



# PORT STEPHENS

C O U N C I L

## SUPPLEMENTARY INFORMATION

ORDINARY COUNCIL MEETING  
11 JUNE 2024

# INDEX

SUBJECT

PAGE NO

## COUNCIL REPORTS

3.	FINAL INTEGRATED PLANNING AND REPORT DOCUMENTS AND FEES AND CHARGES .....	3
5.	RAYMOND TERRACE - COMMUNITY WORKS PROJECTS .....	7

- Nb. **Bold** Items listed above have not been previously received or viewed by Councillors.

## SUPPLEMENTARY INFORMATION

ITEM NO. 3

FILE NO: 24/142979  
EDRMS NO: PSC2017-00180

### FINAL INTEGRATED PLANNING AND REPORT DOCUMENTS AND FEES AND CHARGES

REPORT OF: ZOE PATTISON - DIRECTOR CORPORATE STRATEGY AND SUPPORT  
DIRECTORATE: CORPORATE STRATEGY AND SUPPORT

---

#### RECOMMENDATION IS THAT COUNCIL:

- 1) Notes that no community submissions were received in relation to the draft 2024 to 2034 Integrated Planning and Reporting documents and draft Fees and Charges 2024 to 2025.
- 2) Notes the recommendations relating to the changes to the Integrated Planning and Reporting documents, being the Delivery Program 2022 to 2026 incorporating the Operational Plan 2024 to 2025, Resourcing Strategy 2024 to 2034 (incorporating the Workforce Management Strategy 2022 to 2026, Long Term Financial Plan 2024 to 2034 and Strategic Asset Management Plan 2024 to 2034) and the Fees and Charges 2024 to 2025 (**ATTACHMENT 1**) of the Council Report and (**ATTACHMENT 1**) of the Supplementary Information Report.
- 3) Adopts the Integrated Planning and Report documents, being the Delivery Program 2022 to 2026 incorporating the Operational Plan 2024 to 2025, Resourcing Strategy 2024 to 2034 (incorporating the Workforce Management Strategy 2022 to 2026, Long Term Financial Plan 2024 to 2034 and Strategic Asset Management Plan 2024 to 2034) and the Fees and Charges 2024 to 2025 presented to Council on 9 April 2024 (**ATTACHMENT 2**) of the Council Report, with amendments as provided in (**ATTACHMENT 1**) of the Council Report and (**ATTACHMENT 1**) of the Supplementary Information Report.
- 4) Makes the rates and charges for 2024 to 2025 in accordance with (**ATTACHMENT 3**) of the Council Report.

---

#### BACKGROUND

The purpose of this report is to provide Council with an update on changes to the Fees and Charges 2024 to 2025 as outlined in (**ATTACHMENT 1**) of this Supplementary Information Report, regarding a new NSW Government Interment Services Levy.

Following further review and information provided from the Department of Planning, Housing and Infrastructure further clarification regarding the wording and the applicability of these new fees has been included in (**ATTACHMENT 1**) of this Supplementary Information Report.

The new fees do not need to be exhibited as they are set down in accordance with the Cemeteries and Crematoria Act 2013.

## **ISSUES**

The Department of Planning, Housing and Infrastructure has been consulting on these new fees with further updates occurring whilst Council's draft Fees and Charges 2024 to 2025 were on public exhibition and post the exhibition process. As these are statutory fees governed by legislation, these fees do not require exhibition.

## **ATTACHMENTS**

- 1) Changes to (ATTACHMENT 1) of the Council Report. [↓](#)

## ITEM 3 - ATTACHMENT 1      CHANGES TO (ATTACHMENT 1) OF THE COUNCIL REPORT.

### CHANGES TO ATTACHMENT 1 OF THE COUNCIL REPORT

#### Ordinary IP&R Related Changes

Delete the following from **ATTACHMENT 1** of the Council Report:

**No. of change:** 40

**Document Title and Page Number:** 36

**Summarised key issues incorporated in the documents:** Administrative correction – subject to the new statutory fee being passed by the NSW Parliament, the new Interment Services Levy is effective from 1 July 2024.

**Recommended changes to the documents:**

Add the following text as shown in yellow below.

Name	Description	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (excl. GST)	Year 24/25 GST	Fee (incl. GST)	Unit	Legislation	GL	RC	Pricing Policy
Port Stephens Council										
Community Services and Events										
Cemetery Operations										
Interment Services Levy		Subject to the new statutory fee being passed by the NSW Parliament, the new Interment Services Levy is effective from 1 July 2024.								
Fee charged to Operator on an annual basis based on the number of services performed each year.										
Operators with a Cemetery Operator (Caretaker) Licence (known as Category 4) are exempt as these operators are inactive and not conducting regular interments.										
Levy not applicable to interment of destitute people or children under the age of 12.										
DRAFT - Interment Services Levy - Ash Interments		\$0.00	\$63.00	\$0.00	\$63.00	Per Service				Statutory pricing
DRAFT - Interment Services Levy - Burial		\$0.00	\$156.00	\$0.00	\$156.00	Per Service				Statutory pricing

## ITEM 3 - ATTACHMENT 1      CHANGES TO (ATTACHMENT 1) OF THE COUNCIL REPORT.

Replace with the following in **ATTACHMENT 1** of the Council Report:

**No. of change:** 40

**Document Title and Page Number:** 36

**Summarised key issues incorporated in the documents:** Administrative correction – regarding most recent updates to a new NSW Government Interment Services Levy Fee effective from 1 July 2024.

**Recommended changes to the documents:**

Insert the following new fees as shown below.

Name	Description	Year 23/24 Fee (incl. GST)	Year 24/25		Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST			

### Port Stephens Council

#### Community Services and Events

#### Cemetery Operations

#### NSW Government Interment Services Levy

Levy not applicable to interment services of destitute people, for children under the age of 12, stillborn children and miscarriages.

Port Stephens Council is currently unaware if this levy will attract GST. The Australian Taxation Office is currently preparing advice on this issue. Cemeteries & Crematorium NSW will share this information as soon as possible.

Interment Services Levy - Ash Interments		\$0.00	\$63.00	\$0.00	\$63.00	Per Service	Cemeteries and Crematoria Act 2013	Statutory pricing
Interment Services Levy - Burial		\$0.00	\$156.00	\$0.00	\$156.00	Per Service	Cemeteries and Crematoria Act 2013	Statutory pricing

## SUPPLEMENTARY INFORMATION

ITEM NO. 5

FILE NO: 24/143385  
EDRMS NO: PSC2017-00019

### RAYMOND TERRACE - COMMUNITY WORKS PROJECTS

REPORT OF: JOHN MARETICH - ASSETS SECTION MANAGER  
DIRECTORATE: FACILITIES AND INFRASTRUCTURE

---

#### RECOMMENDATION IS THAT COUNCIL:

- 1) Allocate \$90,000 funding for works identified in the Community Projects **(ATTACHMENT 1)**.
- 2) Continue to work with the Community to progress works.

---

#### BACKGROUND

The purpose of this report is to provide the Community Projects **(ATTACHMENT 1)** to Council following the recent community consultation.

#### ISSUES

The Community Projects **(ATTACHMENT 1)** were not included in the original agenda.

#### ATTACHMENTS

- 1) Raymond Terrace Town Improvement Community Projects. [↓](#)

## RT CBD Improvement Project

What we've been hearing

The Raymond Terrace Town Centre project prioritised community involvement to foster local pride and create a more dynamic town centre. We conducted a two-phase engagement process:

Phase 1: Idea gathering (April-May 2024) and

Phase 2: Project scope development and project selection by voting (May-June 2024)

The following is a snapshot of the communications and engagement for this project.

## What we've been up to



**Social media**  
1379 reach  
(Phase 1)  
10040 reach  
(Phase 2)



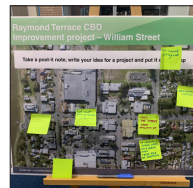
**Website**

780 visits  
(all phases)



**4 drop in  
sessions**

30 attendees



**Ideas**

98 comments  
(88 face to face,  
10 online)



**Project votes**

171

## Project timeline



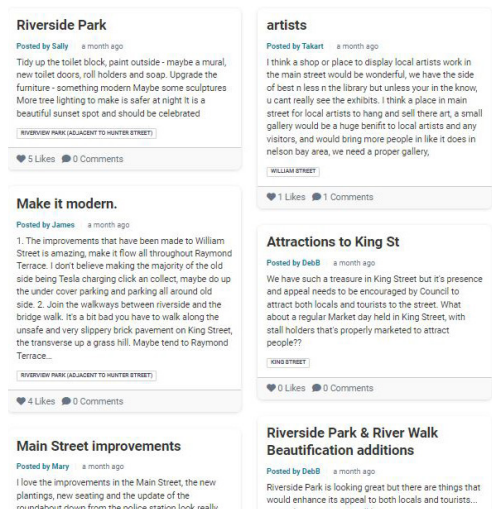
[pscouncil.info/rt-improvement](https://pscouncil.info/rt-improvement)



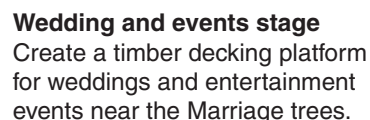
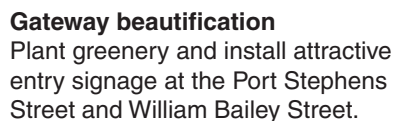
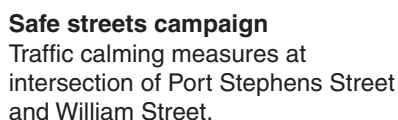
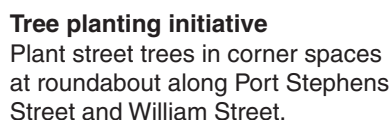
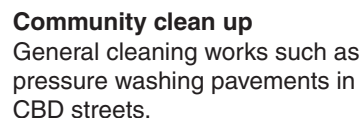


During the initial idea gathering undertaken in April-May 2024 we sought community ideas about areas that needed improvement in Raymond Terrace – face to face and online.

### Example online comments



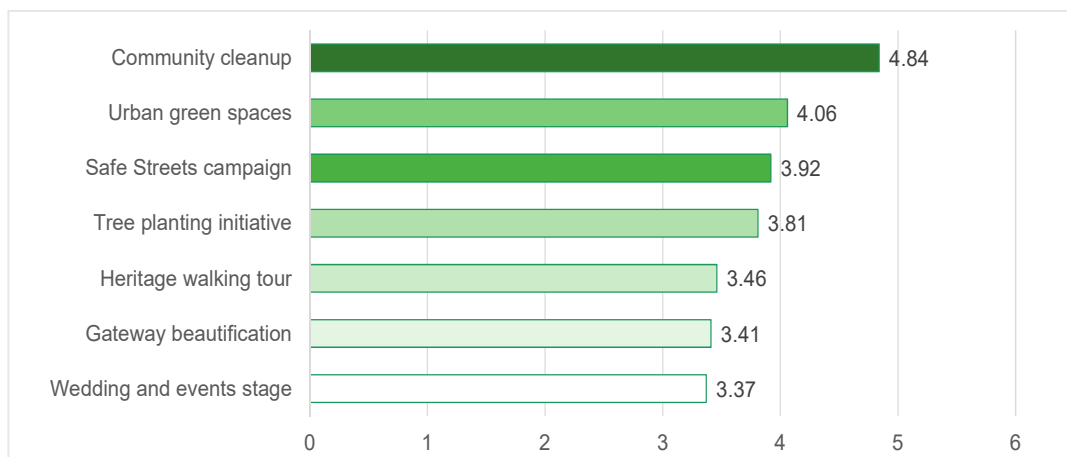
The ideas were collated and developed into 7 separate projects. These projects are listed below.



## Project voting scores

Project voting was conducted 30 May 2024 to 10 June 2024.

We received 171 **individual contributions** to the survey where people could rank their favourite projects.



The projects with the highest score indicate community preferences for the projects. For example, the community's most favourite project is the Community Cleanup (scoring 4.84) followed by the Urban Green Space project (scoring 4.06) and so on.

We've used as a Weighted Average Score to calculate the above results. This score is not a simple average as it takes into account that the survey responders didn't have to vote for all options.

## Ongoing community interest

We also asked the community if they wanted to be involved in bringing these project to life – 29 email addresses were collected. This figure represents ~17% of respondees.

