

# DRAFT

## MINUTES – 24 AUGUST 2021



Minutes of Ordinary meeting of the Port Stephens Council held via audio link (due to COVID-19 restrictions) on – 24 August 2021, commencing at 5.37pm.

**PRESENT:**

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

<b>232</b>	<b>Councillor Chris Doohan</b> <b>Councillor Ken Jordan</b>  It was resolved that Cr Glen Dunkley be granted leave of absence for the Council meeting held on 24 August 2021.
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The motion was carried.

<b>233</b>	<b>Councillor Jaimie Abbott</b> <b>Councillor Ken Jordan</b>  It was resolved that the Minutes of the Ordinary Meeting of Port Stephens Council held on 10 August 2021 be confirmed.
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The motion was carried.

<b>MINUTES ORDINARY COUNCIL - 24 AUGUST 2021</b>
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	There were no Declaration of Interest received.
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# MAYORAL MINUTES



**MAYORAL MINUTE****ITEM NO. 1****FILE NO: 21/228341  
EDRMS NO: PSC2015-01024****WAIVING CHILDCARE GAP**

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**THAT COUNCIL:**

- 1) Recognises the financial impact on families from the COVID-19 lockdown.
  - 2) Provides support for families through waiving the collection of gap fees in Outside School Hours services from those families choosing not to send children to care during the lockdown period.
- 

**ORDINARY COUNCIL MEETING - 24 AUGUST 2021  
MOTION**

<b>234</b>	<b>Mayor Ryan Palmer Councillor Giacomo Arnott</b>  It was resolved that Council:  <ol style="list-style-type: none"><li>1) Recognises the financial impact on families from the COVID-19 lockdown.</li><li>2) Provides support for families through waiving the collection of gap fees in Outside School Hours services from those families choosing not to send children to care during the lockdown period.</li></ol>
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The motion was carried.

**BACKGROUND**

The Hon Alan Tudge, Minister for Education and Youth, has announced that childcare services can waive gap fees from the first day of any hotspot declaration exceeding a week. For Port Stephens Council OOSH services, this refers to Friday 13 August 2021.

Gap fees are the portion of the childcare fee, which parents pay directly to Port Stephens Council. The remainder of the childcare fee is paid to Council as Childcare Subsidy from the Federal Government.

Services choosing to waive gap fees will continue to receive the Childcare Subsidy portion. Gap fees can only be waived for families who receive the Childcare Subsidy

and are choosing to keep their children at home during the lockdown period. Families who continue to send their children to care continue to pay the full fee as usual.

Gap fee waiving helps parents keep their children enrolled without having to pay for a service they are not using. The benefit to Port Stephens Council is that waiving gap fees encourages families to maintain their enrolment rather than cancelling.

With most families keeping their children home from school, our OOSH services have experienced a significant drop in children attending. If the lockdown continues, many families will choose to cancel care. By encouraging families to maintain enrolment, Council will continue to receive a portion of the fee for children not attending. Services can reduce expenditure by deploying only permanent staff to cover regulated Child:Educator ratios as fewer staff are currently required.

Maximising income and reducing expenditure will improve budget outcomes during the lockdown period. Throughout COVID-19 restrictions in 2020, Children's Services benefited from substantial government subsidies. Similar support cannot be expected this year, as it has not been forthcoming despite an extended period of lockdown in Greater Sydney.

Data:

- Since the lockdown was announced 2 weeks ago in Port Stephens, 82% of booked child attendances across all OOSH services have been absent from care.
- Between March 2020 and April 2020 when lockdown commenced 89% of booked positions were cancelled.
- The proportion of childcare fees collected by Council, which is paid by parents, depends on the Childcare Subsidy of each family. Across the Children's Services budget it averages about 55%.

## **FINANCIAL/RESOURCE IMPLICATIONS**

If Council continues to collect gap fees for families not using OOSH care during lockdown, it is likely that many families will cancel their bookings.

If a high proportion of OOSH families cancel their bookings during lockdown then the Children's Services budget will experience a significant deficit.

If Council waives the collection of gap fees for absences during lockdown then a significant proportion of the fee, approximately 45%, will still be collected through Childcare Subsidy.

## **ATTACHMENTS**

Nil.

# COUNCIL REPORTS

**ITEM NO. 1**

**FILE NO: 21/169060  
EDRMS NO: PSC2021-00109**

**WASTE MANAGEMENT STRATEGY 2021-2031**

REPORT OF: TAMMY GUTSCHE - COMMUNITY SERVICES SECTION  
MANAGER  
GROUP: FACILITIES & SERVICES

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**RECOMMENDATION IS THAT COUNCIL:**

- 1) Endorse the draft Waste Management Strategy 2021-2031 as shown at **(ATTACHMENT 1)**.
  - 2) Place the draft Waste Management Strategy 2021-2031 on public exhibition for a period of 28 days and should no submissions be received, the strategy be adopted without a further report to Council.
  - 3) Revoke the Waste Management and Resource Recovery Policy **(ATTACHMENT 2)** dated 8 December 2020, Minute No. 280 should no submissions be received.
- 

**ORDINARY COUNCIL MEETING - 24 AUGUST 2021  
MOTION**

<b>235</b>	<p><b>Councillor Ken Jordan</b> <b>Councillor Chris Doohan</b></p> <p>It was resolved that Council:</p> <ol style="list-style-type: none"><li>1) Endorse the draft Waste Management Strategy 2021-2031 as shown at <b>(ATTACHMENT 1)</b>.</li><li>2) Place the draft Waste Management Strategy 2021-2031 on public exhibition for a period of 28 days and should no submissions be received, the strategy be adopted without a further report to Council.</li><li>3) Revoke the Waste Management and Resource Recovery Policy <b>(ATTACHMENT 2)</b> dated 8 December 2020, Minute No. 280 should no submissions be received.</li></ol>
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Councillor Paul Le Mottee left the meeting at 5.42pm.  
Councillor Paul Le Mottee returned to the meeting at 5.44pm.

The motion was carried.

## **BACKGROUND**

The purpose of this report is to endorse the draft Waste Management Strategy 2021-2031 (the 'strategy').

Port Stephens Council currently provides domestic and non-domestic waste services in accordance with sections 496 and 501 of the Local Government Act 1993.

Port Stephens Council has always been at the forefront of the waste industry being one of the first Councils to introduce and adopt the Bedminster system to compost its waste stream into a reusable product. Due to recent changes in legislation, it became apparent that Council needed to revisit its waste processes and procedures to ensure best practice, to keep up to date and remain compliant in the waste industry.

A Waste Strategy is required to help guide Council's waste management system and to plan for the community's needs for the short (1 to 5 years), medium (5 to 10 years) and the long term (10 to 15 years).

The strategy is intended to review current regional growth in the area and identify possible options for the future, which meet the needs of the community, whilst ensuring Port Stephens Council remains at the forefront of the waste industry.

The key objectives of the strategy are to:

- 1) Address how Council can meet current targets set by the NSW EPA in the 2021-2041 Waste and Sustainable Materials Strategy by:
  - investigating systems for the processing of our waste
  - introduction of a third bin.
- 2) Identify opportunities for Council to utilise waste assets and resources in the most efficient manner to maximise recovery and provide waste services more efficiently through:
  - regional cooperation and coordination.
  - service delivery.
- 3) Reduce the community's environmental footprint through:
  - waste avoidance, reduction and resource recovery
  - expansion of litter prevention and management initiatives
  - community education.
- 4) Identify opportunities to reduce waste to landfill through:
  - recycling of additional material through the procuring of waste technology
  - use of alternate processing options/locations.

## MINUTES ORDINARY COUNCIL - 24 AUGUST 2021

The Waste Management Strategy will replace Council's existing Waste Management and Resource Recovery Policy (**ATTACHMENT 2**).

### COMMUNITY STRATEGIC PLAN

Strategic Direction	Delivery Program 2018-2022
Environmental Sustainability	Reduce the community's environmental footprint.

### FINANCIAL/RESOURCE IMPLICATIONS

There are no additional financial or resource implications created by this strategy in excess of those already provided under the previous Waste Management and Resource Recovery Policy.

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 impediments to adopting the recommendations.

Risk	<a href="#">Risk Ranking</a>	Proposed Treatments	Within Existing Resources?
There is a risk that Council will not meet the future waste needs of the community.	Low	Adopt the recommendations.	Yes
There is a risk that Council will not comply with waste legislation.	Low	Adopt the recommendations.	Yes

### SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

There are no sustainability implications created by this strategy.

## **CONSULTATION**

Consultation with key stakeholders has been undertaken by the Community Services Section in conjunction with Talis Consultants. Consultation with both internal and external stakeholders was undertaken to ensure that the position taken by Council on waste management and resource recovery practices was in line with current trends in the industry as well as safe, convenient and affordable for the residents and businesses of Port Stephens.

### Internal

All internal staff associated with the delivery of the suite of waste services were consulted in person during the drafting of this strategy. All Council staff were provided the opportunity to contribute via the external consultation options provided below.

### External

A consultation program was developed to allow multiple opportunities for residents and ratepayers to have their say in a manner that they are comfortable with. The consultation program included:

- 3 face-to-face consultation sessions at Raymond Terrace, Lemon Tree Passage and Nelson Bay the week commencing 16 November 2020
- 1 face-to-face session with Councillors held on 17 November 2020
- online survey
- telephone survey
- a PS Live Facebook Event held on 25 November 2020.

In accordance with local government legislation the draft Waste Management Strategy 2021-2031 will go on public exhibition for 28 days.

## **OPTIONS**

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

## **ATTACHMENTS**

- 1) Waste Management Strategy 2021-2031.
- 2) Waste Management and Resource Recovery Policy.

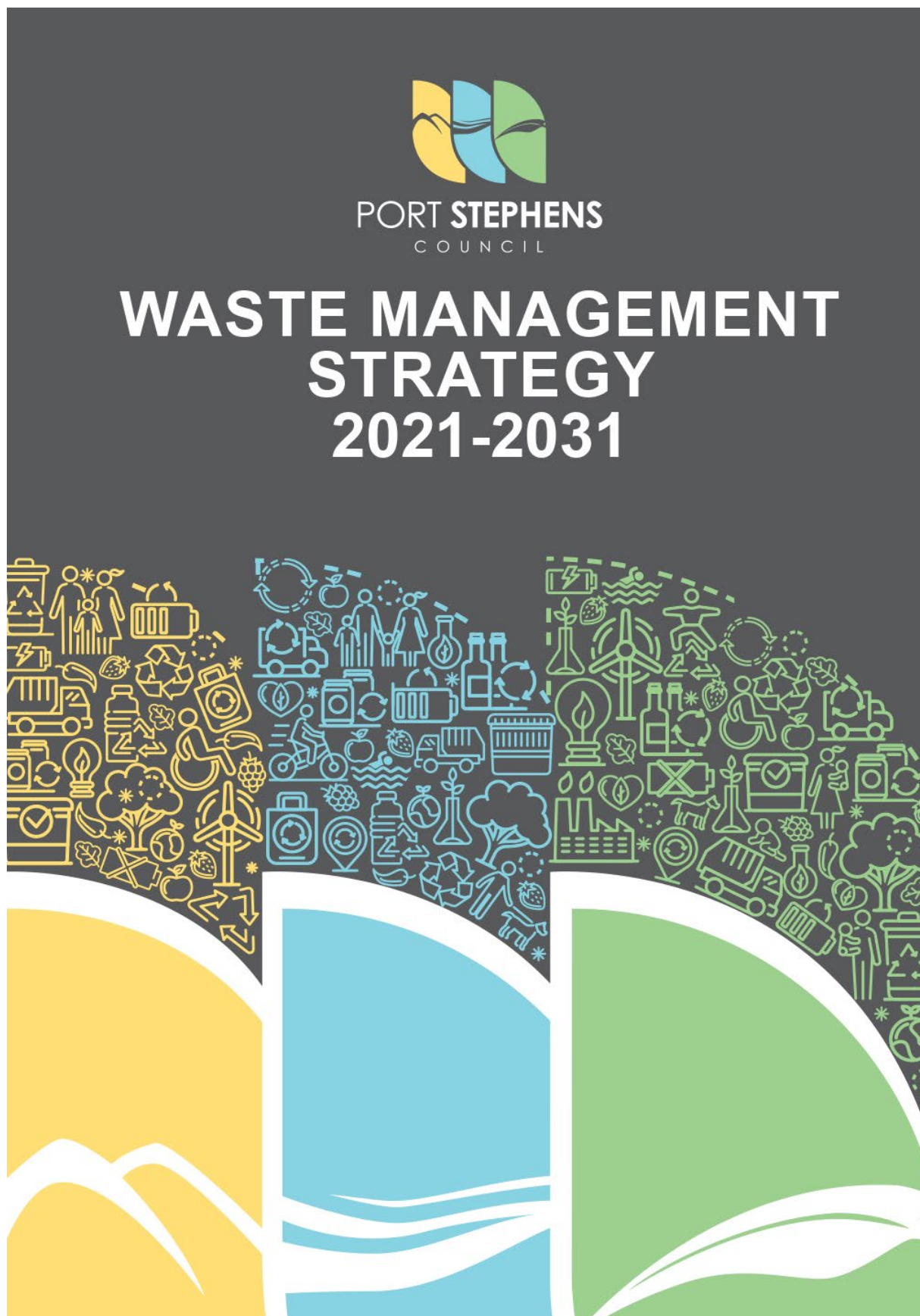
## **COUNCILLORS ROOM**

Nil.

**TABLED DOCUMENTS**

Nil.







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## IMPLEMENTATION PLAN

PORT STEPHENS COUNCIL  
116 Adelaide Street (old Pacific Highway)  
Raymond Terrace NSW 2324

Phone: 02 4988 0255  
<https://www.portstephens.nsw.gov.au/>

Port Stephens Council  
Waste Management Strategy

3





## Key Outcomes

Council is dedicated to progressing its waste management and resource recovery services and striving for better practice. The key objectives of the Strategy are to:

**1**

Address how Council can meet current targets set by the NSW EPA in the 2021-2041 Waste and Sustainable Materials Strategy by:

- Investigating systems for the processing of our waste
- Introduction of a third bin.

**2**

Identify opportunities for Council to utilise waste assets and resources in the most efficient manner to maximise recovery and provide waste services more efficiently through:

- Regional cooperation and coordination
- Service delivery.

**3**

Reduce the community's environmental footprint through:

- Waste avoidance, reduction and resource recovery
- Expansion of litter prevention and management initiatives
- Community education.

**4**

Identify opportunities to reduce waste to landfill through:

- Recycling of additional material through the procuring of waste technology
- Use of alternate processing options/locations.







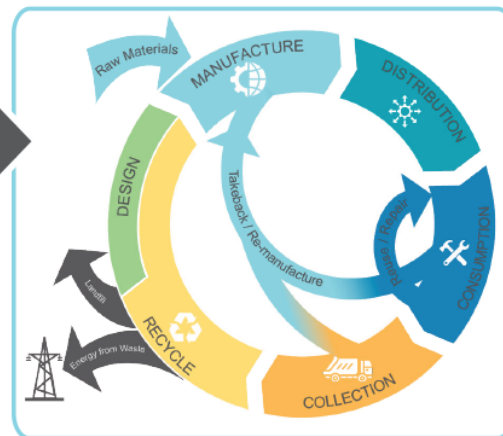
## KEY DRIVERS

The NSW Waste Avoidance and Resource Recovery (WARR) Strategy aims to avoid and reduce waste generation, increase recycling, alter public behaviour through education and increase investment, innovation and improvement of environmental practices and divert more waste from landfill. In doing so, the NSW WARR Strategy includes specific waste diversion from landfill targets to achieve its objectives, as outlined below.

1 NSW WARR Strategy Diversion Targets	
Waste Type	2022 Diversion Target
Municipal Solid Waste (MSW)	70%
Commercial and Industrial (C&I)	70%
Construction and Demolition (C&D)	80%
Overall Diversion from Landfill	75%

## Circular Economy

The circular economy is an alternative to the traditional, linear economy (take, make, use, dispose) which refers to taking resources, making goods that are then bought and used to then be disposed of as waste. Given there is a finite supply of natural resources which are getting increasingly harder and costlier to extract, these traditional processes result in unnecessary waste. A circular economy aims to 'close the loop' by recovering and reusing items that would otherwise have been disposed of and returning them to the economy – considering them as a valuable resource rather than waste.



## Waste Management Hierarchy

The Waste Management Hierarchy has been adopted within this report as the basis for classifying and assessing the various resource recovery options which are being considered to assist Council to improve its waste management system. Options which achieve outcomes higher up the Waste Management Hierarchy are preferred over those located further down the Hierarchy. Notwithstanding this, options from each level of the Waste Management Hierarchy have been identified and assessed.





## CURRENT WASTE MANAGEMENT SERVICES

### Collection Services



There are approximately **34,721** properties within the LGA.



**73%** of properties comprising single dwellings.



**22%** multi-unit dwellings (MUDS).

### Kerbside Collection

As required by section 496 of the Local Government Act 1993, a domestic waste service charge is applied to all developed residential properties, whether occupied or unoccupied, including land categorised as 'residential' and 'farmland'.

In 2020/21 services are provided to 33,030 domestic residences and 2,338 non-domestic services, including commercial services.



2 Kerbside Collection Service Summary			
Waste Stream	Standard Bin Size	Options	Collection Frequency
General Waste	240L	Nil	Weekly
Recycling	240L	360L	Fortnightly

### On-Call Kerbside Collection of Bulky Items

Council offers each rate paying household access to two on-call kerbside collection of bulky waste/or garden organic items each financial year. Acceptable materials include:

- Furniture - chairs, cupboards, tables and similar (furniture containing glass is not accepted)
- Appliances - fridges, washing machines and similar
- Mattresses and mattress bases
- Scrap metal - fencing, hot water systems, BBQs
- Electronic waste (e-waste)
- Garden organics.

Materials are collected in a rear compactor collection vehicle and transported to the Salamander Bay Waste Transfer Station. Council sorts the material and recovers scrap metal and mattresses for recycling.

### Public Place Waste Collection



Council provides and services approximately 598 public place waste and recycling bins which are located in CBD areas, streets, parks, reserves and sporting facilities.

## Waste Management Facilities

Council owns and operates the Salamander Bay Waste Transfer Station, which includes a Community Recycling Centre. The following waste types are accepted at the facility.

### Free Waste Type



Household recycling



Fire extinguishers



Cardboard & paper



Motor & other oils



Metals



Car batteries



Electronic Waste



Household batteries



Paint



Smoke detectors



Gas Bottles



Fluro globes & tubes

### Paid Waste Type



General waste



Green waste



Tyres



Mattresses



Construction & demolition waste



Old furniture items





## Waste Education

Council facilitates several waste education programs to support the current waste collection service and other waste initiatives within the community including:



Preparation and distribution of kerbside collection service calendar and information brochure.



Website and social media posts, including video campaigns and direct messaging.



Waste and recycling presentations, including truck visits, for pre-school and primary school children.



Visual audits of the recycling bin as a means for reminding residents what can and cannot be recycled.



Online and in-person workshops on decluttering, waste minimisation, upcycling and beeswax wraps.



Internal programs providing information on recycling within Council facilities and reducing waste.

The Small Acts Big Change program is a long-running initiative between councils in the Hunter and Central Coast to divert waste from landfill. The program website and Facebook page engages community groups, businesses and individuals via ideas and

informative reviews to understand that the small things people do can re-imagine the way we buy, use, and dispose of "stuff" for a better planet and better community.

## Other Waste Services



### Drop-off Days

In addition to providing permanent drop off locations at the Salamander Bay Waste Transfer Station, Council offers residents free drop off days for green waste, chemicals, mattresses, tyres, and e-waste at various locations across the LGA.



### Annual Chemical Cleanout

Household chemicals and hazardous wastes can be dropped off by residents at the EPA funded annual chemical cleanout on specified dates which are advertised on Council's website. These items can also be disposed of free of charge at Salamander Bay Waste Transfer Station during opening hours.



## WASTE DATA AND PERFORMANCE

Waste data is collected based on three distinct waste streams. These distinct, and regulated waste streams include:



### Municipal Solid Waste (MSW)

MSW is solid waste from households and local government operations, including waste placed at the kerbside for collection and waste collected by councils from municipal parks and gardens, street sweepings, council engineering works and public council bins.



### Commercial and Industrial (C&I) Waste

C&I waste is solid waste generated by business, industries (including shopping centres, restaurants, and offices) and institutions (such as schools, hospitals and government offices).



### Construction & Demolition (C&D) Waste

C&D waste is solid waste generated from construction and demolition works, including building and demolition waste, asphalt waste and excavated natural material.

## Current Generation



## Waste Streams and Composition

### Municipal Solid Waste

In 2019/20 a total of 37,412 tonnes of MSW was generated across the LGA. Of this, 16,377 tonnes were recovered, and the remaining 21,035 tonnes was landfilled resulting in an overall diversion rate of 44%.

3	Summary of Municipal Solid Waste Tonnes 2019/20			
	Tonnes Collected	Tonnes Landfilled	Tonnes Recovered	Diversion Rate
Red-lidded waste bin	25,859	17,951	7,908	44%
Yellow-lidded recycling bin	5,614	545	5,069	
On-call kerbside bulky waste	1,634	1,157	477	
Self-hauled	3,392	1,382	2,010	
Drop-off days	913	0	913	
<b>TOTAL</b>	<b>37,412</b>	<b>21,035</b>	<b>16,377</b>	

**ITEM 1 - ATTACHMENT 1 WASTE MANAGEMENT STRATEGY 2021-2031.**

### Kerbside Waste

In 2019/20 a total of 31,473 tonnes of material was collected at the kerbside as part of Council's kerbside collection service. The current kerbside collection system results in a kerbside diversion rate of 41%, which is well short of the NSW EPA target of 70% for MSW. It should be noted that Council's performance against the municipal solid

waste diversion target has been significantly impacted by the NSW EPA's ban on the application of mixed waste organic output (MWO) to land. If the ban on MWO was not implemented, Council's kerbside diversion rate would be 60%.

4	2019/20 Kerbside Tonnages & Diversion Rate			
	Tonnes Collected	Tonnes Recovered	Tonnes Landfill	Diversion Rate
Red-lidded waste bin	25,859	7,908	17,951	41%
Yellow-lidded recycling bin	5,614	5,069	545	
<b>TOTAL</b>	<b>31,473</b>	<b>12,977</b>	<b>18,496</b>	

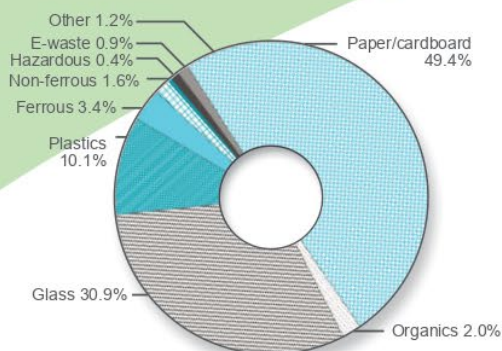
### Annual Kerbside Tonnages & Diversion Rates 2014 - 2020



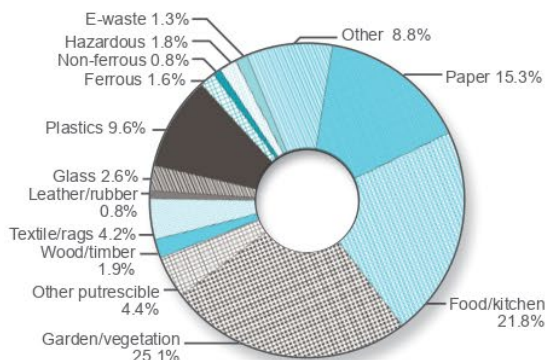
The slow decline in recycling tonnages collected at the kerbside may be a result of the Container Deposit Scheme, which has collected 5,676 tonnes since its introduction in December 2017.

## Kerbside Composition

### Composition of Yellow-lidded Recycling Bin (2020 audit)



### Composition of Red-lidded Waste Bin (2020 audit)



Council has undertaken kerbside waste compositional audits of the yellow-lidded recycling and red-lidded waste bins in 2011, 2013, 2016, 2018 and 2020 with the objective of identifying the performance of the bin system, measuring trends, and planning reductions in waste to landfill.

The above graphs detail the composition of the yellow-lidded recycling bin and the red-lidded waste bin from the 2020 audit.

## C&I Waste

In 2019/20 a 5,907 tonnes of C&I waste was received at the Salamander Bay Transfer Station. Of this, 1,436 tonnes (24%) were recovered for recycling or reprocessing. The remaining 4,471 tonnes (76%) was landfilled, resulting in a diversion rate of 24% for this waste stream.

## C&D Waste

In 2019/20 a 641 tonnes of C&D waste was received at the Salamander Bay Transfer Station. The composition of this material consisted of two material types, bricks or concrete (44%) and ferrous (56%). All tonnes received were recovered for recycling or reprocessing, resulting in a diversion rate of 100% for this waste stream.

## Performance Against State Diversion Targets

Council's performance against the Waste Diversion Targets set by the NSW EPA in the WARR Strategy for 2019/20 are detailed below. As previously mentioned, if the ban on MWOO was not implemented, Council's overall diversion rate would be 60%.

5 WARR Waste Diversion Targets		
Waste Type	2019/20 Council Diversion Rate	2022 Diversion Target
MSW	44%	70%
C&I	24%	70%
C&D	100%	80%
Overall Diversion from Landfill	56%	75%







## COMMUNITY ENGAGEMENT

Community engagement has been identified by Council as a core aspect of the development of the Waste Management Strategy in order to allow community input and to ensure services delivered by Council match the community's expectations. It is seen as particularly important to ensure that the input from the key waste generators (the community) is obtained and utilised to help form future actions and recommendations moving forward.



### Telephone Survey

**400 completed response**  
from a random sample of residents  
in the Port Stephens LGA.



**92%** of residents believe the current collection frequency of the red-lidded bin is appropriate.

**40%** of residents indicated that their red-lidded bin was full or overflowing when presented for collection.

**30%** indicated their bin was 75% full when presented for collection.



**77%** of residents believe the current collection frequency of the yellow-lidded bin is appropriate.

**51%** of residents indicated that their yellow-lidded bin was full or overflowing when presented for collection.

The following seven ideas were presented to respondents, who were asked to indicate whether they were supportive of the idea.



### Facebook Live Sessions

**23,000 residents reached,**  
sessions viewed for a total of 2,261  
minutes.

Council facilitated a Facebook Live session to provide answers to those "burning" questions being asked by the community. During the live stream, the session reached 51 residents.

The post reached 23,000 people and the recorded version of the session was viewed for a total of 2,261 minutes. Overall, the sentiment was positive from the community.



## Face-to-face Engagement

To discuss and obtain feedback on the proposed resident focused themes and initiatives.

Council undertook face-to-face engagement with members of the community. The purpose of these sessions was to provide attendees with the outcomes of the telephone survey and to discuss and obtain feedback on the proposed resident focused themes and initiatives detailed below.

6 Proposed Resident Focused Themes and Initiatives	
Themes	Initiative
Kerbside Collection Services	<ul style="list-style-type: none"> <li>• Introduction of alternative sizes of waste and recycling bins (140L)</li> <li>• Greater promotion of the availability of a 360L recycling bin</li> <li>• Introduction of a third kerbside bin for the collection of garden organics (GO) or Food Organics Garden Organics (FOGO)</li> <li>• Consider transitioning to a user-pay on call kerbside bulky waste collection service</li> </ul>
Drop-off Days	<ul style="list-style-type: none"> <li>• Reassess the number of drop-off days for garden organics and problem wastes</li> </ul>
Littering	<ul style="list-style-type: none"> <li>• Implement Council supported anti-littering campaign</li> <li>• Review locations and collection frequencies of public place bins</li> </ul>
Single-use Plastics	<ul style="list-style-type: none"> <li>• Implement a local ban on single-use plastics</li> <li>• Implement supporting education campaign for businesses, residents and visitors</li> </ul>
Sustainable Events Policy	<ul style="list-style-type: none"> <li>• Introduce a Sustainable Events Policy that requires the use of recyclable or compostable packaging and source separation of waste collected at events</li> </ul>
Expansion of materials collected at the Salamander Bay Waste Transfer Station	<ul style="list-style-type: none"> <li>• Soft plastics</li> <li>• Polystyrene</li> <li>• Textiles</li> </ul>
Education Programs	<ul style="list-style-type: none"> <li>• Introduce and promote reuse, upcycling and repair workshops utilising the existing Tip Shop or local Men's Shed (or similar)</li> <li>• Greater promotion of material accepted at the Salamander Bay Waste Transfer Station</li> <li>• Promotion of anti-littering program</li> <li>• Promotion of single-use plastics ban</li> <li>• Promotion of Sustainable Events Policy</li> </ul>



## Online Survey

To determine levels of community support of the resident focused themes and initiatives.

IRIS Research undertook an online community survey to determine levels of community support of the resident focused themes and initiatives.

**A total of 225 completed surveys were collected over this period.**



## PROPOSED RESOURCE RECOVERY OPTIONS

Based on the outcomes of the community engagement and review of Council's current services and waste management systems, the following resource recovery options were proposed for detailed analysis.



### Avoid, Reduce, Reuse

- Integrated community education and behavioural change program
- Council Waste Minimisation Plan
- Litter prevention and management
- Business waste reduction.



### Recycle

Undertake a visual audit of material accepted at the Salamander Bay Waste Transfer Station to identify additional material for recovery.

Undertake a textiles collection and recycling trial.



### Recover & Treat

Investigate the feasibility of implementing a third kerbside bin for the source separation and collection of garden organics (GO) or Food Organics Garden Organics (FOGO), including processing technology options.



### Kerbside Collection Options

- Introduction of third kerbside bin
- Introduction of alternative bin sizes
- Promotion of 360L recycling bin
- Soft plastics recycling trial
- Kerbside bulky items collection assessment
- Commercial waste collections.



### Public Place Smart Waste Technology

- Smart sensors in new/existing public place bins
- Smart compactor bins
- Smart tree hubs
- Smart waste/recycling hubs trial
- Smart Cities Pilot and Action Plan.



### Free Drop-off Days Assessment

Undertake an assessment of the number of free-drop off days offered and consider alternative solutions.



### Regional Collaboration Opportunity

Continue to work collaboratively with neighbouring councils and other stakeholders on regional and circular economy opportunities.



### Planning & Management

- Waste management planning controls
- Sustainable Events Policy
- Waste management services financial model review
- Waste data management
- Landfill Aftercare Management and Rehabilitation Works Plan
- Master Plan Salamander Bay Waste Transfer Station








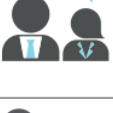






## PREFERRED WASTE MANAGEMENT SYSTEM

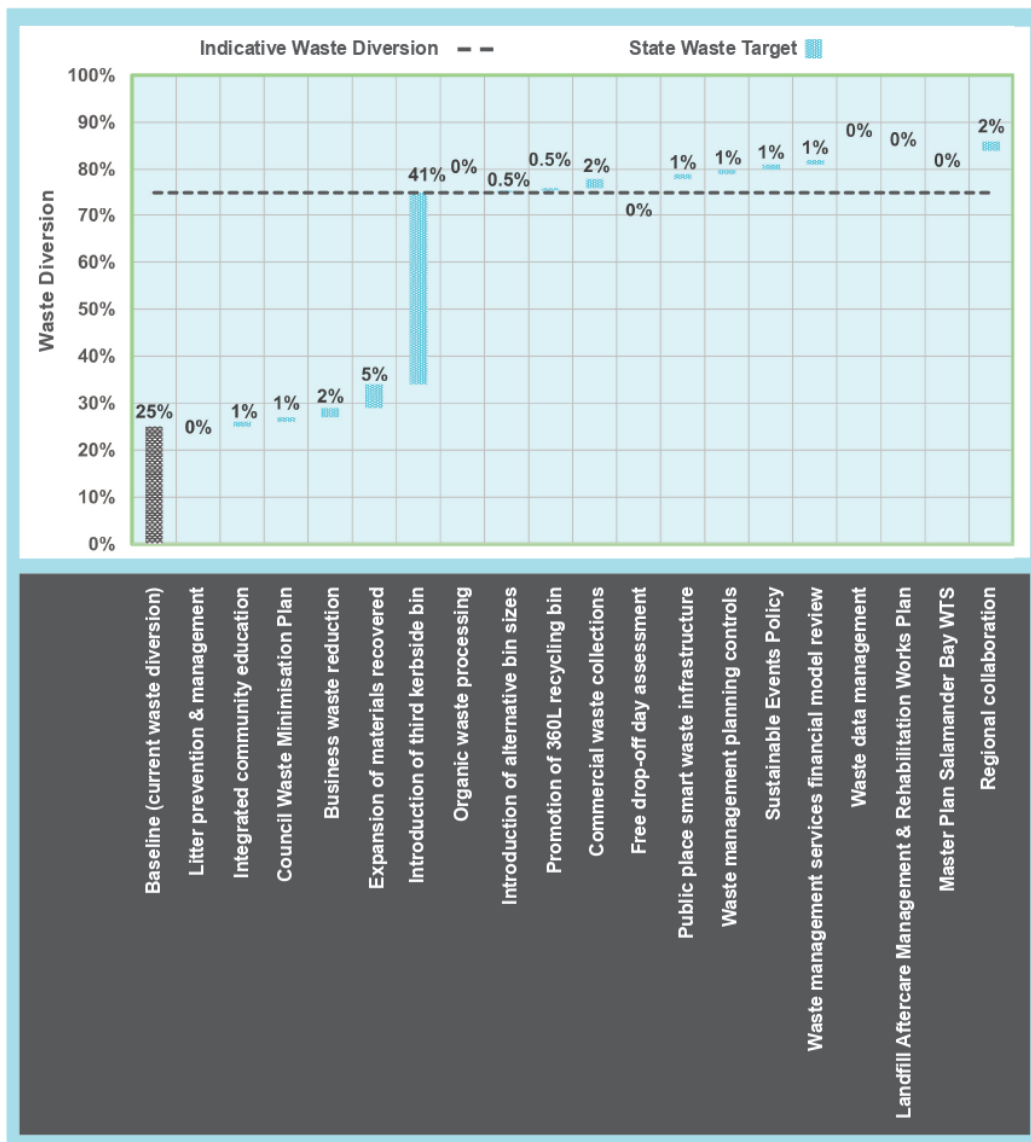
Following detailed analysis of the proposed Resource Recovery Options the Preferred Waste Management System is shown below.

7 Preferred Waste Management System		
Grouping	Options	
	Avoid, Reduce, Reuse	<ul style="list-style-type: none"> <li>Litter prevention and management</li> <li>Integrated community education</li> <li>Council Waste Minimisation Plan</li> <li>Business waste reduction</li> </ul>
	Recycle	<ul style="list-style-type: none"> <li>Expansion of materials recovered</li> </ul>
	Recover & Treat	<ul style="list-style-type: none"> <li>Source separated organics collection</li> <li>Organic waste processing</li> </ul>
	Kerbside Collection Options	<ul style="list-style-type: none"> <li>Introduction of third kerbside bin</li> <li>Introduction of alternative bin sizes</li> <li>Promotion of 360L recycling bin</li> <li>Commercial waste collections</li> </ul>
	Drop-off Days	<ul style="list-style-type: none"> <li>Free drop-off day assessment</li> </ul>
	Smart Waste Technology	<ul style="list-style-type: none"> <li>Smart sensors in new/existing public place bins</li> <li>Smart compactor bins</li> <li>Smart tree hubs</li> <li>Smart waste/recycling hub trial</li> <li>Smart Cities Pilot and Action Plan</li> </ul>
	Planning & Management	<ul style="list-style-type: none"> <li>Waste management planning controls</li> <li>Sustainable Events Policy</li> <li>Waste management services financial model review</li> <li>Waste data management</li> <li>Landfill Aftercare Management and Rehabilitation Works Plan</li> <li>Master Plan Salamander Bay Waste Transfer Station</li> </ul>
	Regional Collaboration Opportunities	<ul style="list-style-type: none"> <li>Investigate regional opportunities</li> </ul>



## PERFORMANCE IMPROVEMENT

The waterfall diagram below illustrates Council's current waste diversion rate and how it would be impacted by the Preferred Waste Management System. The implementation of the Preferred Waste Management System has the potential to increase Council's current diversion rate from 25% to 84% which exceeds the state target.







## IMPLEMENTATION PLAN

The following Implementation Plan has been developed to guide the delivery of the Preferred Waste Management System.

Time frames for implementation are based on:

- 0-3 years (short term)
- 3-5 years (medium term)
- 5-10 years (long term).

8	Implementation Plan		
Grouping	Option	Action	Timeframe
Avoid, Reduce, Reuse	Integrated community education	Explore the expansion of community education programs including the delivery of recycling, upcycling, repair, community farming, composting, and worm farming workshops.	Short
	Council Waste Minimisation Plan	Develop a Waste Minimisation Plan which aligns with Council's sustainability goals and formalises Council's commitment to sustainable waste management.	Short
	Litter prevention & management	Develop a one-stop web presence to advertise and provide information on upcoming local, regional, and state litter-related events.  Consider provision of suitable equipment for some events such as waste collection bags and litter grabbers in exchange for data feedback from the event.	Short
	Business waste reduction	Investigate options available to divert food waste generated by businesses from landfill including supporting a food program.  Explore the implementation of a local ban on single use plastics across the LGA.	Medium
Recycle	Expansion of materials recovered	Undertake a visual audit of material accepted at the Salamander Bay Waste Transfer Station to identify additional materials for recovery.  Undertake a textiles collection and recycling trial.	Short
Recover & Treat	Source separated organics collection	Investigate the feasibility of implementing a third kerbside bin for the source separation and collection of garden organics (GO) or Food Organics Garden Organics (FOGO), including processing technology options.	Short
Kerbside Collection Options	Introduction of third kerbside bin	If feasible, introduce a third kerbside bin for the collection of GO or FOGO	Medium

ITEM 1 - ATTACHMENT 1 WASTE MANAGEMENT STRATEGY 2021-2031.



8 Implementation Plan			
Grouping	Option	Action	Timeframe
Kerbside Collection Options	Introduction of alternative bin sizes	Investigate the introduction of a smaller suite of kerbside bins, including 80L and 140L, for those residents that generate minimal waste.	Short
	Promotion of 360L recycling bin	Actively promote the availability of the 360L kerbside recycling bin to ensure appropriate management of excess recyclables at the household level.	Short
	Commercial waste collections	Consider the expansion of a source separated organics collection service to businesses if the service is rolled out to residents. Such a service would be undertaken as Phase 2, with residential roll-out being considered Phase 1.	Medium
Drop-off Days	Free drop-off day assessment	Undertake an assessment of the number of free drop-off days offered and consider alternative solutions.	Short
Smart Waste Technology	Smart sensors in new/ existing public place bins	Undertake a bin sensor installation trial at determined locations to explore ways to further utilise smart data in managing public place waste collections, routes, and reporting.	Short
	Smart compactor bins	Consider trialling the broader rollout of smart solar compaction bins to gain a clearer understanding of public place waste collections with the aim of increasing collection efficiencies and reducing collection costs.	Medium
	Smart tree hubs	Liaise with relevant Council departments regarding the implementation of smart tree hubs which integrate facilities such as smart bins, shade, seats, and tables, charging stations, solar power, sensors, lighting, public WiFi, greenery, and smart fountains.	Long
	Smart waste/recycling hub trial	Consider trialling smart waste hubs as a replacement for multiple commercial bin services in key areas that experience high pedestrian access and/or servicing issues.	Long
	Smart Cities Pilot and Action Plan	Implement a Smart City Pilot Project and Action Plan in collaboration with relevant Council departments and other key stakeholders.	Short

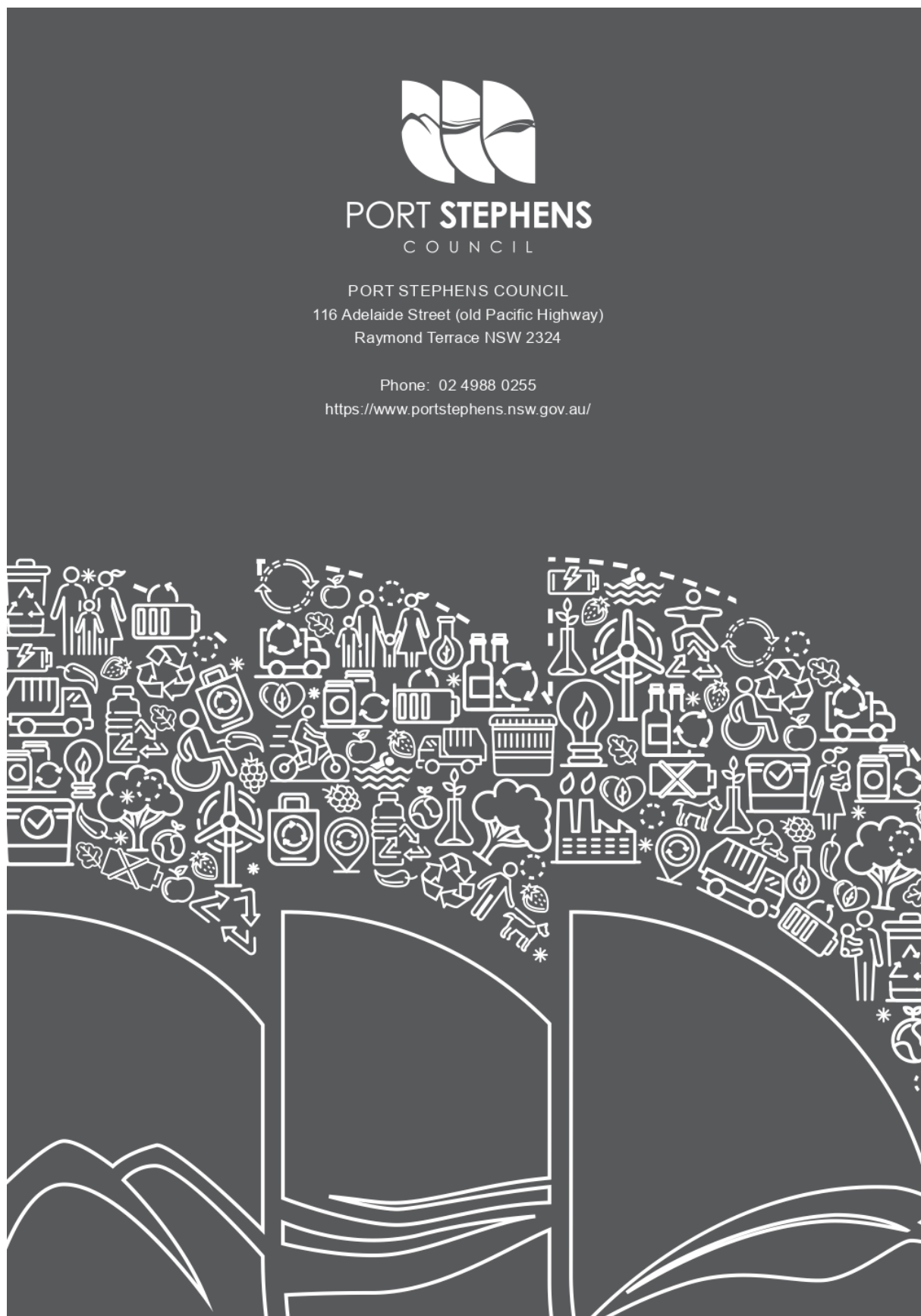


## IMPLEMENTATION PLAN

8 Implementation Plan			
Grouping	Option	Action	Timeframe
Planning & Management	Waste management planning controls	Prepare and include a waste management chapter in Council's Development Control Plan (DCP) which will inform on the waste management requirements of the various types of development both during construction and ongoing management.	Medium
	Sustainable Events Policy	Develop a Sustainable Events Policy, in consultation with relevant stakeholders, that requires the use of recyclable or compostable packaging and source separation of waste collected at events.  Support the implementation of the Policy with an education campaign for both stallholders and event attendees.	Short
	Waste management services financial model review	Undertake a review of Council's waste management financial model to ensure currency, auditability and incorporation of all operational and capital costs associated with Council's waste management services.	Medium
	Waste data management	Undertake a review of Council's current weighbridge recording system to ensure waste types are allocated against the correct stream and source (municipal, commercial & industrial and construction & demolition).	Short
	Landfill Aftercare Management and Rehabilitation Works Plan	Prepare Landfill Aftercare Management and Rehabilitation Work Plans for the decommissioned waste facilities located at New Line Road, Salamander Bay and Lemon Tree Passage that consider "best practice" monitoring and rehabilitation and future uses for the sites.	Short
	Master Plan Salamander Bay Waste Transfer Station	Prepare a Master Plan for the Salamander Bay Waste Transfer Station.	Medium
Regional Opportunities	Investigate regional opportunities	Continue to work collaboratively with neighbouring councils and other stakeholders on regional and circular economy opportunities.	Long









**ITEM 1 - ATTACHMENT 2 WASTE MANAGEMENT AND RESOURCE RECOVERY POLICY.**

## Policy



**FILE NO:** PSC2007-3163

**TITLE:** WASTE MANAGEMENT AND RESOURCE RECOVERY POLICY

**OWNER:** COMMUNITY SERVICES SECTION MANAGER

### 1. PURPOSE:

- 1.1. The purpose of this policy is to detail Council's position on waste management within the Port Stephens Council Local Government Area in order to facilitate the delivery of waste services that are both convenient and cost effective and that maximise the diversion of waste from landfill.

### 2. CONTEXT/BACKGROUND:

- 2.1 Port Stephens Council currently provides domestic and non-domestic waste services in accordance with sections 496 and 501 of the Local Government Act 1993.
- 2.2 These services include:
- a) the provision of mobile garbage bins
  - b) weekly residual waste (red bin) collection service
  - c) fortnightly dry recycling (yellow bin) collection service
  - d) on-call bulky and green waste collection
  - e) processing of recyclables
  - f) processing of residual waste via an Advanced Resource Recovery Technology (ARRT) Facility
  - g) green waste drop off days
  - h) where required, the land filling of residual wastes
  - i) environmental monitoring of decommissioned landfills
  - j) community education about waste services provided by Council, how to correctly use the provided services and how waste generation can be reduced.
- 2.3 Port Stephens Council also coordinates the collection of certain hazardous and problem waste not suitable for collection in either waste or recycling household bins. These include the provision of permanent drop off sites or drop off events for the collection of household chemicals, paints, oils, gas bottles, electronic waste, mattresses, tyres, car and household batteries, mobile phones printer cartridges and fluorescent tubes.
- 2.4 Port Stephens Council also provides waste and recycling services to events held within Port Stephens and in public places such as parks and reserves,

## Policy

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**ITEM 1 - ATTACHMENT 2 WASTE MANAGEMENT AND RESOURCE RECOVERY POLICY.**

## Policy



sporting fields and streets where Council's asset owners have determined the need for this service.

- 2.5 Residents and businesses of Port Stephens have self-haul access to one Council-owned Waste Transfer Station at Salamander Bay. Waste delivered to the transfer station is sorted and separated for reuse, recycling or disposal.
- 2.6 The management of waste provides significant outcomes for human health and for the quality of our environment. Since the mid 1990's Council's approach to waste management has moved from simple landfilling of all wastes to kerbside recycling and the utilisation of technology designed to efficiently collect and sort waste for maximum resource recovery. Through these actions Port Stephens Council has improved the sustainability of its waste management services to the community.

### 3. SCOPE:

- 3.1 The policy outlines what waste services are provided to the residents, ratepayers and businesses of Port Stephens as well as Council's overall position on waste management.

### 4. DEFINITIONS:

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

Domestic Waste Management	Collection, processing and disposal of solid waste collected from the kerbside of residential properties.
Non-Domestic Waste Management	Collection, processing and disposal of solid waste collected from non-domestic (commercial) properties.
Public Place Waste Management	Collection, processing and disposal of waste collected from streets, parks and central business districts.
Problem Waste	Waste streams such as mattresses, electronic waste, tyres, medical sharps and household chemicals such as paints, oils, batteries etc.

### 5. STATEMENT:

- 5.1 Council provides the following waste management to the residents, ratepayers and businesses of Port Stephens.

## Policy

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**ITEM 1 - ATTACHMENT 2 WASTE MANAGEMENT AND RESOURCE RECOVERY POLICY.**

## Policy



### 5.2 Domestic and Non-domestic (Commercial) Waste Management

#### 5.2.1 Council is committed to:

- a) providing convenient and accessible waste services that meet the needs of the community
- b) reasonable costing of waste services in accordance with Sections 496 and 501 the Local Government Act 1993
- c) the source separation of commercially viable recyclables from residual waste both in its kerbside collections and bulk waste collections
- d) processing residual waste via Advanced Resource Recovery Technology (ARRT) Facility until at least 2027
- e) the disposal of inert domestic waste to licensed landfill sites
- f) the provision of waste collection services via contracts with commercial operators
- g) the provision of alternative waste technology via contracts with commercial operators
- h) continually educating the community about its range of waste services and how to correctly use them.

#### 5.2.2 Toxic/Hazardous/Medical Waste

##### 5.2.2.1 Council is committed to:

- a) creating solutions that separate these wastes from the domestic/commercial waste streams
- b) supporting extended producer responsibility schemes for the collection and disposal of hazardous and medical wastes
- c) run drop off events for problem wastes such as chemicals, mattresses, tyres and electronic waste
- d) continue to operate the Community Recycling Centre (CRC) at the Salamander Bay Waste Transfer Station that accepts hazardous household chemicals free of charge from residents of Port Stephens
- e) continue to have medical sharp collection points in amenities across Port Stephens LGA to allow safe disposal of these items in public places.

#### 5.2.3 Public Place Waste Management

##### 5.2.3.1 Council is committed to:

- a) providing mobile garbage bins and bulk containers in public places where the need is determined by Council's asset owners including:
  - o CBD areas
  - o Streets
  - o Parks & Reserves
  - o Sporting Facilities

## Policy

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**ITEM 1 - ATTACHMENT 2 WASTE MANAGEMENT AND RESOURCE RECOVERY POLICY.**

## Policy



- b) the source separation of commercially viable recyclables in locations where trials have deemed it successful
- c) the provision of waste services for special events where Council has approved the waste management plans for these events
- d) the maintenance of all public place waste infrastructure to ensure that it is safe and clean for the users of the area
- e) the collection and disposal of unidentifiable illegal dumped waste in public spaces
- f) the collection and disposal of litter within public spaces.

### 5.2.4 Management of Waste Transfer Stations

5.2.4.1 Council is committed to:

- a) the provision and operation of Salamander Bay Waste Transfer Station at 4 Tarrant Road Salamander Bay as per Council's Community Strategic Plan.

### 5.2.5 Landfill Management

5.2.5.1 Council is committed to:

- a) the rehabilitation of decommissioned landfills to meet or exceed the licence requirements
- b) the continued monitoring of decommissioned landfill sites for due diligence purposes so that the environmental impacts are known
- c) reducing the community's reliance on land filling as the primary waste management method.

### 5.2.6 Financial Assistance for the Disposal of Waste in Port Stephens

5.2.6.1 Council is committed to:

- a) The provision of financial assistance for the disposal of waste to charitable, not for profit or benevolent organisations in accordance with Council's Policy "Financial Assistance for the Disposal of Waste in Port Stephens" under section 356 of the Local Government Act 1993.

### 5.2.7 Illegal Dumping

5.2.7.1 Council is committed to:

- a) minimising illegal dumping as it is an offence under the NSW Protection of the Environment Operations Act 2001 and those carrying out such activities may be fined. Council's Compliance Policy addresses the issues surrounding illegal

## Policy

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**ITEM 1 - ATTACHMENT 2 WASTE MANAGEMENT AND RESOURCE RECOVERY POLICY.**

## Policy



dumping, in terms of its regulation and the need to prioritise activities that educate the community.

### 5.2.8 Information/Education

5.2.8.1 Council is committed to:

- a) providing clear and concise information on the range, cost and availability of waste services provided
- b) providing education to residents and visitors to the area in order to maximise the potential of its services
- c) working with the Strategy and Environment Section to educate the community via its association with community groups, schools and other interest groups.

### 5.2.9 Development Planning

5.2.9.1 Council is committed to:

- a) ensuring that waste management issues are managed in the Local Environment Plan and related Development Control Plan.

### 5.2.10 Legislative compliance

5.2.10.1 Council will comply with relevant legislation, including:

- a) observing the principles of ecological sustainable development (as defined in the Local Government Amendment (Ecologically Sustainable Development) Act 1997) in the management of waste services, specifically:
  - o inter-generational equity
  - o improved valuation
  - o pricing and incentive mechanisms (eg: polluter pays and full life cycle costing)
  - o the precautionary principle and the conservation of ecological integrity.
- b) NSW Environment Protection Licences for the Salamander Bay Waste Transfer Stations and the surrender notices for all decommissioned landfill sites
- c) the Local Government Act 1993 by continuing to provide waste services to domestic and non-domestic properties under sections 496 and 501 of the Act
- d) the Work Health and Safety Act 2011 (NSW)
- e) giving due consideration to state and commonwealth guidelines and strategies including but not limited to:
  - o NSW Waste Avoidance and Resource Recovery Act 2001
  - o NSW Waste Avoidance and Recovery Strategy 2014-21.
- f) the NSW Waste Hierarchy of Avoid, Reduce Reuse, Repair, Recycle, Recover, Dispose, will guide decision making processes (Waste Avoidance & Resource Recovery Act 2001)

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**ITEM 1 - ATTACHMENT 2      WASTE MANAGEMENT AND RESOURCE  
RECOVERY POLICY.**



## Policy

- g) complying with Australian Standards relating to mobile garbage bin design and standard colours (AS4123.6 2006 and AS4123.7 2006)
- h) providing services and education material that is consistent with regional, state and national strategies and programs
- i) participating in local and regional initiatives to address waste issues where opportunities exist.

### **6. RESPONSIBILITIES:**

- 6.1 Overall review and evaluation of this policy lies with the Community Services Section Manager.

### **7. RELATED DOCUMENTS:**

- 7.1 Financial Assistance for the disposal of waste in Port Stephens Policy.
- 7.2 Compliance Policy.

## Policy

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**ITEM 1 - ATTACHMENT 2 WASTE MANAGEMENT AND RESOURCE RECOVERY POLICY.**

## Policy


**CONTROLLED DOCUMENT INFORMATION:**

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<b>EDRMS container No.</b>	PSC2007-3163	<b>EDRMS record No.</b>	20/275597
<b>Audience</b>	Residents, Ratepayers and Businesses of Port Stephens		
<b>Process owner</b>	Community Services Section Manager		
<b>Author</b>	Waste Management Coordinator		
<b>Review timeframe</b>	2 years	<b>Next review date</b>	08/12/2022
<b>Adoption date</b>	27/11/2007		

**VERSION HISTORY:**

Version	Date	Author	Details	Min. No
1	27/11/2007	Steve Bernasconi	Policy Adopted.	337
2	24/11/2009	Steve Bernasconi	Amended Policy Adopted.	396
3	23/6/2015	Aaron Malloy	Amended Policy Adopted.	176
4	27/02/2018	Steve Bernasconi	<ul style="list-style-type: none"> <li>Reformatting the policy into the new format.</li> <li>Inclusion of additional information to cover new services under Toxic/Hazardous/Medical Waste and Public Place Waste Management.</li> <li>Some minor wording changes through the document to make it reflect current trends in the waste industry and levels of services provided.</li> </ul>	035

## Policy

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**ITEM 1 - ATTACHMENT 2 WASTE MANAGEMENT AND RESOURCE RECOVERY POLICY.**

## Policy



			<ul style="list-style-type: none"> <li>Revised draft policy for review and endorsement by Executive Leadership Team.</li> <li>Draft for Public Exhibition.</li> </ul>	
5	08/12/20	Community Services Section Manager	<p>Reformatted policy into the new template.</p> <p>Updated Policy owner from Waste Management Coordinator to Community Services Section Manager.</p> <p>1.1 Deleted 'solid', 'a Waste Management and Resource Recovery Plan.' Added 'waste services that are both convenient and cost effective and that maximise the diversion of waste from landfill.'</p> <p>3.1 Added 'waste' and 'overall'. Deleted 'solid'.</p> <p>4.1 Added definition for Problem Waste.</p> <p>5.2.2.1a Deleted 'source'.</p> <p>5.2.3.1 Added lines 'e' and 'f'.</p> <p>5.2.8.1c Deleted 'Environmental Services'. Added 'the Strategy and Environment Section'.</p> <p>5.2.9.1 remove 'Plans' and replace with 'Plan'.</p> <p>5.2.10 Added line.</p> <p>5.2.10.1 Deleted 'In pursuing this policy'. Added 'relevant'. Replaced 'specifically' with 'including'.</p>	280

### Policy

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ITEM 1 - ATTACHMENT 2  
RECOVERY POLICY.

WASTE MANAGEMENT AND RESOURCE

Policy



			<p>5.2.10.1a Reworded sentence</p> <p>5.2.10.1b Deleted 'Council will comply with'</p> <p>5.2.10.1c Deleted 'Council will comply with'</p> <p>5.2.10.1d Deleted 'Council will comply with'</p> <p>5.2.10.1e Deleted 'Council will give'. Added 'giving'.</p> <p>5.2.10.1f Added 'Reduce, Repair, Recover'.</p> <p>5.2.10.1g Deleted 'Council will comply'. Added 'compliance'.</p> <p>5.2.10.1h Deleted 'Council will provide'. Added 'providing'.</p> <p>5.2.10.1i – reworded sentence.</p> <p>6.2 to 6.7 have been deleted.</p> <p>6.8 Added line.</p> <p>6.9 Added line.</p> <p>6.10 Added 'is responsible for'.</p> <p>7.1 – deleted reference to date and minute number.</p> <p>7.2 – deleted reference to date and minute number.</p> <p>Updated EDRMS record number from 18/86846 to 20/275597.</p>	
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Policy

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**ITEM NO. 2**

**FILE NO: 21/216561  
EDRMS NO: PSC2013-04570**

**POLICY REVIEW: MANAGEMENT OF COMPETITIVE NEUTRALITY**

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

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**RECOMMENDATION IS THAT COUNCIL:**

- 1) Endorse the revised Management of Competitive Neutrality Complaints Policy shown at **(ATTACHMENT 1)**.
  - 2) Place the revised Management of Competitive Neutrality Complaints 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 Management of Competitive Neutrality Complaints Policy dated 24 September 2019, Minute No. 170, should no submissions be received.
- 

**ORDINARY COUNCIL MEETING - 24 AUGUST 2021  
MOTION**

<b>236</b>	<p><b>Councillor Jaimie Abbott Councillor Ken Jordan</b></p> <p>It was resolved that Council:</p> <ol style="list-style-type: none"><li>1) Endorse the revised Management of Competitive Neutrality Complaints Policy shown at <b>(ATTACHMENT 1)</b>.</li><li>2) Place the revised Management of Competitive Neutrality Complaints Policy, as amended on public exhibition for a period of 28 days and should no submissions be received, the policy be adopted as amended, without a further report to Council.</li><li>3) Revoke the Management of Competitive Neutrality Complaints Policy dated 24 September 2019, Minute No. 170, should no submissions be received.</li></ol>
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The motion was carried.

**BACKGROUND**

The purpose of this report is to seek Council's endorsement of the revised Management of Competitive Neutrality Complaints Policy (policy) shown at **(ATTACHMENT 1)**.

The purpose of the Management of Competitive Neutrality Complaints Policy is to ensure Port Stephens Council has a framework to manage and investigate complaints received concerning competitive neutrality. Whilst Council does not have business units classified under the Competitive Neutrality Guidelines, Council needs to ensure a process is in place to deal with any complaints received.

Please note that yellow highlighting in the attached policy indicates an amendment has been made and strikethrough text is to be deleted.

The policy has been reviewed as part of Council's ongoing policy review program.

**COMMUNITY STRATEGIC PLAN**

<b>Strategic Direction</b>	<b>Delivery Program 2018-2021</b>
Governance	Provide a strong ethical governance structure.

**FINANCIAL/RESOURCE IMPLICATIONS**

All costs associated with the development and implementation of the policy is within the existing budget.

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

**LEGAL, POLICY AND RISK IMPLICATIONS**

The policy has been developed to meet the requirements of the Office of Local Government.

## MINUTES ORDINARY COUNCIL - 24 AUGUST 2021

<b>Risk</b>	<b><u>Risk Ranking</u></b>	<b>Proposed Treatments</b>	<b>Within Existing Resources?</b>
There is a risk that Council may be in breach of legislation without a policy framework in place.	Low	Adopt the recommendation.	Yes

### **SUSTAINABILITY IMPLICATIONS**

Includes Social, Economic and Environmental Implications

The policy framework ensures that Council can meet the objectives of the National Competition Policy and maintains a business approach when competing with the private sector, where applicable.

### **CONSULTATION**

Consultation with key stakeholders has been undertaken by the Governance and Legal Services Unit.

#### Internal

The policy has been endorsed by Council's Executive Team.

#### External

Council is required to publicly exhibit the policy for a period of 28 days, seeking public comment.

### **OPTIONS**

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

### **ATTACHMENTS**

- 1) Management of Competitive Neutrality Policy.

### **COUNCILLORS ROOM**

Nil.

### **TABLED DOCUMENTS**

Nil.

**ITEM 2 - ATTACHMENT 1 MANAGEMENT OF COMPETITIVE NEUTRALITY POLICY.**

## Policy



**FILE NO: PSC2013-04570**

**TITLE: MANAGEMENT OF COMPETITIVE NEUTRALITY COMPLAINTS**

**POLICY OWNER: GOVERNANCE SECTION MANAGER**

### **1. PURPOSE:**

- 1.1 The purpose of the Management of Competitive Neutrality Complaints Policy is to ensure Port Stephens Council (Council) has a framework to manage and investigate complaints received concerning competitive neutrality.
- 1.2 Any complaints outside the limits of this policy will be managed under Council's Complaints Handling Policy.

### **2. CONTEXT/BACKGROUND:**

- 2.1 Council first adopted its policy for the Management of Competitive Neutrality Complaints on 23 December 1997. This policy was adopted to comply with the former Division of Local Government requirements (now Office of Local Government).
- 2.2 Council recognises that the market has changed somewhat since the first adoption of the policy, and now has a number of business units actively operating in competition with the private sector. Council looks to ensure that the operations of Council are open and transparent when conducting commercial activities within the limits of the law, whilst maintaining a commercial business approach.

### **3. SCOPE:**

- 3.1 Council is committed to the aims and objective of the National Competition Policy.
- 3.2 Council will remain accountable for its business to the community. The elected Council and staff will continue to have responsibility for ensuring that a service is being conducted effectively and that the Rates are being used responsibly.
- 3.3 All complaints should be forwarded to the General Manager. Complaints will generally be managed by the Governance Section Manager, subject to the General Manager direction. Should a complaint be investigated, a report will be prepared for the General Manager.

## Policy

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ITEM 2 - ATTACHMENT 1 MANAGEMENT OF COMPETITIVE NEUTRALITY POLICY.

## Policy



- 3.4 Staff investigating competitive neutrality complaints will not be involved in the area subject to the complaint.
- 3.5 A full response will be provided to the complainant following an investigation, providing details of the findings.
- 3.6 Should an investigation not be required a response will be provided, giving details of why an investigation did not proceed.
- 3.7 Alternative avenues are available for making competitive neutrality complaints – such as the Independent Commission Against Corruption (ICAC), the NSW Ombudsman or the Australian Competition and Consumer Commission (ACCC).

### 4. DEFINITIONS:

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

ACCC	means Australian Competition and Consumer Commission.
Competitive neutrality complaint	A complaint that eCouncil has not met its requirements under the Policy or 'Pricing and Costing for Council Business – A Guide to Competitive Neutrality'. This includes a concern that Council has not established an effective complaints handling mechanism; and a complaint that council has not abided by the spirit of competitive neutrality in the conduct of a business activity.
Competitive neutrality complaint is not	<p>A complaint regarding the level of service provided by a business activity (ie reserve requiring maintenance, a garbage bin not collected).</p> <p>A complaint regarding the cost of the service, unless it is that council has not costed its service to take competitive neutrality into account.</p> <p>A complaint regarding the trade practices laws and their application to councils. Such complaints should be managed under Council's Complaint Handling Policy.</p>
Council	means Port Stephens Council.
ICAC	means Independent Commission Against Corruption.

## Policy

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## ITEM 2 - ATTACHMENT 1 MANAGEMENT OF COMPETITIVE NEUTRALITY POLICY.

## Policy

**5. STATEMENT:**

5.1 Council is committed to:

- a) Taking all reasonable steps to ensure that when conducting business in the market place it will not use its public position to gain an unfair advantage over a private sector competitor.
- b) Exercising its powers appropriately within the market.
- c) Be responsive to the complaints from the community.
- d) Resolving, without delay, all proven complaints.

**6. RESPONSIBILITIES:**

6.1.1 The General Manager, group managers, section managers and coordinators are responsible for complying with the policy.

6.1.2 The Governance Section Manager is implementing, complying with, monitoring, evaluating, reviewing and providing advice on the policy.

**7. RELATED DOCUMENTS:**

7.1.1 Competition and Consumer Act 2010 (Cth).

7.1.2 Council's Complaints Handling Policy.

**CONTROLLED DOCUMENT INFORMATION:**

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<b>EDRMS container No</b>	PSC2013-04570	<b>EDRMS record No</b>	19/361768 TBC
<b>Audience</b>	General public and Council officials		
<b>Process owner</b>	Governance Section Manager		
<b>Author</b>	Governance Section Manager		
<b>Review timeframe</b>	2 <b>3</b> years	<b>Next review date</b>	31 August 2024. 31 August 2024
<b>Adoption date</b>	23 December 1997.		

## Policy

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**ITEM 2 - ATTACHMENT 1  
POLICY.**
**MANAGEMENT OF COMPETITIVE NEUTRALITY**

## Policy


**VERSION HISTORY:**

Version	Date	Author	Details	Minute No.
1.0	23 December 1997	Assistant General Manager	Adopted by Council.	1472
2.0	12 November 2013	Executive Officer	Adopted by Council.	323
2.1	24 October 2017	Governance Manager	Transferred policy to new corporate policy template. Reviewed the policy with a minor administrative amendment.	259
2.2	29 September 2019	Governance Section Manager	Reviewed the policy, included numbering to each paragraph and updated the version control. Updated title of policy owner to Governance Section Manager. 2.1 – Updated background reference to former Division of Local Government and Office of Local Government. 3.3 – Replaced Executive Officer title with Governance Section Manager. 4.1 – Inserted 'means' for ACCC and ICAC. 6.1.2 – Inserted 'Section' in title. 7.1.2 – Corrected spelling error 'handling'.	170
2.3		Governance Section Manager	Reviewed the policy, included numbering to each paragraph and updated the version control. 2.1 – removed original date adopted. 4.1 – updated definitions.	

### Policy

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**ITEM NO. 3****FILE NO: 21/222998  
EDRMS NO: PSC2017-00739****2021 LOCAL GOVERNMENT NSW BOARD ELECTIONS AND ANNUAL CONFERENCE****REPORT OF: WAYNE WALLIS - GENERAL MANAGER  
GROUP: GENERAL MANAGER'S OFFICE**

---

**RECOMMENDATION IS THAT COUNCIL:**

- 1) Nominates 4 voting delegates for the LGNSW Board Elections and LGNSW Annual Conference to be held via video conference on 29 November 2021.
- 

**ORDINARY COUNCIL MEETING - 24 AUGUST 2021  
MOTION**

	<b>Councillor Giacomo Arnott Councillor John Nell</b>  That Council nominate Mayor Ryan Palmer, Cr Giacomo Arnott, Cr Chris Doohan and Cr Jaimie Abbott as voting delegates for the LGNSW Board Elections and LGNSW Annual Conference to be held via video conference on 29 November 2021.
--	--

**ORDINARY COUNCIL MEETING - 24 AUGUST 2021  
AMENDMENT**

<b>237</b>	<b>Councillor Ken Jordan Councillor Jaimie Abbott</b>  It was resolved that Council nominate Mayor Ryan Palmer, Cr Paul Le Mottee, Cr Chris Doohan and Cr Jaimie Abbott as voting delegates for the LGNSW Board Elections and LGNSW Annual Conference to be held via video conference on 29 November 2021.
------------	--

Councillor Paul Le Mottee left the meeting at 5.52pm.  
Councillor Paul Le Mottee returned to the meeting at 5:54pm.  
Councillor Paul Le Mottee left the meeting at 5:58pm.  
Councillor Paul Le Mottee returned to the meeting at 6.03pm.  
Councillor Paul Le Mottee left the meeting at 6.05pm.

## MINUTES ORDINARY COUNCIL - 24 AUGUST 2021

The amendment on being put became the motion, which was put and carried.

The motion was carried on the casting vote of the Mayor.

Cr John Nell and Cr Giacomo Arnott requested their names be recorded opposing the amendment and the motion.

### BACKGROUND

The purpose of this report is to inform Council of the LGNSW Board Elections and the 1 hour 2021 Local Government NSW Annual Conference to be held on 29 November 2021 via video conference.

The Annual Conference will present the LGNSW annual report and financial reports.

Each member Council of LGNSW has a voting entitlement for the Board Elections and the conference. The voting entitlement for Port Stephens Council is 4 delegates. Council is requested to nominate its 4 voting delegates for the Board Elections and the Annual Conference.

The conference is open to all Elected Members.

### COMMUNITY STRATEGIC PLAN

Strategic Direction	Delivery Program 2018-2022
Governance	Provide strong civic leadership and government regulations.

### FINANCIAL/RESOURCE IMPLICATIONS

There is no registration fee associated with attending the online conference.

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**

As per the Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy, approval to participate in a conference or seminar is subject to approval of a full Council.

<b>Risk</b>	<b><a href="#">Risk Ranking</a></b>	<b>Proposed Treatments</b>	<b>Within Existing Resources?</b>
There is a risk that Council may have its reputation damaged by not participating in key Local Government matters in NSW.	Low	Adopt the recommendation.	Yes

**SUSTAINABILITY IMPLICATIONS**

Includes Social, Economic and Environmental Implications

The Port Stephens community would benefit from Elected Members participating in the Board Elections and Annual Conference to ensure the local government area has a voice.

**CONSULTATION**

Nil.

**OPTIONS**

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

**ATTACHMENTS**

Nil.

**COUNCILLORS ROOM**

Nil.

**TABLED DOCUMENTS**

Nil.

**ITEM NO. 4****FILE NO: 21/215474  
EDRMS NO: PSC2017-00178****REQUEST FOR FINANCIAL ASSISTANCE**

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

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**RECOMMENDATION IS THAT COUNCIL:**

- 1) Approves provision of financial assistance under Section 356 of the Local Government Act 1993 from Mayoral and Ward funds to the following:-
    - a. Mayoral funds - \$2261.19 donation to Port Stephens FM towards rent assistance.
    - b. Central Ward funds – Cr Doohan – Rapid Response – \$500 donation to Tilligerry RSL Sub-Branch towards refurbishment of the RSL Memorial Wall.
- 

**ORDINARY COUNCIL MEETING - 24 AUGUST 2021  
MOTION**

<b>238</b>	<p><b>Councillor Chris Doohan</b> <b>Councillor Sarah Smith</b></p> <p>It was resolved that Council approves provision of financial assistance under Section 356 of the Local Government Act 1993 from Mayoral and Ward funds to the following:-</p> <ol style="list-style-type: none"><li>a. Mayoral funds - \$2261.19 donation to Port Stephens FM towards rent assistance.</li><li>b. Central Ward funds – Cr Doohan – Rapid Response – \$500 donation to Tilligerry RSL Sub-Branch towards refurbishment of the RSL Memorial Wall.</li></ol>
------------	--

Councillor Paul Le Mottee returned to the meeting at 6.07pm.

The motion was carried.

**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.



## MINUTES ORDINARY COUNCIL - 24 AUGUST 2021

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:

### MAYORAL FUNDS – Mayor Palmer

Port Stephens FM	Port Stephens FM is a not-for-profit organisation, run by a team of dedicated volunteers.	\$2261.19	Donation towards rent assistance.
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### WARD FUNDS

Tilligerry RSL Sub-Branch	The RSL NSW network of sub-branches housing local services and welcoming spaces in over 340 small towns and suburbs across NSW.	\$500	Donation towards refurbishment of the RSL Memorial Wall.
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### COMMUNITY STRATEGIC PLAN

Strategic Direction	Delivery Program 2018-2022
Community Partnerships	Support financially creative and active communities.

### FINANCIAL/RESOURCE IMPLICATIONS

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

**MINUTES ORDINARY COUNCIL - 24 AUGUST 2021**

Source of Funds	Yes/No	Funding (\$)	Comment
Developer Contributions (S7.11)	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:

- applicants are carrying out a function, which it, the Council, would otherwise undertake.
- the funding will directly benefit the community of Port Stephens.
- 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 undertaken 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. 5****FILE NO: 21/216950  
EDRMS NO: PSC2015-00015****INFORMATION PAPERS****REPORT OF: WAYNE WALLIS - GENERAL MANAGER  
GROUP: GENERAL MANAGER'S OFFICE**

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**RECOMMENDATION IS THAT COUNCIL:**

Receives and notes the Information Papers listed below being presented to Council on 24 August 2021.

---

<b>No:</b>	<b>Report Title</b>	<b>Page:</b>
1	July 2021 Cash and Investments	62
2	Questions on Notice/Questions with Notice	65
3	Council Resolutions	66

---

**ORDINARY COUNCIL MEETING - 24 AUGUST 2021  
MOTION**

<b>239</b>	<b>Councillor John Nell Councillor Chris Doohan</b>  It was resolved that Council receives and notes the Information Papers listed below being presented to Council on 24 August 2021. <hr/> <b>No:      Report Title</b>  1      July 2021 Cash and Investments 2      Questions on Notice/Questions with Notice 3      Council Resolutions
------------	---

The motion was carried.

# INFORMATION PAPERS



**ITEM NO. 1**

**FILE NO: 21/213022  
EDRMS NO: PSC2006-6531**

**JULY 2021 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 July 2021.

**ATTACHMENTS**

- 1) July 2021 Cash and Investments.
- 2) July 2021 Cashflow.

# MINUTES ORDINARY COUNCIL - 24 AUGUST 2021

## ITEM 1 - ATTACHMENT 1 JULY 2021 CASH AND INVESTMENTS.

CASH AND INVESTMENTS HELD AS AT 31 JULY 2021								
ISSUER	BROKER	RATING*	DESC.	YIELD %	TERM DAYS	MATURITY	AMOUNT INVESTED	MARKET VALUE
TERM DEPOSITS								
JUDO BANK	CURVE	NR	TD	1.05%	343	4-Aug-21	900,000	900,000
JUDO BANK	CURVE	NR	TD	1.05%	337	4-Aug-21	300,000	300,000
MUTUAL BANK	MUTUAL	NR	TD	0.95%	351	18-Aug-21	300,000	300,000
JUDO BANK	FIIG	NR	TD	0.90%	181	31-Aug-21	700,000	700,000
AMP BANK	LAMINAR	BBB+	TD	0.80%	383	15-Sep-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	15-Oct-21	500,000	500,000
MACQUARIE BANK	LAMINAR	A	TD	0.70%	286	25-Oct-21	1,000,000	1,000,000
MUTUAL BANK	MUTUAL BANK	NR	TD	0.90%	159	27-Oct-21	700,000	700,000
AMP BANK	LAMINAR	BBB+	TD	0.75%	365	25-Nov-21	1,250,000	1,250,000
DEFENCE BANK	CURVE	BBB	TD	0.60%	367	6-Dec-21	600,000	600,000
AMP BANK	LAMINAR	BBB	TD	0.75%	371	8-Dec-21	550,000	550,000
AMP BANK	LAMINAR	BBB	TD	0.75%	376	15-Dec-21	350,000	350,000
JUDO BANK	LAMINAR	NR	TD	0.84%	385	22-Dec-21	350,000	350,000
JUDO BANK	LAMINAR	NR	TD	0.85%	383	22-Dec-21	550,000	550,000
NAB	LAMINAR	AA	TD	0.50%	386	23-Dec-21	1,000,000	1,000,000
DEFENCE BANK	CURVE	BBB	TD	0.60%	399	5-Jan-22	1,000,000	1,000,000
NAB	LAMINAR	AA	TD	0.50%	399	5-Jan-22	1,000,000	1,000,000
NAB	LAMINAR	AA	TD	0.50%	413	19-Jan-22	1,000,000	1,000,000
JUDO BANK	LAMINAR	NR	TD	0.70%	391	19-Jan-22	750,000	750,000
MACQUARIE BANK	LAMINAR	A	TD	0.70%	385	1-Feb-22	1,000,000	1,000,000
AUSWIDE BANK	RIM	BBB	TD	1.73%	701	2-Feb-22	1,250,000	1,250,000
JUDO BANK	RIM	NR	TD	0.70%	294	12-Apr-22	1,000,000	1,000,000
DEFENCE BANK	CURVE	BBB	TD	0.65%	539	25-May-22	1,000,000	1,000,000
DEFENCE BANK	CURVE	BBB	TD	0.65%	550	7-Jun-22	600,000	600,000
MOVE BANK	RIM	NR	TD	0.65%	384	21-Jun-22	1,000,000	1,000,000
MOVE BANK	RIM	NR	TD	0.65%	391	28-Jun-22	500,000	500,000
JUDO BANK	RIM	NR	TD	0.75%	392	19-Jul-22	1,000,000	1,000,000
SUB TOTAL (\$)							23,150,000	23,150,000
TCORP SHORT TERM INCOME FUND								
TCORP MEDIUM TERM GROWTH FUND								
TCORP LONG TERM GROWTH FUND								
INVESTMENTS TOTAL (\$)							34,650,000	35,311,913
CASH AT BANK (\$)							2,932,133	2,932,133
TOTAL CASH AND INVESTMENTS (\$)							37,582,133	38,244,046
CASH AT BANK INTEREST RATE				0.20%				
BBSW FOR PREVIOUS 3 MONTHS				0.30%				
AVG. INVESTMENT RATE OF RETURN ON TDs				0.87%				
TD = TERM DEPOSIT								
AC = AT CALL CASH ACCOUNT								
FRTD = FLOATING RATE TERM DEPOSIT								
*STANDARD AND POORS LONG TERM RATING								
CERTIFICATE OF RESPONSIBLE ACCOUNTING OFFICER								
I HEREBY CERTIFY THAT THE INVESTMENTS LISTED ABOVE HAVE BEEN MADE IN ACCORDANCE WITH SECTION 625 OF THE LOCAL GOVERNMENT ACT 1993, CLAUSE 212 OF THE LOCAL GOVERNMENT (GENERAL) REGULATION 2005 AND COUNCIL'S CASH INVESTMENT POLICY								
T HAZELL								

## ITEM 1 - ATTACHMENT 2 JULY 2021 CASHFLOW.



### Cash flow analysis 31/07/2021

#### CASHFLOW STATEMENT

Opening Cash and Investment 1 July 2020  
Closing Cash and Investment 30 June 2021  
**Movement in cash**

YTD	Notes
48,245,940	
38,531,389	
<b>(9,714,551)</b>	

#### Movement in cash represented by:

##### Operating Activities

Receipts from ratepayers, customers and government authorities	6,786,144
Payments to suppliers & employees	(14,422,026)
Interest received	13,959
Interest paid	(35,982)
<b>Total</b>	<b>(7,657,905)</b>

##### Investing Activities

Receipts from sale of Infrastructure, Property, Plant & Equipment	177,200
Payments for Property, Plant & Equipment	(1,873,655)
<b>Total</b>	<b>(1,696,455)</b>

##### Financing Activities

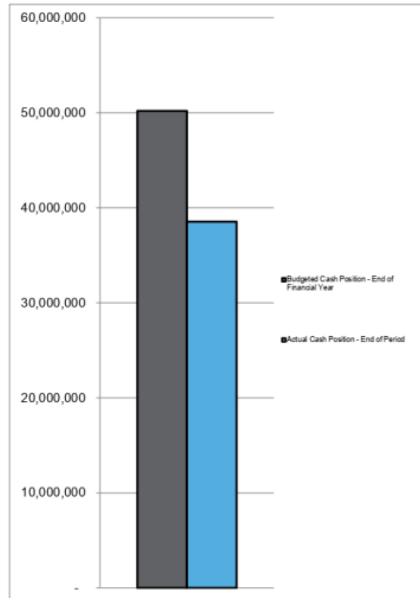
Payment of loans	(360,191)
Receipt of new loans	-
<b>Total</b>	<b>(360,191)</b>

#### Total Cash Movement

Plus: Opening Cash and Investment 1 July 2020	48,245,940
<b>Closing Cash and Investment 30 June 2021</b>	<b>38,531,390</b>

Budgeted Cash Movement for the Financial Year	1,936,740
Plus Opening Cash and Investment 1 July 2020	48,245,940
<b>Budgeted Cash and Investment Position 30 June 2021</b>	<b>50,182,680</b>

In front / (behind) on budget	(11,651,291)	1
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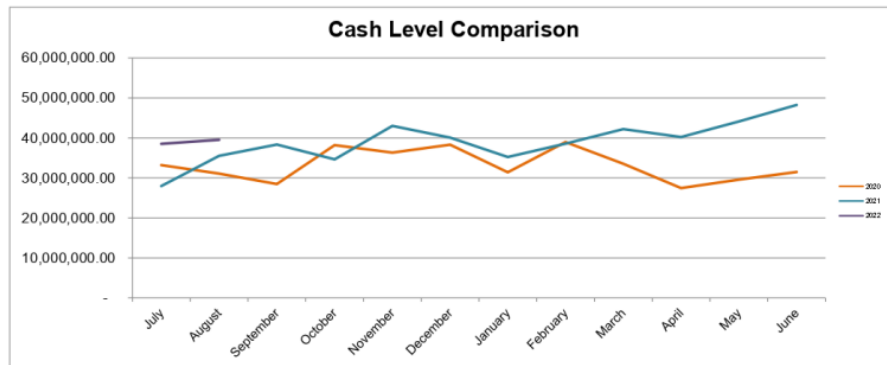


#### Notes

- 1 Council's cash position is behind on the budgeted year end position predominately due to the following reason:
- Receipt of 1st quarter rates is yet to occur
  - Sale of commercial land is outstanding.

Significant future cash inflows expected in the next few months include 2022 1st quarter rates, state roads program service charges and new financial year operating grants.

Significant future cash outflows expected in next few months include: Tomaree sports complex amenities replacement, Little Beach boat ramp upgrade, Stuart park clubhouse upgrade, Shoal Bay Foreshore pathways works, Fingal Bay amenities block, Birubi Point aboriginal place tourism interchange, Depot rebuild, Foreshore drive upgrade, Lakeside leisure centre upgrades, Mallabula park upgrades, School drive Tomago pavement rehabilitation, Riverflat road realignment, Nelson Bay tennis club and sundry plant.



**ITEM NO. 2****FILE NO: 21/222616  
EDRMS NO: PSC2021-02510****QUESTIONS ON NOTICE/QUESTIONS WITH NOTICE****REPORT OF: WAYNE WALLIS - GENERAL MANAGER  
GROUP: GENERAL MANAGER'S OFFICE****BACKGROUND**

The purpose of this report is to provide a response to Questions taken on or with Notice in accordance with the Code of Meeting Practice.

<b>Item:</b>	1
<b>Councillor:</b>	Cr Giacomo Arnott
<b>Date Received:</b>	10 August 2021
<b>Question with Notice:</b>	How long does Council retain information captured on its CCTV system?
<b>Response:</b>	Any CCTV footage that Council extracts as part of an investigation, both internal and external, is stored and kept as a record for 7 years. It should be noted that retention of footage that is not extracted is temporarily stored. That is, the CCTV system will record until all available space is used, then it will start overwriting the oldest data. The duration of keeping this temporary information before it is overwritten will depend on the volume of activity that occurs in front of the camera. The cameras do not record constantly, only when there is activity.

**ATTACHMENTS**

Nil.

**COUNCILLORS ROOM**

Nil.

**TABLED DOCUMENTS**

Nil.

**ITEM NO. 3**

**FILE NO: 21/216948  
EDRMS NO: PSC2017-00106**

**COUNCIL RESOLUTIONS**

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

**BACKGROUND**

The purpose of this report is to inform the Mayor and Councillors 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 Group report.
- 4) General Manager's Office report.

**COUNCILLORS ROOM**

Nil.

**TABLED DOCUMENTS**

Nil.





<b>Outstanding</b>	<b>Division:</b> Corporate Services	<b>Date From:</b> 26/09/2017
	<b>Committee:</b>	<b>Date To:</b> 10/08/2021
	<b>Officer:</b>	
<b>Action Sheets Report</b>	<b>Printed: Monday, 16 August 2021</b>	

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 27/03/2018	Crosdale, Timothy	COMPULSORY ACQUISITION OF AN EASEMENT FOR ACCESS OVER PART OF 6 GOVERNMENT ROAD, SHOAL BAY	30/12/2021	28/03/2018	
13 066		Crosdale, Timothy				18/66656
13 Aug 2021						
Minister's consent obtained 23 June 2021. Acquisition to be gazetted in October 2021.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 28/05/2019	Crosdale, Timothy	COMPULSORY ACQUISITION OF PART OF VICTORIA PARADE RESERVE NELSON BAY FOR ROAD PURPOSES	30/12/2021	29/05/2019	
6 110		Crosdale, Timothy				19/148388
13 Aug 2021						
Governor's approval to issue Proposed Acquisition Notices (PANS) received. PANS issued 10 June 2021. Acquisition To be gazetted in October 2021.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 23/07/2019	Crosdale, Timothy	GRANT OF EASEMENTS IN FAVOUR OF AGL - PUNT ROAD, TOMAGO	30/12/2021		
7 169		Crosdale, Timothy				19/200498
13 Aug 2021						
Matter on hold with AGL.						



<b>Outstanding</b>	<b>Division:</b> Corporate Services	<b>Date From:</b> 26/09/2017
	<b>Committee:</b>	<b>Date To:</b> 10/08/2021
	<b>Officer:</b>	
<b>Action Sheets Report</b>	<b>Printed: Monday, 16 August 2021</b>	

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 22/09/2020	Crosdale, Timothy	Newline Road, Raymond Terrace	28/02/2022		
2		Crosdale, Timothy				20/288489
199						
13 Aug 2021						
Approved. Contracts prepared. Finalising survey levels in contract.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 13/04/2021	Crosdale, Timothy	PROPOSED CLOSURE AND SALE OF PATHWAY IN BOAT HARBOUR	30/04/2022	14/04/2021	
2		Crosdale, Timothy				21/96728
090						
13 Aug 2021						
Objection withdrawn. Matter proceeding.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 11/05/2021	Crosdale, Timothy	Car parking in Shoal Bay	30/12/2021	12/05/2021	
1		Crosdale, Timothy				21/123694
13 Aug 2021						
Consultation continues with Crown Lands to enable this proposed use.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 22/06/2021	Crosdale, Timothy	Proposed sale of Council owned land - Salamander Bay	30/12/2021		
1		Crosdale, Timothy				21/170138
158						
13 Aug 2021						
Matter progressing. Obtaining Request for Quotations from agents to market the property.						

## ITEM 3 - ATTACHMENT 1 CORPORATE SERVICES GROUP REPORT.



<b>Outstanding</b>	<b>Division:</b> Corporate Services	<b>Date From:</b> 26/09/2017
	<b>Committee:</b>	<b>Date To:</b> 10/08/2021
	<b>Officer:</b>	
<b>Action Sheets Report</b>	<b>Printed: Monday, 16 August 2021</b>	

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/08/2021	Crosdale, Timothy	Purchase of property - Lemon Tree Passage	24/08/2021	13/08/2021	
3		Crosdale, Timothy				21/218740
207						
13 Aug 2021						
Matter progressing. Legal documentation in preparation.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/08/2021	Hazell, Tim	Quarterly Grants Update - 30 June 2021	24/08/2021	13/08/2021	
2		Crosdale, Timothy				21/218740
13 Aug 2021						
Recommendation endorsed.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/08/2021	Hazell, Tim	June 2021 Cash and Investments	24/08/2021	13/08/2021	
3		Crosdale, Timothy				21/218740
13 Aug 2021						
Recommendation endorsed.						

## ITEM 3 - ATTACHMENT 2 DEVELOPMENT SERVICES GROUP REPORT.



<b>Outstanding</b>	<b>Division:</b> Development Services	<b>Date From:</b> 26/09/2017
	<b>Committee:</b>	<b>Date To:</b> 10/08/2021
	<b>Officer:</b>	
<b>Action Sheets Report</b>	<b>Printed: Monday, 16 August 2021</b>	

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 13/07/2021	Drinan, Kate	Policy Review: Dog Noise Policy	30/09/2021	15/07/2021	
3		Peart, Steven				21/190429
13 Aug 2021						
Revised Target Date changed From: 20 Aug 2021 To: 30 Sep 2021						
Reason: Submissions received - reporting to Council 28 September 2021						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 13/07/2021	Gardner, Janelle	Policy Review: Heritage Policy	30/09/2021		
5		Peart, Steven				21/190429
13 Aug 2021						
Revised Target Date changed From: 20 Aug 2021 To: 30 Sep 2021						
Reason: 1 submission received - reporting to Council 28 September 2021						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 13/07/2021	Drinan, Kate	Publication of Development Application Information	29/10/2021		
3		Peart, Steven				21/190429
178						
13 Aug 2021						
Revised Target Date changed From: 13 Aug 2021 To: 29 Oct 2021						
Reason: The motion was carried –						
1) Notes its desire to engage meaningfully with the public through the DA process.						
2) Seek external legal advice on how to reduce the risk to Council in making DA information more accessible to the public via online methods and consideration of:						
• publishing DA information online until the determination of the DA; and						
• following determination publishing the stamped plans which are to remain online in perpetuity.						
3) Seek OLG and Dept of Planning advice.						

## ITEM 3 - ATTACHMENT 2 DEVELOPMENT SERVICES GROUP REPORT.



<b>Outstanding</b>	<b>Division:</b> Development Services	<b>Date From:</b> 26/09/2017
	<b>Committee:</b>	<b>Date To:</b> 10/08/2021
	<b>Officer:</b>	
<b>Action Sheets Report</b>	<b>Printed: Monday, 16 August 2021</b>	

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 13/07/2021	Drinan, Kate	Publication of Development Application Submissions	30/10/2021		
4		Pearl, Steven				21/190429
13 Aug 2021 Revised Target Date changed From: 13 Aug 2021 To: 30 Oct 2021 Reason: Seeking legal advice.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 13/07/2021	Drinan, Kate	Policy Review: Compliance Policy	27/08/2021		
2		Pearl, Steven				21/190429
9 Aug 2021 Revised Target Date changed From: 16 Aug 2021 To: 27 Aug 2021 Reason: Currently on public exhibition.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 27/07/2021	Gardner, Janelle	Draft Voluntary Planning Agreement - Kings Hill Development	31/08/2021	28/07/2021	
3		Pearl, Steven				21/204573
193						
9 Aug 2021 Revised Target Date changed From: 27 Aug 2021 To: 31 Aug 2021 Reason: Currently on public exhibition - 25 August 2021.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/08/2021	Gardner, Janelle	Assistance for Local Businesses	24/08/2021	13/08/2021	
1		Pearl, Steven				21/218740
198						
16 Aug 2021 Action reassigned to Gardner, Janelle.						

## ITEM 3 - ATTACHMENT 2 DEVELOPMENT SERVICES GROUP REPORT.



<b>Outstanding</b>	<b>Division:</b> Development Services	<b>Date From:</b> 26/09/2017
	<b>Committee:</b>	<b>Date To:</b> 10/08/2021
	<b>Officer:</b>	
<b>Action Sheets Report</b>	<b>Printed: Monday, 16 August 2021</b>	

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/08/2021	Gardner, Janelle	POLICY REVIEW: Corporate Sponsorship Policy	10/09/2021	13/08/2021	
3		Pearl, Steven				21/218740
212						
13 Aug 2021 Revised Target Date changed From: 24 Aug 2021 To: 10 Sep 2021 Reason: Currently on public exhibition.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/08/2021	Drinan, Kate	Dwellings in High Hazard Floodways	30/09/2021		
10		Pearl, Steven				21/218740
225						
13 Aug 2021 Revised Target Date changed From: 24 Aug 2021 To: 30 Sep 2021						

## ITEM 3 - ATTACHMENT 3 FACILITIES & SERVICES GROUP REPORT.



<b>Outstanding</b>	<b>Division:</b> Facilities & Services	<b>Date From:</b> 26/09/2017
	<b>Committee:</b>	<b>Date To:</b> 10/08/2021
	<b>Officer:</b>	
<b>Action Sheets Report</b>	<b>Printed: Monday, 16 August 2021</b>	

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/12/2019	Maretich, John	Solar Infrastructure	31/12/2021	11/12/2019	
6		Kable, Gregory				19/388450
264						
16 Aug 2021						
Contractor allocated and ready to commence once they are able to move out of a COVID lockdown area.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/12/2019	Gutsche, Tammy	GREEN WASTE DROP OFF - SALAMANDER BAY	31/10/2021	11/12/2019	
7		Kable, Gregory				19/388450
265						
13 Aug 2021						
Item to be discussed at Council Meeting 24 August 2021						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 25/02/2020	Lamont, Brock	Indoor Sports Facility	1/12/2021	26/02/2020	
4		Kable, Gregory				20/50488
042						
13 Aug 2021						
Indoor Sports Facility has been included within Development Contributions Plan. Feasibility of project has been Commenced, however resources are being prioritised to scoping and delivery of Capital works Program. Recruiting in Community and Recreation Assets to achieve full complement and report will be finalised by December 2021.						



## ITEM 3 - ATTACHMENT 3 FACILITIES & SERVICES GROUP REPORT.



<b>Outstanding</b>	<b>Division:</b> Facilities & Services	<b>Date From:</b> 26/09/2017
	<b>Committee:</b>	<b>Date To:</b> 10/08/2021
	<b>Officer:</b>	
<b>Action Sheets Report</b>	<b>Printed: Monday, 16 August 2021</b>	

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 14/07/2020	Stewart, Adam	Tomaree Headland	31/07/2022		
2 139		Kable, Gregory				20/192934
<p>12 Aug 2021</p> <p>Council has undertaken a site review with National Parks as part of their footpath design assessment. It should be noted that National Parks are still in design phase of this project and at present Council has not allocated funds tough options are being assessed for a funding source for this project.</p>						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 24/11/2020	Miles, Philip	Disposal of Surplus Excavated Materials at Newcastle Airport Development Project Site.	1/12/2021		
11 261		Kable, Gregory				20/358525
<p>9 Aug 2021</p> <p>Newcastle Airport to submit DA modification. Legal Contracts have been drafted in preparation for DA modification approval.</p>						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 8/12/2020	Stewart, Adam	Fly Point and Little Beach Parking/SMART Parking	31/12/2021		
3		Kable, Gregory				20/391301
<p>12 Aug 2021</p> <p>Awaiting completion of the associated Place Plans. Report to prepared and reported back to Council during March 2022.</p>						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 9/02/2021	Stewart, Adam	5G Small Cell Technology Rollout in Port Stephens	31/12/2021		
3 006		Kable, Gregory				21/33235
<p>12 Aug 2021</p> <p>Discussions have commenced with Telstra.</p>						

## ITEM 3 - ATTACHMENT 3 FACILITIES & SERVICES GROUP REPORT.



<b>Outstanding</b>	<b>Division:</b> Facilities & Services	<b>Date From:</b> 26/09/2017
	<b>Committee:</b>	<b>Date To:</b> 10/08/2021
	<b>Officer:</b>	
<b>Action Sheets Report</b>	<b>Printed: Monday, 16 August 2021</b>	

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 9/02/2021	Lamont, Brock	MEDOWIE REGIONAL PLAYGROUND AND TOWN CENTRE	1/12/2021		
2012		Kable, Gregory				21/33235
<p>13 Aug 2021</p> <p>Report due diligence being undertaken. Resources are being prioritised to scoping and delivery of Capital Works Program. Recruiting in Community and Recreation Assets to achieve full complement and report will be finalised by December 2021.</p>						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 13/04/2021	Lamont, Brock	Drainage at Vi Barnett Field in Raymond Terrace	30/09/2021		
12083		Kable, Gregory				21/96728
<p>13 Aug 2021</p> <p>Sewer upgrade works have been completed. Further drain and field maintenance works being undertaken. Water quality testing on hold until works have been completed to that results are not impacted.</p>						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 13/04/2021	Stewart, Adam	Drainage investigation - Lemon Tree Passage	1/12/2021	14/04/2021	
1088		Kable, Gregory				21/96728
<p>12 Aug 2021</p> <p>Drainage investigation and property evaluation has commenced. Discussion with property owners is ongoing. Any future actions will be determined by Council.</p>						

## ITEM 3 - ATTACHMENT 3 FACILITIES & SERVICES GROUP REPORT.



<b>Outstanding</b>	<b>Division:</b> Facilities & Services	<b>Date From:</b> 26/09/2017
	<b>Committee:</b>	<b>Date To:</b> 10/08/2021
	<b>Officer:</b>	
<b>Action Sheets Report</b>	<b>Printed: Monday, 16 August 2021</b>	

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 25/05/2021	Maretich, John	Anna Bay Drainage Union	1/12/2021	26/05/2021	
2		Kable, Gregory				21/138820
126						
12 Aug 2021						
The State Government agency responsible for Anna Bay Drainage Union shall be consulted with.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 25/05/2021	Maretich, John	Bus Stop in Seaside Estate, Fern Bay	31/12/2021	26/05/2021	
5		Kable, Gregory				21/138820
128						
12 Aug 2021						
This review shall be undertaken through Local Traffic Committee and consultation with members of the Seaside Community Association.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 8/06/2021	Lamont, Brock	Sand Movement from Shoal Bay to Fly Point	31/12/2022	9/06/2021	
2		Kable, Gregory				21/156213
143						
13 Aug 2021						
Council shall apply for grants in accordance with associated criteria.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 22/06/2021	Lamont, Brock	Review of Dog Off Lead Areas - Anna Bay/Birubi Point, Fisherman's Bay and Boat Harbour	4/10/2021	23/06/2021	
5		Kable, Gregory				21/170138
13 Aug 2021						
Council mapping updated. Signs installed on-site and trial underway. Council collecting feedback during trial period.						

## ITEM 3 - ATTACHMENT 3 FACILITIES & SERVICES GROUP REPORT.



<b>Outstanding</b>	<b>Division:</b> Facilities & Services	<b>Date From:</b> 26/09/2017
	<b>Committee:</b>	<b>Date To:</b> 10/08/2021
	<b>Officer:</b>	
<b>Action Sheets Report</b>	<b>Printed: Monday, 16 August 2021</b>	

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 22/06/2021	Lamont, Brock	Funding for Rock Revetment at Kangaroo Point, Soldiers Point	31/12/2021	23/06/2021	
2		Kable, Gregory				21/170138
155						

13 Aug 2021

Staff continue to identify grants suitable for works as described. Staff will prepare correspondence for Hunter Water seeking assistance with erosion issues.

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 13/07/2021	Gutsche, Tammy	POLICY REVIEW - COMMERCIAL OPERATORS POLICY	31/10/2021		
6		Kable, Gregory				21/190429

13 Aug 2021

Policy went live for Public Exhibition 21/07/2021 for 28 days, ending 17 August 2021.

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 13/07/2021	Stewart, Adam	Hydrogen and Electric Vehicles in Council's Fleet	31/12/2021		
2		Kable, Gregory				21/190429
177						

12 Aug 2021

Staff will investigate the future use of hydrogen and electric vehicles in its fleet, the needs of the community in regards to recharging stations and prepare a report for Council.

**ITEM 3 - ATTACHMENT 3 FACILITIES & SERVICES GROUP REPORT.**


<b>Outstanding</b>	<b>Division:</b> Facilities & Services	<b>Date From:</b> 26/09/2017
	<b>Committee:</b>	<b>Date To:</b> 10/08/2021
	<b>Officer:</b>	
<b>Action Sheets Report</b>	<b>Printed: Monday, 16 August 2021</b>	

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/08/2021	Maretich, John	DEDICATION AS PUBLIC ROAD OF PART LOT 491 DP 27846 - 18C CROMARTY ROAD, SOLDIERS POINT	31/12/2022	13/08/2021	
1		Kable, Gregory				21/218740
210						
16 Aug 2021						
Council staff will commence transfer of land parcel to the road reserve.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/08/2021	Maretich, John	Agreement with Community Association DP270468 - Lagoons Estate, Nelson Bay	30/04/2022		
4		Kable, Gregory				21/218740
208						
16 Aug 2021						
Council to enter agreement with the Community Association DP 270468 in accordance with the confidential terms as per Council report.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/08/2021	Stewart, Adam	NEW POLICY - CLOSED CIRCUIT TELEVISION (CCTV) IN PUBLIC PLACES	31/10/2021	13/08/2021	
4		Kable, Gregory				21/218740
213						
15 Aug 2021						
The CCTV In Public Places Policy will be placed on Public Exhibition for 28 days.						

**ITEM 3 - ATTACHMENT 3 FACILITIES & SERVICES GROUP REPORT.**


<b>Outstanding</b>	<b>Division:</b> Facilities & Services	<b>Date From:</b> 26/09/2017
	<b>Committee:</b>	<b>Date To:</b> 10/08/2021
	<b>Officer:</b>	
<b>Action Sheets Report</b>	<b>Printed: Monday, 16 August 2021</b>	

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/08/2021	Stewart, Adam	Kirrang Drive, Medowie Shared Pathway	31/01/2022	13/08/2021	
8 217		Kable, Gregory				21/218740
15 Aug 2021 Council staff will undertake further investigations into the financial requirements and options to accelerate the Kirrang Drive, Medowie pathway. Staff will report the outcomes back to Council.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/08/2021	Lamont, Brock	Amenities Design	30/04/2022	13/08/2021	
2 222		Kable, Gregory				21/218740
16 Aug 2021 As part of the CSP staff will undertake a review of the existing amenities buildings replacement policy.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/08/2021	Lamont, Brock	Shade Sail at Robinson Reserve, Anna Bay	30/11/2021	13/08/2021	
5 223		Kable, Gregory				21/218740
16 Aug 2021 Council staff will investigate the costs and specifications of a shade sail to be installed at Robinson Reserve and report back to Council.						

## ITEM 3 - ATTACHMENT 3 FACILITIES & SERVICES GROUP REPORT.



<b>Outstanding</b>	<b>Division:</b> Facilities & Services	<b>Date From:</b> 26/09/2017
	<b>Committee:</b>	<b>Date To:</b> 10/08/2021
	<b>Officer:</b>	
<b>Action Sheets Report</b>	<b>Printed: Monday, 16 August 2021</b>	

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/08/2021	Lamont, Brock	Raymond Terrace Indoor Sports Facility	1/12/2021	13/08/2021	
16 227		Kable, Gregory				21/218740
<p>16 Aug 2021</p> <p>Indoor Sports Facility has been included within Development Contributions Plan. Feasibility of project has been commenced, however resources are being prioritised to scoping and delivery of Capital works Program. Recruiting in Community and Recreation Assets to achieve full complement and report will be finalised by December 2021.</p>						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/08/2021	Lamont, Brock	Raymond Terrace Seven Day Makeover	31/12/2022	13/08/2021	
17		Kable, Gregory				21/218740
<p>15 Aug 2021</p> <p>Staff to allocate \$50,000 from NSW Government Public Spaces Legacy fund grand to stage 2 of William Street, Raymond Terrace for a 7 Day Makeover to completed prior to the end of 2022.</p>						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/08/2021	Stewart, Adam	Australia Post Mail Box, 14A William Street, Raymond Terrace	31/10/2021	13/08/2021	
20 229		Kable, Gregory				21/218740
<p>15 Aug 2021</p> <p>Council staff to prepare a letter requesting support and advocacy to have the mailbox moved to the vicinity of the pedestrian crossing in front of Marketplace Raymond Terrace.</p>						



# MINUTES ORDINARY COUNCIL - 24 AUGUST 2021



<b>Outstanding</b>	<b>Division:</b> General Manager's Office	<b>Date From:</b> 26/09/2017
	<b>Committee:</b>	<b>Date To:</b> 10/08/2021
	<b>Officer:</b>	
<b>Action Sheets Report</b>	<b>Printed: Monday, 16 August 2021</b>	

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 13/07/2021	Wickham, Tony	POLICY REVIEW: GRANTS AND DONATIONS	18/08/2021		
7		Wallis, Wayne				21/190429
13 August 2021 Revised Target Date changed From: 27 Jul 2021 To: 18 Aug 2021 Reason: Policy on public exhibition.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/08/2021	Wickham, Tony	Public Access	30/09/2021	13/08/2021	
23 230		Wallis, Wayne				21/218740
13 Aug 2021 Revised Target Date changed From: 24 Aug 2021 To: 30 Sep 2021 Reason: Two way conversation to be scheduled.						

There being no further business the meeting closed at 6.07pm.