

**DRAFT**

## MINUTES – 28 APRIL 2026



**PORT STEPHENS**  
COUNCIL

Minutes of Ordinary meeting of the Port Stephens Council held in the Council Chambers, Raymond Terrace on – 28 April 2026, commencing at 5:34pm.

**PRESENT:**

Mayor Leah Anderson  
Cr Rosalyn Armstrong  
Cr Giacomo Arnott  
Cr Chris Doohan  
Cr Nathan Errington  
Cr Peter Francis  
Cr Paul Le Mottee  
Cr Mark Watson  
Cr Jason Wells  
Acting General Manager  
Director Community Futures  
Acting Director Corporate Strategy and Support  
Director Facilities and Infrastructure  
Governance Section Manager

Cr Chris Doohan read the Ode of Remembrance and Council observed a minute silence in recognition of ANZAC Day on 25 April 2026.

**MINUTES ORDINARY COUNCIL - 28 APRIL 2026**

	<p>There were no apologies or leave of absence request received.</p> <p>Note: Cr Ben Niland was granted Leave of Absence at the Council meeting held on 24 March 2026.</p>
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	<p>There were no requests for attendance by audio visual.</p>
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	<p>Cr Giacomo Arnott declared a less than significant non-pecuniary conflict of interest in Mayoral Minute Item 1. The nature of the interest is he is a volunteer member of the Board of Port Stephens Family and Neighbourhood Services (PSFaNS). PSFaN was mentioned in passing and no resolution is being made which has any reference to them.</p> <p>Cr Jason Wells declared a pecuniary conflict of interest in Item 5. The nature of the interest is he is employed by the NSW Department of Education which is a recipient of funding.</p>
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<b>047</b>	<p><b>Councillor Jason Wells</b> <b>Councillor Peter Francis</b></p> <p>It was resolved that the Minutes of the Ordinary Meeting of Port Stephens Council held on 24 March 2026 be confirmed.</p>
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Those for the Motion: Mayor Leah Anderson, Crs Rosalyn Armstrong, Giacomo Arnott, Chris Doohan, Nathan Errington, Peter Francis, Paul Le Mottee, Mark Watson and Jason Wells.

Those against the Motion: Nil.

The motion was carried.

# INDEX

SUBJECT

PAGE NO

**MAYORAL MINUTES ..... 6**

1. MAYOR'S DIARY .....7
2. ACKNOWLEDGEMENT OF JUDE MUNRO AO ..... 14
3. 2026/2027 STATE BUDGET ..... 16

**MOTIONS TO CLOSE ..... 30**

1. MOTION TO CLOSE .....31
2. MOTION TO CLOSE .....33

**COUNCIL REPORTS..... 35**

1. ANNA BAY AND TILLIGERRY CREEK FLOODPLAIN RISK  
MANAGEMENT STUDY AND PLAN .....36
2. AUSTRALIA DAY FUNDING ALLOCATION .....48
3. POLICY REVIEW: PORT STEPHENS ANNUAL AWARDS POLICY .....54
4. COUNCIL MEETING CYCLE .....65
5. REQUEST FOR FINANCIAL ASSISTANCE .....79
6. INFORMATION PAPERS .....84

**INFORMATION PAPERS ..... 86**

1. SIX MONTH GRANTS REPORT TO 31 DECEMBER 2025 .....87
2. CASH AND INVESTMENT PORTFOLIO - MARCH 2026.....91
3. PETITION - CONDITION OF ROAD SURFACE - RAYMOND  
AVENUE, SALAMANDER BAY.....92
4. AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES - 9  
OCTOBER 2025 .....94
5. DESIGNATED PERSONS' RETURN .....125
6. DELEGATIONS REPORT .....126
7. COUNCIL RESOLUTIONS .....128

**QUESTIONS ON NOTICE ..... 137**

1. QUESTIONS ON NOTICE / QUESTIONS WITH NOTICE ..... 138

**CONFIDENTIAL ..... 141**

1. PURCHASE OF LAND - SALAMANDER BAY .....142
2. PROPOSED SALE OF LAND - RAYMOND TERRACE.....143

# DECLARATION OF INTEREST

ORDINARY COUNCIL - 28 APRIL 2026



## Declaration of Interest form

Agenda item No. Mayorat 1  
Report title Diary  
Mayor/Councillor Arnott declared a

Tick the relevant response:

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

in this item. The nature of the interest is I am a volunteer member of the board of Port Stephens Family & Neighbourhood Services.

**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.)**

PSFANS was mentioned in passing and no resolution is being made which has any relevance to them.

**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.



## Declaration of Interest form

Agenda item No. Item 5 Request for Financial Assistance

Report title \_\_\_\_\_

Mayor/Councillor C. Wells declared a

Tick the relevant response:

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

in this item. The nature of the interest is I am employed by the NSW Dept of Education which is a recipient of funding.

**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 6:26 pm.

Mayor/Councillor returned to the Council meeting at 6:28 pm.

# MAYORAL MINUTES

**MAYORAL MINUTE**

**ITEM NO. 1**

**FILE NO: 26/68713  
EDRMS NO: PSC2024-03152**

**MAYOR'S DIARY**

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**THAT COUNCIL:**

- 1) Note the Mayoral appointments for the period from 25 February 2026 to 28 April 2026.
- 

**ORDINARY COUNCIL MEETING - 28 APRIL 2026  
MOTION**

<b>048</b>	<b>Mayor Leah Anderson Councillor Jason Wells</b>  It was resolved that Council note the Mayoral appointments for the period from 25 February 2026 to 28 April 2026.
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Councillor Giacomo Arnott left the meeting at 5:39pm.  
Councillor Giacomo Arnott returned to the meeting at 5:42pm.

Cr Giacomo Arnott declared a conflict of interest in Mayoral Minute No. 1 at this stage.

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

Those against the Motion: Nil.

The motion was carried.

**BACKGROUND**

The purpose of this report is to advise Council of the Mayoral appointments for the period 25 February 2026 to 28 April 2026.

This Mayoral Minute aims to inform the Council and community of the key engagements of the Mayor for the preceding period. This is an initiative I wanted to introduce this term to provide a clear record of the engagements undertaken through the Mayoral office.

**Wednesday 25 February 2026**

- Filmed Council meeting debrief.
- Official announcement of the 2026 Koori Knockout location.
- Keys to the City Ceremony for Jude Munro, outgoing Airport Chair.

**Thursday 26 February 2026**

- Newcastle Airport Pty Ltd and Greater Newcastle Aerotropolis Pty Ltd Board meetings.
- Official Reopening of Newcastle Art Gallery.
- Newcastle Airport Pty Ltd and Greater Newcastle Aerotropolis Pty Ltd Strategy Day 1.

**Friday 27 February 2026**

- Newcastle Airport Pty Ltd and Greater Newcastle Aerotropolis Pty Ltd Strategy Day 2.
- Site meeting – 22 Homestead Street, Salamander Bay.

**Saturday 28 February 2026**

- Lions Club Shade Sail event, Riverside Park, Raymond Terrace.

**Monday 2 March 2026**

- Sports facility development meeting.
- Catchup with the General Manager.
- Catchup with Communications staff.
- Medowie Town Centre Site Walk.

**Tuesday 3 March 2026**

- Catchup with Facilities & Infrastructure staff.
- Catchup with the Executive Team.

**Wednesday 4 March 2026**

- Meeting with the Hon. Yasmin Catley MP and the Hunter Joint Organisation.
- Information Session: Review of Joint Organisations in NSW.
- Facilities & Infrastructure – Quarterly Councillor Information Session – West Ward.

**Thursday 5 March 2026**

- Port Stephens Business Breakfast.
- TAFE NSW Introduction.
- Ian & Shirley Norman Foundation International Women's Day Dinner event, Newcastle.

**Friday 6 March 2026**

- Raymond Terrace Business Walk Around.
- Sincere Apologies theatrical event, Soldiers Point.
- SeaAccess Presentation, Little Beach.

**Saturday 7 March 2026**

- ABC Interview – Jet ski exclusion zone.
- Rotary International Women’s Day Dinner, Soldiers Point as MC.

**Monday 9 March 2026**

- International Women’s Day Breakfast, Williamstown – Host – with Meryl Swanson MP and the Hon. Kate Washington MP.
- Catchup with Communications staff.
- Catchup with the General Manager.
- Port Stephens FM interview on general Council updates and ‘What’s On’.
- Facilities & Infrastructure – Quarterly Councillor Information Session – East Ward.

**Tuesday 10 March 2026**

- AICD Governance Conference, Sydney.

**Wednesday 11 March 2026**

- AICD Governance Conference, Sydney.

**Thursday 12 March 2026**

- Hobart Airport interview Re: Inbound Tourism.
- Medowie Town Centre Masterplan – Mayor & Councillors’ Workshop.
- Communications and Engagement Advisory Group meeting.

**Friday 13 March 2026**

- Destination Port Stephens quarterly catchup.

**Saturday 14 March 2026**

- Shoal Bay Food & Wine Festival 2026.
- Introduction with AirBnB CEO.

**Monday 16 March 2026**

- Safety Briefing for Homeless Street Count.
- Catchup with Communications staff.
- Port Stephens FM Radio interview on general Council updates and ‘What’s On’.
- Catchup with the General Manager.
- Hunter Joint Organisation meetings.
- Inaugural Singapore flight briefing.

**Tuesday 17 March 2026**

- Tomaree Neighbourhood Centre Homeless Street Count.
- Facilities & Infrastructure staff catchup.
- Catchup with the Executive Team.
- Meeting with Hunter Local Land Services.
- Meeting with Newcastle Airport Marketing and Communications Manager.

## MINUTES ORDINARY COUNCIL - 28 APRIL 2026

- ABC Radio interview on Hunter Joint Organisation meetings with Ministers at Parliament House.

### Wednesday 18 March 2026

- Hunter Labor Caucus at Parliament House.
- Media event – Mayors meetings with Ministers at Parliament House.

### Thursday 19 March 2026

- Hunter Joint Organisation Board NSW Parliament House meetings.

### Friday 20 March 2026

- Filmed interview with the Department of Community & Justice re Tomaree Headland.
- Crown Princess maiden voyage plaque exchange, Newcastle.
- Birubi carpark on site meeting with stakeholders.
- Catchup with the Hon. Kate Washington MP.

### Saturday 21 March 2026

- Morning tea for Motor Neurone Disease, Latitude One.

### Monday 23 March 2026

- Catchup with the General Manager.
- Community Support Fund 2025/26 Round 2 Panel meeting.

### Tuesday 24 March 2026

- Inaugural flight from Newcastle Airport to Singapore.

### Wednesday 25 March 2026

- Singapore
  - Filming for NBN on tourism.
  - Meeting with Investment NSW.
  - Filmed interview with NBN on Newcastle Airport and Singapore destination.

### Thursday 26 March 2026

- Singapore
  - Meetings with Destination NSW Singapore Office and Tourism Australia.
  - Meetings with 4 tour operators.

### Friday 27 March 2026

- Singapore
  - Meeting with Austrade, Australian High Commission.
  - Meeting with University of Newcastle (Newcastle Institute of Higher Education).

**Saturday 28 March 2026**

- Singapore
  - National Association of Travel Agents Singapore (NATAS) Travel Fair.

**Sunday 29 March 2026**

- Return flight from Singapore.

**Monday 30 March 2026**

- Site Visit – Circuit Italia.
- Communications staff catchup.
- Catchup with the General Manager.
- Williamtown Working Group meeting.

**Tuesday 31 March 2026**

- Royal Australian Air Force 105<sup>th</sup> Anniversary Reception, RAAF Williamtown.
- Facilities & Infrastructure catchup.
- Catchup with the Executive Team.
- Positive Behaviour for Learning Citizenship Awards.

**Wednesday 1 April 2026**

- Raymond Terrace Business Breakfast.
- Meeting with Tomaree Cultural Development Group representatives.
- Official opening of Port Stephens Crocodile Encounters, Bobs Farm.
- Taylors Beach Road media opportunity.

**Thursday 2 April 2026**

- Visited the Valerie Taylor An Underwater Life Exhibition.

**Tuesday 7 April 2026**

- Catchup with the Executive Team.
- A R Bluett Awards scoping and update.
- East Seaham Road media opportunity.

**Wednesday 8 April 2026**

- Post Parliament House advocacy meetings media opportunity with NBN and Hunter Joint Organisation.

**Friday 10 April 2026**

- Ingenia Clubhouse Sod Turning event, Anna Bay.
- Penny Amberg Exhibition at Artisan Collective.

**Monday 13 April 2026**

- Meeting with Newcastle Jets representatives.
- Communications staff catchup.
- Port Stephens FM interview on general Council updates and 'What's On'.
- Catchup with the General Manager.

## MINUTES ORDINARY COUNCIL - 28 APRIL 2026

- Sail Port Stephens – Mayor’s Welcome Party.

### **Tuesday 14 April 2026**

- Visit to Corrective Services NSW Training Facility, Tomago.
- Facilities & Infrastructure catchup.
- Catchup with the Executive Team.

### **Wednesday 15 April 2026**

- Meeting with Meryl Swanson MP and Newcastle University.
- Meeting with Meryl Swanson MP and the General Manager.
- Sail Port Stephens Street Party.

### **Thursday 16 April 2026**

- Inter-Generational Cultural Wellbeing Precinct re Koori Knockout.
- Newcastle Airport Company 3 Pty Ltd and Newcastle Airport Company 4 Pty Ltd Board meetings.

### **Monday 20 April 2026**

- Communications staff catchup.
- Catchup with the General Manager.
- Housing Facebook Live panellist meeting.
- Bannisters and Bondi Chai presentation night – Port Stephens Little Athletics.

### **Tuesday 21 April 2026**

- Destination Port Stephens B.Farm site inspection.
- Catchup with the Executive Team.

### **Wednesday 22 April 2026**

- Housing Facebook Live.

### **Thursday 23 April 2026**

- Newcastle Airport Partnership and Greater Newcastle Aerotropolis Partnership meetings.
- Councillors’ site inspection, Shoal Bay Road, Shoal Bay.

### **Friday 24 April 2026**

- Newcastle Airport Pty Ltd and Greater Newcastle Aerotropolis Pty Ltd Board meetings.

### **Saturday 25 April 2026**

- ANZAC Day Dawn Service, Nelson Bay.
- ANZAC Day Morning Service, Nelson Bay.

### **Tuesday 28 April 2026**

- ANZAC Day Ceremony – Raymond Terrace Public School.
- Facilities & Infrastructure catchup.
- Catchup with the Executive Team.

**ATTACHMENTS**

Nil.

**MAYORAL MINUTE**

**ITEM NO. 2**

**FILE NO: 26/52210  
EDRMS NO: PSC2024-03152**

**ACKNOWLEDGEMENT OF JUDE MUNRO AO**

**THAT COUNCIL:**

- 1) Acknowledges the significant contribution of Jude Munro, AO to the Newcastle Airport by providing exceptional leadership through a period of growth and expansion and setting the course to be the Airport the region deserves.
- 2) Acknowledges the continued growth in airline routes, passenger numbers and progression of the Astra Aerolab development that will increase our connectivity to the world and generate significant jobs and economic activity in this critical area of the Port Stephens Local Government Area.
- 3) Requests the General Manager prepare correspondence, for the Mayor's signature, to Jude Munro, AO expressing these views and providing Council's appreciation for Jude's contribution to the Airport, Port Stephens and the region.

**ORDINARY COUNCIL MEETING - 28 APRIL 2026  
MOTION**

<b>049</b>	<p><b>Mayor Leah Anderson Councillor Chris Doohan</b></p> <p>It was resolved that Council:</p> <ol style="list-style-type: none"><li>1) Acknowledges the significant contribution of Jude Munro, AO to the Newcastle Airport by providing exceptional leadership through a period of growth and expansion and setting the course to be the Airport the region deserves.</li><li>2) Acknowledges the continued growth in airline routes, passenger numbers and progression of the Astra Aerolab development that will increase our connectivity to the world and generate significant jobs and economic activity in this critical area of the Port Stephens Local Government Area.</li><li>3) Requests the General Manager prepare correspondence, for the Mayor's signature, to Jude Munro, AO expressing these views and providing Council's appreciation for Jude's contribution to the Airport, Port Stephens and the region.</li></ol>
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Those for the Motion: Mayor Leah Anderson, Crs Rosalyn Armstrong, Giacomo Arnott, Chris Doohan, Nathan Errington, Peter Francis, Paul Le Mottee, Mark Watson and Jason Wells.

Those against the Motion: Nil.

The motion was carried.

## **BACKGROUND**

The purpose of this report is to formally recognise and acknowledge the service and contributions of Jude Munro AO.

Jude was appointed to the Newcastle Airport Board in 2015 before being appointed Chair in 2023 and has championed strong partnerships with Port Stephens Council and the City of Newcastle, along with State and Federal partners, to build the Airport as a shared legacy.

During her tenure as Chair of Newcastle Airport, Jude has provided strategic leadership and governance oversight during a period of significant operational and organisational activity.

Jude's contribution has supported the effective functioning of Newcastle Airport and advanced its strategic objectives whilst maintaining a strong focus on accountability, collaboration and public value. Her service reflects a high standard of leadership and a sustained commitment to the interest of Council and the broader community, warranting formal recognition.

## **ATTACHMENTS**

Nil.

**MAYORAL MINUTE**

**ITEM NO. 3**

**FILE NO: 26/102626  
EDRMS NO: PSC2024-03152**

**2026/2027 STATE BUDGET**

**THAT COUNCIL:**

- 1) Notes the 2026/2027 Community Advocacy Priorities, targeted at the 2027 NSW election, as previously circulated to Councillors, which have formed the basis of our advocacy approach from late 2025 as led by the Mayor.
- 2) Request the General Manager write to the following State Government representatives to request consideration of Port Stephens Council's Community Advocacy Priorities in the preparation of the NSW State Budgets:
  - NSW Premier, the Hon. Chris Minns MP
  - NSW Treasurer, the Hon. Daniel Mookhey MLC, and
  - Member for Port Stephens, the Hon. Kate Washington MP.

**ORDINARY COUNCIL MEETING - 28 APRIL 2026  
MOTION**

<b>050</b>	<p><b>Mayor Leah Anderson Councillor Nathan Errington</b></p> <p>It was resolved that Council:</p> <ol style="list-style-type: none"><li>1) Notes the 2026/2027 Community Advocacy Priorities, targeted at the 2027 NSW election, as previously circulated to Councillors, which have formed the basis of our advocacy approach from late 2025 as led by the Mayor.</li><li>2) Request the General Manager write to the following State Government representatives to request consideration of Port Stephens Council's Community Advocacy Priorities in the preparation of the NSW State Budgets:<ul style="list-style-type: none"><li>• NSW Premier, the Hon. Chris Minns MP</li><li>• NSW Treasurer, the Hon. Daniel Mookhey MLC, and</li><li>• Member for Port Stephens, the Hon. Kate Washington MP.</li></ul></li></ol>
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Those for the Motion: Mayor Leah Anderson, Crs Rosalyn Armstrong, Giacomo Arnott, Chris Doohan, Nathan Errington, Peter Francis, Paul Le Mottee, Mark Watson and Jason Wells.

Those against the Motion: Nil.

The motion was carried.

## **BACKGROUND**

The purpose of this report is to request the General Manager write to State Government representatives to share our key priorities and highlight the importance of keeping Port Stephens at the forefront of government decision making. This is an important step to continue to build on Council's advocacy program following a refresh of priorities in late 2025, with a specific focus on the 2027 NSW election.

Port Stephens is known for its incredible natural beauty and vibrant community, home to a diverse community living in coastal villages, riverside suburbs, rural lands and vibrant town centres. Each of these communities has its own unique identity and it's these characteristics that make our place a great place to live, work and visit.

Port Stephens is also recognised by the NSW Government as an important economic driver with a dynamic business environment well-connected transport links, proximity to the Hunter region's rich resources and access to key markets. Our Council is committed to attracting new investment, supporting local business and creating jobs for our community of the future.

Over the past few years, our community has faced a number of challenges. Port Stephens has limited opportunity for new housing developments, which has led to rising house prices and a shortage of rentals. With our population expected to grow by 20,000 in the next 20 years, it's even more important to address the urgent need for more housing.

We also need to make sure that the right infrastructure is in place to support our growing community. Investment in our road network, recreational facilities, pathway connections and town centres, will enhance the health and wellbeing for all residents and make Port Stephens a more attractive place to live

With the NSW State 2026/2027 NSW State Budget due to be released in the coming months, Council will again present our Community Advocacy Priorities to the State Government (**ATTACHMENT 1**) and highlight the importance of keeping Port Stephens at the forefront of government decision making.

## **ATTACHMENTS**

- 1) Port Stephens Advocacy Priorities.



# Community Advocacy Priorities

2026

We're seeking policy and funding commitments from the government to ensure the focus on our community is at the forefront of future planning.



## GUUDJI YIIGU

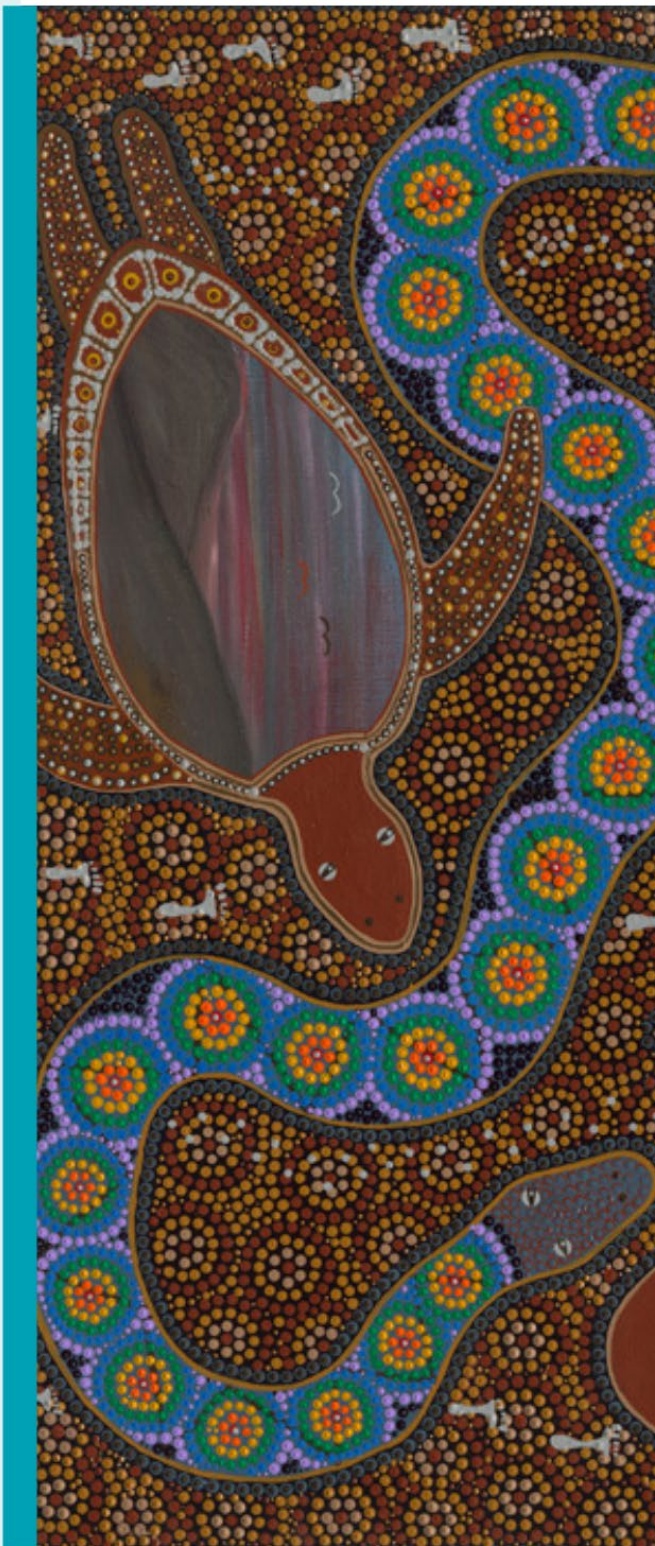
(GOO-JEE IK-KOO)

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

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

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

Artwork by Regan Lilley.





## A message from the Mayor

Port Stephens is known for its incredible natural beauty and vibrant community – home to a diverse community living in coastal villages, riverside suburbs, rural lands and vibrant town centres. Each of these communities has its own unique identity and it's these characteristics that make our place a great place to live, work and visit.

Port Stephens is also recognised by the State and Federal Government as an important economic driver with a dynamic business environment well-connected transport links, close proximity to the Hunter region's rich resources and access to key markets. Our Council is committed to attracting new investment, supporting local business and creating jobs for our community of the future.

Over the past few years, our community has faced a number of challenges. Port Stephens has limited opportunity for new housing developments, which has led to rising house prices and a shortage of rentals. This is pushing middle income families out of the market and forcing more people to either relocate or become homeless.

With our population expected to grow by 20,000 in the next 20 years it's even more important to address the urgent need for more housing, including diverse and affordable options.

We also need to make sure that the right infrastructure is in place to support our growing community. Recent natural disasters have impacted our infrastructure, and while we're working closely with the community to recover, investment in our road network, recreational facilities, pathway connections and town centres is vital. These improvements will enhance the health and wellbeing for all residents and make Port Stephens a more attractive place to live.

We're grateful for the support from the State and Federal Governments towards Port Stephens. We ask that our elected representatives join us in delivering these projects for our community as we work together on building a bright tomorrow for Port Stephens.

**Leah Anderson, Mayor of Port Stephens**



# Our community priorities

We're seeking urgent support to deliver key projects to improve the liveability, wellbeing and sustainability of the Port Stephens community.



## Road repairs, rehabilitation and upgrades

The Port Stephens road network covers more than 800kms. The ongoing maintenance and repair of our roads is a key issue for business and residents.

In recent years, the impacts of ongoing weather events have significantly impacted the condition of many of our roads – particularly those built on ageing and vulnerable infrastructure. The condition of our roads has been consistently ranked as the Port Stephen’s community’s highest priority. In response, Council has secured its highest ever roads budget, called the Roads Acceleration Program. In spite of this record level of funding from Council we know we will fall significantly short of what is needed to bring our roads back to a manageable condition and meet community needs.

We’re seeking Government support to fund the repair, upgrade and development of the Port Stephens road network to improve resilience to weather events, reduce infrastructure renewal backlogs and meet the demands of our rapidly expanding freight and commuter network.



**\$15 million**

Directly invest into the investigation, design and approvals for an alternate road connection between Shoal Bay and Fingal Bay to improve traffic flow and ensure resilience to coastal hazards.



**\$5 million**

Support the M1 Pacific Motorway Extension to Raymond Terrace by investing into the Strategic Business Case and Design works to resolve a series of high risk highway intersections north of Raymond Terrace to improving traffic safety, reduce travel time and support freight movements.



Directly invest into the urgent upgrade of Cabbage Tree Road and Tomago Road to support the the Port Stephens Enterprise Corridor, new Raymond Terrace M1 Bypass, the development of the Newcastle Airport international terminal and increasing investment in RAAF Williamtown.



Review regional road funding formulas to enable a more equitable and sustainable model for road delivery and maintenance allowing regional councils to undertake repairs for a safe and efficient road network.



Over the short term reclassify a number of key regional roads by the NSW Government, including Medowie Road, Lemon Tree Passage Road and Clarence Town Road to the state road network.



## Drainage infrastructure

**Effective drainage infrastructure is vital for the health, safety, and resilience of our community. We're seeking government support to upgrade, modernise, and maintain our drainage systems, ensuring they effectively manage stormwater, reduce flooding risks, and protect our homes and environment.**



**\$15 million**

Fund investigations and upgrade open drainage systems and culverts to reduce stormwater inundation and flooding impacts. Support further industrial and airport-based development around Newcastle Airport.



**\$50 million**

Invest in optimising drainage infrastructure in Medowie to accommodate current and future rainfall. These improvements will reduce flow restrictions, lower peak flood levels and reduce the risk of road inundation. Discussions are taking place with Hunter Water Corporation to align priorities for solutions.



**\$15 million**

Fund drainage improvements in the Bourke and Glenelg Street catchments to reduce stormwater inundation and flooding impacts, support more local development and improve residential safety.



**\$5 million**

Fund cross drainage infrastructure enhancements beneath Lemon Tree Passage Road at key locations in Tanilba Bay, Mallabula and Salt Ash. These improvements will reduce stormwater inundation and road overtopping, ensuring safe, reliable access to the Tilligerry Peninsula during floods.



**\$3 million**

Directly invest in the Fern Tree Drain and stormwater network upgrade in Anna Bay to mitigate flooding and enable further development in the area.



**\$60 million**

Fund drainage system upgrades in Tanilba Bay, Lemon Tree Passage and Shoal Bay to reduce flood risks, lower peak flood levels, prevent road inundation, and support more local development, ensuring a safer and more resilient community. This project can easily be delivered in smaller segments.



**\$2 million**

Update Councils pump station network in Raymond Terrace, Salt Ash, Anna Bay and Nelson Bay to include pits, pump stations smart connecting technology, security measures, lighting and accessibility.



## Housing supply diversity and affordability

**Like many regional communities across Australia, Port Stephens is facing the challenge of housing supply, diversity, and affordability.**

**We're seeking government support to enable a pipeline of new housing and housing types across Port Stephens to meet population growth, increase affordability and meet workforce demands.**



### **\$2 million**

Support the development of Masterplanning and detailed design works to deliver diverse employment and housing options on Council owned land in Salamander Bay, Medowie and Raymond Terrace. This investment would inform future partnership opportunities at all levels of Government to deliver residential and employment opportunities in the strategic centres of Port Stephens.



### **\$50 million**

Fund the delivery of suburb level stormwater system upgrades to immediately unlock higher density housing options in Raymond Terrace and Shoal Bay. These areas are identified through comprehensive community engagement and place planning, and have the opportunity to unlock 3,080 houses.



### **\$15 million**

Directly invest into Homes NSW, in partnership with community housing providers for the design, approvals and construction of new community housing on government owned land in Raymond Terrace. This investment would realise the potential identified within the Raymond Terrace Affordable Housing Masterplan.



## Employment and economic growth

**We're seeking government support to expedite the development of Australia's leading defence and aerospace precinct, a tourism gateway, supply chain hub and solutions for PFAS impacted landholders.**



Continue support for aviation attraction, funding ongoing efforts to sustain and accelerate route expansion to build momentum of the recently opened international terminal.



**\$49 million**

Fund an Airfreight precinct to attract airlines to the region and catalyse business growth.



**\$2.5 million**

Fund detailed engineering design works and associated Environmental Impact Statement, approvals and work to open Dawson's Drain to alleviate flooding and drainage constraints.



**\$500,000**

Fund the development of a Masterplan to ensure the strategic planning of land at Williamtown and Tomago supports the Tomago Renewable Energy Zone, the M1 Pacific Motorway Extension to Raymond Terrace, the duplication of Nelson Bay Road and the Newcastle Airport International Terminal and airport expansions.



Support public and private investment in the defence and aviation industries by relocating Federal Government offices (Department of Defence, the Department of Veteran Affairs, Australian Customs and Border Protection Service and the Australian Federal Police) to Raymond Terrace.



Fund the acquisition of PFAS impacted land to support landowners to unlock the growth potential of Port Stephens Enterprise Corridor between Williamtown and Tomago.



## Liveable cities

**We're seeking government support to deliver actions that will improve accessibility, increase vibrancy, attract new investment and support economic growth.**



**\$20 million**

Fund the delivery of priority works for the Raymond Terrace Public Domain Plan to deliver safe, walkable and connected streets, improved lighting, extended cycleways and create unique spaces that recognise the heritage and culture of the community.



**\$9 million**

Co-fund the delivery of high priority pathways as part of the Tomaree Pedestrian Access Mobility Plan to improve safety and accessibility across Port Stephens.



**\$5 million**

Co-fund the delivery of priority works for the Nelson Bay Public Domain Plan to extend pedestrian connections, create active transport corridors and improve community space.



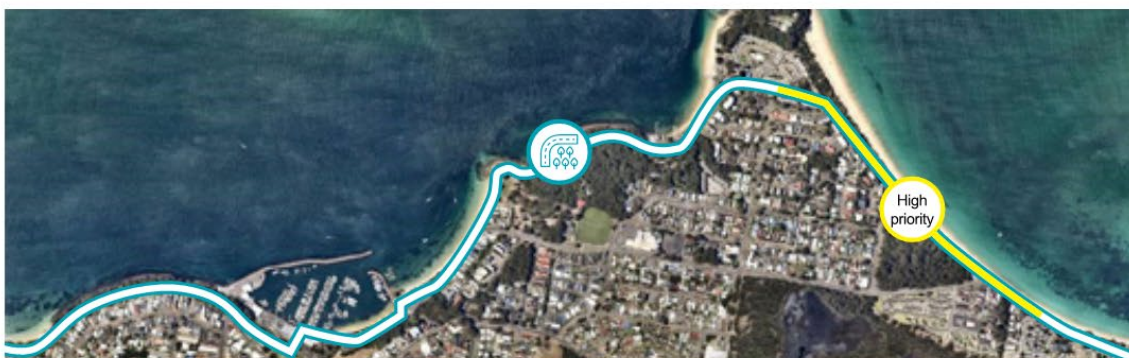
**\$2.5 million**

Directly invest into the planning and concept design works for the implementation of the Medowie Town Centre Masterplan which will deliver housing, employment and public recreation uses.



**\$11 million**

Fund the delivery of coastal pathways at Nelson Bay and Shoal Bay to improve safety, increase accessibility and provide additional protection to Shoal Bay Road from coastal erosion.





## Tourism, sport and recreation

**We're seeking government support to deliver high quality, multi-functional sport and recreation infrastructure to improve the health and wellbeing of our community, attract events and grow our local economy.**



**\$1 million**

Directly invest into the development of a Business Case and Masterplan for the Water Based Tourism Gateway to support Commercial Tour Operators, improve accessibility and create a gateway to the Port Stephens — Great Lakes Marine Park.



**\$200,000**

Directly invest into the development of a Masterplan for an indoor sports facility to cater to the growing regional communities of Raymond Terrace, Karuah and Medowie.



**\$20 million**

Directly invest into the development of the Birubi Point Tourism Transport Interchange to help protect culturally significant land, improve the visitor experience and create a gateway to the internationally recognised Worimi Conservation Lands.



**\$2.5 million**

Co-fund the delivery of multi-purpose sporting facilities, recreational space, pump tracks, pathway connections and picnic spaces as part of the Aliceton Reserve Masterplan.



**\$9.5 million**

Support the growing population of Medowie by co-funding the delivery of additional sporting fields, netball courts, open play space and connecting pathways as part of the Ferodale Sports Complex Masterplan.



**\$22 million**

Co-fund projects within the King Park Masterplan and the Lakeside Sports Complex Masterplan to deliver a regional indoor sports facility, new sports facilities and supporting infrastructure.



**\$12 million**

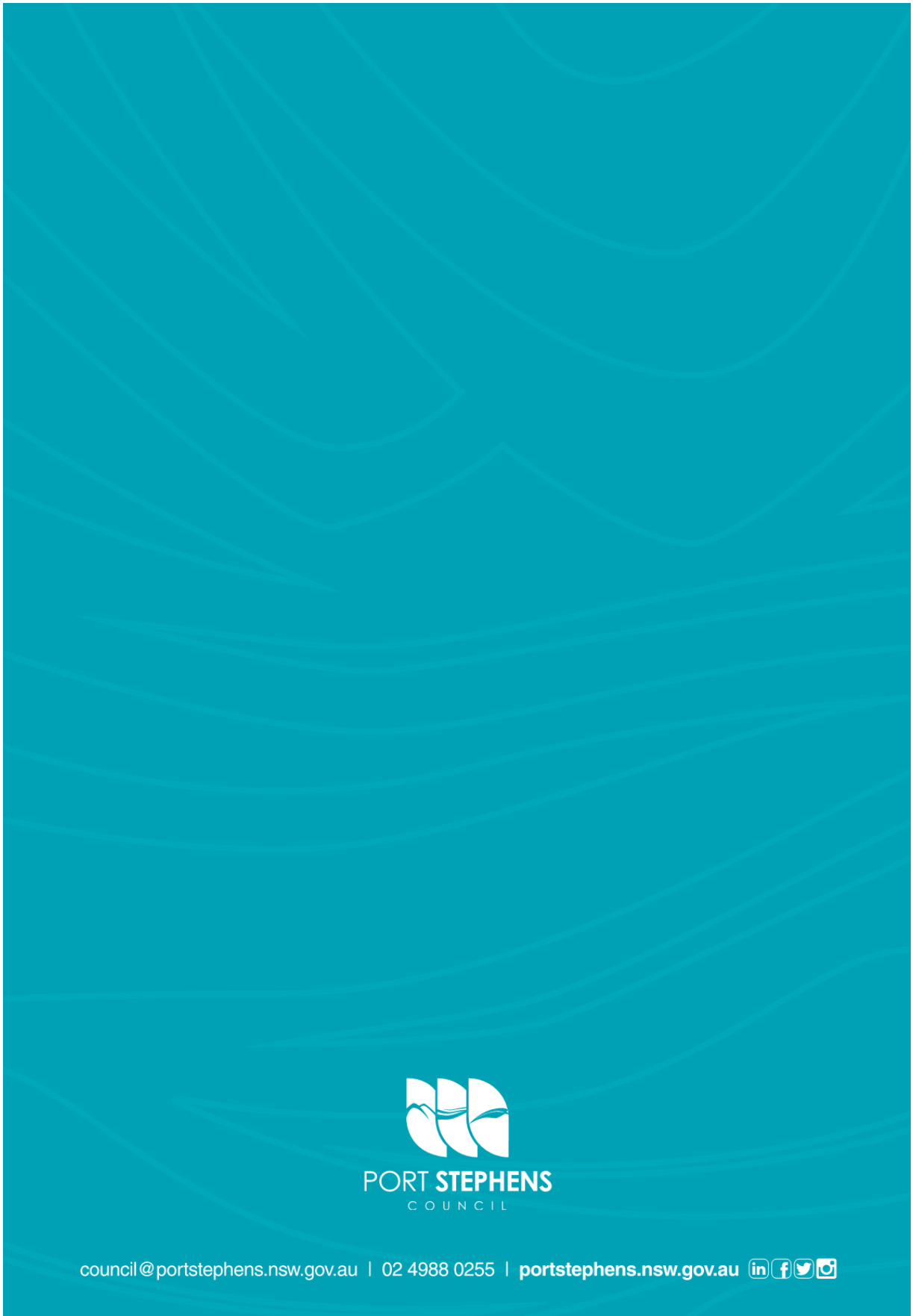
Co-fund the delivery of improvements to sporting facilities, recreational space, lighting and accessible amenities as part of the Mallabula Sports Complex Masterplan.



**\$250,000**

Directly invest into annual destination marketing programs aimed at growing international visitation and visitor spend to Port Stephens. This funding will support the ongoing expansion of Newcastle Airport and minimize the impacts on the regional visitor economy from proposed renewable energy projects.





# MOTIONS TO CLOSE

**ITEM NO. 1**

**FILE NO: 26/79184  
EDRMS NO: PSC2022-01786-0025**

**MOTION TO CLOSE**

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

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**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 **Purchase of Land, Salamander Bay**.
- 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 on balance it is considered discussion of the matter in open Council would be contrary to public interest, as the receipt and discussion of any information needs to be carried out confidentially to protect the commercial interests of Council.
- 4) That the report remain confidential and the minute be released following third party consultation once the purchase of land has been finalised.

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**ORDINARY COUNCIL MEETING - 28 APRIL 2026  
MOTION**

<b>051</b>	<p><b>Councillor Giacomo Arnott Councillor Peter Francis</b></p> <p>It was resolved that Council:</p> <ol style="list-style-type: none"><li>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 <b>Purchase of Land, Salamander Bay</b>.</li><li>2) That the reasons for closing the meeting to the public to consider this item is that the discussion will include information containing:</li></ol>
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	<ul style="list-style-type: none"><li>• information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.</li><li>3) That on balance it is considered discussion of the matter in open Council would be contrary to public interest, as the receipt and discussion of any information needs to be carried out confidentially to protect the commercial interests of Council.</li><li>4) That the report remain confidential and the minute be released following third party consultation once the purchase of land has been finalised.</li></ul>
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Those for the Motion: Mayor Leah Anderson, Crs Rosalyn Armstrong, Giacomo Arnott, Chris Doohan, Nathan Errington, Peter Francis, Paul Le Mottee, Mark Watson and Jason Wells.

Those against the Motion: Nil.

The motion was carried.

**ITEM NO. 2**

**FILE NO: 26/91803  
EDRMS NO: PSC2021-00699-003**

**MOTION TO CLOSE**

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

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**RECOMMENDATION:**

- 1) That pursuant to section 10A(2) (d)i 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 2 on the Ordinary agenda namely **Proposed Sale of Land - Raymond Terrace**.
- 2) That the reasons for closing the meeting to the public to consider this item is that the discussion will include information containing:
  - commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.
- 3) That on balance it is considered discussion of the matter in open Council would be contrary to public interest, as the receipt and discussion of any information needs to be carried out confidentially to protect the commercial interests of the person who supplied the information.
- 4) That the report remain confidential and the minute be released in accordance with Council's resolution.

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**ORDINARY COUNCIL MEETING - 28 APRIL 2026  
MOTION**

<b>052</b>	<p><b>Councillor Nathan Errington Councillor Mark Watson</b></p> <p>It was resolved that Council:</p> <ol style="list-style-type: none"><li>1) That pursuant to section 10A(2) (d)i 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 2 on the Ordinary agenda namely <b>Proposed Sale of Land - Raymond Terrace</b>.</li><li>2) That the reasons for closing the meeting to the public to consider this item is that the discussion will include information containing:<ul style="list-style-type: none"><li>• commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.</li></ul></li></ol>
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**MINUTES ORDINARY COUNCIL - 28 APRIL 2026**

	<p>3) That on balance it is considered discussion of the matter in open Council would be contrary to public interest, as the receipt and discussion of any information needs to be carried out confidentially to protect the commercial interests of the person who supplied the information.</p> <p>4) That the report remain confidential and the minute be released in accordance with Council's resolution.</p>
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Those for the Motion: Mayor Leah Anderson, Crs Rosalyn Armstrong, Giacomo Arnott, Chris Dohan, Nathan Errington, Peter Francis, Paul Le Mottee, Mark Watson and Jason Wells.

Those against the Motion: Nil.

The motion was carried.

# COUNCIL REPORTS

**ITEM NO. 1**

**FILE NO: 26/56402  
EDRMS NO: PSC2019-00669**

**ANNA BAY AND TILLIGERRY CREEK FLOODPLAIN RISK MANAGEMENT  
STUDY AND PLAN**

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

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**RECOMMENDATION IS THAT COUNCIL:**

- 1) Place the Anna Bay and Tilligerry Creek Floodplain Risk Management Study and Plan shown at **(ATTACHMENT 1)** on public exhibition for a period of 28 days.
- 2) Should no submissions be received the Anna Bay and Tilligerry Creek Floodplain Risk Management Study and Plan be adopted without a further report to Council.

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**ORDINARY COUNCIL MEETING - 28 APRIL 2026  
MOTION**

<b>053</b>	<p><b>Councillor Rosalyn Armstrong Councillor Jason Wells</b></p> <p>It was resolved that Council:</p> <ol style="list-style-type: none"><li>1) Place the Anna Bay and Tilligerry Creek Floodplain Risk Management Study and Plan shown at <b>(ATTACHMENT 1)</b> on public exhibition for a period of 28 days.</li><li>2) The Anna Bay and Tilligerry Creek Floodplain Risk Management Study and Plan return to Council at the conclusion of the exhibition period.</li></ol>
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Those for the Motion: Mayor Leah Anderson, Crs Rosalyn Armstrong, Giacomo Arnott, Chris Doohan, Nathan Errington, Peter Francis, Paul Le Mottee, Mark Watson and Jason Wells.

Those against the Motion: Nil.

The motion was carried.

## **BACKGROUND**

The purpose of this report is to recommend that the Anna Bay and Tilligerry Creek Floodplain Risk Management Study and Plan (the 'Study and Plan') (**ATTACHMENT 1**) be placed on public exhibition. The Executive Summary of the Study and Plan is attached (**ATTACHMENT 2**).

The Study and Plan is two-thirds funded by the New South Wales (NSW) State Government (Department of Climate Change, Energy, the Environment and Water - DCCEEW). A condition of funding requires the study and plan to follow the flood risk management process as outlined in the NSW Government's Flood Risk Management Manual (formerly the Floodplain Development Manual). The flood risk management process involves the following 5 stages:

- 1) Data collection – compilation of existing catchment information and collection of additional data.
- 2) Flood study – build hydraulic flood model and determine the nature and extent of the flood problem.
- 3) Floodplain Risk Management Study – update the hydraulic model, determine and evaluate flood risk management options in consideration of social, ecological and economic factors relating to flood risk.
- 4) Floodplain Risk Management Plan – plan of management for the floodplain.
- 5) Implementation of the plan – implementation of flood mitigation works and measures to protect existing development, use of planning policies and controls to ensure new development is compatible with the flood risk and incorporation of study outputs to improve flood preparedness and response, once funding is made available.

This Study and Plan relate to stages 3 and 4.

The Study and Plan was undertaken in accordance with the NSW Government's Flood Risk Management Manual and was prepared by an external consultancy firm.

Consultation with the community and the Floodplain Advisory Panel has been undertaken during the course of the development of the Study and Plan.

The Study and Plan was presented to the Floodplain Advisory Panel and they recommended the Study and Plan be reported to Council with a view to it being placed on public exhibition. The Study and Plan has been independently peer reviewed by an industry expert in catchment and floodplain hydrology and modelling with over 30 years direct experience. The outcomes of the peer review were considered and appropriate changes made to the Study and Plan.

This Study and Plan identified and assessed a range of risk management measures which considered reduction in flood risk, construction feasibility, economic merits and the alleviation or exacerbation of property damages, risk to life and pressure on the NSW State Emergency Service (SES).

The risk management measures are broadly categorised as:

- 1) Flood modification measures – these modify the physical behaviour of a flood such as depth, velocity and redirection of flow paths.
- 2) Property modification measures – these modify land use and development controls. This is generally accomplished through means such as flood proofing (house raising or sealing entrances), strategic planning (such as land use zoning), building regulations (such as flood-related development controls), or voluntary purchase.
- 3) Response modification measures – these modify the community’s response to flood hazard by educating flood affected property owners about the nature of flooding so that they can make informed decisions. Examples of such measures include provision of flood warning and emergency services, improved information, awareness and education of the community and provision of flood insurance.

**COMMUNITY STRATEGIC PLAN**

<b>Strategic Direction</b>	<b>Delivery Program 2025-2029</b>
Infrastructure, facilities & connections	Deliver asset and engineering services to meet customer demand

**FINANCIAL/RESOURCE IMPLICATIONS**

The cost of the public exhibition of the Study and Plan will be carried out within existing budgets.

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

**LEGAL, POLICY AND RISK IMPLICATIONS**

The Local Government Act 1993 (Section 733) provides Council with a general exemption from liability with respect to flood liable land if decisions are made or advice given in accordance with the NSW Government’s Flood Risk Management Manual.

The NSW Government has issued a direction regarding the advice to be provided on Section 10.7 Planning Certificates where land is subject to flood related development controls. The direction promotes the appropriate use of flood prone land and designates the land into areas dependent upon:

- Whether the land, or part of the land, is located within the flood planning area, and is subject to flood related development controls.
- Whether the land, or part of the land, is located between the flood planning area and probable maximum flood and is subject to flood related development controls.

The Insurance Council of Australia has indicated that while insurance companies use a variety of flood data sources to make their own assessment of risk, it is likely that they will take a conservative view of risk. A conservative view without up-to-date data will result in an increase in insurance premiums for residents. Hence having up-to-date flood studies in accordance with the latest NSW Government guidelines and the Flood Risk Management Manual will benefit residents and potentially reduce insurance premiums.

<b>Risk</b>	<b><u>Risk Ranking</u></b>	<b>Proposed Treatments</b>	<b>Within Existing Resources?</b>
There is a risk that not following the NSW Government's Flood Risk Management Manual will lead to Council not meeting legislative obligations exposing Council to financial and legal risk.	High	Adopt recommendations.	Yes
There is a risk that not following the NSW Government's Flood Risk Management Manual will allow the insurance companies to continue to take a conservative view of flood risk which results in increased insurance premiums for residents.	High	Adopt recommendations.	Yes

**SUSTAINABILITY IMPLICATIONS**

Includes Social, Economic and Environmental Implications

The Study and Plan provides options to systematically reduce the impact of flooding and flood liability on individual owners in Anna Bay and Tilligerry Creek area including the localities of Anna Bay, Boat Harbour, One Mile, Fishermans Bay, Bobs Farm, Taylors Beach, Salt Ash, Tanilba Bay, Mallabula and Lemon Tree Passage and reduce the private and public losses resulting from floods. These options can be implemented once funding becomes available.

The Study and Plan also recognises that flood prone land is a value resource to the community, land holders and the economy and these lands should not be sterilised by unnecessarily restricting appropriate development.

The implementation of the Study and Plan will also assist local SES personnel to better plan and respond to floods and therefore reduce the overall community cost of these natural disasters.

**COMMUNICATION AND ENGAGEMENT**

Council’s Communication and Engagement Strategy identifies 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.
	No external communications and engagement are required for this report.

The following communication and engagement applies to this report.

CONSULT	<p>Phase 1: Early Engagement</p> <ul style="list-style-type: none"> <li>• Messages and web content posted on Council's website to provide updates at key milestones during the study.</li> <li>• Distribution of a community questionnaire during February 2024 to gather information from locals regarding historic flooding including flood behaviour and flood levels as well as suggestions on mitigation options.</li> </ul>
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External communications and engagement

	<ul style="list-style-type: none"><li>• Community consultation session at Salt Ash Community Hall on 28 February 2024 to enable the community to raise issues / concerns and suggest potential mitigation options.</li><li>• The Study and Plan has been presented to NSW DCCEEW and to Council's Floodplain Advisory Panel which includes Core Members (Councillors, SES, DCCEEW, Hunter Water Corporation, Community Members) and a Local Representative (Anna Bay Drainage Union).</li></ul> <p>Phase 2: Public Exhibition (current phase)</p> <p>A community engagement and communications plan has been developed and it is planned to include:</p> <ul style="list-style-type: none"><li>• A further community consultation session will be organised in an appropriate location within the study area during the public exhibition period (April / May 2026).</li><li>• Information provided by media release, public notice, web update, social media and direct email.</li></ul>
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Internal communications and engagement

Consultation has been undertaken by the Assets Section with:

- Development Services Section.
- Strategy and Environment Section.

**OPTIONS**

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

**ATTACHMENTS**

- 1) Anna Bay and Tilligerry Creek Floodplain Risk Management Study and Plan. (Provided under separate cover)
- 2) Anna Bay and Tilligerry Creek Floodplain Risk Management Study and Plan Executive Summary.

**COUNCILLORS' ROOM/DASHBOARD**

Nil.

**TABLED DOCUMENTS**

Nil.

**ITEM 1 - ATTACHMENT 2 ANNA BAY AND TILLIGERRY CREEK  
FLOODPLAIN RISK MANAGEMENT STUDY AND PLAN EXECUTIVE SUMMARY.****EXECUTIVE SUMMARY**

The Floodplain Risk Management Study and Plan for Anna Bay and Tilligerry Creek (FRMS&P), which follows on from the Anna Bay and Tilligerry Creek Flood Study (Reference 1), has been undertaken in accordance with the NSW Government's Flood Prone Land Policy. This study provides recommendations for reducing flood risk within the study area (Figure 1). The flood behaviour was first defined in Reference 1 which developed a hydrological and hydraulic model. These models have been thoroughly reviewed and updated due to significant development within the study area, recent storm events and updated industry guidelines. Details about the model update have been provided in Section 5.

In this study, a full assessment of the existing flood risk in the study area has been carried out, including hydraulic hazard across the study area, over floor flooding of residential, commercial, and industrial properties, identification of known flooding issues and hotspots, and emergency response during a flood event. This assessment supersedes the outcomes of the Anna Bay and Tilligerry Creek Flood Study (Reference 1). Various measures aimed at managing this flood risk were assessed for their efficacy across a range of criteria. The options were rated according to a detailed matrix of possible impacts. Those rated highest have been recommended in the Floodplain Risk Management Plan and prioritised based upon how readily the management measures can be implemented, their capital cost, what constraints exist and how effective the measures are. Measures with little cost that can readily be implemented, and which are effective in reducing damage or personal danger would have high priority.

**Flood Prone Land Policy Framework**

The NSW Government Flood Prone Land Policy supported by the Flood Risk Management Manual provides a framework for the assessment and management of flood risk across the state. Specifically, the Flood Risk Management Manual and its supporting guidelines guides Councils in the development and implementation of detailed local floodplain risk management plans in order to plan for and manage flood risk. The Flood Risk Management Manual outlines the process and the roles and responsibilities of the various stakeholders involved in the process.

Council (both elected members and Council staff) are primarily responsible for managing flood prone land through the implementation of floodplain risk management strategies. The Floodplain Advisory Panel assists Council in the development and implementation of these strategies by providing a forum for discussion of the differing viewpoints within the study area, identifying management options and considering and making recommendations to Council on appropriate measures and controls with the primary objective of achieving a beneficial but equitable result for the study area. The Panel is the driving force behind the study and may be required to vote to determine the majority opinion if consensus cannot be reached.

State Government agencies provide funding and technical support to assist Council and the committee in developing a robust Floodplain Risk Management Plan. In most cases a specialist consultant is engaged by Council to undertake the required technical investigations and assessment. The committee directs the consultant through this investigation and receives this information from the consultants to assist with their deliberations.

**ITEM 1 - ATTACHMENT 2 ANNA BAY AND TILGERRY CREEK  
FLOODPLAIN RISK MANAGEMENT STUDY AND PLAN EXECUTIVE SUMMARY.**

WMAwater has undertaken the investigation and assessment for this Anna Bay and Tilligerry Creek Floodplain Risk Management Study under the guidance and direction of the Floodplain Advisory Panel and developed the Anna Bay and Tilligerry Creek Floodplain Risk Management Plan.

**Study Area**

The study area (Figure 1) for the Anna Bay and Tilligerry Creek studies comprise of the localities of Anna Bay, Boat Harbour, One Mile, Fishermans Bay, Bobs Farm, Taylors Beach, Salt Ash, Tanilba Bay, Mallabula and Lemon Tree Passage. The study area covers an area of approximately 160 km<sup>2</sup>, with land use in the area predominantly composed of rural landscape, nature reserves, waterways and primary production lots for farming use.

The study area is characterised by large areas of low-lying terrain, particularly in the areas adjoining Tilligerry Creek. The ground level increases when moving to the southern shoreline with steep sand dunes seen at Stockton Beach in the Worimi Conservation Lands. There are numerous drainage channels located within the study area which drain the floodplain of Tilligerry Creek including Main Drain, Back Drain, and Fern Tree Drain in Anna Bay and Moors Drain in Salt Ash. These drainage channels formalise the natural watercourse and Main Drain has been fitted with a floodgate.

There are numerous drainage channels located within the study area which drain the floodplain of Tilligerry Creek including Main Drain, Back Drain, and Fern Tree Drain in Anna Bay and Moors Drain in Salt Ash. These drainage channels formalise the natural watercourse and have been fitted with floodgates.

**Existing Flood Behaviour**

Flood behaviour in the study area is influenced by catchment runoff, ocean conditions as well as riverine flooding (from the Hunter River). The terrain of the study area is flat and low-lying with significant portion of land being lower than 2 m AHD. Flooding in these low-lying areas (such as Marsh Road, foreshore areas of Lemon Tree Passage, and Bobs Farm) is influenced by ocean conditions. In the upstream areas, where the terrain is generally steeper (Salt Ash, Tanilba Bay, Mallabula, and Anna Bay), overland flooding dominates. However, due to high tailwater levels (driven by ocean conditions) drainage of these overland flow paths may be hindered as well.

Salt Ash and Marsh Road is influenced by ocean conditions and are inundated by deep flood waters in high tide events. Lemon Tree Passage Road becomes inundated at Salt Ash.

At Tanilba Bay, Mallabula, and Lemon Tree Passage, local catchment runoff and flood levels in elevated areas are generally low. Lemon Tree Passage Road near these suburbs is mostly unaffected by flooding, however, local roads intersecting with Lemon Tree Passage Road such as President Wilson Walk and Meredith Ave may be inaccessible. Foreshore areas low-lying and highly sensitive to ocean conditions. With elevated tidal conditions, overland flow paths are unable to drain to their outlets.

**ITEM 1 - ATTACHMENT 2 ANNA BAY AND TILLIGERRY CREEK  
FLOODPLAIN RISK MANAGEMENT STUDY AND PLAN EXECUTIVE SUMMARY.**

Urbanised areas of Anna Bay, Fishermans Bay and Boat Harbour, which are generally elevated have lower flood depths. However, this area has a few trapped low points such as McKinley Swamp, Clark St low point, the intersection of Gan Gan Rd and Morna Point Rd, which have deep flooding and may hinder evacuation in the area.

**Economic Impact of Flooding**

A flood damages assessment was carried out for the inundation of residential and commercial properties in the study area. The internal damages assessment was based on estimated floor levels. The assessment identified 1981 properties impacted by flooding over floor and 3299 properties impacted externally across the Study Area. The annual average damages for residential and commercial/industrial properties were found to be \$23,123,739. This represents the average cost of flooding each year.

**Floodplain Risk Management Measures**

This Floodplain Risk Management Study process under the direction of the Floodplain Advisory Panel has identified and assessed a range of risk management measures that would help mitigate flooding to reduce existing and future flood damages. The options were assessed using a multicriteria analysis, which considered not only flood impacts, but also construction feasibility, economic merits and the alleviation or exacerbation of property damages, risk to life and pressure on the NSW SES.

These measures have been grouped into the following general categories:

**Flood modification** measures modify the flood's physical behaviour (depth, velocity) by undertaking structural works in particular areas of the floodplain. Among the flood modification options considered are upgrades to the stormwaters lines and retarding or detention basins.

**Property modification** measures modify the existing land use or buildings as well as development controls for future development. These measures primarily involve updating policies and regulations which relate to development on the floodplain. Property modification measures including Voluntary Purchase and Voluntary House Raising were assessed, as well as a broad range of planning measures that aim to reduce flood risk to life, to proposed development and to the wider floodplain.

**Response modification** measures are aimed at changing and enhancing the community's response to the potential hazards of flooding. This is achieved by educating the property owners and the wider community about flooding, its behaviour and potential damages, so that they can make better informed decisions. The response modification measures considered in this FRMS are generally to 'continue and improve' on current flood emergency management systems and practices including improvements to driver safety.

**ITEM 1 - ATTACHMENT 2 ANNA BAY AND TILLIGERRY CREEK  
FLOODPLAIN RISK MANAGEMENT STUDY AND PLAN EXECUTIVE SUMMARY.**



Anna Bay and Tilligerry Creek Floodplain Risk Management Study and Plan

**Recommended Options**

The outcomes of the analysis undertaken in this Floodplain Risk Management Study are presented in this report and from that information the Floodplain Advisory Panel has made recommendations which include property modification (for example, planning controls), flood modification (for example, drainage upgrades) and response modification (for example, community education, flood emergency management planning), and are detailed in Table 1 overleaf. The Final Draft Floodplain Risk Management Study and Plan will be placed on public exhibition to allow the broader community and stakeholders to provide feedback on the recommendations. The Floodplain Advisory Panel will consider the submissions received and any appropriate changes made before finalisation and adoption of the Floodplain Risk Management Plan by Council.

DRAFT FOR PUBLIC EXHIBITION

**ITEM 1 - ATTACHMENT 2 ANNA BAY AND TILLIGERRY CREEK FLOODPLAIN RISK MANAGEMENT STUDY AND PLAN EXECUTIVE SUMMARY.**



Table 1: Draft Floodplain Management Plan

FLOODPLAIN RISK MANAGEMENT MEASURES									
Option ID	Type	Option	Description	Benefits	Concerns	Responsibility	Funding	Cost	Priority
FM01	Flood Modification	Flood Barrier at Blake Pde Park	Construction of a 1m high flood barrier at existing storage basin.  Initially, a more detailed analysis in the form of a feasibility investigation would be undertaken to refine and develop the concept before implementation is recommended.	May reduce flood affectation at two properties in frequent events only	Moderate capital costs and limited benefit to flood damages. Visual aesthetics of Blake Pde Park may be impacted. Further upgrade to stormwater pipes along Morna Point Rd are required to reduce flood levels in larger flood events.	Council	May be eligible for NSW Government funding assistance	Low (Feasibility) Moderate (Implementation)	High <sup>(1)</sup> (Feasibility) Low (Implementation)
FM02	Flood Modification	Flood Barrier Along Hutcheson Road	Installation of flood barrier in the form of permanent low-level impervious fencing and driveway raising of 3 private properties along Hutcheson Rd.  Initially, a more detailed analysis in the form of a feasibility investigation would be undertaken to refine and develop the concept before implementation is recommended.	Removes above flood flooding in 2 properties in the current 1% AEP event. Low capital costs Council has experience implementing similar works	Minor flood level increase within Hutcheson Rd corridor (+30mm in current 1% AEP). Works may impact existing drainage and this requires consideration in concept development. Works within private property and will require community consultation.	Council	May be eligible for NSW Government funding assistance	Low (Feasibility) Low (Implementation)	High <sup>(1)</sup> (Feasibility) Medium (Implementation)
FM04	Flood Modification	Diversion Drain Near Purcell Avenue, Lemon Tree Passage	Construction of drain up to 1.5 m depth drain from spillway of existing basin.  Initially, a more detailed analysis in the form of a feasibility investigation would be undertaken to refine and develop the concept before implementation is recommended.	Reduces peak flood levels by up to 120 mm	Removal of vegetation for drain Access to drain site for construction	Council	May be eligible for NSW Government funding assistance	Low (Feasibility) Low (Implementation)	High <sup>(1)</sup> (Feasibility) Low (Implementation)
FM06	Flood Modification	Drainage of Davidson St Low Point	Additional pipe connecting Davidson St low point to the existing stormwater network.  Initially, a more detailed analysis in the form of a feasibility investigation would be undertaken to refine and develop the concept before implementation is recommended.	Reduces flood extent such that above floor flooding reduces from four properties to one.	New pipe network passes under existing private property. New pipe network passes under Campbell Ave and may require a deep trench excavation. Current 1% AEP event only impacts four residential properties. Annual average damages are unlikely to be significantly reduced.	Council	May be eligible for NSW Government funding assistance	Low (Feasibility) High (Implementation)	Medium <sup>(1)</sup> (Feasibility) Low (Implementation)
FM09	Flood Modification	Channel and Drainage Upgrade at Anna Bay near Gan Gan Road	Upgrade of Fern Tree Drain and additional stormwater network upgrades at Anna Bay near Gan Gan Rd.  Initially, a more detailed analysis in the form of a feasibility investigation would be undertaken to refine and develop the concept before implementation is recommended.	Reduction in peak flood levels and above floor flooding in rare events	High capital cost and complex implementation	Council	May be eligible for NSW Government funding assistance	Low (Feasibility) High (Implementation)	Medium <sup>(1)</sup> (Feasibility) Low (Implementation)
FM10	Flood Modification	Drainage of Clark Street Low point	Additional stormwater infrastructure in accordance with condition of consent.	Reduction in local peak levels and duration of inundation.	High capital costs. Complex construction methodology.	Private developer <sup>(2)</sup>	Private developer	High	Medium (Feasibility) High at time of Development (Implementation)
FM11	Flood Modification	Upgrade Drainage at Lemon Tree Passage Road at Tanilba Bay and Mallabula	Drainage upgrade at Lemon Tree Passage Road at Tanilba Bay and Mallabula  Initially, a more detailed analysis in the form of a feasibility investigation would be undertaken to refine and develop the concept before implementation is recommended.	Reduces flood affectation to properties along the northern side of Lemon Tree Passage Road	Further works are required to ensure properties downstream of Lemon Tree Passage Road will not be affected.	Council	May be eligible for NSW Government funding assistance	Low (Feasibility) High (Implementation)	High <sup>(1)</sup> (Investigation) Medium (Implementation)

120008: AnnaBay\_TilligerryFRMS\_DraftforPE\_FRMS\_v03.docx: 12 March 2026

**ITEM 1 - ATTACHMENT 2 ANNA BAY AND TILLIGERRY CREEK FLOODPLAIN RISK MANAGEMENT STUDY AND PLAN EXECUTIVE SUMMARY.**



FLOODPLAIN RISK MANAGEMENT MEASURES									
Option ID	Type	Option	Description	Benefits	Concerns	Responsibility	Funding	Cost	Priority
FM12	Flood Modification	Upgrade Drainage at Lemon Tree Passage Road at Salt Ash – Detailed Investigation	Upgrade of cross drainage at Lemon Tree Passage Rd at Salt Ash Initially, a more detailed analysis in the form of a feasibility investigation would be undertaken to refine and develop the concept before implementation is recommended.	Reduces road overtopping in frequent events	High capital costs. Cross drainage requires maintenance to be effective	Council	May be eligible for NSW Government funding assistance	Low (Feasibility) High (Implementation)	High <sup>(1)</sup> (Investigation) Medium (Implementation)
PM13	Property Modification	Voluntary House Purchase	Undertake further investigation of the identified properties in a VP scheme, including consultation with the identified properties, prioritisation and if appropriate, prepare the documentation for funding applications.	Voluntary Purchase (VP) schemes are a long-term option to remove residential properties from areas of high flood hazard reducing risks to life of residents and potential rescuers.	Community appetite for or acceptance of VP may be a challenge. VP schemes are long term options, have high costs and may take approximately a decade to implement.	Council	May be eligible for NSW Government funding assistance	Low (Investigation) High (Implementation)	High <sup>(1)</sup> (Investigation) Low (Implementation)
PM14	Property Modification	Flood Planning Levels	Council to continue to use the following Flood Planning Levels: The level of the 1% AEP (annual exceedance probability) flood event in the year 2100 plus 0.5 metre freeboard, except for overland flooding areas where a freeboard of 0.3 metre is applied. The area of land below the Flood Planning Level (i.e. the Flood Planning Area) is subject to flood-related development controls.	FPLs are effective tools to limit property damage to new development and redevelopment. FPLs may pertain to minimum floor levels or flood proofing levels depending on the type of development.	May be considered more onerous for developers.	Council	Council	In house	High
PM15	Property Modification	Flood Planning Policy	Implement a range of minor recommendations to improve Council's Flood Planning Policy as applied through Council's Development Control Plan	Ensure developments are designed, constructed and managed in such a way as to minimise flood risk to the structure and (if relevant) its occupants, in addition to minimising the impacts of flooding.	There may be resistance from developers who consider new controls to be onerous or likely to reduce the development yield.	Council	Council	In house	High
PM16	Property Modification	Voluntary House Raising	Undertake a feasibility investigation for the identified properties (including to confirm structural compatibility of the identified buildings, owner interest and a more accurate cost estimate of raising to at least the DFE + 0.5 m flood level), and if found viable, prepare the documentation for funding applications.	Seeks to reduce the frequency of exposure to flood damage of the house and its contents by raising the house above the Flood Planning Level (FPL), resulting in a reduction in the frequency of household disruption and associated trauma and anxiety.	External flood risk remains, and evacuation is required before inundation in cases where the property becomes isolated. Community appetite may be a challenge. VHR schemes are long term options and may take approximately a decade to implement.	Council/ Landholder	May be eligible for NSW Government funding assistance	Low (Investigation) High (Implementation)	High <sup>(1)</sup> (Investigation) Low (Implementation)
PM17	Property Modification	Flood Proofing	Include options for the use of flood proofing to the FPL for non-residential land uses within Council's DCP	This will enable new and existing buildings to be developed with due consideration given to their flood risk and minimisation of internal flood damages.	More vulnerable uses may use building in the future, and this would need to be managed.	Council	Council	In house	High
RM18	Response Measure	Flood Awareness and Preparedness	Establish and implement ongoing and collaborative education to improve flood awareness.	Flood awareness significantly improves preparedness for and recovery from flood events, building a more flood resilient community.	Ongoing efforts to ensure information is not forgotten. Potential for residents to become bored or complacent with messaging.	Council in collaboration with other response agencies and community organisations.	Council	Annual Budget to be determined and allocated.	High
RM19	Response Measure	Evacuation Planning	Update of the Port Stephens Flood Emergency Sub Plan to include the information provided as part of this floodplain risk management study, including updates to the flood behaviour, flood emergency response classification, and within the study area.	Detailed information will allow for better management and recovery of flood risk and will increase understanding of the different levels and types of risk present in the study area.	Modelled results should be used as a guide only, as real flood behaviour may vary from modelled design results	NSW SES	NSW SES	In house	High

(1) Progression of Feasibility Investigations are reliant on funding availability.

(2) This option will be delivered by a private developer in association with an approved consent condition. Should consent not be pursued, Council may assume responsibility of the option subject to funding availability.

**ITEM NO. 2**

**FILE NO: 25/308447  
EDRMS NO: 89-2024-204-1**

**AUSTRALIA DAY FUNDING ALLOCATION**

REPORT OF: EMILY LIVENS - COMMUNICATIONS AND CUSTOMER  
EXPERIENCE SECTION MANAGER  
DIRECTORATE: COMMUNITY FUTURES

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**RECOMMENDATION IS THAT COUNCIL:**

- 1) Note the report on 2026 Australia Day activities in Port Stephens.
- 2) Acknowledge the contributions of sponsors, volunteers, community organisations to 2026 Australia Day activities across Port Stephens.
- 3) Approve the continuation of funding to the value of \$38,533 for the 2027 Nelson Bay, Raymond Terrace, Lemon Tree Passage and Karuah events.

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**ORDINARY COUNCIL MEETING - 28 APRIL 2026  
MOTION**

<b>054</b>	<p><b>Councillor Chris Doohan Councillor Mark Watson</b></p> <p>It was resolved that Council:</p> <ol style="list-style-type: none"><li>1) Note the report on 2026 Australia Day activities in Port Stephens.</li><li>2) Acknowledge the contributions of sponsors, volunteers, community organisations to 2026 Australia Day activities across Port Stephens.</li><li>3) Approve the continuation of funding to the value of \$38,533 for the 2027 Nelson Bay, Raymond Terrace, Lemon Tree Passage and Karuah events.</li></ol>
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Those for the Motion: Mayor Leah Anderson, Crs Rosalyn Armstrong, Giacomo Arnott, Chris Doohan, Nathan Errington, Peter Francis, Paul Le Mottee, Mark Watson and Jason Wells.

Those against the Motion: Nil.

The motion was carried.

## **BACKGROUND**

The purpose of this report is to seek Council approval for the continuation of community funding arrangements for the 2027 Australia Day events.

Planning for Australia Day events is overseen by the Australia Day 355c Committee, including representatives from Community Groups, Lions Club of Tilligerry, Rotary Club of Raymond Terrace, Karuah RSL and the Australia Day Nelson Bay Sub-committee.

In 2026 activities were held in six locations across Port Stephens.

- **Fly Point, Nelson Bay:** Organised by the Australia Day Nelson Bay Sub-committee with Council's financial support.
- **Riverside Park, Raymond Terrace:** Council event delivered by the Rotary Club of Raymond Terrace with Council financial support. Event includes citizenship and annual awards ceremonies delivered by Council.
- **Henderson Park, Lemon Tree Passage:** organised by the Lions Club of Tilligerry Peninsula Inc. with Council financial support.
- **Karuah RSL, Karuah:** organised by the Karuah RSL with Council financial support.
- **Lakeside Leisure Centre, Raymond Terrace:** Council event organised by Belgravia Leisure. Funded by the National Australia Day Community Grant
- **Tomaree Aquatic Centre, Salamander Bay:** Council event organised by Belgravia Leisure. Funded by the National Australia Day Community Grant

The events would not be possible without the commitment of dedicated volunteers from the various community groups and service organisations involved.

### Sponsorship

Each location attracts sponsors, both cash and in-kind, to support their activities. This support is invaluable and acknowledged by Council.

Veolia provided waste and recycling bins in kind for Nelson Bay, Raymond Terrace and Lemon Tree Passage events.

Raymond Terrace Bowling Club provided \$3,000 in funding for the Great Aussie Breakfast at Raymond Terrace.

### Event Evaluation

Port Stephens Council undertook a community survey to capture community feedback at the Australia Day events. A total of 76 response were received, with generally positive sentiment. Key findings included:

- 70% rated the events as very good or excellent
- 73% indicated they would come again
- 82% believed it made them feel more part of their community

## MINUTES ORDINARY COUNCIL - 28 APRIL 2026

For the Australia Day Pool Party, Belgravia Leisure reported an increase in their Saturday attendance of 230% at Lakeside Leisure Centre and 423% at Tomaree Aquatic Centre.

### 2027 Event Funding

The Australia Day 355c Committee have recommended that the current funding structure be maintained for 2027, with CPI (3.7%) applied.

The total funding requested for the 2027 Australia Day events is \$38,533 to be distributed as per the table below.

Location	Recipient	Amount
Fly Point Nelson Bay	Australia Day Nelson Bay Sub-committee	\$16,684
Riverside Park, Raymond Terrace	Rotary Club of Raymond Terrace	\$16,684
Henderson Park, Lemon Tree Passage	Lions Club of Tilligerry Peninsula Inc	\$3,895
Karuah RSL, Karuah	Karuah RSL	\$1,270

### COMMUNITY STRATEGIC PLAN

Strategic Direction	Delivery Program 2025-2029
Traditions & culture	Implement the Events, Arts and Culture Strategy

### FINANCIAL/RESOURCE IMPLICATIONS

There are no significant resource implications relating to this report.

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes	\$38,533	Funding allocated to community groups to undertake Australia Day events.
Reserve Funds	No		
Developer Contributions (\$7.11)	No		
External Grants	No		
Other	No		

**LEGAL, POLICY AND RISK IMPLICATIONS**

There are no known legal, policy or risk implications resulting from the recommendations in this report.

<b>Risk</b>	<b><u>Risk Ranking</u></b>	<b>Proposed Treatments</b>	<b>Within Existing Resources?</b>
There is a risk that Council's reputation may be damaged to poorly organised events.	Low	The efficient operation of Council's 355c Australia Day Committee and partnerships with community groups enables the coordination and management of Australia Day events. Staff and volunteers have clear agreements, plans and budgets.	Yes
There is a risk that attendance at Australia Day events may decrease.	Low	Close involvement of the community in the organisation and management of these activities to ensure community interest is represented in the program of activities. Comprehensive communication plan to support event promotion.	

**SUSTAINABILITY IMPLICATIONS**

Includes Social, Economic and Environmental Implications

Adopting the recommendations in this report will demonstrate Council's ongoing commitment to the efficient and coordinated management and support of community organised Australia Day activities in the Local Government area.

**COMMUNICATION AND ENGAGEMENT**

Council's Communication and Engagement Strategy identifies the level of engagement undertaken. An explanation for each level is shown below.

<b>INFORM</b>	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and/or solutions.
<b>CONSULT</b>	To obtain public feedback on analysis, alternatives and/or decisions.

## MINUTES ORDINARY COUNCIL - 28 APRIL 2026

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.
	No external communications and engagement are required for this report.

The following communication and engagement applies to this report.

### External communications and engagement

Council's 355c Australia Day Committee regularly meet to plan and coordinate Australia Day events. The next meeting is scheduled for September 2026.

Staff are in regular contact with all groups to assist with the organisation of the events.

COLLABORATE	The Australia Day 355c committee has representatives of community groups organising events. These groups are the Australia Day Nelson Bay Sub-committee, Rotary Club of Raymond Terrace, Lions Club of Tilligerry Peninsula and Karuah RSL. Council works with each organising community group to plan and execute Australia Day activities in Nelson Bay, Raymond Terrace, Karuah and Lemon Tree Passage. Close involvement of the community in the organisation and management of these activities is to ensure community interest is represented in the program of activities.
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### Internal communications and engagement

Consultation has been undertaken by the Communication and Customer Experience Section with:

- Governance Section.
- Financial Services Section.
- Corporate Performance and Improvement Section.

### **OPTIONS**

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

**ATTACHMENTS**

Nil.

**COUNCILLORS' ROOM/DASHBOARD**

Nil.

**TABLED DOCUMENTS**

Nil.

**ITEM NO. 3**

**FILE NO: 25/130362  
EDRMS NO: PSC2014-03407**

**POLICY REVIEW: PORT STEPHENS ANNUAL AWARDS POLICY**

REPORT OF: EMILY LIVENS - COMMUNICATIONS AND CUSTOMER  
EXPERIENCE SECTION MANAGER  
DIRECTORATE: COMMUNITY FUTURES

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**RECOMMENDATION IS THAT COUNCIL:**

- 1) Place the revised Port Stephens Annual Awards Policy shown at **(ATTACHMENT 1)** on public exhibition for a period of 28 days.
- 2) Should no submissions be received, the policy be adopted without a further report to Council.
- 3) Revoke the Port Stephens Annual Awards Policy dated 8 November 2022, should no submissions be received.

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**ORDINARY COUNCIL MEETING - 28 APRIL 2026  
MOTION**

<b>055</b>	<p><b>Councillor Chris Doohan Councillor Peter Francis</b></p> <p>It was resolved that Council:</p> <ol style="list-style-type: none"><li>1) Place the revised Port Stephens Annual Awards Policy shown at <b>(ATTACHMENT 1)</b> on public exhibition for a period of 28 days.</li><li>2) Should no submissions be received, the policy be adopted without a further report to Council.</li><li>3) Revoke the Port Stephens Annual Awards Policy dated 8 November 2022, should no submissions be received.</li></ol>
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Those for the Motion: Mayor Leah Anderson, Crs Rosalyn Armstrong, Giacomo Arnott, Chris Doohan, Nathan Errington, Peter Francis, Paul Le Mottee, Mark Watson and Jason Wells.

Those against the Motion: Nil.

The motion was carried.

**BACKGROUND**

The purpose of this report is to provide the revised Port Stephens Annual Awards Policy (the ‘policy’) at **(ATTACHMENT 1)** to Council for consideration prior to public exhibition.

The revised policy defines Port Stephens Council’s Annual Awards, which give Council the opportunity to formally recognise people who provide outstanding or distinguished service to the community through seven categories.

The policy was originally adopted in November 2000 and has now been updated as part of the regular policy process.

Other than administrative updates, the key changes to the existing policy is to clearly reflect how the Annual Awards contribute to Council's vision. This requires the removal of references to community values, which are very broad and open to interpretation. The values stated did not align with the criteria for each award and created an unnecessarily complicated assessment process.

Consultation was undertaken with the Annual Awards Panel at the conclusion of the last assessment round. The changes outlined are in line with this discussion.

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

**COMMUNITY STRATEGIC PLAN**

<b>Strategic Direction</b>	<b>Delivery Program 2025-2029</b>
Community Wellbeing	Implement the Community Wellbeing Strategy (CWS) to provide services and support for a diverse community

**FINANCIAL/RESOURCE IMPLICATIONS**

The draft policy has no known financial or resource implications and all activity will continue to be carried out within existing budgets.

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

**LEGAL, POLICY AND RISK IMPLICATIONS**

There are no foreseen legal or policy implications as a result of the proposed recommendations

<b>Risk</b>	<b><u>Risk Ranking</u></b>	<b>Proposed Treatments</b>	<b>Within Existing Resources?</b>
There is a risk that Councils reputation may be damaged as a result of endorsed recipients having conflicts unknown to Council with community members	Low	Adopt the recommendations	Yes

**SUSTAINABILITY IMPLICATIONS**

Includes Social, Economic and Environmental Implications

The policy provides the framework to ensure equitable and timely decisions are made by Council with regard to recipients, while at the same time ensuring community expectations are met.

The policy supports the key priorities of Council outlined in the Port Stephens Community Wellbeing Strategy, ensuring a range of inclusive celebrations and events are delivered for the community, through connection and contribution.

**COMMUNICATION AND ENGAGEMENT**

Council’s Communication and Engagement Strategy identifies the level of engagement undertaken. An explanation for each level is shown below.

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

## MINUTES ORDINARY COUNCIL - 28 APRIL 2026

	No external communications and engagement are required for this report.
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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 print advertising and Council's website.
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### Internal communications and engagement

Consultation has been undertaken by the Communications and Customer Experience Section with:

- Governance Section.

### **OPTIONS**

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

### **ATTACHMENTS**

- 1) Revised - Port Stephens Annual Awards Policy.

### **COUNCILLORS' ROOM/DASHBOARD**

Nil.

### **TABLED DOCUMENTS**

Nil.

ITEM 3 - ATTACHMENT 1 REVISED - PORT STEPHENS ANNUAL AWARDS POLICY.

Policy



**FILE NO:** PSC2014-03407  
**TITLE:** PORT STEPHENS ANNUAL AWARDS  
**OWNER:** STRATEGY AND ENVIRONMENT COMMUNICATIONS AND CUSTOMER EXPERIENCE SECTION MANAGER

**1. PURPOSE:**

- 1.1 The purpose of this policy is to recognise groups and individuals that contribute to the achievement of the community’s vision of a great lifestyle in a treasured environment.
- 1.2 The awards recognise outstanding service, effort and achievements to groups, individuals and events that contribute to making our community a great place to live, work, play and grow.

**2. CONTEXT/BACKGROUND:**

~~2.1 Port Stephens Council recognises outstanding contributions of community members through the annual awards program. The peak award is the Freeman of Port Stephens, followed by the Citizen of the Year, the Young Citizen of the Year, and other awards that acknowledge social, cultural and environmental achievements. These annual awards provide opportunity for Council to formally recognise people who provide outstanding or distinguished service to the community and enhance community pride and spirit.~~

2.1 Port Stephens Council recognises outstanding contributions of community members through the annual awards program. The program includes the highest honour, Freeman of Port Stephens, along with Citizen of the Year, the Young Citizen of the Year, and additional awards that acknowledge social, cultural and environmental achievements.

2.2 These awards provide Council with the opportunity to formally recognise individuals and groups who have demonstrated outstanding service to the community, while strengthening community pride and celebrating the people that shape Port Stephens.

**3. SCOPE:**

3.1 Council plays a role in supporting individuals and groups that benefit the Port Stephens whose efforts create positive outcomes for our community.

3.2 Eligibility for Port Stephens community awards is based on is determined against an established the selection community values criteria to ensure

Policy

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ITEM 3 - ATTACHMENT 1 REVISED - PORT STEPHENS ANNUAL AWARDS POLICY.



Policy

awards recipients are selected through a transparent, merit-based approach.

4. DEFINITIONS:

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

Annual awards program	Annual awards presented on Australia Day each year to formally recognise the efforts of groups and individuals from around our region.
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5. STATEMENT:

5.1 Port Stephens Council relies on community members to achieve its vision for Port Stephens. Council has a system of annual awards to recognise individuals and groups who, through outstanding effort, service and achievement, have contributed to the community values of the contribution of community members to help achieve its vision for Port Stephens. To recognise these efforts, Council delivers an annual awards program that acknowledges individuals and groups who, through outstanding effort, service and achievement, have made a significant contribution to promotion of the Port Stephens Community

5.2 The Port Stephens Annual Awards Assessment Panel is comprised of:

- a) the Mayor (Chair)
- b) the General Manager or delegate
- c) 3 Councillors (one from each Ward), drawn from the 355(c) Port Stephens Australia Day Committee
- d) 3 community representatives, drawn from the 355(c) Port Stephens Australia Day Committee
- e) 1 Freeman of Port Stephens (by invitation of the Mayor).

5.3 The role of the panel is to receive and consider nominations in accordance with the criteria and recommend recipients for each category of award. Outstanding achievement or contribution towards Port Stephens' community values will be the principle basis for the awards. The community values are:

- a) honesty
- b) safety
- c) fairness
- d) community spirit
- e) friendliness
- f) having a say
- g) support and connectedness
- h) tolerance of difference
- i) sustainability

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**ITEM 3 - ATTACHMENT 1 REVISED - PORT STEPHENS ANNUAL AWARDS POLICY.**



**Policy**

j) ~~life choices.~~

5.4 The Port Stephens Annual Awards Assessment Panel has authority to determine Award winners ~~across the award.~~

- a) ~~The Panel has final authority to determine each Award.~~ In the event a winner is not unanimous, a vote will be taken, and the Mayor, or in their absence, their delegate, will have a second vote to select the winner in the event of an equality of votes.
- b) The Mayor retains delegated authority to determine the recipient of the Freeman of Port Stephens award only, on recommendation from the Panel.
- c) The Mayor and Council will be bound by the decision of the Panel, unless the Panel is recalled and agrees to change a recipient.

**6. RESPONSIBILITIES:**

6.1 The Community Development and Engagement **Vibrant Places** unit are responsible for the implementation, monitoring, evaluating and reviewing of the policy.

**7. RELATED DOCUMENTS:**

7.1 Port Stephens Annual Awards Guidelines.

**CONTROLLED DOCUMENT INFORMATION:**

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<b>EDRMS container No.</b>	PSC2014-03407	<b>EDRMS record No.</b>	22/330484
<b>Audience</b>	Councillors, staff and community		
<b>Process owner</b>	Strategy and Environment <b>Communications and Customer Experience</b> Section Manager		
<b>Author</b>	Vibrant Places Coordinator		
<b>Review timeframe</b>	4 years	<b>Next review date</b>	TBC
<b>Adoption date</b>	8 November 2022		

**VERSION HISTORY:**

Version	Date	Author	Details	Minute No.
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Policy

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ITEM 3 - ATTACHMENT 1 REVISED - PORT STEPHENS ANNUAL AWARDS POLICY.



Policy

1.	28 November 2000		Port Stephens Community Awards	657
2.	27 August 2002		Port Stephens Community Awards	349
3.	8 February 2011		Port Stephens Community Awards	011
4.	24 February 2015	Communications Section Manager	Port Stephens Community Awards	027
5.	11 September 2018	Communications Section Manager	2.1 – Updated to reflect that each individual category was named in the context /background section of the policy. This was replaced with a general statement (see below) so changes can be made to award categories without the policy requiring review and further adoption by Council.  <i>'The peak award is the Freeman of Port Stephens, followed by the Citizen of the Year, the Young Citizen of the Year, and other awards that acknowledge social, cultural and environmental achievements'.</i>	285
6.	24 November 2020	Communications Section Manager	2.1 - deleted 'will', 'further' and 'those' out of the paragraph.  3.2 - deleted 'objective' and added 'community values' to this paragraph.  4.1 - added into definitions: 'annual awards program'.	254
7.	8 November 2022	Strategy and Environment Section Manager	Policy/process ownership and author updated to reflect correct section of council.  Policy updated to reflect Council resolution following ordinary	308

Policy

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Policy

			<p>Council meeting – 23 August 2022.</p> <p>5.4 – deleted ‘The Mayor has delegated authority under this policy to determine the awards on the recommendation of the Port Stephens Annual Awards Assessment Panel.’, amended to ‘The Port Stephens Annual Awards Assessment Panel has authority to determine Award winners across the award’, added ‘a) The Panel has final authority on who is to receive each Award. In the event a winner is not unanimous, a vote will be taken, and the Mayor or, in their absence, their delegate, will have a second vote to select the winner in the event of an equality of votes. b) The Mayor retains delegated authority to determine the recipient of the Freeman of Port Stephens award only, on recommendation from the Panel. c) The Mayor and Council will be bound by the decision of the Panel, unless the Panel is recalled and agrees to change a recipient.’</p>	
8.	TBC	Communications and Customer Experience Section Manager	<p>Policy owner update – Deleted ‘Strategy and Environment’ Added ‘Communications and Customer Experience’</p> <p>1.1 – Changed the vision from Council’s vision to the community’s vision as per the Community Strategic Plan</p> <p>2.1 - Reworded “Port Stephens Council recognises outstanding contributions of community members through the annual awards program. The program</p>	

Policy

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**ITEM 3 - ATTACHMENT 1 REVISED - PORT STEPHENS ANNUAL AWARDS POLICY.**



**Policy**

			<p>includes the highest honour, Freeman of Port Stephens, along with Citizen of the Year, the Young Citizen of the Year, and additional awards that acknowledge social, cultural and environmental achievements.</p> <p>Added 2.2 - These awards provide Council with the opportunity to formally recognise individuals and groups who have demonstrated outstanding service to the community, while strengthening community pride and celebrating the people that shape Port Stephens." to simplify language.</p> <p>3.2 - Added 'the selection' Deleted 'community values'</p> <p>5.1 – Deleted 'community members to achieve its vision for Port Stephens. Council has a system of annual awards to recognise individuals and groups who, through outstanding effort, service and achievement, have contributed to the community values of promotion of'</p> <p>Added - the contribution of community members to help achieve its vision for Port Stephens. To recognise these efforts, Council delivers an annual awards program that acknowledges individuals and groups who, through outstanding effort, service and achievement, have made a significant contribution to the</p>	
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Policy

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**Policy**

			<p>Port Stephens Community'</p> <p>5.2 - (b) Added 'or delegate"</p> <p>5.3 – Deleted 'Outstanding achievement or contribution towards Port Stephens' community values will be the principle basis for the awards. The community values are:</p> <ul style="list-style-type: none"> <li>a) honesty</li> <li>b) safety</li> <li>c) fairness</li> <li>b) community spirit</li> <li>e) friendliness</li> <li>f) having a say</li> <li>g) support and connectedness</li> <li>h) tolerance of differences</li> <li>i) sustainability</li> <li>j) life choices</li> </ul> <p>5.4 – Deleted 'across the award'</p> <p>5.4 (a) - Deleted 'The panel has final authority to determine each award'</p> <p>6.1 - Deleted 'Community Development and Engagement' Added 'Vibrant Places'</p> <p>Process owner - Deleted 'Strategy and Environment' Added 'Communications and Customer Experience'</p> <p>Next review date – Removed '8 November 2025' Added TBC</p>	
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Policy

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**ITEM NO. 4**

**FILE NO: 25/349866  
EDRMS NO: A2004-0284**

**COUNCIL MEETING CYCLE**

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

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**RECOMMENDATION IS THAT COUNCIL:**

- 1) Assess the effectiveness of the Council meeting trial.
- 

**ORDINARY COUNCIL MEETING - 28 APRIL 2026  
MOTION**

<b>056</b>	<p><b>Mayor Leah Anderson Councillor Chris Doohan</b></p> <p>It was resolved that Council:</p> <ol style="list-style-type: none"><li>1) Endorse Option 2 as outlined in the report.</li><li>2) Clause 3.8 Code of Meeting Practice be amended as follows:  “The General Manager must send to each Councillor, at least 3 days before each meeting of the Council, 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. At Council, the agenda will be provided 18 days prior to the next Ordinary Council meeting (with the exception of the December Open Ordinary Council meeting each year where the business paper is to be released 11 days prior to the Council meeting).”</li><li>3) Committee of the Whole will be entered into if required by Council, prior to Reports to Council in the Order of Business.</li><li>4) During Committee of the Whole Councillors are only able to ask questions of staff or other Councillors, with no speeches allowed. Any question which is not a question or is, in the view of the Chair, intended to be a speech pretending to be a question, will be ruled out of order.</li><li>5) Councillors are strongly encouraged to provide notice of any questions to staff in advance of the meeting, to allow for them to consider their answer.</li><li>6) Place the revised Code of Meeting Practice on public exhibition for a period of 42 days.</li></ol>
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## MINUTES ORDINARY COUNCIL - 28 APRIL 2026

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|  | <p>7) Should no submissions be received the Code of Meeting Practice be adopted without a further report to Council.</p> <p>8) Revoke the Code of Meeting Practice dated 28 October 2025, Minute No. 252 should no submissions be received.</p> |
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Cr Giacomo Arnott requested the removal of points 7 and 8 of the motion. The request was not accepted.

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

Those against the Motion: Cr Rosalyn Armstrong.

The motion was carried.

### BACKGROUND

The purpose of this report is to report back to Council on the effectiveness of the 3 months Council meeting trial following the introduction of the new Code of Meeting Practice, as resolved in item 6) d) of the resolution of 28 October 2025  
**(ATTACHMENT 1):**

Council at its meeting held on 28 October 2025, resolved:

- 1) Place the revised Code of Meeting Practice shown at **(ATTACHMENT 1)** on public exhibition for a period of up to 42 days.
- 2) Should no submissions be received the policy be adopted without a further report to Council.
- 3) Revoke the Code of Meeting Practice dated 10 June 2025 Minute No. 126 should no submissions be received.
- 4) Adopt the Order of Business as detailed in this report and commence the Order of Business in line with the timing of the revised Code of Meeting Practice.
- 5) Endorse the Public Access Protocol shown at **(ATTACHMENT 2)**.
- 6) Agrees to conduct a three-meeting trial at the start of 2026, whereby the Council will move into Committee of the Whole after the Mayoral Minutes are dealt with, where the following rules will be in place:
  - a) Only questions will be able to be asked of staff or other Councillors, with no speeches allowed. Any question which is not a question or is, in the view of the Chair, intended to be a speech pretending to be a question, will be ruled out of order.
  - b) Councillors are strongly encouraged to provide notice of any questions to staff in advance of the meeting, to allow for them to consider their answer.
  - c) Amend the Order of Business to insert, after 8) Mayoral Minutes, 9) Committee of the Whole.
  - d) The General Manager is requested to provide a report at the third meeting of 2026, providing Councillors with an opportunity to assess the effectiveness of the trial and determine whether it shall continue and whether there are any other

options available to allow Councillors to ask questions of staff prior to voting on items of business.

The Order of Business was amended at the Council meeting on 24 February 2026, to the following:

- 1) Opening meeting.
- 2) Acknowledgement of Country
- 3) Prayer
- 4) Apologies and applications for a leave of absence from Mayor and Councillors.
- 5) Attendance by audio visual link.
- 6) Disclosures of interests.
- 7) Confirmation of minutes.
- 8) Mayoral minute(s).\*
- 9) Urgency motions (if any)
- 10) Motions to close meeting to the public.\*
- 11) Committee of the Whole.
- 12) Reports to Council.
- 13) General Manager reports.\*
- 14) Questions with Notice.
- 15) Questions on Notice.
- 16) Notices of motions.\*
- 17) Rescission Motions.\*
- 18) Confidential matters.\*
- 19) Conclusion of the meeting.

\*if submitted

The options detailed below are outlined to ensure Council can be informed at an Open Council meeting.

The current adopted Order of Business clearly articulates opportunities for Councillors to engage on the items listed on the agenda. The adopted Order of Business of a Council meeting also includes consideration of items that may require Council to move into Committee of Whole.

It should be noted the Code of Meeting Practice makes provision for Council to move into Committee of the Whole at any stage of a Council meeting. This provides an opportunity, through a procedural motion, to move into Committee of the Whole. Committee of the Whole provides a forum for Councillors to ask questions of the General Manager, through the Mayor on items listed on the agenda.

Clause 3.33 of the Code of Meeting Practice states:

“Clause 3.33 - Nothing in clause 3.32 prevents a Councillor from requesting information from the General Manager about a matter to be considered at a meeting, provided the information is also available to the public. Information requested under this clause must be provided in a way that does not involve any discussion of the information.”

**MINUTES ORDINARY COUNCIL - 28 APRIL 2026**

The Code of Meeting Practice makes provision for Councillors to ask questions of the General Manager on items within the business paper, however, any response to the questions prior to the subject Council meeting must be made publicly available. Council has managed this through the existing Supplementary Information memorandum process. This process will continue to be in place to ensure compliance with the Code of Meeting Practice.

Councillors also continue to have the ability to ask questions of the General Manager, through the Mayor, at the Council meeting. Councillors can provide questions prior to a meeting to allow for detailed responses to be provided at the Open Council meeting, therefore made publicly available.

Council may wish to review the timeframe of releasing the business paper under clause 3.8 of the Code of Meeting Practice. The options included below seek to provide for a balance between providing time for informing the community, enabling Councillor review and provision of questions and increased time for the submission of Notices of Motion.

<b>Current</b>	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>
<p><u>Clause 3.8</u> – released current 25 or 32 days depending on 4 or 5 weeks in a month.</p> <p>(NOM due 28 or 35 days prior to the meeting, depending on 4 or 5 weeks in a month).</p>	<p><u>Clause 3.8</u> – change release of business paper to 11 days before the meeting.</p> <p>(NOM due 14 days prior to the meeting)</p>	<p><u>Clause 3.8</u> – change release of business paper to 18 days before the meeting.</p> <p>(NOM due 21 days prior to the meeting).</p>	<p><u>Clause 3.8</u> – change release of business paper to 25 days before the meeting.</p> <p>(NOM due 28 days prior to the meeting).</p>
<p>The General Manager must send to each Councillor, at least 3 days before each meeting of the Council, 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. <b>At Council, the agenda will be provided 3 days after the previous Ordinary Council</b></p>	<p>The General Manager must send to each Councillor, at least 3 days before each meeting of the Council, 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. <b>At Council, the agenda will be provided 11 days prior to the next</b></p>	<p>The General Manager must send to each Councillor, at least 3 days before each meeting of the Council, 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. <b>At Council, the agenda will be provided 18 days prior to the next</b></p>	<p>The General Manager must send to each Councillor, at least 3 days before each meeting of the Council, 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. <b>At Council, the agenda will be provided 25 days prior to the next Ordinary Council</b></p>

**MINUTES ORDINARY COUNCIL - 28 APRIL 2026**

<b>Current</b>	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>
meeting (with the exception of the February ordinary meeting each year where the business paper is to be released 3 days after the fourth Tuesday of January).	Open Ordinary Council meeting.	Ordinary Council meeting (with the exception of the December Open Ordinary Council meeting each year where the business paper is to be released 11 days prior to the Council meeting).	meeting (with the exception of the December Open Ordinary Council meeting each year where the business paper is to be released 11 days prior to the Council meeting).

Should Council wish to amend clause 3.8, the Code of Meeting Practice would be required to be publicly exhibited for up to 42 days and consider any submissions before the changes are in place.

**COMMUNITY STRATEGIC PLAN**

<b>Strategic Direction</b>	<b>Delivery Program 2025-2029</b>
Resources and finance	Deliver Governance Services and internal audit program

**FINANCIAL/RESOURCE IMPLICATIONS**

The financial and/or resource implications are provided in the existing budget.

<b>Source of Funds</b>	<b>Yes/No</b>	<b>Funding (\$)</b>	<b>Comment</b>
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 adopt a Code of Meeting Practice based on the model Code to ensure it meets all legislative requirements in relation to conducting a meeting of the Council and a committee meeting of Council.

Section 361 of the Local Government Act 1993 requires Council to publicly exhibit the Code for a period of 28 days and allow 42 days for submissions to be received from the community should any changes be made.

<b>Risk</b>	<b><u>Risk Ranking</u></b>	<b>Proposed Treatments</b>	<b>Within Existing Resources?</b>
There is a risk that Council may be in breach of the Local Government Act 1993 and Local Government (General) Regulation 2021 should it not adopt a Code of Meeting Practice.	Low	Adopt the recommendations.	Yes.

**SUSTAINABILITY IMPLICATIONS**

Includes Social, Economic and Environmental Implications

There is limited sustainability implications associated with this report.

**COMMUNICATION AND ENGAGEMENT**

Council’s Communication and Engagement Strategy identifies 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.
	No external communications and engagement are required for this report.

The following communication and engagement applies to this report.

External communications and engagement

	No external communications and engagement are required for this report.
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Internal communications and engagement

Consultation has been undertaken by the Governance Section with:

- Office of the General Manager.

**OPTIONS**

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

**ATTACHMENTS**

- 1) Council meeting minutes - 28 October 2025.

**COUNCILLORS' ROOM/DASHBOARD**

Nil.

**TABLED DOCUMENTS**

Nil.

**MINUTES ORDINARY COUNCIL - 28 OCTOBER 2025**

**ITEM NO. 14**

**FILE NO: 25/252380  
EDRMS NO: A2004-0284**

**NEW CODE OF MEETING PRACTICE**

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

**RECOMMENDATION IS THAT COUNCIL:**

- 1) Place the revised Code of Meeting Practice shown at **(ATTACHMENT 1)** on public exhibition for a period of up to 42 days.
- 2) Should no submissions be received the policy be adopted without a further report to Council.
- 3) Revoke the Code of Meeting Practice dated 10 June 2025 Minute No. 126 should no submissions be received.
- 4) Adopt the Order of Business as detailed in this report and commence the Order of Business in line with the timing of the revised Code of Meeting Practice.
- 5) Endorse the Public Access Protocol shown at **(ATTACHMENT 2)**.

**ORDINARY COUNCIL MEETING - 28 OCTOBER 2025  
MOTION**

<b>252</b>	<p><b>Councillor Giacomo Arnott Councillor Rosalyn Armstrong</b></p> <p>It was resolved that Council:</p> <ol style="list-style-type: none"><li>1) Place the revised Code of Meeting Practice shown at <b>(ATTACHMENT 1)</b> on public exhibition for a period of up to 42 days.</li><li>2) Should no submissions be received the policy be adopted without a further report to Council.</li><li>3) Revoke the Code of Meeting Practice dated 10 June 2025 Minute No. 126 should no submissions be received.</li><li>4) Adopt the Order of Business as detailed in this report and commence the Order of Business in line with the timing of the revised Code of Meeting Practice.</li><li>5) Endorse the Public Access Protocol shown at <b>(ATTACHMENT 2)</b>.</li><li>6) Agrees to conduct a three-meeting trial at the start of 2026, whereby the Council will move into Committee of the Whole after the Mayoral Minutes are dealt with, where the following rules will be in place:<ol style="list-style-type: none"><li>a) Only questions will be able to be asked of staff or other Councillors, with no speeches allowed. Any question which is not a question or is,</li></ol></li></ol>
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**MINUTES ORDINARY COUNCIL - 28 OCTOBER 2025**

	<p>in the view of the Chair, intended to be a speech pretending to be a question, will be ruled out of order.</p> <ul style="list-style-type: none"><li>b) Councillors are strongly encouraged to provide notice of any questions to staff in advance of the meeting, to allow for them to consider their answer.</li><li>c) Amend the Order of Business to insert, after 8) Mayoral Minutes, 9) Committee of the Whole.</li><li>d) The General Manager is requested to provide a report at the third meeting of 2026, providing Councillors with an opportunity to assess the effectiveness of the trial and determine whether it shall continue and whether there are any other options available to allow Councillors to ask questions of staff prior to voting on items of business.</li></ul>
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Councillor Chris Doohan left the meeting at 8:33pm.  
Councillor Chris Doohan returned to the meeting at 8:35pm.

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

Those against the Motion: Crs Chris Doohan and Paul Le Mottee.

The motion was carried.

**BACKGROUND**

The purpose of this report is to provide the revised Code of Meeting Practice (the Code) at **(ATTACHMENT 1)** to Council for consideration prior to public exhibition.

The Port Stephens Council Code of Meeting Practice is based on the revised Model Code of Meeting Practice released by the Office of Local Government on 29 August 2025. Council is required to adopt the Code by 31 December 2025. Should the Code not be adopted by the due date, transactional savings have been included and the Model Code of Meeting Practice will apply until Council has adopted the Code.

The Code applies to meetings of the Council and Committees of Council where members are all elected members. The model Code also applies to boards of joint organisations and county councils. All references that apply to boards of joint organisations and county councils have been removed.

Council last adopted the Code on 10 June 2025, which includes mandatory and non-mandatory provisions. Council is also able to include supplementary clauses; however, any supplementary clauses cannot be inconsistent with the model Code.

The Code **(ATTACHMENT 1)** has maintained any previously adopted non-mandatory provisions.

**MINUTES ORDINARY COUNCIL - 28 OCTOBER 2025**

The key amendments to the Code are:

- 1) Clause 3.4 – makes provision for the Mayor to call an extraordinary meeting without the need of obtaining 2 Councillor signatures.
- 2) Clause 3.14 – Councillors are not permitted to ask questions with notice under clause 3.13 that would constitute an act of disorder.
- 3) Clause 3.26 – Council must ensure it only deals with agenda items that are listed on an extraordinary agenda.
- 4) Clauses 3.27 to 3.31 – changes to the how Council deals with urgency motions.
- 5) Clauses 3.32 and 3.33 – prohibition of pre-meeting briefing sessions. Councillors may request information listed for a meeting, however, the information is to be made public and the information is to be provided in a way that does not involve any discussion of the information.
- 6) Clauses 3.33 to 3.38 – removal of pre-meeting briefing sessions from the previous Code.
- 7) Clauses 4.1 to 4.27 – Public Forum (Public Access) to be removed and Council to develop a Public Access Protocol.
- 8) Clause 4.3 – Public Access must be livestreamed.
- 9) Clause 5.2 – makes provision for Council to determine the standards of dress for Councillors.
- 10) Clauses 5.4 to 5.6 – makes provision for Councillors to submit an apology and it will be considered a leave of absence, if granted. Council must not act unreasonably when considering the grant leave of absence.
- 11) Clauses 5.18 to 5.30 – Councillors may request to attend a meeting by audio visual link (AVL) where they are prevented from attending because of ill-health or other medical reasons or because of unforeseen caring responsibilities.
- 12) Clauses – 5.35 to 5.44 – ‘webcasting’ will be known as ‘livestreaming’. Recording is to take place in real time.
- 13) Clauses 7.1 to 7.6 – Councillors and staff are to stand when the Mayor enters the Chamber and when addressing the meeting. Modes of address have been amended to include ‘Mayor’, ‘Deputy Mayor’ and ‘Chair’.
- 14) Clauses 9.3 to 9.6 – changes to how urgency motions are dealt with at a meeting.
- 15) Clauses 9.7 to 9.9 – Mayoral Minute provisions have been amended to make provision for a Mayoral Minute to be put to a meeting on any matter or topic. Clauses 9.6 to 9.10 have been removed.
- 16) Clause 9.15 – Councillors may ask a question of the General Manager through the Mayor.
- 17) Clause 10.3 – A Councillor may withdraw a notice of motion at any time, however, Council may consider the matter should it be determined at a meeting.
- 18) Clause 10.9 – motions will no longer be required to include expenditure of funds.
- 19) Clauses 10.17 to 10.19 – rules governing foreshadowed motions have been removed.
- 20) Clause – 11.7 to 11.8 – Council must not make a final planning decision without receiving a staff report containing an assessment and recommendation. Should Council not adopt the staff recommendation, it must include reasons why in the resolution.

**ITEM 4 - ATTACHMENT 1 COUNCIL MEETING MINUTES - 28 OCTOBER 2025.****MINUTES ORDINARY COUNCIL - 28 OCTOBER 2025**

- 21) Clause 14.4(d) – makes provision for legal professional privilege.
- 22) Clauses 14.25 to 14.26 – makes provision for confidential business papers to be made public after the confidentiality has ceased. Consultation is to occur with the Council and other affected parties prior to release.
- 23) Clause 15.10, 15.12, 15.13 – changes to act of disorder at a meeting.
- 24) Clauses 15.19 to 15.20 – makes provision for expulsion from meetings and a definition of act of disorder by members of the public.

The Code makes provision for a councillor to attend a Council meeting by audio visual link, therefore the Order of Business will require amendment to include audio visual requests. The Order of Business below has been updated to include item 5. This Order of Business will come into effect at the same time as the new Code of Meeting Practice.

In addition to the amendments above, the Code has been updated to reflect changes in clause numbers and other minor amendments from the revised model Code.

Clause 4.2 of the Code requires Council to determine the rules applicable to Public Access. The Public Access Protocol at (**ATTACHMENT 2**) is based on the previous Code of Meeting Practice requirements for public forums.

Please note the Table below provided the details of the highlighting within the Code.

	<b>Explanation</b>
Yellow highlight	Changes new or amended clauses
Strike out text	Clauses to be deleted
Green highlight	Clauses included in various version of Council's Code that are not included in the Model Code of Meeting Practice
Red text	Non-mandatory clauses

**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) Attendance by audio visual link**
- 6) Disclosures of interests
- 7) Confirmation of minutes
- 8) Mayoral minute(s)\*
- 9) Motions to close meeting to the public\*
- 10) Reports to Council
- 11) General Manager reports\*
- 12) Questions with Notice\*
- 13) Questions on Notice
- 14) Notices of motions\*

**MINUTES ORDINARY COUNCIL - 28 OCTOBER 2025**

- 15) Rescission Motions\*
- 16) Confidential matters\*
- 17) Conclusion of the meeting

*\*if submitted*

**COMMUNITY STRATEGIC PLAN**

<b>Strategic Direction</b>	<b>Delivery Program 2025-2029</b>
Resources and finance	Deliver Governance Services and internal audit program

**FINANCIAL/RESOURCE IMPLICATIONS**

<b>Source of Funds</b>	<b>Yes/No</b>	<b>Funding (\$)</b>	<b>Comment</b>
Existing budget	Yes		
Reserve Funds	No		
Developer Contributions (S7.11)	No		
External Grants	No		
Other	No		

**LEGAL, POLICY AND RISK IMPLICATIONS**

Council is required to adopt a Code of Meeting Practice based on the model Code to ensure it meets all legislative requirements in relation to conducting a meeting of the Council and a committee meeting of Council.

Section 361 of the Local Government Act 1993, requires Council to publicly exhibit the Code for a period of 28 days and allow 42 days for submissions to be received from the community.

The Code is to be adopted by 31 December 2025. Should the Code not be adopted by the due date, transactional savings have been included and the Model Code of Meeting Practice will apply until Council has a Code adopted.

**MINUTES ORDINARY COUNCIL - 28 OCTOBER 2025**

<b>Risk</b>	<b><a href="#">Risk Ranking</a></b>	<b>Proposed Treatments</b>	<b>Within Existing Resources?</b>
There is a risk that Council may be in breach of the Local Government Act 1993 and Local Government (General) Regulation 2021 should it not adopt a Code of Meeting Practice.	Low	Adopt the recommendations.	Yes.

**SUSTAINABILITY IMPLICATIONS**

Includes Social, Economic and Environmental Implications

There are limited sustainability implications associated with this report.

**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.
	No external communications and engagement are required for this report.

The following communication and engagement applies to this report.

External communications and engagement

CONSULT	The revised Code of Meeting Practice is required to be publicly exhibited for a period of 28 days and allow 42 days for
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**MINUTES ORDINARY COUNCIL - 28 OCTOBER 2025**

	submissions to be received from the community. Public exhibition will take place at Council's library network, the Administration Building and be available from Council's website.
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Internal communications and engagement

Consultation has been undertaken by the Governance Section with:

- General Manager's Office.
- Mayor and Councillors.

**OPTIONS**

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

**ATTACHMENTS**

- 1) Draft Code of Meeting Practice.
- 2) Public Access Protocol.

**COUNCILLORS' ROOM/DASHBOARD**

Nil.

**TABLED DOCUMENTS**

Nil.

Councillor Jason Wells left the meeting at 6:26pm.

**ITEM NO. 5**

**FILE NO: 26/64966  
EDRMS NO: PSC2024-03158**

**REQUEST FOR FINANCIAL ASSISTANCE**

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

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**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) Rotary Club of Medowie-Williamstown – Mayoral funds - \$3,500 donation towards prizes, certificates and presentation event for 2026 Junior Writing Competition.
  - b) Tomaree Squash Club – Mayoral funds - \$1,626.50 – donation towards competition grade balls and digital scoring displays to assist with hosting 3 state and national level events during 2026.
  - c) Soldiers Point Public School – Rapid response – Cr Roz Armstrong – \$500 donation towards playground upgrades.

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**ORDINARY COUNCIL MEETING - 28 APRIL 2026  
MOTION**

<b>057</b>	<p><b>Councillor Rosalyn Armstrong Councillor Chris Doohan</b></p> <p>It was resolved that Council approves provision of financial assistance under Section 356 of the Local Government Act 1993 from Mayoral and Ward Funds to the following:</p> <ol style="list-style-type: none"><li>a) Rotary Club of Medowie-Williamstown – Mayoral funds - \$3,500 donation towards prizes, certificates and presentation event for 2026 Junior Writing Competition.</li><li>b) Tomaree Squash Club – Mayoral funds - \$1,626.50 – donation towards competition grade balls and digital scoring displays to assist with hosting 3 state and national level events during 2026.</li><li>c) Soldiers Point Public School – Rapid response – Cr Roz Armstrong – \$500 donation towards playground upgrades.</li></ol>
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## MINUTES ORDINARY COUNCIL - 28 APRIL 2026

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

Those against the Motion: Nil.

The motion was carried.

### 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

Rotary Club of Medowie-Williamstown	Rotary is a group of women and men who share a common purpose of wanting to help others and their community.	\$3,500	Donation towards prizes, certificates and presentation event for Junior Writing Competition.
Tomaree Squash Club	Tomaree Squash Club is a small volunteer facility which is home to a dedicated group of 40 active members	\$1,626.50	Donation towards competition grade balls and digital scoring displays to assist with hosting 3 state and national level

## MINUTES ORDINARY COUNCIL - 28 APRIL 2026

	playing regular local competitions.		events during 2026.
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### WARD FUNDS

Soldiers Point Public School	Soldiers Point Public School is a primary school fostering a supportive community, academic foundations and well rounded student development.	\$500	Donation towards playground upgrades.
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### COMMUNITY STRATEGIC PLAN

<b>Strategic Direction</b>	<b>Delivery Program 2025-2029</b>
Resources and finance	Develop and implement strategic direction and governance of Council

### 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.

**MINUTES ORDINARY COUNCIL - 28 APRIL 2026**

- b) the funding will directly benefit the community of Port Stephens.
- c) applicants do not act for private gain.

<b>Risk</b>	<b><u>Risk Ranking</u></b>	<b>Proposed Treatments</b>	<b>Within Existing Resources?</b>
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 identifies 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.
	No external communications and engagement are required for this report.

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 has been undertaken by the General Manager's Office.

Consultation has been undertaken 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.



**MINUTES ORDINARY COUNCIL - 28 APRIL 2026**

	4	Audit, Risk and Improvement Committee Minutes - 9 October 2025
	5	Designated Persons' Return
	6	Delegations Report
	7	Council Resolutions

Cr Nathan Errington left the meeting at 6:28pm.

Cr Nathan Errington returned to the meeting at 6:30pm.

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

Those against the Motion: Nil.

The motion was carried.

# INFORMATION PAPERS

**ITEM NO. 1**

**FILE NO: 26/55018  
EDRMS NO: PSC2024-03232**

**SIX MONTH GRANTS REPORT TO 31 DECEMBER 2025**

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

**BACKGROUND**

The purpose of this report is to provide the status of the Six Monthly Grants Report to 31 December 2025.

The success rate for last 6 months (1 July 2025 to 31 December 2025) was 76%, compared to a success rate of 68% for previous 6 months (1 January 2025 to 30 June 2025).

There are a further 33 grant applications for which Council is awaiting determination.

**ATTACHMENTS**

1) Six-Monthly Grants Statement for the period 1 July 2025 - 31 December 2025.

**COUNCILLORS' ROOM/DASHBOARD**

Nil.

**TABLED DOCUMENTS**

Nil.



**Six-Monthly Grants Statement  
For the period 1 July 2025 – 31 December 2025**

<b>Successful Grant Applications</b>				
<b>Grant</b>	<b>Section / Department</b>	<b>Project Title</b>	<b>Project Summary</b>	<b>Value</b>
2025-26 Regional Road Block Grant	Assets – Civil Projects	Various Projects	Annual grant for preservation, restoration and enhancement works on regional roads.	\$1,089,000
Australia Day 2026 Community Events Grant Fund	Communications and Customer Experience - Vibrant Places	Australia Day Port Stephens	Held across 5 different locations - Raymond Terrace, Lakeside Leisure Centre (Pool Party), Nelson Bay, Karuah and Tilligerry. Raymond Terrace and Nelson Bay will both hold an official award ceremony as well as a family fun day.	\$15,000
Black Spot Program 2025/26	Assets – Civil Projects	Mount Hall Rd/ Irrawang St, Raymond Terrace	Local area traffic management	\$267,500
Black Spot Program 2025/26	Assets – Civil Projects	Gan Gan Rd / Blanch St Roundabout, Boat Harbour	Deflection treatment and upgrade seal	\$360,000
Boating Infrastructure for Communities	Assets – Community Assets	Dredging for Access to Boat Ramps	This project will undertake necessary dredging works at Little Beach boat ramp, Nelson Bay Marina, Soldiers Point boat ramp, Taylors Beach boat ramp.	\$168,825
Boating Infrastructure for Communities	Assets – Community Assets	Yachett Point Reserve Dinghy Rack	The installation of a dinghy rack and concrete slab at Yachett Reserve, Soldiers Point to maximise efficient use of reserve space with safe dinghy	\$7,000

**ITEM 1 - ATTACHMENT 1 SIX-MONTHLY GRANTS STATEMENT FOR THE PERIOD 1 JULY 2025 - 31 DECEMBER 2025.**

			storage for boating owners, locals and visitors.	
Boating Infrastructure for Communities	Assets – Community Assets	Roy Wood Reserve Dinghy Racks Upgrade	The removal and replacement of four existing dinghy racks and concrete slab at Roy Wood Reserve, Corlette to maximise efficient use of reserve space with safe dinghy storage for boating owners, locals and visitors.	\$26,500
Community Building Partnership 2025	Assets – Community Assets	Fern Bay Tennis Floodlighting Upgrade to LED	Fern Bay Tennis lighting requires upgrading to LED. Current lighting posts exist however fittings are not operational. This limits bookings and community use.	\$18,100
Community Building Partnership 2025	Communications and Customer Experience - Vibrant Places	Soldiers Point Hall Performing Arts Upgrades	Upgrades include sound systems, signage and exhibition systems to create a space that enables cultural expression, builds social cohesion and promotes community connections.	\$21,726
Disaster Ready Fund - Round 3	Assets - Engineering Services	Raymond Terrace Flood Resilience and Mitigation Project	This project involves an upgrade and reconfiguration of the Bourke St stormwater pumping station (PS). The current PS only has a pumping capacity of 0.16m <sup>3</sup> /s.	\$1,675,000
Early Childhood Education and Care (ECEC) Workforce Professional Development	Community Services Section - Children's Services	ECEC Professional Development	To build the skills and capacity of OOSH and FDC Educators in the early childhood workforce and support OOSH and FDC Educators to undertake professional development for one day.	\$7,363
Flexible Initiatives Trial Round 3	Community Services Section - Children's Services	Extension of Mobile Preschool Operating hours	Increase sessions for our Mobile Preschool from 40 weeks to 44 weeks. This will provide an additional week of care each school holiday period.	\$30,243
Local Government Apprentices, Trainees and Cadets - Round 3	Organisation Support - Human Resources	Apprentice Trainee and Cadet Program	Application to be submitted for the following: 1x Apprentice Mechanic; 2x Apprentice Gardenes & 2x Apprentice Works Hands	\$149,339
New South Wales - Weeds Action Program 2025-2029	Strategy and Environment - Natural Systems	Weeds Action Program	Available to Local Control Authorities for weeds to help fund projects aimed at strengthening weeds biosecurity in NSW.	\$600,572
Recreational Fishing Trusts	Communications and Customer Experience - Vibrant Places	Port Stephens Youth Fishing Workshops	The Port Stephens Youth Fishing Workshops aim to engage local youth in recreational and educational outdoor	\$6,000

**ITEM 1 - ATTACHMENT 1 SIX-MONTHLY GRANTS STATEMENT FOR THE PERIOD 1 JULY 2025 - 31 DECEMBER 2025.**

			activities, fostering new skills and hobbies.	
Stronger Communities Program Round 9	Communications and Customer Experience - Vibrant Places	Raymond Terrace Visitor Information Signage	The project involves the design, production and installation of a large format visitor information signage in Raymond Terrace. The sign would be strategically placed to attract visitors to the town and to explore the broader Port Stephens area.	\$15,000
			<b>Total</b>	<b>\$4,457,168</b>

There were 5 unsuccessful grant applications during the period 1 July 2025 – 31 December 2025.

There have been 16 successful grant applications for the financial year 2025 – 2026 to date.

**ITEM NO. 2**

**FILE NO: 26/56398  
EDRMS NO: PSC2024-03232**

**CASH AND INVESTMENT PORTFOLIO - MARCH 2026**

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

**BACKGROUND**

Due to the timing of the distribution of the Council agenda for 28 April 2026, the Cash and Investment Report as at 31 March 2026 was not available for publication at that time.

The Cash and Investment Report as at 31 March 2026 will be available for Council's consideration in a Supplementary Information Memorandum.

**ATTACHMENTS**

Nil.

**COUNCILLORS' ROOM/DASHBOARD**

Nil.

**TABLED DOCUMENTS**

Nil.

**ITEM NO. 3**

**FILE NO: 26/73435  
EDRMS NO: PSC2015-03017**

**PETITION - CONDITION OF ROAD SURFACE - RAYMOND AVENUE,  
SALAMANDER BAY**

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

**BACKGROUND**

The purpose of this report is to advise Council of the receipt of a petition containing 25 signatures of persons affected by the current condition of the road surface on Raymond Avenue, Salamander Bay.

Raymond Avenue underwent a planned road pavement seal as part of Council's reseal program on 20 October 2025. Following the reseal the road was swept to remove any loose stones which is normal practice. The road was then subject to higher than usual temperatures with surface temperatures in excess of 40°. These elevated temperatures, in conjunction with tight turning movements, has resulted in "bleeding" of the bituminous component of the seal.

Discussions with the sealing contractor have confirmed that the material was placed correctly with the appropriate mix though, given high temperature days, may have contributed to the "bleeding" that has occurred. Future works are planned to reseal the pavement in this street.

The petition is shown at **(ATTACHMENT 1)**.

**ATTACHMENTS**

- 1) Petition - Condition of Road Surface - Raymond Avenue, Salamander Bay.

**COUNCILLORS' ROOM/DASHBOARD**

- 1) Petition.

**TABLED DOCUMENTS**

Nil.

**ITEM 3 - ATTACHMENT 1      PETITION - CONDITION OF ROAD SURFACE -  
RAYMOND AVENUE, SALAMANDER BAY.**

**Raymond Avenue, Salamander Bay, NSW, 2317**

**PETITION STATEMENT:**

We, the undersigned affected persons of the Port Stephens community, respectfully petition Port Stephens Council regarding the current poor condition of the road surface on Raymond Avenue, Salamander Bay, NSW, 2317.

Since Raymond Ave road was resurfaced by the Port Stephens council in late 2025, there has been an issue whereby on hot days e.g. +30 degrees celsius, the road surface heats to a point where the tar melts and material from the road becomes loose and adheres to the tyres of passing vehicles. This tar and stone material is then transferred onto private driveways and other paved surfaces, leaving black marks and staining.

These marks cause unnecessary damage and visual deterioration to private property. In many cases, the staining is difficult and costly to clean, and in some instances, surfaces may require repair or replacement.

This issue is ongoing, is exacerbated during warmer weather, and affects residents and property owners along Raymond Avenue.

**REQUEST TO COUNCIL:**

We respectfully request that the Council:

1. Investigate the current condition and suitability of the road surface on Raymond Avenue, particularly in relation to high-temperature conditions.
2. Take appropriate remedial action to prevent road material from being picked up by vehicle tyres and transferred onto private properties.
3. Repair damage to private property caused by the road surface issue at the expense of Port Stephen's Council.

**ITEM NO. 4**

**FILE NO: 25/301652  
EDRMS NO: PSC2015-01492**

**AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES - 9 OCTOBER 2025**

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

**BACKGROUND**

The purpose of this report is to provide the minutes of the Audit, Risk and Improvement Committee (ARIC) meeting held on 9 October 2025 to Council.

In accordance with the Office of Local Government Risk Management and Internal Audit for Local Government in NSW Guidelines, the ARIC minutes are be provided to the governing body of Council.

**ATTACHMENTS**

- 1) Audit, Risk and Improvement Committee Minutes - 9 October 2025.

**COUNCILLORS' ROOM/DASHBOARD**

- 1) A full copy of the ARIC minutes.

**TABLED DOCUMENTS**

Nil.

## **MINUTES – 9 October 2025**



### **PORT STEPHENS COUNCIL**

Minutes of the Audit, Risk and Improvement Committee of Port Stephens Council held in the Committee Rooms, Raymond Terrace on – 9 October 2025, commencing at 4.07pm.

**PRESENT:**

Chair: Deborah Goodyer.

Members in attendance: Frank Cordingley, Paul Dunn (audio-visual), Deborah Goodyer.

Officers in attendance: Tim Crosdale, General Manager, Greg Kable, Director Facilities & Infrastructure (left the meeting at 5.30pm), Steve Peart (audio-visual), Director Community Futures, Zoe Pattison, Director Corporate Strategy & Support, Glen Peterkin, Finance Section Manager, Tony Wickham, Governance Section Manager, Chris Hilkemeijer, Enterprise Risk Manager.

Guests in attendance: David Hutchinson (audio-visual), PKF, Alex Hardy, Prosperity Advisors, Rhodora De Ramos (audio-visual), Prosperity Advisors, Nicky Rajani, Audit Office of NSW.

Apologies: Cr Jason Wells.

**ITEM 4 - ATTACHMENT 1      AUDIT, RISK AND IMPROVEMENT COMMITTEE  
MINUTES - 9 OCTOBER 2025.**

**MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 9 OCTOBER 2025**

	<p><b>Chair Deborah Goodyer</b> <b>Member Frank Cordingley</b></p> <p>That the Minutes of the Ordinary Meeting of Port Stephens Council Audit Risk and Improvement Committee held on 24 July 2025 be confirmed.</p>
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	<p>There were no Declaration of Interest received.</p>
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**MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 9 OCTOBER 2025**

**INDEX**

<u>SUBJECT</u>	<u>PAGE NO</u>
1. WELCOME.	
2. APOLOGIES.	
3. CONFLICT OF INTEREST DECLARATIONS.	
4. MINUTES – 24 JULY 2025.	
4a. GENERAL MANAGER’S UPDATE.	
<b>ARIC WORKPLAN AND ACTIONS ARISING .....</b>	<b>7</b>
5.1. AUDIT, RISK AND IMPROVEMENT COMMITTEE AND INTERNAL AUDIT ANNUAL PERFORMANCE REPORT .....	8
5.2. INTERNAL AUDIT AND RISK MANAGEMENT ATTESTATION STATEMENT FOR 2024 TO 2025 .....	9
5.3. ARIC WORKPLAN AND ACTIONS ARISING FROM THE PREVIOUS MEETING.....	10
<b>INTERNAL AUDIT .....</b>	<b>11</b>
6.1. QUALITY ASSESSMENT IMPROVEMENT UPDATE .....	12
6.2. INTERNAL AUDIT REPORTS .....	13
6.3. INTERNAL AUDIT FINDINGS UPDATE .....	14
6.4. ANNUAL INTERNAL AUDIT AND STRATEGIC PLAN 2026-2029 WORKPLANS .....	15
<b>EXTERNAL AUDIT/FINANCE UPDATE.....</b>	<b>16</b>
7.1. FINANCIAL STATEMENTS .....	17
<b>RISK MANAGEMENT UPDATE REPORT .....</b>	<b>18</b>
8.1. RISK MANAGEMENT FRAMEWORK - INTERNAL ASSESSMENT 2025 .....	19
8.2. RISK MANAGEMENT UPDATE.....	20
<b>GOVERNANCE AND COMPLIANCE UPDATE .....</b>	<b>21</b>
9.1. GOVERNANCE REPORT .....	22
<b>ICT AND CYBER SECURITY UPDATE.....</b>	<b>23</b>
10.1. ICT AND CYBER SECURITY UPDATE .....	24
<b>INTEGRATED PLANNING AND REPORTING.....</b>	<b>25</b>
11.1. INTEGRATED PLANNING AND REPORTING .....	26

**ITEM 4 - ATTACHMENT 1      AUDIT, RISK AND IMPROVEMENT COMMITTEE  
MINUTES - 9 OCTOBER 2025.**

**MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 9 OCTOBER 2025**

**SERVICE REVIEW AND BUSINESS IMPROVEMENT UPDATE..... 27**

12.1. SERVICE REVIEW PROGRAM AND CONTINUOUS IMPROVEMENT  
UPDATE .....28

**GENERAL BUSINESS ..... 29**

13.1. FUTURE MEETING DATES .....30

# **GENERAL MANAGER'S UPDATE**

**ITEM 4 - ATTACHMENT 1      AUDIT, RISK AND IMPROVEMENT COMMITTEE  
MINUTES - 9 OCTOBER 2025.**

**MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 9 OCTOBER 2025**

The General Manager provided an update on the following topics:

- 1) Natural Disasters – an update was provided on the progress with respect to the disaster recovery experienced in the events during early/mid 2025. Engagement with the NSW Reconstruction Authority has been ongoing and funding opportunities discussed.
- 2) Roads priorities update – conversation are continuing with the elected Council regarding road maintenance and repairs – roads continue to be a key focus for the Council.
- 3) Digital Transition Program –the implementation program is progressing with the switch over to Microsoft 365 underway with proposed completion by the end of 2025 for the first stage.
- 4) Service reviews – Governance Section has recently completed a services review, with a recommendation to recruit an Internal Auditor. The recruitment is in the final stages with the preferred candidate selected.
- 5) Section 355C Committees of Council – a review is to commence of a number of committees in terms of governance arrangements.

# **ARIC WORKPLAN AND ACTIONS ARISING**

**ITEM 4 - ATTACHMENT 1      AUDIT, RISK AND IMPROVEMENT COMMITTEE  
MINUTES - 9 OCTOBER 2025.**

**MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 9 OCTOBER 2025**

ITEM NO. 5.1

FILE NO: 25/214711  
EDRMS NO: PSC2015-01492

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

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

**RECOMMENDATION IS THAT THE COMMITTEE:**

- 1) Approve the Audit, Risk and Improvement Committee and Internal Audit Annual Performance Report – Year ending 30 June 2025 (**ATTACHMENT 1**).
- 2) Provide the Audit, Risk and Improvement Committee and Internal Audit Annual Performance Report – Year ending 30 June 2025 to Council and the Council's Executive Team (**ATTACHMENT 1**).

**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 9 OCTOBER 2025  
MOTION**

	<p><b>Chair Deborah Goodyer</b> <b>Member Frank Cordingley</b></p> <p>The Committee:</p> <ol style="list-style-type: none"><li>1) Approve the Audit, Risk and Improvement Committee and Internal Audit Annual Performance Report – Year ending 30 June 2025 (<b>ATTACHMENT 1</b>).</li><li>2) Provide the Audit, Risk and Improvement Committee and Internal Audit Annual Performance Report – Year ending 30 June 2025 to Council and the Council's Executive Team (<b>ATTACHMENT 1</b>).</li></ol>
--	--

**ITEM 4 - ATTACHMENT 1      AUDIT, RISK AND IMPROVEMENT COMMITTEE  
MINUTES - 9 OCTOBER 2025.**

**MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 9 OCTOBER 2025**

ITEM NO. 5.2

FILE NO: 25/228980  
EDRMS NO: PSC2015-01492

**INTERNAL AUDIT AND RISK MANAGEMENT ATTESTATION STATEMENT FOR  
2024 TO 2025**

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

**RECOMMENDATION IS THAT THE COMMITTEE:**

- 1) Endorse the 2024 to 2025 Internal Audit and Risk Management Attestation Statement.

**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 9 OCTOBER 2025  
MOTION**

	<p><b>Chair Deborah Goodyer</b> <b>Member Frank Cordingley</b></p> <p>The Committee endorse the 2024 to 2025 Internal Audit and Risk Management Attestation Statement.</p>
--	--

**ITEM 4 - ATTACHMENT 1      AUDIT, RISK AND IMPROVEMENT COMMITTEE  
MINUTES - 9 OCTOBER 2025.**

**MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 9 OCTOBER 2025**

**ITEM NO. 5.3**

**FILE NO: 25/229049  
EDRMS NO: PSC2015-01492**

**ARIC WORKPLAN AND ACTIONS ARISING FROM THE PREVIOUS MEETING**

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

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**RECOMMENDATION IS THAT THE COMMITTEE:**

- 1) Note there are no outstanding Audit, Risk and Improvement Committee Workplan actions or actions arising from the previous meeting.

---

**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 9 OCTOBER 2025  
MOTION**

	<p><b>Chair Deborah Goodyer Member Paul Dunn</b></p> <p>The Committee note there are no outstanding Audit, Risk and Improvement Committee Workplan actions or actions arising from the previous meeting.</p>
--	--

# **INTERNAL AUDIT**

**ITEM 4 - ATTACHMENT 1      AUDIT, RISK AND IMPROVEMENT COMMITTEE  
MINUTES - 9 OCTOBER 2025.**

**MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 9 OCTOBER 2025**

ITEM NO. 6.1

FILE NO: 25/229045  
EDRMS NO: PSC2015-01492

**QUALITY ASSESSMENT IMPROVEMENT UPDATE**

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

**RECOMMENDATION IS THAT THE COMMITTEE:**

- 1) Receive and note the status report of the External Quality Assessment Improvement Roadmap at (**ATTACHMENT 1**).

**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 9 OCTOBER 2025  
MOTION**

**Chair Deborah Goodyer  
Member Frank Cordingley**

The Committee receive and note the status report of the External Quality Assessment Improvement Roadmap at (**ATTACHMENT 1**).

**ITEM 4 - ATTACHMENT 1      AUDIT, RISK AND IMPROVEMENT COMMITTEE  
MINUTES - 9 OCTOBER 2025.**

**MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 9 OCTOBER 2025**

ITEM NO. 6.2

FILE NO: 25/229047  
EDRMS NO: PSC2015-03053

**INTERNAL AUDIT REPORTS**

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

---

**RECOMMENDATION IS THAT THE COMMITTEE:**

- 1) Receive and note the planned internal audits for 2025 to 2026.
- 

**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 9 OCTOBER 2025  
MOTION**

	<p><b>Chair Deborah Goodyer</b> <b>Member Paul Dunn</b></p>
--	---

The Committee:

- 1) Receive and note the planned internal audits for 2025 to 2026.
- 2) Note the deferral of the Long term financial plan and sustainability internal audit, as the Audit Office will conduct a performance audit as part of their annual plan.
- 3) The 2025 to 2026 Audit program be further discussed at the next ARIC meeting.

**ITEM 4 - ATTACHMENT 1      AUDIT, RISK AND IMPROVEMENT COMMITTEE  
MINUTES - 9 OCTOBER 2025.**

**MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 9 OCTOBER 2025**

ITEM NO. 6.3

FILE NO: 25/229056  
EDRMS NO: PSC2015-03053

**INTERNAL AUDIT FINDINGS UPDATE**

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

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**RECOMMENDATION IS THAT THE COMMITTEE:**

- 1) Receive and note the Internal Audit Findings update.
- 

**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 9 OCTOBER 2025  
MOTION**

	<p><b>Chair Deborah Goodyer</b> <b>Member Paul Dunn</b></p> <p>The Committee receive and note the Internal Audit Findings update.</p>
--	---

**ITEM 4 - ATTACHMENT 1      AUDIT, RISK AND IMPROVEMENT COMMITTEE  
MINUTES - 9 OCTOBER 2025.**

**MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 9 OCTOBER 2025**

ITEM NO. 6.4

FILE NO: 25/252143  
EDRMS NO: PSC2021-03053

**ANNUAL INTERNAL AUDIT AND STRATEGIC PLAN 2026-2029 WORKPLANS**

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

**RECOMMENDATION IS THAT THE COMMITTEE:**

- 1) Endorse the 2026 Internal Audit Plan and the 4 year Strategic Internal Audit work plan.
- 2) Receive and note the Key Performance Indicators.

**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 9 OCTOBER 2025  
MOTION**

	<p><b>Chair Deborah Goodyer</b> <b>Member Paul Dunn</b></p> <p>The Committee:</p> <ol style="list-style-type: none"><li>1) Endorse the 2026 Internal Audit Plan and the 4 year Strategic Internal Audit work plan.</li><li>2) Receive and note the Key Performance Indicators.</li><li>3) The Internal Audit Plan and the 4 year Strategic Internal Audit work plan to be included on each quarter meeting of the Committee as a standing item.</li></ol>
--	---

**Note:** A response to the consultation approach in the development of the internal audit plan was provided to the Committee. Further information is available within the plan.

# **EXTERNAL AUDIT/FINANCE UPDATE**

**ITEM 4 - ATTACHMENT 1      AUDIT, RISK AND IMPROVEMENT COMMITTEE  
MINUTES - 9 OCTOBER 2025.**

**MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 9 OCTOBER 2025**

ITEM NO. 7.1

FILE NO: 25/231228  
EDRMS NO: PSC2015-01492

**FINANCIAL STATEMENTS**

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

**RECOMMENDATION IS THAT THE COMMITTEE:**

- 1) Endorse the draft Financial Statements for the financial year ended 30 June 2025 (**ATTACHMENT 1**).
- 2) Endorse the Special Schedules for the financial year ended 30 June 2025 (**ATTACHMENT 2**).
- 3) Receive and note the Audit Engagement Closing Report from the NSW Auditor General (**TABLED DOCUMENT**).

**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 9 OCTOBER 2025  
MOTION**

	<p><b>Chair Deborah Goodyer</b> <b>Member Paul Dunn</b></p> <p>The Committee:</p> <ol style="list-style-type: none"><li>1) Endorse the draft Financial Statements for the financial year ended 30 June 2025 (<b>ATTACHMENT 1</b>).</li><li>2) Endorse the Special Schedules for the financial year ended 30 June 2025 (<b>ATTACHMENT 2</b>).</li><li>3) Receive and note the Audit Engagement Closing Report from the NSW Auditor General (<b>TABLED DOCUMENT</b>).</li></ol>
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**Note:** – The Committee thanked the management and finance teams for the effort in preparing the end of year statements.

# **RISK MANAGEMENT UPDATE REPORT**

**ITEM 4 - ATTACHMENT 1      AUDIT, RISK AND IMPROVEMENT COMMITTEE  
MINUTES - 9 OCTOBER 2025.**

**MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 9 OCTOBER 2025**

ITEM NO. 8.1

FILE NO: 25/252825  
EDRMS NO: PSC2015-01492

**RISK MANAGEMENT FRAMEWORK - INTERNAL ASSESSMENT 2025**

REPORT OF:    CHRIS HILKEMEIJER - ENTERPRISE RISK MANAGER  
DIRECTORATE: GENERAL MANAGER'S OFFICE

---

**RECOMMENDATION IS THAT THE COMMITTEE:**

- 1) Receive and note the internal assessment of the Risk Management Framework 2025.
- 

**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 9 OCTOBER 2025  
MOTION**

	<p><b>Chair Deborah Goodyer</b> <b>Member Paul Dunn</b></p> <p>The Committee receive and note the internal assessment of the Risk Management Framework 2025.</p>
--	--

**ITEM 4 - ATTACHMENT 1      AUDIT, RISK AND IMPROVEMENT COMMITTEE  
MINUTES - 9 OCTOBER 2025.**

**MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 9 OCTOBER 2025**

ITEM NO. 8.2

FILE NO: 25/260316  
EDRMS NO: PSC2015-01492

**RISK MANAGEMENT UPDATE**

REPORT OF:    CHRIS HILKEMEIJER - ENTERPRISE RISK MANAGER  
DIRECTORATE: GENERAL MANAGER'S OFFICE

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**RECOMMENDATION IS THAT THE COMMITTEE:**

- 1) Receive and note the Risk Management update.
- 

**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 9 OCTOBER 2025  
MOTION**

	<p><b>Chair Deborah Goodyer</b> <b>Member Paul Dunn</b></p> <p>The Committee receive and note the Risk Management update.</p>
--	---

# **GOVERNANCE AND COMPLIANCE UPDATE**

**ITEM 4 - ATTACHMENT 1      AUDIT, RISK AND IMPROVEMENT COMMITTEE  
MINUTES - 9 OCTOBER 2025.**

**MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 9 OCTOBER 2025**

ITEM NO. 9.1

FILE NO: 25/229019  
EDRMS NO: PSC2024-01598

**GOVERNANCE REPORT**

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

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**RECOMMENDATION IS THAT THE COMMITTEE:**

- 1) Receive and note the report.
- 

**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 9 OCTOBER 2025  
MOTION**

	<p><b>Chair Deborah Goodyer</b> <b>Member Frank Cordingley</b></p> <p>The Committee receive and note the report.</p>
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# **ICT AND CYBER SECURITY UPDATE**



# **INTEGRATED PLANNING AND REPORTING**

**ITEM 4 - ATTACHMENT 1      AUDIT, RISK AND IMPROVEMENT COMMITTEE  
MINUTES - 9 OCTOBER 2025.**

**AUDIT RISK AND IMPROVEMENT COMMITTEE – 9 OCTOBER 2025**

ITEM NO. 11.1

FILE NO: 25/252561  
EDRMS NO: PSC2015-01492

**INTEGRATED PLANNING AND REPORTING**

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

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**RECOMMENDATION IS THAT THE COMMITTEE:**

- 1) Receive and note the contents of this report.
- 

**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 9 OCTOBER 2025  
MOTION**

	<p><b>Chair Deborah Goodyer</b> <b>Member Paul Dunn</b></p> <p>The Committee receive and note the contents of this report.</p>
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# **SERVICE REVIEW AND BUSINESS IMPROVEMENT UPDATE**



# **GENERAL BUSINESS**

**ITEM 4 - ATTACHMENT 1      AUDIT, RISK AND IMPROVEMENT COMMITTEE  
MINUTES - 9 OCTOBER 2025.**

**MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 9 OCTOBER 2025**

ITEM NO. 13.1

FILE NO: 25/234592  
EDRMS NO: PSC2015-01492

**FUTURE MEETING DATES**

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

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**RECOMMENDATION IS THAT THE COMMITTEE:**

- 1) Note future meeting dates outlined in this report.
- 

**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 9 OCTOBER 2025  
MOTION**

	<p><b>Chair Deborah Goodyer</b> <b>Member Paul Dunn</b></p> <p>The Committee note future meeting dates outlined in this report.</p>
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There being no further business the meeting closed at 5.50pm.

**ITEM NO. 5**

**FILE NO: 26/44887  
EDRMS NO: PSC2025-01083**

**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:

- Strategic Planning Officer PSC1152.
- Senior Development Planner PSC078.
- Ranger – PSC1326.
- Natural Systems Coordinator PSC023.
- Public Domain and Services Section Manager PSC734.

**ATTACHMENTS**

Nil.

**COUNCILLORS' ROOM/DASHBOARD**

Nil.

**TABLED DOCUMENTS**

- 1) Designated Persons' Return.

**ITEM NO. 6**

**FILE NO: 26/65562  
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.

**MAYOR AND GENERAL MANAGER DELEGATION REPORT**

<b>Date exercised</b>	<b>Delegations exercised</b>	<b>Purpose</b>	<b>Role exercising delegation</b>	<b>Reported to Council</b>
11 March 2026	Clause 178 of the Local Government (General) Regulation 2021	T035-2025-26 - Hutcheson Avenue Drainage Decommission and Construction.	General Manager	28 April 2026
16 March 2026	Clause 178 of the Local Government (General) Regulation 2021	RFQ052-2025-26 - Supply of One x Truck Cab Chassis to include attachment of AH Peters Tipping Body.	General Manager	28 April 2026

**ITEM NO. 7**

**FILE NO: 26/65560  
EDRMS NO: PSC2017-00106**

**COUNCIL RESOLUTIONS**

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

**BACKGROUND**

The purpose of this report is to inform the Mayor and Councillors of the status of all matters to be dealt with arising out of the proceedings of previous meetings of the Council in accordance with the Code of Meeting Practice.

**ATTACHMENTS**

- 1) Community Futures resolutions.
- 2) Corporate Strategy and Support resolutions.
- 3) Facilities and Infrastructure resolutions.
- 4) General Manager's Office resolutions.

**COUNCILLORS' ROOM/DASHBOARD**

Nil.

**TABLED DOCUMENTS**

Nil.

**ITEM 7 - ATTACHMENT 1 COMMUNITY FUTURES RESOLUTIONS.**



<b>Action Sheets Report</b>	<b>Division:</b> Community Futures	<b>Date From:</b> 22/08/2023
	<b>Committee:</b>	<b>Date To:</b> 25/03/2026
	<b>Officer:</b>	<b>Printed:</b> Wednesday, 25 March 2026

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 24/03/2026	Livens, Emily	Tomaree Headland Shuttle Bus Trial	28/07/2026	25/03/2026	
2		Pear, Steven				26/87151
<b>25 Mar 2026</b> Coordinate workshops with relevant stakeholders. Key outcomes to be reported back to Council.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 24/03/2026	Lamont, Brock	E-Scooters and E-Bikes	26/05/2026	25/03/2026	
1		Pear, Steven				26/87151
<b>25 Mar 2026</b> Currently drafting letters to be sent to NSW Minister for Transport, Member for Port Stephens and the Superintendent of Port Stephens Police District						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 24/03/2026	Livens, Emily	Peak Season in Port Stephens	28/07/2026	25/03/2026	
2		Pear, Steven				26/87151
<b>25 Mar 2026</b> Coordinate workshops with relevant stakeholders. Key outcomes to be reported back to Council.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 9/12/2025	Lamont, Brock	Draft Medowie Town Centre Masterplan	28/07/2026	10/12/2025	
4		Pear, Steven				25/342831
<b>25 Mar 2026</b> Council report is being prepared and will be reported to Council.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 22/08/2023	Lamont, Brock	Raymond Terrace Gateway Site Masterplan	31/12/2026		
1		Pear, Steven				23/214729
193						
<b>25 Mar 2026</b> Council will prepare a Masterplan for part of the Gateway site in Raymond Terrace.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 28/10/2025	Lamont, Brock	Planning Proposal - 19 Gan Gan Road, Anna Bay	29/05/2026	29/10/2025	
2		Pear, Steven				25/300809
<b>25 Mar 2026</b> The community workshop and public exhibition are being prepared by staff as per the Council resolution. The community workshop was held on 26 February 2026. The planning proposal is on Pre-Gateway exhibition from 23 February 2026 to 7 April 2026.						

**ITEM 7 - ATTACHMENT 1 COMMUNITY FUTURES RESOLUTIONS.**



<b>Action Sheets Report</b>	<b>Division:</b> Community Futures	<b>Date From:</b> 22/08/2023
	<b>Committee:</b>	<b>Date To:</b> 25/03/2026
	<b>Officer:</b>	<b>Printed:</b> Wednesday, 25 March 2026

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 9/12/2025	Lamont, Brock	Planning Proposal - 339 Tarean Road, Karuah	28/05/2026	10/12/2025	
2		Pearl, Steven				25/342831
<b>25 Mar 2026</b>						
Further information has been received from the applicant and is under assessment.						

**ITEM 7 - ATTACHMENT 2 CORPORATE STRATEGY AND SUPPORT RESOLUTIONS.**



<b>Action Sheets Report</b>	<b>Division:</b> Corporate Strategy and Support	<b>Date From:</b> 11/04/2023
	<b>Committee:</b>	<b>Date To:</b> 25/03/2026
	<b>Officer:</b>	<b>Printed: Wednesday, 25 March 2026</b>

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 24/03/2026	Peterkin, Glen	Matter Arising - 24 March 2026 - Min. No. 034 - Item 5: Draft IP&R Documents & Fees & Charges - General Manager to convene a Councillor Workshop to allow Councillors to explore options to levy extractive industry.	31/12/2026		
034		Pattison, Zoe				
<b>25 Mar 2026</b> Staff to prepare as per Council resolution.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 24/03/2026	Pattison, Zoe	Draft Integrated Planning and Reporting Documents and Fees and Charges	31/05/2026	25/03/2026	
5 032		Pattison, Zoe				26/87151
<b>25 Mar 2026</b> Placed on public exhibition.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 24/03/2026	Pattison, Zoe	Proposed Sale of Land - Raymond Terrace	31/07/2026	25/03/2026	
1		Pattison, Zoe				26/87151
<b>25 Mar 2026</b> As per Council resolution, report deferred.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 11/04/2023	Pattison, Zoe	22 Homestead Street, Salamander Bay	31/12/2026	12/04/2023	
5 088		Pattison, Zoe				23/92450
<b>25 Mar 2026</b> 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.						

**ITEM 7 - ATTACHMENT 2 CORPORATE STRATEGY AND SUPPORT RESOLUTIONS.**



<b>Action Sheets Report</b>	<b>Division:</b> Corporate Strategy and Support	<b>Date From:</b> 11/04/2023
	<b>Committee:</b>	<b>Date To:</b> 25/03/2026
	<b>Officer:</b>	<b>Printed: Wednesday, 25 March 2026</b>

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 24/06/2025	Pattison, Zoe	112 Adelaide Street and 18A Sturgeon Street, Raymond Terrace	30/06/2026	25/06/2025	
1		Pattison, Zoe				25/159107
<b>25 Mar 2026</b>						
It was resolved that Council progresses with Option 2 outlined in the confidential business paper. Expression of Interest will go on the market.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 24/02/2026	Donaldson, Cameron	Packaging and Plastics Scheme	31/04/2026	25/02/2026	
1		Pattison, Zoe				26/56178
022						
<b>25 Mar 2026</b>						
Staff to prepare letter as per Council resolution.						

**ITEM 7 - ATTACHMENT 3 FACILITIES AND INFRASTRUCTURE RESOLUTIONS.**



**Division:** Facilities and Infrastructure **Date From:** 27/08/2013  
**Committee:** **Date To:** 25/03/2026  
**Officer:** **Printed:** Wednesday, 25 March 2026

**Action Sheets Report**

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 9/12/2025	Maretich, John	Tomaree Sports Complex Masterplan	31/05/2026	10/12/2025	
6		Kable, Gregory				25/342831
<b>25 Mar 2026</b>						
Public exhibition period now closed and responses being collated. Necessary amendments will be made and requested to go to the 26 May 2026 Council meeting for adoption.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 26/08/2025	Maretich, John	Acquisition of Part 79 Brandy Hill Drive, Brandy Hill for the Brandy Hill Shared Pathway	30/04/2026	27/08/2025	
1		Kable, Gregory				25/231579
<b>25 Mar 2026</b>						
Awaiting settlement statement to confirm amount to be transferred for settlement.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 22/07/2025	Maretich, John	Review and Strategic Planning for Dog Recreation Areas in Port Stephens	31/12/2026		
2		Kable, Gregory				25/191415
<b>25 Mar 2026</b>						
Staff will review the existing dog parks and off-leash areas in accordance with the resolutions. This review will be finalised in 2026 and a report will be prepared for Council. The next revision of the Strategic Assets Management Plan (SAMP) will be modified to incorporate dog parks.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 24/02/2026	Maretich, John	Policy Review - Flood Risk Management Policy	30/05/2026	25/02/2026	
3 017		Kable, Gregory				26/56178
<b>25 Mar 2026</b>						
Public exhibition for this policy with the inclusion of items 5.3, 5.7 and 5.8 has been completed. A report is being prepared for Council.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/02/2026	Maretich, John	2026 Koori Knockout Event	31/08/2026	11/02/2026	
1 004		Kable, Gregory				26/41065
<b>25 Mar 2026</b>						
Staff will work through the items listed in the resolution.						

**ITEM 7 - ATTACHMENT 3 FACILITIES AND INFRASTRUCTURE RESOLUTIONS.**



**Division:** Facilities and Infrastructure **Date From:** 27/08/2013  
**Committee:** **Date To:** 25/03/2026  
**Officer:**  
**Printed:** Wednesday, 25 March 2026

**Action Sheets Report**

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 9/12/2025	Maretich, John	Roads Futures Strategy	30/06/2026	10/12/2025	
1		Kable, Gregory				25/342831
<b>25 Mar 2026</b> Staff to prepare report for Council.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 24/06/2025	Maretich, John	Medowie Drainage	31/07/2026	25/06/2025	
1		Kable, Gregory				25/159107
<b>25 Mar 2026</b> Staff are preparing a report following the recent external expression of interest to engage a consultant.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 28/05/2024	Maretich, John	Bus Stop Infrastructure Plan	31/05/2026	29/05/2024	
1		Kable, Gregory				24/131056
<b>25 Mar 2026</b> Council Engineers will continue development of the Bus Shelter Infrastructure Plan. Future Country Passenger Transport Infrastructure Grants Scheme (CPTIGS) funding is expected to aid in the plan's completion within the next financial year.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 28/11/2023	Maretich, John	Sale of closed roads in Raymond Terrace	30/06/2026	29/11/2023	
1		Kable, Gregory				23/324875
<b>25 Mar 2026</b> 1 road has been sold and settled, 1 road is under contract and the remaining road is undergoing road closure survey plan.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 27/08/2013	Maretich, John	Campvale Drain	31/12/2026		
243		Kable, Gregory				
<b>25 Mar 2026</b> This long term action will form part of the discussion with Hunter Water Corporation.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 10/06/2025	Maretich, John	MATTER ARISING - Min No. 131 - NOM 1 - Trial of Tomaree Shuttle Bus	31/12/2026		
131		Kable, Gregory				
<b>25 Mar 2026</b> Staff are continuing to prepare report with ongoing consultations.						

**ITEM 7 - ATTACHMENT 3 FACILITIES AND INFRASTRUCTURE RESOLUTIONS.**



**Division:** Facilities and Infrastructure **Date From:** 27/08/2013  
**Committee:** **Date To:** 25/03/2026  
**Officer:** **Printed:** Wednesday, 25 March 2026

**Action Sheets Report**

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/06/2025	Kable, Gregory	Port Stephens Roads Acceleration Program Expanded Funding Strategy	31/12/2026	11/06/2025	
4 115		Kable, Gregory				25/148178
<b>25 Mar 2026</b>						
As resolved, strategy for funding of the RAP program will be pursued over the next 18 months.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 23/07/2024	Maretich, John	Raymond Terrace Boat Ramp	31/12/2026	24/07/2024	
6		Kable, Gregory				24/189773
<b>25 Mar 2026</b>						
A workshop has been scheduled to discuss the proposed works.						

**ITEM 7 - ATTACHMENT 4 GENERAL MANAGER'S OFFICE RESOLUTIONS.**



**Division:** General Manager's Office  
**Committee:** Ordinary Council  
**Officer:**  
**Date From:** 23/09/2025  
**Date To:** 25/03/2026  
**Printed:** Wednesday, 25 March 2026  
**Action Sheets Report**

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 28/10/2025	Wickham, Tony	General Manager's delegations	30/05/2026	29/10/2025	
1		Crosdale, Timothy				25/300809
<b>25 Mar 2026</b>						
Resolution is progressing.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 23/09/2025	Wickham, Tony	Proposal to Alter the Port Stephens Local Government Boundaries	30/05/2026	24/09/2025	
9		Crosdale, Timothy				25/263649
<b>25 Mar 2026</b>						
Report to Council will be included in the business paper for 26 May 2026.						

# QUESTIONS ON NOTICE

**ITEM NO. 1**

**FILE NO: 26/90050  
EDRMS NO: PSC2021-04203**

**QUESTIONS ON NOTICE / QUESTIONS WITH NOTICE**

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

**RECOMMENDATION IS THAT COUNCIL:**

- 1) Receives and notes the information provided in response to Questions on Notice / Questions with Notice.

**ORDINARY COUNCIL MEETING - 28 APRIL 2026  
MOTION**

<b>059</b>	<b>Councillor Mark Watson Councillor Jason Wells</b>  It was resolved that Council receives and notes the information provided in response to Questions on Notice / Questions with Notice.
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Those for the Motion: Mayor Leah Anderson, Crs Rosalyn Armstrong, Giacomo Arnott, Chris Doohan, Nathan Errington, Peter Francis, Paul Le Mottee, Mark Watson and Jason Wells.

Those against the Motion: Nil.

The motion was carried.

**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.

<b>Item:</b>	Information Item No. 3 – 24 March 2026 – Delegations Report
<b>Councillor:</b>	Giacomo Arnott
<b>Date Received:</b>	24 March 2026
<b>Question with Notice:</b>	What is the proposed use of the new electric truck purchase?

**MINUTES ORDINARY COUNCIL - 28 APRIL 2026**

<b>Response:</b>	The new electric truck will be used by the Waste Team for public place cleaning and for the intermittent picking up of public bins during peak periods.
<b>Item:</b>	Council Resolutions
<b>Councillor:</b>	Rosalyn Armstrong
<b>Date Received:</b>	24 March 2026
<b>Question with Notice:</b>	Concerns raised that the Matter Arising from the Notice of Motion No.1 of 10 June 2025 was omitted from the Council Resolutions and requested that it be included in the next business paper.
<b>Response:</b>	This omission resulted from a report generation issue. The Matter Arising is included in the Council Resolutions in this business paper.
<b>Item:</b>	Fees and Charges for 2026 to 2027
<b>Councillor:</b>	Mark Watson
<b>Date Received:</b>	24 March 2026
<b>Question with Notice:</b>	What is the modelling used to determine fee increases in the Fees and Charges, in particular the fees and charges relating to commercial operators.
<b>Response:</b>	<p>Council is required to review the Fees and Charges on an annual basis. Any statutory items are updated as required. All other items are modelled by applying forecasted inflation rates to the current fee structure as well as considering industry and market benchmark data where appropriate.</p> <p>The fee structure for Commercial Operators on land and water has been revised to rebalance cost recovery by reducing upfront administration fees, while increasing annual licence fees to better reflect the ongoing costs to Council, including CPI impacts.</p> <p>Additionally, mobile food vendor licence fees have been restructured into a new 4-tiered system. Under this approach, Category 3 &amp; Category 2 fees for 2027 are lower than the current rate. Category 1 has been aligned with market pricing benchmarks observed across neighbouring Councils and our premier sites consisting of Holiday Parks, and heavily utilised locations have been increased due to demand and lack of supply.</p> <p>A detailed response on all fees, that have increased by greater than 5%, will be provided to Council when the Fees and Charges returns from public exhibition.</p>

**ATTACHMENTS**

Nil.

**COUNCILLORS' ROOM/DASHBOARD**

Nil.

**TABLED DOCUMENTS**

Nil.

# CONFIDENTIAL ITEMS

In accordance with Section 10A, of the Local Government Act 1993, Council can close part of a meeting to the public to consider matters involving personnel, personal ratepayer hardship, commercial information, nature and location of a place or item of Aboriginal significance on community land, matters affecting the security of council, councillors, staff or council property and matters that could be prejudice to the maintenance of law.

Further information on any item that is listed for consideration as a confidential item can be sought by contacting Council.

## ORDINARY COUNCIL MEETING – 28 APRIL 2026 MOTION

<b>060</b>	<b>Councillor Chris Doohan</b> <b>Councillor Nathan Errington</b>  It was resolved that Council move into confidential session.
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Those for the Motion: Mayor Leah Anderson, Crs Rosalyn Armstrong, Giacomo Arnott, Chris Doohan, Nathan Errington, Peter Francis, Paul Le Mottee, Mark Watson and Jason Wells.

Those against the Motion: Nil.

The motion was carried.

**CONFIDENTIAL****ITEM NO. 1****FILE NO: 26/50736  
EDRMS NO: PSC2022-01786-0025****PURCHASE OF LAND - SALAMANDER BAY****REPORT OF: GLEN PETERKIN - FINANCIAL SERVICES SECTION MANAGER  
DIRECTORATE: CORPORATE STRATEGY AND SUPPORT****ORDINARY COUNCIL MEETING - 28 APRIL 2026****MOTION**

<b>061</b>	<b>Councillor Chris Doohan Councillor Nathan Errington</b>  It was resolved that Council:  <ol style="list-style-type: none"><li>1) Authorise the purchase of land on the confidential terms and conditions set out in the body of this report.</li><li>2) Authorise the General Manager to negotiate variations to contract conditions, as required, excluding the purchase price outside of the upper range identified in the body of this report.</li><li>3) Authorise the Mayor and General Manager to sign all documents necessary to complete the purchase as Council's authorised representatives.</li></ol>
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Cr Giacomo Arnott requested the inclusion of the word 'upper' in point 2 of the motion, which was accepted.

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

Those against the Motion: Nil.

The motion was carried.

**CONFIDENTIAL**

**ITEM NO. 2**

**FILE NO: 26/90424  
EDRMS NO: PSC2021-00699-003**

**PROPOSED SALE OF LAND - RAYMOND TERRACE**

REPORT OF: ZOE PATTISON - DIRECTOR CORPORATE STRATEGY AND SUPPORT

DIRECTORATE: CORPORATE STRATEGY AND SUPPORT

**ORDINARY COUNCIL MEETING - 28 APRIL 2026  
MOTION**

<b>062</b>	<p><b>Councillor Giacomo Arnott Councillor Mark Watson</b></p> <p>It was resolved that Council:</p> <ol style="list-style-type: none"><li>1) Authorise the sale of Council owned operational land as outlined in the confidential terms and conditions of this report, subject to the registration of the easement.</li><li>2) Authorise the General Manager to negotiate variations to contract conditions as required, excluding a sale price below the minimum amount identified in the body of this report.</li><li>3) Agree to direct the proceeds of sale to West Ward projects to be determined by Council.</li><li>4) Authorise the General Manager and the Mayor to sign all documents required to complete the sale as Council's authorised representatives.</li></ol>
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Cr Giacomo Arnott requested changes to point 1 to include the wording "subject to the registration of the easement" and point 3 be amended to direct the proceeds to West Wards projects, which were accepted.

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

Those against the Motion: Nil.

The motion was carried.

**ORDINARY COUNCIL MEETING – 28 APRIL 2026  
MOTION**

<b>063</b>	<b>Councillor Jason Wells Councillor Nathan Errington</b>  It was resolved that Council move out of confidential session.
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Those for the Motion: Mayor Leah Anderson, Crs Rosalyn Armstrong, Giacomo Arnott, Chris Doohan, Nathan Errington, Peter Francis, Paul Le Mottee, Mark Watson and Jason Wells.

Those against the Motion: Nil.

The motion was carried.

There being no further business the meeting closed at 6:56pm.