

NOTICE OF ORDINARY MEETING

14 MAY 2024



PORT STEPHENS COUNCIL

The Mayor and Councillors attendance is respectfully requested:

Mayor: R Palmer (Chair).

Councillors: L Anderson, G Arnott, M Bailey, C Doohan, G Dunkley, P Francis, P Kafer, S Tucker, J Wells.

SCHEDULE OF MEETINGS

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

Please Note:

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

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

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

Food and beverages are not permitted in the Council Chamber.

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BUSINESS

1) Opening meeting.

2) Acknowledgement of Country

We acknowledge the Worimi people as the original Custodians and inhabitants of Port Stephens. We acknowledge and pay respects to Worimi elders past and present. May we walk the road to tomorrow with mutual respect and admiration as we care for the beautiful land and waterways together.

3) Prayer

We recognise the rich cultural and religious diversity in Port Stephens and pay respect to the beliefs of all members of our community, regardless of creed or faith.

4) Apologies and applications for a leave of absence by Councillors.

5) Disclosures of interests.

6) Confirmation of minutes Ordinary Meeting of 23 April 2024.

7) Mayoral minute(s) – if submitted.

8) Motions to close meeting to the public – if submitted.

9) Reports to Council.

10) General Manager's reports – if submitted.

11) Questions with Notice – if submitted.

12) Questions on Notice.

13) Notices of motions – if submitted.

14) Rescission motions – if submitted.

15) Confidential matters – if submitted.

16) Conclusion of the meeting.

Statement of Ethical Obligations

The Mayor and Councillors are reminded that they remain bound by the Oath/Affirmation of Office made at the commencement of this Council term to undertake their civic duties in the best interests of the people of Port Stephens and Port Stephens Council and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the Local Government Act 1993 or any other Act, to the best of their skill and judgement.

The Mayor and Councillors are also reminded of the requirement for disclosure of conflicts of interest in relation to items listed for consideration on the Agenda or which are considered at this meeting in accordance with the Code of Meeting Practice and Code of Conduct.

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:
- d. performance management and reporting,
- e. asset maintenance and enhancement,
- f. funding decisions,
- g. risk management practices.
- h. 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 – An accessible and welcoming community respecting diversity, heritage and culture.

OUR PLACE – A liveable and connected place supporting community wellbeing and 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.

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

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

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

to be held on the _____ day of _____ 20__

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

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

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

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

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

Mayor/Councillor's signature _____

Date _____

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



Declaration of Interest form

Agenda item No. _____

Report title _____

Mayor/Councillor _____ declared a

Tick the relevant response:

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

in this item. The nature of the interest is _____

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

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

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

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

Mayor/Councillor left the Council meeting at _____ pm.

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

COUNCIL REPORTS

ITEM NO. 1

**FILE NO: 24/73883
EDRMS NO: PSC2021-01862**

COMMUNITY WELLBEING STRATEGY

REPORT OF: JANELLE GARDNER - COMMUNICATIONS AND CUSTOMER
EXPERIENCE SECTION MANAGER
DIRECTORATE: COMMUNITY FUTURES

RECOMMENDATION IS THAT COUNCIL:

- 1) Receive and note the Community Engagement Report including the submissions received during the public exhibition of the draft Community Wellbeing Strategy including the responses to public submissions **(ATTACHMENT 1)**.
 - 2) Adopt the Community Wellbeing Strategy as amended **(ATTACHMENT 2)**.
-

BACKGROUND

The purpose of this report is to advise Council of the outcome of the public exhibition process for the draft Community Wellbeing Strategy as outlined in the Community Engagement Report **(ATTACHMENT 1)**. The report recommends that Council adopt the Community Wellbeing Strategy (The Strategy), as amended, based on community feedback **(ATTACHMENT 2)**.

At its meeting on 12 December 2023, Council resolved to place the draft Community Wellbeing Strategy (The Strategy) on public exhibition for 28 days. The Strategy was made public on 13 December 2023 with an active public exhibition period from 29 January 2024 to 25 February 2024. Community feedback was sought via the Port Stephens Community Interagency and submissions.

In response to the community feedback The Strategy was amended. The changes included a table of contents, improved narrative around inclusion for all, additional key objectives relating to people’s connections with the natural environment and improved partnerships with community services who provide outreach services as well as clarification to the measures of success. Post-exhibition amendments to The Strategy are included in the amended Community Wellbeing Strategy **(ATTACHMENT 2)**.

Further details about the communication and community engagement during the public exhibition are outlined under the consultation section below.

COMMUNITY STRATEGIC PLAN

| Strategic Direction | Delivery Program 2022-2026 |
|----------------------------|--|
| Community Wellbeing | Develop and implement the Community Wellbeing Strategy (CWS) to provide services and support for a diverse community |

FINANCIAL/RESOURCE IMPLICATIONS

There is no direct impact on operational budgets from this strategy. Actions identified in this strategy will be sourced from existing budgets or where applicable, grant funding.

| Source of Funds | Yes/No | Funding (\$) | Comment |
|----------------------------------|---------------|---------------------|---|
| Existing budget | Yes | | |
| Reserve Funds | No | | |
| Developer Contributions (\$7.11) | No | | |
| External Grants | Yes | | Grants will be applied for on project specific basis. |
| Other | No | | |

LEGAL, POLICY AND RISK IMPLICATIONS

Under the NSW Disability Inclusion Act 2014, the Council is required to develop a Disability Inclusion Action Plan in consultation with people with a disability and specify actions to deliver in partnership with the community. The new Disability Inclusion Action Plan is an attachment to The Strategy (**ATTACHMENT 2**).

| Risk | <u>Risk Ranking</u> | Proposed Treatments | Within Existing Resources? |
|--|----------------------------|---|-----------------------------------|
| There is a risk that the Community Wellbeing Strategy does not meet community expectation. | Low | Accept the recommendation. The phases of community engagement have been undertaken to provide the direction and inclusions of the Community Wellbeing Strategy. Changes have been made to the Strategy post public exhibition based on community feedback. | Yes |

| | | | |
|---|---------------|--|--|
| <p>There is a risk that if the Community Wellbeing Strategy which includes the Disability Inclusion Action Plan is not adopted, Council will not be meeting its requirements under the NSW Disability Act 2014.</p> | <p>Medium</p> | <p>Accept the recommendation.</p> <p>The phases of community engagement have been undertaken to ensure the Strategy and Disability Inclusion Action Plan meets the needs and aspirations of the Port Stephens community.</p> | |
|---|---------------|--|--|

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

The Community Wellbeing Strategy represents our commitment to making Port Stephens a place where wellbeing is prioritised and people can lead happy, healthy and connected lives no matter their age. The Strategy focuses on inclusion for all. All population groups including young people, older persons, First Nations people, multicultural people and persons with a disability are at the core of the strategy.

Key objectives from The Strategy promote positive implications on social, economic and environmental factors including accessible tourism and business, employment opportunities, housing, public infrastructure, community services and continued protection and connection with the environment.

CONSULTATION

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

Internal

The Community Wellbeing Strategy has been prepared in consultation with relevant sections in Community Futures Directorate and Facilities and Infrastructure Directorate.

Internal workshops were held with key representatives from Assets, Capital Works, Vibrant Places, Community Services, Communications, Natural Resources and Strategic Planning during the plans development and key actions were also provided to these representatives for review and feedback.

External

Community engagement for the Community Wellbeing Strategy was undertaken across three phases:

- Phase 1 in 2021 to develop key themes and priorities.

- Phase 2 in 2023 to check in with the community and stakeholders to see if things had changed since 2021 feedback.
- Phase 3 in 2024 for public exhibition of the Draft Community Wellbeing Strategy.

A complete community engagement report detailing the communication and community engagement undertaken and outcomes of each phase is included as **(ATTACHMENT 1)**.

The public exhibition period was promoted via social media, our electronic newsletters, print advertising in News of the Area and The Port Stephens Examiner, Mayor's editorial in News of the Area, Council's website and direct email to key stakeholders. Community feedback was sought via a workshop with the Port Stephens Community Interagency and submissions. Three submissions were received during the public exhibition period and have been included in **(ATTACHMENT 1)**.

OPTIONS

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

ATTACHMENTS

- 1) Communications and Engagement Report. [↓](#)
- 2) Wellbeing Strategy and DIAP 2024. [↓](#)

COUNCILLORS' ROOM/DASHBOARD

- 1) Community Wellbeing Strategy Submission.

TABLED DOCUMENTS

Nil.

Communications and Engagement Report

Community Wellbeing Strategy



Engagement report outlining engagement outcomes from Phase 1, 2 and 3, the public exhibition.



Contents

| | |
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1 Port Stephens Council

Context and Engagement approach

Port Stephens Council (PSC) is preparing a Community Wellbeing Strategy to establish principles for a sustainable, healthy, safe and inclusive community. These principles will set the path for a clear set of aligned and prioritised actions.





The draft Strategy aligns social planning objectives with liveability priorities. By combining directions from several standalone strategies and policies, the document recognises the complexity and interconnectedness of factors contributing to wellbeing.

Phase 1 The Wellbeing and Disability Inclusion Survey was conducted in 2021. The 2021 survey data was used to develop key themes and priorities.

Phase 2 Community and stakeholder engagement to check in with the community and stakeholders to see if things had changed since 2021 feedback. Completed July/August 2023.

Phase 3 Public exhibition of the draft Community Wellbeing Strategy held from 29 January to 25 February 2024

The key objectives of engagement:

-  Ensure stakeholders are well informed about the key themes and actions in the draft Wellbeing Strategy
-  Involve people in a clearly defined, open and transparent engagement process
-  Use a range of digital and traditional tools and methods to gather feedback
-  Ensure communications are clear, concise, planned and tailored to the audience

Communications and Engagement methods

| ENGAGEMENT METHODS | | |
|--------------------|---|------------------------------------|
| ACTIVITY | DESCRIPTION | REACH |
| Phase 1 | Wellbeing and Disability Inclusion Community Survey completed 2021 | 171 participants |
| Phase 2 | Check in Well-being Survey was open from 13 July to 7 August 2023. | 46 surveys completed |
| | Workshops: Port Stephens Interagency: 25 July 2023 | 18 participants |
| | Drop-in sessions Tilligerry Habitat walk and talk 1 to 2pm 26 July 2023 | 250 people across drop-in sessions |
| | Raymond Terrace Festival w/ drop-in weaving session 10am to 2pm 29 July 2023 | |
| | Two-hour drop-in session with two 30-minute intro to yoga session 9am to 11am at Appex Park, Nelson Bay 30 July 2023. | |
| Phase 3 | Workshop: Port Stephens Interagency: | 12 participants |
| | Online, hardcopy and verbal submissions open from 29 January 2024 to Sunday 25 th February 2024 | 3 responses |



| COMMUNICATION METHODS | | |
|------------------------------|--|---|
| ACTIVITY | DESCRIPTION | REACH |
| Website pages | /development/strategies-and-planning-guides/community-wellbeing-strategy | 2023: 92 visits 2024: 195 visits |
| | /community/events/2023/wellbeing-walk-through-the-tilligerry-habitat | 1 visit |
| | /community/events/2023/weaving-for-wellbeing | 17 visits |
| | /community/events/2023/introduction-to-yoga | 1 visit |
| Print advertising | Print advertising in News of the Area Port Stephens Examiner | 25,000 distribution 10,000 distribution |
| Electronic Newsletter | Article in Your Business | 1,073 contacts |
| | Article in Your Port | 3,856 contacts |
| Social media | Facebook event for 19 July 2023 | 226 people reached 7 Engagements (likes, comments, shares) |
| | Instagram story, video of the 'Wellness Walk, 23 July 2023 | 246 accounts reached |
| | Facebook post Wellbeing video / strategy have your say, 25 July 2023 | 1826 impressions / 1634 accounts reached 39 Engagements (likes, comments, shares) |
| | Instagram story, video of the 'Weaving session', 28 July 2023 | 150 accounts reached |
| | Facebook post promoting public exhibition - Facebook 30 January 2024 | 6,130 accounts reached |

| | |
|--|---|
| | 21 engagements (likes, comments, shares) |
| Easy read versions promotion - Facebook 9 February 2024 | 2,250 accounts reached 8 engagements (likes, comments, shares) |

Key engagement findings – Phase 1

Phase 1: Wellbeing and Disability Inclusion Survey 2021

The top priorities identified in the survey included:

Which wellbeing themes are most important to you?

- Community safety and security 16%
- Health 15%
- Nature and local environment 14%
- Public open space eg. Parks, reserves 14%

Why is wellbeing important to me?

- To maintain my general health and wellbeing 35%
- To maintain lifestyle and support my family 34%

What do you do to maintain your wellbeing?

- Physical activity (gym, sport) 32%
- Maintaining connections (friends and family) 18%
- Outdoor leisure (caravanning, fishing, motorbike riding, beach, bushwalks, gardening) 15%

What one action could Council do to improve your wellbeing or your communities' wellbeing?

- Footpaths 25% - Improved and more bike tracks, shared pathways, and improved lighting in these areas
- Roads and Parking 16% - Improved roads and more disabled parking
- Facilities 13% - More and improved sporting facilities, parks and recreation areas.

Phase 2: Community Wellbeing Survey and face-to-face sessions

A community wellbeing survey was deployed to determine whether the draft themes and priorities were on the right track. Participants were presented with four theme areas including accessibility, security and safety, participation and inclusion and resilience.

Participants were asked to provide their level of support for each theme's priorities, identify what was missing and suggest any ideas to achieve the priorities. Hard copy surveys were available at Council run facilities.

The survey received 46 responses. Due to small sample size caution is advised when interpreting the results. Full details are available in Appendix I.

Key engagement findings – Phase 2

Online survey

Accessibility priorities

- Provide infrastructure and opportunities to enable people with a disability to fully participate in community life.
87% supportive, 7% neutral, 4.5% not supportive
- Reduce barriers to employment for people with a disability
80% supportive, 11% neutral, 7% not supportive
- Increase access to Council services through better systems and processes
89% supportive, 7% neutral, 2% not supportive
- Are there any priorities you think are missing?
See Appendix I for full list of comments (20 comments)
- Do you have any great ideas for actions to achieve these priorities?
See Appendix I for full list of comments (17 comments)

Security and safety priorities

- Identify and support initiatives that grow connections with our town centres to build community pride and sense of place.
88% supportive, 7% neutral, 5% not supportive
- Support initiatives to reduce the impacts of homelessness.
83% supportive, 7% neutral, 7% not supportive.
- Work with communities to build resilience in emergencies.
93% supportive, 5% neutral, 2% not supportive
- Are there any priorities you think are missing?
See Appendix I for full list of comments (19 comments)
- Do you have any great ideas for actions to achieve these priorities?
See Appendix I for full list of comments (14 comments)

Participation and inclusion priorities

- Empower and support young people to participate.
90% supportive, 5% neutral, 5% not supportive
- Develop and improve positive attitudes of the wider community towards people with disability.
81% supportive, 12% neutral, 7% not supportive
- Promote and create opportunities for equity across all abilities, ages, cultures, genders, languages, religions, sexualities, and socio-economic groups.
81% supportive, 12% neutral, 7% not supportive
- Apply best practice principles to encourage diverse input and participation.
88% supportive, 5% neutral, 5% not supportive
- Are there any priorities you think are missing?
See Appendix I for full list of comments (17 comments)
- Do you have any great ideas for actions to achieve these priorities?
See Appendix I for full list of comments (11 comments)

Resilience priorities

- Create opportunities for our community to connect with each other.
88% supportive, 5% neutral, 7% not supportive
- Support our most vulnerable residents to grow their capacity.
78% supportive, 10% neutral, 10% not supportive
- Support our community networks to work together on key community priorities.
93% supportive, 2.5% neutral, 2.5% not supportive
- Are there any priorities you think are missing?
See Appendix I for full list of comments (16 comments)
- Do you have any great ideas for actions to achieve these priorities?
See Appendix I for full list of comments (9 comments)

Workshop and community drop-in sessions

Engagement activities included two stakeholder workshops and three community drop-in sessions. The workshops and drop-in sessions were facilitated by Kate Baartz and Ash Soanes of Baartz & Co.

Workshop: Port Stephens Interagency

Attendees (18 participants):

- Alesco Senior College
- One Door Mental Health (Family & carer mental health program)
- Community Disability Alliance Hunter (CDAH)
- Jupiter Youth Mental Health Councillor
- Hume Community Housing (community cohesion officer)
- NSW Trustee & Guardian
- PSFANS
- PPSFANS Student
- PS Council
- The Smith Family
- Arubah Health Dietitians
- Hume Housing
- Hunter Nursing
- Mosaic Multicultural Connections
- Office for Regional Youth
- Workshop 1 included the following:
 - Introduction and welcome – setting the scene and outline of the project to date.
 - Activity 1: Keywords – warm up exercise, provide keywords that need to be considered when developing the strategy.
 - Activity 2: Priorities and ideas – participants were asked what's missing and put forward ideas to address the priorities.

Workshop participants were divided up across three tables. These tables became the basis for the smaller group activities.

Keywords

Participants were asked in small groups to provide keywords that need to be considered for each theme when developing the strategy. The table below shows the keywords received and Figure 2 is the feedback in a word cloud format.

Table 1 Activity 1: Keywords

| KEYWORDS | | | |
|--|------------------------------------|---------------------------------|---------------------------|
| 5 ways to wellbeing | cultural | housing - safe & stable housing | privacy & confidentiality |
| accessibility/ible | culturally & gender diverse & safe | inclusive/ivity | privileged participation |
| accessibility does not always equate to disability | dignity | independence | relationships |
| accessible properties | drug & alcohol | keep learning | respect + trust |
| age appropriate | economical community | knowing where to turn | school |
| all voices heard and unheard | education | leisure | sense of community |
| autonomy facilitation | emotional health | m/h wellbeing | services |
| be active | engagement | meaningful participation | social health |
| be aware | environment | mental health | social support |
| belonging | equitable | needs | someone to turn to |
| choice limited | evidence based | nutrition | spaces |
| clean and hygienic facilities | family | options | spiritual |
| community | finances | options for older persons | support |
| community facilities | forward thinking | options for youth | sustainability |
| community guided/centred | friends | person centred | transport |
| community leaders | health & wellbeing | physical health | unified |
| connect/ion | help others | places | vulnerable |
| continued professional development | holistic | pleasant places to be | you belong somewhere |
| cost of living | home | poverty | youth services |

Figure 1: Intergency Workshop: Keywords



Priorities and actions

Four themes were created based on the feedback received from the last wellbeing, disability and access survey. Those themes are accessibility, security and safety, participation and inclusion and resilience. The activity results that follow are based on these four themes. Participants were asked to share what’s missing and what ideas they had to address the priorities in small groups.

Accessibility

In order to find out how the themes and priorities are shaping up groups were given the following information and asked what’s missing and what ideas they had to address the priorities for accessibility.

ACCESSIBILITY

Wellbeing can only be achieved in a place that is inclusive and accessible for people of all abilities and backgrounds. Accessibility could include things like community attitudes, access and movement around public places, barriers to employment and addressing barriers to participation.

Priorities

- Provide infrastructure and opportunities to enable people with a disability to fully participate in community life.
- Reduce barriers to employment for people with a disability
- Increase access to Council services through better systems and processes

There was a consensus that the accessibility theme was too heavily focused on those with a disability and should be more inclusive of all people. Transport and the remote location of the area was also raised by all workshop groups.

What's missing:

- References to other members (not just disability) of the community (for example) Youth, Aged, Aboriginal & TSI, CALD, LGBTQIA+SB Other
- Accessible and affordable housing
- Safe and stable housing
- Accessible services - eg. long waiting lists
- Public transport - location/remote/ geographical considerations, affordable
- Footpaths - multiuse, walking, wheelchair, pram, bikes
- Literacy, financial, language, cultural barriers
- Information and education
- Access and knowledge for actual services
- Family life barriers
- Reduce inequity
- Volunteers

Ideas:

- Improved and safer pathways
- Translation services

Security and safety

To find out how the themes and priorities are shaping up the groups were given the following information and asked what's missing and what ideas they had to address the priorities.

SECURITY AND SAFETY

Safety and even a perception of safety can affect how we go about our lives. Safety applies to our public space (safer design, cleanliness, activity and lighting) and also to our personal safety (family violence, child safety). Food and housing safety are also crucial aspects that underpin our wellbeing. The following questions relate to the priorities and actions for security and safety.

Priorities

- Identify and support initiatives that grow connections with our town centres to build community pride and sense of place.
- Support initiatives to reduce the impacts of homelessness.
- Work with communities to build resilience in emergencies.

When discussing security and safety it was back to basics with the group, stating that the vulnerable community members need something to eat, somewhere to sleep and water that is safe.

What's missing:

- Ensuring adequate services and funding to support security and safety.
- Safe and stable housing
- Basic safeties eg. Food, shelter, water
- Young veterans needing access to services

Ideas:

- Build stakeholder group for homelessness and vulnerable
- Review policy on community gardens
- Fences around playgrounds
- Positive opportunity to engage in community
- Support and develop specific community led programs and services to address barriers to basic needs which allows autonomy and agency
- Ensuring adequate services and funding to support security and safety
- Provide education and/or resources to the community to reduce systemic issues eg. drug and violence
- Build fences around playgrounds

Participation and inclusion

To find out how the themes and priorities are shaping up groups were given the following information and asked what's missing and what ideas they had to address the priorities.

PARTICIPATION AND INCLUSION

Inclusion means all of our members feel welcome and able to fully participate and contribute regardless of their age, gender, religion, cultural background, sexual orientation, disability, income or geographical location. Inclusive participation is about recognising differences between individuals/groups.

Priorities

- Empower and support young people to participate.
- Develop and improve positive attitudes of the wider community towards people with disability.
- Promote and create opportunities for equity across all abilities, ages, cultures, genders, languages, religions, sexualities and socio-economic groups.
- Apply best practice principles to encourage diverse input and participation.

Transport was raised as a barrier to participation, the group asked how can you participate if you can't get places. Finances and affordability of activities and events were raised as an issue, not all can afford to participate.

What's missing:

- Increase knowledge of demographic
- Impact of increased cost of living on people's ability to participant (free and low cost activity)
- Impact of loss of service, eg buses, banks, Centrelink etc.
- Transport
- Finances/ poverty can be an issue for participating in events

Ideas:

- Free or low-cost activities and diverse community events, fun days, better playgrounds, exercise classes.
- Rather than say 'this is what you need & how can we help,' ask 'what do you need & how can we help you'.
- Ensure a preamble establishes whom "community" is / priority groups - eg. disability, seniors.
- Education around participation + inclusion

Resilience

To find out how the themes and priorities are shaping up participants were given the following information and asked what's missing and what ideas they had to address the priorities.

RESILIENCE

Building the skills and networks in the community to ensure our community can adapt, survive and thrive in times of change.

Priorities

- Create opportunities for our community to connect with each other.
- Support our most vulnerable residents to grow their capacity.
- Support our community networks to work together on key community priorities.

There was talk about the theme title 'resilience' it didn't sit well with the group and suggestions were to change to community connections or community empowerment and that resilience was an outdated term that didn't suit current context. The priority above about 'grow their capacity' was deemed as condescending as you can only grow so much without support.

What's missing:

- Supporting providers
- Local emergencies and incidence
- Natural disasters
- Postvention (meaning: interventions for bereaved survivors, community members, caregivers, and health care providers to destigmatise suicide)

Ideas:

- Promotion of community resources
- Advocacy to increase resources

After the theme priorities activity we asked each group to share their feedback with the rest of the groups, the following are notes taken in isolation to the themes.

- Community guided approach – in terms of building relationships leading to trust and to guide autonomy and provide community with dignity
- Person centred approach
- Many living under the poverty line in the area
- Need more communication about services available like a community directory (which PSC does have)
- Need clear outcomes for what is going to be achieved

Community Drop-in Sessions

The community were asked to share what wellbeing means to them and what impacts their wellbeing positively and negatively. The community drop-in session details are below:

- Tilligerry Habitat walk and talk 1 to 2pm 26 July 2023
- Raymond Terrace Festival w/ drop-in weaving session 10am to 2pm 29 July 2023
- Two-hour drop-in session with two 30-minute intro to yoga session 9am to 11am at Apex Park, Nelson Bay 30 July 2023

What does Wellbeing mean to you?

The most frequent answers were:

- being healthy
- having a positive and happy mindset and
- being in nature.

Example comments:

"Wellbeing means being healthy + happy spiritually, mentally + physically"

"Taking in whats around you eg. Sitting on a rock and admiring the sky /trees/ breeze"

"Fresh air, clean environment, trees - green spaces, great outdoor facilities - for all."

What impacts your Wellbeing positively?

- Family
- Community

What impacts your Wellbeing negatively?

- Poor behaviour from others:
 - racism
 - rude people
 - being judgmental
 - being disrespectful

Key engagement findings – Phase 3

Port Stephens Community Interagency

The Port Stephens Community Interagency came together on 20 February 2024 to discuss the Community Wellbeing Strategy. 12 interagency members were in attendance both online and face to face. Representation included Department of Communities and Justice, Port Stephens Family and Neighbourhood Services, Hume Housing, Jupiter, Wahroonga. The workshop gave an overview of how the Community Wellbeing Strategy was developed as well as each Strategic Priority with attendees given the opportunity to discuss further and provide feedback. Key feedback received from the session includes:

- Need for a focus on mental health in the strategy
- Inclusion of a paragraph that specific population groups (young people, First Nations people, older person etc) are included in the 'inclusion for all' concept
- Transport is a high-priority issue
- Delivering wellbeing activities across all towns and centres in Port Stephens considering those who do not have transport
- Positive spaces and activities for people who are isolated or have negative circumstances around them
- Considering fencing, lighting and shade in parks and playgrounds for families and children
- GP access and bulk billing remains an issue for residents
- Consistency for outreach services is key
- Need for outreach services to collaborate and partner to deliver in towns and centres with more resources
- Advocate for youth accommodation
- Transitional programs needed for years 6-7 as it's a point of change
- Breakdown of intergenerational cycle
- Children services need to partner with schools for similar working structures with children
- Use existing council spaces to operate in local communities
- Council needs to build relationships with services to ensure they are continuing to meet community need
- Celebrate successes and continue to advocate for services
- Consider free entry to pools at a variety of times for cost effective healthy activity
- Youth drop in centres needed for young people to debrief and connect
- Continue to engage with the community to know and understand them

Submissions

Two email submissions and one verbal submission was received during the public exhibition period.

The submission provided the following feedback and responses from Council:

| No. | From | Summary | Response |
|-----|--|--|---|
| 1 | Nelson Bay Branch CWA of NSW | The contribution of specific community organisation should be recognised in the Strategy | A Strategic document does not recognise specific organisations. It recognises key stakeholder groups that assist in the strategies implementation. Page 16 outlines Council's role in wellbeing with partnerships with the community as one specific role outlined. Specific contributions of community organisations are more likely to be recognised as the projects and initiatives from the strategy are implemented. |
| 2 | Tomaree Residents and Ratepayers Association | <p>Clearer acknowledgment should be made to the importance of protection of the natural environment and sustainability within the strategy</p> <p>The Strategy should be elevated in the hierarchy of Council documents</p> <p>Easy Read document is a very good initiative</p> <p>A table of content would be beneficial in the length of document</p> <p>The general objective relating to the Local Housing Strategy is made redundant by</p> | <p>An additional key objective has been included under Strategic Priority 2: Safe and secure to read: "Continue to create and maintain opportunities to connect with the natural environment".</p> <p>The document sits below the Council's highest strategic document, the Community Strategic Plan. Its position feeds directly into the 4 year delivery program and annual operation plan to enable the plan's delivery.</p> <p>Noted. Revised Easy Read documents will be developed once Strategy is adopted for inclusion on the website and improve accessibility of the documents to the community.</p> <p>Table of content now included.</p> <p>The Local Housing Strategy focuses on housing supply, housing diversity and affordability. Although other key objectives in</p> |

| | | | |
|---|----------|---|---|
| | | <p>other specific objectives in the Strategy</p> <p>Measurements of success for improving wellbeing should be more specific in the strategy, similar to the targets in the Disability Inclusion Action Plan (DIAP).</p> <p>The targets in the Wellbeing Strategy are unclear especially the +7 for the Liveability Score Attributes segments.</p> | <p>the Community Wellbeing Strategy relate to housing affordability and homelesses, this is the only objective relating to housing supply and diversity which also impact community wellbeing.</p> <p>The Disability Inclusion Action Plan is action focused in its delivery with specific measures possible for the level of actions identified under each focus area. The Community Wellbeing Strategy outlines higher level objectives making success measures also a higher level. Measurements of success will be more specific as actions or projects to meet these objectives are developed.</p> <p>The image representing the targets has been reworked to enable improved understanding. Additional text content has also been provided.</p> |
| 3 | Resident | <p>Signage provided across the Local Government Area advising where dogs are and are not allowed should include that assistance dogs are permitted.</p> | <p>Additional action has been included under Focus Area 'Liveable communities' to include: "Ensure dog compliance signage clearly permits assistance dogs in public areas."</p> |

Appendices

Phase 2 – Check in

Community Drop-in Sessions

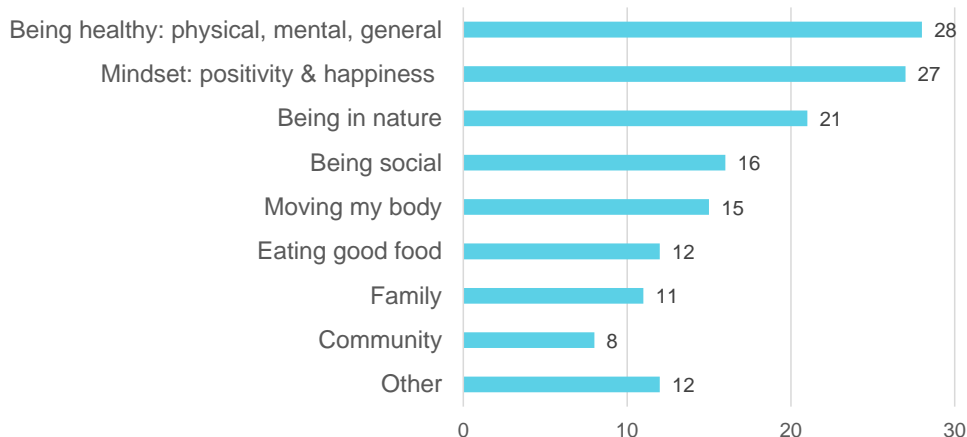
To promote wellbeing and to decrease feedback fatigue we encouraged engagement by having activity-based engagement sessions. Three community sessions took place across the three wards of Port Stephens.

- 26 July 2023 1-2pm walk and talk in Tanilba Bay (Two attendees)
- 29 July 2023 10-2pm learn how to weave session, Raymond Terrace Festival in Raymond Terrace (spoke to 200 people with 53 participants)
- 30 July 2023 9-11am beginner yoga session in Nelsons Bay (spoke to 50 with 20 participants)

What does Wellbeing mean to you?

We asked the community what well-being means to them, the most frequent answers were being healthy (28), having a positive and happy mindset (27) and being in nature (21). See table below for further detail.

Figure 2: What does well-being mean to you?



N= number of participants (73)

Example of comments received:

“Wellbeing means being healthy + happy spiritually, mentally + physically”

“Taking in whats around you eg. Sitting on a rock and admiring the sky /trees/ breeze”

"Fresh air, clean environment, trees - green spaces, great outdoor facilities - for all."

Figure 3 below shows a word cloud containing keywords from the results.

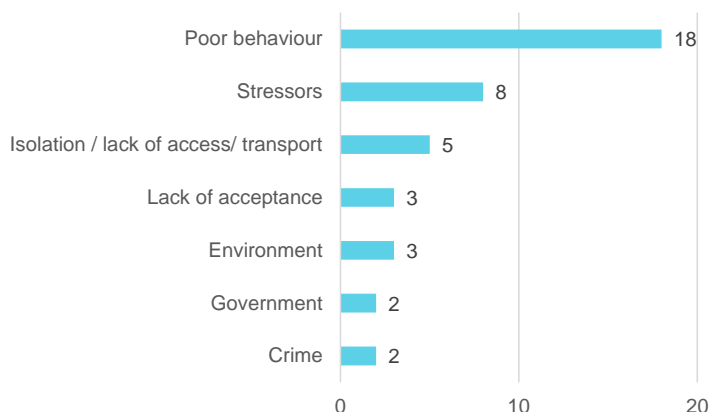
Figure 1 Word cloud: What does Well-being mean to me?



What impacts your Wellbeing negatively?

We asked the question “what impacts your wellbeing negatively?” the most common responses were about poor behaviour from others (racism, rude people, judging, disrespect) and stressors (bills, social media, stress, pressure).

Figure 2: What impacts your well-being negatively?



N= number of participants (42)

Through conversations with community members some ideas were captured, see table below.

| Community conversations |
|--|
| We need a wellbeing hub - to get support |
| Education is needed for late teens about where to get support |
| Need programs to get old people out after isolation. Senior hub support is needed. |
| Encourages mental stimulation and weekly physio- council need to show up. |
| Raymond Terrace main street needs to be shut off from traffic and tree planting and gardens and seating. More natural environment. Underplanting under seating in local areas. More tranquillity with all the new buildings and place to catch up with friends |
| Need to better inform/engage about activities like illuminate Karuah & others. There is poor communication e.g. Summer of music |
| Need more mental health services at Tiligerry |
| Drop - in for Jupiter |
| Need support for localised neighbourhood centre |
| More walking tracks and big open spaces planted with trees and gardens |
| Cultural hub - activities and workshops |
| Start a Farmers market in Nelsons Bay |
| Limitations to participate based on dietary requirements eg food allergies - leads to exclusion. |
| Need at least neighbourhood watch to address lack of Police presence. |
| Invest in community gardens Bush tucker community garden |

How to communicate with us - letterbox drops and poster/signage - directional signs and information and we need notice boards

Address transport issues! We could use a mini/shuttle bus to access services

View the 5 ways to wellbeing website <https://www.5waystowellbeing.org.au/>

We need a wellbeing hub - to get support

Education is needed for late teens about where to get support

Need programs to get old people out after isolation. Senior hub support is needed.

Encourages mental stimulation and weekly physio- council need to show up.

Figure 3: Raymond Terrace Festival: Picture of feedback





Figure 6: Yoga in Apex Park community session



Figure 4 Raymond Terrace Festival: Weavers

Appendix II Community Wellbeing Survey Results

Phase 2 consisted of a survey to determine whether the draft themes and priorities were on the right track. Participants were presented with four theme areas Accessibility, Security and Safety, Participation and Inclusion and Resilience. Participants were then asked to provide their level of support for each themes priorities, identify what was missing and suggest any ideas they had to achieve the priorities. Hard copy surveys were available at Council run facilities.

The survey received 46 responses. Due to small sample size caution is advised when interpreting the results.

Overall support

The table below shows the levels of support for each draft themes priorities, overall participants were supportive of the priorities (highlighted in shades of green in table below). See further detail under separate themes.

Table 1 Overall support for theme priorities

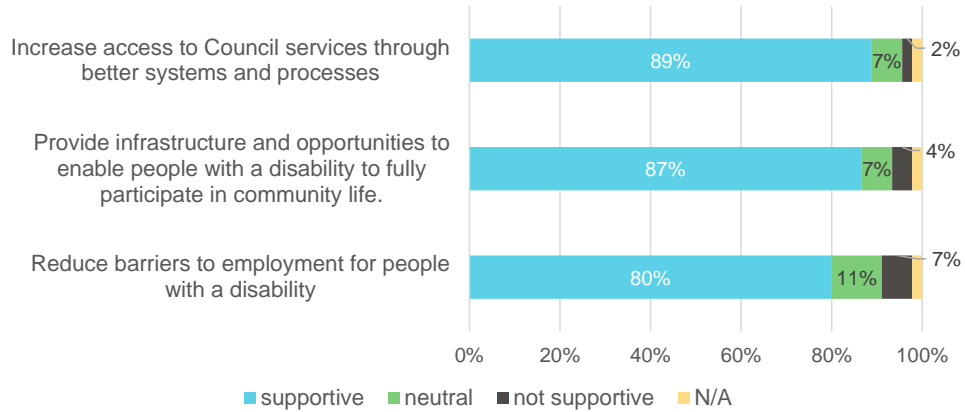
| Theme | Priority | Supportive | Neutral | Not supportive | N/A |
|--|---|------------|---------|----------------|-----|
| Accessibility | Increase access to Council services through better systems and processes | 89% | 7% | 2% | 2% |
| | Provide infrastructure and opportunities to enable people with a disability to fully participate in community life. | 87% | 7% | 4% | 2% |
| | Reduce barriers to employment for people with a disability | 80% | 11% | 7% | 2% |
| Security and safety Priorities | Work with communities to build resilience in emergencies. | 93% | 5% | 2% | 0% |
| | Identify and support initiatives that grow connections with our town centres to build community pride and sense of place. | 88% | 7% | 5% | 0% |
| | Support initiatives to reduce the impacts of homelessness. | 83% | 7% | 7% | 2% |
| Participation and inclusion Priorities | Apply best practice principles to encourage diverse input and participation. | 88% | 5% | 5% | 2% |
| | Develop and improve positive attitudes of the wider community towards people with disability. | 81% | 12% | 7% | 0% |
| | Promote and create opportunities for equity across all abilities, ages, cultures, genders, languages, religions, sexualities and socio-economic groups. | 81% | 12% | 7% | 0% |
| Resilience Priorities | Support our community networks to work together on key community priorities. | 93% | 2% | 2% | 2% |
| | Create opportunities for our community to connect with each other. | 88% | 5% | 7% | 0% |
| | Support our most vulnerable residents to grow their capacity. | 78% | 10% | 10% | 2% |

Accessibility Priorities

Participants were asked how supportive they were of the draft priorities for accessibility. Participants were supportive of all accessibility priorities.

Intro to question: Accessibility - Wellbeing can only be achieved in a place that is inclusive and accessible for people of all abilities and backgrounds. Accessibility could include things like community attitudes, access and movement around public places, barriers to employment and addressing barriers to participation.

Figure 5 Accessibility Priorities



n=45

- Increase access to Council services through better systems and processes. 89% supportive, 7% neutral, 2% not supportive
- Provide infrastructure and opportunities to enable people with a disability to fully participate in community life. 87% supportive, 7% neutral, 4.5% not supportive
- Reduce barriers to employment for people with a disability. 80% supportive, 11% neutral, 7% not supportive

Are there any priorities you think are missing? (20 comments)

The feedback received consisted of the following:

- Public transport - Safe, affordable and accessible
- Disability access - parking, public bathrooms, employment, access to public areas
- Council – improve publication of Council services, focus on core responsibilities
- Facilities – pathways and footpaths (multi use pathways, sidewalks), health and wellbeing venues, open green space.

The verbatim responses are provided below.

Table 2 Accessibility: missing priorities

| Are there any accessibility priorities you think we are missing? |
|--|
| Multi use pathways are non existent in many PSC areas e.g. Soldiers Point; Taylor’s Beach; Sandy Point Road area. This is a safety issue, and a significant disincentive and for both disabled people, and those wishing to exercise by cycling. |
| In Magnus Street Nelson Bay we have a 7 metre footpath where about 1 metre is available to pedestrian traffic - this is usually about 1.5 metres from shop fronts and I feel this is bad for the visually impaired |
| More handicapped access to public areas |
| A decent indoor aquatic centre with heated hydrotherapy pool ! Have a look at what this town has done for the entire community! https://grac.ymca.org.au/?utm_source=google&utm_medium=organic&utm_campaign=gmb-listing |
| Yes - accessibility to health and well-being venues (we need more) ie: yoga, meditation, relaxation venues, gyms, open green spaces, parks etc. Less access to alcohol providers. |
| Many shopfronts have a step that makes access challenging for many people. |
| Perhaps greater publication of the services Council are providing specifically to those with a disability. Sometimes people are just not aware of what's available. |
| Sports amenities |
| Changing Places accessible public bathrooms with adult change table and ceiling hoist, MLAK key access only |
| Yes, as a person with a disability and employment. It is either low pay or crap job never a good job at higher pay. |
| Further disabled parking |
| no |
| Affordable community transport. More community housing. |
| Sidewalks. I live in a busy street and you can not access a walkway with a prom, wheelchair or bike. We are close to a school so we should be encouraging kids to ride to school but it's too dangerous |
| It's not councils job to worry about jobs for the disabled. Someone else gets paid to do that. |
| more accessible public transport |

| |
|--|
| For the vulnerable and disadvantaged, with the right program have support to guide and teach them how to shop, eat & cook a well balanced meal at least once a day |
| No |
| Need to balance priorities so that all the community benefits and doesn't miss out due to a tick box exercise |
| 1) Safe Public transport access remains abysmal across Port Stephens. Many bus stops are difficult or unsafe to get to (e.g where I live in Heatherbrae there's a 'choice' of walking 1.2km up a narrow rocky path I often stumble on, running across the Pacific Highway in full traffic which is particularly hard with reduced mobility, or walking on the side of the HWY for 25 minutes more than 1.5km away on unstable legs in all kind of weather to get to the only crossing. The bus stops in my area are highly inaccessible and it reduces my social and employment participation and wellbeing. |
| 2) There need to be more bus services between parts of Port Stephens. I socialise and spend most of my spare time and money in Newcastle because it's easier to get to. I've felt excluded when I haven't been able to attend events in Nelson Bay because of limited weekend bus service. I've missed out on jobs I'm well qualified for because of the limited bus service. I'm not the only one. |

Do you have any great ideas for actions to achieve these priorities?
(17 comments)

Table 3 Accessibility: ideas

| |
|--|
| Do you have any great ideas for actions to achieve these priorities? Please list them below. |
| Action as a priority PSC pathways plan of 2015. |
| Council Staff to do their jobs and carry out compliance checks |
| Improve pathways along Fingal Bay parkrun so the is less chance of trips. |
| As mentioned above build a facility like this so the whole community can benefit https://grac.ymca.org.au/?utm_source=google&utm_medium=organic&utm_campaign=gmb-listing |
| Yes - fund a private provider to open heath and well being venues. |
| Meet with and talk to people with disabilities to find out their needs. |
| Open Days, Special Event Days, Have A Go Days. All involving activities suited to people with disabilities but also open to others who can come along and assist / participate as well. |
| I am looking |
| Council funds |
| Is the managers, business owners need to be educated on the benefits. |
| no |
| You have increased your rates from the local community so you should be able to fund these initiatives. Start with areas near schools as a priority |
| transport connectivity, frequency and affordability |

Run a program once a month to educate about the importance of eating healthy balanced diet & empower the more vulnerable in our community eg disabled, elderly, unemployed or single mums on how to shop for seasonal ingredients then how to cook a well balanced meal within a tight budget

The health and well being program or lack thereof for the community requires review. The council makes it difficult for ppl to engage with the community to run council supported events eg. Yoga in the park. I moved here 2 years ago, love the area but would love to participate in programs run for all ages etc.
<https://www.goldcoast.qld.gov.au/Things-to-do/Active-Healthy-program/Active-Healthy-calendar>

Fix roads as No.1 priority as this impacts ALL residents, including those with a disability. Be sure to include this in reporting to Council and the community about assisting people with a disability (i.e - roads fixed, therefore better access and transportation experience for those with a disability.)

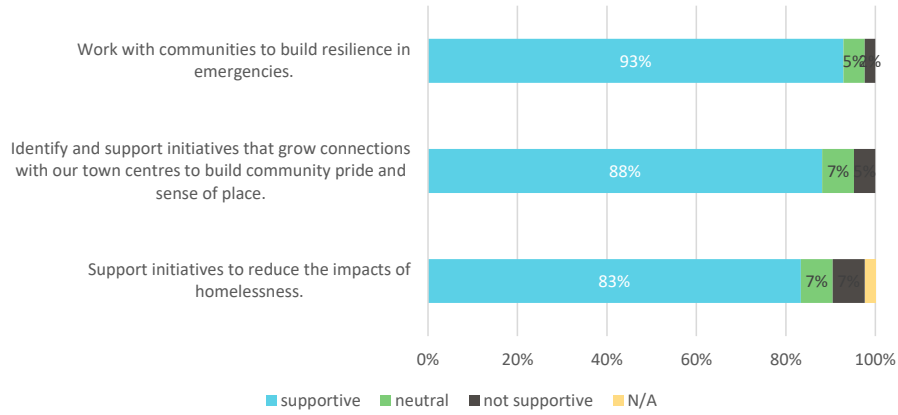
organise sincere not tokenistic focus groups with directly affected people not unaffected disability agency reps. This will help you understand how serious these issues are and the profound impact they have on disabled people particularly those of us who do not have disability funding to support alternative transport. Please listen to and acknowledge people when they tell you about the serious impact these issues have on reducing their participation and independence. Use funds from crossing grants for places where crossings are actually needed by pedestrians including disabled people, and not putting them in areas simply to slow down cars.

Security and Safety priorities

Participants were asked how supportive they were of the draft priorities for security and safety. Participants were supportive of all priorities.

Intro to question: Security and safety - Safety and even a perception of safety can affect how we go about our lives. Safety applies to our public space (safer design, cleanliness, activity and lighting) and also to our personal safety (family violence, child safety). Food and housing safety are also crucial aspects that underpin our wellbeing.

Figure 6 Security and safety priorities



n=42

- Work with communities to build resilience in emergencies.
 - 93% supportive, 5% neutral, 2% not supportive
- Identify and support initiatives that grow connections with our town centres to build community pride and sense of place.
 - 88% supportive, 7% neutral, 5% not supportive
- Support initiatives to reduce the impacts of homelessness.
 - 83% supportive, 7% neutral, 7% not supportive

Are there any priorities you think are missing? (19 comments)

The feedback received consisted of the following:

- Council - focus on core responsibilities, address antisocial behaviours
- Safety - improve safety after dark, lighting, bushfire plans,
- Policing - increase presence of police
- Housing - more housing
- Community - inclusive LGBTQI, First Nations, elderly (social visits)

The verbatim responses are provided below.

Table 4 Security and safety: missing priorities

| Are there any security and safety priorities you think we are missing? |
|--|
| Stick with your priorities - roads and infrastructure |
| Provide more for the youth like high quality pump tracks skate parks mountain bike tracks ! This will get them outdoors and out of trouble |
| Yes - provide flood and bushfire plans to locals |
| Lighting in some areas needs improvement. |
| Safety in places like Apex Park in Nelson Bay after dark. |
| Policing of car hooks at night. |

| |
|--|
| Help the police to continue to make Port Stephens safe. |
| None |
| There needs to be more initiatives for people to invest in housing to be able to supply rental properties. Instead of having two shopping centres, the centro should be a medical and post office area. Market place should be purely a shopping centre. I feel having 2 shopping centres, people walking around create opportunities. |
| no |
| More staff at the local hospital. (Doctors) More active police on duty. |
| Again the lack of access for push bikes near the local schools with adequate lighting. It would also support an active community |
| Someone else's job to sort out homelessness |
| LGBTQI inclusivity and First Nations recognition |
| There's a vacant/abandoned two story housing commission bld on Fingal? That's been empty for at least 3 years. Why aren't two families living in there? Who should fix that up. |
| I'm hearing far too often the elderly in our community have no one checking up on their well being to see if they need anything including a social visit |
| Permanent police presence in Nelson Bay |
| Council working closely with police to deal with anti-social behaviour impacting communities (especially due to slow or non-existent police response). |
| Poor lighting at night time in areas outside of town centres, poor public transport access, pedestrian crossings required in more strategic places. |

Do you have any great ideas for actions to achieve these priorities? (14 comments)

Table 5 Security and safety: ideas

| |
|--|
| Do you have any great ideas for actions to achieve these priorities? Please list them below. |
| As above build so simple infrastructure to engage the youth ! Look at https://www.woopimtb.com/ A lot of this was done involving local schools participation and help bring trade to local business similar to what Dungog has experienced |
| Email or post these to council rate payers |
| On foot security or police patrols on certain nights, especially Saturday. |
| Reduce the number of alcohol outlets |
| Roving well-trained security to rove areas that Police identify as in need. |
| None |
| Low investment interest for first time inverters. Simplified tax system. Re-Pay as you go for refunds for emergency repairs. Need cctv for security and police or guards walking around. |
| no |
| Solar lighting along pathways Pathways around schools |
| Create and promote safe spaces e.g. Acons safe spaces program, host First Nations programs |

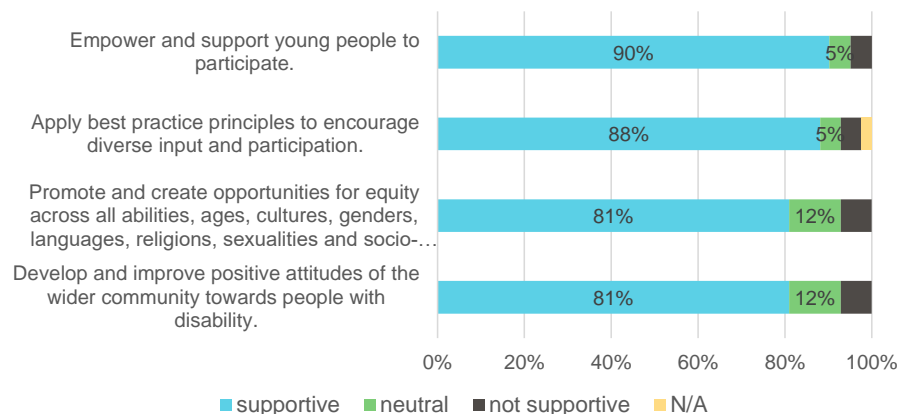
| |
|---|
| Create a sense of community (like the good old days) where people cared for one another. Create a safe group of people where once a week they pay a visit to an elderly person that just needs someone to talk to or have a cuppa with |
| Have the police station manned 24/7 in Nelson Bay |
| More Ranger presence on beaches during peak times and tourist season to reduce impact of unleashed dogs (safety and environmental impacts). |
| Again focus groups that include the people who are actually affected not just agency reps. E.g. vulnerable people including homeless, elderly, disabled, low income and unemployed people, teenagers. |

Participation and Inclusion priorities

Participants were asked how supportive they were of the draft priorities for participation and inclusion. Participants were supportive of all priorities.

Intro to question: Participation and inclusion - Inclusion means all of our members feel welcome and able to fully participate and contribute regardless of their age, gender, religion, cultural background, sexual orientation, disability, income or geographical location. Inclusive participation is about recognising differences between individuals/groups.

Figure 7 Participation and inclusion priorities



n=42

- Empower and support young people to participate.
90% supportive, 5% neutral, 5% not supportive
- Apply best practice principles to encourage diverse input and participation.
88% supportive, 5% neutral, 5% not supportive
- Promote and create opportunities for equity across all abilities, ages, cultures, genders, languages, religions, sexualities and socio-economic groups.
81% supportive, 12% neutral, 7% not supportive
- Develop and improve positive attitudes of the wider community towards people with disability.
81% supportive, 12% neutral, 7% not supportive.

Are there any priorities you think are missing? (17 comments)

The feedback received consisted of the following:

- Council – focus on core responsibilities, Council should be contributors eg. diverse workforce
- Community - more inclusive and affordable, all inclusive - don't separate the community, community events incl- free exercise classes and cooking healthy on a budget
- Nature – community gardens reinstated

The verbatim responses are provided below.

Table 6 Participation and inclusion: missing

| Are there any participation and inclusion priorities you think we are missing? |
|---|
| Some of these things are a wider government, not Council, responsibility. PSC should not be wasting resources by doubling up on government initiatives. |
| Really putting yourself into the supportive and care giving - keep to your basic responsibilities |
| More participation of Christian organisations in our community consultation and practice. |
| No |
| Not at this time. |
| No. Looks like everything is covered. |
| More community events, fun days, better playgrounds, free exercise classes |
| What are your best practices and principles? Money can be an issue for participating in events. Council libraries etc. More diverse events run by council not event holders like homegrown. |
| n |
| Single older women - opportunities- loneliness. |
| We are one- community, people's, etc. no need to separate |
| Encourage and welcome people to live, work and visit our area from non/Anglo backgrounds. Hire more diverse council staff |
| I think the COMMUNITY GARDEN should be reinstated asap... |
| The Bay is social and cultural void. Too much focus on development and not enough on society in general. |
| Same as my view on the action educating and demonstrating how to cook & eat a well balanced diet on a low budget |
| Not really Council's responsibility or priority to promote equity, diversity, rather, be one of the contributors, including jobs at Council. |
| A lot of what you do is well meaning but ultimately tokenistic. You need to involve all community members more by showing them you'll listen. You need to build trust. That won't happen if you keep giving us patronising fob offs like those I've received when raising issues like bus access or providing a community bus to get people to events. It's good to see events being spread around more across the main centres so I'm hopeful things are changing. |

Do you have any great ideas for actions to achieve these priorities? (11 comments)

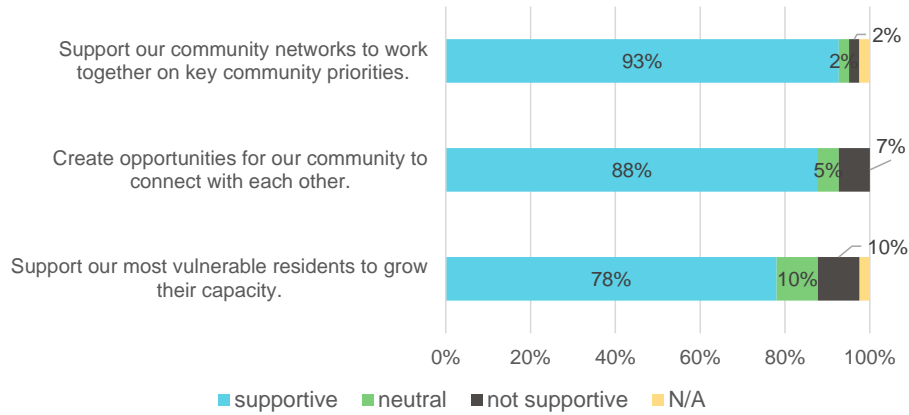
Table 7 Participation and inclusion: ideas

| |
|---|
| Do you have any great ideas for actions to achieve these priorities? Please list them below. |
| Not really because it really hard to change peoples perception on races, genders, local status etc people in port Stephens are a so racist and grumpy. |
| Just get people talking to and listening to each other. |
| Look at the QLD model for playgrounds. Amazing. |
| Promote activities online and in the community newspaper and radio |
| Celebrate all events in area. Look at what Maitland Council events go. They are supportive to the community. |
| n |
| More housing Support groups and access to specialists. |
| Dual naming in town centres and on all tourism /marketing materials. Create a First Nations arts and cultural centre. |
| I would love to run such a program in our community if the opportunity were to eventuate. I'm a semi retired Food Technologist that would love to give back to our vulnerable in our society |
| Approve more affordable housing so that young families can enjoy the area. Far to many "Over 55s" for the infrastructure in the bay. There would be more inclusion if young people could find accomodation and work here. This in turn creates the opportunities you state above. |
| I think you've made a good start by spreading events across centres and increasing community feedback opportunities. Keep going and really listen to individuals who speak up. Everyone's opinion is valid even if it seems it's in the too hard basket. |

Resilience priorities

Participants were asked how supportive they were of the draft priorities for resilience. Participants were supportive of all priorities overall, however *'support our most vulnerable residents to grow their capacity'* had the lowest level of support across all themes.

Intro to question: Resilience - Building the skills and networks in the community to ensure our community can adapt, survive and thrive in times of change.



n=41

- Support our community networks to work together on key community priorities. 93% supportive, 2.5% neutral, 2.5% not supportive
- Create opportunities for our community to connect with each other. 88% supportive, 5% neutral, 7% not supportive
- Support our most vulnerable residents to grow their capacity. 78% supportive, 10% neutral, 10% not supportive

Are there any priorities you think are missing? (16 comments)

The feedback received consisted of the following:

- Community – work together, community hubs, community pantry and garden, opportunities to volunteer
- Homelessness – teenagers
- Climate change – manage and adapt to changes
- Public transport – accessible

The verbatim responses are provided below.

Table 8 Resilience: missing priorities

| Are there any resilience priorities you think we are missing? |
|---|
| Refer previous comment |
| More community working together rather than contributing their individual agendas. |
| Inclusion is great but not at the expense of the greater community rate payers money should always be prioritised towards important improvements not fluff fix the roads first stop the wind turbines |
| No |
| Not at this time. |
| No. Look okay. |
| Empathy |
| A community hub, drop in support services, a community pantry or food co op |

| |
|--|
| Community gardens where vegetables and fruit are grown and given away. Amphitheatre for events in boomerang park. |
| n |
| Teenagers Homelessness |
| Opportunity to volunteer |
| Ability to manage and adapt to climate change. |
| As per my previous suggestion. I feel all actions somehow link together |
| ? "Grow their capacity"? for what? |
| No....but you won't get much traction if public transport access isn't improved. If people don't have access they can't contribute can they? |

Do you have any great ideas for actions to achieve these priorities? (9 comments)

Table 9 Resilience: ideas

| |
|---|
| Do you have any great ideas for actions to achieve these priorities? Please list them below. |
| No |
| In times of strife like the Covid pandemic more door to door visits from Social Workers etc to as many homes as possible as sometimes less resilient folks hide behind closed doors. |
| Council funds to go into a community hub with supports |
| Already put this to council back in 2010 to mayor BM. From Lake Macquarie Council initiatives but not implemented. Instead told give the ferals another skate park??? |
| Post volunteer opportunities on your Facebook posts so people are aware of how they can support |
| Training programs to educate residents about emergency and health services - what to do, where to get help and how to cope in emergency situations including extreme weather. |
| Council funded outdoor activities... yoga in the park, tai chi, art classes... more surveys, gather more information. |
| Monthly program where people have the opportunity to come to a community hall where they can hear & see how easy it is to eat & cook a well balanced & nutritional meal on such a low budget. Ultimately striving to have people achieve a good mind set about their overall wellbeing both mental health and physical...nourishing their soul through good eating... I'm very passionate about this topic as you can see |
| Broken record time...increase safe and equitable access to public or alternative transport for people who don't drive. You can't grow capacity without equitable access to community facilities, education/training and employment. |

*Grammatical errors and typos have been corrected

Table 10 Additional feedback

| |
|---|
| <p>Is there anything else you would like to share with us regarding Wellbeing in Port Stephens? If so, please use space provided below.</p> |
| <p>On the whole, PSC does a good job for the community. No matter what is put in place people feel compelled to whinge. I have suggested a water park in Nelson Bay (similar to that in Townsville). ironically, there is even a council water park in Haywards Heath UK. Infrastructure is always at the forefront of people's displeasure. It is a shame that more communication is not disseminated to explain reasoning for decisions made e.g that the consistent level of rain played a huge factor in the pothole situation, and that using a more expensive aggregate has recouping money spent such as an impact on rates etc. I believe there are a few areas that require speed humps - along Salamander Way, Shoal Bay Road and Port Stephens Drive. Roundabouts would be useful at the intersection of Gan Gan Road and Nelson Bay Road, at the sporting complex on Nelson Bay Road and into Tomaree High.</p> |
| <p>This survey should be emailed to every rate payer ! I should have to stumble across it on social media ! You are talking about inclusion and involvement but something a simple as emailing this out you haven't done ??????????</p> |
| <p>Yes, teach old people not to be so racist and grumpy and not to judge the people who weren't born and bred in the bay</p> |
| <p>My own well-being is currently impacted by the closure of the Tilligerry Aquatic Centre at Mallabula for 3 months. This is too long! To swim at the other centres means a 2.5 hour hole in my day, which is difficult with caring responsibilities.</p> |
| <p>Checking on each other is obviously the key ingredient.</p> |
| <p>Wellbeing also includes how beautiful and well maintained an area is. I see that Nelson Bay has become less attractive as litter builds up around car parks, side streets, parks etc. The steps from Apex Park down to the marina are very untidy and often littered and weedy. Also the foreshore area at the Dolphin Watch Cafe has been unattractively fenced for years and really needs to be fixed permanently and attractively. The lights on the trees around the town centre are mostly not working. The pots on the covered area on Stockton Street are waterlogged. Carpark behind McGrath real estate is a disgusting mess.</p> |
| <p>Well being is much greater than these strategies. What about meaning and spirituality</p> |
| <p>We need to focus on the adolescents in our area. Schools, especially High Schools need support.</p> |
| <p>Please provide free exercise to all in the the community at different times throughout the day, great organisation called Live Life Get Active is an example of what could benefit community</p> |
| <p>Spend money on basics like roads. Stop wasting money on bullshit things leading to rate rises.</p> |
| <p>It's about time Port Stephens council recognized it has rural areas and communities.</p> |
| <p>Love the new coastal walking tracks and would like to see more. Would like more cafes / restaurants overlooking the water - Crest at Birubi is brilliant.</p> |

| |
|--|
| <p>Doctor shortage/ bulk billing. Activity centres. Mental health support in the local area. Housing properties/ community/FACS Child services. More council workers employed to empty bins, lawns, toilet facilities, etc</p> |
| <p>Bike lanes and wide footpaths that promote accessibility, well being outcomes and a healthy lifestyle are a fantastic starting point.</p> |
| <p>& then you'll want to raise the rates again. Seriously- supposed to be able to afford to live here. The hard working as well as those who choose not to work.</p> |
| <p>Raymond Terrace town centre lacks any sense of community. There's no urban design cohesion and is rapidly looking unwelcoming and outdated. Council need to engage a urban design team with fresh minds to create a place people want to visit. Why isn't First Nations culture promoted and celebrated with an art gallery or cultural centre?</p> |
| <p>I hope this helps and I look forward to seeing the action plan.</p> |
| <p>I would love to participate in some of your future programs if an opportunity was to arise</p> |
| <p>Wellbeing goes hand in hand with safe affordable housing, good infrastructure to support a growing population and supporting small businesses to employ. This empowers the demographic in the questionnaire to live full happy lives. Investment in the bay should with addressing the housing crisis and the lack of GPs. These investments create the well-being you are seeking as the supports required could thrive in the bay. It's the knock on effect.</p> |
| <p>What about our relationship with the environment and infrastructure that contributes to or impacts our well being? People's wellbeing is impacted directly bad roads, lack of transportation, anti-social behaviour which make people anxious, while clean beaches, bush and tranquility have a positive impact on well-being (and Council can contribute to this).</p> |
| <p>If you don't sort out transport access you are not going to meet many of your priorities. Too many people are excluded and isolated by this ongoing issue. Many don't have access to education and employment because of it. There is a high level of gambling and alcoholism affecting vulnerable people in Port Stephens. I've done my own observations and a lot of the time it's because many of the clubs have courtesy vans that will drive people to and from their home. People need to socialise and connect with others and clubs are accessible. For already depressed people pokies and drinking are attractive pastimes and often how they connect socially. You should enter reciprocal agreement with clubs to transport their members to community events or other places for them to connect. Also consider that bike and car theft are high in our shire too. How much of that is due to reduced public transport access?</p> |

Demographics

Table 11 Demographics: relationship with Port Stephens

| Relationship with Port Stephens (select all that apply): | % | n |
|--|-------|----|
| I live in Port Stephens | 92.31 | 36 |
| I work Port Stephens | 33.33 | 13 |
| I own property in Port Stephens | 38.46 | 15 |
| I own a business in Port Stephens | 12.82 | 5 |
| Prefer not to disclose | 2.56 | 1 |
| Other (please specify) | 7.69 | 3 |

Other: Community Chaplain, Church and community group participation and membership and visitor.

Table 12 Demographics: age

| Which category below includes your age? | % | n |
|---|-------|----|
| Prefer not to disclose | 2.56 | 1 |
| 17 or younger | 2.56 | 1 |
| 18-24 | 0 | 0 |
| 25-34 | 0 | 0 |
| 35-44 | 12.82 | 5 |
| 45-54 | 25.64 | 10 |
| 55-64 | 25.64 | 10 |
| 65 and over | 30.77 | 12 |

Table 13 Demographics: gender identity

| Please select your gender identity? | % | n |
|-------------------------------------|-------|----|
| Male | 20.51 | 8 |
| Female | 74.36 | 29 |
| Intersex | 2.56 | 1 |
| Prefer not to disclose | 2.56 | 1 |
| Not listed (please specify) | 0 | 0 |

Table 14 Demographics: identify as LGBTIQA+

| Do you identify as LGBTIQA+? | % | n |
|------------------------------|-------|----|
| Yes | 7.89 | 3 |
| No | 81.58 | 31 |
| Prefer not to disclose | 5.26 | 2 |
| Prefer to provide comment | 5.26 | 2 |

Provide comment: Does it matter as long as I pay my rates. Stop separating people, I am gender diverse.

Table 15 Demographics: First Nations Aboriginal and Torres Strait Islander

| Are you of Aboriginal and/or Torres Strait Islander origin? | % | n |
|---|-------|----|
| Yes | 12.82 | 5 |
| No | 82.05 | 32 |
| Prefer not to disclose | 5.13 | 2 |

Table 16 Demographics: language spoken

| Which language is most often spoken at home? | % | n |
|--|-------|----|
| English | 94.87 | 37 |
| Spanish | 0 | |
| Chinese | 0 | |
| French | 0 | |
| Other | 5.13 | 2 |

Other: Worimi, Armenian.

Table 17 Demographics: personal disability

| Do you live with a disability? | % | n |
|--------------------------------|-------|----|
| Yes | 17.95 | 7 |
| No | 76.92 | 30 |
| Prefer not to disclose | 5.13 | 2 |

Table 18 Demographics: live with someone with disability

| Does someone you live with have a disability? | % | n |
|---|-------|----|
| Yes | 28.21 | 11 |
| No | 66.67 | 26 |
| Prefer not to disclose | 5.13 | 2 |

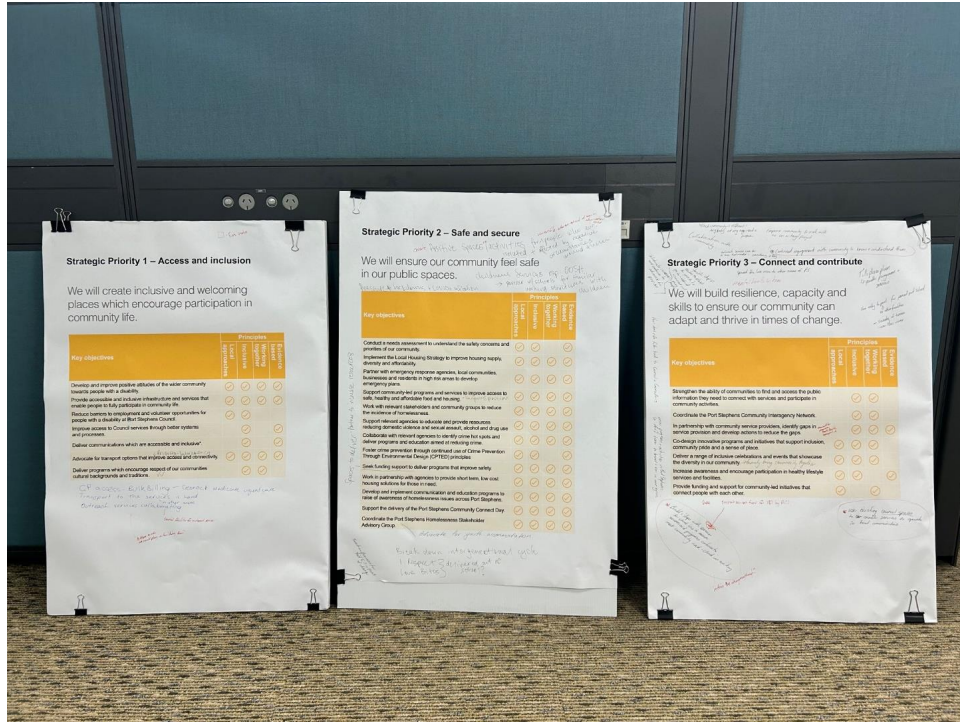
Table 19 Demographics: carer

| Do you care for someone with a disability? | % | n |
|--|-------|----|
| Yes | 23.08 | 9 |
| No | 71.79 | 28 |
| Prefer not to disclose | 5.13 | 2 |

Phase 3 – Public exhibition

Port Stephens Interagency workshop

Face to face feedback



Online feedback using Miro

1 We will create inclusive and welcoming places which encourage participation in community life.

Strategic Priority 1 - Access and inclusion

| Key objectives | Principles | | | |
|---|------------------|-----------|------------------|----------------|
| | Local approaches | Inclusive | Working together | Evidence based |
| Develop and improve positive attitudes of the wider community towards people with a disability. | ✓ | ✓ | ✓ | ✓ |
| Provide accessible and inclusive infrastructure and services that enable people to fully participate in community life. | ✓ | ✓ | ✓ | ✓ |
| Reduce barriers to employment and volunteer opportunities for people with a disability at Port Stephens Council. | ✓ | ✓ | | |
| Improve access to Council services through better systems and processes. | | ✓ | | ✓ |
| Deliver communications which are accessible and inclusive*. | | ✓ | | ✓ |
| Advocate for transport options that improve access and connectivity. | ✓ | ✓ | ✓ | ✓ |
| Deliver programs which encourage respect of our communities cultural backgrounds and traditions. | | ✓ | ✓ | |

Transport consideration when planning new developments to be big enough for the bus network!

Delivering walking routes to all commercial areas, PG, with consideration of commercial areas that have access to transport.



PORT STEPHENS
COUNCIL

council@portstephens.nsw.gov.au | 02 4988 0255 | PORTSTEPHENS.NSW.GOV.AU    

Port Stephens Community Wellbeing Strategy

2023 to 2028



We are committed to disability inclusion and to building a community where everyone is able to easily access opportunities and fully participate in their community.



GUUDJI YIIGU

(GOO-JEE IK-KOO)

We welcome you to Port Stephens – part of the Worimi Aboriginal Nation. Port Stephens Council acknowledges the Worimi people as traditional owners and custodians of the lands and waterways on which we all live, learn, work and play.

We value and respect the Worimi people and the legacy 60,000 years of Aboriginal Nation traditions and culture brings with it. As part of Council's culture of acceptance, diversification and harmony we walk alongside the Worimi people on a journey of listening and learning.

Together we will strive to make this a better place for all peoples. As guardians of these lands, we ask that you tread lightly to help preserve the biodiversity and respect those who came before as well as those who will follow.

Artwork by Regan Lilley.



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Introduction

The Port Stephens Community Wellbeing Strategy has been designed to align the goals of social planning with the principles of liveability. The Strategy provides a roadmap for implementing measures that will improve the overall wellbeing of the community.

By bringing together directions from a number of previous strategies and policies, the Port Stephens Community Wellbeing Strategy recognises the complexity and interconnectedness of elements that collectively contribute to the wellbeing of the community. It draws on actions from the Ageing Strategy, Crime Prevention Plan, Disability Inclusion Access Plan and, Multicultural Policy to deliver an integrated approach to wellbeing.

The strategy establishes the principles and the framework for Council and the community to work in partnership to create a place where individuals, regardless of their age, background or ability can lead healthy, happy and connected lives.

What is wellbeing?

"Wellbeing is a positive state experienced by individuals and societies. Similar to health, it's a resource for daily life and is determined by social, economic and environmental conditions. Wellbeing encompasses quality of life and the ability of people and societies to contribute to the world with a sense of meaning and purpose. A society's wellbeing can be determined by the extent to which it is resilient, builds capacity for action, and is prepared to transcend challenges". – World Health Organisation



A message from the Mayor

I am excited to present the Port Stephens Council Community Wellbeing Strategy. Our wellbeing is vital to our health and happiness. The wellbeing of individuals and communities is shaped by where and how we grow, live, work, play and age. In Port Stephens we are surrounded by a natural environment that encourages us to enjoy time outdoors, is in proximity to jobs and opportunities and have services and facilities we need to thrive.

For wellbeing to grow, it's critical that all people in our community, especially our most vulnerable, have the same access and opportunity to participate in all the things that make Port Stephens an incredible place.

Our Wellbeing Strategy represents our commitment to making Port Stephens a place where wellbeing is prioritised and people can lead happy, healthy and connected lives no matter their age, background or ability.

Thanks to everyone who contributed their time, ideas and opinions during the development of this Strategy. Through our conversations, we've learnt that wellbeing means different things to different people and ranges from fundamental basic needs such as access to food, water and shelter through to accessibility, time with family and friends and access to facilities.

Included in this strategy is our Disability Inclusion Action Plan. We're committed to disability inclusion and building a community where everyone can easily access opportunities and fully participate in their community.

We know we play a significant role in community wellbeing and recognise that collaboration and partnerships with our communities and other stakeholders are critical to our success.

We look forward to strengthening our partnerships to achieve real positive change to wellbeing across our place.



Ryan Palmer
Mayor of Port Stephens



Strategic context

We all want to live in a place that gives us the chance for the best quality of life.

While Port Stephens is incredible, our resilience has been tested locally and globally with disasters, the COVID 19 pandemic and cost of living pressures. This has demonstrated the importance of our wellbeing individually and as a community.

All levels of government have priorities and play a role in community wellbeing. The Port Stephens Wellbeing Strategy has been developed in alignment with both the national and state context in mind, aligning with the direction of other levels government but with a local lens.



Inclusion, fairness and equity

National context

The Australian Government’s Measuring What Matters Framework (July 2023) is Australia’s First Wellbeing Framework. It helps us to better understand what matters most to Australians.

This Framework focuses on five wellbeing themes – healthy, secure, sustainable, cohesive and prosperous. Inclusion equity and fairness underpin each theme and are relevant to all. We need to pursue good outcomes in all of these themes if we’re to succeed in creating a society in which all Australians can thrive.

| | | | | |
|--|---|--|---|---|
| <p>Healthy</p> <p>A society in which people feel well and are in good physical and mental health, can access services when they need, and have the information they require to take action to improve their health.</p> | <p>Secure</p> <p>A society where people live peacefully, feel safe, have financial security and access to housing.</p> | <p>Sustainable</p> <p>A society that sustainably uses natural and financial resources, protects and repairs the environment and builds resilience to combat challenges.</p> | <p>Cohesive</p> <p>A society that supports connections with family, friends and the community, values diversity, promotes belonging and culture.</p> | <p>Prosperous</p> <p>A society that has a dynamic, strong economy, invests in people’s skills and education, and provides broad opportunities for employment and well-paid, secure jobs.</p> |
|--|---|--|---|---|



NSW context

The Disability Inclusion Act 2014 commits the NSW Government to creating a more inclusive community in which mainstream services and community facilities are accessible to people with a disability to help them achieve their full potential.

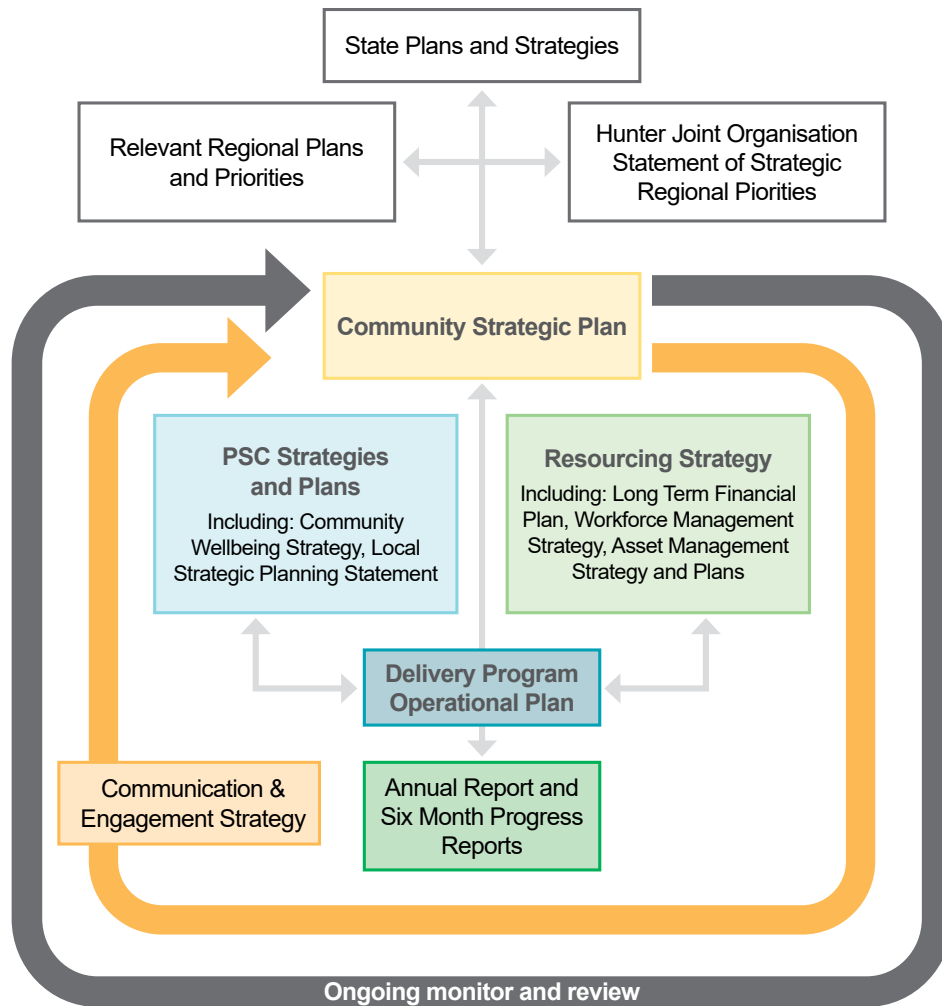
The Act requires the NSW Government to develop a Disability Inclusion Plan (NSW DIP) and for all public agencies in NSW to create and implement disability inclusion action plans (DIAPs). The NSW DIP established the four focus areas that are also used in DIAPs.



Attached to this Strategy is our Disability Inclusion Action Plan which is a roadmap to building a community where everyone is able to easily access opportunities and fully participate in the community.

Local context

The Community Wellbeing Strategy is key part of Council's Strategic Planning Framework. It will help Council plan and direct resources in relation to health and wellbeing outcomes. The Strategy is informed by the community vision to have “a great lifestyle in a treasured environment” and aligns strongly with the Port Stephens Council Delivery Program and Operational Plan.





Who
we are

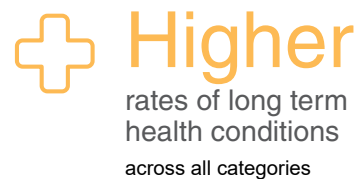
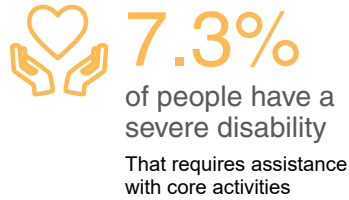
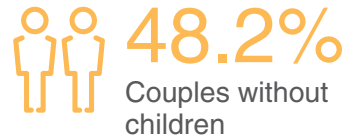
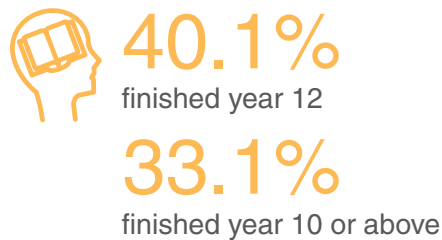
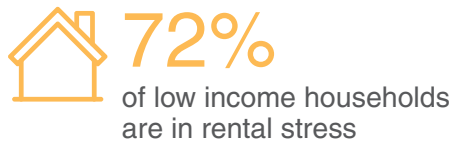
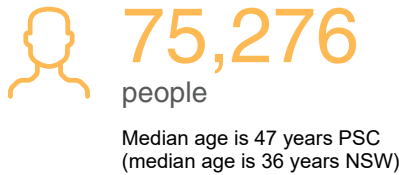


Every aspect of your life influences
your state of wellbeing.



Our community

More than 75,000 people call Port Stephens home and this is expected to grow to over 87,933 by 2040.



What we've heard



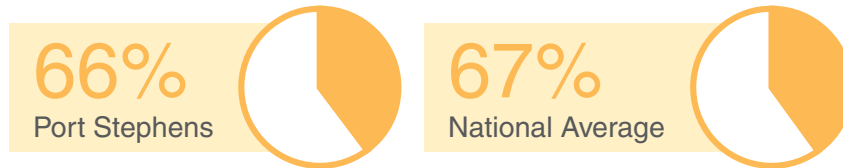
Liveability is what a place is like to live in – a liveable place is a healthy place.



Our engagement

In 2020 we completed our first place census called the Liveability Index. During the census over 3,700 people told us what they value and how they rate their neighbourhood. The results have allowed us to understand the things most valuable to our community and what things have the biggest impact on our community's wellbeing.

In September 2020, Port Stephens scored a PX score of 66 – that's just below the national average of 67.



We found that in Port Stephens, our ideal neighbourhood has:

- Locally owned and operated businesses that provide the community with their daily needs
- A well maintained and managed public domain, like footpaths, parks, roads and other public assets
- Easy to access shared community amenities, like the local shops, on foot or bike.

A light yellow rectangular box containing nine icons arranged in a 3x3 grid. Each icon is accompanied by a text label describing an ideal neighborhood element.

- Top-left: Sun and trees icon. Text: Elements of natural environment
- Top-middle: Shop with awning icon. Text: Locally owned and operated businesses
- Top-right: Hands holding a plant icon. Text: Protection of the natural environment
- Middle-left: Tent and trees icon. Text: General condition of public open space
- Middle-middle: Shopping basket icon. Text: Local businesses that provide for daily needs
- Middle-right: Path with trees icon. Text: Walking/jogging/ bike paths that connect housing to communal amenity
- Bottom-left: Shield icon. Text: Sense of neighbourhood safety



To build our understanding of the Liveability index data, we've been talking and listening with our community, staff, government agencies and service providers between 2021 and 2024 to find our wellbeing priorities, develop themes and test these themes to inform our Strategy.





- Wellbeing means being healthy, having a positive and happy mindset and enjoying nature.
- Community priorities for wellbeing were community safety and security, health, nature and local environment, public open space eg. parks, reserves.
- The biggest barriers for people with disability included accessibility to public and private spaces, lack of or poor condition of footpaths and ramps, discrimination and stigma.
- Improve public transport by reducing travel times to key locations, making sure services connect and increasing frequency of services available.
- Improve access to and knowledge of facilities and services available.
- Provide services and facilities for all abilities.
- It's important for everyone to have access to open spaces and outdoor recreation.
- Lack of access to community facilities and spaces made people with disabilities feel unwelcome in spaces.
- Have a community centred approach to wellbeing.
- Enable and support the community to lead wellbeing initiatives to look after each other.
- Provide the community with events, hubs and activities that are inclusive, accessible and low cost.
- Help community service providers connect with the people that need to use their services.
- Focus on supporting our most vulnerable rather than encouraging them to be more resilient to shocks and change.
- Encourage more accessible tourism.
- Focus on core Council responsibilities.
- Focus on mental health as part of overall wellbeing.
- Positive spaces and activities are required for more vulnerable people.
- Outreach services need to partner to deliver with more resources.

WHAT YOU'VE TOLD US

Our strategy



The more we care for the happiness of others, the greater is our own sense of wellbeing.

Dalai Lama



As the closest level of government to our community, we play a key role in planning, advocating, partnering and delivering projects and services that have a lasting impact on the wellbeing of our community.

The Community Wellbeing Strategy represents our commitment to making Port Stephens a place where wellbeing is prioritised and people can lead happy, healthy and connected lives - it will help to shape the community we want to live in and guide how we can work together to improve wellbeing..

Our purpose and vision



Our purpose

To provide a framework that outlines our approach and priorities to enhance and support community wellbeing in our place.



Our vision

A vibrant and liveable place where our residents lead happy, healthy and connected lives.

Our principles

- 1 We will ensure **local issues are addressed with local approaches**
- 2 We focus on an **inclusive approach**
- 3 We **work together** for a collective success
- 4 We make decisions based on **fact and evidence**

Our Strategy focuses on inclusion for all. All population groups including young people, older persons, First Nations people, multicultural persons and persons with a disability are at the core of this Strategy. Key objectives from this strategy can be implemented specifically for key population groups depending on evidenced local need.

Council's role in wellbeing

Supporting the wellbeing of our community is a responsibility of everyone, whether that's government, not-for-profit organisations, residents and business.

As a Council, we're well placed to understand our local issues and to coordinate or facilitate targeted local responses.

Council has three key roles in achieving community wellbeing priorities.



Advocacy

We work with our community to understand their wellbeing priorities then provide a strong voice on their behalf to those who can make a difference.



Partnerships

We collaborate with different levels of government, industry and community partners to ensure wellbeing outcomes are incorporated into our future planning and service delivery.



Delivery

We use our resources to deliver infrastructure, facilities, programs and services that will have a positive impact on our community's wellbeing.



Strategic
priority 1
Access and
inclusion

“

I need to know I can get from A to B
safely with improved pathways.

Participant feedback



We will create inclusive and welcoming places which encourage participation in community life.

| Key objectives | Principles | | | |
|---|------------------|-----------|------------------|----------------|
| | Local approaches | Inclusive | Working together | Evidence based |
| Develop and improve positive attitudes of the wider community towards people with a disability. | ✓ | ✓ | ✓ | ✓ |
| Provide accessible and inclusive infrastructure and services that enable people to fully participate in community life. | ✓ | ✓ | ✓ | ✓ |
| Reduce barriers to employment and volunteer opportunities for people with a disability at Port Stephens Council. | ✓ | ✓ | | |
| Improve access to Council services through better systems and processes. | | ✓ | | ✓ |
| Deliver communications which are accessible and inclusive. | | ✓ | | ✓ |
| Advocate for transport options that improve access and connectivity. | ✓ | ✓ | ✓ | ✓ |
| Deliver programs which encourage respect of our communities cultural backgrounds and traditions. | | ✓ | ✓ | |

Strategic priority 2

Safe and secure



We need to ensure adequate services and funding are available to support our security and safety.

Participant feedback



We will ensure our community feel safe in our public spaces.

| Key objectives | Principles | | | |
|--|------------------|-----------|------------------|----------------|
| | Local approaches | Inclusive | Working together | Evidence based |
| Conduct a needs assessment to understand the safety concerns and priorities of our community. | ✓ | ✓ | | ✓ |
| Implement the Local Housing Strategy to improve housing supply, diversity and affordability. | ✓ | ✓ | ✓ | ✓ |
| Partner with emergency response agencies, local communities, businesses and residents in high risk areas to develop emergency plans. | ✓ | ✓ | ✓ | ✓ |
| Support community-led programs and services to improve access to safe, healthy and affordable food and housing. | ✓ | ✓ | ✓ | ✓ |
| Work with relevant stakeholders and community groups to reduce the incidence of homelessness. | ✓ | ✓ | ✓ | ✓ |
| Support relevant agencies to educate and provide resources reducing domestic violence and sexual assault, alcohol and drug use | ✓ | ✓ | ✓ | ✓ |
| Collaborate with relevant agencies to identify crime hot spots and deliver programs and education aimed at reducing crime. | ✓ | ✓ | ✓ | ✓ |
| Foster crime prevention through continued use of Crime Prevention Through Environmental Design (CPTED) principles | ✓ | ✓ | | ✓ |
| Seek funding support to deliver programs that improve safety. | ✓ | ✓ | ✓ | ✓ |
| Work in partnership with agencies to provide short term, low cost housing solutions for those in need. | ✓ | ✓ | ✓ | ✓ |
| Develop and implement communication and education programs to raise of awareness of homelessness issues across Port Stephens. | ✓ | ✓ | ✓ | ✓ |
| Support the delivery of the Port Stephens Community Connect Day. | ✓ | ✓ | ✓ | ✓ |
| Coordinate the Port Stephens Homelessness Stakeholder Advisory Group. | ✓ | ✓ | ✓ | ✓ |
| Continue to create and maintain opportunities to connect with the natural environment. | ✓ | ✓ | ✓ | ✓ |

Strategic
priority 3
Connect and
contribute



We need to create a sense of
community (like the good old days)
where people cared for one another.

Participant feedback



We will build resilience, capacity and skills to ensure our community can adapt and thrive in times of change.

| Key objectives | Principles | | | |
|---|------------------|-----------|------------------|----------------|
| | Local approaches | Inclusive | Working together | Evidence based |
| Strengthen the ability of communities to find and access the public information they need to connect with services and participate in community activities. | | ✓ | ✓ | |
| Coordinate the Port Stephens Community Interagency Network. | | ✓ | ✓ | |
| In partnership with community service providers, identify gaps in service provision and develop actions to reduce the gaps. | | ✓ | ✓ | ✓ |
| Co-design innovative programs and initiatives that support inclusion, community pride and a sense of place. | ✓ | ✓ | ✓ | |
| Deliver a range of inclusive celebrations and events that showcase the diversity in our community. | ✓ | ✓ | ✓ | |
| Increase awareness and encourage participation in healthy lifestyle services and facilities. | ✓ | ✓ | | ✓ |
| Provide funding and support for community-led initiatives that connect people with each other. | ✓ | | ✓ | |
| Investigate opportunities for outreach services to use Council facilities. | ✓ | ✓ | ✓ | ✓ |
| Support services funded for Targeted Early Intervention through Department of Communities and Justice. | ✓ | ✓ | ✓ | ✓ |
| Continue to know and understand the community through community engagement. | ✓ | | | ✓ |



Measures of success

In order to understand how we are meeting our community's needs we must have measures in place to track the effectiveness of the principles and key objectives of this strategy.

Our targets

Supporting the wellbeing of our community is a responsibility of everyone, whether that's government, not-for-profit organisations, residents and business.

As a Council, we're well placed to understand our local issues and to coordinate or facilitate targeted local responses.

Council can show how it's achieving the community's wellbeing priorities through the:

- Port Stephens Liveability score and attributes score
- Community Satisfaction Survey
- Number of jobs in Port Stephens



Port Stephens Liveability score

>66/100

This is calculated by combining our community's rating of 50 place attributes to provide an overall score for each neighbourhood and Port Stephens overall.

Port Stephens Liveability attributes score

>7/10

- Sense of belonging in the community
- Access to shared community and commercial assets
- Walking / jogging / bike paths that connect housing to communal amenities (shops, parks etc.)
- Sense of neighbourhood safety (from crime, traffic, pollution, etc.)
- Sense of personal safety (for all ages, genders, day or night etc.)
- Protection of the natural environment



Community Satisfaction Survey

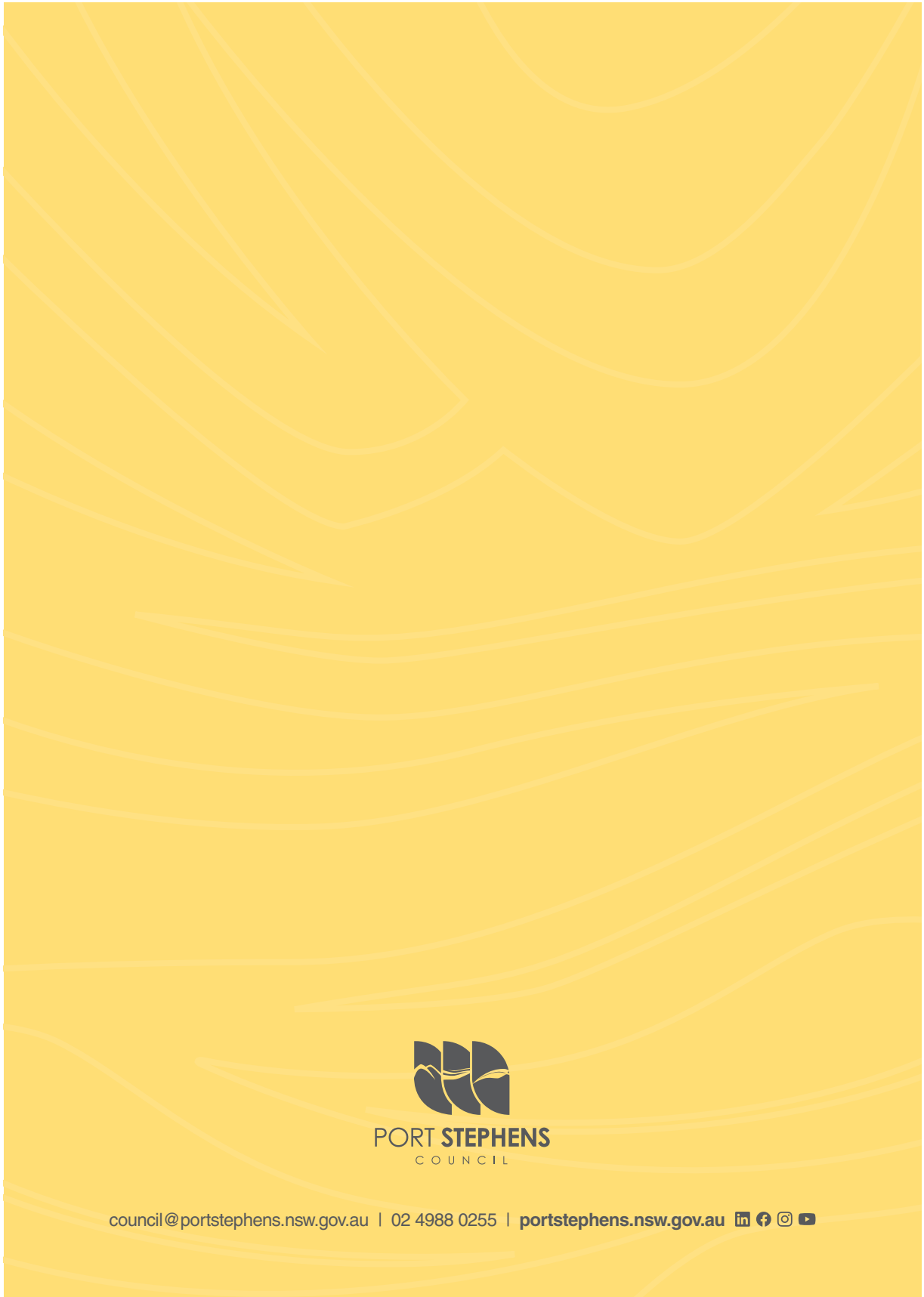
>20% of our community feel they have a say on important issues

>89% of our community use sport, leisure and recreational facilities



Employment in Port Stephens

>27,300 jobs



Disability Inclusion Action Plan (DIAP)

2024 to 2028



We are committed to disability inclusion and to building a community where everyone is able to easily access opportunities and fully participate in their community.



GUUDJI YIIGU

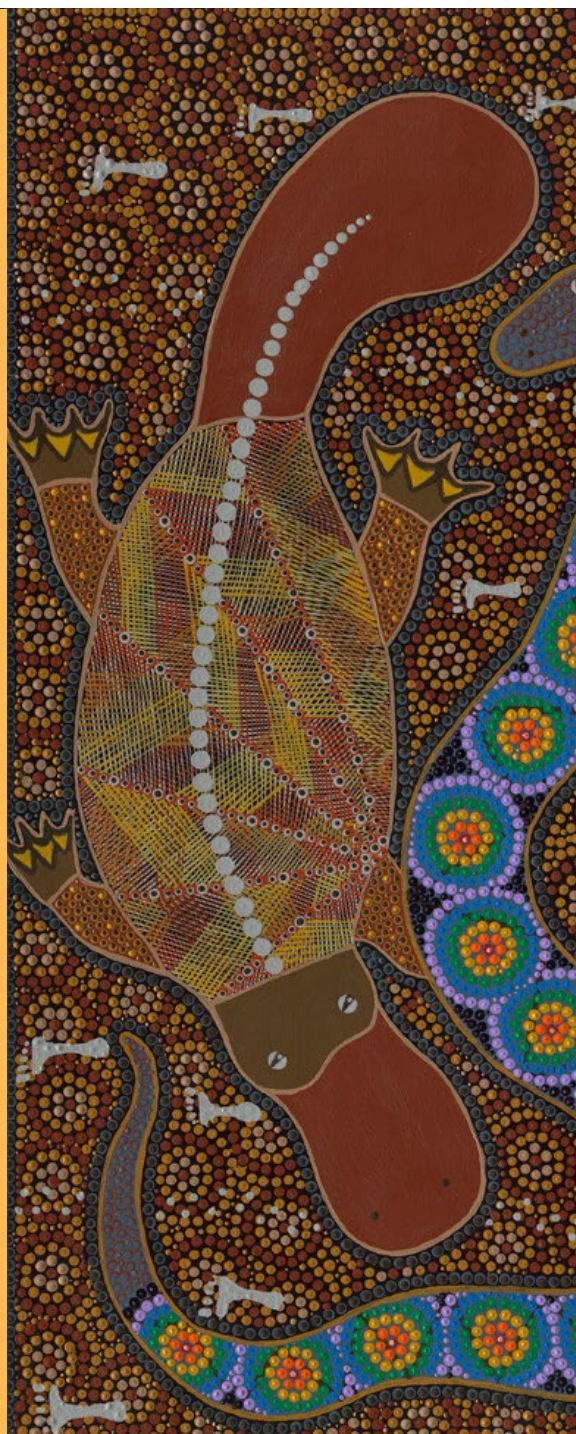
(GOO-JEE IK-KOO)

We welcome you to Port Stephens – part of the Worimi Aboriginal Nation. Port Stephens Council acknowledges the Worimi people as traditional owners and custodians of the lands and waterways on which we all live, learn, work and play.

We value and respect the Worimi people and the legacy 60,000 years of Aboriginal Nation traditions and culture brings with it. As part of Council's culture of acceptance, diversification and harmony we walk alongside the Worimi people on a journey of listening and learning.

Together we will strive to make this a better place for all peoples. As guardians of these lands, we ask that you tread lightly to help preserve the biodiversity and respect those who came before as well as those who will follow.

Artwork by Regan Lilley.



A message from the Mayor

I am excited to present the Port Stephens Council Disability Inclusion Action Plan 2024-2028.

We are committed to disability inclusion and to building a community where everyone is able to easily access opportunities and fully participate in their community. I would like to thank everyone from our community who contributed their time, ideas and opinions during the development of this Plan, particularly those people with disability, families and carers who have been kind enough to share their own lived experiences. These connections and partnerships are vital in the ongoing development of a more inclusive community where all people are supported to participate. This Plan is critical to achieving positive change and creating an inclusive society. A more inclusive society is diverse, stronger and more sustainable. Thank you to everyone that was a part of bringing this plan to life.



Ryan Palmer
Mayor of Port Stephens



Key achievements from our 2018 to 2022 Plan

“

Disability is a physical, mental, intellectual or sensory impairment, that in interaction with various barriers, may hinder a person's full and effective participation in society on an equal basis with others.

NSW Disability inclusion Act 2014



1 Focus area –
Positive attitudes
and behaviours

- Awareness and education campaigns targeting business owners network, newsletters and Port Stephens Business Chambers encouraging the companion care friendly initiative.

2 Focus area –
Creating liveable
communities

- A disability lift installed at the rear of the Mobile Library.
- Ongoing provision and expansion of assistive and adaptive technology including large print books and Audio books in our libraries.
- Reviewed outdoor dining policy ensuring adequate footpath space for pedestrians at all times.
- Inclusion of tactile devices in new path/ramp construction projects.
- Inclusive assessment and audits of Emergency Evacuation Centres.
- Ongoing access to children’s services programs for children with additional needs.
- Ongoing provision of wheel in wheel out garbage bin service for people with a disability living at home.
- New accessible amenities at Shoal Bay Foreshore, Bettles Park Raymond Terrace, Mallabula Sports Complex and Brandon Park.
- Shared pathway connecting Mallabula to Lemon Tree Passage and along Raymond Terrace Levee Bank.

- Accessibility compliance upgrades to the Nelson Bay street stage.
- Revitalisation of Robinson Reserve, Anna Bay, transforming it into a community hub with a skate and scooter park to cater for all ages and skill types.
- Upgrades to accessible amenities at sporting facility.
- New accessible BBQs and Picnic tables at Longworth Park.

3 Focus area –
Access to meaningful
employment

- Disclosure option for candidates with a disability enabling Council to ensure they feel supported throughout the recruitment process.

4 Focus area –
Systems and processes

- A new Council website that aligns with Web Content Accessibility Guidelines (WCAG) 2.0 requirements.
- More self serve options on Council’s website including a Read Speaker function that converts text to audio.

Strategic
context



The community vision for the Port Stephens' Community Strategic Plan is to have a "great lifestyle in a treasured environment". This vision can only truly be achieved in a place that is inclusive and accessible for people of all abilities and backgrounds.

Port Stephens Council has developed a Disability Inclusion Action Plan (DIAP) under the NSW Disability Inclusion Act 2014 (DIA). The plan must be developed in consultation with people with a disability and specify actions to deliver in partnership with the community.

A DIAP must identify 4 areas of focus that prioritise people with a disability. These are:



1. Developing positive community attitudes towards disability
2. Creating liveable communities
3. Increasing access to meaningful employment
4. Improving access to mainstream services through improved systems and processes.

International

- United Nations Convention on the Rights of Persons with Disabilities (UNCRPD)

National

- National Disability Strategy (NDS)
- National Disability Insurance Scheme (NDIS)
- Commonwealth Disability Discrimination Act 1992 (DDA)
- Australian Human Rights Commission Act 1986

State - NSW

- Disability (Access to Premises – Buildings) Standards 2010
- NSW Anti-Discrimination Act 1977 (ADA)
- Ageing and Disability Commissioner Act 2019
- Local Government Act 1993
- Local Government (General) Regulation 2005
- Government Sector Employment Act 2013

Other legislation and standards

- Australian Standard (AS 1428) Design for Access and Mobility
- Disability Standards for Accessible Public Transport 2002

Who we are



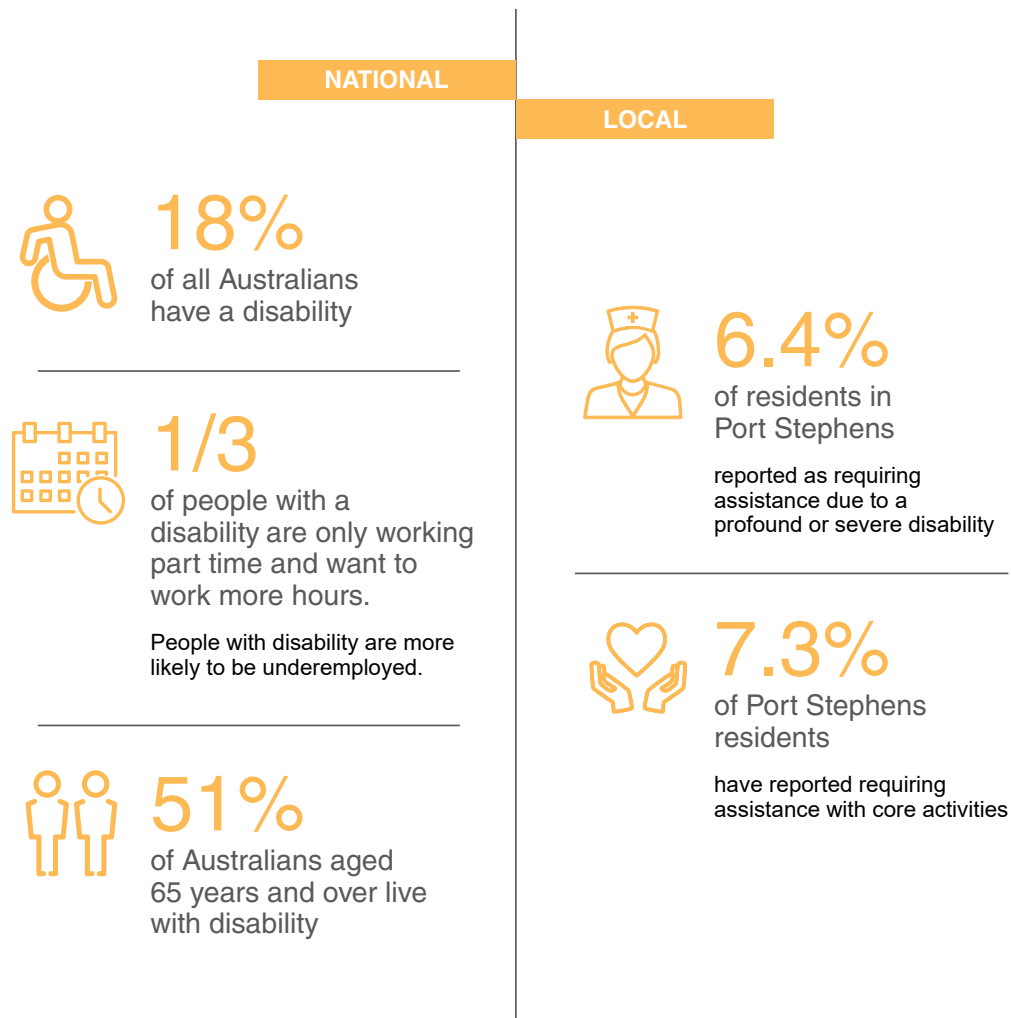
Be more inclusive and less judgemental. Disability does not mean illness.

Feedback participant



Our community

More than 75,500 people call Port Stephens home and this is expected to grow to over 87,933 by 2040.



What we've heard

“

People stare at me when [I'm] in public. Especially in coffee shops or the chemist.

Feedback participant



Engagement findings

We listened to people from a range of backgrounds and experiences, including targeted consultation with people with a lived experience of disability, their carers, disability service providers and their staff, young people with a disability, Port Stephens Council staff, and more broadly, the Port Stephens community.

In 2020 we completed our first place census called the Liveability Index. During the census over 3,700 people told us what they value and how they rate their neighbourhood. The results have allowed us to understand the things most valuable to our community and what things have the biggest impact on our community's wellbeing.



Improvements

We found that in Port Stephens our top liveable priority to continue to improve is access and safety of walking, cycling and/or public transport.



Strengths

One of our strengths performing well is access to neighbourhood amenities.

ITEM 1 - ATTACHMENT 2 WELLBEING STRATEGY AND DIAP 2024.

Over 760 people shared their experiences and priorities for improving inclusivity and access in Port Stephens.





Action plan

Focus Areas

The plan has been developed around four focus areas. These are based on the NSW Disability Inclusion Plan and our engagement findings.

- 1 Attitude and behaviours
- 2 Liveable communities
- 3 Employment
- 4 Systems and processes



I have a mental disability. I find the crowded areas and extra noise in and around town hard.

Participant feedback



Attitude and behaviours



AIM

We will develop and improve positive attitudes of the wider community towards people with a disability.

What we will do – our plan for action

| Action | Timeline | Measure |
|--|------------|---|
| Ensure communications represent people with disabilities. | 1 to 2 yrs | Increased use of inclusive imagery used in communications internal and external of Council. |
| Implement programs to educate businesses on the needs of people with a disability. | 1 to 2 yrs | <ul style="list-style-type: none"> • Increase in accessible tourism experiences. • Increase in accessible retail and hospitality experiences. |
| Activate the under-workers – mums, retirees, indigenous, youth and people with a disability. | 3 to 4 yrs | Opportunities for people to gain experience, skills and employment in local industry. |
| Include disability awareness module within staff induction process. | 2 to 3 yrs | Component included in staff Induction. |
| Deliver disability awareness and specialist training to Council staff annually. | 1 to 2 yrs | Training provided. |
| Facilitate Councils Workplace Equity & Diversity Committee and implement road map. | 1 to 2 yrs | Actions in road map implemented. |
| Facilitate quarterly listening sessions to understand the needs of those with a disability at Port Stephens Council. | 2 to 3 yrs | Sessions completed. |
| Support the development of accessible tourism and business experiences. | 3 to 4 yrs | Increased accessible tourism and business experiences. |

Liveable communities



AIM

To provide infrastructure and services to enable people with a disability to fully participate in community life

What we will do – our plan for action

| Action | Timeline | Measure |
|--|------------|---|
| Seek grant funding to support the further stages of the existing PAMP or an update of existing stages of existing PAMP. | 3 to 4 yrs | Funding obtained |
| Review disability parking spaces and improve information for the community. | 2 to 3 yrs | Accessible parking that is improved according to Standard |
| Audit footpaths and ramps in high traffic pedestrian areas to determine compliance with Australian Standards. | 2 to 3 yrs | Identified footpaths and ramps not compliant |
| Develop a methodology for the prioritisation of footpath construction to ensure consistent and equitable outcomes. | 1 to 2 yrs | Methodology put into practice to identify priority footpaths for improvement |
| Identify key locations for improved accessibility to pontoons, jetties and formal water access points for fishing and entry to boats. | 2 to 3 yrs | Funding obtained for improvements |
| Identify and prioritise asset and building accessibility upgrades as part of asset management, service-level planning and strategic social infrastructure provision. | Ongoing | Upgrades included in Strategic Asset Management Plan with resourcing |
| Update the National Public Toilet Map. | 3 to 4 yrs | National Public Toilet Map reviewed and facilities are added and updated |
| Manage the use of Grahamstown Aquatic Reserve for use by Sailability. | Ongoing | Positive feedback and relationship with Sailability and other users of the facility. |
| Deliver and facilitate more accessible and inclusive events . | 1 to 2 yrs | <ul style="list-style-type: none"> • Positive feedback from community on accessing events. • Increased participation of people with a disability at community events. |
| Undertake accessibility assessment at key indoor and outdoor event locations | 3 to 4 yrs | <ul style="list-style-type: none"> • Number of assessments undertaken. • Mitigation of access barriers undertaken for events at those locations. |
| Build the use of the Inclusion Tent into event design to create a supportive and quiet space at our event for adults and children | Ongoing | <ul style="list-style-type: none"> • Number of events the tent is set up and utilised by the community. • Positive community feedback. |
| Ensure dog permittance signage clearly permits assistance dogs in public areas | 1 to 2 yrs | Signage reviewed and changes made as appropriate. |



Inclusion Tent at the Raymond Terrace Festival

| Action | Timeline | Measure |
|--|------------|---|
| Expand Event Site Inductions to include accessibility and inclusion | 1 to 2 yrs | Inclusion added as regular checklist item for consideration in event design. |
| Facilitate and support community and cultural development programs, (including accessible arts) through the Strategic Arts Committee and Community Interagency and the Aboriginal Strategic Committee. | 2 to 3 yrs | <ul style="list-style-type: none"> • Number of community programs implemented. • Community participation in programs. |
| Ensure P-CEP (Person- Centered Emergency Preparedness) awareness information available to community members | 1 to 2 yrs | <ul style="list-style-type: none"> • Number of information sessions undertaken. • Training undertaken for service providers in disaster preparedness. |



Employment

3

AIM

We will reduce barriers to employment and volunteers opportunities for people with a disability at Port Stephens Council

What we will do – our plan for action

| Action | Timeline | Measure |
|---|----------|--|
| Review recruitment policies and procedures when required to ensure they are in line with best practice. | Ongoing | Number of Policies and Procedures reviewed and/or developed. |
| Actively invite candidates to request adjustments throughout the online application process, at phone screen, and when organising interviews and testing or assessment. | Ongoing | <ul style="list-style-type: none"> Number of adjustments requested. Reviews undertaken of implemented adjustments. |
| Incorporate disability considerations into Councils Employee Value Proposition. | Ongoing | Person with a disability incorporated into Employee Value Proposition personas. |
| Review Council volunteer processes to encourage opportunities for people with a disability. | Ongoing | Process reviewed. |
| Develop and deliver more work, training and volunteer opportunities for people with a disability. | Ongoing | Number of work, training and volunteer opportunities. |
| Build systems to ensure Port Stephens Council is an accessible and inclusive place of work. | Ongoing | Increase in accessible systems. |



Systems and processes

4

AIM

We will improve access to Council services through better systems and processes.

What we will do – our plan for action

| Action | Timeline | Measure |
|---|------------|--|
| Implement Web Chat on the website as an additional form of contact with Council. | 1 to 2 yrs | Web chat implemented. |
| Prepare Communication Plans that include live streaming and video where possible. | Ongoing | Communication plans developed and implemented. |
| Develop an engagement plan process that includes demographic analysis of stakeholders and diverse engagement method identification. | 1 to 2 yrs | Engagement process developed. |
| Identify and convert key strategic plans that can be interpreted into easy read versions. | 3 to 4 yrs | 25% of identified easy read documents developed. |
| Implement a content experience platform for Council website. | 1 to 2 yrs | Content experience platform implements. |
| Implement screen reader software on Council's recruitment system. | 1 to 2 yrs | Screen reader implemented. |
| Investigate Hearing Loop technologies and costs for installation in Council's administration building front counter and duty counter. | 1 to 2 yrs | Investigation undertaken with proposal submitted to Business Improvement/Executive Leadership Team. |
| Review current technologies and upgrade or implement new improved solutions. | 2 to 3 yrs | <ul style="list-style-type: none"> Review undertaken. Number of new improved technologies integrated into the libraries. |

Monitoring review and reporting

The Disability Inclusion Action Plan will be forwarded to the Disability Council NSW and it will be made available to the public in a variety of formats.



Monitoring

We will monitor the progress of the actions listed in the Plan as part of the key performance indicators in quarterly Operation Plan reports.



Reporting

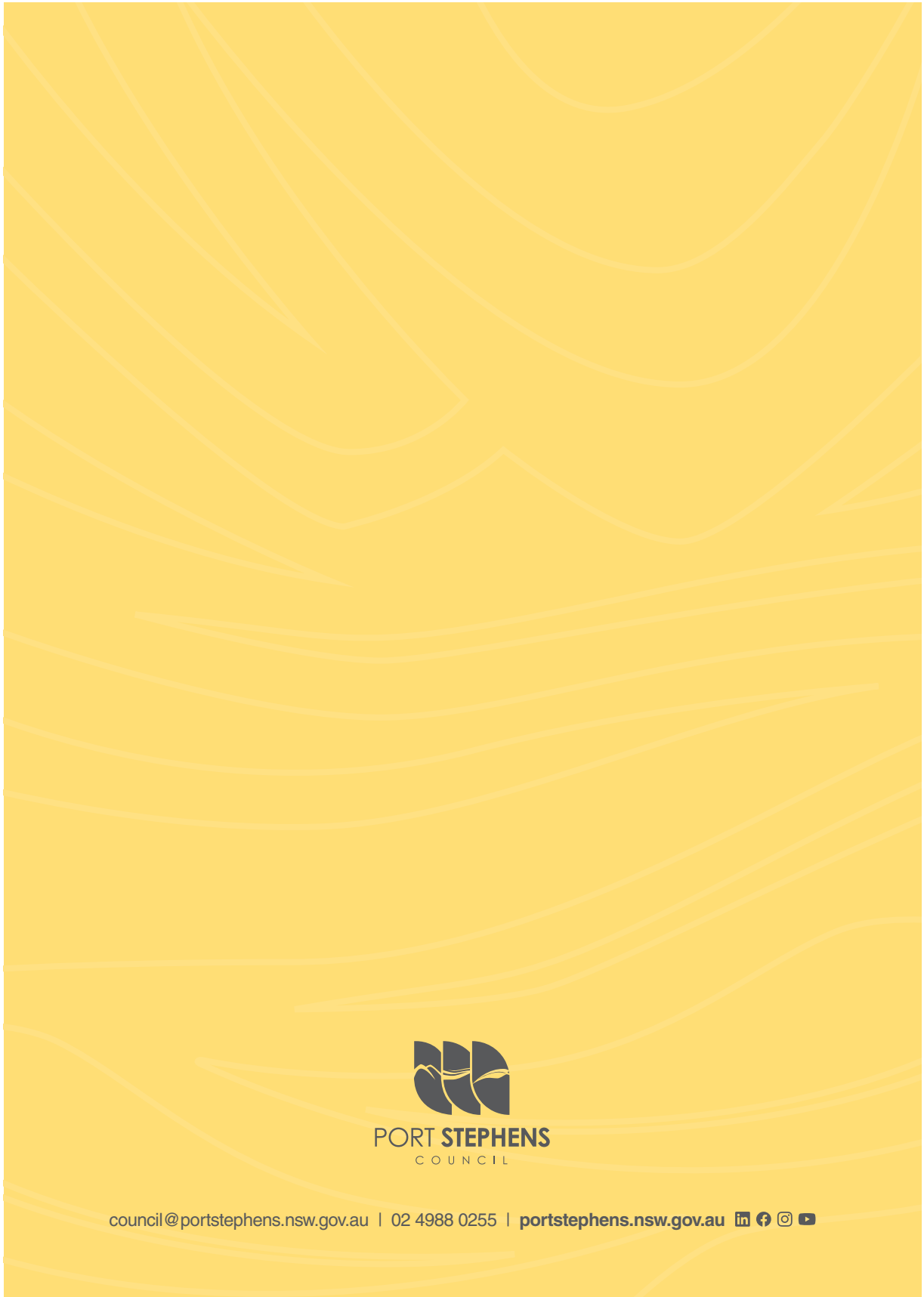
We will report on the Disability Inclusion Action Plan items as part of the Annual Report.



Delivery

The Disability Inclusion Action Plan will be reviewed and updated in 2028.





ITEM NO. 2

FILE NO: 24/88147
EDRMS NO: 89-2024-1-1

TEMPORARY SUSPENSION OF PART OF THE RAYMOND TERRACE ALCOHOL FREE ZONE - ILLUMINATE EVENT

REPORT OF: JANELLE GARDNER - COMMUNICATIONS AND CUSTOMER
EXPERIENCE SECTION MANAGER
DIRECTORATE: COMMUNITY FUTURES

RECOMMENDATION IS THAT COUNCIL:

- 1) Approve the temporary suspension of part of the Raymond Terrace Alcohol Free Zone (AFZ) (**ATTACHMENT 1**) during the Illuminate Fire and Light Festival event on 1 June 2024 from 3pm until 9pm in accordance with section 645 of the Local Government Act 1993 (NSW) (LG Act).
- 2) Should the event be unable to proceed on 1 June 2024, approve the temporary suspension of part of the Raymond Terrace Alcohol Free Zone (**ATTACHMENT 1**) during Illuminate Fire and Light Festival on Saturday 15 June 2024 from 3pm until 9pm, as an alternative date, in accordance with section 645 of the Local Government Act 1993.
- 3) Publicly notify the temporary suspension of the Raymond Terrace Alcohol Free Zone by publishing a notice in the Port Stephens Examiner, the Port Stephens News of the Area, on Council's website and via direct communications to local businesses prior to the event for the purposes of satisfying section 645(1) of the LG Act.
- 4) Implement the requirements for signage in accordance with the Ministerial Guidelines Alcohol Free Zones 2009.

BACKGROUND

The purpose of this report is to seek Council endorsement to temporarily suspend part of the Raymond Terrace Alcohol Free Zone (AFZ) to facilitate the Illuminate Fire and Light Festival.

It is proposed to temporarily suspend the AFZ at Hunter Street and William Street between Glenelg Street and King Street in Raymond Terrace on Saturday 1 June 2024 from 3pm until 9pm for the event. If wet weather prevents the event from proceeding on this date, it is proposed to suspend part of the Raymond Terrace AFZ on Saturday 15 June 2024 from 3pm until 9pm (**ATTACHMENT 1**).

Under the Local Government Act 1993 (NSW) (LG Act), Council may resolve to temporarily suspend an AFZ to, among other purposes, accommodate short term community events.

The LG Act includes a requirement to give public notice in a manner that is likely to bring the notice to the attention of members of the public in the area as a whole or in a part of the area that includes the AFZ concerned.

Other process requirements for suspending an AFZ are outlined in the Ministerial Guidelines Alcohol Free Zones 2009 (the Guidelines), including specific requirements for signage as detailed below.

Note the proposed suspension will not impact the term of the current Raymond Terrace AFZs (4 years).

COMMUNITY STRATEGIC PLAN

| Strategic Direction | Delivery Program 2022-2026 |
|---------------------------------|--|
| Thriving and safe place to live | Deliver an annual program for Council to provide development services to enhance public safety, health and liveability |

FINANCIAL/RESOURCE IMPLICATIONS

As the event organiser, Port Stephens Council will be responsible for the costs associated with meeting the public notice requirements and the amendments required to signage during the event.

| Source of Funds | Yes/No | Funding (\$) | Comment |
|----------------------------------|--------|--------------|--|
| Existing budget | Yes | | |
| Reserve Funds | No | | |
| Developer Contributions (\$7.11) | No | | |
| External Grants | Yes | \$100,000 | Funding from Multicultural NSW and Transport for NSW |
| Other | No | | |

LEGAL, POLICY AND RISK IMPLICATIONS

The existing AFZ restricts alcohol in the declared area 24 hours, 7 days a week (**ATTACHMENT 1**). Council has the power to suspend the AFZ under section 645 of the LG Act for any reason, however, the Guidelines specify that a suspension would not usually be appropriate for any period longer than 1 month and, generally, would be of a much shorter duration (eg to accommodate a specific event). The suspension is proposed between 3pm and 10pm on 1 June 2024 to facilitate an outdoor community event.

The LG Act includes a requirement to give public notice in a manner that is likely to bring the notice to the attention of members of the public in the area as a whole or in a part of the area that includes the AFZ concerned. Council will provide public notice for the suspension of the Raymond Terrace AFZ's by publishing a notice in the Port Stephens Examiner, the Port Stephens News of the Area, on Council website and via direct communications to local businesses.

The Guidelines require the existing alcohol restriction signage within the affected Raymond Terrace AFZ event areas to be amended for the temporary suspended period and reinstated following the event.

| Risk | <u>Risk Ranking</u> | Proposed Treatments | Within Existing Resources? |
|---|----------------------------|---|-----------------------------------|
| There is a risk that visitors to Raymond Terrace will drink within the existing AFZ area that has not been suspended. | Medium | NSW Police have supported the temporary suspension of alcohol in the Raymond Terrace AFZ's for these events and will resource the area and surrounds as required. | Yes |
| There is a risk that broken glass and litter could accumulate and be left behind from the event. | Medium | Relevant sections in Council have been notified of the event and Council will increase the waste management in place if necessary. | Yes |

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

Appropriate waste management will address any potential environmental impacts that could result from the event. The temporary suspension of the AFZ will assist to support a successful local event which will promote economic benefits within the local community.

CONSULTATION

Consultation with key stakeholders has been undertaken by the Vibrant Places Unit.

Internal

The Vibrant Places Unit has notified relevant sections in Council and discussed the requirements arising from a temporary suspension of the AFZ and the potential impacts, including impacts related to waste management.

External

The Vibrant Places Unit has liaised with the Port Stephens Hunter Police District Licensing Officer to discuss the proposed event, NSW Police resourcing, alcohol licensing conditions and the proposed temporary suspension of the AFZ.

NSW Police support the temporary suspension of the AFZ and have stated that they will adequately resource the event.

If endorsed, notification will also be available via Council's website.

OPTIONS

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

ATTACHMENTS

- 1) Raymond Terrace Alcohol Free Zone. [↓](#)

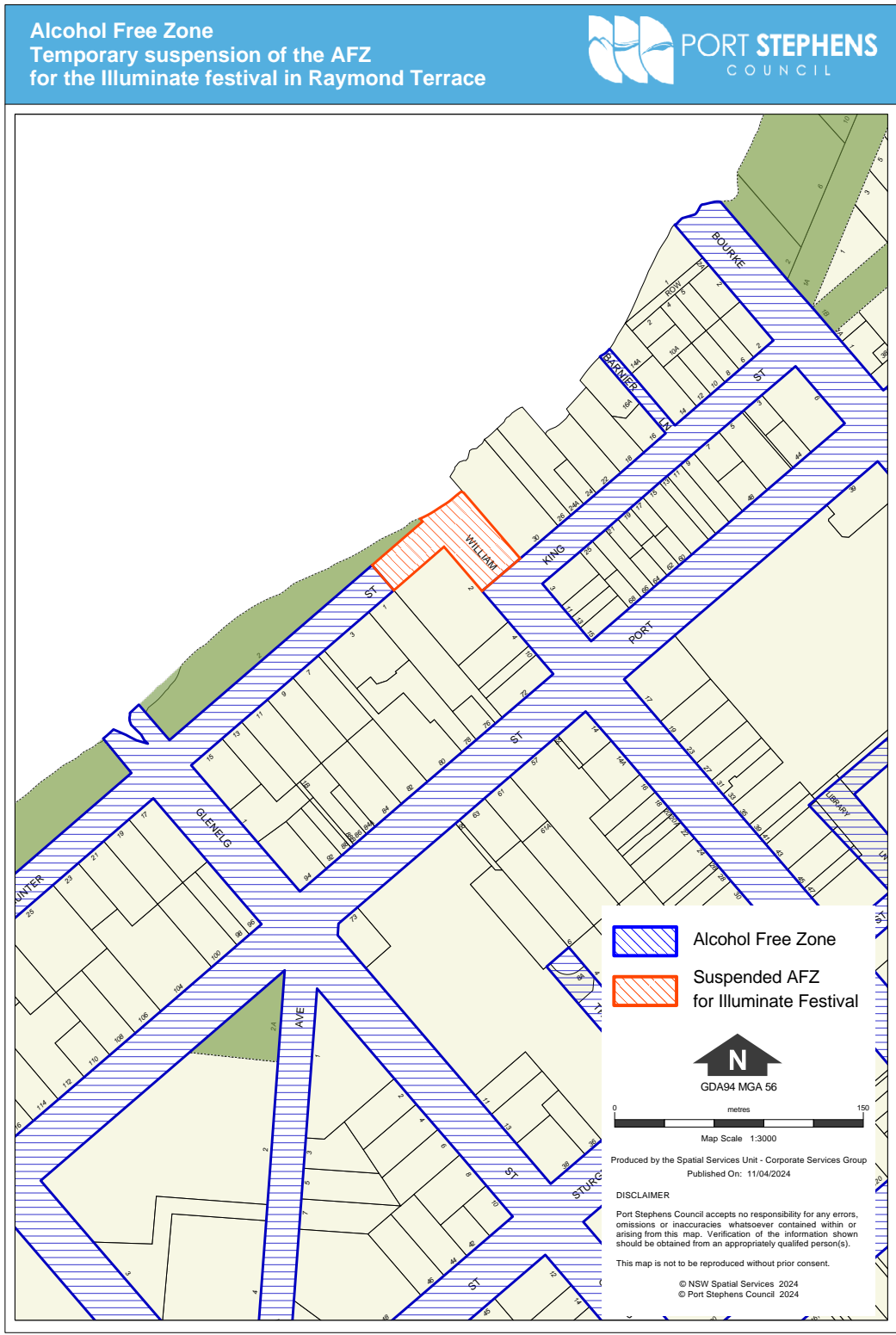
COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

Nil.

ITEM 2 - ATTACHMENT 1 RAYMOND TERRACE ALCOHOL FREE ZONE.



116 Adelaide Street, Raymond Terrace NSW 2324. Phone: (02) 49800255 Fax: (02) 49873612 Email: council@portstephens.nsw.gov.au

ITEM NO. 3

**FILE NO: 24/82271
EDRMS NO: PSC2017-00739**

POLICY REVIEW: COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT

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

RECOMMENDATION IS THAT COUNCIL:

- 1) Endorse the revised Councillor Induction and Professional Development Policy shown at **(ATTACHMENT 1)**.
- 2) Place the revised Councillor Induction and Professional Development Policy on public exhibition for a period of 28 days and should no submissions be received, the Policy be adopted, without a further report to Council.
- 3) Revoke the Councillor Induction and Professional Development Policy dated 27 April 2021, Minute No. 102, should no submissions be received.

BACKGROUND

The purpose of this report is to seek Council's endorsement of the revised Councillor Induction and Professional Development Policy (the Policy).

The Policy recognises the importance of an induction program and ongoing professional development for the Mayor and Councillors. It is acknowledged those elected to Council come from diverse backgrounds with varying skills and experience.

The commitment to ongoing professional development ensures the necessary support and assistance is available to the Mayor and Councillors in the development of skills necessary to perform their respective roles, and maintain those skills over the term of office.

The revised Policy is provided for Council's consideration.

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

COMMUNITY STRATEGIC PLAN

| Strategic Direction | Delivery Program 2022-2026 |
|----------------------------|--|
| Governance | Deliver governance services and internal audit program |

FINANCIAL/RESOURCE IMPLICATIONS

The financial and resource implications are within the existing budget upon adoption of the Payment of Expenses and Provision of Facilities to Councillors Policy.

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

LEGAL, POLICY AND RISK IMPLICATIONS

Council is required to comply with the Local Government (General) Regulation 2021 and the Councillor Induction and Professional Development Guidelines issued by the Office of Local Government (OLG).

| Risk | Risk Ranking | Proposed Treatments | Within Existing Resources? |
|---|-------------------------------------|----------------------------|-----------------------------------|
| There is a risk that Council may be in breach of the Local Government Act 1993, the Regulations and the OLG should it not comply with all requirements associated with the program. | Low | Adopt the recommendation. | Yes. |

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

Nil.

CONSULTATION

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

Internal

- Executive Team

- General Manager.

External

In accordance with local government legislation, the revised Councillor Induction and Professional Development Policy will go on public exhibition for 28 days.

OPTIONS

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

ATTACHMENTS

- 1) Revised Councillor Induction and Professional Development Policy. [↓](#)

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

Nil.

ITEM 3 - ATTACHMENT 1 REVISED COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT POLICY.



Policy

FILE NO: PSC2017-00739
TITLE: COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT
OWNER: GOVERNANCE SECTION MANAGER

1. PURPOSE:

1.1 The purpose of the Councillor Induction and Professional Development Policy (the policy) is to demonstrate Port Stephens Council's commitment to ensuring that the Mayor and Councillors have access to induction and ongoing professional development which will assist them to develop and maintain the skills and knowledge required to effectively perform their civic role and responsibilities under the Local Government Act 1993 ('the Act').

2. CONTEXT/BACKGROUND:

2.1 The policy has been developed to recognise the diversity of elected officials from a professional development perspective. Those elected to Port Stephens Council come from different backgrounds and it is acknowledged that they will already have some skills and experience to assist them in carrying out their role as a Mayor or Councillor. In an effort to further assist elected officials with a greater understanding of the local government framework and complexities, professional development has been enacted in the Local Government (General) Regulation 2005.

3. SCOPE:

3.1 The policy applies to the Mayor and all Councillors of Port Stephens Council, including the Mayor.

4. DEFINITIONS:

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

Table with 2 columns: Term and Definition. Includes Act, Council, Councillors, General Manager, Mayor, and Year.

Policy footer area containing a warning message and the Port Stephens Council logo.

ITEM 3 - ATTACHMENT 1 REVISED COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT POLICY.



Policy

5. STATEMENT:

Statement of commitment

- 5.1 Port Stephens Council is committed to developing an induction and ongoing professional development program for the Mayor and Councillors to ensure they can fulfil their statutory roles and responsibilities. As part of this program, the Mayor and each Councillor will have a professional development plan that identifies specific gaps in their capabilities (ie their knowledge, skills and attributes) and identify professional development activities to build these capabilities.

Induction program

- 5.2 Port Stephens Council will develop an induction program for new and returning Councillors as well as a supplementary program for the Mayor to ensure they are provided all the information they need to effectively fulfil their roles in the first few months of the Council's term and feel confident in their ability to do so. The induction program will cover:
- a) an orientation to Council facilities and the local government area.
 - b) an overview of the key issues and tasks for the new Council including Council's Community Strategic Plan, Delivery Program, Operational Plan, Resourcing Strategy and Community Engagement Plan.
 - c) the legislation, rules, principles and political context under which councils operate.
 - d) the roles and responsibilities of Councillors and the Mayor.
 - e) Council's organisational structure, Workforce Management Strategy and the roles and responsibilities of the General Manager and Council staff.
 - f) what Council does and how it operates, including an overview of integrated planning and reporting, land-use planning, natural resource management, financial management and asset management by Council.
 - g) key Council policies and procedures Councillors must comply with including the Code of Conduct.
 - h) the role of Council meetings and how to participate effectively in them.
 - i) the support available to the Mayor and Councillors and where they can go to get more information or assistance, and
 - j) information on the process for taking the oath of office.
 - k) other information that may be relevant at the time.
- 5.3 In the case of the Mayor, the program will also cover:
- a) how to be an effective leader of the governing body and the Council.
 - b) the role of the Chair and how to chair Council meetings.
 - c) the Mayor's role in integrated planning and reporting.
 - d) the Mayor's role and responsibilities under the Code of Conduct.

Policy

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ITEM 3 - ATTACHMENT 1 REVISED COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT POLICY.



Policy

- e) the Mayor's role and responsibilities in relation to the General Manager's employment.
 - f) the Mayor's role at regional and other representative bodies.
 - g) the Mayor's civic and ceremonial role.
- 5.4 The Mayor and Councillors must have a working knowledge and understanding of these areas by the end of the induction program.
- 5.5 The induction program will also include team building activities to help the governing body establish itself as a cohesive and collaborative team focused on a common purpose with shared values and goals. Activities will aim to ensure the Mayor and eCouncillors:
- a) identify how they would like to work together as a team and identify a common vision for the governing body.
 - b) build relationships with each other based on trust and mutual respect that facilitate collaboration.
 - c) contribute to a positive and ethical culture within the governing body.
 - d) work towards consensus as members of the governing body for the benefit of the community.
 - e) develop respectful negotiation skills and manage alternative views within the governing body without damaging relationships.
 - f) understand what supports or undermines the effective functioning of the governing body.
 - g) respect the diversity of skills and experiences on the governing body, and
 - h) communicate and uphold the decisions of Council in a respectful way, even if their own position was not adopted.
- 3.6 Activities should also help the Mayor, as the leader of the governing body, to:
- a) act as a stabilising influence and show leadership, and
 - b) promote a culture of integrity and accountability within Council and when representing Council in the community and elsewhere.
- 5.7 The Mayor and Councillors, including those re-elected to office, must attend all induction sessions.
- 5.8 Port Stephens Council will evaluate the induction program at the end of each Council term to determine whether it has achieved these outcomes, and to identify and address areas for improvement.

Policy

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ITEM 3 - ATTACHMENT 1 REVISED COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT POLICY.

Policy



Ongoing professional development program

- 5.9 An individual ongoing professional development plan will be developed for the Mayor and each Councillor to address any gaps in the capabilities (ie the knowledge, skills and attributes) needed to effectively fulfil their role.
- 5.10 Each professional development plan will span the Council's term, and identify professional development activities that the Mayor or Councillor will participate in. Professional development activities will be prioritised according to need and approved by the General Manager where Council funds are required in accordance with Council's Payment of Expenses and Provision of Facilities to Mayor and Councillors Policy. The Mayor and Councillors are expected to complete all the activities included in their professional development plan.
- 5.11 Professional development activities will, wherever possible, follow the 70/20/10 principle. The 70/20/10 principle requires that:
- a) 70% of learning activities are provided via learning and developing from experience – for example, on-the-job training, self-directed learning, developmental roles, problem solving, exposure and practice
 - b) 20% of learning activities are provided via learning and training through others – for example, personal or professional networks, coaching, mentoring, feedback, memberships and professional associations, and
 - c) 10% of learning activities are provided via learning and developing through structured programs – for example, training courses, external or in-house workshops, seminars, webinars and other e-learning and briefing sessions conducted by the council, external training providers or industry bodies.
- 5.12 The timing of professional development activities for the Mayor and Councillors will be designed in such a way so as to not overload Councillors with learning activities in the early part of Council's term. The timing will reflect what knowledge and skills the Mayor and Councillors and the Mayor need at various points in Council's term to undertake their roles.
- 5.13 The Mayor and Councillors will be provided with as much notice as possible for upcoming induction and professional development activities.

Budget

- 5.14 An annual budget allocation will be provided to support the induction and professional development activities undertaken by the Mayor and Councillors. Expenditure will be monitored and reported on a 6 monthly basis.

Policy

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ITEM 3 - ATTACHMENT 1 REVISED COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT POLICY.

Policy



- 5.15 Approval of training and/or expenses for professional development activities that require Council funds are to be approved by the General Manager in accordance with Council's Payment of Expenses and Provision of Facilities to Mayor and Councillors Policy.

Evaluation

- 5.16 Council will evaluate the professional development program at the end of each Council term to assess whether it was effective in assisting the Mayor and Councillors to develop the capabilities required to fulfil their civic roles.

Reporting

- 5.17 The General Manager will publically report each year in Council's Annual Report:
- the name of the Mayor and each individual Councillor that completed Council's induction program (where an induction program has been delivered during the relevant year).
 - the name of the Mayor and each Councillor who participated in any ongoing professional development program during the year.
 - the number of training and other activities provided to the Mayor and Councillors during the year as part of a professional development program.
 - the total cost of induction and professional development activities and any other training provided to the Mayor and Councillors during the relevant year.

6. RESPONSIBILITIES:

- 6.1 The Mayor and each Councillor are responsible for making themselves available to attend any development activities identified in the professional development plan.
- 6.2 The Mayor and all Councillors must make all reasonable endeavours to attend and participate in the induction sessions and professional development activities arranged for them during the term of the Council.
- 6.3 The Governance Section Manager is responsible for planning, scheduling and facilitating induction and professional development activities for the Mayor and Councillors in consultation with the General Manager.
- 6.4 The General Manager has overall responsibility for Port Stephens Council's induction and professional development program.
- 6.5 The Governance Section Manager is responsible for monitoring, evaluating, reviewing and providing advice on the policy.

Policy

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ITEM 3 - ATTACHMENT 1 REVISED COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT POLICY.

Policy



7. RELATED DOCUMENTS:

- 7.1 Local Government Act 1993
- 7.2 Local Government (General) Regulation 2005²¹
- 7.3 Councillor Induction and Professional Development Guidelines 2018.

CONTROLLED DOCUMENT INFORMATION:

| | | | |
|---|----------------------------|-------------------------|---|
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| EDRMS container No | PSC2017-00739 | EDRMS record No | 21/150611 # |
| Audience | Mayor and Councillors | | |
| Process owner | Governance Section Manager | | |
| Author | Governance Section Manager | | |
| Review timeframe | 3 years | Next review date | 30 April 2024 30 April 2027 |
| Adoption date | 14 May 2019 | | |

VERSION HISTORY:

| Version | Date | Author | Details | Minute No. |
|---------|------------|----------------------------|--|------------|
| 1.0 | 14/05/2019 | Governance Section Manager | First version of policy based on the model policy provided in the Councillor Induction and Professional Development Guidelines 2018. | 094 |

Policy

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ITEM 3 - ATTACHMENT 1 REVISED COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT POLICY.



Policy

| Version | Date | Author | Details | Minute No. |
|----------------|-------------|----------------------------|--|-------------------|
| 1.1 | 27/4/2021 | Governance Section Manager | The policy was transferred into new policy template and updated version control. Minor review to the policy at: 1.1 – included policy title. 2.1 & 3.1 - replace “this” with “the”. 5.14 – included “on a 6 monthly basis” and removed “quarterly”. | 102 |
| 1.2 | | Governance Section Manager | The policy has been reviewed and version control updated. Minor grammatical amendments. 2.1 – Updated reference to the Local Government Regulation 2005 to 2021 regulation. 3.1 – Inserted “The policy applies to the Mayor and Councillors of Port Stephens Council.” 5.2 – Updated to insert “the Council”, deleting ‘Council’s term’. 5.12 – Updated to provide consistency with wording ‘the Mayor and Councillors’. 7.2 - Updated reference to the Local Government Regulation 2005 to 2021 regulation. 5.15 – added ‘for’ | |

Policy

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ITEM NO. 4

**FILE NO: 23/281851
EDRMS NO: PSC2021-04206**

REQUESTS FOR FINANCIAL ASSISTANCE

REPORT OF: TIMOTHY CROSDALE - GENERAL MANAGER
DIRECTORATE: GENERAL MANAGER'S OFFICE

RECOMMENDATION IS THAT COUNCIL:

- 1) Approves provision of financial assistance under Section 356 of the Local Government Act 1993 from Ward funds to the following:-
 - a) Nelson Bay Junior Rugby League Club – East Ward funds - \$1940 donation towards 2 shade structures.
 - b) Nelson Bay Diggers Bowls Club – East Ward funds - \$1000 donation towards travel costs.
 - c) Tilligerry United Football Club – Central Ward funds - \$500 donation towards a ‘Girl’s Night In’ event in conjunction with Female Football Week.
-

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.

ORDINARY COUNCIL - 14 MAY 2024

The requests for financial assistance are shown below:

WARD FUNDS

| | | | |
|-------------------------------------|---|--------|---|
| Nelson Bay Junior Rugby League Club | The Nelson Bay Junior Rugby League Club provides rugby league coaching and match fixtures for children. | \$1940 | Donation towards new shade structures. |
| Nelson Bay Diggers Bowls Club | An intra club of the Nelson Bay Wests Diggers Group with 100 members, the majority of which are veterans. | \$1000 | Donation towards travel costs for bowlers. |
| Tilligerry United Football Club | Tilligerry United FC is based at the Mallabula Sports Complex and welcomes members of the community to participate in soccer matches. | \$500 | Donation towards 'Girls Night In' event for Female Football Week. |

COMMUNITY STRATEGIC PLAN

| | |
|---------------------------------|--|
| Strategic Direction | Delivery Program 2022-2026 |
| Thriving and safe place to live | Provide the Community Financial Assistance Program |

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, POLICY AND RISK IMPLICATIONS

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

The policy interpretation required is whether the Council believes that:

- a) applicants are carrying out a function, which it, the Council, would otherwise undertake.
- b) the funding will directly benefit the community of Port Stephens.
- c) applicants do not act for private gain.

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

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

Nil.

CONSULTATION

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

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

OPTIONS

- 1) Accept the recommendations.
- 2) Vary the dollar amount before granting each or any request.
- 3) Decline to fund the request.

ATTACHMENTS

Nil.

COUNCILLORS' ROOM/DASHBOARD

- 1) Financial assistance request supporting documentation.

TABLED DOCUMENTS

Nil.

ITEM NO. 5

**FILE NO: 24/91691
EDRMS NO: PSC2022-02308**

INFORMATION PAPERS

REPORT OF: TIMOTHY CROSDALE - GENERAL MANAGER
DIRECTORATE: GENERAL MANAGER'S OFFICE

RECOMMENDATION IS THAT COUNCIL:

Receives and notes the Information Papers listed below being presented to Council on 14 May 2024.

| No: | Report Title | Page: |
|------------|----------------------------|--------------|
| 1 | Designated Persons' Return | 133 |
| 2 | Delegations Report | 134 |
| 3 | Council Resolutions | 136 |

INFORMATION PAPERS

ITEM NO. 1

**FILE NO: 24/90126
EDRMS NO: PSC2023-01217**

DESIGNATED PERSONS' RETURN

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

BACKGROUND

The purpose of this report is to table Councillor and Designated Persons' Return/s (return) submitted.

In accordance with Part 4 – Pecuniary Interest of the Code of Conduct, all designated persons are required to submit a return. Returns are to be tabled at the first Council meeting after the lodgement date.

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

- Communications Section Manager PSC651.
- Holiday Parks Section Manager PSC949.

ATTACHMENTS

Nil.

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

- 1) Designated Persons' Return.

ITEM NO. 2

**FILE NO: 24/28029
EDRMS NO: PSC2009-00965**

DELEGATIONS REPORT

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

BACKGROUND

The purpose of this report is to advise Council of each occasion the Mayor and/or General Manager have exercised their delegations, other than under section 226 and 335 of the Local Government Act 1993, which are conferred on each role.

The report at **(ATTACHMENT 1)** provides details of the delegation exercised, such as the delegated authority, the date and the reason for exercising the delegation.

ATTACHMENTS

1) Delegations Report. [↓](#)

COUNCILLORS' ROOM

Nil.

TABLED DOCUMENTS

Nil.

MAYOR AND GENERAL MANAGER DELEGATION REPORT

| Date exercised | Delegations exercised | Purpose | Role exercising delegation | Reported to Council |
|-----------------------|--|--|-----------------------------------|----------------------------|
| 19/04/2024 | Clause 178 of the Local Government (General) Regulation 2021 | Acceptance of tender T013-2024 - Teramby Road, Nelson Bay - Landslip Remediation and Dive Site Works | General Manager | 14/05/2024 |

ITEM NO. 3

**FILE NO: 24/91652
EDRMS NO: PSC2017-00106**

COUNCIL RESOLUTIONS

REPORT OF: TIMOTHY CROSDALE - GENERAL MANAGER
DIRECTORATE: 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) Community Futures resolutions. [↓](#)
- 2) Corporate Strategy and Support resolutions. [↓](#)
- 3) Facilities and Infrastructure resolutions. [↓](#)
- 4) General Manager's Office resolutions. [↓](#)

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

Nil.

ITEM 3 - ATTACHMENT 1 COMMUNITY FUTURES RESOLUTIONS.



| | | |
|-----------------------------|------------------------------------|--|
| Action Sheets Report | Division: Community Futures | Date From: 10/10/2023 |
| | Committee: | Date To: 23/04/2024 |
| | Officer: | Printed: Wednesday, 24 April 2024 |

| Type | Meeting | Officer/Director | Subject | Est. Compl. | Emailed | Completed |
|--|--------------------------------|------------------------------------|---------------------------------------|-------------|---------|-----------|
| | Ordinary Council 10/10/2023 | Lamont, Brock Peart, Steven | URGENCY MOTION: Wind Farm Industry | 30/06/2024 | | |
| 24 Apr 2024 The General Manager has written to the requested delegates as outlined within the motion. A Councillor briefing with DCCEEW was undertaken on 20 February 2024. Council's delegation met with the Minister on 19 March 2024. Council is working to complete all outstanding actions as endorsed. | | | | | | |

| Type | Meeting | Officer/Director | Subject | Est. Compl. | Emailed | Completed |
|--|--------------------------------|------------------------------------|---|-------------|------------|-----------|
| Report | Ordinary Council 28/11/2023 | Lamont, Brock Peart, Steven | Administrative Amendment to the Port Stephens Local Environmental Plan 2013 | 31/05/2024 | 29/11/2023 | |
| 3 | | | | | | 23/324875 |
| 24 Apr 2024 Staff are working through the items, noting there are some items that may be impacted by proposed State reforms currently being considered in a Parliamentary Inquiry. Other items relate to actions in the draft Local Housing Strategy to facilitate infill housing (currently on exhibition). A Councillor Workshop will be held once the outcome of these proposed reforms is certain. | | | | | | |

| Type | Meeting | Officer/Director | Subject | Est. Compl. | Emailed | Completed |
|--|--------------------------------|------------------------------------|---|-------------|------------|-----------|
| Report | Ordinary Council 28/11/2023 | Lamont, Brock Peart, Steven | RAMSAR Listing for Mambo Wanda Wetlands | 28/06/2024 | 29/11/2023 | |
| 4 | | | | | | 23/324875 |
| 24 Apr 2024 A briefing will be undertaken next term following receipt of responses from State and Federal Ministers. | | | | | | |

| Type | Meeting | Officer/Director | Subject | Est. Compl. | Emailed | Completed |
|---|--------------------------------|------------------------------------|--|-------------|------------|-----------|
| Report | Ordinary Council 27/02/2024 | Lamont, Brock Peart, Steven | Draft Port Stephens Development Control Plan 2014 - Chapter D12 Richardson Road | 1/12/2024 | 28/02/2024 | |
| 2 | | | | | | 24/50158 |
| 24 Apr 2024 Council resolved to defer Draft DCP - Chapter D12 Richardson Road for a Two-way conversation with the Mayor and Councillors to discuss the original motion and subsequent amendment. Council is reviewing work plans to integrate preparation and a Two-way has been scheduled for 14 May 2024 to facilitate further discussions. | | | | | | |

ITEM 3 - ATTACHMENT 1 COMMUNITY FUTURES RESOLUTIONS.



| | | |
|-----------------------------|------------------------------------|--|
| Action Sheets Report | Division: Community Futures | Date From: 10/10/2023 |
| | Committee: | Date To: 23/04/2024 |
| | Officer: | Printed: Wednesday, 24 April 2024 |

| Type | Meeting | Officer/Director | Subject | Est. Compl. | Emailed | Completed |
|---|--------------------------------|------------------|---|-------------|------------|-----------|
| Report | Ordinary Council 27/02/2024 | Lamont, Brock | Draft Port Stephens Development Control Plan - Road Network and Parking (Electric Vehicles) | 1/12/2024 | 28/02/2024 | |
| 3014 | | Pearl, Steven | | | | 24/50158 |
| 24 Apr 2024 | | | | | | |
| Council resolved to endorse the Port Stephens Development Control Plan 2014 Chapter B8 Road Network and Parking (electric vehicles) and provide public notice. Council is reviewing work plans to integrate outstanding actions and further report preparation. | | | | | | |

| Type | Meeting | Officer/Director | Subject | Est. Compl. | Emailed | Completed |
|--|--------------------------------|------------------|--|-------------|---------|-----------|
| Report | Ordinary Council 27/02/2024 | Lamont, Brock | Exhibition of draft Port Stephens Coastal Management Program | 25/06/2024 | | |
| 4015 | | Pearl, Steven | | | | 24/50158 |
| 24 Apr 2024 | | | | | | |
| Council endorsed the draft Coastal Management Program and associated appendices to be placed on public exhibition, commencing 28 February 2024 and concluding 28 March 2024. Council has commenced complementary community engagement. A further report is forecasted to be presented to Council for consideration at its meeting of 25 June 2024. | | | | | | |

| Type | Meeting | Officer/Director | Subject | Est. Compl. | Emailed | Completed |
|---|--------------------------------|-------------------|--|-------------|------------|-----------|
| Report | Ordinary Council 12/03/2024 | Grobbelaar, Evert | Notification from Developers Prior to Clearing of Major Vegetation | 25/06/2024 | 13/03/2024 | |
| 1037 | | Pearl, Steven | | | | 24/63800 |
| 24 Apr 2024 | | | | | | |
| A report outlining options to require developers to notify Council prior to the commencement of clearing of major vegetation will be prepared for a future Council meeting. | | | | | | |

| Type | Meeting | Officer/Director | Subject | Est. Compl. | Emailed | Completed |
|--|--------------------------------|------------------|--------------------------------|-------------|------------|-----------|
| Report | Ordinary Council 26/03/2024 | Lamont, Brock | Revised Local Housing Strategy | 7/05/2024 | 27/03/2024 | |
| 1043 | | Pearl, Steven | | | | 24/75831 |
| 24 Apr 2024 | | | | | | |
| Council resolved to place the revised Port Stephens Local Housing Strategy on public exhibition for a period of 28 days. Council commenced the public exhibition period on 2 April 2024. | | | | | | |

ITEM 3 - ATTACHMENT 1 COMMUNITY FUTURES RESOLUTIONS.



Division: Community Futures **Date From:** 10/10/2023
Committee: **Date To:** 23/04/2024
Officer: **Printed:** Wednesday, 24 April 2024

Action Sheets Report

| Type | Meeting | Officer/Director | Subject | Est. Compl. | Emailed | Completed |
|---|--------------------------------|------------------|--|-------------|------------|-----------|
| Report | Ordinary Council 26/03/2024 | Lamont, Brock | Draft Port Stephens Development Control Plan - Chapter B1 Tree Management and B2 Flora and Fauna | 7/05/2024 | 27/03/2024 | |
| 2 044 | | Pearl, Steven | | | | 24/75831 |
| 24 Apr 2024 | | | | | | |
| Council resolved to place the draft Port Stephens Development Control Plan 2014 Chapter B1 Tree Management and B2 Flora and Fauna on public exhibition for a period of 28 days. Council commenced the public exhibition period on 2 April 2024. | | | | | | |

| Type | Meeting | Officer/Director | Subject | Est. Compl. | Emailed | Completed |
|---|--------------------------------|------------------|--|-------------|------------|-----------|
| Report | Ordinary Council 26/03/2024 | Lamont, Brock | Draft Voluntary Planning Agreement - Hanson Construction Materials Pty Ltd | 3/05/2024 | 27/03/2024 | |
| 3 045 | | Pearl, Steven | | | | 24/75831 |
| 24 Apr 2024 | | | | | | |
| Council resolved to place the draft Voluntary Planning Agreement between Council and Hanson Constructions Materials Pty Ltd, together with the accompanying explanatory note on public exhibition for a period of 28 days. Council commenced the public exhibition period on 28 March 2024. | | | | | | |

| Type | Meeting | Officer/Director | Subject | Est. Compl. | Emailed | Completed |
|--|--------------------------------|-------------------|------------------------------------|-------------|------------|-----------|
| Report | Ordinary Council 23/04/2024 | Grobbelaar, Evert | Policy Review: Asbestos Management | 11/06/2024 | 24/04/2024 | |
| 5 | | Pearl, Steven | | | | 24/100180 |
| 24 Apr 2024 | | | | | | |
| As per Council's Resolution at its Ordinary Meeting of 23 April 2024, the policy has been placed on public exhibition from 26 April 2024 for a period of 28 days. Should submissions be received the policy will be reported to the meeting of 11 June 2024. | | | | | | |

ITEM 3 - ATTACHMENT 2 CORPORATE STRATEGY AND SUPPORT RESOLUTIONS.



| | | |
|-----------------------------|---|--|
| Action Sheets Report | Division: Corporate Strategy and Support | Date From: 27/08/2013 |
| | Committee: | Date To: 23/04/2024 |
| | Officer: | Printed: Wednesday, 24 April 2024 |

| Type | Meeting | Officer/Director | Subject | Est. Compl. | Emailed | Completed |
|--|--------------------------------|--------------------------------|----------------|-------------|---------|-----------|
| Report | Ordinary Council 27/08/2013 | Pattison, Zoe Pattison, Zoe | Campvale Drain | 31/12/2024 | | |
| 24 Apr 2024 Awaiting final execution of easement documentation for 2 properties. All other properties (with exception of these 2) have been finalised. | | | | | | |

| Type | Meeting | Officer/Director | Subject | Est. Compl. | Emailed | Completed |
|---|--------------------------------|--------------------------------|---|-------------|------------|-----------|
| Report | Ordinary Council 11/10/2022 | Pattison, Zoe Pattison, Zoe | Policy Review: Property Investment and Development Policy | 31/12/2024 | 12/10/2022 | |
| 1 | | | | | | 22/273002 |
| 24 Apr 2024 Public Exhibition deferred to allow for further clarification on the distribution of funds. | | | | | | |

| Type | Meeting | Officer/Director | Subject | Est. Compl. | Emailed | Completed |
|--|--------------------------------|--------------------------------|---|-------------|------------|-----------|
| Report | Ordinary Council 11/10/2022 | Pattison, Zoe Pattison, Zoe | Policy Review: Acquisition and Divestment of Land | 31/12/2024 | 12/10/2022 | |
| 2 | | | | | | 22/273002 |
| 24 Apr 2024 Report deferred to allow for further clarification on the distribution of funds. | | | | | | |

| Type | Meeting | Officer/Director | Subject | Est. Compl. | Emailed | Completed |
|---|--------------------------------|--------------------------------|-------------------------------------|-------------|------------|-----------|
| Report | Ordinary Council 11/04/2023 | Pattison, Zoe Pattison, Zoe | 22 Homestead Street, Salamander Bay | 31/12/2024 | 12/04/2023 | |
| 5 088 | | | | | | 23/92450 |
| 24 Apr 2024 Council is investigating options for the rezoning of 22 Homestead Street, Salamander Bay, and the development of a Vegetation Management Plan, to provide the best opportunity to enable a successful long-term rehabilitation of the site. | | | | | | |

| Type | Meeting | Officer/Director | Subject | Est. Compl. | Emailed | Completed |
|--|--------------------------------|--------------------------------|---|-------------|---------|-----------|
| Report | Ordinary Council 22/08/2023 | Pattison, Zoe Pattison, Zoe | Raymond Terrace Gateway Site Masterplan | 31/12/2024 | | |
| 1 193 | | | | | | 23/214729 |
| 24 Apr 2024 Following a Two-way conversation with Councillors in November 2023, the options presented will be included in the context of the broader Raymond Terrace town centre improvements. | | | | | | |

ITEM 3 - ATTACHMENT 2 CORPORATE STRATEGY AND SUPPORT RESOLUTIONS.



Division: Corporate Strategy and Support
Date From: 27/08/2013
Date To: 23/04/2024
Committee:
Officer:
Action Sheets Report
Printed: Wednesday, 24 April 2024

| Type | Meeting | Officer/Director | Subject | Est. Compl. | Emailed | Completed |
|---|--------------------------------|------------------|---|-------------|------------|-----------|
| Report | Ordinary Council 28/11/2023 | Pattison, Zoe | Sale of closed roads in Raymond Terrace | 30/06/2024 | 29/11/2023 | |
| 1 | | Pattison, Zoe | | | | 23/324875 |
| 24 Apr 2024 | | | | | | |
| Recommendation endorsed to close roads 1 and 2. Council staff to undertake an EOI for road 3 and provide a report back to Council for consideration of whether to continue with the road closure. | | | | | | |

| Type | Meeting | Officer/Director | Subject | Est. Compl. | Emailed | Completed |
|--|--------------------------------|------------------|-------------------------------------|-------------|------------|-----------|
| Report | Ordinary Council 23/04/2024 | Pattison, Zoe | Proposed Sale of Land - Heatherbrae | 23/07/2024 | 24/04/2024 | |
| 1 | | Pattison, Zoe | | | | 24/100180 |
| 24 Apr 2024 | | | | | | |
| Matter considered at Council meeting on 23 April 2024. Deferred to 23 July 2024. | | | | | | |

ITEM 3 - ATTACHMENT 3 FACILITIES AND INFRASTRUCTURE RESOLUTIONS.



| | | |
|-----------------------------|--|--|
| Action Sheets Report | Division: Facilities and Infrastructure | Date From: 11/04/2023 |
| | Committee: | Date To: 23/04/2024 |
| | Officer: | Printed: Wednesday, 24 April 2024 |

| Type | Meeting | Officer/Director | Subject | Est. Compl. | Emailed | Completed |
|---|--------------------------------|------------------|--|-------------|------------|-----------|
| Report | Ordinary Council 11/04/2023 | Maretich, John | Naming Recreation Precinct at Medowie after Geoff Dingle | 30/06/2024 | 12/04/2023 | |
| 2085 | | Kable, Gregory | | | | 23/92450 |
| 24 Apr 2024 | | | | | | |
| Once the reserve has been subdivided as per the Medowie Place Plan, an application will be submitted to the Geographical Naming Board to name the recreation precinct after Geoff Dingle. | | | | | | |

| Type | Meeting | Officer/Director | Subject | Est. Compl. | Emailed | Completed |
|--|--------------------------------|------------------|------------------|-------------|------------|-----------|
| Report | Ordinary Council 13/02/2024 | Kable, Gregory | Council Chambers | 31/05/2024 | 14/02/2024 | |
| 1008 | | Kable, Gregory | | | | 24/37059 |
| 24 Apr 2024 | | | | | | |
| Council staff will investigate design options and report back to Councillors in a Two-way meeting. | | | | | | |

| Type | Meeting | Officer/Director | Subject | Est. Compl. | Emailed | Completed |
|---|--------------------------------|------------------|---------|-------------|------------|-----------|
| Report | Ordinary Council 13/02/2024 | Gutsche, Tammy | Waste | 31/05/2024 | 14/02/2024 | |
| 2009 | | Kable, Gregory | | | | 24/37059 |
| 24 Apr 2024 | | | | | | |
| Council staff will continue to work with the Waste Contractor and will provide an update after the April School Holidays. | | | | | | |

| Type | Meeting | Officer/Director | Subject | Est. Compl. | Emailed | Completed |
|---|--------------------------------|------------------|--------------------------------|-------------|---------|-----------|
| Report | Ordinary Council 27/02/2024 | Maretich, John | Raymond Terrace 7 Day Makeover | 23/07/2024 | | |
| 10020 | | Kable, Gregory | | | | 24/50158 |
| 24 Apr 2024 | | | | | | |
| The scope of works is being developed with Council staff and Councillors. | | | | | | |

| Type | Meeting | Officer/Director | Subject | Est. Compl. | Emailed | Completed |
|---|--------------------------------|------------------|------------------------------------|-------------|------------|-----------|
| Report | Ordinary Council 23/04/2024 | Maretich, John | Lakeside Sports Complex Masterplan | 30/06/2024 | 24/04/2024 | |
| 3 | | Kable, Gregory | | | | 24/100180 |
| 24 Apr 2024 | | | | | | |
| As per council resolution, the Lakeside Sports Complex Masterplan has been placed on public exhibition for 28 days. | | | | | | |

ITEM 3 - ATTACHMENT 3 FACILITIES AND INFRASTRUCTURE RESOLUTIONS.



Division: Facilities and Infrastructure **Date From:** 11/04/2023
Committee: **Date To:** 23/04/2024
Officer: **Printed:** Wednesday, 24 April 2024

Action Sheets Report

| Type | Meeting | Officer/Director | Subject | Est. Compl. | Emailed | Completed |
|--|--------------------------------|------------------|-------------------------------------|-------------|------------|-----------|
| Report | Ordinary Council 23/04/2024 | Maretich, John | Mallabula Sports Complex Masterplan | 30/06/2024 | 24/04/2024 | |
| 4 | | Kable, Gregory | | | | 24/100180 |
| 24 Apr 2024 | | | | | | |
| As per council resolution, the Mallabula Sports Complex masterplan has been placed on public exhibition for 28 days. | | | | | | |

| Type | Meeting | Officer/Director | Subject | Est. Compl. | Emailed | Completed |
|--|--------------------------------|------------------|--|-------------|------------|-----------|
| Report | Ordinary Council 23/04/2024 | Maretich, John | Policy Review - Community Sport Equitable Access and Usage | 30/06/2024 | 24/04/2024 | |
| 6 | | Kable, Gregory | | | | 24/100180 |
| 24 Apr 2024 | | | | | | |
| As per council resolution, the Community Sport Equitable Access and Usage Policy has been placed on public exhibition for 28 days. | | | | | | |



Division: General Manager's Office **Date From:** 11/04/2023
Committee: **Date To:** 23/04/2024
Officer:
Action Sheets **Printed: Wednesday, 24 April 2024**
Report

| Type | Meeting | Officer/Director | Subject | Est. Compl. | Emailed | Completed |
|---|--------------------------------|-------------------|----------------------------------|-------------|------------|-----------|
| Report | Ordinary Council 11/04/2023 | Crosdale, Timothy | Request for Financial Assistance | 31/05/2024 | 12/04/2023 | |
| 9 | | Crosdale, Timothy | | | | 23/92450 |
| 099 | | | | | | |
| 24 Apr 2024 | | | | | | |
| Awaiting necessary paperwork to process payments. | | | | | | |

| Type | Meeting | Officer/Director | Subject | Est. Compl. | Emailed | Completed |
|---|-------------------------------|-------------------|-----------------------------------|-------------|------------|-----------|
| Report | Ordinary Council 9/04/2024 | Wickham, Tony | Policy Review: Complaint Handling | 31/05/2024 | 10/04/2024 | |
| 4 | | Crosdale, Timothy | | | | 24/85501 |
| 24 Apr 2024 | | | | | | |
| Policy placed on public exhibition for 28 days until 13 May 2024. | | | | | | |

| Type | Meeting | Officer/Director | Subject | Est. Compl. | Emailed | Completed |
|---|-------------------------------|-------------------|---|-------------|------------|-----------|
| Report | Ordinary Council 9/04/2024 | Wickham, Tony | Policy Review: Pecuniary Interest Returns | 31/05/2024 | 10/04/2024 | |
| 5 | | Crosdale, Timothy | | | | 24/85501 |
| 24 Apr 2024 | | | | | | |
| Policy placed on public exhibition for 28 days until 13 May 2024. | | | | | | |

| Type | Meeting | Officer/Director | Subject | Est. Compl. | Emailed | Completed |
|---|-------------------------------|-------------------|--|-------------|------------|-----------|
| Report | Ordinary Council 9/04/2024 | Wickham, Tony | Policy Review: Working Together and Provision of Information | 31/05/2024 | 10/04/2024 | |
| 6 | | Crosdale, Timothy | | | | 24/85501 |
| 24 Apr 2024 | | | | | | |
| Policy placed on public exhibition for 28 days until 13 May 2024. | | | | | | |

| Type | Meeting | Officer/Director | Subject | Est. Compl. | Emailed | Completed |
|---|-------------------------------|-------------------|-------------------------|-------------|------------|-----------|
| Report | Ordinary Council 9/04/2024 | Wickham, Tony | Privacy Management Plan | 31/05/2024 | 10/04/2024 | |
| 7 | | Crosdale, Timothy | | | | 24/85501 |
| 24 Apr 2024 | | | | | | |
| Policy placed on public exhibition for 28 days until 13 May 2024. | | | | | | |

NOTICES OF MOTION

NOTICE OF MOTION

ITEM NO. 1

FILE NO: 24/94571

EDRMS NO: PSC2021-04195

MEDOWIE SOCIAL

COUNCILLORS: CHRIS DOOHAN, STEVE TUCKER & JASON WELLS

THAT COUNCIL:

- 1) Requests that the General Manager prepare and submit a Development Application for a change of use to a Registered Club at 36A Ferodale Road, Medowie.

BACKGROUND REPORT OF: ZOE PATTISON, DIRECTOR CORPORATE STRATEGY AND SUPPORT

BACKGROUND

The purpose of this report is to request the General Manager prepare and submit a Development Application for a change of use to a Registered Club at 36A Ferodale Road, Medowie.

Medowie Sports and Community Facility known as 'Medowie Social', is a Council owned facility which was built to provide a high quality facility that can be utilised by the growing population of Medowie as well as the wider Port Stephens community.

The facility is located at 36A Ferodale Road, Medowie (Lot: 1 DP1003417) with a total floor area of 859 square metres. A locality plan is provided at **(ATTACHMENT 1)**.

The facility opened in 2020 and was leased to a highly experienced food and beverage operator. In 2023, the previous tenant elected not to renew their lease.

In 2023, Council staff investigated a number of leasing options that included local Registered Club establishments. There was limited interest in the premises due to the restrictions relating to current approved use and limitations; including the restriction on electronic gambling.

Eventually, another hospitality operator was secured and commenced a 1 year lease. This lease expires on 30 October 2024. Noting the difficulties in securing a tenant, it is an opportune time to review the long term planning for Medowie Social.

ORDINARY COUNCIL - 14 MAY 2024

The alternatives that could be considered for the future use to ensure its commercial viability are:

- 1) Lodge a Development Application for a change of use to a Registered Club which allows for flexibility in future decision making.
- 2) Leave the current status quo and remain as is.

A Constitution, Plan of Management, Bi-laws and Lease for a Registered Club can ensure:

- Council control over the use including provision of quarterly financial/membership details.
- A portion of profits are returned to the community.

A Registered Club would likely attract experienced licensees ensuring the facility is available for community use and benefit while operating consistently and over a longer term.

In addition to the Development Application, the property can be considered to be rezoned as part of the broader Medowie Town Centre improvements which are currently underway. This may include investigating alternate uses for the facility and/or broader site.

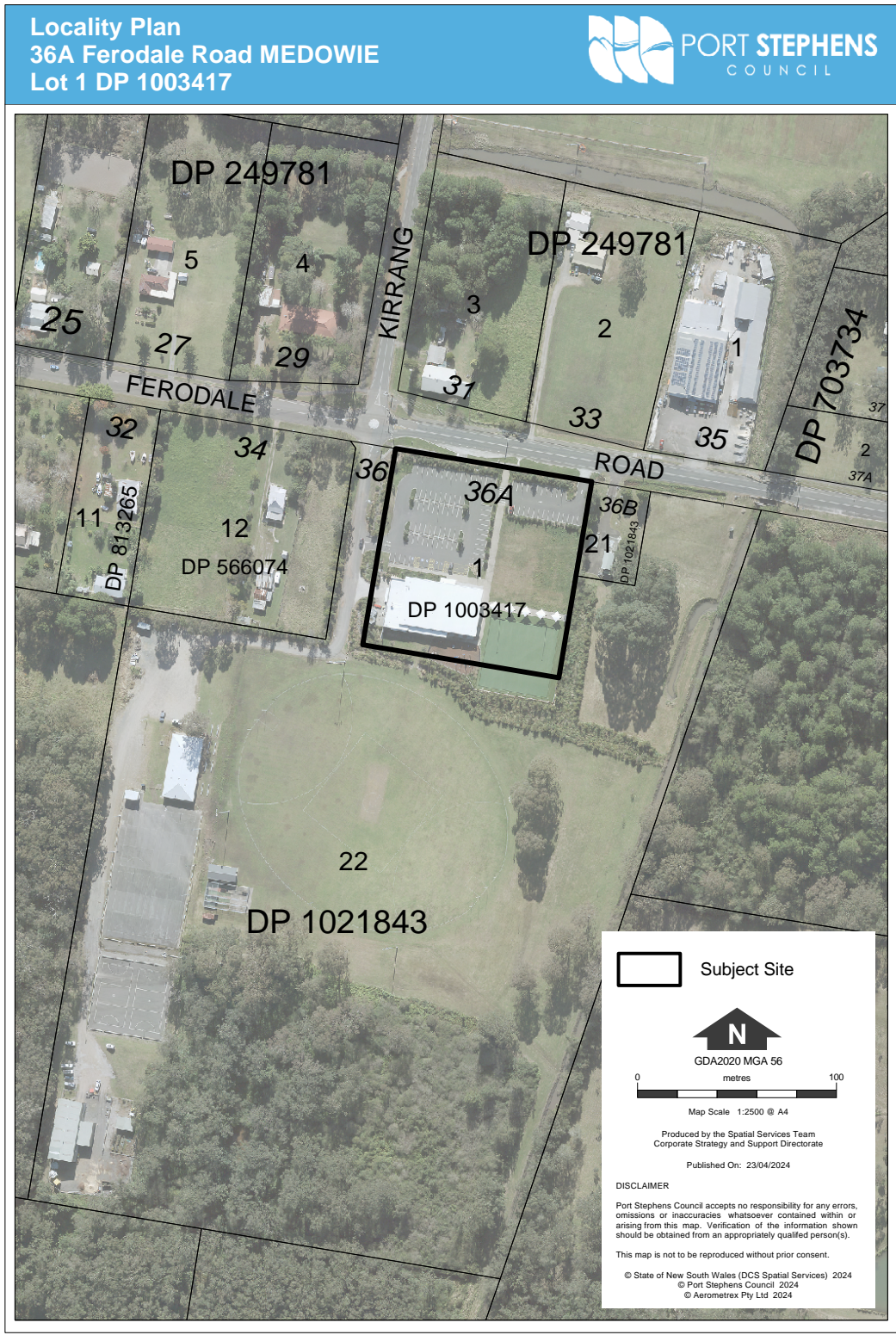
FINANCIAL/RESOURCE IMPLICATIONS

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

ATTACHMENTS

- 1) Locality Plan. [↓](#)

ITEM 1 - ATTACHMENT 1 LOCALITY PLAN.



116 Adelaide Street, Raymond Terrace NSW 2324. Phone: (02) 49800255 Fax: (02) 49873612 Email: council@portstephens.nsw.gov.au

NOTICE OF MOTION

ITEM NO. 2

FILE NO: 24/100949

EDRMS NO: PSC2021-04195

PLANNING POLICIES

COUNCILLOR: GIACOMO ARNOTT

THAT COUNCIL:

- 1) Requests the General Manager to:
 - a) Amend the Council Related Planning Matters Policy and the Exceptions to Development Standards Policy (the “Policies”) to include Policy statements to the effect of “Development Applications (DAs) for single dwellings and dual occupancies on land with a slope of 10 degrees or more, that seek to vary development standard ‘4.3 Height of Buildings’, by greater than 10%, be determined by staff under delegation”, and that “such DAs be included in PS Newsletter prior to determination”.
 - b) Make the necessary administrative amendments to the Policies to enable the intended effect to take place.
 - c) Place the amended Policies on Public Exhibition for a period of 28 days and should no submissions be received, the policies be adopted, without a further report to Council.

BACKGROUND REPORT OF: EVERT GROBBELAAR – DEVELOPMENT AND COMPLIANCE SECTION MANAGER

BACKGROUND

At the 12 December 2023 Council meeting, Council resolved to request the General Manager to present options for a Local Environmental Plan (LEP) amendment to better manage Clause 4.6 variations to Clause 4.3 Height of Buildings exceedances on sloping residential land.

The proposed amendments to the Council Related Planning Matters Policy and the Exceptions to Development Standards Policy; as opposed to an LEP amendment, are the result of ongoing consultation and engagement with Councillors.

The Council Related Planning Matters Policy provides guidance on the procedure for Councillors to provide input into the determination of development applications, planning proposals, and manage potential conflicts of interest for Council-related development in the interest of public transparency.

The Exceptions to Development Standards Policy provides guidance on the application and administration of Clause 4.6 Exceptions to Development Standards in the Port Stephens Local Environmental Plan 2013.

It is proposed to delegate authority to Council staff to determine Clause 4.6 variations to Clause 4.3 Height of Buildings, for height exceedances greater than 10%, on land with a 10 degree or greater slope. The adopted slope of 10 degrees was selected as being a threshold appropriate for applications exceeding the height limit due to topography constraints rather than designs that seek a higher scale. This is recommended to apply to single dwellings and dual occupancies, being the 2 most common building types in these areas.

Historic DAs on land with a 10 degree or greater slope generally had steep terrain impacting the building footprint (26.5 degrees was the highest slope recorded from 2020 DA approvals to present).

Council staff are able to complete a measurement of the angle under the affected area of exceedance in the building footprint with currently available software. The slope will be reviewed on DA lodgement and if a DA has both an exceedance of height greater than 10% and is on an area of slope 10 degrees or more, Councillors would be notified via PS News of the application. This approach will allow Councillors to be informed of the respective height variations and provides the opportunity for the DAs to be called up.

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.