

# NOTICE OF ORDINARY MEETING

## 14 SEPTEMBER 2021



**PORT STEPHENS**  
C O U N C I L

The Mayor and Councillors attendance is respectfully requested:

Mayor: R Palmer (Chair).

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

### SCHEDULE OF MEETINGS

TIME	ITEM	VENUE
5:30pm:	Public Access (if applied for)	Council Chambers or via audio link subject to Public Health Orders
Followed by:	Ordinary Meeting	Council Chambers or via audio link subject to Public Health Orders

### Please Note:

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

## **ORDINARY COUNCIL - 14 SEPTEMBER 2021**

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

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

Food and beverages are not permitted in the Council Chamber.

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## **BUSINESS**

- 1) Opening meeting.
- 2) Prayer - We ask Almighty God to give us wisdom and courage so we can serve our community, and uphold justice and equality in Port Stephens. Amen.
- 3) Acknowledgement of Country - Today, we are meeting on Worimi Country, we acknowledge the past, we are working towards a better tomorrow.
- 4) Apologies and applications for a leave of absence by Councillors.
- 5) Confirmation of minutes Ordinary Meeting of 24 August 2021.
- 6) Disclosure of interests.
- 7) Mayoral minute(s) – if submitted
- 8) Motions to close meeting to the public – if submitted.
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- 14) Rescission motions – if submitted.
- 15) Confidential matters – if submitted.
- 16) Conclusion of the meeting.



## **PRINCIPLES FOR LOCAL GOVERNMENT**

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

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

### **Guiding principles for Council**

#### **1. Exercise of functions generally**

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

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

#### **2. Decision-making**

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

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

### 3. Community participation

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

#### **Principles of sound financial management**

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

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

#### **Integrated planning and reporting principles that apply to Council**

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

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

## PORT STEPHENS COMMUNITY STRATEGIC PLAN

The Local Government Act requires Council to adopt a Community Strategic Plan (10+ years). The Plan includes a Delivery Program (4 years), Annual Operational Plan and a Resource Strategy, it also includes the Council's budget.

The Community Strategic Plan is organised into 4 focus areas:

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

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

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

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

## BUSINESS EXCELLENCE

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

These outcomes align with the following Business Excellence principles:

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

## MEETING PROCEDURES SUMMARY

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

**Quorum** – A quorum at Port Stephens Council is 6.

### **Declarations of Interest**

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

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

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

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

### **Motions and Amendments**

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

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

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

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

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

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

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

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

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

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

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

A Point of Order can be raised where:

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

## **Declarations of Conflict of Interest – Definitions**

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

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

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

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



## Form of Special Disclosure of Pecuniary Interest

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

### Important information

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

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

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

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

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

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

**ORDINARY COUNCIL - 14 SEPTEMBER 2021**

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

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

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

to be held on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

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

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

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



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

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

Mayor/Councillor's signature \_\_\_\_\_

Date \_\_\_\_\_

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



## Declaration of Interest form

Agenda item No. \_\_\_\_\_

Report title \_\_\_\_\_

Mayor/Councillor \_\_\_\_\_ declared a

Tick the relevant response:

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

in this item. The nature of the interest is \_\_\_\_\_

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

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

Mayor/Councillor left the Council meeting in Committee of the Whole at \_\_\_\_\_pm.

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

Mayor/Councillor left the Council meeting at \_\_\_\_\_ pm.

Mayor/Councillor returned to the Council meeting at \_\_\_\_\_ pm.

# MOTIONS TO CLOSE

ITEM NO. 1

FILE NO: 21/242576  
EDRMS NO: PSC2006-6753

**MOTION TO CLOSE**

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

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**RECOMMENDATION:**

- 1) That pursuant to section 10A(2) (d)i of the Local Government Act 1993, the Committee and Council resolve to close to the public that part of its meetings to discuss Confidential Item 1 on the Ordinary agenda namely **Sale of 22 Homestead Street, Salamander Bay - Update to contract terms.**
  - 2) That the reasons for closing the meeting to the public to consider this item is that the discussion will include information containing:
    - commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.
  - 3) That the report remain confidential and the minute be released in accordance with Council's resolution.
-

# COUNCIL REPORTS

**ITEM NO. 1****FILE NO: 21/223884  
EDRMS NO: PSC2020-02248****CLASSIFICATION OF LAND - 6 JOHN PARADE, LEMON TREE PASSAGE**

REPORT OF: TIMOTHY CROSDALE - GROUP MANAGER CORPORATE  
SERVICES  
GROUP: CORPORATE SERVICES

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**RECOMMENDATION IS THAT COUNCIL:**

- 1) Classify 6 John Parade, Lemon Tree Passage as Operational land under the Local Government Act 1993 upon the completion of the purchase.

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**BACKGROUND**

The purpose of this report is classify 6 John Parade, Lemon Tree Passage as Operational land under the provisions of the Local Government Act 1993 (LG Act).

A locality plan is provided at **(ATTACHMENT 1)**.

Council resolved on 10 August 2021 (Minute Number 207) **(ATTACHMENT 2)** to purchase this land to assist with managing drainage issues in this area. In accordance with this resolution **(ATTACHMENT 2)** Council is in the process of completing this purchase with settlement scheduled in September 2021.

In order to achieve the intent of this purchase, the existing house will be demolished and the site will be converted into a low depression point for the purposes of detaining stormwater. Council staff are currently completing detailed design, with the works to be undertaken this financial year.

When purchasing land councils must assign a classification in accordance with Division 1 of Part 2 of the LG Act within 3 months of the purchase. Any land that is not classified as required will default to Community land and will have to be managed in accordance with Division 2 of Part 2 of the LG Act.

There are no statutory limitations on the use of Operational land and classifying the land as operational will enable Council to deal in the land as is required to rectify the ongoing drainage issues in the locality.

**COMMUNITY STRATEGIC PLAN**

<b>Strategic Direction</b>	<b>Delivery Program 2018-2022</b>
Infrastructure and Facilities	Build Council's civil and community infrastructure to support the community.

**FINANCIAL/RESOURCE IMPLICATIONS**

There are no financial implications associated with the classification.

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, policy or risk implications arising from the proposal.

Risk	<a href="#">Risk Ranking</a>	Proposed Treatments	Within Existing Resources?
There is a risk that the land will default to Community land, limiting Council's ability to deal in the land to address drainage issues in the locality.	High	Adopt the recommendation.	Yes

**SUSTAINABILITY IMPLICATIONS**

Includes Social, Economic and Environmental Implications

There are no social, environment or environmental implications associated with the proposal.

**CONSULTATION**

Consultation with key stakeholders has been undertaken by the Strategic Property team.

Internal

- Engineering Manager
- Principal Drainage and Flooding Engineer

External

Nil.

**OPTIONS**

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

**ATTACHMENTS**

- 1) Locality Plan. [↓](#)
- 2) Minute Number 207 - 10 August 2021. [↓](#)

**COUNCILLORS ROOM**

Nil.

**TABLED DOCUMENTS**

Nil.



## 6 John Parade, Lemon Tree Passage



### DISCLAIMER

Port Stephens Council accepts no responsibility for any errors, omissions or inaccuracies, whatsoever, contained within or arising from this map. Verification of the information shown should be obtained from an appropriately qualified person(s).

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SCALE 1:2300 @ A4

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**MINUTES ORDINARY COUNCIL - 10 AUGUST 2021****CONFIDENTIAL****ITEM NO. 3****FILE NO: 21/205510  
EDRMS NO: PSC2020- 02248****PURCHASE OF PROPERTY - LEMON TREE PASSAGE**

REPORT OF: TIMOTHY CROSDALE - GROUP MANAGER CORPORATE  
SERVICES  
GROUP: CORPORATE SERVICES

**ORDINARY COUNCIL MEETING - 10 AUGUST 2021  
MOTION**

<b>207</b>	<b>Councillor Sarah Smith Councillor Jaimie Abbott</b>  It was resolved that Council:  1) Approve the purchase of land at Lemon Tree Passage on the confidential terms and conditions of this report. 2) Authorise the Mayor and General Manager to affix the Council Seal and sign all documents necessary to complete the purchase.
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The motion was carried.

**ITEM NO. 2**

**FILE NO: 21/234442  
EDRMS NO: PSC2021-01467**

**PORT STEPHENS COUNCIL COMMUNITY SATISFACTION SURVEY 2021  
REPORT**

REPORT OF: TIMOTHY CROSDALE - GROUP MANAGER CORPORATE  
SERVICES  
GROUP: CORPORATE SERVICES

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**RECOMMENDATION IS THAT COUNCIL:**

- 1) Receive the Port Stephens Council 2021 Community Satisfaction Survey Report (**ATTACHMENT 1**).

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**BACKGROUND**

The purpose of this report is to provide Council with the outcomes of a survey of a sample of residents across the Port Stephens local government area (LGA).

For more than 10 years Council has been conducting an annual Community Satisfaction Survey (CSS) to ask local residents their opinion of our services and facilities. We do this as part of our commitment to continuously improving our performance and how we deliver services to our community.

Community satisfaction is one of our 7 key metrics and a 2020-2021 Operational Plan action. The CSS also provides data for measuring progress on a number of our Community Strategic Plan Indicators and Operational Plan Effectiveness Measures. The survey provides community insight on:

- Council's overall performance
- Customer service
- Local infrastructure, facilities and services
- Participation in a range of activities
- Perception of local neighbourhood

The results of separate user surveys conducted by Children's Services and Library Services are also included in the CSS report.

The 2021 survey was conducted over May 2021 and June 2021, with over 2,000 responses received. Whilst a statistically valid sample size was achieved, it is not representative of the Port Stephens population in terms of demographics or all localities.

Conducted amidst the COVID-19 pandemic and only weeks following a natural disaster, the impact and devastation experienced by our community are understandably echoed in the survey results.

When interpreting the results, it is important to understand the context and environment within which the survey was conducted this year. Council faced unprecedented pressure on both its services and infrastructure due to the ongoing impacts of COVID-19 and the March 2021 natural disaster.

Over the past 12 months, due to a combination of factors including changing public health orders, Council has had to adapt and make a number of necessary adjustments to its services. In the community's eyes this may be perceived as a service reduction, however given Council's financial position, brought about by COVID-19, this was critical. Council has managed to turn our underlying financial position from a deficit of \$4.4 million to a modest underlying surplus at the end of June 2021.

Compounding this was the natural disaster experienced in March 2021, which caused significant infrastructure damage across our local government area and region. The magnitude of this event alone is reflected in the number of open potholes drastically increasing (from 50 to over 3,000 at any one time) following the natural disaster. In response, Council has maintained additional road maintenance crews to continue to bring the number of potholes back to regular service levels.

It is noted that Council has increased resources for ongoing road repair works. In addition to an increase in budget allocation to \$2.6 million for 2021/2022, Council has allocated an additional \$3 million to facilitate significant road rehabilitation and repairs on a number of priority roads across the LGA. Following detailed design, these works will be commenced in the coming weeks.

With this in mind, it is not surprising that the impacts of this damage and devastation, despite Council's best efforts, are reflected in the survey results, with a reduction in the overall community satisfaction score and satisfaction with services such as maintaining local roads and stormwater management systems.

Overall satisfaction with Council's services for 2021 was lower than our corporate target of 80% at 68%, with the top 3 performing areas and areas for improvement outlined below:

**Top 3 performing areas**

- Garbage collection services 96%
- Access to waste depots and recycling 93%
- Children's services 93%

**Top 3 areas for improvement**

- Maintaining local roads 45%
- Managing stormwater drainage systems 59%
- Roadside maintenance 68%



## COMMUNITY STRATEGIC PLAN

<b>Strategic Direction</b>	<b>Delivery Program 2018-2022</b>
Governance	Provide a strong ethical governance structure.

## FINANCIAL/RESOURCE IMPLICATIONS

The CSS is routinely conducted as part of Council's commitment to continuous improvement and to ensure Council's services are at an acceptable level.

<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

Although community satisfaction surveys are not mandated by legislation, the Office of Local Government recommends in its Integrated Planning and Reporting Manual (page 32) such surveys as a valuable tool to gauge the community's views on how councils are performing in such areas as service delivery of facilities and governance.

Port Stephens Council commenced formal community satisfaction surveys in 2007. Since then the survey methodology has been enhanced to expand the reach of the survey.

<b>Risk</b>	<b><u>Risk Ranking</u></b>	<b>Proposed Treatments</b>	<b>Within Existing Resources?</b>
There is a risk that the statistical sample could be inadequate to support the findings in the CSS Report.	Low	The Australian Bureau of Statistics sample size calculator recommended the sample size for the Port Stephens population should be 1,053. Actual responses were 2,187. Although it is noted that the sample is not statistically valid in terms of demographics.	Yes

## **SUSTAINABILITY IMPLICATIONS**

Includes Social, Economic and Environmental Implications

Port Stephens Council conducts its operations across the spectrum of social, economic, environmental and governance indicators and measures.

The 2021 CSS was designed to ensure that Council is aware of the level of community satisfaction with all aspects of its operations. Whilst the report demonstrates 68% overall satisfaction, there are opportunities to enhance Council's operations and service delivery as outlined in the report.

As part of our commitment to continuous improvement, each section of Council will review the feedback provided by the community and will build on this as we review the Community Strategic Plan and related Council integrated plans over the next 9 months.

## **CONSULTATION**

### External

The following channels were used to promote the survey:

- email to more than 16,000 residents
- Council's website
- social media
- media releases and advertisements in the local paper
- hard copy surveys were made available upon request.

### Internal

The survey questions (prior to distribution) were reviewed by the Senior Leadership Team and results reviewed by the Executive Team.

## **OPTIONS**

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

## **ATTACHMENTS**

- 1) Port Stephens Council 2021 Community Satisfaction Survey. [↓](#)

## **COUNCILLORS ROOM**

Nil.

**TABLED DOCUMENTS**

Nil.



# Community Satisfaction Survey Report 2021



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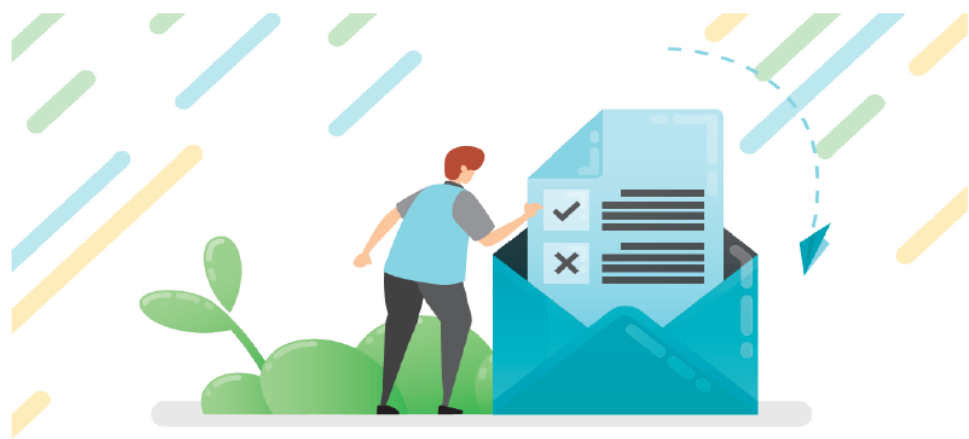
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# Community satisfaction survey

## Background and objectives

At Port Stephens Council we are committed to continuously improving our performance and how we deliver services to our community.

Community Satisfaction is one of our 7 key metrics and a 2020-2021 Operational Plan action. The annual Community Satisfaction Survey (CSS) asks our local residents their opinion of our services and facilities. The CSS provides data for measuring progress on a number of our Community Strategic Plan Indicators and Operational Plan Effectiveness Measures.

The survey has been conducted for more than 10 years and provides community insight on:

- Council's overall performance
- Customer service
- Local infrastructure, facilities and services
- Participation in a range of activities
- Perception of local neighbourhood

Each year the data gathered from the CSS is used to develop a report which outlines the aggregated results and trends.

This is the 2021 report of the survey conducted over May and June 2021. With over 2,000 responses received, a statistically valid sample size was achieved, however, it should be noted that the sample is not representative of the Port Stephens population in terms of demographics (population or location).

The 2021 Community Satisfaction Survey was undertaken in the context of the ongoing impacts of COVID-19 and a significant natural disaster, with the results reflective of the community's reaction to the challenging situation Council found itself in.

During the last financial year Council faced significant pressures on our services. Due to the combination of changing public health orders, impacts to our businesses and our community, it was necessary for Council to adjust services through different periods over the past 12 months. To the community, this may have been seen as service reductions, however, they were critical given Council's financial position through the past financial year.

At the commencement of the last financial year, Council was predicting delivering an underlying deficit of \$4.4M. This was due to the loss of airport dividends, reduced income from ongoing COVID-19 restrictions and continuing cost increases. Through implementing a range of important measures, some of which resulted in service changes to the community, Council was able to manage its budget back to a small underlying surplus for the financial year.

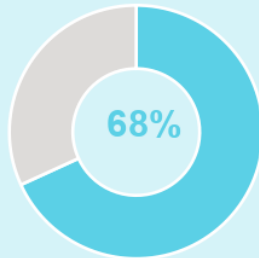
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It is important to note that whilst Council was able to adjust its services to maintain ongoing financial sustainability, our long term planning indicates that the impacts from COVID-19 will need to be managed carefully for a number of years to come.

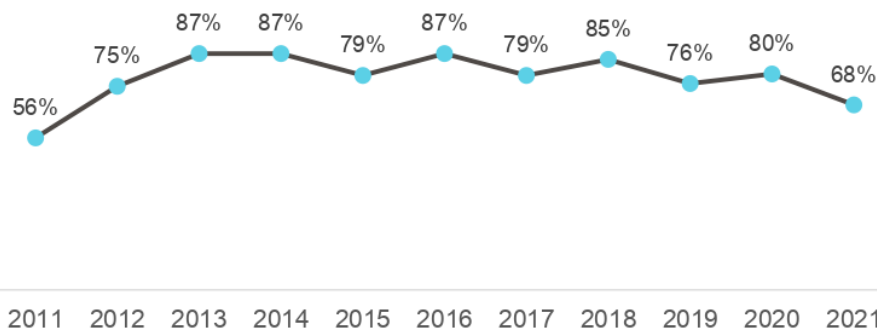
The survey was conducted only weeks after a natural disaster which caused significant infrastructure damage across our local government area and region. The magnitude of this natural disaster alone is reflected in the number of open potholes drastically increasing (from 50 to over 3,000 at any one time) following the storm. With wet weather not abating, these conditions have continued to hamper Council efforts, even though over 20,000 potholes have been patched and repaired since March 2021.

It is not surprising that the impacts of this damage and devastation, despite Council's best efforts, are echoed in the survey results, with a reduction in the overall community satisfaction score and satisfaction with services such as maintaining local roads and stormwater management systems.

## Executive Summary

**68% Community Satisfaction Score**  
from 1,882 survey responses\*

*^According to the Likert scale, to achieve an overall satisfaction figure, respondents answered that they were: Very satisfied, Satisfied, Moderately satisfied/Neutral*

**MALE**

**70%** satisfaction score  
▼ 9 points

**FEMALE**

**67%** satisfaction score  
▼ 12 points

**Top 3 performing areas**

**Garbage collection services**  
**96%**



**Access to waste depots and recycling**  
**93%**



**Children's Services**  
**93%**

**Top 3 areas for improvement**

**Maintaining local roads**  
**45%**  
(▼ 23 points)



**Managing Stormwater drainage systems**  
**59%** (▼ 17 points)



**Roadside maintenance**  
**68%**  
(▼ 11 points)

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### Individual Results

The table below shows individual services/facilities by the level of overall satisfaction.

Table 1: Individual results

Facilities/Services - Satisfaction Score	2020	2021	Change to LY
Garbage collection services	95%	96%	▲
Access to waste depots and recycling	88%	93%	▲
Children's Services*	99%	93%	▼
Community halls	92%	90%	▼
Maintaining operational cemeteries	92%	90%	▼
Sports & Recreational facilities	92%	89%	▼
Libraries*#	99%	88%	▼
Managing litter from rubbish bins in parks and central business districts	89%	88%	▼
Swimming pools	90%	88%	▼
Maintaining parks and gardens	93%	88%	▼
Managing foreshores and beaches	87%	88%	▲
Playground equipment	90%	86%	▼
Ranger services (parking)	70%	81%	▲
Maintaining traffic flow (e.g. lights, roundabouts, street signs)	86%	78%	▼
Ranger services (animal management)	67%	78%	▲
Managing street trees	81%	77%	▼
Public toilet amenities (excluding those in shopping centres)	76%	72%	▼
Maintaining cycleways	80%	72%	▼
Development applications and building approvals	-	72%	-
Controlling noxious weeds on Council land	73%	71%	▼
Managing illegal dumping	67%	70%	▲
Roadside maintenance (For example, trees, litter, weeds, slashing and so on)	79%	68%	▼
Maintaining footpaths and walking tracks	73%	65%	▼
Managing stormwater drainage systems	76%	59%	▼
Maintaining local roads	68%	45%	▼

\*Surveys for these services were conducted separately. # Comparison made to 2019.

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## PORT STEPHENS COUNCIL 2021 COMMUNITY

## Overall Satisfaction

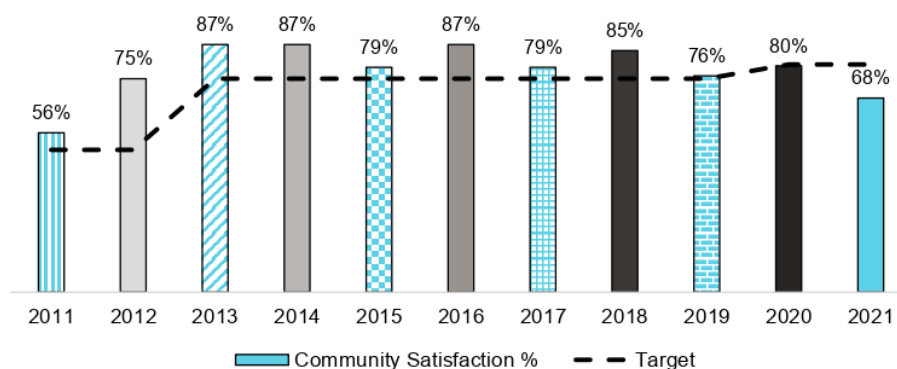
## Satisfaction with Council's services

Question 25

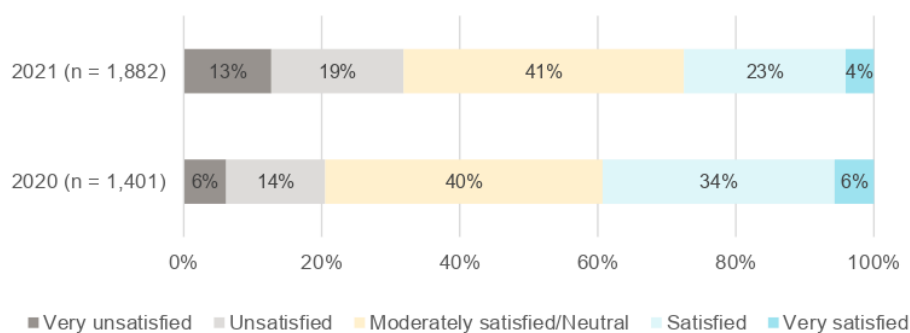
In 2021, 1,882 respondents rated us with an overall **satisfaction score of 68%**<sup>1</sup>.

This is a decrease of 12 points from the 2020 result and below our annual target of 80%.

Graph 1: Community satisfaction score



Graph 2: Community satisfaction response



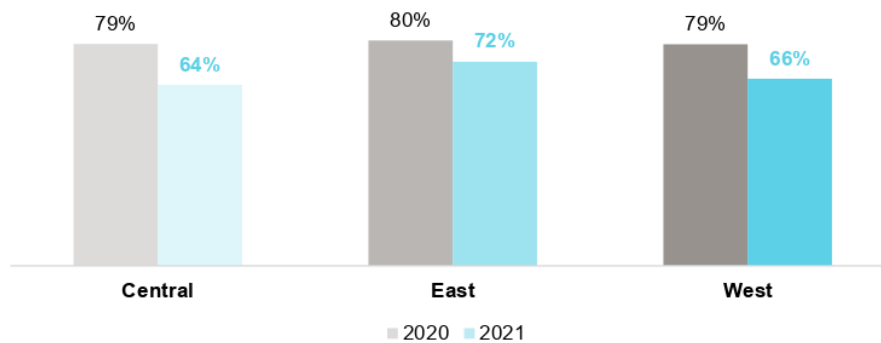
<sup>1</sup> According to the Likert scale, to achieve an overall satisfaction figure, respondents answered that they were: Very satisfied, Satisfied, Moderately satisfied/Neutral

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## PORT STEPHENS COUNCIL 2021 COMMUNITY

In previous years, the satisfaction score across all 3 wards has hovered close to the overall satisfaction score, however, the 2021 results (shown below), shows some divergence with respondents from the East Ward indicating a slightly higher satisfaction score than the West and Central Wards.

Graph 3: Community satisfaction by ward



Respondents indicated higher than the average satisfaction score from the areas of Fingal Bay (87%), Corlette (81%), Raymond Terrace (74%), Anna Bay (73%) and Nelson Bay (70%).

Respondents from the below-listed areas indicated a decrease in the satisfaction scores as compared to the 2020 results.

Table 2: Community satisfaction score by area

Area	2018	2019	2020	2021	Change on LY
Karuah	94%	59%	86%	37%	▼
Lemon Tree Passage	90%	79%	82%	55%	▼
Tanilba Bay	80%	71%	79%	57%	▼
Shoal Bay	74%	81%	79%	60%	▼
Salamander Bay	85%	79%	77%	66%	▼
Nelson Bay	88%	79%	80%	70%	▼
Medowie	91%	81%	76%	68%	▼
Anna Bay	81%	60%	80%	73%	▼
Raymond Terrace	82%	74%	80%	74%	▼
Soldiers Point	87%	87%	72%	69%	▼
Fingal Bay	90%	83%	89%	87%	▼
Corlette	92%	86%	83%	81%	▼

Note – Satisfaction score by area is not statistically valid and is only a representation from respondents from the area.



## Community improvement ideas

Question 26



In the 2021 Community satisfaction survey, 1 in 2 respondents provided a comment about their views on council services or ideas for improvement. **1,117 comments** were received. As noted in the table below these were proportionately higher for those respondents within the very unsatisfied and unsatisfied category.

Table 3: Percentage of comments and responses by satisfaction level

	Percentage of comments	Percentage of total survey responses
Very unsatisfied	17%	13%
Unsatisfied	25%	19%
Moderately satisfied/Neutral	36%	41%
Satisfied	20%	23%
Very satisfied	2%	4%

Verbatim responses for the comments were collated and entered into analytical software. This analysis 'counts' the number of times a particular word or phrase appears and, based on the frequency of that word or phrase, font size is generated. The larger the font, the more frequently the word or sentiment is mentioned.

Figure 1: Word cloud

community beach good/well Lemon Tree Footpath services  
 maintenance Raymond Terrace our community see  
 need many council work Roads/Streets time  
 area make parking Shoal Bay Pothole look Nelson Bay  
 live Port Stephens PSC Rates Maintain dangerous better

The most frequently occurring themes from comments are detailed below.

Graph 4: Themes for comments



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## PORT STEPHENS COUNCIL 2021 COMMUNITY

**Satisfaction with elected Council**

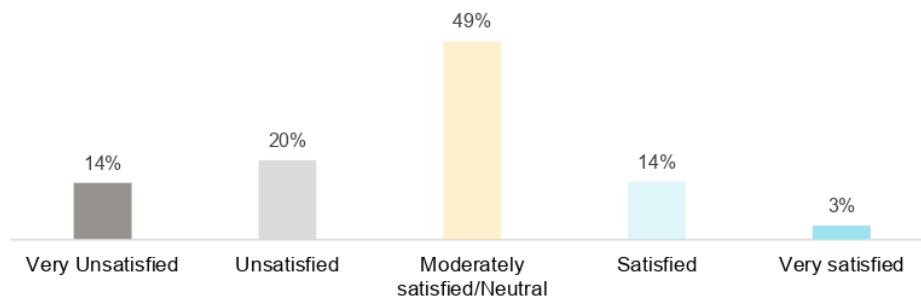
Question 27

With the Council term coming to an end in 2021, we asked our community about the satisfaction with their elected Council for delivery on its operational plans, strategies and capital works.

Overall, 1,867 survey respondents rated **66% satisfaction score with their elected council**. (According to the Likert scale, to achieve an overall satisfaction figure, respondents answered that they were: Very satisfied, Satisfied, Moderately satisfied/Neutral.)

Almost half the respondents rate the performance of their elected Council as mid 'moderately unsatisfied/neutral'.

*Graph 5: Community satisfaction with their elected council*



Overall respondents in the West-ward indicated a slightly higher satisfaction score (69.52%). In contrast, respondents in Medowie, Raymond Terrace and Corlette areas indicated higher than the average satisfaction levels.

## Port Stephens, Council & Community

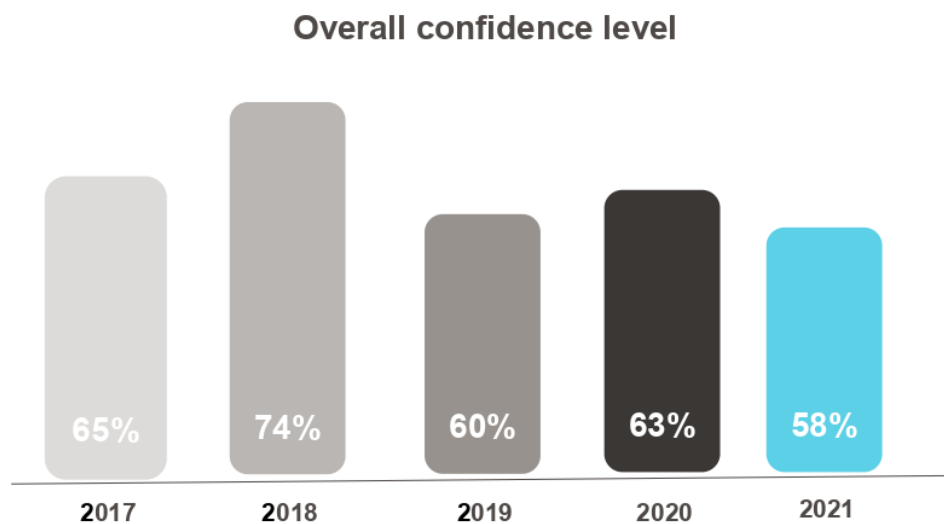
### Community confidence

Question 24

Survey respondents were asked to rate their confidence levels with the management of resources (Workforce, Assets and Finances) by Council. To achieve an overall confidence level, respondents answered that they were: Very confident, Confident, Somewhat confident/Neutral and excludes 'Don't know/Unsure'.

Overall, respondents in 2021 rated an average **58% confidence level**, a decline of 5 points as compared to the last year.

Graph 6: Community confidence






Respondents indicated higher than the average confidence levels from the areas – Fingal Bay (68%), Raymond Terrace (66%) and Corlette (65%).

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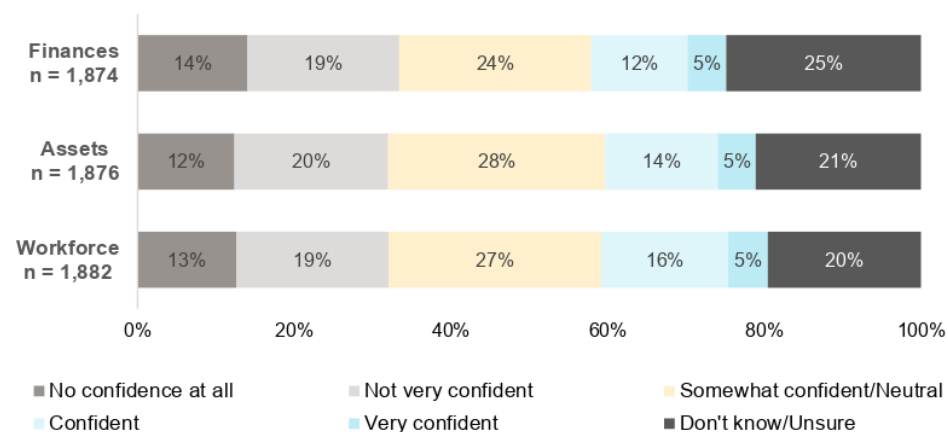
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Table 4: Community confidence in the management of resources

		2017	2018	2019	2020	2021	Change on LY
	Workforce	66%	75%	66%	67%	60%	▼
	Assets	66%	73%	61%	63%	59%	▼
	Finances	63%	73%	51%	58%	56%	▼

\*Aggregate of Very confident, Confident and Neutral. Excludes 'Don't know/Unsure'.

Graph 7: 2021 Community confidence



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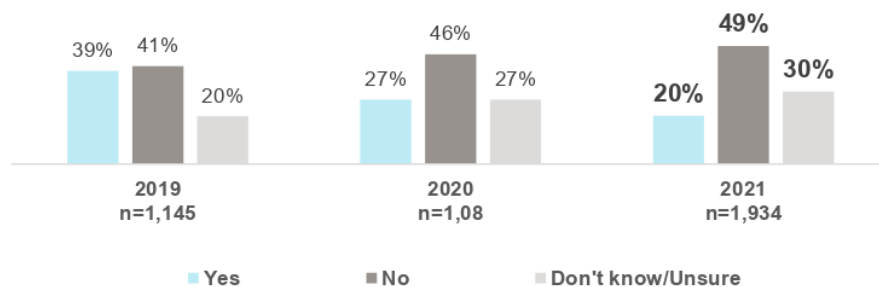
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## Council projects &amp; decision making

Question 22 &amp; 23

Data collected from 1,934 respondents show a decrease in community perception for the opportunity to provide input in Council projects and decision making.

Graph 8: Input in council projects and decision making



Survey and direct email/phone have been rated as the most popular choices of providing input in council projects and decision making. Further analysis of comments (captured as 'Other') indicates that respondents also chose to provide input by contacting their elected Councillors.

Table 5: Method to provide input in Council projects and decision making

	2019 n=446	2020 n=380	2021 n=387	Change on LY
Survey	63%	57%	62%	▲
Submission	32%	25%	22%	▼
Direct email or phone	35%	39%	33%	▼
Face to face at Council	13%	12%	13%	▲
Online mapping	3%	3%	4%	▲
Workshop	8%	10%	6%	▼
Implementation panel	2%	2%	2%	-
Port Stephens Liveability Index Survey 2020	-	-	13%	-
Drop in session (For example, at an event)	14%	14%	11%	▼
Other (please specify)	-	8%	7%	▼

## Council facilities and services

### Maintaining local roads, footpaths and cycle-ways

Question 14

The score for maintenance of local roads declined 23 points since last year (down from 68% in 2020).

The score for roadside maintenance also decreased to 68% in 2021, down by 11 points as compared to last year.

Maintenance of footpaths and walking tracks, and maintenance of cycleways both declined by 8 points as compared to last year (65% and 72% score respectively in 2021).

Respondents selecting 'Don't know/use' for cycleways has almost doubled in the 2021 survey to 26%

The satisfaction score for 'maintaining traffic flow' also declined by 8 points in 2021 (78%).

*\*Aggregate of Slightly well, Moderately well/Neutral, Very well and Extremely well. Excludes 'Don't know/Don't use'. 2021 n = 1,957*

Table 6: Satisfaction scores for maintenance of local roads, footpaths and cycleways

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	Change on LY
Maintaining local roads	38%	52%	64%	59%	76%	67%	75%	71%	68%	45%	▼
Roadside maintenance	59%	59%	61%	81%	84%	80%	84%	81%	79%	68%	▼
Maintaining footpaths & walking tracks	46%	54%	55%	73%	79%	76%	77%	77%	73%	65%	▼
Maintaining cycleways	54%	59%	54%	72%	77%	82%	84%	83%	80%	72%	▼
Maintaining traffic flow	70%	77%	78%	84%	88%	77%	82%	88%	86%	78%	▼



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## PORT STEPHENS COUNCIL 2021 COMMUNITY

## Managing our local government area (LGA)

Question 15

A total of 1,957 survey respondents rated satisfaction for 'managing illegal dumping' at 70%, 4 points higher than last year.

There has been a slight decrease in the scores for managing street trees and controlling noxious weeds on Council land (77%, down by 3 points and 71%, down by 2 points respectively).



27% of respondents selected 'Don't know/Not sure' for 'Controlling noxious weeds on council land.'

The score for 'managing stormwater drainage systems' also had a significant decline of 17 points since last year (59% in 2021, down by 17 points from 76% in 2020).

*\*Aggregate of Slightly well, Moderately well/Neutral, Very well and Extremely well. Excludes 'Don't know/Don't use'. 2021 n = 1,957*

Table 7: Satisfaction scores for managing our local government area

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	Change on LY
Managing street trees	57%	58%	60%	76%	80%	83%	84%	84%	81%	77%	▼
Managing storm water drainage systems	46%	54%	59%	68%	71%	78%	80%	79%	76%	59%	▼
Managing illegal dumping			47%	60%	61%	54%	79%	76%	67%	70%	▲
Controlling noxious weeds on Council land	38%	46%	49%	64%	68%	82%	81%	77%	73%	71%	▼



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### Maintaining our open spaces

Question 16

Respondents rated, maintaining parks and gardens and operational cemeteries with lower satisfaction scores as compared to the previous year (down by 5 points and 3 points respectively).

Maintaining the historical trend, more than half of the respondents selected 'Don't know/don't use' for 'Managing operational cemeteries'.



'Managing litter from rubbish bins in parks and central business districts' decreased by 1 point in 2021 to 88%.

'Maintaining of beaches and foreshores' increased by 1 point in 2021 to 88%.

*\*Aggregate of Slightly well, Moderately well/Neutral, Very well and Extremely well. Excludes 'Don't know/Don't use'. 2021 n = 1,957*

Table 8: Satisfaction scores for maintenance of our open spaces

Maintaining/ Managing	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	Change on LY
Parks and gardens	71%	73%	78%	84%	90%	90%	92%	91%	93%	88%	▼
Operational cemeteries							94%	95%	92%	90%	▼
Beaches and foreshores	61%	68%	65%	75%	84%	88%	84%	87%	87%	88%	▲
Litter from rubbish bins in parks and CBD's	-	-	-	-	-	-	-	92%	89%	88%	▼

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## PORT STEPHENS COUNCIL 2021 COMMUNITY

## Facility maintenance

Question 17

Satisfaction scores for public toilet amenities (excluding those in the shopping centres) and for playground equipment has decreased by 4 points each (to 72% and 86% respectively). A total of 28% of the respondents chose 'Don't know/don't use' Playground equipment.



54% of total respondents indicated 'Don't know/use' Council community halls. Satisfaction with Council community halls decreased by 2 points to 90% compared to last year.

Satisfaction with sport and recreational facilities declined by 3 points to 89% compared to last year, with 35% of respondents selecting 'Don't know/use'.

Satisfaction with swimming pools also declined by 2 points to 88%, with 45% of respondents answering 'Don't know/use'.

*\*Aggregate of Moderately satisfied/Neutral, Satisfied and Very satisfied. Excludes 'Don't know/Don't use'. 2021 n = 1,957.*

Table 9: Satisfaction scores for maintenance of infrastructure and facilities

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	Change on LY
Public toilet amenities	75%	82%	83%	74%	84%	74%	76%	76%	76%	72%	▼
Playground equipment	84%	88%	88%	82%	91%	84%	88%	85%	90%	86%	▼
Community halls	89%	91%	92%	87%	91%	93%	91%	90%	92%	90%	▼
Sport and recreational facilities	91%	94%	92%	83%	93%	90%	90%	91%	92%	89%	▼
Swimming pools	90%	91%	94%	87%	93%	87%	90%	91%	90%	88%	▼

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### Delivery of services

Question 18

In the 2021 survey, the satisfaction score for Ranger Services (animal management and parking) increased by 11 points as compared to last year.

The satisfaction score for garbage collection services (96%) increased by 1 point as compared to last year. The satisfaction score for access to waste transfer stations has also increased by 5 points since 2020.

A new attribute was introduced in the 2021 Community Satisfaction survey to measure satisfaction levels with processing development applications and building approvals. 56% of the total respondents answered 'Don't use/know' the service. Those that used the service rated it at 72% satisfaction.

*\*Aggregate of Slightly well, Moderately well/Neutral, Very well and Extremely well. Excludes 'Don't know/Don't use'. 2021 n = 1,957*

Table 10: Community satisfaction with service delivery

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	Change on LY
Ranger services - animal management	66%	60%	64%	63%	63%	71%	77%	74%	67%	78%	▲
Ranger services - parking	56%	62%	60%	62%	60%	74%	74%	71%	70%	81%	▲
Garbage collection services	92%	93%	94%	86%	94%	94%	95%	95%	95%	96%	▲
Access to waste transfer stations	74%	77%	82%	72%	82%	77%	87%	88%	88%	93%	▲
Development applications and building approvals	-	-	-	-	-	-	-	-	-	72%	-

*In the 2021 survey, the rating scale to measure satisfaction for the above-listed attributes was changed to make it similar to the other questions and included 'Not at all well, Slightly well, Moderately well, Well and Very well'.*

## Perception and accessibility

### New developments and appearance of neighbourhoods

Question 1

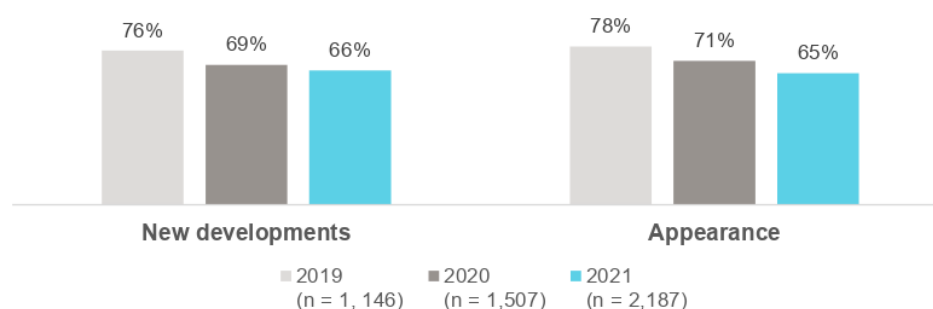


Table 11: Community satisfaction with new developments and appearance of neighbourhoods

Aggregate Satisfaction*	2019 n = 1, 146	2020 n = 1,507	2021 n = 2,187
<b>New Developments</b> (including residential, commercial and industrial)	76%	69%	66%
<b>Appearance</b> (clean, maintained, character)	78%	71%	65%

\*Aggregate Satisfaction includes responses of – Very satisfied, Satisfied and Neutral.

Graph 9: Community satisfaction score for new developments and appearance of neighbourhoods



Respondents from Raymond Terrace, Corlette and Lemon Tree Passage indicated higher satisfaction scores with new developments as compared to the overall score. Respondents from Medowie and Nelson Bay area indicated higher satisfaction scores with the appearance of their neighbourhoods as compared to the overall score.

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## PORT STEPHENS COUNCIL 2021 COMMUNITY

## Sense of welcome

Question 2

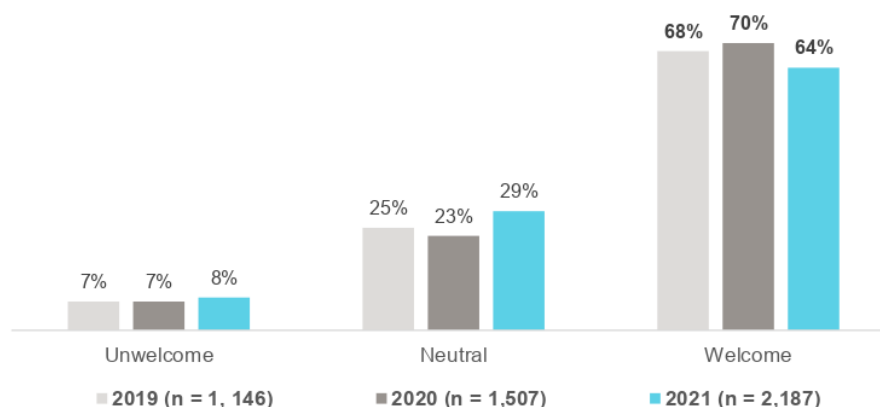
The overall percentage of respondents feeling welcome in the neighbourhood decreased by 6 points, to 64% in 2021.

Table 12: Community's sense of welcome in neighbourhoods

Aggregate*	2019	2020	2021
	n = 1, 146	n = 1,507	n = 2,187
Unwelcome	7%	7%	8%
Neutral	25%	23%	29%
Welcome	68%	70%	64%

Aggregate Unwelcome includes responses of Very unwelcome and Unwelcome. Aggregate Welcome includes responses of Very welcome and Welcome.

Graph 10: Community's sense of welcome in neighbourhoods



Respondents in Medowie, Nelson Bay, Corlette, Lemon Tree Passage and Fingal Bay area indicated feeling more welcome as compared to the overall result.

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## PORT STEPHENS COUNCIL 2021 COMMUNITY

## Feeling safe in Port Stephens

Question 3

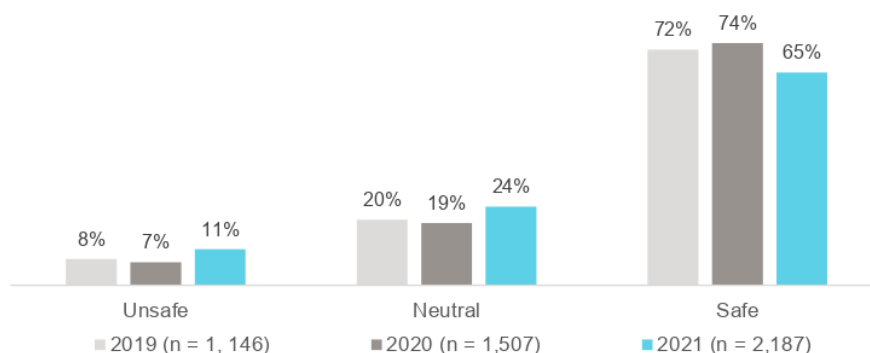
The overall percentage of respondents feeling safe in the LGA has decreased by 9 points, to 65% in 2021.

Table 13: Community perception of safety

Aggregate*	2019	2020	2021
	n = 1, 146	n = 1,507	n = 2,187
Unsafe	8%	7%	11%
Neutral	20%	19%	24%
Safe	72%	74%	65%

Aggregate Unsafe includes responses of Very unsafe and Unsafe. Aggregate Safe includes responses of Very safe and Safe.

Graph 11: Community perception of safety



Respondents from Salamander Bay, Anna Bay, Fingal Bay and Soldiers Point indicated feeling safer in the LGA as compared to respondents from other areas of the LGA.

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## PORT STEPHENS COUNCIL 2021 COMMUNITY

## Accessibility of facilities and places

Question 4

Overall, respondents have indicated an increase in accessibility of facilities in the Port Stephens area.

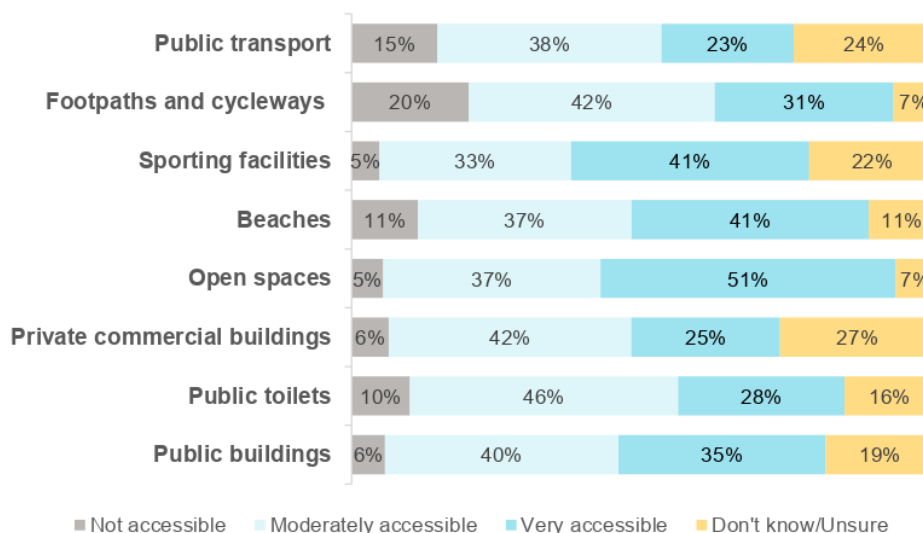
Our 'open spaces' were rated as the most accessible (88%) by survey respondents followed by beaches (77%) and public buildings (76%).

Table 14: Accessibility of facilities

Aggregate accessibility*	2019 (n=1,146)	2020 (n=1,507)	2021 (n = 2,187)	Change on LY
Public buildings	66%	71%	76%	▲
Public toilets	67%	68%	75%	▲
Private commercial buildings	53%	51%	67%	▲
Open spaces	79%	86%	88%	▲
Beaches	70%	74%	77%	▲
Sporting facilities	64%	69%	74%	▲
Footpaths and Cycleways	-	-	73%	-
Public transport	54%	55%	61%	▲

\*Aggregate accessibility includes responses of – Moderately accessible and Very accessible.

Graph 12: 2021 Accessibility of facilities



## Participation in activities and events

### Participation in community/cultural activities or events

Question 5

Overall, 77% of the respondents indicated participation in some community/cultural activities or events. The impacts of COVID-19 could be a contributing factor in the decline of numbers participating. Several events and activities were also cancelled due to the public health order restrictions.

There has been a slight increase in participation at sporting or recreation events and Library events.

Table 15: Participation in community/cultural activities or events

	2019 n = 1,181	2020 n = 1,482	2021 n = 2,105	Change on LY
<b>Volunteer group</b> (For example, Service Club, Environment Group and so on)	13%	34%	27%	▼
<b>Community events</b> (For example, Australia Day celebrations, NAIDOC week, Community markets and so on)	22%	41%	35%	▼
<b>Workshop or Education program</b>	7%	14%	8%	▼
<b>Sports or Recreation</b> (Example, sporting club)	19%	35%	38%	▲
<b>Cinemas</b>	44%	60%	38%	▼
<b>Festival or Cultural event</b> (For example, Port Stephens Surf Festival and so on)	30%	39%	14%	▼
<b>Lifestyle event</b> (For example, Sail Port Stephens)	23%	28%	11%	▼
<b>Theatre performances</b>	5%	9%	3%	▼
<b>Live music performances</b>	22%	27%	10%	▼
<b>Music concerts</b> (For example, opera, classical and so on)	3%	6%	3%	▼
<b>Dance performances</b>	4%	6%	2%	▼
<b>Library events</b>	5%	6%	10%	▲
<b>Art galleries</b>	16%	20%	11%	▼
<b>Museums</b>	7%	10%	7%	▼
<b>Did not attend</b>	not comparable		21%	-
<b>Don't know</b>	not comparable		2%	-
<b>Other (please specify)</b>	2%	5%	6%	▲

Respondents provided multiple responses, the total of all categories exceeds 100%.



ITEM 2 - ATTACHMENT 1  
SATISFACTION SURVEY.

## PORT STEPHENS COUNCIL 2021 COMMUNITY

## Usage of facilities for recreation and/or leisure

Question 6

Overall, there has been a decline in the usage of recreation and/or leisure facilities as compared to 2020.

Due to the COVID-19 pandemic and public health restrictions, several facilities were either closed for some periods or operated with reduced capacity.

Table 16: Usage of facilities

Aggregate usage*	2019 n=1,159	2020 n=1,482	2021 n=2,105	Change from LY
Community Halls	41%	45%	42%	▼
Sporting Facilities (oval, court or field)	56%	62%	61%	▼
Swimming Pools	51%	50%	46%	▼
Parks reserves or playgrounds (including bmx, skate etc.)	75%	84%	72%	▼
Gym	29%	34%	29%	▼
Cycleways	55%	58%	52%	▼

\*Aggregate usage includes responses of – Multiple times per week, Weekly, Monthly and Rarely.

## Participation with volunteer groups

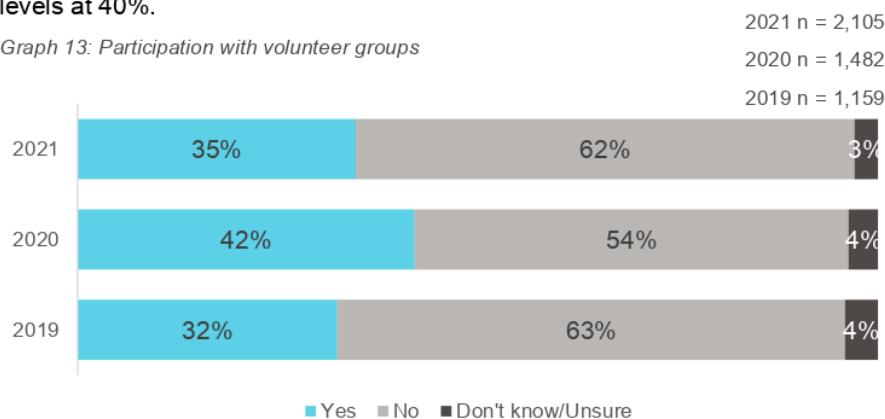
Question 7

Overall participation with Volunteer groups has declined as compared to last year.

In 2021, 35% of respondents indicated participating in volunteer groups. This is 7 points lower than the last year. The decline in the participation with volunteer groups may be attributed to the ongoing COVID-19 pandemic.

The respondents from the age group 66 years and over indicated higher participation levels at 40%.

Graph 13: Participation with volunteer groups



## Participation in Council programs

### Environmental education programs

Question 8

Participation in some of the environmental education programs has decreased in 2021. The participation in Cultural heritage awareness programs has decreased by 12 points to 9% and the Invasive species workshops and field days participation levels declined by 17 points to 3%.

Participation levels in Land care activities and bushland regeneration (11%), as well as the Nature watch activities (20%), has increased by 6 points and 10 points respectively.

Overall, Environmental Days, Waste and Sustainability activities and the Nature Watch activities have been more popular and with higher participation levels as compared to other programs and activities.

The decline in participation with the environmental education programs may be attributed to the ongoing COVID-19 pandemic.

Table 17: Participation in Environmental education programs

Participation in environmental education programs	2019 n = 1,188	2020 n = 1,463	2021 n = 2,043	Change from LY
Environmental days (For example, National Tree Day, Clean up Australia day and so on)	10%	13%	15%	▲
Land care activities and bush-land regeneration	3%	5%	11%	▲
Cultural heritage awareness (For example, Indigenous connection to land, traditional management practices, guided walks and so on)	19%	21%	9%	▼
Invasive species workshop and field days	14%	20%	3%	▼
Waste and sustainability activities (For example, beach clean-ups, marine plastic education and so on)	17%	20%	15%	▼
School holiday activities with an environmental focus (For example, summer coastal activities and so on)	7%	9%	6%	▼
Marine Discovery Series (For example, whale tales)	6%	6%	5%	▼
Nature watch activities (For example, spotlighting, surveying and koala sightings and so on)	8%	10%	20%	▲

ITEM 2 - ATTACHMENT 1  
SATISFACTION SURVEY.

## PORT STEPHENS COUNCIL 2021 COMMUNITY

**Problem Waste' drop off**

Question 9

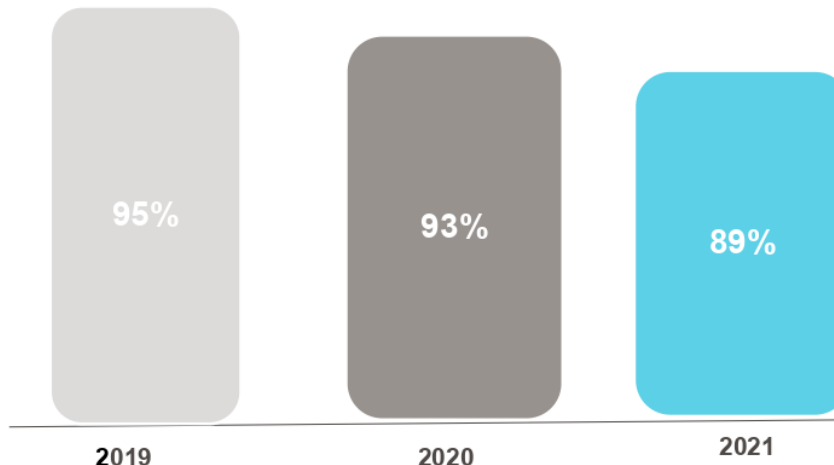
Council holds free drop off events for 'Problem Waste' including mattresses, tyres, E-waste and chemicals. In 2021, 85% of respondents indicated that they were aware of this service with 47% attending the Problem Waste Drop off event.

There has been a slight decrease in awareness, however, the number of people attending increased by 4 points compared to last year.

Table 18: Problem Waste drop off days

2019 (n=1,188)	2020 (n=1,463)	2021 (n=2,043)	Change on LY
<b>Awareness about Problem Waste drop off event</b>			
88%	89%	85%	▼
<b>Attendance at the Problem Waste drop off event</b>			
43%	43%	47%	▲

Graph 14: Community satisfaction score\* - problem waste drop off days

**Satisfaction score\* – Problem Waste Drop Off**

\* Satisfaction of respondents who attended the Problem Waste Drop off Day.

## Usage of Council facilities

### Usage of community halls or centres

Question 10

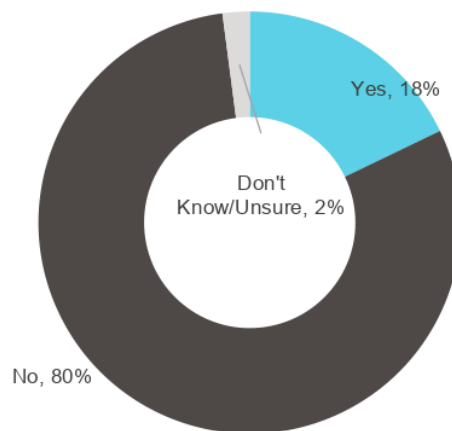
We have several community halls/centres in our local government area (for example, Anna Bay Hall, Birubi Hall, Bobs Farm Public Hall, Hinton School of Arts, Raymond Terrace Senior Citizens Hall and so on).

A decline in the usage of our community halls/centres (18% usage, down by 18 points) can be seen as compared to the last year. This may be attributed to the ongoing COVID-19 pandemic.

Table 19: Usage of community halls or centres

	2019	2020	2021	Change on LY
	n=1,188	n=1,463	n=2,028	
Usage of community halls	36%	36%	18%	▼

Graph 15: 2021 Usage of community halls or centres



ITEM 2 - ATTACHMENT 1  
SATISFACTION SURVEY.

## PORT STEPHENS COUNCIL 2021 COMMUNITY

**Our library services**

Question 11, 12 &amp; 13

Port Stephens Council operates 4 library branches that offer a wide range of resources, programs and events for our community.

The 2021 community satisfaction survey included 3 questions to measure usage of our library services from community members.

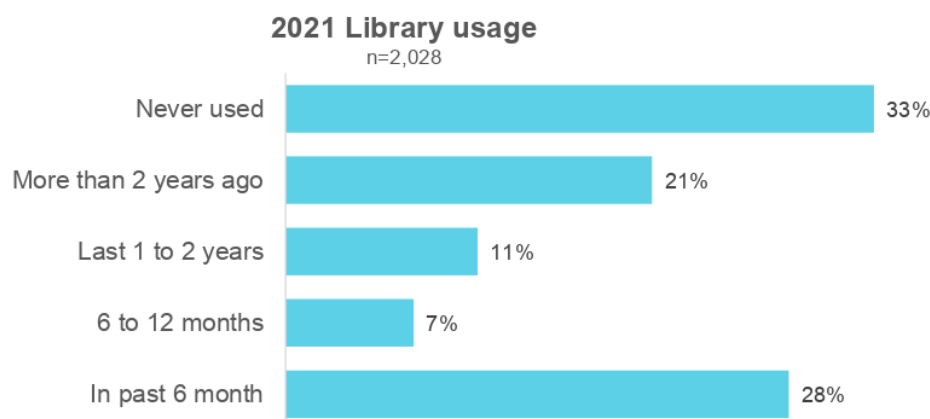
**More than 35% of the respondents used the library service within the last 12 months.**



One-third of the respondents (33% of 2,028) indicated never using the library or any of its services.

Female respondents have indicated a higher level of usage in the past 2 years (73%) as compared to male respondents (60%).

Graph 16: 2021 Library usage



Further analysis indicates the main reason for respondents not using or stopping the use of library services is not being interested in programs or activities offered by the library. Other reasons include – COVID-19 pandemic, other personal commitments/priorities and not having access to the library.

Advertising the range and availability of library programs/activities and increasing access to the library were identified as opportunities for improvement by respondents.

Our annual Library user satisfaction survey also measures usage, however, it is targeted to library users.

## Communication with Council

### Receiving information from Council

Question 19 & 20

The preferred form of communication from Council remains email (56%) or mail (34%).

The greatest change since 2020 has been an 11 point increase in preference for mail (34%, up from 23%) and 7 point increase in preference for social media (31%, up from 24%).



Table 20: Communication methods

	2020 n = 1,409	2021 n = 1,937	Change from LY
Mail (post)	23%	34%	▲
Media	23%	26%	▲
SMS (text message)	-	8%	-
Council's Website	22%	24%	▲
Social Media	24%	31%	▲
Email	59%	56%	▼
Face-to-face engagement	6%	8%	▲
Other	9%	4%	▼

Respondents provided multiple answers

Overall, our community's interest in knowing more about council projects, news and events as well as opportunities to provide feedback has increased since last year.

Table 21: Communication with council

	2020 n = 1,409	2021 n = 1,871	Change on LY
Current and upcoming projects	44%	76%	▲
Council news and events	14%	51%	▲
Community news and events	19%	59%	▲
Opportunities to have your say	23%	57%	▲

## ITEM 2 - ATTACHMENT 1 SATISFACTION SURVEY.

## PORT STEPHENS COUNCIL 2021 COMMUNITY

### Contact with council

Question 21

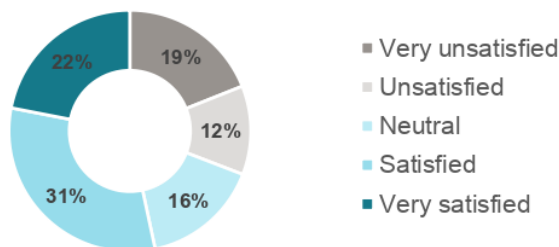
More than 7 in ten respondents (73%) have had contact with Council staff via various channels including in-person, writing or email, by telephone, text message or social media. This is 4 points higher than last year.

Graph 17: Contact with council



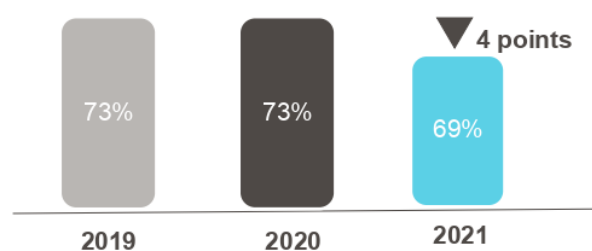
More than half of respondents rated they were satisfied or very satisfied regarding their contact with Council.

Graph 18: 2021 Satisfaction with council contact



Overall satisfaction of those who contacted Council, has declined in 2021 as compared to last year (down by 4 points).

Graph 19: Satisfaction score\* - contact with Council



\* According to the Likert scale, to achieve an overall satisfaction figure, respondents answered that they were: Very satisfied, Satisfied, Moderately satisfied/Neutral. Excludes 'Did not contact Council'.

## Appendices

### Appendix A: About the survey, statistics and detailed demographics

#### About the survey

The survey was conducted from 24 May 2021 to 18 June 2021. A link to the survey was emailed to residents and printed copies were made available on request. The CSS was promoted via media releases, Council's website and social media.

#### Statistics

Based on the local government area (LGA) population of 74,506 (2020 Estimated Residential Population, REMPLAN July 2021) to determine statistical validity with 95% confidence and 3% relative standard error, 1,053 survey responses were required. The total survey response was 2,187.

This report also represents statistically valid survey results for male and female populations with 95% confidence and 5% relative standard error.

Not all respondents answered all the questions. Percentage results shown in Table 1 and the report are aggregates of responses received and exclude 'Don't know', 'Not sure' and 'Don't use' responses.

According to the Likert scale, to achieve an overall satisfaction figure, respondents answered that they were: Very satisfied, Satisfied and Moderately satisfied/Neutral.

Table 1 includes results from the Library User Satisfaction Survey 2021 and the Children's Services Survey 2021.

This report presents outcomes from the 2021 survey and where a direct comparison can be made, also shows results from 2012 to 2020.

#### Demographics

The sample size of 2,187 respondents is statistically valid, however is not a representation of Port Stephens population in terms of demographics.

**74,506** Total Population

Median age **45**  
(2020 ERP - REMPLAN)



**2,187** Survey Population

Median age group **51-60 years\***



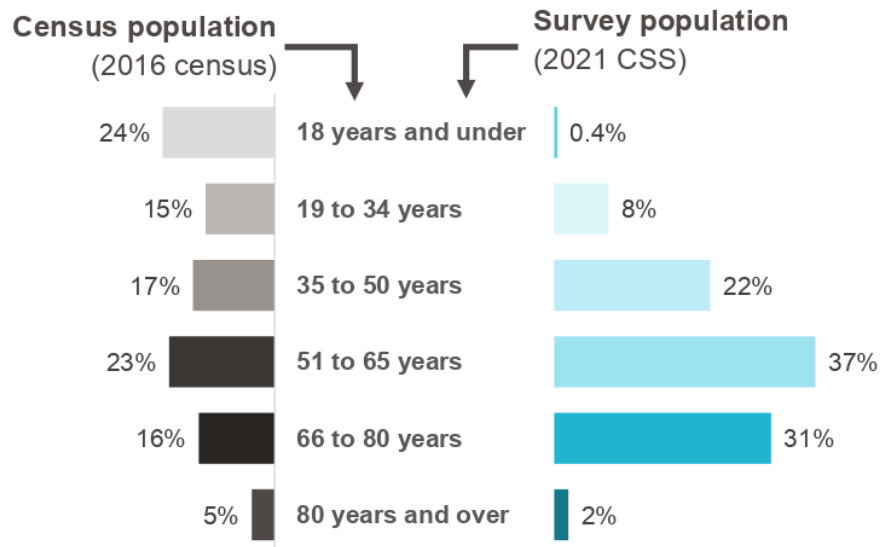
*\* of those that answered the question*



ITEM 2 - ATTACHMENT 1  
SATISFACTION SURVEY.

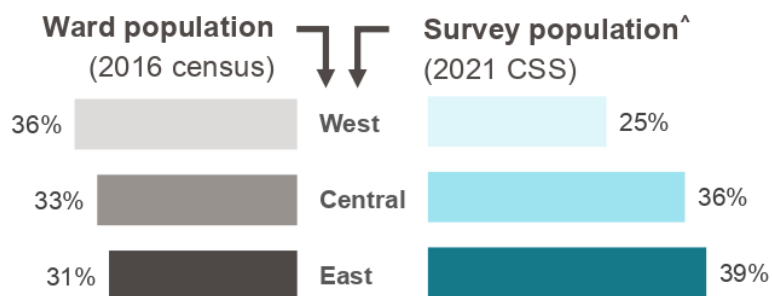
PORT STEPHENS COUNCIL 2021 COMMUNITY

Population by age groups



\* of those that answered the age and gender question

Population by ward



^ of those that answered the question related to where they live.

**ITEM 2 - ATTACHMENT 1 PORT STEPHENS COUNCIL 2021 COMMUNITY SATISFACTION SURVEY.****Appendix B: List of questions in CSS 2021**

1. How satisfied are you with the following in your neighbourhood?
  - New developments (including residential, commercial and industrial)
  - Appearance (clean, maintained, character)
2. How welcome do you feel in your community/neighbourhood?
3. Overall, how safe do you feel in the Port Stephens area?
4. How satisfied are you with the following in your neighbourhood?
  - Public buildings (For example, libraries, council administration building, community halls and so on)
  - Public toilets
  - Beaches
  - Private commercial buildings
  - Open spaces (For example, parks, playgrounds, foreshore and so on)
  - Sporting facilities
  - Footpaths and cycleways
  - Public transport
5. In the past 12 months have you attended a community/cultural activity or event?
6. In the past 12 months, have you used one or more of the following facilities for recreation and/or leisure?
  - Community Halls (For example, fitness activities and so on)
  - Sporting facilities (including ovals, courts and fields)
  - Swimming Pools
  - Parks, reserves or playgrounds (For example, BMX, skate parks and so on)
  - Gym
  - Cycleways
7. In the past 12 months, have you participated with a volunteer group? (For example, service club, environment group and so on)
8. In the past 12 months, have you participated in one or more of the following environmental education programs?
  - Environmental days (For example, National Tree Day, Clean up Australia Day and so on)
  - Land care activities and bush-land regeneration
  - Cultural heritage awareness (For example, Indigenous connection to land, traditional management practices, guided walks and so on)
  - Invasive species workshop and field days

**ITEM 2 - ATTACHMENT 1 PORT STEPHENS COUNCIL 2021 COMMUNITY SATISFACTION SURVEY.**

- Waste and sustainability activities (For example, beach clean-ups, marine plastic education and so on)
  - School holiday activities with an environmental focus (For example, summer coastal activities and so on)
  - Marine Discovery Series (For example, whale tales and so on)
  - Nature watch activities (For example, spotlighting, surveying and koala sighting and so on)
9. In the past 12 months, have you participated in any of Council's free 'Problem Waste' drop off days and if yes were you satisfied with the service?
10. In the past 12 months, have you used any of the Council halls or centres?
11. When was the last time you visited the library or used any of the services provided (including the website and online services)?
12. When was the last time you visited the library or used any of the services provided (including the website and online services)?
13. What would make you more likely to use the library service in the future?
14. How well is Council maintaining local roads/footpaths/cycleways?
- Maintaining local roads
  - Roadside maintenance (For example. Trees, litter, weeds slashing and so on)
  - Maintaining footpaths and walking tracks
  - Maintaining cycleways
  - Maintaining traffic flow (For example, traffic lights, roundabouts, street signs and so on)
15. How well is Council managing our local government area?
- Managing street trees
  - Managing stormwater drainage system
  - Managing illegal dumping
  - Controlling noxious weeds on Council land
16. How well is Council maintaining our open spaces?
- Maintaining parks and gardens
  - Maintaining operational cemeteries
  - Managing litter from rubbish bins in parks and central business district
  - Maintaining beaches and foreshores
17. How satisfied are you with these facilities?
- Public toilet amenities (excluding those in the shopping centres)
  - Playground equipment
  - Community halls

**ITEM 2 - ATTACHMENT 1 PORT STEPHENS COUNCIL 2021 COMMUNITY SATISFACTION SURVEY.**

- Sports and recreational facilities (including ovals and club rooms)
  - Swimming pools
18. How well does Council deliver these facilities?
- Ranger services – animal management
  - Access to waste transfer stations
  - Ranger services – parking
  - Development applications and building approvals
19. How do you prefer to receive information about Council and what is happening in Port Stephens?
20. What information would you like to see more of from Council?
21. In the past 12 months have you contacted Council staff for any reason (in person, writing or email, by telephone, text message or social media)? If yes, how satisfied are you with our response including time, manner and answering your enquiry?
22. In the past 12 months, do you feel you have had an opportunity to provide input in Council projects and decision-making?
23. What method did you use to provide input in Council decision-making?
24. Overall, how satisfied are you that Council is managing its resources (workforce, assets and finances) well?
25. For the past 12 months, overall, how satisfied are you with Council's services?
26. What would most improve our service? Please share your ideas for improvement or feedback.
27. To assist in informing this report, overall, how satisfied are you that the elected Council has delivered on its operational plans, strategies and capital works program(s)?
28. What area/suburb of Port Stephens do you live in?
29. Please indicate your age and gender.



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**ITEM NO. 3**

**FILE NO: 21/235097  
EDRMS NO: PSC2007-2386**

**POLICY REVIEW - GRANTS AND DONATIONS**

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

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**RECOMMENDATION IS THAT COUNCIL:**

- 1) Receive and note the submission at **(ATTACHMENT 2)**.
- 2) Revoke the Grants and Donations policy dated 10 December 2019 (Minute No. 254).
- 3) Adopt the revised Grants and Donations policy shown at **(ATTACHMENT 1)**.

---

**BACKGROUND**

The purpose of this report is to seek Council's adoption of the revised Grants and Donations Policy (policy).

The policy provides a range of financial assistance opportunities funded from the Mayoral and Ward funds, Aboriginal Projects Fund and the annual Community Funding Program (which includes cultural events, heritage and environmental activities).

Council endorsed the revised Grants and Donations Policy for 28 days public exhibition at its meeting on 13 July 2021. The policy was exhibited from 21 July 2021 to 18 August 2021 and 1 submission was received.

A summary of the submission is shown at **(ATTACHMENT 2)**, with an explanation to the matters raised. There are no changes proposed to the revised policy as a result of the public exhibition.

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

The policy is presented for Council's consideration.

**COMMUNITY STRATEGIC PLAN**

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

**FINANCIAL/RESOURCE IMPLICATIONS**

As part of good governance, this policy will assist Council in managing grants and donations, making it clear to the community what opportunities exist.

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 is a risk that in the absence of a financial assistance framework, Council would not meet the requirements of the Local Government Act 1993.	Low	Adopt the recommendation.	Yes
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**SUSTAINABILITY IMPLICATIONS**

Includes Social, Economic and Environmental Implications

This policy provides the community with opportunities to apply for project funds to assist with events and activities throughout the Port Stephens local government area.

**CONSULTATION**

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

Internal

- Executive Team
- General Manager

External

In accordance with the local government legislation, the revised Grants and Donations Policy was placed on public exhibition for period of 28 days from 21 July to 18 August 2021.

**OPTIONS**

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

**ATTACHMENTS**

- 1) Revised Grants and Donations policy. [↓](#)
- 2) Submission summary. [↓](#)

**COUNCILLORS ROOM**

Nil.

**TABLED DOCUMENTS**

Nil.



## Policy



**FILE NO:** PSC2007-02386  
**TITLE:** GRANTS AND DONATIONS  
**POLICY OWNER:** GOVERNANCE SECTION MANAGER

### 1. PURPOSE:

1.1 The purpose of this policy is to provide a policy framework to enable Council to provide financial assistance to the Port Stephens community in an equitable and fair manner, whilst ensuring legislative compliance.

### 2. CONTEXT/BACKGROUND:

2.1 Council has provided financial assistance to the Port Stephens community over many years under a number of funding avenues, such as; ~~Community Financial Assistance Grants, Rapid Response financial assistance, Community Capacity Building, Heritage, Cultural, Aboriginal and Environmental projects.~~

2.2 ~~These funds~~ Funds have been provided to enhance the Port Stephens local government area to build on the Council vision and the surrounding communities.

~~2.3 This policy has been updated following a major review of all financial assistance provided by Council. As a result grants and donations will be covered by this policy, however any requests for sponsorship should be considered under the Corporate Sponsorship policy. Community group loans are managed under the Community Groups Loan policy.~~

2.3 Requests for sponsorship should be considered under the Corporate Sponsorship policy and community group loans are managed under the Community Groups Loan policy.

2.4 Council has a requirement to ensure any monies distributed under Section 356 of the Local Government Act 1993, adhere to the legislative requirement.

### 3. SCOPE:

3.1 Port Stephens Council provides grants and donations to those within the local government area to assist in building our community.

3.2 This policy covers the following funding opportunities:

- a) Aboriginal Projects Fund\*
- b) Community Funding Program\*

## Policy

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## Policy



- c) Mayoral Funds - available throughout the year, subject to funding availability.
- d) Rapid Response - available throughout the year, subject to funding availability and requires signature of requesting councillor.
- e) Community Capacity Building - available throughout the year, subject to funding availability and requires the signature of all ward councillors.
- f) Community Projects Fund\*
- g) Cultural Projects Fund\*
- h) Environmental Projects Fund\*
- i) Heritage Projects Fund\*
- j) Mayoral Funds - available throughout the year, subject to funding availability.
- k) Rapid Response - available throughout the year, subject to funding availability and requires signature of requesting councillor.
- l) Community Capacity Building - available throughout the year, subject to funding availability and requires the signature of all ward councillors.

3.3-\*Council will call for applications on an annual basis with each Project Fund offering different grant limits per application, with eligibility criteria applicable to each Project Fund. Guidelines are available for each Fund.

3.4 Applications received from individuals will be subject to further legislative provisions and will require a public exhibition period prior to final approval.

3.5 Funds must be spent within the Port Stephens local government area or provided to a resident or organisation located within the local government area.

3.6 There may be a formal acquittal process for each application.

3.7 This policy does not cover requests for sponsorship or community group loans, please refer to Council's Corporate Sponsorship policy and the Community Groups Loan policy.

3.8 Council will not be responsible for any ongoing maintenance or improvements that arise from successful application for funding, other than where the works may be on Council owned or managed lands, subject to Council agreement.

### 3 DEFINITIONS:

Financial assistance      Financial mechanisms provided by Council, as a third party, to an organisation or individual to support activities that are in line with Council's Community Strategic Plan. As a third party, Council is not connected to the activities but may be affected by them.

## Policy

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## Policy



Grants	<p>Financial support given to an individual or organisation to assist with identified activities or projects.</p> <p>Expenditure does not represent an equal benefit to Council.</p> <p>Grants are financial assistance and are covered under s356 of the Local Government Act.</p>
Donations	<p>Financial or non-financial (in-kind) support which is provided with limited terms and conditions.</p> <p>Expenditure does not represent an equal benefit to Council.</p> <p>Donations are financial assistance and are covered under s356 of the Local Government Act.</p>
Loans	<p>Financial support, to be repaid with interest over an agreed term, which is provided to develop buildings or facilities that are Council owned or managed.</p> <p>Expenditure does represent an equal benefit to Council.</p> <p>Loans are commercial agreements and are not covered under s356 of the Local Government Act.</p>
Sponsorships	<p>Financial or non-financial (in-kind) support from Council to an organisation or individual (the recipient) in return for mutually agreed economic, cultural, community or reputational benefits. These benefits may include promotion, marketing and/or tickets.</p> <p>Expenditure does represent an equal benefit to Council.</p> <p>Sponsorships are commercial agreements and are not covered by s356 of the Local Government Act.</p>

#### 4 POLICY STATEMENT:

5.1 Port Stephens Council is committed to supporting its community with financial assistance where appropriate.

5.2 Council's commitment is:

a) To provide an equitable, transparent, accountable and coordinated approach for providing

## Policy

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## Policy



financial assistance to community groups in accordance with the terms of Section 356 of the Local Government Act 1993.

- b) To provide equitable financial assistance to people and organisations, bearing in mind that the Council is trustee and custodian of public assets and is bound by its charter to effectively account for and manage those assets.
- c) To promote a sense of community, community harmony and social cohesion.
- d) To assist communities under stress.
- e) To ensure fair distribution of activities and services throughout Port Stephens.
- f) To provide financial assistance by way of a grant or donation, not sponsorship.

### **5 POLICY RESPONSIBILITIES:**

- 5.1 Applications for grants and donations will be coordinated by a project officer. Please refer to the relevant guidelines for contact details or Council website [www.portstephens.nsw.gov.au](http://www.portstephens.nsw.gov.au).
- 5.2 The General Manager is responsible for reporting to Council annually and certifying that expenditure under the Financial Assistance Program meets the necessary probity and transparency required by the Act. The Financial Assistance Program expenditure is reported in the Annual Report (Statutory Statements) as part of the requirements for s356.

### **6 RELATED DOCUMENTS:**

- 6.1 Local Government Act 1993
- 6.2 Financial Assistance for Disposal of Waste policy
- 6.3 Community Groups Loan policy
- 6.4 Corporate Sponsorship policy
- 6.5 Debt Recovery and Hardship policy
- 6.6 Rate Donation for Community Groups policy
- 6.7 Council Charter
- 6.8 Code of Conduct

## Policy

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## Policy

**CONTROLLED DOCUMENT INFORMATION:**

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<b>TRIM container No</b>	PSC2007-2386	<b>TRIM record No</b>	46/384443
<b>Audience</b>	Port Stephens community		
<b>Process owner</b>	Governance Section Manager		
<b>Author</b>	Governance Section Manager		
<b>Review timeframe</b>	Two <b>3</b> years	<b>Next review date</b>	4 December 2021 <b>1 December 2024</b>
<b>Adoption date</b>	28/06/2016		

**VERSION HISTORY:**

Version	Date	Author	Details	Minute No.
1.0	19/05/2009	Corporate Planner	Adoption by Council	151
2.0	19/10/2010	Executive Officer	Adoption by Council	338
3.0	28/06/2016	Governance Manager	New policy following review of all financial assistance offered by Council and inserted into the new policy template.	191
3.1	10/12/2019	Governance Section Manager	Reviewed the policy, included numbering to each paragraph and updated the version control. Updated title of policy owner. 3.2 – updated item numbering. 3.8 – new paragraph stating Council is not responsible for ongoing	254

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## Policy



			maintenance of projects. 5.2 – updated itemising of paragraphs.	
3.2		Governance Section Manager	Reviewed the policy and updated the version control. 2.1 – remove previous financial assistance categories. 2.2 – minor rewording. 2.3 – remove out-dated content. 2.3 – insert new paragraph. 3.1 – updated to include new program and remove obsolete programs.	

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**ITEM 3 - ATTACHMENT 2 SUBMISSION SUMMARY.**

Grants and Donations Policy submission

<b>No.</b>	<b>Author of submission</b>	<b>Comment</b>	<b>Council response</b>
1	Mambo-Wanda Wetlands Conservation Group	<p>The submission requests Council reinstate grant funding specifically for environmental projects, including Landcare.</p> <p>The submission noted that separate guidelines would be made available for the Community Funding Program, however raised concerns that the guidelines were not available at the time of exhibiting the policy.</p> <p>The submission also raises concerns that the criteria for the Community Grants Fund is not well-suited to environmental projects and this may mean applications will compete with other applications with a different focus such as economic and tourism or 'vibrant spaces' initiatives. Without some prioritisation for environmental work, there could be a substantial reduction in the funding of that work.</p> <p>The submission called on Council to provide an adequate share of available grant funds is dedicated to environmental projects.</p>	<p>Council has made changes to its grants program over the past 18 months to deliver a wide range of grant opportunities across Port Stephens local government area. The community have been accessing grant funds through the revamped grant program during this period.</p> <p>The revised policy changes were made to reflect the improved grant opportunities and as such the Community Projects Fund, Cultural Projects Fund, Environmental Projects Fund and the Heritage Projects Fund were removed from the policy and catered for in the Community Grants Fund and the associated guidelines.</p> <p>The guidelines associated with the Community Grants Fund will be publicly available when applications for funding open later in 2021.</p> <p>Applicants will be able to submit applications for environmental projects and many other initiatives across Port Stephens.</p>

ITEM NO. 4

FILE NO: 21/225119  
EDRMS NO: PSC2019-00384

## POLICY REVIEW - COMMERCIAL OPERATORS POLICY

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

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### RECOMMENDATION IS THAT COUNCIL:

- 1) Receive and note the submission **(ATTACHMENT 1)**.
- 2) Revoke the Commercial Operators Policy dated 11 June 2019 (Minute No. 120).
- 3) Adopt the revised Commercial Operators Policy shown at **(ATTACHMENT 2)**.

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### BACKGROUND

The purpose of this report is to seek Council's adoption of the revised Commercial Operators Policy **(ATTACHMENT 2)** following the public exhibition period of 21 July 2021 to 17 August 2021.

The revised policy aims to encourage a diversity of users on Council owned and managed land to create vibrant and active places for all people to enjoy.

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

During public exhibition, 1 submission was received which has been summarised in **(ATTACHMENT 1)**. The submission did not require the advertised policy to be modified or changed.

### COMMUNITY STRATEGIC PLAN

Strategic Direction	Delivery Program 2018-2022
Community Partnerships	Provide recreational and leisure services.

### FINANCIAL/RESOURCE IMPLICATIONS

There are no financial or resource implications from adopting the recommendations. All revenue from licence fees is used to offset the cost of maintaining public open space and the subsequent cost to ratepayers.



**ORDINARY COUNCIL - 14 SEPTEMBER 2021**

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 from adopting the recommendations.  
Any activity on Council land classified as Community Land requires formal approval as per the Local Government Act 1993, Section 47 and 47A.

Risk	<a href="#">Risk Ranking</a>	Proposed Treatments	Within Existing Resources?
There is a risk that not having a Commercial Operators Policy may result in unapproved activities being undertaken on Council land resulting in safety, legal, financial, environmental and reputation damage.	Medium	Adopt the recommendations.	Yes
There is a risk that not having a Commercial Operators Policy may result in conflict between prospective operators and the general community resulting in safety and reputation damage.	Low	Adopt the recommendations.	Yes

There is a risk that not having a Commercial Operators Policy may result in lengthy decision making processes when assessing requests for use of Council land resulting in added costs to small business and reputation damage to Council.	Low	Adopt the recommendations.	Yes
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**SUSTAINABILITY IMPLICATIONS**

Includes Social, Economic and Environmental Implications

Adopting the recommendations creates opportunities for people to participate in healthy, educational and creative activities on Council owned and managed land. Managing the allocation of foreshores and park areas needs to be carefully considered through this policy as these areas attract large numbers of people at peak times and the interaction between passive users and commercial operators has the potential to create conflict.

The local economy benefits from this policy because it allows small to medium enterprises to access Council owned and managed land and conduct their business at reasonable rates for their customers.

This policy, its guidelines and conditions in standard licence agreements ensures that environmental constraints at any given site are fully considered and managed.

**CONSULTATION**

Consultation with key stakeholders has been undertaken by the Community Services Section.

The objective of the consultation is to ensure all stakeholders are included in the review of the policy to provide initial feedback to ensure the accuracy of the information documented within the draft Commercial Operators Policy.

**Internal**

- Executive Team
- Governance Section – Legal Services Team
- Strategic Property Section – Commercial Investments Team
- Strategy and Environment Section – Economic Development and Tourism Team
- Assets Section – Community and Recreation Assets Team
- Public Domain and Services Section – Parks Team
- Development Assessment and Compliance Section – Environmental Health and Compliance Team

### External

The revised Commercial Operators Policy was placed on public exhibition for a period of 28 days from 21 July 2021 to 17 August 2021. During the public exhibition period, 1 submission was received and is summarised in **(ATTACHMENT 1)**.

### **OPTIONS**

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

### **ATTACHMENTS**

- 1) Commercial Operators Policy - Submission. [↓](#)
- 2) Commercial Operators Policy. [↓](#)

### **COUNCILLORS ROOM**

- 1) Commercial Operators Policy – Full Submission.

### **TABLED DOCUMENTS**

Nil.

# ITEM 4 - ATTACHMENT 1 COMMERCIAL OPERATORS POLICY - SUBMISSION.

## POLICY REVIEW – COMMERCIAL OPERATORS POLICY

No.	Author of submission	Comment	Council response
1	Resident	<p>Request for clarification relating to two commercial operator sites for Roy Wood Reserve - (Lot 356 DP 27946 – Salamander (both on reserve and on water) listing and Lot 356, DP 27845 for Corlette listing.</p> <p>During the last two years local people have expressed concerns about the permitted commercial operation at popular Roy Wood Reserve. Concerns relate particularly to the size of the reserve and the limited parking that is available, particularly during weekends and holiday periods.</p> <p>The permit previously issued to a commercial operator to provide sailing school to school students, presumably as an on water approval, was totally inappropriate for this location. Off the shore there are around 75 public moorings. Surely expecting student learners to sail between these boats is a stretch too far in commonsense and safety. In addition the students have to drag the sailboats over sand for quite a distance if it is low tide when they begin their lessons. There is little flexibility in a school program to change times for such lessons to cater for the change in tides.</p>	<p>There is only one water based site approved for Roy Wood Reserve Lot 356, DP 27845. There is no other land base site approved within the Commercial Operators Policy. Lot 356, DP27946 does not exist.</p> <p>Council has reviewed its customer database and has found no record of complaints received from ratepayers over the past 2 years, other than the resident who has lodged the submission. Council has formerly responded and answered the residents concerns addressed in the submission by formal email on 5 occasions from September 2019 to 17 December 2020. Council also formerly responded to the residents previous sole submission regarding the same issue in the previous Commercial Operator Policy review on 11 June 2019.</p> <p>The licence application for the Port Stephens Sailing School at the time was approved based on the site being inspected and agreed to by the operator as being suitable to undertake school sailing activities. The licensee was a skilled sailor in the local area who provided all the required documentation including insurances to Council. The licence was granted for 2 years from 1 February 2019 to 30 June 2021 with special conditions.</p> <p>Point 3 – Storage of equipment will be offsite in a trailer. The licensee may park the trailer anywhere within available designated carpark spaces that are not time limited.</p> <p>Point 6 – sailing vessels and equipment are not permitted to be dragged across the reserve or foreshore – all equipment is</p>

ITEM 4 - ATTACHMENT 1  
SUBMISSION.

## COMMERCIAL OPERATORS POLICY -

		<p>The Commercial Operator with the permit ignored parts of the agreement relating to storage of the sail boats in the carpark at Roy Wood Reserve and continued to store a large horse float and sailboats in the carpark during the busy holiday period when there were no lessons. Other businesses are required to store their equipment off the foreshore, why was that not a requirement for this operator.</p> <p>We were promised community consultation prior to the renewal of permits.</p> <p>In addition my other suggestion to improve offerings at Nelson Bay – Fly Point would be to dispense with 2 x parking spaces near the intersection of Victoria Parade and Shoal Bay Road to</p>	<p>required to be carried in. Compliance to the conditions was monitored by council rangers.</p> <p>In accordance with the licence agreement the boat trailer including a registered horse float were approved to park in the public carpark at Roywood Reserve and not on the reserve. As the boat trailer and the horse float hold current registration and were parked in public car-parking spaces that are not time limited. Council rangers advised that they were legally allowed to park in this location at any time day or night for the term of the licence agreement. Furthermore, as the vehicles were being used for the intended purpose and as the licensee has an agreement with Council, the registered vehicles cannot be deemed abandoned or viewed as an encroachment over councils community land.</p> <p>All land and water based sites approved in 2016 and again in 2021 were subject to the Expression of Interest process which included Roy Wood Reserve. The sites were advertised through Councils social media platforms where there was great interest in sites that were again supported by the broader Port Stephens Community. With regards to the current Expression of Interest process Port Stephens Sailing School did not submit an Expression of Interest application for a new water based licence for Roy Wood Reserve. The site has been placed back onto Councils website.</p> <p>A land based mobile coffee van would not be suitable for this Location. The main reasons relate to Councils Mobile Food Vehicle Guideline where a food or coffee van would need to be</p>
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ITEM 4 - ATTACHMENT 1  
SUBMISSION.

## COMMERCIAL OPERATORS POLICY -

		<p>allow for mobile coffee vans to operate from that space.. During the holiday period it would provide a valuable service to beachgoers and scuba divers. Currently the closest access to such service is at the Nelson Bay Ferry departure point – quite a walk for anyone. Currently it is listed (Lot 550,559 DP 1033413) only for on water activity.</p>	<p>located 350m from an existing business i.e.Dolphin Inn Cafe which it does not meet. There is also the issue of traffic congestion in peak periods with only 20 carparking spaces available along the strip below Fly point amenities on Victoria Parade. If there is interest from mobile operators, applications can be assessed for more suitable locations in accordance with the Commercial Operator Policy and guideline.</p>
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## Policy



**FILE NO:** PSC2019-00384

**TITLE:** COMMERCIAL OPERATORS POLICY

**OWNER:** COMMUNITY SERVICES SECTION MANAGER

### 1. PURPOSE:

- 1.1 The purpose of the Commercial Operators Policy is to confirm Council's approach to commercial activities on Council owned and managed land.
- 1.2 The policy aims to achieve well managed commercial operations that create vibrant public spaces, promote community participation and connections, improve the visitor experience and grow the Port Stephens economy.
- 1.3 The policy also provides the framework for a streamlined process for managing the use of Council owned or managed land by private business, markets, events and mobile food/retailers.

### 2. CONTEXT/BACKGROUND:

- 2.1 Port Stephens has a diverse range of open space including parks, sports fields, foreshores, beaches, and bushland reserves. These open spaces are well suited to a wide range of passive and active uses and, as these open spaces have become more popular, demand has risen for the use of Council owned and managed land to conduct commercial operations.
- 2.2 By ensuring a consistent approach to the approval and management of commercial activities on Council owned or managed land, Council can facilitate the economic and social benefits across the community whilst also ensuring a diversity of quality products complimentary to each location.
- 2.3 The Policy aims to achieve well managed commercial operations that create vibrant public spaces, promote community participation and connections, improve the visitor experience and grow the Port Stephens economy.

### 3. SCOPE:

- 3.1 The Commercial Operators Policy applies to the management of Commercial Operations within the Port Stephens Council Local Government Area. The total open space deemed suitable for these activities is 490 hectares of Port Stephens Council's total open space provision (refer to Table 1).

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## Policy



- 3.2 Commercial Operations include both land and water based activities ranging from events, markets, mobile food/retailers, including but not limited to personal and group fitness classes, bicycle hire, surf schools, watercraft hire and lessons in watercraft use and sport adventure activities.
- 3.3 Approval to issue a licence under the Commercial Operators Policy does not negate the need for nor is intended as a substitute for development consent under the Environmental Planning and Assessment Act 1979, where required.
- 3.4 Licensed activities involving the retail sale of food and drink products are required to comply with the relevant legislative provisions of the NSW Food Act 2003, the Australia/NSW Zealand Food Standard Codes and related guidelines and policies, where required.
- 3.5 The Commercial Operators Policy does not apply to commercial operations on land that is not owned or managed by Council. Commercial operations on land that is not owned or managed by Council may require other development approvals.
- 3.6 The Policy does not apply to the following activities that may be subject to separate approval processes:
- commercial activities subject to a lease arrangement
  - commercial use of community halls
  - commercial use of sporting facility buildings
  - commercial activities on land that is not owned or managed by Council
  - activities not considered to be a commercial activity.

#### 4. DEFINITIONS:

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

<b>Commercial activity</b>	To conduct any aspect of a business, or service in order to provide goods or services to any person for profit or cost recovery on Council's owned and managed land.
Commercial operator	A person or entity that intends to conduct an activity for profit or personal gain on Council owned and managed land.
Commercial operators licence	A contract to operate across and or on Council owned and managed land.

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## Policy



Council owned and managed land	Land that is owned or managed by Port Stephens Council, including Crown Land where Council is the corporate trust manager.
Land based activity	Activities that are conducted on Council owned and managed land. Examples of land based activities include, but are not limited to: personal fitness trainers, group fitness, hiring of bicycles, dog obedience schools, mobile food/retailers, markets and events.
Water based activity	Activities that are conducted mostly in waterways but require access to the waterway from Council owned and managed land. Examples of water based activities include but are not limited to; learn to surf schools, hire of water craft, lessons in water craft use, sport adventure activities, mobile food/retailers, events.
Mobile Food/Retail Operator	A Company or individual that operates a mobile food or other retail vehicle, cart or stall.
Mobile Food/Retail Vehicle	All mobile vans, mobile trailers, carts or maritime vessels (whether registered or not) used for the purpose of selling any article of food or merchandise on Council's owned and managed land.
Ongoing Markets	A regularly scheduled outlet for the sale of goods and services at the same or regular location with the majority of goods and services provided by the producer, grower, craftsperson or service person (in excess of four times per year).
Temporary Markets	A temporary outlet for the sale of goods and services at the same or regular location with the majority of goods and services provided by the producer, grower, craftsperson or service person (up to four times per year).
Temporary Events	A temporary one off or annual activity on Council owned and managed land.
Not For Profit Operations	A Company or individual that operates a business on a cost recovery basis and does not make a profit.
Licensing terms and conditions	This includes guidelines, processes and other internal documents used by Council staff in the assessment and approval of Commercial Operator licence applications.

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## Policy



### 5. STATEMENT:

5.1 Port Stephens Council will support and facilitate commercial operations on Council owned or managed land that provide economic and community benefit, enhance the local culture and ensure the safety of residents and visitors. In order to achieve this Council will:

- a) permit the use of Council owned and managed land for commercial operations that meet the purpose of the land as defined in the Local Environment Plan, any Plan of Management for the land, the Crown Lands Management Act 2016, the Local Government Act 1993 and the licensing terms and conditions of any specific site
- b) encourage commercial operations on Council owned and managed land that provide economic, social and environmental benefit
- c) ensure Council owned and managed land is used in a safe manner
- d) permit 5 year licenses for the use of Council owned and managed land by approved Commercial Operators ensuring security of tenure for approved Commercial Operators. Accordingly, those Commercial Operators shall be offered a 5 year licence term for any new licence subject to all requirements of the Local Government Act 1993 and the Crown Lands Management Act 2016
- e) at Council's sole discretion permit short term licenses for the use of Council owned and managed land by approved commercial operators
- f) commit to implementing and keeping current terms and conditions that ensure that occupiers of licenced sites do not cause nuisance to neighbours and other stakeholders
- g) assess and apportion licence fees that are determined by market demand and the Setting of Fees and Charges Management Directive
- h) provide locations suitable for site specific commercial operations as listed in Table 1
- i) as required, Council may initiate a process to identify supplementary sites for land and water based commercial operations to activate a particular location.

**Table 1: Council owned and managed land that may be licensed for site specific commercial operations, excluding temporary events and temporary markets (operating less than 4 times per year). Mobile food/retail operator sites will be assessed upon application.**

Suburb	Location	Lot / DP	Number of Sites	
			Land Based Activities	Water Based Activities
Anna Bay	Birubi Beach	Lot 7325, DP 1156724	2	1

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Anna Bay	Robinson Reserve	Lot 7325, DP 1156724	2	0
Boat Harbour	Boat Harbour Beach Reserve	Lot 7324, DP 1205289	1	1
Corlette	Bagnall Beach Reserve, corner of Sandy Point Road and Pantowarra Street (A)	Lot 540, DP 823768	1	0
Corlette	Bagnall Beach Foreshore Reserve, adjacent corner of Pantowarra Street (B)	Lot 540, DP 823768	0	1
Corlette	Roy Wood	Lot 356, DP 27845	0	1
Corlette	Conroy Park	Lot 256, DP 27048	1	1
Fingal Bay	Fingal Bay Foreshore Reserve	Lot 475, DP 728127	2	0
Fingal Bay	Fingal Bay Oval	Lot 418, DP 257378	2	0
Fingal Bay	Fingal Beach (A)	Lot 475, DP 728127	1	2
Fingal Bay	Fingal Beach Boat ramp end(B)	Lot 475, DP 728127	1	1
Fisherman's Bay	Fisherman's Bay Park	Lot 278, DP 753204	1	0
Hinton	Hinton Foreshore Reserve	Lot 26, DP 109540	1	1
Hinton	Stuart Park	Lot 1, DP 915417	2	0
Karuah	Aliceton Reserve	Lot 61, DP 24364	2	0
Karuah	Lionel Morton Oval	Lot 153, DP 753196	1	0
Karuah	Longworth Park	Lot 710 DP 1050943	1	0
Karuah	Memorial Park Boat Ramp	Lot 710 DP 1050943	1	0

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Lemon Tree Passage	Kooindah Park	LOT:PT 93 DP 217567	3	0
Mallabula	Caswell Reserve	Lot 93, DP 11392	0	1
Mallabula	Mallabula Sports Complex	Lot 398, DP 1142139	4	0
Medowie	Boyd Oval	Lot 1, DP 408155	2	0
Medowie	Coachwood Drive Reserve	Lot 37, DP 807956	1	0
Medowie	Ferodale Sports Park	Lot 22, DP 1021843	2	0
Medowie	Kindlebark Oval	Lot 59 DP 730472 LOT:129 DP 710216	2	0
Medowie	Yulong Oval	Lot 49, DP 249781	2	0
Nelson bay	Apex Park	PLT 154, DP753204	2	0
Nelson Bay	Bill Strong Oval,	Lot 101, DP 1175980	2	0
Nelson Bay	Dutchman's Beach Reserve	Lot 7318, DP1138620	3	0
Nelson Bay	Dutchman's Beach Foreshore	Lot 7318, DP1138620	0	2
Nelson Bay	Fly Point Reserve	Lot 101, DP 1175980	3	0
Nelson Bay	Little Beach Reserve	Lot 101, DP 1175980	1	0
Nelson Bay	Neil Carroll Park	Lot 101, DP 1175980	2	0
Nelson Bay	Nelson Bay Foreshore adjacent to the Nelson Bay public wharf amenities (A)	Lot 550,559, DP 1033413	1	0
Nelson Bay	Nelson Bay Foreshore adjacent Nelson Bay Kiosk and carpark (B)	Lot 550 559, DP 1033413	0	1

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Nelson Bay	Nelson Bay Foreshore, Victoria Parade adjacent Fly Point amenities (C)	Lot 550,559 DP 1033413	0	1
Nelson Bay	Tomaree Sports Complex	Lot 1, DP 1136350	4	0
Nelson Bay	Tom O Dwyer Oval	Lot 402, DP 753204	1	0
Nelson Bay	Yaccaba St	Lot 1, 2, DP1236311	1	0
One Mile	One Mile Beach	Lot 7311, DP 1120641	1	1
Raymond Terrace	Alton Park Reserve	Lot 61, DP 24364	1	0
Raymond Terrace	Boomerang Park	Lot 1, DP 1018979	3	0
Raymond Terrace	Bettles Park		1	0
Raymond Terrace	Fitzgerald Bridge Boat Ramp area	Lot 131, DP 1120122	0	1
Raymond Terrace	King Park Sports Complex	Lot 1, DP 733011 Lot 131, DP 1120122	3	0
Raymond Terrace	Lakeside Reserve 2	Lot 261, DP 263821	1	0
Raymond Terrace	Lakeside Reserve 3	Lot 116, DP 262378	1	0
Raymond Terrace	Lakeside Sports Complex	Lot PT2, DP 502401	2	0
Raymond Terrace	Ross Walbridge Reserve	Lot 1, DP 115898	2	0
Raymond Terrace	Riverside Park	Lot 7005, DP 94774	1	0
Raymond Terrace	Vi Barnett Oval	Lot 131, DP 1120122	1	0
Salamander Bay	Bagnall Beach Road Detention Basin	Lot 5072, DP 841259	1	0
Salamander Bay	George's Reserve	Lot 1, DP 852661	0	1

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Salamander Bay	Joe Redman Reserve	Lot 356, DP 27845	1	0
Salamander Bay	Korora Oval	Lot 541, DP 27274	3	0
Salamander Bay	Roy Wood Reserve	Lot 356, DP 27946	1	1
Salamander Bay	Salamander Sports Complex	Lot 1, DP 1117732	2	0
Seaham	Brandon Park	Lot 11, DP 26452	2	0
Seaham	Seaham Park	Lot 1, DP 758899	3	0
Shoal Bay	Shoal Bay Foreshore - Boat Ramp (A)	Lot 7022,7023 DP 1126832	0	1
Shoal Bay	Shoal Bay Foreshore Adjacent public wharf (B)	Lot; 7022,7023 DP 1126832	0	1
Shoal Bay	Shoal Bay Foreshore Beach Road adjacent to Harbourside Haven (C)	Lot; 7022,7023 DP 1126832	0	1
Shoal Bay	Shoal Bay Foreshore intersection of Harwood Avenue and Beach Road (D)	Lot: 7022,7023 DP 1126832	0	1
Shoal Bay	Marrungbangbaa Reserve	Lot 7305, DP 1130568	1	1
Soldiers Point	Everitt Park	Lot 322, DP 636840	1	0
Tanilba Bay	Forster Park	Lot: 7322 DP 1154060	0	1
Tanilba Bay	Peace Park	Lot 1, DP 265326	0	1
Taylors Beach	Taylors Beach Foreshore	Lot 637, DP 27626	0	1
Wallalong	Bowthorne Park	Lot 1, DP 703382	1	0

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## Policy



### 6. RESPONSIBILITIES:

- 6.1 Overall review and evaluation of this Policy lies with the Community Services Section Manager.
- 6.2 Key areas for implementation are delegated to the following positions:
  - a) ~~Contracts and Services Coordinator~~ **Community Contracts Coordinator** – implement the policy, review and update the Licensing Terms and Conditions and supporting documents relating to this Policy; issuing of licence approvals under delegation; internal and external relationship management.
  - b) ~~Tourism and Events Coordinator~~ **Economic Development and Tourism Coordinator** – review and update the Temporary Events Assessment and Markets Guidelines and supporting documents relating to this Policy; issue Temporary Events Licences and Market approvals under delegation.
  - c) Environmental Health and Compliance Coordinator – review and update the Mobile Food Operators Guideline and supporting documents relating to this Policy. Issue permit in accordance with the requirements of the NSW Food Act 2003 under delegation.
  - d) ~~Property Officer Community Leasing~~ – **Community Contracts Officer** prepare and administer licence documentation.
  - e) Environmental Health and Compliance Coordinator, ~~Events and Tourism Coordinator~~ **Economic Development and Tourism Coordinator**, Community Development and Engagement Coordinator, Asset Coordinator, Parks Coordinator, Traffic Coordinator, Corporate Risk Team – provide advice on the implementation of the Policy relating to asset planning, traffic management and planning, scheduled improvements, liaison with Sports Council's, risk management, environmental health, safety and compliance requirements and liaison relating to the coordination of market and events and bookings on Council owned and managed land.

### 7. RELATED DOCUMENTS:

- 7.1 Setting of Fees and Charges Management Directive.
- 7.2 Commercial Operator Guideline.
- 7.3 Temporary Event /Market Guidelines.
- 7.4 Mobile Food Vehicle Guideline.
- 7.5 Not for Profit Guide.
- 7.6 Tourism Policy.
- 7.7 Advertising Signs Policy.
- 7.8 Alcohol in Parks and Reserves Policy.
- 7.9 Temporary Structures on Footways Policy.
- 7.10 Port Stephens Council Plans of Management for community land.
- 7.11 Local Environmental Plan (LEP).
- 7.12 Roads Act 1993 and Roads Regulation 2008.
- 7.13 Food Act 2003 and Food Regulation 2010.
- 7.14 Protection of the Environment and Operations Act, 1997.

## Policy

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## Policy



- 7.15 Local Government Act 1993.
- 7.16 Crown Lands Management Act 2016.
- 7.17 Environmental Planning and Assessment Act 1979.

### Policy

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## Policy



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<b>EDRMS container No.</b>	PSC2019-00384	<b>EDRMS record No.</b>	21/129656
<b>Audience</b>	Existing and potential commercial operators, Sports Councils; Parks and Reserves 355c Committees; local business associations and their members; Destination Port Stephens and their members.		
<b>Process owner</b>	Community Services Section Manager		
<b>Author</b>	Community Services Section Manager		
<b>Review timeframe</b>	2-years <b>3 years</b>	<b>Next review date</b>	
<b>Adoption date</b>	11 June 2019		

### VERSION HISTORY:

Version	Date	Author	Details	Minute No.
1	11 June 2019	Contracts and Services Coordinator	New policy to incorporate all commercial activity on council owned or managed land covering commercial operators, temporary events, markets and mobile food vendors.	120
2		Community Services Section Manager	Updated Policy into the new template including updating review timeframe in line with new guidelines. Updated policy wording into the new template. 4. Definitions – added in new definition for Commercial Activity. 6.2.1. Removed heading Contracts & Services Coordinator and replaced with Community Contracts Coordinator. 6.2.2. & 6.2.5. Removed heading Tourism and Events Coordinator and	

## Policy

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## Policy



Version	Date	Author	Details	Minute No.
			<p>replaced with Economic Development &amp; Tourism Coordinator.</p> <p>6.2.4. Removed heading – Property Officer Community Leasing and replaced with Community Contracts Officer</p> <p>Review Timeframe – changed from 2 to 3 years.</p>	

## Policy

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**ITEM NO. 5**

**FILE NO: 21/226467  
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 - \$50 donation to Maitland District Cricket Umpires Association towards fees for the 2021-2022 season.
  - b. Mayoral funds – \$759 donation to Raymond Terrace Community Church (Kids Hope Australia) towards affiliation fees.
  - c. Central Ward funds - Cr Smith – Rapid response - \$500 donation to Birubi Point Community Preschool Inc. towards renovation of preschool bathroom.

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**BACKGROUND**

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

Council's Grants and Donations Policy provides the community, the Mayor and Councillors with a number of options when seeking financial assistance from Council. Those options being:

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

Council is unable to grant approval of financial assistance to individuals unless it is performed in accordance with the Local Government Act 1993. This would mean that the financial assistance would need to be included in the Operational Plan or Council would need to advertise for 28 days of its intent to grant approval. Council can make donations to community groups.

The requests for financial assistance are shown below:

**ORDINARY COUNCIL - 14 SEPTEMBER 2021****MAYORAL FUNDS – Mayor Palmer**

Maitland District Cricket Umpires Association Inc.	Members of the Association umpire in the Port Stephens area.	\$50	Donation towards 2021-2022 season expenses.
Raymond Terrace Community Church (Kids Hope Australia)	Kids Hope Australia is a one-to-one mentoring program for primary school aged children.	\$759	Donation towards affiliation fees.

**WARD FUNDS**

Birubi Point Community Preschool Inc.	Birubi Point Community Preschool offer care and education to young children.	\$500	Donation towards renovation of preschool bathroom.
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**COMMUNITY STRATEGIC PLAN**

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

**FINANCIAL/RESOURCE IMPLICATIONS**

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

**LEGAL AND POLICY IMPLICATIONS**

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

The policy interpretation required is whether the Council believes that:

- a) applicants are carrying out a function, which it, the Council, would otherwise undertake.

- b) the funding will directly benefit the community of Port Stephens.
- c) applicants do not act for private gain.

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

**SUSTAINABILITY IMPLICATIONS**

Includes Social, Economic and Environmental Implications

Nil.

**CONSULTATION**

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

Consultation has been 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. 6**

**FILE NO: 21/232130  
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 14 September 2021.

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<b>No:</b>	<b>Report Title</b>	<b>Page:</b>
1	Membership of Committees and Groups	100
2	Council Resolutions	112

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# INFORMATION PAPERS

**ITEM NO. 1**

**FILE NO: 21/224829  
RM8 REF NO: A2004-0370**

**MEMBERSHIP OF COMMITTEES AND GROUPS**

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

**BACKGROUND**

The purpose of this report is to propose a change to the annual adoption of Council's delegates nominated to represent Council on various committees and groups.

Council adopts its representatives to various committees and groups, including 355c committees annually. The most recent adoption occurred on 22 September 2020. Due to the postponement of the local government election to 4 December 2021, it is proposed that the current delegates continue as the appointed representatives up to the date of the local government election.

Council may resolve to amend the delegates at any time. A copy of the delegates is shown at **(ATTACHMENT 1)**.

**ATTACHMENTS**

- 1) Council delegates for 355c committees and regional groups. [↓](#)

**COUNCILLORS ROOM**

Nil.

**TABLED DOCUMENTS**

Nil.



## ITEM 1 - ATTACHMENT 1 COUNCIL DELEGATES FOR 355C COMMITTEES AND REGIONAL GROUPS.

355C COMMITTEES AND REGIONAL COMMITTEES AND GROUPS  
SEPTEMBER 2020 TO SEPTEMBER 2021

Ref	Committee Name	Purpose of Committee	Meeting cycle	Group	Number of elected members required	Current delegates
1	Aboriginal Strategic Committee	To exchange information between the Aboriginal community and Council on issues affecting Aboriginal people.  To promote mutual awareness and respect for the cultures of both Aboriginal and non Aboriginal communities.	Quarterly	Development Services	As resolved by Council	<i>Mayor Palmer</i>  <u>Alternate</u> <i>Cr S Smith</i>
2	Anna Bay Hall Committee	To assist Council in the management of Anna Bay/Birubi Hall.	Committees are required to hold at least three meetings per year at a time to be decided by the committee.	Corporate Services	As resolved by Council	<i>Cr S Smith</i> <i>Cr C Doohan</i>
3	Audit Committee	The Audit Committee is an advisory committee of Council comprising of three Council representatives and two external representatives.  The objective of the Audit Committee is to enhance the corporate governance of Council through the provision of independent oversight, review and advice. The Committee will assist Council by providing independent assurance and assistance on the organisation's governance, risk, control and compliance frameworks.	At least four times a year or when necessary	General Manager's Office	2 councillors	<i>Cr G Dunkley</i> <i>Cr C Doohan</i>  <u>Alternate</u> <i>Cr K Jordan</i>  <i>Office of Local Government guidelines preclude the Mayor from being a member of the Committee.</i>
4	Corlette Hall Committee	To assist Council in the management of Corlette Hall.	Committees are required to hold at least three meetings per year at a time to be decided by the committee	Corporate Services	As resolved by Council	<i>Cr G Dunkley</i>

**ITEM 1 - ATTACHMENT 1 COUNCIL DELEGATES FOR 355C COMMITTEES AND REGIONAL GROUPS.**

Ref	Committee Name	Purpose of Committee	Meeting cycle	Group	Number of elected members required	Current delegates
5	Fern Bay Community Centre Committee	To assist Council in the management of Fern Bay Community Centre	Committees are required to hold at least three meetings per year at a time to be decided by the committee	Corporate Services	As resolved by Council	<i>Cr G Arnott Cr K Jordan Cr P Le Mottee</i>
6	Heritage Advisory Committee	This committee is run by Council and supported by funds from the Heritage Office. Community members meet to raise and make recommendations on local heritage issues	Committees are required to hold at least three meetings per year at a time to be decided by the committee	Development Services	2 councillors	<i>Cr P Le Mottee</i>
7	Hinton School of Arts Committee	To assist Council in the management of Hinton School of Arts.	Committees are required to hold at least three meetings per year at a time to be decided by the committee	Corporate Services	As resolved by Council	<i>Cr K Jordan</i>
8	Karuah Community Hall Committee	To assist Council in the management of Karuah Community Hall.	Committees are required to hold at least three meetings per year at a time to be decided by the committee	Corporate Services	As resolved by Council	<i>Cr G Arnott Cr K Jordan Cr P Le Mottee  Cr C Doohan Cr S Smith Cr S Tucker</i>
9	Lemon Tree Passage Old School Centre Committee	To assist Council in the management of Lemon Tree Passage Old School Centre and surrounds.	Committees are required to hold at least three meetings per year at a time to be decided by the committee	Corporate Services	As resolved by Council	<i>Cr S Tucker Cr S Smith Cr C Doohan</i>

# ITEM 1 - ATTACHMENT 1 COUNCIL DELEGATES FOR 355C COMMITTEES AND REGIONAL GROUPS.

Ref	Committee Name	Purpose of Committee	Meeting cycle	Group	Number of elected members required	Current delegates
10	Mallabula Community Centre Committee	To assist Council in the management of Mallabula Community Centre.	Committees are required to hold at least three meetings per year at a time to be decided by the committee	Corporate Services	As resolved by Council	<i>Cr S Tucker Cr S Smith Cr C Doohan</i>
11	Medowie Community Centre Committee	To assist Council in the management of Medowie Community Centre.	Committees are required to hold at least three meetings per year at a time to be decided by the committee	Corporate Services	As resolved by Council	<i>Cr C Doohan</i>
12	Medowie Sports Council	To facilitate communication between the sporting public and Council in order to ensure that the existing and future needs and requirements of those persons participating and administering sports are accurately identified and brought to the attention of Council.	Meets every 3 months- February, May, August, November. 1st Monday of the month	Facilities & Services	As resolved by Council	<i>Cr S Smith Cr C Doohan</i>
13	Nelson Bay Community Hall Committee	To assist Council in the management of Nelson Bay Community Hall.	Committees are required to hold at least three meetings per year at a time to be decided by the committee	Corporate Services	As resolved by Council	<i>Cr J Abbott</i>
14	Port Stephens Australia Day Committee	To co-ordinate the annual celebration of Australia Day in Port Stephens in line with recommendations from Australia Day Council.	Committees are required to hold at least three meetings per year at a time to be decided by the committee	Development Services	1 councillor from each ward	<i>Cr C Doohan Cr S Smith Cr J Abbott Cr G Arnott Cr K Jordan</i>
15	Port Stephens Sister Cities Committee	To promote and have ongoing relationships between international communities providing opportunities for cultural exchange.	Committees are required to hold at least three meetings per year at a time to be decided by the committee	General Manager's Office	Mayor and all councillors	<i>Mayor and all councillors</i>

# ITEM 1 - ATTACHMENT 1 COUNCIL DELEGATES FOR 355C COMMITTEES AND REGIONAL GROUPS.

Ref	Committee Name	Purpose of Committee	Meeting cycle	Group	Number of elected members required	Current delegates
16	Raymond Terrace Senior Citizens Hall Management Committee	To assist Council in the management of the Raymond Terrace Senior Citizens Hall.	Committees are required to hold at least three meetings per year at a time to be decided by the committee	Corporate Services	As resolved by Council	<i>Cr K Jordan Cr P Le Mottee Cr G Arnott</i>
17	Salt Ash Community Hall	To assist Council in the management of Salt Ash Community Hall.	Committees are required to hold at least three meetings per year at a time to be decided by the committee	Corporate Services	As resolved by Council	<i>Cr S Smith Cr C Doohan Cr S Tucker</i>
18	Salt Ash Sports Ground Committee	To assist Council in the management, maintenance and improvements to Salt Ash Sports Ground.	Committees are required to hold at least three meetings per year at a time to be decided by the committee	Corporate Services	As resolved by Council	<i>Cr S Smith Cr S Tucker Cr C Doohan</i>
19	Seaham Park & Wetlands Committee	To assist Council in the management, maintenance and improvements to the park and wetlands.	Committees are required to hold at least three meetings per year at a time to be decided by the committee	Corporate Services	As resolved by Council	<i>Cr K Jordan Cr G Arnott Cr P Le Mottee</i>
20	Local Infrastructure Contributions Panel	To inform Council of any proposed and/or requested changes to Council's Contributions Plan and associated systems and processes.	Six monthly	Development Services	Mayor One councillor from each Ward	<i>Mayor Palmer Cr S Tucker Cr G Arnott Cr G Dunkley Cr C Doohan Cr K Jordan</i>
21	Strategic Arts Committee	To provide input into Port Stephens Council strategic policy, plans and programs relating to culture and the arts.  To assist Council identify the existing and future requirements for arts and cultural facilities across Port Stephens.	Quarterly	Development Services	As resolved by Council	<i>Mayor Palmer Cr S Tucker Cr J Nell Cr P Le Mottee</i>

**ITEM 1 - ATTACHMENT 1 COUNCIL DELEGATES FOR 355C COMMITTEES AND REGIONAL GROUPS.**

Ref	Committee Name	Purpose of Committee	Meeting cycle	Group	Number of elected members required	Current delegates
22	Tanilba Foreshore Hall Committee	To assist Council in the management of Tanilba Bay Foreshore Hall.	Committees are required to hold at least three meetings per year at a time to be decided by the committee	Corporate Services	As resolved by Council	<i>Cr S Tucker Cr S Smith Cr C Doohan</i>
23	Tilligerry Sports Council	To facilitate communication between the sporting public and Council in order to ensure that the existing and future needs and requirements of those persons participating and administering sports are accurately identified and brought to the attention of Council.	Every 4 months— February, June, October  3rd Monday	Facilities & Services	As resolved by Council	<i>Mayor Palmer Cr S Tucker Cr S Smith Cr C Doohan</i>
24	Tomaree Sports Council	To facilitate communication between the sporting public and Council in order to ensure that the existing and future needs and requirements of those persons participating and administering sports are accurately identified and brought to the attention of Council.	Committee meets on the 4th Monday of February, May, August, November	Facilities & Services	As resolved by Council	<i>Mayor Palmer Cr J Abbott Cr G Dunkley Cr J Nell Cr S Smith</i>
25	West Ward Sports Council	To facilitate communication between the sporting public and Council in order to ensure that the existing and future needs and requirements of those persons participating and administering sports are accurately identified and brought to the attention of Council.	Every 4 months— February, June, October  2nd Monday	Facilities & Services	As resolved by Council	<i>Cr K Jordan Cr P Le Mottee Cr G Amott</i>
26	Williamstown Hall Committee	To assist Council in the management of Williamstown Hall.	Committees are required to hold at least three meetings per year at a time to be decided by the committee	Corporate Services	As resolved by Council	<i>Cr K Jordan Cr P Le Mottee Cr G Amott</i>

# ITEM 1 - ATTACHMENT 1 COUNCIL DELEGATES FOR 355C COMMITTEES AND REGIONAL GROUPS.

## REGIONAL COMMITTEES AND GROUPS

Ref	Name of Organisation	Purpose of Committee	Meeting cycle	Group	Number of elected members required	Current delegates
27	AGL Newcastle Gas Storage Facility Community Dialogue Group	The purpose of a Community Consultative Committee is to provide a forum for discussion between a proponent and representatives of the community, stakeholder groups and the local council on issues directly relating to a specific State significant project.	As required	General Manager's Office	Mayor	Mayor Palmer
28	Birubi Point Cultural Heritage Advisory Panel	To advise Port Stephens Council on the management plan required to protect the Worimi cultural and spiritual heritage and enhance the environment of the Birubi Point Crown Reserve and Birubi Point Aboriginal Place.	Meets 3 times per year	Development Services	1 councillor	Cr S Smith
29	Brandy Hill Quarry Community Consultative Committee	The purpose of a Community Consultative Committee is to provide a forum for discussion between a proponent and representatives of the community, stakeholder groups and the local council on issues directly relating to a specific State significant project.	As required	General Manager's Office	1 councillor	Cr P Le Mottee
30	Comprehensive Koala Plan of Management Implementation Committee	Responsible for overseeing the implementation of the Port Stephens Council Comprehensive Koala Plan of Management.	Meets quarterly	Development Services	1 councillor	Cr S Smith  Alternate Cr J Nell
31	Community Projects Fund	To make recommendations to Council on applications received through the Grants process	Twice a year	General Manager's Office	Mayor 1 councillor from each Ward	Mayor Palmer Cr K Jordan Cr C Doohan Cr J Abbott (1 Councillor from each Ward).
32	Floodplain Risk Management Committee	To review the Floodplain policy.	Quarterly	Facilities and Services	As resolved by Council	Mayor Palmer Cr C Doohan Cr Dunkley Cr Nell Cr Le Mottee

# ITEM 1 - ATTACHMENT 1 COUNCIL DELEGATES FOR 355C COMMITTEES AND REGIONAL GROUPS.

Ref	Name of Organisation	Purpose of Committee	Meeting cycle	Group	Number of elected members required	Current delegates
33	General Manager Performance Review Panel	To conduct evaluation of the performance of the General Manager.	At least annual	Mayor's Office	Mayor Deputy Mayor 1 councillor nominated by Council 1 councillor nominated by the General Manager	Mayor Deputy Mayor Cr G Arnott (nominated by the Council) Plus a councillor nominated at the time by the General Manager
34	Holiday Parks Advisory Panel	To provide a forum for meaningful discussion, facilitating appropriate consultation and engagement to assist in the effective management and strategic direction of the Port Stephens Beachside Holiday Parks comprising of Fingal Bay Holiday Park, Shoal Bay Holiday Park, Halifax Holiday Park, Thou Walla Sunset Retreat and Port Stephens Koala Sanctuary.	Bi-monthly	Corporate Services	Mayor and all councillors	Mayor and all councillors
35	Hunter Joint Organisation	To provide a hub for local government collaboration areas across the Hunter region.	Bi-monthly	General Manager's Office	Mayor	Mayor Palmer
36	Local Government Community Safety & Crime Prevention Network NSW  <b>Note:</b> <i>This is a Committee of the Port Stephens Local Area Command. Membership is by invitation from the Local Area Commander. Council's delegate is the Mayor.</i>	To provide a forum for local community members, service providers, businesses and the police to discuss issues and appropriate strategies relating to crime and community safety.  <b>**Attendees will be by invitation only, one representative will be invited by the Police from each peak body/organisation e.g. Hunter Water / Housing NSW). Council will hold two positions, one will be Community Engagement Officer, and the other will be the Mayor or his representative if unable to attend.</b>	Meets quarterly	Development Services	Mayor	Mayor Palmer

ITEM 1 - ATTACHMENT 1 COUNCIL DELEGATES FOR 355C COMMITTEES AND REGIONAL GROUPS.

Ref	Name of Organisation	Purpose of Committee	Meeting cycle	Group	Number of elected members required	Current delegates
37	Hunter Water Corporation Community Consultative Committee	This committee is an advisory committee to Hunter Water Corporation.		General Manager's Office	1 councillor	<i>Cr P Le Mottee</i>  <i>Alternate</i> <i>Cr G Arnott</i>
38	Hunter and Central Coast Regional Planning Panel	To consider development applications referred to the Panel under the legislation for development applications for the Port Stephens Local Government area.  The Panel comprises of 3 State members and 2 Councillors. The term is for 3 years for each Panel member.	As required	Development Services	2 elected members	<i>Mayor Palmer</i> <i>Cr P Le Mottee</i>  <i>Alternates</i> <i>Cr C Doohan</i> <i>Cr G Arnott</i>  <i>Civil Assets Section Manager</i> <i>Strategy &amp; Environment Section Manager</i>
39	Local Traffic Committee	This is an RTA-based committee which allows Council to have delegated authority to install or remove regulatory sign posting on public roads.	Meets 1 <sup>st</sup> Tuesday of the month	Facilities & Services	1 councillor	<i>Mayor Palmer</i> <i>Cr S Tucker</i>
40	Lower Hunter Bushfire Management Committee	The committee is a legislative requirement and is to discuss direction across local government areas and across agencies in regard to bushfire management.	Meets quarterly	Facilities & Services	2 councillor	<i>Cr G Arnott</i> <i>Cr P Le Mottee</i>
41	Lower Hunter Community Advisory Group	The Group is managed by Hunter Local Land Services (HLLS). The purpose is to provide an opportunity the HLLS to engage with stakeholders on a range matters, including strategic direction and programs.	Meets annual	General Manager's Office	1 councillor	<i>Cr P Le Mottee</i>
42	Marine Parks Advisory Panel  <i>Ministerial Appointment</i>	Community Consultative Committee regarding the proposed Marine Park in Port Stephens.	Meets a minimum of twice a year	Development Services	1 councillor	<i>Cr J Nell</i>
43	Medowie Planning Strategy Implementation Panel	To provide community advice to Council on the implementation of the Medowie Planning Strategy.	Meets a minimum of twice a year	Development Services	Mayor All Central Ward Councillors	<i>Mayor Palmer</i> <i>Cr C Doohan</i> <i>Cr S Smith</i> <i>Cr S Tucker</i>



# ITEM 1 - ATTACHMENT 1 COUNCIL DELEGATES FOR 355C COMMITTEES AND REGIONAL GROUPS.

Ref	Name of Organisation	Purpose of Committee	Meeting cycle	Group	Number of elected members required	Current delegates
44	Nelson Bay Strategy Implementation Panel	To provide community advice to Council on the implementation of the Nelson Bay Planning Strategy.	Meets a minimum of twice a year	Development Services	Mayor All East Ward Councillors	Mayor Palmer Cr Abbott Cr G Dunkley Cr J Nell
45	Newcastle Airport Partnership Company No. 3 Pty Ltd	Special Purpose Vehicle for the part ownership of Newcastle Airport.	Quarterly	General Manager's Office	Mayor Deputy Mayor (General Manager) (Financial Services Manager)	Mayor Palmer Cr P Le Mottee (General Manager) (Financial Services Manager)
46	Newcastle Airport Partnership Company No. 4 Pty Ltd	Special Purpose Vehicle for the part ownership of Newcastle Airport.	Quarterly	General Manager's Office	Mayor Deputy Mayor (General Manager) (Financial Services Manager)	Mayor Palmer Cr P Le Mottee (General Manager) (Financial Services Manager)
47	Newcastle Airport Partnership	The partnership is responsible for the development and management of Newcastle Airport and related infrastructure.	Quarterly	General Manager's Office	Mayor (General Manager)	Mayor Palmer (General Manager)
48	Greater Newcastle Aerotropolis Partnership	The partnership is responsible for the Astra Aero Lab.	Quarterly	General Manager's Office	Mayor (General Manager)	Mayor Palmer (General Manager)
49	Newcastle Airport Pty Limited	To manage the operations of Newcastle Airport.	Bi-monthly	General Manager's Office	Mayor as Port Stephens Council Shareholder representative  Deputy Mayor as Port Stephens Council Shareholder Representative proxy.	Mayor as Port Stephens Council Shareholder representative  Cr P Le Mottee as Port Stephens Council Shareholder Representative proxy.  Mayor as Port Stephens Council appointed Director.  General Manager as Port Stephens Council appointed Director.

# ITEM 1 - ATTACHMENT 1 COUNCIL DELEGATES FOR 355C COMMITTEES AND REGIONAL GROUPS.

Ref	Name of Organisation	Purpose of Committee	Meeting cycle	Group	Number of elected members required	Current delegates
50	Greater Newcastle Aerotropolis Pty Limited	To manage the operations of Astra Aero Lab	Bi-monthly	General Manager's Office	Mayor as Port Stephens Council Shareholder representative  Deputy Mayor as Port Stephens Council Shareholder Representative proxy.	<i>Mayor as Port Stephens Council Shareholder representative</i>  <i>Cr P Le Mottee as Port Stephens Council Shareholder Representative proxy.</i>  <i>Mayor as Port Stephens Council appointed Director.</i>  <i>General Manager as Port Stephens Council appointed Director.</i>
51	NSW Public Libraries Association (Central East Zone)	The purpose of the Association is to champion the public library cause, strengthen the public library network, advocate effectively, foster cooperation and collaboration, build trust and support, initiate partnerships and share relevant information	Meets 3 times per year	Facilities & Services	As resolved by Council	<i>Cr S Tucker</i>
52	Port Stephens Council Depot re-development Committee	To explore the options available for re-development of the Council depot at Raymond Terrace.	Bi-annual	Facilities & Services	As resolved by Council	<i>Mayor Palmer</i> <i>Cr K Jordan</i> <i>Cr J Nell</i> <i>Cr G Arnott</i>
53	Port Stephens Economic Development Advisory Panel	Act as a communication and advisory mechanism to Council on relevant Economic Development issues.  Oversee the implementation of the Economic Development Strategy.	Quarterly	Development Services	Mayor 1 councillor from each Ward	<i>Mayor Palmer</i> <i>Cr C Doohan</i> <i>Cr G Dunkley</i> <i>Cr G Arnott</i>
54	Port Stephens Floodplain Advisory Panel	To provide advice on flood/floodplain management studies/plans	As required	Facilities & Services	1 councillor	<i>Cr P Le Mottee</i>  <i>Alternate</i> <i>Cr G Arnott</i>

## ITEM 1 - ATTACHMENT 1 COUNCIL DELEGATES FOR 355C COMMITTEES AND REGIONAL GROUPS.

Ref	Name of Organisation	Purpose of Committee	Meeting cycle	Group	Number of elected members required	Current delegates
55	Port Stephens/Myall Lakes Estuary and Coastal Zone Management Committee	This Committee includes representatives from Great Lakes Council and is responsible for long term planning for the estuary and the coastline.	As required	Development Services	1 Councillor	<i>Cr J Neil</i>  <i>Alternate</i> <i>Cr P Le Mottee</i>
56	Property Advisory Panel	To provide a forum to address property management and development matters.	Bi-monthly	Corporate Services	Mayor One Councillor from each Ward	<i>Mayor Palmer</i> <i>Cr C Doohan</i> <i>Cr P Le Mottee</i> <i>Cr K Jordan</i> <i>Cr G Dunkley</i>
57	Raymond Terrace and Heatherbrae Strategy Implementation Panel	To provide community advice to Council on the implementation of the Raymond Terrace and Heatherbrae Strategy 2015-2031.	Meets a minimum of twice a year	Development Services	Mayor All West Ward Councillors	<i>Mayor Palmer</i> <i>Cr G Arnott</i> <i>Cr K Jordan</i> <i>Cr P Le Mottee</i>
58	Salt Ash Sand Project Community Consultative Committee	The purpose of a Community Consultative Committee is to provide a forum for discussion between a proponent and representatives of the community, stakeholder groups and the local council on issues directly relating to a specific State significant project.	As required	General Manager's Office	1 councillor	<i>Cr S Tucker</i>
59	RFS District Liaison Committee	To review the progress of the service level agreement between Port Stephens Council and NSW Rural Fire Service in the local government area.	As set by RFS	Facilities & Services	1 councillor	<i>Cr G Arnott</i>  <i>Alternate</i> <i>Mayor Palmer</i>
60	Williamstown Consultative Committee Forum	To provide a forum for the residents of Williamstown area to discuss relevant issues with Federal, State and Local Government elected members and agencies.	Annually	General Manager's Office	Mayor	<i>Mayor Palmer (General Manager)</i>
61	Worimi Conservation Lands Board of Management  <b>Ministerial Appointment</b>	To oversee the management of the lands owned by the Aboriginal owners and leased back to the NSW Government.	Meets 4 times a year	General Manager's Office	1 councillor and an alternate	<i>Cr J Abbott</i>  <i>Alternate</i> <i>Cr S Smith</i>

**ITEM NO. 2**

**FILE NO: 21/232133  
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.

## ITEM 2 - 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> 24/08/2021
	<b>Officer:</b>	
<b>Action Sheets Report</b>	<b>Printed: Monday, 6 September 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		Crosdale, Timothy				18/66656
066						
2 Sep 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		Crosdale, Timothy				19/148388
110						
2 Sep 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		Crosdale, Timothy				19/200498
169						
2 Sep 2021						
Matter on hold with AGL.						

**ITEM 2 - 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> 24/08/2021
	<b>Officer:</b>	
<b>Action Sheets Report</b>	<b>Printed: Monday, 6 September 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						
2 Sep 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						
2 Sep 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
2 Sep 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						
2 Sep 2021						
Agent has been appointed. The land is scheduled for auction in September 2021.						



<a href="#">Outstanding</a>	<b>Division:</b> Corporate Services	<b>Date From:</b> 26/09/2017
	<b>Committee:</b>	<b>Date To:</b> 24/08/2021
	<b>Officer:</b>	
<a href="#">Action Sheets</a>	<b>Printed: Monday, 6 September 2021</b>	
<a href="#">Report</a>		

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/08/2021	Crosdale, Timothy	Purchase of property - Lemon Tree Passage	30/09/2021	13/08/2021	
3		Crosdale, Timothy				21/218740
207						
2 Sep 2021						
Contracts exchanged with settlement scheduled in September 2021.						

**ITEM 2 - 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> 24/08/2021
	<b>Officer:</b>	
<b>Action Sheets Report</b>	<b>Printed: Monday, 6 September 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		Pearl, 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	30/10/2021		
5		Pearl, Steven				21/190429
31 Aug 2021						
Revised Target Date changed From: 30 Sep 2021 To: 30 Oct 2021						
Reason: Submission received - going back to 12 October Council meeting.						

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		Pearl, Steven				21/190429
178						
13 Aug 2021						
Revised Target Date changed From: 13 Aug 2021 To: 29 Oct 2021						

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.						



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



Outstanding	Division: Development Services	Date From: 26/09/2017
	Committee:	Date To: 24/08/2021
	Officer:	
Action Sheets Report		Printed: Monday, 6 September 2021

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 27/07/2021	Gardner, Janelle	Draft Voluntary Planning Agreement - Kings Hill Development	30/10/2021	28/07/2021	
3		Peart, Steven				21/204573
193						
1 Sep 2021						
Submissions received - will be placed on Public Exhibition.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/08/2021	Gardner, Janelle	Assistance for Local Businesses	30/09/2021	13/08/2021	
1		Peart, Steven				21/218740
198						
1 Sep 2021						
Working with the Economic Development team to implement various strategies to assist local business.						

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		Peart, 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	Gardner, Janelle	Dwellings in High Hazard Floodways	30/09/2021		
10		Peart, Steven				21/218740
225						
6 September 2021						
A report has been prepared by the Strategic Planning team to go to Ordinary Council on 12 October 2021. This report will include a review of previous applications for dwellings in a high hazard floodway, the current statutory framework that applies and benchmarking against other councils.						

**ITEM 2 - 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> 24/08/2021
	<b>Officer:</b>	
<b>Action Sheets Report</b>	<b>Printed: Monday, 6 September 2021</b>	

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	
7 265		Kable, Gregory				19/388450
3 Sep 2021 Included as part of the Waste Management Strategy 2021-2031 which was presented to Council 24 August 2021 which has been placed on public exhibition from 26 August to 22 September 2021.						

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
3 Sep 2021 Newcastle Airport to submit DA modification. Legal Contracts have been drafted in preparation for DA modification approval.						

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
2 Sep 2021 Awaiting completion of the associated Place Plans. Report to prepared and reported back to Council during March 2022.						

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
2 Sep 2021 Discussions have commenced with Telstra.						

## ITEM 2 - ATTACHMENT 3 FACILITIES &amp; 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> 24/08/2021
	<b>Officer:</b>	
<b>Action Sheets Report</b>	<b>Printed: Monday, 6 September 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		
2		Kable, Gregory				21/33235
012						
2 Sep 2021 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.						

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						
2 Sep 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						
2 Sep 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						
2 Sep 2021 - Council shall apply for grants in accordance with associated criteria.						

**ITEM 2 - 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> 24/08/2021
	<b>Officer:</b>	
<b>Action Sheets Report</b>	<b>Printed: Monday, 6 September 2021</b>	

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
3 Sep 2021 One submission was received, a report has been prepared to be presented at the Council Meeting on 14 September 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						
2 Sep 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.						

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						
2 Sep 2021 Council staff will commence transfer of land parcel to the road reserve.						

## ITEM 2 - ATTACHMENT 3 FACILITIES &amp; 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> 24/08/2021
	<b>Officer:</b>	
<b>Action Sheets Report</b>	<b>Printed: Monday, 6 September 2021</b>	

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						
2 Sep 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						
2 Sep 2021 The CCTV In Public Places Policy has been placed on Public Exhibition for 28 days from 24 August 2021 to 21 September 2021.						

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		Kable, Gregory				21/218740
217						
2 Sep 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.						

**ITEM 2 - 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> 24/08/2021
	<b>Officer:</b>	
<b>Action Sheets Report</b>	<b>Printed: Monday, 6 September 2021</b>	

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		Kable, Gregory				21/218740
222						
2 Sep 2021 As part of the CSP staff will undertake a review of the existing amenities buildings replacement policy. A 2 way has been booked with Councillors on the 21 September 2021.						

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		Kable, Gregory				21/218740
223						
2 Sep 2021 Council staff will investigate the costs and specifications of a shade sail to be installed at Robinson Reserve. This will be reported to Council in an upcoming Council meeting.						

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		Kable, Gregory				21/218740
227						
2 Sep 2021 Staff are preparing a report and documentation. This will be reported to Council in an upcoming Council meeting.						

## ITEM 2 - ATTACHMENT 3 FACILITIES &amp; 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> 24/08/2021
	<b>Officer:</b>	
<b>Action Sheets Report</b>	<b>Printed: Monday, 6 September 2021</b>	

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
2 Sep 2021 There are a variety of site specific constraints and factors which need to be taken into account including compliance with the Disability Discrimination Act, NSW Road Rules in regard to stopping near a postbox, and Councils Stage 2 works for William Street which will seek to relocate and optimise the location of street furniture including mail boxes.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Rep ort	Ordinary Council 24/08/2021	Gutsche, Tammy	Waste Management Strategy 2021-2031	7/09/2021	26/08/2021	
1 235		Kable, Gregory				21/230755
3 Sep 2021 Waste Management Strategy 2021-2031 has been placed on public exhibition from 26 August to 22 September 2021.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Rep ort	Ordinary Council 10/08/2021	Lamont, Brock	Raymond Terrace Seven Day Makeover	31/12/2022		
17 228		Kable, Gregory				21/218740
3 Sep 2021 A 2 way has been booked with the Councillors on 26 October 2021.						



Outstanding	<b>Division:</b> General Manager's Office	<b>Date From:</b> 26/09/2017
	<b>Committee:</b>	<b>Date To:</b> 24/08/2021
	<b>Officer:</b>	
<b>Action Sheets Report</b>	<b>Printed: Monday, 6 September 2021</b>	

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		Wallis, Wayne				21/218740
230						
3 September 2021						
Reason: Two way conversation to be scheduled following completion of benchmarking with other Councils.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 24/08/2021	Wickham, Tony	POLICY REVIEW: MANAGEMENT OF COMPETITIVE NEUTRALITY	27/10/2021	26/08/2021	
2		Wallis, Wayne				21/230755
236						
3 September 2021						
Reason: On public exhibition until 27 September 2021.						



# NOTICES OF MOTION

**NOTICE OF MOTION**

**ITEM NO. 1**

**FILE NO: 21/236565**

**EDRMS NO: PSC2017-00019**

**PORT STEPHENS WATERWAY STRATEGY**

**MAYOR: RYAN PALMER**

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**THAT COUNCIL:**

- 1) Develop a waterway strategy that sets out a sustainable approach to managing our iconic waterways.
- 

**BACKGROUND REPORT OF: JANELLE GARDNER – STRATEGY AND ENVIRONMENT SECTION MANAGER**

**BACKGROUND**

Our waterways are what makes Port Stephens unique. Our Port and tributaries, our beaches, the drinking water catchment of Grahamstown, and the rivers in the west, shape the landscape and sustain vibrant communities.

The waterways support diverse habitats and important biodiversity as well as contributing to the local and regional economies, including aquaculture and international tourism. Planning for our waterways will ensure we balance the protection of our natural asset with strategies to promote community access, sustainable activities and recreation and economic opportunities.

The Port Stephens Local Strategic Planning Statement includes an action to prepare a Coastal Management Program to mitigate natural hazards and incorporate resilience measures that promote ecologically sustainable development in our coastal areas (Action 8.3). The Coastal Management Program will identify risks, management options and infrastructure priorities for Port Stephens.

An Aquatic Infrastructure Strategy is also being prepared to review and plan for Council's waterway infrastructure that enables residents and visitors' access and use of Port Stephens waterways. This includes boat ramps, wharves, pontoons, jetties, associated car parking, public amenities, fish cleaning tables and dinghy racks.

The Coastal Management Program and Aquatic Infrastructure Strategy would inform the development of an overarching waterways strategy which would:

**ORDINARY COUNCIL - 14 SEPTEMBER 2021**

- Identify projects from the Coastal Management Program to protect, enhance and maintain our waterways.
- Identify projects from the Aquatic Infrastructure Strategy that would improve access to and use of Port Stephens waterways for residents and visitors.
- Support opportunities for the community to access, enjoy and use the waterway
- Facilitate economic development opportunities and attract investment in maritime and associated industries.
- Specify actions for water transport and links to active transport networks.

**FINANCIAL/RESOURCE IMPLICATIONS**

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

**ATTACHMENTS**

Nil.

# CONFIDENTIAL ITEMS

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

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