

**ITEM 5 - ATTACHMENT 2      RESOURCING STRATEGY 2026 TO 2036.**

- Standards and Guidelines for Australian Public Libraries, Australian Library and Information Association, 2021
- WHS Legislation, Standards and Regulations

Current Level of Service

The current provision of libraries in Port Stephens is generally appropriate. Port Stephens Council's library network comprises of two branch libraries (Raymond Terrace which services the western area of the LGA and Tomaree which services the eastern area of the LGA) and two library lounges (Mobile Library which visits 13 locations throughout the LGA and Tilligerry Library which is a volunteer run community library).

Port Stephens currently forms part of a Regional Library Group, which consists of three partnering councils – Newcastle, Dungog and Port Stephens. Membership of this co-operative is based on a supportive relationship between the participating councils who believe that this delivery model provides a benefit to the community that is far greater than that which delivering services alone could achieve.

Desired Level of Service

Council has a desired provision of one branch library for every 30,000 people and one library lounge for every 10,000 people.

The recommended standards of provision for branch libraries and library lounges are not considered to be independent. For example, a region with three branch libraries and two library lounges would be considered to have sufficient provision for a population of 80,000 [(2 x 30,000) + (2 x 10,000)] rather than requiring four branch libraries as well as eight library lounges. As such, a mix of branch libraries and library lounges considered appropriate for servicing the population.

Standards

Benchmarking of provisions in councils with similar attributes to Port Stephens has taken place. Two comparative Lower Hunter Councils have been provided who are best fit considering the local context. Benchmarking standards are shown in the table below:

<b>Benchmarking - Libraries</b>		
<b>Council</b>	<b>Provision</b>	<b>Year</b>
<b>Branch Library</b>		
Port Stephens Council	One branch library for every 30,000 people	2024
Cessnock City Council	One branch library for every 33,795 people	2023
Singleton Council	One branch library for every 25,332 people	2023
<b>Library Lounge</b>		
Port Stephens Council	1 small library branch for every 10,000 people	2024
Lake Macquarie City Council	One small library branch for every 10,000 people	2011

**FUTURE DEMAND**

Public libraries support the information, education, cultural and recreational needs of local communities. The branches provide a focal point for community activity. They are welcoming spaces, offering opportunities for social interaction and connection. A diverse range of programs to inform, educate and entertain is available, encouraging community participation and creativity. Equitable, unbiased access to information, leisure and technology resources are provided, facilitating independent decision-making, lifelong learning and information literacy.

Key Drivers

Population growth and new development will place additional pressure on library services. Remote populations will continue to be a characteristic of the LGA, which, combined with the ageing of the population will require alternative forms of delivery including mobile and special needs services. This could include the expansion of housebound services and services to residents of aged care and nursing homes, and the provision of electronic services.

Supply versus Standards

Using the provision of one branch library for every 30,000 people and one small library branch for every 10,000 people there will eventually be a shortfall in 2031. Until that time the benchmark indicates an adequate supply; however, the high capital cost and amount of planning involved in the construction of a new library facility means that planning should begin for the construction of new facilities in the medium term to ensure Council continues to meet its provision standards.

Current Supply versus Provision Standard

<b>Current Supply vs Provision Standard - Libraries</b>			
	<b>2024</b>	<b>2031</b>	<b>2041</b>
Projected Population	75,390	82,526	96,076
Benchmark Demand	2.0/2.0	2.0/2.2	3.0/0.6
Existing Supply	2.0/2.0	2.0/2.0	2.0/2.0
Surplus/Shortage	0.0/0.0	0.0/-0.2	-1.0/1.4

Future State

Annual Library Customer Satisfaction Surveys and Annual Council Community Surveys continue to show that the community places a high value on library services. The library is seen as providing an essential service, a safe and neutral space in the community and libraries are viewed as central community hubs. Comments also stress the importance of the library as playing a key role in the development of informed, learning and empowered communities; providing access to education; and access to information and recreation opportunities. The value of the library in bringing people together, particularly through outreach activities was also highlighted.

It is widely acknowledged within the library industry that public libraries throughout the western world face similar challenges: tight budgets; rapid technological change; ageing populations; shortage of qualified staff; and increasingly expensive collection and building maintenance. All this, coupled with high community demand means doing more with less. The challenge for Port Stephens Libraries will be to continue operating an efficient and effective service that is highly valued by the community, within existing resources, and while trying to meet at least the baseline minimum target as set out in the National Public Library Standards. In order to remain current and relevant, reflecting the requirements and aspirations of our community, Port Stephens Library must continue to:

- Provide a cultural hub and focal point for the community
- Be functional and multipurpose, accommodating a range of activities and uses
- Provide easily accessible collections in a range of formats
- Enable user-friendly access to the latest in technology
- Attract a wide range of users providing areas for relaxation, research, leisure and learning
- Remain efficient and effective in the delivery of services
- Maintain and further develop the co-operative approach between all stakeholders to ensure that the changing needs of the community are met

#### **LIFECYCLE MANAGEMENT PLAN**

##### Creation/Acquisition/Augmentation Plan

Demographic analysis indicates that a service point should be provided in Medowie within the next 3-5 years, preferably in close proximity or in co-location with the existing Community Centre.

The Port Stephens Council publication *Medowie Place Plan* states that the population of Medowie is expected to reach 15,000 by 2040. Medowie does not currently have a library branch and the community accesses library services through the Mobile Library or by visiting one of the other branches. A library building of approximately 1,035 square metres would be the minimum recommendation for this population catchment, however a larger library would be required to provide the spaces and services expected in a contemporary library building.

Council is committed to ensuring that community facilities support the growing community in Medowie with appropriate infrastructure in the town centre, including a community and cultural precinct. Libraries are key anchors or place makers in a community and can serve to activate a town centre.

The other major issue to be addressed is the future of the Mobile Library. Due to the expansive nature of the LGA there is a need to retain a Mobile Library service; however, the delivery model may need to be adapted, with an increased focus on meeting special needs in the community. These include services for the aged, persons with a disability, residents of aged care and retirement homes as well as residents in

remote areas in the LGA. The Mobile Library trailer was refurbished in 2023, extending its useful life for approximately 8-10 years. Closer to that time, Council will investigate options for replacing the existing large vehicle with two smaller fixed cabin vehicles to facilitate delivery to special needs, aged and remote customers.

#### Operations/Maintenance Plan

A programmed maintenance schedule is in place for Council's assets. When a fault or breakdown occurs with an asset, reactive maintenance is performed, to allow the asset to perform its intended function. The building structures, fixed plant and equipment all have 10 year lifecycle costs.

#### Condition and Performance Monitoring

Condition inspections are undertaken every two years and are used to assess the management of Library assets. The assessment informs what is required for the assets to be managed in the most cost effective and sustainable manner.

#### Rehabilitation/Renewal/Replacement Plan

Proposed rehabilitation and renewals works are identified in condition rating reports which also inform the timing and implementation of the Libraries Management Program.

### **Mobile Library**

The Mobile Library was replaced in 2009 and continues to provide an outreach service to residents in 13 remote locations across the Port Stephens LGA. The delivery model has been adapted within the past three years with an increased focus on meeting special needs in the community. These include services for the aged, persons with a disability, residents of aged care and retirement homes. The existing refurbished Mobile Library has an estimated lifespan of approximately 8-10 years and is expected to be retained for this period without major capital replacement.

An outreach delivery van was acquired in December 2010 to provide access to locations that the existing articulated vehicle cannot navigate. The delivery van facilitates delivery to special needs clients, and residents of aged care and retirement homes as well as residents of rural and remote areas in the LGA. In 2024 the outreach delivery van was upgraded and replaced with a new Renault EV.

Note: Both the Mobile Library and Outreach Delivery van form part of Council's Fleet Assets.

#### Consolidation/Disposal Plan

This is no plan to consolidate or dispose of these assets in this section. The Mobile Library is managed through fleet assets.

#### Risk Plan

The Library's buildings are insured under Council's public liability insurance policy. Risk is managed through a detailed inspection of all aspects of the buildings

undertaken annually by staff.

Risk Controls - Libraries		
Risk	Control to Mitigate Risk	Residual Risk
There is a risk that components of the building do not meet the current Building Code for mandatory requirements – fire safety, height safety equipment, electrical systems, switchboard rooms, etc.	<ul style="list-style-type: none"> <li>Identify the gaps to bring the buildings up to standard.</li> <li>Cost the works.</li> <li>Prioritise works based on risk.</li> </ul>	High
There is a risk that material containing asbestos may be present in Tilligerry Library that could lead to potential exposure by users.	<ul style="list-style-type: none"> <li>Monitor the condition of the building for the presence of material containing asbestos.</li> <li>Educate users, volunteers and workers about the presence and management of material containing asbestos in buildings.</li> <li>Develop site-specific management plans.</li> </ul>	Medium

Financial/Budget Summary

- Capital

The most recent capital works include air conditioning replacement at Tomaree Library and Community Centre.

- Recurrent/Operational

Funding for reactive and programmed maintenance is allocated in the Public Domain and Services section of Council and works are prioritised on Council's risk matrix. The reactive and programmed maintenance works are programmed through Council asset inspections and the customer request system.

The average recurrent expenditure budget over the last five years has been approximately \$140,000 per annum. Some years have sustained higher expenditures when urgent reactive repairs were required beyond the allowable budget.

Plan Improvement and Monitoring

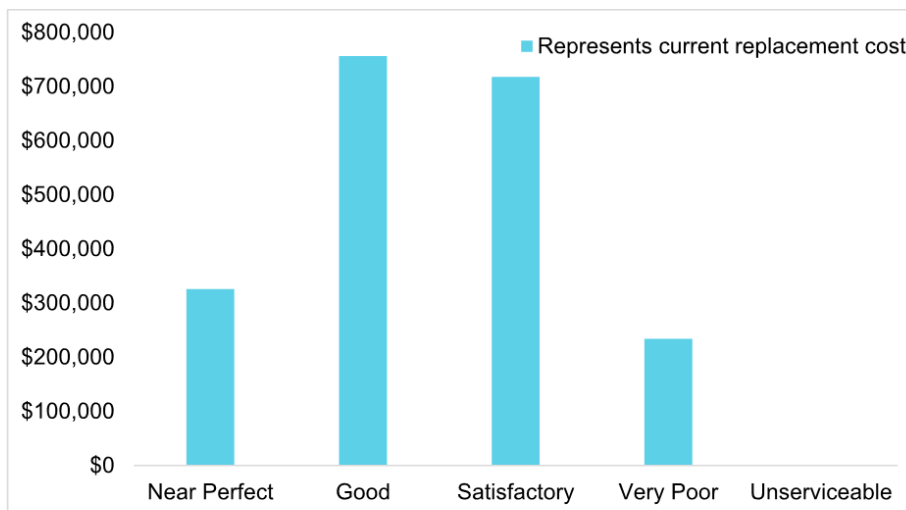
New systems are being developed to improve data on asset management including a greater emphasis on proactive data collection, works and future financial forecast.

Summary

The current model of strategically placed branch libraries at the east and west of the LGA, supported by the Mobile Library, Tilligerry Community Library and membership of the Regional Library Group is robust and will be able to meet the needs for future growth. Due to the spatial spread of population and growth in particular areas, the suburb of Medowie will need a facility such as a small library branch by 2031.

**Libraries Collections**

Asset Holdings	98,000 collection items – including book stock and other Library resources.			
Available Data	<ul style="list-style-type: none"> <li>• Stocktake records, assessment against NSW Living Learning Libraries Standards 2023/2024, Library Collection Development Policy and collection data held in the 'Symphony' Library Management system.</li> <li>• Asset Data: existing collections held at Raymond Terrace, Tomaree and the Mobile Library, collection information stored in the 'Symphony' Library Management system and benchmarking against Living Learning Libraries: Standards and Guidelines for NSW Public Libraries 2020, Australian Library and Information Association: Standards, Guidelines and Outcome Measures for Australian Public Libraries, 2021.</li> </ul>			
Last Condition Survey	A stocktake of the Port Stephens Library collection is due to be undertaken in late 2025/early 2026. An assessment against the NSW Living Learning Library Standards and Guidelines was last conducted in 2023/2024.			
General Assessment of Condition	Condition Rating	% Assets	\$CRC	
	1	Near Perfect	16	\$325,924
	2	Good	37	\$755,994
	3	Satisfactory	35	\$717,533
	4	Very Poor	12	\$234,073
	5	Unserviceable	0	\$0.00
		Total	100	\$2,033,464
Main Findings	The existing Library Collection totals 98,000 items of which 83% are in satisfactory to near perfect condition. However, a 2023/2024 assessment against the Library Standards indicates that while there has been some improvement, Port Stephens Library still falls below the Baseline Standard in four of the six collection categories. While existing items are presently in good condition, an annual capital budget allocation is required to ensure the ongoing quality, relevance and sustainability of the collection.			



**Figure 27: Condition Rating – Library Collection**

**LEVELS OF SERVICE**

Customer Research and Expectations

The Library uses numerous methods to determine community expectations in regard to its collection including – the Collection Development Policy, Annual Customer Satisfaction Survey, customer purchase recommendations, the electronic library management system and direct consultation and feedback. Other methods include the use of the NSW Living Learning Libraries Standards and Guidelines, Standards and Guidelines for Australian Public Libraries, 2021 (ALIA) and benchmarking against comparable Library collections.

As a primary tool, the Collection Development Policy outlines the procedures, rationale and processes in relation to the selection, development and management of the Port Stephens Library Collection. The document is reviewed every two years, as customer needs change, as the collection develops and as new technologies and formats evolve.

The objective of the policy is to facilitate better planning, to communicate collection development processes both internally and externally, to define priorities for collecting areas and to provide a management tool for Library staff.

Current Level of Service:

Level of service relates to the Library Collection and the condition in which it is maintained. Library Services seek to provide the community with a balanced Library Collection, while responding to a broad range of customer needs. In developing its Collection, the Library complies with the NSW Library Act 1939 and the Local Government Act 1993.

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The Collection is evaluated on an ongoing basis and branch librarians monitor the condition, relevance and coverage of library stock. The Library undertakes an ongoing de-selection program to ensure that the Collection is up-to-date, reflects the changing needs of the community, is adequately housed and in good condition.

Desired Level of Service:

The desired level of service is to provide a range of Library services, including an adequate collection that meets the minimum outlined in the NSW Living Learning Libraries: Standards and Guidelines for NSW Public Libraries.

Living Learning Libraries provides information that enables councils and public libraries to compare current performance within a meaningful framework and to ascertain whether Library services are capable of meeting the needs of their communities. In order to achieve this, it is necessary to examine the gap between the current level of service delivery and desired level of service delivery, and availability of funding.

Standards and Legislative Requirements:

Efforts are made to continually maintain the Library collection according to the relevant legislative requirements and to balance this against available budget provisions.

Key Legislation, Acts, Standards, Guidelines and Regulations include:

- NSW Local Government Act 1993
- NSW Library Act 1939
- NSW Library Regulation 2018
- Living Learning Libraries: Standards and Guidelines for NSW Public Libraries, Library Council of NSW 2020
- APLA-ALIA Standards and Guidelines for Australian Public Libraries, 2021
- 'Beyond a Quality Service: Strengthening the Social Fabric. Standards and Guidelines for Australian Public Libraries, 2012. Australian Library and Information Association
- People Places: A Guide for Public Library Buildings in New South Wales, Library Council of NSW 3<sup>rd</sup> edition 2021.

**FUTURE DEMAND**

Demand Forecast:

The key drivers influencing demand for the Library Collection are:

- population growth;
- residential development;
- demographic changes;
- market demand for libraries and community passive indoor/office space;
- government policy and legislative changes; and
- technological change and development.

The key areas of population growth, residential development and demographic changes will influence the demand for library services into the future. Library services will continue to conduct community satisfaction surveys to assess changes in utilisation of assets and customer expectations.

#### **LIFECYCLE MANAGEMENT PLAN**

##### Creation/Acquisition/Augmentation Plan

The total number of Collection items across all library branches is 98,000. This can be broken into individual branch collections of:

- Mobile Library – 23,313
- Raymond Terrace Library – 37,370
- Tomaree Library – 37,317

Stock from all three Library branches forms the Tilligerry Community Library Collection and is rotated between libraries on a bi-monthly basis.

The Libraries Acquisition plan forms part of the existing Collection Development policy, which outlines the process for selection and de-selection of stock. As a member of Newcastle Libraries, Port Stephens has access to consortium arrangements with various publishers that enable participation in group discounts of up to 30% including the purchase of 'shelf ready' items.

Continued acquisition and improvement of the Collection relies heavily on participation in the Cooperative Library Agreement with Newcastle Libraries and the ongoing availability of a capital budget to facilitate Collection expansion.

Library Services has kept pace with technological advances, in particular the expansion of Radio Frequency Identification (RFID), which as a result of \$112,050 in Library Infrastructure Grant Funding, was installed at Raymond Terrace and Tomaree Library in mid-2018. In addition, we implemented a Print Management System in 2020, which was upgraded in 2024, whereby customers can send documents to print from anywhere at any time from any device – mobile phone, laptop, tablet or PC. 2022 saw the introduction of Virtual Reality Technology, and in January 2024 the four self-loan stations located at Raymond Terrace and Tomaree Libraries were also upgraded. An enhancement of the Envisionware Customer PC Booking System is currently underway and will be completed in early 2026.

##### Operations/Maintenance Plan

Collection assessment, stocktaking and de-selection form the operations and maintenance plan for the Library Collection. These processes ensure the Collection is accessible and relevant. They certify that the Library catalogue reflects the actual 'on shelf' collection. An accurate stocktake ensures that items are labelled correctly and housed in the appropriate Collection, which assists accessibility. Undertaking a stocktake at least once every three years allows staff to check each item and rate its current condition.

#### Condition and Performance Monitoring

A condition assessment and collection stocktake is due to be undertaken in late 2025/early 2026 to appraise the collection regarding number of items, quality and condition. As a result of the impact of Covid, an assessment was not able to be undertaken earlier. The assessment gives support to what is required for the collection to be managed in the most cost effective and sustainable manner.

In addition, as a member of the Regional Cooperative, Council can request stock reports from Newcastle Libraries, which provides relevant and up-to-date information on the total number of collection items, age of items, total number of loans and other data as required. This information helps to assess the condition and standard of the collection and provides an indication of usage, which assists in the selection and de-selection process.

#### Rehabilitation/Renewal/Replacement Plan

The ABS average price of books is cited in Enriching Communities: The value of public libraries in New South Wales, 2008 as \$25.00.

Rehabilitation, renewal and replacement of stock at the exiting level require the ongoing allocation of a capital budget. An injection of additional funds would result in the move towards reaching the Baseline Standard, but the ability to do so is also dependant on having adequate space to house a collection.

#### Consolidation/Disposal Plan

Last copies of material still in good physical condition are offered to other libraries within the Region. Other materials are offered for sale by Port Stephens Library branches via the second-hand book sale or at the annual Library book sale held by Newcastle Libraries. Those materials in poor condition are recycled.

#### Risk Plan

Council has an adequate Business Recovery plan in place to address disaster recovery.

#### Financial/Budget Summary

- Capital:

Port Stephens Library Services has spent an average of \$248,000 per annum over the past five years on the acquisition of resources for the libraries. At this stage, we project a minor growth (approximately 3%) per annum for the next 10 years. There may be changes to this if the libraries are able to access specific external grants that would increase the resources budget.

- Recurrent:

Nil

- Operational:

Nil

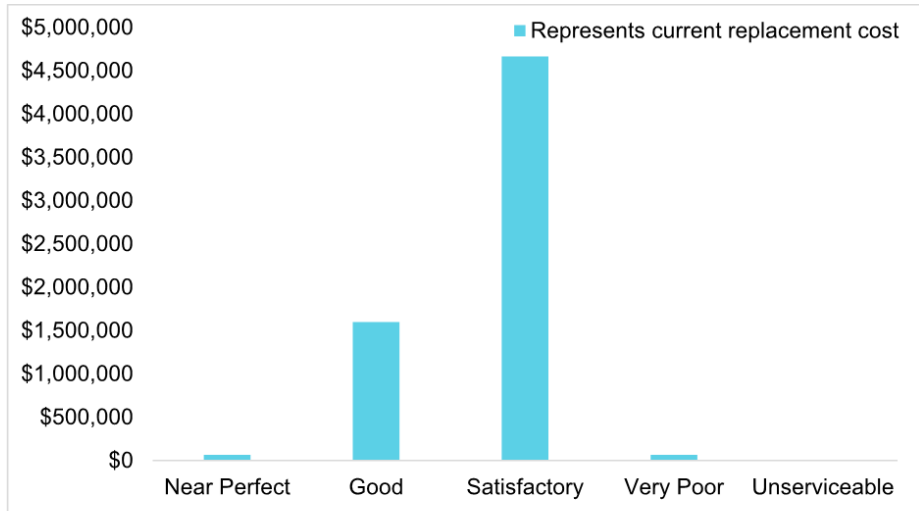
Plan Improvement and Monitoring

As part of the Service Review process in 2023, Council undertook community research to assess the level of need and expectation in relation to existing Library assets including the Collection. In addition, Collection assessment, stocktaking and de-selection will continue in line with the Collection Development policy.

The gap between the current and desired Collection was identified by assessment against the NSW Public Library Standards. An ongoing capital budget allocation would result in continued alignment with achieving the enhanced and exemplary categories.

**Parks and Reserves**

Asset Holdings	Parks x 81 (107.1 hectares), Foreshores x 86 (200.4 hectares), Bushland x 79 (329.8 hectares), Wetlands x 21 (3.4 hectares), Watercourse x 21 (298.1 hectares), Cultural Significance x 10 (27.8 hectares) General Community Use x 133 (94.7 hectares).		
Desired Level of Service Statement	Council has a desired provision of 2.5 hectares of parks and reserves for every 1,000 people.		
Available Data	Fair Value as at June 30 2025 condition inspection reports, asset management plans/reports, Recreation Strategy, Open Space Maintenance Specification.		
Last Condition Survey	2025		
General Assessment of Condition	Condition Rating	% Assets	\$CRC
	1 Near Perfect	1	\$63,882
	2 Good	25	\$1,597,056
	3 Satisfactory	73	\$4,663,402
	4 Very Poor	1	\$63,882
	5 Unserviceable	0	\$0
	Total	100	\$6,388,222
Main Findings	<ul style="list-style-type: none"> <li>The majority of facilities are in a good to satisfactory condition.</li> <li>Boat Harbour North Headland and Old Wharf Park were deemed to be in a very poor condition.</li> </ul>		
Future Actions	<ul style="list-style-type: none"> <li>Short Term – Infrastructure upgrades at Fly Point Park and Nelson Bay Foreshore.</li> <li>Short Term – Update Community Land and Crown Managed Reserve Plans of Management</li> <li>Medium Term – Master Plan a large-scale centrally located park in Medowie.</li> </ul>		



**Figure 28: Condition Rating – Parks and Reserves**

**LEVEL OF SERVICE**

Customer Expectations

Council's 2025 [Community Satisfaction Survey](#) show a satisfaction score of 51% for parks and reserves. This shows that the majority of the community is generally satisfied with the current number and level of service provided for parks, gardens and other open spaces and reserves.

Legislative Requirements

The Council's parks and reserves are required to be designed in accordance with the following:

- Local Government Act 1993
- Legislation, Regulations, Environmental Standards and Industry and Australian Standards that impact on the way assets are managed
- Design Standards and Codes of Practice
- Australian Design Standards also provide the minimum design parameters for infrastructure delivery

Current Level of Service

Current Levels of Service Parks and Reserves				
Planning District	Population (2016)	Total Hectares	Proportion of the total open space area	Provision (hectares) per 1,000 residents
1. Raymond Terrace	13,654	240.784	18%	20.00
2. Rural West	5,293	61.222	4.5%	11.57
3. Meadowie	9,684	60.495	4.5%	6.25
4. Tilligerry Peninsula	6,767	173.252	13%	25.60
5. Tomaree	26,737	717.297	55%	26.83
6. Rural East	2,296	46.770	3.5%	20.37
7. Fern Bay	3,330	0.941	0.5%	0.28
8. Karuah/Swan Bay	1,776	12.559	1%	7.07

Desired Level of Service

Council has a desired provision of 2.5 hectares of parks and reserves for every 1,000 people.

Benchmarking

Benchmarking of provision in councils with similar attributes to Port Stephens has taken place. Two comparative Lower Hunter Councils have been provided who are best fit considering the local context. Benchmarking standards are shown in the table below:

Benchmarking – Parks and Reserves		
Council	Provision	Year
Port Stephens Council	2.5 hectares for every 1,000 people	2018
Maitland City Council	1.7 hectares for every 1,000 people	2019
Cessnock City Council	4.57 hectares for every 1,000 people	2019

Hierarchy

- Local Parks

Local parks are typically 0.5+ hectares in size and generally cater for people within the local area within one or two suburbs. These parks will cater for local activities including relaxation, walking or play. Examples include Bettles Park, Edstein Park and Iluka Close Reserve.

- District Parks

District parks cover an area of 1+ hectares and typically have the capacity to draw people from more than one Planning District area. These parks have the capacity to cater for a number of visitors/users and activities, including community events. Examples include Fly Point Park, Wattle Street Park and Fern Bay Reserve.

- Regional Parks

A regional park has the capacity to attract people from the wider Port Stephens area and beyond. These parks provide a high recreational value and the potential for major recreation or visitor focus, including through community events. Examples include Boomerang Park and Nelson Bay Foreshore.

**FUTURE DEMAND**

Council is committed to the provision of quality leisure and recreation opportunities and recognises the value of accessibility and participation to enhance the quality of life for the individual and the community.

Key Drivers

Parks and reserves contribute to the wider environment in many ways, including:

- Defining the local landscape character and identity
- Enhancing the physical character of an area, shaping existing and future development and infrastructure
- Supporting habitats and local wildlife
- Promoting and protecting biodiversity and habitat creation
- Helping to achieve a softer interface between urban and rural environments
- Providing places for children and young people's play and recreation
- Providing cultural, social, recreational, sporting and community facilities
- Mitigating climate change and flood risk
- Promoting and improving links between open spaces
- Boosting the economic potential of tourism, leisure and cultural activities
- Protecting and promoting the understanding of historical, cultural and archaeological value of places.

Supply versus Standards

Using the provision of 2.5 hectares of parks and reserves for every 1,000 people there will continue to be a surplus in 2041. This is a total of parks and reserves of 430 hectares which include the parks, foreshores, culturally significant and general community use classifications. This shows that there is a large surplus of land dedicated to parks and reserves in Port Stephens.

Current Supply versus Provision Standard

<b>Current Supply vs Provision Standard – Parks and Reserves</b>			
	<b>2024</b>	<b>2031</b>	<b>2041</b>
Projected Population	75,390	82,526	96,076
Benchmark Demand	188.5	206.3	240.2
Existing Supply	430	430	430
Surplus/Shortage	241.5	223.7	189.8

#### Future State

As shown there is a surplus of parks and reserves which will require a review of open space to determine areas where acquisition or disposal is required to continue to meet the needs of the population into the future.

Port Stephens is a desirable tourist destination close to major cities which makes it an attractive area to host events. It is important that Council has areas of parks and reserves that can continue to cater for events into the future.

#### **LIFECYCLE MANAGEMENT PLAN**

##### Creation/Acquisition/Augmentation Plan

The location and development of future open space land, as a result of growth, will be identified through future new release planning work in line with the Recreation Strategy. The implementation of the Apex Park, Boomerang Park, Nelson Bay and Shoal Bay Foreshore Master Plans will ensure that these areas of significance continue to be upgraded and utilised into the future.

##### Operations/Maintenance Plan

Currently the Public Domain and Services section at Council provides maintenance services to all parks and reserves. The Recreation Strategy provides a maintenance specification and hierarchy system for all open space areas.

##### Condition and Performance Monitoring

Condition inspections are undertaken every two years and used to assess the management of parks and reserves assets.

##### Rehabilitation/Renewal/Replacement Plan

Proposed rehabilitation and renewals works are identified in condition reports and are part of the Works Program.

##### Consolidation/Disposal Plan

As shown, there is a surplus of parks and reserves which will require a review of open space to determine areas where acquisition or disposal is required to continue to meet the needs of the population into the future. A number of local parks and reserves are underutilised. These parks will be retained in public ownership however park embellishments and infrastructure will be reduced to ensure routine maintenance tasks can be catered for at higher use locations. At present only a portion of Boomerang Park, Raymond Terrace is proposed to be disposed of as detailed in the Boomerang Park Master Plan.

##### Risk Plan

Parks and reserves (building structures and grounds) are insured under Council's public liability insurance policy. Risk is managed through inspections undertaken by Council's Parks Maintenance staff when carrying out maintenance on any site.

Risk	Control to Mitigate Risk	Residual Risk
<p>There is a risk that</p> <ul style="list-style-type: none"> <li>• Components of the building do not meet the current Building Code for mandatory requirements – fire safety, electrical systems, switchboard rooms, etc.</li> <li>• Ground surfaces are unsafe.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify the gaps to bring the buildings and grounds up to standard.</li> <li>• Cost the works.</li> <li>• Prioritise works based on risk.</li> </ul>	<p>High</p>

**Financial/Budget Summary**

- **Capital**

The most recent capital works include the new facilities within Aliceton Reserve and Fingal Bay Foreshore. Proposed future capital works are scheduled through biannual condition inspections and with consideration of requests made by community user groups.

- **Recurrent/Operational**

Funding for reactive and programmed maintenance is allocated in the Public Domain and Services section of Council. The reactive and programmed maintenance works are determined through Council's asset inspections and the customer request system. Works are prioritised based on Council's risk matrix.

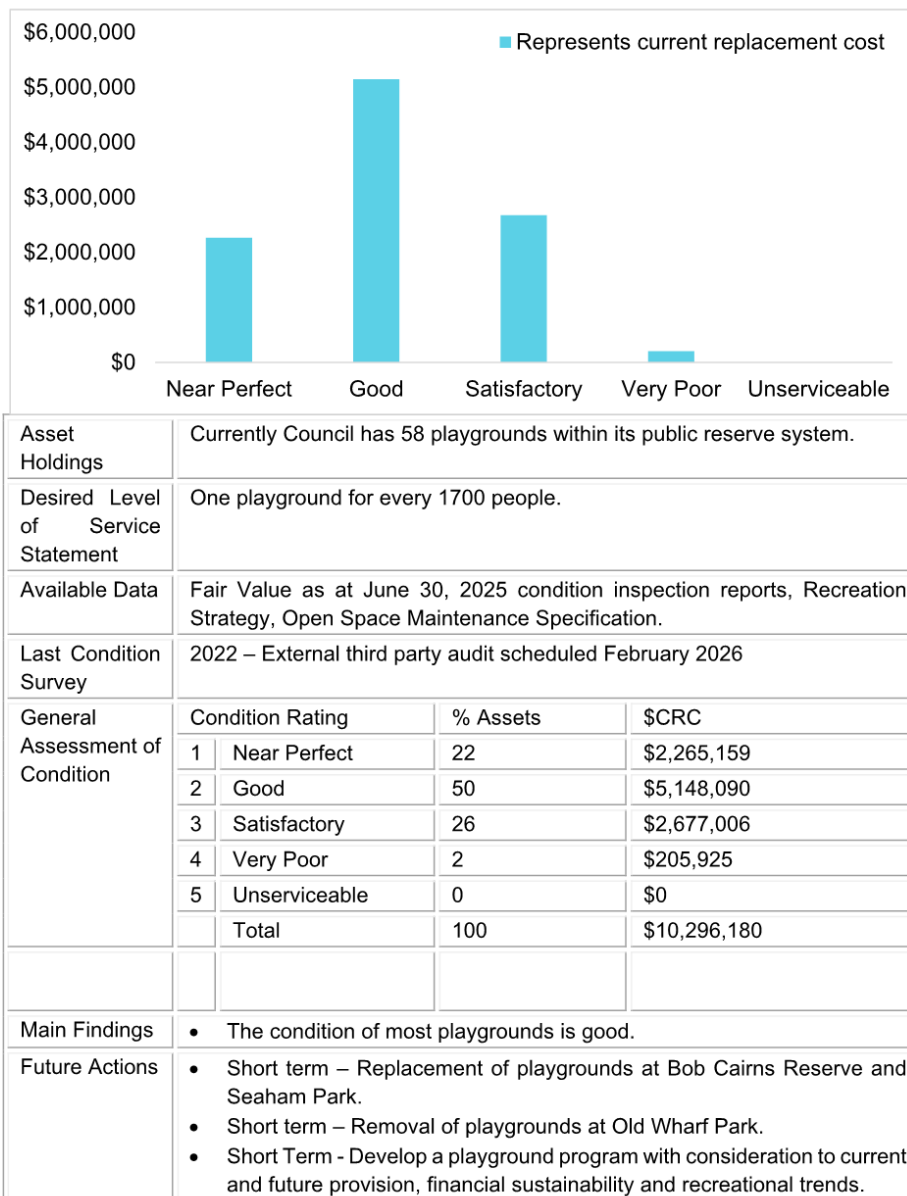
**Plan Improvement and Monitoring**

New systems are being developed to improve data on asset management including a greater emphasis on proactive data collection, works and future financial forecast.

**Summary**

The standards clearly indicate that there is a surplus of land available as parks and reserves as far as numbers go to meet the current and future demand. To ensure Council is providing suitably located and maintained facilities for the future, the adopted Recreation Strategy is to be implemented to allow for these facilities to be strategically managed for the future population.

### Playgrounds



**Figure 29: Condition Rating – Playgrounds**

## **LEVEL OF SERVICE**

### Customer Research and Expectations:

The Port Stephens LGA has an active tourism industry which results in a large increase in population during peak periods. High visitor numbers have resulted in an increase in the demand for playgrounds in key tourism areas.

### Legislative Requirements

The Council's playgrounds are required to be designed, developed and managed in accordance with the following Australian Standards:

- AS 4422: 2016, Impact attenuating Playground Surfacing
- AS/NZS 4486.1: 1997, Playground Equipment - Installation, inspection, maintenance and operation
- AS 4685.0 - 2017, Risk management strategies for injury prevention
- AS 4685.1 – 2021, General safety requirements and test methods
- AS 4685.2 – 2021, Safety requirements and test methods for Swings
- AS 4685.3 – 2021, Safety requirements and test methods for Slides
- AS 4685.4 – 2021, Safety requirements and test methods for Runways
- AS 4685.5 – 2021, Safety requirements and test methods for Carousels
- AS 4685.6 – 2021, Safety requirements and test methods for Rocking Equipment
- AS 4685.11 – 2014, Safety requirements and test methods for Spatial networks
- AS 1428.1 – 2009, Design for access and mobility

### Current Level of Service

Port Stephens Council's Development Control Plan 2007 required a park with a playground be located within 400m walking distance of each residential lot. This level of service encouraged a large spread of minimalist style facilities in an attempt to meet this need.

The revised Development Control Plan 2014 has reduced this requirement to allow better planning for the provision of playgrounds. The Recreation Strategy has moved Council's provision away from a quantity and even spread model; with the new focus being on the quality of park provision in line with Council's maintenance capacity.

### Desired Level of Service

Port Stephens Council has a desired provision of one playground per 1700 people.

### Standards

Benchmarking of provision in councils with similar attributes to Port Stephens has taken place. Two comparative Lower Hunter Councils have been provided who are best fit considering the local context.

Benchmarking standards are shown in the table below:

Benchmarking – Playgrounds		
Council	Provision	Year
Port Stephens Council	One playground per 1700 people	2024
Lake Macquarie Council	One playground per 1830 people	2021
MidCoast Council	One playground for every 1225 children	2023

Hierarchy

A hierarchy of Regional, District and Local facilities has been established which will guide the development of each site. This will allow a minimum level of service to be defined and supporting infrastructure to be determined for each facility. The minimum standard of each facility forms the basis of what the community can expect when they utilise a facility. This hierarchy also allows for the impact of tourism on provision of facilities, in that a larger number of regional or district facilities can be provided in the tourism areas to cater for this increased demand during peak periods.

Hierarchy – Playgrounds		
Hierarchy	Definition	Potential Activity Level
Regional	Regional open space has the capacity to attract people from the wider Port Stephens area and beyond.	<ul style="list-style-type: none"> <li>A regional sports facility has the capacity to cater for a number of sporting codes, higher grade sport teams, state or national competitions and may also attract community events.</li> <li>A regional park or foreshore reserve has a high recreational value and the potential for major recreation or visitor focus, including through community events.</li> </ul>
District	District open spaces typically have the capacity to draw people from more than one Planning District area.	<ul style="list-style-type: none"> <li>A district sports facility may have the capacity to cater for a number of sporting codes and be a potential venue for regional competitions and events.</li> <li>A district park or foreshore reserve has the capacity to cater for a number of visitors/users and activities, including community events.</li> </ul>
Local	Local open spaces will generally cater for people within the local area within one or two suburbs.	<ul style="list-style-type: none"> <li>Generally local sports facilities will typically cater for local sporting competition and/or team training.</li> <li>Local parks and foreshore reserves will cater for local activities including relaxation, walking or play.</li> </ul>

**FUTURE DEMAND**

There are 58 playgrounds within Council's Public Reserve System. The type of play equipment ranges from a set of swings to large sets of equipment.

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The Council understands the importance of play and is committed to ensuring children have sufficient, safe and suitable play opportunities. Council believes that playgrounds should be in a convenient location and accessible for everyday play opportunities.

Play develops emotional and social skills, improves motor skills and enhances creativity and imagination. Community playgrounds encourage outdoor activity and provide children with access to play opportunities which may not be available in their homes. Playgrounds are an integral part of a community's health and well-being, and encourage community cohesion through providing a place for members of the community to socially engage.

Key Drivers

Whilst the population continues to increase, the 0-14 year age group is predicted to grow only slightly. In the 2021 census there was 12,895 0-14 year olds and this is predicted to increase to only 13,800 by 2036 (Source: Department of Planning and Infrastructure Population Projections). The major growth is predicted to occur in the over 55 year age bracket in line with national trends.

High visitor rates have seen an increase in the demand for playground infrastructure in key tourism areas such as Nelson Bay, Soldiers Point and Fingal Bay. Playgrounds in these areas are reaching and sometimes exceeding their usable capacity during peak tourism season and are an attraction to families visiting the area.

Supply versus Standard

Using this provision as the benchmark, Council has a surplus of 13.7 playgrounds in 2024, however this figure needs to be considered in the context of each location including the improvement in the quality of facilities that are replaced or consolidated with other nearby parks.

	2024	2031	2041
Projected Population	75,390	82,526	96,076
Benchmark Demand	44.3	48.5	56.5
Existing Supply	58	58	58
Surplus/Shortage of playgrounds	13.7	9.5	1.5

**Source:** ABS and Department of Planning and Infrastructure Population Projections

Future State

As shown in the 2021 playground audit a number of playgrounds across the LGA are approaching the end of their lifecycle. The life span for individual playground equipment and soft fall is an average of 15 years.

With this in mind the locations of the playgrounds have been strategically assessed in line with the key drivers to determine if they are still relevant for the current and future needs of the surrounding community. Following this assessment recommendations have been made to show where playgrounds can be removed or relocated and have minimal impact on community access to these facilities.

### **LIFECYCLE MANAGEMENT PLAN**

#### Creation/Acquisition/Augmentation Plan

Due to the increase in population or the expected land reclassifications and rezoning's in some areas a number of new locations have been identified requiring the provision of playgrounds in the future.

Further acquisitions may take place depending on the timing of developments. For example, when a new land release area is proposed a new playground may be required as part of this development. The timing of these acquisitions is largely dependent on the developer and the sale of lots within the development so exact timing cannot be attributed to these types of playgrounds.

#### Operations/Maintenance Plan

A programmed maintenance schedule is in place for Council's assets. When a fault or breakdown occurs with an asset, reactive maintenance is performed, to allow the asset to perform its intended function. The playground structures and equipment all have 15-year lifecycle costs.

#### Condition and Performance Monitoring

A triannual Condition Assessment audit was undertaken in 2021. The condition audit checks the playground's condition, usability, safety, and compliance with relevant Australian Standards. The results from these inspections are used to create maintenance and capital works plans.

Operational inspections are undertaken quarterly on playgrounds to provide the community with safe, convenient, reliable, and affordable facilities and services.

#### Rehabilitation/Renewal/Replacement Plan

Proposed rehabilitation and renewal works are identified in condition reports which also inform the timing and implementation of the Playground Management Program.

The Playground Management Program indicates the list of all playgrounds, condition rating, and the proposed timing of replacement or rationalisation in the asset lifecycle. These priorities are reviewed annually and respond to the adopted standard, condition rating reports, funding and external factors such as acquisition of new facilities.

#### Consolidation/Disposal Plan

Refer to the Playground Management Program above.

Risk Plan

Risk Controls - Playgrounds		
Risk	Control to Mitigate Risk	Residual Risk
There is a risk that non-compliant playgrounds are in service leading to injury of users.	<ul style="list-style-type: none"> <li>• Fund the playground rehabilitation and replacement plan over a number of years.</li> <li>• Continue regular maintenance inspections as per the Asset Inspection program to check for changes in condition.</li> <li>• Remove unserviceable playground components.</li> </ul>	Medium
There is a risk that the condition of playgrounds will change rapidly with use or abuse leading to failure of the asset or injury to the user.	<ul style="list-style-type: none"> <li>• Undertake inspections as per the Condition and Performance Monitoring detailed above.</li> <li>• Any hazards identified will be prioritised and undertaken as either Urgent Maintenance or listed and undertaken as Programmed Maintenance.</li> <li>• Undertake urgent works immediately as soon as resources are available.</li> </ul>	Low
There is a risk that poor quality playgrounds will impact on Port Stephens' tourism reputation leading to decreased tourist numbers in the future.	<ul style="list-style-type: none"> <li>• Undertake inspections as per the Condition and Performance Monitoring detailed above.</li> <li>• Develop a comprehensive Playground Management Program to ensure Council is providing strategically located and appropriate facilities.</li> </ul>	Low
There is a risk that a lack of planning for playgrounds could result in duplication or gaps in provision leading to lower customer satisfaction.	<ul style="list-style-type: none"> <li>• Develop a comprehensive Playground Management Program to ensure Council is providing strategically located and appropriate facilities.</li> </ul>	Low

Financial/Budget Summary

- Capital

The most recent capital works include the construction of new playgrounds Dunmore Reserve and Boronia Gardens. Council budgets to replace a minimum of two playgrounds per financial year. Proposed future capital works have been identified in the Playground Management Program.

- Recurrent/Operational

Funding for reactive and programmed maintenance is allocated in the Public Domain and Services Section of Council and works are prioritised based on Council's risk matrix. The reactive and programmed maintenance works are determined through Council's asset inspection regime and the customer request system.

Plan Improvement and Monitoring

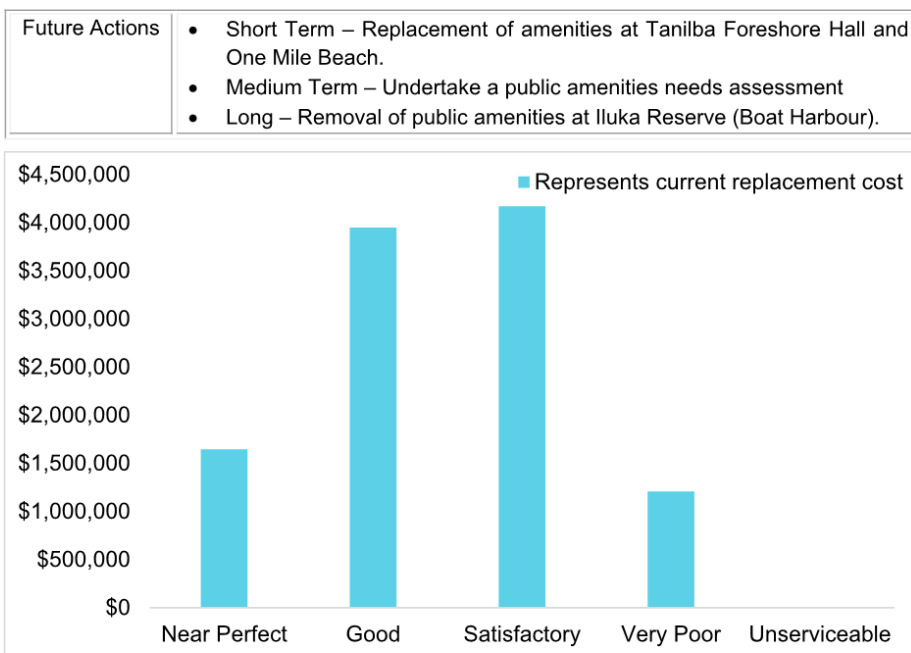
New systems are being developed to improve data on asset management including a greater emphasis on proactive data collection, works and future financial forecasts.

Summary

The standards indicate sufficient supply of playgrounds for the future; however, the lifecycle of a playground is quite short when compared to other assets such as roads. Also, the dispersed settlement pattern, changes in population as well as the tourism benefits will need to be considered to ensure the facilities are suitably located. The Playground Management Program will be reviewed annually to provide clear direction for the type and placement of facilities to meet the needs of a changing community.

**Public Amenities**

Asset Holdings	48 Public Amenities. Building components: <ul style="list-style-type: none"> <li>• Exterior Works – Retaining walls, fencing, signage, landscaping.</li> <li>• Exterior Fabric – Access stairs and ramps, roof, external walls, windows, external doors.</li> <li>• Interior Finishes – Floors, ceilings, joinery, linings, fixture and fittings</li> <li>• Services – Hydraulic, mechanical, fire, electrical, security.</li> </ul>		
Desired Level of Service Statement	One Public Amenity for every 2,000 people.		
Available Data	Fair Value as at 30 June 2025 condition inspection reports, asset management plans/reports, Recreation Strategy.		
Last Condition Survey	2024		
General Assessment of Condition	Condition Rating	% Assets	\$CRC
	1 Near Perfect	15	\$1,646,403
	2 Good	36	\$3,951,368
	3 Satisfactory	38	\$4,170,889
	4 Very Poor	11	\$1,207,364
	5 Unserviceable	0	\$0
	Total	100	\$10,976,024
Main Findings	<ul style="list-style-type: none"> <li>• The condition of most public amenities is good to satisfactory.</li> <li>• Public amenities that have materials containing asbestos materials have been managed through isolation of the materials or removal.</li> <li>• Changing Places amenities now provided at Little Beach. This is the first within the LGA.</li> <li>• Tomago Foreshore, Salt Ash, Pearson Park, Conroy Park, Spencer Park, Iluka Reserve and Tanilba Bay Foreshore Hall amenities were deemed very poor.</li> </ul>		



**Figure 30: Condition Rating – Public Amenities**

**LEVEL OF SERVICE**

Customer Expectations

Residents and tourists expect clean, presentable amenities that are in convenient locations. Council's 2025 [Community Satisfaction Survey](#) showed a satisfaction score of 39% for public amenities. These levels are quite low, despite the current replacement program.

Legislative Requirements

The Council's public amenities are required to be designed in accordance with the following:

- Local Government Act 1993;
- National Construction Codes and Australian Standards relevant to all aspects of building and construction. Specifications are provided where substantial works are being undertaken and are site specific;
- Discrimination Act 1992

Current Level of Service

The current provision of public toilets in Port Stephens is generally appropriate, with most public toilets being located in open space areas and aligned with other attractors such as beaches, foreshores, playgrounds or boat ramps. The demand for public

toilets in these locations is expected to continue or increase, and it is important that good quality and fit for purpose public toilets are provided in these locations.

Desired Level of Service

Council has a desired provision of one public amenity for every 2,000 people.

Provision

Benchmarking of provisions in councils with similar attributes to Port Stephens has taken place. Two comparative Lower Hunter Councils have been provided who are best fit considering the local context. Benchmarking standards are shown in the table below:

Benchmarking - Public Amenities		
Council	Provision	Year
Port Stephens Council	One public amenity for every 2,000 people	2018
Cessnock City Council	One public toilet for every 3,214 people	2023
Lake Macquarie City Council	One public toilet for every 2,047 people	2021

Hierarchy

A hierarchy of Regional, District and Local facilities has been established and will guide the development of each site. This will allow a minimum level of service to be defined and supporting infrastructure to be determined for each facility. The minimum standard of each facility forms the basis of what level of facility provision can be expected when utilising a facility.

Regional

Regional facilities are in a major location for residents and visitors. The user catchment for these facilities extends to a region and they anticipate high and continual use.

- District

District facilities provide a location for minor recreation activity. The user catchments for these facilities are generally limited to the surrounding area, however they may act as an overflow for when demand for Regional facilities exceed capacity.

- Local

Local facilities provide for local use. The user catchments for these activities are limited. Usage patterns are low or sporadic and target casual usage.

<b>Hierarchy - Public Amenities</b>			
<b>Hierarchy</b>	<b>Description</b>	<b>Facilities provided</b>	<b>Proposed facilities</b>
Regional	Regional facilities are located in a main location for residents' and tourists' activity. The user catchment for these facilities extends to a region and they anticipate high and continual use.	<ul style="list-style-type: none"> <li>• Minimum of six unisex toilets</li> <li>• Accessible facilities</li> <li>• May provide male and female facilities</li> <li>• Minimum of four showers if required</li> </ul>	<ul style="list-style-type: none"> <li>• As shown in the Public Amenities Management Program</li> </ul>
District	District facilities are provided at a location for minor resident and tourist activity. The user catchments for these facilities are generally limited to the surrounding area, however they may act as an overflow for when demand at Regional facilities exceeds capacity.	<ul style="list-style-type: none"> <li>• Minimum of three unisex toilets</li> <li>• Accessible facilities</li> <li>• Minimum of two showers if required</li> </ul>	<ul style="list-style-type: none"> <li>• As shown in the Public Amenities Management Program</li> </ul>
Local	Local facilities provide for local water activities and access. The user catchments for these activities are limited. Usage patterns are low or sporadic and should anticipate casual usage.	<ul style="list-style-type: none"> <li>• Minimum of one unisex toilet</li> <li>• Accessible facilities</li> <li>• Minimum of two showers if required</li> </ul>	<ul style="list-style-type: none"> <li>• As shown in the Public Amenities Management Program</li> </ul>

**FUTURE DEMAND**

Public toilets within the Council area provide convenience for our diverse community that includes residents and visitors of all ages and abilities. A lack of public toilets is most acutely felt by groups with specific needs - older people, people living with disabilities or health problems, and families with young children. For these groups, a lack of convenient and accessible toilets may impact negatively on their quality of life, mobility, or dignity by restricting freedom of travel to and within the Council area.

Key Drivers

Tourism numbers are expected to increase in the Port Stephens area in future years. The Tomaree Peninsula experiences high tourist numbers in the peak seasons and this places additional demand on public amenities facilities in this area. For this reason, 28 of Council's public amenities are located on the Tomaree Peninsula.

The provision of public amenities at parks and open space areas optimises the benefits of open space for a range of recreational pursuits including children's play.

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Public toilets attract more families to use parks and encourage longer visits. In contrast, parks without public toilets attract fewer family visitors and visits are shorter.

Supply versus Standards

Using the provision of one public toilet for every 2,000 people there is a surplus still in 2031; however, the dispersed settlement pattern and the high number of tourists visiting the area would indicate that there is a strong demand. Although the number is high against the benchmark the quality of the facility becomes the more critical issue. There are a large number of amenity buildings but the number of water closets/cubicles or ratio of male/female/accessible is not always sufficient.

Current Supply versus Provision Standard

<b>Current Supply vs Provision Standard - Public Amenities</b>			
	<b>2024</b>	<b>2031</b>	<b>2041</b>
Projected Population	75,390	82,526	96,076
Benchmark Demand	37.7	41.3	48.0
Existing Supply	48	48	48
Surplus/Shortage	10.3	6.7	0

Future State

Port Stephens is a desirable tourist destination close to major cities and this significantly increases the population in peak seasons. When combined with increases in population generally, and an ageing population, demand for convenient, clean public amenities will increase substantially.

There is no statutory requirement upon any Council to provide public amenities, however it is generally accepted that Council has a role in providing public amenities to support active participation in community life. There are 48 public amenities provided by Council across the LGA of varying size and condition. These facilities are required to satisfy demand for the Port Stephens area. Sites have been classified based on the potential user catchment, carrying capacity, and facilities provided.

**LIFECYCLE MANAGEMENT PLAN**

Creation/Acquisition/Augmentation Plan

Due to the increase in population or the expected intensification of activities in some areas, four new locations have been identified requiring the provision of amenities in the future. These are recommended for Bowthorne Park (Wallalong), Lakeside Reserve 2 (Raymond Terrace) and Seaham Boat Ramp Reserve (Seaham).

Operations/Maintenance Plan

Asset maintenance is performed reactively. The building structures, fixed plant and equipment all have 10-year lifecycle costs.

Condition and Performance Monitoring

Condition inspections are undertaken every two years and are used to assess the

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management of Public Amenities assets.

Rehabilitation/Renewal/Replacement Plan

Proposed rehabilitation and renewals works are identified in condition rating reports which also inform the timing and implementation of the Public Amenities Management Program. Funded works are listed in the Capital works Program.

Consolidation/Disposal Plan

It is proposed that Iluka Reserve (Boat Harbour) and the old Boomerang Park (Raymond Terrace) amenities building be disposed of. As shown in the public amenities mapping this facility is closely located to other public amenities which can service the demand in this area.

Risk Plan

Amenities are insured under Council’s public liability insurance policy. Risk is managed through a detailed inspection of all aspects of the buildings undertaken annually by staff. There is a high frequency of maintenance issues reported by the community. Cleaning staff also undertake periodic inspections when they are carrying out duties on site, with an agreement to identify any issues that may present a risk.

Risk Controls - Public Amenities		
Risk	Control to Mitigate Risk	Residual Risk
There is a risk that components of the building do not meet the current Building Code for mandatory requirements – fire safety, electrical systems, switchboard rooms, etc.	<ul style="list-style-type: none"> <li>Identify the gaps to bring the buildings up to standard.</li> <li>Cost the works.</li> <li>Prioritise works based on risk.</li> </ul>	High
There is a risk that material containing asbestos is present in the buildings leading to potential exposure by users.	<ul style="list-style-type: none"> <li>Document the buildings with potential asbestos-containing material. Test these buildings for asbestos-containing material and residual asbestos. Remove or isolate any material containing asbestos from the building.</li> <li>Monitor the condition of the building for the presence of asbestos.</li> <li>Educate workers about the presence and management of material containing asbestos.</li> <li>Site specific management plans.</li> </ul>	Medium
There is a risk that the building does not comply with working at heights systems such as anchor points and walkways, leading to injury to workers	<ul style="list-style-type: none"> <li>Install working at heights systems on buildings that require known frequent working at heights for the purpose of accessing utilities such as AC units, box gutters, etc.</li> <li>Create a program to install and fund working at heights systems on these buildings.</li> </ul>	Medium

while undertaking work at heights.	<ul style="list-style-type: none"> <li>• For all other buildings and buildings without anchor points, utilise the works practice risk assessments before and during the works.</li> <li>• Undertake annual certification of installed anchor points.</li> </ul>	
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Financial/Budget Summary

- Capital

The most recent capital works include the construction of new public amenities at Neil Carrol Reserve (Nelson Bay), Shoal Bay East and Aliceton Reserve (Karuah). Proposed future capital works are scheduled through biannual condition inspections.

- Recurrent/Operational

Funding for reactive and programmed maintenance is allocated in the Public Domain and Services section of Council and works are prioritised based on Council's risk matrix. The reactive and programmed maintenance works are determined through Council's asset inspection and the customer request systems.

Plan Improvement and Monitoring

New systems are being developed to improve data on asset management including a greater emphasis on proactive data collection, works and future financial forecast.

Summary

The provision of suitable public amenities has a significant impact as a support function to the enjoyment of the benefits of other facilities within the area. In the short term a standard design guide for public amenities has been developed to ensure facilities are suitable for both the community and large visitor population.

**Skate Parks**

Asset Holdings	Nine (9) skate parks.  Skate Park components include: <ul style="list-style-type: none"> <li>• Concrete slab</li> <li>• Modules</li> <li>• Handrails</li> </ul>
Desired Level of Service Statement	One Public Amenity for every 4,000 5-24 year olds.
Available Data	Fair Value as at 30 June 2025, condition inspection reports, asset management plans/reports, Recreation Strategy.

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Last Condition Survey	2025		
General Assessment of Condition	Condition Rating	% Assets	\$CRC
	1 Near Perfect	10	\$228,370
	2 Good	70	\$1,598,588
	3 Satisfactory	20	\$456,740
	4 Very Poor	0	\$0
	5 Unserviceable	0	\$0
	Total	100.00	\$2,283,698
Main Findings	<ul style="list-style-type: none"> <li>The condition of most skate parks is good.</li> </ul>		
Future Actions	Short Term – Focus on increasing skate park quality and improving basic amenities and support facilities such as seating, shade and water taps/bubblers. Medium Term – Relocation of Medowie skate park within CDB developments.		



**Figure 31: Condition Rating – Skate Parks**

**LEVEL OF SERVICE**

Customer Research and Expectations

Council conducted a comprehensive community consultation in 2013 to ascertain local skate park user needs to inform the provision of skate park facilities. From this consultation and a benchmarking exercise it was found that the provision of skate parks across the LGA was high when compared with benchmarks set by similar

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councils and the building of further skate parks in additional towns is not a priority. The key recommendation from this study was the construction of regional scale skate park facilities at West and East locations of the LGA.

Legislative Requirements

The Council's skate parks are required to comply with the following legislation to ensure the safety of those who use them:

- Local Government Act 1993;
- National Construction Codes and Australian Standards relevant to all aspects of building and construction. Specifications are provided where substantial works are being undertaken and are site specific.

Current Level of Service

Council has nine skate parks within its Local Government Area. The skate parks are located at Anna Bay, Karuah, Mallabula, Medowie, Nelson Bay, Raymond Terrace (2), Seaham and Wallalong.

Desired Level of Service

Council has a desired provision of one skate park for every 4,000 5-24 year olds.

Provision

Benchmarking of provisions in councils with similar attributes to Port Stephens has taken place. Two comparative Lower Hunter Councils have been provided who are best fit considering the local context. Benchmarking standards are shown in the table below:

Benchmarking - Multipurpose Skate Parks		
Council	Provision	Year
Port Stephens Council	One skate park for every 4,000 5-24 year olds	2024
Maitland City Council	One skate park for every 3,441 5-24 year olds	2024
Cessnock City Council	One skate park for every 4,034 5-24 year olds	2024

Hierarchy

A hierarchy of District and Regional Skate Park facilities has been established which will guide the development of each site. This will allow a minimum level of service to be defined and supporting infrastructure to be determined for each facility. The minimum standard of each facility forms the basis of what level of facility provision can be expected when utilising a facility.

<b>Hierarchy - Skate Parks</b>				
<b>Hierarchy</b>	<b>Description</b>	<b>Factors</b>	<b>Facilities Provided</b>	<b>Comments</b>
Regional	Regional skate parks are a destination for LGA residents and tourists. The user catchment for these facilities is the regional area and at the facilities anticipates high and continual use.	<ul style="list-style-type: none"> <li>• A destination experience</li> <li>• A high quality, large skate park with a capacity of 50 participants</li> <li>• Caters for beginners through to advanced</li> <li>• Connectivity to a main road and parking</li> <li>• High population catchment/Town Centre</li> <li>• High and continual usage</li> <li>• Located in key tourism areas</li> </ul>	<ul style="list-style-type: none"> <li>• Onsite car parking</li> <li>• Toilets</li> <li>• Shade</li> <li>• Signage</li> <li>• Managed open space</li> <li>• Seating</li> </ul>	Nelson Bay and Raymond Terrace have been identified as locations requiring regional skate parks
District	District skate park user catchments are generally limited to the surrounding area. They may see increased demand during school holidays.	<ul style="list-style-type: none"> <li>• A medium sized skate park with a minimum of capacity of 10 participants</li> <li>• District population catchment</li> </ul>	<ul style="list-style-type: none"> <li>• Walking distance to residences</li> <li>• Signage</li> <li>• Seating</li> <li>• Local on street overflow parking</li> <li>• Managed open space</li> </ul>	All other skate parks are currently at District status

**FUTURE DEMAND**

Skateboarding, scooters, rollerblading and BMX riding are popular recreational sports for young people. Local government bodies throughout Australia are experiencing increasing pressure to provide skate park facilities in order to meet the growth in skateboarding popularity and to solve conflict issues, which arise between skate park users, business and property owners, and the general community.

Skate parks aim to improve community well-being through encouraging families and youth to engage in an active, outdoor recreation different to mainstream activities.

Skate parks can foster the building of social and interpersonal skills as users interact and become involved with their community. Providing skate facilities encourages skaters to move off roads, footpaths and shopping areas, where they present a danger to themselves and the general public.

Key Drivers

The majority of skate park users are in the 5-24 year age group. Whilst the population continues to increase, predicted growth in the 5-24 year age group is low. In the 2021 there was 17,203 5-24 year olds. This is predicted to increase to only 19,626 by 2032 (Source: REMPLAN and AEC Group).

This slight predicted population increase will generate a focus on skate park quality and appropriate site locations rather than an increase in skate park numbers.

High visitor rates have seen an increase in the demand for community infrastructure in key tourism areas, especially on the Tomaree Peninsula. Tomaree skate parks in peak tourism season are an attraction for families visiting the area.

Skateboard, scooter, BMX and rollerblade participation trends will drive future skate park use and demand. According to an ABS survey conducted in 2012, children's participation in active recreational activities had increased since 2009. The proportion of children skateboarding, rollerblading or riding a scooter has risen from 49% in 2009 to 54% in 2012.

This information demonstrates that skateboard, scooter, BMX and rollerblade participation rates are increasing and user demand for skate park facilities will continue.

Supply versus Standards

Using the provision of one facility for every 4,000 young people, there will continue to be a surplus even in 2032; however, the dispersed settlement pattern makes it more important to have strategically positioned facilities across the area.

Current Supply versus Provision Standard

<b>Current Supply vs Provision Standard – Skate Parks</b>			
	<b>2022</b>	<b>2027</b>	<b>2032</b>
Projected Population of 5 to 24 Years	17,203	18,764	19,626
Benchmark Demand	4.3	4.7	4.9
Supply	9	9	9
Surplus/shortage of skate parks	4.7	4.3	4.1

This benchmark standard was selected as a base number but should be considered in the context of the dispersed settlement pattern and limited access to public transport and/or their own private vehicle for the targeted age group. Although applying the standard indicates a significant surplus a greater number of facilities would be required to achieve equitable access for the community. It should also be noted that there is no facility in the Fern Bay/Fullerton Cove catchment, however developer contributions are collected for skate parks and provided to Newcastle Council which has a facility at Stockton.

Future State

The age and quality of skate parks vary across the LGA. As the skate parks move through the asset lifecycle, strategic decisions on renovations, replacements and consolidations will need to be made. The locations of the skate parks will be assessed in line with the key drivers to determine if they are still relevant for the current and future needs of the surrounding community.

**LIFECYCLE MANAGEMENT PLAN**

Creation/Acquisition/Augmentation Plan

Council’s adopted standards for community and recreation facilities have been used to establish criteria for the creation or acquisition of skate parks. As there is an ongoing surplus of facilities in accordance with the standards there is no need for any future acquisitions.

Operations/Maintenance Plan

Asset maintenance is performed reactively when issues arise as well as being determined by the regular, planned maintenance process. These structures and equipment all have 10-year lifecycle costs.

Condition and Performance Monitoring

Condition inspections on the structures are undertaken every two years and are used to assess the management of these assets. These facilities are designed to be robust and to require limited maintenance.

Rehabilitation/Renewal/Replacement Plan

Proposed rehabilitation and renewal works are identified in condition reports, which also inform the timing and implementation of the Skate Park Management Program.

Funded works are listed in the Capital Works Program.

Consolidation/Disposal Plan

There is no plan to consolidate or dispose of these assets.

Risk Plan

Skate parks are insured under Council’s Public Liability Insurance policy. Risk is managed through a detailed inspection of all facilities undertaken biannually by staff. Inspections are also undertaken by staff carrying out maintenance in the parks or when a customer request is received.

Risk Controls - Skate Parks		
Risk	Control to Mitigate Risk	Residual Risk
There is a risk that non-compliant skate parks are in service leading to injury of users.	<ul style="list-style-type: none"> <li>Continue regular inspections for condition rating.</li> <li>Ensure funding remains available for maintenance.</li> </ul>	Low

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<p>There is a risk that the condition of skate parks will change rapidly with abuse leading to failure of the asset or injury to the user.</p>	<ul style="list-style-type: none"> <li>• Continue to undertake inspections for condition rating.</li> <li>• Any hazards will be prioritised and undertaken either as Priority Maintenance or listed and undertaken as Programmed Maintenance.</li> <li>• Undertake urgent works immediately as soon as resources are available.</li> </ul>	<p>Low</p>
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Financial/Budget Summary

- Capital

The most recent capital upgrades include the new Tilligerry Skate Park. Proposed future capital works are scheduled through condition inspections.

- Recurrent

Funding for reactive and programmed maintenance is allocated in the Public Domain and Services section of Council and works are prioritised using Council's risk matrix. The reactive and programmed maintenance works are determined through Council asset inspections and the customer request system.

Plan Improvement and Monitoring

New systems are being developed to improve data on asset management including a greater emphasis on proactive data collection, works and future financial forecast.

Summary

Based on the benchmark study, Port Stephens Council currently has an adequate number of skate parks, now and into the future. Due to adequate provisioning of skate parks, Council will focus on increasing skate park quality and improving basic amenities and support facilities such as seating, shade and water taps/bubblers.

**Sports Facilities**

<p>Asset Holdings</p>	<p>45 sportsground/fields (183.2 hectares), 51 tennis courts, 26 netball courts, 3 croquet courts, 67 amenities buildings and one golf course (63.7 hectares).                      Building components:</p> <ul style="list-style-type: none"> <li>• Exterior Works – Retaining walls, fencing, signage, landscaping</li> <li>• Exterior Fabric – Access stairs and ramps, roof, external walls, windows, external doors</li> <li>• Interior Finishes – Floors, ceilings, joinery, linings, fixture and fittings</li> <li>• Services – Hydraulic, mechanical, fire, electrical, security.</li> </ul> <p>Open Space components:</p> <ul style="list-style-type: none"> <li>• Sports grounds/fields</li> <li>• Tennis courts, netball courts</li> <li>• Crickets nets</li> <li>• Storages</li> </ul>
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	<ul style="list-style-type: none"> <li>Shelters</li> <li>Croquet, bocce, softball, basketball, BMX tracks, grandstands, light towers, fences, car parking, subsurface drainage, irrigation and multi-sports courts.</li> </ul>		
Desired Level of Service Statement	<p>Council has a desired provision of 1.55 hectares of sports facilities for every 1,000 people. For court sports facilities the desired levels of service are:</p> <ul style="list-style-type: none"> <li>Netball Court – 1:3,000</li> <li>Tennis Court – 1:1,800</li> <li>Croquet Court – 1:40,000</li> </ul>		
Available Data	Fair Value as at 30 June 2025, condition inspection reports, asset management plans/reports, Recreation Strategy.		
Last Condition Survey	2025		
General Assessment of Condition	Condition Rating	% Assets	\$CRC
	1 Near Perfect	4	\$2,980,971
	2 Good	30	\$22,357,274
	3 Satisfactory	53	\$39,497,850
	4 Very Poor	13	\$9,688,152
	5 Unserviceable	0	\$0
	Total	100	\$74,524,247
Main Findings	<ul style="list-style-type: none"> <li>The overall condition of facilities is good to satisfactory.</li> <li>Boomerang Park Amenities, Jack Johnson Trotting Stables, Karuah Tennis Amenities, Korora Oval Amenities, Medowie Tennis Clubhouse, Soldiers Point Yacht Squadron, Soldiers Point Tennis, Tanilba Bay Sailing Club amenities, Williamtown Oval Amenities and Williamtown Tennis Amenities were deemed in very poor condition.</li> </ul>		
Future Actions	<ul style="list-style-type: none"> <li>Short Term – Irrigation upgrades at Lakeside and Salamander Sports Complexes.</li> <li>Short Term – Field expansion works at Don Waring Oval.</li> <li>Short Term – Review Tomaree Sports Complex Masterplan.</li> <li>Medium Term – Review Ferodale Sports Complex Masterplan.</li> </ul>		



**Figure 32: Condition Rating – Sports Facilities**

**LEVEL OF SERVICE**

Legislative Requirements

The Council’s sporting facilities are required to be designed in accordance with the following:

- Local Government Act 1993
- Australian Standards
- National Construction Codes and Australian Standards relevant to all aspects of building and construction. Specifications are provided where substantial works are being undertaken and are site specific

Current Level of Service

Council administers a very successful structure of Sports Councils within the LGA. There are four local Sports Councils made up of representatives from local sport clubs, schools, special interest groups, elected Councillors and community representatives. Sports Councils are the formal consultation link between Council, various government departments and the sporting community. They assist with the coordination of a range of needs such as facility planning and development, resource allocation and facility use.

As well as providing the broader community with a range of opportunities to be involved in the decision-making processes within Council, Sports Councils:

- assist with strategic planning
- provide education and training to members
- provide a mechanism for community consultation/advice

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- promote sport and recreation
- organise Sports Development Levy setting and facility bookings
- plan facility development and
- prioritise and fund improvements

Council and its four Sports Councils have for some time had the approach of providing large scale multi-use facilities that are centrally located to service the entire population. Examples include the development of facilities such as King Park Sports Complex, Ferodale Sports Complex, Mallabula Sports Complex and Tomaree Sports Complex. These facilities all provide for multiple users and are large enough to accommodate large sporting events.

Desired Level of Service

Council has a desired provision of 1.55 hectares of sports facilities for every 1,000 people. For court sports facilities the desired levels of service are:

- Netball Court – 1:3,000
- Tennis Court – 1:1,800
- Croquet Court – 1:40,000

Provision

Benchmarking of provisions in councils with similar attributes to Port Stephens has taken place. Two comparative Lower Hunter Councils have been provided who are best fit considering the local context. Benchmarking standards are shown in the table below:

Benchmarking - Sports Facilities		
Council	Provision	Year
Sports Facilities		
Port Stephens Council	1.55 hectares for every 1,000 people	2019
Lake Macquarie City Council	1.4 hectares for every 1,000 people	2019
Maitland City Council	1.46 hectares for every 1,000 people	2019
Netball Court		
Port Stephens Council	One netball court for every 3,000 people	2021
Lake Macquarie City Council	One netball court for every 2,017 people	2021
Mid Coast Council	One netball court for every 3,715 people	2021
Tennis Court		
Port Stephens Council	One tennis court for every 1,800 people	2021
Lake Macquarie City Council	One tennis court for every 3,055 people	2021
Croquet Court		
Port Stephens Council	One croquet court for every 40,000 people	2015
Coffs Harbour Council	One croquet court for every 45,000 people	2011
Port Macquarie Hastings Council	One croquet court for every 35,000 people	2011

Hierarchy

A hierarchy of Regional, District and Local facilities has been established which will guide the development of each site. This will allow a minimum level of service to be

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defined and supporting infrastructure to be determined for each facility. The minimum standard of each facility forms the basis of what level of facility provision can be expected when utilising a facility.

- **Regional**

Regional facilities are a major location for residents and visitors. The user catchment for these facilities extends to a region, requires multi-use, and aims to attract large state or national events to the region.

- **District**

District sports facility may have the capacity to cater for a number a number of sporting codes and be a potential venue for regional competitions and events.

- **Local**

Local facilities provide for local use. The user catchments for these activities are limited and specific.

<b>Hierarchy - Sports Facilities</b>			
<b>Hierarchy</b>	<b>Description</b>	<b>Facilities provided</b>	<b>Proposed facilities</b>
Regional	Regional facilities are a main location for residents and tourist activity. The user catchment for these facilities extends to a region and they anticipate high and continuous use.	<ul style="list-style-type: none"> <li>• Cater for multiple sports</li> <li>• Amenities building with a minimum of four change rooms or multiple amenities buildings at a complex</li> <li>• Tiered seating or raised spectator areas.</li> <li>• Sealed car parking with capacity for over 100 cars</li> </ul>	<ul style="list-style-type: none"> <li>• As shown in the Sports Facilities Management Program</li> </ul>
District	District facilities are provided at a location for moderate resident and tourist activity. Have the capacity to draw people from more than one Planning District area. However, they may act as an overflow when demand at Regional facilities exceeds capacity.	<ul style="list-style-type: none"> <li>• Cater for multiple sports</li> <li>• Amenities building with a minimum of four change rooms or multiple amenities buildings at a complex</li> <li>• Sealed car parking with capacity for over 50 cars</li> </ul>	<ul style="list-style-type: none"> <li>• As shown in the Sports Facilities Management Program</li> </ul>
<b>Local</b>	Local facilities provide for local activities and access. The user catchments for these activities are limited and specific.	<ul style="list-style-type: none"> <li>• Cater for specific sports</li> <li>• Amenities building</li> <li>• Car parking</li> </ul>	<ul style="list-style-type: none"> <li>• As shown in the Sports Facilities Management Program</li> </ul>

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Facility Component	Regional	District	Local
Buildings and Amenities	<ul style="list-style-type: none"> <li>Large quality clubhouse building including changing rooms, showers, toilets, referees room, kitchen and kiosk, social/ community room, storage areas administration area</li> <li>Accessible public toilets</li> </ul>	<ul style="list-style-type: none"> <li>Clubhouse building including changing rooms, showers, toilets, referees room, kitchen and kiosk, social/ community room, storage areas administration area</li> <li>Accessible public toilets</li> </ul>	<ul style="list-style-type: none"> <li>Small clubhouse building including changing rooms, showers, toilets, referees room, and administration area</li> <li>Accessible public toilets</li> </ul>
Other Recreational Facilities	<ul style="list-style-type: none"> <li>Playground with shade structure where appropriate</li> <li>Exercise equipment</li> <li>Skate park or BMX</li> <li>Bike and scooter circuits or paths</li> <li>Other facilities e.g. tennis hit up wall, half courts, parkour</li> </ul>	<ul style="list-style-type: none"> <li>Playground with shade structure where appropriate</li> <li>Exercise equipment</li> <li>Skate park or BMX</li> <li>Bike and scooter circuits or paths</li> <li>Other facilities e.g. tennis hit up wall, half courts, parkour</li> </ul>	<ul style="list-style-type: none"> <li>Exercise equipment</li> <li>Skate park or BMX</li> <li>Bike and scooter circuits or paths where appropriate</li> </ul>
Pathways and Connections	<ul style="list-style-type: none"> <li>3m wide shared pathways</li> </ul>	<ul style="list-style-type: none"> <li>Walking paths (minimum 2m)</li> </ul>	<ul style="list-style-type: none"> <li>May not include pathways</li> </ul>
Supporting Infrastructure	<ul style="list-style-type: none"> <li>Scoreboard</li> <li>Spectator seating</li> <li>Seating, tables, shelters and BBQs</li> <li>Bins</li> <li>Water drinking fountain</li> <li>Bike racks</li> <li>Car parking</li> <li>Reserve fencing</li> </ul>	<ul style="list-style-type: none"> <li>Scoreboard</li> <li>Spectator seating</li> <li>Seating, tables and shelters</li> <li>Bins</li> <li>Water drinking fountain</li> <li>Bike racks</li> <li>Car parking</li> </ul>	<ul style="list-style-type: none"> <li>Seating</li> <li>Bins</li> </ul>
Landscape	<ul style="list-style-type: none"> <li>Shade trees</li> </ul>	<ul style="list-style-type: none"> <li>Shade trees</li> </ul>	<ul style="list-style-type: none"> <li>Shade trees</li> </ul>

	<ul style="list-style-type: none"> <li>High quality fields with markings and excellent drainage</li> </ul>	<ul style="list-style-type: none"> <li>High-medium quality fields with markings and good drainage</li> </ul>	
Signage	<ul style="list-style-type: none"> <li>Interpretive, regulatory and way finding signage</li> <li>Site specific art work or features</li> </ul>	<ul style="list-style-type: none"> <li>May not be included and merit based approach</li> <li>Interpretive, regulatory and way finding signage</li> </ul>	<ul style="list-style-type: none"> <li>May not be included and merit based approach</li> <li>Interpretive, regulatory and way finding signage</li> </ul>

**FUTURE DEMAND**

Council is committed to the provision of quality leisure and recreation opportunities and recognises the value of accessibility and participation to enhance quality of life for the individual and the community.

Key Drivers

Sport and recreation activities attract investment; support local sport and recreation businesses; and provide spaces for major events, attracting tourists and visitors to boost local economies.

Participation rates: The participation trends in sport generally indicate an increase. Along with population growth, it is expected that demands on facilities will continue to increase.

Participation increases are expressed in a number of ways:

- More casual and unstructured participation with numbers of participants increasing at a greater rate than members of clubs/competitions
- Evidence that non-organised participation is higher than organised, with participation in organised/structured sport being higher for males than females
- The number of females participating in sports that have been primarily male dominated is increasing as shown by the development of sports such as league tag.

Supply versus Standard

Using the provision of 1.55 hectare of sports facilities for every 1,000 people there will continue to be a surplus in 2041. This only means that Council has sufficient land dedicated to this function although there may need to be improvements or construction of new fields at the existing facilities to continue to be able to cater for the expanding population. Of the court specific sports catered for netball and tennis show a shortage of supply by 2041.

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Current Supply versus Provision Standard

<b>Current Supply vs Provision Standard – Sports Facilities</b>			
	<b>2024</b>	<b>2031</b>	<b>2041</b>
Projected Population	75,390	82,526	96,076
Benchmark Demand	116.9	127.9	148.9
Existing Supply	183.2	183.2	183.2
Surplus/Shortage	66.3ha	55.3ha	34.3ha

<b>Current Supply vs Provision Standard – Netball Courts</b>			
	<b>2024</b>	<b>2031</b>	<b>2041</b>
Projected Population	75,390	82,526	96,076
Benchmark Demand	25.1	27.5	32.0
Existing Supply	25	25	25
Surplus/Shortage	-0.1	-2.5	-7.0

<b>Current Supply vs Provision Standard – Tennis Courts</b>			
	<b>2024</b>	<b>2031</b>	<b>2041</b>
Projected Population	75,390	82,526	96,076
Benchmark Demand	41.9	45.8	53.4
Existing Supply	50	50	50
Surplus/Shortage	8.1	4.2	-3.4

<b>Current Supply vs Provision Standard - Croquet Courts</b>			
	<b>2024</b>	<b>2031</b>	<b>2041</b>
Projected Population	75,390	82,526	96,076
Benchmark Demand	1.9	2.1	2.4
Existing Supply	3.0	3.0	3.0
Surplus/Shortage	1.1	0.9	0.6

Future State

As the population grows and ages it is likely to place further pressure on the existing facilities. As noted previously there is sufficient supply of open space dedicated for sporting purposes although there will need to be expansion of fields as well as upgrades to existing surfaces to cater for this increased population.

Port Stephens is a desirable tourist destination close to major cities which makes it an attractive area to host sporting events. It is important that Council's regional sporting facilities can continue to cater for sporting events, particularly mass participation events, to ensure Port Stephens remains an attractive sporting event destination.

**LIFECYCLE MANAGEMENT PLAN**

Creation/Acquisition/Augmentation Plan

There are currently no plans for the acquisition of further land for sporting facilities.

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Master Plans for the Tomaree Sports Complex, Ferodale Sports Complex, Lakeside Sports Complex, Mallabula Sports Complex and King Park Sports Complex will guide the expansion of these facilities into the future.

Operations/Maintenance Plan

Asset maintenance is performed reactively. The building structures, sports surfaces and equipment all have 10 year life cycle costs.

Condition and Performance Monitoring

Condition inspections are undertaken every two years and are used to inform the management of Sports Facilities assets.

Rehabilitation/Renewal/Replacement Plan

Proposed rehabilitation and renewals works are identified in condition rating reports, which also inform the timing and implementation of the Sports Facilities Management Program. Proposed funded works are listed in the Capital Works Program.

Consolidation/Disposal Plan

Sport facilities land that is deemed as excess to the standards and demand will be treated as surplus property. At present there are no plans to dispose of any of these land assets.

Risk Plan

Amenities are insured under Council's public liability insurance policy. Risk is managed through a detailed inspection of all aspects of the buildings undertaken annually by staff. There is a high frequency of maintenance issues reported by the community which are prioritised and scheduled for maintenance.

Cleaning staff also undertake periodic inspections when they are carrying out duties on site, with an agreement to identify any issues that may present a risk.

Risk Controls - Sports Facilities		
Risk	Control to Mitigate Risk	Residual Risk
There is a risk that components of the building do not meet the current Building Code for mandatory requirements – fire safety, electrical systems, switchboard rooms, etc leading to public safety risk to users.	<ul style="list-style-type: none"> <li>Identify the gaps to bring the buildings up to standard.</li> <li>Cost the works.</li> <li>Prioritise works based on risk.</li> </ul>	High
There is a risk that material containing asbestos is present in the buildings	<ul style="list-style-type: none"> <li>Document the buildings potentially containing asbestos material. Test these buildings for asbestos and residual asbestos. Remove or isolate the asbestos from the building.</li> </ul>	Medium

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leading to potential exposure by users.	<ul style="list-style-type: none"> <li>• Monitor the condition of the building for the presence of asbestos.</li> <li>• Educate users and workers about the presence and management of asbestos-containing material.</li> <li>• Develop site specific management plans.</li> </ul>	
There is a risk that the building does not comply with working at heights systems such as anchor points and walkways, leading to injury to workers while undertaking work at heights.	<ul style="list-style-type: none"> <li>• Install working at heights systems on buildings that require known frequent working at heights for the purpose of accessing utilities such as AC units, box gutters, etc.</li> <li>• Create a program to install and fund working at heights systems on these buildings.</li> <li>• For all other buildings and buildings without anchor points, utilise the works practice risk assessments before and during the works.</li> <li>• Undertake annual certification of installed anchor points.</li> </ul>	Medium
There is a risk that works may be carried out on the building without Council's knowledge leading to damage to the building and or exposing the users to unknown risks.	<ul style="list-style-type: none"> <li>• Review licensing agreements with the tenants to ensure that all understand that Council must be notified and consent to any proposed works.</li> </ul>	Low
There is a risk that the field lighting does not meet required illumination (lux) standards for intended usage leading to personal injury.	<ul style="list-style-type: none"> <li>• Inspect the lighting to determine the gaps in illumination.</li> <li>• Create a prioritised works program based on risk.</li> </ul>	Low

Financial/Budget Summary

• Capital

The most recent capital works include LED lighting upgrades at Mallabula Sports Complex, King Park Sports Complex and Lakeside Sports Complex. Plus facility upgrades at Salamander Sports Complex and expansion of Don Waring Oval underway. Proposed future capital works are scheduled through biennial condition inspections.

• Recurrent/Operational

Funding for reactive and programmed maintenance is allocated in the Public Domain and Services section of Council and works are prioritised based on Council's risk matrix. The reactive and programmed maintenance works are determined through Council's asset inspection and the customer request systems.

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Plan Improvement and Monitoring

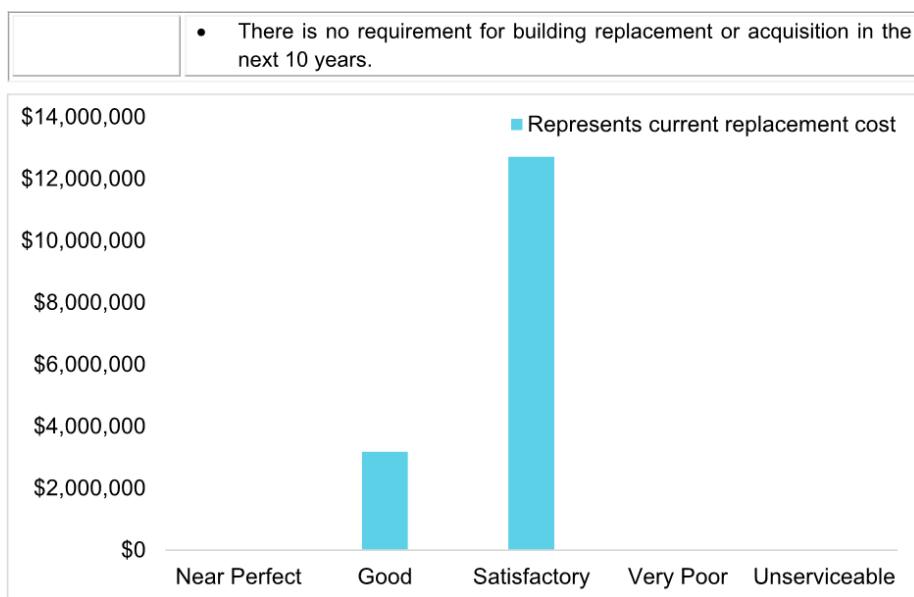
New systems are being developed to improve data on asset management including a greater emphasis on proactive data collection, works and future financial forecast.

Summary

The standards indicate sufficient supply of land dedicated to sporting facilities for the future; however, improvements to the existing facilities will need to be closely monitored to ensure that they can handle the increased load that higher populations will bring. Development of facilities such as Ferodale Sports Complex and Tomaree Sports Complex that have additional available land to allow expansion should be planned for and scoped to allow the facilities to be available and funded when required by the increased population.

**Surf Lifesaving Facilities**

Asset Holdings	Five buildings including Birubi Surf Club, Birubi Café/Residence, One Mile Lifeguard Facility, Fingal Bay Surf Club and Fingal Bay Café/Residence. Building components: <ul style="list-style-type: none"> <li>• Exterior Works – Retaining walls, fencing, signage, landscaping</li> <li>• Exterior Fabric – Access stairs and ramps, roof, external walls, windows, external doors</li> <li>• Interior Finishes – Floors, ceilings, joinery, linings, fixture and fittings</li> <li>• Services – Hydraulic, mechanical, fire, electrical, security</li> </ul> Other components/assets: <ul style="list-style-type: none"> <li>• Rescue equipment i.e. rescue tubes, boards, flags, poles, and signage</li> </ul>		
Desired Level of Service Statement	One lifesaving club for every 30,000 people		
Available Data	Fair Value as at 30 June 2025, condition inspection reports, asset management plans/reports, Australian Surf Lifesaving's Port Stephens Beach Audit.		
Last Condition Survey	2025		
General Assessment of Condition	Condition Rating	% Assets	\$CRC
	1 Near Perfect	0	\$0
	2 Good	20	\$3,178,430
	3 Satisfactory	80	\$12,713,718
	4 Very Poor	0	\$0
	5 Unserviceable	0	\$0
	Total	100.00	\$15,892,148
Main Findings	<ul style="list-style-type: none"> <li>• The Surf Lifesaving Facilities are all in Good to satisfactory condition.</li> </ul>		
Future Actions	<ul style="list-style-type: none"> <li>• Short Term – Landscaping upgrades at Birubi Surf Club.</li> </ul>		



**Figure 33: Condition Rating – Surf Lifesaving Facilities**

**LEVEL OF SERVICE**

Customer Expectations

Customers (both visitors and residents) expect facilities that provide surf lifesaving services for beach goers to prevent drowning, as well as to promote and educate the public on water safety. There is also an expectation for these facilities to provide amenities, food and beverage outlets as well as spaces for functions or events. These additional facilities assist in creating sustainable surf clubs over the long term.

Legislative Requirements

The Council’s Surf Lifesaving Facilities are required to comply with the following legislation to ensure safety of those who use the beaches:

- National Construction Codes and Australian Standards relevant to all aspects of building and construction. Specifications are provided where substantial works are being undertaken and are site specific.
- Australian Standards as recommended by Australian Surf Lifesaving's Port Stephens Beach Audit.
- Local Government Act 1993

Current Level of Service

Council provides three surf lifesaving facilities being the Birubi Surf Lifesaving Club, Fingal Bay Surf Lifesaving Club and the One Mile Beach Surf Lifeguard Facility. They all provide facilities for professional lifeguarding during the summer months while the

facilities at Birubi and Fingal Bay also cater for Surf Club activities, public amenities and café/restaurants.

<b>Birubi Surf Lifesaving Club</b>	
Birubi Surf Lifesaving Club was constructed in 2013 and is the home of the Birubi Point SLSC. The club was formed in 1993 to protect swimmers at Birubi Point.	
Facilities provided	<ul style="list-style-type: none"> <li>• Volunteer and Professional lifeguard services available during summer season (October – April)</li> <li>• Amenities</li> <li>• Kiosk/café</li> <li>• Caretaker facilities</li> <li>• Lifeguard tower</li> <li>• Car parking</li> </ul>
<b>Fingal Bay Surf Lifesaving Club</b>	
Fingal Bay Surf Lifesaving Club was constructed in 2012 and is the home of the Fingal Beach SLSC.	
Facilities provided	<ul style="list-style-type: none"> <li>• Volunteer and Professional lifeguard services available during summer season (October – April)</li> <li>• Amenities</li> <li>• Kiosk/café</li> <li>• Restaurant</li> <li>• Caretaker facilities</li> <li>• Lifeguard tower</li> <li>• Car parking</li> </ul>
<b>One Mile Beach Lifeguard Facility</b>	
One Mile Beach Lifeguard Facility was constructed in 2017 and provides storage and amenities for the professional lifeguard service at One Mile Beach.	
Facilities provided	<ul style="list-style-type: none"> <li>• Volunteer and Professional lifeguard services available during summer season (October – April)</li> <li>• Lifeguard amenities</li> </ul>

Desired Level of Service

Council has a desired provision of one lifesaving club for every 30,000 people.

Provision

Benchmarking of provisions in councils with similar attributes to Port Stephens has taken place. Two comparative Lower Hunter Councils have been provided who are best fit considering the local context. The PSC benchmark standard was selected in consideration of the topography of the beaches to be serviced and their capacity to be utilised by users of the beach. Benchmarking standards are shown in the table on the following page:

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Benchmarking - Surf Lifesaving Facilities		
Council	Provision	Year
Port Stephens Council	One surf lifesaving facility for every 30,000 people	2021
Lake Macquarie City Council	One surf lifesaving facility for every 53,461 people	2021
MidCoast Council	One surf lifesaving facility for every 13,797 people	2021

Future Demand

The Council area is expected to continue to grow as a tourist destination and the provision of water safety to allow visitors and residents the opportunity to swim at a patrolled beach is a large part of the attraction for visitors. All surf lifesaving facilities are in satisfactory condition.

Key Drivers

Tourism numbers are expected to increase in the Port Stephens area in future years. Recent investigations of tourist activities in the Port Stephens region by Tourism Research Australia indicate a large portion of visitor’s access water related activities.

The water forms a large part of the Port Stephens culture with the tag line of the area being a "blue water wonderland". Being involved in surf lifesaving gives members an opportunity to develop skills and knowledge in a variety of different areas. The core intent of members is 'saving lives in the water' and this is predominately a lifesaving focus. The skills and knowledge developed as a lifesaver are not only for use within Surf Life Saving, they are transferable to all aspects of everyday life.

Supply versus Standards

Using the provision of one facility for every 30,000 people indicates there is adequate supply until 2031. This numerical standard should only be considered as a guide, but all open beaches are generally covered. It then becomes important that the type of facility provided should be of a standard to respond to additional beach users.

Current Supply versus Provision Standard

Current Supply vs Provision Standard - Surf Lifesaving Facilities			
	2024	2031	2041
Projected Population	75,390	82,526	96,076
Benchmark Demand	2.5	2.75	3.2
Existing Supply	3.0	3.0	3.0
Surplus/Shortage	0.5	0.25	-0.2

Future State

The Birubi, Fingal Bay and One Mile facilities are all in satisfactory condition and there will be no need for additional facilities. However, after 2031 close monitoring will need to occur regarding capacity of support facilities such as public amenities.

**LIFECYCLE MANAGEMENT PLAN**

Creation/Acquisition/Augmentation Plan

Council's adopted standards have been used to establish a base understanding as to the appropriateness of the facilities provided. No additional facilities are required.

Operations/Maintenance Plan

Although these structures are new the environment in which they are located is very harsh which requires a timely response to address any faults to ensure sound lifecycle management. As a result, a programmed maintenance schedule is in place for Council's assets.

Condition and Performance Monitoring

Condition inspections are undertaken every two years and are used to assess the management of Surf Lifesaving assets.

Rehabilitation/Renewal/Replacement Plan

Proposed rehabilitation and renewal works are identified in condition reports which also inform the timing and implementation of the Surf Lifesaving Facilities Management Program.

Proposed funded works are listed in the Capital Works Program.

Consolidation/Disposal Plan

There are no plans to consolidate or dispose of surf clubs.

Risk Plan

Surf clubs/amenities are insured under Council's Public Liability Insurance policy. Risk is managed through a detailed risk inspection of all aspects of the buildings undertaken annually by staff and management committees. Inspections are also undertaken by trades' staff when carrying out maintenance on any site.

Risk Controls - Surf Lifesaving Facilities		
Risk	Control to Mitigate Risk	Residual Risk
There is a risk that components of the building do not meet the current Building Code for mandatory requirements – fire safety, electrical systems, switchboard rooms, etc.	<ul style="list-style-type: none"> <li>Identify the gaps to bring the buildings up to standard.</li> <li>Cost the works.</li> <li>Prioritise works based on risk.</li> </ul>	High
There is a risk that the building does not comply with working at heights systems such as anchor points and walkways,	<ul style="list-style-type: none"> <li>Install working at heights systems on buildings that require known frequent working at heights for the purpose of accessing utilities such as AC units, box gutters, etc.</li> </ul>	Medium

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leading to injury to workers while undertaking work at heights.	<ul style="list-style-type: none"> <li>• Create a program to install and fund working at heights systems on these buildings.</li> <li>• For all other buildings and buildings without anchor points, utilise the works practice risk assessments before and during the works.</li> <li>• Undertake annual certification of installed anchor points.</li> </ul>	
There is a risk that works may be carried out on the building without Council's knowledge leading to damage to the building and or exposing the users to unknown risks.	<ul style="list-style-type: none"> <li>• Review licensing agreements with the tenant to ensure that everyone understands that Council must be notified and approved about any proposed works.</li> </ul>	Low

Financial/Budget Summary

- Capital

The most recent capital works include Air Conditioning replacements and landscaping at Birubi Surf Club. Proposed future capital works are scheduled through biannual condition inspections.

- Recurrent

Funding for reactive and programmed maintenance is allocated in the Public Domain and Services section of Council and works are prioritised based on Council's risk matrix. The reactive and programmed maintenance works are determined through Council's asset inspection and the customer request systems.

- Operational

Council has a professional lifeguard contract for the provision of services, currently valued at \$601,630 and indexed for CPI annually.

Plan Improvement and Monitoring

New systems are being developed to improve data on asset management including a greater emphasis on proactive data collection, works and future financial forecast.

Summary

Recent years has seen substantial investment in this asset class. All facilities are in satisfactory condition into the future.

## Corporate Buildings

Asset Holdings	Administration Building, Raymond Terrace: A large two storey municipal building in Raymond Terrace which comprises a total Net Lettable area of approximately 4,119 m <sup>2</sup> . The building is constructed upon a parcel of land
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	which is part of a larger lot of commercially zoned land that will be developed for commercial interests into the medium term.		
	Visitor Information Centre, Nelson Bay		
Desired Level of Service Statement	<ul style="list-style-type: none"> <li>To provide an ancillary facility for the housing of Council's Administration operations and as a Civic building utilised by visitors.</li> <li>To provide a modern attractive tourism facility for the visitors to Port Stephens.</li> </ul>		
Available Data	Fair Value as at 30 June 2025, condition inspection reports (internal and external contractors), asset management plans/reports.		
Last Condition Survey	2024		
General Assessment of Condition	Condition Rating	% Asset	\$CRC
	1 Near Perfect	16	\$4,090,594
	2 Good	71	\$18,152,004
	3 Satisfactory	13	\$3,323,606
	4 Very Poor	0	\$0
	5 Unserviceable	0	\$0
	Total	100	\$25,566,204
Main Findings	<ul style="list-style-type: none"> <li>Internal refurbishment of the Administration Building staff office areas completed December 2025.</li> </ul>		
Future Actions	Short Term – Continue internal refurbishment within Council Chambers and training room. Short Term - External renovation of the Visitors Information Centre.		



**Figure 34: Condition Rating – Administration Building**

## **LEVEL OF SERVICE**

### Customer Research and Expectations

- Expectations relating to management of the Administration Building include funding capacity, public perception, operational functionality and staff growth, organisational regulation and legislation.
- Visitor to the VIC expect a functional and welcoming venue that supports the Port Stephens Tourism brand image.

### Legislative Requirements

The Council's Administration Building and VIC is required to be designed, managed and maintained in accordance with the following Australian Standards:

- Local Government Act 1993
- National Construction Codes and Standards
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011

### Current Level of Service

- The Administration Building is an operational asset and is managed with a primary focus on compliance, public amenity, and cost effectiveness to ensure a safe working environment for staff and the public. The asset generally continues to provide an acceptable level of performance in regards to meeting current service requirements. The current layout is not efficient operationally due to increases in staffing levels. As a result, Council has been undertaking staged building refurbishments.
- The VIC provides an attractive modern facility which currently caters well to its use. The VIC is a purpose built facility located within an attractive focal point adjacent to the Nelson Bay CBD.

### Desired Level of Service

- Council has a desire to continue to provide quality and cost efficient municipal accommodation and facilities at the Administration Building.
- Into the future there may be the requirement to provide significant capital upgrades to the VIC in order to adequately service the increased tourism numbers within Nelson Bay and Port Stephens generally.

## **FUTURE DEMAND**

### Key Drivers

- The drivers for the Administration Building is the adequate provision of accommodation for staffing numbers and public space requirements. The building accommodates 52% of Council's total permanent staff (279 employees) as at 31 December 2019.

- The key driver for the Visitor Information Centre (VIC) is tourism and tourism related industry and visitation.

#### Future State

- Administration Building staff numbers are expected to hold into the future and new technological advances will provide flexibility to improve the municipal function and amenity of the asset.
- VIC operations anticipate that increasing tourism numbers and the growing popularity of Port Stephens generally will increase demand for the level of service provided by the facility.

### **LIFECYCLE MANAGEMENT PLAN**

#### Creation/Acquisition/Augmentation Plan

- The Administration Building is currently facilitating the requirements of staff and visitors. There is no proposed need for acquisition of additional administration facilities. The building occupies part of a site legally identified as Lot 1 in DP 81992 which is approximately 16,349 m<sup>2</sup>, however, the balance of the site is likely to be utilised for future subdivision and redevelopment at some time into the future.
- There are currently no plans for creation or augmentation for the VIC at this time.

#### Operations/Maintenance Plan

A programmed maintenance schedule is in place for Council's assets. When a fault or breakdown occurs with an asset, reactive maintenance is performed, to allow the asset to perform its intended function. The building structures, fixed plant and equipment all have 10 year lifecycle costs.

#### Condition and Performance Monitoring

Condition inspections are undertaken every two years and are used to assess the management of the asset. The assessment informs what is required for the assets to be managed in the most cost effective and sustainable manner.

#### Rehabilitation/Renewal/Replacement Plan

Proposed rehabilitation and renewals works are identified in condition rating reports, which also inform the timing and implementation of the asset's Management Program.

#### Consolidation/Disposal Plan

There is no proposed consolidation or disposal plan in place for the Administration Building or the VIC as the building is deemed fit for purpose and continues to fulfil requirements.

Risk Plan

<b>Risk Controls - Administration Building</b>		
<b>Risk</b>	<b>Control to Mitigate Risk</b>	<b>Residual Risk</b>
There is a risk that non-compliant services within the building could lead to breaches in legislative provisions.	<ul style="list-style-type: none"> <li>Regular compliance programs are in place to ensure compliance.</li> <li>Continue regular maintenance inspections as per the Asset Inspection program to check for changes in condition.</li> </ul>	Medium
There is a risk that poor space management will lead to functional obsolescence of some areas of the accommodation.	<ul style="list-style-type: none"> <li>Continue to proactively manage the space design in accordance with best practice and current trends.</li> </ul>	Low
There is a risk that Contractors or others within the building could be injured as a result of non-compliance with WHS legislation.	<ul style="list-style-type: none"> <li>Continue to ensure vigilance in management of onsite contractors and others while performing works within the asset.</li> </ul>	Low
There is a risk that the building does not comply with working at heights systems such as anchor points and walkways, leading to injury to workers while undertaking work at heights.	<ul style="list-style-type: none"> <li>Install working at heights systems on buildings that require known frequent working at heights for accessing utilities such as AC units, box gutters, etc.</li> <li>Create a program to install and fund working at heights systems on these buildings.</li> <li>For all other buildings and buildings without anchor points, utilise the works practice risk assessments before and during the works.</li> <li>Undertake annual certification of installed anchor points.</li> </ul>	Medium

Financial/Budget Summary

- Capital

Administration Building: The most recent capital works includes an additional 112Kw of solar PV on the roof to supplement the existing 99Kw system and the internal refurbishment currently underway.

Visitor Information Centre: The most recent capital works include the carpet and vinyl flooring replacement. Proposed future capital works are scheduled through biennial condition inspections.

- Recurrent/Operational

Funding for reactive maintenance has been reallocated to the Public Domain and Services Section. Maintenance activities are directed to the Public Domain and Services Section and prioritised on Council's risk matrix. The

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reactive and programmed maintenance works are programmed through Council asset inspections and the customer request system.

Plan Improvement and Monitoring

New systems are being developed to improve data on asset management including a greater emphasis on proactive data collection, works and future financial forecast.

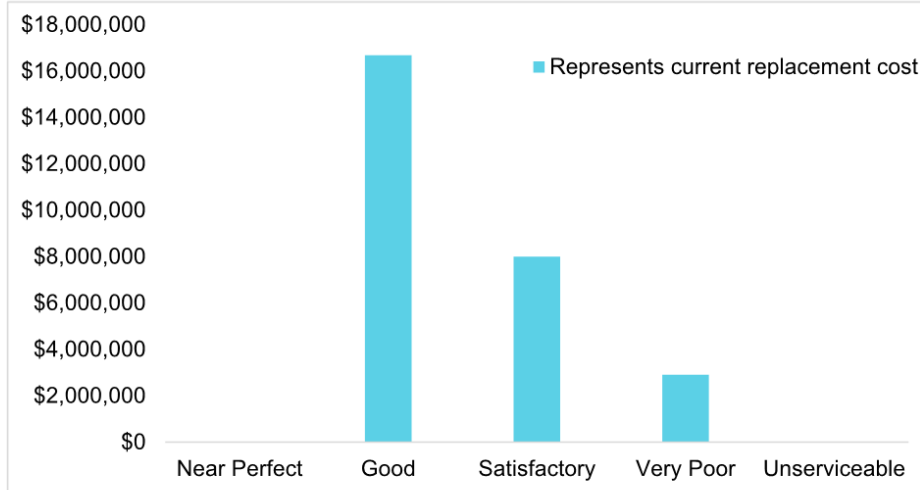
Summary

- The Administration Building is serviced and managed in accordance with this plan and will continue to serve well as a civic asset and headquarters for the operations of Council.
- The VIC remains an asset well suited to its current purpose. However, it is anticipated that into the future increases in tourism numbers and the popularity of Port Stephens as a preferred holiday destination servicing both local and overseas markets will dictate that significant capital upgrades are undertaken.

Investment Property Portfolio

Asset Holdings	Currently Council has twelve investment properties: 1. 49 William Street, Raymond Terrace NSW 2324 2. 113 Beaumont Street, Hamilton NSW 2303 3. 528 Hunter Street, Newcastle NSW 2300 4. 42 William Street, Raymond Terrace NSW 2324 5. 57-59 Port Stephens Street, Raymond Terrace 2324 6. 44 William Street, Raymond Terrace NSW 2324 7. 46 William Street, Raymond Terrace NSW 2324 8. 48 William Street, Raymond Terrace NSW 2324 9. 72 Port Stephens Street, Raymond Terrace NSW 2324 10. 29 Sturgeon Street, Raymond Terrace NSW 2324 11. 36A Ferodale Road, Medowie NSW 2318 12. 11 Laverick Avenue Tomago NSW 2322			
Desired Level of Service Statement	To maintain the properties' profitability in order to be able to attract and retain suitable and sustainable tenants. It is considered that the assets meet the current required Level of Service, which is tied directly to the commercial lease agreements in place.			
Available Data	Condition reports, title description and property history.			
Last Condition Survey	2022			
General Assessment of Condition	Condition Rating	% Assets	\$CRC	
	1	Near Perfect	0	\$0
	2	Good	64	\$16,680,000
	3	Satisfactory	34	\$8,000,000
	4	Very Poor	2	\$2,900,000
	5	Unserviceable	0	\$0
	Total	100	\$27,580,000	

Main Findings	The majority of the assets (91%) are rated at Good or Satisfactory. Notwithstanding this rating a proportion will require upgrade or replacement over the short to medium term.
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**Figure 35: Condition Rating – Investment Property Portfolio**

**LEVEL OF SERVICE**

Customer Research and Expectations

Currently the portfolio meets the objectives of each of its customers. Regular feedback is gained in consultation with tenants and or respective property managers.

Legislative Requirements

The management of the portfolio is subject to a number of legislative requirements, the most relevant of which are:

- Conveyancing Act 1919
- Retail Leases Act 1994
- Real Property Act 1900
- Building Code of Australia
- Environmental Planning and Assessment Act 1979

Current Level of Service

In general terms, the assets meet or exceed the expectations of the existing customers.

Desired Level of Service

Upgrades have been planned as detailed under Investment Property Portfolio –

Management Plan below and these will to ensure that the capital value of the assets continues to grow.

It is imperative for the portfolio returns to continue so that Council can attract and retain core commercial tenants.

#### Standards

Commercial leasing is a dynamic market driven by competing offerings, technological change, and the effective management of the level of investment in the market, which in broad terms governs supply and demand. Standards and benchmarking in the industry relate primarily to the quality of the offerings and the vacancy rate.

Council's portfolio is fully occupied: the office accommodation and premises can generally be described as B.

### **FUTURE DEMAND**

#### Key Drivers

There are many drivers around the level of future demand for office accommodation in the Newcastle CBD. There have been significant additions to the availability and the quality of available stock over the last six to eight years. More A grade stock continues to be released to the market and together with the popularity of flexible working arrangements, double digit vacancy rates are being experienced through available CBD spaces.

#### Future State

Strategically, the asset management initiatives for the portfolio have recognised the need for a balance between infrastructure renewal and the projected uplift in values and the need to be able to take advantage of potential divestment opportunities as and when they arise.

All asset maintenance is funded by the income stream generated and there is also a need to protect that income from being eroded. Notwithstanding this, in general terms infrastructure upgrades will add value.

As detailed under 2022 Condition Rating – Property Investment Portfolio 9% of the assets are rated as Very Poor and will require capital funding to bring them to a satisfactory condition rating.

### **LIFECYCLE MANAGEMENT PLAN**

#### Creation/Acquisition/Augmentation Plan

There are currently no plans regarding creation or acquisition in respect to additions to the Property Portfolio. However, Council will remain diligent in respect of the markets to enable it to take advantage of potential opportunities for growth as they arise.

#### Operations/Maintenance Plan

A programmed maintenance schedule is in place for Council's assets.

#### Condition and Performance Monitoring

Annual monitoring of the condition and performance together with Work Health and Safety risks is in place for the portfolio.

The condition audit checks the asset condition, usability, safety, and compliance with relevant Australian Standards and Legislation. The results from these inspections are used to inform the update of maintenance works and capital works plans.

#### Rehabilitation/Renewal/Replacement Plan

Rehabilitation work is identified in condition reports which are undertaken on a regular basis. Funded works are listed in the Capital Works Program.

#### Consolidation/Disposal Plan

The property investment portfolio requires periodic review to maximise return and minimise the risk to Council. With the ever evolving globalising and integration of society, the economic demand for property changes. A number of factors are to be considered when reviewing the performance of a property, which can be both specific to Council and varied external factors at any given time.

Internal factors include the appetite for risk by the Elected Councillors, Executive staff, funding and budget requirements. This includes the need to maintain ongoing revenue streams to Council as well as capital gains from sales and development projects.

External factors may include prevailing tax and investment policies, global economic stability, accessibility of funding, investor confidence, and projected returns as compared to other types of investments.

To manage and minimise the risks associated with a commercial portfolio, the following is to be undertaken:

- Measure, benchmark and report on the portfolio performance, including vacancy rates, gross and net revenue
- Undertake regular reviews of economic conditions and market trends at local, state and national level, and
- Engage an external consultant to undertake an annual portfolio review.

#### Risk Plan

Management assesses financial risk on an ongoing basis while insurance risk is catered for under Council's industrial special risk and public liability policies while the tenant attends to the daily WHS responsibilities. Matters arising, which are the responsibility of the landlord are addressed as a matter of highest priority and where necessary in negotiation with the tenant.

In relation to the Investment Property Portfolio, a number of risks have been identified which are common to all assets under the Strategic Property portfolio. These are being

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monitored and addressed in accordance with the availability of resources and the wider organisational program of works.

Risk Controls - Investment Property Portfolio		
Risk	Control to Mitigate Risk	Residual Risk
There is a risk that material containing asbestos is present in the buildings leading to the potential exposure of users.	<ul style="list-style-type: none"> <li>Document the buildings with potential asbestos-containing material. Test these buildings for asbestos and residual asbestos. Remove or isolate the asbestos material from the building.</li> <li>Monitor the condition of the building(s) for the presence of asbestos.</li> <li>Educate users and workers about the presence and management of asbestos-containing material.</li> <li>Develop site-specific management plans.</li> </ul>	Medium
There is a risk that tenants occupying either single holdings or large floor plates of leased premises, will vacate and find a more competitive space, leading to the long-term vacancy of some premises.	<ul style="list-style-type: none"> <li>Ensure that infrastructure is upgraded or replaced as it reaches the end of its functional life.</li> </ul>	Medium
There is a risk that the buildings do not comply with working at heights systems such as anchor points and walkways, leading to the potential injury of workers while undertaking work at heights.	<ul style="list-style-type: none"> <li>Working at heights systems installed on buildings where required for the purpose of accessing utilities such as AC units, box gutters, etc.</li> <li>Implement compliance matrix for all buildings in the portfolio.</li> <li>Undertake annual certification of installed anchor points.</li> </ul>	Medium

Financial/Budget Summary

- Capital
  - Capital budget has been allocated for minor capital improvements.
- Recurrent/Operational
  - An annualised budget for operational costs is allocated and reviewed on a quarterly basis in accordance with Council's finance practices and guidelines.
  - The rehabilitation of the assets is funded by the Property Reserve Restricted Fund. Currently the portfolio provides a net income stream to Council in the order of \$2.0 million annually.

Plan Improvement and Monitoring

Asset Management Planning processes across Council have been reviewed and gaps identified over the last three years. As a result of the gap analysis Property Inspection Manager software has been deployed to assist with monitoring and recording routine and ad hoc inspections of the commercial investment portfolio.

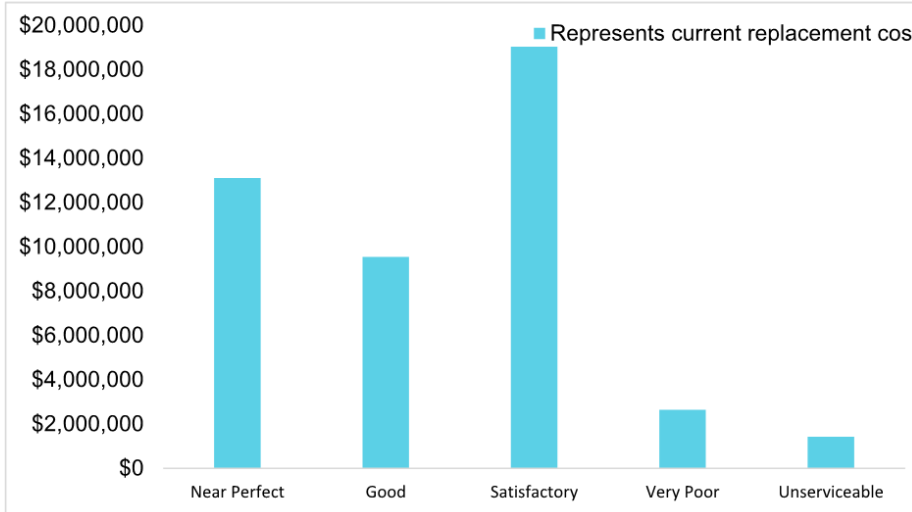
Summary

The Investment Property Portfolio is held to derive an alternate income stream thereby reducing the call on rates income. Commercial leases are in place in respect of each of the properties and accordingly the objectives of each of the parties are met through the obligations set specifically to each case.

**Holiday Parks**

Asset Holdings	<p>The 3 Holiday Parks assets of Fingal Bay Holiday Park, Halifax Holiday Park and 35% of Shoal Bay Holiday Park and now the Port Stephens Koala Sanctuary are managed by Port Stephens Council on behalf of the Crown through the Crown Reserve Trust. Thou Walla Holiday Park at Soldiers Point is a Council owned Park which is currently operated by Port Stephens Council. Broadly the current assets can be broken down as follows:</p> <ul style="list-style-type: none"> <li>• reception and residence buildings</li> <li>• amenities, laundries and camp kitchens</li> <li>• recreation centres and games rooms</li> <li>• playgrounds, outdoor recreation areas, shade structures and pools</li> <li>• tennis courts</li> <li>• kiosk at Halifax Park</li> <li>• relocatable cabin and villa accommodation buildings</li> <li>• work and storage sheds</li> <li>• roads and car parks</li> <li>• block paving</li> <li>• boardwalks</li> <li>• footpaths</li> <li>• concrete slabs – van sites and driveways</li> <li>• boom gates</li> <li>• street lighting</li> <li>• BBQ facilities</li> <li>• electrical power heads</li> <li>• signs</li> <li>• boundary/internal fencing and landscaping</li> </ul>
Desired Level of Service Statement	<p>Asset maintenance and capital projects delivery are planned and executed in response to demand levels which are informed by tourism and leisure markets. Council's Holiday Parks are highly regarded as high quality accommodation destinations both within the market and amongst competitors.</p>
Available Data	<p>Condition inspection reports, asset management plans/reports.</p>
Last Condition Survey	<p>2018</p>

General Assessment of Condition	Condition Rating		% Assets	\$CRC
	1	Near Perfect	29	\$13,103,393
2	Good	21	\$9,542,174	
3	Satisfactory	42	\$19,027,629	
4	Very Poor	5	\$2,640,982	
5	Unserviceable	3	\$1,423,043	
	Total	100.00	\$45,737,221	



**Figure 36: Condition Rating – Holiday Parks**

**LEVEL OF SERVICE**

Customer Research and Expectations

Research includes tourism industry trend data from government agencies and peak bodies together with [Community Satisfaction Survey](#) results.

The Holiday Parks are widely recognised by the delivery of consistently strong visitor experiences. Customer feedback reflects that the properties are well managed, efficient and offer high quality facilities equal to or better than most in the market.

Legislative Requirements

Like any other commercial venture Council’s businesses are to be managed in accordance with various pieces of legislation; in the case of the Holiday Parks the key legislative instruments are:

- Crown Lands Management Act 2018
- Local Government Act 1993

#### Current Level of Service

The current level of service delivers accommodation and guest services that represent holiday experiences that meet or exceed guest expectations of quality and value for money.

The indicators for these service performance standards are:

- Repeat guest visitation
- New visitor attraction
- Occupancy levels
- Net promoter score
- Return on investment.

#### Desired Level of Service

Although the parks currently hold a strong market position, it is important that the business continues to both strengthen this position and explore new market segments. High quality assets play a key role in attracting visitors, particularly in the increasingly competitive accommodation market.

To maintain and grow market share, we will need to lift operational performance and the overall guest experience. This will be supported through the development of a targeted capital works and maintenance program.

#### **FUTURE DEMAND**

Future demand for these properties is expected to remain strong, driven by continued growth in domestic travel, investment in the Newcastle Airport and increasing interest in nature-based experiences, short-break experiences, and traditional family holidays.

As expectations for comfort, amenities and sustainability continue to rise, the quality, condition and mix of our assets will play a critical role in attracting and retaining guests.

This means our asset management approach must be proactive and forward-looking, ensuring that facilities are well maintained, renewed at the right time, and upgraded where needed to meet changing market needs, support higher yield, and protect the long-term performance and value of the portfolio.

#### Key Drivers

The key drivers influencing demand for infrastructure are:

- Destination appeal
- Affordability and market competition
- Accessible accommodation and experiences
- Customer satisfaction (value for money, quality and presentation)
- Visitor demand and travel trends.

### Future State

Visitor accommodation and supporting infrastructure will be fit for purpose, resilient, and aligned to defined levels of service, enabling the organisation to meet current and forecast demand across peak and shoulder seasons. Assets will be maintained to consistent standards that support quality visitor experiences while remaining operationally efficient and financially sustainable.

Investment will be strategic and evidence-based, guided by asset condition, risk, performance, and demand. Renewal and upgrade programs will prioritise assets that protect revenue, improve visitor satisfaction, and reduce whole-of-life costs, with capital works staged to maximise value.

The asset portfolio will be future-ready, adaptable to changing visitor expectations and tourism trends, with accessibility and inclusivity embedded across facilities. Infrastructure will be climate-resilient and environmentally responsible, addressing coastal, flood, bushfire, and extreme weather risks while incorporating sustainable design and efficient resource use.

Assets will continue to deliver community and economic value, supporting local employment, year-round visitation, and reinvestment into asset renewal and broader community infrastructure.

### **LIFECYCLE MANAGEMENT PLAN**

#### Creation/Acquisition/Augmentation Plan

The creation and acquisition of assets are business decisions based on commercial and financial capabilities aligned to the relevant strategic development plans, plans of management and business plans.

#### Operations/Maintenance Plan

Maintenance planning is programmed through the Holiday Parks Asset Management Plans, staff inspections and Park management. Minor matters raised by staff or guest feedback are inspected and attended to immediately or prioritised and completed when resources are programmed.

#### Condition and Performance Monitoring

Monitoring of condition and performance is carried out by internal and external programs and authorities. These may include but not limited to regular safety audits, a program of safety observations and condition inspections.

#### Rehabilitation/Renewal/Replacement Plan

Proposed rehabilitation and renewal works are identified in condition reports which also inform the timing and implementation of the Holiday Parks Management Plan.

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Proposed schedules for rehabilitation, renewal and replacement of visitor accommodation assets are detailed within the plans of management and supporting business plans.

Consolidation/Disposal Plan

The consolidation and disposal of assets are business decisions based on commercial performance and financial capabilities in line with the relevant strategic development plans, plans of management and business plans.

Risk Plan

Risk Controls - Holiday Parks		
Risk	Control to Mitigate Risk	Residual Risk
There is a risk that capital projects will be delayed due to weather or unplanned variations in the project scope.	Capital projects are identified by the Holiday Parks Section Manager in liaison with the Parks Management Team with scope and site delivery by the project managers.	Medium
There is a risk that the deterioration of assets leading to service failure, safety issues or loss of demand.	Asset condition assessments are completed with clearly defined condition ratings supported by a 10 year capital renewal program and regular maintenance schedules.	Low
There is a risk that assets will be damaged or disrupted from natural disasters or hazards.	Resilient design standards, emergency management and business continuity plans.	Low
There is a risk that service levels will not be met due to asset condition.	Assets are fit for purpose with clear levels of service for each asset type.	Low
There is a risk of higher lifecycle costs if investment is not effectively planned.	Yield, occupancy and asset performance form part of the risk and condition-based prioritisation framework.	Low

Financial/Budget Summary

- Capital
  - Capital expenditure provisions are as detailed under Holiday Parks Management Program.
- Recurrent/Operational
  - Recurrent expenses are planned and budgeted for under the Council's budgetary process while capital projects in the Crown Reserve Parks are funded by agreement with the Crown Reserve Trust and in line with the published Plans of Management.

Plan Improvement and Monitoring

The SAMP is reviewed and updated annually. New assets are recorded and allocated asset numbers in the Corporate Asset Register. The performance of existing assets is monitored throughout the year via regular inspections. Reports are prepared and priorities determined for improvements in preparation for the annual budget process.

Summary

The current status of the asset maintenance program across the Council holiday parks indicates that further strategic planning is required to meet the desired level of service and expected market need.

**Operational Lands**

Asset Holdings	<p>Currently Council has 160 lots classified Operational Land including:</p> <ul style="list-style-type: none"> <li>• those held as properties designated for potential future development; and</li> <li>• those improved with buildings under the care and control of Council's Facilities and Infrastructure directorate.</li> </ul> <p>Of these 160 lots 29 are considered as 'Active' development lots (currently under some form of planning or development/consent activity). The remaining are either held for drainage or other public purposes, or considered 'Inactive' development sites (no current or planned development/consent activity).</p>
Desired Level of Service Statement	Not applicable as the Active parcels form part of the Property Investment and Development land bank.
Available Data	Land Register is the responsibility of Assets - Statutory Property team.
Last Condition Survey	Not applicable as the Active parcels are unimproved, with the exception of the library and administration buildings in Raymond Terrace, maintained by the Facilities and Infrastructure directorate.
Active Sites	<p>Karuah</p> <ul style="list-style-type: none"> <li>• 210 -262 Tarean Road – 7 lots</li> </ul> <p>Medowie</p> <ul style="list-style-type: none"> <li>• 3 Industrial Road – 1 lot</li> <li>• 38 Ferodale Road – 1 partial lot</li> <li>• 15 Peppertree Road – 1 partial lot</li> </ul> <p>Raymond Terrace</p> <ul style="list-style-type: none"> <li>• 112 Adelaide Street – 1 lot</li> <li>• 50 William Street – 1 lot</li> <li>• 7A Bourke Street – 1 lot</li> <li>• 18A Sturgeon Street – 1 partial lot</li> <li>• 116 Adelaide Street – 1 partial lot</li> <li>• 118-126 Adelaide Street – 5 lots</li> </ul> <p>Salamander Bay</p> <ul style="list-style-type: none"> <li>• 155 Salamander Way – 2 lots</li> <li>• 22 Homestead Street – 1 partial lot</li> </ul>

	<p>Tomago</p> <ul style="list-style-type: none"> <li>• 20 Enterprise Drive- 1 lot</li> <li>• 15 Enterprise Drive – 1 lot</li> </ul> <p>Williamstown</p> <ul style="list-style-type: none"> <li>• 282-282B and 398 Cabbage Tree Road – 4 lots</li> </ul>
Main Findings	<ul style="list-style-type: none"> <li>• None of the Operational Lands listed above, have above ground or major improvements which limits the need for SAMP actions.</li> <li>• More isolated Operational Lands, due to their unfenced nature, are at a higher risk of illegal dumping or other unacceptable activity;</li> <li>• The risks to Council from these Operational Lands are low in comparison to those of the improved sites;</li> <li>• Fencing is uneconomical but signage and increased Ranger visibility can act as a cost-efficient deterrent.</li> </ul>

**CHARACTERISTICS**

The active parcels can be characterised by one or more of the following:

- Zoned for commercial, industrial or residential development, or identified for rezoning;
- Within reasonable proximity to existing commercial/industrial/residential centres;
- Most but not all are flood free;
- Services are readily available;
- Demonstrated demand for the end development.

The inactive parcels can be characterised by a variety of the following:

- Low lying and/or flood prone;
- Small sites not capable of individual development;
- Heavily vegetated;
- Services may not be readily available;
- Unusually shaped, making development problematic;
- Community considers land is "open space" or "parkland".

**LEVEL OF SERVICE**

Legislative Requirements

Apart from the general provisions of the Local Government Act 1993, there is no legislative requirement in relation to these Operational Lands.

**FUTURE DEMAND**

Development of these Operational Lands is typically demand-driven. When the market is indicating upcoming demand for the likely end land use, the Property Investment and Development team of Council commences a process to rezone and or secure development consent for the end land use. Once consent conditions are available, Property Investment and Development team can review market conditions and development costs to determine the feasibility of proceeding with the development of

individual sites. Council resolution to proceed with the development including the provision of funding necessary to complete the development proposal is required. Sale of the end product pays for the development costs of the project with surpluses accruing in the Property Reserve Fund to continue to alleviate the call on rates revenue and assist with future development projects.

The Council is a relatively small player in the development industry however has a commercial advantage over private developers that must secure sites, incur holding costs, bring developments to the market and sell the completed project, all within a timeframe that enables a profit to be made. Council as the landowner has less holding costs and therefore can "land bank" its sites until market conditions are appropriate.

**LIFECYCLE MANAGEMENT PLAN**

Life cycle management plan provisions are not relevant to vacant land.

**Lifecycle Management: Information  
Communication Technology Assets**

Information Communication Technology (ICT) Assets categories are listed in Table 1.

**Cabling**

Asset Holdings	Structured Data Cabling		
Available Data	Limited		
Last Condition Survey	2025		
General Assessment of Condition	Condition Rating	% Assets	\$CRC
	1 Near Perfect	34	\$195,000
	2 Good	48	\$278,750
	3 Satisfactory	15	\$86,250
	4 Very Poor	3	\$15,000
	5 Unserviceable	0	\$0
	Total	100.00	\$575,000
Main Findings	<p>Structured cabling is required to provide connectivity from staff equipment to the core ICT infrastructure. Major components of the structured cabling in the Administration building including the primary data centre have been replaced as part of the building refurbishment program.</p> <p>A subsequent review of the structured cabling across Council buildings and sites beyond the Administration building has determined an degrading standard, leading to intermittent and poor performance.</p> <p>Council is reviewing opportunities to implement a program of works to remediate its ICT infrastructure at remote locations to industry standard, subject to prioritisation and budget review.</p>		

Where existing structured cabling is non-compliant to category 5e Standards (ratified in 1999), the cabling will be replaced. Where the existing structured cabling is of category 5e or greater, it will be certified to ensure the Standard is met. New cabling installations will be compliant to the category 6a standard (ratified in 2008).
---

#### **LEVEL OF SERVICE**

##### Customer Expectations

Internal customers expect that the structured cabling at their place of work is reliable and is capable of operating at a speed that enables the delivery of corporate applications, data and telecommunications services; and that there are adequate "ends" that cater for organisational growth.

##### Current Level of Service

The current level of service is now meeting or existing customer expectations, due to cabling upgrades. Where structured cabling at some buildings does not comply with current structured cabling standards, service levels may not meet customer expectations.

##### Future Demand

Demand is a factor of the growth of Council's built assets (none currently planned) and increases in staff levels, which are documented in the Workforce Management Strategy 2025 to 2029.

#### **LIFECYCLE MANAGEMENT PLAN**

##### Creation/Acquisition/Augmentation Plan

Not applicable for this asset type.

##### Operations/Maintenance Plan

Maintenance is conducted on an as-required basis where faults are detected.

##### Condition and Performance Monitoring

Cabling is regularly monitored to anticipate failures given the condition of the asset stated above.

##### Rehabilitation/Renewal/Replacement Plan

Renewal and replacement is being undertaken as part of an on-going ICT infrastructure remediation program of works and the Administration building refurbishment. All procurement activities are being undertaken in line with Council's procurement guidelines.

##### Consolidation/Disposal Plan

---

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Cabling removed from buildings is sent to recyclers.

Risk Plan

Building cabling is covered in the Enterprise Risk Management Plan.

Financial/Budget Summary

- Recurrent and Operational

2025 refurbishment activities invested >\$80,000 in remediation program of the administration building.

Plan Improvement and Monitoring

Plans for management of structured cabling are reviewed annually as part of the review of all Council's assets.

**Desktop Assets**

Asset Holdings	Desktop computers, laptop computers and tablets installed throughout Council facilities.			
Available Data	ICT Desktop Assets			
Last Condition Survey	2022			
General Assessment of Condition	Condition Rating	% Assets	\$CRC	
	1	Near Perfect	52	\$249,000
	2	Good	21	\$100,000
	3	Satisfactory	22	\$105,000
	4	Very Poor	5	\$25,000
	5	Unserviceable	0	\$0
	Total	100	\$479,000	
Main Findings	<p>32% of Desktop assets are recently replaced (within 12 months) to ensure compatibility with supported essential Windows Operating System.</p> <p>An additional 31% of Desktop assets that are out of warranty are planned for replacement during the next financial year to improve functionality, performance and compatibility to operating systems and applications as they modernise.</p> <p>The remaining 37% of Desktop assets have &gt;12 months of remaining lifecycle and have transitioned to a rolling annual uplift to encourage proactive lifecycle management to meet the 4year industry standard.</p>			

Level of Service

As the Desktop Assets are critical to Council's operations, suppliers and customers, the assets are required to be fully functional during Council and remote site business hours.

Desktop Assets must provide appropriate functionality at fixed locations for desktop systems or provide flexibility and remote connectivity if a laptop or tablet is used.

It is in the best interest of Council to maintain equipment with manufacturers' warranty and sufficient support provisions. This applies to both hardware and software.

Council and associated business units such as holiday parks, libraries and the VIC expect to be able to access the entire suite of ICT applications and systems during business hours and from time to time outside normal business hours.

As a collection of Council assets, the devices themselves do not directly link to strategies, plans or objectives, other than interfacing with the systems that underpin council operations and community activities.

#### Future Demand

As Council's systems continue to develop with increasing mobility and flexibility, there has been a corresponding move to laptops and tablets. Work from home requirements are also increasing the demand for laptop / mobile devices.

Desktop PCs will still have a place for permanently deskbound roles; however, any functions performed could easily be performed by a current laptop machine. Desktop Mini PCs currently supporting videoconferencing and meeting room functionality report poor reliability and have impacted critical public sessions including Council Chambers, this is currently being reviewed for viability to refresh with fit-for-purpose videoconferencing technology instead of Desktop assets as per industry standard.

While there is no foreseeable reduction in numbers of systems, they will differ in format, moving from fixed Desktop machines to Laptops and Tablets/Hybrid devices

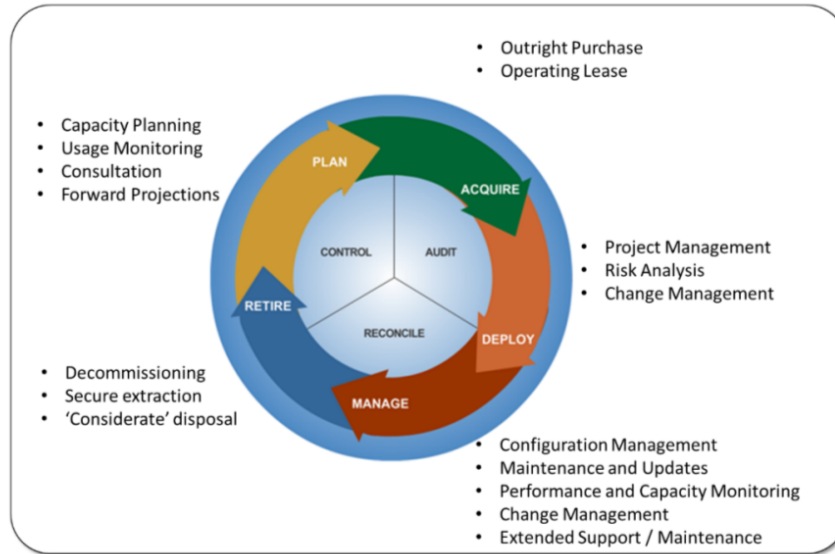
#### Other Factors

Fluctuating world commodity prices may also have a significant impact on the ongoing availability and replacement of desktop systems. Council have introduced competitive procurement practices in 2025 to mitigate this and build cost efficiencies with bulk purchasing for planned refresh.

### **LIFECYCLE MANAGEMENT PLAN**

Desktop Assets require little or no traditional maintenance or servicing.

From time to time, software, firmware or operating systems require updates, which are applied during regularly scheduled system outages, timed to minimise any impact to Council and remote site operations. Physical failures, which are infrequent, are resolved by manufacturer representatives under factory warranty.



**Figure 37: Lifecycle Management Plan – Desktop Assets**

Creation/Acquisition/Augmentation Plan

Not applicable for this asset type.

Operations/Maintenance Plan

Other than regular updates of software or firmware, Desktop assets do not require anything other than a very basic asset management framework.

Older assets become more expensive to maintain as they approach the end of the 'supported life' by the manufacturer, at which point support is no longer provided. Hence, desktop assets are usually replaced every three to five years to ensure staff have access to current technology that can support all systems and services staff require to do their job. New desktop assets will carry appropriate hardware warranty.

Condition and Performance Monitoring

Any desktop hardware failures are reported to the ICT Service Desk. Staff monitor the frequency and type of failures to ensure that the desktop assets being issued to staff will meet business requirements.

Individual computers 'check-in' with the Service Desk, which builds a database of all configuration and installed software information.

Rehabilitation/Renewal/Replacement Plan

Renewal and replacement is being undertaken as part of an on-going ICT

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infrastructure remediation program of works, which for desktop and laptop computers, depending on operating system versions, is between three and four years. Tablets have an active service life of between two and four years. All procurement activities are being undertaken in line with Council's procurement guidelines.

Consolidation/Disposal Plan

At end-of-life, systems are disposed of in line with the asset disposal management directive.

Risk Plan

ICT Infrastructure is covered in the Enterprise Risk Management Plan.

Financial/Budget Summary

Depending on Council's financial position and procurement strategies at the time, ICT Desktop Assets can either be procured through outright purchase, or operating leases.

All future purchases will include support and maintenance provisions for the entire projected life of the asset, eliminating increased operating costs as the assets age.

The financial forecasts are made with the following assumptions:

- Capacity of newer equipment increases, while purchase costs decrease;
- A combination of Council's financial data, combined with experience at other organisations provides the basis for any financial estimates or projections;
- Upcoming operating system or applications updates may force a change in hardware.

Plan Improvement and Monitoring

This plan must be reviewed annually due to the continually evolving ICT landscape and the different classes of ICT Desktop Assets

**ICT Infrastructure**

Asset Holdings	Servers, Storage Nodes, Backup Systems and the connectivity infrastructure covering the Raymond Terrace Administration Building Datacentre, the Disaster Recovery Datacentre at the Raymond Terrace Depot and the network infrastructure across Council's remote sites and Holiday Parks			
Available Data	ICT Infrastructure Assets			
Last Condition Survey	2022			
General Assessment of Condition	While the condition of ICT Infrastructure degrades over an extended lifecycle (5+ years), functionality drops in comparison to available modern network technology while serviceability and maintenance are likely to increase.			
		Condition Rating	% Assets	\$CRC
	1	Near Perfect	30	\$195,000
	2	Good	53	\$350,000

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	3	Satisfactory	13	\$88,000
	4	Very Poor	4	\$25,000
	5	Unserviceable	0	\$0
		Total	100	\$658,000
Main Findings	<p>The core ICT server and storage assets were replaced in 2023. These assets were procured with a view to support Council requirements for the target 5-year asset life of this equipment. Hardware warranty is included in the purchase price however licensing and support requirements are renewed annually.</p> <p>The microwave network assets have reached a degraded state and are due for replacement. WiFi hardware providing internet coverage to both staff and guests is also degraded, with mixed levels of support. This asset replacement process will be coordinated by the ICT team.</p> <p>The cost of ownership dramatically increases over time with escalating support and maintenance costs usually exceeding the cost of replacement within five years.</p>			

Level of Service

As ICT infrastructure is critical to Council's operations, suppliers and customers, the assets are required to be fully functional during business hours and should also be available to support 24x7 operations.

Council operates redundant servers and storage hosted in the Administration Building and the Raymond Terrace depot. This duplication of assets increases the resilience of ICT services and reduces the risk of system outages and data loss. The servers and storage are connected using Councils ICT network assets and telecommunications services from commercial providers.

ICT Infrastructure underpins almost every function of Council. The assets themselves offer no Return on Investment, however by providing reliable and efficient ICT services, the individual systems improve efficiencies and enhance cost effective Council operations.

ICT Infrastructure must provide sufficient computing power, data storage as well as backup and recovery to support the needs of Council now and into the future. Council will maintain equipment with manufacturers' warranty and sufficient support provisions.

As a collection of Council assets, the devices themselves do not directly link to strategies, plans or objectives, other than hosting the systems which underpin council operations and community activities.

Future Demand

The Digital Strategy 2024-2028 confirms the transition of our email, SharePoint, corporate system (Civica Authority), telephony and other corporate applications to cloud based solutions. This transition will reduce the demand for on-premise servers and storage over the next 3 years but will not reduce Council requirements for network

and security infrastructure. Even after the transition to Cloud services, Council will still require ICT infrastructure assets onsite, but the capacity and value of these assets is likely to decrease.

May cause an increase in demand

- Increased demand for local data processing or data storage, that is integrated with the new cloud-based solutions being implemented by Council
- Security uplift to support Essential Eight Level 1 standard will require modern network hardware configuration alternatives and elevated support to minimise enterprise risk appetite
- Increased demand for bandwidth and increased number of access points for staff to utilise Council's digital services
- Increase in natural disasters in region and reliance on network infrastructure to enable emergency response and flood pumps increases demand on network redundancy in the case of power or network outage
- Records Management legislation may increase data storage and backup requirements

May cause a decrease in demand

- Increased use of Cloud Applications
- Additional transitions of current on-premise solutions to cloud or hosted solutions
- Migration to modern cloud-based print and telephony
- Structured off-line archiving of electronic records

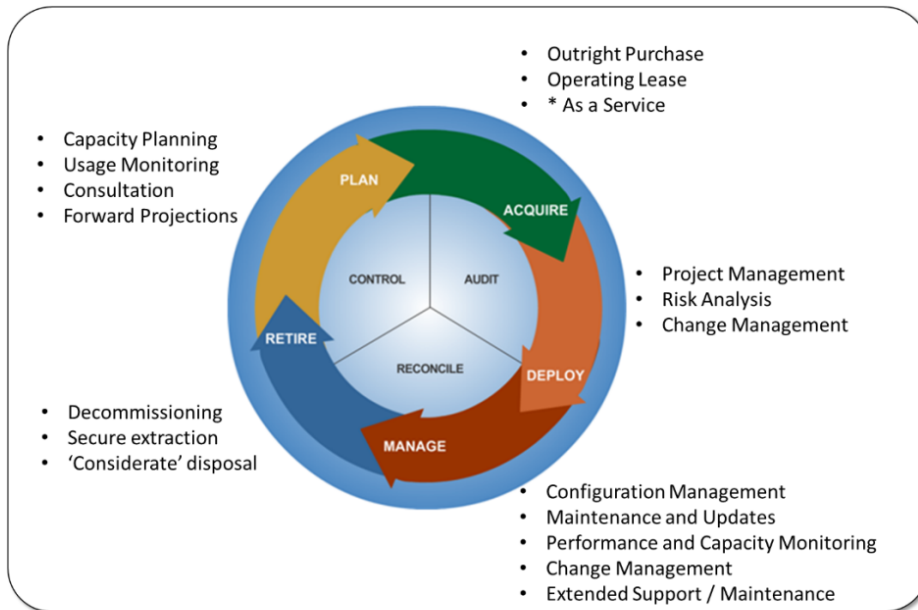
#### Other Factors

Emerging technologies may increase or decrease projected costs, as well as developments of Cloud Solutions, improved connectivity such as NBN or Wireless point to point connectivity.

World commodity prices may also have a significant impact.

#### **LIFECYCLE MANAGEMENT PLAN**

From time to time, software, firmware or operating systems require updates, which are applied during regularly scheduled system outages, timed to minimise any impact to Council and remote site operations.



**Figure 38: Lifecycle Management Plan – ICT Infrastructure**

Creation/Acquisition/Augmentation Plan

Not applicable for this asset type.

Operations/Maintenance Plan

Other than regular updates of software or firmware, ICT Infrastructure assets do not require anything other than a very basic asset management framework.

Older assets become more expensive to maintain as they approach the end of the 'supported life' by the manufacturer, at which time support is no longer provided.

At this point it is more cost effective to procure new equipment which carries warranty and support as part of the initial purchase price, which has prompted Council to include replacement of degraded network and security infrastructure in the 2026 roadmap.

Condition and Performance Monitoring

Continuous real-time monitoring provides immediate alerts should any assets suffer a physical failure, be operating in a degraded state, or does not have the capacity to perform its main functions.

The data is real-time with a database for historical reporting, trend analysis and capacity planning.

Rehabilitation/Renewal/Replacement Plan

Renewal and replacement is not required for server and storage assets until end-of

life of the current assets. This is forecast for 2028 and will be included in the on-going ICT infrastructure scheduled program of works.

Most of the communications network assets are reaching end of life and will be replaced as part of the scheduled ICT program of work. Any procurement activities will be undertaken in line with Council's procurement guidelines.

#### Consolidation/Disposal Plan

Assets that are decommissioned have no commercial value. At the time of replacement, some items may be returned to the manufacturer. Remaining assets will be disposed of as per Council's Asset disposal management directives and relevant guidelines.

All infrastructure assets must be checked / cleaned to ensure that all Council data has been removed and cannot be recovered after disposal of the asset.

#### Risk Plan

ICT Infrastructure is covered in the Enterprise Risk Management Plan.

#### Financial/Budget Summary

Depending on Council's financial position and procurement strategies at the time, ICT Infrastructure assets can either be procured through outright purchase, or operating leases.

All future purchases of ICT Infrastructure assets will include Support and Maintenance provisions for the entire projected life of the asset, eliminating increased operating costs as the assets age.

The financial forecasts are made with the following assumptions:

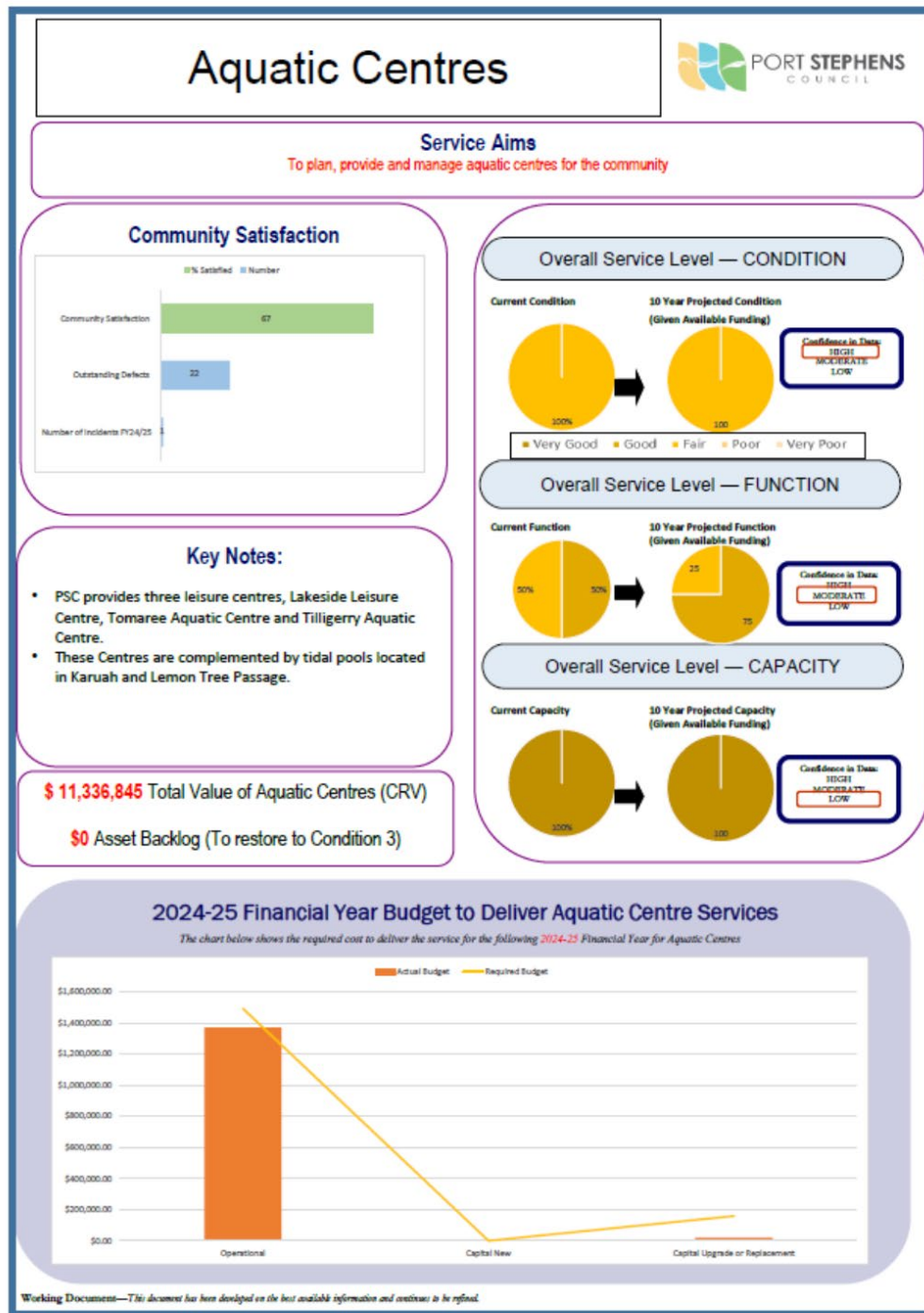
- Demand of on-premise server capacity will remain the same or be reduced due to the transition to cloud services
- Capacity of newer equipment increases, while purchase cost decrease
- Combined with Council's financial data, experience at other organisations provides the basis for any financial estimates or projections

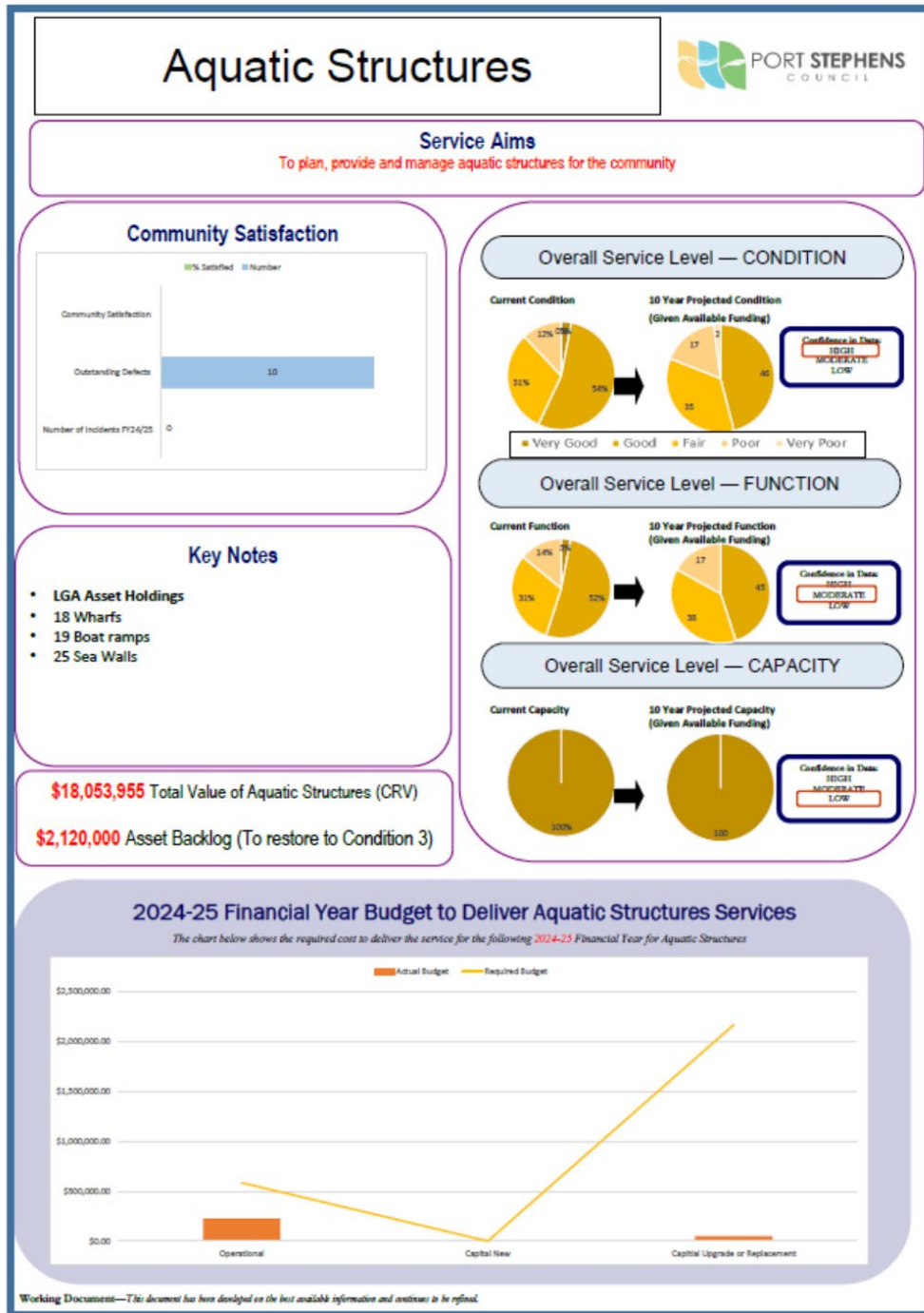
#### Plan Improvement and Monitoring

This plan must be reviewed annually due to the continually evolving ICT landscape and the different classes of ICT Infrastructure Assets.

## **Appendix 5 – Dashboards**

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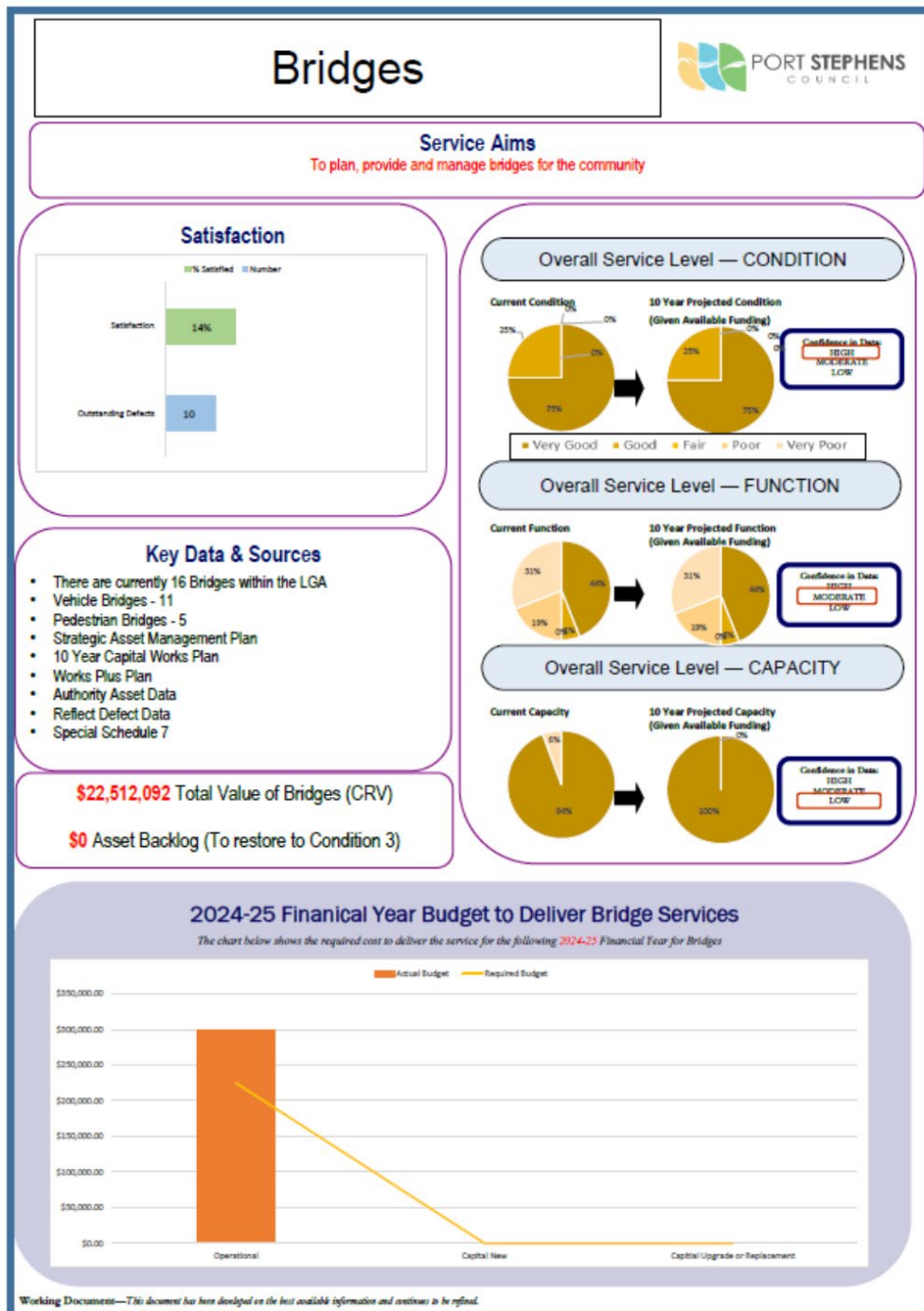


### 2024-25 Financial Year Budget to Deliver Aquatic Structures Services

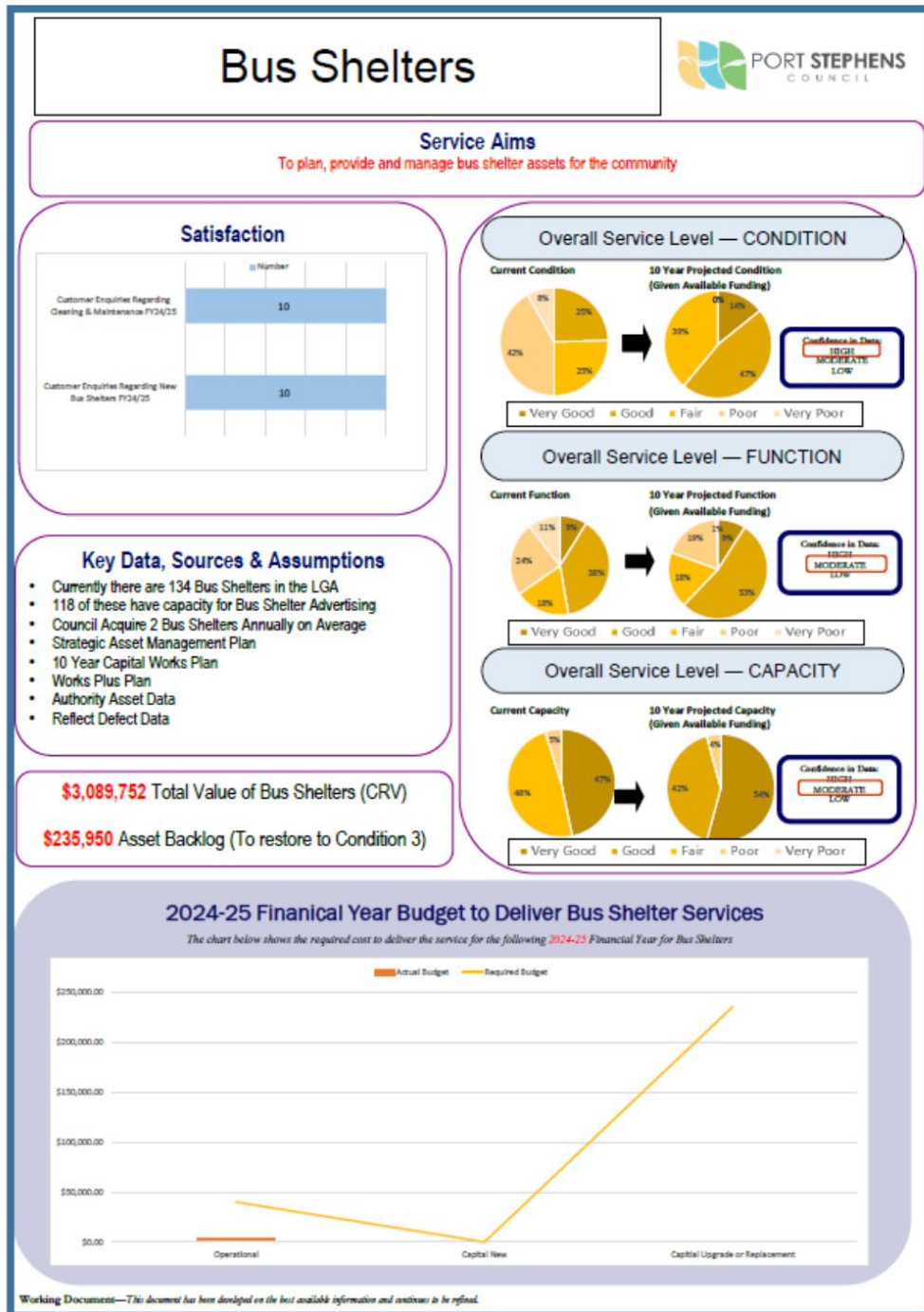
The chart below shows the required cost to deliver the service for the following 2024-25 Financial Year for Aquatic Structures

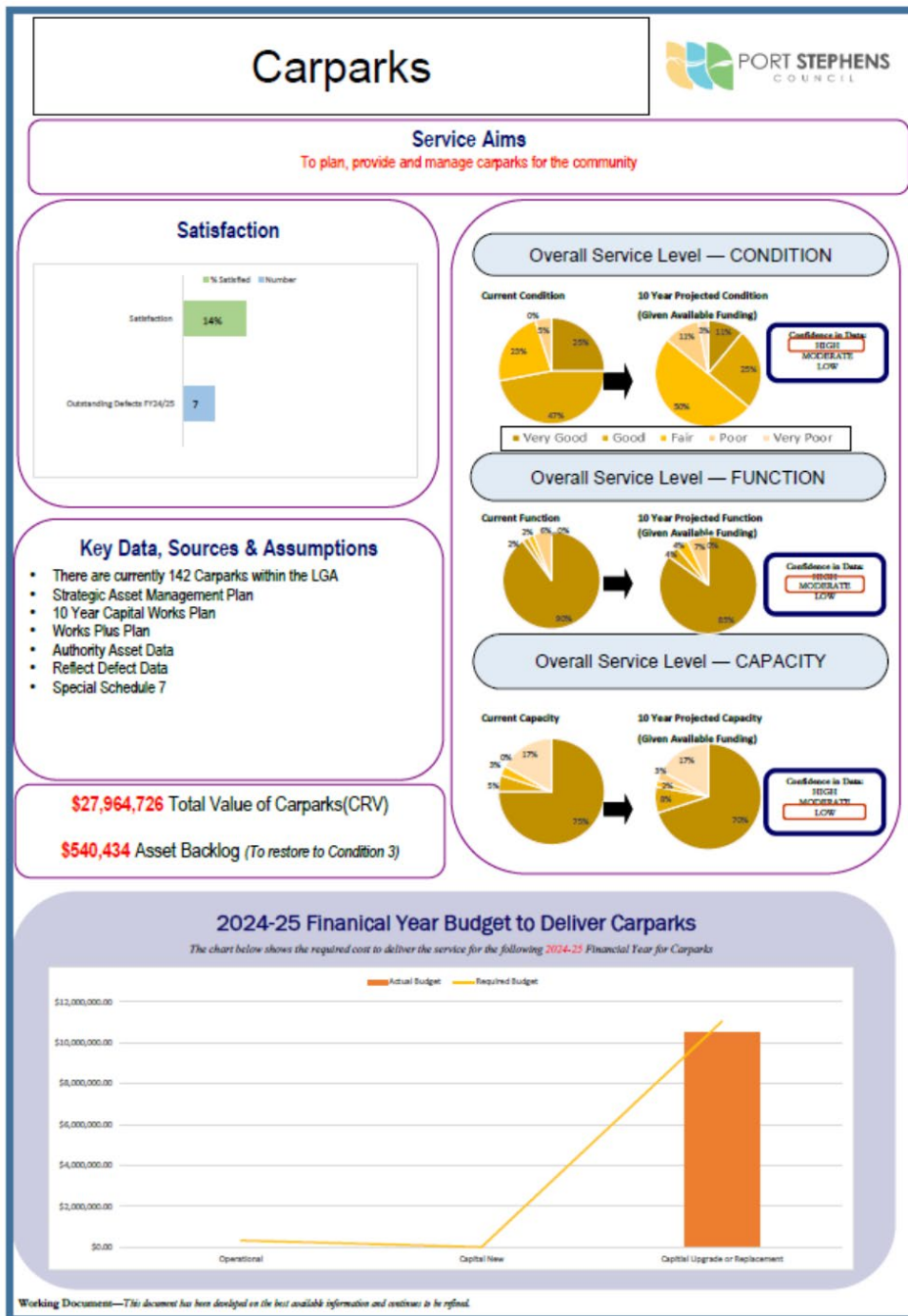


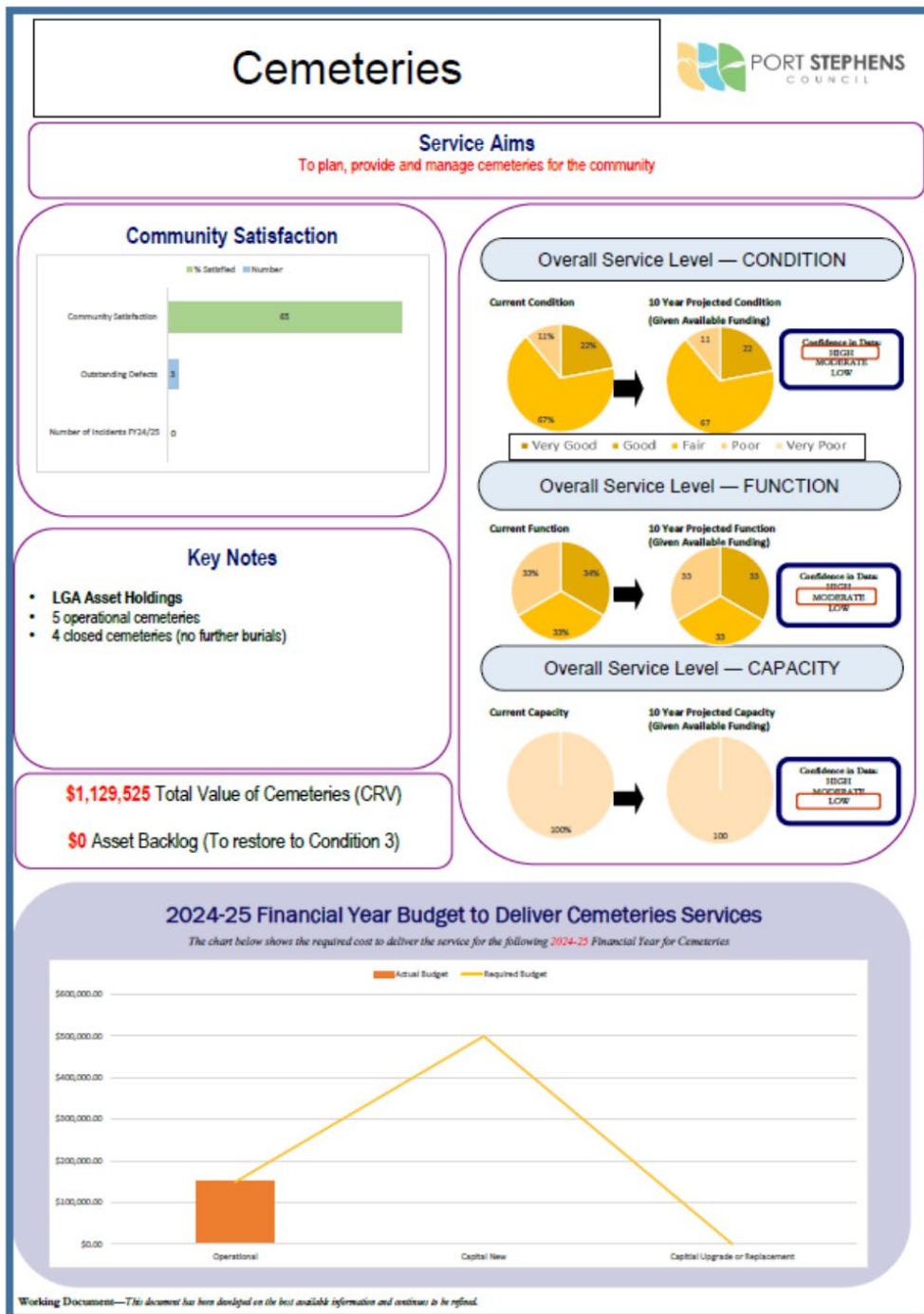
Working Document—This document has been developed on the best available information and continues to be refined.



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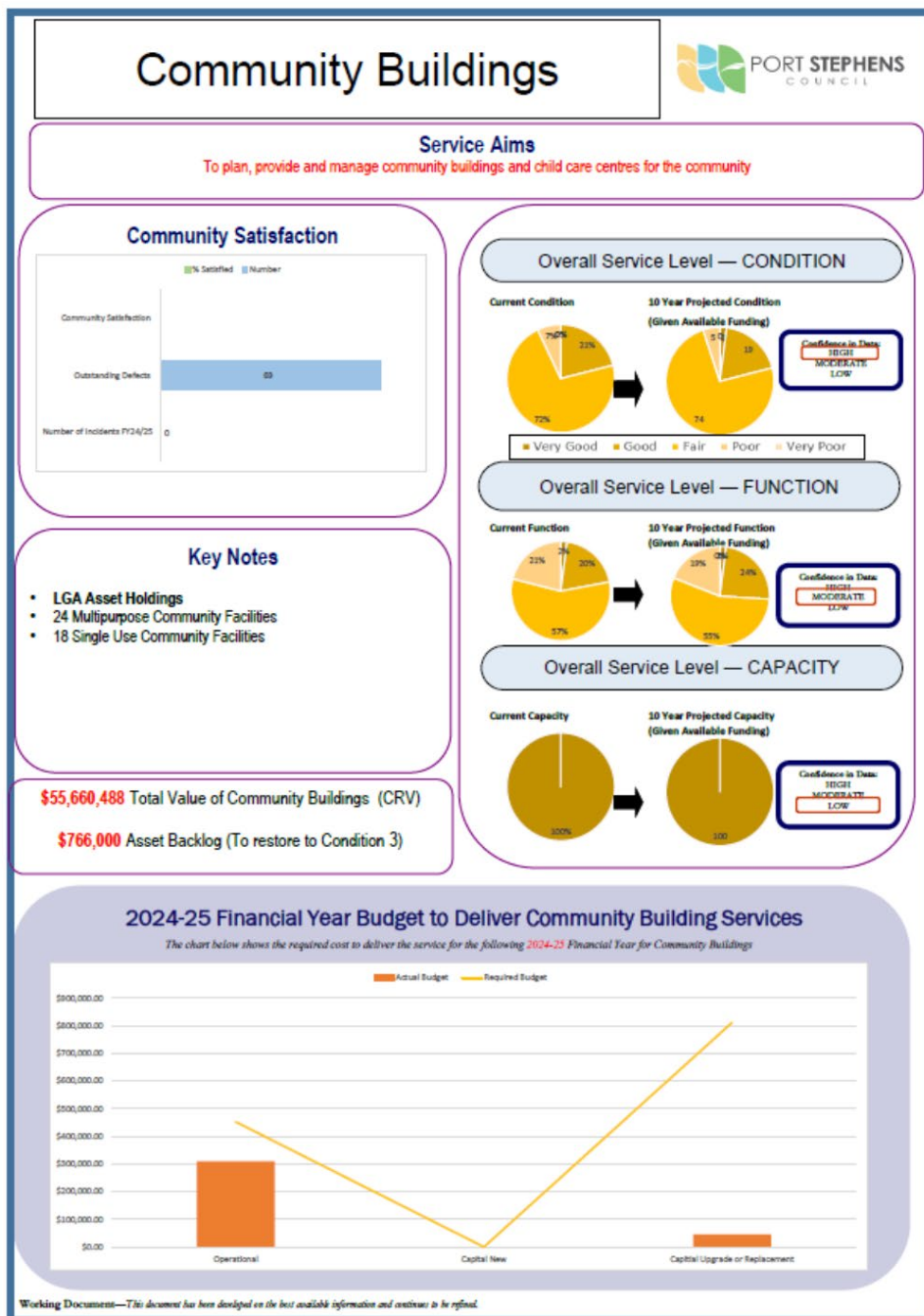


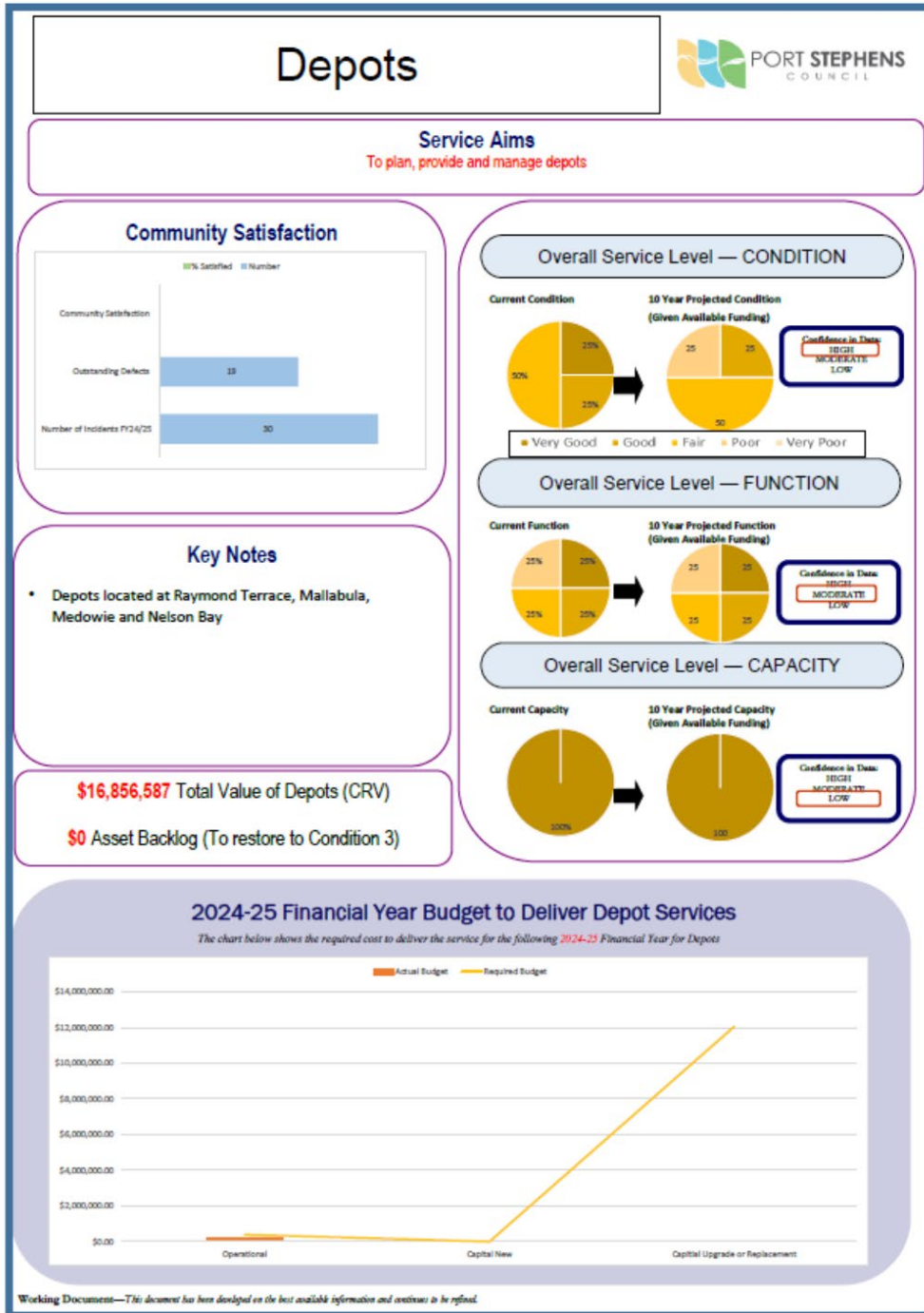
### 2024-25 Financial Year Budget to Deliver Cemeteries Services

The chart below shows the required cost to deliver the service for the following 2024-25 Financial Year for Cemeteries

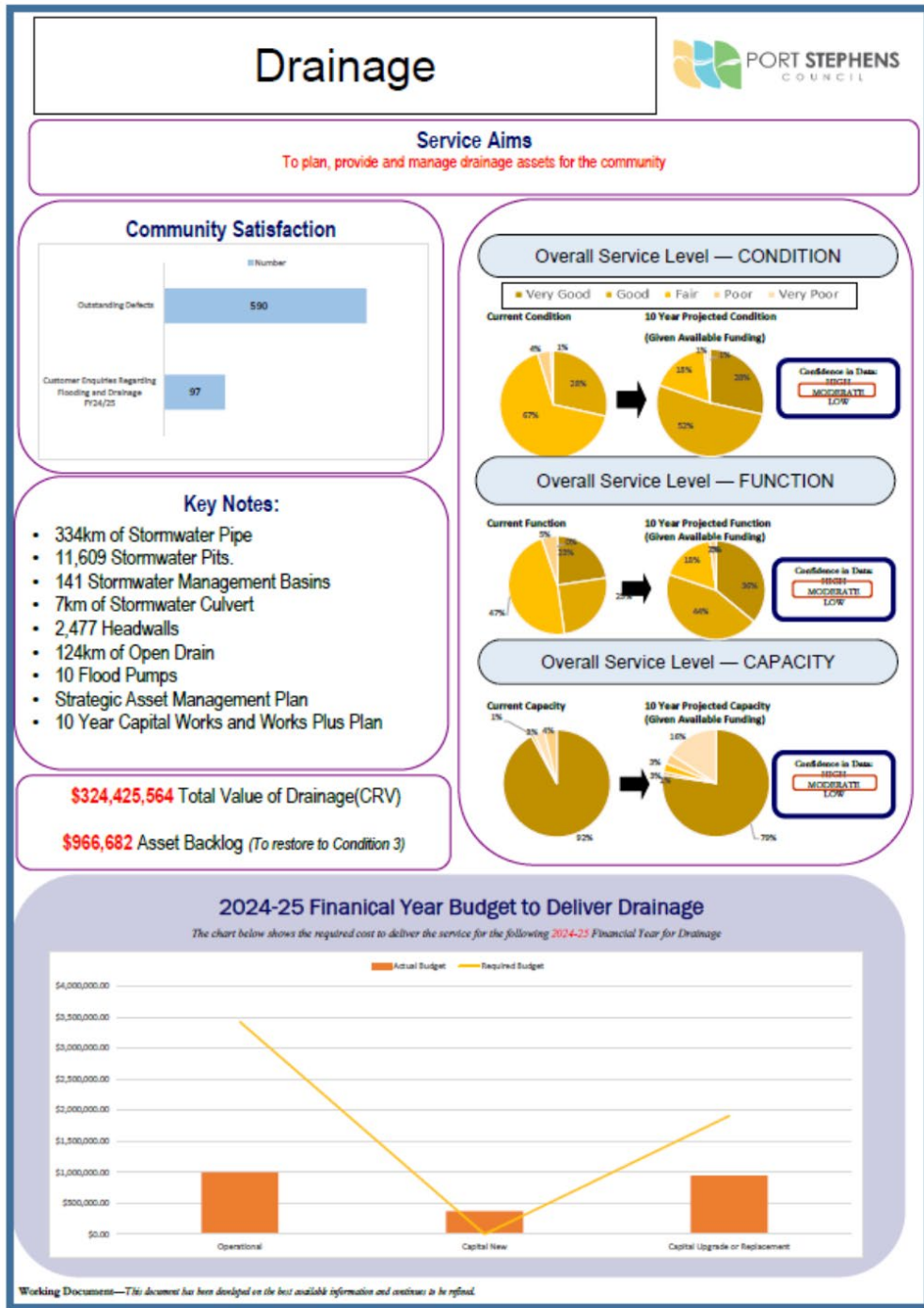


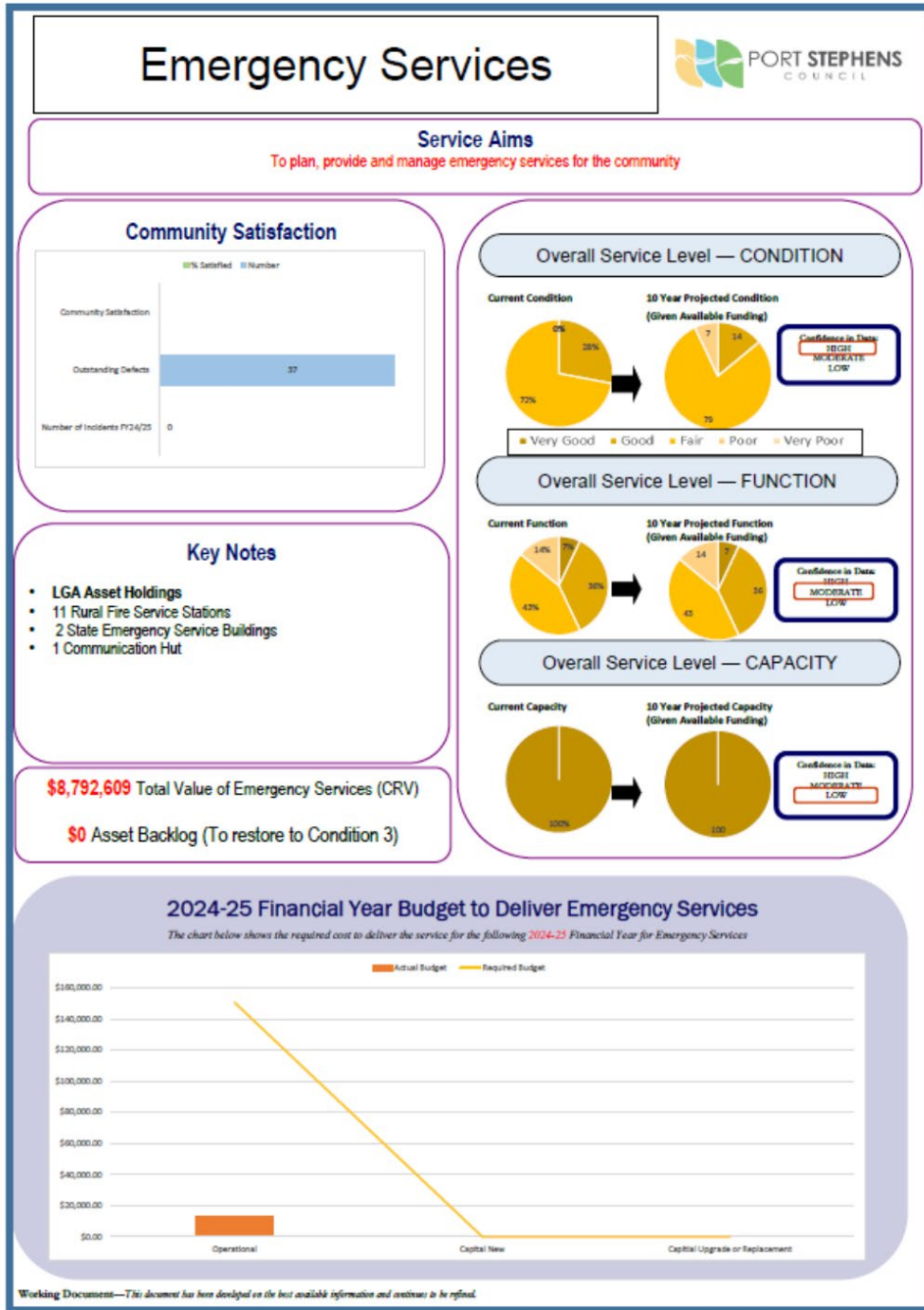
**Working Document**—This document has been developed on the best available information and continues to be refined.





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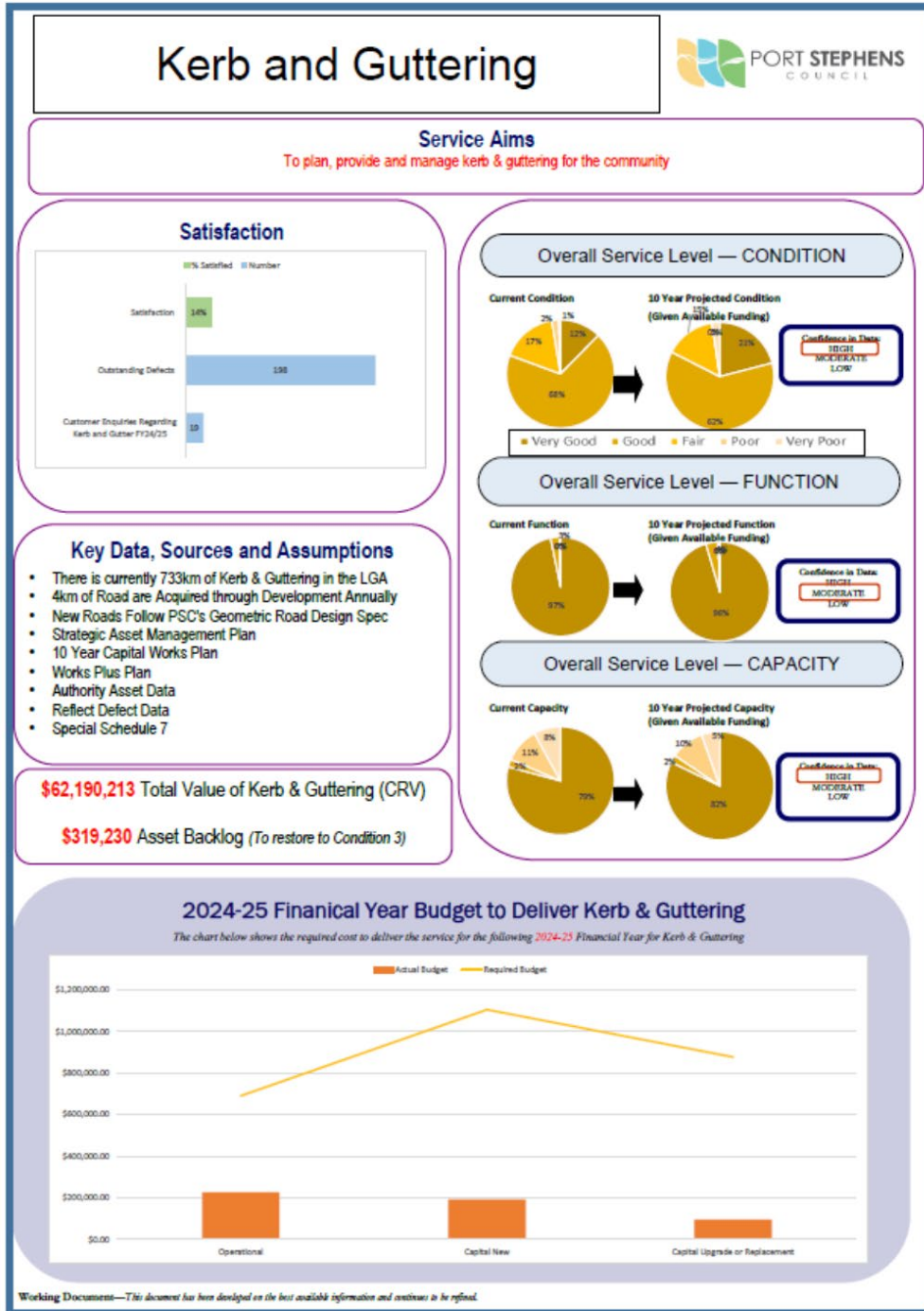


### 2024-25 Financial Year Budget to Deliver Emergency Services

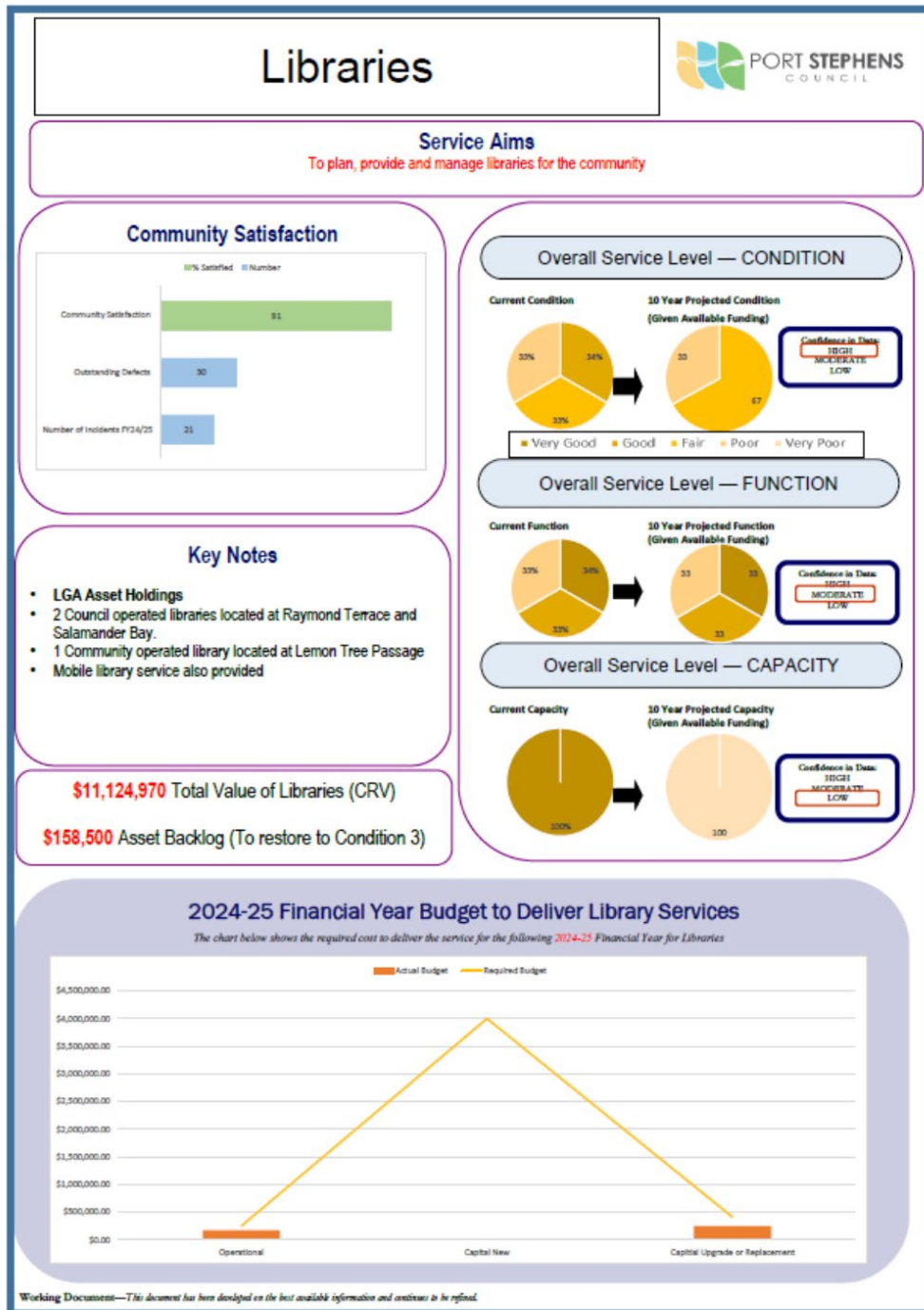
The chart below shows the required cost to deliver the service for the following 2024-25 Financial Year for Emergency Services




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## Parks and Reserves



**Service Aims**  
To plan, provide and manage parks and reserves for the community

**Community Satisfaction**



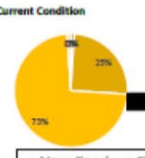
**Key Notes**

**LGA Asset Holdings**

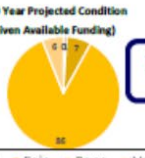
- 81 Parks
- 86 Foreshores
- 79 Bushland
- 21 Wetlands
- 21 Watercourse
- 10 Cultural Significance Sites
- 133 Community Use Areas

**Overall Service Level — CONDITION**

**Current Condition**



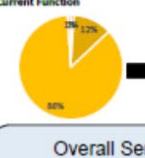
**10 Year Projected Condition (Given Available Funding)**



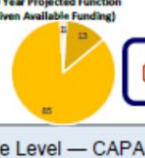
Confidence in Data: HIGH, MODERATE, LOW

**Overall Service Level — FUNCTION**

**Current Function**



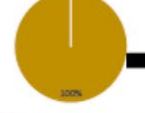
**10 Year Projected Function (Given Available Funding)**




Confidence in Data: HIGH, MODERATE, LOW

**Overall Service Level — CAPACITY**

**Current Capacity**



**10 Year Projected Capacity (Given Available Funding)**



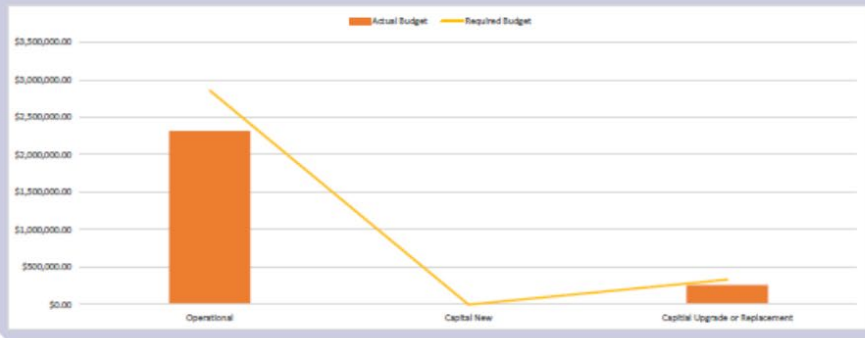
Confidence in Data: HIGH, MODERATE, LOW

**\$6,388,222** Total Value of Parks and Reserves (CRV)

**\$72,000** Asset Backlog (To restore to Condition 3)

**2024-25 Financial Year Budget to Deliver Parks and Reserves**

The chart below shows the required cost to deliver the service for the following 2024-25 Financial Year for Parks and Reserves

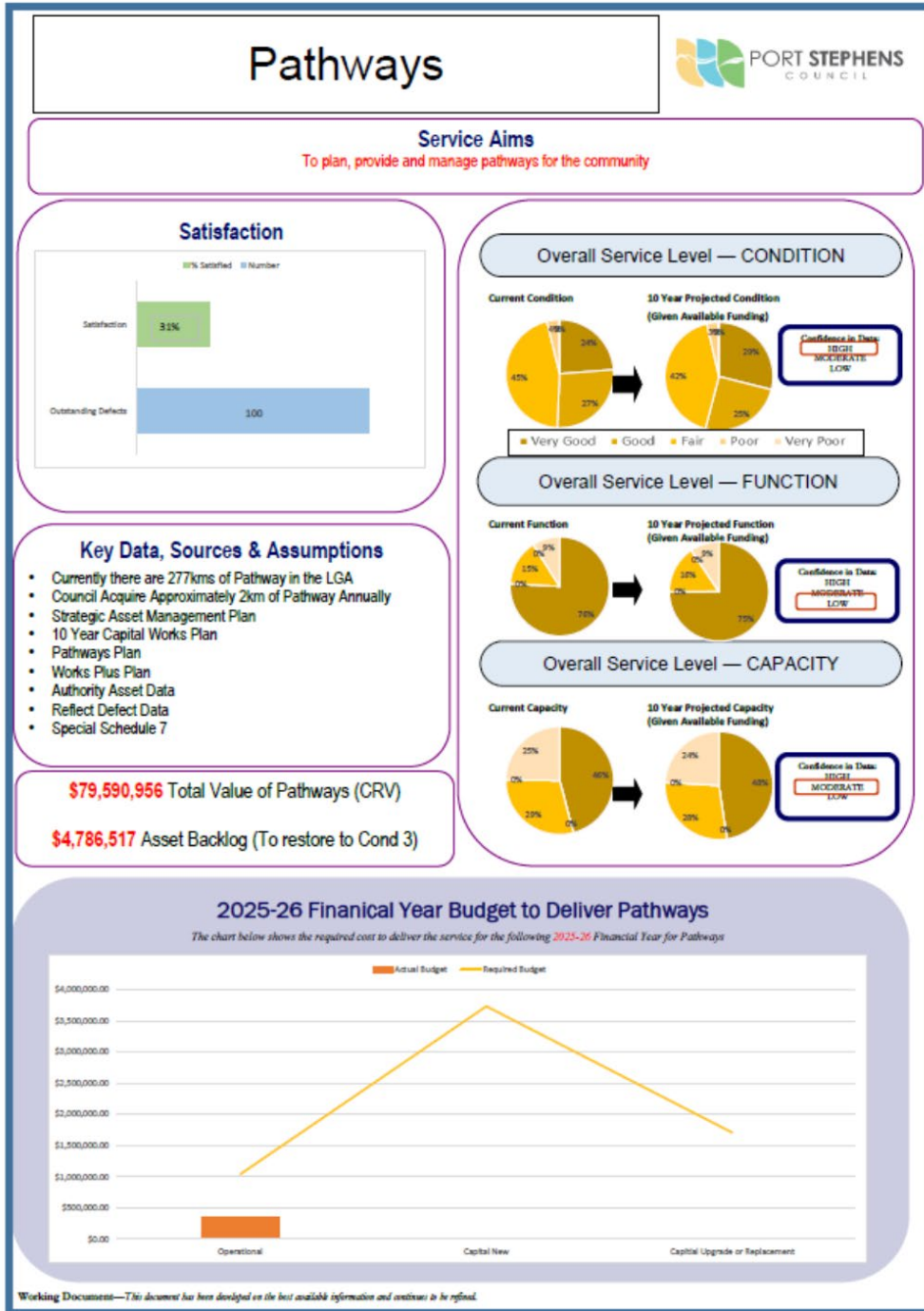


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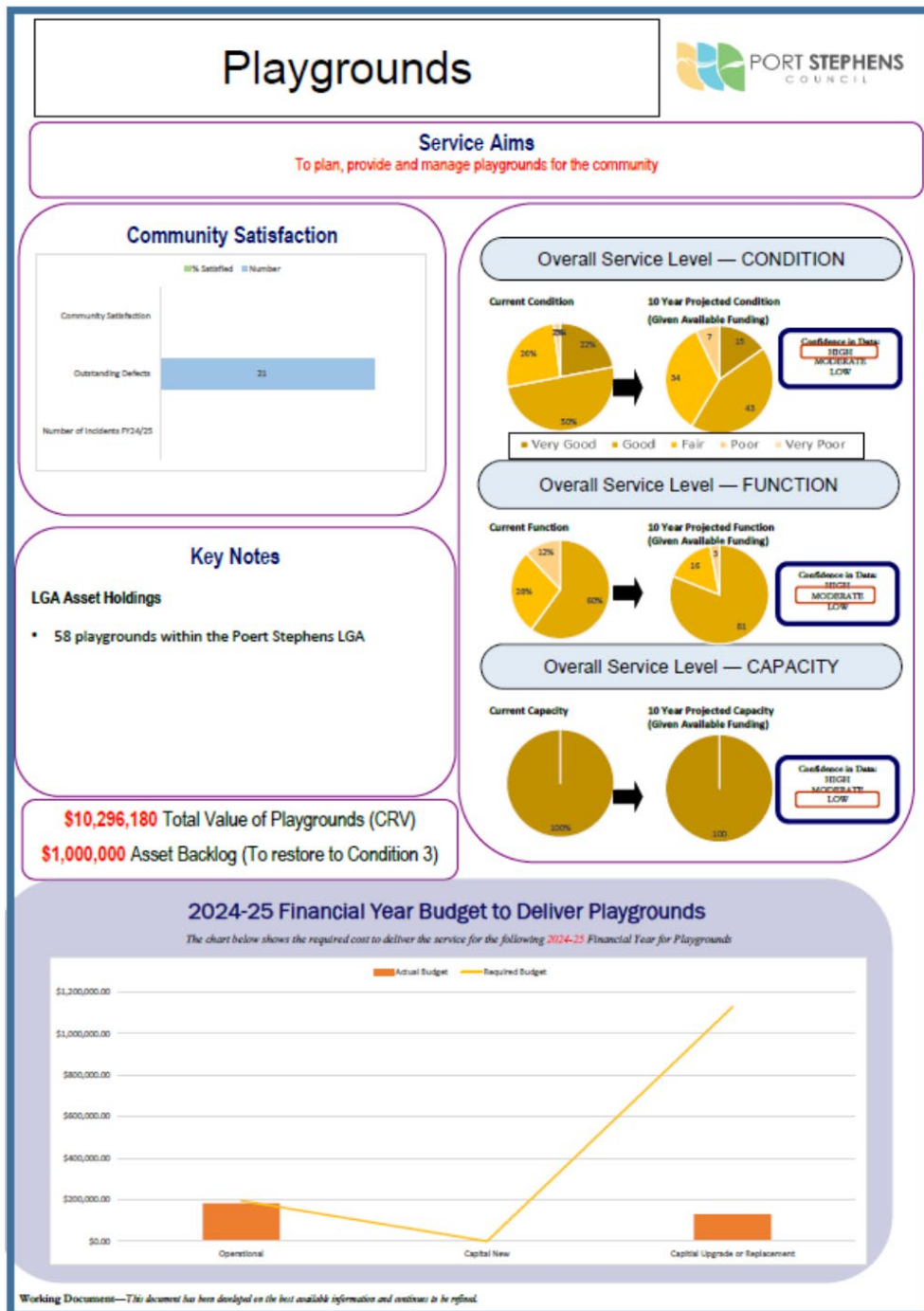


### 2025-26 Financial Year Budget to Deliver Pathways

*The chart below shows the required cost to deliver the service for the following 2025-26 Financial Year for Pathways*



**Working Document**—This document has been developed on the best available information and continues to be refined.

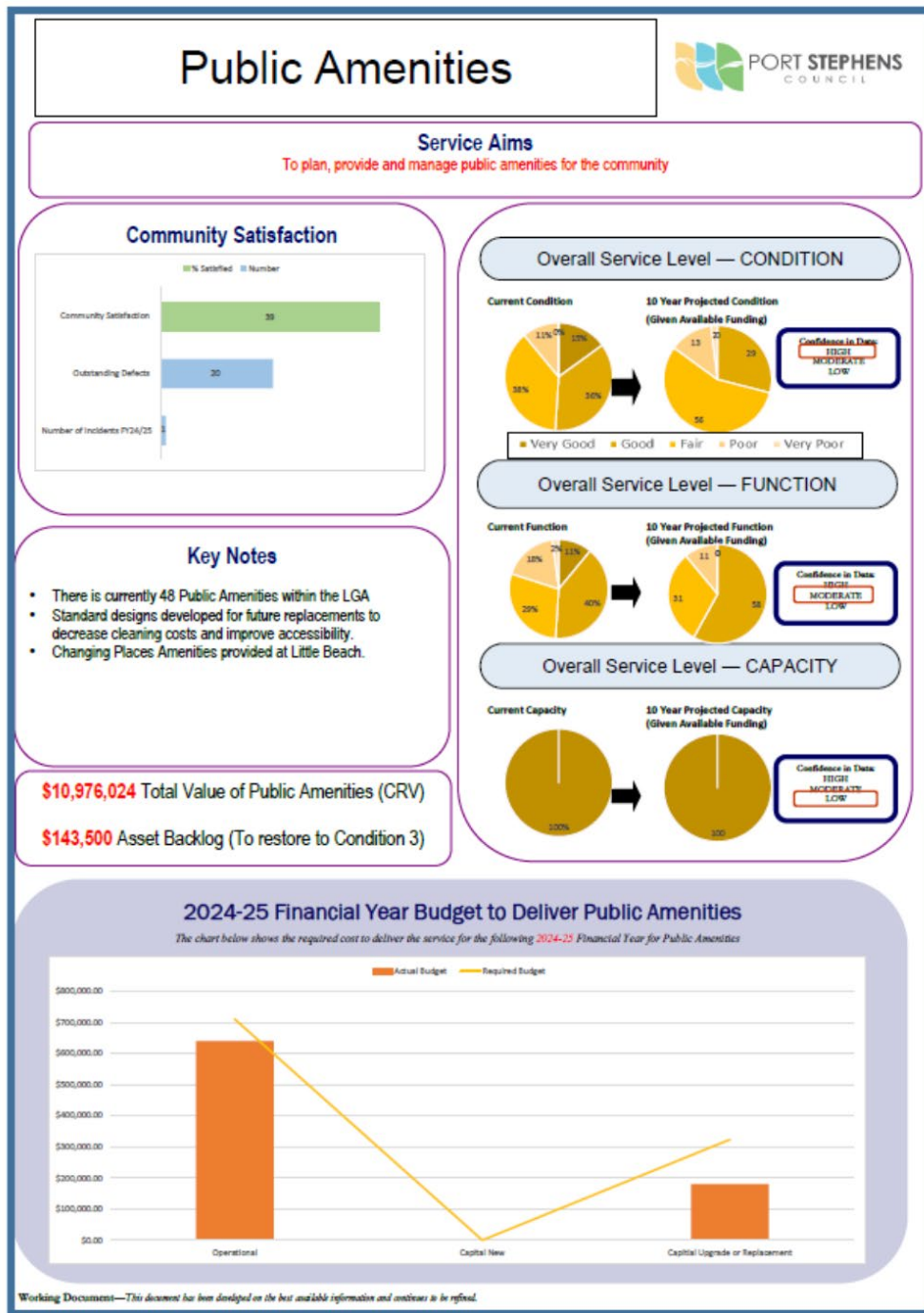


### 2024-25 Financial Year Budget to Deliver Playgrounds

The chart below shows the required cost to deliver the service for the following 2024-25 Financial Year for Playgrounds



Working Document—This document has been developed on the best available information and continues to be refined.



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# Retaining Walls

**Service Aims**  
To plan, provide and manage retaining wall assets for the community

### Satisfaction

Category	Number
Customer Enquiries Regarding Retaining Walls FY24/25	5
Minor Defects Inspected FY24/25	50

**Overall Service Level — CONDITION**

Current Condition

0%

10 Year Projected Condition  
(Given Available Funding)

0%

Confidence in Data

HIGH

MODERATE

LOW

**Overall Service Level — FUNCTION**

Current Function

0%

10 Year Projected Function  
(Given Available Funding)

0%

Confidence in Data

HIGH

MODERATE

LOW

**Overall Service Level — CAPACITY**

Current Capacity

0%

10 Year Projected Capacity  
(Given Available Funding)

0%

Confidence in Data

HIGH

MODERATE

LOW

\$9,358,794 Total Value of Public Amenities (CRV)

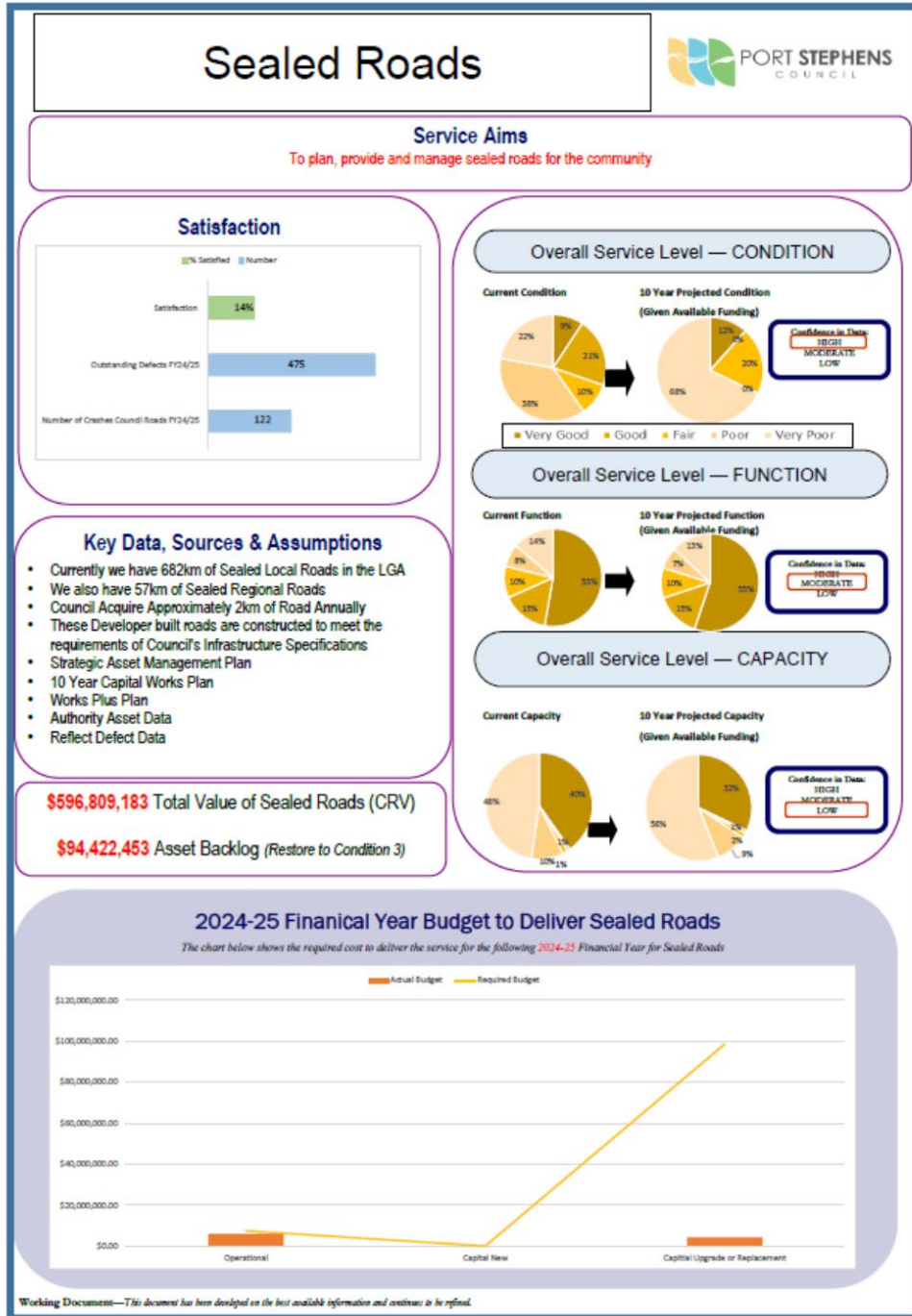
\$146,739 Asset Backlog (To restore to Condition 3)

### 2024-25 Financial Year Budget to Deliver Retaining Wall Services

The chart below shows the required cost to deliver the service for the following 2024-25 Financial Year for Public Amenities

Category	Actual Budget	Required Budget
Operational	~\$100,000	~\$100,000
Capital New	~\$100,000	~\$100,000
Capital Upgrade or Replacement	~\$200,000	~\$350,000

Working Document—This document has been developed on the best available information and continues to be refined.



# Skate Parks

**Service Aims**  
To plan, provide and manage skate parks for the community

### Community Satisfaction

Category	100% Satisfied	Number
Community Satisfaction		
Outstanding Defects	0	
Number of Incidents FY24/25	0	

**Overall Service Level — CONDITION**

Current Condition

10 Year Projected Condition  
(Given Available Funding)

Confidence in Data:  
HIGH  
MODERATE  
LOW

### Key Notes

**LGA Asset Holdings**

- 9 skate parks throughout the LGA

**Overall Service Level — FUNCTION**

Current Function

10 Year Projected Function  
(Given Available Funding)

Confidence in Data:  
HIGH  
MODERATE  
LOW

**\$2,283,698** Total Value of Skate Parks (CRV)

**\$0** Asset Backlog (To restore to Condition 3)

**Overall Service Level — CAPACITY**

Current Capacity

10 Year Projected Capacity  
(Given Available Funding)

Confidence in Data:  
HIGH  
MODERATE  
LOW

### 2024-25 Financial Year Budget to Deliver Skate Parks

The chart below shows the required cost to deliver the service for the following 2024-25 Financial Year for Skate Parks

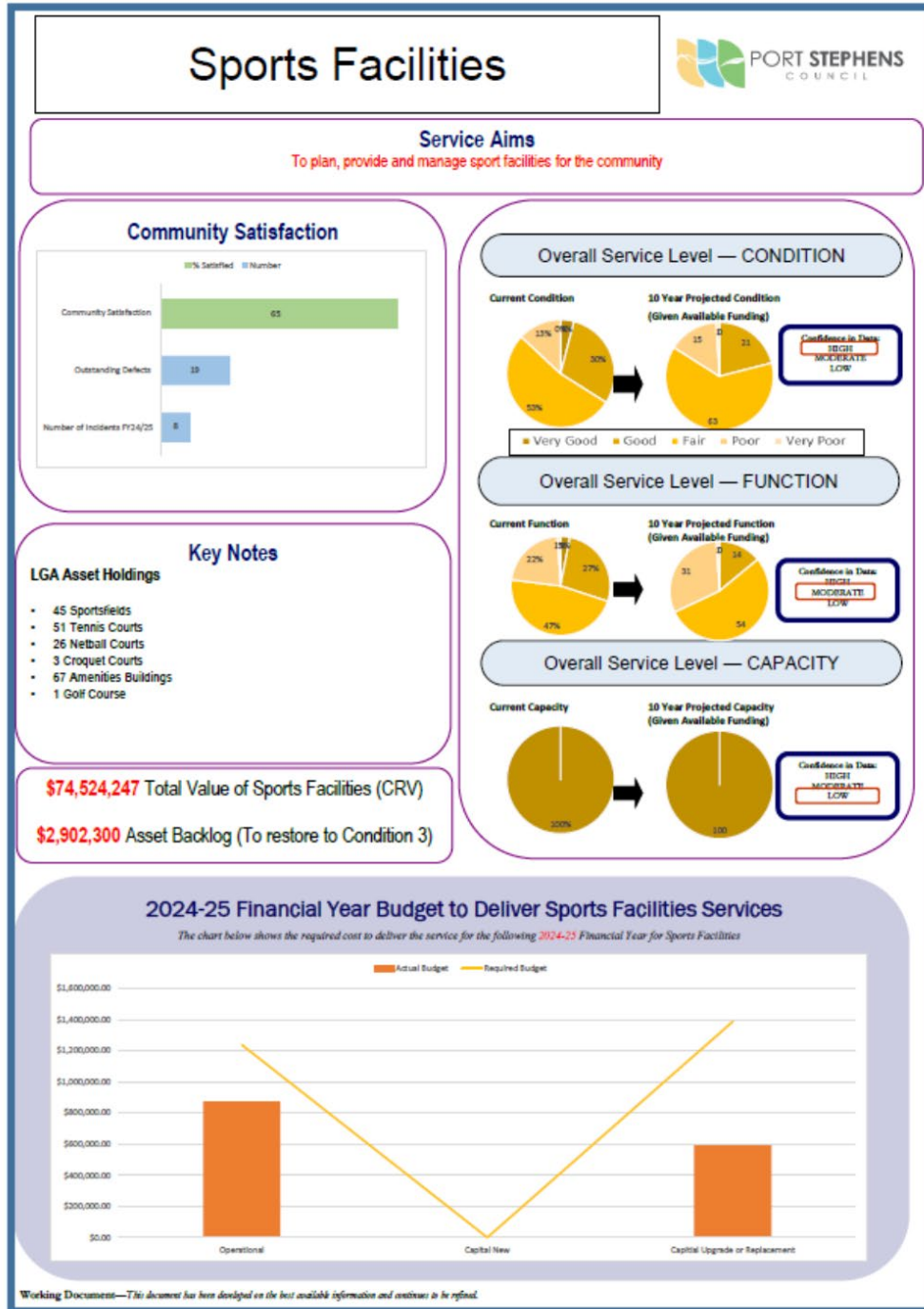
Category	Actual Budget	Required Budget
Operational	\$700,000.00	\$1,800,000.00
Capital New	\$0.00	\$0.00
Capital Upgrade or Replacement	\$0.00	\$0.00

Working Document—This document has been developed on the best available information and continues to be refined.

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### 2024-25 Financial Year Budget to Deliver Sports Facilities Services

The chart below shows the required cost to deliver the service for the following 2024-25 Financial Year for Sports Facilities



Category	Actual Budget	Required Budget
Operational	~\$850,000	~\$1,300,000
Capital New	\$0	~\$1,000,000
Capital Upgrade or Replacement	~\$600,000	~\$1,400,000

Working Document—This document has been developed on the best available information and continues to be refined.

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# Surf Clubs

**Service Aims**  
To plan, provide and manage surf clubs for the community

### Community Satisfaction

Community Satisfaction: 100% Satisfied, 17 Outstanding Defects, 3 Number of Incidents FY24/25

### Overall Service Level — CONDITION

Current Condition: 80% Very Good, 20% Good, 0% Fair, 0% Poor, 0% Very Poor

10 Year Projected Condition (Given Available Funding): 100% Very Good, 0% Good, 0% Fair, 0% Poor, 0% Very Poor

Confidence in Data: HIGH, MODERATE, LOW

### Key Notes

- Fingal Bay and Birubi Point SLSC's have live in caretaker facilities
- PSC has 5 SLSC buildings in 3 locations
- Volunteer and Professional lifeguard services are available from October -April

### Overall Service Level — FUNCTION

Current Function: 40% Very Good, 60% Good, 0% Fair, 0% Poor, 0% Very Poor

10 Year Projected Function (Given Available Funding): 40% Very Good, 60% Good, 0% Fair, 0% Poor, 0% Very Poor

Confidence in Data: HIGH, MODERATE, LOW

**\$15,892,148** Total Value of Surf Clubs (CRV)

**\$0** Asset Backlog (To restore to Condition 3)

### Overall Service Level — CAPACITY

Current Capacity: 100% Very Good, 0% Good, 0% Fair, 0% Poor, 0% Very Poor

10 Year Projected Capacity (Given Available Funding): 100% Very Good, 0% Good, 0% Fair, 0% Poor, 0% Very Poor

Confidence in Data: HIGH, MODERATE, LOW

### 2024-25 Financial Year Budget to Deliver Surf Club Services

The chart below shows the required cost to deliver the service for the following 2024-25 Financial Year for Surf Clubs

Actual Budget: Operational ~\$135,000.00, Capital New ~\$0.00, Capital Upgrade or Replacement ~\$0.00

Required Budget: Operational ~\$110,000.00, Capital New ~\$0.00, Capital Upgrade or Replacement ~\$0.00

Working Document—This document has been developed on the best available information and continues to be refined.

ITEM 5 - ATTACHMENT 2 RESOURCING STRATEGY 2026 TO 2036.

## Unsealed Roads

**Service Aims**

To plan, provide and manage unsealed roads for the community

### Satisfaction

Customer Enquiries Regarding Gravel Roads FY24/25: 287

### Overall Service Level — CONDITION

**Current Condition**

**10 Year Projected Condition (Given Available Funding)**

Confidence in Data: HIGH  
MODERATE  
LOW

### Key Notes:

- Unsealed Local Roads 54 km
- We resheet 2km of Unsealed Road Per Year
- There is no asset backlog for unsealed roads as they are continuously maintained under the grading schedule.
- Council do not acquire new Unsealed Roads
- Strategic Asset Management Plan
- 10 Year Capital Works Plan
- Works Plus Plan
- Authority Asset Data
- Reflect Defect Data

### Overall Service Level — FUNCTION

**Current Function**

**10 Year Projected Function (Given Available Funding)**

Confidence in Data: HIGH  
MODERATE  
LOW

**\$17,529,521** Total Value of Unsealed Roads (CRV)

**\$0** Asset Backlog (To restore to Condition 3)

### Overall Service Level — CAPACITY

**Current Capacity**

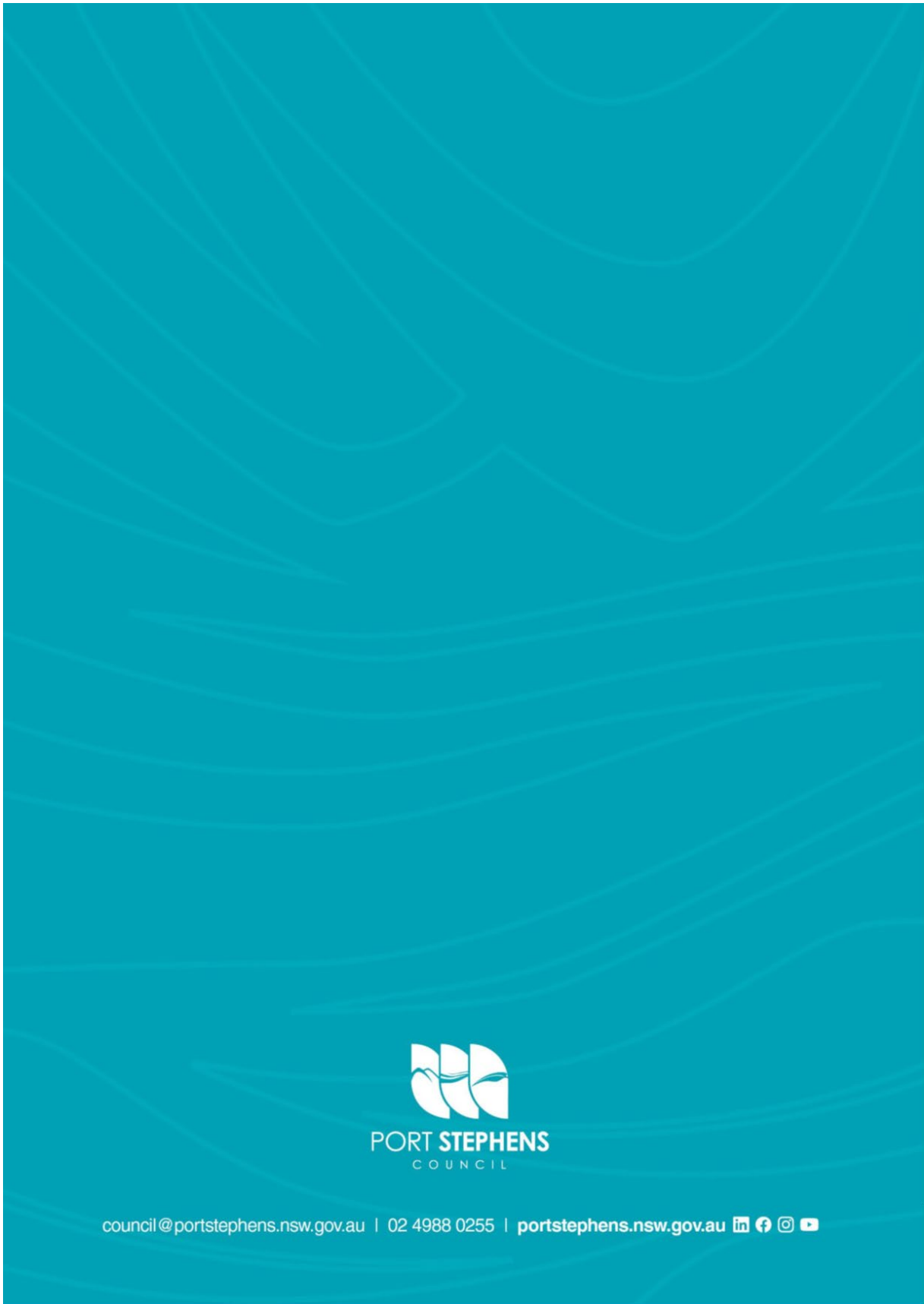
**10 Year Projected Capacity (Given Available Funding)**

Confidence in Data: HIGH  
MODERATE  
LOW

### 2024-25 Financial Year Budget to Deliver Unsealed Roads

The chart below shows the required cost to deliver the service for the following 2024-25 Financial Year for Unsealed Roads

Working Document—This document has been developed on the best available information and continues to be refined.



PORT STEPHENS  
COUNCIL

[council@portstephens.nsw.gov.au](mailto:council@portstephens.nsw.gov.au) | 02 4988 0255 | [portstephens.nsw.gov.au](http://portstephens.nsw.gov.au)    

IP&R Framework

## Fees and Charges

2026 to 2027



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

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**ITEM 5 - ATTACHMENT 3 FEES AND CHARGES 2026 TO 2027.**

### Pricing Policy

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

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

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

### Pricing Methods

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

#### Full cost pricing

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

#### Partial cost pricing

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

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

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

#### Statutory pricing

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

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

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

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

**ITEM 5 - ATTACHMENT 3 FEES AND CHARGES 2026 TO 2027.**

**Pricing Methods (continued)**

**Market pricing**

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

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

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

**Free (zero priced)**

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

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

**ITEM 5 - ATTACHMENT 3 FEES AND CHARGES 2026 TO 2027.**

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (excl. GST)	Year 26/27 GST	Year 26/27 Fee (incl. GST)	Unit	Legislation	Pricing Policy
<b>Port Stephens Council</b>								
<b>Administration Services</b>								
<b>Advertising Spaces</b>								
<b>Bus Shelter Panels</b>								
Installation or removal of advertising	Installation or removal of the advertising panel/s on the bus shelter to be completed by Council staff only	\$428.00	\$401.82	\$40.18	\$442.00	Per Panel		Full cost pricing
Economy Panel 1-2 panels	An advertising space that provides a combination of low exposure panels along lower trafficked roads. Best suited to the marketer on a tight budget.	\$100.50	\$94.55	\$9.45	\$104.00	Monthly per panel		Full cost pricing
Economy Panel 3+ panels	Discounted rate for multiple panels	\$90.50	\$85.00	\$8.50	\$93.50	Monthly per panel		Full cost pricing
Premium Panel 1-2 panels	A mix of panel exposures affixed to shelters on an assortment of trafficked roads. A popular choice amongst many advertisers.	\$120.50	\$113.18	\$11.32	\$124.50	Monthly per panel		Full cost pricing
Premium Panel 3+ panels	Discounted rate for multiple panels	\$108.00	\$101.36	\$10.14	\$111.50	Monthly per panel		Full cost pricing
Platinum Panel 1-2 panels	Our highest exposure panels on roads that receive moderate to very high traffic volumes. For those looking to make a substantial marketing impact.	\$140.50	\$131.82	\$13.18	\$145.00	Monthly per panel		Full cost pricing

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**ITEM 5 - ATTACHMENT 3 FEES AND CHARGES 2026 TO 2027.**

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27		Fee (incl. GST)	Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST				
<b>Bus Shelter Panels</b> [continued]								
Platinum Panel 3+ panels	Discounted rate for multiple panels.	\$127.50	\$120.00	\$12.00	\$132.00	Monthly per panel		Full cost pricing
Not for profit organisation	Advertising panel space where panel is vacant. Maximum one panel per suburb concurrently. Not for profit organisations only	\$0.00	\$0.00	\$0.00	\$0.00			Free (zero priced)
<b>Financial Management</b>								
<b>Tenders</b>								
Expression of Interest	Minimum fee Available free on web	\$74.00	\$77.00	\$0.00	\$77.00	Per tender		Full cost pricing
Tenders (Normal/Select)	Minimum fee Available free on web	\$74.00	\$77.00	\$0.00	\$77.00	Per tender		Full cost pricing
Complex Tenders	Minimum fee Available free on web	\$101.00	\$105.00	\$0.00	\$105.00	Per tender		Full cost pricing
<b>Payment Processing</b>								
Credit Card Fees	Applicable to payments made by credit card GST applies to the fee if the original item/ service supplied is taxable		Up to 1% of transaction value				Reserve Bank of Australia   Standard No. 2, Merchant Pricing for Credit Card Purchases	Full cost pricing

**ITEM 5 - ATTACHMENT 3 FEES AND CHARGES 2026 TO 2027.**

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27		Fee (incl. GST)	Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST				
<b>Government Information Public Access</b>								
<b>Formal Application</b>								
Formal application fee – individual	Application fee by a natural person about their personal affairs or other person Subject to 50% reduction for financial hardship and public interest reasons	\$30.00	\$30.00	\$0.00	\$30.00	Per application	Government Information (Public Access) Act 2009	Statutory pricing
Formal application fee – corporation		\$30.00	\$30.00	\$0.00	\$30.00	Per application	Government Information (Public Access) Act 2009	Statutory pricing
Formal application processing fee	Processing charge payable by a natural person about their personal affairs Charged per hour after first 20 hours for an individual, or if about another person or body, the fee is per hour. Subject to 50% reduction for financial hardship and public interest reasons	\$30.00	\$30.00	\$0.00	\$30.00	Per application	Government Information (Public Access) Act 2009	Statutory pricing
Formal application: Internal Review – application fee	No additional processing fee applies after receipt Subject to 50% reduction for financial hardship and public interest reasons	\$40.00	\$40.00	\$0.00	\$40.00	Per review	Government Information (Public Access) Act 2009	Statutory pricing

**ITEM 5 - ATTACHMENT 3 FEES AND CHARGES 2026 TO 2027.**

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27		Fee (incl. GST)	Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST				
<b>Informal Request</b>								
Informal Request Fee	No processing fee applies. Note: Photocopying charges may apply.	\$0.00	\$0.00	\$0.00	\$0.00		Government Information (Public Access) Act 2009	Statutory pricing
<b>Property Development Enquiries and Property Information Packages</b>								
<b>Pre 1 July 2010</b>								
Commercial - Property development enquiry for applications pre 1 July 2010	Relating to multi dwelling housing, units, duplexes, residential flat buildings, commercial premises, manufactured home estates, businesses, industrial premises, over 55's, caravan parks or any other form of development outside of dwellings, vacant land or dual occupancies.	\$0.00	\$80.00	\$0.00	\$80.00	Per application, per property		Partial cost pricing
Property Information Package for applications pre 1 July 2010 - Consents	Processing fee to provide a copies of consents for the relevant property.	\$0.00	\$15.00	\$0.00	\$15.00	Per application, per property		Partial cost pricing
Property Information Package for applications pre 1 July 2010 - Construction Certificates	Processing fee to provide a copies of construction certificates for the relevant property.	\$0.00	\$15.00	\$0.00	\$15.00	Per application, per property		Partial cost pricing
Property Information Package for applications pre 1 July 2010 - Occupation Certificates	Processing fee to provide a copies of consents for the relevant property.	\$0.00	\$15.00	\$0.00	\$15.00	Per application, per property		Partial cost pricing
Property Information Package for applications pre 1 July 2010 - Town planner assessment report	Processing fee to provide a copies of consents for the relevant property.	\$0.00	\$15.00	\$0.00	\$15.00	Per application, per property		Partial cost pricing

continued on next page ...

**ITEM 5 - ATTACHMENT 3 FEES AND CHARGES 2026 TO 2027.**

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27		Fee (incl. GST)	Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST				
<b>Pre 1 July 2010</b> [continued]								
Residential - Property development enquiry for applications pre July 1 2010	Relating only to dwellings, vacant land or dual occupancies.	\$0.00	\$50.00	\$0.00	\$50.00	Per application, per property		Partial cost pricing
Urgency Fee for commercial property development enquiry applications pre 1 July 2010	Urgency fee payable in addition to the processing fee to guarantee a 10 business day turnaround.	\$0.00	\$150.00	\$0.00	\$150.00	Per application, per property		Partial cost pricing
Urgency Fee for residential property development enquiry applications pre 1 July 2010	Urgency fee payable in addition to the processing fee to guarantee a 10 business day turnaround.	\$0.00	\$100.00	\$0.00	\$100.00	Per application, per property		Partial cost pricing
<b>Post 1 July 2010 Only</b>								
Commercial - Property development enquiries for applications post 1 July 2010 only	Relating to multi dwelling housing, units, duplexes, residential flat buildings, commercial premises, manufactured home estates, businesses, industrial premises, over 55's, caravan parks or any other form of development outside of dwellings, vacant land or dual occupancies.	\$0.00	\$0.00	\$0.00	\$0.00	Per application, per property		Free (zero priced)
Property Information Package for applications post 1 July 2010 only - Consents		\$0.00	\$0.00	\$0.00	\$0.00	Per application, per property		Free (zero priced)
Property Information Package for applications post 1 July 2010 only - Construction Certificates		\$0.00	\$0.00	\$0.00	\$0.00	Per application, per property		Free (zero priced)
Property Information Package for applications post 1 July 2010 only - Occupation Certificates		\$0.00	\$0.00	\$0.00	\$0.00	Per application, per property		Free (zero priced)

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**ITEM 5 - ATTACHMENT 3 FEES AND CHARGES 2026 TO 2027.**

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (excl. GST)	Year 26/27 GST	Year 26/27 Fee (incl. GST)	Unit	Legislation	Pricing Policy
<b>Post 1 July 2010 Only</b> [continued]								
Property Information Package for applications post 1 July 2010 only - Town planner assessment report		\$0.00	\$0.00	\$0.00	\$0.00	Per application, per property		Free (zero priced)
Residential - Property development enquiries for applications post 1 July 2010 only	Relating only to dwellings, vacant land or dual occupancies.	\$0.00	\$0.00	\$0.00	\$0.00	Per application, per property		Free (zero priced)

**Information Privacy**

**Applications**

Amendment of records		\$0.00	\$0.00	\$0.00	\$0.00		Privacy and Personal Information Protection Act 1998	Statutory pricing
Application fee for private information – not related to health records	Photocopy charges will apply	\$0.00	\$0.00	\$0.00	\$0.00		Privacy and Personal Information Protection Act 1998	Free (zero priced)

**Leases/Licenses**

**Property Leases / Licenses**

Key Bond	One off fee charged upon the commencement of the lease/licence, refundable upon the return of the key(s) at the end of the lease/licence agreement	\$50.00	\$50.00	\$0.00	\$50.00			Market pricing
Additional or replacement key	As required	\$50.00	\$50.00	\$0.00	\$50.00	Per key		Market pricing

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**ITEM 5 - ATTACHMENT 3 FEES AND CHARGES 2026 TO 2027.**

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27		Fee (incl. GST)	Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST				
<b>Property Leases / Licenses</b> [continued]								
Lease / Licence Administration fee – commercial/corporate	Applicable once per term. Payable upfront and non-refundable for the preparation of new lease/licence agreements (new and existing tenants). Exclusive of rent/licence fees which are subject to market assessment.	\$971.00	\$1,005.00	\$0.00	\$1,005.00			Market pricing
Lease/ Licence Amendment Fee - Commercial agreements	Applicable once per term. Payable upfront and non-refundable for the preparation of existing lease/licence renewals. Exclusive of rent/licence fees which are subject to market assessment.	\$550.00	\$550.00	\$0.00	\$550.00			Market pricing
Licence Fee - Annually	Fee payable annually for licence term		Commercial fee subject to market assessment			Per year		Market pricing

**Part B Commercial Stratum Structure Licence**

Awnings supported by posts at ground level and like structures at stratum level over Council land, roads and road reserves	Fee applicable annually Required to have Port Stephens Council noted in the certificate of currency	\$3,890.00	\$4,015.00	\$0.00	\$4,015.00	Per year		Market pricing
Balcony utilised for commercial activities e.g. seating/ entertainment areas of restaurant	Required to have Port Stephens Council noted in the certificate of currency		Commercial fee subject to market assessment					Market pricing
Cantilevered Awnings and like structures at stratum level over Council land, roads and road reserves	Fee applicable once per licence Required to have Port Stephens Council noted in the certificate of currency	\$3,890.00	\$4,015.00	\$0.00	\$4,015.00			Market pricing

**ITEM 5 - ATTACHMENT 3 FEES AND CHARGES 2026 TO 2027.**

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27		Fee (incl. GST)	Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST				

**Legal Services**

**Subpoena**

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

Subpoena to give evidence		Ordinary salary of Council Officer and any additional expenses associated with attendance at Court may be required to be paid						Full cost pricing
Subpoena to produce documents	Conduct money – includes first hour processing	\$140.25	\$144.50	\$0.00	\$144.50			Full cost pricing
Subpoena to produce documents	Late fee - less than 7 workings days before production required (charged in addition to conduct money)	\$140.00	\$144.50	\$0.00	\$144.50			Full cost pricing
Subpoena to produce documents	Hourly fee for processing - Non-legally qualified staff	\$64.00	\$66.50	\$0.00	\$66.50	Per hour	Local Government Act 1993   Sections 608-610	Full cost pricing
Subpoena to produce documents	Hourly fee for processing - Legally qualified staff	\$125.75	\$130.80	\$0.00	\$130.80	Per hour	Local Government Act 1993   Sections 608-610	Full cost pricing
Subpoena to produce documents	Photocopying	Refer to charges under photocopying						Full cost pricing
Subpoena to produce documents	Provision of documents saved to electronic media, i.e. CD/DVD/USB (per 8GB)	\$11.80	\$12.20	\$0.00	\$12.20			Full cost pricing
Subpoena to produce documents	Provision of documents electronically via email or drop box (when possible)	Photocopying charges for documents where printing is required before saving electronically for production. Balance of documentation which does not require printing – nil charge only time spent						Full cost pricing

**ITEM 5 - ATTACHMENT 3 FEES AND CHARGES 2026 TO 2027.**

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27		Fee (incl. GST)	Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST				

**Property Licences**

**Community Leasing**

Licence Fee. Community or Crown Land	Minimum Fee for Community Groups or Crown Land Licenses.	\$770.00	\$770.00	\$0.00	\$770.00			Market pricing
Lease Fee. Community or Crown Land		Fee determined upon application.						Market pricing
Licence Administration - Community Licences	Minimum Administration Fee for establishment and management of licence.	\$251.00	\$259.50	\$0.00	\$259.50			Market pricing

**Outdoor Trading**

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

**Commercial Operator's Licence – Water Based / Beach Activities - Premiere Sites**

**Premiere Site Location examples:** Port Stephens Council Managed Holiday Parks, Nelson Bay Marina & Foreshore area, Fingal Bay Beach, One Mile Beach, Little Beach Nelson Bay, Shoal Bay Beach & Foreshore, Soldiers Point, Patrolled Beaches and heavily populated areas.

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

Administration fee	Establishment and management of licence Payable once at the commencement or recommencement of a licence	\$918.00	\$259.00	\$0.00	\$259.00	Per licence		Market pricing
Licence fee	Annual fee	\$3,790.00	\$5,000.00	\$0.00	\$5,000.00	Per licence / Per site		Market pricing

**ITEM 5 - ATTACHMENT 3 FEES AND CHARGES 2026 TO 2027.**

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27		Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST			

**Commercial Operator's Licence – Water Based / Beach Activities - Tier 1**

**Tier 1 Location examples:** Birubi Beach - Anna Bay, Dutchmans Beach Reserve - Nelson Bay, Fly Point Reserve - Nelson Bay, George's Reserve - Salamander Bay, Joe Redman Reserve - Salamander Bay, Roy Wood Reserve - Salamander Bay, Western end of Shoal Bay Beach (west of Government Road, Shoal Bay), Eastern end of Shoal Bay Beach (east of public boat ramp, Shoal Bay), Taylors Beach Foreshore - Taylors Beach.

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

Administration fee	Establishment and management of licence Payable one at the commencement or recommencement of a licence	\$918.00	\$249.00	\$0.00	\$249.00	Per licence	Market pricing
Licence fee	Annual fee	\$2,570.00	\$4,000.00	\$0.00	\$4,000.00	Per licence / Per site	Market pricing

**Commercial Operator's Licence – Water Based / Beach Activities - Tier 2**

**Tier 2 Location examples:** Robinson Reserve - Anna Bay, Boat Harbour Beach Reserve - Boat Harbour, Bagnall's Beach Reserve - Corlette, Caswell Reserve - Mallabula, Foster Park - Tanilba Bay, Peace Park - Tanilba Bay

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

Administration fee	Establishment and management of licence Payable once at the commencement or recommencement of a licence	\$918.00	\$249.00	\$0.00	\$249.00	Per licence	Market pricing
Licence fee	Annual fee	\$1,965.00	\$2,500.00	\$0.00	\$2,500.00	Per licence / Per site	Market pricing

**Commercial Operator's Licence - Water Based / Beach Activities - Tier 3**

**Tier 3 Location examples:** Fisherman's Bay Foreshore Reserve, Longworth Park - Karuah, Memorial Park Boat Ramp - Karuah, Fitzgerald Bridge Boat Ramp - Raymond Terrace

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

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**ITEM 5 - ATTACHMENT 3 FEES AND CHARGES 2026 TO 2027.**

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (excl. GST)	Year 26/27 GST	Year 26/27 Fee (incl. GST)	Unit	Legislation	Pricing Policy
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**Commercial Operator's Licence - Water Based / Beach Activities - Tier 3** [continued]

Administration fee	Establishment and management of licence payable once at the commencement or recommencement of a licence	\$0.00	\$249.00	\$0.00	\$249.00	Per licence		Market pricing
Licence fee	Annual fee	\$0.00	\$2,000.00	\$0.00	\$2,000.00	Per licence / Per site		Market pricing

**Commercial Operator's Licence – Land-based Activities**

Examples for land based commercial operators licence include Boot Camps, Personal Training, Tai Chi, Pilates, and other fitness activities

Administration fee	Establishment and management of licence Payable once at the commencement or recommencement of a licence	\$251.00	\$259.50	\$0.00	\$259.50	Per licence		Market pricing
Licence fee	Annual fee	\$841.00	\$1,050.00	\$0.00	\$1,050.00	Per licence / Per site		Market pricing
Sports Council Usage Fee	Sports Council Membership Fee costs for use of Sports Council grounds including football fields, courts, etc	\$0.00	\$127.00	\$0.00	\$127.00	Per year		Market pricing

**Commercial Operator's Market Licence – Commercial Markets Operating More Than 4 Times Per Year**

Administration fee	Establishment and management of licence – Markets Payable once, at the commencement or recommencement of a licence	\$251.00	\$259.50	\$0.00	\$259.50	Per licence		Market pricing
Licence fee	Annual fee	\$3,790.00	\$4,500.00	\$0.00	\$4,500.00	Per licence		Market pricing

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**ITEM 5 - ATTACHMENT 3 FEES AND CHARGES 2026 TO 2027.**

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27		Fee (incl. GST)	Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST				

**Commercial Operator's Market Licence – Commercial Markets Operating More Than 4 Times Per Year** [continued]

Sports Council Usage Fee	Sports Council Membership Fee costs for use of Sports Council grounds including football fields, courts, etc	\$0.00	\$127.00	\$0.00	\$127.00	Per year		Market pricing
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**Commercial Operator's Not for Profit Licence**

**Commercial Operator's - Mobile Food / Retail Licence**

**Premiere Sites:** Port Stephens Council Managed Holiday Parks, Roy Wood Reserve - Corlette, Conroy Park - Corlette, Dutchmans Beach Reserve - Corlette, Apex Park - Nelson Bay, Neil Carroll Park - Nelson Bay, Nelson Bay Foreshore - Nelson Bay, Tomaree Sports Complex - Nelson Bay, Tom O'Dwyer Oval - Nelson Bay, Yacaaba St Reserve - Nelson Bay, One Mile Beach - Anna Bay, Bagnalls Beach Reserve - Salamander Bay, George's Reserve - Salamander Bay, Korora Oval - Salamander Bay, Roy Wood Reserve - Salamander Bay, Salamander Sports Complex - Salamander Bay, Shoal Bay Foreshore - Shoal Bay, Marrungbangbaa Reserve - Shoal Bay

**Tier 1 Sites:** Robinson Reserve - Anna Bay, Boat Harbour Beach Reserve - Boat Harbour, Bagnalls Beach Reserve - Corlette, Fingal Bay Sports Oval - Fingal Bay, Aliceton Park Reserve - Karuah, Kooindah Park Reserve - Lemon Tree Passage, Caswell Reserve - Mallabulla, Ferodale Sports Ground - Medowie, Kindlebark Oval - Medowie, Yulong Oval - Medowie, Lakeside Sports Grounds - Raymond Terrace, Riverside Park - Raymond Terrace, Vi Barnett Oval - Raymond Terrace, Everitt Park - Solders Point, Foster Park - Tanilba Bay, Peace Park - Tanilba Bay, Taylors Beach Foreshore - Taylors Beach

**Tier 2 Sites:** Fishermans Bay Park - Fishermans Bay, Hinton Foreshore Reserve - Hinton, Stuarts Park - Hinton, Lionel Morton Oval - Karuah, Longworth Park - Karuah, Memorial Park Boat Ramp - Karuah, Mallabulla Sports Ground - Mallabulla, Boyd Oval - Medowie, Coachwood Drive Reserve - Medowie, Alton Park Reserve - Raymond Terrace, Boomerang Park Reserve - Raymond Terrace, Bettles Park Reserve - Raymond Terrace, Fitzgerald Boat Ramp & Reserve - Raymond Terrace, King Park Sportsground - Raymond Terrace, Ross Walbridge Reserve - Raymond Terrace, Brandon Park - Seaham, Seaham Park - Seaham, Bowthorne Park - Wallalong

**Tier 3 Sites:** Other approved sites not listed above

Administration Fee	Mobile food/retail operators under licence agreement	\$251.00	\$259.50	\$0.00	\$259.50	Per licence		Market pricing
Premiere Site - Annual Licence Fee	Port Stephens Council Managed Holiday Parks, Commercial districts that have a high density of both businesses and residents	\$841.00	\$1,500.00	\$0.00	\$1,500.00	Per licence / Per site		Market pricing

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**ITEM 5 - ATTACHMENT 3 FEES AND CHARGES 2026 TO 2027.**

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (excl. GST)	Year 26/27 GST	Year 26/27 Fee (incl. GST)	Unit	Legislation	Pricing Policy
<b>Commercial Operator's - Mobile Food / Retail Licence</b> [continued]								
Tier 1 - Annual Licence Fee		\$0.00	\$1,050.00	\$0.00	\$1,050.00	Per licence / Per site		Market pricing
Tier 2 - Annual Licence Fee		\$0.00	\$850.00	\$0.00	\$850.00	Per licence / Per site		Market pricing
Tier 3 - Annual Licence Fee		\$0.00	\$780.00	\$0.00	\$780.00	Per licence / Per site		Market pricing
<b>Commercial Operator's - Additional Fees</b>								
<b>Electrical Usage Charge</b>								
Ongoing use of Council Supplied Power for Commercial Benefit								
Electrical Inspection Charge		\$370.00	\$336.36	\$33.64	\$370.00	Per Inspection		Market pricing
Electrical Usage Charge Tier 1	Everyday use of Council Power Source	\$982.00	\$922.73	\$92.27	\$1,015.00	Per Year		Market pricing
Electrical Usage Charge Tier 2	Weekly use of Council Power Source	\$522.67	\$490.37	\$49.04	\$539.40	Per Year		Market pricing
Electrical Usage Charge Tier 3	Monthly use of Council Power Source	\$299.63	\$281.11	\$28.11	\$309.22	Per Year		Market pricing
Electrical Usage Charge Tier 4	Sporadic or once off use of Council Power Source	\$75.04	\$70.40	\$7.04	\$77.44	Per Year		Market pricing
<b>Liquor Licences</b>								
Liquor Licence Application Search Fee		\$143.00	\$148.00	\$0.00	\$148.00	Per search		Market pricing
<b>Parking</b>								
<b>Smart Parking Meters</b>								
15 Minutes Park Free	Parking sessions 15 minutes or less are free	\$0.00	\$0.00	\$0.00	\$0.00		Road Transport Act 2013	Market pricing
Parking meter relocation/removal	Parking meter relocation/removal	\$2,018.25	\$2,272.72	\$227.27	\$2,500.00	Per meter		Market pricing

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**ITEM 5 - ATTACHMENT 3 FEES AND CHARGES 2026 TO 2027.**

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27			Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST	Fee (incl. GST)			
<b>Smart Parking Meters</b> [continued]								
Parking meter replacement		Full recovery of all costs to Council - Quote to be provided upon request				Per meter		Full cost pricing
Smart Parking Meter Fee	No fee for holders of Smart Parking Permit.	\$5.00	\$5.00	\$0.50	\$5.50	Per Hour	Road Transport Act 2013	Market pricing
Smart Parking Permit	All ratepayers and residents of Port Stephens Local Government Area, and employees of business within the metered parking scheme zone are eligible.	\$0.00	\$0.00	\$0.00	\$0.00		Road Transport Act 2013	Free (zero priced)
Smart Parking Permit - Non-LGA Visitors Permit – 14 days	For residents located outside Port Stephens Council Local Government Area who regularly visit in and around metered parking scheme zones	\$200.00	\$200.00	\$20.00	\$220.00	Per vehicle per fortnight		Market pricing
Temporary closure of paid parking space to accommodate events	Temporary closure of paid parking space to accommodate events. Does not apply to Council ran events.	\$27.00	\$27.28	\$2.73	\$30.00	per paid parking space per day, or part of		Market pricing

**Payments Management**

Cheque Dishonour (cheque paid directly to Council)	Not applied where bank response is "customer deceased". For fee exemptions refer to Debt Recovery and Hardship Policy.	\$33.50	\$35.00	\$0.00	\$35.00	Per occurrence	Local Government Act 1993   Section 608	Full cost pricing
Cheque Dishonour (cheque paid via collection agent)	Not applied where bank response is "customer deceased". For fee exemptions refer to Debt Recovery and Hardship Policy.	\$33.50	\$35.00	\$0.00	\$35.00	Per occurrence	Local Government Act 1993   Section 608	Full cost pricing

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**ITEM 5 - ATTACHMENT 3 FEES AND CHARGES 2026 TO 2027.**

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27			Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST	Fee (incl. GST)			
<b>Payments Management</b> [continued]								
Direct Debit Dishonour	Not applied where bank response is "customer deceased". For fee exemptions refer to Debt Recovery and Hardship Policy.	\$33.50	\$35.00	\$0.00	\$35.00	Per occurrence	Local Government Act 1993   Section 608	Full cost pricing
Refund Fee	GST applies to the fee if the original item/ service supplied is taxable.	\$32.00	\$33.50	\$0.00	\$33.50	Per refund	Local Government Act 1993   Section 608	Full cost pricing

**Port Stephens Council Internal Staff Catering**

Banana Bread		\$0.00	\$4.09	\$0.41	\$4.50	Each		Market pricing
Breakfast Cup		\$0.00	\$7.27	\$0.73	\$8.00	Each		Market pricing
Canned Drinks & Water			Price between \$2.50 to \$3.00			Each		Market pricing
Fruit Salad		\$0.00	\$5.00	\$0.50	\$5.50	Each		Market pricing
Hash Brown		\$0.00	\$2.27	\$0.23	\$2.50	Each		Market pricing
Muffin		\$0.00	\$4.45	\$0.45	\$4.90	Each		Market pricing
Omelette					\$10.00 (add meat +\$2.00)	Each		Market pricing
Raisin Toast		\$0.00	\$4.55	\$0.45	\$5.00	Each		Market pricing
Sandwiches	Subject to filling		Price between \$8.00 to \$12.00			Each		Market pricing
Scallops		\$0.00	\$1.82	\$0.18	\$2.00	Each		Market pricing
Side Chicken					Side (add to meal): +\$3.00	Each		Market pricing
Side Chips					Side (add to meal): +\$3.00 Small: \$7.00 Large: \$10.00	Each		Market pricing

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**ITEM 5 - ATTACHMENT 3 FEES AND CHARGES 2026 TO 2027.**

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27		Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST			
Side Wedges				Side (add to meal): +\$3.00 Small: \$8.00 Large: \$11.00	Each		Market pricing
Take Home Meals				Small: Price from \$12.00 to \$14.00 Medium: Price from \$18.00 to \$20.00 Large: Price from \$23.00 to \$25.00	Each		Market pricing
Toasted Sandwiches	Subject to filling			Price between \$8.00 to \$12.00			Market pricing
Various snacks				Price between \$4.50 to \$5.50	Each		Market pricing
Discount for BYO cup		\$0.20	\$0.18	\$0.02	\$0.20		Market pricing
Coffee	Small – Speciality milk & syrups extra \$0.50 including GST	\$4.70	\$4.45	\$0.45	\$4.90	Each	Market pricing
Coffee	Regular – Speciality milk and syrup extra \$0.50 including GST	\$5.20	\$4.91	\$0.49	\$5.40	Each	Market pricing
Coffee	Large – Speciality milk and syrups extra \$0.50 including GST	\$5.40	\$5.09	\$0.51	\$5.60	Each	Market pricing
Coffee Loyalty Card	Buy 9 coffees receive 10th free	\$0.00	\$0.00	\$0.00	\$0.00		Free (zero priced)
Milkshakes		\$6.00	\$5.64	\$0.56	\$6.20	Each	Market pricing
Lunch Specials				Price subject to daily specials between \$10.50 to \$15.00 including GST			Market pricing
Soup with Bread Roll		\$9.40	\$9.55	\$0.95	\$10.50	Each	Market pricing
Quiche with Salad		\$12.20	\$11.45	\$1.15	\$12.60	Each	Market pricing
Toast – various varieties (white, wholemeal, grain, gluten free*)	Two (2) slices with butter, vegemite, jam, peanut butter, etc. *Gluten free bread \$0.60 extra	\$4.20	\$4.00	\$0.40	\$4.40	Each	Market pricing
Egg & Bacon Roll/Wrap		\$8.30	\$7.82	\$0.78	\$8.60	Each	Market pricing

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**ITEM 5 - ATTACHMENT 3 FEES AND CHARGES 2026 TO 2027.**

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27		Fee (incl. GST)	Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST				
<b>Port Stephens Council Internal Staff Catering</b> [continued]								
Lunch Loyalty Card			Buy 9 lunches receive 10th half price					Partial cost pricing
<b>Production Services</b>								
Printing / Photocopying	A4 - First photocopy of Council owned and controlled documents is GST free if not produced for commercial purposes	\$1.30	\$1.40	\$0.00	\$1.40	Per page		Market pricing
Printing / Photocopying	A3 - First photocopy of Council owned and controlled documents is GST free if not produced for commercial purposes	\$2.00	\$2.10	\$0.00	\$2.10	Per page		Market pricing
<b>Property Administration</b>								
Duplicate Rate Notice, Invoice, Account etc. (not for receipting purposes)		\$10.20	\$10.60	\$0.00	\$10.60	Per copy	Local Government Act 1993   Section 608	Full cost pricing
Rates Certificate	Provides details of any outstanding rates on a property. Issued within 5 business days of receipt of request	\$100 base fee plus 100% loading for urgent issue within 24 hours/1 business day				Per item	Local Government Act 1993   Section 603	Statutory pricing
<b>Property Services</b>								
<b>Administration Costs</b>								
Acquisition of Council land	Administration costs	\$1,690.00	\$1,586.36	\$158.64	\$1,745.00	Per application		Full cost pricing
Other Charges	Eg. survey, legal, valuation, advertising fees, etc.				at cost	Per application		Full cost pricing

**ITEM 5 - ATTACHMENT 3 FEES AND CHARGES 2026 TO 2027.**

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (excl. GST)	Year 26/27 GST	Year 26/27 Fee (incl. GST)	Unit	Legislation	Pricing Policy
<b>Property Information</b>								
Property Enquiry	Not applicable to own property	\$20.50	\$21.50	\$0.00	\$21.50	Per property		Full cost pricing
Search fee – property information	Fee plus any archive costs for retrieval and return. Not applicable to own property.	\$100.50	\$104.00	\$0.00	\$104.00	Per hour or part thereof		Full cost pricing
<b>Publications</b>								
<b>Development Plans</b>								
<b>Contribution Plans</b>								
Available free on web								
Port Stephens Local Infrastructure Contributions Plan		\$107.50	\$111.00	\$0.00	\$111.00	Each		Full cost pricing
<b>Control Plans</b>								
Available free on web								
Port Stephens Development Control Plan		\$107.50	\$111.00	\$0.00	\$111.00	Each		Full cost pricing
Port Stephens Local Environmental Plan (Text)		\$107.50	\$111.00	\$0.00	\$111.00	Each		Full cost pricing
Port Stephens Local Environmental Plan (Text and Maps)		\$377.00	\$390.00	\$0.00	\$390.00	Each		Full cost pricing
Strategies & Studies		\$107.50	\$111.00	\$0.00	\$111.00	Each		Full cost pricing
<b>Spatial Services</b>								
<b>Maps/Plans</b>								
<b>GIS Electronic Files</b>								
pdf or jpg format								
Standard - AO (1189mm x 841mm)		\$26.50	\$27.50	\$0.00	\$27.50	Per print		Full cost pricing

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**ITEM 5 - ATTACHMENT 3 FEES AND CHARGES 2026 TO 2027.**

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27		Fee (incl. GST)	Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST				
<b>GIS Electronic Files</b> [continued]								
Standard – A1 (841mm x 594mm)		\$23.00	\$24.00	\$0.00	\$24.00	Per file		Full cost pricing
Standard - A2 (594mm x 420mm)		\$21.50	\$22.50	\$0.00	\$22.50	Per file		Full cost pricing
Standard - A3 (420mm x 297mm)		\$16.60	\$17.20	\$0.00	\$17.20	Per file		Full cost pricing
Standard – A4 (210mm x 297mm)		\$16.20	\$16.80	\$0.00	\$16.80	Per file		Full cost pricing
Standard with aerial photograph – AO (1189mm x 841mm)		\$33.00	\$34.50	\$0.00	\$34.50	Per file		Full cost pricing
Standard with aerial photograph - A1 (841mm x 594mm)		\$28.50	\$29.50	\$0.00	\$29.50	Per file		Full cost pricing
Standard with aerial photograph – A2 (594mm x 420mm)		\$27.50	\$28.50	\$0.00	\$28.50	Per file		Full cost pricing
Standard with aerial photograph – A3 (420mm x 297mm)		\$20.50	\$21.50	\$0.00	\$21.50	Per file		Full cost pricing
Standard with aerial photograph – A4 (210mm x 297mm)		\$20.00	\$21.00	\$0.00	\$21.00	Per file		Full cost pricing

**GIS Maps Hard Copies**

Standard – AO (1189mm x 841mm)		\$43.00	\$44.50	\$0.00	\$44.50	Per print		Full cost pricing
Standard – A1 (841mm x 594mm)		\$37.50	\$39.00	\$0.00	\$39.00	Per print		Full cost pricing
Standard – A2 (594mm x 420mm)		\$36.00	\$37.50	\$0.00	\$37.50	Per print		Full cost pricing
Standard – A3 (420mm x 297mm)		\$28.00	\$29.00	\$0.00	\$29.00	Per print		Full cost pricing
Standard – A4 (210mm x 297mm)		\$16.20	\$16.80	\$0.00	\$16.80	Per print		Full cost pricing
Standard with aerial photograph – AO (1189mm x 841mm)		\$53.00	\$55.00	\$0.00	\$55.00	Per print		Full cost pricing
Standard with aerial photograph – A1 (841mm x 594mm)		\$47.50	\$49.50	\$0.00	\$49.50	Per print		Full cost pricing
Standard with aerial photograph – A2 (594mm x 420mm)		\$45.00	\$46.50	\$0.00	\$46.50	Per print		Full cost pricing

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**ITEM 5 - ATTACHMENT 3 FEES AND CHARGES 2026 TO 2027.**

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27 Fee (excl. GST)	Year 26/27 GST	Year 26/27 Fee (incl. GST)	Unit	Legislation	Pricing Policy
<b>GIS Maps Hard Copies</b> [continued]								
Standard with aerial photograph – A3 (420mm x 297mm)		\$34.50	\$36.00	\$0.00	\$36.00	Per print		Full cost pricing
Standard with aerial photograph – A4 (210mm x 297mm)		\$20.00	\$21.00	\$0.00	\$21.00	Per print		Full cost pricing
<b>Miscellaneous</b>								
Seniors, students, registered charities		50% of scheduled fee, subject to production of proof of status						Partial cost pricing
Spatial services	All prices include 15 minutes labour cost	Maps requiring additional customisation will be charged at \$10 per 15 minutes after the initial 15 minutes, and per 15 minutes thereafter						Full cost pricing

**ITEM 5 - ATTACHMENT 3 FEES AND CHARGES 2026 TO 2027.**

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27		Fee (incl. GST)	Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST				
<b>Community Services and Events</b>								
Graffiti wipes	Fee for packet of wipes	\$11.77	\$11.04	\$1.10	\$12.15			Full cost pricing
<b>Administration Building – Hire of Rooms</b>								
Security	Security must be present when Administration Building rooms are hired. Charged at four hours minimum.	\$82.50	\$77.73	\$7.77	\$85.50	Hourly rate		Market pricing
Committee Room Hire (Double room) – First four hours	Minimum charge for up to four hours	\$261.50	\$245.45	\$24.55	\$270.00			Market pricing
Committee Room Hire (Double room) – Per hour thereafter	Charged in hourly increments Per hour or part thereof	\$126.00	\$118.64	\$11.86	\$130.50	Hourly rate		Market pricing
Committee Room Hire (Single room) – First four hours	Minimum charge for up to four hours	\$132.00	\$124.09	\$12.41	\$136.50			Market pricing
Committee Room Hire (Single room) – Per hour thereafter	Charged in hourly increments Per hour or part thereof	\$64.50	\$60.91	\$6.09	\$67.00	Hourly rate		Market pricing
Training Room Hire – First four hours, or \$245.00 (+ GST) per day 9am to 5pm		\$169.00	\$158.64	\$15.86	\$174.50			Market pricing
Cleaning Fee	Charged in hourly increments. Per hour or part thereof COVID-19 extra service included	\$213.00	\$200.00	\$20.00	\$220.00	Per hour		Market pricing
Kitchen Cleaning Fee	Charged in hourly increments Per hour or part thereof	\$200.50	\$188.18	\$18.82	\$207.00	Per hour		Market pricing

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**ITEM 5 - ATTACHMENT 3 FEES AND CHARGES 2026 TO 2027.**

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27		Fee (incl. GST)	Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST				
<b>Administration Building – Hire of Rooms</b> [continued]								
Kitchen Facilities Hire	Hirers must use Council caterer – charged in hourly increments Per hour or part thereof	\$200.50	\$188.18	\$18.82	\$207.00	Per hour		Market pricing
<b>Cemetery Operations</b>								
<b>Bushland Garden Fees – Carumbah Memorial Gardens</b>								
Plaque	10 line bottle green bronze gumleaf motif plaque including installation	\$1,371.50	\$1,286.72	\$128.67	\$1,415.39	Per plaque		Market pricing
Extra line inscription on plaque	Extra line inscription on plaque	\$124.50	\$116.82	\$11.68	\$128.50	Per extra line		Market pricing
Niche	For interment of ashes	\$803.00	\$829.00	\$0.00	\$829.00	Per niche		Market pricing
<b>Columbarium Wall Fees – Raymond Terrace (including Granite Wall), Carumbah Memorial Gardens, Karuah &amp; Anna Bay</b>								
Niche	For interment of ashes	\$749.00	\$773.00	\$0.00	\$773.00	Per niche		Market pricing
Plaque	8 line bronze niche plaque including installation	\$1,055.00	\$990.91	\$99.09	\$1,090.00	Per plaque		Market pricing
Extra line inscription on plaque	Excluding black granite plaque for granite wall Maximum of 2 additional lines	\$124.48	\$116.79	\$11.68	\$128.47	Per line		Market pricing
Black granite plaque for granite wall at Raymond Terrace Cemetery ONLY	Black granite with gold lettering and attached vase – including installation	\$1,000.00	\$940.91	\$94.09	\$1,035.00	Per plaque		Market pricing

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**ITEM 5 - ATTACHMENT 3 FEES AND CHARGES 2026 TO 2027.**

Name	Description	Year 25/26 Fee (incl. GST)	Year 26/27		Fee (incl. GST)	Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST				
<b>Columbarium Wall Fees – Raymond Terrace (including Granite Wall), Carumbah Memorial Gardens, Karuah &amp; Anna Bay</b> [continued]								
Plaque (Terrazzo Walls) Carumbah Memorial Gardens and Karuah Cemetery ONLY	Oval bronze gum motif niche plaque with vase – including installation	\$1,415.00	\$1,331.82	\$133.18	\$1,465.00	Per plaque		Market pricing
<b>Cemetery – Burial Plots</b>								
Burial Plot – Anna Bay – Concrete Beams	Includes "Right of Interment"	\$1,555.00	\$1,605.00	\$0.00	\$1,605.00	Per plot		Market pricing
Burial Plot – Karuah, Nelson Bay, Seaham, Raymond Terrace	Includes "Right of Interment"	\$1,505.00	\$1,555.00	\$0.00	\$1,555.00	Per plot		Market pricing
<b>Cemetery – Other fees</b>								
Additional emblem for bronze plaques (e.g. RAAF, Girl Guides, Scouts etc.)	As per special request from customer	\$149.30	\$140.06	\$14.01	\$154.07	Per item		Market pricing
Vase (Optional)	Only available for an 8 line bronze plaque	\$198.86	\$186.57	\$18.66	\$205.22	Per item		Market pricing
Ceramic 5x7 Colour Plaque Phototile	As per special request from customer	\$311.36	\$292.11	\$29.21	\$321.32	Per item		Market pricing
Interment fee	Burial fee (including ashes in plot)	\$305.51	\$286.62	\$28.66	\$315.28	Per burial		Market pricing
Monumental Permit	Headstone permit application fee	\$304.50	\$314.24	\$0.00	\$314.24	Per monument		Market pricing
Permit for exhumation of remains	Subject to approval by Public Health Authority and associated administration costs	\$765.00	\$790.00	\$0.00	\$790.00	Per occurrence		Market pricing
Cancellation & Transfer of "Right of Interment" Certificate	Fee for Cancellation & transfer of ownership of plot or niche	\$235.50	\$243.50	\$0.00	\$243.50	Per transfer		Market pricing
Administration Search Fee		\$88.50	\$91.50	\$0.00	\$91.50	Per search		Full cost pricing
Funeral Director/Grave Digger levied fee for incorrect burial	Funeral Director/ Grave Digger levied fee for incorrect burial	\$2,945.00	\$2,763.64	\$276.36	\$3,040.00	Per occurrence		Market pricing

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