

NOTICE OF ORDINARY MEETING

25 MARCH 2025



The Mayor and Councillors attendance is respectfully requested:

Mayor: L Anderson (Chair).

Councillors: R Armstrong, G Arnott, C Doohan, N Errington, P Francis, P Le Mottee, B Niland, M Watson, J Wells.

SCHEDULE OF MEETINGS

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

Please Note:

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

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

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

Food and beverages are not permitted in the Council Chamber.

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1. PROPOSED SALE OF ST PHILIP'S CHRISTIAN COLLEGE CAR
PARK

BUSINESS

- 1) Opening meeting.
- 2) Acknowledgement of Country
We acknowledge the Worimi people as the original Custodians and inhabitants of Port Stephens. We acknowledge and pay respects to Worimi elders past and present. May we walk the road to tomorrow with mutual respect and admiration as we care for the beautiful land and waterways together.
- 3) Prayer
 - i. We recognise the rich cultural and religious diversity in Port Stephens and pay respect to the beliefs of all members of our community, regardless of creed or faith.
 - ii. Almighty God, we ask for your blessing as we meet together on behalf of our community. So that today and into the future, you would direct and favour our deliberations to advance the welfare, safety and prosperity of our region. Amen.
- 4) Apologies and applications for a leave of absence from Mayor and Councillors.
- 5) Disclosures of interests.
- 6) Confirmation of minutes.
- 7) Mayoral minute(s).*
- 8) Motions to close meeting to the public.*
- 9) Reports to Council.
- 10) General Manager reports.*
- 11) Questions with Notice.*
- 12) Questions on Notice.
- 13) Notices of motions.*
- 14) Rescission Motions.*
- 15) Confidential matters.*
- 16) Conclusion of the meeting.

**if submitted*

Statement of Ethical Obligations

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

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

PRINCIPLES FOR LOCAL GOVERNMENT

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

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

Guiding principles for Council

1) Exercise of functions generally

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

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

2) Decision-making

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

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

3) Community participation

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

Principles of sound financial management

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

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

Integrated planning and reporting principles that apply to Council

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

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

PORT STEPHENS COMMUNITY STRATEGIC PLAN

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

The Community Strategic Plan is organised into 4 focus areas:

OUR COMMUNITY – An accessible and welcoming community respecting diversity, heritage and culture.

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

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

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

BUSINESS EXCELLENCE

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

These outcomes align with the following Business Excellence principles:

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

MEETING PROCEDURES SUMMARY

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

Quorum – A quorum at Port Stephens Council is 6.

Declarations of Interest

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

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

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

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

Motions and Amendments

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

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

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

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

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

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

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

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

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

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

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

A Point of Order can be raised where:

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

Declarations of Conflict of Interest – Definitions

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

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

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

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



Form of Special Disclosure of Pecuniary Interest

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

Important information

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

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

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

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

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

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

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

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

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

to be held on the _____ day of _____ 20__

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

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

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

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

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

Mayor/Councillor's signature _____

Date _____

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



Declaration of Interest form

Agenda item No. _____

Report title _____

Mayor/Councillor _____ declared a

Tick the relevant response:

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

in this item. The nature of the interest is _____

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

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

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

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

Mayor/Councillor left the Council meeting at _____ pm.

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

MOTIONS TO CLOSE

ITEM NO. 1

FILE NO: 25/61036
EDRMS NO: PSC2024-03977

MOTION TO CLOSE

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

RECOMMENDATION:

- 1) That pursuant to section 10A(2) (c) of the Local Government Act 1993, the Committee and Council resolve to close to the public that part of its meetings to discuss Confidential Item 1 on the Ordinary agenda namely **Proposed Sale of St Philip's Christian College Car Park**.
 - 2) That the reasons for closing the meeting to the public to consider this item is that the discussion will include information containing:
 - information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.
 - 3) That the report remain confidential and the minute be released in accordance with Council's resolution.
-

COUNCIL REPORTS

ITEM NO. 1

**FILE NO: 25/30370
EDRMS NO: 38-2024-48-1**

LOCAL HOUSING STRATEGY AMENDMENT - 20 NULLA NULLA LANE, HINTON

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

RECOMMENDATION IS THAT COUNCIL:

- 1) Note the Addendum Assessment Report at **(ATTACHMENT 1)** and endorse an addendum request seeking to amend the Port Stephens Local Housing Strategy to identify 20 Nulla Nulla Lane, Hinton in the Housing Supply Plan.
- 2) Forward the addendum request to the NSW Department of Planning, Housing and Infrastructure for endorsement.

BACKGROUND

The purpose of this report is to seek Council's endorsement for an amendment to the Port Stephens Local Housing Strategy (LHS) to identify 20 Nulla Nulla Lane, Hinton in the Housing Supply Plan (addendum request).

Patch Planning Pty Ltd (the Proponent) have submitted an addendum request seeking to amend the LHS to identify that the site can accommodate new large lot residential housing, subject to further investigation and assessment as part of a future rezoning process.

The LHS provides Rural Residential Criteria to enable land that is not identified in the Housing Supply Plan to be assessed as suitable for further investigation and potential rezoning.

The addendum request as received is considered to be consistent with the Rural Residential Housing Criteria and the intended outcomes listed within the LHS. Subject to further assessment as part of a future rezoning, the site could provide an additional 25 to 35 houses in Port Stephens. This will assist in meeting the housing needs of the community. A detailed assessment report is at **(ATTACHMENT 1)**.

The LHS was endorsed by the NSW Department of Planning, Housing and Infrastructure (DPHI) subject to conditions that require sites that are not identified for rezoning in the Housing Supply Plan to be identified in an addendum to the LHS that has been endorsed by Council and endorsed by DPHI.

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If Council endorse the addendum request, it will be forwarded to DPHI for endorsement. If DPHI endorse the addendum request, the Housing Supply Plan will be amended to include the site and the process to amend the Port Stephens Local Environmental Plan (LEP) through a rezoning can commence. This includes preparation of studies and agency consultation as part of an initial scoping proposal and lodgement of a planning proposal for assessment and consideration by Council and DPHI.

A summary of the addendum request and property details are provided below:

Date lodged	13 February 2025
Proponent	Patch Planners Pty Ltd
Land Owner	Allan Douglas Mann
Subject property	20 Nulla Nulla Lane, Hinton legally referred to as Lot 327 DP 808038.
Site area	The site has a total area of approximately 21 hectares.
Current zoning	RU1 Primary Production
Current use	The site is currently used by an existing single dwelling, shed structures and a telecommunications facility leased by NBN Co.
Proposed changes	The site is proposed to be zoned R5 Large Lot Residential or RU5 Village.
Lot yield	25-35 dwellings on lots ranging in size between 4,000sqm to 1ha.

Suitability of the site

The site is considered suitable for investigation for future large lot residential development for the following reasons:

- The site is predominantly cleared of vegetation and is not mapped as having 'High Biodiversity Value' or containing koala habitat.
- The site is not mapped as 'Important Agricultural Land'.
- The majority of the site is not within the mapped 'Flood Planning Area'.
- The site is positioned within an existing large lot residential area on the outskirts of a rural village with community facilities and a school.

Flood Isolation

Hinton is known to become isolated in a range of flood events below the 1% AEP.

Rezoning requests for land that has the potential to be isolated in flood events must demonstrate access to evacuation facilities via a public road that can be given 24

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hours warning of flood isolation. The preliminary Flood Impact and Risk Assessment submitted with the addendum request states that at least 24 hours warning of a flood event can be provided for this site.

Further consideration of the flood impacts and isolation response will need to be part of any subsequent State agency consultation and addressed within the assessment of a future rezoning application.

COMMUNITY STRATEGIC PLAN

Strategic Direction	Delivery Program 2022-2026
Thriving and safe place to live	Program to develop and implement Council's key planning documents

FINANCIAL/RESOURCE IMPLICATIONS

Financial and resourcing implications for Council as a consequence of the recommendations of this report are outlined below.

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

LEGAL, POLICY AND RISK IMPLICATIONS

Financial and resourcing implications for Council as a consequence of the recommendations of this report are outlined below.

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?
There is a risk that the housing needs in Port Stephens will not be met if suitable land supply is not identified.	Medium	Accept the recommendations.	Yes

There is a risk that future investigations identify that the site has issues that cannot be resolved and housing cannot be delivered.	Medium	Accept the recommendations.	
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Environmental Planning and Assessment Act, 1979

Consideration and assessment of an addendum request is a non-statutory process.

Should the addendum be endorsed by Council and DPHI, a rezoning process can commence. This includes the preparation of studies and agency consultation as part of an initial scoping proposal and lodgement of a planning proposal for assessment in accordance with Part 3 of the EP&A Act.

Hunter Regional Plan 2041 (HRP)

The HRP has projected a need for an additional 11,100 dwellings to be provided across Port Stephens by 2041. This addendum request has the potential to deliver additional residential land and support the provision of new housing that meets the objectives set out within the HRP.

The addendum request supports the priorities and objectives of the HRP by providing greater housing choice in the form of large lot residential land.

Local Strategic Planning Statement 2020 (LSPS)

The addendum request would give effect to the following planning priorities from the LSPS:

- Priority 4: Ensure suitable land supply (for housing)
- Priority 5: Increase diversity of housing choice

Port Stephens Local Housing Strategy 2024 (LHS)

The addendum request is consistent with the LHS as it seeks to provide additional large lot residential land to ensure suitable land supply and increase housing diversity.

The site is not identified in the Housing Supply Plan however the addendum request is consistent with the locational and constraints criteria set out in the LHS for rural residential housing (**ATTACHMENT 1**).

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

The planning proposal is likely to deliver a range of social and economic benefits, including:

- The provision of additional housing across Port Stephens.
- Employment opportunities within the Port Stephens LGA and the Hunter Region through construction and future maintenance of the development.
- Stimulation of local economic activity through increased local spending - an increased population will support the existing rural village of Hinton and surrounds.

COMMUNICATION AND ENGAGEMENT

Council's Communication and Engagement Strategy uses the IAP2 Framework to identify the level of engagement undertaken. An explanation for each level is shown below.

INFORM	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and/or solutions.
CONSULT	To obtain public feedback on analysis, alternatives and/or decisions.
INVOLVE	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.
COLLABORATE	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.
EMPOWER	To place final decision-making and/or developed budgets in the hands of the public.

The following communication and engagement applies to this report.

External communications and engagement

INFORM	This Council Report serves as the public record of the addendum request and proposal.
CONSULT	<p>Preliminary consultation with DPHI has been undertaken during the assessment of the addendum request.</p> <p>Should Council and DPHI endorse the addendum request, relevant State agencies will be consulted as part of the preparation of a scoping proposal.</p> <p>This will include key agencies such as:</p>

	<ul style="list-style-type: none">• NSW Department of Climate Change, Energy, the Environment and Water• Hunter NSW State Emergency Services• Department of Primary Industries – Agriculture• Rural Fire Services <p>Should the scoping proposal progress to a planning proposal to rezone the land, and Council adopts the planning proposal, DPHI will have an opportunity to identify the community consultation requirements such as exhibition periods and further agency consultation as part of the Gateway determination.</p>
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Internal communications and engagement

Preliminary consultation has been undertaken by the Strategy and Environment Section with the Assets Section and Development and Compliance Section of Council. This consultation has informed the assessment at **(ATTACHMENT 1)**.

OPTIONS

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

ATTACHMENTS

- 1) Addendum Assessment Report. [↓](#)

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

Nil.



ADDENDUM ASSESSMENT REPORT (AAR)

Application No.	38-2024-48-1
Applicant Name	Patch Planning (Patch Planners Pty Ltd)
Applicant Address	70 George Street, The Rocks, NSW, 2000
Property Owner	Allan Douglas Mann
Site Location Details	Lot 327 DP 808038 - 20 Nulla Nulla Lane, Hinton
Proposal Summary	<p>Seeking an addendum to the Port Stephens Local Housing Strategy to identify the site within the Housing Supply Plan to facilitate a future rezoning.</p> <p>A future rezoning would seek to amend the Port Stephens Local Environmental Plan 2013 to rezone the site from RU1 Primary Production to R5 Large Lot Residential or RU5 Village and to reduce the minimum lot size from 40ha to 4,000sqm. The proposal aims to facilitate 25-35 dwellings.</p>

Subject Site



Rural Residential Housing Criteria in the Port Stephens Local Housing Strategy

Information	Assessment
Locational Criteria	
The land must meet the following locational criteria to be considered suitable for future rural residential housing:	
Zoned RU1 Primary Production, RU2 Rural Landscape, C3 Environmental Management, C4 Environmental Living;	The subject site is currently zoned RU1 Primary Production and meets this criteria.
Located a minimum of 800 metres from existing RU5 Rural Village, R1 General Residential or R2 Low Density Residential zoned land; and	The subject site does not meet this criteria as it immediately adjoins the existing RU5 Village zoned land in Hinton. Notwithstanding, Hinton is unlikely to be suitable for future urban expansion and as such the site is considered to be justifiably inconsistent with this criteria.
Any part of the landholding is located within 800 metres of existing R5 Large Lot Residential zoned land. Proposals not within 800 metres of an R5 Large Lot Residential zone must consider all land within the relevant investigation area identified in the Port Stephens Rural Residential Strategy (2015); and	The subject site is within 800m of existing RU5 Village zoned land in Hinton. The subject site forms a large part of the investigation area located on the southern side of Hinton Road identified in the 2015 Strategy and as such is considered to be justifiably inconsistent with this criteria.
The proposed development is necessary to ensure the adequate supply of housing in the local area and will be compatible with the preferred uses of land in the vicinity.	The proposal will increase the supply of housing in the local area by facilitating 25-35 dwellings. At present the Housing Supply Plan does not propose any additional housing in this area. The proposal will provide additional housing to meet demand.
Exclusionary Criteria	
In accordance with Council resolution Minute No. 212 (9 August 2022), the following areas are excluded from any further consideration:	
Any land within Wallalong that has previously been considered for urban development as part of the Wallalong Urban Release Area.	The subject site is not part of the Wallalong Urban Release Area.
Constraints Criteria	
Land that is subject to any of the following criteria will require extensive justification to be lodged with any future rezoning request:	
Areas identified by, or in proximity to an area identified by, a local, regional or State strategic plan for potential urban housing, including land that demonstrates consistency with the criteria in Appendix 1.	The site is not identified for potential urban housing in any local, regional or State strategic plan.

ITEM 1 - ATTACHMENT 1 ADDENDUM ASSESSMENT REPORT.

Constraints Criteria

Land that is subject to any of the following criteria will require extensive justification to be lodged with any future rezoning request:

Land within a 2km distance from existing or planned major employment areas.	The subject site is not within 2km of a major employment area either existing or planned.
Slopes greater than 18 degrees slope instability and clearing of vegetation is restricted under State legislation.	<p>The site's topography varies, however, the slopes are generally gradual and the land is conducive to rural residential development. Some portions of the site do contain slopes greater than 18 degrees.</p> <p>Further consideration of the site slopes and their impact on the proposed development/ concept will need to be provided as part of the future planning proposal.</p>
Class 1 and 2 acid sulphate soils, because of the high risk of exposing acid soils during dwelling and infrastructure construction.	<p>The site is mapped as having Class 5 soils with Class 3 in the surrounding area. No Class 1 or Class 2 Acid Sulfate soils are present in the area.</p> <p>No further consideration of this requirement is needed at this stage.</p>
Land within the Flood Planning Area as defined in the Port Stephens Development Control Plan 2014.	<p>Portions of the site to the south and where the site fronts Nulla Nulla Lane are identified as being within the Flood Planning Area. In addition to this, Hinton is known to become isolated in a range of flood events below the 1% AEP.</p> <p>Further consideration of the flood impacts and isolation response will need to be provided as part of the future planning proposal.</p>
High biodiversity value land including coastal wetlands or any coastal lakes identified under the State Environmental Planning Policy (Coastal Management) 2018.	The site is not mapped as containing high biodiversity value land, including coastal wetlands or any coastal lakes.
Noise exposure areas within an ANEF 25 or greater.	The site is not mapped within an ANEF noise map.
Land identified as Important Agricultural Land as defined by the Biophysical Strategic Agricultural Land (BSAL) mapping. This mapping was prepared by the State Government for the purposes of Strategic Regional Land Use Planning.	<p>The site is not mapped as Important Agricultural Land as defined by the Biophysical Strategic Agricultural Land (BSAL).</p> <p>No further consideration of this requirement is needed at this stage.</p>
Land located within 500 metres of known extractive industries, quarrying or mining.	The site is not within 500m of any known extractive industries, quarries or mines.
Land identified by the State Government as having known mineral resource potential.	The site is not known to have any mineral resource potential.

Management Criteria

Additional supporting documentation is required to be lodged with a rezoning request if any of the following criteria applies.

Rezoning requests on land that has the potential to be isolated in flood events, must demonstrate access to evacuation facilities via a public road that is given 24 hours warning of flood isolation.	The preliminary Flood Impact and Risk Assessment states that at least 24hrs warning can be provided.
Rezoning requests on land identified as bush fire prone (on Council's Bush Fire Prone Land Map) must demonstrate consistency with the strategic principles contained within Planning for Bush Fire Protection 2019.	The Preliminary Bushfire Advice states that the site is capable of development for rural-residential purposes in accordance with Planning for Bush Fire Protection 2019.
Rezoning requests on land identified in coastal management areas, defined in the State Environmental Planning Policy (Coastal Management) 2018, must be justified by a study or strategy prepared to demonstrate consistency with the SEPP.	Parts of the site are mapped as being within the Coastal Environment Area. Further consideration of the requirements for a proposal within the Coastal Environment Area will need to be provided as part of the future planning proposal.
Rezoning requests on land that includes koala habitat areas and/or corridors, significant native vegetation, endangered ecological communities, threatened species or habitats must submit a Preliminary Ecological Assessment unless the proposed disturbance area requires the lodgement of a Biodiversity Development Assessment Report.	The site is not mapped as containing Koala habitat or containing areas of biodiversity values. Further consideration of the vegetation on site and any potential impacts would need to be provided as part of the future planning proposal.
Rezoning requests that are likely to impact on an item of environmental heritage (identified in the Port Stephens Local Environmental Plan 2013) must submit a Statement of Heritage Impact that considers the impact on heritage values, including the setting of the items and any archaeological remains.	Part of the site is within Hinton Heritage Conservation Area. No heritage items are located on the site. Further consideration of the heritage values of the site and any potential impacts would need to be provided as part of the future planning proposal.
Rezoning requests should include an initial assessment of the likelihood of Aboriginal cultural heritage values including: <ul style="list-style-type: none"> • a search of the Aboriginal Heritage Information Management System (AHIMS) • determination of whether the sites include landscape features that indicate the likely presence of aboriginal objects • site inspections • consultation with the Aboriginal community 	It is considered that any associated risk regarding Aboriginal cultural heritage is low as the site does not contain any Aboriginal sites according to an AHIMS search. Further consideration of the Aboriginal cultural heritage values of the site and any potential impacts would need to be provided as part of the future planning proposal.

ITEM 1 - ATTACHMENT 1 ADDENDUM ASSESSMENT REPORT.

Rezoning requests on land within a drinking water catchment must be able to be connected to reticulated sewer or able to demonstrate a neutral or beneficial effect (NorBE) on water quality in accordance with Hunter Water Corporation requirements.	The site is not within the drinking water catchment.
Rezoning requests on land within a 1km buffer from existing agricultural industries (e.g. poultry farms, aquaculture) measured from property boundary to property boundary are required to provide expert reports to establish appropriate setbacks. These reports may relate to, but not be limited to, noise, odour, visual amenity and biosecurity risks.	A dairy is located within 1km of the site. Further consideration will be required to determine the need for buffers and/or mitigation measures as part of the future planning proposal.
Rezoning requests on land within a high or very high landscape area, as defined in the Port Stephens Rural Lands Study (2011), must submit a visual impact assessment.	Due to the topography of the site, it contains some of the highest land within Hinton. Further consideration of the potential visual impacts of the proposal and the need for mitigation measures will form part of the future planning proposal.
Rezoning requests are to identify an appropriate buffer zone between housing and existing road corridors to prevent clearing and protect scenic qualities.	The site is not adjacent to a road corridor.
Rezoning requests must demonstrate that the land: <ul style="list-style-type: none"> • will be accessed via a sealed road • will not result in the creation of direct access to a State road • will not create additional demand for unplanned State infrastructure upgrades • will be connected to reticulated power supply • is able to dispose of on-site sewage in accordance with Council's Development Assessment Framework (DAF) for the management of on-site sewage management, which includes performance standards and recommendations about appropriate areas 	Further consideration of the infrastructure requirements to demonstrate that the land is capable of complying with the respective criteria will be needed as part of the planning proposal.

ITEM NO. 2

FILE NO: 24/344248
EDRMS NO: PSC2025-00781

DRAFT TILLIGERRY PLACE PLAN

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

RECOMMENDATION IS THAT COUNCIL:

- 1) Endorses the draft Tilligerry Place Plan (**ATTACHMENT 1**).
- 2) Place the draft Tilligerry Place Plan on public exhibition for a period of 28 days.
- 3) Report the Tilligerry Place Plan to Council for endorsement following the public exhibition period.

BACKGROUND

The purpose of this report is to seek Council's endorsement to exhibit the draft Tilligerry Place Plan (**ATTACHMENT 1**) for a period of 28 days.

Place Plans are plans that put people and places first. Place Plans start with our community values and priorities using our Liveability Survey data as a baseline. They identify the unique local character of a place and the ways our community can shape, enhance or protect the places in which they live, work and play.

Place Plans are guided by strategic documents and put a local filter on all of Council's existing strategies to make one easy-to-read, action-oriented plan. Place Plans also include an analysis of potential opportunities for a place in line with the community's vision. Actions in place plans guide the way we plan for future land use, invest in new infrastructure, attract investment and activate our streets and open spaces.

The draft Place Plan aims to build on the community's values and priorities that are performing well and puts a focus on the elements that require improvement. Council held a series of workshops, surveys and meetings with local businesses, members of the Tilligerry community and key stakeholders such as Hunter Water Corporation, Destination Port Stephens and the Worimi Local Aboriginal Land Council to explore community priorities and to work through future ideas for the Tilligerry. More detail about this engagement is contained in the Tilligerry Place Plan Engagement Report (**ATTACHMENT 2**).

As an outcome of this engagement, the draft Place Plan includes key actions to:

- Investigate the new housing opportunities

- Enhance the natural environmental
- Make it easier to move around
- Invest in the local economy.

Investigate new housing opportunities

In 2024, Council adopted a new Port Stephens Local Housing Strategy to deliver 11,100 new homes over the next 20 years. This Strategy focuses on three main areas - housing diversity, housing affordability and housing supply. As part of this work, urban areas that may be able to facilitate additional housing have been identified across Port Stephens, including in the Tilligerry Peninsula.

The Tanilba Bay Town Centre is identified as a location that will evolve into a centre supported by a range of low and mid-rise housing, which could include secondary dwellings (granny flats), duplexes, terraces, town houses and residential flat buildings (apartments). The draft Place Plan is consistent with the direction adopted in the Local Housing Strategy and notes that whilst this land is already zoned R3 Medium Density Residential, building heights may need to be increased. This would be in order to facilitate infill housing around the town centre and improve investment opportunities. As a result of these changes, it is estimated that potential for 410 new dwellings could be realised in the area.

Land at the Tanilba Golf Course and its surrounds has also been identified as a potential location for future housing (subject to rezoning processes). With these changes, it is estimated that potential for 216 new dwellings could be located in this area. In total, there is the potential to deliver 5.5% of the housing target for Port Stephens within the Tilligerry Peninsula.

A workshop was held with the community on the existing and desired character of the area, what future land use could look like, with discussion on potential building heights and design controls. These controls would guide the future development character of the Tilligerry Peninsula, particularly surrounding the Tanilba Bay Town Centre. In order to rezone land, or increase building heights, an amendment to the Port Stephens Local Environmental Plan 2013 is required and would need to be supported by a site-specific development control plan. If these planning changes were to proceed in order to deliver additional housing in the Tilligerry, a further community consultation process would be undertaken prior to planning controls being changed.

Enhance the natural environment

The Tilligerry community is passionate about protecting the local environment. As part of the 2020 and 2024 Liveability Survey, the natural environment was rated as a highly valued assets for the area. A number of actions encourage more people to get involved in looking after the local environment by volunteering as part of a school or community group. The actions relate to projects that enhance biodiversity and sustainability, safeguarding local ecosystems, foster student involvement, and providing community education. Community members are also encouraged to join

existing volunteer groups, take part in organised clean-up programs, or implement initiatives that improve safety for Koala movements.

The Tilligerry Peninsula is vulnerable to the impacts of climate change. The draft Place Plan notes that the Port Stephens Coastal Management Program (2024), contains actions to protect the Tilligerry from coastal hazards. These actions will be implemented over a 10-year period and focus on inundation of roads and properties, and developing a climate change adaption strategy for the Tilligerry.

Make it easier to move around

Moving around the Tilligerry Peninsula can sometimes be difficult due to a lack of public transport, increased traffic during peak holiday times and missing links in pathways. Improved pathways and improved access between housing and local shopping centres in a high priority for the Tilligerry community. The draft Place Plan illustrates where new pathways are scheduled to be constructed over the next five years.

The draft Place Plan also identifies a potential one-way option in the Lemon Tree Town Centre. This could help alleviate traffic congestion and create more space for on street parking. The draft Place Plan commits to a traffic and parking study being undertaken to determine what action is needed in order to improve traffic flow and parking in Lemon Tree Passage.

Public transport in the Tilligerry is currently limited. The draft Place Plan suggests that a community transport option could be investigated in order to help isolated members of the community access hops and services. In addition to this, Council and the community continue to advocate to the State Government for additional and express services between employment and service centres.

Invest in the local economy

The Tilligerry community highly value locally owned and operated businesses. These businesses create jobs, provide services to local residents, attract visitors and contribute to the regional economy.

The draft Place Plan encourages businesses and community members to make improvements to the Tanilba Bay and Lemon Tree Town Centres. Projects that require small investment can make a huge impact to the look and feel of a town centre, include beautification of public spaces, shopfront design and footpath dining opportunities.

Visitors are attracted to the Tilligerry's natural environment and waterways, unique dining experiences and local events. The draft Place Plan identifies options for businesses and community members to work with Council to promote the Tilligerry and attract more visitors to the area, particularly those who may be looking to day trip from other tourist hubs such as Nelson Bay.

The Tilligerry already has some regionally significant businesses in the aquaculture, marine servicing and food and beverage industries. The draft Place Plan suggests opportunities that would enable these local businesses to grow and strengthen the position of the Tilligerry as a leading destination for these industries.

COMMUNITY STRATEGIC PLAN

Strategic Direction	Delivery Program 2022-2026
Thriving and safe place to live	Develop a strategic program for Place Plans

FINANCIAL/RESOURCE IMPLICATIONS

The public exhibition of the draft Tilligerry Place Plan and associated community engagement activities will be undertaken using existing budgets.

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

LEGAL, POLICY AND RISK IMPLICATIONS

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?
There is a risk that the draft Tilligerry Place Plan does not meet community expectations.	Low	Accept the recommendations. Extensive community engagement during the exhibition period will assist Council to understand community expectations and identify possible changes to be made to the draft Tilligerry Place Plan prior to it being adopted.	Yes

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

Social

Place Plans aim to enhance the liveability of places in Port Stephens to improve community wellbeing. They respond to the community's values and aspirations. Place Plans enable a collaborative approach between residents, businesses and Council to deliver great place outcomes.

The draft Place Plan contains actions to inspire community involvement in creating a better place through conservation, beautification, connectivity and activation. The draft Plan aims to provide more opportunities for vulnerable people living in the Tilligerry to connect with others, access services and improve wellbeing.

There is limited housing diversity in the Tilligerry, with the majority of housing stock being detached dwellings. This lack of diversity impacts on housing affordability and makes it difficult for people to age in place, remain in the neighbourhood and community that they love. Reviewing planning controls and facilitating well designed infill development, as identified in the draft Plan, can help provide housing diversity and provide appropriate housing for people living in the Tilligerry.

Economic

The Tilligerry is ideally positioned to leverage the growing Port Stephens visitor economy. Actions in the draft Place Plan aim to help businesses and community improve awareness of the many attributes on offer at the Tilligerry, from bushwalking and heritage trails to fine dining.

Additional investment in infrastructure and services is expected to improve liveability and wellbeing of the broader community. Upgrades to business areas, local events, and a greater awareness of tourism opportunities at the Tilligerry can contribute to improved economic outcomes.

Environmental

Tilligerry residents place a high value on the natural environment and the draft Place Plan aims to protect and celebrate this important asset. The draft Plan recognises this and identifies a number of opportunities for projects, including clean up days and environmental volunteering.

COMMUNICATION AND ENGAGEMENT

Council's Communication and Engagement Strategy uses the IAP2 Framework to identify the level of engagement undertaken. An explanation for each level is shown below.

ORDINARY COUNCIL - 25 MARCH 2025

INFORM	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and/or solutions.
CONSULT	To obtain public feedback on analysis, alternatives and/or decisions.
INVOLVE	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.
COLLABORATE	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.
EMPOWER	To place final decision-making and/or developed budgets in the hands of the public.

The following communication and engagement applies to this report.

External communications and engagement

CONSULT	<p>If endorsed, the draft Tilligerry Place Plan will be placed on public exhibition for 28 days and will be notified through social media, direct email to stakeholders, print advertising and Council's website.</p> <p>A drop-in session will be held during the exhibition period where council staff will be available to talk to the community about the draft Tilligerry Place Plan.</p>
INVOLVE	<p>The draft Tilligerry Place Plan was developed through a series of face to face and online workshops with community groups and targeted stakeholders.</p> <p>The engagement activities included:</p> <ul style="list-style-type: none">• Liveability Survey completed in 2020 and 2024• Community workshops commenced in 2023:<ul style="list-style-type: none">○ Workshop 1 – Exploring findings of the Liveability Survey and setting priorities, generating ideas and making action plans○ Workshop 2 – Focus on character, future land use, building height, and design controls• Stakeholder meetings – business owners, Worimi Local Aboriginal Land Council, Hunter Water Corporation, and Destination Port Stephens• A session with workshop participants to launch the draft actions• An online survey to check-in on draft actions with the workshop participants in 2023.

	The Tilligerry Place Plan Engagement Report is found in (ATTACHMENT 2).
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Internal communications and engagement

The draft Tilligerry Place Plan has been prepared in consultation with the Community Futures Directorate, Facilities and Infrastructure Directorate and Corporate Strategy and Support Directorate.

OPTIONS

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

ATTACHMENTS

- 1) Tilligerry Place Plan. [↓](#)
- 2) Tilligerry Place Plan Engagement Report. [↓](#)

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

Nil.

Tilligerry Place Plan

Draft for public exhibition



March 2025 – This document is for public exhibition purposes and is expected to change with community feedback received.

Guudji Yiigu

(Goo-jee ik-koo)

We welcome you to
Port Stephens – part of
the Worimi Aboriginal
Nation who speak the
Gathang language.



We acknowledge the Worimi as the
original Custodians and inhabitants
of Port Stephens.

May we walk the road to tomorrow
with mutual respect and admiration
as we care for the beautiful land and
waterways together.

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What is a Place Plan

Place plans are a new way of planning for the growth of the unique towns and villages across Port Stephens. Place plans provide a local filter on the Port Stephens Community Strategic Plan and other strategic documents to create actions which improve the liveability and wellbeing of our communities.

Actions

The actions in our local place plans create alignment in the way we plan for future land use, invest in infrastructure, attract investment and bring life to our streets. Place plans recognise the importance of our public spaces in creating great places to live, work and visit.

Community

Most importantly, place plans start with our community. They respond to the community's values and aspirations; they enable partnerships between residents, business and council and guide a collaborative approach to the delivery of great place outcomes.

Our place planning approach



Local values

Through the Port Stephens Liveability Index, we know the values and priorities of our individual communities. This information provides the foundations of our place plans and helps guide planning and decision making across our community.



Start with yes

A culture that supports innovation and ideas is critical to the success of our place plans. By starting with yes, we can encourage new thinking, new ideas and attract more people to share in creating great places.



Test and trial

Great places don't appear by accident – they take time, effort and a shared understanding that not every project will work every time. By testing and trialling low cost, short term ideas, we learn by doing and create the stepping stones to bigger and better things.



Civic pride

The Port Stephens community is abundant with energy and expertise and people who want to be involved in planning and creating for their place. Place plans provide opportunities for collaboration, foster pride and create meaningful community connection.



Measure and benchmark

When we trial a new idea, launch a new program or invest in our public spaces, we need to understand what works and what doesn't. Measuring the success of our projects and comparing them to the best possible examples we can find will help build amazing places where people will want to live, work and play.



About Tilligerry Peninsula

Nestled along the pristine shores of the Port Stephens Marine Park, the Tilligerry Peninsula (the Tilligerry) is a haven of natural beauty, surrounded by State Conservation Areas, National Parks and the serene mangroves of the Tilligerry Creek. Its name derived from the Indigenous words 'with tongue' reflecting the aerial view of the peninsulas' shape.

The peninsula is a haven for outdoor enthusiasts and nature lovers. Fishing and crabbing opportunities abound the waters of Tilligerry Creek, while scenic waterfront boardwalks and bushland trails offer breathtaking landscapes to explore. Wildlife spotting is also a highlight, with majestic birds spotted trawling for fish in the blue waters, koalas nestled in the treetops and playful dolphins gracing the waterways.

The Tilligerry is easily accessible for visitors, only a 35-minute drive from the heart of Nelson Bay and Raymond Terrace, making it an easy day trip to this beachside area. Visitors can also enjoy a unique and scenic arrival by water via private charter services from both the Soldiers Point and Nelson Bay Marinas.

The Tilligerry is home to four villages, each with their own identity.

Oyster Cove, the smallest village, thrives as a centre for the marine industry. It's one of the most important locations for marine servicing in Port Stephens, with local businesses providing marine repairs, slipping facilities and a dry storage area.

Tanilba Bay is steeped with history and culture. It features iconic heritage sites like Tanilba House, the oldest original home in Port Stephens, built in 1831 and the Tanilba Bay Centenary Gates constructed in 1931. The village is known for its unique circular street layout, reminiscent of Walter Burley Griffin's designs, and its connection to the flannel flower, inspiring its name, meaning 'a place of white flowers'. Tanilba Bay is the commercial hub in the Tilligerry offering essential services, supermarkets, and specialty stores catering for both locals and visitors.

Mallabula is experiencing a revival, attracting young families drawn to its affordable coastal lifestyle. Mallabula is the recreational hub of the Tilligerry, hosting the Mallabula Sports Complex which supports various sports, including rugby league, soccer, athletics, netball and tennis. The Mallabula Skate Park and BMX track, and nearby Tilligerry Aquatic Centre, are a favourite among residents as they provide additional recreational opportunities. Recent upgrades to Caswell Reserve have made it a safer and more welcoming park for all ages to enjoy.

Lemon Tree Passage, popular with retirees and holidaymakers is a gateway to the Port Stephens Great Lakes Marine Park and the waterways of Port Stephens. During the weekends and holidays, its bustling waterfront offers a vibrant atmosphere where visitors and residents can enjoy an array of dining experiences, from casual cafes, lunch and dinner boat cruises and some of the best fine dining experiences in Port Stephens. The town's boating facilities make it easy to access the area's iconic waterways. Centrally based

ITEM 2 - ATTACHMENT 1 TILLIGERRY PLACE PLAN.

Henderson Park hosts a tidal pool offering a safe and sandy place to swim and a recently constructed Town Square, making it a perfect gathering spot for families and visitors alike.

This Place Plan is about working together, Council, the community and local business, to improve the wellbeing of the Tilligerry

Character principles



The natural beauty and unique built heritage of the Tilligerry are central to its identity; offering significant ecological, aesthetic and cultural value.



Protection and enhancement of wildlife habitats and corridors is essential for the Tilligerry, guiding development decisions and inspiring community-led environmental efforts.



Safe and accessible pathways create a network for pedestrians and bike riders to reach shops, services, and green spaces.



Quality social and recreational infrastructure is accessible and suitable for all residents and visitors.

community. This plan strives to make Tilligerry an even better place to call home by fostering social connections, encouraging environmental volunteering, facilitating diverse housing options and boosting the local economy by leveraging the growing number of visitors to Port Stephens.



Local businesses are supported, and new commercial activity is encouraged.



The town centres are well maintained, easy to move around and continue to provide for the needs of the community.



The community are resilient to natural disasters and are prepared for the impacts of climate change.

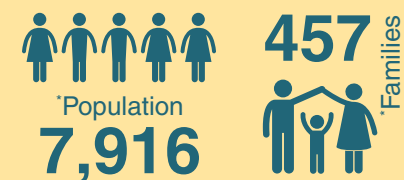


Roads are safe and well maintained.

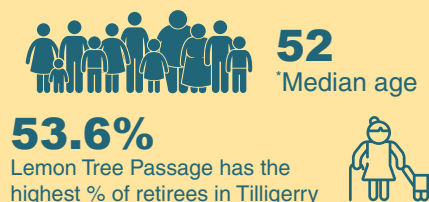


Public spaces are well looked after and activated by regular community events and social activities.

The residents of Tilligerry are unique, knowing who they are helps us understand what they think and what type of community they can create.



Almost 8% of people who live on the Tilligerry identify as Aboriginal or Torres Strait Islander (more than double the states average, 3.2%)



1/4 of the Tilligerry population is under 20



ABS 2021 Census data; *Remplan data 2022

Community engagement

Phase 1: Liveability index survey

Phase 2: Series of workshops with community and businesses, and meetings with key stakeholders.

Phase 3: Draft actions tested via survey with workshop participants

Phase 4: Public Exhibition of the draft Tilligerry Place Plan

We've been listening

The community explored the future of the Tilligerry through an extensive community engagement process. The following provides a snapshot of the *Tilligerry Place Plan Engagement Report*. [You can view the full report here.](#)

196

responses to the
liveability survey in 2020

166

responses to the
liveability survey in 2024

5

stakeholder
meetings

4

community
workshops

20

participants at a check in
presentation

26

participants at
community workshops

38

responses to check in
survey

What makes Tilligerry a great place to live?

The Tilligerry community participated in the 2020 and 2024 Liveability Index Survey. This survey tells us what they value about their community and their priorities for their place. This information has helped shape the Tilligerry Place Plan setting the vision, and defining actions that prioritise the wellbeing of Tilligerry locals.

Key themes

The Liveability survey results indicate that the 5 most important themes of liveability for the people of Shoal Bay are:

- **Environmental sustainability**
- **Economy**
- **Movement and Place**
- **Quality Open Space**
- **Management and safety**

ITEM 2 - ATTACHMENT 1 TILLIGERRY PLACE PLAN.

Most valued

These are the things that are most important to you in your ideal neighbourhood.

-  Elements of natural environment (natural features, views, vegetation, topography, water, wildlife)
-  General condition of public open space (street trees, footpaths, parks)
-  Walking/jogging/bike paths that connect housing to communal amenity
-  Protection of the natural environment
-  Sense of neighbourhood safety (from crime, traffic, pollution)
-  Local businesses that provide for daily needs
-  Access to neighbourhood amenities

Top strengths

These are the things you care about most and you believe are performing well. We'll continue to celebrate and protect these.

-  Elements of natural environment (natural features, views, vegetation, topography, water, wildlife)
-  Sense of neighbourhood safety (from crime, traffic, pollution)
-  Local businesses that provide for daily needs (grocery stores, pharmacy, banks)
-  Amount of public space (footpaths, parks)
-  Access to neighbourhood amenities (cafes, shops health services)
-  Sense of belonging in the community
-  Sense of personal safety

Top priorities

These are the things most important to you, but you believe they're under performing. We'll work together to improve these.

-  Walking/jogging/bike paths that connect housing to communal amenity
-  Evidence of Council/government management
-  Quality of public space
-  Protection of the natural environment
-  Access and safety of walking, cycling and/or public transport
-  General condition of public open space
-  Evidence of recent public investment

Liveability Index – how does Tilligerry compare?

Tilligerry 2020
66 /100

2024
62 /100

Port Stephens 2020
66 /100

2024
63 /100

National Average 2020
67 /100

“

Liveability is simply what a place is like to live in – creating liveable places improves the wellbeing of our communities.



Emerging themes for Tilligerry

Movement: Making it easier to get around

Making it easier to move around the Tilligerry is a priority for the community. This can be achieved by improving connectivity of shared pathways, introducing alternative community transport options, installing clear wayfinding signage, providing accessible and easy to use car parking and managing traffic flow efficiently.

The surrounding waterways offer unique transport opportunities that could connect the Tilligerry to other areas of Port Stephens. A water taxi service or ferry service linking Tilligerry to key hubs, such as Nelson Bay or Karuah, would enhance accessibility for residents and tourists. Private boats, personal watercraft, and kayaks are another enjoyable ways to reach the Tilligerry from nearby areas.

Improving access to Oyster Cove for larger vessels would support the growth of marine servicing businesses, positioning Port Stephens as a leading hub for marine services in the region.

Improving connections between the two shopping centres in Tanilba Bay will help create a unified town centre, making it easier for people to navigate and access both areas. In the Lemon Tree Passage town centre, introducing one way streets could be a cost effective way to improve safety and enhance the visitor experience.

Management and safety: safe, comfortable and looked after

When we visit a place, we want to feel safe, comfortable, and welcome. Creating a sense of security is a shared responsibility between the community, businesses and Council. Together, we can create attractive places where people want to spend time and do business.

We've seen a lot of community collaboration in the Tilligerry, with a number of community groups working diligently to improve their place. Business and residents can collaborate to improve comfort and safety through improving shopfronts, keeping areas clean, installing more lighting, holding events and undertaking place activation. Council contributes by adopting controls that support appropriate housing development, maintaining public spaces and providing support during emergencies.

Public open space: revitalise community spaces

Access to open space is vital for exercising, relaxing, playing, socialising, and connecting with nature. Walkable, accessible, well-designed open space is integral to the Tilligerry's character, promoting healthier lifestyles, celebrating diversity and improving wellbeing. The area boasts a lot of great open space including parks, playgrounds, sports fields, bushland and waterfront reserves.

The Tilligerry provides for a range of recreational pursuits, from bushwalking to golf. The sheltered waterways are perfect for water sports - paddle a kayak, try your luck at fishing or have a go at stand up paddle boarding.

There are opportunities to further enhance these spaces with public art and encouraging social connections through community activities such as exercise groups or art classes. It's important these activities target socially isolated groups like youth and the elderly.

Recent upgrades including improvements to Henderson Park and Caswell Reserve demonstrate Council's commitment to enhancing public spaces. Council has also adopted a new Masterplan for the Mallabula Sports Complex, developed in partnership with the Tilligerry Sports Council, to ensure these spaces continue to service the community's growing needs.

Environmental sustainability: protecting and enhancing the local environment

The Tilligerry Peninsula is home to an abundance of native plants and wildlife, and this spectacular environment is highly valued by the community. The pristine waterways and the natural surroundings are why people love living in this part of Port Stephens. Protecting this spectacular environment is a top priority for residents.

Assets such as the Tilligerry Habitat Reserve and the Koala Reserve boardwalk provide great opportunities for residents and visitors to immerse in nature, enjoy outstanding views and catch a glimpse of local wildlife. These valuable resources also help educate the community on the importance of the environment and provide great outdoor recreation and tourism opportunities.

The Tilligerry Peninsula is unique in its formation, providing key habitat and corridors for a number of threatened native species, including the koala, brush-tailed phascogale, squirrel glider, nationally and internationally significant migratory shorebirds, wallum froglet and Mahoney's toadlet. The Tilligerry Peninsula also contains important vegetation, including Endangered Ecological Communities, such as Swamp Sclerophyll Forest on Coastal Floodplains, Coastal Saltmarsh and multiple State and locally significant coastal wetlands. To ensure the long-term protection of the Tilligerry Peninsula's biodiversity values, these biodiversity corridors need to be maintained, strengthened, and where possible, rehabilitated.

While the Tilligerry Peninsula benefits from unrivalled coastal views, this landscape is also more susceptible to the impacts of climate change. Sea level rise and coastal inundation will affect areas within the Tilligerry Peninsula in the future. Council has developed a Coastal Management Plan that identifies risks to the coastline and sets out actions to manage and mitigate these risks now and into the future.

The community can get involved in the long-term protection and enhancement of their environment through educational campaigns and signage, street planting or by volunteering with a local Landcare or parks and reserves group. Success in achieving these actions requires strong partnerships between landholders, community groups, schools, Council, National Parks and Wildlife Service and other state agencies.

Economy: Creating great places to do business

The Tilligerry is only a 20min drive from Newcastle Airport, and has town centres that offer a variety of boutique retail shops, bars, restaurants and cafés that offer a quiet and peaceful atmosphere.

Given the proximity to the Airport, there are opportunities to promote the area as an events, conference and meeting alternative to Newcastle or Nelson Bay. With a strong visitor profile and a diverse asset base for visitors – historic cruises, easy access to waterways, fishing charters, high end dining, local distilleries and home to the ‘Hunter Region’s most improved golf course’, the Tilligerry lends itself well to hosting everything from small intimate events to larger celebrations and business events.

Oyster Cove is an important location for the maritime industry in Port Stephens. Enabling the industry to diversify its servicing capacity could help Port Stephens emerge as prominent maritime destination in NSW.

Creating more vibrant town centres through events and beautification projects, and ensuring that centres are easy to move around will benefit users and encourage further investment and new business. Promoting the many attributes in the Tilligerry, such as historical character, beautiful natural environment, unique local businesses, fine dining and varied recreational opportunities will encourage additional visitors to the area, and increase night time activity, which will also help grow and support the local economy.



Planning for the future of Tilligerry

Did you know?

Changing the height of buildings in Port Stephens requires an amendment to the Port Stephens Local Environmental Plan 2013. This starts with a planning proposal that outlines the reasons and benefits behind the change. The legislation ensures that everyone is consulted, and all impacts are considered before any decisions are made.





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Creating opportunities for diverse housing

The Tilligerry is surrounded by National Park, State Forest, floodplains and coastal wetlands, limiting the land available for new housing development.

The Hunter Regional Plan 2041, developed and endorsed by the NSW Government, outlines the planning direction for the Greater Newcastle Area, including the Tilligerry. This plan emphasises the need for a sufficient and diverse housing supply, proposing that approximately 80% of new housing be located within the existing urban areas through infill development. Infill housing involves redeveloping existing urban areas for additional housing such as secondary dwellings (granny flats), duplexes, terraces, townhouses and residential flat building (apartments). This approach increases housing density, creates compact neighbourhoods and makes better use of existing infrastructure such as pathways, roads and parks. It can also attract private investment in facilities such as gyms, restaurants, and childcare facilities, while offering affordable housing options for young families and downsizing opportunities for older residents to age in place close to shops, support services, friends and family.

The existing E1 Local Centres (marked as Town Centres on the 'Planning for the Future of the Tilligerry' map) and some land around the Tanilba Bay Town Centre, already allows for medium density developments and diverse housing types, such as granny flats, duplexes, terraces, townhouses, apartment buildings, serviced apartments and hotels.

However, building heights in these areas are capped at 9 metres. Adjusting planning controls to increase the height limit could support more diverse and affordable housing options.

Our initial analysis suggests that increasing building heights up to 14m (3 – 4 storeys) in specific areas as shown as Potential Infill Opportunities on the 'Planning for the Future of the Tilligerry' map), may encourage the development of more diverse housing.

In addition to increasing heights, development controls would need to be adopted to ensure that infill development contributes to the desired character of the Tilligerry and improves the public domain.

Council will engage with the community before any changes are made to building heights in the Tilligerry.

Greenfield development

Constraints such as flooding and biodiversity significantly limit the availability of suitable land for new housing developments on previously undeveloped land, known as 'greenfield development'.

Initial investigation suggests some opportunities for greenfield development on land to the south of the Tanilba Town Centre (identified as Potential Greenfield Residential Opportunities on the 'Planning for the Future of the Tilligerry' map).

To rezone this land for development, the land owner must submit a planning proposal to Council for consideration. These proposals must include detailed studies addressing key factors such as flooding, ecological impacts and the establishment of buffer zones around the Tanilba Bay Wastewater Treatment Works.

Tanilba Town Centre

The 2024 Port Stephens Centres and Employment Lands Study recommends Council explore potential rezoning of a portion of E1 Local Centre zoned land to E3 Productivity Support (identified as Tanilba Bay Town Centre on the 'Planning for the Future of the Tilligerry' map). This would enable a greater range of light industrial and

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large format retail premises that complement existing activities in the area.

The study also highlighted potential improvements to shared spaces and pedestrian accessibility to help revive development potential of vacant zoned land.



Lemon Tree Passage Town Centre

The Lemon Tree Passage Town Centre features a strip of businesses adjacent to the waterfront, serving the local community with an antique store, post office, pharmacy, cafes and restaurants. The area also supports tourism through its oyster farming and distribution operations, a popular marina and well-used boat ramp.

Situated on the edge of the Tilligerry, the Lemon Tree Passage town centre is located on flood prone land, which will be impacted by coastal hazards in the future such as sea level rise and tidal inundation. These risks may limit the development potential in the area.

In addition to the local centre, the Lemon Tree Passage area includes an E4 General Industrial zone (identified as Industrial Land on the 'Planning for the Future of the Tilligerry' map), which supports light industrial, manufacturing and distribution services

as well as large format retail, self-storage, fabrication, and recreation uses.

During the peak holiday season, congestion becomes an issue, impacting parking availability and pedestrian safety. A parking study will inform options to improve parking in popular areas.

One idea to improve pedestrian safety and traffic flow is converting Cook Parade and Shearman Avenue into one-way roads.

This would allow for the road reserve to be reconfigured, providing safer footpaths and additional parking in the town centre.

The Port Stephens Development Control Plan (DCP) currently includes a chapter for development in the Lemon Tree town centre. However, many of the controls are outdated, and the area has seen little development since this chapter was introduced. It's proposed to remove this chapter, and instead apply the general provisions of the DCP to control development and encourage investment in the town centre.

The proposed laneway between Meredith Ave and Shearman Avenue, identified in the DCP, remains a potential consideration for future development on affected lots. Should a major development in the town centre be proposed, the proponent may be required to prepare a new DCP.



Oyster Cove

Oyster Cove has a thriving marine industry and is one of the most important locations for marine servicing in Port Stephens. This area is unlikely to be suitable for new urban development in the short term as it's not connected to the sewer network.

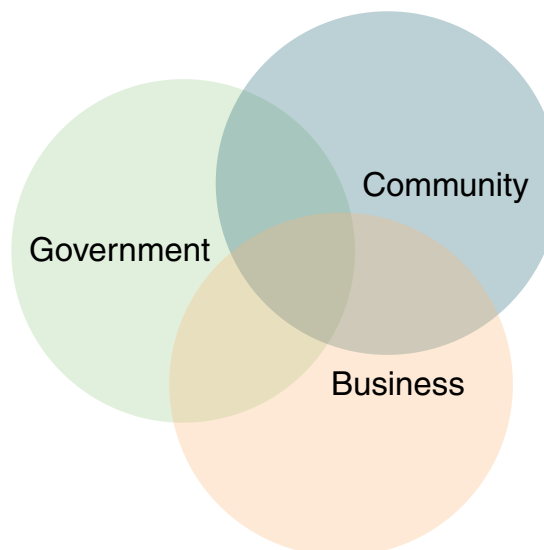


Wildlife corridors

Habitat corridors in the Tilligerry provide connections for wildlife to move through urban areas to various conservation areas. Limited new development is proposed in the Tilligerry that will impact these corridors, however the rehabilitation and strengthening of the corridors should be prioritised by community and environmental groups, in consultation with Council and landholders.



A shared responsibility for our place



Individual responsibilities with opportunities for partnerships

Working Together

Creating great places requires a collaborative approach and ownership from all those that live, work and visit the place. By working together we can harness people-power to achieve more, and best of all, create lasting connections that improve liveability and increase the wellbeing of the Tilligerry community.

Town Teams

Town Teams are a group of positive and proactive people that work collaboratively to improve a place or area. The Town Team model is inclusive and open to everyone – businesses, residents, community groups and anyone keen to have a go.

If you want to join the Tilligerry Town Team and connect with other enthusiastic community members to start delivering outcomes for your town, connect with your Town Team at <https://town-team-hub.mn.co/>

Creating better places and spaces in Tilligerry

What projects are in the pipeline for Tilligerry?

In the next 5 years, we expect a range of projects, as shown on the map, to commence. These projects will improve liveability in the Tilligerry and include improvements or replacement of existing roads, additional pedestrian and cycle infrastructure, and a range of community and recreational facilities.

Council has already started to budget for these projects and you can find more detail in our Resourcing Strategy, Local Infrastructure Contributions Plan and Projects and Works page. Please note that the timing, cost, or locations are subject to change.

Other potential future projects

Potential future projects shown on the map represent opportunities to deliver desired outcomes for the Tilligerry, but these projects are not yet funded in Council's work program.

There are many other ways to deliver these outcomes – such as grant funding obtained by either Council or community groups, fundraising by individuals or charity groups, donations or sponsorship by businesses, or through voluntary planning agreements.

These projects should inspire all of the community to get involved in creating a better Tilligerry; delivering the best future for Tilligerry requires everyone to contribute and work together. Talk to Council if you are interested in delivering one of these projects.

Council Investment

In recent years Council has made significant investments in the Tilligerry through road works, new shared footpaths and recreation facilities, and the Lemon Tree Town Square. Council is expected to invest over \$3.5 million in the Tilligerry over the next 5 years.

Go to **haveyoursay.portstephens.nsw.gov.au/projects-works** to see what's planned in your area.



Creating better places and spaces map

Recreation Projects

- | | | |
|---|--|------|
| 1 | Mallabula Sports Complex, Mallabula - floodlighting and power upgrades | 2025 |
| 2 | Mungarra Reserve – Boardwalk Upgrades | 2025 |
| 3 | Sunset Park, Tanilba Bay - park furniture and upgrade works | 2025 |
| 4 | Tanilba Park Amenities Replacement | 2026 |
| 5 | Lemon Tree Passage Wharf – Replace swim net | 2026 |
| 6 | Gula Reserve, Tanilba Bay – playground | 2029 |

Potential Future Projects

- | | | |
|---|---|------|
| 7 | Lilly Pilly Reserve, Lemon Tree Passage – boat ramp | 2027 |
|---|---|------|

Civil Projects

- | | | |
|---|---|------|
| 1 | Shared path - President Wilson Walk, Tanilba Bay – shared path from Pershing Place to Diggers Drive | 2027 |
| 2 | Shared path - President Wilson Walk, Tanilba Bay – shared path from Diggers Drive to King Albert Avenue | 2027 |
| 3 | Kawarren Street, Lemon Tree Passage – shared path from Blanch Street to Kenneth Parade | 2027 |
| 4 | Lemon Tree Passage Road, Lemon Tree Passage from Blanch St to Industrial Drive, Lemon Tree Passage. | 2027 |
| 5 | Shared path - Strathmore Road, Mallabula and Fairlands Road, Mallabula shared path from Pershing Place to Aquatic Centre | 2028 |
| 6 | Elizabeth Avenue - Lemon Tree Passage to John Parade. | 2029 |
| 7 | Stanley Street, Upgrading the drainage system | 2024 |
| 8 | President Wilson Walk, Tanilba Bay: Upgrading the drainage system from LTP road to Golf Course via President Wilson Walk | 2026 |
| 9 | Tanilba Road, Mallabula: Construct kerb and guttering and install pipe drainage system along Tanilba Road. Outlet via Alfred Lane | 2029 |

Potential Future Projects

- | | | |
|----|---|-----|
| 10 | Tanilba Bay Urban Area: Upgrade the drainage system within Tanilba Bay urban area | N/A |
| 11 | Lemon Tree Passage Urban Area: Upgrade the drainage system within Lemon Tree Passage urban area | N/A |

Please note: Timing, funding or locations may be subject to change.



Look and feel for Tilligerry

Creating an attractive streetscape brings people into town and makes people want to stay longer. The use of a consistent colour palette and materials can help to create a beautiful town with its own unique 'look and feel'.

Small projects such as shop front renovations, fence replacements and street furniture, present opportunities to create a more cohesive town centre and a sense of belonging to the community.

The colour palette represents the many attributes of the Tilligerry area and celebrates the outstanding natural beauty of the broader Port Stephens East Ward region.



Green for the vibrant mangrove leaves that line our waterways.

C: 41% **M:** 0% **Y:** 58% **K:** 0%
R: 91 **G:** 208 **B:** 230
HEX: 5BD0E6



Deep green for Tilligerry's native bushland and pockets of wetland.

C: 91% **M:** 44% **Y:** 66% **K:** 35%
R: 0 **G:** 86 **B:** 78
Hex: 00554D



Deep blue for the Tilligerry Creek and Karuah River.

C: 50% **M:** 20% **Y:** 10% **K:** 0%
R: 127 **G:** 174 **B:** 204
HEX: 7FAECC



Rusted steel for industrial components of the Central Ward and its surrounds.



Brown for the bark of our trees and the stone which features in many of our historical monuments.

C: 29% **M:** 41% **Y:** 56% **K:** 3%
R: 181 **G:** 146 **B:** 117
Hex: B59275



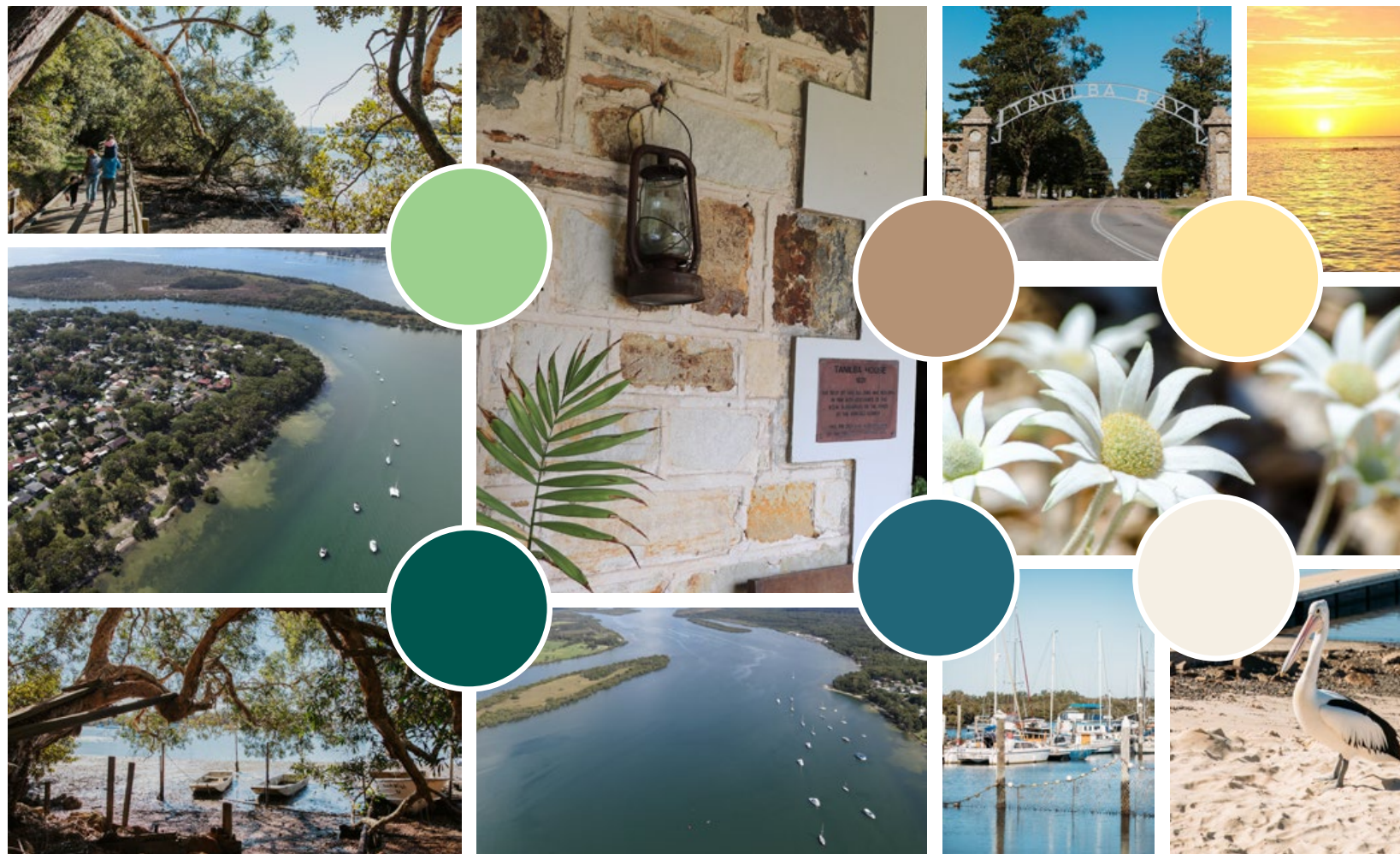
Yellow for flannel flowers and for the stunning skies at dawn and dusk.

C: 0% **M:** 9% **Y:** 44% **K:** 0%
R: 255 **G:** 229 **B:** 159
HEX: FFE59F



Sandy white for the glittering sand at Tilligerry's beaches and boats dotted throughout our waterways.

C: 3% **M:** 4% **Y:** 9% **K:** 0%
R: 244 **G:** 240 **B:** 228
Hex: F4F0E4



A vibrant Tilligerry

What can we do?

Creating vibrancy in our town centres and public spaces requires a collaborative approach. It needs shared ownership and action from business, the community and Council to create places that are resilient, welcoming and inclusive. Place activation is not about big budgets and big infrastructure, it's about creating unique and innovative experiences and testing new ideas. This approach connects local identity both through the built form of the place and the programming of the space.



Art and creative opportunity sites

Creating great places requires a collaborative approach and ownership from all those that live, work and visit the place. By working together we can harness people-power to achieve more, and best of all, create lasting connections that improve liveability and increase the wellbeing of the Tilligerry community.



Town centre/retail

A thriving community needs thriving shop/business districts - we need to encourage people to come out for an evening, find ways to encourage them to stay, and create spaces that attract people and are safe and accessible for all.

Activities could include planting and greening projects, seating, artwork, performance, shop displays, façade upgrades and even interesting signage.



Heritage and cultural interpretation sites

These are locations, like a historic building, archaeological site, or natural landscape, where the story and significance of a particular culture or historical period is actively explained and shared with visitors through various interpretive methods, including guided tours, exhibits, signage, and multimedia presentations, aiming to educate people about the place's cultural heritage.



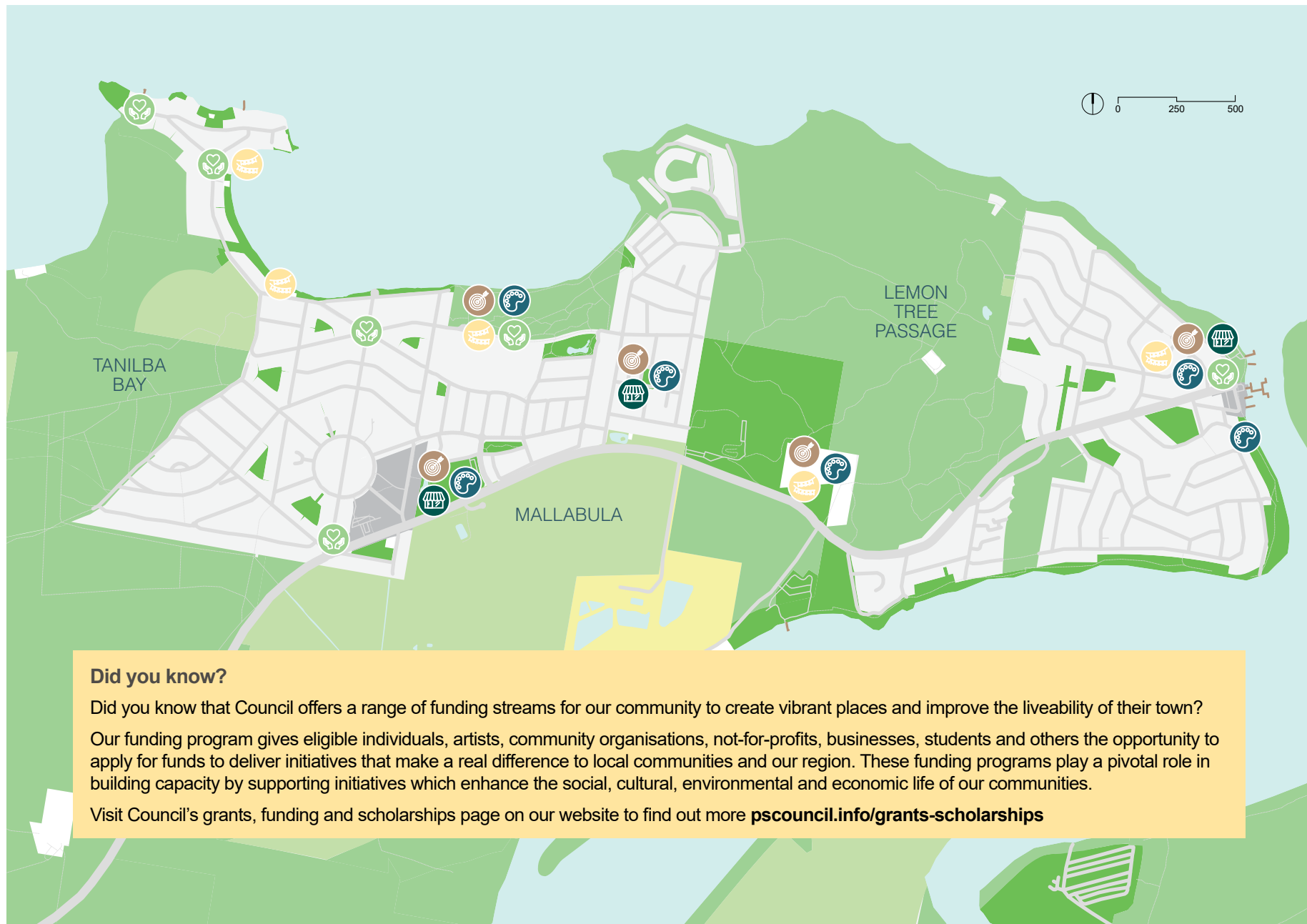
Test and trial activation opportunities

Taking on the 'lighter, quicker, cheaper approach' is a great way to tackle really complex problems in a place. It allows testing before spending big budgets on projects and allows Council and the community to understand what works and what does not work.



Event/Community gathering sites

Open spaces can be transformed by events – attracting visitors, creating community connections and supporting local business during low and shoulder seasons. Events can range from artisan markets to sporting events, environmental activities or music

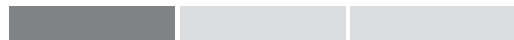


Actions

Timeframe

This Place Plan has a planning horizon of 5 years. Timeframes denote when delivery of an action is expected to start.

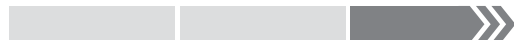
Short term – 0 to 2 years



Medium term – 2 to 4 years



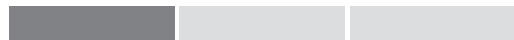
Long term – 4 to 5+ years



Cost

Cost indicates whether an action is a relatively cheap or a costly undertaking.

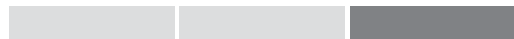
Low



Medium



High



Lead

Each action will be lead by Council or a specific group associated with the action.

Council role

Tilligerry's Liveability Index results have inspired a series of action items. Port Stephens Council has 4 possible roles in delivering these actions:

- **Coordinate** – As a coordinator, we'll provide guidance on how to start your project, help by identifying approvals required, advise you about funding opportunities, get you in touch with other organisations, or advocate for your project.
- **Support** – As a supporter, we may provide support, permission, inspiration or funding.
- **Deliver** – In delivering, we'll fund and deliver the project.
- **Partner** – As a partner, we'll work with the community, business, developers, and state agencies to undertake projects or programs.

Emerging themes

The Liveability survey results indicate that the 5 most important themes of liveability for the people of Tilligerry are:

- **Environmental sustainability**
- **Economy**
- **Movement and Place**
- **Quality Open Space**
- **Management and safety**

Please note: Cost estimates and delivery timeframes are indicative only and subject to further investigation.

The order for commencement of actions is flexible and will be based on timing and availability of funding and resources, and community initiative.

ITEM 2 - ATTACHMENT 1 TILLIGERRY PLACE PLAN.

1. Immerse yourself in nature

The Tilligerry is treasured for its natural setting. Opportunities to bring nature into public spaces and town centres could be explored to improve the look and feel of the Tilligerry, reduce urban heat and create more liveable communities.

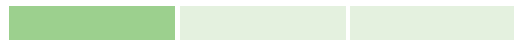
Individuals, schools or community groups can apply for grants through the Environmental Projects Fund, part of Council's Community Funding Program. The grants support environmentally focused groups to undertake projects that enhance biodiversity and sustainability, safeguard local ecosystems, foster student involvement, and provide community education.

Visit our Environmental projects Fund pscouncil.info/environmental-project-funding for more information.

Timeframe



Cost



Lead: Community

Council role: Support

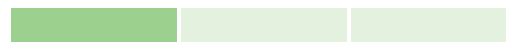
2. Caring for the local environment

Environmental volunteering is a great way to enjoy the outdoors, to create new connections and to contribute to the local community. Community members could join an existing local Landcare or parks and reserves group to help care for the local environment.

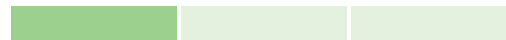
Council is currently working with registered volunteer groups to develop action plans that outline a range of environmental activities. These may include protecting biodiversity corridors by managing invasive weeds and regenerating bushlands, or beautifying public spaces by revegetating parks, weeding and mulching.

You can access further information about volunteering at: pscouncil.info/landcare

Timeframe

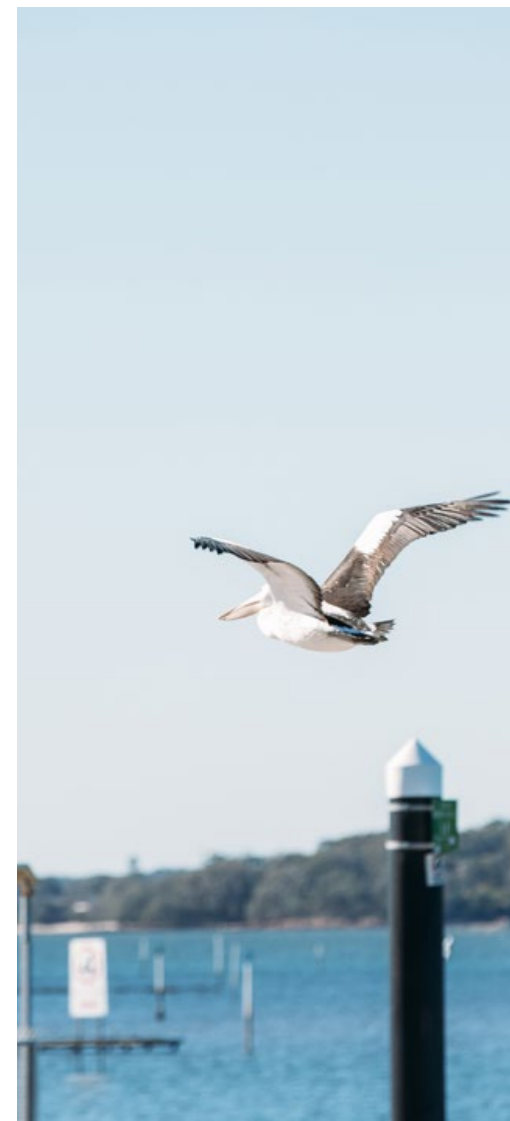


Cost



Lead: Council and Community

Council role: Support



ITEM 2 - ATTACHMENT 1 TILLIGERRY PLACE PLAN.



3. Help keep it clean and tidy

Tilligerry residents take great pride in the visual appeal of their place. Maintaining a clean and tidy town that can be enjoyed by residents and visitors is everyone's responsibility.

The community and businesses could come together by joining the annual Clean Up Australia Day event or connect with other organisations like Good for the Hood, and Take 3 for the Sea to implement programs that reduce the impact of rubbish in the Tilligerry.

Council will continue to support the Ocean and Coastal Care Initiative (OCCI) to install T'Angler Bins. These bins help prevent marine debris entering our waterways by providing a solution to used fishing line and tackle disposal. Contact OCCI to learn about how your community group or business can adopt a bin.

Another simple way to keep the place clean is to report what you see. Council's Report and Request tool allows the community to submit an issue anywhere, anytime. By using this tool, a detailed report is generated and sent directly to Council's system, speeding up the process of addressing the issue.

You can access Council's Report and Request service here:

pscouncil.info/report-request-apply

Timeframe



Cost



Lead: Business

Council role: Support

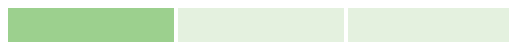
ITEM 2 - ATTACHMENT 1 TILLIGERRY PLACE PLAN.

4. Saving Koalas

Port Stephens is home to a large Koala population and it's essential that Council and the community work together to protect koalas and their local habitats.

Some of the biggest threats to Koalas are cars and domestic pets. Community members can help by reporting any koala sightings on the NSW Government's 'I spy Koala' app link (bit.ly/i-spy-koala), by becoming a landholder partner, keeping dogs confined or restrained at night, slowing down on our roads, watching for Koalas crossing roads and reporting injured Koalas via the 24hr Koala Rescue Number – 1800 PS KOALAS (1800 775 625).

Timeframe



Cost



Lead: Council

Council role: Deliver

5. Avenue of the Allies

The Norfolk Island pine trees lining the Avenue of the Allies are locally iconic and are approaching 100 years of age. In recent years, a number of the Norfolk Island pine trees have needed to be removed from declining health and more removals are expected in the coming years. This presents an opportunity to plan for the future of the street trees along the Avenue of the Allies. There are many options to consider, including the selection of a new species, the number of trees planted, the extent of the planting and the timing of these changes.

Council will work with the local community to shape the desired future street tree for the Avenue of the Allies ensuring the new tree planting reflects both the character of the area and the desires of its residents.

Timeframe

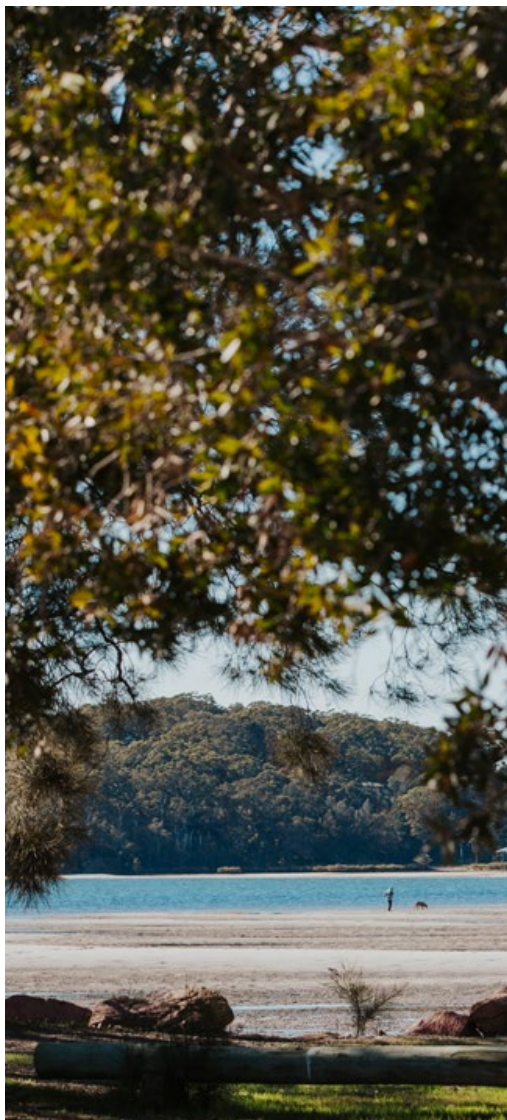


Cost



Lead: Council

Council role: Deliver



6. Coastal hazards

The Tilligerry benefits from unrivalled coastal views, but this landscape is also vulnerable to the impacts of climate change. Rising sea levels and coastal inundation are expected to impact areas within the Tilligerry in the future.

All coastal Councils in NSW are required to develop a Coastal Management Program (CMP). This document sets the long-term strategy for managing our coast. It identifies risks to the coastline and sets out actions to manage and mitigate these risks now and into the future.

The Port Stephens CMP, which came into effect in November 2024, contains actions to protect the Tilligerry from coastal hazards.

The actions will be implemented over a ten year period as funding becomes available and will focus on inundation of roads and properties, and developing a climate change adaptation strategy for the Tilligerry.

This strategy will be prepared in consultation with the community to ensure a collective approach to safeguarding the area's future.

Timeframe



Cost



Lead: Council

Council role: Deliver

7. Create welcoming town centres

To create a sense of place in the Tanilba Bay and Lemon Tree Passage town centres, Council will work with businesses and community to improve the streetscape and shopfronts in these key town centres. This could include landscaping, seating, public art, pop up activations or updating shopfronts to improve the look and feel of the centre. Creating distinct town centres leads to a stronger local economy.

Community groups or a Town Team could work with businesses and landholders to undertake a wider scale makeover of these town centres, helping to turn these areas into lively and welcoming spaces.

The Tilligerry already has a strong group of volunteers committed to improving their place, the creation of Town Teams would provide additional support to existing community groups and create more opportunities for a more diverse mix of residents to work on projects. To find out more information about creating a town team visit <https://town-team-hub.mn.co>.

If you have a great idea to improve your town centre please contact the Vibrant Places Team – events@portstephens.nsw.gov.au

Timeframe



Cost



Lead: Business

Council role: Support



ITEM 2 - ATTACHMENT 1 TILLIGERRY PLACE PLAN.



8. It's On! in the Tilligerry

The Tilligerry already boasts a great array of successful events, including Tilli Fest, open gardens, markets, carols, New Year's Eve fireworks and Lemon Jam. Events in the Tilligerry have a distinct flavour and draw on the talents and creativity of the local community. Working to grow these events and ensuring their long term sustainability is a priority. Future event growth should celebrate the area's unique stories and characteristics, while continuing to highlight the incredible skills of the local residents.

Council will help facilitate conversations with local businesses, community groups or Town Teams to support the development and improvement of community events.

Whether it's refining an existing event or bring a new idea to life, we'll work alongside the community to build vibrant experiences for everyone.

Please contact the Vibrant Places Team – events@portstephens.nsw.gov.au to find out more.

Timeframe



Cost



Lead: Business and Community

Council role: Support

9. Investigate opportunities to facilitate the growth of the maritime industry

An accessible port is just one of the physical advantages Port Stephens has that make it an ideal location for a thriving marine service industry, catering to a large range of vessels. There's potential to expand marine services, such as establishing slipways for larger vessels. This would allow boat owners to service their vessels locally, avoiding the already congested Gold Coast or Sydney locations, positioning Port Stephens as a leading maritime destination.

There may also be opportunity to dredge the Oyster Cove channel to provide access for larger boats, helping to grow the marine servicing industry in the region.

The NSW Maritime Infrastructure Plan outlines a coordinated, evidence-based approach to planning and delivering NSW Government investments in maritime infrastructure, supporting both commercial and recreational boating activities in NSW. While Oyster Cove dredging is not currently included in the NSW Maritime Infrastructure Plan, local business and community groups could continue to advocate for its inclusion, pushing for an investigation into the feasibility of improving access. Any investigations would also assess potential environmental impacts.

Timeframe



Cost



Lead: Business

Council role: Support



ITEM 2 - ATTACHMENT 1 TILLIGERRY PLACE PLAN.



10. Test and trial in Tilligerry

Locally owned businesses that provide goods and services are highly valued by the Tilligerry community. However setting up a new business can sometimes be a large investment. Pop up shops and temporary business provide an opportunity for new ideas to be tested and trialled without a large upfront investment. They can also quickly fill empty retail spaces, with the agreement of the property owner, and increase the vibrancy of a retail centre.

Council provides an opportunity to set up temporary or pop up style trial businesses on Council land. These could support nature-based pursuits, improve recreation options or provide food and drink. Activities that target socially isolated groups, such as youth, should be considered.

Ideas include renting bushwalking and beach equipment such as kayaks or paddleboards, providing maps for walking trails or setting up food trucks in popular locations.

Information on setting up a business, especially the requirements for food businesses can be found on the Port Stephens Council website and NSW Government websites.

- nsw.gov.au/business-and-economy/starting-a-business
- portstephens.nsw.gov.au/business/support-for-businesses

Specific enquiries can be lodge via pscouncil.info/report-request-apply

Timeframe



Cost



Lead: Business

Council role: Support

11. Investigate RV parking / kayak camping

Offering free short-term parking for recreational vehicles (RVs) is a great way to encourage visitors into a town centre, benefiting local shops and increasing visitation to local attractions.

In consultation with the community and key stakeholders, Council will assess the need for free overnight RV parking and explore potential locations short term RV parking and amenities in the Tilligerry. Locating RV parking in existing car parks may help improve overnight security through passive surveillance.

The Tilligerry is an ideal location to explore on kayaks and it could become a destination for kayak camping. This would require facilities such as temporary waterfront kayak storage close to local accommodation for those wishing to stay.

If accommodation operators and providers close to the waterfront are interested in offering services and facilities to support kayak camping, they can contact Council's Community Assets Team to investigate any opportunities for using Council owned land that may be suitable for kayak storage

Timeframe



Cost



Lead: Council

Council role: Deliver



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12. Trek the Tilligerry

Once the final section of the pathway between the Mallabula Sports Complex and the Tanilba town centre is completed, the centres of Tanilba and Lemon Tree Passage will be connected by off road pathways.

There is an opportunity to promote and enhance these pathways within the Tilligerry by including temporary activations along key walking trails that draw in visitors and gives both the community and visitors new ways to enjoy the paths.

Please contact the Vibrant Places Team – events@portstephens.nsw.gov.au to discuss your ideas for temporary activations.

Timeframe**Cost**

Lead: Business and Community
Council role: Partner

13. Tilligerry community transport

Public transport in the Tilligerry has been identified as an area for improvement with minimal services despite the population size. Council will continue to work with agencies, such as Transport for NSW, to advocate for more regular services and we encourage the community to join these efforts to secure additional transport options.

The community could investigate alternative options to fill the service gap until the population is of a sufficient size to warrant a regular service. Potential grants may be available to support community driven initiatives that offer short-term transport options.

We encourage the community to explore the scope of community transport services and investigate options for sponsorship from business, clubs or churches to convert underutilised buses. These partnerships could help improve connections to retail hubs, cafes and entertainment venues within the Tilligerry, improving accessibility for all.

Timeframe**Cost**

Lead: Business and Community
Council role: Support

14. Moving around Lemon Tree Passage

Lemon Tree Passage is a popular destination for holiday makers, especially in the warmer months. This influx of visitors' means parking around the town centre and foreshore becomes limited, and increased traffic movements can make it tricky for pedestrians to navigate the area safely.

Council will undertake a parking study in the Lemon Tree Passage town centre to review the need for additional parking and explore opportunities to create a safer pedestrian environment.

In consultation with the community, Council will investigate one way streets in the Lemon Tree Passage town centre exploring the conversion of Cook Parade and Shearman Avenue to one-way roads. This would present an opportunity for the road reserve to be used for safer footpaths and additional parking in the town centre.

Timeframe



Cost



Lead: Council

Council role: Deliver

15. Improve connectivity in Tanilba Town Centre

The Tanilba Town Centre caters the daily needs of the Tilligerry residents, however pedestrian movements and accessibility remain challenging.

Council will explore options to improve pedestrian movement and connectivity within the centre. This may include reviewing the current land use zoning to assess whether a more suitable approach could support a wider range of complementary businesses and services, contributing to the overall vibrancy of the town centre.

Timeframe

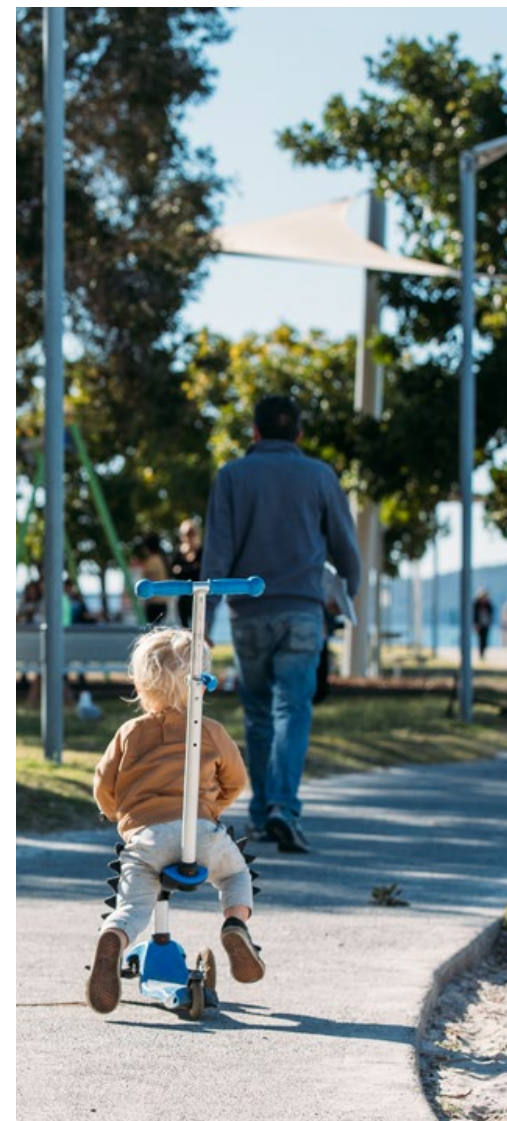


Cost



Lead: Council

Council role: Deliver

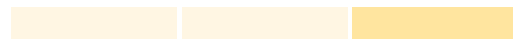


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16. Mallabulla Sports Complex Masterplan

The Mallabulla Sports Complex Masterplan was adopted by Council on 23 July 2024. The Masterplan was developed in partnership with the Tilligerry Sports Council and in consultation with the community, sports clubs and operators/ licensees and sets out a 20 year strategic plan for the complex and identifies the community's priorities and sporting opportunities. It proposes new amenities buildings (café, canteen and change rooms), upgraded lighting and parking facilities, new seating and shade sails.

The Masterplan will assist in securing future funding through grant applications to deliver the works, and assist Council in budgeting for the upgrades over time. You can view the Mallabulla Sports Complex Masterplan here pscouncil.info/open-space-planning

Timeframe**Cost**

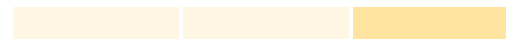
Lead: Council
Council role: Deliver

17. Boat ramp / carpark upgrades

The waters of Port Stephens and its estuaries are one of the Tilligerry's most valuable assets. Waterfront public space could be enhanced to better connect communities with their waterways.

Council's Boating and Fishing Infrastructure Plan makes a number of recommendations for the improvement and maintenance of these local assets such as improved wayfinding, manoeuvring and car park upgrades.

Council is also working with the Marine Rescue NSW to identify the future needs of the services and facilities around the Lemon Tree Passage Boat Ramp.

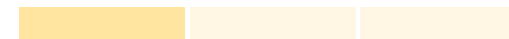
Timeframe**Cost**

Lead: Council
Council role: Deliver

18. Futureproof the Tilligerry Aquatic Centre

Located at the Mallabulla Sports Complex, the Tilligerry Aquatic Centre offers a heated 25m, 8 lane swimming pool which is closed for routine maintenance in the winter period. Council will investigate opportunities to improve the feasibility of this facility as it currently operates at a deficit.

Council will consider options to increase the viability of this community facility, such as an extended winter closure to reduce operating costs, and opportunities to increase patronage over the summer months. The pool operator will be supported to facilitate and promote regular community events at the venue, such as food trucks or other activities to encourage visitation. Discuss using this venue for your community event, by contacting the pool operator: tilligerryac.com.au/contact-us/get-in-touch

Timeframe**Cost**

Lead: Council and Business
Council role: Deliver and Partner

19. Celebrate the history of the Tilligerry

Recognising and celebrating our heritage and culture is part of creating vibrant communities and places. The Tilligerry has significant cultural heritage sites for the Worimi people and has important European heritage and historical landmarks.

There are already a number of heritage attractions located in the Tilligerry including a Heritage & History Walking Trail, State heritage listed buildings and significant cultural heritage sites for the Worimi people, including sacred sites, and areas of historical importance.

Community events and programs that connect residents to the heritage and cultural history of the Tilligerry can preserve cultural identity, boost tourism, and foster

economic growth. Council will support community members and groups that want to organise events or celebrate heritage in the Tilligerry.

To connect with community groups that have an interest in family history and celebrating heritage visit Council's Community Directory: <https://www.portstephens.nsw.gov.au/community/community-directory/arts-and-heritage>

To learn more about the Worimi and Aboriginal culture in the Tilligerry and Port Stephens connect with the Murrook Culture Centre:
facebook.com/MurrookCulturalCentre

Timeframe



Cost



Lead: Community

Council role: Support



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20. Light it up

Improving lighting within pedestrian corridors is also important. Good lighting from parking areas to shops, restaurants and open space improves safety and accessibility.

Council will undertake an audit of lighting within the two town centres to determine where better lighting is needed in order to improve safety.

The creative use of lighting is also a great way to improve safety and visibility. Adding festoon lighting in public spaces and installing temporary lighting installations on footpaths and buildings can support the evening economy by increasing the ambience of a place and extending dining and trading hours.

More complex lighting and projections can provide opportunities for storytelling and creativity at night. Drawing people to a space and encouraging them to stay longer. The recent lighting of the Tanilba Gates is an example of how lighting can highlight local attractions and improve the sense of place.

Please contact the Vibrant Places Team – events@portstephens.nsw.gov.au to find out more.

Timeframe**Cost**

Lead: Council and Business

Council role: Partner

21. Crime prevention is everyone's responsibility

Feeling safe, stable, and secure is central to our health and wellbeing. How safe we feel can influence our social habits; when we feel safe, we find it easier to relax and do all the things that comfort us, and the work we need to do. The community have expressed concern about the lack of police presence in the Tilligerry.

Community groups can advocate to political representatives for increased Police visibility in the Tilligerry and to undertake targeted operations to address concerns, such as drugs, lighting of fires, unregistered trial bikes, graffiti and traffic offences.

Community members also play an important role in crime prevention. Community members could talk to the local police station about setting up a Neighbourhood Watch in the area.

Timeframe**Cost**

Lead: Community

Council role: Support

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22. Community connect

We heard that at times, the Tilligerry community can find it hard to access information and feel that they miss opportunities to participate and contribute. A community noticeboard is one way for the community to know what is going on in their place.

There's lots of ways to create a community noticeboard – it could be a digital noticeboard hosted via social media or a physical noticeboard on the wall in the shopping centre. This could be developed and managed through a local community group or business.

Council also provides information on events, projects and engagement opportunities through social media, a digital newsletter, Your Port and printed newsletters.

Council will work on ways to increase the distribution of the Your Port newsletter and other information to ensure it reaches as many Tilligerry residents as possible.

Destination Port Stephens provide information on their website about 'what's on' and visitor services that are available.

For further information head to portstephens.org.au/events

Timeframe**Cost**

Lead: Community

Council role: Support

23. Be prepared for emergencies

Living on a peninsula during emergencies can be distressing for some members of the community. Together with other emergency response agencies, Council will continue to hold education programs and workshops in the Tilligerry to help residents better prepare for emergencies, such as bushfire and flooding.

Timeframe**Cost**

Lead: Council

Council role: Deliver

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24. Create a community hub

Creating opportunities for people to regularly connect with others in their community is important for people of all ages and all walks of life.

A dedicated space for a community hub could be made available by a property owner looking to activate vacant space or through support from a corporate sponsor interested in enhancing existing facilities. In the absence of a dedicated space local parks or community halls could be utilised.

The hub could serve as a base for many community service providers offering programs tailored to youth, seniors, young families and outreach services that deliver information and support.

Organisers can apply for a grant through Council's Community Funding Program to bring these projects to life
pscouncil.info/grants-scholarships

Timeframe**Cost**

Lead: Business and Community

Council role: Coordinate

25. Increase housing supply and diversity

The Tilligerry faces limited opportunity for new development due to environmental constraints such as coastal hazards, flooding and biodiversity. To provide more housing and greater housing diversity, it's essential to explore options for increasing density through the redevelopment of key sites and assess the suitability of rural lands for new development.

Council may review the surplus land it owns in town centres that could be better utilised for residential development. Potential infill and greenfill residential are identified in the 'Planning for the Future' map.

By working with landholders and the community through any potential future planning proposal processes, Council aims to create opportunities to increase housing supply and diversity while protecting our natural environment.

Timeframe**Cost**

Lead: Council

Council role: Deliver





Communications and Engagement Report

Tilligerry Place Plan

February 2025



ITEM 2 - ATTACHMENT 2 TILLIGERRY PLACE PLAN ENGAGEMENT REPORT.



Tilligerry Place Plan

Engagement snapshot

The place planning process aims to capture the character of the unique communities within Port Stephens and to give voice to their residents. By giving ownership to the community of the roadmap for the future, it not only enhances their connection to place but also ensures that the priorities and actions within the plan are created by those who it will impact. The Tilligerry Place Plan is an action-oriented strategy informed and guided by community input.

What we've been up to



3 Workshops

37 attendees



1 x Surveys

38 completed



Webpage

615 visitors



**Direct emails/
e-newsletters**

660+ sent



Social media

19,404 reach,
497 clicks

Top 5 Tilligerry Values - Liveability Index 2020



75%

Elements
of natural
environment



65%

General
condition of
public open
space



60%

Protection of
the natural
environment



58%

Shared
paths that
connect
housing to
amenities



56%

Sense of
neighbourhood
safety



PORT STEPHENS
COUNCIL

PORTSTEPHENS.NSW.GOV.AU





Top things we've heard

Better connection and more pathways to connect the townships of Tilligerry

Celebrate the history of the area

Protect Tilligerry habitat and Koalas in general

Vision

Liveability recommendations

Tilligerry strengths

Elements of natural environment
Sense of neighbourhood safety
Local businesses that provide for daily needs
Access to neighbourhood amenities
Sense of personal safety

Tilligerry attributes to prioritise

Walking/jogging/bike paths that connect housing to community amenity
Evidence of recent public investment
Quality of public space
Access and safety of walking, cycling and/or public transport
General condition of public open space
Protection of the natural environment

leafy green connected social peaceful community
protected footpaths

Key workshop themes

1. Preserving and protecting the natural environment
2. Better and safer pedestrian movement
3. Improved wayfinding/signage
4. More things to do
5. General care and beautification

Project timeline



**ITEM 2 - ATTACHMENT 2 TILLIGERRY PLACE PLAN ENGAGEMENT
REPORT.****Contents**

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Summary

The place planning process aims to capture the character of the unique communities within Port Stephens and to give voice to their residents. By giving ownership to the community of the road map for the future, not only does it enhance their connection to place but also ensures that the priorities and actions within the plan are created by those whom it will impact.

In developing the Tilligerry Place Plan and listening to the community, we learned that some of your priorities for the area are; quality of public space, evidence of public investment, walking/jogging/bike paths that connect housing to communal amenity, evidence of Council/government management, access and safety when walking, cycling and on public transport and general condition of public open space.

The introduction of a Tilligerry Place Plan to the community will work through a phased four phased engagement approach:

- | | |
|----------------|--|
| Phase 1 | Collection of the Liveability Index data collection.
Completed September 2020 and November 2024. |
| Phase 2 | Targeted and collaborative engagement - allowed local residents, businesses and other stakeholders to prioritise and vision for the place.
Completed July 2022. |
| Phase 3 | Check-in phase – testing of key concepts and actions with the previous workshop participants.
Completed December 2023 |
| Phase 4 | Exhibition of the draft document for public comment.
To be completed |

The key objectives of all phases of engagement are to:



Increase community awareness of the development of the Tilligerry Place Plan



Inform the key stakeholders and community about upcoming engagement opportunities in the Tilligerry



Seek feedback on the draft Place Plan and how community priorities might have changed



Identify and report on community preferences to inform the Tilligerry Place Plan

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Communication and Engagement Methods*

COMMUNICATION METHODS*		
ACTIVITY	DESCRIPTION	REACH
Phase 1 Liveability Index		
Various activities	Sep 2020 Tied to wider communications campaign for entire local government area not specific to Tilligerry	N/A
	Nov 2024 Tied to wider communications campaign for entire local government area not specific to Tilligerry	N/A
Phase 2 Initial EOI communications and workshop details*		
Project webpage	Place Plan Council website page Tilligerry Place Plan Used to host information and supporting documents	615 visits (2023 and 2024)
Social media	Port Stephens Council Facebook 24 May 2023 Post boosted to target Tilligerry community EOI process to register interest in workshops	19,404 reach; 141 interactions; 497 link clicks
Direct email contact	2 November 2022 Invite to key stakeholder meeting	24
	Workshop 1 invite	106
	Workshop 2 follow up email and homework reminder	106
Phase 3 Check-in phase, includes general updates		
Direct email contact	30 November 2023 Invite to check-in workshop	106
	21 December 2023 Follow up email	106
	21 March 2024 Community update email	106
	3 June 2024 Community update email	106
Social media	Tilligerry Town Teams launch events 15/16 May 2024	37 registrations via Event Brite

* Above Phase 2 communication statistics do not include reference to initial communications about Place Plans conducted in 2021.

Tilligerry Place Plan Communications and Engagement Report February 2025 6

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TILLIGERRY PLACE PLAN ENGAGEMENT

ENGAGEMENT METHODS		
ACTIVITY	METHOD	PARTICIPATION
Phase 1		
Online Survey	Liveability Index Survey	196 surveys completed and
	All local government area survey Note: Phase 2 workshops were based on the data collected during 2020.	238 community ideas for Tilligerry in 2020 166 surveys completed and 270 community ideas for Tilligerry in 2024
Phase 2		
Workshop details		
Place Plan introductory community key stakeholder meeting	Meeting 9 November 2022 with group of known key stakeholders (24 groups) to talk about the Place Plan development and community appetite. Invites issued to community groups and known community representatives.	8 participants
Workshops 1 + 2	Workshops investigated the results of the Liveability Index survey 2020 and provided an opportunity to explore ideas and solutions.	78 people registered their interest in the workshop series.
	Workshops online:	
	1. 19 July 2023	13 participants
	2. 26 July 2023	10 participants
	Workshops Face to Face:	
	1. 20 July 2023	13 participants
	2. 27 July 2023	11 participants
Phase 3		
Check in phase (included additional face to face session)		
Check in session and online survey	Check in session held 14 December 2023 to deliver proposed Place Plan draft actions	20 participants
	Online survey – opportunity for feedback of proposed Place Plan draft actions.	38 surveys completed
Town Team launch event	Introductory sessions held 15/16 May 2024	25 participants
Phase 4		
Public Exhibition		
Public exhibition	Yet to be completed	Not yet available
Survey and submissions		

ITEM 2 - ATTACHMENT 2 TILLIGERRY PLACE PLAN ENGAGEMENT REPORT.**Key engagement findings****What the community told us****Phase 1: Liveability Index 2020 - see Appendix A for full details**

The top priorities identified in the Liveability Index in 2020 for the Tilligerry area included:

Strengths:

- Elements of natural environment (natural features, views, vegetation, topography, water, wildlife)
- Sense of personal safety (for all ages, genders, day or night)
- Sense of neighbourhood safety (from crime, traffic, pollution)

High priority areas:

- General condition of public open space (street trees, footpaths, parks)
- Evidence of recent public investment (roads, parks, schools)
- Walking/jogging/bike paths that connect housing to communal amenity (shops, parks)
- Quality of public space (footpaths, verges, parks)
- Access and safety of walking, cycling and/or public transport (signage, paths, lighting)
- Protection of the natural environment
- Local businesses that provide for daily needs (grocery stores, pharmacy, banks)

Liveability Index 2024

Since the workshops were conducted in 2023 we have once again undertaken a further Liveability Index in December 2024. The full results from this survey are currently being collated and will be available on Council's website. Some areas in Tilligerry have improved and others have declined. A quick snap shot of the strengths and high priority areas are as follows:

Strengths:

- Elements of natural environment (natural features, views, vegetation, topography, water, wildlife) (same as 2020)
- Locally owned and operated businesses (New strength)
- Overall visual character of the neighbor (New strength)
- Sense of belonging in the community (New strength)

High priority areas:

- Evidence of recent public investment (roads, parks, schools) (same as 2020)
- General condition of public open space (street trees, footpaths, parks) (same as 2020)
- Sense of neighbourhood safety (from crime, traffic, pollution) (New high priority)

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Phase 2: Workshops - see Appendix B for full details

The key engagement component for Phase 2 was four community workshops (2 online and 2 face to face workshops). These workshops included the following:

- **Introduction and education** - building rapport, building understanding of scope, setting the scene, presenting Liveability data to guide the session, and what makes a great place.
- **Immersion and detailed exploration of place** - deep dive into local values and identification of priority places and issues
- **Ideas generation** - quick wins and big picture moves - actions for both Council and community leaders. Identification of barriers to delivery and how we can deliver.
- **Action planning** - action planning of some of the quick wins and big picture moves identified as part of the workshop.

These workshops provided an opportunity for staff to learn from the community and better understand their vision and priorities for their place. These workshops also provided an opportunity for members to build community capacity and network among the group to help deliver community projects.

Key Findings:

A reasonably diverse mix of ages and genders were represented at the workshops.

The workshops focused on better understanding of the values and priorities collected as part of the 2020 Liveability Survey. The key focus areas developed during the workshop activities corroborated the priorities collected as part of the 2020 Liveability Survey.

The emerging themes from these workshops included:

Preserving and protecting the natural environment

The group was passionate and community-minded with great pride in their place. It was clear participants want to protect the natural environment and local habitat areas with a high priority for the Koalas in the Tilligerry. Green open spaces along with parks and reserves were enjoyed by the community regularly along with coastal walks.

Better and safer pedestrian movement

Connecting paths and access was a common theme in both workshops. Participants would like to see shared pathways to connect for walking and cycling around the Peninsula along with connecting pathways between housing and the local shopping centres. In addition, participants also spoke about feeling unsafe for themselves and for local children being forced to walk on the edge of busy roads due to a lack of footpaths.

Improved wayfinding/signage

Improve signage around the local area was a popular discussion topic. Refurbishing old signs was a starting point along with consideration of new signage along board

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walks and a 'Welcome to Tilligerry' sign with an adjoining map at the entry of Tanilba Bay.

More things to do

Bringing back music festivals such as Lemon Jam for the community along with considerations for a Cinema in the Park event was a key item for community-led initiatives.

General care and beautification

Beautification of Tanilba Bay was popular with improving the appearance of the gates with LED lights and gardens, street trees, and a long term plan for an upgrade to the town centre.

Key stats Workshop 1 and 2

Workshop 1 Activity 1: Liveability values 'deep dive' 113 comments

Workshop 1 Activity 2: Word clouds, existing and visioning, x2

Workshop 1 Activity 3: Mapping priorities: 151 comments

Workshop 2 Activity 1: Case study centered on land use planning including heights and rezoning.

Workshop 2 Activity 2: Action Planning ideas total 98 ideas

Workshop 2 Activity 3: 9 ideas action-planned.

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Phase 3: Check-in survey and ideas generation – see Appendix C for full details

The approach for Phase 3 consisted of a survey seeking to confirm the direction of the draft place plan, provide feedback on the draft actions, and provide an opportunity for further ideas generation from the previous workshop participants as well as the wider group who had initially expressed an interest in the place plan process for Tilligerry.

This engagement phase also included one face to face check-in session to help present the draft actions.

The survey received 38 responses. Overall the responses to the survey questions regarding the draft actions showed a level of support. For full survey response details including additional suggestions see Appendix C. Key survey findings regarding draft actions:

The majority of responses were **supportive** of the draft protection of natural environment actions:

- Immerse yourself in nature (**86.9%** supportive, 13.2% neutral/unsure, 0% opposed)
- Caring for the local environment (**76.3%** supportive, 21.1% neutral/unsure, 2.6% opposed)
- Help keep it clean and tidy (**79%** supportive, 18.4% neutral/unsure, 2.6% opposed)
- Coastal hazards (**84.2%** supportive, 15.8% neutral/unsure, 0% opposed)
- Keeping koalas safe (**84.2%** supportive, 15.8% neutral/unsure, 0% opposed)

The majority of responses were **supportive** of the draft Economy actions:

- Create welcoming town centres (**78.4%** supportive, 21.6% neutral/unsure, 0% opposed)
- Trek the Tilligerry (**86.5%** supportive, 13.5% neutral/unsure, 0% opposed)
- Incredible by nature (**91.9%** supportive, 8.1% neutral/unsure, 0% opposed)
- It's On! In the Tilligerry (**78.4%** supportive, 18.9% neutral/unsure, 2.7% opposed)
- Investigate opportunities to facilitate the growth of the maritime industry (**64.9%** supportive, 24.3% neutral/unsure, 10.8% opposed)
- Test and trial in Tilligerry (**78.4%** supportive, 21.6% neutral/unsure, 0% opposed)
- Investigate RV parking (**64.9%** supportive, 27% neutral/unsure, 8.1% opposed)

The majority of responses were **supportive** of the draft Movement actions:

- Welcome to the Tilligerry (**77.8%** supportive, 16.7% neutral/unsure, 5.6% opposed)

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- Tilligerry community transport (**86.1%** supportive, 13.9% neutral/unsure, 0% opposed)
- Investigate options for a Tilligerry trail (**91.7%** supportive, 5.6% neutral/unsure, 2.8% opposed)
- Moving around Lemon Tree Passage (**72.2%** supportive, 16.7% neutral/unsure, 11.1% opposed)
- Improve connectivity in Tanilba town centre (**75%** supportive, 22.2% neutral/unsure, 2.8% opposed)

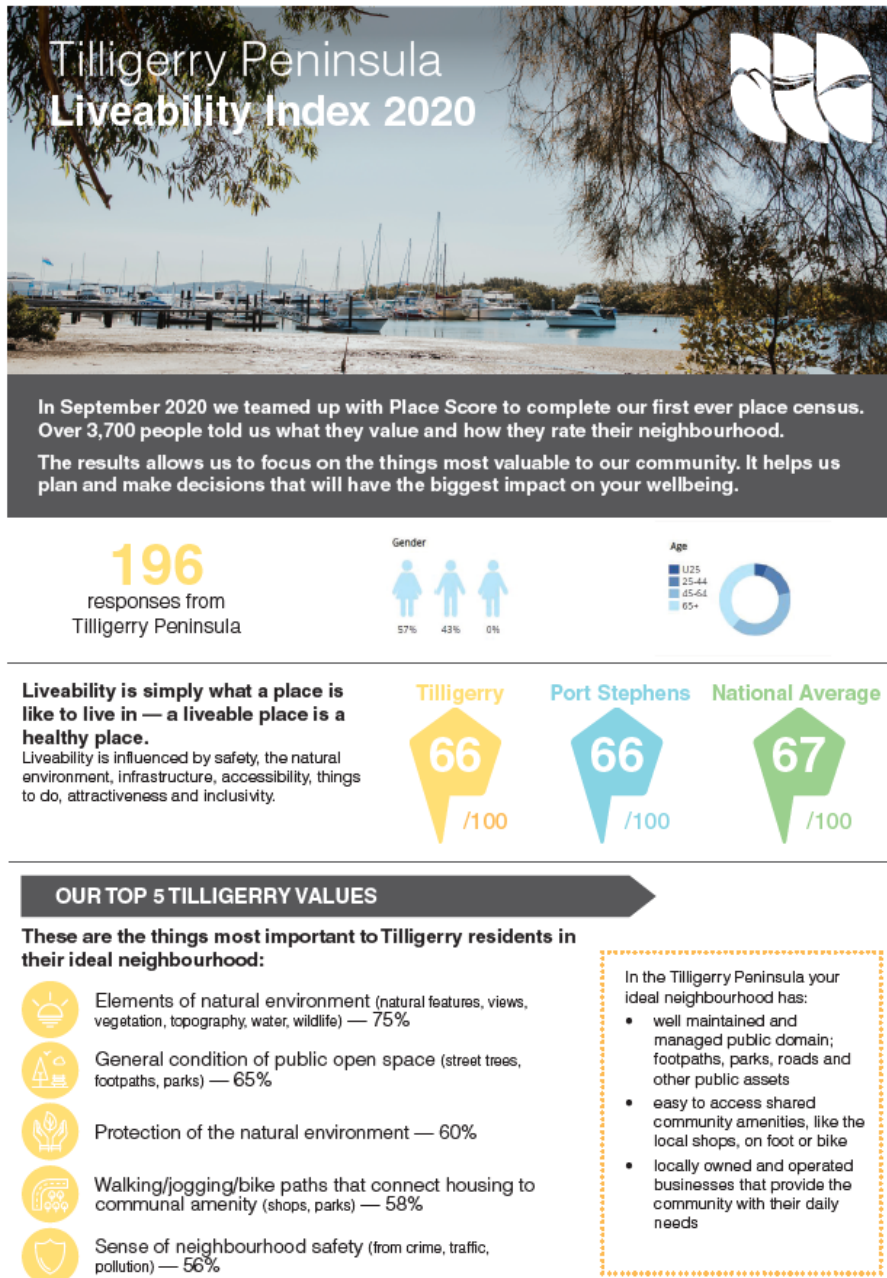
The majority of responses were **supportive** of the draft quality open space actions:

- Public art to showcase the Tilligerry (**66.7%** supportive, 27.8% neutral/unsure, 5% unsupportive)
- Activate your own public space (**80.6%** supportive, 16.7% neutral/unsure, 2.8% unsupportive)
- A new Master plan for Mallabula Sports Complex (**80.6%** supportive, 19.4% neutral/unsure, 0% unsupportive)
- Boat ramp/car park upgrades (**72.2%** supportive, 27.8% neutral/unsure, 0% opposed)
- Tilligerry Aquatic Centre review (**52.8%** supportive, 30.6% neutral/unsure, 16.7% unsupportive)
- Plan for a bicentenary monument (**55.6%** supportive, 19.4% neutral/unsure, 25% unsupportive)

The majority of responses were supportive of the draft management and safety actions:

- Establish a town team (78% supportive, 19% neutral/unsure, 3% unsupportive)
- Light it up (75% supportive, 19% neutral/unsure, 6% unsupportive)
- Crime prevention is everyone's responsibility (75% supportive, 19% neutral/unsure, 6% unsupportive)
- Community connect (78% supportive, 17% neutral/unsure, 5% unsupportive)
- Be prepared for emergencies (86% supportive, 11% neutral/unsure, 3% unsupportive)
- Create a community hub (75% supportive, 22% neutral/unsure, 3% unsupportive)
- Enhance the Tanilba gates (72% supportive, 17% neutral/unsure, 11% unsupportive)
- Signage audit (78% supportive, 19% neutral/unsure, 3% unsupportive)
- Recognise the Indigenous history and culture of the area (81% supportive, 19% neutral/unsure)
- Increase the housing supply and diversity (50% supportive, 33% unsure, 17% unsupportive)

Appendix A – Liveability Index Survey 2020 Tilligerry summary



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TILLIGERRY PLACE PLAN ENGAGEMENT REPORT.

OUR STRENGTHS

These are the things you care about most and say are performing well. We must continue to celebrate and protect these.



Elements of natural environment (natural features, views, vegetation, topography, water, wildlife)



Sense of personal safety (for all ages, genders, day or night)



Sense of neighbourhood safety (from crime, traffic, pollution)

OUR LIVEABILITY PRIORITIES

These are the things most important to you and are underperforming. We must work to improve these.



General condition of public open space (street trees, footpaths, parks)



Evidence of recent public investment (roads, parks, schools)



Walking/jogging/bike paths that connect housing to communal amenity (shops, parks)



Quality of public space (footpaths, verges, parks)



Access and safety of walking, cycling and/or public transport (signage, paths, lighting)



Protection of the natural environment



Local businesses that provide for daily needs (grocery stores, pharmacy, banks)



Evidence of Council/government management (signage, street cleaners)



Things to do in the evening (bars, dining, cinema, live music)



Landscaping and natural elements (street trees, planting, water features)



Local employment opportunities (within easy commute)



Sustainable urban design (water sensitive design, transport-oriented design, sustainable building design, density)



Access to shared community and commercial assets (library, bike/car share, sports facilities gyms)



Amount of public space (footpaths, verges, parks)



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Appendix B - Workshops

The key component of this phase of Engagement was a series of community workshops. The series involved two 2 hour sessions.

We received a high number of EOI's for the workshop for Tilligerry (78) and decided to run both a face to face and online workshop series (4 workshops in total). Both the online and face to face workshops covered the same content.

Workshop 1 was designed to explore the Liveability Index attributes as well as providing people the opportunity to talk about the strengths and priority ideas. Workshop 2 was more in depth and focused on providing answers with regard to land use planning issues such as density and heights. It also showed the community a way forward to achieve some improvements through a working together process (action planning).

The first activity in workshop 1 involved picking four Liveability Index attributes that were important to attendees. An online ideas wall was used to help capture and focus a 'deep dive' into the Liveability Index findings for the Tilligerry. The exercise was designed to explore what the attributes mean to different people e.g. "Don't get specific about locations - think about what pops into your head that gives meaning to this attribute/value".

The following table is a summary of the activity findings from 113 comments.

Note: In the following table, some of the 'raw' comments have been uplifted to focus on the broader Placescore attribute rather than on specifics. For example, if someone had commented, 'Local people have been fighting for pathways/corridors for animals and that these are retained and not destroyed', this comment has been uplifted to the attribute Elements of natural environment (natural features, views, vegetation, topography, water, wildlife etc). This process ensures similar comments can be grouped and key priorities are more easily highlighted.

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Workshop 1 Activity 1: Deep Dive Testing the Liveability Index

COMMENT TYPE	LIVEABILITY ATTRIBUTE	COMMENT	COMMENT COUNT
Strength	Protection of the natural environment	Protecting waterways, bushland, and native fauna	5
Strength	Protection of the natural environment	Protection of birds and wildlife	3
Strength	Landscaping and natural elements	Maintain highly valued access to water	1
Strength	Walking/jogging/bike paths that connect housing to communal amenity	Boardwalks, general walks, pathways, Mallabula boardwalk and beachfront	3
Strength	General condition of open space	Koala food trees	1
Strength	General condition of open space	Reserves and parks are good for kids - good equipment	1
Strength	Quality of public space	Continuous public space around the peninsula. Maintain what we have - opportunity for walking tourism	2
Strength	General condition of open space	Huge potential for Tilligerry to be an additional asset to Port Stephens	1
Strength	Evidence of recent public investment	Great boat ramp and estuary	2
Strength	Overall visual character of the neighbourhood	Exploration of Tanilba's historic attributes e.g. heritage gates	4
Strength	Overall visual character of the neighbourhood	Tilligerry habitat	1
Strength	Locally owned and operated businesses	Home businesses encouraged - local produce, hairdressers, small trades that are local	1
Strength	Locally owned and operated businesses	AirBnB - Stanley Street and Lemon Tree Passage	1
Strength	Access to neighbourhood amenities	Lemon Tree Passage shopping centre - small and connected	1
Strength	Local businesses that provide for daily needs	Opportunities for new businesses	2
Strength	Local businesses that provide for daily needs	Good options for local community with a range of local services	2

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COMMENT TYPE	LIVEABILITY ATTRIBUTE	COMMENT	COMMENT COUNT
Strength	Sense of neighbourhood safety	Safe from crime, can walk around without fear of being hurt, positive neighbourhood watch environment	3
Strength	Elements of natural environment	Beautiful natural environment	1
High Priorities	Landscaping and natural elements	Erosion of foreshore and waterways is impacting pathways and boardwalks	2
High Priorities	Evidence of council/government management	Need for signage; public spaces, swimming areas, parks	3
High Priorities	Evidence of council/government management	Shelter at off-leash dog areas and more seating at parks	3
High Priorities	Evidence of council/government management	Street sweeping program	1
High Priorities	Evidence of council/government management	Drain maintenance (around the bridge at Henderson Park) and general drainage, curb and guttering	2
High Priorities	Evidence of council/government management	Gravel paths. Boardwalks, and park facilities need improved maintenance	1
High Priorities	Evidence of council/government management	Off street parking for the seniors hall	1
High Priorities	Walking/jogging/bike paths that connect housing to communal amenity	Pathways lacking connection	7
High Priorities	Walking/jogging/bike paths that connect housing to communal amenity	Paths need to be established along main roads - It's dangerous for mums with prams, kids on bikes and general walkers, walking along the roadside. Genuine lack of paths around main streets	4
High Priorities	Walking/jogging/bike paths that connect housing to communal amenity	Tanilba Bay shopping centre is disconnected from the community	1
High Priorities	General condition of open space	Opportunity to be a cleaner community.	2
High Priorities	Evidence of recent public investment	Pathways and boardwalks need repairing/improving	4
High Priorities	Evidence of recent public investment	Regular road repairs are needed	2
High Priorities	Evidence of recent public investment	Directional signage for visitors along the peninsula walk	1
High Priorities	Access and safety walking, cycling, and/or public transport	Public transport is a problem for the community, particularly the older generation who become isolated. No direct routes to local shops, and	8

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COMMENT TYPE	LIVEABILITY ATTRIBUTE	COMMENT	COMMENT COUNT
		connections needed to Raymond Terrace and Newcastle.	
High Priorities	Access and safety walking, cycling, and/or public transport	All accessibility - particularly with mobility scooters	2
High Priorities	Sense of personal safety	Need for lighting down around the mariner	1
High Priorities	Access to neighbourhood amenities	Access to youth centres and services/Tomaree Neighbourhood centre	3
High Priorities	Access to neighbourhood amenities	Turnover of residents - Schooling opportunities. Younger families moving to the Tilligerry but kids have to leave the area for schooling	1
High Priorities	Local businesses that provide for daily needs	Overall quality of shops is concerning, high turnover of local businesses	2
High Priorities	Local businesses that provide for daily needs	Small businesses need more support from the local community	1
High Priorities	Local businesses that provide for daily needs	A sense of community is needed to get together for things such as art groups and exercise groups.	1
High Priorities	Sense of neighbourhood safety	Increasing crime is a concern in the area, more police/ranger presence is needed	4
High Priorities	Sense of neighbourhood safety	More road crossings located in areas that are safe	1
Secondary Priorities	Landscaping and natural elements	Improved landscaping with street trees on verges, hardier choice of plants needed to ensure longevity	4
Secondary Priorities	Landscaping and natural elements	Maintain weeds and lantana	2
Secondary Priorities	Landscaping and natural elements	Address some of the street lights that aren't working	1
Secondary Priorities	Access to neighbourhood amenities	The need for a local high school	1
Secondary Priorities	General condition of open space	Label bushland so it has an identity to assist with illegal dumping naming of parks	3
Secondary Priorities	General condition of open space	Define what's crown land and what's not (public and private land)	2
Secondary Priorities	General condition of open space	Billy's beach and Caswell Reserve are becoming too busy on weekends and school holidays for off leash dog areas	1
Secondary Priorities	Evidence of recent public investment	Needs to be more detail on websites advertising key features of the peninsula e.g. walking maps	1
Secondary Priorities	Evidence of recent public investment	Council to support local business by giving assistance to promote their business	1

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COMMENT TYPE	LIVEABILITY ATTRIBUTE	COMMENT	COMMENT COUNT
Secondary Priorities	Access and safety walking, cycling, and/or public transport	Signage e.g. dogs affecting people	1
Secondary Priorities	Overall visual character of the neighbourhood	More focus on Mallabula	1
Secondary Priorities	Overall visual character of the neighbourhood	Information opposite Tanilba House needs an uplift	1
Secondary Priorities	Sense of neighbourhood safety	Lemon Tree Passage Road is really dark	1
Total 'deep dive' comments			113

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Workshop 1 Activity 2: Word clouds

Participants were asked to provide three words which describes the local character of Tilligerry today (present). Resultant word cloud below (the larger words mean more repetition from the responses).



Participants were then asked what they'd like to see in Tilligerry in the future. Resultant word cloud below (the larger words mean more repetition from the responses).



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Workshop 1 Activity 3 - Mapping our town

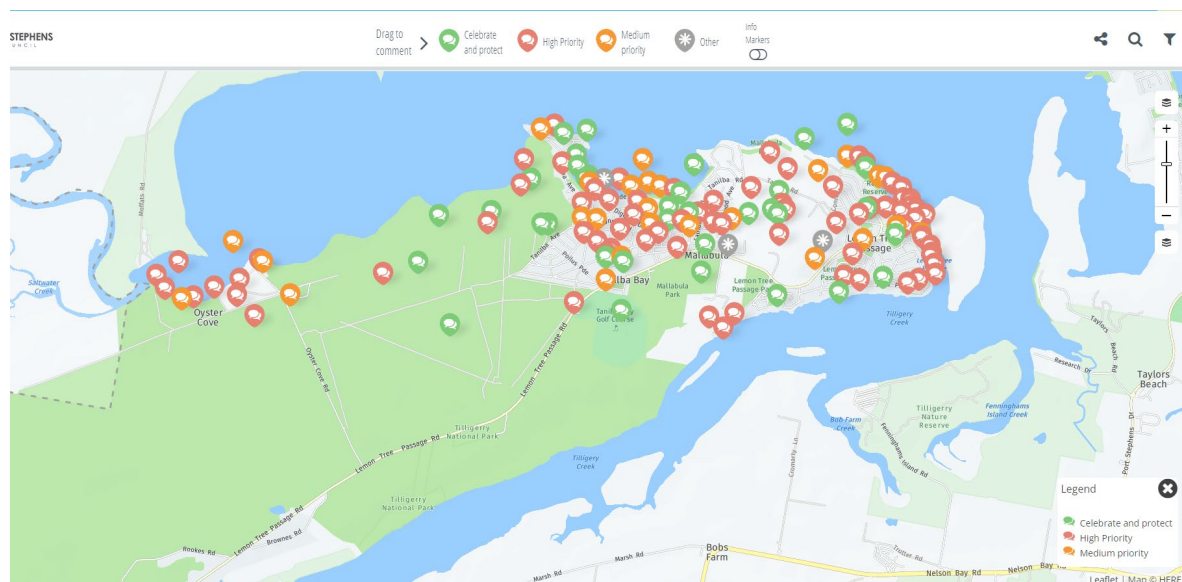
This activity focused on people mapping specific areas to a Liveability priority.

There were 151 responses received and the tool remained open for a longer time after the workshops to allow more time for participants to complete the activity.

There was a particular stress on making sure we capture the strengths of the area to help identify the areas and elements that should be celebrated and protected rather than only focusing on identifying areas that need work.

The emerging themes from this workshop exercise include:

- Preserving and protecting the natural environment
- Better and safer pedestrian movement
- Improved wayfinding/signage
- More things to do
- Improved general care and beautification of area



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#	Category	Comment
1	Celebrate and protect	Koala - high priority to protect
2	Celebrate and protect	Protect the hiding koala, love being able to look at the bush and walk through. Visit the viewing platform at the end of the boardwalk. Dog friendly on lead is a great asset.
3	Celebrate and protect	Protection of all the bushland and foreshore areas
4	Celebrate and protect	Protect the waterfront from coastal erosion
5	Celebrate and protect	LTP environmental protection zone. Lemon Tree Passage Hill - it would be good to have a more celebrated traditional name. Has lovely exciting areas and need to be celebrated
6	Celebrate and protect	Protect all areas of the environment
7	Celebrate and protect	Steps and walking areas
8	Celebrate and protect	Koalas living here and is national park and is named Gir-um-bit - means saltwater
9	Celebrate and protect	Tanilba arches need to be celebrated and protected. Lack of sense of arrival and directional signage
10	Celebrate and protect	Rim of trees around all the foreshore and should be protected. Koalas are living here.
11	Celebrate and protect	Protection of the relics behind Tanilba House. use to melt shells to make mortar etc
12	Celebrate and protect	Great place for kids to play on the grass and access the shallow water. Good water for littlies
13	Celebrate and protect	Includes the whole convict history
14	Celebrate and protect	Good area for young kids
15	Celebrate and protect	Interpretative signage about the history of LTP
16	Celebrate and protect	Well maintained council managed public reserves
17	Celebrate and protect	Protection of the boardwalk in this area. Opportunity to talk about the history of this area
18	Celebrate and protect	All stonework to be preserved - sunset park etc
19	Celebrate and protect	Retain the village character for Tanilba
20	Celebrate and protect	Retain the village character in Lemon Tree
21	Celebrate and protect	Coastline & Habitat
22	Celebrate and protect	Koala protection

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#	Category	Comment
23	Celebrate and protect	Green open spaces
24	Celebrate and protect	BBQ & picnic areas (+ sheltered)
25	Celebrate and protect	Keep as bushland national park
26	Celebrate and protect	Golf course/club is well supported
27	Celebrate and protect	GP access is a positive (but no specialist services unfortunately)
28	Celebrate and protect	Good sports grounds + facilities and pool
29	Celebrate and protect	Nice boardwalks + habitat
30	Celebrate and protect	Foreshore views & socialising
31	Celebrate and protect	Wangi queen + Koala ferries
32	Celebrate and protect	Library
33	Celebrate and protect	Wildlife, bush land and waterways
34	Celebrate and protect	Local businesses
35	Celebrate and protect	Village atmosphere
36	Celebrate and protect	Public spaces are well maintained
37	Celebrate and protect	Footpaths to connect the sporting and recreational facilities to the shops / school. So many children walking on Strathmore Rd and Wychewood Rd to get to soccer or football games/training in the path of buses and cars because the side of the road is pothole and water filled.
38	High Priority	Shared path connecting Gibbers point (koala shores) right through to Oyster Cove
39	High Priority	Lighting and directional signage to be added to shared path - degree of difficulty, kms to key locations, all access - mobility scooters
40	High Priority	Need to protect and make this area more loved. No public tracks so difficult to walk through. No signage or labels.
41	High Priority	Include educational elements - incorporate QR codes etc at landmark locations
42	High Priority	Protecting this area from coastal erosion
43	High Priority	Protect from coastal erosion, rebuilding supports
44	High Priority	signage about impacts of littering on the environment - all over Tilligerry Prove more bins
45	High Priority	Maintain the boardwalks for the areas that need repair

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#	Category	Comment
46	High Priority	Bikes can't be ridden due to steps - room around the flat area plus small bridge would allow people to ride safely through this area
47	High Priority	Paths are muddy - drainage, gravel etc??
48	High Priority	Consider alternate road - emergency access, particularly given sea level rise.
49	High Priority	Pathway that connects all the way around the peninsula
50	High Priority	and bushfire
51	High Priority	Overhaul of boardwalks around LTP, can be slippery or damaged from rotten wood and vandalised. Many fall and trip hazards
52	High Priority	History of oyster cove.
53	High Priority	Water access needs to be resolved
54	High Priority	Land parcels needs to be labelled - e.g. national parks
55	High Priority	This isn't labelled as Council land
56	High Priority	Park signage and the meaning to be included
57	High Priority	No coffee shop in Tanilba Bay
58	High Priority	Use of the quarry site for pathways and other activity for all ages. This is crown land.
59	High Priority	Markets in the square once the town centre is completed.
60	High Priority	Run a taste of Tilli
61	High Priority	Activities for young people - e.g. scavenger hunt for children to learn about the area
62	High Priority	Pathways connecting areas to parks, boardwalks and shops
63	High Priority	Appearance of the main street - been in council for too long waiting for this. It's very unappealing when you drive through
64	High Priority	Connection between suburbs with footpaths and/or cycle ways (shared pathways)
65	High Priority	No public water access
66	High Priority	No tourist facility on Oyster Cove - nowhere to stop, no water access, no toilets, no areas for picnics. Could also be in the bushland and not necessarily on the water
67	High Priority	Erosion here linked to CMP
68	High Priority	Maintenance of public space needs to improve
69	High Priority	Parking an issue near boat ramp. Boat ramp at LTP so busy, Tanilba needs its own boat ramps
70	High Priority	Boat ramps at Tanilba are run down
71	High Priority	Erosion here
72	High Priority	Board walks to be protected
73	High Priority	Bring back music events
74	High Priority	Need a bus stop at Coles
75	High Priority	Oyster cove is isolated/separated from community
76	High Priority	Vibrant spaces - painted walls
77	High Priority	More lighting around public spaces
78	High Priority	Connections to sewer - no onsite sewer

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#	Category	Comment
79	High Priority	Better bus options to Raymond Terrace and Salamander Bay
80	High Priority	Small parks in residential nature zone focus
81	High Priority	Youth group services (girl scouts hall)
82	High Priority	Limited taxis/Uber options
83	High Priority	Manned police station
84	High Priority	More lighting at night for driving and walking
85	High Priority	No night life
86	High Priority	Feeling isolated, lost community connection
87	High Priority	Foreshore lighting
88	High Priority	Extend/improve boardwalk
89	High Priority	Need a general store e.g. IGA
90	High Priority	Reopen waste management service to stop illegal dumping in the bush
91	High Priority	Parking in LTP is difficult
92	High Priority	Bring back Lemon Bash/music in the park
93	High Priority	Visual signage/interactive signage
94	High Priority	Advocate for police presence
95	High Priority	Oyster Cove needs improvement
96	High Priority	Review DCP for koalas
97	High Priority	Connected footpaths to key locations
98	High Priority	Public transport advocacy
99	High Priority	Weed control but weeds need to be replaced by native veg
100	High Priority	Street tree planting (everywhere)
101	High Priority	Regular social outings for seniors including transport
102	High Priority	Events
103	High Priority	Tree planting/clean up days
104	High Priority	Improved track going to the top of Lemon Tree Hill
105	High Priority	Less dog off leash areas to protect wildlife - inappropriate location
106	High Priority	Band at LTP stage once a month
107	High Priority	Lighting needed
108	High Priority	Continuous path along foreshore
109	High Priority	Signage to control dogs + policing
110	High Priority	Youth centre + program for teens
111	High Priority	We need to connect the spaces we already have before we create more areas. Footpaths end with no connection (Ave of Allies footpath doesn't connect to either of the Coles entrances for example). No footpath to sporting fields or pool forcing people with prams or on scooters to use the busy roads.
112	High Priority	There is a coffee shop. Heathers next to the post office.
113	High Priority	An incredible parkrun course could go from John Pde in LTP around to Cook Pde with a bus back to the start. A once a month event, increasing to weekly as popularity grows. Would also see an increase in weekend cafe tourism as most runners meet for breakfast after their run.

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#	Category	Comment
114	High Priority	Moving the Kooindah markets to LTP would be much better location and likely to attract more vendors.
115	High Priority	A community event like live music needs to be timed with the markets for example so that people coming to the area have more than one reason to stay. Come for the markets and stay for the music, grab some dinner while you are here..
116	High Priority	Footpaths to connect the existing facilities. Footpath needed along President Wilson Walk to connect the school, the habitat paths and the waterfront to the shops. Too many kids on bikes on the road with buses and cars at school start and finish times, too many pensioners trying to drive their scooters with no path for them to access the shops safely.
117	High Priority	Footpaths to connect the existing facilities. Footpath needed along President Wilson Walk to connect the school, the habitat paths and the waterfront to the shops. Too many kids on bikes on the road with buses and cars at school start and finish times, too many pensioners trying to drive their scooters with no path for them to access the shops safely.
118	High Priority	Footpaths end with no connection (Ave of Allies footpath doesn't connect to either of the Coles entrances for example).
119	High Priority	We need to connect the spaces we already have before we create more areas. No footpath to sporting fields or pool forcing people with prams or on scooters to use the busy roads.
120	High Priority	The walk along the foreshore of Tilligerry Creek in LTP is beautiful but the gravel paths need improving. Rough steps at Lilli Pilli Park limit the access to John Parade Res and the rest of the walk along the LTP foreshore for a lot of people. There isn't an alternative route around the steps.
121	High Priority	LTP Passage parking is dreadful. Some businesses park their cars in the parking area all day which causes customers to give up and go elsewhere.
122	Medium priority	Boardwalk planks are loosening and beginning to lift, in need of repair.
123	Medium priority	Frisbee golf would be a great way to activate the foreshore - this area is underutilised. This would help small businesses by either selling / hiring the Frisbees and accessories
124	Medium priority	Sensor solar lighting so boardwalks can be well lit when in use, similar to lighting at Anzac Bridge. makes the area more usable in the evenings
125	Medium priority	More lighting for walking around at night
126	Medium priority	Lighting around mariner needed- suggestion of solar/motion lighting would be beneficial
127	Medium priority	Free camping site
128	Medium priority	Walkway map to be updated (potential community grant?)
129	Medium priority	Lemon Tree Passage Hill - opportunity to walkway and stairs
130	Medium priority	Dog off leash area - signage needed to indicate where this area starts and stops
131	Medium priority	Potential off leash dog park section
132	Medium priority	Gardens at the gates of Tanilba entry
133	Medium priority	Road in poor condition
134	Medium priority	Tourism organising bus trips to Tilligerry
135	Medium priority	Eco tourism at Oyster Cove

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#	Category	Comment
136	Medium priority	Oyster Cove Road needs upgrading
137	Medium priority	Cinema in the park events
138	Medium priority	Sailing club expansion
139	Medium priority	Caravan park shuttle service to free up parking around marina
140	Medium priority	Navigational channel into Oyster Cove. LTP needs to be dredged as boating industry growing.
141	Medium priority	Re-use of RSL shuttle services
142	Medium priority	Vouchers book for visitors
143	Medium priority	Community bus to take older residents to the shops/other areas
144	Medium priority	Lack of hospital locally
145	Medium priority	Connected shopping centre
146	Medium priority	Community education programs about gardening, environment etc
147	Medium priority	Car park extension for boat trailers at Tanilba boat ramp
148	Medium priority	I have seen too much road rage between trailer boat owners and picnickers, fighting for car space. I think a quick fix is to move the horizontal telegraph poles on the left, over closer to the concrete path and then road base over the grass and sign post it trailers only. No one users that patch of grass and it would solve a big problem.
149	Other	This area used to be covered in sea grasses and hard to access
150	Other	More events and well marketed. More marketing on FB, sharing with local pages, temporary banners or signage, brochures (similar level to illuminate).
151	Other	The need for more housing. Currently not viable for some businesses or new investment to the area because of the limited population.
	Total	Mapping your area comments - 151

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Workshop 2 Activity 1: Case Study on increasing density and heights

A case study using a world café model for group discussion was undertaken to focus on increasing density in Tilligerry with a focus on increasing heights. This scenario was driven by proposed population and housing increases as per the Hunter Regional Plan.

In the standard world café model each group was split into three groups to look at the pros and cons of each scenario. Each group then took a turn at the other scenarios with less time.

Scenario 1: Increase heights from 2 - 3 storeys to 4 - 5 storeys in Tanilba Bay and Lemon Tree Passage town centres.

Options for consideration include:

- Reducing minimum lot sizes
- Rezoning from low to medium-density residential (permitting more land uses such as residential flat buildings)
- Increasing building heights
- Development Control Plan (DCP) controls town centres to encourage appropriate development

Scenario 1 - Increase heights/density	
Pro's	Con's
<ul style="list-style-type: none"> • Less clearing • Protection of vegetation and open spaces • Increased infrastructure • Increased funding for infrastructure • Diversity - new businesses • New customers, new employees • Extended hours • Diverse homes - smaller • 1 or 2 bedrooms - more affordable • Upgraded services/shops • Increased density close to shops • Additional funding for infrastructure • Could lead to improved public transport provision • Can take advantage of existing infrastructure • Provide more affordable housing options 	<ul style="list-style-type: none"> • Busier - Traffic, parking near shops, noise, loss of spaces • Lose village atmosphere • Overshadowing • Insufficient infrastructure • Loss of privacy • Eyesore • Cumulative impacts • Drainage issues • Places pressure on existing facilities, infrastructure (sewer, traffic, parking) and services • Stress on existing community grounds - public spaces • Downsizing is cost prohibitive (stamp duty) • Existing drainage issues and traffic issues • Inflation - barrier to deliver infrastructure

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Scenario 1 - Increase heights/density

Pro's

- 2 - 3 storey development but more medium density housing with same height limit
- New customers for existing businesses - increase of opening hours - more vibrancy in the afternoons or evenings
- New businesses and services for existing residents
- Could encourage new services

Con's

- 3 storeys - lose village atmosphere, create eyesores, block visual access to the water, changes character, overshadowing, public access to sunlight
- Education facilities
- May lead to more tourism accommodation instead of residential
- Concern for reduced home ownership, more tenancies
- Don't want overcrowding

Building controls WANT

- Park upgrades
- Street trees
- 3 storeys Lemon Tree Passage marina
- Clustered services for community atmosphere
- Landscaping
- Setbacks (front setbacks)
- Beach upgrades - maintenance attractive buildings

Building controls DON'T want

- No 4/5 storeys
- Ugly buildings
- Views lost

Scenario 2 – Greenfield sites: Do not provide planning controls to encourage infill development, and identify land suitable for Greenfield development to provide housing supply

Options for consideration include:

- Understanding that a planning proposal would need to be lodged for land to be rezoned to allow for residential development on greenfield sites
- The character of the area would continue as low density development (min lot size 500m²)
- Greenfield sites have lots of negatives including cost, environmental impacts and also that there is limited opportunity

Scenario 2 – Greenfield option

Pro's

- Won't impact on character of existing areas
- Well planned

Con's

- Loss of greenspace/habitat
- Insufficient facilities and infrastructure

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|--|--|
| <ul style="list-style-type: none"> • Lots of houses quickly - families • Increased supply - affordability • New infrastructure • Low density - won't impact on views • Potential for over 50s • More jobs • Lots of houses fast • More money in rates for Council to spend in the area • Developer contributions • It won't change the character of existing areas - maintain low density character - less likely to be lower socio economic demographic / renters • More houses = more feasible public transport | <ul style="list-style-type: none"> • Increasing population - Need police, schools etc • Drainage and flooding issues exacerbated • Insufficient use of infrastructure • Will impact on character • No public transport • Ugly • Kills animals • Destroys environment - climate change • Don't want houses fast • Roads & drainage can't cope - no infrastructure • No diversity of houses • Environmental impact - clearing and waterways • Loss of open space • Lack of open space • Change character • Roads won't cope with machines required for building the development (getting supplies in) • Wasteful of resources • Infrastructure • Expense of building new infrastructure • Isolation during emergency events - e.g. Salt Ash area is low lying and subject to inundation • If there is unconstrained land then go for it |
|--|--|

Scenario 3 - Do Nothing

Scenario 3 – Do nothing option

Pro's

- Stays peaceful
- Bushland and recreational spaces are maintained
- Allows for more of a community connection
- Less cars
- Investment in local area, catering for current community (community investment)
- It's the easy option
- Don't have to put any resources into people resistant to change

Con's

- Less opportunities for families to stay in the area and also less opportunity to attract families here
- Limited diversity in housing
- Business impacts and services
- Congestion will increase with population growth
- Doesn't make it attractive to tourists (limited businesses)
- Unplanned growth

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Scenario 3 – Do nothing option	
Pro's	Con's
<ul style="list-style-type: none"> • Saves council money • Recognises the limitation of our resources • Not really servicing the existing community - social services and health services • Won't need to spend money on rising sea levels • Won't change the quiet character of the Tilligerry • Focus more on visitors rather than people living in a congested society • Electromagnetic radiation illness may be an issue with growth in technology • Unique area that would change 	<ul style="list-style-type: none"> • Limited investment into the area - No connected paths, lighting or improved boardwalks • Limited opportunities for locals to invest in running local businesses • We don't evolve • Bushland degrading steadily - Need investment to look after it. • Transport options remain limited • Needs to be a balance between community and council re investment (no greenfield) • We have nothing - we need people to boost us so can have a reason to have resources e.g. Lavery blood extended service • Public transport won't increase • Won't get additional footpaths and solar • Won't be anywhere for people to live • Might not have affordable places to live • Business may not survive • No restaurants or night eateries (need correct zoning) • After hours transportation - taxi/Uber • Would go backward we did nothing • Wouldn't enable retirement villages etc to come to the area • Wouldn't be able to cater for different demographics - older and children etc • Infill will be able to protect bushland - doing nothing won't protect it either

The general sentiment of the workshop was that participants were 'open to' 3 storeys in locations where views would not be adversely impacted. Overall group was supportive of residential flat buildings near the Lemon Tree Passage marina (rezoning from R2 to R3).

Discussion also included possible Development Control Plan chapter to help protect the Tilligerry from inappropriate development. This could be a chapter for the R3 zones in Tanilba Bay and Lemon Tree Passage to accompany a planning proposal if that option is pursued.

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Workshop 2 Activity 2: Quick Wins, Big Picture Ideas

At the conclusion of Workshop 1 participants were asked to undertake a homework exercise which would feed into the activities for Workshop 2. This activity centered on people detailing their quick win and big picture ideas as follows:

Quick Wins and Big Picture Ideas

Quick wins ideas (51) – individual raw data responses below:

QUICK WIN IDEAS		LINKS TO LIVEABILITY
1	Improve signage at the approach to the roundabout at the Avenue of the Allies and Lemon Tree Passage Road in Tanilba Bay. There is currently an assortment of outdated signs. Signage should be welcoming, useful, inviting to tourists, easy to read and reflect the character of the area.	Evidence of Council/government management Overall visual character of the neighbourhood.
2	Additional public exercise equipment stations, similar to the one at Tanilba Park. Connect exercise equipment stations via a walking path	Access to neighbourhood amenities
3	Open Tilli Place in the Kooindah Centre as an outreach centre with staff and volunteers to provide information and support for the community, so they don't have to go to Raymond Terrace or Tomaree Neighbourhood Centre.	Sense of personal safety Access to neighbourhood amenities
4	Regular fresh produce markets.	Local businesses that provide for daily needs Access to neighbourhood amenities
5	Caswell reserve parking on weekends and school holidays is unsafe and crowded. The park and beach is too busy now to be an off leash dog area (and it is direct connection to our koala habitat zone). This area needs to be assessed prior to spring and summer holidays coming up.	Elements of natural environment Quality of public space Sense of personal safety Protection of the natural environment
6	Caswell reserve needs more garbage bin collections or more garbage bins during weekends and holidays. The two bins in place are overflowing and spreading rubbish around the park and into the water during the holidays.	Protection of the natural environment Evidence of council/government management General condition of public space
7	Basketball court between Diggers Drive and Habitat (connects to the primary school path) needs to be cleaned, and hoops replaced. Kids use this area for roller skating, learning to ride bikes, ball games but it is neglected	Evidence of council management General condition of public space

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QUICK WIN IDEAS		LINKS TO LIVEABILITY
8	Outdoor Cinema at Henderson Park or Mallabula sporting grounds. Include Food trucks/food stalls	Evidence of recent public investment
9	Beatification of Water/Land Gates at Tanilba Bay. Options for planting of flowers/plants beneath or surrounding gates	General condition of public open space Evidence of recent public investment Quality of public space Landscaping and natural elements
10	Repair and painting of existing seating at Tilligerry peninsula. Repair of damaged seating due to fire and graffiti.	General condition of public open space Evidence of recent public investment Quality of public space Landscaping and natural elements
11	Clean/replace all of the information signs with additional signage regarding rubbish	Safety, evidence of Council management
12	Repairs on the boardwalks - particularly the one near Koala Shores.	Personal safety
13	Increased garbage bins/dog refuse bins in waterfront areas and on walking tracks, none at Mallabula Jetty Park	Quality of public space Protection of the natural environment
14	Reduction of fire load in bushland areas	Sense of personal safety Quality of public space
15	Additional storage facilities for boats/kayaks as available on Tomaree Peninsula and Taylors Beach	Access to neighbourhood amenities
16	Weekend or school holiday activities for different aged children and their families to connect with e.g. Scavenger hunts, walking events, art and craft activities, funs sporting events (park runs), music events, family fun days	Access to neighbourhood amenities
17	Clean up garden areas around Kooindah Centre – Centre is very unappealing. Needs to be more inviting for local businesses there.	Visual character of neighbourhood Landscaping and natural elements
18	Lobby for more police presence. Need more police presence/radars along Lemon Tree Passage Road between Tanilba Bay and Salt Ash. Council road is good but there is a lot of speeding and overtaking on double lines.	Sense of neighbourhood safety
19	Community Notice Board near Coles - busiest area for communicating events. When there are community events, we hear/see a lot of comments that people didn't know about them. There is one at Kooindah Centre but not as busy there. Not everyone is on Facebook.	Character of neighbourhood

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QUICK WIN IDEAS		LINKS TO LIVEABILITY
20	Better signage of dog off leash areas – particularly around Habitat area. There should be no dogs off leash anywhere signage along Tanilba Foreshore about cars parking on grassed areas.	Protection of natural environment
21	Pop up Youth Centre and activities for young people in area. Maybe in one of the community centres. Maybe in school holidays.	Access to neighbourhood amenities
22	Lemon Tree Passage Spring Music Festival	Organised by Lemon Tree Passage Business Group with help from council
23	Lemon Tree Passage Cinema in the Park	Access to neighbourhood amenities
24	Top up with sand the small beach area at Lemon Tree Passage so children can play. Clean up and replace nets for swimming	Landscaping of natural elements
25	Police station manned at Lemon Tree Passage	Sense of neighbourhood safety
26	Youth activities	Access to neighbourhood amenities
27	Events; co-ordinate local events	Access to neighbourhood amenities
28	Replace the bins in Lemon Tree Passage and Tanilba Bay for people to dispose of rubbish. They have been removed recently without any notice or reason.	Evidence of council/government management
29	Improve signage for bike and walking path connecting Tanilba Bay to Lemon Tree Passage	Walking/jogging/bike paths that connect housing to communal amenity
30	Maintenance required on Tanilba Bay boardwalk	Access and safety of walking, cycling and/or public transport Quality of public space Protection of the natural environment
31	Centralised local and tourist information (visitors centre or community centre). Access to Tilligerry connect program, local maps, history and culturally significant sites	Walking/jogging/bike paths that connect housing to communal amenity Evidence of Council/government management Access and safety of walking, cycling and/or public transport

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QUICK WIN IDEAS		LINKS TO LIVEABILITY
32	Repair footpaths in Lemon Tree Passage from Johnson Parade to the waterfront. Existing repairs in the form of road base are unsightly.	General condition of public open space Sense of personal safety
33	Repair footpaths Lemon Tree Passage to Tanilba near pool - eroded and dangerous	General condition of public open space Sense of personal safety
34	Pop up Youth Centre and activities for young people in area. Maybe in one of the community centres. Maybe in school holidays.	Access to neighbourhood amenities
35	Lemon Tree Passage Spring Music Festival (organised by Lemon Tree Passage Business Group with help from council)	Things to do
36	Lemon Tree Passage Cinema in the Park	Access to neighbourhood amenities
37	Top up with sand the small beach area at Lemon Tree Passage so children can play. Clean up and replace nets for swimming	Landscaping of natural elements
38	Police station manned at Lemon Tree Passage	Sense of neighbourhood safety
39	Youth activities	Access to neighbourhood amenities
40	Events; co-ordinate local events	Access to neighbourhood amenities
41	Replace the bins in Lemon Tree Passage and Tanilba Bay for people to dispose of rubbish. They have been removed recently without any notice or reason.	Evidence of council/government management
42	Improve signage for bike and walking path connecting Tanilba Bay to Lemon Tree Passage	Walking/jogging/bike paths that connect housing to communal amenity
43	Maintenance required on Tanilba Bay boardwalk	Access and safety of walking, cycling and/or public transport Quality of public space Protection of the natural environment
44	Centralised local and tourist information (visitors centre or community centre). Access to Tilligerry connect program, local maps, history and culturally significant sites	Walking/jogging/bike paths that connect housing to communal amenity Evidence of Council/government management Access and safety of walking, cycling

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QUICK WIN IDEAS		LINKS TO LIVEABILITY and/or public transport
45	Repair footpaths in Lemon Tree Passage from Johnson Parade to the waterfront. Existing repairs in the form of road base are unsightly.	General condition of public open space Sense of personal safety
46	Repair footpaths Lemon Tree Passage to Tanilba near pool - eroded and dangerous	General condition of public open space Sense of personal safety
47	Provide a boardwalk from Lemon Tree Passage to Tanilba	General condition of public open space Sense of personal safety
48	Repair of broken wire fence Tanilba Avenue, Tanilba Bay to prevent vehicular access to bushland areas	Quality of public space
49	Encouragement of community surveillance and reporting of dumping in bushland areas	Quality of public space
50	Collation of details of community groups, their contacts and roles	Access to neighbourhood amenities
51	Inclusion of Worimi Aboriginal Land Council is planning and community initiatives.	Locally owned and operated businesses

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Big picture ideas (47) – individual raw data responses below:

BIG PICTURE IDEAS		LINKS TO LIVEABILITY
1	More footpaths in Tanilba Bay so people can access the community safely	Access and safety of walking, cycling and/or other public transport.
2	More street lighting in Tanilba Bay so people feel safe to walk around at night.	Access and safety of walking, cycling and/or other public transport.
3	Tanilba Bay town centre upgrade.	Overall visual character of the neighbourhood.
4	Audit of current street trees with plan for planting more trees in areas that lack shade	Landscaping and natural elements.
5	More footpaths in Tanilba Bay so people can access the community safely	Access and safety of walking, cycling and/or other public transport.
6	More street lighting in Tanilba Bay so people feel safe to walk around at night.	Access and safety of walking, cycling and/or other public transport.
7	Tanilba Bay town centre upgrade.	Overall visual character of the neighbourhood.
8	Audit of current street trees with plan for planting more trees in areas that lack shade	Landscaping and natural elements.
9	Footpaths to link existing facilities - Sporting fields/pool link to school footpath and Caswell reserve in Mallabula.	Access to neighbourhood amenities. Sense of personal safety Access to safety walking, cycling and public transport Bike paths that connect housing to communal amenity
10	Kooindah shops linked to school and habitat/waterfront paths. Kooindah shops linked to Coles complex	Access to neighbourhood amenities Sense of personal safety Access to safety walking, cycling and public transport

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BIG PICTURE IDEAS		LINKS TO LIVEABILITY
11	Avenue of the Allies footpath safely linked to Coles complex entrance	<p>Access to neighbourhood amenities</p> <p>Sense of personal safety</p> <p>Access to safety walking, cycling and public transport</p>
12	Avenue of the Allies footpath linked to school & habitat via King Albert Avenue	<p>Sense of personal safety</p> <p>Access to safety walking, cycling and public transport</p>
13	Coles complex rear entrance linked to Kooindah centre via Lloyd George Grove or Pershing Place with a footpath as the cut through via the old shopping centre is going to be lost with the demolition works and building of the Caswells.	<p>Access to neighbourhood amenities</p> <p>Sense of personal safety</p> <p>Access to safety walking, cycling and public transport, bike paths that connect housing to communal amenity</p>
14	Sculpture Walk at Tilligerry peninsula. Map provided for patrons to walk to view sculptures by local artists and highlighting surrounding key locations (e.g.: Tanilba Bay/Lemon Tree Passage foreshore, Sunset Park, habitat).	<p>General condition of public open space</p> <p>Evidence of recent public investment</p> <p>Quality of public space</p> <p>Elements of natural environment</p> <p>Landscaping and natural elements</p>
15	Upgrade of existing boardwalks and construction of new boardwalks; Caswell Reserve, to existing habitat boardwalk, Tanilba foreshore to Tanilba Park, Henderson Park to Rudd Reserve, Mungarra Reserve Lemon Tree Passage	<p>Access and safety of walking, cycling and/or public transport</p> <p>Evidence of recent public</p> <p>Amount of public space</p> <p>Landscaping and natural elements</p> <p>Walking/jogging/bike paths that connect housing to communal amenity</p>

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BIG PICTURE IDEAS	LINKS TO LIVEABILITY
16 Enclosed dog park (off leash) at 13 Meredith Avenue, Lemon Tree Passage. Existing dog park (on leash). Provide an enclosed fenced area where people can safely let their dogs off lead. Away from existing off leash areas (away from Koala habitat).	General condition of public open Access and safety of walking, cycling and/or public transport Protection of the natural environment Evidence of recent public investment Amount of public space
17 Upgrade of existing boardwalks and construction of new boardwalks; Caswell Reserve, to existing habitat boardwalk, Tanilba foreshore to Tanilba Park, Henderson Park to Rudd Reserve, Mungarra Reserve Lemon Tree Passage	Access and safety of walking, cycling and/or public transport Evidence of recent public Amount of public space Landscaping and natural elements Walking/jogging/bike paths that connect housing to communal amenity
18 Enclosed dog park (off leash) at 13 Meredith Avenue, Lemon Tree Passage. Existing dog park (on leash). Provide an enclosed fenced area where people can safely let their dogs off lead. Away from existing off leash areas (away from Koala habitat).	General condition of public open Access and safety of walking, cycling and/or public transport Protection of the natural environment Evidence of recent public investment Amount of public space
19 More shelter seating	General condition of public open space Protection of the natural environment Evidence of recent public investment Quality of public space Amount of public space

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BIG PICTURE IDEAS		LINKS TO LIVEABILITY
		Elements of natural environment Landscaping and natural elements Walking/jogging/bike paths that connect housing to communal amenity
20	Transport: additional direct routes to Newcastle.	Access and safety of walking, cycling and/or public
21	Shared access walking track from Koala Shores (Lemon Tree Passage) to Sunset Point (Tanilba Bay) with a plan to continue to Oyster Cove. Must be suitable for bikes, walking, with areas for disabled access. Must be well sign posted with distances.	Quality of Public Space Overall visual character of neighbourhood Access and safety walking, cycling, and or public transport
22	Development of café/restaurants on waterfront areas to attract tourists. Currently many visitors eat away from the peninsula. Council could build and lease premises on Council land.	Local businesses that provide for daily needs Locally owned and operated businesses
23	Additional seating and parking at Caswell Reserve. In the summer it is impossible to find a car park, a seat to sit on etc. The boat ramp is in disrepair.	Quality of public space
24	More community activities e.g. music days/festivals/movie days/markets at Lemon Tree Passage. Great family area there.	Overall visual character of the neighbourhood
25	IGA at Lemon Tree Passage	Local businesses providing for daily need

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BIG PICTURE IDEAS		LINKS TO LIVEABILITY
26	Creating opportunities for tourism to be brought into the peninsular through carefully designed and supported activities that are developed with the support of local businesses and local government. Promoted beyond the Tilligerry area and given weight amongst the other areas of Port Stephens and NSW coastal region (promotion of our walking trails, landmarks, fishing spots, children and family friendly activities and proximity to other areas - Newcastle/Karuah - Tea Gardens, affordable accommodation options for holidays, visitor centre presence and information in a local business or bill board)	Evidence of recent public investment
27	Tanilba foreshore needs a makeover along Peace Parade. It's underutilised by families. The grass area needs preserving and not used as a car park. Tree roots are also taking over near Peace Park.	Condition of public space Protection of natural environment
28	Shared path that links Tanilba Bay and Lemon Tree Passage (along Lemon Tree Passage Road). Would love to see families walking/riding together between all the towns (unfortunately Oyster Cove is a bit far to include in this).	Access and safety walking, cycling and/or public transport
29	Footpaths/bike paths that connect. Love to see more elderly/families walking around our beautiful areas.	Quality of public space
30	Better signage between water and houses along the Tilligerry foreshore areas. Would love to be able to walk around the entire peninsula but not sure which is public and which is private. Future developments should not go to the water's edge. Should be available for everyone to enjoy.	Protection of natural environment.
31	Bridge connecting Lemon Tree Passage to either Taylors Beach or Soldiers Point. Another fire exit for peninsular commercial and tourism growth of the peninsular linking the peninsular and Tomaree communities to enhance the long term economic sustainability	Evidence of public investment
32	Road repairs in the Tilligerry Peninsular	Condition of open space
33	Extend the beach area in Lemon Tree Passage to make it more appealing for tourism	Landscaping of natural elements
34	Help businesses with making Lemon Tree Passage a destination for tourists; Council assisting with contacts to nursing homes so we can bus seniors to Lemon Tree Passage	Quality and open space
35	Peninsula Website - combining 3 existing	Evidence of public investment

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BIG PICTURE IDEAS		LINKS TO LIVEABILITY
36	Community Centre - drop in/manned	Evidence of public investment
37	RV Parking	Evidence of public investment
39	Paths around the peninsula particular Mallabula Point - Walking trail	Evidence of public investment Access to safety walking, cycling and public transport
39	Install Solar Lighting that has sensors along the boardwalk area in Tanilba Bay, Lemon Tree Passage and even along Lemon Tree Passage Road Mallabula between the Swimming Pool and the Tip.	Evidence of public investment
40	Improve access to "The Hill ". Create access to a lookout point	Evidence of recent public investment. Walking/jogging/bike paths that connect housing to communal amenity Landscaping and natural elements
41	Improve telecommunication service	Evidence of recent public investment
42	Pool needs to be updated to attract more people e.g. facelift, waterslide for children, playground equipment to make it more family friendly	General condition of public/open space/safety
43	Safe, well signed water side walking track from Lemon Tree Passage Caravan Park to Oyster Cove. Longer term development of path connection to Medowie. Development of alternative high road into the peninsula connecting to Medowie and Richardson Road	Increasing local and tourist community amenity. Elements of local environment
44	Preservation of our bushland ecosystem via zoning and compartmentalisation of bushland to control wildfires	Elements of natural environment
45	Comprehensive litter control signage around the peninsula and school programs to encourage children to be litter aware	Elements of natural environment
46	Attempts to break down the inter-town parochialism by fostering a 'Tilligerry' identity	Locally owned and operated businesses
47	Promotion of possible long-term effects of climate change and sea level rise on our low-lying peninsula	Sense of personal safety

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Workshop 2 Activity 3: Action planning

The quick wins and big picture ideas provided above were further distilled into 5 quick win ideas and 4 big picture ideas to be action planned as follows:

Quick Wins

- Improve Signage
- Youth Markets
- Cinema/small event in the park
- Beautifying the Gates
- Youth Activities - Educational Nature Walks

Big Picture ideas action planned:

- Makeover of Tanilba Town Centre
- Help make Lemon Tree Passage a tourist destination
- Pathways and Lighting
- Local produce markets

Please note: not all action plans were completed sufficiently due to workshop time constraints.

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Quick Win 1: Improve Signage

What do we already have to work with?	Existing signage need cleaning Key locations/identified locations
What's the situation?	Limited signage at key locations e.g. parks Condition of existing signage
What does success look like?	Rejuvenation of current signs New signage/maps Welcome to Tilligerry Peninsula sign + map of the Tilligerry
Who needs to be involved and what is their role	Key local group e.g. Tilligerry Community Association and/or Lions Club Lead project: <ul style="list-style-type: none"> • Investigation • Current • New • Locations • Longevity • Funding
What might stop this happening?	Funding Individual/Group investment (dedicating time) Council support
Key actions to make it happen	<ol style="list-style-type: none"> 1. One head body to lead project 2. Consultation - Community 3. Investigation and reporting

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Quick Win 2: Youth Markets

What do we already have to work with?	Skate parks, pool, sports complex, waterways, beaches, sailing/rowing club, little athletics, bushland
What's the situation?	Lack of education support Homework support at library Extended library hours/service (even 1 day per week) (Koala cafe) Tilli Youthie
What does success look like?	Parents bringing kids to the library More activities run out of the library Beautification of the library More technology Space for studying, info re TAFE Opportunities to talk with kids and find more activities
Who needs to be involved and what is their role	Council, TCA, existing volunteers, consult with the community
What might stop this happening?	Volunteers Funding Marketing
Key actions to make it happen	<ol style="list-style-type: none"> 1. Council review services 2. Consult community/marketing 3. Apply for grants to fund ** Look into school library, survey for parents, commitment from council

Quick Win 3: Cinema/small event in the park

What do we already have to work with?	<p>Lots of parkland, open space, stage, facilities</p> <p>Tilligerry festival</p> <p>Mallabula sports complex, Lemon Tree Passage waterfront (Henderson Park) - close to shops, McCann Park</p> <p>Most parks have toilets and power supplies</p> <p>Parking could be an issue - sportsground better option</p>
What's the situation?	<p>Car parking, traffic control - community bus</p> <p>Depends on movie - who is the target audience?</p> <p>Something to do to connect with community</p> <p>Develops community interactions</p>
What does success look like?	<p>Lemon Tree Jam returning – include new artists</p> <p>50 people</p>
Who needs to be involved and what is their role	<ul style="list-style-type: none"> • Community groups • Council - approvals, grants • Screen hire company • Food truck/local business stays open
What might stop this happening?	<ul style="list-style-type: none"> • Lack of communication • Rain (plan B) • Target audience – mix of movies • Lack of funding • Lack of advertising • Council requirements make it more difficult and expensive to put on events (e.g. trained traffic controls)

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Key actions to make it happen

1. Community driven - apply for grants
2. Identify target group

Quick Win 4: Beautifying the Gates

What do we already have to work with?	Lights are going in Interesting, historic, iconic
What's the situation?	Not much would need to change Look a bit run down Would benefit from a clean
What does success look like?	Highlighting, not changing it Signage - historical
Who needs to be involved and what is their role	<ul style="list-style-type: none"> • Community groups • Historical groups • Residents • Council approvals
What might stop this happening?	<ul style="list-style-type: none"> • Funding of restoration
Key actions to make it happen	<ol style="list-style-type: none"> 1. Lights are going in - let's revisit 2. Careful restoration process 3. Community support

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Quick Win 5 Youth Activities - Educational Nature Walks

What do we already have to work with?	<p>Natural environment</p> <p>Water existing rowing and sailing clubs, swimming pool, sports complex, skate park, scouts, snack and rap, park grounds, Tanilba Bay hall, Mallabula community centre, library</p>
What's the situation?	<p>Tilligerry has a wonderful natural environment that the children should be able to enjoy and learn about.</p> <p>Lack of events for youth, limited hours at library</p>
What does success look like?	<p>A regular excursion for children in child care services and public schools to take guided tours through the local natural bushlands.</p> <p>Sporting, gym facilities, rowing club/sailing club, blue light discos, art and crafts - classes, homework club (library), book club/preschool reading, nature walks through child care services and public schools</p>
Who needs to be involved and what is their role	<p>Childcare services / public school in partnership with Worimi LALC – educational walks in the Tilligerry</p>
What might stop this happening?	<p>No one to facilitate it, needs Council support to establish connections between services and Worimi</p>
Key actions to make it happen	<p>1. Council to reach out to childcare services, public school and LALC</p> <p>2. Develop a walking plan – close to service/school, transport, safe footpaths, toilet facilities</p> <p>3. Gain community / parent support for the excursion to take place</p> <p>4. Make the project repeatable and ongoing</p>

Big Picture 1: Makeover of Tanilba Town Centre

What do we already have to work with?	Coles/Kooindah centre RAAF Park Main road in
What's the situation?	Connection Tired appearance
What does success look like?	Connection between centres to improve Awareness of where the area is - some sort of landmark More trees/paths Over 55s village is a positive
Who needs to be involved and what is their role	
What might stop this happening?	
Key actions to make it happen	Not completed in timeframe of workshop.

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Big Picture 2: Help make Lemon Tree Passage a tourist destination

What do we already have to work with?	Boat ramp - best in Port Stephens Wangi Queen - boat Lemon Tree Passage park facilities are great Tilligerry habitat Heritage Water Walking destination - off back of Tomaree coastal walk
What's the situation?	Bad roads
What does success look like?	Murals, public art Balance between tourism and limiting impact Day trippers - attract boaties RV parking - 48hrs Advertising walking trails - signage for how long walks take
Who needs to be involved and what is their role	Port Stephens destination Businesses Marketing
What might stop this happening?	Lack of connecting paths Lack of funding Lemon Tree Passage beach in need of upgrades
Key actions to make it happen	1. Businesses talk to PS destination 2. Look into grant funding for murals 3. Advertise

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Big Picture 3: Pathways and Lighting

What do we already have to work with?

What's the situation?

What does success look like?	Lighting between RSL and LTP 30mins or higher Pathways to the shops and habitat including Kooindah
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Who needs to be involved and what is their role

What might stop this happening?

Key actions to make it happen	1. Prioritise which pathways to construct first
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Big Picture: Local produce markets

What do we already have to work with? Henderson Park, Lemon Tree Passage

What's the situation?

Poor public toilets

What does success look like?

Tastings, Trying new food options

Who needs to be involved and what is their role

Local businesses

What might stop this happening?

Key actions to make it happen

Not completed in timeframe of workshop.

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Appendix C: Phase 3 – Check-in phase January 2024 survey results

Tilligerry Place Plan Draft Actions Survey

Q1 What do you think of each of the 'protection of the natural environment' action items for the draft Tilligerry Place Plan?

Answered 38; Skipped 0

Draft action	Very supportive	Supportive	Neutral /unsure/ need information	Opposed	Very opposed
Immerse yourself in nature	23	10	5	0	0
Caring for the local environment	23	6	8	1	0
Help keep it clean and tidy	23	7	7	0	1
Coastal hazards	24	8	6	0	0
Keeping koalas safe	25	7	6	0	0

Q2 Do you have any other great ideas or comments about protection of the natural environment?

Answered 17; Skipped 21

#	Comment
1	While the community can work at the grass roots level and with Council, we also need the support of other stakeholders, such as the Worimi, National Park, Crown Lands and Hunter Water who have not been involved in this process. The community needs Council's support in working with these other stakeholders.
2	We starting working on alternative energy grants last year so would like to a goal that supports current solar panels and community batteries if possible.
3	There needs to be better control of wild fire events here that depopulate the koalas. Encouraging traditional cultural burns in conjunction with Worimi may minimise this issue. Fire breaks to compartmentalise the forested areas will limit wild fires. Planting of trees to connect the forested areas with effective corridors are essential to prevent genetic isolation of the koala gene pool.
4	Better signage, more garbage bins to assist with keeping tidy, education of school children to understand the importance of protecting the natural environment. Encourage increased participation of qualified Cultural Burn graduates to reduce fuel loads in an improved environmental way.
5	This reads like it is written by a 3rd grader. What incredibly basic action plans. The first 3 are about volunteering, the 4th climate matters and the 5th action plan about koalas you

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#	Comment
	should talk to Mr Minns about building affordable housing which will impact the environment and koalas. Meanwhile you could bring in a law that says all pets need to be on a lead and inside before dusk and not allowed out until sunrise
6	You could introduce a program within the local schools to increase the youths involvement in local environmental issues.
7	Sorry no, but think what has been proposed is excellent starting point
8	Objectives don't encourage and enable young people, people with a disability and older people to participate. Dissolution of Chambers of Commerce mean engagement of industry is piecemeal and haphazard. Encouragement of less formal groups such as neighbourhood gardening in Diggers Drive, park at end of Clemenceau Crescent, Sunset Park with supply of native plants. Encouragement of other groups to form enhancing beautification of Halloran planned parks which are mostly grass and bare earth. Investigation of restoring some of streetscapes altered over time such as closing of Wemyss Crescent.
9	Education programs to help community members better understand how to care for the local environment and what to if they witness vandalism or see dog owners with their dogs off leash in natural environments, etc.
10	<p>Immerse yourself in nature - the idea of planting natives in the verge in front of your property needs more consideration before being suggested in a Place Plan, as it could lead to planting inappropriate species in the wrong places.</p> <p>Caring for the local environment - the action is limited to people joining a local volunteer group. It needs to offer simple actions that people can do easily and how the Place Plan will facilitate this e.g. reducing water use, waste, plastics and car trips.</p> <p>Keep it clean and tidy - a quick Google of Good for the Hood and Take 3 for the Sea mentions Sydney based consultancy companies that are a cost burden on the community. With the exception of the well-known Clean Up Australia, I think more thought needs to go into how litter can be reduced without mentioning particular organisations in this document. I noticed that Medowie Place Plan doesn't mention any particular group in the Place Plan document and worked with the "Town Team" not for profit group.</p> <p>Caring for koalas - I suggest this should be titled "Saving koalas" as the action doesn't acknowledge the anecdotal reports of the substantial decrease in koala numbers. I think the action should be to inform an update of the Koala Plan of Management. Actions should be based on current data on koala numbers, car strikes and dog attacks on the Tilligerry, vegetation and wildlife corridor habitat mapping and this data used to identify the main threat to Tilligerry koalas. I suspect this would be loss of habitat over cars and dogs. In the meantime, strategies such as avoiding cutting down trees, planting koala feed trees and koala friendly fences are more practical than phrases such as "slowing down on roads".</p>
11	Solar panels and battery innovation
12	<p>Would be good to see more actions in coastal management plan.</p> <p>Reduced areas where dogs are off leash and reduce cats roaming streets/habitats.</p> <p>Clean and tidy some more impact reducing features with local hooners becoming an increased problem (burnouts, access unpermitted zones)</p>

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#	Comment
13	People living on the Peninsular need to have an understanding of their role with the local wildlife. Policies need to be enforced in regards to trees, speed on the roads dogs on leads and the reporting of sick or injured wildlife.
14	Annual clean-up day. More public recycle bins.
15	I would like to see positive ideas to stop the erosion that is occurring along the waterfront of John Parade Although this was mentioned by myself, I do not see any plans or immediate plans for its conservation Currently it is in repair and erosion is occurring with the king high tides with a drastic negative impact along before sure If something is not done, I immediately then houses will be lost to high water erosion
16	We are an isolated community with very little elevation. There is a choke point at Salt Ash if any inundation should occur. Road improvement and height increase should be a priority
17	Community engagement needs to be on a regular basis and should be across all demographics

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Q3 What do you think of each of the 'economy' action items for the draft Tilligerry Place Plan?

Answered 37; Skipped 1

Draft action	Very supportive	Supportive	Neutral /unsure/ need information	Opposed	Very opposed
Create welcoming town centres	17	12	8	0	0
Trek the Tilligerry	20	12	5	0	0
Incredible by nature	20	14	3	0	0
It's on! In the Tilligerry	19	10	7	0	1
Investigate opportunities to facilitate the growth of the maritime industry	12	12	9	2	2
Test and trial in Tilligerry	15	14	8	0	0
Investigate RV parking	13	11	10	1	2

Q4 Do you have any other great ideas or comments to add about the draft economy action items?

Answered 17; Skipped 11

#	Comment
1	Trek the Tilligerry and Incredible by Nature will require new pathways to connect the villages on the peninsula, otherwise there is no trekking and no access to the natural features that are worth visiting. For Incredible by Nature, there is no Visitor Information Centre on the Tilligerry Peninsula and Council does not promote tourism to the Tilligerry Peninsula - this has to change.
2	It is quoted somewhere that oysters are one of Australia's biggest exports so there needs to be a balance between dredging and water quality. For years we have talked about a loop path around Tilligerry. We need to protect and develop links through Lemon Tree Passage Hill and seek other walking areas like Gir-um-bit SCA west of Tanilba Bay.
3	In the revamp of Henderson Park my small business lost \$67,000. Council needs to help tourism in the Tilligerry. 3 shops that I know of are closing in LTP, We are becoming a ghost town.
4	RV parking for 48 hour limit is important to encourage the large travelling community to spend time on the peninsula.

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Comment

Walking trails along the waterfront are vital to allow exposure of our natural areas in a controlled way. Connection from Oyster Cove to Medowie would improve connectivity between this community and Medowie. Completing the path from Caravan Park to Tanilba Bay is a high priority. The old quarry at LTP is a lost opportunity to create a wetland recreational area that can merge into the forested areas.

Designated pathways through the LTP Hill will allow this beautiful area to be enjoyed safely by the broader community.

Lack of available food outlets other than Clubs after 7 PM is a detriment for people staying here short term.

Looking at higher density housing surrounding the unique triangular parks in Tanilba Bay allows locals to have their own on tap parks.

-
- 5 A major problem on the Tilligerry is the lack of food venues on the waterfront. Council owned land could contain buildings for lease as food venues encouraging tourism. Currently many visitors leave the peninsula to eat elsewhere.

RV parking already occurs so making it official and controlled will reduce complaint by neighbours.

Walking/biking tracks connecting Lemon Tree to Tanilba Bay via the waterfront will attract visitors, but proper signage indicating distances and location of toilets is essential.

Public Facilities (toilets) need to be cleaned prior to any major functions and bins emptied more regularly in tourist season. Poor maintenance of these facilities result in people not returning.

-
- 6 Maybe the council could run a boat from Nelson bay to Tilligerry Peninsula so they can come to a Council organised market and information at the park with local music and the First Nations. That would be great. Stop trying to get anyone but Council staff to not work on projects like this. Maybe Council run environment education workshops would be great. I did this as an environmental education office in Sydney and the locals loved it. Council needs to be proactive. Yes to the equipment along the walks. Yes to the pop up stores (maybe on the weekends) that Council has free transport to the Tilligerry peninsula. No to RVs as there is not enough amenities or police presence

-
- 7 I love where this is going. I think a major overhaul on shop frontages and potential incentives for local business to join the 21st century. For such a beautiful town in nestled between lots of progression the town is definitely not attracting people who are in a position to buy and spend big like the rest of port Stephens.

Tilligerry has huge potential it just needs to have incentive and the infrastructure for people to want to spend the money. Good money!

-
- 8 Trek the Tilligerry is a great idea but we need to agree walks and create the various walk maps and then clearly mark these walk pathways before installing exercise equipment and the like. At Tanilba House we get a lot of visitors staying or visiting at events, and it is very hard to explain where the walks are as they are not marked. This should be the priority rather than capital investment on equipment.

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#	Comment
	<p>Walking maps are an opportunity for Port Stephens generally, leveraging the new coastal walk publicity. We need a matrix of walks across various landscapes that bring walkers here and then ensure they want to return to do more, e.g. we have recently created the new WW1 street name and heritage walk. This plus the quarry walk and the various creek, boardwalk and foreshore walks are quite different to the beach and coastal walks in other areas of PS. It needs to be a catalogue of walks for the area and also the region more broadly. Willoughby council does this really well for example.</p> <p>The historic side of Tanilba Bay is barely mentioned above and is a huge drawcard for tourists bringing money to spend for a day out. With our beautiful gates, Temple, Tanilba House, various parks with stone artefacts, and other stonework this makes our area unique. This is not being celebrated in the above items. A heritage walk has been created as mentioned and is on the local Family History website via a grant we have been given. Signs will be installed in 2024. Walking trails and public parks need signage and info on the history if relevant (e.g. the quarry, why is Lemon Tree passage called that? etc)</p> <p>We certainly need more coffee shops and we need one in Tanilba near the foreshore where people can stop on a walk. The current Tanilba Bay coffee shop services tradespeople getting takeaway, closes early and is in an unattractive part of town near the road with limited seating. I think it's a case of build it and they will come. Port Macquarie has wonderful cafes along its coastal walks (though larger population). We need to get visitor numbers up to make this viable. Publishing a walk map would help!</p> <p>Re the businesses doing upgrades to their shop fronts to make areas more appealing, I'm not sure how this would work?</p> <p>Events are great and work well when run well. There have been some great events in the Tilligerry but also some disappointing, poorly advertised and not supported events put together at the last minute that have reflected badly on our region. Is there an opportunity for ensuring events are approved only if planned in advance and perhaps a marketing kit?</p>
9	I would like to have further conversations on how we could action the trek the peninsula and incredible by nature ideas asap. A variety of questions on these ideas and how we can start the process.
10	Look at increasing the track around from Tanilba to Lemon Tree with Broadway's so the walk doesn't just have to be done at low tide
11	Town Centre needs shade, otherwise it just remains empty all the time. Parking is an issue now, but paid parking is definitely not an option.
12	The amount of liquor shops and tobacco shops in this area is more than required. I believe the council should be able to carefully determine whether it's required for the area.
13	RV parking could create problems in narrow roads and where parking is limited. Extension of paved area parking along the foreshore at Lemon Tree Passage could create great opportunities but will inevitably be divisive with local residents. Development of RV parking along Tilligerry Creek could assist without creating too much disturbance. Perhaps McCann park could be developed as it is in walking distance to Club Lemontree and the waterfront. Lack of open food venues will continue to deter visitors. Especially over Xmas almost all venues are shut at night, with only some of the licensed venues open, denying those with animal's access. Development of Maritime Industry will inevitably occur only on Oyster Cove where there are no retail shops. Little can occur at the LTP jetty due to lack of

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#	Comment
	space to expand. Tanilba Bay needs a kiosk that opens seasonally but the problem of vandalism will inhibit this. Perhaps a project that locals would support?
14	<p>The Place Plan should mention that it is important to have natural elements such as trees and plants in Town Centres to avoid a repeat of installing the expanse of concrete in the new LTP Town Square.</p> <p>I am opposed to "investigate opportunities to facilitate the growth of the maritime industry" as the justifications relate to Port Stephens and not Tilligerry Peninsula. There are already two slipways with marine servicing industries attached to them (Lemon Tree Passage and Oyster Cove). The economic sustainability of adding identical businesses is questionable. Based on the Liveability Index and comments written during the Place Plan workshops, residents prioritise the protection of the environment and maintaining the natural feel of the Tilligerry waterways over an increased number of slipways and marine service industries. This action doesn't appear as a High Priority.</p> <p>I suggest adding an action item for local businesses and clubs to investigate installation of more electric vehicle charging stations.</p>
15	<p>Welcoming town centres more uniform improvements have greater impact than individual changes which can look messy.</p> <p>Trek Tilligerry does not require exercise equipment. We need pathways that connect and don't stop half way. We have no paths from Tanilba bay waterfront to school or shops or sport fields.</p> <p>RV parking will just increase litter, undesirables and hoons which are all frequent and with no policing. If we consider RV parking not near waterfront spaces where residential homes will be impacted by noise and mess.</p>
16	Most of our car parks could be used between 6pm and 8am and would help curb break-ins and any suspicious behaviour in these areas. These areas would need to be well sign posted so it is well understood responsibilities of the uses. Tasmania does this with their car parks for self-contained RVs.
17	Bike and walking tracks as we have very little need more encourage exercise should put a bike track alongside Lemon Tree Passage Road

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Q5 What do you think of each of the 'movement' action items for the draft Tilligerry Place Plan?

Answered 36, Skipped 2

Draft action	Very supportive	Supportive	Neutral /unsure/ need information	Opposed	Very opposed
Welcome to the Tilligerry	17	11	6	0	2
Tilligerry community transport	17	14	5	0	0
Investigate options for a Tilligerry trail	25	8	2	1	0
Moving around Lemon Tree Passage	17	9	6	2	2
Improve connectivity in Tanilba town centre	21	6	8	0	1

Q6 Do you have any other great ideas or comments to add about the draft movement action items?

Answered 15, Skipped 23

#	Comments
1	The bus service in the peninsula needs to address local community access needs, such as a bus stop that serves Coles. The one-way traffic options for Lemon Tree Passage does not address the key issue of the conflicts between street parking by Henderson Park, cars towing boat trailers and pedestrians crossing the road.
2	We would like to see some parking on President Wilson Walk to create town busyness. The boat ramp needs careful expansion as most boats bring several cars with them and there is inadequate small car parking. New traffic barriers are needed in Henderson Park. The link to Salt Ash signage needs to be developed otherwise we lose the ability to invite tourists into our peninsula.
3	We need a grocery store in LTP and we need a bus from Coles at Tanilba Bay going around the Peninsular for people who are unable to drive.
4	The current approved Action Plan for Mallabula Parks and Reserves includes a pathway to connect the Mallabula Jetty to Caswell Park - part of the option for a Tilligerry Trail. This has the support of the local community as a letterbox drop was undertaken to encourage participation in the proposed Action Plan. The Trail should be close to the waterfront where possible as that is where most visitors want to be. It needs to be safe and suitable for walking, biking and disabled.
5	We need a bus stop at the Coles shopping Centre in Tanilba Bay. Mallabula Parks Committee is advancing plans to connect Caswell Lions Park to LTP Waterfront Park

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#	Comments
	through the existing Crown Land Reserve. There are layers of bureaucracy involved in working on Crown Land Reserves. We want to safely show off our Crown Reserves by introducing safe walking paths through these areas. Sign posting is vital to these paths.
6	The one way is the most ridiculous idea I have ever heard. These streets are wise and fine for 2 way traffic. There is lots of parking. Maybe if you had free transport by boat from Nelson bay there would be less cars or better bus services. And new signs to a one way in and one way out. Seriously, I don't know who is writing this but it is embarrassing
7	I don't believe transport issues will be resolved through more services from transport NSW. If anything we are over serviced by buses with a large percentage of bus services outside school and work peak hour times trundling around the suburb with no/few passengers. The buses go too fast on our narrow streets and have hit wildlife and dogs. It is a waste of taxpayer funds and use energy unnecessarily People need services that will get them around the region to appointments. Ubers would be perfect but there appears to not be enough demand. Buses have a role but they are not well used here and adding more is not the solution.
8	The back gate of the primary school is very unsafe as there is no crossing between President Wilson Walk and Diggers Drive. It was a safety issue when my son & daughter water at the school. I can still see it poses a risk for safely crossing the road.
9	Welcome- No room for vehicles to pull over to read sign creating a huge traffic hazard. Community transport- desperately needed. Aged population who are not computer literate rely on neighbours and friends to assist with shopping. Accessing any medical appointments is impossible due to local GPs not having spare capacity, specialist and hospitals only being accessible during daylight hours on slow buses or expensive taxis. Tilligerry trail - must be consistent, coordinated, properly signed with ownership of signs to be PSC to ensure they are legible and maintained. Again support for residents along Trail to enhance and beautify. Provision of more seating and public toilets (which are properly cleaned and monitored for damage). Identification of items of note and installation of compass signs regularly to indicate direction to other areas. Moving around LTP - more parking areas must be developed. One way roads will not improve situations and will force traffic onto narrow roads like Shearman Ave and Stanley St and cause major delays at corner of Stanley and Meredith. Tanilba Town centre- I am unsure where this is located. The development of The Caswell and new childcare centre could change the traffic outside the Kooindah centre.
10	Linking existing paths around town centres. Currently there are paths that go nowhere.
11	Moving around Lemon Tree Passage - for a Place Plan it is enough to state that Council will undertake a parking study. Including a specific example of the potential one way option obviously isn't based on any data until the study is completed. I think adding details like this distract from a Place Plan. Improve connectivity in Tanilba town centre - in direct contrast to the moving around LTP action, the statement about changing land use zoning in Tanilba isn't specific enough. What zoning is being reviewed?
12	Community transport and tourism would benefit from regular ferry services Tanilba bay. Karuah, tea soldiers Point etc. Welcome to Tilligerry be wary of graffiti and vandalism with signage. Coastal walkways need improved infrastructure to prevent erosion, erosion between Mallabula and Tanilba Bay is occurring with no break wall. Tanilba requires more focus of council funds, peace park boat ramp and carpark should be sealed, paths to connect to business from waterfront.

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#	Comments
13	The clubs could provide a local small bus service to residents from home to shops / doctors / clubs so large buses could stay on the main road not have to travel through the suburb if a bus stopped at the shopping centre.
14	more foot paths for safety for wheelchairs, scooters, prams, walkers etc
15	Bike paths

Q7 What do you think of each of the 'quality open space' action items for the draft Tilligerry Place Plan?

Answered 36, Skipped 2

Draft action	Very supportive	Supportive	Neutral /unsure/ need information	Opposed	Very opposed
Public art to showcase the Tilligerry	13	11	10	1	1
Activate your own public space	15	14	6	1	0
A new masterplan for Mallabula Sports Complex	16	13	7	0	0
Boat ramp/car park upgrades	16	10	10	0	0
Tilligerry Aquatic Centre review	11	8	11	3	3

Q8 Do you have any other great ideas or comments to add about the draft quality open space action items?

Answered 16, Skipped 22

#	Comments
1	The boat ramps at Lemon Tree Passage are a major drawcard for visitors. The review of the Tilligerry Aquatic Centre needs to recognise that the pool is not that old and that a reduction in services was not raised or foreshadowed in Council's Strategic Management Plan for 2018 - 28. The pool is an important local asset and ways need to be found to increase patronage. A monument is not necessary for Tanilba House and could end up as unpopular as statues of Captain Cook. A celebration is appropriate and both the good and bad stories of early settler heritage should be told.
2	We think the stone gates are a sufficient bicentennial monument but they can't be changed too much without destroying their integrity. There are locals who want to add artwork into very niche. We would like to see a series of nature statues. A celebration needs to be planned. The Aquatic Centre needs to be enhanced and maintained. There is no residential access to the water in Oyster Cove and for a place with a large

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maritime footprint and ambition this needs to be addressed with a foreshore park. We would like to see a plan to include youth activities in this place plan- many of our older community groups do not see this as their concern.
3 I keep asking myself why Nelson Bay is so popular with tourists and the Tilligerry is not. What can we do to change that? I don't think Art is enough and our businesses are really suffering
4 Tilligerry Aquatic Centre happened because of a long and sustained public campaign. I strongly oppose any move to close this facility. Learn to swim classes for all of the areas children would turn this into a busy facility. Better entrepreneurial management of the Centre is required, Public art needs to be of sufficient merit to warrant public display. Walking access to the Mallabula Jetty needs to be provided. Allowing use of this jetty for ferries and other water transport is essential. Improved jetty facilities including variable water height platform and swimmer access to the jetty via ladder are needed.
5 Better pedestrian access to the Mallabula Jetty (and addition of a safe ladder to exit the water onto the Jetty is essential. Public Art needs to be of a sufficient standard to attract people.
6 Ok, Shane I can't write under each item which would make more sense than bundling it here in this box at the end. Public art - no, unless it's First Nations people's art, yes council Organising open space activities including entertainment and food vans etc, the sports complex needs to have a new building with indoor basketball court and table tennis and other things for kids to hang out at with a police youth liaison office being a part of this police youth club. Also for council to organise monthly involvement days for the different ages with parents being involved too that might involve a swim race, a bike ride, a basketball match. Kids versus parents as an example. Maybe if the aquatic centre was more interesting and entertaining for kids and even some seniors classes for fitness, it may get used more. Maybe an open day every 2 months. With council rates so high, not many people have money left to spend on things. I suggest less council workers and more productive work. No to Tanilba house monument. Not important
7 Make the pool 50m
8 All good ideas. Art could be good, but I do worry about vandalism to the art. The other items are good ideas. In particular the bicentenary. This should be a massive opportunity for our peninsula to celebrate and promote the area. Many, many people who come to Tanilba House events say "I never knew this area existed". We need to put it on the map. DPS can help but public events can help. A significant bicentenary monument and celebration is a huge opportunity that will bring people here. We believe the area behind the Temple is a perfect place for a suitable garden with a fountain / monument.
9 Creating an artwork brochure similar to the Scavenger Hunt to give visitors information on the art and artists / Nelson bay has an art walk and it is another wonderful incentive to hand to visitors to the area alongside the Scavenger Hunt brochure.
10 Mallabula sporting complex is in dire need for an upgrade. An indoor sports centre would be very useful for our area too as we have a lot of sporting families that participate in various sports including adults. This could potentially expand into other sports during winter e.g. futsal, volleyball. It could also be valuable to our local primary school as a resource. The boat ramp at the end of avenue of the allies is not really accessible for people to use as it's too steep to launch/ hook a boat.

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- 11 Public art- needs to occur across multiple locations- plan an Art week with exhibitions in Council owned premises, competitions at Henderson Park and Tanilba locations for open air activities. Employ a worker to encourage development of more community enabled groups operating out of existing locations such as Mallabula Hall, Foreshore Hall and LTPOSC. Use those myriad of small parks to encourage light outdoor exercise, simple ball skills etc
Mallabula master plan needs input of all sports groups that use it. There has been major expansion of soccer in the area which should be supported.
Boat ramp car park. More of both but away from immediate Henderson park precinct.
Aquatic centre- we need it open more and not less. In peak summer it closes too early. It is used by elderly and disabled during shoulder seasons but cost can be prohibitive.
School groups require local access for lessons, given the huge rise in drowning this year.
The idea of a gym has been muted and perhaps this could enhance site.
Bicentenary monument- needs extensive research with all sections of community, not just those who have existing ear of Council. Whilst gates were relevant when erected a static monument will not have the same impact. Ask children at school for input
- 12 Make the pool more attractive for families so it gets utilised more.
- 13 Boat ramp/car park upgrades - Using the search function on Council's website I couldn't find Council's Boating and Fishing Infrastructure Plan.
Tilligerry Aquatic Centre review - a Place Plan shouldn't include flagging a cut to a Council service unless it's based on feedback that this is what the community wants.
Plan for a bicentenary monument - could be read as though we are getting more stone gates.
- 14 Tanilba and Mallabula boat ramps are in dire need or improvement and parking to be sealed.
The aquatic centre is not used due to its poor quality, my kids have swimming lessons in Raymond Terrace leisure centre due to better pool, larger pool and better heating. Plus more lesson availability for a working family.
Supportive of a monument depending on specifics. Would like to see something grand, strong and lifelong similar to the historic gates.
- 15 A car park needs to be extended at the Foreshore Hall so the Seniors Citizens hall has access to car parking on the vacant block next to it. The Seniors Hall shares a driveway with the Independent living estate but has no turn around for cars only to drive across grass or back out onto a busy road. This is such a dangerous situation where vehicles park on both sides of road and large buses are frequently moving in this area.
- 16 The issues with the Aquatic Centre relate to a lack of access and rather than extended closure they need to make the hours of operation more accessible to the working members of the community.

Q9 What do you think of the 'management and safety' action items for the draft Tilligerry Place Plan?

Answered 36, Skipped 2

Draft action	Very supportive	Supportive	Neutral /unsure/ need information	Opposed	Very opposed
Establish a town team	15	13	7	1	0

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Light it up	16	11	7	2	0
Crime prevention is everyone's responsibility	18	9	7	0	2
Community connect	18	10	6	1	1
Be prepared for emergencies	23	8	4	1	0
Create a community hub	19	8	8	1	0
Enhance the Tanilba gates	18	8	6	3	1
Signage audit	18	10	7	1	0
Recognise the indigenous history and culture of the area	20	9	7	0	0
Increase housing supply and diversity	15	3	12	4	2

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Q10 Do you have any other great ideas or comments to add about the draft management and safety action items?

Answered 16, Skipped 22

#	Comments
1	There is no image provided showing locations to investigate for future housing. With respect to this, the Hunter Region Plan says "For Tanilba Bay and Lemon Tree Passage secondary dwellings and low rise housing like dual occupancies and townhouses are suitable. Local strategic planning should incorporate the views of local communities".
2	TCA has been running community meetings at our own cost to hire halls- we need a community hub desperately. Tilligerry Place that is rarely open is labelled community info but Tomaree NC has walked away. The signage audit confined to Tanilba Bay has left broken signs in other villages and we should be working across the whole community.
3	Chamber of Commerce structure is more suitable for engaging business in promoting the area. Tasteful lighting of the Gates will enhance this feature. Working closely with the Worimi is essential, as they are major land holders on the Peninsula. This area has not reached critical population mass to encourage a new range of businesses. The large proportion of holiday houses means that the present housing is not well used to populate the area, I favour an up rather than out approach to new housing. The commercial areas have poor internal connection and this needs to be addressed (especially TB)
4	Town teams already exist to some extent through the various Parks groups, service groups, and are already functioning and could quickly become Town Teams. My greatest fear is that of fire. There is little done to reduce fuel loads on existing bushland and Crown land. A second road out of town is also essential for long term safety. Better, easy to find, information on Council Website of services and activities on the Tilligerry
5	Council being the town team coordinator, not leaving it to the people as it won't happen. Again council is trying to not be involved. We just got lights but have no exercise equipment to use and most can walk on the road if wanting to go for a walk so waste of money unless equipment to use. Hmm, crime prevention, I can't see you suggesting anything, what is the action plan? I would suggest more police presence, more cameras, speed cameras and I know that's not council but YOU do need to liaise with them and get it sorted and it's not the public's responsibility but those resources, police and council to have systems in place for crime, yes to noticeboard, yes to being prepared for emergencies, NO to a property owner having their private residency for a community hub but council should have a hall or build something for the community, no to Tanilba gates and lights in front of a roundabout which would just cause accidents looking at what's lit up, that would be very dangerous, more signage repairs, maybe look into how to have signage that can't get damaged in the first instance and YES to indigenous culture with a monthly open day for locals and getting educational tours happening in the local areas like mangrove walk etc, and no to housing as the koalas are the priority and the natural environment needs to be protected!!

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#	Comments
6	<p>A community noticeboard is a little old fashioned given that most people including the elderly get their info online (especially considering mobility issues for older community members). If there are events on it is always on the local Facebook page rather than a noticeboard that quickly gets out of date. So I think its use is limited. There is one in the Kooindah centre and it is not well used or up to date for example.</p> <p>The town team idea is fine as a concept but it does need to be inclusive. Past experience shows that the community is turned off by dominant personalities running these community groups and support for them quickly diminishes.</p> <p>People who purport to represent the community in fact have limited engagement with them. It can get quite political so its leadership should rotate and members should be able to vote on who represents them. Should this also be attended/championed by the local member for example?</p> <p>Other ideas are great. Improving the gate gardens is a must do!</p>
7	No image of planned area for development
8	There was no image to show where housing supply could increase, more info please.
9	<p>Town Team- yes, yes. But not the same people. We need diverse input. Community leaders need to be identified but need to have focus on particular issue. If the same ones in all areas then there won't be diverse input and particular issues could overwhelm.</p> <p>Light it up- Unfortunately because there aren't open venues then more lighting is redundant. Only a few places at LTP and 2 restaurants at Tanilba.</p> <p>Crime prevention- constant problem particularly in holidays.</p> <p>Community connect and community hub should be combined. Problem is location.</p> <p>Kooindah shops would seem logical but no space. Must be accessible to people who don't drive. But could incorporate coordination for community transport, support to access internet shopping and in-home support services.</p> <p>Tanilba gates don't require any other enhancements apart from those already funded such as up lighting (Progress Association) and lecterns for new Tanilba Heritage trail.</p> <p>Signals audit- already undertaken in Tanilba. Needs to be extended. Signage needs to be legible, consistent, correct and controlled by council in public spaces. Could be managed by Town team.</p> <p>Indigenous history and culture- needs to have local elders involved at managerial level and reflect their wishes.</p> <p>Housing supply and diversity- peninsula is at capacity. Needs huge capital and infrastructure input.</p>
10	Ensure that the council's online community directory is kept up to date, perhaps by engaging a team of local community members to keep council informed about changes.
11	<p>I think spending money on lighting and landscaping the Tanilba gates isn't a spending priority for most people.</p> <p>I didn't have the image below which references potential locations to investigate opportunities for future housing but as in previous actions I don't believe the Place Plan should have such fine detail without data and community feedback informing them.</p>
12	<p>Don't see need for spaces for elderly and youth to come together.</p> <p>The crime prevention paragraph gives no specific on what will occur. Best crime prevention would be police outside business hours or CCTV.</p> <p>I am opposed to some items above purely as I see no value to cost.</p> <p>Increased housing and development could be beneficial if done right. No housing commissions, waterfront business opportunities, housing estates lemon tree passage</p>

ITEM 2 - ATTACHMENT 2
REPORT.

TILLIGERRY PLACE PLAN ENGAGEMENT

#	Comments
	road and oyster cover could be good, further housing between Lemon Tree and Mallabula.
13	The Community hall in Mallabula is underutilised and should be used as a meeting place for youth. As far as more development there are pockets of over development happening now but the impact is on others as these developments are not being supervised and residents are having to cope. As a member of the Tilligerry Community Association helping to raise the money to provide the lighting to the Entry gates which will be a great improvement as you enter our Town and its history.
14	Community centre or hub is much needed. As a recent resident of this area I have found it difficult to access community events & groups.
15	Indigenous projects should be a priority work with the Worimi people
16	Town Team needs to be populated with a cross section of the community rather than the usual suspects who tend to discourage involvement.

ITEM 2 - ATTACHMENT 2 TILLIGERRY PLACE PLAN ENGAGEMENT REPORT.

Q11 Do you have any final comments about the draft Tilligerry Place Plan?

Answered 19, Skipped 19

Comments

- 1 Tilligerry Community Association has been trying to work across the geographic peninsula for 12 years. When the Tilligerry Plan was first agreed we were gratified that council was not planning a LTP Plan and a Tanilba Bay Plan etc but an across peninsula process that recognises Salt Ash is our access. We would hope this would be continued as an unsightly graffiti on the Telstra substation and weed mass at Salt Ash is not a welcoming feature.
We have worked for the last 12 years building the stage etc at Lemon Tree Passage and we don't want to go back to 12 years ago when Tanilba Bay looked at what Lemon Tree Passage was getting and wanted one of those too, We are one community with shared resources.
- 2 If something is not done to bring people to LTP the town will become a ghost town.
- 3 I have no confidence that the formulated plan will be used by Council or the community. We need to have a real commitment from the Council to ensure this plan is followed.
- 4 It is the worst draft plan I have ever read in my life. Nothing proactive, nothing showing what the youth would like or what the elderly needs are and nothing saying how the council plans on protecting the koalas and the natural environment. Just a lot of words with no meaning in that action plan. Way too much trying to get volunteers and not enough Council involvement. I would love to see where my rates are going in Tilligerry itself.
- 5 If Tilligerry had a good pub and some good places to eat it would attract triple the amount of people. Whether it's first home buyers, renters or visitors. Tilligerry is majorly out dated and has huge potential as a coastal town attached to port Stephens. Don't let it get left behind - there's massive money to be made here if it gets done right.
- 6 Walks and walk maps, signs, bicentenary and beautification projects are what I think are the priority. Would be very happy to discuss!
- 7 There are a few things that I would like more clarification on before I could support them.
- 8 If we want to discuss ideas and how to begin a process who are our best contacts at the council?
- 9 Sounds good, seems like a lot of thought has gone into the plan
- 10 A lot of issues identified that will not be resolved with existing community input. Many are reluctant to be involved as they feel they are ignored. Many initiatives attempted over the years but community members "burned" by lack of transparency and hidden agendas. I am only a newcomer to the area but have listened to many people complaining about same issues.
Please consider all remarks for community consultation. I attendee consultation at Henderson Park and felt that resident's comments were not considered. Outcome was basically what council proposed and issues such as shade were belatedly addressed. In summer it remains largely unused due to the heat and the focus towards the Marina is misguided and should be towards the open water
Forgot to mention emergency management. Models are being developed for community emergency management which could be of use to our community.

ITEM 2 - ATTACHMENT 2 TILLIGERRY PLACE PLAN ENGAGEMENT REPORT.

Comments

- 11 Youth crime and drugs are a prominent issue in our community at present. We need more lighting in our community and police presence increased as we have a lot of vulnerable people residing here.
- 12 Additional shade required. I'm not sure that an additional aboriginal specific effort is required and cannot see the value. Traffic flow needs community input, particularly for the streets that will be affected. Additional smaller, community housing is required as the older community has no downsizing opportunities and will take the history away from LTP with them (which is very sad).
- 13 While I acknowledge that it isn't always possible, I would like more time to complete surveys that fall over the Christmas/New Year period.
- 14 A review of dog off lead areas is required, i.e. shouldn't be where endangered birds are as well as more policing of on lead areas.
- 15 Main items:
- paths
- policing
- break walls and erosion prevention
- 16 It is so important to have a plan but it is very important how these villages are linked together and not divided by name. The whole area has such a unique and important role to the Port Stephens LGA with its history, wildlife corridors and remoteness. There is a willing group of volunteers in Marine Rescue, Tilligerry Community Association, The Gallery, The Habitat, The Combined Churches, Landcare and every Sporting/ Dancing group, Dog Obedience and Auto Club along with our Aged Care Facility to cater for all.
- 17 It seems vague. We need concrete action to install a sea wall along lot 290 of DP 41306 to protect the swamp mahogany forest that is koala habitat. Otherwise a further 35m of coastline will disappear and much of the forest with it. This will protect the walking path that is extensively used by locals and tourists.
- 18 Some Great ideas however how are they going to be implemented?
- 19 We have such a wonderful environment that needs some enhancement to achieve its full potential

Q12 Contact information – please include at least your name and email

Answered 33; Skipped 5

Information not included to protect participant's privacy

Q13 After the Tilligerry Place Plan is adopted, we will look at setting up Town Teams for The Tilligerry. A Town Team is a group of people who want to be involved in helping deliver some amazing projects for their place. If you are interested in creating or joining a Town Team or even just learning more about the process, please check the box below and we will keep in touch.



Answered 26, Skipped 19

26 people interested that they would like to be involved in future town team project for Tilligerry.

ITEM 2 - ATTACHMENT 2 TILLIGERRY PLACE PLAN ENGAGEMENT
REPORT.



PORT STEPHENS
COUNCIL

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

ITEM NO. 3

**FILE NO: 25/44941
EDRMS NO: PSC2024-03148**

WASTE AND PUBLIC PLACE CLEANING

REPORT OF: CAMERON DONALDSON - ACTING COMMUNITY SERVICES
SECTION MANAGER
DIRECTORATE: FACILITIES AND INFRASTRUCTURE

RECOMMENDATION IS THAT COUNCIL:

- 1) Receive and note this report in relation to the management of waste services over the 2024/25 peak season.
- 2) Support the ongoing actions of the Community Services Section in relation to the delivery of waste services and education programs over the upcoming Easter holiday period.

BACKGROUND

The purpose of this report is to provide information following the adopted Notice of Motion resolution dated 12 February 2025 (**ATTACHMENT 1**). The Notice of Motion requested a report reviewing public place cleaning and litter collection over the Christmas peak period. This review includes the following items:

a) Number of complaints received across the LGA with particular reference to the foreshore areas.

Between 20 December 2024 and 10 January 2025 inclusive a total of 20 complaints were registered via Council's Customer Request Management (CRM) in regards to litter bins in foreshore and key public spaces.

In relation to public place cleaning, a total of 52 complaints were registered via CRM during this same timeframe. 24 of these complaints were located in foreshore areas and include complaints regarding illegal dumping, graffiti as well as the condition of public spaces and amenities.

b) Scheduling of waste collection and public place cleaning across this period.

All public bins located in key public and foreshore areas across the Tomaree Peninsula, Lemon Tree Passage and Riverside Park at Raymond Terrace were scheduled to be serviced daily. Bins located in Riverside Park and key public locations in Karuah received increased servicing to occur on Tuesday, Thursday, Saturday and Sunday.

Public place cleaning staff were scheduled to service all key public spaces and foreshore locations in the early hours of the mornings commencing at 4.30am daily. A second shift was also put in place on the Tomaree Peninsula to commence at 10:30 am to provide a roving backup service checking amenities and bins providing an adhoc cleaning of the amenities and emptying overflowing bins.

An additional crew were tasked with walking along the foreshore areas between Nelson Bay and Shoal Bay from 6.00am to 2.00pm daily.

c) Adherence to schedule by Council staff and Waste Contractor.

The scheduled collection of litter bins was generally completed with the exception of 2 occasions due to mechanical issues and 1 for staff shortages. On these occasions, the services were made up later that day or servicing commencing the next day in lieu of the missed servicing. Council staff were deployed to Karuah and Lemon Tree Passage during these occasions to collect windblown litter and attend to the general cleanliness of the area.

Public place cleaning staff adhered to proposed scheduling and provided additional services based on lodged CRM's across the LGA as required, often outside of the scheduled servicing times.

d) Reconciliation of complaints relating to waste over this period.

In regards to the reconciliation of complaints, 90% of complaints relating to litter bins were resolved on the day received. All complaints were resolved within 48 hours of being received.

Urgent public place cleaning complaints such as unclean amenities, overflowing bins, fish bins or BBQS and any other unhygienic complaints were resolved on the day or within 24 hours, with graffiti and illegal dumping complaints, triaged until resources were available generally within 48 hours.

e) Consider whether the level of infrastructure in place is appropriate.

The level of waste infrastructure is generally sufficient for the majority of time for the Port Stephens community. During peak periods when visitation is at its highest, over 100 additional are bins placed in key public spaces and collection servicing is increased.

f) Potential improvements that could be trialled over the Easter holiday period including costing of service level increases.

Further opportunity exists to increase service level to areas located around Lemon Tree Passage, Karuah and Raymond Terrace, with the potential to increase the scheduled waste collection to these locations to daily servicing. It is estimated that the costing of this additional servicing will cost around \$8,500 over the upcoming Easter holiday period.

There is the opportunity to provide further community education by way of signage in key public spaces, foreshore and riverside locations in an attempt to reduce the impacts of misuse and encourage community members to responsibly dispose of their waste.

COMMUNITY STRATEGIC PLAN

Strategic Direction	Delivery Program 2022-2026
Community Wellbeing	Provide a Waste program to support the reduction of the community's environmental footprint.

FINANCIAL/RESOURCE IMPLICATIONS

Additional waste servicing over the Easter holiday period will be funded via the existing Waste Management budget.

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes	\$8,500	
Reserve Funds	No		
Developer Contributions (\$7.11)	No		
External Grants	No		
Other	No		

LEGAL, POLICY AND RISK IMPLICATIONS

There is no legal or policy implications in regards to this report.

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?
There is a risk that if Council does not maintain or increase the current levels of waste service, Council will not meet the demands of the community during peak holiday times.	Low	<ul style="list-style-type: none">Waste Community Education.Data gathering through bin sensors.Modified servicing to meet customer demands.	Yes

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

This report highlights the actions and potential improvements regarding the management of waste in key public places across the LGA. Should elements within this report not be adhered to there could be sustainability implications including environmental due to the management of waste across the LGA and social due to a potential impact to community due to the impact of amenity to the area.

COMMUNICATION AND ENGAGEMENT

Council's Communication and Engagement Strategy uses the IAP2 Framework to identify the level of engagement undertaken. An explanation for each level is shown below.

INFORM	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and/or solutions.
CONSULT	To obtain public feedback on analysis, alternatives and/or decisions.
INVOLVE	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.
COLLABORATE	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.
EMPOWER	To place final decision-making and/or developed budgets in the hands of the public.

The following communication and engagement applies to this report.

External communications and engagement

CONSULT	Consultation has occurred with Council's waste contractor in regards to the delivery of the waste contract.
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Internal communications and engagement

Nil.

OPTIONS

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

ATTACHMENTS

- 1) Council Resolution - Waste & Public Place Cleaning - Min. No. 012, 11 February 2025. [↓](#)

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

Nil.

ITEM 3 - ATTACHMENT 1 COUNCIL RESOLUTION - WASTE & PUBLIC PLACE CLEANING - MIN. NO.012, 11 FEBRUARY 2025.**MINUTES ORDINARY COUNCIL - 11 FEBRUARY 2025****NOTICE OF MOTION****ITEM NO. 2****FILE NO: 25/10641****EDRMS NO: PSC2024-03148****WASTE & PUBLIC PLACE CLEANING****COUNCILLORS:** MARK WATSON
BEN NILAND**THAT COUNCIL:**

- 1) Requests the General Manager prepare a report reviewing public place cleaning and litter collection over the Christmas peak period. The report to include a review of:
 - a) Number of complaints received across the LGA with particular reference to the foreshore areas.
 - b) Scheduling of waste collection and public place cleaning across this period.
 - c) Adherence to schedule by Council staff and Waste Contractor.
 - d) Reconciliation of complaints relating to waste over this period.
 - e) Consider whether the level of infrastructure in place is appropriate.
 - f) Potential improvements that could be trialled over the Easter holiday period including costings of service level increases.

**ORDINARY COUNCIL MEETING - 11 FEBRUARY 2025
MOTION**

012	Councillor Mark Watson Councillor Ben Niland It was resolved that Council: <ol style="list-style-type: none">1) Requests the General Manager prepare a report reviewing public place cleaning and litter collection over the Christmas peak period. The report to include a review of:<ol style="list-style-type: none">a) Number of complaints received across the LGA with particular reference to the foreshore areas.b) Scheduling of waste collection and public place cleaning across this period.c) Adherence to schedule by Council staff and Waste Contractor.d) Reconciliation of complaints relating to waste over this period.e) Consider whether the level of infrastructure in place is appropriate.f) Potential improvements that could be trialled over the Easter holiday period including costings of service level increases.
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ITEM 3 - ATTACHMENT 1 COUNCIL RESOLUTION - WASTE & PUBLIC PLACE CLEANING - MIN. NO.012, 11 FEBRUARY 2025.**MINUTES ORDINARY COUNCIL - 11 FEBRUARY 2025**

Those for the Motion: Mayor Leah Anderson, Crs Rosalyn Armstrong, Giacomo Arnott, Nathan Errington, Peter Francis, Paul Le Mottee, Ben Niland, Mark Watson and Jason Wells.

Those against the Motion: Nil.

The motion was carried.

BACKGROUND REPORT OF: CAMERON DONALDSON – ACTING COMMUNITY SERVICES SECTION MANAGER**BACKGROUND**

Following impacts to the management of waste in the Tomaree area over the 2023-2024 peak season, additional provisions were introduced by Council with an aim to improve the management of waste over the 2024-2025 peak season.

An additional 102 public litter bins were placed in foreshore and public places to complement the 600 permanently installed bins across the LGA. Servicing of public bins in all key foreshore and riverside locations was increased with many of these areas receiving daily servicing during the peak period. The deployment of Public Place Cleaning staff was increased to provide additional staff and a daily coverage between 5am and 3pm.

As part of an ongoing trial, 15 bin sensors were installed around foreshore areas. These sensors allow for the capture of real time data regarding the waste bin capacity and user habits relating to public waste. Community education encouraging responsible disposal of waste was provided by way of stickers placed on many bins surrounds and footpaths in key foreshore and riverside locations.

As Council is a continuous improvement organisation and seeks to enhance all of our services within budgetary constraints, this service provision will be reviewed.

FINANCIAL/RESOURCE IMPLICATIONS

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

**ITEM 3 - ATTACHMENT 1 COUNCIL RESOLUTION - WASTE & PUBLIC
PLACE CLEANING - MIN. NO.012, 11 FEBRUARY 2025.**

MINUTES ORDINARY COUNCIL - 11 FEBRUARY 2025

ATTACHMENTS

Nil.

ITEM NO. 4

**FILE NO: 25/17198
EDRMS NO: PSC2024-03632**

**INITIATION OF A PROPOSAL TO ALTER THE PORT STEPHENS LOCAL
GOVERNMENT BOUNDARIES**

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

RECOMMENDATION IS THAT COUNCIL:

- 1) Receives and notes the report.

BACKGROUND

The purpose of this report is to inform Council of the response to consultation with adjoining councils concerning a proposal to alter the Port Stephens Local Government boundary.

Council, at its meeting on 9 July 2024, considered a Notice of Motion to alter the local government boundaries with neighbouring councils. A copy of the Notice of Motion is shown at **(ATTACHMENT 1)**.

At its meeting Council resolved:

- 1) Notes that Port Stephens Local Government Area (LGA) boundaries go all the way to the water's edge of Tea Gardens, Hawks Nest and, generally, to the north of Port Stephens water body.
- 2) Notes that Port Stephens LGA boundaries only go up to the mean high water mark on the Raymond Terrace side of the Hunter River at Raymond Terrace.
- 3) Notes that these 2 examples of Port Stephens LGA boundaries, along with other extents of the LGA boundary in water bodies, have technical implications for coastal management, levee management, consultation with Government agencies, and other administrative issues.
- 4) Agrees that consideration be given for the LGA boundary in a water body to be in the middle of the water body between a neighbouring Council, to ensure each Council is responsible for its own shoreline.
- 5) Requests the General Manager commence consultation with neighbouring Local Government Areas on making a joint submission under s218E of the Local Government Act, with a view towards adjusting the boundaries of Port Stephens

and all surrounding Councils, to ensure water borders are in the middle of the body of water that separates each Council area.

- 6) Requests the General Manager to, at the conclusion of that consultation, prepare a further report to Council further detailing the resources required, jointly if possible with other neighbouring Councils, to submit a case for change to the Minister for Local Government under s218E of the Local Government Act.

Council wrote to City of Newcastle, Maitland City Council and MidCoast Council in early September 2024, given the timing of the local government elections. A response has been received from MidCoast Council and is at **(ATTACHMENT 2)**. Further correspondence was forwarded to the remaining councils with no response forthcoming to date.

MidCoast Council does not agree with the view held by Port Stephens Council and, therefore, cannot support the proposed boundary changes. The response noted suitable governance arrangements are already in place to facilitate coastal planning and other management considerations that have cross-boundary implications. Further, it noted that the substantive coastal management issues relevant to the northern foreshore are above the mean high-water level and, therefore, the local government area (LGA) boundary. MidCoast Council holds the view that there are no impediments created by the current LGA boundary to coastal planning that would warrant such a significant alteration.

COMMUNITY STRATEGIC PLAN

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

FINANCIAL/RESOURCE IMPLICATIONS

There is no existing budget to engage suitable qualified consulting services to prepare a comprehensive submission to the Minister for Local Government.

Council would need to engage consulting services to prepare the submission, engage suitable qualified surveyors to establish the actual new boundaries, engage and examine the attitude of the ratepayers and residents, including providing the financial advantages and disadvantages to the community and Council and any impact on operational staffing for ongoing maintenance. A full cost-benefit analysis would be required.

Should a full surveyor be required it is estimated the costs may be in the vicinity of \$20,000 to \$50,000. Past merger proposals have been in excess of \$60,000 without any survey works. A full expression of interest would need to be called to determine an exact costing.

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

LEGAL, POLICY AND RISK IMPLICATIONS

Section 218E of the Local Government Act 1993, gives Council the ability to initiate a proposal to alter its local government boundary (LGB) with adjoining local government areas.

Section 218E – Who may initiate a proposal

- (1) A proposal may be made by the Minister or it may be made to the Minister by a council affected by the proposal or by an appropriate minimum number of electors.
- (2) An appropriate minimum number of electors is--
 - (a) if a proposal applies to the whole of one or more areas, 250 of the enrolled electors for each area or 10 per cent of them, whichever is the greater, or
 - (b) if a proposal applies to part only of an area, 250 of the enrolled electors for that part or 10 per cent of them, whichever is the lesser.

A proposal to alter the LGB boundary would require the development of a comprehensive submission taking into account a number of factors such as, but not limited to:

- financial advantages/disadvantages
- the community of interest and geographic cohesion
- attitude of residents and ratepayers
- requirements of the area concerned in relation to elected representation for residents and ratepayers at the local level
- any impact on council operations and staff, and
- any impact on rural communities in the areas concerned.

The submission is made to the Minister for Local Government and it is then a matter for the Minister to forward to the NSW Local Government Boundaries Commission for review and report to the Minister.

Upon receipt of the Commission's report, the Minister can then make a decision on the LGB alteration.

The Minister may direct the Commission to hold a public hearing on any proposal.

ORDINARY COUNCIL - 25 MARCH 2025

Based on MidCoast Council's correspondence, there would be little benefit to altering the boundary with MidCoast Council without support of the application to the Minister. Similarly, there appears to be little interest from the City of Newcastle and Maitland City Council.

It would be prudent to have the support of neighbouring councils prior to lodging an application to alter the local government boundaries.

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?
There is a risk that Port Stephens Council ratepayers could be disadvantage financially as a result of the boundary changes.	Low	Adopt the recommendation.	Yes.

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

The social, economic and environmental implications would form part of the full cost-benefit analysis and other supporting documentation.

COMMUNICATION AND ENGAGEMENT

Council's Communication and Engagement Strategy uses the IAP2 Framework to identify the level of engagement undertaken. An explanation for each level is shown below.

INFORM	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and/or solutions.
CONSULT	To obtain public feedback on analysis, alternatives and/or decisions.
INVOLVE	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.
COLLABORATE	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.
EMPOWER	To place final decision-making and/or developed budgets in the hands of the public.

The following communication and engagement applies to this report.

External communications and engagement

CONSULT	Council consulted with the City of Newcastle, Maitland City Council and MidCoast Council.
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Internal communications and engagement

The Assets Section was consulted as part of the internal communications and engagement.

OPTIONS

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

ATTACHMENTS

- 1) Notice of Motion - 9 July 2024. [↓](#)
- 2) MidCoast Council response. [↓](#)

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

Nil.

MINUTES ORDINARY COUNCIL - 9 JULY 2024**NOTICE OF MOTION****ITEM NO. 1****FILE NO: 24/156940
EDRMS NO: PSC201-04195****INITIATION OF A PROPOSAL TO ALTER THE PORT STEPHENS LOCAL
GOVERNMENT BOUNDARIES****COUNCILLOR: GIACOMO ARNOTT**

THAT COUNCIL:

- 1) Notes that Port Stephens Local Government Area (LGA) boundaries go all the way to the water's edge of Tea Gardens, Hawks Nest and, generally, to the north of Port Stephens water body.
 - 2) Notes that Port Stephens LGA boundaries only go up to the mean high water mark on the Raymond Terrace side of the Hunter River at Raymond Terrace.
 - 3) Notes that these 2 examples of Port Stephens LGA boundaries, along with other extents of the LGA boundary in water bodies, have technical implications for coastal management, levee management, consultation with Government agencies, and other administrative issues.
 - 4) Agrees that its preference is for the LGA boundary in a water body to be in the middle of the water body between a neighbouring Council, to ensure each Council is responsible for its own shoreline.
 - 5) Requests the General Manager commence consultation with neighbouring Local Government Areas on making a joint submission under s218E of the Local Government Act, with a view towards adjusting the boundaries of Port Stephens and all surrounding Councils, to ensure water borders are in the middle of the body of water that separates each Council area.
 - 6) Requests the General Manager to, at the conclusion of that consultation, prepare a further report to Council further detailing the resources required, jointly if possible with other neighbouring Councils, to submit a case for change to the Minister for Local Government under s218E of the Local Government Act.
-

MINUTES ORDINARY COUNCIL - 9 JULY 2024**ORDINARY COUNCIL MEETING - 9 JULY 2024
MOTION**

163	<p>Councillor Giacomo Arnott Councillor Peter Francis</p> <p>It was resolved that Council:</p> <ol style="list-style-type: none">1) Notes that Port Stephens Local Government Area (LGA) boundaries go all the way to the water's edge of Tea Gardens, Hawks Nest and, generally, to the north of Port Stephens water body.2) Notes that Port Stephens LGA boundaries only go up to the mean high water mark on the Raymond Terrace side of the Hunter River at Raymond Terrace.3) Notes that these 2 examples of Port Stephens LGA boundaries, along with other extents of the LGA boundary in water bodies, have technical implications for coastal management, levee management, consultation with Government agencies, and other administrative issues.4) Agrees that consideration be given for the LGA boundary in a water body to be in the middle of the water body between a neighbouring Council, to ensure each Council is responsible for its own shoreline.5) Requests the General Manager commence consultation with neighbouring Local Government Areas on making a joint submission under s218E of the Local Government Act, with a view towards adjusting the boundaries of Port Stephens and all surrounding Councils, to ensure water borders are in the middle of the body of water that separates each Council area.6) Requests the General Manager to, at the conclusion of that consultation, prepare a further report to Council further detailing the resources required, jointly if possible with other neighbouring Councils, to submit a case for change to the Minister for Local Government under s218E of the Local Government Act.
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Councillor Chris Doohan left the meeting at 6:06pm.

Councillor Chris Doohan returned to the meeting at 6:07pm.

MINUTES ORDINARY COUNCIL - 9 JULY 2024

Those for the Motion: Mayor Ryan Palmer, Crs Leah Anderson, Giacomo Arnott, Matthew Bailey, Chris Doohan, Glen Dunkley, Peter Francis, Peter Kafer, Steve Tucker and Jason Wells.

Those against the Motion: Nil.

The motion was carried.

BACKGROUND REPORT OF: TONY WICKHAM – GOVERNANCE SECTION MANAGER**BACKGROUND**

Council has the ability to initiate a proposal to alter its local government boundary (LGB) with adjoining local government areas.

A proposal to alter the LGB boundary would require the development of a comprehensive submission taking into account a number of factors such as, but not limited to:

- financial advantages/disadvantages
- the community of interest and geographic cohesion
- attitude of residents and ratepayers
- requirements of the area concerned in relation to elected representation for residents and ratepayers at the local level
- any impact on council operations and staff, and
- any impact on rural communities in the areas concerned.

Council would need to consult with its neighbouring councils.

The submission is made to the Minister for Local Government and it is then a matter for the Minister to forward to the NSW Local Government Boundaries Commission for review and report to the Minister.

Upon receipt of the Commission's report, the Minister can then make a decision on the LGB alteration.

The Minister may direct the Commission to hold a public hearing on any proposal.

FINANCIAL/RESOURCE IMPLICATIONS

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

MINUTES ORDINARY COUNCIL - 9 JULY 2024

Source of Funds	Yes/No	Funding (\$)	Comment
External Grants	No		
Other	No		

ATTACHMENTS

Nil.



26 September 2024

Mr Tim Crosdale
General Manager
Port Stephens Council
PO Box 42,
Raymond Terrace, NSW, 2324
Email: Tim.Crosdale@portstephens.nsw.gov.au

Your Reference: PSC2024-03632

Dear Mr Crosdale,

Thank you for seeking MidCoast Council's views on Port Stephens Council's resolution to investigate the alteration of the local government boundary to position the boundary in the middle of the Port Stephens waterway.


I note the justification for the proposal is to ensure each Council is responsible for its own shoreline and that the Port Stephens Council is "concerned about the implications that may arise for coastal management, levee management, consultation with government agencies and other operational works due to the location of the local government boundary".

While the boundary change proposal and concerns of Port Stephens Council are noted, MidCoast does not agree and cannot support the proposed boundary change. The proposal has not been accompanied by a cost-benefit analysis of the implications on each community and the future management and governance implications have not been provided or considered. The proposal would result in a transfer of risk, uncertainty and additional management responsibility creating a resource burden on MidCoast for no material benefit to the MidCoast community.

It is noted that suitable governance arrangements are already in place to facilitate coastal planning and other management considerations that have cross-boundary implications. The substantive coastal management issues relevant to the northern foreshore are above the mean high-water level and therefore, the LGA boundary. From a MidCoast perspective, there are no impediments created by the current LGA boundary to coastal planning that would warrant such a significant alteration.

Should you wish to further discuss this matter, please feel free to contact me on [REDACTED] or [REDACTED]

Yours sincerely,


Adrian Panuccio
GENERAL MANAGER

ITEM NO. 5

**FILE NO: 25/42879
EDRMS NO: PSC2024-03158**

REQUEST FOR FINANCIAL ASSISTANCE

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

RECOMMENDATION IS THAT COUNCIL:

- 1) Approves provision of financial assistance under Section 356 of the Local Government Act 1993 from Ward Funds to the following:-
 - a) St Columba Anglican Church, Karuah – Cr Jason Wells – Rapid response – \$500 donation towards resources for Kids Club.

BACKGROUND

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

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

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

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

The requests for financial assistance are shown below:

WARD FUNDS

St Columba Anglican Church, Karuah	Encompassing the Parish of Bulahdelah, Tea Gardens and Karuah, the church offers a weekly playgroup for children and youth.	\$500	Donation towards resources for Kids Club.
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COMMUNITY STRATEGIC PLAN

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

FINANCIAL/RESOURCE IMPLICATIONS

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

LEGAL AND POLICY IMPLICATIONS

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

The Policy interpretation required is whether the Council believes that:

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

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

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

Nil.

COMMUNICATION AND ENGAGEMENT

Council's Communication and Engagement Strategy uses the IAP2 Framework to identify the level of engagement undertaken. An explanation for each level is shown below.

INFORM	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and/or solutions.
CONSULT	To obtain public feedback on analysis, alternatives and/or decisions.
INVOLVE	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.
COLLABORATE	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.
EMPOWER	To place final decision-making and/or developed budgets in the hands of the public.

The following communication and engagement applies to this report.

External communications and engagement

INFORM	Community members are advised of the outcome of their application.
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Internal communications and engagement

- Consultation with key stakeholders has been undertaken by the General Manager's Office.
- Consultation has been undertaken with key stakeholders to ensure budget requirements are met and approved.

OPTIONS

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

ATTACHMENTS

Nil.

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

Nil.

ITEM NO. 6

FILE NO: 25/49791
EDRMS NO: psc2024-03232

INFORMATION PAPERS

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

RECOMMENDATION IS THAT COUNCIL:

Receives and notes the Information Papers listed below being presented to Council on 25 March 2025.

No:	Report Title	Page:
1	Emission Reduction Action Plan - Progress Report	174
2	Cash and Investment Portfolio - February 2025	185
3	Audit, Risk and Improvement Committee Minutes - 10 October 2024	195
4	Designated Persons' Return	218
5	Delegations Report	219
6	Council Resolutions	221

INFORMATION PAPERS

ITEM NO. 1**FILE NO: 25/14246
EDRMS NO: 79-2022-3-1****EMISSION REDUCTION ACTION PLAN - PROGRESS REPORT**

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

BACKGROUND

The purpose of this report is to provide a quarterly update on the progress of the Port Stephens Emission Reduction Action Plan (ERAP) in accordance with the Council resolution from 11 April 2023, Minute No. 092 (**ATTACHMENT 1**).

On 12 October 2021 Council resolved to commit to a goal of achieving Carbon Neutrality for Council operations by 2025.

Through the implementation of the ERAP, Council has been working to reduce emissions to achieve Carbon Neutrality and prepare Council for a net zero future in alignment with State and Federal Government commitments. The ERAP identifies actions to reduce Council's Carbon Footprint and offsetting liabilities over the short (2024-2026), medium (2027-2030) and long (2030+) term, with the short term actions now being implemented across Council's operations.

PROGRESS REPORT

The ERAP identifies 101 actions to reduce Council's Carbon Footprint. Council is currently prioritising short term actions for the 2024-2026 period, with half of these actions either active or completed (Table 1). Over 25% of the short term actions require ongoing implementation to achieve sustained emissions reductions, considering budgetary and technological constraints. These actions will continue to be reported as "Active" see ERAP Short Term Action Progress (**ATTACHMENT 2**) for details.

Table 1: ERAP action status

Progress of ERAP Actions	Total in Plan	Active	Complete
Short-Term Actions (2024-2026)	53	23	3
Medium-Term Actions (2027-2030)	27	N/A	N/A
Long-Term Actions (2030+)	21	N/A	N/A

CURRENT ACTIONS

Council currently has 23 projects in progress to reduce emissions across the organisation. As budgetary and technological opportunities become available, Council is implementing ongoing changes and upgrades to reduce electricity usage, reduce costs and offset electrification.

Council's fleet transition continues, with the addition of two more electric vehicles (EVs), the first electric van and the first electric truck, and installation of another EV charging station at the administration building. The administration building is now at full capacity for EV charging without significant infrastructure upgrades for increased electricity to site. Focus for EV charging will now move to the Raymond Terrace Depot which was designed with significant capacity for further EV chargers, as Council's needs increase.

Key projects described in the previous reporting period continue to progress including upgrades to the Heating Ventilation and Air Conditioning (HVAC) system at the Tomaree Library, LED Lighting upgrades at local sporting fields and improvements to Council emissions data monitoring and reporting.

EMISSIONS DATA REPORTING AS AT QUARTER 1 2025

A key objective of the ERAP is to monitor changes to Council emissions over time. Council continues to improve the process for collecting the organisation's emissions data, and is investigating engagement of a platform for collecting and tracking emissions. Improving emission data capture will enable better tracking and regular reporting of Council's emissions data, and support improved decision-making.

As previously reported, Port Stephens Council's carbon footprint for the 2021-2022 and 2022-2023 financial years, along with annual emissions reductions, is detailed in (Table 2). To accurately recalculate the carbon footprint, the use of emissions tracking software or engagement with specialist carbon consultants is required. This is currently under investigation as part of the short-term actions. The next carbon footprint assessment is expected to take place upon completion of these actions.

Table 2: Port Stephens Council's Carbon Footprint

Financial Year	Annual Emissions (t-CO₂e.p.a)	Annual Emission Reduction (%)
2021/22	12,547	Nil.
2022/23	7,586	39.6%

ATTACHMENTS

- 1) Minute No. 092, 11 April 2023. [↓](#)
- 2) ERAP Short Term Action Progress - February 2025. [↓](#)

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

Nil.

MINUTES ORDINARY COUNCIL - 11 APRIL 2023**ITEM NO. 2****FILE NO: 22/109005
EDRMS NO: 79-2022-3-1****CARBON NEUTRALITY PROJECT UPDATE**

REPORT OF: BROCK LAMONT - STRATEGY & ENVIRONMENT SECTION
MANAGER
GROUP: DEVELOPMENT SERVICES

RECOMMENDATION IS THAT COUNCIL:

- 1) Note the status update for the Carbon Neutrality project.
 - 2) Endorse the allocation of funding for the preparation of the Port Stephens Carbon Neutral Action Plan.
-

**ORDINARY COUNCIL MEETING - 11 APRIL 2023
MOTION**

092	Councillor Leah Anderson Councillor Glen Dunkley It was resolved that Council: <ol style="list-style-type: none">1) Note the status update for the Carbon Neutrality project.2) Endorse the allocation of funding for the preparation of the Port Stephens Carbon Neutral Action Plan.3) Quarterly updates be provided in the Council Information Papers on the Carbon Neutrality Action Plan and how Council is tracking to meet the target in 2025.
------------	--

Councillor Peter Kafer returned to the meeting at 7:52pm.
Councillor Matthew Bailey returned to the meeting at 7:52pm.

Cr Anderson requested the following amendment, which was consented to be included in the motion.

"That quarterly updates be provided in the Council Information Papers on the Carbon Neutrality Action Plan and how Council is tracking to meet the target in 2025."

Those for the Motion: Crs Leah Anderson, Giacomo Arnott, Matthew Bailey, Glen Dunkley, Peter Francis, Peter Kafer, Steve Tucker and Jason Wells.

Those against the Motion: Nil.

MINUTES ORDINARY COUNCIL - 11 APRIL 2023

The motion was carried.

BACKGROUND

The purpose of this report is to provide a progress update and identify next steps in the development of a Carbon Neutral Action Plan for Port Stephens Council.

At its meeting of 12 October 2021, Minute No. 275 (**ATTACHMENT 1**), Council resolved to:

- 1) Commit to the goal of achieving carbon neutrality for Council operations by 2025.
- 2) Determine a suitable funding source to support Council in achieving this goal.
- 3) Provide a report to Council on a roadmap to achieving carbon neutrality.

Council has implemented a number of initiatives to reduce operational greenhouse gas (GHG) emissions. A summary of activities and initiatives is as follows:

- Participating in a Power Purchasing Agreement to secure 100% renewable energy from the electricity grid
- Installing a solar photovoltaic system on Council's Administration Building, reducing annual energy consumption by 25%
- Installing solar photovoltaic systems on many of Council's libraries, community centres and Rural Fire Service buildings
- Installing solar pool pre-heating at Lakeside Leisure Centre, Tomaree Aquatic Centre and Tilligerry Aquatic Centre
- Installing solar photovoltaic system and water tank at Salamander Waste Transfer Station
- Use of recycled glass 'greencrete' in capital works projects
- Installing Building Management Systems and Programmable Logic Controllers at our Administration Building, Lakeside Leisure Centre and many sports and community buildings to deliver energy efficiencies and lower operating costs
- Installing variable-speed drives (VSD) at Lakeside Leisure Centre, Kangaroo Street and Stockton Street flood pumps to reduce energy consumption
- Installing energy-saving LED field lighting at sports facilities
- Installing energy-saving LED lighting at Council's Administration Building, Tomaree Library and Community Centre, Council works depots, surf clubs, community centres and halls
- Reduction in overall waste to landfill through reuse of recycled materials and materials diversion. During the data collection period, Council saved 8,865 kg of CO₂-e of GHG emissions by utilising recycled materials over virgin materials
- Cross organisational consultation, data collection and gap analysis in partnership with NSW Sustainability Advantage to establish carbon baseline figures and establish key focus areas.

Whilst the initiatives that Council has put in place have greatly reduced the organisations GHG emissions, a number of areas remain as the focus for further

MINUTES ORDINARY COUNCIL - 11 APRIL 2023

emissions reductions in order to achieve Carbon Neutral status by the target date of 2025.

The focus areas for continued and future GHG emission reductions include electricity consumption (51%), Councils operational waste to landfill (27%), commuting (13.2%), and fleet vehicles and machinery emissions (8.8%).

In order to progress the project further, Council requires specialist knowledge and expertise that is not resourced within the organisation. Sustainability specialist providers in this industry have been contacted to provide estimated costs for the services required by Council to continue to progress the project.

Should the recommendation be accepted, a sustainability specialist would be engaged through Council's procurement process to undertake the summarised scope of work below:

Deliverables	
Comprehensive Carbon Audits (10 to 15 sites)	<p>Audit of Council's highest emissions producers such as:</p> <ul style="list-style-type: none">• Aquatic centres• Waste facilities• Administration buildings• Holiday parks• Libraries• Depots
Comprehensive Cost Benefit Analysis	<p>Consideration and recommendation of emissions reduction options including:</p> <ul style="list-style-type: none">• Operational process efficiencies, data collection, monitoring and reporting improvements.• Projected emissions reductions and scenario modelling.• Estimated costs to implement actions.• Estimated costs to maintain operations.• Payback period from operational savings.
Carbon Neutral Action Plan	<p>Preparation of document and agreed action plan for Council endorsement.</p>

Council sought an estimated quote for the provision of the above services, with the assistance from carbon neutral experts. The provision of the above services is estimated at \$47,000 (inc. GST). Cost is subject to Council's procurement process to ensure best value of services, and therefore the final cost may change. To continue to progress this project, the allocation of funding for this purpose is requested.

MINUTES ORDINARY COUNCIL - 11 APRIL 2023**COMMUNITY STRATEGIC PLAN**

Strategic Direction	Delivery Program 2022-2026
Environmental Sustainability	Develop and deliver a program for Council leading the way to a climate positive future and mitigating environmental risks.

FINANCIAL/RESOURCE IMPLICATIONS

There is an immediate financial implication for the Carbon Neutrality project to resource the requisite skills and expertise.

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes		
Reserve Funds	Yes	Est. \$47,000	Sustainability Reserve. Adoption of the recommendation will resource the next phase of the Carbon Neutrality project.
Developer Contributions (S7.11)	No		
External Grants	No		
Other	No		

LEGAL, POLICY AND RISK IMPLICATIONS

There is not a legal requirement for Council to achieve carbon neutrality. Local Government plays an important role in reducing Australia's GHG emissions in their role as community leaders and creating environmentally sustainable regions. This assists in working towards the NSW State Government's target of achieving net zero emissions by 2050.

MINUTES ORDINARY COUNCIL - 11 APRIL 2023

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?
There is a reputational risk that Council would not achieve its commitment to Carbon Neutrality of Council's operational emissions by 2025 should resources not be allocated.	Medium	Accept the recommendation.	Yes
There is a financial risk that Council would need to fund the emissions gap to achieve its commitment to Carbon Neutrality of Council's operational emissions by 2025 should resources not be allocated.	Medium	Accept the recommendation.	Yes

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

Council's commitment to achieving carbon neutrality for Council operations by 2025 is an ambitious target that requires sufficient resourcing to be reached. Responding to climate change protects the natural and built environment for the benefit of the community and generations to come. Resourcing this project would reduce potential damage to Council assets, reduce disruption to the delivery of Council's services, reduce future costs associated with GHG emissions and set the example for the Port Stephens community.

CONSULTATION

Consultation with key stakeholders has been undertaken by the Strategy and Environment Section for technical refinement and awareness of the intent of the plan.

Internal

- Community Services Section
- Assets Section
- Finance Section
- Organisational Support Section

MINUTES ORDINARY COUNCIL - 11 APRIL 2023

External

- NSW Government – Sustainability Advantage

OPTIONS

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

ATTACHMENTS

- 1) Minute No. 275, 12 October 2021.

COUNCILLORS ROOM

Nil.

TABLED DOCUMENTS

Nil.

ITEM 1 - ATTACHMENT 2 ERAP SHORT TERM ACTION PROGRESS - FEBRUARY 2025.

Attachment 2: Emission Reduction Action Plan - Short Term Action Progress.

Action No.	Action	February 2025 Status
1.1	Develop Sustainable Procurement Guidelines	In Progress
1.2	Adopt sustainability criteria within Council's project management framework	Not Started
1.3	Adopt sustainable Events guidelines.	Not Started
1.4	Investigate Council Supplier Net Zero Positions	Not Started
1.5	Investigate Educational Programs to increase awareness of Sustainability across Council	Ongoing
1.6	Optimise HVAC use in Council Buildings	Ongoing
1.7	Update Procurement Framework to include ESD and Emissions Considerations	Not Started
1.8	Update Tender Documentation to include ESD and Emissions Considerations	Not Started
1.9	Upgrade to energy-efficient Split Systems at End of Life.	Ongoing
2.1	Explore Grant Options	Ongoing
2.2	Review Sustainability Reserve	Complete
3.1	Monitor Grid decarbonisation	Ongoing
3.2	Review PPA Agreement and plan for end of contract in 2026	Not Started
4.1	Collect Data from Capital Works Projects - recycled and landfilled waste.	Not Started
4.2	Collect Data from Capital Works Projects - material usage and liquid fuel consumption.	Not Started
4.3	Collect Data on Employee Commuting	Not Started
4.4	Collect Data on Natural Gas and LPG Consumption	Not Started
4.5	Collect Data on Refrigerant Consumption.	Not Started
4.6	Explore Emissions Tracking Software	In Progress
4.7	Maintain Database of Council Scope 1,2 and 3 Emissions	Ongoing
4.8	Determine offsetting requirements.	Not Started
5.1	Investigate Pool Temperatures and Hours of Operation	Not Started
5.2	Monitor efficiency and suitability of Council's Solar PV systems	Ongoing
5.3	Optimise HVAC use in Council Buildings.	In Progress
5.4	Optimise Lighting at Council Buildings and Facilities – Raymond Terrace Depot.	Complete
5.5	Optimise Lighting at Council Buildings and Facilities – Libraries and Community Centres.	Ongoing
5.6	Optimise Lighting at Council Buildings and Facilities – Sports Field Lighting.	Ongoing

ITEM 1 - ATTACHMENT 2 ERAP SHORT TERM ACTION PROGRESS - FEBRUARY 2025.

5.7	Optimise Lighting at Council Buildings and Facilities – Lakeside Leisure Centre.	Not Started
5.8	Optimise Pumps at Council Owned Pools – Tilligerry Aquatic Centre	Not Started
5.9	Optimise Pumps at Council Owned Pools – Tomaree Aquatic Centre	Not Started
5.10	Support Community User Groups to reduction their electricity consumption – education program.	Not Started
5.11	Support Community User Groups to reduction their electricity consumption – small grant program.	Not Started
5.12	Upgrade to Heat Pump at Lakeside Leisure Centre	Complete
6.1	Increase charging infrastructure at Council	Ongoing
6.2	Monitor suitability of charging infrastructure.	Ongoing
7.1	Transition from gas heating and cooking to electric alternatives at the Holiday Parks	Ongoing
8.1	Investigate BESS for sites with Solar PV – Council Administration Building	Not Started
8.2	Investigate BESS for sites with Solar PV – Tomaree Library and Community Centre	Not Started
8.3	Rollout Solar PV across Council Buildings – Holiday Parks	Ongoing
8.4	Rollout solar PV across Council buildings – Raymond Terrace Works Depot	Not Started
9.1	Create Organisational Position on Home Charging	Not Started
9.2	Create a plan to transition fleet to low or no emission vehicles – create EV Working Group.	Not Started
9.3	Create a plan to transition fleet to low or no emission vehicles – proactive strategy for supporting accelerated adoption of vehicles.	Ongoing
9.4	Optimise Fuel Efficiency in Fleet Vehicles	Ongoing
9.5	Transition small plant from fuel to electric.	Not Started
10.1	Increase EV Uptake across Council Staff	Not Started
10.2	Maximise use of public transport and ridesharing	Not Started
10.3	Reduce employee travel requirements	Not Started
11.1	Consider global warming potential when upgrading HVAC Systems – Tomaree Library and Community Centre	In Progress
12.1	Educate Staff on Waste Reduction	Ongoing
12.2	Implement New Waste Streams where possible	Ongoing
12.3	Implement Waste Management Strategy	Ongoing
12.4	Optimise Litter Bin Placement	Ongoing

ITEM NO. 2

**FILE NO: 24/314351
EDRMS NO: PSC2017-00180**

CASH AND INVESTMENT PORTFOLIO - FEBRUARY 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 28 February 2025.

Council's total portfolio of investments was \$77.77 million with an additional \$6.49 million held in Council's operational account as at 28 February 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 5.38% p.a. on a rolling 1- year performance, which was 0.90% above the benchmark with investment income on target to meet or exceed budget.

Council has sufficient cash to cover all reserves.

ATTACHMENTS

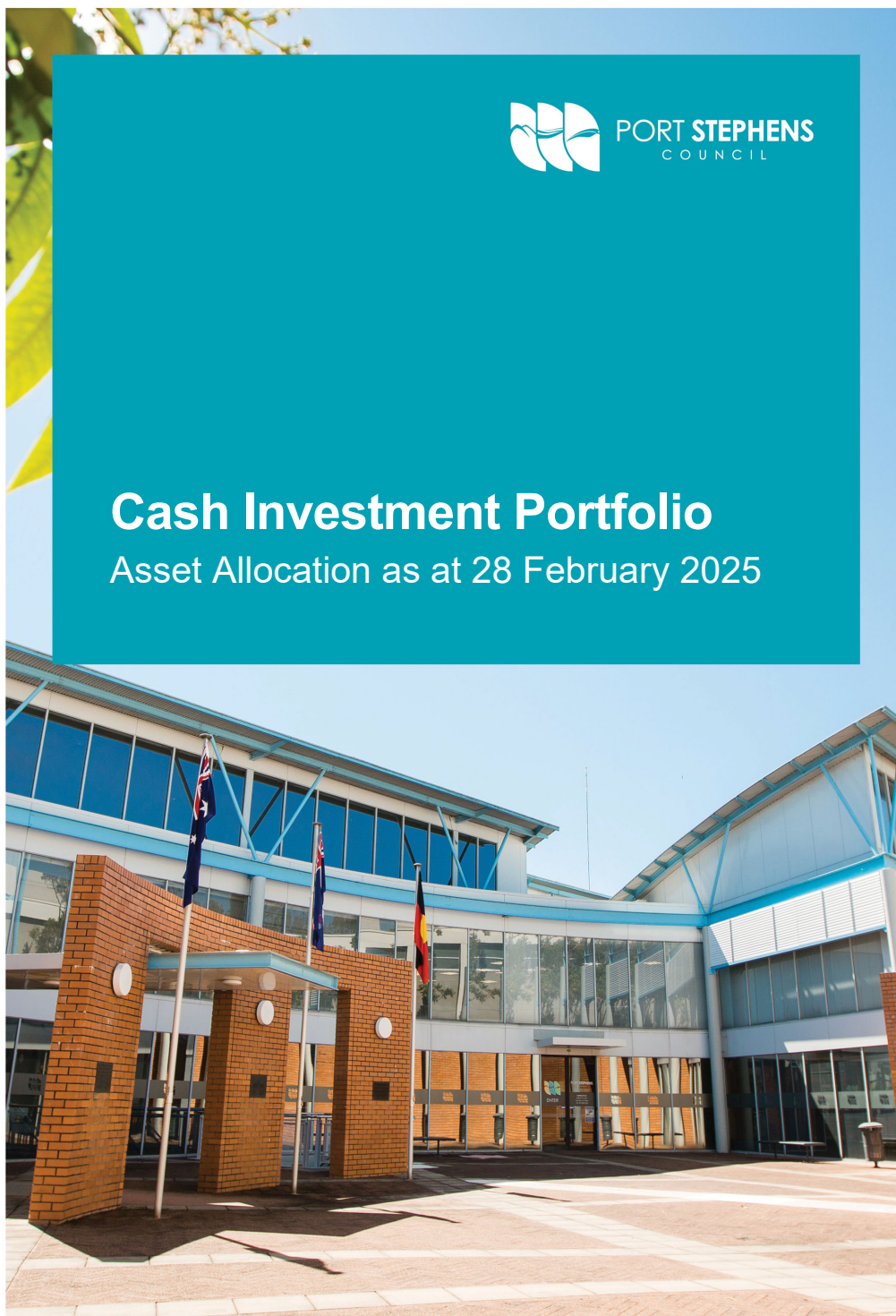
1) Cash and Investments Report - February 2025. [↓](#)

COUNCILLORS' ROOM/DASHBOARD

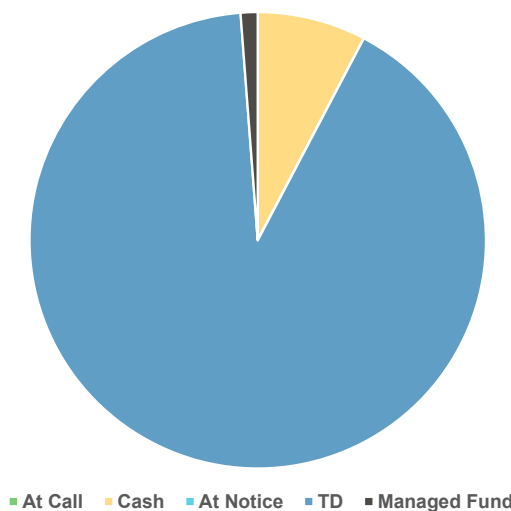
Nil.

TABLED DOCUMENTS

Nil.



Cash Investment Portfolio Holdings



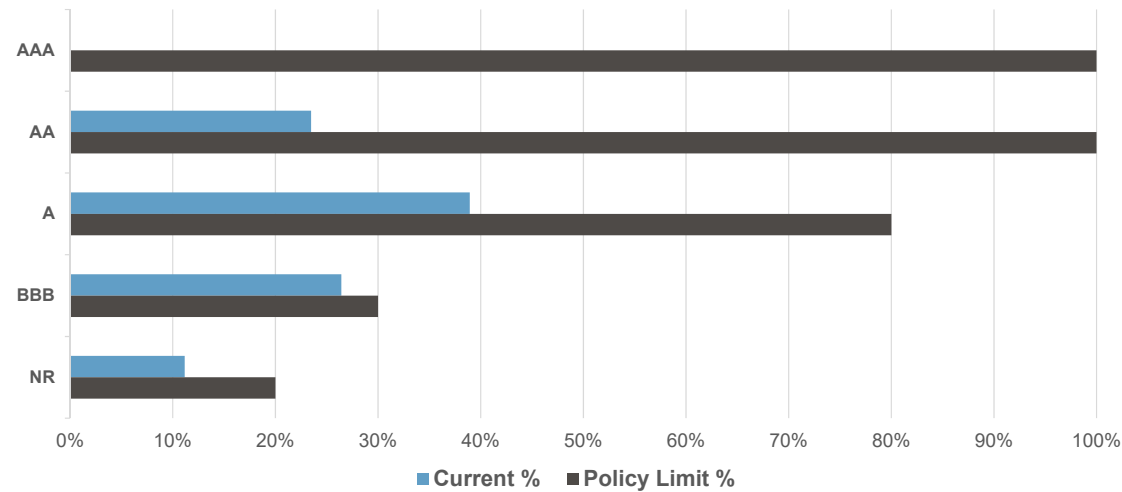
Product Type	Market Value (\$)	Within Policy
At Call	-	
Cash	6,493,559	✓
At Notice	-	
TD	76,759,140	✓
Managed Fund	1,013,078	✓
	84,265,777	

✓ = Yes

x = No

Rating Exposure

Total Credit Exposure

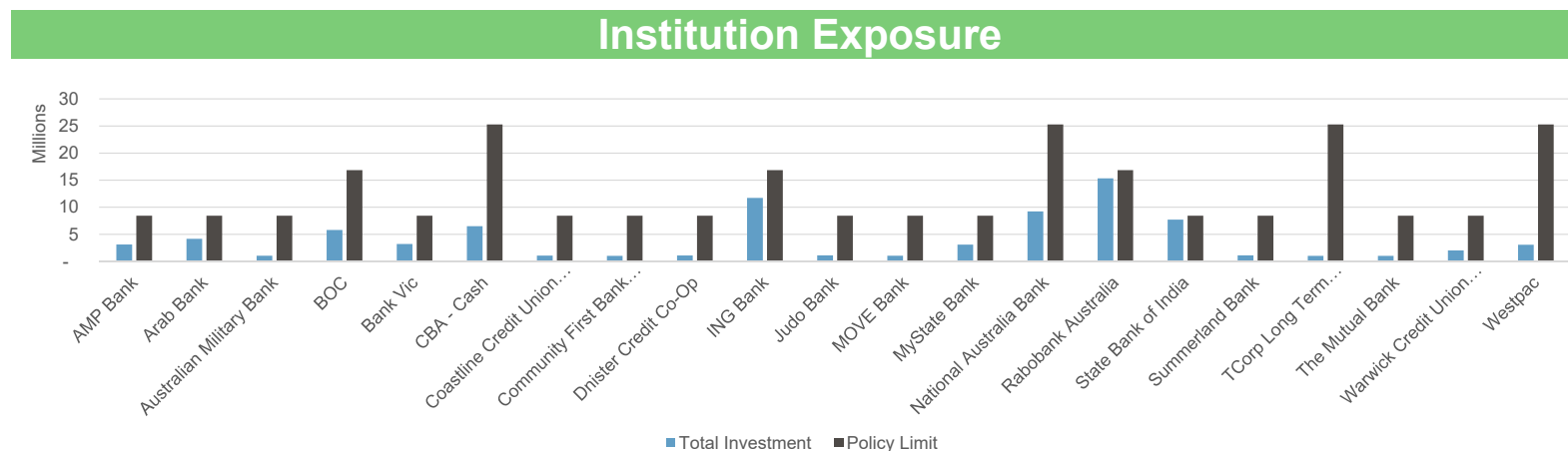


Credit Rating Group	Market Value (\$)	Current %	Policy Limit %	Within Policy
AAA	-	0%	100%	✓
AA	19,782,372	23%	100%	✓
A	32,816,674	39%	80%	✓
BBB	22,268,930	26%	30%	✓
NR	9,397,800	11%	20%	✓
	84,265,777	100%		

✓ = Yes

✗ = No

ITEM 2 - ATTACHMENT 1 CASH AND INVESTMENTS REPORT - FEBRUARY 2025.

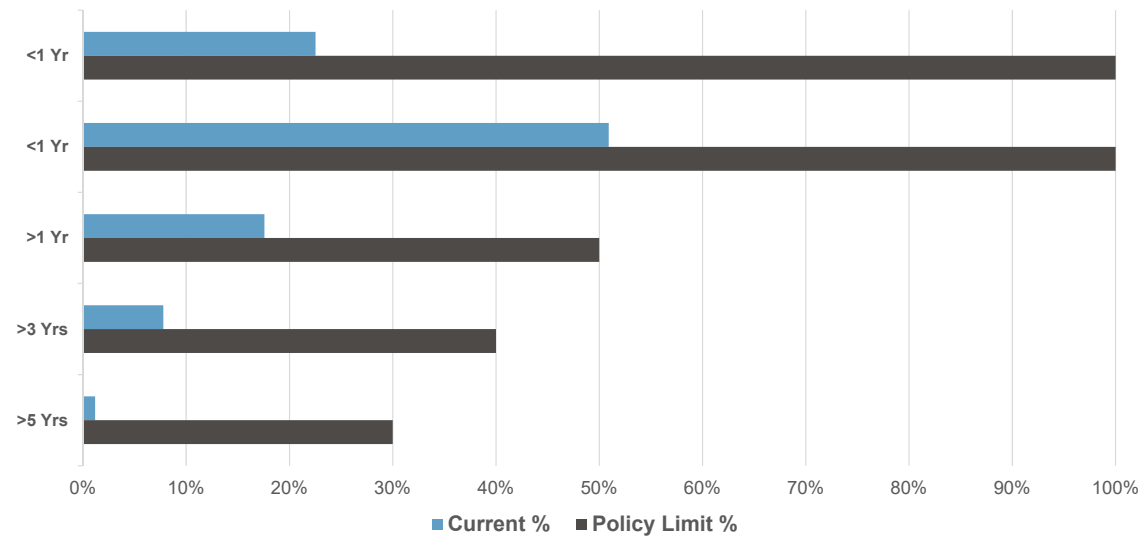


Institution	Rating	Total Investment	Exposure	Policy Limit	Remaining to Limit	Within Policy
AMP Bank	BBB	3,112,781	4%	10%	5,313,797	✓
Arab Bank	NR	4,167,248	5%	10%	4,259,329	✓
Australian Military Bank	BBB	1,029,310	1%	10%	7,397,268	✓
BOC	A	5,780,070	7%	20%	11,073,085	✓
Bank Vic	BBB	3,202,444	4%	10%	5,224,134	✓
CBA - Cash	AA	6,493,559	8%	30%	18,786,174	✓
Coastline Credit Union Limited	BBB	1,050,500	1%	10%	7,376,078	✓
Community First Bank Ltd	BBB	1,000,000	1%	10%	7,426,578	✓
Dnister Credit Co-Op	NR	1,069,185	1%	10%	7,357,393	✓
ING Bank	A	11,718,901	14%	20%	5,134,254	✓
Judo Bank	BBB	1,094,323	1%	10%	7,332,254	✓
MOVE Bank	NR	1,039,225	1%	10%	7,387,353	✓
MyState Bank	BBB	3,074,938	4%	10%	5,351,640	✓
National Australia Bank	AA	9,222,984	11%	30%	16,056,749	✓
Rabobank Australia	A	15,317,703	18%	20%	1,535,452	✓
State Bank of India	BBB	7,701,610	9%	10%	724,968	✓
Summerland Bank	NR	1,099,063	1%	10%	7,327,515	✓
TCorp Long Term Growth Fund	AA	1,013,078	1%	30%	24,266,655	✓
The Mutual Bank	BBB	1,003,025	1%	10%	7,423,553	✓
Warwick Credit Union Ltd	NR	2,023,079	2%	10%	6,403,498	✓
Westpac	AA	3,052,752	4%	30%	22,226,981	✓
Total		84,265,777				

✓ = Yes

✗ = No

Term to Maturity Limits



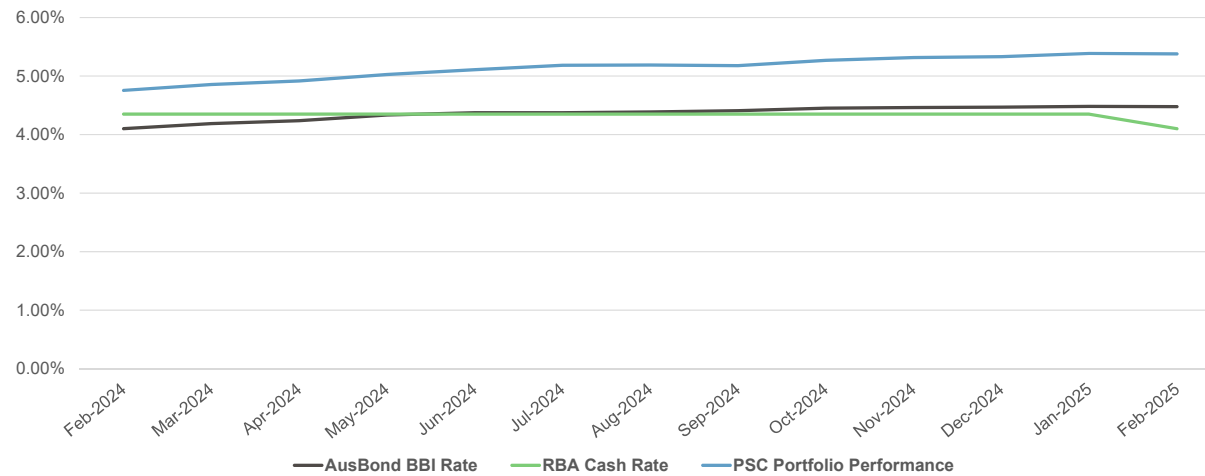
Detailed Maturity Profile	Market Value (\$)	Current %	Policy Limit %	Within Policy
Less than or equal 90 Days	18,980,603	23%	100%	✓
Between 90 Days and 365 Days	42,906,918	51%	100%	✓
Between 366 Days and 3 Years	14,810,674	18%	50%	✓
Between 3 Years and 5 Years	6,566,212	8%	40%	✓
Greater than 5 Years	1,001,370	1%	30%	✓
	84,265,777	100%		

✓ = Yes

x = No

Portfolio Performance

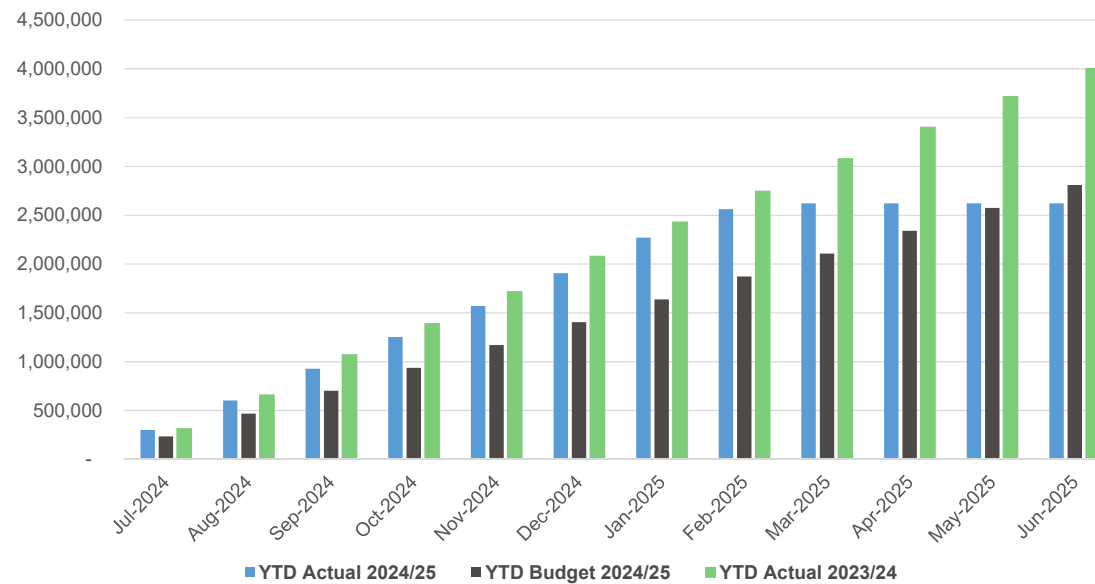
One Year Rolling Performance



Performance	1 month actual	3 months actual	6 months actual	FYTD actual	1 year % p.a. (Rolling)
Bloomberg AusBond BBI (Benchmark)	0.34%	1.10%	2.21%	2.98%	4.48%
PSC Investment Portfolio	0.39%	1.31%	2.66%	3.54%	5.38%
Outperformance/(underperformance)	0.05%	0.21%	0.45%	0.56%	0.90%

Income Earned vs Budget

Monthly Investment Income - Actual to Budget



ITEM 2 - ATTACHMENT 1
2025.

CASH AND INVESTMENTS REPORT - FEBRUARY

Investment Register						
Institution	Market Value	Days Held	Interest Rate	Date Invested	Maturity Date	Rating
CBA - Cash	6,483,559	1		28/02/2025	1/03/2025	AA
BOC	1,076,590	556	5.12%	1/09/2023	10/03/2025	A
Summerland Bank	1,099,063	726	5.05%	15/03/2023	10/03/2025	NR
Arab Bank	1,077,188	563	5.16%	1/09/2023	17/03/2025	NR
Westpac	1,022,856	550	5.28%	21/09/2023	24/03/2025	AA
ING Bank	1,018,467	515	5.48%	27/10/2023	25/03/2025	A
Westpac	1,017,479	515	5.50%	2/11/2023	31/03/2025	AA
AMP Bank	1,042,740	732	5.00%	20/04/2023	21/04/2025	BBB
AMP Bank	1,040,411	727	5.00%	9/05/2023	5/05/2025	BBB
Rabobank Australia	1,027,751	272	5.09%	13/08/2024	12/05/2025	A
MyState Bank	1,012,197	171	5.30%	6/12/2024	26/05/2025	BBB
MOVE Bank	1,039,225	731	5.15%	26/05/2023	26/05/2025	NR
Arab Bank	1,013,762	559	5.52%	29/11/2023	10/06/2025	NR
ING Bank	1,050,262	479	5.04%	1/03/2024	23/06/2025	A
National Australia Bank	1,036,866	368	5.47%	27/06/2024	30/06/2025	AA
Judo Bank	1,094,323	733	5.70%	5/07/2023	7/07/2025	BBB
MyState Bank	1,050,441	497	5.10%	4/03/2024	14/07/2025	BBB
AMP Bank	1,029,630	725	5.25%	3/08/2023	28/07/2025	BBB
Australian Military Bank	1,029,310	726	5.27%	9/08/2023	4/08/2025	BBB
National Australia Bank	1,027,386	354	5.10%	16/08/2024	5/08/2025	AA
National Australia Bank	1,027,642	363	5.07%	13/08/2024	11/08/2025	AA
ING Bank	1,029,622	734	5.30%	8/08/2023	11/08/2025	A
BOC	1,076,590	717	5.12%	1/09/2023	18/08/2025	A
BOC	1,076,590	724	5.12%	1/09/2023	25/08/2025	A
National Australia Bank	2,049,564	367	4.97%	30/08/2024	1/09/2025	AA
State Bank of India	1,025,710	369	5.10%	28/08/2024	1/09/2025	BBB
Dnister Credit Co-Op	1,069,185	647	5.55%	1/12/2023	8/09/2025	NR
National Australia Bank	1,022,962	364	4.93%	11/09/2024	10/09/2025	AA
Rabobank Australia	3,073,151	377	5.00%	3/09/2024	15/09/2025	A
Arab Bank	1,069,559	661	5.58%	1/12/2023	22/09/2025	NR
National Australia Bank	1,022,962	377	4.93%	11/09/2024	23/09/2025	AA
National Australia Bank	1,022,962	384	4.93%	11/09/2024	30/09/2025	AA
Community First Bank Ltd	1,000,000	586	5.03%	29/02/2024	7/10/2025	BBB
ING Bank	1,018,604	369	5.03%	16/10/2024	20/10/2025	A
Bank Vic	1,067,315	696	5.40%	1/12/2023	27/10/2025	BBB
Bank Vic	1,067,564	703	5.42%	1/12/2023	3/11/2025	BBB
Bank Vic	1,067,564	717	5.42%	1/12/2023	17/11/2025	BBB
National Australia Bank	1,012,640	362	5.07%	29/11/2024	26/11/2025	AA
Westpac	1,012,416	538	5.15%	11/06/2024	1/12/2025	AA
MyState Bank	1,012,299	370	5.16%	3/12/2024	8/12/2025	BBB
Coastline Credit Union Limited	1,050,500	655	5.05%	29/02/2024	15/12/2025	BBB
Warwick Credit Union Ltd	1,011,112	375	5.20%	12/12/2024	22/12/2025	NR
Warwick Credit Union Ltd	1,011,967	381	5.20%	6/12/2024	22/12/2025	NR
Arab Bank	1,006,739	733	5.02%	10/01/2024	12/01/2026	NR
State Bank of India	1,027,796	530	5.15%	15/08/2024	27/01/2026	BBB
Rabobank Australia	1,038,768	601	5.28%	5/06/2024	27/01/2026	A
BOC	1,004,011	369	4.88%	29/01/2025	2/02/2026	A
Rabobank Australia	1,036,683	607	5.13%	12/06/2024	9/02/2026	A
BOC	501,585	377	4.82%	4/02/2025	16/02/2026	A
ING Bank	1,035,670	602	5.38%	1/07/2024	23/02/2026	A
State Bank of India	1,025,205	545	5.00%	28/08/2024	24/02/2026	BBB
State Bank of India	505,590	444	5.30%	13/12/2024	2/03/2026	BBB
ING Bank	1,035,670	616	5.38%	1/07/2024	9/03/2026	A
Rabobank Australia	1,528,595	521	4.97%	11/10/2024	16/03/2026	A
State Bank of India	1,035,411	623	5.50%	8/07/2024	23/03/2026	BBB
Rabobank Australia	762,422	514	5.08%	1/11/2024	30/03/2026	A
State Bank of India	1,035,411	637	5.50%	8/07/2024	6/04/2026	BBB
Rabobank Australia	762,422	528	5.08%	1/11/2024	13/04/2026	A
State Bank of India	1,035,411	651	5.50%	8/07/2024	20/04/2026	BBB
BOC	1,044,705	735	5.35%	29/04/2024	4/05/2026	A
Rabobank Australia	1,030,618	661	5.15%	26/07/2024	18/05/2026	A
State Bank of India	1,011,075	535	5.25%	13/12/2024	1/06/2026	BBB
ING Bank	1,000,000	472	4.66%	28/02/2025	15/06/2026	A
ING Bank	1,000,000	486	4.66%	28/02/2025	29/06/2026	A
ING Bank	1,020,319	733	4.55%	18/09/2024	21/09/2026	A
The Mutual Bank	1,003,025	733	4.80%	5/02/2025	8/02/2027	BBB
Rabobank Australia	1,016,616	1664	5.32%	6/11/2024	28/05/2029	A
Rabobank Australia	507,161	1663	5.28%	21/11/2024	11/06/2029	A
Rabobank Australia	1,015,588	1687	5.22%	11/11/2024	25/06/2029	A
Rabobank Australia	500,281	1680	5.12%	24/02/2025	1/10/2029	A
TCorp Long Term Growth Fund	1,013,078	1826		8/11/2024	8/11/2029	AA
Rabobank Australia	1,015,537	1825	5.30%	13/11/2024	12/11/2029	A
ING Bank	507,120	1831	5.25%	21/11/2024	26/11/2029	A
ING Bank	500,272	1806	4.97%	24/02/2025	4/02/2030	A
ING Bank	501,525	1825	4.84%	5/02/2025	4/02/2030	A
Rabobank Australia	1,002,112	1831	5.14%	13/02/2025	18/02/2030	A
ING Bank	1,001,370	1840	5.00%	18/02/2025	4/03/2030	A
Total	84,265,777					

Restricted Cash

Reserve	As at February 2025 \$'000
External	
Grants and Contributions	7,428
Developer contributions (inc Haulage)	25,276
Domestic Waste Management	9,399
Crown Reserve	4,310
Crown - Surf Life Saving Clubs	-
Internal	
Deposits, retentions and bonds	1,443
Admin Building	345
Asset Rehab/Reseals	3,427
Commercial Property	5,376
Community Buildings	128
Community Loans	200
Council Parking	1,340
Drainage	2,052
Election Reserve	597
Emergency & Natural Disaster	3,756
Employee Leave Entitlements (ELE)	1,000
Enhanced Services Focus Area	680
Federal Assistance Grant in Advance	2,332
Fleet	730
Grants Receivable	2,069
IT	2,217
Mayoral and Ward Funds	33
Other Waste	428
Repealed	1,391
Resilience fund	3,000
Sustainable energy and water reserve	44
Transport and Environmental Levy	723
Unexpended loan funds	-
Total	79,724
Cash and Investment Report	84,266
Variance Cash Reserves to Bank Account	4,542
Variance Due to:	
Outstanding Creditors	2,567
Outstanding Debtors	(790)
Outstanding GST refund	(483)
Total Variance	1,294
Unrestricted Cash/(Shortfall)	3,248
(due to timing of income and expenditure)	

ITEM NO. 3

**FILE NO: 24/322583
EDRMS NO: PSC2015-01492**

AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES - 10 OCTOBER 2024

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

BACKGROUND

The purpose of this report is to provide the minutes of the Audit, Risk and Improvement Committee meeting held on 10 October 2024 to Council.

The Office of Local Government Risk Management and Internal Audit for Local Government in NSW Guidelines (the Guidelines) commenced on 1 July 2024. In accordance with the Guidelines, the minutes are to be provided to the governing body of Council.

ATTACHMENTS

1) Audit, Risk & Improvement Committee Minutes - 10 October 2024 [↓](#)

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

Nil.

MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 10 OCTOBER 2024

MINUTES – 10 October 2024



Minutes of the Audit, Risk and Improvement Committee of Port Stephens Council held in the Committee Rooms, Raymond Terrace on – 10 October 2024, commencing at 4.05pm.

PRESENT:

Chair: Deborah Goodyer

Members in attendance: Frank Cordingley, Paul Dunn

Officers in attendance: Tim Crosdale, General Manager, Greg Kable, Director Facilities & Infrastructure, Steve Peart, Director Community Futures, Zoe Pattison, Director Corporate Strategy & Support, Glen Peterkin, Finance Section Manager, Tony Wickham, Governance Section Manager, Chris Hilkeмейjer, Enterprise Risk Manager, Belinda Catford, Corporate Risk Coordinator (observer), Croydon Dowley, Financial Reporting Coordinator (observer).

Guests in attendance: Alex Hardy, Prosperity Advisers (left the meeting at 5.40pm), David Hutchinson, PKF Australia, Martin Matthews, PKF Australia, Nicky Rajani, Audit Office of NSW

Apologies: Nil.

	No Declaration of Interest were received.
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	The Minutes of the Audit, Risk and Improvement Committee meeting held on 1 August 2024 were endorsed.
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**ITEM 3 - ATTACHMENT 1 AUDIT, RISK & IMPROVEMENT COMMITTEE
MINUTES - 10 OCTOBER 2024****MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 10 OCTOBER 2024****INDEX**

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GENERAL MANAGER'S UPDATE

**ITEM 3 - ATTACHMENT 1 AUDIT, RISK & IMPROVEMENT COMMITTEE
MINUTES - 10 OCTOBER 2024**

MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 10 OCTOBER 2024

Item No. 5

The General Manager provided an overview of the new Council Induction program. The new Council are being provided with a comprehensive induction program that will give the newly elected Council an insight into "Life as elected member".

The General Manager informed the ARIC that Mayor Leah Anderson was elected and 9 Councillors have been declared – 4 new councillors and 5 returning councillors from past terms.

The General Manager noted Mayor Anderson was a past member of the Audit Committee and ARIC in recent times.

The ARIC was advised the End of Year Financial Statements will be presented to Council on 22 October 2024. Council will shortly commence the next budget and Council priorities process.

The ARIC Chairperson advised that the ARIC members are available to meet with the new Council.

ARIC WORKPLAN AND ACTIONS

**ITEM 3 - ATTACHMENT 1 AUDIT, RISK & IMPROVEMENT COMMITTEE
MINUTES - 10 OCTOBER 2024**

MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 10 OCTOBER 2024

ITEM NO. 6.1

**FILE NO: 24/263647
EDRMS NO: PSC2015-01492**

**AUDIT, RISK AND IMPROVEMENT COMMITTEE AND INTERNAL AUDIT
ANNUAL PERFORMANCE REPORT**

REPORT OF: DEBORAH GOODYER
DIRECTORATE: GENERAL MANAGER'S OFFICE

RECOMMENDATION IS THAT THE COMMITTEE:

- 1) Approve the Audit, Risk and Improvement Committee and Internal Audit Annual Performance Report – Year ending 30 June 2024.
- 2) Provide the Audit, Risk and Improvement Committee and Internal Audit Annual Performance Report – Year ending 30 June 2024 to Council and the Council's Executive Team.

**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 10 OCTOBER 2024
MOTION**

	That the Audit, Risk and Improvement Committee: 1) Approve the Audit, Risk and Improvement Committee and Internal Audit Annual Performance Report – Year ending 30 June 2024. 2) Provide the Audit, Risk and Improvement Committee and Internal Audit Annual Performance Report – Year ending 30 June 2024 to Council and the Council's Executive Team.
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Note: The Chairperson advised that commentary will be included in the compliance management section of the report.

The motion was carried.

INTERNAL AUDIT

**ITEM 3 - ATTACHMENT 1 AUDIT, RISK & IMPROVEMENT COMMITTEE
MINUTES - 10 OCTOBER 2024****MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 10 OCTOBER 2024**

ITEM NO. 7.1

FILE NO: 24/263662
EDRMS NO: PSC2021-03053**ANNUAL INTERNAL AUDIT AND STRATEGIC PLAN 2025-2028 WORKPLANS**REPORT OF: TONY WICKHAM - GOVERNANCE SECTION MANAGER
DIRECTORATE: GENERAL MANAGER'S OFFICE

RECOMMENDATION IS THAT THE COMMITTEE:

- 1) Endorse the 2025 Internal Audit Plan and the 4 year Strategic Internal Audit work plan.
 - 2) Approve the key performance indicators included in this report.
-

**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 10 OCTOBER 2024
MOTION**

	<p>That the Audit, Risk and Improvement Committee:</p> <ol style="list-style-type: none">1) Endorse the 2025 Internal Audit Plan and the 4 year Strategic Internal Audit work plan.2) Approve the key performance indicators (KPI) as follows:<ol style="list-style-type: none">a) Percentage of recommendations accepted.b) Percentage of internal audits completed on time and on budget.c) Number of internal audit actions (agreed actions) that are open, closed or past due date.d) Number of internal audit actions implemented per year.3) That a KPI trend report be provided over time.
--	--

The motion was carried.

**ITEM 3 - ATTACHMENT 1 AUDIT, RISK & IMPROVEMENT COMMITTEE
MINUTES - 10 OCTOBER 2024**

MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 10 OCTOBER 2024

ITEM NO. 7.2

**FILE NO: 24/268704
EDRMS NO: PSC2015-01492**

EXTERNAL QUALITY ASSESSMENT REPORT

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

RECOMMENDATION IS THAT THE COMMITTEE:

- 1) Receive and note the External Quality Assessment Report at **ATTACHMENT 1**.
- 2) Endorse the Improvement Roadmap at **ATTACHMENT 2**.

**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 10 OCTOBER 2024
MOTION**

	That the Audit, Risk and Improvement Committee: 1) Receive and note the External Quality Assessment Report at ATTACHMENT 1 . 2) Endorse the Improvement Roadmap at ATTACHMENT 2 . 3) The Committee be provided with ongoing progress updates on the Improvement Roadmap.
--	---

The motion was carried.

**ITEM 3 - ATTACHMENT 1 AUDIT, RISK & IMPROVEMENT COMMITTEE
MINUTES - 10 OCTOBER 2024**

MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 10 OCTOBER 2024

ITEM NO. 7.3

**FILE NO: 24/271971
EDRMS NO: PSC2021-03053**

INTERNAL AUDIT ACTIONS UPDATE

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

RECOMMENDATION IS THAT THE COMMITTEE:

- 1) Receive and note Internal Audit Actions Update.
-

**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 10 OCTOBER 2024
MOTION**

	That the Audit, Risk and Improvement Committee receive and note Internal Audit Actions Update.
--	--

The motion was carried.

EXTERNAL AUDIT/FINANCE UPDATE

**ITEM 3 - ATTACHMENT 1 AUDIT, RISK & IMPROVEMENT COMMITTEE
MINUTES - 10 OCTOBER 2024**

MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 10 OCTOBER 2024

ITEM NO. 8.1

**FILE NO: 24/243623
EDRMS NO: PSC2015-01492**

FINANCIAL MANAGEMENT

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

RECOMMENDATION IS THAT THE COMMITTEE:

- 1) Receive and note the review findings of the Supplier Payments and Purchasing Card Transaction reports.

**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 10 OCTOBER 2024
MOTION**

	That the Audit, Risk and Improvement Committee receive and note the review findings of the Supplier Payments and Purchasing Card Transaction reports.
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The motion was carried.

**ITEM 3 - ATTACHMENT 1 AUDIT, RISK & IMPROVEMENT COMMITTEE
MINUTES - 10 OCTOBER 2024****MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 10 OCTOBER 2024****ITEM NO. 8.2****FILE NO: 24/254539
EDRMS NO: PSC2015-01492****FINANCIAL STATEMENTS**

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

RECOMMENDATION IS THAT THE COMMITTEE:

- 1) Endorse the draft financial statements and for the financial year ended 30 June 2024 **(ATTACHMENT 1)**.
- 2) Endorse the special schedules for the financial year ended 30 June 2024 **(ATTACHMENT 1)**.
- 3) Receive and note the Audit Engagement Closing Report from the NSW Auditor General **(TABLED DOCUMENT)**.

**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 10 OCTOBER 2024
MOTION**

	That the Audit, Risk and Improvement Committee: 1) Endorse the draft financial statements and for the financial year ended 30 June 2024 (ATTACHMENT 1) . 2) Endorse the special schedules for the financial year ended 30 June 2024 (ATTACHMENT 1) . 3) Receive and note the Audit Engagement Closing Report from the NSW Auditor General (TABLED DOCUMENT) .
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Note: That consideration be given the timetable for providing the draft Financial Statements prior to the consolidation of the Newcastle Airport financials in future years.

The motion was carried.

RISK MANAGEMENT UPDATE REPORT

**ITEM 3 - ATTACHMENT 1 AUDIT, RISK & IMPROVEMENT COMMITTEE
MINUTES - 10 OCTOBER 2024**

MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 10 OCTOBER 2024

ITEM NO. 9.1

**FILE NO: 24/256056
EDRMS NO: PSC2024-01598**

RISK MANAGEMENT UPDATE

REPORT OF: CHRIS HILKEMEIJER - ENTERPRISE RISK MANAGER
DIRECTORATE: GENERAL MANAGER'S OFFICE

RECOMMENDATION IS THAT THE COMMITTEE:

- 1) Receive and note the Risk Management Report.
-

**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 10 OCTOBER 2024
MOTION**

	That the Audit, Risk and Improvement Committee receive and note the Risk Management Report.
--	---

The motion was carried.

GOVERNANCE AND COMPLIANCE UPDATE

**ITEM 3 - ATTACHMENT 1 AUDIT, RISK & IMPROVEMENT COMMITTEE
MINUTES - 10 OCTOBER 2024**

MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 10 OCTOBER 2024

ITEM NO. 10.1

**FILE NO: 24/248291
EDRMS NO: PSC2024-01598**

GOVERNANCE REPORT

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

RECOMMENDATION IS THAT THE COMMITTEE:

- 1) Receive and note the report.

**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 10 OCTOBER 2024
MOTION**

	That the Audit, Risk and Improvement Committee receive and note the report.
--	---

The motion was carried.

**ITEM 3 - ATTACHMENT 1 AUDIT, RISK & IMPROVEMENT COMMITTEE
MINUTES - 10 OCTOBER 2024**

MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 10 OCTOBER 2024

ITEM NO. 10.2

**FILE NO: 24/254649
EDRMS NO: PSC2015-01492**

AUDIT OFFICE OF NSW - ANNUAL WORK PROGRAM 2024-2027

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

RECOMMENDATION IS THAT THE COMMITTEE:

- 1) Receive and note the Audit Office of NSW Annual Work Program 2024-2027.
-

**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 10 OCTOBER 2024
MOTION**

	That the Audit, Risk and Improvement Committee receive and note the Audit Office of NSW Annual Work Program 2024-2027.
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Note: The ARIC requested that future reports from the NSW Audit Office be provided out of cycle.

The motion was carried.

ICT AND CYBER SECURITY UPDATE

**ITEM 3 - ATTACHMENT 1 AUDIT, RISK & IMPROVEMENT COMMITTEE
MINUTES - 10 OCTOBER 2024**

MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 10 OCTOBER 2024

ITEM NO. 11.1

**FILE NO: 24/254606
EDRMS NO: PSC2015-01492**

ICT AND CYBER SECURITY UPDATE

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

RECOMMENDATION IS THAT THE COMMITTEE:

- 1) Receive and note the contents of this report.

**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 10 OCTOBER 2024
MOTION**

	That the Audit, Risk and Improvement Committee receive and note the contents of this report.
--	--

The motion was carried.

SERVICE REVIEW AND BUSINESS IMPROVEMENT UPDATE

**ITEM 3 - ATTACHMENT 1 AUDIT, RISK & IMPROVEMENT COMMITTEE
MINUTES - 10 OCTOBER 2024**

MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 10 OCTOBER 2024

ITEM NO. 12.1

**FILE NO: 24/254517
EDRMS NO: PSC2015-01492**

INTEGRATED PLANNING AND REPORTING

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

RECOMMENDATION IS THAT THE COMMITTEE:

- 1) Receive and note the contents of this report.

**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 10 OCTOBER 2024
MOTION**

	That the Audit, Risk and Improvement Committee receive and note the contents of this report.
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The motion was carried.

There being no further business the meeting closed at 5.44pm.

ITEM NO. 4

**FILE NO: 25/6468
EDRMS NO: PSC2024-01273**

DESIGNATED PERSONS' RETURN

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

BACKGROUND

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

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

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

- Compliance Coordinator PSC016.

ATTACHMENTS

Nil.

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

- 1) Designated Persons' Return.

ITEM NO. 5

**FILE NO: 25/46512
EDRMS NO: PSC2009-00965**

DELEGATIONS REPORT

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

BACKGROUND

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

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

ATTACHMENTS

1) Delegations Report. [↓](#)

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

Nil.

ITEM 5 - ATTACHMENT 1 DELEGATIONS REPORT.**MAYOR AND GENERAL MANAGER DELEGATION REPORT**

Date exercised	Delegations exercised	Purpose	Role exercising delegation	Reported to Council
2 March 2025	Clause 178 of the Local Government (General) Regulation 2021	RFQ102-2024 - TfNSW State Roads Asphalt Resurfacing	General Manager	25 March 2025
10 March 2025	Code of Meeting Practice	Approval of Public Access application on Tilligerry Place Plan.	Mayor	25 March 2025

ITEM NO. 6

**FILE NO: 25/46511
EDRMS NO: PSC2017-00106**

COUNCIL RESOLUTIONS

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

BACKGROUND

The purpose of this report is to inform the Mayor and Councillors of the status of all matters to be dealt with arising out of the proceedings of previous meetings of the Council in accordance with the Code of Meeting Practice.

ATTACHMENTS

- 1) Community Futures resolutions. [↓](#)
- 2) Corporate Strategy and Support resolutions. [↓](#)
- 3) Facilities and Infrastructure resolutions. [↓](#)
- 4) General Manager's Office resolutions. [↓](#)

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

Nil.



Action Sheets Report	Division:	Community Futures	Date From:	27/02/2024
	Committee:		Date To:	11/03/2025
	Officer:		Printed:	Wednesday, 12 March 2025

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 27/02/2024	Lamont, Brock	Draft Port Stephens Development Control Plan - Road Network and Parking (Electric Vehicles)	4/04/2025	28/02/2024	
3 014		Peart, Steven				24/50158
12 Mar 2025 Council resolved to endorse the Port Stephens Development Control Plan 2014 Chapter B8 Road Network and Parking (electric vehicles) and provide public notice. Outstanding actions have been integrated into forward work plans. A briefing will be presented to Councillors.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 25/02/2025	Lamont, Brock	Tree Vandalism Policy	30/10/2025	26/02/2025	
1 021		Peart, Steven				25/43931
12 Mar 2025 Consultation has commenced with the Environmental Advisory Group. Anticipate a report back to Council in October 2025.						

ITEM 6 - ATTACHMENT 2 CORPORATE STRATEGY AND SUPPORT RESOLUTIONS.



Division:	Corporate Strategy and Support	Date From:	11/10/2022
Committee:		Date To:	11/03/2025
Officer:			
Action Sheets Report		Printed:	Wednesday, 12 March 2025

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 11/10/2022	Pattison, Zoe	Policy Review: Property Investment and Development Policy	30/04/2025	12/10/2022	
1		Pattison, Zoe				22/273002
12 Mar 2025						
Further clarification on the distribution of funds has been completed. A report will be provided back to Council in April 2025.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 11/10/2022	Pattison, Zoe	Policy Review: Acquisition and Divestment of Land	30/04/2025	12/10/2022	
2		Pattison, Zoe				22/273002
12 Mar 2025						
Report deferred to allow for further clarification on the distribution of funds. A report will be provided back to Council in April 2025.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 11/04/2023	Pattison, Zoe	22 Homestead Street, Salamander Bay	30/06/2025	12/04/2023	
5		Pattison, Zoe				23/92450
088						
12 Mar 2025						
Council is investigating options for the rezoning of 22 Homestead Street, Salamander Bay, and the development of a Vegetation Management Plan, to provide the best opportunity to enable a successful long-term rehabilitation of the site.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 22/08/2023	Pattison, Zoe	Raymond Terrace Gateway Site Masterplan	31/12/2025		
1		Pattison, Zoe				23/214729
193						
12 Mar 2025						
Following a two way conversation with Councillors in November 2023, the options presented will be included in the context of the broader Raymond Terrace town centre improvements.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 11/06/2024	Dodds, Melissa	Policy Review: Public Access to State Records after 20 Years Policy	30/04/2025	12/06/2024	
4		Pattison, Zoe				24/145208
12 Mar 2025						
The exhibition period has closed with no formal submissions being received during this time. The policy will go back to Council in April 2025.						

ITEM 6 - ATTACHMENT 2 CORPORATE STRATEGY AND SUPPORT RESOLUTIONS.



Division:	Corporate Strategy and Support	Date From:	11/10/2022
Committee:		Date To:	11/03/2025
Officer:			
Action Sheets Report		Printed:	Wednesday, 12 March 2025

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 12/11/2024	Peterkin, Glen	Policy Review: Community Group Loans Policy	30/04/2025	13/11/2024	
3 121		Pattison, Zoe				24/307858
12 Mar 2025 The revised Community Group Loans Policy was deferred at the meeting held on 12 November 2024 with a request that the General Manager send a survey out to all known community groups asking if they have ever accessed the program, considered accessing it, or would ever see themselves accessing it. The outcomes of the survey have been provided to Councillors at a two-way conversation. The revised Community Group Loans Policy will be reported to Council in April 2025.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/12/2024	Pattison, Zoe	Williamtown Sand Syndicate - Proposed Variation of Lease	30/04/2025	11/12/2024	
1		Pattison, Zoe				24/333356
12 Mar 2025 This matter is being addressed by staff.						

ITEM 6 - ATTACHMENT 3 FACILITIES AND INFRASTRUCTURE RESOLUTIONS.



Action Sheets Report	Division:	Facilities and Infrastructure	Date From:	27/08/2013
	Committee:		Date To:	11/03/2025
	Officer:		Printed: Wednesday, 12 March 2025	

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
243	Ordinary Council 27/08/2013	Maretich, John Kable, Gregory	Campvale Drain	30/06/2025		
12 Mar 2025 Awaiting final execution of easement documentation for 2 properties. All other properties (with exception of these 2) have been finalised.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
2 085	Ordinary Council 11/04/2023	Maretich, John Kable, Gregory	Naming Recreation Precinct at Medowie after Geoff Dingle	30/06/2025	12/04/2023	23/92450
12 Mar 2025 Once the reserve has been subdivided as per the Medowie Place Plan, an application will be submitted to the Geographical Naming Board to name the recreation precinct after Geoff Dingle.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
1	Ordinary Council 28/11/2023	Maretich, John Kable, Gregory	Sale of closed roads in Raymond Terrace	30/06/2025	29/11/2023	23/324875
12 Mar 2025 2 of the roads are being marketed. An Expression of Interest (EOI) for the remaining road is underway.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
1	Ordinary Council 28/05/2024	Maretich, John Kable, Gregory	Bus Stop Infrastructure Plan	30/06/2025	29/05/2024	24/131056
12 Mar 2025 Staff are continuing to review the bus stop infrastructure.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
2	Ordinary Council 9/07/2024	Maretich, John Kable, Gregory	Maintenance of Gravel Roads	30/06/2025	10/07/2024	24/176219
12 Mar 2025 Staff are continuing to review the maintenance of gravel roads. Once completed, a two-way conversation will be scheduled.						

**ITEM 6 - ATTACHMENT 3 FACILITIES AND INFRASTRUCTURE
RESOLUTIONS.**



Action Sheets Report	Division:	Facilities and Infrastructure	Date From:	27/08/2013
	Committee:		Date To:	11/03/2025
	Officer:		Printed: Wednesday, 12 March 2025	

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 23/07/2024	Maretich, John	Raymond Terrace Boat Ramp	31/12/2025	24/07/2024	
6		Kable, Gregory				24/189773
12 Mar 2025						
A two-way conversation and a report will be provided to Council once funding opportunities are available that will help determine the scope of works.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 12/11/2024	Donaldson, Cameron	Renewal of Lease - 49 William Street, Raymond Terrace	30/06/2025	13/11/2024	
1		Kable, Gregory				24/307858
128						
12 Mar 2025						
Lease documentation is being finalised.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/12/2024	Maretich, John	Bus Shelters in Port Stephens	30/06/2025	11/12/2024	
1		Kable, Gregory				24/333356
12 Mar 2025						
The Bus Shelter Policy is now on public exhibition and once adopted staff will proceed with an expression of interest.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 25/02/2025	Maretich, John	Fern Bay Shared Pathways	30/04/2025	26/02/2025	
3		Kable, Gregory				25/43931
027						
12 Mar 2025						
Proposed works have been accepted and are being scheduled.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 11/03/2025	Maretich, John	Policy Review - Bus Shelter Policy	30/06/2025	12/03/2025	
5		Kable, Gregory				25/58674
044						
12 Mar 2025						
The policy has been placed on public exhibition for 28 days.						

ITEM 6 - ATTACHMENT 3 FACILITIES AND INFRASTRUCTURE
RESOLUTIONS.

Action Sheets Report	Division:	Facilities and Infrastructure	Date From:	27/08/2013
	Committee:		Date To:	11/03/2025
	Officer:		Printed:	Wednesday, 12 March 2025

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 11/03/2025	Maretich, John	Policy Review - Closed Circuit Television (CCTV) in Public Places	30/06/2025	12/03/2025	
6 045		Kable, Gregory				25/58674
12 Mar 2025						
The policy has been placed on public exhibition for 28 days.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 11/03/2025	Maretich, John	Policy Review: - Contribution to Works for Kerb and Guttering Construction Policy	30/06/2025		
046		Kable, Gregory				
12 Mar 2025						
The policy has been placed on public exhibition for 28 days.						



Action Sheets Report	Division:	General Manager's Office	Date From:	22/10/2024
	Committee:		Date To:	11/03/2025
	Officer:		Printed:	Wednesday, 12 March 2025

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 22/10/2024	Wickham, Tony	Council Meetings	22/10/2025	24/10/2024	
2		Crosdale, Timothy				24/288938
12 Mar 2025						
Current schedule to remain in place for 12 months, with a report to be returned to Council seeking the Council's views on meeting schedules going forward.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 26/11/2024	Wickham, Tony	Local Government Week Council Meetings	12/08/2025	27/11/2024	
5		Crosdale, Timothy				24/318827
12 Mar 2025						
Karuah Community Hall has been booked for the 12 August 2025 Council meeting.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 11/03/2025	Wickham, Tony	Policy Review - Receipt of Petitions Policy	15/04/2025	12/03/2025	
8		Crosdale, Timothy				25/58674
12 Mar 2025						
Policy will be placed on public exhibition until 11 April 2025.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 11/03/2025	Wickham, Tony	Policy Review - Statement of Business Ethics	15/04/2025	12/03/2025	
9		Crosdale, Timothy				25/58674
048						
12 Mar 2025						
Policy will be placed on public exhibition until 11 April 2025.						

NOTICES OF MOTION

NOTICE OF MOTION

ITEM NO. 1

FILE NO: 25/53857

EDRMS NO: PSC2024-03148

MEDOWIE RABBIT CONTROL PROGRAM

COUNCILLOR: BEN NILAND

THAT COUNCIL:

- 1) Notes the increased activity of rabbits in the Medowie area and the impact that this is having on local sporting facilities, the natural environment and private properties.
 - 2) Requests that the General Manager writes to Hunter Local Land Services calling for the coordination and funding of a rabbit control program in the Medowie area using catchment contributions levied under the Local Land Services Act 2013.
 - 3) Requests that Hunter Local Land Services develop and deliver a community awareness and education program on rabbit control for properties that are not subject to catchment contributions under the Local Land Services Act 2013.
-

BACKGROUND REPORT OF: BROCK LAMONT – STRATEGY AND ENVIRONMENT SECTION MANAGER

BACKGROUND

Pest animal management is regulated by the State Government under the Biosecurity Act 2015 (the Act). The Act details the responsibility of each individual landowner to deal with biosecurity matters on their land in any way reasonably practicable, known as General Biosecurity Duty (GBD).

Port Stephens Council, in the same way as any other individual landowner, is responsible for controlling pest animals on Council land. Council actively engages in pest animal control activities which are impacting Council land and assets.

During 2024, Council has undertaken over 100 hours of wild rabbit control within our parks, reserves, sports fields and surrounds of community halls and holiday parks. Council is not resourced or legislatively required to coordinate and fund pest animal control programs at a landscape scale.

Local Land Services (LLS) is the State Government control authority responsible for strategic pest animal management on a landscape scale. The LLS guiding document for this responsibility is the Hunter Regional Strategic Pest Animal Management Plan 2024-2028 (HRSPAMP).

Each year Council includes on its rate notice a catchment contribution collected on behalf of the Hunter Local Land Services after receiving Ministerial approval. These catchment contributions are collected by Council under the Local Land Services Act 2013 and are passed on to LLS. Catchment contributions are collected to provide a coordinated approach to the extensive problems of natural resource conservation in the Hunter valley catchment.

Under the HRSPAMP, wild rabbits are identified as an 'Asset Based Protection' pest species, noting that they are a widespread pest, and control is focused on protection of high-value assets as opposed to eradication. LLS commits to the facilitation of coordinated control programs in rural areas with production impacts and to assist with other programs through advice, a review of control program planning and assisting with communications.

FINANCIAL/RESOURCE IMPLICATIONS

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

ATTACHMENTS

Nil.

NOTICE OF MOTION

ITEM NO. 2

FILE NO: 25/59944

EDRMS NO: PSC2024-03148

KARUAH PLACE PLAN

COUNCILLOR: JASON WELLS

THAT COUNCIL:

- 1) Recognises the importance of the Karuah Place Plan as a strategic document guiding the sustainable development and enhancement of the Karuah community.
 - 2) Commits to the timely implementation of the Karuah Place Plan to ensure infrastructure, amenities and services keep pace with the growing population.
 - 3) Acknowledges the implementation of the Aliceton Reserve Masterplan to cater for the increasing demand for quality open space, recreational facilities and community amenities in Karuah.
 - 4) Investigates funding opportunities, including grants and partnerships, to accelerate the delivery of the Aliceton Reserve Masterplan.
 - 5) Ensures that implementation of the Aliceton Reserve Masterplan actions are included in the Council Strategic Asset Management Plan – Capital Works Plan and Works Plus Plan.
-

BACKGROUND REPORT OF: JOHN MARETICH – ASSETS SECTION MANAGER

BACKGROUND

The Karuah Place Plan was adopted in March 2022 and aims to improve the liveability and wellbeing of the Karuah community. A key site for improving liveability and wellbeing is Aliceton Reserve which provides for a range of community programs and recreational uses. A Masterplan was prepared for Aliceton Reserve in May 2024 to guide the future development of the site.

Since the adoption of the Place Plan, a number of projects have been delivered in Karuah to improve the accessibility and the recreational value of Aliceton Reserve and the surrounding area. These include shared pathways, a playground upgrade, wetland boardwalk upgrades and recreational vehicle parking and dump point. A new public amenities building is also planned for Aliceton Reserve to be delivered this year.

Despite the successful delivery of these projects a number of additional projects are required to be completed before the vision set out in the Karuah Place Plan and Aliceton Reserve Masterplan can be fully realised.

FINANCIAL/RESOURCE IMPLICATIONS

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes		Recommendations may be accommodated within existing budgets.
Reserve Funds	No		
Developer Contributions (\$7.11)	No		
External Grants	No		
Other	No		

ATTACHMENTS

Nil.

NOTICE OF MOTION

ITEM NO. 3

FILE NO: 25/60343

EDRMS NO: PSC2024-03148

SUPPORTING OUR COMMUNITY THROUGH THE UPCOMING FEDERAL ELECTION

COUNCILLOR: NATHAN ERRINGTON

THAT COUNCIL:

- 1) Notes that elections are fundamental to a healthy democracy and participation in an election is the right and duty of all Australians.
- 2) Notes that in all elections, the Council must remain impartial and support the democratic process.
- 3) Reiterates that all Councillors should conduct themselves with respect and courtesy, as expected by the residents we serve.
- 4) Supports the democratic process by making community halls and spaces available for polling booths, community forums and community events, in line with adopted Council policies.

BACKGROUND REPORT OF: TONY WICKHAM – GOVERNANCE SECTION MANAGER

BACKGROUND

Federal elections are generally held every 3 years on a date determined by the Governor-General, upon request by the Government. Typically, this involves the election of all House of Representatives members as well as half of the Senate.

The next federal election is due to be held before 17 May 2025 and is yet to be announced.

Council facilities are available for hire in accordance with policy and fees and charges in the normal way any member of the community may use the public facilities.

FINANCIAL/RESOURCE IMPLICATIONS

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes		
Reserve Funds	No		
Developer Contributions (S7.11)	No		
External Grants	No		
Other	No		

ATTACHMENTS

Nil.

CONFIDENTIAL ITEMS

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

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