

NOTICE OF ORDINARY MEETING

8 APRIL 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. ACQUISITION OF PART 2 LEUMEAH CLOSE, BRANDY HILL FOR
THE BRANDY HILL SHARED PATHWAY PROJECT

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.
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- 11) Questions with Notice.*
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- 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: 25/64122
EDRMS NO: PSC2024-01548

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 **Acquisition of Part 2 Leumeah Close, Brandy Hill for the Brandy Hill Shared Pathway Project**.
 - 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: 25/36186
EDRMS NO: PSC2017-00180**

**DRAFT INTEGRATED PLANNING AND REPORTING DOCUMENTS AND FEES
AND CHARGES**

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

RECOMMENDATION IS THAT COUNCIL:

- 1) Endorse the draft Integrated Planning and Reporting documents to commence public exhibition for a period of 28 days, which includes the:
 - a) Community Strategic Plan 2025 to 2035 (**ATTACHMENT 1**).
 - b) Delivery Program 2025 to 2029 incorporating the Operational Plan 2025 to 2026 (**ATTACHMENT 2**).
 - c) Fees and Charges 2025 to 2026 (**ATTACHMENT 3**).
 - d) Resourcing Strategy 2025 to 2035 (to be provided in a Supplementary Report).
- 2) Note that a report will be provided to Council following public exhibition.

BACKGROUND

The purpose of this report is to seek Council endorsement to place the following draft Integrated Planning and Reporting (IP&R) documents on public exhibition for a period of 28 days and invite submissions in accordance with the Local Government Act 1993 (Local Government Act):

- Community Strategic Plan 2025 to 2035 (**ATTACHMENT 1**).
- Delivery Program 2025 to 2029 incorporating the Operational Plan 2025 to 2026 (**ATTACHMENT 2**).
- Fees and Charges 2025 to 2026 (**ATTACHMENT 3**) and
- Resourcing Strategy 2025 to 2035 incorporating the Workforce Management Strategy 2025 to 2029, Long Term Financial Plan 2025 to 2035 and Strategic Asset Management Plan 2025 to 2035 which will be provided in a Supplementary Report.

Community Strategic Plan 2025 to 2035 (ATTACHMENT 1)

Following the local government election all councils are required to review and endorse a 10-year Community Strategic Plan (the Plan) prior to 30 June 2025. This is the highest level of strategic planning that a council will prepare on behalf of the community.

Council is committed to deliver the Plan whilst maintaining financial sustainability for the future.

That said, many of the actions outlined in the Plan extend beyond Council's direct control, involving strong partnerships and effective advocacy with government departments, businesses, agencies and the wider community.

Delivery Program 2025 to 2029 incorporating the Operational Plan 2025 to 2026 (ATTACHMENT 2).

The Delivery Program outlines a 4-year program that Council commits to delivering within the resources available. It translates the Plan's key directions/goals into clear activities and actions.

The Operational Plan is Council's annual action plan which contributes to the 4-year Delivery Program. It outlines what Council proposes to deliver for 2025 to 2029 and which area of Council is responsible for delivery. The Operational Plan is implemented with a supporting annual budget to fund necessary work.

Fees and Charges 2025 to 2026 (ATTACHMENT 3)

In accordance with the Local Government Act and other applicable legislation, Council charges and recovers approved fees and charges. These must be reviewed on an annual basis and Council cannot implement these fees and charges until they have been placed on public exhibition and submissions considered.

Resourcing Strategy 2025 to 2035

Council needs to be appropriately resourced to implement these plans. The Resourcing Strategy consists of 3 interrelated plans, the Long Term Financial Plan, Strategic Asset Management Plan and Workforce Management Strategy.

The Resourcing Strategy 2025 to 2035 will be available for Council's consideration in a Supplementary Report.

COMMUNITY STRATEGIC PLAN

Strategic Direction	Delivery Program 2022-2026
Governance	Deliver the Integrated Planning and Reporting program.

FINANCIAL/RESOURCE IMPLICATIONS

Council is required to adopt the Operational Plan, Long Term Financial Plan and Fees and Charges before 30 June each year and cannot expend funds or charge fees unless the process, including public exhibition and consideration of submissions is undertaken.

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

LEGAL, POLICY AND RISK IMPLICATIONS

Council is required to undertake integrated planning and reporting activities in accordance with the Local Government Act, Local Government (General) Regulation 2021 (Local Government Regulation) and the NSW Government's Integrated Planning and Reporting Guidelines (IP&R Guidelines) and Handbook (IP&R Handbook) September 2021. Sections 402 to 406 and 608 to 610 of the Local Government Act outline the specific requirements for developing the IP&R documents and Fees and Charges.

In summary, under this legislation and Guidelines, Council is required to:

- Review the Plan before 30 June following the Council election.
- Adopt the IP&R documents prior to 30 June 2025 in order to set the budget and allow for funds to be expended for the following financial year.
- Prepare a long-term strategy (Resourcing Strategy which includes the Long Term Financial Plan, Workforce Management Strategy and Strategic Asset Management Plan) for the provision of resources required to perform its functions.
- Establish a new delivery program after the Council election to cover the principal activities of the council for the 4-year period commencing on 1 July following the election.
- Have its operational plan adopted before the beginning of each year and detail the activities to be engaged in by the council during the year as part of the delivery program covering that year.
- Set its fees and charges prior to 1 July 2025, and make the rates prior to 1 August 2025.
- Publicly exhibit all of the IP&R documents and Fees and Charges for a period of at least 28 days, considering submissions prior to adoption of the final documents.

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?
There is a risk that Council does not have an understanding of community priorities.	Low	Public exhibition of the Plan which has been revised based on integrated engagement over the last 2 years.	Yes
There is a risk that Council does not have the resources to meet its delivery program and annual operational plan.	Medium	Staff continue to realistically plan and investigate resourcing opportunities as outlined in the Delivery Program and Resourcing Strategy.	Yes
<p>There is a risk that if the draft documents are not exhibited as required:</p> <ul style="list-style-type: none"> • The fees therein cannot be charged. • Funds cannot be expended; and • Plans will not be implemented prior to 1 July as legislatively required. <p>This could lead to a loss of time, potential financial, reputational and legal implications for Council.</p>	Low	Public exhibition of the draft documents during April 2025 to allow sufficient time for public submissions and Council consideration and adoption of the final documents prior to 30 June 2025.	Yes

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

The draft Plan has been developed in alignment with the principles of sustainability and social justice addressing social, economic, environmental and governance factors (quadruple bottom line) through 4 interconnected focus areas: Our Community, Our Place, Our Environment and Our Council.

The 4 focus areas shown provide a structure for planning in each of the documents, enabling Council to address key actions while aiming to holistically meet the community's vision of 'A great lifestyle in a treasured environment'.

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 - 8 APRIL 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 – prior to Public Exhibition

INVOLVE	<p>Between 2022 and 2024 a number of community engagement initiatives have been undertaken to inform the Plan, these include:</p> <ul style="list-style-type: none">• Communication and Engagement Strategy.• Community Wellbeing Strategy.• Local Housing Strategy.• Port Stephens Coastal Management Program.• Community Satisfaction Survey 2023 and 2024.• Business Health Check-In.• Financial Sustainability (Special Rate Variation).• Our Port Stephens 2021-2024 Report – updating the community on how we are tracking towards achieving the 2022 to 2032 Community Strategic Plan.• Liveability Survey 2024.
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External communications and engagement – during and post Public Exhibition

CONSULT	In accordance with local government legislation and our Community Engagement Strategy the draft documents will be placed on public exhibition for 28 days and will be notified through social media, print advertising, Council's website, electronic newsletters and with hard copies available for viewing at Council's administration building and libraries.
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Internal communications and engagement – prior to Public Exhibition

A multilayered approach to reviewing this suite of IP&R documents occurred via:

- Informing the new Council of the challenges and opportunities identified in Our Port Stephens 2021 to 2024 Report.
- Collaborating with the Mayor and Councillors in November 2024 and February 2025 to understand their priorities and those of their communities.
- Workshopping with Section Managers and the Executive Team to develop the associated IP&R documents to deliver on the Plan.
- Reviewing the Fees and Charges with responsible officers from across the organisation.

OPTIONS

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

ATTACHMENTS

- 1) Draft Community Strategic Plan 2025 to 2035. [↓](#)
- 2) Draft Delivery Program 2025 to 2029 incorporating the Operational Plan 2025 to 2026. [↓](#)
- 3) Draft Fees and Charges 2025 to 2026. [↓](#)

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

Nil.

Community Strategic Plan

2025 to 2035

Draft



The Community Strategic Plan identifies the community's priorities and aspirations for the future, outlining actions to achieve these key directions and goals.



PORT STEPHENS
COUNCIL

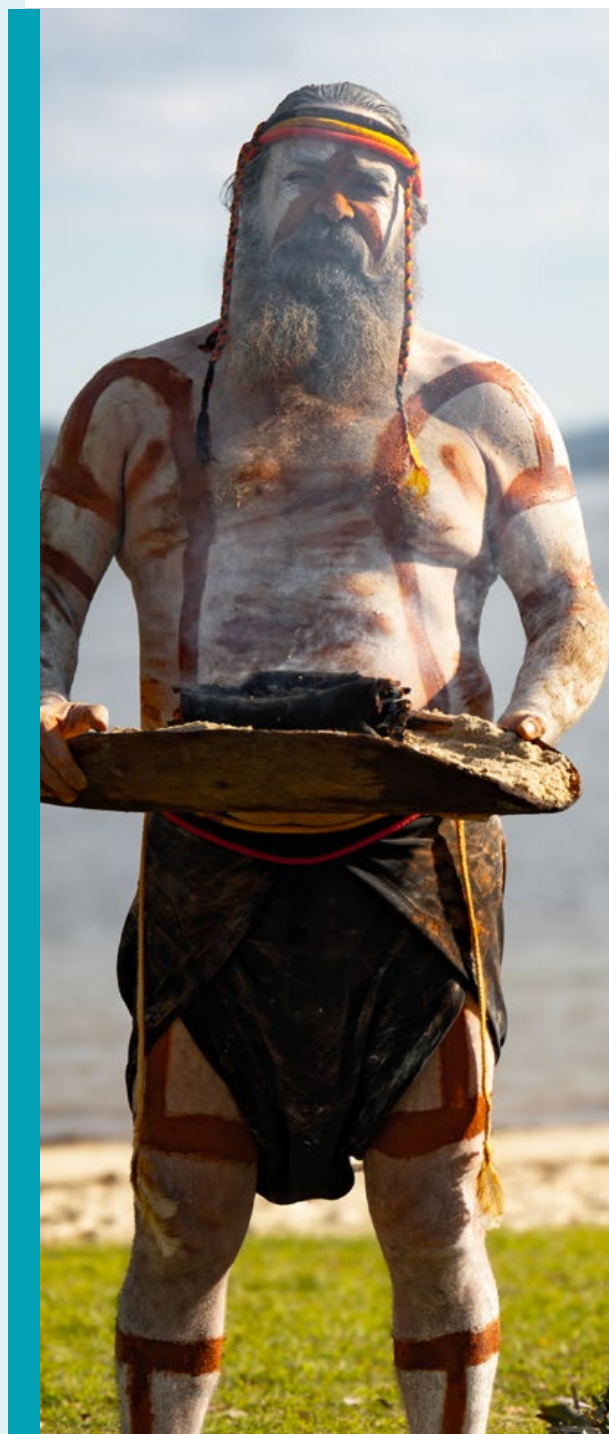
GUUDJI YIIGU

(GOO-JEE IK-KOO)

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

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

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



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Mayor's message

Port Stephens is an incredible place, and we're lucky to call it home. From our stunning beaches to our strong and diverse community – it's a fantastic place to live, work, visit and invest.

To make sure we're building the best future for our community, we've been working on a shared vision for a vibrant and liveable Port Stephens. Council plays an important role in making this happen, but we know we can't do it alone.

We're working with government agencies, local business, community groups and other partners to tackle the big priorities that matter most to you.

The revised Community Strategic Plan (the Plan) has been shaped by feedback over the last two years. In November 2024, more than 2300 members of the Port Stephens community shared their thoughts in our Liveability Survey, telling us what they valued most and how they felt about their place. We also had lots of conversations with our community on some big strategies and projects like the Community Wellbeing Strategy, Local Housing Strategy, Coastal Management Program and more.

This Plan reflects what you've told us is most important – wellbeing, improved housing options, investment in better roads and pathways, financial sustainability and making sure you have a say in the decisions that affect your life.

We know the community care about our roads and connections. Whilst as a Council we have

never spent more on our roads and footpaths, the Council will continue to look at ways we can be smart with our resources to increase this investment into the future. We know in the first years of this Plan we will benefit from an additional \$7.1m generated from the Special Rate Variation (SRV) for roads. We will continue to look at ways to increase this funding in a sustainable and responsible way.

The Plan is built around themes – Our Community, Our Place, Our Environment and Our Council. Each theme has clear goals and steps to achieve them, helping us stay on track and measure our progress as we work together for a vibrant future for Port Stephens.

This Plan will be on public exhibition in April and I'd love you to take a look and share your thoughts. It's your chance to shape the future of our community and make sure the work we're doing reflects your priorities.

Let's keep working together to make Port Stephens the best it can be – now and for the future.

Leah Anderson
Mayor of Port Stephens



General Manager's message

The Community Strategic Plan is the most important strategic document we prepare on behalf of the community. It's shaped around your priorities and aspirations for Port Stephens, creating a clear blueprint for what we aim to achieve as we look ahead to 2035.

Delivering on this plan is our top priority. We're committed to the smart use of our resources, making sure we allocate our budget and effort in a way that supports delivery of key plans, projects and services, all while maintaining financial sustainability for the future.

We're prioritising the areas we've heard are most important to the Port Stephens community. These include investing in our roads and pathways, facilitating diverse and affordable housing options, balancing development with protecting our environment, being financially sustainable, managing our precious coastal areas and genuinely listening to your feedback.

We take responsibility for the decisions we make. However, we recognise that we can't achieve everything in the Community Strategic Plan on our own. Many of the priorities outlined in the Plan extend beyond Council's direct control. That's why strong partnerships and effective advocacy with government departments, businesses, agencies and the wider community are essential to bring this plan to life.

We will also report regularly on the actions taken towards achieving the community's goals outlined in the Plan, ensuring transparency and accountability along the way. These reports will highlight our progress, the challenges we've faced and the outcomes we've achieved. By sharing this information year to year, we can celebrate our success together, identify areas needing more focus and adapt to changing needs and priorities.

I encourage everyone to take some time to read this plan. It's an opportunity to understand Council's direction and how we're working together to build a bright and prosperous future for Port Stephens.

A handwritten signature in black ink that reads 'Tim Crosdale'.

Tim Crosdale

General Manager of Port Stephens Council

Port Stephens snapshot



You can read more about Port
Stephens in our economic and
community profiles:

[portstephens.nsw.gov.au
/community/our-profile](https://portstephens.nsw.gov.au/community/our-profile)

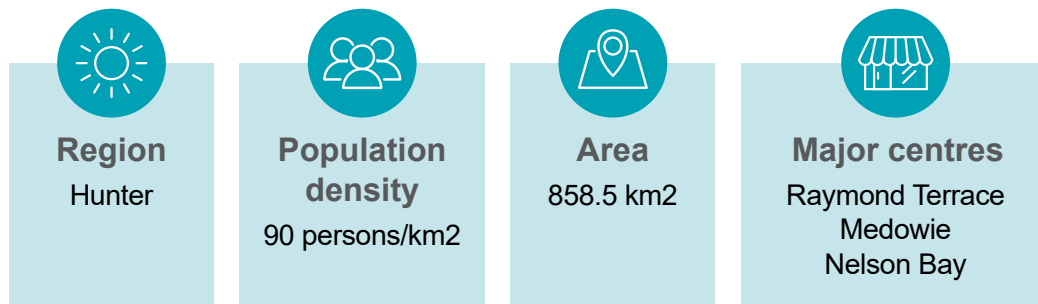


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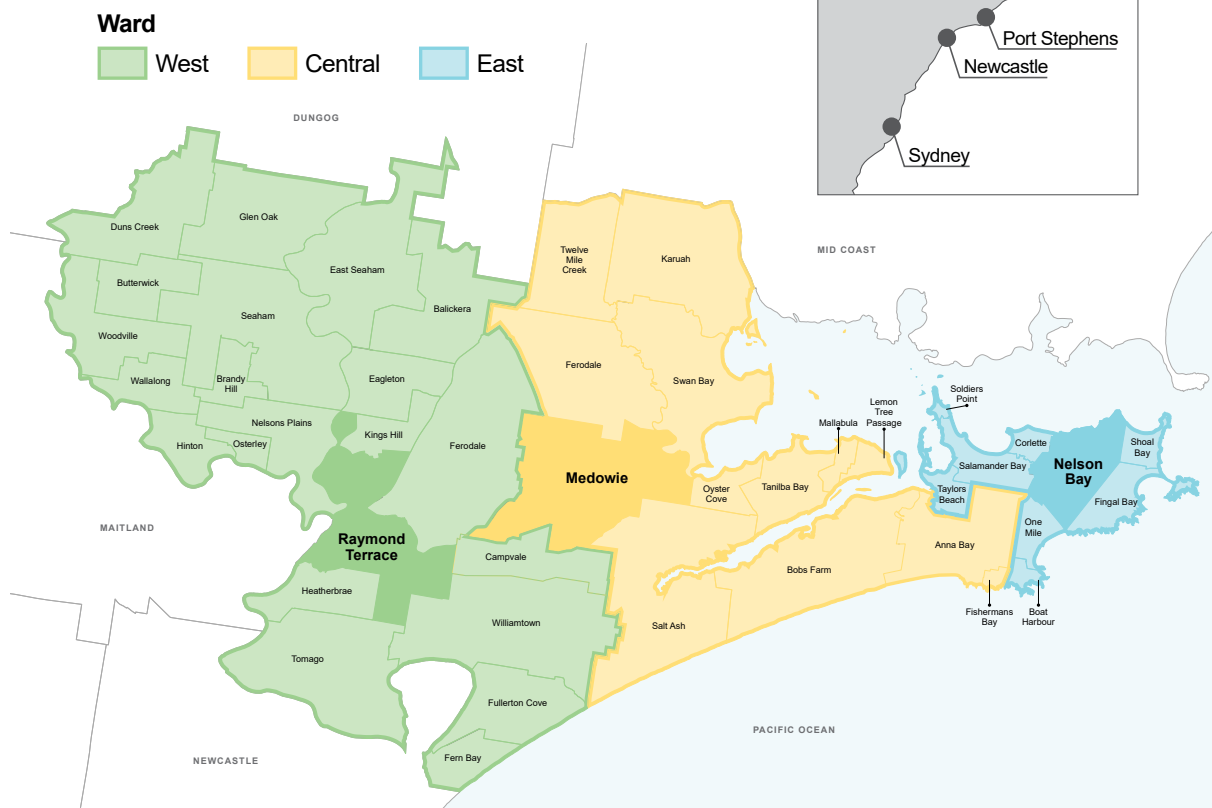
DRAFT COMMUNITY STRATEGIC PLAN 2025 TO 2035.

Our location

Located on the east coast of Australia about 2 hours north of Sydney, Port Stephens is known for its incredible natural beauty and vibrant community. These characteristics make our place an ideal tourist destination as well as a great place to live, work and play.



Our ward map





Our people

POPULATION

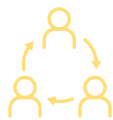
77,748 

(ABS 2023 Estimated Resident Population)

1.2% 

(REMPPLAN December 2024)

COMPOUND ANNUAL POPULATION GROWTH



MEDIAN AGE

47 years



OLDER THAN NSW MEDIAN AGE OF

39 years

(2021 ABS)

Our economy



31,070

Number of jobs in
Port Stephens

(as at December 2024, Remplan)



6,139

businesses trading
in Port Stephens

(as at December 2024, Remplan)



3.9%

Unemployment

(2023, Remplan)



\$7.338 BILLION

Gross Regional Product

(as at December 2024, Remplan)

MAIN EMPLOYING INDUSTRIES



13.9%

Public
Administration
and Safety

(as at December 2024, Remplan)



11.3%

Manufacturing



11.2%

Construction

Our Council



Mayor
Leah Anderson

East Ward



Councillor
Roz Armstrong



Councillor
Nathan Errington



Councillor
Mark Watson

Central Ward



Councillor
Jason Wells



Councillor
Chris Doohan



Councillor
Ben Niland

West Ward



Councillor
Giacomo Arnott

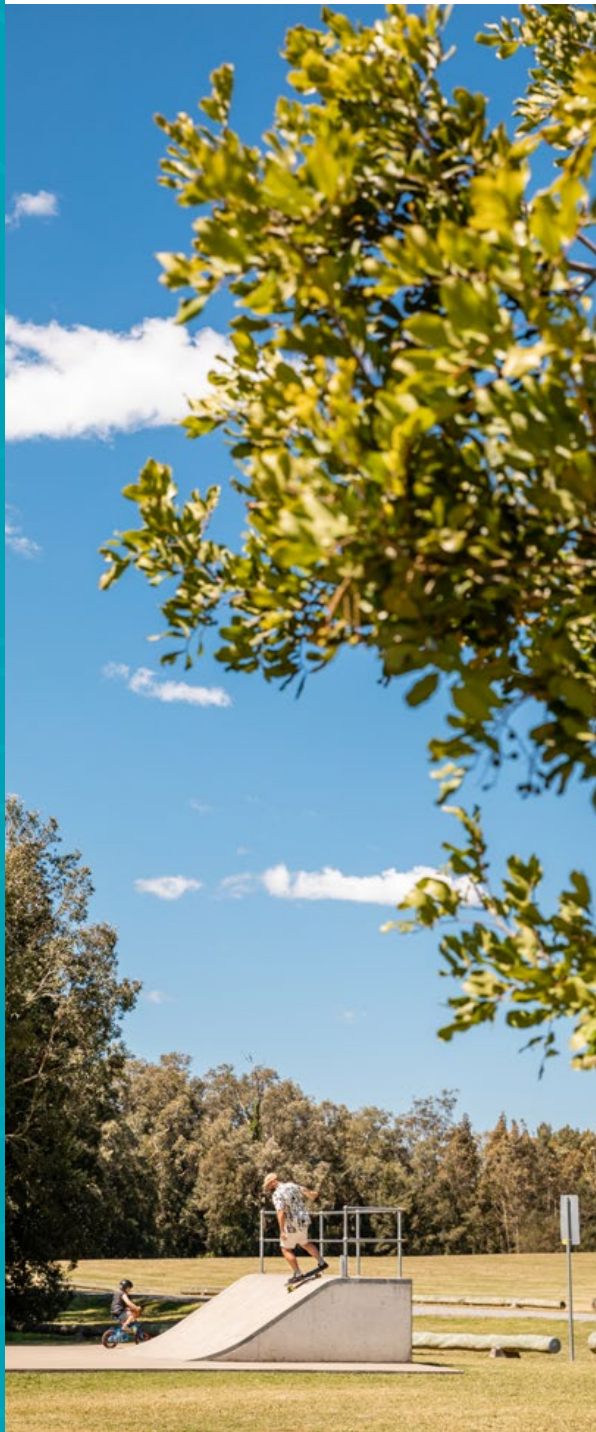


Councillor
Peter Francis



Councillor
Paul Le Mottee

Developing our plan



Integrated Planning and Reporting Framework

The Integrated Planning and Reporting (IP&R) framework guides the planning and reporting activities of local councils. The requirements for IP&R are set out in the Local Government Act 1993 (the Act) and the Local Government (General) Regulation 2021 (the Regulation) and the NSW Government's IP&R Guidelines and Handbook 2021. The IP&R cycle is aligned with the NSW local government election cycle, with each newly elected Council required to review the Community Strategic Plan and develop a Delivery Program and Operational Plan outlining how Council will respond to the community's priorities.

It helps Council bring its various plans together, understand how they interact and inform each other, ensuring alignment with state and regional priorities. IP&R is at the centre of all council plans, activities, projects, resourcing decisions and improvement strategies. At Port Stephens Council, the Integrated Plans are the Community Strategic Plan, Delivery Program and Operational Plan.



Community Strategic Plan

At the heart of the IP&R framework is the Community Strategic Plan. The Community Strategic Plan is the highest level strategic plan that a council will prepare on behalf of the community. It identifies the community's priorities and aspirations for the future, outlining actions to achieve these key directions and goals.

The Community Strategic Plan for 2025-2035 focuses on four Focus Areas: Our Community, Our Place, Our Environment and Our Council and is based on social justice principles of equity, access, participation and rights.

The purpose of this Plan is to:

- Identify the community's main priorities and aspirations over the next 10 years
- Support community and stakeholders to play an active role in shaping their future
- Work with other governments and agencies to achieve community priorities
- Outline Council's role in delivering these priorities and assigning resourcing to support delivery while balancing affordability
- Maintain accountability and transparency in reporting on progress.

Monitoring and reporting

We use the following types of indicators to measure our progress in achieving the community's priorities over time:



Community indicators

We use these indicators to track trends within our community.



Service indicators

We use these indicators to track progress and performance of our service delivery for our community.



Other

In some areas of Council, additional performance measures may be required by legislation.

We regularly report on Council's performance to ensure the community is informed of how we are tracking towards meeting the community's priorities. We report through:

- Our Port Stephens Report (replaces the End of Term Report)
- Annual Report
- Six-month Progress Reports
- Quarterly Financial Budget Review Statement

“

Council funds are used to seed or match a range of other funding sources such as developer contributions, commercial profits and government grants which are not always guaranteed.



Delivery Program

The Delivery Program is a 4-year program showing how Council will deliver on its business within the resources available. It translates the Plan's key directions into clear actions. Progress on the Delivery Program is reported every six months.

Operational Plan

The Operational Plan is an annual plan that outlines the activities and actions to be undertaken during the year to support the 4-year Delivery Program. It includes the annual budget and the work to be undertaken. Achievements of the Operational Plan are reported in the Annual Report.

Resourcing Strategy

The Resourcing Strategy shows how Council will resource the community's long term vision and aspirations in the Community Strategic Plan in terms of finances, assets and workforce. It includes:

- Long Term Financial Plan
- Workforce Management Strategy
- Strategic Asset Management Plan

Council's role in delivering what it can in this Plan is outlined in the Delivery Program, Operational Plan and Resourcing Strategy. Council lists in its Delivery Program and Operational Plan the actions to support the delivery of the Community Strategic Plan.

State and regional plans

This Plan has been informed by various State and Regional plans, strategies and priorities.



State level

NSW State Plan – NSW 2021
Housing 2041: NSW Housing Strategy
NSW Disability Inclusion Action Plan (2020-2025)
NSW State Infrastructure Strategy 2022-2042
NSW Net Zero Plan
NSW Water Strategy
NSW Waste and Sustainable Materials Strategy
Movement and Place Framework



Regional level

Greater Newcastle Metropolitan Plan 2036
Greater Hunter Regional Water Strategy
Hunter Joint Organisation Strategic Plan
Future Transport Strategy 2056



Local level

Community Strategic Plan 2025-2035
Local Strategic Planning Statement

ITEM 1 - ATTACHMENT 1
2035.

DRAFT COMMUNITY STRATEGIC PLAN 2025 TO



What we have heard

In 2020 and 2024 we partnered with independent research company Place Score to conduct our Liveability Survey. This helps us to understand what people value and how they rate their neighbourhood. The results allow us to focus on the things most valuable to our community, to plan and make decisions that will have the biggest impact on wellbeing. 2,300 people shared their values and rated their neighbourhood in 2024.

Our top community values

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



Elements of natural environment



Sense of neighbourhood safety



Local businesses that provide for daily needs



General condition of public open space



Locally owned and operated businesses

Our top 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



Sense of personal safety



Sense of belonging in the community

Our liveability priorities

These are the things most important to you and are areas for us to focus on improving.



General condition of public space



Walking/jogging/bike paths that connect housing to communal amenity



Access and safety of walking, cycling and/or public transport



Evidence of recent public investment



Quality of public space

PLACESCORE™

Challenges, opportunities and priorities

Throughout 2023 and 2024 we've had big conversations with our community about the following key strategies, projects and plans. We've used this feedback to also inform the Community Strategic Plan.

- Communication and Engagement Strategy
- Local Housing Strategy
- Community Wellbeing Strategy
- Smart Parking
- Port Stephens Coastal Management Program
- Business Health Check In
- Financial sustainability (Special Rate Variation)
- Community Satisfaction Survey

	<ul style="list-style-type: none"> • Improving wellbeing, inclusivity and accessibility across our community. • Ensuring equitable and safe access to sports, recreation, cultural and leisure activities. • Recognising and prioritising the values and priorities of local Aboriginal and Torres Strait Islander People. 	Our community
	<ul style="list-style-type: none"> • Planning, investing and advocating for improved connections between our communities (transport, roads and footpaths). • Improving community resilience through emergency services and disaster preparedness. • Investing in programs that support local business development, visitation and events. • Prioritising housing supply, diversity and affordability. 	Our place
	<ul style="list-style-type: none"> • Investing in programs that improve resource recycling and reduction of waste. • Prioritise and improve environmental resilience and asset protection through the delivery of the Coastal Management Program. • Deliver actions that support renewable energy and alternative fuel use. • Balancing the demand for housing with the protection of our environment. 	Our environment
	<ul style="list-style-type: none"> • Ensuring financial sustainability and resilience. • Providing genuine opportunities for the community and stakeholders to actively participate in Council decision making. • Prioritising workforce attraction and retention. • Investing in digital technologies to improve Council performance and support to customers. 	Our Council

“

Our community's ideal neighbourhood is safe and connected to nature and its local community.



Community Strategic Plan 2025-2035

Our community vision
– A great lifestyle in a
treasured environment



Community Strategic Plan on a page

Our community	Our place	Our environment	Our Council
<p>An accessible, welcoming and connected community respecting diversity, traditions and culture</p> <hr/> <p>C1 Community wellbeing</p> <p>Our community feels connected, included, supported and has access to services and facilities to support their wellbeing</p> <p>C2 Traditions and culture</p> <p>Our community supports the richness of its traditions and culture</p> <p>C3 Connecting with community</p> <p>Our Council is committed to enabling an engaged and informed community</p>	<p>A liveable, safe and connected place supporting community wellbeing and local economic growth</p> <hr/> <p>P1 Housing, tourism and economy</p> <p>Our community has adaptable, sustainable and diverse housing, tourism and economy</p> <p>P2 Infrastructure, facilities and connections</p> <p>Our community's infrastructure, facilities and connections are safe, convenient, reliable and adequately resourced</p> <p>P3 Community safety</p> <p>Our community feels safe and resilient</p>	<p>Port Stephen's environment is sustainable and resilient</p> <hr/> <p>E1 Environmental balance</p> <p>Our community's natural and built environment is sustainably balanced and resilient to environmental risks, natural hazards and climate change</p> <p>E2 Environmental sustainability</p> <p>Our community uses resources sustainably, efficiently and equitably</p>	<p>Port Stephens Council leads, manages and delivers valued community services in a responsible way</p> <hr/> <p>L1 Resources and finance</p> <p>Our Council is resourced, financially sustainable and advocates to meet community needs</p>
			

Council's role

Council knows that it can't deliver on all of the community's priorities and must partner or advocate to other levels of government, state agencies, private enterprises, community groups, businesses and more to achieve these.

In delivering this plan we can:



Deliver

This icon indicates that Council is solely responsible for delivering services and activities that contribute to the Plan. Council delivers a wide range of infrastructure, facilities and services such as waste collection, library services, local roads and public spaces.



Partner

This icon indicates that Council shares the responsibility for contributing to the Plan through strategic partnerships with federal and state government agencies or facilitating/supporting a range of other stakeholders to deliver services or facilities.



Advocate

This icon indicates that Council advocates to other levels of government to deliver and support services that contribute to the Plan.

Our partners and stakeholders

Our partners and stakeholders are diverse. Understanding why our partners are important and our importance to them is vital in working together to shape our place. How we work with and engage with these partners is outlined in our **Communication & Engagement Strategy**.






Our community

An accessible, welcoming and connected community respecting diversity, traditions and culture.



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2035.

DRAFT COMMUNITY STRATEGIC PLAN 2025 TO

Where do we want to be? (Key directions/goals)	How will we get there? (Actions)	Council's role
C1 Community wellbeing Our community feels connected, included, supported and has access to services and facilities to support their wellbeing	C1.1 Support wellbeing, inclusivity, accessibility and making all feel welcome C1.2 Provide facilities and learning options for children and families C1.3 Provide equitable and safe access to sports, recreational, cultural and leisure activities C1.4 Provide vibrant, inclusive, accessible community spaces to support lifelong learning and community connection C1.5 Support volunteers to deliver appropriate community services	
C2 Traditions and culture Our community supports the richness of its traditions and culture	C2.1 Recognise, respect and support the values and priorities of local Aboriginal and Torres Strait Islander People C2.2 Support and promote local cultural activities and heritage	
C3 Connecting with community Our Council is committed to enabling an engaged and informed community	C3.1 Continue to enhance the focus on customer experience C3.2 Inform the community and provide opportunities for stakeholders to actively participate in council decision making	

Community indicators

We use these indicators to track trends within our community	Data source
Community perception "Child Services"	Liveability Index
Community perception "Family and community services"	Liveability Index
Community perception "Sense of belonging in the community"	Liveability Index
Community perception "Cultural and/or artistic community"	Liveability Index
Population % who volunteer	SGS Annual Cities and Regions Wellbeing Index

Service indicators

We use these indicators to track progress and performance of our service delivery for our community	Data source
Progress in implementing the Community Wellbeing Strategy (CWS) to provide services and support for a diverse community	Internal data source
Progress delivering the Yabang Gumba-Gu Agreement to recognise and support local Aboriginal and Torres Strait Islander people	Internal data source
Progress implementing the Events, Arts and Culture Strategy	Internal data source
Progress implementing the Communication and Engagement Strategy	Internal data source




Our place

A liveable, safe and connected place supporting community wellbeing and local economic growth.



ITEM 1 - ATTACHMENT 1

DRAFT COMMUNITY STRATEGIC PLAN 2025 TO 2035.

Where do we want to be? (Key directions/goals)	How will we get there? (Actions)	Council's role
P1 Housing, tourism & economy Our community has adaptable, sustainable and diverse housing, tourism and economy	P1.1 Support sustainable local business development, employment, tourism, visitation and events P1.2 Provide land use plans, tools and advice that sustainably support housing and employment for the community P1.3 Enhance liveability through the use of Council's strategic and statutory planning services P1.4 Investment in Newcastle Airport to achieve international routes and significant industrial development	
P2 Infrastructure, facilities & connection Our community's infrastructure, facilities and connections are safe, convenient, reliable and adequately resourced	P2.1 Deliver and maintain sustainable and safe community infrastructure to connect the community P2.2 Create useable links, pathways and connections within towns and centres	
P3 Community safety Our community feels safe and resilient	P3.1 Enhance public safety through the use of Council's regulatory controls and services P3.2 Prioritise emergency services, disaster preparedness and the protection of community assets from natural disasters	

Community indicators

We use these indicators to track trends within our community	Data source
Community perception "Locally owned and operated businesses"	Liveability Index
Visitor average expenditure profile (average stay, average spend)	REMPAN/ Tourism Research Australia (TRA)
Community perception "Quality of public space"	Liveability Index
Community perception "Sense of neighbourhood safety"	Liveability Index

Service indicators

We use these indicators to track progress and performance of our service delivery for our community	Data source
Progress in implementing the Economic Development Strategy	Internal data source
Progress in delivering the Strategic Asset Management Plan 2025-2035 (SAMP)	Internal data source
Progress in delivering the Local Housing Strategy	Internal data source



Our environment

Port Stephen's environment is sustainable and resilient.



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2035.

DRAFT COMMUNITY STRATEGIC PLAN 2025 TO

Where do we want to be? (Key directions/goals)	How will we get there? (Actions)	Council's role
E1 Environmental balance Our community's natural and built environment is sustainably balanced and resilient to environmental risks, natural hazards and climate change	E1.1 Protect and enhance our local natural and built environment E1.2 Support community resilience to climate change including coastal and waterway hazards	
E2 Environmental sustainability Our community uses resources sustainably, efficiently and equitably	E2.1 Deliver actions that support renewable energy and alternative fuel use E2.2 Support programs that improve resource recycling and reduction of waste	

Community indicators

We use these indicators to track trends within our community	Data source
Community perception "Protection of the natural environment"	Liveability Index
Non-recyclable garbage generated by households in our community	Internal data source
Community perception "Sustainable behaviours in community"	Liveability Index

Service indicators

We use these indicators to track progress and performance of our service delivery for our community	Data source
Progress in implementing the Port Stephens Coastal Management Program	Internal data source
Progress in implementing the Emissions Reduction Action Plan	Internal data source
Progress in implementing the annual actions of the Waste Management Strategy 2021-2031	Internal data source

Our Council

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



ITEM 1 - ATTACHMENT 1
2035.

DRAFT COMMUNITY STRATEGIC PLAN 2025 TO

Where do we want to be? (Key directions/goals)	How will we get there? (Actions)	Council's role
L1 Resources & finance Our Council is resourced, financially sustainable and advocates to meet community needs	L1.1 Develop and encourage the capabilities and aspirations of Council's workforce	
	L1.2 Provide strong leadership, advocacy role and government relations	
	L1.3 Provide a strong ethical governance structure and systems for Council	
	L1.4 Invest in digital technologies to improve Council performance and support to customers	
	L1.5 Maintain financial sustainability and resilience	

Community indicators





We use these indicators to track trends within our community	Data source
Community perception "Evidence of Council/government management"	Liveability Index

Service indicators

We use these indicators to track progress and performance of our service delivery for our community	Data source
Progress in implementing the Workforce Management Strategy	Internal data source
Progress in implementing the 3 year Digital Strategy and Roadmap	Internal data source
Progress in delivering the Financial Sustainability Strategy	Internal data source
Progress in delivering the Property Investment Strategy	Internal data source



PORT STEPHENS
COUNCIL

council@portstephens.nsw.gov.au | 02 4988 0255 | portstephens.nsw.gov.au    

ITEM 1 - ATTACHMENT 2 DRAFT DELIVERY PROGRAM 2025 TO 2029
INCORPORATING THE OPERATIONAL PLAN 2025 TO 2026.

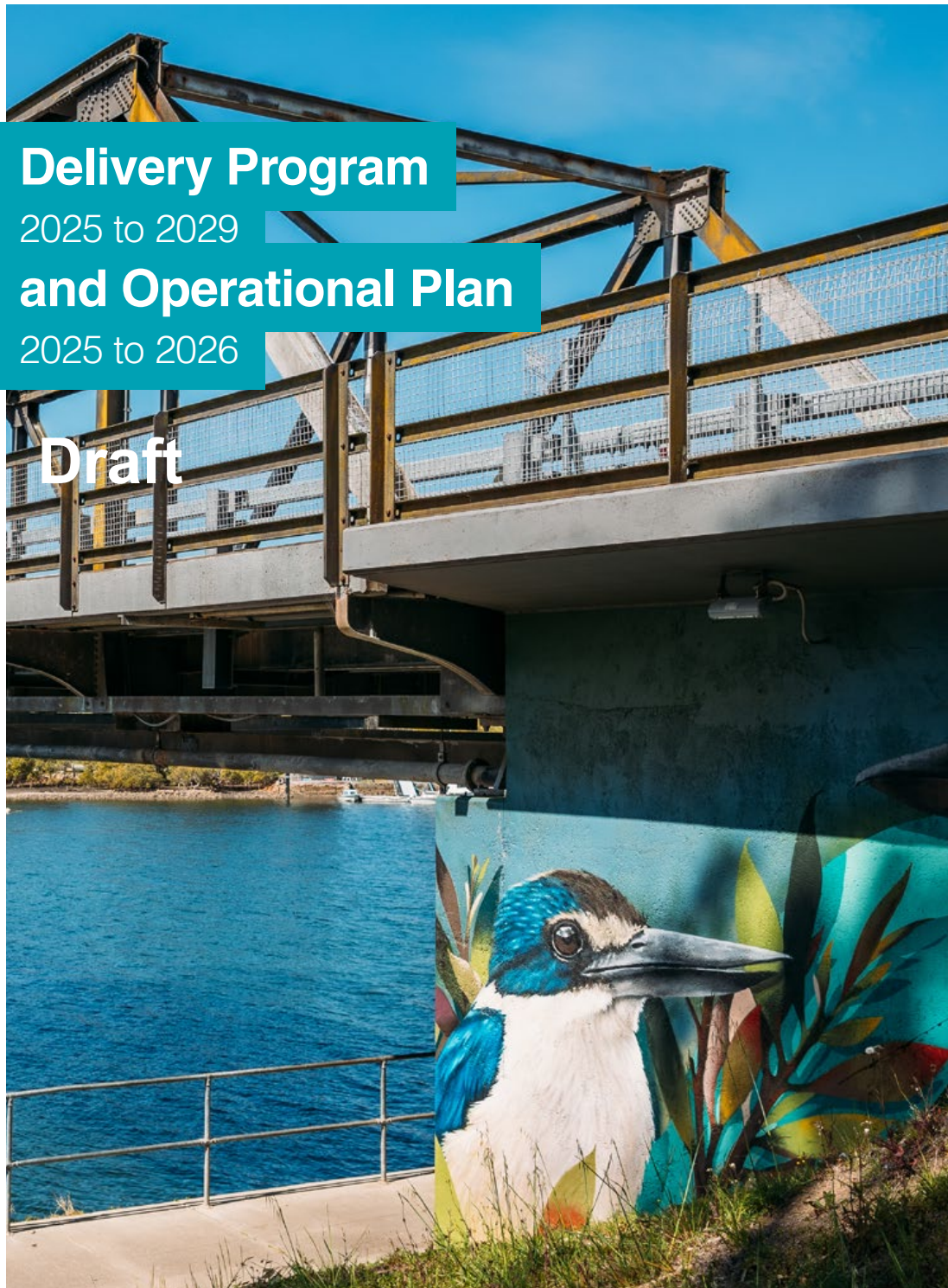
Delivery Program

2025 to 2029

and Operational Plan

2025 to 2026

Draft



The Delivery Program sets out the Council's activities for the next 4 years to assist in achieving the Community Strategic Plan. The Operational Plan is an annual action plan to implement the Delivery Program.

ITEM 1 - ATTACHMENT 2 DRAFT DELIVERY PROGRAM 2025 TO 2029
INCORPORATING THE OPERATIONAL PLAN 2025 TO 2026.

GUUDJI YIIGU

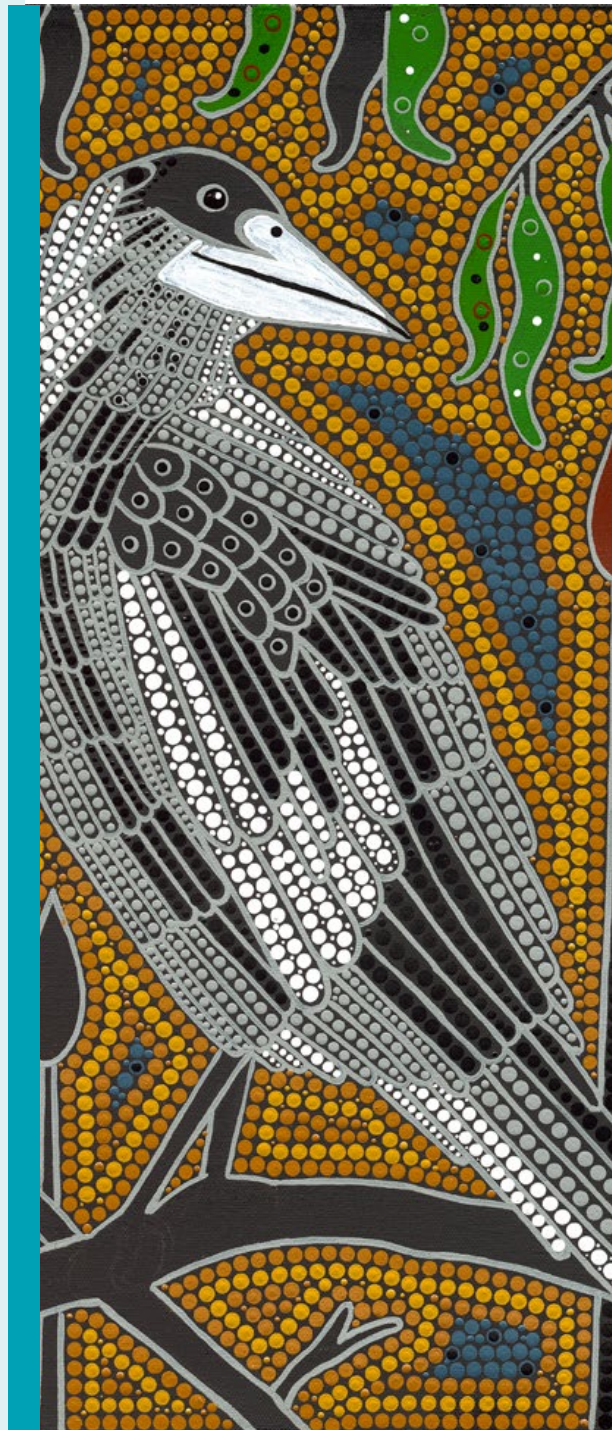
(GOO-JEE IK-KOO)

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

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

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

Artwork by Regan Lilley.



ITEM 1 - ATTACHMENT 2 DRAFT DELIVERY PROGRAM 2025 TO 2029
INCORPORATING THE OPERATIONAL PLAN 2025 TO 2026.



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INCORPORATING THE OPERATIONAL PLAN 2025 TO 2026.

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- 9 | How will we know we have succeeded?
- 10 | Reporting on performance



ITEM 1 - ATTACHMENT 2 DRAFT DELIVERY PROGRAM 2025 TO 2029 INCORPORATING THE OPERATIONAL PLAN 2025 TO 2026.

General Manager's message

I am pleased to present the Port Stephens Council Delivery Program 2025 to 2029 and Operational Plan 2025 to 2026.

These documents establish the foundations for the future - developed in consultation with our Council and community, they serve as a guide to shaping our community ensuring it remains a great place to live, work, visit and invest

Our priorities are clear – better roads, safer connections, balanced growth, an informed community and financial sustainability.

Over the next four years, we will invest revenue generated from our Special Rate Variation (SRV) into much needed road and pathway improvements, making it easier and safer to move around our towns and villages. We will also be able to use this SRV revenue for enhanced services related to coastal protection, natural environment and public spaces.

There will be a strong focus on housing and infrastructure to support our growing community. By working with key stakeholders, we'll increase housing diversity, affordability and supply – especially in our town centres close to shops, services and public transport. At the same time, we're planning ahead to ensure the right infrastructure like transport, drainage and public spaces can meet future demand. We will also continue to advocate for increased school and health services from the State and Federal governments to meet our future growth.

As we look to the future, we'll implement key actions from our Coastal Management

Program, Emissions Reduction Plan and Waste Management Strategy. This will help us balance growth while protecting our natural environment – our beaches, waterways and wildlife habitats.

We remain committed to financial sustainability. We'll continue to generate non rate revenue through smart parking, our Holiday Parks and children services, our investment portfolio and external grants. We'll also grow our Resilience Fund to support future strategic projects.

Working with all levels of government, we'll advocate to ensure our community is at the forefront of their future planning, to deliver projects and services valued by our community in the best possible way.

We will continue to work with our elected Council to make progress on the aspirations and priorities of the community. Our guiding principles in achieving this (shown in the diagram below) will be Smart Use of Resources, Owning Our Future and Community Partnerships.

I encourage you to explore the Port Stephens Council Delivery Program 2025 to 2029 and Operational Plan 2025 to 2026 and learn more about the projects and initiatives shaping our community in the years ahead.



Tim Crosdale
General Manager of Port Stephens Council



ITEM 1 - ATTACHMENT 2 DRAFT DELIVERY PROGRAM 2025 TO 2029 INCORPORATING THE OPERATIONAL PLAN 2025 TO 2026.

Integrated Planning and Reporting Framework

The Integrated Reporting and Planning (IP&R) framework guides the planning and reporting activities of local councils. The requirements for IP&R are set out in the Local Government Act 1993 (the Act), the Local Government (General) Regulation 2021 (the Regulation) and the NSW Government's IP&R Guidelines and Handbook 2021. The IP&R cycle is aligned with the NSW local government election cycle with each newly elected Council required to review the Community Strategic Plan (CSP) and develop a Delivery Program and Operational Plan outlining how Council will respond to the community's priorities.

At Port Stephens Council, the Integrated Plans are the Community Strategic Plan, Delivery Program and Operational Plan.



ITEM 1 - ATTACHMENT 2 DRAFT DELIVERY PROGRAM 2025 TO 2029
INCORPORATING THE OPERATIONAL PLAN 2025 TO 2026.

What is the purpose of the Delivery Program and Operational Plan?

Delivery Program

Each newly elected Council in New South Wales must develop a 4-year Delivery Program to outline how it will contribute to achieving the key directions/goals of the Community Strategic Plan. The Delivery Program is generally reviewed on a 4-year cycle, in line with the local government election timetable.

At Port Stephens Council, the Community Strategic Plan, Delivery Program and Operational Plans are all founded on a basis of Quadruple Bottom Line (QBL) - social, economic, environmental and governance factors through 4 Focus Areas: 'Our Community, Our Place, Our Environment and Our Council'.

These Focus Areas provide a structure for all of the plans and highlight the key priorities, enabling Council to meet the **community's vision** of 'A great lifestyle in a treasured environment'.

To deliver on the community's vision, **organisationally our vision** is that 'We have a deep respect for the Port Stephens community and work to grow trust, confidence and pride in the outcomes we deliver. We foster an inclusive and supportive culture that encourages both professional and personal growth. We know that each and every one of us is responsible for the sustainable management of our resources. Through a collective effort, we will create a thriving and vibrant place for generations to come.'

This aligns with the **overall purpose of our organisation** that 'We deliver outcomes valued by our community in the best possible way'. To help deliver on all aspects of the community's aspirations and priorities, our Council forms partnerships with many other government departments, agencies, and private enterprises.

Operational Plan

The Operational Plan is Council's annual action plan which contributes to the 4-year Delivery Program. It outlines what we propose to deliver for that year and which area of Council is responsible. The Operational Plan is implemented with a supporting annual budget to fund necessary work. Our detailed budget is included in the Long Term Financial Plan which is part of the Resourcing Strategy and should be read in conjunction with the Operational Plan and Delivery Program.

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INCORPORATING THE OPERATIONAL PLAN 2025 TO 2026.



How will we resource it?

Resourcing Strategy

The Resourcing Strategy is Council's long-term strategy for how the Integrated Plans will be resourced.

The Resourcing Strategy consists of 3 inter-related documents, the Long Term Financial Plan, Strategic Asset Management Plan and the Workforce Management Strategy which provide more detail on the financial, workforce and asset matters that Council is responsible for.

ITEM 1 - ATTACHMENT 2 DRAFT DELIVERY PROGRAM 2025 TO 2029
INCORPORATING THE OPERATIONAL PLAN 2025 TO 2026.

How will we know we have succeeded?

Monitoring performance

At Council, we have several measures and indicators to measure performance and effectiveness.

Community and service indicators

These indicators are outlined in the Community Strategic Plan, which over time indicate whether the community is better off as a result of the work that Council, state government, government agencies and other partners have undertaken.

Council key result measures

Critical to underpinning everything that we do are 6 key result measures. Appendix 1 provides a further outline of these measures.

1. Service delivery

Target: >95% Integrated Plans delivered on time

2. Community satisfaction

Target: Better than baseline of 3.08 out of 5 (measured as at 2024 Community Satisfaction Survey)

3. Employee wellbeing

Target: >80% employee engagement

4. Risk management

Target: >85% risk management maturity score

5. Asset management

Target: ≥ 100% asset maintenance ratio

6. Financial sustainability

Target: underlying financial result better than budget



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By balancing these 6 key result measures, Council ensures that:

- the community is satisfied with the level of service provided
- Council has an appropriate risk maturity
- Council is financially sustainable
- we have engaged employees who deliver on what we say we're going to do
- Council's assets are maintained within an acceptable standard.

Delivery Program measures

Indicate the progress / performance of the Delivery Plan actions. Read more under each focus area from pages 22 to 51.

Operational Plan effectiveness measures

Indicate the progress / performance of the Operational Plan actions. For each focus area (Our Community, Our Place, Our Environment, Our Council) and under each Operational Plan action we have a series of measures called our effectiveness measures.

These measures are reviewed each year in accordance with the Operational Plan actions and the relevant program of work to be delivered.

Reporting on performance

We regularly report on Council's performance to ensure the community is informed of how we are tracking towards meeting the community's priorities. We report through:

- Our Port Stephens report (replaces the End of Term report)
- Annual report
- Six-month progress reports
- Quarterly Financial Budget Review Statement

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At Council, we have several measures and indicators to measure **performance** and **effectiveness**.

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SECTION 2 Context



Continuous improvement

Our approach to continuous improvement is based on implementing the Australian Business Excellence Framework (ABEF) (categories, associated actions, guiding principles and methodologies) which ensures that we continually measure and improve how we deliver infrastructure and services that are truly valued by our community. It's about doing the right thing in the best way.

The ABEF is based on a set of 9 universal principles that describe how to continuously improve our systems, processes and relationships, as well as measure our results to achieve sustainability by focusing on:

- having clear direction and knowing how we all contribute to the big picture
- understanding what our customers value
- sustainable performance
- implementing best practice
- doing our best every single day.

Our continuous improvement philosophy underpins everything we do — it's how we do things at Port Stephens Council.

We're committed to continuous improvement and providing cost effective and efficient services through Council's Service Review Program, Business Improvement Ideas and our Problem/Opportunity 'Plan Do Study Act' program.

- 12 | Continuous improvement
- 13 | Service Review Program
- 14 | Our partners and stakeholders
- 15 | Challenges, opportunities and priorities
- 16 | Council's services

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Service Review Program

Our organisation has a history of providing quality services to our customers. We strive to do this using the principles of Best Value. Council's Service Review Program involves analysing our services so that we are clear about the services we offer and that we deliver them in the best possible way.

The purpose of our Service Reviews are to ensure that our services are a reflection of the local community's needs and expectations, both in terms of quality and cost whilst ensuring sustainability.

By applying the Business Excellence philosophy to everything that we do, we enhance our performance and create a better future for the organisation and our community. Through ongoing Service Reviews, our organisation will continuously improve the way it works, specifically, Council takes into account:

- financial resources and sustainability
- reviewing services against the best on offer in both the public and private sector
- assessing value for money in service delivery
- community expectations and values
- legislative requirements
- balancing affordability and accessibility to the community
- value of partnerships within councils, state and federal government
- potential environmental advantages for the community.

Our Service Review Program, which commenced in 2011, has a rolling schedule where all 60 service delivery business units (Units) receive a full-service review over a 4 year period with a condensed mid-point (progress review) completed 2 years following a service review. Over this time our Service Review Program has delivered \$7 million in operational savings and continues to ensure our level of service provides value for money to our community.

Our scheduled program is reviewed and approved annually by the Executive Team, where amendments are made to meet any community hot topic or trends that are impacting service delivery.

The Service Review Program is conducted in-house facilitated by our Continuous Improvement Team and supported by cross-functional team representatives from Human Resources, Finance, Risk, Digital Transformation and Governance to ensure a level of rigour, with external peer review and benchmarking sought to support our recommendations. All reviews follow an in-depth process, which allows for consultation and communication with our employees and a thorough approval process prior to any decision being implemented. The Service Review Process is constantly reviewed and benchmarked against other Councils to ensure best practice.

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Our partners and stakeholders

We work with a diverse range of stakeholders in delivering projects and services for our community. Understanding why each stakeholder is important and our importance to them is vital in working together to shape our place.

We use a range of methods to communicate and engage with our stakeholders. Methods differ across stakeholder groups depending on the level of influence they may have. This is outlined in our Communication and Engagement Strategy which is available on our website – portstephens.nsw.gov.au/communication-and-engagement-strategy



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Challenges, opportunities and priorities

Throughout 2023 and 2024 we've also had big conversations with our community about the following key strategies, projects and plans. We've used this feedback to also inform the Community Strategic Plan.

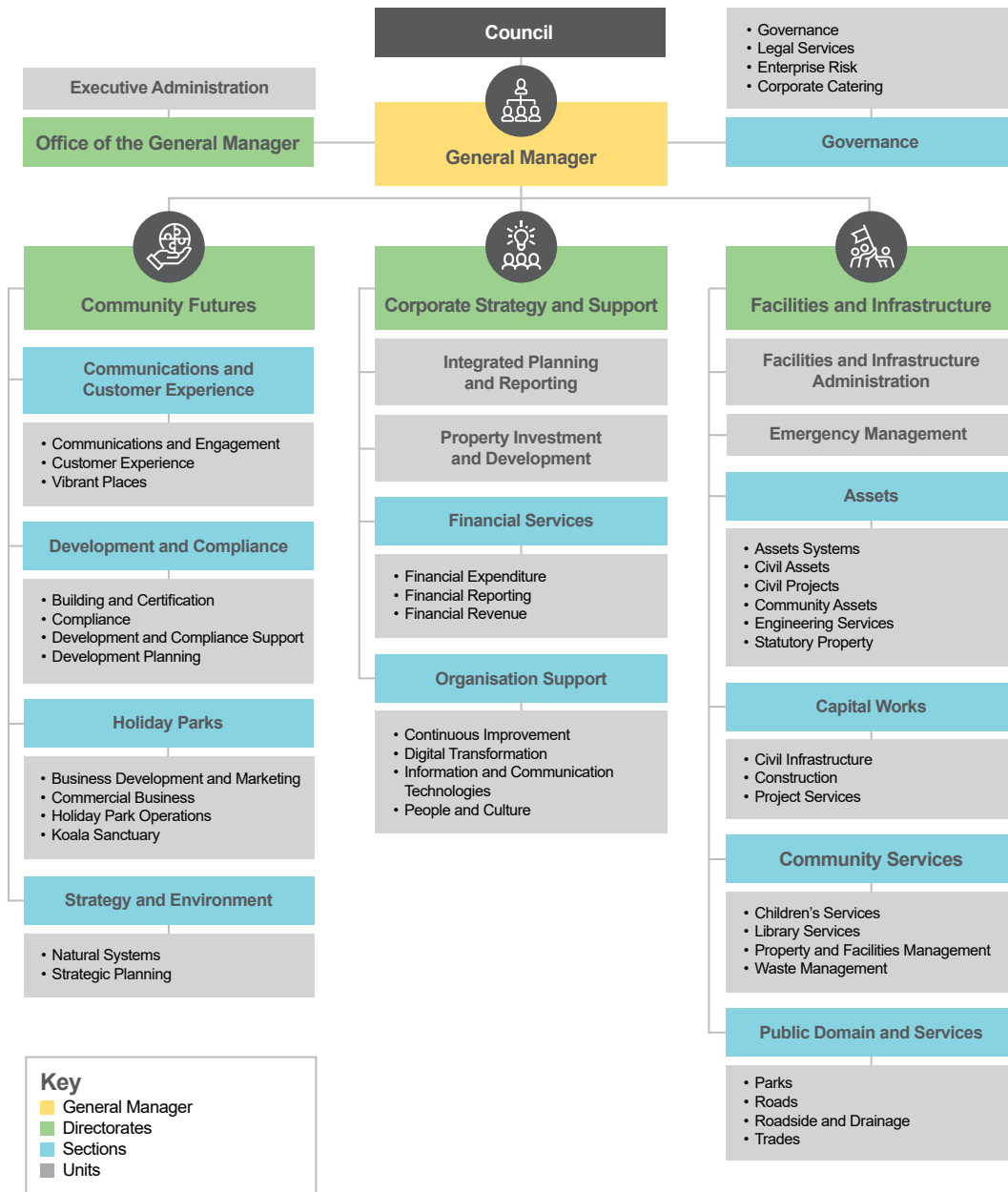
- Communication and Engagement Strategy
- Local Housing Strategy
- Community Wellbeing Strategy
- Smart Parking
- Port Stephens Coastal Management Program
- Business Health Check In
- Financial sustainability (Special Rate Variation)
- Community Satisfaction Survey

	<ul style="list-style-type: none"> • Improving wellbeing, inclusivity and accessibility across our community. • Ensuring equitable and safe access to sports, recreation, cultural and leisure activities. • Recognising and prioritising the values and priorities of local Aboriginal and Torres Strait Islander People. 	Our community
	<ul style="list-style-type: none"> • Planning, investing and advocating for improved connections between our communities (transport, roads and footpaths). • Improving community resilience through emergency services and disaster preparedness. • Investing in programs that support local business development, visitation and events. • Prioritising housing supply, diversity and affordability. 	Our place
	<ul style="list-style-type: none"> • Investing in programs that improve resource recycling and reduction of waste. • Prioritise and improve environmental resilience and asset protection through the delivery of the Coastal Management Program. • Deliver actions that support renewable energy and alternative fuel use. • Balancing the demand for housing with the protection of our environment. 	Our environment
	<ul style="list-style-type: none"> • Ensuring financial sustainability and resilience. • Providing genuine opportunities for the community and stakeholders to actively participate in Council decision making. • Prioritising workforce attraction and retention. • Investing in digital technologies to improve Council performance and support to customers. 	Our Council

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Council's services

Organisation structure as at March 2025



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We employ more than **600** full-time equivalent positions and are responsible for providing services and facilities to more than **77,000** people.



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SECTION 3

Our 4-year
program and
1-year plan

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- 40 | Our environment
- 44 | Our council



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How to read this document

The Delivery Program (DP) outlines how it will contribute to achieving the key directions/goals of the Community Strategic Plan (CSP). The Operational Plan (OP) is Council's annual action plan which contributes to the 4-year Delivery Program.

1. **Focus area** – The DP and OP is broken up into 4 simple themes shown as focus areas with a corresponding statement. These focus areas provide a structure to categorise the key directions and actions of the CSP.
2. **Community Strategic Plan key directions/goal** – are the community's long term goals and priorities to achieve the vision.
3. **Community Strategic Plan actions** – are the high level actions that Council and its partners will work together on to achieve key directions/goals.
4. **Delivery Program actions** – sets out Council's commitment over the 4-year period to assist in meeting the CSP key directions/goals.
5. **Delivery Program measures** – indicates the progress / performance of the Delivery Program actions.
6. **Responsibility** – indicates which area of Council is responsible for delivering the Delivery Program.

1 Our community	Community Strategic Plan Action	Delivery Program 2025 to 2029 Action	How will we measure our performance? Delivery Program measures	Responsibility Directorate
	2 C1 Community wellbeing - Our community feels connected, included, supported and has access to services and facilities to support their wellbeing			
	3 C1.1 Support wellbeing, inclusivity, accessibility and making all feel welcome	C1.1.1 Implement the Community Wellbeing Strategy (CWS) to provide services and support for a diverse community	Progress in implementing the Operational Plan Action	Community Futures Directorate
		C1.1.2 Develop and Implement the Disability Inclusion Action Plan to encourage Port Stephens to be inclusive and access friendly	Progress in implementing the Operational Plan Action	Community Futures Directorate

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7. **Operational Plan action** – set out the annual actions that Council will undertake in that year to implement its Delivery Program.
8. **What we deliver** – provides further details of programs, projects and activities of the Operational Plan action.
9. **Effectiveness measures (EM)** – indicates the progress / performance of the Operational Plan actions.
10. **Effectiveness measure target** – the target to be achieved.
11. **Delivery Responsibility** – sets out which area of the Council is responsible for implementing each action and what we deliver.

Operational Plan 2025 to 2026

Delivery Program Action	Operational Plan 2025 to 2026		
	7 Action	8 What we deliver	
2 C1 Community wellbeing – Our community feels connected, included, supported and has access to services and facilities to support their wellbeing			
4 C1.1.1 Implement the Community Wellbeing Strategy (CWS) to provide services and support for a diverse community	C1.1.1.1 Implement the actions of the Community Wellbeing Strategy	Implement the actions from the Community Wellbeing Strategy (including the Disability Inclusion Action Plan)	
Operational Plan 2025 to 2026 (cont.)		11 Delivery responsibility	
9 Effectiveness measures (EM)	10 EM target	Section	Units
C1 Community wellbeing – Our community feels connected, included, supported and has access to services and facilities to support their wellbeing			
Progress scheduling and implementing actions from the Community Wellbeing Strategy	Completed as scheduled	Communications and Customer Experience	Vibrant Places
Progress scheduling and implementing actions from the Disability Inclusion Action Plan	Completed as scheduled		

This document should be read in conjunction with the Community Strategic Plan and the Resourcing Strategy. The Community Strategic Plan and Resourcing Strategy are set out in companion documents to this volume. Council's Fees and Charges 2025 to 2026 also forms part of the annual budget and is set out in a separate document. These documents are available on our website – portstephens.nsw.gov.au/integrated-plans.

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FOCUS AREA

Our
community



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An accessible,
welcoming and
connected community
respecting diversity,
traditions and culture

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Delivery Program 2025 to 2029

Community Strategic Plan Action	Delivery Program 2025 to 2029 Action	How will we measure our performance? Delivery Program measures	Responsibility Directorate
C1 Community wellbeing - Our community feels connected, included, supported and has access to services and facilities to support their wellbeing			
C1.1 Support wellbeing, inclusivity, accessibility and making all feel welcome	C1.1.1 Implement the Community Wellbeing Strategy (CWS) to provide services and support for a diverse community	Progress in implementing the Operational Plan Action	Community Futures Directorate
	C1.1.2 Develop and implement the Disability Inclusion Action Plan to encourage Port Stephens to be inclusive and access friendly	Progress in implementing the Operational Plan Action	Community Futures Directorate
C1.2 Provide facilities and learning options for children and families	C1.2.1 Deliver a program of education and care services for families and carers of children	Progress in implementing the Operational Plan Action	Facilities and Infrastructure Directorate
C1.3 Provide equitable and safe access to sports, recreational, cultural and leisure activities	C1.3.1 Deliver and manage community recreational, leisure and community facilities	Progress in implementing the Operational Plan Action	Facilities and Infrastructure Directorate
C1.4 Provide vibrant, inclusive, accessible community spaces to support lifelong learning and community connection	C1.4.1 Deliver a program for public libraries as contemporary, accessible, vibrant and welcoming community spaces	Progress in implementing the Operational Plan Action	Facilities and Infrastructure Directorate
C1.5 Support volunteers to deliver appropriate community services	C1.5.1 Refer to C1.4.1 and E1.1.1		

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\$52 million projected spend on our community
over four year delivery program

Community Strategic Plan Action	Delivery Program 2025 to 2029 Action	How will we measure our performance? Delivery Program measures	Responsibility Directorate
C2 Traditions & culture - Our community supports the richness of its traditions and culture			
C2.1 Recognise, respect and support the values and priorities of local Aboriginal and Torres Strait Islander People	C2.1.1 Deliver the Yabang Gumba-Gu Agreement to recognise and support local Aboriginal and Torres Strait Islander people	Progress in implementing the Operational Plan Action	Community Futures Directorate
C2.2 Support and promote local cultural activities and heritage	C2.2.1 Implement the Events, Arts and Culture Strategy	Progress in implementing the Operational Plan Action	Community Futures Directorate
C3 Connecting with community - Our Council is committed to enabling an engaged and informed community			
C3.1 Continue to enhance the focus on customer experience	C3.1.1 Deliver the 4-year Customer Experience Roadmap and Action plan	Progress in implementing the Operational Plan Action	Community Futures Directorate
C3.2 Inform the community and provide opportunities to actively participate in council decision making	C3.2.1 Implement the Communication and Engagement Strategy	Progress in implementing the Operational Plan Action	Community Futures Directorate

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Operational Plan 2025 to 2026



Delivery Program Action	Operational Plan 2025 to 2026	
	Action	What we deliver

C1 Community wellbeing – Our community feels connected, included, supported and has access to services and facilities

C1.1.1 Implement the Community Wellbeing Strategy (CWS) to provide services and support for a diverse community	C1.1.1.1 Implement the actions of the Community Wellbeing Strategy	Implement the actions from the Community Wellbeing Strategy (including the Disability Inclusion Action Plan)
C1.1.2 Develop and implement the Disability Inclusion Action Plan to encourage Port Stephens to be inclusive and access friendly	C1.1.1.1	Refer C1.1.1.1
C1.2.1 Deliver a program of education and care services for families and carers of children	C1.2.1.1 Deliver early education and care for children	Provide the following services in compliance with the Education and Care Services National Regulations and the National Quality Standards: <ul style="list-style-type: none"> • Family daycare services • Mobile preschool service • Outside school hours care services
C1.3.1 Deliver and manage community recreational, leisure and community facilities	C1.3.1.1 Initiate and manage recreational, leisure and community services	Manage: <ul style="list-style-type: none"> • Aquatic Centre Management Contract • Surf Life Saving Life Guard Contract • Leases and licences for the community, not for profit and commercial operators on public land • Community facilities

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Operational Plan 2025 to 2026 (cont.)		Delivery responsibility	
Effectiveness measures (EM)	EM Target	Section	Units

to support their wellbeing

	Progress scheduling and implementing actions from the Community Wellbeing Strategy	Completed as scheduled	Communications and Customer Experience	Vibrant Places
	Progress scheduling and implementing actions from the Disability Inclusion Action Plan	Completed as scheduled		
	Customer satisfaction with Thrive Kids	≥ 90%	Community Services	Children's Services
	Annual accreditation	Compliant		
	Community satisfaction score with Council Pools	> 64%	Community Services	Property and Facilities Management
	Maintain a score above NSW 3-year average in the Royal Life Safety Assessment Audit	> 3 year average		

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Delivery Program Action	Operational Plan 2025 to 2026	
	Action	What we deliver
C1.4.1 Deliver a program for public libraries as contemporary, accessible, vibrant and welcoming community spaces	C1.4.1.1 Deliver public library services, programs and resources	Provide the following to implement projects identified in the Annual Library Strategic Plan: <ul style="list-style-type: none"> • A range of programs, activities and events to meet lifelong learning needs of all ages • Services, resources and programs to bridge the digital divide including connectivity for the public via the Internet and Wi-Fi • Active community spaces • Outreach and Home Delivery Services • Mobile Library and branch facilities • Current and relevant Library collection with a diverse and balanced range of resources (digital and hard copy)
C2 Traditions & culture – Our community supports the richness of its traditions and culture		
C2.1.1 Deliver the Yabang Gumba-Gu Agreement to recognise and support local Aboriginal and Torres Strait Islander people	C2.1.1.1 Implement actions of the Yabang Gumba-Gu Agreement	Implement actions from the Yabang Gumba-Gu agreement
C2.2.1 Implement the Events, Arts and Culture Strategy	C2.2.1.1 Implement actions of the Events, Arts and Culture Strategy	Implement actions from the Events, Arts and Culture Strategy
C3 Connecting with community – Our Council is committed to enabling an engaged and informed community		
C3.1.1 Deliver the 4-year Customer Experience Roadmap and Action plan	C3.1.1.1 Develop, implement and monitor Council's Customer Experience Roadmap and Action Plan	Implement the Customer Experience Road Map and Action Plan
C3.2.1 Implement the Communication and Engagement Strategy	C3.2.1.1 Deliver Council's communications and community engagement activities	Implement the Communication and Engagement Strategy

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Operational Plan 2025 to 2026 (cont.)		Delivery Responsibility	
Effectiveness measures (EM)	EM Target	Section	Units
Library satisfaction score	≥ 90%	Community Services	Library Services
Number of customer visits	≥155,000		
Attendance at programs, activities and events	≥ 5,500		
Progress scheduling and implementing actions from the Yabang Gumba-Gu Agreement	Completed as scheduled	Communications & Customer Experience	Vibrant Places
Award grants within the budgeted Aboriginal projects fund	Award within budget		
Endorsed reviewed Yabang Gumba Gu agreement for 2024 – 2026	Endorsed		
Progress implementing scheduled actions of the Events, Arts and Culture Strategy	Completed as scheduled	Communications & Customer Experience	Vibrant Places
Progress implementing scheduled actions of the Customer Experience Road Map and Action Plan	Completed as scheduled	Communications & Customer Experience	Customer Experience
Progress implementing scheduled actions from the Communications & Engagement Strategy	Completed as scheduled	Communications & Customer Experience	Communications & Engagement

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FOCUS AREA
Our place



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A liveable, safe and
connected place
supporting community
wellbeing and local
economic growth.

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Delivery Program 2025 to 2029

Community Strategic Plan Action	Delivery Program 2025 to 2029 Action	How will we measure our performance? Delivery Program measures	Responsibility Directorate
P1 Housing, tourism & economy - Our community has adaptable, sustainable and diverse housing, tourism and economy			
P1.1 Support sustainable local business development, employment, tourism, visitation and events	P1.1.1 Implement the Economic Development Strategy, including ongoing support for sustainable tourism	Progress in implementing the Operational Plan Action	Community Futures Directorate
	P1.1.2 Develop and implement Beachside Holiday Parks and Koala Sanctuary Business Plan	Progress in implementing the Operational Plan Action	Community Futures Directorate
P1.2 Provide land use plans, tools and advice that sustainably support housing and employment for the community	P1.2.1 Develop and implement Council's key planning documents	Progress in implementing the Operational Plan Action	Community Futures Directorate
	P1.2.2 Implement the Local Housing Strategy, focusing on housing diversity, affordability and supply for our community	Progress in implementing the Operational Plan Action	Community Futures Directorate
P1.3 Enhance liveability through the use of Council's strategic and statutory planning services	P1.3.1 Develop an annual program for Council to provide development services to enhance liveability	Progress in implementing the Operational Plan Action	Community Futures Directorate
P1.4 Investment in Newcastle Airport to achieve international routes and significant industrial development	P1.4.1 Develop shareholder value through an effective partnership with Newcastle Airport	Progress in implementing the Operational Plan Action	Office of the General Manager

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\$259 million projected spend on our place
over four year delivery program

Community Strategic Plan Action	Delivery Program 2025 to 2029 Action	How will we measure our performance? Delivery Program measures	Responsibility Directorate
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P2 Infrastructure, facilities & connections - Our community's infrastructure, facilities and connections are safe, convenient, reliable and adequately resourced

P2.1 Deliver and maintain sustainable, safe community infrastructure to connect the community	P2.1.1 Deliver, manage and maintain community and property assets in accordance with the Strategic Asset Management Plan 2025-2035 (SAMP)	Progress in implementing the Operational Plan Action	Facilities and Infrastructure Directorate
	P2.1.2 Deliver asset and engineering services to meet customer demand	Progress in implementing the Operational Plan Action	Facilities and Infrastructure Directorate
	P2.1.3 Deliver the 4-year Public Infrastructure Program	Progress in implementing the Operational Plan Action	Facilities and Infrastructure Directorate
	P2.1.4 Deliver the program for maintenance of Council's assets	Progress in implementing the Operational Plan Action	Facilities and Infrastructure Directorate
P2.2 Create useable links, pathways and connections within towns and centres	Refer to P2.1.1 and P2.1.3		

P3 Community safety - Our community feels safe and resilient

P3.1 Enhance public safety through the use of Council's regulatory controls and services	P3.1.1 Develop an annual program for Council to provide compliance services to enhance public safety and health	Progress in implementing the Operational Plan Action	Community Futures Directorate
P3.2 Prioritise emergency services, disaster preparedness and the protection of community assets from natural disasters	P3.2.1 Deliver an emergency management framework that supports emergency services, other agencies and our community	Progress in implementing the Operational Plan Action	Facilities and Infrastructure Directorate

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Operational Plan 2025 to 2026



Delivery Program Action	Operational Plan 2025 to 2026	
	Action	What we deliver
P1 Housing, tourism & economy – Our community has adaptable, sustainable and diverse housing, tourism and economy		
P1.1.1 Implement the Economic Development Strategy, including ongoing support for sustainable tourism	P1.1.1.1 Implement actions of the Economic Development Strategy	Implement the actions of the Economic Development Strategy
P1.1.2 Develop and implement Beachside Holiday Parks and Koala Sanctuary Business Plan	P1.1.2.1 Implement the annual actions of the Beachside Holiday Parks and Koala Sanctuary Operational Plan	<ul style="list-style-type: none"> • Implement Plans of Management for Crown Beachside Holiday Parks • Develop and implement Beachside Holiday Parks and Koala Sanctuary capital works programs (refer to SAMP 2025-2035) • Provide a range of quality accommodation and tourist experiences across Council's owned and managed holiday parks • Provide marketing and promotion services for Council's Holiday Parks and Koala Sanctuary
P1.2.1 Develop and implement Council's key planning documents	P1.2.1.1 Develop, implement and monitor land use plans and strategies	<ul style="list-style-type: none"> • Local Strategic Planning Statement (LSPS) • Raymond Terrace Sub-precincts Masterplan • Raymond Terrace Strategy Review • Local Infrastructure Contribution (LIC) review • Planning administrative functions including: <ul style="list-style-type: none"> - Planning Certificates - LIC referrals - DCAT
P1.2.2 Implement the Local Housing Strategy, focusing on housing diversity, affordability and supply for our community	P1.2.2.1 Implement the actions of the Local Housing Strategy	Implement the actions of the Local Housing Strategy

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Operational Plan 2025 to 2026 (cont.)		Delivery responsibility	
Effectiveness measures (EM)	EM Target	Section	Units

	Progress implementing scheduled actions of the Economic Development Strategy	Completed as scheduled	Communications & Customer Experience	Vibrant Places
	Maintain Net Promoter Score (NPS)	Maintained	Holiday Parks	Holiday Park Business Development and Marketing, Holiday Park Commercial Business, Holiday Park Operations, Koala Sanctuary
	Implement scheduled actions under the Beachside Holiday Parks and Koala Sanctuary Operational Plan	Completed as scheduled		
	Progress implementing scheduled actions in the LSPS and Place Plans	Completed as scheduled	Strategy & Environment	Strategic Planning
	Planning Proposals assessed within timeframes as per DPE LEP Making Guideline (Sept 2022)	Compliant		
	Progress implementing scheduled actions of the Local Housing Strategy	Completed as scheduled	Strategy & Environment	Strategic Planning

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Delivery Program Action	Operational Plan 2025 to 2026	
	Action	What we deliver
P1.3.1 Develop an annual program for Council to provide development services to enhance liveability	P1.3.1.1 Deliver the annual program of development services	<ul style="list-style-type: none"> • Development application assessments • Information and advice relating to development applications and development proposals • Building certification • Fire safety program
P1.4.1 Develop shareholder value through an effective partnership with Newcastle Airport	P1.4.1.1 Develop shareholder value through an effective partnership with Newcastle Airport	Support commercial aviation business through participation in the boards of Newcastle Airport Pty Ltd (NAPL); Newcastle Airport Partnership; Greater Newcastle Aerotropolis Pty Ltd (GNAPL); Greater Newcastle Aerotropolis Partnership
P2 Infrastructure, facilities & connections – Our community's infrastructure, facilities and connections are safe, convenient,		
P2.1.1 Deliver, manage and maintain community and property assets in accordance with the Strategic Asset Management Plan 2025-2035 (SAMP)	P2.1.1.1 Deliver, manage and maintain community and property assets in accordance with the SAMP 2025-2035	<ul style="list-style-type: none"> • Review the SAMP for 2026-2036 • Develop and initiate Capital Works Program - Community assets (Civil & Community assets) • Manage, model and report on Council's Community assets (Civil & Community assets) • Plan and develop maintenance programs • Property Assets
P2.1.2 Deliver asset and engineering services to meet customer demand	P2.1.2.1 Deliver asset and engineering services	<ul style="list-style-type: none"> • Provide corporate data management and systems to support asset modelling and long term financial forecasts • Provide specialist technical assessment, investigation and planning services: <ul style="list-style-type: none"> - in drainage and flooding - in traffic engineering and road safety - and certification in development engineering • Provide fleet asset management services.
P2.1.3 Deliver the 4-year Public Infrastructure Program	P2.1.3.1 Implement Council's adopted annual capital works program	<p>Provide the following to implement projects identified in the annual capital works program:</p> <ul style="list-style-type: none"> • Project management, survey, design and construction services for internally and externally delivered civil infrastructure • Project management, contract management and architectural services for externally delivered community infrastructure • Project estimation and quality control • Civil infrastructure including roads, bridges, stormwater drainage, public transport and pedestrian / shared path facilities • Community Infrastructure including playgrounds and park furniture, public amenities, boat ramps and wharfs, sport and recreation facilities, public space improvements and community buildings

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Operational Plan 2025 to 2026 (cont.)			Delivery responsibility	
	Effectiveness measures (EM)	EM Target	Section	Units
	Median net determination time for Development Applications	≤ 40 days	Development & Compliance	Development Planning, Building & Certification Services
	Participation in Board meetings	Maintain participation	Office of the General Manager	Office of the General Manager
reliable and adequately resourced				
	Progress completion of civil, community and corporate asset program inspections	>85%	Assets	Civil Assets, Community Assets, Civil Projects, Property Assets
	Engineering development, flooding and drainage development application referrals are completed to the agreed service standards	≥ 90%	Assets	Asset Systems, Engineering Services, Civil Assets (Fleet)
	Projects completed on time and within budget	> 95%	Capital Works	Construction, Project Services, Civil Infrastructure

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Delivery Program Action	Operational Plan 2025 to 2026	
	Action	What we deliver
P2.1.4 Deliver the program for maintenance of Council's assets	P2.1.4.1 Maintain Council's civil and community infrastructure	<ul style="list-style-type: none"> • Maintain Council controlled: <ul style="list-style-type: none"> - Roads and road reserves - drains, buildings and associated infrastructure - parks, reserves, foreshores, cemeteries and other Council assets • Prepare sites for events • Provide mechanical & fabrication services • Provide regular cleaning services for Administration Building and Depots
P3 Community safety - Our community feels safe and resilient		
P3.1.1 Develop an annual program for Council to provide compliance services to enhance public safety and health	P3.1.1.1 Deliver the annual program of compliance services	<ul style="list-style-type: none"> • Investigate and resolve unauthorised developments • Swimming pool safety program • Provide ranger services including parking surveillance, animal management, waste compliance and environmental regulation • Inspections and audits • Environmental regulation • Food, commercial premises and public health surveillance • Onsite Sewage Management Program
P3.2.1 Deliver an emergency management framework that supports emergency services, other agencies and our community	P3.2.1.1 Deliver emergency management services, programs and resources	<ul style="list-style-type: none"> • A coordinated response to emergencies • Scheduled maintenance of Asset Protection Zones (APZ) and fire trails on council land • Development, implementation and review of emergency management plans and strategies for Council and the community

**ITEM 1 - ATTACHMENT 2 DRAFT DELIVERY PROGRAM 2025 TO 2029
INCORPORATING THE OPERATIONAL PLAN 2025 TO 2026.**

Operational Plan 2025 to 2026 (cont.)			Delivery responsibility	
	Effectiveness measures (EM)	EM Target	Section	Units
	Road defects fixed within intervention timeframes	90%	Public Domain & Services	Roads
	Priority roadside & drainage and maintenance defects fixed within intervention timeframes	90%		Roadside and Drainage
	Open spaces and foreshore maintenance service carried out within service level agreement	90%		Parks
	Priority actions for Building Trades fixed within intervention timeframes	90%		Trades
	Compliance related customer requests closed as a proportion of number received	≥ 95%	Development & Compliance	Compliance
	Completion of objectives identified in the Emergency Management Program of Work	90%	Office of the Director of Facilities and Infrastructure	Emergency Management

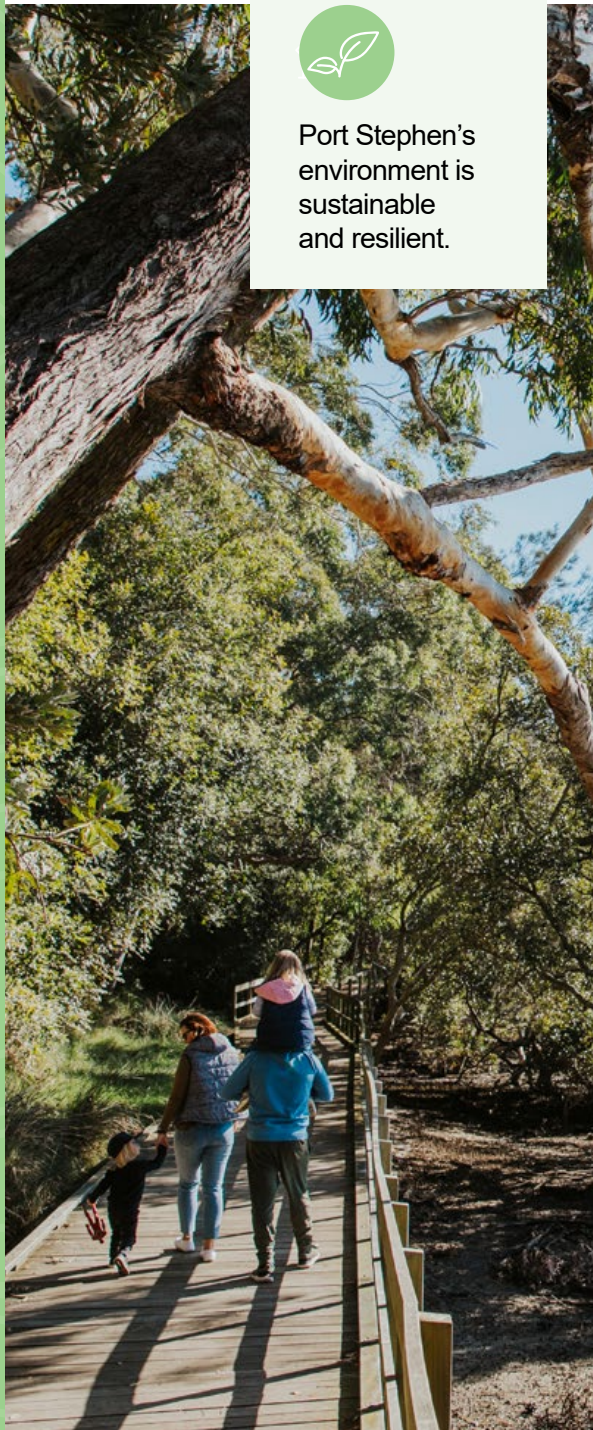
ITEM 1 - ATTACHMENT 2 DRAFT DELIVERY PROGRAM 2025 TO 2029
INCORPORATING THE OPERATIONAL PLAN 2025 TO 2026.

FOCUS AREA

Our
environment



Port Stephens's
environment is
sustainable
and resilient.



ITEM 1 - ATTACHMENT 2 DRAFT DELIVERY PROGRAM 2025 TO 2029 INCORPORATING THE OPERATIONAL PLAN 2025 TO 2026.



Delivery Program 2025 to 2029



\$125 million projected spend on our environment
over four year delivery program

Community Strategic Plan Action	Delivery Program 2025 to 2029 Action	How will we measure our performance? Delivery Program measures	Responsibility Directorate
E1 Environmental balance - Our community's natural and built environment is sustainably, balanced and resilient to environmental risks, natural hazards and climate change			
E1.1 Protect and enhance our local natural and built environment	E1.1.1 Develop and implement a program for Council to deliver technical environmental advice, strategies and policies	Progress in implementing the Operational Plan Action	Community Futures Directorate
E1.2 Support community resilience to climate change including coastal and waterway hazards	E1.2.1 Develop and implement a program for Council to mitigate environmental risks associated with climate change and natural hazards	Progress in implementing the Operational Plan Action	Community Futures Directorate & Facilities and Infrastructure Directorate
E2 Environmental sustainability - Our community uses resources sustainably, efficiently and equitably			
E2.1 Deliver actions that support renewable energy and alternative fuel use	E2.1.1 Develop and implement a program for Council to lead the way to a sustainable and climate positive future	Progress in implementing the Operational Plan Action	Community Futures Directorate
E2.2 Support programs that improve resource recycling and reduction of waste	E2.2.1 Deliver a Waste program to support the reduction of the community's environmental footprint whilst providing efficient services	Progress in implementing the Operational Plan Action	Facilities and Infrastructure Directorate

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Operational Plan 2025 to 2026



Delivery Program Action	Operational Plan 2025 to 2026	
	Action	What we deliver

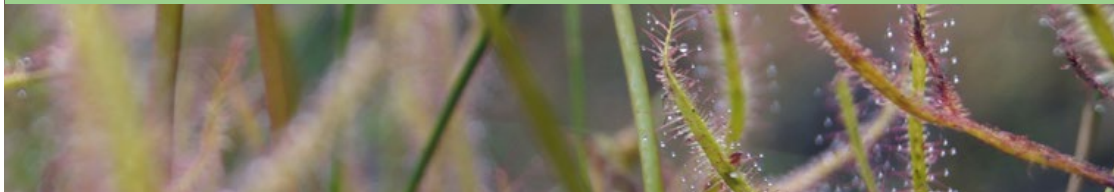
E1 Environmental balance - Our community's natural and built environment is sustainably, balanced and resilient to environmental

E1.1.1 Develop and implement a program for Council to deliver technical environmental advice, strategies and policies	E1.1.1.1 Develop and monitor environmental policies and strategies	<ul style="list-style-type: none"> • Commence a Strategy to deal with environmental matters • Revise koala habitat mapping
	E1.1.1.2 Deliver technical environmental advice, and impact assessment services	<ul style="list-style-type: none"> • Provide ecological and planning advice • Ecological and environmental Planning referrals for development applications, Planning Proposals and REF's • Tree Assessments • Develop Environmental Volunteer Action Plans • Deliver Biosecurity and Rehabilitation Program
E1.2.1 Develop and implement a program for Council to mitigate environmental risks associated with climate change and natural hazards	E1.2.1.1 Implement actions in the Port Stephens Coastal Management Program (CMP)	Port Stephens CMP actions

E2 Environmental sustainability - Our community uses resources sustainably, efficiently and equitably

E2.1.1 Develop and implement a program for Council to lead the way to a sustainable and climate positive future	E2.1.1.1 Implement actions in the Emissions Reduction Action Plan	Emissions Reduction Action Plan actions
E2.2.1 Deliver a Waste program to support the reduction of the community's environmental footprint whilst providing efficient services	E2.2.1.1 Implement the Waste Management Strategy 2021-2031	<ul style="list-style-type: none"> • Provide a range of waste collection, recycling and disposal services • Operate the Salamander Bay Waste Transfer Station • Provide waste education programs • Provide public place cleaning to the CBD areas of Council

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Operational Plan 2025 to 2026 (cont.)		Delivery responsibility	
Effectiveness measures (EM)	EM Target	Section	Units

risks, natural hazards and climate change

	Progress developing and implementing Council's environmental policies and strategies	Completed as scheduled	Strategy & Environment	Natural Systems
	Council's development services are provided with technical environmental advice	Completed as scheduled	Strategy & Environment	Natural Systems
	Progress implementing scheduled actions in the Port Stephens Coastal Management Program (CMP)	Completed as scheduled	Strategy & Environment	Natural Systems
	Port Stephens CMP actions implemented	Completed as scheduled	Assets	Civil Assets, Community Assets, Civil Projects

	Progress implementing scheduled actions in the Emissions Reduction Action Plan	Completed as scheduled	Strategy & Environment	Natural Systems
	Community satisfaction: <ul style="list-style-type: none"> Domestic waste and recycling collection Access to waste transfer stations & depots 	<ul style="list-style-type: none"> >86% >74% 	Community Services	Waste Management

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FOCUS AREA

Our
Council



Port Stephens
Council leads,
manages and
delivers valued
community services
in a responsible way



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Delivery Program 2025 to 2029



\$202 million projected spend on our Council
over four year delivery program

Community Strategic Plan Action	Delivery Program 2025 to 2029 Action	How will we measure our performance? Delivery Program measures	Responsibility Directorate
L1 Resources and finance - Our Council is resourced, financially sustainable and advocates to meet community needs			
L1.1 Develop and encourage the capabilities and aspirations of Council's workforce	L1.1.1 Deliver the 4-year Workforce Management Strategy	Progress in implementing the Operational Plan Action	Corporate Strategy and Support Directorate
L1.2 Provide strong leadership, advocacy role and government relations	L1.2.1 Develop and implement strategic direction and governance of Council	Progress in implementing the Operational Plan Action	Office of the General Manager
L1.3 Provide a strong ethical governance structure and systems for Council	L1.3.1 Deliver Governance Services and internal audit program	Progress in implementing the Operational Plan Action	Office of the General Manager
	L1.3.2 Deliver the Integrated Planning and Reporting program	Progress in implementing the Operational Plan Action	Corporate Strategy and Support Directorate
	L1.3.3 Deliver the 4-year program for Service Reviews and Continuous Improvement Program	Progress in implementing the Operational Plan Action	
L1.4 Invest in digital technologies to improve Council performance and support to customers	L1.4.1 Implement the 3 year Digital Strategy and Roadmap	Progress in implementing the Operational Plan Action	Corporate Strategy and Support Directorate
L1.5 Maintain financial sustainability and resilience	L1.5.1 Implement the Long-Term Financial Plan 2025 to 2035	Progress in implementing the Operational Plan Action	Corporate Strategy and Support Directorate
	L1.5.2 Implement the Property Investment Strategy	Progress in implementing the Operational Plan Action	

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Operational Plan 2025 to 2026



Delivery Program Action	Operational Plan 2025 to 2026	
	Action	What we deliver

L1 Resources and finance - Our Council is resourced, financially sustainable and advocates to meet community needs

L1.1.1 Deliver the 4-year Workforce Management Strategy	L1.1.1.1 Implement the Workforce Management Strategy	Deliver the Workforce Management Strategy strategic objectives: <ul style="list-style-type: none"> • Recruit: Promote Port Stephens Council as a Best Employer to attract top talent • Retain: Support our people to be healthy, resilient and engaged • Develop: Empower our people to grow and develop through lifelong learning • Inspire: Inspire a culture of excellence through continuous improvement and healthy relationships
L1.2.1 Develop and implement strategic direction and governance of Council	L1.2.1.1 Coordinate and deliver Councillor and executive support services	<ul style="list-style-type: none"> • Support the Mayor, Councillors and General Manager • Host citizenship ceremonies
	L1.2.1.2 Advocate for community priorities and work with other levels of government and stakeholders	<ul style="list-style-type: none"> • Liaise with federal, state and local governments and other government agencies on regulatory and governance matters and other community issues • Support the community through advocacy at relevant forums
	L1.2.1.3 Work with Hunter Councils to enhance the Hunter Region	Manage strategic and operational matters for: <ul style="list-style-type: none"> • Hunter Joint Organisation • Arrow Collaborative Services Ltd • Local Government Legal Services Ltd

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Operational Plan 2025 to 2026 (cont.)		Delivery responsibility	
Effectiveness measures (EM)	EM Target	Section	Units

	Progress implementing scheduled actions of the Workforce Management Strategy	Completed as scheduled	Organisation Support	People and Culture
	Councillor satisfaction	Maintain	Office of the General Manager	Executive Administration
	Participation in consultation/advocacy activities with other levels of government or agencies	Maintain participation	Office of the General Manager	Office of the General Manager
	Participation in Hunter Joint Organisation meetings	Maintain participation	Office of the General Manager	Office of the General Manager

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Delivery Program Action	Operational Plan 2025 to 2026	
	Action	What we deliver
L1.3.1 Deliver Governance Services and internal audit program	L1.3.1.1 Implement governance and legal services and enterprise risk management framework	Conduct Risk Maturity Score and provide: <ul style="list-style-type: none"> • Enterprise Risk Management System • Incident Management and Business Continuity • Management of Council's insurance portfolio • Environmental Auditing • Environmental Management System • Environmental Performance • Environmental Regulatory Licenses, Permits and Certificates • Incident Management • Corporate Wellness • Injury Management • Work Health and Safety Management System • Governance, legislative and policy advice • Governance Health Check • Internal legal advice and advocacy • Legal services • Access to information and privacy processes
	L1.3.1.2 Implement and coordinate the Audit Risk and Improvement Committee (ARIC) requirements and internal audit processes	Coordinate the internal audit program and ARIC meeting and reporting obligations
L1.3.2 Deliver the Integrated Planning and Reporting program	L1.3.2.1 Deliver the legislative requirements of the Integrated Planning and Reporting Framework	<ul style="list-style-type: none"> • Annual Report 2024 to 2025 • Deliver and report on the Delivery Program 2025 to 2029 and Operational Plan 2024 to 2025 and 2025 to 2026 via Six Monthly Reports • Report on Council achievements and awards • Review of the Delivery Program 2025 to 2029 and Operational Plan 2026 to 2027
	L1.3.2.2 Complete the Community Satisfaction Survey	Complete Community Satisfaction Survey
L1.3.3 Deliver the 4-year program for Service Reviews and Continuous Improvement Program	L1.3.3.1 Implement the annual Service Review program and Continuous Improvement Program	Provide specialist advice, information and support for Service Reviews: <ul style="list-style-type: none"> • Office of the Director Community Futures • Development and Compliance

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INCORPORATING THE OPERATIONAL PLAN 2025 TO 2026.**

Operational Plan 2025 to 2026 (cont.)			Delivery responsibility	
Effectiveness measures (EM)	EM Target	Section	Units	
Governance Health Check	>95%	Governance	Office of Section Manager Governance, Legal Services, Enterprise Risk Management	
Risk Maturity Score	≥ 85%			
Percentage of Audit-identified issues resolved within the expected timeframe	100%	Governance	Office of Section Manager, Legal Services	
Integrated Plans delivered on time	≥ 95%	Office of the Director of Corporate Strategy and Support	Integrated Planning and Reporting	
Community Satisfaction Survey undertaken	Survey completed	Office of the Director of Corporate Strategy and Support	Integrated Planning and Reporting	
Commencement of service reviews as per our annual program	Completed as scheduled	Organisation Support	Continuous Improvement	

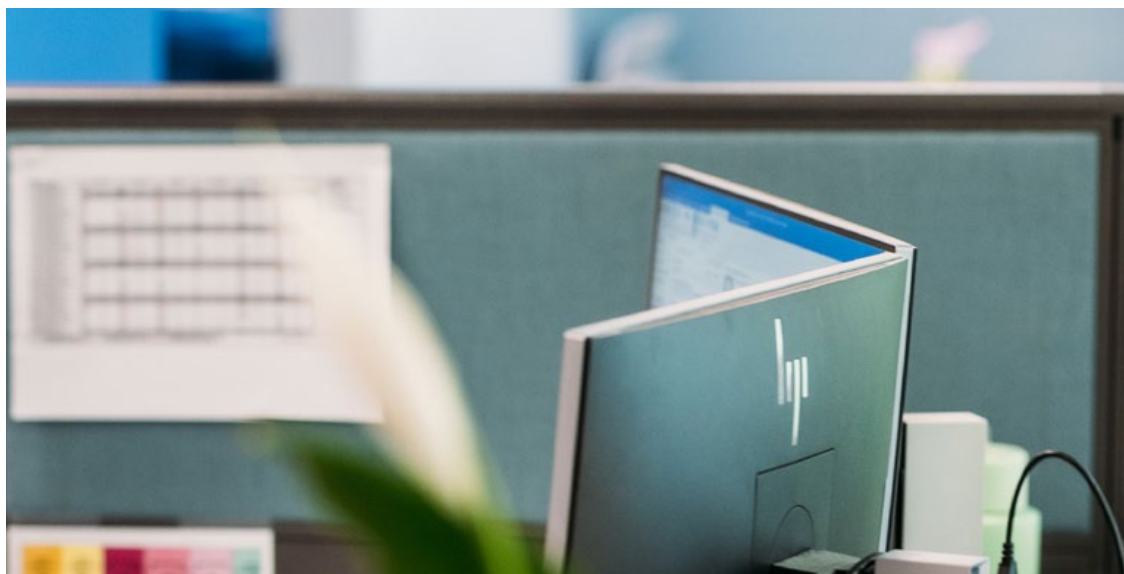
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Delivery Program Action	Operational Plan 2025 to 2026	
	Action	What we deliver
L1.4.1 Implement the 3 year Digital Strategy and Roadmap	L1.4.1.1 Implement annual actions from the Digital Strategy and Roadmap	<p>Deliver the Digital Strategy and Roadmap strategic goals:</p> <p>Goal 1 – Deliver modern digital services</p> <p>Goal 2 – Information is accurate, accessible, and secure</p> <p>Goal 3 – Optimise the value of our digital investments</p> <p>Goal 4 – Digital Governance supports Transparency, Accountability, and Innovation</p>
L1.5.1 Implement the Long-Term Financial Plan 2025 to 2035	L1.5.1.1 Implement Council's Long-Term Financial Plan 2025 to 2035 and Annual Budget for 2025 to 2026 including Financial Sustainability Strategy and Roadmap	<p>Implement:</p> <ul style="list-style-type: none"> • Long Term Financial Plan (2025-2035) • Fees and Charges (2025-2026) <p>Develop:</p> <ul style="list-style-type: none"> • Long Term Financial Plan (2026-2036) • Fees and Charges (2026 -2027) • Cash & Investments Policy • Procurement Policy • Statutory reporting • Administer rates and charges
L1.5.2 Implement the Property Investment Strategy	L1.5.2.1 Implement actions and projects in the Property Investment Strategy	Manage the property investment and development portfolio, commercial investment buildings, bio-banking sites and other key strategic investment opportunities



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Operational Plan 2025 to 2026 (cont.)		Delivery responsibility	
Effectiveness measures (EM)	EM Target	Section	Units
Progress implementing scheduled actions of the ICT & Digital Transformation Strategy	Completed as scheduled	Organisation Support	Digital Transformation, ICT
Underlying financial result is better than the budget	Underlying financial result is better than the budget	Financial Services	Finance Reporting, Finance Expenditure, Finance Revenue
Progress implementing scheduled actions and projects in accordance with the Property Investment Strategy	Completed as scheduled	Office of the Director of Corporate Strategy and Support	Property Investment and Development

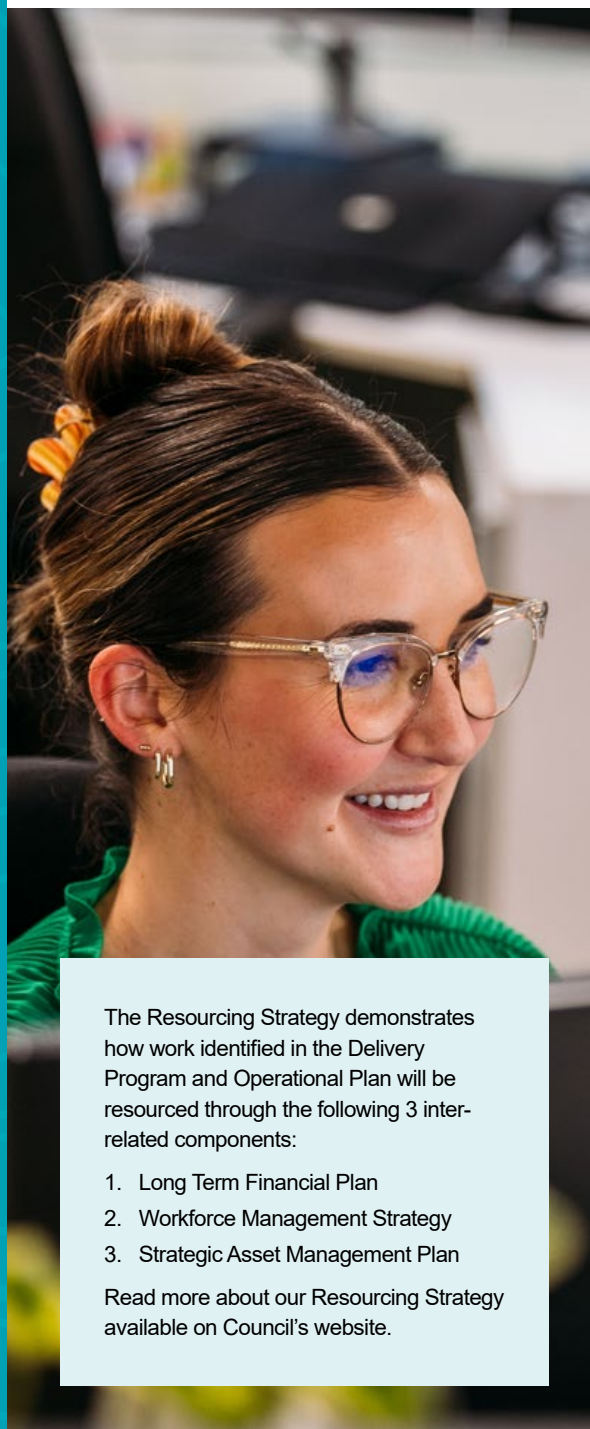


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SECTION 4

Our resourcing strategy

- 53 | Long Term Financial Plan
- 55 | Workforce Management Strategy
- 55 | Strategic Asset Management Plan



The Resourcing Strategy demonstrates how work identified in the Delivery Program and Operational Plan will be resourced through the following 3 inter-related components:

1. Long Term Financial Plan
2. Workforce Management Strategy
3. Strategic Asset Management Plan

Read more about our Resourcing Strategy available on Council's website.

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Long Term Financial Plan

The Long Term Financial Plan (LTFP) is a critical part of Council's future planning. It is a ten-year rolling plan that informs decision-making and demonstrates Council's resourcing and funding of the Integrated Planning and Reporting Suite of documents. It is a tool used by Council to guide future action and aid priority setting and problem solving. The LTFP contains a set of ten-year financial projections based

on a set of assumptions, it is then reviewed and rolled over annually.

Grounded in the principles of sound financial management as outlined in Section 8B of the Local Government Act 1993, the LTFP has its own financial objectives for the organisation in addition to acting as a resource plan.

LTFP objectives



Annual operating surplus

Strong budget management and governance that achieves a positive operating result before capital grants and contributions build to an underlying 1% surplus over the life of the LTFP.



Cash backed reserves

Shockproof cash position to meet unknown impacts as they arise.



Sustainable ability to maintain assets and undertake capital works projects

Safeguard funding allocations to prioritise rehabilitation and identify sources of funding for new infrastructure that accounts for full-life asset management and depreciation.



Sustainable ability to recruit, retain, develop and inspire talent

Support a balanced approach to workforce planning to ensure a high-performing organisation.



Overall financial sustainability

Legacy decisions that promote intergenerational equity and achieve community aspirations through consistent prudent and responsible financial management including the Resilience Fund.



Special Rate Variation (SRV) enhanced services

Through an established cash reserve Council will expend SRV funding on enhanced services important to the community.

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Income	Assumptions
Rates and annual charges	9.5% 2026 3% 2027 onwards
New rates assessments	200 2026 onwards
User fees and charges	3.5% 2026 3% 2027 onwards
Operating grants and contributions	3% 2026 to 2027 2.5% 2028 onwards
Cash investment income	3.5% 2026 2.5% 2027 2.75% 2028 onwards
Rental income	3.5% 2026 3.25% 2027 3% 2028 onwards
Expenses	Assumptions
Materials and services	3.5% 2025 3.25% 2026 onwards
Other expenses	3% 2025 onwards
Employee costs	As per Enterprise Agreement

Forecasting over a ten-year period has its challenges and some assumptions are outside of Council's control. The LTFP is based on a number of assumptions with the key assumptions detailed in the table.

Council's underlying result as modelled in the LTFP is summarised below.

Financial year	Underlying result \$'000
2025 to 2026	1,230
2026 to 2027	989
2027 to 2028	1,119
2028 to 2029	1,272
2029 to 2030	1,530
2030 to 2031	1,858
2031 to 2032	1,470
2032 to 2033	932
2033 to 2034	1,254
2034 to 2035	1,257

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Workforce Management Strategy

The Workforce Management Strategy (WMS) is a proactive, 4-year document that shapes the capacity and capability of the workforce to achieve council's strategic goals and objectives.

Port Stephens Council's Workforce Management Strategy 2025 to 2029 sets out what type of organisation we need to be and how we plan to get there.

In partnership with Council's Long Term Financial Plan and Strategic Asset Management Plans, the Workforce Management Strategy ensures that there are sufficient resources available in the right place, at the right time, with the right skills to deliver on the community's vision and aspirations for their place.

Strategic Asset Management Plan

The management of Council's assets is documented through the suite of asset management documents - Asset Management Policy, Strategic Asset Management Plan (SAMP) and Asset Management Plans (AMP).

The purpose of the SAMP is to establish the structure for detailed planning and improvements, processes and structures, which will support long-term asset management well into the future.

The AMP details information for each of Council's asset classes in accordance with the documented framework in the Asset Management Policy. The SAMP is a summary of the information collated from the AMP.

Council is the custodian of infrastructure totalling over \$1.4 billion of noncurrent assets such as roads, footpaths, buildings, drainage, seawalls, surf clubs, jetties fleet, holiday parks, information technology and so on.

The SAMP 2025 to 2035 will be used to achieve Council's actions documented in the Community Strategic Plan primarily under Focus Area – Our Place.

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SECTION 5 Appendices

56 | Appendix 1: Key
result measures

57 | Appendix 2: Statement
of revenue policy

Appendix 1: Key result measures

Council deploys 6 key measures to record its performance against targets. The measures are:

1. Service delivery

While the Community Strategic Plan lays out the general priorities for the community, the Delivery Program and Operational Plan detail how Council will deliver these priorities through activities and actions.

Council reports against actions and budgets, detailed in the Delivery Program and the annual Operational Plan through its Annual and Six Monthly reports.

For Council to be successful in this measure:

Target: >95% integrated plans delivered on time

(which includes delivery of the actions set out in the annual Operational Plan).

2. Community satisfaction

Council's Community Satisfaction Survey provides the community with an opportunity to have their say on how Council is performing and their level of satisfaction with Council's facilities and services.

For Council to be successful in this measure:

Target: Better than baseline of 3.08 out of 5

(measured as at 2024 Community Satisfaction Survey)

3. Employee wellbeing

Council's annual employee engagement survey measures an employee's energy and passion, their level of connection to the organisation and their willingness to apply discretionary effort to improve individual and business performance.

Research continues to find that organisations with higher engagement levels also have better talent, operational, customer and financial outcomes.

For Council to be successful in this measure:

Target: >80% employee engagement.

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4. Risk management maturity score

Council's Enterprise Risk Management Framework assists the Council to understand the broad spectrum of risks facing it in delivering a complex range of services to the community. The Framework provides tools to ensure that risk is appropriately managed.

For Council to be successful in this measure:

Target: >85% risk management maturity score.

5. Financial sustainability

Council aims to achieve an underlying financial result that is better than the budget to enable it to be financially sustainable.

For Council to be successful in this measure:

Target: underlying financial result better than budget.

6. Asset management

Expenditure on asset maintenance is essential to ensuring assets continue to meet their service delivery requirements. If actual maintenance expenditure is less than the estimated required annual maintenance, a council may not be investing enough funds within the year to stop its infrastructure backlog from growing.

For Council to be successful in this measure:

Target: ≥100% asset maintenance ratio.

$$\text{Asset maintenance ratio} = \frac{\text{Actual asset maintenance}}{\text{Required asset maintenance}}$$

Appendix 2: Statement of revenue policy

Rating structure

2025-2026 is the final year of a three-year special rate variation (SRV) to ordinary rates in Port Stephens approved by the Independent Pricing and Regulatory Tribunal (IPART) in June 2023. Ordinary rates will increase by 9.5% in 2025-2026. The 9.5% SRV increase includes the 4.5% rate peg increase to ordinary rates.

The following rates are proposed for 2025-2026, and key elements of Council's proposed rating policy are:

- Use 1 July 2022 base date land values for rating purposes
- Increase ordinary rates 9.5% under the SRV
- Retain sub-categories in the residential and farmland categories aligned with the Williamstown Management Area
- Continue to make the farmland rate the same as the residential rate
- Retain 35% base amounts in the main residential rate category and business rate category

Rating of strata lots

Each lot in a strata plan is rated separately but Council will include lots in identical ownership on one rate notice where one lot consists of either a residential unit or residential unit and garage and the other lots consist of either a garage or utility room. A maximum of three (3) separate strata lots can be included on one rate notice where only one lot must contain a residential unit. All lots must be within the same strata plan (or strata complex at Council's discretion). Council will not allow aggregation in any other circumstances including multiple residential units, multiple garages, multiple industrial bays, multiple retail premises and multiple marina berths. Council will allow aggregation of land values where new land values are received and amalgamation or consolidation of parcels owned by the same ratepayer is to occur, and the Valuer-General has confirmed that amalgamation will be approved.

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Council will also allow aggregation of land values with other land in identical names where land is subject to a license or enclosure permit and the Valuer-General has confirmed that amalgamation will be approved. The date of effect of aggregation approval is the date the application was received by Council. The date of effect may be backdated at Council's discretion to the start of the current financial year, if there are exceptional circumstances that prevented the ratepayer from making an earlier application. Aggregation will not be backdated for prior years.

Categorisation of land

All land is placed within one of four mandatory categories for rating purposes according to the dominant use of the land: residential, farmland, business and mining. A fifth land category of environmental land has recently been included in the Local Government Act 1993. This land category has not yet commenced and is awaiting proclamation. The land category is printed on the rate notice. Ratepayers may apply for their land category to be reviewed and applications are determined within 40 days. Where a ratepayer applies for their land category to be reviewed and this is approved, the date of effect for rating purposes is the date the application was received by Council. The date of effect may be backdated at Council's discretion, if there are exceptional circumstances that prevented the ratepayer from making an earlier application. Where Council initiates the review of a land category the date of effect shall be no earlier than the date the declaration is posted to the ratepayer.

Exemption from rates

All land is rateable unless it is exempt under section 555 or section 556 of the Local Government Act 1993. Eligible organisations. (generally public charities) may apply for their land to be made exempt if they believe it to be exempt. Where a ratepayer applies for their land to be made exempt and this is approved, the date of effect for rating purposes is the date the application was received by Council.

The date of effect may be backdated, at Council's discretion, if there are exceptional circumstances that prevented the ratepayer from making an earlier application.

Exemption from or adjustment to charges

Where a ratepayer applies for annual charges to be reviewed and this is approved, the date of effect for charging purposes is the date the application was received by Council. The date of effect may be backdated at Council's discretion to the start of the current financial year, if there are exceptional circumstances that prevented the ratepayer from making an earlier application. As Council uses contractors for waste collection it is not possible to backdate waste service annual charge removal for prior years where a service was not received or utilised as the contractor costs have already been expended. Where Council initiates the application of annual charges the date of effect shall be no earlier than the date an occupation certificate was issued, or bins delivered, or if the property was omitted from being charged in prior years, the start of the current financial year.

Hunter Local Land Services

Council includes on its rate notice a catchment contribution collected on behalf of the Hunter Local Land Services. The Local Land Services sets the rate in the dollar around June each year after receiving Ministerial approval. Catchment contributions are collected by Council under the Local Land Services Act 2013 and are passed on to the Service. All rateable land with a land value exceeding \$300 within a defined river catchment area is subject to the contribution.

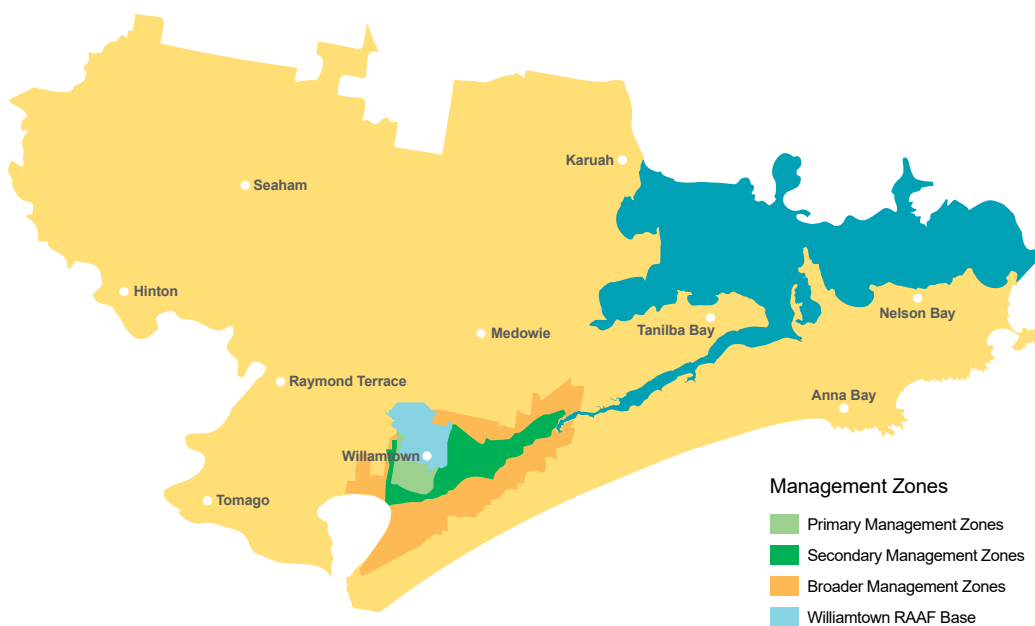
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Category	Sub-category	Ad valorem rate in \$	Base amount \$	Base amount yield %	Estimated rate yield '000s
Residential	n/a	0.2046	528	35	\$49,225
Residential	Williamtown Primary Zone	0.1364	352	36	\$23
Residential	Williamtown Secondary Zone	0.1535	396	39	\$161
Residential	Williamtown Broader Zone	0.1841	475	38	\$311
Farmland	n/a	0.2046	528	19	\$1,228
Farmland	Williamtown Primary Zone	0.1364	352	27	\$12
Farmland	Williamtown Secondary Zone	0.1535	396	26	\$26
Farmland	Williamtown Broader Zone	0.1841	475	26	\$29
Business	n/a	0.5614	2,255	35	\$12,758
Mining	n/a	0.5614	0	n/a	Nil
Total					\$63,773

Ordinary rate sub-categories: Williamtown management area

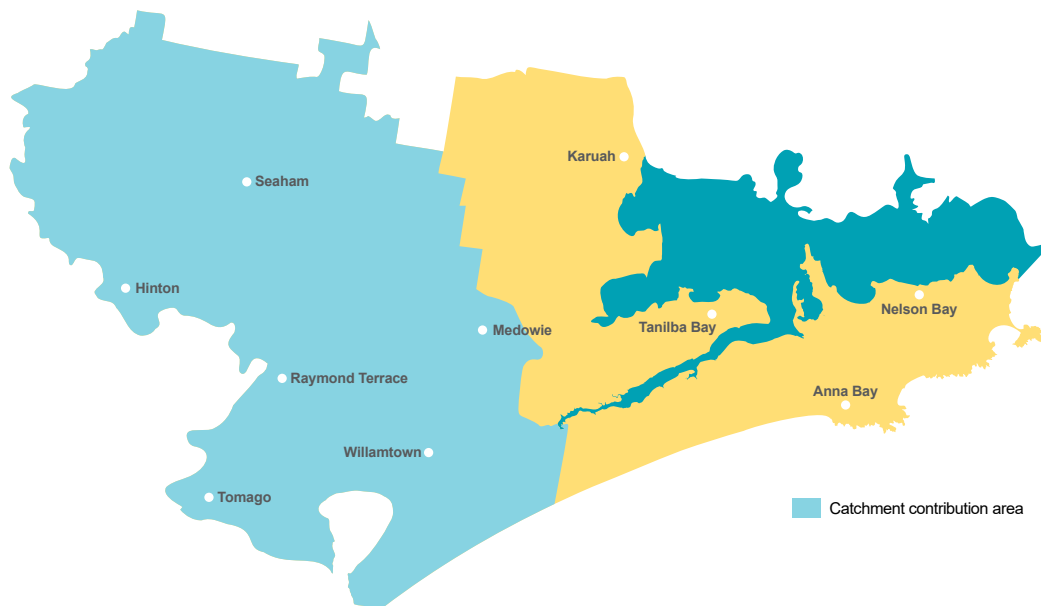


ITEM 1 - ATTACHMENT 2 DRAFT DELIVERY PROGRAM 2025 TO 2029
INCORPORATING THE OPERATIONAL PLAN 2025 TO 2026.

Residential, farmland, business and mining rates



Hunter Local Land Services



ITEM 1 - ATTACHMENT 2 DRAFT DELIVERY PROGRAM 2025 TO 2029 INCORPORATING THE OPERATIONAL PLAN 2025 TO 2026.

Charges

Fees and Charges

Council's Fees and Charges are set out in a separate document and follow Council's Pricing Policy for its pricing methodology. Further details on fees and charges as well as proposed borrowings can be found in Council's Long Term Financial Plan.

In accordance with our 4-year Delivery Program, Council proposes a two level waste charge. This charge is reviewed annually in accordance with the Operational Plan. Proposed charges are shown in the table below.

For 2025 to 2026:

Waste management charge

A base waste management charge of \$127 will be applied to all rateable properties under sections 496 and 501 of the Local Government Act 1993. This charge contributes toward the management of waste services not delivered to the kerbside such as the waste transfer station, the rehabilitation and environmental monitoring of decommissioned landfill sites and the provision of ancillary waste services including scheduled garden waste, electronic waste, household chemicals, mattresses, dry recycling and tyre drop off events as well as the management of other public place waste services. In the case of properties categorised as farmland, if there is more than one property in the same ownership and run as a single undertaking then the full base charge will be applied to the first property plus a \$1 base charge against each subsequent property.

Waste service charge

As required by section 496 of the Local Government Act 1993, a domestic waste service charge of \$573 will be applied to all developed residential properties, whether occupied or unoccupied, including land categorised as 'residential' and 'farmland'.

This charge will entitle the ratepayer to the weekly collection of residual waste using a 240-litre wheelie bin (red bin), fortnightly collection of material for recycling using a 240-litre wheelie bin (yellow bin), fortnightly collection of material for green waste using a 240-litre wheelie bin (green bin) and two on-call bulky/garden waste clean-up services.

A non-domestic waste service charge of \$573 will be applied to each commercial and business property, whether occupied or unoccupied, as authorised by section 501 of the Local Government Act 1993. This charge will entitle the ratepayer to the weekly collection of residual waste using a 240-litre wheelie bin (red bin) and fortnightly collection of materials for recycling using a 240-litre wheelie bin (yellow bin).

To apply a domestic or non-domestic waste service charge and/or waste management charge, 'property' means any residence, business premises or commercial premises used or capable of being used as a separate premise whether or not situated on the same or separate rateable parcels of land, and whether occupied or unoccupied.





Type	Proposed charge 2025-2026
Waste management charge	\$127.00 (yield \$4,739,259)
Waste service charge	\$573.00 (yield \$21,341,958)

ITEM 1 - ATTACHMENT 2 DRAFT DELIVERY PROGRAM 2025 TO 2029
INCORPORATING THE OPERATIONAL PLAN 2025 TO 2026.



**ITEM 1 - ATTACHMENT 2 DRAFT DELIVERY PROGRAM 2025 TO 2029
INCORPORATING THE OPERATIONAL PLAN 2025 TO 2026.**

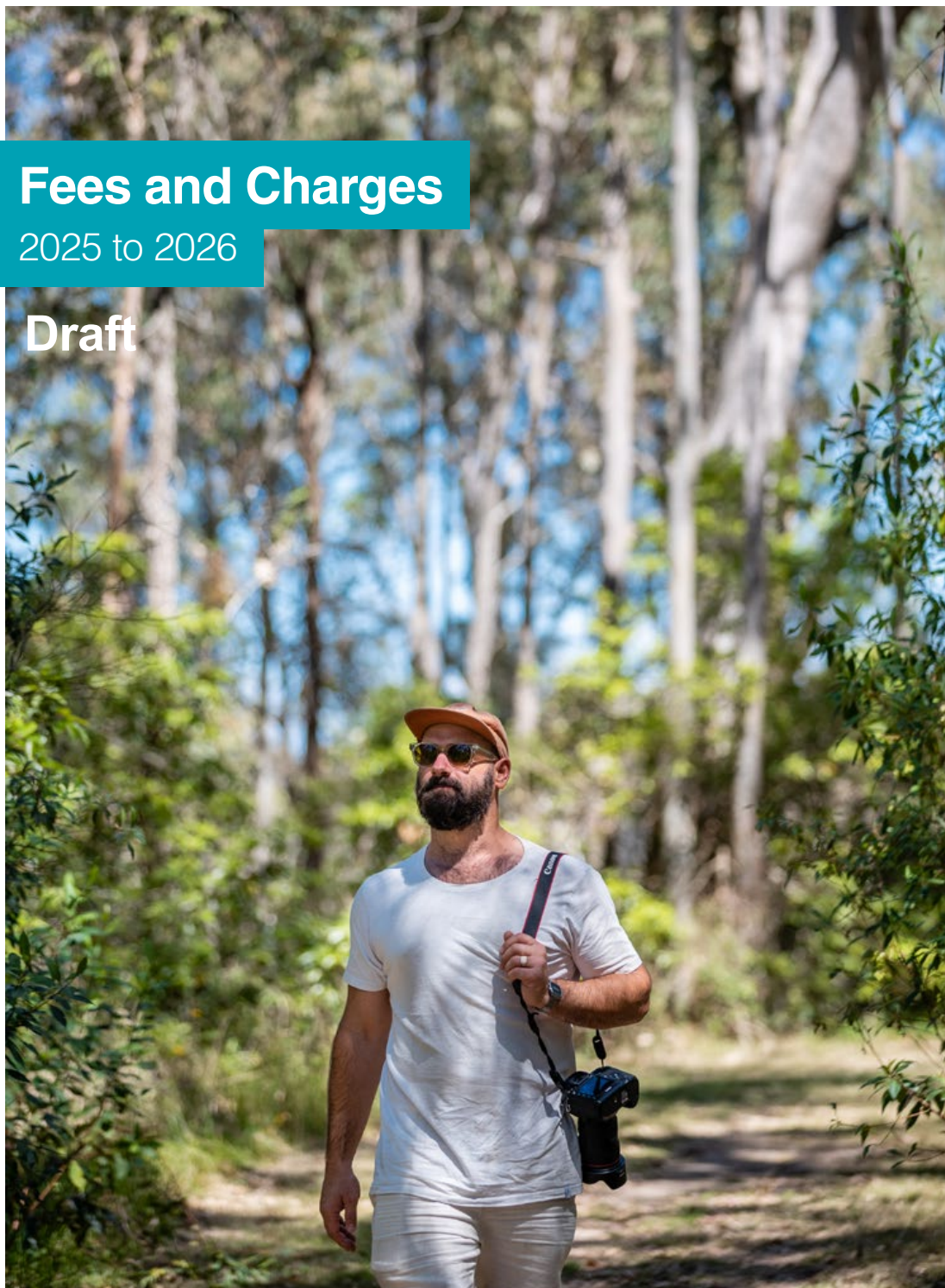


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Fees and Charges

2025 to 2026

Draft



Council charges and recovers approved fees for any services it provides — all fees are outlined in our schedule of fees and charges.



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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Pricing Policy

Sections 608-610 of the Local Government Act 1993 authorise Council to charge and recover fees for any service it provides apart from services for which the charging of a fee is prohibited. Council may waive all or part of a fee unless it is a fee regulated directly by the State Government. In determining whether a fee should be charged for a service Council will consider a number of principles, firstly, whether the service provides a public benefit or a private benefit.

A 'public' service is one where there is a general benefit to the community and where there is limited opportunity of collecting a fee, for example, roads and parks.

A 'private' service is one which provides a discernible private benefit to persons and which offers an opportunity of collecting a fee, for example processing a rezoning application. Where a service generates a private benefit then recovery of costs through a fee is appropriate.

Pricing Methods

Fees and charges made by Council will be classified according to the pricing structures as outlined below. Full cost pricing will apply to all of Council's fees and charges, except in the circumstances outlined in the alternative pricing structures.

Full cost pricing

Council will recover all direct and indirect costs of the service (including on-costs, overheads and depreciation of assets employed).

Partial cost pricing

Council will recover less than the full cost (as defined above).

Partial cost pricing may be used if shared benefits are derived from the provision of the service that accrue to the community as a whole as well as to individual users. It may also be applied where charging full cost recovery pricing will result in widespread evasion.

The price structure may also be used to stimulate demand for a service in the short term, although foregoing full cost recovery must be for a defined term only.

Statutory pricing

The price of this service is determined by legislation and dependent on that price, Council may or may not recover its full costs, but has no discretion to do so.

Statutory fees and charges are not required to follow the same approval process as other fees and charges as Council is not responsible for setting the price.

The release date for statutory fees and charges varies dependent on the governing body and often does not align with Council's time frame for releasing its fees and charges each year, in this instance Council will endeavor to update the fee or charge once pricing for the relevant period is made available.

DISCLAIMER: Where a fee (or charge) is a statutory one and where the amount is set outside of Council, then the actual statutory fee (or charge) shall prevail if it is different to the fee (or charge) contained within this schedule.

Pricing Methods (continued)

Market pricing

The price of the service is determined by examining alternative prices of surrounding service providers (this also may or may not recover the full cost of the service).

This pricing structure should apply in cases where the service is in competition with that provided by another council, agency or commercial provider and there is consequent pressure to set a price that will attract adequate usage of the service.

Market pricing should also apply where a service is predominantly provided for Council's in- house use, but sale to external markets will defray costs.

Free (zero priced)

Some services may be provided free of charge and the whole cost determined as a community service obligation and may fall within the class of a public good. This price structure may be used where the services provide a broad community benefit; and/or it is impractical or inconceivable to charge for the service on a user basis.

This price structure may also apply where the service is a minor part of the overall operation of Council and the potential for revenue is minimal.

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Port Stephens Council Administration Services Advertising Spaces Bus Shelter Panels								
Installation or removal of advertising	Installation or removal of the advertising panel on the bus shelter by Council staff	\$413.00	\$389.09	\$38.91	\$428.00	Per Panel		Full cost pricing
Economy Panel 1-2 panels	An advertising space that provides a combination of low exposure panels along lower trafficked roads. Best suited to the marketer on a tight budget.	\$97.00	\$91.36	\$9.14	\$100.50	Monthly per panel		Full cost pricing
Economy Panel 3+ panels	Discounted rate for multiple panels	\$87.00	\$82.27	\$8.23	\$90.50	Monthly per panel		Full cost pricing
Premium Panel 1-2 panels	A mix of panel exposures affixed to shelters on an assortment of trafficked roads. A popular choice amongst many advertisers.	\$116.00	\$109.55	\$10.95	\$120.50	Monthly per panel		Full cost pricing
Premium Panel 3+ panels	Discounted rate for multiple panels	\$104.00	\$98.18	\$9.82	\$108.00	Monthly per panel		Full cost pricing
Platinum Panel 1-2 panels	Our highest exposure panels on roads that receive moderate to very high traffic volumes. For those looking to make a substantial marketing impact.	\$135.50	\$127.73	\$12.77	\$140.50	Monthly per panel		Full cost pricing

continued on next page ...

Fees & Charges 2025/2026 | Page 13 of 165

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Bus Shelter Panels [continued]								
Platinum Panel 3+ panels	Discounted rate for multiple panels.	\$123.00	\$115.91	\$11.59	\$127.50	Monthly per panel		Full cost pricing
Not for profit organisation	Advertising panel space where panel is vacant (not for profit organisation only)	\$0.00	\$0.00	\$0.00	\$0.00			Free (zero priced)
Electric Vehicle Charging								
Electric Vehicle AC Chargers - Usage Charge	For use of AC Charging Stations owned and managed by Port Stephens Council.	\$0.00	\$0.68	\$0.07	\$0.75	Per Kwh		Market pricing
Financial Management								
Tenders								
Expression of Interest	Minimum fee Available free on web	\$71.00	\$74.00	\$0.00	\$74.00	Per tender		Full cost pricing
Tenders (Normal/Select)	Minimum fee Available free on web	\$0.00	\$74.00	\$0.00	\$74.00	Per tender		Full cost pricing
Complex Tenders	Minimum fee Available free on web	\$97.00	\$101.00	\$0.00	\$101.00	Per tender		Full cost pricing
Payment Processing								
Credit Card Fees	Applicable to payments made by credit card GST applies to the fee if the original item/ service supplied is taxable		Up to 1% of transaction value				Reserve Bank of Australia Standard No. 2 Merchant Pricing for Credit Card Purchases	Full cost pricing

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Government Information Public Access								
Formal Application								
Formal application fee – individual	Application fee by a natural person about their personal affairs or other person Subject to 50% reduction for financial hardship and public interest reasons	\$30.00	\$30.00	\$0.00	\$30.00	Per application	Government Information (Public Access) Act 2009	Statutory pricing
Formal application fee – corporation		\$30.00	\$30.00	\$0.00	\$30.00	Per application	Government Information (Public Access) Act 2009	Statutory pricing
Formal application processing fee	Processing charge payable by a natural person about their personal affairs Charged per hour after first 20 hours for an individual, or if about another person or body, the fee is per hour. Subject to 50% reduction for financial hardship and public interest reasons	\$30.00	\$30.00	\$0.00	\$30.00	Per application	Government Information (Public Access) Act 2009	Statutory pricing
Formal application: Internal Review – application fee	No additional processing fee applies after receipt Subject to 50% reduction for financial hardship and public interest reasons	\$40.00	\$40.00	\$0.00	\$40.00	Per review	Government Information (Public Access) Act 2009	Statutory pricing

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Informal Request								
Informal Request Fee	No processing fee applies. Note: Photocopying charges may apply.	\$0.00	\$0.00	\$0.00	\$0.00		Government Information (Public Access) Act 2009	Statutory pricing
Information Privacy								
Applications								
Amendment of records		\$0.00	\$0.00	\$0.00	\$0.00		Privacy and Personal Information Protection Act 1998	Statutory pricing
Application fee for private information – not related to health records	Photocopy charges will apply	\$0.00	\$0.00	\$0.00	\$0.00		Privacy and Personal Information Protection Act 1998	Free (zero priced)
Leases/Licenses								
Property Licenses								
Key Bond	One off fee charged upon the commencement of the lease/licence, refundable upon the return of the key(s) at the end of the lease/licence agreement	\$50.00	\$50.00	\$0.00	\$50.00			Market pricing
Additional or replacement key	as required	\$50.00	\$50.00	\$0.00	\$50.00			Market pricing

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Fees & Charges 2025/2026 | Page 16 of 165

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Property Licenses [continued]								
Licence Administration fee – commercial/corporate	Applicable once per licence term, exclusive of licence fees which are subject to market assessment. Preparation fee being payable upfront and non-refundable.	\$938.00	\$971.00	\$0.00	\$971.00			Market pricing
Lease/ Licence Amendment Fee - Commercial agreements	Preparation fee for variations, transfers/ assignments - non-refundable	\$550.00	\$550.00	\$0.00	\$550.00			Market pricing
Licence Fee - Annually	Fee payable annually for licence term	Commercial fee subject to market assessment				Per year		Market pricing
Part A Residential Stratum Structure								
Licence preparation costs	Residential structures at stratum level over Council land, roads and road reserves	\$1,880.00	\$1,950.00	\$0.00	\$1,950.00			Market pricing
Part B Commercial Stratum Structure Licence								
Awnings supported by posts at ground level and like structures at stratum level over Council land, roads and road reserves	Fee applicable annually Required to have Port Stephens Council noted in the certificate of currency	\$3,755.00	\$3,890.00	\$0.00	\$3,890.00	Per year		Market pricing
Balcony utilised for commercial activities e.g. seating/ entertainment areas of restaurant	Required to have Port Stephens Council noted in the certificate of currency	Commercial fee subject to market assessment						Market pricing
Cantilevered Awnings and like structures at stratum level over Council land, roads and road reserves	Fee applicable once per licence Required to have Port Stephens Council noted in the certificate of currency	\$3,755.00	\$3,890.00	\$0.00	\$3,890.00			Market pricing

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Legal Services

Subpoena

DISCLAIMER: Where a fee (or charge) is a statutory one and where the amount is set outside of Council, then the actual statutory fee (or charge) shall prevail if it is different to the fee (or charge) contained within this schedule.

Subpoena to give evidence		Ordinary salary of Council Officer and any additional expenses associated with attendance at Court may be required to be paid						Full cost pricing
Subpoena to produce documents	Conduct money – includes first hour processing	\$135.50	\$140.25	\$0.00	\$140.25			Full cost pricing
Subpoena to produce documents	Late fee - less than 7 workings days before production required (charged in addition to conduct money)	\$135.00	\$140.00	\$0.00	\$140.00			Full cost pricing
Subpoena to produce documents	Hourly fee for processing - Non-legally qualified staff	\$61.50	\$64.00	\$0.00	\$64.00	Per hour	Local Government Act 1993 Sections 608-610	Full cost pricing
Subpoena to produce documents	Hourly fee for processing - Legally qualified staff	\$121.50	\$125.75	\$0.00	\$125.75	Per hour	Local Government Act 1993 Sections 608-610	Full cost pricing
Subpoena to produce documents	Photocopying	Refer to charges under photocopying						Full cost pricing
Subpoena to produce documents	Provision of documents saved to electronic media, i.e. CD/DVD/USB (per 8GB)	\$11.40	\$11.80	\$0.00	\$11.80			Full cost pricing
Subpoena to produce documents	Provision of documents electronically via email or drop box (when possible)	Photocopying charges for documents where printing is required before saving electronically for production. Balance of documentation which does not require printing – nil charge only time spent						Full cost pricing

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Licences**Commercial Operator's Licence – Water/Land Activities – Category 1**

Category 1 Location: Shoal Bay Foreshore Boat Ramp (A), Shoal Bay Foreshore Adjacent Public Wharf (B), Shoal Bay Beach Road Adjacent Harbourside Haven (C), Shoal Bay Foreshore at intersection of Harwood Avenue and Beach Road (D), Nelson Bay Foreshore on Victoria Parade adjacent to Kiosk and Carpark, Nelson Bay Foreshore on Victoria Parade adjacent Fly Point amenities. These locations are suitable for example for Catamarans, Paddle Boarding, Kayaking, and other tourism and adventure activities.

Category 1 Location: Fly Point (suitable as dive site), Nelson Bay Foreshore on Victoria Parade adjacent to kiosk and carpark (bike hire and tours)

Administration fee	Establishment and management of licence Payable once at the commencement or recommencement of a licence	\$886.00	\$918.00	\$0.00	\$918.00	Per licence	Market pricing
Licence fee	Annual fee	\$3,660.00	\$3,790.00	\$0.00	\$3,790.00	Per licence	Market pricing
Licence fee	Annual fee	Commercial operators earning revenue above \$52,000 per annum after the first 12 months, at Councils discretion will be subject to an independent market rent review. All commercial operators are to provide audited financial statements to council by 30th September each year.				Per licence	Market pricing

Commercial Operator's Licence – Water/Land Activities – Category 2

Category 2 Location: Birubi Beach, Fingal Beach (A), Fingal Beach (B), One Mile Beach. These locations are suitable for example for Surf School, other tourism, adventure and beach activities.

Category 2 Location: Dutchman's Beach 1, Dutchman's Beach 2, Fitzgerald Bridge Boat Ramp, Roy Wood Reserve. These locations are suitable for example for Catamarans, Paddle Boarding, Kayaking, other tourism and adventure activities.

Administration fee	Establishment and management of licence Payable one at the commencement or recommencement of a licence	\$886.00	\$918.00	\$0.00	\$918.00	Per licence	Market pricing
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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Commercial Operator's Licence – Water/Land Activities – Category 2 [continued]

Licence fee	Annual fee	\$2,480.00	\$2,570.00	\$0.00	\$2,570.00	Per licence		Market pricing
Licence fee	Annual fee	Commercial Operators earning revenue above \$52,000 per annum after the first 12 months, at Councils discretion will be subject to an independent market rent review. All Commercial Operators are to provide audited financial statements to council by 30th September each year.				Per licence		Market pricing

Commercial Operator's Licence – Water/Land Activities – Category 3

Category 3 Location: Fisherman's Bay Foreshore Reserve, Bagnall Beach Foreshore adjacent Pantawarra Street, Caswell Reserve, George's Reserve, Forster Park Foreshore, Peace Park Boat Ramp, Taylors Beach.

These locations are suitable for example for Catamarans, Paddle Boarding, Kayaking, and other tourism and adventure activities.

Category 3 Location: Bagnall Beach Foreshore adjacent Pantawarra Street. This location is suitable for example for Bike hire and tours.

Administration fee	Establishment and management of licence Payable once at the commencement or recommencement of a licence	\$886.00	\$918.00	\$0.00	\$918.00	Per licence		Market pricing
Licence fee	Annual fee	\$1,895.00	\$1,965.00	\$0.00	\$1,965.00	Per licence		Market pricing
Licence fee	Annual fee	Commercial Operators earning revenue above \$52,000 per annum after the first 12 months, at Councils discretion will be subject to an independent market rent review. All Commercial Operators are to provide audited financial statements to council by 30th September each year.				Per licence		Market pricing

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Commercial Operator's Licence – Land-based Activities

The following sites are suitable for example for Boot Camps, Personal Training, Tai Chi, Pilates, and other suitable Fitness activities: Birubi Beach, Robinson Reserve, Conroy Park, Fingal Bay Foreshore Reserve, Fingal Bay Oval, Fingal Beach (A), Fingal Beach (B) Boat ramp end, Tom O Dwyer Oval, Fisherman's Bay Park, Hinton Foreshore, Stuart Park, Aliceton Reserve, Lionel Morton Oval, Kooindah Park, Mallabula Sports Complex, Boyd Oval, Coachwood Drive Reserve 2, Ferodale Sports Park, Kindlebark Oval, Yulong Oval, Bill Strong Oval, Dutchman's Beach Reserve, Fly Point Reserve, Little Beach Reserve, Neil Carroll Park, Tomaree Sports Complex, One Mile Beach, Alton Park Reserve, Boomerang Park, King Park Sports Complex, Lakeside Reserve 2, Lakeside Reserve 3, Lakeside Sports Complex, Ross Walbridge Reserve, Vi Barnett Oval, Bagnall Beach Road Detention Basin, Joe Redman Reserve, Korora Oval, Salamander Sports Complex, Brandon Park, Seaham Park, Everitt Park, Bowthorne Park.

Administration fee	Establishment and management of licence Payable once at the commencement or recommencement of a licence	\$242.50	\$251.00	\$0.00	\$251.00	Per licence		Market pricing
Licence fee	One to three sites. Maximum 3 sites per licence	\$812.00	\$841.00	\$0.00	\$841.00	Per licence		Market pricing
Licence fee	Annual fee	Commercial Operators earning revenue above \$52,000 per annum after the first 12 months, at Councils discretion will be subject to an independent market rent review. All Commercial Operators are to provide audited financial statements to council by 30th September each year.				Per licence		Market pricing

Commercial Operator's Market Licence – More than 4 times per year

Administration fee	Establishment and management of licence – Markets Payable once, at the commencement or recommencement of a licence	\$242.50	\$251.00	\$0.00	\$251.00	Per licence		Market pricing
Licence fee	Annual fee	\$3,660.00	\$3,790.00	\$0.00	\$3,790.00	Per licence		Market pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Commercial Operator's Market Licence – More than 4 times per year [continued]

Licence fee	Annual fee	Commercial Operators earning revenue above \$52,000 per annum after the first 12 months, at Councils discretion will be subject to an independent market rent review. All Commercial Operators are to provide audited financial statements to council by 30th September each year.				Per licence		Market pricing
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Commercial Operator's Not for Profit Licence

Administration Fee	Establishment and management of licence	\$242.50	\$251.00	\$0.00	\$251.00	Per licence		Partial cost pricing
Licence fee	Fee determined upon application	Fee determined upon application Licence and Admin fee subject to % discount based on review of weighting criteria by Council review panel				Per licence		Partial cost pricing

Commercial Operator's Mobile Food/Retail Licence & Permit

Administration Fee	Mobile food/retail operators under licence agreement	\$242.50	\$251.00	\$0.00	\$251.00	Per licence		Market pricing
Licence Fee	Annual fee	\$812.00	\$841.00	\$0.00	\$841.00	Per licence		Market pricing
Licence fee	Annual fee	Commercial Operators earning revenue above \$52,000 per annum after the first 12 months, at Councils discretion will be subject to an independent market rent review. All Commercial Operators are to provide audited financial statements to council by 30th September each year.				Per licence		Market pricing

Commercial Operator's - Additional Fees**Electrical Usage Charge**

Ongoing use of Council Supplied Power for Commercial Benefit

Electrical Inspection Charge		\$370.00	\$336.36	\$33.64	\$370.00	Per Inspection		Market pricing
Electrical Usage Charge Tier 1	Everyday use of Council Power Source	\$948.00	\$892.73	\$89.27	\$982.00	Per Year		Market pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Commercial Operator's - Additional Fees [continued]

Electrical Usage Charge Tier 2	Weekly use of Council Power Source	\$505.00	\$475.16	\$47.52	\$522.67	Per Year		Market pricing
Electrical Usage Charge Tier 3	Monthly use of Council Power Source	\$289.50	\$272.39	\$27.24	\$299.63	Per Year		Market pricing
Electrical Usage Charge Tier 4	Sporadic or once off use of Council Power Source	\$72.50	\$68.22	\$6.82	\$75.04	Per Year		Market pricing

Liquor Licences

Liquor Licence Application Search Fee		\$138.00	\$143.00	\$0.00	\$143.00	Per search		Market pricing
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Property Licences

Licence Fee. Community or Crown Land	Minimum Fee for Community Groups or Crown Land Licences.	\$770.00	\$770.00	\$0.00	\$770.00			Market pricing
Lease Fee. Community or Crown Land		Fee determined upon application.						Market pricing
Licence Administration - Community Licences	Minimum Administration Fee for establishment and management of licence.	\$242.50	\$251.00	\$0.00	\$251.00			Market pricing

Outdoor Trading

Application for permit or right to place advertising sign or alfresco street dining on part of footway adjacent to the shop	No fee – due to council resolution	\$0.00	\$0.00	\$0.00	\$0.00	Per application		Full cost pricing
Annual rental for permit or right to place advertising sign or clothes rack etc. on part of footway adjacent to the shop	No fee – due to council resolution	\$0.00	\$0.00	\$0.00	\$0.00	Per year or part thereof		Full cost pricing
Additional space	No fee – due to council resolution	\$0.00	\$0.00	\$0.00	\$0.00	Per square metre		Full cost pricing

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Parking								
Smart Parking Meters								
15 Minutes Park Free	Parking sessions 15 minutes or less are free	\$0.00	\$0.00	\$0.00	\$0.00		Road Transport Act 2013	Market pricing
Parking meter relocation/removal	Parking meter relocation/removal	\$1,950.00	\$1,834.78	\$183.48	\$2,018.25	Per meter		Market pricing
Parking meter replacement		Full recovery of all costs to Council - Quote to be provided upon request				Per meter		Full cost pricing
Smart Parking Meter Fee	No fee for holders of Smart Parking Permit.	\$4.50	\$4.55	\$0.45	\$5.00	Per Hour	Road Transport Act 2013	Market pricing
Smart Parking Permit	All ratepayers and residents of Port Stephens Local Government Area, and employees of business within the metered parking scheme zone are eligible.	\$0.00	\$0.00	\$0.00	\$0.00		Road Transport Act 2013	Market pricing
Smart Parking Permit - Non-LGA Visitors Permit – 14 days	For residents located outside Port Stephens Council Local Government Area who regularly visit in and around metered parking scheme zones	\$0.00	\$200.00	\$0.00	\$200.00	Per vehicle per fortnight		Market pricing
Temporary closure of paid parking space to accommodate events	Temporary closure of paid parking space to accommodate events. Does not apply to Council ran events.	\$25.00	\$24.55	\$2.45	\$27.00	per paid parking space per day, or part of		Market pricing

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Cheque Dishonour (cheque paid directly to Council)	Not applied where bank response is "customer deceased". For fee exemptions refer to Debt Recovery and Hardship Policy.	\$32.00	\$33.50	\$0.00	\$33.50	Per occurrence	Local Government Act 1993 Section 608	Full cost pricing
Cheque Dishonour (cheque paid via collection agent)	Not applied where bank response is "customer deceased". For fee exemptions refer to Debt Recovery and Hardship Policy.	\$32.00	\$33.50	\$0.00	\$33.50	Per occurrence	Local Government Act 1993 Section 608	Full cost pricing
Direct Debit Dishonour	Not applied where bank response is "customer deceased". For fee exemptions refer to Debt Recovery and Hardship Policy.	\$32.00	\$33.50	\$0.00	\$33.50	Per occurrence	Local Government Act 1993 Section 608	Full cost pricing
Refund Fee	GST applies to the fee if the original item/ service supplied is taxable.	\$30.50	\$32.00	\$0.00	\$32.00	Per refund	Local Government Act 1993 Section 608	Full cost pricing

Port Stephens Council Internal Staff Catering

Toasted Sandwiches	Subject to filling	Price between \$7.00 to \$10.00					Market pricing
Discount for BYO cup		\$0.20	\$0.18	\$0.02	\$0.20		Market pricing
Coffee	Small – Speciality milk & syrups extra \$0.50 including GST	\$4.50	\$4.27	\$0.43	\$4.70	Each	Market pricing
Coffee	Regular – Speciality milk and syrup extra \$0.50 including GST	\$5.00	\$4.73	\$0.47	\$5.20	Each	Market pricing
Coffee	Large – Speciality milk and syrups extra \$0.50 including GST	\$5.20	\$4.91	\$0.49	\$5.40	Each	Market pricing

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Fees & Charges 2025/2026 | Page 25 of 165

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Port Stephens Council Internal Staff Catering [continued]

Coffee Loyalty Card	Buy 9 coffees receive 10th free	\$0.00	\$0.00	\$0.00	\$0.00			Free (zero priced)
Milkshakes		\$5.80	\$5.45	\$0.55	\$6.00	Each		Market pricing
Lunch Specials	Toasted \$0.50 extra including GST	Price subject to daily specials between \$9.50 to \$15.00 including GST						Market pricing
Soup with Bread Roll		\$9.00	\$8.55	\$0.85	\$9.40	Each		Market pricing
Quiche with Salad		\$11.60	\$11.09	\$1.11	\$12.20	Each		Market pricing
Toast – various varieties (white, wholemeal, grain, raisin)	Two (2) slices with butter, vegemite, jam, peanut butter, etc.	\$4.00	\$3.82	\$0.38	\$4.20	Each		Market pricing
Egg & Bacon Roll/Wrap		\$8.00	\$7.55	\$0.75	\$8.30	Each		Market pricing
Lunch Loyalty Card	Buy 9 lunches receive 10th half price	\$0.00	\$0.00	\$0.00	\$0.00			Free (zero priced)

Production Services

Printing / Photocopying	A4 - First photocopy of Council owned and controlled documents is GST free if not produced for commercial purposes	\$1.20	\$1.30	\$0.00	\$1.30	Per page		Market pricing
Printing / Photocopying	A3 - First photocopy of Council owned and controlled documents is GST free if not produced for commercial purposes	\$1.90	\$2.00	\$0.00	\$2.00	Per page		Market pricing

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Property Administration

Duplicate Rate Notice, Invoice, Account etc. (not for receipting purposes)		\$9.80	\$10.20	\$0.00	\$10.20	Per copy	Local Government Act 1993 Section 608	Full cost pricing
Rates Certificate	Provides details of any outstanding rates on a property. Issued within 5 business days of receipt of request	\$100 base fee plus 100% loading for urgent issue within 24 hours/1 business day				Per item	Local Government Act 1993 Section 603	Statutory pricing

Property Services

Administration Costs

Acquisition of Council land	Administration costs	\$1,630.00	\$1,536.36	\$153.64	\$1,690.00	Per application		Full cost pricing
Other Charges	Eg. survey, legal, valuation, advertising fees, etc.				at cost	Per application		Full cost pricing

Publications

Books

A History of Port Stephens, Tomaree and Yacaaba	Port Stephens Family History Society Inc.	\$34.00	\$32.27	\$3.23	\$35.50	Each		Market pricing
A History of Tilligerry Peninsula	Port Stephens Family History Society Inc.	\$34.00	\$32.27	\$3.23	\$35.50	Each		Market pricing
Anna Bay Lawn Cemetery CD	Port Stephens Family History Society Inc.	\$34.00	\$32.27	\$3.23	\$35.50	Each		Market pricing
Convicts of the Australian Agricultural Company	Port Stephens Family History Society Inc.	\$45.50	\$43.18	\$4.32	\$47.50	Each		Market pricing
Henry H Halloran in Port Stephens the Legacy	Yvonne Fraser	\$23.00	\$21.82	\$2.18	\$24.00	Each		Market pricing
Nelson Bay Heritage Walk	Port Stephens Historical Society	\$2.10	\$2.00	\$0.20	\$2.20	Each		Market pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Books [continued]

Port Stephens – The Ultimate Experience	John Armstrong	\$52.50	\$49.55	\$4.95	\$54.50	Each		Market pricing
Port Stephens Heritage	Cynthia Hunter	\$49.50	\$46.82	\$4.68	\$51.50	Each		Market pricing
Raymond Terrace Pioneer Register	Raymond Terrace & District Historical Society	\$45.50	\$43.18	\$4.32	\$47.50	Each		Market pricing
They Were Here	June Reeks	\$52.50	\$49.55	\$4.95	\$54.50	Each		Market pricing
Inlet Port Stephens – DVD	Port Stephens Family Historical Society Inc.	\$28.50	\$26.82	\$2.68	\$29.50			Market pricing
Bobs Farm Cadre Camp	Port Stephens Family Historical Society Inc.	\$33.50	\$31.82	\$3.18	\$35.00			Full cost pricing

Development Plans**Contribution Plans**

Available free on web

Port Stephens Local Infrastructure Contributions Plan		\$103.50	\$107.50	\$0.00	\$107.50	Each		Full cost pricing
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Control Plans

Available free on web

Port Stephens Development Control Plan		\$103.50	\$107.50	\$0.00	\$107.50	Each		Full cost pricing
Port Stephens Local Environmental Plan (Text)		\$103.50	\$107.50	\$0.00	\$107.50	Each		Full cost pricing
Port Stephens Local Environmental Plan (Text and Maps)		\$364.00	\$377.00	\$0.00	\$377.00	Each		Full cost pricing
Strategies & Studies		\$103.50	\$107.50	\$0.00	\$107.50	Each		Full cost pricing

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Spatial Services**Maps/Plans****GIS Electronic Files**

pdf or jpg format

Standard - AO (1189mm x 841mm)		\$25.50	\$26.50	\$0.00	\$26.50	Per print		Full cost pricing
Standard – A1 (841mm x 594mm)		\$22.00	\$23.00	\$0.00	\$23.00	Per file		Full cost pricing
Standard - A2 (594mm x 420mm)		\$20.50	\$21.50	\$0.00	\$21.50	Per file		Full cost pricing
Standard - A3 (420mm x 297mm)		\$16.00	\$16.60	\$0.00	\$16.60	Per file		Full cost pricing
Standard – A4 (210mm x 297mm)		\$15.60	\$16.20	\$0.00	\$16.20	Per file		Full cost pricing
Standard with aerial photograph – AO (1189mm x 841mm)		\$31.50	\$33.00	\$0.00	\$33.00	Per file		Full cost pricing
Standard with aerial photograph - A1 (841mm x 594mm)		\$27.50	\$28.50	\$0.00	\$28.50	Per file		Full cost pricing
Standard with aerial photograph – A2 (594mm x 420mm)		\$26.50	\$27.50	\$0.00	\$27.50	Per file		Full cost pricing
Standard with aerial photograph – A3 (420mm x 297mm)		\$19.60	\$20.50	\$0.00	\$20.50	Per file		Full cost pricing
Standard with aerial photograph – A4 (210mm x 297mm)		\$19.20	\$20.00	\$0.00	\$20.00	Per file		Full cost pricing

GIS Maps Hard Copies

Standard – AO (1189mm x 841mm)		\$41.50	\$43.00	\$0.00	\$43.00	Per print		Full cost pricing
Standard – A1 (841mm x 594mm)		\$36.00	\$37.50	\$0.00	\$37.50	Per print		Full cost pricing
Standard – A2 (594mm x 420mm)		\$34.50	\$36.00	\$0.00	\$36.00	Per print		Full cost pricing
Standard – A3 (420mm x 297mm)		\$27.00	\$28.00	\$0.00	\$28.00	Per print		Full cost pricing

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Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
GIS Maps Hard Copies [continued]								
Standard – A4 (210mm x 297mm)		\$15.60	\$16.20	\$0.00	\$16.20	Per print		Full cost pricing
Standard with aerial photograph – AO (1189mm x 841mm)		\$51.00	\$53.00	\$0.00	\$53.00	Per print		Full cost pricing
Standard with aerial photograph – A1 (841mm x 594mm)		\$45.50	\$47.50	\$0.00	\$47.50	Per print		Full cost pricing
Standard with aerial photograph – A2 (594mm x 420mm)		\$43.00	\$45.00	\$0.00	\$45.00	Per print		Full cost pricing
Standard with aerial photograph – A3 (420mm x 297mm)		\$33.00	\$34.50	\$0.00	\$34.50	Per print		Full cost pricing
Standard with aerial photograph – A4 (210mm x 297mm)		\$19.20	\$20.00	\$0.00	\$20.00	Per print		Full cost pricing
Miscellaneous								
Seniors, students, registered charities		50% of scheduled fee, subject to production of proof of status						Partial cost pricing
Spatial services	All prices include 15 minutes labour cost	Maps requiring additional customisation will be charged at \$10 per 15 minutes after the initial 15 minutes, and per 15 minutes thereafter						Full cost pricing
Worker Health Initiative								
Replacement of PSC WHI Membership Card		\$0.00	\$30.00	\$0.00	\$30.00			Full cost pricing

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Community Services and Events

Graffiti wipes	Fee for packet of wipes	\$11.37	\$10.70	\$1.07	\$11.77			
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Administration Building – Hire of Rooms

Security	Security must be present when Administration Building rooms are hired. Charged at four hours minimum.	\$79.50	\$75.00	\$7.50	\$82.50	Hourly rate		Market pricing
Committee Room Hire (Double room) – First four hours	Minimum charge for up to four hours	\$252.50	\$237.73	\$23.77	\$261.50			Market pricing
Committee Room Hire (Double room) – Per hour thereafter	Charged in hourly increments Per hour or part thereof	\$121.50	\$114.55	\$11.45	\$126.00	Hourly rate		Market pricing
Committee Room Hire (Single room) – First four hours	Minimum charge for up to four hours	\$127.50	\$120.00	\$12.00	\$132.00			Market pricing
Committee Room Hire (Single room) – Per hour thereafter	Charged in hourly increments Per hour or part thereof	\$62.00	\$58.64	\$5.86	\$64.50	Hourly rate		Market pricing
Training Room Hire – First four hours, or \$245.00 (+ GST) per day 9am to 5pm		\$163.00	\$153.64	\$15.36	\$169.00			Market pricing
Cleaning Fee	Charged in hourly increments. Per hour or part thereof COVID-19 extra service included	\$205.50	\$193.64	\$19.36	\$213.00	Per hour		Market pricing
Kitchen Cleaning Fee	Charged in hourly increments Per hour or part thereof	\$193.50	\$182.27	\$18.23	\$200.50	Per hour		Market pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Administration Building – Hire of Rooms [continued]

Kitchen Facilities Hire	Hirers must use Council caterer – charged in hourly increments Per hour or part thereof	\$193.50	\$182.27	\$18.23	\$200.50	Per hour		Market pricing
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Cemetery Operations**Bushland Garden Fees – Carumbah Memorial Gardens**

Plaque	10 line bottle green bronze gumleaf motif plaque including installation	\$1,255.00	\$1,246.82	\$124.68	\$1,371.50	Per plaque		Market pricing
Extra line inscription on plaque	Extra line inscription on plaque	\$114.00	\$113.18	\$11.32	\$124.50	Per extra line		Market pricing
Niche	For interment of ashes	\$853.00	\$803.00	\$0.00	\$803.00	Per niche		Market pricing

Columbarium Wall Fees – Raymond Terrace (including Granite Wall), Carumbah Memorial Gardens, Karuah & Anna Bay

Niche	For interment of ashes	\$796.00	\$749.00	\$0.00	\$749.00	Per niche		Market pricing
Plaque	8 line bronze niche plaque including installation	\$966.00	\$959.09	\$95.91	\$1,055.00	Per plaque		Market pricing
Extra line inscription on plaque	Excluding black granite plaque for granite wall Maximum of 2 additional lines	\$114.00	\$113.17	\$11.32	\$124.48	Per line		Market pricing
Black granite plaque for granite wall at Raymond Terrace Cemetery ONLY	Black granite with gold lettering and attached vase – including installation	\$966.00	\$909.09	\$90.91	\$1,000.00	Per plaque		Market pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Columbarium Wall Fees – Raymond Terrace (including Granite Wall), Carumbah Memorial Gardens, Karuah & Anna Bay [continued]

Plaque (Terrazzo Walls) Carumbah Memorial Gardens and Karuah Cemetery ONLY	Oval bronze gum motif niche plaque with vase – including installation	\$1,365.00	\$1,286.36	\$128.64	\$1,415.00	Per plaque		Market pricing
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Cemetery – Burial Plots

Burial Plot – Anna Bay – Concrete Beams	Includes "Right of Interment"	\$1,650.00	\$1,555.00	\$0.00	\$1,555.00	Per plot		Market pricing
Burial Plot – Karuah, Nelson Bay, Seaham, Raymond Terrace	Includes "Right of Interment"	\$1,595.00	\$1,505.00	\$0.00	\$1,505.00	Per plot		Market pricing

Cemetery – Other fees

Additional emblem for bronze plaques (e.g. RAAF, Girl Guides, Scouts etc.)	As per special request from customer	\$136.50	\$135.72	\$13.57	\$149.30	Per item		Market pricing
Vase (Optional)	Only available for an 8 line bronze plaque	\$182.00	\$180.78	\$18.08	\$198.86	Per item		Market pricing
Ceramic 5x7 Colour Plaque Phototile	As per special request from customer	\$0.00	\$283.05	\$28.31	\$311.36	Per item		Market pricing
Interment fee	Burial fee (including ashes in plot)	\$284.50	\$277.73	\$27.77	\$305.51	Per burial		Market pricing
Monumental Permit	Headstone permit application fee	\$284.50	\$304.50	\$0.00	\$304.50	Per monument		Market pricing
Permit for exhumation of remains	Subject to approval by Public Health Authority and associated administration costs	\$739.00	\$765.00	\$0.00	\$765.00	Per occurrence		Market pricing
Cancellation & Transfer of "Right of Interment" Certificate	Fee for Cancellation & transfer of ownership of plot or niche	\$227.50	\$235.50	\$0.00	\$235.50	Per transfer		Market pricing
Administration Search Fee		\$85.50	\$88.50	\$0.00	\$88.50	Per search		Full cost pricing
Funeral Director/Grave Digger levied fee for incorrect burial	Funeral Director/ Grave Digger levied fee for incorrect burial	\$2,845.00	\$2,677.27	\$267.73	\$2,945.00	Per occurrence		Market pricing

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Cemetery – Other fees [continued]

Removal of ashes and plaque from gardens and walls	Removal of ashes and plaque from gardens and walls	\$284.50	\$267.73	\$26.77	\$294.50	Per occurrence		Market pricing
Monumental Mason levied fee for placement of headstone on incorrect grave	Monumental Mason levied fee for placement of headstone on incorrect grave	\$2,845.00	\$2,677.27	\$267.73	\$2,945.00	Per occurrence		Market pricing
Unauthorised placement of headstone on grave		\$2,635.00	\$2,481.82	\$248.18	\$2,730.00	Per occurrence		Market pricing
Weekend Interment Fee	Burial fee for weekend and public holiday interments. Including ashes in plot.	\$398.00	\$384.55	\$38.46	\$423.01	Per occurrence		Market pricing
Cemetery garden, wall or plot or introduction of a new Cemetery Product or Service		Subject to size, material type and installation costs				Per Service		Market pricing

NSW Government Interment Services Levy

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

Interment Services Levy - Ash Interments		\$69.30	\$63.00	\$6.30	\$69.30	Per Service	Cemeteries and Crematoria Act 2013	Statutory pricing
Interment Services Levy - Burial		\$171.60	\$156.00	\$15.60	\$171.60	Per Service	Cemeteries and Crematoria Act 2013	Statutory pricing

Children's Services**Activity Van****Outside School Hours Care**

Before School Care 2 hours care – Casual position		\$24.15	\$25.00	\$0.00	\$25.00	Per session		Full cost pricing
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Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Outside School Hours Care [continued]								
Before School Care 2 hours care – Permanent position		\$22.75	\$23.55	\$0.00	\$23.55	Per session		Full cost pricing
After School Care 3 hours care – Casual position		\$35.70	\$36.95	\$0.00	\$36.95	Per session		Full cost pricing
After School Care 3 hours care – Permanent position		\$33.90	\$35.09	\$0.00	\$35.09	Per session		Full cost pricing
Credit/Debit Card declined		\$14.40	\$15.00	\$0.00	\$15.00	Per transaction		Full cost pricing
Failure to notify of child absence	Failure to notify service that child will be absent for afternoon session	\$22.00	\$23.00	\$0.00	\$23.00	Per occurrence		Full cost pricing
Fee reminder		\$22.00	\$23.00	\$0.00	\$23.00	Per notice		Full cost pricing
Late collection of child	For every 10 minutes child remains after service closing time	\$35.50	\$37.00	\$0.00	\$37.00	Per 10 minutes late		Partial cost pricing
Pupil Free Day – per child		\$89.25	\$92.37	\$0.00	\$92.37	Per day		Market pricing
Hall Hire		\$19.45	\$18.32	\$1.83	\$20.15	Per hour		Full cost pricing
Attendance without booking		\$18.20	\$19.00	\$0.00	\$19.00	Per occurrence		Partial cost pricing
Refund Application - Vacation Care		\$22.00	\$23.00	\$0.00	\$23.00	Per occurrence		Full cost pricing
Vacation Care full day		\$89.25	\$92.37	\$0.00	\$92.37	Per session		Market pricing
Vacation Care weekly at one centre		\$420.00	\$434.70	\$0.00	\$434.70	Per week		Market pricing
Pre-School								
Fee reminder		\$12.40	\$13.00	\$0.00	\$13.00	Per notice		Partial cost pricing
Credit/Debit Card declined		\$14.40	\$15.00	\$0.00	\$15.00	Per transaction		Full cost pricing

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Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Pre-School [continued]								
Late collection of child	For every 10 minutes child remains after service closing time.	\$23.00	\$24.00	\$0.00	\$24.00	Per 10 minutes late		Partial cost pricing
Pre-school session 6 hours Tier 1	All 4 year olds (Turns 4 before 31/7/23) and equity 3 year olds Equity child An "equity" child is classified by the state government as a child who is either indigenous or the holder of a Health Care Card	\$37.00	\$38.50	\$0.00	\$38.50	Per session		Partial cost pricing
Pre-school session 6 hours standard fee	Three year old "non-equity" child An "equity" child is classified by the state government as a child who is either indigenous or the holder of a Health Care Card	\$42.50	\$44.00	\$0.00	\$44.00	Per session		Partial cost pricing
Pre-school session Tier 2	Child attending 4th or 5th session in one week	\$21.50	\$22.50	\$0.00	\$22.50	Per session		Market pricing

Family Day Care

Administration fee – per child	Charge per hour per child	\$1.80	\$1.85	\$0.00	\$1.85	Per hour		Partial cost pricing
Educator Levy	Fee charged each week Educator works	\$20.00	\$20.70	\$0.00	\$20.70	Per week of operation		Partial cost pricing
Educator Levy if using Harmony Web		\$14.30	\$14.80	\$0.00	\$14.80	Per week of working		Market pricing

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Family Day Care [continued]

Enrolment – New family	Once off non-refundable fee to enrol a new family. Does not apply to families already enrolled with a transferring Educator Fee to be paid prior to commencing care	\$80.00	\$82.80	\$0.00	\$82.80	Per occurrence		Market pricing
Late Attendance Record processing	Attendance records incomplete, incorrect, or submitted after 12pm on processing day	\$7.20	\$7.50	\$0.00	\$7.50	Per attendance record		Partial cost pricing
Workshop / Training		Charged for educator workshops at cost on the day				Per workshop		Full cost pricing
Standard Hours Fee Range	The Standard Fee is for care between 8.00am and 6.00pm Monday to Friday	\$10.00 – \$20.00				Per child per hour		Market pricing
Non Standard Hours Fee Range	For care before 8.00am and after 6.00pm Monday to Friday	\$10.00 – \$30.00				Per child per hour		Market pricing
Before and After School Hours Care Fee Range		\$10.00 – \$20.00				Per child per hour		Market pricing
Weekend Care / Overnight Care Fee Range		\$10.00 – \$50.00				Per child per hour		Market pricing
Public Holiday Fee Range	For Gazetted Public Holidays. Applicable when care is provided	\$10.00 – \$60.00				Per child per hour		Market pricing

Disability Services

Miscellaneous

MLAK Keys	Amenities access keys	\$23.00	\$21.82	\$2.18	\$24.00	Per key		Full cost pricing
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Miscellaneous [continued]

MLAK Key	Amenities access key				First key			Free (zero priced)
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Event Site Hire

Access Community Land application	Fee for Council owned land. Fee to access Council owned land for casual short term use. Bond of \$1,000.00 is payable prior to access	\$181.50	\$170.77	\$17.08	\$187.85			Full cost pricing
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Category A – Regional Open Space (regional recreation space has the capacity to attract people from the wider Port Stephens Community):**High Impact Event**

Venue Hire		\$11,555.00	\$10,872.73	\$1,087.27	\$11,960.00	Per day		Market pricing
Bond		\$19,840.00	\$20,535.00	\$0.00	\$20,535.00	Per event		Market pricing

Medium Impact Event

Venue Hire		\$3,780.00	\$3,559.09	\$355.91	\$3,915.00	Per day		Market pricing
Bond		\$10,580.00	\$10,955.00	\$0.00	\$10,955.00	Per event		Market pricing

Low Impact Event

Venue Hire		\$1,655.00	\$1,559.09	\$155.91	\$1,715.00	Per day		Market pricing
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Category B – District Open Space (district recreation spaces typically have the capacity to draw people from more than one planning precinct area):

High Impact Event

Venue Hire		\$5,755.00	\$5,418.18	\$541.82	\$5,960.00	Per day		Market pricing
Bond		\$9,915.00	\$10,265.00	\$0.00	\$10,265.00	Per event		Market pricing

Medium Impact Event

Venue Hire		\$2,860.00	\$2,695.45	\$269.55	\$2,965.00	Per day		Market pricing
Bond		\$3,975.00	\$4,115.00	\$0.00	\$4,115.00	Per event		Market pricing

Low Impact Event

Venue Hire		\$1,390.00	\$1,309.09	\$130.91	\$1,440.00	Per day		Market pricing
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Category C – Local Open Space (local recreation spaces will generally cater for people within the local area within one or two suburbs):

High Impact Event

Venue Hire		\$3,430.00	\$3,231.82	\$323.18	\$3,555.00	Per day		Market pricing
Bond		\$4,635.00	\$4,800.00	\$0.00	\$4,800.00	Per event		Full cost pricing

Medium Impact Event

Venue Hire		\$2,585.00	\$2,436.36	\$243.64	\$2,680.00	Per day		Market pricing
Bond		\$1,265.00	\$1,310.00	\$0.00	\$1,310.00	Per event		Full cost pricing

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Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Low Impact Event								
Venue Hire		\$1,090.00	\$1,027.27	\$102.73	\$1,130.00	Per day		Market pricing
Event Administration Fees								
Bin Hire		Additional Fees may apply for bin hire and additional service fees						
Event Administration Charge – Filming and Commercial Photography	Charge calculated based on disruption to Council's stakeholders, retailers or motorists or other events in the vicinity of the activities. Charge will be advised by Council after receipt of application. Refer to the Local Government Filming Protocol for further details.	Ultra low impact - no charge Low impact - \$0 to \$150 (inc. GST) Medium impact - \$0 to \$300 (inc. GST) High impact - \$0 to \$500 (inc. GST)				Per event		Statutory pricing
Event Site Preparation and/or assistance	Quotation will be based on an estimated cost of labour, plant, materials, organisational overheads and allowance for profit to complete the works	Inclusive of GST						Market pricing
Event Site Remediation or Cleaning	Quotation will be based on an estimated cost of labour, plant, materials, organisational overheads and allowance for profit to complete the works	Inclusive of GST						Market pricing

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Event Administration Fees [continued]

Not for Profit Fee Discount	This discount may be applicable to applicants who identify as Not for Profit organisations or Schools and are applying for a licence to stage an event on council owned or managed land.	Eligibility is based on the Not for Profit Fee Discount Assessment Matrix						
Tomaree Sport Fields – Field Maintenance Levy	Field Maintenance Levy to be charged to all external users, for all bookings through Events and payable to Tomaree Sports Council	Sliding scale, the fee per person depends on the number of participants: \$3.50 (31-99), \$3.00 (100-249), \$2.50 (250-499), \$2.00 (500+)						Market pricing
Event Administration Charge – Private ceremonies (including weddings and christenings)		\$263.50	\$248.18	\$24.82	\$273.00	Per event		Market pricing

Event Fee - Other

Commercial Events (over 5 days in length)

Venue Hire				By negotiation				Market pricing
Bond				By negotiation				Market pricing

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Helicopter Landing Sites

Designated Sites

Helicopter landing licence fee	No fees are applicable for the landing of a helicopter for emergency services. All other landings will require a Development Assessment/Events Application	\$1,290.00	\$1,340.00	\$0.00	\$1,340.00	Per licence		Market pricing
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Library Services

e-Resources

Internet Access				Core library service				Free (zero priced)
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Inter-Library Loans

Fast-Track Loan			Fee will be as per charge set by the lending institution			Per item		Partial cost pricing
Inter-Library Loan from reciprocal libraries			Fee will be as per charge set by the lending institution			Per item		Partial cost pricing
Inter-Library Loan from non-reciprocal libraries			Fee will be as per charge set by the lending institution			Per item		Partial cost pricing
International			Fee will be as per charge set by the lending institution			Per item		Partial cost pricing
Photocopying			Fee will be as per charge set by the lending institution					Partial cost pricing

Miscellaneous

Meeting room hire: Raymond Terrace Library	Registered Charities & Community Groups	\$12.00	\$10.91	\$1.09	\$12.00	Per hour		Market pricing
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Miscellaneous [continued]

Meeting room hire: Raymond Terrace Library	For profit organisations, private, funded, government (including Council for Council business)	\$24.00	\$21.82	\$2.18	\$24.00	Per hour		Market pricing
Membership card replacement		Fee will be as per charge set by Newcastle City Council				Each		Partial cost pricing
Merchandise – library bags	Indicative fee only	\$1.65	\$1.50	\$0.15	\$1.65	Each		Market pricing

Fees

Lost stock items		Fee will be as per charge set by Newcastle City Council				Per item		Partial cost pricing
Lost CD/DVD/Video Covers	Processing fee for replacing covers etc.	Fee will be as per charge set by Newcastle City Council				Per item		Partial cost pricing

Production Services

Printing/Photocopying A4	A4 Exempt from GST if Council-controlled document	\$0.25	\$0.23	\$0.02	\$0.25	Per page/ copy		Market pricing
Printing/Photocopying A4 Colour	A4 (colour) Exempt from GST if Council-controlled document	\$0.65	\$0.59	\$0.06	\$0.65	Per page/ copy		Market pricing
Printing/Photocopying A3	A3 Exempt from GST if Council-controlled document	\$0.45	\$0.41	\$0.04	\$0.45	Per page/ copy		Market pricing
Printing/Photocopying A3 Colour	A3 (colour) Exempt from GST if Council-controlled document	\$1.30	\$1.18	\$0.12	\$1.30	Per page/ copy		Market pricing
Laminating A4	A4	\$3.00	\$2.73	\$0.27	\$3.00	Per sheet		Market pricing

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Production Services [continued]

Laminating A3	A3	\$6.00	\$5.45	\$0.55	\$6.00	Per sheet		Market pricing
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Programs/Activities

Author visits				Determined by supplier cost		Per person		Market pricing
Children's programs/activities				Determined by supplier cost		Per person		Partial cost pricing

Halls & Community Centres**For Profit Hirers & Private Bookings:**

The Facility is hired for irregular use, either as a one-off event or on an ad-hoc basis, by a profit making business or for private bookings such as birthday parties. This includes Council hire for Council business.

Registered Charities and Community Groups:

The Facility is hired for use by a charitable or not-for-profit organisation or community group. Evidence must be provided detailing charity or not-for-profit status.

Regular Hirers:

The Facility is hired for regular use, either on an ongoing basis or for a predetermined period of time on a predetermined schedule.

Bonds (no GST on Bonds)

Bond – Event Category A	Low risk (Small gathering, no alcohol)	\$85.00	\$85.00	\$0.00	\$85.00			Market pricing
Bond – Event Category B	Medium risk (medium numbers, no alcohol)	\$150.00	\$150.00	\$0.00	\$150.00			Market pricing
Bond – Event Category C	Medium risk (facility capacity, no alcohol)	\$250.00	\$250.00	\$0.00	\$250.00			Market pricing
Bond – Event Category D	Event with alcohol (Low risk)	\$500.00	\$500.00	\$0.00	\$500.00			Market pricing
Bond – Event Category E	Event with alcohol (High risk)	\$1,250.00	\$1,250.00	\$0.00	\$1,250.00			Market pricing

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Ancillary Costs

Carpet Cleaning Fee	Carpet cleaning fee to be deducted from the bond or charged if required	Maximum carpet cleaning fee is \$200.00				Each		Market pricing
Cleaning Fee	Cleaning fee to be deducted from the bond or charged if the facility is not cleaned to a satisfactory standard after use	\$100.00	\$90.91	\$9.09	\$100.00	Per hour		Market pricing
Lost Key	All Hirers	\$50.00	\$45.45	\$4.55	\$50.00	Per key		Market pricing
Storage Cupboard - Small	Where applicable - Regular hirers only	\$32.00	\$29.09	\$2.91	\$32.00	Per Year		Full cost pricing
Storage Cupboard - Medium	Where applicable - Regular hirers only	\$47.50	\$43.18	\$4.32	\$47.50	Per Year		Full cost pricing
Storage Cupboard - Large	Where applicable - Regular hirers only	\$74.00	\$67.27	\$6.73	\$74.00	Per Year		Full cost pricing
Election Day Hire		\$510.00	\$481.82	\$48.18	\$530.00	Per event		Full cost pricing

Anna Bay/Birubi Point Hall

Hourly Rate	For-profit hirers & private bookings	\$26.00	\$23.64	\$2.36	\$26.00	Per hour		Market pricing
Hourly Rate	Registered charities, community groups & regular hirers	\$14.00	\$12.73	\$1.27	\$14.00	Per hour		Market pricing

Corlette Community Hall

Hourly Rate	For-profit hirers & private bookings	\$27.00	\$24.55	\$2.45	\$27.00	Per hour		Market pricing
Hourly Rate	Registered charities, community groups & regular hirers	\$16.00	\$14.55	\$1.45	\$16.00	Per hour		Market pricing

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Fern Bay Community Centre

Hourly Rate	For-profit hirers & private bookings	\$30.00	\$27.27	\$2.73	\$30.00	Per hour		Market pricing
Hourly Rate	Registered charities, community groups & regular hirers	\$18.00	\$16.36	\$1.64	\$18.00	Per hour		Market pricing
Tennis Clubhouse	Casual hirer	\$5.80	\$5.45	\$0.55	\$6.00	Per hour		Market pricing
Tennis Court Hire	Casual hirer Day time	\$8.95	\$8.41	\$0.84	\$9.25	Per hour/ court		Market pricing
Tennis Court Hire	Casual hirer Night time	\$18.00	\$17.09	\$1.71	\$18.80	Per hour/ court		Market pricing
Tennis Court Hire	Regular hirer Day time	\$5.80	\$5.45	\$0.55	\$6.00	Per hour/ court		Market pricing
Tennis Court Hire	Regular hirer Night time	\$11.60	\$10.91	\$1.09	\$12.00	Per hour/ court		Market pricing

Hinton School of Arts

Hourly Rate	For-profit hirers & private bookings	\$25.50	\$24.09	\$2.41	\$26.50	Per hour		Market pricing
Hourly Rate	Registered charities, community groups & regular hirers	\$16.85	\$15.91	\$1.59	\$17.50	Per hour		Market pricing

Karuah Community Hall

Hourly Rate	For-profit hirers & private bookings	\$11.00	\$10.45	\$1.05	\$11.50	Per hour		Market pricing
Hourly Rate	Registered charities, community groups & regular hirers	\$9.00	\$8.64	\$0.86	\$9.50	Per hour		Market pricing
Meeting Room	All hirers	\$9.00	\$8.64	\$0.86	\$9.50	Per hour		Market pricing
Other Hire – Shed	For-profit hirers & private bookings Per half shed – user to hold own insurance	\$46.50	\$44.09	\$4.41	\$48.50	Per month		Market pricing

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Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Karuah Community Hall [continued]								
Other Hire – Shed	Registered charities & community groups Per half shed – user to hold own insurance	\$29.00	\$27.73	\$2.77	\$30.50	Per month		Market pricing
Lemon Tree Passage Old School Centre								
Hourly Rate	For-profit hirers & private bookings	\$11.60	\$11.36	\$1.14	\$12.50	Per hour		Market pricing
Hourly Rate	Registered charities, community groups & regular hirers	\$8.50	\$8.18	\$0.82	\$9.00	Per hour		Market pricing
Mallabula Community Centre								
Hourly Rate	For-profit hirers & private bookings	\$26.00	\$23.64	\$2.36	\$26.00	Per hour		Market pricing
Hourly Rate	Registered charities, community groups & regular users/hirers	\$14.00	\$12.73	\$1.27	\$14.00	Per hour		Market pricing
Medowie Community Centre								
Banksia or Acacia Hall Hire	For-profit hirers & private bookings	\$30.00	\$27.27	\$2.73	\$30.00	Per hour		Market pricing
Banksia or Acacia Hall Hire	Registered charities, community groups & regular users	\$18.00	\$16.36	\$1.64	\$18.00	Per hour		Market pricing
Waratah, Tougher or Boronia Office / Room Hire	For-profit hirers & private bookings	\$26.00	\$23.64	\$2.36	\$26.00	Per hour		Market pricing
Waratah, Tougher or Boronia Office / Room Hire	Registered charities, community groups & regular hirers	\$14.00	\$12.73	\$1.27	\$14.00	Per hour		Market pricing
Nelson Bay Community Hall								
Hourly Rate	For-profit hirers & private bookings	\$23.00	\$21.82	\$2.18	\$24.00	Per hour		Market pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Nelson Bay Community Hall [continued]

Hourly Rate	Registered charities, community groups & regular hirers	\$17.00	\$15.91	\$1.59	\$17.50	Per hour		Market pricing
Other hire	Table Tennis & Snooker group	\$4.50	\$4.09	\$0.41	\$4.50	Per player per attendance		Market pricing
Other Hire - Garage	For-profit hirers and private bookings	\$55.50	\$52.27	\$5.23	\$57.50	Per month		Market pricing
Other Hire - Garage	Registered charities & community groups	\$45.00	\$42.73	\$4.27	\$47.00	Per month		Market pricing

Raymond Terrace Senior Citizens Hall

Hourly Rate	For-profit casual / regular hirers & private bookings	\$25.50	\$24.09	\$2.41	\$26.50	Per hour		Market pricing
Hourly Rate	Registered charities, community groups & not for profit hirers	\$16.00	\$15.00	\$1.50	\$16.50	Per hour		Market pricing

Salt Ash Community Hall

Hourly Rate	For-profit hirers & private bookings	\$25.50	\$24.09	\$2.41	\$26.50	Per hour		Market pricing
Hourly Rate	Registered charities & community groups	\$18.45	\$17.27	\$1.73	\$19.00	Per hour		Market pricing
Hourly Rate	Regular hirers	\$14.75	\$14.09	\$1.41	\$15.50	Per hour		Market pricing
Other hire	Crockery hire	\$28.50	\$26.82	\$2.68	\$29.50	Per event		Market pricing

Seaham School of Arts & Community Hall

Hourly Rate	For-profit hirers & private bookings	\$26.00	\$24.55	\$2.45	\$27.00	Per hour		Market pricing
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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Seaham School of Arts & Community Hall [continued]								
Hourly Rate	Registered charities, community groups & regular hirers	\$14.00	\$12.73	\$1.27	\$14.00	Per hour		Market pricing
Seaham Scout Hall								
Hourly Rate	For-profit hirers & private bookings	\$0.00	\$24.55	\$2.45	\$27.00	Per hour		Market pricing
Hourly Rate	Registered charities, community groups & regular hirers	\$0.00	\$12.73	\$1.27	\$14.00	Per hour		Market pricing
Soldiers Point Hall								
Hourly Rate	For-profit hirers & private bookings	\$25.50	\$23.18	\$2.32	\$25.50	Per hour		Market pricing
Hourly Rate	Registered charities & community groups	\$19.00	\$17.27	\$1.73	\$19.00	Per hour		Market pricing
Hourly Rate	Regular hirers	\$15.30	\$13.91	\$1.39	\$15.30	Per hour		Market pricing
Tanilba Foreshore Hall								
Hourly Rate	All hirers	\$13.50	\$12.73	\$1.27	\$14.00	Per hour		Market pricing
Tomaree Library & Community Centre								
Meeting Room - Hourly Rate	Registered charities & community groups	\$12.00	\$10.91	\$1.09	\$12.00	Per hour		Market pricing
Meeting Room - Hourly Rate	For-profit users & private bookings	\$24.00	\$21.82	\$2.18	\$24.00	Per hour		Market pricing
Full Auditorium - Hourly Rate	Registered charities & community groups	\$22.00	\$20.00	\$2.00	\$22.00	Per hour		Market pricing
Full Auditorium - Hourly Rate	For-profit users & private bookings	\$44.00	\$40.00	\$4.00	\$44.00	Per hour		Market pricing

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Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Williamtown Hall

Hourly Rate	For-profit hirers & private bookings	\$30.00	\$27.27	\$2.73	\$30.00	Per hour		Market pricing
Hourly Rate	Registered charities, community groups & regular hirers	\$18.00	\$16.36	\$1.64	\$18.00	Per hour		Market pricing

Recreation Services Administration

Park Seat without Plaque		\$3,005.00	\$2,831.82	\$283.18	\$3,115.00	Per unit		Full cost pricing
Park Seat with Plaque		\$3,140.00	\$2,954.55	\$295.45	\$3,250.00	Per unit		Full cost pricing
Tree without Plaque		\$877.00	\$825.45	\$82.55	\$908.00	Per unit		Full cost pricing
Tree with Plaque		\$1,010.00	\$954.55	\$95.45	\$1,050.00	Per unit		Full cost pricing

Waste Management Services**Collection Services****Additional Bins/Bin Size Upgrades**

Red bin		\$282.50	\$292.50	\$0.00	\$292.50	Per bin		Full cost pricing
Yellow bin		\$188.00	\$195.00	\$0.00	\$195.00	Per bin		Full cost pricing
Green Bin		\$188.00	\$195.00	\$0.00	\$195.00	Per bin		Full cost pricing
Upgrade bin size: yellow bin only		\$30.00	\$30.00	\$0.00	\$30.00	Per bin		Full cost pricing

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Holiday Rental Bin Service								
Garbage bin (240 litres)	Per bin – covers the 6 week service period from 16 December 2024 to 27 January 2025	\$95.00	\$98.50	\$0.00	\$98.50	Per bin		Market pricing
Recycle bin (240 litres)	Per bin – covers the 6 week service period from 16 December 2024 to 27 January 2025	\$50.00	\$52.00	\$0.00	\$52.00	Per bin		Market pricing
Special Events								
Additional Collection Service of special event bin		\$22.00	\$20.68	\$2.07	\$22.75	Per service		Full cost pricing
Garbage bin (240 litres)	Minimum three bins per order	\$27.50	\$25.91	\$2.59	\$28.50	Per bin		Full cost pricing
Recycle bin (240 litres)	No minimum order applies if in conjunction with garbage bins – If ordered separately a minimum order of 3 bins applies	\$27.50	\$25.91	\$2.59	\$28.50	Per bin		Full cost pricing
Kerbside Collection								
For a kerbside collection, contact Council's contractor, Veolia, on 1300 734 470 or book on-line through PSC's website.								
Userpay Kerbside Collection (Bulky)		\$137.00	\$141.80	\$0.00	\$141.80	Per collection		Market pricing
Userpay Kerbside Collection (Green)		\$87.50	\$91.00	\$0.00	\$91.00	Per collection		Market pricing
General Processable Waste								
Putrescible Waste (Food Waste) – minimum fee		\$30.00	\$27.27	\$2.73	\$30.00			Partial cost pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
General Processable Waste [continued]								
Putrescible Waste (Food Waste)		\$470.00	\$427.27	\$42.73	\$470.00	Per tonne		Partial cost pricing
Household Recyclables								
Cardboard, paper, glass containers, plastic containers, steel cans, aluminium cans	Must be sorted. If unsorted the General Mixed Waste fee applies			No charge if sorted				Free (zero priced)
Garden Waste								
Garden Waste – Minimum Fee	Must be sorted. If unsorted the General Mixed Waste fee applies	\$30.00	\$27.27	\$2.73	\$30.00			Market pricing
Garden Waste (Does not include any timber product)	Must be sorted. If unsorted the General Mixed Waste fee applies. Any tree stumps over 1 cubic metre, the General Mixed Waste fee applies.	\$260.00	\$245.45	\$24.55	\$270.00	Per tonne		Full cost pricing
Mixed Inert Waste								
General Mixed Waste – Minimum Fee		\$30.00	\$27.27	\$2.73	\$30.00			Market pricing
General Mixed Waste	State government waste levy of \$170.10 included in fee	\$395.00	\$363.64	\$36.36	\$400.00	Per tonne		Partial cost pricing
Mattresses & Bases								
1 piece (mattress or base)		\$45.00	\$40.91	\$4.09	\$45.00	Per Item		Full cost pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Mattresses & Bases [continued]								
Polystyrene - Clean	Clean polystyrene, must be sorted with no contaminants	\$10.00	\$9.09	\$0.91	\$10.00	Per load		Full cost pricing
Metals, Batteries, Motor Oil								
Sorted metals, batteries, motor oil		No charge if sorted from other waste						Free (zero priced)
Concrete, Bricks, Roof Tiles								
Concrete, bricks, roof tiles – minimum fee	Must be sorted. If unsorted the General Mixed Waste fee applies	\$30.00	\$27.27	\$2.73	\$30.00			Market pricing
Concrete, bricks, roof tiles – per tonne	Must be sorted. If unsorted the General Mixed Waste fee applies	\$215.00	\$200.00	\$20.00	\$220.00	Per tonne		Full cost pricing
Tyres								
Tyres	Car or motorbike tyre	\$10.00	\$9.09	\$0.91	\$10.00	Per tyre		Full cost pricing
Tyres	Car or motorbike tyre on rim	\$20.00	\$18.18	\$1.82	\$20.00	Per tyre		Full cost pricing
Tyres	4WD tyre	\$20.00	\$18.18	\$1.82	\$20.00	Per tyre		Full cost pricing
Tyres	4WD tyre on rim	\$35.00	\$31.82	\$3.18	\$35.00	Per tyre		Full cost pricing
Tyres	Truck tyre	\$40.00	\$45.45	\$4.55	\$50.00	Per tyre		Full cost pricing
Tyres	Truck tyre on rim	\$75.00	\$72.73	\$7.27	\$80.00	Per tyre		Full cost pricing
Tyres	Tractor tyre - Less than 1m	\$130.00	\$118.18	\$11.82	\$130.00	Per tyre		Full cost pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Tyres [continued]								
Tyres	Tractor tyre - greater than 1m	\$300.00	\$272.73	\$27.27	\$300.00	Per tyre		Full cost pricing
e-Waste								
Commercial		\$950.00	\$863.64	\$86.36	\$950.00	Per tonne		Full cost pricing
Residential		No charge if sorted from other waste						Free (zero priced)
Charity Waste Disposal								
Less than 20 tonnes	Registered charities	\$0.00	\$0.00	\$0.00	\$0.00	Per tonne		Free (zero priced)
20 to 60 tonnes	Registered charities Registered charities increased yearly by CPI	\$46.00	\$43.64	\$4.36	\$48.00	Per tonne		Partial cost pricing
60 to 150 tonnes	Registered charities	\$91.50	\$86.36	\$8.64	\$95.00	Per tonne		Partial cost pricing
Greater than 150 tonnes	Registered charities	Full gate rate at disposal facility				Per tonne		Full cost pricing
Waste Sales								
Weighbridge ticket		\$45.00	\$40.91	\$4.09	\$45.00	Per ticket		Market pricing
Wharves/Foreshores/Boat Ramps								
Recreational Berthing								
Recreational/event berthing		\$58.00	\$55.00	\$5.50	\$60.50	Per day		Market pricing
Foreshore Dinghy storage	Fee to be charged pro rata (year or half year thereof)	\$121.50	\$126.00	\$0.00	\$126.00	Per annum		Full cost pricing

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Visitor Information Centre								
Commission - Accommodation bookings					10 - 20%	Per booking		Market pricing
Commission – Tour bookings					12.5 - 25%	Per booking		Market pricing
Online Accommodation Booking Fee					\$15 - \$25	Per booking		Partial cost pricing
Brochure display	Non-members of Destination Port Stephens	\$302.00	\$284.55	\$28.45	\$313.00	Per brochure		Market pricing
Second (2nd) brochure display	Non-members of Destination Port Stephens	\$175.00	\$165.00	\$16.50	\$181.50	Per brochure		Market pricing
Souvenirs		Prices as displayed on items in store						Market pricing
In Centre Advertising	Annual Fee	\$370.00	\$348.18	\$34.82	\$383.00			Market pricing
Booking Engine Training Fee		\$80.00	\$75.45	\$7.55	\$83.00	Per hour		Market pricing
Set up Fee		\$80.00	\$75.45	\$7.55	\$83.00	Per set up		Market pricing
Online Booking Fee – Tours		\$5.50	\$5.18	\$0.52	\$5.70	Per booking		Partial cost pricing
Amendments/Changes to Bookings		\$36.00	\$34.09	\$3.41	\$37.50	Per change		Market pricing
Cancellation Fee		\$60.00	\$54.55	\$5.45	\$60.00	Per booking		Partial cost pricing

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Development & Building Services								
Services and Administration								
Consultation and Advice								
Pre-Lodgement Meeting/Advice								
Pre-lodgement meeting/advice fees for minor development	Pre-lodgement meeting for residential developments (outbuildings and or up to 5 dwellings), subdivisions (up to 5 lots) or any other development with a value of works up to \$1million Must be requested and paid for prior to meeting	\$317.00	\$299.09	\$29.91	\$329.00			Market pricing
Pre-lodgement meeting/ advice fees for major development	Pre-lodgement meeting for residential developments (more than 5 dwellings), subdivisions (more than 5 lots) or any other development with a value of works over \$1million Must be requested and paid for prior to meeting	\$633.00	\$596.36	\$59.64	\$656.00			Market pricing
Provide pre-lodgement advice where a meeting is not required		\$354.00	\$333.64	\$33.36	\$367.00			Market pricing
Professional and Technical Property Advice								
Provide Dwelling Entitlement advice on land in certain rural, residential and environmental protection zones	Search Council records, review relevant legislation and provide written advice	\$319.00	\$300.91	\$30.09	\$331.00			Market pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Professional and Technical Property Advice [continued]								
Provide advice on the Physical Commencement of Development Applications	Search Council records, undertake site inspection, review relevant legislation and provide written advice	\$614.00	\$578.18	\$57.82	\$636.00			Market pricing
SEPP Certification or written advice in relation to exempt or complying development		\$205.50	\$193.64	\$19.36	\$213.00			Market pricing
Access appraisals	Request for information report and/or certification	Relates to DA compliance issues, payment of contributions or meeting requirements of planning agreement or meeting DA conditions. Minimum fee plus inspection and reporting costs at \$171.00 per half hour or part thereof						Partial cost pricing
Dilapidation report		Min \$159.00 / Max \$204.00 / Per half hour or part thereof						Market pricing
Consultation Services								
Council Building Surveying or Planning Professional Officer providing consultant services	Per hour or part thereof including travel time if applicable	Accredited Certifier A4-A3 or Development Planner or Strategic Planner \$159.00 / Senior Development Planner or Senior Strategic Planner or Accredited Certifier A2 - A1 \$204.00				Per hour or part thereof		Market pricing
Out of hours consultant work or inspection		Min. \$204.00 / Max. \$278.00				Per hour or part thereof		Market pricing
Administration								
Registrations								
Registration of private construction certificate		\$36.00	\$36.00	\$0.00	\$36.00	Per certificate	EP&A Regulation 2000 Clause 263(2)	Statutory pricing
Registration of private complying development certificate		\$36.00	\$36.00	\$0.00	\$36.00	Per certificate	EP&A Regulation 2000 Clause 263(2)	Statutory pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Registrations [continued]								
Registration of private occupation certificate		\$36.00	\$36.00	\$0.00	\$36.00	Per certificate	EP&A Regulation 2000 Clause 263(2)	Statutory pricing
Scanning and Archiving								
Archiving fee – Applicable to all development and building applications		\$153.00	\$159.00	\$0.00	\$159.00	Per application		Partial cost pricing
Scanning – Development and building applications submitted in hard copy		\$74.00	\$77.00	\$0.00	\$77.00	Per application		Partial cost pricing
Building Specification Booklets								
HIA members		\$19.40	\$18.64	\$1.86	\$20.50	Each		Market pricing
Non HIA members		\$38.50	\$36.36	\$3.64	\$40.00	Each		Market pricing

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Refund of Local Infrastructure Contributions

Refund of Local Infrastructure Contributions	This fee applies to requests to refund Local Infrastructure Contributions and includes up to five hours of work by Council staff including assessment of refund request, preparation and review of Development Contributions Team (DCAT) memorandum, DCAT meeting and refund processing. The fee will be charged to successful requests and will be deducted from the refund amount.	\$1,130.00	\$1,170.00	\$0.00	\$1,170.00	Each		Full cost pricing
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Planning Agreements

Phase 1 - Assessment of initial offer	Fee includes up to 4 hours of work by Council staff including review and assessment of offer and formal response. Additional hours will be invoiced to the Developer at an hourly rate of \$234. To be paid prior to staff review.	\$904.00	\$936.00	\$0.00	\$936.00			Full cost pricing
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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Planning Agreements [continued]								
Phase 1 - Assessment of subsequent offers	Fee includes up to 3 hours of work by Council staff including review and assessment of offer and formal response. Additional hours will be invoiced to the Developer at an hourly rate of \$234. To be paid prior to staff review.	\$678.00	\$702.00	\$0.00	\$702.00			Full cost pricing
Phase 2 - Executive team endorsement of offers/draft agreements	Fee includes up to 6 hours of work by Council staff including review and assessment of offer, drafting of executive memorandum and formal response. Additional hours will be invoiced to the Developer at an hourly rate of \$234. To be paid prior to preparation of executive memorandum.	\$1,356.00	\$1,404.00	\$0.00	\$1,404.00			Full cost pricing
Phase 3 - Preparation of agreement	Preparation and or review of planning agreement		Full recovery of all costs to Council					Full cost pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Planning Agreements [continued]								
Phase 4 - Exhibition of draft Planning Agreement (This fee only applies to VPAs)	Fee includes up to 20 hours of work by Council staff including review and executive endorsement of draft agreement, preparation of Council report and Councillor briefing. Additional hours will be invoiced to the Developer at an hourly rate of \$234. To be paid prior to preparation of executive memorandum.	\$4,520.00	\$4,680.00	\$0.00	\$4,680.00			Full cost pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Unit	Legislation	Pricing Policy
Planning Agreements [continued]								
Phase 5 - Council endorsement of Planning Agreement (This fee only applies to VPAs)	Fee includes up to 25 hours of work by Council staff including review and response to public submissions received during exhibition, executive endorsement of agreement, preparation of Council report and Councillor briefing. Additional hours will be invoiced to the Developer at an hourly rate of \$234. To be paid prior to preparation of executive memorandum or review of submissions, whichever occurs first.	\$5,650.00	\$5,850.00	\$0.00	\$5,850.00			Full cost pricing
Phase 6 – Monitoring, enforcing and administering the planning agreement	Fee includes any necessary monitoring and administering of the agreement and will be invoiced at an hourly rate of \$234	Full cost recovery or as specified in executed planning agreement						Full cost pricing

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Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Rezoning and Reclassification								
Rezoning Requests								
Planning Proposals and Reclassification								
Pre-lodgement meeting		\$440.55	\$414.50	\$41.45	\$455.95			Full cost pricing
Independent Review		All direct costs including hourly rate for Project Management at \$234/hour						Full cost pricing
Independent Studies (including a Place Plan or DCP)		All direct costs including hourly rate for Project Management at \$234/hour						Full cost pricing
Amendment to the Local Housing Strategy	Fee includes up to 25 hours of work by Council staff. Additional hours will be invoiced to the applicant at an hourly rate of \$234 per hour	\$0.00	\$5,850.00	\$0.00	\$5,850.00	Per amendment		Full cost pricing
Public Hearing		All Direct Costs						Full cost pricing
NSW Public Spaces Legacy Program Planning Proposal	Stage 1 Lodgement of planning proposal withdrawn or discontinued in 2020 under the NSW Public Spaces Legacy Program.	\$0.00	\$0.00	\$0.00	\$0.00	Per proposal		Free (zero priced)

Basic (Category A) - Planning Proposals

In accordance with the Department of Planning, Infrastructure and Housing's LEP making guidelines, a Basic amendment is classified as minor LEP changes for administrative and minor matters.

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Basic (Category A) - Planning Proposals [continued]								
Stage 1 – Scoping/pre-lodgement advice	Fee includes up to 35 hours of work by Council staff. Additional hours will be invoiced to the applicant at an hourly rate of \$234 per hour. The fee is to be paid prior to Council staff accepting the scoping report.	\$7,910.00	\$8,190.00	\$0.00	\$8,190.00	Per proposal		
Stage 2 - Lodgement/Gateway request	Fee includes up to 35 hours of work by Council staff. Additional hours will be invoiced to the applicant at an hourly rate of \$234 per hour	\$7,910.00	\$8,190.00	\$0.00	\$8,190.00	Per proposal		
Stage 3 – Post Gateway /exhibition	Fee includes up to 80 hours of work by Council staff. Additional hours will be invoiced to the applicant at an hourly rate of \$234 per hour.	\$18,080.00	\$18,720.00	\$0.00	\$18,720.00	Per proposal		Full cost pricing
Stage 4 – Gazettal and finalisation	Fee includes up to 14 hours of work by Council staff. Additional hours will be invoiced to the applicant at an hourly rate of \$234 per hour.	\$3,164.00	\$3,278.00	\$0.00	\$3,278.00	Per proposal		Full cost pricing

Standard (Category B) - Planning Proposals

In accordance with the Department of Planning, Infrastructure and Housing's LEP making guidelines, a Standard amendment is classified as an LEP amendment for a specific site seeking a change in planning controls that is consistent with the existing strategic planning framework.

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Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Standard (Category B) - Planning Proposals [continued]								
Stage 1 – Scoping/pre-lodgement advice	Fee includes up to 49 hours of work by Council staff including rezoning request assessment prior to lodgement. Any additional hours will be invoiced to the applicant at \$234 per hour. The fee is to be paid prior to Council staff accepting the scoping report.	\$11,074.00	\$11,466.00	\$0.00	\$11,466.00	Per proposal		Full cost pricing
Stage 2 - Lodgement/Gateway request	Fee includes up to 70 hours of work by Council staff. Any additional hours will be invoiced to the applicant at \$234 per hour.	\$15,820.00	\$16,380.00	\$0.00	\$16,380.00	Per proposal		Full cost pricing
Stage 3 – Post Gateway /exhibition	Fee includes up to 150 hours of work by Council staff. Any additional hours will be invoiced to the applicant at \$234 per hour.	\$33,900.00	\$35,100.00	\$0.00	\$35,100.00	Per proposal		Full cost pricing
Stage 4 – Gazettal and finalisation	Fee includes up to 35 hours of work by Council staff. Additional hours will be invoiced to the applicant at an hourly rate of \$234 per hour.	\$7,910.00	\$8,190.00	\$0.00	\$8,190.00	Per proposal		Full cost pricing

Complex (Category C) - Planning Proposals

In accordance with the Department of Planning, Infrastructure and Housing's LEP making guidelines, a Complex amendment is classified as a complex LEP change that may not be wholly consistent with the existing strategic planning framework, and/or types of LEP changes that are not defined as Basic or Standard.

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Complex (Category C) - Planning Proposals [continued]								
Stage 1 – Scoping/pre-lodgement advice	Fee includes up to 70 hours of work by Council staff including rezoning request assessment prior to lodgement. Any additional hours will be invoiced to the applicant at \$234 per hour. The fee is to be paid prior to Council staff accepting the scoping report.	\$15,820.00	\$16,380.00	\$0.00	\$16,380.00	Per proposal		Full cost pricing
Stage 2 - Lodgement/Gateway request	Fee includes up to 280 hours of work by Council staff. Any additional hours will be invoiced to the applicant at \$234 per hour.	\$63,280.00	\$65,520.00	\$0.00	\$65,520.00	Per proposal		Full cost pricing
Stage 3 – Post Gateway /exhibition	Fee includes up to 300 hours of work by Council staff. Any additional hours will be invoiced to the applicant at \$234 per hour.	\$67,800.00	\$70,200.00	\$0.00	\$70,200.00	Per proposal		Full cost pricing
Stage 4 – Gazettal and finalisation	Fee includes up to 45 hours of work by Council staff. Additional hours will be invoiced to the applicant at an hourly rate of \$234 per hour.	\$10,170.00	\$10,530.00	\$0.00	\$10,530.00	Per proposal		Full cost pricing

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Principal (Category D) - Planning Proposals

Stage 1 – Scoping/pre-lodgement advice	Fee includes up to 49 hours of work by Council staff. Additional hours will be invoiced to the applicant at an hourly rate of \$234 per hour. The fee is to be paid prior to Council staff accepting the scoping report.	\$11,074.00	\$11,466.00	\$0.00	\$11,466.00	Per proposal		Full cost pricing
Stage 2 - Lodgement/Gateway request	Fee includes up to 300 hours of work by Council staff. Additional hours will be invoiced to the applicant at an hourly rate of \$234 per hour.	\$67,800.00	\$70,200.00	\$0.00	\$70,200.00	Per proposal		Full cost pricing
Stage 3 – Post Gateway /exhibition	Fee includes up to 400 hours of work by Council staff. Additional hours will be invoiced to the applicant at an hourly rate of \$234 per hour.	\$90,400.00	\$93,600.00	\$0.00	\$93,600.00	Per proposal		Full cost pricing
Stage 4 – Gazettal and finalisation	Fee includes up to 55 hours of work by Council staff. Additional hours will be invoiced to the applicant at an hourly rate of \$234 per hour.	\$12,430.00	\$12,870.00	\$0.00	\$12,870.00	Per proposal		Full cost pricing

Withdrawal of Planning Proposal (All Categories)

Stage 1 Lodgement	Applies to current stage only. Refund not available after issue of Gateway determination.			28% of stage fee				Full cost pricing
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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Withdrawal of Planning Proposal (All Categories) [continued]

Stage 2 Gateway	Applies to current stage only. Refund not available after post-exhibition report to Council.			28% of stage fee				Full cost pricing
Stage 3 Gazettal	Applies to current stage only.			28% of stage fee				Full cost pricing

Reclassification of Council-owned Land

Administration fee	Fee applies for non Council proponent	\$619.75	\$641.45	\$0.00	\$641.45			Partial cost pricing
Valuation Fee – Sale of rezoned or reclassified Council land	External valuer. Fee applies for non Council proponent		Fee applies for non Council proponent					Market pricing

Applications (including DAs, CCs, CDCs and s.68)**Development Applications****Application Fees**

Fees are based on value of development as determined by Council's authorised officer and schedule 4 Environmental Planning and Assessment Regulations (EP&A Regs) 2021. The fee unit for the financial year commencing 1 July 2024 will be \$111.32.

<https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0759#sch.4>

Development not involving building work/carrying out of work/subdivision of land/demolition work		\$370.00	\$370.00	\$0.00	\$370.00		EP&A Regulation 2021 Schedule 4	Statutory pricing
Development involving building or demolition work with a value of works up to \$5,000		\$143.00	\$143.00	\$0.00	\$143.00		EP&A Regulation 2021 Schedule 4	Statutory pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Development involving building or demolition work with a value of works \$5,001 – \$50,000		Base fee of \$220, plus \$3.00 for each \$1,000, or part \$1,000, by which estimated cost exceeds \$5,000					EP&A Regulation 2021 Schedule 4	Statutory pricing
Development involving building or demolition work with a value of works \$50,001 – \$250,000		Base fee of \$458, plus \$3.64 for each \$1,000, or part \$1,000, by which estimated cost exceeds \$50,000					EP&A Regulation 2021 Schedule 4	Statutory pricing
Development involving building or demolition work with a value of works \$250,001 – \$500,000		Base fee of \$1,509, plus \$2.34 for each \$1,000, or part \$1,000, by which estimated cost exceeds \$250,000					EP&A Regulation 2021 Schedule 4	Statutory pricing
Development involving building or demolition work with a value of works \$500,001 – \$1,000,000		Base fee of \$2,272, plus \$1.64 for each \$1,000, or part \$1,000, by which estimated cost exceeds \$500,000					EP&A Regulation 2021 Schedule 4	Statutory pricing
Development involving building or demolition work with a value of works \$1,000,001 – \$10,000,000		Base fee of \$3,404, plus \$1.44 for each \$1,000, or part \$1,000, by which estimated cost exceeds \$1 million					EP&A Regulation 2021 Schedule 4	Statutory pricing
Development involving building or demolition work with a value of works exceeding \$10,000,000		Base fee of \$20,656, plus \$1.19 for each \$1,000, or part \$1,000, by which estimated cost exceeds \$10 million					EP&A Regulation 2021 Schedule 4	Statutory pricing
Development being a single dwelling with a value of works up to \$100,000	Calculated fee does not apply to development meeting these requirements	\$592.00	\$592.00	\$0.00	\$592.00		EP&A Regulation 2021 Schedule 4	Statutory pricing
Development Application Awareness Fee	Covers the cost of digital and print advertising for all DA's	\$145.00	\$145.00	\$0.00	\$145.00			Market pricing

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Additional Application Fees								
Additional fee for agency or authority concurrence or approval	Note: A payment of \$401.20 is required to each approval body. The payment may be in the form of a cheque made out to each body and forwarded to Council, or may be paid directly to each body if that body will accept the fee and a copy of the receipt forwarded to Council.	\$182.00	\$182.00	\$0.00	\$182.00		EP&A Regulation 2021 Schedule 4	Statutory pricing
Additional fee for Integrated Development	Note: A payment of \$401.20 is required to each approval body. The payment may be in the form of a cheque made out to each body and forwarded to Council, or may be paid directly to each body if that body will accept the fee and a copy of the receipt forwarded to Council.	\$182.00	\$182.00	\$0.00	\$182.00		EP&A Regulation 2021 Schedule 4	Statutory pricing
Additional fee for Designated Development	In addition to calculated fee	\$1,197.00	\$1,197.00	\$0.00	\$1,197.00		EP&A Regulation 2021 Schedule 4	Statutory pricing
Electronic referral and review of DA by an Urban Design Panel		\$1,500.00	\$1,500.00	\$0.00	\$1,500.00			
Additional fee for referral of a Residential Apartment Development to an Urban Design Panel	Applies to all DA's and modification applications	\$3,905.00	\$3,905.00	\$0.00	\$3,905.00		EP&A Regulation 2021 Schedule 4	Statutory pricing
Additional fee for referral of other development to an Urban Design Panel	Applies to all DA's and modification applications	\$3,762.00	\$3,762.00	\$0.00	\$3,762.00			Market pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Additional Application Fees [continued]

Additional fee for review of all types of development by an Urban Design Panel prior to DA lodgment	Applies to all DA's and modification applications				Maximum fee \$2,500.00			Market pricing
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Subdivision Application Fees

Boundary realignment		\$429.00	\$429.00	\$0.00	\$429.00		EP&A Regulation 2021 Schedule 4	Statutory pricing
Consolidation of lots		\$429.00	\$429.00	\$0.00	\$429.00		EP&A Regulation 2021 Schedule 4	Statutory pricing
Development application involving strata subdivision			\$429.00 plus \$65.00 per additional new lot				EP&A Regulation 2021 Schedule 4	Statutory pricing
Development application involving subdivision, other than strata subdivision, not involving the opening of a public road	In addition to calculated fee for subdivision works		\$429.00 plus \$53.00 per additional new lot				EP&A Regulation 2021 Schedule 4	Statutory pricing
Development application involving subdivision, other than strata subdivision, involving the opening of a public road	In addition to calculated fee for subdivision works		\$865.00 plus \$65.00 per additional new lot				EP&A Regulation 2021 Schedule 4	Statutory pricing

Signage Application Fees

Signage		\$370.00 plus \$93.00 for each advertisement in excess of 1					EP&A Regulation 2021 Schedule 4	Statutory pricing
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Notification and Advertising Fees

*Note - Council shall refund so much of the additional portion of the fee as not spent in giving the notice.

Notification pursuant to Council Community Participation Plan (CPP)		\$290.00	\$301.00	\$0.00	\$301.00			Statutory pricing
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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Unit	Legislation	Pricing Policy
Re-Notification pursuant to Council Community Participation Plan (CPP)	Where Council is required to re-notify a development application due to amendments to the proposal	\$290.00	\$301.00	\$0.00	\$301.00			Statutory pricing
Advertising pursuant to Council Community Participation Plan (CPP)			Up to a maximum of \$1,438.00				EP&A Regulation 2021 Schedule 4	Statutory pricing
Re-Advertising pursuant to Council Community Participation Plan (CPP)	Where Council is required to re-advertise a development application due to amendments to the proposal		Up to a maximum of \$1,438.00				EP&A Regulation 2021 Schedule 4	Statutory pricing
Advertising fee for Advertised, Nominated Integrated, Threatened Species or Class 1 Aquaculture Development	For developments classified as Advertised or Nonominated Integrated Development in accordance with the EP&A Regulation 2021		Up to a maximum of \$1,438.00				EP&A Regulation 2021 Schedule 4	Statutory pricing
Advertising fee for Designated Development	For developments defined as Designated Development in accordance with the EP&A Regulation 2021.		Up to a maximum of \$2,889.00				EP&A Regulation 2021 Schedule 4	Statutory pricing
Advertising fee for Prohibited Development	For Prohibited Development as defined under the Port Stephens Local Environmental Plan.		Up to a maximum of \$1,438.00				EP&A Regulation 2021 Schedule 4	Statutory pricing

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Unit	Legislation	Pricing Policy
Modification (s4.55) Fees								
Modification under Section 4.55 (EP&A Act 1979 and EP&A Regulations 2021) – Correct administrative error of Council	No administrative fee applies to the handling or administration of such applications	\$0.00	\$0.00	\$0.00	\$0.00		EP&A Regulation 2021 Schedule 4	Statutory pricing
Modification under Section 4.55 (EP&A Act 1979 and EP&A Regulations 2021) – Incorrect description/minor error or miscalculation		\$92.00	\$92.00	\$0.00	\$92.00		EP&A Regulation 2021 Schedule 4	Statutory pricing
Modification under Section 4.55 or 4.56 (EP&A Act 1979 and EP&A Regulations 2021) – Minimal environmental impact		\$839.00 or 50% of the original DA fee, whichever is the lesser					EP&A Regulation 2021 Schedule 4	Statutory pricing
Modification under Section 4.55 or 4.56 (EP&A Act 1979 and EP&A Regulations 2021) and not of minimal environmental impact, if original DA fee was less than 1 fee unit or 1 fee unit or more and the original development application did not involve the erection of a building, the carrying out of a work or the demolition of a work or building		50% of the original DA fee					EP&A Regulation 2021 Schedule 4	Statutory pricing
Modification under Section 4.55(2) or 4.56 (EP&A Act 1979 and EP&A Regulations 2021) and not of minimal environmental impact, with original DA fee more than 1 fee unit or 1 fee unit or more and the original development application involved the erection of a dwelling house with an estimated cost of \$100,000 or less		\$247.00					EP&A Regulation 2021 Schedule 4	Statutory pricing
Any other modification under Section 4.55 or 4.56 (EP&A Act 1979 and EP&A Regulations 2021) and not of minimal environmental impact, with original DA fee of 1 fee unit or more and with a value of works up to \$5,000		\$71.00	\$71.00	\$0.00	\$71.00		EP&A Regulation 2021 Schedule 4	Statutory pricing
Any other modification under Section 4.55 or 4.56 (EP&A Act 1979 and EP&A Regulations 2021) and not of minimal environmental impact, with original DA fee of 1 fee unit or more and with a value of works up from \$5,001 – \$250,000		\$110.00 plus \$1.50 for each \$1,000 or part thereof of the estimated cost					EP&A Regulation 2021 Schedule 4	Statutory pricing
Any other modification under Section 4.55 or 4.56 (EP&A Act 1979 and EP&A Regulations 2021) and not of minimal environmental impact, with original DA fee of 1 fee unit or more and with a value of works up from \$250,001 – \$500,000		\$651.00 plus an additional \$0.85 for each \$1,000 by which the estimated cost exceeds \$250,000					EP&A Regulation 2021 Schedule 4	Statutory pricing
Any other modification under Section 4.55 or 4.56 (EP&A Act 1979 and EP&A Regulations 2021) and not of minimal environmental impact, with original DA fee of 1 fee unit or more and with a value of works up from \$500,001 – \$1,000,000		\$927.00 plus an additional \$0.50 for each \$1,000 by which the estimated cost exceeds \$500,000					EP&A Regulation 2021 Schedule 4	Statutory pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Modification (s4.55) Fees [continued]								
Any other modification under Section 4.55 or 4.56 (EP&A Act 1979 and EP&A Regulations 2021) and not of minimal environmental impact, with original DA fee of 1 fee unit or more and with a value of works up from \$1,000,001 – \$10,000,000			\$1,284.00 plus an additional \$0.40 for each \$1,000 by which the estimated cost exceeds \$1,000,000				EP&A Regulation 2021 Schedule 4	Statutory pricing
Any other modification under Section 4.55 or 4.56 (EP&A Act 1979 and EP&A Regulations 2021) and not of minimal environmental impact, with original DA fee of 1 fee unit or more and with a value of works over \$10,000,000			\$6,167.00 plus an additional \$0.27 for each \$1,000 by which the estimated cost exceeds \$10,000,000				EP&A Regulation 2021 Schedule 4	Statutory pricing
Additional Modification (s4.55) Fees								
Additional fee for modification under Section 4.55(2) or 4.56(1) (EP&A Act 1979 and EP&A Regulations 2021) where notice is required to be given		\$866.00	\$866.00	\$0.00	\$866.00		EP&A Regulation 2021 Schedule 4	Statutory pricing
Additional fee for referral of a Section 4.55 or 4.56 (EP&A Act 1979 and EP&A Regulations 2021) modification application which relates to Residential Apartment Development accompanied by a design verification from a qualified designer	Fee is to be refunded if the modification application is not referred to a design review panel	\$989.00	\$989.00	\$0.00	\$989.00		EP&A Regulation 2021 Schedule 4	Statutory pricing
Withdrawal Fees								
Application is withdrawn before an assessment report has been commenced			80% of fee may be refunded					Partial cost pricing
Application is withdrawn after an assessment report is commenced, but before completion of the assessment			40% of fees may be refunded					Partial cost pricing
Application is withdrawn after assessment has been completed but before determination is made			No refund applicable					Partial cost pricing
Application has been advertised or notified		No refund of notification or advertising fee (fee retained)						Full cost pricing
Review of Decision to Reject Application								
Application for review of decision to reject and not determine a development application under the Act, section 8.2(1)(c) if the estimated cost of development is less than \$100,000		\$71.00	\$71.00	\$0.00	\$71.00		EP&A Regulation 2021 Schedule 4	Statutory pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Review of Decision to Reject Application [continued]								
\$100,000–\$1 million		\$194.00	\$194.00	\$0.00	\$194.00		EP&A Regulation 2021 Schedule 4	Statutory pricing
more than \$1 million		\$325.00	\$325.00	\$0.00	\$325.00		EP&A Regulation 2021 Schedule 4	Statutory pricing
Review of Determination of Application								
Request for review of determination under Section 8.2 – 8.5 (EP&A Act 1997 and EP&A Regulation 2021) of development that doesn't involve building work, carrying out of a work, or demolition		50% of the fee for the original development application					EP&A Regulation 2021 Schedule 4	Statutory pricing
Request for review of determination under Section 8.2 – 8.5 (EP&A Act 1997 and EP&A Regulation 2021) involving development with an estimated cost up to \$5,000		\$71.00	\$71.00	\$0.00	\$71.00		EP&A Regulation 2021 Schedule 4	Statutory pricing
Request for review of determination under Section 8.2 – 8.5 (EP&A Act 1997 and EP&A Regulation 2021) involving development with an estimated cost \$5,001 – \$250,000		\$111.00 plus \$1.50 for each \$1,000 or part thereof of the estimated cost					EP&A Regulation 2021 Schedule 4	Statutory pricing
Request for review of determination under Section 8.2 – 8.5 (EP&A Act 1997 and EP&A Regulation 2021) involving development with an estimated cost \$250,001 – \$500,000		\$651.00 plus an additional \$0.85 for each \$1,000 by which the estimated cost exceeds \$250,000					EP&A Regulation 2021 Schedule 4	Statutory pricing
Request for review of determination under Section 8.2 – 8.5 (EP&A Act 1997 and EP&A Regulation 2021) involving development with an estimated cost \$500,001 – \$1,000,000		\$927.00 plus an additional \$0.50 for each \$1,000 by which the estimated cost exceeds \$500,000					EP&A Regulation 2021 Schedule 4	Statutory pricing
Request for review of determination under Section 8.2 – 8.5 (EP&A Act 1997 and EP&A Regulation 2021) involving development with an estimated cost \$1,000,001 – \$10,000,000		\$1,284.00 plus additional \$0.40 for each \$1,000 by which the estimated cost exceeds \$1,000,000					EP&A Regulation 2021 Schedule 4	Statutory pricing
Request for review of determination under Section 8.2 – 8.5 (EP&A Act 1997 and EP&A Regulation 2021) involving development with an estimated cost more than \$10,000,000		\$6,167.00 plus an additional \$0.27 for each \$1,000 by which the estimated cost exceeds \$10,000,000					EP&A Regulation 2021 Schedule 4	Statutory pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Review of Determination of Application [continued]

Request for review of determination under Section 8.2 – 8.5 (EP&A Act 1997 and EP&A Regulation 2021) involving erection of a dwelling with an estimated cost of \$100,000 or less		\$247.00	\$247.00	\$0.00	\$247.00		EP&A Regulation 2021 Schedule 4	Statutory pricing
Additional fee for review of modification where notice is required to be given under Section 8.2 – 8.5 (EP&A Act 1997 and EP&A Regulation 2021)		\$807.00	\$807.00	\$0.00	\$807.00		EP&A Regulation 2021 Schedule 4	Statutory pricing

Building Works Construction Certificate Fees

Application Fees

All application fees are to be as per a pre-lodgement quotation based upon the finished market value of works as determined by Council, the professionalism of the submission, the applicant or applicants agent and the business relationship with the Council

Construction Works with a value up to \$5,000		Minimum fee \$141.00 plus \$3.25 per \$1,000 or part thereof Maximum fee \$182.00 plus \$10.80 per \$1,000 or part thereof		Market pricing
Construction Works with a value from \$5,001 – \$100,000		Minimum fee \$141.00 plus \$3.25 per \$1,000 or part thereof Maximum fee \$182.00 plus \$8.60 per \$1,000 or part thereof		Market pricing
Construction Works with a value from \$100,001 – \$400,000		Minimum fee \$364.00 plus \$1.60 per \$1,000 or part thereof Maximum fee \$1046.00 plus \$4.30 per \$1,000 or part thereof		Market pricing
Construction Works with a value from \$400,001 – \$1,000,000		Minimum fee \$911.00 plus \$2.40 per \$1,000 or part thereof Maximum fee \$2409.00 plus \$2.70 per \$1,000 or part thereof		Market pricing
Construction Works with a value over \$1,000,000		\$2,880.00 plus as per quotation. Staff time per hour plus cost of resources required		Market pricing
Bulk Construction Certificates (minimum of ten construction certificate applications per financial year)		By quotation		Market pricing

Modification (CL148) Fees

Modification under s24 of the EP&A (DC&FS) Reg 2021		20% of the original fee or \$106.00 whichever is the greater		Market pricing
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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Withdrawal Fees for Construction Certificates

Application is withdrawn before site inspection		80% of fee may be refunded on request of the applicant						Market pricing
Application is withdrawn after desktop assessment has commenced		40% of fees may be refunded on request of the applicant						Market pricing
Application withdrawn after assessment is complete but before issue of certificate		0% of fee may be refunded on request of the applicant						Market pricing

BCA Performance Solution Fee

Assessment of Performance based building solution report- Fire related (including performance based design brief and final report)		\$2900 (inclusive of single or multiple performance requirements)						Market pricing
Assessment of Performance based building solution report- Non-fire related (including performance based design brief and final report)		\$1150 (inclusive of single or multiple performance requirements, but exclusive of performance requirements relating to fire safety related matters)						Market pricing
Lodgment of FEBQ to NSWFR		\$350 plus any costs incurred from NSW Fire and Rescue as per their fees and charges						Market pricing
Lodgment of Final Fire Safety Report Application to NSWFR		\$350 plus any costs incurred from NSW Fire and Rescue as per their fees and charges						Market pricing
Lodgment of Initial Fire Safety Report to NSWFR		\$350 plus any costs incurred from NSW Fire and Rescue as per their fees and charges						Market pricing

Complying Development Certificate Fees**Application Fees**

Variable component building works – Based on the value of the building and all development works as determined by Council's Building Surveyor

Complying Development Certificate involving demolition of a single dwelling		\$386.00	\$363.64	\$36.36	\$400.00			Market pricing
Complying Development Certificate with a value up to \$5,000		Minimum fee \$141.00 plus \$3.25 per \$1,000 or part thereof Maximum fee \$182.00 plus \$10.80 per \$1,000 or part thereof						Market pricing
Complying Development Certificate with a value from \$5,001 – \$50,000		Minimum fee \$224.00 plus \$6.50 per \$1,000 or part thereof over \$5,000 Maximum fee \$246.00 plus \$10.80 per \$1,000 or part thereof over \$5,000						Market pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Application Fees [continued]

Complying Development Certificate with a value \$50,001 – \$400,000		Minimum fee \$284.00 plus \$4.30 per \$1,000 or part thereof over \$50,000 Maximum fee \$406.00 plus \$10.80 per \$1,000 or part thereof over \$50,000						Market pricing
Complying Development Certificate with a value \$400,001 – \$1,000,000		Minimum fee \$2,057.00 plus \$1.30 per \$1,000 or part thereof over \$400,000 Maximum fee \$5,196.00 plus \$3.30 per \$1,000 or part thereof over \$400,000						Market pricing
Complying Development Certificate with a value over \$1,000,000		\$2,869.00 plus as per quotation (staff time per hour plus cost of resources required)						Market pricing

Modification (\$4.30) Fees of Complying Development Certificate

Modification under Section 4.30		20% of original fee or \$106 whichever is the greater						Market pricing
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Withdrawal Fees of Complying Development Certificates

Application is withdrawn before site investigations are made		80% of fee may be refunded on request of the applicant						Market pricing
Application is withdrawn prior to preparation of an assessment / compliance audit being commenced		40% of fees may be refunded on request of the applicant						Market pricing
Application is withdrawn after the assessment/compliance audit has been completed, but before the certificate is issued		0% of fee may be refunded on request of the applicant						Market pricing

BCA Performance Solution Fee

Assessment of Performance BCA Solution for Complying Development Certificate	Provision of expert opinion, consultants, testing to assess the alternate solution(s)	25% to 75% loading on scheduled fees plus 130% of Council's direct costs						Market pricing
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Section 68 Application Fees (Local Government Act 1993)**Applications other than that for a manufactured home, caravan park, movable dwelling or onsite waste management system**

Application to conduct activity specified in Section 68 other than relating to manufactured homes, caravan parks or solid fuel heating devices	Per application inspection	\$217.50	\$217.50	\$0.00	\$217.50	Per application/ inspection		Market pricing
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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Applications other than that for a manufactured home, caravan park, movable dwelling or onsite waste management system [continued]

Application to install solid fuel heating device		\$0.00	\$217.50	\$0.00	\$217.50	Per application/ inspection		Market pricing
Inspection to verify compliance of installed solid fuel heating device		Minimum Fee. \$175. Maximum Fee \$225 per hour or part thereof						Market pricing
Objections to application of regulations and local policies		\$250.00	\$250.00	\$0.00	\$250.00		Local Government Act 1993 Section 82	Market pricing
Application to Transport Waste (over/under public land)		\$100.00	\$100.00	\$0.00	\$100.00			Market pricing

Certification

Building Inspection Fees

Residential Development Fees

For all additional inspections in excess of those listed additional inspection fees including GST are applicable

Residential Development up to \$10,000 where a single site visit only is required for critical post approval stage inspection		Minimum fee \$240. Maximum fee \$395. Single inspection only				Per development		Market pricing
Residential Development up to \$10,000 where two site visits only are required for all critical post approval stage inspections		Minimum fee \$420. Maximum fee \$589. Up to 2 inspections, e.g. shed footings and S/W inspection conducted concurrently, frame and final inspection conducted concurrently				Per development		Market pricing
Residential Development \$10,001 – \$20,000		Minimum fee \$627. Maximum fee \$880. Up to 3 inspections per development				Per development		Market pricing
Residential Development \$20,001 – \$50,000		Minimum fee \$828.00. Maximum fee \$1,164.00. Up to 4 inspections per development				Per development		Market pricing
Residential Development \$50,001 – \$100,000		Minimum fee \$1041.00. Maximum fee \$1468.00. Up to 5 inspections per development/per unit				Per development/ Per unit		Market pricing
Residential Development more than \$100,001		Minimum fee \$1248. Maximum fee \$1752. Up to 6 inspections per development/per unit				Per development/ Per unit		Market pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Residential Development Fees [continued]

Additional inspection or reinspection		Minimum Fee. \$181. Maximum Fee \$233 per hour or part thereof						Market pricing
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Commercial/Industrial Development/ Residential Fees (class2-9)

For all additional inspections in excess of those listed additional inspection fees including GST are applicable

Industrial / Commercial Development / Residential Up to \$50,000		Minimum fee \$627.00. Maximum fee \$880.00. Up to 3 inspections						Market pricing
Industrial / Commercial Development / Residential Greater than \$50,001		Minimum fee \$1041.00 Maximum fee \$1468.00. Up to 5 inspections						Market pricing
Industrial / Commercial Development / Residential Additional Inspections (as required for development type)		Minimum fee \$181.00. Maximum fee \$233.00 per hour or part thereof.						Market pricing
Additional inspection or reinspection		Minimum Fee. \$181. Maximum Fee \$233 per hour or part thereof						Market pricing

Class 2, 3 & 4 Additional Inspection Fees

Additional residential fees under s61 EP&A (DC&FS)Regs 2021

Before covering fire protection at service penetrations - Calculated per level requiring inspection		Minimum fee \$181.00. Maximum fee \$233.00 per hour or part thereof						Market pricing
Before covering the junction of an internal fire-resisting construction bounding a sole-occupancy unit - Calculated per level requiring inspection		Minimum fee \$181.00. Maximum fee \$233.00 per hour or part thereof						Market pricing
Before covering waterproofing in a wet area, for at least 10% of rooms with a wet area in the building		Minimum fee \$181.00. Maximum fee \$233.00 per hour or part thereof						Market pricing
Attendance of Commissioning test for Fire Safety Service		Minimum fee \$181.00. Maximum fee \$233.00 per hour or part thereof						Market pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Class 2, 3 & 4 Additional Inspection Fees [continued]

Additional inspection or reinspection	Required inspections and critical stage inspections will be done concurrently if possible and viable. Additional inspections may be required and must be paid for prior to inspection being done or may be invoiced at discretion of Building Inspector	Minimum fee \$181.00. Maximum fee \$233.00 per hour or part thereof						Market pricing
Out of hours inspection		\$239.00 per half hour or part thereof						Market pricing
Building inspection where Construction Certificate has not been issued by Port Stephens Council	Quotation based on above schedule and staff time per hour plus cost of resources at cost plus 20%	154%-220% of the applicable fee or as otherwise determined by the BAM						Market pricing

Compliance Certificate Fees

Compliance Certificate		\$204.50	\$192.73	\$19.27	\$212.00	Per hour		Market pricing
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Occupation Certificate Fees

Class 1 or Class 10 Building Fees

Occupation Certificate for a Class 1 or Class 10 building with a value up to \$5,000	Paid at time of PCA appointment Covers single dwelling and ancillary out buildings	\$140.80	\$132.50	\$13.25	\$145.75			Market pricing
Occupation Certificate for a Class 1 or Class 10 building with a value from \$5,001 – \$20,000	Paid at time of PCA appointment Covers single dwelling and ancillary out buildings	\$204.50	\$192.73	\$19.27	\$212.00			Market pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Class 1 or Class 10 Building Fees [continued]								
Occupation Certificate for a Class 1 or Class 10 building with a value from \$20,001 – \$400,000	Paid at time of PCA appointment Covers single dwelling and ancillary out buildings	\$263.50	\$247.95	\$24.80	\$272.75			Market pricing
Occupation Certificate for a Class 1 or Class 10 building with a value from \$400,001 – \$1,000,000	Paid at time of PCA appointment Covers single dwelling and ancillary out buildings	\$325.00	\$306.36	\$30.64	\$337.00			Market pricing
Occupation Certificate for a Class 1 or Class 10 building with a value over \$1,000,000	Paid at time of PCA appointment Covers single dwelling and ancillary out buildings	\$325.00	\$306.36	\$30.64	\$337.00			Market pricing
Class 2 to Class 9 Building Fees								
Occupation Certificate for a Class 2 - 9 building with a value up to \$20,000	Paid at time of PCA appointment	\$204.50	\$192.73	\$19.27	\$212.00	Per building		Market pricing
Occupation Certificate for a Class 2 - 9 building with a value from \$20,001 – \$200,000	Paid at time of PCA appointment	\$263.50	\$248.18	\$24.82	\$273.00	Per building		Market pricing
Occupation Certificate for a Class 2 - 9 building with a value from \$200,001 – \$400,000	Paid at time of PCA appointment	\$263.50	\$248.18	\$24.82	\$273.00	Per building		Market pricing
Occupation Certificate for a Class 2 - 9 building with a value from \$400,001 – \$1,000,000	Paid at time of PCA appointment	\$325.00	\$306.36	\$30.64	\$337.00	Per building		Market pricing
Occupation Certificate for a Class 2 - 9 building with a value greater than \$1,000,001	Paid at time of PCA appointment	\$325.00	\$306.36	\$30.64	\$337.00	Per building		Market pricing
Relocated Building Fees								
Inspection of prefabricated building during construction in factory		\$0.00	\$175.00	\$0.00	\$175.00	per inspection		Market pricing
Installation of prefabricated building on site		\$0.00	\$175.00	\$0.00	\$175.00			Market pricing

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Outside LGA Consultancy Work

Fire Safety and/or Building Code Compliance Inspections		\$0.00	\$175.00	\$0.00	\$175.00	per hour or part thereof		Market pricing
Travel costs from PSC LGA admin building to other LGA Council admin building		\$0.00	\$3.50	\$0.00	\$3.50	per KM		Market pricing
Desktop assessment and documentation preparation		\$0.00	\$64.50	\$0.00	\$64.50	per hour or part thereof		Market pricing
Certification Work on behalf of external LGA		As per certification costs plus travel and desktop assessment charges						Market pricing
Remote peer review of documentation or provision of technical advice		\$0.00	\$64.50	\$0.00	\$64.50	per hour or part thereof		Market pricing

Other Certificates

Building Information Certificate Fees

Application Fees

Class 1 (dwelling) or Class 2 building comprising 2 dwellings only, including Class 10 (outbuildings)		\$250.00	\$350.00	\$0.00	\$350.00	Per dwelling on lot		Market pricing
Class 10 (outbuildings)		\$250.00	\$350.00	\$0.00	\$350.00	Per dwelling on lot		Market pricing
Class 2 – 9 buildings with floor area not exceeding 200m ²		\$250.00	\$350.00	\$0.00	\$350.00			Market pricing
Class 2 – 9 buildings with floor area exceeding 200m ² but not exceeding 2,000m ²		\$350.00 fee plus \$0.50 per square metre above 200 square metres						Market pricing
Class 2 - 9 buildings with floor area exceeding 2,000m ²		\$1,450.00 fee plus \$0.75 per square metre above 2,000 square metres						Market pricing
Applications relating to external walls only		\$250.00	\$350.00	\$0.00	\$350.00	Per application		Market pricing
Additional fee - can be applied for the assessment of building works carried out without the required planning assessment and consent or not in accordance with the relevant consent, approval, certification and/or inspections (including administration, inspection, notification and assessment fees if applicable)		Fee calculated by cost of development and Council's applicable fee for a Development Consent, Construction Certificate or Complying Development Certificate						Market pricing

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Other Fees								
Reinspection fee		Refer to building inspection fees.				Per inspection		Market pricing
Copy of Certificate		\$13.00	\$13.00	\$0.00	\$13.00	Per copy		Market pricing
Certified copy of document or map		\$53.00	\$53.00	\$0.00	\$53.00	Per item		Market pricing
Bushfire Certificate Fees								
Bushfire certificate where Council is the certifier		\$225.00 fee per certificate if Council is the certifying authority				Per certificate		Market pricing
Bushfire certificate where Council is not the certifier		\$506.00 minimum fee per certificate if Council is NOT the certifying authority				Per certificate		Market pricing
Planning Certificate Fees								
Section 10.7(2) Planning Certificate		\$69.00	\$69.00	\$0.00	\$69.00	Per certificate	EP&A Regulation 2021 Schedule 4	Statutory pricing
Section 10.7(2) and 10.7(5) Planning Certificate		\$174.00	\$174.00	\$0.00	\$174.00	Per certificate	EP&A Regulation 2021 Schedule 4	Statutory pricing
Swimming Pools								
Certificate of Compliance Fees								
Swimming Pool Certificate of Compliance (including 1st inspection)	Includes 1st inspection and issue of Certificate of Compliance	\$150.00	\$136.36	\$13.64	\$150.00	Per occurrence	Swimming Pools Regulation 2018 Clause 19	Statutory pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Certificate of Compliance Fees [continued]								
Reinspection fee for Swimming Pool Certificate of Compliance	Re-inspection fees in respect of Swimming Pool Certificates of Compliance will be charged in accordance with the Swimming Pool Regulations	\$100.00	\$90.91	\$9.09	\$100.00	Per occurrence	Swimming Pools Regulation 2018 Clause 19	Statutory pricing
Swimming Pool Registration Fees								
Administration Fee for Registration of Swimming Pool or Amendment of Swimming Pool Registration		\$10.00	\$9.09	\$0.91	\$10.00	Per registration or amendment	Swimming Pools Regulation 2018 Clause 25	Statutory pricing
Swimming Pool Safety Barrier Exemption Fee								
Application Fee for Swimming Pools Safety Barrier Exemption Application		\$250.00	\$250.00	\$0.00	\$250.00	Per application	Swimming Pools Regulation 2018 Clause 13(1)	Statutory pricing
Fire Safety								
Registration Fee								
Annual fire safety statement management fee	Manage a Fire Safety Statement including ensuring information on that statement is dealt with as required by legislation	\$64.50 plus \$64.50 per essential fire safety measure included on the relevant fire safety schedule				Per request		Partial cost pricing

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Inspection Fee

Fire Safety – Inspection fee		\$212.00	\$192.73	\$19.27	\$212.00	Per half hour or part thereof		Partial cost pricing
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Fire Safety Certificate Fee

Fire Safety Schedule S.80A Re-Issue assessment fee		\$0.00	\$185.00	\$0.00	\$185.00	per hour or part thereof		Market pricing
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Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings**Application Fees**

Install a Manufactured home, moveable dwelling or associated structure on land (Section 68A Local Government Act)		\$560.00	\$580.00	\$0.00	\$580.00			Market pricing
Application for approval to Operate a Manufactured Home Estate, Caravan Park or Camping Ground (Initial)		Minimum Inspection fee of \$300.00 plus \$5.40 per site				Per site		Market pricing
Application for approval to Operate a Manufactured Home Estate, Caravan Park or Camping Ground (Renewal)		Minimum Inspection fee of \$150.00 plus \$3.70 per site				Per site		Market pricing
Application for Approval to Operate Manufactured Home Estates, Caravan Park or Camping Ground (change of details including community map)		\$65.00	\$65.00	\$0.00	\$65.00			Market pricing
Application for Approval to Operate Manufactured Home Estate, Caravan Park or Camping Ground (Amendment)		Minimum Inspection Fee of \$150.00 plus \$3.75 per site						Market pricing
Application for installation of relocatable home or rigid annexe on flood liable land		\$250.00	\$250.00	\$0.00	\$250.00			Market pricing

Inspection and Certificate Fees

Assessment of Notice of Completion of Installation (Manufactured Home) and issue of certificate of completion (per site)		\$65.00	\$65.00	\$0.00	\$65.00	Per inspection		Market pricing
Receipt of Notice of Completion of Installation (Relocatable Home or Associated Structure) (per site)		\$33.00	\$33.00	\$0.00	\$33.00	Per inspection		Market pricing
Inspection and Re-Inspection associated with Manufactured Home Estate, Caravan Park or Camping Ground (per hour minimum 30 minutes)		\$284.00	\$284.00	\$0.00	\$284.00			Market pricing

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Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Compliance**Compliance Cost Notice Fees**

Order Compliance Costs	Maximum fee* Notes: * Actual fee determined based on costs and expenses	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00			Statutory pricing
Notice of Intention Compliance Costs	Maximum fee* Notes: * Actual fee determined based on costs and expenses	\$500.00	\$500.00	\$0.00	\$500.00			Statutory pricing

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Engineering & Works**Subdivision Certificate Fees****Application Fees**

Subdivision Certificate					\$400.00 plus \$150.00 per lot	Per lot		Market pricing
Strata Certificate					\$400.00 plus \$100.00 per lot	Per lot		Market pricing

Other Fees

Release / vary / modify restrictions as to user, covenants/caveats, rights of carriageway, easements and the like	Per covenant / easement / etc. Includes up to 4hrs of investigation and assessment work. Additional charge of \$260 per hour for any work incurred in excess of 4hrs	\$385.00	\$400.00	\$0.00	\$400.00	Per covenant		Market pricing
Endorsement of new restriction as to user, covenant/caveat, right of carriageway, easement or the like	Per endorsement. Includes up to 4hrs of investigation and assessment work. Additional charge of \$260 per hour for any work incurred in excess of 4hrs	\$385.00	\$400.00	\$0.00	\$400.00	Per endorsement		Market pricing
Termination of Strata Plan		\$385.00	\$400.00	\$0.00	\$400.00	Per covenant		Market pricing
Resigning of subdivision certificate, strata certificate, deposited plan, 88b instrument or the like		\$385.00	\$400.00	\$0.00	\$400.00	Per document		Market pricing

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Name	Description	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Subdivision Works Certificate (SWC) Application/Inspection/Principal Certifying Authority (PCA) Fees								
Additional Assessment and/or Reinspection	Includes but is not limited to: review of additional documentation, providing revised certificate, failed inspection where re-inspection is required, any additional inspections requested by applicant, any combination of above. Minimum 1 hour			\$270.00 per hour				Market pricing
				Minimum 1 hour				
Drainage not part of road construction – Application Fee	Includes but is not limited to: Interallotment drainage, additional pipes outside of road construction, etc. Fee includes two reviews of submitted documentation. Additional reviews attract additional fees at hourly rate of \$260.00 per hour.			\$11.50 per metre				Market pricing
				Min. Fee excl. GST: \$1,080.00				
Drainage not part of road construction – Inspection/PCA Fee	Includes but is not limited to: Interallotment drainage, additional pipes outside of road construction, etc.			\$23.00 per metre				Market pricing
				Min. Fee excl. GST: \$1,080.00				
Formal Engineering Advice				\$270.00 per hour		Per hour or part thereof		Market pricing
				Minimum 1 hour				

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Name	Description	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Subdivision Works Certificate (SWC) Application/Inspection/Principal Certifying Authority (PCA) Fees [continued]

Engineering Information Certificate	All Development Engineering Information (excluding specific flooding information – see 'Flood Certificate') that should be considered prior to submitting an application.	\$286.00	\$245.45	\$24.55	\$270.00	Per lot		Market pricing
Miscellaneous Works - Application Fee	Includes but is not limited to: industrial/ commercial driveways, car parks, bulk earthworks, footpaths, cycleways, kerb and gutter, etc. Fee includes two reviews of submitted documentation. Additional reviews attract additional fees at hourly rate of \$260.00 per hour.			2% of the cost of works Min. Fee excl. GST: \$1,080.00				Market pricing
Miscellaneous Works - Inspection/PCA Fee	Includes but not limited to: industrial/ commercial driveways, car parks, bulk earthworks, footpaths, cycleways, kerb and gutter, etc.			2% of the cost of works Min. Fee excl. GST: \$1,080.00				Market pricing

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Name	Description	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Subdivision Works Certificate (SWC) Application/Inspection/Principal Certifying Authority (PCA) Fees [continued]

Engineering Certification - Application fee	Where the following works are requested to be assessed by Council: private road and drainage design compliance, private road and drainage construction compliance, private storm water management facilities design compliance, private storm water management facilities construction compliance. Fee includes two reviews of submitted documentation. Additional reviews attract additional fees at hourly rate of \$260.00 per hour.	Minimum is based on fee unit applicable 2% cost of works or hourly rate or any other fee as applicable in the schedule Min. Fee excl. GST: \$1,080.00						Market pricing
Principal Certifying Authority fee	Where private Accredited Certifier has been appointed	2% cost of works or hourly rate or any other fee as applicable in the schedule. Min. Fee excl. GST: \$1,080.00						Market pricing
Rural Road Construction - Application Fee	Includes but is not limited to: construction of road in rural areas, turning lanes, slip road, extension, widening, etc. Fee includes two reviews of submitted documentation. Additional reviews attract additional fees at hourly rate of \$260.00 per hour.	\$15.00 per metre Min. Fee excl. GST: \$1,080.00						Market pricing

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Subdivision Works Certificate (SWC) Application/Inspection/Principal Certifying Authority (PCA) Fees [continued]

Rural Road Construction - Inspection/PCA Fee	Includes but is not limited to: construction of road in rural areas, turning lanes, slip road, extension, widening, etc.		\$30.00 per metre					Market pricing
			Min. Fee excl. GST: \$1,080.00					
Urban, Industrial, Commercial and Residential Road Construction - Application Fee	Includes but is not limited to: construction of roads in urban, industrial, commercial and residential areas, turning lanes, slip road, extension widening, etc. Fee includes two reviews of submitted documentation. Additional reviews attract additional fees at hourly rate of \$260.00 per hour.		\$21.00 per metre					Market pricing
			Min. Fee excl. GST: \$1,080.00					
Urban, Industrial, Commercial and Rural Residential Road Construction - Inspection/PCA Fee	Includes but is not limited to: construction of roads in urban, industrial, commercial and rural residential areas.		\$42.00 per metre					Market pricing
			Min. Fee excl. GST: \$1,080.00					
Stormwater quality and/or quantity improvement structure - Application fee	Includes but is not limited to: detention basins, nutrient ponds, gross pollutant traps, rain gardens, etc. Fee includes two reviews of submitted documentation. Additional reviews attract additional fees at hourly rate of \$260.00 per hour.		\$1,080.00 per structure					Market pricing

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Subdivision Works Certificate (SWC) Application/Inspection/Principal Certifying Authority (PCA) Fees [continued]

Stormwater quality and/or quantity improvement structure - Inspection/PCA fee	Includes but is not limited to: detention basins, nutrient ponds, gross pollutant traps, rain gardens, etc.				\$1,080.00 per structure			Market pricing
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Works Quality and Outstanding Works Bonds Fees

Outstanding works bond	Where Council accepts to bond works not completed. Includes administration/management				200% cost of works Min. Fee excl. GST: \$6,500.00			Market pricing
Works Quality Bond	Where Council accepts completed works as satisfactory and requires a bond for a period of 12 months to ensure quality of works.				5% cost of works (works excluding water and sewer) Min. Fee excl. GST: \$6,500.00			Market pricing

Flooding Information

Flood Certificate – single lot, standard request	Flood level information & Coastal Hazard Information (where applicable)				\$305.00 per lot	Per lot		Market pricing
Flood Certificate – multiple adjoining Lots – standard request	Flood level information & Coastal Hazard Information (where applicable)				\$240.00 per lot	Per lot		Market pricing
Flood Certificate – single lot – urgent request	Flood level information & Coastal Hazard Information (where applicable)				\$610.00 per lot	Per lot		Market pricing

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Flooding Information [continued]

Flood Certificate – multiple adjoining Lots – urgent request	Flood level information & Coastal Hazard Information (where applicable)				\$480.00 per lot	Per lot		Market pricing
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Drainage Works (Section 307 of the Water Management Act 2000)**Approvals/Inspections**

Additional Assessment and/or Reinspection	Includes but is not limited to: review of additional documentation, providing revised certificate, failed inspection where re-inspection is required, any additional inspections required by applicant, any combination of the above. Minimum 1 hour				\$250.00 per hour Minimum 1 hour	Per hour or part thereof		Market pricing
Connect to public system	Includes but is not limited to: Pipes that connect to public stormwater system, pipes that eventually flow to public stormwater system (even if not directly connected), pipes that flow into catchments or wetlands, etc.				\$250.00 per connection	Per connection		Market pricing
Public drainage line	Includes but is not limited to: Construction of public drainage line within the road reserve before connection to public system, etc.				\$26.00 per metre Min. Fee: \$1000 (GST not applicable)	Per metre of drainage		Market pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Approvals/Inspections [continued]

Stormwater quality and/ or quantity improvement structure approval	Includes but is not limited to: detention basins, nutrient ponds, Gross Pollutant Traps, rain gardens, etc.			\$1000.00 per structure		Per structure		Market pricing
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Kerb & Guttering

Corner Lots		\$58.00	\$55.00	\$5.50	\$60.50	Per lineal metre		Partial cost pricing
Frontage (other than corner lots)		\$85.00	\$80.00	\$8.00	\$88.00	Per lineal metre		Partial cost pricing
Rear boundaries		\$45.00	\$42.73	\$4.27	\$47.00	Per lineal metre		Partial cost pricing
Gutter crossing	Layback kerb	By quotation – inclusive of GST. Quotation will be based on an estimated cost of labour, plant, materials and organisational overheads						Full cost pricing

Pipe & Gravel Access

Pipe & Gravel Access Fee		By quotation – inclusive of GST. Quotation will be based on an estimated cost of labour, plant, materials, organisational overheads and allowance for profit to complete the works						Full cost pricing
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Private Utility Installation**Public Roads/Places**

Category 1 installation – Initial Fee	Up to 50mm diameter and up to 10m length	\$925.00	\$870.91	\$87.09	\$958.00	Each		Market pricing
Subsequent Fee per metre	Up to 50mm diameter and over 10m length	\$181.50	\$170.91	\$17.09	\$188.00	Per km		Market pricing
Category 2 installation – Initial Fee	Over 50mm diameter and up to 10m length	\$4,235.00	\$3,986.36	\$398.64	\$4,385.00	Each		Market pricing
Category 2 installation – Subsequent Fee per metre	Over 50mm diameter and 10m length	\$877.00	\$825.45	\$82.55	\$908.00	Per km		Market pricing

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Restorations								
Roads, Footpaths, Associated Access, Drainage								
Bituminous Surfaces								
All surfaces	Square metre charge Minimum fee is \$930.00				\$210.00 per square metre			Full cost pricing
Concrete – Footpaths & Domestic Driveways								
Footpaths & Domestic Driveways					\$225.00 per square metre Min. Fee excl. GST: \$1,009.00			Full cost pricing
Concrete – Roads & Commercial Driveways								
Roads & Commercial Driveways					\$546.00 per square metre Min. Fee excl. GST: \$1,077.27			Full cost pricing
Kerb & Gutter								
Kerb & Gutter Fee					\$650.00 per lineal metre Min. Fee excl. GST: \$1,181.82			Full cost pricing
Other								
All restorations			By quotation - Several openings made simultaneously within 45 metres may be grouped as one					Full cost pricing
All restorations – Separate restoration costs for openings			By quotation - Separate restoration costs for openings over five square metres to be estimated by Council					Full cost pricing
Inspection Fee for Restoration Works - Utility Providers	Inspection fee for restoration works completed by utility providers (Hunter Water, Ausgrid etc)	\$0.00	\$120.00	\$12.00	\$132.00			Market pricing
Earth, gravel and all other classes of unsealed pavements or shoulders			Full recovery of all costs to Council - Quote to be provided upon request					Full cost pricing

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (excl. GST)	Year 25/26 GST Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Roads Works (Section 138 of Roads Act 1993)

Approvals/Inspections

Additional Assessment and/or Reinspection	Includes but is not limited to: review of additional documentation, providing revised certificate, failed inspection where re-inspection is required, any additional inspections required by applicant, any combination of the above.			\$250.00 per hour Minimum 1 hour			Market pricing
Miscellaneous Works	Includes but is not limited to: construction of footpaths and shared paths, kerb and gutter, industrial/commercial driveways, etc.			4% of cost of works Min. Fee: \$1000 (GST not applicable)			Market pricing
Rural Road Construction	Includes but is not limited to: construction of road in rural areas, turning areas, slip roads, extensions, widening, etc.			\$38.00 per metre Min. Fee: \$1000 (GST not applicable)			Market pricing
Urban, Industrial, Commercial & Rural Residential Road Construction	Includes but is not limited to: construction of roads in urban, industrial, commercial and rural residential areas, etc			\$58.00 per metre Min. Fee: \$1000 (GST not applicable)			Market pricing

Driveway Crossings

Driveway Crossing Application (Section 138 of Roads Act 1993)				\$300.00 per driveway crossing	Per driveway/crossing		Market pricing
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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
New Roads								
New Road Naming Application	Fee for one road naming. Provides for 2 options for road naming	\$841.00	\$871.00	\$0.00	\$871.00	Per road		Full cost pricing
Requested appeals	Additional appeal costs	\$150.00	\$150.00	\$0.00	\$150.00			Full cost pricing
Permits								
Additional Assessment and/or Reinspection	Includes but is not limited to: review of additional documentation, providing revised certificate, failed inspection where re-inspection is required, any additional inspections required by applicant, any combination of the above.			\$250.00 per hour Minimum 1 hour		Per hour or part thereof		Full cost pricing
Heavy Vehicle Permit Application	Over Size Over Mass HML PBS (Heavy Vehicle National Law (NSW) (2013 No42a) Section 740)	\$83.00	\$88.00	\$0.00	\$88.00	Per permit		Statutory pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Permits [continued]								
Footpath Occupation Permit	Includes but is not limited to: the installation of infrastructure, road opening, occupation by crane or skip bin, occupation of footpath, enclosure by hoarding, swinging or hoisting over a public space, any other related activities/ works, any combination of the above	\$250.00 per week for first 3 weeks \$200.00 per additional week thereafter				Per week		Full cost pricing
Road Closures								
Close/Purchase								
Road closure and purchase application	Permanent Road Closure Application Initial fee before Council Resolution stage non-refundable	\$896.00	\$928.00	\$0.00	\$928.00		Roads Act 1993 Section 138	Rate of Return pricing
Road closure and purchase application	Subsequent fee after Council resolution	Land Value plus costs						Rate of Return pricing
Temporary								
Temporary Lane Closure – Construction Works (Section 138 of Roads Act 1993)	Permit to implement traffic control within a public road	\$240.00	\$250.00	\$0.00	\$250.00	Per Month		Full cost pricing
Temporary Road/Footpath Closures – Anzac Day (Section 138 of Roads Act 1993)	Council will waive the fee for this event	\$0.00	\$0.00	\$0.00	\$0.00			Free (zero priced)

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Temporary [continued]								
Permit to occupy on-street parking (Section 138 of Roads Act 1993)	Permit to occupy on-street parking during construction of development or other works			Per 6 months per car space Minimum fee is \$2,350		Per 6 months per parking space		Full cost pricing
Temporary Road/Footpath Closures/Events (Section 138 of Roads Act 1993)	Administration and advertising fee	\$480.00	\$500.00	\$0.00	\$500.00	Per application		Full cost pricing
Temporary Road/Footpath Closures/Events (Section 138 of Roads Act 1993)	Inspection fee			\$250.00 per hour Minimum 1 hour		Per hour or part thereof		Full cost pricing
Rural Address Post								
Rural address post installed	Issue & installation / replacement	\$238.50	\$224.55	\$22.45	\$247.00	Per address		Full cost pricing
Rural address post supplied	Supply of post only	\$116.00	\$109.55	\$10.95	\$120.50			Full cost pricing
Traffic								
Traffic Information Search	Search and provision of existing data			\$260.00 per hour Minimum 1 hour		Per hour or part thereof		Full cost pricing
Survey & Land Services								
Surveyor	Do and charge	\$172.00	\$162.27	\$16.23	\$178.50	Per hour		Market pricing
Registered Surveyor		By quotation - inclusive of GST. Quotation will be based on an estimated cost of labour, plant, materials and organisational overheads'.						Full cost pricing

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Workshop

Services/Inspections

Mechanical servicing/repair of vehicles	Appointment necessary	\$148.00	\$139.55	\$13.95	\$153.50			Rate of Return pricing
Pink Slips – Light Vehicles	Transport for NSW (TfNSW) Authorised Inspection Scheme (AIS) Notice 18 Revision 7	\$0.00	\$0.00	\$0.00	\$0.00			Statutory pricing
Pink Slips – Motor Cycles	Transport for NSW (TfNSW) Authorised Inspection Scheme (AIS) Notice 18 Revision 7	\$0.00	\$0.00	\$0.00	\$0.00			Statutory pricing
Pink Slips – Trailer with brakes	Transport for NSW (TfNSW) Authorised Inspection Scheme (AIS) Notice 18 Revision 7	\$0.00	\$0.00	\$0.00	\$0.00			Statutory pricing
Pink Slips – Trailer without brakes	Transport for NSW (TfNSW) Authorised Inspection Scheme (AIS) Notice 18 Revision 7	\$0.00	\$0.00	\$0.00	\$0.00			Statutory pricing
Safety Check only	Rigid truck over 4.5 tonne GVM but not over 5 tonne tare (not prime movers) Buses over 2.5 tonne tare but not over 5 tonne tare. Tow trucks not over 5 tonne tare. Transport for NSW (TfNSW) Authorised Inspection Scheme (AIS) Notice 18 Revision 7	\$0.00	\$0.00	\$0.00	\$0.00			Statutory pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Services/Inspections [continued]

Safety Check only	Trailers over 2 tonne GTM including tow truck trailers. Any trailer fitted with breakaway brakes. Transport for NSW (TfNSW) Authorised Inspection Scheme (AIS) Notice 18 Revision 7	\$0.00	\$0.00	\$0.00	\$0.00			Statutory pricing
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Repair and Maintenance of Emergency Services Vehicles

Any additional services or deviations from the rates detailed below will require prior approval and may incur separate charges.

Mechanical repair, maintenance and service work - Standard working hours	Workshop and field works conducted between 6:00AM and 5:00PM, Monday to Friday.	\$0.00	\$140.00	\$0.00	\$140.00	Per hour		Rate of Return pricing
Mechanical repair, maintenance and service work - After hours	Workshop and field works conducted outside of standard working hours, including evenings, weekends and public holidays.	\$0.00	\$160.00	\$0.00	\$160.00	Per hour		Rate of Return pricing
Mechanical repair, maintenance and service work - Call-out Fee		\$140 per hour during standard hours (6:00AM to 5:00PM, Monday to Friday) \$160 per hour after hours (any time outside standard hours, including evenings, weekends and public holidays)				Per hour		Rate of Return pricing
Materials charges	Materials supplied for repair or servicing of vehicles.				Full cost plus 20%			Market pricing

Civil Works

Construction of civil works on non-council owned or managed land		By Quotation - inclusive of GST. Quotation will be based on an estimated cost of labour, plant, materials and organisational overheads'.						Full cost pricing
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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Environmental & Health Services								
Animal Management								
Annual Permit - Dangerous/Restricted Dog	These fees are indicative only and fee may be adjusted annually in accordance with the prescribed fee set by the Office of Local Government.	\$230.00	\$230.00	\$0.00	\$230.00			Statutory pricing
Annual Permit - Undesexed Cat	Not desexed by 4 months of age. These fees are indicative only and fee may be adjusted annually in accordance with the prescribed fee set by the Office of Local Government.	\$96.00	\$96.00	\$0.00	\$96.00			Statutory pricing
Permit Late Fee	Applicable if a permit is not paid for by 28 days after the permit requirement took effect. This fee is indicative only and fee may be adjusted annually in accordance with the prescribed fee set by the Office of Local Government.	\$22.00	\$22.00	\$0.00	\$22.00	Per Annual Permit Fee		Statutory pricing
Anti Barking Collars	Hire Anti Barking Collars	\$50.00 per collar per week with an \$150.00 refundable deposit. The \$150.00 deposit will be refunded upon return of the Anti-Barking Collar in working order and undamaged				Per occurrence		Full cost pricing
Dangerous Dogs (declared under legislation)	Collar (medium)	\$55.50	\$52.27	\$5.23	\$57.50	Per collar		Full cost pricing
Dangerous Dogs (declared under legislation)	Collar (Large)	\$62.00	\$58.64	\$5.86	\$64.50	Per collar		Full cost pricing
Dangerous Dogs (declared under legislation)	Collar (Extra-large)	\$79.50	\$75.00	\$7.50	\$82.50	Per collar		Full cost pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Animal Management [continued]

Dangerous Dogs (declared under legislation)	Signage	\$50.00	\$47.27	\$4.73	\$52.00	Per sign		Full cost pricing
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Companion Animal – Lifetime Registration Fee

Dog - Registration fee	By 12 weeks or when sold if earlier than 12 weeks, not recommended, recognised breeder. This fee is indicative only and fee may be adjusted annually in accordance with the prescribed fee set by the Office of Local Government.	\$78.00	\$78.00	\$0.00	\$78.00	Per Dog		Statutory pricing
Dog - Additional Fee	Dog not desexed by 6 months. This fee is indicative only and fee may be adjusted annually in accordance with the prescribed fee set by the Office of Local Government.	\$184.00	\$184.00	\$0.00	\$184.00	Per dog		Statutory pricing
Dog - Registration Combined Fees	For not desexing dog by 6 months. This fee is indicative only and fee may be adjusted annually in accordance with the prescribed fee set by the Office of Local Government.	\$262.00	\$262.00	\$0.00	\$262.00	Per dog		Statutory pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Companion Animal – Lifetime Registration Fee [continued]								
Dog - Working dog, Service of the State, Assistance Animal	This fee is indicative only and fee may be adjusted annually in accordance with the prescribed fee set by the Office of Local Government.	\$0.00	\$0.00	\$0.00	\$0.00	Per dog		Statutory pricing
Cat - Registration Fee	By 12 weeks or when sold if earlier than 12 weeks, not recommended, recognised breeder. This fee is indicative only and fee may be adjusted annually in accordance with the prescribed fee set by the Office of Local Government.	\$68.00	\$68.00	\$0.00	\$68.00	Per Cat		Statutory pricing
Dog/Cat - Registration	By eligible pensioner. Desexed or not recommended. This fee is indicative only and fee may be adjusted annually in accordance with the prescribed fee set by the Office of Local Government.	\$34.00	\$34.00	\$0.00	\$34.00	Per Animal		Statutory pricing
Dog/Cat - Desexed	Sold by pound/shelter This fee is indicative only and fee may be adjusted annually in accordance with the prescribed fee set by the Office of Local Government.	\$0.00	\$0.00	\$0.00	\$0.00	Per Dog		Statutory pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Companion Animal – Lifetime Registration Fee [continued]

Registration Late Fee	This fee is indicative only and fee may be adjusted annually in accordance with the prescribed fee set by the Office of Local Government.	\$22.00	\$22.00	\$0.00	\$22.00	Per Registration		Statutory pricing
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Unattended**Unattended Vehicles Taken into Possession**

Collection Fee	Includes towing	\$250 or actual cost if greater than \$250 incurred in securing, towing, transporting vehicle to holding yard by contractor						Full cost pricing
Storage		\$67.50	\$70.00	\$0.00	\$70.00	Per day		Full cost pricing

Unattended Items

Large item		\$223.00	\$231.00	\$0.00	\$231.00	Per item		Full cost pricing
Small item		\$73.00	\$76.00	\$0.00	\$76.00	Per item		Full cost pricing
Storage fee	Daily fee for up to 20 small articles or each large article.	\$67.50	\$70.00	\$0.00	\$70.00	Per day		Full cost pricing

Impounding Cats/Dogs

Impounding fee (Initial)	First occurrence within 12 month period	\$97.50	\$101.00	\$0.00	\$101.00			Full cost pricing
Impounding fee	Subsequent impounding within 12 month period	\$133.00	\$138.00	\$0.00	\$138.00			Full cost pricing
Each additional cat/dog		\$52.50	\$54.50	\$0.00	\$54.50			Full cost pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Impounding Cats/Dogs [continued]

Surrender of Dog/Cat		\$179.50	\$186.00	\$0.00	\$186.00			Full cost pricing
Sustenance / maintenance fee		\$50.00	\$52.00	\$0.00	\$52.00	Per day or part thereof		Full cost pricing
Veterinary costs		Actual cost incurred						Full cost pricing
Cat trap hire		\$40.00 per trap per week with an \$80.00 refundable deposit. The \$80.00 deposit will be refunded upon return of cat trap in working order and undamaged				Per occurrence		Market pricing
Microchipping		\$0.00	\$40.00	\$0.00	\$40.00	Per Animal		Full cost pricing

Miscellaneous

Advertising fee	Mostly for auctions or sale of vehicles	Actual cost incurred						Full cost pricing
Outstanding Notices	For outstanding notices issued under Local Government Act and Environmental Planning and Assessment Act Section 735A/121ZP Certificate	\$116.00	\$120.50	\$0.00	\$120.50	Per property		Full cost pricing
Ranger Services	Outsourcing	\$158.00	\$164.00	\$0.00	\$164.00	Per hour or part thereof		Full cost pricing

Mortuaries**Inspections**

Inspection Fee – Holding Room and Mortuary		\$211.00	\$218.50	\$0.00	\$218.50	Per inspection		Market pricing
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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Onsite Sewerage Management Systems								
Septic Tanks								
Approval to Operate	Fee charged on initial approval and annual renewal - Levied via land rates.	\$140.00	\$140.00	\$0.00	\$140.00			Market pricing
Application Fee – Residential		\$369.00	\$382.00	\$0.00	\$382.00			Market pricing
Application Amendment – Residential		\$188.00	\$195.00	\$0.00	\$195.00			Market pricing
Application Fee – Commercial	Less than 10kl per day treatment capacity	\$769.00	\$796.00	\$0.00	\$796.00			Market pricing
Application Amendment – Commercial	Less than 10kl per day treatment capacity	\$409.00	\$424.00	\$0.00	\$424.00			Market pricing
Application Fee – Commercial	Greater than 10kl per day treatment capacity	By quotation prior to application lodgement. Quotation based on staff costs.						Market pricing
Application Amendment – Commercial	Greater than 10kl per day treatment capacity	By quotation prior to application lodgement. Quotation based on staff costs.						Market pricing
Inspection Fee – when associated with an application to install (residential or commercial) or a reinspection		\$211.00	\$218.50	\$0.00	\$218.50	Per inspection		Market pricing
Inspection Fee – Commercial (per hour, minimum 30 minutes)		\$373.00	\$387.00	\$0.00	\$387.00	Per hour or part thereof		Market pricing
Pre-purchase inspection (Residential only)		\$399.00	\$413.00	\$0.00	\$413.00			Market pricing
Laboratory analysis		Actual costs incurred						Market pricing
Peer Review – On Site Management System Application		Actual costs incurred						Market pricing

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Public Safety								
Food Safety								
Annual Administration Charge – food premises (small – up to 5 FTE food handlers)	FTE means full time equivalent; food handler means a person who directly engages in the handling of food for a food business	\$390.00	\$390.00	\$0.00	\$390.00	Per year	Food Regulation 2015 Clause 15	Statutory pricing
Annual Administration Charge – food premises (medium – more than 5 but not more than 50 FTE food handlers)	FTE means full time equivalent; food handler means a person who directly engages in the handling of food for a food business	\$800.00	\$800.00	\$0.00	\$800.00	Per year	Food Regulation 2015 Clause 15	Statutory pricing
Annual Administration Charge – food premises (large – more than 50 FTE food handlers)	FTE means full time equivalent; food handler means a person who directly engages in the handling of food for a food business	\$3,500.00	\$3,500.00	\$0.00	\$3,500.00	Per year	Food Regulation 2015 Clause 15	Statutory pricing
Food Business Registration	New food business, change of food business, change of details	\$55.00	\$55.00	\$0.00	\$55.00	Per occurrence		Statutory pricing
Food business inspection fee		\$200.00	\$218.50	\$0.00	\$218.50	Per inspection		Market pricing
Inspection Fee – Mobile Food Vehicles	Community and charitable organisations are exempt	\$211.00	\$218.50	\$0.00	\$218.50	Per vehicle		Market pricing
Inspection Fee – when associated with a DA (non-licensed premises)		\$211.00	\$218.50	\$0.00	\$218.50	Per inspection		Market pricing
Inspection Fee – all food premises types – extended inspection (per hour, minimum 30 minutes)		\$284.00	\$284.00	\$0.00	\$284.00	Per hour (minimum 30 minutes)	Food Regulation 2015 Clause 14	Statutory pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Food Safety [continued]

Pre-purchase inspection – Commercial Premises		\$524.00	\$543.00	\$0.00	\$543.00	Per inspection		Market pricing
Improvement Notice – Food Premises – Administration Fee		\$330.00	\$330.00	\$0.00	\$330.00	Per notice	Food Regulation 2015 Clause 11	Statutory pricing

Other Commercial Premises or Applications

Inspection Fee (Commercial Premises)	Routine Inspection	\$211.00	\$218.50	\$0.00	\$218.50	Per inspection		Market pricing
Business Registration (Commercial Premises)	New Business or change of business or change of details	\$114.00	\$118.00	\$0.00	\$118.00	Per occurrence		Market pricing
Inspection Fee – when associated with a DA (commercial premises)		\$282.50	\$292.50	\$0.00	\$292.50	Per inspection/occurrence		Market pricing
Underground Petroleum Storage System - Inspection		\$319.00	\$319.00	\$0.00	\$319.00			Market pricing
Open Burning Application		\$100.00	\$100.00	\$0.00	\$100.00			Market pricing
Boarding House Initial Compliance Investigation		\$250.00	\$250.00	\$0.00	\$250.00			Market pricing

Legionella Control

Registration Fee		\$115.00	\$115.00	\$0.00	\$115.00	Per system	Public Health Regulation 2022 Clause 13T	Statutory pricing
Inspection Fee		\$363.00	\$376.00	\$0.00	\$376.00	Per hour or part thereof		Market pricing
Water Samples			Cost of analysis charged by supplier					Market pricing
Legionella Control – annual administration fee		\$121.50	\$126.00	\$0.00	\$126.00	Per occurrence		Market pricing

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Swimming Pool/Spa Inspections – Water Quality								
Inspection Fee (per pool or spa)		\$211.00	\$218.50	\$0.00	\$218.50	Per inspection (pool or spa)		Market pricing
Laboratory Analysis Fee			Cost of analysis charged by supplier					Full cost pricing
Registration Fee	S19(1) Public Health Regulation 2022	\$100.00	\$100.00	\$0.00	\$100.00	Per pool or spa	Public Health Regulation 2022 Clause 19(1)	Statutory pricing

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Environmental Services								
Biosecurity Weed Matter								
Administration Fees								
Biosecurity Undertaking re-inspection		\$78.00	\$81.00	\$0.00	\$81.00	Per inspection		Full cost pricing
Biosecurity Direction re-inspection		\$155.00	\$160.50	\$0.00	\$160.50	Per inspection		Full cost pricing
Permit to move Biosecurity matter	Application for permit	\$720.00	\$720.00	\$0.00	\$720.00		Biosecurity Regulation 2017 Schedule 5	Statutory pricing
Certificate as to weed control notices, expenses and charges on land	Application for Certificate	\$200.00	\$200.00	\$0.00	\$200.00		Biosecurity Regulation 2017 Schedule 5	Statutory pricing
Onsite Weed Control								
Regional weed control works		\$102.24	\$105.82	\$0.00	\$105.82	Per officer per hour		Full cost pricing
Chemicals					At cost			Full cost pricing
					Min. Fee excl. GST: \$92.00			
Plant		\$97.00	\$100.50	\$0.00	\$100.50	Per plant item per hour		Full cost pricing
Signage notification on seized matter					At Cost			Full cost pricing
Council Labour cost		\$134.00	\$139.00	\$0.00	\$139.00	Per officer per hour		Full cost pricing
Tree Management								
Application for tree removal/pruning permit		\$133.00	\$138.00	\$0.00	\$138.00	Per application		Full cost pricing

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Fees & Charges 2025/2026 | Page 112 of 165

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Tree Management [continued]

Review of application for tree removal/pruning permit		\$133.00	\$138.00	\$0.00	\$138.00	Per application		Full cost pricing
Tree Hazard Assessment by Arborist		\$211.00	\$218.50	\$0.00	\$218.50	Per site up to 5 trees - \$25 per additional tree		Full cost pricing

Natural Area Management

Nest Box Installation	Purchase and installation of Nest Box	\$250.00	\$450.00	\$0.00	\$450.00	Per nest box		Market pricing
Tree Planting	Purchase and planting of tree	\$200.00	\$300.00	\$0.00	\$300.00	Per tree		Market pricing
Bush regeneration works	Fee introduced in 2025/2026.	\$0.00	\$220.00	\$0.00	\$220.00	Per Hour		Market pricing

Ngioka Nursery

Tube Stock					Up to \$5	Per plant		Market pricing
Small Pot Plant					Up to \$10	Per plant		Market pricing
Medium Pot Plant					Up to \$20	Per plant		Market pricing
Large Pot Plant					Up to \$40	Per plant		Market pricing

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Recreation & Leisure Services

Aquatic Centres – Lakeside Leisure Centre

General Admission

Multiple Visits

Multi Visit Pass – Single Adult 20 Visit Pass	Six month expiry term, 20 visits for price of 18 visits	\$122.40	\$116.18	\$11.62	\$127.80	Per 20 visits		Market pricing
Multi Visit Pass - Concession 20 Visit Pass	Six month expiry term, 20 visits for price of 18 visits (Concession card holders - including Veterans, Pension, Health Care Card, Student and Disability)	\$104.40	\$99.82	\$9.98	\$109.80	Per 20 visits		Market pricing

Single Visit

Entry – Adult	Casual Entry for adult or persons 12 years and older	\$6.80	\$6.46	\$0.65	\$7.10	Per visit		Market pricing
Entry - Child	Casual entry for children 4 - 11 years	\$5.80	\$5.55	\$0.55	\$6.10	Per visit		
Entry – Concession	Casual entry for Concession card holders, including - Veterans, Pension, Health Care Card, Student and Disability	\$5.80	\$5.55	\$0.55	\$6.10	Per visit		Market pricing
Entry - Companion/Carers	Casual Entry for Companion Card Holders	\$0.00	\$0.00	\$0.00	\$0.00	Per visit		Free (zero priced)
Entry – Child 3 years and under	Must be accompanied by a fee paying adult	\$0.00	\$0.00	\$0.00	\$0.00	Per visit		Free (zero priced)

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Fees & Charges 2025/2026 | Page 114 of 165

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Single Visit [continued]								
Entry – Family (Day Pass)	Family is defined as members of family on a Medicare card or proof of residence at the same address	\$23.50	\$22.27	\$2.23	\$24.50	Per visit		Market pricing
Entry – School Student	Student participating in school program regardless of membership status	\$5.20	\$5.00	\$0.50	\$5.50	Per visit		Market pricing
Entry – Spectator	For persons attending centre but not entering water or participating in programs/activities	\$3.70	\$3.45	\$0.35	\$3.80	Per visit		Market pricing
Membership								
Membership Administration Fee	Once only – Upon joining, relates to all membership other than GOswim	\$20.00	\$27.27	\$2.73	\$30.00	Once only		Market pricing
Port Stephens Pool Membership – Family	Entry across all three sites. Family is defined as members of family on a Medicare card or proof of residence at the same address Weekly Direct Debit amount	\$27.00	\$25.45	\$2.55	\$28.00	Per week		Market pricing
Port Stephens Pool Membership – Adult Single	Pool entry across all three sites Weekly Direct Debit amount	\$16.35	\$15.45	\$1.55	\$17.00	Per week		Market pricing

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Fees & Charges 2025/2026 | Page 115 of 165

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Pool Membership – Family	Weekly Direct Debit amount. Family is defined as members of family on a Medicare card or proof of residence at the same address	\$20.20	\$20.00	\$2.00	\$22.00	Per week		Market pricing
Pool Membership – Family (per 12 months)	Upfront payment. Family is defined as members of a family on a Medicare card or proof of residence at the same address	\$800.00	\$745.45	\$74.55	\$820.00	Per year		Market pricing
Pool Membership – Family (per 6 months)	Upfront payment. Family defined as members of a family on a medicare card or proof of residence at the same address	\$550.00	\$509.09	\$50.91	\$560.00	Per 6 months		Market pricing
Pool Membership – Adult Single (per week)	Weekly Direct Debit amount	\$14.20	\$13.36	\$1.34	\$14.70	Per week		Market pricing
Pool membership - Corporate Discount - Single	Corporate membership discount applicable to pool membership - adult single weekly direct debit	Corporate Single Direct Debit discount 5% (10+ Employees) Corporate Single Direct Debit discount 10% (500+ Employees) Corporate Single Direct Debit discount 15% (1000+ Employees) Corporate Single Direct Debit discount 20% (5000+ Employees)				Per week		
Pool Membership – Adult Single (per 12 months)	Upfront payment	\$585.00	\$572.72	\$57.27	\$630.00	Per year		Market pricing
Aqua Fitness Membership - Adult Single (includes pool entry)	Weekly Direct Debit Amount	\$25.50	\$23.64	\$2.36	\$26.00	Per week		Market pricing
Pool Membership – Adult Single (per 6 months)	Upfront payment	\$353.10	\$327.27	\$32.73	\$360.00	Per 6 months		Market pricing

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Fees & Charges 2025/2026 | Page 116 of 165

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Membership [continued]

Pool Membership – Concession Single (per 12 months)	Upfront payment (Concession card holders - including Veterans, Pension, Health Care Card, Student, Disability)	\$470.00	\$463.63	\$46.36	\$510.00	Per year		Market pricing
Pool Membership – Concession Single (per 6 months)	Upfront payment (Concession card holders - including Veterans, Pension, Health Care Card, Student, Disability).	\$250.00	\$245.45	\$24.55	\$270.00	Per 6 months		Market pricing
Pool Membership – Concession Single (per week)	Weekly Direct Debit amount (Concession card holders - including Veterans, Pension, Health Care Card, Student, Disability).	\$13.00	\$12.23	\$1.22	\$13.46	Per week		Market pricing
Aqua Fitness Membership - Concession Single (includes pool entry)	Weekly Direct Debit Amount (Concession card holders - including Veterans, Pension, Health Care Card, Student, Disability).	\$19.00	\$17.73	\$1.77	\$19.50	Per week		Market pricing
Suspension Fee for Members and Swim Memberships	Throughout term, a per week charge.	\$20.00	\$4.55	\$0.45	\$5.00	Per week		Market pricing
Rejection Fee for Direct Debit Accounts	Dishonour Fee	\$10.00	\$9.41	\$0.94	\$10.35	Per occurrence		Market pricing

Programs**Aqua Fitness**

Aqua Fitness – Adult Single Entry	Includes pool entry	\$17.00	\$15.91	\$1.59	\$17.50	Per session		Market pricing
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Fees & Charges 2025/2026 | Page 117 of 165

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Aqua Fitness [continued]								
Aqua Fitness – Concession Single Entry	Includes pool entry (Concession card holders - including Veterans, Pension, Health Care Card, Student, Disability).	\$15.50	\$14.36	\$1.44	\$15.80	Per session		Market pricing
Aqua Fitness – Multi Visit Pass Adult Single (10 visits)	Multi Visit Pass, includes access to pool, 10 visits for price of 9. Six month expiry.	\$153.00	\$143.18	\$14.32	\$157.50	Per 10 sessions		Market pricing
Aqua Fitness – Multi Visit Pass Concession Single (10 visits)	Multi Visit Pass includes pool entry. 10 visits for price of 9 – (Concession card holders - including Veterans, Pension, Health Care Card, Student, Disability).	\$140.50	\$129.27	\$12.93	\$142.20	Per 10 sessions		Market pricing
Aquatic Education								
Swimming Lesson – Children with disabilities – Group Lesson	Includes pool entry. Free entry to non-swimming family members/carer supervising or watching swimming lesson	\$18.50	\$19.80	\$0.00	\$19.80	Per lesson		Market pricing
Swimming Lesson – Private Lesson – Adult - 30 minute lesson	Includes pool entry. Free entry to non-swimming family members/carer supervising or watching swimming lesson	\$62.00	\$65.00	\$0.00	\$65.00	Per lesson		Market pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Aquatic Education [continued]								
Swimming Lessons – 1st child (Group lesson)	Includes pool entry. Free entry to non-swimming family members/carer supervising or watching swimming lesson. Subsequent children after 2nd child to receive 10% discount	\$18.50	\$19.80	\$0.00	\$19.80	Per lesson		Market pricing
Swimming Lessons – Private lesson – Child - 15 minutes	Includes pool entry. Free entry to non-swimming family members/carer supervising or watching swimming lesson	\$40.00	\$41.40	\$0.00	\$41.40	Per lesson		Market pricing
Swimming Lesson - School	Includes pool entry	\$9.50	\$10.00	\$0.00	\$10.00	Per lesson		
Administration Fee - Go Swim Program Once Only	Administration Fee – Standard charge across all Goswim memberships. Once only upon joining	\$20.00	\$27.27	\$2.73	\$30.00	Once only		Market pricing

Squad Activities

Squad – Weekly Direct Debit – - Bronze/Development 1-2 sessions per week incl. membership		\$29.00	\$27.27	\$2.73	\$30.00	Per week		Market pricing
Squad – Weekly Direct Debit – Bronze 3 - sessions per week incl. membership		\$35.00	\$32.73	\$3.27	\$36.00	Per week		Market pricing
Squad – Weekly Direct Debit – Silver 4 sessions per week incl. membership		\$40.00	\$37.27	\$3.73	\$41.00	Per week		Market pricing
Squad – Weekly Direct Debit – Silver/Gold Adult 5-10 sessions per week incl. membership		\$44.00	\$40.91	\$4.09	\$45.00	Per week		Market pricing
Casual squad		\$18.00	\$16.82	\$1.68	\$18.50	Per session		Market pricing

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Special								
Lane Hire		\$38.00	\$36.36	\$3.64	\$40.00	Per lane per hour (or part thereof)		Market pricing
Visitor 7 day Pass - Single	7 day pass from date of purchase, offered December/January Only upfront payment	\$37.00	\$35.45	\$3.55	\$39.00	Per week		Market pricing
Visitor 7 day Pass - Family	7 day pass from date of purchase, offered December/January Only upfront payment. Family is defined as members of family on a medicare card or proof of residence at the same address.	\$140.00	\$131.82	\$13.18	\$145.00	Per week		Market pricing
Pool Hire Fee 50m	Entire 50m pool - per hour	\$275.00	\$259.09	\$25.91	\$285.00	Per Hour		Market pricing
Pool Hire Fee Leisure Pool	Entire Leisure Pool - Per hour	\$220.00	\$209.09	\$20.91	\$230.00	Per Hour		
Pool Parties Per Child	Minimum 10 children, includes party host & food	\$27.50	\$25.91	\$2.59	\$28.50	Per child		Market pricing
Pool Hire Cancellation Fee	Cancellation Fee	\$180.00	\$168.18	\$16.82	\$185.00	Per cancellation		Market pricing
Swim Lessons Holiday Intensive	Holiday Fast Track Program Casual Per Session Upfront Payment	\$18.50	\$19.80	\$0.00	\$19.80	Per lesson		Market pricing
Pool Inflatable Hire	\$100 per hours, min 3 hours	\$320.00	\$300.00	\$30.00	\$330.00			Market pricing

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Aquatic Centres – Tilligerry Aquatic Centre

General Admission

Multiple Visits

Multi Visit Pass – Adult Single 20 visits	Six month expiry term, 20 visits for price of 18 visits	\$104.40	\$101.45	\$10.15	\$111.60	Per 20 visits		Market pricing
Multi Visit Pass - Concession Single 20 Visits	Six month expiry term, 20 visits for price of 18 visits. (Concession Card Holders- including Veterans, Pension, Health Care Card, Student, Disability)	\$86.40	\$81.82	\$8.18	\$90.00	Per 20 Visits		Market pricing

Single Visit

Entry – Adult	Casual Entry for adult or persons 12 years and older	\$5.80	\$5.64	\$0.56	\$6.20	Per visit		Market pricing
Entry - Child	Casual Entry for children 4-11 years	\$5.50	\$5.18	\$0.52	\$5.70	Per visit		Market pricing
Entry – Child 3 years and under	Must be accompanied by a fee paying adult	\$0.00	\$0.00	\$0.00	\$0.00	Per visit		Free (zero priced)
Entry – Concession (Concession Card Holders)	Concession Card Holders-including Veterans, Pension, Health Care Card, Student, Disability	\$4.80	\$4.55	\$0.45	\$5.00	Per visit		Market pricing
Entry - Companion/Carers	Casual Entry for Companion Card Holders	\$0.00	\$0.00	\$0.00	\$0.00			Free (zero priced)
Entry – Family (Day Pass)	Family is defined as members of family on a Medicare card or proof of residence at the same address	\$22.00	\$20.45	\$2.05	\$22.50	Per visit		Market pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Single Visit [continued]								
Entry – School Student	Student participating in school program regardless of status	\$4.80	\$4.55	\$0.45	\$5.00	Per visit		Market pricing
Entry – Spectator	For persons attending centre but not entering water or participating in programs or activities	\$3.70	\$3.50	\$0.35	\$3.85	Per visit		Market pricing
Membership								
Membership Administration Fee	Once only – Upon joining, relates to all membership other than SAWS	\$20.00	\$27.27	\$2.73	\$30.00	Once only		Market pricing
Pool membership - Family (12 months)	Upfront payment. Family is defined as members of family on a Medicare card or proof of residence at the same address	\$800.00	\$745.45	\$74.55	\$820.00	Per year		Market pricing
Pool Membership – Family (6 months)	Upfront payment. Family is defined as members of family on a Medicare card or proof of residence at the same address	\$450.00	\$418.18	\$41.82	\$460.00	Per 6 months		Market pricing
Pool Membership – Family (per week)	Weekly Direct Debit amount. Family is defined as members of family on a Medicare card or proof of residence at the same address	\$17.00	\$16.36	\$1.64	\$18.00	Per week		Market pricing
Pool Membership – Adult Single (per week)	Weekly Direct Debit amount	\$9.80	\$9.27	\$0.93	\$10.20	Per week		Market pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Year 25/26 Fee (incl. GST)	Unit	Legislation	Pricing Policy
Membership [continued]								
Pool membership – Corporate Discount – Single	Corporate membership discount applicable to pool membership - adult single weekly direct debit		Corporate Single Direct Debit discount 5% (10+ Employees) Corporate Single Direct Debit discount 10% (500+ Employees) Corporate Single Direct Debit discount 15% (1000+ Employees) Corporate Single Direct Debit discount 20% (5000+ Employees)			Per week		Market pricing
Pool Membership – Adult Single (12 months)	Upfront payment	\$380.00	\$363.64	\$36.36	\$400.00	Per year		Market pricing
Pool Membership – Adult Single (6 months)	Upfront payment	\$220.00	\$213.64	\$21.36	\$235.00	Per 6 months		Market pricing
Pool Membership - Concession Single Direct Debit	Weekly direct debit amount (Concession Card Holders- including Veterans, Pension, Health Care Card, Student, Disability)	\$6.20	\$6.55	\$0.65	\$7.20	Per week		Market pricing
Pool Membership - Concession 6 month	Upfront payment. (Concession Card Holders- including Veterans, Pension, Health Care Card, Student, Disability)	\$185.00	\$174.05	\$17.40	\$191.45	Per 6 months		Market pricing
Pool Membership – Concession Single 12 months	Upfront payment. (Concession Card Holders- including Veterans, Pension, Health Care Card, Student, Disability)	\$310.00	\$300.00	\$30.00	\$330.00	Per year		Market pricing
Aqua fitness membership concession - Single includes pool entry	Weekly direct debit amount. (Concession Card Holders- including Veterans, Pension, Health Care Card, Student, Disability)	\$17.50	\$16.45	\$1.65	\$18.10	Per week		Market pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Membership [continued]

Aqua fitness membership - Adult single includes pool entry	Weekly direct debit amount	\$22.00	\$20.68	\$2.07	\$22.75	Per week		Market pricing
Suspension Fee for Members and Swim Memberships	Throughout term, a per week charge.	\$20.00	\$4.55	\$0.45	\$5.00	Per week		Market pricing
Rejection Fee for Direct Debit Accounts	Dishonour Fee	\$10.00	\$10.35	\$0.00	\$10.35	Per occurrence		Market pricing

Programs**Aqua Fitness**

Aqua Fitness – Multi visit pass adult single (10 visits)	10 visits for the price of 9 visits (includes pool entry)	\$148.50	\$143.19	\$14.32	\$157.50	Per 10 sessions		Market pricing
Aqua Fitness – Multi visit pass concession single (10 visits)	10 visits for the price of 9 visits (includes pool entry) – Concession Card Holders-including Veterans, Pension, Health Care Card, Student, Disability	\$135.00	\$129.28	\$12.93	\$142.20	Per 10 sessions		Market pricing
Aqua Fitness – Single Adult entry	Includes pool entry	\$16.50	\$15.91	\$1.59	\$17.50	Per session		Market pricing
Aqua Fitness – Concession Single entry	Includes pool entry. (Concession Card Holders-including Veterans, Pension, Health Care Card, Student, Disability)	\$15.00	\$14.37	\$1.44	\$15.80	Per session		Market pricing
Port Stephens Pool Membership – Family – Direct Debit	Weekly direct debit amount. Pool Entry across all 3 sites – Family is defined as members of family on a Medicare card or proof of residence at the same address	\$27.00	\$25.45	\$2.55	\$28.00	Per week		Market pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Aqua Fitness [continued]								
Port Stephens Pool Membership – Adult Single– Direct Debit	Weekly direct debit amount. Pool Entry across all 3 sites – Reciprocal rights	\$16.35	\$15.45	\$1.55	\$17.00	Per week		Market pricing
Aquatic Education								
Swimming Lesson – Children with disabilities – Group Lesson	Includes pool entry – Free entry to non-swimming family members/carer supervising or watching swimming lesson	\$18.50	\$19.80	\$0.00	\$19.80	Per lesson		Market pricing
Swimming Lesson – Private Lesson – Adult - 30 minute lesson	Includes pool entry – Free entry to non-swimming family members/carer supervising or watching swimming lesson	\$62.00	\$65.00	\$0.00	\$65.00	Per lesson		Market pricing
Swimming Lessons – 1st child (Group lesson)	Includes pool entry – Free entry to non-swimming family members/carer supervising or watching swimming lesson. Subsequent children from 2nd child in family to receive 10% discount	\$18.50	\$19.80	\$0.00	\$19.80	Per lesson		Market pricing
Swimming Lessons – Private lesson – Child 15 minutes	Includes pool entry – Free entry to non-swimming family members supervising or watching swimming lesson	\$40.00	\$41.40	\$0.00	\$41.40	Per lesson		Market pricing
Swimming Lesson - School	Includes pool entry	\$9.50	\$10.00	\$0.00	\$10.00	Per lesson		Market pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Aquatic Education [continued]								
Administration Fee – GOSwim Program Once Only	Administration Fee - Once Only	\$20.00	\$27.27	\$2.73	\$30.00	Once only		Market pricing
Special								
Lane Hire		\$38.00	\$36.36	\$3.64	\$40.00	Per lane per hour		Market pricing
Visitor 7 day Pass – Single	7 day pass from date of purchase, offered December/January Only upfront payment	\$37.00	\$35.46	\$3.55	\$39.00	Per person		Market pricing
Visitor 7 day Pass – Family	7 day pass from date of purchase, offered December/January Only upfront payment. Family is defined as members of family on a medicare card or proof of residence at the same address.	\$140.00	\$131.82	\$13.18	\$145.00	Per family		Market pricing
Pool parties per child	Minimum number 10 children includes party host and food	\$27.50	\$25.91	\$2.59	\$28.50	Per child		Market pricing
Pool Hire Fee 25m	Entire 25m - per hour	\$220.00	\$209.09	\$20.91	\$230.00	Per Hour		Market pricing
Pool hire cancellation fee		\$180.00	\$168.18	\$16.82	\$185.00	Per event		Market pricing
Swimming Lessons – Holiday Intensive	Holiday fast track program, casual per session, upfront payment	\$18.50	\$19.80	\$0.00	\$19.80	Per lesson		Market pricing
Pool Inflatable Hire	\$100 per hr, min 3 hrs	\$320.00	\$300.00	\$30.00	\$330.00			Market pricing

ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Aquatic Centres – Tomaree Aquatic Centre

General Admission

Multiple Visits

Multi Visit Pass – Adult single 20 visits	Six month expiry term, 20 visits for price of 18 visits	\$122.40	\$116.18	\$11.62	\$127.80	Per 20 visits		Market pricing
Multi Visit Pass – Concession Single 20 visits	Six month expiry term, 20 visits for price of 18 visits (Concession Card Holders- including Veterans, Pension, Health Care Card, Student, Disability)	\$104.40	\$99.82	\$9.98	\$109.80	Per 20 Visits		Market pricing

Single Visit

Entry – Adult	Casual Entry for adult or persons 12 years or older	\$6.80	\$6.45	\$0.65	\$7.10	Per visit		Market pricing
Entry - Child	Casual Entry for children 4-11 years	\$5.80	\$5.55	\$0.55	\$6.10	Per visit		Market pricing
Entry – Child 3 years and under	Must be accompanied by a fee paying adult	\$0.00	\$0.00	\$0.00	\$0.00	Per visit		Market pricing
Entry – Concession	Concession card to be provided (Concession Card Holders- including Veterans, Pension, Health Care Card, Student, Disability)	\$5.80	\$5.55	\$0.55	\$6.10	Per visit		Market pricing
Entry - Companion/Carers	Casual Entry for Companion Card	\$0.00	\$0.00	\$0.00	\$0.00			Free (zero priced)
Entry – Family (Day Pass)	Family is defined as members of family on a Medicare card or proof of residence at the same address	\$23.50	\$22.27	\$2.23	\$24.50	Per visit		Market pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Single Visit [continued]								
Entry – School Student	School student participating in school program, regardless of membership status	\$5.00	\$5.00	\$0.50	\$5.50	Per visit		Market pricing
Entry – Spectator	For persons attending the centre but not entering water or participating in program/activities	\$3.50	\$3.27	\$0.33	\$3.60	Per visit		Market pricing
Waterslide 7 Rides		\$8.00	\$8.18	\$0.82	\$9.00	Per visit		Market pricing
Waterslide Single Ride		\$3.00	\$2.82	\$0.28	\$3.10	Per ride/visit		Market pricing
Waterslide – All Day		\$23.00	\$21.82	\$2.18	\$24.00	Per day		Market pricing
Waterside School Booking – 2 Hours		\$300.00	\$290.91	\$29.09	\$320.00	Per single school visit		Market pricing

Membership

Membership Administration Fee	Once only – Upon joining, relates to all membership other than GOswim	\$20.00	\$27.27	\$2.73	\$30.00	Once only		Market pricing
Pool Membership - Concession Single Direct Debit	Weekly Direct Debit. (Concession Card Holders- including Veterans, Pension, Health Care Card, Student, Disability)	\$7.50	\$7.45	\$0.75	\$8.20	Per week		Market pricing
Pool Membership - Concession single 6 month membership	Upfront payment. (Concession Card Holders- including Veterans, Pension, Health Care Card, Student, Disability)	\$185.00	\$172.73	\$17.27	\$190.00	Per 6 months		Market pricing

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Name	Description	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Pool Membership - Concession Single 12 month membership	Upfront payment. (Concession Card Holders-including Veterans, Pension, Health Care Card, Student, Disability)	\$300.00	\$290.91	\$29.09	\$320.00	Per year		Market pricing
Pool Membership – Family (12 months)	Upfront payment. Family is defined as members of family on a Medicare card or proof of residence at the same address	\$725.00	\$681.82	\$68.18	\$750.00	Per year		Market pricing
Pool Membership – Family (6 months)	Upfront payment. Family is defined as members of family on a Medicare card or proof of residence at the same address	\$480.00	\$445.45	\$44.55	\$490.00	Per 6 months		Market pricing
Pool Membership – Family (Per week)	Weekly Direct Debit Family is defined as members of family on a Medicare card or proof of residence at the same address	\$15.50	\$16.36	\$1.64	\$18.00	Per week		Market pricing
Pool Membership – Adult Single (per week)	Weekly Direct Debit amount	\$10.00	\$10.00	\$1.00	\$11.00	Per week		Market pricing
Pool membership – Corporate Discount – Single	Corporate membership discount applicable to pool membership - adult single weekly direct debit		Corporate Single Direct Debit discount 5% (10+ Employees) Corporate Single Direct Debit discount 10% (500+ Employees) Corporate Single Direct Debit discount 15% (1000+ Employees) Corporate Single Direct Debit discount 20% (5000+ Employees)			Per week		Market pricing
Pool Membership – Adult Single (12 months)	Upfront payment	\$420.00	\$400.00	\$40.00	\$440.00	Per year		Market pricing
Pool Membership – Adult Single (6 months)	Upfront payment	\$260.00	\$245.45	\$24.55	\$270.00	Per 6 months		Market pricing

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Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Membership [continued]

Suspension Fee for Members and Swim Memberships	Throughout term, a per week charge	\$20.00	\$27.27	\$2.73	\$30.00	Per week		Market pricing
Rejection Fee for Direct Debit Accounts		\$10.00	\$10.35	\$0.00	\$10.35	Per occurrence		Market pricing

Programs**Aqua Fitness**

Multi Visit Pass Aqua Fitness Adult Single – (10 visits)	10 visits for the price of 9 visits (includes pool entry)	\$153.00	\$143.18	\$14.32	\$157.50	Per 10 sessions		Market pricing
Multi Visit Pass Aqua Fitness Concession Single – (10 visits)	10 visits for the price of 9 visits (includes pool entry) – Concession Card Holders-including Veterans, Pension, Health Care Card, Student, Disability	\$140.50	\$129.27	\$12.93	\$142.20	Per 10 sessions		Market pricing
Port Stephens Pool Membership – Family – Direct Debit	Pool Entry across all 3 sites – Weekly Direct Debit Family is defined as members of family on a Medicare card or proof of residence at the same address	\$27.00	\$25.45	\$2.55	\$28.00	Per week		Market pricing
Port Stephens Pool Membership - Adult single - direct debit	Pool Entry across all three sites	\$17.00	\$16.00	\$1.60	\$17.60	Per week		Market pricing
Aqua Fitness – Adult Single entry	Includes pool entry	\$17.00	\$15.91	\$1.59	\$17.50	Per session		Market pricing
Aqua Fitness – Concession Single Entry	Includes pool entry	\$15.50	\$14.36	\$1.44	\$15.80	Per session		Market pricing
Aqua Fitness Membership –Concession Single Direct Debit	Weekly Debit. Includes pool entry	\$19.00	\$17.73	\$1.77	\$19.50	Per week		Market pricing

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Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Aqua Fitness [continued]								
Aqua Fitness Membership – Adult Single Direct Debit	Weekly Debit. Includes pool entry	\$25.50	\$23.64	\$2.36	\$26.00	Per week		Market pricing
Aquatic Education								
Swimming Lesson – Children with disabilities – Group Lesson	Includes pool entry – Free entry to non-swimming family members/carer supervising or watching swimming lesson	\$18.50	\$19.80	\$0.00	\$19.80	Per lesson		Market pricing
Swimming Lesson – Private Lesson – Adult - 30 minute lesson	Includes pool entry. Free entry to non-swimming family members/carer supervising or watching swimming lesson	\$62.00	\$65.00	\$0.00	\$65.00	Per lesson		Market pricing
Swimming Lessons – 1st child (Group lesson)	Includes pool entry – Free entry to non-swimming family members/carer supervising or watching swimming lesson Subsequent children after 2 nd child to receive 10% discount	\$18.50	\$19.80	\$0.00	\$19.80	Per lesson		Market pricing
Swimming Lessons – Private lesson – Child 15 minutes	Includes pool entry – Free entry to non-swimming family members supervising or watching swimming lesson	\$40.00	\$41.40	\$0.00	\$41.40	Per lesson		Market pricing
Swimming Lesson - School	Includes pool entry	\$9.50	\$10.00	\$0.00	\$10.00	Per lesson		Market pricing
Administration Fee – GOswim Program Once Only	Management Administration Fee	\$20.00	\$27.27	\$2.73	\$30.00	Once only		Market pricing

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Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Squad Activities								
Squad – Weekly Direct Debit – Bronze 3-5 sessions per week incl. membership		\$35.00	\$32.73	\$3.27	\$36.00	Per week		Market pricing
Squad – Weekly Direct Debit – Silver 1-4 - sessions per week incl. membership		\$40.05	\$37.27	\$3.73	\$41.00	Per week		Market pricing
Squad – Weekly Direct Debit – Silver/Gold 5-10 sessions per week incl. membership		\$44.00	\$40.91	\$4.09	\$45.00	Per week		Market pricing
Squad casual		\$18.00	\$16.82	\$1.68	\$18.50	Per session		Market pricing
Special								
Lane Hire – casual booking		\$38.00	\$36.36	\$3.64	\$40.00	Per lane per hour		Market pricing
Visitor 7 day Pass – Single	7 day pass from date of purchase, offered December/ January upfront payment	\$37.00	\$35.45	\$3.55	\$39.00	Per person		Market pricing
Visitor 7 day Pass – Family	7 day pass from date of purchase, offered December/ January, upfront payment	\$140.00	\$131.82	\$13.18	\$145.00	Per family		Market pricing
Pool Hire Fee 50m	Entire 50m Pool - per hour	\$290.00	\$272.73	\$27.27	\$300.00	Per Hour		Market pricing
Pool Hire Fee Leisure Pool	Pool Hire Fee Leisure Pool - per hour	\$225.00	\$209.09	\$20.91	\$230.00	Per Hour		Market pricing
Pool hire cancellation fee	Cancellation fee	\$180.00	\$172.73	\$17.27	\$190.00	Per event		Market pricing
Pool Parties	Pool Parties per child. Minimum 10 children, includes party host and food	\$27.50	\$25.91	\$2.59	\$28.50	Per event		Market pricing
Swimming Lesson – Holiday Intensive	Holiday Fast Track Program Casual Per Session Upfront Payment	\$18.50	\$19.80	\$0.00	\$19.80	Per lesson		Market pricing

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Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Sports Councils – Membership Fees and Arrangements								
Local School fees	Minimum ground hire fee includes recreational use of facility and 2 x school sports carnivals. Any additional carnivals will incur a once off ground hire fee.	\$390.00	\$367.27	\$36.73	\$404.00	Per Year		Market pricing
Tomaree Sports Council Maintenance User Levy	Club Senior Players - per season	\$4.30	\$4.09	\$0.41	\$4.50	Per season		Market pricing
Tomaree Sports Council Maintenance User Levy	Club Junior Players per season	\$2.20	\$2.09	\$0.21	\$2.30	Per season		Market pricing
Full fee paying members	Club – Junior Players Membership	\$8.70	\$8.27	\$0.83	\$9.10	Per season		Market pricing
Full fee paying members	Club – Senior Players Membership	\$12.60	\$12.00	\$1.20	\$13.20	Per season		Market pricing
Full fee paying members	Club – On Licence Agreement Playing and related rights. Eligibility to access Sports Council generated income	\$398.00	\$374.55	\$37.45	\$412.00	Per year		Market pricing
Full fee paying members	Minimum Ground Hire Fee Applicable to seasonal users that do not exceed this fee due to low number of registered players. This fee can also be applied to applications with minimal impact, dependant on type of use.	\$418.00	\$393.64	\$39.36	\$433.00	Per year		Market pricing
Full fee paying members	Membership fee Basic Sports Council Member Fee: one voting right, no access to income	\$122.50	\$115.45	\$11.55	\$127.00	Per year		Market pricing

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Sports Facilities Categories**Category 1**

King Park Complex - buildings and grounds, Tomaree Sports Complex - buildings and grounds

Category 2

Lakeside Sports Complex - buildings and grounds, Ferodale Sports Complex, Mallabula Sports Complex, Salamander Sports Complex - buildings and grounds, Bowthorne Park

Category 3

Jack Johnson Trotting Club, Boomerang Park, Boyd Oval, Brandon Park, Fingal Bay Oval, Green Wattle Creek Equestrian Centre, Lionel Morton Oval, Kindlebark Oval, Stuart Park, Vi Barnett Oval, Korora Oval, Elaine Hurst Oval, Bill Strong Oval, Yulong Oval

Definitions

Ground: A recreational playing surface, the size of 1 large athletics field or 2 soccer fields

Category 1 Function room hire for not for profit and Charity organisations	Bruce Scott Pavilion	\$169.00	\$159.09	\$15.91	\$175.00	Half Day (maximum 3 hours)	Market pricing
Category 1 Function room hire for not for profit and Charity organisations	Bruce Scott Pavilion	\$338.00	\$318.18	\$31.82	\$350.00	Per day	Market pricing
Category 1 Function room hire for profit organisations training and corporate purposes	Bruce Scott Pavilion	\$206.00	\$194.09	\$19.41	\$213.50	Half Day (maximum 3 hours)	Market pricing
Category 1 Function room hire for profit organisations training and corporate purposes	Bruce Scott Pavilion	\$412.00	\$388.18	\$38.82	\$427.00	Per day	Market pricing
Category 1 Meeting room hire for not for profit community groups, schools and charity organisations	Bruce Scott Pavilion	\$169.00	\$159.09	\$15.91	\$175.00	Per day	Market pricing
Category 1 Meeting room hire for not for profit community groups, schools and charity organisations	Bruce Scott Pavilion	\$84.50	\$79.55	\$7.95	\$87.50	Half Day (maximum 3 hours)	Market pricing
Category 1 Meeting room hire for profit organisations training and corporate purposes	Bruce Scott Pavilion	\$206.00	\$194.09	\$19.41	\$213.50	Per day	Market pricing

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Name	Description	Year 24/25 Fee (incl. GST)	Year 25/26 Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Category 1 Meeting room hire for profit organisations training and corporate purposes	Bruce Scott Pavilion	\$103.00	\$97.27	\$9.73	\$107.00	Half Day (maximum 3 hours)		Market pricing
Category 1 Sports Facilities: Non-Sports Council Member or Sports Member additional use – all users	All users. Maximum three (3) hours use only	\$47.50	\$45.00	\$4.50	\$49.50	Per Hour		Market pricing
Category 2 Sports Facilities: Non-Sports Council Member or Sports Member additional use – all users	All users. Maximum three (3) hours use only	\$37.00	\$35.00	\$3.50	\$38.50	Per Hour		Market pricing
Category 3 Sports Facilities: Non-Sports Council Member or Sports Member additional use – all users	All Users. Maximum three (3) hours use only	\$26.35	\$24.80	\$2.48	\$27.28	Per Hour		Market pricing
Category 1 Sports Facilities: Non-Sports Council Member or Sports Member Additional Use	Once off ground use	\$325.00	\$306.36	\$30.64	\$337.00	Per day		Market pricing
Category 2 Sports Facilities: Non-Sports Council Member or Sports Member Additional Use	Once off ground use	\$260.50	\$245.45	\$24.55	\$270.00	Per day		Market pricing
Category 3 Sports Facilities: Non-Sports Council Member or Sports Member Additional Use	Once off ground use	\$195.00	\$183.64	\$18.36	\$202.00	Per day		Market pricing
Tomaree Sports Council Maintenance User Levy for Non Sports Council Member - Senior Players	Once off ground use	\$0.00	\$4.09	\$0.41	\$4.50	Per use		Market pricing
Tomaree Sports Council Maintenance User Levy for Non Sports Council Member - Junior Players	Once off ground use	\$0.00	\$2.09	\$0.21	\$2.30	Per use		Market pricing
Canteen Hire: Sports Councils, Not for Profit Community Groups, Schools and Registered Charities	Match field competition or Carnivals	\$120.50	\$113.64	\$11.36	\$125.00	Per day		Market pricing
Canteen Hire: For profit organisations including Council	Match field competition or Carnivals	\$150.00	\$141.36	\$14.14	\$155.50	Per day		Market pricing
Sports Facilities Hire: All Categories – Bond	Function, no alcohol	\$751.00	\$778.00	\$0.00	\$778.00	Per function		Market pricing
Sports Facilities Hire: All Categories – Bond	Function, alcohol consumed	\$1,260.00	\$1,305.00	\$0.00	\$1,305.00	Per function		Market pricing
Category 1 Function Room Hire: Private Functions	Alcohol consumed and kitchen	\$785.00	\$739.09	\$73.91	\$813.00	Per day		Market pricing
Category 1 Function Room Hire: For profit organisations including Council	No Alcohol	\$164.00	\$154.55	\$15.45	\$170.00	Per day		Market pricing

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Sports Facilities Categories [continued]

Category 1 Function Room Hire: For profit organisations including Council	Alcohol consumed	\$340.00	\$320.00	\$32.00	\$352.00	Per day		Market pricing
Category 1 Function Room Hire: Sports Councils, Not for Profit Community Groups and Registered Charities	No alcohol	\$140.50	\$132.27	\$13.23	\$145.50	Per day		Market pricing
Category 1 Function Room Hire: Sports Councils, Not for Profit Community Groups and Registered Charities	Alcohol consumed	\$240.50	\$226.36	\$22.64	\$249.00	Per day		Market pricing
Category 1 Function Room Hire: Port Stephens Bridge Club	Elizabeth Waring Room	\$16.40	\$15.45	\$1.55	\$17.00	Per hour		Market pricing
Category 1 Meeting/Training Room Hire: Elizabeth Waring Room and King Park Function Room	All users. Maximum three (3) hours hire only	\$40.00	\$37.73	\$3.77	\$41.50	Per hour		Market pricing
Category 2 Meeting/Training Room Hire: Sports Councils, Not for Profit Community Groups, Schools and Registered Charities	All users. Maximum three (3) hours hire only	\$13.60	\$12.91	\$1.29	\$14.20	Per hour		Market pricing
Category 2 Meeting/Training Room Hire: For profit organisations, including Council	All users. Maximum three (3) hours hire only	\$26.50	\$25.00	\$2.50	\$27.50	Per hour		Market pricing
Category 2 Meeting/Training Room Hire: Sports Councils, Not for Profit Community Groups, Schools and Registered Charities		\$79.50	\$75.00	\$7.50	\$82.50	Per day		Market pricing
Category 2 Meeting/Training Room Hire: For profit organisations, including Council		\$142.50	\$134.09	\$13.41	\$147.50	Per day		Market pricing

Sports Councils Facilities Hire**Category 2****Salt Ash Sports Ground**

Hire of Arena - Ebb n Flow 60 x 20	Approved instructors	\$13.00	\$12.36	\$1.24	\$13.60	Per horse		Market pricing
Hire of Arena - Large Sand Arena 80 x 80	Approved instructors	\$10.00	\$9.45	\$0.95	\$10.40	Per horse		Market pricing
Hire of Canteen/Club area only	Community groups	\$108.00	\$101.82	\$10.18	\$112.00	Per event		Market pricing
Casual Hire of Facility including Ebb n Flow arena	Equestrian	\$450.00	\$423.64	\$42.36	\$466.00	Per day		Market pricing

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Name	Description	Year 24/25 Fee (incl. GST)	Fee (excl. GST)	Year 25/26 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
Casual Hire of Facility excluding Ebb n Flow arena		\$400.00	\$376.36	\$37.64	\$414.00	Per Day		Market pricing
Alexander Park Dressage Club	Equestrian Up to a maximum of \$430.00	\$4.30	\$4.05	\$0.40	\$4.45	Per rider / per day		Market pricing
Hunter Valley Dressage	Equestrian Up to a maximum of \$430.00	\$4.30	\$4.05	\$0.40	\$4.45	Per rider / per day		Market pricing
Salt Ash Sporting Club	Equestrian Up to a maximum of \$420.00	\$4.20	\$3.95	\$0.40	\$4.35	Per rider / per day		Market pricing
Salt Ash Pony Club	Equestrian Up to a maximum of \$420.00	\$4.20	\$3.95	\$0.40	\$4.35	Per rider / per day		Market pricing
Hunter Valley Arabian	Equestrian Up to a maximum of \$420.00	\$4.20	\$3.95	\$0.40	\$4.35	Per rider / per day		Market pricing

Sports Councils – Utilities and Floodlights Usage

Electricity Levy Tier 1	Core user payment	\$1,000.00	\$940.91	\$94.09	\$1,035.00	Per year		Market pricing
Electricity Levy Tier 2	Core user payment	\$533.00	\$501.82	\$50.18	\$552.00	Per year		Market pricing
Electricity Levy Tier 3	Core user payment	\$306.00	\$288.18	\$28.82	\$317.00	Per year		Market pricing

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Sports Councils – Utilities and Floodlights Usage [continued]

Electricity Levy Tier 4	Core user payment	\$76.50	\$72.27	\$7.23	\$79.50	Per year		Market pricing
Use of Flood Lights – All Sports Facilities	Once off use	\$136.00	\$128.18	\$12.82	\$141.00	Per use		Market pricing

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Anti Barking Collars	[Animal Management]	103
Any other modification under Section 4.55 or 4.56 (EP&A Act 1979 and EP&A Regulations 2021) and not of minimal environmental impact, with original DA fee of 1 fee unit or more and with a value of works over \$10,000,000	[Modification (s4.55) Fees]	74
Any other modification under Section 4.55 or 4.56 (EP&A Act 1979 and EP&A Regulations 2021) and not of minimal environmental impact, with original DA fee of 1 fee unit or more and with a value of works up from \$1,000,001 – \$10,000,000	[Modification (s4.55) Fees]	74
Any other modification under Section 4.55 or 4.56 (EP&A Act 1979 and EP&A Regulations 2021) and not of minimal environmental impact, with original DA fee of 1 fee unit or more and with a value of works up from \$250,001 – \$500,000	[Modification (s4.55) Fees]	73
Any other modification under Section 4.55 or 4.56 (EP&A Act 1979 and EP&A Regulations 2021) and not of minimal environmental impact, with original DA fee of 1 fee unit or more and with a value of works up from \$5,001 – \$250,000	[Modification (s4.55) Fees]	73
Any other modification under Section 4.55 or 4.56 (EP&A Act 1979 and EP&A Regulations 2021) and not of minimal environmental impact, with original DA fee of 1 fee unit or more and with a value of works up from \$500,001 – \$1,000,000	[Modification (s4.55) Fees]	73
Any other modification under Section 4.55 or 4.56 (EP&A Act 1979 and EP&A Regulations 2021) and not of minimal environmental impact, with original DA fee of 1 fee unit or more and with a value of works up to \$5,000	[Modification (s4.55) Fees]	73
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Application is withdrawn after an assessment report is commenced, but before completion of the assessment	[Withdrawal Fees]	74
Application is withdrawn after assessment has been completed but before determination is made	[Withdrawal Fees]	74
Application is withdrawn after desktop assessment has commenced	[Withdrawal Fees for Construction Certificates]	77
Application is withdrawn after the assessment/compliance audit has been completed, but before the certificate is issued	[Withdrawal Fees of Complying Development Certificates]	78
Application is withdrawn before an assessment report has been commenced	[Withdrawal Fees]	74
Application is withdrawn before site inspection	[Withdrawal Fees for Construction Certificates]	77
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Application to conduct activity specified in Section 68 other than relating to manufactured homes, caravan parks or solid fuel heating devices	[Applications other than that for a manufactured home, caravan park, movable dwelling or onsite waste management system]	78
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Banksia or Acacia Hall Hire	[Medowie Community Centre]	47
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Before School Care 2 hours care – Casual position	[Outside School Hours Care]	34
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Casual Hire of Facility including Ebb n Flow arena	[Category 2]	136
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Category 1 Function room hire for profit organisations training and corporate purposes	[Sports Facilities Categories]	134
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Category 1 Meeting room hire for profit organisations training and corporate purposes	[Sports Facilities Categories]	135
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Coffee	[Port Stephens Council Internal Staff Catering]	25
Coffee	[Port Stephens Council Internal Staff Catering]	25
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Dangerous Dogs (declared under legislation)	[Animal Management]	103
Dangerous Dogs (declared under legislation)	[Animal Management]	104
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Economy Panel 1-2 panels	[Bus Shelter Panels]	13
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Event Site Remediation or Cleaning	[Event Administration Fees]	40
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Remote peer review of documentation or provision of technical advice	[Outside LGA Consultancy Work]	83
Removal of ashes and plaque from gardens and walls	[Cemetery – Other fees]	34
Re-Notification pursuant to Council Community Participation Plan (CPP)	[Notification and Advertising Fees]	72
Replacement of PSC WHI Membership Card	[Worker Health Initiative]	30
Request for review of determination under Section 8.2 – 8.5 (EP&A Act 1997 and EP&A Regulation 2021) involving development with an estimated cost \$1,000,001 – \$10,000,000	[Review of Determination of Application]	75
Request for review of determination under Section 8.2 – 8.5 (EP&A Act 1997 and EP&A Regulation 2021) involving development with an estimated cost \$250,001 – \$500,000	[Review of Determination of Application]	75
Request for review of determination under Section 8.2 – 8.5 (EP&A Act 1997 and EP&A Regulation 2021) involving development with an estimated cost \$5,001 – \$250,000	[Review of Determination of Application]	75
Request for review of determination under Section 8.2 – 8.5 (EP&A Act 1997 and EP&A Regulation 2021) involving development with an estimated cost \$500,001 – \$1,000,000	[Review of Determination of Application]	75
Request for review of determination under Section 8.2 – 8.5 (EP&A Act 1997 and EP&A Regulation 2021) involving development with an estimated cost more than \$10,000,000	[Review of Determination of Application]	75
Request for review of determination under Section 8.2 – 8.5 (EP&A Act 1997 and EP&A Regulation 2021) involving development with an estimated cost up to \$5,000	[Review of Determination of Application]	76
Request for review of determination under Section 8.2 – 8.5 (EP&A Act 1997 and EP&A Regulation 2021) involving erection of a dwelling with an estimated cost of \$100,000 or less	[Review of Determination of Application]	75
Request for review of determination under Section 8.2 – 8.5 (EP&A Act 1997 and EP&A Regulation 2021) of development that doesn't involve building work, carrying out of a work, or demolition		
Requested appeals	[New Roads]	98
Residential	[e-Waste]	54
Residential Development \$10,001 – \$20,000	[Residential Development Fees]	79
Residential Development \$20,001 – \$50,000	[Residential Development Fees]	79

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Residential Development \$50,001 – \$100,000	[Residential Development Fees]	79
Residential Development more than \$100,001	[Residential Development Fees]	79
Residential Development up to \$10,000 where a single site visit only is required for critical post approval stage inspection	[Residential Development Fees]	79
Residential Development up to \$10,000 where two site visits only are required for all critical post approval stage inspections	[Residential Development Fees]	79
Resigning of subdivision certificate, strata certificate, deposited plan, 88b instrument or the like	[Other Fees]	88
Review of application for tree removal/pruning permit	[Tree Management]	113
Road closure and purchase application	[Close/Purchase]	99
Road closure and purchase application	[Close/Purchase]	99
Roads & Commercial Driveways	[Concrete – Roads & Commercial Driveways]	96
Rural address post installed	[Rural Address Post]	100
Rural address post supplied	[Rural Address Post]	100
Rural Road Construction	[Approvals/Inspections]	97
Rural Road Construction - Application Fee	[Subdivision Works Certificate (SWC) Application/Inspection/Principal Certifying Authority (PCA) Fees]	91
Rural Road Construction - Inspection/PCA Fee	[Subdivision Works Certificate (SWC) Application/Inspection/Principal Certifying Authority (PCA) Fees]	92
S		
Safety Check only	[Services/Inspections]	101
Safety Check only	[Services/Inspections]	102
Salt Ash Pony Club	[Category 2]	137
Salt Ash Sporting Club	[Category 2]	137
Scanning – Development and building applications submitted in hard copy	[Scanning and Archiving]	58
Second (2nd) brochure display	[Visitor Information Centre]	55
Section 10.7(2) and 10.7(5) Planning Certificate	[Planning Certificate Fees]	84
Section 10.7(2) Planning Certificate	[Planning Certificate Fees]	84
Security	[Administration Building – Hire of Rooms]	31
Seniors, students, registered charities	[Miscellaneous]	30
SEPP Certification or written advice in relation to exempt or complying development	[Professional and Technical Property Advice]	57
Set up Fee	[Visitor Information Centre]	55
Signage	[Signage Application Fees]	71
Signage notification on seized matter	[Onsite Weed Control]	112
Small item	[Unattended Items]	106
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Smart Parking Meter Fee	[Smart Parking Meters]	24
Smart Parking Permit	[Smart Parking Meters]	24
Smart Parking Permit - Non-LGA Visitors Permit – 14 days	[Smart Parking Meters]	24
Sorted metals, batteries, motor oil	[Metals, Batteries, Motor Oil]	53
Soup with Bread Roll	[Port Stephens Council Internal Staff Catering]	26
Souvenirs	[Visitor Information Centre]	55
Spatial services	[Miscellaneous]	30
Sports Facilities Hire: All Categories – Bond	[Sports Facilities Categories]	135

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Fee Name	Parent Name	Page
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Sports Facilities Hire: All Categories – Bond	[Sports Facilities Categories]	135
Squad – Weekly Direct Debit – Bronze 3 - sessions per week incl. membership	[Squad Activities]	119
Squad – Weekly Direct Debit – Bronze 3-5 sessions per week incl. membership	[Squad Activities]	132
Squad – Weekly Direct Debit – Silver 1-4 - sessions per week incl. membership	[Squad Activities]	132
Squad – Weekly Direct Debit – Silver 4 sessions per week incl. membership	[Squad Activities]	119
Squad – Weekly Direct Debit – Silver/Gold 5-10 sessions per week incl. membership	[Squad Activities]	132
Squad – Weekly Direct Debit – Silver/Gold Adult 5-10 sessions per week incl. membership	[Squad Activities]	119
Squad – Weekly Direct Debit – Bronze/Development 1-2 sessions per week incl. membership	[Squad Activities]	119
Squad casual	[Squad Activities]	132
Stage 1 – Scoping/pre-lodgement advice	[Standard (Category B) - Planning Proposals]	65
Stage 1 – Scoping/pre-lodgement advice	[Principal (Category D) - Planning Proposals]	67
Stage 1 – Scoping/pre-lodgement advice	[Basic (Category A) - Planning Proposals]	64
Stage 1 – Scoping/pre-lodgement advice	[Complex (Category C) - Planning Proposals]	66
Stage 1 Lodgement	[Withdrawal of Planning Proposal (All Categories)]	67
Stage 2 - Lodgement/Gateway request	[Complex (Category C) - Planning Proposals]	66
Stage 2 - Lodgement/Gateway request	[Standard (Category B) - Planning Proposals]	65
Stage 2 - Lodgement/Gateway request	[Principal (Category D) - Planning Proposals]	67
Stage 2 - Lodgement/Gateway request	[Basic (Category A) - Planning Proposals]	64
Stage 2 Gateway	[Withdrawal of Planning Proposal (All Categories)]	68
Stage 3 – Post Gateway /exhibition	[Principal (Category D) - Planning Proposals]	67
Stage 3 – Post Gateway /exhibition	[Basic (Category A) - Planning Proposals]	64
Stage 3 – Post Gateway /exhibition	[Complex (Category C) - Planning Proposals]	66
Stage 3 – Post Gateway /exhibition	[Standard (Category B) - Planning Proposals]	65
Stage 3 Gazettal	[Withdrawal of Planning Proposal (All Categories)]	68
Stage 4 – Gazettal and finalisation	[Principal (Category D) - Planning Proposals]	67
Stage 4 – Gazettal and finalisation	[Basic (Category A) - Planning Proposals]	64
Stage 4 – Gazettal and finalisation	[Standard (Category B) - Planning Proposals]	65
Stage 4 – Gazettal and finalisation	[Complex (Category C) - Planning Proposals]	66
Standard – A1 (841mm x 594mm)	[GIS Electronic Files]	29
Standard – A1 (841mm x 594mm)	[GIS Maps Hard Copies]	29
Standard - A2 (594mm x 420mm)	[GIS Electronic Files]	29
Standard – A2 (594mm x 420mm)	[GIS Maps Hard Copies]	29
Standard - A3 (420mm x 297mm)	[GIS Electronic Files]	29
Standard – A3 (420mm x 297mm)	[GIS Maps Hard Copies]	29
Standard – A4 (210mm x 297mm)	[GIS Electronic Files]	29
Standard – A4 (210mm x 297mm)	[GIS Maps Hard Copies]	30
Standard - AO (1189mm x 841mm)	[GIS Electronic Files]	29
Standard – AO (1189mm x 841mm)	[GIS Maps Hard Copies]	29
Standard Hours Fee Range	[Family Day Care]	37
Standard with aerial photograph - A1 (841mm x 594mm)	[GIS Electronic Files]	29
Standard with aerial photograph – A1 (841mm x 594mm)	[GIS Maps Hard Copies]	30
Standard with aerial photograph – A2 (594mm x 420mm)	[GIS Electronic Files]	29
Standard with aerial photograph – A2 (594mm x 420mm)	[GIS Maps Hard Copies]	30

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Fee Name	Parent Name	Page
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Standard with aerial photograph – A3 (420mm x 297mm)	[GIS Electronic Files]	29
Standard with aerial photograph – A3 (420mm x 297mm)	[GIS Maps Hard Copies]	30
Standard with aerial photograph – A4 (210mm x 297mm)	[GIS Electronic Files]	29
Standard with aerial photograph – A4 (210mm x 297mm)	[GIS Maps Hard Copies]	30
Standard with aerial photograph – AO (1189mm x 841mm)	[GIS Electronic Files]	29
Standard with aerial photograph – AO (1189mm x 841mm)	[GIS Maps Hard Copies]	30
Storage	[Unattended Vehicles Taken into Possession]	106
Storage Cupboard - Large	[Ancillary Costs]	45
Storage Cupboard - Medium	[Ancillary Costs]	45
Storage Cupboard - Small	[Ancillary Costs]	45
Storage fee	[Unattended Items]	106
Stormwater quality and/ or quantity improvement structure approval	[Approvals/Inspections]	95
Stormwater quality and/or quantity improvement structure - Application fee	[Subdivision Works Certificate (SWC) Application/Inspection/Principal Certifying Authority (PCA) Fees]	92
Stormwater quality and/or quantity improvement structure - Inspection/PCA fee	[Subdivision Works Certificate (SWC) Application/Inspection/Principal Certifying Authority (PCA) Fees]	93
Strata Certificate	[Application Fees]	88
Strategies & Studies	[Control Plans]	28
Subdivision Certificate	[Application Fees]	88
Subpoena to give evidence	[Subpoena]	18
Subpoena to produce documents	[Subpoena]	18
Subpoena to produce documents	[Subpoena]	18
Subpoena to produce documents	[Subpoena]	18
Subpoena to produce documents	[Subpoena]	18
Subpoena to produce documents	[Subpoena]	18
Subpoena to produce documents	[Subpoena]	18
Subpoena to produce documents	[Subpoena]	18
Subsequent Fee per metre	[Public Roads/Places]	95
Surrender of Dog/Cat	[Impounding Cats/Dogs]	107
Surveyor	[Survey & Land Services]	100
Suspension Fee for Members and Swim Memberships	[Membership]	117
Suspension Fee for Members and Swim Memberships	[Membership]	124
Suspension Fee for Members and Swim Memberships	[Membership]	130
Sustenance / maintenance fee	[Impounding Cats/Dogs]	107
Swim Lessons Holiday Intensive	[Special]	120
Swimming Lesson – Children with disabilities – Group Lesson	[Aquatic Education]	118
Swimming Lesson – Children with disabilities – Group Lesson	[Aquatic Education]	125
Swimming Lesson – Children with disabilities – Group Lesson	[Aquatic Education]	131
Swimming Lesson – Holiday Intensive	[Special]	132
Swimming Lesson – Private Lesson – Adult - 30 minute lesson	[Aquatic Education]	118
Swimming Lesson – Private Lesson – Adult - 30 minute lesson	[Aquatic Education]	125
Swimming Lesson – Private Lesson – Adult - 30 minute lesson	[Aquatic Education]	131
Swimming Lesson - School	[Aquatic Education]	119
Swimming Lesson - School	[Aquatic Education]	125
Swimming Lesson - School	[Aquatic Education]	131
Swimming Lessons – 1st child (Group lesson)	[Aquatic Education]	119
Swimming Lessons – 1st child (Group lesson)	[Aquatic Education]	125
Swimming Lessons – 1st child (Group lesson)	[Aquatic Education]	131

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Fee Name	Parent Name	Page
S [continued]		
Swimming Lessons – Holiday Intensive	[Special]	126
Swimming Lessons – Private lesson – Child - 15 minutes	[Aquatic Education]	119
Swimming Lessons – Private lesson – Child 15 minutes	[Aquatic Education]	125
Swimming Lessons – Private lesson – Child 15 minutes	[Aquatic Education]	131
Swimming Pool Certificate of Compliance (including 1st inspection)	[Certificate of Compliance Fees]	84
T		
Temporary closure of paid parking space to accommodate events	[Smart Parking Meters]	24
Temporary Lane Closure – Construction Works (Section 138 of Roads Act 1993)	[Temporary]	99
Temporary Road/Footpath Closures – Anzac Day (Section 138 of Roads Act 1993)	[Temporary]	99
Temporary Road/Footpath Closures/Events (Section 138 of Roads Act 1993)	[Temporary]	100
Temporary Road/Footpath Closures/Events (Section 138 of Roads Act 1993)	[Temporary]	100
Tenders (Normal/Select)	[Tenders]	14
Tennis Clubhouse	[Fern Bay Community Centre]	46
Tennis Court Hire	[Fern Bay Community Centre]	46
Tennis Court Hire	[Fern Bay Community Centre]	46
Tennis Court Hire	[Fern Bay Community Centre]	46
Tennis Court Hire	[Fern Bay Community Centre]	46
Termination of Strata Plan	[Other Fees]	88
They Were Here	[Books]	28
Toast – various varieties (white, wholemeal, grain, raisin)	[Port Stephens Council Internal Staff Catering]	26
Toasted Sandwiches	[Port Stephens Council Internal Staff Catering]	25
Tomaree Sport Fields – Field Maintenance Levy	[Event Administration Fees]	41
Tomaree Sports Council Maintenance User Levy	[Sports Councils – Membership Fees and Arrangements]	133
Tomaree Sports Council Maintenance User Levy	[Sports Councils – Membership Fees and Arrangements]	133
Tomaree Sports Council Maintenance User Levy for Non Sports Council Member - Junior Players	[Sports Facilities Categories]	135
Tomaree Sports Council Maintenance User Levy for Non Sports Council Member - Senior Players	[Sports Facilities Categories]	135
Traffic Information Search	[Traffic]	100
Training Room Hire – First four hours, or \$245.00 (+ GST) per day 9am to 5pm	[Administration Building – Hire of Rooms]	31
Travel costs from PSC LGA admin building to other LGA Council admin building	[Outside LGA Consultancy Work]	83
Tree Hazard Assessment by Arborist	[Tree Management]	113
Tree Planting	[Natural Area Management]	113
Tree with Plaque	[Recreation Services Administration]	50
Tree without Plaque	[Recreation Services Administration]	50
Tube Stock	[Ngioka Nursery]	113
Tyres	[Tyres]	53
Tyres	[Tyres]	53
Tyres	[Tyres]	53
Tyres	[Tyres]	53
Tyres	[Tyres]	53

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Fee Name	Parent Name	Page
T [continued]		
Tyres	[Tyres]	53
Tyres	[Tyres]	53
Tyres	[Tyres]	54
U		
Unauthorised placement of headstone on grave	[Cemetery – Other fees]	34
Underground Petroluem Storage System - Inspection	[Other Commercial Premises or Applications]	110
Upgrade bin size: yellow bin only	[Additional Bins/Bin Size Upgrades]	50
Urban, Industrial, Commercial & Rural Residential Road Construction	[Approvals/Inspections]	97
Urban, Industrial, Commercial and Residential Road Construction - Application Fee	[Subdivision Works Certificate (SWC) Application/Inspection/Principal Certifying Authority (PCA) Fees]	92
Urban, Industrial, Commercial and Rural Residential Road Construction - Inspection/PCA Fee	[Subdivision Works Certificate (SWC) Application/Inspection/Principal Certifying Authority (PCA) Fees]	92
Use of Flood Lights – All Sports Facilities	[Sports Councils – Utilities and Floodlights Usage]	138
Userpay Kerbside Collection (Bulky)	[Kerbside Collection]	51
Userpay Kerbside Collection (Green)	[Kerbside Collection]	51
V		
Vacation Care full day	[Outside School Hours Care]	35
Vacation Care weekly at one centre	[Outside School Hours Care]	35
Valuation Fee – Sale of rezoned or reclassified Council land	[Reclassification of Council-owned Land]	68
Vase (Optional)	[Cemetery – Other fees]	33
Venue Hire	[Low Impact Event]	40
Venue Hire	[Low Impact Event]	39
Venue Hire	[Medium Impact Event]	39
Venue Hire	[High Impact Event]	38
Venue Hire	[Commercial Events (over 5 days in length)]	41
Venue Hire	[Medium Impact Event]	38
Venue Hire	[Low Impact Event]	38
Venue Hire	[High Impact Event]	39
Venue Hire	[Medium Impact Event]	39
Venue Hire	[High Impact Event]	39
Veterinary costs	[Impounding Cats/Dogs]	107
Visitor 7 day Pass - Family	[Special]	120
Visitor 7 day Pass – Family	[Special]	126
Visitor 7 day Pass – Family	[Special]	132
Visitor 7 day Pass - Single	[Special]	120
Visitor 7 day Pass – Single	[Special]	126
Visitor 7 day Pass – Single	[Special]	132
W		
Waratah, Tougher or Boronia Office / Room Hire	[Medowie Community Centre]	47

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ITEM 1 - ATTACHMENT 3 DRAFT FEES AND CHARGES 2025 TO 2026.

Fee Name	Parent Name	Page
W [continued]		
Waratah, Tougher or Boronia Office / Room Hire	[Medowie Community Centre]	47
Water Samples	[Legionella Control]	110
Waterside School Booking – 2 Hours	[Single Visit]	128
Waterslide – All Day	[Single Visit]	128
Waterslide 7 Rides	[Single Visit]	128
Waterslide Single Ride	[Single Visit]	128
Weekend Care / Overnight Care Fee Range	[Family Day Care]	37
Weekend Interment Fee	[Cemetery – Other fees]	34
Weighbridge ticket	[Waste Sales]	54
Works Quality Bond	[Works Quality and Outstanding Works Bonds Fees]	93
Workshop / Training	[Family Day Care]	37
Y		
Yellow bin	[Additional Bins/Bin Size Upgrades]	50
Other		
\$100,000–\$1 million	[Review of Decision to Reject Application]	75



PORT STEPHENS
COUNCIL

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ITEM NO. 2

**FILE NO: 25/44702
EDRMS NO: PSC2009-02488**

POLICY REVIEW: COMMUNITY GROUP LOANS POLICY

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

RECOMMENDATION IS THAT COUNCIL:

- 1) Endorse the revised Community Group Loans Policy shown at **(ATTACHMENT 1)**.
 - 2) Place the revised Community Group Loans Policy on public exhibition for a period of 28 days and should no submissions be received, the policy be adopted, without a further report to Council.
 - 3) Revoke the Community Group Loans Policy dated 26 October 2021, Minute No 286 should no submissions be received.
-

BACKGROUND

The purpose of this report is to seek Council's endorsement of the revised Community Group Loans Policy (the 'policy') **(ATTACHMENT 1)**.

The intent of the policy is to provide community, cultural and sporting groups in the Local Government Area with access to low interest loan funding.

The revised policy was reported to Council at the meeting held on 12 November 2024, Minute No. 216 **(ATTACHMENT 2)**. The item was deferred at that meeting with a request that the General Manager seek feedback from community groups on their potential future use of the policy.

There were 7 responses received with the majority expressing a desire to retain the policy in order to assist with potential future funding to enhance, improve and maintain Council facilities.

The revised policy is being reported back to Council to seek approval to commence the public exhibition process. In addition, Council will continue to raise awareness of the policy with the relevant community groups.

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

COMMUNITY STRATEGIC PLAN

Strategic Direction	Delivery Program 2022-2026
Financial Management	Manage implementation of the Long Term Financial Plan 2024 to 2034.

FINANCIAL/RESOURCE IMPLICATIONS

The policy has no known financial or resource implications and is within existing budget allocations.

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

No adverse legal, policy or risk implications have been identified as a result of the policy review.

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?
There is a risk that if the revised policy is not adopted then Council will not have sufficient oversight and control of loans provided to community groups to enhance, improve and maintain Council facilities.	Medium	Adopt the recommendations.	Yes

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

By Council facilitating reasonable loans as a responsible lender to approved community groups, valuable facilities and services will be provided.

CONSULTATION

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	<p>Consultation has occurred with the relevant community groups on their potential future use of the policy.</p> <p>The policy will be placed on public exhibition for 28 days on Council's website.</p> <p>In addition, Council will continue to raise awareness of the policy with the relevant community groups.</p>
---------	---

Internal communications and engagement

Consultation with key stakeholders has been undertaken by the Financial Services Section.

- Assets Section.
- The Executive Team has been consulted to seek management endorsement.

OPTIONS

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

ATTACHMENTS

- 1) Revised Community Group Loans Policy. [↓](#)
- 2) Council Minute No. 216 - 12 November 2024. [↓](#)

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

Nil.

Policy



FILE NO: PSC2009-02488

TITLE: COMMUNITY GROUP LOANS POLICY

OWNER: FINANCIAL SERVICES SECTION MANAGER

1. PURPOSE:

- 1.1 To provide access to funding through the provision of available loans for improvements to community, cultural, sport and recreation facilities in the Port Stephens local government area in an effective and equitable manner.

2. CONTEXT/BACKGROUND:

- 2.1 This policy applies to groups seeking to develop buildings or facilities that are Council owned, under Council's care, control or management, under Council's Trusteeship, provides services to the local community or responsibility has been devolved to Council by some form of legislation.

3. SCOPE:

- 3.1 The Community and Recreation Loans Reserve will be self-supporting over time with repayments to the reserve used to fund further allocation. The reserves upper limit will be \$200,000.
- 3.2 This policy assists community groups that are operating and providing services in the Port Stephens local government area and enables Council's assets to be enhanced, improved and maintained in a good state of repair.

4. DEFINITIONS:

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

Loan	The act of giving money, property or other material goods to another party in exchange for future repayment of the principal amount along with interest or other finance charges.
Interest	The charge for the privilege of borrowing money, typically expressed as an annual percentage rate.

5. STATEMENT:

- 5.1 The Community Group Loans program will provide funding through the provision of available loans for improvements to the community, cultural, sport and recreation facilities in the Port Stephens Local Government Area (LGA).

Policy

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Policy



- 5.2 This policy is made possible by a reserve of \$200,000 so loan funds can be drawn upon and Council's financial position managed appropriately.
- 5.3 This loan is available to groups seeking to develop buildings or facilities that are Council owned, under Council's care, control or management, or under Council's Trusteeship.
- 5.4 Applicants must be providing services to the local community or responsibility has been devolved to Council by some form of legislation.
- 5.5 Transparency and Equity
 - 5.5.1 The Community Loans Program will be administered in a transparent and equitable manner and be promoted across the district in a manner that will allow maximum opportunity for community groups to apply. The Community Group Loans Application Guidelines provide clear parameters around eligibility.
 - 5.5.2 Each funding program has a process for the assessment of applications with Council making the final decision.
- 5.6 Eligibility
 - 5.6.1 Local Sports Club:
 - a) Must be a current financial member of a Port Stephens Council Sports Council.
 - b) Must provide a business plan that clearly establishes the group's capacity to meet the commitments of a loan.
 - c) Must be up to date with any Council/Sports Council/Committee accounts.
 - d) Have appropriate Public Liability insurance cover.
 - 5.6.2 Community/Cultural Groups:
 - a) Must be a properly constituted, incorporated not-for-profit association operating and providing services in the Port Stephens LGA.
 - b) Must provide a business plan that clearly establishes the group's capacity to meet the commitments of a loan.
 - c) Have appropriate Public Liability insurance cover.
 - 5.6.3 355c Committee of Council:
 - a) Must be a current Committee of Council.
 - b) Must provide a business plan that clearly establishes the group's capacity to meet the commitments of a loan.
 - c) Must be up to date with financial accounts and record keeping requirements.

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Policy



5.6.4 The following groups are ineligible to apply:

- a) Groups which do not meet the above requirements.
- b) Groups which already have an outstanding Community Group Loan.
- c) Commercial organisations.
- d) Projects which will be carried out on private land or outside the Port Stephens LGA.

5.7 Application

5.7.1 Applicants will need to complete Council's Community Group Loans application form.

5.7.2 The following information may also be requested:

- a) Business case for applying for the funds.
- b) Cost estimates for any repairs, assets, or manual labour.
- c) Ongoing maintenance plans (where applicable).
- d) Proof of ability to service the loan.

5.7.3 Council staff will exercise discretion when requesting additional information. The Community and Recreation Assets Coordinator, in conjunction with the Financial Reporting Coordinator, will assess applications. Approval may also be required from the Community Development and Engagement Vibrant Places Coordinator.

5.7.4 All recommendations will be forwarded to the respective Section Manager and Group Manager Director for review. Final recommendations will be provided to Council for determination.

5.8 Assessment

5.8.1 Priority will be given to loans for projects that:

- a) Will benefit a wide range of people in the community.
- b) Have a long term benefit for the community.
- c) Have a clearly defined plan and budget.

5.8.2 The application must clearly demonstrate the capacity to repay the loan including:

- a) Detailed expenditure and revenue forecast budget for term of loan.
- b) Forecast repayment schedule for term of loan.
- c) Additional fundraising and income generating activities.
- d) Evidence of sound governance procedures.

Policy

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Policy



5.8.3 Applications made by sporting clubs must be for projects included on the relevant Sports Council's Sports Development Strategy. The relevant Sports Council must be supportive of the project and agree to:

- a) Be a signatory to the application; and
- b) Meet the repayments for the loan in the instance where the applicant fails to meet two (2) successive payments.

5.8.4 Applications will be prioritised by and assessed on:

- a) Financial ability to repay loan; and
- b) Having particular regard to projects identified as a part of the 10 year Capital Works Plan or Sports Development Strategy.

5.9 Terms of Loan

5.9.1 Loans to be a maximum of 84 months.

5.10 Value of Loan

5.10.1 Loans provided to be a minimum of \$20,000 and a maximum of \$75,000.

5.10.2 Loan funds cannot exceed more than 75% of the overall project value excluding in kind support, i.e. expected cash value of the project x 75% = maximum loan value.

5.10.3 Approval from the Executive Team is required to alter the terms of 5.10 on a case by case basis.

5.11 Interest

5.11.1 Interest on Community Group Loans will be calculated using the simple interest method.

5.11.2 Applicants can opt for a fixed or variable interest rate.

5.11.3 Interest rates will be calculated based on a weighed average of Council's loan portfolio at the loan's inception.

6. RESPONSIBILITIES:

6.1 The Financial Services Section Manager has overall responsibility for the implementation of this policy in consultation with the Assets Section Manager.

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- 6.2 Applications for Community Group Loans may be received and coordinated at coordinator level, if relevant to their role at Council. In all cases, consultation with the relevant Section Manager and ~~Group Manager~~ **Director** must occur prior to agreement being entered into.
- 6.3 The Financial Services Section Manager is responsible for reporting Community Group Loan requests over \$20,000 to a maximum of \$75,000 to Council for endorsement.
- 7. RELATED DOCUMENTS:**
- 7.1 Community Group Loans Application Guidelines.
- 7.2 Community Group Loans Application Form.
- 7.3 Other suitable documents, records and evidence of review will be retained in support of application, approval and management of loans.

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EDRMS container No.	PSC2009-02488	EDRMS record No.	TBA
Audience	Financial Services Section, PSC staff, local Community Groups and Sporting Clubs		
Process owner	Financial Services Section Manager		
Author	Financial Services Section Manager		
Review timeframe	34 years	Next review date	TBA
Adoption date	14 July 2015		

VERSION HISTORY:

Version	Date	Author	Details	Minute No.
1	26/06/2007	Jason Linnane		158
2	14/07/2015	John Maretich	Updated Community Group Loans Policy does not change the existing policy's intent and only updates the format of the policy.	196
3	12/11/2019	Finance – Reporting Coordinator	Updated policy into new template. Changed Policy Owner from Community & Recreation Coordinator to Financial Services Section Manager. 1.1 – Added “in an effective and equitable manner.” 5.1 – Removed “is to provide an accessible fund where groups and clubs can borrow funds at low interest rates for approved projects. This will assist community groups to improve and develop Council's facilities to support community activities in the Local Government Area.”	

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Version	Date	Author	Details	Minute No.
			<p>5.1 – Added “program will provide funding through the provision of available loans for improvements to the community , cultural, sport and recreation facilities in the Port Stephens Local Government Area (LGA).”</p> <p>5.2.1 - Removed “Interest rates are to be set at Indicative Borrowing Rate for Local Government Authorities (IBRLGA) applicable on the day of approval of recommendation by the Group Manager of the respective Group.”</p> <p>5.2.2 - Removed “For projects that are Asset Rehabilitation and are in Port Stephens Council’s Asset Management Plans, the interest rate will be 50% of the IBRLGA.”</p> <p>5.2.3 – Removed “The interest from Community and Recreation Loans Vote, being equal to Indicative Borrowing Rates for Local Government Authorities, is paid to Council on a quarterly basis (except for Asset Rehabilitation Projects).”</p> <p>5.3 – Removed “Interest to be fixed for the term of the loan.”</p> <p>5.3 – Added “This loan is available to groups seeking to develop buildings or facilities that are Council owned, under Council’s care, control or management, or under Council’s Trusteeship.”</p> <p>5.4 – Removed “Loans to be for a maximum of 84 months.”</p> <p>5.4 – Added “Applicants must be providing services to the local community or responsibility has been devolved to Council by some form of legislation.”</p>	

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Version	Date	Author	Details	Minute No.
			<p>5.5 – Removed “Loans have a minimum of \$2,000 and an upper limit of \$75,000. Any increase of this amount will require a formal resolution of Council.”</p> <p>Added new paragraphs 5.5 – 5.9.</p> <p>5.6 – Removed “Should a club or group default on loan payments, Council has the right to take whatever action it considers necessary to recover the funds. In extreme cases, Council may consider closing the use of the facilities to the club or community group in default and taking legal action to recover funds.</p> <p>5.7 – Added “The Financial Services Section Manager has overall responsibility for the implementation of this policy in consultation with the Assets Section Manager.”</p> <p>6.1 – Removed “Community & Recreation Coordinator – Responsible for the overall implementation of the policy.”</p> <p>6.1 – Removed “Management Accounting Coordinator – Responsible for monitoring the Community and Recreation Loans Reserve and ensuring payments are received.”</p> <p>6.2 – Added “Applications for Community Group Loans may be received and coordinated at coordinator level, if relevant to their role at Council. In all cases, consultation with the relevant section and group manager must occur prior to agreement being entered into.”</p>	

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Version	Date	Author	Details	Minute No.
			<p>6.3 – Added “The Financial Services Section Manager is responsible for reporting Community Group Loan requests over \$20,000 to a maximum of \$75,000 to Council for endorsement.”</p> <p>7.1 – Removed “LGA Act 1993”</p> <p>7.1 – Added “Suitable documents, records and evidence of review will be maintained in support of application, approval and management of loans.”</p> <p>7.2 - Removed “Code of Conduct”</p> <p>7.2 – Removed “PSC Financial Assistance Policy”.</p>	
4	26 October 2021	Financial Services Section Manager	<p>Updated policy into the new template.</p> <p>5.5.1 – Added ‘The Community Group Loans Application Guidelines provide clear parameters around eligibility.’</p> <p>5.7 – New paragraph - added whole segment with regards to the application process.</p> <p>5.10.3 – Added ‘Approval from the Executive Team is required to alter the terms of 5.10 on a case by case basis’.</p> <p>7.1 – Added ‘Community Group Loans Application Guidelines’.</p> <p>7.2 – Added ‘Community Group Loans Application Form’.</p> <p>Controlled document information: Amended review timeframe to 3 years in accordance with Council’s policy and management directive review process.</p>	286

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Version	Date	Author	Details	Minute No.
5	TBA	Financial Services Section Manager	<p>Update policy to new template.</p> <p>Minor updates to position titles and naming throughout.</p> <p>5.11-Interest paragraph added to outline how interest is calculated and applied to any Community Group loans.</p> <p>Controlled document information: Amended review timeframe to 4 years as per Council's policy review process.</p>	TBA

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MINUTES ORDINARY COUNCIL - 12 NOVEMBER 2024**ITEM NO. 3****FILE NO: 24/257062
EDRMS NO: PSC2009-02488****POLICY REVIEW: COMMUNITY GROUP LOANS POLICY****REPORT OF: GLEN PETERKIN - FINANCIAL SERVICES SECTION MANAGER
DIRECTORATE: CORPORATE STRATEGY AND SUPPORT****RECOMMENDATION IS THAT COUNCIL:**

- 1) Endorse the revised Community Group Loans Policy shown at **(ATTACHMENT 1)**.
- 2) Place the revised Community Group Loans Policy on public exhibition for a period of 28 days and should no submissions be received, the policy be adopted, without a further report to Council.
- 3) Revoke the Community Group Loans Policy dated 26 October 2021, Minute No 286 should no submissions be received.

**ORDINARY COUNCIL MEETING - 12 NOVEMBER 2024
MOTION**

216	Councillor Giacomo Arnott Councillor Chris Doohan It was resolved that Council: <ol style="list-style-type: none">1) Defer the review of the Community Group Loans policy.2) Request the General Manager to 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, including reasons why or why not.3) Provide the outcomes of the survey to a two-way conversation for further understanding for Councillors.
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Councillor Rosalyn Armstrong returned to the meeting at 7:45pm.

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

Those against the Motion: Nil.

The motion was carried.

MINUTES ORDINARY COUNCIL - 12 NOVEMBER 2024**BACKGROUND**

The purpose of this report is to seek Council's endorsement of the revised Community Groups Loans Policy (the 'policy') (**ATTACHMENT 1**).

The intent of the policy is to provide community, cultural and sporting groups in the local government area with access to low interest loan funding.

Supporting documents are proposed as part of the revisions to this policy. The documents aim to provide greater transparency to the process of applying for a community loan.

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

COMMUNITY STRATEGIC PLAN

Strategic Direction	Delivery Program 2022-2026
Financial Management	Manage implementation of the Long Term Financial Plan 2024 to 2034.

FINANCIAL/RESOURCE IMPLICATIONS

The policy has no known financial or resource implications and is within existing budget allocations.

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

No adverse legal, policy or risk implications have been identified as a result of the policy review.

MINUTES ORDINARY COUNCIL - 12 NOVEMBER 2024

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?
There is a risk that if the revised policy is not adopted then Council could be vulnerable to defaulting loans.	Medium	Adopt the recommendations.	Yes

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

By Council facilitating reasonable loans as a responsible lender to approved community groups, valuable facilities and services will be provided.

CONSULTATION

Consultation with key stakeholders has been undertaken by the Financial Services Section.

Internal

- Assets Section.
- The Executive Team has been consulted to seek management endorsement.

External

In accordance with local government legislation the revised Community Groups Loans Policy will go on public exhibition for 28 days.

OPTIONS

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

ATTACHMENTS

- 1) Revised Community Group Loans Policy.

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

Nil.

ITEM NO. 3

FILE NO: 25/47869
EDRMS NO: PSC2005-3664

POLICY REVIEW - PROVISION AND MANAGEMENT OF CEMETERIES

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

RECOMMENDATION IS THAT COUNCIL:

- 1) Endorse the revised Provision and Management of Cemeteries policy shown at **(ATTACHMENT 1)**.
- 2) Place the revised Provision and Management of Cemeteries policy, as amended on public exhibition for a period of 28 days and should no submissions be received, the policy be adopted, without a further report to Council.
- 3) Revoke the Provision and Management of Cemeteries policy dated 24 May 2022, Minute No. 134 should no submissions be received.

BACKGROUND

The purpose of this report is seek Council's endorsement of the revised Provision and Management of Cemeteries Policy (policy) **(ATTACHMENT 1)**.

Council is required to ensure the sufficient provision of cemetery facilities meet the needs of the community.

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

COMMUNITY STRATEGIC PLAN

Strategic Direction	Delivery Program 2022-2026
Infrastructure and facilities	Provide, manage and maintain community assets in accordance with the SAMP 2024-2034

FINANCIAL/RESOURCE IMPLICATIONS

There are no financial or resource implications from adopting the recommendations. Revenue from cemetery fees and charges are used to offset the cost of maintaining all cemeteries.

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

There are no legal or policy impediments to adopting the recommendations.

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?
There is a risk that Council is operating a cemetery service without a policy.	Low	Adopt the recommendations.	Yes

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

There are no sustainability implications created by the revised Policy.

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 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	The policy will be placed on public exhibition for 28 days and will be notified through Council's website.
----------------	--

Internal communications and engagement

Internal engagement has been undertaken with the following areas of Council as part of this policy review.

- Executive Team.
- Governance.
- Financial Services.
- Community Services.
- Public Domain and Services.

OPTIONS

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

ATTACHMENTS

- 1) Provision and Management of Cemeteries Policy. [↓](#)

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

Nil.

ITEM 3 - ATTACHMENT 1 PROVISION AND MANAGEMENT OF CEMETERIES POLICY.

Policy



FILE NO: PSC2005-3664

TITLE: PROVISION AND MANAGEMENT OF CEMETERIES

OWNER: ~~COMMUNITY SERVICES~~ **ASSETS** SECTION MANAGER

1. PURPOSE:

- 1.1 To ensure the management and maintenance of cemeteries are undertaken in a lawful and respectful manner.
- 1.2 To ensure the sufficient provision of cemetery facilities to meet the needs of the community.

2. CONTEXT/BACKGROUND:

- 2.1 Council manages cemeteries at Anna Bay, Karuah, Nelson Bay, Seaham and Raymond Terrace. These cemeteries offer interments in plots, columbarium walls and memorial gardens. Council also maintains the grounds of historic cemeteries at Hinton, Raymond Terrace and Birubi Point.
- 2.2 Cemetery management requires a focus on compassion with the customer, accuracy in the management of records and safety in the issuing of permits to undertake work. This policy sets the parameters by which cemeteries will be managed in Port Stephens Council and ensures that the corporate knowledge that underpins the management of cemeteries is held in one place.

3. SCOPE:

- 3.1 This policy applies to all cemeteries that are on land that is owned or managed by Port Stephens Council.
- 3.2 This policy does not relate to:
 - a) parks and roadside memorials
 - b) cemeteries, columbarium walls or memorial gardens on land that is not owned or managed by Port Stephens Council.

4. DEFINITIONS:

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

Cemetery	A place for burials, not being a church yard.
Cinerary urn	A container holding cremated human remains

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Policy



Columbarium Wall	A structure with tiers of niches for reception of cinerary urns.
Memorial Garden	A place for reception of cinerary urns.
Exhumation	To dig out, unearth.
Interment	Burial in the earth or placement of cinerary urns in a columbarium wall or memorial garden.
Interred	The placement of human remains in the earth, columbarium wall or memorial garden.
Interment Site	A place of burial in the earth or placement of ashes in a columbarium wall or memorial garden.
Interment Right	An exclusive right granted for use of an interment site. There is no entitlement to any real estate. The holder of an interment right has the sole authority to determine who can be buried or placed in the interment site and to permit headstones, inscriptions and memorials on the site.

5. STATEMENT:

5.1 Provision of cemeteries

- 5.1.1 Council will plan for the provision of cemeteries including burial plots, columbarium walls and memorial gardens through the Strategic Asset Management Plan process.

5.2 Management of cemeteries

- 5.2.1 Council does not permit any person to undertake an activity within a cemetery unless:
- the activity is an approved activity such as:
 - the quiet and respectful commemoration of the dead or undertaking of historical research
 - the use of roadways and pathways to gain access to interment sites or amenities.
 - the person holds an interment right, exhumation permit, ~~works permit or monument permit~~ or other approval as required and issued by Council to undertake that activity.
- 5.2.2 Council shall maintain cemeteries to agreed service levels detailed in the maintenance service contract specification.

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ITEM 3 - ATTACHMENT 1 PROVISION AND MANAGEMENT OF CEMETERIES POLICY.

Policy



5.2.3 Council will comply with the Cemeteries & Crematoria NSW Cemetery Operator Licence conditions.

5.2.4 Council shall create and maintain general terms and conditions relating to interment rights and monumental permits.

5.3 Keeping of records

5.3.1 Council shall maintain a register of:

- a) all interments, exhumations and interment rights in respect of each cemetery.
- b) complaints received relating to interments in accordance with the Cemetery Operator licence conditions.

5.4 Interment sites and Interment rights

5.4.1 Human remains of a deceased person may only be interred at interment sites with the written permission of Council who shall issue an interment right.

5.4.2 Interment rights may not be sold or transferred except with the express written consent of Council.

5.4.3 The owner of an interment right may relinquish an interment right to Council provided an interment has not taken place and upon providing 28 days notice in writing. If the request is received within 10 days of the interment right contract being signed, a full refund will be offered, minus the current interment right cancellation/transfer fee representing our reasonable administration fee. Thereafter, no refund will be offered.

5.4.4 A person may not hold more than two interment rights.

5.5 Monuments

5.5.1 Council approval is required for the installation of a monument.

5.5.2 A monument must be in keeping with the scale and character of the interment area.

5.5.3 A monument permit shall only be granted in respect of an interment site with the consent of the holder of the interment right.

5.5.4 The holder of a monument permit is responsible for the maintenance and repair of the monument.

5.5.5 If Council is required to undertake any work relating to monuments, to ensure public or employee safety, Council may recover the costs associated with such works from the holder.

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5.6 Exhumation

5.6.1 An exhumation may only take place when an order by a Coroner or a Court permitting such exhumation is issued; or

- a) a person has obtained prior to commencing exhumation:
 - i. Approval for exhumation by NSW Health in accordance with the provisions of the Public Health Act.
 - ii. Approval from Council **under delegated authority**.

5.7 Mementos and Tributes

5.7.1 Floral tributes can only be placed:

- a) on columbarium walls on niches where a Council approved plaque has a built in vase.
- b) in memorial gardens in an approved plastic flower container (available at Council) adjacent to the plaque.
- c) in monumental/lawn beam plots in containers that form part of the monument.

5.7.2 Tributes must not encroach neighbouring memorials or burial locations.

5.7.3 Wrapping and rubber bands must be removed from floral tributes before placement.

5.7.4 The following are prohibited in Council cemeteries:

- a) items made from or containing glass or other breakable materials such as porcelain.
- b) planting of trees, shrubs or other plants.
- c) gluing or permanently attaching items to gardens, walls or memorials.
- d) Except on days of a total fire ban, the lighting of candles and incense sticks for cultural or religious reasons is acceptable only where the candle or incense is fully contained in an approved enclosed container and extinguished prior to leaving. Alternatively, appropriately placed LED candles may be used.

5.8 Memorials

5.8.1 New or restored memorials must comply with the applicable provisions of Australian Standards 4204:2019 Headstones and cemetery monuments and 4425:2020 Above-ground burial structures.

5.9 Customer Service

5.9.1 Council will ensure all future interment right purchases are in the form of a consumer contract in accordance with the Cemetery Operator licence conditions.

5.9.2 Council is required to comply with the Cemetery and Crematorium Operator Code of Practice 2018 approved by Cemeteries and Crematoria NSW.

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5.9.3 Council will, in addition to our general Customer Experience Charter, comply with the Cemetery Operator licence conditions Customer Service Principles being:

- a) respect the personal choices of our customers
- b) provide customers and prospective customers with full and accurate information about the products and services that we are able or unable to provide
- c) carry out our business with competency and integrity, and
- d) maintain high standards of conduct, to enhance the reputation of the industry.

5.10 Dispute Resolution

5.10.1 When resolving any disputes with an interment customer, Council will, in addition to following our Complaint Handling Policy:

- a) deal with disputes and complaints in a respectful and compassionate way; and
- b) advise customers, if they are not satisfied with our handling of the complaint they can contact the Cemeteries Agency, ccnsw.info@cemeteries.nsw.gov.au or 02 9842 8470.
- c) record all complaints in a register and maintain relevant records for 7 years.

6. RESPONSIBILITIES:

- 6.1 Overall implementation of this policy lies with the ~~Community Services~~ **Assets** Section Manager. Key policy areas are delegated to the following sections and teams:
- a) Provision of cemeteries – ~~Civil Assets~~ Section.
 - b) ~~Management~~ **Contract and lease** of cemeteries – Community Services Section / ~~Emergency Management~~ team.
 - c) Keeping of Records – Facilities and ~~Services Group Manager's~~ **Infrastructure Director's** Office / ~~Business Systems~~ **Support** and Administration team.
 - d) Interment sites and Interment rights – Facilities and ~~Services Group Manager's~~ **Infrastructure Director's** Office / ~~Business Systems~~ **Support** and Administration team.
 - e) Monuments – Facilities and ~~Services Group Manager's~~ **Infrastructure Director's** Office / ~~Business Systems~~ **Support** and Administration team.
 - f) Exhumation – Facilities and ~~Services Group Manager's~~ **Infrastructure Director's** Office / ~~Business Systems~~ **Support** and Administration team.

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ITEM 3 - ATTACHMENT 1 PROVISION AND MANAGEMENT OF CEMETERIES POLICY.

Policy



7. RELATED DOCUMENTS:

- 7.1 **Port Stephens Council** Setting of Fees and Charges Management Directive (PSC).
- 7.2 **Port Stephens Council** Code of Conduct (PSC).
- 7.3 ~~Procedure Requirements for works within Council cemeteries by external agents (PSC).~~ **Port Stephens Council Customer Experience Charter.**
- 7.4 **Port Stephens Council** Application Form – Permit to carry out monumental work in Port Stephens Cemeteries (PSC).
- 7.5 **Port Stephens Council** Application Form – Cemetery Burial Application (PSC).
- 7.6 **Port Stephens Council** Application Form – Columbarium Wall/Memorial Garden Application (PSC).
- 7.7 ~~Application Form – Annual Permit to undertake work in Port Stephens Council Cemeteries (PSC).~~ **Cemetery and Crematorium Operator Code of Practice 2018 (NSW).**
- 7.8 **Port Stephens Council** Application Form – Confirmation of Cemetery Information (PSC).
- 7.9 **Port Stephens Council** Application Form – Request to Transfer Right of Interment (PSC).
- 7.10 **Port Stephens Council** Form – Template for Memorial Niche Plaques (PSC).
- 7.11 **Port Stephens Council** Form – Template for Terrazzo Oval Plaques (PSC).
- 7.12 **Port Stephens Council** Form – Template for Raymond Terrace Granite Columbarium Wall (PSC).
- 7.13 **Port Stephens Council** Cemeteries information brochure (PSC).
- 7.14 **Port Stephens Council** Columbarium Walls and Memorial Gardens brochure (PSC).
- 7.15 Cemeteries and Crematoria Act 2013 (NSW).
- 7.16 Local Government Act 1993 (NSW).
- 7.17 Crown Land Management Act 2016 (NSW).
- 7.18 Public Health Act 2010 (NSW).
- 7.19 Coroners Act 2009 (NSW).
- 7.20 Anti-Discrimination Act 1977 (NSW).
- 7.21 Births Deaths and Marriages Registration Act 1995 (NSW).
- 7.22 Fair Trading Act 1987 (NSW).
- 7.23 Government Information (Public Access) Act 2009 (NSW).
- 7.24 Heritage Act 1977 (NSW).
- 7.25 Human Tissue Act 1983 (NSW).
- 7.26 State Records Act 1998 (NSW).
- 7.27 Work Health and Safety Act 2011 (NSW).
- 7.28 **Cemeteries & Crematoria NSW Cemetery Operator Licence (NSW).**
- 7.29 **Port Stephens Council Perpetual Interment Right Consumer Contract.**

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ITEM 3 - ATTACHMENT 1 PROVISION AND MANAGEMENT OF CEMETERIES POLICY.

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EDRMS container No.	PSC2005-3664	EDRMS record No.	TBA
Audience	Funeral Directors, Grave Diggers, Monumental Masons, West Ward Cemetery Group, Volunteer Groups, Historical Societies, general community.		
Process owner	Emergency Management Coordinator Assets Section Manager		
Author	Community Services Section Manager		
Review timeframe	3 4 years	Next review date	TBA
Adoption date	14/07/2015		

VERSION HISTORY:

Version	Date	Author	Details	Minute No.
0.1	27/05/2015	Community Services Section Manager	Draft version for review by Executive Leadership Team	n/a
0.2	07/07/2015	Community Services Section Manager	Draft version for Public Exhibition.	n/a
1.	14/07/2015	Community Services Section Manager	The Public Exhibition period ended 20 August 2015 and no submissions were received. This policy is now adopted and replaces the Port Stephens Cemeteries Policy (dated 290102 – Min No. 016)	194
2.	19/09/2019	Community Services	Reviewed and updated in new Policy Template.	187

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ITEM 3 - ATTACHMENT 1
POLICY.

PROVISION AND MANAGEMENT OF CEMETERIES

Policy



Version	Date	Author	Details	Minute No.
		Section Manager	<p>4.1 Definitions updated to include 'Memorial Garden' and under Interment Site the words 'of ashes' and 'wall' were added.</p> <p>5.2.6 the addition of "or Volunteer Group".</p> <p>7.16 the addition of "Local Government Act 1993 (NSW)".</p> <p>Controlled Document Information the addition of the word "cemetery" and "Volunteer Group".</p> <p>The public exhibition period ended 18 September 2019 and no submissions were received.</p> <p>This policy is now adopted and replaces the Provision and Management of Cemeteries Policy dated 14/07/2015 – Min No. 194.</p>	
3.	24/05/2022	Community Services Section Manager	<p>Updated policy into the latest format.</p> <p>2.2 – Removed "Council".</p> <p>5.3 – Removed 'Council may delegate some aspects of the maintenance of cemeteries to a 355c Committee or Volunteer Group of Council' to reflect that all maintenance is either carried out by contractors or internal Council staff.</p> <p>5.6.1 (a) – Updated 'NSW Department of Health' to 'NSW Health' to reflect correct title.</p> <p>6.1 (b) – Updated 'Contracts and Services team' to 'Emergency Management team' to reflect current responsibilities.</p>	134

Policy

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Policy



Version	Date	Author	Details	Minute No.
			<p>7.17 Added "Management" to the Crown Lands Act 2016 (NSW). Audience: Removed '355c Cemetery Committees' to reflect that there are no 355c Cemetery Committees. Process owner: updated 'Contracts and Services Coordinator' to 'Emergency Management Coordinator' to reflect current responsibilities. Controlled document information: amended review timeframe to 3 years in accordance with Council's policy review process.</p>	
4.	TBA	Assets & Community Services Section Managers	<p>Reviewed and updated policy. Process Owner amended as policy has changes Sections. 3.2(a) Added 4.1 Definitions for Cinerary urn and Interred Added 5.2.1(b) Removed "works permit or", Added "or other approval as required and" 5.2.3 Added 5.3.1(b) Added 5.4.3 Added "provided an interment has not taken place and upon providing 28 days notice in writing. If the request is received within 10 days of the interment right contract being signed, a full refund will be offered, minus the current interment right cancellation/transfer fee representing our reasonable administration fee. Thereafter, no refund will be offered."</p>	TBA

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ITEM 3 - ATTACHMENT 1
POLICY.

PROVISION AND MANAGEMENT OF CEMETERIES

Policy



Version	Date	Author	Details	Minute No.
			5.6.1(a)(ii) Added "under delegated authority". 5.7 - 5.10 Added clauses. 6.1 Updated titles in Responsibilities. 7. Added and updated Related documents. Amended review timeframe to 4 years in accordance with Council's policy and management directive review process.	

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ITEM NO. 4

FILE NO: 25/52378
EDRMS NO: PSC2019-00384

POLICY REVIEW - COMMERCIAL OPERATORS POLICY

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

RECOMMENDATION IS THAT COUNCIL:

- 1) Endorse the revised Commercial Operators Policy shown at **(ATTACHMENT 1)**.
- 2) Place the revised Commercial Operators Policy, as amended on public exhibition for a period of 28 days and should no submissions be received, the policy be adopted, without a further report to Council.
- 3) Revoke the Commercial Operators Policy dated 14 September 2021, Minute No. 237 should no submissions be received.

BACKGROUND

The purpose of this report is to seek Council's endorsement of the revised Commercial Operators Policy (policy) as shown in **(ATTACHMENT 1)** on public exhibition.

The revised policy aims to encourage a diversity of users on Council owned and managed land to create vibrant and active places for all people to enjoy.

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

COMMUNITY STRATEGIC PLAN

Strategic Direction	Delivery Program 2022-2026
Community Wellbeing	Provide a program of recreational, leisure and community services

FINANCIAL/RESOURCE IMPLICATIONS

There are no financial or resource implications from adopting the recommendations. All revenue from licence fees is used to offset the cost of maintaining public open space and the subsequent cost to ratepayers.

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

There are no legal or policy impediments from adopting the recommendations. Any activity on Council land classified as Community Land requires formal approval as per the Local Government Act 1993, Section 47 and 47A.

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?
There is a risk that not having a Commercial Operators Policy may result in unapproved activities being undertaken on Council land resulting in safety, legal, financial, environmental and reputational damage.	Medium	Adopt the recommendations	Yes
There is a risk that not having a Commercial Operators Policy may result in conflict between prospective operators and the general community resulting in safety and reputational damage.	Low	Adopt the recommendations	Yes
There is a risk that not having a Commercial Operators Policy may result in a lengthy decision making processes when assessing requests for use of Council land. This may result in added	Low	Adopt the recommendations	Yes

costs to small business and reputational damage to Council.			
---	--	--	--

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

Adopting the recommendations creates opportunities for people to participate in recreational, educational and creative activities on Council owned and managed land.

Managing the allocation of foreshore and park areas needs to be carefully considered through this policy as these areas attract large numbers of people at peak times and the interaction between passive users and commercial operators has the potential to create conflict.

The local economy benefits from this policy as it allows small to medium enterprises to access Council owned and managed land and conduct their business at reasonable rates for their customers.

This policy, its guidelines and conditions in standard licence agreements ensures that environmental constraints at any given site are fully considered and managed.

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 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	The policy will be placed on public exhibition for 28 days and will be notified through Council's website.
----------------	--

Internal communications and engagement

Consultation with key internal stakeholders has been undertaken by the Community Services Section to ensure all stakeholders were able to provide feedback to ensure the accuracy of the information documented within the policy.

- Executive Team.
- Governance.
- Holiday Parks.
- Corporate Strategy and Support Directorate.
- Assets.
- Capital Works.
- Public Domain and Services.
- Communications and Customer Experience.
- Development and Compliance.
- Strategy and Environment.

OPTIONS

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

ATTACHMENTS

- 1) Commercial Operators Policy. [↓](#)

COUNCILLORS' ROOM/DASHBOARD

- 1) Commercial Operators Guidelines.

TABLED DOCUMENTS

Nil.

Policy



FILE NO: PSC2019-00384

TITLE: COMMERCIAL OPERATORS POLICY

OWNER: COMMUNITY SERVICES SECTION MANAGER

1. PURPOSE:

- 1.1 The purpose of the Commercial Operators Policy (policy) is to confirm Council's approach to commercial activities on Council owned and managed land.
- 1.2 The policy aims to achieve well managed commercial operations that create vibrant public spaces, promote community participation and connections, improve the visitor experience and grow the Port Stephens economy.
- 1.3 The policy also provides the framework for a streamlined process for managing the use of Council owned or managed land by private business, markets, events and mobile food/retailers.

2. CONTEXT/BACKGROUND:

- 2.1 Port Stephens has a diverse range of open space including parks, sports fields, foreshores, beaches, and bushland reserves. These open spaces are well suited to a wide range of passive and active uses and, as these open spaces have become more popular, demand has risen for the use of Council owned and managed land to conduct commercial operations.
- 2.2 By ensuring a consistent approach to the approval and management of commercial activities on Council owned or managed land, Council can facilitate the economic and social benefits across the community whilst also ensuring a diversity of quality products complimentary to each location.
- ~~2.3 The policy aims to achieve well managed commercial operations that create vibrant public spaces, promote community participation and connections, improve the visitor experience and grow the Port Stephens economy.~~

3. SCOPE:

- ~~3.1 The Commercial Operators Policy applies to the management of Commercial Operations within the Port Stephens Council Local Government Area. The total open space deemed suitable for these activities is 490 hectares of Port Stephens Council's total open space provision noted in 5.1 Table 1. (refer to Table 1).~~

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Policy



- 3.2 Commercial Operations include both land and water based activities ranging from events, markets, mobile food/retailers, including but not limited to personal and group fitness classes, bicycle hire, surf schools, watercraft hire and lessons in watercraft use and sport adventure activities.
- 3.3 Approval to issue a licence under the Commercial Operators Policy does not negate the need for nor is intended as a substitute for development consent under the Environmental Planning and Assessment Act 1979, where required.
- 3.4 Licenced activities involving the retail sale of food and drink products are required to comply with the relevant legislative provisions of the NSW Food Act 2003, the Australia/NSW Zealand Food Standard Codes and related guidelines and policies, where required.
- 3.5 The Commercial Operators Policy does not apply to commercial operations on land that is not owned or managed by Council. Commercial operations on land that is not owned or managed by Council may require other development approvals.
- 3.6 The policy does not apply to the following activities that may be subject to separate approval processes:
 - a) Commercial activities subject to a lease arrangement.
 - b) Commercial use of community halls.
 - c) Commercial use of sporting facility buildings.
 - d) Commercial activities on land that is not owned or managed by Council.
 - e) Activities not considered to be a commercial activity.

4. DEFINITIONS:

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

Commercial activity	To conduct any aspect of a business, or service in order to provide goods or services to any person for profit or cost recovery on Council's owned and managed land.
Commercial operator	A person or entity that intends to conduct an activity for profit or personal gain on Council owned and managed land.
Commercial operators licence	A contract to operate across and or on Council owned and managed land.
Council owned and managed land	Land that is owned or managed by Port Stephens Council, including Crown Land where Council is the corporate trust manager.

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Land based activity	Activities that are conducted on Council owned and managed land. Examples of land based activities include, but are not limited to: personal fitness trainers, group fitness, hiring of bicycles, dog obedience schools, mobile food/retailers, markets and events.
Water based activity	Activities that are conducted mostly in waterways but require access to the waterway from Council owned and managed land. Examples of water based activities include but are not limited to: learn to surf schools, hire of water craft, lessons in water craft use, sport adventure activities, mobile food/retailers and events.
Mobile Food/Retail Operator	A Company or individual that operates a mobile food or other retail vehicle, cart or stall.
Mobile Food/Retail Vehicle	All mobile vans, mobile trailers, carts or maritime vessels (whether registered or not) used for the purpose of selling any article of food or merchandise on Council's owned and managed land.
Ongoing Markets	A regularly scheduled outlet for the sale of goods and services at the same or regular location with the majority of goods and services provided by the producer, grower, craftsperson or service person (in excess of four times per year).
Temporary Markets	A temporary outlet for the sale of goods and services at the same or regular location with the majority of goods and services provided by the producer, grower, craftsperson or service person (up to four times per year).
Temporary Events	A temporary one off or annual activity on Council owned and managed land.
Not For Profit Operations	A Company or individual that operates a business on a cost recovery basis and does not make a profit.
Licensing terms and conditions	This includes guidelines, processes and other internal documents used by Council staff in the assessment and approval of Commercial Operator Licence applications.

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5. STATEMENT:

- 5.1 Port Stephens Council will support and facilitate commercial operations on Council owned or managed land that provide economic and community benefit, enhance the local culture and ensure the safety of residents and visitors. In order to achieve this Council will:
- a) permit the use of Council owned and managed land for commercial operations that meet the purpose of the land as defined in the Local Environment Plan, any Plan of Management for the land, the Crown Lands Management Act 2016, the Local Government Act 1993 and the licensing terms and conditions of any specific site
 - b) encourage commercial operations on Council owned and managed land that provide economic, social and environmental benefit
 - c) ensure Council owned and managed land is used in a safe manner
 - d) permit licences for a maximum term of 5 years for the use of Council owned and managed land by approved commercial operators ensuring security of tenure for approved commercial operators. Accordingly, commercial operators shall be offered a licence term for any new licence subject to all requirements of the Local Government Act 1993 and the Crown Lands Management Act 2016
 - e) permit 5 year licenses for the use of Council owned and managed land by approved Commercial Operators ensuring security of tenure for approved Commercial Operators. Accordingly, those Commercial Operators shall be offered a 5 year licence term for any new licence subject to all requirements of the Local Government Act 1993 and the Crown Lands Management Act 2016
 - f) at Council's sole discretion permit short term licences for the use of Council owned and managed land by approved commercial operators
 - g) commit to implementing and keeping current terms and conditions that ensure that occupiers of licenced sites do not cause nuisance to neighbours and other stakeholders
 - h) assess and apportion licence fees that are determined by market demand and the Setting of Fees and Charges Management Directive
 - i) provide locations suitable for site specific commercial operations as listed in Table 1
 - j) as required, Council may initiate a process to identify supplementary sites for land and water based commercial operations to activate a particular location.

Table 1: Council owned and managed land that may be licensed for site specific commercial operations, excluding temporary events and temporary markets (operating less than 4 times per year). Mobile food/retail operator sites will be assessed upon application.

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Suburb	Location	Lot / DP	Permitted Use Number of Sites	
			Land Based Activities	Water Based Activities
Anna Bay	Birubi Beach	Lot 7325, DP 1156724	✓ 2	✓ 4
Anna Bay	Robinson Reserve	Lot 7325, DP 1156724	✓ 2	0
Boat Harbour	Boat Harbour Beach Reserve	Lot 7324, DP 1205289	✓ 4	✓ 4
Corlette	Bagnall Beach Reserve, corner of Sandy Point Road and Pantowarra Street (A)	Lot 540, DP 823768	✓ 4	0
Corlette	Bagnall Beach Foreshore Reserve, adjacent corner of Pantowarra Street (B)	Lot 540, DP 823768	0	✓ 4
Corlette	Roy Wood	Lot 356, DP 27845	0	✓ 4
Corlette	Conroy Park	Lot 256, DP 27048	✓ 4	✓ 4
Fingal Bay	Fingal Bay Foreshore Reserve	Lot 475, DP 728127	✓ 2	0
Fingal Bay	Fingal Bay Oval	Lot 418, DP 257378	✓ 2	0
Fingal Bay	Fingal Beach (A)	Lot 475, DP 728127	✓ 4	✓ 2
Fingal Bay	Fingal Beach Boat ramp end(B)	Lot 475, DP 728127	✓ 4	✓ 4
Fingal Bay	Fingal Bay Holiday Park	Lot 419, DP 257378	✓	✓
Fisherman's Bay	Fisherman's Bay Park	Lot 278, DP 753204	✓ 4	0
Hinton	Hinton Foreshore Reserve	Lot 26, DP 109540	✓ 4	✓ 4

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Hinton	Stuart Park	Lot 1, DP 915417	✓ 2	0
Karuah	Aliceton Reserve	Lot 61, DP 24364	✓ 2	0
Karuah	Lionel Morton Oval	Lot 153, DP 753196	✓ 4	0
Karuah	Longworth Park	Lot 710 DP 1050943	✓ 4	0
Karuah	Memorial Park Boat Ramp	Lot 710 DP 1050943	✓ 4	0
Lemon Tree Passage	Kooindah Park	LOT:PT 93 DP 217567	✓ 3	0
Mallabula	Caswell Reserve	Lot 93, DP 11392	0	✓ 4
Mallabula	Mallabula Sports Complex	Lot 398, DP 1142139	✓ 4	0
Medowie	Boyd Oval	Lot 1, DP 408155	✓ 2	0
Medowie	Coachwood Drive Reserve	Lot 37, DP 807956	✓ 4	0
Medowie	Ferodale Sports Park	Lot 22, DP 1021843	✓ 2	0
Medowie	Kindlebark Oval	Lot 59 DP 730472 LOT:129 DP 710216	✓ 2	0
Medowie	Yulong Oval	Lot 49, DP 249781	✓ 2	0
Nelson bay	Apex Park	PLT 154, DP753204	✓ 2	0
Nelson Bay	Bill Strong Oval,	Lot 101, DP 1175980	✓ 2	0
Nelson Bay	Dutchman's Beach Reserve	Lot 7318, DP1138620	✓ 3	0
Nelson Bay	Dutchman's Beach Foreshore	Lot 7318, DP1138620	0	✓ 2
Nelson Bay	Fly Point Reserve	Lot 101, DP 1175980	✓ 3	0
Nelson Bay	Halifax Holiday Park	Lot 2, DP 1118650	✓	✓

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Nelson Bay	Little Beach Reserve	Lot 101, DP 1175980	✓ 4	0
Nelson Bay	Neil Carroll Park	Lot 101, DP 1175980	✓ 2	0
Nelson Bay	Nelson Bay Foreshore adjacent to the Nelson Bay public wharf amenities (A)	Lot 550,559, DP 1033413	✓ 4	0
Nelson Bay	Nelson Bay Foreshore adjacent Nelson Bay Kiosk and carpark (B)	Lot 550 559, DP 1033413	0	✓ 4
Nelson Bay	Nelson Bay Foreshore, Victoria Parade adjacent Fly Point amenities (C)	Lot 550,559 DP 1033413	0	✓ 4
Nelson Bay	Tomaree Sports Complex	Lot 1, DP 1136350	✓ 4	0
Nelson Bay	Tom O Dwyer Oval	Lot 402, DP 753204	✓ 4	0
Nelson Bay	Yaccaba St	Lot 1, 2, DP1236311	✓ 4	0
One Mile	One Mile Beach	Lot 7311, DP 1120641	✓ 4	✓ 4
One Mile	Port Stephens Koala Sanctuary	Lot 2, DP 1109948	✓	✓
Raymond Terrace	Alton Park Reserve	Lot 61, DP 24364	✓ 4	0
Raymond Terrace	Boomerang Park	Lot 1, DP 1018979	✓ 3	0
Raymond Terrace	Bettles Park		✓ 4	0
Raymond Terrace	Fitzgerald Bridge Boat Ramp area	Lot 131, DP 1120122	0	✓ 4
Raymond Terrace	King Park Sports Complex	Lot 1, DP 733011 Lot 131, DP 1120122	✓ 3	0
Raymond Terrace	Lakeside Reserve 2	Lot 261, DP 263821	✓ 4	0
Raymond Terrace	Lakeside Reserve 3	Lot 116, DP 262378	✓ 4	0

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Raymond Terrace	Lakeside Sports Complex	Lot PT2, DP 502401	✓ 2	0
Raymond Terrace	Ross Walbridge Reserve	Lot 1, DP 115898	✓ 2	0
Raymond Terrace	Riverside Park	Lot 7005, DP 94774	✓ 4	0
Raymond Terrace	Vi Barnett Oval	Lot 131, DP 1120122	✓ 4	0
Salamander Bay	Bagnall Beach Road Detention Basin	Lot 5072, DP 841259	✓ 4	0
Salamander Bay	George's Reserve	Lot 1, DP 852661	0	✓ 4
Salamander Bay	Joe Redman Reserve	Lot 356, DP 27845	✓ 4	0
Salamander Bay	Korora Oval	Lot 541, DP 27274	✓ 3	0
Salamander Bay	Roy Wood Reserve	Lot 356, DP 27946	✓ 4	✓ 4
Salamander Bay	Salamander Sports Complex	Lot 1, DP 1117732	✓ 2	0
Seaham	Brandon Park	Lot 11, DP 26452	✓ 2	0
Seaham	Seaham Park	Lot 1, DP 758899	✓ 3	0
Shoal Bay	Shoal Bay Foreshore - Boat Ramp (A)	Lot 7022,7023 DP 1126832	0	✓ 4
Shoal Bay	Shoal Bay Foreshore Adjacent public wharf (B)	Lot; 7022,7023 DP 1126832	0	✓ 4
Shoal Bay	Shoal Bay Foreshore Beach Road adjacent to Harbourside Haven (C)	Lot; 7022,7023 DP 1126832	0	✓ 4
Shoal Bay	Shoal Bay Foreshore intersection of Harwood Avenue and Beach Road (D)	Lot: 7022,7023 DP 1126832	0	✓ 4
Shoal Bay	Shoal Bay Holiday Park	Lot 1, DP 1225747, Lot 116, DP	✓	✓

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		1121203, Lot 1, DP 593555, Lot 3, DP 716089		
Shoal Bay	Marrungbangbaa Reserve	Lot 7305, DP 1130568	✓ 4	✓ 4
Soldiers Point	Everitt Park	Lot 322, DP 636840	✓ 4	0
Soldiers Point	Thou Walla Sunset Retreat	Lot 2, DP 211909	✓	✓
Tanilba Bay	Forster Park	Lot: 7322 DP 1154060	0	✓ 4
Tanilba Bay	Peace Park	Lot 1, DP 265326	0	✓ 4
Taylors Beach	Taylors Beach Foreshore	Lot 637, DP 27626	0	✓ 4
Wallalong	Bowthorne Park	Lot 1, DP 703382	✓ 4	0

6. RESPONSIBILITIES:

- 6.1 Overall review and evaluation of this policy lies with the Community Services Section Manager.
- 6.2 Key areas for implementation are delegated to the following positions:
 - a) **Property & Facilities** ~~Community Contracts~~ Coordinator – implement the policy, review and update the Licensing Terms and Conditions and supporting documents relating to this policy, issuing of licence approvals under delegation and internal and external relationship management.
 - b) ~~Economic Development and Tourism~~ **Vibrant Places** Coordinator – review and update the ~~Temporary Events Assessment and Markets Guidelines~~ **Temporary Events Toolkit** and supporting documents relating to this policy, issue Temporary Events Licences and Market approvals under delegation.
 - c) ~~Environmental Health and Compliance~~ Coordinator – review and update the Mobile Food Operators Guideline and supporting documents relating to this policy. Issue permit in accordance with the requirements of the NSW Food Act 2003 under delegation.
 - d) Community Contracts Officer prepare and administer licence documentation.
 - e) Environmental Health **Team L**, and Compliance Coordinator, ~~Economic Development and Tourism~~ **Vibrant Places** Coordinator, Community Development and Engagement Coordinator, **Community Assets** Coordinator, Parks **Programs** Coordinator, Traffic **Engineer** Coordinator, **Civil Assets**

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Policy



Manager, Corporate Risk Team and **Native Title Manager** – provide advice on the implementation of the policy relating to asset planning, traffic management and planning, scheduled improvements, liaison with sports councils, risk management, environmental health, safety and compliance requirements and liaison relating to the coordination of **commercial operators** ~~market and events and bookings~~ on Council owned and managed land.

7. RELATED DOCUMENTS:

- 7.1 Port Stephens Council Setting of Fees and Charges Management Directive.
- 7.2 Port Stephens Council Commercial Operators Guideline.
- 7.3 Port Stephens Council Temporary Events Toolkit. ~~Temporary Event/Market Guidelines.~~
- 7.4 Port Stephens Council Commercial Operators Mobile Food Vehicle Guidelines.
- 7.5 ~~Not for Profit Guide.~~ Port Stephens Council Commercial Operators Application Form.
- ~~Tourism Policy.~~
- 7.6 Liquor Act 2007 (NSW). ~~Advertising Signs Policy.~~
- 7.7 Port Stephens Council Mobile Food Vendor Permit (Council Land) Application Form. ~~Alcohol in Parks and Reserves Policy.~~
- 7.8 Port Stephens Council Structures Application Form. ~~Temporary Structures on Footways Policy.~~
- 7.9 Port Stephens Council Plans of Management. ~~for community land.~~
- 7.10 Local Environmental Plan (LEP) (NSW).
- 7.11 Roads Act 1993 and Roads Regulation 2008 (NSW).
- 7.12 Food Act 2003 (NSW).
- 7.13 Food Regulation 20105 (NSW).
- 7.14 Australia/NSW Zealand Food Standard Codes (Cth).
- 7.15 Protection of the Environment and Operations Act 1997 (NSW).
- 7.16 Local Government Act 1993 (NSW).
- 7.17 Crown Lands Management Act 2016 (NSW).
- 7.18 Environmental Planning and Assessment Act 1979 (NSW).

CONTROLLED DOCUMENT INFORMATION:

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EDRMS container No.	PSC2019-00384	EDRMS record No.	TBC
Audience	Existing and potential commercial operators, sports councils, Parks and Reserves 355c Committees, local business associations and their members, Destination Port Stephens and their members.		

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Policy



Process owner	Community Services Section Manager		
Author	Community Services Section Manager		
Review timeframe	3 4 years	Next review date	TBC
Adoption date	11 June 2019		

VERSION HISTORY:

Version	Date	Author	Details	Minute No.
1	11 June 2019	Contracts and Services Coordinator	New policy to incorporate all commercial activity on council owned or managed land covering commercial operators, temporary events, markets and mobile food vendors.	120
2	14 September 2021	Community Services Section Manager	<p>Updated policy into the new template including updating review timeframe in line with new guidelines.</p> <p>Updated policy wording into the new template.</p> <p>4. Definitions – added in new definition for Commercial Activity.</p> <p>6.2.1. Removed heading Contracts & Services Coordinator and replaced with Community Contracts Coordinator.</p> <p>6.2.2. & 6.2.5. Removed heading Tourism and Events Coordinator and replaced with Economic Development & Tourism Coordinator.</p> <p>6.2.4. Removed heading – Property Officer Community Leasing and replaced with Community Contracts Officer</p> <p>Review Timeframe – changed from 2 to 3 years.</p>	237

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Policy



Version	Date	Author	Details	Minute No.
3	TBC	Community Contracts Coordinator	<p>Reviewed and updated in the policy Template.</p> <p>2.3 Removed duplicate of 1.2.</p> <p>3.1 Reworded to better reflect purpose.</p> <p>5.1a – 5.1h Reworded to better reflect purpose.</p> <p>Table 1 Updated – removed number of sites per site to permitted use.</p> <p>6.1E Updated to reflect current positions.</p> <p>7.6, 7.7, 7.8, 7.9 updated to relevant documents.</p> <p>Amended review timeframe to 4 years in accordance with Council's policy and management directive review process.</p>	

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ITEM NO. 5

**FILE NO: 25/62362
EDRMS NO: PSC2007-2386**

POLICY REVIEW - GRANTS AND DONATIONS POLICY

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

RECOMMENDATION IS THAT COUNCIL:

- 1) Endorse the revised Grants and Donations policy shown at **(ATTACHMENT 1)**.
- 2) Place the revised Grants and Donations policy, as amended on public exhibition for a period of 28 days and should no submissions be received, the policy be adopted, without a further report to Council.
- 3) Revoke the Grants and Donations policy dated 14 September 2021, Minute No. 236 should no submissions be received.

BACKGROUND

The purpose of this report is to seek Council's endorsement of the revised Grants and Donations Policy (the policy).

The policy has been reviewed as part of Council's ongoing policy review program.

The policy provides a range of financial assistance opportunities funded from the Mayoral and Ward funds, Aboriginal Projects Fund and the annual Community Funding Program (which includes cultural events, heritage and environmental activities).

The objective of this policy is to provide a policy framework to enable Council to provide financial assistance to the Port Stephens community in an equitable and fair manner, whilst ensuring legislative compliance.

The policy has been reviewed and only minor amendments have been made in terms of slightly rewording of the policy as well as an update of available funding opportunities provided by Council.

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

COMMUNITY STRATEGIC PLAN

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

FINANCIAL/RESOURCE IMPLICATIONS

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 in the absence of a financial assistance framework, Council would not meet the requirements of the Local Government Act 1993.	Low	Adopt the recommendation.	Yes

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

This policy provides the community with opportunities to apply for project funds to assist with events and activities throughout the Port Stephens local government 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 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.

ORDINARY COUNCIL - 8 APRIL 2025

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	The policy 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.
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Internal communications and engagement

Consultation with key stakeholders was undertaken by the Governance Section. These stakeholders include the General Manager and the Executive Team.

OPTIONS

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

ATTACHMENTS

- 1) Revised Grants and Donations Policy. [↓](#)

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

Nil.

Policy



FILE NO: PSC2007-2386
TITLE: GRANTS AND DONATIONS
OWNER: GOVERNANCE SECTION MANAGER

1. PURPOSE:

- 1.1 The purpose of this policy is to provide a policy framework to enable Council to provide financial assistance to the Port Stephens community in an equitable and fair manner, whilst ensuring legislative compliance.

2. CONTEXT/BACKGROUND:

- 2.1 Council has provided financial assistance to the Port Stephens community over many years under a number of funding avenues.
- 2.2 Funds have been provided to enhance the Port Stephens local government area to build on the Council vision and the surrounding communities.
- 2.3 Requests for sponsorship should be considered under the ~~Corporate Sponsorship~~ policy and community group loans are managed under the ~~Community Groups Loan~~ **Community Group Loans P** policy.
- 2.4 Council has a requirement to ensure any monies distributed under ~~S~~ section 356 of the Local Government Act 1993, adhere to the legislative requirement.

3. SCOPE

- 3.1. Port Stephens Council provides grants and donations to those within the local government area to assist in building our community.
- 3.2. This policy covers the following funding opportunities:
- a) Aboriginal Projects Fund*
 - b) Community ~~Funding Program~~ **Support Fund***
 - c) Mayoral Funds - available throughout the year, subject to funding availability.
 - d) Rapid Response - available throughout the year, subject to funding availability and requires signature of requesting councillor.
 - e) Community ~~Capacity Building~~ **Event Development** Fund - available throughout the year, subject to funding availability and requires the signature of all ward councillors.
 - f) **Vibrant Spaces Fund***
 - g) **Vibrant Spaces Micro Grant Fund**

Policy

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Policy



h) Major Event Sponsorship Fund.

- 3.3. *Council will call for applications on an annual basis with each Project Fund offering different grant limits per application, with eligibility criteria applicable to each Project Fund. Guidelines are available for each Fund.
- 3.4. Applications received from individuals will be subject to further legislative provisions and will require a public exhibition period prior to final approval.
- 3.5. Funds must be spent within the Port Stephens local government area or provided to a resident or organisation located within the local government area.
- 3.6. There may be a formal acquittal process for each application.
- 3.7. This policy does not cover requests for sponsorship or community group loans, please refer to Council's ~~Corporate Sponsorship~~ policy and the ~~Community Groups Loan~~ **Community Group Loans** policy.
- 3.8. Council will not be responsible for any ongoing maintenance or improvements that arise from successful application for funding, other than where the works may be on Council owned or managed lands, subject to Council agreement.

4. DEFINITIONS:

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

Financial assistance	Financial mechanisms provided by Council, as a third party, to an organisation or individual to support activities that are in line with Council's Community Strategic Plan. As a third party, Council is not connected to the activities but may be affected by them.
Grants	Financial support given to an individual or organisation to assist with identified activities or projects. Expenditure does not represent an equal benefit to Council.
Donations	Grants are financial assistance and are covered under section 356 of the Local Government Act. Financial or non-financial (in-kind) support which is provided with limited terms and conditions. Expenditure does not represent an equal benefit to

Policy

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Policy



Council.

Donations are financial assistance and are covered under **section** 356 of the Local Government Act.

Loans

Financial support, to be repaid with interest over an agreed term, which is provided to develop buildings or facilities that are Council owned or managed.

Expenditure does represent an equal benefit to Council.

Sponsorships

Loans are commercial agreements and are not covered under **section** 356 of the Local Government Act.

Financial or non-financial (in-kind) support from Council to an organisation or individual (the recipient) in return for mutually agreed economic, cultural, community or reputational benefits. These benefits may include promotion, marketing and/or tickets.

Expenditure does represent an equal benefit to Council.

Sponsorships are commercial agreements and are not covered by **section** 356 of the Local Government Act.

5. STATEMENT:

- 5.1. Port Stephens Council is committed to supporting its community with financial assistance where appropriate.
- 5.2. Council's commitment is:
 - a) To provide an equitable, transparent, accountable and coordinated approach for providing financial assistance to community groups in accordance with the terms of **Section** 356 of the Local Government Act 1993.
 - b) To provide equitable financial assistance to people and organisations, bearing in mind that the Council is trustee and custodian of public assets and is bound by its charter to effectively account for and manage those assets.
 - c) To promote a sense of community, community harmony and social cohesion.
 - d) To assist communities under stress.

Policy

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Policy



- e) To ensure fair distribution of activities and services throughout Port Stephens.
- f) To provide financial assistance by way of a grant or donation, not sponsorship.

6. RESPONSIBILITIES:

- 6.1. Applications for grants and donations will be coordinated by a project officer. Please refer to the relevant guidelines for contact details or Council website www.portstephens.nsw.gov.au.
- 6.2. The General Manager is responsible for reporting to Council annually and certifying that expenditure under the Financial Assistance Program meets the necessary probity and transparency required by the Act. The Financial Assistance Program expenditure is reported in the Annual Report (Statutory Statements) as part of the requirements for under section 356 of the Local Government Act 1993.

7. RELATED DOCUMENTS:

- 7.1 Local Government Act 1993
- 7.2 Financial Assistance for Disposal of Waste policy
- 7.3 ~~Community Groups Loan~~ Community Group Loans policy
- 7.4 ~~Corporate~~ Sponsorship policy
- 7.5 Debt Recovery and Hardship policy
- 7.6 ~~Rate Donation for Community Groups policy~~
- 7.7 Council Charter
- 7.8 Code of Conduct.

Policy

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Policy



CONTROLLED DOCUMENT INFORMATION:

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EDRMS container No	PSC2007-2386	EDRMS record No	XX
Audience	Port Stephens community		
Process owner	Governance Section Manager		
Author	Governance Section Manager	Next review date	1 December 2028
Review timeframe	4 years		

VERSION HISTORY:

Version	Date	Author	Details	Minute No.
1.0	19/05/2009	Corporate Planner	Adoption by Council	151
2.0	19/10/2010	Executive Officer	Adoption by Council	338
3.0	28/06/2016	Governance Manager	New policy following review of all financial assistance offered by Council and inserted into the new policy template.	191
3.1	10/12/2019	Governance Section Manager	Reviewed the policy, included numbering to each paragraph and updated the version control. Updated title of policy owner. 3.2 – updated item numbering. 3.8 – new paragraph stating Council is not responsible for ongoing maintenance of projects. 5.2 – updated itemising of paragraphs.	254

Policy

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Policy



Version	Date	Author	Details	Minute No.
3.2	14/9/2021	Governance Section Manager	Reviewed the policy and updated the version control. 2.1 – remove previous financial assistance categories. 2.2 – minor rewording. 2.3 – remove out-dated content. 2.3 – insert new paragraph. 3.1 – updated to include new program and remove obsolete programs.	236
4	21/10/2024	Governance Section Manager	Reviewed the policy, transferred policy into new template and updated the version control. 2.3 – Update policy title 2.4 – minor rewording. 3.2 – reworded funding categories 3.2 – added (f) Vibrant Spaces Fund*, (g) Vibrant Spaces Micro Grant Fund and (h) Major Event Sponsorship Fund 3.7 – Update policy title. 5.2(a) – minor rewording. 6.2 – minor rewording. 7.3 – Update policy title 7.4 – Update policy title 7.6 – remove reference to Rate Donation for Community Groups policy as this has been revoked.	XX

Policy

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ITEM NO. 6

**FILE NO: 25/64057
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 Mayoral Funds to the following:-
 - a) Tilligerry Tennis Club – Mayoral funds - \$1,000 donation towards costs of a tennis and pickleball open day.

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:

MAYORAL FUNDS

Tilligerry Tennis Club	Tilligerry Tennis Club is a family friendly tennis club that is open to members and the public for court hire.	\$1,000	Donation towards costs of a tennis and pickleball open day.
------------------------	--	---------	---

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.
---------------	--

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. 7

**FILE NO: 25/64118
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 8 April 2025.

No:	Report Title	Page:
1	Intent to Cancel Council Meetings	344
2	NSW Electoral Commission - 2024 Local Government Election Report	345
3	Designated Persons' Return	358
4	Delegations Report	359
5	Council Resolutions	361

INFORMATION PAPERS

ITEM NO. 1

**FILE NO: 25/70074
EDRMS NO: A2004-0284**

INTENT TO CANCEL COUNCIL MEETINGS

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

BACKGROUND

The purpose of this report is to advise Council and the community of the intent to cancel the 22 April 2025 and 27 May 2025 Ordinary Council meetings in accordance with the Code of Meeting Practice.

The Ordinary Council meeting schedule on Council's website will be updated to reflect this change.

ATTACHMENTS

Nil.

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

Nil.

ITEM NO. 2

**FILE NO: 25/70336
EDRMS NO: PSC2022-02922**

**NSW ELECTORAL COMMISSION - 2024 LOCAL GOVERNMENT ELECTION
REPORT**

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

BACKGROUND

The purpose of this report is to provide Council with the NSW Electoral Commission's (NSWEC) Report on the conduct of the 2024 Local Government elections, in particular in relation to Port Stephens Council.

The 2024 Local Government election was conducted by the NSWEC on behalf of Council on 14 September 2024. In accordance with clause 393AA of the Local Government (General) Regulation 2021, the NSWEC Commissioner is required to provide a report on the conduct of the election to the Minister for Local Government within 6 months of the Election Day.

Extract - Clause 393AA, Local Government (General) Regulation 2021:

- (1) After each ordinary election of councillors and each first election for an area after its constitution, the Electoral Commissioner must provide the Minister with a written report on the conduct of the election, including (but not limited to) a report on the following:
 - (a) the names of the areas whose elections were conducted by the Electoral Commissioner,
 - (b) details of the declared results in those elections,
 - (c) details of any requests for recounts of ballot-papers in those elections,
 - (d) details of any proceedings commenced in a court or tribunal relating to those elections,
 - (e) any recommendations by the Electoral Commissioner to the Minister regarding changes to the Act or this Regulation relating to the conduct of elections.
- (2) The report must be provided to the Minister and displayed on the Electoral Commission's website within 6 months after the election day concerned, unless the Minister is satisfied that special circumstances exist.

The NSWEC has produced 2 reports which are available from the NSWECs website:

- 1) **Report on the conduct of the 2024 NSW Local Government Elections Part 1.**
Part 1 provides the overall information about the elections across the State, including statistics on number of councils, candidates, councillor positions, number of mayors and councillors elections, number of polls and referendums conducted, number of votes cast and the number of election staff engaged to conduct the election.

2) Report on the conduct of the 2024 Local Government Elections Part 2.

Part 2 provides information about each council area. A copy of the information relevant to Port Stephens Local Government election is shown at **(ATTACHMENT 1)**.

A copy of the full reports can be found on the NSWEC's website at:

<https://elections.nsw.gov.au/about-us/reports/election-reports#localgovernmentelectionreports>

ATTACHMENTS

- 1) NSW Electoral Commission - Extract of the NSW Local Government elections – Part 2. [↓](#)

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

- 1) Report on the Administration of the 2024 NSW Local Government elections – Part 1 and Part 2.



Report on the administration of the

2024 NSW Local Government elections

Part two



ITEM 2 - ATTACHMENT 1 NSW ELECTORAL COMMISSION EXTRACT
OF THE 2024 NSW LOCAL GOVERNMENT ELECTIONS – PART 2.

The NSW Electoral Commission acknowledges the Traditional Owners of Country throughout New South Wales and their continuing connection to land, water and community. Our head office is located on Gadigal land. We pay our respects to Elders past and present.

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All tables and figures are sourced to NSW Electoral Commission unless stated otherwise.

This report was produced using internal resources. To reduce our environmental impact, this report can be downloaded from the NSW Electoral Commission's website at elections.nsw.gov.au

NSW Electoral Commission
231 Elizabeth St, Sydney NSW 2000 | GPO Box 832, Sydney NSW 2001
Monday-Friday, 9am-5pm
elections.nsw.gov.au

ITEM 2 - ATTACHMENT 1 NSW ELECTORAL COMMISSION - EXTRACT OF THE 2024 NSW LOCAL GOVERNMENT ELECTIONS – PART 2.

Report on the administration of the 2024 NSW Local Government elections

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**ITEM 2 - ATTACHMENT 1 NSW ELECTORAL COMMISSION - EXTRACT
OF THE 2024 NSW LOCAL GOVERNMENT ELECTIONS – PART 2.**

NSW Electoral Commission

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ITEM 2 - ATTACHMENT 1 NSW ELECTORAL COMMISSION - EXTRACT OF THE 2024 NSW LOCAL GOVERNMENT ELECTIONS – PART 2.

Report on the administration of the 2024 NSW Local Government elections

About this report

Under section 393AA of the *Local Government (General) Regulation 2021*, after each ordinary election of councillors, the Electoral Commissioner must provide the Minister with a written report on the conduct of the election. This report is provided with respect to the 2024 NSW Local Government ordinary elections and is presented in two parts.

Part one provides an overview of the elections conducted by the NSW Electoral Commissioner on Saturday, 14 September 2024. It includes aggregated statistical information about the elections, information about voting methods, venues, staffing and funding. It also describes the impact of recent changes to the legislation that governs the conduct of local government elections in New South Wales.

Part one also summarises the integrity and enforcement activities of the Electoral Commission in relation to the conduct of participants in the elections. This work includes the registration of candidates, groups, and third-party campaigners for campaign finance regulation purposes; compliance operations undertaken during the elections; investigating allegations of breaches of electoral law; and any legal proceedings commenced to date in relation to the elections.

Part one also includes recommendations by the Electoral Commissioner for legislative reform around the conduct of local government elections.

Part two provides information about each individual local council election, including candidates, results (of councillor, mayoral, referendum and poll contests as applicable to each council), the breakdown of votes by vote type for councillor elections, as well as staffing and venue numbers by council.

All tables and figures are sourced to NSW Electoral Commission unless stated otherwise.

Notes to Part 2

Local government area maps

The maps for each council indicate the voting venues for the 2024 NSW Local Government elections (at June 2024). Where a ward or whole council area was uncontested, some voting venues were not subsequently required but are still indicated on the maps.

Undivided/divided councils

In New South Wales, an undivided council does not have any wards – all councillors are elected in a single local government area (LGA) by all electors enrolled in the council area. A divided council is split into wards. Councillors are elected by the electors enrolled in each ward to form the council for the whole local government area.

Types of elections

Councillor election

A local government area is either undivided or divided. A divided council is split into wards, and each ward has its own councillor elections. Councillors in an undivided council are elected by all voters in that council area. Councillors in a divided area are elected to represent each ward within the council area. An equal number of councillors are elected for each ward. The number of councillors elected varies between councils. Councillors were elected for a four-year term, shortened in the case of the September 2024 elections.

Mayor election

Mayors can be either elected by the voters (direct or popularly elected mayor) or elected by the new councillors (and from the councillors) following a council election.

Mayors who are elected by the voters serve a four-year term. The election of a mayor by voters and the election of councillors are conducted at the same time but are considered separate elections, with separate ballot papers. For example, if a council has a total of 10 councillors to be elected, and the mayor is elected by the voters, the election for that council would be for nine councillors and one mayor. A candidate can run for both councillor and mayor but, if elected as mayor, they cannot also hold office as a councillor. Where elected by the councillors, the mayor serves a two-year term. At the end of the two-year term the councillors elect a new mayor for the following two years. The NSW Electoral Commission is not involved in the election of mayors by the councillors.

ITEM 2 - ATTACHMENT 1 NSW ELECTORAL COMMISSION - EXTRACT OF THE 2024 NSW LOCAL GOVERNMENT ELECTIONS – PART 2.

NSW Electoral Commission

Constitutional referendum

A council may decide to conduct a constitutional referendum. A constitutional referendum is required to be conducted to change the constitutional structure of the council. For example, changing the number of councillors, whether to divide the council area into wards or abolish all wards, or determine whether the mayor should be elected by the voters or by the councillors. For a constitutional referendum to pass, a majority of voters in the council area must have voted in support of the proposal. Voting in a constitutional referendum is compulsory and the result is binding on the council. If the constitutional referendum is passed, the result takes effect at the next local government elections.

Council poll

A poll is conducted to determine the opinion of electors. A council may decide to conduct a poll on any issue and the result is used by council to guide further planning decisions. The council can poll all voters in the council area or only a portion of voters. Voting in a poll is not compulsory and the result of a poll is not binding on the council.

Voting options

The voting options (voting channels) available to electors for the 2024 NSW Local Government elections were:

- in-person voting before election day during the pre-poll period (subject to eligibility)
- by postal vote (subject to eligibility)
- in-person voting on election day
- telephone assisted voting for electors who are blind or have low vision
- declared institution voting at appointed venues (an approved hospital, nursing home or convalescent home which is visited by election officials for the purpose of taking votes from residents who are unable to attend a voting centre). A declared institution confirms with the NSW Electoral Commission their preference for a visit by election officials or to be provided with postal votes to enable their residents to vote.

Each of the individual council election summaries includes a graph showing the number of total formal votes cast by vote type for the councillor election (if contested), grouped as follows:

- ordinary (votes cast at a polling place on election day, includes silent votes)
- pre-poll – ordinary (votes cast in person during pre-poll, includes silent votes and votes cast at declared institutions)
- postal
- enrolment (votes cast by electors who enrol and vote on the same day, either during the pre-poll period or on election day)
- NAMAV (name already marked as voted – when an elector attends a voting centre and is found to have their name already marked on the authorised roll as having voted but makes a written declaration that they have not voted already at this election)
- telephone assisted votes.

Enrolment

Enrolment is as at the close of rolls at 6pm on Monday, 5 August 2024, and for contested councils/wards. Electoral rolls are 'closed' to facilitate confirmation of candidate/nominator eligibility and to enable the authorised roll to be printed. Electors can still enrol after this date and also enrol and vote on the same day during the voting period (if they have identification showing their address).

Participation

Turnout is calculated as total votes/enrolment. Participation is the number of electors who attempted to cast a ballot divided by enrolment. It is different from total votes in that it includes electors who cast a declaration vote that was not accepted into the count for some reason.

Apparent failure to vote

The failure to vote process had not been completed at the time of producing this report. The number of Apparent failure to vote notices issued is the initial number of notices sent.

**ITEM 2 - ATTACHMENT 1 NSW ELECTORAL COMMISSION - EXTRACT
OF THE 2024 NSW LOCAL GOVERNMENT ELECTIONS – PART 2.**

Report on the administration of the 2024 NSW Local Government elections

Venue numbers

The pre-poll centre total published for each council includes the returning officer's office if it was used for the provision of early voting services. The number of declared institutions represents the number of facilities visited by election officials.

Staff numbers

The number of staff shown for each council is the number of staff working at pre-poll venues (excluding where a returning officer's office offered pre-poll voting) and election day polling place staff.

ITEM 2 - ATTACHMENT 1 NSW ELECTORAL COMMISSION - EXTRACT
OF THE 2024 NSW LOCAL GOVERNMENT ELECTIONS – PART 2.

Report on the administration of the 2024 NSW Local Government elections

Port Stephens election summary

Divided council: Central Ward | East Ward | West Ward

Type of election conducted: Councillor (election of 9 councillors, 3 from each ward) | Mayor

Council enrolment: 60,182 Residential roll: 60,168 Non-residential roll: 14

Apparent failure to vote notices issued: 7,177 (11.9% of the residential roll)

Councillor election

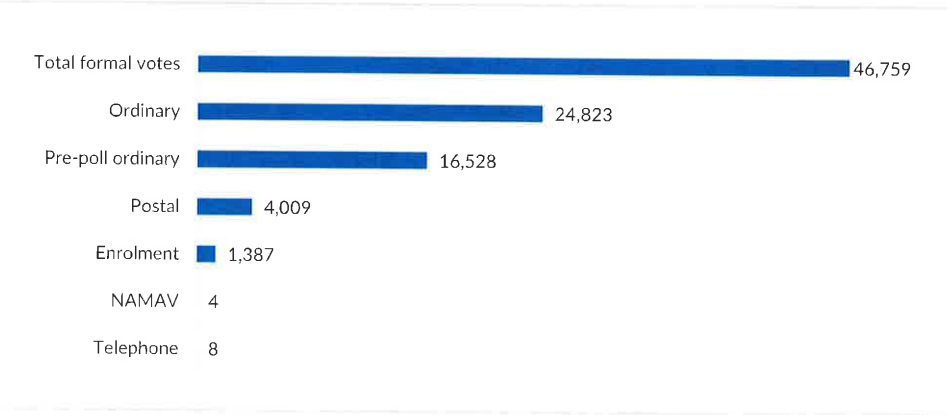
Councillor election total votes: 51,081 Formal: 46,759 Informal: 4,322 Formality rate: 91.5%
Participation rate: 86%

Formality and participation by ward: Ward: Central Formality rate: 90.5% Participation rate: 86.2% | Ward: East
Formality rate: 93.6% Participation rate: 86.3% | Ward: West Formality rate: 90.7% Participation rate: 85.5%

Elected councillors (alphabetical by surname, by ward)

Ward	Councillor name	Affiliation
Port Stephens Central	DOOHAN Chris	Independent
Port Stephens Central	NILAND Ben	Independent
Port Stephens Central	WELLS Jason	Australian Labor Party (NSW Branch)
Port Stephens East	ARMSTRONG Roz	Australian Labor Party (NSW Branch)
Port Stephens East	ERRINGTON Nathan	The Liberal Party Of Australia, New South Wales Division
Port Stephens East	WATSON Mark	Independent
Port Stephens West	ARNOTT Giacomo	Australian Labor Party (NSW Branch)
Port Stephens West	FRANCIS Peter	Australian Labor Party (NSW Branch)
Port Stephens West	LE MOTTEE Paul	Independent

Formal votes cast by vote type for the councillor election



ITEM 2 - ATTACHMENT 1 NSW ELECTORAL COMMISSION - EXTRACT OF THE 2024 NSW LOCAL GOVERNMENT ELECTIONS – PART 2.

NSW Electoral Commission

Councillor candidate nominations (alphabetical by surname, by ward)

Ward	Name	Affiliation
Port Stephens Central	ASHPOLE Nathan	Independent
Port Stephens Central	COLLING Rosanne	Independent
Port Stephens Central	DOOHAN Chris	Independent
Port Stephens Central	DOOHAN Jaike	Independent
Port Stephens Central	HAMMOND Kelly	Australian Labor Party (NSW Branch)
Port Stephens Central	LEECH Scott	Independent
Port Stephens Central	NILAND Ben	Independent
Port Stephens Central	RABBITT Beverly	Australian Labor Party (NSW Branch)
Port Stephens Central	SCHULTZ Scott	Independent
Port Stephens Central	SUTRIN Neville	Independent
Port Stephens Central	TRINKLER George	Independent
Port Stephens Central	TUCKER Steve	Independent
Port Stephens Central	WELLS Jason	Australian Labor Party (NSW Branch)
Port Stephens East	ADAMSKI Mark	The Greens NSW
Port Stephens East	ANDERSON Leah	Australian Labor Party (NSW Branch)
Port Stephens East	ARMSTRONG Roz	Australian Labor Party (NSW Branch)
Port Stephens East	ERRINGTON Nathan	The Liberal Party Of Australia, New South Wales Division
Port Stephens East	GORING Mackenzie	Australian Labor Party (NSW Branch)
Port Stephens East	GREEN Jamie	Independent
Port Stephens East	McHUGH Geoffrey	The Liberal Party Of Australia, New South Wales Division
Port Stephens East	McHUGH Katy	The Liberal Party Of Australia, New South Wales Division
Port Stephens East	RADFORD Troy	Independent
Port Stephens East	RICH Jane	The Greens NSW
Port Stephens East	SCOTT Kim	The Greens NSW
Port Stephens East	SMART Sharon	Australian Labor Party (NSW Branch)
Port Stephens East	WATSON Mark	Independent
Port Stephens West	ARNOTT Giacomo	Australian Labor Party (NSW Branch)
Port Stephens West	AVNELL Nathan	Independent
Port Stephens West	FRANCIS Peter	Australian Labor Party (NSW Branch)
Port Stephens West	HARRIS Lea	Australian Labor Party (NSW Branch)
Port Stephens West	JONES David	Australian Labor Party (NSW Branch)

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ITEM 2 - ATTACHMENT 1 NSW ELECTORAL COMMISSION - EXTRACT OF THE 2024 NSW LOCAL GOVERNMENT ELECTIONS – PART 2.

Report on the administration of the 2024 NSW Local Government elections

Ward	Name	Affiliation
Port Stephens West	KAFER Peter	Independent
Port Stephens West	LE MOTTEE Paul	Independent
Port Stephens West	MOXEY Joshua	Independent
Port Stephens West	ROWE Huxley	Independent
Port Stephens West	SMITH Lea	Independent
Port Stephens West	SNEESBY Sue	Australian Labor Party (NSW Branch)

Mayoral election

Mayor election total votes: 51,109 **Formal:** 48,249 (94.4%) **Informal:** 2,860 (5.6%) **Participation rate:** 86%

Elected mayor: ANDERSON Leah, Australian Labor Party (NSW Branch)

Mayoral candidate nominations (alphabetical by surname)

Name	Affiliation
ANDERSON Leah	Australian Labor Party (NSW Branch)
LE MOTTEE Paul	Independent
WATSON Mark	Independent

Election operations

Number of staff: 203

Number of pre-poll centres: 2

Number of election day polling places: 24

Number of declared institutions: 4

Returning Officer's office: 103 Richardson Road, Raymond Terrace NSW 2324

Public registers: View the registers of candidates, groups, third-party campaigners, parties, party agents, senior office holders, associated entities and official agents, third-party lobbyists, and non-prohibited donors for the 2024 NSW Local Government elections on the [NSW Electoral Commission's website](#).

ITEM NO. 3

**FILE NO: 25/20823
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:

- Development and Compliance Section Manager PSC624.

ATTACHMENTS

Nil.

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

- 1) Designated Persons' Return.

ITEM NO. 4

**FILE NO: 25/64051
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 4 - ATTACHMENT 1 DELEGATIONS REPORT.**MAYOR AND GENERAL MANAGER DELEGATION REPORT**

Date exercised	Delegations exercised	Purpose	Role exercising delegation	Reported to Council
24 March 2025	Code of Meeting Practice	Approval of Public Access application on Karuah Place Plan	Mayor	8 April 2025
25 March 2025	Clause 178 of the Local Government (General) Regulation 2021	RFQ103-2024 - Centre Mount Backhoe Loader	General Manager	8 April 2025
25 March 2025	Code of Meeting Practice	Refusal of Public Access application on 20 Nulla Nulla Lane, Hinton as the application was received after the deadline.	Mayor	8 April 2025
27 March 2025	Clause 178 of the Local Government (General) Regulation 2021	T093-2024 - Geographic Information Services	General Manager	8 April 2025
27 March 2025	Clause 178 of the Local Government (General) Regulation 2021	RFQ086 -2024 - Microsoft Office 365 Approval Report 3.1	General Manager	8 April 2025

ITEM NO. 5

**FILE NO: 25/64047
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:	25/03/2025
	Officer:		Printed:	Thursday, 27 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)	2/05/2025	28/02/2024	
3 014		Peart, Steven				24/50158
27 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	31/10/2025	26/02/2025	
1 021		Peart, Steven				25/43931
26 Mar 2025 Consultation has commenced with the Environmental Advisory Group. A report back to Council is anticipated in October 2025.						

ITEM 5 - ATTACHMENT 2 CORPORATE STRATEGY AND SUPPORT RESOLUTIONS.



Division:	Corporate Strategy and Support	Date From:	11/10/2022
Committee:		Date To:	25/03/2025
Officer:			
Action Sheets Report		Printed:	Wednesday, 26 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	30/05/2025	12/10/2022	
1		Pattison, Zoe				22/273002
26 Mar 2025						
Further clarification on the distribution of funds has been completed. A report will be provided back to Council in May 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	30/05/2025	12/10/2022	
2		Pattison, Zoe				22/273002
26 Mar 2025						
Report deferred to allow for further clarification on the distribution of funds. A report will be provided back to Council in May 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						
26 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						
26 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
26 Mar 2025						
The exhibition period has closed with no formal submissions being received during this time. The policy will go back to Council on 22 April 2025.						

ITEM 5 - ATTACHMENT 2 CORPORATE STRATEGY AND SUPPORT RESOLUTIONS.



Action Sheets Report	Division:	Corporate Strategy and Support	Date From:	11/10/2022
	Committee:		Date To:	25/03/2025
	Officer:		Printed: Wednesday, 26 March 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
26 Mar 2025						
This matter is being addressed by staff.						

ITEM 5 - ATTACHMENT 3 FACILITIES AND INFRASTRUCTURE RESOLUTIONS.



Division:	Facilities and Infrastructure	Date From:	27/08/2013
Committee:		Date To:	25/03/2025
Officer:		Printed:	Wednesday, 26 March 2025
Action Sheets Report			

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 27/08/2013	Maretich, John	Campvale Drain	30/06/2025		
243		Kable, Gregory				
26 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
Report	Ordinary Council 11/04/2023	Maretich, John	Naming Recreation Precinct at Medowie after Geoff Dingle	30/06/2025	12/04/2023	
2		Kable, Gregory				23/92450
085						
26 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
Report	Ordinary Council 28/11/2023	Maretich, John	Sale of closed roads in Raymond Terrace	30/06/2025	29/11/2023	
1		Kable, Gregory				23/324875
26 Mar 2025						
1 road sold and in settlement stage. 1 road moved to closed road reserve. An Expression of Interest (EOI) for the remaining road is near completion.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 28/05/2024	Maretich, John	Bus Stop Infrastructure Plan	30/06/2025	29/05/2024	
1		Kable, Gregory				24/131056
26 Mar 2025						
Staff are continuing to review the bus stop infrastructure.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 9/07/2024	Maretich, John	Maintenance of Gravel Roads	30/06/2025	10/07/2024	
2		Kable, Gregory				24/176219
26 Mar 2025						
A two way has been scheduled for 17 June 2025.						

ITEM 5 - ATTACHMENT 3 FACILITIES AND INFRASTRUCTURE
RESOLUTIONS.



Action Sheets Report	Division:	Facilities and Infrastructure	Date From:	27/08/2013
	Committee:		Date To:	25/03/2025
	Officer:		Printed:	Wednesday, 26 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
26 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						
26 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
26 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						
26 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						
26 Mar 2025						
The policy has been placed on public exhibition for 28 days.						

ITEM 5 - ATTACHMENT 3 FACILITIES AND INFRASTRUCTURE RESOLUTIONS.



Action Sheets Report	Division:	Facilities and Infrastructure	Date From:	27/08/2013
	Committee:		Date To:	25/03/2025
	Officer:		Printed:	Wednesday, 26 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
26 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		
		Kable, Gregory				
26 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:	25/03/2025
	Officer:		Printed:	Wednesday, 26 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
26 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
26 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
26 Mar 2025						
Policy is 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						
26 Mar 2025						
Policy is on public exhibition until 11 April 2025.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 25/03/2025	Wickham, Tony	Initiation of a Proposal to Alter the Port Stephens Local Government Boundaries	30/06/2025	26/03/2025	
4		Crosdale, Timothy				25/73848
063						
26 Mar 2025						
Correspondence will be forwarded to neighbouring Councils and a Two Way Conversation scheduled.						

QUESTIONS ON NOTICE

ITEM NO. 1**FILE NO: 25/75977
EDRMS NO: PSC2021-04203****QUESTIONS ON NOTICE / QUESTIONS WITH NOTICE****REPORT OF: STEVEN PEART - DIRECTOR COMMUNITY FUTURES
DIRECTORATE: COMMUNITY FUTURES**

RECOMMENDATION IS THAT COUNCIL:

- 1) Receives and notes the information provided in response to Questions on Notice / Questions with Notice.

BACKGROUND

The purpose of this report is to provide responses to questions taken on or with notice in accordance with the Code of Meeting Practice.

Item:	1 – Mayoral Minute
Councillor:	Rosalyn Armstrong
Date Received:	25 March 2025
Question with Notice:	Do we fund the Daughters & Dads Program at Tomaree High School?
Response:	No. Council does not fund the Daughters & Dads Program at Tomaree High School.

ATTACHMENTS

Nil.

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

Nil.

NOTICES OF MOTION

NOTICE OF MOTION

ITEM NO. 1

FILE NO: 25/71974

EDRMS NO: PSC2024-03148

COUNCIL MEETING CYCLE

COUNCILLOR: PAUL LE MOTTEE

THAT COUNCIL:

- 1) Amend its current Ordinary Council meeting cycle to 1 meeting per calendar month with the exception of January, where no meetings would be held in January.
- 2) The new meeting cycle to take effect from July 2025 and meeting to take place on the 4th Tuesday of each month commencing at 5:30pm, at 116 Adelaide Street, Raymond Terrace, except where resolved to be held at an alternate location.
- 3) Amend the Code of Meeting Practice as follows and place the Code of Meeting Practice on public exhibition for 42 days:

“3.5 For the purposes of clause 3.4, notice of a meeting of the Council and of a committee of Council is to be published before the meeting takes place. The notice must be published on the Council’s website, and in such other manner that the Council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible. The business paper will be published on the Council website by 10am 8 calendar days prior to the Council meeting.”

“3.7 The General Manager must send to each Councillor, at least by close of business on the second Friday of each month where meetings are held (with the exception of where an ordinary meeting occurs on a public holiday), a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting. Where an ordinary meeting occurs on a public holiday a notice is to be sent to the Mayor and each Councillor 11 calendar days prior to the meeting.”

BACKGROUND REPORT OF: TONY WICKHAM – GOVERNANCE SECTION MANAGER

BACKGROUND

Council at its meeting held on 22 October 2024, Minute No. 198 **(ATTACHMENT 1)**, resolved:

That Council:

- 1) Adopt Option 1 as shown in attachment 1 for Ordinary Council meetings for a period of 12 months, with a report to be returned to Council seeking the Council's views on meeting schedules going forward.
- 2)
- 3)
- 4)
- 5)

Section 365 of the Local Government Act 1993 requires Council to meet at least 10 times per year (financial year) in different months. Council currently meets on 21 occasions per year. Under the proposed changes associated with the Notice of Motion, Council would meet 11 times per year. Extra-Ordinary Council meetings can be called if required.

Clause 3.1 of the Code of Meeting Practice (the Code) states that the Council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

Clauses 3.5 and 3.7 of the Code would require amendments as follows:

“3.5 For the purposes of clause 3.4, notice of a meeting of the Council and of a committee of Council is to be published before the meeting takes place. The notice must be published on the Council’s website, and in such other manner that the Council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible. The business paper will be published on the Council website by 10am 8 calendar days prior to the Council meeting.”

“3.7 The General Manager must send to each Councillor, at least by close of business on the second Friday of each month where meetings are held (with the exception of where an ordinary meeting occurs on a public holiday), a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting. Where an ordinary meeting occurs on a public holiday a notice is to be sent to each Councillor 11 calendar days prior to the meeting.”

The Code of Meeting Practice would be required to be placed on public exhibition for 28 days and allow 42 days in total for submissions to be received.

The proposed meeting structure and Two Way session timetable is shown at **(ATTACHMENT 2)**.

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

- 1) Council Minutes extract 22 October 2024 - Minute No. 198. [↓](#)
- 2) Council meeting cycle. [↓](#)

**ITEM 1 - ATTACHMENT 1 COUNCIL MINUTES EXTRACT 22 OCTOBER 2024
- MINUTE NO. 198.****MINUTES ORDINARY COUNCIL - 22 OCTOBER 2024****ITEM NO. 2****FILE NO: 24/80235
EDRMS NO: A2004-0372****COUNCIL MEETINGS****REPORT OF: TONY WICKHAM - GOVERNANCE SECTION MANAGER
DIRECTORATE: GENERAL MANAGER'S OFFICE****RECOMMENDATION IS THAT COUNCIL:**

- 1) Adopt Option 2 as shown in **(ATTACHMENT 1)** for Ordinary Council meetings for the term of this Council.
- 2) Meet on the fourth Tuesday of each month commencing at 5:30pm, with meetings to be held at 116 Adelaide Street, Raymond Terrace.
- 3) Not hold Ordinary Council meetings in January each year and only hold an Ordinary Council meeting on the second Tuesday in December each year.
- 4) Adopt the Order of Business as detailed in this report.
- 5) Adopt the Prayer and Acknowledgement of Country as detailed in this report.

**ORDINARY COUNCIL MEETING - 22 OCTOBER 2024
MOTION**

	Mayor Leah Anderson Councillor Jason Wells That Council: <ol style="list-style-type: none">1) Adopt Option 2 as shown in (ATTACHMENT 1) for Ordinary Council meetings for the term of this Council.2) Meet on the fourth Tuesday of each month commencing at 5:30pm, with meetings to be held at 116 Adelaide Street, Raymond Terrace.3) Not hold Ordinary Council meetings in January each year and only hold an Ordinary Council meeting on the second Tuesday in December each year.4) Adopt the Order of Business as detailed in this report.5) Adopt the Prayer and Acknowledgement of Country as detailed in this report.
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Those for the Motion: Mayor Leah Anderson, Crs Nathan Errington and Jason Wells.

Those against the Motion: Crs Rosalyn Armstrong, Giacomo Arnott, Chris Doohan, Peter Francis, Paul Le Mottee, Ben Niland and Mark Watson.

MINUTES ORDINARY COUNCIL - 22 OCTOBER 2024

The motion was lost.

Cr Watson introduced the following amendment, which was not accepted by the mover and seconder:

"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"

**ORDINARY COUNCIL MEETING - 22 OCTOBER 2024
AMENDMENT**

	<p>Councillor Mark Watson Councillor Chris Doohan</p> <p>That Council:</p> <ol style="list-style-type: none">1) Adopt Option 2 as shown in (ATTACHMENT 1) for Ordinary Council meetings for the term of this Council.2) Meet on the fourth Tuesday of each month commencing at 5:30pm, with meetings to be held at 116 Adelaide Street, Raymond Terrace.3) Not hold Ordinary Council meetings in January each year and only hold an Ordinary Council meeting on the second Tuesday in December each year.4) Adopt the Order of Business as detailed in this report.5) Adopt the Acknowledgement of Country as detailed in this report and the prayer as follows: <p>"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"</p>
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Those for the Motion: Mayor Leah Anderson, Crs Chris Doohan, Nathan Errington, Paul Le Mottee, Ben Niland and Mark Watson.

Those against the Motion: Crs Rosalyn Armstrong, Giacomo Arnott, Peter Francis and Jason Wells.

The amendment was carried.

**ITEM 1 - ATTACHMENT 1 COUNCIL MINUTES EXTRACT 22 OCTOBER 2024
- MINUTE NO. 198.****MINUTES ORDINARY COUNCIL - 22 OCTOBER 2024**

Cr Arnott gave notice of the following foreshadowed amendment.

That Council remove the words "prayer and" from point 5, with a point 6 to be added which reads:

"The General Manager will invite a faith leader to the Council on the date of each Council meeting, to lead a private prayer at 5:20pm for any Councillor who wishes to do so, in a meeting room of Council."

**ORDINARY COUNCIL MEETING - 22 OCTOBER 2024
AMENDMENT**

	<p>Councillor Giacomo Arnott Councillor Peter Francis</p> <p>That Council remove the words "prayer and" from point 5, with a point 6 to be added which reads:</p> <p>The General Manager will invite a faith leader to the Council on the date of each Council meeting, to lead a private prayer at 5:20pm for any Councillor who wishes to do so, in a meeting room of Council.</p>
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Those for the Motion: Crs Rosalyn Armstrong, Giacomo Arnott and Peter Francis.

Those against the Motion: Mayor Leah Anderson, Crs Chris Doohan, Nathan Errington, Paul Le Mottee, Ben Niland, Mark Watson and Jason Wells.

The amendment was lost.

Cr Arnott gave notice of the following foreshadowed motion.

That Council:

- 1) Adopt Option 1 as shown in attachment 1 for Ordinary Council meetings for a period of 12 months, with a report to be returned to Council seeking the Council's views on meeting schedules going forward.
- 2) Meet on the fourth Tuesday of each month commencing at 5:30pm, with meetings to be held at 116 Adelaide Street, Raymond Terrace.
- 3) Not hold Ordinary Council meetings in January each year and only hold an Ordinary Council meeting on the second Tuesday in December each year.
- 4) Adopt the Order of Business as detailed in this report.
- 5) Adopt the Prayer and Acknowledgement of Country as detailed in this report.

**ITEM 1 - ATTACHMENT 1 COUNCIL MINUTES EXTRACT 22 OCTOBER 2024
- MINUTE NO. 198.****MINUTES ORDINARY COUNCIL - 22 OCTOBER 2024****ORDINARY COUNCIL MEETING - 22 OCTOBER 2024
MOTION**

198	<p>Councillor Giacomo Arnott Councillor Chris Doohan</p> <p>It was resolved that Council:</p> <ol style="list-style-type: none">1) Adopt Option 1 as shown in attachment 1 for Ordinary Council meetings for a period of 12 months, with a report to be returned to Council seeking the Council's views on meeting schedules going forward.2) Meet on the fourth Tuesday of each month commencing at 5:30pm, with meetings to be held at 116 Adelaide Street, Raymond Terrace.3) Not hold Ordinary Council meetings in January each year and only hold an Ordinary Council meeting on the second Tuesday in December each year.4) Adopt the Order of Business as detailed in this report.5) Adopt the Acknowledgement of Country as detailed in this report and the prayer as follows: <p>"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"</p>
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Those for the Motion: Crs Giacomo Arnott, Chris Doohan, Nathan Errington, Paul Le Mottee, Ben Niland and Mark Watson.

Those against the Motion: Mayor Leah Anderson, Crs Rosalyn Armstrong, Peter Francis and Jason Wells.

The motion was carried.

BACKGROUND

The purpose of this report is to allow Council to set its future Council meeting cycle, adopt the Order of Business, the Prayer and Acknowledgement of Country.

The Code of Meeting Practice places a strong emphasis on Council meetings being conducted in an effective and efficient manner. To this end, the previous Council term met on the 2nd and 4th Tuesday of each month commencing at 5:30pm at 116 Adelaide Street, Raymond Terrace.

The current cycle of Council meetings, public access, inspections and two way conversation sessions is shown at **(ATTACHMENT 1)**.

MINUTES ORDINARY COUNCIL - 22 OCTOBER 2024

In reviewing the Council meeting cycle, 27 Councils were benchmarked with 23 conducting monthly Council meetings and 4 with a fortnightly meeting cycle (note: 1 of the 4 councils will recommend moving to monthly meetings in this term). Most of the benchmarked councils break for a recess in January.

ORDER OF BUSINESS

The proposed Order of Business is below:

- 1) Opening meeting
- 2) Acknowledgement of Country
- 3) Prayer
- 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*

As part of the Order of Business, Council includes the Acknowledgement of the Worimi People of Port Stephens and the prayer, as follows:

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."

PRAYER

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

**ITEM 1 - ATTACHMENT 1 COUNCIL MINUTES EXTRACT 22 OCTOBER 2024
- MINUTE NO. 198.****MINUTES ORDINARY COUNCIL - 22 OCTOBER 2024****COMMUNITY STRATEGIC PLAN**

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

FINANCIAL/RESOURCE IMPLICATIONS

All financial implications are provided within the existing budget, based on the current meeting cycle.

There is no legal requirement to include the prayer or traditional welcome in Council meeting proceedings.

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes		Options 1 and 2 are provided for in the existing budget. If Council elects to move towards a different meeting cycle additional cost implications would need to be provided.
Reserve Funds	No		
Section 94	No		
External Grants	No		
Other	No		

LEGAL, POLICY AND RISK IMPLICATIONS

Section 365 of the Local Government Act 1993 requires Council to meet at least 10 times per year in different months. Based on the recommended frequency, Council would meet on 11 occasions.

Clause 3.1 of the Code of Meeting Practice (the Code) requires Council, by resolution, to set the frequency, time, date, and place of its ordinary meetings.

Clause 8.1 of the Code requires Council to fix the general order of business for its meetings of the Council.

MINUTES ORDINARY COUNCIL - 22 OCTOBER 2024

Risk	<u>Risk Ranking</u>	Proposed Treatments	Within Existing Resources?
There is a risk that Council would be in breach of the Local Government Act 1993 if it failed to meet at least 10 times a year.	Low	Adopt the recommendation.	Yes

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

Nil.

CONSULTATION

- General Manager.

OPTIONS

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

ATTACHMENTS

- 1) Council meeting cycle options.

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

Nil.

ITEM 1 - ATTACHMENT 1 COUNCIL MINUTES EXTRACT 22 OCTOBER 2024
- MINUTE NO. 198.

MINUTES ORDINARY COUNCIL - 22 OCTOBER 2024

ITEM 2 - ATTACHMENT 1 COUNCIL MEETING CYCLE OPTIONS.

WEEK	OPTION 1 Current meeting cycle	OPTION 2 Recommended
1	No meetings or inspections	No meetings or inspections
2	4.30 to 5.00pm 2-way conversation program 5.30pm Public Access, if required followed by Ordinary Council Meeting	4.00 to 6.30pm 2-way conversation program
3	4.30 to 6.30pm 2-way conversation program Presentations and Workshops as required.	4.00 to 6.30pm 2-way conversation program Presentations and Workshops as required.
4	4.30 to 5.00pm 2-way conversation program 5.30pm Public Access, if required followed by Ordinary Council Meeting	4.00 to 5.00pm 2-way conversation program 5.30pm Public Access, if required followed by Ordinary Council Meeting
5	No meetings or inspections	No meetings or inspections

ITEM 1 - ATTACHMENT 2 COUNCIL MEETING CYCLE.

WEEK	Current meeting cycle	Proposed
1	No meetings or inspections	No meetings or inspections
2	4.30 to 5.00pm 2-way conversation program 5.30pm Public Access, if required followed by Ordinary Council Meeting	4.30 to 6.30pm 2-way conversation program, if required
3	4.30 to 6.30pm 2-way conversation program Presentations and Workshops as required.	Commence at 4.30pm 2-way conversation program Presentations and Workshops as required.
4	4.30 to 5.00pm 2-way conversation program 5.30pm Public Access, if required followed by Ordinary Council Meeting	4.30 to 5.00pm 2-way conversation program, if required 5.30pm Public Access, if required followed by Ordinary Council Meeting
5	No meetings or inspections	No meetings or inspections

NOTICE OF MOTION

ITEM NO. 2

FILE NO: 25/74807

EDRMS NO: PSC2024-03148

HOUSING STRATEGY ADDENDUM PUBLIC EXHIBITION

COUNCILLOR: GIACOMO ARNOTT

THAT COUNCIL:

- 1) Notes that the Port Stephens Local Housing Strategy & Housing Supply Plan went on public exhibition and were subject to rigorous community consultation prior to being endorsed.
 - 2) Notes that 20 Nulla Nulla Lane, Hinton is the first addendum request since these documents were endorsed.
 - 3) Agrees that any future Local Housing Strategy addendum is to be placed on public exhibition prior to the elected Council considering whether to forward it to the Department of Planning.
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BACKGROUND REPORT OF: BROCK LAMONT – STRATEGY & ENVIRONMENT SECTION MANAGER

BACKGROUND

The Port Stephens Local Housing Strategy (LHS) was endorsed by Council on 25 June 2024, Minute No. 144 (**ATTACHMENT 1**). The LHS includes a Housing Supply Plan (HSP) which provides the mapping of locations for current and future housing opportunity.

As part of the LHS development process, the Department of Planning, Housing and Infrastructure requested that Council include a Strategy Addendum process which would facilitate the addition of potential housing sites that were not mapped as part of the initial HSP. The intent of this process is to ensure that sites can be considered outside of comprehensive strategy reviews.

As the Strategy Addendum Process is a new process for Council, the current Rezoning Request Policy does not make consideration of this process. A review of the Rezoning Request Policy has been commenced as the policy is due for renewal in May 2025.

Should this Notice of Motion be supported, details relating to the public exhibition requirements as they relate to the Strategy Addendum Process would be

ORDINARY COUNCIL - 8 APRIL 2025

incorporated into the revised Rezoning Request Policy and reported to Council for consideration.

FINANCIAL/RESOURCE IMPLICATIONS

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

ATTACHMENTS

1) Minute No. 144 - 25 June 2024. [↓](#)

MINUTES ORDINARY COUNCIL - 25 JUNE 2024**ITEM NO. 4****FILE NO: 24/65666
EDRMS NO: PSC2023-03961-0004****PORT STEPHENS LOCAL HOUSING STRATEGY**

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

RECOMMENDATION IS THAT COUNCIL:

- 1) Receives and note the submissions received during the exhibition of the revised Port Stephens Local Housing Strategy and the response to the public submissions **(ATTACHMENT 1)**.
 - 2) Adopt the revised Port Stephens Local Housing Strategy, as amended **(ATTACHMENT 2)** and submit the Strategy to the NSW Department of Planning, Housing & Infrastructure for endorsement.
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**ORDINARY COUNCIL MEETING - 25 JUNE 2024
MOTION**

144	Councillor Leah Anderson Councillor Peter Kafer It was resolved that Council: <ol style="list-style-type: none">1) Receives and note the submissions received during the exhibition of the revised Port Stephens Local Housing Strategy and the response to the public submissions (ATTACHMENT 1).2) Adopt the revised Port Stephens Local Housing Strategy, as amended (ATTACHMENT 2) and submit the Strategy to the NSW Department of Planning, Housing & Infrastructure for endorsement.
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Cr Giacomo Arnott foreshadowed a Matter Arising.

In accordance with Section 375 (A) of the Local Government Act 1993, a division is required for this item.

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

Those against the Motion: Nil.

The motion was carried.

PORT STEPHENS COUNCIL**233**

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.