

NOTICE OF ORDINARY MEETING

28 APRIL 2026



PORT STEPHENS C O U N C I L

The Mayor and Councillors attendance is respectfully requested:

Mayor: L Anderson (Chair).

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

SCHEDULE OF MEETINGS

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

Please Note:

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

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

Flags, signs, placards or protest symbols are not permitted in the Council Chamber.

Food and beverages are not permitted in the Council Chamber.

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

BUSINESS

- 1) Opening meeting.
- 2) Acknowledgement of Country

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

**if submitted*

PRINCIPLES FOR LOCAL GOVERNMENT

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

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

Guiding principles for Council

1) Exercise of functions generally

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

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

2) Decision-making

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

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

3) Community participation

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

Principles of sound financial management

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

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

Integrated planning and reporting principles that apply to Council

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

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

PORT STEPHENS COMMUNITY STRATEGIC PLAN

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

The Community Strategic Plan is organised into 4 focus areas:

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

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

OUR ENVIRONMENT – Port Stephens' environment is protected, enhanced, sustainable and resilient.

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

BUSINESS EXCELLENCE

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

These outcomes align with the following Business Excellence principles:

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

MEETING PROCEDURES SUMMARY

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

Quorum – A quorum at Port Stephens Council is 6.

Declarations of Interest

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

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

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

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

Motions and Amendments

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

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

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

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

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

- 1) Amendment (if any)
- 2) Motion

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

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

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

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

Urgency Motion – Is a motion that can be moved at a meeting to have a matter considered at a meeting. An urgency motion (procedural motion) can be moved and seconded to have a matter considered and, if passed (where all Councillors are present), then the substantive motion can be moved, seconded and debated as a motion. If all Councillors are not present, then the Mayor must also rule on the urgency motion. If the procedural motion is lost or the Mayor does not rule the matter is of great urgency, the motion fails to proceed any further and Council resumes to normal business listed on the agenda.

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

A Point of Order can be raised where:

- 1) There has been any non-compliance with procedure, eg motion not seconded etc.
- 2) A Councillor commits an act of disorder if the Councillor, at a meeting of the Council or a committee of the Council:
 - (a) contravenes the Act, the Regulation or this code, or
 - (b) assaults or threatens to assault another Councillor or person present at the meeting, or
 - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the Council or the committee, or addresses or attempts to address the Council or the committee on such a motion, amendment or matter, or
 - (d) uses offensive or disorderly words, or

- (e) makes gestures or otherwise behaves in a way that is sexist, racist, homophobic or otherwise discriminatory, or, if the behaviour occurred in the Legislative Assembly, would be considered disorderly, or
- (f) imputes improper motives to or unfavourably personally reflects upon any other Council official, or a person present at the meeting, except by a motion, or
- (g) says or does anything that would promote disorder at the meeting or is otherwise inconsistent with maintaining order at the meeting.

Declarations of Conflict of Interest – Definitions

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

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

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

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



Form of Special Disclosure of Pecuniary Interest

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

Important information

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

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

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

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

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

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

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

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

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

to be held on the _____ day of _____ 20__

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

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

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

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

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

Mayor/Councillor's signature _____

Date _____

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



Declaration of Interest form

Agenda item No. _____

Report title _____

Mayor/Councillor _____ declared a

Tick the relevant response:

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

in this item. The nature of the interest is _____

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

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

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

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

Mayor/Councillor left the Council meeting at _____ pm.

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

MOTIONS TO CLOSE

ITEM NO. 1

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

MOTION TO CLOSE

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

RECOMMENDATION:

- 1) That pursuant to section 10A(2) (c) of the Local Government Act 1993, the Committee and Council resolve to close to the public that part of its meetings to discuss Confidential Item 1 on the Ordinary agenda namely **Purchase of Land, Salamander Bay**.
 - 2) That the reasons for closing the meeting to the public to consider this item is that the discussion will include information containing:
 - information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.
 - 3) That on balance it is considered discussion of the matter in open Council would be contrary to public interest, as the receipt and discussion of any information needs to be carried out confidentially to protect the commercial interests of Council.
 - 4) That the report remain confidential and the minute be released following third party consultation once the purchase of land has been finalised.
-

ITEM NO. 2

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

MOTION TO CLOSE

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

RECOMMENDATION:

- 1) That pursuant to section 10A(2) (d)i of the Local Government Act 1993, the Committee and Council resolve to close to the public that part of its meetings to discuss Confidential Item 2 on the Ordinary agenda namely **Proposed Sale of Land - Raymond Terrace**.
 - 2) That the reasons for closing the meeting to the public to consider this item is that the discussion will include information containing:
 - commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.
 - 3) That on balance it is considered discussion of the matter in open Council would be contrary to public interest, as the receipt and discussion of any information needs to be carried out confidentially to protect the commercial interests of the person who supplied the information.
 - 4) That the report remain confidential and the minute be released in accordance with Council's resolution.
-

COUNCIL REPORTS

ITEM NO. 1

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

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

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

RECOMMENDATION IS THAT COUNCIL:

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

BACKGROUND

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

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

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

This Study and Plan relate to stages 3 and 4.

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

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

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

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

The risk management measures are broadly categorised as:

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

COMMUNITY STRATEGIC PLAN

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

FINANCIAL/RESOURCE IMPLICATIONS

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

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

LEGAL, POLICY AND RISK IMPLICATIONS

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

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

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

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

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

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

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

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

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

COMMUNICATION AND ENGAGEMENT

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

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INFORM	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and/or solutions.
CONSULT	To obtain public feedback on analysis, alternatives and/or decisions.
INVOLVE	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.
COLLABORATE	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.
EMPOWER	To place final decision-making and/or developed budgets in the hands of the public.
	No external communications and engagement are required for this report.

The following communication and engagement applies to this report.

External communications and engagement

CONSULT	<p>Phase 1: Early Engagement</p> <ul style="list-style-type: none"> • Messages and web content posted on Council's website to provide updates at key milestones during the study. • Distribution of a community questionnaire during February 2024 to gather information from locals regarding historic flooding including flood behaviour and flood levels as well as suggestions on mitigation options. • Community consultation session at Salt Ash Community Hall on 28 February 2024 to enable the community to raise issues / concerns and suggest potential mitigation options. • The Study and Plan has been presented to NSW DCCEEW and to Council's Floodplain Advisory Panel which includes Core Members (Councillors, SES, DCCEEW, Hunter Water Corporation, Community Members) and a Local Representative (Anna Bay Drainage Union). <p>Phase 2: Public Exhibition (current phase)</p> <p>A community engagement and communications plan has been developed and it is planned to include:</p> <ul style="list-style-type: none"> • A further community consultation session will be organised in an appropriate location within the study area during the public exhibition period (April / May 2026). • Information provided by media release, public notice, web update, social media and direct email.
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Internal communications and engagement

Consultation has been undertaken by the Assets Section with:

- Development Services Section.
- Strategy and Environment Section.

OPTIONS

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

ATTACHMENTS

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

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

Nil.

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

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

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

Flood Prone Land Policy Framework

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

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

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

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

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

Study Area

The study area (Figure 1) for the Anna Bay and Tilligerry Creek studies comprise of the localities of Anna Bay, Boat Harbour, One Mile, Fishermans Bay, Bobs Farm, Taylors Beach, Salt Ash, Tanilba Bay, Mallabula and Lemon Tree Passage. The study area covers an area of approximately 160 km², with land use in the area predominantly composed of rural landscape, nature reserves, waterways and primary production lots for farming use.

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

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

Existing Flood Behaviour

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

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

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

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

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

Economic Impact of Flooding

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

Floodplain Risk Management Measures

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

These measures have been grouped into the following general categories:

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

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

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

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



Recommended Options

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

DRAFT FOR PUBLIC EXHIBITION



Table 1: Draft Floodplain Management Plan

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

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



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

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

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

ITEM NO. 2

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

AUSTRALIA DAY FUNDING ALLOCATION

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

RECOMMENDATION IS THAT COUNCIL:

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

BACKGROUND

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

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

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

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

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

Sponsorship

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

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

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

Event Evaluation

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

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

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

2027 Event Funding

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

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

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

COMMUNITY STRATEGIC PLAN

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

FINANCIAL/RESOURCE IMPLICATIONS

There are no significant resource implications relating to this report.

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

LEGAL, POLICY AND RISK IMPLICATIONS

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

Risk	<u>Risk Ranking</u>	Proposed Treatments	Within Existing Resources?
There is a risk that Council's reputation may be damaged to poorly organised events.	Low	The efficient operation of Council's 355c Australia Day Committee and partnerships with community groups enables the coordination and management of Australia Day events. Staff and volunteers have clear agreements, plans and budgets.	Yes

Risk	<u>Risk Ranking</u>	Proposed Treatments	Within Existing Resources?
There is a risk that attendance at Australia Day events may decrease.	Low	Close involvement of the community in the organisation and management of these activities to ensure community interest is represented in the program of activities. Comprehensive communication plan to support event promotion.	

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

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

COMMUNICATION AND ENGAGEMENT

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

INFORM	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and/or solutions.
CONSULT	To obtain public feedback on analysis, alternatives and/or decisions.
INVOLVE	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.
COLLABORATE	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.
EMPOWER	To place final decision-making and/or developed budgets in the hands of the public.
	No external communications and engagement are required for this report.

The following communication and engagement applies to this report.

External communications and engagement

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

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

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

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

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

OPTIONS

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

ATTACHMENTS

Nil.

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

Nil.

ITEM NO. 3

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

POLICY REVIEW: PORT STEPHENS ANNUAL AWARDS POLICY

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

RECOMMENDATION IS THAT COUNCIL:

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

BACKGROUND

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

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

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

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

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

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

COMMUNITY STRATEGIC PLAN

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

FINANCIAL/RESOURCE IMPLICATIONS

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

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

LEGAL, POLICY AND RISK IMPLICATIONS

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

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

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

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

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

COMMUNICATION AND ENGAGEMENT

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

INFORM	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and/or solutions.
CONSULT	To obtain public feedback on analysis, alternatives and/or decisions.
INVOLVE	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.
COLLABORATE	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.
EMPOWER	To place final decision-making and/or developed budgets in the hands of the public.
	No external communications and engagement are required for this report.

The following communication and engagement applies to this report.

External communications and engagement

CONSULT	The policy will be placed on public exhibition for 28 days and will be notified through print advertising and Council's website.
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Internal communications and engagement

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

- Governance Section.

OPTIONS

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

ATTACHMENTS

- 1) Revised - Port Stephens Annual Awards Policy.

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

Nil.

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

Policy



FILE NO: PSC2014-03407

TITLE: PORT STEPHENS ANNUAL AWARDS

OWNER: STRATEGY AND ENVIRONMENT COMMUNICATIONS AND CUSTOMER EXPERIENCE SECTION MANAGER

1. PURPOSE:

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

2. CONTEXT/BACKGROUND:

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

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

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

3. SCOPE:

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

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

Policy

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Policy



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

4. DEFINITIONS:

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

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

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

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

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

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

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

Policy

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



Policy

j) ~~life choices.~~

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

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

6. RESPONSIBILITIES:

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

7. RELATED DOCUMENTS:

7.1 Port Stephens Annual Awards Guidelines.

CONTROLLED DOCUMENT INFORMATION:

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

VERSION HISTORY:

Version	Date	Author	Details	Minute No.
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Policy

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



Policy

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

Policy

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Policy

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

Policy

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Policy

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

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Policy



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

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ITEM NO. 4

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

COUNCIL MEETING CYCLE

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

RECOMMENDATION IS THAT COUNCIL:

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

BACKGROUND

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

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

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

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

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

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

*if submitted

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

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

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

Clause 3.33 of the Code of Meeting Practice states:

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

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

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

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

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

ORDINARY COUNCIL - 28 APRIL 2026

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

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

COMMUNITY STRATEGIC PLAN

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

FINANCIAL/RESOURCE IMPLICATIONS

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

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

LEGAL, POLICY AND RISK IMPLICATIONS

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

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

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

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

There is limited sustainability implications associated with this report.

COMMUNICATION AND ENGAGEMENT

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

INFORM	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and/or solutions.
CONSULT	To obtain public feedback on analysis, alternatives and/or decisions.
INVOLVE	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.
COLLABORATE	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.
EMPOWER	To place final decision-making and/or developed budgets in the hands of the public.
	No external communications and engagement are required for this report.

The following communication and engagement applies to this report.

External communications and engagement

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

Consultation has been undertaken by the Governance Section with:

- Office of the General Manager.

OPTIONS

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

ATTACHMENTS

- 1) Council meeting minutes - 28 October 2025.

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

Nil.

MINUTES ORDINARY COUNCIL - 28 OCTOBER 2025

ITEM NO. 14

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

NEW CODE OF MEETING PRACTICE

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

RECOMMENDATION IS THAT COUNCIL:

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

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

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

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

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

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

The motion was carried.

BACKGROUND

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

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

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

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

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

MINUTES ORDINARY COUNCIL - 28 OCTOBER 2025

The key amendments to the Code are:

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

MINUTES ORDINARY COUNCIL - 28 OCTOBER 2025

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

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

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

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

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

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

ORDER OF BUSINESS

The proposed Order of Business is below:

- 1) Opening meeting
- 2) Acknowledgement of Country
- 3) Prayer
- 4) Apologies and applications for a leave of absence from Mayor and Councillors
- 5) Attendance by audio visual link**
- 6) Disclosures of interests
- 7) Confirmation of minutes
- 8) Mayoral minute(s)*
- 9) Motions to close meeting to the public*
- 10) Reports to Council
- 11) General Manager reports*
- 12) Questions with Notice*
- 13) Questions on Notice
- 14) Notices of motions*

MINUTES ORDINARY COUNCIL - 28 OCTOBER 2025

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

**if submitted*

COMMUNITY STRATEGIC PLAN

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

FINANCIAL/RESOURCE IMPLICATIONS

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

LEGAL, POLICY AND RISK IMPLICATIONS

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

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

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

MINUTES ORDINARY COUNCIL - 28 OCTOBER 2025

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

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

There are limited sustainability implications associated with this report.

COMMUNICATION AND ENGAGEMENT

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

INFORM	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and/or solutions.
CONSULT	To obtain public feedback on analysis, alternatives and/or decisions.
INVOLVE	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.
COLLABORATE	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.
EMPOWER	To place final decision-making and/or developed budgets in the hands of the public.
	No external communications and engagement are required for this report.

The following communication and engagement applies to this report.

External communications and engagement

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

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

Consultation has been undertaken by the Governance Section with:

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

OPTIONS

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

ATTACHMENTS

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

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

Nil.

ITEM NO. 5

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

REQUEST FOR FINANCIAL ASSISTANCE

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

RECOMMENDATION IS THAT COUNCIL:

- 1) Approves provision of financial assistance under Section 356 of the Local Government Act 1993 from Mayoral Funds to the following:
 - a) Rotary Club of Medowie-Williamstown – Mayoral funds - \$3,500 donation towards prizes, certificates and presentation event for 2026 Junior Writing Competition.
 - b) Tomaree Squash Club – Mayoral funds - \$1,626.50 – donation towards competition grade balls and digital scoring displays to assist with hosting 3 state and national level events during 2026.
 - c) Soldiers Point Public School – Rapid response – Cr Roz Armstrong – \$500 donation towards playground upgrades.
-

BACKGROUND

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

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

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

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

ORDINARY COUNCIL - 28 APRIL 2026

The requests for financial assistance are shown below:

MAYORAL FUNDS

Rotary Club of Medowie-Williamstown	Rotary is a group of women and men who share a common purpose of wanting to help others and their community.	\$3,500	Donation towards prizes, certificates and presentation event for Junior Writing Competition.
Tomaree Squash Club	Tomaree Squash Club is a small volunteer facility which is home to a dedicated group of 40 active members playing regular local competitions.	\$1,626.50	Donation towards competition grade balls and digital scoring displays to assist with hosting 3 state and national level events during 2026.

WARD FUNDS

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

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

FINANCIAL/RESOURCE IMPLICATIONS

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes		

ORDINARY COUNCIL - 28 APRIL 2026

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

LEGAL AND POLICY IMPLICATIONS

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

The Policy interpretation required is whether the Council believes that:

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

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

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

Nil.

COMMUNICATION AND ENGAGEMENT

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

ORDINARY COUNCIL - 28 APRIL 2026

INFORM	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and/or solutions.
CONSULT	To obtain public feedback on analysis, alternatives and/or decisions.
INVOLVE	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.
COLLABORATE	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.
EMPOWER	To place final decision-making and/or developed budgets in the hands of the public.
	No external communications and engagement are required for this report.

The following communication and engagement applies to this report.

External communications and engagement

INFORM	Community members are advised of the outcome of their application.
--------	--

Internal communications and engagement

Consultation has been undertaken by the General Manager's Office.

Consultation has been undertaken to ensure budget requirements are met and approved.

OPTIONS

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

ATTACHMENTS

Nil.

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

Nil.

ITEM NO. 6

**FILE NO: 26/79415
EDRMS NO: PSC2024-03232**

INFORMATION PAPERS

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

RECOMMENDATION IS THAT COUNCIL:

Receives and notes the Information Papers listed below being presented to Council on 28 April 2026.

No:	Report Title	Page:
1	Six Month Grants Report to 31 December 2025	65
2	Cash and Investment Portfolio - March 2026	69
3	Petition - Condition of Road Surface - Raymond Avenue, Salamander Bay	70
4	Audit, Risk and Improvement Committee Minutes - 9 October 2025	72
5	Designated Persons' Return	103
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7	Council Resolutions	106

INFORMATION PAPERS

ITEM NO. 1

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

SIX MONTH GRANTS REPORT TO 31 DECEMBER 2025

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

BACKGROUND

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

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

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

ATTACHMENTS

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

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

Nil.



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

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

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

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

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

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

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

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

ITEM NO. 2

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

CASH AND INVESTMENT PORTFOLIO - MARCH 2026

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

BACKGROUND

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

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

ATTACHMENTS

Nil.

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

Nil.

ITEM NO. 3

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

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

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

BACKGROUND

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

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

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

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

ATTACHMENTS

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

COUNCILLORS' ROOM/DASHBOARD

- 1) Petition.

TABLED DOCUMENTS

Nil.

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

Raymond Avenue, Salamander Bay, NSW, 2317

PETITION STATEMENT:

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

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

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

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

REQUEST TO COUNCIL:

We respectfully request that the Council:

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

ITEM NO. 4

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

AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES - 9 OCTOBER 2025

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

BACKGROUND

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

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

ATTACHMENTS

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

COUNCILLORS' ROOM/DASHBOARD

- 1) A full copy of the ARIC minutes.

TABLED DOCUMENTS

Nil.

MINUTES – 9 October 2025



PORT STEPHENS COUNCIL

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

PRESENT:

Chair: Deborah Goodyer.

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

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

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

Apologies: Cr Jason Wells.

MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 9 OCTOBER 2025

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

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

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GENERAL MANAGER'S UPDATE

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

MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 9 OCTOBER 2025

The General Manager provided an update on the following topics:

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

ARIC WORKPLAN AND ACTIONS ARISING

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

MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 9 OCTOBER 2025

ITEM NO. 5.1

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

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

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

RECOMMENDATION IS THAT THE COMMITTEE:

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

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

	<p>Chair Deborah Goodyer Member Frank Cordingley</p> <p>The Committee:</p> <ol style="list-style-type: none">1) Approve the Audit, Risk and Improvement Committee and Internal Audit Annual Performance Report – Year ending 30 June 2025 (ATTACHMENT 1).2) Provide the Audit, Risk and Improvement Committee and Internal Audit Annual Performance Report – Year ending 30 June 2025 to Council and the Council's Executive Team (ATTACHMENT 1).
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**ITEM 4 - ATTACHMENT 1 AUDIT, RISK AND IMPROVEMENT COMMITTEE
MINUTES - 9 OCTOBER 2025.**

MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 9 OCTOBER 2025

ITEM NO. 5.2

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

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

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

RECOMMENDATION IS THAT THE COMMITTEE:

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

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

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

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

MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 9 OCTOBER 2025

ITEM NO. 5.3

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

ARIC WORKPLAN AND ACTIONS ARISING FROM THE PREVIOUS MEETING

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

RECOMMENDATION IS THAT THE COMMITTEE:

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

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

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

INTERNAL AUDIT

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

MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 9 OCTOBER 2025

ITEM NO. 6.1

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

QUALITY ASSESSMENT IMPROVEMENT UPDATE

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

RECOMMENDATION IS THAT THE COMMITTEE:

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

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

**Chair Deborah Goodyer
Member Frank Cordingley**

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

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

MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 9 OCTOBER 2025

ITEM NO. 6.2

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

INTERNAL AUDIT REPORTS

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

RECOMMENDATION IS THAT THE COMMITTEE:

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

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

**Chair Deborah Goodyer
Member Paul Dunn**

The Committee:

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

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

MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 9 OCTOBER 2025

ITEM NO. 6.3

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

INTERNAL AUDIT FINDINGS UPDATE

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

RECOMMENDATION IS THAT THE COMMITTEE:

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

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

	<p>Chair Deborah Goodyer Member Paul Dunn</p> <p>The Committee receive and note the Internal Audit Findings update.</p>
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**ITEM 4 - ATTACHMENT 1 AUDIT, RISK AND IMPROVEMENT COMMITTEE
MINUTES - 9 OCTOBER 2025.**

MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 9 OCTOBER 2025

ITEM NO. 6.4

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

ANNUAL INTERNAL AUDIT AND STRATEGIC PLAN 2026-2029 WORKPLANS

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

RECOMMENDATION IS THAT THE COMMITTEE:

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

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

	<p>Chair Deborah Goodyer Member Paul Dunn</p> <p>The Committee:</p> <ol style="list-style-type: none">1) Endorse the 2026 Internal Audit Plan and the 4 year Strategic Internal Audit work plan.2) Receive and note the Key Performance Indicators.3) The Internal Audit Plan and the 4 year Strategic Internal Audit work plan to be included on each quarter meeting of the Committee as a standing item.
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Note: A response to the consultation approach in the development of the internal audit plan was provided to the Committee. Further information is available within the plan.

EXTERNAL AUDIT/FINANCE UPDATE

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

MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 9 OCTOBER 2025

ITEM NO. 7.1

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

FINANCIAL STATEMENTS

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

RECOMMENDATION IS THAT THE COMMITTEE:

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

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

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

RISK MANAGEMENT UPDATE REPORT

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

MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 9 OCTOBER 2025

ITEM NO. 8.1

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

RISK MANAGEMENT FRAMEWORK - INTERNAL ASSESSMENT 2025

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

RECOMMENDATION IS THAT THE COMMITTEE:

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

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

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

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

MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 9 OCTOBER 2025

ITEM NO. 8.2

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

RISK MANAGEMENT UPDATE

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

RECOMMENDATION IS THAT THE COMMITTEE:

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

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

	<p>Chair Deborah Goodyer Member Paul Dunn</p> <p>The Committee receive and note the Risk Management update.</p>
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GOVERNANCE AND COMPLIANCE UPDATE

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

MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 9 OCTOBER 2025

ITEM NO. 9.1

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

GOVERNANCE REPORT

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

RECOMMENDATION IS THAT THE COMMITTEE:

- 1) Receive and note the report.
-

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

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

INTEGRATED PLANNING AND REPORTING

SERVICE REVIEW AND BUSINESS IMPROVEMENT UPDATE

GENERAL BUSINESS

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

MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 9 OCTOBER 2025

ITEM NO. 13.1

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

FUTURE MEETING DATES

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

RECOMMENDATION IS THAT THE COMMITTEE:

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

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

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

ITEM NO. 5

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

DESIGNATED PERSONS' RETURN

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

BACKGROUND

The purpose of this report is to table Councillor and Designated Persons' Return/s (return) submitted.

In accordance with Part 4 – Pecuniary Interest of the Code of Conduct, all designated persons are required to submit a return. Returns are to be tabled at the first Council meeting after the lodgement date.

The following is a list of position/s who have submitted return/s:

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

ATTACHMENTS

Nil.

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

- 1) Designated Persons' Return.

ITEM NO. 6

**FILE NO: 26/65562
EDRMS NO: PSC2009-00965**

DELEGATIONS REPORT

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

BACKGROUND

The purpose of this report is to advise Council of each occasion the Mayor and/or General Manager have exercised their delegations, other than under section 226 and 335 of the Local Government Act 1993, which are conferred on each role.

The report at **(ATTACHMENT 1)** provides details of the delegation exercised, such as the delegated authority, the date and the reason for exercising the delegation.

ATTACHMENTS

1) Delegations Report.

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

Nil.

MAYOR AND GENERAL MANAGER DELEGATION REPORT

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

ITEM NO. 7

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

COUNCIL RESOLUTIONS

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

BACKGROUND

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

ATTACHMENTS

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

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

Nil.

ITEM 7 - ATTACHMENT 1 COMMUNITY FUTURES RESOLUTIONS.



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

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

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

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

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

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

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

ITEM 7 - ATTACHMENT 1 COMMUNITY FUTURES RESOLUTIONS.



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

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

ITEM 7 - ATTACHMENT 2 CORPORATE STRATEGY AND SUPPORT RESOLUTIONS.



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

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

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

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

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report 5 088	Ordinary Council 11/04/2023	Pattison, Zoe	22 Homestead Street, Salamander Bay	31/12/2026	12/04/2023	23/92450
25 Mar 2026 Council is investigating options for the rezoning of 22 Homestead Street, Salamander Bay, and the development of a Vegetation Management Plan, to provide the best opportunity to enable a successful long-term rehabilitation of the site.						

ITEM 7 - ATTACHMENT 2 CORPORATE STRATEGY AND SUPPORT RESOLUTIONS.



<p>Action Sheets Report</p>	<p>Division: Corporate Strategy and Support</p> <p>Committee:</p> <p>Officer:</p>	<p>Date From: 11/04/2023</p> <p>Date To: 25/03/2026</p>	<p>Printed: Wednesday, 25 March 2026</p>
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Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 24/06/2025	Pattison, Zoe	112 Adelaide Street and 18A Sturgeon Street, Raymond Terrace	30/06/2026	25/06/2025	
1		Pattison, Zoe				25/159107
25 Mar 2026						
It was resolved that Council progresses with Option 2 outlined in the confidential business paper. Expression of Interest will go on the market.						

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

ITEM 7 - ATTACHMENT 3 FACILITIES AND INFRASTRUCTURE RESOLUTIONS.



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

Action Sheets Report

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

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

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

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

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

ITEM 7 - ATTACHMENT 3 FACILITIES AND INFRASTRUCTURE RESOLUTIONS.



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

Action Sheets Report

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

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

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

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

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

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

ITEM 7 - ATTACHMENT 3 FACILITIES AND INFRASTRUCTURE RESOLUTIONS.



Action Sheets Report

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

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

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



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

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

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

QUESTIONS ON NOTICE

ITEM NO. 1

FILE NO: 26/90050
EDRMS NO: PSC2021-04203**QUESTIONS ON NOTICE / QUESTIONS WITH NOTICE**REPORT OF: TIMOTHY CROSDALE - GENERAL MANAGER
DIRECTORATE: GENERAL MANAGER'S OFFICE**RECOMMENDATION IS THAT COUNCIL:**

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

BACKGROUND

The purpose of this report is to provide responses to questions taken on or with notice in accordance with the Code of Meeting Practice.

Item:	Information Item No. 3 – 24 March 2026 – Delegations Report
Councillor:	Giacomo Arnott
Date Received:	24 March 2026
Question with Notice:	What is the proposed use of the new electric truck purchase?
Response:	The new electric truck will be used by the Waste Team for public place cleaning and for the intermittent picking up of public bins during peak periods.
Item:	Council Resolutions
Councillor:	Rosalyn Armstrong
Date Received:	24 March 2026
Question with Notice:	Concerns raised that the Matter Arising from the Notice of Motion No.1 of 10 June 2025 was omitted from the Council Resolutions and requested that it be included in the next business paper.
Response:	This omission resulted from a report generation issue. The Matter Arising is included in the Council Resolutions in this business paper.
Item:	Fees and Charges for 2026 to 2027
Councillor:	Mark Watson
Date Received:	24 March 2026

Question with Notice:	What is the modelling used to determine fee increases in the Fees and Charges, in particular the fees and charges relating to commercial operators.
Response:	<p>Council is required to review the Fees and Charges on an annual basis. Any statutory items are updated as required. All other items are modelled by applying forecasted inflation rates to the current fee structure as well as considering industry and market benchmark data where appropriate.</p> <p>The fee structure for Commercial Operators on land and water has been revised to rebalance cost recovery by reducing upfront administration fees, while increasing annual licence fees to better reflect the ongoing costs to Council, including CPI impacts.</p> <p>Additionally, mobile food vendor licence fees have been restructured into a new 4-tiered system. Under this approach, Category 3 & Category 2 fees for 2027 are lower than the current rate. Category 1 has been aligned with market pricing benchmarks observed across neighbouring Councils and our premier sites consisting of Holiday Parks, and heavily utilised locations have been increased due to demand and lack of supply.</p> <p>A detailed response on all fees, that have increased by greater than 5%, will be provided to Council when the Fees and Charges returns from public exhibition.</p>

ATTACHMENTS

Nil.

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

Nil.

CONFIDENTIAL ITEMS

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

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