



PORT STEPHENS

C O U N C I L

SUPPLEMENTARY INFORMATION

ORDINARY COUNCIL MEETING
28 OCTOBER 2025

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SUBJECT

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

SUPPLEMENTARY INFORMATION

ITEM NO. 6

FILE NO: 25/283187
EDRMS NO: PSC2024-03481

DEVELOPMENT CONTROL PLAN 2025

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

RECOMMENDATION IS THAT COUNCIL:

- 1) Receive and note the submissions received during the exhibition period.
- 2) Endorse the Port Stephens Development Control Plan 2025, as amended and inclusive of the amendments to Chapter B3 (**ATTACHMENT 1**).
- 3) Repeal the Port Stephens Development Control Plan 2014. Provide public notice that the Port Stephens Development Control Plan 2025 has been approved and that the Port Stephens Development Control Plan 2014 has been repealed in accordance with the Environmental Planning and Assessment Regulation 2021.

BACKGROUND

The purpose of this report is to present an amendment to the draft Development Control Plan 2025 (**ATTACHMENT 1**).

Chapter B3 Stormwater Management has been amended to:

- Align with updated Hunter Water Corporation guidelines for development in the Drinking Water Catchment: Protecting our drinking water catchments - Guidelines for developments in drinking water catchments.
- Update the numbering of controls.

ISSUES

Hunter Water Corporation has been collaborating with Hunter Councils on the preparation of an update to the guidelines for development in the Drinking Water Catchment: Protecting our drinking water catchments - Guidelines for developments in drinking water catchments. Hunter Water Corporation has written to Council to request the Development Control Plan 2025 be amended to align with the updated guidelines.

Changes post-exhibition are highlighted in blue. Defined terms are highlighted in yellow and hyperlinks are highlighted in green.

ATTACHMENTS

- 1) Amended Chapter B3 of the Development Control Plan 2025. [↓](#)

B3 Stormwater Management

Application

This chapter applies to development that:

- Increases **impervious surfaces** and/or impacts on water quality; and
- Drains to the **public drainage** system.

This chapter should be read in conjunction with **clause 7.8 Drinking water catchments** and **clause 7.10 Williams River catchment** of the *Port Stephens Local Environmental Plan 2013*.

Site-specific DCP chapters with additional stormwater management objectives and controls may apply. Development may require buffers to **riparian corridors** consistent with the relevant objectives and controls in Chapter B2 Natural Environment of this DCP.

Development involving a **controlled activity** within **waterfront land** must meet the requirements of the ***Water Management Act 2000 (NSW)***.

Chapter Summary

- Development has the potential to create stormwater quantity and quality impacts and an application needs to demonstrate how these impacts will be appropriately managed.
- The requirements for managing stormwater vary depending on location. Sites located within areas with an approved regional stormwater treatment system (as identified in **Water Sensitive Urban Design Strategies - WSUDS**) or in a **Stormwater Control Area** will have additional requirements. These controls must be addressed together with the general requirements.
- Some sites are located within a drinking water catchment. Development in these areas may have additional requirements to improve or maintain drinking water quality.
- Design specification **0074 Stormwater Drainage Design** provides detailed technical guidance on stormwater drainage design requirements to assist in the implementation of this DCP chapter.
- Development should consider infiltration and soil type. Further information is available at **Soil Infiltration Technical Information Sheet** and **Hydrologic Soil Mapping**.

B3.A Stormwater quantity

Objectives

- To minimise impacts on water balance, surface water and groundwater flow and volume regimes and flooding.
- To ensure development considers and manages stormwater quantity impacts within a site and on the surrounding area.
- To ensure development takes into account local constraints and manages stormwater to minimise risk and nuisance caused by localised drainage issues.
- To ensure development provides a legal and physical point of stormwater discharge.
- To encourage the provision of stormwater detention on a lot and regional scale.
- To ensure stormwater quantity is managed during construction to avoid environmental impacts.

The controls below set out requirements for development to meet the above objectives. If a development application can meet the objectives by an alternative solution, Council will be flexible in applying these provisions of the DCP (See section 4.15(3A) of the EP&A Act).

Controls

B3.1 General requirements for all development:

- Development is designed to ensure stormwater is managed and controlled to minimise risk and nuisance to neighbouring properties, public roadways, public spaces, and the environment.
- Development ensures stormwater leaves the site via a legal and physical point of discharge.
- Development is designed to align with Council's design specification 0074 Stormwater Drainage Design including the Future effective percent impervious table.
- Development is designed to align with Council's Soil Infiltration Technical Information Sheet and Hydrologic Soil Mapping.
- Development for subdivision of more than 5 lots requires the provision of regional stormwater treatment measures and the preparation of a Water Sensitive Urban Design Strategy, unless it can demonstrate access to a regional stormwater treatment system with sufficient stormwater quantity and quality management capacity.
- Development ensures erosion and scour is managed on-site and avoids the discharge of concentrated surface flow during construction.

The DASH sets out the information that is required to accompany a development application to address the relevant objectives and controls of this chapter.

B3.2 General requirements for all development with **on-site infiltration** / detention:

- **On-site infiltration** / **on-site detention** design is to be provided by either underground chambers, surface storage or a combination of the two and are generally positioned:
 - under grassed areas for any cellular system (which can be easily maintained).
 - under hardstand areas such as driveways for any concrete tank structures.

B3.3 General requirements for all rear sloping lots:

- Rear sloping lots that naturally drain away from the road frontage and are not serviced by an existing drainage easement or inter-allotment drainage system must provide a legal point of discharge and apply the following:
 - The provision of a drainage easement may be required through adjoining private land if a legal point of discharge is not available.
 - A charged drainage system to the street may be considered for roof drainage if it is demonstrated to be functional.
 - It must be demonstrated that neighbouring properties are not adversely impacted for all design storm events up to and including the 1% AEP events.

B3.4 General requirements for lots that naturally drain directly to a public reserve or waterbody:

- If a **public drainage** connection is not available, **on-site detention** or infiltration is not required provided the following is achieved:
 - Stormwater discharges up to the 1% AEP event are managed and controlled within the site to avoid offsite scour and erosion.
 - Flows must not cause nuisance to the downstream environment.

B3.5 Additional requirements for development in areas with a regional stormwater treatment system (**Water Sensitive Urban Design Strategy** or WSUD Strategy):

- If the total impervious site coverage (both existing and proposed impervious areas) is below the allowance identified in the applicable WSUD Strategy, requirements in control B4.1 do not apply.
- If the total impervious surface site coverage exceeds the requirements of the applicable WSUD Strategy, additional treatment is required for the excess impervious area as per the requirements in Table 1 Stormwater control area requirements.

Some areas have regional stormwater management treatment systems with an accompanying WSUD Strategy including requirements for managing stormwater. To find out if a WSUD Strategy applies go to **Council's website**.

B3.6 Additional requirements for development in stormwater control areas:

- Development is to satisfy the requirements set out in Table 1 Stormwater control area requirements, below.
- If **on-site infiltration** is demonstrated to not be appropriate due to the site conditions the requirements for clay soils apply.
- Pre-developed flow rates are to be calculated **for the current day** assuming that the site is **greenfield** and hence 100% pervious.

Stormwater control areas are areas that are zoned for urban development but do not have an approved **WSUD strategy** and are identified on **Council's mapping**.

Figure 3: Stormwater control area requirements

Development	Stormwater quantity control area requirements	
	Sandy Soils (Types A & B)	Clay Soils (Types C & D)
Small-scale residential development including: • Alterations and additions • Dwelling house • Secondary dwellings • Attached and semi-detached dwellings • Dual occupancies • Two lot subdivision • Ancillary structures	1. A Deemed to Comply solution can be used OR 2. Provide a stormwater management plan that includes stormwater mitigation (as per B4.1 General requirements for all development the requirements for the development type "All other development").	
All other development	<u>Infiltration requirements</u> For on-site infiltration : • The rainfall depth for the 10% AEP event is to be infiltrated within the site without runoff, and • The post-developed 1% AEP peak flow must not exceed the pre-developed 10% AEP peak flow from the site. The post-developed peak flow rate is to be less than the pre-developed flow rate for all	<u>Detention requirements</u> For on-site detention : • The post-developed 1% AEP peak flow must not exceed the pre-developed 10% AEP peak flow from the site. For an on-site and regional stormwater quantity management system: • The post-developed peak flow rate is to be

Draft Port Stephens Development Control Plan 2025 27

	flood events up to the 1% AEP. For a regional stormwater quantity management system: The post-developed peak flow rate is to be less than the pre-developed flow rate for all flood events up to the 1% AEP.	less than the pre-developed flow rate for all flood events up to the 1% AEP.
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B3.B Stormwater quality

Objectives

- To ensure development does not detrimentally impact on water quality.
- To safeguard water quality within drinking water catchments.
- To safeguard the natural environment.
- To ensure water quality is protected and maintained during construction and operation of the development.

Development in a drinking water catchment

Development that has the potential to affect water quality in a drinking water catchment will be referred to Hunter Water Corporation under **section 51** of the *Hunter Water Act 1991 (NSW)*. Refer to Hunter Water Corporation's **Protecting our drinking water catchments - Guidelines for developments in drinking water catchments** for development types that will likely require referral to Hunter Water Corporation. **Hunter Water Corporation requires that all development in a drinking water catchment achieves a Neutral or Beneficial Effect.**

Controls

B3.7 Requirements for development within a drinking water catchment:

- Before water is released into **public drainage**, the development must achieve a Neutral or Beneficial Effect (NorBE) on water quality ~~or~~ **and the following water quality stripping targets (testing of both criteria is required to achieve the better water quality outcome whichever achieves the better water quality outcome):**
 - Total nitrogen retention post-development load: 45%
 - Total phosphorous retention post-development load: ~~60%~~ **65%**
 - Total suspended solids post-development load: ~~90%~~ **85%**
 - Gross pollutants post-development load: 90%

- Water quality modelling (such as MUSIC modelling or SSSQM certification) must be used to demonstrate the achievement of water quality outcomes and targets.

Control B3.7 does not apply to:

- ~~Development that is a dwelling house, semi-detached dwelling, secondary dwelling, dual occupancy, two-lot subdivision, and/or ancillary structure to residential development;~~
- ~~Alterations and additions to a dwelling house, semi-detached dwelling, secondary dwelling, and/or ancillary structure to residential development;~~
- ~~All minor alterations and additions;~~
- Development on lots less than 250m²;
- Development that, in the opinion of Council, will not impact water quality; or
- Development where a WSUD strategy applies and supporting information is provided demonstrating that the water quality requirements in the WSUD strategy have been incorporated into the development.

NorBE

In demonstrating the achievement of water quality outcomes, NorBE assessment may require an additional risk assessment depending on the development type.

B3.8 Requirements for development outside a drinking water catchment:

- The following water quality stripping targets must be achieved before water is released into public drainage:
 - Total nitrogen retention post-development load: 45%
 - Total phosphorous retention post-development load: 60% 65%
 - Total suspended solids post-development load: 90% 85%
 - Gross pollutants post-development load: 90%
- Water quality modelling (such as MUSIC modelling or SSSQM certification) must be used to demonstrate the achievement of water quality outcomes and targets.

Control B3.8 does not apply to:

- Development that is a dwelling house, semi-detached dwelling, secondary dwelling, dual occupancy, two-lot subdivision, and/or ancillary structure to residential development;
- Alterations and additions to a dwelling house, semi-detached dwelling, secondary dwelling, and/or ancillary structure to residential development;
- All minor alterations and additions;

- Development that, in the opinion of Council, will not impact water quality; or
- Development where a WSUD strategy applies and supporting information is provided demonstrating that the water quality requirements in the WSUD strategy have been incorporated into the development.

B3.9 Requirements for stormwater quality improvement devices:

- Devices must be sited and designed to be taken offline from stormwater quantity drainage systems; and
- Devices must be maintained during the ongoing operation of the development.

B3.10 Erosion and sediment control measures consistent with the construction specification 1102 Control of Erosion and Sedimentation (Construction) must be maintained during construction.

SUPPLEMENTARY INFORMATION

ITEM NO. 8

FILE NO: 25/290925
EDRMS NO: PSC2014-01768

REVISED COMMUNICATION AND ENGAGEMENT STRATEGY

REPORT OF: AMBER HERRMANN - ACTING COMMUNICATION &
CUSTOMER EXPERIENCE SECTION MANAGER
DIRECTORATE: COMMUNITY FUTURES

RECOMMENDATION IS THAT COUNCIL:

- 1) Receive and note the submissions received during the public exhibition of the revised Communication and Engagement Strategy 2025-2030.
- 2) Adopt the revised Communication and Engagement Strategy 2025-2030 as amended including **(ATTACHMENT 1)** of the Supplementary Report.

BACKGROUND

The purpose of this Supplementary Report is to present the amendments made to the Communication and Engagement Strategy 2025-2030 after feedback was received from Councillors and Communication and Engagement Advisory Group members, after the business paper was publicly available.

Council, at its meeting of 26 August 2025, resolved to defer the Revised Communication and Engagement Strategy business paper report.

Following the deferral, Council staff have further engaged with the Communication and Engagement Advisory Group to discuss a number of changes that were proposed.

The changes specifically address the following:

Community Participation Section	Page	Changes
Addendum Request	Pg. 30	Additional wording on early engagement, including the provision of a communications and engagement report by the proponent outlining what communication and engagement has been undertaken as part of pre-lodgement and how this feedback has been considered. Possible requirement of a Social Impact Assessment is also identified and, if required, this will be prepared in

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		consultation with the Department of Planning, Housing and Infrastructure.
1. Scoping Proposal	Pg. 31	Including the provision of a communications and engagement report by the proponent outlining what communication and engagement has been undertaken as part of pre-lodgement and how this feedback has been considered. Possible requirement of a Social Impact Assessment is also identified and, if required, this will be prepared in consultation with the Department of Planning, Housing and Infrastructure.
2. Planning Proposal	Pg. 31	Inclusion of additional information about notification to the affected community. Inclusion of notification via letter to adjacent landowners.
3. Planning Proposal	Pg. 31	Correction of the error identified in the subheading. Subheading changed from Planning Proposal to Gateway Determination.
5. Public Exhibition	Pg. 32	Inclusion of additional information about notification to affected community. Inclusion of notification via letter to adjacent landowners.
Environmental Planning Act principles	Pg. 26	Included a summary introduction to the CPP about the principles of the Environment and Planning Assessment Act and how the CPP aligns.

The Communication and Engagement Strategy 2025-2030 including the revised pages is provided (**ATTACHMENT 1**).

A comprehensive summary of the changes can be found at (**ATTACHMENT 2**).

ISSUES

Should the amendment provided as (**ATTACHMENT 1**) of this Supplementary Report not be adopted, there is a risk that the Communication and Engagement Strategy does not reflect the community engagement that occurs during the addendum request or planning proposal process.

ATTACHMENTS

- 1) Revised Communication and Engagement Strategy 2025-2030. [↓](#)
- 2) Community Participation Plan Changes Fact Sheet. [↓](#)

Draft Port Stephens Communication and Engagement Strategy 2025 to 2030



Our vision is to actively communicate and engage in a way that tells our stories, listens to our community, informs our future and improves the wellbeing of those that live, work and visit in Port Stephens.



GUUDJI YIIGU

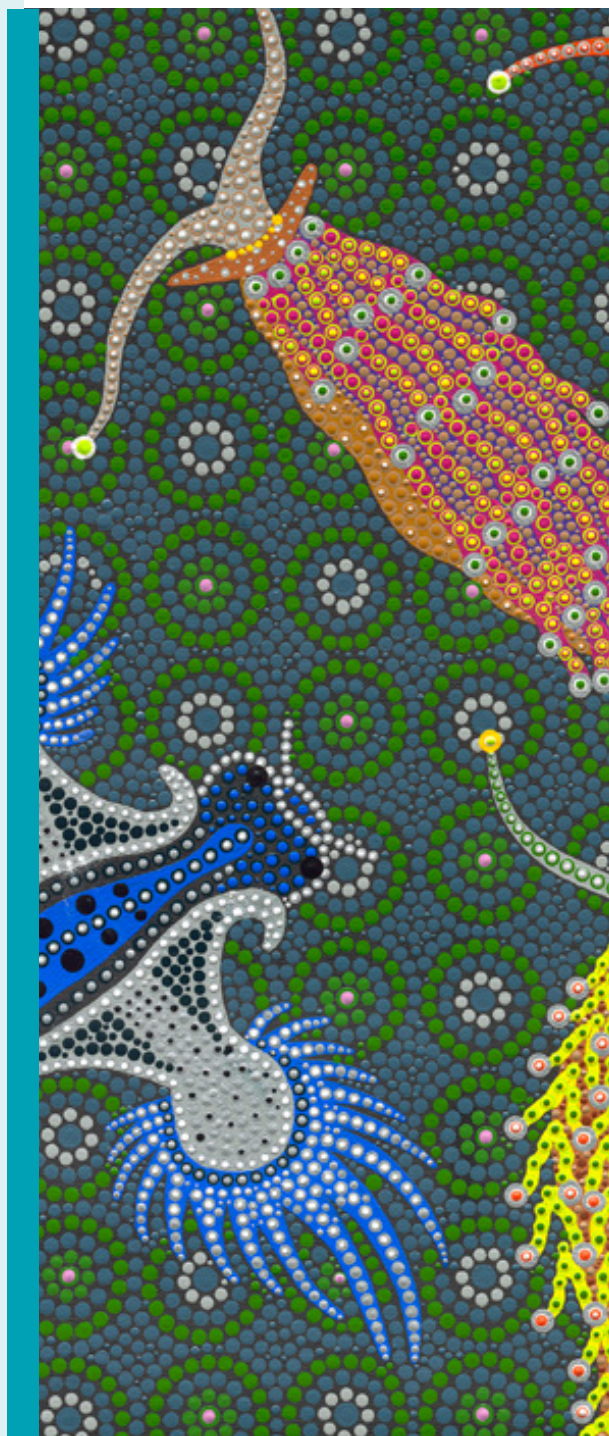
(GOO-JEE IK-KOO)

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

Communication is key.

Clear and honest communication is the cornerstone of our commitment to our community. We strive to be an open and transparent organisation where communications and engagement is at the centre of what we do.

Our Communication and Engagement Strategy 2025 to 2030 is our commitment to keeping you informed and involved. Since its original adoption in 2022, this strategy has provided the framework for active engagement and conversations to encourage all voices of our diverse community to have their say.

The recent review of this strategy, following the 2024 election has allowed us to reflect on how far we've come in a short time, and identify areas for further improvement to build a community that is more engaged and informed.

Our Communication and Engagement Advisory Group (CEAG), established in 2023, has been instrumental in providing valuable insights and guidance. The value of the CEAG can't be overstated. By involving the community in the early stages of our planning, we'll deliver better outcomes across our community.

The 2025 to 2030 strategy continues to build on this success and create more opportunities for our community to be involved in decisions that impact their everyday. My fellow Councillors and I encourage you to connect with your Council, explore what's happening in your community and share your input into decisions to shape the future of this incredible place we call home.



Leah Anderson

Leah Anderson

Mayor of Port Stephens

Strategy context



Over the past few years, a fundamental shift has occurred in the approach to public sector communication and engagement. Our residents have increased expectation around access to information and a greater desire to engage in planning for their place.

We know that effective communication and engagement are directly linked to the liveability and wellbeing of our community. By listening to our community and providing genuine opportunities for engagement, we'll create a greater sense of community ownership and ultimately, improve the delivery of Council services that are aligned to community needs.

To achieve this, we'll deliver a genuinely integrated and inclusive approach to our engagement and communication. By bringing together our communication and engagement approach, we've already created a shift in thinking. Through this strategy, we'll continue to evolve this approach and build a culture that celebrates our stories and informs the future of Port Stephens.

Communications is how we connect with our stakeholders. It is sharing the right message at the right time to inform our community.

NSW Government, All-Of-Government Communications Framework

Community engagement is a planned process with the specific purpose of working across organisations, stakeholders and communities to shape the decisions or actions of the members of the community, stakeholders or organisation in relation to a problem, opportunity or outcome.

NSW Government, All-Of-Government Communications Framework

The Port Stephens Communication and Engagement Strategy 2025 to 2030 has been developed to provide a framework for the delivery of open and effective communication that actively shapes and influences the future of Port Stephens.

The strategy responds to the legislative requirements of:

- NSW Government Integrated Planning and Reporting Framework including the Community Strategic Plan
- Local Government Act (1993) and
- Environmental Planning and Assessment Act (1979)

The strategy also responds to the key priorities of the elected Councillors.

Community Participation Plan

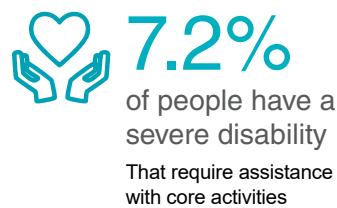
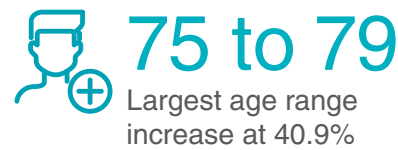
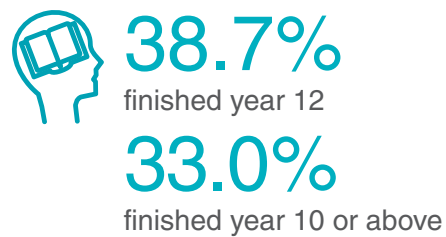
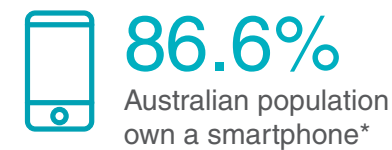
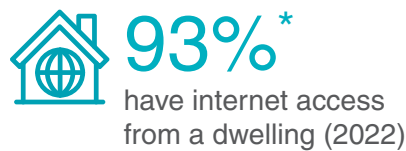
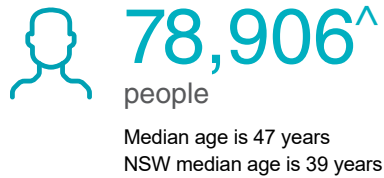
Attached to this strategy is our Community Participation Plan (CPP) which is an easy to use guide for the community to provide input into planning decisions when Council is the consent authority. It ensures we meet our statutory requirements for notification and exhibition.

Who we
are



Our community

More than 78,000 people call Port Stephens home and this is expected to grow by over 20,000 by 2040.



Source: ABS 2021

[^] Estimated Residential Population 2023

^{*} Australia Communications and Media Authority 2022

What we've heard

“

Longer periods to digest
and respond to documents
including Council agendas.

Community member

“

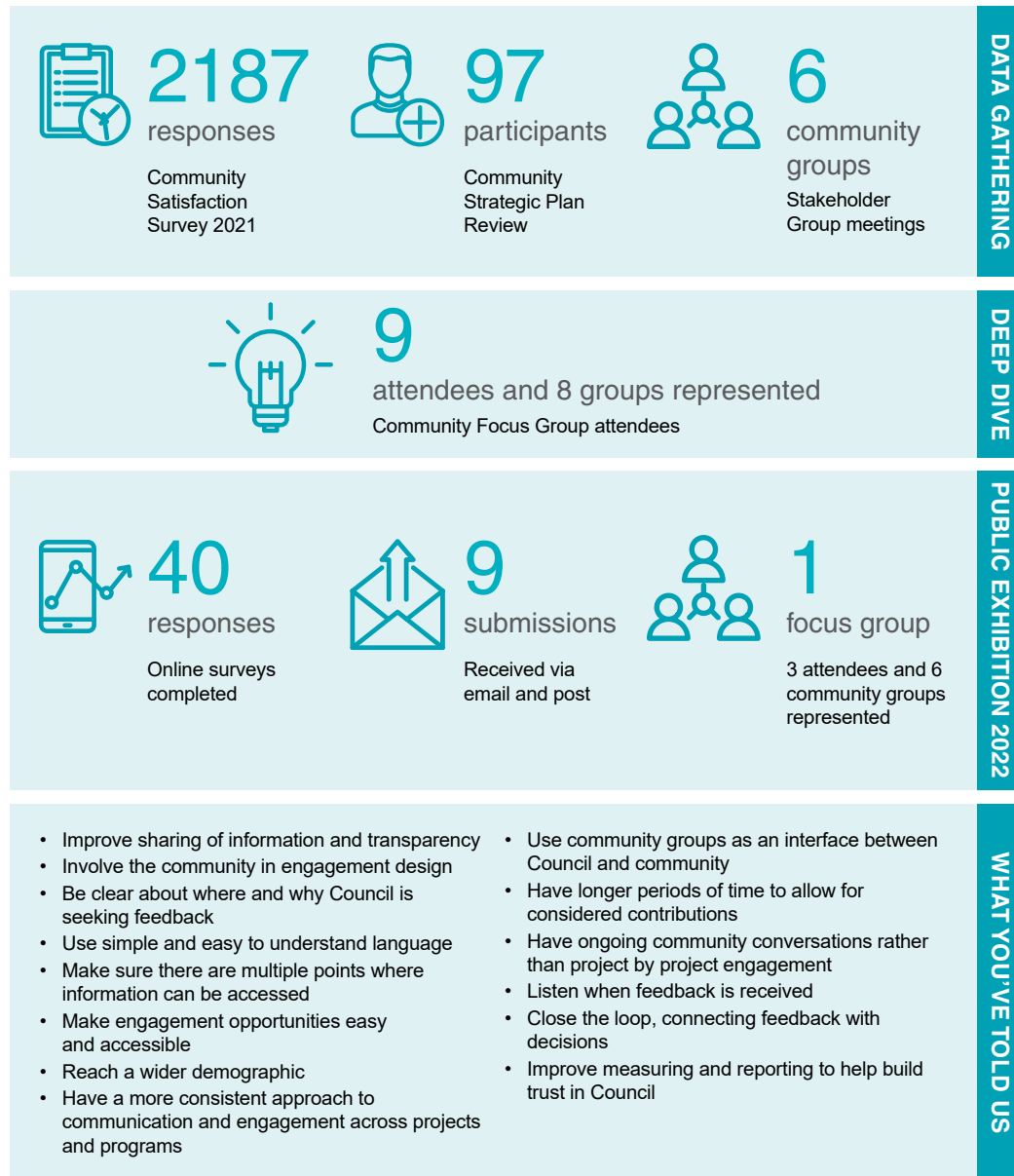
Opportunities to Have Your
Say are numerous but there is
little opportunity to find out the
result of the engagement or
what other people think.

Community member



Our engagement

Between 2021 and October 2022, we've undertaken a phased approach to listening to the community about how we deliver communication and engagement.

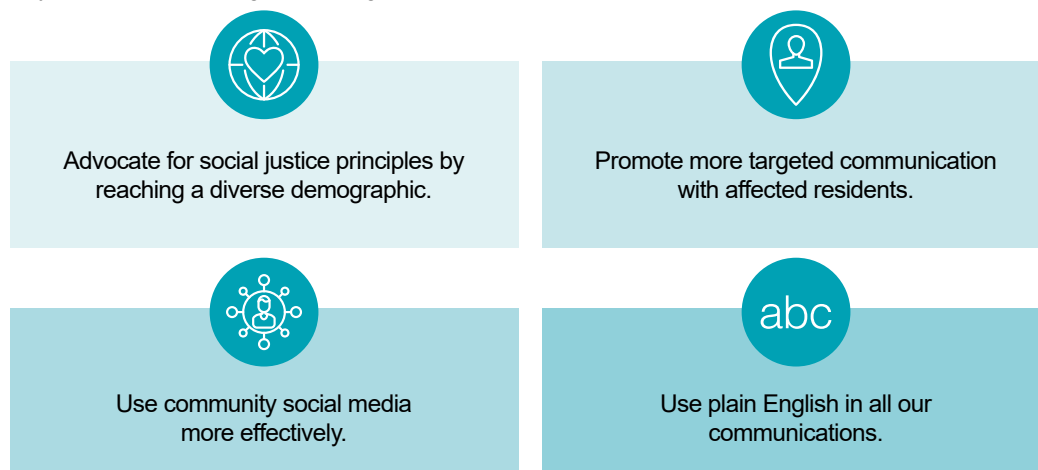


Reviewing the 2022 to 2024 strategy

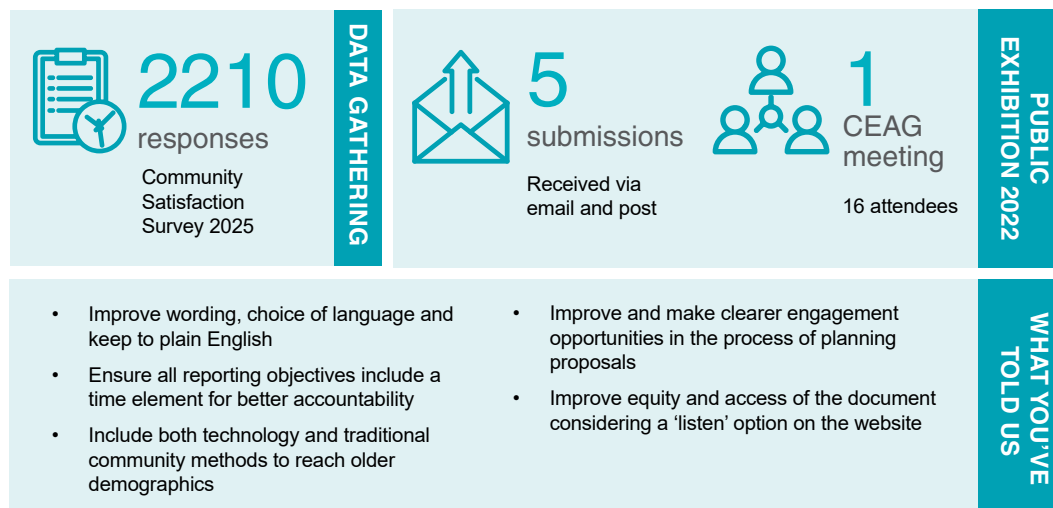
Under the Integrated Planning and Report Guidelines we're required to review our Communication and Engagement Strategy, following the Local Government election to make sure it aligns with the 4 year term of Council.

A key action of the 2022 to 2024 strategy was to establish the Communication and Engagement Advisory Group (CEAG). Formed in August 2023 the CEAG has been instrumental in providing feedback on the way we communicate and engage with our community in 2023 and 2024. This feedback has been invaluable in informing the current review.

Key feedback from the group during this time has been:



To build on the feedback from the CEAG the revised draft Communication and Engagement Strategy was placed on public exhibition.





Our strategy



As the closest level of government connected to the community, we have a key role in communicating and engaging with our local residents.

With over 55 individual business units across the organisation and almost 600 staff, we deliver a large number of services to our community. We're also the link between our community and other levels of government, advocating our community's priorities.

Over the past few years, we've worked hard to engage with and inform our community. However, we know from feedback that we can do better. We've listened and are committed to working closely with our community to act on this feedback, responding to their needs and priorities.

Our purpose and vision



Our purpose

To create a framework for the delivery of transparent and timely communications and meaningful community engagement that builds trust and community participation in decision making for our place.



Our vision

We actively communicate and engage in a way that shares our stories, listens to our community, informs our future, and improves the wellbeing of those that live, work and visit in Port Stephens.

Social Justice Principles

The NSW Government identified 4 principles that establish supportive environments for everyone. These principles are the driving force to address barriers to communication and engagement experienced in our community.

The social justice principles are the heart of our Strategy's principles and key objectives.



Equity

Communication and engagement should include stakeholders including hard to reach groups who may have barriers to participation.



Access

All people should have fair access to communication and engagement opportunities.



Participation

All people should have the opportunity to participate in decisions that affect their lives.



Rights

Communication and engagement opportunities ensure positive participation of linguistic, cultural and religious diverse communities.

Communication and Engagement Principles

1

We deliver **relevant, timely and easy to understand** information

2

We're **honest and transparent**

3

We're **inclusive** and encourage a **diversity of voices** to be heard

4

We **listen, value and respect community** input and feedback

5

We embrace **innovation** and encourage **new ideas**

International Association of Public Participation

The Engagement Institute, formerly known as the International Association for Public Participation (IAP2) developed an international framework for community engagement that is considered a best practice approach worldwide.

Levels of communication and engagement

	 Inform (least impact on decision)	 Consult	 Involve	 Collaborate	 Empower (most impact on decision)
Our goal (Council's)	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making and/or developed budgets in the hands of the public.
Our role (Council's)	We'll keep you informed.	We'll keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.	We'll work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We'll look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into decisions to the maximum extent possible.	We'll implement what you decide.
Your role (Community's)	Keep in touch. Follow Council on social media. Subscribe to regular newsletters and updates.	Contribute ideas and feedback. Respond to surveys. Make public submissions.	Actively participate in the workshops and engagement sessions. Share ideas concerns and aspirations.	Work together to develop solutions. Join committees.	Make decisions and work with Council to implement them.

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Our stakeholders

We all have a role to play in shaping our places and there's roles for both Council and the community in initiating, leading, participating in, and delivering engagement activities. It's vital that we identify and understand our stakeholders that are impacted by, or have an interest in a decision.



Methods of communication and engagement

We use a range of methods to communicate and engage with our community. We typically use a combination of methods to share information to ensure the greatest reach. Below are some of our common methods used across the IAP2 spectrum. For more information refer to page 15.

	 Inform	 Consult	 Involve	 Collaborate	 Empower
Communications					
Advertisements / public notices	✓				
Council events	✓				
E-newsletters	✓				
Emails and letters	✓				
Flyers, brochures, factsheets, posters, signs	✓				
Local Newspaper article	✓				
Media releases	✓				
On hold messages	✓				
Rates notice and inserts	✓				
Radio announcements	✓				
Social media	✓	✓			
Webinars	✓				
Community Engagement					
Advisory committees			✓	✓	
Council meetings	✓	✓	✓	✓	✓
Council website	✓	✓			
Focus group and workshops		✓	✓	✓	
Information and interactions with Council staff	✓	✓			
Drop-in / pop-up sessions		✓	✓		
Meetings with Council staff	✓	✓			
Public exhibition / submission		✓	✓		
Surveys / questionnaires / polls		✓			

Strategic priority 1

Community engagement



We will plan and deliver meaningful community engagement that enables community participation and builds trust in Council decision making.



Key objectives	Communication and Engagement Principles*				
	1	2	3	4	5
Continue to embed the principles of the International Association Public Participation (IAP2) into the organisational culture	✓	✓	✓	✓	✓
Collaborate with the Communications and Engagement Advisory Group to provide timely input on how to engage with our community on major projects		✓	✓	✓	✓
Increase opportunities for the community to engage informally with Councillors and Executive		✓	✓	✓	
Design engagement opportunities that enable time for considered thought and contribution	✓		✓	✓	
Ensure engagement opportunities consider place, diversity and accessibility	✓		✓	✓	
Expand on the use of technology to increase participation and increase the diversity of voice and opinion in engagement activities			✓		✓
Build on the use of social media as a tool for engagement and feedback			✓		✓
Report internally and externally on engagement outcomes, connecting community engagement and decision making at the end of each engagement program	✓	✓		✓	
Improve stakeholder information management to ensure equitable representation across the community		✓	✓		
Deliver Council's Community Participation Plan (Environmental Planning and Assessment Act 1979)	✓	✓		✓	

*Communication and Engagement Principles definitions on page 14.

Strategic priority 2

Community communication



We will deliver timely, creative and transparent internal and external communication that connect our stories, our people and our place.



Key objectives	Communication and Engagement Principles*				
	1	2	3	4	5
Design communication that's easy to understand and accessible to all	✓	✓	✓		
Continue to use our public website (portstephens.nsw.gov.au) as the core communication channel and invest in its growth and improvement	✓	✓	✓		✓
Use social media to target and engage audience profiles to encourage conversations and increase awareness of Council services	✓	✓	✓	✓	✓
Increase staff awareness and capacity, to enable effective communication, engagement and promotion of Council business	✓	✓	✓	✓	
Build Council's identity and brand through consistent visual communication	✓				
Use digital marketing to enhance awareness of Council projects and services	✓	✓	✓		✓
Create targeted, engaging and audience focused communications using data			✓	✓	✓
Regularly benchmark and review internal and external communications	✓				✓
Support elected members by keeping them informed so they can share information and increase awareness of Council activities and services through community networks	✓	✓			
Measure, evaluate and report on all communication activities at campaign completion	✓	✓			✓

*Communication and Engagement Principles definitions on page 14.

Strategic priority 3

Media and public relations



We will build trust and reputation through proactive, consistent and trustworthy information that responds to issues and community priorities.



Key objectives	Communication and Engagement Principles*				
	1	2	3	4	5
Build and maintain strong relationships with media to facilitate informed reporting	✓	✓			
Promote Port Stephens with positive and proactive media	✓	✓			
Work across the organisation to identify newsworthy stories	✓		✓		✓
Respond promptly to media enquiries to meet news deadlines	✓	✓			
Develop annual Community Advocacy Priorities and implement campaigns to drive awareness of local issues and key priorities	✓		✓	✓	
Build relationships with stakeholders by celebrating key achievements together			✓	✓	
Foster opportunities for elected representatives or Executive to speak at corporate, community and networking events		✓	✓		
Coordinate Council's emergency management communications	✓	✓			
Continue to improve media record and information management	✓	✓			
Monitor, evaluate and report on all media and public relations activity	✓	✓			✓

*Communication and Engagement Principles definitions on page 14.

Measures of success

Measures of success

Continuous improvement is an integral part of improving our communication and engagement process. We'll monitor and report on our communication and engagement activities for effectiveness against the principles and key objectives of this Strategy.

Our communication and engagement efforts are reported and evaluated through the following processes:

- Upon completion of the communication campaigns or engagement programs.
- As part of Council's quarterly, 6 monthly and annual reporting.

Some key considerations in our reporting include:

- How effectively were barriers to engagement addressed?
- Did we reach people impacted by the project or people that are representative of our demographic?
- Were the intended outcomes of the engagement process achieved?
- How well did we provide feedback to participants on the results of their contribution?

Our annual targets

- 

Community Satisfaction Survey
 49%+ of our community feel they can provide input into decision making
 53%+ of our community are satisfied with their contact with Council
- 

Port Stephens Liveability Score of 66+
- 

595,000 website visits
- 

Increase Have Your Say members by 2.5%
- 

Participation demographics accurately represent our community
- 

Increase social media followers by 2.5%
- 

Maintain above an average of 4.2% interaction rate on Facebook
- 

Increase the engagement rate on Instagram by 14%
- 

Increase e-newsletter subscribers by 2.5%
- 

30% of projects have an engagement level of 'involve' or above

Attachment 1

Community Participation Plan

It is a statutory requirement for Councils in NSW to prepare a Community Participation Plan (CPP) that is an easy-to-use guide for the community to provide input into planning decisions when Council is the consent authority.

Under Section 2.23 of the Environmental Planning and Assessment Act (EP&A Act) 1979, we are required to:

1

Inform the community about planning matters that affect them.

2

Encourage meaningful opportunities for community participation in planning.

3

Ensure planning information is in plain English, easily accessible and in a form that facilitates community participation.

4

Creates opportunities for early community participation as early as possible enabling community views to be genuinely considered.

5

Ensures community participation is inclusive.

6

Ensure community members affected by proposed major development are engaged when an application for planning approval is made.

7

Provides transparency in planning decisions, showing how community views have been considered.

8

Delivers community participation that is appropriate to the significance and likely impact of the proposed development.

How are we meeting the EP&A Act requirements	EP&A Act requirements							
	1	2	3	4	5	6	7	8
Early meaningful engagement with the Port Stephens community in developing state and local government strategies.	✓	✓	✓	✓	✓		✓	✓
Notification of Planning Proposals and Addendums to local government strategies via: • Direct letter to adjoining land owners. • Print advertising, e-Newsletters and the Council's website for the broader community.	✓	✓	✓		✓			
Proponent led Social Impact Assessments are required if triggered by the development type.	✓	✓		✓		✓		✓
Public access to Council meeting agendas, meetings and minutes on Council's website and in person.	✓				✓		✓	
Reports to Council outline each submission and Council's response to each.							✓	
Notification to any persons providing a submission, the outcome and how their feedback was considered.	✓						✓	
Standards of practice set for public exhibition periods.*		✓			✓		✓	
Communication and Engagement Strategy Strategic Priority 1 Community engagement key objectives (page 19): • Design engagement opportunities that enable time for considered thought and contribution. • Ensure engagement opportunities consider place, diversity and accessibility.		✓	✓		✓			
Communications and Engagement Strategy Strategic Priority 2 Community communications key objectives (page 21): • Design communications that's easy to understand and accessible to all. • Continue to use our public website as the core community channel. • Create targeted, engaging and audience focused communication using data.		✓	✓		✓			

*If the exhibition period is due to close on a weekend or public holiday, it might be extended to finish on the first available work day. In accordance with the planning legislation, the period between 20 December and 10 January (inclusive) is excluded from the calculation of the period of public exhibition.

Plans or applications can't be made or determined until after the minimum period of public exhibition.

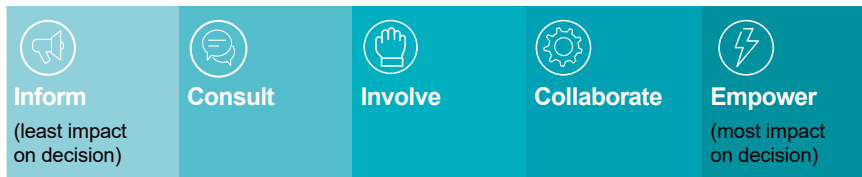


Community participation

Community participation is important under the Community Participation Plan.

Opportunities for community input into the Planning Proposal Process and Development Application process align with the level of communications and engagement outlined on page 12 of the Communication and Engagement Strategy.

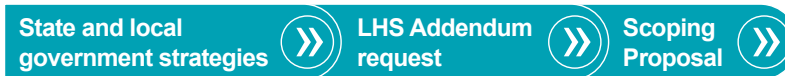
Levels of communication and engagement



Planning proposal process

In this section, each step of the Planning Proposal and Development Application processes is explained, along with how and at what level the community can get involved.

Non-mandatory requirements



Mandatory requirements





State and local government strategies

The Planning Proposal and Development Application process is preceded by the development of key state and local government strategies. These strategies guide planning proposal decisions. These can include the Hunter Regional Plan 2041, the Port Stephens Local Housing Strategy, Local Supply Plan, Local Environment Plan and the Development Control Plan





Local Housing Strategy (LHS) addendum request

If a site is not identified for housing in an adopted Council strategy endorsed by the NSW Department of Planning, Housing and Infrastructure (DPHI), DPHI may require a proponent to request Council and DPHI to consider an ‘addendum’ to the strategy. Addendum requests will be placed on public exhibition for 28 days following lodgment and prior to any assessment by Council.

Early feedback will be provided to the proponent, encouraging community participation. The proponent will be required to provide a communication and engagement report outlining the communication and engagement undertaken as part of the pre-lodgement band how feedback has been considered. A Social Impact Assessment may also be required and if required will be prepared in consultation with the Department of Planning, Housing and Infrastructure, depending on the proposed impacts of the development.

COMMUNITY PARTICIPATION

Notification to the affected community including:

- Print advertisement in local newspaper.
- Notification on Council's website.
- Item in Council's e-newsletter where appropriate.

Inform

Notification to the adjoining and adjacent* landowners via letter

Inform

Written submissions by community

Consult

Public access and Council decision

Inform

Consult

An addendum or amendment to a state or local government planning strategy can be made, and community members are invited to provide feedback on a proposed change during a public exhibition.

*Adjacent landowners are at the discretion of Council officers.



Planning Proposal Process

1. Scoping Proposal

During this step, careful research is done to plan the proposal. This may include basic background studies, looking at the site and its surroundings, defining the objectives of the proposal, and exploring the feasibility of the ideas.

Early feedback will be provided to the proponent, encouraging community participation. The proponent will be required to provide a communication and engagement report outlining the communication and engagement undertaken as part of the pre-lodgement band how feedback has been considered. A Social Impact Assessment may also be required and if required will be prepared in consultation with the Department of Planning, Housing and Infrastructure, depending on the proposed impacts of the development.

COMMUNITY PARTICIPATION

Early input from government and key agencies

Involve



2. Planning Proposal

Preparation and lodgment of the planning proposal by the proponent and initial assessment by Council.

COMMUNITY PARTICIPATION

Notification to the affected community including:

- Print advertisement in local newspaper.
- Notification on Council's website.
- Item in Council's e-newsletter where appropriate.

Inform



Notification to the adjoining and adjacent* landowners via letter

Inform



Public access and Council decision

Inform



Consult



3. Gateway determination

The proposal is reviewed for strategic and site-specific merits by the NSW State Government who determine whether the planning proposal should proceed to the next stage

Gateway determination will set the statutory public exhibition period.

*Adjacent landowners are at the discretion of Council officers.



4. Post Gateway

The proponent undertakes additional studies, and engagement with key authorities and government agencies if required.

COMMUNITY PARTICIPATION

Additional input from government and key agencies

Inform

5. Public exhibition

At this stage, input from the community and government agencies is welcomed to review the planning proposal before a final decision is made.

COMMUNITY PARTICIPATION

Notification to the affected community including:

- Print advertisement in local newspaper.
- Notification on Council's website.
- Item in Council's e-newsletter where appropriate.

Inform

Notification to the adjoining and adjacent* landowners via letter

Inform

Written submissions by community or government agencies

Consult

Optional public hearing

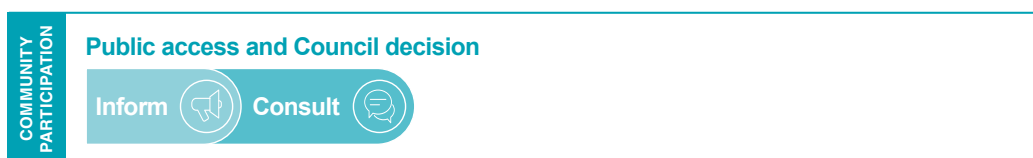
Consult

*Adjacent landowners are at the discretion of Council officers.



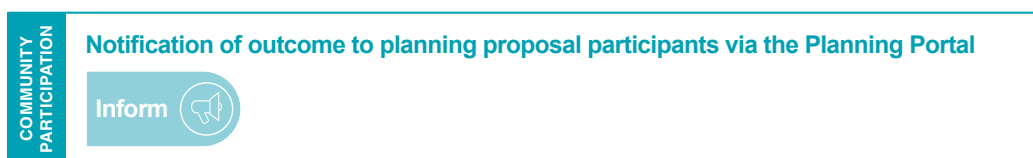
6. Assessment

Review and evaluate submissions and address any concerns. Council determines whether the Local Environment Plan (LEP) should be changed in accordance with the Planning Proposal.



7. Finalisation

If the Planning Proposal is supported, amendments are made to the Local Environment Plan (LEP).





Development Applications

1. Lodgment of Development Application

The application is lodged on the NSW Planning Portal, checked for completeness and allocated to a Council officer to assess.

COMMUNITY PARTICIPATION

Notification to the affected community including:

- Print advertisement in local newspaper
- Item in the Development Application E-Newsletter (subscription only)
- DA Tracker on Council's website

Inform



2. Assessment of Development Application

In this step, the level of assessment reflects the level of impact the development may have. A Council officer assesses the application and can include site visits and discussions with key authorities.

Some development applications require notification to adjoining residents or public exhibition and these are outlined in Table 2 and 3.

Some Development Applications do not require notification or public exhibition, these are outlined in Tables 2 and 3.

COMMUNITY PARTICIPATION

Notification of development application to adjoining landowners

Inform



Written submissions by community or government agencies

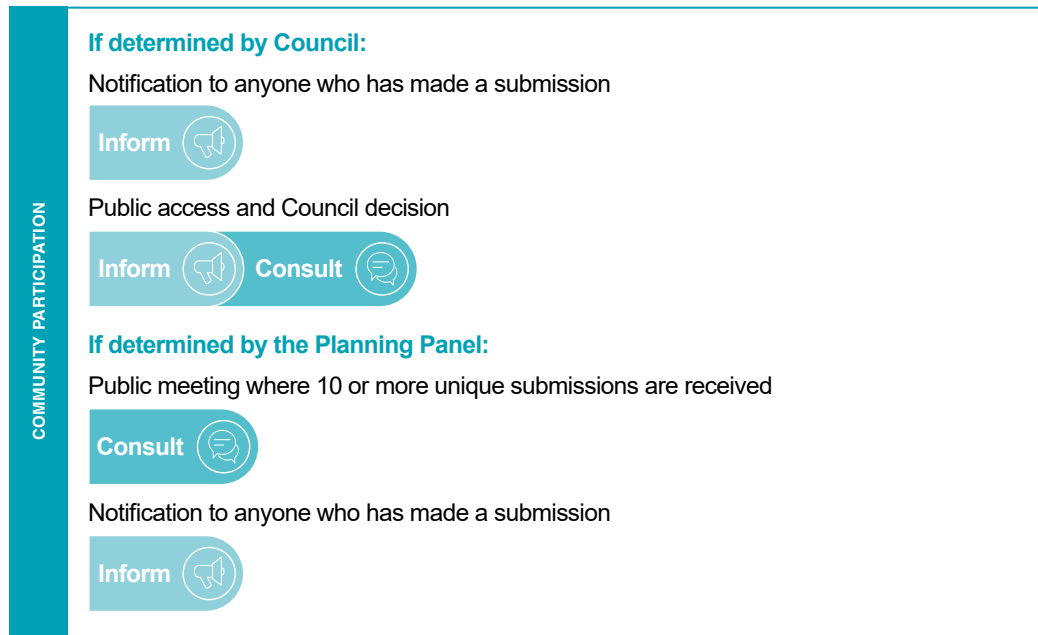
Consult



3. Determination of Development Application

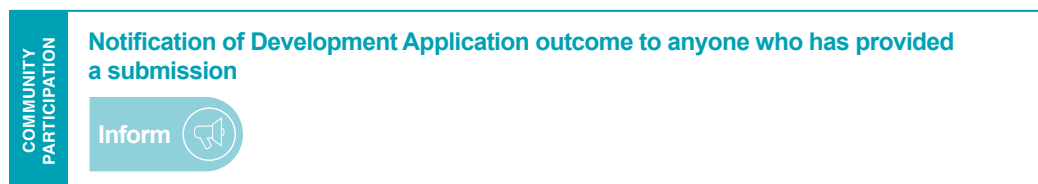
A delegated Council officer, Council, or the Planning Panel can make the decision to approve a Development Application.

Where Council makes the determination of a DA, these applications go through the Council meeting approved process.



After decision

Once a decision is made the development can proceed or not



We distribute a weekly Development Application E-Newsletter that provides information on all Development Applications lodged with Council the week prior. Visit pscouncil.info/DAe-newsletter to sign up.



Have your say

Making a submission

- A submission to Council is a formal way to show whether you are in support or opposition to a proposal or development. It allows our community to provide feedback and influence the decision-making process. Submissions are made during a public exhibition period. A submission must be:
- Received on or before the last day of the nominated timeframe for the public exhibition
- Made in writing (through the mail, email or hand delivered to Council)
- Contain the name and address or email) of the person making the submission
- Include the application number for reference (for development applications) or the name of the exhibited planning matter
- Include a statement of objections or support and reasons

Speaking in public access

Public Access provides a way for community members to speak directly to the Mayor and Councillors about local or Council issues. The Mayor and Councillors may ask the speaker questions to gain further clarification on their views to inform their decision making. A public access request must be submitted by 12 midday on Monday prior to the Tuesday Council meeting.

The Public Access Application Form can be found on our website at pscouncil.info/council-meetings

Community participation requirements

Under the EP&A Act, the following minimum community participation requirements apply to local planning functions:

Table 1

Mandatory timeframes	Minimum community participation requirement
Division 1 — Schedule 1 to the EP&A Act	
Draft community participation plans	28 days
Draft local strategic planning statements	28 days
Planning proposals for local environmental plans subject to a gateway determination	28 days or as specified by the Gateway Determination
Draft development control plans	28 days
Draft contributions plans	28 days
Division 2 — Schedule 1 to the EP&A Act	
Development Application for designated development	28 days
Environmental Impact Statement obtained under Division 5.1 (An Environmental Impact Statement prepared for certain development such as state significant development.)	28 days
Re-exhibition of any amended application or matter referred to above	The period (if any) determined by the person or body responsible for publicly exhibiting the application or matter.

Exhibition timeframes are measured in calendar days and include weekends.

Development applications

Table 2 outlines Council's minimum notification requirements for development applications. If there's an inconsistency between the notification requirements of this CPP and legislative requirements, the legislative requirements will prevail. If a use is not defined within Table 3, it is up to the discretion of council if the application will be notified.

Table 2 – Community Participation Categories (Refer to Table 3 for details)

Exhibition types	
Type	Requirements
A	Not Notified Development Council may at its discretion decide to notify any of this type of development that may significantly impact on the amenity of adjoining land owners.
B	Notified Development A 14 day notification period will apply. Written notification will be sent to all owners of land directly adjoining or opposite the development site. Additional owners and occupiers may be notified at the discretion of Council staff. Council may at its discretion decide not to notify development where impacts on adjoining land owners are considered minor in nature.
C	Advertised Development Written notification in accordance with 'type C' requirements and an advertisement published on Councils website. Development Application (DA) information published on DA Tracker. Additional advertisements may be placed in newspapers and/or through such other mechanisms as may be appropriate to ensure that the public is reasonably aware of the proposal. Council may also at its discretion decide not to advertise insignificant development.

Modification applications

The need or otherwise to notify an application to modify a development consent will be undertaken in accordance with the requirements of the Act and Regulations or at the discretion of Council in consideration of the nature of the modifications proposed. Minor or low impact changes will not be notified

Table 3 – exhibition periods

Development category	Exhibition types		
	A – Not Notified Development	B – Notified Development	C – Advertised Development
Residential Accommodation			
Dwelling – single storey	✓		
Secondary dwelling	✓		
Rural workers dwelling	✓		
Residential ancillary (for example sheds, pools)	✓		
Residential flat building			✓
Residential accommodation – all other types		✓	
Rural			
Agriculture		✓	
Farm buildings	✓		
Forestry			✓
Animal boarding or training establishment		✓	
Extractive industries/open cut mines			✓
Commercial Development			
Commercial premises (office, retail and business)		✓	
Home business/occupation	✓		
Entertainment facilities			✓
Function centres			✓
Sex services premises/home occupation (sex services)			✓
Restricted premises			✓
Community and entertainment facilities			
Places of public worship			✓
Recreation facility (major)			✓
Education establishment			✓
Health services facility		✓	
Other uses relating to community infrastructure		✓	
Industrial development			
General industry		✓	
Industrial retail outlets		✓	
Industrial training facilities		✓	

Development category	Exhibition types		
	A – Not Notified Development	B – Notified Development	C – Advertised Development
Industrial development			
Light industry	✓		
Storage premises		✓	
Heavy industrial storage establishment			✓
Warehouse and distribution centres		✓	
Freight transport facilities		✓	
Heavy industry			✓
Rural industry		✓	
Subdivision			
Strata subdivision	✓		
10 or more Torrens or community title lots		✓	
Tourist and visitor accommodation			
Caravan parks and camping grounds*			✓
Tourist and visitor accommodation - all types		✓	
Eco-tourist facility		✓	
Miscellaneous			
Boatshed		✓	
Electricity generating works		✓	
Environmental facilities/environmental protection works		✓	
Moorings/mooring pens		✓	
Signage	✓	✓	
Air transport facility			✓
Airstrip			✓
Helipad			✓
Cemetery/crematorium/mortuaries			✓
Correction centre			✓
Marina			✓
Passenger transport facilities			✓
Port facilities			✓
Sewerage system		✓	
Waste or resource management facility			✓
Water supply system		✓	

* The operator is required in writing to notify all potentially affected residents of their intention to lodge a development application or a planning proposal. This notice must be given at least 30 days before the operator lodges the development application or proposal. This change has come from an amendment to the Residential (Land Lease) Communities Amendment Act.



PORT STEPHENS
COUNCIL

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Community Participation Plan

Proposed engagement changes

What are our statutory requirements?	What do we currently do?	What are we proposing?
Addendum requests		
Nil	- Early engagement with government and key agencies. - Notify adjoining landowners when an Addendum Request is lodged. - Public exhibition of 28 days with notification on the website and inviting submissions. - Public access at Council meeting.	- Early engagement with government and key agencies. - Notify adjoining and adjacent landowners when an Addendum Request is lodged. Adjacent landowners are at the discretion of Council officers. - Public exhibition of 28 days with notification on the website and inviting submissions. - Public access at Council meeting. Communication and engagement report provided to Council by proponent outlining the communication and engagement undertaken as part of the pre-lodgement and how the feedback has been considered. A Social Impact Assessment may also be required and, if required will be prepared in consultation with the Department of Planning, Housing and Infrastructure, depending on the proposed impacts of the development. Notify the affected community when an Addendum Request is lodged via print advertisements in local newspapers, information on the Council's website and an item in the Council's e-newsletter, where appropriate.

What are our statutory requirements?	What do we currently do?	What are we proposing?
Planning proposals		
Step 5: Public exhibition Community engagement will occur according to the Gateway determination, which determines the allocated timeframe (5 days, 28 days, etc.). Gateway can identify that no engagement is required and does not define engagement level or methods to use. *The State Government's Local Environmental Plan Making Guidelines (Aug 2023) recommends against community engagement until Step 3 Gateway determination has been made by the State Government to ensure the community has clear and evidence-based information available to help them make informed comments on the proposal.	- Step 1: Scoping proposal: Early engagement with government and key agencies. - Step 2: Planning proposal: Notify adjoining land owners when a Planning Proposal is lodged. Public access available at Council meeting. - Step 4: Post Gateway: Input from government and key agencies. - Step 5: Public exhibition: Public exhibition as determined by Gateway, which generally includes a letter to adjoining land owners, information on Council's website, submission invited, and optional public hearing. - Step 6: Assessment Public access at Council meeting. - Step 7: Finalisation Automatic notification of the outcome through the Planning Portal.	- Step 1: Scoping proposal: Early engagement with government and key agencies. Communication and engagement report provided to Council by proponent outlining the communication and engagement undertaken as part of the pre-lodgement and how the feedback has been considered. A Social Impact Assessment may also be required and, if required will be prepared in consultation with the Department of Planning, Housing and Infrastructure, depending on the proposed impacts of the development. - Step 2: Planning proposal Notify adjoining and adjacent land owners when a Planning Proposal is lodged. Adjacent landowners are at the discretion of Council officers. Notify the affected community when a Planning Proposal is lodged via print advertisements in local newspapers, information on the Council's website and items in the Council's e-newsletter, where appropriate. Public access available at Council meeting - Step 4: Post Gateway: Input from government and key agencies

What are our statutory requirements?	What do we currently do?	What are we proposing?
Planning proposals continued		
		- Step 5: Public exhibition: Notify the affected community via print advertisements in local newspapers, information on the Council's website and items in the Council's e-newsletter where appropriate. Notify adjoining and adjacent land owners when a Planning Proposal is on public exhibition. Adjacent landowners are at the discretion of Council officers. Invitation for written submission Optional public hearing if determined as a requirement of Gateway. - Step 6: Assessment Public access at Council meeting. - Step 7: Finalisation Automatic notification of the outcome through the Planning Portal.

SUPPLEMENTARY INFORMATION

ITEM NO. 13

FILE NO: 25/298820
EDRMS NO: PSC2009-9420

POLICY REVIEW: ACCESS TO INFORMATION POLICY

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

RECOMMENDATION IS THAT COUNCIL:

- 1) Place the revised Access to Information policy shown at **(ATTACHMENT 1)** on public exhibition for a period of 28 days.
- 2) Should no submissions be received the policy be adopted without a further report to Council.
- 3) Revoke the Access to Information policy dated 13 September 2022, Minute No. 250 should no submissions be received.

BACKGROUND

The purpose of this report is to provide the revised Access to Information policy (the 'policy') at **(ATTACHMENT 1)** to Council for consideration prior to public exhibition. The policy has been reviewed as part of Council's ongoing policy review program.

ATTACHMENTS

- 1) Revised Access to Information Policy. [↓](#)

Policy



FILE NO: PSC2009-9420

TITLE: ACCESS TO INFORMATION POLICY

OWNER: GOVERNANCE SECTION MANAGER

1. PURPOSE:

1.1 The Access to Information Policy (the 'policy') ensures Port Stephens Council is committed to the following principles regarding public access to documents and information:

- a) Open and transparent government.
- b) Consideration of the overriding public interest in relation to access requests.
- c) Proactive disclosure and dissemination of information.
- d) Respect for the privacy of individuals.

2. CONTEXT/BACKGROUND:

2.1 The Government Information (Public Access) Act 2009 (NSW) ('GIPA Act') provides four pathways to access Council information – mandatory disclosure, proactive disclosure, informal release and formal access.

3. SCOPE:

- 3.1 Port Stephens Council publishes specific open access information on our website, free of charge unless to do so would impose unreasonable additional costs to Council. Council will facilitate public access through this and other appropriate mediums. Also, Council publishes the inspection documents listed under Schedule 5 of the GIPA Act held by it, unless there is an overriding public interest against doing so. Council will keep a record of all open access information that is not published due to an overriding public interest against disclosure.
- 3.2 Council also makes as much other information as possible publicly available in an appropriate manner, including on the internet. Such information is also available free of charge or at the lowest reasonable cost.
- 3.3 The 'Access to Information Guidelines' as shown at Appendix 1 of this Policy identifies the documents and types of information that are available for public access and any restrictions that may apply.
- 3.4 Some documents may require a formal access application in accordance with the GIPA Act. Council will assess all requests for access to information held by

Policy

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Policy



Council in a timely manner in accordance with the 'Access to Information Guidelines' and relevant legislation.

- 3.5 Depending upon the nature of the request and the form of access requested, charges may be applied in accordance with Council's Schedule of Fees and Charges and relevant legislation.
- 3.6 Council may determine that broad requests for access to a large number of unspecified documents which, if processed, would divert substantial Council resources from dealing with other requests, or would prevent Council from performing other Council functions. Requests such as these may be refused on the grounds that such a diversion of resources is contrary to the public interest. Council will endeavour to assist applicants in defining the request to a more manageable one.
- 3.7 Council will also endeavour to release information in response to an informal request and may impose, subject to any reasonable conditions Council may impose having regard to the circumstances of the request. Any conditions imposed will be, in accordance with the GIPA Act.
- 3.8 Where information is released to an applicant under a formal access application and Council considers that it will be of interest to other members of the public, Council will provide publish details of the information requested on in Council's a disclosure log on Council's website, for inspection by the public.
- 3.9 The General Manager has authority to approve Guidelines for Information Access, which is to be available to members of the public.

4. DEFINITIONS:

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

Application	A Formal Access Application made under the GIPA Act.
Disclosure log	A disclosure log published on Port Stephens Council's website, as required by the GIPA Act.
Formal access	An applicant is required to lodge a Formal Access Application under the GIPA Act, if the requested information cannot be provided by way of mandatory release, proactive release or informal release.
GIPA Act	The Government Information (Public Access) Act 2009 (NSW)
Informal release	Means A request to access information where a formal access application is not required under the GIPA Act.
Mandatory release	Means Information classified as open access information, in accordance with the GIPA Act.

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Policy



Open access information	Means Information that is publicly available unless there is no public interest against disclosure, in accordance with the GIPA Act.
Proactive release	Means Government information that Council decides to release outside other release provisions under the GIPA Act.
Public interest	Means Considerations under the GIPA Act either in favour of release or against release.
Request for information	An informal request for information under section 8 of the GIPA Act.

5. STATEMENT:

- 5.1 The objective of this Policy is to describe Council's principles regarding public access to information and to facilitate the processing of requests and applications for such access.
- 5.2 Where it does not create an unreasonable cost to Council, Council aims to publish as much information and allow for access to Council records via the website. This is done to promote accessibility and remove the need for applications to be lodged with Council for information publically available. The GIPA Act provides greater access to Council records through accessibility on Council's website where possible, and where this does not create an unreasonable additional cost to Council to publish these documents on the website.
- 5.3 This Policy is to be read in conjunction with the Access to Information Guidelines for Local Government.

6. RESPONSIBILITIES:

- 6.1 The Governance Section Manager is responsible for implementing, complying with, monitoring, evaluating, reviewing and providing advice on this policy.

7. RELATED DOCUMENTS:

- 7.1 Government Information (Public Access) Act 2009 (NSW)
- 7.2 Government Information (Public Access) Regulation 2009 (NSW)
- 7.3 Privacy and Personal Information Protection Act 1998 (NSW)
- 7.4 Health Records and Information Privacy Act 2002 (NSW)
- 7.5 State Records Act 1998 (NSW)
- 7.6 Local Government Act 1993 (NSW)
- 7.7 Environmental Planning and Assessment Act 1979 (NSW)
- 7.8 Companion Animals Act 1998 (NSW)
- 7.9 Access to Information Guidelines for Local Government
- 7.10 Code of Conduct

Policy

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Policy



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EDRMS container No.	PSC2009-09420	EDRMS record No.	
Audience	Port Stephens community and Council employees		
Process owner	Governance Section Manager		
Author	Governance Section Manager		
Review timeframe	3 years 4 years	Next review date	31 August 2029
Adoption date	23 August 2016		

VERSION HISTORY:

Version	Date	Author	Details	Minute No.
1	16 September 1997	Governance Manager	Original policy adopted by Council.	1282
2	19 October 2004	Governance Manager	Adopted by Council.	375
3	28 March 2006	Governance Manager	Adopted by Council.	462
4	13 July 2010	Governance Manager	Adopted by Council.	208
5	11 February 2014	Governance Manager	Adopted by Council.	016
6	23/8/2016	Governance Manager	Policy formatted into new template. Changes made to legislation references and definitions added. Also included the guidelines.	241

Policy

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Policy



Version	Date	Author	Details	Minute No.
6.1	14/08/2018	Governance Manager	Reviewed the policy, included numbering to each paragraph and updated version control. 1.1 – inserted the word 'the policy'. 3.1 – delete 'because of' and insert 'due to'. 3.7 – delete the word 'other'. 4.0 – amended the definition of 'informal request', updated 'mandatory release', 'open access information', 'proactive release' and inserted 'for information' under the 'Request' definition. 7.2 – inserted new clause and re-numbered subsequent numbering 7.3 to 7.9. <u>Guidelines update</u> 1.2 – updated telephone number.	247

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Policy



Version	Date	Author	Details	Minute No.
7	10/11/2020	Governance Section Manager	Reviewed the policy, reformatted bullet points removed italics from all legislation to align with the current style guide. Updated Policy owner to reflect title changes as well as in 6.1. 1.1-replaced 'Policy' with 'policy' and deleted the bullet points with alphabetical listing. 2.1 and 2.2- deleted. 2.1 – new clause. <u>Guidelines update</u> Reviewed the guideline, reformatted bullet points removed italics from all legislation to align with the current style guide 2.1-inserted "viewing a". 5.1-delete 'know'. 6.2-inserted "refusing access to information" and insert 'may', delete 'will'. 6.4-inserted further information regarding public interests against disclosure 8.1-delete 'on' and insert 'of'	163

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8	13/09/2022	Governance Section Manager	Reviewed the policy, updated into new Policy template 3.1 – Deleted ‘not to do so’ and replaced with ‘doing so’. 3.3 – Updated the word ‘policy’. 3.4 – Deleted ‘documents and’ and ‘and’. Added ‘held by Council’. 4.1 – Updated the definition of Mandatory release to include the GIPA Regulation. 5.1 and 5.3 - Updated the word ‘policy’. 6.2 – Updated the responsibilities section to include employees of Council. 7 – Updated the GIPA Regulation to include 2018 amendment. 7.10 – Inserted ‘Port Stephens Council’. Guideline Update 1.2 – Inserted ‘legislative compliance’. 1.3 – Inserted ‘made’ and ‘will be either’ and \$30.00 in full. 1.4 – Inserted “30” and removed “thirty (30)”. 2.1 - Inserted \$150,000.00 in full. 2.3 – Updated reference to Mayor and Councillors. 4 – Inserted ‘from 2010’. 6.8 – Amended ‘eight’ to ‘8’ in line with the Corporate Style Guide. 7.2 – Inserted ‘this request and removed ‘application’. 7.5 - Amended ‘five’ to ‘5’ in line with the Corporate Style Guide. 8.1 – Inserted ‘Applications may also be extended to account for	250
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Version	Date	Author	Details	Minute No.
			any stop the clock periods where, for example, Council had requested an advanced deposit payment from the applicant'. 9.1.1 – Updated clause and included \$40.00 in full. 9.1.2 - Amended 'eight' to '8' in line with the Corporate Style Guide. 9.1.3 - Amended 'four' to '4' and 'eight ' to '8' in line with the Corporate Style Guide.	

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Version	Date	Author	Details	Minute No.
9	XX	Governance Section Manager	Reviewed the policy, updated into new Policy template 3.6 – Minor rewording 3.7 – Minor rewording 3.8 – Minor rewording 4.1 Table – Removal of Request for Information definition as this is covered in Informal GIPA request definition. 5.2 – Amended wording to reflect 'Where it does not create an unreasonable cost to Council, Council aims to publish as much information and allow for access to Council records via the website. This is done to promote accessibility and remove the need for applications to be lodged with Council for information publically available' Appendix 1 1.1 – Minor rewording 1.2 – Minor rewording 1.3 – Minor rewording 1.4 – Changed from 30 years to 20 years as per State Records Act 1998 2.1 – Minor rewording 5.3 – Minor rewording 6.2 – Minor rewording 8.1 – Minor rewording 9.5 – Added 'Council welcomes any person(s) who have questions or concerns regarding an application processed by Council to make enquiries with the determining officer.'	XX

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APPENDIX 1

Access to Information Guidelines for Local Government

1. Accessing Information

- 1.1 Port Stephens Council is subject to NSW legislation that requires it to be open and accountable in the exercise of its functions, and to handle personal and health information in a fair and reasonable manner. Council will seek to ensure that legitimate requests for access to information are handled promptly and that members of the public are able to access information, subject to the public interest. In doing so, Council recognises that it must take into account the privacy of others, **as well as** legal and commercially sensitive information.
- 1.2 These guidelines set out the documents and types of information that are available to members of the public as a matter of legislative compliance, ~~routine~~, and those that will not generally be available for inspection and copying. Where practicable, Council will deal with requests to inspect documents in accordance with the Government Information (Public Access) Act 2009 (NSW) ('GIPA Act') free of charge but a reasonable photocopying fee may be payable under the GIPA Act ~~and~~ for access to versions of documents that are neither current nor immediately preceding versions of the document. ~~and are not reasonably accessible~~. All charges are detailed in Council's Schedule of Fees and Charges – Council's Fees and Charges **and** are available from the Council website or by contacting Council on 4988 0255.
- 1.3 There is a right of access under the GIPA Act to certain documents held by Council unless there is an overriding public interest not to do so. Any applications made under the GIPA Act will be processed in accordance with the Act's requirements and a determination will be either made to release the documents or refuse access on the basis of the relevant considerations under ~~that the~~ **the** Act. Charges for formal applications are in accordance with the GIPA Act Fees and Charges and include a \$30.00 application fee. In some circumstances processing charges may also be applied.
- 1.4 Council also may provide access to information under other legislation. Under the Privacy and Personal Information Protection Act 1998 (NSW) ('PPIPA') and the Health Records and Information Privacy Act 2002 (NSW) ('HRIPA'), an individual also has a right to access and amend records held by Council which contain their personal details, matters related to their business affairs and any records containing information about their health. Where information about an individual is held in documents, files or systems that include information about other persons, any request should be made under the GIPA Act. The Act provides for consultation with other affected parties prior to disclosure of information concerning their personal or business affairs. Under the State Records Act 1998 (NSW) Council is required to give an access direction

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(whether the records are open or closed) for all Council's records that are at least 20 30 years old. ~~in what is described as the "open access period".~~ Under the Environmental Planning and Assessment Act 1979 (NSW) and Environmental Planning and Assessment Regulations 2000 (NSW) there is a right to access Development Application registers and documents held by Council subject to restrictions set out in section 268(3).

2 Information Available

2.1 Council publishes open access, or mandatory release, information on its website unless there is an overriding public interest against disclosure or to do so would impose an unreasonable additional cost on Council. In respect of the latter the Council will make the information freely available in another format e.g. viewing a hard copy at the Council Administration Building. The open access information **Council holds includes** is:

- Council's policy documents;
- a publication guide with information about the council's structure and functions, and listing the type of information that is publicly available
- a disclosure log of formal access applications where in Council's opinion the information released may be of interest to other members of the public
- a register of contracts worth more than \$150,000.00 that councils have with private sector bodies
- a record of open access information that council does not make publicly available on the basis of an overriding public interest against disclosure.

2.2 ~~In addition~~ Schedule 5 of the GIPA Act requires that certain documents held by Council, are to be made publicly available for inspection, free of charge. The public is entitled to inspect these documents either on Council's website (unless there is an unreasonable additional cost to Council to publish these documents on the website) or at the offices of the Council during ordinary office hours or at any other place as determined by the Council. Any current and previous documents of this type may be inspected by the public free of charge. Copies can be supplied for reasonable copying charges.

2.3 These documents are:

- Information about Council
- The model code of conduct prescribed under section 440(1) of the Local Government Act 1993 (NSW) ('LGA')
- Council's adopted Code of Conduct
- Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor's Report

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- Integrated Plans – comprises of the Community Strategic Plan, Delivery Program, Operational Plan, Workforce Strategy, Long Term Financial Plan and the Asset Management Plan
- EEO Management Plan
- Policy concerning the payment of expenses and provision of facilities to the Mayor and Councillors
- Annual Reports of Bodies Exercising Functions Delegated by Council (e.g. Section 355/377 Committees)
- Any codes referred to in the Local Government Act
- Returns of the Interests of Councillors, Designated Persons and Delegates
- Agendas, business papers and minutes of council/committee meetings (except meetings that are closed to the public)
- Office of Local Government, NSW Department of Premier and Cabinet Representative Reports presented at a meeting of Council
- Land Register
- Register of Investments
- Register of Delegations
- Register of Graffiti removal works
- Register of current Declarations of Disclosures of Political donations
- Register of Voting on Planning Matters.

3 Information Available

- Local Policies adopted by Council concerning approvals and orders.
- Plans of Management for Community Land.
- Environmental Planning Instruments, Development Control Plans and Contribution Plans.

4 Information about Development Applications

- Home Warranty Insurance documents
- Construction Certificates
- Occupation Certificates
- Structural Certification Documents
- Town Planner Reports
- Submissions received on Development Applications – subject to the provision of the Privacy and Personal Information Protection Act 1998 (NSW)
- Heritage Consultant Reports
- Tree Inspections Consultant Reports
- Acoustic Consultant Reports
- Land Contamination Consultant Reports
- Records of decisions on Development Applications including decisions on appeals
- Records describing the general nature of documents that Council decides to exclude from public view after application of public interest test considerations.

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5 Approvals, Orders and Other Documents

- Applications for approvals under part 7 of the LGA
- Applications for approvals under any other Act and any associated documents received
- Records of approvals granted or refused, any variation from Council Policies with reasons for the variation, and decisions made on appeals concerning approvals
- Orders given under Part 2 of Chapter 7 of the LGA, and any reasons given under section 136 of the LGA
- Orders given under the Authority of any other Act
- Records of Building Certificates under the Environmental Planning and Assessment Act 1979 (NSW)
- Plans of land proposed to be compulsorily acquired by Council
- Compulsory Acquisition Notices
- Leases and Licenses for use of Public Land classified as Community Land.

- 5.1 It should be noted that there is other legislation that can apply to the release of Council records such as, but not limited to, the Privacy and Personal Information Protection Act 1998 (NSW) and Copyright Act 1968 (Cth). Council's Right to Information officers will consider all relevant legislation applicable to any request for information.
- 5.2 Copies of documents provided are given for information purposes only and are provided by Council to meet its requirements under relevant legislation. Copyright laws still apply to each document. The consent of copyright owners is required for documents where copyright applies such as documents on development applications. This information would generally be available for inspection however may not be able to be copied.
- 5.3 ~~In addition, from time to time~~ Council will make as much other information as possible publicly available in an appropriate manner, including on ~~the~~ ~~their~~ website. The information will be available free of charge or at the lowest reasonable cost. Such other information includes frequently requested information or information of public interest that has been released as a result of other requests.
- 5.4 Council will endeavour to release other information in response to an informal request, subject to any reasonable conditions as Council thinks fit to impose. However, notwithstanding the lodgement of an informal request, Council may require a formal access application to be submitted where the information sought:

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- is of a sensitive nature that requires careful weighing of the considerations in favour of and against disclosure, or
- contains personal or confidential information about a third party that requires consultation, or
- would involve an unreasonable amount of time and resources to produce.

6 Exemptions to Access

- 6.1 Council may refuse a request for information if there is an overriding public interest against disclosure or if searching for the requested information would require unreasonable and substantial diversion of the Council's resources.
- 6.2 Council will always explain to the applicant its reasons for refusing access to information when applying an exemption. Council will not classify information as exempt unless there are clear reasons for doing so. Where documents contain exempt information, any remaining information contained within the requested document may be **made** available under the Act.
- 6.3 In determining whether there is an overriding public interest against the disclosure of the information, Council will fully consider the Public Interest Test.
- 6.4 The GIPA Act provides an exhaustive list of public interest considerations against disclosure that may be taken into account when determining if there is an overriding public interest against releasing the information. These are the only considerations against disclosure that Council will consider in applying the public interest test.
- 6.5 Considerations are grouped under the following headings:
 - responsible and effective government
 - law enforcement and security
 - individual rights, judicial processes and natural justice
 - business interests of agencies and other persons
 - environment, culture, economy and general matters
 - secrecy provisions (in legislation other than those listed in Schedule 1)
 - exempt documents under interstate Freedom of Information legislation.
- 6.6 In applying the public interest test, Council will not take into account:
 - that disclosure might cause embarrassment to, or loss of confidence in, the Council;
 - that any information disclosed might be misinterpreted or misunderstood by any person.

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- 6.7 Council will consider any submissions made by an applicant in relation to public interest considerations, as well as any factors personal to the applicant.
- 6.8 Under the GIPA Act there are 12 categories of information (8 of which appear to affect local government) for which there is a conclusive presumption of an overriding public interest against disclosure. These 8 are:
- Information subject to an overriding secrecy law (26 specifically named Acts);
 - Information subject to the direction or order of a court or other body with the power to receive evidence on oath;
 - Information subject to legal professional privilege;
 - Excluded information' (judicial and prosecutorial information, information about complaints handling and investigative functions, competitive and market sensitive information and information in relation to specific functions of the Public Trustee);
 - Documents affecting law enforcement and public safety;
 - Specific information relating to transport safety;
 - Specific reports concerning the care and protection of children;
 - Specific information relating to Aboriginal and environmental heritage.
- 6.9 Generally under the GIPA Act, Council must not publish and must refuse requests to disclose information in the above categories. Formal applications for 'excluded information' are invalid under the Act.
- 6.10 In dealing with informal requests Council will apply a similar decision making framework.

7 Accessing Information and Making an Application

- 7.1 The public may obtain access to information as follows:
- by searching the Council's website to see if it is already available
 - by contacting Council and requesting the information. Council will advise whether the information requested:
 - is open access, or mandatory release information that is readily available and where and how to get the information.
 - should be made available as part of a proactive release of information.
 - can be disclosed through an informal release, for example where no third party personal information is involved.
 - requires a formal access application, for example because consultation with a third party is required.
- 7.2 To make an informal request for access to information under the GIPA Act, Council may require the completion of an 'Informal Access Request Form'. No fee is required on this request.

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7.3 To make a formal application for access to information under the GIPA Act, the 'Formal Access Application Form' should be completed. The Formal Application fee is \$30.00 and processing charges may be applicable (there is no GST in relation to these charges). An acknowledgement of such application will be provided by Council within 5 working days.

7.4 If a fee for photocopies of documents provided under the GIPA Act is payable, it will be listed in Council's adopted Fees and Charges and is GST inclusive.

8 Time Limits

8.1 In respect of formal applications, Council will notify applicants of the decision of an application within 20 working days, unless the applicant agrees to extend the time. Council may also extend the time by up to 15 working days where consultation with a third party is required and/or if Council needs to retrieve records from archives. Applications may also be extended to account for any stop the clock periods where, for example, Council had requested an advanced deposit payment from the applicant.

8.2 If access is deferred by Council, then Council will notify the applicant and include the reason for deferral and the date on which the applicant will be given access. A decision to defer access is reviewable (see Rights of Review and Appeal). If Council does not decide the applicant's access application within the above timeframes, it is deemed 'refused'. Council will refund the application fee and the applicant may seek internal or external review (see Rights of Review and Appeal) of this refusal. This will not apply if an extension of time has been arranged or payment of an advance deposit is pending.

9 Rights of Review and Appeal

9.1 Where a member of the public is refused access under a formal application under the GIPA Act, staff will provide details of the reasons for refusal to the member of the public in writing. An applicant who has been refused access by Council to information requested under a formal application for access to information under the GIPA Act has three options of review available.

9.2 Applicants can apply to Council for an internal review. This is a review by someone in a more senior role than the original decision maker and there is a \$40.00 fee. Applicants have 20 working days from receiving notice of a decision to ask for an internal review.

9.3 If an applicant is not satisfied with the internal review, or does not want one, they can ask for a review by the Information Commissioner. Applicants have 8 weeks from being notified of a decision to ask for this review.

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- 9.4 If an applicant is not satisfied with the decision of the Information Commissioner or the internal reviewer or if they do not want to take these options they can apply to the NSW Civil and Administrative Tribunal (NCAT). If the applicant has already had a review by the Information Commissioner they have 4 weeks from notification of the decision to make this application. If they have not had a review by the Information Commissioner they have 8 weeks from notification of the decision to make this application.
- 9.5 It is noted that there are no rights of review in respect of informal requests, but the applicant may make a formal application at any time. Council welcomes any person(s) who have questions or concerns regarding an application processed by Council to make enquiries with the determining officer.

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SUPPLEMENTARY INFORMATION

ITEM NO. 1

FILE NO: 25/268508
EDRMS NO: PSC2017-00180

CASH AND INVESTMENT PORTFOLIO - SEPTEMBER 2025

REPORT OF: GLEN PETERKIN - FINANCIAL SERVICES SECTION MANAGER
DIRECTORATE: CORPORATE STRATEGY AND SUPPORT

BACKGROUND

The purpose of this report is to present Council's schedule of cash and investments held at 30 September 2025.

Council's total portfolio of investments was \$77.6 million with an additional \$4.9 million held in Council's operational account as at 30 September 2025.

The investment portfolio was fully compliant with the Investment Policy regarding product type, institution exposure, rating exposure and maturity limits.

The investment portfolio is currently yielding 5.34% p.a. on a rolling 1-year performance, which was 1.15% above the benchmark with investment income on target to meet or exceed budget.

Council has sufficient cash to cover all reserves.

ATTACHMENTS

- 1) Cash and Investment Report - September 2025. [↓](#)



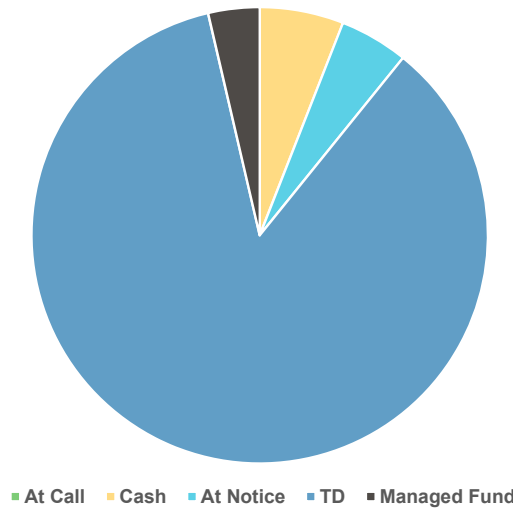
PORT STEPHENS
COUNCIL

Cash Investment Portfolio

Asset Allocation as at 30 September 2025



Cash Investment Portfolio Holdings

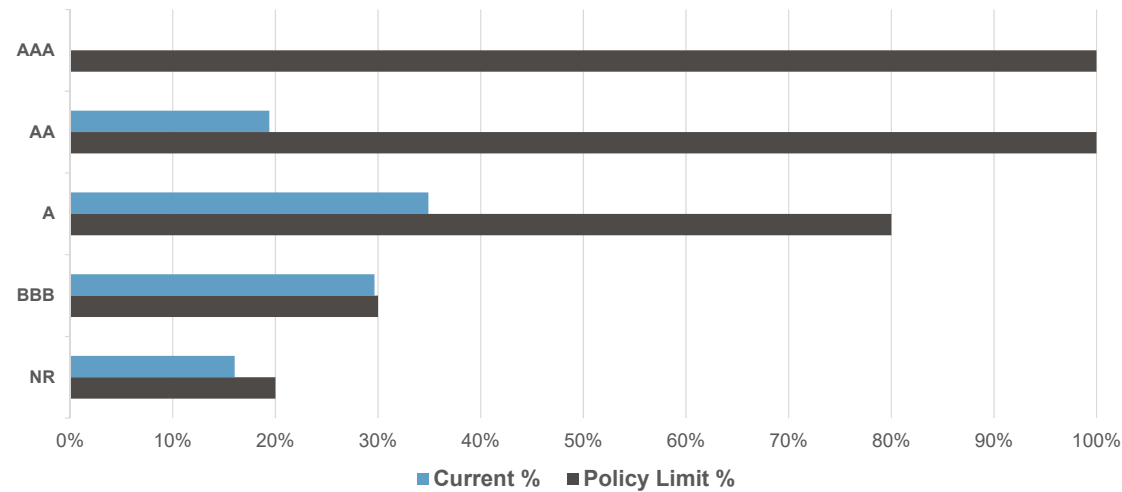


Product Type	Market Value (\$)	Within Policy
At Call	-	
Cash	4,906,295	✓
At Notice	4,019,000	✓
TD	70,583,561	✓
Managed Fund	3,000,000	✓
	82,508,856	

✓ = Yes
x = No

Rating Exposure

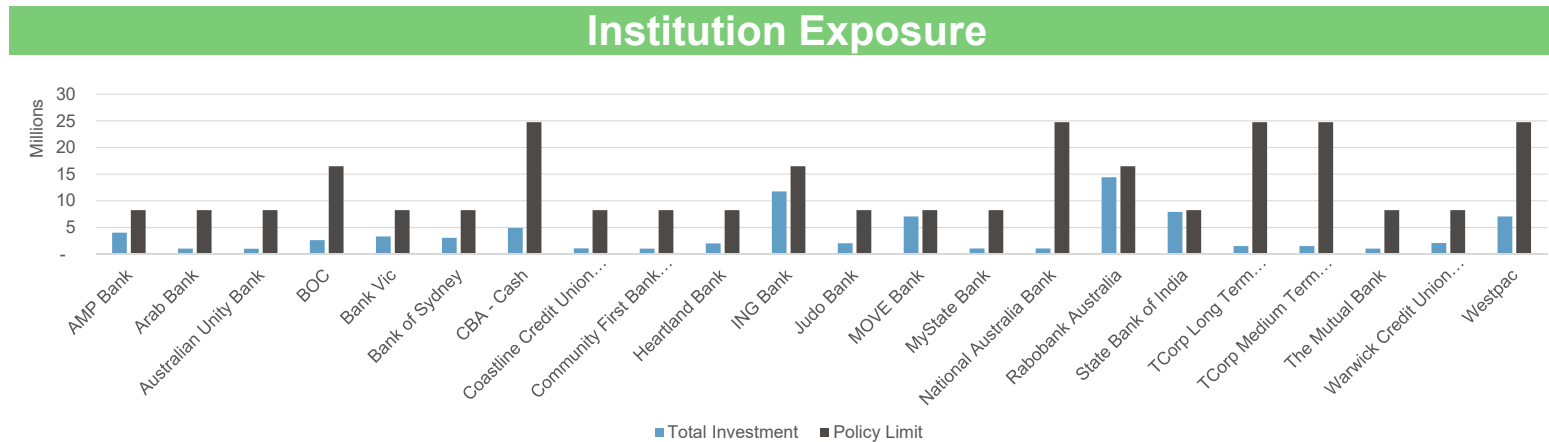
Total Credit Exposure



Credit Rating Group	Market Value (\$)	Current %	Policy Limit %	Within Policy
AAA	-	0%	100%	✓
AA	16,016,519	19%	100%	✓
A	28,800,831	35%	80%	✓
BBB	24,464,596	30%	30%	✓
NR	13,226,910	16%	20%	✓
	82,508,856	100%		

✓ = Yes

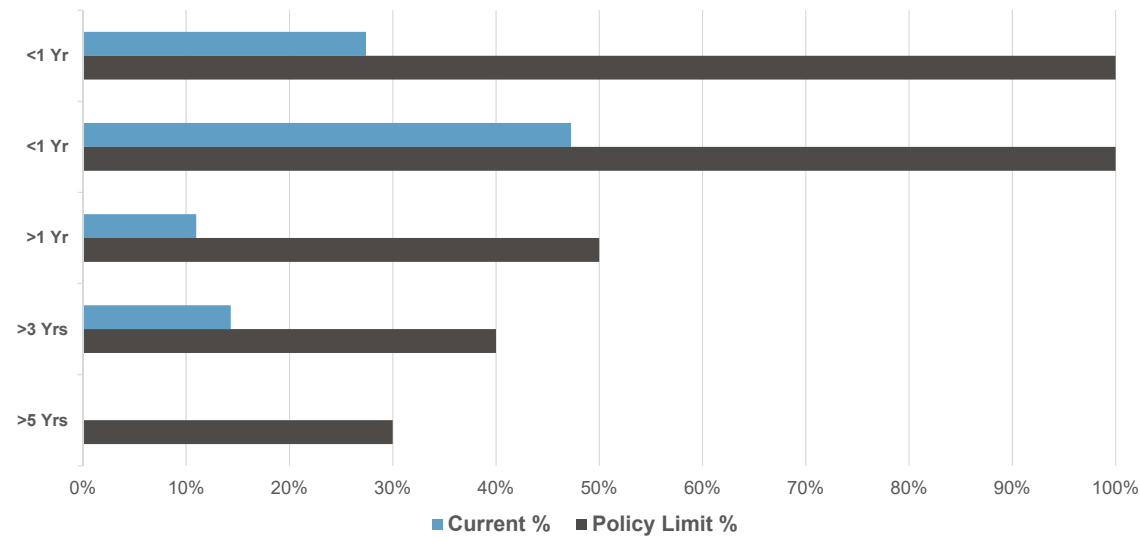
✗ = No



Institution	Rating	Total Investment	Exposure	Policy Limit	Remaining to Limit	Within Policy
AMP Bank	BBB	4,019,000	5%	10%	4,231,886	✓
Arab Bank	NR	1,036,172	1%	10%	7,214,714	✓
Australian Unity Bank	BBB	1,012,252	1%	10%	7,238,634	✓
BOC	A	2,624,410	3%	20%	13,877,362	✓
Bank Vic	BBB	3,297,659	4%	10%	4,953,226	✓
Bank of Sydney	NR	3,036,177	4%	10%	5,214,709	✓
CBA - Cash	AA	4,906,295	6%	30%	19,846,362	✓
Coastline Credit Union Limited	BBB	1,080,108	1%	10%	7,170,777	✓
Community First Bank Ltd	BBB	1,029,491	1%	10%	7,221,395	✓
Heartland Bank	BBB	2,007,825	2%	10%	6,243,061	✓
ING Bank	A	11,752,052	14%	20%	4,749,719	✓
Judo Bank	BBB	2,022,803	2%	10%	6,228,082	✓
MOVE Bank	NR	7,070,507	9%	10%	1,180,379	✓
MyState Bank	BBB	1,042,552	1%	10%	7,208,333	✓
National Australia Bank	AA	1,042,366	1%	30%	23,710,291	✓
Rabobank Australia	A	14,424,369	17%	20%	2,077,402	✓
State Bank of India	BBB	7,921,738	10%	10%	329,147	✓
TCorp Long Term Growth Fund	AA	1,500,000	2%	30%	23,252,657	✓
TCorp Medium Term Growth Fund	AA	1,500,000	2%	30%	23,252,657	✓
The Mutual Bank	BBB	1,031,167	1%	10%	7,219,718	✓
Warwick Credit Union Ltd	NR	2,084,055	3%	10%	6,166,831	✓
Westpac	AA	7,067,859	9%	30%	17,684,798	✓
Total		82,508,856				

✓ = Yes
x = No

Term to Maturity Limits



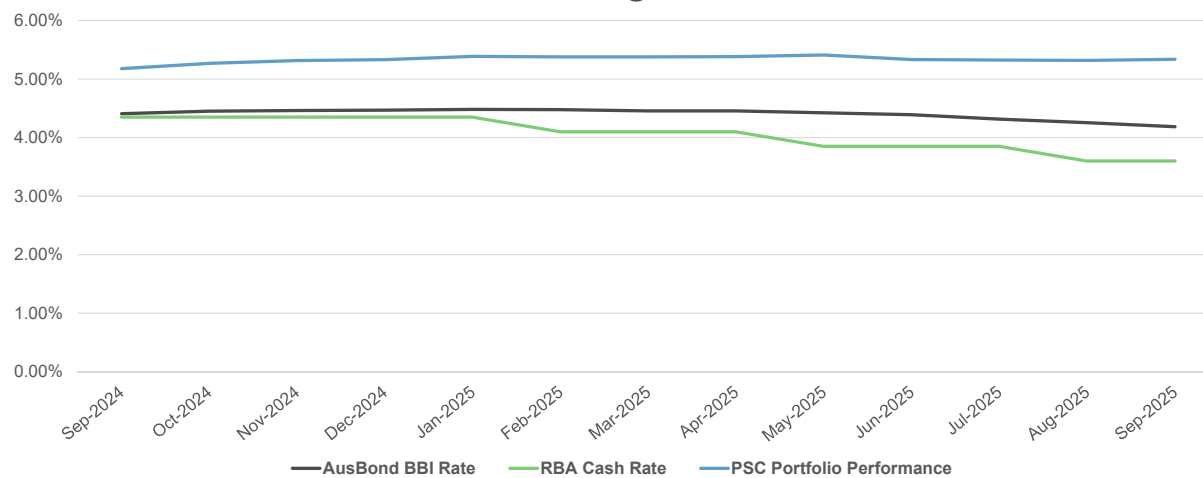
Detailed Maturity Profile	Market Value (\$)	Current %	Policy Limit %	Within Policy
Less than or equal 90 Days	22,623,158	27%	100%	✓
Between 90 Days and 365 Days	39,008,260	47%	100%	✓
Between 366 Days and 3 Years	9,058,369	11%	50%	✓
Between 3 Years and 5 Years	11,819,068	14%	40%	✓
Greater than 5 Years	-	0%	30%	✓
	82,508,856	100%		

✓ = Yes

x = No

Portfolio Performance

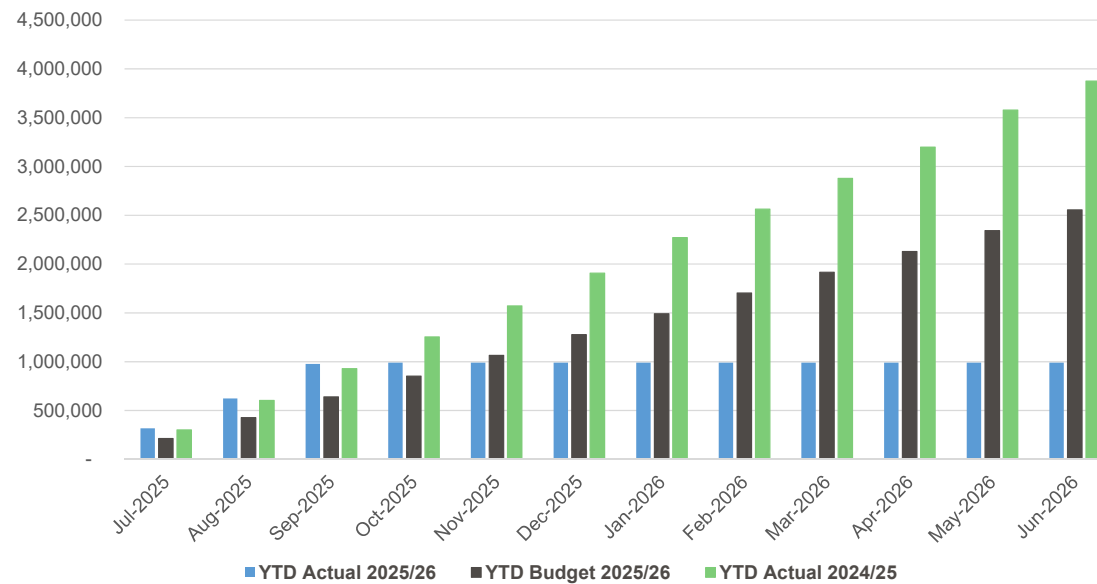
One Year Rolling Performance



Performance	1 month actual	3 months actual	6 months actual	FYTD actual	1 year % p.a. (Rolling)
Bloomberg AusBond BBI (Benchmark)	0.29%	0.92%	1.94%	0.92%	4.19%
PSC Investment Portfolio	0.48%	1.34%	2.70%	1.34%	5.34%
Outperformance/(underperformance)	0.19%	0.43%	0.75%	0.43%	1.15%

Income Earned vs Budget

Monthly Investment Income - Actual to Budget



Investment Register

Institution	Market Value	Days Held	Interest Rate	Date Invested	Maturity Date	Rating
CBA - Cash	4,906,295	1		30/09/2025	1/10/2025	AA
Community First Bank Ltd	1,029,491	586	5.03%	29/02/2024	7/10/2025	BBB
Bank of Sydney	1,022,751	186	4.80%	10/04/2025	13/10/2025	NR
ING Bank	1,048,095	369	5.03%	16/10/2024	20/10/2025	A
Bank Vic	1,098,975	696	5.40%	1/12/2023	27/10/2025	BBB
Bank Vic	1,099,342	703	5.42%	1/12/2023	3/11/2025	BBB
Bank Vic	1,099,342	717	5.42%	1/12/2023	17/11/2025	BBB
National Australia Bank	1,042,366	362	5.07%	29/11/2024	26/11/2025	AA
Westpac	1,042,611	538	5.15%	11/06/2024	1/12/2025	AA
MOVE Bank	1,013,588	178	4.55%	13/06/2025	8/12/2025	NR
MyState Bank	1,042,552	370	5.16%	3/12/2024	8/12/2025	BBB
MOVE Bank	1,013,588	185	4.55%	13/06/2025	15/12/2025	NR
Coastline Credit Union Limited	1,080,108	655	5.05%	29/02/2024	15/12/2025	BBB
Warwick Credit Union Ltd	1,041,600	375	5.20%	12/12/2024	22/12/2025	NR
Warwick Credit Union Ltd	1,042,455	381	5.20%	6/12/2024	22/12/2025	NR
MOVE Bank	1,015,356	221	4.52%	29/05/2025	5/01/2026	NR
Arab Bank	1,036,172	733	5.02%	10/01/2024	12/01/2026	NR
MOVE Bank	1,015,232	234	4.52%	30/05/2025	19/01/2026	NR
State Bank of India	1,057,990	530	5.15%	15/08/2024	27/01/2026	BBB
Rabobank Australia	1,016,925	601	5.28%	5/06/2024	27/01/2026	A
BOC	1,032,622	369	4.86%	29/01/2025	2/02/2026	A
Rabobank Australia	1,015,460	607	5.13%	12/06/2024	9/02/2026	A
BOC	515,715	377	4.82%	4/02/2025	16/02/2026	A
ING Bank	1,013,438	602	5.39%	1/07/2024	23/02/2026	A
State Bank of India	1,054,521	545	5.00%	28/08/2024	24/02/2026	BBB
AMP Bank	3,010,932	180	4.75%	2/09/2025	1/03/2026	BBB
State Bank of India	521,127	444	5.30%	13/12/2024	2/03/2026	BBB
ING Bank	1,013,413	616	5.38%	1/07/2024	9/03/2026	A
Rabobank Australia	1,572,303	521	4.97%	11/10/2024	16/03/2026	A
State Bank of India	1,067,658	623	5.50%	8/07/2024	23/03/2026	BBB
AMP Bank	1,008,068	242	4.75%	30/07/2025	29/03/2026	BBB
Rabobank Australia	784,760	514	5.08%	1/11/2024	30/03/2026	A
State Bank of India	1,067,658	637	5.50%	8/07/2024	6/04/2026	BBB
Rabobank Australia	784,760	528	5.08%	1/11/2024	13/04/2026	A
State Bank of India	1,067,658	651	5.50%	8/07/2024	20/04/2026	BBB
BOC	1,076,073	735	5.35%	29/04/2024	4/05/2026	A
MOVE Bank	1,005,344	270	4.15%	14/08/2025	11/05/2026	NR
Rabobank Australia	1,009,312	661	5.15%	26/07/2024	18/05/2026	A
State Bank of India	1,043,271	536	5.30%	6/12/2024	26/05/2026	BBB
State Bank of India	1,041,856	535	5.25%	13/12/2024	1/06/2026	BBB
ING Bank	1,027,322	472	4.66%	28/02/2025	15/06/2026	A
ING Bank	1,027,322	486	4.66%	28/02/2025	29/06/2026	A
Bank of Sydney	1,011,010	374	4.23%	27/06/2025	6/07/2026	NR
ING Bank	1,025,624	488	4.63%	12/03/2025	13/07/2026	A
MOVE Bank	1,005,344	340	4.15%	14/08/2025	20/07/2026	NR
Australian Unity Bank	1,012,252	404	4.30%	18/06/2025	27/07/2026	BBB
Judo Bank	1,011,310	410	4.30%	26/06/2025	10/08/2026	BBB
Rabobank Australia	1,027,239	536	4.78%	6/03/2025	24/08/2026	A
Bank of Sydney	1,002,416	363	4.20%	9/09/2025	7/09/2026	NR
Heartland Bank	1,003,912	390	4.20%	27/08/2025	21/09/2026	BBB
ING Bank	1,001,496	733	4.55%	18/09/2024	21/09/2026	A
Westpac	1,005,392	412	4.10%	13/08/2025	29/09/2026	AA
Heartland Bank	1,003,912	405	4.20%	27/08/2025	6/10/2026	BBB
Westpac	1,005,379	419	4.09%	13/08/2025	6/10/2026	AA
Westpac	1,005,379	432	4.09%	13/08/2025	19/10/2026	AA
Westpac	1,003,033	439	4.10%	3/09/2025	16/11/2026	AA
Westpac	1,003,033	453	4.10%	3/09/2025	30/11/2026	AA
Westpac	1,003,033	455	4.10%	3/09/2025	2/12/2026	AA
The Mutual Bank	1,031,167	733	4.80%	5/02/2025	8/02/2027	BBB
MOVE Bank	1,002,056	542	4.17%	12/09/2025	8/03/2027	NR
TCorp Medium Term Growth Fund	1,500,000	1095		2/09/2025	1/09/2028	AA
Rabobank Australia	1,001,378	1096	4.19%	18/09/2025	18/09/2028	A
Rabobank Australia	1,047,807	1664	5.32%	6/11/2024	28/05/2029	A
Rabobank Australia	522,639	1663	5.28%	21/11/2024	11/06/2029	A
Rabobank Australia	1,046,193	1687	5.22%	11/11/2024	25/06/2029	A
Judo Bank	1,011,494	1474	4.37%	26/06/2025	9/07/2029	BBB
Rabobank Australia	1,001,443	1460	4.39%	18/09/2025	17/09/2029	A
Rabobank Australia	515,290	1680	5.12%	24/02/2025	1/10/2029	A
Rabobank Australia	1,046,611	1825	5.30%	13/11/2024	12/11/2029	A
ING Bank	522,510	1831	5.25%	21/11/2024	26/11/2029	A
ING Bank	515,713	1825	4.84%	5/02/2025	4/02/2030	A
ING Bank	514,842	1806	4.97%	24/02/2025	4/02/2030	A
Rabobank Australia	1,032,248	1831	5.14%	13/02/2025	18/02/2030	A
ING Bank	1,030,685	1840	5.00%	18/02/2025	4/03/2030	A
ING Bank	1,010,637	1834	4.22%	30/06/2025	8/07/2030	A
TCorp Long Term Growth Fund	1,500,000	1825		2/09/2025	1/09/2030	AA
ING Bank	1,000,956	1820	4.36%	22/09/2025	16/09/2030	A
Total	82,508,856					

Restricted Cash

Reserve	As at September 2025 \$'000
External	
Grants and Contributions	4,941
Developer contributions (inc Haulage)	27,439
Domestic Waste Management	10,615
Crown Reserve	3,174
Crown - Surf Life Saving Clubs	43
Unclaimed money	538
Internal	
Deposits, retentions and bonds	1,451
Admin Building	83
Asset Rehab/Reseals	3,971
Commercial Property	4,787
Community Buildings	136
Community Loans	200
Council Parking	1,301
Drainage	1,603
Election Reserve	38
Emergency & Natural Disaster	3,714
Employee Leave Entitlements (ELE)	1,000
Enhanced Services Focus Area	1,140
Federal Assistance Grant in Advance	3,242
Fleet	2
Grants Receivable	124
IT	1,574
Mayoral and Ward Funds	32
Medowie Place Plan and Sporting Facilities	-
Other Waste	76
RAP	1,000
Repealed	1,396
Resilience fund	3,500
Sustainable energy and water reserve	59
Transport and Environmental Levy	800
Unexpended loan funds	-
Total	77,979
Cash and Investment Report	82,509
Variance Cash Reserves to Bank Account - Unadjusted Position	4,529
Variance Due to:	
Outstanding Creditors	(623)
Outstanding Debtors	362
Outstanding GST refund	526
Total Variance	265
Unrestricted Cash/(Shortfall) - Adjusted Position (due to timing of income and expenditure)	4,796