

ORDINARY COUNCIL

Wednesday 20 March 2019

Ordinary Council Meeting

Wednesday, 20 March 2019

Items of Business

Item	Subject	Page
09.01	GENERAL MANAGER'S PERFORMANCE PANEL	
	Attachment : Guidelines for the Appointment and Oversight of General Managers.....	5
09.02	EXTENSION OF A MEMORANDUM OF UNDERSTANDING WITH NORFOLK ISLAND REGIONAL COUNCIL	
	Attachment 1: MOU - Port Macquarie-Hastings Council & Norfolk Island Regional Council - March 2017	51
	Attachment 2: Council Report - 15 March 2017 - MOU between PMHC & NIRC.....	53
09.05	MONTHLY BUDGET REVIEW - FEBRUARY 2019	
	Attachment : Budget Variations - February 2019.....	56
09.06	INVESTMENTS - FEBRUARY 2019	
	Attachment 1: Port Macquarie-Hastings Council Monthly Report - February 2019.....	61
	Attachment 2: Port Macquarie-Hastings Council Portfolio as at 28 February 2019.....	78
09.07	DELIVERY PROGRAM (2017-2021) SIX MONTHLY PROGRESS REPORT (JULY TO DECEMBER 2018)	
	Attachment : 2017-2021 Delivery Program and 2018-2019 Operational Plan Exception Report as at 31 December 2018.....	81
09.08	DRAFT DELIVERY PROGRAM 2017-2021 (REVISED 2019), DRAFT OPERATIONAL PLAN 2019-2020, FEES AND CHARGES, REVENUE POLICY, AND RATING MAPS DOCUMENTS FOR PUBLIC EXHIBITION	
	Attachment 1: 2019-20 DP and OP - Draft FINAL Documents for Public Exhibition	83
	Attachment 2: Draft Fees and Charges 2019-2020	203
	Attachment 3: Draft Revenue Policy 2019-2020.....	349
	Attachment 4: Draft Rating Maps 2019-2020	373
09.09	PAYMENT OF WATER FUND AND SEWER FUND DIVIDEND FOR THE YEAR 2017-2018	
	Attachment 1: Best Practice Guidelines - Table 1	395
	Attachment 2: 2017-2018 Special Purpose Statements Audit Report.....	400
	Attachment 3: 2017-2018 Best Practice Compliance Audit	403
10.01	RECOMMENDED ITEMS FROM THE MAYOR'S SPORTING FUND SUB-COMMITTEE - FEBRUARY 2019	
	Attachment : Extract Item 8 - Mayor's Sporting Fund Sub-Committee Meeting - 21 February 2019	414
10.02	MRS YORK'S GARDEN MASTER PLAN - PUBLIC EXHIBITION	
	Attachment 1: Mrs York's Garden Master Plan Overall Concept Commented	415

	Attachment 2: Mrs York's Garden Master Plan Overall	416
	Attachment 3: Mrs York's Garden Master Plan West	417
	Attachment 4: Mrs York's Garden Master Plan Centre	418
	Attachment 5: Mrs York's Garden Master Plan East	419
12.02	NOTICE OF MOTION - 20TH ANNIVERSARY OF LANDCARE IN PORT MACQUARIE	
	Attachment 1: Absalom Reserve.....	421
	Attachment 2: Timber Ridge Reserve	431
	Attachment 3: Rushcutter Reserve	441
12.03	TRANSFER OF LAND TO COUNCIL FOR SEWER PURPOSES - BOTANIC DRIVE, KEW	
	Attachment : Deposited Plan DP1250178 showing land (Lot 11) to be transferred	451
12.04	REGIONAL TRANSPORT INFRASTRUCTURE STEERING GROUP MEMBERSHIP AMENDMENT	
	Attachment : AMENDED Regional Transport Infrastructure Steering Group Charter.....	452
12.08	HOMEDALE ROAD PLANNING PROPOSAL & DRAFT DEVELOPMENT CONTROL PROVISIONS - CONSIDERATION OF SUBMISSIONS	
	Attachment 1: Homedale Road Planning Proposal - exhibition version	455
	Attachment 2: Draft Development Control Plan provisions	495
	Attachment 3: Temporary earthworks stockpile mark-up plan	500
12.09	HIGHWAY SERVICE CENTRE PLANNING PROPOSAL - STATE GOVERNMENT AGENCY CONSULTATION	
	Attachment : State Government Agency responses.....	501

1 Leadership and Governance

20/03/2019

What we are trying to achieve

A community that works together in decision making that is defined as ethically, socially and environmentally responsible.

What the result will be

We will have:

- A community that has the opportunity to be involved in decision making
- Open, easy, meaningful, regular and diverse communication between the community and decision makers
- Partnerships and collaborative projects, that meet the community's expectations, needs and challenges
- Knowledgeable, skilled and connected community leaders
- Strong corporate management that is transparent

How we will get there

- 1.1 Inform and engage with the community about what Council does using varied communication channels
- 1.2 Maintain strong partnerships between all stakeholders - local, state and federal — so that they are effective advocates for the community
- 1.3 Demonstrate leadership
- 1.4 Use innovative, efficient and sustainable practices
- 1.5 Ensure strong corporate and financial management that is transparent and accountable



Premier & Cabinet
Division of Local Government

Division of Local Government
Department of Premier and Cabinet

GUIDELINES FOR THE APPOINTMENT & OVERSIGHT OF GENERAL MANAGERS



July 2011

These are Director General's Guidelines issued pursuant to section 23A of the *Local Government Act 1993*.

ACCESS TO SERVICES

The Division of Local Government, Department of Premier and Cabinet is located at:

Levels 1 & 2
5 O'Keefe Avenue
NOWRA NSW 2541

Locked Bag 3015
NOWRA NSW 2541

Phone 02 4428 4100
Fax 02 4428 4199
TTY 02 4428 4209

Level 9, 323 Castlereagh Street
SYDNEY NSW 2000

Locked Bag A5045
SYDNEY SOUTH NSW 1235

Phone 02 9289 4000
Fax 02 9289 4099

Email dlg@dlg.nsw.gov.au
Website www.dlg.nsw.gov.au

OFFICE HOURS

Monday to Friday
8.30am to 5.00pm
(Special arrangements may be made if these hours are unsuitable)
All offices are wheelchair accessible.

ALTERNATIVE MEDIA PUBLICATIONS

Special arrangements can be made for our publications to be provided in large print or an alternative media format. If you need this service, please contact our Executive Branch on 02 9289 4000.

DISCLAIMER

While every effort has been made to ensure the accuracy of the information in this publication, the Division of Local Government, Department of Premier and Cabinet expressly disclaims any liability to any person in respect of anything done or not done as a result of the contents of the publication or the data provided.

© NSW Division of Local Government, Department of Premier and Cabinet 2011
ISBN 1 920766 93 6

Produced by the Division of Local Government, Department of Premier and Cabinet



Premier & Cabinet
Division of Local Government
www.dlg.nsw.gov.au

TABLE OF CONTENTS

DEFINITIONS.....	4
PURPOSE.....	5
INTRODUCTION.....	5
A. STAFFING OF COUNCIL	6
1. ORGANISATION STRUCTURE	6
2. APPOINTMENT OF STAFF.....	6
B. RECRUITMENT AND SELECTION	7
1. REQUIREMENTS OF THE LOCAL GOVERNMENT ACT 1993	7
2. THE PRE-INTERVIEW PHASE	7
3. INTERVIEW PHASE.....	8
4. SELECTION PANEL REPORT	8
5. FINALISING THE APPOINTMENT.....	9
C. ROLE OF THE GENERAL MANAGER.....	10
1. KEY DUTIES OF ALL GENERAL MANAGERS	10
2. DUTIES DELEGATED TO GENERAL MANAGERS.....	11
D. DAY-TO-DAY OVERSIGHT AND LIAISON WITH THE GENERAL MANAGER	13
E. PERFORMANCE MANAGEMENT.....	14
1. GENERAL MANAGER PERFORMANCE MANAGEMENT FRAMEWORK	14
2. ESTABLISHING THE FRAMEWORK FOR PERFORMANCE MANAGEMENT	14
3. ESTABLISHING THE PERFORMANCE AGREEMENT	16
4. PERFORMANCE REVIEW PROCESS	16
5. CONTRACT RENEWAL OR SEPARATION	17
6. REWARD AND REMUNERATION	17
F. SEPARATION OR RENEWAL	18
1. TERMINATION OF A GENERAL MANAGER'S EMPLOYMENT.....	18
2. SUSPENSION OF GENERAL MANAGER	18
3. DISPUTE RESOLUTION.....	19
4. RENEWING A GENERAL MANAGER'S CONTRACT	19
APPENDIX 1 - PERFORMANCE MANAGEMENT TIMELINES.....	21
APPENDIX 2 - STAGES OF PERFORMANCE MANAGEMENT	22
APPENDIX 3 – STANDARD CONTRACT OF EMPLOYMENT.....	23

DEFINITIONS

Code of Meeting Practice means a code of meeting procedure complying with requirements set out in the *Local Government Act 1993* and the Local Government (General) Regulation 2005

GIPA means the *Government Information (Public Access) Act 2009*

Integrated Planning and Reporting:

Integrated Planning and Reporting Guidelines means the Guidelines issued by the Division of Local Government in 2009

Community Strategic Plan as prescribed under the *Local Government Act 1993*

Delivery Program as prescribed under the *Local Government Act 1993*

Operational Plan as prescribed under the *Local Government Act 1993*

Resourcing Strategy as prescribed under the *Local Government Act 1993*

LGSA means the Local Government and Shires Associations of NSW

LGMA means Local Government Managers Australia (NSW)

Model Code of Conduct means the Model Code of Conduct for Local Councils in NSW prescribed by the *Local Government Act 1993*

Ministerial Investment Order means any investment order approved by the Minister for Local Government under the *Local Government Act 1993*

Quarterly Budget Review Statements means the draft Guidelines issued by the Division of Local Government in October 2010

Senior Staff means senior staff as defined by the *Local Government Act 1993*

Standard Contract means the standard form of contract for the employment of the general manager approved by the Director General (or delegate) pursuant to section 338(4) of the *Local Government Act 1993*

Statutory and Other Offices Remuneration Tribunal means the Statutory and Other Offices Remuneration Tribunal (SOORT) as constituted under the *Statutory and Other Offices Remuneration Act 1975*

The Act means the *Local Government Act 1993*

The Regulation means the Local Government (General) Regulation 2005

PURPOSE

The purpose of these Guidelines is to assist councillors to be aware of their obligations under the *Local Government Act 1993* (the Act) and the Local Government (General) Regulation 2005 (the Regulation) when recruiting, appointing, reappointing and overseeing general managers. It provides a summary of the essential matters that must be addressed by councils when engaging in these processes.

These Guidelines are issued under section 23A of the *Local Government Act 1993* and must be taken into consideration by council's governing body when exercising council functions related to the recruitment, oversight and performance management of general managers.

These Guidelines should be read in conjunction with the following:

- Provisions of the Act and the Regulation 2005
- Local Government General Managers Performance Management Guidelines – LGSA & LGMA
- Practice Note 5: Recruitment of General Managers and Senior Staff – DLG
- The standard form of contract for the employment of the general manager

Any references to sections are references to sections of the Act. Where there are any inconsistencies between these Guidelines and the documents above (with the exception of the Act and Regulation 2005), the Guidelines prevail.

INTRODUCTION

The position of general manager is pivotal in a council. It is the interface between the governing body comprised of elected councillors, which sets the strategy and monitors the performance of the council, and the administrative body of the council, headed by the general manager, which implements the decisions of the governing body. The relationship between the general manager and the councillors is of utmost importance for good governance and a well functioning council.

The Act requires all councils' governing bodies to appoint a person to be general manager (section 334). The Guidelines provide a guide and checklist for councillors to refer to when considering:

- the recruitment and appointment of general managers
- re-appointment of general managers or ending contracts
- conducting performance reviews of general managers, and
- engaging in the day to day oversight of general managers.

They are designed to promote a consistent approach across NSW councils to the recruitment, appointment, and oversight of general managers.

There are appendices to the Guidelines which do not form part of the Guidelines.

These Guidelines were prepared with the assistance of the Local Government and Shires Associations of NSW (LGSA) and the Local Government Managers Association (NSW) (LGMA).

A. STAFFING OF COUNCIL

1. Organisation structure

A council should have sufficient and appropriately qualified staff for the efficient and effective delivery of its functions.

The Act requires the governing body of council to determine an organisation structure, the senior staff positions within that structure and the resources to be allocated towards the employment of staff (s332).

When considering the most appropriate organisation structure for council to adopt, the governing body of council needs to consider what human resources are necessary to successfully achieve the goals articulated in the council's Community Strategic Plan, Delivery Program and Resourcing Strategy. For this reason, a Workforce Strategy is an essential component of a council's Resourcing Strategy. A council's organisation structure should align with its Workforce Strategy and be designed to support its Delivery Program and the achievement of its Community Strategic Plan.

The governing body of council must approve and adopt their organisation structure by council resolution. Councils must review and re-determine the council's organisation structure within 12 months of an ordinary election.

Councils may review and re-determine the council's organisation structure at any other time. Generally a council should consider reviewing its organisation structure in the event of a significant change to its Community Strategic Plan, Delivery Program or Resourcing Strategy.

Councillors are entitled to access the council's organisation structure when required and upon request to the general manager.

2. Appointment of Staff

The only staff position that is appointed by the governing body of council is that of the general manager. The position of general manager is a senior staff position (s334).

The general manager is responsible for the appointment of all other staff (including senior staff) in accordance with the organisation structure and resources approved by the council's governing body (s335(2)).

However, the general manager may only appoint or dismiss senior staff after consultation with the governing body of council (s337).

B. RECRUITMENT AND SELECTION

1. *Requirements of the Local Government Act 1993*

As with the appointment of all council staff, the council must ensure that the appointment of the general manager is made using merit selection principles (section 349).

Recruitment using merit selection is a competitive process where the applicant who demonstrates that they have the best qualifications and experience relevant to the position is appointed.

Equal Employment Opportunity principles also apply to the recruitment of general managers (sections 349 and 344).

The recruitment process must be open and transparent, but the confidentiality of individual applicants must be maintained. A failure to maintain appropriate confidentiality may constitute a breach of the Act and/or Privacy legislation.

2. *The pre-interview phase*

The council's governing body is responsible for recruiting the general manager.

The governing body of council should delegate the task of recruitment to a selection panel and approve the recruitment process. The panel will report back to the governing body of council on the process and recommend the most meritorious applicant for appointment by the council.

The selection panel should consist of at least the mayor, the deputy mayor, another councillor and, ideally, a suitably qualified person independent of the council. The LGSA and the LGMA can be contacted for assistance to identify suitable independent recruitment committee members and recruitment consultants. The selection panel membership should remain the same throughout the entire recruitment process.

Selection panels must have at least one male and one female member (other than in exceptional circumstances).

The council's governing body should delegate to one person (generally the mayor) the task of ensuring:

- the selection panel is established
- the general manager position description is current and evaluated in terms of salary to reflect the responsibilities of the position
- the proposed salary range reflects the responsibilities and duties of the position
- the position is advertised according to the requirements of the Act
- information packages are prepared
- applicants selected for interview are notified.

The mayor, or another person independent of council staff, should be the contact person for the position and should maintain confidentiality with respect to contact by potential applicants.

3. Interview Phase

Interviews should be held as soon as possible after candidates are short listed.

Questions should be designed to reflect the selection criteria of the position and elicit the suitability of the candidate for the position.

Interviews should be kept confidential.

All written references must be checked.

A selection panel must delegate the task of contacting referees to one panel member. Other panel members should not contact referees.

If contact with someone other than a nominated referee is required, the applicant's permission is to be sought.

At least 2 referees must be contacted and asked questions about the candidate relevant to the selection criteria.

Where tertiary qualifications are relied on they should be produced for inspection and if necessary for verification.

Appropriate background checks must be undertaken, for example bankruptcy checks. For more guidance on better practice recruitment background checks, councils are referred to the Australian Standard AS 4811-2006 *Employment Screening* and ICAC publications, which can be found on the ICAC website at <http://www.icac.nsw.gov.au>.

4. Selection Panel Report

The selection panel is responsible for preparing a report to the council's governing body that:

- outlines the selection process
- recommends the most meritorious applicant with reasons
- recommends an eligibility list if appropriate
- recommends that no appointment is made if the outcome of interviews is that there are no suitable applicants.

This report should be confidential and reported to a closed meeting of council.

The council's governing body must by resolution approve the position of the general manager being offered to the successful candidate before that position is actually offered to that candidate.

5. *Finalising the appointment*

The mayor makes the offer of employment after the governing body of council has resolved to appoint the successful candidate. The initial offer can be made by telephone.

Conditions such as term of the contract (1-5 years) and remuneration package (within the range approved by the governing body of council) can be discussed by phone, but must be confirmed in writing.

The Standard Contract for the Employment of General Managers as approved by the Chief Executive of the Division of Local Government must be used. The Standard Contract (Annexure 3 of these Guidelines) is available in the 'Information for Councils', 'Directory of Policy Advice for Councils' section of the Division's website at <http://www.dlg.nsw.gov.au>.

The terms of the Standard Contract must not be varied. Only the term and the schedules to the Standard Contract can be individualised.

General managers must be employed for 1 – 5 years.

The contract governs:

- the duties and functions of general managers
- performance agreements
- the process for renewal of employment contracts
- termination of employment and termination payments
- salary increases
- leave entitlements.

It should be noted that the Chief Executive of the Division of Local Government cannot approve individual variations to the standard terms of the contract.

Those candidates who are placed on the eligibility list and unsuccessful applicants should be advised of the outcome of the recruitment process before the successful applicant's details are made public.

6. *Record keeping*

Councils should keep and store all records created as part of the recruitment process including the advertisement, position description, selection criteria, questions asked at interview, interview panel notes, selection panel reports and notes of any discussions with the selected candidate. These records are required to be stored and disposed of in accordance with the *State Records Act 1998*.

C. ROLE OF THE GENERAL MANAGER

Councillors comprise the governing body of a council and make decisions by passing resolutions. It is the general manager's role to implement council decisions and carry out functions imposed by legislation. A council's governing body monitors the implementation of its decisions via reports by the general manager to council meetings.

1. *Key duties of all general managers*

The general manager is generally responsible for the effective and efficient operation of the council's organisation and for ensuring the implementation of the council's decisions without undue delay. The general manager carries out all their functions within the guidelines and policy framework approved by the council.

The general manager also has a role to play in assisting the governing body of council develop its strategic direction. The general manager is responsible for guiding the preparation of the Community Strategic Plan and the council's response to it via the Delivery Program. The general manager is responsible for implementing the Delivery Program and will report to the governing body of council on its progress and conduct regular updates and reviews.

The general manager is responsible for recruiting and appointing staff within the organisation structure determined by the governing body of council. This must be in accordance with the budget approved by the council's governing body and be for the purpose of carrying out the council's statutory functions and implementing council's Community Strategic Plan, Delivery Program and Operational Plan.

The general manager must consult with the governing body of council before appointing or dismissing senior staff. The general manager must report to the council at least annually on the contractual conditions of senior staff (cl.217 of the Regulation).

The general manager is responsible for performance management of staff, including staff discipline and dismissal.

The general manager is also responsible for ensuring councillors are provided with information and the advice they require in order to make informed decisions and to carry out their civic duties.

The governing body of council may direct the general manager to provide councillors with advice or a recommendation, but cannot direct as to the content of that advice or recommendation.

Generally, requests by councillors for assistance or information should go through the general manager, except where he or she has authorised another council officer to undertake this role. The Guidelines for the Model Code of Conduct contemplate that a council should develop a policy to provide guidance on interactions between council officials. This policy should be agreed to by both the council's governing body and the general manager.

Councillors could reasonably expect general managers will report routinely on significant industrial issues and/or litigation affecting the council, particularly those that impact on the council's budget or organisation structure.

The general manager should ensure that the council meeting business papers are sufficient to enable the council to make informed decisions, as well as to allow councillors to properly monitor and review the operations of the council. This will assist councils in ensuring that they are complying with any relevant statutory obligations, keeping within the budget approved by the council and achieving the strategic goals set by the council in its Delivery Program and Operational Plan.

Councillors should receive a number of financial reports during the year, including the Quarterly Budget Review Statements included in the Code of Accounting Practice and Financial Reporting and which are referred to in the draft Quarterly Budget Review Statements Guidelines, reports required by the Regulation and any legislation. In addition, the council should receive at least quarterly a report about any significant litigation affecting the council.

Councillors should also receive reports, at least half yearly, on progress towards implementation of the Community Strategic Plan and Delivery Program (see clause 203 of the Regulation or page 20 of the Integrated Planning and Reporting Guidelines).

Clause 10 of the Model Code of Conduct sets out the obligations on general managers and council staff to provide councillors with information in order for councillors to carry out their civic functions.

Councillors have a right to sufficient information to make informed decisions. Applications for information under the *Government Information (Public Access) Act* 2009 (GIPAA) are available to everyone including councillors.

2. Duties delegated to general managers

A governing body of council may delegate certain functions to the general manager. A delegation of a council function must be made by a council resolution (Chapter 12 Part 3 ss 377-381 of the Act).

A governing body of council cannot delegate the functions set out in section 377(1) of the Act.

A council's governing body may not delegate the adoption of a Code of Meeting Practice, a Code of Conduct, or the endorsement of Community Strategic Plans, Resourcing Strategies, Delivery Programs and Operational Plans.

Each governing body of council must review its delegation of functions during the first 12 months of each term of office (s.380). To assist with this review, it is recommended that, within the first 6 months of the new term, the governing body of council reviews what functions have been delegated and to whom they have been delegated to determine if the delegation and the policies guiding those delegated decisions have been working effectively.

It should be noted that the general manager may sub-delegate a function delegated to him/her by the governing body of council (s378). However, the general manager still retains responsibility to ensure that any sub-delegated function is carried out appropriately.

Where functions are delegated to the general manager to perform on behalf of a governing body of council, it is important for the governing body of council to ensure there are policies in place to guide the decision making. The governing body of council should keep policies guiding the delegated decisions under regular review.

For example, where media liaison is delegated to the general manager, the governing body of council should adopt a media policy to guide statements to the media.

It is important that council's governing body ensure that proper records are kept of applications that are determined under delegation and that there is regular reporting on the implementation of delegated functions. This is essential so that council's governing body can be provided with assurance that the delegated function is being undertaken in accordance with any relevant council policies and regulatory framework, eg, development application decisions.

The council's internal audit function is another important internal control to ensure that delegated functions are complying with relevant policy and legislation. A well designed internal audit program should give council independent assurance that council's internal controls are working effectively.

Where authority to make a decision is delegated this does not remove a council's authority to make a decision.

Matters that fall outside the terms of a council policy, delegation, or day to day management (section 335), should be referred to the governing body of council for a decision.

D. DAY-TO-DAY OVERSIGHT AND LIAISON WITH THE GENERAL MANAGER

Council's governing body is required to monitor and review the performance of the general manager as discussed in Section C, above. However, a council's governing body should delegate to the mayor the role of day-to-day oversight of and liaison with the general manager.

The mayor's role in the day-to-day management of the general manager should include:

- approving leave
- approving expenses incurred
- managing complaints about the general manager.

The council's governing body should ensure there are adequate and appropriate policies in place to guide the mayor in the day-to-day oversight of and liaison with the general manager and keep those policies under regular review.

Some of the key policies the governing body of council should have in place relate to:

- leave
- travel
- credit cards
- purchasing and procurement
- expenses and facilities
- petty cash
- financial and non-financial delegations of authority.

The governing body of council should also ensure there are adequate policies in place with respect to expenditure of council funds, as well as adequate reporting requirements in relation to that expenditure.

The council's governing body should satisfy itself that any policy governing the conferral of a benefit on the general manager, such as use of a motor vehicle, allows the actual dollar value of that benefit to be quantified so it can be accurately reflected in the general manager's salary package in Schedule C to the Standard Contract.

Within 6 months of the date of these Guidelines, council's governing body should check to ensure these key policies are in place. They should then be kept under regular review.

E. PERFORMANCE MANAGEMENT

1. *General manager performance management framework*

The general manager is made accountable to their council principally through their contract of employment.

The role of the governing body is to oversee the general manager's performance in accordance with the Standard Contract.

The performance of the general manager must be reviewed at least annually against the agreed performance criteria for the position. Council may also choose to undertake more frequent interim reviews of the general manager's performance.

The agreed performance criteria are set out in an agreement that is signed within three months of the commencement of the contract. Development of the performance agreement is discussed below.

2. *Establishing the framework for performance management*

The council's governing body is to establish a performance review panel and delegate the task of performance reviews of the general manager to this panel. The extent of the delegation should be clear.

It is recommended that the whole process of performance management be delegated to the performance review panel, including discussions about performance, any actions that should be taken and the determination of the new performance agreement.

Performance review panels should comprise the mayor, the deputy mayor, another councillor nominated by council and a councillor nominated by the general manager. The council's governing body may also consider including an independent observer on the panel. Panel members should be trained in the performance management of general managers.

The role of the review panel includes:

- conducting performance reviews
- reporting the findings and recommendations of those reviews to council
- development of the performance agreement.

The governing body of council and the general manager may agree on the involvement of an external facilitator to assist with the process of performance appraisal and the development of new performance plans. This person should be selected by the governing body of council or the performance review panel. The LGSA and the LGMA can be contacted for assistance to identify suitable independent facilitators to assist in the performance management process.

All councillors not on the panel can contribute to the process by providing feedback to the mayor on the general manager's performance.

All councillors should be notified of relevant dates in the performance review cycle and be kept advised of the panel's findings and recommendations.

The panel should report back to the governing body of council in a closed session the findings and recommendations of its performance review as soon as practicable following any performance review. This should not be an opportunity to debate the results or re-enact the performance review of the general manager. The general manager should not be present when the matter is considered.

The performance management report of any council staff member, including the general manager, should not be released to the public and should be retained on the appropriate confidential council employment file. Release of such personal information to other than the Performance Review Panel, the general manager and the councillors in confidence may be a breach of privacy legislation.

3. *Establishing the performance agreement*

The performance agreement is the most important component of successful performance management. The performance agreement should include clearly defined and measurable performance indicators against which the general manager's performance can be measured.

As one of the general manager's key responsibilities is to oversee the implementation of council's strategic direction, it is important to align the general manager's performance criteria to the goals contained in the council's Community Strategic Plan, Resourcing Strategy, Delivery Program and Operational Plan.

The performance agreement should also include the general manager's personal contribution to the council's key achievements and the general manager's core capabilities, including leadership qualities.

The performance agreement should contain but not be limited to key indicators that measure how well the general manager has met the council's expectations with respect to:

- service delivery targets from the council's Delivery Program and Operational Plan;
- budget compliance;
- organisational capability;
- timeliness and accuracy of information and advice to councillors;
- timely implementation of council resolutions;
- management of organisational risks;
- leadership etc.

4. *Performance Review Process*

The Standard Contract requires that the performance of the general manager must be formally reviewed at least annually. The governing body of council may also undertake interim performance reviews as appropriate.

The assessment should include:

- self assessment by the general manager
- assessment by the review panel of the general manager's performance against the performance agreement.

The performance review meeting should be scheduled with sufficient notice to all parties and in accordance with clauses 7.6 and 7.7 of the Standard Contract.

The meeting should concentrate on constructive dialogue about the general manager's performance against all sections of the agreed performance plan.

The meeting should identify any areas of concern and agree actions to address those concerns.

In undertaking any performance review, care must be taken to ensure that the review is conducted fairly and in accordance with the principles of natural justice and that the laws and principles of anti-discrimination are complied with. The

appointment by a council, in agreement with the general manager, of an external facilitator (see above) to advise on the process should assist council in complying with these laws and principles.

The council's governing body must advise the general manager, in writing, in clear terms, the outcome of any performance review.

The new performance agreement for the next period should be prepared as soon as possible after the completion of the previous period. The agreement should be presented to the governing body of council for discussion in a closed meeting together with the outcomes of the previous review period.

5. *Contract Renewal or Separation*

It is important that any decision by the governing body of council to renew a contract for the general manager and the term of that contract be reported back to an open meeting of council, together with the total amount of any salary package agreed to.

Termination of a contract on the basis of poor performance can only occur where there has been a formal review undertaken against the signed performance agreement where performance difficulties were identified and have not subsequently been remedied. For further discussion on separation or renewal of general managers' contracts, see section F, below.

6. *Reward and Remuneration*

An annual increase in the salary package, equivalent to the latest percentage increase in remuneration for senior executive office holders as determined by the Statutory and Other Offices Remuneration Tribunal, is available to the general manager under the Standard Contract on each anniversary of the contract.

Discretionary increases to the general manager's total remuneration package under the provisions of the Standard Contract may only occur after a formal review of the general manager's performance has been undertaken by the governing body of council and the governing body of council resolves to grant such a discretionary increase because of better than satisfactory performance.

Discretionary increases are intended to be an incentive for general managers to perform at their maximum throughout the life of the contract. Discretionary increases are also intended to encourage contracts of the maximum duration.

Any discretionary increases should be modest and in line with community expectations.

All discretionary increases in remuneration, together with the reasons for the increase, must be reported to an open meeting of council.

F. SEPARATION OR RENEWAL

1. Termination of a general manager's employment

The Standard Contract for general managers sets out how a general manager's contract can be terminated before its expiry date by either the governing body of council or the general manager (clause 10 of the Standard Contract).

Termination can be by agreement of both parties. The general manager may terminate the contract by giving 4 weeks written notice to the governing body of council.

A governing body of council may terminate the contract by giving 4 weeks written notice where the general manager has become incapacitated for 12 weeks or more, has exhausted their sick leave and the duration of the incapacity is either indefinite or for a period that would make it unreasonable for the contract to be continued.

Termination of a contract on the basis of poor performance may only occur where there has been a formal review undertaken against the signed performance agreement, where performance difficulties have been identified and have not been remedied as agreed. In these instances, the council must give the general manager either 13 weeks written notice of termination or termination payment in lieu of notice calculated in accordance with Schedule C of the Standard Contract.

A governing body of council may terminate the general manager's contract at any time by giving the general manager 38 weeks written notice or pay the general manager a lump sum of 38 weeks remuneration in accordance with Schedule C of the Standard Contract. If there are less than 38 weeks left to run in the term of the general manager's contract, a council can pay out the balance of the contract in lieu of notice.

In the circumstances set out at 10.4 of the Standard Contract, a council may summarily dismiss a general manager. The remuneration arrangements under these circumstances are set out in clause 11.4 of the Standard Contract.

Section 336 (2) of the Act sets out other circumstances where a general manager's appointment is automatically terminated.

2. Suspension of General Manager

The governing body of council may suspend the general manager. However, great caution should be exercised when considering such a course of action and it would be appropriate for a governing body of council to seek and be guided by expert advice from a person or organisation that is suitably qualified and experienced in such matters. The governing body may authorise the Mayor to obtain such expert advice.

Suspension should be on full pay for a clearly defined period.

Any decision to suspend a general manager should be taken by a governing body of council at a closed council meeting, having first carefully considered any independent expert advice obtained on the specific matter.

It would not be appropriate to seek advice from council human resources staff on the issue of suspending the general manager.

The principals of natural justice and procedural fairness apply to any decision to suspend a general manager, ie, the general manager must be advised of the circumstances leading to the suspension, the reasons for the suspension, the period of the suspension and be given a right to respond to the decision to suspend.

3. *Dispute resolution*

The Standard Contract contains a dispute resolution clause at clause 17.

These provisions are designed to encourage councils and general managers to attempt to negotiate agreement on disputes where they arise.

The governing body of council should ideally resolve to delegate this function to the mayor or a panel of 3 councillors including the mayor.

If the dispute involves the mayor then the deputy mayor should take the mayor's place. If there is no deputy mayor then the governing body should resolve to appoint another councillor to take the mayor's place.

The governing body of council and general manager should agree on an independent mediator to mediate the dispute. The LGSA and LGMA can provide assistance to their members to identify a suitable mediator.

The Standard Contract allows the Chief Executive of the Division of Local Government to appoint a mediator where the parties cannot agree on one.

4. *Renewing a general manager's contract*

Clause 5 of the Standard Contract describes how a general manager's appointment may be renewed.

The terms of the new contract, and in particular the schedules to the new contract, should be set out in the letter of offer. Before offering a new contract, the council should carefully review the terms of the schedules to the new contract.

The governing body of council should ensure that the performance management terms of the new contract adequately reflect its expectations as to the general manager's performance.

The governing body of council should also have regard to the previous performance reviews conducted under previous contracts.

The process of deciding whether or not to offer a general manager a new contract should be that:

- a performance review is conducted
- findings and recommendations are reported to a closed council meeting in the absence of the general manager
- the closed meeting considers and decides whether or not to offer a new contract and on what terms as set out in the schedules to the contract
- the general manager is then advised of the governing body of council's decision in confidence by the mayor.

Details of the decision to offer a new contract and a salary package should be reported to an open council meeting.

Appendix 1 - Performance Management Timelines

Timeline	Activity	Responsibility
At commencement of each new council	Provide induction training on performance management of the general manager	Council
Within 3 months of the commencement date of the contract	A performance agreement setting out agreed performance criteria must be signed between the general manager and the council	Council or council panel General Manager
Within 2 months of the signing of the performance agreement	The general manager must prepare and submit to council an action plan which sets out how the performance criteria are to be met	General Manager
21 days notice (before annual review)	The general manager gives the council written notice that an annual performance review is due	General Manager
At least 10 days notice	The council must give the general manager written notice that any performance review is to be conducted	Council or council panel
After 6 months	The council may also decide, with the agreement of the general manager, to provide interim feedback to the general manager midway through the annual review period	Council or council panel General Manager
Prior to the annual review	Ensure all councillors on the Review Panel have been trained in performance management of general managers	Council
Prior to the annual performance review	The general manager may submit to council a self assessment of his/her performance	General Manager
Annually	The general manager's performance must be reviewed having regard to the performance criteria in the agreement	Council or council panel General Manager
Annually	The performance agreement must be reviewed and varied by agreement	Council or council panel General Manager
Within 6 weeks of the conclusion of the performance review	Council will prepare and send to the general manager a written statement with council's conclusions on the general manager's performance during the performance review period	Council or council panel
As soon as possible after receipt of the statement	The general manager and the council will agree on any variation to the performance agreement for the next period of review	Council or council panel General Manager

Appendix 2 - Stages of performance management

STAGE	ACTION	PROCESS
1. Developing performance agreement	<ul style="list-style-type: none"> Examine the position description and contract List all position responsibilities from the position description Identify stakeholder expectations List the key strategic objectives from the Service Delivery and Operational Plans Develop performance measures (identify indicators - set standards) 	<ul style="list-style-type: none"> Good planning Direct and effective communication Open negotiation Joint goal setting
2. Action planning	<ul style="list-style-type: none"> Develop specific strategies to meet strategic objectives Identify resources Delegate tasks (eg, put these delegated tasks into the performance agreements for other senior staff) 	<ul style="list-style-type: none"> Detailed analysis Two way communication Detailed documentation
3. Monitoring progress (feedback half way through the review period)	<ul style="list-style-type: none"> Assess performance Give constructive feedback Adjust priorities and reset performance measures if appropriate 	<ul style="list-style-type: none"> Communication Avoid bias Counselling Coaching Joint problem solving
4. Annual	<ul style="list-style-type: none"> Assess performance against measures Give constructive feedback Identify poor performance and necessary corrective action Identify outstanding performance and show appreciation 	<ul style="list-style-type: none"> Evaluation of the reasons behind performance being as assessed Open, straightforward communication (as bias free as possible) negotiation Counselling, support, training Documenting Decision making
5. Developing revised agreement	See stage 1	See Stage 1

Appendix 3 – Standard Contract of Employment

**STANDARD CONTRACT OF
EMPLOYMENT**

for

**GENERAL MANAGERS OF LOCAL
COUNCILS IN NEW SOUTH WALES**

Acknowledgements

TABLE OF CONTENTS

CLAUSE		PAGE NO
1.	Position	4
2.	Term of employment	4
3.	Definitions	5
4.	Contract operation and application	6
5.	Renewal of appointment	7
6.	Duties and functions	7
7.	Performance agreement and review	10
8.	Remuneration	11
9.	Leave	12
10.	Termination	14
11.	Termination payments	16
12.	Expenses and credit cards	17
13.	Intellectual property	17
14.	Confidential information	18
15.	Waiver	18
16.	Inconsistency and severance	18
17.	Dispute resolution	18
18.	Service of notices	19
19.	Variations	20
20.	Other terms and conditions	20
21.	Signed by the employee and Council	21
	Schedule A	22
	Schedule B	23
	Schedule C	24

Contract of Employment

This Contract of Employment is made on

Date _____

between

Name of Council _____

[Referred to in this contract as "Council"]

Address _____

and

Name of Employee _____

[Referred to in this contract as "the employee"]

Address _____

1 Position

The position to which this contract applies is that of General Manager.

Note: A person who has held civic office in relation to Council must not be appointed to any paid position on the staff of Council within 6 months after ceasing to hold the office: section 354 of the Act.

2 Term

Subject to the terms and conditions in this contract, Council will employ the employee for a term of:

[Length of term] _____

Note: The term of this contract must not be less than 12 months or more than 5 years (including any option for renewal): section 338 of the Act.

commencing on [date] _____

and terminating on [date] _____

3 Definitions

3.1 In this contract, unless otherwise stated or indicated:

the Act means the *Local Government Act 1993*.

Code of conduct means the document within the meaning of section 440 of the Act adopted by Council and which incorporates the provisions of the model code.

Commencement date means the date that this contract commences as specified in clause 2.

Confidential information means any and all confidential information, data, reports, operations, dealings, records, materials, plans, statistics, finances or other agreements and things (other than that which is already in the public domain), whether written or oral and of whatever type or nature relating to property, assets, liabilities, finances, dealings or functions of Council or any undertaking from time to time carried out by Council.

Director-General means the Director-General of the New South Wales Department of Local Government.

Equal employment opportunity management plan means the document a council must prepare under Part 4 of Chapter 11 of the Act.

Minister means the New South Wales Minister for Local Government.

Model code means the Model Code of Conduct for Local Councils in NSW prescribed by the Regulation.

Month means a calendar month.

Performance agreement means the agreement referred to in clause 7.

Performance criteria means the criteria to which a performance review is to have regard.

Performance review means a review of the employee's performance conducted in accordance with the procedures under clause 7.

the position means the position referred to in clause 1.

the Regulation means the *Local Government (General) Regulation 2005*.

Senior executive office holder (New South Wales Public Service) means the holder of a senior executive position within the meaning of the *Public Sector Employment and Management Act 2002*.

Statutory and Other Officers Remuneration Tribunal means the Statutory and Other Officers Tribunal constituted under the *Statutory and Other Officers Remuneration Act 1975*.

Termination date means the date that this contract terminates as specified in clause 2.

3.2 Expressions in this contract corresponding with expressions that are defined in the Act have those meanings.

4 Contract operation and application

- 4.1 This contract constitutes a contract of employment for the purposes of section 338 of the Act, and governs the employment of the employee while in the position.
- 4.2 A reference in this contract to any Act or regulation, or any provision of any Act or regulation, includes a reference to subsequent amendments of that Act, regulation or provision.
- 4.3 A reference to a Schedule to this contract refers to a Schedule as may be varied in accordance with this contract, and applies whether or not the Schedule has been physically attached to this contract.
- 4.4 Where the mayor or any other person is lawfully authorised to act as Council or Council's delegate for the purpose of this contract, this contract will be construed as if:
- (a) any reference to Council includes a reference to that authorised person, and
 - (b) any reference to a requirement for Council's approval includes a reference to a requirement for that authorised person's written approval,
- 4.5 Any staff entitlement under a lawful policy of Council as adopted by Council from time to time and that is set out in Schedule A will apply to the employee unless this contract makes express provision to the contrary. Schedule A may be varied from time to time by agreement between the employee and Council, such agreement not to be unreasonably withheld.

Note: Only those policies that create entitlements are to be set out in Schedule A. Schedule A policies are distinct from those which create a *duty or function* as referred to in subclause 6.1.4 and which are *not* required to be set out in Schedule A.

- 4.6 Subject to clauses 7 and 13, the terms of this contract, as varied from time to time in accordance with this contract, represent the entire terms of all agreements between the employee and Council and replace all other representations, understandings or arrangements made between the employee and Council that relate to the employment of the employee in the position.

Note: The contract authorises the making of agreements that are linked to the contract. Clause 7 requires the parties to sign a performance agreement. Clause 13 allows either party to require the other to sign a confidentiality agreement for the purpose of protecting intellectual property.

5. Renewal of appointment

- 5.1 At least 9 months before the termination date (or 6 months if the term of employment is for less than 3 years) the employee will apply to Council in writing if seeking re-appointment to the position.
- 5.2 At least 6 months before the termination date (or 3 months if the term of employment is for less than 3 years) Council will respond to the employee's application referred to in subclause 5.1 by notifying the employee in writing of its decision to either offer the employee a new contract of employment (and on what terms) or decline the employee's application for re-appointment.
- 5.3 At least 3 months before the termination date (or 1 month if the term of employment is for less than 3 years) the employee will notify Council in writing of the employee's decision to either accept or decline any offer made by Council under subclause 5.2.
- 5.4 In the event the employee accepts an offer by Council to enter into a new contract of employment, a new contract of employment will be signed.

6. Duties and functions

- 6.1 The employee will:
 - 6.1.1 to the best of their ability, meet the performance criteria set out in the performance agreement as varied from time to time,
 - 6.1.2 carry out the duties and functions imposed by the Act and Regulation, or any other Act and associated regulations, which include but are not limited to:
 - (a) the efficient and effective operation of Council's organisation,
 - (b) implementing, without undue delay, the decisions of Council,
 - (c) exercising such of the functions of Council as are delegated by Council to the employee,
 - (d) appointing staff in accordance with an organisation structure and resources approved by Council,
 - (e) directing and dismissing staff,
 - (f) implementing Council's equal employment opportunity management plan,

-
- (g) consulting with Council prior to the appointment or dismissal of senior staff,
 - (h) reporting to Council, at least once annually, on the contractual conditions of senior staff,
 - (i) giving immediate notice to Council on becoming bankrupt or making a composition, arrangement or assignment for the benefit of the employee's creditors and providing Council, within the time specified by Council with any further information concerning the cause of the bankruptcy or of the making of the composition, arrangement or assignment,
 - (j) subject to subclause 6.2.3, providing advice and recommendations to Council or the mayor if directed to do so,
 - (k) not engaging, for remuneration, in private employment or contract work outside the service of Council without the approval of Council,
 - (l) not approving, where appropriate, any member of Council staff from engaging, for remuneration, in private employment or contract work outside the service of Council that relates to the business of Council or that might conflict with the staff member's Council duties,
 - (m) acting honestly and exercising a reasonable degree of care and diligence in carrying out the employee's duties and functions,
 - (n) complying with the provisions of the code of conduct,
 - (o) preparing and submitting written returns of interest and disclosing pecuniary interests in accordance with the Act and the Regulation,

Note: Sections 335, 337, 339, 341, 352, 353, 439, 440 and 445 of the Act.

- 6.1.3 carry out the duties and functions set out in Schedule B as varied from time to time by agreement between the employee and Council, such agreement not to be unreasonably withheld,

Note: Schedule B may include additional duties and functions, for example, those related to special projects.

- 6.1.4 carry out the duties and functions set out in the policies of Council as adopted by Council from time to time during the term of this contract,

-
- 6.1.5 observe and carry out all lawful directions given by Council, in relation to the performance of the employee's duties and functions under this contract,
 - 6.1.6 work such reasonable hours as are necessary to carry out the duties and functions of the position and the employee's obligations under this contract,
 - 6.1.7 obtain the approval of the Council for any absences from the business of Council,
 - 6.1.8 promote ethical work practices and maintain a culture of integrity and professionalism where Council staff members treat each other, members of the public, customers and service providers with respect and fairness,
 - 6.1.9 facilitate Council staff awareness of the procedures for making protected disclosures and of the protection provided by the *Protected Disclosures Act 1994*,
 - 6.1.10 take all reasonable steps to ensure that actions and policies of Council accord with the strategic intent of Council,
 - 6.1.11 take all reasonable steps to maximise compliance with relevant legislative requirements,
 - 6.1.12 maintain effective corporate and human resource planning,
 - 6.1.13 maintain the Council staff performance management system,
 - 6.1.14 maintain satisfactory operation of Council's internal controls, reporting systems (including protected disclosures), grievance procedures, the documentation of decision-making and sound financial management,
 - 6.1.15 develop procedures to ensure the code of conduct is periodically reviewed so that it is in accordance with the Act and Regulation and adequately reflects specific organisational values and requirements,
 - 6.1.16 promote and facilitate compliance with the code of conduct ensuring that each councillor and Council staff member is familiar with its provisions, and
 - 6.1.17 report to Council on any overseas travel taken by the employee or any Council staff member where that travel is funded in whole or in part by Council.
- 6.2 Council:

-
- 6.2.1 will provide adequate resources to enable the employee to carry out the duties and functions specified in subclause 6.1 and Schedule B,
 - 6.2.2 will provide the employee with reasonable opportunities to participate in professional development initiatives relevant to the duties and functions under this contract subject to the operational needs of Council, and
 - 6.2.3 will not direct the employee as to the content of any advice or recommendation made by the employee.

Note: section 352 of the Act.

7. Performance agreement and review

- 7.1 Within 3 months after the commencement date, the employee and Council will sign a performance agreement setting out agreed performance criteria.
- 7.2 In the event that the employee and Council are unable to agree on the performance criteria, Council will determine such performance criteria that are reasonable and consistent with the employee's duties and functions under clause 6 and in Schedule B.
- 7.3 The performance agreement may be varied from time to time during the term of this contract by agreement between the employee and Council, such agreement not to be unreasonably withheld.
- 7.4 Within 2 months after signing or varying the performance agreement, the employee will prepare and submit to Council an action plan which sets out how the performance criteria are to be met.
- 7.5 Council will ensure that the employee's performance is reviewed (and, where appropriate, the performance agreement varied) at least annually. Any such review is to have regard to the performance criteria.

Note: Council may review the employee's performance every 6 months or more frequently if necessary.

- 7.6 The employee will give Council 21 days' written notice that an annual performance review in accordance with subclause 7.5 is due.
- 7.7 Council will give the employee at least 10 days notice in writing that any performance review is to be conducted.

-
- 7.8 The structure and process of the performance review is at the discretion of Council following consultation with the employee.
- 7.9 The employee may prepare and submit to Council an assessment of the employee's own performance prior to a performance review.
- 7.10 Within 6 weeks from the conclusion of a performance review, Council will prepare and send to the employee a written statement that sets out:
- (a) Council's conclusions about the employee's performance during the performance review period,
 - (b) any proposal by Council to vary the performance criteria as a consequence of a performance review, and
 - (c) any directions or recommendations made by Council to the employee in relation to the employee's future performance of the duties of the position.
- 7.11 The employee and Council will, as soon as possible after the employee receives the written statement referred to in subclause 7.10, attempt to come to agreement on any proposal by Council to vary the performance criteria and on any recommendations by Council as to the future performance of the duties of the position by the employee.
- 7.11 Subject to the employee being available and willing to attend a performance review, Council undertakes that if a performance review is not held in accordance with this clause, this will not operate to the prejudice of the employee unless the employee is responsible for the failure to hold the performance review.

8. Remuneration

- 8.1 Council will provide the employee with the total remuneration package set out in Schedule C.
- 8.2 The total remuneration package includes salary, compulsory employer superannuation contributions and other benefits including any fringe benefits tax payable on such benefits.

Note: Compulsory employer superannuation contributions are those contributions required under the *Superannuation Guarantee Charge Act 1992* of the Commonwealth and any contributions required to be paid for an employee under a superannuation arrangement entered into by Council for that employee. See Schedule C.

-
- 8.3 Council may, on only one occasion during each year of this contract, approve an increase in the total remuneration package where the employee's performance has been assessed in accordance with a performance review as being of a better than satisfactory standard.
- 8.4 Any increase in remuneration approved under subclause 8.3 will not be paid as a lump sum.
- 8.5 On each anniversary of the commencement date, the total remuneration package will be increased by a percentage amount that is equivalent to the latest percentage amount increase in remuneration for senior executive office holders as determined by the Statutory and Other Officers Remuneration Tribunal.

Note: When making determinations referred to in subclause 8.5, the Tribunal takes into account key national economic indicators and movements in public sector remuneration across Australia, market conditions, the Consumer Price Index and wages growth as measured by the Wage Cost Index. Tribunal determinations are published in the Government Gazette and are available at www.remtribunals.nsw.gov.au. The Premier's Department issues periodic Memoranda summarising the Tribunals determinations. These Memoranda are available at www.premiers.nsw.gov.au.

- 8.6 The structure of the total remuneration package may be varied from time to time during the term of this contract by agreement between the employee and Council, such agreement not to be unreasonably withheld.
- 8.7 The total remuneration package, as varied from time to time, remunerates the employee for all work undertaken by the employee while in the position. No other remuneration, benefit, overtime or allowances other than those to which the employee may be entitled under this contract will be paid to the employee during the term of this contract.

9. Leave

9.1 General

- 9.1.1 Council will pay remuneration calculated in accordance with Schedule C to the employee proceeding on paid leave under this clause.
- 9.1.2 On the termination of this contract, and if the employee is not re-appointed to the position under clause 5 or appointed to any other position in Council's organisation structure, the Council will pay:
- (a) to the employee in the case of annual leave, or

- (b) to the employee or new employer council in the case of long service leave,

accrued but unused leave entitlements calculated at the monetary value of the total remuneration package as specified in Schedule C.

- 9.1.3 If the employee is re-appointed to the position under clause 5 or appointed to any other position in Council's organisation structure within 3 months after the termination of this contract, the employee will be taken to have continuing service with Council for the purpose of determining the employee's entitlement to annual leave, long service leave and sick leave.

- 9.1.4 Any leave accrued with Council standing to the credit of the employee immediately prior to entering into this contract will be taken to be leave for the purposes of this contract.

9.2 Annual leave

The employee is entitled to four weeks paid annual leave during each year of employment under this contract to be taken as agreed between the employee and Council.

9.3 Long service leave

- 9.3.1 The employee's entitlement to long service leave is to be calculated by the same method that applies to a non-senior member of Council staff.
- 9.3.2 Long service leave is transferable between councils in New South Wales in the same manner that applies to a non-senior member of Council staff.

9.4 Sick leave

- 9.4.1 The employee is entitled to 15 days paid sick leave during each year of employment under this contract provided that:
 - (a) Council is satisfied that the sickness is such that it justifies time off, and
 - (b) satisfactory proof of illness to justify payment is provided to Council for absences in excess of two days.
- 9.4.2 Sick leave will accumulate from year to year of employment under this contract so that any balance of leave not taken in any one year may be taken in a subsequent year.

9.4.3 Council may require the employee to attend a doctor nominated by Council at Council's cost.

9.4.4 Accrued but unused sick leave will not be paid out on the termination of this contract.

9.5 Parental leave

9.5.1 Parental leave includes supporting parent's leave, maternity leave, paternity leave and adoption leave.

9.5.2 The employee is entitled to the same parental leave that a non-senior member of Council staff would be entitled.

9.6 Carer's leave

The employee is entitled to the same carer's leave that a non-senior member of Council staff would be entitled.

9.7 Concessional leave

The employee is entitled to the same concessional leave that a non-senior member of Council staff would be entitled.

9.8 Special leave

Council may grant special leave, with or without pay, to the employee for a period as determined by Council to cover any specific matter approved by Council.

10 Termination

10.1 General

On termination of this contract for any reason the employee will immediately return to Council all property of Council in the employee's possession including intellectual property and confidential information and will not keep or make any copies of such property and information.

10.2 Termination date

The employment of the employee under this contract terminates on the termination date.

10.3 Termination by either the employee or Council

This contract may be terminated before the termination date by way of any of the following:

10.3.1 written agreement between the employee and Council,

10.3.2 the employee giving 4 weeks' written notice to Council,

10.3.3 Council giving 4 weeks' written notice to the employee, or alternatively by termination payment under subclause 11.1, where:

- (a) the employee has been incapacitated for a period of not less than 12 weeks and the employee's entitlement to sick leave has been exhausted, and
- (b) the duration of the employee's incapacity remains indefinite or is likely to be for a period that would make it unreasonable for the contract to be continued,

10.3.4 Council giving 13 weeks' written notice to the employee, or alternatively, by termination payment under subclause 11.2 where Council:

- (a) has conducted a performance review, and
- (b) concluded that the employee has not substantially met the performance criteria or the terms of the performance agreement,

10.3.5 Council giving 38 weeks' written notice to the employee, or alternatively, by termination payment under subclause 11.3.

10.4 Summary dismissal

10.4.1 Council may terminate this contract at any time and without notice if the employee commits any act that would entitle an employer to summarily dismiss the employee. Such acts include but are not limited to:

- (a) serious or persistent breach of any of the terms of this contract,

-
- (b) serious and willful disobedience of any reasonable and lawful instruction or direction given by Council,
 - (c) serious and willful misconduct, dishonesty, insubordination or neglect in the discharge of the employee's duties and functions under this contract,
 - (d) failure to comply with any law or Council policy concerning sexual harassment or racial or religious vilification,
 - (e) commission of a crime, resulting in conviction and sentencing (whether or not by way of periodic detention), which affects the employee's ability to perform the employee's duties and functions satisfactorily, or in the opinion of Council brings Council into disrepute,
 - (f) absence from the business of Council without Council approval for a period of 3 or more consecutive business days.

10.4.2 This contract is terminated immediately without notice if the employee becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or makes an assignment of his or her remuneration for their benefit.

11 Termination payments

- 11.1 On termination of this contract under subclause 10.3.3, where written notice has not been given, Council will pay the employee a monetary amount equivalent to 4 weeks' remuneration calculated in accordance with Schedule C.
- 11.2 On termination of this contract under subclause 10.3.4, where written notice has not been given, Council will pay the employee a monetary amount equivalent to 13 weeks' remuneration calculated in accordance with Schedule C.
- 11.3 On termination of this contract under subclause 10.3.5, where written notice has not been given, Council will pay the employee a monetary amount equivalent to 38 weeks' remuneration calculated in accordance with Schedule C, or the remuneration which the employee would have received if the employee had been employed by Council to the termination date, whichever is the lesser.
- 11.4 On termination of this contract under subclause 10.3.1, 10.3.2, 10.4.1 or 10.4.2, Council will pay the employee remuneration up to and including the

date of termination calculated in accordance with Schedule C and any other payment to which the employee is entitled under this contract.

12 Expenses and credit cards

In addition to any duties or entitlements that may be set out in any relevant policies of Council as adopted by Council from time to time, the employee will:

- 12.1 keep such records of expenses, travel and motor vehicle use as required by Council from time to time,
- 12.2 be reimbursed by Council for expenses properly incurred on Council business, subject to Council's prior approval to this expense being incurred,
- 12.3 only use any credit card provided by Council for expenses incurred on Council business, and
- 12.4 return any credit card provided by Council on request from Council.

13 Intellectual property

- 13.1 Any literary work, computer program, invention, design, patent, copyright, trademark, improvement or idea developed by the employee in the course of employment under this contract is the sole property of Council and Council will unless otherwise agreed have the exclusive right to use, adapt, patent and otherwise register it.
- 13.2 The employee will immediately disclose to Council any literary work, computer program, invention, design, patent, copyright, trademark, improvement or idea developed by the employee after the commencement date to enable Council to ascertain whether it was discovered, developed or produced wholly outside and wholly unconnected with the course of employment under this contract.
- 13.3 To protect disclosures made in accordance with subclause 13.2, Council or the employee may require a confidentiality agreement to be signed prior to, during or immediately after discussion of the intellectual property being considered.

Note: IP Australia, the Commonwealth Government intellectual property agency, has developed a Confidentiality Agreement Generator for the purpose of preparing intellectual property confidentiality agreements. It is available at <http://www.ipaustralia.gov.au/smartstart/cag.htm>.

-
- 13.4 The employee assigns to Council by way of future assignment all copyright, design, design right and other property rights (if any) in respect to any literary work, computer program, invention, design, patent, copyright, trademark, improvement or idea developed by the employee in the course of employment under this contract.
- 13.5 At the request and expense of Council the employee will complete all necessary deeds and documents and take all action necessary to vest in Council any literary work, computer program, invention, design, patent, copyright, trademark, improvement or idea developed by the employee in the course of employment under this contract and obtain for Council the full benefit of all patent, trademark, copyright and other forms of protection throughout the world.

14 Confidential Information

The employee will not divulge any confidential information about Council either during or after the term of their employment under this contract.

15 Waiver

The failure of either the employee or Council to enforce at any time any provision of this contract or any right under this contract or to exercise any election in this contract will in no way be considered to be a waiver of such provision, right or election and will not affect the validity of this contract.

16 Inconsistency and severance

- 16.1 Each provision of this contract will be read and construed independently of the other provisions so that if one or more are held to be invalid for any reason, then the remaining provisions will be held to be valid.
- 16.2 If a provision of this document is found to be void or unenforceable but would be valid if some part were deleted, the provision will apply with such modification as may be necessary to make it valid and effective.

17 Dispute resolution

- 17.1 In relation to any matter under this contract that may be in dispute, either the employee or Council may:

-
- (a) give written notice to each other of the particulars of any matter in dispute, and
 - (b) within 14 days of receiving a notice specified in subclause 17.1(a), a meeting will be convened between Council (along with any nominated representative of Council) and the employee (along with any nominated representative of the employee) in an attempt to resolve the dispute.
- 17.2 The employee and Council will attempt to resolve the dispute at the workplace level.
- 17.3 Upon failure to resolve the dispute at the workplace level, the employee and Council will:
- (a) refer the dispute to an independent mediator as agreed by the employee and Council, or otherwise as appointed by the Director-General,
 - (b) agree to participate in any mediation process in good faith, with such mediation to operate in a manner as agreed by the employee and Council, and
 - (c) acknowledge the right of either the employee or Council to appoint, in writing, another person to act on their behalf in relation to any mediation process.
- 17.4 The cost of the mediation service will be met by Council.
- 17.5 The employee and Council will each be responsible for meeting the cost of any advisor or nominated representative used by them.

18 Service of notices and communications

- 18.1 Any communication, including notices, relating to this contract will be in writing and served on the employee or Council at their last known residential or business address in accordance with subclause 18.2.
- 18.2 Any written communication including notices relating to this contract is taken to be served:
- (a) when delivered or served in person, immediately,
 - (b) where served by express post at an address within New South Wales in the Express Post Network, on the next business day after it is posted,

-
- (c) where served by post otherwise in the ordinary course of postage, as set down in Australia Post's delivery standards, and
 - (d) where sent by facsimile, within standard business hours otherwise on the next business day after it is sent.

19 Variations

- 19.1 Where this contract provides that its terms may be varied, that variation will be by agreement in writing signed by the employee and Council.

Note: See clauses 4.5, 6.1.3, 7.3, 8.6 and 19.2.

- 19.2 Where the Director-General approves an amended or substitution standard form of contract for the employment of the general manager of a council, the provisions of this contract may be varied by agreement between the employee and Council to the extent that they are consistent with the provisions of that amended or substitution standard form of contract.

Note: See section 338 of the Act.

20 Other terms and conditions

- 20.1 The employee and Council acknowledge that they have sought or had the opportunity to seek their own legal and financial advice prior to entering this contract.
- 20.2 In accordance with section 731 of the Act, nothing in this contract gives rise to any action, liability, claim or demand against the Minister, the Director-General or any person acting under their direction.

21 Signed by the employee and Council

COUNCIL:

The Seal of

[Council name]

[Seal]

affixed by authority of a resolution of Council.

Signed
by Council

Date

Name of signatory
in full [printed]

Office held [printed]

Signed by Witness

Name of Witness
in full [printed]

THE EMPLOYEE:

Signed
by the employee

Date

Name of employee
in full [printed]

Signed by Witness

Name of Witness
in full [printed]

Schedule A – Council policies

Note: This Schedule may be varied during the term of this contract in accordance with subclauses 4.5 and 19.1 of this contract.

This Schedule operates on and from

Date _____

For the purposes of subclause 4.5 of this contract, the following policies apply to the employee:

Signed by Council _____

Signed by the employee _____

Schedule B - Duties and functions

Note: This Schedule may be varied during the term of this contract in accordance with subclauses 6.1.3 and 19.1 of this contract.

This Schedule operates on and from

Date _____

In addition to the duties and functions specified in clause 6 of this contract, the employee will carry out the following duties and functions:

Signed by Council _____

Signed by the employee _____

Schedule C - Remuneration

Note: This Schedule may be varied during the term of this contract in accordance with subclauses 8.7 and 19.1 of this contract.

This Schedule operates on and from

Date _____

The Annual Total Remuneration Package is as follows:

\$ _____

The Total Remuneration Package is comprised of:

ANNUAL REMUNERATION	\$

The employee agrees and acknowledges that deductions under subclause 8.2 of this contract are made principally for the benefit of the employee and that the Council relies on that statement in providing the non-cash benefits requested by the employee.

In the case of an employee who is a member of a defined benefit division of the Local Government Superannuation Scheme (or equivalent) compulsory employer superannuation contributions are the long term or "notional" employer contribution, as advised by the Actuary for the Local Government Superannuation Scheme from time to time.

The employee's superable salary will be the amount of the total remuneration package less the amount of compulsory superannuation contributions.

Signed by Council _____

Signed by the employee _____



MEMORANDUM OF UNDERSTANDING

Port Macquarie-Hastings Council
And
Norfolk Island Regional Council

Objective

The objective of this Memorandum of Understanding (MOU) is to establish formal cooperation between Norfolk Island Regional Council (NIRC) and Port Macquarie-Hastings Council (PMHC) through the sharing of information and experience relevant to local government practices in NSW.

Scope

The scope of the MOU is to encourage the sharing of experiences relative to local government in NSW through common fields of interest.

Form

The focus of the MOU covers joint activities and programs which will be determined based on mutual agreement between both parties. Such activities may include:

- Infrastructure Planning;
- Waste Management;
- Water Management;
- Sewerage Management;
- Natural Resource Management;
- Environmental Health Management (including food safety inspections & related processes/ cooling tower inspections / swimming pool inspections & processes etc);
- Community Engagement Processes and Practices.

It is anticipated that the above activities and programs would be undertaken through short term staff visits / exchanges, potential joint purchasing arrangements and the development and use of common forms and procedures as required.

Costs

Each party will reimburse each other on a cost recovery basis for staff time and travel and accommodation expenses incurred in undertaking works as included in this MOU. For clarity this means that if NIRC request PMHC assistance / attendance on certain issues, then NIRC will cover the costs of PMHC staff as required and vice versa.

Period

This MOU is effective for a twenty four month period from the date of signing by representatives from both parties. This MOU may be extended at the sole discretion of PMHC for a further period as determined necessary, unless terminated by either party. Either party may terminate this MOU at any time; however the termination must be notified in writing with a minimum thirty days written notice.

Signatories to MOU

Lotta Jackson
General Manager
Norfolk Island Regional Council

Craig Swift-McNair
General Manager
Port Macquarie Hastings Council

Date:

Date:

AGENDA

ORDINARY COUNCIL
15/03/2017

Item: 09.01Subject: **MEMORANDUM OF UNDERSTANDING WITH NORFOLK ISLAND
REGIONAL COUNCIL**Presented by: **General Manager, Craig Swift-McNair**

Alignment with Delivery Program

1.3.1 Participate in active alliances with other agencies to make effective decisions that address the needs of our community.

RECOMMENDATION

That Council delegate authority to the General Manager to enter into a Memorandum of Understanding with the Norfolk Island Regional Council for the sharing of information and experience relevant to Local Government practices in New South Wales.

Executive Summary

In late 2016, Port Macquarie-Hastings Council (PMHC) was approached by the Australian Governments Department of Infrastructure and Regional Development to seek Council's involvement in offering support to the newly established Norfolk Island Regional Council (NIRC).

This report briefly details the transition taking place on Norfolk Island and the support that the Norfolk Island Regional Council is seeking from Council via a Memorandum of Understanding (MOU).

Discussion

In March 2015, the Australian Government announced comprehensive reforms for Norfolk Island. According to the Government, this action was taken to address issues of sustainability which had arisen from the model of self-government requiring Norfolk Island to deliver local, state and federal functions since 1979.

Subsequently, in May 2015, the *Norfolk Island Legislation Amendment Act 2015* and related Acts came into effect. They provide for the Australian Government to assume responsibility for funding and delivering national and state level services and to establish an elected Norfolk Island Regional Council from 1 July 2016.

From 1 July 2016 mainland taxation, social security, immigration, biosecurity, customs and health arrangements, including Medicare and the Pharmaceutical Benefits Scheme, were extended to Norfolk Island.

A Norfolk Island Advisory Council (NIAC) was established on 1 July 2015 to support the transition to the Regional Council and to represent the community in the reform process. Subsequently five candidates were declared elected to the new Norfolk Island Regional Council on 3 June 2016, after Norfolk Island held the first election for its Regional Council on 28 May 2016.

Item 09.01

Page 1

Item 09.02
Attachment 2

Page 53

AGENDA

ORDINARY COUNCIL
15/03/2017

In late 2016, PMHC was approached by the Australian Governments Department of Infrastructure and Regional Development to seek Councils involvement in offering support to the newly established Norfolk Island Regional Council. The Department approached Council as they were aware that there is a similar MOU in place between PMHC and Lord Howe Island and has been for many years.

Following discussions with the Australian Government, the General Managers of PMHC and the NIRC drafted an MOU as attached to this report. The scope of the MOU is to encourage the sharing of experiences relative to local government in NSW through common fields of interest.

The focus of the MOU covers joint activities and programs which will be determined based on mutual agreement between both parties. Such activities may include:

- Infrastructure Planning;
- Waste Management;
- Water Management;
- Sewerage Management;
- Natural Resource Management;
- Environmental Health Management (including food safety inspections & related processes/ cooling tower inspections / swimming pool inspections & processes etc);
- Community Engagement Processes and Practices.

It is anticipated that the above activities and programs would be undertaken through short term staff visits / exchanges, potential joint purchasing arrangements and the development and use of common forms and procedures as required. All engagements with NIRC would be dependent on PMHC staff availability and any local competing priorities.

Each party will reimburse each other on a cost recovery basis for staff time and travel and accommodation expenses incurred in undertaking works as included in this MOU. For clarity this means that if NIRC request PMHC assistance / attendance on certain issues, then NIRC will cover the costs of PMHC staff as required and vice versa.

The MOU would be effective for an initial period of twenty four (24) months, with the MOU able to be extended at the sole discretion of PMHC for a further period as determined necessary, unless terminated by either party. It should be noted that either party may terminate this MOU at any time with a minimum thirty days written notice.

The request by the Australian Government for PMHC to give consideration to assisting the newly established NIRC via an MOU is seen as further evidence of PMHC being seen as a regional leader in local government, plus entering into such an arrangement also offers a range of professional development opportunities for relevant Council staff.

Options

Council has the option of entering into a Memorandum of Understanding with the NIRC or not entering same.

AGENDA**ORDINARY COUNCIL
15/03/2017****Community Engagement & Internal Consultation**

There has been no external community engagement undertaken in the development of this report. Internal consultation has taken place with the following:

- General Manager;
- Director Development & Environment;
- Group Manager Community Participation & Engagement.

Planning & Policy Implications

There are no planning and policy implications in relation to this report.

Financial & Economic Implications

There are no direct financial and economic implications in relation to this report, noting that each party will reimburse each other on a cost recovery basis for staff time and travel and accommodation expenses incurred in undertaking works as included in this MOU. For clarity this means that if NIRC request PMHC assistance / attendance on certain issues, then NIRC will cover the costs of PMHC staff as required and vice versa.

Attachments

1. MOU - Port Macquarie-Hastings Council & Norfolk Island Regional Council - March 2017

BUDGET VARIATIONS - FEBRUARY 2019													
Section	Project	Project Description	Capital/ Operating	Item	Report Note No	Full Year Original Budget	Full Year Current Budget	Actuals to 28 February 2019	New Yearly Proposed Budget - February	Movement	Funding Source	EFFECT ON FUNDING POSITION	Comment
Corporate Performance													
Crematorium & Cemeteries	41913	Innes Garden Memorial Park Cremator Repairs	Capital	1	2	0	0	0	25,500	25,500	Reserve	0	These repairs to the cremator flooring are urgent as it poses a safety risk to staff.
Crematorium & Cemeteries	19039	Transfer from Reserve	Capital	1	2	-18,000	-18,000	0	-43,500	-25,500	Reserve	0	Funding from the Crematorium Reserve to fund urgent repairs.
Glasshouse	41908	2019 Annual Program Funding - Regional Gallery	Operating	2	1	0	0	0	70,000	70,000	Grant Funding	0	Funding for the Glasshouse Regional Gallery annual program.
Glasshouse	19501	Grants W/P Operating Visual Arts	Operating	2	1	0	-57,528	-70,000	-127,528	-70,000	Grant Funding		Grand funding provided by the NSW Government's Art and Cultural Development Program (ACDP).
Corporate Performance Total										0		0	
Strategy and Growth													
Community Place	41909	Wauchope Bicentenary Riverside Sculptural Trail	Capital	3	1	0	0	0	196,140	196,140	Grant funding	0	Installation of six sculptures and also seating and signage funded through the Stronger Country Communities Fund.
Community Place	19152	Grants W/P Capital - Community Place	Capital	3	1	0	-5,301	-64,726	-201,441	-196,140	Grant funding	0	Grand funding awarded by the NSW Department of Premier and Cabinet's Stronger Country Communities Fund Program.
Development Contributions	10415	Voluntary Planning Agreements	Capital	4	3	0	0	-327,926	-327,926	-327,926	Contributi ons	0	Adjusting the budget to reflect the level of actual contributions received in the financial year.
Development Contributions	10390	Section 7.11 - Car Parking	Capital	4	3	0	0	-44,780	-44,780	-44,780	Contributi ons	0	Adjusting the budget to reflect the level of actual contributions received in the financial year.
Development Contributions	10350	Section 7.11 - Community Facilities	Capital	4	3	-2,293,030	-2,293,030	-2,391,223	-2,750,000	-456,970	Contributi ons	0	Adjusting the budget to reflect the level of actual contributions received in the financial year.
Development Contributions	10330	Section 7.11 - Miscellaneous	Capital	4	3	0	0	-78,918	-78,918	-78,918	Contributi ons		Adjusting the budget to reflect the level of actual contributions received in the financial year.
Development Contributions	10325	Section 7.12 - Charges	Capital	4	3	-120,000	-120,000	-164,508	-250,000	-130,000	Contributi ons		Adjusting the budget to reflect the level of actual contributions received in the financial year.
Development Contributions	09050	Transfer to s7.11 & 7.12 Restricted Asset	Capital	4	3	8,373,482	8,373,482	0	9,412,076	1,038,594	Contributi ons		Transferring developer contributions to their restricted reserve, to be expended in line with their respective plans.
Strategy and Growth Total										0		0	

BUDGET VARIATIONS - FEBRUARY 2019													
Section	Project	Project Description	Capital/ Operating	Item	Report Note No	Full Year Original Budget	Full Year Current Budget	Actuals to 28 February 2019	New Yearly Proposed Budget - February	Movement	Funding Source	EFFECT ON FUNDING POSITION	Comment
Development & Environment													
	PM Town Centre Masterplan	41782 TCMP - Kooloonbung Ck Foreshore - Gordon to Haywar	Capital	5	2	0	354,466	276,653	675,537	321,071	Reserves	0	Additional funds required for the construction of a new 4m wide shared pathway and associated foreshore upgrades along the eastern side of Kooloonbung Creek between Hayward St and Gordon St.
PM Town Centre Masterplan	19359	Transfer from Reserve - TCMP	Capital	5	2	-1,080,000	-1,730,440	0	-1,897,166	-166,726	Reserves	0	Funding transferred from Reserve to fund works on Kooloonbung Creek Foreshore Upgrade.
Parks & Recreation	41897	Oxley Oval Lighting Upgrades	Capital	6	1	0	0	0	152,854	152,854	Grant Funding	0	Upgrade of sports field LED lighting funded through the Stronger Country Communities Fund
Parks & Recreation	41899	Kew Community Park	Capital	6	1	0	0	0	151,662	151,662	Grant Funding	0	Construct a new park at the Kew Community Park funded through the Stronger Country Communities Fund.
Parks & Recreation	41898	Coal Wharf Reserve Upgrade	Capital	6	1	0	0	0	50,470	50,470	Grant Funding		Installation of park furniture and signage funded through the Stronger Country Communities Fund
Parks & Recreation	41900	Charlie Watt Reserve	Capital	6	1	0	0	0	242,921	242,921	Grant Funding		Installation of sub-surface drainage system funded through the Stronger Country Communities Fund
Parks & Recreation	41901	Andrews Park	Capital	6	1	0	0	0	200,543	200,543	Grant Funding		Installation of new lighting including poles and LED lights funded through the Stronger Country Communities Fund
Parks & Recreation	41903	Vince Inmon Park	Capital	6	1	0	0	0	239,200	239,200	Grant Funding		Lighting and amenities upgrades funded through the Stronger Country Communities Fund
Parks & Recreation	41902	Lake Cathie Sporting Fields	Capital	6	1	0	0	0	207,550	207,550	Grant Funding		Installation of automatic irrigation system and playing surface improvements funded through the Stronger Country Communities Fund
Parks & Recreation	19282	Grants W/P Capital - Parks & Gardens	Capital	6	1	-1,189,613	-3,011,827	-505,406	-4,257,027	-1,245,200	Grant Funding		Grand funding awarded by the NSW Department of Premier and Cabinet's Stronger Country Communities Fund Program..
Parks & Recreation	41859	Stuart Park Regional Sporting Precinct	Capital	7	1	0	0	5,534	-1,420,000	1,420,000	Grant Funding		Development of the Stuart Park Regional Sporting Precinct
Parks & Recreation	19282	Grants W/P Capital - Parks & Gardens	Capital	7	1	-1,189,613	-4,257,027	-505,406	-5,677,027	-1,420,000	Grant Funding		Grand funding awarded by the NSW Office of Sport's Regional Sports Infrastructure Fund.

BUDGET VARIATIONS - FEBRUARY 2019													
Section	Project	Project Description	Capital/ Operating	Item	Report Note No	Full Year Original Budget	Full Year Current Budget	Actuals to 28 February 2019	New Yearly Proposed Budget - February	Movement	Funding Source	EFFECT ON FUNDING POSITION	Comment
PM Town Centre Masterplan	41868	TCMP - Clarence St Tree & Understorey Replanting	Capital	8	7	500,000	500,000	0	0	-500,000	Reserves		Defer project as per Council resolution made at the February 2019 Council meeting.
	41869	TCMP - Foreshore Landscaping - Embellishment	Capital	8	7	200,000	200,000	0	0	-200,000	Reserves		Defer project as per Council resolution made at the February 2019 Council meeting.
	41871	TCMP - William St Tree & Understorey Replanting - Short to Hay Street	Capital	8	7	50,000	50,000	0	0	-50,000	Reserves		Defer project as per Council resolution made at the February 2019 Council meeting.
	19359	Transfer from Reserve - TCMP	Capital	8	7	-1,080,000	-1,897,166	0	-1,147,166	750,000	Reserves		Transfer TCMP funding back into reserve for utilisation in the 2019/20 financial year.
Development & Environment Total										154,345		0	
Infrastructure													
Bushfire Control	40568	Bushfire Tanker Purchases	Capital	9	3	350,000	350,000	702,478	702,478	352,478	Dedication	0	Additional RFS Asset dedicated to PMHC for the financial year. Assets allocated to the Lake Innes and Beechwood areas.
Bushfire Control	19252	Grant's W/P Capital - Fire Control	Capital	9	3	-350,000	-350,000	-702,478	-702,478	-352,478	Dedication	0	Additional RFS Asset dedicated to PMHC for the financial year. Assets allocated to the Lake Innes and Beechwood areas.
Transport & Traffic	41700	Beechwood Road Design - Riverbreeze to Waugh	Capital	10	2	0	178,047	46,853	240,000	61,953	Reserve	0	Budget adjustment required to complete remaining tasks associated with a revised project scope. To be funded from the Road Renewal Reserve.
Transport & Traffic	19349	Transfer From Reserve	Capital	10	2	-1,983,823	-7,976,362	0	-8,038,315	-61,953	Reserve	0	Funds allocated to the Beechwood Road Design budget adjustment.
Broadwater Special Rate	NEW GL NUMBER	Broadwater Canals Light house and Gangway Repairs	Capital	11	2	0	0	0	160,000	160,000	Reserve	0	The project scope will include refurbishment of the lighthouse structures, access gangways and handrails. The existing structures will be repainted and/or repaired either in situ, with appropriate environmental controls, or dismantled and taken off site for refurbishment
Broadwater Special Rate	19549	Transfer From Reserve - Broadwater	Capital	11	2	0	0	0	-160,000	-160,000	Reserve	0	Funds drawn from the Broadwater Special Rate Reserve for works relating to the canals light house and gangway adjustment.

BUDGET VARIATIONS - FEBRUARY 2019													
Section	Project	Project Description	Capital/ Operating	Item	Report Note No	Full Year Original Budget	Full Year Current Budget	Actuals to 28 February 2019	New Yearly Proposed Budget - February	Movement	Funding Source	EFFECT ON FUNDING POSITION	Comment
Sewerage Services	39368	Sewer Rehabilitation	Capital	5	6	919,800	919,800	64,379	785,455	-134,345	Reserve	0	Allocation of sewer rehabilitation funding towards respective assets works and improved access to Sewer Pump Station 17 in relation to the TCMP Kooloobung Creek Foreshore Upgrade.
	02650	Asset Operations	Capital	5	6	1,891,800	1,891,800	1,148,964	1,871,800	-20,000	Reserve	0	Allocation of reclaimed water operations funding towards respective assets works and improved access to Sewer Pump Station 17 in relation to the TCMP Kooloobung Creek Foreshore Upgrade.
Infrastructure Delivery Projects	41904	Telegraph Point Pedestrian Safety Upgrades	Capital	12	1	0	0	5,894	698,000	698,000	Grant Funding	0	New footpaths and pedestrian refuges on Mooney Street funded through the Stronger Country Communities Fund
Asset Design	19322	Grants Capital - Survey & Design	Capital	12	1	0	0	-230,340	-698,000	-698,000	Grant Funding	0	Grant funding awarded by the NSW Department of Premier and Cabinet's Stronger Country Communities Fund Program.
Water Supply	02009	Private Works - Water Supply	Operating	13	3	100,000	100,000	385,050	400,000	300,000	User Fees	0	Expenditure relating to private works undertaken and funded through the levying of charges.
Water Supply	11770	Private Works Income - Water Supply	Operating	13	3	-100,000	-100,000	-680,570	-700,000	-600,000	User Fees	0	Charges levied for the provision of private works relating to Water Supply.
Water Supply	19229	Transfer from Reserve - Water Supply	Operating	13	2	-5,348,024	-5,780,335	0	-5,480,335	300,000	User Fees	0	Surplus funds relating to private works being transferred to the water supply reserve.
Infrastructure Total										-154,345		0	

33



Monthly Investment Report

February 2019

 IMPERIUM MARKETS	<p>Level 14, 5 Martin Place Sydney, NSW 2000 Website: http://www.imperium.markets Email: michael.chandra@imperium.markets Phone: +61 414 738 121 ABN: 87 616 579 527 ACN: 616 579 527 AFSL No. 429718 Holder of an Australian Market Licence</p>
--	--



Executive Summary

Compliance

Compliance Measure	Within Policy Limits (Y/N)	Reason if Not Compliant
Term to Maturity	Yes – Compliant	n/a
Counterparty	Yes – Compliant	n/a
Credit Quality	Yes – Compliant	n/a

Performance

As at 28/02/2019	1m (actual)	1m (% p.a.)	FYTD (actual)	FYTD (% p.a.)
AusBond Bank Bill Index	0.17%	2.28%	1.35%	2.04%
Council's Portfolio[^]	0.25%	3.34%	1.99%	3.00%
Outperformance	0.08%	1.06%	0.64%	0.96%

[^]Total portfolio performance excludes Council's cash account holdings. Overall returns would be lower if cash was included.

Council's Portfolio

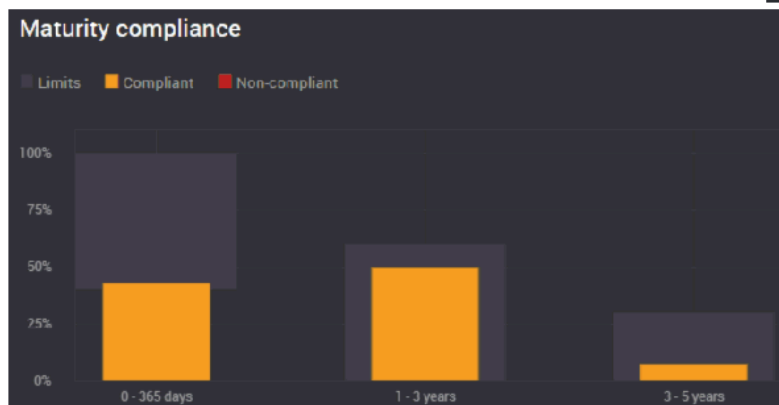
Asset Allocation

The entire portfolio is directed to fixed term deposits (94.33%) and the 31 day Notice Saver Account with Westpac (5.67%). With credit securities widening and becoming more attractive, we suggest Council consider introducing liquid senior floating rate notes (FRNs) into the portfolio. This will not only offer additional upside with regards to the portfolio's investment returns, but also provide additional liquidity (FRNs are saleable – generally accessible within 2 business days).



Term to Maturity

All maturity limits (minimum and maximum) comply with the Investment Policy. Medium-Term (3-5 years) assets account for around 9½% of the total investment portfolio, with capacity of around \$59m at month-end.



Where there is (counterparty) capacity to invest in attractive 3-5 year investments, we recommend this be allocated to new senior FRN issues and fixed or floating rate term deposits (refer to respective sections below).

Compliant	Horizon	Invested (\$)	Invested (%)	Min. Limit (%)	Max. Limit (%)	Available (\$)
✓	0 – 365 days	\$126,710,418	43.00%	40%	100%	\$168,000,000
✓	1 – 3 years	\$147,000,000	49.88%	0%	60%	\$29,826,251
✓	3 – 5 years	\$21,000,000	7.13%	0%	30%	\$67,413,125
✓	5 – 10 years	\$0	0.00%	0%	15%	\$44,206,563
		294,710,418	100.00%			

Counterparty

As at the end of February, Council did not have an overweight position to any single ADI. Overall, the portfolio is diversified across the investment grade credit spectrum (rated BBB- or higher), with no exposure to unrated ADIs.

Compliant	Issuer	Rating	Invested (\$)	Invested (%)	Max. Limit (%)	Available (\$)
✓	CBA	AA-	\$3,000,000	1.02%	40.00%	\$114,884,167
✓	NAB	AA-	\$51,000,000	17.31%	40.00%	\$66,884,167
✓	WBC (St George)	AA-	\$96,710,418	32.82%	40.00%	\$21,173,749
✓	Rabobank	A+	\$19,000,000	6.45%	20.00%	\$39,942,084
✓	AMP	A	\$5,000,000	1.70%	20.00%	\$53,942,084
✓	ICBC Sydney	A	\$42,000,000	14.25%	20.00%	\$16,942,084
✓	ING Bank	A	\$38,000,000	12.89%	20.00%	\$20,942,084
✓	BOQ	BBB+	\$10,000,000	3.39%	10.00%	\$19,471,042
✓	Bendigo	BBB+	\$11,000,000	3.73%	10.00%	\$18,471,042
✓	ME Bank	BBB	\$9,000,000	3.05%	10.00%	\$20,471,042
✓	Newcastle PBS	BBB	\$10,000,000	3.39%	10.00%	\$19,471,042
			\$294,710,418	100.00%		



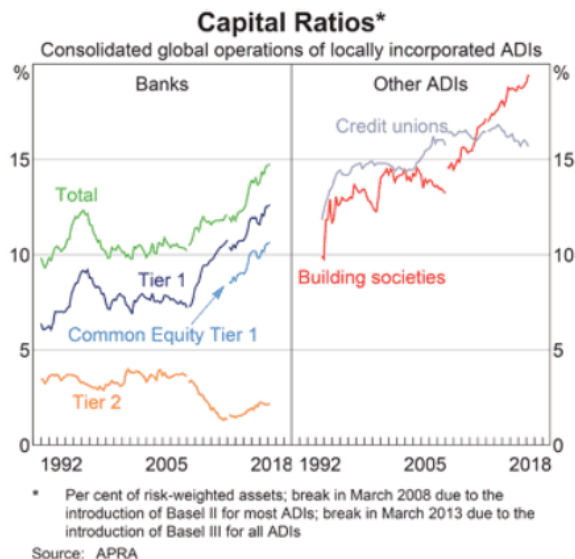
We remain supportive of the regional and unrated ADI sector (and have been even throughout the GFC period). They continue to remain solid, incorporate strong balance sheets, while exhibiting high levels of capital – typically, much higher compared to the higher rated ADIs. Some unrated ADIs have up to 25-40% more capital than the domestic major banks, and well above the Basel III requirements.

APRA's Chairman affirmed that the banks had satisfactorily moved towards an '*unquestionably strong*' capital position and that bank's stress testing contingency plans were now far better positioned than was previously the case years ago. APRA's stress test which hypothetically increased the unemployment rate to 11% (more than double the current rate) and for house prices to fall 35% showed the banks remained above the minimum capital levels. We note that APRA's latest discussion paper also highlighted that the domestic major banks were required to raise more capital while the lower rated ADIs were already deemed to be at a satisfactory level.

Overall, the lower rated ADIs (BBB and unrated) are generally now in a better financial position than they have been historically (see the Capital Ratio figure below). We believe that deposit investments with the lower rated ADIs should be continued going forward, particularly when they offer 'above market' specials. Not only would it diversify the investment portfolio and reduce credit risk, it would also improve the portfolio's overall returns.

In the current environment of high regulation and scrutiny, all domestic ADIs continue to carry high levels of capital, particularly amongst the lower ("BBB") and unrated ADIs. There is minimal (if any) probability of any ADI defaulting on their deposits going forward – this was stress tested during the GFC.

The biggest single risk that depositors face in the current low interest rate environment is not credit risk, but reinvestment risk.





Credit Quality

The portfolio remains lightly diversified from a credit ratings perspective. The portfolio is entirely directed to the investment grade ADIs (BBB- or higher), with zero allocation to unrated ADIs. There is high capacity to invest in the higher rated ADIs (A or higher), particularly after the downgrades of BoQ and Bendigo-Adelaide Bank in May 2017, which now fall back into the “BBB” rated category.

The “BBB” rated category remains marginally below maximum limits (capacity of around ~\$4.2m). The capacity within this category is also dependent on the overall portfolio’s balances i.e. cash position.

We note that in the previous revision of the Investment Policy on 15 November 2017, Council decided to keep the maximum aggregate limit for “BBB” rated ADIs at 15% of the total investment portfolio. We believe Council’s maximum limit of 15% in aggregate with the “BBB” rated ADIs is very low compared to some other NSW local government clients who have a maximum limit of up to 50%. This, at times has forced Council to invest with ADIs offering rates well below market and therefore reduced Council’s overall interest income.

Given the large number of “BBB” rated ADIs currently in the market (and conversely, the low number of “A” or higher rated ADIs), we suggest Council increase this particular limit at its next Policy review. We note that it is within this category where the most value is currently experienced. Above market ‘specials’ are frequently offered in this sector.

In mid-April 2018, we provided Council a draft Investment Policy to address the current situation. Council is currently in the process of reviewing and adopting a new Policy following our presentation to Council in mid-September 2018.

All ratings categories are within the Policy limits:

Compliant	Credit Rating	Invested (\$)	Invested (%)	Max. Limit (%)	Available (\$)
✓	AA Category	\$150,710,418	51.14%	100%	\$144,000,000
✓	A Category	\$104,000,000	35.29%	60%	\$72,826,251
✓	BBB Category	\$40,000,000	13.57%	15%	\$4,206,563
✓	Unrated ADIs	\$0	0.00%	10%	\$29,471,042
		\$294,710,418	100.00%		



Performance

Council's performance for the month ending 28 February 2019 is summarised as follows:

Performance	1 month	3 months	6 months	FYTD	1 year
Official Cash Rate	0.11%	0.37%	0.74%	1.00%	1.50%
AusBond Bank Bill Index	0.17%	0.51%	0.99%	1.35%	1.99%
Council's Portfolio [^]	0.25%	0.75%	1.50%	1.99%	3.01%
Outperformance	0.08%	0.24%	0.51%	0.64%	1.03%

[^]Total portfolio performance excludes Council's cash account holdings. Overall returns would be lower if cash was included.

For the month of February, the deposit portfolio provided a solid return of +0.25% (actual), outperforming the benchmark AusBond Bank Bill Index return by +0.08% (actual). The strong performance continues to be driven by the handful of deposits still yielding above 3½% p.a. However, most of these individual deposits have now matured and will be reinvested at lower prevailing rates.

Over the past year, the deposit portfolio returned +3.01% p.a., outperforming bank bills by 1.03% p.a. and more than double the official cash rate of 1½%. This has been relatively strong given deposit rates reached their all-time lows and margins have generally contracted over the past 2-2½ years.

Investors using the Imperium Markets platform have reduced the invisible costs associated with brokerage, and thereby lift client portfolio returns as investors are able to deal in deposits directly with the ADIs and execute at the best price possible. Council has experienced this over the past 12 months, receiving on average, 2-4bp higher for every deposit dealt on the platform.



Council's Term Deposit Portfolio & Recommendation

As at the end of February 2019, Council's deposit portfolio was yielding 3.01% p.a. (unchanged from the previous month), with an average duration of ~1½ years. Where possible, we recommend Council extends or at least maintains this average duration. In the low interest rate environment, the biggest collective risk that the local government sector has faced over the post-GFC era has been the dramatic fall in interest rates - from 7¼% to the current historical low levels of 1½%.

As the past decade has highlighted (post-GFC era), we have seen too many portfolios' roll a high proportion of their deposits between 3-6 months, resulting in their deposits being reinvested at lower prevailing rates. That is, depositors have generally not insured themselves against the low interest rate environment by diversify their funding across various tenors (out to 5 years) but rather placed all their 'eggs in one basket' and kept all their deposits short. **Reinvestment risk has collectively been and continues to be the biggest detriment to depositors' interest income over the post-GFC period.**

At the time of writing (early March), we see value in:

ADI	LT Credit Rating	Term	T/D Rate
Newcastle Permanent BS	BBB	3 years	~2.95% p.a.
Police CU SA	Unrated	2 years	~2.95% p.a.
Nexus Mutual	Unrated	2 years	~2.90% p.a.
Newcastle Permanent BS	BBB	2 years	~2.85% p.a.
Rural Bank	BBB+	2 years	~2.85% p.a.
Auswide Bank	BBB	2 years	~2.80% p.a.

For those investors that have capacity issues with the "BBB" and unrated ADI sector, we see value in:

ADI	LT Credit Rating	Term	T/D Rate
AMP	A	3 years	^2.95% p.a.
AMP	A	2 years	^2.95% p.a.
ING Bank Australia	A	2 years	~2.72% p.a.

[^] AMP T/Ds – these are grossed up rates which includes a 0.20% p.a. rebated commission from Imperium Markets. \$5m cap applies per individual investor.

The above deposits are suitable for investors looking to provide some income protection and mitigate reinvestment/rollover risk in the low interest rate environment.



For terms under 12 months, we believe the strongest value is currently being offered by a number of lower and unrated ADIs offering above-market specials (dependent on daily funding requirements):

ADI	LT Credit Rating	Term	T/D Rate
Nexus Mutual	Unrated ADI	12 months	2.85% p.a.
Bank of Sydney	Unrated ADI	12 months	2.85% p.a.
Nexus Mutual	Unrated ADI	6 months	2.82% p.a.
Bank of Sydney	Unrated ADI	6 months	2.82% p.a.
Australian Military Bank	Unrated ADI	6-12 months	2.80% p.a.
Auswide	BBB	12 months	2.72% p.a.
ME Bank	BBB	3-12 months	2.70% p.a.

Amongst the higher rated ADIs ("A" rated or higher), the following deposits remain attractive for terms under 12 months:

ADI	LT Credit Rating	Term	T/D Rate
AMP	A	6-9 months	^3.00% p.a.
ICBC Sydney Branch	A	12 months	2.73% p.a.
ING	A	12 months	2.65% p.a.
NAB	AA-	12 months	2.65% p.a.

[^] AMP T/Ds – these are grossed up rates which includes a 0.20% p.a. rebated commission from Imperium Markets. \$5m cap applies per individual investor.



Senior FRNs & Recommendations

Over February, amongst the senior major bank FRNs, physical credit securities tightened significantly on the back of the 'risk-on' environment across most asset classes. During the month, NAB (AA-) issued a new 5 year senior FRN deal at +104bp, printing \$2.6bn. This followed the big four domestic major banks who already issued new benchmark issues earlier this year with CBA (AA-) and Westpac (AA-) printing at the widest levels, albeit the latter issuing a slightly longer tenor of 5½ years.

Despite the rally, we still see good value for a new 5 year major bank FRN (at around +100bp), given the slight premium offered in the primary market, and particularly once factoring in the potential capital gains which could be realised from as early as two years after being launched. The **grossed up returns would be around +135bp over a 2 year holding period in a relatively stable credit environment**, over and above where the highest margins are paying compared to the medium to longer-dated deposits.

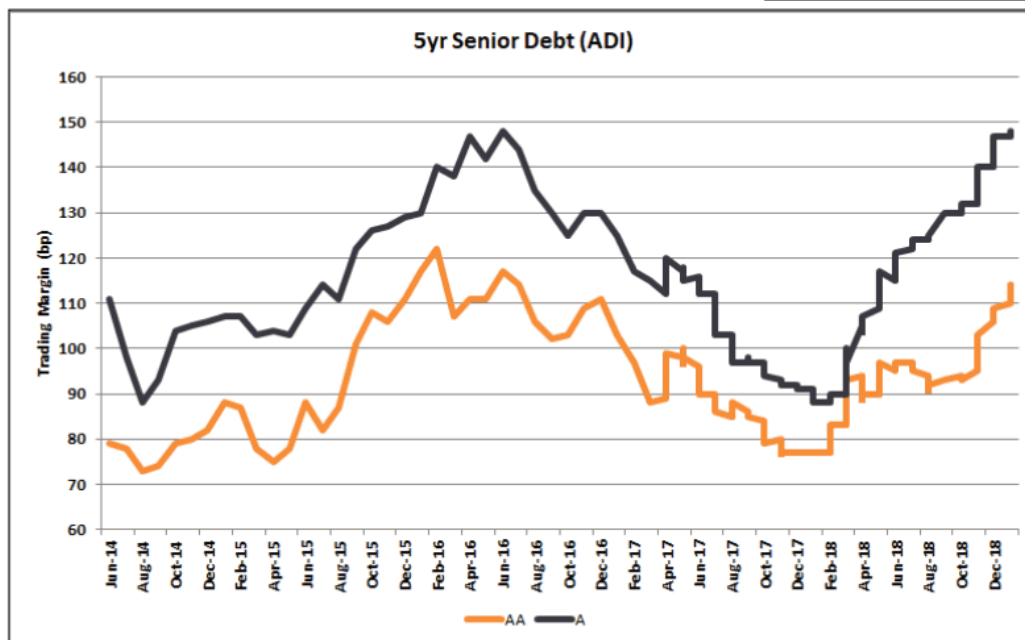
We continue to see better value in longer tenors (i.e. favour 5 year terms over 3 year terms) amongst the "AA" rated ADIs due to their high liquidity and ability to 'roll down the curve' over a 2-2½ year holding period.

Collectively over the month, the "A" rated cohort tightened around -8bp for both 3 and 5 year terms. Meanwhile, the "BBB" rated ADIs tightened -10bp following CUA's (BBB) new 3 year issue printing \$200m at +123bp, after initial guidance of +128bp. Newcastle PBS (BBB) also issued a 2 year issue at +110bp in mid-February, printing \$165m. Overall, there remains very little turnover (traditionally) in the secondary market amongst the lower regional ADIs.

Overall, credit remains tight on a historical basis but much more attractive after the recent correction experienced in credit markets over December / early January. The relative movement in spreads between medium-longer dated deposits and FRNs has seen the latter become much more attractive over the past few months.

Senior FRNs (ADIs)	28/02/2019	31/01/2019
"AA" rated – 5yrs	+98bp	+110bp
"AA" rated – 3yrs	+72bp	+86bp
"A" rated – 5yrs	+140bp	+148bp
"A" rated – 3yrs	+115bp	+123bp
"BBB" rated – 3yrs	+123bp	+133bp

Source: IBS Capital



Source: IBS Capital

We now generally **recommend switches** ('benchmark' issues only) into new primary issues, out of the following senior FRNs that are maturing:

- On or before early 2022 for the "AA" rated ADIs (domestic major banks);
- On or before 2020 for the "A" rated ADIs; and
- Within 12 months for the "BBB" rated ADIs (consider case by case).

Investors holding onto the above senior FRNs ('benchmark' issues only) in their last 1-2 years are now generally holding sub-optimal investments and are not maximising returns by foregoing realised capital gains. In the current low interest rate environment, any boost in overall returns should be locked in when it is advantageous to do so.

We recommend Council starts introducing liquid senior FRNs into the portfolio, potentially starting with the domestic major banks.



Economic Commentary Review

International Market

Global share markets continued their gains in February as there was ongoing positive development on the US-China trade talks with suggestions that Presidents Trump and Xi would meet in Trump's Florida resort in mid-March. With the avoidance of another US government shutdown mid-month, this provided the tailwind for global equity markets during the week.

In the US, the S&P 500 Index gained +2.97% while the NASDAQ rose +3.44%. Across Europe, the main economies also rallied, led by France's CAC (+4.96%), Germany's DAX (+3.07%) and UK's FTSE (+1.52%).

The US unemployment rate ticked up to 4.0% from 3.9%, although this was partially driven by a combination of a higher participation rate (63.2% from 63.1%) and the partial government shutdown (where some displaced government workers deemed themselves unemployed).

US Fed Chair Powell gave an upbeat assessment of the US economy, saying that economic output has been growing at a solid pace, unemployment at a near half-century low and that officials *"don't feel the probability of recession is at all elevated"*.

US headline CPI printed unchanged against expectations for a +0.1% rise, but the core CPI reading printed at +0.2% m/m. US retail sales for December fell -1.2% in headline terms, -1.4% excluding autos and gas.

Q4 US GDP came in at +2.6% annual growth, beating broader market expectations.

UK Q4 GDP came in at a weaker than expected +0.2%, with the month of December showing a decline of -0.4%.

UK Prime Minister May told parliament that if they rejected her Withdrawal Agreement on March 12th, they would in the subsequent days have the option of voting to leave the EU on March 29th without a deal, or vote for an extension of Article 50. Meanwhile, 7 UK Labour MPs split away from the party, now to sit in Parliament as independents, as they are against Brexit.

The **German economy saw no GDP growth in Q4 after -0.2% in Q3**, flat-lining and skirting technical recession. Euro GDP growth was left unrevised at a meagre +0.2% with Germany, France and Italy all having a very soft second half, and Italy having two negative quarters (i.e. technical recession).

The **MSCI World ex-AUS gained +2.84%** for the month of February.

Index	1m	3m	1yr	3yr	5yr	10yr
S&P 500 Index	+2.97%	+0.88%	+2.60%	+12.95%	+8.41%	+14.25%
MSCI World ex-AUS	+2.84%	+2.09%	-1.39%	+10.54%	+4.68%	+10.86%
S&P ASX 200 Accum. Index	+5.98%	+9.95%	+7.05%	+12.91%	+7.30%	+11.12%

Source: S&P, MSCI



Domestic Market

The **RBA kept interest rates on hold at 1.50%** in its meeting in February, as widely expected. The RBA's GDP forecast for 2019 was cut from 3.5% to 3.0%, with core inflation trimmed from 2.25% to 2.00% (and the return to target expected to take a little longer than previously anticipated). The unemployment rate forecast was left unchanged to decline to 4.75% over the next few years.

RBA Governor Lowe said the Board was no longer convinced that the **next move in interest rates** is more likely to be up. Instead, the outlook is **"more evenly balanced"** given increased downside risks globally and domestically. He commented that if there was a *"sustained increased in the unemployment rate and a lack of further progress towards the inflation objective, lower interest rates might be appropriate at some point. We have the flexibility to do this if needed"*.

Building approvals fell -8.4% m/m in December, another material decline from the previous month's drop of -9.1%. The apartment sector is feeling the brunt, down in each of October, November and December by -4.2%, -18.3% and -18.8% respectively.

The final report of the Banking Royal Commission made 76 recommendations, of which the Australian Treasurer has said the Government will be taking action on all. The Commissioner did not make any recommendations on the banks' level of required capital and made no recommendations with respect to structural separation of the banks i.e. not requiring banks to divest wealth management or insurance operations.

There was a large improvement in the trade surplus to \$3.7bn for December 2018, the highest level since December 2016, as imports fell by -6.0% m/m.

Retail sales came down a noticeable -0.4% m/m for December, with the market expecting a flat result. This points to additional downside risks to estimates for the December quarter GDP.

Q4 total real capital expenditure was stronger than expected, up +2.0% q/q.

The Australian dollar fell over -1½% this month, finishing at US71.46 cents (from US72.68 cents the previous month).

Credit Market

The main global credit indices rallied again over February, **tightening another 9-13%** over the month. Credit spreads are now back to where they were in mid-2018 and very tight on a historical basis:

Index	February 2019	January 2019
CDX North American 5yr CDS	60bp	66bp
iTraxx Europe 5yr CDS	61bp	71bp
iTraxx Australia 5yr CDS	69bp	78bp

Source: Markit



Fixed Interest Review

Benchmark Index Returns

Index	February 2019	January 2019
Bloomberg AusBond Bank Bill Index (0+YR)	+0.17%	+0.18%
Bloomberg AusBond Composite Bond Index (0+YR)	+0.94%	+0.64%
Bloomberg AusBond Credit FRN Index (0+YR)	+0.43%	+0.28%
Bloomberg AusBond Credit Index (0+YR)	+0.87%	+0.52%
Bloomberg AusBond Treasury Index (0+YR)	+1.03%	+0.71%
Bloomberg AusBond Inflation Gov't Index (0+YR)	+0.50%	+1.15%

Source: Bloomberg

Other Key Rates

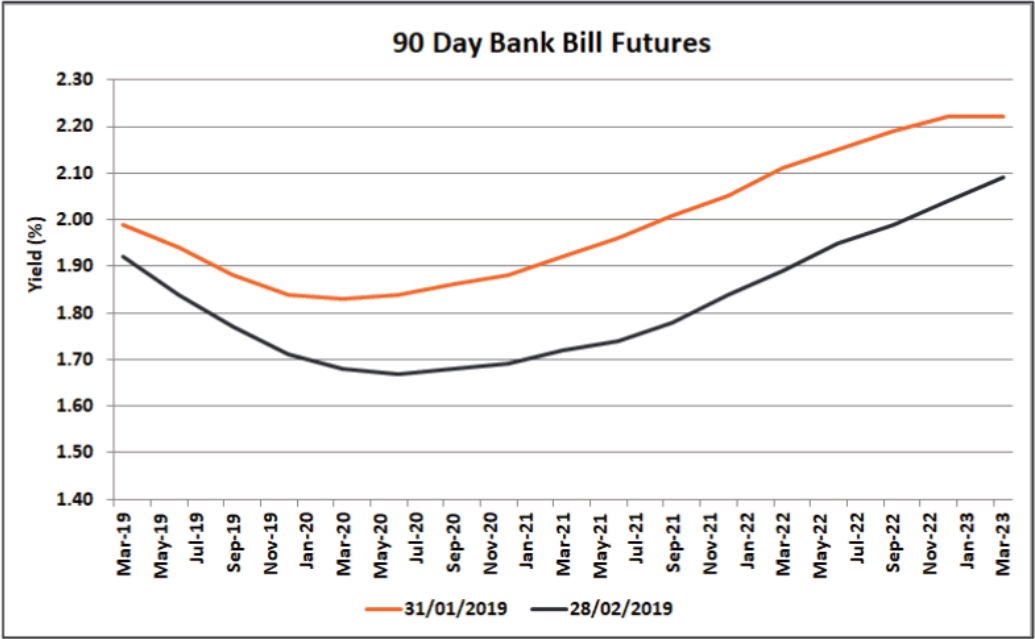
Index	February 2019	January 2019
RBA Official Cash Rate	1.50%	1.50%
90 Day (3 month) BBSW Rate	1.87%	2.07%
3yr Australian Government Bonds	1.63%	1.75%
10yr Australian Government Bonds	2.10%	2.24%
US Fed Funds Rate	2.25%-2.50%	2.25%-2.50%
10yr US Treasury Bonds	2.73%	2.63%

Source: RBA, AFMA, US Department of Treasury



90 Day Bill Futures

Over February, bill futures fell significantly across the board as talks of future interest rate cuts dominated headlines. Domestically, the futures market is now factoring in around a 50% chance of a rate cut by August 2019 and fully pricing in one rate cut February 2020. This resulted in the significant reduction in the bill futures curve over the month:



Source: ASX



Fixed Interest Outlook

The US Federal Reserve reaffirmed its 'patient' approach to any further adjustments to their target range, although they signalled that their tightening bias was not entirely dead and buried just yet.

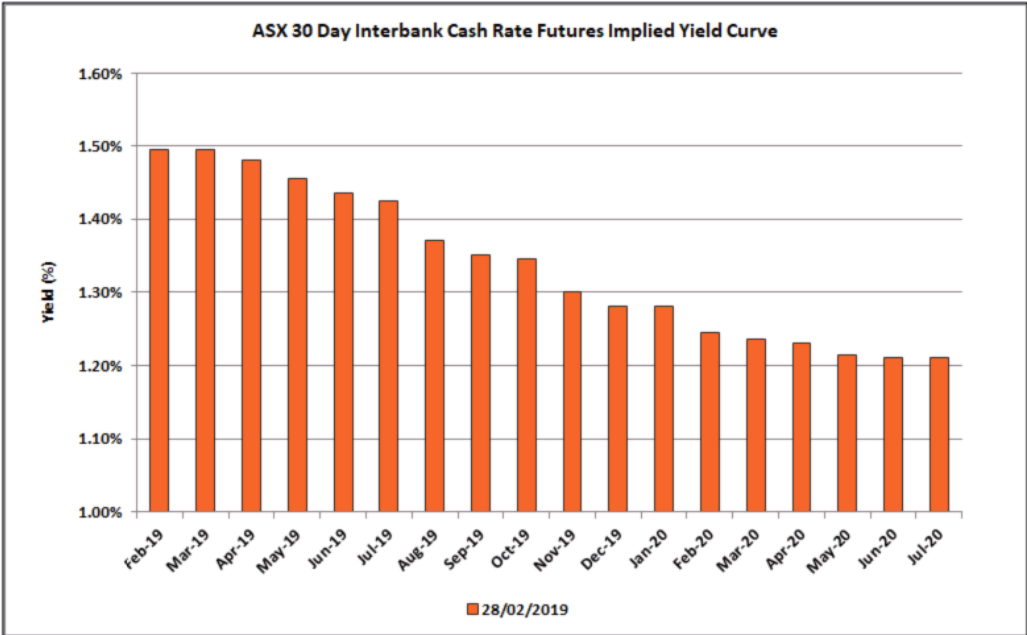
Fed Chair Powell said *"we're trying to think of ways of making that inflation 2% target highly credible, so that inflation averages around 2%, rather than only averaging 2% in good times and then averaging way less than that in bad times."*

Domestically, the RBA shifted its view and signalled the next movement in interest rates is now finely balanced. For now, they remain on a neutral bias. Housing concerns are being monitored as house prices in the main capital cities continue to trend downwards, while the level of household debt remains high. The banks have also carried their 'out of cycle' rate hikes, citing increased cost of funding due to weaker credit markets, which in turn has assisted in the downturn in the domestic property market.

Governor Lowe indicated that the adjustment in the housing market was not expected to derail the economy, arguing that income growth mattered more for consumer spending than the wealth effect from house prices.

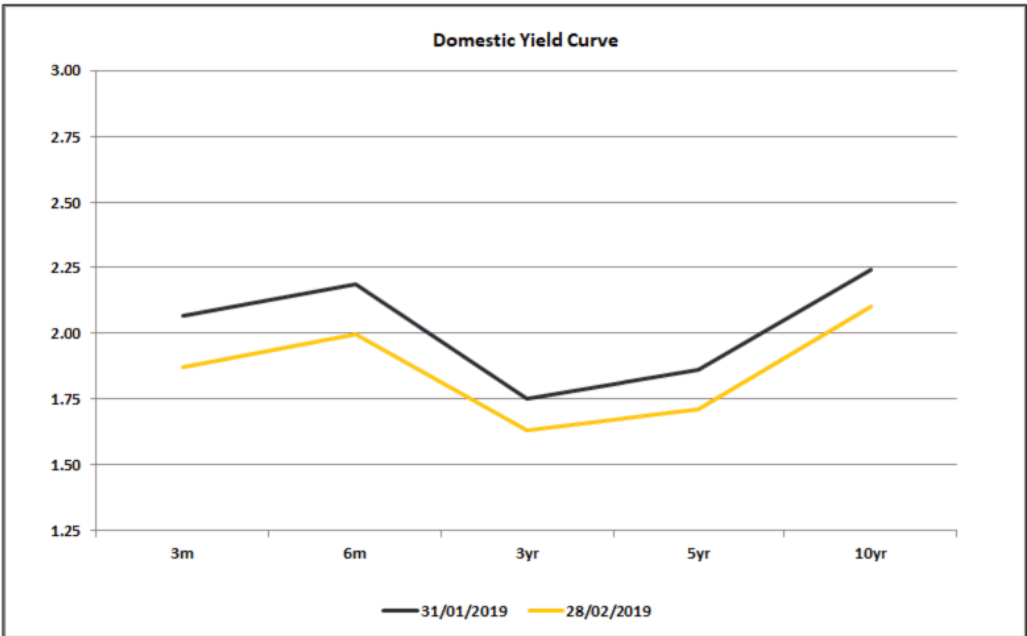
The key risks for the RBA stem from the impact of international trade wars, US inflation and a slowdown in the global economy. Domestically, they are focused on employment, wage growth, housing and consumption. As a result of these uncertainties, the Bank continues to be cautious and remain neutral, but ready to adjust interest rates should any downside risks materialise.

The futures market is now clearly focused on a rate cut **with the prospect of a 25bp cut by August 2019 seen as a 50% scenario, while fully factoring in one cut by February 2020.** Some forecasters are predicting the RBA will be forced to cut multiple times this year on expectations of a slowdown in the domestic and global economy, household finances impacting consumer confidence and a further downturn in residential property.



Source: ASX

Longer-term, the bond market continues to suggest a ‘lower-for-longer’ period of interest rates. The domestic yield curve fell across the board during February, with yields falling as much as 15bp, mainly on the back of the market factoring in a potential interest rate cut later in the year.



Source: AFMA, RBA



Disclaimer

The information provided in this document is intended for investors of Imperium Markets only and does not constitute a recommendation or an offer to invest. Market sections of this document are descriptive and do not take into account the investment objectives, financial situation or particular needs of any particular investor. Before making an investment decision or acting on any of the information or recommendations contained in this report, the investor should consider whether such recommendation is appropriate given the investor's particular investment needs, objectives and financial circumstances. We recommend you consult your investment adviser for updated advice that addresses your specific needs and situation before making investment decisions. All information and recommendations expressed herein constitute judgements as of the date of this report and may change without notice.

Portfolio as at : 01/03/2019

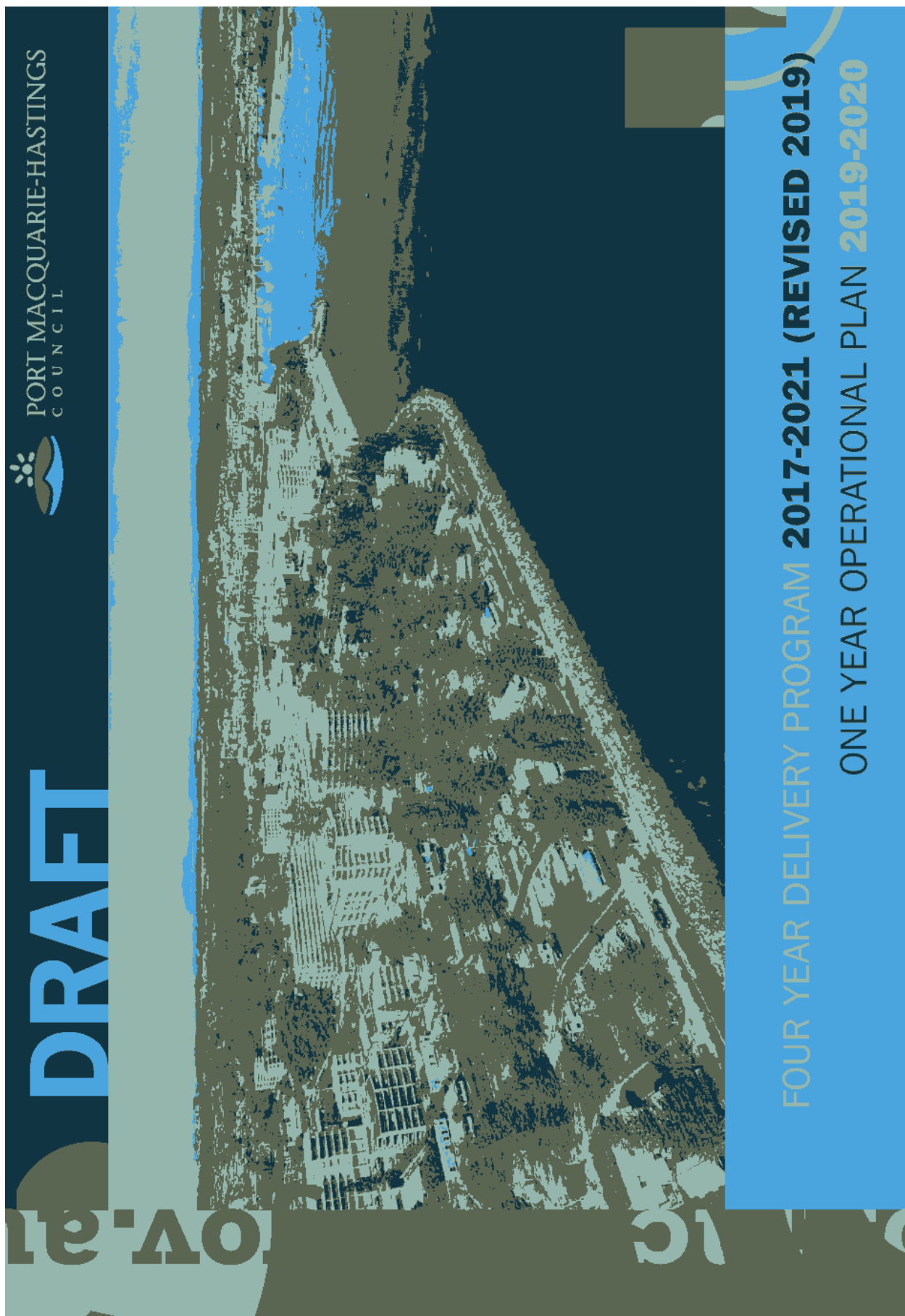
Type	Rating	Issuer	Allocation	Frequency	Principal	Purchase	Maturity	Rate	Accrued	Accr MTD	Reference
TD	BBB	Newcastle Permanent	GENERAL	Annual	2,000,000	08/03/2016	08/03/2019	3.6000	70,816.44	197.26	29806
TD	BBB+	Bendigo and Adelaide	GENERAL	Annual	4,000,000	15/03/2017	15/03/2019	3.1000	119,583.56	339.73	2214551
TD	BBB+	Bendigo and Adelaide	GENERAL	Annual	2,000,000	27/03/2017	27/03/2019	2.9500	54,958.90	161.64	2224894
TD	AA-	Westpac	GENERAL	Annual	2,000,000	27/03/2017	27/03/2019	3.0100	56,076.71	164.93	032-586 521159
TD	BBB+	Bendigo and Adelaide	GENERAL	Annual	3,000,000	11/04/2017	11/04/2019	3.0000	80,136.99	246.58	2240503
TD	BBB	Members Equity Bank	GENERAL	Annual	4,000,000	27/04/2017	27/04/2019	2.9300	99,218.63	321.10	24460
TD	A	AMP Bank	GENERAL	Maturity	5,000,000	17/05/2018	07/05/2019	2.7500	108,869.86	376.71	TD364564047-478891
TD	BBB	Members Equity Bank	GENERAL	Annual	3,000,000	19/05/2017	20/05/2019	2.8700	67,228.77	235.89	24821
TD	A+	Rabobank Australia Branch	GENERAL	Annual	6,000,000	23/05/2016	23/05/2019	3.1500	146,539.73	517.81	18843
TD	AA-	Westpac	GENERAL	Quarterly	3,000,000	29/05/2018	11/06/2019	2.7100	445.48	222.74	6775257
TD	BBB+	Bendigo and Adelaide	GENERAL	Annual	2,000,000	07/07/2016	08/07/2019	3.1500	40,734.25	172.60	1986640
TD	AA-	NAB	GENERAL	Maturity	2,000,000	17/07/2018	16/07/2019	2.7800	34,730.96	152.33	GMI-DEAL-10549241
TD	AA-	Westpac	GENERAL	Annual	4,000,000	24/07/2017	24/07/2019	2.9400	71,204.38	322.19	032-697 114230
TD	AA-	Westpac	GENERAL	Annual	3,000,000	15/08/2016	15/08/2019	3.1000	50,704.11	254.79	032-586 511-284
TD	BBB	Newcastle Permanent	GENERAL	Annual	2,000,000	15/08/2016	15/08/2019	3.0000	32,712.33	164.38	31125
TD	AA-	Westpac	GENERAL	Annual	3,000,000	22/08/2017	22/08/2019	2.9000	45,764.38	238.36	032-697 115436
TD	A	ING Direct	GENERAL	Annual	5,000,000	22/08/2017	22/08/2019	2.7500	72,328.77	376.71	26932
TD	AA-	Commonwealth Bank	GENERAL	Annual	3,000,000	04/09/2017	29/08/2019	2.7300	40,164.66	224.38	B37942904.6
TD	AA-	Westpac	GENERAL	Annual	3,000,000	04/09/2017	04/09/2019	2.9600	43,548.49	243.29	032-697 115 794
TD	AA-	St George Bank	GENERAL	Annual	5,000,000	08/09/2016	08/09/2019	3.2000	75,835.62	438.36	355290684
TD	AA-	St George Bank	GENERAL	Annual	4,000,000	27/09/2016	27/09/2019	3.2000	54,706.85	350.68	355333138
TD	AA-	NAB	GENERAL	Annual	3,000,000	11/07/2018	15/10/2019	2.8500	54,813.70	234.25	GMI-DEAL-10547992
TD	A	ICBC Sydney Branch	GENERAL	Annual	4,000,000	31/10/2018	29/10/2019	2.8300	37,836.71	310.14	00001
TD	A	ICBC Sydney Branch	GENERAL	Maturity	5,000,000	20/11/2018	12/11/2019	2.8600	39,961.64	391.78	0125001100000186702
TD	A	ICBC Sydney Branch	GENERAL	Annual	4,000,000	13/11/2018	19/11/2019	2.8600	34,163.29	313.42	00003
TD	A	ICBC Sydney Branch	GENERAL	Annual	5,000,000	28/11/2018	26/11/2019	2.8200	36,312.33	386.30	00006
TD	AA-	Westpac	GENERAL	Quarterly	3,000,000	14/12/2018	10/12/2019	2.7300	17,501.92	224.38	7389786
TD	AA-	Westpac	GENERAL	Quarterly	4,000,000	14/12/2018	17/12/2019	2.7300	23,335.89	299.18	7389774
TD	AA-	Westpac	GENERAL	Quarterly	5,000,000	14/01/2019	14/01/2020	2.7200	17,512.33	372.60	7448784
TD	BBB	Members Equity Bank	GENERAL	Annual	2,000,000	24/01/2017	24/01/2020	3.2500	6,609.32	178.63	22835
TD	A	ICBC Sydney Branch	GENERAL	Maturity	1,000,000	20/02/2019	04/02/2020	2.7200	745.21	74.52	00010
TD	A	ING Direct	GENERAL	Annual	4,000,000	15/02/2018	17/02/2020	2.8700	4,717.81	314.52	30810
TD	A	ING Direct	GENERAL	Annual	4,000,000	28/02/2018	03/03/2020	2.8900	633.42	316.71	378133

Type	Rating	Issuer	Allocation	Frequency	Principal	Purchase	Maturity	Rate	Accrued	Accr MTD	Reference
TD	BBB	Newcastle Permanent	GENERAL	Annual	2,000,000	10/03/2016	10/03/2020	3.7000	71,972.60	202.74	29843
TD	A	ING Direct	GENERAL	Annual	4,000,000	02/03/2018	17/03/2020	2.8800	115,200.00	315.62	378677
TD	BBB+	BOQ	GENERAL	Annual	3,000,000	19/05/2017	19/05/2020	3.0000	70,273.97	246.58	453470
TD	A	ING Direct	GENERAL	Annual	4,000,000	22/05/2018	26/05/2020	2.9400	91,502.47	322.19	403498
TD	A	ING Direct	GENERAL	Annual	3,000,000	29/05/2018	09/06/2020	2.8800	65,569.32	236.71	6775257
TD	AA-	Westpac	GENERAL	Quarterly	5,000,000	06/06/2018	16/06/2020	2.9100	34,282.19	398.63	6795148
TD	AA-	NAB	GENERAL	Annual	5,000,000	03/07/2018	07/07/2020	2.9000	96,136.99	397.26	10545823
TD	AA-	NAB	GENERAL	Annual	3,000,000	11/07/2018	14/07/2020	2.9200	56,160.00	240.00	GMI-DEAL-10547993
TD	A	ING Direct	GENERAL	Annual	4,000,000	21/08/2018	25/08/2020	2.8500	60,279.45	312.33	424329
TD	A	ING Direct	GENERAL	Annual	4,000,000	13/09/2018	08/09/2020	2.8700	53,468.49	314.52	429068
TD	AA-	Westpac	GENERAL	Annual	3,000,000	13/09/2017	14/09/2020	3.1700	44,293.15	260.55	032-697 116017
TD	A	ING Direct	GENERAL	Annual	4,000,000	13/09/2018	22/09/2020	2.8700	53,468.49	314.52	429067
TD	AA-	NAB	GENERAL	Annual	4,000,000	17/10/2018	13/10/2020	2.7800	41,433.42	304.66	GMI-DEAL-10573417
TD	A	ICBC Sydney Branch	GENERAL	Annual	6,000,000	31/10/2018	27/10/2020	2.9300	58,760.55	481.64	00002
TD	A	ICBC Sydney Branch	GENERAL	Annual	5,000,000	13/11/2018	10/11/2020	2.9300	43,749.32	401.37	00004
TD	A	ICBC Sydney Branch	GENERAL	Annual	2,000,000	05/12/2018	08/12/2020	2.8600	13,633.97	156.71	0125001100000186702
TD	A	ICBC Sydney Branch	GENERAL	Annual	6,000,000	14/12/2018	15/12/2020	2.8900	37,055.34	475.07	00009
TD	BBB+	BOQ	GENERAL	Annual	2,000,000	24/01/2017	25/01/2021	3.6500	7,400.00	200.00	438425
TD	AA-	Westpac	GENERAL	Annual	2,000,000	21/02/2017	22/02/2021	3.3900	1,671.78	185.75	032-586 519825
TD	BBB+	BOQ	GENERAL	Annual	3,000,000	10/03/2016	10/03/2021	3.8000	110,876.71	312.33	391843
TD	A	ING Direct	GENERAL	Annual	2,000,000	20/02/2019	16/03/2021	2.8200	1,545.21	154.52	475707
TD	AA-	Westpac	GENERAL	Quarterly	4,000,000	22/03/2018	23/03/2021	3.0200	22,505.21	330.96	6791206
TD	AA-	Westpac	GENERAL	Quarterly	4,000,000	22/05/2018	25/05/2021	3.1000	2,717.81	339.73	6927394
TD	A+	Rabobank Australia Branch	GENERAL	Annual	5,000,000	08/06/2017	07/06/2021	3.0200	110,457.53	413.70	25359
TD	AA-	Westpac	GENERAL	Quarterly	3,000,000	06/06/2018	15/06/2021	3.1000	21,912.33	254.79	6795153
TD	AA-	NAB	GENERAL	Annual	4,000,000	03/07/2018	22/06/2021	3.0000	79,561.64	328.77	10545826
TD	AA-	NAB	GENERAL	Annual	3,000,000	03/07/2018	06/07/2021	3.0000	59,671.23	246.58	083-375 99-999-9947
TD	AA-	Westpac	GENERAL	Quarterly	5,000,000	17/07/2018	13/07/2021	3.0400	18,323.29	416.44	7052868
TD	AA-	NAB	GENERAL	Annual	4,000,000	26/07/2018	20/07/2021	3.0400	72,960.00	333.15	GMI-DEAL-10552065
TD	AA-	NAB	GENERAL	Annual	5,000,000	02/08/2018	03/08/2021	3.0700	89,156.16	420.55	GMI-DEAL-10554251
TD	AA-	Westpac	GENERAL	Quarterly	5,000,000	13/09/2018	14/09/2021	2.8800	31,167.12	394.52	7180013
TD	AA-	NAB	GENERAL	Annual	5,000,000	27/09/2018	28/09/2021	3.0500	65,178.08	417.81	GMI-DEAL-10568550
TD	AA-	Westpac	GENERAL	Quarterly	5,000,000	13/09/2018	12/10/2021	2.8900	31,275.34	395.89	7179943
TD	A	ICBC Sydney Branch	GENERAL	Annual	4,000,000	05/12/2018	07/12/2021	3.0100	28,698.08	329.86	0125001100000186702
TD	BBB	Newcastle Permanent	GENERAL	Quarterly	4,000,000	07/02/2019	08/02/2022	3.0500	7,687.67	334.25	1381/37459

Type	Rating	Issuer	Allocation	Frequency	Principal	Purchase	Maturity	Rate	Accrued	Accr MTD	Reference
TD	AA-	NAB	GENERAL	Annual	5,000,000	21/02/2017	21/02/2022	3.4600	4,265.75	473.97	10420935
TD	AA-	Westpac	GENERAL	Annual	2,000,000	21/02/2017	21/02/2022	3.6100	1,780.27	197.81	23294
TD	BBB+	BOQ	GENERAL	Annual	2,000,000	15/03/2017	15/03/2022	3.8000	73,293.15	208.22	445483
TD	A+	Rabobank Australia Branch	GENERAL	Annual	5,000,000	08/06/2017	07/06/2022	3.2200	117,772.60	441.10	25360
TD	AA-	NAB	GENERAL	Annual	4,000,000	02/08/2018	02/08/2022	3.2200	74,809.86	352.88	GMI-DEAL-10554252
TD	AA-	NAB	GENERAL	Annual	4,000,000	16/08/2018	16/08/2022	3.0500	66,180.82	334.25	GMI-DEAL-10557367
TD	A+	Rabobank Australia Branch	GENERAL	Annual	3,000,000	13/09/2017	13/09/2022	3.3800	47,227.40	277.81	27388
TD	AA-	Westpac	GENERAL	Annual	3,000,000	13/09/2017	13/09/2022	3.4100	47,646.58	280.27	032-697 116 009
CAS H	AA-	Westpac	GENERAL	Monthly	16,710,418.14	31/05/2017	01/03/2019	2.2000	1,007.20	1,007.20	WESTPAC COMMERCIAL BANK 31 DAY NOTICE SAVER ACCOUNT
TOTALS					\$294,710,418.14				\$3,845,449.20	\$23,903.10	

2017-2021 Delivery Program and 2018-2019 Operational Plan Exception Report as at 31 December 2018							Attachment A
Operational Plan Activity 2018 - 2019	Lead Responsibility	Council Service	Success Measures	Target	YTD Actual	Comment on Progress 31 December 2018	
Theme: Leadership and Governance							
1.3.4.5 CW Works Depot relocation - preconstruction/design (multi-year project in 2017-18 linked to 1.3.4.4 CW) 1.3.5.3 Implement the Human Resource Information System (HRIS) 1.3.5.3 Implement the Human Resource Information System (HRIS) 1.4.1.1 CW Renew technology infrastructure to provide secure and responsive information Communication Technology (ICT) systems (ICT - Projects - multi-year project) Allocated Amount \$1.5.1.7 Greenmeadows Drive residential development planning 1.5.1.7 Greenmeadows Drive residential development planning	Assets and Property Investment	Assets and Property Investment	Deliver project according to approved project plan (Works Depot relocation)	100%	75%	Behind schedule. Land negotiations commencing.	
	Organisational Performance	Human Resources	Commenced implementation of HRIS system	100%	0%	Behind schedule. Yet to commence. Council Executive has determined that this project is on hold, with review in February 2019.	
	Organisational Performance	Human Resources	Commenced training of HRIS system	100%	0%	Behind schedule. Yet to commence. Council Executive has determined that this project is on hold, with review in February 2019.	
	Digital Technology	Digital Technology	Deliver project according to approved project plan (ICT - Projects)	100%	90%	Behind Schedule: Customer experience projects are currently in planning and assessment phase, prior to commence. Other projects are on target as per DT Roadmap.	
2.1.3.5 Provide a safe water supply in accordance with Australian Drinking Water Quality Guidelines 2.3.2.4 Undertake regional master planning for recreational facilities 2.3.2.6 CW Hastings River recreational boating improvements - Undertake design/pre-construction for provision of new facility as per Boating Needs Investigation Allocated Amount 2018-19 - \$310,000	Assets and Property Investment	Assets and Property Investment	Develop concept plan for Greenmeadows Drive development	100%	50%	Behind schedule. Site use options currently under review. Concept planning to commence early 2019.	
	Assets and Property Investment	Assets and Property Investment	Lodge Development Approval application for Greenmeadows Drive development	100%	50%	Behind schedule. Site use options currently under review. Concept planning to commence early 2019.	
	Water and Sewer	Water	Have nil reportable incidents in accordance with NSW Health agreed protocols	100%	99%	Behind target. One reportable Faecal Coliform detect during the reporting period. Repeat sample was all clear with no detection of faecal coliforms.	
2.3.3.15 CW Kendall Skatepark – renewal of facility at end of useful life – design and construct Allocated Amount 2018-19 - \$150,000 2.3.4.07 CW Google Track - construct shared walkway/cycleway, Stage 2 - multi-year project - Adopted 2017-18 - \$75,696	Recreation and Buildings	Sports and Recreation	Continue master planning for Flynns Beach	100%	50%	Behind schedule. Draft Flynns Beach Master Plan is to be presented to the Council in early 2019 to seek support for public exhibition of the draft plan.	
	Recreation and Buildings (Infrastructure Delivery)	Sports and Recreation	Deliver project according to approved project plan (Hastings River recreational boating improvements)	100%	80%	Behind schedule This project remains in the initiation phase. Design phase commencement is pending negotiations re land acquisition and traffic/intersection planning. No construction is proposed on this project during the 2018/19 FY. This project will continue into the 2019/20 FY.	
	Recreation and Buildings (Infrastructure Delivery)	Sports and Recreation	Deliver project according to approved project plan (Kendall Skatepark renewal)	100%	100%	Behind schedule. The initiation phase of this project dependent on confirmation of land availability for the proposed skatepark. Construction of this project by the targeted end date of June 2019 is at risk. No monthly report.	
	Recreation and Buildings	Sports and Recreation	Deliver project according to approved project plan (Google Track - construct shared walkway/cycleway, Stage 2)	100%	20%	Behind schedule. The next stage of works associated with the Google Track was confirmed by National Parks at the August 2018 Google Track Working Group Meeting. Design timelines are to be confirmed by National Parks.	
Theme: Your Business and Industry							
3.1.2.1 Finalise Local Environmental Plan (LEP) and Development Control Plan (DCP) amendments in relation to a business park near Port Macquarie Airport	Strategic Land Use Planning	Strategic Land Use Planning	Report to Council regarding adoption of LEP and DCP amendments by 31 Dec	100%	50%	Behind schedule. Airport Biodiversity Certification gazetted on 7 September 2018. Proposed location for a future airport business park reported to the November 2018 Council meeting. Further report to be presented to the February 2019 Council meeting in relation to a Planning Proposal for the proposed airport precinct business park.	

3.4.3.2 Prioritise, advocate and implement projects that enhance the local digital environment.	Economic Development and Communications	Economic Development	Expand the local free Council WiFi network	100%	25%	Behind target. Initial investigations placed on hold during this quarter due to a reduction in team resources and higher priorities.
Theme: Your Natural and Built Environment						
4.1.2.2 CW Upgrade disinfection dosing system at various locations - Allocated Amount 2018-19 - \$204,400	Water and Sewer	Water	Deliver project according to approved project plan (Upgrade disinfection dosing system at various locations)	100%	50%	Behind target. Sourcing additional quotes for this work (Chlorine gas installation at Telegraph Point Water Treatment Plant) from alternative suppliers. Works to commence in Q3 2018/19.
4.1.5.06 CW Black Swan Terrace - Stormwater detention facility - Adopted 2017-18 - \$300,000	Transport and Stormwater Network	Stormwater	Deliver project according to approved project plan (Black Swan Terrace - Stormwater detention facility)	100%	80%	Behind schedule. Design is currently being amended with recommendations from the Dam Safety Review.
4.2.1.03 Undertake development of Coastal Management Plans	Environmental Services	Environmental	Development of Coastal Management Plans complete	100%	0%	Behind schedule. Development of the over arching Coastal Management Program is dependant on funding. Grant funding being sought.
4.4.1.02 Develop a Regional Integrated Transport Strategy - multi-year project	Transport and Stormwater Network	Transport	Deliver project according to approved project plan (Develop a Regional Integrated Transport Strategy)	100%	80%	Behind schedule. Project has been delayed due to the Orbital Community Engagement Project.
4.4.1.12 CW Beechwood Road - continue the design for Stages 5 and 6 of Beechwood Road reconstruction - Riverbreeze to Waugh Street - multi-year project	Transport and Stormwater Network (Infrastructure Delivery)	Transport	Deliver project according to approved project plan (Design Stages 5 and 6 of Beechwood Road reconstruction)	100%	80%	Behind schedule. This design only project continues from the 2017/18 FY. Design works ongoing including Yippen Creek crossing targeting completion by Apr 2018.
4.4.1.29 CW Diamond Head Rd/The Boulevard Flood Access raising road (Dependant on success of grant funding application) Allocated Amount 2018-19 - \$347,000 (Floodplain Risk Mangt Plan Action)	Transport and Stormwater Network (Infrastructure Delivery)	Transport	Deliver project according to approved project plan (Diamond Head Rd/The Boulevard Flood Access raising road)	100%	80%	Behind schedule. This project continues from 2017/18 FY and is pending finalisation of the environmental assessment and grant funding being announced. Construction not anticipated to commence prior to 2019.
4.4.1.45 CW Ocean Drive duplication - Matthew Flinders Drive to Greenmeadows - multi-year project - Allocated Amount 2018-19 - \$360,000	Transport and Stormwater Network	Transport	Deliver project according to approved project plan (Ocean Drive duplication - Matthew Flinders Drive to Greenmeadows)	100%	80%	Behind schedule. An issue has been identified with the traffic modelling which has delayed the business case development. This issue is being worked through.
4.4.1.48 Development Contribution Plan (Roads) Review and Update	Transport and Stormwater Network	Transport	Deliver project according to approved project plan (Development Contribution Plan (Roads) Review and Update)	100%	50%	Behind schedule. Project scoping has been delayed due to other higher priority program activities.
4.6.1.01 Undertake weed management program according to the Mid North Coast Invasive Plant Species Strategy 2012, working in partnership with community groups such as Landcare	Environmental Services	Environmental	20% of all plant nurseries in the local government area (LGA) inspected for invasive weeds	100%	0%	Behind schedule. Due to resourcing constraints, however this is a priority action for first quarter 2019.
4.7.1.2 CW install solar energy systems at the Kew Waste Transfer Station and the Port Macquarie Reclaimed Water Treatment Plant	Water and Sewer	Water	Solar system installation at the Port Macquarie Reclaimed Water Treatment Plant complete	100%	30%	Behind target. Public works have been engaged to develop tender specifications. Tender for solar installation at the Port Macquarie Reclaimed Water Treatment Plant is likely to be issued in early 2019 due to delays with Public Works. Installation targeted for the end 2018/19.
4.8.3.1 Finalise the Biodiversity Strategy	Environmental Services	Environmental	Biodiversity Strategy presented to Council for adoption	100%	0%	Behind schedule. Finalisation of the Draft Strategy delayed pending revised/updated mapping.





Cover, Port Macquarie
Above: Gravity main during construction



Table of Contents

Message from the Mayor and the General Manager.....	4
Councillor profiles.....	6
Organisational Structure.....	7
Our Vision	8
Our Mission	8
Our Community Themes	8
What is Integrated Planning and Reporting (IPR)?.....	9
How do the plans integrate?	11
IPR Integration Framework.....	12
What have the community told us?.....	13
Improvement Plan.....	15
DELIVERY PROGRAM 2017-2021.....	16
Delivery Program Quick Reference Guide	17
■ Community Theme 1 – Leadership and Governance	19
■ Community Theme 2 – Your Community Life	22
■ Community Theme 3 – Your Business and Industry	25
■ Community Theme 4 – Your Natural and Built Environment.....	28
Funding the Delivery Program.....	32
The Financial Plan.....	32
Budget Statement.....	33
Capital Works Program.....	35
OPERATIONAL PLAN 2019-2020.....	37
Our Services for the Community.....	38
Funding the Operational Plan	40
Budget snapshot	42
Budget statement.....	46

Funding the Capital Works Program.....	44
2019-20 Capital Works Program	45
A snapshot of key projects across the region.....	56
Understanding the tables	59
■ Community Theme 1 – Leadership and Governance.....	60
What we are trying to achieve	60
Budget Statement.....	70
Income and Expenses	70
■ Community Theme 2 – Your Community Life	71
What we are trying to achieve	71
Budget Statement.....	85
Income and Expenses	85
■ Community Theme 3 – Your Business and Industry.....	86
What we are trying to achieve	86
Budget Statement.....	91
Income and Expenses	91
■ Community Theme 4 – Your Natural and Built Environment	92
What we are trying to achieve	92
Budget Statement.....	118
Income and Expenses	118
Glossary	119

Message

FROM THE MAYOR AND GENERAL MANAGER



Peter Pinsent
Mayor



Craig Swift
General Manager

We are pleased to be able to present the combined 2017-2021 Delivery Program and the 2019-2020 Operational Plan. This is the third annual Operational Plan within this four year Delivery Program, following the Council elections that were held in September 2016.

Once again we have kept the format of this plan the same as previous years, where we have combined the four year Delivery Program with the one year Operational Plan to allow for better integration of Council's planning documents. Importantly, the four community themes outlined in the Towards 2030 Community Strategic Plan are once again featured in this plan, with those themes being Leadership and Governance, Your Community Life, Your Business and Industry, Your Natural and Built Environment. This document is part of Council's integrated suite of planning documents and demonstrates how Council is achieving the objectives and vision of the Community Strategic Plan. The integration of this suite of documents has been done with the community in mind, to make it clear how the plans fit together and to make it easy to understand how we are planning for and delivering on community priorities.

It goes without saying that the continued growth of the Port Macquarie-Hastings local government area is one of the key ongoing challenges facing Council and the community and continuing to plan for and deliver the infrastructure to accommodate that growth is a major focus for Council. Whether this be the provision of increased water and sewer services, road rehabilitation and maintenance, stormwater maintenance, vegetation management, ongoing development and maintenance of our parks, reserves and sporting grounds, construction and maintenance of footpaths or providing waste services to name a few, Council is working hard to ensure our area can cope with the current and anticipated future growth.

4 PORT MACQUARIE - HASTINGS COUNCIL



Traffic congestion is one particular issue that Council will continue to work with the community on during 2019-2020 and this includes ongoing conversations around the proposed Orbital Road. Like any major infrastructure project, the planning and approval process can take many years for something like the proposed Orbital Road and during 2019-2020, if Council agrees to proceed to the next stage of planning for the proposed Orbital Road, work will commence on the strategic business case for the proposed road. The strategic business case will use information and findings from the engineering feasibility study and feedback from community engagement, to assist in determining if the project is socially and economically beneficial, taking into account issues such as amenity and environmental concerns. It is from this strategic business case that the most viable route/s will be determined, which will then inform initial concept design work. The community can be assured of our ongoing transparency as we continue to move through the various stages of this proposed project. The 2019-2020 Operational Plan includes expenditure of

- > Over \$26 million on the maintenance and upgrade of sealed and unsealed roads, bridges and roadside vegetation
- > Over \$38 million on sewerage services
- > Over \$14 million on water supply and related services
- > Over \$17 million in waste services
- > Over \$21 million on the maintenance and upgrade of playgrounds, sporting fields and open recreation spaces
- > Over \$4 million on stormwater maintenance and monitoring
- > Over \$1 million on shared footpaths and cycleways

This list is by no means exhaustive, but simply highlights some of the broad areas of focus during 2019-2020.

In 2017-2018, Council met the Operating Performance ratio benchmark as set by the New South Wales Government for the fourth year in a row, noting that the result for 2018-2019 will not be known until after this document is published. This benchmark indicates whether revenue is covering expenses and whether the Council is funding depreciation on its assets. The years of 2014-2018 have seen some of our best financial results for many years and we hope to continue that trend in the current 2018-2019 year and into 2019-2020. Having said that, with the growth being experienced in our area, Councils budgets, as with everyone's budgets, are under constant pressure and there will be ongoing vigilance required to ensure that Council continues to maintain its financial sustainability, whilst still delivering the services and works required by the community.

On the subject of benchmarks, Council continues to meet benchmark across several other key financial ratios, which indicates that Council has good cash liquidity and is able to pay debts as they fall due. The longer-term ratios that relate to Council's infrastructure are showing slight improvements, but they are still challenging as we continue to manage and maintain over \$2.1 billion worth of assets. It is expected that any continued improvements in these ratios will generally be incremental.

Throughout 2019-2020 we will also continue to take as many opportunities as possible to engage with our community, as it is these interactions that bring Council closer to the community. If we are to continue to create a vibrant future for our area, then we need to ensure we connect often with the people who help make our area such a vibrant place to live, learn, work, play and invest.

This combined 2017-2021 Delivery Program and the 2019-2020 Operational Plan is very much the result of engagement with our community over a long period of time and we look forward to continuing to listen to and deliver for the Port Macquarie-Hastings community in 2019-2020 and beyond.



Water, Stormwater,
Sewer and Waste
Alt Chair:
Councillor Justin Levigo
Communication,
Governance and
Community Relations
Alt Chair:
Councillor Rob Turner



**Councillor
Rob Turner**
Economic and
Cultural Development
Alt Chair,
Councillor
Geoff Hawkins



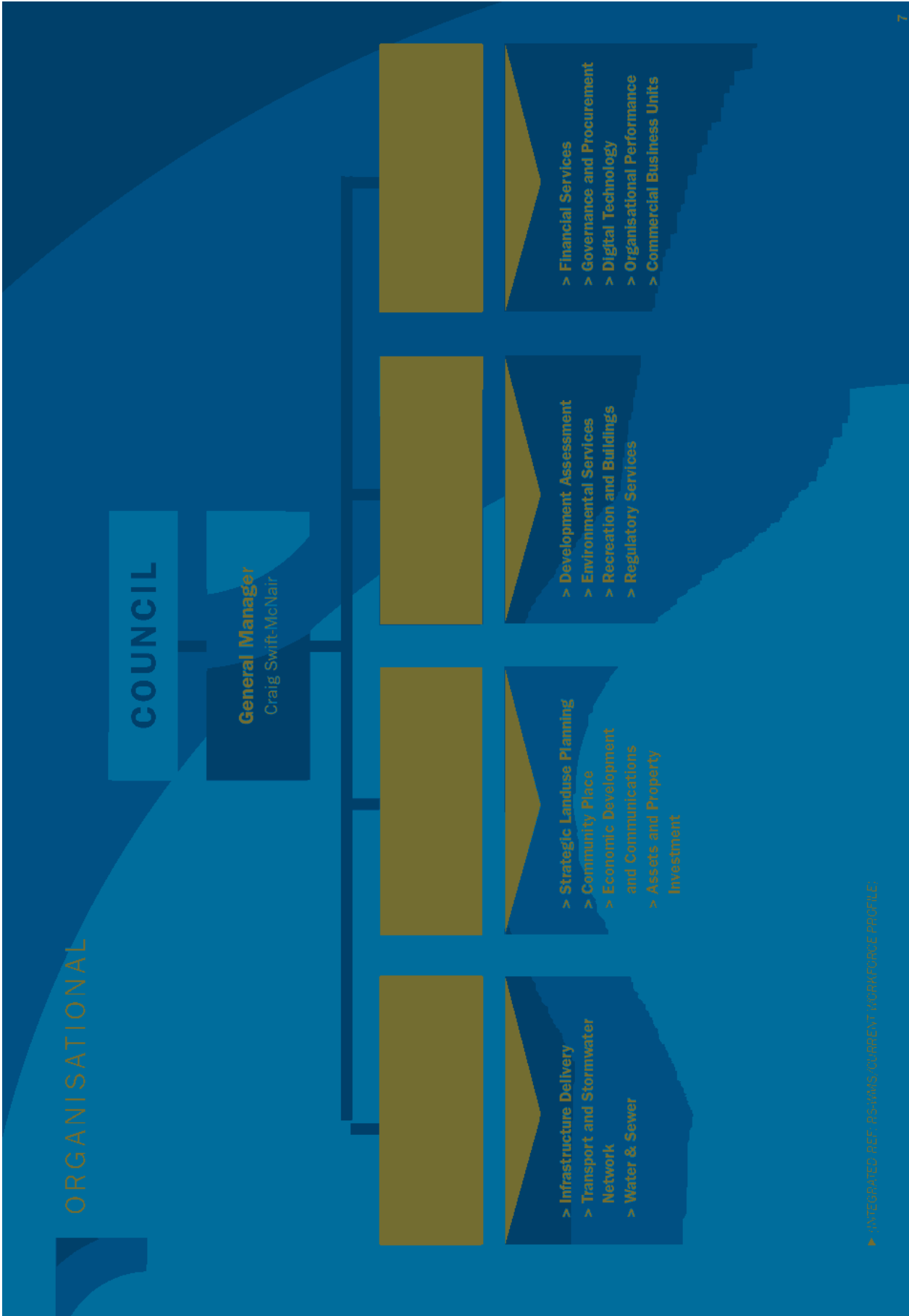
**Councillor
Peter Alley**
Planning, Environment
and Sustainability
Alt Chair;
Councillor
Rob Turner



Finance, Corporate
Services and
Information Technology
Alt Chair:
Councilor
Lisa Intemann



**Councillor
Lee Dixon**
Towns, Villages and
Public Spaces
Alt Chair:
Councillor
Sharon Griffiths





Our Vision
A sustainable high quality
of life for all

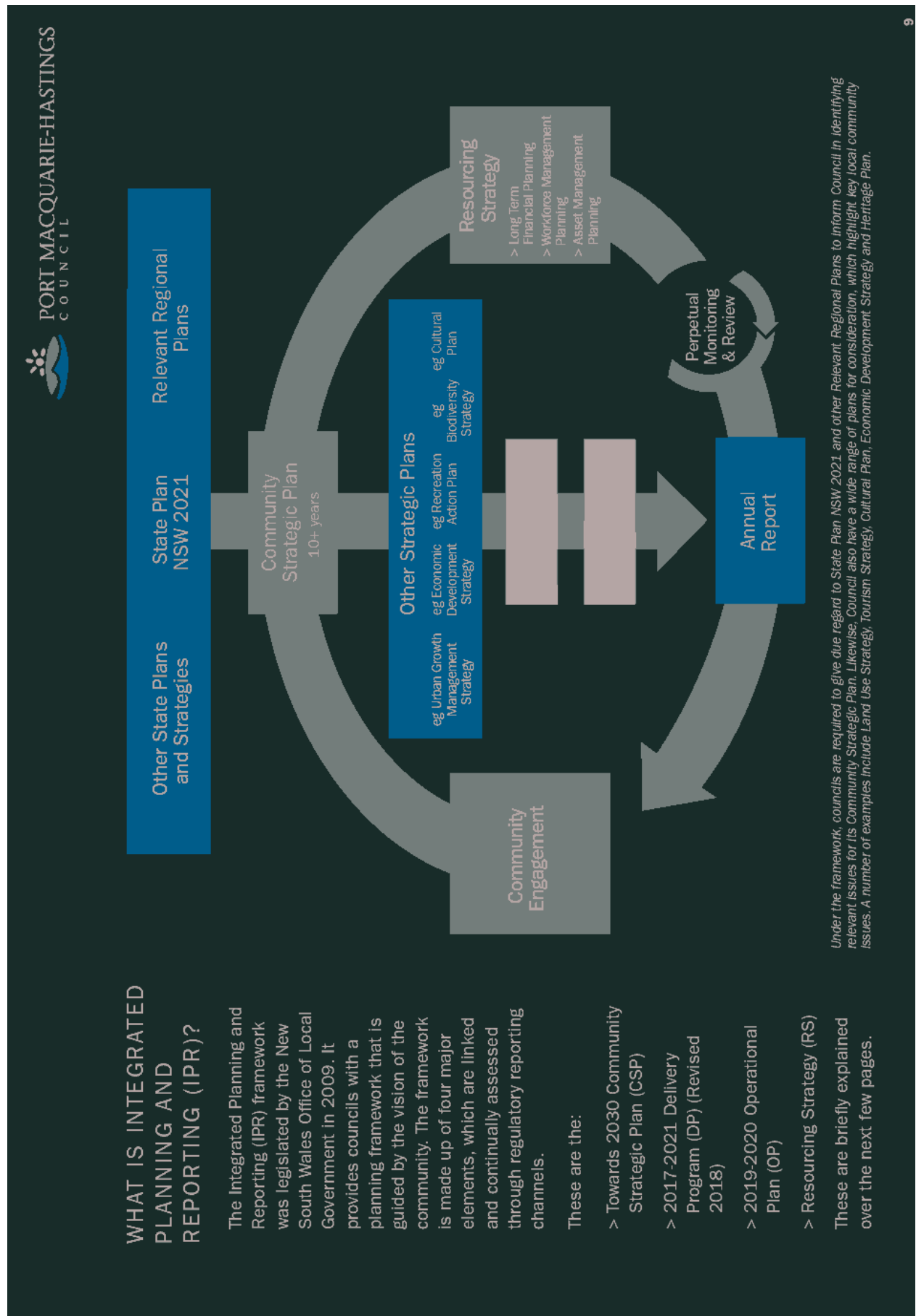
Our Mission
Building the future together
– people, place, health,
education
and technology

Our Community Themes

- > Leadership and Governance
- > Your Community Life
- > Your Business and Industry
- > Your Natural and Built Environment

PORT MACQUARIE-HASTINGS COUNCIL

Liberty Wheelchair Swing, Town Beach Playground, Port Macquarie



WHAT IS THE TOWARDS 2030 COMMUNITY STRATEGIC PLAN (CSP)?

This document is owned by the people of Port Macquarie-Hastings. It details the long-term vision and aspirations of the community, taking into consideration the issues and challenges of the local area. Council, which has a custodial role in the creation and collation of the CSP undertook community engagement in 2009, resulting in the creation and adoption of the CSP in 2010. This CSP was reviewed and adopted by Council in June 2017 and is used as the overarching reference document in the development and updating of the Delivery Program and Operational Plan for subsequent years including 2019-20.

The CSP is structured around the following Community Themes that are also reflected in the Delivery Program and Operational Plan.

- Community Theme 1 – Leadership and Governance
- Community Theme 2 – Your Community Life
- Community Theme 3 – Your Business and Industry
- Community Theme 4 – Your Natural and Built Environment

WHAT IS THE RESOURCING STRATEGY?

The Resourcing Strategy has three elements. These are the Long Term Financial Plan, the Workforce Management Strategy, and the Asset Management Strategy & Plan. These provide the detail on the resources, time, money and people required to enable the objectives detailed in the 2017-2021 Delivery Program.

WHAT IS THE DELIVERY PROGRAM?

The 2017-2021 Delivery Program (DP) was developed by the newly elected Council after the September 2016 local election. It covers a four year period starting 1 July 2017. It outlines Council's commitments to the Port Macquarie-Hastings community during their four-year term of office. These commitments focus on achieving the aspirations of the community as detailed in the Community Strategic Plan. The DP includes financial estimates. The Financial Plan section of this document details the Operational budgets and Works Program for 2018-2022. It takes into account community priorities and expected levels of service, as indicated through council's community engagement and consultation activities.

Whilst the adopted DP is for four years (i.e. 2017-21), the financial information up to 2022-23 has been included this year for effective forward planning. The 2018-19 financial year on pages 33 to 36 has been shaded to keep visibility of the original 'adopted' four year period of the DP.

WHAT IS THE OPERATIONAL PLAN?

The one year Operational Plan is a sub-plan of the Delivery Program. It lists individual actions that will be undertaken during the financial year to achieve outcomes stated in the 2017-2021 Delivery Program. The Operational Plan includes the Revenue Policy, Rating Maps, and proposed Fees and Charges. It includes a detailed budget to support the activities to be undertaken during the year.

HOW DO THE PLANS INTEGRATE?

Beginning 2017-2018, Council has demonstrated transparent 'integration' of plans across the Integrated Planning and Reporting (IPR) suite of documents, as shown in the IPR Integration Framework diagram.

Council has done this by:

- > using colour and alpha/numeric coding to connect the goals in the Community Strategic Plan, through the Delivery Program, to the actions in the Operational Plan
- > applying the same coding to Resourcing Strategy documents to make it clear how specific programs or activities are to be resourced
- > demonstrating the relationship between the CSP, the State Plan NSW 2021 and the North Coast Regional Plan 2036
- > ensuring the CSP addresses quadruple bottom line (social, environmental, economic and civic leadership) issues in an integrated manner
- > demonstrating a clear link between goals in the CSP and the activities in the Development Plan and Operational Plan
- > identifying strategies and plans in the Workforce Management Strategy and Asset Management Strategy and Plan which will impact on the Council's finances as shown in Long Term Financial Plan
- > reflecting specific assets, financial and workforce activities in the Resourcing Strategy that are connected in both the Delivery Program and Operational Plan
- > demonstrating the way in which goals, actions and timelines in the CSP Resourcing Strategy, the Delivery Program and Operational Plan fit together.

Integrated referencing appears across the suite of documents with an example provided below on how to use the referencing system:

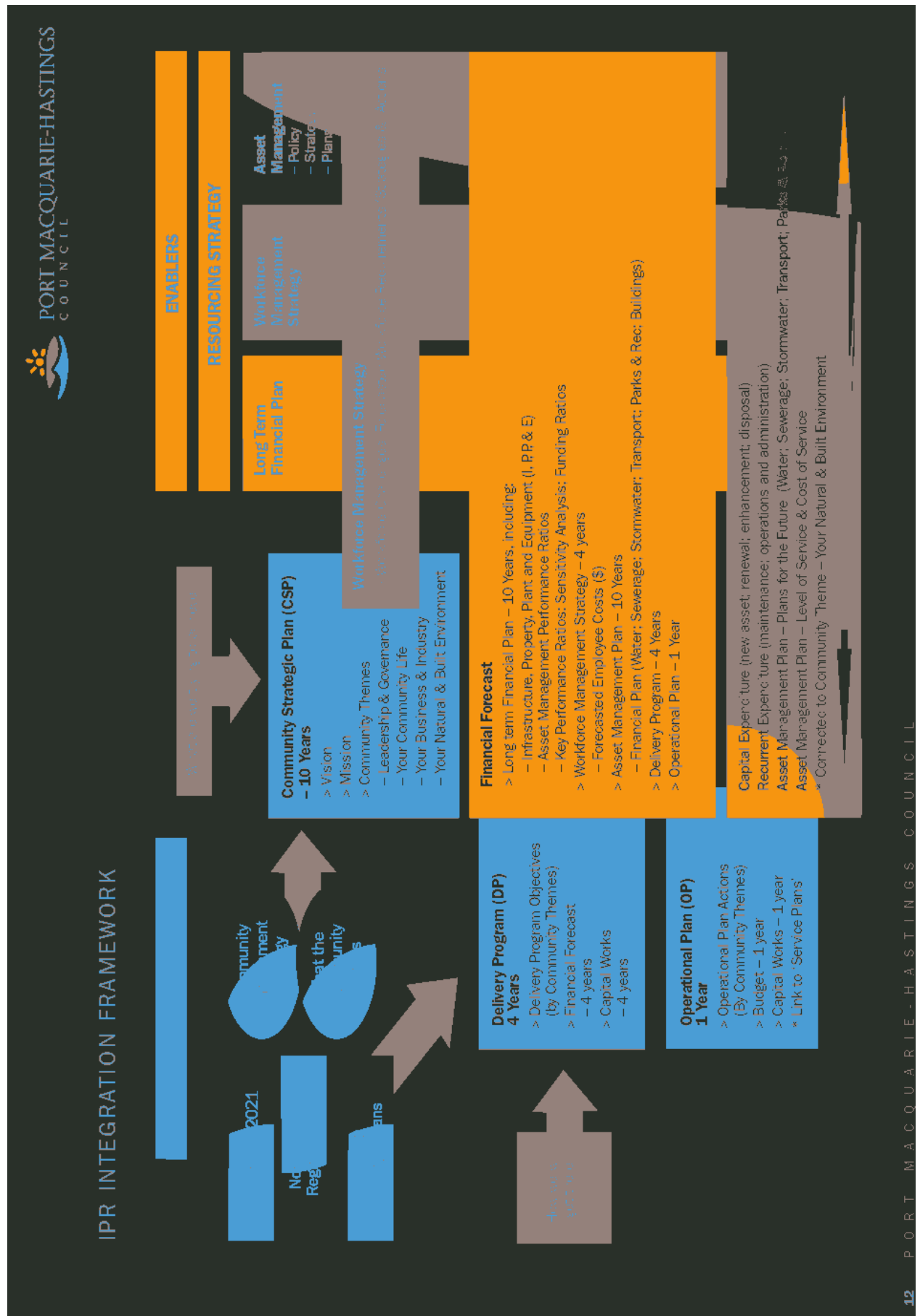
Example: (Integrated Ref: RS-LTFP/Improvement Plan)

RS = More information can be found in the Resourcing Strategy 2017-2021

LTFP = Go to the Long Term Financial Plan section, which is a component of the Resourcing Strategy

Improvement Plan = Go to Improvement Plan section which is located in the Long Term Financial Plan

Council will continue to develop its integration of the IPR suite of documents through annual review and update.



WHAT HAS THE COMMUNITY TOLD US?

Under the revised *Local Government Act (1993)*, Council must prepare and implement a Community Engagement Strategy, based on social justice principles, for engagement with the local community. Council has developed a Community Engagement Strategy. It is designed to form the foundation for the way in which Council's community engagement is undertaken and to bring Council closer to the community. Community engagement activities that have informed the Integrated Planning and Reporting suite of documents include:

- > the Your Voice our Community (YVOC) campaign to discuss service level expectations
- > the community forum to discuss Council's priority services and how we fund them into the future
- > the community telephone survey of 800 participants to investigate community attitudes, values and perceptions for services, facilities and infrastructure provided by Council
- > the Micromex Community Satisfaction Research

Every two years Council conducts a community satisfaction survey with Micromex to ask questions about what is important to the community and how satisfied they are with what Council does. In November 2017, Micromex community satisfaction research has provided us the following results in *Figure 1* at right.

In relation to the mean ratings in *Figure 1*, while the result is down on the 2015 score, the overall result is slightly above the NSW benchmark and still well above the 2012 result.

The survey highlighted the following:

- > Overall, the community has given us positive feedback in these surveys with 87% of residents indicating they were at least somewhat satisfied with the performance of Council.
- > 84% of residents were at least 'somewhat satisfied' with the current level of communication from Council
- > Climate/weather and central location/proximity to beaches, nature, services and facilities are most valued by residents
- > 21% of residents were most concerned with the deteriorating condition of local roads and supporting infrastructure
- > At a holistic level, residents were moderately satisfied (rating of 3 or above) with 40 of the 48 services and facilities provided by Council.
- > Top 3 drivers of satisfaction falling within 'leadership and governance' include: 'providing value for ratepayers' dollars', 'providing strong leadership' and 'informing our community about council activities'.
- > 85% of residents indicated roads, bridges and transport require more investment

Council use the results of these surveys to plan, investigate, and action matters that are important to the community. It provides support in assessing and establishing community's priorities and satisfaction in relation to Council activities, services, and facilities. The survey likewise identifies community's overall level of satisfaction with Council's performance.

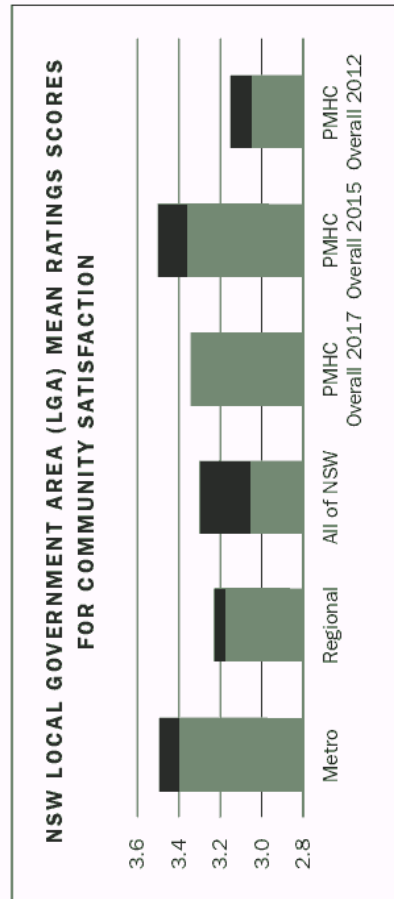


Figure 1

CONTINUING OUR WAY FORWARD WITH COMMUNITY ENGAGEMENT

The Port Macquarie-Hastings Local Government Area is home to a number of vibrant towns, villages and communities, each with its own unique history, character, urban amenity, community and vision for their future. These communities also have common threads in their past, present and the opportunities and challenges that each will face in their future.

To ensure that we continue to engage with our communities and understand what their vision for the future is Council developed a new program of engagement and in 2018, Council embarked on a new approach to working with our communities across the region – Community Planning.

Community Planning is a dynamic, participatory process that allows communities to have their voice heard. Eighteen (18) communities have been identified across the Local Government Area.

The community planning process begins with community surveys and forums and then continues with the formation of Community Council Action Teams. Feedback derived from these community consultations forms the basis for constructing each area's 'Community Plan'. These Plans are a community-led blueprint which reflect the aspirations, strengths and what is special or unique about a community; the character, lifestyle, urban amenity, social image, economy and environment, and the vision that the community has for its future.

Each Community Plan is accompanied by an ongoing Action Plan which identifies key priorities and actions to achieve their vision – the responsibility for which will be shared between the community and Council. Ongoing community planning is a key process in developing a strong partnership between Council and the community and will enable Council to:

- > Understand the issues and priorities for each community;
- > Understand what our communities value;
- > Assess these priorities in relationship to Council's operational plan development; and
- > Encourage community-led place development.

Community planning commenced in late 2018, after a pilot program in Bonny Hills. We are currently working with five communities including:

- > North Shore,
- > Comboyne/Byabarra
- > Thrumster/ Sovereign Hills/ Ascot Park/Lake Innes and Innes Lake
- > Camden Haven (North Haven, West Haven, Laurieton, Dunbogan, Camden Head, Lakeshore)
- > Kew/Kendall

Engagement in these community includes a variety of method to ensure that we can reach as many members of the community as possible. This includes a postcard campaign, community think tanks, family fun days and the establishment of a Community Council Action Team (CCAT) to help determine and drive the plans. We will continue to systematically work with communities until August 2020 to develop community plans, that identify a vision of place, local character setting, mission and key actions to be delivered by both Council and the Community.

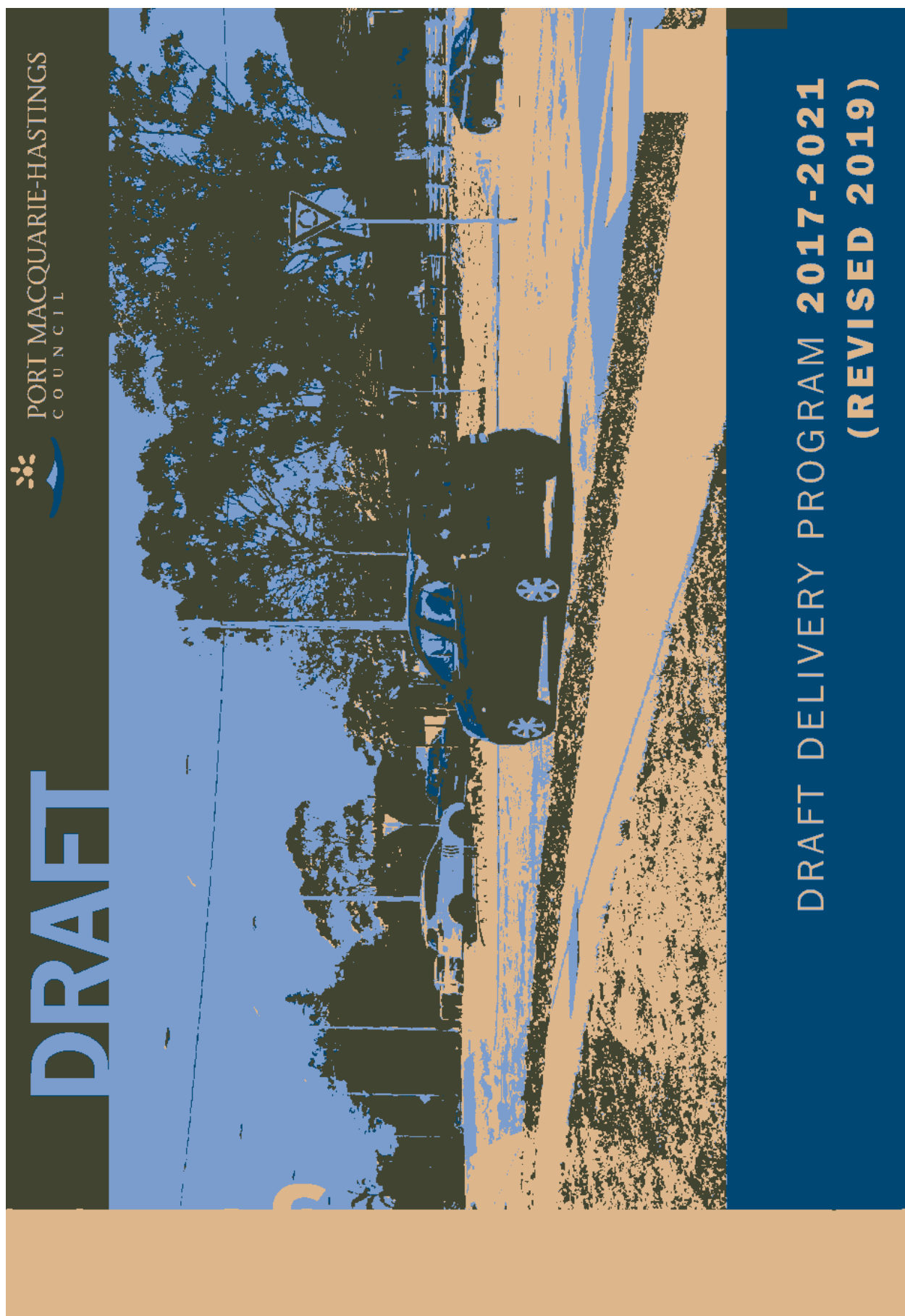
IMPROVEMENT PLAN

Council is committed to sound financial management and ongoing financial sustainability. In order to ensure that appropriate asset maintenance and service levels can be delivered to our community, and to secure long-term financial sustainability, Council has an ongoing commitment to continuous improvement. Relevant actions and measures from Council's improvement plan are incorporated into the Delivery Program and Resourcing Strategy. Council measures its financial sustainability and progress of these actions in part against a suite of financial key performance ratios. Developed by the Office of Local Government, these ratios cover a range of important financial measures, including liquidity, performance, affordability of debt and asset management. The Office of Local Government has developed benchmark levels for each ratio and Council measures and reports its performance against these benchmarks. Financial key performance indicators and associated benchmarks include the following:

Benchmark Category	Ratio	Benchmark
Sustainability	Operating Performance Ratio Own Source Operating Revenue infrastructure Backlog Ratio	> 0% > 60% < 2%
Infrastructure and service management	Asset Maintenance Ratio Debt Service Cover Ratio	> 100% > 2x
Efficiency	Real Operating Expenditure per Capita	A decrease over time

Council has an ongoing commitment to continuous improvement. Improvements to performance are throughout the Resourcing Strategy.

► (INTEGRATED REF: RS-LTFP/KEY PERFORMANCE RATIOS)



Delivery

DELIVERY PROGRAM 2017-2021 (REVISED 2019)

QUICK REFERENCE GUIDE

Finding information on services of interest.

The Delivery Program, like the other documents in the Integrated Planning and Reporting suite, is organised according to key themes detailed below:

- Community Theme 1: Leadership and Governance
- Community Theme 2: Your Community Life
- Community Theme 3: Your Business and Industry
- Community Theme 4: Your Natural and Built Environment

Feedback from the community has identified the need to be able to easily find services that are of individual interest. Accordingly, Council has identified topics of particular interest.

The table on the following page is designed to assist in locating the theme and unique reference number in the Delivery Program relating to the particular service/topic of interest. These reference numbers apply across the suite of planning documents, including the *Towards 2030 Community Strategic Plan* and the *One Year Operational Plan*. This is part of our initiative to make our planning transparent and easy to use as possible.

Airport	Leadership and Governance Your Business and Industry Your Natural and Built Environment	1.5.3, 3.3.1, 4.2.1
	Leadership and Governance	1.4.2
	Leadership and Governance	1.1.3, 1.1.6
	Leadership and Governance	1.5.3, 1.5.4, 3.3.1
	Your Business and Industry	3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.2.1, 3.3.2, 3.4.1, 3.4.2, 3.4.3
	Leadership and Governance	1.1.1, 1.1.2, 1.1.3, 1.1.5
	Your Natural and Built Environment	4.2.1, 4.2.2, 4.6.1, 4.8.2, 4.8.3
	Leadership and Governance	1.3.3, 1.5.1
	Leadership and Governance	1.5.3, 2.5.1
	Your Community Life	2.5.1
	Leadership and Governance	1.4.1
	Your Business and Industry Your Natural and Built Environment	3.1.2, 4.5.1, 4.6.1
	Your Community Life	2.3.5
	Your Natural and Built Environment	4.4.1, 4.4.2, 4.4.3
	Your Community Life	2.1.1, 2.1.2, 2.1.3
	Your Natural and Built Environment	4.1.3, 4.1.4, 4.8.1
Business Improvement	Your Community Life	2.3.2, 2.3.3, 2.3.4, 2.4.1
	Your Natural and Built Environment	4.1.5, 4.1.6
	Your Natural and Built Environment	4.1.7
	Your Community Life Your Natural and Built Environment	2.1.3, 4.1.1, 4.1.2, 4.8.1
	Leadership and Governance	1.3.4, 1.3.5
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
Council and Decision Making	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
Council Businesses	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
Economic Development	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
Engagement and Communications	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
Environmental Management	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
Financial and Risk Management	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
Glasshouse	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
Culture	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
Digital Technology	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
Land Development	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
Library Services	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
Roads and Transport	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
Safety and Health	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
Sewerage Management	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
Sports and Recreation	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
Stormwater Management	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
Waste Management	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
Water Management	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
Workforce	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	
	Leadership and Governance	

Delivery Program Objectives 2017-2021
(Revised 2019)

COMMUNITY THEME 1



Leadership and Governance



COMMUNITY STRATEGIC PLAN

What we are trying to achieve

A collaborative community that works together and uses opportunities for community participation in decision making that is defined as ethically, socially and environmentally responsible.

How we will get there

- 1.1 Inform and engage with the community about what Council does using varied communication channels.
- 1.2 Maintain strong partnerships between all stakeholders – local, state and federal – so that they are effective advocates for the community.
- 1.3 Demonstrate leadership
- 1.4 Use innovative, efficient and sustainable practices.
- 1.5 Ensure strong corporate and financial management that is transparent and accountable.

Ref	Delivery Program Objectives	Lead Responsibility
1.1.1	Use a variety of tools to engage with the community in a manner that is transparent, effective, relevant and inclusive.	Community Place, Economic Development and Communications
1.1.2	Support community involvement in decision making through education around Council matters and services.	Community Place
1.1.3	Engage with the community on impacts and changes to services.	Community Place
1.1.4	Provide easy to understand and accessible community reporting.	Organisational Performance
1.1.5	Develop an effective and coordinated community focused Communications Strategy.	Economic Development and Communications
1.1.6	Continue to promote access by the community to Councillors.	Governance and Procurement
1.2.1	Promote Council participation and build linkages in local, state and federal initiatives, forums and opportunities to support Council's continued planning for the growth of the region.	General Manager's Office
1.3.1	Provide effective leadership and equity.	General Manager's Office
1.3.2	Build trust and improve Councils reputation through transparency, good decision making and living Council's Values.	Governance and Procurement, Water and Sewer
1.3.3	Ensure there is appropriate management of risk to mitigate the impact for Council and the community.	Governance and Procurement
1.3.4	Manage our workforce to deliver community outcomes.	Organisational Performance, Assets and Property Investment
1.3.5	Build an engaged workforce.	Organisational Performance
1.4.1	Provide efficient technology and inclusive digital systems that are easy to use and easy to access.	Digital Technology
1.4.2	Deliver agreed services at the agreed service level at best value.	Organisational Performance
1.4.3	Deliver a customer focused service that provides the community with a consistent experience of Council.	Community Place
1.5.1	Manage Council's financial assets and provide accurate, timely and reliable information.	Financial Services, Assets and Property Investment
1.5.2	Use procurement, tendering, purchasing and contract management approaches that are transparent and equitable.	Governance and Procurement, Transport and Stormwater Network
1.5.3	Develop, manage and maintain Council business units through effective commercial management.	Commercial Business Units, Assets and Property Investment
1.5.4	Identify new commercially viable revenue sources.	Commercial Business Units

What the result will be

- > A community that has the opportunity to be involved in decision-making
- > Open, easy, meaningful, regular and diverse communication between the community and decision-makers
- > Partnerships and collaborative projects, that meet the community's expectations, needs and challenges
- > Knowledgeable, skilled and connected community leaders
- > Strong corporate management that is transparent

How we know we are progressing

- > Improving levels of community participation at community engagement activities
- > Ongoing Council participation in regional Local Government initiatives
- > Council financial management that is communicated to the community



Delivery Program Objectives 2017-2021
(Revised 2019)

COMMUNITY THEME 2

Your Community Life



STRATEGIC PLAN

How we will get there

2.1 Create a community that feels safe

2.2 Advocate for social inclusion and fairness

2.3 Provide quality programs, community facilities and public spaces, for example, community halls, parks and vibrant town centres

2.4 Empower the community through active involvement in projects, volunteering and events

2.5 Promote a creative and culturally rich community

Ref	Delivery Program Objectives	Lead Responsibility
2.1.1	Support community safety initiatives.	Recreation and Buildings, Community Place
2.1.2	Advocate for, support and coordinate emergency services.	Infrastructure
2.1.3	Conduct regulatory and educational activities that safeguard public and environmental health, and ensures compliance with planning and building standards.	Regulatory Services, Commercial Business Units, Water and Sewer
2.2.1	Support and advocate for all community sectors.	Community Place
2.3.1	Ensure access to community facilities and activities: including access to natural environment.	Community Place
2.3.2	Provide a range of inclusive sporting and recreational opportunities and facilities to encourage a healthy and active lifestyle.	Recreation and Buildings, Community Place
2.3.3	Develop and implement management of operational and maintenance programs for open space, recreational and community facilities.	Commercial Business Units, Recreation and Buildings, Transport and Stormwater Network
2.3.4	Plan, investigate, design and construct open spaces, recreational and community facilities.	Recreation and Buildings
2.3.5	Plan and deliver innovative library services that cater for new technology and growing population.	Community Place
2.3.6	Support a range of inclusive community activities and programs.	Community Place
2.4.1	Work with the community to identify and address community needs, in order to inform Council processes, services and projects.	Community Place
2.5.1	Support cultural activities within the community.	Community Place, Commercial Business Units

<p>What the result will be</p> <ul style="list-style-type: none">> Community hubs that provide access to services and social connections> A safe, caring and connected community> A healthy and active community that is supported by recreational infrastructure> A strong community that is able to identify and address social issues> Community participation in events, programs, festivals and activities	
<p>How we know we are progressing</p> <ul style="list-style-type: none">> Community facilities are established that encourage social activities and interactions> Community safety initiatives are recognised and supported> Open spaces, recreational and community facilities are provided for a range of social, health and wellbeing activities.> The community is supported through a range of programs based on social issues> A range of community activities, programs and events are supported and implemented	 

Delivery Program Objectives 2017-2021
(Revised 2019)

COMMUNITY THEME 3

Your Business and Industry

Live Work Invest Here



COMMUNITY STRATEGIC PLAN

What we are trying to achieve

The Port Macquarie-Hastings region is a successful place that has vibrant, diversified and resilient regional economy for people to live, learn, work, play and invest.

How we will get there

3.1 Embrace business and a stronger economy

3.2 Create vibrant and desirable places

3.3 Embrace opportunity and attract investment to support the wealth and growth of the community

3.4 Partner for success with key stakeholders in business, industry, government, education and the community

FOUR YEAR DELIVERY PLAN 2017 - 2021

25

Item 09.08
Attachment 1
Page 107

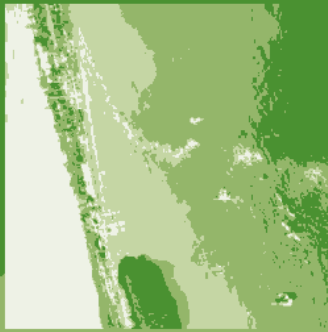
Ref	Delivery Program Objectives	Lead Responsibility
3.1.1	Assist the growth of local business and industry, ensuring this is a central consideration of Council activities.	Economic Development and Communications
3.1.2	Optimise the use of appropriately zoned land for business uses.	Strategic Land Use Planning, Economic Development and Communications
3.1.3	Implement the Major Events Strategy.	Economic Development and Communications
3.1.4	Implement the Destination Management Plan.	Economic Development and Communications
3.2.1	Support vibrant commercial, tourism, recreational and/or community hubs across the region.	Community Place, Economic Development and Communications
3.3.1	Develop, manage and maintain Port Macquarie Airport as a key component of the regional transport network and continue to grow the airport's contribution to the regional economy.	Commercial Business Units, Assets and Property Investments
3.3.2	Promote investment, education and lifestyle opportunities.	Economic Development and Communications
3.4.1	Foster partnerships with higher education institutions through research and development, innovation and local skills development.	Economic Development and Communications
3.4.2	Support local business networks.	Economic Development and Communications
3.4.3	Encourage innovation that will support our growth as a regional city including smart community technology.	Economic Development and Communications

What the result will be

- > A strong economy that fosters a culture supportive of business and ensures economic development of the region
- > Townships, villages and business precincts that are vibrant commercial, tourism, recreational and/or community hubs
- > A region that attracts investment
- > Partnerships that maximise economic return and create an efficient and effective business environment

How we know we are progressing

- > There is growth and development of new industries and business
- > Tourism and major events contribute to increased economic activity
- > There are greater opportunities for investment across the region
- > Council is recognised for its role in fostering partnerships that contribute to business and industry growth

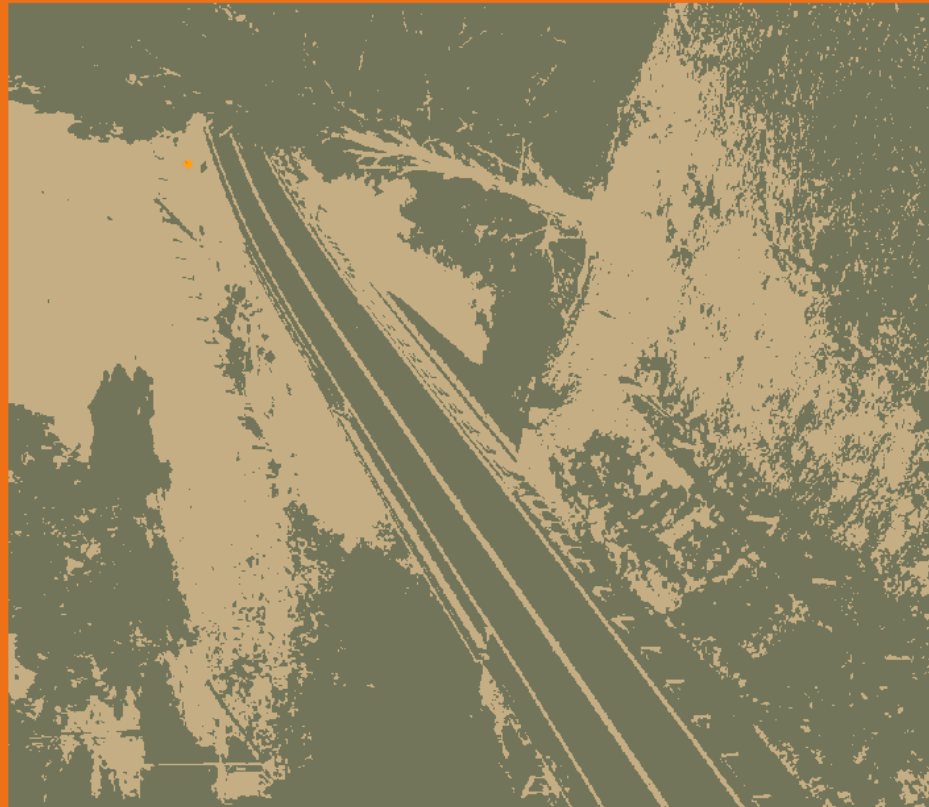


Delivery Program Objectives 2017-2021 (Revised 2019)

COMMUNITY THEME 4



Your Natural and Built Environment



COMMUNITY STRATEGIC PLAN

What we are trying to achieve

A connected, sustainable, accessible community and environment that is protected now and into the future.

How we will we get there

- 4.1 Provide (appropriate) infrastructure and services including water cycle management, waste management, and sewer management
- 4.2 Aim to minimise the impact of natural events and climate, for example, floods, bushfires and coastal erosion
- 4.3 Facilitate development that is compatible with the natural and built environment
- 4.4 Plan for integrated transport systems that helps people get around and link our communities
- 4.5 Plan for integrated and connected communities across the Port Macquarie-Hastings area
- 4.6 Restore and protect natural areas
- 4.7 Provide leadership in the development of renewable energy opportunities
- 4.8 Increase awareness of issues affecting our environment, including the preservation of flora and fauna

Ref	Delivery Program Objectives	Lead Responsibility
4.1.1	Plan, investigate, design and construct water supply assets ensuring health, safety, environmental protection and security of supply for the future growth of the region.	Water and Sewer
4.1.2	Develop and implement annual maintenance and preventative works program for water supply assets.	Water and Sewer
4.1.3	Plan, investigate, design and construct sewerage assets ensuring health, safety, environmental protection and the future growth of the region.	Water and Sewer
4.1.4	Develop and implement annual maintenance and preventative works program for sewerage assets.	Water and Sewer
4.1.5	Work towards planning, investigation, design, and construction of stormwater assets.	Transport and Stormwater Network
4.1.6	Develop and implement annual maintenance and renewal programs for stormwater assets.	Transport and Stormwater Network, Assets and Property Investment
4.1.7	Develop and implement effective waste management strategies.	Environmental Services
4.2.1	Develop and implement Coastal, Estuary, Floodplain, and Bushfire management plans.	Environmental Services
4.2.2	Promote strategies to mitigate climate change.	Environmental Services
4.3.1	Undertake transparent and efficient development assessment in accordance with relevant legislation.	Development Assessment

Ref	Delivery Program Objectives	Lead Responsibility
4.4.1	Plan, investigate, design and construct transport assets which address pedestrians, cyclist and vehicular needs to cater for the future growth of the region.	Transport and Stormwater Network, Recreation and Buildings
4.4.2	Develop and implement annual maintenance and renewal programs for transport assets.	Transport and Stormwater Network
4.4.3	Develop and implement traffic and road safety programs.	Transport and Stormwater Network
4.5.1	Carry out strategic planning to manage population growth and provide for co-ordinated urban development.	Strategic Land Use Planning
4.5.2	Plan for infrastructure that supports population growth.	Strategic Land Use Planning
4.6.1	Develop and implement a range of programs for the environmental management of lands within the local government area.	Environmental Services, Strategic Land Use Planning
4.7.1	Promote renewable energy outcomes within Council.	Recreation and Buildings Assets and Property Investment
4.8.1	Ensure all operations comply with environmental standards and regulations.	Water and Sewer
4.8.2	Increase community awareness and enable access to the natural environment.	Environmental Services
4.8.3	Promote Biodiversity Programs.	Environmental Services

<p>What the result will be</p> <ul style="list-style-type: none"> > Effective management and maintenance of essential water, waste and sewer infrastructure > A community that is prepared for natural events and climate change > Sustainable and environmentally sensitive development outcomes that consider the impact to the natural environment > Accessible transport network for our communities > Infrastructure provision and maintenance that meets community expectations and needs > Well-planned communities that are linked to encourage and manage growth > Accessible and protected waterways, foreshores, beaches and bushlands > An environment that is protected and conserved for future generations > Renewable energy options that are understood and accessible by the community <p>How we know we are progressing</p> <ul style="list-style-type: none"> > We have water, waste, and sewer systems that are efficient, maintained and environmentally compliant > Consideration is given to climate change impacts and potential mitigation > Programs are implemented to support the condition of the natural environment > The road and transport network is well-planned and maintained > The transport network, recreational facilities, and open spaces, reflect community priorities > Coordinated urban development is well planned to meet projected population growth > We successfully preserve local flora and fauna > Renewable energy options are promoted 	  
--	--

Funding

THE DELIVERY PROGRAM

The Financial Plan

Under the Integrated Planning and Reporting (IPR) Framework, Council is required to prepare financial estimates for the four year period of the Delivery Program. The four-year forecast has been developed within an overall planning framework that identifies which parts of the 2030 Community Strategic Plan will be delivered by Council over the period of the Delivery Program.

Like many councils in NSW, Port Macquarie-Hastings is facing issues in terms of funding. In simple terms, the cost of delivering works and services is rising at a faster rate than our revenue base. Over time, this has created an income gap that must be addressed in both the short and long term. Council relies on a variety of funding sources, including grants. These sources are described in the Operational Plan.

The most recent asset management data indicates that Council is facing an infrastructure backlog (the cost to get our infrastructure up to a satisfactory standard), which places additional pressure on the annual capital and maintenance budget. This backlog will continue to increase in future years if not addressed.

Port Macquarie-Hastings is a high growth centre of the North Coast region, and is expected to grow a lot more over the next two decades. It is estimated the population will grow from 81,000 in 2018 to 104,000 in 2036. Council must plan for future capital expenditure on the infrastructure that will be needed to support the community, businesses and visitors to the area.

The following pages show Port Macquarie-Hastings Council's estimated budget statement for the four years (2019-2023)

BUDGET STATEMENT

	2018-19 Adopted Budget	2019-20 Original Budget	2020-21 Projection	2021-22 Projection	2022-23 Projection
Operating Activities Movements					
Income from continuing operations					
Rates and Annual Charges	97,247,715	100,315,591	104,298,481	108,142,831	112,102,377
User Charges and Fees	36,824,822	39,803,586	40,014,633	41,235,902	42,486,487
Interest Received	7,643,385	8,701,024	7,985,220	7,981,367	6,863,867
Grants and Contributions	43,226,115	42,097,583	39,866,976	37,752,163	42,236,323
Other Operating Receipts	5,700,556	5,469,351	5,578,739	5,690,313	5,804,120
Expenses from continuing operations					
Employee Costs	(55,960,387)	(53,981,920)	(55,709,518)	(57,637,975)	(59,633,500)
Materials and Contracts	(37,252,202)	(43,120,472)	(40,554,779)	(40,568,874)	(41,166,029)
Depreciation	(44,395,001)	(49,134,601)	(50,747,771)	(52,012,230)	(53,677,988)
Interest Paid	(2,994,057)	(2,464,723)	(1,946,431)	(1,498,950)	(1,031,185)
Other Operating Payments	(14,029,911)	(14,124,993)	(14,532,996)	(14,914,082)	(15,388,775)
Loss on Disposal of Assets	(3,000,000)	(3,000,000)	(3,000,000)	(3,000,000)	(3,000,000)
Operating result from continuing operations	33,011,035	30,560,426	31,252,555	31,170,465	35,595,697
Restricted Asset Movements					
Restricted asset movements receipts					
Transfer from Restricted Assets	43,583,786	57,153,359	33,328,481	101,608,787	114,009,615

	2018-19 Adopted Budget	2019-20 Original Budget	2020-21 Projection	2021-22 Projection	2022-23 Projection
Restricted asset movements payments					
Transfer to Restricted Assets	(51,157,149)	(57,982,622)	(59,760,776)	(59,191,165)	(59,858,365)
Net Revenues (Used In)/Provided by in Restricted Assets	(7,573,363)	(829,263)	(26,432,295)	42,417,622	54,151,250
Property, plant and equipment movements					
Property, plant and equipment movements receipts					
Sale of Fixed Assets	-	-	-	-	-
Sale of Real Estate Development Assets					
Property, plant and equipment movements payments					
Purchase of Assets	(57,197,414)	(67,370,344)	(41,610,844)	(111,256,490)	(128,917,550)
Developer Provided Assets	(6,533,000)	(6,500,000)	(6,500,000)	(6,500,000)	(6,500,000)
Net Revenues (Used In)/Provided by property plant & Equipment activity	(63,730,414)	(73,870,344)	(48,110,844)	(117,756,490)	(135,417,550)
Financing activities movements					
Financing activities receipts					
Proceeds from Borrowings and Advances	1,500,000	1,500,000	-	-	-
Financing activities payments					
Repayments of Borrowings and Advances	(11,114,132)	(10,097,440)	(10,379,458)	(10,697,071)	(11,159,881)
Net Revenues (Used In)/Provided by in Financing Activity	(9,614,132)	(8,597,440)	(10,379,458)	(10,697,071)	(11,159,881)
Net Result (Including Depreciation)	(47,906,874)	(52,736,621)	(53,670,042)	(54,865,474)	(56,830,484)
Add Back: Non Cash Items	47,395,001	52,134,601	53,747,771	55,012,230	56,677,988
Budget Surplus/(Shortfall)	(511,873)	(602,020)	77,729	146,756	(152,496)

► (INTEGRATED REF: RS-LTFP/FINANCIAL STATEMENTS)

PROGRAM

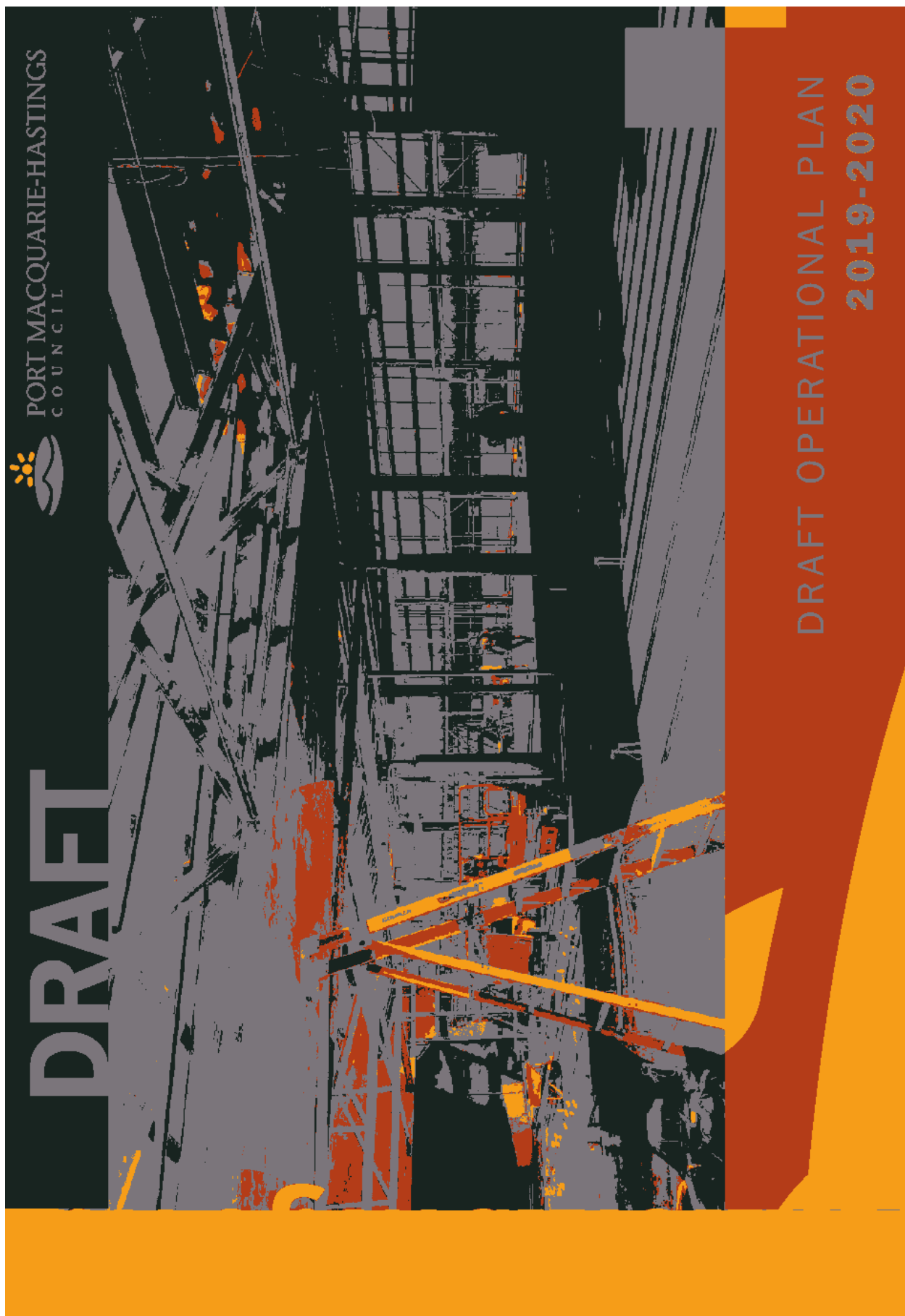
The Capital Works Program details budget allocations for the proposed capital works for the four years 2018-2022.

Council Section	2018-19 Adopted Budget	2019-20	%	2020-21	2021-22	2022-23
Airport	3,500,000	2,555,000	3.79%	6,000,000	-	-
Aquatic Facilities	500,000	500,000	0.74%	-	-	-
Bushfire control	350,000	350,000	0.52%	350,000	350,000	350,000
Community Participation	106,100	157,700	0.23%	109,300	110,900	112,600
Crematorium & cemetery services	15,000	-	0.00%	68,000	20,000	28,000
Digital Technology	1,800,000	1,285,000	1.91%	1,200,000	1,200,000	1,200,000
Environmental Testing	-	-	0.00%	19,000	19,300	19,600
Facilities	739,930	502,600	0.75%	464,800	767,300	333,500
Glasshouse back of house operations	66,000	66,000	0.10%	66,000	66,000	66,000
Library	390,900	647,270	0.96%	332,900	337,000	341,100
Natural Resource Management	-	55,000	0.08%	-	-	-
Parks & Recreation	4,706,233	14,377,058	21.34%	2,464,593	2,894,488	12,647,648
Plant & depots	2,500,000	3,300,000	4.90%	2,500,000	3,100,000	3,200,000
PM CBD Masterplan	1,080,000	985,000	1.46%	-	-	-
Property & Leasing	30,000	30,000	0.04%	30,000	30,000	30,000
Sewerage services	16,524,600	27,090,000	40.21%	4,047,680	30,084,149	28,004,233
Stormwater drainage	2,361,930	853,000	1.27%	196,000	199,000	1,202,300
Transport & traffic	11,441,347	9,891,716	14.68%	8,287,646	7,508,006	14,019,057
Waste disposal	1,050,000	415,000	0.62%	130,000	300,000	-
Water supply	10,035,374	4,310,000	6.40%	15,344,925	64,270,347	67,363,512
Total	57,197,414	67,370,344	100.00%	41,610,844	111,256,490	128,917,550

These figures do not include developer provided assets.

Funding sources	2018-19	2019-20	%	2020-21	2021-22	2022-23
Grants	7,774,523	3,965,702	5.89%	1,597,707	1,597,707	5,597,707
Loans	1,500,000	1,500,000	2.23%	-	-	-
Environmental levy	359,605	492,900	0.73%	452,152	462,551	473,190
Section 7.11 & Section 64 developer contributions	7,540,428	15,215,184	22.58%	8,982,753	28,204,206	46,836,355
Transfer from reserves	33,528,398	38,552,634	57.22%	22,247,415	72,515,027	66,383,736
Special Rate Variation funds	1,340,602	1,376,799	2.04%	1,411,219	1,446,499	1,482,662
General rating revenue	5,153,858	6,267,125	9.30%	6,919,598	7,030,500	8,143,900
	57,197,414	67,370,344	100.00%	41,610,844	111,256,490	128,917,550

► (INTEGRATED REF: RS-UTFP/CAPITAL WORKS PROGRAM)



OUR SERVICES FOR THE Community

Each of Council's services has been represented by its primary alignment to community theme.

Community Theme 1: Leadership and Governance	Community Theme 2: Your Community Life	Community Theme 3: Your Business and Industry	Community Theme 4: Your Natural and Built Environment
SERVICES <ul style="list-style-type: none"> > Asset Management > Business Improvement > Corporate Governance > Customer Interactions > Community Place * > Financial Management > Fleet Management > Human Resource Management > Work, Health and Safety > Integrated Planning and Reporting > Procurement and Stores > Property and Leasing Services > Property Investment Portfolio > Digital Technology > Communications > Airport 	SERVICES <ul style="list-style-type: none"> > Library > Community Place * > Sports and Recreation > Building Maintenance > Compliance > Emergency Management > Environmental Testing > Library > Water Supply > Glasshouse > Crematorium 	SERVICES <ul style="list-style-type: none"> > Airport > Economic Development > Property Investment Portfolio > Community Place > Strategic Land Use Planning 	SERVICES <ul style="list-style-type: none"> > Asset Management > Development Assessment > Building Maintenance > Natural Resource Management > Property Investment Portfolio > Roads, Bridges and Transport > Water Supply > Sewer Management > Stormwater and Drainage > Strategic Land Use Planning > Waste Management > Airport

*Community Place focuses on community portfolios including seniors, youth, disability, Aboriginal Torres Strait Islanders, arts, heritage and culture, Volunteers and Community Grants.

HOW TO READ THIS DOCUMENT

The four year Delivery Program and annual Operational Plan is structured around the four themes that are the foundations of the Community Strategic Plan. The actions, activities, projects and programs described in this Operational Plan are categorised under the four key Community Strategic Plan themes:

- **Community Theme 1: Leadership and Governance**
- **Community Theme 2: Your Community Life**
- **Community Theme 3: Your Business and Industry**
- **Community Theme 4: Your Natural and Built Environment**

Each theme outlines the Community Strategic Plan strategy, Delivery Program objective and Operational Plan action/activity/project. It also highlights the Council's total income and expenditure relevant to the theme. The specific Delivery Program objectives are linked to the Operational Plan actions, activities and projects that Council will undertake in the next financial year. Each Operational Plan action shows which section/s of the Council has/have lead responsibility for delivering this action. This highlights the integrated nature of so many of the actions for which Council is responsible.

Linking to the Delivery program

Each theme in the document has a cover page that summarises the area's objectives from the Towards 2030 Community Strategic Plan – *What we are trying to achieve* and the Delivery Program objectives – *How we will get there*. These summaries help to put the specific activities and programs of this one year Operational Plan in the context of broader community goals, and the Delivery Program.

Numbering system

Council has developed a numbering system to assist with matching activities from the annual Operational Plan to the objectives of the four-year Delivery Program. Every action, activity, project and program has its own number. Each item has an individual reference number linking it back to the relevant Theme. Number reference that are omitted from sequential order refers to actions/activities/projects completed prior to 2019-20.

Funding

THE OPERATIONAL PLAN

Budget Overview

Total expenditure in 2019–2020 will be \$197.7m. This includes:

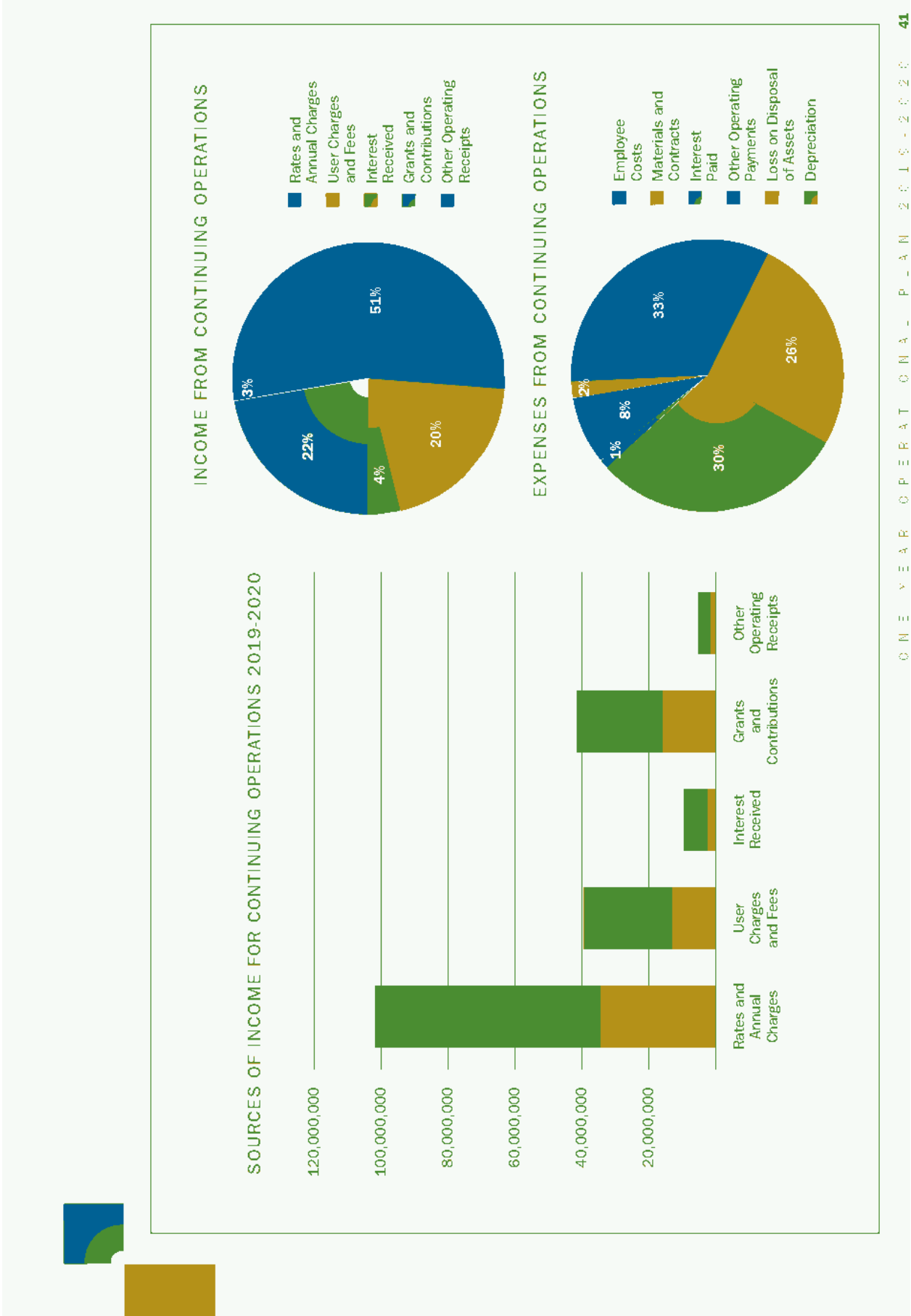
- > \$111.23m on the ongoing operational costs (excluding depreciation and loss on disposal of assets)
- > \$67.37m on capital works projects
- > \$12.56m on the cost of servicing debts (including loan repayments and interest)
- > \$6.50m on developer provided assets

Where does the money come from?

Council's projected income for 2019–2020 is expected to be \$196.4m, which will come from:

- > rates and annual charges (\$100.3m or about 51% of the income)
- > user charges and fees (\$39.8m or about 20% of the income) for services such as water, waste management, building and planning, animal registration, crematorium, airport and library
- > Interest income (\$8.7m or about 4% of the income)
- > grants and contributions (\$42.1m or about 22% of the income) made up of state and federal government grants and developer contributions
- > other revenue (\$5.5m or about 3% of the income) such as waste management income, fines and rental of council facilities

Total income is \$196.4m compared to total expenditure of \$197.7m.







2019-2020 BUDGET

Statement

INCOME

Rates and Annual Charges – Local taxes levied by Local Government based on the value of property
User Charges and Fees – A charge or fee made in relation to a specified service provided by Council
Interest Received – Interest received from financial institutions on Council investments
Grants – Grants received from other levels of government to assist in the provision of Council services
Contributions – Contributions received from developers etc. towards the provision of Council services
Other Operating Receipts – Other income not included above including Glasshouse receipts and Library charges etc.

Transfer from Restricted Assets – Council puts funds into a restricted asset for future use. This transfer from the restricted asset is the spending of those funds

Transfer to Restricted Assets – This is the transfer of funds into the restricted asset for future use

Proceeds from Borrowings and Advances – This is the amount that Council intends to borrow from financial institutions

Repayment of Borrowings and Advances – This is the repayment of principal on Council loans

EXPENSES

Employee Costs – All costs related to employees including wages and salaries, workers compensation, employee leave entitlements, superannuation, fringe benefits taxation, payroll taxation and travelling etc. but not including employee costs associated with asset construction

Materials and Contracts – Includes all materials and contracts used in delivering operational activities
Depreciation – This is the estimated amount by which Council's assets will deteriorate by in the 2019-2020 financial year

Interest Paid – The amount that is paid to financial institutions for interest on loans made to Council
Other Operating Payments – Includes all payments not included in the above categories including telephone costs, bank charges, electricity, insurance, street lighting and mayoral and councillor fees etc.

Purchase of Assets – This item includes the purchase of assets (such as heavy machinery) along with the construction by Council of assets (such as roads and footpaths)

Budget Surplus/(Deficit) – The balance of income vs expenditure. When this figure is nil, council has a balanced budget which means that its sources of income for the year equals its expenditure for the year

Operating Activities Movements	
Income from continuing operations	
Rates & Annual Charges	100,315,591
User Charges & Fees	39,803,586
Interest Received	8,701,024
Grants & Contributions	42,097,583
Other Operating Receipts	5,469,351
Expenses from continuing operations	
Employee Costs	(53,981,920)
Materials & Contracts	(43,120,472)
Depreciation	(49,134,601)
Interest Paid	(2,464,723)
Other Operating Payments	(14,124,993)
Loss on Disposal of Assets	(3,000,000)
Operating result from continuing operations	30,560,426
Restricted Asset Movements	
Restricted asset movements receipts	
Transfer from Restricted Assets	57,153,359
Restricted asset movements payments	
Transfer to Restricted Assets	(57,982,622)
Net Revenues Used/(Provided) in Restricted Assets	(829,263)
Property, plant and equipment movements	
Property, plant & equipment movements receipts	
Sale of Fixed Assets	-
Sale of Real Estate Development Assets	-
Property, plant & equipment movements payments	
Purchase of Assets	(67,370,344)
Developer Provided Assets	(6,500,000)
Net Revenues (Used In)/Provided by property plant & Equipment activity	(73,870,344)
Financing activities movements	
Financing activities receipts	
Proceeds from Borrowings & Advances	1,500,000
Financing activities payments	
Repayments of Borrowings & Advances	(10,097,440)
Net Revenues Used/(Provided) in Financing Activity	(8,597,440)
Net Result (Including Depreciation)	(52,736,621)
Add Back: Non Cash Items	52,134,601
Budget Surplus/(Shortfall)	(602,020)

Funding

THE CAPITAL WORKS PROGRAM

The Capital Works program for 2019-2020 has been developed to meet future infrastructure needs and reflect the objectives of the Community Strategic Plan. Investment in new works will total \$67.37million. The individual projects are listed in greater detail at the end of each theme throughout the Operational Plan.

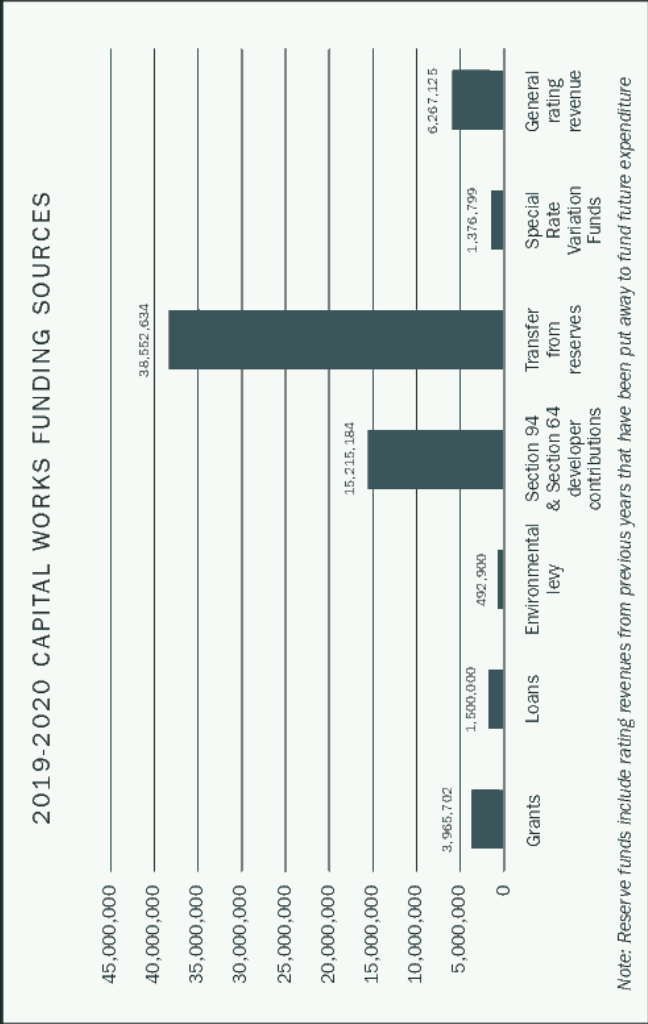
The following graph shows where the funding comes from to carry out these works. It should be noted that reserve funds are rating revenue from previous years that have been put away for future expenditure. Included in the transfers from reserves are loans that were borrowed in previous years. Unspent loan funding is transferred to reserves so that it can be used when required.

The Port Macquarie-Hastings area is a high growth centre of the North Coast region and it is expected to grow a lot more over the next two decades. It is estimated that the population will grow from 81,000 in 2018 to 104,000 in 2036. As a consequence of this growth, Council must not only provide services to the existing community and maintain existing assets, but also plan for future maintenance and capital expenditure on the infrastructure that will be needed to support the community, business and visitors to the area into the future.

Council holds cash reserves as an alternative to (or to supplement) borrowing. As at June 2018, Council held \$276.9 million in cash and reserves. Predominantly, these reserves are all allocated for specific purposes, with approximately 77% legally required to be used for the purpose for which they were collected (for example for water and sewer). The remaining reserves are also predominantly held for specific purposes (for example, for the development of the airport or to fund projects that have already commenced). The reserves are audited annually and published in Council's financial statements.

The level of reserves held by Port Macquarie-Hastings Council is not disproportionate to other similar councils, noting that different councils provide different services. (For example not all councils provide water and sewer services which require significant capital investment).

► (INTEGRATED REF: RS-LTFP CAPITAL WORKS PROGRAM)



2019-2020 CAPITAL WORKS PROGRAM – INFRASTRUCTURE RENEWALS SUMMARY

A proportion of Council's capital works program refers to Infrastructure assets. The table below shows the renewal amount related to these assets.

Council Section	Allocated Amount	Renewal Amount	Estimated Renewal %
Airport	2,555,000	1,010,000	39.53%
Facilities	502,600	452,600	90.05%
Aquatic Facilities	500,000	50,000	10.00%
Parks & Recreation	14,377,058	3,229,993	22.47%
Drainage	853,000	681,500	79.89%
Waste Disposal	415,000	170,000	40.96%
Water Supply	4,310,000	3,110,000	72.16%
Sewerage Services	27,090,000	8,840,000	32.63%
Transport & Traffic	9,891,716	7,856,716	79.43%
PM Town Centre Masterplan	985,000	492,500	50.00%
Total Infrastructure Assets	61,479,374	25,893,309	42.12%

2019-2020 CAPITAL WORKS PROGRAM – BY COMMUNITY THEME / SERVICE

► (INTEGRATED REF: RS - LTFP CAPITAL WORKS PROGRAM)

The tables over the following pages show all the projects and the allocated budget that make up the Works Program for the 2019-2020 financial year. These projects are listed in the body of the Operational Plan. They are aligned with the relevant Delivery Program objective and show the performance measure and section of Council responsible for delivery. Additional works are shown in the Operational Plan that are continued from previous years. In Summary, the sum of 2019-2020 Works Program per Theme is \$67,370,344 broken down as follows:

Theme 1	Leadership and Governance	\$4,615,000
Theme 2	Your Community Life	\$17,585,628
Theme 3	Your Business and Industry	\$2,555,000
	Your Natural and Built Environment	\$42,614,716
Total		\$67,370,344

2019-20 CAPITAL WORKS PROGRAM

To support *Community Theme 1 – Leadership and Governance*, Council will undertake the Capital Works projects listed below.

Theme 1 – Leadership and Governance – 2019-20 Allocated Amount \$4,615,000
Council Service: Digital Technology – 2019-20 Allocated Amount \$1,285,000

Location	Project Description	Detailed Description	Multi-Year Project	Capital Works (CW) Reference Number	2019-20 Allocated Amount
Various	Information & Communications Technology – Projects	Undertake Information and Communications Technology Projects	✓	1.4.1.1 CW	1,000,000
Port Macquarie	Council Chambers AV Replacement	In preparation for mandatory live streaming of Council Meetings		1.4.1.1 CW	85,000
Various	Information & Communications Technology – Renewals	Annual replacement of Printers, Servers, PCs, Routers, Software & Photocopiers	✓	1.4.1.2 CW	200,000
					1,285,000

Council Service: Fleet Management – 2019-20 Allocated Amount \$3,300,000

Various	Plant Purchases and Disposals	Plant purchases in line with the plant replacement report	✓	1.5.2.2 CW	3,300,000
					3,300,000

Council Service: Property and Leasing – 2019-20 Allocated Amount \$30,000

Various	Land Acquisitions for Council Roads	Survey, Valuation and Land Transactions	✓	1.5.3.8 CW	30,000
					30,000

2019-20 CAPITAL WORKS PROGRAM

To support *Community Theme 2 – Your Community Life*, Council will undertake the Capital Works projects listed below.

Theme 2 – Your Community Life – 2019-20 Allocated Amount \$17,585,628
Council Service: Community Place – Allocated Amount \$157,700

Location	Project Description	Detailed Description	Multi-Year Project	Capital Works (CW) Reference Number	2019-20 Allocated Amount
Various	Disabled Accesses – Buildings/Recreation Facilities	Undertake Design/Construction/Delivery – Works in line with DDA action plan and buildings access strategy	✓	2.3.1.1 CW	107,700
Various	Town Village Signage	Installation of Village entry signage		2.3.4.16 CW	50,000
					157,700

Council Service: Library – Allocated Amount \$647,270

Various	Library Furnishings, Fittings & Equipment	Update Computer Equipment, Technology, Photocopiers, Additional Shelving etc.	✓	2.3.5.1 CW	40,000
Various	Library Van	Purchase and fitout new mobile library, engagement and event support across the LGA.		2.3.5.6 CW	136,470
Various	Purchase of Library Books	To provide bookstock at NSW State average per capita as a minimum level	✓	2.3.5.2 CW	268,800
Various	Library Bookstock	Provision of bookstock for increase in population through development		2.3.5.2 CW	182,000
Various	Special Library Projects	Purchase of resources such as books, DVDs, toys		2.3.5.7 CW	20,000
					647,270

Council Service: Facilities – Allocated Amount \$502,600

Various	Building Rectification Works	Works in line with Asset Management Plans		2.3.3.3 CW	316,000
Port Macquarie	Council Offices and Public Buildings	Install solar energy systems at selected Council facilities		4.7.1.6 CW	50,000
Port Macquarie	Council Offices and Public Buildings	Undertake LED Lighting Upgrade		4.7.1.4 CW	25,000
Various	Furniture Replacement Programme	Replacement of furniture at Council offices		2.3.3.2 CW	11,600
Various	Pilot Beach Reserve	Replacement of public amenities at end of useful life	✓	2.3.3.14 CW	100,000
					502,600

Theme 2 – Your Community Life – 2019-20 Allocated Amount \$17,585,628

Council Service: Parks and Recreation – Allocated Amount \$14,377,058

Location	Project Description	Detailed Description	Multi-Year Project	Capital Works (CW) Reference Number	2019-20 Allocated Amount
Port Macquarie	Blair Reserve	Playground Upgrade		2.3.3.6 CW	85,750
Port Macquarie	Flynns Beach	Seawall Replacement – Stage 1		2.3.4.6 CW	722,200
Lake Cathie/ Bonny Hills	Lake Cathie Foreshore Reserve	Master plan implementation – Construction of Skate Facility		2.3.4.17 CW	312,000
Camden Haven	Kendall Sports Ground	Sports facility upgrade – Reserve Upgrade		2.3.2.2. CW	155,000
North Haven	North Haven Beach Reserve	Pedestrian Facility (Upgrade of North Haven to Bonny Hills walkway)		2.3.3.8 CW	104,000
Various	Parks & Gardens Future Designs	Preparation of engineering designs in advance of construction programmes for Parks and Gardens		2.3.4.22CW	32,200
Lake Cathie/ Bonny Hills	Rainbow Beach Sports Fields	Acquisition of Land		2.3.4.18 CW	1,707,572
Lake Cathie/ Bonny Hills	Rainbow Beach Sports Fields	Preconstruction Works		2.3.4.18 CW	290,000
Lake Cathie/ Bonny Hills	Rainbow Beach Sports Fields	District Facilities		2.3.4.18 CW	4,165,000
Innes Peninsula	Red Ochre Park	Develop new park facilities – Local Facilities		2.3.4.19 CW	446,000
Wauchope	Reservoir Park, High Street	Playground Replacement at end of useful life.		2.3.3.6 CW	21,000
Camden Haven	Riverview Reserve	Playground Upgrade		2.3.3.6 CW	85,750
Wauchope	Rocks Ferry Reserve	Playground Upgrade		2.3.3.6 CW	102,500
Innes Peninsula	Ruins Way Park	Develop new park facilities – Local Facilities		2.3.4.20 CW	312,000
Lakewood	Scribbly Bark Reserve, Scribbly Bark Place	Playground Replacement at end of useful life		2.3.3.6 CW	85,750
Port Macquarie	Settlement Point Reserve, Settlement Point Road	Playground Replacement at end of useful life		2.3.3.6 CW	85,750
Port Macquarie	Stuart Park	Amenities Upgrade		2.3.4.21 CW	260,000

Theme 2 – Your Community Life – 2019-20 Allocated Amount \$17,585,628**Council Service: Parks and Recreation – Allocated Amount \$14,377,058**

Location	Project Description	Detailed Description	Multi-Year Project	Capital Works (CW) Reference Number	2019-20 Allocated Amount
Port Macquarie	Stuart Park	Sports facility Upgrade		2.3.4.21 CW	195,000
Port Macquarie	Stuart Park and Wood Street Sports Fields	Lighting Upgrade		2.3.4.21 CW	312,000
Port Macquarie	Stuart Park	Regional Sporting Precinct		2.3.4.21 CW	1,772,586
Port Macquarie	Town Beach Park, Stewart Street	Playground Replacement at end of useful life.		2.3.3.6 CW	415,000
Camden Haven	Vince Innon Sporting Fields	Sports Facility Upgrade		2.3.3.2 CW	560,000
Port Macquarie	Walkways – Various	Replacement of walkways at end of useful life (Sandhurst Reserve; Blair Reserve; Harry's Lookout)		2.3.3.8 CW	150,000
Wauchope	Hastings Regional Sporting Complex	Construction		2.3.4.8 CW	2,000,000
					14,377,058

Council Service: Port Macquarie Town Centre Masterplan – Allocated Amount \$985,000

Port Macquarie	Port Macquarie Foreshore Walkway Project			2.3.4.12 CW	985,000
					985,000

Council Service: Bushfire Control – Allocated Amount \$350,000

Various	Bushfire Tanker/Vehicle Purchases	Provision of a new bushfire tankers/vehicles		2.1.2.1 CW	350,000
					350,000

Council Service: Glasshouse Back of House Operations – Allocated Amount \$66,000

Port Macquarie	The Glasshouse – Technical Equipment Purchases	Undertake delivery		2.5.1.2 CW	56,000
Port Macquarie	The Glasshouse – Plant & Equipment Purchases	Undertake delivery		2.5.1.2 CW	10,000
					66,000

Council Service: Aquatic Facilities – Allocated Amount \$500,000

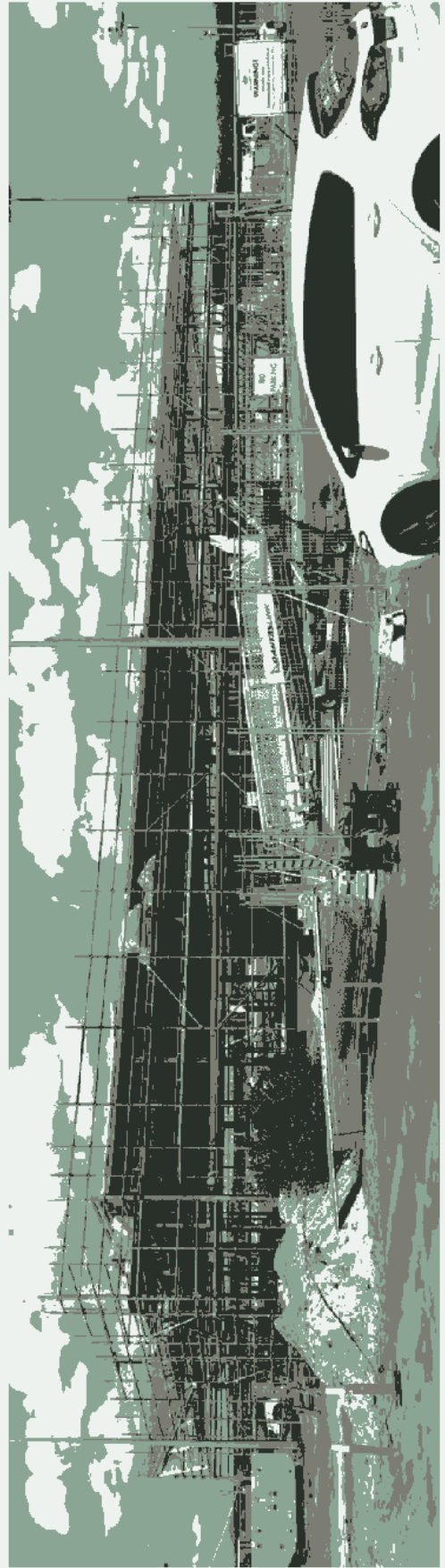
Laurieton	Laurieton Pool	Filtration System		2.3.3.4 CW	50,000
Port Macquarie	Port Macquarie Aquatic Facility	Design Finalisation		2.3.4.14 CW	450,000
					500,000

2019-20 CAPITAL WORKS PROGRAM

To support *Community Theme 3 – Your Business and Industry*, Council will undertake Capital Works projects listed below.

Theme 3 – Your Business and Industry – Allocated Amount \$2,555,000
Council Service: Airport – Allocated Amount \$2,555,000

Location	Project Description	Detailed Description	Multi-Year Project	Capital Works (CW) Reference Number	2019-20 Allocated Amount
Port Macquarie	PMQ Airport – Parallel Taxiway	Stage 1 Construction Finalisation & GA Pavement Renewal		3.3.1.4 CW	150,000
Port Macquarie	PMQ Airport Hangar Maintenance/ Refurbishment	Maintenance and Refurbishment of Council owned airport hangars		3.3.1.6 CW	30,000
Port Macquarie	PMQ Airport Terminal Upgrade	Construction Finalisation	✓	3.3.1.3 CW	2,375,000
					2,555,000



2019-20 CAPITAL WORKS PROGRAM

To support Community Theme 4 – Your Natural and Built Environment, Council will undertake the Capital Works projects listed below.

Theme 4 – Your Natural and Built Environment – 2019-20 Allocated Amount \$42,614,716
Council Service: Waste Disposal – Allocated Amount \$415,000

Location	Project Description	Detailed Description	Multi-Year Project	Capital Works (CW) Reference Number	2019-20 Allocated Amount
Port Macquarie	Cairncross Landfill Covers	Transportable light weight covers to temporarily cover landfill on a daily basis		4.1.7.22 CW	165,000
Port Macquarie	Cairncross Recycling Industrial Zone Improvements	Concrete Processing Facility Establishment Stage 1 – EIS, Design, Planning & Approvals		4.1.7.23 CW	80,000
Port Macquarie	Cairncross Recycling Industrial Zone Improvements	Electricity distribution, metering and DA amendments		4.1.7.24 CW	100,000
Port Macquarie	Cairncross WMF Improvements	Stage 1 – Lunchroom Facilities & Amenities		4.1.7.21 CW	70,000
					415,000

Council Service: Natural Resources – Allocated Amount \$55,000

Various	Biodiversity Offsets	Land Acquisitions		4.8.3.1	25,000
Various	Hastings River Flood Management	Stage 4 – Floodplain Risk Management Plan Implementation – Additional streamflow and rainfall gauges		4.6.1.11 CW	30,000
					55,000

Council Service: Drainage – Allocated Amount \$853,000

Port Macquarie	Stormwater Remediation – 35 Hart Street	Model Required – likely pit/pipe system upgrade (no safe overflow path present)		4.1.5.12 CW	90,000
Port Macquarie	Stormwater Remediation Options – Panorama Drive Catchment	Detailed Designs		4.1.5.8 CW	95,000
Various	Stormwater Remediation Designs	Design of drainage improvement works		4.1.5.10 CW	18,000
Various	Stormwater Renewal Program	Renewal program of Stormwater assets in line with asset management plans	✓	4.1.6.7 CW	650,000
					853,000

Theme 4 – Your Natural and Built Environment – 2019-20 Allocated Amount \$42,614,716

Council Service: Water Supply – Allocated Amount \$4,310,000

Location	Project Description	Detailed Description	Multi-Year Project	Capital Works (CW) Reference Number	2019-20 Allocated Amount
Various	Annual Chemical Dosing Systems Upgrades allocation	Replacement of the sodium hypochlorite dosing systems at Water Treatment Plants with Chlorine Gas Dosing Systems	✓	4.1.2.2. CW	200,000
Various	Annual Installation Of New Services allocation	Expansion of existing water supply network	✓	4.1.1.4 CW	400,000
Various	Annual Live Water Mains Relocations allocation	Relocation of live water mains based on age, condition, risk or in response to development	✓	4.1.2.1 CW	750,000
Various	Annual Renewals - Live Watermains allocation	Renewal of live water mains based on age, condition, risk or in response to development	✓	4.1.2.1 CW	750,000
Various	Annual Renewals - Water Meters allocation	Renewal of water meters based on their age, condition, and readability	✓	4.1.2.1 CW	360,000
Various	Annual Renewals And Minor Works allocation	Carry out various minor works across the water supply scheme at Pump Stations, Reservoirs, Dams, Dosing Facilities and other sites including renewal or upgrade of infrastructure	✓	4.1.2.1 CW	900,000
Various	Annual Switchboard Replacement Program Water allocation	Replacement of electrical switchboards at water supply sites to ensure continued reliable operation of the Water Supply Network	✓	4.1.2.1 CW	150,000
Bonny Hills	Construction of the Southern Arm Trunk Main(DN750) – Pacific Hwy to Bonny Hills	Pre-construction of trunk main from Pacific Hwy to Bonny Hills		4.4.1.26 CW	200,000
Cowarra	Pre Construction of a Water treatment/ Filtration Plant at Cowarra Dam	Pre-construction of water treatment/filtration plant at Cowarra Dam		4.4.1.27CW	250,000
Bonny Hills/ Camden Haven	Pre Construction Works - Trunk Main from Bonny Hills to Kew (Area 12) Reservoir – Stages 1	Commencement of Electrical Upgrade Works		4.4.1.28 CW	350,000
					4,310,000

Theme 4 – Your Natural and Built Environment – 2019-20 Allocated Amount \$42,614,716

Council Service: Sewerage Services – Allocated Amount \$27,090,000

Location	Project Description	Detailed Description	Multi-Year Project	Capital Works (CW) Reference Number	2019-20 Allocated Amount
Various	Annual Electrical STP Asset Replacement Allocation	Programmed replacement of electrical switchboards at Sewerage Treatment Plants	✓	4.1.4.4 CW	200,000
Various	Annual Mechanical STP Asset Replacement Allocation	Programmed replacement of mechanical assets including instruments at Sewerage Treatment Plants	✓	4.1.4.4 CW	300,000
Various	Annual Sewer Pump Replacement Program Allocation	Programmed replacement of pumps through the Sewerage Service Network	✓	4.1.4.1 CW	200,000
Various	Annual Sewer Rehabilitation Allocation	Replacement of sewer mains, connection of new sewer mains, relocation of lines and asset inspections	✓	4.1.4.5 CW	940,000
Various	Annual Sewer Relining Works Allocation	Sewer Relining is utilised to extend the service life of sewerage mains and manholes through a no-dig solution	✓	4.1.4.5 CW	350,000
Various	Annual Switchboard Replacement Allocation	Programmed replacement of electrical switchboards at Sewerage Pump Stations	✓	4.1.4.1 CW	150,000
Kew	Continuation of Construction of Kew STP Upgrade	Upgrade existing Kew STP to serve Kew & Area 15 development incl redirection of existing SPS31 at West Haven		2.1.3.22 CW	5,000,000
Thrumster	Thrumster Sewerage Treatment Plant (Area 13) – Phase 1 200000EP	Continuation of pre-construction of Thrumster STP (Area 13)		4.1.3.18 CW	400,000
Various	Energy Efficiency Initiatives	Upgrade of motor systems (ie STP SPS mechanical equipment)		4.1.3.23 CW	150,000
Port Macquarie	Inlet Works Replacement for Port Macquarie STP	Inlet works replacement for Port Macquarie STP		4.1.3.24 CW	1,000,000
Various	Long Term Asset Management Systems	Stage 1 – Strategic Asset Data & System Review including Options Assessment and develop Implementation Plan		4.1.3.25 CW	250,000
Lake Innes	Upgrade of Lake Innes Sewerage Pump Station #71 (PMSPS71)	Pre-construction work for upgrade of Lake Innes Sewerage Pump Station #71		4.1.3.26 CW	150,000
Various	Small Towns Sewerage Scheme Construction	Finalisation of the Small Village Sewerage Scheme at Long Flat, Comboyne, and Telegraph Point		4.1.3.3 CW	18,000,000
					27,090,000

Theme 4 – Your Natural and Built Environment – 2019-20 Allocated Amount \$42,614,716						
Council Service: Transport and Traffic – Allocated Amount \$9,891,716						
Location	Project Description	Detailed Description	Multi-Year Project	Capital Works (CW) Reference Number	2019-20 Allocated Amount	
Wauchope	Bago Road Rehabilitation	Milligan's Road to Bluewater Crescent		4.4.1.61 CW	516,984	
Wauchope	Bago Road Rehabilitation	Milligan's Road to Bluewater Crescent		4.4.1.61 CW	2,046,603	
Various	Continuation of High Traffic Road Resurfacing	Undertake pavement resurfacing works across the LGA utilising the 17/18 approved SRV of 3.89%		4.4.2.1 CW	933,423	
Various	Continuation of Pavement Rejuvenation Treatments	Undertake pavement rejuvenation works across the LGA utilising the 17/18 approved SRV of 3.89%.		4.4.2.1 CW	233,356	
Various	Footpath, Cycleway and Pedestrian Management	Footpath, cycleway and pedestrian works across the LGA		4.4.1.03 CW	1,000,000	
Kindee	Kindee Bridge	Detailed designs		4.4.1.66 CW	300,000	
Port Macquarie	Koala Street Upgrade Concept Designs	Concept Designs for the upgrade of Koala Street only		4.4.1.64 CW	150,000	
Various	Local Roads Proactive Transport Program	Funds provided for the proactive maintenance of lower trafficked roads throughout the LGA.		4.4.1.37 CW	331,273	
Various	Road Resealing Works	Undertake Resealing works throughout the Local Government Area		4.4.2.1 CW	2,080,077	

Theme 4 – Your Natural and Built Environment – 2019-20 Allocated Amount \$42,614,716					
Council Service: Transport and Traffic – Allocated Amount \$9,891,716					
Location	Project Description	Detailed Description	Multi-Year Project	Capital Works (CW) Reference Number	2019-20 Allocated Amount
Various	Scrubby Creek Bridge	Replace Bridge – Detailed Design		4.4.1.65 CW	50,000
Innes Peninsula	The Ruins Way Reconstruction	Major Innes Road to Sitella		4.4.1.62 CW	178,117
Innes Peninsula	The Ruins Way Reconstruction	Major Innes Road to Sitella		4.4.1.62 CW	443,018
Innes Peninsula	The Ruins Way Reconstruction	Major Innes Road to Sitella		4.4.1.62 CW	328,865
Various	Transport & Traffic various design works	Additional Transport & Stormwater Designs		4.4.1.49 CW	200,000
Pembroke	Pembroke Road – Stoney Creek Road Bridge Upgrade	Detailed Design		4.4.1.63 CW	500,000
Laurieton	Bold Street Pedestrian Crossing	Construction Finalisation		4.4.1.31 CW	200,000
Port Macquarie	Pedestrian Refuge – Hayward Street	West of Horton Street – Construction		4.4.1.68 CW	60,000
Port Macquarie	Pedestrian Refuge – Gordon Street & Hollingworth Street	Construction		4.4.1.69 CW	180,000
Port Macquarie	Pedestrian Refuge – Horton Street	Clarence Street and William Street – Detailed Design and Construction		4.4.1.70 CW	160,000
					9,891,716

A SNAPSHOT OF Key Projects FOR 2019-2020



ACROSS THE REGION

- > Road resealing works throughout the local government area: \$2,080,077
- > Construction of footpaths in the Local Government Area: \$1,000,000
- > Stormwater Renewal Program: \$650,000
- > Small Towns Sewerage Scheme Construction – finalisation of the Small Village Sewerage Scheme at Long Flat, Comboyne, and Telegraph Point: \$18,000,000

LAURIETON, CAMDEN HAVEN AND SURROUNDS

- > Lake Cathie Foreshore Reserve – Master plan implementation – Construction of Skate Facility – \$312,000
- > Kendall Sports Ground – Sports facility upgrade – \$155,000
- > North Haven Beach Reserve – Pedestrian Facility – Upgrade of North Haven to Bonny Hills walkway – \$104,000
- > Rainbow Beach Sports Fields – Acquisition of Land – \$1,707,572
- > Rainbow Beach Sports Fields – Preconstruction works – \$290,000
- > Rainbow Beach Sports Fields – District Facilities – \$4,165,000
- > Riverview Reserve – Playground Upgrade – \$85,750
- > Scribbly Bark Reserve, Scribbly Bark Place – Playground Replacement – \$85,750
- > Construction of the Southern Arm Trunk Main (DN750) – Pacific Hwy to Bonny Hills – \$200,000
- > Continuation of construction of Kew Sewerage Treatment Plant (STP) Upgrade to serve Kew and Area 15 development \$5,000,000
- > Bold Street Pedestrian Crossing – Construction finalisation – \$200,000






56 PORT MACQUARIE-HASTINGS COUNCIL

A SNAPSHOT OF Key Projects FOR 2019-2020



ACROSS THE REGION

- > Road resealing works throughout the local government area: \$2,080,077
- > Construction of footpaths in the Local Government Area: \$1,000,000
- > Stormwater Renewal Program: \$650,000
- > Small Towns Sewerage Scheme Construction – finalisation of the Small Village Sewerage Scheme at Long Flat, Comboyne, and Telegraph Point: \$18,000,000

PORT MACQUARIE

- > Blair Reserve – Playground Upgrade – \$85,750
- > Flynn's Beach – Seawall Replacement – Stage 1 – \$722,700
- > Red Ochre Park – Develop new park facilities – Local Facilities – \$446,000
- > Ruins Way Park – Develop new park facilities – Local Facilities – \$312,000
- > Settlement Point Reserve, Settlement Point Road – Playground Replacement – \$85,750
- > Stuart Park – Regional Sporting Precinct – \$2,539,586
- > Town Beach Park, Stewart Street – Playground Replacement – \$415,000
- > Walkways – Various – Replacement of walkways (Sandhurst Reserve; Blair Reserve; Harry's Lookout) – \$150,000
- > Port Macquarie Aquatic Facility – Design finalisation – \$450,000
- > Port Macquarie Airport – Parallel Taxiway – Stage 1 – Construction finalisation and General Aviation Pavement Renewal – \$150,000
- > Port Macquarie Airport Terminal Upgrade – Construction finalisation – \$2,375,000
- > Thurmaster Sewerage Treatment Plant (Area 13) – Phase 1 – \$400,000
- > Inlet works replacement for Port Macquarie Sewerage Treatment Plant – \$1,000,000
- > Koala Street Upgrade Concept Designs – \$150,000
- > The Ruins Way reconstruction – Major Innes Road to Sitella – \$950,000
- > Port Macquarie Foreshore Walkway Project – \$985,000





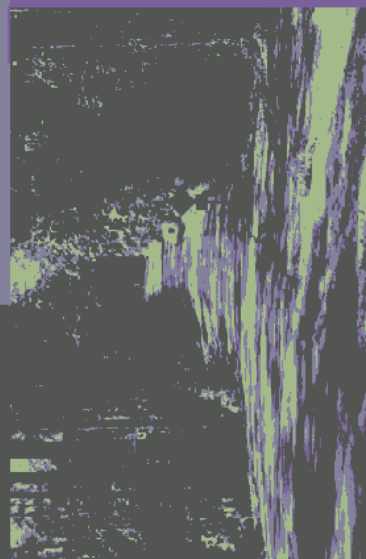


ONE YEAR OPERATIONAL PLAN 2019-2020 57

FOR 2019-2020



ACROSS THE REGION

**WAUCHOPE, RURAL AND SURROUNDS**

UNDERSTANDING THE TABLES

All tables are colour-coded according to the Theme and contain reference numbers. This diagram explains how to read and understand the tables throughout the document. Number reference that are omitted from sequential order refers to actions/activities/project undertaken prior to 2019-20.

<p>Community Strategic Plan Strategy detailed in the "Towards 2030 Community Strategic Plan" adopted by Council in June 2017</p> <p>Four year Delivery Program Objectives, that guide the actions, activities and projects in the annual Operational Plan</p> <p>Outlines what action, activity or project that will be undertaken during the financial year in the Operational Plan and contributes to achieving outcomes against the four Delivery Program Objective</p>					
<p>Community Strategic Plan Strategy</p> <p>3.3 Embrace opportunity and attract investment to support the wealth and growth of the community</p> <p>Delivery Program 2017-2021 Objective</p> <p>3.3.1 Develop, manage and maintain Port Macquarie Airport as a key component of the regional transport network and continue to grow the airport's contribution to the regional economy.</p>					
<p>Operational Plan 2019-2020 - Action/Activity/Project</p>					
Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
	3.3.1.3 CW	Port Macquarie Airport Terminal Upgrade - finalise construction - (multi-year project) Allocated Amount 2019-20 - \$2,375,000	Airport	Commercial Business Units (Infrastructure Delivery)	Finalise construction of Airport Terminal Upgrade
	3.3.1.4 CW	Port Macquarie Airport Parallel Taxiway Stage 1 and GA pavement renewal - finalise detailed design Allocated Amount 2019-20 - \$150,000	Airport	Commercial Business Units (Infrastructure Delivery)	Finalise detailed design of Airport Parallel Taxiway Stage 1 and General Aviation pavement renewal
<p>These two columns denote these are either an Operational or Capital item and provide a reference number for each</p> <p>Indicates the allocated budget amount in Capital Works Program</p> <p>Details the Council Service associated to the Operational Plan action</p> <p>Council section responsible for delivering and reporting on the item</p> <p>Outlines how the item will be reported against</p>					



COMMUNITY THEME 1

Leadership and Governance



PORT MACQUARIE-HASTINGS
COUNCIL

COMMUNITY STRATEGIC PLAN

<p>What we are trying to achieve</p> <p>A collaborative community that works together and uses opportunities for community participation in decision making that is defined as ethically, socially and environmentally responsible.</p>	<p>How we will get there</p> <p>1.1 Inform and engage with the community about what Council does using varied communication channels.</p> <p>1.2 Maintain strong partnerships between all stakeholders – local, state and federal – so that they are effective advocates for the community.</p> <p>1.3 Demonstrate leadership</p> <p>1.4 Use innovative, efficient and sustainable practices.</p> <p>1.5 Ensure strong corporate and financial management that is transparent and accountable.</p>	<p>Who will assist us</p> <ul style="list-style-type: none"> > NSW Government > Local businesses > NSW Government (Land and Property Information) > State Government > Northern Joint Regional Planning Panel > Department of Planning > Other state government agencies > Community interest groups
--	---	---

60

PORT MACQUARIE-HASTINGS COUNCIL

Community Strategic Plan Strategy					
1.1 Inform and engage with the community about what Council does using varied communication channels.					
Delivery Program 2017-2021 Objective					
1.1.1 Use a variety of tools to engage with the community in a manner that is transparent, effective, relevant and inclusive.					
Operational Plan 2019-2020 – Action/Activity/Project					
Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
1.1.1.1		Engage with the community using a range of methods to facilitate community involvement in decision making	Community Place	Community Place	1. Capture the number of engagement activities undertaken and number of participant including online 2. Increased community participation on Council's Have your Say online portal
1.1.1.4		Implement strategic communications priorities in accordance with Council's Working Together Framework	Communications	Economic Development and Communications	1. Deliver regular, positive and engaging media messaging 2. Increase community engagement with Council's digital channels
1.1.1.5		Implement strategic education priorities in accordance with Council's Working Together Framework	Communications	Economic Development and Communications	Education messaging program implemented in accordance with identified priorities
Delivery Program 2017-2021 Objective					
1.1.2 Support community involvement in decision making through education around Council matters and services.					
1.1.2.1		Engage the community on developing the 2021 Community Strategic plan to drive council projects and programs into the future	Community Place	Community Place	Engagement commenced for the Community Strategic Plan by 1 February 2020
1.1.2.3		Undertake the Community Planning Program	Community Place	Community Place	1. Community plans developed by 30 June 2020 2. Facilitate Community Council Action teams 3. Implement Community Plans
1.1.2.4		Develop Local Strategic Planning Statement	Strategic Land Use Planning	Strategic Land Use Planning	Complete Local Strategic Planning Statement for presentation to the NSW Department of Planning and Environment by 30 June 2020
Delivery Program 2017-2021 Objective					
1.1.3 Engage with the community on impacts and changes to services.					
1.1.3.2		Develop a Community Engagement and Education program to enable community involvement in decision making in line with the Working Together Framework	Community Place	Community Place	The Community Engagement and Education program is developed and implementation of actions commenced by 30 June 2020
1.1.3.3		Undertake the Community Satisfaction Survey	Community Place	Community Place	Undertaken a community satisfaction survey by 31 December 2019

Community Strategic Plan Strategy

1.1 Inform and engage with the community about what Council does using varied communication channels.

Delivery Program 2017-2021 Objective

1.1.4 Provide easy to understand and accessible community reporting.

Operational Plan 2019-2020 – Action/ Activity/ Project

Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
1.1.4.1		Produce and submit the annual report in accordance with Local Government Act requirements	Integrated Planning & Reporting	Organisational Performance	1. Have annual report adopted by Council and submitted to the Office of Local Government (OLG) by 30 November 2. Publish community report card (Part A); statutory report (Part B); and financial statements (Part C) for distribution
1.1.4.2		Provide progress reports on implementation of the Delivery Program in accordance with Local Government Act requirements	Integrated Planning & Reporting	Organisational Performance	Provide Delivery Program progress report to Council on a six monthly basis
1.1.4.3		Undertake development of the one year Operational Plan in accordance with Local Government Act requirements	Integrated Planning & Reporting	Organisational Performance	Have an annual operational plan adopted by 30 June
1.1.4.4		Review the current corporate reporting tool to ensure continuous improvement of functionality to meet the needs of the business.	Integrated Planning & Reporting	Organisational Performance	Performance reporting tool reviewed to identify continuous improvement opportunities
1.1.4.5		Undertake review of Resourcing Strategy in accordance with Local Government Act requirements	Integrated Planning & Reporting	Organisational Performance	Organised resourcing strategy working group to deliver reviewed resourcing strategy

Delivery Program 2017-2021 Objective

1.1.5 Develop an effective and coordinated community focused Communications Strategy.

1.1.5.3		Use a variety of communication channels to ensure the community are well-informed, involved in Council decision making and understanding of Council priorities	Communications	Economic Development and Communications	1. Increase community engagement with Council's digital channels 2. Deliver regular and engaging communications utilising a range of communication channels
1.1.5.4		Ensure communication and education channel use is informed by research and understanding of preferred community communication methods	Communications	Economic Development and Communications	Conduct research into customer preferred communication channels and methods

Community Strategic Plan Strategy					
1.1 Inform and engage with the community about what Council does using varied communication channels.					
Delivery Program 2017-2021 Objective					
1.1.6 Continue to promote access by the community to Councillors.					
Operational Plan 2019-2020 – Action/Activity/Project					
Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
1.1.6.1		Manage Councillor development program	Governance & Executive Services	Governance and Procurement	Manage Councillor development
1.1.6.2		Deliver the <i>Take the Council to the Community</i> program	Governance & Executive Services	Governance and Procurement	Hold two off-site Council meetings during the year (March Wauchope, October Laurieton)
Community Strategic Plan Strategy					
1.2 Maintain strong partnerships between all stakeholders – local, state and federal – so that they are effective advocates for the community					
Delivery Program 2017-2021 Objective					
1.2.1 Promote Council participation and build linkages in local, state and federal initiatives, forums and opportunities to support Council's continued planning for the growth of the region.					
1.2.1.1		Convene meetings with local business chambers for the Mayor and Senior Staff	Corporate Governance	Strategy and Growth	Schedule meetings throughout the year
1.2.1.2		Convene meetings with State and Federal Members for the Mayor and Senior Staff	Corporate Governance	General Manager's Office	Schedule meetings throughout the year
Community Strategic Plan Strategy					
1.3 Demonstrate leadership					
Delivery Program 2017-2021 Objective					
1.3.1 Provide effective leadership and equity.					
1.3.1.1		Participate in the Mid North Coast Joint Organisation (MNCJO)	Corporate Governance	General Manager's Office	Attendance at the Regional Joint Organisation meetings by the Mayor and General Manager

Community Strategic Plan Strategy 1.3 Demonstrate leadership

Delivery Program 2017-2021 Objective

1.3.2 Build trust and improve Council's reputation through transparency, good decision making and living Council's Values.

Operational Plan 2019-2020 – Action/Activity/Project

Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
1.3.2.1		Manage the Legislative Compliance Register	Governance & Executive Services	Governance and Procurement	Undertake annual review of the Legislative Compliance Register and report on it and consider improvements to the Legislative Compliance process
1.3.2.2		Produce and submit the annual Code of Conduct complaints report in accordance with Office of Local Government requirements	Governance & Executive Services	Governance and Procurement	Report prepared annually and presented to Council no later than 31 December
1.3.2.3		Produce and submit the annual Government Information Public Access (GIPA) Report in accordance with the GIPA Act requirements	Governance & Executive Services	Governance and Procurement	Submit GIPA annual report to Information and Privacy Commission no later than 31 October
1.3.2.4		Coordinate lodgement of annual Disclosure of Interest Returns	Governance & Executive Services	Governance and Procurement	Annually update Disclosure Register by 30 September
1.3.2.6		Report on Public Interest Disclosures (PID)	Governance & Executive Services	Governance and Procurement	1. Report biannually in July and February on any Public Interest Disclosures 2. Submit PID annual report to NSW Ombudsman by 31 October
1.3.2.7		Submit annual performance reporting for the water and sewer business to NSW Office of Water for benchmarking comparisons	Water Supply	Water and Sewer	Collate and forward performance reporting data to NSW Office of Water annually

Community Strategic Plan Strategy 1.3 Demonstrate leadership						
Delivery Program 2017-2021 Objective 1.3.3 Ensure there is appropriate management of risk to mitigate impact for Council and the community.						
Operational Plan 2019-2020 – Action/Activity/Project						
Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures	
1.3.3.2		Manage the Risk Management Action Plan, as part of the state wide continuous improvement program	Governance & Executive Services	Governance and Procurement	Review and implement the Risk Management Action Plan on a quarterly basis and report to Executive	
1.3.3.5		Improve the Risk Management Framework	Governance & Executive Services	Governance and Procurement	Improve the Risk Management Framework in line with project milestones	
1.3.3.6		Capture high risk electrical assets in Council's asset management system	Asset Management	Assets and Property Investment	Complete electrical asset data survey for Council owned assets by 30 June 2020	
1.3.3.7		Manage the Delegation Framework	Governance & Executive Services	Governance and Procurement	Manage and consider improvements to the Delegation framework.	
1.3.3.8		Respond to formal information requests within required timeframes	Governance & Executive Services	Governance and Procurement	Respond to formal GIPA requests within the required timeframes	
Delivery Program 2017-2021 Objective 1.3.4 Manage our workforce to deliver community outcomes.						
1.3.4.1		Implement workplace strategies and processes to continue to improve Human Resources	HR and WHS Management	Organisational Performance	Implementation of Workforce Management Strategy actions	
1.3.4.2		Implement workplace strategies and processes to continue to improve Work, Health and Safety	HR and WHS Management	Organisational Performance	Implementation of Work, Health Safety Strategy actions	
1.3.4.3		Implement workplace strategies and processes to continue to improve Learning and Development	HR and WHS Management	Organisational Performance	Implementation of Learning and Development Strategy actions.	
	1.3.4.4 CW	Construct new works depot in Port Macquarie (multi-year project linked to 1.3.4.5 CW) Adopted and continuing from previous years	Asset Management	Assets and Property Investment	Deliver project according to approved project plan	
	1.3.4.5 CW	Works Depot relocation – preconstruction/design (multiyear project linked to 1.3.4.4 CW)	Asset Management	Assets and Property Investment	Deliver project according to approved project plan	

Community Strategic Plan Strategy 1.3 Demonstrate leadership					
Delivery Program 2017-2021 Objective 1.3.5 Build an engaged workforce.					
Operational Plan 2019-2020 – Action/Activity/Project					
Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
1.3.5.1		Continue the development of a highly engaged workforce who are solutions-focused	HR and WHS Management	Organisational Performance	1. Embed, streamline and measure Employee Engagement Process (EEP) and implement identified areas of improvement. 2. Implement actions from the 2019 and 2020 Employee Engagement Surveys 3. Deliver annual Employee Engagement Days 4. Identify and implement new employee engagement opportunities
1.3.5.3		Develop project plan for implementation of the Human Resource Information System (HRIS)	HR and WHS Management	Organisational Performance	1. Project plan developed 2. Implementation of project plan commenced
Community Strategic Plan Strategy 1.4 Use innovative, efficient and sustainable practices					
Delivery Program 2017-2021 Objective 1.4.1 Provide efficient technology and inclusive digital systems that are easy to use and easy to access.					
	1.4.1.1 CW	Undertake delivery of Digital Technology projects (DT – Roadmap Program – multi-year projects) including continued implementation of Authority Asset Management System Allocated Amount 2019-20 \$85,000 Council Chambers AV Replacement Allocated Amount 2019-20 \$1,000,000 Information & Communications Technology – Projects	Digital Technology	Digital Technology	Delivery of projects according to approved project plan
	1.4.1.2 CW	Undertake delivery of ICT projects (ICT – Renewals – multi-year project) Allocated Amount 2019-20 \$200,000	Digital Technology	Digital Technology	Deliver project according to approved project plan
1.4.1.5		Develop asset design and as-constructed templates as part of the Asset Data Standards Review	Asset Management	Assets and Property Investment	Develop an Auto CAD file template for asset design and as-constructed plans that meets Asset Design As Constructed (ADAC) standards by 30 June 2020

Community Strategic Plan Strategy					
1.4 Use innovative, efficient and sustainable practices					
Delivery Program 2017-2021 Objective					
1.4.2 Deliver agreed services at the agreed service level at best value.					
Operational Plan 2019-2020 – Action/Activity/Project					
Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
1.4.2.1		Work across the organisation to facilitate the implementation of the Business Improvement Strategy	Business Improvement	Organisational Performance	1. Facilitate service reviews 2. Facilitate process improvements
Delivery Program 2017-2021 Objective					
1.4.3 Deliver a customer-focused service that provides the community a consistent experience of Council.					
1.4.3.1		Deliver high quality and valued customer experiences that place the customer at the Centre of what Council does	Customer Interactions	Community Place	1. Develop a Community Satisfaction survey tool to measure customer satisfaction 2. Community sentiment data is used to inform how we design and provide services to our customers. 3. Improved percentage of first contact resolution of customer enquiries (less calls transferred)
1.4.3.2		Provide up to date information for our community through a single source of truth	Customer Interactions	Community Place	Implement Council Knowledge Base
Community Strategic Plan Strategy					
1.5 Ensure strong corporate and financial management that is transparent and accountable					
Delivery Program 2017-2021 Objective					
1.5.1 Manage Council's financial assets and provide accurate, timely and reliable information.					
1.5.1.1		Monitor and accurately report on Council's financial position in accordance with Local Government Act requirements	Financial Management	Financial Services	1. Submit three quarterly budget review statements and an annual report submitted to Council 2. Lodge audited financial statements with Office of Local Government by 31 October
1.5.1.2		Manage Council's investment portfolio to optimise investment returns within the constraints of the policy, the Local Government Act and Regulations	Financial Management	Financial Services	1. Exceed benchmark for investment return 2. Table report to Council monthly
1.5.1.3		Develop annual Operational Plan budget and review the Long Term Financial Plan	Financial Management	Financial Services	1. Develop the draft annual budget in line with Integrated Planning and Reporting timeframes 2. Review the Long Term Financial Plan in line with the budget 3. Have final budget adopted by Council by 30 June each year
1.5.1.4		Prepare monthly financial reports for Council	Financial Management	Financial Services	Present financial reports to Council as required

Community Strategic Plan Strategy

1.5 Ensure strong corporate and financial management that is transparent and accountable

Delivery Program 2017-2021 Objective

1.5.1 Manage Council's financial assets and provide accurate, timely and reliable information.

Operational Plan 2019-2020 – Action/Activity/Project

Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
1.5.1.6		Progress Partridge Creek residential development planning	Property Investment portfolio	Assets and Property Investment	Provide report to Council outlining Partridge Creek residential development options upon receipt of updated land valuation
1.5.1.7		Progress Greenmeadows Dr Development Planning and Feasibilities	Property Investment Portfolio	Assets and Property Investment	1. Develop concept plan for Greenmeadows Drive development 2. Lodge Development Approval application for Greenmeadows Drive development
1.5.1.8		Conduct Asset Revaluation for Transport assets (Roads, Bridges, Footpaths, Airport Runway)	Asset Management	Assets and Property Investment	Complete Transport asset revaluation by 30 June 2020
1.5.1.9		Emily Avenue residential development planning	Property Investment Portfolio	Assets and Property Investment	1. Develop concept plan for Emily Avenue development 2. Lodge Development Approval application for Emily Avenue development
1.5.1.10		Implement Asset Designed As Constructed (ADAS) computerised automated process system	Asset Management	Assets and Property Investment	Complete implementation of ADAS within Council operations by 30 June 2020

Delivery Program 2017-2021 Objective

1.5.2 Use procurement, tendering, purchasing and contract management approaches that are transparent and equitable.

1.5.2.1		Continue to implement and monitor the procurement strategy action items	Procurement and Stores	Governance and Procurement	Completion of Procurement Strategy Implementation Plan actions within agreed timeframes
1.5.2.2 CW		Ensure plant purchases are in line with the plant replacement program (Plant Purchases and Disposals – multi-year project) Allocated Amount 2019-20 \$3,300,000	Fleet and Depot Management	Transport and Stormwater Network	Plant replacement program delivered according to approved schedule
1.5.2.3		Manage and maintain Council's Plant and Fleet to support the operational activities of Council	Fleet and Depot Management	Transport and Stormwater Network	Plant and Fleet managed and maintained in accordance with adopted program and budget
1.5.2.5		Undertake procurement activities in accordance with legislative requirements and that are transparent	Procurement and Stores	Governance and Procurement	Capture contracts awarded with a value of \$150,000 (excluding GST) or more

Community Strategic Plan Strategy

1.5 Ensure strong corporate and financial management that is transparent and accountable

Delivery Program 2017-2021 Objective

1.5.3 Develop, manage and maintain Council Business Units through effective commercial management.

Operational Plan 2019-2020 – Action/Activity/Project

Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
1.5.3.1		Increase operating revenue at the Airport, the Glasshouse, the Crematorium and Cemetery, and the Environmental Laboratory	Airport, Glasshouse, Environmental Testing	Commercial Business Units	Increase operating revenue by 3% per annum per business unit including: Airport, Glasshouse, Crematorium and Cemetery, and Environmental Laboratory
1.5.3.2		Implement the Glasshouse Strategic Plan 2019-2022 in consideration of Council's Cultural Plan	Glasshouse	Commercial Business Units	1. Present biannual reports to Council 2. Deliver actions according to adopted Strategic Plan
1.5.3.6		Manage Council's property management, leasing and licencing, and statutory property functions for the most appropriate return to Council and the community	Property and Leasing	Commercial Business Units	1. Manage Council's lease and licence portfolio to ensure the most appropriate return to Council and the community 2. Deliver statutory property projects according to approved project plan
1.5.3.7		Continue to implement and monitor the property investment strategy	Property Investment Portfolio	Assets and Property Investment	Provide six monthly update reports to Council on the status of the Property Investment Portfolio
	1.5.3.8 CW	Land Acquisitions for Council Roads – Survey, Valuation and Land Transactions Allocated Amount 2019-20 – \$30,000	Property and Leasing	Commercial Business Units	Deliver projects according to approved project plan

Delivery Program 2017-2021 Objective

1.5.4 Identify new commercially viable revenue sources

1.5.4.1		Review current revenue sources and investigate the commercial viability of identified new revenue sources	Airport, Crematorium & Cemeteries, Environmental Testing, Glasshouse, Property and Leasing	Commercial Business Units	Identify new revenue sources
---------	--	---	--	---------------------------	------------------------------

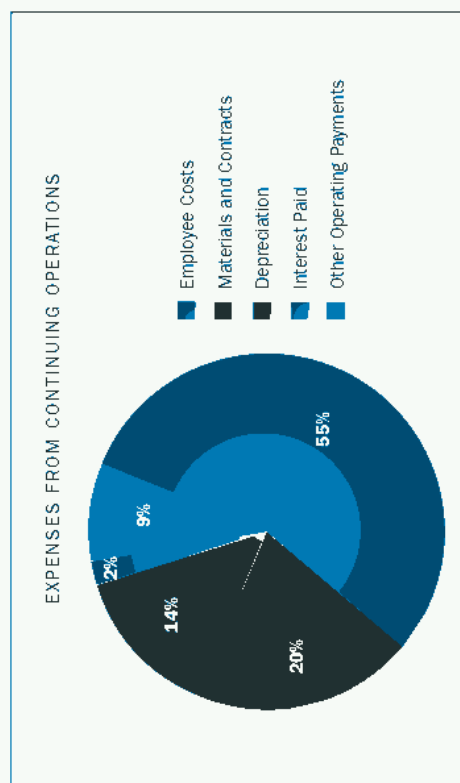
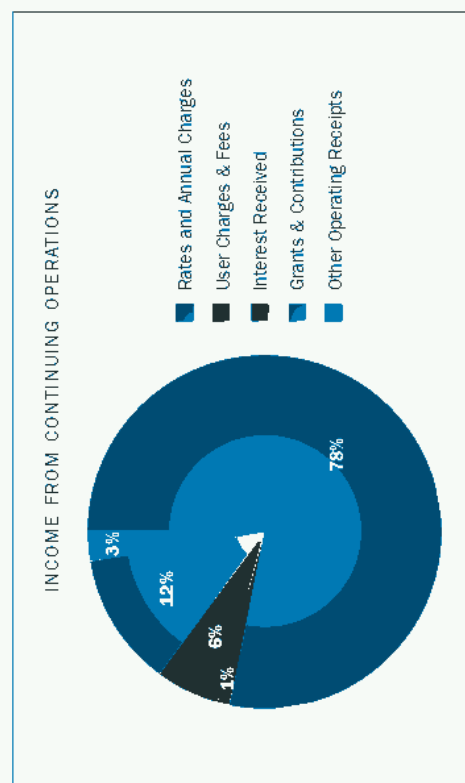
BUDGET STATEMENT LEADERSHIP AND GOVERNANCE – 1 JULY 2019 TO 30 JUNE 2020

2019-20 Original Budget

Operating Activities Movements	
Income from continuing operations	
Rates & Annual Charges	48,674,355
User Charges & Fees	509,684
Interest Received	3,687,924
Grants & Contributions	7,654,300
Other Operating Receipts	1,750,453
Expenses from continuing operations	
Employee Costs	(13,906,018)
Materials & Contracts	(5,058,861)
Depreciation	(3,523,963)
Interest Paid	(496,431)
Other Operating Payments	(2,271,142)
Overheads	13,912,079
Loss on Disposal of Assets	-
Operating result from continuing operations	50,932,380
Restricted Asset Movements	
Restricted asset movements receipts	
Transfer from Restricted Assets	4,635,000
Restricted asset movements payments	
Transfer to Restricted Assets	(2,441,910)
Net Revenues (Used in)/Provided by in Restricted Assets	2,193,090
Property, plant and equipment movements	
Property, plant & equipment movements receipts	
Sale of Fixed Assets	-
Sale of Real Estate Development Assets	-
Property, plant & equipment movements payments	
Purchase of Assets	(1,381,000)
Developer Provided Assets	(1,381,000)
Net Revenues (Used in)/Provided by in Investing Activity	(1,381,000)
Financing activities movements	
Financing activities receipts	
Proceeds from Borrowings & Advances	-
Financing activities payments	
Repayments of Borrowings & Advances	(1,786,708)
Net Revenues (Used in)/Provided by in Financing Activity	(1,786,708)
Net Result (Including Depreciation)	49,957,762
Add Back: Non Cash Items	3,523,963
Budget Surplus/(Shortfall)	53,481,725

► (INTEGRATED REF: DP - BUDGET STATEMENT 4 YEARS /RS-LTFP/FINANCIAL STATEMENTS)

INCOME AND EXPENSES





PORT MACQUARIE-HASTINGS
COUNCIL

COMMUNITY THEME 2 Your Community Life

COMMUNITY STRATEGIC PLAN

What we are trying to achieve
A healthy, inclusive and vibrant community.

How we will get there

- 2.1 Create a community that feels safe
- 2.2 Advocate for social inclusion and fairness
- 2.3 Provide quality programs, community facilities and public spaces, for example, community halls, parks and vibrant town centres
- 2.4 Empower the community through active involvement in projects, volunteering and events
- 2.5 Promote a creative and culturally rich community

Who will assist us

- > NSW Surf Lifesaving Association
- > Rural Fire Service
- > Landcare
- > NSW Fire and Rescue
- > Local Aboriginal Land Council
- > Crown Lands
- > National Parks
- > Department of Planning and Infrastructure
- > NSW Fire Brigades
- > Office of Local Government
- > Environment Protection Authority (EPA)
- > NSW Public Health
- > Department of Education
- > NSW Forestry

Community Strategic Plan Strategy 2.1 Create a community that feels safe					
Delivery Program 2017-2021 Objective 2.1.1 Support Community Safety Initiatives					
Operational Plan 2019-2020 – Action/ Activity/ Project					
Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
2.1.1.1		Manage the contract for approved lifeguard services	Sports & Recreation	Recreation and Buildings	1. Deliver approved lifeguard services 2. Deliver lifeguard education programs to schools and community groups (target 2,500 students)
Delivery Program 2017-2021 Objective 2.1.2 Advocate for support and coordinate emergency services.					
	2.1.2.1 CW	Council supports Emergency Management Operations and Agencies Allocated Amount 2019-20 – \$350,000 Bushfire Tank/ Vehicle purchases	Emergency Management	Infrastructure	Provide coordination and support to emergency service units as required
Delivery Program 2017-2021 Objective 2.1.3 Conduct regulatory and educational activities which safeguard public and environmental health, and ensures compliance with planning and building standards					
2.1.3.1		Monitor and take action as appropriate to ensure compliance with development approvals and building, environmental, public health and on-site sewage standards	Compliance	Regulatory Services	1. Respond to 80% of Regulatory Services customer requests within set customer service standards 2. Undertake 40 fire safety inspections per annum 3. Undertake 250 pool inspection per annum 4. Undertake 1,000 on-site sewage inspections per annum 5. Undertake 195 public health inspections per annum
2.1.3.3		Provide ranger and local law enforcement services to ensure compliance with legislation, regulations and Council policies relating to parking, regular beach patrols, illegal signage, sale of goods on roads, building site sediment control and companion animal management	Compliance	Regulatory Services	1. Respond to 80% of Regulatory Services customer requests regarding compliance with parking, beach patrols, illegal signage, sale of goods on roads, building site sediment control and companion animal management within set customer service standard 2. Monitor the number of offences detected during proactive patrols 3. Monitor the number of companion animal incidents

Community Strategic Plan Strategy 2.1 Create a community that feels safe						
Delivery Program 2017-2021 Objective 2.1.3 Conduct regulatory and educational activities which safeguard public and environmental health, and ensures compliance with planning and building standards						
Operational Plan 2019-2020 – Action/Activity/Project						
Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures	
2.1.3.4		Manage Council's Environmental Laboratory and provide sampling, analysis, reporting and professional advice of water quality analysis in accordance with operational and regulatory requirements to internal and external customers on an approved fee for service basis	Environmental Testing	Commercial Business Units	1. Undertake all sampling, analysis and reporting of operational and regulatory requests in accordance with approved budgets 2. Complete all sampling, analysis and reporting of operational and regulatory requests in accordance with agreed service standards 3. Maintain National Association of Testing Authorities (NATA) corporate accreditation	
2.1.3.5		Provide a safe water supply in accordance with Australian Drinking Water Quality Guidelines	Water Supply	Water and Sewer	Have nil reportable incidents in accordance with NSW Health agreed protocols	
Community Strategic Plan Strategy 2.2 Advocate for social inclusion and fairness						
Delivery Program 2017-2021 Objective 2.2.1 Support and advocate for all community sectors.						
2.2.1.1		Involve youth for a better Council	Community Place	Community Place	1. Re-establish and manage a Youth Advisory Council 2. Deliver Youth focused activities	
2.2.1.3		Coordinate the Community Grants program to assist the community to deliver projects that contribute to a sense of place	Community Place	Community Place	1. Deliver Community Grants Program through two rounds per year 2. Implement the new Community Grants program to meet the needs of a changing community	
2.2.1.6		Implement the Community Events Plan	Community Place	Community Place	Implement actions as per the Community Events Plan	
2.2.1.7		Adopt and implement the Community Inclusion Plan	Community Place	Community Place	1. Adopt the Community Inclusion Plan by 30 August 2019 2. Implement the Community Inclusion Plan actions	
ONE YEAR OPERATIONAL PLAN 2019 - 2020						73

Community Strategic Plan Strategy

2.3 Provide quality programs, community facilities and public spaces, e.g. for example, Community community halls, parks and vibrant town centres

Delivery Program 2017-2021 Objective

2.3.1 Ensure access to community facilities and activities: including access to natural environment

Operational Plan 2019-2020 – Action/Activity/Project

Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
	2.3.1.1 CW	Deliver the Disability Inclusion Action Plan in accordance with State Legislation Allocated Amount 2019-20 – \$107,700 Disabled Accesses – Buildings/Recreation Facilities	Community Place	Community Place	Implement the actions as per the Disability Inclusion Action Plan
2.3.1.2		Manage Community Halls	Community Place	Community Place	Manage Community Halls to current service standard

Delivery Program 2017-2021 Objective

2.3.2 Provide a range of inclusive sporting and recreational opportunities and facilities to encourage a healthy and active lifestyle

2.3.2.1		Continue implementation of the Recreation Action Plan 2015-2025	Sports & Recreation	Recreation and Buildings	Implement the identified actions from the Recreation Action Plan
	2.3.2.2 CW	Deliver sporting facility renewal and upgrades program across the LGA Adopted and continuing from previous years – Oxley Oval – Sporting Infrastructure upgrade – Port Macquarie Hastings Hockey Facility – Install lighting to Field 2 – Port Macquarie Regional Sports Stadium – construction of new training field including lighting Allocated amount 2019-20 – \$155,000 Kendall Sports Ground – Sporting Field – Reserve Upgrade Allocated amount 2019-20 – \$560,000 Vince Innon Sporting Fields – Sports Facility Upgrade Manage the Mayor's Sporting Fund	Sports & Recreation	Recreation and Buildings	Deliver renewal and upgrades as per schedules and report according to seasonal sports
2.3.2.3			Community Place	Community Place	Distribute funds as required and Coordinate fundraising events

Community Strategic Plan Strategy

2.3 Provide quality programs, community facilities and public spaces, e.g. for example, Community community halls, parks and vibrant town centres

Delivery Program 2017-2021 Objective

2.3.2 Provide a range of inclusive sporting and recreational opportunities and facilities to encourage a healthy and active lifestyle

Operational Plan 2019-2020 – Action/Activity/Project

Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
2.3.2.4		Undertake regional master planning for recreational facilities	Sports & Recreation	Recreation and Buildings	1. Complete Master Planning for Bain Park, Wauchope 2. Commence review of Bonny Hills Reserves Master Plan
	2.3.2.6 CW	Hastings River recreational boating improvements – Undertake design/pre-construction for provision of new facility as per Boating Needs Investigation Adopted and continuing from previous years	Sports & Recreation	Recreation and Buildings	Continue to deliver according to approved project plan

Delivery Program 2017-2021 Objective

2.3.3 Develop and implement management of operational and maintenance programs for open space, recreational and community facilities

	2.3.3.1 CW	Undertake the maintenance program for parks, reserves, sporting fields and beaches including parks signage SEE BELOW Adopted and continuing from previous years – Bunny's Corner – Riverbank erosion management – Settlement Point Reserve – Riverbank erosion management	Sports & Recreation	Recreation and Buildings	Deliver program, including beach cleaning and playground inspections according to approved maintenance schedules
	2.3.3.2 CW	Undertake scheduled and reactive maintenance programs of all Council-owned buildings including office furniture replacement Allocated Amount 2019-20 – \$11,600	Building Maintenance	Recreation and Buildings	Deliver projects according to facilities works program
	2.3.3.3 CW	Undertake building rectification works in line with Council Asset Management – (multi-year project) Allocated Amount 2019-20 – \$316,000	Building Maintenance	Recreation and Buildings	Deliver project according to approved project plan

Community Strategic Plan Strategy
2.3 Provide quality programs, community facilities and public spaces, e.g. for example, Community community halls, parks and vibrant town centres

Delivery Program 2017-2021 Objective

2.3.3 Develop and implement management of operational and maintenance programs for open space, recreational and community facilities

Operational Plan 2019-2020 – Action/Activity/Project

Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
2.3.3.5	2.3.3.4 CW	Provide, maintain and manage public aquatic facilities Allocated Amount 2019-20 \$50,000 Laurieton Pool – Filtration system	Sports & Recreation	Recreation and Buildings	1. Undertake annual off-season facility maintenance in accordance with approved program 2. Oversee the management of Council's public aquatic facilities in accordance with lease obligation checklist
		Deliver park furniture renewals across the local government area, including donated seats program	Sports & Recreation	Recreation and Buildings	Deliver replacement program according to approved schedule
	2.3.3.6 CW	Carry out playground equipment replacement program Allocated Amount 2019-20 – \$85,750 Blair Reserve PMQ – Playground Upgrade Allocated Amount 2019-20 – \$21,000 Reservoir Park, High Street Wauchope – Playground Replacement Allocated Amount 2019-20 – \$85,750 Scribbly Bark Reserve, Scribbly Bark Place – Playground Replacement Allocated Amount 2019-20 – \$85,750 Riverview Reserve - Playground Upgrade Allocated Amount 2019-20 – \$102,500 Rocks Ferry Reserve Wauchope – Playground Upgrade Allocated Amount 2019-20 – \$85,750 Settlement Point Reserve, Settlement Point Road – Playground Replacement Allocated Amount 2019-20 – \$415,000 Town Beach Park, Stewart Street – Playground Replacement	Sports & Recreation	Recreation and Buildings	Deliver replacement program according to approved schedule

Community Strategic Plan Strategy
2.3 Provide quality programs, community facilities and public spaces, e.g. for example, Community community halls, parks and vibrant town centres

Delivery Program 2017-2021 Objective

2.3.3 Develop and implement management of operational and maintenance programs for open space, recreational and community facilities

Operational Plan 2019-2020 – Action/Activity/Project

Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
	2.3.3.8 CW	Deliver recreational walkway replacement program across the local government area Allocated Amount 2019-20 – \$104,000 North Haven Beach Reserve – Pedestrian Facility (Upgrade of North Haven to Bonny Hills walkway) Allocated Amount 2019-20 – \$150,000 Replacement of walkways – Sandhurst Reserve; Blair Reserve; Harry's Lookout	Sports & Recreation	Recreation and Buildings	Deliver the recreational walkway replacement program to schedule
2.3.3.9		Implement maintenance programs for boat ramps, wharves and jetties	Sports & Recreation	Transport and Stormwater Network, (Recreation and Buildings)	Deliver programs according to approved maintenance and schedule (for boat ramps, wharves and jetties)
2.3.3.10		Undertake the maintenance program for beaches	Sports & Recreation	Recreation and Buildings	1. Undertake beach and beach access maintenance as per program 2. Undertake inspections of beach access signs
	2.3.3.11 CW	Rocks Ferry Reserve – Riverbank revetment extension Adopted and continuing from previous years	Sports & Recreation	Recreation and Buildings, (Infrastructure Delivery)	Deliver project according to approved project plan
	2.3.3.12 CW	Sancroix/Thrumster Sports Fields – Detailed design and approvals – (multi-year project) Adopted and continuing from previous years	Sports & Recreation	Recreation and Buildings, (Infrastructure Delivery)	Deliver project according to approved project plan
	2.3.3.14 CW	Undertake the Public Amenities Renewals program Adopted and continuing from previous years – Short Street Car Park Reserve Allocated Amount 2019-20 \$100,000 – Pilot Beach Reserve – Replacement of public amenities	Building Maintenance	Recreation and Buildings	Deliver project according to approved project plan

Community Strategic Plan Strategy
2.3 Provide quality programs, community facilities and public spaces, e.g. for example, Community community halls, parks and vibrant town centres

Delivery Program 2017-2021 Objective

2.3.3 Develop and implement management of operational and maintenance programs for open space, recreational and community facilities

Operational Plan 2019-2020 – Action/ Activity/ Project

Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
	2.3.3.15 CW	Kendall Skatepark – renewal of facility at end of useful life – Design and construct Adopted and continuing from previous years	Sports & Recreation	Recreation and Buildings	Deliver project according to approved project plan
2.3.3.16		Manage burial, cremation and memorialisation services at Innes Garden Memorial Park, Wauchope, Laurieton and other outlying cemeteries	Crematorium & Cemeteries	Commercial Business Units	Carry out services in accordance with legislative and customer requirements
	2.3.3.17 CW	Carry out improvement and expansion works at Innes Garden Memorial Park, Wauchope, Laurieton and other outlying cemeteries	Crematorium & Cemeteries	Commercial Business Units	Deliver projects according to approved project plan
2.3.3.18		Administration of public roads, public spaces, events and customer engagement: – Section 138 Road Applications – Road Encroachments – Customer Enquiries and Responses – Other Statutory Road Functions – Road Policies	Roads, Bridges and Transport	Transport and Stormwater Network	Deliver works in accordance with Council's Policies and Procedures
2.3.3.20		Develop Plans of Management for Council Crown Reserve Sites – Undertake plans of management as required under the Crown Lands Management Act	Recreation and Buildings	Sports & Recreation	Plans of Management for Council Crown Reserve Sites undertaken as required

Community Strategic Plan Strategy

2.3 Provide quality programs, community facilities and public spaces, e.g. for example, Community community halls, parks and vibrant town centres

Delivery Program 2017-2021 Objective

2.3.4 Plan, investigate, design and construct open spaces, recreational and community facilities

Operational Plan 2019-2020 – Action/Activity/Project

Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
	2.3.4.2 CW	Port Macquarie Coastal Walk – upgrade as per adopted master plan Adopted and continuing from previous years	Sports & Recreation	Recreation and Buildings	Deliver project according to approved project plan
	2.3.4.3.CW	Wayne Richards Park – Stage 3B detailed design and approvals Adopted and continuing from previous years	Sports & Recreation	Recreation and Buildings, (Infrastructure Delivery)	Deliver project according to approved project plan
	2.3.4.6 CW	Flynn's Beach – upgrade sea wall – seawall replacement – Stage 1 (multi-year project) Allocated Amount 2019-20 – \$722,200	Sports & Recreation	Recreation and Buildings, (Infrastructure Delivery)	Deliver project according to approved project plan
	2.3.4.7 CW	Googik Track – construct shared walkway/cycleway, Stage 2 (multi-year project) Adopted and continuing from previous years	Sports & Recreation	Recreation and Buildings, (Infrastructure Delivery)	Deliver project according to approved project plan
	2.3.4.8 CW	Hastings Regional Sporting Facility – Stage 1 development (multi-year project) Adopted and continuing from previous years Allocated Amount 2019-20 – \$1,500,000 Allocated Amount 2019-20 – \$500,000 Construction	Sports & Recreation	Recreation and Buildings, (Infrastructure Delivery)	Deliver project according to approved project plan

Community Strategic Plan Strategy					
2.3 Provide quality programs, community facilities and public spaces, e.g. for example, Community community halls, parks and vibrant town centres					
Delivery Program 2017-2021 Objective					
2.3.4 Plan, investigate, design and construct open spaces, recreational and community facilities					
Operational Plan 2019-2020 – Action/ Activity/ Project					
Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
	2.3.4.12 CW	Port Macquarie Town Centre Master Plan (TCMP) Improvements Gordon Street Bridge – Pedestrian Underpass – Adopted and continuing from previous years Allocated Amount 2019-20 – \$985,000 – Port Macquarie Foreshore Walkway Project	Sports & Recreation	Recreation and Buildings	Deliver project according to approved project plan
	2.3.4.14 CW	Port Macquarie Pool – Design Finalisation Adopted and continuing from previous years Allocated Amount 2019-20 – \$450,000	Sports & Recreation	Recreation and Buildings	Deliver project according to approved project plan
	2.3.4.16 CW	Continue installation of Town Village Entry Signage Allocated Amount 2019-20 – \$50,000	Community Place	Community Place	Deliver project according to approved project plan
	2.3.4.17 CW	Lake Cathie Foreshore Reserve - Master plan Implementation – Construction of Skate Facility Allocated Amount 2019-20 – \$312,000	Sports & Recreation	Recreation and Buildings	Undertake construction of the skate park facility at Lake Cathie Reserve

Community Strategic Plan Strategy 2.3 Provide quality programs, community facilities and public spaces, e.g. for example, Community community halls, parks and vibrant town centres					
Delivery Program 2017-2021 Objective 2.3.4 Plan, investigate, design and construct open spaces, recreational and community facilities					
Operational Plan 2019-2020 – Action/Activity/Project					
Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
	2.3.4.18 CW	Rainbow Beach Sports Fields Allocated Amount 2019-20 - \$1,707,572 Rainbow Beach Sports Fields - Acquisition of Land Allocated Amount 2019-20 - \$290,000 - Preconstruction Works Allocated Amount 2019-20 - \$4,165,000 District Facilities	Sports & Recreation	Recreation and Buildings	Deliver project according to approved project plan
	2.3.4.19 CW	Red Ochre Park – Develop new park facilities – Local Facilities Allocated Amount 2019-20 – \$446,000	Sports & Recreation	Recreation and Buildings	Deliver project according to approved project plan
	2.3.4.20 CW	Ruins Way Park – Develop new park facilities – Local Facilities Allocated Amount 2019-20 – \$312,000	Sports & Recreation	Recreation and Buildings	Deliver project according to approved project plan
	2.3.4.21 CW	Stuart Park – Regional Sporting Precinct – Stuart Park Upgrades Adopted and continuing from previous years – Develop off leash dog exercise park in Port Macquarie Allocated Amount 2019-20 – \$2,539,586 Stuart Park – Regional Sporting Precinct	Sports & Recreation	Recreation and Buildings	Deliver project according to approved project plan

Community Strategic Plan Strategy					
2.3 Provide quality programs, community facilities and public spaces, e.g. for example, Community community halls, parks and vibrant town centres					
Delivery Program 2017-2021 Objective					
2.3.4 Plan, investigate, design and construct open spaces, recreational and community facilities					
Operational Plan 2019-2020 – Action/ Activity/ Project					
Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
	2.3.4.22 CW	Parks and Gardens Future Designs – Preparation of engineering designs in advance of construction programmes for Parks and Gardens Allocated Amount 2019-20 – \$32,200	Sports & Recreation	Recreation and Buildings	Parks and Gardens Future Designs preparation undertaken as required
Delivery Program 2017-2021 Objective					
2.3.5 Plan and deliver innovative Library Services which cater for new technology and growing population.					
	2.3.5.1 CW	Provide a range of library programs and lending services across the local government area (including Library Furnishings, Fittings and Equipment; Library Local Priority Grant) – (multi-year project) Allocated Amount 2019-20 – \$40,000 For Library Furnishings, Fittings & Equipment Update Computer Equipment, Technology, Photocopiers, Additional Shelving etc.	Library	Community Place	1. Annual library program delivered 2. Increase Library membership by 5% annually
	2.3.5.2 CW	Purchase of Library Books – (multi-year project) Allocated Amount 2019-20 – \$268,800 To purchase books that provides bookstock at NSW State average per capita as a minimum level Allocated Amount 2019-20 – \$182,000 For provision of bookstock due to increase in population through development	Library	Community Place	Complete book purchases

Community Strategic Plan Strategy

2.3 Provide quality programs, community facilities and public spaces, e.g. for example, Community community halls, parks and vibrant town centres

Delivery Program 2017-2021 Objective

2.3.5 Plan and deliver innovative Library Services which cater for new technology and growing population.

Operational Plan 2019-2020 – Action/Activity/Project

Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
2.3.5.4		Adopt and implement the Library Strategic Plan	Library	Community Place	1. Adopt the Library Strategic Plan by 31 August 2019 2. Implement actions as per the Library Strategic Plan
	2.3.5.5 CW	Implement the Library Webpage Upgrade	Library	Community Place	Library webpage upgrades complete by December 2019
	2.3.5.6 CW	Purchase and fit out new Community Van to provide services such as Library outreach, arts and cultural program and community engagement Allocated Amount 2019-20 – \$136,470	Library	Community Place	1. Van purchased and fit out complete by 1 March 2020 2. Service delivery program developed and implementation commenced by 30 June 2020
	2.3.5.7 CW	Deliver Special Library Projects to enhance library delivery program Allocated Amount 2019-20 – \$20,000 For the purchase of resources such as books, DVDs, toys	Library	Community Place	Special Library Projects planned, approved and implemented by 30 June 2020

Delivery Program 2017-2021 Objective

2.3.6 Support a range of inclusive community activities and programs

2.3.6.3		Delivery of the 2019 Tastings on Hastings Event	Community Place	Community Place	The 2019 Tastings on Hastings Event is delivered
---------	--	---	-----------------	-----------------	--

Community Strategic Plan Strategy					
2.4 Empower the community through encouraging active involvement in projects, volunteering and events					
Delivery Program 2017-2021 Objective					
2.4.1 Work with the community to identify and address community needs, to inform Council processes, services and projects					
Operational Plan 2019-2020 – Action/Activity/Project					
Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
2.4.1.1		Support and promote the Volunteer Program including the Graffiti Blaster Program	Community Place	Community Place	Plan and coordinate a volunteer program across the LGA
2.4.1.2		Implement the Customer Experience Plan to improve our customers experience when interacting with Council	Community Place	Community Place	Implement the Customer Experience Plan as per the outcomes of the Customer Experience Project
Community Strategic Plan Strategy					
2.5 Promote a creative and culturally rich community					
Delivery Program 2017-2021 Objective					
2.5.1 Support cultural activities within the community					
2.5.1.1		Implement the Cultural Plan	Community Place	Community Place	Implement agreed Cultural Plan actions
	2.5.1.2 CW	Undertake Glasshouse back of house maintenance Allocated Amount 2019-20 – \$10,000 Plant & Equipment Purchases Allocated Amount 2019-20 – \$56,000 Technical Equipment Purchases	Glasshouse	Commercial Business Units	Undertake maintenance as required
2.5.1.3		Manage the delivery of a range of high quality performing and visual arts events at the Glasshouse in consideration of Council's Cultural Plan	Glasshouse	Commercial Business Units	1. Deliver the performing arts program as per the annual season launch – 15 events 2. Deliver the exhibition program as per the annual gallery program – 20 exhibitions

BUDGET STATEMENT

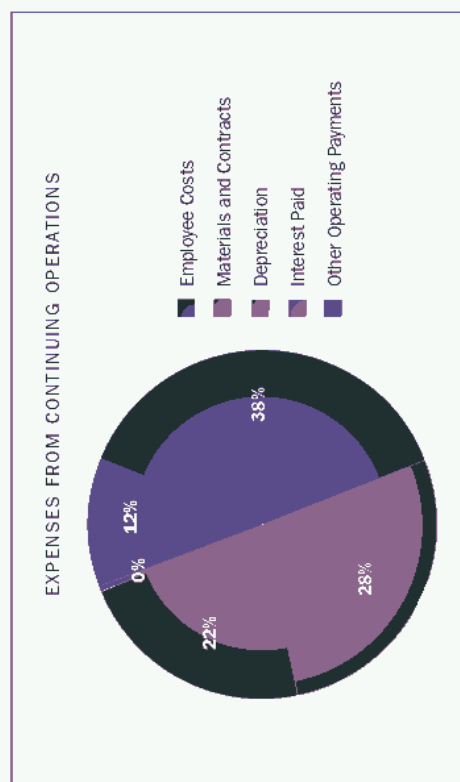
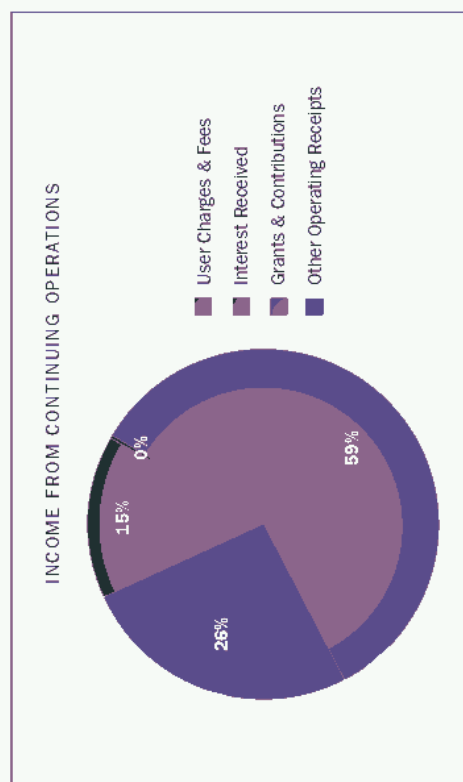
YOUR COMMUNITY LIFE – 1 JULY 2019 TO 30 JUNE 2020

2019-20 Original Budget

Operating Activities Movements	
Income from continuing operations	
Rates & Annual Charges	(141,463)
User Charges & Fees	712,930
Interest Received	1,050
Grants & Contributions	2,724,085
Other Operating Receipts	1,217,275
Expenses from continuing operations	
Employee Costs	(7,039,960)
Materials & Contracts	(5,176,519)
Depreciation	(3,934,378)
Interest Paid	(58,765)
Other Operating Payments	(2,131,274)
Overheads	(1,294,113)
Loss on Disposal of Assets	-
Operating result from continuing operations	(15,121,132)
Restricted Asset Movements	
Restricted asset movements receipts	
Transfer from Restricted Assets	10,997,695
Restricted asset movements payments	
Transfer to Restricted Assets	(562,392)
Net Revenues (Used in)/Provided by in Restricted Assets	10,435,303
Property, plant and equipment movements	
Property, plant & equipment movements receipts	
Sale of Fixed Assets	-
Sale of Real Estate Development Assets	-
Property, plant & equipment movements payments	
Purchase of Assets	(17,519,628)
Developer Provided Assets	
Net Revenues (Used in)/Provided by in Investing Activity	(17,519,628)
Financing activities movements	
Financing activities receipts	
Proceeds from Borrowings & Advances	1,500,000
Repayments of Borrowings & Advances	(124,705)
Net Revenues (Used in)/Provided by in Financing Activity	1,375,295
Net Result (Including Depreciation)	(20,830,162)
Add Back: Non Cash Items	3,934,378
Budget Surplus/(Shortfall)	(16,895,784)

► (INTEGRATED REF: DP - BUDGET STATEMENT 4 YEARS /RS-LTP/ FINANCIAL STATEMENTS)

INCOME AND EXPENSES





COMMUNITY THEME 3

Your Business and Industry

COMMUNITY STRATEGIC PLAN

What we are trying to achieve

The Port Macquarie-Hastings region is a successful place that has vibrant, diversified and resilient regional economy for people to live, learn, work, play and invest.

How we will get there

- 3.1 Embrace business and a stronger economy
- 3.2 Create vibrant and desirable places
- 3.3 Embrace opportunity and attract investment to support the wealth growth of the community
- 3.4 Partner for success with key stakeholders in business, government, education and community

Who will be involved

- > Local Government and Council
- > State Government and Government
- > Business and Industry
- > Community and Residents
- > Education and Training
- > Health and Wellbeing
- > Environment and Planning
- > Transport and Infrastructure
- > Social and Cultural
- > International and Global

PORT MACQUARIE-HASTINGS COUNCIL

86 PORT MACQUARIE-HASTINGS COUNCIL

Community Strategic Plan Strategy 3.1 Embrace business and a stronger economy					
Delivery Program 2017-2021 Objective 3.1.1 Assist the growth of local business and industry, ensuring this is a central consideration of Council activities					
Operational Plan 2019-2020 – Action/Activity/Project					
Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
3.1.1.1		Implement actions from the 2017-2021 Economic Development Strategy to lead, create and proactively support an environment that stimulates sustainable industry, business and investment growth.	Economic Development	Economic Development and Communications	1. Implement actions from the Economic Development Strategy 2. Undertake and report on an annual business confidence survey
Delivery Program 2017-2021 Objective 3.1.2 Optimise the use of appropriately zoned land for business uses					
3.1.2.1		Finalise Local Environmental Plan (LEP) and Development Control Plan (DCP) amendments in relation to a business park near Port Macquarie Airport	Strategic Land Use Planning	Strategic Land Use Planning	Final report to Council re Local Environmental Plan (LEP) and Development Control Plan (DCP) amendments by 30 September 2019
3.1.2.2		Review and prepare planning proposals for specific sites within the Port Macquarie-Hastings Local Government Area based on priorities as determined by Council	Strategic Land Use Planning	Strategic Land Use Planning	Report to Council bi-annually on progress of the progress and status of site specific amendments
Delivery Program 2017-2021 Objective 3.1.3 Implement Major Events Strategy					
3.1.3.2		Implement actions from the Port Macquarie-Hastings Events Plan	Economic Development	Economic Development and Communications	1. Successful distribution of Events Grants and Sponsorships 2. Implementation of Events Plan actions relating to 'Major Events'
ONE YEAR OPERATIONAL PLAN 2019 - 2020					87

Community Strategic Plan Strategy					
3.1 Embrace business and a stronger economy					
Delivery Program 2017-2021 Objective					
3.1.4 Implement the Destination Management Plan					
Operational Plan 2019-2020 – Action/Activity/Project					
Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
3.1.4.1		Work with stakeholders to implement actions from the Destination Management Plan in accordance with the identified strategic outcomes	Economic Development	Economic Development and Communications	1. Implement actions within the Destination Management Plan 2. Increase new monthly visits to the website by more than 15% in 12 months
Community Strategic Plan Strategy					
3.2 Create vibrant and desirable places					
Delivery Program 2017-2021 Objective					
3.2.1 Support vibrant commercial, tourism, recreational and or community hubs across the region					
3.2.1.2		Support towns and villages initiatives that will provide activation and economic return	Economic Development	Economic Development and Communications	Identify initiatives and implement (or support implementation) with stakeholder support
Community Strategic Plan Strategy					
3.3 Embrace opportunity and attract investment to support the wealth and growth of the community					
Delivery Program 2017-2021 Objective					
3.3.1 Develop, manage and maintain Port Macquarie Airport as a key component of the regional transport network and continue to grow the airport's contribution to the regional economy.					
3.3.1.1		Continue to monitor, plan and implement the Port Macquarie Airport Master Plan to meet demand and regulatory requirements (multi-year project)	Airport	Commercial Business Units	Deliver identified actions from the Airport Master Plan according to approved project plan
3.3.1.2		Support, facilitate and advocate for regular public transport (RPT) airline services at Port Macquarie Airport	Airport	Commercial Business Units	Increase in passenger numbers compared to previous year

Community Strategic Plan Strategy 3.3 Embrace opportunity and attract investment to support the wealth and growth of the community

Delivery Program 2017-2021 Objective

3.3.1 Develop, manage and maintain Port Macquarie Airport as a key component of the regional transport network and continue to grow the airport's contribution to the regional economy.

Operational Plan 2019-2020 – Action/Activity/Project

Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
	3.3.1.3 CW	Port Macquarie Airport Terminal Upgrade – finalise construction – (multi-year project) Allocated Amount 2019-20 – \$2,375,000	Airport	Commercial Business Units (Infrastructure Delivery)	Finalise construction of Airport Terminal Upgrade
	3.3.1.4 CW	Port Macquarie Airport Parallel Taxiway Stage 1 and GA pavement renewal – finalise detailed design Allocated Amount 2019-20 – \$150,000	Airport	Commercial Business Units (Infrastructure Delivery)	Finalise detailed design of Airport Parallel Taxiway Stage 1 and General Aviation pavement renewal
	3.3.1.5 CW	Continue to monitor, plan and implement the Port Macquarie Airport Biodiversity Certification Strategy and related environmental approvals – (multi-year project)	Airport	Commercial Business Units, Environmental Services	Deliver identified actions from the Biodiversity Certification Strategy and related environmental approvals according to approved project plan
	3.3.1.6 CW	Operate and maintain Port Macquarie Airport in accordance with regulatory, safety and security requirements Allocated Amount 2019-20 – \$30,000 Maintenance and refurbishment of Council-owned Hangars	Airport	Commercial Business Units	1. Carry out daily aerodrome inspections according to regulatory requirements 2. Ensure airport operational manuals are reviewed by 30 June 3. Carry out maintenance/refurbishment of Council-owned hangars according to approved project plan
3.3.1.7		Finalise development planning for the Airport Business Park	Property Investment Portfolio	Assets and Property Investment	Finalise development planning by 31 December 2019 according to approved project plan

Community Strategic Plan Strategy					
3.3 Embrace opportunity and attract investment to support the wealth and growth of the community					
Delivery Program 2017-2021 Objective					
3.3.2 Promote investment, education and lifestyle opportunities.					
Operational Plan 2019-2020 – Action/Activity/Project					
Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
3.3.2.1		Promote local growth and opportunities within and outside the region	Economic Development	Economic Development and Communications	1. Deliver investment attraction messaging and collateral 2. Include broader place opportunity messaging through marketing channels
Community Strategic Plan Strategy					
3.4 Partner for success with key stakeholders in business, industry, government, education and the community					
Delivery Program 2017-2021 Objective					
3.4.1 Foster partnerships with higher education institutions through research and development, innovation and local skills development.					
3.4.1.1		Partner with local education institutions on initiatives that will support local economic and skills growth	Economic Development	Economic Development and Communications	Identify initiatives and implement (or support implementation) with stakeholder support
Delivery Program 2017-2021 Objective					
3.4.2 Support local business networks					
3.4.2.1		Work closely with local business networks and organisations to build their capacity and facilitate the growth of existing enterprises	Economic Development	Economic Development and Communications	Ongoing engagement with, and support for local business networks individually and collectively
Delivery Program 2017-2021 Objective					
3.4.3 Encourage innovation that will support our growth as a regional city including smart community technology					
3.4.3.2		Advocate and implement projects that support innovation and enhance the local digital environment	Economic Development	Economic Development and Communications	1. Engagement with local business, entrepreneurs and co-workers via The Hub pop-up co-working space. 2. Support the delivery of projects which enhance local digital engagement, smart work hubs and 'smart' technology roll out

BUDGET STATEMENT

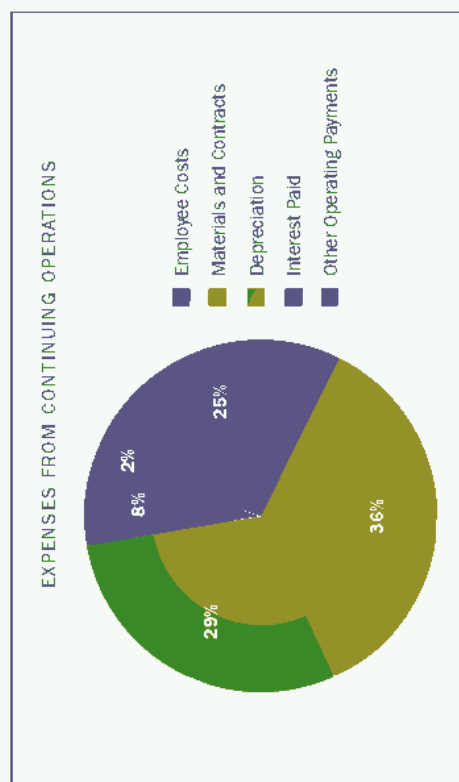
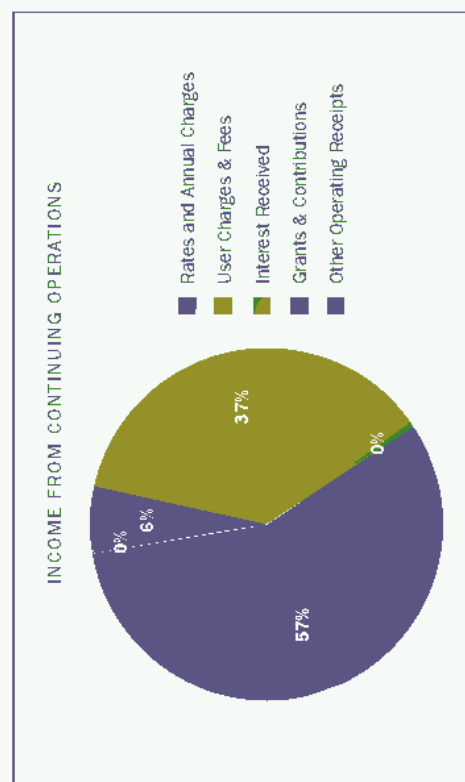
YOUR BUSINESS AND INDUSTRY – 1 JULY 2019 TO 30 JUNE 2020

2019-20 Original Budget

Operating Activities Movements	
Income from continuing operations	
Rates & Annual Charges	827,629
User Charges & Fees	5,394,563
Interest Received	-
Grants & Contributions	8,203,482
Other Operating Receipts	67,000
Expenses from continuing operations	
Employee Costs	(2,108,372)
Materials & Contracts	(2,958,235)
Depreciation	(2,392,556)
Interest Paid	(675,490)
Other Operating Payments	(147,036)
Overheads	(12,789)
Loss on Disposal of Assets	-
Operating result from continuing operations	6,198,196
Restricted Asset Movements	
Restricted asset movements receipts	
Transfer from Restricted Assets	2,816,000
Restricted asset movements payments	
Transfer to Restricted Assets	(8,694,446)
Net Revenues (Used in)/Provided by in Restricted Assets	(5,878,446)
Property, plant and equipment movements	
Property, plant & equipment movements receipts	
Sale of Fixed Assets	-
Sale of Real Estate Development Assets	-
Property, plant & equipment movements payments	
Purchase of Assets	(2,555,000)
Developer Provided Assets	
Net Revenues (Used in)/Provided by in Investing Activity	(2,555,000)
Financing activities movements	
Financing activities receipts	
Proceeds from Borrowings & Advances	-
Financing activities payments	
Repayments of Borrowings & Advances	(2,100,917)
Net Revenues (Used in)/Provided by in Financing Activity	(2,100,917)
Net Result (Including Depreciation)	(4,336,167)
Add Back: Non Cash Items	2,392,556
Budget Surplus/(Shortfall)	(1,943,611)

▶ (INTEGRATED REF: DP - BUDGET STATEMENT 4 YEARS /RS - LTFP/FINANCIAL STATEMENTS)

INCOME AND EXPENSES





COMMUNITY THEME 4

Your Natural and Built Environment



PORT MACQUARIE-HASTINGS
COUNCIL

What we are trying to achieve	How we will get there	Who will assist us
A connected, sustainable, accessible community and environment that is protected now and into the future.	<div>4.1 Provide (appropriate) infrastructure and services including water cycle management, waste management, and sewer management</div> <div>4.2 Aim to minimise impact of natural events and climate change, for example, floods, bushfires and coastal erosion</div> <div>4.3 Facilitate development that is compatible with the natural and built environment</div> <div>4.4 Plan for integrated transport systems that helps people get around and links our communities</div> <div>4.5 Plan for integrated and connected communities across the Port Macquarie-Hastings area</div> <div>4.6 Restore and protect natural areas</div> <div>4.7 Provide leadership in the development of renewable energy opportunities</div> <div>4.8 Increase awareness of issues affecting our environment, including the preservation of flora and fauna</div>	<div>> State Government</div> <div>> Koala Preservation Society</div> <div>> Landowners</div> <div>> NSW Government</div> <div>> Community interest groups</div> <div>> General public</div> <div>> State Government</div> <div>> Federal Government</div> <div>> Business and Industry groups</div> <div>> Community groups</div> <div>> External contractors</div>

92 PORT MACQUARIE-HASTINGS COUNCIL

Community Strategic Plan Strategy
4.1 Provide (appropriate) Infrastructure and services including water cycle management, waste management, and sewer management

Delivery Program 2017-2021 Objective
 4.1.1 Plan, investigate, design and construct water supply assets ensuring health, safety, environmental protection and security of supply for the future growth of the region

Operational Plan 2019-2020 – Action/Activity/Project

Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
	4.1.1.1 CW	Commencement of the construction of the Sanroxx to Thurminster trunk main (DN750), Thurminster Adopted and continuing from previous years	Water Supply	Water and Sewer, (Infrastructure Delivery)	Deliver project according to approved project plan
	4.1.1.1.4 CW	Installation of new water supply services to residential and business premises – to cater for new development Adopted and continuing from previous years Annual Installation of New Services Allocated Amount 2019-20 – \$400,000 Expansion of existing water supply network	Water Supply	Water and Sewer	Deliver project according to approved project plan
	4.1.1.1.13 CW	Commence construction of Area 14 reclaimed outlet trunk main (DN250), Bonny Hills Adopted and continuing from previous years	Water Supply	Water and Sewer, (Infrastructure Delivery)	Deliver project according to approved project plan
	4.1.1.1.16 CW	Thurminster Reclaimed Water Interim Supply - Rising Main to Thurminster Reservoir – undertake construction Adopted and continuing from previous years	Water Supply	Water and Sewer, (Infrastructure Delivery)	Deliver project according to approved project plan
	4.1.1.1.17 CW	Beechwood Rosewood Reservoir – Beechwood connection - Undertake Construction/Delivery VPA Council Funded Works Adopted and continuing from previous years	Water Supply	Water and Sewer, (Infrastructure Delivery)	Deliver project according to approved project plan

Community Strategic Plan Strategy 4.1 Provide (appropriate) Infrastructure and services Including water cycle management, waste management, and sewer management					
Delivery Program 2017-2021 Objective 4.1.1 Plan, investigate, design and construct water supply assets ensuring health, safety, environmental protection and security of supply for the future growth of the region					
Operational Plan 2019-2020 – Action/ Activity/ Project					
Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
	4.1.1.18 CW	Commence construction of the Wauchope to Sanerox Trunk Main Adopted and continuing from previous years	Water Supply	Water and Sewer	Deliver project according to approved project plan
	4.4.1.26 CW	Construction of the Southern Arm Trunk Main (DN750) – Pacific Hwy to Bonny Hills Allocated Amount 2019-20 – \$ 200,000 Pre-construction of trunk main from Bonny Hills to Kew Reservoir	Water Supply	Water and Sewer	Deliver project according to approved project plan
	4.4.1.27 CW	Preconstruction of a Water treatment/ Filtration Plant at Cowarra dam Allocated Amount 2019-20 – \$ 250,000	Water Supply	Water and Sewer	Deliver project according to approved project plan
	4.4.1.28 CW	Pre-Construction Works – Trunk Main from Bonny Hills to Kew (Area 12) Reservoir – Stage 1 Allocated Amount 2019-20 – \$350,000	Water Supply	Water and Sewer	Deliver project according to approved project plan

Community Strategic Plan Strategy
4.1 Provide (appropriate) Infrastructure and services including water cycle management, waste management, and sewer management

Delivery Program 2017-2021 Objective

4.1.2 Develop and implement annual maintenance and preventative works program for water supply assets

Operational Plan 2019-2020 – Action/Activity/Project

Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
	4.1.2.1 CW	Conduct water asset replacement and renewal programs for live water mains, water meters, renewals and minor works, pumps and switchboards Allocated Amount 2019-20 – \$750,000 Annual Live Water Mains Relocations Allocated Amount 2019-20 – \$ 750,000 Annual Renewals - Live Watermains Allocated Amount 2019-20 – \$360,000 Annual Renewals - Water Meters Allocated Amount 2019-20 – \$900,000 Annual Renewals And Minor Works Allocated Amount 2019-20 – \$ 150,000 Annual Switchboard Replacement Program	Water Supply	Water and Sewer	Deliver project according to approved project plan
	4.1.2.2. CW	Annual Chemical Dosing Systems Upgrades Allocated Amount 2019-20 – \$200,000 Replacement of the sodium hypochlorite dosing systems at Water Treatment Plant's with Chlorine Gas Dosing Systems	Water Supply	Water and Sewer	Deliver project according to approved project plan

Delivery Program 2017-2021 Objective

4.1.3 Plan, investigate, design and construct sewerage assets ensuring health, safety, environmental protection and the future growth of the region

	4.1.3.1 CW	Commence construction of the Port Macquarie Sewer rising main (PMSP71), Port Macquarie Adopted and continuing from previous years	Sewerage	Water and Sewer; (Infrastructure Delivery)	Deliver project according to approved project plan
--	------------	--	----------	--	--

Community Strategic Plan Strategy
4.1 Provide (appropriate) Infrastructure and services Including water cycle management, waste management, and sewer management

Delivery Program 2017-2021 Objective

4.1.3 Plan, investigate, design and construct sewerage assets ensuring health, safety, environmental protection and the future growth of the region

Operational Plan 2019-2020 – Action/ Activity/ Project

Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
	4.1.3.3 CW	Small Towns Sewerage Scheme Construction – Long Flat, Comboyne, Telegraph Point (multi-year project) Allocated Amount 2019-20 \$18,000,000 Finalisation of the Small Village Sewerage Scheme at Long Flat, Comboyne, and Telegraph Point	Sewerage	Water and Sewer, (Infrastructure Delivery)	1. Deliver project for Long Flat Sewerage Scheme according to approved project plan 2. Deliver project for Comboyne Sewerage Scheme according to approved project plan 3. Deliver project for Telegraph Point Sewerage Scheme according to approved project plan
	4.1.3.6 CW	Area 15 (Lakewood/Kew) – sewerage upgrade to provide for future development (multi-year project) Adopted and continuing from previous years	Sewerage	Water and Sewer, (Infrastructure Delivery)	Deliver project according to approved project plan
	4.1.3.15 CW	Commencement of the construction of the Area 14 reclaimed Inlet trunk main (DN250), Bonny Hills Adopted and continuing from previous years	Sewerage	Water and Sewer, (Infrastructure Delivery)	Deliver project according to approved project plan
	4.1.3.17 CW	Construction of Sewer Rising Main from Camden Haven Sewer Pump Station #1 to Dunbogan Bridge and Sewer Rising Main Extension to Dunbogan Sewer Treatment Plant Inlet Adopted and continuing from previous years	Sewerage	Water and Sewer	Deliver project to approved project plan
	4.1.3.18 CW	Continuation of Preconstruction of Thrumster Sewerage treatment Plant (Area 13) – Phase 1 – 20000EP Allocated Amount 2019-20 – \$400,000	Sewerage	Water and Sewer	Deliver project to approved project plan
	4.1.3.21 CW	Commence Port Macquarie Sewerage Pumping Station (SPS) #64 Electrical upgrade works Adopted and continuing from previous years	Sewerage	Water and Sewer	Deliver project to approved project plan

Community Strategic Plan Strategy
4.1 Provide (appropriate) Infrastructure and services including water cycle management, waste management, and sewer management

Delivery Program 2017-2021 Objective

4.1.3 Plan, investigate, design and construct sewerage assets ensuring health, safety, environmental protection and the future growth of the region

Operational Plan 2019-2020 – Action/Activity/Project

Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
	4.1.3.22 CW	Construction of Kew Sewer Treatment Plant (STP) Upgrade Allocated Amount 2019-20 – \$5,000,000	Sewerage	Water and Sewer	Deliver project to approved project plan
	4.1.3.23 CW	Annual Energy Efficiency Initiatives Allocation Allocated Amount 2019-20 – \$150,000	Sewerage	Water and Sewer	Deliver project to approved project plan
	4.1.3.24 CW	Inlet Works Replacement for Port Macquarie Sewer Treatment Plans (STP) Allocated Amount 2019-20 – \$1,000,000	Sewerage	Water and Sewer	Deliver project to approved project plan
	4.1.3.25 CW	Long Term Asset Management Systems – Stage 1 – Strategic Asset Data and System Review Allocated Amount 2019-20 – \$250,000	Sewerage	Water and Sewer	Deliver project to approved project plan
	4.1.3.26 CW	Preconstruction works for upgrade of Lake Innes Sewerage Pump Station #71 (PNSPS71) Allocated Amount 2019-20 – \$150,000	Sewerage	Water and Sewer	Deliver project to approved project plan

Delivery Program 2017-2021 Objective

4.1.4 Develop and implement annual maintenance and preventative works program for sewerage assets

4.1.4.1 CW	Programmed replacement of Sewer Pumps and Electrical switchboards at Sewage Pump Stations Allocated Amount 2019-20 – \$200,000 – Sewer Pump Replacement Program Allocated Amount 2019-20 – \$150,000 – Annual Switchboard Replacement	Sewerage	Water and Sewer	Deliver project according to approved project plan
------------	---	----------	-----------------	--

Community Strategic Plan Strategy
4.1 Provide (appropriate) Infrastructure and services Including water cycle management, waste management, and sewer management

Delivery Program 2017-2021 Objective

4.1.4 Develop and implement annual maintenance and preventative works program for sewerage assets

Operational Plan 2019-2020 – Action/Activity/Project

Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
	4.1.4.4 CW	Carry out programmed replacement of Sewer Treatment Plant (STP) electrical and mechanical assets Allocated Amount 2019-20 – \$200,000 Annual Electrical STP Asset Replacement Allocated Amount 2019-20 – \$300,000 Annual Mechanical STP Asset Replacement	Sewerage	Water and Sewer	Deliver project according to approved project plan
	4.1.4.5 CW	Conduct sewer assets replacement and maintenance programs for Sewer Rehabilitation and Relining Works Allocated Amount 2019-20 – \$940,000 Annual Sewer Rehabilitation Allocated Amount 2019-20 – \$350,000 Annual Sewer Relining Works	Sewerage	Water and Sewer	Deliver project according to approved project plan

Delivery Program 2017-2021 Objective

4.1.5 Work towards planning, investigation, design, construction of stormwater assets

	4.1.5.06 CW	Continue design and construction for Black Swan Terrace – Stormwater detention facility (multi-year project) Adopted and continuing from previous years	Stormwater and Drainage	Transport and Stormwater Network	Deliver project according to approved project plan
	4.1.5.8 CW	Stormwater Remediation Panorama Drive Bonny Hills – Detailed Designs of remedial options Adopted and continuing from previous years Allocated Amount 2019-20 – \$95,000	Stormwater and Drainage	Transport and Stormwater Network	Deliver project according to approved project plan

Community Strategic Plan Strategy
4.1 Provide (appropriate) Infrastructure and services including water cycle management, waste management, and sewer management

Delivery Program 2017-2021 Objective
 4.1.5 Work towards planning, investigation, design, construction of stormwater assets

Operational Plan 2019-2020 – Action/Activity/Project

Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
	4.1.5.09 CW	Investigation of Stormwater Remediation Options – Bellbowrie/Bay Street Catchment Adopted and continuing from previous years	Stormwater and Drainage	Transport and Stormwater Network	Deliver project according to approved project plan
	4.1.5.10 CW	Stormwater Remediation Designs – Design of drainage improvement works Allocated Amount 2019-20 – \$18,000	Stormwater and Drainage	Transport and Stormwater Network	Deliver project according to approved project plan
	4.1.5.11 CW	Detailed Designs of Stormwater Remediation measures identified in the Westport Stormwater Management Plan including Gordon Street to Buller Street Port Macquarie works Adopted and continuing from previous years	Stormwater and Drainage	Transport and Stormwater Network	Deliver project according to approved project plan
	4.1.5.12 CW	Stormwater Remediation – Hart Street – Investigation of stormwater remediation – Planning and Designs Allocated Amount 2019-20 – \$90,000	Stormwater and Drainage	Transport and Stormwater Network	Deliver project according to approved project plan

Delivery Program 2017-2021 Objective
 4.1.6 Develop and implement annual maintenance and renewal programs for stormwater assets

4.1.6.2		Undertake annual canal maintenance for Settlement Shores and Broadwater canals as required	Stormwater and Drainage	Transport and Stormwater Network	Undertake canal maintenance works in accordance with the rolling priority program and risk management processes
4.1.6.5		Settlement Shores Canals Major Maintenance and Dredging	Stormwater and Drainage	Transport and Stormwater Network	Deliver project to approved project plan

Community Strategic Plan Strategy 4.1 Provide (appropriate) Infrastructure and services Including water cycle management, waste management, and sewer management

Delivery Program 2017-2021 Objective

4.1.6 Develop and implement annual maintenance and renewal programs for stormwater assets

Operational Plan 2019-2020 – Action/Activity/Project

Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
	4.1.6.7 CW	Carry out the Stormwater Renewal Program Allocated Amount 2019-20 – \$650,000	Stormwater and Drainage	Transport and Stormwater Network	Deliver program according to approved schedule
4.1.6.18		Carry-out stormwater maintenance program including inspections, monitoring and repair works.	Stormwater and Drainage	Transport and Stormwater Network	In accordance with adopted programs and reactive maintenance requirements based on risk
4.1.6.19		Carry-out stormwater engineering investigations in response to identified issues from both reactive and proactive inspections	Stormwater and Drainage	Transport and Stormwater Network	Engineering Investigations completed for all complex issues raised.
4.1.6.20		Stormwater Asset Management Condition Rating of stormwater assets via CCTV inspections. Including of newly constructed works	Stormwater and Drainage	Transport and Stormwater Network	In accordance with adopted programs and proactive maintenance requirements based on risk
4.1.6.21		Develop Urban Stormwater Catchment Management Plans for each of the 62 sub-catchments	Stormwater and Drainage	Transport and Stormwater Network	Deliver project according to approved project plan

Delivery Program 2017-2021 Objective

4.1.7 Develop and implement effective waste management strategies

	4.1.7.1 CW	Kingfisher Waste Depot – Upgrade and Expansion (CW) Adopted and continuing from previous years	Waste Management	Environmental Services, (Infrastructure Delivery)	Deliver project according to approved project plan
4.1.7.2		Deliver Primary school education program	Waste Management	Environmental Services	Primary School education Program delivered by 30 June 2020
4.1.7.3		Develop Pre-school waste education program	Waste Management	Environmental Services	Pre-school waste education program delivered by 30 June 2020

Community Strategic Plan Strategy
4.1 Provide (appropriate) Infrastructure and services including water cycle management, waste management, and sewer management

Delivery Program 2017-2021 Objective
4.1.7 Develop and implement effective waste management strategies

Operational Plan 2019-2020 – Action/Activity/Project

Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
4.1.7.4		Develop Event Waste Management Guidelines	Waste Management	Environmental Services	Event Waste Management Guidelines developed by 30 June 2020
4.1.7.5		Deliver efficient domestic waste collection services	Waste Management	Environmental Services	Domestic waste collection services delivered as required
4.1.7.6		Ensure effective recycling & recovery of domestic waste through Material Recovery Facility (MRF)	Waste Management	Environmental Services	Recovery of domestic waste through Material Recovery Facility complete by 30 June 2020
4.1.7.7		Ensure effective recycling & recovery of organic waste through Organic Recovery Facility (ORF)	Waste Management	Environmental Services	Recovery of domestic waste through Organic Recovery Facility complete by 30 June 2020
4.1.7.8		Deliver efficient commercial waste collection services	Waste Management	Environmental Services	Delivery commercial waste collection services as required
4.1.7.9		Ensure effective operation of all Waste Transfer Stations	Waste Management	Environmental Services	Operation of all Waste Transfer Stations undertaken as required
4.1.7.10		Ensure effective disposal of waste to landfill			Capture the tonnage of waste to landfill for environmental reporting
4.1.7.11		Ensure effective operation of Cairncross waste management facility			Operation of Cairncross waste management facility undertaken as required
4.1.7.12		Deliver efficient public place waste collection services	Waste Management	Environmental Services	Public place waste collection services undertaken as required
4.1.7.13		Address illegal dumping and provide clean up programs	Waste Management	Environmental Services	Illegal dumping and clean up programs delivered by 30 June 2020

Community Strategic Plan Strategy
4.1 Provide (appropriate) Infrastructure and services Including water cycle management, waste management, and sewer management

Delivery Program 2017-2021 Objective
4.1.7 Develop and implement effective waste management strategies

Operational Plan 2019-2020 – Action/ Activity/ Project

Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
4.1.7.14		Commence Multi Unit Dwelling Organics Recovery Project	Waste Management	Environmental Services	Deliver project according to approved project plan
4.1.7.15		Kingfisher Waste Transfer Station – Gas Investigation Risk Analysis (CSU Rezoning)	Waste Management	Environmental Services	Deliver projects according to approved Office of Environment and Heritage (OEH) project plans
4.1.7.16		Dunbogan Landfill Site – Gas Investigation Risk Analysis (Subdivision)	Waste Management	Environmental Services	Deliver projects according to approved Office of Environment and Heritage (OEH) project plans
4.1.7.17		Calmcross Trial Gas Extraction System – Finalisation of Trial	Waste Management	Environmental Services	Deliver projects according to approved Office of Environment and Heritage (OEH) project plans
4.1.7.18		Undertake Waste Education and Marketing campaigns	Waste Management	Environmental Services	Waste Education and Marketing campaigns delivered according to approved programs
4.1.7.19		Kingfisher Community Recycling Centre – Stage 1 – Scoping Study	Waste Management	Environmental Services	Deliver projects according to approved Office of Environment and Heritage (OEH) project plans
4.1.7.20		Deliver 'Better Waste and Recycling' Initiatives (Office of Environment and Heritage)	Waste Management	Environmental Services	Deliver projects according to approved Office of Environment and Heritage (OEH) project plans
	4.1.7.21 CW	Calmcross Waste Management Facility (WMF) Improvements – Stage 1 – Lunchroom Facilities & Amenities Allocated Amount 2019-20 – \$70,000	Waste Management	Environmental Services	Deliver project according to approved project plan
	4.1.7.22 CW	Calmcross Landfill Covers – Transportable light weight covers to temporarily cover landfill on a daily basis Allocated Amount 2019-20 – \$165,000	Waste Management	Environmental Services	Deliver project according to approved project plan
	4.1.7.23 CW	Calmcross Recycling Industrial Zone Improvements – Concrete Processing Facility Establishment Stage 1 – EIS, Design, Planning & Approvals Allocated Amount 2019-20 – \$80,000	Waste Management	Environmental Services	Deliver project according to approved project plan

Community Strategic Plan Strategy					
4.1 Provide (appropriate) Infrastructure and services including water cycle management, waste management, and sewer management					
Delivery Program 2017-2021 Objective					
4.1.7 Develop and implement effective waste management strategies					
Operational Plan 2019-2020 – Action/Activity/Project					
Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
4.1.7.25	4.1.7.24 CW	Cairncross Recycling Industrial Zone Improvements – Electricity distribution, metering and DA amendments Allocated Amount 2019-20 – \$100,000	Waste Management	Environmental Services	Deliver project according to approved project plan
		Obtain carbon credits for Waste Diversion to Organic Recycling Facility	Waste Management	Environmental Services	Capture carbon credit data for reporting purposes
Community Strategic Plan Strategy					
4.2 Aim to minimise the impact of natural events and climate change, for example, floods, bushfires and coastal erosion					
Delivery Program 2017-2021 Objective					
4.2.1 Develop and implement Coastal, Estuary, Floodplain, and bushfire management plans.					
4.2.1.01		Deliver annual bushfire risk mitigation works on Council land in accordance with the Bush Fire Risk Management Plan (adopted by NSW Rural Fire Service)	Natural Resource Management	Environmental Services	1. Grant applications lodged and acquitted annually 2. 100% of on-ground works completed 3. 12 APZ's inspected per month 4. 100% of fire trails on Council land inspected as per legislation (annually) 5. Two strategic fire advantage zone (SFAZ) burns planned and implemented
4.2.1.02		Complete Flying Fox Camp Management Plan for Kooloonbung Creek in consultation with community & commence implementation of actions within the management plan	Natural Resource Management	Environmental Services	Flying Fox Management Plan complete
4.2.1.03		Implement mitigation actions from Hastings River Flood Plain Risk Management Plan: Stage 1: Hibbard Floodway Investigation Area – develop a specific Flood Study	Natural Resource Management	Environmental Services	Hibbard Flood Study developed
4.2.1.04		Implementation of flood mapping updates associated with Hastings River Flood Study	Natural Resource Management	Environmental Services	GIS flood mapping completed & available to community

Community Strategic Plan Strategy 4.2 Aim to minimise the impact of natural events and climate change, for example, floods, bushfires and coastal erosion						
Delivery Program 2017-2021 Objective 4.2.1 Develop and implement Coastal, Estuary, Floodplain, and bushfire management plans.						
Operational Plan 2019-2020 – Action/ Activity/ Project						
Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures	
4.2.1.05		Continue to ensure development compliance to achieve sound environmental outcomes – Vegetation Management Plans, Koala Plans of Management developed, registered, implemented and monitored	Natural Resource Management	Environmental Services	Establish a centralised compliance register for environmental outcomes associated with development	
4.2.1.06		Development of environmental program of works (registration, implementation, monitoring) to ensure compliance to Airport biocertification	Natural Resource Management	Environmental Services	Implementation of Airport biocertification works	
4.2.1.07		Continue to provide environmental impact or conditions advice on proposed development or proposed construction works	Natural Resource Management	Environmental Services	Number of REFs and DAs environmental advice has been provided	
4.2.1.08		Continue to implement the Floodplain Risk Management Process for the Wrights and Yarrabee Creeks – develop a Floodplain Risk Management Study	Natural Resource Management	Environmental Services	Floodplain Risk Management Study is developed	
4.2.1.09		Continue to develop a Flood Study for the North Brother Local Catchments – facilitation of stormwater remediation	Natural Resource Management	Environmental Services	Development of a North Brother Flood Study underway to facilitate future stormwater remediation	
4.2.1.10		Undertake development of Coastal Management Program for the LGA – STAGE 1 Develop a Scoping Study to enable state funding for coastal & estuarine management	Natural Resource Management	Environmental Services	Development of a Scoping Study for Coastal Management Program	
	4.2.1.11 CW	Continue to implement Strategies of Lake Cathie Coastal Zone Management Plan (CZMP) – Stormwater Redirection (Illaroo Rd to Lake Cathie) Adopted and continuing from previous years			Completion of redirection of stormwater infrastructure from Illaroo to Lake Cathie as per Lake Cathie Coastal Zone Management Plan	
Delivery Program 2017-2021 Objective 4.2.2 Promote strategies to mitigate Climate Change.						
		This section is blank as the action/project was completed prior to 2019-20				

Community Strategic Plan Strategy						
4.3 Facilitate development that is compatible with the natural and built environment						
Delivery Program 2017-2021 Objective						
4.3.1 Undertake transparent and efficient development assessment in accordance with relevant legislation.						
Operational Plan 2019-2020 – Action/Activity/Project						
Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures	
4.3.1.1		Ensure development assessment, building certification and subdivision certification activities are completed efficiently and in accordance with legislation	Development Assessment	Development Assessment	Capture the number of applications and processing times, together with a commentary on development trends and report to Council quarterly	
4.3.1.2		Ensure the Development Assessment Panel operates in accordance with their charter and all applications are accurately determined	Development Assessment	Development Assessment	Have no successful legal appeals relating to process errors	
Community Strategic Plan Strategy						
4.4 Plan for Integrated transport systems that helps people get around and link our communities						
Delivery Program 2017-2021 Objective						
4.4.1 Plan, investigate, design and construct transport assets which address pedestrians, cyclist and vehicular needs to cater for the future growth of the region.						
Operational Plan 2019-2020 – Action/Activity/Project						
Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures	
4.4.1.02		Develop a Regional Integrated Transport Strategy (multi-year project)	Roads, Bridges and Transport	Transport and Stormwater Network	Deliver project according to approved action plan	
	4.4.1.03 CW	Footpath, Cycleway and Pedestrian works Allocated Amount 2019-20 – \$1,000,000	Roads, Bridges and Transport	Transport and Stormwater Network, (Infrastructure Delivery)	Deliver project according to approved project plan and in line with program	
	4.4.1.05 CW	Wauchope Main Street – Continue the improvements to pedestrian amenity – Stage 1 Construction Adopted and continuing from previous years	Roads, Bridges and Transport	Transport and Stormwater Network	Deliver project according to approved project plan	

Community Strategic Plan Strategy
4.4 Plan for Integrated transport systems that helps people get around and link our communities

Delivery Program 2017-2021 Objective

4.4.1 Plan, investigate, design and construct transport assets which address pedestrians, cyclist and vehicular needs to cater for the future growth of the region

Operational Plan 2019-2020 – Action/ Activity/ Project

Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
4.4.1.10		Lake Road – continuation of design work for dual lanes – Jindalee to Fernhill intersections and Chestnut Road to Ocean Drive (multi-year project) Lake Road – Design of Dual Lanes Oxley Highway to Ocean Drive	Roads, Bridges and Transport	Transport and Stormwater Network, (Infrastructure Delivery)	Deliver project according to approved project plan
	4.4.1.12 CW	Beechwood Road – continue the design for Stages 5 and 6 of Beechwood Road reconstruction (Riverbreeze to Waugh Street) – (multi-year project) Adopted and continuing from previous years	Roads, Bridges and Transport	Transport and Stormwater Network, (Infrastructure Delivery)	Deliver project according to approved project plan
	4.4.1.13 CW	Hastings River Drive – Hughes Place to Boundary Street upgrade – Detailed design (multi-year project) Adopted and continuing from previous years	Roads, Bridges and Transport	Transport and Stormwater Network, (Infrastructure Delivery)	Deliver project according to approved project plan
	4.4.1.14 CW	Continue construction for Hastings River Drive – Newport Island Road roundabout Adopted 2017-18 – \$2,700,000	Roads, Bridges and Transport	Transport and Stormwater Network, (Infrastructure Delivery)	Deliver project according to approved project plan
	4.4.1.21 CW	Dunbogan Bridge – Reid Street – undertake substructure rehabilitation (multi-year project) Adopted and continuing from previous years	Roads, Bridges and Transport	Transport and Stormwater Network, (Infrastructure Delivery)	Deliver project according to approved project plan
	4.4.1.22 CW	Kindee Bridge – structural repairs and bridge replacement optioneering to ensure bridge remains serviceable (multi-year project) Adopted and continuing from previous years	Roads, Bridges and Transport	Transport and Stormwater Network, (Infrastructure Delivery)	Deliver project according to approved project plan

Community Strategic Plan Strategy
4.4 Plan for Integrated transport systems that helps people get around and link our communities

Delivery Program 2017-2021 Objective

4.4.1 Plan, investigate, design and construct transport assets which address pedestrians, cyclist and vehicular needs to cater for the future growth of the region.

Operational Plan 2019-2020 – Action/Activity/Project

Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
	4.4.1.29 CW	Diamond Head Rd / The Boulevard Flood Access raising road (Dependant on success of grant funding application) Adopted and continuing from previous years	Roads, Bridges and Transport	Transport and Stormwater Network, (Infrastructure Delivery)	Deliver project according to approved project plan
	4.4.1.31 CW	Deliver Bold Street pedestrian crossing, Bold Street Laureton Adopted and continuing from previous years Allocated Amount 2019-20 – \$200,000	Roads, Bridges and Transport	Transport and Stormwater Network, (Infrastructure Delivery)	Deliver project according to approved project plan
4.4.1.32		Continue corridor planning – Kendall Road – Ocean Drive – Hastings River Drive regional road corridor (MR538/MR600) – (multi-year project)	Roads, Bridges and Transport	Transport and Stormwater Network	Corridor planning – Kendall Road – Ocean Drive – Hastings River Drive regional road corridor commenced
	4.4.1.33 CW	Continue detailed designs of Ocean Drive – north of Miala Street to Orana Drive Lake Cathie Adopted and continuing from previous years	Roads, Bridges and Transport	Transport and Stormwater Network, (Infrastructure Delivery)	Deliver project according to approved project plan
	4.4.1.37 CW	Local Roads Proactive Renewal Program Allocated Amount 2019-20 – \$331,273	Roads, Bridges and Transport	Transport and Stormwater Network	In accordance with adopted programs and preventative maintenance requirements
	4.4.1.42 CW	John Oxley Drive Upgrade – Detailed Design – The Ruins Way to Wrights Road (Oxley Highway) Adopted and continuing from previous years	Roads, Bridges and Transport	Transport and Stormwater Network, (Infrastructure Delivery)	Deliver project according to approved project plan
4.4.1.44		Conduct sealed road network condition survey	Asset Management	Assets and Property Investment	Undertake condition rating of Council's transport assets by 30 June 2020

Community Strategic Plan Strategy
4.4 Plan for Integrated transport systems that helps people get around and link our communities

Delivery Program 2017-2021 Objective

4.4.1 Plan, investigate, design and construct transport assets which address pedestrians, cyclist and vehicular needs to cater for the future growth of the region.

Operational Plan 2019-2020 – Action/ Activity/ Project

Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
4.4.1.48	4.4.1.45 CW	Ocean Drive duplication – Matthew Flinders Drive to Greenmeadows (multi-year project) Adopted and continuing from previous years	Roads, Bridges and Transport	Transport and Stormwater Network, (Infrastructure Delivery)	Deliver project according to approved project plan
		Development Contribution Plan (Roads) Review and Update	Roads, Bridges and Transport	Transport and Stormwater Network	Deliver project according to approved project plan
	4.4.1.49 CW	Transport and Traffic various design works – Additional Transport and Stormwater Designs Allocated Amount 2019-20 – \$200,000	Roads, Bridges and Transport	Transport and Stormwater Network	Deliver project according to approved project plan
	4.4.1.51 CW	Installation of new bus shelters as per the Community Passenger Transport Infrastructure Grant Scheme (CPTIGS) Program Adopted and continuing from previous years	Roads, Bridges and Transport	Transport and Stormwater Network	Bus shelter installations completed as per the program
4.4.1.52		AUS-SPEC Review – Undertake a comprehensive review of Councils full suite of design and construction specifications (multi-year project)	Roads, Bridges and Transport	Transport and Stormwater Network	Deliver project according to approved project plan
4.4.1.53		Settlement Point Ferry and Hibbard Ferry – upgrade to ferry access and the installation of extra signage	Roads, Bridges and Transport	Transport and Stormwater Network	Deliver project according to approved project plan
	4.4.1.55 CW	Beach to Beach – shared path project at Camden Haven Adopted and continuing from previous years	Roads, Bridges and Transport	Transport and Stormwater Network	Deliver project according to approved project plan

Community Strategic Plan Strategy
4.4 Plan for Integrated transport systems that helps people get around and link our communities

Delivery Program 2017-2021 Objective

4.4.1 Plan, investigate, design and construct transport assets which address pedestrians, cyclist and vehicular needs to cater for the future growth of the region.

Operational Plan 2019-2020 – Action/Activity/Project

Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
	4.4.1.57 CW	Lighthouse Road - Tourism Connectivity Project – Commence Lighthouse road east upgrades – Matthew Flinders Drive to The Lighthouse Adopted and continuing from previous years	Roads, Bridges and Transport	Transport and Stormwater Network	Deliver project according to approved project plan
	4.4.1.59 CW	Gordon/Horton Street – Intersection upgrade – details designs Adopted and continuing from previous years	Roads, Bridges and Transport	Transport and Stormwater Network	Deliver project according to approved project plan
4.4.1.60		Ferry Management – Slipping Settlement Point Ferry (21 Vehicle)	Ferry Services	Transport and Stormwater Network	Undertake slipping of Settlement Point Ferry
	4.4.1.61 CW	Continuation of Bago Road Rehabilitation (Milligan's Rd to Bluewater Cres) Allocated Amount 2019-20 – \$2,563,587	Roads, Bridges and Transport	Transport and Stormwater Network	Deliver project according to approved project plan
	4.4.1.62 CW	Reconstruction of The Ruins Way (Major Innes Road to Sitella St) Allocated Amount 2019-20 – \$950,000	Roads, Bridges and Transport	Transport and Stormwater Network	Deliver project according to approved project plan
	4.4.1.63 CW	Pembroke Road – Stoney Creek Bridge Upgrade – Detailed Design Allocated Amount 2019-20 – \$500,000	Roads, Bridges and Transport	Transport and Stormwater Network	Deliver project according to approved project plan
	4.4.1.64 CW	Koala Street Upgrade Concept Design Allocated Amount 2019-20 – \$150,000	Roads, Bridges and Transport	Transport and Stormwater Network	Deliver project according to approved project plan

Community Strategic Plan Strategy
4.4 Plan for Integrated transport systems that helps people get around and link our communities

Delivery Program 2017-2021 Objective

4.4.1 Plan, investigate, design and construct transport assets which address pedestrians, cyclist and vehicular needs to cater for the future growth of the region.

Operational Plan 2019-2020 – Action/ Activity/ Project

Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
	4.4.1.65 CW	Scrubby Creek Bridge Detailed Design Allocated Amount 2019-20 – \$50,000	Roads, Bridges and Transport	Transport and Stormwater Network	Deliver project according to approved project plan
	4.4.1.66 CW	Kindee Bridge Upgrade Detailed Design Allocated Amount 2019-20 – \$300,000	Roads, Bridges and Transport	Transport and Stormwater Network	Deliver project according to approved project plan
4.4.1.67		Orbital Strategic Business Case	Roads, Bridges and Transport	Transport and Stormwater Network	Deliver project according to approved project plan
	4.4.1.68 CW	Pedestrian Refuge – Hayward Street – West of Horton Street – Construction Allocated Amount 2019-20 – \$60,000	Roads, Bridges and Transport	Transport and Stormwater Network	Deliver project according to approved project plan
	4.4.1.69 CW	Pedestrian Refuge – Gordon Street & Hollingworth Street – West of Horton Street – Construction Allocated Amount 2019-20 – \$ 180,000	Roads, Bridges and Transport	Transport and Stormwater Network	Deliver project according to approved project plan
	4.4.1.70 CW	Pedestrian Refuge – Horton Street – Clarence Street and William Street – Detailed Design and Construction Allocated Amount 2019-20 – \$160,000	Roads, Bridges and Transport	Transport and Stormwater Network	Deliver project according to approved project plan
4.4.1.71		Work with National Parks and Wildlife Services to adjust road boundaries	Roads, Bridges and Transport	Transport and Stormwater Network	Boundary adjustments commenced
4.4.1.72		Revise and update the Transport Asset Management Plan	Roads, Bridges and Transport	Transport and Stormwater Network	Updated Transport Asset Management Plan

Community Strategic Plan Strategy 4.4 Plan for Integrated transport systems that helps people get around and link our communities

Delivery Program 2017-2021 Objective

4.4.2 Develop and implement annual maintenance and renewal programs for transport assets

Operational Plan 2019-2020 – Action/Activity/Project

Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
	4.4.2.1 CW	Undertake road resurfacing and rehabilitation works throughout the local government area in accordance with the rolling priority program and Pavement Management System (Continuation of High Traffic Road resurfacing and Pavement Rejuvenation Treatments, Road resealing works) (multi-year project) Allocated Amount 2019-20 - \$933,423 Continuation of High Traffic Road Resurfacing Allocated Amount 2019-20 - \$233,356 Continuation of Pavement Rejuvenation Treatments Allocated Amount 2019-20 - \$ 2,080,077 Road Resealing Works	Roads, Bridges and Transport	Transport and Stormwater Network	In accordance with adopted programs and preventative maintenance requirements
4.4.2.2		Carry out annual unsealed road maintenance program including gravel resheeting, grading, and rural roadside vegetation clearing	Roads, Bridges and Transport	Transport and Stormwater Network	In accordance with adopted programs and reactive maintenance requirements based on risk
4.4.2.3		Carry out annual sealed road maintenance program including resurfacing, jetpatching, heavy patching and installation of roadside furnishings.	Roads, Bridges and Transport	Transport and Stormwater Network, (Recreation and Buildings)	In accordance with adopted programs and reactive maintenance requirements based on risk
4.4.2.4		Undertake bridges, stormwater and culvert maintenance program including inspections, monitoring and repair works.	Roads, Bridges and Transport	Transport and Stormwater Network	In accordance with adopted programs and reactive maintenance requirements based on risk
4.4.2.5		Carry out reactive maintenance to Koala Food Trees and Koala Fencing on Link Rd (Ocean Dr)	Roads, Bridges and Transport	Transport and Stormwater Network (Environmental Services)	In accordance with adopted programs and reactive maintenance requirements based on risk

Community Strategic Plan Strategy 4.4 Plan for Integrated transport systems that helps people get around and link our communities					
Delivery Program 2017-2021 Objective 4.4.2 Develop and implement annual maintenance and renewal programs for transport assets					
Operational Plan 2019-2020 – Action/Activity/Project					
Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
4.4.2.6		Bridgeworks and Road Rehabilitation Program – Undertake regular bridge and geotechnical road pavement tests to inform and develop programme	Roads, Bridges and Transport	Transport and Stormwater Network	Deliver project according to approved project plan
Delivery Program 2017-2021 Objective 4.4.3 Develop and implement traffic and road safety programs					
4.4.3.1		Develop a Road Safety Action Plan and undertake associated safety education and awareness programs identified in the plan	Roads, Bridges and Transport	Transport and Stormwater Network	Undertake road safety educational programs
4.4.3.2		Install and maintain street lights in accordance with identified priorities	Roads, Bridges and Transport	Transport and Stormwater Network	Deliver street lighting program according to approved schedule and prioritisation
Community Strategic Plan Strategy 4.5 Plan for Integrated and connected communities across the Port Macquarie-Hastings area					
Delivery Program 2017-2021 Objective 4.5.1 Carry out strategic planning to manage population growth and provide for co-ordinated urban development.					
4.5.1.7		Review Local Environmental Plan (LEP) and Development Control Plan (DCP) provisions to promote development of the Yippin Creek Urban Release Area	Strategic Land Use Planning	Strategic Land Use Planning	Report recommended draft planning outcomes to Council by 30 June 2019
4.5.1.8		Progress Council led precinct planning for the proposed Health and Education Precinct	Strategic Land Use Planning	Strategic Land Use Planning	Completion of support studies for a planning proposal in consultation with landowners by 30 June 2020
4.5.1.9		Complete a review of the Port Macquarie-Hastings Development Control Plan	Strategic Land Use Planning	Strategic Land Use Planning	Adoption of DCP amendments by 30 June 2020
4.5.1.10		Review LEP and DCP provisions to promote appropriate housing choice options	Strategic Land Use Planning	Strategic Land Use Planning	Completion of support studies for a planning proposal by 30 June 2020

Community Strategic Plan Strategy 4.5 Plan for Integrated and connected communities across the Port Macquarie-Hastings area

Delivery Program 2017-2021 Objective

4.5.1 Carry out strategic planning to manage population growth and provide for co-ordinated urban development.

Operational Plan 2019-2020 – Action/Activity/Project

Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
4.5.1.11		Investigate the capacity of land at the intersection of Ocean Drive with Houston Mitchell Drive for light industrial use and at the intersection of Ocean Drive with Bonny View Drive for light industrial development or for use as a school	Strategic Land Use Planning	Strategic Land Use Planning	Final report to Council re Local Environmental Plan (LEP) and Development Control Plan (DCP) amendments by 30 June 2020
4.5.1.14		Review LEP and DCP provisions for land at West Lindfield, previously deferred from the Thrumster urban release area	Strategic Land Use Planning	Strategic Land Use Planning	Report to Council regarding draft LEP and DCP amendments in consultation with landowners by 30 June 2020
4.5.1.15		Preparation of an Outline Plan (Stage 1 investigations) for the Fembank Creek and Sancroix potential future growth areas	Strategic Land Use Planning	Strategic Land Use Planning	Completion of an Outline Plan and key support studies in consultation with landowners by 30 June 2020
4.5.1.16		Undertake a review of the current Development Contributions Deferral Scheme	Strategic Land Use Planning	Strategic Land Use Planning	Review of the current Development Contributions Deferral Scheme commenced

Delivery Program 2017-2021 Objective

4.5.2 Plan for infrastructure that supports population growth.

4.5.2.2		Continue review of the Major Roads Contributions Plan for completion in 2020/21	Strategic Land Use Planning	Strategic Land Use Planning	Complete review of draft works program for review of the Major Roads Contributions Plan by 30 June 2020
---------	--	---	-----------------------------	-----------------------------	---

Community Strategic Plan Strategy 4.6 Restore and protect natural areas

Delivery Program 2017-2021 Objective

4.6.1 Develop and implement a range of programs for the environmental management of lands within the local government area.

Operational Plan 2019-2020 – Action/ Activity/ Project

Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
4.6.1.1		Undertake strategic biosecurity (weed management) program to restore and conserve the natural environment of the Mid North Coast	Natural Resource Management	Environmental Services	<ol style="list-style-type: none"> 1. 680ha of Council assets managed for invasive weeds 2. 2,300km of Council roads managed for roadside weeds 3. 75 properties > 1ha inspected for invasive weeds 4. 28km of 70km network of priority riparian zones managed for invasive weeds 5. 46 sites managed tenure blind for invasive weeds 6. 65ha of 363ha area of coastal dune system managed for Bitou Bush 7. 70 days per annum undertaking management of high priority weeds on high risk sites within drainage network
4.6.1.2		Undertake aquatic weed control program to restore and conserve the natural environment of the Mid North Coast	Natural Resource Management	Environmental Services	% riparian land managed for aquatic weed invasion
4.6.1.5		Implement the Bushland Regeneration Management Program and collaborate with various community groups (e.g. Landcare)	Natural Resource Management	Environmental Services	<ol style="list-style-type: none"> 1. 40% of sites to a Tier 1 level (Tier 1 – Strategic weed removal to ensure that weeds do not out compete, suppress or prevent the growth of native vegetation) 2. 50% of sites to a Tier 2 level (Tier 2 – Bushland sites are managed in a way as to encourage natural regrowth via minimal weed removal) 3. 10% of sites to a Tier 3 level (Tier 3 Sites are self-sustaining with little to no management intervention required)
4.6.1.6		Inform and educate residents, industry and community groups about Council's tree management requirements within the Port Macquarie-Hastings 2013 Development Control Plan (DCP)	Natural Resource Management	Environmental Services (Recreation and Buildings)	<ol style="list-style-type: none"> 1. Provide advice in accordance with service standards and industry best practice 2. Develop and implement educational material and delivery program 3. Undertake investigations in relation to all reported illegal tree works

Community Strategic Plan Strategy 4.6 Restore and protect natural areas					
Delivery Program 2017-2021 Objective 4.6.1 Develop and implement a range of programs for the environmental management of lands within the local government area.					
Operational Plan 2019-2020 – Action/Activity/Project					
Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
4.6.1.7		Improve mapping of Bushland Regeneration sites for community access	Natural Resource Management	Environmental Services	Bushland Mapping and site surveying undertaken
4.6.1.8		Commence implementation of identified actions from the adopted Koala Population Recovery Strategy	Natural Resource Management	Environmental Services	% Implementation of management actions outlined in the Koala Population Recovery Strategy
4.6.1.9		Complete preparation of a Comprehensive Koala Plan of Management (CKPoM) for coastal areas in the Port Macquarie-Hastings	Strategic Land Use Planning	Strategic Land Use Planning	Report CKPoM to Council for adoption by 30 September 2019
	4.6.1.11 CW	Implement mitigation actions from Hastings River Flood Plain Risk Management Plan – Stage 4; Install river stream flow gauges & rainfall gauges to inform floodplain modelling Allocated Amount 2019-20 – \$30,000	Natural Resource Management	Environmental Services	Installation of stream gauges

Community Strategic Plan Strategy
4.7 Provide leadership in the development of renewable energy opportunities

Delivery Program 2017-2021 Objective
 4.7.1 Promote renewable energy outcomes within Council.

Operational Plan 2019-2020 – Action/Activity/Project

Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
	4.7.1.2 CW	Install solar energy systems at the Kew Waste Transfer Station Adopted and continuing from previous years	Building Maintenance	Waste Services	Deliver project according to approved project plan
	4.7.1.4 CW	Undertake LED lighting upgrade to Council Office and other public buildings Allocated Amount 2019-20 – \$25,000	Building Maintenance	Recreation and Buildings	Complete LED lighting upgrade to offices and other buildings
	4.7.1.6 CW	Install solar energy systems at selected existing Council facilities Allocated Amount 2019-20 – \$50,000	Building Maintenance	Recreation and Buildings	Install systems at identified sites
4.7.1.8		Continue to implement and monitor the Long Term Energy Strategy	Property Investment Portfolio	Assets and Property Investment	Provide 6 monthly update reports to Council on the status of the Long Term Energy Strategy

Community Strategic Plan Strategy 4.8 Increase awareness of issues affecting our environment, including the preservation of flora and fauna					
Delivery Program 2017-2021 Objective 4.8.1 Ensure all Council operations comply with environmental standards and regulations.					
Operational Plan 2019-2020 – Action/Activity/Project					
Operational Action	Capital Works Project	Description	Council Service	Lead Responsibility	Performance Measures
4.8.1.1		Operate and maintain water treatment plants in accordance with adopted maintenance programs and scheme requirements	Water Supply	Water and Sewer	Monitor plants continuously with plant breakdowns attended to within 24 hours
4.8.1.2		Operate the water supply network to ensure public health and safety	Water Supply	Water and Sewer	Ensure any public health and safety issues in relation to water supply are responded to in line with service standards
4.8.1.3		Maintain and operate storage dams in accordance with Australian National Committee On Large Dams (ANCOLD) guidelines	Water Supply	Water and Sewer	Ensure any issues in relation to the operation and maintenance of storage dams are handled in line with ANCOLD guidelines
4.8.1.4		Operate and maintain sewerage treatment plants in accordance with environmental licences, adopted maintenance programs and scheme requirements	Sewerage	Water and Sewer	Monitor plants continuously with plant breakdowns attended to within 24 hours
4.8.1.5		Operate the sewerage network to ensure service delivery meets public health and safety requirements	Sewerage	Water and Sewer	Ensure any public health and safety issues in relation to sewerage network are responded to in line with service standards
Delivery Program 2017-2021 Objective 4.8.2 Increase community awareness and enable access to the natural environment.					
4.8.2.1		Deliver bushfire preparedness and planning programs to the community	Natural Resource Management	Environmental Services	1. Bushfire preparedness and planning program delivered 2. All community enquires relating to bushfire requests are responded to within the 7 day service standard
Delivery Program 2017-2021 Objective 4.8.3 Promote Biodiversity Programs.					
4.8.3.1		Commence implementation of identified actions from the adopted Biodiversity Strategy including: – Control and management of feral and pest species on Council lands – Management of Biodiversity Offsets – Allocated Amount – \$25,000	Natural Resource Management	Environmental Services	% Implementation of management actions of Biodiversity Strategy

BUDGET STATEMENT

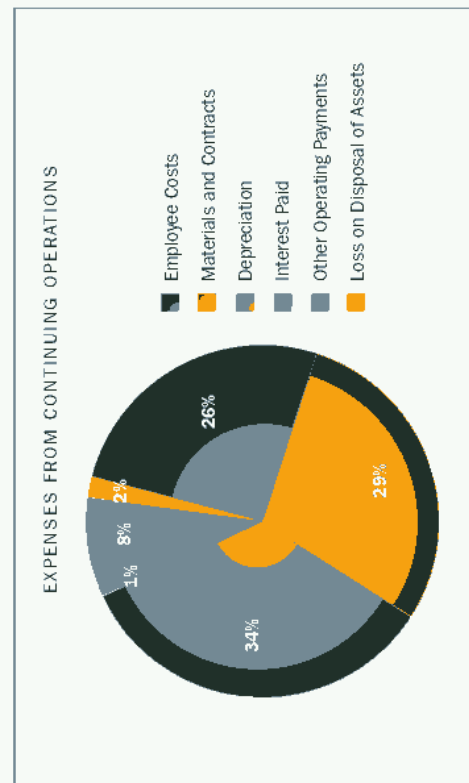
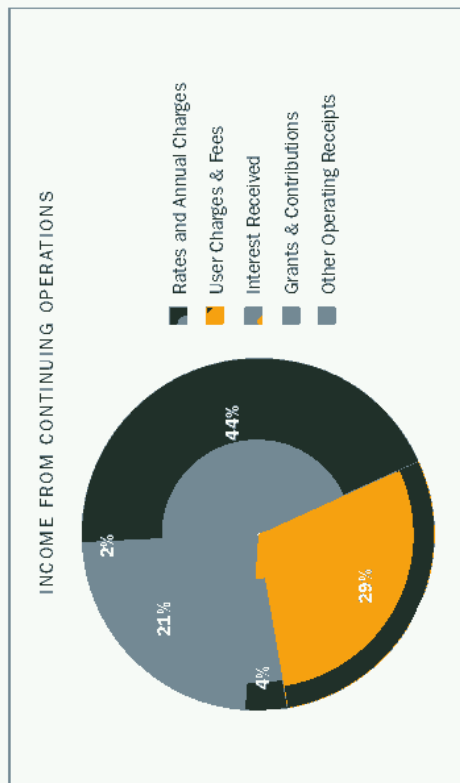
YOUR NATURAL & BUILT ENVIRONMENT – 1 JULY 2019 TO 30 JUNE 2020

2019-20 Original Budget

Operating Activities Movements	
Income from continuing operations	
Rates & Annual Charges	50,972,670
User Charges & Fees	33,190,526
Interest Received	5,012,050
Grants & Contributions	23,515,716
Other Operating Receipts	2,427,123
Expenses from continuing operations	
Employee Costs	(29,958,187)
Materials & Contracts	(33,918,817)
Depreciation	(39,283,704)
Interest Paid	(1,234,037)
Other Operating Payments	(9,509,841)
Loss on Disposal of Assets	(3,000,000)
Overheads	(12,451,560)
Operating result from continuing operations	(14,238,061)
Restricted Asset Movements	
Restricted asset movements receipts	
Transfer from Restricted Assets	38,704,664
Restricted asset movements payments	
Transfer to Restricted Assets	(43,494,830)
Net Revenues (Used in)/Provided by in Restricted Assets	(4,790,166)
Property, plant and equipment movements	
Property, plant & equipment movements receipts	
Sale of Fixed Assets	-
Sale of Real Estate Development Assets	-
Property, plant & equipment movements payments	
Purchase of Assets	(45,914,716)
Developer Provided Assets	(6,500,000)
Net Revenues (Used in)/Provided by in Investing Activity	(52,414,716)
Financing activities movements	
Financing activities receipts	
Proceeds from Borrowings & Advances	-
Financing activities payments	
Repayments of Borrowings & Advances	(6,085,110)
Net Revenues (Used in)/Provided by in Financing Activity	(6,085,110)
Net Result (Including Depreciation)	(77,528,053)
Add Back: Non Cash Items	42,283,704
Budget Surplus/(Shortfall)	(35,244,349)

► {INTEGRATED REF: DP - BUDGET STATEMENT 4 YEARS /RS - LTTP/FINANCIAL STATEMENTS}
P O R T M A C Q U A R I E - H A S T I N G S C O U N C I L

INCOME AND EXPENSES



GLOSSARY

ABS	Australian Bureau of Statistics	IPART	Independent Pricing and Regulatory Tribunal
ADWG	Australian Drinking Water Guidelines	LED	Light-emitting diode
AMP	Asset Management Plan	LEP	Local Environmental Plan
AMS	Asset Management Strategy	LGA	Local Government Area
AUSLAN	Australian Sign Language	LTFP	Long Term Financial Plan
BAS	Business Activity Statement	MIDGOC	Mid North Coast Group of Councils
Build and Dev	Building and Development	MOU	Memorandum of Understanding
CC	Construction Certificate	MP	Member of Parliament
CDC	Complying Development Certificate	NATA	National Association of Testing Authorities
CSP	Community Strategic Plan	OP	Operational Plan
D and E	Development and Environment	OIC	Officer in charge
DA	Development Application	PID	Public Information Disclosures
DCP	Development Control Plan	PMHC	Port Macquarie-Hastings Council
DECC	Department of Environment and Climate Change	RFS	Rural Fire Service
DP	Delivery Program	RMS	Roads and Maritime Services
Dept	Department	RS	Resourcing Strategy
DISPLAN	Disaster Plan	RTO	Registered Training Organisation
DLG	Department of Local Government	SES	State Emergency Service
EPA	Environment Planning Assessment	SLF	Senior Leadership Forum
EPL	Environmental Protection Licences	TCMP	Port Macquarie Town Centre Master Plan
FBT	Fringe Benefits Tax	TAFE	Training and Further Education
GIPA	Government Information (Public Access)	TPO	Tree Preservation Order
GIS	Geographic Information Systems	TVET	TAFE delivered Vocational Education and Training
Govt	Government	UGMS	Urban Growth Management Strategy
GPM	Greater Port Macquarie	WSUD	Water Sensitive Urban Design
IDPwD	International Day for People with a Disability	YAC	Youth Advisory Committee
IP and R	Integrated Planning and Reporting		





PORT MACQUARIE-HASTINGS
COUNCIL

Attachment 1

**DRAFT SCHEDULE OF FEES AND CHARGES
2019-2020**



DRAFT

Table Of Contents

Port Macquarie-Hastings Council.....	11
Leadership & Governance.....	11
Financial Management.....	11
Certificates.....	11
Rate Information.....	11
Interest Rate on Overdue Rates & Charges.....	11
Ordinary Rates.....	11
Base amount by Category.....	11
Rate in \$ by Category.....	12
Lease Fees – Council Land.....	12
Lease Application.....	12
Lease Rental.....	13
Outdoor Dining and Outdoor Trading on Council Roads and Footpaths.....	13
Statutory Property Fees.....	13
Property Management.....	13
Statutory Property Transactions.....	14
Naming & Renaming of Roads and Reserves.....	14
Road Closing Application Fees.....	14
Covenants and Easements.....	15
Land Register.....	15
Administrative Fees.....	15
Document Sales.....	15
Other Documents.....	15
Reports & Studies.....	16
Government Information (Public Access) Act 2009 (GIPA).....	16
Subpoena to produce documents.....	16
Access to Records.....	16
Subpoenas – Conduct Money.....	17
Digital Technology.....	18
Certified Copy.....	18
Certified Copy (for evidence).....	18
Printing & Laminating.....	18
Printing.....	18
Collating.....	18
Comb Binding.....	18
Laminating.....	18
Your Business and Industry.....	19
Economic Development.....	19
The Hub Pop-Up Business and Co-Working Space.....	19
Tourism Marketing.....	19
Advertising.....	19
Image Library.....	19
Tastings on Hastings.....	20
Entry Fee.....	20
Exhibitors Costs.....	20
Airport.....	23
Port Macquarie Airport.....	23
Regular Public Transport (RPT) Services.....	23
General Aviation (GA) Services.....	23
Other Miscellaneous Fees.....	24
Airport Parking Fees.....	25
Environmental Testing.....	26
Water Analysis.....	26

The Glasshouse.....	28
Glasshouse Port Macquarie.....	28
Performance Spaces.....	28
Conference Spaces.....	29
Staff Rates.....	31
Miscellaneous Fees.....	32
Business Sense Packages.....	32
Audio Visual Conference Packages.....	33
Venue Set Up Items.....	33
Video Recording Packages.....	34
Transaction Fees.....	35
Booking Fees.....	36
Visitor Information Centre.....	36
Strategic Landuse.....	38
Development Control Plans.....	38
Local Environment Plans.....	38
Administrative LEP Amendments.....	38
Minor LEP Amendments and Reclassifications.....	38
Other LEP Amendments.....	38
Council co-ordination of specialist study preparation or peer review.....	38
Public Hearing.....	39
Deferred Developer Contributions.....	39
Development Servicing Plans.....	39
Your Community Life.....	40
Community Participation.....	40
Halls/Community Centres.....	40
Alderman CC "Mac" Adams Music Centre.....	40
Beechwood School of Arts.....	40
Bonny Hills Community Hall.....	40
Dunbogan Jubilee Hall.....	41
Emerald Downs Community Centre.....	41
Lake Cathie Community Hall.....	41
Laurieton School of Arts Hall.....	42
Lorne Recreation Centre.....	42
North Haven Community Hall.....	42
Pappinbarra Recreation Reserve.....	43
Pembroke Hall.....	43
Port Macquarie Seniors' Facility.....	43
Wauchope Community Centre.....	44
Wauchope Rotary Youth Centre.....	44
Historic Court House.....	45
Library.....	46
Hire of Rooms.....	46
Access Fee – Outside Library Hours.....	46
Meeting Room.....	46
Technology Training Room.....	46
Hire of Both Rooms.....	46
Other Library Charges.....	46
Computer Bookings.....	46
Photocopying.....	46
Other.....	47
Sports & Recreation.....	48
Beach & Boating.....	48
Commercial Activities on Council Managed Land.....	48
Sporting Complexes.....	48
Camden Haven District Sport & Recreation Management Committee.....	48
Lank Bain Sporting Complex.....	49
Other Sporting Fields.....	49
Wauchope Sporting Fields.....	50

Parks & Reserves.....	50
Circuses, Carnivals & Major Events.....	50
Power.....	50
General Use.....	51
Stadiums.....	51
Port Macquarie Indoor Stadium.....	51
Port Macquarie Regional Sports Stadium.....	54
Refundable Bonds and Deposits.....	54
Wauchope Indoor Stadium.....	54
Swimming Pools.....	55
Kendall, Laurieton and Wauchope.....	55
Port Macquarie.....	55
Crematorium & Cemeteries.....	57
Port Macquarie Hastings Cemeteries & Innes Gardens Crematorium.....	57
Cremation.....	57
Chapel.....	57
Inurnment of Ashes.....	57
Extras.....	58
Burial.....	58
Ash Replacement.....	59
Your Natural & Built Environment.....	60
Development Assessment.....	60
Approvals under Environmental Planning and Assessment Act (EP&A Act).....	60
Subdivision Works Certificate.....	60
Approvals under Roads Act 1993.....	63
Section 138 Application.....	63
Security Bonds.....	65
Development Application Fees.....	66
Application Fees.....	66
Advertising.....	66
Lodgement Fees.....	66
Archive Fee.....	66
Review of Determination of DA.....	66
Modification of DA or Consent.....	67
Integrated Development.....	67
When Concurrence is Required.....	67
Approvals under Environmental Planning Assessment Act (EP&A Act).....	67
Compliance Certificates for Subdivision Works.....	68
Refunds.....	68
Security Bonds.....	68
Council Accreditation Charges.....	70
Subdivisions.....	70
Search Fee – Miscellaneous.....	70
Aus-spec #1.....	70
Certificates.....	71
Plan Copy Charges.....	71
Global Positioning Systems.....	72
Development Records.....	72
Waste Management.....	73
Interest Rate.....	73
Interest Rate on overdue rates & charges.....	73
Domestic Waste Management Services.....	73
Annual Charge.....	73
Other Waste Management Services.....	74
Annual Charge.....	74
Other Services.....	74
Waste Depot Charges.....	75
Cairncross Waste Depot.....	75
Port Macquarie, Wauchope, Kew & Comboyne Waste Depots.....	76

Waste Collection Service.....	77
Asset Management.....	78
Geographical Information Systems.....	78
Sale of Maps.....	78
ALS 2005 Height Data.....	78
All other Digital GIS Data.....	78
Aerial Photography.....	79
Consultancy.....	79
Compliance.....	80
Companion Animals Act.....	80
Registration Fees.....	80
Impounding.....	80
Approvals Under Section 68 Local Government Act.....	81
Section 68.....	81
Part A – Structures or places of public entertainment.....	81
Part B – 2. Section 68 Application.....	82
Part B – 2. Section 68 Application.....	82
Part B – 3. Section 68 Application.....	82
Part B – 8. Section 68 Application.....	83
Part B – 10. Other Services Fees and Charges.....	83
Part B – Section 68 Application – Manhole Adjustment.....	84
Part C – Section 68 Approval.....	84
Part D – Community Land.....	84
Part E – Public Roads.....	85
Part F – Other Activities.....	85
Certification.....	85
Complying Development Certificate.....	85
Construction Certificate (Building).....	86
Class 1 and 10.....	86
Class 2 – 9.....	86
Applying to all Part 4A or complying development certificate.....	86
Amended Construction Certificate.....	86
Information Services.....	86
Refunds.....	86
Development Applications & Construction Certificates.....	86
Building Certificates.....	86
All other Environment Applications (Including S68).....	87
Food Businesses.....	87
Public Health.....	88
Public Health Inspection.....	88
Swimming Pools.....	88
Fire Safety.....	89
Environment.....	89
Certificates.....	89
Development Records.....	89
Natural Resource Management.....	90
Tree Management (Private Land).....	90
Certificates.....	90
Roads, Bridges & Transport.....	91
Approvals under Roads Act 1993.....	91
Events within the Glasshouse Forecourt and Town Green.....	91
REF for Works within Council Public Road.....	91
Section 138 – Cattle Grid/Gates within a Public Road.....	91
Traffic Management.....	91
Street Banner Poles.....	93
Directions Signage.....	93
Community, Service & Tourism Signage.....	93

Private Works – Restoration of Road Openings in Public Roads Maintained by Council	93
Restoration of Road Openings up to 10m2	94
Kerbing, Guttering Construction	94
Contribution from land owners for Kerb & Guttering	94
Street Stalls	94
Ferries	95
Ferry Services	95
Standard Full Fee	95
Resident/Ratepayer Concession Holders	95
Private Works	98
General Fund	98
Emergency Works	98
Private Works (pre-paid)	98
Government Department & Other Local Government Instrumentalities	98
Sewerage Services	99
Interest Rate	99
Interest Rate on overdue rates & charges	99
Wastewater Annual Charges & Usage Fees	99
Annual Charges	99
Usage Fees	99
On-site Sewerage Management System	99
Annual Charges	99
Reclaimed Water	100
Annual Availability Charge	100
Usage Fees	100
Residential Properties to be Serviced by Reclaimed Water (i.e. Dual Scheme with Two Meters per Property)	100
Approvals Under Section 68 Local Government Act, 1993	100
Part B – 7. Approval to Discharge Waste to a Council Sewer	100
Septic Sewage Fees	100
Trade Waste Charges	101
Private Works – Sewer Fund	101
Emergency Works	101
Private Works (pre-paid)	101
Government Department & Other Local Government Instrumentalities	101
Miscellaneous Sewerage Fees and Charges	101
Stormwater & Drainage	103
Interest Rate	103
Interest Rate on overdue rates & charges	103
Annual Stormwater Charge	103
Business	103
Business Strata	103
Residential	103
Residential Strata	104
Stormwater Asset Investigations	104
Water Supply	105
Interest Rate	105
Interest Rate on overdue rates & charges	105
Water Charges & Fees	105
Annual Availability Charge	105
Usage Fees	105
Fire Service Levy	106
Annual Charges	106
Reclaimed Water Charges	106
Annual Availability Charge	106
Usage Fees	106
Residential Properties to be Serviced by Reclaimed Water	106

Private Works – Water Fund.....106

Emergency Works.....106

Private Works (pre-paid).....107

Government Department & Other Local Government Instrumentalities.....107

Miscellaneous Water Fees and Charges.....107

Disinfection of Water Mains.....107

Leakages.....108

Swimming Pools.....108

Testing of Water Meters.....108

Water Meter Readings.....108

Water from Mains.....108

Water Meter Installation.....108

Water Pressure Certificates.....109

DRAFT

DRAFT Schedule of Fees and Charges 2019 – 2020

Pricing Policy

In determining the appropriate fees to be charged for Council services and facilities in 2019-2020, the basic principle applied was that charges should be considered fair and equitable to the general community. Individual members of the community should not be precluded from essential services because of economic circumstances.

The range of services provided by Council to the community is diverse and require different considerations when determining the associated fee or charge. The level of the fee or charge was determined having regard to the following categories (which have been included in this document next to the relevant fee or charge):

Code	Description
A	Economic Cost Total cost of providing services for private good.
B	Community Service Services considered to have a level of benefit to the community. Generally benefits are not solely confined to users. Partially funded by rates.
C	Regulated Charges Federal or State Government set charges.
D	User Pays Principal Services under this category are such that individual costs can be determined and met by the user of the service.
E	Market Forces Services that Council operates in a competitive market and needs to fix charges similar to other providers.
F	Cost Plus Services provided on a commercial basis with an amount of risk profit included.
G	Section 7.11 (Developer Contributions) Items are priced at the level determined by the adoption of Council's Contributions Plans. The Contribution Plans provides for quarterly increases in these fees based on Consumer Price Index (CPI) increases.

DRAFT Schedule of Fees and Charges 2019 – 2020

Goods and Services Tax

Introduction

The Goods and Services Tax (GST) passed through legislation on 30 June 1999 and received Royal Assent on the 8 July 1999. The introduction of the Goods and Services Tax meant that certain fees and charges levied by Port Macquarie - Hastings Council attract GST.

Transparency

Council has gone to great lengths to ensure it has been totally transparent in reporting the applicability of the GST to its fees and charges. This document has been set out in such a way so that you, as the user, will know exactly where the GST applies to fees and charges. Three columns in particular within this document relate to GST:

- **Charge (excl. GST):** This is the actual fee or charge without GST applied to it.
- **GST:** If GST is applicable, this column will show the value of the GST to be applied (**for one unit**) and is rounded to the nearest cent. If we are unable to determine the cost of a good or service at the time of printing (eg the cost may vary during the year), "calculate" will appear in the fee line and GST will be calculated once the fee is known. If the column is blank yet the Fee Amount field contains a fee, it indicates GST is not applicable.
- **Charge (incl. GST):** This column should only be used for indicative purposes only (refer to "GST Calculations" below). The column displays the Total Charge **for one unit** with GST included.

GST Calculations

In most cases Council has been able to calculate the GST charge and report it as a dollar figure. This amount is based on one unit. For example, the charge for a copy of a Deposited Plan is \$20.00, with GST of \$2.00, bringing the Charge and GST to \$22.00.

If Council was unable to calculate the unit charge at the time of printing, the word "calculate" will be shown in the fee line. In this case, GST will be calculated once the Fee Amount is known.

GST Amendments

While the fee amount in this document will not alter without a resolution of Council, followed by a subsequent period on public exhibition, the applicability of the GST to the fees and charges may, depending on the interpretations and rulings as the GST legislation evolves.

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Port Macquarie-Hastings Council

Leadership & Governance

Financial Management

Certificates

Section 603 Certificate	C	\$80.00	\$0.00	\$80.00	Each	N
This is a statutory charge determined yearly by the Office of Local Government						
Urgency fee Section 603 Certificate	E	\$80.00	\$0.00	\$80.00	Each	N
Fee to issue Section 603 Certificate on the spot - in addition to the normal Section 603 certificate fee						

Rate Information

Rate Information – Per hour	D	\$62.00	\$0.00	\$62.00	Per 1 Hour	N
Minimum Charge 1 hour						
Copies of Rates Notices – current notice and previous financial year	D			No Charge		N
Copies of Rates Notices – all notices earlier than current notice or previous financial year	D	\$10.00	\$0.00	\$10.00	Each	N

Interest Rate on Overdue Rates & Charges

As per the rate determined by the NSW Office of Local Government

Broadwater Special Rate	C			7.50%		N
General Rates	C			7.50%		N
Sanctuary Springs Special Rate	C			7.50%		N

Ordinary Rates

Base amount by Category

Business – Defined Urban Centres	C	\$598.80	\$0.00	\$598.80	Per Annum	N
Business – Other	C	\$498.80	\$0.00	\$498.80	Per Annum	N
Business – Port Macquarie CBD	C	\$598.80	\$0.00	\$598.80	Per Annum	N
Farmland	C	\$601.00	\$0.00	\$601.00	Per Annum	N
Residential – Defined Urban Centres	C	\$598.80	\$0.00	\$598.80	Per Annum	N
Residential – Other	C	\$498.80	\$0.00	\$498.80	Per Annum	N

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Rate in \$ by Category

Business – Defined Urban Centres	C			0.60371c	Per \$ Valuation	N
Business – Other	C			0.52490c	Per \$ Valuation	N
Business – Port Macquarie CBD	C			2.35042c	Per \$ Valuation	N
Farmland	C			0.30327c	Per \$ Valuation	N
Residential – Defined Urban Centres	C			0.28605c	Per \$ Valuation	N
Residential – Other	C			0.30300c	Per \$ Valuation	N
Sanctuary Springs Special Rate	C			0.15850c	Per \$ Valuation	N
Broadwater Special Rate	C			0.07114c	Per \$ Valuation	N

Lease Fees – Council Land**Lease Application**

Administration Fee – Not elsewhere indicated – No Report to Council	D	\$190.91	\$19.09	\$210.00	Each	Y
Non-refundable						
Can be used for investigations / requests to lease new locations involves research / site visits / meetings. Could be deducted from lease application fee if lease proceeds.						
Administration Fee – Not elsewhere indicated – Report to Council	D	\$281.82	\$28.18	\$310.00	Each	Y
Non-Refundable						
Can be used for investigations/requests to lease new locations involves research/site visits/meetings. Could be deducted from Lease application fee if lease proceeds						
Commercial Leases up to 5 Years	D	\$745.45	\$74.55	\$820.00	Each	Y
Application and Administration Fee						
Commercial Leases over 5 Years	D	\$1,027.27	\$102.73	\$1,130.00	Each	Y
Application and Administration Fee						
Commercial – Renewal or Assignment of Lease Not Requiring Amendment	D	\$318.18	\$31.82	\$350.00	Each	Y
Application and Administration Fee						
Community – Application and Administration Fee	D	\$663.64	\$66.36	\$730.00	Each	Y
Application and Administration Fee						
Community – Renewal or Assignment of Lease Not Requiring Amendment	D	\$272.73	\$27.27	\$300.00	Each	Y
Application and Administration Fee						

continued on next page ...

Page 12 of 145

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Lease Application [continued]

Survey Fee	D			At Cost	Each	Y
Valuation Fees	D			At Cost	Each	Y
Legal Fees	D			At Cost	Each	Y
Advertising	D			At Cost	Each	Y

Lease Rental

Commercial	D			Set by market valuation	Each	Y
Community	B	\$518.18	\$51.82	\$570.00	Per Annum	Y
Agistment	D			Set by market valuation	Each	Y

Outdoor Dining and Outdoor Trading on Council Roads and Footpaths

Application and Administration Fee	D	\$385.00	\$0.00	\$385.00	Each	N
Non-refundable						
Supply, Installation, Removal or Relocation of Markers to Identify the Footway Dining Area.	D			At Cost	Each	N
Rental for Outdoor Dining – Port Macquarie CBD	D	\$143.00	\$0.00	\$143.00	Per m2/Annum	N
Rental for Outdoor Dining – Non Port Macquarie CBD	D	\$62.00	\$0.00	\$62.00	Per m2/Annum	N
Wauchope, Lake Cathie, Lighthouse Beach, Laurieton, Bonny Hills, etc						
Rental for Outdoor Dining – Villages	D	\$41.00	\$0.00	\$41.00	Per m2/Annum	N
Telegraph Point, Beechwood, etc						
Footpath Bond	D	\$500 Bond or one (1) month's rental whichever is the greater			Each	N

Statutory Property Fees**Property Management**

Administration Fee – Sales of land with a value of between \$0 and \$20,000	D	\$481.82	\$48.18	\$530.00	Each	Y
Administration Fee – Sales of land with a value of between \$20,001 and \$100,000	D	\$936.36	\$93.64	\$1,030.00	Each	Y
Non-refundable						
Administration Fee – Sale of land with a value of over \$100,000	D	\$1,400.00	\$140.00	\$1,540.00	Each	Y
Non-refundable						
Based on administration time to co-ordinate, report etc						

continued on next page ...

Page 13 of 145

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Property Management [continued]

Administration Fee – Not elsewhere indicated	D	\$190.91	\$19.09	\$210.00	Each	Y
No report to Council, Non-refundable						
Administration Fee – Not elsewhere indicated	D	\$281.82	\$28.18	\$310.00	Each	Y
Report to Council, Non-refundable						
Investigation Fee, Search Fee	D	\$327.27	\$32.73	\$360.00	Each	Y
Sale of Council Owned Land	D			At Cost	Each	Y
Should the sale be undertaken following a reclassification of the land which was funded by the applicant, no additional investigation and administration fees will be charged. Should Council instigate the sale of the lot, no investigation, administration, valuation, survey or legal fees will be charged. Should the purchaser engage any external parties this will be at the purchaser's cost.						
Survey, Valuation, Legal	D			At Cost	Each	Y

Statutory Property Transactions

Hourly Rate for Statutory Property Transactions and Advice	D	\$100.00	\$10.00	\$110.00	Per Hour	Y
Non-refundable						
For transactions including road closures, easements, land transfers, boundary adjustments etc where not covered by an existing fee						

Naming & Renaming of Roads and Reserves

Naming / Renaming Council Public Road / Reserve	D	\$720.00	\$0.00	\$720.00	Each	N
Application Fee - Non-refundable						
Naming / Renaming of a Crown Reserve	D	\$800.00	\$0.00	\$800.00	Each	N
Application Fee - non-refundable						

Road Closing Application Fees

Council Road Closure – Investigation Fee	D	\$620.00	\$0.00	\$620.00	Each	N
Non-refundable						
This fee will be deducted from the Administration Fee if road closure proceeds.						
Crown Road Closure Application	D	\$1,100.00	\$0.00	\$1,100.00	Each	N
Non-refundable						
Council Road Closure Stage 1 – Administration Fee	D	\$1,100.00	\$0.00	\$1,100.00	Each	N
Non-refundable						

continued on next page ...

Page 14 of 145

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Road Closing Application Fees [continued]

Council Road Closure Stage 2 – Administration Fee	D	\$1,600.00	\$0.00	\$1,600.00	Each	N
Non-refundable						
Survey, Valuation, Legal	D			At Cost	Each	N
Fees to Other Authorities, Government Departments	D			At Cost	Each	N
Non-refundable						

Covenants and Easements

Extinguishment / Variation to Restrictive Covenant	D			At Cost	Each	Y
Non-refundable						
Requests for New / Variation to Easements	D			At Cost	Each	Y
Non-refundable						
Survey, Valuation, Legal	D			At Cost	Each	Y
Fees to Other Authorities, Government Departments	D			At Cost	Each	Y
Non-refundable						

Land Register

Land Register Extract – Multiple Properties	D	\$103.00	\$0.00	\$103.00	Each	N
---	---	----------	--------	----------	------	---

Administrative Fees

Credit Card Surcharge	A			0.5%	Per Transaction	N
Cheque Dishonour Administration Fee	D	\$35.00	\$0.00	\$35.00	Each	N
Direct Debit Dishonour Administration Fee	D	\$25.00	\$0.00	\$25.00	Each	N
New Owners Administration Fee	F	\$50.00	\$0.00	\$50.00	Each	N

Document Sales**Other Documents****Refer Appendix 1**

Council's Drainage Code	D	\$46.00	\$0.00	\$46.00	Each	N
-------------------------	---	---------	--------	---------	------	---

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Reports & Studies

Refer Appendix 1

Various Reports & Studies	D	Calculated according to printing and / or photocopying costs	Each	N
---------------------------	---	--	------	---

Government Information (Public Access) Act 2009 (GIPA)**Subpoena to produce documents****Access to Records****Personal Records**

Application Fee	C	\$30.00	\$0.00	\$30.00	Each	N
Processing Charge – hourly rate	C	\$30.00	\$0.00	\$30.00	Per Hour	N
after first 20 hours						
Internal Review Fee	C	\$40.00	\$0.00	\$40.00	Each	N

Formal Applications – Non Personal Records

Application Fee	C	\$30.00	\$0.00	\$30.00	Each	N
Processing Charge – hourly rate	C	\$30.00	\$0.00	\$30.00	Per Hour	N
First hour free						
A 50% reduction in fees may apply to the processing charge for customers suffering financial hardship or of special benefit to the public generally						
Internal Review Fee		\$40.00	\$0.00	\$40.00	Each	N

Informal and all other Applications

Application Fee				No Charge		N
Processing Charge – hourly rate		\$30.00	\$0.00	\$30.00	Per Hour	N

Adjoining Owners

Application for Adjoining Owners Details	D	\$16.00	\$0.00	\$16.00	Each	N
--	---	---------	--------	---------	------	---

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Subpoenas – Conduct Money

Where Council is not a party to the proceedings

Subpoena to produce documents

Conduct Money	D	\$66.60	\$0.00	\$66.60	Each	N
Conduct Money for subpoenas served under seven (7) days	D	\$133.00	\$0.00	\$133.00	Each	N
Searching and compiling documents – per 15 mins	D	\$21.50	\$0.00	\$21.50	1/4 hour	N
Per 1/4 hour of part thereof. Plus copying, printing, postage or courier charges						

Subpoena to attend court

Conduct money where production required at a Court of tribunal	D	\$67.00	\$0.00	\$67.00	Each	N
Staff attendance and travel time – Hourly rate	D			At Cost	Per Hour	N
Travel, accommodation and meal expenses	D			At Cost		N

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Digital Technology

Certified Copy

Refer Appendix 1

Certified Copy (for evidence)

Certified Copy of Document, Map or Plan	C	\$55.00	\$0.00	\$55.00	Each	N
EP&A Act S.150(2) & EP&A Reg 2000 cl.262						

Printing & Laminating

Refer Appendix 1

Printing

Prints 1-50	D	\$0.95	\$0.10	\$1.05	Per Print	Y
Prints 51+	D	\$0.28	\$0.03	\$0.31	Each	Y
This refers to each print in excess of 50. First 50 prints are at \$1.00 any additional prints over 50 are at 0.30c						

Collating

A4	E	\$0.15	\$0.02	\$0.17	Per Sheet	Y
Foolscap & A3	E	\$0.22	\$0.02	\$0.24	Per Sheet	Y
Stapling	E	\$0.22	\$0.02	\$0.24	Per Sheet	Y

Comb Binding

1 – 50 pages	E	\$3.73	\$0.37	\$4.10	Each	Y
51 – 100 pages	E	\$4.32	\$0.43	\$4.75	Each	Y
101 – 150 pages	E	\$5.00	\$0.50	\$5.50	Each	Y

Laminating

A4 sheet	E	\$2.73	\$0.27	\$3.00	Per Sheet	Y
A3 sheet	E	\$5.41	\$0.54	\$5.95	Per Sheet	Y
A2 sheet	E	\$16.14	\$1.61	\$17.75	Per Sheet	Y
A1 sheet	E	\$21.50	\$2.15	\$23.65	Per Sheet	Y
A0 sheet	E	\$26.82	\$2.68	\$29.50	Per Sheet	Y

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Your Business and Industry

Economic Development

The Hub Pop-Up Business and Co-Working Space

Co-Working – Half Day	D	\$20.00	\$2.00	\$22.00	Per Half Day	Y
Co-Working – Full Day (up to 8 hours)	D	\$30.00	\$3.00	\$33.00	Per Day	Y
Co-Working – Full Time (up to 40 hours)	D	\$90.00	\$9.00	\$99.00	Per Week	Y
Co-Working Monthly Subscription – Part Time (up to 2 days per week)	E	\$90.00	\$9.00	\$99.00	per month	Y
Co-Working Monthly Subscription – Full Time (Up to 5 days per week)	E	\$180.91	\$18.09	\$199.00	per month	Y
Meeting Room Hire	D	\$10.00	\$1.00	\$11.00	Per Hour	Y
Venue Hire – After Hours Week Days	D	\$30.00	\$3.00	\$33.00	Per Hour	Y
Venue Hire – After Hours Weekends	D	\$50.00	\$5.00	\$55.00	Per Hour	Y

Tourism Marketing

Co-operative Marketing	D		Price on application	POA	Y
------------------------	---	--	----------------------	-----	---

Advertising

Other Organisations

Electronic Direct Mail Advertising	D	\$71.36	\$7.14	\$78.50		Y
Visitor Guide Advertisement	D	\$481.82	\$48.18	\$530.00		Y
Destination Website Promotion Panel	D	\$713.64	\$71.36	\$785.00	Per Month	Y

Not for Profit

Electronic Direct Mail Advertising	D	\$35.47	\$3.55	\$39.02		Y
Visitor Guide Advertisement	D	\$237.27	\$23.73	\$261.00		Y
Destination Website Promotion Panel	D	\$354.55	\$35.45	\$390.00	Per Month	Y

Image Library

Photographic Digital Images	D	\$33.09	\$3.31	\$36.40	Each	Y
Cost per digital photographic image (for commercial purposes)						
No Charge if not for profit						
Video	D	\$108.64	\$10.86	\$119.50	Per Module	Y
Module						

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Tastings on Hastings

Entry Fee

Main Event	D	\$4.55	\$0.45	\$5.00	Each	Y
Children under 10 years are free						

Exhibitors Costs

Hastings Farmers Market & Makers Market Exhibitors

No pegs allowed, weights only. NB: Makers Market has no power available

Site Fees – 3x3 site BYO marquee and without power	D	\$154.55	\$15.45	\$170.00	Each	Y
Site Fees – 3x3 site with marquee without power	D	\$227.27	\$22.73	\$250.00	Each	Y
Site Fees – 3x3 site with marquee – 1 x single phase power included	D	\$268.18	\$26.82	\$295.00	Each	Y
\$40.00 per single phase outlet						
Site Fees – 3x3 site with marquee – 2 x single phase power included	D	\$304.55	\$30.45	\$335.00	Each	Y
\$40.00 per single phase outlet						
Site Fees – 3x3 site with marquee – 1 x three phase power included	D	\$295.45	\$29.55	\$325.00	Each	Y
\$70.00 per three phase outlet						
Site Fees – 3x6 site BYO marquee and without power	D	\$304.55	\$30.45	\$335.00	Each	Y
Site Fees – 3x6 site with marquee without power	D	\$454.55	\$45.45	\$500.00	Each	Y
Site Fees – 3x6 site with marquee – 1 x single phase power included	D	\$495.45	\$49.55	\$545.00	Each	Y
\$40.00 per single phase outlet						
Site Fees – 3x6 site with marquee – 2 x single phase power included	D	\$531.82	\$53.18	\$585.00	Each	Y
\$40.00 per single phase outlet						
Site Fees – 3x6 site with marquee – 1 x three phase power included	D	\$522.73	\$52.27	\$575.00	Each	Y
\$70.00 per three phase outlet						

Tastings Ignites Food Vendors

No pegs allowed, weights only

Site Fees – 3x3 site – 1 x single phase power included	D	\$195.45	\$19.55	\$215.00	Each	Y
\$40.00 per single phase outlet						

continued on next page ...

Page 20 of 145

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Tastings Ignites Food Vendors [continued]

Site Fees – 3x3 site – 2 x single phase power included	D	\$231.82	\$23.18	\$255.00	Each	Y
\$40.00 per single phase outlet						
Site Fees – 3x3 site – 3 x single phase power included	D	\$268.18	\$26.82	\$295.00	Each	Y
\$40.00 per single phase outlet						
Site Fees – 3x3 site – 4 x single phase power included	D	\$304.55	\$30.45	\$335.00	Each	Y
\$40.00 per single phase outlet						
Site Fees – 3x3 site – 1 x three phase power included	D	\$259.09	\$25.91	\$285.00	Each	Y
\$70.00 per three phase outlet						
Site Fees – 3x6 site – 1 x single phase power included	D	\$390.91	\$39.09	\$430.00	Each	Y
\$40.00 per single phase outlet						
Site Fees – 3x6 site – 2 x single phase power included	D	\$427.27	\$42.73	\$470.00	Each	Y
\$40.00 per single phase outlet						
Site Fees – 3x6 site – 3 x single phase power included	D	\$463.64	\$46.36	\$510.00	Each	Y
\$40.00 per single phase outlet						
Site Fees – 3x6 site – 4 x single phase power included	D	\$500.00	\$50.00	\$550.00	Each	Y
\$40.00 per single phase outlet						
Site Fees – 3x6 site – 1 x three phase power included	D	\$454.55	\$45.45	\$500.00	Each	Y
\$70.00 per three phase outlet						

General Exhibitors

Includes hire of marquee and provision of one table per stall

Site Fees – 3x3 site – without power	D	\$363.64	\$36.36	\$400.00	Each	Y
Site Fees – 3x3 site – 1 x single phase power included	D	\$400.00	\$40.00	\$440.00	Each	Y
\$40.00 per single phase outlet						
Site Fees – 3x3 site – 2 x single phase power included	D	\$436.36	\$43.64	\$480.00	Each	Y
\$40.00 per single phase outlet						
Site Fees – 3x3 site – 3 x single phase power included	D	\$472.73	\$47.27	\$520.00	Each	Y
\$40.00 per single phase outlet						

continued on next page ...

Page 21 of 145

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

General Exhibitors [continued]

Site Fees – 3x3 site – 4 x single phase power included	D	\$513.64	\$51.36	\$565.00	Each	Y
\$40.00 per single phase outlet						
Site Fees – 3x3 site – 1 x three phase power included	D	\$431.82	\$43.18	\$475.00	Each	Y
\$70.00 per three phase outlet						
Site Fees – 3x6 site – without power	D	\$722.73	\$72.27	\$795.00	Each	Y
Site Fees – 3x6 site – 1 x single phase power included	D	\$763.64	\$76.36	\$840.00	Each	Y
\$40.00 per single phase outlet						
Site Fees – 3x6 site – 2 x single phase power included	D	\$800.00	\$80.00	\$880.00	Each	Y
\$40.00 per single phase outlet						
Site Fees – 3x6 site – 3 x single phase power included	D	\$827.27	\$82.73	\$910.00	Each	Y
\$40.00 per single phase outlet						
Site Fees – 3x6 site – 4 x single phase power included	D	\$872.73	\$87.27	\$960.00	Each	Y
\$40.00 per single phase outlet						
Site Fees – 3x6 site – 1 x three phase power included	D	\$790.91	\$79.09	\$870.00	Each	Y
\$70.00 per three phase outlet						

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Airport

Port Macquarie Airport

Refer Appendix 2

Regular Public Transport (RPT) Services

Passenger Landing Fee	D	\$20.00	\$2.00	\$22.00	Per Passenger	Y
Applies to RPT and Charter aircraft (including helicopters) using RPT apron						
Passenger Departure Fee	D	\$20.00	\$2.00	\$22.00	Per Passenger	Y
Applies to RPT and Charter aircraft (including helicopters) using RPT apron						
Security Screening Fee	D	POA - per departing passenger			POA – per departing passenger	Y
Applies to RPT and Charter aircraft (including helicopters) using RPT apron during the operational period						
Operational period defined as per Govt Reg's for Aviation Security						

General Aviation (GA) Services

Airport Usage Charge – Practice Approaches	D	No Charge			Per practice approach	Y
Applies to all aircraft per practice approach						
Exempt from landing charges						
Airport Usage Charge (Annual) – For Commercial Purposes	D	\$1,190.91	\$119.09	\$1,310.00	Per Annum per Aircraft	Y
Applies to airport based commercial operators with less than five (5) aircraft						
Excludes RPT and freight aircraft operators						
Airport Usage Charge (Annual) – For Commercial Purposes	D	\$1,190.91	\$119.09	\$1,310.00	Per Annum per Aircraft	Y
Applies to Helicopter / Microlight / Ultralight aircraft operators with less than five (5) aircraft						
Hangar lessee will be charged the annual fee for a commercial ultralight, microlight or similar, per aircraft						
Airport Usage Charge (Annual) – For Private Purposes	D	\$595.45	\$59.55	\$655.00	Per Annum per Aircraft	Y
Applies to airport based private operators.						
Airport Usage Charge (Annual) – For Private Purposes	D	\$595.45	\$59.55	\$655.00	Per Annum per Aircraft	Y
Applies to Helicopter / Microlight / Ultralight aircraft						
Hangar lessee will be charged the annual fee for a private ultralight, microlight or similar, per aircraft						

continued on next page ...

Page 23 of 145

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

General Aviation (GA) Services [continued]

Airport Usage Charge – Weight Based Movement Charge	D	\$10.91	\$1.09	\$12.00	Per Tonne pro rata	Y
Applies to all aircraft per landing. Not covered by the annual usage charges listed above.						
Minimum charge \$12.00 per landing. RPT aircraft exempt.						
Airport Usage Charge – Training Circuits	D	\$10.91	\$1.09	\$12.00	Per 20 minute interval (i.e. 3 charged per hour)	Y
Applies to all aircraft per landing. Not covered by the annual usage charges listed above.						
Minimum charge \$12.00 per landing. RPT aircraft exempt.						
Aircraft Parking – RPT Apron	D	\$60.00	\$6.00	\$66.00	Per hour	Y
Applies to aircraft parked on RPT apron						
RPT aircraft exempt						
Aircraft Parking – GA Apron	D	\$9.09	\$0.91	\$10.00	Per hour after first 2 hours, per aircraft	Y
Applies to aircraft parked on GA sealed surfaces in defined areas in accordance with conditions set out on adjacent signage and excludes the width of hangar door openings						
Non-Operational and Abandoned Aircraft	D	\$12.27	\$1.23	\$13.50	Per Day	Y
Applies to aircraft without a current Certificate of Airworthiness or current Maintenance Release parked on any part of the airport - fee applies after first 30 days						
Exemption: aircraft that are accommodated within a leased boundary / premises						
Charitable not for profit organisations providing aeromedical services only	D	Based on application			Per Aircraft	Y
Applies to charitable not for profit aeromedical services only on a case-by-case basis						
Exempt from landing charges based on application						

Other Miscellaneous Fees

Hire Car Operators (Desk & Car Parking)	E	Market value			POA – Per Annum	Y
Adjusted in June each year in line with CPI						
Hangar and Ground Lease Rental	D	Market value			POA – Per M2 per Annum	Y
Determined by valuation.						
Airside Activities Charges	D	\$58.18	\$5.82	\$64.00	Per Hour, Each	Y
For Airport Safety / Security Officer supervision						
Cost recovery for airside activities						

continued on next page ...

Page 24 of 145

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Other Miscellaneous Fees [continued]

Lost Gate Key	D	\$267.27	\$26.73	\$294.00	Each	Y
---------------	---	----------	---------	----------	------	---

Airport Parking Fees

Car Parking Charges: 0-30 minutes	E			FREE	per stay	N
Car Parking Charges: 30-60 minutes	D	\$2.73	\$0.27	\$3.00	Per Hour	Y
Terminal Public Car Park						
First 30 mins free						
Car Parking Charges: 1-2 hours	E	\$5.45	\$0.55	\$6.00	per hour	Y
Car Parking Charges: 2-3 hours		\$8.18	\$0.82	\$9.00	per hour	Y
Car Parking Charges: 3-4 hours	E	\$10.91	\$1.09	\$12.00	per hour	Y
Car Parking Charges: 4-5 hours	E	\$13.64	\$1.36	\$15.00	per hour	Y
Car Parking Charges: Full Day (5 to 24 hours from time of entry)	D	\$13.64	\$1.36	\$15.00	Per Day	Y
Terminal Public Car Park						
Discounted fees apply for longer term parking						
Car Parking Charges: 2 days	E	\$27.27	\$2.73	\$30.00	per stay	Y
Car Parking Charges: 3 days		\$40.91	\$4.09	\$45.00	per stay	Y
Car Parking Charges: 4 days	E	\$50.00	\$5.00	\$55.00	per stay	Y
Car Parking Charges: 5 days	E	\$59.09	\$5.91	\$65.00	per stay	Y
Car Parking Charges: 6 days	E	\$68.18	\$6.82	\$75.00	per stay	Y
Car Parking Charges: 7 days	E	\$77.27	\$7.73	\$85.00	per stay	Y
Car Parking Charges: Greater than 7 days	E	\$85.00 plus \$5.00 per day thereafter			per stay	Y
Lost Parking Ticket	E	\$54.55	\$5.45	\$60.00	per ticket	Y
Car Parking Charges – Credit Card Service Fee	D	2.5% Charge applies to payments made by credit card			Each	Y

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Environmental Testing

Water Analysis

Minimum Invoice/report fee will be \$50 (incl GST). Price may vary in accordance with various programs undertaken.

Activated Sludge Analysis	E	\$113.73	\$11.37	\$125.10	each	Y
UV Absorbance/UV Transmission	E	\$13.09	\$1.31	\$14.40	each	Y
Administration Fee	E	\$36.36	\$3.64	\$40.00	per sample batch	Y
Extensive Report Fee	E	\$71.82	\$7.18	\$79.00	per sample batch	Y
Re-issue of Reports	E	\$36.36	\$3.64	\$40.00	per sample batch	Y
Sample Preparation Fee For Complex Matrix	E	\$27.09	\$2.71	\$29.80	each	Y
Urgent Analysis (if possible) Incurs a Surcharge	E		Price on Application	POA		Y
Weekend Analysis Incurs a Surcharge	E		Price on Application	POA		Y
Alkalinity	E	\$22.45	\$2.25	\$24.70	each	Y
Ammonia (includes filtration charge)	E	\$22.45	\$2.25	\$24.70	each	Y
Total BOD5	E	\$63.45	\$6.35	\$69.80	each	Y
Biovolume (literature and or historical values only)	E	\$27.09	\$2.71	\$29.80	each	Y
Biovolume (literature and or historical + measurement)	E	\$54.09	\$5.41	\$59.50	each	Y
Chlorophyll – a	E	\$57.82	\$5.78	\$63.60	each	Y
Colour (apparent)	E	\$14.00	\$1.40	\$15.40	each	Y
Colour (true)	E	\$15.91	\$1.59	\$17.50	each	Y
Dissolved Oxygen	E	\$13.09	\$1.31	\$14.40	each	Y
Electrical Conductivity	E	\$13.09	\$1.31	\$14.40	each	Y
Enterococci (confirmed)	E	\$44.73	\$4.47	\$49.20	each	Y
Thermotolerant Coliforms (presumptive)	E	\$44.73	\$4.47	\$49.20	each	Y
Thermotolerant Coliforms (confirmed)	E	\$57.82	\$5.78	\$63.60	each	Y
Fluoride	E	\$27.09	\$2.71	\$29.80	each	Y
Microscopic Identification	E	\$51.27	\$5.13	\$56.40	each	Y
Nitrite – N (includes filtration charge)	E	\$22.45	\$2.25	\$24.70	each	Y
Nitrate – N (calculated from NOx and Nitrite)	E	\$33.64	\$3.36	\$37.00	each	Y
NOx – N (includes filtration charge)	E	\$33.64	\$3.36	\$37.00	each	Y
Nitrate (if NOx and Nitrite also reported)	E	\$5.64	\$0.56	\$6.20	each	Y
Total Suspended Solids	E	\$22.45	\$2.25	\$24.70	each	Y
Filterable Reactive Phosphorus (includes filtration charge)	E	\$22.45	\$2.25	\$24.70	each	Y
Other Services	E		By quotation		each	Y
pH	E	\$13.09	\$1.31	\$14.40	each	Y
Redox	E	\$16.82	\$1.68	\$18.50	each	Y

continued on next page ...

Page 26 of 145

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Water Analysis [continued]

Salinity	E	\$13.09	\$1.31	\$14.40	each	Y
Sample Collection (water)	E	\$134.18	\$13.42	\$147.60	per hour	Y
1 person on run						
Sample Collection (gas)	E	\$108.09	\$10.81	\$118.90	per hour	Y
1 person on run						
Sample Containers	E	Included in testing fees				Y
Total Chlorine	E	\$19.64	\$1.96	\$21.60	each	Y
Free Chlorine	E	\$19.64	\$1.96	\$21.60	each	Y
Total Dissolved Solids (Calculation)	E	\$13.09	\$1.31	\$14.40	each	Y
Total Kjeldahl Nitrogen – N	E	\$72.73	\$7.27	\$80.00	each	Y
Total Kjeldahl Nitrogen – N (Calculated if TN and NOx also reported)	E	\$5.64	\$0.56	\$6.20	each	Y
Total Organic Nitrogen – N (Calculated TKN – NH3)	E	\$27.09	\$2.71	\$29.80	each	Y
Total Phosphorous (persulphate digestion)	E	\$33.64	\$3.36	\$37.00	each	Y
Total Nitrogen (persulphate digestion)	E	\$39.18	\$3.92	\$43.10	each	Y
Turbidity	E	\$13.09	\$1.31	\$14.40	each	Y
Cyanobacteria Identification & Enumeration	E	\$113.73	\$11.37	\$125.10	each	Y
Potentially Toxic Cyanobacteria Identification & Enumeration	E	\$76.45	\$7.65	\$84.10	each	Y
Total Phytoplankton Identification & Enumeration	E	\$165.00	\$16.50	\$181.50	each	Y
Total Coliforms & E. coli (MPN)	E	\$63.45	\$6.35	\$69.80	each	Y
Chemical Oxygen Demand	E	\$43.82	\$4.38	\$48.20	each	Y
Heterotrophic Plate Count (HPC)	E	\$34.55	\$3.45	\$38.00	each	Y

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

The Glasshouse

Glasshouse Port Macquarie

Refer also to Conditions of Hire (available on website www.glasshouse.org.au)

Refer to Appendix 10

Performance Spaces

Full Theatre Hire (hire per performance or event)	E	\$354.55	\$35.45	\$390.00	per hour	Y
As per standard rates as costed or 10% of Gross Box Office taking (whichever is the greater). Includes A/C, cleaning, access to standard in-house lighting, 1 x Venue Supervisor / 1 x Theatre Technician						
4 hour minimum hire						
Theatre Hire Stalls Only	E	\$309.09	\$30.91	\$340.00	per hour	Y
Includes A/C, cleaning, access to standard in-house lighting, 1 x Venue Supervisor / 1 x Theatre Technician						
4 hour minimum hire						
Theatre Hire Rehearsal Rate (per hour)	E	\$272.73	\$27.27	\$300.00	per hour	Y
Includes 1 x Venue Supervisor and 1 x Technician. Excludes access to auditorium seating and theatre is under work lights only.						
4 hour minimum hire						
Ross Family Studio Hire – Performance/Seminar	E	\$81.82	\$8.18	\$90.00	per hour	Y
Includes A/C, cleaning, access to standard in-house lighting and sound rig, 1 x Venue Supervisor						
4 hour minimum hire						
Ross Family Studio 3 day hire – Performance Hire on 3 consecutive days for up to 7 hours* per day. Includes A/C, cleaning, access to standard in-house lighting and sound rig, and Venue Supervisor.	A	\$1,363.64	\$136.36	\$1,500.00	Per Hire	Y
Additional hours required on any day charged at \$90/hour						
Ross Family Studio 5 day hire – Performance Hire on 5 consecutive days for up to 7 hours* per day. Includes A/C, cleaning, access to standard in-house lighting and sound rig, and Venue Supervisor.		\$2,045.45	\$204.55	\$2,250.00	Per Hire	Y
Additional hours required on any day charged at \$90/hour						
Ross Family Studio Hire Bare Walls (This mode is only available when combined with Theatre hire. Not available after hours. Flat rate of \$180, then \$30/hr thereafter)	E	\$163.64	\$16.36	\$180.00	\$180 Flat Rate + \$30 Per Hour	Y
Includes electricity, A/C, cleaning						
4 hour minimum hire						

continued on next page ...

Page 28 of 145

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Performance Spaces [continued]

Ross Family Studio Hire (1/2 Day) – Meeting Only During Business Hours, Monday to Friday 9am – 5.30pm	E	\$227.27	\$22.73	\$250.00	1/2 Day	Y
Includes electricity, A/C, cleaning, table, chairs, 1/2 hr tech support on arrival only. AV Operator pre rig, set OR operation at additional cost. 10% surcharge on Sundays. 1/2 Day (max 4 hours)						
Ross Family Studio Hire (Full Day) – Meeting Only During Business Hours, Monday to Friday 9am – 5.30pm	E	\$318.18	\$31.82	\$350.00	Full Day	Y
Includes electricity, A/C, cleaning, table, chairs, 1/2 hr tech support on arrival only. AV Operator pre rig, set OR operation at additional cost. 10% surcharge on Sundays. Full Day (8 hours)						
Glasshouse Podium	E	\$50.00	\$5.00	\$55.00	Per Hour	Y
Includes 1 x Venue Supervisor for the duration of the booking. Power at additional charge. 10% surcharge for Sundays and Public Holidays. 3 hour minimum hire						
Mezzanine Theatre Presentation Package	E	\$186.36	\$18.64	\$205.00	Per Hour	Y
Only available in conjunction with hire of the mezzanine foyer. Includes data projector and screen and access to seating for a maximum 100 pax in the theatre dress circle. Please Note: additional staff charges may apply depending on scope of the event. 3 hour minimum hire						

Conference Spaces

Meeting Room 1 OR 2 Hire (1/2 Day)	E	\$136.36	\$13.64	\$150.00	1/2 Day	Y
Includes electricity, A/C, cleaning, tables, chairs Max 4 hours						
Meeting Room 1 OR 2 Hire (Full Day)	E	\$181.82	\$18.18	\$200.00	Full Day	Y
Includes electricity, A/C, cleaning, tables, chairs 8 hours						
Meeting Room 1 OR 2 Hire – After Hours (0 – 70 people, after business hours access inclusive of 1 staff). After Hours = 5.30pm – 11pm weekdays or 9am – 11pm Saturdays. Staff surcharges apply on Sundays, Public Holidays and after 11pm	E	\$68.18	\$6.82	\$75.00	Per Hour	Y
Includes electricity, A/C, cleaning, tables, chairs minimum 3 hours / price per hour						
Meeting Room 1 and 2 Combined Hire (1/2 Day)	E	\$227.27	\$22.73	\$250.00	1/2 Day	Y
Includes electricity, A/C, cleaning, tables, chairs Max 4 hours						

continued on next page ...

Page 29 of 145

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Conference Spaces [continued]

Meeting Room 1 and 2 Combined Hire (Full Day)	E	\$318.18	\$31.82	\$350.00	Full Day	Y
Includes electricity, A/C, cleaning, tables, chairs						
8 hours						
Meeting Room 1 and 2 Combined Hire – After Hours (71 – 140 people, after business hours access inclusive of 1 staff). After Hours = 5.30pm – 11pm weekdays or 9am – 11pm Saturdays. Staff surcharges apply on Sundays, Public Holidays and after 11pm	E	\$90.91	\$9.09	\$100.00	Per Hour	Y
Includes electricity, A/C, cleaning, tables, chairs						
minimum 3 hours / price per hour						
Art Lab Room Hire 1/2 Day (Not available after hours)	E	\$113.64	\$11.36	\$125.00	1/2 Day	Y
Includes electricity, A/C, cleaning, tables, chairs						
Max 4 hours						
Art Lab Room Hire Full Day (Not available after hours)	E	\$159.09	\$15.91	\$175.00	Full Day	Y
Includes electricity, A/C, cleaning, tables, chairs						
8 hours						
Small Function Room Hire (level 2) – 1/2 Day	E	\$100.00	\$10.00	\$110.00	1/2 Day	Y
16 people maximum. Includes electricity, A/C, cleaning, tables, chairs						
Max 4 hours						
Small Function Room Hire (level 2) – Full Day	E	\$145.45	\$14.55	\$160.00	Full Day	Y
16 people maximum. Includes electricity, A/C, cleaning, tables, chairs						
8 hours						
Board Room 2 (level 2) – 1/2 Day	E	\$90.91	\$9.09	\$100.00	1/2 Day	Y
8 people maximum. Includes electricity, A/C, cleaning, tables, chairs						
Max 4 hours						
Board Room 2 (level 2) – Full Day	E	\$136.36	\$13.64	\$150.00	Full Day	Y
8 people maximum. Includes electricity, A/C, cleaning, tables, chairs						
8 hours						
Speakers Room (Level 2) – Full Day	E	\$54.55	\$5.45	\$60.00	Full Day	Y

continued on next page ...

Page 30 of 145

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Conference Spaces [continued]

4 people maximum, Includes electricity, A/C, cleaning, tables, chairs, WI-FI

Monday to Friday, max 8 hours per day

Regional Gallery Hire (Top Floor OR Ground Floor)	E	\$90.91	\$9.09	\$100.00	Per Hour	Y
Access to floor space subject to availability and exhibition restrictions - any set up required will be charged at applicable staff and equipment rates						
3 hour minimum hire						
Foyer Hire (for event)	E	\$90.91	\$9.09	\$100.00	Per Hour	Y
Access to floor space - any set up required will be charged at applicable staff and equipment rates						
3 hour minimum hire						
Foyer Hire (for set up by Hirer)	E	\$45.45	\$4.55	\$50.00	Per Hour	Y
Access to floor space by Hirer - any equipment set up required will be charged at applicable staff and equipment rates						
1 hour minimum hire						
AV Package (Mezzanine Foyer)	E	\$309.09	\$30.91	\$340.00	Per Day	Y
Includes hire of a data projector, lectern and microphone OR radio mic, laptop, staging, PA system, LED lights, tabs and screen. (Operator is extra and charged at the published hourly rate IF required)						
Whole of Venue: Includes access to Theatre, Studio, Meeting Room 1 & 2, Small Function Room, Mezzanine Foyer, 3 x staff	E	By quotation			Per Day	Y
Subject to availability						
Additional dressing room activation	E	\$181.82	\$18.18	\$200.00	Per Hire/Event	Y
Only available when combined with theatre hire						
Includes electricity, A/C, cleaning						

Staff Rates

Staff working conditions include the following - Minimum 3 hr call, plus staff must be allowed a meal break no later than 5 hours after commencement, all missed meal breaks will incur A/H charges until meal break is taken.

Rates are per hour.

Venue Supervisor / Technician / Duty Manager / Gallery Technician (Monday – Saturday)	D	\$50.00	\$5.00	\$55.00	Per Hour	Y
Usher / Tour Guide / Merchandise Seller (Monday – Saturday)	D	\$45.45	\$4.55	\$50.00	Per Hour	Y
Venue Supervisor / Technician / Duty Manager / Gallery Technician (Sunday)	D	\$54.55	\$5.45	\$60.00	Per Hour	Y
Usher / Tour Guide / Merchandise Seller (Sunday)	D	\$50.00	\$5.00	\$55.00	Per Hour	Y
Venue Supervisor / Technician / Duty Manager / Gallery Technician (Public Holiday)	D	\$63.64	\$6.36	\$70.00	Per Hour	Y

continued on next page ...

Page 31 of 145

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Staff Rates [continued]

Usher / Tour Guide / Merchandise Seller (Public Holiday)	D	\$54.55	\$5.45	\$60.00	Per Hour	Y
---	---	---------	--------	---------	----------	---

Miscellaneous Fees

Function Package	E	By quotation				Y
Customised Package						
Marketing Packages	E	By quotation				Y
Photography Packages (access to non-public venues)	E	By quotation				Y
Wedding Ceremony Packages	E	By quotation				Y
Merchandising	D	15% of total sales. Fixed Percentage				Y
Commission on any goods sold within the premises						
Technical Specifications Late Fee	E	\$45.45	\$4.55	\$50.00	Per Day	Y

Business Sense Packages

Only available during business hours: 8.30 am to 5.30 pm, catering as per set menu, minimum numbers apply, contact Glasshouse for further information.

1/2 Day

Includes Meeting Room 1 & 2 combined, technical assistance on arrival, morning OR afternoon tea, Glasshouse working lunch, free wi-fi, whiteboard, data projector, lectern & microphone, water & mints, room set to clients requirements.

Business Sense Package (minimum 20 delegates)	E	\$40.00	\$4.00	\$44.00	Per Person	Y
Includes: conference from hire set to clients requirements, technical assistance on arrival, data projector, laptop, Wi-Fi, lectern and microphone, whiteboard, water and mints on tables. Catering included: arrival tea and coffee, morning tea, working lunch with fruit platter, afternoon tea						

Full Day

Includes Meeting Room 1 & 2 combined, technical assistance on arrival, morning tea, afternoon tea, Glasshouse working lunch, free wi-fi, whiteboard, data projector, lectern & microphone, water & mints, room set to clients requirements.

Business Sense Package (minimum 20 delegates)	E	\$43.64	\$4.36	\$48.00	Per Person	Y
Includes: conference from hire set to clients requirements, technical assistance on arrival, data projector, laptop, Wi-Fi, lectern and microphone, whiteboard, water and mints on tables. Catering included: arrival tea and coffee, morning tea OR afternoon tea, working lunch with fruit platter						

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Audio Visual Conference Packages

Specialised Web Streaming & Recording Technology for Online/Live Video Conferencing. Supported by GoTo Meetings.

Package A	E	\$500.00	\$50.00	\$550.00	Per Day	Y
Includes equipment, set-up, testing, data allowance and operator for duration						
Package B	E	\$1,045.45	\$104.55	\$1,150.00	Per Day	Y
Includes Package A plus live screen shots from other venues, plus additional staff, cameras and leads						
Package C	E	\$340.91	\$34.09	\$375.00	Per Event	Y
Includes recording of live event and web feeds, 3 hours of editing, media and equipment. (Staff/operator not included)						

Venue Set Up Items

Theatre PA	E	\$100.00	\$10.00	\$110.00	Per Hire	Y
Dance Floor (Tarkett)		\$181.82	\$18.18	\$200.00	Per Hire	Y
Theatre Forestage / Pit	E	\$350.00	\$35.00	\$385.00	Per Hire	Y
Radio Microphone – Hand held OR lapel	E	\$50.00	\$5.00	\$55.00	Per Day	Y
Radio Microphone – Headset (Radio Mic + DPA Microphone)	E	\$90.91	\$9.09	\$100.00	Per Day	Y
Data Projector – Meeting Rooms & Studio	E	\$136.36	\$13.64	\$150.00	Per Day	Y
Data Projector + Screen – Theatre	E	\$281.82	\$28.18	\$310.00	Per Day	Y
Small PA	E	\$72.73	\$7.27	\$80.00	Per Day	Y
Corded Microphone & Speaker						
Medium PA	E	\$118.18	\$11.82	\$130.00	Per Day	Y
Includes corded microphone (and lectern where required), CD player, mixing desk, left & right speakers and small stage						
Large PA	E	\$181.82	\$18.18	\$200.00	Per Day	Y
Includes 1 x radio microphone, 1 x corded microphone (and lectern where required), 2 CD players, mixing desk, left & right speakers, 2 foldback sends. Requires operator at relevant hourly staff charges						
Colour Filters for Lighting	E	\$20.00	\$2.00	\$22.00	Per 1/2 Sheet	Y
Non standard lighting rig						
Lectern with Microphone (Wired)	E	\$50.00	\$5.00	\$55.00	Per Day	Y
Screen (8ft x 12ft)	E	\$90.91	\$9.09	\$100.00	Per Day	Y
Other Miscellaneous Technical or Event Items	E	By negotiation				Y
Subject to equipment & availability						
Arcus Picture Hanging System	E	\$181.82	\$18.18	\$200.00	Per Hire	Y
Preview Monitor	E	\$18.18	\$1.82	\$20.00	Per Day	Y
White Board	E	No charge				Y
Laser Pointer	E	\$10.00	\$1.00	\$11.00	Per Hire	Y
Presentation Mouse	E	\$15.00	\$1.50	\$16.50	Per Hire	Y
Orchestral Chairs	E	No charge				Y
40 available						

continued on next page ...

Page 33 of 145

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Venue Set Up Items [continued]

Music Stands	E	No charge				Y
50 available (short & tall)						
Grand Piano – Yamaha C7	E	\$272.73	\$27.27	\$300.00	Per Hire	Y
Does not include Tuning						
Digital Piano – Clarinova Baby Grand	E	\$136.36	\$13.64	\$150.00	Per Hire	Y
Piano Tuning	E	\$190.91	\$19.09	\$210.00	Per Request	Y
Rostrum / Risers	E	\$9.09	\$0.91	\$10.00	Per Unit Per Hire	Y
10 units available for hire						
Mirror Ball	E	\$50.00	\$5.00	\$55.00	Per Hire	Y
Smoke / Haze Machine	E	\$68.18	\$6.82	\$75.00	Per Hire	Y
Round Table Cloths (White)	E	\$3.64	\$0.36	\$4.00	Each	Y
Rectangle Table Cloths (Charcoal, fitted)	E	\$5.91	\$0.59	\$6.50	Each	Y
Laptop	E	\$90.91	\$9.09	\$100.00	Per Unit Per Day	Y
2 units available for hire (running Windows 7)						
Apple MAC	E	\$90.91	\$9.09	\$100.00	Per Unit Per Day	Y
2 units available for hire						
Modem	E	\$45.45	\$4.55	\$50.00	Per Modem Per Day	Y
240v Power (Podium)	E	\$36.36	\$3.64	\$40.00	Per Day	Y
Requires Technician to provide access. All leads must be tested and tagged.						
3-Phase Power (Loading Dock)	E	\$72.73	\$7.27	\$80.00	Per Day	Y
Requires Technician to provide access. All leads must be tested and tagged.						

Video Recording Packages

Event/Show Recording for Archival Purposes	E	\$227.27	\$22.73	\$250.00	Per Event/Show	Y
1 x camera and audio feed, no editing						
Event/Show Recording for Full Show Quality	E	\$272.73	\$27.27	\$300.00	Per Event/Show	Y
2 x cameras, audio feed, no editing. This service requires an operator for the show call which will be an additional charge at the published hourly rate.						
Staff charges would be per day for the duration of the event if recording required on multiple days.						
Recording for a Conference or Symposium	E	\$318.18	\$31.82	\$350.00	Per Day/Session	Y
3 x cameras, including Go Pro on lectern, audio feed, no editing. This service requires an operator for the event duration which will be an additional charge at the published hourly rate.						
Staff charges would be per day for the duration of the event if recording required on multiple days.						

continued on next page ...

Page 34 of 145

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Video Recording Packages [continued]

Editing Services (for Recordings Produced by Glasshouse)	E	\$50.00	\$5.00	\$55.00	Per Hour	Y
DVD Production (for recordings produced by the Glasshouse)	A	Price on Application			Per DVD	Y

Transaction Fees

Glasshouse Membership Program Fee – Adult	E	\$44.55	\$4.45	\$49.00	Each	Y
Glasshouse Membership Program Fee – Adult Couple	A	\$71.82	\$7.18	\$79.00	Per Couple	Y
Glasshouse Membership Program Fee – Concession/Under 21/Student	E	\$40.00	\$4.00	\$44.00	Each	Y
Proof of age/concession required						
Glasshouse Membership Program Fee – Concession/Under 21/Student – Couple	A	\$67.27	\$6.73	\$74.00	Each	Y
Proof of age/concession required						
Internet Transaction Fee	E	\$3.18	\$0.32	\$3.50	Per Transaction	Y
Inclusive of postage fee when tickets are purchased more than 14 days prior to the event.						
Counter Transaction Fee	E	\$2.73	\$0.27	\$3.00	Per Transaction	Y
Telephone Transaction Fee	E	\$5.00	\$0.50	\$5.50	Per Transaction	Y
Inclusive of postage fees when tickets are purchased more than 14 days prior to the event.						
Member Transaction Fee	E	No Charge - Available to current Glasshouse members (excludes online fees)			Per Transaction	Y
Ticket Re-issue Fee (non-members)	E	\$0.91	\$0.09	\$1.00	Per Ticket	Y
Ticket Re-issue Fee (members)	E	No Charge			Per Ticket	Y
Exchange Fee (non-members)	E	\$0.91	\$0.09	\$1.00	Per Ticket	Y
Exchange Fee (members)	E	No Charge			Per Ticket	Y
Administration Fee	E	\$4.55	\$0.45	\$5.00	Per Transaction	Y
Postage Fee	E	\$1.82	\$0.18	\$2.00	Per Transaction	Y
Membership Processing Fee	E	No charge			Per Transaction	Y
Applicable for counter and telephone membership sales. Online membership sales incur standard internet transaction fees						
Donations Processing Fee	E	No charge			Per Transaction	Y

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Booking Fees

Ticket Price \$0.01 – \$20.00	E	\$1.82	\$0.18	\$2.00	Per Ticket Printed	Y
Ticket Price \$20.01 – \$50.00	E	\$3.18	\$0.32	\$3.50	Per Ticket Printed	Y
Ticket Price \$50.01 – \$75.00	E	\$4.09	\$0.41	\$4.50	Per Ticket Printed	Y
Ticket Price \$75.01 – \$100.00	E	\$5.00	\$0.50	\$5.50	Per Ticket Printed	Y
Ticket Price \$100.01 +	E	Price on application - From \$6.00			POA	Y
Cancellation Fee Ticket Price \$0.01 – \$20.00	E	\$1.82	\$0.18	\$2.00	Per Ticket	Y
Cancellation Fee Ticket Price \$20.01 – \$50.00	E	\$3.18	\$0.32	\$3.50	Per Ticket	Y
Cancellation Fee Ticket Price \$50.01 – \$75.00	E	\$4.09	\$0.41	\$4.50	Per Ticket	Y
Cancellation Fee Ticket Price \$75.01 – \$100.00	E	\$5.00	\$0.50	\$5.50	Per Ticket	Y
Cancellation Fee Ticket Price \$100.01 +	E	Price on application - From \$6.00			POA	Y
Complimentary Tickets	E	\$0.91	\$0.09	\$1.00	Per Ticket	Y
Bulk Ticket Print	E	\$1.36	\$0.14	\$1.50	Per Ticket	Y
Returned Bulk Tickets	E	\$0.45	\$0.05	\$0.50	Per Returned Ticket	Y
External Ticketing Event Set-up Fee	D	\$50.00	\$5.00	\$55.00	Per Booking	Y
This will be redeemable to the promoter after the sale of 25 tickets.						
Ticketing Event Amendment Fee	D	\$50.00	\$5.00	\$55.00	Per Hour	Y
Relates to changes in event ticketing requirements post on sale date						
Transport Tickets	E	\$9.09	\$0.91	\$10.00	Per Booking	Y
Maximum of 6 tickets						
Miscellaneous Ticket / Merchandise Packages	E	Price on Application			Per Ticket	Y
Event and Conference Registration	E	Price on Application			Per Delegate	Y

Visitor Information Centre**Miscellaneous**

Glasshouse Brochure Display Program	D	\$227.27	\$22.73	\$250.00	Each	Y
-------------------------------------	---	----------	---------	----------	------	---

Accommodation

Booking Commission	D	10% of booking			Per Booking	Y
Cancellation – Within 7 days prior to arrival	D	Non refundable			Per Booking	Y

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Tour Bookings

Booking Commission	D		10% of booking	Each	Y
Cancellation – Within 7 days prior to departure – unless tour is cancelled by the operator	D		Non refundable	Per Booking	Y

DRAFT

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Strategic Landuse

Development Control Plans

Where Council has to prepare or assess

Preparation and / or review of a DCP	D	Fee determined by quotation based on full recovery	Estimate	N
Full cost recovery of external consultant fees and / or Council co-ordination / review costs				

Local Environment Plans

Where Council has to prepare or assess. Note: LEP amendments will be prioritised in accordance with Council policy and adopted strategy. There is no guarantee of the outcomes from the LEP process and fees are non-refundable.

Administrative LEP Amendments

E.g. Mapping anomalies and corrections

No Fee	D	No Charge				N
--------	---	-----------	--	--	--	---

Minor LEP Amendments and Reclassifications

No significant support studies for Council review

Minor LEP amendments and reclassifications	D	\$12,480.00	\$0.00	\$12,480.00	Each	N
50% refundable if proposal is not supported by Council or the Gateway Review Panel						

Other LEP Amendments

E.g. where a significant support study is required

Stage 1: Lodgement and review	D	\$15,600.00	\$0.00	\$15,600.00	Each	N
1) To be paid at the time of lodgement, 2) Charged for each party or group of parties represented separately in the planning proposal, 3) \$1,000 discount on fee if pre-lodgement has been held in relation to the proposal						
Stage 2: Exhibition and finalisation	D	\$10,400.00	\$0.00	\$10,400.00	Each	N
\$10,000 up to 5Ha estimated developable area + \$1,000/Ha up to 10Ha developable area + \$500/Ha up to 20Ha developable area + \$200/Ha over 20Ha developable area						

Council co-ordination of specialist study preparation or peer review

External consultant fees and Council co-ordination costs	D	Fee determined by quotation based on full recovery			Estimate	N
--	---	--	--	--	----------	---

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Public Hearing

Where required or requested

Full cost recovery	D	Fee determined by quotation based on full recovery	Each	N
--------------------	---	--	------	---

Deferred Developer Contributions

Development contributions are levied under various Contribution Plans in accordance with s7.11 of the *Environmental Planning & Assessment Act 1979*. Details of current development servicing plans and charges are available from Council's website or by contacting Council's Development Contributions Section on 6581 8686.

Development Contributions are indexed quarterly in line with movements in the CPI.

Preparation of Contributions Deferral Deed	\$500.00	\$50.00	\$550.00	per Deed	Y
Variation of a Contributions Deferral Deed or associated dealings including a review of Caveator's Consent or a request to vary the deferral deed template.	Fee determined by quotation based on full Recovery. Minimum charge \$250 Min. Fee: \$250.00			per Deed	Y
Withdrawal of caveat associated with Contributions Deferral Deeds per lot created in the subdivision (Excluding lots to be dedicated to Council). Paid at the time of preparation of the Contributions Deferral Deed.	\$90.91	\$9.09	\$100.00	per lot	Y

Development Servicing Plans

Water Supply & Sewerage Headworks charges are levied under Development Servicing Plans prepared under the provisions of the *Water Management Act (NSW) 2000* pursuant to s64 of the *Local Government Act (NSW) 1993*.

Details of current development servicing plans and charges are available from Council's website or by contacting Council's Development Contributions Section on 6581 8686.	G	Charges are indexed quarterly in line with movements in the CPI.	N
--	---	--	---

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Your Community Life**Community Participation****Halls/Community Centres****Alderman CC "Mac" Adams Music Centre***Miscellaneous*

Hastings Municipal Band	B	\$825.45	\$82.55	\$908.00	Per Annum	Y
General Bond	B	\$209.00	\$0.00	\$209.00	Each	N
State & Federal Elections	B	\$306.36	\$30.64	\$337.00	Per Election	Y
Council Activities & Elections	B	No Charge				Y

Main Hall

Commercial & Other	D	\$20.00	\$2.00	\$22.00	Per Hour	Y
Private Functions	B	Not Available				Y
Not for Profit	B	\$13.64	\$1.36	\$15.00	Per Hour	Y

Practice Rooms

Commercial & Other	D	\$12.73	\$1.27	\$14.00	Per Hour	Y
Private Functions	B	Not Available				Y
Not for Profit	B	\$7.27	\$0.73	\$8.00	Per Hour	Y

Beechwood School of Arts

Commercial & Other	D	\$20.00	\$2.00	\$22.00	Per Hour	Y
Private Functions	B	\$15.45	\$1.55	\$17.00	Per Hour	Y
Not for Profit	B	\$8.18	\$0.82	\$9.00	Per Hour	Y
General Bond	B	\$209.00	\$0.00	\$209.00	Each	N
State & Federal Elections	D	\$306.36	\$30.64	\$337.00	Per Election	Y
Council Activities & Elections	B	No Charge				Y

Bonny Hills Community Hall

Commercial & Other	D	\$20.00	\$2.00	\$22.00	Per Hour	Y
Private Functions	B	\$15.45	\$1.55	\$17.00	Per Hour	Y
Not for Profit	B	\$9.09	\$0.91	\$10.00	Per Hour	Y
General Bond	B	\$209.00	\$0.00	\$209.00	Each	N
State & Federal Elections	D	\$306.36	\$30.64	\$337.00	Per Election	Y
Council Activities & Elections	B	No Charge				Y

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Dunbogan Jubilee Hall

Commercial & Other	D	\$20.00	\$2.00	\$22.00	Per Hour	Y
Private Functions	B	\$15.45	\$1.55	\$17.00	Per Hour	Y
Not for Profit	B	\$9.09	\$0.91	\$10.00	Per Hour	Y
General Bond	B	\$209.00	\$0.00	\$209.00	Each	N
State & Federal Elections	D	\$306.36	\$30.64	\$337.00	Per Election	Y
Council Activities & Elections	B			No Charge		Y

Emerald Downs Community Centre**Hall**

Commercial & Other	D	\$20.00	\$2.00	\$22.00	Per Hour	Y
Private Functions	B	\$15.45	\$1.55	\$17.00	Per Hour	Y
Not for Profit	B	\$10.00	\$1.00	\$11.00	Per Hour	Y

Meeting Room**Alcohol Not Permitted**

Commercial & Other	D	\$13.64	\$1.36	\$15.00	Per Hour	Y
Private Functions	B	\$10.00	\$1.00	\$11.00	Per Hour	Y
Not for Profit	B	\$7.27	\$0.73	\$8.00	Per Hour	Y
General Bond	B	\$209.00	\$0.00	\$209.00	Each	N
State & Federal Elections	D	\$306.36	\$30.64	\$337.00	Per Election	Y

Lake Cathie Community Hall**Hall**

Commercial & Other	D	\$20.91	\$2.09	\$23.00	Per Hour	Y
Private Functions	B	\$15.45	\$1.55	\$17.00	Per Hour	Y
Not for Profit	B	\$9.09	\$0.91	\$10.00	Per Hour	Y

Meeting Room

Commercial & Other	D	\$16.36	\$1.64	\$18.00	Per Hour	Y
Private Functions	B	\$11.82	\$1.18	\$13.00	Per Hour	Y
Not for Profit	B	\$7.27	\$0.73	\$8.00	Per Hour	Y

Other Fees

General Bond	B	\$209.00	\$0.00	\$209.00	Each	N
State & Federal Elections	D	\$306.36	\$30.64	\$337.00	Per Election	Y
Council Activities & Elections	B			No Charge		Y

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Laurieton School of Arts Hall**Hall**

Commercial & Other	D	\$20.00	\$2.00	\$22.00	Per Hour	Y
Private Functions	B	\$15.45	\$1.55	\$17.00	Per Hour	Y
Not for Profit	B	\$9.09	\$0.91	\$10.00	Per Hour	Y

Other Fees

General Bond	B	\$209.00	\$0.00	\$209.00	Each	N
State & Federal Elections	D	\$306.36	\$30.64	\$337.00	Per Election	Y
Council Activities & Elections	B			No Charge		Y

Lorne Recreation Centre**Hall**

Commercial & Other	D	\$20.00	\$2.00	\$22.00	Per Hour	Y
Private Functions	B	\$15.45	\$1.55	\$17.00	Per Hour	Y
Not for Profit	B	\$8.18	\$0.82	\$9.00	Per Hour	Y

Other Fees

General Bond	B	\$209.00	\$0.00	\$209.00	Each	N
State & Federal Elections	D	\$306.36	\$30.64	\$337.00	Per Election	Y
Council Activities & Elections	B			No Charge		Y

North Haven Community Hall**Hall**

Commercial & Other	D	\$20.00	\$2.00	\$22.00	Per Hour	Y
Private Functions	B	\$15.45	\$1.55	\$17.00	Per Hour	Y
Not for Profit	B	\$9.09	\$0.91	\$10.00	Per Hour	Y

Other Fees

General Bond	B	\$209.00	\$0.00	\$209.00	Each	N
State & Federal Elections	D	\$306.36	\$30.64	\$337.00	Per Election	Y
Council Activities & Elections	B			No Charge		Y

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Pappinbarra Recreation Reserve***Tennis Court & Facilities***

Commercial & Other	D	\$10.00	\$1.00	\$11.00	Per Hour	Y
Private Functions	B	\$5.45	\$0.55	\$6.00	Per Hour	Y
Not for Profit	B	\$5.45	\$0.55	\$6.00	Per Hour	Y
General Bond	B	\$209.00	\$0.00	\$209.00	Each	N

Pembroke Hall***Hall***

Commercial & Other	D	\$20.00	\$2.00	\$22.00	Per Hour	Y
Private Functions	B	\$15.45	\$1.55	\$17.00	Per Hour	Y
Not for Profit	B	\$8.18	\$0.82	\$9.00	Per Hour	Y

Other Fees

General Bond	B	\$209.00	\$0.00	\$209.00	Each	N
State & Federal Elections	D	\$306.36	\$30.64	\$337.00	Per Election	Y
Council Activities & Elections	B			No Charge		Y

Port Macquarie Seniors' Facility***Les Crisp Auditorium***

Commercial & Other	D	\$30.91	\$3.09	\$34.00	Per Hour	Y
Private Functions	B	\$22.73	\$2.27	\$25.00	Per Hour	Y
Not for Profit	B	\$16.36	\$1.64	\$18.00	Per Hour	Y

The Pioneer Room

Commercial & Other	D	\$20.00	\$2.00	\$22.00	Per Hour	Y
Private Functions	B	\$15.45	\$1.55	\$17.00	Per Hour	Y
Not for Profit	B	\$10.00	\$1.00	\$11.00	Per Hour	Y

Marjorie "Nikki" Adams Lounge

Commercial & Other	D	\$15.45	\$1.55	\$17.00	Per Hour	Y
Private Functions	B			Not Available	Per Hour	Y
Not for Profit	B	\$8.18	\$0.82	\$9.00	Per Hour	Y

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Other Fees

Use of Tea Making Facilities	B	\$7.27	\$0.73	\$8.00	Per Function	Y
Kitchen (use of facilities)	B	\$15.45	\$1.55	\$17.00	Per Function	Y
Stove, fridge, bain-marie						
PMQ Senior's Club	D	\$1,042.73	\$104.27	\$1,147.00	Per Month	Y
General Bond	B	\$209.00	\$0.00	\$209.00	Each	N
State & Federal Elections	D	\$306.36	\$30.64	\$337.00	Per Election	Y
Council Activities & Elections	B	No Charge				Y

Wauchope Community Centre*Hall*

Commercial & Other	D	\$20.00	\$2.00	\$22.00	Per Hour	Y
Private Functions	B	\$15.45	\$1.55	\$17.00	Per Hour	Y
Not for Profit	B	\$9.09	\$0.91	\$10.00	Per Hour	Y

Other Fees

General Bond	B	\$209.00	\$0.00	\$209.00	Each	N
State & Federal Elections	D	\$306.36	\$30.64	\$337.00	Per Election	Y
Council Activities & Elections	B	No Charge				Y

Wauchope Rotary Youth Centre*Hall*

Commercial & Other	D	\$20.00	\$2.00	\$22.00	Per Hour	Y
Private Functions	B	\$15.45	\$1.55	\$17.00	Per Hour	Y
Not for Profit	B	\$8.18	\$0.82	\$9.00	Per Hour	Y

Other Fees

General Bond	B	\$209.00	\$0.00	\$209.00	Each	N
State & Federal Elections	D	\$306.36	\$30.64	\$337.00	Per Election	Y
Council Activities & Elections	B	No Charge				Y

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Historic Court House**Courtroom**

Other	D	\$30.00	\$3.00	\$33.00	Per Hour	Y
Commercial not permitted						
Private Functions	B	\$22.73	\$2.27	\$25.00	Per Hour	Y
Not for Profit	B	\$10.00	\$1.00	\$11.00	Per Hour	Y
General Admission – Adult	B	\$2.73	\$0.27	\$3.00	Each	Y
General Admission – Pensioner	B	\$1.82	\$0.18	\$2.00	Each	Y
General Admission – Children 0-11 years Accompanied by a paying Adult	B	No Charge			Each	Y
General Admission – Children over 12 years	B	\$0.91	\$0.09	\$1.00	Each	Y
General Admission – Per Child (School Excursion)	B	\$1.82	\$0.18	\$2.00	Each	Y

Hire of Grounds

Other	D	\$293.64	\$29.36	\$323.00	Per Day	Y
Commercial not permitted						
Private Functions	B	\$194.55	\$19.45	\$214.00	Per Day	Y
Not for Profit	B	\$107.27	\$10.73	\$118.00	Per Day	Y
General Bond	B	\$209.00	\$0.00	\$209.00	Each	N
State & Federal Elections	D	\$306.36	\$30.64	\$337.00	Per Election	Y
Council Activities & Elections	B	No Charge				Y

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Library

Hire of Rooms

Access Fee – Outside Library Hours

Applies to Both Rooms	E	Cost recovery - set by security company	Each	Y
-----------------------	---	---	------	---

Meeting Room

Commercial Organisations	E	\$18.18	\$1.82	\$20.00	Per Hour	Y
Hastings Schools & Community Organisations	E	\$9.09	\$0.91	\$10.00	Per Hour	Y
Library / Council	E	No Charge			Each	Y

Technology Training Room

Commercial Organisations	E	\$36.36	\$3.64	\$40.00	Per Hour	Y
Hastings Schools & Community Organisations	E	\$13.64	\$1.36	\$15.00	Per Hour	Y
Library / Council	E	No Charge				Y

Hire of Both Rooms

Commercial Organisations	E	\$54.55	\$5.45	\$60.00	Per Hour	Y
Hastings Schools & Community Organisations	E	\$18.18	\$1.82	\$20.00	Per Hour	Y
Library / Council	E	No Charge				Y

Other Library Charges

Computer Bookings

Library Members	D	No Charge			Per Hour	Y
Visitors	D	\$1.82	\$0.18	\$2.00	Per 2 Hours	Y

Photocopying

Coin Slot Operation

A4 & B4 page	D	\$0.18	\$0.02	\$0.20	Per Page	Y
A3 page	D	\$0.45	\$0.05	\$0.50	Per Page	Y

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Other

3D Printer – Prints	D	\$0.91	\$0.09	\$1.00	per hour	Y
Canvas Library Bags		\$1.82	\$0.18	\$2.00	each	Y
Inter-Library Loans – Application	D	\$9.09	\$0.91	\$10.00	Each	Y
Payable on application						
Inter-Library Loans – Urgent	D	Cost Recovery + \$12.00			Each	Y
Sent within 24 hours						
Fine at Account Stage	D	\$0.00	\$0.00	\$0.00	Per Item	N
After 2nd notice						
Reservations	D	\$0.50	\$0.00	\$0.50	Per Item	N
Visitors Charges – Joining Fee – Adults/Children	D	\$3.00	\$0.00	\$3.00	Each	N
Visitors Charges – Temporary Membership (20 items)	D	\$10.00	\$0.00	\$10.00	Each	N
Lost or Damaged Books Beyond Repair	D	Cost of the Item			Each	N
Replacement of Lost Cards	D	\$2.60	\$0.00	\$2.60	Each	N
Fax – Sending and Receiving (Australia Only)	D	\$0.91	\$0.09	\$1.00	Per Page	Y
Sale of Flash Drives	D	\$9.09	\$0.91	\$10.00	Each	Y
Headphones	D	\$3.64	\$0.36	\$4.00	Each	Y
Commercial Reference Service	D	\$72.73	\$7.27	\$80.00	Per Hour or Part Thereof	Y

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Sports & Recreation

Beach & Boating

Beach Driving Permit – 4WD Vehicles – Visitor		\$32.00	\$0.00	\$32.00	Each	N
Beach Driving Permit Yearly – 4WD Vehicles	D	\$64.00	\$0.00	\$64.00	Per Annum	N
Beach Driving Permit – 4WD Vehicles – Pensioner	D	\$32.00	\$0.00	\$32.00	Per Annum	N
Use of Wharves by Commercial Operators	D	\$15.45	\$1.55	\$17.00	Per Day	Y
Private Works on Canals – Maintenance Permit	D	\$153.00	\$0.00	\$153.00	Each	N
Boating Structure Licence Fee	D	\$132.00	\$0.00	\$132.00	Per Annum	N

Commercial Activities on Council Managed Land

Parks, Reserves, Sports Fields and Beaches

New Application Fee	D	\$150.00	\$0.00	\$150.00	Per Annum	N
Application Renewal Fee	D	\$75.00	\$0.00	\$75.00	Per Annum	N
Temporary Licence (up to 2 nominated locations)	D	\$480.00	\$0.00	\$480.00	Per Annum	N
Temporary Licence (per additional location)	D	\$100.00	\$0.00	\$100.00	Per Additional Location	N
Applies if the applicant does not pay a business rate directly related to the Temporary Licence activity						
Temporary Licence (per additional location)	D	\$50.00	\$0.00	\$50.00	Per Additional Location	N
Applies if the applicant pays a business rate directly related to the Temporary Licence activity						

Sporting Complexes

Camden Haven District Sport & Recreation Management Committee

Ground Levy

Little Athletics	D	\$107.27	\$10.73	\$118.00	Each	Y
Bonny Hills Cricket Club	D	\$204.55	\$20.45	\$225.00	Each	Y
Camden Haven Cricket	D	\$204.55	\$20.45	\$225.00	Each	Y
Camden Haven Bombers Junior AFL Club	D	\$204.55	\$20.45	\$225.00	Each	Y
Netball	D	\$136.36	\$13.64	\$150.00	Each	Y
Junior Rugby League	D	\$204.55	\$20.45	\$225.00	Each	Y
Soccer	D	\$204.55	\$20.45	\$225.00	Each	Y
Tennis	D	\$136.36	\$13.64	\$150.00	Each	Y
Touch Football	D	\$204.55	\$20.45	\$225.00	Each	Y

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Lights

Soccer Field (each pole)	D	\$5.18	\$0.52	\$5.70	Per Hour	Y
Support Field (each pole)	D	\$5.18	\$0.52	\$5.70	Per Hour	Y
Oval	D	\$21.82	\$2.18	\$24.00	Per Hour	Y

Canteen Fee

Outside groups	D	\$23.64	\$2.36	\$26.00	Per Day	Y
Plus Bond						
Outside groups – Bond	D	\$55.00	\$0.00	\$55.00	Each	N
Refundable if left clean and undamaged						
Casual users – Per Day	D	\$5.45	\$0.55	\$6.00	Per Day	Y
Casual users – Per Season	D	\$50.00	\$5.00	\$55.00	Per Season	Y

Lank Bain Sporting Complex

Group 2 Competition Matches	D	\$1,045.45	\$104.55	\$1,150.00	Per Year	Y
Hastings League Club Use – Field 1	D	\$627.27	\$62.73	\$690.00	Per Year	Y
Hastings League Club Use – Field 2	D	\$363.64	\$36.36	\$400.00	Per Year	Y
High School Use	D	\$263.64	\$26.36	\$290.00	Per Year	Y
Primary School Use	D	\$263.64	\$26.36	\$290.00	Per Year	Y
Cricket Club Use	D	\$263.64	\$26.36	\$290.00	Per Year	Y
Hastings League Controlled Fixtures	D	\$104.55	\$10.45	\$115.00	Per Day	Y
Junior Cricket	D	\$263.64	\$26.36	\$290.00	Per Year	Y
Lighting	D	\$5.82	\$0.58	\$6.40	Per Pole Per Hour	Y

Other Sporting Fields

Lighting	D	\$5.91	\$0.59	\$6.50	Per Pole Per Hour	Y
Amenity Use – 1 canteen + 2 changerooms	D	\$40.91	\$4.09	\$45.00	Per Day	Y
Amenity Use – 1 canteen + 2 changerooms – 4 hours	D	\$20.91	\$2.09	\$23.00	Half Day	Y
Lighting reprogramming fee	D	\$58.18	\$5.82	\$64.00	Each	Y
Ground Fee – Commercial	D	\$400.00	\$40.00	\$440.00	Per Day	Y
Ground Fee – Commercial	D	\$77.27	\$7.73	\$85.00	Per Hour	Y
Unlock/Lock facilities fee	D	\$58.18	\$5.82	\$64.00	Each	Y

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Wauchope Sporting Fields

Blackbutt Reserve – Lighting – 8 lights on pole	D	\$8.27	\$0.83	\$9.10	Per Pole Per Hour	Y
Blackbutt Reserve – Lighting – 4 lights on pole	D	\$5.82	\$0.58	\$6.40	Per Pole Per Hour	Y
Landrigan Park – Lighting	D	\$5.91	\$0.59	\$6.50	Per Pole Per Hour	Y
Fairmont Gardens – Lighting	D	\$5.91	\$0.59	\$6.50	Per Pole Per Hour	Y

Parks & Reserves**Circuses, Carnivals & Major Events****Ground Fee – Non Holidays**

Performance Days	D	\$400.00	\$40.00	\$440.00	Per Day	Y
Bump in/Bump out	D	\$350.00	\$35.00	\$385.00	Per Day	Y

Ground Hire Fees – School & Public Holidays

Performance Days	D	\$550.00	\$55.00	\$605.00	Per Day	Y
Bump in/Bump out	D	\$445.45	\$44.55	\$490.00	Per Day	Y

Bonds

Performance Bond	D	\$6,000.00	\$0.00	\$6,000.00	Each	N
------------------	---	------------	--------	------------	------	---

Power**Power Use**

At Cost	D			At Cost	Per Day	Y
---------	---	--	--	---------	---------	---

Power – Access Fee

Single Phase	D	\$37.27	\$3.73	\$41.00	Per Day/Per Outlet	Y
Three Phase	D	\$74.55	\$7.45	\$82.00	Per Day/Per Outlet	Y

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

General Use

Application for Private Ceremony	D	\$111.82	\$11.18	\$123.00	Per Application	Y
2 hours maximum						
Ground Fee – General Use	D	\$154.55	\$15.45	\$170.00	Per Day	Y
Ground Fee – Commercial Use	D	\$400.00	\$40.00	\$440.00	Per Day	Y
Ground Fee – Charitable	D	No Charge			Per Day	Y
Performance Bond	D	\$2,000 - \$6,000 Determined according to event			Per Event	N
Application to Stage an Event – All Applicants	D	\$123.00	\$0.00	\$123.00	Per Application	N
Application for Filming on Public Lands	D	\$60.00	\$0.00	\$60.00	Per Application	N
Access of Reserve for Private Works – Performance Bond	D	\$2,000.00	\$0.00	\$2,000.00	Per Application	N
Electrical Call Out Fee	D	At Cost			Per Hour	Y

Stadiums**Port Macquarie Indoor Stadium****Stadium Hire Costs****Monthly Ticket**

Badminton N/A	D	\$24.09	\$2.41	\$26.50	Each	Y
---------------	---	---------	--------	---------	------	---

Casual Play

Basketball, Volleyball, Futsal, Netball, Other	D	\$3.18	\$0.32	\$3.50	Each / Per Hour	Y
Badminton	D	\$7.73	\$0.77	\$8.50	Each / Per Hour	Y
Badminton – Seniors	D	\$7.73	\$0.77	\$8.50	Each / Per Hour	Y

Equipment Hire

Balls & Racquets	D	\$2.27	\$0.23	\$2.50	Each	Y
Shuttles	D	\$1.82	\$0.18	\$2.00	Each	Y

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Court Hire***Local Clubs and Associations Peak Time***

Badminton	D	\$19.55	\$1.95	\$21.50	Per Hour	Y
Basketball, Volleyball, Soccer (Indoor), Netball	D	\$43.64	\$4.36	\$48.00	Per Hour	Y

Local Clubs and Associations Off Peak Times

Badminton	D	\$19.55	\$1.95	\$21.50	Per Hour	Y
Basketball, Volleyball, Soccer (Indoor), Netball	D	\$33.64	\$3.36	\$37.00	Per Hour	Y

Other Groups

Badminton	D	\$24.09	\$2.41	\$26.50	Per Hour	Y
Basketball, Volleyball, Soccer (Indoor), Netball	D	\$48.18	\$4.82	\$53.00	Per Hour	Y

Hire of Stadium***Cleaning***

Extra Cleaning	D	\$29.09	\$2.91	\$32.00	Per Hour	Y
----------------	---	---------	--------	---------	----------	---

Inclusive

6 Courts	D	\$3,118.18	\$311.82	\$3,430.00	Per Day	Y
3 Courts	D	\$1,736.36	\$173.64	\$1,910.00	Per Day	Y

Restricted

6 Courts	D	\$290.91	\$29.09	\$320.00	Per Hour	Y
3 Courts	D	\$154.55	\$15.45	\$170.00	Per Hour	Y

Schools

Supervision Required	D	\$5.00	\$0.50	\$5.50	Each	Y
Supervision NOT Required	D	\$4.09	\$0.41	\$4.50	Each	Y

School Holiday Program

8.30am to 12.30pm	D	\$19.09	\$1.91	\$21.00	Per Half Day	Y
8.30am to 5pm – Including morning tea	D	\$29.09	\$2.91	\$32.00	Per Session	Y

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

After School Care

Per 12 children

On Site	D	\$57.73	\$5.77	\$63.50	Per Hour	Y
---------	---	---------	--------	---------	----------	---

Multi Sport Competition

Nomination	D	\$145.45	\$14.55	\$160.00	Per Team	Y
18 Weeks						
Plus Weekly Game Fee	D	\$52.73	\$5.27	\$58.00	Per Team	Y
18 Weeks						

Volleyball Competition

Nomination	D	\$96.36	\$9.64	\$106.00	Per Team	Y
Plus Weekly Game Fee	D	\$43.18	\$4.32	\$47.50	Per Team	Y

Ultimate Disc Competition

Nomination	D	\$96.36	\$9.64	\$106.00	Per Team	Y
plus Weekly Game Fee	D	\$43.18	\$4.32	\$47.50	Per Team	Y

Mixed Netball/Fast 5 Competition

Nomination	D	\$38.64	\$3.86	\$42.50	Per Team	Y
18 Weeks						
plus Weekly Game Fee	D	\$38.64	\$3.86	\$42.50	Per Team	Y
18 Weeks						

Birthday Parties

Supervised 2 hour booking	D	\$145.45	\$14.55	\$160.00	Per 2 hour booking	Y
Up to 20 children						
Unsupervised (private) 2 hours	D	\$96.36	\$9.64	\$106.00	Per 2 hour booking	Y
Up to 20 children						

Meeting Rooms

Room 1	D	\$24.09	\$2.41	\$26.50	Per Hour	Y
Room 2	D	\$14.55	\$1.45	\$16.00	Per Hour	Y

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Port Macquarie Regional Sports Stadium

Special Event / Social	D	10% gate takings				Y
Charity (on application)	D	\$77.27	\$7.73	\$85.00	Per Day	Y
Junior Sporting Groups	D	\$113.64	\$11.36	\$125.00	Per Use	Y
Hastings League	D	\$113.64	\$11.36	\$125.00	Per Use	Y
Group 2 / 3 Rugby League	D	\$222.73	\$22.27	\$245.00	Per Use	Y
Casual Users	D	\$418.18	\$41.82	\$460.00	Per Day	Y
Lighting	D	\$36.36	\$3.64	\$40.00	Per Hour	Y

Refundable Bonds and Deposits

Cleaning	D	\$500-\$5,000			Each	N
Ground damage	D	\$2,000 - \$6,000 Determined according to event			Each	N
Property Loss	D	\$500-\$5,000			Each	N
Removal of rubbish	D	\$500-\$5,000			Each	N
Structural damage	D	\$500-\$5,000			Each	N
Regular users – Annual Bond	D	\$650.00	\$0.00	\$650.00	Each	N
Regular users – Key Deposits	D	\$65.50	\$0.00	\$65.50	Each	N
Regular users – Schools/Charity	D	\$27.00	\$0.00	\$27.00	Each	N
Refund Subject to Application						
Council reserves the right to deduct all cleaning costs						

Wauchope Indoor Stadium**Main Stadium (all courts)**

Commercial, private or other	D	\$43.64	\$4.36	\$48.00	Per Hour	Y
Not for profit, sporting groups, community groups	D	\$21.82	\$2.18	\$24.00	Per Hour	Y

Downstairs Studio

Commercial, private or other	D	\$14.64	\$1.46	\$16.10	Per Hour	Y
Not for profit, sporting groups, community groups	D	\$7.36	\$0.74	\$8.10	Per Hour	Y

Upstairs Studio

Commercial, private or other	D	\$0.00	\$0.00	\$0.00	Per Hour	Y
Not for profit, sporting groups, community groups	D	\$0.00	\$0.00	\$0.00	Per Hour	Y

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Whole Stadium**Non sporting**

Per Hour	D	\$100.00	\$10.00	\$110.00	Per Hour	Y
Per Day	D	\$790.91	\$79.09	\$870.00	Per Day	Y

Refundable Bonds and Deposits

Performance Bond	D	\$2,000 minimum determined according to event			Per Event	N
Cleaning	D			\$500-\$5,000	Each	N
Regular users – Key Deposits	D	\$67.50	\$0.00	\$67.50	Each	N

Swimming Pools**Kendall, Laurieton and Wauchope**

Spectator admission	D	\$1.45	\$0.15	\$1.60	Each	Y
General Admission	D	\$4.00	\$0.40	\$4.40	Each	Y
Book of 20 tickets	D	\$68.64	\$6.86	\$75.50	Each	Y
Book of 50 tickets	D	\$148.18	\$14.82	\$163.00	Each	Y
School Groups	D	\$3.64	\$0.36	\$4.00	Per Person	Y
Teachers and carers free. No lane hire						
School Carnivals	D	\$4.00	\$0.40	\$4.40	Per Person	Y
Teachers and carers free. No lane hire						
Daycare and Disability Groups	D	\$4.00	\$0.40	\$4.40	Per Person	Y
Carers free. No lane hire						
Swim Club	D	\$4.00	\$0.40	\$4.40	Per Person	Y
No Lane Hire Fees						
Lane Hire	D	\$28.18	\$2.82	\$31.00	Per Hour/per 50 metres of lane space	Y
Per 50 Metres of Lane Space - Per Hour						

Port Macquarie

Spectator admission	D	\$1.45	\$0.15	\$1.60	Each	Y
General Admission	D	\$4.45	\$0.45	\$4.90	Each	Y
Book of 20 tickets	D	\$74.55	\$7.45	\$82.00	Each	Y
Book of 50 tickets	D	\$172.73	\$17.27	\$190.00	Each	Y
School Groups	D	\$4.09	\$0.41	\$4.50	Per Person	Y
Teachers and carer free. No lane hire						

continued on next page ...

Page 55 of 145

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Port Macquarie [continued]

School Carnivals	D	\$4.45	\$0.45	\$4.90	Per Person	Y
Teachers and carers free. No lane hire						
Daycare and Disability Groups	D	\$4.45	\$0.45	\$4.90	Per Person	Y
Carers Free. No lane hire						
Swim Club	D	\$4.45	\$0.45	\$4.90	Per Person	Y
No lane hire fees						
Masters Swim Club	D	\$5.55	\$0.55	\$6.10	Per Person	Y
Out of hours. No lane hire fees.						
Lane Hire – 1x lane of 50m pool	D	\$28.18	\$2.82	\$31.00	Per Hour/per 50 metres of lane space	Y
Per hour, per 50 metres of lane space						

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Crematorium & Cemeteries

Port Macquarie Hastings Cemeteries & Innes Gardens Crematorium

Refer to Appendix 11

Cremation

Cremation	E	\$831.82	\$83.18	\$915.00	Each	Y
Child (4 weeks to 12 years)	E	\$481.82	\$48.18	\$530.00	Each	Y
Child (under 4 weeks)	E	\$180.00	\$18.00	\$198.00	Each	Y

Chapel

Chapel Hire	E	\$256.36	\$25.64	\$282.00	Per Hour	Y
Per hour or part thereof						

Inurnment of Ashes

Rose Garden Inurnment	E	\$1,740.00	\$174.00	\$1,914.00	Each	Y
Rose Garden Reservation	E	\$1,245.45	\$124.55	\$1,370.00	Each	Y
Tree Garden Inurnment	E	\$1,740.00	\$174.00	\$1,914.00	Each	Y
Tree Garden Reservation	E	\$1,245.45	\$124.55	\$1,370.00	Each	Y
Baby Garden (up to 12 yrs)	E	\$875.45	\$87.55	\$963.00	Each	Y
Conifer Garden (inurnment for 2)	E	\$3,700.00	\$370.00	\$4,070.00	Each	Y
Conifer Garden (inurnment for 3)	E	\$4,600.00	\$460.00	\$5,060.00	Each	Y
Additional placements in Conifer Gardens	E	\$1,740.00	\$174.00	\$1,914.00	Each	Y
Family Memorial Garden (provision for 4)	E	\$15,165.45	\$1,516.55	\$16,682.00	Each	Y
Additional placements in Family Gardens	E	\$1,740.00	\$174.00	\$1,914.00	Each	Y
Wall Niche Inurnment	E	\$1,161.82	\$116.18	\$1,278.00	Each	Y
Wall Niche Reservation	E	\$675.45	\$67.55	\$743.00	Each	Y
Plaques for above	E	\$485.45	\$48.55	\$534.00	Each	Y
Loving Memories Wall of Remembrance Plaque	E	\$550.00	\$55.00	\$605.00	Each	Y
Loving Memories Base Position	E	\$470.00	\$47.00	\$517.00	Each	Y
Reserve Site Loving Memories Memorial Wall Admin Fee		\$54.55	\$5.45	\$60.00	Each	Y
Garden of Eternity Scatter Garden	E	Price on Application			Each	Y
Includes scatter of ash						
Postage	E	Price on Application			Each	Y
Scatter of Ash	E	Price on Application			Each	Y

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Extras

Family Ash Placement by Appointment	E		Price on Application		Each	Y
Family Memorial Garden Refurbishments	E		Price on Application		Each	Y
Photos on Plaques	E		Price on Application		Each	Y
Replacement Plants	E		Price on Application		Each	Y
Surcharge for Grave Digging	E		Price on Application		Each	Y
Applies to requests outside of normal working hours for religious reasons						
Stands	E		Price on Application		Each	Y
Plaque Refurbishment / Upgrades	E		Price on Application		Each	Y
Vases & Urns	E		Price on Application		Each	Y
Additional Emblems / Lines / Artwork / Colour / Borders on Plaques	E		Price on Application		Each	Y
Foundry Plaque Proofs (2 included in original plaque fee) Additional Proofs	E	\$40.00	\$4.00	\$44.00	Each	Y
Administration Fee – Transferring Rights of Burial or Cremation	E	\$122.00	\$0.00	\$122.00	Each	N
Request for Cremation Certificate After Service Day	E	\$25.45	\$2.55	\$28.00	Each	Y
Ash Removal and Packaging	E	\$170.00	\$17.00	\$187.00	Each	Y
Late Fee	E	\$136.36	\$13.64	\$150.00	Each	Y
Applies to services which cannot be completed within normal business hours (9am to 3pm Monday to Friday)						
Application for Exhumation	E	\$2,695.45	\$269.55	\$2,965.00	Each	Y
Saturday Surcharge	E	\$405.45	\$40.55	\$446.00	Each	Y

Burial**Lawn Cemetery – Innes Garden**

Lawn Cemetery – New Site Fee & Reservation Fee (Site Only)	E	\$3,177.27	\$317.73	\$3,495.00	Each	Y
Lawn Cemetery – New Site Fee (Site Only) (Child up to 12 years)	E	\$775.45	\$77.55	\$853.00	Each	Y
Second Right of Burial Fee (Double Depth Site)	E	\$1,591.82	\$159.18	\$1,751.00	Each	Y
Lawn Plaque (Standard)	E	\$691.82	\$69.18	\$761.00	Each	Y
Lawn Plaque (Double Depth Site)	E		Price on Application		Each	Y
Application to Refurbish Lawn Plaque onsite – IGMP	E	\$26.00	\$0.00	\$26.00	Each	N
Grave Digging Fee	E	\$1,348.18	\$134.82	\$1,483.00	Each	Y
Grave Digging Fee – Double Depth Beams – 1st Interment	E	\$1,776.36	\$177.64	\$1,954.00	Each	Y
Grave Digging Fee – Child up to 12 years	E	\$889.09	\$88.91	\$978.00	Each	Y

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

All General Cemeteries

Port Macquarie General Digging Fee	E	\$1,776.36	\$177.64	\$1,954.00	Each	Y
Grave Digging Fee	E	\$1,348.18	\$134.82	\$1,483.00	Each	Y
Grave Digging Fee – Child up to 12 years	E	\$889.09	\$88.91	\$978.00	Each	Y
Open General Cemeteries – Site only or Reservation Fee	E	\$2,175.45	\$217.55	\$2,393.00	Each	Y
Open General Cemeteries – Site only (Child up to 12 years)	E	\$775.45	\$77.55	\$853.00	Each	Y
Single Headstone Application	E	\$119.00	\$0.00	\$119.00	Each	N
Double Headstone Application	F	\$175.00	\$0.00	\$175.00	per application	N

Ash Replacement*Lawn Cemetery – Innes Gardens*

Single Plate	E	\$256.36	\$25.64	\$282.00	Each	Y
Double Plaque with 1st plate	E	\$871.82	\$87.18	\$959.00	Each	Y
Lawn Book Plaque with 1st page		\$1,205.45	\$120.55	\$1,326.00	Each	Y
Book Plaque – 2nd Page	E	\$510.09	\$51.01	\$561.10	Each	Y
Placement fee per lot of ash in an occupied gravesite (1 per site)	E	\$580.00	\$58.00	\$638.00	Each	Y
Placement of ash in a gravesite						
New Site – Right of Burial Site Fee	E	\$3,177.27	\$317.73	\$3,495.00	Each	Y

All General Cemeteries

Placement fee per lot of ash in an occupied gravesite (up to 4) – Open cemeteries	E	\$580.00	\$58.00	\$638.00	Each	Y
Placement of ash in a gravesite (up to 4)						
Placement fee per lot of ash in an occupied gravesite (up to 4) – Closed cemeteries	E	\$580.00	\$58.00	\$638.00	Each	Y
New Site – Right of Burial Site Fee	E	\$2,175.45	\$217.55	\$2,393.00	Each	Y

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Your Natural & Built Environment

Development Assessment

Approvals under Environmental Planning and Assessment Act (EP&A Act)

Subdivision Works Certificate

Subdivision and Infrastructure Works

Works Certificate (Infrastructure) Application – Dual Occupancy (Torrens or Strata)	D	\$270.91	\$27.09	\$298.00	Each	Y
Base Administration Fee - applicable to ALL applications with construction of public infrastructure works and/or subdivision works (includes AUSPEC admin & maintenance)						
Includes Roads Act (s138) application when works application works are on existing public roads						
Works Certificate (Infrastructure) Application, Building Related or Subdivision Works With No New Public Roads	D	\$271.00	\$0.00	\$271.00	Each	N
Base Administration Fee - applicable to ALL applications with construction of public infrastructure works and/or subdivision works without the creation of new public roads (includes AUSPEC admin & maintenance)						
Works Certificate (Infrastructure) Application, Subdivision Works with New Public Roads	D	\$271.00	\$0.00	\$271.00	Each	N
Base Administration Fee - applicable to ALL applications with construction of public infrastructure works and / or subdivision works with the creation of new public roads (includes AUSPEC admin & maintenance)						
Includes Roads Act (s138) application when works in application are on existing public roads						
Works Certificate (Infrastructure) Application Amendments	D	\$113.64	\$11.36	\$125.00	Each	Y
Base administration fee for additional amendment						
First amendment included in initial application						
Engineering Review Fees – Dual Occupancy (Torrens)	D	\$723.64	\$72.36	\$796.00	Each	Y
Engineering review fees for dual occupancy Works Certificate (Infrastructure) applications						
Engineering Review Fees – Dual Occupancy (Strata)	D	\$482.73	\$48.27	\$531.00	Each	Y
Engineering review fees for dual occupancy Works Certificate (Infrastructure) applications						
Engineering Review Fees – Minor Works	D	\$241.82	\$24.18	\$266.00	Review Area	Y
Engineering review fees for Works Certificate (Infrastructure) applications with minor works and no new public roads						
Minimum fee \$405						
Engineering Review Fees – Major Works	D	\$345.45	\$34.55	\$380.00	Review Area	Y
Engineering review fees for Works Certificate (Infrastructure) applications with major works and no new public roads						
Minimum fee \$623						

continued on next page ...

Page 60 of 145

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Subdivision Works Certificate [continued]

Engineering Review Fees – Subdivision Development (with new public roads)	D	\$256.36	\$25.64	\$282.00	Per Lot	Y
Engineering review fees for Works Certificate (Infrastructure) applications, Subdivision Works with New Public Roads						
Minimum Fee \$668						
Engineering Review Fees – Amendments	D	\$51.82	\$5.18	\$57.00	Review Area	Y
Engineering review fees for additional amendments, excludes first amendment						
Minimum fee \$94						
Development Inspection Fees – Dual Occupancy (Torrens)	D	\$350.91	\$35.09	\$386.00	Each	Y
Development inspection fees for dual occupancy Works Certificate (Infrastructure) applications						
Development Inspection Fees – Dual Occupancy (Strata)	D	\$234.55	\$23.45	\$258.00	Each	Y
Development inspection fees for dual occupancy certificate Works Certificate (Infrastructure) applications						
Development Inspection Fees – Minor Works	D	\$118.18	\$11.82	\$130.00	Review Area	Y
Development inspection fees for Works Certificate (Infrastructure) applications with minor public infrastructure and subdivision works associated with building or subdivision development						
Minimum fee \$176						
Development Inspection Fees – Major Works	D	\$225.45	\$22.55	\$248.00	Review Area	Y
Development inspection fees for Works Certificate (Infrastructure) applications with major public infrastructure and subdivision works associated with building or subdivision development						
Minimum fee \$353						
Subdivision Inspection Fee – Residential Roads	D	\$22.00	\$0.00	\$22.00	Per Metre	N
New roads (residential)						
Minimum fee \$399						
Subdivision Inspection Fee – Rural Roads	D	\$10.91	\$1.09	\$12.00	Per Metre	Y
New roads (rural)						
Minimum fee \$399						
Subdivision Inspection Fee – Industrial Roads	D	\$23.64	\$2.36	\$26.00	Per Metre	Y
New roads (industrial)						
Minimum fee \$399						
Subdivision Inspection Fee – Rural Residential Roads	D	\$18.18	\$1.82	\$20.00	Per Metre	Y
New roads (rural residential)						
Minimum fee \$399						

continued on next page ...

Page 61 of 145

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Subdivision Works Certificate [continued]

Additional Inspection Fee	D	\$118.18	\$11.82	\$130.00	Per Hour	Y
For infrastructure works associated with building developments (non refundable)						
Minimum 1 hour						
Works Certificate (Infrastructure) Modification – Minor Works	D	\$118.18	\$11.82	\$130.00	Review Area	Y
Applicable to modify existing Works Certificate (Infrastructure) after approval. Base application fees also apply.						
Fees for engineering reviews associated with proposed changes						
Works Certificate (Infrastructure) Modification – Major Works	D	\$186.45	\$18.65	\$205.10	Review Area	Y
Applicable to modify existing Works Certificate (Infrastructure) after approval. Base application fees also apply.						
Fees for engineering reviews associated with proposed changes						
Outstanding Works Bond Fees & Charges	D	See "Security Bond" section (below)				N

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Approvals under Roads Act 1993

Section 138 Application

Works, activities, events in, on and above a public road

Single Residential Dwelling Driveway and Utility Connection Application (All Works on Public Road Reserve)	D	\$355.00	\$0.00	\$355.00	Each	N
Note: Upon Roads Act approval - vehicle crossings must be constructed by owners under their own arrangements. A licensed contractor listed with Council must be used with public liability insurance of \$20 million. Application must be submitted to/approved by Council (s138)						
Includes base administration fee and inspection						
Dual Occupancy without Subdivision (All works on Public Road Reserve)	D	\$298.00	\$0.00	\$298.00	Each	N
Note: Upon Roads Act approval - vehicle crossings must be constructed by owners under their own arrangements. A licensed contractor listed with Council must be used with public liability insurance of \$20 million. Application must be submitted to/approved by Council (s138)						
Does not include inspection and review fees						
Industrial Driveway Application (All works on Public Road Reserve)	D	\$298.00	\$0.00	\$298.00	Each	N
Note: Upon Roads Act approval - vehicle crossings must be constructed by owners under their own arrangements. A licensed contractor listed with Council must be used with public liability insurance of \$20 million. Application must be submitted to/approved by Council (s138)						
Does not include inspection and review fees						
Roads Act Application for Construction Works on Road Reserve (Section 138 Application)	D	\$298.00	\$0.00	\$298.00	Each	N
Base administration fee (applies to all Section 138 applications other than residential driveway applications)						
Roads Act Application Amendments	D	\$124.00	\$0.00	\$124.00	Each	N
Base administration fee for additional amendments after the first amendment						
First amendment included in initial application						
Engineering Review Fees – Dual Occupancy without Subdivision (All works on Public Road Reserve)	D	\$530.00	\$0.00	\$530.00	Each	N
Engineering review fees for Dual Occupancy without Subdivision applications						
Engineering Review Fees – Industrial Driveway (All works on Public Road Reserve)	D	\$531.00	\$0.00	\$531.00	Each	N
Engineering review fees for Industrial Driveway applications						
Engineering Review Fees – Minor Works	D	\$266.00	\$0.00	\$266.00	Review Area	N
Engineering review fees for Roads Act applications with minor infrastructure works on public roads						
Minimum fee \$405						

continued on next page ...

Page 63 of 145

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Section 138 Application [continued]

Engineering Review Fees – Major Works	D	\$380.00	\$0.00	\$380.00	Review Area	N
Engineering review fees for Roads Act applications with major infrastructure works on public roads						
Minimum fee \$623						
Engineering Review Fees – Amendments	D	\$57.00	\$0.00	\$57.00	Review Area	N
Engineering review fees for additional amendments, excludes first amendment						
Minimum fee \$94						
Development Inspection Fees – Dual Occupancy without Subdivision (All works on Public Road Reserve)	D	\$259.00	\$0.00	\$259.00	Each	N
Development Inspection fees for Dual Occupancy without Subdivision applications						
Development Inspection Fees – Industrial Driveway (All works on Public Road Reserve)	D	\$259.00	\$0.00	\$259.00	Each	N
Development Inspection fees for Industrial Driveway						
Development Inspection Fees – Minor Works	D	\$130.00	\$0.00	\$130.00	Review Area	N
Development inspection fees for Roads Act applications with minor infrastructure and road works on public roads						
Minimum fee \$176						
Development Inspection Fees – Major Works	D	\$248.00	\$0.00	\$248.00	Review Area	N
Development inspection fees for Roads Act applications with major infrastructure and road works on public roads						
Minimum fee \$353						
Additional Inspection Fee	D	\$130.00	\$0.00	\$130.00	Per Hour	N
For infrastructure works associated with building developments (non refundable)						
Minimum 1 hour						
Roads Act Approval Modification – Minor Works	D	\$131.00	\$0.00	\$131.00	Review Area	N
Applicable to modify existing Roads Act after approval. Base administration fees also apply.						
Fees for engineering reviews associated with proposed changes						
Roads Act Approval Modification – Major Works	D	\$187.00	\$0.00	\$187.00	Review Area	N
Applicable to modify existing Roads Act after approval. Base administration fees also apply.						
Fees for engineering reviews associated with proposed changes						
Outstanding Works Bond Fees & Charges	D	See "Security Bond" section (below)				N

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Security Bonds

Application for Temporary Occupation of Footways and Road Reserve for Hoardings and/or Work Zones – CBD or Shopping Precinct	D	\$100,000.00	\$0.00	\$100,000.00		N
Security bond for infrastructure damage associated with building developments. Refundable upon leased area being left to Council satisfaction upon completion of development.						
This bond not required if applicant has submitted security for damage to infrastructure. Maximum \$100,000 bond for minor developments to be determined on merit by Council.						
Application for Temporary Occupation of Footways and Road Reserve for Hoardings and/or Work Zones – Other (Not CBD or Shopping Precinct)	D	\$50,000.00	\$0.00	\$50,000.00		N
Security bond for infrastructure damage associated with building developments. Refundable upon leased area being left to Council satisfaction upon completion of development.						
This bond not required if applicant has submitted security for damage to infrastructure. Maximum \$50,000 bond for minor developments to be determined on merit by Council.						

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Development Application Fees

Application Fees

Application Fees (All)	C	As per statutory scale of fees	Estimate	N
EP&A Regulation 2000 refer cl 246B				

Advertising

Where advertising under ss.79 or 79A is compulsory

Designated Development	C	\$2,220.00	\$0.00	\$2,220.00	Each	N
EP&A Regulation 2000 CI 252 (maximum charge)						
This fee is in addition to the application fee mentioned above and unexpended fees will be refunded after determination of application						
Where Notification is Required by Council Policy	D	\$161.00	\$0.00	\$161.00	Each	N
Letters to adjoining & adjacent owners. EP&A Regulation cl 252 maximum fee \$1,105						
Where Notification and Advertising is Required by Council Policy – Advertising in Local Paper	D	\$461.00	\$0.00	\$461.00	Each	N
EP&A Regulation cl 252 maximum fee \$1,105						

Lodgement Fees

Electronic Lodgement	D	\$15.00	\$0.00	\$15.00	Each	N
Form and supporting documents provided in PDF as un-protected files						
Paper Lodgement	D	\$165.00	\$0.00	\$165.00	Each	N
Scanning and archive costs for applications lodged in paper only						

Archive Fee

Electronic Application	D	\$41.00	\$0.00	\$41.00	Each	N
All documents submitted in PDF as un-protected files						
Paper Application	D	\$190.00	\$0.00	\$190.00	Each	N
Scanning and archive costs for paper based applications						

Review of Determination of DA

Review of Determination of DA	C	As per statutory scale of fees	Estimate	N
EP&A Regulation 2000 cl 257				

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Modification of DA or Consent

Correction to Minor Error, Misdescription or Miscalculation	C	As per statutory scale of fees in EP&A Regulation			Each	N
Modification Involving Minimal Environmental Impact	C	As per statutory scale of fees in EP&A Regulation			Estimate	N
Other Modifications	C	As per statutory scale of fees in EP&A Regulation			Estimate	N

Integrated Development

Processing Fee for Council	C	As per statutory scale of fees in EP&A Regulation			Each	N
For Each Relevant Authority (Separate Cheque Forwarded by Council)	C	As per statutory scale of fees in EP&A Regulation			Each Authority	N

When Concurrence is Required

Processing Fee for Council	C	As per statutory scale of fees in EP&A Regulation			Each	N
For Each Relevant Authority (Separate Cheque Forwarded by Council)	C	As per statutory scale of fees in EP&A Regulation			Each Authority	N

Approvals under Environmental Planning Assessment Act (EP&A Act)**Subdivision Works Certificate – Earthworks & Clearing ONLY – Application Fee**

Base administration fee (applicable to ALL applications)	D	\$280.00	\$28.00	\$308.00	Each	Y
Add engineering plan checking fees for Value of Work (VOW)						

Subdivision Works Certificate – Earthworks & Clearing ONLY – Engineering Plan Checking

VOW up to \$10,000	D	\$327.27	\$32.73	\$360.00	Each	Y
VOW \$10,001 – \$20,000	D	\$461.82	\$46.18	\$508.00	Each	Y
VOW \$20,001 – \$50,000	D	\$632.73	\$63.27	\$696.00	Each	Y
VOW \$50,001 – \$100,000	D	\$1,258.18	\$125.82	\$1,384.00	Each	Y
VOW \$100,001 – \$150,000	D	\$1,509.09	\$150.91	\$1,660.00	Each	Y
VOW \$150,001 – \$300,000	D	\$2,030.00	\$203.00	\$2,233.00	Each	Y
VOW \$300,001 – \$800,000 PLUS per \$1,000 above \$800,000 fee (as below)	D	\$2,815.45	\$281.55	\$3,097.00	Each	Y
Per \$1,000 above \$800,000 fee	D	\$4.55	\$0.45	\$5.00	Each	Y

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Compliance Certificates for Subdivision Works

Compliance Certificate Application – Subdivision Development	D	\$298.00	\$0.00	\$298.00	Each	N
Application to provide concurrence from relevant authorities or Council sections for construction of new assets.						
This application does not permit construction of infrastructure. A separate Construction Certificate for subdivision works or Construction Certificate (Infrastructure) required to permit construction. Note: all subdivision inspection fees still apply.						
General Review – Subdivision Development	D	\$57.00	\$0.00	\$57.00	Per Lot	N
Compliance Certificate review fees for one Council review area (i.e landscaping)						
Minimum Fee \$134						
Water Authority Review – Subdivision Development	D	\$113.00	\$0.00	\$113.00	Per Lot	N
Water Authority Compliance Certificate Review Fees						
Minimum Fee \$269						

Refunds**Development Applications & Construction Certificates**

Cancelled / Withdrawn After 7 days With No Assessment by Council Officer (Minimum)	D	\$58.18	\$5.82	\$64.00	Each	Y
Administration fee and PCA component deducted						
All Other Cases Where No Work Has Commenced	D	No Charge			Each	Y
DA's						
Cancelled / Withdrawn within 48 Hours – CC's (Infrastructure), S138, Subdivision Certificate Fees and Bonds	D	Administration fee deducted			Each	Y

Security Bonds**Bond Administration**

Bond Administration Fee	D	\$273.00	\$0.00	\$273.00	Each	N
Base Administration Fee (applicable to ALL bonds)						
Non Refundable						

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Outstanding Works Bonds

Bond is security for completion of engineering works on public roads or infrastructure to be paid prior to approval

Outstanding Works Bond (Single Dwelling) – Complex Applications	D	\$2,000.00	\$0.00	\$2,000.00	Each	N
Applies to complex residential dwelling applications based upon Council discretion. Bond refundable.						
Outstanding Works Bond (Dual Occupancy)	D	\$5,000.00	\$0.00	\$5,000.00	Each	N
Applies to 2 dwellings or units ONLY. Bond refundable.						
Outstanding Works Bond (Industrial Driveway)	D	\$8,000.00	\$0.00	\$8,000.00	Each	N
Bond is security for completion of engineering works on public roads or infrastructure to be paid prior to approval						
Applies to industrial driveway applications.						
Outstanding Works Bond (General)	D	Calculation can be used for any case based upon 130% contract cost inclusive of GST. Bond refundable. Min. Fee: \$5,000.00			Contract Cost	N

Defects Liability Bonds

Bond is security for new Council assets prior acceptance into a defects liability period

Defects Liability Bond (Dual Occupancy)	D	\$2,000.00	\$0.00	\$2,000.00	Each	N
Bond applies to dual-occupancy Torrens Title subdivisions						
Defects Liability Bond (General)	D	Calculation can be used for any case based upon 10% assets to be dedicated to Council. Bond refundable. Min. Fee: \$2,000.00			Asset Value	N

Protection of Public Infrastructure Bonds

Security deposit for damage to public infrastructure. Minimum \$10,000 (minor building works) minimum \$100,000 (major building works and CBD development). Refundable upon completion of development to Council satisfaction.

Security Bond for Infrastructure Works and Infrastructure Damage Associated with Building Developments	D	Calculate Min. Fee: \$10,000.00			Each	N
--	---	--	--	--	------	---

Tree Preservation Bonds

Council can require lodgement at subdivision (or construction) certificate stage of a deposit to secure retention of trees on public land subject to application

Refundable where Council satisfied of no loss

Tree Preservation Bond – Specific Species (Any Development)	D	\$11,956.00	\$0.00	\$11,956.00	Per Tree	N
---	---	-------------	--------	-------------	----------	---

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Council Accreditation Charges

Authorised Contractors Annual Registration Fee	D	\$162.00	\$0.00	\$162.00	Each	N
--	---	----------	--------	----------	------	---

Subdivisions**Subdivision Certificates (Torrens)**

Application for Subdivision Certificate (Torrens)	D	\$227.00	\$0.00	\$227.00	Per Lot	N
Base Administration Fee						
Minimum fee \$444 (includes consolidation)						
Resubmitted Linen Plan	D	25% of original fee or \$255 whichever is lesser			Estimate	N
Application Fee for Council to Release, Vary or Modify Real Property Documents	D	\$202.00	\$0.00	\$202.00	Each	N
Under General Manager delegation (s377 Local Govt Act)						
Modification of real property instruments						
Application Fee for Council to Release, Vary or Modify Real Property Documents	D	\$403.00	\$0.00	\$403.00	Each	N
Under Council seal following report to Council						
Modification of real property instruments						
Re-signing of Subdivision Plans/Post Cadastral Correction	D	\$202.00	\$0.00	\$202.00	Each	N
Endorsement of Plans (For Example: S88B Instruments, Transfers, etc) – Council's Legal Costs are in Addition to This Fee	D	\$202.00	\$0.00	\$202.00	Each	N
Lighting – Non Standard – "Prestige"	D	Levy - see Policy R5			Each	N

Subdivision Certificates (Torrens) and Occupation Certificates (Strata)

Work as Executed – Strata and Torrens Title	D	\$633.00	\$0.00	\$633.00	Each	N
Submission of wax detail NOT in CAD format - minor subdivision works only - up to 3 lots and any building development works						

Search Fee – Miscellaneous

Minimum 1 hour	D	\$60.00	\$0.00	\$60.00	Per Hour	N
----------------	---	---------	--------	---------	----------	---

Aus-spec #1

Refer Appendix 1

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Construction Specification

Design specifications one off hard copy	D	\$280.00	\$0.00	\$280.00	Per Set	N
Construction specifications one off hard copy	D	\$346.00	\$0.00	\$346.00	Per Set	N
Hard copy individual specifications	D	\$30.00	\$0.00	\$30.00	Each	N

Certificates**Environmental Planning & Assessment Act 1979**

Section 10.7(2) Planning Certificate	C	\$53.00	\$0.00	\$53.00	Each	N
Fixed by EPA Reg 2000 cl 259						
Section 10.7(5) Planning Certificate	C	\$80.00	\$0.00	\$80.00	Each	N
Maximum under EPA Reg 2000 cl 259						
Expedition Charge (24 Hr Response)	C	\$110.00	\$0.00	\$110.00	Each	N
Section 6.26 Building Certificate	C	As per statutory scale of fees			Each	N
Refer EPA Reg 2000 cl 260-261						

Strata Certificate

Strata Certificate	E	\$150.00	\$15.00	\$165.00	Per Lot	Y
--------------------	---	----------	---------	----------	---------	---

Bushfire Attack Level

Bushfire Attack Level (BAL) Certificate	C	\$339.09	\$33.91	\$373.00	Each	Y
Bushfire Attack Level (BAL) Certificate Associated With Complying Development Certificate Lodged With PMHC	C	\$193.64	\$19.36	\$213.00	Each	Y

Conveyancing Act 1919 No. 6

Section 88G Certificate	C	As per statutory scale of fees			Per Lot	N
Inspection of Land Required	C	As per statutory scale of fees			Per Lot	N

Plan Copy Charges**Refer Appendix 1**

A3 & A4 Plans	E	\$4.00	\$0.00	\$4.00	Per Sheet	N
A2 Sheet	E	\$12.00	\$0.00	\$12.00	Per Sheet	N
A1 Sheet	E	\$14.00	\$0.00	\$14.00	Per Sheet	N
A0 Sheet	E	\$18.00	\$0.00	\$18.00	Per Sheet	N
Over Size (Sewer Plans)	E	\$20.00	\$0.00	\$20.00	Per Sheet	N
Or per Lineal Metre	E	\$16.00	\$0.00	\$16.00	Per L/Mtr	N

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Global Positioning Systems

Electronic Data File Access – Annual Subscription	D	\$2,708.00	\$0.00	\$2,708.00	Each	N
Electronic Data File Access – One Off Access	D	\$70.00	\$0.00	\$70.00	Per Access	N

Development Records

Copy of Building Certificate	C	As per statutory scale of fees			Each	N
EPA Regulation 261						
Written Report on Dwelling Entitlement or Zoning Matter	D	\$169.00	\$0.00	\$169.00	Each	N
Plus \$80.00 inspection fee if required						
Urgent (Response in 5 Days) – Written Report on Dwelling Entitlement or Zoning Matter	D	\$282.00	\$0.00	\$282.00	Each	N
Copy of Application Documents (i.e. Consent, Plan, Submission or Supporting Report)	D	\$42.00	\$0.00	\$42.00	Each	N
Before making a request check www.pmhc.nsw.gov.au/applicationtracker - what you need may already be available free. Any documents requested will be emailed. Searches for some historic records are more involved and additional fees may apply, we will discuss this with you.						

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Waste Management

Under section 88 of the *Protection of the Environment Operations Act 1997* (POEO Act), Council is required to pay the Waste & Environment Levy. This levy is considered when setting the fees and charges for waste management services.

Interest Rate

Interest Rate on overdue rates & charges

As per the rate determined by the NSW Office of Local Government

Domestic Waste Management Services	C	7.50%	N
Other Waste Management Services	C	7.50%	N

Domestic Waste Management Services

Annual Charge

Minimiser service – 140 Litre fortnightly general waste	C	\$392.00	\$0.00	\$392.00	Per Annum	N
Standard service – 240 Litre fortnightly general waste	C	\$447.00	\$0.00	\$447.00	Per Annum	N
Excess service – 240 Litre weekly general waste	C	\$661.00	\$0.00	\$661.00	Per Annum	N
Half minimiser service – 140 Litre fortnightly general waste	C	\$219.00	\$0.00	\$219.00	Per Annum	N
Multi-unit dwellings only						
Half standard service – 240 Litre fortnightly general waste (Shared)	C	\$246.00	\$0.00	\$246.00	Per Annum	N
Multi-unit dwellings only						
Half excess service – 240 Litre weekly general waste (Shared)	C	\$354.00	\$0.00	\$354.00	Per Annum	N
Multi-unit dwellings only						
On application only special weekly service – 140 Litre weekly general waste	D	\$553.00	\$0.00	\$553.00	Per Annum	N
Half special weekly service (shared)	C	\$300.00	\$0.00	\$300.00	Per Annum	N
Multi-unit dwellings only						
Additional weekly garbage service – 240 Litre general waste	D	\$347.00	\$0.00	\$347.00	Per Annum	N
Additional weekly garbage service – 140 Litre general waste	D	\$264.00	\$0.00	\$264.00	Per Annum	N
Multi-unit dwellings only						
Additional organics service – 240 Litre weekly	D	\$96.00	\$0.00	\$96.00	Per Annum	N
Additional recycling service – 240 Litre fortnightly	D	\$65.00	\$0.00	\$65.00	Per Annum	N
Minimum Waste Charge – Single Dwelling	C	\$392.00	\$0.00	\$392.00	Per Annum	N

continued on next page ...

Page 73 of 145

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Annual Charge [continued]

Availability charge on vacant land	C	\$77.00	\$0.00	\$77.00	Per Annum	N
Availability charge on land not receiving full charge	C	\$139.00	\$0.00	\$139.00	Per Annum	N
Multi-unit dwellings only						

Other Waste Management Services**Annual Charge**

Waste Management Access Charge	C	\$30.00	\$0.00	\$30.00	Per Annum	N
Commercial weekly service – 140 Litre general waste	C	\$555.00	\$0.00	\$555.00	Per Annum	N
Commercial excess service – 240 Litre weekly general waste	C	\$664.00	\$0.00	\$664.00	Per Annum	N
Commercial half weekly service – 140 Litre general waste (Shared)	C	\$301.00	\$0.00	\$301.00	Per Annum	N
Commercial half excess service – 240 Litre weekly general waste (Shared)	C	\$364.00	\$0.00	\$364.00	Per Annum	N
Commercial additional weekly garbage service – 240 Litre general waste	D	\$348.00	\$0.00	\$348.00	Per Annum	N
Commercial additional weekly garbage service – 140 Litre general waste	D	\$265.00	\$0.00	\$265.00	Per Annum	N
Commercial additional organics service – 240 Litre weekly	D	\$99.00	\$0.00	\$99.00	Per Annum	N
Commercial additional recycling service – 240 Litre fortnightly	D	\$67.00	\$0.00	\$67.00	Per Annum	N
Commercial availability charge on land not receiving full charge	C	\$79.00	\$0.00	\$79.00	Per Annum	N
Business Properties						
Availability charge on vacant land	C	\$79.00	\$0.00	\$79.00	Per Annum	N
Business Properties						

Other Services

On Request Kerbside Collection	C	\$36.00	\$0.00	\$36.00	Per Service	N
Replacement Bin	C	\$57.00	\$0.00	\$57.00	Per Unit	N
Supply of Bins – New Service	C	\$143.00	\$0.00	\$143.00	Per Service	N
Stolen Bin – First Replacement Only	C	No Charge			Per Unit	N
Stolen Bin – Subsequent Replacements	C	\$57.00	\$0.00	\$57.00	Per Unit	N
Bin Size Adjustment Fee	C	\$57.00	\$0.00	\$57.00	Per Unit	N
Red or yellow bin						
Bin Reinstatement Fee	C	\$57.00	\$0.00	\$57.00	Per Unit	N
Charge for replacement of organic/recycle bin, due to suspended service						
Collection of Missed Service	C	\$15.00	\$0.00	\$15.00	Per Unit	N

continued on next page ...

Page 74 of 145

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Other Services [continued]

Weighbridge Ticket	D	\$49.09	\$4.91	\$54.00	Each	Y
--------------------	---	---------	--------	---------	------	---

Waste Depot Charges**Cairncross Waste Depot****General Waste****Calculated by Nett Weight**

Transfer Bin Waste	D	\$213.64	\$21.36	\$235.00	Per Tonne	Y
Minimum Charge - \$10						
All Mattresses or Mattress Bases	D	\$25.45	\$2.55	\$28.00	Each	Y
Building Waste (Land Fill)	D	\$213.64	\$21.36	\$235.00	Per Tonne	Y
Includes contaminated soil classified as general solid waste						
Asbestos	D	\$330.91	\$33.09	\$364.00	Per Tonne	Y
Mixed Solid Waste	D	\$227.27	\$22.73	\$250.00	Per Tonne	Y
Clean fill / VENM	D	\$100.00	\$10.00	\$110.00	Per Tonne	Y
Bricks / Concrete	D	\$127.27	\$12.73	\$140.00	Per Tonne	Y
Green / Wood Waste	D	\$58.18	\$5.82	\$64.00	Per Tonne	Y
Includes lawn clippings, garden waste, branches & leaves, trees & tree loppings, crates, pallets, dressed or sawn timber						
Special Wastes	D	By Negotiation				Y
Subject to the nature of the material & ability to receive						
Recyclable materials	D	No Charge				Y
Clean glass, paper cardboard, oil in drop-off area						
Metal & White goods	D	No Charge				Y
Clean and Separated						

Tyres

Motorcycle	D	\$2.73	\$0.27	\$3.00	Each	Y
Car	D	\$3.64	\$0.36	\$4.00	Each	Y
Car on rim	D	\$8.18	\$0.82	\$9.00	Each	Y
4x4	D	\$7.27	\$0.73	\$8.00	Each	Y
Light Truck	D	\$7.27	\$0.73	\$8.00	Each	Y
Light Truck/4x4 on rim	D	\$13.64	\$1.36	\$15.00	Each	Y
Heavy Truck	D	\$16.36	\$1.64	\$18.00	Each	Y
Heavy Truck on rim	D	\$26.36	\$2.64	\$29.00	Each	Y
Super Singles	D	\$35.45	\$3.55	\$39.00	Each	Y
Tractor – Small/Medium	D	\$40.00	\$4.00	\$44.00	Each	Y
Tractor – Large	D	\$59.09	\$5.91	\$65.00	Each	Y

continued on next page ...

Page 75 of 145

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Tyres [continued]

Other (Tractor Earthmoving)	D			By Assessment	Each	Y
-----------------------------	---	--	--	---------------	------	---

Animals

Small Domestic	D	\$9.09	\$0.91	\$10.00	Each	Y
Small Livestock (sheep, goat, calf, etc)	D	\$36.36	\$3.64	\$40.00	Each	Y
Large Livestock (cattle, horses, etc)	D	\$59.09	\$5.91	\$65.00	Each	Y

Port Macquarie, Wauchope, Kew & Comboyne Waste Depots

Household Loads Only - Council's Waste Depot Attendants calculate charges per size of load at entry.

General Waste**Domestic**

Cars/Station Wagons	D	\$9.09	\$0.91	\$10.00	Per Load	Y
Passenger Vans, Utilities, Small Trailers up to 8' x 5' size with no side extensions	D	\$16.36	\$1.64	\$18.00	Per Load	Y
Large trailers and all trailers with side extensions, Vans & 1 Ton Utilities	D	\$26.36	\$2.64	\$29.00	Per Load	Y

Commercial

Cars/Station Wagons	D	\$70.00	\$7.00	\$77.00	Each	Y
Passenger Vans, Utilities, Small Trailers up to 8' x 5' size with no side extensions	D	\$70.00	\$7.00	\$77.00	Per Load	Y

Greenwaste**Domestic**

Cars/Station Wagons	D	\$9.09	\$0.91	\$10.00	Per Load	Y
Passenger Vans, Utilities, Small Trailers up to 8' x 5' size with no side extensions	D	\$14.55	\$1.45	\$16.00	Per Load	Y
Large trailers and all trailers with side extensions, Vans & 1 Ton Utilities	D	\$24.55	\$2.45	\$27.00	Per Load	Y

Commercial

Cars/Station Wagons	D	\$21.82	\$2.18	\$24.00	Each	Y
Passenger Vans, Utilities, Small Trailers up to 8' x 5' with no side extensions	D	\$21.82	\$2.18	\$24.00	Per Load	Y

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Tyres

Motorcycle	D	\$2.73	\$0.27	\$3.00	Each	Y
Car	D	\$3.64	\$0.36	\$4.00	Each	Y
Car on rim	D	\$8.18	\$0.82	\$9.00	Each	Y
4x4	D	\$7.27	\$0.73	\$8.00	Each	Y
Light Truck	D	\$7.27	\$0.73	\$8.00	Each	Y
Light Truck/4x4 on rim	D	\$13.64	\$1.36	\$15.00	Each	Y
Heavy Truck	D	\$16.36	\$1.64	\$18.00	Each	Y
Heavy Truck on rim	D	\$26.36	\$2.64	\$29.00	Each	Y
Super Singles	D	\$35.45	\$3.55	\$39.00	Each	Y
Tractor – Small/Medium	D	\$40.00	\$4.00	\$44.00	Each	Y
Tractor – Large	D	\$59.09	\$5.91	\$65.00	Each	Y
Other (Tractor Earthmoving)	D	By Assessment			Each	Y

Other Waste

All Mattresses	D	\$25.45	\$2.55	\$28.00	Each	Y
Recyclable Materials	D	No Charge			Each	Y
Clean glass, paper cardboard, oil in drop-off area						
Metals & White Goods	D	No Charge			Each	Y
Clean and Separated						

Waste Collection Service

Available 7 days per week Port Macquarie area; 6 days per week Wauchope/Camden Haven area

Commercial Premises – 240 Litre Mobile Bin – per bin	D	\$8.18	\$0.82	\$9.00	Each Service	Y
Commercial Premises – 660 Litre Mobile Bin – per bin	D	\$29.09	\$2.91	\$32.00	Each Service	Y

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Asset Management

Geographical Information Systems

Refer Appendix 1

Sale of Maps

Cost estimates provided based on 15 minute intervals

A0	D			Price on Application	Each	N
A1	E			Price on Application	Each	N
A2	E			Price on Application	Each	N
A3	E			Price on Application	Each	N
A4	E			Price on Application	Each	N
Map Customizing (Charged in 15 Minute Modules)	E	\$100.00	\$0.00	\$100.00	Per Hour	N
Applies to all map sizes Charged in 15 minute modules Minimum charge of \$25 applied to all maps						
Priority Charge	E	\$200.00	\$0.00	\$200.00	Per Hour	N
By quotation and based on an hourly rate - Request required within 2 working days of acceptance of quote by both parties						

ALS 2005 Height Data

ALS 2005 Height Data Extraction Costs	D	\$100.00	\$0.00	\$100.00	Per Hour	N
Minimum 1/2 hour						
ALS 2005 Data / Contours	D	\$130.00	\$0.00	\$130.00	Per 10 Ha	N
Minimum Area 10Ha up to 100Ha \$110/10Ha						
ALS 2005 Data / Contours	D			By quotation	Each	N
Areas > 100Ha or 1km ²						

All other Digital GIS Data

Digital Data	D	\$100.00	\$0.00	\$100.00	Per Hour	N
Extraction costs						
Digital Data	E			Price on Application	Per Layer	N
Cost estimates provided based on 15 minute intervals Some data has restrictions on access						
Postage and Handling	D			Price on Application	Each	N
Media Sundries - Including postage materials and media eg. USB, CD, HD, etc						

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Aerial Photography

Imagery extraction process	D	\$100.00	\$0.00	\$100.00	Per Hour	N
Minimum 1/2 hour						

Consultancy

Provision of specialised GIS services	E	\$270.00	\$0.00	\$270.00	Per Hour	N
Minimum 1 hour						

DRAFT

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Compliance

Companion Animals Act

Registration Fees

Under Companion Animals Regulation 2008 Cl.17

Desexed animal	C	As per statutory scale of fees from the Companion Animals Act			Each	N
Desexed animal – Eligible pensioner	C	As per statutory scale of fees from the Companion Animals Act			Each	N
Non – Desexed animal	C	As per statutory scale of fees from the Companion Animals Act			Each	N
Non – Desexed animal – Recognised Breeder	C	As per statutory scale of fees from the Companion Animals Act			Each	N
Release of dog/cat from Pound	D	\$60.00	\$0.00	\$60.00	Each	N
Plus maintenance						
Contact of dog/cat owner from registration service of notice	D	\$45.00	\$0.00	\$45.00	Each	N
Disposal of dog/cat surrendered to the pound by owner	D	\$85.00	\$0.00	\$85.00	Each	N
Hire of feral animal trap	D	\$13.64	\$1.36	\$15.00	Per Week	Y
Hire of vermin traps	D	\$11.82	\$1.18	\$13.00	Per Week	Y
Maintenance fee for dogs/cats	D	\$47.00	\$0.00	\$47.00	Per Day	N
Sale of doggy leash bags	D	\$4.55	\$0.45	\$5.00		Y
Sale of refill bags for doggy leash bags	D	\$0.91	\$0.09	\$1.00		Y

Impounding

Animals

Sustenance Fee	D	\$47.00	\$0.00	\$47.00	Refer Comments	N
Per head, per day or part thereof						
Conveyance Fee	D	\$47.00	\$0.00	\$47.00	Each	N
Administration Fee (Plus Actual Cost)						
Conveyance Fee	D			At Cost	Estimate	N
Lost or Damaged Fee	D	\$47.00	\$0.00	\$47.00	Each	N
Administration Fee (Plus Actual Cost)						
Lost or Damaged Fee	D			At Cost	Estimate	N
Notice of Impounding – Administration Fee	D	\$42.00	\$0.00	\$42.00	Each	N

continued on next page ...

Page 80 of 145

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Animals [continued]

Impounding Fee	D			At Cost	Estimate	N
Actual Cost of Impounding Item						

Other Articles

Storage Fee	D	\$47.00	\$0.00	\$47.00	Refer Comments	N
Per article, per week or part thereof						
Conveyance Fee	D	\$47.00	\$0.00	\$47.00	Each	N
Administration Fee (Plus Actual Cost)						
Conveyance Fee	D			At Cost	Estimate	N
Lost or Damaged Fee	D	\$47.00	\$0.00	\$47.00	Each	N
Administration Fee (Plus Actual Cost)						
Lost or Damaged Fee	D			At Cost	Estimate	N
Notice of Impounding – Administration Fee	D	\$42.00	\$0.00	\$42.00	Each	N
Impounding Fee	D	\$61.00	\$0.00	\$61.00	Each	N
Administration Fee (Plus Actual Cost)						
Impounding and Recovery Fee	D			At Cost	Estimate	N
Actual Cost of Impounding and Recovering Item						

Approvals Under Section 68 Local Government Act

Refer also to Local Government (Approvals) Regulation 1999.

Section 68

Approval for septic to sewer conversions for small town sewerage schemes	D	\$252.00	\$0.00	\$252.00	Each	N
--	---	----------	--------	----------	------	---

Part A – Structures or places of public entertainment

Notice of completion of a manufactured home, removable dwelling or associated structure on land – inspection fee.	D	\$180.00	\$0.00	\$180.00	Each	N
Notice of completion of a manufactured home, removable dwelling or associated structure on land – re-inspection fee.	D	\$110.00	\$0.00	\$110.00	Each	N
Application to install a manufactured home, removable dwelling on land or associated structure	D	\$102.00	\$0.00	\$102.00	Each	N

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Part B – 2. Section 68 Application

Approval to undertake water supply, storm water and/or sewerage works associated with building construction works (Includes Completion Certificate) (i) Application not accompanied by verification certification.

Estimated cost of project

Up to \$15,000	D	\$231.00	\$0.00	\$231.00	Each	N
\$15,001 – \$50,000	D	\$461.00	\$0.00	\$461.00	Each	N
\$50,001 – \$200,000	D	\$606.00	\$0.00	\$606.00	Each	N
\$200,001 – \$500,000	D	\$1,087.00	\$0.00	\$1,087.00	Each	N
\$500,001 – \$1,000,000	D	\$1,603.00	\$0.00	\$1,603.00	Each	N
\$1,000,001 – \$5,000,000	D	\$4,149.00	\$0.00	\$4,149.00	Each	N
\$5,000,001 – \$10,000,000	D	\$6,613.00	\$0.00	\$6,613.00	Each	N
> \$10,000,001	D	\$8,630.00	\$0.00	\$8,630.00	Each	N

Other

Maximum water and stormwater fee for dwellings not on reticulated sewerage – on on-site sewage management fee still applicable where relevant	D	\$461.00	\$0.00	\$461.00	Each	N
---	---	----------	--------	----------	------	---

Part B – 2. Section 68 Application

Approval to undertake private storm water works only

Estimated cost of building work

Up to \$50,000	D	\$174.00	\$0.00	\$174.00	Each	N
\$50,000 – \$200,000	D	\$231.00	\$0.00	\$231.00	Each	N
> \$200,000	D	\$343.00	\$0.00	\$343.00	Each	N

Part B – 3. Section 68 Application

Approval to undertake water supply, storm water and/or sewerage works associated with subdivision developments (Includes Completion Certificate) (i) Application not accompanied by verification certification.

Estimated cost of project

Up to \$50,000	D	\$675.00	\$0.00	\$675.00	Each	N
\$50,001 – \$100,000	D	\$863.00	\$0.00	\$863.00	Each	N
\$100,001 – \$150,000	D	\$1,123.00	\$0.00	\$1,123.00	Each	N
\$150,001 – \$200,000	D	\$1,381.00	\$0.00	\$1,381.00	Each	N
\$200,001 – \$500,000	D	\$2,412.00	\$0.00	\$2,412.00	Each	N
\$500,001 – \$1,000,000	D	\$3,251.00	\$0.00	\$3,251.00	Each	N
\$1,000,001 – \$5,000,000	D	\$4,149.00	\$0.00	\$4,149.00	Each	N

continued on next page ...

Page 82 of 145

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Estimated cost of project [continued]

\$5,000,001 – \$10,000,000	D	\$6,613.00	\$0.00	\$6,613.00	Each	N
> \$10,000,000	D	\$8,630.00	\$0.00	\$8,630.00	Each	N

Part B – 8. Section 68 Application

Approval of the installation of a water meter

Meter size

Multiple services – sizes larger than 20mm	D	Actual cost plus \$150.00			Each	N
New single 20mm service	D	\$488.00	\$0.00	\$488.00	Each	N

Part B – 10. Other Services Fees and Charges

Pre-Purchase Inspection – Onsite Sewage Management Facility: Domestic – Standard Service	D	\$280.00	\$0.00	\$280.00	Each	N
Includes approval to operate if sale proceeds						
Pre-Purchase Inspection – Onsite Sewage Management Facility: Domestic – Urgent Service	D	\$420.00	\$0.00	\$420.00	Each	N
Includes approval to operate if sale proceeds						
Pre-Purchase Inspection – Onsite Sewage Management Facility: Commercial / Industrial – Standard Service	D	\$428.00	\$0.00	\$428.00	Each	N
Includes approval to operate if sale proceeds						
Pre-Purchase Inspection – Onsite Sewage Management Facility: Commercial / Industrial – Urgent Service	D	\$628.00	\$0.00	\$628.00	Each	N
Includes approval to operate if sale proceeds						
Follow-Up Inspection – Onsite Sewage Management Facility: Domestic	D	\$150.00	\$0.00	\$150.00	Each	N
Follow-Up Inspection – Onsite Sewage Management Facility: Commercial / Industrial	D	\$175.00	\$0.00	\$175.00	Each	N
Written Report – Septic System Registration	D	\$50.00	\$0.00	\$50.00	Each	N
Septic to Sewer Conversion	D	\$276.00	\$0.00	\$276.00	Each	N
Consultancy / Advisory Services	D	\$119.00	\$0.00	\$119.00	Per Hour	N

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Part B – Section 68 Application – Manhole Adjustment

Engineering Review & Inspection Fees (Manhole Adjustment)	D	\$266.00	\$0.00	\$266.00	Each	N
Fee to be included with Section 68 (Local Government Act) applications if single residential dwelling requires manhole surface level adjustment						
Fees in addition to application fee and includes inspections						

Part C – Section 68 Approval**Approval to install, Construct, Alter Sewerage Management Facility**

Install, construct and operate a new sewage management facility (Domestic premises)	D	\$556.00	\$0.00	\$556.00	Each	N
Includes assessment, 3 x inspections, 1st approval to operate						
Alter an existing sewage management facility (Domestic premises)	D	\$270.00	\$0.00	\$270.00	Each	N
Amend or upgrade an existing approval for sewage management facility						
Includes reassessment and 1 extra inspection						
Operate sewerage management facility (Domestic premises)	D	\$166.00	\$0.00	\$166.00	Each	N
Approval to operate a sewage management system including change of ownership and system upgrade or modification						
Includes assessment and 1 inspection						
Install, construct and operate a new sewage management facility (Commercial / Industrial premises)	D	\$779.00	\$0.00	\$779.00	Each	N
Includes assessment, 3 x inspections, 1st approval to operate						
Alter an existing sewage management facility (Commercial / Industrial premises)	D	\$390.00	\$0.00	\$390.00	Each	N
Amend or upgrade an existing approval for sewage management facility						
Includes reassessment and 1 extra inspection						
Operate sewerage management facility (Commercial / industrial premises)	D	\$206.00	\$0.00	\$206.00	Each	N
Approval to operate a sewage management system including change of ownership and system upgrade or modification						
Includes assessment and 1 inspection						

Part D – Community Land

Application for an activity on public / community land	D	\$119.00	\$0.00	\$119.00	Each	N
Application for A-Frame Sign – 1 Year Licence	D	\$114.00	\$0.00	\$114.00	Each	N
Application for A-Frame Sign – 3 Year Licence	D	\$226.00	\$0.00	\$226.00	Each	N

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Part E – Public Roads

Applications for approval	D	Refer to the following section of this document - Roads, Bridges and Transport - Section 138 Certificate (Works on Public Road)				N
---------------------------	---	---	--	--	--	---

Part F – Other Activities

Register a caravan park or manufactured home estate – Minimum Fee PLUS per site	C	\$114.00	\$0.00	\$114.00	Each	N
Register a caravan park or manufactured home estate – Per site	D	\$7.00	\$0.00	\$7.00	Each	N
Amended application to register a Caravan Park or manufactured home estate – Minimum fee plus per amended/alterd site fee	D	\$124.00	\$0.00	\$124.00	Each	N
Amended application to register a Caravan Park or manufactured home estate– Per amended/alterd site – PLUS:	C	\$5.00	\$0.00	\$5.00	Each	N
Caravan Park – Annual Inspection	D	\$177.00	\$0.00	\$177.00	Each	N
Inspection of amusement devices	D	\$51.00	\$0.00	\$51.00	Each	N
Charitable/Non-Profit Organisations excluded						
Application to burn under POEO	D	\$150.00	\$0.00	\$150.00	Each	N
Application – other miscellaneous Section 68 activities	D	\$124.00	\$0.00	\$124.00	Each	N

Certification

PCA (where CC/CDC issued by private certifier) – All values	D	Quotation as per fee calculator			Each	Y
PCA (where CC/CDC issued by private certifier) – Re-inspection fee / minimum inspection fee	D	Quotation as per fee calculator			Each	Y
PCA Site Signage	D	Quotation as per fee calculator			Each	Y
Certificate of Compliance – associated structure	D	\$154.55	\$15.45	\$170.00	Each	Y
Certificate of Compliance – sewer connection per site	D	\$171.00	\$0.00	\$171.00	Each	N

Complying Development Certificate

Occupation Certificate	F	Quotation as per fee calculator			Each	Y
All values	F	Quotation as per fee calculator - discounts available for online lodgement			Each	Y
Amended applications	F	Quotation as per fee calculator			Each	Y

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Construction Certificate (Building)**Class 1 and 10**

All Values	E	Quotation as per fee calculator			Each	Y
------------	---	---------------------------------	--	--	------	---

Class 2 – 9

All Values	E	Quotation as per fee calculator			Each	Y
------------	---	---------------------------------	--	--	------	---

Applying to all Part 4A or complying development certificate

Lodgement Fee	E		Each	Y
This is a statutory fee under S7.44 of the EP&A Regulation 2000 s263				

Amended Construction Certificate

Minor Change	D	Quotation as per fee calculator	Each	Y
Major Change – Original application fee < \$1,000	D	25% of applied fee	Each	Y
Major Change – Original application fee > \$1,000	D	50% of applied fee	Each	Y
Alternative solutions	D	See comments	Each	Y
Fees as per Class 2 - 9 building plus cost for assessment of alternative solution				

Information Services

Advice to building professionals	D	\$152.73	\$15.27	\$168.00	Each	Y
Advice regarding compliance with development conditions or construction requirements.						
BCA Advisory service / reports	D	As per fee schedule			Each	N

Refunds**Development Applications & Construction Certificates**

All other cases where no work has commenced	D	CC's (Building work) Compliance PCA & occupation certificate fees & any non engineering bonds			Each	Y
---	---	---	--	--	------	---

Building Certificates

Cancelled / withdrawn with no inspection	D	\$40.00	\$0.00	\$40.00	Each	N
Minimum administration fee deducted						
Cancelled / withdrawn prior to determination after inspection	D	No refund			Each	N

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

All other Environment Applications (Including S68)

Cancelled / withdrawn within 48 hours	D	\$66.00	\$0.00	\$66.00	Each	N
Administration fee deducted						
50% or \$62 - whichever is greater						
Cancelled / withdrawn prior to inspection	D	See comments			Each	N
Inspection fees to be refunded						
All other cases	D	No refund			Each	N
Information Services (Minimum)	D	\$13.00	\$0.00	\$13.00	Each	N

Food Businesses

Low Risk Premises	D	\$132.00	\$0.00	\$132.00	Each	N
Proprietor will be notified of risk assessment and methodology (determined by Council's adopted risk assessment methodology)						
Medium Risk Premises	D	\$197.00	\$0.00	\$197.00	Each	N
Proprietor will be notified of risk assessment and methodology (determined by Council's adopted risk assessment methodology)						
High Risk Premises	D	\$262.00	\$0.00	\$262.00	Each	N
Proprietor will be notified of risk assessment and methodology (determined by Council's adopted risk assessment methodology)						
Large Commercial Premises	D	\$382.00	\$0.00	\$382.00	Each	N
Reinspection	D	Charge is 50% of original inspection fee based upon the property risk rating (low, medium or high)			Each	N
Pre-Registration Fee	D	\$209.00	\$0.00	\$209.00	Each	N
Professional advice and progress inspections of new businesses						
Includes assessment and site inspections						
Pre-Purchase Inspection Report for Food Handling Business	D	\$317.00	\$0.00	\$317.00	Each	N
Written application and current owner consent						
Temporary Event Involving Food (1-3 days p.a maximum)	D	\$64.00	\$0.00	\$64.00	Per Event	N
Charities and non-profit organisations exempt unless certificate is required						
Temporary Event Food Premises (4-50 events p.a)	D	\$156.00	\$0.00	\$156.00	Per Calendar Year	N
Mobile Food Vending Vehicle – Annual Approval	D	\$226.00	\$0.00	\$226.00	Per Calendar Year	N
Registration of Food Handling Premises	D	\$64.00	\$0.00	\$64.00	Each	N
Notification cost per single food premise						
Refer Food Act 2003						
Food Improvement Notice Fee – Regulated	D	\$330.00	\$0.00	\$330.00	Each	N

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Public Health

Businesses that have a public health impact e.g. skin penetration services, public and semi-public pools, regulated heating and cooling systems, brothels, barbers, beauty salons, etc.

Legionella Annual Administration Fee	A	\$100.00	\$0.00	\$100.00	each	N
Notification of Cooling Tower/Warm Water System	C	\$115.00	\$0.00	\$115.00	per notification	N
Pre-Purchase Public Health Inspection	D	\$331.00	\$0.00	\$331.00	Each	N
Written application and current owners consent						
Notification / Registration of Public Health Business	D	\$100.00	\$0.00	\$100.00	Each	N
A one-off fee for notification/registration of a business that has a public health impact						
Public Health Inspection: Reinspection	D			Calculate	Each	N
Charge is 50% of the original inspection fee plus the cost of relevant laboratory testing						
Improvement Notice: Regulated System	C	\$560.00	\$0.00	\$560.00	Each	N
Improvement Notice: Other	C	\$270.00	\$0.00	\$270.00	Each	N
Prohibition Order: Regulated System	C	\$560.00	\$0.00	\$560.00	Each	N
Prohibition Order: Other	C	\$270.00	\$0.00	\$270.00	Each	N
Prohibition Order: Reinspection	C	Statutory fee. Minimum charge is 1/2 hour. Maximum charge is 2 hours at \$250 per hour			Per Hour	N

Public Health Inspection

Proprietor will be notified of risk assessment and methodology.

Low Risk Premises	D	\$184.00	\$0.00	\$184.00	Each	N
Plus relevant laboratory testing costs						
Medium Risk Premises	D	\$245.00	\$0.00	\$245.00	Each	N
Plus relevant laboratory testing costs						
High Risk Premises	D	\$296.00	\$0.00	\$296.00	Each	N
Plus relevant laboratory testing costs						

Swimming Pools

Initial Inspection of Swimming Pool Barrier	C	\$227.27	\$22.73	\$250.00	per inspection	Y
\$100 refunded if pool passes first inspection						
Subsequent Inspection of Swimming Pool Barrier	C	\$90.91	\$9.09	\$100.00	per inspection	Y
Fee to Register a Swimming Pool	C	\$9.09	\$0.91	\$10.00	Each	Y
Application for Exemption	C	\$250.00	\$0.00	\$250.00	Each	N

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Fire Safety

Fire Safety Inspection – request by owner	D	\$225.45	\$22.55	\$248.00	Each	Y
Minimum						
Annual Fire Safety Inspection	D	\$140.91	\$14.09	\$155.00	Per Hour	Y
Preparation of fire safety report	D			Calculate	Each	Y
Assessment of fire safety report – Minimum	D	\$90.91	\$9.09	\$100.00	Each	Y
Assessment of fire safety report	D	\$90.91	\$9.09	\$100.00	Per Hour	Y
Fire Safety Statement	D	\$72.73	\$7.27	\$80.00	Each	Y

Environment

Environmental Inspection Fee	A	\$250.00	\$0.00	\$250.00	per inspection	N
Local Government Act Order (OSM) Administration Fee	E	\$200.00	\$0.00	\$200.00	per order	N
Overgrown Land – according to LGA (Clause 124)	D	\$132.00	\$0.00	\$132.00	Each	N
Administration fee PLUS Clearing of land by contractor (where applicable)						
Overgrown Land	D			Actual cost	Each	N
Clearing of land by contractor (where applicable)						
Issue of environmental protection notices	C	\$550.00	\$0.00	\$550.00	Each	N
Protection of the Environment Operations (General) Regulation 2009						
As per statutory scale of fees						

Certificates

Outstanding notices	D	\$139.00	\$0.00	\$139.00	Each	N
Section 735A Certificate (Local Govt Act) and Section 121ZP Certificate (EPA Act)						
Application for Building Certificate (including 1st inspection)	D	\$255.00	\$0.00	\$255.00	Each	N
In accordance with Clause 260 of the Environmental Planning & Assessment Regulation (2000)						
Re-inspection Fee – Building Certificate Application	D	\$92.00	\$0.00	\$92.00	Each	N
In accordance with Clause 260 of the Environmental Planning & Assessment Regulation (2000)						
Copy of Building Certificate	C	\$14.00	\$0.00	\$14.00	Each	N
Refer EPA Reg 2000 cl 261						

Development Records

House Drainage Plan	E	\$36.00	\$0.00	\$36.00	Each	N
A diagram of the pipes within the house and yard to the service connection point. If you want a sewer junction plan showing the location of the connection point to the Council sewer main, please refer to the Water Section.						

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Natural Resource Management

Tree Management (Private Land)

Application for permit to remove or prune trees	D	\$87.00	\$0.00	\$87.00	Per Application	N
1 - 5 trees						
Application for permit to remove or prune trees – accompanied by qualified Arborist's report	D	\$35.00	\$0.00	\$35.00	Per Application	N
Application for permit to remove or prune trees in conjunction with erection of a building	D	\$105.00	\$0.00	\$105.00	Per Application	N
Combination Tree Pruning / Removal						
Compensatory Tree Offset Planting – Residential Zones	D	\$27.50	\$0.00	\$27.50	Per Tree	N
Tree replacement on public lands						
Compensatory Tree Offset Planting – Other Zones	D	Based on cost evaluation for trees identified for removal			Per Tree	N
Tree replacement on public lands						

Certificates

Biosecurity Certificate	C	\$200.00	\$0.00	\$200.00	Each	N
Under S64 of the Noxious Plant Act						

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Roads, Bridges & Transport

Approvals under Roads Act 1993

Events within the Glasshouse Forecourt and Town Green

Application Under Section 138 must be made

Glasshouse Forecourt Bollard Key Deposit	D	\$50.00	\$0.00	\$50.00	Per Application	N
Deposit for the use of the Bollard Key held by Transport & Stormwater Networks. The deposit will be refunded on return of the key.						
Special Event Glasshouse Hay Street Reserve Usage Fee	D	\$2.73	\$0.27	\$3.00	Per Square Metre Per Day	Y
Hire cost per square metre of space used for events in the Glasshouse Forecourt (Hay Street Road Reserve).						

REF for Works within Council Public Road

Section 138 REF in Relation to Works within Council Public Road(s)	D	\$421.00	\$0.00	\$421.00	Per REF	N
Where works are to be undertaken by a party other than Council that require an Environmental Assessment prior to commencement - for example vegetation clearing of road reserve along boundaries on rural roads for installing or repairing stock fences.						

Section 138 – Cattle Grid/Gates within a Public Road

Application Fee, Pre-Approval Inspection Fee and Post-Approval Inspection Fee	D	\$483.00	\$0.00	\$483.00	Per Application	N
---	---	----------	--------	----------	-----------------	---

Traffic Management

Refer Appendix 9

Application Fees

Base application fee (plus calculated additional occupancy fees)	D	\$185.00	\$0.00	\$185.00	Each	N
All Occupancies						
Minimum						
Road occupancy / opening < 1 week	D	\$185.00	\$0.00	\$185.00	Each	N
Road occupancy / opening > 1 week	D	\$413.00	\$0.00	\$413.00	Each	N
Standing plant < 1 week	D	\$185.00	\$0.00	\$185.00	Each	N
Standing plant > 1 week	D	\$413.00	\$0.00	\$413.00	Each	N
Work zone	D	\$413.00	\$0.00	\$413.00	Each	N
Occupancy of Car Park	D	\$185.00	\$0.00	\$185.00	Each	N

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Occupancy Fees

Minimum 1 Day

Footpath / Nature Strip (Other Than for Vehicle Crossing)	D	\$2.50	\$0.00	\$2.50	Per Metre Per Day	N
Non residential zone (more than 3 days) Minimum 6 metres						
Parking Lane – Residential Zone (Other Than Vehicle Crossing)	D	\$2.50	\$0.00	\$2.50	Per Metre Per Day	N
With no parking restriction (more than 1 week) Minimum 6 metres						
Parking Lane – Residential Zone (Other Than Vehicle Crossing)	D	\$2.50	\$0.00	\$2.50	Per Metre Per Day	N
With parking restrictions Minimum 6 metres						
Parking Lane – Industrial and CBD Areas	D	\$2.50	\$0.00	\$2.50	Per Metre Per Day	N
No parking restrictions (less than 3 days) Minimum 6 metres						
Parking Lane – Industrial and CBD Areas	D	\$4.70	\$0.00	\$4.70	Per Metre Per Day	N
No parking restrictions (more than 3 days) Minimum 6 metres						
Parking Lane – Industrial and CBD Areas	D	\$4.70	\$0.00	\$4.70	Per Metre Per Day	N
With parking restriction Minimum 6 metres						
Trafficable Lane Occupancy	D	\$10.00	\$0.00	\$10.00	Per Metre Per Day	N
Minimum 6 metres						
Standing Plant (Skips, Concrete Pumps, Cranes, etc)	D	\$2.50	\$0.00	\$2.50	Per Metre Length of Plant Per Day	N
Minimum 5 metres						
Work Zone (CBD and Shopping Precincts)	D	\$26.20	\$0.00	\$26.20	Per Metre Per Day	N
Standing plant fees additional						
Work Zone (Others Area)	D	\$13.50	\$0.00	\$13.50	Per Metre Per Day	N
Standing plant fees additional						

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Security Bonds

Traffic Management Bond Administration Fee	D	\$268.00	\$0.00	\$268.00	Per Bond	N
Applicable to all bonds						
Security Bond – For Damage to Public Infrastructure	D	For occupation <1 week, minimum \$2,000. For occupation >1 week, calculate Min. Fee: \$2,000.00			Each	N
Works on Road Reserve – Located within CBD – General Bond	B	\$10,000.00	\$0.00	\$10,000.00	Per Application	N
This bond is applied where works require the use of heavy plant, equipment and or scaffolding within the road reserve within the CBD						
Works within Road Reserve – Location other than CBD – General Bond	B	\$2,000.00	\$0.00	\$2,000.00	Per Application	N
This bond may be applied where works require the use of heavy plant, equipment and or scaffolding within the road reserve outside of the CBD						
Large events, and large events within Glasshouse Forecourt and Town Green Parking Areas – General Bond Area	B	\$2,000.00	\$0.00	\$2,000.00	Per Application	N
This bond may be applied where a bump in and out requires the use of large vehicles/fork lifts etc. and/or where there is a possibility of Council assets being damaged						

Street Banner Poles

Street Banner Poles – Banner Change Over Fee	A	\$60.00	\$6.00	\$66.00	per banner	Y
--	---	---------	--------	---------	------------	---

Directions Signage**Community, Service & Tourism Signage****Application and Sign Fee for New Community, Service and Tourism Signage**

One sign	D	\$201.82	\$20.18	\$222.00	Per Application	Y
Includes application fee and supply & installation of one sign						
Two or three signs	D	\$341.82	\$34.18	\$376.00	Per Application	Y
Includes application fee and supply & installation of two or three signs						

Private Works – Restoration of Road Openings in Public Roads Maintained by Council

Refer to Appendix 5

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Restoration of Road Openings up to 10m2

Application Administration Fee – Restoration of Damaged Assets	D	\$483.00	\$0.00	\$483.00	Per Application	N
--	---	----------	--------	----------	-----------------	---

Fees relating to internal costs incurred by Council including inspection of works and organisation of Council staff to repair damage to Council's Traffic & Stormwater Network Assets.

Type of Road Pavement

Asphaltic concrete with cement concrete base	D	\$410.40	\$0.00	\$410.40	Per m2	N
Tar and bituminous surfaces on all classes of base other than cement concrete	D	\$152.00	\$0.00	\$152.00	Per m2	N
Earth and gravel, waterbound macadam and all other classes of unsealed pavement or shoulders	D	\$63.70	\$0.00	\$63.70	Per m2	N

Kerbing, Guttering Construction**Contribution from land owners for Kerb & Guttering**

Frontage	B	\$80.00	\$0.00	\$80.00	Per Lineal Metre	N
Side and/or Rear	B	\$40.00	\$0.00	\$40.00	Per Lineal Metre	N

Street Stalls

Street Stalls	B	No Charge			Per Day	Y
---------------	---	-----------	--	--	---------	---

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Ferries

Ferry Services

Refer Appendix 3

Standard Full Fee

Cars/Utilities Annual Ticket	D	\$909.09	\$90.91	\$1,000.00	Annually	Y
Unlimited use						
Fee will be quarterly pro-rated - pass issued for financial year						
Cars/Utilities Monthly Ticket	D	\$90.91	\$9.09	\$100.00	Monthly	Y
Unlimited use						
Ticket is issued for the calendar month						
Cars/Utilities Weekly Ticket	D	\$36.36	\$3.64	\$40.00	Weekly	Y
Unlimited use						
Ticket is issued for the week, Monday to Sunday						
Car/Utilities	D	\$4.55	\$0.45	\$5.00	Per Trip	Y
Single Trip						
Caravans/Trailers	D	\$4.55	\$0.45	\$5.00	Per Trip	Y
Extra Charge per Trip						
Trucks > 4t GVM Approx. 2t Payload	D	\$9.09	\$0.91	\$10.00	Per Trip	Y
Single Trip						
Semi-Trailers	D	\$13.64	\$1.36	\$15.00	Per Trip	Y
Single Trip						
Motorcycles	D	\$1.82	\$0.18	\$2.00	Per Trip	Y
Single Trip						

Resident/Ratepayer Concession Holders

Annual Concession Stickers	D	\$50.00	\$5.00	\$55.00	Each	Y
Based on a financial year						
Fee will be quarterly pro-rated						
Concession Annual Pass – Motorcycle	D	\$159.09	\$15.91	\$175.00	Annually	Y
Unlimited use						
Includes cost for annual concession sticker						
Concession Annual Pass – Cars/Utilities	D	\$318.18	\$31.82	\$350.00	Annually	Y
Unlimited use						
Includes cost for annual concession sticker						

continued on next page ...

Page 95 of 145

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Resident/Ratepayer Concession Holders [continued]

Concession Annual Pass – Trucks > 4t GVM Approx. 2t Payload	D	\$954.55	\$95.45	\$1,050.00	Annually	Y
Unlimited use						
Includes cost for annual concession sticker						
Concession Annual Pass – Semi-Trailer, Dog-Trailer, Articulated Vehicle	D	\$1,272.73	\$127.27	\$1,400.00	Annually	Y
Unlimited use						
Includes cost for annual concession sticker						
Concession Monthly Ticket – Cars/Utilities	D	\$27.27	\$2.73	\$30.00	Monthly	Y
Unlimited use						
Ticket is issued for the calendar month						
Concession Monthly Ticket – Trucks > 4t GVM Approx. 2t Payload	D	\$81.82	\$8.18	\$90.00	Monthly	Y
Unlimited use						
Ticket is issued for the calendar month						
Concession Monthly Ticket – Semi-Trailer, Dog-Trailer, Articulated Vehicle	D	\$109.09	\$10.91	\$120.00	Monthly	Y
Unlimited use						
Ticket is issued for the calendar month						
Concession Monthly Ticket – Motorcycles	D	\$13.64	\$1.36	\$15.00	Monthly	Y
Unlimited use						
Ticket is issued for the calendar month						
Concession Weekly Ticket – Cars/Utilities	D	\$9.09	\$0.91	\$10.00	Weekly	Y
Unlimited use						
Ticket is issued for the week, Monday to Sunday						
Concession Weekly Ticket – Trucks > 4t GVM Approx. 2t Payload	D	\$27.27	\$2.73	\$30.00	Weekly	Y
Unlimited use						
Ticket is issued for the week, Monday to Sunday						
Concession Weekly Ticket – Semi-Trailer, Dog-Trailer, Articulated Vehicle	D	\$36.36	\$3.64	\$40.00	Weekly	Y
Unlimited use						
Ticket is issued for the week, Monday to Sunday						
Concession Weekly Ticket – Motorcycles	D	\$4.55	\$0.45	\$5.00	Weekly	Y
Unlimited use						
Ticket is issued for the week, Monday to Sunday						

continued on next page ...

Page 96 of 145

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Resident/Ratepayer Concession Holders [continued]

Concession Pre-Paid Booklets – 25 Tickets per booklet	D	\$18.18	\$1.82	\$20.00	Per Booklet	Y
Per Booklet						
Pre-paid tickets must be used for single concession trips						
Concession Car/utilities	D	\$0.73	\$0.07	\$0.80	1 pre-paid ticket, per trip	Y
Single Trip						
1 pre-paid ticket, handed to ferry operator						
Concession Caravans/trailers	D	\$0.73	\$0.07	\$0.80	1 pre-paid ticket, per trip	Y
Extra Charge per Trip						
1 pre-paid ticket, handed to ferry operator						
Concession Trucks > 4t GVM approx. 2t payload	D	\$2.18	\$0.22	\$2.40	3 pre-paid tickets, per trip	Y
Single Trip						
3 pre-paid tickets, handed to ferry operator						
Concession Semi-Trailer, Dog-Trailer, Articulated Vehicle	D	\$2.91	\$0.29	\$3.20	4 pre-paid tickets, per trip	Y
Single Trip						
4 pre-paid tickets, handed to ferry operator						
Concession Motorcycles	D	\$0.36	\$0.04	\$0.40	1/2 pre-paid ticket, per trip	Y
Single Trip						
1/2 pre-paid ticket, handed to ferry operator						

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Private Works

Refer to Appendix 4

General Fund**Emergency Works**

Emergency Works	F	Actual Costs + 25%				Y
-----------------	---	--------------------	--	--	--	---

Private Works (pre-paid)

Up to \$20,000	F	Quotation + 18%				Y
\$20,000 – \$50,000	F	Quotation + 12%				Y
\$50,000 & above	F	Quotation + 6%				Y

Government Department & Other Local Government Instrumentalities

Up to \$20,000	F	Quotation + 18%				Y
\$20,000 – \$50,000	F	Quotation + 12%				Y
\$50,000 & above	F	Quotation + 6%				Y

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Sewerage Services

Interest Rate

Interest Rate on overdue rates & charges

Sewer Annual Charges	C	7.50%	N
As per the rate determined by the Division of Local Government			

Wastewater Annual Charges & Usage Fees

Section 501 & 502 Local Government Act, 1993

Annual Charges

Connected or available other than churches and halls	C	\$883.00	\$0.00	\$883.00	Per Annum	N
Non Rateable – Section 555 churches & halls	C	\$567.00	\$0.00	\$567.00	Per Annum	N
Non Rateable – Section 555 Other than churches and halls	C	\$703.00	\$0.00	\$703.00	Per Annum	N
Non Rateable – Section 556	C	\$883.00	\$0.00	\$883.00	Per Annum	N
Unconnected – Section 548A	C	\$567.00	\$0.00	\$567.00	Per Annum	N
Pressure Sewer	C	\$852.00	\$0.00	\$852.00	Per Annum	N

Usage Fees

Caravan Parks, Retirement Homes, Motels, Clubs, Hotels, Schools & Backpackers Hostels, Flats, Granny Flats, Secondary Dwellings, Multi Dwelling Housing, Dual Occupancy (where not on separate sewer connections), Major Regional Shopping Centres	C	\$1.32	\$0.00	\$1.32	C per kl	N
--	---	--------	--------	--------	----------	---

On-site Sewerage Management System

Annual Charges

Operate on-site sewage management system

Residential

Low Risk System	C	\$38.00	\$0.00	\$38.00	Each	N
Medium Risk System	C	\$75.00	\$0.00	\$75.00	Each	N
High Risk System	C	\$107.00	\$0.00	\$107.00	Each	N

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Commercial

Small	C	\$214.00	\$0.00	\$214.00	Each	N
Large	C	\$267.00	\$0.00	\$267.00	Each	N

Reclaimed Water

Port Macquarie Urban Area Business/Commercial/Council Facilities Only (Usage Charge - Refer to Appendix 8 for Usage Allowance)

Annual Availability Charge

Charge Per Meter

50% of Potable Water Charge

Usage Fees

50% of Potable Water Charge

Residential Properties to be Serviced by Reclaimed Water (i.e. Dual Scheme with Two Meters per Property)

Section 501, 502 & 556 of the Local Government Act, 1993

Usage Charges

Total of Both Meters

Approvals Under Section 68 Local Government Act, 1993

Refer also to Local Government (Approvals) Regulation 1999.

Part B – 7. Approval to Discharge Waste to a Council Sewer**Treatment Facility Type/Development Type**

Application requiring State Government concurrence	D	\$566.00	\$0.00	\$566.00	Each	N
Application not requiring State Government concurrence	D	\$309.00	\$0.00	\$309.00	Each	N

Septic Sewage Fees

Pans & Effluent	D	\$2.45	\$0.00	\$2.45	Per kl	N
Sludge (septic)	D	\$25.00	\$0.00	\$25.00	Per kl	N

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Trade Waste Charges

Refer also Policy T2

Annual Inspection Charge Category 1 & 2	D	\$200.00	\$0.00	\$200.00	Each	N
Annual Inspection Charge Category 3	D	\$615.00	\$0.00	\$615.00	Each	N
Biochemical Oxygen Demand (BOD)	D	\$0.80	\$0.00	\$0.80	Per kg	N
Total Dissolved Solids (TDS)	D	\$1.08	\$0.00	\$1.08	Per kg	N
Total Suspended Solids (TSS)	D	\$0.93	\$0.00	\$0.93	Per kg	N
Oil & Grease	D	\$1.35	\$0.00	\$1.35	Per kg	N
Re-inspection Fee	D	\$106.00	\$0.00	\$106.00	Each	N
Non-compliance operating Trade Waste Charge – Volume with Pre-Treatment	D	\$1.77	\$0.00	\$1.77	Per kl	N
Non-compliance operating Trade Waste Charge – Volume with No treatment	D	\$16.23	\$0.00	\$16.23	Per kl	N
pH Coefficient	D	\$0.45	\$0.00	\$0.45	Constant	N
refer to PMHC Trade Waste Policy						

Private Works – Sewer Fund

Emergency Works

Emergency Works	F	Actual Costs + 25%	Y
-----------------	---	--------------------	---

Private Works (pre-paid)

Up to \$20,000	F	Quotation + 18%	Y
\$20,000 – \$50,000	F	Quotation + 12%	Y
\$50,000 & above	F	Quotation + 6%	Y

Government Department & Other Local Government Instrumentalities

Up to \$20,000	F	Quotation + 18%	Y
\$20,000 – \$50,000	F	Quotation + 12%	Y
\$50,000 & above	F	Quotation + 6%	Y

Miscellaneous Sewerage Fees and Charges

Sewerage Pumping Station Commissioning	D	\$358.00	\$0.00	\$358.00	Per pump station	N
Effluent Reuse	D	\$0.15	\$0.00	\$0.15	Per kl	N
Not reclaimed quality						
Camera investigation – of sewer drainage	D	\$185.00	\$0.00	\$185.00	Per Hour	N
Minimum 2 Hours						
Sewer Main Pressure Testing	D	\$140.00	\$0.00	\$140.00	Per Hour	N
Hourly rate for all time spent setting up and pressure testing main.						

continued on next page ...

Page 101 of 145

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Miscellaneous Sewerage Fees and Charges [continued]

Sewer Junction Location – Mailed	E	\$36.00	\$0.00	\$36.00	Each	N
Sewer Junction Location – Letter to Customer Advising not Available	E	\$36.00	\$0.00	\$36.00	Each	N
Sewer Junction Location – Expedition Charge – Response Required for 24 Hour Pick Up	E	\$49.00	\$0.00	\$49.00	Each	N

DRAFT

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Stormwater & Drainage

Interest Rate

Interest Rate on overdue rates & charges

Stormwater Management Annual Charge	C	7.50%	N
As per the rate determined by the Division of Local Government			

Annual Stormwater Charge

Section 496A of Local Government Act, 1993

Business

Between 0 & 350m2	C	\$25.00	\$0.00	\$25.00	Per Annum	N
Between 351m2 & 700m2	C	\$50.00	\$0.00	\$50.00	Per Annum	N
Between 701m2 & 1,000m2	C	\$75.00	\$0.00	\$75.00	Per Annum	N
Between 1,001m2 & 1,400m2	C	\$100.00	\$0.00	\$100.00	Per Annum	N
Between 1,401m2 & 1,750m2	C	\$125.00	\$0.00	\$125.00	Per Annum	N
Between 1,751m2 & 2,100m2	C	\$150.00	\$0.00	\$150.00	Per Annum	N
Between 2,101m2 & 2,450m2	C	\$175.00	\$0.00	\$175.00	Per Annum	N
Between 2,451m2 & 2,800m2	C	\$200.00	\$0.00	\$200.00	Per Annum	N
Between 2,801m2 & 3,200m2	C	\$225.00	\$0.00	\$225.00	Per Annum	N
Between 3,201m2 & 3,500m2	C	\$250.00	\$0.00	\$250.00	Per Annum	N
Between 3,501m2 & 3,850m2	C	\$275.00	\$0.00	\$275.00	Per Annum	N
Between 3,851m2 & 4,200m2	C	\$300.00	\$0.00	\$300.00	Per Annum	N
Between 4,201m2 & 4,600m2	C	\$325.00	\$0.00	\$325.00	Per Annum	N
Between 4,601m2 & 4,900m2	C	\$350.00	\$0.00	\$350.00	Per Annum	N
Between 4,901m2 & 5,200m2	C	\$375.00	\$0.00	\$375.00	Per Annum	N
Between 5,201m2 & 5,600m2	C	\$400.00	\$0.00	\$400.00	Per Annum	N
Between 5,601m2 & 5,950m2	C	\$425.00	\$0.00	\$425.00	Per Annum	N
Between 5,951m2 & 6,300m2	C	\$450.00	\$0.00	\$450.00	Per Annum	N
Between 6,301m2 & 6,600m2	C	\$475.00	\$0.00	\$475.00	Per Annum	N
Greater than 6,600m2	C	\$500.00	\$0.00	\$500.00	Per Annum	N

Business Strata

Business Strata	C	\$12.50	\$0.00	\$12.50	Per Annum	N
-----------------	---	---------	--------	---------	-----------	---

Residential

Residential	C	\$25.00	\$0.00	\$25.00	Per Annum	N
-------------	---	---------	--------	---------	-----------	---

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Residential Strata

Residential Strata	C	\$12.50	\$0.00	\$12.50	Per Annum	N
--------------------	---	---------	--------	---------	-----------	---

Stormwater Asset Investigations

Camera Investigation of Stormwater Drainage Assets	D	\$15.45	\$1.55	\$17.00	Per Metre	Y
---	---	---------	--------	---------	-----------	---

DRAFT

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Water Supply

Interest Rate

Interest Rate on overdue rates & charges

Water Annual Charges	C	7.50%	N
As per the rate determined by the Division of Local Government			

Water Charges & Fees

Annual Availability Charge

Section 501, 502 & 556 of Local Government Act, 1993

Community Service Organisations	C			No Charge	Per Annum	N
Section 555						
Equivalent Tenants	C	\$198.00	\$0.00	\$198.00	Per Annum	N
Strata Units	C	\$198.00	\$0.00	\$198.00	Per Annum	N
Not individually metered						
Vacant Land	C	\$198.00	\$0.00	\$198.00	Per Annum	N
Other than land that complies with Section 548A						
20 mm Meter	C	\$198.00	\$0.00	\$198.00	Per Annum	N
25 mm Meter	C	\$315.00	\$0.00	\$315.00	Per Annum	N
32 mm Meter	C	\$527.00	\$0.00	\$527.00	Per Annum	N
40 mm Meter	C	\$829.00	\$0.00	\$829.00	Per Annum	N
50 mm Meter	C	\$1,306.00	\$0.00	\$1,306.00	Per Annum	N
80 mm Meter	C	\$3,356.00	\$0.00	\$3,356.00	Per Annum	N
100 mm Meter	C	\$5,248.00	\$0.00	\$5,248.00	Per Annum	N
150 mm Meter	C	\$11,832.00	\$0.00	\$11,832.00	Per Annum	N
200 mm Meter	C	\$21,039.00	\$0.00	\$21,039.00	Per Annum	N

Usage Fees

Refer Appendix 6 for Usage Allowance

Consumption below usage allowance

Water Consumption – Tier 1	C	\$3.06	\$0.00	\$3.06	Per kl	N
Water Consumption – Tier 2	C	\$6.12	\$0.00	\$6.12	Per kl	N

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Fire Service Levy**Annual Charges**

Charge per Meter Size

50% of the potable water charge

50 mm Meter	C	\$653.00	\$0.00	\$653.00	Per Annum	N
80 mm Meter	C	\$1,678.00	\$0.00	\$1,678.00	Per Annum	N
100 mm Meter	C	\$2,624.00	\$0.00	\$2,624.00	Per Annum	N
150 mm Meter	C	\$5,916.00	\$0.00	\$5,916.00	Per Annum	N
200mm Meter	C	\$10,519.50	\$0.00	\$10,519.50	Per Annum	N

Reclaimed Water Charges

Port Macquarie Urban Area Business/Commercial/Council Facilities Only

Annual Availability Charge

20 mm Meter	C	\$99.00	\$0.00	\$99.00	Per Annum	N
25 mm Meter	C	\$157.50	\$0.00	\$157.50	Per Annum	N
32 mm Meter	C	\$263.50	\$0.00	\$263.50	Per Annum	N
40 mm Meter	C	\$414.50	\$0.00	\$414.50	Per Annum	N
50 mm Meter	C	\$653.00	\$0.00	\$653.00	Per Annum	N
80 mm Meter	C	\$1,678.00	\$0.00	\$1,678.00	Per Annum	N
100 mm Meter	C	\$2,624.00	\$0.00	\$2,624.00	Per Annum	N
150 mm Meter	C	\$5,916.00	\$0.00	\$5,916.00	Per Annum	N
200 mm Meter	C	\$10,519.50	\$0.00	\$10,519.50	Per Annum	N

Usage Fees

Refer to Appendix 7

Reclaimed Water Consumption – Tier 1	C	\$1.53	\$0.00	\$1.53	Per kl	N
--------------------------------------	---	--------	--------	--------	--------	---

Residential Properties to be Serviced by Reclaimed Water

i.e. Dual Scheme with Two Meters per Property

Included in Annual Water Charge	C	No Additional Charge				N
---------------------------------	---	----------------------	--	--	--	---

Private Works – Water Fund**Emergency Works**

Emergency Works	F	Actual Costs + 25%				Y
-----------------	---	--------------------	--	--	--	---

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Private Works (pre-paid)

Up to \$20,000	F		Quotation + 18%		Y
\$20,000 – \$50,000	F		Quotation + 12%		Y
\$50,000 & above	F		Quotation + 6%		Y

Government Department & Other Local Government Instrumentalities

Up to \$20,000	F		Quotation + 18%		Y
\$20,000 – \$50,000	F		Quotation + 12%		Y
\$50,000 & above	F		Quotation + 6%		Y

Miscellaneous Water Fees and Charges

Service Fee to be charged upon the issue of a Final Notice of Intention to Disconnect Water	D	\$61.00	\$0.00	\$61.00	Each	N
Disconnection/Reconnection of Water Supply	D	\$122.00	\$0.00	\$122.00	Each	N
Supervision of Interconnection to existing main or Supervision of Pressure Testing	D	\$122.00	\$0.00	\$122.00	Per Hour	N
For each connection, includes notification and supervision of interconnection or pressure testing by contractor. NOTE: This fee is to be reapplied if site is not available within 1/2 hour of agreed time						
Recovering actual cost						
Water Main Pressure Testing	D	\$140.00	\$0.00	\$140.00	Per Hour	N
Hourly rate for all time spent setting up and pressure testing main.						
Sale of in-house water meters	D	\$96.36	\$9.64	\$106.00	Each	Y
Remote water meter transmitter hire	D	\$115.00	\$0.00	\$115.00	Each	N
Available areas only						
Consultancy – Investigation and Design	D	\$171.82	\$17.18	\$189.00	Per Hour	Y
Vacuum Excavation Truck	D	\$217.27	\$21.73	\$239.00	Per Hour	Y
Includes Plant & Operator cost						
Tanker Truck	D	\$100.00	\$10.00	\$110.00	Per Hour	Y
Includes Plant and Operator cost						
Water Usage Printout – Standard Delivery	D	\$38.00	\$0.00	\$38.00	Each	N

Disinfection of Water Mains

Minimum Fee	F	\$900.00	\$0.00	\$900.00	Each	N
Lineal Metre rate	F	\$6.00	\$0.00	\$6.00	Lineal Metre	N
Re-establishment fee	F	\$451.00	\$0.00	\$451.00	Each	N
Fee to be applied if site not available within 1/2 hour of agreed time						
Tanker Hire for Disinfection of Water Mains	D	\$110.00	\$0.00	\$110.00	Per Hour	N

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Leakages

Water Leakage Investigations	E	\$121.82	\$12.18	\$134.00	Per Hour	Y
Hire of equipment plus operator						
Minimum 1 hour						

Swimming Pools

Water directly from main to fill Residential Swimming Pool	E	\$633.00	\$0.00	\$633.00		N
--	---	----------	--------	----------	--	---

Testing of Water Meters

20 mm	D	\$382.00	\$0.00	\$382.00	Each	N
Deposit, if the meter is found to be faulty and over-registering, this deposit will be refunded						
Greater than 25 mm	D			Actual Cost	Each	N
Registration of Backflow Prevention Devices	D	\$70.00	\$0.00	\$70.00	Each	N
Testing of Backflow Prevention Devices	D	\$128.00	\$0.00	\$128.00	Each	N

Water Meter Readings

Additional Water Meter Reading Requests – Standard Delivery	D	\$70.00	\$0.00	\$70.00	Each	N
Additional Water Meter Reading Requests – Urgent Delivery	D	\$70.00	\$0.00	\$70.00	Each	N
Private water meter readings	D	\$1.67	\$0.00	\$1.67	Per Meter	N

Water from Mains

Water Carter's Licence Fee – Reclaimed	D	\$1,005.00	\$0.00	\$1,005.00	Per Annum	N
Water Carter's Licence Fee – Potable	D	\$985.00	\$0.00	\$985.00	Per Annum	N

Water Meter Installation

Lowering existing 20mm Water Meter into a Non-Trafficable Pit		\$499.00	\$0.00	\$499.00	per service	N
New 20mm Reclaimed & Potable Water Meter – Long Service		\$5,413.00	\$0.00	\$5,413.00	per service	N
New 20mm Reclaimed & Potable Water Meter – Short Service		\$2,012.00	\$0.00	\$2,012.00	Per Service	N
Replacement of a Stolen 20mm Water Meter		\$141.00	\$0.00	\$141.00	per meter	N
New single 20 mm Potable Water Meter	D	\$536.00	\$0.00	\$536.00	Each	N
New single 20mm Reclaimed Water Meter	D	\$911.00	\$0.00	\$911.00	Each	N

continued on next page ...

Page 108 of 145

Name	Pricing Policy	Year 19/20			Unit	GST
		Fee (excl. GST)	GST	Fee (incl. GST)		

Water Meter Installation [continued]

New single 20mm Potable Water Meter – Long Service	D	\$3,359.00	\$0.00	\$3,359.00	Each	N
New single 20mm Potable Water Meter – Short Service	D	\$1,131.00	\$0.00	\$1,131.00	Each	N
New single 20mm Reclaimed Water Meter – Long Service	D	\$4,101.00	\$0.00	\$4,101.00	Each	N
New single 20mm Reclaimed Water Meter – Short Service	D	\$1,549.00	\$0.00	\$1,549.00	Each	N

Water Pressure Certificates

Hose reel installation	D	\$95.00	\$0.00	\$95.00	Each	N
Fire hydrant installation	D	\$189.00	\$0.00	\$189.00	Each	N
Fire sprinkler and / or wall drencher installation	D	\$274.00	\$0.00	\$274.00	Each	N

DRAFT Schedule of Fees and Charges 2019 – 2020

Appendices

Appendix 1 – Documents & Publications

Single Copies

The public should be encouraged to use coin-operated machines in the Library except where it is a Council document that is to be copied (e.g. Minutes). In this case, the office copiers are to be used for single jobs.

50 Copies or Greater per Original

This service will be provided on the basis that it is not an "on demand" service. If the copy cannot be done immediately a time will be mutually allocated.

A concession of 50% off the normal charge will apply to the following type of organisations:

- (a) Government and/or Council sponsored non-profit organisations concerned primarily with the welfare and or safety of the community and whole complement of workers consist mainly of volunteers, e.g. SES, Neighbourhood Centre, and Volunteer Fire Brigade.
- (b) Organisations directly sponsored by Council, consisting wholly of volunteers concerned with special projects, the promotion of which being subject to the declared support of Council, i.e. Friends of Kooloonbung, and that in all other cases the adopted scale of charges apply.

GST Exemption

Income from the sale of the following documents is GST Exempt: the production of, copying of, certifying of, including documents or data produced as a result of the searching or extracting of information from a data file. Examples include Policy documents, DCP's, LEP's, Council Minutes, mapping information, valuations, statistical data etc. The exemption does not extend to documents produced for commercial sale, such as tourist guides.

Publicly Available Information

Many items are available, at least in one form, free of charge as required by section 6 of the *Government Information (Public Access) Act 2009*. Access provided in alternative ways may be charged for.

DRAFT Schedule of Fees and Charges 2019 – 2020

Appendices *(continued)*

Appendix 2 – Port Macquarie Airport

- RPT – Regular Public Transport
- GA – General Aviation
- Definition of private aircraft – used solely for private purposes where no income is generated from the aircraft use by the operator.
- Definition of commercial aircraft – used primarily for pilot training, charter or other operations where income is received by the operator, excluding regular passenger / commercial services
- Council may choose to waive or reduce a fee pursuant to s610E(1) of the *Local Government Act 1993*

Operators wishing to pay the annual fee are required to apply in writing outlining their aircraft registration number, confirming that it is parked and operated out of Port Macquarie Airport and describing the purposes for which the aircraft is used (i.e. commercial or private use).

An additional fee applies where any flying machine not registered on the "VH" register is provided with storage/hangar in a leased area. The hangar lessee will be charged the annual fee for a commercial ultra-light, micro-light or similar, for each such aircraft, or the 'private fee' where the lessee declares such machine as a private aircraft (describing any external markings for identification).

Charges to increase by the annual CPI figure as at December plus provision for maintenance project costs and items identified in the Business Plan. In the event of negative CPI, the fees remain constant from the previous year. Charges are to be rounded up to the nearest five (5) cents.

A movement charge will be levied based on broadcasts over the CTAF(R) (radio) Frequency as mandated by Civil Aviation Safety Regulations and the Aeronautical Information Publication if:

- (a) An on ground aircraft broadcasts the intention to taxi and enter runway 03/21
- (b) An airborne aircraft broadcasts the intention to join the circuit or broadcasts the intention to undertake a straight approach to runway 03/21

The Port Macquarie Airport Car Park is a pay parking area. Conditions of Parking and the parking fees applicable are displayed at the entry to the car park. A 'lost ticket' fee shall apply for any lost ticket. The 'lost ticket' fee shall be determined by the General Manager or delegate as appropriate to suit operational circumstances.

Port Macquarie is a Security Controlled Airport.

DRAFT Schedule of Fees and Charges 2019 – 2020

Appendices *(continued)*

Appendix 3 – Ferry Services

All residents and rate payers of the Port Macquarie-Hastings Council Local Government Area are entitled to purchase a concession sticker. The concession annual pass prices are inclusive of the concession sticker fee and the annual pass only will be issued.

When concession stickers or annual passes are purchased, they are to be affixed to the driver's side of the windscreen of the vehicle to be valid for traveling or making a concession ticket purchase. Concession stickers and annual passes are not transferrable. A concession sticker or annual pass is required to purchase all concession booklets, concession weekly tickets and concession monthly tickets.

Weekly Tickets are issued for the week from Monday to Sunday, monthly tickets are issued for the calendar month and pre-paid concession booklets have no expiry date (they will only become invalid should the ticketing system be altered).

A concession sticker must be affixed to the vehicle using a pre-paid single trip concession ticket. A concession sticker is not required on a vehicle when using a weekly or monthly ticket. Weekly and monthly tickets are transferrable. Concession single trips can only be made using pre-paid tickets from the booklet - single trip tickets will only be available for purchase at the standard full fare rate.

Annual passes and concession stickers will only be available for purchase from Council.

All other tickets including pre-paid concession ticket booklets are to be purchased from the ferry operator. Weekly and monthly tickets do not cover the cost of a caravan or trailer (including dog-trailer). An additional cost is payable for the caravan or trailer - for concession holders this will be the use of 1 pre-paid ticket.

Concession travelers will hand the ferry operator the required number of pre-paid tickets when boarding the ferry for each single trip. The number of tickets required for each class of vehicle for a single trip is as follows:

- Car single trip = 1 ticket
- Motorcycle single trip = ½ ticket
- Trucks > 4t GVM (approx. 2 ton payload) = 3 tickets
- Semi-trailers, Dog-trailers, articulated vehicles and the like = 4 tickets
- Caravan / Trailer is an additional cost = 1 ticket

Charitable not for profit organisations who undertake charitable work on the North Shore are eligible to apply for 1 annual pass to be affixed to a nominated vehicle. Application is to be made in writing to the Group Manager Transport & Stormwater Network for consideration - specific information relating to the charity, its registration as a not for profit organisation and the type of work undertaken will be required.

DRAFT Schedule of Fees and Charges 2019 – 2020

Appendices *(continued)*

Appendix 4 – Private Works

The *Local Government Act 1993* enables Council to carry out the following works for residents and organisations on private property.

- Paving and road marking (GST applies)
- Kerbing and guttering (GST exempt)
- Demolition and excavation (GST applies)
- Water, sewerage and drainage connections (GST applies)
- Land clearing and tree felling (GST applies)
- Tree planting and tree maintenance (GST applies)
- Fencing and ditching (GST applies)

Appendix 5 – Restoration of Road Openings in Public Roads Maintained by Council

- (a) The rate per m² is to be interpreted as meaning a minimum charge / deposit on final cost.
- (b) The rate per m² is a minimum charge for restoration of road openings up to 10m².
- (c) Where actual restoration costs exceed, by more than \$200, the charge calculated by applying the appropriate rate per m², actual may be charged and any amount received in accordance with the above scale rates would be regarded as a deposit on final cost.
- (d) Actual costs are to be charged for restoration of road openings over 10m².
- (e) Several openings made at the one time less than 50m apart may be grouped as one, unless otherwise determined by the Council's Director of Infrastructure.
- (f) Where earth and gravel shoulders exist adjacent to pavements and restoration by the Council is necessary to the shoulders, the charge shown for "earth and gravel, waterbound macadam and all other classes of unsealed pavement or shoulders" is to be made additional to the charge for pavement. Applicants will be required to complete an "Applicants Information Check Sheet" in all road-closing matters prior to initiation of road closing action.

DRAFT Schedule of Fees and Charges 2019 – 2020

Appendices *(continued)*

Appendix 6 – Annual Water Charge – Usage Allowance

Usage allowance – the per annum consumption level where consumption (usage) charges increase from Tier 1 to Tier 2

- 20mm Meter 270kL/pa
- 25mm Meter 422kL/pa
- 32mm Meter 691kL/pa
- 40mm Meter 1080kL/pa
- 50mm Meter 1688kL/pa
- 80mm Meter 4320kL/pa
- 100mm Meter 6750kL/pa
- 150mm Meter 15188kL/pa
- 200mm Meter 27000kL/pa

Refer to body of document for relevant water consumption charges.

Appendix 7 – Reclaimed Water Charge – Usage Allowance

Usage allowance – the per annum consumption level where consumption (usage) charges increase from Tier 1 to Tier 2.
Port Macquarie Reclaimed Water Scheme users currently exempt from Tier 2 charges.

- 20mm Meter 270kL/pa
- 25mm Meter 422kL/pa
- 32mm Meter 691kL/pa
- 40mm Meter 1080kL/pa
- 50mm Meter 1688kL/pa
- 80mm Meter 4320kL/pa
- 100mm Meter 6750kL/pa

Refer to body of document for relevant water consumption charges.

Appendix 8 – Traffic Management

The Traffic Management Section replaces the “Temporary Occupation of Footways & Road Reserve” fees from previous years. The fees have now been divided into separate application & occupation sections. Users should find that they are more equitable and short term occupancies are not penalised. This fee is only applicable to development building sites during construction / reconstruction / renovating.

This fee **does not** include the leasing costs imposed by Council for renting public roadway area.

DRAFT Schedule of Fees and Charges 2019 – 2020

Appendices *(continued)*

Appendix 9 – Council Facilities / Halls

Explanation of Fee Categories:

- **Commercial & Other** – includes activities staged by individuals, groups, organisations that *are not* incorporated under the *Associated Incorporations Act NSW (2009)* where revenue generated by use of the building goes back to these individuals, groups, organisations. This rate enables Council to take a full cost recovery approach to this use. Example – Local dance school.
- **Private Functions** – includes activities that have admission restricted to an identifiable group. Example – Birthday Party, Wedding Reception. This rate recognises that no financial gain will be gained from activity and that significant discount is applied.
- **Not for Profit Rate** – includes activities provided by community groups, clubs and organisations for the physical, social, cultural, intellectual development or welfare of the local community. Organisations eligible for this rate should be incorporated under the *Associated Incorporations Act NSW (2009)*. This rate recognises the benefit these activities provide to the community and therefore a major discount applies, while allowing users to make a contribution to the cost facility. E.g. Local Quilting Group.
- **General Bonds – Refundable** – Please note that refunds will only be granted if the hall, room, key or equipment is returned in good and clean condition. Council or the Management Committee / Booking Officer has the rights to deduct appropriate recovery costs.
- **Alcohol Bond – Refundable** – Please note that refunds will only be granted if the hall, room, key or equipment is returned in good and clean condition. Council or the Management Committee / Booking Officer has the rights to deduct appropriate recovery costs. It is the responsibility of the hirer to obtain the necessary approvals from Police to undertake an event involving alcohol. Refer to hire conditions for each of the facilities.

DRAFT Schedule of Fees and Charges 2019 – 2020**Appendices** *(continued)***Appendix 10 – Glasshouse**

- After Hours = 5.30pm - 11pm weekdays or 9am - 11pm Saturdays.
- Staff surcharges apply on Sundays, Public Holidays and after 11pm.
- Full Theatre = Stalls seating + Balcony seating.
- Studio Bare Walls = This mode only available when combined with Theatre Hire. No seating, fluoro LX, no audio, no staff. Includes access, cleaning & electricity.
- Whole of Venue = Price on Application. Includes access to the Theatre, Studio, Meeting Rooms 1 & 2, Small Function Room, Mezzanine Foyer and minimum 3 staff, does not include Art Lab or Regional Gallery spaces. Staff charges to set-up and pack down at additional charge and based on event requirements in consultation with Glasshouse staff. Does not include Sunday, Public Holidays, after 11pm or Audio Visual services & equipment.

Glasshouse Discounted Rates

- 40% discount is available to incorporated not-for-profit groups, incorporated community groups, registered charities and schools. Eligibility is limited to organisations that are based in the Port Macquarie-Hastings local government area and that are not already receiving support via Port Macquarie - Hastings Council's Community Grants or similar funding programs. Proof of Incorporation, ABN and registrations must be provided. Please note the 40% discount only applies to venue hire between Monday and Thursday inclusive (i.e. not including Friday, Saturday or Sunday).
- *In addition, not-for-profit groups and community groups must have a form of organisational permanence, be non-government; and not be operating for the profit or gain of its individual members. The Venue Manager, Glasshouse will have responsibility for determining the eligibility status of groups.*
- Port Macquarie & District Eisteddfod to be negotiated annually at a special rate.
- *Discounted rates only to apply to the following fees and charges categories (with all other fees and charges to be charged as per commercial rates such as Staff Rates):-*
 - Theatre Hire
 - Ross Family Studio Hire – discount available 7 days per week, subject to availability
 - Meeting Room Hire
 - Art Lab Hire
 - Small Function Room Hire
 - Podium – discount available 7 days per week, subject to availability
 - Other Venue Hire
 - Venue Set Up and audio visual items (equipment only)

- Please contact the Glasshouse Event Services Team for a comprehensive quote tailor made to suit your function requirements.

DRAFT Schedule of Fees and Charges 2019 – 2020

Appendices *(continued)*

Appendix 11 – Crematorium & Cemeteries

- Services which cannot be completed within normal business hours (9am to 3pm Monday to Friday) will incur a Late Fee.
- Burial services booked outside of normal business hours for religious reasons will be subject to an additional surcharge.
- Reservations without payment for burial sites and ash inurnment will be held for one (1) calendar month only after which full payment will be required.
- Council cannot accept part payments / deposits for burial and cremation services.
- Requests for refunds on unused reserved sites will be issued at the rate of the original amount paid less the current Administration Fee. Exclusive rights must be relinquished. No refunds on used sites.
- Family Ash Placements by appointment can be made at the Innes Garden Memorial Park office and subject to fees depending on location of the cemetery.
- Ash removal on request by the original applicant or Executor may be approved and subject to the relevant fee. A Statutory Declaration signed by all next of kin is required for ash removal requests in situations where the original Applicant or Executor are not contactable.

Index of all fees

Other

\$1,000,001 – \$5,000,000	[Estimated cost of project]	82
\$1,000,001 – \$5,000,000	[Estimated cost of project]	82
\$100,001 – \$150,000	[Estimated cost of project]	82
\$15,001 – \$50,000	[Estimated cost of project]	82
\$150,001 – \$200,000	[Estimated cost of project]	82
\$20,000 – \$50,000	[Private Works (pre-paid)]	98
\$20,000 – \$50,000	[Government Department & Other Local Government Instrumentalities]	98
\$20,000 – \$50,000	[Private Works (pre-paid)]	101
\$20,000 – \$50,000	[Government Department & Other Local Government Instrumentalities]	101
\$20,000 – \$50,000	[Private Works (pre-paid)]	107
\$20,000 – \$50,000	[Government Department & Other Local Government Instrumentalities]	107
\$200,001 – \$500,000	[Estimated cost of project]	82
\$200,001 – \$500,000	[Estimated cost of project]	82
\$5,000,001 – \$10,000,000	[Estimated cost of project]	82
\$5,000,001 – \$10,000,000	[Estimated cost of project]	83
\$50,000 – \$200,000	[Estimated cost of building work]	82
\$50,000 & above	[Private Works (pre-paid)]	98
\$50,000 & above	[Government Department & Other Local Government Instrumentalities]	98
\$50,000 & above	[Private Works (pre-paid)]	101
\$50,000 & above	[Government Department & Other Local Government Instrumentalities]	101
\$50,000 & above	[Private Works (pre-paid)]	107
\$50,000 & above	[Government Department & Other Local Government Instrumentalities]	107
\$50,001 – \$100,000	[Estimated cost of project]	82
\$50,001 – \$200,000	[Estimated cost of project]	82
\$500,001 – \$1,000,000	[Estimated cost of project]	82
\$500,001 – \$1,000,000	[Estimated cost of project]	82
> \$10,000,000	[Estimated cost of project]	83
> \$10,000,001	[Estimated cost of project]	82
> \$200,000	[Estimated cost of building work]	82

1

1 – 50 pages	[Comb Binding]	18
100 mm Meter	[Annual Availability Charge]	105
100 mm Meter	[Annual Charges]	106
100 mm Meter	[Annual Availability Charge]	106
101 – 150 pages	[Comb Binding]	18
150 mm Meter	[Annual Availability Charge]	105
150 mm Meter	[Annual Charges]	106
150 mm Meter	[Annual Availability Charge]	106

2

20 mm	[Testing of Water Meters]	108
20 mm Meter	[Annual Availability Charge]	105
20 mm Meter	[Annual Availability Charge]	106
200 mm Meter	[Annual Availability Charge]	105
200 mm Meter	[Annual Availability Charge]	106
200mm Meter	[Annual Charges]	106
240v Power (Podium)	[Venue Set Up Items]	34
25 mm Meter	[Annual Availability Charge]	105
25 mm Meter	[Annual Availability Charge]	106

3

3 Courts	[Inclusive]	52
3 Courts	[Restricted]	52
32 mm Meter	[Annual Availability Charge]	105
32 mm Meter	[Annual Availability Charge]	106
3D Printer – Prints	[Other]	47

continued on next page ...

Page 118 of 145

3 [continued]

3-Phase Power (Loading Dock)	[Venue Set Up Items]	34
------------------------------	----------------------	----

4

40 mm Meter	[Annual Availability Charge]	105
40 mm Meter	[Annual Availability Charge]	106
4x4	[Tyres]	75
4x4	[Tyres]	77

5

50 mm Meter	[Annual Availability Charge]	105
50 mm Meter	[Annual Charges]	106
50 mm Meter	[Annual Availability Charge]	106
51 – 100 pages	[Comb Binding]	18

6

6 Courts	[Inclusive]	52
6 Courts	[Restricted]	52

8

8.30am to 12.30pm	[School Holiday Program]	52
8.30am to 5pm – Including morning tea	[School Holiday Program]	52
80 mm Meter	[Annual Availability Charge]	105
80 mm Meter	[Annual Charges]	106
80 mm Meter	[Annual Availability Charge]	106

A

A0 sheet	[Laminating]	18
A0 Sheet	[Plan Copy Charges]	71
A1	[Sale of Maps]	78
A1 sheet	[Laminating]	18
A1 Sheet	[Plan Copy Charges]	71
A2	[Sale of Maps]	78
A2 sheet	[Laminating]	18
A2 Sheet	[Plan Copy Charges]	71
A3	[Sale of Maps]	78
A3 & A4 Plans	[Plan Copy Charges]	71
A3 page	[Coin Slot Operation]	46
A3 sheet	[Laminating]	18
A4	[Collating]	18
A4	[Sale of Maps]	78
A4 & B4 page	[Coin Slot Operation]	46
A4 sheet	[Laminating]	18
Access of Reserve for Private Works – Performance Bond	[General Use]	51
Activated Sludge Analysis	[Water Analysis]	26
Additional dressing room activation	[Conference Spaces]	31
Additional Emblems / Lines / Artwork / Colour / Borders on Plaques	[Extras]	58
Additional Inspection Fee	[Subdivision Works Certificate]	62
Additional Inspection Fee	[Section 138 Application]	64
Additional organics service – 240 Litre weekly	[Annual Charge]	73
Additional placements in Conifer Gardens	[Inurnment of Ashes]	57
Additional placements in Family Gardens	[Inurnment of Ashes]	57
Additional recycling service – 240 Litre fortnightly	[Annual Charge]	73
Additional Water Meter Reading Requests – Standard Delivery	[Water Meter Readings]	108
Additional Water Meter Reading Requests – Urgent Delivery	[Water Meter Readings]	108
Additional weekly garbage service – 140 Litre general waste	[Annual Charge]	73
Additional weekly garbage service – 240 Litre general waste	[Annual Charge]	73

continued on next page ...

Page 119 of 145

A [continued]

Administration Fee	[Water Analysis]	26
Administration Fee	[Transaction Fees]	35
Administration Fee – Not elsewhere indicated	[Property Management]	14
Administration Fee – Not elsewhere indicated	[Property Management]	14
Administration Fee – Not elsewhere indicated	[Lease Application]	12
– No Report to Council		
Administration Fee – Not elsewhere indicated	[Lease Application]	12
– Report to Council		
Administration Fee – Sale of land with a value of over \$100,000	[Property Management]	13
Administration Fee – Sales of land with a value of between \$0 and \$20,000	[Property Management]	13
Administration Fee – Sales of land with a value of between \$20,001 and \$100,000	[Property Management]	13
Administration Fee – Transferring Rights of Burial or Cremation	[Extras]	58
Advertising	[Lease Application]	13
Advice to building professionals	[Information Services]	86
Agistment	[Lease Rental]	13
Aircraft Parking – GA Apron	[General Aviation (GA) Services]	24
Aircraft Parking – RPT Apron	[General Aviation (GA) Services]	24
Airport Usage Charge – Practice Approaches	[General Aviation (GA) Services]	23
Airport Usage Charge – Training Circuits	[General Aviation (GA) Services]	24
Airport Usage Charge – Weight Based Movement Charge	[General Aviation (GA) Services]	24
Airport Usage Charge (Annual) – For Commercial Purposes	[General Aviation (GA) Services]	23
Airport Usage Charge (Annual) – For Commercial Purposes	[General Aviation (GA) Services]	23
Airport Usage Charge (Annual) – For Private Purposes	[General Aviation (GA) Services]	23
Airport Usage Charge (Annual) – For Private Purposes	[General Aviation (GA) Services]	23
Airside Activities Charges	[Other Miscellaneous Fees]	24
Alkalinity	[Water Analysis]	26
All Mattresses	[Other Waste]	77
All Mattresses or Mattress Bases	[General Waste]	75
All other cases	[All other Environment Applications (Including S68)]	87
All other cases where no work has commenced	[Development Applications & Construction Certificates]	86
All Other Cases Where No Work Has Commenced	[Development Applications & Construction Certificates]	68
All values	[Complying Development Certificate]	85
All Values	[Class 1 and 10]	86
All Values	[Class 2 – 9]	86
ALS 2005 Data / Contours	[ALS 2005 Height Data]	78
ALS 2005 Data / Contours	[ALS 2005 Height Data]	78
ALS 2005 Height Data Extraction Costs	[ALS 2005 Height Data]	78
Alter an existing sewage management facility (Commercial / Industrial premises)	[Part C – Section 68 Approval]	84
Alter an existing sewage management facility (Domestic premises)	[Part C – Section 68 Approval]	84
Alternative solutions	[Amended Construction Certificate]	86
Amended application to register a Caravan Park or manufactured home estate – Minimum fee plus per amended/alterd site fee	[Part F – Other Activities]	85
Amended application to register a Caravan Park or manufactured home estate– Per amended/alterd site – PLUS:		
Amended applications	[Complying Development Certificate]	85
Amenity Use – 1 canteen + 2 changerooms	[Other Sporting Fields]	49
Amenity Use – 1 canteen + 2 changerooms – 4 hours	[Other Sporting Fields]	49
Ammonia (includes filtration charge)	[Water Analysis]	26
Annual Concession Stickers	[Resident/Ratepayer Concession Holders]	95
Annual Fire Safety Inspection	[Fire Safety]	89
Annual Inspection Charge Category 1 & 2	[Trade Waste Charges]	101

continued on next page ...

Page 120 of 145

A [continued]

Annual Inspection Charge Category 3	[Trade Waste Charges]	101
AO	[Sale of Maps]	78
Apple MAC	[Venue Set Up Items]	34
Application – other miscellaneous Section 68 activities	[Part F – Other Activities]	85
Application Administration Fee – Restoration of Damaged Assets	[Restoration of Road Openings up to 10m2]	94
Application and Administration Fee	[Outdoor Dining and Outdoor Trading on Council Roads and Footpaths]	13
Application Fee	[Personal Records]	16
Application Fee	[Formal Applications – Non Personal Records]	16
Application Fee	[Informal and all other Applications]	16
Application Fee for Council to Release, Vary or Modify Real Property Documents	[Subdivision Certificates (Torrens)]	70
Application Fee for Council to Release, Vary or Modify Real Property Documents	[Subdivision Certificates (Torrens)]	70
Application Fee, Pre-Approval Inspection Fee and Post-Approval Inspection Fee	[Section 138 – Cattle Grid/Gates within a Public Road]	91
Application Fees (All)	[Application Fees]	66
Application for Adjoining Owners Details	[Adjoining Owners]	16
Application for A-Frame Sign – 1 Year Licence	[Part D – Community Land]	84
Application for A-Frame Sign – 3 Year Licence	[Part D – Community Land]	84
Application for an activity on public / community land	[Part D – Community Land]	84
Application for Building Certificate (including 1st inspection)	[Certificates]	89
Application for Exemption	[Swimming Pools]	88
Application for Exhumation	[Extras]	58
Application for Filming on Public Lands	[General Use]	51
Application for permit to remove or prune trees	[Tree Management (Private Land)]	90
Application for permit to remove or prune trees – accompanied by qualified Arborist's report	[Tree Management (Private Land)]	90
Application for permit to remove or prune trees in conjunction with erection of a building	[Tree Management (Private Land)]	90
Application for Private Ceremony	[General Use]	51
Application for Subdivision Certificate (Torrens)	[Subdivision Certificates (Torrens)]	70
Application for Temporary Occupation of Footways and Road Reserve for Hoardings and/or Work Zones – CBD or Shopping Precinct	[Security Bonds]	65
Application for Temporary Occupation of Footways and Road Reserve for Hoardings and/or Work Zones – Other (Not CBD or Shopping Precinct)	[Security Bonds]	65
Application not requiring State Government concurrence	[Treatment Facility Type/Development Type]	100
Application Renewal Fee	[Commercial Activities on Council Managed Land]	48
Application requiring State Government concurrence	[Treatment Facility Type/Development Type]	100
Application to burn under POEO	[Part F – Other Activities]	85
Application to install a manufactured home, removable dwelling on land or associated structure	[Part A – Structures or places of public entertainment]	81
Application to Refurbish Lawn Plaque onsite – IGMP	[Lawn Cemetery – Innes Garden]	58
Application to Stage an Event – All Applicants	[General Use]	51
Applications for approval	[Part E – Public Roads]	85
Applies to Both Rooms	[Access Fee – Outside Library Hours]	46
Approval for septic to sewer conversions for small town sewerage schemes	[Section 68]	81
Arcus Picture Hanging System	[Venue Set Up Items]	33
Art Lab Room Hire 1/2 Day (Not available after hours)	[Conference Spaces]	30
Art Lab Room Hire Full Day (Not available after hours)	[Conference Spaces]	30
Asbestos	[General Waste]	75
Ash Removal and Packaging	[Extras]	58

continued on next page ...

Page 121 of 145

A [continued]

Asphaltic concrete with cement concrete base	[Type of Road Pavement]	94
Assessment of fire safety report	[Fire Safety]	89
Assessment of fire safety report – Minimum	[Fire Safety]	89
At Cost	[Power Use]	50
Authorised Contractors Annual Registration Fee	[Council Accreditation Charges]	70
AV Package (Mezzanine Foyer)	[Conference Spaces]	31
Availability charge on land not receiving full charge	[Annual Charge]	74
Availability charge on vacant land	[Annual Charge]	74
Availability charge on vacant land	[Annual Charge]	74

B

Baby Garden (up to 12 yrs)	[Inurnment of Ashes]	57
Badminton	[Casual Play]	51
Badminton	[Local Clubs and Associations Peak Time]	52
Badminton	[Local Clubs and Associations Off Peak Times]	52
Badminton	[Other Groups]	52
Badminton – Seniors	[Casual Play]	51
Badminton N/A	[Monthly Ticket]	51
Balls & Racquets	[Equipment Hire]	51
Base administration fee (applicable to ALL applications)	[Subdivision Works Certificate – Earthworks & Clearing ONLY – Application Fee]	67
Base application fee (plus calculated additional occupancy fees)	[Application Fees]	91
Basketball, Volleyball, Futsal, Netball, Other	[Casual Play]	51
Basketball, Volleyball, Soccer (Indoor), Netball	[Local Clubs and Associations Peak Time]	52
Basketball, Volleyball, Soccer (Indoor), Netball	[Local Clubs and Associations Off Peak Times]	52
Basketball, Volleyball, Soccer (Indoor), Netball	[Other Groups]	52
BCA Advisory service / reports	[Information Services]	86
Beach Driving Permit – 4WD Vehicles – Pensioner	[Beach & Boating]	48
Beach Driving Permit – 4WD Vehicles – Visitor	[Beach & Boating]	48
Beach Driving Permit Yearly – 4WD Vehicles	[Beach & Boating]	48
Between 0 & 350m2	[Business]	103
Between 1,001m2 & 1,400m2	[Business]	103
Between 1,401m2 & 1,750m2	[Business]	103
Between 1,751m2 & 2,100m2	[Business]	103
Between 2,101m2 & 2,450m2	[Business]	103
Between 2,451m2 & 2,800m2	[Business]	103
Between 2,801m2 & 3,200m2	[Business]	103
Between 3,201m2 & 3,500m2	[Business]	103
Between 3,501m2 & 3,850m2	[Business]	103
Between 3,851m2 & 4,200m2	[Business]	103
Between 351m2 & 700m2	[Business]	103
Between 4,201m2 & 4,600m2	[Business]	103
Between 4,601m2 & 4,900m2	[Business]	103
Between 4,901m2 & 5,200m2	[Business]	103
Between 5,201m2 & 5,600m2	[Business]	103
Between 5,601m2 & 5,950m2	[Business]	103
Between 5,951m2 & 6,300m2	[Business]	103
Between 6,301m2 & 6,600m2	[Business]	103
Between 701m2 & 1,000m2	[Business]	103
Bin Reinstatement Fee	[Other Services]	74
Bin Size Adjustment Fee	[Other Services]	74
Biochemical Oxygen Demand (BOD)	[Trade Waste Charges]	101
Biosecurity Certificate	[Certificates]	90
Biovolume (literature and or historical + measurement)	[Water Analysis]	26
Biovolume (literature and or historical values only)	[Water Analysis]	26
Blackbutt Reserve – Lighting – 4 lights on pole	[Wauchope Sporting Fields]	50
Blackbutt Reserve – Lighting – 8 lights on pole	[Wauchope Sporting Fields]	50
Board Room 2 (level 2) – 1/2 Day	[Conference Spaces]	30
Board Room 2 (level 2) – Full Day	[Conference Spaces]	30
Boating Structure Licence Fee	[Beach & Boating]	48
Bond Administration Fee	[Bond Administration]	68

continued on next page ...

Page 122 of 145

B [continued]

Bonny Hills Cricket Club	[Ground Levy]	48
Book of 20 tickets	[Kendall, Laurieton and Wauchope]	55
Book of 20 tickets	[Port Macquarie]	55
Book of 50 tickets	[Kendall, Laurieton and Wauchope]	55
Book of 50 tickets	[Port Macquarie]	55
Book Plaque – 2nd Page	[Lawn Cemetery – Innes Gardens]	59
Booking Commission	[Accommodation]	36
Booking Commission	[Tour Bookings]	37
Bricks / Concrete	[General Waste]	75
Broadwater Special Rate	[Interest Rate on Overdue Rates & Charges]	11
Broadwater Special Rate	[Rate in \$ by Category]	12
Building Waste (Land Fill)	[General Waste]	75
Bulk Ticket Print	[Booking Fees]	36
Bump in/Bump out	[Ground Fee – Non Holidays]	50
Bump in/Bump out	[Ground Hire Fees – School & Public Holidays]	50
Bushfire Attack Level (BAL) Certificate	[Bushfire Attack Level]	71
Bushfire Attack Level (BAL) Certificate	[Bushfire Attack Level]	71
Associated With Complying Development Certificate Lodged With PMHC		
Business – Defined Urban Centres	[Base amount by Category]	11
Business – Defined Urban Centres	[Rate in \$ by Category]	12
Business – Other	[Base amount by Category]	11
Business – Other	[Rate in \$ by Category]	12
Business – Port Macquarie CBD	[Base amount by Category]	11
Business – Port Macquarie CBD	[Rate in \$ by Category]	12
Business Sense Package (minimum 20 delegates)	[1/2 Day]	32
Business Sense Package (minimum 20 delegates)	[Full Day]	32
Business Strata	[Business Strata]	103

C

Camden Haven Bombers Junior AFL Club	[Ground Levy]	48
Camden Haven Cricket	[Ground Levy]	48
Camera investigation – of sewer drainage	[Miscellaneous Sewerage Fees and Charges]	101
Camera Investigation of Stormwater Drainage Assets	[Stormwater Asset Investigations]	104
Cancellation – Within 7 days prior to arrival	[Accommodation]	36
Cancellation – Within 7 days prior to departure – unless tour is cancelled by the operator	[Tour Bookings]	37
Cancellation Fee Ticket Price \$0.01 – \$20.00	[Booking Fees]	36
Cancellation Fee Ticket Price \$100.01 +	[Booking Fees]	36
Cancellation Fee Ticket Price \$20.01 – \$50.00	[Booking Fees]	36
Cancellation Fee Ticket Price \$50.01 – \$75.00	[Booking Fees]	36
Cancellation Fee Ticket Price \$75.01 – \$100.00	[Booking Fees]	36
Cancelled / Withdrawn After 7 days With No Assessment by Council Officer (Minimum)	[Development Applications & Construction Certificates]	68
Cancelled / withdrawn prior to determination after inspection	[Building Certificates]	86
Cancelled / withdrawn prior to inspection	[All other Environment Applications (Including S68)]	87
Cancelled / withdrawn with no inspection	[Building Certificates]	86
Cancelled / withdrawn within 48 hours	[All other Environment Applications (Including S68)]	87
Cancelled / Withdrawn within 48 Hours – CC's (Infrastructure), S138, Subdivision Certificate Fees and Bonds	[Development Applications & Construction Certificates]	68
Canvas Library Bags	[Other]	47
Car	[Tyres]	75
Car	[Tyres]	77
Car on rim	[Tyres]	75
Car on rim	[Tyres]	77
Car Parking Charges – Credit Card Service Fee	[Airport Parking Fees]	25
Car Parking Charges: 0-30 minutes	[Airport Parking Fees]	25
Car Parking Charges: 1-2 hours	[Airport Parking Fees]	25
Car Parking Charges: 2 days	[Airport Parking Fees]	25
Car Parking Charges: 2-3 hours	[Airport Parking Fees]	25

continued on next page ...

Page 123 of 145

C [continued]

Car Parking Charges: 3 days	[Airport Parking Fees]	25
Car Parking Charges: 30-60 minutes	[Airport Parking Fees]	25
Car Parking Charges: 3-4 hours	[Airport Parking Fees]	25
Car Parking Charges: 4 days	[Airport Parking Fees]	25
Car Parking Charges: 4-5 hours	[Airport Parking Fees]	25
Car Parking Charges: 5 days	[Airport Parking Fees]	25
Car Parking Charges: 6 days	[Airport Parking Fees]	25
Car Parking Charges: 7 days	[Airport Parking Fees]	25
Car Parking Charges: Full Day (5 to 24 hours from time of entry)	[Airport Parking Fees]	25
Car Parking Charges: Greater than 7 days	[Airport Parking Fees]	25
Car/Utilities	[Standard Full Fee]	95
Caravan Park – Annual Inspection	[Part F – Other Activities]	85
Caravan Parks, Retirement Homes, Motels, Clubs, Hotels, Schools & Backpackers	[Usage Fees]	99
Hostels, Flats, Granny Flats, Secondary Dwellings, Multi Dwelling Housing, Dual Occupancy (where not on separate sewer connections), Major Regional Shopping Centres		
Caravans/Trailers	[Standard Full Fee]	95
Cars/Station Wagons	[Domestic]	76
Cars/Station Wagons	[Commercial]	76
Cars/Station Wagons	[Domestic]	76
Cars/Station Wagons	[Commercial]	76
Cars/Utilities Annual Ticket	[Standard Full Fee]	95
Cars/Utilities Monthly Ticket	[Standard Full Fee]	95
Cars/Utilities Weekly Ticket	[Standard Full Fee]	95
Casual Users	[Port Macquarie Regional Sports Stadium]	54
Casual users – Per Day	[Canteen Fee]	49
Casual users – Per Season	[Canteen Fee]	49
Certificate of Compliance – associated structure	[Certification]	85
Certificate of Compliance – sewer connection per site	[Certification]	85
Certified Copy of Document, Map or Plan	[Certified Copy (for evidence)]	18
Chapel Hire	[Chapel]	57
Charitable not for profit organisations providing aeromedical services only	[General Aviation (GA) Services]	24
Charity (on application)	[Port Macquarie Regional Sports Stadium]	54
Chemical Oxygen Demand	[Water Analysis]	27
Cheque Dishonour Administration Fee	[Administrative Fees]	15
Child (4 weeks to 12 years)	[Cremation]	57
Child (under 4 weeks)	[Cremation]	57
Chlorophyll – a	[Water Analysis]	26
Clean fill / VENM	[General Waste]	75
Cleaning	[Refundable Bonds and Deposits]	54
Cleaning	[Refundable Bonds and Deposits]	55
Collection of Missed Service	[Other Services]	74
Colour (apparent)	[Water Analysis]	26
Colour (true)	[Water Analysis]	26
Colour Filters for Lighting	[Venue Set Up Items]	33
Commercial	[Lease Rental]	13
Commercial – Renewal or Assignment of Lease Not Requiring Amendment	[Lease Application]	12
Commercial & Other	[Main Hall]	40
Commercial & Other	[Practice Rooms]	40
Commercial & Other	[Beechwood School of Arts]	40
Commercial & Other	[Bonny Hills Community Hall]	40
Commercial & Other	[Dunbogan Jubilee Hall]	41
Commercial & Other	[Hall]	41
Commercial & Other	[Meeting Room]	41
Commercial & Other	[Hall]	41
Commercial & Other	[Meeting Room]	41
Commercial & Other	[Hall]	42
Commercial & Other	[Hall]	42
Commercial & Other	[Hall]	42

continued on next page ...

Page 124 of 145

C [continued]

Commercial & Other	[Tennis Court & Facilities]	43
Commercial & Other	[Hall]	43
Commercial & Other	[Les Crisp Auditorium]	43
Commercial & Other	[The Pioneer Room]	43
Commercial & Other	[Marjorie "Nikki" Adams Lounge]	43
Commercial & Other	[Hall]	44
Commercial & Other	[Hall]	44
Commercial additional organics service – 240 Litre weekly	[Annual Charge]	74
Commercial additional recycling service – 240 Litre fortnightly	[Annual Charge]	74
Commercial additional weekly garbage service – 140 Litre general waste	[Annual Charge]	74
Commercial additional weekly garbage service – 240 Litre general waste	[Annual Charge]	74
Commercial availability charge on land not receiving full charge	[Annual Charge]	74
Commercial excess service – 240 Litre weekly general waste	[Annual Charge]	74
Commercial half excess service – 240 Litre weekly general waste (Shared)	[Annual Charge]	74
Commercial half weekly service – 140 Litre general waste (Shared)	[Annual Charge]	74
Commercial Leases over 5 Years	[Lease Application]	12
Commercial Leases up to 5 Years	[Lease Application]	12
Commercial Organisations	[Meeting Room]	46
Commercial Organisations	[Technology Training Room]	46
Commercial Organisations	[Hire of Both Rooms]	46
Commercial Premises – 240 Litre Mobile Bin – per bin	[Waste Collection Service]	77
Commercial Premises – 660 Litre Mobile Bin – per bin	[Waste Collection Service]	77
Commercial Reference Service	[Other]	47
Commercial weekly service – 140 Litre general waste	[Annual Charge]	74
Commercial, private or other	[Main Stadium (all courts)]	54
Commercial, private or other	[Downstairs Studio]	54
Commercial, private or other	[Upstairs Studio]	54
Community	[Lease Rental]	13
Community – Application and Administration Fee	[Lease Application]	12
Community – Renewal or Assignment of Lease Not Requiring Amendment	[Lease Application]	12
Community Service Organisations	[Annual Availability Charge]	105
Compensatory Tree Offset Planting – Other Zones	[Tree Management (Private Land)]	90
Compensatory Tree Offset Planting – Residential Zones	[Tree Management (Private Land)]	90
Compliance Certificate Application – Subdivision Development	[Compliance Certificates for Subdivision Works]	68
Complimentary Tickets	[Booking Fees]	36
Concession Annual Pass – Cars/Utilities	[Resident/Ratepayer Concession Holders]	95
Concession Annual Pass – Motorcycle	[Resident/Ratepayer Concession Holders]	95
Concession Annual Pass – Semi-Trailer, Dog-Trailer, Articulated Vehicle	[Resident/Ratepayer Concession Holders]	96
Concession Annual Pass – Trucks > 4t GVM Approx. 2t Payload	[Resident/Ratepayer Concession Holders]	96
Concession Car/utilities	[Resident/Ratepayer Concession Holders]	97
Concession Caravans/trailers	[Resident/Ratepayer Concession Holders]	97
Concession Monthly Ticket – Cars/Utilities	[Resident/Ratepayer Concession Holders]	96
Concession Monthly Ticket – Motorcycles	[Resident/Ratepayer Concession Holders]	96
Concession Monthly Ticket – Semi-Trailer, Dog-Trailer, Articulated Vehicle	[Resident/Ratepayer Concession Holders]	96
Concession Monthly Ticket – Trucks > 4t GVM Approx. 2t Payload	[Resident/Ratepayer Concession Holders]	96
Concession Motorcycles	[Resident/Ratepayer Concession Holders]	97

continued on next page ...

Page 125 of 145

C [continued]

Concession Pre-Paid Booklets – 25 Tickets per booklet	[Resident/Ratepayer Concession Holders]	97
Concession Semi-Trailer, Dog-Trailer, Articulated Vehicle	[Resident/Ratepayer Concession Holders]	97
Concession Trucks > 4t GVM approx. 2t payload	[Resident/Ratepayer Concession Holders]	97
Concession Weekly Ticket – Cars/Utilities	[Resident/Ratepayer Concession Holders]	96
Concession Weekly Ticket – Motorcycles	[Resident/Ratepayer Concession Holders]	96
Concession Weekly Ticket – Semi-Trailer, Dog-Trailer, Articulated Vehicle	[Resident/Ratepayer Concession Holders]	96
Concession Weekly Ticket – Trucks > 4t GVM Approx. 2t Payload	[Resident/Ratepayer Concession Holders]	96
Conduct Money	[Subpoena to produce documents]	17
Conduct Money for subpoenas served under seven (7) days	[Subpoena to produce documents]	17
Conduct money where production required at a Court of tribunal	[Subpoena to attend court]	17
Conifer Garden (inurnment for 2)	[Inurnment of Ashes]	57
Conifer Garden (inurnment for 3)	[Inurnment of Ashes]	57
Connected or available other than churches and halls	[Annual Charges]	99
Construction specifications one off hard copy	[Construction Specification]	71
Consultancy – Investigation and Design	[Miscellaneous Water Fees and Charges]	107
Consultancy / Advisory Services	[Part B – 10. Other Services Fees and Charges]	83
Contact of dog/cat owner from registration service of notice	[Registration Fees]	80
Conveyance Fee	[Animals]	80
Conveyance Fee	[Animals]	80
Conveyance Fee	[Other Articles]	81
Conveyance Fee	[Other Articles]	81
Co-operative Marketing	[Tourism Marketing]	19
Copies of Rates Notices – all notices earlier than current notice or previous financial year	[Rate Information]	11
Copies of Rates Notices – current notice and previous financial year	[Rate Information]	11
Copy of Application Documents (i.e. Consent, Plan, Submission or Supporting Report)	[Development Records]	72
Copy of Building Certificate	[Development Records]	72
Copy of Building Certificate	[Certificates]	89
Correction to Minor Error, Misdescription or Miscalculation	[Modification of DA or Consent]	67
Council Activities & Elections	[Miscellaneous]	40
Council Activities & Elections	[Beechwood School of Arts]	40
Council Activities & Elections	[Bonny Hills Community Hall]	40
Council Activities & Elections	[Dunbogan Jubilee Hall]	41
Council Activities & Elections	[Other Fees]	41
Council Activities & Elections	[Other Fees]	42
Council Activities & Elections	[Other Fees]	42
Council Activities & Elections	[Other Fees]	42
Council Activities & Elections	[Other Fees]	43
Council Activities & Elections	[Other Fees]	44
Council Activities & Elections	[Other Fees]	44
Council Activities & Elections	[Other Fees]	44
Council Activities & Elections	[Hire of Grounds]	45
Council Road Closure – Investigation Fee	[Road Closing Application Fees]	14
Council Road Closure Stage 1 – Administration Fee	[Road Closing Application Fees]	14
Council Road Closure Stage 2 – Administration Fee	[Road Closing Application Fees]	15
Council's Drainage Code	[Other Documents]	15
Counter Transaction Fee	[Transaction Fees]	35
Co-Working – Full Day (up to 8 hours)	[The Hub Pop-Up Business and Co-Working Space]	19
Co-Working – Full Time (up to 40 hours)	[The Hub Pop-Up Business and Co-Working Space]	19
Co-Working – Half Day	[The Hub Pop-Up Business and Co-Working Space]	19
Co-Working Monthly Subscription – Full Time (Up to 5 days per week)	[The Hub Pop-Up Business and Co-Working Space]	19

continued on next page ...

Page 126 of 145

C [continued]

Co-Working Monthly Subscription – Part Time (up to 2 days per week)	[The Hub Pop-Up Business and Co-Working Space]	19
Credit Card Surcharge	[Administrative Fees]	15
Cremation	[Cremation]	57
Cricket Club Use	[Lank Bain Sporting Complex]	49
Crown Road Closure Application	[Road Closing Application Fees]	14
Cyanobacteria Identification & Enumeration	[Water Analysis]	27

D

Dance Floor (Tarkett)	[Venue Set Up Items]	33
Data Projector – Meeting Rooms & Studio	[Venue Set Up Items]	33
Data Projector + Screen – Theatre	[Venue Set Up Items]	33
Daycare and Disability Groups	[Kendall, Laurieton and Wauchope]	55
Daycare and Disability Groups	[Port Macquarie]	56
Defects Liability Bond (Dual Occupancy)	[Defects Liability Bonds]	69
Defects Liability Bond (General)	[Defects Liability Bonds]	69
Desexed animal	[Registration Fees]	80
Desexed animal – Eligible pensioner	[Registration Fees]	80
Design specifications one off hard copy	[Construction Specification]	71
Designated Development	[Advertising]	66
Destination Website Promotion Panel	[Other Organisations]	19
Destination Website Promotion Panel	[Not for Profit]	19
Details of current development servicing plans and charges are available from Council's website or by contacting Council's Development Contributions Section on 6581 8686.	[Development Servicing Plans]	39
Development Inspection Fees – Dual Occupancy (Strata)	[Subdivision Works Certificate]	61
Development Inspection Fees – Dual Occupancy (Torrens)	[Subdivision Works Certificate]	61
Development Inspection Fees – Dual Occupancy without Subdivision (All works on Public Road Reserve)	[Section 138 Application]	64
Development Inspection Fees – Industrial Driveway (All works on Public Road Reserve)	[Section 138 Application]	64
Development Inspection Fees – Major Works	[Subdivision Works Certificate]	61
Development Inspection Fees – Major Works	[Section 138 Application]	64
Development Inspection Fees – Minor Works	[Subdivision Works Certificate]	61
Development Inspection Fees – Minor Works	[Section 138 Application]	64
Digital Data	[All other Digital GIS Data]	78
Digital Data	[All other Digital GIS Data]	78
Digital Piano – Clarinova Baby Grand	[Venue Set Up Items]	34
Direct Debit Dishonour Administration Fee	[Administrative Fees]	15
Disconnection/Reconnection of Water Supply	[Miscellaneous Water Fees and Charges]	107
Disposal of dog/cat surrendered to the pound by owner	[Registration Fees]	80
Dissolved Oxygen	[Water Analysis]	26
Domestic Waste Management Services	[Interest Rate on overdue rates & charges]	73
Donations Processing Fee	[Transaction Fees]	35
Double Headstone Application	[All General Cemeteries]	59
Double Plaque with 1st plate	[Lawn Cemetery – Innes Gardens]	59
Dual Occupancy without Subdivision (All works on Public Road Reserve)	[Section 138 Application]	63
DVD Production (for recordings produced by the Glasshouse)	[Video Recording Packages]	35

E

Earth and gravel, waterbound macadam and all other classes of unsealed pavement or shoulders	[Type of Road Pavement]	94
Editing Services (for Recordings Produced by Glasshouse)	[Video Recording Packages]	35
Effluent Reuse	[Miscellaneous Sewerage Fees and Charges]	101
Electrical Call Out Fee	[General Use]	51
Electrical Conductivity	[Water Analysis]	26

continued on next page ...

Page 127 of 145

E [continued]

Electronic Application	[Archive Fee]	66
Electronic Data File Access – Annual Subscription	[Global Positioning Systems]	72
Electronic Data File Access – One Off Access	[Global Positioning Systems]	72
Electronic Direct Mail Advertising	[Other Organisations]	19
Electronic Direct Mail Advertising	[Not for Profit]	19
Electronic Lodgement	[Lodgement Fees]	66
Emergency Works	[Emergency Works]	98
Emergency Works	[Emergency Works]	101
Emergency Works	[Emergency Works]	106
Endorsement of Plans (For Example: S88B Instruments, Transfers, etc) – Council's Legal Costs are in Addition to This Fee	[Subdivision Certificates (Torrens)]	70
Engineering Review & Inspection Fees (Manhole Adjustment)	[Part B – Section 68 Application – Manhole Adjustment]	84
Engineering Review Fees – Amendments	[Subdivision Works Certificate]	61
Engineering Review Fees – Amendments	[Section 138 Application]	64
Engineering Review Fees – Dual Occupancy (Strata)	[Subdivision Works Certificate]	60
Engineering Review Fees – Dual Occupancy (Torrens)	[Subdivision Works Certificate]	60
Engineering Review Fees – Dual Occupancy without Subdivision (All works on Public Road Reserve)	[Section 138 Application]	63
Engineering Review Fees – Industrial Driveway (All works on Public Road Reserve)	[Section 138 Application]	63
Engineering Review Fees – Major Works	[Subdivision Works Certificate]	60
Engineering Review Fees – Major Works	[Section 138 Application]	64
Engineering Review Fees – Minor Works	[Subdivision Works Certificate]	60
Engineering Review Fees – Minor Works	[Section 138 Application]	63
Engineering Review Fees – Subdivision Development (with new public roads)	[Subdivision Works Certificate]	61
Enterococci (confirmed)	[Water Analysis]	26
Environmental Inspection Fee	[Environment]	89
Equivalent Tenants	[Annual Availability Charge]	105
Event and Conference Registration	[Booking Fees]	36
Event/Show Recording for Archival Purposes	[Video Recording Packages]	34
Event/Show Recording for Full Show Quality	[Video Recording Packages]	34
Excess service – 240 Litre weekly general waste	[Annual Charge]	73
Exchange Fee (members)	[Transaction Fees]	35
Exchange Fee (non-members)	[Transaction Fees]	35
Expedition Charge (24 Hr Response)	[Environmental Planning & Assessment Act 1979]	71
Extensive Report Fee	[Water Analysis]	26
External consultant fees and Council co-ordination costs	[Council co-ordination of specialist study preparation or peer review]	38
External Ticketing Event Set-up Fee	[Booking Fees]	36
Extinguishment / Variation to Restrictive Covenant	[Covenants and Easements]	15
Extra Cleaning	[Cleaning]	52

F

Fairmont Gardens – Lighting	[Wauchope Sporting Fields]	50
Family Ash Placement by Appointment	[Extras]	58
Family Memorial Garden (provision for 4)	[Inurnment of Ashes]	57
Family Memorial Garden Refurbishments	[Extras]	58
Farmland	[Base amount by Category]	11
Farmland	[Rate in \$ by Category]	12
Fax – Sending and Receiving (Australia Only)	[Other]	47
Fee to Register a Swimming Pool	[Swimming Pools]	88
Fees to Other Authorities, Government Departments	[Road Closing Application Fees]	15
Fees to Other Authorities, Government Departments	[Covenants and Easements]	15
Filterable Reactive Phosphorus (includes filtration charge)	[Water Analysis]	26
Fine at Account Stage	[Other]	47

continued on next page ...

Page 128 of 145

F [continued]

Fire hydrant installation	[Water Pressure Certificates]	109
Fire Safety Inspection – request by owner	[Fire Safety]	89
Fire Safety Statement	[Fire Safety]	89
Fire sprinkler and / or wall drencher installation	[Water Pressure Certificates]	109
Fluoride	[Water Analysis]	26
Follow-Up Inspection – Onsite Sewage Management Facility: Commercial / Industrial	[Part B – 10. Other Services Fees and Charges]	83
Follow-Up Inspection – Onsite Sewage Management Facility: Domestic	[Part B – 10. Other Services Fees and Charges]	83
Food Improvement Notice Fee – Regulated	[Food Businesses]	87
Foolscap & A3	[Collating]	18
Footpath / Nature Strip (Other Than for Vehicle Crossing)	[Occupancy Fees]	92
Footpath Bond	[Outdoor Dining and Outdoor Trading on Council Roads and Footpaths]	13
For Each Relevant Authority (Separate Cheque Forwarded by Council)	[Integrated Development]	67
For Each Relevant Authority (Separate Cheque Forwarded by Council)	[When Concurrence is Required]	67
Foundry Plaque Proofs (2 included in original plaque fee) Additional Proofs	[Extras]	58
Foyer Hire (for event)	[Conference Spaces]	31
Foyer Hire (for set up by Hirer)	[Conference Spaces]	31
Free Chlorine	[Water Analysis]	27
Frontage	[Contribution from land owners for Kerb & Guttering]	94
Full cost recovery	[Public Hearing]	39
Full Theatre Hire (hire per performance or event)	[Performance Spaces]	28
Function Package	[Miscellaneous Fees]	32

G

Garden of Eternity Scatter Garden	[Inurnment of Ashes]	57
General Admission	[Kendall, Laurieton and Wauchope]	55
General Admission	[Port Macquarie]	55
General Admission – Adult	[Courtroom]	45
General Admission – Children 0-11 years Accompanied by a paying Adult	[Courtroom]	45
General Admission – Children over 12 years	[Courtroom]	45
General Admission – Pensioner	[Courtroom]	45
General Admission – Per Child (School Excursion)	[Courtroom]	45
General Bond	[Miscellaneous]	40
General Bond	[Beechwood School of Arts]	40
General Bond	[Bonny Hills Community Hall]	40
General Bond	[Dunbogan Jubilee Hall]	41
General Bond	[Meeting Room]	41
General Bond	[Other Fees]	41
General Bond	[Other Fees]	42
General Bond	[Other Fees]	42
General Bond	[Other Fees]	42
General Bond	[Other Fees]	42
General Bond	[Tennis Court & Facilities]	43
General Bond	[Other Fees]	43
General Bond	[Other Fees]	44
General Bond	[Other Fees]	44
General Bond	[Other Fees]	44
General Bond	[Other Fees]	44
General Bond	[Hire of Grounds]	45
General Rates	[Interest Rate on Overdue Rates & Charges]	11
General Review – Subdivision Development	[Compliance Certificates for Subdivision Works]	68
Glasshouse Brochure Display Program	[Miscellaneous]	36
Glasshouse Forecourt Bollard Key Deposit	[Events within the Glasshouse Forecourt and Town Green]	91
Glasshouse Membership Program Fee – Adult	[Transaction Fees]	35
Glasshouse Membership Program Fee – Adult Couple	[Transaction Fees]	35
Glasshouse Membership Program Fee – Concession/Under 21/Student	[Transaction Fees]	35
Glasshouse Membership Program Fee – Concession/Under 21/Student – Couple	[Transaction Fees]	35

continued on next page ...

Page 129 of 145

G [continued]

Glasshouse Podium	[Performance Spaces]	29
Grand Piano – Yamaha C7	[Venue Set Up Items]	34
Grave Digging Fee	[Lawn Cemetery – Innes Garden]	58
Grave Digging Fee	[All General Cemeteries]	59
Grave Digging Fee – Child up to 12 years	[Lawn Cemetery – Innes Garden]	58
Grave Digging Fee – Child up to 12 years	[All General Cemeteries]	59
Grave Digging Fee – Double Depth Beams – 1st Interment	[Lawn Cemetery – Innes Garden]	58
Greater than 25 mm	[Testing of Water Meters]	108
Greater than 6,600m ²	[Business]	103
Green / Wood Waste	[General Waste]	75
Ground damage	[Refundable Bonds and Deposits]	54
Ground Fee – Charitable	[General Use]	51
Ground Fee – Commercial	[Other Sporting Fields]	49
Ground Fee – Commercial	[Other Sporting Fields]	49
Ground Fee – Commercial Use	[General Use]	51
Ground Fee – General Use	[General Use]	51
Group 2 / 3 Rugby League	[Port Macquarie Regional Sports Stadium]	54
Group 2 Competition Matches	[Lank Bain Sporting Complex]	49

H

Half excess service – 240 Litre weekly general waste (Shared)	[Annual Charge]	73
Half minimiser service – 140 Litre fortnightly general waste	[Annual Charge]	73
Half special weekly service (shared)	[Annual Charge]	73
Half standard service – 240 Litre fortnightly general waste (Shared)	[Annual Charge]	73
Hangar and Ground Lease Rental	[Other Miscellaneous Fees]	24
Hard copy individual specifications	[Construction Specification]	71
Hastings League	[Port Macquarie Regional Sports Stadium]	54
Hastings League Club Use – Field 1	[Lank Bain Sporting Complex]	49
Hastings League Club Use – Field 2	[Lank Bain Sporting Complex]	49
Hastings League Controlled Fixtures	[Lank Bain Sporting Complex]	49
Hastings Municipal Band	[Miscellaneous]	40
Hastings Schools & Community Organisations	[Meeting Room]	46
Hastings Schools & Community Organisations	[Technology Training Room]	46
Hastings Schools & Community Organisations	[Hire of Both Rooms]	46
Headphones	[Other]	47
Heavy Truck	[Tyres]	75
Heavy Truck	[Tyres]	77
Heavy Truck on rim	[Tyres]	75
Heavy Truck on rim	[Tyres]	77
Heterotrophic Plate Count (HPC)	[Water Analysis]	27
High Risk Premises	[Food Businesses]	87
High Risk Premises	[Public Health Inspection]	88
High Risk System	[Residential]	99
High School Use	[Lank Bain Sporting Complex]	49
Hire Car Operators (Desk & Car Parking)	[Other Miscellaneous Fees]	24
Hire of feral animal trap	[Registration Fees]	80
Hire of vermin traps	[Registration Fees]	80
Hose reel installation	[Water Pressure Certificates]	109
Hourly Rate for Statutory Property Transactions and Advice	[Statutory Property Transactions]	14
House Drainage Plan	[Development Records]	89

I

Imagery extraction process	[Aerial Photography]	79
Impounding and Recovery Fee	[Other Articles]	81
Impounding Fee	[Animals]	80
Impounding Fee	[Animals]	81
Impounding Fee	[Other Articles]	81
Improvement Notice: Other	[Public Health]	88
Improvement Notice: Regulated System	[Public Health]	88
Included in Annual Water Charge	[Residential Properties to be Serviced by Reclaimed Water]	106

continued on next page ...

Page 130 of 145

I [continued]

Industrial Driveway Application (All works on Public Road Reserve)	[Section 138 Application]	63
Information Services (Minimum)	[All other Environment Applications (Including S68)]	87
Initial Inspection of Swimming Pool Barrier	[Swimming Pools]	88
Inspection of amusement devices	[Part F – Other Activities]	85
Inspection of Land Required	[Conveyancing Act 1919 No. 6]	71
Install, construct and operate a new sewage management facility (Commercial / Industrial premises)	[Part C – Section 68 Approval]	84
Install, construct and operate a new sewage management facility (Domestic premises)	[Part C – Section 68 Approval]	84
Inter-Library Loans – Application	[Other]	47
Inter-Library Loans – Urgent	[Other]	47
Internal Review Fee	[Personal Records]	16
Internal Review Fee	[Formal Applications – Non Personal Records]	16
Internet Transaction Fee	[Transaction Fees]	35
Investigation Fee, Search Fee	[Property Management]	14
Issue of environmental protection notices	[Environment]	89

J

Junior Cricket	[Lank Bain Sporting Complex]	49
Junior Rugby League	[Ground Levy]	48
Junior Sporting Groups	[Port Macquarie Regional Sports Stadium]	54

K

Kitchen (use of facilities)	[Other Fees]	44
-----------------------------	--------------	----

L

Land Register Extract – Multiple Properties	[Land Register]	15
Landrigan Park – Lighting	[Wauchope Sporting Fields]	50
Lane Hire	[Kendall, Laurieton and Wauchope]	55
Lane Hire – 1x lane of 50m pool	[Port Macquarie]	56
Laptop	[Venue Set Up Items]	34
Large	[Commercial]	100
Large Commercial Premises	[Food Businesses]	87
Large events, and large events within Glasshouse Forecourt and Town Green	[Security Bonds]	93
Parking Areas – General Bond Area		
Large Livestock (cattle, horses, etc)	[Animals]	76
Large PA	[Venue Set Up Items]	33
Large trailers and all trailers with side extensions, Vans & 1 Ton Utilities	[Domestic]	76
Large trailers and all trailers with side extensions, Vans & 1 Ton Utilities	[Domestic]	76
Laser Pointer	[Venue Set Up Items]	33
Late Fee	[Extras]	58
Lawn Book Plaque with 1st page	[Lawn Cemetery – Innes Gardens]	59
Lawn Cemetery – New Site Fee & Reservation Fee (Site Only)	[Lawn Cemetery – Innes Garden]	58
Lawn Cemetery – New Site Fee (Site Only) (Child up to 12 years)	[Lawn Cemetery – Innes Garden]	58
Lawn Plaque (Double Depth Site)	[Lawn Cemetery – Innes Garden]	58
Lawn Plaque (Standard)	[Lawn Cemetery – Innes Garden]	58
Lectern with Microphone (Wired)	[Venue Set Up Items]	33
Legal Fees	[Lease Application]	13
Legionella Annual Administration Fee	[Public Health]	88
Library / Council	[Meeting Room]	46
Library / Council	[Technology Training Room]	46
Library / Council	[Hire of Both Rooms]	46
Library Members	[Computer Bookings]	46
Light Truck	[Tyres]	75
Light Truck	[Tyres]	77
Light Truck/4x4 on rim	[Tyres]	75
Light Truck/4x4 on rim	[Tyres]	77
Lighting	[Lank Bain Sporting Complex]	49

continued on next page ...

Page 131 of 145

L [continued]

Lighting	[Other Sporting Fields]	49
Lighting	[Port Macquarie Regional Sports Stadium]	54
Lighting – Non Standard – "Prestige"	[Subdivision Certificates (Torrens)]	70
Lighting reprogramming fee	[Other Sporting Fields]	49
Lineal Metre rate	[Disinfection of Water Mains]	107
Little Athletics	[Ground Levy]	48
Local Government Act Order (OSM)	[Environment]	89
Administration Fee		
Lodgement Fee	[Applying to all Part 4A or complying development certificate]	86
Lost Gate Key	[Other Miscellaneous Fees]	25
Lost or Damaged Books Beyond Repair	[Other]	47
Lost or Damaged Fee	[Animals]	80
Lost or Damaged Fee	[Animals]	80
Lost or Damaged Fee	[Other Articles]	81
Lost or Damaged Fee	[Other Articles]	81
Lost Parking Ticket	[Airport Parking Fees]	25
Loving Memories Base Position	[Inurnment of Ashes]	57
Loving Memories Wall of Remembrance Plaque	[Inurnment of Ashes]	57
Low Risk Premises	[Food Businesses]	87
Low Risk Premises	[Public Health Inspection]	88
Low Risk System	[Residential]	99
Lowering existing 20mm Water Meter into a Non-Trafficable Pit	[Water Meter Installation]	108

M

Main Event	[Entry Fee]	20
Maintenance fee for dogs/cats	[Registration Fees]	80
Major Change – Original application fee < \$1,000	[Amended Construction Certificate]	86
Major Change – Original application fee > \$1,000	[Amended Construction Certificate]	86
Map Customizing (Charged in 15 Minute Modules)	[Sale of Maps]	78
Marketing Packages	[Miscellaneous Fees]	32
Masters Swim Club	[Port Macquarie]	56
Maximum water and stormwater fee for dwellings not on reticulated sewerage – on on-site sewage management fee still applicable where relevant	[Other]	82
Medium PA	[Venue Set Up Items]	33
Medium Risk Premises	[Food Businesses]	87
Medium Risk Premises	[Public Health Inspection]	88
Medium Risk System	[Residential]	99
Meeting Room 1 and 2 Combined Hire – After Hours (71 – 140 people, after business hours access inclusive of 1 staff). After Hours = 5.30pm – 11pm weekdays or 9am – 11pm Saturdays. Staff surcharges apply on Sundays, Public Holidays and after 11pm	[Conference Spaces]	30
Meeting Room 1 and 2 Combined Hire (1/2 Day)	[Conference Spaces]	29
Meeting Room 1 and 2 Combined Hire (Full Day)	[Conference Spaces]	30
Meeting Room 1 OR 2 Hire – After Hours (0 – 70 people, after business hours access inclusive of 1 staff). After Hours = 5.30pm – 11pm weekdays or 9am – 11pm Saturdays. Staff surcharges apply on Sundays, Public Holidays and after 11pm	[Conference Spaces]	29
Meeting Room 1 OR 2 Hire (1/2 Day)	[Conference Spaces]	29
Meeting Room 1 OR 2 Hire (Full Day)	[Conference Spaces]	29
Meeting Room Hire	[The Hub Pop-Up Business and Co-Working Space]	19
Member Transaction Fee	[Transaction Fees]	35
Membership Processing Fee	[Transaction Fees]	35
Merchandising	[Miscellaneous Fees]	32
Metal & White goods	[General Waste]	75

continued on next page ...

Page 132 of 145

M [continued]

Metals & White Goods	[Other Waste]	77
Mezzanine Theatre Presentation Package	[Performance Spaces]	29
Microscopic Identification	[Water Analysis]	26
Minimiser service – 140 Litre fortnightly general waste	[Annual Charge]	73
Minimum 1 hour	[Search Fee – Miscellaneous]	70
Minimum Fee	[Disinfection of Water Mains]	107
Minimum Waste Charge – Single Dwelling	[Annual Charge]	73
Minor Change	[Amended Construction Certificate]	86
Minor LEP amendments and reclassifications	[Minor LEP Amendments and Reclassifications]	38
Mirror Ball	[Venue Set Up Items]	34
Miscellaneous Ticket / Merchandise Packages	[Booking Fees]	36
Mixed Solid Waste	[General Waste]	75
Mobile Food Vending Vehicle – Annual Approval	[Food Businesses]	87
Modem	[Venue Set Up Items]	34
Modification Involving Minimal Environmental Impact	[Modification of DA or Consent]	67
Motorcycle	[Tyres]	75
Motorcycle	[Tyres]	77
Motorcycles	[Standard Full Fee]	95
Multiple services – sizes larger than 20mm	[Meter size]	83
Music Stands	[Venue Set Up Items]	34

N

Naming / Renaming Council Public Road / Reserve	[Naming & Renaming of Roads and Reserves]	14
Naming / Renaming of a Crown Reserve	[Naming & Renaming of Roads and Reserves]	14
Netball	[Ground Levy]	48
New 20mm Reclaimed & Potable Water Meter – Long Service	[Water Meter Installation]	108
New 20mm Reclaimed & Potable Water Meter – Short Service	[Water Meter Installation]	108
New 20mm Reclaimed and Potable Combo Water Meter	[Water Meter Installation]	108
New Application Fee	[Commercial Activities on Council Managed Land]	48
New Owners Administration Fee	[Administrative Fees]	15
New single 20 mm Potable Water Meter	[Water Meter Installation]	108
New single 20mm Potable Water Meter – Long Service	[Water Meter Installation]	109
New single 20mm Potable Water Meter – Short Service	[Water Meter Installation]	109
New single 20mm Reclaimed Water Meter	[Water Meter Installation]	108
New single 20mm Reclaimed Water Meter – Long Service	[Water Meter Installation]	109
New single 20mm Reclaimed Water Meter – Short Service	[Water Meter Installation]	109
New single 20mm service	[Meter size]	83
New Site – Right of Burial Site Fee	[Lawn Cemetery – Innes Gardens]	59
New Site – Right of Burial Site Fee	[All General Cemeteries]	59
Nitrate – N (calculated from NOx and Nitrite)	[Water Analysis]	26
Nitrate (if NOx and Nitrite also reported)	[Water Analysis]	26
Nitrite – N (includes filtration charge)	[Water Analysis]	26
No Fee	[Administrative LEP Amendments]	38
Nomination	[Multi Sport Competition]	53
Nomination	[Volleyball Competition]	53
Nomination	[Ultimate Disc Competition]	53
Nomination	[Mixed Netball/Fast 5 Competition]	53
Non – Desexed animal	[Registration Fees]	80
Non – Desexed animal – Recognised Breeder	[Registration Fees]	80
Non Rateable – Section 555 churches & halls	[Annual Charges]	99
Non Rateable – Section 555 Other than churches and halls	[Annual Charges]	99
Non Rateable – Section 556	[Annual Charges]	99
Non-compliance operating Trade Waste Charge – Volume with No treatment	[Trade Waste Charges]	101

continued on next page ...

Page 133 of 145

N [continued]

Non-compliance operating Trade Waste Charge – Volume with Pre-Treatment	[Trade Waste Charges]	101
Non-Operational and Abandoned Aircraft	[General Aviation (GA) Services]	24
Not for Profit	[Main Hall]	40
Not for Profit	[Practice Rooms]	40
Not for Profit	[Beechwood School of Arts]	40
Not for Profit	[Bonny Hills Community Hall]	40
Not for Profit	[Dunbogan Jubilee Hall]	41
Not for Profit	[Hall]	41
Not for Profit	[Meeting Room]	41
Not for Profit	[Hall]	41
Not for Profit	[Meeting Room]	41
Not for Profit	[Hall]	42
Not for Profit	[Hall]	42
Not for Profit	[Hall]	42
Not for Profit	[Tennis Court & Facilities]	43
Not for Profit	[Hall]	43
Not for Profit	[Les Crisp Auditorium]	43
Not for Profit	[The Pioneer Room]	43
Not for Profit	[Marjorie "Nikki" Adams Lounge]	43
Not for Profit	[Hall]	44
Not for Profit	[Hall]	44
Not for Profit	[Courtroom]	45
Not for Profit	[Hire of Grounds]	45
Not for profit, sporting groups, community groups	[Main Stadium (all courts)]	54
Not for profit, sporting groups, community groups	[Downstairs Studio]	54
Not for profit, sporting groups, community groups	[Upstairs Studio]	54
Notice of completion of a manufactured home, removable dwelling or associated structure on land – inspection fee.	[Part A – Structures or places of public entertainment]	81
Notice of completion of a manufactured home, removable dwelling or associated structure on land – re-inspection fee.	[Part A – Structures or places of public entertainment]	81
Notice of Impounding – Administration Fee	[Animals]	80
Notice of Impounding – Administration Fee	[Other Articles]	81
Notification / Registration of Public Health Business	[Public Health]	88
Notification of Cooling Tower/Warm Water System	[Public Health]	88
NOx – N (includes filtration charge)	[Water Analysis]	26

O

Occupancy of Car Park	[Application Fees]	91
Occupation Certificate	[Complying Development Certificate]	85
Oil & Grease	[Trade Waste Charges]	101
On application only special weekly service – 140 Litre weekly general waste	[Annual Charge]	73
On Request Kerbside Collection	[Other Services]	74
On Site	[After School Care]	53
One sign	[Application and Sign Fee for New Community, Service and Tourism Signage]	93
Open General Cemeteries – Site only (Child up to 12 years)	[All General Cemeteries]	59
Open General Cemeteries – Site only or Reservation Fee	[All General Cemeteries]	59
Operate sewerage management facility (Commercial / industrial premises)	[Part C – Section 68 Approval]	84
Operate sewerage management facility (Domestic premises)	[Part C – Section 68 Approval]	84
Or per Lineal Metre	[Plan Copy Charges]	71
Orchestral Chairs	[Venue Set Up Items]	33
Other	[Courtroom]	45
Other	[Hire of Grounds]	45
Other (Tractor Earthmoving)	[Tyres]	76

continued on next page ...

Page 134 of 145

O [continued]

Other (Tractor Earthmoving)	[Tyres]	77
Other Miscellaneous Technical or Event Items	[Venue Set Up Items]	33
Other Modifications	[Modification of DA or Consent]	67
Other Services	[Water Analysis]	26
Other Waste Management Services	[Interest Rate on overdue rates & charges]	73
Outside groups	[Canteen Fee]	49
Outside groups – Bond	[Canteen Fee]	49
Outstanding notices	[Certificates]	89
Outstanding Works Bond (Dual Occupancy)	[Outstanding Works Bonds]	69
Outstanding Works Bond (General)	[Outstanding Works Bonds]	69
Outstanding Works Bond (Industrial Driveway)	[Outstanding Works Bonds]	69
Outstanding Works Bond (Single Dwelling) – Complex Applications	[Outstanding Works Bonds]	69
Outstanding Works Bond Fees & Charges	[Subdivision Works Certificate]	62
Outstanding Works Bond Fees & Charges	[Section 138 Application]	64
Oval	[Lights]	49
Over Size (Sewer Plans)	[Plan Copy Charges]	71
Overgrown Land	[Environment]	89
Overgrown Land – according to LGA (Clause 124)	[Environment]	89

P

Package A	[Audio Visual Conference Packages]	33
Package B	[Audio Visual Conference Packages]	33
Package C	[Audio Visual Conference Packages]	33
Pans & Effluent	[Septic Sewage Fees]	100
Paper Application	[Archive Fee]	66
Paper Lodgement	[Lodgement Fees]	66
Parking Lane – Industrial and CBD Areas	[Occupancy Fees]	92
Parking Lane – Industrial and CBD Areas	[Occupancy Fees]	92
Parking Lane – Industrial and CBD Areas	[Occupancy Fees]	92
Parking Lane – Residential Zone (Other Than Vehicle Crossing)	[Occupancy Fees]	92
Parking Lane – Residential Zone (Other Than Vehicle Crossing)	[Occupancy Fees]	92
Passenger Departure Fee	[Regular Public Transport (RPT) Services]	23
Passenger Landing Fee	[Regular Public Transport (RPT) Services]	23
Passenger Vans, Utilities, Small Trailers up to 8' x 5' size with no side extensions	[Domestic]	76
Passenger Vans, Utilities, Small Trailers up to 8' x 5' size with no side extensions	[Commercial]	76
Passenger Vans, Utilities, Small Trailers up to 8' x 5' size with no side extensions	[Domestic]	76
Passenger Vans, Utilities, Small Trailers up to 8' x 5' with no side extensions	[Commercial]	76
PCA (where CC/CDC issued by private certifier) – All values	[Certification]	85
PCA (where CC/CDC issued by private certifier) – Re-inspection fee / minimum inspection fee	[Certification]	85
PCA Site Signage	[Certification]	85
Per \$1,000 above \$800,000 fee	[Subdivision Works Certificate – Earthworks & Clearing ONLY – Engineering Plan Checking]	67
Per Day	[Non sporting]	55
Per Hour	[Non sporting]	55
Performance Bond	[Bonds]	50
Performance Bond	[General Use]	51
Performance Bond	[Refundable Bonds and Deposits]	55
Performance Days	[Ground Fee – Non Holidays]	50
Performance Days	[Ground Hire Fees – School & Public Holidays]	50
pH	[Water Analysis]	26
pH Coefficient	[Trade Waste Charges]	101
Photographic Digital Images	[Image Library]	19
Photography Packages (access to non-public venues)	[Miscellaneous Fees]	32
Photos on Plaques	[Extras]	58
Piano Tuning	[Venue Set Up Items]	34

continued on next page ...

Page 135 of 145

P [continued]

Placement fee per lot of ash in an occupied gravesite (1 per site)	[Lawn Cemetery – Innes Gardens]	59
Placement fee per lot of ash in an occupied gravesite (up to 4) – Closed cemeteries	[All General Cemeteries]	59
Placement fee per lot of ash in an occupied gravesite (up to 4) – Open cemeteries	[All General Cemeteries]	59
Plaque Refurbishment / Upgrades	[Extras]	58
Plaques for above	[Inurnment of Ashes]	57
plus Weekly Game Fee	[Ultimate Disc Competition]	53
plus Weekly Game Fee	[Mixed Netball/Fast 5 Competition]	53
Plus Weekly Game Fee	[Multi Sport Competition]	53
Plus Weekly Game Fee	[Volleyball Competition]	53
PMQ Senior's Club	[Other Fees]	44
Port Macquarie General Digging Fee	[All General Cemeteries]	59
Postage	[Inurnment of Ashes]	57
Postage and Handling	[All other Digital GIS Data]	78
Postage Fee	[Transaction Fees]	35
Potentially Toxic Cyanobacteria Identification & Enumeration	[Water Analysis]	27
Preparation and / or review of a DCP	[Development Control Plans]	38
Preparation of Contributions Deferral Deed	[Deferred Developer Contributions]	39
Preparation of fire safety report	[Fire Safety]	89
Pre-Purchase Inspection – Onsite Sewage Management Facility: Commercial / Industrial – Standard Service	[Part B – 10. Other Services Fees and Charges]	83
Pre-Purchase Inspection – Onsite Sewage Management Facility: Commercial / Industrial – Urgent Service	[Part B – 10. Other Services Fees and Charges]	83
Pre-Purchase Inspection – Onsite Sewage Management Facility: Domestic – Standard Service	[Part B – 10. Other Services Fees and Charges]	83
Pre-Purchase Inspection – Onsite Sewage Management Facility: Domestic – Urgent Service	[Part B – 10. Other Services Fees and Charges]	83
Pre-Purchase Inspection Report for Food Handling Business	[Food Businesses]	87
Pre-Purchase Public Health Inspection	[Public Health]	88
Pre-Registration Fee	[Food Businesses]	87
Presentation Mouse	[Venue Set Up Items]	33
Pressure Sewer	[Annual Charges]	99
Preview Monitor	[Venue Set Up Items]	33
Primary School Use	[Lank Bain Sporting Complex]	49
Prints 1-50	[Printing]	18
Prints 51+	[Printing]	18
Priority Charge	[Sale of Maps]	78
Private Functions	[Main Hall]	40
Private Functions	[Practice Rooms]	40
Private Functions	[Beechwood School of Arts]	40
Private Functions	[Bonny Hills Community Hall]	40
Private Functions	[Dunbogan Jubilee Hall]	41
Private Functions	[Hall]	41
Private Functions	[Meeting Room]	41
Private Functions	[Hall]	41
Private Functions	[Meeting Room]	41
Private Functions	[Hall]	42
Private Functions	[Hall]	42
Private Functions	[Hall]	42
Private Functions	[Tennis Court & Facilities]	43
Private Functions	[Hall]	43
Private Functions	[Les Crisp Auditorium]	43
Private Functions	[The Pioneer Room]	43
Private Functions	[Marjorie "Nikki" Adams Lounge]	43
Private Functions	[Hall]	44
Private Functions	[Hall]	44
Private Functions	[Courtroom]	45
Private Functions	[Hire of Grounds]	45
Private water meter readings	[Water Meter Readings]	108

continued on next page ...

Page 136 of 145

P [continued]

Private Works on Canals – Maintenance Permit	[Beach & Boating]	48
Processing Charge – hourly rate	[Personal Records]	16
Processing Charge – hourly rate	[Formal Applications – Non Personal Records]	16
Processing Charge – hourly rate	[Informal and all other Applications]	16
Processing Fee for Council	[Integrated Development]	67
Processing Fee for Council	[When Concurrence is Required]	67
Prohibition Order: Other	[Public Health]	88
Prohibition Order: Regulated System	[Public Health]	88
Prohibition Order: Reinspection	[Public Health]	88
Property Loss	[Refundable Bonds and Deposits]	54
Provision of specialised GIS services	[Consultancy]	79
Public Health Inspection: Reinspection	[Public Health]	88

R

Radio Microphone – Hand held OR lapel	[Venue Set Up Items]	33
Radio Microphone – Headset (Radio Mic + DPA Microphone)	[Venue Set Up Items]	33
Rate Information – Per hour	[Rate Information]	11
Reclaimed Water Consumption – Tier 1	[Usage Fees]	106
Recording for a Conference or Symposium	[Video Recording Packages]	34
Rectangle Table Cloths (Charcoal, fitted)	[Venue Set Up Items]	34
Recyclable materials	[General Waste]	75
Recyclable Materials	[Other Waste]	77
Redox	[Water Analysis]	26
Re-establishment fee	[Disinfection of Water Mains]	107
Regional Gallery Hire (Top Floor OR Ground Floor)	[Conference Spaces]	31
Register a caravan park or manufactured home estate – Minimum Fee PLUS per site	[Part F – Other Activities]	85
Register a caravan park or manufactured home estate – Per site	[Part F – Other Activities]	85
Registration of Backflow Prevention Devices	[Testing of Water Meters]	108
Registration of Food Handling Premises	[Food Businesses]	87
Regular users – Annual Bond	[Refundable Bonds and Deposits]	54
Regular users – Key Deposits	[Refundable Bonds and Deposits]	54
Regular users – Key Deposits	[Refundable Bonds and Deposits]	55
Regular users – Schools/Charity	[Refundable Bonds and Deposits]	54
Reinspection	[Food Businesses]	87
Re-inspection Fee	[Trade Waste Charges]	101
Re-inspection Fee – Building Certificate Application	[Certificates]	89
Re-issue of Reports	[Water Analysis]	26
Release of dog/cat from Pound	[Registration Fees]	80
Remote water meter transmitter hire	[Miscellaneous Water Fees and Charges]	107
Removal of rubbish	[Refundable Bonds and Deposits]	54
Rental for Outdoor Dining – Non Port Macquarie CBD	[Outdoor Dining and Outdoor Trading on Council Roads and Footpaths]	13
Rental for Outdoor Dining – Port Macquarie CBD	[Outdoor Dining and Outdoor Trading on Council Roads and Footpaths]	13
Rental for Outdoor Dining – Villages	[Outdoor Dining and Outdoor Trading on Council Roads and Footpaths]	13
Replacement Bin	[Other Services]	74
Replacement of a Stolen 20mm Water Meter	[Water Meter Installation]	108
Replacement of Lost Cards	[Other]	47
Replacement Plants	[Extras]	58
Request for Cremation Certificate After Service Day	[Extras]	58
Requests for New / Variation to Easements	[Covenants and Easements]	15
Reservations	[Other]	47
Reserve Site Loving Memories Memorial Wall Admin Fee	[Inurnment of Ashes]	57
Residential	[Residential]	103
Residential – Defined Urban Centres	[Base amount by Category]	11
Residential – Defined Urban Centres	[Rate in \$ by Category]	12
Residential – Other	[Base amount by Category]	11
Residential – Other	[Rate in \$ by Category]	12

continued on next page ...

Page 137 of 145

R [continued]

Residential Strata	[Residential Strata]	104
Re-signing of Subdivision Plans/Post Cadastral Correction	[Subdivision Certificates (Torrens)]	70
Resubmitted Linen Plan	[Subdivision Certificates (Torrens)]	70
Returned Bulk Tickets	[Booking Fees]	36
Review of Determination of DA	[Review of Determination of DA]	66
Road occupancy / opening < 1 week	[Application Fees]	91
Road occupancy / opening > 1 week	[Application Fees]	91
Roads Act Application Amendments	[Section 138 Application]	63
Roads Act Application for Construction Works on Road Reserve (Section 138 Application)	[Section 138 Application]	63
Roads Act Approval Modification – Major Works	[Section 138 Application]	64
Roads Act Approval Modification – Minor Works	[Section 138 Application]	64
Room 1	[Meeting Rooms]	53
Room 2	[Meeting Rooms]	53
Rose Garden Inurnment	[Inurnment of Ashes]	57
Rose Garden Reservation	[Inurnment of Ashes]	57
Ross Family Studio 3 day hire – Performance Hire on 3 consecutive days for up to 7 hours* per day. Includes A/C, cleaning, access to standard in-house lighting and sound rig, and Venue Supervisor.	[Performance Spaces]	28
Ross Family Studio 5 day hire – Performance Hire on 5 consecutive days for up to 7 hours* per day. Includes A/C, cleaning, access to standard in-house lighting and sound rig, and Venue Supervisor.	[Performance Spaces]	28
Ross Family Studio Hire – Performance/Seminar	[Performance Spaces]	28
Ross Family Studio Hire (1/2 Day) – Meeting Only During Business Hours, Monday to Friday 9am – 5.30pm	[Performance Spaces]	29
Ross Family Studio Hire (Full Day) – Meeting Only During Business Hours, Monday to Friday 9am – 5.30pm	[Performance Spaces]	29
Ross Family Studio Hire Bare Walls (This mode is only available when combined with Theatre hire. Not available after hours. Flat rate of \$180, then \$30/hr thereafter)	[Performance Spaces]	28
Rostrum / Risers	[Venue Set Up Items]	34
Round Table Cloths (White)	[Venue Set Up Items]	34

S

Sale of Council Owned Land	[Property Management]	14
Sale of doggy leash bags	[Registration Fees]	80
Sale of Flash Drives	[Other]	47
Sale of in-house water meters	[Miscellaneous Water Fees and Charges]	107
Sale of refill bags for doggy leash bags	[Registration Fees]	80
Salinity	[Water Analysis]	27
Sample Collection (gas)	[Water Analysis]	27
Sample Collection (water)	[Water Analysis]	27
Sample Containers	[Water Analysis]	27
Sample Preparation Fee For Complex Matrix	[Water Analysis]	26
Sanctuary Springs Special Rate	[Interest Rate on Overdue Rates & Charges]	11
Sanctuary Springs Special Rate	[Rate in \$ by Category]	12
Saturday Surcharge	[Extras]	58
Scatter of Ash	[Inurnment of Ashes]	57
School Carnivals	[Kendall, Laurieton and Wauchope]	55
School Carnivals	[Port Macquarie]	56
School Groups	[Kendall, Laurieton and Wauchope]	55
School Groups	[Port Macquarie]	55
Screen (8ft x 12ft)	[Venue Set Up Items]	33
Searching and compiling documents – per 15 mins	[Subpoena to produce documents]	17

continued on next page ...

Page 138 of 145

S [continued]

Second Right of Burial Fee (Double Depth Site)	[Lawn Cemetery – Innes Garden]	58
Section 10.7(2) Planning Certificate	[Environmental Planning & Assessment Act 1979]	71
Section 10.7(5) Planning Certificate	[Environmental Planning & Assessment Act 1979]	71
Section 138 REF in Relation to Works within Council Public Road(s)	[REF for Works within Council Public Road]	91
Section 6.26 Building Certificate	[Environmental Planning & Assessment Act 1979]	71
Section 603 Certificate	[Certificates]	11
Section 88G Certificate	[Conveyancing Act 1919 No. 6]	71
Security Bond – For Damage to Public Infrastructure	[Security Bonds]	93
Security Bond for Infrastructure Works and Infrastructure Damage Associated with Building Developments	[Protection of Public Infrastructure Bonds]	69
Security Screening Fee	[Regular Public Transport (RPT) Services]	23
Semi-Trailers	[Standard Full Fee]	95
Septic to Sewer Conversion	[Part B – 10. Other Services Fees and Charges]	83
Service Fee to be charged upon the issue of a Final Notice of Intention to Disconnect Water	[Miscellaneous Water Fees and Charges]	107
Sewer Annual Charges	[Interest Rate on overdue rates & charges]	99
Sewer Junction Location – Expedition Charge	[Miscellaneous Sewerage Fees and Charges]	102
– Response Required for 24 Hour Pick Up		
Sewer Junction Location – Letter to Customer Advising not Available	[Miscellaneous Sewerage Fees and Charges]	102
Sewer Junction Location – Mailed	[Miscellaneous Sewerage Fees and Charges]	102
Sewer Main Pressure Testing	[Miscellaneous Sewerage Fees and Charges]	101
Sewerage Pumping Station Commissioning	[Miscellaneous Sewerage Fees and Charges]	101
Shuttles	[Equipment Hire]	51
Side and/or Rear	[Contribution from land owners for Kerb & Guttering]	94
Single Headstone Application	[All General Cemeteries]	59
Single Phase	[Power – Access Fee]	50
Single Plate	[Lawn Cemetery – Innes Gardens]	59
Single Residential Dwelling Driveway and Utility Connection Application (All Works on Public Road Reserve)	[Section 138 Application]	63
Site Fees – 3x3 site – 1 x single phase power included	[Tastings Ignites Food Vendors]	20
Site Fees – 3x3 site – 1 x single phase power included	[General Exhibitors]	21
Site Fees – 3x3 site – 1 x three phase power included	[Tastings Ignites Food Vendors]	21
Site Fees – 3x3 site – 1 x three phase power included	[General Exhibitors]	22
Site Fees – 3x3 site – 2 x single phase power included	[Tastings Ignites Food Vendors]	21
Site Fees – 3x3 site – 2 x single phase power included	[General Exhibitors]	21
Site Fees – 3x3 site – 3 x single phase power included	[Tastings Ignites Food Vendors]	21
Site Fees – 3x3 site – 3 x single phase power included	[General Exhibitors]	21
Site Fees – 3x3 site – 4 x single phase power included	[Tastings Ignites Food Vendors]	21
Site Fees – 3x3 site – 4 x single phase power included	[General Exhibitors]	22
Site Fees – 3x3 site – without power	[General Exhibitors]	21
Site Fees – 3x3 site BYO marquee and without power	[Hastings Farmers Market & Makers Market Exhibitors]	20
Site Fees – 3x3 site with marquee – 1 x single phase power included	[Hastings Farmers Market & Makers Market Exhibitors]	20
Site Fees – 3x3 site with marquee – 1 x three phase power included	[Hastings Farmers Market & Makers Market Exhibitors]	20
Site Fees – 3x3 site with marquee – 2 x single phase power included	[Hastings Farmers Market & Makers Market Exhibitors]	20
Site Fees – 3x3 site with marquee without power	[Hastings Farmers Market & Makers Market Exhibitors]	20

continued on next page ...

Page 139 of 145

S [continued]

Site Fees – 3x6 site – 1 x single phase power included	[Tastings Ignites Food Vendors]	21
Site Fees – 3x6 site – 1 x single phase power included	[General Exhibitors]	22
Site Fees – 3x6 site – 1 x three phase power included	[Tastings Ignites Food Vendors]	21
Site Fees – 3x6 site – 1 x three phase power included	[General Exhibitors]	22
Site Fees – 3x6 site – 2 x single phase power included	[Tastings Ignites Food Vendors]	21
Site Fees – 3x6 site – 2 x single phase power included	[General Exhibitors]	22
Site Fees – 3x6 site – 3 x single phase power included	[Tastings Ignites Food Vendors]	21
Site Fees – 3x6 site – 3 x single phase power included	[General Exhibitors]	22
Site Fees – 3x6 site – 4 x single phase power included	[Tastings Ignites Food Vendors]	21
Site Fees – 3x6 site – 4 x single phase power included	[General Exhibitors]	22
Site Fees – 3x6 site – without power	[General Exhibitors]	22
Site Fees – 3x6 site BYO marquee and without power	[Hastings Farmers Market & Makers Market Exhibitors]	20
Site Fees – 3x6 site with marquee – 1 x single phase power included	[Hastings Farmers Market & Makers Market Exhibitors]	20
Site Fees – 3x6 site with marquee – 1 x three phase power included	[Hastings Farmers Market & Makers Market Exhibitors]	20
Site Fees – 3x6 site with marquee – 2 x single phase power included	[Hastings Farmers Market & Makers Market Exhibitors]	20
Site Fees – 3x6 site with marquee without power	[Hastings Farmers Market & Makers Market Exhibitors]	20
Sludge (septic)	[Septic Sewage Fees]	100
Small	[Commercial]	100
Small Domestic	[Animals]	76
Small Function Room Hire (level 2) – 1/2 Day	[Conference Spaces]	30
Small Function Room Hire (level 2) – Full Day	[Conference Spaces]	30
Small Livestock (sheep, goat, calf, etc)	[Animals]	76
Small PA	[Venue Set Up Items]	33
Smoke / Haze Machine	[Venue Set Up Items]	34
Soccer	[Ground Levy]	48
Soccer Field (each pole)	[Lights]	49
Speakers Room (Level 2) – Full Day	[Conference Spaces]	30
Speakers Room (level 2) – Weekly Hire	[Conference Spaces]	30
Special Event / Social	[Port Macquarie Regional Sports Stadium]	54
Special Event Glasshouse Hay Street Reserve Usage Fee	[Events within the Glasshouse Forecourt and Town Green]	91
Special Wastes	[General Waste]	75
Spectator admission	[Kendall, Laurieton and Wauchope]	55
Spectator admission	[Port Macquarie]	55
Staff attendance and travel time – Hourly rate	[Subpoena to attend court]	17
Stage 1: Lodgement and review	[Other LEP Amendments]	38
Stage 2: Exhibition and finalisation	[Other LEP Amendments]	38
Standard service – 240 Litre fortnightly general waste	[Annual Charge]	73
Standing Plant (Skips, Concrete Pumps, Cranes, etc)	[Occupancy Fees]	92
Standing plant < 1 week	[Application Fees]	91
Standing plant > 1 week	[Application Fees]	91
Stands	[Extras]	58
Stapling	[Collating]	18
State & Federal Elections	[Miscellaneous]	40
State & Federal Elections	[Beechwood School of Arts]	40
State & Federal Elections	[Bonny Hills Community Hall]	40
State & Federal Elections	[Dunbogan Jubilee Hall]	41
State & Federal Elections	[Meeting Room]	41
State & Federal Elections	[Other Fees]	41
State & Federal Elections	[Other Fees]	42

continued on next page ...

Page 140 of 145

S [continued]

State & Federal Elections	[Other Fees]	42
State & Federal Elections	[Other Fees]	42
State & Federal Elections	[Other Fees]	43
State & Federal Elections	[Other Fees]	44
State & Federal Elections	[Other Fees]	44
State & Federal Elections	[Other Fees]	44
State & Federal Elections	[Hire of Grounds]	45
Stolen Bin – First Replacement Only	[Other Services]	74
Stolen Bin – Subsequent Replacements	[Other Services]	74
Storage Fee	[Other Articles]	81
Stormwater Management Annual Charge	[Interest Rate on overdue rates & charges]	103
Strata Certificate	[Strata Certificate]	71
Strata Units	[Annual Availability Charge]	105
Street Banner Poles – Banner Change Over Fee	[Street Banner Poles]	93
Street Stalls	[Street Stalls]	94
Structural damage	[Refundable Bonds and Deposits]	54
Subdivision Inspection Fee – Industrial Roads	[Subdivision Works Certificate]	61
Subdivision Inspection Fee – Residential Roads	[Subdivision Works Certificate]	61
Subdivision Inspection Fee – Rural Residential Roads	[Subdivision Works Certificate]	61
Subdivision Inspection Fee – Rural Roads	[Subdivision Works Certificate]	61
Subsequent Inspection of Swimming Pool Barrier	[Swimming Pools]	88
Super Singles	[Tyres]	75
Super Singles	[Tyres]	77
Supervised 2 hour booking	[Birthday Parties]	53
Supervision NOT Required	[Schools]	52
Supervision of Interconnection to existing main or Supervision of Pressure Testing	[Miscellaneous Water Fees and Charges]	107
Supervision Required	[Schools]	52
Supply of Bins – New Service	[Other Services]	74
Supply, Installation, Removal or Relocation of Markers to Identify the Footway Dining Area.	[Outdoor Dining and Outdoor Trading on Council Roads and Footpaths]	13
Support Field (each pole)	[Lights]	49
Surcharge for Grave Digging	[Extras]	58
Survey Fee	[Lease Application]	13
Survey, Valuation, Legal	[Property Management]	14
Survey, Valuation, Legal	[Road Closing Application Fees]	15
Survey, Valuation, Legal	[Covenants and Easements]	15
Sustenance Fee	[Animals]	80
Swim Club	[Kendall, Laurieton and Wauchope]	55
Swim Club	[Port Macquarie]	56

T

Tanker Hire for Disinfection of Water Mains	[Disinfection of Water Mains]	107
Tanker Truck	[Miscellaneous Water Fees and Charges]	107
Tar and bituminous surfaces on all classes of base other than cement concrete	[Type of Road Pavement]	94
Technical Specifications Late Fee	[Miscellaneous Fees]	32
Telephone Transaction Fee	[Transaction Fees]	35
Temporary Event Food Premises (4-50 events p.a)	[Food Businesses]	87
Temporary Event Involving Food (1-3 days p.a maximum)	[Food Businesses]	87
Temporary Licence (per additional location)	[Commercial Activities on Council Managed Land]	48
Temporary Licence (per additional location)	[Commercial Activities on Council Managed Land]	48
Temporary Licence (up to 2 nominated locations)	[Commercial Activities on Council Managed Land]	48
Tennis	[Ground Levy]	48
Testing of Backflow Prevention Devices	[Testing of Water Meters]	108
Theatre Forestage / Pit	[Venue Set Up Items]	33
Theatre Hire Rehearsal Rate (per hour)	[Performance Spaces]	28
Theatre Hire Stalls Only	[Performance Spaces]	28
Theatre PA	[Venue Set Up Items]	33
Thermotolerant Coliforms (confirmed)	[Water Analysis]	26

continued on next page ...

Page 141 of 145

T [continued]

Thermotolerant Coliforms (presumptive)	[Water Analysis]	26
Three Phase	[Power – Access Fee]	50
Ticket Price \$0.01 – \$20.00	[Booking Fees]	36
Ticket Price \$100.01 +	[Booking Fees]	36
Ticket Price \$20.01 – \$50.00	[Booking Fees]	36
Ticket Price \$50.01 – \$75.00	[Booking Fees]	36
Ticket Price \$75.01 – \$100.00	[Booking Fees]	36
Ticket Re-issue Fee (members)	[Transaction Fees]	35
Ticket Re-issue Fee (non-members)	[Transaction Fees]	35
Ticketing Event Amendment Fee	[Booking Fees]	36
Total BOD5	[Water Analysis]	26
Total Chlorine	[Water Analysis]	27
Total Coliforms & E. coli (MPN)	[Water Analysis]	27
Total Dissolved Solids (Calculation)	[Water Analysis]	27
Total Dissolved Solids (TDS)	[Trade Waste Charges]	101
Total Kjeldahl Nitrogen – N	[Water Analysis]	27
Total Kjeldahl Nitrogen – N (Calculated if TN and NOx also reported)	[Water Analysis]	27
Total Nitrogen (persulphate digestion)	[Water Analysis]	27
Total Organic Nitrogen – N (Calculated TKN – NH3)	[Water Analysis]	27
Total Phosphorous (persulphate digestion)	[Water Analysis]	27
Total Phytoplankton Identification & Enumeration	[Water Analysis]	27
Total Suspended Solids	[Water Analysis]	26
Total Suspended Solids (TSS)	[Trade Waste Charges]	101
Touch Football	[Ground Levy]	48
Tractor – Large	[Tyres]	75
Tractor – Large	[Tyres]	77
Tractor – Small/Medium	[Tyres]	75
Tractor – Small/Medium	[Tyres]	77
Traffic Management Bond Administration Fee	[Security Bonds]	93
Trafficable Lane Occupancy	[Occupancy Fees]	92
Transfer Bin Waste	[General Waste]	75
Transport Tickets	[Booking Fees]	36
Travel, accommodation and meal expenses	[Subpoena to attend court]	17
Tree Garden Inurnment	[Inurnment of Ashes]	57
Tree Garden Reservation	[Inurnment of Ashes]	57
Tree Preservation Bond – Specific Species (Any Development)	[Tree Preservation Bonds]	69
Trucks > 4t GVM Approx. 2t Payload	[Standard Full Fee]	95
Turbidity	[Water Analysis]	27
Two or three signs	[Application and Sign Fee for New Community, Service and Tourism Signage]	93

U

Unconnected – Section 548A	[Annual Charges]	99
Unlock/Lock facilities fee	[Other Sporting Fields]	49
Unsupervised (private) 2 hours	[Birthday Parties]	53
Up to \$15,000	[Estimated cost of project]	82
Up to \$20,000	[Private Works (pre-paid)]	98
Up to \$20,000	[Government Department & Other Local Government Instrumentalities]	98
Up to \$20,000	[Private Works (pre-paid)]	101
Up to \$20,000	[Government Department & Other Local Government Instrumentalities]	101
Up to \$20,000	[Private Works (pre-paid)]	107
Up to \$20,000	[Government Department & Other Local Government Instrumentalities]	107
Up to \$50,000	[Estimated cost of building work]	82
Up to \$50,000	[Estimated cost of project]	82
Urgency fee Section 603 Certificate	[Certificates]	11
Urgent (Response in 5 Days) – Written Report on Dwelling Entitlement or Zoning Matter	[Development Records]	72
Urgent Analysis (if possible) Incurs a Surcharge	[Water Analysis]	26
Use of Tea Making Facilities	[Other Fees]	44

continued on next page ...

Page 142 of 145

U [continued]

Use of Wharves by Commercial Operators	[Beach & Boating]	48
Usher / Tour Guide / Merchandise Seller (Monday – Saturday)	[Staff Rates]	31
Usher / Tour Guide / Merchandise Seller (Public Holiday)	[Staff Rates]	32
Usher / Tour Guide / Merchandise Seller (Sunday)	[Staff Rates]	31
UV Absorbance/UV Transmission	[Water Analysis]	26

V

Vacant Land	[Annual Availability Charge]	105
Vacuum Excavation Truck	[Miscellaneous Water Fees and Charges]	107
Valuation Fees	[Lease Application]	13
Variation of a Contributions Deferral Deed or associated dealings including a review of Caveator's Consent or a request to vary the deferral deed template.	[Deferred Developer Contributions]	39
Various Reports & Studies	[Reports & Studies]	16
Vases & Urns	[Extras]	58
Venue Hire – After Hours Week Days	[The Hub Pop-Up Business and Co-Working Space]	19
Venue Hire – After Hours Weekends	[The Hub Pop-Up Business and Co-Working Space]	19
Venue Supervisor / Technician / Duty Manager / Gallery Technician (Monday – Saturday)	[Staff Rates]	31
Venue Supervisor / Technician / Duty Manager / Gallery Technician (Public Holiday)	[Staff Rates]	31
Venue Supervisor / Technician / Duty Manager / Gallery Technician (Sunday)	[Staff Rates]	31
Video	[Image Library]	19
Visitor Guide Advertisement	[Other Organisations]	19
Visitor Guide Advertisement	[Not for Profit]	19
Visitors	[Computer Bookings]	46
Visitors Charges – Joining Fee – Adults/Children	[Other]	47
Visitors Charges – Temporary Membership (20 items)	[Other]	47
VOW \$10,001 – \$20,000	[Subdivision Works Certificate – Earthworks & Clearing ONLY – Engineering Plan Checking]	67
VOW \$100,001 – \$150,000	[Subdivision Works Certificate – Earthworks & Clearing ONLY – Engineering Plan Checking]	67
VOW \$150,001 – \$300,000	[Subdivision Works Certificate – Earthworks & Clearing ONLY – Engineering Plan Checking]	67
VOW \$20,001 – \$50,000	[Subdivision Works Certificate – Earthworks & Clearing ONLY – Engineering Plan Checking]	67
VOW \$300,001 – \$800,000 PLUS per \$1,000 above \$800,000 fee (as below)	[Subdivision Works Certificate – Earthworks & Clearing ONLY – Engineering Plan Checking]	67
VOW \$50,001 – \$100,000	[Subdivision Works Certificate – Earthworks & Clearing ONLY – Engineering Plan Checking]	67
VOW up to \$10,000	[Subdivision Works Certificate – Earthworks & Clearing ONLY – Engineering Plan Checking]	67

W

Wall Niche Inumment	[Inumment of Ashes]	57
Wall Niche Reservation	[Inumment of Ashes]	57
Waste Management Access Charge	[Annual Charge]	74
Water Annual Charges	[Interest Rate on overdue rates & charges]	105
Water Authority Review – Subdivision Development	[Compliance Certificates for Subdivision Works]	68
Water Carter's Licence Fee – Potable	[Water from Mains]	108
Water Carter's Licence Fee – Reclaimed	[Water from Mains]	108
Water Consumption – Tier 1	[Usage Fees]	105
Water Consumption – Tier 2	[Usage Fees]	105
Water directly from main to fill Residential Swimming Pool	[Swimming Pools]	108
Water Leakage Investigations	[Leakages]	108
Water Main Pressure Testing	[Miscellaneous Water Fees and Charges]	107
Water Usage Printout – Standard Delivery	[Miscellaneous Water Fees and Charges]	107
Wedding Ceremony Packages	[Miscellaneous Fees]	32

continued on next page ...

Page 143 of 145

W [continued]

Weekend Analysis Incurs a Surcharge	[Water Analysis]	26
Weighbridge Ticket	[Other Services]	75
Where Notification and Advertising is Required by Council Policy – Advertising in Local Paper	[Advertising]	66
Where Notification is Required by Council Policy	[Advertising]	66
White Board	[Venue Set Up Items]	33
Whole of Venue: Includes access to Theatre, Studio, Meeting Room 1 & 2, Small Function Room, Mezzanine Foyer, 3 x staff	[Conference Spaces]	31
Withdrawal of caveat associated with Contributions Deferral Deeds per lot created in the subdivision (Excluding lots to be dedicated to Council). Paid at the time of preparation of the Contributions Deferral Deed.	[Deferred Developer Contributions]	39
Work as Executed – Strata and Torrens Title	[Subdivision Certificates (Torrens) and Occupation Certificates (Strata)]	70
Work zone	[Application Fees]	91
Work Zone (CBD and Shopping Precincts)	[Occupancy Fees]	92
Work Zone (Others Area)	[Occupancy Fees]	92
Works Certificate (Infrastructure) Application – Dual Occupancy (Torrens or Strata)	[Subdivision Works Certificate]	60
Works Certificate (Infrastructure) Application Amendments	[Subdivision Works Certificate]	60
Works Certificate (Infrastructure) Application, Building Related or Subdivision Works With No New Public Roads	[Subdivision Works Certificate]	60
Works Certificate (Infrastructure) Application, Subdivision Works with New Public Roads	[Subdivision Works Certificate]	62
Works Certificate (Infrastructure) Modification – Major Works	[Subdivision Works Certificate]	62
Works Certificate (Infrastructure) Modification – Minor Works	[Subdivision Works Certificate]	62
Works on Road Reserve – Located within CBD – General Bond	[Security Bonds]	93
Works within Road Reserve – Location other than CBD – General Bond	[Security Bonds]	93
Written Report – Septic System Registration	[Part B – 10. Other Services Fees and Charges]	83
Written Report on Dwelling Entitlement or Zoning Matter	[Development Records]	72



**PORT MACQUARIE
HASTINGS
COUNCIL**

PO Box 84
Port Macquarie
NSW Australia 2444
DX 7415

council@pmhc.nsw.gov.au
ABN 11 236 901 601

PORT MACQUARIE OFFICE
17 Burrawan Street,
Port Macquarie NSW 2444
Telephone (02) 6581 8111
Facsimile (02) 6581 8123

WAUCHOPE OFFICE
49 High Street,
Wauchope NSW 2446
Telephone (02) 6589 6500

LAURIETON OFFICE
9 Laurie Street,
Laurieton NSW 2443
Telephone (02) 6559 9958

pmhc.nsw.gov.au

DRAFT

Page 145 of 145





PORT MACQUARIE-HASTINGS
COUNCIL

Attachment 2

DRAFT REVENUE POLICY
2019-2020



This page has been deliberately left blank

Table of Contents

Statutory Requirements.....	4
Estimate of Council's income and expenditure	5
Statement of ordinary and special rates	7
Strategy – ordinary rates	7
Rating structure.....	8
Rates and Charges Hardship Assistance Policy	9
Environmental and community infrastructure levy expenditure: 2019-20	9
Statement of fees and charges.....	10
Water charges under Sections 501 & 502 of the Local Government Act 1993	10
Sewer charges under Sections 501 & 502 of the Local Government Act 1993	12
On-site sewerage management system annual charges	13
Reclaimed water charges	14
Stormwater charges - annual charge under Local Government Amendment (Stormwater) Act 2005 and the Local Government General) Amendment (Stormwater) Regulation 2006	15
Waste management charges	17
Domestic waste management services	17
Other waste management service	18
Interest charge under Section 566.....	19
Statement of fees to be charged and pricing policy of goods and services	20
Statement of borrowings	21
Statement of private works	22
Statement of Business and Commercial Activities	23

Statutory Requirements

In accordance with the *Local Government Act 1993* the following statutory requirements are included in this document:

- Statement containing a detailed estimate of the council's income and expenditure;
- Statement of ordinary and special rates;
- Rating structure;
- Statement of charges to apply to rateable and non-rateable properties;
- Statement of fees to be charged and pricing policy of goods and services;
- Statement of borrowings;
- Statement of private works; and
- Statement of business and commercial activities.

Estimate of Council's income and expenditure

	2019-20 Draft Budget
Continuing operations movements	
Income	
Rates and annual charges	100,315,591
User charges and fees	39,803,586
Interest received	8,701,024
Grants and contributions	42,097,583
Other operating receipts	5,469,351
Expenses	
Employee costs	(53,981,920)
Materials and contracts	(43,120,472)
Depreciation	(49,134,601)
Interest paid	(2,464,723)
Other operating payments	(14,124,993)
Loss on disposal of assets	(3,000,000)
Operating result from continuing operations	30,560,426
Restricted Asset Movements	
Receipts	
Transfer from restricted assets	57,153,359
Payments	
Transfer to restricted assets	(57,982,622)
Net revenue (used in)/provided by restricted assets	(829,263)
Property, plant and equipment movements	
Receipts	
Sale of fixed assets/real estate development	-
Payments	
Purchase of Assets	(67,370,334)
Developer provided assets	(6,500,000)
Net revenues (used in)/provided by property, plant & equipment	(73,870,344)
Financing movements	
Receipts	
Proceeds from borrowings	1,500,000
Repayment of borrowings and advances	(10,097,440)

Payments	
Net revenues (used in) provided by financing activity	(8,597,440)
Net result (including depreciation)	(52,736,621)
Add Back: Non Cash Items	52,134,601
Budget Surplus/(Shortfall)	(602,020)

Statement of ordinary and special rates

Strategy – ordinary rates

Council will continue to levy ordinary rates using a structure comprising a base amount to which an ad valorem (rate in the dollar) component is added. The Base Amount will vary, depending on rating category/sub-category combination, up to the maximum allowed (50%) for defined urban areas. All ratable properties within each category / sub-category, regardless of their land value, are levied the base amount. The balance of income for ordinary rates is derived by multiplying the land value of a property by a rate in dollar for the relevant category / sub-category, which is determined by Council. The amount payable by ratepayers under this component is dependent on the land value of the property. In addition, the total amount collected for ordinary rates each year will take account of any approved increase advised by the Minister.

The following is the structure of Council's rates:

Type	Category	Sub-Category	Comments
Ordinary	Residential	Defined Urban Centres	All properties categorised as residential within the localities of Bonny Hills, Camden Head, Dunbogan, Kendall, Kew, Lake Cathie, Lakewood, Laurieton, North Haven, Port Macquarie, Wauchope and West Haven as defined by the "Designated Urban Centre" maps following.
Ordinary	Residential	Other Hastings	All other properties classified as residential within the Council area and are not located within the areas defined as "Designated Urban Centres" above.
Ordinary	Farming		Eligibility determined in accordance with <i>Local Government Act 1993</i> .
Ordinary	Mining		Eligibility determined in accordance with <i>Local Government Act 1993</i> .
Ordinary	Business	Port Macquarie CBD	All business properties within the Port Macquarie CBD which are identified on the map following, and as adopted by Council for the purpose of identifying the Port Macquarie CBD for Business Sub-Category rating.
Ordinary	Business	Defined Urban Centres	All business properties within the "Designated Urban Centres" are identified on the maps following, and as adopted by Council for the purpose of identifying the "Designated Urban Centre" for Business Sub-Category rating. The locality of Port Macquarie does not include the area defined as "Port Macquarie CBD".
Ordinary	Business	Other Hastings	All business properties within the Council area other than those in the CBD of Port Macquarie area and "Designated Urban Centres" as identified on the maps following and as adopted by Council.

Rating structure

Ordinary rates under section 494 of the *Local Government Act 1993* and special rates under section 495 of the *Local Government Act 1993*. The Minister's allowable increase for the 2019-20 financial year has been set at 2.7% and has been applied in full. Council is using land valuations as at 1 July 2016 for the rating calculations.

The table below includes the 2.7% rate pegging limit for 2019-20.

Category	Sub-Category	General Base Amount	Environmental Base	Base Amount % of total levy	Plus	Ad Valorem Rate: Cents in \$	Estimated Gross Yield	% of Total	Average Rates
Residential	Defined Urban Centre	\$574.80	\$24.00	49.47%		0.28605	\$35,541,181	68.272	\$1,210
Residential	Other Hastings	\$474.80	\$24.00	39.49%		0.30300	\$5,692,412	10.934	\$1,263
Farmland		\$577.00	\$24.00	29.75%		0.30327	\$2,387,817	4.587	\$2,020
Business	Port Macquarie CBD	\$574.80	\$24.00	5.20%		2.35042	\$3,013,786	6.107	\$11,518
Business	Defined Urban Centre	\$574.80	\$24.00	20.28%		0.60371	\$4,772,180	9.167	\$2,953
Business	Hastings Other	\$474.80	\$24.00	30.51%		0.52490	\$354,797	0.682	\$1,635
The Broadwater Special Rate						0.07114	\$106,634	0.205	\$318
Sanctuary Springs Special Rate						0.15850	\$24,167	0.046	\$331
Allowance for Growth							\$643,642		
Sub-Total							\$52,536,616	100.00	
Pensioner Rebates							(\$1,538,500)		
Postponed Rates							(\$50,000)		
Abandoned Other/Appeals							(\$138,500)		
Economic Development							(\$314,729)		
Tourism							(\$547,400)		
The Broadwater Special Rate							(\$106,634)		
Sanctuary Springs Special Rate							(\$24,167)		
Environmental Base							(\$891,912)		
Port Macquarie CBD Town Improvement							(\$1,185,400)		
General net income							\$47,739,374		

Rates and Charges Hardship Assistance Policy

Council has a current Rates and Charges Hardship Assistance Policy. This policy was adopted by Council on the 16 August 2017. If you would like to get more information on this policy please contact Council's customer services section on 6581 8111.

Environmental and community infrastructure levy expenditure: 2019-20

Project	Amount
Koala Recovery Strategy – Implementation of Management Actions	\$25,000
Koala Recovery Partnership – Koala Hospital/Joint Organisation/OEH	\$90,000
Noxious and Environmental Weed Control – Mid North Coast Invasive Plant Strategy	\$122,900
Hastings River Flood Management – Stage 4 Flood Plan Risk Management Plan Implementation	\$30,000
Flying Fox Management – Stage 2 Implement Camp Management Plan	\$35,000
Coastal Management Plan – Scoping Study	\$60,000
Biodiversity Strategy – Develop Vertebrate Pest Species Management Strategy	\$25,000
Biodiversity Offsets – Land Acquisitions	\$25,000
Bushland Management – Landcare Sponsorship for local programs	\$10,000
Environmental Assess Requirements – OEH Undertakings	\$5,000
Bushland Mapping & Site Surveying – Creation of Geographic Information Data	\$10,000
Reservoir Park – Playground Replacement	\$18,439
Town Beach Park – Playground Replacement	\$132,732
Vince Inmon Sporting Fields – Facility Upgrade	\$136,729
Walkway Replacement – Sandhurst Reserve, Blair Reserve, Harry's Lookout	\$150,000
Total	\$875,800

Statement of fees and charges

Water charges under Sections 501 & 502 of the Local Government Act 1993

With water becoming an increasingly scarce resource both locally and globally, it is appropriate that councils focus on influencing water demand through increasing emphasis on usage based pricing. Best practice water supply pricing requires councils to provide strong pricing signals to encourage efficient water use. With this in mind the water usage charge will be increased and the water access charge will be reduced over the next three years with the goal that 75% of water income will be derived from usage charges by 2021-22, in line with best practice recommendations.

The total yield from water charges in 2019-20 has been increased in line with the IPART approved general fund rate peg of 2.7%, however a change in the pricing structure as detailed above has been included. The water usage charge has been increased by 20c per kl and the access charge for a 20mm meter has reduced from \$205.00 in 2018-19 to \$198.00 in 2019-20.

If you require specific information on these charges please contact Council on 6581 8111.

The following total revenue is to be derived from the 2019-20 Water Pricing Tariff.

Description	Annual Charge	Services Charged	Total Annual Income	Total Usage Charge	Total Usage Income	Total Income
20mm Water Meter (Including Vacant Land)	\$198.00	32,873	\$6,508,854.00			
25mm Water Meter	\$315.00	925	\$291,375.00			
32mm Water Meter	\$527.00	250	\$131,750.00			
40mm Water Meter	\$829.00	173	\$143,417.00			
50mm Water Meter	\$1,306.00	150	\$195,900.00			
80mm Water Meter	\$3,356.00	27	\$90,612.00			
100mm Water Meter	\$5,248.00	46	\$241,408.00			
150mm Water Meter	\$11,832.00	5	\$59,160.00			
200mm Water Meter	\$21,039.00	0	\$0.00			
Equivalent Tenants	\$198.00	2,535.71	\$502,071.00			
Fire Service: 50mm Water Meter	\$653.00	5	\$3,265.00			
Fire Service: 80mm Water Meter	\$1,678.00	0	\$0.00			
Fire Service: 100mm Water Meter	\$2,624.00	112	\$293,888.00			
Fire Service: 150mm Water Meter	\$5,916.00	14	\$82,824.00			
Fire Service: 200mm Water Meter	\$10,519.50	0	\$0.00			
Gross Income from Annual Charges			\$8,544,524.00			\$8,544,524.00
Charges for consumption:						

Description	Annual Charge	Services Charged	Total Annual Income	Total Usage Charge	Total Usage Income	Total Income
Tier 1				\$3.06	\$16,065,000.00	
Tier 2				\$6.12	\$3,672,000.00	
Gross Income from consumption charges					\$19,737,000.00	\$19,737,000.00
Total Gross Income						\$28,281,524.00
Less: Pension rebates						(\$670,100.00)
Less: Other rebates						(\$368,000.00)

Net Income \$27,243,424.00

Sewer charges under Sections 501 & 502 of the Local Government Act 1993

All properties connected or capable of connection to the sewerage system will be charged an annual charge. In addition, properties such as major regional shopping centres, caravan parks, flats, retirement homes, motels, clubs, hotels, schools and backpacker hostels will be required to pay an additional charge based on the amount of water consumed. Council intends to increase the sewer annual and usage charges by 2.7% for the 2019-20 financial year which is in line with the general fund rate pegging allowance that has been determined by IPART.

The projected income for sewerage for 2019-20 is as follows:

Description	Annual Charge	Assessments Charged	Total Annual Income	Usage Charge	Expected Water Usage (kls)	Total Usage Income
Available	\$882.70	31,688	\$27,970,997.60			
Available Pump Out	\$852.70	326	\$277,980.20			
Unconnected (Section 548a)	\$566.50	0	\$0.00			
Non-ratable (other than Churches & Halls S555)	\$702.70	80	\$56,216.00			
Non-ratable (Churches & Halls S555)	\$566.50	22	\$12,463.00			
Non-ratable (Other S556)	\$882.70	145	\$127,991.50			
Additional Charge				\$1.32	1,022,728	\$1,350,000.00
Gross Income			\$28,445,648.30			\$1,350,000.00
Less: Pension Rebates			(\$630,000.00)			
Less: Other						(\$28,000.00)
Net Income from Sewerage Annual and Usage Charges			\$27,815,648.30			\$1,322,000.00

On-site sewerage management system annual charges

Properties with an on-site sewerage management system will be charged an annual charge based on the risk of the system. Council intends to increase the on-site sewerage management annual charge by 2.7% for the 2019-20 financial year which is in line with the general fund rate pegging allowance that has been determined by IPART.

The 2019-20 projected income for onsite effluent is as follows:

Description	Annual Charge	Assessments Charged	Total Annual Income
Low Risk System	\$38.00	1,519	\$57,722.00
Medium Risk System	\$75.00	2,188	\$164,100.00
High Risk System	\$107.00	525	\$56,175.00
Small Commercial	\$214.00	89	\$19,046.00
Large Commercial	\$267.00	17	\$4,539.00
Gross Income		4,338	\$301,582.00

Reclaimed water charges

Reclaimed water will continue to be charged at 50% of the water charge.

The 2019-20 projected income for reclaimed water in is as follows:

Description	Annual Charge	Assessments Charged	Total Annual Income	Usage Charge	Expected Water Usage (kls)	Total Usage Income
20mm Meter	\$99.00	4	\$396.00			
25mm Meter	\$157.50	15	\$2,362.50			
32mm Meter	\$263.50	3	\$790.50			
40mm Meter	\$414.50	3	\$1,243.50			
50mm Meter	\$653.00	3	\$1,959.00			
80mm Meter	\$1,678.00	1	\$1,678.00			
100mm Meter	\$2,624.00	0	\$0.00			
150mm Meter	\$5,916.00	0	\$0.00			
200mm Meter	\$10,519.50	0	\$0.00			
Charges for consumption						
Tier 1				\$1.53	274,510	\$420,000.00
Gross Income			\$8,429.50			\$420,000.00

**Stormwater charges - annual charge under Local Government Amendment
(Stormwater) Act 2005 and the Local Government General) Amendment
(Stormwater) Regulation 2006**

All urban properties except vacant land that are in the residential and business categories for rating purposes, for which Council provides a stormwater management service will be charged a stormwater levy. The base stormwater levy has remained unchanged since it was introduced in 2006-07.

The projected income for stormwater in 2019-20 is as follows:

Description	Charge	No of Assessments	Total Annual Income
Business – 0 to 350m2	\$25.00	60	\$1,500.00
Business – 351m2 to 700m2	\$50.00	184	\$9,200.00
Business – 701m2 to 1,000m2	\$75.00	190	\$14,250.00
Business – 1,001m2 to 1,400m2	\$100.00	137	\$13,700.00
Business – 1,401m2 to 1,750m2	\$125.00	73	\$9,125.00
Business – 1,751m2 to 2,100m2	\$150.00	57	\$8,550.00
Business – 2,101m2 to 2,450m2	\$175.00	47	\$8,225.00
Business – 2,451m2 to 2,800m2	\$200.00	30	\$6,000.00
Business – 2,801m2 to 3,200m2	\$225.00	22	\$4,950.00
Business – 3,201m2 to 3,500m2	\$250.00	17	\$4,250.00
Business – 3,501m2 to 3,850m2	\$275.00	20	\$5,500.00
Business – 3,851m2 to 4,200m2	\$300.00	29	\$8,700.00
Business – 4,201m2 to 4,600m2	\$325.00	15	\$4,875.00
Business – 4,601m2 to 4,900m2	\$350.00	8	\$2,800.00
Business – 4,901m2 to 5,200m2	\$375.00	12	\$4,500.00
Business – 5,201m2 to 5,600m2	\$400.00	6	\$2,400.00
Business – 5,601m2 to 5,950m2	\$425.00	8	\$3,400.00
Business – 5,951m2 to 6,300m2	\$450.00	10	\$4,500.00
Business – 6,301m2 to 6,600m2	\$475.00	6	\$2,850.00
Business – Greater than 6,600m2	\$500.00	133	\$66,500.00
Business Strata	\$12.50	646	\$8,075.00
Residential	\$25.00	21,677	\$541,925.00
Residential Strata	\$12.50	6,256	\$78,200.00
Gross Income			\$813,975.00

Stormwater levy expenditure: Council has allocated the full amount of the Stormwater Levy to maintenance and running of the current stormwater system. This allocation is over and above previous allocations for stormwater maintenance. Urban land (not vacant) that is categorised for rating purposes as residential or business with a stormwater service will be charged the levy as allowed for in the legislation.

Pursuant to Section 403(1) of the *Local Government Act 1993* the following statement relates to stormwater management services to be funded by the Stormwater Levy.

Council resolved to allocate Best Practice Dividends received from the water and sewerage funds in 2015-16 and 2016-17 towards stormwater works. The Stormwater levy and these dividends have been transferred to the stormwater reserve for funding of the stormwater works program.

The Stormwater Reserve will be used to fund operational stormwater infrastructure maintenance and remedial works across all urban areas of the LGA. Stormwater Levy and General Fund resources for 2019-20 will be allocated as follows:

Purpose	Funding Source	Amount
Operational Maintenance and Remedial Works	General Fund	\$1,122,140
Operational Maintenance and Remedial Works	Stormwater Dividend	\$600,000
Loan Repayments	Stormwater Levy	\$205,964
Loan Repayments	General Fund	\$198,105
Develop Urban Stormwater Catchment Management Plans	Stormwater Reserve	\$113,000
Stormwater Remediation – 35 Hart Street	Stormwater Reserve	\$90,000
Stormwater Remediation – Panorama Drive	Stormwater Reserve	\$95,000
Stormwater Remediation Designs	Stormwater Reserve	\$18,000
Stormwater Renewal Program	Stormwater Reserve	\$650,000
Total		\$3,092,209

Waste management charges

The charges to apply to domestic waste management are determined in accordance with the Reasonable Cost guidelines issued by the NSW Office of Local Government and are subject to independent audit. The charges determined using these guidelines will apply to domestic as well as non-domestic properties.

Domestic waste management services

All properties with a domestic waste management service available to their property will be charged an annual charge under Section 496 of the *Local Government Act 1993*.

The charge for multiple services is calculated by the "type of service" multiplied by the "number of services" provided.

The applicable charges are outlined in the schedule below.

Description	Cost per Service	Services Provided	Estimated Income
DOMESTIC WASTE MANAGEMENT ANNUAL CHARGES			
Standard Service (240 Litre Fortnightly General Waste)	\$447.00	17,575	\$7,856,025.00
Minimiser Service (140 Litre Fortnightly General Waste)	\$392.00	10,214	\$4,003,888.00
Excess Service (240 Litre Weekly General Waste)	\$661.00	1,514	\$1,000,754.00
On Application Only Special Weekly Service (140 Litre Weekly General Waste)	\$553.00	7	\$3,871.00
Special Half Weekly Service (140 Litre Weekly General Waste) - (Shared) Multi-unit dwellings only	\$300.00	12	\$3,600.00
Half Minimiser Service (140 Litre Fortnightly General Waste) - (Shared) Multi-unit dwellings only	\$219.00	36	\$7,884.00
Half Excess Service (240 Litre Weekly General Waste) - (Shared) Multi-unit dwellings only	\$354.00	172	\$60,888.00
Half Standard Service (240 Litre Fortnightly General Waste) - (Shared) Multi-unit dwellings only	\$246.00	665	\$163,590.00
Availability charge on land not receiving full charge - Multi-unit dwellings only	\$139.00	2,218	\$308,302.00
Availability charge on vacant land	\$77.00	1,557	\$119,889.00
Additional recycling service (240 Litre Fortnightly)	\$65.00	122	\$7,930.00
Additional organics service (240 Litre Weekly)	\$96.00	238	\$22,848.00

Description	Cost per Service	Services Provided	Estimated Income
DOMESTIC WASTE MANAGEMENT ANNUAL CHARGES			
Additional weekly garbage service (240 Litre General Waste)	\$347.00	45	\$15,615.00
Additional weekly garbage service (140 Litre General Waste) Multi-unit dwellings only	\$264.00	1	\$264.00
Minimum Waste Charge - Single Dwelling	\$392.00	57	\$22,344.00
Less: Pensioner/Other Rebates			(\$510,000.00)
Net Income for Domestic Waste Management Services			\$13,087,692.00

Other waste management service

All properties with a non-domestic waste management service will be charged an annual charge under Section 501 of the *Local Government Act 1993*

The charge for multiple services is calculated by the "type of service" multiplied by the "number of services" provided.

The applicable charges are outlined in the schedule below.

Description	Cost per Service	Services Provided	Estimated Income
OTHER WASTE MANAGEMENT ANNUAL CHARGES			
Commercial Weekly Service (140 Litre Weekly General Waste)	\$555.00	439	\$243,645.00
Commercial Excess Service (240 Litre Weekly General Waste)	\$664.00	344	\$228,416.00
Commercial Half Weekly Service (140 Litre Weekly General Waste) - (Shared)	\$301.00	6	\$1,806.00
Commercial Half Excess Service (240 Litre Weekly General Waste) - (Shared)	\$364.00	10	\$3,640.00
Commercial availability charge on land not receiving full charge	\$79.00	1,036	\$81,844.00
Commercial availability charge on vacant land	\$79.00	179	\$14,141.00
Commercial additional recycling service (240 Litre Fortnightly)	\$67.00	143	\$9,581.00

Description	Cost per Service	Services Provided	Estimated Income
OTHER WASTE MANAGEMENT ANNUAL CHARGES			
Commercial additional organics service (240 Litre Weekly)	\$99.00	25	\$2,475.00
Commercial additional weekly garbage service (240 Litre Weekly General Waste)	\$348.00	136	\$47,328.00
Commercial additional weekly garbage service (140 Litre Weekly General Waste)	\$265.00	1	\$265.00
Waste Management Access Charge – Rural Properties	\$30.00	1,668	\$50,040.00
Less: Pension/Other Rebates			(\$1,300.00)
Net Income for Other Waste Management Services			\$681,881.00

Interest charge under Section 566

Charged on all outstanding rates and charges – 7.5%.

Statement of fees to be charged and pricing policy of goods and services

Council fees for the 2019-20 financial year are listed in the Schedule of Fees and Charges.

In determining the appropriate fees to be charged for Council services and facilities in 2019-20, the basic principle applied is that charges should be considered fair and equitable to the general community. Individual members of the community should not be precluded from essential services because of economic circumstances. In accordance with Council's adopted practice Fees & Charges for the following price categories have generally increased by 2.0%:

(d) User pays (e) Market Forces (f) Cost Plus

This reflects the CPI movement over the 12-month period to June 2018.

The range of services provided by Council to the community is diverse and requires different considerations when determining the associated fee or charge. The level of the fee or charge was determined having regard to the following categories:

Code	Description
A	Economic Cost Total cost of providing services for private good.
B	Community Service Services considered to have a level of benefit to the community. Generally benefits are not solely confined to users. Partially funded by rates.
C	Regulated Charges Federal or State Government set charges.
D	User Pays Principal Services under this category are such that individual costs can be determined and met by the user of the service.
E	Market Forces Services that Council operates in a competitive market and needs to fix charges similar to other providers.
F	Cost Plus Services provided on a commercial basis with an amount of risk profit included.
G	Section 7.11 (Developer Contributions) Items are priced at the level determined by the adopted Council's Developer Contributions Plan. The plans provide for quarterly increases in these fees based on Consumer Price Index (CPI) increases.

For information, one of the above codes has been included next to each fee or charge listed in Part C.

Statement of borrowings

To provide for the future needs of our community, Council borrows funds to provide infrastructure and community assets which are not able to be funded out of normal revenue sources. The loans are based on periods that represent the economic life of the facility or asset or a reasonable fixed term, whichever is the lesser. Loans are raised by Council from banks or other recognised financial institutions and secured by a mortgage deed over the revenue of the Council. Proposed new borrowings for the next four years are:

Purposed new borrowings	2019-20	2020-21	2021-22	2022-23
Hastings Regional Sporting Facility	\$1,500,000	Nil	Nil	Nil
Total	\$1,500,000	Nil	Nil	Nil

For information on Council's debt cover ratio refer to the Annual Financial Statements available on Council's website.

Statement of private works

The *Local Government Act 1993* enables Council to carry out the following works for residents and organisations on private land:

- Paving and road making (GST exempt);
- Kerbing and guttering (GST exempt);
- Demolition and excavation (GST applies);
- Water, sewerage and drainage connections (GST applies);
- Land clearing and tree felling (GST exempt);
- Tree planting and maintenance (GST exempt);
- Fencing and ditching (GST applies) and;
- Canal maintenance (GST exempt)

Council has adopted the following charging policy in relation to private works:

Actual cost plus adjustments to cover Council overheads:

Overhead Charges:

- To cover Workers' Compensation, leave entitlements, superannuation, etc, and
- To cover administration.

Overhead charges to cover administration, engineering, store running costs:

- Emergency works - 25%;
- Prepaid works up to \$20,000 - 18%;
- Prepaid works \$20,000 to \$50,000 - 12%; and
- Prepaid works \$50,000 & above - 6%.

Labour costs are increased to cover Workers' Compensation, leave entitlements, award provisions and superannuation.

Statement of Business and Commercial Activities

Council has conducted commercial activities for a number of years and currently undertakes the following:

- Port Macquarie Airport
- Crematorium & cemeteries including Innes Gardens Memorial Park Crematorium and Lawn Cemetery; and general cemeteries
- The Glasshouse Arts, Conference and Entertainment Centre

Whilst the majority of business undertakings have a primary requirement to make a profit on the funds invested, there is also a social and community component in their undertakings. Each of the commercial units contributes in some way to community wellbeing, as well as to the economic infrastructure of the Port Macquarie-Hastings area.

Council conducts regular reviews of the operations and of the commercial activities of each of these business units. The review ensures that their charges are commercially based and are not at variance with market requirements. Funds that are in excess of the operating and development requirements of the commercial activity are used as part of Council's revenue stream to enable Council to provide the Port Macquarie-Hastings community with a broad range of services and facilities.



PO Box 84
Port Macquarie
NSW Australia 2444
DX 7415

council@pmhc.nsw.gov.au
ABN 11 236 901 601

PORT MACQUARIE OFFICE

17 Burrawan Street,
Port Macquarie NSW 2444
Telephone (02) 6581 8111
Facsimile (02) 6581 8123

WAUCHOPE OFFICE

49 High Street,
Wauchope NSW 2446
Telephone (02) 6589 6500

LAURIETON OFFICE

9 Laurie Street,
Laurieton NSW 2443
Telephone (02) 6559 9958

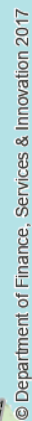


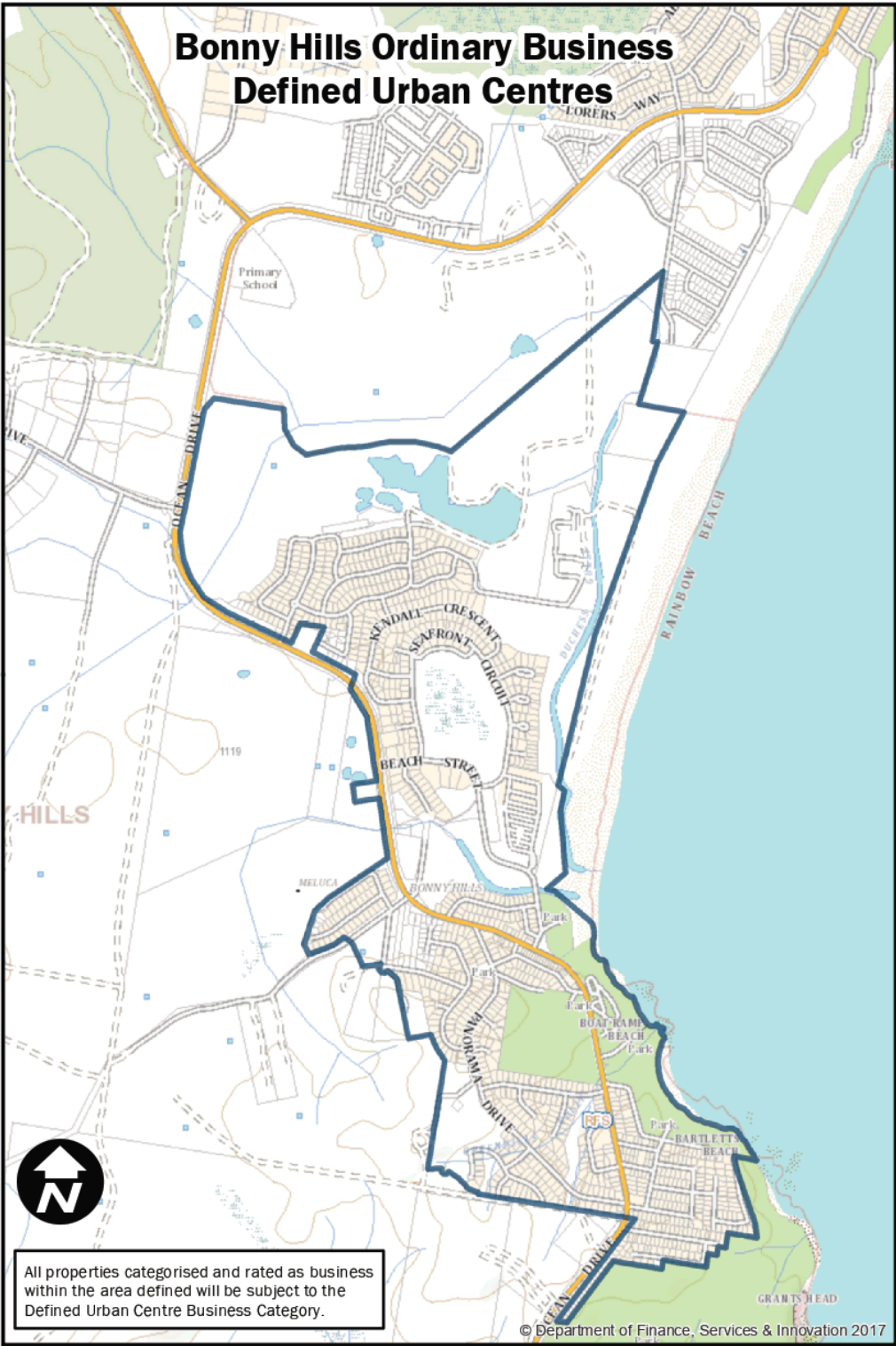
PORT MACQUARIE-HASTINGS
COUNCIL

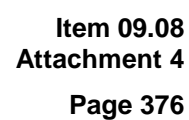
Attachment 3

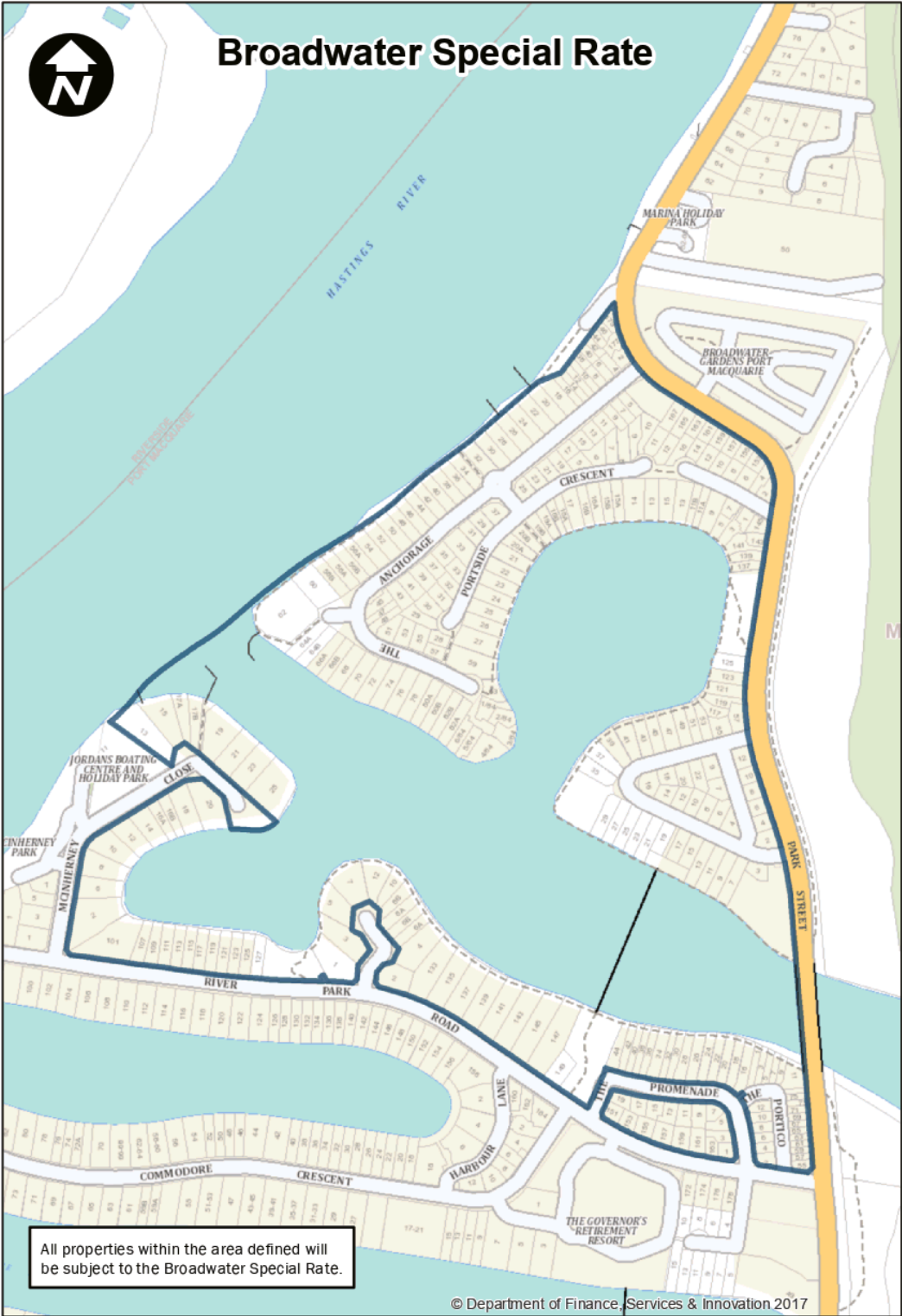
DRAFT RATINGS MAPS
2019-2020

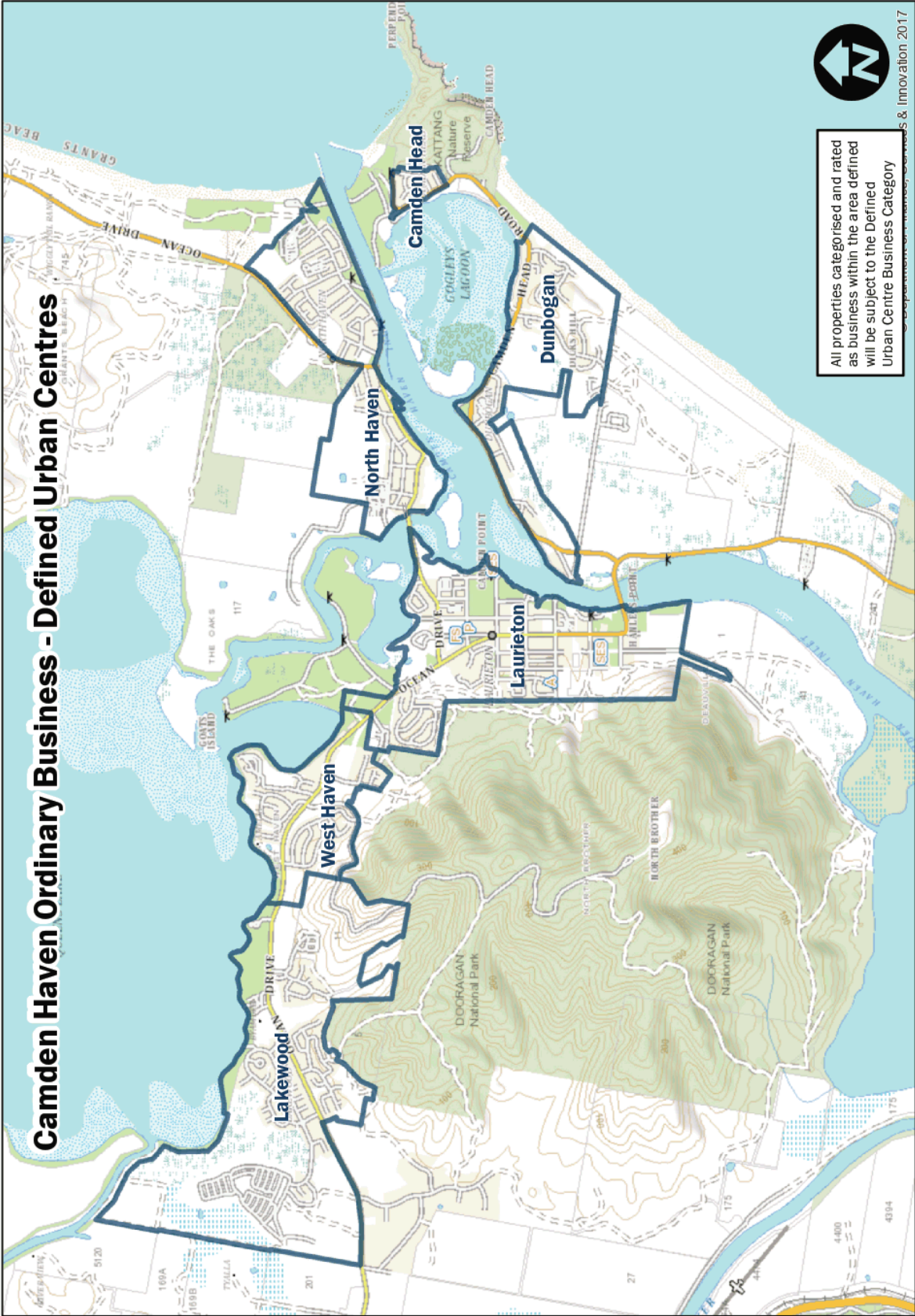


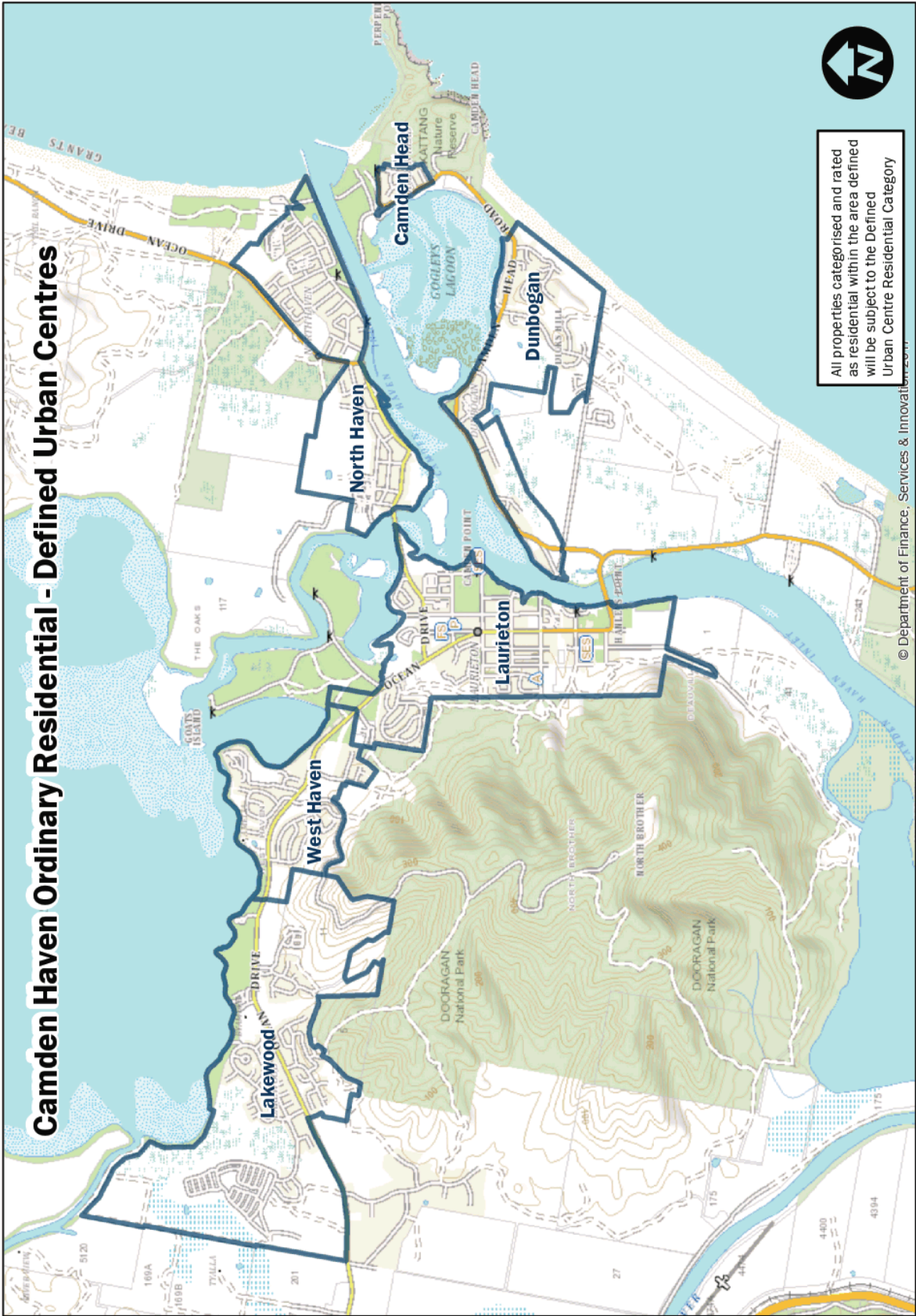




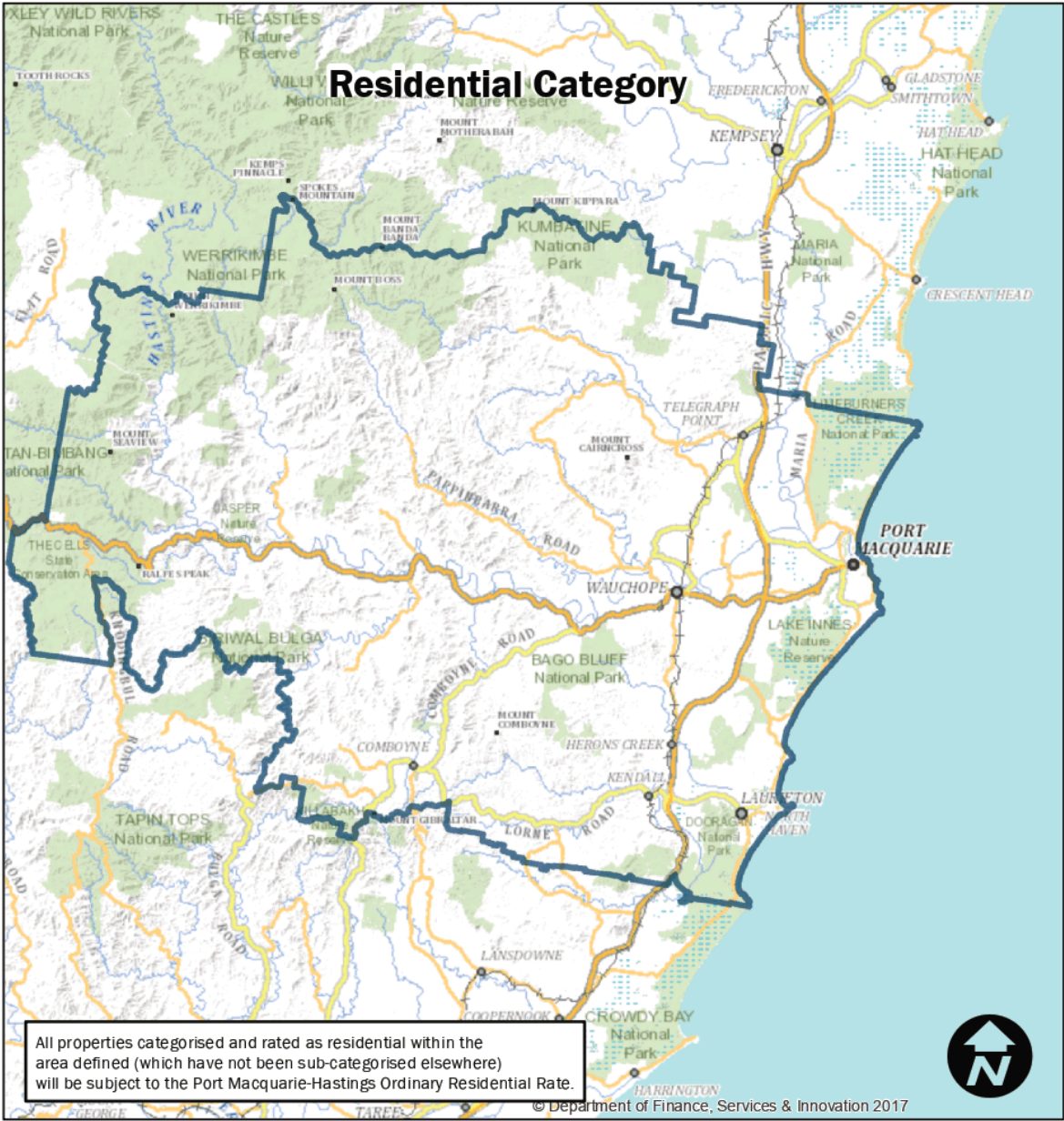


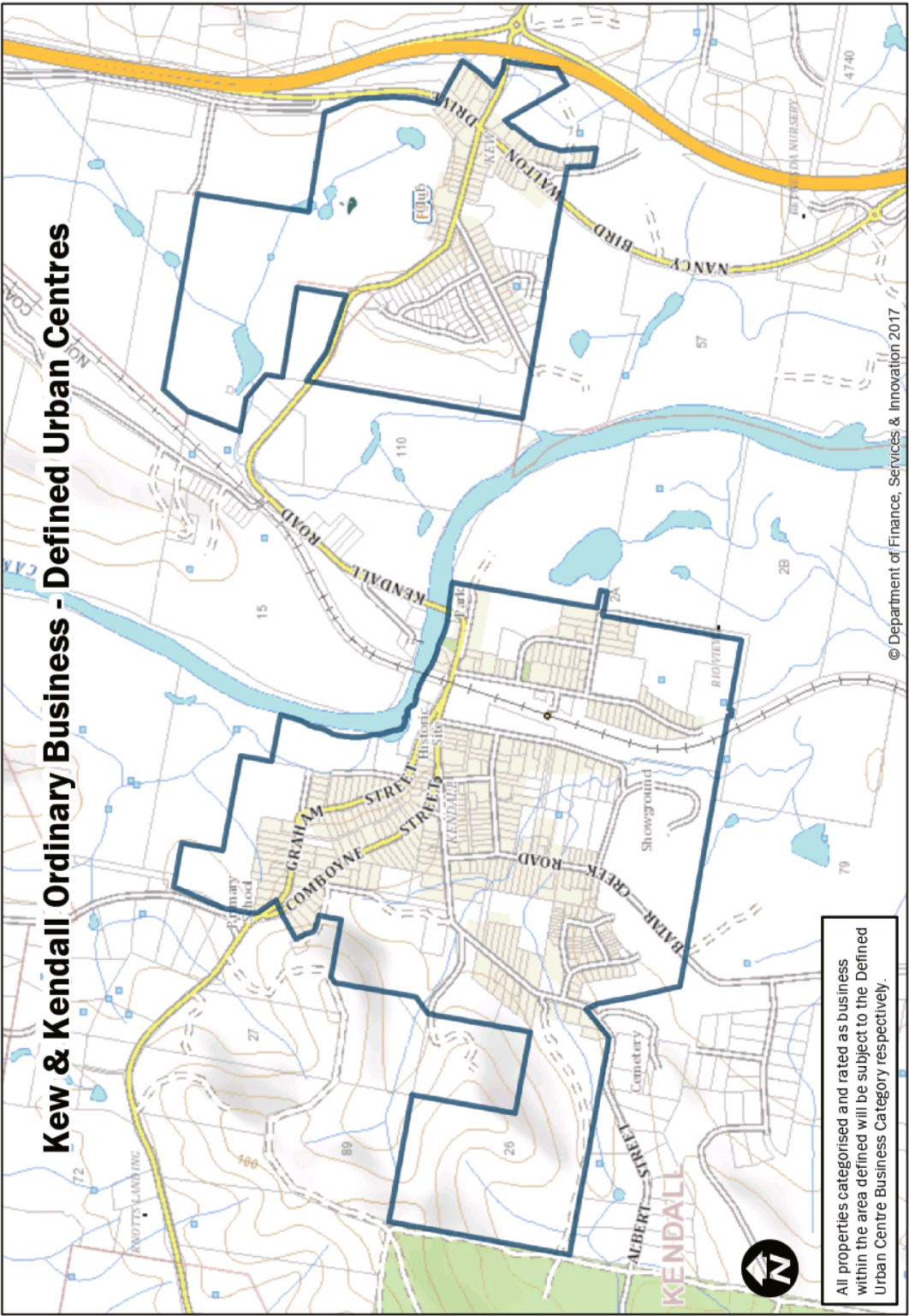


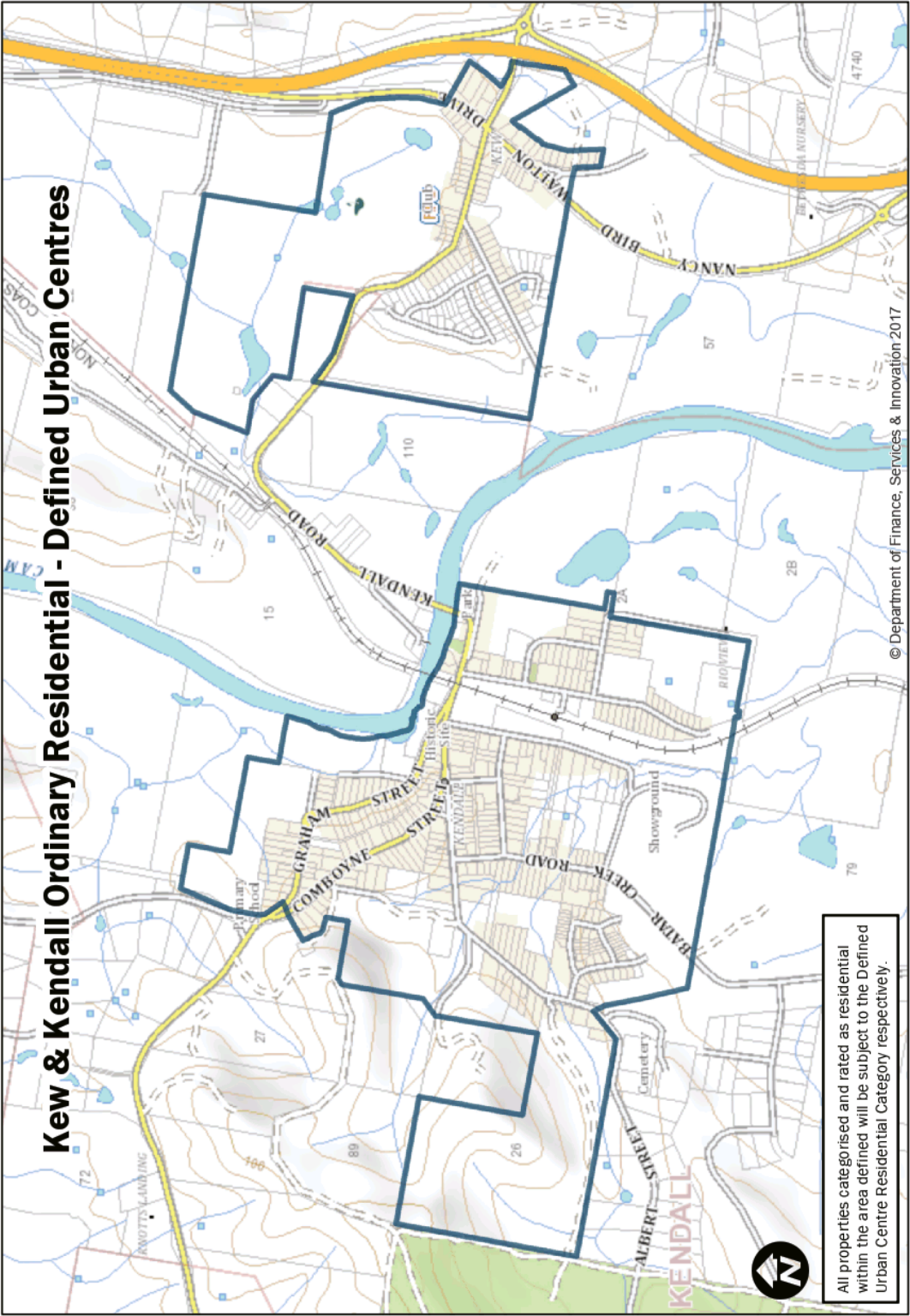


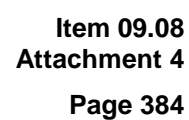


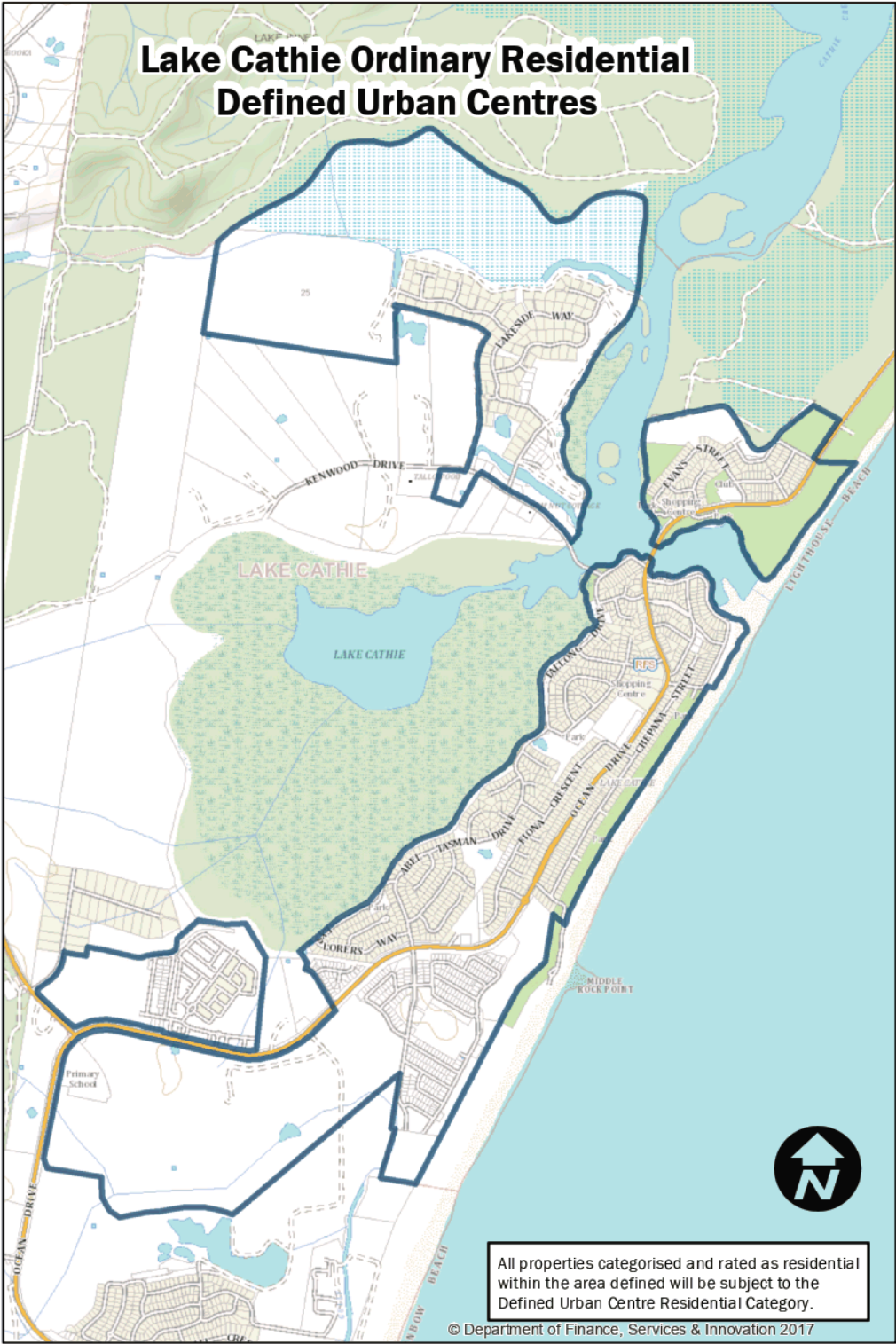








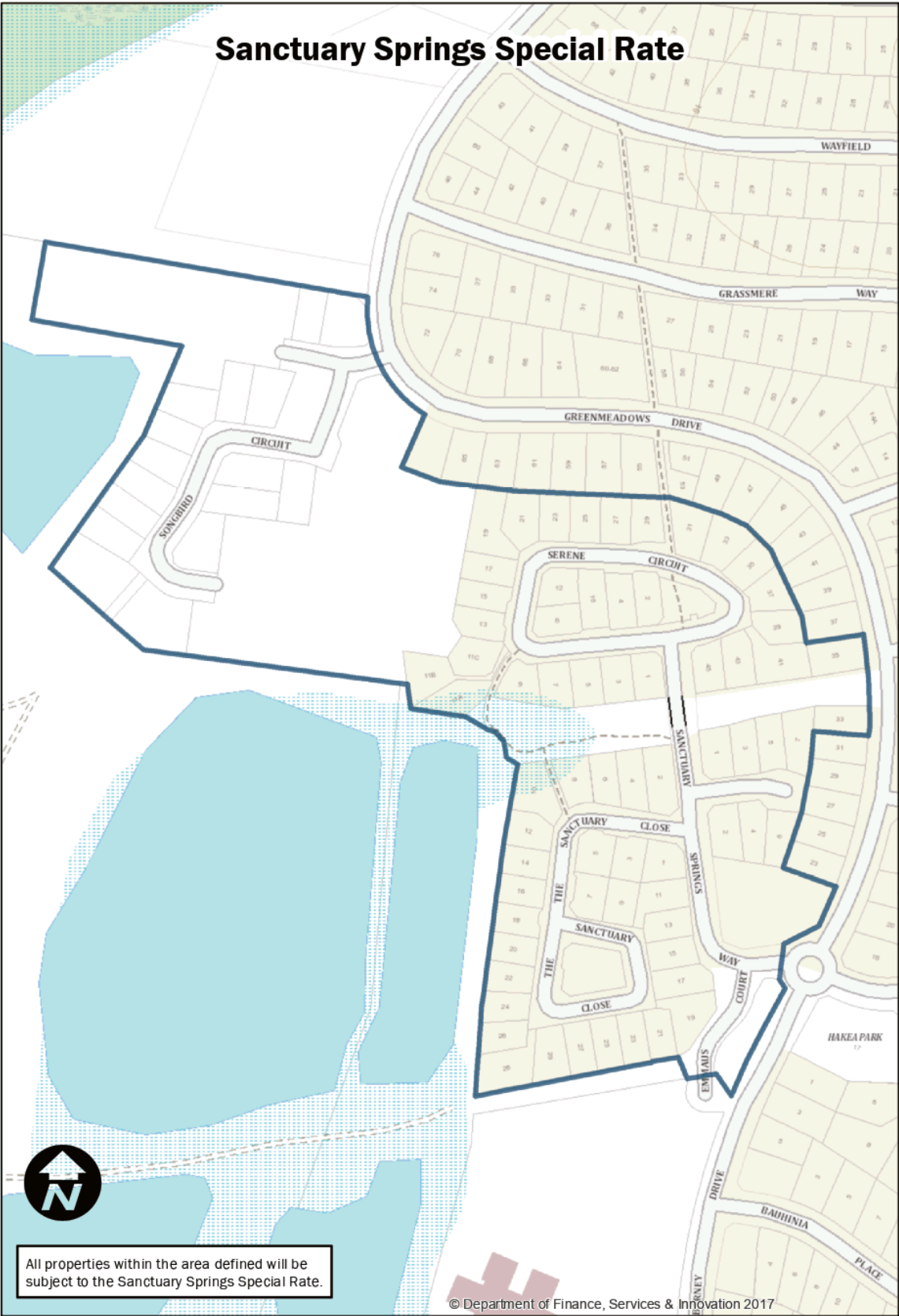


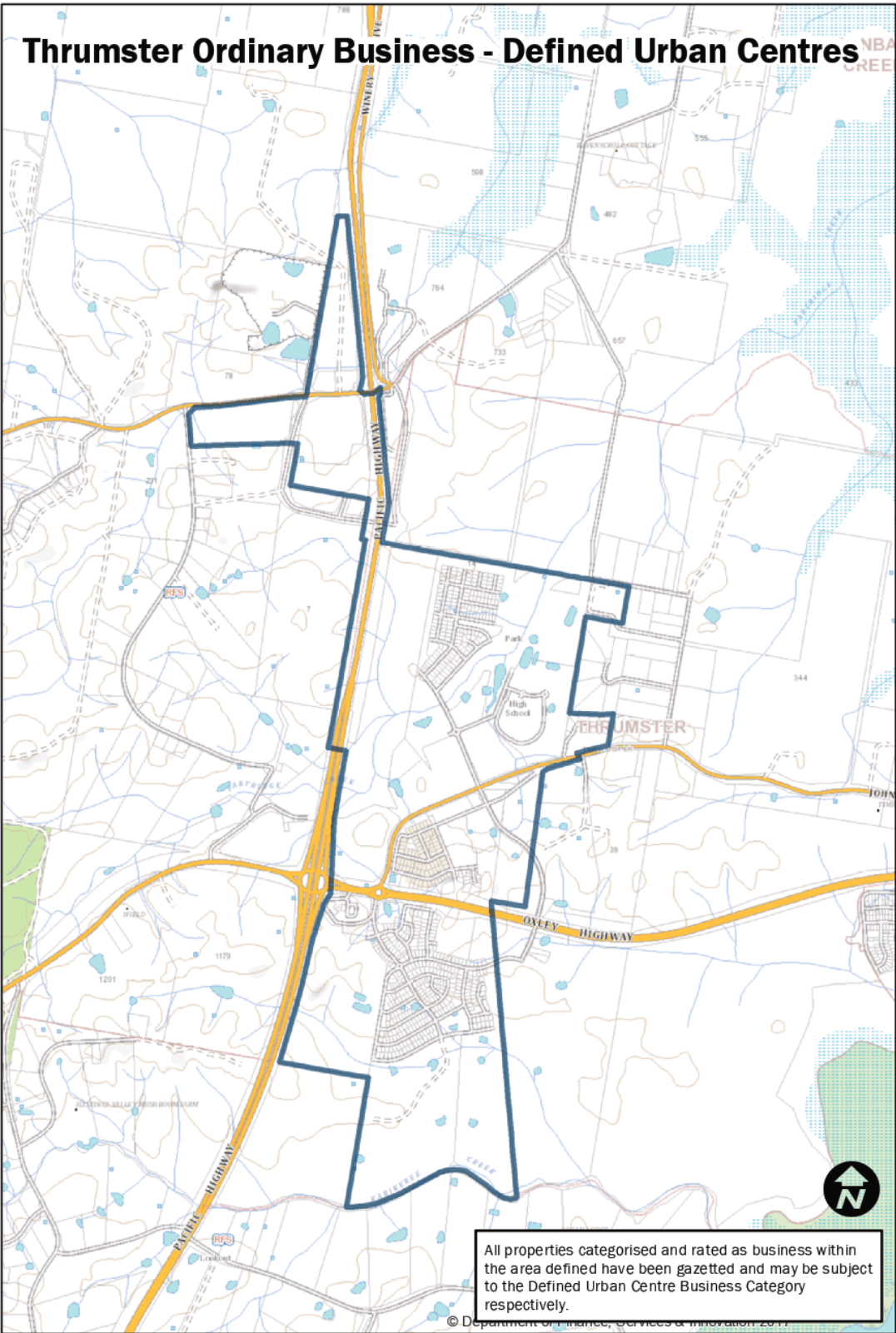


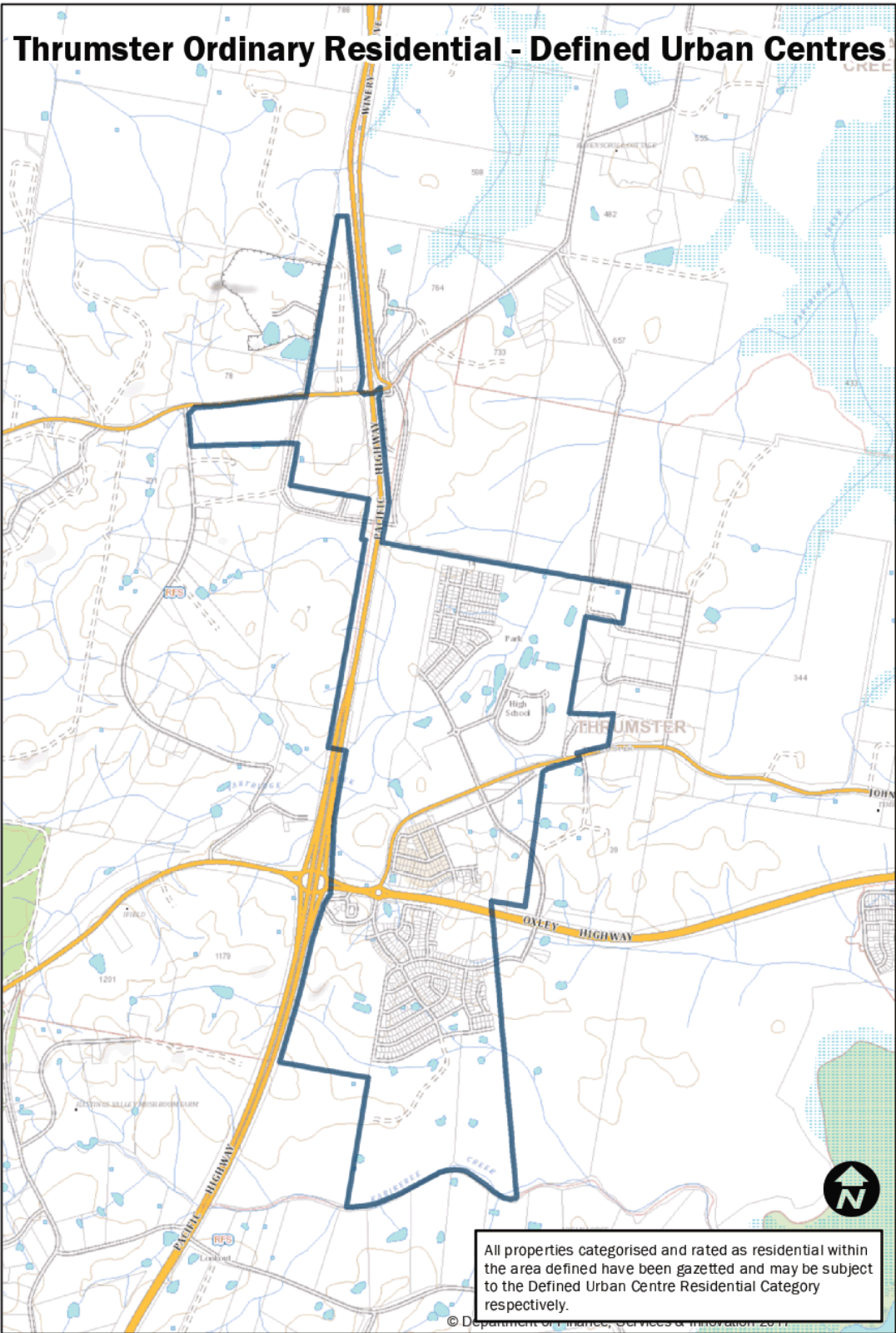


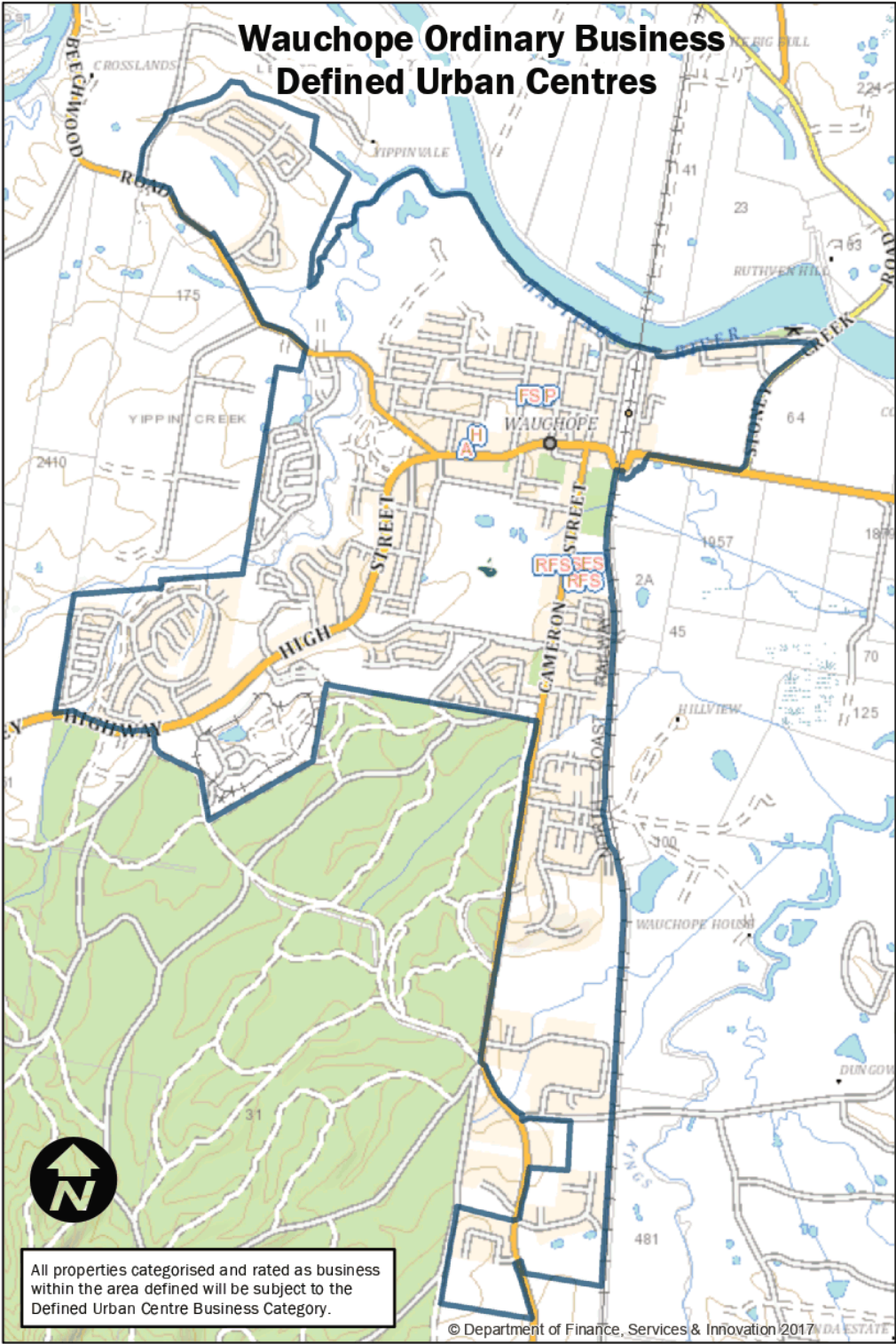


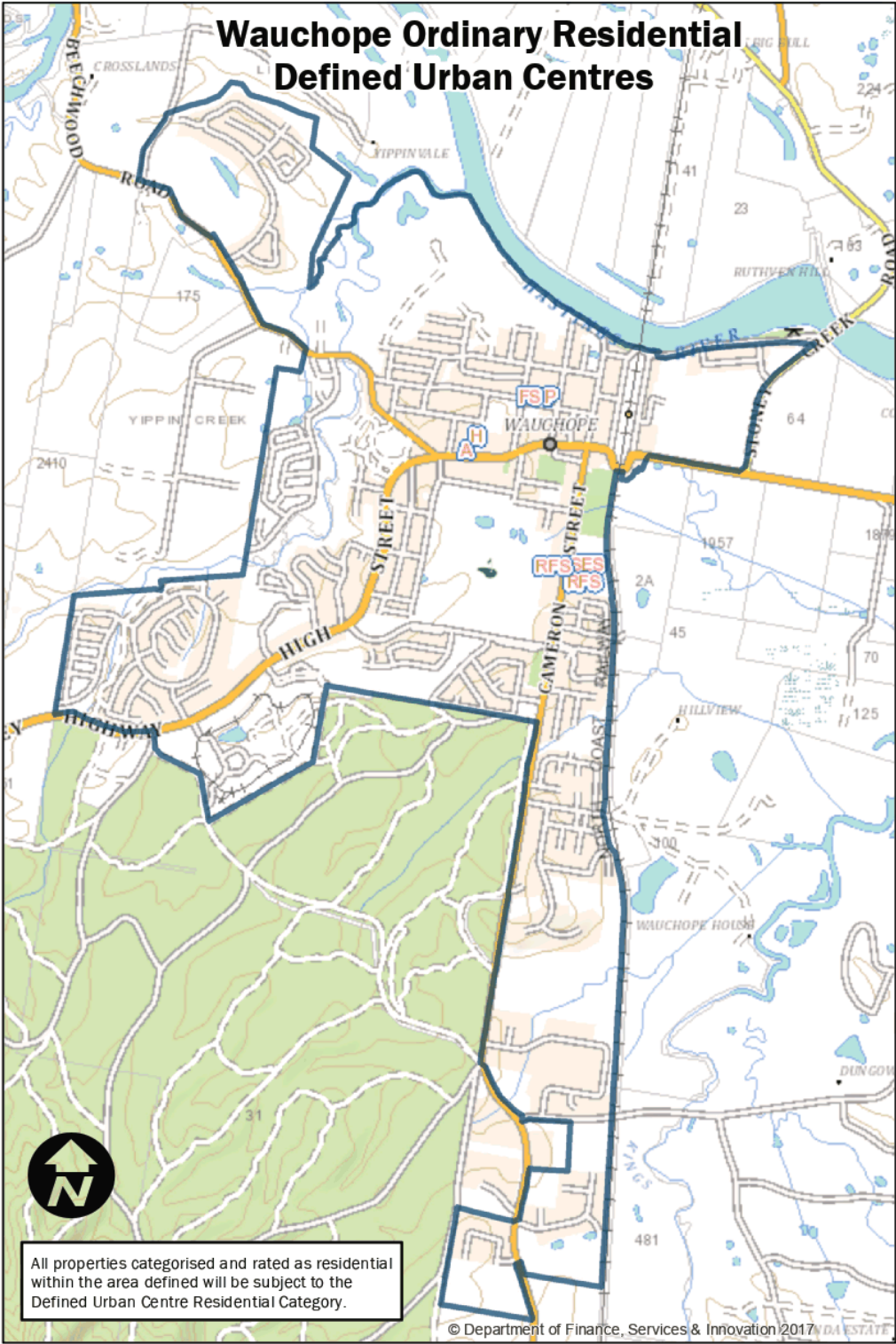














PO Box 84
Port Macquarie
NSW Australia 2444
DX 7415

council@pmhc.nsw.gov.au
ABN 11 236 901 601

PORT MACQUARIE OFFICE

17 Burrawan Street,
Port Macquarie NSW 2444
Telephone (02) 6581 8111
Facsimile (02) 6581 8123

WAUCHOPE OFFICE

49 High Street,
Wauchope NSW 2446
Telephone (02) 6589 6500

LAURIETON OFFICE

9 Laurie Street,
Laurieton NSW 2443
Telephone (02) 6559 9958



Best-Practice Management of Water Supply and Sewerage Guidelines

Table 1 – Required Outcomes for Best-Practice Criteria				
Criterion (1)	Required Outcome (2)	Indicators to Demonstrate Achievement of Outcome (3)	Tools & Resources	COAG/NCP/NWI/Statutory Requirements (4)
1 Strategic Business Planning	A current, sound Strategic Business Plan (SBP) and financial plan.	<ul style="list-style-type: none"> Current SBP that includes: <ul style="list-style-type: none"> Operating environment review Asset management plan (operation, maintenance, capital works) Key performance indicators Customer service plan Levels of service Human resources plan Address issues in Ref 1 and the Check List* in Appendix A. A current SBP and financial plan is one which has been prepared or updated within the last 3 years. 	Appendix A	Demonstrate long term financial sustainability of the business to comply with NCP and NWI. Page 12 of Ref 14.
Financial Planning	A robust financial plan which includes a capital works plan.	<ul style="list-style-type: none"> A robust minimum 20 year financial plan which identifies the lowest required stable typical residential bill (TRB). Address the issues in Ref 2 and the Check List* in Appendix A. <ul style="list-style-type: none"> Each check list is essentially a road map to assist LWUs to quickly address the issues covered by the relevant guidelines as well as any developments since publication of the guidelines. 	Appendix A	See above.
2 Pricing ¹⁸ and Developer Charges	Full cost-recovery for each of water supply and sewerage businesses.	<ul style="list-style-type: none"> Appropriate tariffs without significant cross-subsidies. Total annual income and projected TRB should be consistent with above financial plan. This generally results in a positive economic real rate of return (ERRR). 	Ref 4 Appendix B	Full cost-recovery with consumption based water supply pricing, trade waste charging and removal of cross-subsidies to comply with COAG Strategic Framework for Water Reform, NCP and NWI. Pages 12, 17, 18, 22 of Ref 14.

¹⁸ Agreement has been reached with the Local Government Association and the Shires Association of NSW to amendment of the Local Government Act 1993 in order to provide NSW LWUs with the option of using integrated water pricing for their water supply and sewerage services. An LWU implementing integrated water pricing in accordance with Attachment 2 on Page 35 will comply with elements 2 (a), 2 (b) and 2 (c) of Criterion 2 above.



Best-Practice Management of Water Supply and Sewerage Guidelines

Table 1 – Required Outcomes for Best-Practice Criteria				
Criterion (1)	Required Outcome (2)	Indicators to Demonstrate Achievement of Outcome (3)	Tools & Resources	COAG/NCF/NWI/Statutory Requirements (4)
(b)	Complying water supply tariff.	<ul style="list-style-type: none"> • Appropriate water usage charge/kL based on long-run marginal cost. • Access charge relative to a customer's capacity requirements. • No land value based charges (ie. rates) and no "free" or "pre-paid" water allowance. • Any large increases in non-residential customer bills phased in over 5 years. • To encourage water conservation, high water consuming residential customers should be subjected to a step price increase of at least 50% for incremental usage above a specified threshold. This threshold should not exceed 450 kL/a per household, except for LWUs outside the DWE Coastal and Tablelands Zone with a high incidence of evaporative air coolers, where a threshold of up to 600kL/a per household may be used. • LWUs with 4,000 or more connected properties to have at least 75% of residential revenue* generated through usage charges by June 2008 (at least 50% required by June 2006 and at least 60% required by June 2007). • LWUs with under 4,000 connected properties to have at least 50% of residential water revenue* generated through usage charges. <p>* LWUs may demonstrate compliance with this requirement on the basis of either (i) or (ii) below:</p> <ul style="list-style-type: none"> (i) their projected total residential revenue for the next financial year, or (ii) their projected typical residential bill (on the basis of their average annual residential consumption per connected property) for the next financial year. 	Page 9 Ref 4 Page 10 Ref 4 Appendix B	
	(c) Complying sewerage tariff.	<ul style="list-style-type: none"> • Appropriate residential tariff. • No land value based charges (ie. rates). • Non-residential <ul style="list-style-type: none"> ▪ Two-part tariff. 	Page 28 Ref 4 Page 29 Ref 4 Page 29 Ref 4	

Best-Practice Management of Water Supply and Sewerage Guidelines



Table 1 – Required Outcomes for Best-Practice Criteria				
Criterion (1)	Required Outcome (2)	Indicators to Demonstrate Achievement of Outcome (3)	Tools & Resources	COAG/NCP/NWI/Statutory Requirements (4)
		<ul style="list-style-type: none"> ▪ Appropriate sewer usage charge/kL. ▪ Access charge that is reflective of the cost of providing these sewerage services. ▪ Any large increases in non-residential customer bills phased in over 5 years. 	Page 31 Ref 4	
(d)	Complying liquid trade waste fees and charges for all liquid trade waste dischargers.	<ul style="list-style-type: none"> • Annual trade waste fee for all liquid trade waste dischargers. • Trade waste usage charge for dischargers with prescribed pre-treatment. • Excess mass charges for large dischargers and industrial waste. 	Page 208 Ref 5 Page 209 Ref 5 Pages 209 to 212 Ref 5	
Developer Charges (DC)	Commercial Developer Charges.	<ul style="list-style-type: none"> • Development Servicing Plan^a in accordance with Ref 6, with commercial developer charges. • LWUs with growth of under 5 lots/a exempted. 	Page iv Ref 6 Appendix B	Sections 305 to 307 of Water Management Act 2000. Section 64 of Local Government Act 1993.
Liquid Trade Waste Approvals	Liquid trade waste approval issued to each trade waste discharger.	<ul style="list-style-type: none"> • Liquid Trade Waste approvals issued in accordance with Ref 5. • Liquid Trade Waste Policy adopted and implemented in accordance with Ref 5. 	Ref 5 Appendix A	COAG, NCP and NWI – page 18 of Ref 14 Section 68 of Local Government Act 1993, Local Government (General) Regulation 2005.

Best-Practice Management of Water Supply and Sewerage Guidelines



Table 1 – Required Outcomes for Best-Practice Criteria				
Criterion (1)	Required Outcome (2)	Indicators to Demonstrate Achievement of Outcome (3)	Tools & Resources	COAG/NCP/NWI/Statutory Requirements (4)
Dual Water Supplies	Complying tariffs for dual water supplies.	<ul style="list-style-type: none"> The potable water supply tariff in dual water supplies to comply with 2(b) above, except that step pricing is not a requirement. For the non-potable component of dual water supplies: <ul style="list-style-type: none"> LWUs are encouraged to install a non-potable water meter for each customer served where practical. Appropriate non-potable water usage charge/kL based on long-run marginal cost. Access charge relative to a customer's capacity requirements. No land value based charges (i.e. rates) and no "free" or "pre-paid" non-potable water allowance. At least 50% of residential revenue* generated through usage charges. * Refer to the footnote to element 2 (b) above. 	Page 9 Ref 4 Appendix B	
3 Water Conservation	Sound water conservation and demand management in place.	<ul style="list-style-type: none"> Sound water conservation and demand management implemented. Identification of most cost-effective demand management initiatives. Subsidisation and promotion of at least two of the identified demand management initiatives. Include demand monitoring, leakage measurement and reduction and community education. 	Appendix C	COAG, NCP and NWI Page 52 of Ref 14 Water Management Act 2000.
4 Drought Management	Sound drought management in place.	<ul style="list-style-type: none"> Compile data on existing system, your LWU's drought management planning, including adoption of a schedule of trigger points for timely implementation of appropriate water restrictions. Sound drought management implemented in accordance with the LWU's adopted schedule. 	Appendix D Ref 19	Water Management Act 2000. Local Government Act 1993.

Best-Practice Management of Water Supply and Sewerage Guidelines



Table 1 – Required Outcomes for Best-Practice Criteria				
Criterion (1)	Required Outcome (2)	Indicators to Demonstrate Achievement of Outcome (3)	Tools & Resources	COAG/NCP/NWI/Statutory Requirements (4)
5 Performance Reporting	Completed performance reporting forms to DWE Review 2-page LWU Performance Report, prepare Action Plan.	<ul style="list-style-type: none"> Reporting forms provided to DWE by 15 September each year. Draft of Special Schedules 3 to 6 and Notes 2 and 3 of the LWU's Special Purpose Financial Reports provided to DWE by 15 September each year. LWUs with over 10,000 connected properties to arrange auditing of their core performance indicators in accordance with the auditing requirements of the <i>National Performance Framework</i>. Action Plan provided to Council following review of your LWU's 2-page Performance Report (water, sewerage). Statement of Compliance to be submitted to DWE prior to payment of dividend from surplus (including Dividend Payment Form, Statement of Financial Performance of Business Activities, a Compliance Audit Report and an unqualified independent Financial Audit Report). 	Ref 3 Appendix E	COAG, NCP and NWI Page 31 of Ref 14, page 15 of Ref 15 and page 1 of Ref 16.
6 Integrated Water Cycle Management (IWCM)	Sound IWCM Implemented.	<ul style="list-style-type: none"> Completion of Integrated Water Cycle Management Evaluation by June 2007. Completion of Integrated Water Cycle Management Strategy by June 2008. Implementation of Integrated Water Cycle Management in accordance with the Strategy by June 2008. 	Ref 8 Appendix F	COAG, NCP and NWI Page 43 of Ref 14. WMA 2000.



INDEPENDENT AUDITOR'S REPORT

Report on the special purpose financial report

Port Macquarie-Hastings Council

To the Councillors of the Port Macquarie-Hastings Council

Opinion

I have audited the accompanying special purpose financial report (the financial report) of the Port Macquarie-Hastings Council's (the Council) Declared Business Activities, which comprise the Income Statement of each Declared Business Activity for the year ended 30 June 2018, the Statement of Financial Position of each Declared Business Activity as at 30 June 2018, notes comprising a summary of Significant accounting policies and other explanatory information for the Business Activities declared by Council, and the Statement by Councillors and Management.

The Declared Business Activities of the Council are:

- Water supply
- Sewerage
- Waste Management.

In my opinion, the financial report presents fairly, in all material respects, the financial position of the Council's declared Business Activities as at 30 June 2018, and its financial performance for the year then ended, in accordance with the Australian Accounting Standards described in Note 1 and the Local Government Code of Accounting Practice and Financial Reporting (LG Code).

My opinion should be read in conjunction with the rest of this report.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Financial Report' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants' (APES 110).

I have fulfilled my other ethical responsibilities in accordance with APES 110.

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as the auditor of councils
- precluding the Auditor-General from providing non-audit services.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Emphasis of Matter - Basis of Accounting

Without modifying my opinion, I draw attention to Note 1 to the financial report which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the Council's financial reporting responsibilities under the LG Code. As a result, the financial report may not be suitable for another purpose.

Other Information

Other information comprises the information included in the Council's annual report for the year ended 30 June 2018, other than the financial report and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the general purpose financial statements and Special Schedules (the Schedules).

My opinion on the financial report does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the general purpose financial statements and Special Schedule 2 - Permissible income for general rates.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

The Councillors' Responsibilities for the Financial Report

The Councillors are responsible for the preparation and fair presentation of the financial report and for determining that the accounting policies, described in Note 1 to the financial report, are appropriate to meet the requirements in the LG Code. The Councillors' responsibility also includes such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless it is not appropriate to do so.

Auditor's Responsibilities for the Audit of the Financial Report

My objectives are to:

- obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the financial report.

A description of my responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at: www.auasb.gov.au/auditors_responsibilities/ar4.pdf. The description forms part of my auditor's report.

My opinion does not provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- on the best practice management disclosures in Notes 2 and 3 of the financial report
- about the security and controls over the electronic publication of the audited financial report on any website where it may be presented
- about any other information which may have been hyperlinked to/from the financial report.



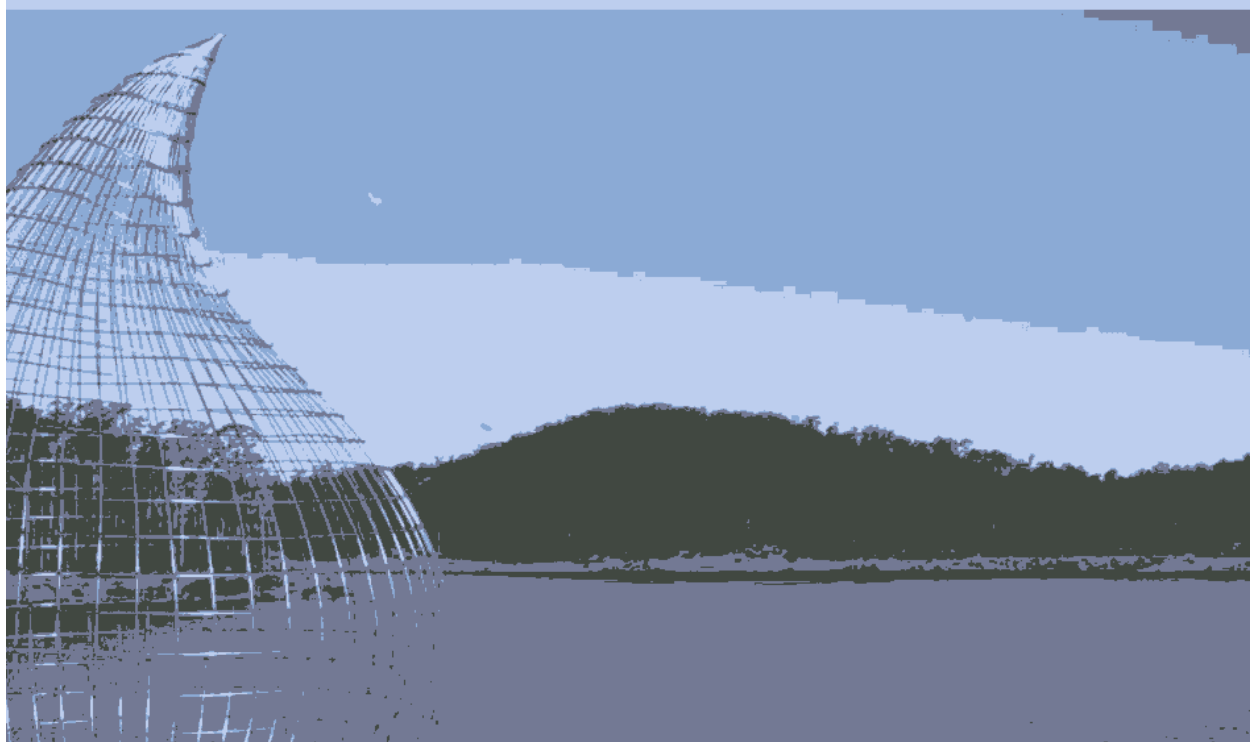
Reiky Jiang

Director, Financial Audit Services

29 October 2018
SYDNEY



PublicWorks
Advisory



Port Macquarie-Hastings Council

Report on Audit of Best Practice Management of
Water Supply and Sewerage Services in 2017/18

March 2019

A division of the Department of Finance, Services and Innovation

Port Macquarie Hastings Council

Report on Audit of Best Practice Management of Water Supply and Sewerage Services in 2017/18

March 2019

Marimuthu Sundaravadivel

Senior Engineer, Infrastructure Services

Level 4, 66 Harrington Street

The Rocks, Sydney NSW 2000

T | 02 9240 8824

E | marimuthu.sundaravadivel@finance.nsw.gov.au

W | www.publicworksadvisory.nsw.gov.au

Cover Image: PMH Council

© Crown in right of NSW through the Department of Finance, Services and Innovation 2019

*This document is copyright and may incorporate moral rights of an individual. Other than for the purposes of and subject to the conditions prescribed under the Copyright Act, no part of it may, in any form or by any means, be reproduced, altered, manipulated, stored in a retrieval system or transmitted without prior written consent of the copyright owner or owner of moral rights. Any inquiries relating to consents and use of this document, including by NSW Government agencies must be addressed to **Infrastructure Services** unit of Public Works Advisory.*

Table of Contents

1. Report of Compliance	1
1.1 Introduction	1
1.2 Scope	1
1.3 Findings	2
1.4 Conclusion	4
1.5 Definition	4
1.6 Disclaimer	5

1. Report of Compliance

1.1 Introduction

This document is the audit report on compliance of Port Macquarie-Hastings Council (PMHC) with the NSW Best Practice Management Guidelines for Water Supply and Sewerage, May 2007 in the reporting year 2017/18.

1.2 Scope

We have performed the agreed procedures in accordance with our proposal for engagement by Port Macquarie-Hastings Council and described below with respect to the compliance of the PMHC's Water Supply and Sewerage services with the NSW Best Practice Management Guidelines, August 2007 for the year ended 30 June 2018 based on relevant criteria as set forth in column (3) of Table 1 of the Guidelines. Our engagement was generally undertaken in accordance with Australian Auditing Standards applicable to agreed-upon procedures of engagements.

The responsibility for determining the adequacy or otherwise of the procedures agreed to be performed is that of Council and the Department of Industries – Water (DoI Water). The procedures were performed solely to assist PMHC and DoI Water in evaluating the validity of the compliance requirements and are summarised as follows:

1. We reviewed the current **Strategic Business Plan, September 2014** (SBP) to ensure that it included an:
 - Operating environment review
 - Total Asset management plan - operation, maintenance, capital works
 - Key performance indicators
 - Customer service plan
 - Levels of service
 - Work Force plan
- 2) We reviewed the **Financial Plan** as contained within the SBP to ensure that it covered a period of at least 20 years and it reports the lowest required stable typical residential bill (TRB)

- 3) We reviewed **full cost recovery** for both water supply and sewerage consistent with the outcomes listed in column (3) of Table 1
- 4) We reviewed **water supply tariffs** to confirm they complied with the outcomes listed in column (3) of Table 1
- 5) We reviewed the **sewerage tariffs** to confirm they complied with the outcomes listed in column (3) of Table 1
- 6) We reviewed the **liquid trade waste fees and charges** to confirm they complied with the outcomes listed in column (3) of Table 1
- 7) We reviewed the **commercial developer charges** to confirm the existence of a Development Servicing Plan with commercial developer charges.
- 8) We reviewed the **liquid trade waste approvals** to confirm they complied with the outcomes listed in column (3) of Table 1
- 9) We reviewed the **water conservation** measures to confirm that it included the outcomes listed in column (3) of Table 1
- 10) We reviewed the **drought management** plan to confirm that it included the outcomes listed in column (3) of Table 1
- 11) We checked documentary evidence to ensure that **performance reporting** forms were completed and lodged to DoI Water within the required time frame, and
- 12) We checked for completion and implementation of **IWCM Strategy** following substantial commencement of sound Integrated Water Cycle Management.

1.3 Findings

We report as follows:

- 1) With respect to (1) above, we found the Strategic Business Plan, September 2014 included the outcomes listed in column (3) of Table 1 of the Best-Practice Management Guidelines.
- 2) With respect to (2) above, we found that PMHC have reported in the SBP the typical residential bills for water supply and sewerage arrived at using their “in-house” spreadsheet financial model, which is a part of Council’s overall financial administration. We have also found that long-term (20 year) financial plans for water supply and

sewerage have been reviewed and the financial projections from the models have been incorporated the the Strategic Business Plan. We also found that the Council's financial models for the water and sewer funds have been updated for 2017/18 and used to project a stable price path for the 20-year projection period.

- 3) With respect to (3) above, we found that the projected total annual water supply and sewerage services income provided full cost recovery, resulting in a positive economic real rate of return for 2017/18.
- 4) With respect to (4) above, we found that water supply tariffs considered the outcomes listed in column (3) of Table 1 with 70.11% of residential revenue generated through residential usage charges for the year 2017/18. DoI Water considers and reports Local Water Utilities that achieve 70-74% as *provisionally* complying with this best practice outcome and are required to improve their performance. To this end, Council reported that a phased increase in water usage charges to achieve 75% from 2019/20 onwards is planned and included in the 'draft' Fees & Charges for 2019/20. Council also reported that for formal approval for the proposed increase in water usage charges to go on public exhibition will be sought in the 20 March 2019 Council meeting.
- 5) With respect to (5) above, we found that the residential sewerage tariffs considered the outcomes listed in column (3) of Table 1. We also found that not all categories of the non-residential customers are levied the sewerage usage charge as part of the adopted two-part tariff structure.
- 6) With respect to (6) above, we found that the liquid trade waste fees and charges considered the outcomes listed in column (3) of Table 1.
- 7) With respect to (7) above, we found that PMHC adopted the Development Servicing Plans (DSPs) for Water Supply and Sewerage Services in September 2014 with the developer charges calculated on the basis of the latest NSW Developer Charges Guidelines. The Development Servicing Plans considered the outcomes listed in column (3) of Table 1 and noted that the Plans took into account the cross subsidy that will occur due to the adoption of uniform developer charges across all the DSP areas of the the Council.

- 8) With respect to (8) above, we found that the Liquid Trade Waste Policy amended and adopted in 29 August 2018 considered the outcomes listed in column (3) of Table 1 with regard to issue of liquid trade waste approvals.
- 9) With respect to (9) above, we found that Council's Water Supply Policy, amended and adopted on 4 December 2018, considered implementation of a sound water conservation and demand management initiatives to achieve the outcomes listed in column (3) of Table 1. The initiatives are currently in the process of review as part of the IWCM Strategy development.
- 10) With respect to (10) above, we found that Council's Water Supply Policy, amended and adopted on 4 December 2018, considered the outcomes listed in column (3) of Table 1 for sound drought management.
- 11) With respect to (11) above, we found that performance reporting forms for 2017/18 have been completed and lodged with DoI Water on 5 November 2018.
- 12) With respect to (12) above, we found that the PMHC has undertaken a 'gap analysis' to review its IWCM Strategy completed in 2016 to update the same to fully comply with IWCM checklist, February 2019.

1.4 Conclusion

Based on the findings of our audit, we conclude that Port Macquarie-Hastings Council has demonstrated '**substantial compliance**' with **Best Practice Management of Water Supply and Sewerage** in line with the DoI Water Guidelines as applicable for the year ended 30th June 2018.

1.5 Definition

We have adopted the following definition for this engagement:


- "**Substantial Compliance**" means the level of compliance with the Guidelines such that any identified deficiencies do not detract from the general intent of the Guidelines to achieve Best Practice Management for Water Supply and/or Sewerage Services.
- What constitutes substantial compliance is also a function of at what point in time the issue is examined. Therefore the best practice management adopted must take into account likely future scenarios and apply the current body of industry knowledge in regard to best practice.

1.6 Disclaimer

Our report is solely for the purpose set forth in the first paragraph of this report and for the information of Port Macquarie Hastings Council and the Dol Water and is not to be used for any other purpose or distributed to any other party. This report relates only to the items specified above and does not extend to any financial report of the Council taken as a whole.

Signed:

Date signed: 08 March 2019



Marimuthu Sundaravadivel
Senior Engineer, Infrastructure Services
Public Works Advisory
Level 4, 66 Harrington Street
The Rocks
Sydney, NSW 2000



Level 4, 66 Harrington Street
The Rocks, SYDNEY
NSW 2000

www.publicworksadvisory.nsw.gov.au

2 Your Community Life

20/03/2019

What we are trying to achieve

A healthy, inclusive and vibrant community.

What the result will be

We will have:

- Community hubs that provide access to services and social connections
- A safe, caring and connected community
- A healthy and active community that is supported by recreational infrastructure
- A strong community that is able to identify and address social issues
- Community participation in events, programs, festivals and activities

How we will get there

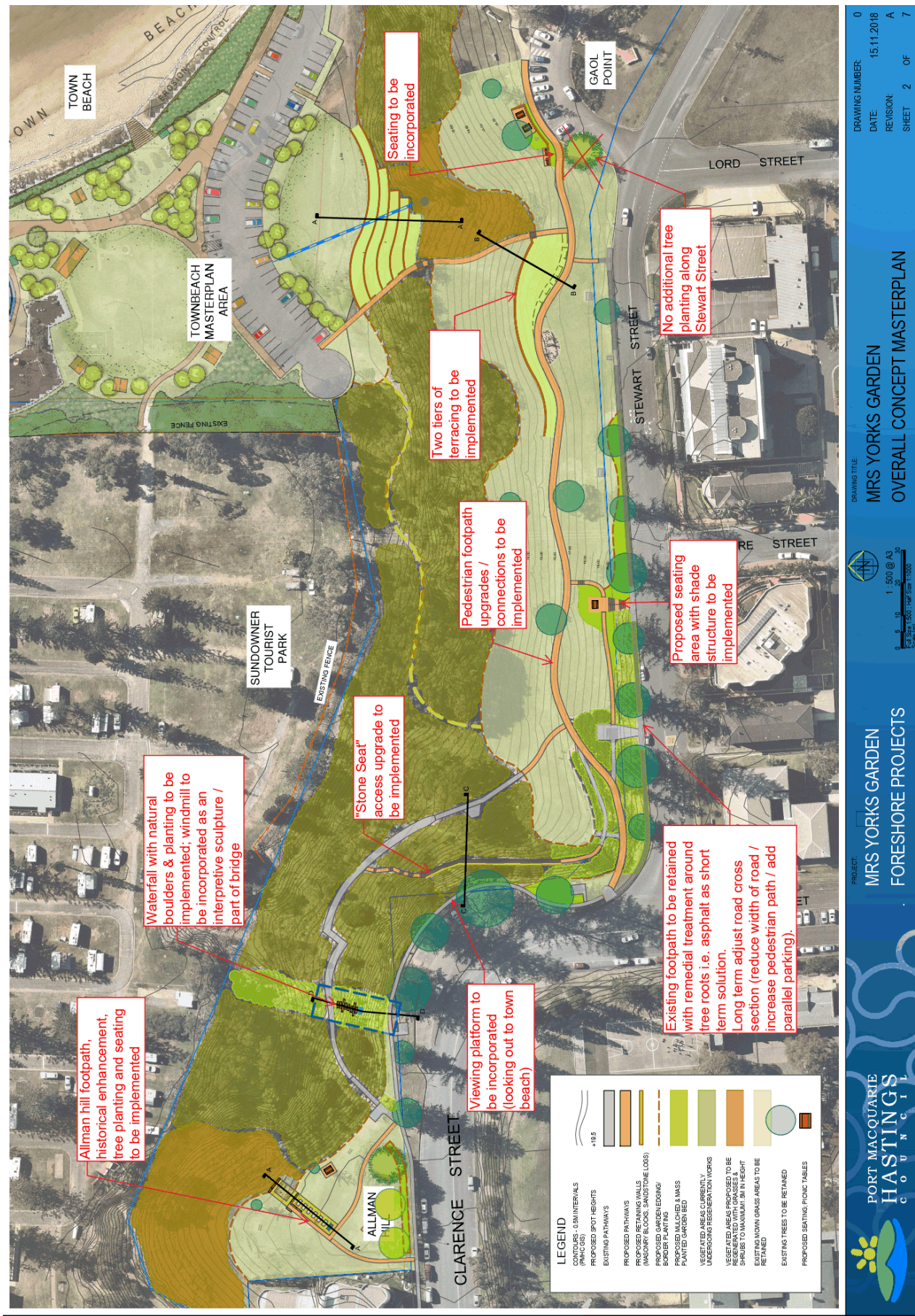
- 2.1 Create a community that feels safe
- 2.2 Advocate for social inclusion and fairness
- 2.3 Provide quality programs, community facilities and public spaces, for example, community halls, parks and vibrant town centres
- 2.4 Empower the community through encouraging active involvement in projects, volunteering and events
- 2.5 Promote a creative and culturally rich community

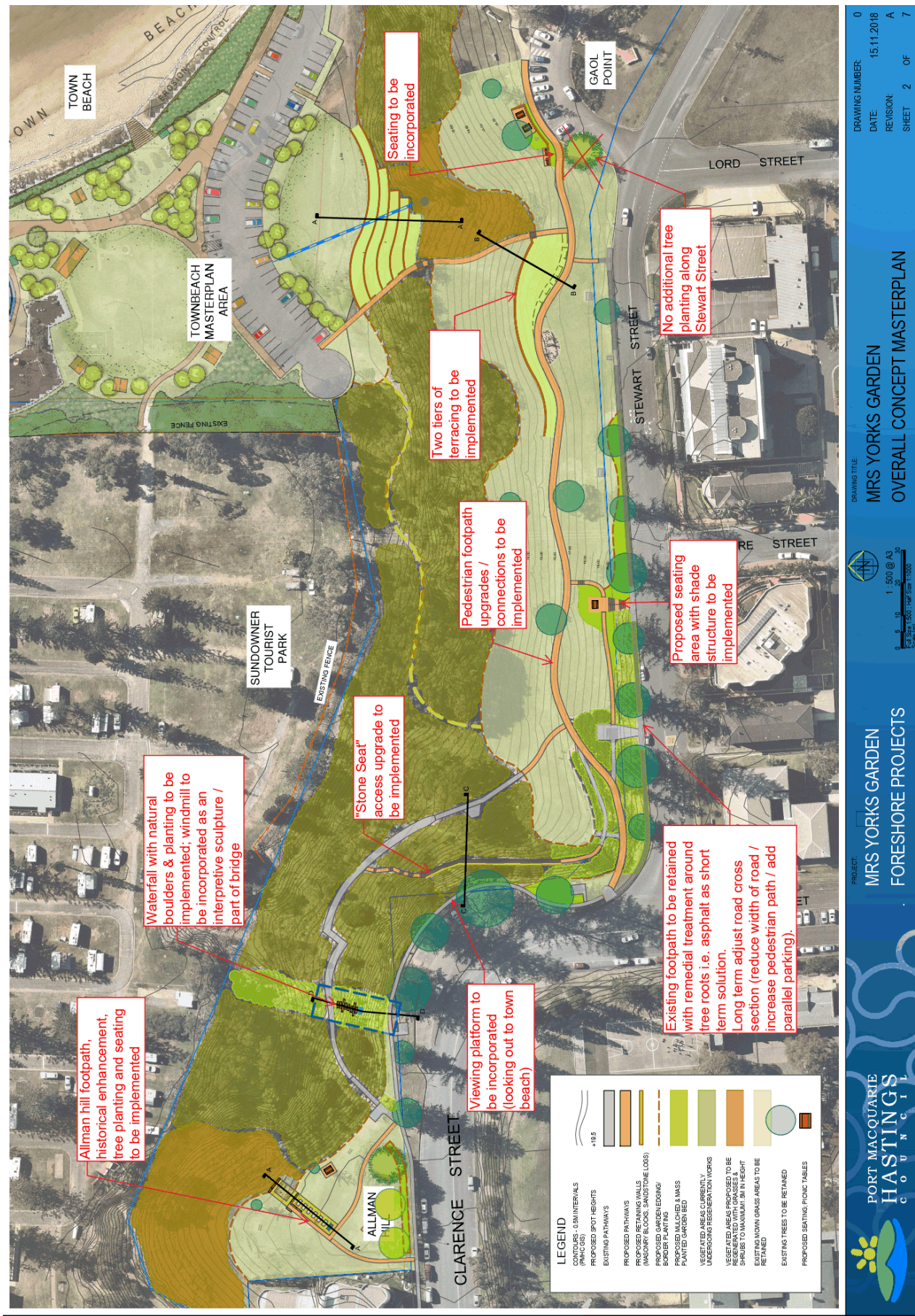
08 MAYOR'S SPORTING FUND - APPLICATIONS RECEIVED

CONSENSUS:

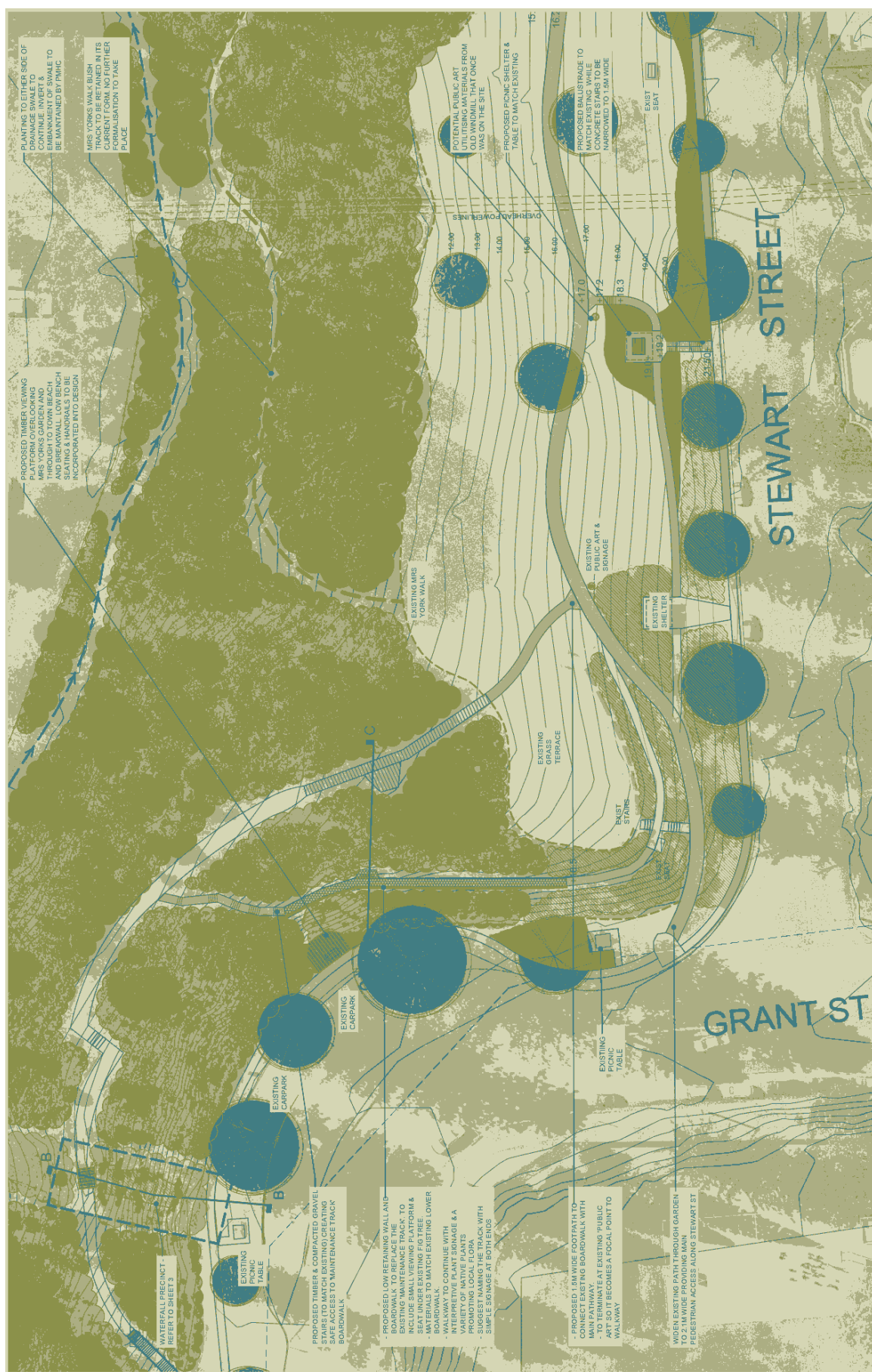
That :

1. Madelaine Goodridge be granted \$450.00 to assist with the expenses incurred travelling to and competing at the Australian All Schools Athletics Championships held in Cairns, Queensland from 7 – 9 December 2019 inclusive.
2. Shanay Northey be granted \$250.00 to assist with the expenses incurred travelling to and competing at the NSW State Age Swimming Championships held at Sydney Olympic Park on 14 – 18 December 2018 inclusive.
3. Phoebe Bentley be granted \$250.00 to assist with the expenses she will incur travelling to and competing at the NSW Country Swimming Championships to be held in Sydney from 22 – 24 February 2019 inclusive.
That Phoebe also receive an additional \$350.00 to assist with the expenses she will incur travelling to and competing at the Georgina Hope 2019 Australian Age Swimming Championships to be held in Adelaide, South Australia from 15 – 20 April 2019 inclusive.
4. Shannon Moore be granted \$500.00 to assist him to travel to and compete in the National Motocross Series to take place throughout NSW, QLD, VIC and SA in 2019.











4 Your Natural and Built Environment

20/03/2019

What we are trying to achieve

A connected, sustainable, accessible community and environment that is protected now and into the future.

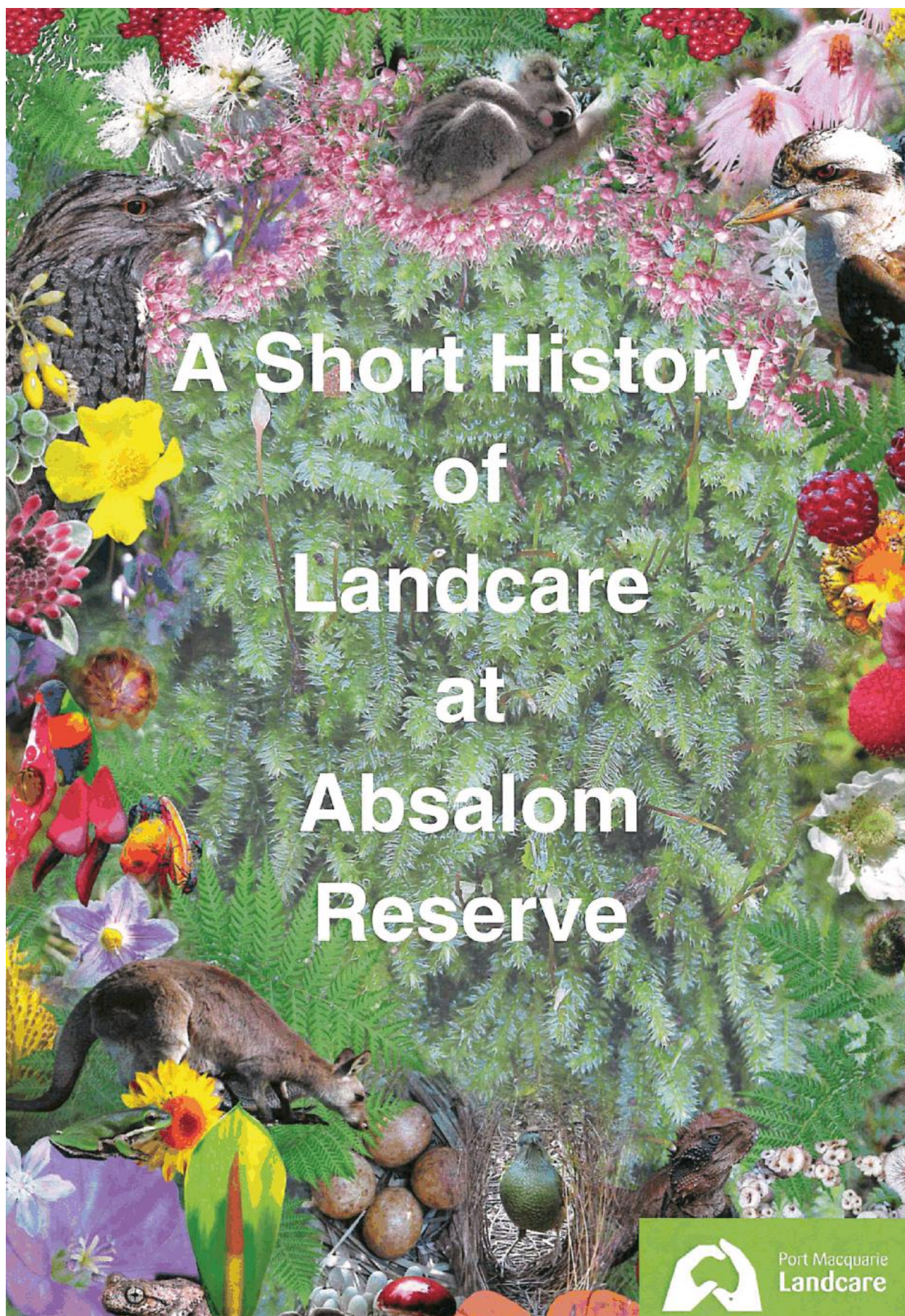
What the result will be

We will have:

- Effective management and maintenance of essential water, waste and sewer infrastructure
- A community that is prepared for natural events and climate change
- Sustainable and environmentally sensitive development outcomes that consider the impact on the natural environment
- Accessible transport network for our communities
- Infrastructure provision and maintenance that meets community expectations and needs
- Well planned communities that are linked to encourage and manage growth
- Accessible and protected waterways, foreshores, beaches and bushlands
- An environment that is protected and conserved for future generations
- Renewable energy options that are understood and accessible by the community

How we will get there

- 4.1 Provide (appropriate) infrastructure and services including water cycle management, waste management, and sewer management
- 4.2 Aim to minimise the impact of natural events and climate change, for example, floods, bushfires and coastal erosion
- 4.3 Facilitate development that is compatible with the natural and built environment
- 4.4 Plan for integrated transport systems that help people get around and link our communities
- 4.5 Plan for integrated and connected communities across the Port Macquarie-Hastings area
- 4.6 Restore and protect natural areas
- 4.7 Provide leadership in the development of renewable energy opportunities
- 4.8 Increase awareness of issues affecting our environment, including the preservation of flora and fauna





This project commenced in 2009

**Volunteer hours for this site:
3,720 @ \$37 per hour = \$137,640**

**Funding received:
\$9,542 from NRMA, HCCU and
Council's Community Grants**

**Returned to Council at Ecological
Maintenance December 2012**

Absalom Reserve is bordered by Livingstone Road between Beech Tree Circuit and Wiruna road in the North and Ocean Drive in the South.

This site is a Subtropical Floodplain Forest which is an Endangered Ecological Community or EEC, it is the last fragment left on this creek on public land. The first works carried out was to increase its size and repair its edges to help it resistant to future weed invasion.

Records from the Port Macquarie Koala Preservation Society show Koalas move along this corridor through urban areas from Transit Hill to Lake Innes Nature Reserve. The koala population is declining due to the loss of habitat contributing to starvation, the main reason for Koala admissions to the KPS hospital. Habitat loss causes stress and disease and increases the time koalas are on the ground moving between trees, exposing them to predators and injury from cars or dogs. Port Macquarie's human population growth is one of the fastest in the state, creating pressure to remove trees. The tree planting in Absalom helps to reinforce the link between feeding areas, provide refuge from predators, a place to rest as well as in a small way: offsetting tree losses.

Neighbours have appreciated the works carried out and our interaction with them has started a cascade of environmental benefits wider than the reserve itself. After we removed 10 large Cocos Palms at the top of the reserve, a neighbour set about removing his, whilst another has been to the Landcare Community Nursery to purchase plants for his garden to compliment what we have done in the reserve.

A threatened tree species Biconvex Paperbark or *Melaleuca biconvexa* is declining due to habitat loss and invasion by weeds. This population of Biconvex Paperbark regularly sets seed which is rare over most of its range outside Port Macquarie.



This map shows how the reserve is surrounded by suburbia putting many stresses on the reserve, from careless dumping and inappropriate use of the Public Land by residents. Landcare and Council has seen improved neighbour behaviour as the results of the works have become visible.

At the behest of a local resident Landcare became involved with the restoration of this site. The first working bee was a Corporate Day involving staff from local businesses, neighbours and Landcare volunteers where a 2.4 h site that was previously mowed by Council was revegetated to enhance the Subtropical Floodplain Forest. The Council had difficulty mowing this site due to the springs that led to bogged equipment on a regular basis. This restoration freed up Council resources for their works in other areas, saving money for the rate payers.

The preparation of the site was done by Council removing many large Coco Palms and an edge that was all Lantana, Senna and Wild Tobacco Trees.



Before works commenced in 2009



At the end of the Corporate Day.



As it is today 2013, 2.4h returned to forest.

After weed removal, many plants were needed to repair the degraded corridors, the funding from the Council Community Grants and the NRMA assisted with this. The plants are grown from seed collected locally at the Landcare Community Nursery and over 1,000 extra plants were donated to this site by Landcare from the funds raised by public sales of plants from the Nursery.



Weed removal by Conservation Volunteers



Making way for this healthy corridor



The mown strip in front of the existing trees was detrimental to the corridor so was planted out with the help of the Green Gym team who joined Landcare after learning to love what we do with the CVA Green Gym team. The growth of these plants have extended the width of the corridor making it safer for wildlife and improving the health of the corridor



The Eastern Water Dragon is a regular sight in Absalom Reserve

Changes in Landcare saw a new team take over at Absalom, Rex Moir and his crew of dedicated volunteers extended the restoration of the reserve into the stormwater inlet at Livingstone Road and the road reserve at Ocean Drive.



Large scale weeds removal done by the team in the road reserve along Ocean Drive .



Large Asparagus Fern was prevalent on the site



Numerous seeds from the Cocos Palms

The removal of 10 Cocos Palms at the very top of Livingstone Road by Port Tree Fella with the aid of funding from the NRMA and the 6 that Council removed prior to the Corporate Day, has gone a long way to saving this catchment from this weed. The trunks were left on site to become habitat for insects and frogs.

The removal of the Cocos Palms created an open area that has been revegetated and increased the diversity on this site. The Cocos Palms attract cockroaches, everyone wins from the removal of this weed.



This previously mown area in the drain inlet has been revegetated to contain erosion and create habitat for small birds and mammals



The stormwater flowing under Livingstone road through, (the soon to be large native grasses) to filter the runoff on its way to Lake Innes Nature Reserve



The Team were called upon to rescue this Eastern Water Dragon, (shot with a nail gun) this story had a happy ending with it being released back to the reserve after treatment at the local Vet.



The Team receiving information from Council Bush Fire Officer Mel Losh, to increase their understanding of the issues of working close to houses

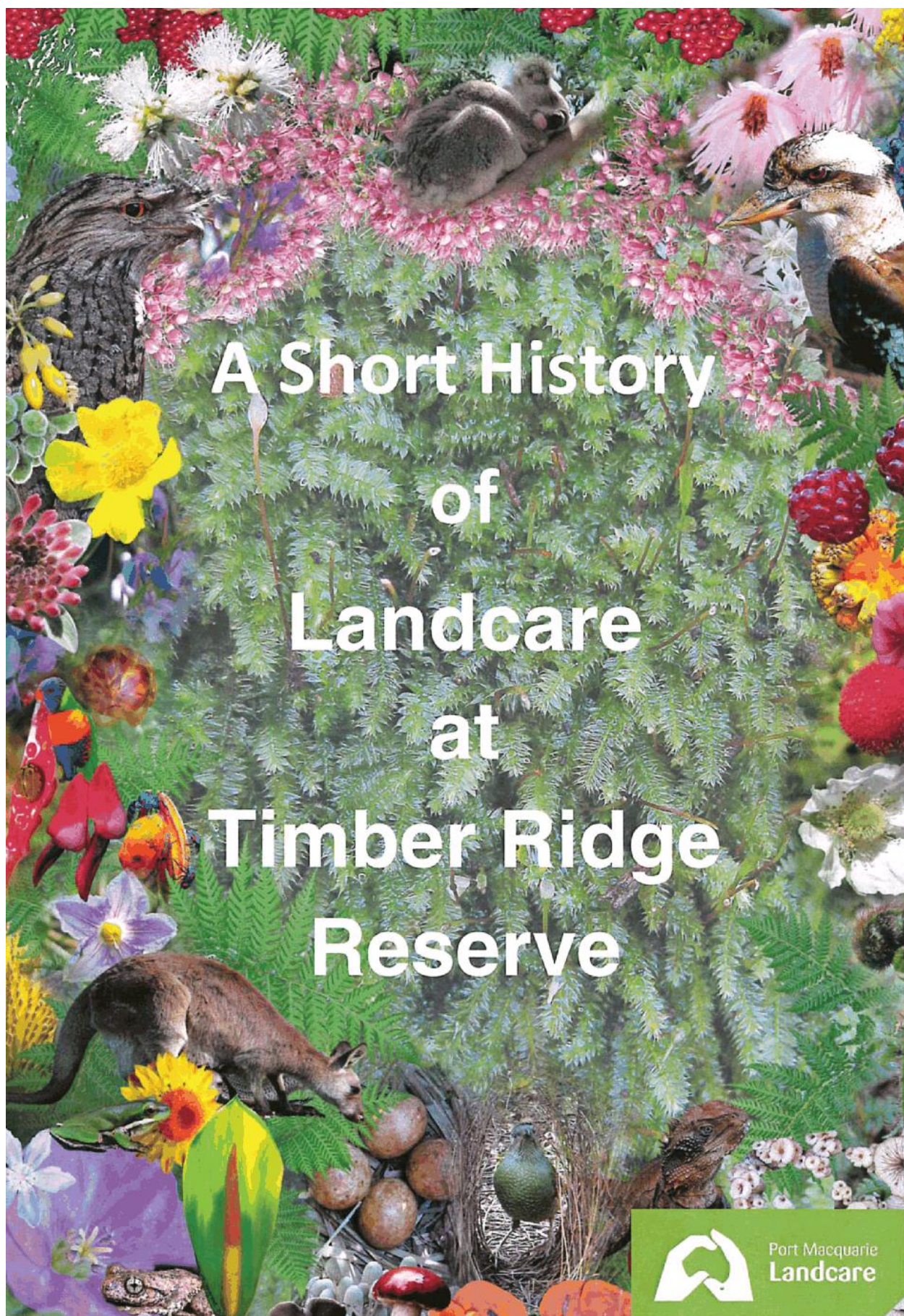
The finishing touches to the Reserve were done in 2012 ready for Landcare to move onto other projects, we make sure it is not all hard work and morning tea is the time to relax and socialise



Santa came to visit the reserve in the form of the very camera shy Rex Moir (who doubles as our professional photographer) and Bill Peel the council ecologist who we at Landcare work closely with. They left some large figs behind to grow to maturity without causing any issues for surrounding neighbours.

The final item, the signs installed to continue education of the public with funding from Holiday Coast Credit Union







This project commenced in 2003

Funding received is \$1,000

**Handed to the next generation of
Landcarers in 2010**

**Volunteer hours since then are
1,624 @ \$37 per hour = \$60,088**

**Returned to Council at Ecological
Maintenance in December 2012**

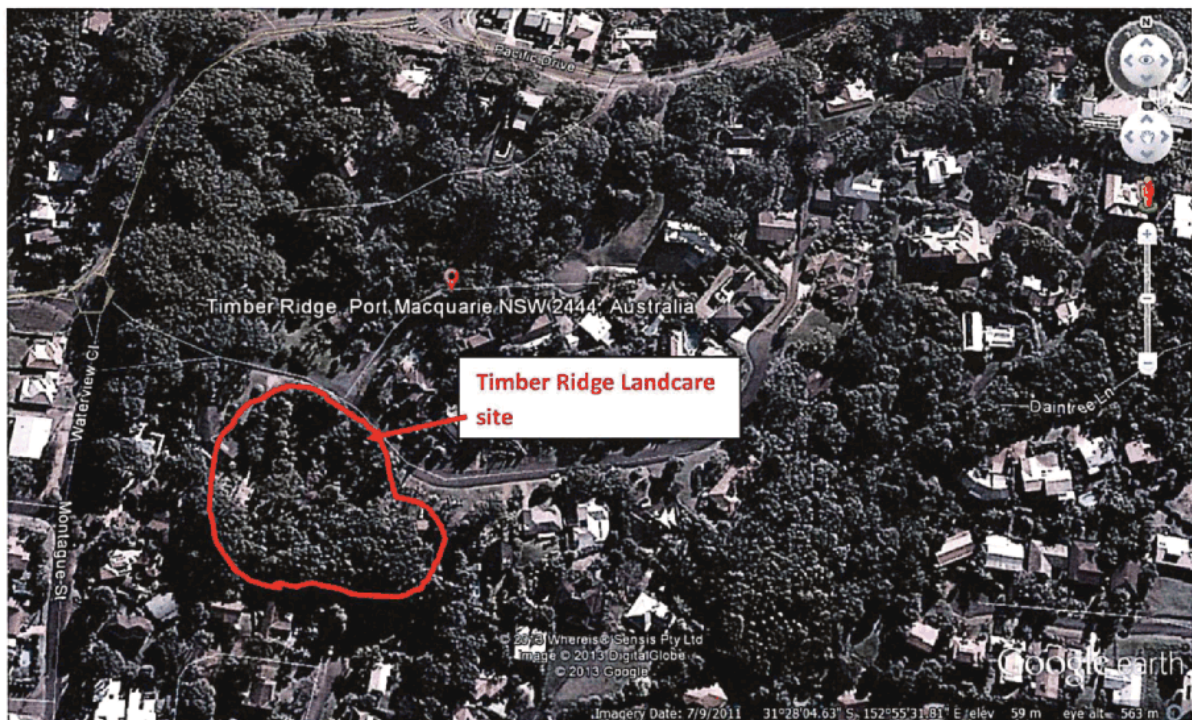
Timber Ridge was the 9th Project taken on by Port Macquarie Landcare Group Inc in early 2003, under the management of retiree Dr Noel Kinny who lived close by. This bushland reserve has a healthy intact section of Subtropical Rainforest bordered on the North by a degraded, weed infested wetland and drainage area.

This bushland is important as Timber Ridge is the top of the catchment for two important waterways in Port Macquarie. To the north it is the head of Wrights Creek that flows through town to Kooloonbung Creek; and to the south the head of Rushcutter Creek which flows into Lake Innes then on to Lake Cathie.

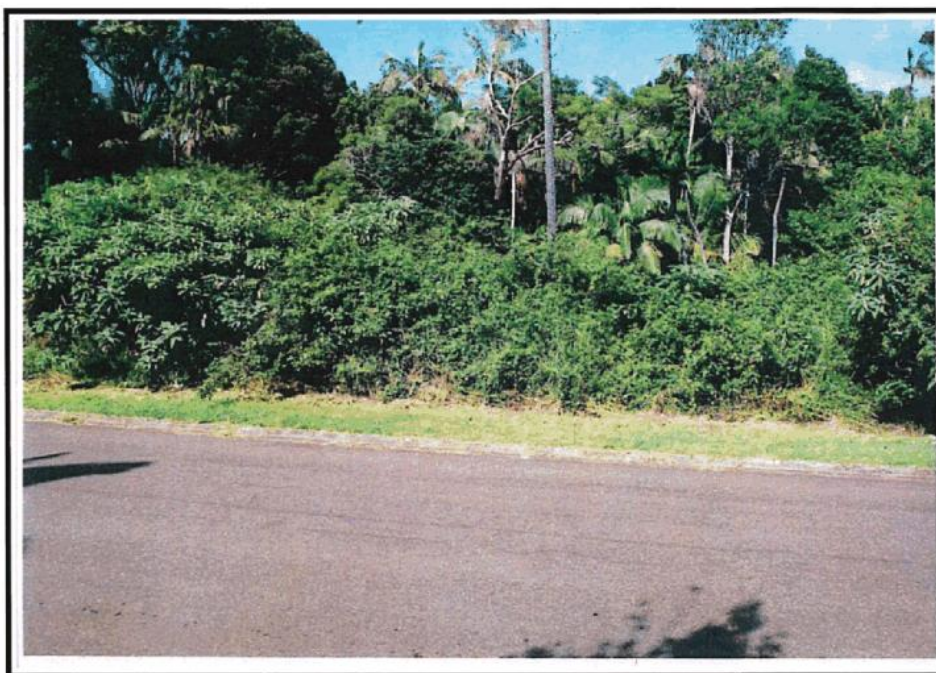
Dumping of rubbish was an ongoing problem on the site. The improvement in the amenity of the site has reduced this. The most vexing problem was the destruction of vegetation by youngsters building bike tracks and cubby houses. Over time this has reduced as the vegetation increased in density after weed removal. The work undertaken on this site has been a staged approach of weed removal and revegetation.

At Landcare we are always conscious of planning for the generational change in personnel on our sites, without this planning, retirement would be difficult for our volunteers and our sites would go backwards. Happily we had a team ready to take up where Noel left off when he retired for the second time in 2010. Now we have a plan in place with Council that enables us to hand back sites that are at the status of Ecological Maintenance for their Bush Regeneration teams to manage.

There has been some large scale revegetation on the site with the help of students from St Josephs Regional High School and The Green Jobs Team. This complements the previous work carried out on site by the one man band of Noel. The ultimate aim is to revegetate the whole area to extend the remnant Subtropical Rainforest from Lady Elliot Court to Timber Ridge, incorporating the rehabilitated wetland area.



1



This is the large infestation of weeds, Lantana, Wild Tobacco and Senna with Madiera Vine scrambling over it all that was the site in 2003. The intact Subtropical Rainforest can be seen in the background.



All this vegetation on the edge was planted in 2005 and has grown to almost maturity since then. Neighbours have appreciated the increase in value to their properties due to the improvements in the bushland reserve.



This large mown area was damaging to the edge of the Subtropical Rainforest by allowing an easy path for weeds to penetrate into the rainforest.



Getting the site ready for planting October 2010



Planting March 2011



The result in June 2012, the rainforest edge is protected from weed invasion.

Madeira Vine has been the most difficult weed to control on this site. It is a troublesome weed which is difficult to eradicate as it produces large subterranean tubers. It mainly spreads via large numbers of specialised aerial tubers

that are produced along the stems. They are also spread shorter distances after falling off stems high in the canopy (by gravity) and can be transported downstream in floods. If fragments end up in waterways, they are easily transported to new locations in this manner. This is why it is desirable to remove it from the top of the catchment at Timber Ridge. It also spreads vegetatively by tuberous roots and creeping underground stems (rhizomes).



Some of the underground tubers found.



Noel and Margaret decided to retire (again) in 2010. They have left Timber Ridge in a far better state than they found it. The local neighbours and wildlife benefit everyday from the work this dedicated couple put in over the previous seven years.

They are seen here with Landcare Patron Roy Sach on the right at their Landcare retirement presentation.

This brought the new team to the site who took on the challenge of the Madeira Vine with a will to win attitude.

Madeira Vine is now under control on this site; however vigilance is needed into the future.



This weed (below) Liriope is a newcomer to our sites. It is planted by council in public plantings around Port Macquarie. It is in the Asparagus family and has large clusters of black fruit that the birds love to distribute. This infestation is from 2 plants that had been brought in by birds and allowed to mature and set seed.





As you can see, this wetland was overrun with serious environmental weeds to the detriment of the wildlife. Many of these weeds are water-borne. By preventing this infestation moving downstream onto other restored sites, these restoration works became critical to the health of the whole catchment. Sightings of The Tusked Frog *Adelotus brevis* have been recorded on this site.

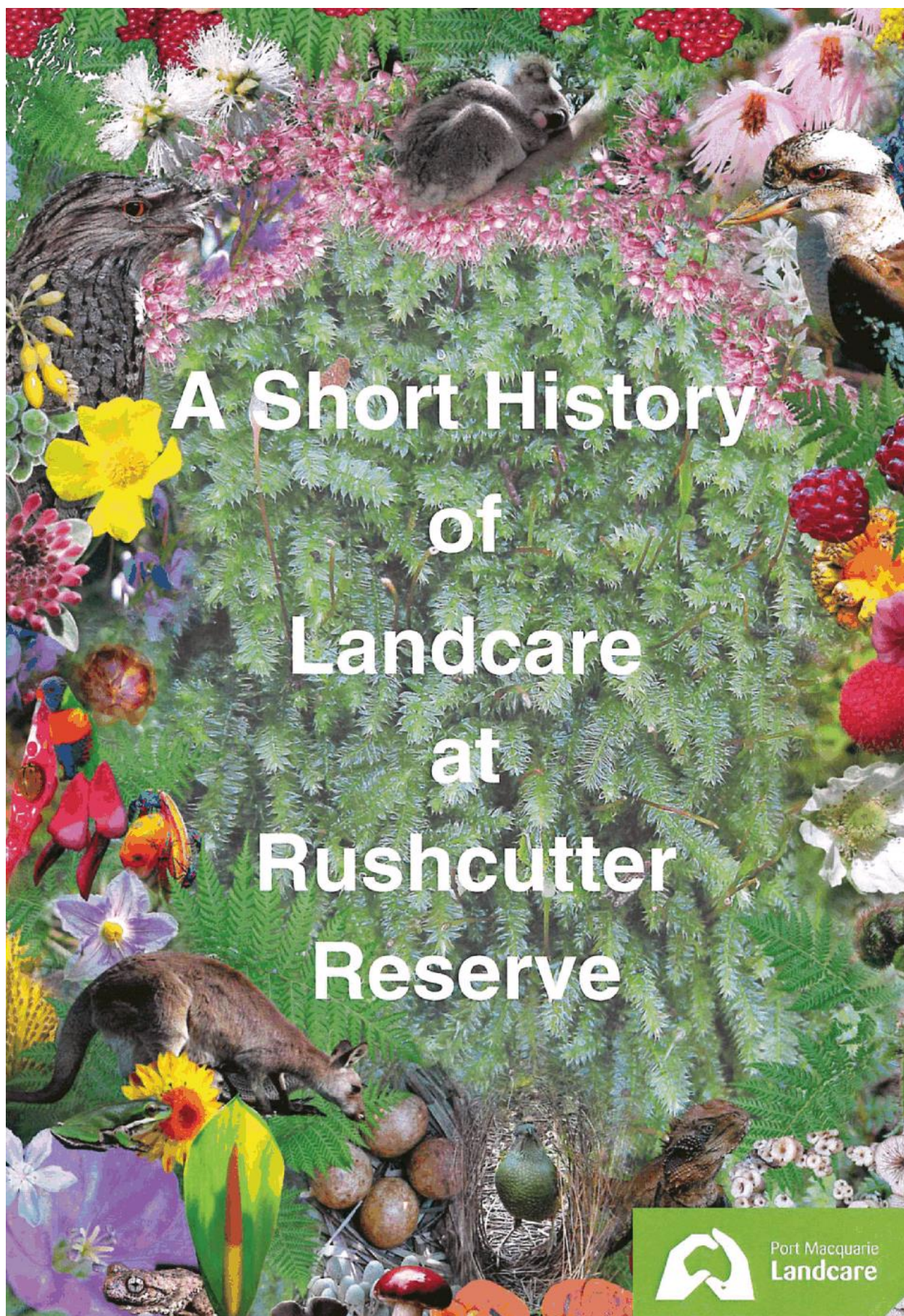




St Josephs School Year 7 students were a great help with the extensive planting required on this site to bring it to ecological maintenance ready to return to Council for their Bush Regeneration Teams to continue the maintenance of this site.

An Eastern Water Dragon, frequently sighted in our bushland reserves, captured basking in the sun.





Port Macquarie
Landcare

The background of the slide is a dense, close-up photograph of green leaves, likely from a tropical plant, with varying shades of green and some white highlights from light reflection.

This project commenced in 2005

**Volunteer hours for this site:
6918 @ \$37 per hour \$255,966**

**Funding received for this project:
\$10,013 from Council's
Community Grants**

**Returned to Council at Ecological
Maintenance December 2012**

The **Rushcutter Creek** catchment rises on Timber Ridge and travels through suburban Port Macquarie under Bangalay Drive, Cathie Road and Rushcutters Way on its journey to Lake Innes and Lake Cathie. Along the way it cleans urban runoff of pollutants and nutrients for the betterment of the community and wildlife.

Rushcutter Reserve was commenced in 2005 when a neighbour took an interest in the area near his house adjacent to Moondarra Terrace and Spindrift Row on the floodplain and banks of the water course.

This work has met with great approval by the neighbours and people who use the walking tracks in the area, however the volunteers were in the position of fighting against one of the flood plains natural functions of transporting weed seeds onto the site. Weeds are distributed from the top of the catchment and this highlighted the need for more strategic planning by Landcare and the "Land Manager" (PM-HC) when commencing a site. Often sites were commenced by motivated neighbours who wanted to 'take care of the bush' near their house. While commendable the results were often ineffective, due to the ad hoc location of sites. Looking at the whole catchment gives a better indication of where the weed problems are likely to come from. So, it is important to adopt a more strategic approach otherwise much of the work on areas downstream is wasted.

Work has been done recently by the council to assess the health of all their urban reserves, prioritising sites to be worked on. This greatly assisted Port Macquarie Landcare Group to plan more strategically effective sites.

In 2009 we changed the focus of our work to Bangalay Drive and in 2011 to Mariners Way to connect to the already completed Timber Ridge site, which is at the very top of the Catchment. This will result in better outcomes for the area, along with greater satisfaction for the volunteers, as their work is much more effective. The benefits of the new strategy is already shown with less weed seeds germinating after the frequent storm events that have been experienced in the last few years.



This map shows the Rushcutter Creek catchment from the top of Lady Elliot Court to Spindrift Row. The catchment provides an important habitat link to Sea Acres Nature Reserve.

The most difficult weed we had to deal with was Taro (*Colocasia esculenta*). Taro is a fast growing aquatic weed with dark reddish purple stalks and very large, arrowhead-shaped dark green, velvety leaves (somewhat like elephant's ears), hence it's oft-used common name. In some parts of the world taro is harvested for its potato like tubers: 'esculenta' means edible. The plant is actually poisonous if eaten raw due to raphides (needle-shaped crystals in the cells of the plant) which leads to severe stomach ache. Taro pollutes water by trapping organic matter in its roots, producing foul smelling sediment. Disturbed plants can release toxins harmful to wildlife and rapidly out-competes natives. We have found no evidence of wildlife using the Wild Taro patches as habitat, which may be due to these toxins. It has the ability to destroy the canopy of the forest as its growth spreads.



In August 2009 we commenced work at the start of the infestation above Cathie Road. Two months later the primary knockdown was completed. To help its reproduction taro produces seeds, runners (stolons) as well as corms. Any part of the underground corms that are not removed will reshoot, thus requiring many years of follow up maintenance.

The photo below shows the same area as it is in 2013, filled with native grasses, rushes and sedges doing their job of filtering the pollutants from the catchment.



We had some fun getting into our waders, and when we didn't the results were very muddy...



As we moved further downstream the spreading infestation of Taro covered large areas of the creek, but consistent effort produced stunning results. The creek started running more freely and fish were seen for the first time since works commenced. However, the Taro is also growing in amongst the threatened tree Biconvex Paperbark *Melaleuca biconvexa* which is being impacted by these weeds in Port Macquarie. The image below shows the damage to the stands of Biconvex Paperbark. So why is Taro, a native of the Pacific islands herein Port Macquarie? More importantly, why is it in OUR swamp? Well....it was a residential gardening fad whose popularity has since worn off and some people took the cheap option of dumping Taro into the nearest waterway (our swamp).

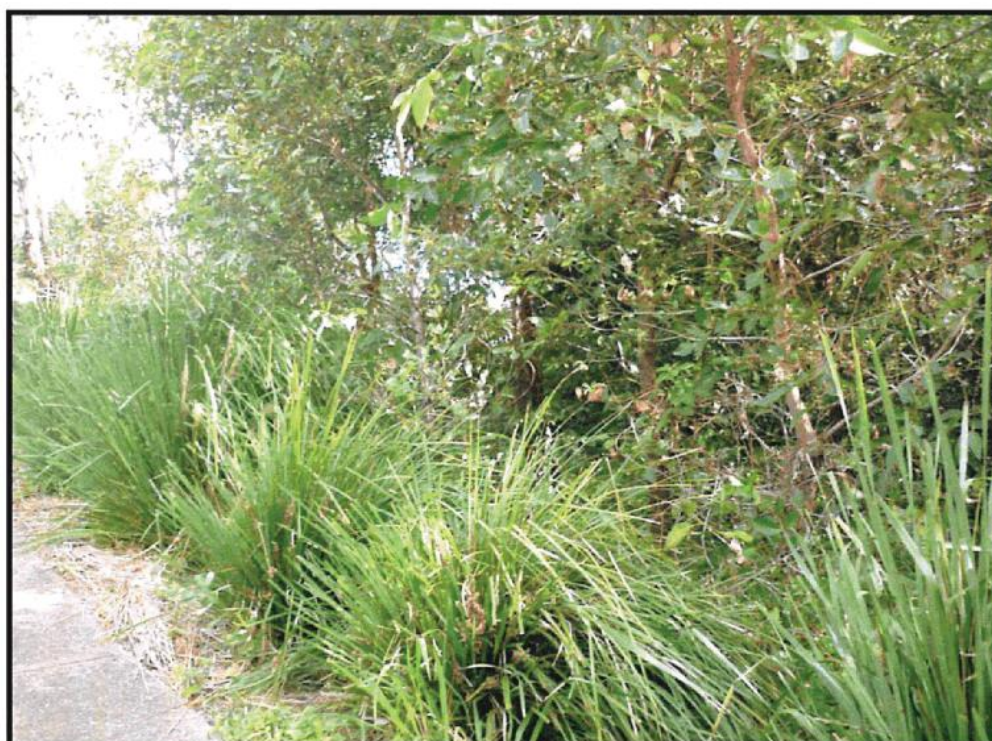


The Rushcutter Reserve is so large and diverse that many methods of bush regeneration have been used. The Taro was mainly removed by hand and no supplementary planting was necessary.

Below you see the revegetation of an area of Rushcutters Reserve that was previously mown.



The revegetation of this mown area reduced maintenance costs to council and was appreciated by neighbours, (increasing their enjoyment of the area with a more shaded walkway) as well as local wildlife. Staff from GE Money assisted with the mulching and planting of this site which resulted in widening of the corridor making it safer habitat for the native wildlife and improving koala habitat.



The early work shows the continuing problem faced by the volunteers as they worked in the middle of the catchment.



The early plantings from June 2008 are starting to have a positive impact on the site.

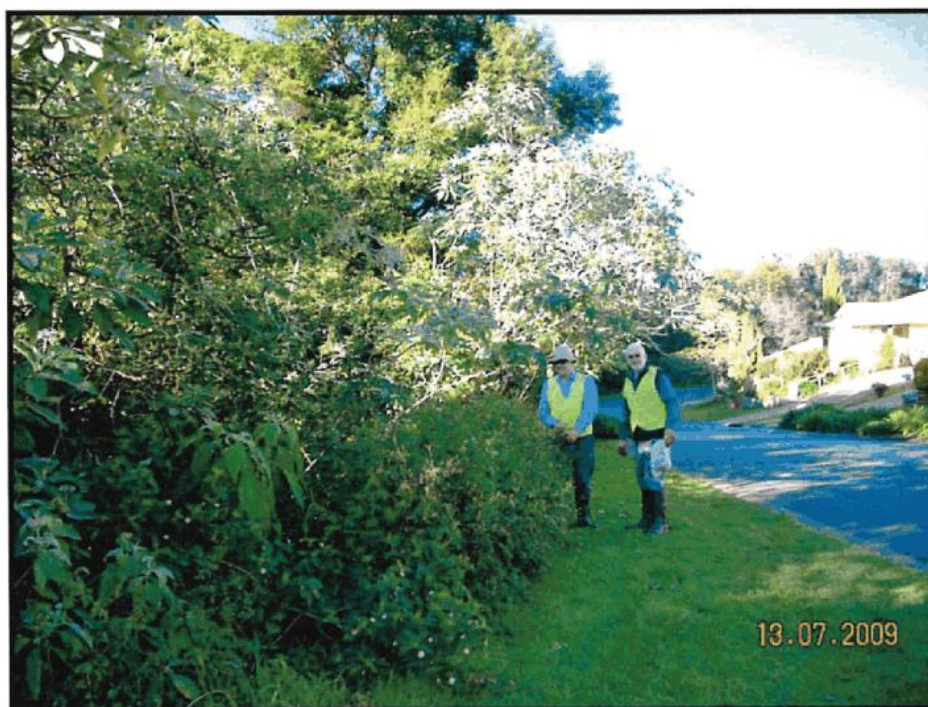
On the floodplain there was a lot of planting required as it had been mown for years and the soil had been compacted so there was little native seed stored in the soil that could germinate. This is an early planting in 2008.



You can see the remarkable natural regeneration that has supplemented the original planting. The closing of the canopy is what we want to achieve.



Another major weed we had to deal with was the large edge infestation of Wild Tobacco. We had the assistance of the Conservation Volunteers of Australia Green Gym Team, who worked 3 mornings each week and cleared all the Wild Tobacco, Lantana, Farmers Friends, White Passion Flower and Castor Oil Plant ready for edge sealing plantings.



The photo below shows the change to native vegetation from weed. Bottlebrush, Foambark, Dianellas and Cheese Tree can be seen on the edge.

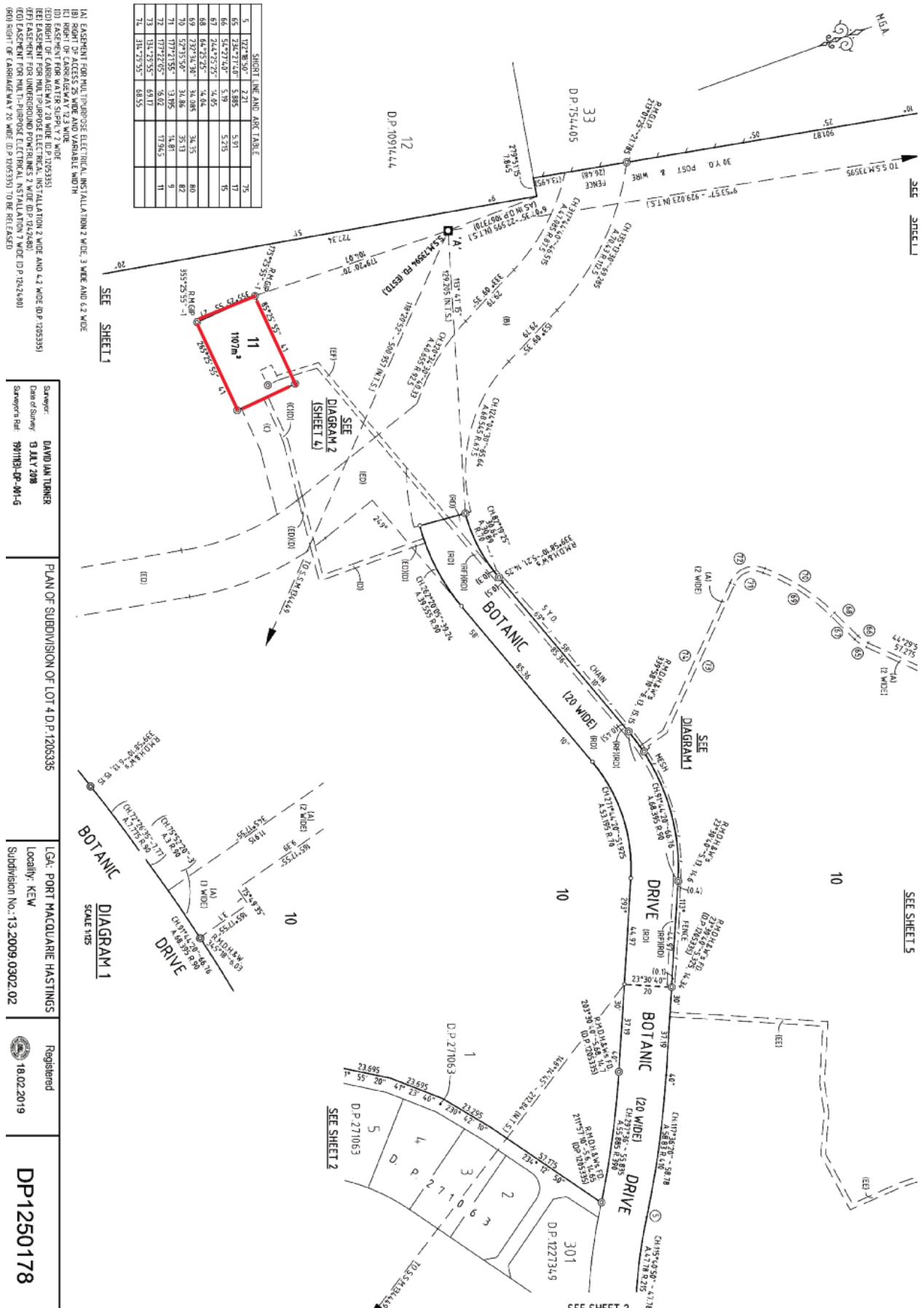


In 2010 we had professional assistance from The Port Tree Fella to remove large Cocos Palms that were impacting on the site due their prolific seeding each year. The funding that enabled us to do this was from the Council Community Grants program.



This photo shows volunteers using the Weed Wackers Manual which was produced jointly with Council to assist in the training of Port Macquarie Landcare Group volunteers. Each site has its own manual listing the 30 most common weeds volunteers will need to deal with and how they can be managed. These manuals are being used by other Landcare groups and Bush Regeneration Teams.

This project which commenced in 2005 was brought to Ecological Maintenance status in December 2012. This means Port Macquarie Landcare Group are able to hand over to Council's Bush Regeneration teams for minimal maintenance.





REGIONAL TRANSPORT INFRASTRUCTURE STEERING GROUP CHARTER

Adopted: Ordinary Council 2018 06 20

1.0 OBJECTIVES

- The 16 August 2017 Council meeting it was resolved:
"Endorse the conversion of the Ocean Drive Duplication Steering Group to the Regional Transport Infrastructure Steering Group with focus initially on the Ocean Drive Port Macquarie Duplication Project, the Port Macquarie Orbital Road Project, Boundary Street Port Macquarie project, Hastings River Drive Port Macquarie, Lake Road Port Macquarie Upgrade Project and the Ocean Drive Transport Corridor together with any further projects referred to the Steering Group by Council from time to time."

2.0 KEY FUNCTIONS

- To meet Council's commitment in addressing development of regional transport infrastructure.
- To oversee the progress of regional transport infrastructure projects.
- To advise and make recommendations to Council on regional transport infrastructure projects.
- To liaise with Government Agencies as necessary.
- To supervise the finalisation of planning, procurement and implementation of regional transport infrastructure projects in line with Operational Plan and IP&R actions and priorities in consultation with relevant Government Agencies.

3.0 MEMBERSHIP

3.1 Voting Members

- Councillor, Major Projects Portfolio
- Director Infrastructure
- Director Strategy and Growth
- Group Manager Transport and Stormwater Network
- RMS Manager – Regional Planning (North/West)
- RMS Regional Manager (Northern)

3.2 Non-Voting Members

- RMS – Maritime Division representative
 - Office of Environment and Heritage representative
 - Future Transport representative
 - Transport for NSW representative
 - Department of Premier and Cabinet representative
 - Department of Planning representative
- There may be occasions where other attendees are required at Steering Group meetings, for example; funding partners, other levels of Government, client side project managers (if applicable), stakeholder engagement specialists and other Council staff. Invitations to Steering Group meetings will be on an as needs basis.

3.3 Obligations of Members

- As per Section 226 (c) of the NSW Local Government Act 1993, the Mayor is the principal spokesperson for the governing body and Councillors that are members of a Steering Group are to obtain the Mayor's agreement to make media and other statements. Further, only the Mayor, or a Councillor with the Mayor's agreement and otherwise in accordance with Council policies and procedures, may release Council information through media statements or otherwise, and the release of such information must be lawful under the Council adopted Code of Conduct. Council officers that are members of Steering Groups are bound by the existing operational delegations in relation to speaking to the media.
- A Councillor as a member of a Steering Group or the Steering Group itself has no delegation or authority to make decisions on behalf of Council, nor to direct the business of Council. The only decision making power open to Councillors is through formal resolutions of Council.
- A Councillor as a member of a Steering Group or the Steering Group itself cannot direct staff and must abide by the decisions of Council and the policies of Council.

3.4 Appointment of Members

- Council, by resolution duly passed, will appoint members to the Steering Group.

4.0 TIMETABLE OF MEETINGS

- Meetings of the Steering Group shall be held as often as the Steering Group decides.

5.0 MEETING PRACTICES

5.1 Decision Making

- Recommendations of the Steering Group shall be by majority of the members present at each Meeting and each member shall have one (1) vote.
- The Chairperson shall not have a casting vote.
- In the event of an equality of votes on any matter, the matter shall be referred directly to Council's Executive Group and then to Council.
- Recommendations to be made through the relevant Director, who will determine under delegation, the process for implementation.

5.2 Quorum

- A Meeting shall not proceed unless a quorum of at least one (1) more than half the number of members are present.

5.3 Chairperson and Deputy Chairperson

- The Chairperson shall be the Councillor, Major Projects Portfolio.
- At all Meetings of the Steering Group, the Chairperson shall occupy the Chair and preside. In the absence of the Chairperson, as the Steering Group's first item of business, the Steering Group shall elect one of its members to preside at the Meeting.

5.4 Secretariat

- The Director Infrastructure is to be responsible for ensuring that the Steering Group has adequate secretariat support. The secretariat will ensure that the business paper and supporting papers are circulated at least three (3) days prior to each meeting. Minutes shall be appropriately approved and circulated to each member within three (3) weeks of a meeting being held.

5.5 Recording of decisions and explicit discussions on risks

- The Secretariat shall record all decisions and discussions that relate to risks.

6.0 CONVENING OF “OUTCOME SPECIFIC” WORKING GROUPS

- The Steering Group can at times request a working group to be convened, for a limited period of time, for specific actions, minuted clearly. The working group will report back to the Steering Group with outcomes.

7.0 CONFIDENTIALITY AND CONFLICT OF INTEREST

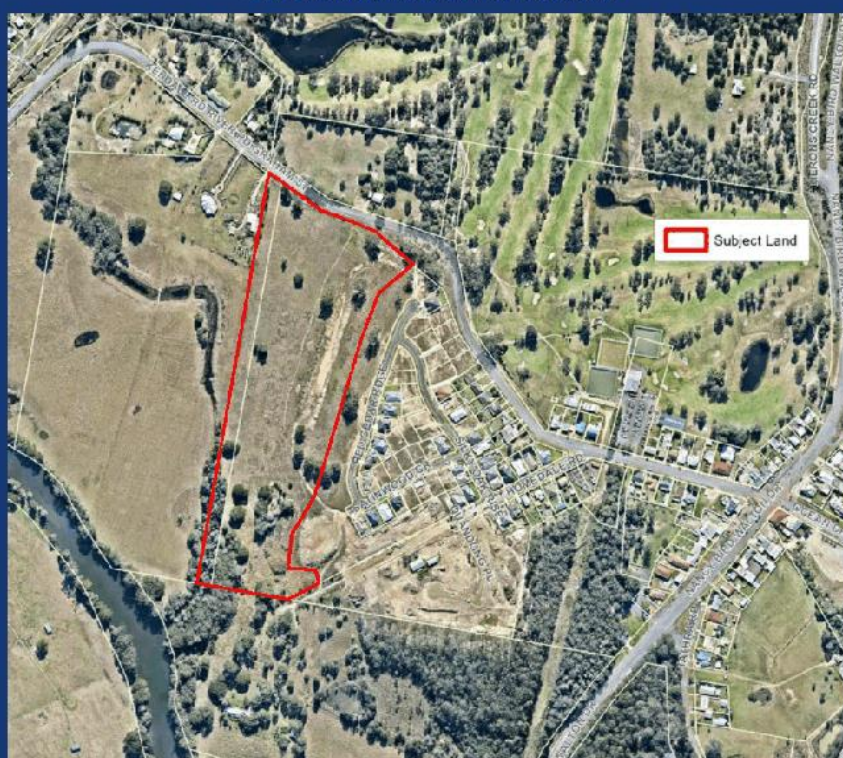
- Councillors, Council staff and members of this Steering Group must comply with the applicable provisions of Council's Code of Conduct in carrying out the functions as Council officials. It is the personal responsibility of Council officials to comply with the standards in the Code of Conduct and regularly review their personal circumstances with this in mind.
- Steering Group members must declare any conflict of interests at the start of each meeting or before discussion of a relevant item or topic. Details of any conflicts of interest should be appropriately minuted.
- Where members or invitees at Steering Group Meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Steering Group deliberations on the issue where the conflict of interest may exist.
- Any independent members of the Steering Group will be required to complete a confidentiality agreement that will cover the period of their membership of the Steering Group.

PUBLIC EXHIBITION DATES

24 October to 21 November 2018

PLANNING PROPOSAL under section 3.33 of the EP&A Act

**DRAFT AMENDMENT NO 45 TO PORT MACQUARIE-HASTINGS
LOCAL ENVIRONMENTAL PLAN 2011**



HOMEDALE ROAD, KEW

**PROPOSED REZONING FOR RESIDENTIAL
AND ENVIRONMENTAL PURPOSES**

Ccl ref: PP2014-12.1

DP&E ref: PP_2017_PORTM_002_00

Date: 18/01/2019



Planning Proposal status (for this copy)

Stage	Version Date (blank until achieved)
Reported to Council - sec 3.33	14/12/16
Referred to Dept of Planning & Environment - sec 3.34	24/2/17
Gateway Panel determination - sec 3.34 (2)	13/3/17
Revisions required: Yes. Additional site investigations - Completed	19/9/17
Consultation with State Government agencies - sec 56(2)(d)	16/10/17
Public Exhibition - sec Sch 1 cl 4	24/10/18 – 21/11/18
For Council review - sec 3.35(1)	
Adopted by Council for final submission to Dept of Planning - sec 3.36(2)	


Council reference: PP2014-12.1
Port Macquarie-Hastings LEP 2011 (Amendment No 45)

Department of Planning & Environment reference: PP_2017_PORTM_002_00

Council Address	Contact Officer
Port Macquarie-Hastings Council PO Box 84 PORT MACQUARIE NSW 2444	Sandra Bush Senior Strategic Land Use Planner Email: sandra.bush@pmhc.nsw.gov.au Phone: (02) 6581 8025

Approval of the Planning Proposal**1. For public exhibition**

This Planning Proposal was endorsed on 19 October 2018 by Port Macquarie-Hastings Council delegate:

Signed  _____
Name Peter Cameron
Position Group Manager Strategic Land Use Planning

2. For section 3.35 finalisation

This Planning Proposal was endorsed on by Port Macquarie-Hastings Council, or the undersigned Council delegate (delete one):

Signed _____
Name _____
Position _____

PMHC Planning Proposal - Kendall Road, Kew (PP2014-12.1)

TABLE OF CONTENTS

EXECUTIVE SUMMARY	4
PART 1 - OBJECTIVES OR INTENDED OUTCOMES	8
PART 2 - EXPLANATION OF PROVISIONS	8
PART 3 – JUSTIFICATION	8
PART 5 – COMMUNITY CONSULTATION	28
PART 6 – PROJECT TIMELINE	29

ATTACHMENT 1 - Subdivision Concept & Servicing Plans
ATTACHMENT 2 - Gateway Determination and Extension
ATTACHMENT 3 – Draft Site Specific Development Control Plan provisions
ATTACHMENT 4 – Bushfire Hazard Assessment
ATTACHMENT 5 – Traffic and Parking Assessment
ATTACHMENT 6 - Preliminary Vegetation Assessment Report and Addendum
ATTACHMENT 7 - Acoustic Assessment
ATTACHMENT 8 - AHIMS Search Result, Bunyah Correspondence & Assessment of Heritage Sensitivity (Appleton, 2004)
ATTACHMENT 9 - Agricultural Land Use Assessment
ATTACHMENT 10 - Land Use Conflict Risk Assessment
ATTACHMENT 11 – Stage government agency correspondence

List of Figures

Figure 1 - Locality plan
Figure 2 - Site plan and existing zoning
Figure 3 - Native vegetation, flooding & regionally significant farmland constraints
Figure 4 - Existing Land Zone
Figure 5 - Proposed Land Zone
Figure 6 - Existing Minimum Lot Size
Figure 7 - Proposed Minimum Lot Size
Figure 8 - Existing Maximum Height of Buildings
Figure 9 - Proposed Maximum Height of Buildings
Figure 10 - Existing Maximum Floor Space Ratio
Figure 11 - Proposed Maximum Floor Space Ratio

List of Tables

Table 1 - Assessment of proposal against Urban Growth Area Variation Principles
Table 2 - Assessment of the Planning Proposal against SEPPs of relevance
Table 3 - Assessment of the Planning Proposal against s9.1 Directions of relevance

EXECUTIVE SUMMARY

This planning proposal has been prepared in accordance with section 3.33 of the *Environmental Planning and Assessment Act 1979* and the Department of Planning and Environment's *A guide to preparing planning proposals* (2016).

The planning proposal explains the intended effects of a proposed amendment to the *Port Macquarie-Hastings Local Environmental Plan 2011* (PMHLEP) to rezone rural land on the western edge of Kew for residential and environmental purposes.

The land comprises the residue of the Links Residential Estate to the east and unformed Crown road reserve on the western boundary. The subject land has an area of approximately 9.3 hectares (ha) and is currently zoned partly R1 General Residential and partly RU1 Primary Production.

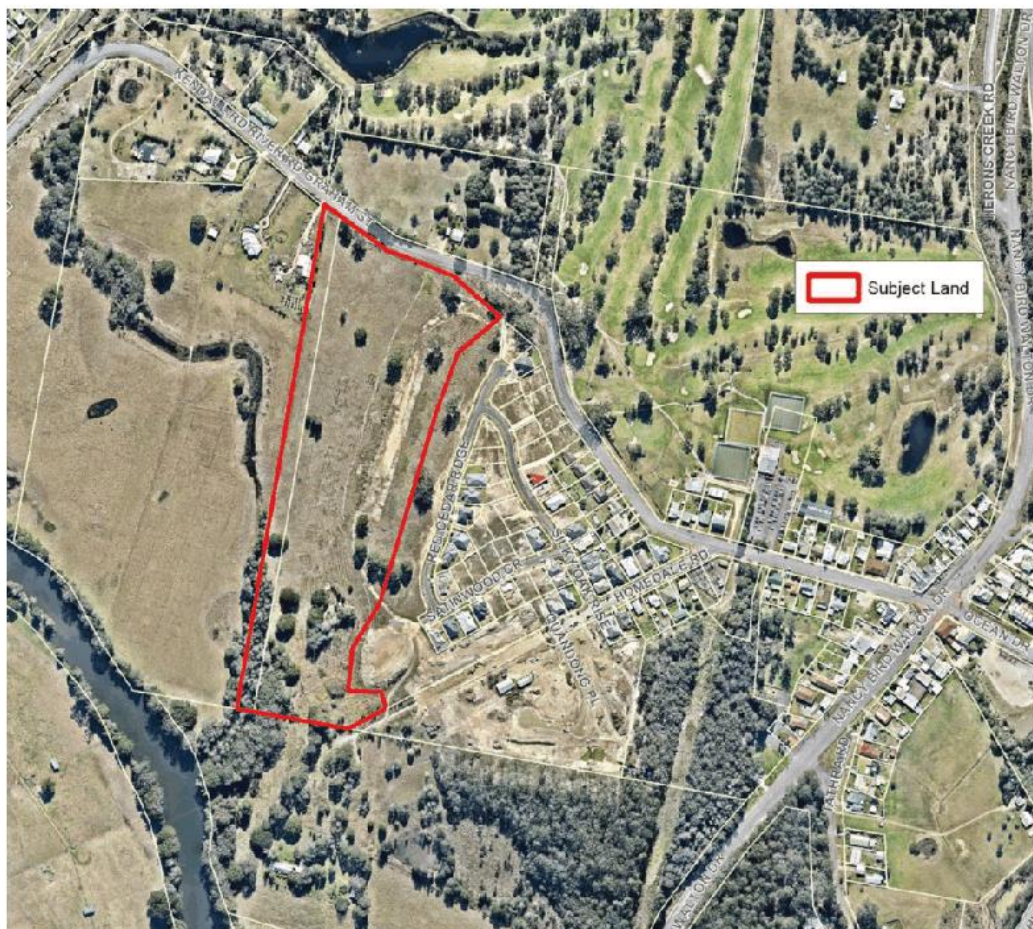


Figure 1: Locality plan



PMHC Planning Proposal - Kendall Road, Kew (PP2014-12.1)



Figure 3: Native vegetation, flooding and regionally significant farmland constraints

Council resolved to prepare a draft planning proposal on 14 December 2016. The Department of Planning and Environment (DP&E) issued a Gateway Determination on 13 March 2017 to proceed with the plan preparation process, subject to conditions.

PMHC Planning Proposal - Kendall Road, Kew (PP2014-12.1)

An alteration to the Gateway Determination was issued on 8 March 2018 to extend the timeline for completion of the Planning Proposal by 12 months up until 20 December 2018. **Attachment 2** contains a copy of the Gateway Determination and subsequent alteration.

After updating the proposal to comply with the Gateway Determination, consultation occurred with State government agencies. Details of this consultation are discussed under Section D, Question 11.

This planning proposal together with related site specific development control plan provisions for future development of the land (at **Attachment 3**), are on public exhibition for community consultation from 24 October to 21 November 2018. The exhibition period will provide the landowner, surrounding owners and the community an opportunity to review and comment on the proposal before a final decision is made.

PART 1 - OBJECTIVES OR INTENDED OUTCOMES

This planning proposal aims to amend the *Port Macquarie Hastings Local Environmental Plan 2011* to rezone the rural area of the subject land to enable development for residential purposes, to conserve areas of environmental significance and to maintain a separation buffer to adjoining Regionally Significant Farmland.

PART 2 - EXPLANATION OF PROVISIONS

The planning proposal seeks to make changes to the *Port Macquarie Hastings Local Environmental Plan 2011* by:

- Amending the Land Zoning Map **from** RU1 Primary Production **to** partly R1 General Residential, partly E3 Environmental Management and partly E2 Environmental Conservation.
- Amending the Lot Size Map to permit minimum lot sizes of:
 - 450 square metres on that part of the site proposed to be zoned R1 General Residential.
 - 2 hectares for the proposed environmental residue lands.
- Amending the Height of Buildings Map to allow a maximum height of 8.5 metres for future development on that part of the site proposed to be zoned R1 General Residential.
- Amending the Floor Space Ratio Map to allow a maximum floor space ratio of 0.65:1 for future development on that part of the site proposed to be zoned R1 General Residential.

PART 3 – JUSTIFICATION

In accordance with the Department of Planning and Environment's *A guide to preparing planning proposals*, this Part provides a response to the following issues:

- Section A: Need for the planning proposal
- Section B: Relationship to strategic planning framework
- Section C: Environmental, social and economic impact
- Section D: State and Commonwealth interests.

Section A - Need for the planning proposal

1. Is the planning proposal a result of any strategic study or report?

The proposal is not a result of a strategic study or report. However at the 20 August 2014 Ordinary Meeting, Council considered the site for inclusion in its Strategic Planning work program (along with other site specific proposals) and resolved to investigate the site for rezoning.

2. Is the planning proposal the best means of achieving the objectives or intended outcomes, or is there a better way?

The area proposed for rezoning is currently zoned RU1 Primary Production with a minimum lot size of 40 hectares. For the site to be developed for residential and environmental purposes it needs to be appropriately zoned.

Section B - Relationship to strategic planning framework**3. Is the planning proposal consistent with the objectives and actions of the North Coast Regional Plan 2036?**

The site is not mapped as an investigation area for urban expansion in the *North Coast Regional Plan*. Therefore the proposed variation to the growth area boundary must be considered in context of the Regional Plan 'Urban Growth Area Variation Principles'.

Table 1 provides an assessment of the proposal against the Variation Principles and demonstrates that the site has merit to be considered, even though it is outside the Regional Plan process.

Table 1 - Assessment of proposal against Urban Growth Area Variation Principles

Variation Principles	Response to Variation Principles
Policy The variation needs to be consistent with the objectives and outcomes in the <i>North Coast Regional Plan 2036</i> and any relevant Section 9.1 Directions and State Environmental Planning Policies, and should consider the intent of any applicable local growth management strategy.	The proposal is generally consistent with the objectives of the <i>North Coast Regional Plan 2036</i> , Section 9.1 Directions and State Environmental Planning Policies, as outlined further in this report. Although the site is not identified in the <i>Port Macquarie-Hastings Urban Growth Management Strategy 2011-2031</i> (UGMS) for urban expansion, the proposal is small in scale and will help to protect significant areas of vegetation in E zonings and preserve a separation buffer to adjoining Regionally Significant Farmland.
Infrastructure The variation needs to consider the use of committed and planned major transport, water and sewerage infrastructure, and have no cost to government. The variation should only be permitted if adequate and cost-effective infrastructure can be priced to match the expected population.	The expected increase in traffic movements is considered acceptable and unlikely to create any adverse impacts to the efficiency of the existing transport network. The provision of water, sewerage and utilities infrastructure to the site is technically feasible as demonstrated by the proponent's concept servicing plan. Further consideration to the implementation of a servicing plan for the site will be undertaken following rezoning. Developer contributions will be levied in accordance with existing Plans.
Environmental and farmland protection The variation should avoid areas: <ul style="list-style-type: none"> • of high environmental or heritage value; • mapped as important farmland, unless consistent with the interim variation criteria prior to finalising the farmland mapping review. 	The proposed R1 General Residential zoning is restricted to the predominantly cleared areas of the site and significant native vegetation, including a 40m wide riparian buffer proposed to be contained in an E2 Environmental Conservation zone. Issues relating to flora and fauna are discussed in more detail under Section C, Question 7. A small area adjacent to the western site boundary contains the fringe of a larger expanse of mapped Regionally Significant Farmland to the west. The Regional Plan has identified that some pockets of mapped Regionally Significant Farmland may be suitable for uses other than farmland and sets out 'Interim Variation Criteria' that can be used to assess the suitability of the land for continued rural use. A number of these criteria overlap with the 'Urban Growth Area Variation Principles' of the Regional Plan and are addressed elsewhere in this table (i.e. land use conflict, infrastructure, environment & heritage, avoiding risk). The remaining criterion,

PMHC Planning Proposal - Kendall Road, Kew (PP2014-12.1)

Variation Principles	Response to Variation Principles
	<p>which relates to agricultural capability, is discussed under Section C, Question 9.</p> <p>In summary, the western boundary of the site contains the fringe (1.78ha) of a larger expanse of Regionally Significant Farmland. The proponent's Agricultural Land Use Assessment report concludes that the proposed rezoning of the mapped farmland area will have no significant impact to the agricultural production value of the region.</p>
<p>Land use conflict</p> <p>The variation must be appropriately separated from incompatible land uses, including agricultural activities, sewage treatment plants, waste facilities and productive resource lands.</p>	<p>The proposal is considered to represent a minor extension to the existing urban footprint of Kew village and is expected to provide housing choices consistent with existing residential development in the locality.</p> <p>The proposed environmental zoning of the residue lands adjacent to the western boundary will assist in maintaining an appropriate separation buffer to Regionally Significant Farmland to the west.</p> <p>To mitigate the potential for adverse noise impact to future residents from an adjoining bulk storage (temporary fencing) development, the proponent's Acoustic Assessment report recommends construction of a noise barrier extending from the north-western corner of the site, along the western boundary to an existing metal shed on the neighbouring property. This matter is discussed in more detail under Section C Question 8.</p> <p>The Acoustic Assessment also concludes that the relevant requirements with respect to road traffic noise intrusion from Kendall Road will be achieved for all dwellings by adopting standard, complying development construction techniques.</p>
<p>Avoiding risk</p> <p>The variation must avoid physically constrained land identified as:</p> <ul style="list-style-type: none"> • flood prone • bushfire prone • highly erodible • having a severe slope, and • having acid sulfate soils 	<p>The western edge of the site is partly affected by the 1 in 100 year flood. Apart from a small area of Crown road reserve in the north-west and the western fringe of concept lots 124, 125, 130 and 131, all land affected by a 1 in 100 year flood is proposed to be contained within the proposed environmental zoned areas of the site.</p> <p>The proponent's stormwater servicing strategy (discussed under Section C Question 8) demonstrates that local overland flooding will be adequately managed at the subsequent development application stage.</p> <p>The proponent's Bushfire Hazard Assessment report (at Attachment 4) indicates that requirements for future Asset Protection Zones will be adequately provided within the site and bushfire constraints can be mitigated (refer to Ministerial Direction 4.4 at page 14 for further discussion on this topic).</p> <p>The proponent's Agricultural Land Use Assessment report (discussed under Section C, Q9) notes that site slope varies from 5% to 30% incline. In this regard, the concept plan shows larger lots for the steeper areas generally consistent with the <i>Port Macquarie-Hastings Development Control Plan 2013</i> (PMHDCP).</p> <p>Future applications to develop the steeper areas of the site will need to demonstrate compliance with the PMHDCP and include geotechnical investigations and appropriate solutions (eg retaining walls, earthworks) to manage slope limitations.</p> <p>There are no issues concerning acid sulfate soils (ASS) for future</p>

PMHC Planning Proposal - Kendall Road, Kew (PP2014-12.1)

Variation Principles	Response to Variation Principles
	residential development of the site and therefore no special considerations apply. Land adjacent to the south western boundary is mapped as Class 2 ASS but corresponds to low lying flood prone land and riparian buffer and therefore will be excluded from future development.
Heritage The variation must protect and manage Aboriginal and non-Aboriginal heritage.	The site does not contain any European heritage. Correspondence from the Bunyah Local Aboriginal Land Council dated 17 September 2004, suggests that a site of significant Aboriginal cultural heritage is located on the land. Following extensive investigations and consultations with Bunyah and the NSW Office of Environment and Heritage, it was concluded that no evidence exists to support the 2004 Bunyah correspondence. This issue is discussed in more detail under Section C Question 9.
Coastal area Only minor and contiguous variations to urban growth areas in the coastal area will be considered due to its environmental sensitivity and the range of land uses competing for this limited area.	The site is located west of the Pacific Highway and therefore does not fall within the mapped coastal area.

4. Is the planning proposal consistent with Council's local strategy or other local strategic plan?

As noted under 'Policy' in Table 1, the site is not identified in the UGMS for urban expansion. The proposal is however, small in scale and rezoning the site will help to protect significant areas of vegetation in E zonings and preserve a separation buffer to adjoining Regionally Significant Farmland.

5. Is the planning proposal consistent with applicable State Environmental Planning Policies (SEPPs)?

Table 2 considers the relevant SEPPs that apply to this planning proposal.

Table 2 - Assessment of the Planning Proposal against SEPPs of relevance

SEPP	Relevance	Reason for inconsistency or comment
SEPP 44 - Koala Habitat Protection	SEPP 44 encourages the conservation and management of natural vegetation areas that provide habitat for Koalas to ensure permanent free-living populations will be maintained over their present range. Councils cannot approve development in an area affected by the policy without an investigation of core Koala habitat.	<p>Consistent</p> <p>The proponent's Koala Habitat Assessment identified two preferred Koala food tree species within the site (<i>Eucalyptus microcorys</i> and <i>Eucalyptus robusta</i>). These trees were found to comprise less than 15% of the total number of trees in the upper and lower strata of the tree component. Therefore, the assessment concluded that the site does not qualify as Potential Koala Habitat as defined by the SEPP.</p> <p>In addition, no scats or evidence of Koala activity were observed during field surveys completed as part of the assessment, which suggested a low probability that Koalas would</p>

PMHC Planning Proposal - Kendall Road, Kew (PP2014-12.1)

SEPP	Relevance	Reason for inconsistency or comment
		frequent the site.
SEPP 55 - Remediation of Land	SEPP 55 provides state-wide planning controls for the remediation of contaminated land. The policy states that land must not be developed if it is unsuitable for a proposed use if it is contaminated. If the land is unsuitable, remediation must take place before the land is developed.	<p>Consistent</p> <p>The proponent has advised that a preliminary investigation of the site has been undertaken and that the land has not been used for any of the purposes referred to in Table 1 of the <i>Contaminated Land Guidelines</i>.</p> <p>It has also been advised that enquiries of the current landowner and a third party person familiar with the site have indicated that:</p> <ul style="list-style-type: none"> - The previous and current land use has been vacant rural land, although some cattle grazing is thought to have occurred previously. - There is no cattle tick dip or former tick dip site on the site. - The site has not been used for market gardens or orchards. - There are no oil storage depots or former fuel depots associated with the past or present uses on the site. - There are no refuse or garbage land fill areas on the site. <p>Based on the information provided, it would appear that natural soils within the site do not contain contamination.</p>
SEPP (Infrastructure) 2007	This policy includes provisions relating to development with frontage to a classified road. The aim is to maintain the integrity of the classified road and to prevent/reduce the potential impact of traffic noise and vehicle emission on adjacent development.	<p>Consistent</p> <p>The site has frontage to Kendall Road which is classified by the NSW Roads and Maritime Services (RMS) as a regional road under the Roads Act 1993.</p> <p>The proponent's concept plans indicate internal road connectivity to the adjoining Links Estate and access onto Kendall Road via the existing Homedale Road intersection.</p> <p>Draft site specific Development Control Plan (DCP) provisions have been prepared for public exhibition with this proposal that make provision for this road link (refer to Attachment 3).</p> <p>The proponent has advised that the exit onto Kendall Road in the north-western corner of the site is for emergency egress only. This area of the site is currently Crown Road.</p> <p>Based on the proponent's concept for residential development (of up to 45 lots), it is expected that the existing road network has sufficient capacity to accommodate the likely increase in traffic volumes.</p> <p>The proponent's Acoustic Assessment (discussed under Section C Question 8) indicates that traffic noise from Kendall Road</p>

PMHC Planning Proposal - Kendall Road, Kew (PP2014-12.1)

SEPP	Relevance	Reason for inconsistency or comment
		will not be an issue.
SEPP (Rural Lands) 2008	Aims to ensure the orderly and economic use of rural land, protect rural land, reduce land use conflicts and minimise land fragmentation.	<p>Inconsistent</p> <p>The SEPP identifies eight (8) planning principles that need to be considered when assessing any proposed rezoning and/or development of rural land.</p> <p>Whilst the planning proposal will facilitate additional residential housing and is therefore inconsistent with the SEPP, it also reaffirms the planning principle relating to conservation by proposing an environmental zone for land in the west to help protect significant native vegetation and an existing waterway.</p> <p>In addition, the proposed residue environmental lands will provide a suitable separation buffer to adjoining Regionally Significant Farmland. The proposed 2ha minimum lot size requirement aims to avoid fragmentation of the buffer lands. The intent is that the buffer be retained as a consolidated area attached to a future residential lot.</p>

6. Is the planning proposal consistent with applicable Ministerial Directions (s.9.1 directions)?

Table 3 below considers the relevant s9.1 directions that apply to this planning proposal.

Table 3 - Assessment of the proposal against s9.1 Directions of relevance

Ministerial Direction & relevance	What a planning authority must do if this Direction applies	Reason for inconsistency or comment
<p>1.2 Rural Zones</p> <p>The aim is to protect the agricultural production value of rural land.</p>	A planning proposal must not rezone land from a rural zone to a residential zone.	<p>Inconsistent</p> <p>The proposal is inconsistent with this Direction as it seeks to rezone land from RU1 Primary Production to R1 General Residential.</p> <p>This inconsistency is considered to be justifiable on the basis of the proponent's Agricultural Land Use Assessment report, which concludes that due to the size of the site and poor quality soils, it is not economically or environmentally sustainable to use the land for primary production, now or in the future. This issue is discussed in more detail under Section C Question 9.</p> <p>The letter accompanying the Department of Planning and Environment's Gateway Determination confirms that the planning proposal's inconsistency with this Direction is of minor significance.</p>
<p>1.5 Rural Lands</p> <p>The aim is to protect the</p>	A planning proposal must be consistent with the Rural	<p>Inconsistent</p> <p>Commentary regarding the consistency of the</p>

PMHC Planning Proposal - Kendall Road, Kew (PP2014-12.1)

Ministerial Direction & relevance	What a planning authority must do if this Direction applies	Reason for inconsistency or comment
agricultural production value of rural land and to facilitate the orderly and economic development of rural lands for rural and related purposes.	Planning Principles listed in SEPP (Rural Lands) 2008.	proposal in relation to SEPP (Rural Lands) 2008 is provided in Table 2 above. The letter accompanying the Department of Planning and Environment's Gateway Determination confirms that the planning proposal's inconsistency with this Direction is of minor significance.
2.1 Environmental Protection Zones The aim is to protect and conserve environmentally sensitive areas.	A planning proposal must include provisions that facilitate the protection and conservation of environmentally sensitive areas.	Consistent The proponent's Preliminary Vegetation Assessment Report, discussed in more detail under Section C Question 9, identified flora and fauna issues and recommendations for conservation of an Endangered Ecology Community (EEC) within the site. It is proposed to rezone the EEC in conjunction with a 40m wide riparian buffer to an adjoining watercourse to E2 Environmental Conservation.
2.3 Heritage Conservation The aim is to conserve items, areas, objects and places of environmental heritage significance and indigenous heritage significance.	A planning proposal must contain provisions that facilitate the conservation of items, places, buildings, works, Aboriginal objects, Aboriginal places, Aboriginal landscapes etc.	Consistent Correspondence from the Bunyah Local Aboriginal Land Council dated 17 September 2004, suggests that a site of significant Aboriginal cultural heritage is located on the land. Following extensive investigations and consultations with Bunyah and the NSW Office of Environment and Heritage, it was concluded that no evidence exists to support the 2004 Bunyah correspondence. This issue is discussed in more detail under Section C Question 9.
3.1 Residential Zones The objectives of this Direction are to facilitate housing choice, to make efficient use of infrastructure, and to minimise the impact of residential development on environment and resource lands.	A planning proposal must include provisions that encourage the provision of housing that will: <ul style="list-style-type: none"> • broaden the choice of building types and locations, • make efficient use of existing infrastructure and services • reduce the consumption of land for housing and associated urban development on the urban fringe, and • be of good design. A planning proposal must: <ul style="list-style-type: none"> • contain a requirement that residential 	Inconsistent The proposal involves rezoning land for housing and associated urban development on the urban fringe. This inconsistency is considered to be justifiable on the basis that the site adjoins existing residential development to the east. Further, Schedule 1 of the PMHLEP 2011 permits development of a residential community of up to 66 lots/dwellings on adjoining land to the south, subject to obtaining development consent. As noted in Table 1, existing infrastructure services are available and of adequate capacity to service future residential development of the site. The letter accompanying the Department of

PMHC Planning Proposal - Kendall Road, Kew (PP2014-12.1)

Ministerial Direction & relevance	What a planning authority must do if this Direction applies	Reason for inconsistency or comment
	<p>development is not permitted until land is adequately serviced, and</p> <ul style="list-style-type: none"> not contain provision which will reduce the permissible residential density of land. 	<p>Planning and Environment's Gateway Determination confirms that the planning proposal's inconsistency with this Direction is of minor significance.</p>
<p>3.3 Home Occupations</p> <p>The objective of this Direction is to encourage the carrying out of low impact small businesses in dwelling houses.</p>	<p>Planning proposals must permit home occupations to be carried out in dwelling houses without the need for development consent.</p>	<p>Consistent</p> <p>No change is proposed to the existing provisions of PMHLEP 2011 which permit home occupations to be carried out in dwelling houses without the need for development consent.</p>
<p>3.4 Integrating Land Use and Transport</p> <p>The Direction requires consistency with State policy in terms of positioning of urban land use zones.</p>	<p>A planning proposal must locate zones for urban purposes and include provisions that give effect to and are consistent with the aims, objectives and principles of:</p> <ul style="list-style-type: none"> Improving Transport Choice - Guidelines for planning and development (DUAP 2001), and The Right Place for Business and Services - Planning Policy (DUAP 2001). 	<p>Consistent</p> <p>The site adjoins the existing urban area of Kew village and is located on a designated bus route which provides satisfactory access to jobs, services and facilities in the Port Macquarie area.</p> <p>Council's Bike Plan (2015) includes provision for a future shared path bicycle network along Kendall Road between Kendall and Kew, linking to Lakewood and Laurieton in the east.</p> <p>The proponent's Traffic and Parking Assessment report (at Attachment 5) notes that the site is nearby (about 700m) to two exiting bus stops on Kendall Road.</p>
<p>4.1 Acid Sulfate Soils</p> <p>The Direction applies to land that has been identified as containing potential Acid Sulfate Soils (ASS)</p>	<p>This Direction requires that a draft LEP is consistent the ASS component of the model LEP, or such other provisions provided by the Director-General of the Department of Planning and Environment in accordance with the ASS Planning Guidelines.</p> <p>A relevant planning authority must not prepare a planning proposal that proposes an intensification of land uses on land identified as having a probability of containing ASS on the ASS Planning Maps unless the relevant planning authority has considered an ASS study assessing the appropriateness of the change of land use given the presence of ASS.</p>	<p>Inconsistent</p> <p>A small area in the southwest of the site contains Class 2 ASS and an ASS study has not been prepared.</p> <p>This inconsistency is considered to be of minor significance as the affected area corresponds with flood prone land and riparian buffer which is proposed to be contained in an E2 Environmental Conservation zone, which will not be disturbed as a result of future development.</p>

Ministerial Direction & relevance	What a planning authority must do if this Direction applies	Reason for inconsistency or comment
4.3 Flood Prone Land This Direction seeks to ensure that development of flood prone land is consistent with the NSW Government's Flood Prone Land Policy.	This direction applies when a relevant planning authority prepares a planning proposal that creates, removes, or alters, a zone or a provision that affects flood prone land.	Inconsistent The proposal is inconsistent with this Direction because it seeks to rezone land within the flood planning area from RU1 Primary Production to R1 General Residential. This inconsistency is considered to be of minor significance as: <ul style="list-style-type: none"> - Only the westernmost fringe of concept lots 122 to 131 are marginally affected by the flood planning area. Adequate flood free land is available within these lots for a dwelling. - A small section of Crown road in the northwest of the site is subject to flooding but capable of being raised to the 1:100 year (including climate change) flood level. Any filling of this area is capable of being offset by excavation works to reduce the potential for adverse impact on the floodplain. - The proponent's stormwater servicing strategy (discussed under Section C Question 8) demonstrates that local overland flooding can be adequately managed at the subsequent development application stage. The letter accompanying the Department of Planning and Environment's Gateway Determination confirms that the planning proposal's inconsistency with this Direction is of minor significance.
4.4 Planning for Bushfire Protection This Direction seeks to discourage incompatible land uses in bush fire prone areas and to encourage sound management of bush fire prone areas.	The relevant planning authority must consult with the NSW Rural Fire Service and must have regard to <i>Planning for Bushfire Protection 2006</i> , provide an Asset Protection Zone (APZ) and ensure adequate access and water supply for fire fighting purposes.	Consistent This direction is relevant as the proposal will affect land that is identified as bushfire prone land. The direction requires that Council consult with the Commissioner of the NSW Rural Fire Service (RFS) after a Gateway Determination has been issued. The proponent's Bushfire Hazard Assessment report (refer to Attachment 4) indicates that requirements for future Asset Protection Zones can be adequately provided within the site and bushfire constraints mitigated. The RFS was consulted following issue of the Gateway Determination and advised that the proposal raises no concerns or issues in relation to bushfire.
5.1 Implementation of Regional Strategies The aim is to give legal	A planning proposal must be consistent with a Regional Strategy released by the Minister for Planning.	Consistent The proposal is consistent with the strategic directions of the <i>North Coast Regional Plan</i> to

PMHC Planning Proposal - Kendall Road, Kew (PP2014-12.1)

Ministerial Direction & relevance	What a planning authority must do if this Direction applies	Reason for inconsistency or comment
effect to the vision, land use strategy, policies, outcomes and actions contained in regional strategies.		<p>provide additional residential development in appropriate areas to assist with housing targets in the Port Macquarie local government area.</p> <p>The proposal also identifies areas of environmental significance to be zoned conservation and will assist in maintaining a buffer to adjoining Regionally Significant Farmland.</p> <p>An assessment of the proposal against the Urban Growth Area Variation Principles of the Regional Plan (in Table 1), indicates that the proposal has strategic merit.</p>
<p>6.1 Approval and Referral Requirements</p> <p>The objective of this Direction is to ensure that LEP provisions encourage the efficient and appropriate assessment of development.</p>	<p>This Direction seeks to minimise the inclusion of provisions in planning instruments that require the concurrence, consultation, or referral of development applications to a Minister or public authority.</p>	<p>Consistent</p> <p>None of the provisions in the proposal will create excessive concurrence, consultation or referral requirements. Further, the proposal does not identify any development as designated development.</p>

Section C - Environmental, social and economic impact

7. *Is there any likelihood that critical habitat or threatened species, populations or ecological communities, or their habitats, will be adversely affected as a result of the proposal?*

Native vegetation

A Preliminary Vegetation Assessment Report prepared on behalf of the proponent by FloraFauna Consulting (at **Attachment 6**), notes that the majority of the site is cleared with seven (7) small isolated patches of remnant vegetation remaining. No visible hollow bearing trees were recorded in any of these areas.

The largest area of remnant vegetation, connected to riparian vegetation associated with a small watercourse on the adjoining land to the west, was identified as an Endangered Ecological Community (EEC) *Swamp Oak - Mixed Eucalypt Coastal Floodplain Wetland Forest Complex*.

This EEC is located in the south west of the site and is proposed to be zoned E2 Environmental Conservation in conjunction with a 40m wide riparian buffer to an adjoining watercourse. A Vegetation Management Plan will be required prior to development.

Koala habitat

An Addendum to the proponent's Preliminary Vegetation Assessment Report (also at **Attachment 6**), indicates that the site is unlikely to support Koalas.

Two species of Koala food tree, as listed under Schedule 2 of SEPP 44, were recorded. These included a small number of trees identified as *Eucalyptus microcorys* (Tallowwood) and a single individual of *Eucalyptus robusta* (Swamp Mahogany), which collectively represented significantly

PMHC Planning Proposal - Kendall Road, Kew (PP2014-12.1)

less than 15% of the total number of trees in the upper and lower strata of the tree component on the site.

The report concluded that the site is not considered to be potential Koala habitat for the purposes of SEPP 44. It was also noted that no scats or evidence of Koala activity were observed during field surveys, indicating a low likelihood that Koalas frequent the site.

8. *Are there any other likely environmental effects as a result of the planning proposal and how are they proposed to be managed?*

Noise

The potential for traffic noise to adversely impact future residential development in close proximity to the Kendall Road site frontage has been assessed by EMM consultants for the proponent. The Acoustic Assessment report (at **Attachment 7**) concludes that the relevant requirements for road traffic noise intrusion from Kendall Road, will be achieved for all dwellings by adopting standard, complying development construction techniques.

The report also included an assessment of noise associated with an approved bulk storage (temporary fencing) business operating on a neighbouring rural property adjoining to the north-west. The assessment found that noise emission levels from the adjoining development are predicted to meet the most stringent intrusive noise criteria and sleep disturbance screening criteria at the nearest proposed residences with the inclusion of a noise barrier.

The barrier is assumed to be a minimum height of 1.8m, continuous and contain no gaps, and constructed from an appropriate material such as concrete or lapped and capped timber. The report recommends that consideration be given to the durability of the barrier material.

Site specific Development Control Plan provisions (see Attachment 3) have been drafted for public exhibition with this planning proposal to flag the need for construction of the noise barrier at the time of subdividing the land for residential purposes.

Stormwater Drainage

The proponent's stormwater servicing strategy indicates that all lots will be directed via piped drainage system to a 2,400sqm water quality/detention basin located adjacent to the western boundary.

The proponent has advised that the basin has been sized to accommodate the residential footprint in terms of water quality and will be designed to retain water (i.e. a dry basin) with a sand filter system. An overflow system will direct treated water into the nearby waterway via an overflow weir with a low flow pipe. A detailed stormwater drainage concept will be required at the time of lodging an application to develop the site.

9. *How has the planning proposal adequately addressed any social and economic effects?*

Aboriginal heritage

The proponent's search of the Aboriginal Heritage Information Management System (AHIMS) identified one Aboriginal site in proximity to the subject land. The local indigenous community had also previously identified an area of 2,000sqm in the south west of the site as having significant cultural value.

Additionally, in a Heritage Assessment report prepared by Jon Appleton consultants (October 2004) for the adjoining land to the south, this general area was identified as having cultural significance. A copy of the AHIMS search, historic Bunyah correspondence and Appleton report are at **Attachment 8**. Based on this information, the initial planning proposal recommended an E2 Environmental Conservation zone for this area of the site.

PMHC Planning Proposal - Kendall Road, Kew (PP2014-12.1)

Following the issue of a Gateway Determination, Council consulted with the NSW OEH, the Bunyah Local Aboriginal Land Council (LALC) and the NSW Aboriginal Land Council in relation to the identified cultural values. As a consequence, further detailed investigations were undertaken by the proponent, including extensive consultation with Bunyah LALC from November 2017 to June 2018. The outcome of these investigations concluded that no evidence was found to confirm a site of indigenous significance on the subject land.

Acknowledging the comments provided to the proponent by the Bunyah LALC, which advised that they were unable to provide any knowledge of cultural material at the site outlined in Appleton's report, and feedback from the broader community, OEH subsequently noted that there may have been some inaccuracy regarding the original site location or registration process.

On this basis, OEH agreed to a revision to the proposed zoning for this area of the site from E2 Environmental Conservation to partly E3 Environmental Management and partly R1 General Residential (flood free north-eastern corner), with remainder of this area to retain the originally proposed E2 Environmental Conservation zone as part of a riparian buffer.

This change to the proposed Land Zone Map has been agreed to by OEH on the understanding that Bunyah LALC site officers will be present during any proposed diggings or disturbance of the originally identified archaeological site, as part of future development. A draft site specific DCP, which includes this requirement (see Attachment 3) has been prepared for public exhibition with this planning proposal.

Regionally Significant Farmland

The western boundary of the site contains the fringe of a much larger expanse of mapped Regionally Significant Farmland adjoining to the west.

An Agricultural Land Use Assessment report, prepared on behalf of the proponent by MNC Agronomy Pty Ltd (at **Attachment 9**), concluded that the proposed rezoning of the mapped farmland area, comprising a narrow band of 1.78ha, would have no significant impact on the agricultural product value of the region.

Additionally, it was concluded that because the site contains poor quality soils, including the mapped farmland area, it was neither economically nor environmentally sustainable to use the land for primary production now or in the future.

The MNC Agronomy report recommends that the 22m wide Crown road reserve on the western edge of the site be used to provide a buffer between future urban development and the adjoining Regionally Significant Farmland to the west.

Based on a more recent Land Use Conflict Risk Assessment prepared by the proponent (at **Attachment 10**), a 50m wide buffer is proposed adjacent to the western boundary, extending approximately 415m from the southern boundary.

The proposed buffer includes Crown road reserve and the majority of the Regionally Significant Farmland and also coincides with EEC, riparian buffer area, flood-affected land and proposed stormwater detention basin. With exception of the riparian buffer, an E3 Environmental Management zone is proposed for the separation buffer.

A 22m wide buffer (comprising Crown road) is proposed for the remainder of the western boundary extending to Kendall Road. The proponent's Land Use Conflict Risk Assessment notes that this area of the adjoining property is occupied by dwelling infrastructure (sheds, houses etc) and being such a small part of the adjoining farm cannot contribute significantly to any agricultural production system. As noted previously, a bulk storage (temporary fencing) business also operates from this part of the adjoining site (approved on 29/5/09 under DA No. 2009/93).

Social and economic impact

A change of zone and proposed development to permit an additional 45 lots as an extension to the adjoining Links Residential Estate is not expected to result in any detrimental social or economic impacts on the local community. It is considered that sufficient capacity exists in local social infrastructure (e.g. schools, parks and open space) and with a proposed increase in population, the local business community may potentially gain economic benefits.

Section D - State and Commonwealth interests**10. *Is there adequate public infrastructure for the planning proposal?***

The proposed rezoning and subsequent development of up to 45 residential lots is not expected to require significant upgrades to existing public infrastructure in the locality. Reticulated water and sewer services networks currently exist and are of sufficient capacity to cater for future development of the site.

The surrounding locality is serviced by electricity and telecommunications infrastructure and is expected to be satisfactory for future residential development.

11. *What are the views of State and Commonwealth public authorities consulted in accordance with the gateway determination?*

The following public authorities have been consulted in accordance with the requirements of the Department of Planning and Environment's Gateway Determination:

- NSW Rural Fire Service
- NSW Department of Industries - Agriculture
- NSW Office of Environment and Heritage
- NSW Roads and Maritime Services
- The Local Aboriginal Land Council
- NSW Aboriginal Land Council
- Department of Industry - Lands

In addition, Council sought comments from Essential Energy, Transgrid and Telstra regarding the capacity of electricity and telecommunications infrastructure in the locality to service the proposed future development of the site.

A summary of the written responses received and Council comment is provided below and a copy of all correspondence received is at **Attachment 11**. Key matters identified in the State responses relate to Aboriginal heritage, buffers to adjoining Regionally Significant Farmland, and traffic impact.

- **NSW Department of Primary Industries (DPI) Fisheries** – *letter dated 22 Sep 2017*

No objections were raised, however DPI Fisheries noted that Council's proposed 40m riparian buffer which is measured from the centre of the creek line, is inconsistent with their policy and guidelines that require riparian buffers to be measured from the top of bank and widths to be determined by the habitat Type and Waterway Class.

Comment:

The proposed Land Use Zone map has been adjusted to show the E2 Environmental Conservation riparian buffer commencing at the top of bank rather than the creek centreline as previously mapped. The width of the buffer complies with Council's *Port Macquarie-Hastings Development Control Plan 2013* requirements for buffers to second order streams.

- **NSW Department of Primary Industries (DPI) Water** – *letter dated 29 Sep 2017*

The DPI Water did not raise any particular concerns or issues in relation to the proposal and are supportive of Council's proposed E2 Environmental Conservation zoning for a 40m riparian PMHC Planning Proposal - Kendall Road, Kew (PP2014-12.1)

buffer. It is requested that further consultation occur regarding a Vegetation Management Plan that will be required at the later development assessment stage.

Comment:

Noted.

• **NSW Department of Primary Industries (DPI) Agriculture – letter dated 29 Sep 2017**

The DPI Agriculture note that the site is not strategically identified for urban housing in a Regional or Local Strategy and raise concerns that the rezoning will effectively remove Regionally Significant Farmland in perpetuity. It is noted that notwithstanding that the area of Regionally Significant Farmland on the site may be small and has flooding constraints, it is located on the fringe of a large expanse of Regionally Significant Farmland which is a highly important agricultural resource for the NSW North Coast.

The DPI Agriculture also consider that the proponent's *Land Use Conflict Risk Assessment* does not adequately mitigate potential impacts from future urban housing to the neighbouring farmland. It is recommended that where grazing is expected to be the primary adjoining land use, a nominal 50 metre minimum setback between dwellings and adjoining rural lands be provided.

The correspondence also noted that inclusion of Crown road reserve as part of the proposed separation buffer to the adjoining Regionally Significant Farmland is not considered to be appropriate and that the Department of Lands should be consulted on this matter.

Comment:

A 50m wide separation buffer from future urban housing to the neighbouring rural property is proposed where grazing could be expected to be the primary adjoining land use. A narrower 22m separation buffer adjoins dwelling infrastructure and a bulk storage (temporary fencing) business on the neighbouring property. Consultation has occurred with NSW Department of Industry Lands concerning use of the Crown road reserve, as detailed below.

• **NSW Department of Industry (Dol) Crown Lands & Water – letter dated 4 Oct 2017**

The Dol advised that the rezoning must not restrict the potential future use, nor burden the Crown road in any way. It is also noted that given the intended use of the Crown road as part of future development, Council should take over care and control of the affected Crown road, or else the proponent should make an application to close and purchase the Crown road. The advice also noted that any bushfire APZs are to be contained wholly within the development site and must not impact the Crown road.

Comment:

The proponent has provided documentation to confirm that an application has been made to the Dol to close and purchase the Crown road reserve, which is currently under lease by the landowner and fenced within the site boundaries. The intent is that proposed road acquisition be integrated into the site as part of the separation buffer to the adjoining rural property.

• **NSW Office of Environment and Heritage (OEH) – letter No. 1 dated 4 Oct 2017**

Aboriginal culture heritage was identified by OEH as a key concern, particularly the lack of detail on the values that exist for the site and the significance of the values as determined by the Aboriginal community. In their advice, OEH recommended that Council:

- Seeks clarification on how the Aboriginal cultural heritage values contained within the parcel that was nominated for protection in 2004 were determined.
- Seeks clarification on why the lesser area of 0.2ha was nominated for protection, rather than the 0.36ha area referred to in the Struggletown report, prepared by Appleton in 2004.
- Ensures that further consultation is undertaken with the Aboriginal knowledge holders, and that it is conducted in a respectful, informed and consultative manner, to determine

PMHC Planning Proposal - Kendall Road, Kew (PP2014-12.1)

the cultural significance of the entire planning area, given its location in a landscape that is likely to have a high potential for further Aboriginal cultural material and usage, or is of ceremonial value.

- Ensures that a cultural survey and assessment be undertaken in line with OEH guidelines to identify the values that may be present within the planning area.
- Ensures that the future inclusion of the lot as an urban growth area and the future zoning of the site, is determined by taking into consideration the outcomes of consultation, site survey and assessment.

OEH also questioned whether the proposal meets the 'Urban Growth Area Variation Principles' of the *North Coast Regional Plan* (i.e. should avoid areas of heritage value) due to the lack of information on the Aboriginal cultural heritage values present, and lack of recent consultation with the Aboriginal knowledge holders with respect to the proposal.

Comment:

Following receipt of OEH's advice, more detailed investigations were undertaken by the proponent, including extensive consultation with the Bunyah LALC from November 2017 to June 2018. The outcome of these investigations concluded that no evidence was found to confirm a site of indigenous significance on the subject land. Further consultation occurred with OEH as discussed in Section C Question 9 and OEH's response, dated 14 August 2018, is summarised over page.

• **NSW Rural Fire Service (RFS) – letter dated 11 Oct 2017**

No concerns or issues were raised in relation to bushfire.

Comment:

Noted.

• **NSW Transport Roads & Maritime Services (RMS) – letter dated 16 Oct 2017**

As Kendall Road is a classified (State) road, the RMS suggested that the proposal include a Traffic and Parking Assessment to be prepared in accordance with the current Austroads Guide to Traffic Management Part 12, the complementary Roads and Maritime Supplement and the RTA Guide to Traffic Generating Developments. The correspondence lists the matters that should be included as a minimum.

Comment:

The proponent subsequently submitted a Traffic and Parking Assessment report (refer to Attachment 5) in accordance with RMS's requirements. The assessment report concludes that overall, the traffic impacts of the proposal are considered acceptable on the basis that:

- The traffic impacts of the development would be minimal.
- The existing intersection of Kendall Road/Homedale Road has recently been subjected to an upgrade in accordance with the requirements of Austroads.
- The intersection of Kendall Road/Homedale Road would continue to operate at levels of service to that which currently occurs and 10 years into the future.
- The design of the internal road network exceed sthe minimum requirement of Council's Engineering Specifications and is considered satisfactory.
- It is anticipated that any future development application for the subdivision would consider the relevant requirements of Council's DCP to inform the subdivision and road network design.

The RMS will be given an opportunity to review and comment on the Traffic Impact Assessment during public exhibition of this planning proposal.

PMHC Planning Proposal - Kendall Road, Kew (PP2014-12.1)

- **NSW Office of Environment and Heritage (OEH) – letter No. 2 dated 14 Aug 2018**

Acknowledging the comments provided to the proponent by the Bunyah LALC, the OEH noted that there may have been some inaccuracy regarding the original site location or registration process in relation to Aboriginal heritage cultural values.

On this basis OEH supported an alteration to the initially proposed E2 Environmental Conservation zone for this area of the site to partly E3 Environmental Management, where it corresponds with the 1:100 year flood and partly R1 General Residential for the north-eastern corner, where there is no flood risk. This approach is supported on the basis that Bunyah LALC site officers are *“present during any proposed diggings or disturbance of the originally identified archaeological site as part of future development to be enabled by the planning proposal.”*

Comment:

A draft site specific DCP (refer to Attachment 3), which includes provision for a heritage officer to be on-site during any diggings or disturbances in the designated area, has been prepared for public exhibition with this planning proposal.

PART 4 – MAPPING

Proposed map amendments to the *PMHLEP 2011*, as outlined in Part 2 of this planning proposal, are illustrated below. The site is shown in red outline.

Current

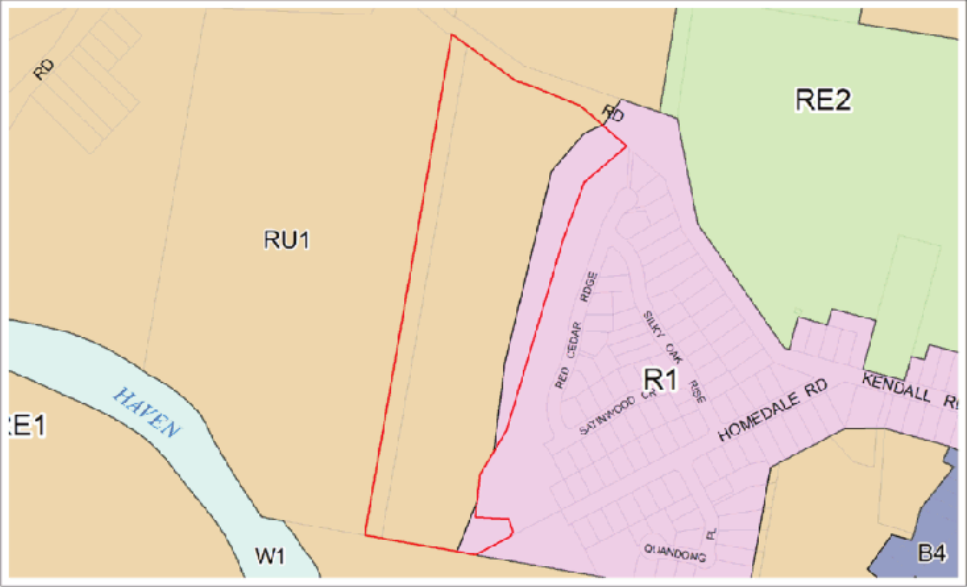


Figure 4: Existing Land Zone

Proposed

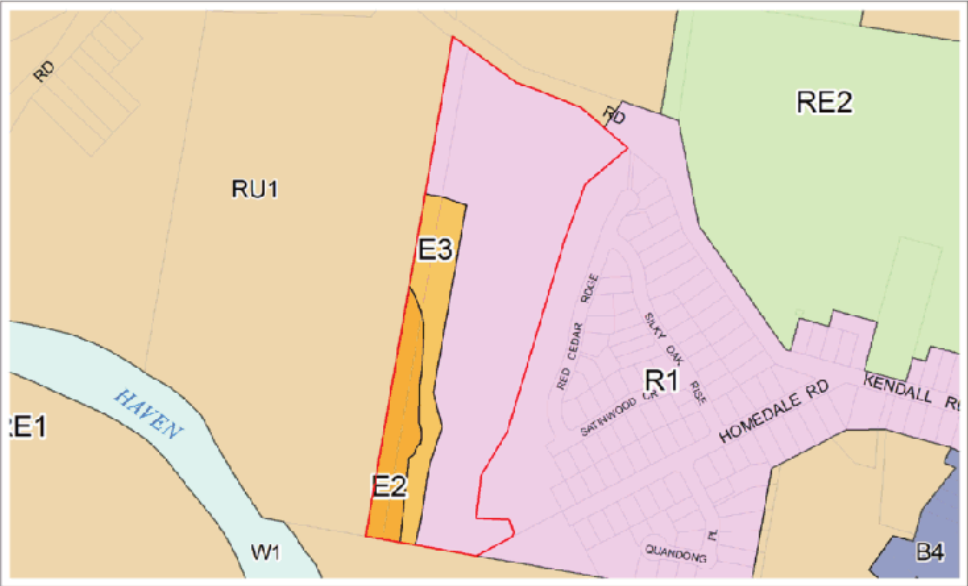


Figure 5: Proposed Land Zone

Zones (site and surrounds)

RU1 Primary Production

R1 General Residential

E3 Environmental Management

E2 Environmental Conservation

B4 Mixed Use

RE2 Private Recreation

W1 Natural Waterways

PMHC Planning Proposal - Kendall Road, Kew (PP2014-12.1)

Current



Figure 6: Existing Minimum Lot Size

Proposed



Figure 7: Proposed Minimum Lot Size

Minimum Lot Size relevant to the site

G	450sqm
AB3	40 hectares
Z1	2.0 ha

Current



Figure 8: Existing Maximum Height of Buildings

Proposed



Figure 9: Proposed Maximum Height of Buildings

Maximum Building Height relevant to the site

- I 8.5m
- Blank No Maximum

Current



Figure 10: Existing Maximum Floor Space Ratio

Proposed



Figure 11: Proposed Maximum Floor Space Ratio

Maximum Floor Space Ratio relevant to the site

G 0.65:1
Blank No Maximum

PART 5 – COMMUNITY CONSULTATION

It is proposed to undertake community consultation for 28-days, as required by the Gateway Determination, and include notification in a local newspaper and written notification to adjoining and adjacent landowners. The exhibition material will be available on Council's Have Your Say website and at the Port Macquarie, Wauchope and Laurieton Administration offices for the duration.

This section of the planning proposal will be updated following public exhibition.

PART 6 – PROJECT TIMELINE

The project timeline below is based on anticipated dates and timeframes, although it is recognised there can be unexpected delays.

In accordance with the Gateway Determination, Council has delegated authority to carry out certain plan making functions. Delegation will be exercised by Council's General Manager or the Director of Strategy and Growth.

Action	Timeframe
Commencement date (date of Gateway determination)	Mar 2017
Timeframe for completion of required technical information (noise impact assessment)	June 2017
Timeframe for government agency consultation (pre exhibition as required by Gateway determination)	Sep 2017
Public exhibition period	Oct/Nov 2018
Consideration of submissions	Dec 2018
Post exhibition planning proposal consideration by Council	Feb 2019
Submission to the Department for Parliamentary Counsel Opinion	Feb 2019
Anticipated date Council will make the Plan	Mar 2019
Anticipated date Council will forward to the Dept for notification	Mar 2019

ATTACHMENT 1 - Subdivision Concept & Servicing Plans

ATTACHMENT 2 - Gateway Determination and Extension

ATTACHMENT 3 – Draft Site Specific Development Control Plan provisions

ATTACHMENT 4 – Bushfire Hazard Assessment

ATTACHMENT 5 – Traffic and Parking Assessment

**ATTACHMENT 6 - Preliminary Vegetation Assessment Report and
Addendum**

ATTACHMENT 7 - Acoustic Assessment

**ATTACHMENT 8 - AHIMS Search Result, Bunyah Correspondence &
Assessment of Heritage Sensitivity (Appleton, 2004)**

ATTACHMENT 9 - Agricultural Land Use Assessment

ATTACHMENT 10 - Land Use Conflict Risk Assessment

ATTACHMENT 11 – Stage government agency correspondence

Draft Amendment to Port Macquarie-Hastings Development Control Plan 2013 (Part 5 Southern Coastal Towns area-based provisions)

Homedale Road, Kew

Land to which this section applies

This section applies to the land shown below in Figure 1.



Figure 1: Land to which this section applies

Strategic Context

The site specific rezoning was informed by a concept plan submitted by GEM Planning consultants, on behalf of the landowner, and provides development potential for approximately 45 residential lots and an environmental residue lot. The environmental residue comprises significant vegetation, area for stormwater detention and a 50m wide separation buffer to Regionally Significant Farmland on the neighbouring rural property to the west.

The concept road layout allows for internal connectivity to the Links Residential Estate to the east and a 22m separation buffer to an approved bulk storage (temporary fencing) business operating on the Kendall Road frontage of the neighbouring rural property.

Purpose

The purpose of these provisions are:

- a) To minimise the potential for land use conflict as a result of adverse noise impacts.
- b) To provide for internal road connectivity.
- c) To ensure adequate measures to minimise the potential for adverse impacts to indigenous heritage significance.

These provisions supplement the relevant provisions in Parts 2 and 3 of the Port Macquarie Development Control Plan. Where there is inconsistency between these Area Based Provisions and the provisions in Parts 3 and 4, for the extent of the inconsistency these Area Based Provisions prevail.

The maps shown in this plan are not to scale and show indicative locations only.

Development Guide

Noise attenuation
Objective <ul style="list-style-type: none"> To mitigate the potential for adverse noise impacts on residents in proximity to the neighbouring bulk storage development.
Development Provisions <p>The first subdivision adjoining Kendall Road must provide a minimum 1.8m high acoustic fence for noise attenuation extending along the north-west boundary generally in the location shown on Figure 2.</p> <p>The fence is to:</p> <ul style="list-style-type: none"> Be constructed of concrete, lapped and capped timber, or other suitable materials. Be located within, or on the boundary of private property. Be constructed prior to issuing the Subdivision Certificate. <p>The development application must demonstrate the suitability of the barrier design and material to achieve the required relevant noise criteria at the time of noise barrier installation.</p>
Road network connectivity
Objective <ul style="list-style-type: none"> To ensure an appropriate road network that links to adjoining residential areas.
Development Provisions <p>The subdivision design is to provide a connecting road through the site that links to the adjoining residential Estate, generally in accordance with Figure 3.</p>
Aboriginal cultural heritage
Objective <ul style="list-style-type: none"> To ensure Aboriginal archaeological values are respected in the design of development and in the development process.
Development Provisions <p>A cultural site officer from the Bunyah Local Aboriginal Land Council must be present during any proposed diggings or disturbance of the potential archaeology site identified in Figure 4.</p> <p>If any Aboriginal artefacts are discovered, all works are to immediately stop in the vicinity of the site, the area cordoned off and contact made with the NSW Office of Environment and Heritage so that the site can be appropriately assessed and managed.</p>

Draft Area Based Provisions | Homedale Road, Kew



Figure 2: Indicative location for acoustic barrier

Draft Area Based Provisions | Homedale Road, Kew

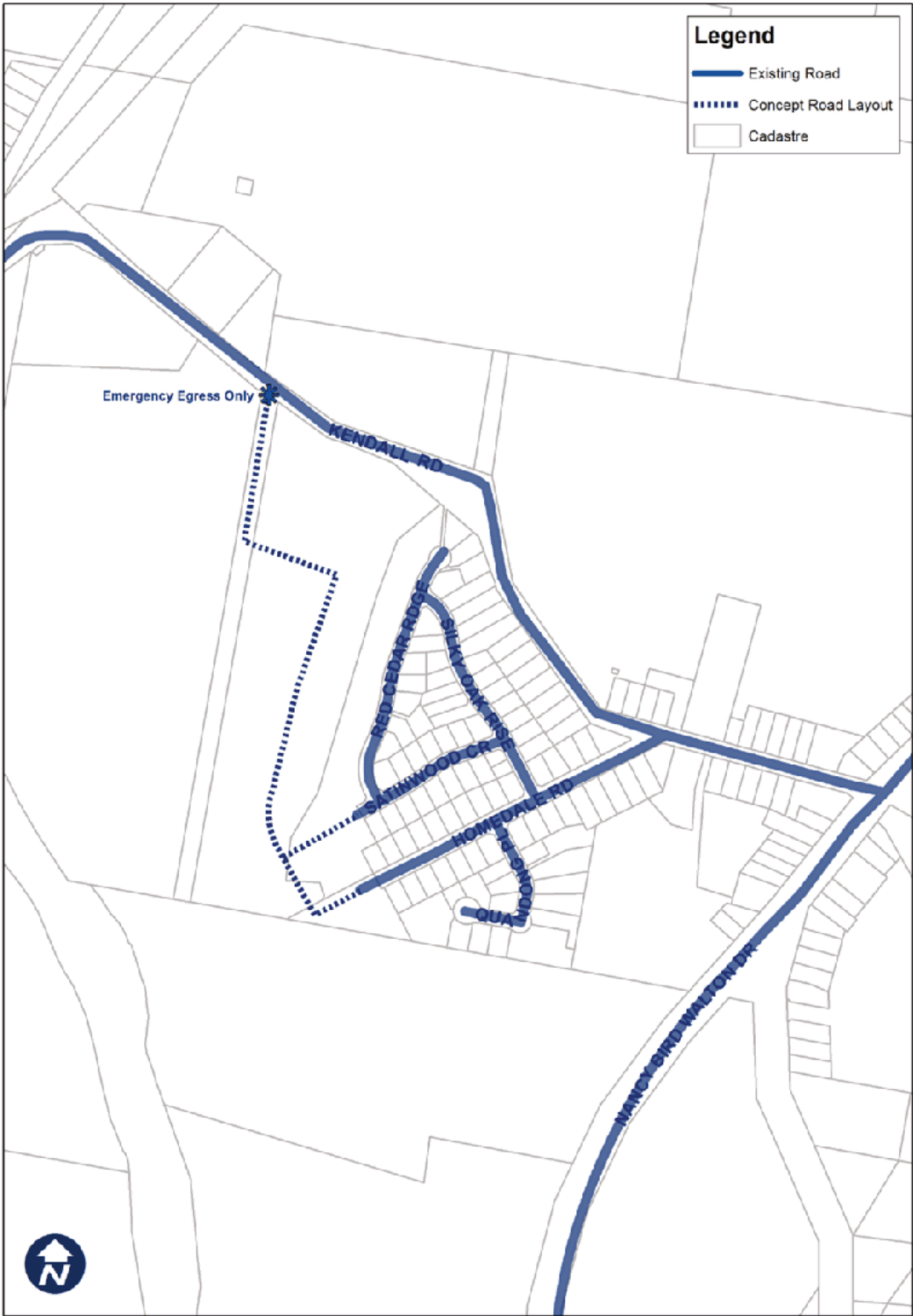


Figure 3: Concept road layout

Draft Area Based Provisions | Homedale Road, Kew

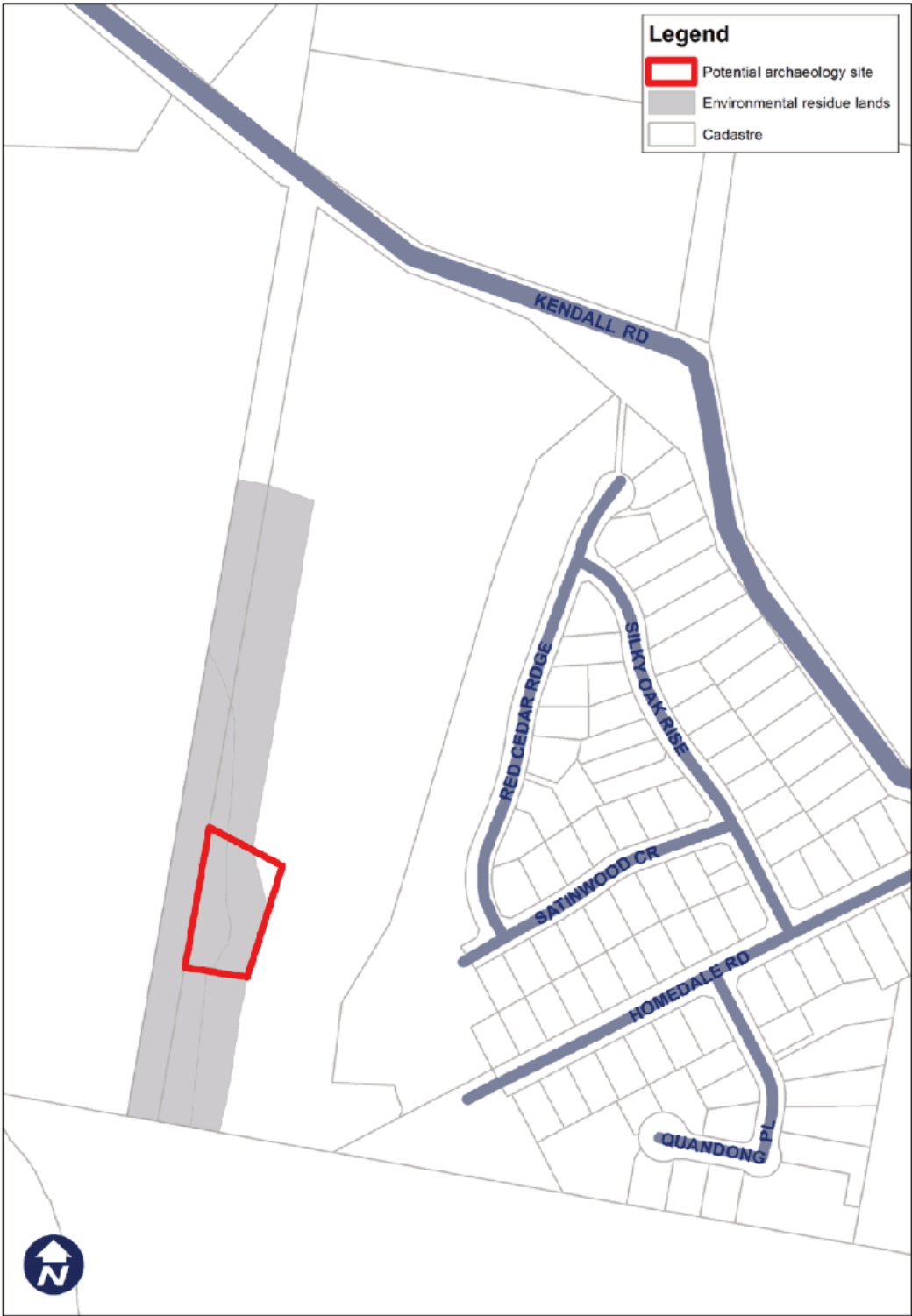
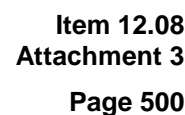


Figure 4: Potential archaeology site





Transport Roads & Maritime Services

File No: NTH17/00075/16
Ref: PP2017-10.1

The General Manager
Port Macquarie Hastings Council
PO Box 84
PORT MACQUARIE NSW 2444

Attention – Carina Gregory

Dear Sir / Madam,

**Consultation on Planning Proposal - Proposed Highway Service Centre
Lot 11 DP 1029846, 1179 Oxley Highway, Sancro**

I refer to your letter of 29 November 2018 and the subsequent meeting between Council, Scott PDI and Roads and Maritime Services on 14 December 2018 in regard to the abovementioned Planning Proposal for a Highway Service Centre (HSC) at Sancro.

It is noted that following the 2017 TTM Traffic Impact Assessment an extension to the Oxley Highway AIMSUM Modelling was undertaken by Bitzios to further consider the impact of the development. The report identifies the development impact and appropriate mitigation measures and recognises that Roads and Maritime is responsible for broader network impacts (see attached report).

Due to the complexities of the road network and traffic modelling there are some unknowns in regard to fully understanding impacts for the ten year design horizon. Progression of the Planning proposal is supported based on works that will mitigate the impact of the development on opening and support implementation of future works on the Oxley and Pacific highways, namely;

1. Construction of a two lane concrete roundabout on Oxley Highway at the HSC access, including a fourth leg stub on northern side to support a potential future connection of Billabong Drive.
2. Two lanes eastbound on Oxley Highway from west of the HSC access to Pacific Highway / Oxley Highway interchange roundabout.
3. Installation of hardware to support monitoring end of queue eastbound on Oxley Highway and roundabout metering of the HSC egress to Oxley Highway.
4. Extension of the Pacific Highway northbound off-ramp, noting the HSC access off-ramp needs to be located beyond the current queue length of 500m in the AM peak.

Please note that at the meeting on 14 December 2018 it was acknowledged that the extension of the Pacific Highway off-ramp was a key mitigation aspect for the proposal, and that the modelled off-ramp concept would need to be lengthened to adequately cater for the development impact. Roads and Maritime do not see this as something that would prevent the concept from being displayed, but highlight that it is a critical component of the proposal that will need to be adequately addressed before final development approval.

All works on classified roads will need to be designed and constructed in accordance with the current Austroads Guidelines, Australian Standards and Roads and Maritime Supplements and Specifications. The developer will be required to enter into a Works Authorisation Deed (WAD) with Roads and Maritime for these works. The developer will be responsible for all costs associated with the works and administration for the WAD.

If you have any further enquiries regarding the above comments please do not hesitate to contact Liz Smith, Land Use Assessment Manager on (02) 6640 1362 or via email at: development.northern@rms.nsw.gov.au

Yours faithfully,



Liz Smith
Manager Land Use Assessment, Northern
15 February 2019



NSW RURAL FIRE SERVICE



The General Manager
Port Macquarie - Hastings Council
PO Box 84
PORT MACQUARIE NSW 2444

Your Ref: PP2017-10.1
Our Ref: R18/273
DA18121316593 AB

ATTENTION: Carina Gregory

23 January 2019

Dear Ms Gregory,

Agency Comment: Port Macquarie Hastings LEP 2011 - Highway Service Centre; Lot 11 DP 1029846; 1179 Oxley Highway Sancroix

I refer to your correspondence dated 29 November 2018 seeking comments from the NSW Rural Fire Service (NSW RFS) with respect to the above Planning Proposal.

The NSW RFS has considered the information submitted and understands that the Planning Proposal seeks to amend Port Macquarie-Hastings LEP 2011 by way of amending Schedule 1 - Additional Uses, to permit the following development on the subject land:

- highway service centre;
- ancillary hotel or motel accommodation for heavy vehicle drivers
- subdivision to excise the Highway Service Centre site from the residue area
- subsequent subdivision of the Highway Service Centre site following construction to create separate title for individual tenancies, and
- retention of a dwelling entitlement on the residue lot.

The subject land is mapped bush fire prone land by Council.

The NSW RFS advises that it has no objection to the Planning Proposal and provides the following comment:

- Future subdivision of the land shall ensure the proposed motel complex has sufficient separation to the proposed property boundary to comply with Planning for Bush Fire Protection guidelines.

Postal address

Records
NSW Rural Fire Service
Locked Bag 17
GRANVILLE NSW 2142

Street address

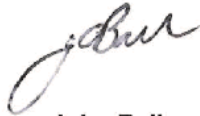
NSW Rural Fire Service
Planning and Environment Services (North)
Suite 1, 129 West High Street
COFFS HARBOUR NSW 2450

T (02) 6691 0400
F (02) 6691 0499
www.rfs.nsw.gov.au
Email: pes@rfs.nsw.gov.au

- o Future subdivision of the land shall ensure the residual lot dwelling opportunity has sufficient separation to the proposed property boundary to comply with Planning for Bush Fire Protection guidelines.

For any queries regarding this correspondence please contact Alan Bawden on 6691 0400.

Yours sincerely,



John Ball

Manager – Planning and Environment Services North

The RFS has made getting information easier. For general information on 'Planning for Bush Fire Protection, 2006', visit the RFS web page at www.rfs.nsw.gov.au and search under 'Planning for Bush Fire Protection, 2006'.



Office of
Environment
& Heritage

Our Ref: DOC 18/930301
Your Ref: PP2017-10.1

General Manager
Port Macquarie - Hastings Council
PO Box 84
Port Macquarie NSW 2444

Attention: Ms Carina Gregory

35872

 PORT MACQUARIE HASTINGS	
TRIM No	CRM No
21 JAN 2019	
Keyword	
Activity	
Subject	
Folder	PP2017-10.1

Dear Mr Swift-McNair

Proposed Highway Service Centre, Oxley Highway Sancroix

Thank you for your letter dated 29 November 2018 about the planning proposal for an additional permitted use to facilitate a Highway Service Centre at 1179 Oxley Highway, Sancroix (Lot 11 DP 1029846), seeking comments from the Office of Environment and Heritage (OEH). I appreciate the opportunity to provide input.

The Planning Proposal involves adding an additional permitted use for part of the site to enable a Highway Service Centre. The Planning Proposal report advises that approximately three hectares of native vegetation will be cleared to enable the proposed future development, but most of the development will be predominately on the cleared parts of the planning area. The forested area in the south-east is intended to be retained but will remain zoned RU1 Primary Production.

To achieve visibility of the site and traffic safety outcomes to the satisfaction of the NSW Roads and Maritime Services (RMS), existing vegetation within the Pacific Highway and Oxley Highway road reserves is to be cleared, but this is outside the planning area.

The OEH has statutory responsibilities relating to biodiversity (including threatened species, populations, ecological communities, or their habitats), Aboriginal and historic heritage, National Parks and Wildlife Service estate, flooding and estuary management. We have reviewed the supporting documents and provide advice on Aboriginal cultural heritage and biodiversity below.

The OEH has reviewed the Aboriginal Cultural Heritage Assessment Report (ACHA) prepared by Birpai Local Aboriginal Land Council which was provided to inform the planning proposal. Given the findings of this report, we have no issues to raise in relation to Aboriginal cultural heritage.

However, the ACHA would have benefited from a more detailed description of the survey method, including the survey effort and the locations where the survey was undertaken, and from more detailed evidence of the consultation undertaken with Aboriginal knowledge-holders.

Locked Bag 914 Coffs Harbour NSW 2450
Federation House, Level 8, 24 Moonee Street
Coffs Harbour NSW 2450
Tel: (02) 6659 8200 Fax: (02) 6659 8281
ABN 30 841 387 271
www.environment.nsw.gov.au

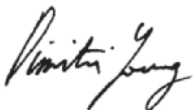
Based on our review, we have no issues to raise in relation to biodiversity at this planning stage. We note that a Biodiversity Development Assessment Report (BDAR) has been prepared but we have not reviewed this as it should be lodged in support of the forthcoming development application.

The BDAR calculates biodiversity offsets using the Biodiversity Offsets Scheme and proposes the retirement of biodiversity credits. The OEH would welcome the opportunity to review the Biodiversity Development Assessment Report at the development assessment stage.

The OEH has no further comments to make on the Planning Proposal.

If you have any further questions about this issue, Ms Rachel Lonie, Senior Conservation Planning Officer, Conservation and Regional Delivery, OEH, can be contacted on 6650 7130 or at rachel.lonie@environment.nsw.gov.au.

Yours sincerely

 11 January 2019

DIMITRI YOUNG
Senior Team Leader Planning, North East Branch
Regional Operations

Contact officer: RACHEL LONIE
6650 7130



DOC18/924190-02; EF14/495

The General Manager
Port Macquarie-Hastings Council
PO BOX 84
PORT MACQUARIE NSW 2444

Attention: Ms Carina Gregory

By email: carina.gregory@pmhc.nsw.gov.au

11 December 2018

Dear Ms Gregory

Development Planning proposal PP_2018_PORTM_004_00 to amend Port Macquarie-Hastings Local Environmental Plan 2011- Comments from the Environment Protection Authority (EPA)

I refer to your letter to the Environment Protection Authority (EPA) received 30 November 2018, providing opportunity to comment on the draft Planning Proposal to rezone the rural property on part of Lot 11 DP 1029846, 1170 Oxley Highway, Sancrox, to permit development for the purpose of a Highway Service Centre.

The EPA understands the Planning Proposal involves an amendment to the Port Macquarie-Hastings Local Environmental Plan 2011 (LEP 2011) to facilitate a Highway Service Centre as an additional permitted use on part of the site, including ancillary hotel or motel accommodation for heavy vehicle drivers.

The EPA has not undertaken a detailed review of the proposed amendment, however the following general comments are offered for your consideration.

Potential land-use conflicts from commercial activities

Careful consideration should be given to ensure that there are no land-use conflicts with industries regulated by EPA under the *Protection of the Environment Operations Act 1997* (POEO Act). These conflicts may relate to noise, air and water related impacts. A list of industries the EPA regulates in the Port Macquarie-Hastings Local Government Area can be obtained via the EPA's public register at: <http://app.epa.nsw.gov.au/prpoeoapp/>

Noise

Council should satisfy itself that noise generated by increased traffic from this development will not impact significantly on the existing amenity. Guidelines for the assessment and development of noise planning levels for road traffic are provided at <http://www.epa.nsw.gov.au/your-environment/noise/transport-noise>

Phone 131 555
Phone 02 4908 6800

Fax 02 4908 6810
TTY 133 677
ABN 43 692 285 758

PO Box 488G
Newcastle
NSW 2300 Australia

117 Bull Street
Newcastle West
NSW 2302 Australia

info@epa.nsw.gov.au
www.epa.nsw.gov.au

Council should ensure that the proposed amendment to the LEP ensures that construction noise will be in line with the *Interim Construction Noise Guidelines* (DECC 2009). A copy of these guidelines can be obtained at: <http://www.epa.nsw.gov.au/your-environment/noise/industrial-noise/interim-construction-noise-guideline>

Water Quality

The NSW Water Quality Objectives (WQO) provide a framework and benchmarks for the community uses and values of waterways and the water quality that is needed to support these. They were developed using the Australian and New Zealand guidelines for fresh and marine water quality (ANZECC Guidelines 2000) and are the NSW Government endorsed environmental values and long-term goals for NSW's surface waters. The proposal should deliver the following environmental principles:

- Promote development that maintains, improves or restores water quality and waterways health;
- Promotes integrated water cycle management that includes sustainable water supply, wastewater and stormwater management and reuse and recycling initiatives.

Further information and guidance materials can be found at: <http://www.epa.nsw.gov.au/your-environment/water>

If you require any further information regarding this matter please contact Genevieve Lorang on (02) 4908 6809.

Yours Sincerely

MITCHELL BENNETT
Head Strategic Operations Unit - Hunter
Environment Protection Authority