



PORT STEPHENS

C O U N C I L

SUPPLEMENTARY INFORMATION

ORDINARY COUNCIL MEETING
10 JUNE 2025

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

SUPPLEMENTARY INFORMATION

ITEM NO. 5

FILE NO: 25/142945
EDRMS NO: PSC2023-03566

DRAFT LOCAL INFRASTRUCTURE CONTRIBUTIONS PLAN 2020 - COMPREHENSIVE AMENDMENT

REPORT OF: BROCK LAMONT - STRATEGY & ENVIRONMENT SECTION
MANAGER
DIRECTORATE: COMMUNITY FUTURES

RECOMMENDATION IS THAT COUNCIL:

- 1) Place the draft Port Stephens Local Infrastructure Contributions Plan - Comprehensive Amendment on public exhibition.
- 2) Exhibit the draft Port Stephens Local Infrastructure Contributions Plan - Comprehensive Amendment (the Amendment) for 28 days in accordance with the Environmental Planning and Assessment Act 1979 and Environmental Planning and Assessment Regulation 2021.

BACKGROUND

As previously endorsed by Council, the recommendation has been updated.

ATTACHMENTS

Nil.

SUPPLEMENTARY INFORMATION

ITEM NO. 11

FILE NO: 25/138824
EDRMS NO: A2004-0984

CODE OF CONDUCT

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

RECOMMENDATION IS THAT COUNCIL:

- 1) Place the revised Code of Conduct shown at (**ATTACHMENT 1**) on public exhibition for a period of 28 days, including the Supplementary Information.
- 2) Should no submissions be received the Code of Conduct be adopted without a further report to Council.
- 3) Revoke the Code of Conduct dated 27 September 2022, Minute No. 266 should no submissions be received.

BACKGROUND

The purpose of this report is to provide Council will minor changes to the new clauses 3.24 to 3.28 relating to new Child Safe legislative requirements.

ISSUES

The new clauses 3.24 to 3.28 are provided below the amendments highlighted:

Protecting and supporting Children

3.24 Council **complies with and** fully supports the aims and objectives of child protection legislation and associated provisions. Child protection is everyone's responsibility and you have an obligation to protect children from abuse and to report any suspected reportable allegations of Council employees, Mayor, Councillors and contractors engaged in child related work, to your supervisor, People and Culture **or** directly to the General Manager.

3.25 What is reportable Conduct?

3.26 The Children's Guardian Act 2019 defines reportable conduct as:

- a) A sexual offence, for example, sexual touching of a child, a child grooming offence, production, dissemination or possession of child abuse material.
- b) Sexual misconduct, for example, conduct that is sexual in nature towards or in the presence of a child such as descriptions of sexual acts without legitimate

reasons to provide the descriptions, sexual comments, conversations or communications.

- c) Ill-treatment of a child, for example, conduct that is seriously inappropriate, improper, inhumane or cruel such as excessive or degrading demands of a child, a pattern of hostility towards a child or using inappropriate forms of behaviour management towards a child.
- d) Neglect of a child, for example, significant failure to provide adequate and proper food, supervision, nursing, clothing, or medical aid for a child in your care whilst engaged in Council duties.
- e) An assault against a child, meaning intentional or reckless application of physical force without lawful justification or excuse, including, hitting, striking, kicking, punching, dragging or threatening to physically harm a child.
- f) An offence under s 43B (failure to protect a child) or s 316A (failure to report child abuse) of the Crimes Act 1900
- g) Behaviour that causes significant emotional or psychological harm to a child, for example conduct that is intentional and reckless which results in significant harm or trauma to a child. This might be an unreasonable act or a series of acts which results in evidence of psychological harm such as regressive behaviour in the child, distress, anxiety and other physical symptoms.

3.27 As a Council official you must:

- a) Treat children with respect and value their ideas and opinions
- b) Listen to children and respond to them appropriately
- c) Report any conflicts of interest (such as an outside relationship with a child for whom you are caring)
- d) Take all reasonable steps to protect children from abuse
- e) Welcome children and their families to participate in programs, services and provide feedback
- f) Respect the privacy of children and their families by keeping information about child protection concerns confidential in accordance with the law
- g) Take a child seriously if they disclose harm or abuse
- h) Uphold the rights of the child and prioritise their needs, safety and wellbeing
- i) Report any misconduct or inappropriate behaviour in relation to children, to your supervisor, People support and Culture or the CEO General Manager
- j) Contact the police if a child is at immediate risk of abuse – phone 000.

3.28 As a Council official you must not:

- a) Shame, humiliate, oppress, belittle or degrade children
- b) Use hurtful, discriminatory or offensive behaviour or language with children
- c) Engage in unwarranted and inappropriate touching involving a child
- d) Be alone with a child unnecessarily and for more than a very short time
- e) Arrange contact, including online contact, with children, outside of Council's policies, services, programs and activities

- f) Photograph or video an individual child without the consent of the child and their parent/s or guardian
- g) Work with children while impaired by alcohol or illegal drugs
- h) Engage in discussions of a sexual nature in the presence of children and young people or show pornographic images to children and young people including cadets, trainees, apprentices, work place students and volunteers.
- i) Failure to adhere to these standards of behaviour may result in a reportable allegation to the Office of Children's Guardian and/or disciplinary action.

ATTACHMENTS

Nil.

SUPPLEMENTARY INFORMATION

ITEM NO. 2

FILE NO: 25/143957
EDRMS NO: PSC2024-04455

ATTENDANCE AT COMMITTEES AND GROUPS

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

RECOMMENDATION IS THAT COUNCIL:

- 1) Receive and note the information.

BACKGROUND

The purpose of this report is to provide an updated Attendance at Committees and Groups list shown at (**ATTACHMENT 1**).

ATTACHMENTS

- 1) Attendance at Committees and Groups list.

ITEM 2 - ATTACHMENT 1 ATTENDANCE AT COMMITTEES AND GROUPS LIST.

Committees and Groups Attendance List - October 2024 to April 2025						
No.	Committee Name	Meeting Cycle	Directorate	Delegates	Meeting Date	Attendees
1	Aboriginal Strategic Committee	Quarterly	Community Futures	Mayor Anderson Cr Frands	1/04/2025	Meeting cancelled.
2	Audit Risk and Improvement Committee (ARIC)	At least 4 times a year or when necessary	General Manager's Office	Cr Wells	10/10/2024 27/02/2025	Delegate not appointed as this time. Cr Wells
3	Hinton School of Arts Committee	Committees are required to hold at least 3 meetings per year at a time to be decided by the committee	Facilities & Infrastructure	Cr Arnott Cr Frands Cr Le Mottee	28/10/2024 19/02/2025	Nil *Invitation not received. Nil *Invitation not received.
4	Karuah Community Hall Committee	Committees are required to hold at least 3 meetings per year at a time to be decided by the committee.	Facilities & Infrastructure	Cr Doohan Cr Niland Cr Wells	13/03/2025	Cr Wells
5	Lemon Tree Passage Old School Centre Committee	Committees are required to hold at least 3 meetings per year at a time to be decided by the committee	Facilities & Infrastructure	Cr Doohan Cr Niland Cr Wells	20/10/2024 17/02/2025	Cr Wells Cr Wells
6	Medowie Sports Council	Meets every 3 months - February, May, August, November 1st Monday of the month	Facilities & Infrastructure	Cr Doohan Cr Niland Cr Wells	30/10/2024 19/03/2025	Cr Wells Cr Niland Cr Wells
7	Nelson Bay Community Hall Committee	Committees are required to hold at least 3 meetings per year at a time to be decided by the committee	Facilities & Infrastructure	Cr Armstrong Cr Errington Cr Watson	06/11/2024 19/02/2025	Cr Armstrong Cr Errington Nil
8	Port Stephens Australia Day Committee	Committees are required to hold at least 3 meetings per year at a time to be decided by the committee	Community Futures	Mayor Anderson Cr Arnott Cr Errington Cr Frands Cr Niland	04/11/2024 13/03/2025	Mayor Anderson Cr Armstrong Cr Errington Cr Frands Cr Arnott - *Invitation error. Mayor Anderson Cr Arnott Cr Errington
9	Port Stephens Sister Cities Committee	Committees are required to hold at least 3 meetings per year at a time to be decided by the committee	General Manager's Office	Mayor Anderson Cr Armstrong Cr Frands Cr Wells	20/11/2024 18/12/2024 19/02/2025 19/03/2025	Mayor Anderson Cr Armstrong Nil Cr Armstrong Cr Armstrong
10	Raymond Terrace Senior Citizens Hall Management Committee	Committees are required to hold at least 3 meetings per year at a time to be decided by the committee	Facilities & Infrastructure	Cr Arnott Cr Frands Cr Le Mottee	3/03/2025	Cr Frands Cr Arnott - *Invitation not received.
11	Salt Ash Community Hall	Committees are required to hold at least 3 meetings per year at a time to be decided by the committee	Facilities & Infrastructure	Cr Doohan Cr Niland Cr Wells	29/11/2024 21/02/2025	Cr Wells Cr Wells Cr Niland
12	Salt Ash Sports Ground Committee	Committees are required to hold at least 3 meetings per year at a time to be decided by the committee	Facilities & Infrastructure	Cr Doohan Cr Niland Cr Wells	19/02/2025	Nil
13	Strategic Arts Committee	Quarterly	Community Futures	Mayor Anderson Cr Armstrong Cr Frands Cr Wells	12/03/2025	Mayor Anderson Cr Armstrong

ITEM 2 - ATTACHMENT 1 ATTENDANCE AT COMMITTEES AND GROUPS LIST.

14	Tanilba Foreshore Hall Committee	Committees are required to hold at least 3 meetings per year at a time determined by the committee	Facilities & Infrastructure	Cr Doohan Cr Niland Cr Wells	12/10/2024 8/02/2025	Nil Cr Niland Cr Wells
15	Tilligerry Sports Council	3rd Monday every 4 months - February, June and October	Facilities & Infrastructure	Cr Doohan Cr Niland Cr Wells	06/11/2024 05/03/2025	Cr Wells Cr Wells
16	Tomaree Sports Council	4th Wednesday - February, May, August and November	Facilities & Infrastructure	Cr Armstrong Cr Errington Cr Watson	23/10/2024 24/02/2025	Mayor Anderson Cr Errington Cr Watson Cr Errington
17	West Ward Sports Council	2nd Monday every 4 months - February, June, October	Facilities & Infrastructure	Cr Arnott Cr Errington Cr Francis Cr Le Mottee	11/11/2024 10/03/2025	Mayor Anderson Nil
18	AGL Newcastle Gas Storage Facility Community Dialogue Group	Quarterly – March, June, September, December	General Manager's Office	Mayor Anderson	28/11/2024 26/02/2025	Staff representative Staff representative
19	Birubi Point Cultural Heritage Advisory Panel	3 times / year	Community Futures	Cr Wells Alternate - Cr Doohan	01/11/2024 04/04/2025	Nil Nil
20	Brandy Hill Quarry Community Consultative Committee	Bi-annually	General Manager's Office	Cr Francis Alternate - Cr Arnott Alternate, as required - Assets Section Manager/Strategy & Environment Section Manager	16/10/2024	Nil
21	Cabbage Tree Road Community Consultative Committee	Quarterly	Corporate Strategy & Support	Cr Arnott Alternate - Cr Francis	17/12/2024 11/03/2025	Staff representative Staff representative
22	Comprehensive Koala Plan of Management Implementation Committee	Quarterly	Community Futures	Mayor Anderson Alternate - Cr Armstrong	06/11/2024 12/02/2025	Mayor Anderson Mayor Anderson Cr Armstrong
23	Communication and Engagement Advisory Group	2 to 6 meetings per year	Community Futures	Mayor Anderson Cr Armstrong Cr Francis Cr Niland Cr Watson Cr Wells	16/04/2025	Mayor Anderson Cr Armstrong Cr Francis Cr Watson Cr Wells
24	Community Support Fund	Annual	Community Futures	Mayor Anderson Cr Armstrong Cr Errington Cr Francis Cr Niland Alternates - Cr Arnott Cr Doohan Cr Watson Cr Wells	20/03/2025	Mayor Anderson Cr Errington Cr Niland Cr Armstrong ** Process managed through SmartyGrants portal.
25	Disability Inclusion and Access and Advisory Group	3 times per year	Community Futures	Cr Wells (co-Chair) Cr Armstrong		Group has not been formed as yet. Expressions of interest are currently open.

ITEM 2 - ATTACHMENT 1 ATTENDANCE AT COMMITTEES AND GROUPS LIST.

26	Environmental Advisory Group	4 times per year	Community Futures	Mayor Anderson (Chair) Cr Armstrong Alternate - Cr Doohan	26/02/2025	Mayor Anderson Cr Armstrong
27	General Manager's Performance Review	At least annual	Mayor's Office	Mayor Anderson Cr Arnott Plus a Councillor nominated at the time by the General Manager		No meetings held.
28	Heritage Advisory Group	4 times per year	Community Futures	Cr Wells Alternate - Cr Armstrong	27/03/2025	Cr Wells Cr Armstrong
29	Homelessness Stakeholder Advocacy Group	Twice per year	Community Futures	Mayor Anderson Cr Armstrong Cr Errington Cr Le Mottee	10/02/2025	Mayor Anderson Cr Errington
30	Hunter Joint Organisation	Bi-monthly	General Manager's Office	Mayor Anderson	24/10/2024 12/12/2024 13/02/2025 10/04/2025	Mayor Anderson Mayor Anderson Mayor Anderson Mayor Anderson
31	International Women's Day Scholarship Panel	Annual	General Manager's Office	Mayor Anderson Cr Armstrong Cr Doohan Cr Francis Cr Wells	24/02/2025	Mayor Anderson Cr Armstrong Cr Wells
32	Customer and Community Advisory Group (CCAG) (Hunter Water Corporation)	Meets quarterly	General Manager's Office	Cr Francis Alternate - Cr Le Mottee	12/11/2024 24/03/2025	Cr Francis Nil
33	Hunter and Central Coast Planning Panel	As required	Community Futures	Mayor Anderson Cr Arnott Alternates - Cr Errington Cr Francis Cr Niland	14/01/2025 17/02/2025 04/03/2025	Mayor Anderson Cr Arnott Mayor Anderson Cr Arnott Mayor Anderson Cr Arnott
34	Local Government Community Safety & Crime Prevention Network for NSW	Bi-annually	Facilities & Infrastructure	Mayor Anderson	17/03/2025	Nil
35	Local Traffic Committee	1st Tuesday of every month	Facilities & Infrastructure	Mayor Anderson Cr Niland Alternate - Cr Errington	05/11/2024 03/12/2024 04/02/2025 01/04/2025	Mayor Anderson Cr Niland Mayor Anderson Cr Niland Nil Cr Niland
36	Lower Hunter Bushfire Management Committee	Meets quarterly	Facilities & Infrastructure	Cr Arnott Cr Watson Alternate - Mayor Anderson	5/03/2025	Cr Arnott
37	Lower Hunter Community Advisory Group (Local Land Services)	Meets annually	General Manager's Office	Cr Francis Alternate - Cr Le Mottee		This Committee no longer exists.

ITEM 2 - ATTACHMENT 1 ATTENDANCE AT COMMITTEES AND GROUPS LIST.

38	Marine Parks Advisory Panel	Meets a minimum of twice a year	Community Futures	Mayor Anderson Alternates - Cr Armstrong Cr Watson		No meetings held.
39	NSW Public Libraries Association (Central East Zone)	Meets 3 times per year	Facilities & Infrastructure	Cr Wells Alternate - Cr Armstrong	27/02/2025	Nil
40	Port Stephens Floodplain Advisory Panel	As required	Facilities & Infrastructure	Cr Francis Alternates - Cr Arnott Cr Errington		No meetings held.
41	Port Stephens Local Heath Committee	Meets 3 to 4 times per year	Community Futures	Cr Armstrong Alternate - Mayor Anderson	05/12/2024 12/02/2025	Cr Armstrong Cr Armstrong
42	Port Stephens/Myall Lakes Estuary and Coastal Zone Management Committee	As required	Community Futures	Cr Armstrong Alternate - Mayor Anderson		No meetings held.
43	RFS District Liaison Committee Meeting	As set by RFS	Facilities & Infrastructure	Cr Arnott Alternate - Cr Watson		No meetings held.
44	Salt Ash Sand Project Community Consultative Committee	As required	General Manager's Office	Cr Doohan Alternate - Cr Wells		This Committee has been paused.
45	Stone Ridge Community Consultative Committee	Quarterly	General Manager's Office	Cr Francis Alternates - Cr Arnott Cr Le Mottee		Committee is not meeting.
46	Tomaree Lodge Community Engagement Committee	Up to 6 times per year	General Manager's Office	Mayor Anderson	16/10/2024 20/02/2025 15/05/2025	Mayor Anderson Mayor Anderson Mayor Anderson
47	Williamstown Consultative Committee Forum	Annually	General Manager's Office	Mayor Anderson (General Manager)		No meetings held.
48	Worimi Conservation Lands Board of Management	Meets 4 times a year	General Manager's Office	Cr Francis Alternate - Mayor Anderson		Council delegates are yet to be appointed by the Minister.