and reduce costs, manage risk and manage reputation across Council.' And 'Deliver visitor servicing strategies aimed at increasing the quality of the visitor experience.' And 'Maintain productive relationships with Destination NSW, Tourism Australia, Tourism Hunter and the North Coast Destination Network.'</p> <p>5.1 Deleted 'role' and in the Destination Management Plan'.</p> <p>5.2 Deleted 'the construction of new, and upgrade of', and added 'investment in new and'.</p> <p>6.1 Added 'Economic Development and Tourism Unit' and deleted 'Tourism and Events Unit'.</p> <p>7. Related Documents – added 'Economic Development and Tourism Strategy' and deleted 'Economic Development</p>	
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Policy



			Strategy'. Added 'Sydney Surrounds North Destination Management Plan' and deleted 'Port Stephens Destination Management Plan'.	
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ITEM NO. 2

**FILE NO: 20/17121
EDRMS NO: PSC2019-03541**

POLICY DEVELOPMENT: REZONING REQUEST POLICY

REPORT OF: STEVEN PEART - STRATEGY & ENVIRONMENT SECTION
MANAGER
GROUP: DEVELOPMENT SERVICES

RECOMMENDATION IS THAT COUNCIL:

- 1) Receive and note the submission received during the public exhibition period **(ATTACHMENT 2)**.
- 2) Adopt the Rezoning Request Policy **(ATTACHMENT 1)**.

BACKGROUND

The purpose of this report is to present to Council the submission received during public exhibition and to seek Council adoption of the Rezoning Request Policy (the policy) **(ATTACHMENT 1)**.

Rezoning requests are requests to amend the Port Stephens Local Environmental Plan 2013, accompanied by a Planning Proposal prepared in accordance with guidance issued by the NSW Department of Planning, Industry and Environment (DPIE). Rezoning requests are assessed and reported to Council with a recommendation on whether or not to proceed to a Gateway Determination issued by the DPIE. Statutory notification and public exhibition occurs following any Gateway Determination.

The Rezoning Request Policy is part of a business improvement project carried out over the past 12 months. The policy has been prepared to:

- Reflect recent changes in the DPIE guidelines for rezonings (Planning Proposals – a guide to preparing Planning Proposals).
- Standardise the format of rezoning requests and information requirements.
- Standardise Council processes and procedures.

The policy aims to reduce processing timeframes by permitting rezoning requests that are consistent with adopted Council strategies to be forwarded to the DPIE for a Gateway Determination under delegated authority. Elected Members will be notified when all rezoning requests are lodged via the PS Newsletter.

The policy will also promote more efficient processing of rezoning requests and streamline processes by enabling minor matters to be consolidated and progressed as a single Planning Proposal.

COMMUNITY STRATEGIC PLAN

Strategic Direction	Delivery Program 2018-2021
Thriving and Safe Place to Live	Provide land use plans, tools and advice that sustainably support the community.

FINANCIAL/RESOURCE IMPLICATIONS

Costs associated with the development and implementation of the policy are covered in the existing Council budget and will be subject to standard organisation budget review procedures and approvals.

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

LEGAL, POLICY AND RISK IMPLICATIONS

There are no legal or policy implications.

Risk	<u>Risk Ranking</u>	Proposed Treatments	Within Existing Resources?
There is a risk that rezoning requests are lodged that are inconsistent with DPIE guidelines and contain inadequate information for assessment.	Medium	Adopt the recommendations.	Yes

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental implications

The policy enables efficient assessment and processing of rezoning requests in accordance with the relevant planning legislation and relevant State guidelines. No changes are proposed that impact notification and public exhibition requirements under planning legislation and overall social impacts are considered to be positive.

CONSULTATION

Consultation with key stakeholders has been undertaken by the Strategy and Environment Section.

Internal

Internal stakeholders have been consulted, including staff that review and assess rezoning requests in the Engineering Services, Natural Resources, and Planning and Developer Relations units. The Community Development and Engagement unit were also consulted.

External

The policy was placed on public exhibition from 5 December 2019 to 3 January 2020. Copies were made available at Council's Administration Building, Raymond Terrace and Tomaree libraries and on Council's website. Public notice of the exhibition was placed in the Port Stephens Examiner.

During this period, 1 submission was received. Specific matters raised in the submission have been addressed in the response to submissions provided at **(ATTACHMENT 2)**. Based on the responses to the matters raised in the submission no further amendments to the exhibited policy are recommended **(ATTACHMENT 1)**.

OPTIONS

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

ATTACHMENTS

- 1) Rezoning Request Policy. [↓](#)
- 2) Submissions Summary Table. [↓](#)

COUNCILLORS ROOM

- 1) Copy of Submission.
- 2) Rezoning Request Guide.

TABLED DOCUMENTS

Nil.

Policy



FILE NO: PSC2019-03541

TITLE: REZONING REQUEST POLICY

POLICY OWNER: STRATEGY AND ENVIRONMENT SECTION MANAGER

1. PURPOSE:

1.1 The purpose of this Policy is to provide a framework for the process and assessment of requests to amend the Port Stephens Local Environmental Plan 2013 (LEP 2013) (Rezoning Requests).

2. CONTEXT/BACKGROUND:

2.1 Part 3 of the Environmental Planning and Assessment Act 1979 (the Act) enables Council to prepare and make amendments to the LEP 2013. Generally, amendments consist of changes to zoning, but may also include changes to development standards, or other matters in the LEP 2013 that regulate the use of land.

2.2 When Council is initially requested to amend the LEP 2013 (a Rezoning Request), the Act enables Council to require the provision of studies or other information in order to assess the request. This Policy sets out the process and minimum requirements for Rezoning Requests.

2.3 Before the LEP 2013 can be amended, a Planning Proposal is required to be prepared setting out the justification for the proposed change and an explanation of the intended effect (Planning Proposal). The NSW Department of Planning, Industry & Environment (DPIE) requires Planning Proposals to be prepared in accordance with their published guidelines ([Planning Proposals – a guide to preparing Planning Proposals](#)). This Policy is consistent with DPIE requirements.

2.4 The use of delegated authority provides an opportunity for effective and timely decision making in relation to Rezoning Requests, however, it is appropriate that Council is informed of the exercise of delegated authority. In all circumstances, Council may request staff delegation be withdrawn and a Rezoning Request be reported to Council.

2.5 In all circumstances, a final amendment to the LEP 2013 will be reported to Council for adoption prior to being made.

3. SCOPE:

3.1 This Policy applies to all Rezoning Requests.

Policy

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ITEM 2 - ATTACHMENT 1 REZONING REQUEST POLICY.

Policy



3.2 This Policy applies to the administration and exercise of Council's functions under Division 3.4 of Part 3 of the Act.

4. DEFINITIONS:

4.1 An outline of the key definitions of terms included in the Policy.

Lodgement	Lodgement of a Rezoning Request occurs on the date the relevant fee is paid, or if no fee is charged, on the date the Rezoning Request is submitted in accordance with the Port Stephens Rezoning Request Guide.
Planning Proposal	A report prepared in accordance with the DPIE's Planning Proposals – a guide to preparing Planning Proposals and the the Port Stephens Rezoning Request Guide setting out the justification for the proposed change to the LEP 2013 and an explanation of the intended effect.
Rezoning Request	A formal request for Council to amend the LEP 2013, received from a third party (eg landowner or consultant) and prepared in accordance with the Port Stephens Rezoning Request Guide.

5. POLICY STATEMENT:

5.1 This Policy aims to ensure Rezoning Requests are processed in a consistent, timely and efficient manner.

5.2 A Rezoning Request must be lodged in accordance with the Port Stephens Rezoning Request Guide. Requests that are not lodged in accordance with the Guide will not be accepted for lodgement.

5.3 Council is notified of all lodged Rezoning Requests via PS Newsletter to the Mayor/Councillors.

5.4 Proponents will be notified following a preliminary assessment of the Planning Proposal against the criteria and requirements set out in the DPIE's [Planning Proposals – a guide to preparing Planning Proposals](#) and a Strategic Planning Assessment Report will be prepared.

5.5 Rezoning Requests that are consistent with adopted Council policies and strategies will be forwarded to the DPIE for a Gateway Determination under delegated authority. All other Rezoning Requests will be reported to Council. The Group Manager Development Services and/or Strategy and Environment Section Manager, at their discretion, may also report any Rezoning Requests to Council.

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Policy



- 5.6 Council will be notified of all Rezoning Requests prior to being forwarded to DPIE under delegated authority via PS Newsletter to the Mayor/Councillors.
- 5.7 All final amendments to the LEP 2013 will be reported to Council for adoption prior to being made.
- 5.8 The community can access all Rezoning Requests via a link on Council's website to the DPIE 'LEPs Online System' <http://leptracking.planning.nsw.gov.au/>.
- 5.9 Rezoning Requests for minor matters will be consolidated and progressed as a single Planning Proposal forwarded to the DPIE under delegated authority periodically. Minor matters likely to be considered appropriate for inclusion are set out in the Port Stephens Rezoning Request Guide and include administrative amendments such as zone boundary adjustments and mapping updates to correct errors.

6. POLICY RESPONSIBILITIES:

- 6.1 The Strategy and Environment Section is responsible for implementing, complying with, monitoring, evaluating, reviewing and providing advice on the Policy.

7. RELATED DOCUMENTS:

- 7.1 Environmental Planning and Assessment Act 1979.
- 7.2 Port Stephens Local Environmental Plan 2013.
- 7.3 NSW Department of Planning, Industry & Environment's [Planning Proposals – a guide to preparing Planning Proposals](#).
- 7.4 NSW Department of Planning, Industry & Environment's [Local Environmental Plans – a guide to preparing local environmental plans](#).
- 7.5 Port Stephens Rezoning Request Guide.

CONTROLLED DOCUMENT INFORMATION:

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EDRMS container No	PSC2019-03541	EDRMS record No	TBA
Audience	Council, Development Services Group and public		
Process owner	Strategy and Environment Section Manager		
Author	Strategic Planning Coordinator		

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Policy



Review timeframe	Two years	Next review date	TBA
Adoption date	TBA		

VERSION HISTORY:

Version	Date	Author	Details	Minute No.
1	TBA	Strategic Planning Coordinator.	New Policy. First draft.	TBA

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ITEM 2 - ATTACHMENT 2 SUBMISSIONS SUMMARY TABLE.

Submissions Summary Table

No.	Author of submission	Comment	Council response
1	<i>Tomaree Residents and Ratepayers Association</i>	The Policy should be renamed to more accurately represent its application to requests for changes to the Local Environmental Plan (LEP).	<p>Colloquially the general public understands LEP changes as 'rezonings'.</p> <p>It is acknowledged that changes to the LEP can include matters beyond rezoning, however a majority of the planning proposals processed, and all proposals initiated by private proponents are in effect 'rezonings'.</p> <p>The title of the Policy has also been chosen to be consistent with the 'Rezoning Request Guide' prepared for proponents. Using the same terminology reduces confusion.</p>
		The Policy will reduce transparency because currently all planning proposals are reported to Council prior to being forwarded to the NSW Department of Planning, Industry & Environment (DPIE) for a Gateway determination.	<p>There are no statutory requirements for community notification or public exhibition of planning proposals prior to a Gateway determination.</p> <p>A report to Council prior to a Gateway determination is not a community notification or consultation process recognised under the planning legislation.</p> <p>All planning proposals will be publicly exhibited in accordance with any Gateway determination, giving the community the opportunity to provide comments at that time.</p>
		The Rezoning Request Guide enables staff to exercise delegations to forward rezoning requests to DPIE for a Gateway determination if a proposal is consistent with adopted Council policies and strategies. This will require a subjective decision by staff and	<p>The new process is consistent with the State approach to upfront strategic planning. If Council, in consultation with the community and the State, have signed off on a strategic plan, including proposed land use changes, a more streamlined approach to implementation is appropriate.</p> <p>With new requirements for State endorsed strategic plans, it is more certain that rezonings consistent with a strategy will receive a positive Gateway determination and should proceed to community consultation. Therefore exercising delegations enables significant time savings and allows these</p>

ITEM 2 - ATTACHMENT 2 SUBMISSIONS SUMMARY TABLE.

	<p>the community may not be sufficiently informed of the specifics of a future rezoning at the time a strategy or policy is adopted.</p>	<p>rezonings to move to the detailed assessment phase and on to community consultation more quickly.</p> <p>As set out in the Policy, Councillors will be notified of all rezoning requests on lodgement, including whether or not the request is consistent with an adopted strategy and if delegations may be exercised.</p> <p>Any Councillor can request a rezoning request to be reported to Council.</p> <p>Adopted strategies and policies are published on Council's website and are available in other locations for the community to view at any time, these strategies contain information about potential future rezonings that may be subject to delegated authority prior to Gateway. Council retains the ultimate decision making function of whether or not a rezoning should be made. In all circumstances a final amendment to the LEP will be reported to Council for adoption.</p> <p>Other Hunter councils have similar staff delegations in place, however no Hunter councils have prepared similar policies or published guidance material on the exercise of these delegations. Publishing the Policy and accompanying Rezoning Request Guide will make the exercise of delegations transparent.</p>
	<p>The Policy should only apply to rezoning requests for minor changes to the LEP and all significant or controversial LEP changes should be reported to Council prior to being forwarded to DPIE for a gateway determination because these changes often result</p>	<p>The planning legislation already provides a streamlined pathway for minor rezoning requests. These minor changes are forwarded to the Department and made without community consultation.</p> <p>If Council has signed off on a strategy, including a strategy that proposes 'significant' or controversial changes, a more streamlined approach to implementation is appropriate. However the Policy does not propose any changes to the assessment or community consultation for rezonings so as to reduce the scrutiny or rigour of these statutory processes. All significant and controversial</p>

ITEM 2 - ATTACHMENT 2 SUBMISSIONS SUMMARY TABLE.

		in windfall gains for landowners.	<p>rezonings will continue to have the same level of assessment and scrutiny under the planning legislation.</p> <p>Similarly, any rezoning request that will deliver 'windfall gains' will continue to be assessed and advertised in accordance with the planning legislation.</p>
		Exercising delegations to send rezoning requests directly to the State Government prior to a gateway determination reduces transparency in decision making, including under Local Government Act processes.	<p>The Local Government Act 1993 sets out principles for decision making (subject to any other applicable law, including the planning legislation) and includes a requirement for Council decision-making to be transparent.</p> <p>As noted above, nothing in the planning legislation requires a rezoning request to be publicly notified prior to a Gateway determination.</p> <p>The Local Government Act 1993 includes the power to delegate Council's functions and decision making, including the function of referring a rezoning request to DPIE for a Gateway determination under the planning legislation. As noted above, other Hunter councils have similar staff delegations in place, however no Hunter councils have prepared similar policies or published guidance material on the exercise of these delegations. The Policy supports the transparent exercise of these delegations.</p>
		The submission queries the process for Councillors to withdraw delegated authority.	Any Councillor can request delegated authority be withdrawn for a rezoning request and for the request to be reported to Council. This will be requested in accordance with Council's Working Together and Provision of Information Policy.

ITEM NO. 3

**FILE NO: 20/27771
EDRMS NO: PSC2014-01592**

**ABORIGINAL PROJECTS FUNDING VARIATION - KARUAH LOCAL
ABORIGINAL LAND COUNCIL**

REPORT OF: STEVEN BERNASCONI - COMMUNICATIONS SECTION
MANAGER
GROUP: DEVELOPMENT SERVICES

RECOMMENDATION IS THAT COUNCIL:

- 1) Endorse a variation of the Karuah Local Aboriginal Land Council's 2017 to 2018 Aboriginal Projects Funding grant of \$10,000 towards relocation and installation costs of a mobile building for use as a clinic for Aboriginal medical services.

BACKGROUND

The purpose of this report is to seek Council's endorsement to vary the purpose of Aboriginal Projects Funding that was granted to the Karuah Local Aboriginal Land Council (LALC) in the 2017 to 2018 financial year.

At the Council meeting on 27 June 2017, Minute No. 153, Council endorsed \$10,000 of Aboriginal Projects Funding to be granted to the Karuah Local Aboriginal Land Council (LALC) (**ATTACHMENT 1**). This was for the purpose of refurbishing the toilets of the community hall.

Since that time changes to the administration of the Karuah LALC caused delays in the expenditure of the funding. Community priorities have also changed over this time. Council has received a request from the Chief Executive Officer (CEO) of the Karuah LALC, outlining the rationale behind the funding variation request (**ATTACHMENT 2**).

Karuah LALC proposes to use the \$10,000 to go toward the relocation and installation costs of a donated demountable building, to be used as a clinic for the provision of Aboriginal medical services. The need for a purpose built venue with confidential consulting rooms has occurred since Awabakal Aboriginal Medical Service ceased the use of their mobile bus for the delivery of allied and specialist health services to the community.

The variation fits within the guidelines of the Aboriginal Projects Funding. The provision of an Aboriginal medical service empowers the Aboriginal community to continue their health checks in a dignified way and gain access to confidential specialist health services.

COMMUNITY STRATEGIC PLAN

Strategic Direction	Delivery Program 2018-2021
Recognised Traditions and Lifestyles	Recognise and support local Aboriginal and Torres Strait Islander people.

FINANCIAL/RESOURCE IMPLICATIONS

A total of \$10,000 was made available to the Karuah LALC in the 2017 to 2018 financial year. A variation to the purpose of funding has no financial or resource implications.

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes		Expended general revenue allocated to the Aboriginal Projects Funding in 2017 to 2018.
Reserve Funds	No		
Developer Contributions (\$7.11)	No		
External Grants	No		
Other	No		

LEGAL, POLICY AND RISK IMPLICATIONS

There are no foreseen legal, policy or risk implications related to the adoption of the recommendations.

Risk	<u>Risk Ranking</u>	Proposed Treatments	Within Existing Resources?
There is a risk of adverse public perception if the variation is not endorsed.	Low	Adopt the recommendation.	Yes
There is a risk of legal challenge if the variation is not endorsed by Council given that the original allocation was by Council endorsement.	Low	Adopt the recommendation.	Yes

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

The Aboriginal Projects Fund directly supports organisations and groups involved in programs to empower the Aboriginal community. The proposed variation of the project aims to achieve this through the provision of a dignified confidential venue for the delivery of allied and specialist health services for the Aboriginal community.

CONSULTATION

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

Internal

The CEO of the Karuah LALC verbally reported the funding variation to the Aboriginal Strategic Committee on 26 August 2019. The recent correspondence from the CEO has been circulated to members of the Aboriginal Strategic Committee, with positive feedback gained.

OPTIONS

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

ATTACHMENTS

- 1) Minute No. 153, 27 June 2017. [↓](#)
- 2) Request to vary purpose of funding. [↓](#)

COUNCILLORS ROOM

Nil.

TABLED DOCUMENTS

Nil.

MINUTES ORDINARY COUNCIL - 27 JUNE 2017**ITEM NO. 9****FILE NO: 17/111850
RM8 REF NO: PSC2014-01592****ABORIGINAL PROJECTS FUND****REPORT OF: STEPHEN CROWE - COMMUNICATIONS SECTION MANAGER
GROUP: DEVELOPMENT SERVICES****RECOMMENDATION IS THAT COUNCIL:**

- 1) Endorse the allocation of \$35,000 for the Aboriginal Projects Fund 2017-2018 annual grant round in accordance with the amounts and purposes prescribed below:
 - a) \$3,000 for Karuah Public School for a cultural garden and outdoor learning environment.
 - b) \$3,500 for Hunter River High School for the development and installation of an 8 ways learning mural and an Aboriginal languages map.
 - c) \$8,000 for The Futures Foundation of Port Stephens for the implementation of the Shine Program and Speaking In Colour program for girls in years 7 and 8.
 - d) \$3,000 for Raymond Terrace Public School for an outdoor cultural, performance and learning area.
 - e) \$5,000 for the Worimi Warriors under 17's Rugby League Football Club to participate in indigenous football gala events.
 - f) \$2,500 for Irrawang Pre-school for cultural learning and development materials for pre-school children.
 - g) \$10,000 for Karuah Local Aboriginal Land Council (LALC) refurbishment of Karuah LALC community hall toilets.

**ORDINARY COUNCIL MEETING - 27 JUNE 2017
COMMITTEE OF THE WHOLE RECOMMENDATION**

	Councillor Paul Le Mottee Councillor Sally Dover That the recommendation be adopted.
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**ORDINARY COUNCIL MEETING - 27 JUNE 2017
MOTION**

153	Councillor Ken Jordan Councillor Paul Le Mottee It was resolved that Council endorse the allocation of \$35,000 for the Aboriginal Projects Fund 2017-2018 annual grant round in accordance
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MINUTES ORDINARY COUNCIL - 27 JUNE 2017

with the amounts and purposes prescribed below:

- a) \$3,000 for Karuah Public School for a cultural garden and outdoor learning environment.
- b) \$3,500 for Hunter River High School for the development and installation of an 8 ways learning mural and an Aboriginal languages map.
- c) \$8,000 for The Futures Foundation of Port Stephens for the implementation of the Shine Program and Speaking In Colour program for girls in years 7 and 8.
- d) \$3,000 for Raymond Terrace Public School for an outdoor cultural, performance and learning area.
- e) \$5,000 for the Worimi Warriors under 17's Rugby League Football Club to participate in indigenous football gala events.
- f) \$2,500 for Irrawang Pre-school for cultural learning and development materials for pre-school children.
- g) \$10,000 for Karuah Local Aboriginal Land Council (LALC) refurbishment of Karuah LALC community hall toilets.

BACKGROUND

The purpose of this report is to seek Council's endorsement for the allocation of 2017-2018 Aboriginal Projects Fund for projects as recommended by Council's Aboriginal Strategic Committee.

The purpose of the Aboriginal Projects Fund is to support projects that empower the Aboriginal community in Port Stephens through the delivery of programs, events and other activities.

Applications to the 2017-2018 round of funding opened on 3 April 2017 and closed on 1 May 2017. The total amount of funding available is \$35,000. A total of ten applications were received, valued at \$59,500 as outlined in (**ATTACHMENT 1**).

The Aboriginal Strategic Committee recommended that the application for \$2,000 for the Tomaree Community Garden be referred to the Community Projects Fund for assessment. The application was for a new roof for their shipping container to restore the Aboriginal artwork and to protect their materials from damage. This was assessed by the Community Projects Fund Committee for consideration.

The proposed projects and programs recommended for funding through the Aboriginal Projects Fund foster strong personal identity of Aboriginal children through interactive cultural education and experiences at schools and in the environment by the Worimi community. Improving the lifestyle, health and wellbeing of Aboriginal children and young people are also key project outcomes.

ITEM 3 - ATTACHMENT 2 REQUEST TO VARY PURPOSE OF FUNDING.

Hi Jennifer,

I refer to our brief conversation in December 2019 regarding the outstanding acquittal of the \$10,000.00 provided by Port Stephens Council for the purpose of renovating and upgrading the Toilets in the Community Hall. At that time I advised you that the toilet facilities had been upgraded under funding from another provider and we had discussed the possibility of reprovisioning this funding for the purposes of supporting the costs of relocating a demountable to Karuah LALC community for the purpose of Aboriginal Medical Service facilities.

This email serves as firstly the request to vary the funding as provided to reflect the spending of the funding on the new project and seek approval to the acquittal of funding having used it to cover the foundations and resetting of the demountable to the community grounds.

Background:

For some years Awabakal AMS has provided a part time medical service to the Karuah Aboriginal Community. It was conducted in the Hall in a somewhat public arena. In recent times the service has been provided from the mobile health van that was originally meant for health promotion not for health services.

Current situation:

Recently we were notified by Awabakal that they wished to cease the use of the truck as a Medical Service facility and use it for its intended use ie health promotion. Accordingly we have been advised that we will need to seek alternate facilities as soon as possible.

Whilst there is a significant cost in the development of alternate premises, the benefit to the community is a more accessible and comfortable service which will allow greater service provision through access for allied health and specialist services to the community.

To date the Karuah LALC has spent \$13,102.77 and a further \$12,000.00 committed for this week with the permanent siting and bracing of the building. It is expected that once the services have been connected and the internal fitout has been completed the medical service will be functional by the end of March.

There is a great need for allied health, and specialist services being available to the community. Access to transport is somewhat limited for the community and this service will alleviate this issue.

Recommendation:

Karuah LALC seeks your approval to the following:

1. To vary the purpose of the funding of \$10K from being used to renovate and upgrade the community hall toilet facilities to being used for the siting and development of the demountable Medical Service facilities.
2. That the funds be acquitted through the expenditure as provided in the attached document, being for the relocation of the demountable and the construction of the foundations for the siting of the building.

Bill Fisher
Chief Executive Officer
Karuah Local Aboriginal Land
Council

ITEM NO. 4**FILE NO: 19/394739
EDRMS NO: PSC2011-02657****SIX MONTHLY REPORT JULY TO DECEMBER 2019 AGAINST PORT STEPHENS COUNCIL'S DELIVERY PROGRAM 2018-2021****REPORT OF: CARMEL FOSTER - GROUP MANAGER CORPORATE SERVICES
GROUP: CORPORATE SERVICES**

RECOMMENDATION IS THAT COUNCIL:

- 1) Adopt the Six-Monthly Report July to December 2019 on the progress of Council's Delivery Program 2018 to 2021.

BACKGROUND

The purpose of this report is to provide Council and the community with an update of the progress of Council's Delivery Program 2018 to 2021.

This is the third progress report of the Delivery Program 2018 to 2021 which was adopted by Council in June 2018.

COMMUNITY STRATEGIC PLAN

Strategic Direction	Delivery Program 2018-2021
Governance	Provide a strong ethical governance structure.

FINANCIAL/RESOURCE IMPLICATIONS

The Six Monthly Report (**ATTACHMENT 1**) is generated from a combination of information and data provided from across Council's operations. There are no financial or resource implications in providing this report.

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

LEGAL, POLICY AND RISK IMPLICATIONS

The six monthly report has been prepared in accordance with section 404(5) of the Local Government Act 1993.

Risk	<u>Risk Ranking</u>	Proposed Treatments	Within Existing Resources?
There is a risk that Council will not adopt the Six Monthly Report July to December 2019 placing Council in breach of legislation leading to reputational loss.	Low	Adopt the recommendation.	Yes

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

The community strategic plan, delivery program and operational plans are founded on a basis of social, economic, environmental and governance through 4 focus areas Our Community, Our Place, Our Environment and Our Council. The report reflects these factors and provides a comprehensive progress report according to each focus area along with a scorecard of Council's key result measures.

Council has achieved its targets for service delivery, governance, risk management, financial sustainability and employee engagement, with minor improvements required to our community satisfaction score of 76% (against an aspirational target of 80%). In 2019 to 2020 Council has also introduced a new measure to reduce its infrastructure backlog, with the results for the full financial year to be reported as at the end of June 2020.

CONSULTATION

The Six Monthly Report July to December 2019 has been compiled from information and data provided across Council's operations and reviewed by the Executive Team of Council.

OPTIONS

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

ATTACHMENTS

1) Six Monthly Report July to December 2019. [↓](#)

COUNCILLORS ROOM

Nil.

TABLED DOCUMENTS

Nil.



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The Six monthly report July to December 2019 has been prepared in accordance with the requirements of Section 404(5) of the *Local Government Act 1993*:

"The general manager must ensure that regular progress reports are provided to the council reporting as to its progress with respect to the principal activities detailed in its delivery program. Progress reports must be provided at least every 6 months."

1 Port Stephens Council

General Manager's message



Wayne Wallis, General Manager

In our second year of the Delivery Program, the first six months of the financial year have seen some challenging times but also many rewarding occasions as well.

Many of our fellow Councils and communities have been tragically affected by devastating fires across the state with Port Stephens providing support through Rural Fire Services (RFS). We have been fortunate during this period to avoid any major incidents, however our thoughts and continued assistance go out to all those affected in these trying times.

On the home front, we started 2019 with the possibility of a Special Rate Variation and in July 2019 engaged with the community about priority projects that the community still wanted delivered. In August, Council committed to delivering an extra \$15.9 million of major projects in 2020 bringing our total program to almost \$50 million.

Our employees are highly engaged

To cap off the year, we've had some fantastic news that our employee engagement is at a record 74% — our highest ever result. This strong result shows that we are a resilient team that can withstand the challenges while still enjoying coming to work.

Place making taken to an all new level

The success of the Anna Bay 7 day makeover can be seen in the record numbers of volunteers and donations received. The community spirit and tireless dedication of our volunteers, facilitator David Engwicht, his team and Council staff over the 7 days was amazing. The fruits of the project are a true testament to what can be achieved when we all come together as one community.

Council also embarked on a campaign to 'shop local' encouraging residents to spread the cheer by shopping locally and keeping their hard-earned dollars in Port Stephens. At Council we have undertaken research that shows for every \$100 spent at small businesses in Port Stephens, \$60 stays in the local community.

Construction is underway

In the past six months, we have achieved a lot on the ground with:

- construction underway at the Port Stephens Koala Sanctuary
- construction underway for a new sports facility at Karuah's Lionel Morten Oval
- official opening of Apex Park with a new grassed amphitheatre, improved pathways, irrigation, lighting and electrical services to create a multi-functional community space
- opening of the new shared pathway at Boomerang Park Raymond Terrace

- practical completion of construction of the Medowie Sport and Community Club and calls for expressions of interest for an operator.

Funding boost provided

We have also:

- applied for and are awaiting the outcome of \$7.5 million in grants
- successfully secured grants of \$1.8 million
- received \$1.2 million in blackspot funding from the NSW Government's Saving Lives on Country Roads Program for Lemon Tree Passage Road
- received \$2 million in dividends from Council's share in Newcastle Airport operations for the 2018-2019 financial year
- provided \$79,161 to schools and community organisations through Mayoral and Ward funds
- made \$36,000 available through academic scholarships.



Pictured: Mayor Ryan Palmer with the 2019 recipients of the Mayoral Academic Scholarship Program

Planning our future

A 20-year vision for Nelson Bay was endorsed by Council with a Public Domain Plan that is talking about more street trees in the town centre, better connections to the foreshore and Tomaree National Park, a town centre that is people-friendly for walkers and cyclists and more quality spaces for locals and tourists to enjoy year-round.

Another significant body of work that has been underway is drafting of the Local Strategic Planning Statement and Local Housing Strategy. These documents give local effect to State government regional plans and link with the communities priorities in the Community Strategic Plan in relation to land use planning and growth to 2040.

Financial sustainability

Council continues to be financially sustainable with the latest projections estimating an underlying surplus at the end of this financial year of \$0.944 million.

People and awards

We have consistently performed well across our operations, achieving the following awards:

- Winner — Local Government Engineer's Association's (LGEA) Employer of Choice Award 2019
- Winner — Local Government NSW Excellence in the Environment Awards (Innovation in prioritising and managing weeds)
- Winner — Newcastle Airport Pty Ltd (Council is part shareholder) won the Hunter Business Award 2019 for its contribution to the Region.

Fingal Bay was also ranked number 12 in Tourism Australia's top 20 beaches of 2020.



Pictured: Port Stephens Council's Adam Stewart (L), Melissa Rodway and Greg Kable (R) accepting the award from LGEA Committee President Bede Spannagle.



Pictured: Port Stephens Council's Steve Peart and Bruce Christie, Deputy Director-General of Biosecurity and Food Safety, NSW Department of Primary Industries

I am proud of what we continue to achieve. This past six months has truly demonstrated, how in uniting and partnering together, Council and the community are building a better future for the next generation. It's an exciting year ahead being a new year, a new decade and a new opportunity to make a further difference.

Wayne

Wayne Wallis

Our Port Stephens

Located on the east coast of Australia about two hours north of Sydney, Port Stephens is known for its stunning natural beauty, unique wildlife and strong community spirit. These characteristics make it an ideal recreation, tourist and retirement destination as well as a great place to live, work and play.

The Worimi people are the traditional owners of the Port Stephens local government area (LGA). We value the unique status of Aboriginal people as the owners and custodians of these lands and waters.

Port Stephens was named after Sir Philip Stephens, First Secretary of the Admiralty in the late 1700s and later a Lord Commissioner of the British Admiralty Between 1795 and 1806.

Snapshot	
Region:	Hunter
Area:	858.5 square kilometers
Population:	72,695 people (2018 Estimated Residential Population)
Population projection:	90,384 by 2038
Median age:	45
Population density (persons/ha):	0.81
Population by ward:	West 37% (73% of the land area), Central 32% (21% of the land area), East 31% (6% of the land area)
Major centers:	Raymond Terrace, Medowie, Nelson Bay
Labour force:	29,754 (ABS 2016)
Unemployment:	5.5% (March 2019)
Number of businesses:	4796 (ABSBR 2018)
Gross Regional Product:	\$5.155 billion
Main employing industries:	Public Administration and Safety (15%), Manufacturing (12%), Construction (11%)



Source: Remplan 13 December 2019. For more statistical information, visit the Port Stephens Economic Profile at portstephens.nsw.gov.au/work/economic-development/economic-data-and-advice

Our Council



Community's vision

A great lifestyle in a treasured environment.



Council's vision

Engaged people, working together, delivering valued services.



Council's purpose

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



Values

Respect

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

Integrity

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

Teamwork

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

Excellence

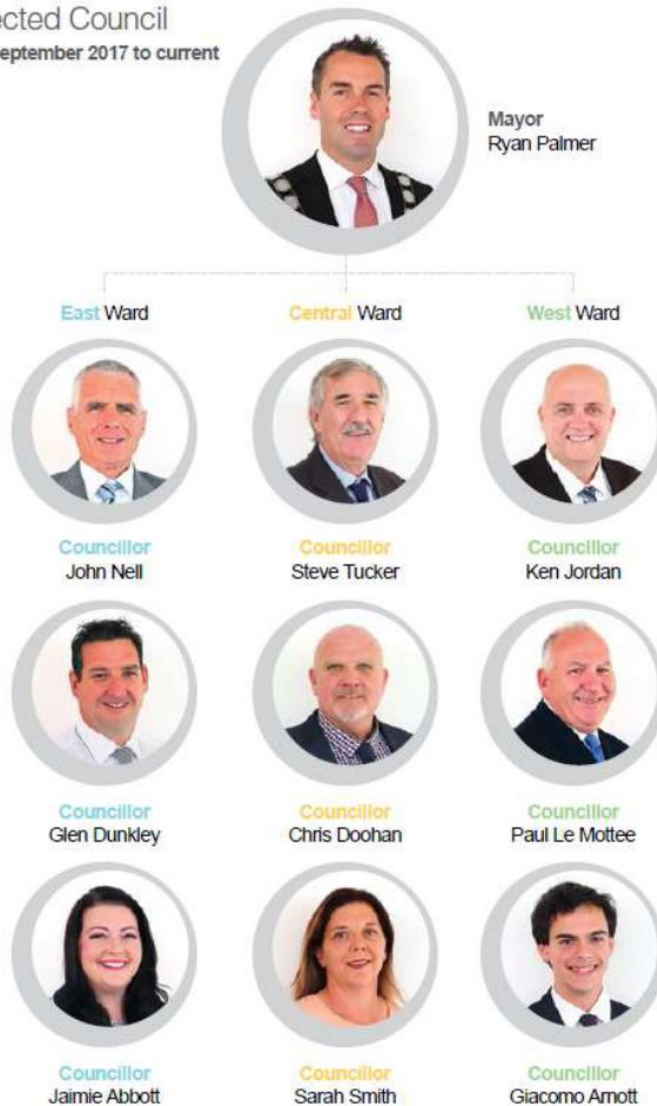
Improving the way we work to meet the challenges of the future.

Safety

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

Elected Council

17 September 2017 to current



Principal activities

Key priorities

The following key priorities were nominated for investigation and progression over the Delivery Program period 2018-2021. Over the past six months, we have investigated funding sources to resource these initiatives and infrastructure projects, with progress achieved as outlined below.

Accessible Port Stephens

Council has completed a number of actions under the Disability Inclusion Action Plan (DIAP) and continued to provide ongoing support and services to ensure and promote inclusivity.

Over the period we have:

- Completed a shared pathway at Boomerang Park providing an accessible pedestrian and cyclist thoroughfare through the park. The path provides connections to an accessible playground equipment and public toilet located in the park.
- Upgraded Bagnalls Beach East playground to which have inclusive play elements and accessible pathways connecting the carpark, playground and BBQ facilities.
- Upgraded accessible amenities at Raymond Terrace and Mallabula tennis facilities. Upgrades include an accessible toilet, shower and adult change facilities.

Airport DAREZ drainage environmental approval

Council is seeking to re-establish a direct discharge point from Dawson's Drain to Fullerton Cove in order to support future development in the Williamstown area.

The proposed drainage works involve assessment by three tiers of government and a wide range of permits and approvals, including Commonwealth approvals related to the protected wetlands at Fullerton Cove.

The proposed drainage upgrades are also located in the Williamstown Management Area affected by per- and poly-fluoroalkyl substances (PFAS), making the required assessments to authorise the works quite complex. We have commenced the assessment process however, based on the requirements issued by NSW State agencies, it will exceed current budget estimates.

We require additional funding to make up the budget shortfall. We continue to advocate to all levels of government for additional funding to complete the assessments required to seek approval for these critical works. In addition, Council has been very active in advocating to Government for more support on this issue through the Special Activation Precinct process, which is under active consideration by the State Government.

ITEM 4 - ATTACHMENT 1 SIX MONTHLY REPORT JULY TO DECEMBER 2019.**Birubi Information Centre**

In September 2019, the Development Application for the Centre was approved by the Hunter Central Coast Regional Planning Panel.

Scoping for detailed design is now occurring.

Coastal Management Program

Over the period Council has been partnering with neighbouring Councils, relevant state agencies and stakeholders to develop a Coastal Management Plan. The plan will set the long term strategy for the coordinated management of land within the coastal zone for the next 10 years.

- Stage One – Scoping study (issues, threats/ hazards and risk identification) is complete
- Stage Two – Detailed studies of vulnerabilities and opportunities undertaken in 2019-2020
- Stage Three – Response identification and evaluation
- Stage Four – Implementation, monitoring and reporting

In July 2019 Stage 1 of the CMP was completed, with Stage 2 now commenced. Detailed technical studies will be completed through 2020 prior to engagement with the community.

Council will commence physical works subject to securing supporting funding.

Cycleways, footpaths and beautification

In December the Mayor officially opened the new \$600,000 shared pathway in Boomerang Park. The 2.5metre wide pathway which spans over 750 metres and includes lighting, entry signage, landscaping and bike racks was made possible by a grant from the NSW Government's Stronger Country Communities Fund, with walkers, runners, skaters and cyclists being able to take advantage of this new route which connects Raymond Terrace.

The shared pathway is now the final piece in the puzzle following installation of a new playground and skate park to the men's shed and senior citizen's facilities



Pictured: front left to right – Councillor Giacomo Arnott, Member of the Legislative Council Taylor Martin MLC and Port Stephens Mayor Ryan Palmer stand with Council staff and community members and cut a red ribbon to officially open the Boomerang Park Shared Path in Raymond Terrace.

Events

Events across Port Stephens continue to grow, creating economic, social and environmental benefits. For the six-month period, Council sponsored events provided an estimated economic impact of \$3,983,860 across the local government area.

We welcomed a number of major events over the period, including:

- PCYC Nations of Origin
- Love Sea Food Tastes
- Ultimate Frisbee
- Williams River Barefoot Marathon
- Asia Footgolf Championships
- Port Stephens Pro
- Real Film Festival



Pictured: Local competitor Jasmine Sampson has been offered a wildcard into the World Surf League Qualifying Series QS6000 event. Image credit: Grant Sproule

Other community events included:

- Port Stephens Hustle in Nelson Bay
- Fern Bay Fiesta in Fern Bay
- Tomaree Arts Festival

Funding investigations

Council continues to be very active in applying for grant opportunities. For the period, applications totalling \$1,817,620 were successfully made consisting of 10 grants.

ITEM 4 - ATTACHMENT 1 SIX MONTHLY REPORT JULY TO DECEMBER 2019.

In addition, funding sources for the PSC2020 program of capital works was put together utilising funds from existing internal sources alongside existing external loan funds. This ensured that this important program of public infrastructure could be commenced.

Gateway, location and town signage

Stage one of the gateway signage program was completed prior to June 2019 with no activity planned for this six-month period. The following stages of the signage program will look at each suburb as funding becomes available.

Key road projects

Council has a plan to deliver a number of key capital works projects. Over the past six months, the following has been achieved on these key projects

- Church Street, Nelson Bay – Council has reconstructed the road pavement along part of Church Street to improve the ride quality and pavement strength, as well as minor drainage improvements and pedestrian accessibility, with the remaining section to be completed in 2020-2021.
- Fairlands Road, Medowie – no activity was planned for the past six months. Project initiation and design will commence in 2020-2021 while construction is scheduled for the 2021-2022 financial year.
- Fingal Bay Link Road (estimated at \$188 million) – The State Government has committed to funding this project, with Roads and Maritime Services leading the planning and delivery of the project.
- Tanilba Road, Mallabula – Council will be reconstructing Tanilba Road from Bay Street to The Parkway Ave North including pavement widening, kerb and gutter construction, and drainage upgrades. Project initiation and design has been deferred to commence in 2020-2021 while construction is scheduled for the 2021-2022 financial year.
- Tomaree Road, Shoal Bay – Council is continuing with the full reconstruction of Tomaree Road between Marine Drive and Verona Road. This is to include pavement widening, kerb and gutter and footpath construction, and drainage upgrades, utilising Council funding as well as Road to Recovery funds. Construction of stage 1 from Rigney Street to Fingal Street occurred in 2019-2020, with stage 2 (remaining works) to be completed when funding permits.
- Warren Street, Seaham – No activity was planned for the past six months. Project initiation and design will commence in 2020-2021 while construction is scheduled for the 2021-2022 financial year.

Koala Sanctuary

The focus for the past six months has been on stage one of the project, with construction of the elevated walkway, access road installation, carpark area preparation and further planning and approvals.

A sod turning ceremony was held in August with the Port Stephens Mayor Ryan Palmer and NSW Minister for Energy and the Environment, the Honourable Matt Kean MP, joining with Port Stephens Koalas to break ground on the multimillion-dollar project.



Pictured: Port Stephens Mayor Ryan Palmer and NSW Minister for Energy and the Environment, the Honourable Matt Kean MP

Medowie Multi-Purpose Community Centre

Construction of a new multi-purpose community centre at Medowie reached practical completion in December 2019, although final fit-out and engagement of an operator will see the centre open in early 2020. The centre will provide:

- club facilities at Medowie Sporting Precinct
- multiple community groups access to use the facility under a sublease agreement with the Medowie Sport and Community Club
- for use as an emergency evacuation centre
- a restaurant, bar, event space, sporting facilities and meeting places.

Off-leash dog parks

Council completed the off leash dog park at Lancaster Park, Soldiers Point in July 2019.

Placemaking

Creating people friendly, vibrant spaces across Port Stephens has been identified as a key priority requiring investment from both Council and the community.

Placemaking activities range from planning and investment to arts, culture and events. Some of the activities over the period include:

- Anna Bay 7 day makeover – facilitated by David Engwicht from Creative Communities. A record number of volunteers participated in the makeover with almost \$40,000 received in donations. Projects included Hannah Reserve, new entrance signage, bus stops, moveable seating, planter boxes and much more.



Pictured: The community of Anna Bay came together this morning to celebrate their hard work during the 7 Day Makeover.

- Street Eats and Beat music style event as part of the Robinson Reserve development.
- Festive Seasons Marketing and Place Activation prior to Christmas in Nelson Bay and Raymond Terrace.
- A 20 year vision for Nelson Bay with the Nelson Bay Public Domain Plan unveiled. Ensuring it is a place where locals and tourists want to live, work and plan.
- Preparation of the draft Fern Bay and North Stockton Strategy which was publicly exhibited during November 2019.
- Submitting a planning proposal for Nelson Bay town centre to the State Government.
- Preparing a development control plan for Nelson Bay Town Centre for exhibition.
- Administering Implementation Panel meetings for Nelson Bay, Raymond Terrace and Medowie Town Centres and collaborating across Council to plan for more parking at Nelson Bay and placemaking including more public toilets in Medowie.

- Developing a Smart City Blueprint and Digital Strategy which will enhance community use of space and placemaking activities. Drafts of these strategies are to be considered by Council in early 2020.



Pictured: Artist's impression of Stockton Street Nelson Bay

Port Stephens Council depot development

A substantial part of Council's work is providing the construction and maintenance of community infrastructure, roads, parks and gardens. The staff and equipment including specialised machinery, require safe locations to store and maintain a substantial specialised fleet. This also includes servicing NSW Rural Fire Service vehicles.

The way that Councils use depots is very different from how they were used when the depots were first built.

The depot location and design was re-assessed following changes to the post SRV funding models.

Councillors have been briefed with options and have provided a preliminary recommendation to rejuvenate the existing Raymond Terrace site and rationalise the existing Administration Building fitout. This will allow for the depot administration, Capital Works and Children Services sections to be all housed at one location as well as meet the needs for Council to supply services to the community. A project delivery program is currently under development.

Strategic Planning Statement and Local Housing Strategy

Council is completing a range of long term strategies to provide an integrated approach to housing through the review of the Port Stephens Planning Strategy 2011 (PSPS). A Local Strategic Planning Statement (LSPS) and Local Housing Strategy (LHS) are being prepared to replace the PSPS as part of the review.

Under the Hunter Regional Plan 2016 and Greater Newcastle Metropolitan Plan 2018, the Department of Planning, Industry and Environment committed to preparing guidelines to assist councils in preparing local housing strategies to implement the Regional Plan.

The LSPS and LHS have been drafted and engagement with focus groups, community representatives and industry groups has been undertaken prior to the documents being considered by Council in February 2020.

Williamstown Management area

Department of Defence has prepared a project plan to manage ongoing PFAS contamination remediation.

Council's General Manager has previously participated on the Williamstown Community Reference Group however the State Government abolished the group in October 2019 with individual agencies to liaise directly with the community as required.

Delivery program objectives update

**C1 Community diversity**
100% on track
 Operation Plan actions


We have continued to:

- provide facilities and services for children
- provide support for young people to build their confidence and contribution to the community
- encourage Port Stephens to be inclusive and access friendly
- support needs of an ageing population
- support volunteers to deliver appropriate community services.

Our key outcomes include:

- Supporting families through various types of childcare for 40 years, delivering 60% of the annual target childcare places of 67,352 in the six months to December and establishing the OOSH at Fern Bay.
- Drafting the Youth Plan 2020-2022 in consultation with young people, the community, youth service providers and staff.
- Completing and upgrading a range of infrastructure to be inclusive and accessible, refer Key Priorities page 8.
- Reviewing the Ageing Strategy to prepare a Community Well-Being Plan and Ageing Directory.
- Ensuring that key planning documents/strategies such as the draft LSPS, draft LHS Nelson Bay Public Domain Plan and Delivery Program and Fern Bay and North Stockton Strategy are consistent with the Ageing Strategy and include strategies for inclusive planning for seniors living and provide greater housing choices.
- Reorganising the Volunteer/355c Committees to reduce the administrative workload of volunteers and improve volunteer engagement and satisfaction.

C2 Recognised traditions and lifestyles

We have continued to:

- recognise and support local Aboriginal and Torres Strait Islander people
- support and promote local cultural activities
- recognise and support the heritage of Port Stephens
- provide public libraries as vibrant community spaces.

Our key outcomes include:

- NAIDOC week celebrations which included a Flag Raising breakfast with yarn bombing, Family Fun Day at Murrook and the completion of the Community Coming Together mural on the Lakeside football grandstand.
- Aboriginal interpretive sign projects for Soldiers Point and Birubi Point Aboriginal Places progressing with mock up signs, artwork and shared stories endorsed by Worimi community advisors.
- The Development Application for Birubi Information Centre being approved by the Hunter Central Coast Regional Planning Panel in September 2019.
- Preliminary research and consultation to develop a new Cultural Plan.
- Advisory support provided on the development and implementation of the Tomaree Arts Festival.
- Council approving funding to assist five grant programs with projects ranging from Indigenous Surf Safety Awareness, to improving koala habitats, to a heritage walk brochure for Raymond Terrace to a range of community events.
- Success of the 'Renew Our Libraries campaign' (a joint community and government campaign) enabling an increase in staff hours to expand the mobile library service to include an outreach (homebound service) and to expand the Stories in the Street Literacy program. Library Services has also been successful in gaining grant funding to undertake a refurbishment of the Tilligerry Community Library.
- Our libraries loaning over 145,000 library items, fielding 13,000 enquiries, over 90,000 people coming through the doors, with 11,343 people using the Internet and 6690 using our free Wi-Fi and joining up 1020 new library members.



C3 Community partnerships

We have continued to:

- assist community service providers to effectively deliver services in the region
- support local community events that highlight and foster the creative and diverse nature of our community
- provide recreational and leisure services
- support financially creative and active communities.

Our key outcomes include:

- Updating the online Community directory and Mylink information portal and holding community interagency meetings.
- Planning and support for a number of local community events including Australia Day, REAL film festival, NAIDOC week activities, Youth week and Tomaree Arts Festival.
- Managing Council's Leisure and Recreational contracts including Aquatic Centre management, Surf Lifeguards, leases and licences on community land to ensure contract compliance and manage community expectations.
- Developing a new online Commercial Operator licence and permit application process for static land and water operators, mobile operators, markets and not for profit organisations.
- Over \$79,000 being provided to schools and community organisations through Mayoral and Ward funds.





**P1 Strong economy, vibrant local businesses,
active investment**

100% on track
Operation Plan actions



We have continued to:

- support sustainable business development in Port Stephens, and
- support and deliver services that attract sustainable visitation to Port Stephens.

Our key outcomes include:

- Placemaking activities as listed under Key Priorities page 13.
- Implementing a range of programs including Small Business Month to increase the capacity and competitiveness of business, support effective business networks, increase networking opportunities and facilitate evidence based decision making.
- Releasing the Port Stephens Business Health Check report to local businesses.
- Implementing a Shop Local campaign promoting the value of spending locally at Christmas. Activities included twilight shopping nights, entertainment, Christmas Carollers, visits from Santa and a "win a local shopping spree" promotion.
- Council investing in outdoor banners, signage and stickers across Nelson Bay and Raymond Terrace to create a festive season look and feel for the town centres.
- Coordinating a Port Stephens Council Event Management Plan for New Year's event activities.
- Welcoming over 33,000 visitors to the visitor centre.
- Continuing strategic and financial support for new and existing events, refer Key Priorities page 10.
- Developing a new destination branding strategy through Destination Port Stephens and a new Port Stephens Visitors guide.
- Hosting DNSW International Managers and more than 200 international travel agents.
- Commencing construction for the Port Stephens Koala Sanctuary, refer Key Priorities page 12.





Pictured: Performers at the official opening of Apex Park, Nelson Bay and the launch of the inaugural Tomaree Arts Festival

P2 Infrastructure and facilities

We have continued to:

- plan civil and community infrastructure to support the community
- build Council's civil and community infrastructure to support the community
- maintain Council's civil and community infrastructure to support the community
- deliver road infrastructure services on behalf of Roads and Maritime Services.

Our key outcomes include:

- Completing installation of road oriented Internal Vehicle Monitoring Systems (IVMS) to provide records of proof of service, driver safety, and efficient use of plant items for future fleet planning needs.
- Progressing work on road and opens space assets asset revaluations for calculating the value of this inventory.
- Progressing smart parking initiatives for Nelson Bay town centre.
- Processing flood certificates, flooding and drainage advice for Development Applications.
- Processing 281 traffic engineering requests and monthly meetings of the Traffic Committee to consider regulatory controls (traffic control devices and facilities) on local roads.
- Responding to increased requests for heavy vehicle access permits due to the transport of drought fodder.
- Completing King Park Master Plan concept designs for presentation at the February West Ward Sports Council Meeting.

- Planning, consultation and design for PSC 2020 projects.
- Commencing a major Asset Protection Zone cadastral survey for engineering surveys required to support the expanded PSC2020 capital works program.
- Designing a significant number of civil, structural and recreational projects such as Tomaree Road reconstruction and drainage, Lionel Morton Oval Amenities building, the new Karuah Rural Fire Station, various shared pathways and other PSC2020 projects.
- Works underway to construct a new \$1.3 million modern sports facility at Karuah's Lionel Morton Oval. The new building will replace the old clubhouse, include amenities, change rooms, canteen, dedicated referee facilities, storage and first aid room. Funded by Port Stephens Council (\$750,000), the Australian Government's Move It Aus fund (\$500,000) and the Australian Cricket Infrastructure Fund (\$50,000).



Pictured: Mayor Ryan Palmer, Cr Paul Le Mottee and Member for Lyne Dr David Gillespie with members of the Karuah Rugby League Committee.

- Project managing a significant number of civil, structural and recreational projects such as the demolition of the Donald Street Multi-storey Car Park, the construction of the Port Stephens Koala Sanctuary, upgrade of Apex Park Nelson Bay, installation of the Boomerang Park shared path, and reconstruction of the Riverside Park seawall.
- Construction of a significant number of road, landscaping and shared path projects such as the upgrade and sealing of Green Wattle Creek Road, completion of the Nelson Bay Road / Medowie Road roundabout, installation of the missing link footpath on Gan Gan Road and landscaping associated with the new Shoal Bay and Halifax Holiday Park amenities.
- Maintaining Council's 7 operational and historic cemeteries, including opening of the new section of Anna Bay Cemetery.
- Repairing over 10,600 potholes and heavy patching 10,246 sqm representing approximately 1844 tonnes of asphalt used.

- Spraying 133,500 metres, excavating 7,500 metres and mowing 95,000 metres of drains.
- Maintaining state roads in accordance with the approved RMAP for Transport NSW.

P3 Thriving and safe place to live

We have continued to:

- provide land use plan, tools and advice that sustainably support the community
- enhance public safety, health and liveability through use of Council's regulatory controls and services
- support the amenity and identity of Port Stephens
- support emergency services and protect Council assets from bushfires and extreme weather events.

Our key outcomes include:

- Adopting the Nelson Bay Public Domain Plan and preparing a number of other key planning documents, refer Key Priorities page 13.
- Determining 428 development applications, with over \$138.7M worth of development being approved in the six months to December 2019.
- Consistently meeting the Premiers 40 day target during the period and more efficiently processing larger scale development applications, reducing DA processing timeframes to net median 33 days and the 100-day list down to 21.
- Processing building certificates within a net median processing time of 4 days, and 171 Construction Certificates approved. 279 primary inspections and 37 re-inspections of food shops, with 82% of food shops satisfactory at primary inspection rising to 90% following re-inspection.
- Monitoring water quality and compliance with Public Health standards for public swimming and spa pools during the swimming period. 82 pools and spas between October and December were monitored with 77% compliance at primary inspection and non-complaint pools/spas re-inspected to ensure 100% compliance.
- The wastewater program tracking above the targeted number (117%) for the period with a 95% satisfactory result.
- Staff surveying 23 retail food shops as part of a state wide survey targeting the commonly found bacteria *Campylobacter* (associated with raw/undercooked poultry), with no detections of *Campylobacter*.
- Continued liaison and partnership with NSW Environment Protection Authority (NSW EPA) and NSW Department of Primary Industry to achieve good environmental outcomes and share expertise and knowledge, through activities such as joint inspections of commercial facilities.
- Continuing investigations of unauthorised development/land use and reducing outstanding complaints from over 200 to less than 100.
- Rangers undertaking a campaign for dangerous, menacing and restricted dogs, visiting 20 properties with the majority of dog owners compliant.
- Rangers completing 90 patrols in and around schools to promote safe driving and parking around school children.

- Continuing the bulky waste program with success displayed through the high the rate of bookings for kerbside collection.
- Partnering with other state government agencies to deliver meaningful campaigns regarding litter, illegal dumping and enforcement activities.
- Ensuring all RFS and SES buildings were fully functional and maintained to standard.
- Maintaining Council asset protection zones in accordance with agreed service levels and finalising updating hazard reduction certificate process.
- Staff being involved in one joint Emergency Operation Centre at the RFS Lower Hunter Fire Control due to Catastrophic fire conditions on 12 November.

**E1 Ecosystem Function**100% on track
Operation Plan actions

We have continued to:

- protect and enhance the local natural environment
- re-educate the community about the natural environment.

Our key achievements include:

- Building a framework to assist staff with communicating environmental policies, strategy and technical advice, with four key areas of policy/strategy being developed as part of the framework including a Sustainability Strategy and Action Plan, Biodiversity Strategy, revised Natural Resources technical specifications and Flora and Fauna guidelines for surveys and management plans.
- 30 environmental impact assessment referrals and 100 tree removal applications completed (79% approved).
- Managing biosecurity risks with 418 sites inspected, 228 sites treated and 72 compliance and enforcement actions undertaken, refer page 4 for Council's award winning success in these programs.
- Undertaking nature conservation programs in collaboration with volunteers to restore, regenerate and rehabilitate natural assets and areas of biodiversity, landscape, cultural, and environmental value. Over the period having:
 - regenerated 175 sites and 268.2 hectares
 - engaged 939 volunteers
 - received 7 new environmental conservation and rehabilitation grants
 - planted 2113 trees
- Providing environmental education programs such as Whale Talks, Wildlife Survival kits and installing environmental awareness signage on a needs basis.



E2 Environmental Sustainability

We have continued to:

- reduce the community's environmental footprint.

Our key achievements include:

- Coordination of the waste collection services with key statistics to 30 November being:
 - 10,130 tonnes of residual waste via the red bin collected and composted
 - 2,267 tonnes of recycling via the yellow bin collected and recycled
 - 1,161 tonnes of green waste collected via drop off days and mulched
 - 3,438 tonnes of mixed wastes received at the Salamander Bay Waste Transfer Station
- Investigating energy reduction through solar panels and low energy lights.

E3 Environmental Resilience

We have continued to:

- encourage community resilience to coastal hazards,
- encourage community resilience to detrimental impacts from the environment
- encourage community resilience to the impacts of climate change.

Our key achievements include:

- Completing the Nelson Bay Marina Sand Movement project, planning works for Conroy Park and submission of a grant application for Little Beach Boat Ramp facility.
- Preparation of Stage 2 work for the Coastal Management Program in liaison with DPIE, refer to Key Priorities page 9.
- Quarterly water and gas monitoring of decommissioned waste landfill sites as per the schedule.
- Capping and rehabilitation of the former waste landfill at Newline Road Raymond Terrace has commenced, with completion date expected to be the end of April 2020 (due to difficulty sourcing approved clay capping required in terms of EPA guidelines).
- Undertaking desktop reviews of the Climate Change Adaptation Action Plan which is well placed to align with the DPIE's guidelines.

**L1 Governance**

100% on track
Operation Plan actions



We continue to:

- develop and encourage the capabilities and aspirations of a contemporary workforce
- provide strong civic leadership and government relations
- provide a strong ethical governance structure
- provide strong supportive business systems for Council's operations
- reduce risk across Council.

Our key achievements include:

- Continuing the Human Resources program of works including enhancements to the Human Resource Information System, embedding the Capability Framework throughout Council and reviewing the Workforce Plan.
- Hosting a citizenship ceremony in September for 31 conferees from 16 nationalities.
- Newcastle Airport Pty Ltd (which Council is a shareholder) beginning a 3 year trial with Virgin Airways for a new route to Auckland. Construction of Stage 1 of the Astra Aerolab project has also commenced.
- Providing governance and legal services across the organisation, managing legal matters in court and meeting ongoing legislative compliance.
- The internal audit program for 2019-2020 underway, with 10 audits to be carried out and five currently underway.
- Meeting Council's obligations under the Government Information (Public Access) Act 2009 and Privacy and Personal Information Protection Act.
- Reporting the results of the 2019 Community Satisfaction Survey to Council and the community, with overall satisfaction levels at 76%, which whilst below our ambitious new target of 80% was above our historical target of 75%.
- Providing a six monthly report to Council on progress made on the Delivery Program and the 2018-2019 Annual Report.
- Drafting the 2020-2021 Operational Plan and commencing work on the End of Term report for the outgoing Council.
- Lodging a submission on IPART's review of reporting and compliance burdens on local government.
- Rolling out a Project Management Framework to project management champions across Council.
- Carrying out the Corporate Improvement (from ICT maintenance to Business Excellence work) and Integrated Risk Management programs of work.

ITEM 4 - ATTACHMENT 1 SIX MONTHLY REPORT JULY TO DECEMBER 2019.

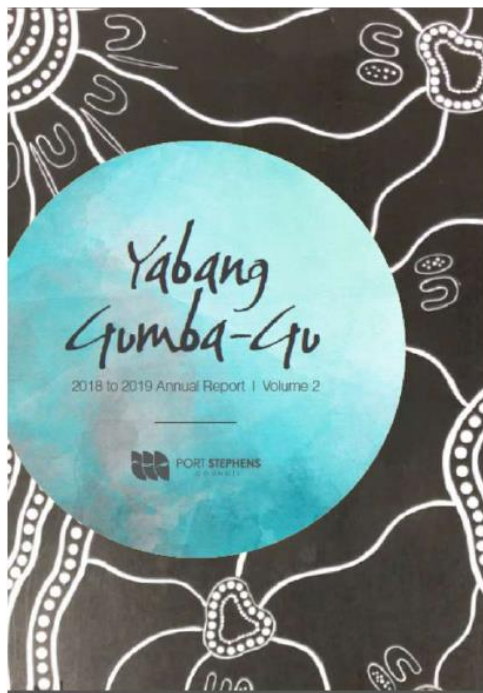
L2 Financial Management

We continue to:

- maintain strong financial sustainability
- maximise non-rate revenue and investment to support Council services.

Our key achievements include:

- Completing Council's Annual Financial Statements for 2018-2019, which included an unqualified Auditor's report.
- Securing additional funding through \$1.8 million in grant funding applications and settling on the sale of three properties with unpaid rates.
- Working towards fully tenanting vacant premises in Raymond Terrace CBD, lease renegotiated with Property NSW for 437 Hunter Street Newcastle and completing capital works to upgrade the building.
- Sale of a number of significant parcels within the Salamander Central precinct, progressing the development of 8 townhouse development at 2 Bagnall Avenue, Soldiers Point, progressing a 5 lot subdivision of 795 Medowie Road, Medowie and progressing securing an operator for Medowie Sport and Community Club.
- Practical completion of Shoal Bay and Halifax Holiday Park amenities projects with positive feedback received from our guests. Our Holiday Park Reservation Team has also broken records, receiving \$100,000 in sales in one week. Even with the closure of the Treescape Holiday Park to construct the Koala Sanctuary the Beachside Holiday Parks managed to retain occupancy whilst growing 2.7% in revenue compared to the same period last year. This revenue is in turn available for reinvestment in community infrastructure and services.



L3 Communication and Engagement

We continue to:




- promote a customer first organisation
- provide information in a range of accessible formats
- strengthen Council's reputation
- provide a voice for the community.

Our key achievements include:

- As part of Customer First focus, in late 2019 a roadshow across the organisation was conducted to assist staff with this focus. The Customer Relations team also continue their focus on attaining a target of 80% first point of contact resolution for customer enquiries.
- Reaching over 10,000 followers on Facebook by creating an engaging place where our community can communicate directly with us.
- Successfully carrying out a digital marketing campaign for Waste Services.
- Effectively communicating Port Stephens 2020 projects to the community.
- Carrying out a website review to change the focus from a 'library for all knowledge' to 'what do our community want and need to know?'
- Creating an Emergency Management Dashboard for Port Stephens residents to use in an emergency.
- Rebranding the community newsletter and Children's Services.
- Adopting a Community Engagement Strategy, which will ensure we continue to undertake quality engagement, ensure our community is informed and we understand what matters most.
- Consultation and community engagement on projects such as Nelson Bay parking changes, LSPS, LHS , Fern Bay and North Stockton Strategy, Littorial rainforest, Port Stephens 2020 projects and ongoing capital works projects.

Scorecard

Seven key result measures underpin everything we do at Port Stephens Council:

Seven Result Measures		Status
	1. Service Delivery Target > 95% Integrated Plans delivered on time Achievement: 100% Operational Plan Actions on track (as at 31 December 2019)	
	2. Community Satisfaction Target > 80% Community Satisfaction Achievement : 76% (Source: 2019 Community Satisfaction Survey)	
	3. Employee Engagement Target > 70% Employee Engagement Achievement: 74% (Source: AON Hewitt, 2019)	
	4. Governance Target > 95% Governance Health Check Achievement: 98.1% (as at June 2019)	
	5. Risk Management Target > 80% Risk Management Maturity Achievement: 86% (As at August 2019)	
	6. Financial sustainability Target: underlying financial surplus Achievement: \$0.944 million (As at December 2019)	
	7. Infrastructure Backlog Target: Infrastructure backlog reduced Achievement: \$14.161 million (As at June 2019)	New

Legend:



On track (target achieved or on track to be achieved)



Monitor (<5% off the target)



Off track (>5% off the target)

We successfully balance these key metrics by:

- ensuring that we're delivering on what we say we're going to do
- ensuring our community is satisfied with the level of service
- ensuring our assets are maintained in an acceptable standard
- being financially sustainable
- having the right practices and governance in place
- having an appropriate risk maturity and
- having engaged employees



ITEM 4 - ATTACHMENT 1 SIX MONTHLY REPORT JULY TO DECEMBER 2019.

1. Service Delivery

The following progress has been made on the actions in the 2019-2020 Operational Plan, which contribute to delivering the Delivery Program objectives:

- 100% (90 actions) on track

The following tables are a summary of individual road, community and recreation projects that were completed and are in progress as at 31 December 2019. It is not an exhaustive list of all Capital Works projects carried out during this period.

Roads and Drainage projects completed	Expenditure 1 July to 31 December 2019
Magnus Street/Donald Street, Nelson Bay	\$96,391
Boomerang Park, Raymond Terrace - Shared Pathway	\$560,324
Bus Stop Improvement Program (Country Passenger Transport Infrastructure Grant Scheme) – Hunter River High School Bus Bays	\$112,140
Halifax Holiday Park – Replace concrete slabs	\$74,089
Shoal Bay Holiday Park – Exit onto Government Road	\$135,724
TOTAL	\$978,668

Magnus and Donald Street intersection



Before



After





Roads & Drainage projects in construction	Expenditure 1 July to 31 December 2019
Bus Stop Improvement Program (Country Passenger Transport Infrastructure Grant Scheme) – Fingal Bay and Mt Hall Rd, Shoal Bay	\$14,202
Tomaree Road, Shoal Bay – Stage 1	\$1,880,606
Lemon Tree Passage Road, Tanilba Bay (blackspot)	\$1,157,566
269 to 304 Gan Rd, Anna Bay	\$178,728
Green Wattle Creek Road, Butterwick	\$135,021
TOTAL	\$3,366,123

Roads & Drainage projects in planning	Expenditure 1 July to 31 December 2019
Raymond Terrace Landfill Site Capping	\$840,554
Port Stephens Drive, Anna Bay	\$560,324
Lemon Tree Passage Road, Tanilba Bay (shared path)	\$89,233

ITEM 4 - ATTACHMENT 1 SIX MONTHLY REPORT JULY TO DECEMBER 2019.

Abundance Road, Medowie	\$65,197
Italia Road - SEG 110, Balickera	\$92,735
Lemon Tree Passage Road, Salt Ash (safety improvements)	\$202,221
Sunset Blvd, Soldiers Point (Design only)	\$9,821
Vardon Rd, Fern Bay	\$128,575
Masonite Rd, Tomago	\$165,088
Seaham Road, Nelsons Plains	\$109,369
Foreshore Drive Safer Roads Works, Salamander Bay	\$25,523
Shoal Bay Foreshore Shared Pathway and Shoal Bay Drainage	\$35,010
Foreshore Drive Pavement, Salamander Bay	\$16,600
Waropara Road, Medowie - Shared Pathway	\$ 22,465
Gan Rd (from Nelson Bay Rd to dune access), Anna Bay - Shared Pathway	\$24,159
Mallabula to Lemon Tree Passage, Lemon Tree Passage Rd - Shared Pathway	\$89,233
Ferodale Rd to South St, Medowie Rd, Medowie - Shared Pathway	\$44,861
Levee bank, Raymond Terrace - Shared Pathway	\$16,616
Mustons Road, Karuah - Pavement (Design only)	\$722
Nelson Bay Road, Fern Bay - Shared Pathway	\$36,465
TOTAL	\$2,574,771

ITEM 4 - ATTACHMENT 1 SIX MONTHLY REPORT JULY TO DECEMBER 2019.

Community & Recreational and Structures projects completed	Expenditure 1 July to 31 December 2019
Apex Park, Nelson Bay	\$227,347
Bagnalls Beach (East) playground, Nelson Bay	\$137,281
Kangaroo Point Amenities	\$8,681
Roy Wood Reserve Public Amenities	\$10,173
Boat Harbour Amenities	\$8,679
Yulong Oval, Medowie	\$206,882
Bowthorne Oval seating upgrade	\$42,381
Riverside Park, Raymond Terrace – Stage 2	\$353,339
Raymond Terrace Tennis Club Disabled Amenities	\$81,057
Nelson Bay Marina	\$16,311
Henderson Park, Lemon Tree Passage	\$14,212
TOTAL	\$1,106,343

Bagnalls Beach East Playground Upgrade



Before



After



ITEM 4 - ATTACHMENT 1 SIX MONTHLY REPORT JULY TO DECEMBER 2019.

Community & Recreational and Structures projects in construction	Expenditure 1 July to 31 December 2019
Nelson Bay Croquet Club	\$254,702
Nelson Bay Senior Citizen Hall	\$30,104
Pirralea Gardens, Nelson Bay	\$11,097
Shoal Bay West Sand Replenishment	\$48,280
Koala Sanctuary	\$2,415,115
East Donald Street Carpark	\$411,546
Robinson Reserve, Anna Bay	\$331,104
Tilligerry Tennis	\$213,603
Medowie Sports and Community Facility	\$3,597,037
Port Stephens Netball Club Disabled Amenities	\$46,942
Lionel Morten Oval Amenities	\$148,652
RFS Karuah	\$180,191
Halifax Holiday Park Amenities	\$1,679,957
Shoal Bay Holiday Park Amenities	\$1,438,359
TOTAL	\$10,806,689

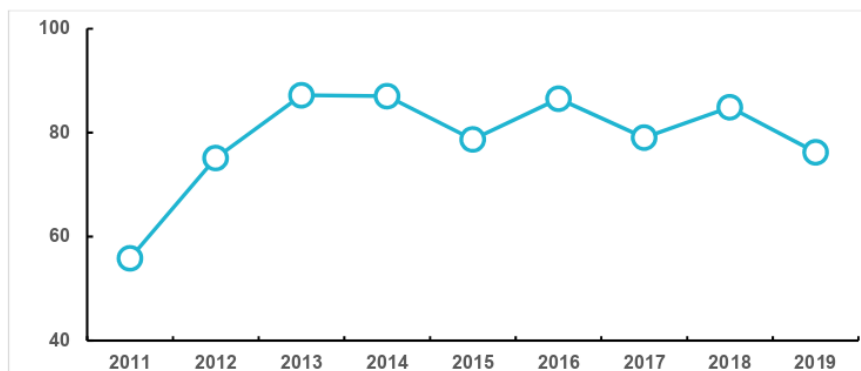
ITEM 4 - ATTACHMENT 1 SIX MONTHLY REPORT JULY TO DECEMBER 2019.

Community & Recreational and Structures projects in planning	Expenditure 1 July to 31 December 2019
Vi Barnett Athletics Club Disabled Amenities	\$16,665
Fitzgerald Bridge Amenities	\$817
Tomaree Aquatic Centre	\$392
Shoal Bay Foreshore Park	\$30,104
Mallabula Sports Complex	\$11,074
Boat Harbour Amenities	\$8,674
Kangaroo Point Amenities	\$8,681
Roy Wood Reserve Public Amenities	\$10,173
Tomaree Aquatic Centre	\$5,654
Lakeside Aquatic Centre	\$27,670
Vi Barnett Amenities	\$61,570
Boyd Oval Amenities	\$158,450
George Reserve, Salamander Bay	\$19,233
Conroy Park, Corlette - Foreshore Improvements	\$41,753
Soldiers Point Revetment Work	\$48,920
Tomaree Sports Complex, Salamander Bay - Amenities Replacement	\$55,376
TOTAL	\$505,206

2. Community Satisfaction

We conducted our annual Community Satisfaction Survey in June 2019, which yielded an overall satisfaction with our services of 76%, 4 percentage points below our aspirational new target of 80% set in 2018-2019. This result however remains above Council's historical target of 75% with further input to be sought from the community over the coming year as we review the Community Strategic Plan and other integrated Council plans.

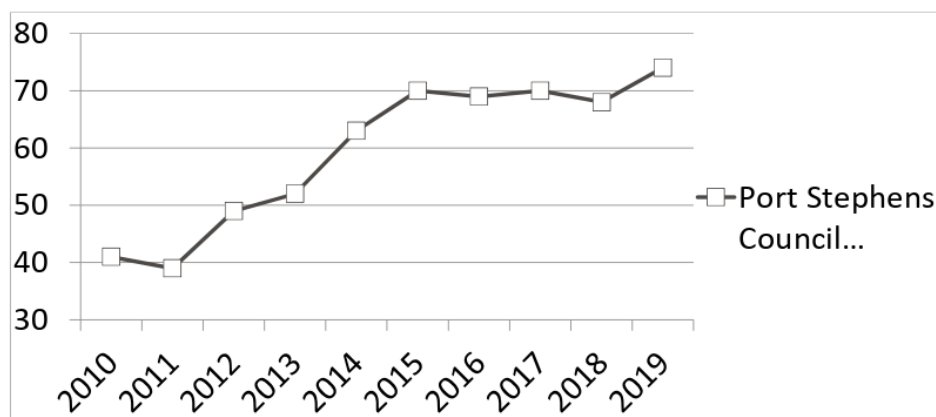
The next survey is proposed to be conducted in May/June 2020.



3. Employee Engagement

The Employee Engagement Survey was conducted in September 2019 with a 74% engagement score. This is our highest ever result.

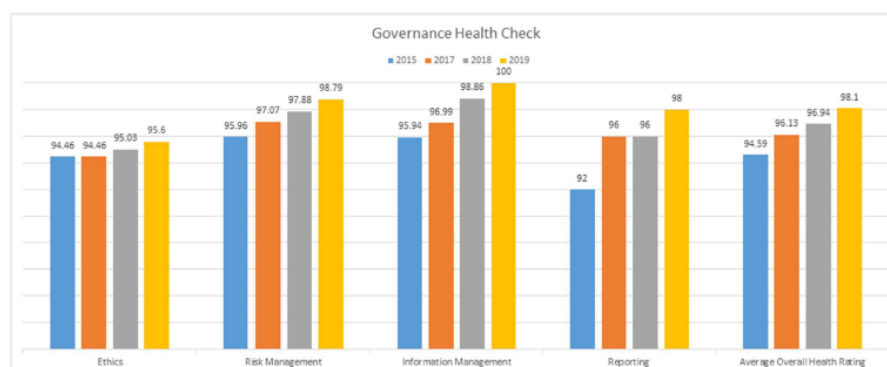
For the first time we have exceeded our ambitious target of 70% which places Council in the top quartile of organisations in Australia and New Zealand. We continue to score significantly above the average local government score of 54%. There have been improvements in all key areas which we focussed on during the year. A robust plan will be implemented with key stakeholders on how to improve over the next 6-12 months and beyond with short- and long-term milestones.



4. Governance

Our Governance Health Check was last conducted in June 2019 and is reviewed on an annual basis. The overall rating in 2019 increased to 98.10 due to further improvements in the areas of secondary employment and complaint handling. Further work has been undertaken to review complaints handling and identify trends that may be occurring and take action where necessary. The rating exceeded Council's target of 95%.

The Governance Health Check is a tool to measure our governance and how well we perform. It covers four areas: ethics, risk management, information management and reporting. The graph below demonstrates our progress in achieving our Governance Health Check scores from 2015 to 2019.



5. Risk Management

The integrated risk management framework continues to perform for Council by reducing exposures in areas of critical risk.

Throughout the last six months of 2019 Council continued to keep under review its varied risk management obligations across all services. These services comprise significant risks relating to compliance, workplace health and safety as well as protection of our environment both in our operations and at a strategic sustainability level.

Council continues to improve the focus on the alignment between strategic risk and the integrated planning documents generated through the Integrated Planning and Reporting (IP&R) Framework. This alignment will be used throughout the coming year to ensure that all corporate planning and strategic systems are designed with key risks in mind.

Council's Risk Maturity Rating increased to 86%, up from 83% following a review in August 2019. The Risk Maturity score measures the organisation against three areas: risk management principles, risk management framework and risk management process. The increase is a result of Council's continued efforts to improve risk management across the organisation.

Environmental Management System

Our two Environmental Protection Licences (EPL) were risk assessed by the Environmental Protection Authority (EPA). This assessment forms part of the EPA's risk-based licensing system and aims to ensure that all environment protection licensees receive an appropriate level of regulation based on the level of risk they pose. The risk assessment examines site specific risks posed by each licensed premises to identify any environmental issues that a licensee needs to address and where the EPA needs to focus its regulatory attention. The EPA also examines the licensees' environmental management performance, which includes recognising any Environmental Management Systems (EMS) and operations a licensee has put in place. Both licences have again received a Level 1 Risk Rating, the lowest risk rating given to licences.

The Environmental Management System Officer commenced with Council on the 23rd September 2019. Operational inspections and audits commenced in November 2019 with eight being undertaken to date. These will become more frequent and scheduled with the development of the EMS auditing schedule and tools.

The annual Environmental Management System training was delivered in October 2019 with the following attendees:

- 3 Environmental Awareness for Senior Leaders
- 22 Environmental Awareness (operational)
- 12 Environmental Assessment

There were also 53 new starters who attended the environmental induction program.

ITEM 4 - ATTACHMENT 1 SIX MONTHLY REPORT JULY TO DECEMBER 2019.

Work Health and Safety

Over the last six months we have seen the number of workers compensation claims decrease in number and severity compared to the same period last year.

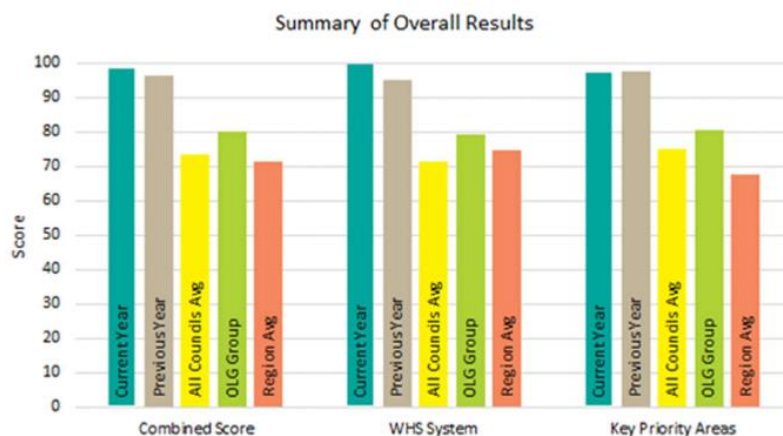
We are continuing to review and refine our emphasis on injury prevention, particularly focussing on sprains and strains, hazard identification, promotion of our health and wellness program, and identification of high risk tasks.

During the last six months we have undertaken:

- 70 Ergonomic assessments resulting in 136 actions
- 15 Workplace Inspections resulting in 99 actions
- 32 Site Safety Compliance Audits completed
- 140 skin cancer checks undertaken

We received the following rebate from our Workers Compensation Insurer, StateCover Mutual LTD.

- Work Health & Safety Incentive \$143,000 (received Dec 2019)



Our Workers Compensation Insurer, StateCover Mutual LTD provides member Councils with an annual WHS self-audit to assist in the evaluation and monitoring of their WHS management system. This comprehensive audit explores a range of issues that are critical to the effective implementation of a WHS management system and the resulting reduction of worker injuries and illnesses.

We have continued to improve upon last year's results with our overall WHS performance being at 98.8% which is above average when compared to the average score for all Councils.

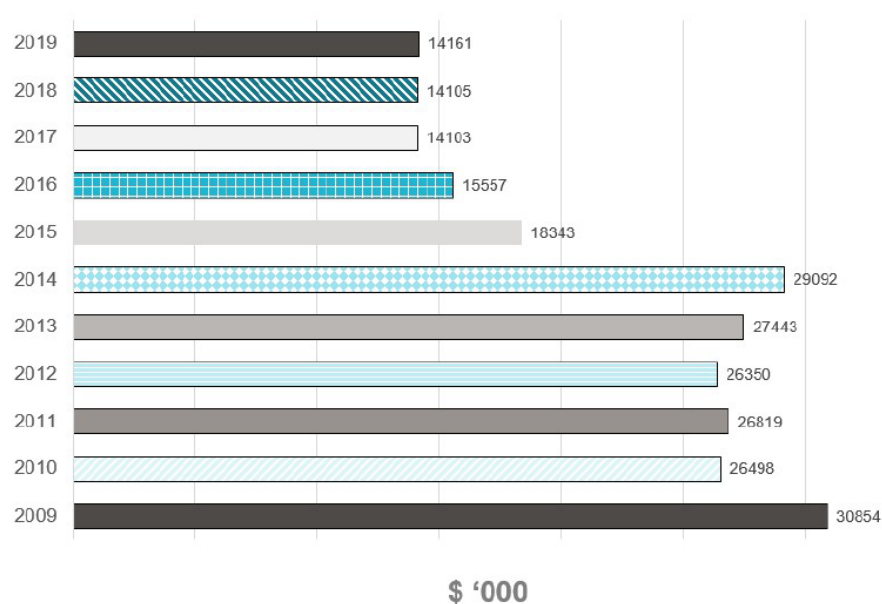
6. Financial sustainability

Council continues to be financially sustainable with the latest projections estimating an underlying surplus at the end of this financial year of \$0.944 million.





7. Infrastructure backlog

The infrastructure backlog is a new measure that has been included in this financial year.

The target is to reduce the backlog, which occurred significantly from 2014 to 2015, remaining relatively stable for the past 3 years. The results for the full financial year will be reported in the June 2020 six monthly report.





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ITEM NO. 5

**FILE NO: 20/42753
EDRMS NO: PSC2017-00178**

REQUEST FOR FINANCIAL ASSISTANCE

REPORT OF: GREGORY KABLE - FACILITIES AND SERVICES GROUP
MANAGER
GROUP: FACILITIES & SERVICES

RECOMMENDATION IS THAT COUNCIL:

- 1) Approves provision of financial assistance under Section 356 of the Local Government Act 1993 from the Mayor Funds to the following:
 - a. Karuah Local Aboriginal Land Council – Mayoral funds - \$1000 donation towards a team of Elders attending the Aboriginal and Torres Strait Islander Elders Olympics in April 2020.
 - b. Tomaree Museum Association – Mayoral funds - \$2000 donation towards start-up costs.

BACKGROUND

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

Council's Grants and Donations Policy provides the community, the Mayor 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:

ORDINARY COUNCIL - 25 FEBRUARY 2020**MAYORAL FUNDS – Mayor Palmer**

Karuah Local Aboriginal Land Council	The Karuah Local Aboriginal Land Council seeks to achieve a high degree of participation and involvement by every Aboriginal person in the affairs of their local community.	\$1000	Donation towards sending a team of Elders to the Aboriginal and Torres Strait Islander Elders Olympics.
Tomaree Museum Association	A community Association which is aiming to significantly contribute to heritage and environmental protection in Port Stephens.	\$2000	Donation towards the establishment and support of the Tomaree Museum Association.

COMMUNITY STRATEGIC PLAN

Strategic Direction	Delivery Program 2018-2021
Community Partnerships	Support financially creative and active communities.

FINANCIAL/RESOURCE IMPLICATIONS

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes		
Reserve Funds	No		
Developer Contributions (\$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.

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

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

Nil.

CONSULTATION

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.

ITEM NO. 6

**FILE NO: 20/38710
EDRMS NO: PSC2017-00015**

INFORMATION PAPERS

REPORT OF: GREGORY KABLE – ACTING 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 25 February 2020.

No:	Report Title	Page:
1	January 2020 Cash and Investments	95
2	Designated Persons' Return	98
3	Council Resolutions	99

INFORMATION PAPERS

ITEM NO. 1

**FILE NO: 20/32683
EDRMS NO: PSC2006-6531**

JANUARY 2020 CASH AND INVESTMENTS.

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 January 2020.

ATTACHMENTS

- 1) January 2020 Cash and Investments. [↓](#)
- 2) January 2020 Cashflow Report. [↓](#)

CASH AND INVESTMENTS HELD AS AT 31 JANUARY 2020								
ISSUER	BROKER	RATING*	DESC.	YIELD %	TERM DAYS	MATURITY	AMOUNT INVESTED	MARKET VALUE
TERM DEPOSITS								
DNISTER UKRANIAN CREDIT UNION CO-OP	FIIG	NR	TD	3.00%	362	5-Feb-20	1,000,000	1,000,000
ARAB BANK	FARQUHARSON	BB+	TD	2.95%	359	19-Feb-20	1,000,000	1,000,000
JUDO BANK	CURVE	NR	TD	2.50%	245	19-Feb-20	1,000,000	1,000,000
MYSTATE BANK	IMPERIUM	BBB	TD	1.74%	127	19-Feb-20	500,000	500,000
AMP BANK ***	IMPERIUM	A+	TD	2.95%	373	13-Mar-20	1,000,000	1,000,000
WESTPAC	WESTPAC	AA-	TD	1.72%	154	25-Mar-20	1,000,000	1,000,000
ICBC	RIM	A	TD	2.93%	509	1-Apr-20	1,000,000	1,000,000
NATIONAL AUSTRALIA BANK	CURVE	AA-	TD	1.60%	183	14-Apr-20	1,000,000	1,000,000
ARAB BANK	RIM	BB+	TD	2.97%	502	15-Apr-20	1,500,000	1,500,000
BOC	CURVE	A	TD	2.88%	512	28-Apr-20	1,000,000	1,000,000
JUDO BANK	LAMINAR	NR	TD	2.70%	369	13-May-20	1,000,000	1,000,000
AMP BANK	IMPERIUM	BBB+	TD	2.10%	189	26-May-20	1,000,000	1,000,000
AMP BANK	IMPERIUM	BBB+	TD	2.10%	190	5-Jun-20	1,000,000	1,000,000
JUDO BANK	CURVE	NR	TD	2.65%	375	9-Jun-20	1,000,000	1,000,000
NATIONAL AUSTRALIA BANK	CURVE	AA-	TD	1.60%	167	23-Jun-20	1,000,000	1,000,000
NATIONAL AUSTRALIA BANK	CURVE	AA-	TD	1.60%	181	7-Jul-20	1,000,000	1,000,000
DNISTER UKRANIAN CREDIT UNION CO-OP	FIIG	NR	TD	3.00%	525	5-Aug-20	1,000,000	1,000,000
JUDO BANK	CURVE	NR	TD	2.05%	362	26-Aug-20	800,000	800,000
WESTPAC	WESTPAC	AA-	FRTD	1.98%	368	15-Sep-20	1,000,000	1,000,000
NATIONAL AUSTRALIA BANK	FIIG	AA-	TD	1.50%	365	13-Oct-20	1,000,000	1,000,000
JUDO BANK	CURVE	NR	TD	2.10%	371	9-Dec-20	600,000	600,000
BNK BANK LTD	CURVE	NR	TD	1.80%	371	9-Dec-20	1,000,000	1,000,000
BNK BANK LTD	CURVE	NR	TD	1.80%	384	22-Dec-20	1,000,000	1,000,000
AUSTRALIAN MILITARY BANK **	FARQUHARSON	NR	TD	1.65%	635	30-Jun-21	1,000,000	1,000,000
AUSWIDE BANK	CURVE	BBB	TD	1.75%	727	28-Sep-21	1,000,000	1,000,000
ICBC	IMPERIUM	A	TD	1.62%	729	13-Oct-21	1,000,000	1,000,000
AUSWIDE BANK	IMPERIUM	BBB	TD	1.65%	731	13-Oct-21	500,000	500,000
** Please note - Australian Military Bank Moody's rating has been upgraded to BBB (equivalent Standard and Poor's rating) since placement of Term Deposits								
*** Please note - AMP Bank's Standard and Poor's long term rating has been downgraded to BBB+ since placement of Term Deposits								
SUB TOTAL (\$)							25,900,000	25,900,000
TCORP MEDIUM TERM GROWTH FUND	TCORP	AAA					2,500,000	2,562,511
TCORP LONG TERM GROWTH FUND	TCORP	AAA					1,000,000	1,035,890
INVESTMENTS TOTAL (\$)							29,400,000	29,498,401
CASH AT BANK (\$)							2,645,123	2,645,123
TOTAL CASH AND INVESTMENTS (\$)							32,045,123	32,143,524
CASH AT BANK INTEREST RATE				1.30%				
BBSW FOR PREVIOUS 3 MONTHS				0.95%				
AVG. INVESTMENT RATE OF RETURN ON TDs				2.22%				
TD = TERM DEPOSIT								
FRTD = FLOATING RATE TERM DEPOSIT (0.98% ABOVE RBA CASH RATE)								
*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 flow analysis 31/01/2020

CASHFLOW STATEMENT

Opening Cash and Investment 1 July 2019
Closing Cash and Investment 31 January 2020
Movement in cash

Movement in cash represented by:

Operating Activities

Receipts from ratepayers, customers and government authorities	70,469,320
Payments to suppliers & employees	(56,222,347)
Interest received	635,264
Interest paid	(259,516)
Total	14,622,722

Investing Activities

Receipts from sale of Infrastructure, Property, Plant & Equipment	1,599,341
Payments for Property, Plant & Equipment	(25,969,412)
Total	(24,370,071)

Financing Activities

Payment of loans	(3,749,756)
Receipt of new loans	10,500,000
Total	6,750,244

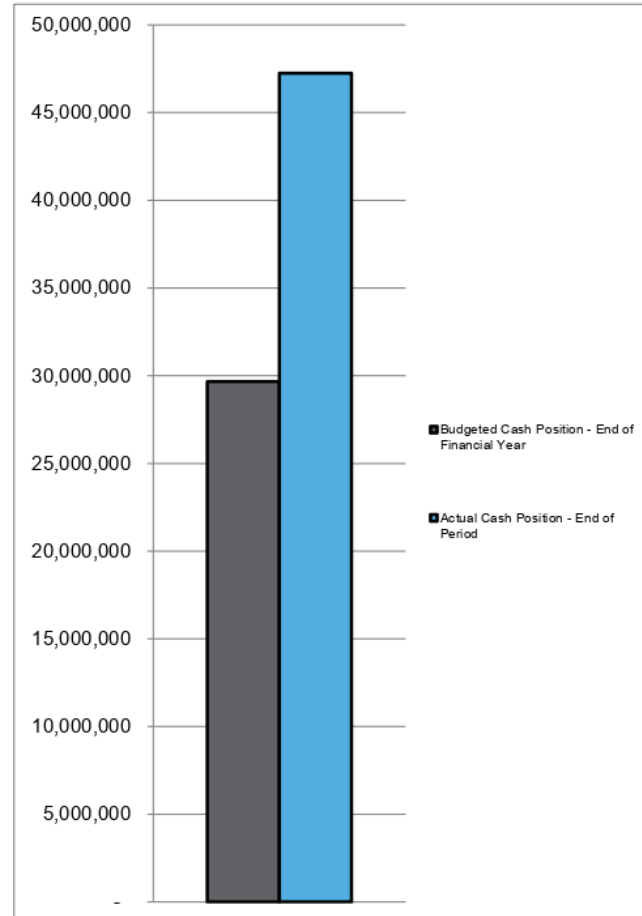
Total Cash Movement

Plus: Opening Cash and Investment 1 July 2019	50,237,646
Closing Cash and Investment 31 January 2020	47,240,543

Budgeted Cash Movement for the Financial Year	(20,565,000)
Plus Opening Cash and Investment 1 July 2019	50,237,646
Budgeted Cash and Investment Position 30 June 2020	29,672,646

In front / (behind) on budget	17,567,896
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Notes

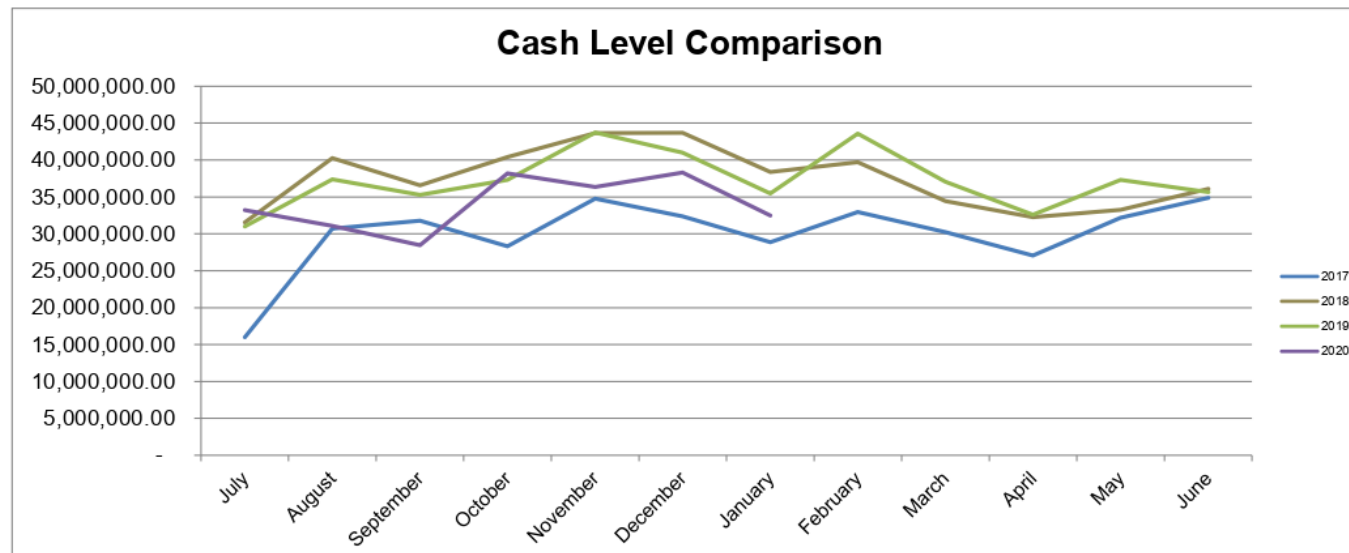


Notes

- 1 Council's cash position is up on the budgeted year end position predominately due to the following reasons:
a) Projects that are to be funded by the repeal of the s7.11 fund are yet to be completed

Significant future cash inflows expected in next few months include various 2020 grants.

Significant future cash outflows expected in next few months include: upgrade to Koala Sanctuary, Lionel Morton Amenities construction, Karuah RFS Building construction, 795 Medowie Road Medowie development, Foreshore Drive - Sal Bay upgrade, Fern Bay Res park furniture & basketball halfcourt, PSC admin & library building refurb, RT Pigeon Club and other 2020 Community Projects.



ITEM NO. 2

**FILE NO: 20/36844
EDRMS NO: PSC2019-02300**

DESIGNATED PERSONS' RETURN

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

BACKGROUND

The purpose of this report is to table Designated Persons' Return/s (return) submitted by new Council employees.

In accordance with the Part 4 – Pecuniary Interest of the Code of Conduct, all new employees are required to submit a return within 3 months of commencement. Returns are to be tabled at the first Council meeting after the lodgement date.

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

- Building and Developer Relations Coordinator (PSC760)
- Environmental Health Officer (Cadet) (PSC834)

ATTACHMENTS

Nil.

COUNCILLORS ROOM

Nil.

TABLED DOCUMENTS

- 1) Designated Persons' Returns.

ITEM NO. 3

**FILE NO: 20/34963
EDRMS NO: PSC2017-00105**

COUNCIL RESOLUTIONS

REPORT OF: GREGORY KABLE – ACTING GENERAL MANAGER
GROUP: GENERAL MANAGER’S OFFICE

BACKGROUND

The purpose of this report is to inform Elected Members of the status of all matters to be dealt with arising out of the proceedings of previous meetings of the Council in accordance with the Code of Meeting Practice.

ATTACHMENTS

- 1) Corporate Services Group report. [↓](#)
- 2) Development Services Group report. [↓](#)
- 3) Facilities & Services report. [↓](#)
- 4) General Manager's Office report. [↓](#)

COUNCILLORS ROOM

Nil.

TABLED DOCUMENTS

Nil.

ITEM 3 - ATTACHMENT 1 CORPORATE SERVICES GROUP REPORT.



Outstanding	Division:	Corporate Services	Date From:	26/09/2017
			Date To:	10/12/2019
Action Sheets Report			Printed:	Tuesday, 11 February 2020

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 27/03/2018	Meyn, Janet	COMPULSORY ACQUISITION OF AN EASEMENT FOR ACCESS OVER PART OF 6 GOVERNMENT ROAD, SHOAL BAY	31/01/2020	28/03/2018	
13 066		Foster, Carmel				18/66656
4 Feb 2020 - Awaiting update from the Office of Local Government.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 26/06/2018	Foster, Carmel	RECLASSIFICATION OF 109 FORESHORE DRIVE, SALAMANDER BAY	31/01/2020	27/06/2018	
2		Foster, Carmel				18/138953
18 Oct 2019 - 3:35 PM - Janet Meyn Matter is to be brought back to Council in December 2019. No actions until then. 6 Jan 2020 - 11:24 AM - Ashley Walker Revised Target Date changed by: Walker, Ashley From: 10 Dec 2019 To: 31 Jan 2020						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/07/2018	Meyn, Janet	398 CABBAGE TREE ROAD, WILLIAMTOWN	31/01/2020		
2 221		Foster, Carmel				18/151411
4 Feb 2020 - The Lease has been executed by all parties. Lease to be registered once Roads and Maritime Services sign off.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 14/08/2018	Hitchcock, Vanessa	Proposed Partial Road Closure - The Close, Raymond Terrace for future Development of Terrace Central Shopping Centre	28/02/2020	15/08/2018	
1 254		Foster, Carmel				18/179364
4 Feb 2020 - Settlement occurred 31 January 2020.						

ITEM 3 - ATTACHMENT 1 CORPORATE SERVICES GROUP REPORT.



Outstanding	Division:	Corporate Services	Date From:	26/09/2017
Action Sheets Report			Date To:	10/12/2019
			Printed:	Tuesday, 11 February 2020

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 12/02/2019	Meyn, Janet	King Street, Raymond Terrace Easements	31/05/2020	14/02/2019	
3		Foster, Carmel				19/39843
4 Feb 2020 - Awaiting response from the Office of Local Government to advise what additional information is required.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 14/05/2019	Meyn, Janet	DEBT RECOVERY	1/06/2020	15/05/2019	
1		Foster, Carmel				19/136619
099						
4 Feb 2020 - Debt recovery is underway.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 28/05/2019	Meyn, Janet	PROPOSED ACQUISITION OF FORMER FIRE STATION SITE - 51 WILLIAM STREET, RAYMOND TERRACE	31/03/2020	29/05/2019	
5		Foster, Carmel				19/148388
109						
4 Feb 2020 - Property Services has approved the draft Gazette and are awaiting receipt of the formal approval to acquire.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 28/05/2019	Meyn, Janet	COMPULSORY ACQUISITION OF PART OF VICTORIA PARADE RESERVE NELSON BAY FOR ROAD PURPOSES	30/06/2020	29/05/2019	
6		Foster, Carmel				19/148388
110						
4 Feb 2020 - Awaiting status update from the Office of Local Government.						

ITEM 3 - ATTACHMENT 1 CORPORATE SERVICES GROUP REPORT.



Outstanding	Division:	Corporate Services	Date From:	26/09/2017
Action Sheets			Date To:	10/12/2019
Report			Printed:	Tuesday, 11 February 2020

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 23/07/2019	Meyn, Janet	GRANT OF EASEMENTS IN FAVOUR OF AGL - PUNT ROAD, TOMAGO	31/03/2020		
7 169		Foster, Carmel				19/200498
4 Feb 2020 - Legal negotiations are ongoing with AGL.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 24/09/2019	Meyn, Janet	PCYC LEASE - 42 WILLIAM STREET, RAYMOND TERRACE	28/02/2020	25/09/2019	
5 165		Foster, Carmel				19/321198
4 Feb 2020 - Lease documentation has been executed by PCYC. Documents now with Council for execution.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 8/10/2019	Meyn, Janet	EASEMENT TO DRAIN WATER - KINGSLEY DRIVE AND CORYULE STREET, BOAT HARBOUR	28/02/2020	9/10/2019	
1 191		Foster, Carmel				19/331292
4 Feb 2020 – Agreement received from all land owners. Execution and registration of documents is progressing pending receipt of productive details from one land owner.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 12/11/2019	Meyn, Janet	SALE OF PART 13 SCHOOL DRIVE, TOMAGO	31/03/2020	13/11/2019	
1 217		Foster, Carmel				19/364714
4 Feb 2020 - Contracts have been issued.						

ITEM 3 - ATTACHMENT 1 CORPORATE SERVICES GROUP REPORT.



Outstanding	Division:	Corporate Services	Date From:	26/09/2017
			Date To:	10/12/2019
Action Sheets Report			Printed:	Tuesday, 11 February 2020

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/12/2019	Meyn, Janet	1 CENTRAL AVENUE, SALAMANDER BAY (LOT 8)	31/03/2020	11/12/2019	
1		Foster, Carmel				19/388450
267						
4 Feb 2020 - Council and TAFE NSW to finalise lease terms and prepare draft lease documentation.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/12/2019	Meyn, Janet	EXPRESSION OF INTEREST - 9B DIEMARS ROAD, SALAMANDER BAY	31/03/2020	11/12/2019	
2		Foster, Carmel				19/388450
268						
4 Feb 2020 - Expression of Interest campaign closes 20 February 2020.						

ITEM 3 - ATTACHMENT 2 DEVELOPMENT SERVICES GROUP REPORT.



Outstanding	Division:	Development Services	Date From:	26/09/2017
			Date To:	11/02/2020
Action Sheets Report			Printed:	Monday, 17 February 2020

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 11/02/2020	Drinan, Kate	Development Application 16-2019-270-1 for the demolition of existing structures and construction of a new single storey dwelling and garage at 862 Paterson Road, WOODVILLE Lot:510 DP:1150491	25/02/2020	12/02/2020	
1		Crosdale, Timothy				20/39141
006						
14 Feb 2020 - Council resolved to defer this item. A further report is scheduled for Council on 24 March 2020.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 11/02/2020	Bernasconi, Steven	PORT STEPHENS ANNUAL AWARDS POLICY	25/02/2020	12/02/2020	
4		Crosdale, Timothy				20/39141
14 Feb 2020 - It was resolved to undertake a review of the Port Stephens Annual Awards Guidelines which is currently underway.						

ITEM 3 - ATTACHMENT 3 FACILITIES & SERVICES REPORT.



Outstanding	Division:	Facilities & Services	Date From:	26/09/2017
Action Sheets			Date To:	10/12/2019
Report			Printed:	Tuesday, 11 February 2020

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 13/02/2018	Maretich, John	SPORTS GROUND IRRIGATION SYSTEMS	28/04/2020	14/02/2018	
2		Kable, Gregory				18/32353
026						
22 Jan 2020 - This will be reported back to Council as part of the Strategic Asset Management Plan.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 27/03/2018	Kable, Gregory	Lease of grounds of 43, 45, 47 and 47A Tanilba Avenue Tanilba Bay (Lot 238, Lot 270 and Lot 271 DP753194, Lot 342 DP704442) to Calvary Retirement Communities Hunter- Manning Limited ACN 102625212.	29/05/2020	28/03/2018	
14		Kable, Gregory				18/66656
067						
22 Jan 2020 - Once approval from Crown Lands comes through it then has to go to both the Worimi Land Council and the NSW Local Aboriginal Council as both have land claims on this parcel of land.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/04/2018	Maretich, John	BOBS FARM DRAINAGE	31/12/2020	11/04/2018	
2		Kable, Gregory				18/75830
084						
22 Jan 2020 - Currently examining funding options to determine if Council can adopt these as public assets.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 9/07/2019	Maretich, John	ROCK REVETMENT AT KANGAROO POINT, SOLDIERS POINT	31/07/2020		
2		Kable, Gregory				19/186501
155						
22 Jan 2020 - Council staff will seek to identify grant funding opportunities for this project.						

ITEM 3 - ATTACHMENT 3 FACILITIES & SERVICES REPORT.



Outstanding	Division:	Facilities & Services	Date From:	26/09/2017
Action Sheets			Date To:	10/12/2019
Report			Printed:	Tuesday, 11 February 2020

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/12/2019	Maretich, John	Exemption for environmental approvals for non-maintenance road improvement works	30/04/2020	11/12/2019	
2		Kable, Gregory				19/388450
259						
22 Jan 2020 - Currently compiling information to form part of letter to the NSW State Government requesting an exemption for environmental approvals for non-maintenance road improvement works that occur in coastal management (or buffer) areas.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/12/2019	Maretich, John	SMART Parking	31/03/2020	11/12/2019	
3		Kable, Gregory				19/388450
261						
22 Jan 2020 - Following Community Consultation, proposed projects are being reprioritised with a funding source strategy being reformulated.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/12/2019	Maretich, John	Solar Infrastructure	31/03/2020	11/12/2019	
6		Kable, Gregory				19/388450
264						
22 Jan 2020 - In the process of engaging a consultant to undertake building an energy efficient study.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/12/2019	Malloy, Aaron	GREEN WASTE DROP OFF - SALAMANDER BAY	30/04/2020	11/12/2019	
7		Kable, Gregory				19/388450
265						
22 Jan 2020 - Currently preparing a feasibility report.						

ITEM 3 - ATTACHMENT 4 GENERAL MANAGER'S OFFICE REPORT.



Outstanding	Division:	General Manager's Office	Date From:	26/09/2017
Action Sheets			Date To:	11/02/2020
Report			Printed:	Monday, 17 February 2020

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 11/02/2020	Wickham, Tony	Pecuniary Interest Register to be made public	25/02/2020	12/02/2020	
1 023		Wallis, Wayne				20/39141
14 Feb 2020 – Matter carried.						

NOTICES OF MOTION

NOTICE OF MOTION

ITEM NO. 1

**FILE NO: 20/38690
EDRMS NO: PSC2017-00019**

CHEMICAL CLEAN OUT

COUNCILLOR: CHRIS DOOHAN

THAT COUNCIL:

- 1) Hold a secondary Chemical Clean Out day in 2020 and ensure it is advertised with plenty of notice for residents.
-

**BACKGROUND REPORT OF: TAMMY GUTSCHE – COMMUNITY SERVICES
SECTION MANAGER**

BACKGROUND

The Chemical Clean Out event is a New South Wales Environmental Protection Authority (NSW EPA) sponsored event, which is held on an annual basis at the Council administration building in Raymond Terrace. On the day residents can dispose of household quantities of unwanted paints, oils, garden and cleaning chemicals, gas bottles, batteries and florescent tubes free of charge.

Port Stephens residents also have access to free disposal of these items at the Salamander Bay Waste Transfer Station all year round via the Community Recycling Centre which is also sponsored by the NSW EPA.

This year's Chemical Clean Out event that was held on 1 February 2020 was advertised prior to the event in the paper and on social media, however, the annual waste calendar that was expected to be delivered to the residents prior to the event wasn't delivered until after the event.

After investigating why this has occurred it seems that the printer engaged to produce the calendar and deliver it to Australia Post for dispatch has made an error on the form when submitting the delivery information to Australia Post. This has caused a delay in delivery of the waste calendar to the residents, which Council was unaware of until after the event.

This year's event held on 1 February had approximately 200 residents attend, which is down on the historical average of approximately 300 residents for past events. The drop in attendance for this year's event may have been due to the late arrival of the calendar, with over 30 customers calling to advise receipt of their calendar after the event. In addition, it is suspected that the weather conditions on the day also played a part in the lower attendance as it was 42 degrees with strong dry winds.

If Council was to hold an additional event this would not be sponsored by the NSW EPA so Council would need to cover the costs. The cost of an event like this is dependent on the volume of the chemicals received. It is anticipated costs would be between \$20,000 and \$30,000 for the event.

ATTACHMENTS

Nil.

NOTICE OF MOTION

ITEM NO. 2

**FILE NO: 20/38697
EDRMS NO: PSC2017-00019**

CLIMATE CHANGE

COUNCILLOR: GIACOMO ARNOTT

THAT COUNCIL:

- 1) Acknowledge and provide its condolences and support to all who have been affected by the 2019-2020 fires across the east coast of NSW.
- 2) Note that former Commissioner of Fire & Rescue NSW, Greg Mullins AFSM, notes that the ferocity and intensity of these fires is a result of climate change.
- 3) Recognise that we are in a state of climate and ecological crisis that requires urgent action by all levels of government.
- 4) Accelerate the development of a Climate Action Policy by making it Council's number one policy priority.

**BACKGROUND REPORT OF: STEVEN PEART – STRATEGY & PLANNING
SECTION MANAGER**

BACKGROUND

From September 2019, fires heavily impacted various regions of the state of New South Wales, such as the North Coast, Mid North Coast, the Hunter Region, the Hawkesbury and the Wollondilly in Sydney's far west, the Blue Mountains, Illawarra and the South Coast, Riverina and Snowy Mountains with approximately 5,200,000 hectares burnt across the state. Since the start of the season, the bushfires have destroyed 2176 homes, as well as 48 facilities and more than 2000 outbuildings in New South Wales alone. 25 people were confirmed to have been killed in New South Wales since October 2019.

In Australia, the Climate Emergency Declaration mobilisation and petition was launched in May 2016. Since then, 89 local government areas across Australia have made the declaration (<https://climateemergencydeclaration.org>; 13/02/2020). The Climate Emergency Declaration proposes to mobilise society-wide resources at sufficient scale and speed to protect civilisation, the economy, people, species, and ecosystems. Declaring a climate emergency is the first step in mobilising government and community resources.

Understanding Port Stephens Council's current and proposed actions to respond to a climate emergency is an important first step in committing to climate action. Some initiatives being undertaken or proposed to be undertaken by Port Stephens Council include:

- Developing a Climate Change Policy for Port Stephens as recommended in the Climate Change Adaptation Action Plan.
- An independent consultant has been appointed to undertake a detailed review of the Climate Change Adaptation Action Plan and its implementation. The review is expected to be completed in June 2020.
- Council's Integrated Risk team are currently coordinating a climate change risk assessment. The risk assessment is being completed by StateWide Mutual.
- Developing a Sustainability Action Plan through the internal sustainable energy steering group ('Currents').
- Council has recently joined the NSW Government's Sustainability Advantage program which is a State government led program that assists local councils and other organisations to identify and achieve their sustainability objectives, including emissions reductions. The development of the Sustainability Action Plan will be guided by the outcomes of the Sustainability Advantage diagnostic session on 5 March 2020.

ATTACHMENTS

Nil.

NOTICE OF MOTION

ITEM NO. 3

**FILE NO: 20/42380
EDRMS NO: PSC2017-00019**

PARKING IN NELSON BAY CBD

COUNCILLOR: SARAH SMITH

THAT COUNCIL:

- 1) Investigate a campaign to encourage residents to use alternate parking in the Nelson Bay CBD during business hours. People who work in the CBD are taking up car spaces all day when there is plenty of parking available on Victoria Parade. Parking further away has health benefits, makes more spaces for customers at businesses and allows car spaces to turn over. An education program could be in conjunction with Tomaree Business Chamber and all Nelson Bay businesses.

BACKGROUND REPORT OF: JOHN MARETICH – ASSET SECTION MANAGER

BACKGROUND

Council staff are currently working through options as part of a smart parking strategy for Nelson Bay, Birubi Point and Shoal Bay. A further report will be presented to Council by the end of this financial year.

ATTACHMENTS

Nil.

NOTICE OF MOTION

ITEM NO. 4

**FILE NO: 20/42836
EDRMS NO: PSC2017-00019**

INDOOR SPORTS FACILITY

MAYOR: RYAN PALMER

THAT COUNCIL:

- 1) Investigate the options available for the provision of an indoor sports facility in Raymond Terrace.
 - 2) Actively engage with the West Ward Sport Council throughout the process.
-

BACKGROUND REPORT OF: JOHN MARETICH – ASSET SECTION MANAGER

BACKGROUND

The Greater Newcastle Metropolitan Plan identifies Raymond Terrace as a strategic centre and the northern gateway to the metropolitan plan area. Relative to sport and recreation facilities, the plan identifies a ‘metropolitan sport facility’ located in Raymond Terrace.

Action 12.4 of the plan states that ‘the NSW Office of Sport will develop a Greater Newcastle sport and recreation facilities plan’. Council has been working with the NSW Office of Sport as they progress this action. Early discussions in this forum have been relative to the existing facilities provided in the area as well as forecasting for what facilities will be needed to cater for a growing Port Stephens and ultimately a growing Greater Newcastle population. Indoor facilities formed part of this discussion however a draft plan is yet to be received by Council.

Council is in the process of finalising the Kings Hill Urban Release Area Community and Recreation Infrastructure study. This study reviews the existing community, sport and leisure facilities in Raymond Terrace, capacity of the asset to be improved as well as identifying new demand generated by population growth and urban release at Kings Hill. This study identifies the need for a multipurpose indoor facility in Raymond Terrace to cater for community and sporting uses. Whilst the demand has been identified, further detailed investigations are required to ensure that the facility is appropriately scoped, designed and located to service the wider community of Port Stephens.

In order for the elected Council to suitably assess such a project, a business case would need to be developed taking into consideration a number of factors. The type of information to be considered would include the following:

- Facility location and access
 - Existing facilities and Council owned land
 - Other suitable properties within Raymond Terrace
- Facility design and capacity
 - Key sports users
 - Key community users
 - Ancillary services (food and drink premises, gym and indoor fitness facilities, meeting spaces etc)
- Economic analysis
 - Capital cost assessment and supporting funding strategy
 - Operational cost modelling and funding strategy
- Facilities management strategy
 - Operating arrangements
 - Maintenance and improvement arrangements
- Demand threshold
 - Population trigger for infrastructure delivery
 - Funding trigger for infrastructure delivery

The West Ward Sports Council are the conglomeration of executive members of sporting clubs within the western area of Port Stephens. This group would be considered a key stakeholder in any detailed investigation for a multipurpose indoor facility in Raymond Terrace. Council staff would consult with this committee should the elected Council resolve to further progress these detailed investigations.

ATTACHMENTS

Nil.