

# **ORDINARY COUNCIL**

**Wednesday 21 August 2019**

# Ordinary Council Meeting

Wednesday, 21 August 2019

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# 1 Leadership and Governance

21/08/2019

## 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



## Local Government Remuneration Tribunal

Ref: A4358536

Mr Craig Swift-McNair  
General Manager  
Port Macquarie Hastings Council  
PO Box 84  
PORT MACQUARIE NSW 2444

Dear Mr Swift-McNair

I refer to your letter dated 2 July 2019 requesting advice as to what additional information and criteria would need to be provided for the Tribunal to consider the re-categorisation of Port Macquarie Hastings Council.

The Tribunal foreshadowed in the 2019 Annual Determination that it will consider the model, the criteria applicable to each and the allocation of councils in details in 2020:

*"12. A few submissions have suggested alternative categorisation models. The Tribunal will consider this in detail in the 2020 review. The Tribunal intends to commence the 2020 annual review earlier than usual to ensure there is time to review the existing model and to examine alternatives. The Tribunal is of the preliminary view that a case may exist to revise the number of categories, and their applicable criteria, particularly for regional and rural councils."*

As is the usual practice the Tribunal will write to mayors advising of the commencement of the 202 Annual Review in due course. In doing so the Tribunal will outline the matters that may be addressed in submissions.

Yours sincerely

Dr Robert Lang  
**Local Government Remuneration Tribunal**  
9 July 2019

Level 4, 255 George Street, Sydney NSW 2000 ■ GPO Box 3988, Sydney NSW 2001  
Tel: (02) 9272 6006 ■ [www.remtribunals.nsw.gov.au](http://www.remtribunals.nsw.gov.au)

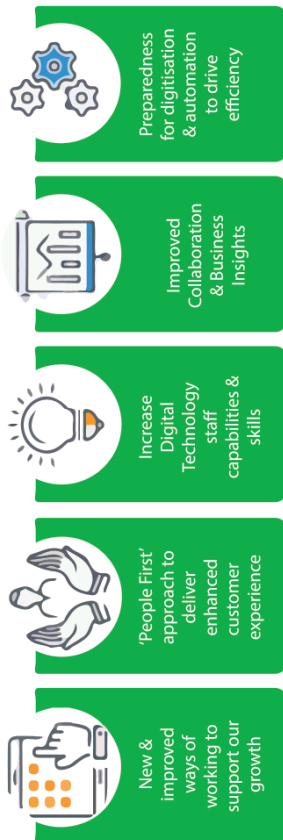
# DIGITAL TECHNOLOGY ROAD MAP 2018 - 2020

Technology performs a critical role in enabling the successful operations of our Council.

We've started to move in the right direction but we need to sustain our pace of change to transform our organisation, and deliver successful outcomes, while enabling our Council's strategic objectives.

## What's the Opportunity

*"A technology roadmap that helps us to transform our Council operation, at pace, to ensure we're ready to deliver on the services our changing organisation, and community needs, as we experience significant growth"*



### A new way of working

Deliver automation, workflows and systems which integrate, release Productivity & enables efficiencies within the organisation.

### Digitisation & Insights

Utilise information management and data to increase visibility and insight for Council operations and service delivery

### Supporting Our Growth

Deliver value across existing infrastructure investment with a focus on supporting access, productivity and mobility of staff in order to deliver effective customer services.

### Build the foundations 2018 – 2019



Establish a new digital team structure to support our Council transformation and provide a way to sustain a move to new ways of working. Deliver on projects such as HRIS, CRM, Office365 and Mobility



Deliver an open data program supported by an information management strategy to enable more effective, transparent and available access to Council data and systems. Commence back-scanning of historical paper records to build a foundation of digitisation, linked to improve search and access for Council staff.



Finalise delivery of a modern, secure & high performance network across Council's business operations. Implement improved wireless connectivity in support of mobile computing efforts. Update Council UPS system to provide resilience and availability. Review & embed standard operating procedures, governance and process improvement across the Digital Technology team.

### Deliver 2019 – 2020

Implement new ways of working including new systems & functionality which allow us to realise organisational efficiencies and improved customer service outcomes. Automate business process to release productivity and allow staff to add value back to core services.

Deliver a data warehouse to underpin Council's current and future business intelligence opportunities. Implement core digital customer transaction and process improvements, including digitising online forms, to further improve customer experience across our digital platforms. Deliver modern reporting & business intelligence platforms to improve decision making.

Migration effort to push Council applications into the cloud, removing future expenditure on physical assets. Review systems integration platforms to standardise toolsets and maintain modern integration capability. Build an end user compute strategy, taking into account our Cloud migration and mobility requirements into the future.

### Position for the future 2020 – Onwards

Drive continuous improvement & bed in new ways of working through new systems and automation to deliver efficiencies.

Commence support of embedded asset sensors in business intelligence platforms, assisting Council in realising ongoing efficiencies across its asset portfolios and Smart City futures.

Drive continuous improvement in the organisation, enabled through technology & implement new technology platforms which support our Cloud and Future City agenda.



PORT MACQUARIE-HASTINGS  
COUNCIL

[HOME \(index.html\)](#)[SPONSORSHIP \(Sponsorship.html\)](#)[EXHIBITION \(Exhibition.html\)](#)[PROGRAM ▾](#)[MOTIONS \(Motions.html\)](#)[REGISTRATIONS ▾](#)

## 2019 NGA PROGRAM

Download the Registration brochure here ([NGA19\\_Registration\\_Brochure.pdf](#))

### Sunday 16 June 2019

8.00am Registration Opens

5.00pm **Welcome Reception**

### Monday 17 June 2019

8.00am Registration Opens

9.00am **Opening Ceremony**

9.20am ALGA President's Opening

9.30am **Prime Minister Address**

10.00am ALGA President's Address

### 10.30am MORNING TEA

11.00am » **Keynote Address: How did Local Government Fair Post Election**

Karen Middleton

11.45am » **Panel of Mayors: Opportunities for Local Government Post Election**

### 12.30pm LUNCH

1.30pm » **Keynote Address: Crowd Powered Communities**

Steve Sammartino

2.30pm **Councils Using Technology to Excel**

### 3.00pm AFTERNOON TEA

3.30pm Debate on Motions

### Tuesday 18 June 2019

8.00am Registration Opens

9.00am » **Panel Session: Housing, Infrastructure and Population**

Andrew Beer, Dean of Research and Innovation UniSA - *The Role of Local Government in Housing Australians in the 21st Century*

Romilly Madew: CEO Infrastructure Australia – *Australia's Future Infrastructure Demands*

Robert Pradolin and Gary Spivak: TBA – *Why and how local government and the private sector should work together*

10.30am » **Keynote Address: Engaging with your Community into the Future**

Kylie Cochrane, Global Leader in Community Engagement

### 11.00am MORNING TEA

11.30am Debate on Motions

### 12.30pm LUNCH

1.30pm **Concurrent Sessions**

4.30pm **Federal Minister for Local Government**

4.55pm ALGA President Close

5.00pm Close Day 1

7.00pm **NETWORKING DINNER, Australian War Memorial**

» **Housing your Community**

TBC

» **Reducing Community Harm**

Dr Jón Sigfússon - Working with local government in alcohol and drug misuse in youth - a preventative approach from Iceland

Dr Erin Lalor - Local Drug Action Teams - an Australian community led approach to alcohol and drug misuse

» **Built Environment In Your Community**

TBC

» **Your Community, Your Environment**

TBC

**3.00pm AFTERNOON TEA****3.30pm Leader of the Opposition Address**

4.00pm Debate on Motions

5.00pm Close Day 2

**7.00pm NGA DINNER, to be announced****Wednesday 19 June 2019****9.00am » The Great Debate: Revenue, Cost Shifting, Rate Capping**

10.00am David Pich, CEO, Institute of Managers and Leaders - Leadership Matters

**10.30am MORNING TEA****11.00am » Keynote Address: Overcoming the Odds**

Kurt Fearnley

12.00pm ALGA President's Close - ALGA National Lobbying Priorities

**12.30pm LUNCH**

## About ALGA

The Australian Local Government Association is the national voice of local government, representing 537 councils across the country. In structure, ALGA is a federation of state and territory local government associations.

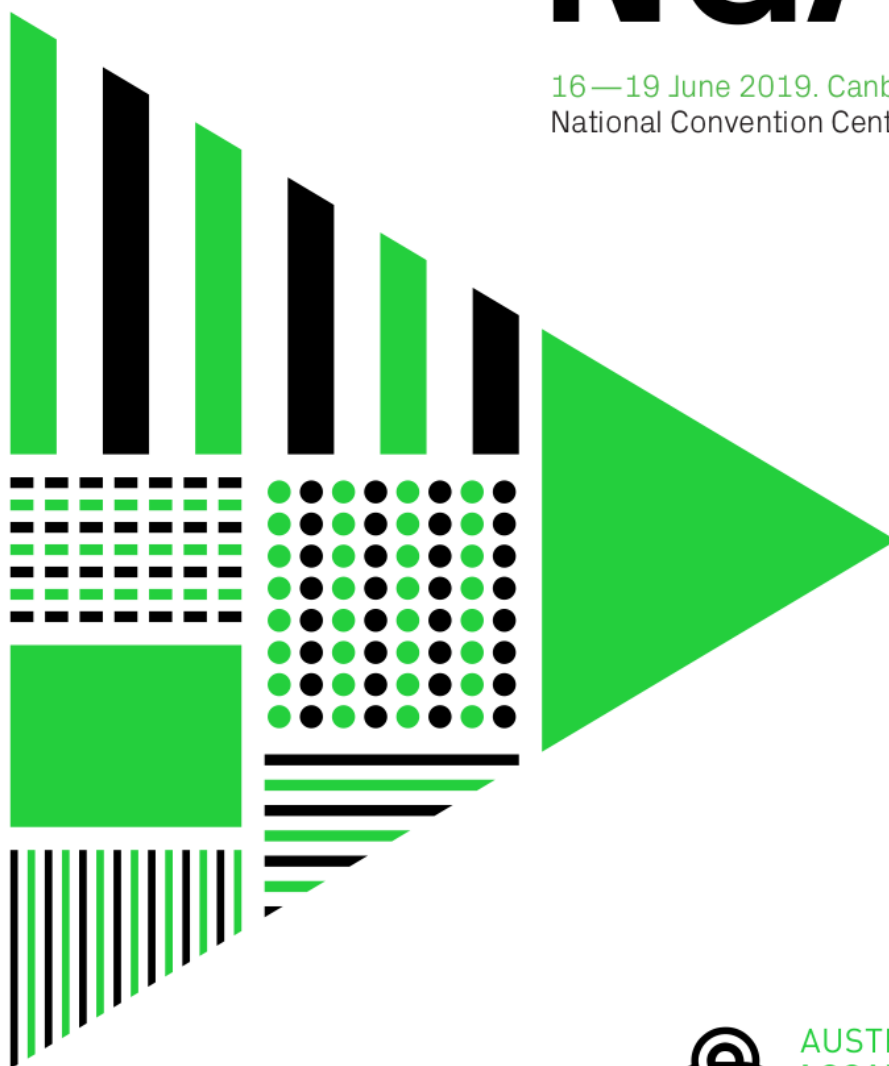
[more](#)

(<http://alga.asn.au/?ID=42&Menu=41,81>)

Future  
Focused

NGA19

16—19 June 2019. Canberra  
National Convention Centre



AUSTRALIAN  
LOCAL GOVERNMENT  
ASSOCIATION

Celebrating 25 Years of NGA

# Resolutions

**Special Urgent Motion****Byron Shire Council, NSW****Carried**

That the National General Assembly acknowledges the crucial role our public broadcaster plays across Australia, particularly in remote, rural and regional communities, and calls on the Federal Government to cease cuts and embark on a program to restore more adequate funding to the ABC.

**1 Toowoomba Regional Council, QLD****Carried**

That the National General Assembly request the Commonwealth Government to initiate a Referendum at the earliest opportunity seeking agreement for recognition of Local Government in the Australian Constitution.

**2 Boulia Shire Council, QLD****Carried**

That the National General Assembly calls on the Federal Government to restore Financial Assistance Grants (FAGs) funding to at least one percent of total Commonwealth taxation revenue.

**3 Moree Plains Shire Council, NSW****Carried**

That the National General Assembly calls on the Federal Government to remove Part 1 Sec 6 2b of the Local Govt Financial Assistance Act 1995 to remove the minimum per capita amount grant

**4 Cumberland Council, NSW****Carried**

That this National General Assembly calls on the Federal Government to urgently review the current methodology in calculating the allocation of Federal Assistance Grants, to ensure that no amalgamated Councils are disadvantaged as a result of boundary alterations.

**5 Murrindindi Shire, VIC****Carried**

That the National General Assembly calls on the Federal Government to commit to the funding of Councils through the Financial Assistance Grants (FAGS) Program on set dates each year in order to avoid smaller Councils, particularly small rural Councils, being forced to incorrectly report deficit budgets to their communities.

**6 Wyndham City, VIC****Carried**

That the National General Assembly calls on the Federal, State, and Territory Governments to engage with ALGA to explore more flexible and sustainable arrangements for debt models and vehicles to fund Local Infrastructure in light of growing community expectations for Councils to increasingly provide more services for less.

**7 South Burnett Regional Council, QLD****Carried**

That this National General Assembly calls on the Federal Government to support an economic stimulus for rural and outer regional Councils by developing a split competitive and allocative model of funding for projects such as the Building Better Regions Fund.

That the Assembly recommends to the Fed Govt that the BBRF guidelines be amended to include projects for scoping, planning and feasibility funding.



**8 Knox City, VIC****Carried**

That the National General Assembly calls on the Federal Government to provide a financial contribution to local government in recognition of its role in the administration of the Australian citizenship program.

**9 Forbes Shire Council, NSW****Carried**

That the National General Assembly calls for the traffic control and insurance costs currently paid by RSL clubs/sub branches to conduct Anzac Day events to be resourced by the Federal Government.

**10 Penrith City Council, NSW****Carried**

That the National General Assembly call on the Federal Government to direct Infrastructure Australia and the Infrastructure and Project Financing Agency to work with state infrastructure providers to identify risks and barriers to sustainable growth of cities.

**11 Maroondah City, VIC****Carried**

That this National General Assembly calls upon the Federal Government to provide a funding stream that can be accessed by Metropolitan Councils for major infrastructure projects.

**12 Toowoomba Regional Council, QLD****Carried**

That the National General Assembly request the Commonwealth Government to enhance zonal taxation rebates to foster decentralisation of industry and commerce.

**13 Gladstone Regional Council, QLD****Carried**

That the National General Assembly supports the Roads of Strategic Importance (ROSI) policy of the Australian Government and the associated future budget commitments.

**14 Hobart Council, TAS****Carried**

That this National General Assembly calls on the Australian Government to establish an infrastructure fund for the construction of active transport initiatives including pedestrian and bicycle facilities.

**15 Brisbane City Council, QLD****Carried**

That the National General Assembly calls on the Australian Government to develop a national Mobility as a Service (MaaS) framework and establish a fund to support and incentivise cooperation across state and local governments, the private sector and community organisations to deliver better, integrated mobility options for the community.

**16 Town of Cottesloe, WA****Carried**

That this National General Assembly calls on the Australian Local Government Association Board to advocate to the relevant authorities including the Federal Minister for Infrastructure and Transport, Austroads and the Australian Road Research Board that they consider a policy on traffic speeds in urban Australia which meets the needs of current and future Australians based on national and international evidence regarding safety, amenity, illness prevention and sustainability.

That the policy be used to progress speed reform in urban Australia at a Federal and State level.

**17 Wyndham City, VIC****Carried**

That the National General Assembly call on the COAG Transport and Infrastructure Council to conduct a public review of Trackless Tram technologies from Europe and China as an autonomous, more timely and affordable option to fixed or light rail.

**18 Darebin City, VIC****Carried**

That the National General Assembly call on the Australian Government to:

- Fund a \$800 million Grey-spot program that provides pedestrian infrastructure in locations where there are older Australian (+65) to address high proportion of pedestrian deaths experience by older Australians.
- Better manage pedestrian injury and risk, through a deeper understanding of the causes of death, injury and the operation of high risk locations.
- Use the Principle Pedestrian Network Tool to map future and potential pedestrian demand across our cities.
- Introduce policies to support the rapid up-take of electric vehicles;
- Re-align the proportion of transport federal funding so that the three levels of Government in Australia have a more efficient and equitable match between their public responsibilities and their finances;
- Support funding for other infrastructure to ensure safe walking routes for older pedestrians such as:
  - Rest areas and seats
  - Mobile battery charge stations
  - Crossing refuges
  - Water fountain

**19 Gladstone Regional Council, QLD****Carried**

That the National General Assembly calls on the Australian Government to consider appropriate support to regional airports in order to provide affordable travel.

**20 Lake Macquarie City Council, NSW****Carried**

That this National General Assembly call on the Federal Government to move from high-level vision to delivery for connecting major metropolitan centres through high speed rail. This infrastructure would transform Australia, enabling better connectivity between cities, regional centres and international gateways and improving the lives of most Australians.

**21 Lockyer Valley Regional Council, QLD****Carried**

That the National General Assembly call on the Australian Government to establish a fund specifically targeted at those local government areas that are bearing the brunt of significant impacts of the Inland Rail project to partly compensate for their loss, hardship and the long term amenity impacts.

**22 Shoalhaven City Council, NSW****Carried**

That the National General Assembly calls for:

1. The Australian Government to recognise that the escarpment crossings of the Great Dividing Range connecting the coastal plain highways to the inland highway networks are roads that are of vital importance to the economic development of Australia and the regions.
2. The escarpment crossings that support, or can induce, a significant freight task should be earmarked to be upgraded to ensure compliance for HML freight vehicles and that these key freight links be included in the National Freight and Supply Chain Strategy and National Action Plan.

**23 Moree Plains Shire Council, NSW****Carried**

That the National General Assembly call on the Federal Government to provide sustainable funding that will allow Councils to strategically plan for the maintenance, to an all-weather standard local roads, that form essential “first and last mile” links in modern logistics chains for agriculture and other time-sensitive goods. Further, that such funding be based on the productivity benefits of improved logistics together with an assessment of the benefits of a shift to rail, in particular to the Inland Rail project.

**24 Bega Valley Shire Council, NSW****Carried**

That the National General Assembly call on the Federal Government to commit to a review of the nation’s freight hubs and analyse where the creation of new/upgraded Ports, rail corridors, highway duplications and airports will best service the country, in line with a commitment to decentralisation.

**25 Tweed Shire Council, NSW****Carried**

That National General Assembly calls on COAG to develop a National strategy for the rollout of fast charging stations to facilitate the growth of the electric vehicle market and to encourage their broader uptake by the Australian community.

**26 District Council of Streaky Bay, SA****Carried**

That the National General Assembly calls on the Federal Government to establish a regional focus through the provision of funding models for waste management systems with an aim to develop a more entrepreneurial framework.

**27 Moyne Shire, VIC****Carried**

That the National General Assembly calls on Federal Members of Parliament in support of actions listed in the MAV “Rescue Our Recycling action plan being:

**Action 1 - Mandate Product Stewardship**

Introduce mandatory product stewardship for all products that generate waste. Put clear and binding targets within the Product Stewardship Act to drive action by industry. This approach would align with the polluter-pays principle, incentivising designers and producers to take responsibility for the environmental impacts of their products.

**Action 2 - Tackle Consumer Packaging**

In partnership with state and territory ministers, review the National Environment Protection (Used Packaging Materials) Measure 2011 to impose mandatory participation and binding obligations across the consumer packaging chain. As an interim measure, clarify obligations on industry so that it is easier to hold them to account.

**Action 3 - Strengthen the National Waste Policy**

In partnership with state and territory ministers, adopt an action plan for the national Waste Policy that includes firm and ambitious targets and timelines to fast-track our transition to a circular economy.

**Action 4 – Regulate/ Ban Production and Importation of Hard to Recycle Materials.**

**Action 5 – Standardise Package Labelling and Certify Use of Recycled Content**

Mandate adoption of the Australasian Recycling Label for all consumer packaging sold in Australia and adopt a certification system for recycled content in line with the US or European models.

**28 Alice Springs Town Council, NT**

**Carried**

The National General Assembly (NGA) call on the Australian Government to develop a national approach to recycling textiles and clothing waste to minimise waste being sent to landfills.

**29 Darebin City, VIC**

**Carried**

That the National General Assembly call on the Australian Government to:

- Declare a Climate Emergency
- Establish a \$10 billion dollar national fund for councils to build the resilience of climate change vulnerable communities.
- Commit to providing maximum protection for all people, economies, species, ecosystems, and civilisations, and to fully restoring a safe climate
- Mobilise the required resources and take effective action at the necessary scale and speed across Australia,
- Transform the economy to zero emissions and make a fair contribution to drawing down the excess carbon dioxide in the air, and
- Encourage all other governments around the world to take these same actions.

**30 Shoalhaven City Council, NSW**

**Carried**

That the National General Assembly call on the Australian Government to establish a consistent framework and provide guidance on measures (including planning controls and asset protection) to be taken by all levels of Government including Local Government with respect to climate-change.

**31 Parkes Shire Council, NSW**

**Carried**

That the National General Assembly calls upon the Federal Government to:

- Agree that they have a significant obligation to recognise the scientific consensus that the climate system continues to be affected by known activity, and;

- That a Minister be appointed, and funds be allocated, to assist Councils in their strategic response to the potential impacts of a changing environment.

**32 Willoughby City Council, NSW****Carried**

That the National General Assembly calls on the Australian Government to:

Establish a National Strategy for climate change adaptation and resilience comprising the following:

1. Processes for the integration of climate change adaptation into local/state strategic planning.
2. A system for gathering, storing and reporting information/mapping on climate change risks, exposure, impacts and vulnerability.
3. Establish sea level rise benchmarks and associated policy and implementation guidelines for Local and State Governments.
4. Clarification of liability issues in relation to coastal inundation, present and future.
5. Strategies for engaging the community and all relevant stakeholders in climate change adaptation projects.
6. Engagement/education materials for communities in becoming climate change resilient, building on work done through the 'Resilient Sydney' project.

**33 Hobart Council, TAS****Carried**

That this National General Assembly calls on the Australian Government to give consideration to indemnifying Councils that undertake climate change mitigation initiatives.

**34 Tweed Shire Council, NSW****Carried**

That the National General Assembly calls on the Federal Government to establish a Task Force on climate - related Financial Disclosures for inclusions in annual reports for all levels of Government, including Councils. This report is to utilise and be based upon the Financial Stability Boards Task Force on Climate-related Financial Disclosures (TCFD) recommended framework.

**35 Bega Valley Shire Council, NSW****Carried**

That the National General Assembly encourages Councils to join the Climate Council's Cities Power Partnership or similar program, to share information and foster local government projects to tackle climate change.

**36 Blue Mountains City Council, NSW****Carried**

That the National General Assembly calls on the Federal Government to work with ALGA to provide advice on how councils across Australia can approach the aim of achieving carbon neutrality in as much of the sector as possible.

**37 Bass Coast Shire, VIC****Carried**

That the National General Assembly calls on the Australian Government to support initiatives by councils to develop and implement coastal climate change adaptation plans, to improve the sustainability and resilience of coastal settlements vulnerable to increasing climate change risks.

**38 East Gippsland Shire, VIC****Carried**

That the National General Assembly call on the Australian Government to review and clarify the Natural Disaster Funding Arrangements for protective coastal infrastructure having regards for:

- The critical role that protective coastal infrastructure has in ensuring the social and economic functioning of coastal communities;
- The changing climate and forecast increase in the frequency and intensity of coastal storm related events and coastal flooding; and
- The quantum of investment in protective coastal infrastructure across Australia by Local Government.

**39 Willoughby City Council, NSW****Carried**

That the National General Assembly calls on the Australian Government to commit to:

1. The establishment of National Coastcare Program, facilitated by Local Government and/or regional/state government facilitators to support local community coastal conservation and education initiatives; including the development of a long-term financial investment plan and state government grant program to fund Coastcare.
2. Undertake a review of the future costs to local government associated with managing risks and liabilities of coastal hazards
3. Establish national Coastcare program with funding (funding model provided under the NSW Coastal Management Program with a view to providing long-term funding for local councils and reviewing the appropriateness of the 50/50 grant funding contribution requirement).

**40 Tenterfield Shire Council, NSW****Carried**

That the National General Assembly calls for the drought affecting most of the country be escalated to Natural Disaster status, thus facilitating Disaster Recovery finance arrangements to be enacted.

**41 South Burnett Regional Council, QLD****Carried**

That this National General Assembly calls on the Federal government to continue to promote opportunities for the sustainable delivery of water for urban, commercial and agricultural development and security of current supplies and calls on the Federal Government to amend Legislation and Regulation to allow for immediate funding for capital projects where business cases have been completed and approved by State Governments and Water Authorities

**42 Brewarrina Shire Council, NSW****Carried**

That the National General Assembly call on the Federal and State Government Ministers to address the urgent need for action on the Darling Barwon river system to ensure that the supply of safe drinking water and flows for stock and domestic use is the priority at all times, including priority over and above the release of water from dams for large scale irrigation, irrespective of the circumstances in which allocations have been pre-purchased or pre-allocated for large scale irrigation.

**43 Wentworth Shire Council, NSW****Carried**

That the National General Assembly actively lobby the Prime Minister and Leader of the Opposition to call for a Royal Commission into the Murray Darling Basin.

**44 Wentworth Shire Council, NSW****Carried**

That the National General Assembly call on the Minister for Agriculture and Water Resources and the Murray Darling Basin Authority to do complete accounting of all water storages, including open channels, diversions and on-farm storages holding unmetered or temporary water.

**45 Wentworth Shire Council, NSW****Carried**

That the National General Assembly call for an immediate assessment and complete public reporting of all groundwater Basin supplies, storages and recharge capabilities from the Minister for Agriculture and Water.

**46 Toowoomba Regional Council, QLD****Carried**

That the National General Assembly request the Commonwealth Government to create a national strategy to enhance water security in inland Australia.

**47 Wentworth Shire Council, NSW****Carried**

That the National General Assembly calls on the Minister for Trade to do a complete public report detailing all foreign investment and holdings in Australian water industries, infrastructure and trading operations.

**48 Wentworth Shire Council, NSW****Carried**

That the National General Assembly calls on the Prime Minister, Leader of the Opposition and Water Minister, to recognise concerns from indigenous groups, traditional owners and custodians that:

- they are unable to continue cultural practices, due to lack of cultural flows;
- there is an increased financial impost on high indigenous population towns for drinking water, where same is unavailable, or of poor quality;
- a lack of genuine, integrated and informed consultation has been the norm in matters of water management and projects which directly affect native title holders, traditional custodians and Land Council groups and individuals, combined with lack of feedback or Minutes from meetings with Government representatives and agencies; and
- local First Nations people hold knowledge from greater timelines than current records about flows, floods, movement and interplay of the entire riverine ecology, yet there is a resistance to engaging with that knowledge, utilising the skills and management practices used for many centuries (45,000 years in our region), despite clear desire from most groups to assist and play a more active role in water and land management.

**49 District Council of Streaky Bay, SA****Carried**

That the National General Assembly calls on the Federal Government to provide incentives for rural / regional Councils to create micro systems which allow for effective and efficient water storage and management systems to accommodate domestic use.

**50 Willoughby City Council, NSW****Carried**

That the National General Assembly calls on the Australian Government to undertake to:

1. Develop an Urban Water Policy and an Integrated Water Management Strategy for the Greater Sydney region (and other cities) addressing water security solutions and best practice water management principles for urban areas.
2. Incorporate best practice Water Sensitive Urban Design model provisions /Sustainable Urban Water Management Principles into the standard planning instruments (LEP/DCP or equivalent).
3. Review BASIX (or equivalent.) to enhance and ensure the best practice implementation of Water Sensitive Urban Design into all new developments and retrofitting into existing developments.
4. Commit to a long-term investment program for the management and maintenance of water infrastructure in cities.
5. Introduce a standard requiring Water Utilities, as a minimum, to undertake secondary treatment of sewage released from ocean outfalls.

**51 Tweed Shire Council, NSW****Carried**

That the National General Assembly calls on the Federal Government to substantially increase levels of funding for the environment in the 2019/20 Budget and to increase future funding for the environment with the aim of achieving at least 5% of the Federal budget's dedicated to environmental protection.

**52 Inner West Council, NSW****Carried**

That the National General Assembly calls on the Federal Government to:

1. review the national limit for PM 2.5 in light of the fact that recent scientific evidence finds there is no safe level of PM 2.5.
2. take immediate steps to protect vulnerable people, for example school children from exposure to PM 2.5 air pollution.
3. release all reports, submissions and analysis including health studies on all major infrastructure projects in the future and to all current projects under construction.

**53 Moree Plains Shire Council, NSW****Carried**

That the National General Assembly call on the Federal Government to review the current Federal/State disaster arrangements to assess:

- The need to ensure that disaster recovery places most emphasis on infrastructure that improves flood resilience as compared to simple replacement of the infrastructure in place at the time of the flood;
- The appropriateness of the current cost thresholds which trigger disaster arrangements and the degree to which these amounts are manageable by local government;
- The role of the insurance industry in sending price signals, but also the impacts of those price signals on insurance affordability for existing landholders.

**54 Hobart Council, TAS****Carried**

That this National General Assembly calls on the Australian Government to review the National Disaster Relief and Recovery Arrangements to consider broadening the definition of essential assets to include assets that are currently regarded as non-essential.



**55 Darebin City, VIC****Carried**

That the National General Assembly call on COAG Energy Council to commit to a Trajectory for the improvement of energy performance in existing homes by the end of 2019, including commitment to work with State, Territory and local governments to:

- a. Introduce mandatory disclosure of energy performance for all buildings when they are sold and leased;
- b. Mandate minimum energy efficiency performance standard for rental properties, as part of broader standards for what constitutes healthy and habitable rental housing;
- c. Develop and implement programs to improve the energy efficiency of all social housing, including community housing;
- d. Provide information and equitable incentives for home owners to upgrade their homes, with targeted support for upgrades to people on low incomes; and
- e. Progress related measures including obligations on energy companies to achieve annual energy efficiency reductions, disclosure and information obligations on real estate companies and lending institutions.

**56 Port Phillip City, VIC****Carried**

That National General Assembly (NGA) calls on all Federal political parties, to commit to increased funding and action to address the growing problem of homelessness in Australia, by:

Developing a national plan to reduce homelessness which:

- Places the provision of affordable and social housing at the centre of the plan to reduce homelessness
- Is informed by Housing First principles of providing stable housing and quality, personalised support
- Includes the expansion of evidence based models, which have demonstrated success in ending homelessness, such as Youth Foyers and Common Ground
- Establishes specific targets and strategies to reduce homelessness among indigenous Australian, who currently comprise 20% of Australians experiencing homelessness
- Includes sub strategies for people rough sleeping, women and children escaping family violence, older people, particularly older women, young people exiting care and juvenile justice, people exiting corrections and those with multiple and complex needs.

Developing a national Housing Plan which:

- Makes affordable and social housing a priority with a long-term national housing plan with associated Ministerial portfolio to drive integrated reform across Government, at all levels of Government and across industry sectors.
- Delivering housing related taxation instruments, and other incentives, that will increase the supply of affordable housing by attracting institutional and private investment with models like an enhanced 'build to rent' scheme that will create affordable private rental housing.
- Addressing the funding gap between costs and rental income for low income households with subsidised rental, e.g. longer-term 'NRAS' type models, access to affordable finance etc.
- Direct Government investment to grow the supply of community housing, and build the capacity of the community housing sector (e.g. Nation Building program).

Carried

**56.2 Darebin City, VIC****Lost**

That the National General Assembly calls for:

1. a coordinated, national response to housing issues, incorporating all levels of government.
2. mandatory controls in planning schemes, in the form of inclusionary zoning, to require affordable housing contributions as part of private development.

**56.3 Bega Valley Shire Council, NSW****Carried**

That the National General Assembly call on the Federal Government to encourage State and Territory Governments to include a definition of tiny houses in planning legislation, to offer a flexible, legitimate housing model.

**57 Melbourne City, VIC****Carried**

That the National General Assembly call on the Australian Government to:

1. Recognise the national significance of the financial implications of cladding rectification for building owners.
2. Establish a rectification relief fund, providing access to grants and low or interest-free loans to expedite unsafe cladding removal.
3. Provide for a streamlined small claims process that minimises the cost to owners to seek remedies against the developer/builder

**57.1 Blacktown City Council, NSW****Carried**

That the National General Assembly calls for the Commonwealth and all State Governments to provide a consistent and uniform national regulatory approach with workable methodologies to address the fire safety risks posed by combustible external cladding and the use of non-conforming building products on certain types of buildings.

**58 Lake Macquarie City Council, NSW****Carried**

That the National General Assembly calls on the Council of Australian Governments to ensure all state and territory governments implement in full the recommendations of the 'BUILDING CONFIDENCE: Improving the effectiveness of compliance and enforcement systems for the building and construction industry across Australia' report by Peter Sherrod and Bronwyn Weir.

**59 City of Mitcham, SA****Carried**

That the National General Assembly calls on ALGA to work with the federal government to develop and implement a national framework for mandatory building specifications to reduce non permeable surfaces and increase domestic rainwater harvesting and re-use, for all new residential developments.

**60 Darebin City, VIC****Carried**

The National General Assembly urges:

1. State and Territory Building Ministers to implement the Trajectory recommendations through the National Construction Code to be implemented in 2022, including:
  - a) A step change in minimum energy performance standards to at least a 7-star NATHERS equivalent and the introduction of an energy usage budget (whole-of-building approach);
  - b) Enabling renewable energy to contribute to the energy usage budget but not replace energy efficiency measures;
  - c) Extend the National Construction Code to include minimum performance standards for fixed appliances;
  - d) Strengthen the requirements of the National Construction Code to apply to a greater number of major renovations in existing homes;
  - e) Work with industry to ensure effective compliance with minimum standards through skills training and incentives, and improved mechanisms for dispute resolution and redress.
  - f) Provide a well-resourced regulator with adequate tools and powers to address non-compliance; and
  - g) Provide additional funding and assistance to ensure all new social housing complies with minimum energy performance standards.

**61 Brimbank City, VIC****Carried**

That this National General Assembly calls on the Federal Government to ensure three year old and four year old children can access quality early education through permanent ongoing funding to the national pre-school and kindergarten program for all four year old's, and progressive extension of the program to cover all three year old's.

The National General Assembly calls on the Federal Government to work with Local Government to ensure proper planning, to have facilities built and upgraded and teachers recruited and trained, to enable the success of the expanded program.

**62 Wyndham City, VIC****Withdrawn**

That the National General Assembly calls on the new Federal Government to commit to ongoing funding, highlighting that Australia is already the most expensive country for childcare costs according to the OECD.

**63 Forbes Shire Council, NSW****Carried**

That the National General Assembly call on the Minister to provide additional 'Drought Relief Payments' to regionally based child care centres, mobile pre-schools and Preschools to pass onto families as free pre-school places and attendance for 2-5 year old's.

**64.2 Cumberland Council, NSW****Carried**

That this National General Assembly of Local Government calls on the Federal Government to urgently review the current restrictive eligibility requirements for the Status Resolution Support Scheme with a

view to restoring access to this program to all people seeking asylum until a resolution of their status is complete.

**65 East Gippsland Shire, VIC****Carried**

That the National General Assembly call on the Australian Government to:

- The development of a comprehensive national primary health policy and plan that would articulate and benchmark the health services that should be available in all areas throughout Australia based on need;
- Reform of the Primary Healthcare system in order to address the unequal distribution of the primary healthcare workforce by seeking to allocated Medicare provider numbers based on need; and
- Learning from overseas experience about developing more robust primary health services that can treat people in a community primary health environment rather than in an expensive acute setting.

**65.1 South Burnett Regional Council, QLD****Carried**

That this National General Assembly calls on the Federal Government to review the funding and support to community health services with particular emphasis on outer regional, rural and remote communities.

**66 Leeton Shire Council, NSW****Carried**

That this National General Assembly calls on the Federal Government to address the shortage of medical professionals in rural and regional areas of Australia by adopting the Australian Medical Association's five key priority areas being:

1. Encourage students from rural areas to enrol in medical school and provide medical students with opportunities for positive and continuing exposure to regional/rural medical training;
2. Provide a dedicated and quality training pathway with the right skill mix to ensure doctors are adequately trained to work in rural areas;
3. Provide a rewarding and sustainable work environment with adequate facilities, professional support and education, personal comfort, and flexible work arrangements, including locum relief;
4. Provide family support that includes spousal opportunities/employment, educational opportunities for children's education, subsidy for housing/relocation and/or tax relief; and
5. Provide financial incentives including rural loadings to ensure competitive remuneration.
6. Cease offering 12 month government contracts and projects and move them to longer terms that encourage health professionals to relocate to regional areas.

**67 Mitchell Shire, VIC****Carried**

The National General Assembly calls on the Federal Government to reorient the mental health services system funding in rural and regional communities, invest in long term stable funding arrangements focused on operating a continuum of services across the life stages prevention, early intervention and tertiary services.

**68 Frankston City, VIC****Carried**

That the National General Assembly calls on both the Government and Opposition to ensure that there are tangible outcomes of/from the \$300M+ National Ice Taskforce.

**69 Gladstone Regional Council, QLD****Carried**

That the National General Assembly calls on the Australian Government to commit to a productivity commission review into private health insurance.

**70 Gladstone Regional Council, QLD****Carried**

That the National General Assembly calls on the Australian Government to review the policy around rebate structures for bulk billing services particularly to address the lacking services available to people in regional and rural centres.

**71 Darebin City, VIC****Carried**

That the National General Assembly calls for:

1. The maintenance of block funding for the delivery of the Commonwealth Home Support Program beyond June 2020,
2. States, Territories and the Commonwealth Governments to grant an exemption to local government providing home care services from the National Competition Policy.

**72 Darebin City, VIC****Carried**

That the National General Assembly calls on the Federal Government to introduce two new Home Care subsidies to medication management, and nursing services. This will allow Home Care Packages recipients to receive these two crucial services and maintain care in the community.

**73 Frankston City, VIC****Carried**

That the National General Assembly expresses its concern to both the Government and Opposition on current deficiencies in the current NDIS funding arrangements and calls on both the Government and Opposition to make funding arrangements offered by the government to providers more attractive.

**74 Town of Port Hedland, WA****Carried**

That this National General Assembly advocate to the Federal Government through the Minister for Regional Development, that appropriate policies are put in place to support centres located in and around mining areas in terms of population growth, investment and job creation.

**75 Parramatta Council, NSW****Carried**

That this National General Assembly call on the Federal Government to provide support and funding to address the significant risks posed, nationwide, by asbestos contamination in public lands and buildings.

**76 Whitsunday Regional Council, QLD****Carried**

That this National General Assembly call on the Federal Government to develop a national regulation approach to short-term holiday letting, such as AirBNB, which could be administered at the local level.

**77 Nillumbik Shire, VIC****Carried**

That this National General Assembly calls on the Australian Government to provide direct funding to assist local government to address the risks of climate change through the development of renewable energy facilities and support related community actions.

**78 Gladstone Regional Council, QLD****Carried**

That the National General Assembly calls on the Australian Government to commit to investment in the development of future energy sources in order to ensure diversity of alternative sources of dispatchable power.

**79 Bega Valley Shire Council, NSW****Carried**

That the National General Assembly calls on Councils to facilitate and support the establishment of community renewable energy hubs in their municipalities.

**80 Penrith City Council, NSW****Carried**

That the National General Assembly call on the Federal and state governments to implement the recommendations of the Parliamentary Inquiry into the Australian Government's role in the development of Cities, to provide financial support, in the form of grants, to projects which demonstrate potential to generate significant employment growth for all communities including the rapidly expanding, outer suburban communities of Australian cities and also where there is infill development.

**81 Wyndham City, VIC****Carried**

That the National General Assembly calls on the Federal Government to develop City Deals or Partnerships or an equivalent funding and delivery vehicle to:

1. Address opportunities and threats presented by rapid technological change
2. Better integrate economic, physical, infrastructure and employment assets
3. Improve governance and collaboration across all levels of government to ensure more resilient innovation and employment hubs that embrace the '4th Industrial Revolution' and create opportunities for young people and at risk workers.

**82 District Council of Streaky Bay, SA****Carried**

That the National General Assembly calls on the Federal Government to provide funding and support for migrant workers with Science, Technology, Engineering and Maths (STEM) backgrounds to expedite transition of the recognition of their skills, making the available to re-enter the workforce, with an emphasis to filling rural demands where these skills are in critical shortage.

**83 Town of Port Hedland, WA****Carried**

That this National General Assembly call on the Federal Government to continue extensive consultation with local and state governments, the community sector, medical experts and other relevant stakeholders with a view of creating and implementing appropriate policies to manage anti-social

behaviour to support people, families and communities in places where high levels of welfare dependence, and drug and alcohol abuse, co-exist with high levels of social harm.

**84 Blue Mountains City Council, NSW****Carried**

That the National General Assembly calls on the Commonwealth Government to address the financial impact of visitation on local councils by exploring additional revenue raising options, including differential rates for tourism businesses, bed taxes and Federal/State funding programs specifically for tourism infrastructure renewal and maintenance.

**85 Yarra City, VIC****Carried**

That the National General Assembly calls on the Federal Government to:

1. Establish a Royal Commission into the gambling industry and the \$24 billion in annual gambling losses nationally, the highest in the world in per capita terms; and
2. Embrace national harm minimisation policies to reduce gambling harm in Australia such as:
  - I. Following the lead of the UK Labour Party in supporting a ban on credit card usage with online gambling companies;
  - II. Introducing further restrictions on gambling advertising, emulating the approach taken with the tobacco industry;
  - III. Establishing a national ombudsman scheme to process consumer complaints and resolve customer disputes with online gambling companies; and
  - IV. Introducing a ban on federally registered political parties from owning gambling licences issued by Australian governments, including for the operation of poker machine venues.

**86 Brimbank City, VIC****Carried**

That this National General Assembly, recognising the impact of gambling harm on local communities around Australia, calls on the Federal Government to introduce more stringent classification of video games that include loot boxes or similar items, to reduce the harm that arises from the convergence of gaming and gambling, and the consequent normalisation of gambling.

That this National General Assembly also calls on the Federal Government to close existing loopholes which enable gambling advertisements to be broadcast on television and radio during children's viewing and listening hours.

**87 Wyndham City, VIC****Carried**

That the National General Assembly calls on the Federal Government to work with State and Territory Governments to develop new and/or updated systems to collect and publish online gambling expenditure data at a municipal level.

**88 Manningham City, VIC****Carried**

That the National General Assembly call on

- The Australian Government to provide grant funding for local governments who have adopted 'Smart City' parking sensor technology to implement infrastructure to enable the data to be

made available in near real time to Open Data Platforms and technology providers to increase the benefit of this information to the community.

- All local governments with parking sensor technology, in the absence of any additional Commonwealth funding, to develop programs to provide information in near real time to Open Data Platforms and technology providers to increase the benefit of this information to the community.

**89 Albury City Council, NSW****Carried**

That the National General Assembly calls for state and territory local government associations to take a leadership role in developing and supporting members in their transition to Smart Communities; and for Australian, State and Territory Government bipartisan support for integrated policies and programs which encourage and support the development of Smart Communities.

**90 Central Highlands Regional Council, QLD****Carried**

That the National General Assembly calls on the Federal Government to, at the very least, maintain but preferably increase funding for the mobile blackspot programme to connect regional Australia to the digital economy.

**90.3 Litchfield Council, NT****Carried**

That the National General Assembly calls on the Federal Government to include identified mobile black spot sites from the Northern Territory in its Mobile Black Spot Program – Priority Locations.

**91 Port Phillip City, VIC****Carried**

That the National General Assembly (NGA) calls on the Commonwealth Government to amend the Telecommunications Act 1997, to improve the existing standards for the delivery of so called “low impact” facilities, by introducing guidelines or other regulation that requires enhanced consultation with the community and other stakeholders and consideration of community amenity in the design and placement of facilities.

**91.1 City of Adelaide, SA****Carried**

That the National General Assembly call on the Australian Government for changes to the Telecommunications Act 1997 (Cth) and/or the Telecommunications (Low-Impact facilities) Determination 2018 to either:

- Remove public payphones from the definition of “low-impact facility”, or
- Otherwise require planning approval for payphones.

**92 Manningham City, VIC****Carried**

That the National General Assembly call on the Australian Government to provide grant funding to support development of Local Government data warehouses, master data management repositories, and associated canonical data models. This support would be on the basis that the developments would be used to contribute to a nationwide standard for Local Government data definitions and data warehousing, and could be leveraged by other Councils.



**93 Albury City Council, NSW****Carried**

That the National General Assembly calls on Standards Australia to provide more affordable access to the full suite of Australian Standards for the Local Government sector and requests the Australian Government to support that access.

**94 Whitsunday Regional Council, QLD****Carried**

That this National General Assembly call on the Federal, State and Territory Governments to develop a national approach to Local Law infringement management for the sharing of information cross-state boundaries to enable debt recovery.

**95 Albury City Council, NSW****Carried**

That the National General Assembly call on the Australian Government to modernise the provisions in the Copyright Act 1968 to reflect exemptions to local government authorities that are the same as Commonwealth and State government.

**96 City of Adelaide, SA****Carried**

That the National General Assembly calls on the Australian Government, to develop Australian standards for the provision of national standards for cycling infrastructure including separated bikeways.

**97 Blacktown City Council, NSW****Carried**

That the National General Assembly calls on the Commonwealth Government to:

1. Immediately set up an investigation into electricity and gas pricing and specifically their impact on local government and all communities.
2. Take effective action with energy providers for reduction in the cost of energy, in order to assist local government and communities to reduce their escalating expenditure.

**98 Darebin City, VIC****Carried**

That the National General Assembly calls on local government associations to develop and implement a national communications campaign to raise the level of awareness and understanding of the work Councils do in regional and metropolitan Australia and rebuilds the trust in local government as an institution.

**99 Shire of Christmas Island, WA****Carried**

That the National General Assembly of Local Government (NGA) supports the local governments in the External Territories (Norfolk Island and the Shire of Christmas Island) in their attempt to be able to access comparative funding from the Commonwealth to that of other local governments in Australia, which have access to funding opportunities from their respective State Governments.

**100 Central Highlands Regional Council, QLD****Carried**

That the National General Assembly calls on the Australian Government to support the reinvigoration of core horticultural research disciplines within all states of Australia, to service the needs of the horticulture sector that is facing ever increasing challenges in profitable production, export market access and biosecurity (to name just a few).

**101 Leeton Shire Council, NSW****Carried**

That the National General Assembly requests the Australian Government to honour its intention contained within its reservation (1) to the International Convention on the Elimination of All Forms of Racial Discrimination and enact legislation to specifically implement the terms of article 4 (a) being:

(a) Shall declare an offence punishable by law all dissemination of ideas based on racial superiority or hatred, incitement to racial discrimination, as well as all acts of violence or incitement to such acts against any race or group of persons of another colour or ethnic origin, and also the provision of any assistance to racist activities, including the financing thereof;

Further, that in keeping with the terms of Article 4 (c) the Australian Government prohibit a member of parliament from utilising parliamentary resources for the purposes to promote or incite racial discrimination.

**102 City of Onkaparinga, SA****Carried**

That the National General Assembly calls on the Federal Government to significantly raise Newstart, Youth Allowance and all underfunded social security payments and that all payments be indexed at the same rate as the pension, as this has been recognised as an absolute minimum standard of living.

**102.1 Roper Gulf Regional Council, NT****Carried**

That the National General Assembly calls for the Australian Government to work with local government to look into future energy needs and costs for Regional Councils throughout Australia to build-up resilience to environmental factors.

**103 Wyndham City, VIC****Carried**

That the National General Assembly calls on the Council of Australian Governments (COAG) Transport and Infrastructure Council to expand their Terms of Reference to include the prioritisation of identified Employment and Innovation Hubs across Australia as places to bring together new high-value and innovative businesses, educational institutions and researchers.

**104 Roper Gulf Regional Council, NT****Carried**

That the National General Assembly calls on the Australian Government to support the provision of essential aged care and disability services and infrastructure in regional and remote towns.

**105 Frankston City, VIC****Carried**

That the National General Assembly call on the Australian Government to address the need for strong food security measures to protect the public from food contamination. This request is to be made due to various instances of interference in food security (i.e. needles found in vegetables) over the past twelve months.

**106 Cabonne Council, NSW****Carried**

That the National General Assembly call on the Australian and state and territory governments to ensure food security and sustainability for future generations, including introduction of national legislation to protect the 'right to farm'.

**Moved en bloc**

Carried

**107 Darebin City, VIC**

That the National General Assembly calls on the Federal Government to implement measures that aim to relieve local government infrastructure funding pressures, including:

- The creation of a dedicated funding program for local government community infrastructure
- A more equitable distribution of infrastructure funding to the states, that takes into account population distribution and growth impacts.

**108 Horsham Rural City, VIC**

That the National General Assembly call upon the Federal Government to develop a long-term plan for investment in regional cities as a key to maintaining the liveability of the regions they support, attract business investment and to provide high quality health, education, recreation and cultural facilities.

**109 Mitchell Shire, VIC**

That National General Assembly call on the Federal Government to:

1. Increase the Roads to Recovery funding to \$800 million per annum
2. Broaden the Bridges Renewal Program criteria.

**109.2 Somerset Regional Council, QLD**

That the National General Assembly calls on the Federal Government to continue the Bridge Renewal Program to ensure security of transport networks for industry and connected communities alike.

**110 Central Highlands Regional Council, QLD**

That the National General Assembly calls on the Minister of Home Affairs to ensure that any new regulatory security requirements imposed by the Federal Government on regional airports that result in significant cost increases, should be offset with funding assistance opportunities to ensure regional communities are not further disadvantaged.

**111 Melbourne City, VIC**

That the National General Assembly calls on the Australian Government to:

1. Formally review and rewrite procurement policies for all Australian Government departments to require a level of recyclable content in materials procured, to assist in the creation of domestic markets.
2. Pass new legislation during 2019 that applies strong national product stewardship laws, creating significant disincentives to companies to mass produce or import products (including packaging) that are not economically recyclable.

**112 Parkes Shire Council, NSW**

That the National General Assembly calls upon the Federal Government to:

1. Increase aid to farmers and business affected by the current drought as it intensifies; and

2. That a transparent drought response policy be formalised with learning from the current drought, which includes proactive response as well as reactive.

**113 Forbes Shire Council, NSW**

That the National General Assembly calls on the Federal Government to provide ongoing assistance for drought preparedness in the form of low interest innovation, water infrastructure and drought assistance loans, training and professional development in business management for farmers and continued support for Rural Financial counsellors to work with farmers long term, with the understanding that drought is part of the normal cycle of farming and needs to be planned for.

**114 Sunshine Coast Regional Council, QLD**

That the National General Assembly calls on the Federal Government to develop options (in partnership with local governments, state governments, bulk water providers and water retailers) that improve drought resilience across Australia – particularly with regard to the agricultural sector – through more efficient storage, movement and use of all types of water, including recycled water and storm/rain water.

**115 Lockyer Valley Regional Council, QLD**

That the National General Assembly call on the Australian Government to simplify administrative arrangements for Federal drought related funding for local governments to ensure more flexibility and more appropriate time periods for local governments to prepare project applications to assist those people and communities affected by drought.

**116 Mitchell Shire, VIC**

That the National General Assembly call on the Federal Government to develop a comprehensive National Housing Strategy.

**117 Gladstone Regional Council, QLD**

That the National General Assembly calls on the Australian Government to consider appropriate initiatives to support employment in regional and rural Australia.

**118 Penrith City Council, NSW**

That the National General Assembly call on the Federal Government to adopt an integrated and sustainable planning framework for the rapid population growth in Australia's cities and regions including a National Settlement Plan.

**119 Shoalhaven City Council, NSW**

That the National General Assembly calls on the NSW Government and Federal Government to ensure the role Local Government plays in the management of assets, infrastructure and communities is adequately addressed in the Beyond Tourism 2020 Steering Committee Report.

**120 Hobart Council, TAS****Carried**

That this National General Assembly calls on the Australian Government to extend and increase the funding of the Smart Cities and Suburbs Program.

**121 Manningham City, VIC**

That the National General Assembly call on the Australian Government to support local government to collaborate, be entrepreneurial and embrace innovation through the provision of incubator grants.

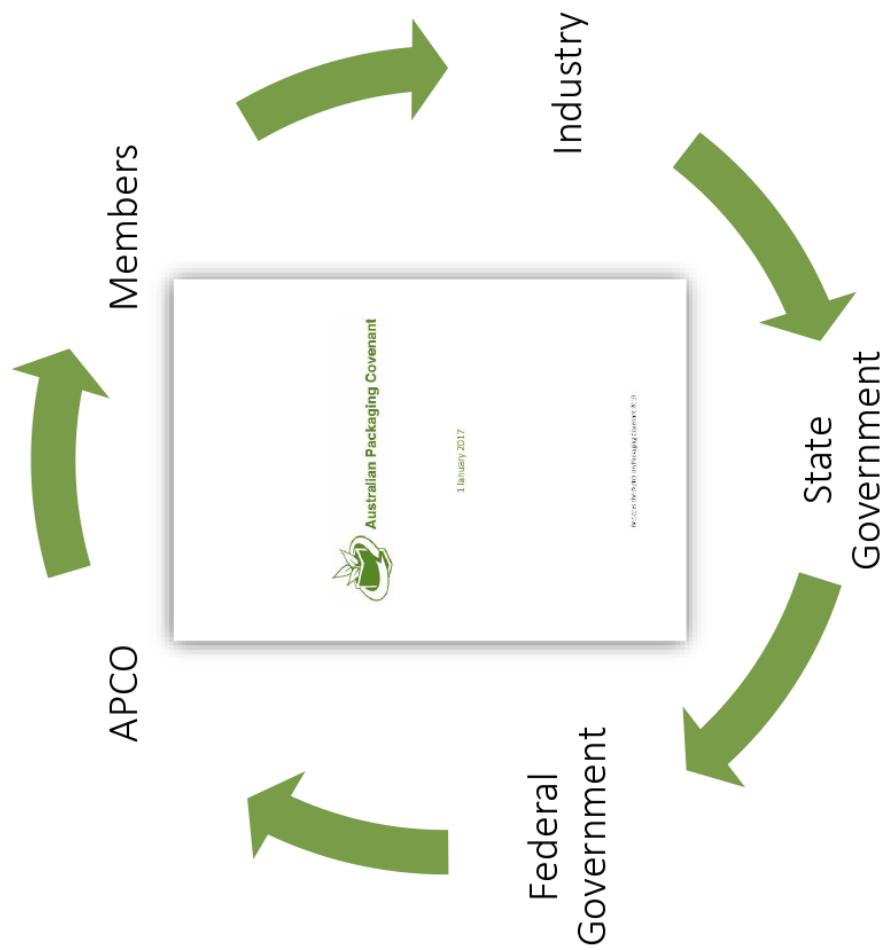
Peter Brisbane  
APCO  
&  
Ryan Collins  
Planet Ark



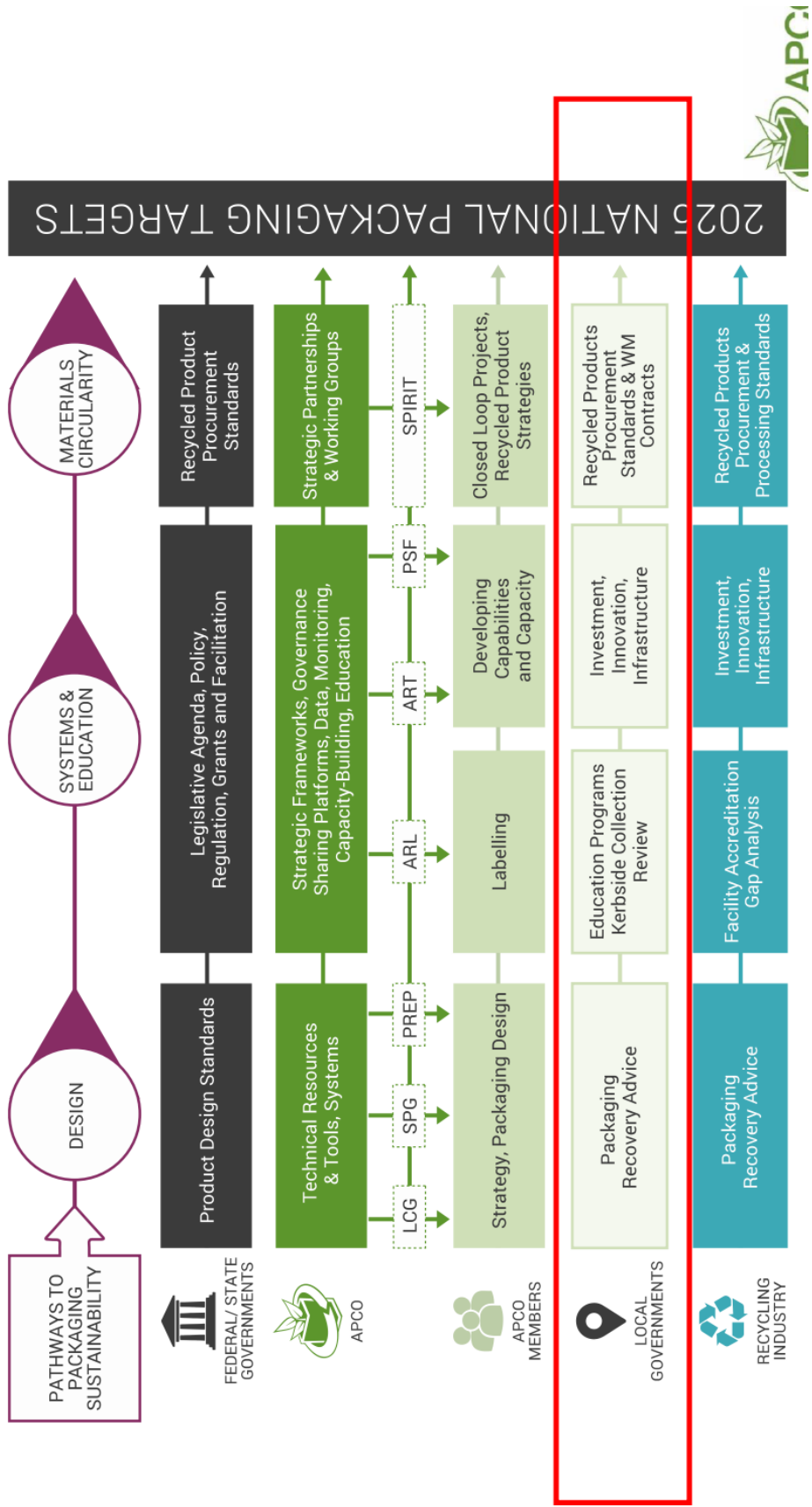
Australian Packaging Covenant Organisation



Our Co-Regulation Model



Notes and responsibilities





APCO focuses on four key areas





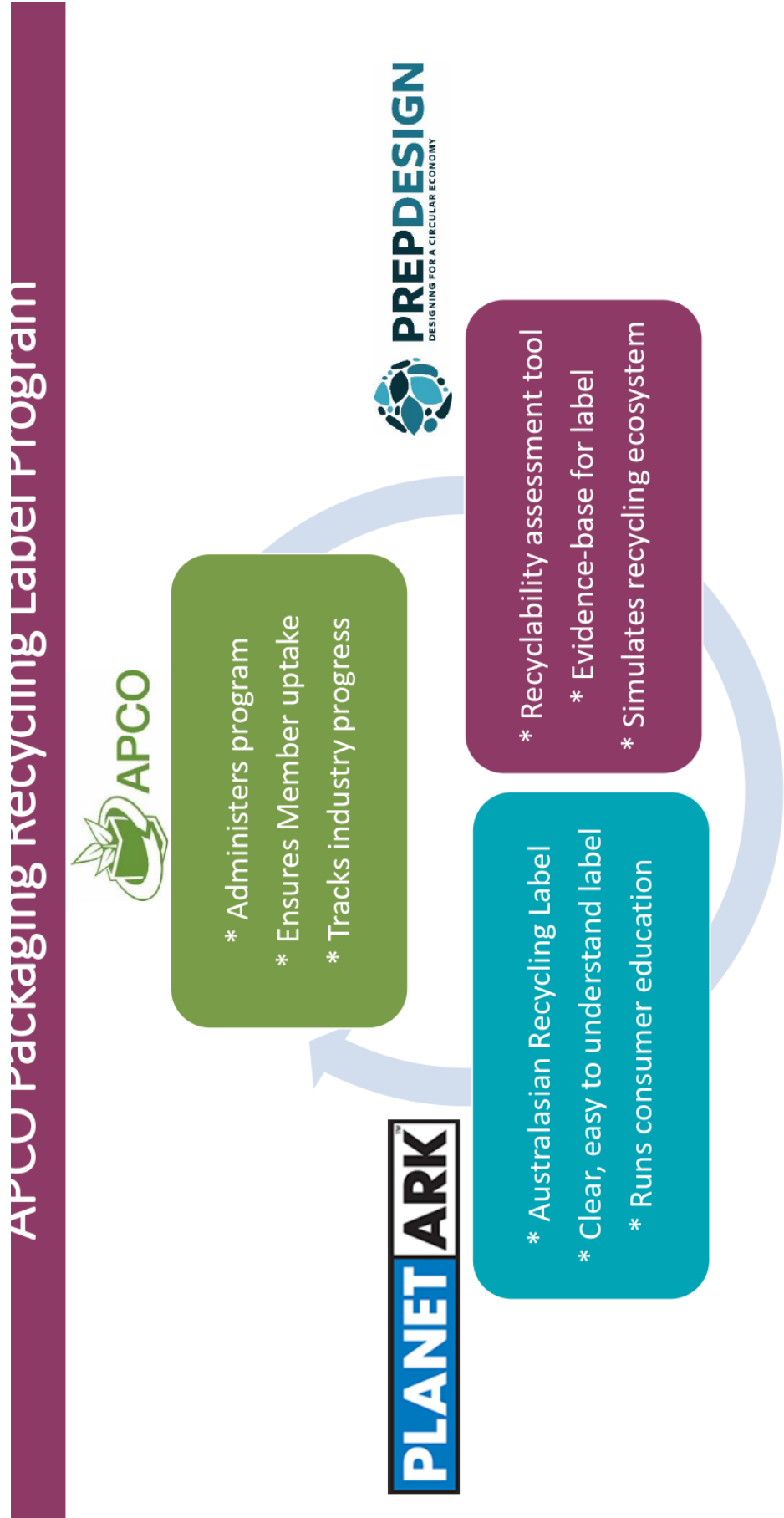
What are we all working towards?





## Current issues and trends

- More accurate and detailed data
- Reduction or elimination of problematic and unnecessary packaging
- Resources to support sustainable packaging design and procurement
- Consumer education on packaging reduction and correct recycling
- Targeted industry education on packaging design, procurement and recycling
- Infrastructure gaps and lack of local end markets
- Government procurement to support end market development



Technical Advisory Committee (TAC)  
Experts in packaging and recycling across the value chain



Marketing Advisory Committee (mace)  
Consumer Education Campaign

- Brand Owners
- Retailers
- Govt & Recyclers











# AUSTRALASIAN RECYCLING LABEL



# WHAT IS IT?

Nationwide labelling program that takes the confusion out of recycling.

It provides clear instructions about how to dispose of every part of the packaging.



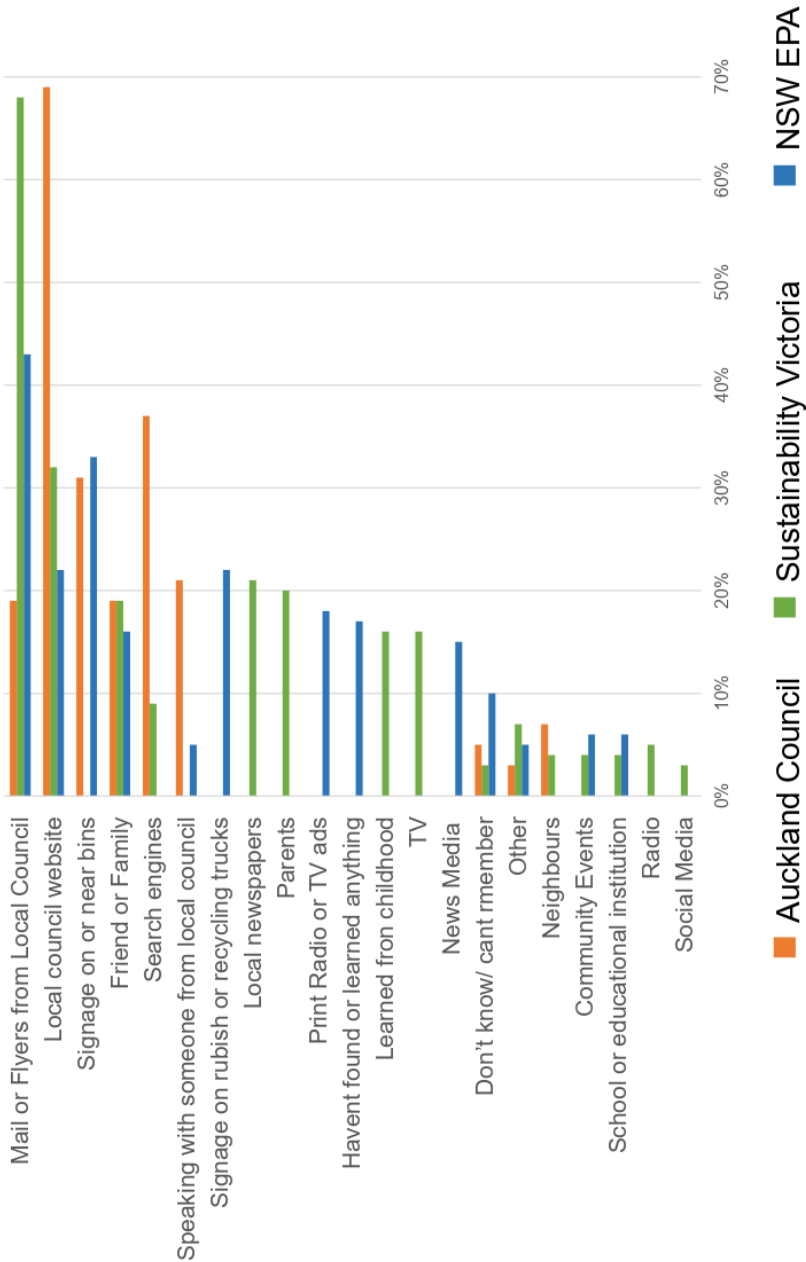


# While recycling is widely accepted and done, people want more info about what can/can't be recycled

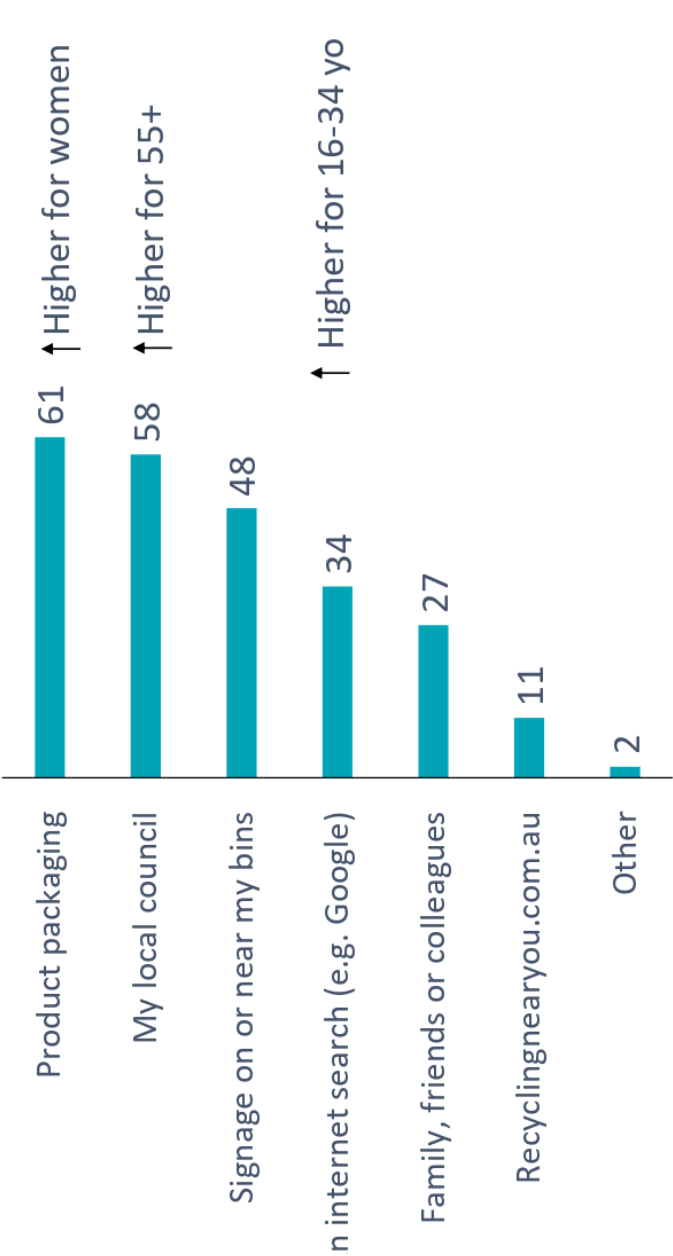


- This suggests people are open to the ARI particularly younger people (16-34) and women

# Recycling Information Sources



People primarily look at product packaging and their local council for specific recycling information, followed by bin signage




- Implementing ARL on product packaging is consistent with peoples current expectations

# International Labelling Systems

The Australasian Recycling Label has the highest threshold for kerbside accessibility to determine that something is recyclable


UK



Widely Recycled



Check Locally




Not Yet Recycled

- Widely Recycled: 75% or more councils offer kerbside collections.
- Check locally: 20% – 75% of councils offer kerbside collections.
- Not yet recycled: less than 20% of councils offer kerbside collections.

USA




PAPER BOX




PLASTIC WRAP



PLASTIC TRAY



Rinse Before Recycling



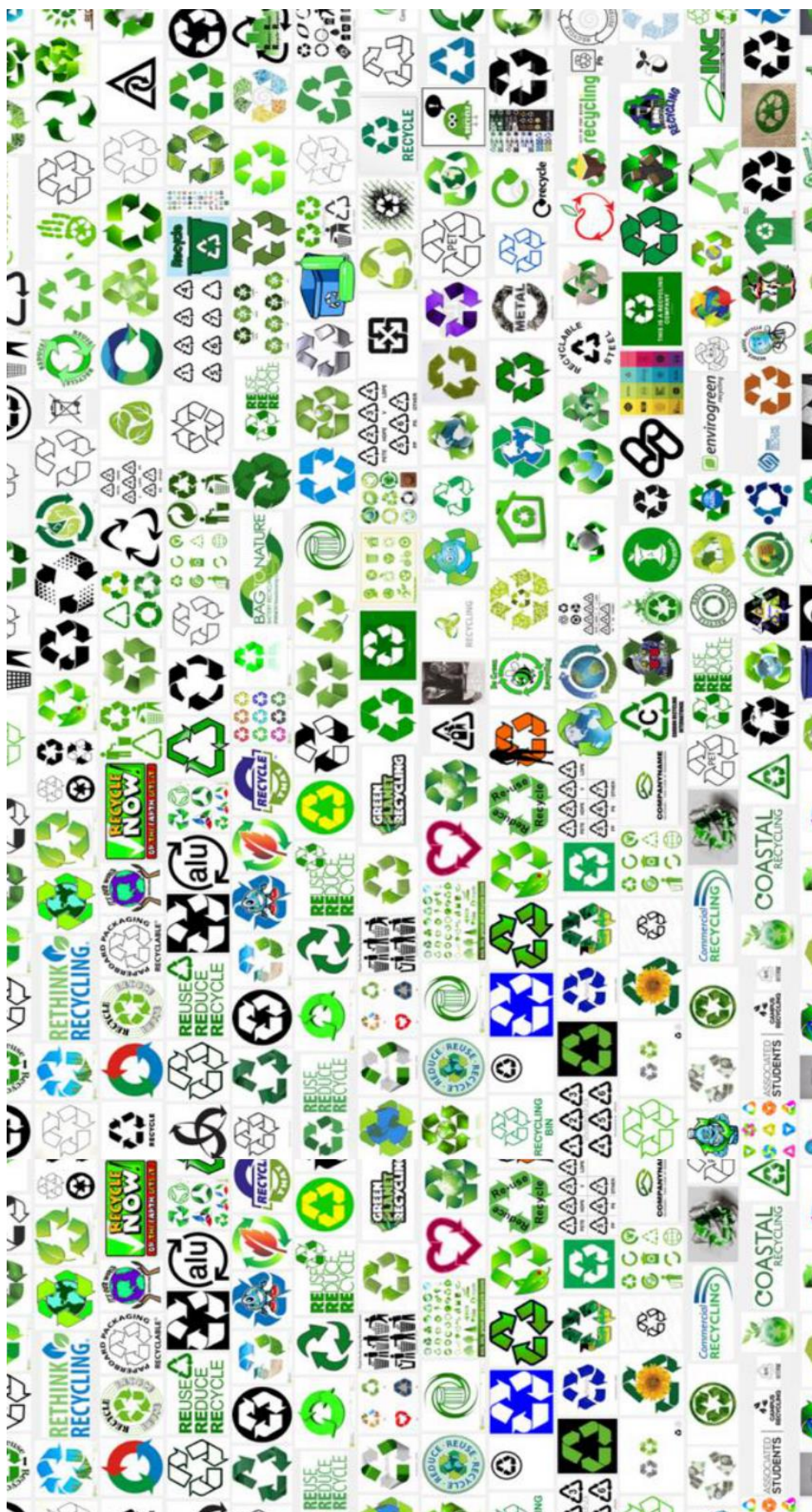
Check Locally

\*Not recycled in all communities

- Widely Recycled: 60% or more % of population has access to kerbside recycling, or a drop off location.
- Check locally: 20% – 60% of population has access to kerbside recycling, or a drop off location.
- Not yet recycled: less than 20% of population has access to kerbside recycling or, it could cause a problem in a recycling facility.

Item 10.10  
Attachment 3  
Page 46





“Wish-Cycling”







Recyclability classifications are determined from national data on:

**Technical recyclability**

Packaging specifications  
including: material,  
dimensions, weight,  
colour, inks, bonding etc.

**Kerbside access levels**

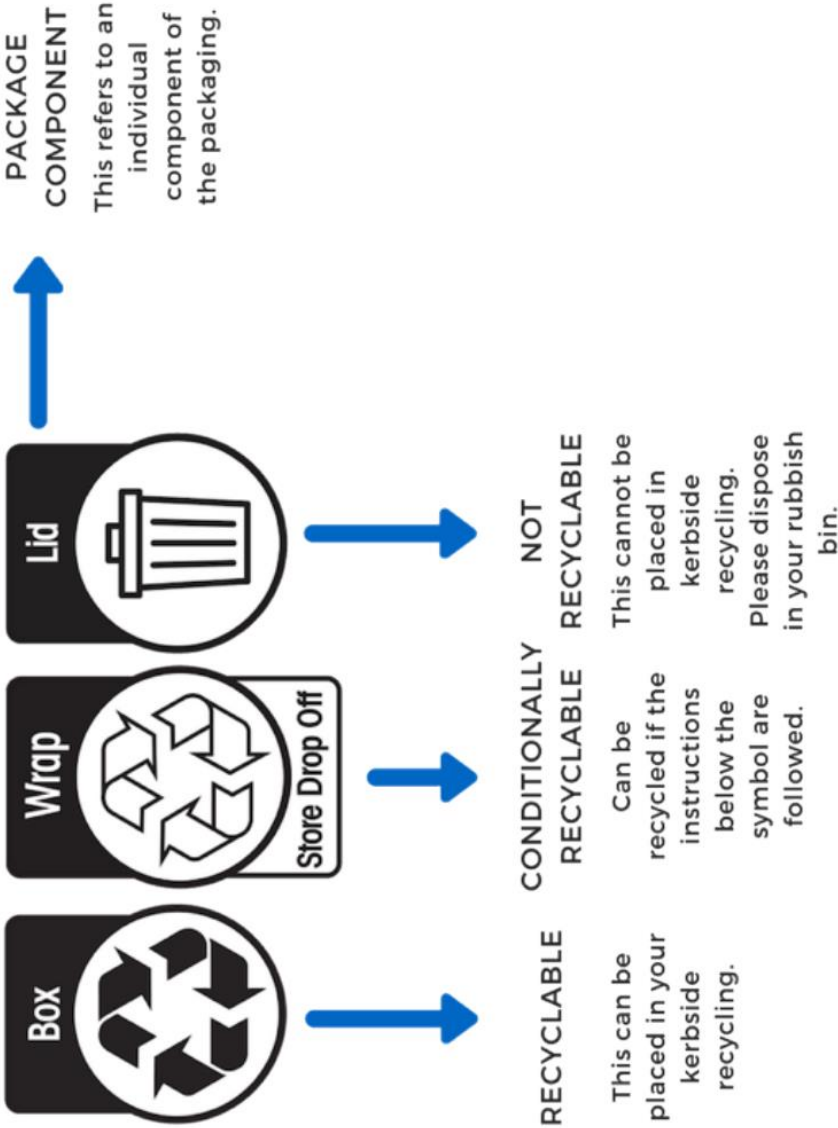
>80% population = Recyclable  
60% - 80% population = Conditionally  
Recyclable  
<60% population = Not Recyclable





FROM PREP TO ARL





# HOW DOES IT WORK?



INTERMEDIARY RESOURCES

POSTERS



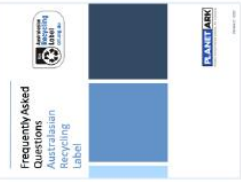
IMAGES



SOCIAL POSTS



FAQ



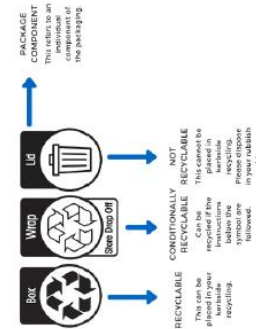
VIDEOS



WEBINAR\*



GRAPHICS

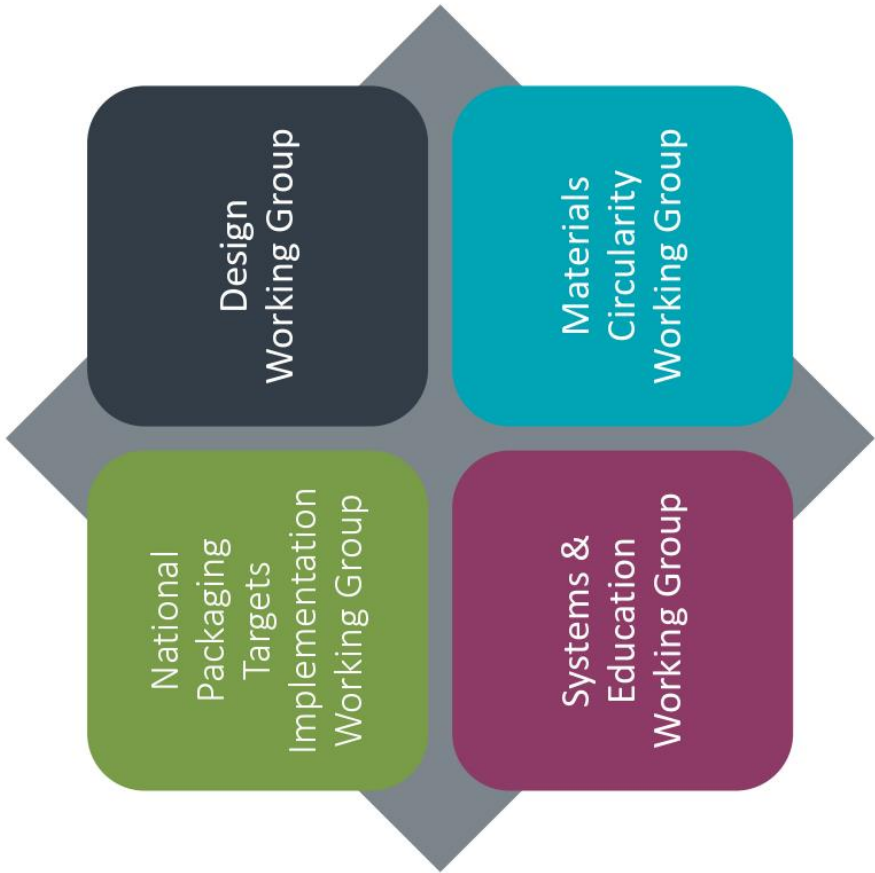


FACT SHEET



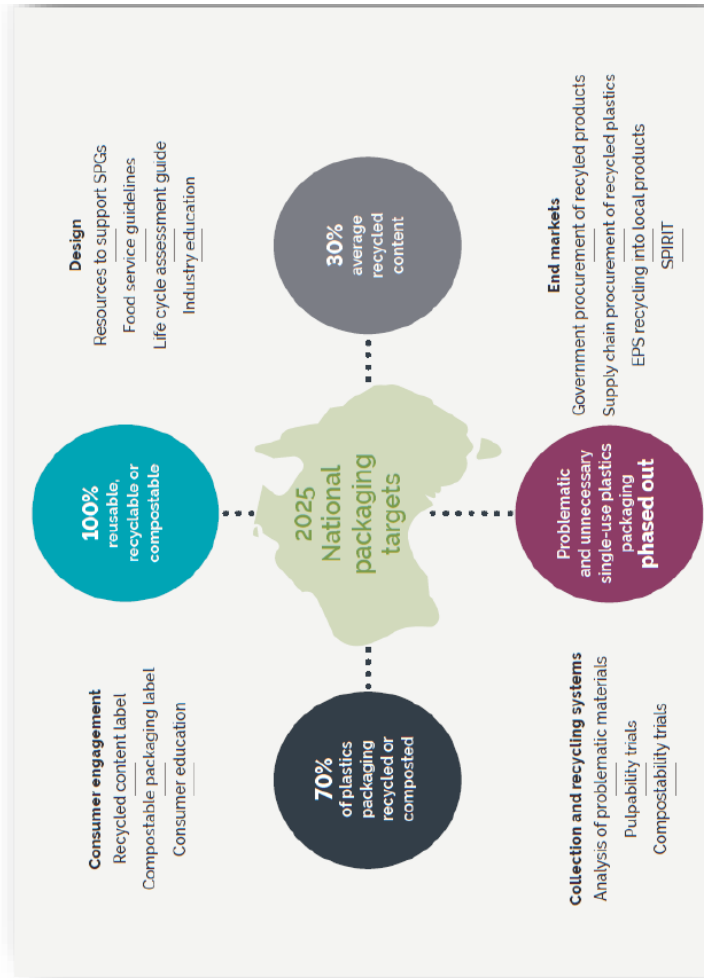


2019 working Groups & APCO Priority Projects



## Towards 2025 - what we can achieve together


- Reduced recycling contamination rates
- A reduction in the harmful impact of packaging in Australian communities
- A framework to assess industry progress, standardise best practice and drive constant improvement
- A close and productive government - industry partnership, with industry stepping up to lead change
- A way to facilitate collaboration and help realise a true circular economy




Thank you

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PORT MACQUARIE-HASTINGS  
COUNCIL



A R Bluett Memorial Award Winner 2017  
"Most progressive Council in NSW"



**2018-2019 OPERATIONAL PLAN**

END OF YEAR PROGRESS REPORT AS AT 30 JUNE 2019

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# COMMUNITY THEME 1 Leadership and Governance

## 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.

**Community Strategic Plan:** 1.1 Inform and engage with the community about what Council does using varied communication channels

**Delivery Program 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 Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
1.1.1.1 Use engagement methods to facilitate community involvement in decision making	Community Place	1. Capture the number of engagement activities undertaken during the year and numbers of participants	1. 100%	1. 100%	Achieved. A wide range of face to face engagement has occurred throughout 2018 -2019 some of which included: Orbital Road: 26 community sessions over 3 weeks. 1,788 attendees, Health & Education Precinct: multiple sessions with planners, residents, enquiry by design (EBD) participants, Business Chamber, Bold St Pedestrian Crossing (Laurieton): 12 face-to-face conversations with businesses and residents, Kew Playground: On-site engagement (40 attendees), Stuart Park Precinct Upgrade: 3 x on-site engagements (76 attendees) plus multiple engagements with sporting groups users, Lighthouse Rd Upgrade: 50 one-one-one conversations with impacted residents plus drop-in session. North Brother Local Catchments Flood Study: one-on-one conversations with residents (5) and 2 x drop-in sessions (40) Draft Operational Plan: 7 x community pop-ups (410 attendees)

**Community Strategic Plan:** 1.1 Inform and engage with the community about what Council does using varied communication channels

**Delivery Program 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 Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
		2. Increased community participation on Council's Have your Say online portal	2. 100%	2. 100%	Achieved. As at 30 June 2019, Council's 'Have Your Say' (HYS) online portal recorded 3,880 registrations, an increase from 3,424 for the same period last year. For the 2018-2019 year there has been over 53,000 site visits, 456 new site registrations, over 2,200 engaged participants (ie completed a submission or survey), over 15,700 informed participants (ie downloaded a document), over 34,000 aware visitors (ie viewed a project on HYS). A number of projects and policies were available for community input as summarised below: - Kew Playground - Stuart Park Precinct Upgrade - Amendments to Council's Code of Meeting Practice - Communications Survey - North Brother Local Catchments Flood Study - Hibbard Floodway Investigation - Highway Service Centre Planning Proposal - Commercial Activities on Council-Managed Land Policy - Love your Local Library
1.1.1.2 Ensure community lead decision making through engagement	Economic Development and Communications	1. Deliver regular, positive and engaging media messaging	1. 100%	1. 100%	Achieved. 783 media releases, statements, events, alerts, announcements and reactive responses were issued from 1 July 2018 to 30 June 2019. These appeared through a mix of different media channels, and included a combination of driving positive messaging on Council services and projects, Mayoral messages and managing media enquiries.

**Community Strategic Plan:** 1.1 Inform and engage with the community about what Council does using varied communication channels

**Delivery Program 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 Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
		2. Increase community engagement with Council's digital channels	2. 100%	2. 100%	Achieved. From 1 July 2018 to 30 June 2019 there was a total of 743,568 visits, 971,075 sessions and 1,549,081 page views on the corporate website. This represents an increase of 6.56%, 6.22 % and 3.65% respectively compared to the same period the previous year (2018). Likes for the corporate Facebook page increased by 14.6% from 7966 to 9129. During the 12-month period, our page reached 2,706,361 people and 238,813 people engaged with our page. Our page reach has increased by 15.41% and our page engagement has increased by 37.98% compared with the same period the previous year. From 1 July 2018 to 30 June 2019, YouTube received 41,178 video views, with an average watch time for each video 1 minute and 6 seconds. This is an increase of 27.05% in video views from the previous year. However, the average watch time has remained the same at 1 minute 6 seconds.
1.1.1.3 Research and analyse customer preferred communication methods	Economic Development and Communications	1. Research on customer preferred communication methods undertaken	1. 100%	1. 100%	Achieved. Monthly analysis of community engagement via digital channels is ongoing. Face to face, telephone and on-line customer research was conducted during quarter 4 FY 2018/19, with results analysis currently being undertaken.

**Community Strategic Plan:** 1.1 Inform and engage with the community about what Council does using varied communication channels  
**Delivery Program Objective:** 1.1.2 Support community involvement in decision making through education around Council matters and services

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
1.1.2.1 Facilitating community involvement and understanding of Council's programs and projects through engagement	Community Place	1. Undertake engagement using a variety of engagement tools and communication methods	1. 100%	1. 100%	Achieved. The following tools and methods have been used to engage with the community during 2018-2019: - Face to Face engagement sessions via drop-in information sessions, one-on-one engagement, group engagement and pop-up information sessions. - Postcard surveys, - 'Have Your Say online' engagement, - Summits (e.g. Youth Summit), - Community-Council Action Team Meetings and - Community Think Tanks.
1.1.2.2 Work with the community to write and implement place based community plans	Community Place	1. Community Plans complete and implementation commenced	1. 100%	1. 100%	Achieved. Community Planning for 2018-2019 has run to schedule. The Community Planning program continues with Tranche 2 commencing in April/May 2019 with Lake Cathie, Rolland Pains/Telegraph Point. Tranche 1 plans are progressing and five plans are 50% developed with expected completion in August 2019. Seven Community Council Action teams have been established and are working through the development of the plans. Engagement numbers for the community planning has been promising. With 981 community members engaged with the process to date.

**Community Strategic Plan:** 1.1 Inform and engage with the community about what Council does using varied communication channels  
**Delivery Program Objective:** 1.1.2 Support community involvement in decision making through education around Council matters and services

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
1.1.2.3 Deliver the Community Planning Program	Community Place	1. Delivery of the Community Planning Program undertaken	1. 100%	1. 100%	Achieved. Community Planning activities undertaken have included: Meetings with Community-Council Action Teams (CCATs) continued for the five x Tranche 1 communities and steady progress is being made on developing the Community Plans and Action Plans for each of these communities (Bonny Hills, North Shore, Kew/Kendall, Camden Haven & Comboyne). Community Planning is well underway with Tranche 2 communities. Community Think Tanks have been held with Lake Cathie, Rollands Plains/Telegraph Point) and the first C-CAT meetings held for these communities. Pappinbarra and Wauchope Community Think Tanks will take place early in Q3 2019.

**Community Strategic Plan:** 1.1 Inform and engage with the community about what Council does using varied communication channels

**Delivery Program Objective:** 1.1.3 Engage with the community on impacts and changes to services.

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
1.1.3.2 Develop a community engagement and education program to enable community involvement in decision making	Community Place	1. Development of the community engagement and education program is complete	1. 100%	1. 100%	Achieved. Council continues to work on a comprehensive approach and program for community engagement. Testing of new methods undertaken and implemented as part of the community planning program. This year we developed a framework for how we consider Engagement, Education and Communications - called the "Working Together" framework. This has been an unprecedented year for engagement with key projects such as the Proposed Orbital Road, The Health and Education Precinct, Customer Experience Project, Lighthouse Road, Stuart Park development and the Operational Plan. Total number of community engaged in 2018-2019 are as follows: Face to face discussions - over 4,000 and Online engagement - over 40,700 This does not include the community that were engaged through our Libraries, Events or programs.

**Delivery Program Objective:** 1.1.4 Provide easy to understand and accessible community reporting.

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
1.1.4.1 Produce and submit the annual report in accordance with Local Government Act requirements	Organisational Performance	1. Have annual report adopted by Council and submitted to the Office of Local Government (OLG) by 30 November	1. 100%	1. 100%	Achieved. The 2017-18 Annual Report, which included Part A Community Report Card, Part B Statutory Information and Part C Financial Statements was presented to the Ordinary Council Meeting in November 2018 and was also submitted to the Office of Local Government in accordance with statutory time frames.

**Community Strategic Plan:** 1.1 Inform and engage with the community about what Council does using varied communication channels  
**Delivery Program Objective:** 1.1.4 Provide easy to understand and accessible community reporting.

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
		2. Publish community report card (Part A); statutory report (Part B); and financial statements (Part C) for distribution	2. 100%	2. 100%	Achieved. The 2017-2018 Annual Report was presented and adopted at the 21 November 2018 Ordinary Council Meeting. Hard copies are located at Council offices and Libraries in Laurieton, Port Macquarie and Wauchope. The report is also available on Councils website.
1.1.4.2 Provide progress reports on implementation of the Delivery Program in accordance with Local Government Act requirements	Organisational Performance	1. Provide Delivery Program progress report to Council on a six monthly basis	1. 100%	1. 100%	Achieved. The Delivery Program six monthly progress reports were presented to the September 2018 (reporting on Jan to June 2018) and March 2019 (reporting on July to Dec 2018) Ordinary Council Meetings, in line with legislation. The next six monthly progress report will be presented to the September 2019 (reporting on Jan to June 2019) Ordinary Council Meeting in the new financial year.
1.1.4.3 Undertake development of the one year Operational Plan (2019-2020) in accordance with Local Government Act requirements	Organisational Performance	1. Have an annual operational plan adopted by 30 June	1. 100%	1. 100%	Achieved. The 2019-2020 Operational Plan was presented to the 19 June 2019 Ordinary Council Meeting. All documents are available on Councils website, with hard copies placed in Customers Service offices and libraries at Laurieton, Port Macquarie and Wauchope.
1.1.4.4 Review the current corporate reporting tool	Organisational Performance	1. Complete the review of the corporate reporting tool	1. 100%	1. 100%	Achieved. A review of the current corporate reporting tool regarding capabilities and functionality has been undertaken. The next stage is to progress a business case on appropriate reporting tools for the organisation.
1.1.4.5 Undertake review of Resourcing Strategy in accordance with Local Government Act requirements	Organisational Performance	1. Organised Resourcing Strategy working group to deliver reviewed Resourcing Strategy	1. 100%	1. 100%	Achieved. The working group initiated and completed a desktop review. Further work will continue into 2019-2020.

**Community Strategic Plan:** 1.1 Inform and engage with the community about what Council does using varied communication channels

**Delivery Program Objective:** 1.1.5 Develop an effective and coordinated community focused Communications Strategy

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
1.1.5.1 Develop and implement a strategic approach to Council communications	Economic Development and Communications	1. Commence implementation of identified actions	1. 100%	1. 100%	Achieved. Councillors have endorsed a strategic approach to communication, engagement and education. Implementation is progressing in consultation with the Communications, Governance and Community Relations Portfolio.
1.1.5.2 Deliver marketing/education campaigns	Economic Development and Communications	1. Continuous improvement in campaign engagement results	1. 100%	1. 100%	Achieved. Waste marketing and education was focussed on a number of key messages during the quarter, including Drop off for Free, avoiding Marine Litter, Recycling Contamination and Waste Avoidance (leading into Plastic Free July). The Which Bin? message also continued through the quarter. A variety of communication channels was used to deliver the messages including bus stop signage, Facebook, digital billboard, radio, television, cinema, shopping centre displays, media releases, event exposure and eNews bulletins. Media exposure also included content related to the new Seabins, the Green Caffeine initiative and Plastic Free July. Traffic to the corporate website waste pages increased by 2% compared to the same period last year (27,356 vs 26,923). Facebook posts reached 38,574 people.
		2. Deliver education program by 30 June	2. 100%	2. 100%	Achieved. Delivery of the 2018/19 Waste Management education campaign will continue into 2019/20. Broader education messaging is being programmed in Council communications as appropriate.



**Community Strategic Plan:** 1.1 Inform and engage with the community about what Council does using varied communication channels

**Delivery Program Objective:** 1.1.6 Continue to promote access by the community to Councillors

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
1.1.6.1 Develop a Councillor professional development program	Governance and Procurement	1. Develop a Councillor professional development program	1. 100%	1. 100%	Achieved. The Councillor Professional Development Program has been managed as needs are identified and as per the adopted policy. The Office of Local Government have reviewed the proposed Councillor Induction and Professional Development Guidelines, these were gazetted 14/12/18.
1.1.6.2 Deliver the Take the Council to the Community program	Governance and Procurement	1. Hold two off-site Council meetings during the year (March Wauchope, October Laurieton)	1. 100%	1. 100%	Achieved. Laurieton and Wauchope Ordinary Council meetings were held in October 2018 and March 2019 respectively.

**Community Strategic Plan:** 1.2 Maintain strong partnerships between all stakeholders — local, state and federal — so that they are effective advocates for the community

**Delivery Program 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

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
1.2.1.1 Convene meetings with local business chambers for the Mayor and Senior Staff	Strategy and Growth	1. Schedule meetings throughout the year (with local business chambers for the Mayor and Senior Staff)	1. 100%	1. 100%	Achieved Regular meetings held with Port Macquarie, Camden haven and Wauchope Chambers, Northside and Lake Cathie Progress Associations with the Mayor and senior staff in attendance

**Community Strategic Plan:** 1.2 Maintain strong partnerships between all stakeholders — local, state and federal — so that they are effective advocates for the community

**Delivery Program 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

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
1.2.1.2 Convene meetings with State and Federal Members for the Mayor and Senior Staff	General Manager's Office	1. Schedule meetings throughout the year (with State and Federal Members for the Mayor and Senior Staff)	1. 100%	1. 100%	Achieved. Meetings held with Leslie Williams MP in January 2019 and February 2019 regarding the Camden Haven Surf Club and a third meeting was scheduled for April 2019. Meeting with Melinda Pavvey MP at Bellingen Council with the Mayor regarding the Pacific Highway was held in February 2019. Meeting held at Council offices with Leslie Williams in April 2019 to discuss priorities. The General Manager sent a request to meet with Leslie Williams in June 2019 on the proposed Orbital Road and conversations have been continuing since, with a meeting taking place in the first week of July 2019.

**Community Strategic Plan:** 1.3 Demonstrate leadership

**Delivery Program Objective:** 1.3.1 Provide effective leadership and equity

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
1.3.1.1 Participate in the North Coast Joint Organisation (JO)/Mid North Coast Regional Organisation of Councils (MIDROC)	General Manager's Office	1. Attendance at the Regional Joint Organisation meetings	1. 100%	1. 100%	Achieved. MNCJO Board Meeting held (extraordinary) in January 2019 and February 2019. A GMAC Meeting was held on 18 January 2019. The General Manager of Port Macquarie-Hastings Council was appointed the Interim Executive Officer for the MNCJO therefore has also attended several Joint Organisation Teleconferences and a Joint Organisation Executive Officers network meeting was attended in Sydney on 13 February 2019. A Mid North Coast Joint Organisation (MNCJO) Board Meeting held and attended on 12 June 2019 and a General Managers Advisory Committee (GMAC) Meeting is scheduled for 5 July 2019. A Joint Organisation Chairs Meeting was held at Parliament House in Sydney on the 30 May 2019. An Executive Officer (EO) has been appointed to the role as at 12 June for a period of 12 months and the General Manager has held meetings with the new EO.

**Delivery Program Objective:** 1.3.2 Build trust and improve Council's reputation through transparency, good decision making and living Council's Values

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
1.3.2.1 Manage the Legislative Compliance Register	Governance and Procurement	1. Undertake annual review and report on it	1. 100%	1. 100%	Achieved. The Legislative Compliance review for 2017-2018 was presented to the August 2018 Audit, Risk and Improvement Committee Meeting and then presented to the September 2018 Ordinary Council Meeting. Another review is underway which will be presented to the August 2019 Audit, Risk and Improvement Committee meeting.

**Community Strategic Plan:** 1.3 Demonstrate leadership**Delivery Program Objective:** 1.3.2 Build trust and improve Council's reputation through transparency, good decision making and living Council's Values

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
1.3.2.2 Produce and submit the annual Code of Conduct complaints report in accordance with Office of Local Government requirements	Governance and Procurement	1. Report prepared annually and presented to Council no later than 31 December	1. 100%	1. 100%	Achieved. Presented at the December 2018 Ordinary Council meeting.
1.3.2.3 Produce and submit the annual Government Information Public Access (GIPA) Report in accordance with the GIPA Act requirements	Governance and Procurement	1. Submit GIPA annual report to Information and Privacy Commission no later than 31 October	1. 100%	1. 100%	Achieved. Information is collected and entered in to the online Information and Privacy Commission (IPC) database on a monthly basis. The 2017/18 Annual Report was submitted to the IPC in August.
1.3.2.4 Coordinate lodgement of annual Disclosure of Interest Returns	Governance and Procurement	1. Annually update Disclosure Register by 30 September	1. 100%	1. 100%	Achieved. Disclosure register updated and made available at the October 2018 Ordinary Council meeting.
1.3.2.5 Review the payment of expenses and provision of facilities for Councillors Policy	Governance and Procurement	1. Review policy in line with Australian Taxation Office determination	1. 100%	1. 100%	Achieved. The policy web link to the Australian Tax Office (ATO) determination was updated in August, to ensure Councillors are directed to the correct ATO website.
1.3.2.6 Report on Public Interest Disclosures (PID)	Governance and Procurement	1. Report biannually in July and February on any Public Interest Disclosures (PIDs) 2. Submit PID annual report to NSW Ombudsman by 31 October	1. 100% 2. 100%	1. 100% 2. 100%	Achieved. Information was collected and entered in to the Ombudsman's database in July 2018 and February 2019 within required timeframes. Achieved. Submitted to the NSW Ombudsman in August 2018.
1.3.2.7 Submit annual performance reporting for the water and sewer business to NSW Office of Water for benchmarking comparisons	Water and Sewer	1. Collate and forward performance reporting data to NSW Office of Water annually	1. 100%	1. 100%	Achieved. Annual performance indicator data has been submitted to NSW Department of Industry for 2017-2018.

**Community Strategic Plan:** 1.3 Demonstrate leadership**Delivery Program Objective:** 1.3.3 Ensure there is appropriate management of risk to mitigate impact for Council and the community

<b>Operational Plan Activity 2018 - 2019</b>	<b>Lead Responsibility</b>	<b>Success Measures</b>	<b>Target</b>	<b>YTD Actual</b>	<b>Comment on Progress</b>
1.3.3.1 Review the Corporate Risk Register	Governance and Procurement	1. Review the risk register on a quarterly basis and report to the Audit Committee	1. 100%	1. 100%	Achieved. The Corporate Risk Register is reviewed and presented quarterly to the Audit, Risk and Improvement Committee Meeting.
1.3.3.2 Manage the Risk Management Action Plan, as part of the state wide continuous improvement program	Governance and Procurement	1. Review and implement the Risk Management Action Plan on a quarterly basis and report to Executive	1. 100%	1. 100%	Achieved. The revised Insurance Risk Management Action Plan (IRMAP) has been developed and required actions for 2018-2019 were completed
1.3.3.3 Conduct an annual review of insurance coverage	Governance and Procurement	1. Complete annual review and ensure insurance renewals are in place	1. 100%	1. 100%	Achieved. The insurance policies are in place for the 2018-2019 financial year. The renewals process for 2019-2020 is underway.
1.3.3.4 Implement improvements to the Project Management Framework	Governance and Procurement	1. Commenced implementation (improvements to the Project Management Framework)	1. 100%	1. 100%	Achieved. The Project Management Framework has been implemented with training complete. Ongoing improvements to the Project Management Framework are being captured on the Continuous Improvement Log.
1.3.3.5 Align corporate Risk Management Framework to ISO 3100 standards	Governance and Procurement	1. Complete Risk Management Framework alignment in line with project milestones	1. 100%	1. 100%	Achieved. The Risk Management policy was adopted at the February 2019 Ordinary Council meeting.
1.3.3.6 Capture high risk electrical assets in Council's asset management system	Assets and Property Investment	1. Complete electrical asset data survey by 30 June 2019	1. 100%	1. 100%	Achieved. Map layers including asset attributes have been created for asset capture. All above ground terminal electrical assets in public open space have been recognised. Recognition of high risk electrical assets underground in public open space is progressing. New works with electrical assets in open space are now captured in the GIS layers upon receipt of completion reports.

**Community Strategic Plan:** 1.3 Demonstrate leadership**Delivery Program Objective:** 1.3.4 Manage our workforce to deliver community outcomes

<b>Operational Plan Activity 2018 - 2019</b>	<b>Lead Responsibility</b>	<b>Success Measures</b>	<b>Target</b>	<b>YTD Actual</b>	<b>Comment on Progress</b>
1.3.4.1 Implement workplace strategies and processes to continue to improve Human Resources	Organisational Performance	1. Implementation of Workforce Management Strategy actions	1. 100%	1. 100%	Achieved. All Workforce Management Strategy actions identified for 2018-2019 have been delivered.
1.3.4.2 Implement workplace strategies and processes to continue to improve Work, Health and Safety	Organisational Performance	1. Implementation of Work, Health Safety Strategy actions	1. 100%	1. 100%	Achieved. Strategy in draft with upcoming safety audit to inform finalisation of strategy and roll out of strategy actions. Actions have been identified including review of WHS policy and procedure. Ongoing work will occur into 2019-2020.
1.3.4.3 Implement workplace strategies and processes to continue to improve Learning and Development	Organisational Performance	1. Implementation of Learning and Development Strategy actions	1. 100%	1. 50%	Behind schedule. Yet to commence. Implementation of strategy actions will take place once the strategy is adopted. Strategy currently in drafting phase.
1.3.4.4 CW Construct new works depot in Port Macquarie (multi-year project in 2017-18 linked to 1.3.4.5 CW)	Assets and Property Investment	1. Deliver project according to approved project plan (Works Depot in Port Macquarie)	1. 100%	1. 0%	Yet to commence. Deliverable dependent on OP item 1.3.4.5 - pre construction and design of works depot
1.3.4.5 CW Works Depot relocation - preconstruction/design (multi-year project in 2017-18 linked to 1.3.4.4 CW)	Assets and Property Investment	1. Deliver project according to approved project plan (Works Depot relocation)	1. 100%	1. 75%	Behind schedule. Land negotiations commencing. Director Strategy and Growth to confirm details.

**Delivery Program Objective:** 1.3.5 Build an engaged workforce

<b>Operational Plan Activity 2018 - 2019</b>	<b>Lead Responsibility</b>	<b>Success Measures</b>	<b>Target</b>	<b>YTD Actual</b>	<b>Comment on Progress</b>
1.3.5.1 Continue the development of a highly engaged workforce who are solutions focused	Organisational Performance	1. Deliver annual Employee Engagement Days	1. 100%	1. 100%	Achieved. Over 500 staff participated in the Employee Engagement Day's held in May 2019.

**Community Strategic Plan:** 1.3 Demonstrate leadership  
**Delivery Program Objective:** 1.3.5 Build an engaged workforce

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
		2. Embed, streamline and measure Employee Engagement Process (EEP) and implement identified areas of improvement	2. 100%	2. 100%	Achieved. Focus has been to embed Employee Engagement through the organisation - providing support to people leaders, process improvements and education sessions on several topics: the Employee Engagement Roadshow, Mental Health Awareness, Resilience for teams and Employee Engagement days to name a few. The work will continue to streamline and improve the Employee Engagement Process.
		3. Identify new employee engagement opportunities	3. 100%	3. 100%	Achieved. Opportunities for new ways to engage with employees are consistently being identified. An example is the series of Millennial's workshops that took place throughout 2018. This resulted in workforce initiatives that were developed by the staff and work on these endorsed projects has continued through the first half of 2019 by staff engaged in the process.
		4. Implement 2018 Employee Engagement Survey	4. 100%	4. 100%	Part 1 of the Employee Engagement Roadshow was developed and has now been delivered to over 70 people leaders. Achieved. The 2019 Annual Employee Engagement Survey was completed in February 2019. Q12 Action planning sessions have commenced across the organisation.
		1. Commenced implementation of HRIS system	1. 100%	1. 100%	Achieved. Scoping of system requirements and project plan development - complete. System demo to enable testing against requirements - complete. Assessment of HRIS product packages currently underway. Training in and implementation of HRIS will continue into 2019-2020.

**Community Strategic Plan:** 1.3 Demonstrate leadership**Delivery Program Objective:** 1.3.5 Build an engaged workforce

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
		2. Commenced training of HRIS system	2. 100%	2. 0%	Behind schedule. This action is dependant on implementation of HRIS system. Training will commence once system selected and will continue into 2019-2020.

**Community Strategic Plan:** 1.4 Use innovative, efficient and sustainable practices**Delivery Program Objective:** 1.4.1 Provide efficient technology and inclusive digital systems that are easy to use and easy to access

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
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 2018-19 \$1,600,000	Digital Technology	1. Deliver project according to approved project plan (ICT - Projects)	1. 100%	1. 100%	Achieved. As expected, planning continues for the Customer Experience projects. Other Digital Technology projects are currently on schedule, as per the DT roadmap.
1.4.1.2 CW Undertake delivery of ICT projects (Information and Communications Technology - Renewals - multi-year project) - Allocated Amount 2018-19 \$200,000	Digital Technology	1. Deliver project according to approved project plan (ICT - Renewals)	1. 100%	1. 100%	Achieved. All ICT projects delivered according to approved project plan with oversight throughout the year by the Executive.
1.4.1.3 Provide Geographic Information Systems (GIS) to the organisation and to the community in a timely and effective manner	Digital Technology	1. Receive less than five complaints received relating to GIS data accuracy as captured in the Customer Record Management (CRM) system	1. 100%	1. 100%	Achieved. Nil complaints received



**Community Strategic Plan:** 1.4 Use innovative, efficient and sustainable practices

**Delivery Program Objective:** 1.4.1 Provide efficient technology and inclusive digital systems that are easy to use and easy to access

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
1.4.1.5 Develop asset design and as constructed templates as part of the Asset Data Standards Review	Assets and Property Investment	1. Develop an Auto CAD file template for asset design and as-constructed plans that meets Asset Design As Constructed (ADAC) standards by 30 June 2019	1. 100%	1. 100%	Yet to commence. This project is being developed as part of Asset Designed As Constructed (ADAC) and Asset Data Standards review.

**Delivery Program Objective:** 1.4.2 Deliver agreed services at the agreed service level at best value

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
1.4.2.1 Work across the organisation to facilitate the implementation of the Business Improvement Strategy	Organisational Performance	1. Plan developed to support embedding a culture of continuous improvement	1. 100%	1. 100%	Achieved. The Business Improvement Office (BIO) completed a number of key activities in the 2018/19 year to progress embedding a culture of continuous improvement. An updated BIO toolkit was prepared to enable the workforce to access tools to make improvements. In addition, a series of improvement training workshops with the Organisational Performance Team was completed to build capacity in making improvements. Finally, BIO have worked to establish a local improvement network for benchmarking and knowledge sharing.
		2. Provide updates to the Executive, the Risk, Audit and Improvement Committee and Councilors	2. 100%	2. 100%	Achieved. Regular updates were provided on the progress of the Business Improvement Office to the Executive and the Risk, Audit and Improvement Committee in 2018/19.

**Community Strategic Plan:** 1.4 Use innovative, efficient and sustainable practices**Delivery Program Objective:** 1.4.2 Deliver agreed services at the agreed service level at best value

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
		3. Undertake process improvements	3. 100%	3. 100%	Achieved. The Business Improvement Office (BIO) worked across various service areas to progress process improvement initiatives. BIO worked on process mapping and opportunities for improvement within Development and Environment area as well as supported Digital Technology to understand the current and future processes for the implementation of an semi-automated purchasing process and system.
		4. Undertake service reviews	4. 100%	4. 100%	Achieved. The Business Improvement Office (BIO) worked on creating a program of service reviews to commence in 2019-2020. During quarter 3, BIO reviewed and updated the improvement methodology; engaged with other councils on their Service Review processes and commenced scoping.

**Delivery Program Objective:** 1.4.3 Deliver a customer focused service that provides the community a consistent experience of Council

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
1.4.3.1 Deliver high quality customer interactions through the Customer Service Centers and Call Centre within service level standards	Community Place	1. Answer 75% of calls within service level standards (currently 20 seconds) 2. Complete greater than 75% of customer initial interactions at first point of contact	1. 75% 2. 75%	1. 75% 2. 94%	Achieved. 75% of calls were answered within the set service standard meeting the target.  Achieved. 94% of initial customer interactions were dealt with at first point of contact through customer service centres. 92,809 counter enquiries, 75,732 calls and 32,289 emails received from 1 July 2018 to 30 June 2019.

**Community Strategic Plan:** 1.4 Use innovative, efficient and sustainable practices

**Delivery Program Objective:** 1.4.3 Deliver a customer focused service that provides the community a consistent experience of Council

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
1.4.3.2 Review and evaluate referrals, compliments and complaints on an annual basis	Community Place	3. Ensure call abandonment rate is 3% or lower	3. 3%	3. 3%	Achieved. Percentage of abandon calls was kept below the set 3% target.
1.4.3.3 Manage the 'Our Customer Experience' Project and commence implementation		1. Report annually to Council 1. "Our Customer Experience" Project complete and implementation commenced	1. 100% 1. 100%	1. 100% 1. 85%	Achieved. Report prepared in September 2018 On Target. The Customer Experience Plan was developed on time and presented to Staff in October 2018. Additional work was undertaken to develop design briefs for the recommended high priority projects. The Executive are currently reviewing the approach to implement the next stage of the customer experience and work has commenced on key digital projects.

**Community Strategic Plan:** 1.5 Ensure strong corporate and financial management that is transparent and accountable

**Delivery Program Objective:** 1.5.1 Manage Council's financial assets and provide accurate, timely and reliable information

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
1.5.1.1 Monitor and accurately report on Council's financial position in accordance with Local Government Act requirements	Financial Services	1. Lodge audited financial statements with OLG by 31 October 2. Submit three quarterly budget review statements and an annual report to Council	1. 100% 2. 100%	1. 100% 2. 100%	Achieved. The 2017-18 financial statements were lodged with the OLG by the 31 October deadline. Achieved. All three quarterly budget reviews were submitted and adopted by Council in relation to the 2018-19 budget. The 2017-18 Annual Report was also adopted by Council.
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 Services	1. Exceed benchmark for investment return	1. 100%	1. 100%	Achieved. Council's investment portfolio for the 2018-19 financial year provided a return of 3.00% which outperformed the AusBond Bank Bill Index by 1.03%.

**Community Strategic Plan:** 1.5 Ensure strong corporate and financial management that is transparent and accountable  
**Delivery Program Objective:** 1.5.1 Manage Council's financial assets and provide accurate, timely and reliable information

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
		2. Table report to Council as required	2. 100%	2. 100%	Achieved. All investment reports were submitted to and adopted by Council for the 2018-19 financial year.
1.5.1.3 Develop annual Operational Plan budget and review the Long Term Financial Plan	Financial Services	1. Develop the draft annual budget in line with Integrated Planning and Reporting timeframes 2. Have final budget adopted by Council by 30 June 3. Review the Long Term Financial Plan in line with the budget	1. 100% 2. 100% 3. 100%	1. 100% 2. 100% 3. 100%	Achieved. The 2019-20 annual budget was adopted by Council at the June 2019 Ordinary Council meeting.  Achieved. The 2019-20 annual budget was adopted by Council at the June 2019 Ordinary Council meeting.  Achieved. The Long Term Financial Plan was reviewed as part of the development of the 2019-20 Operational Plan and Budget.
1.5.1.4 Prepare monthly financial reports for Council	Financial Services	1. Present financial reports to Council as required	1. 100%	1. 100%	Achieved. Monthly financial reports were submitted to and adopted by Council for the 2018-19 financial year.
1.5.1.6 Partridge Creek residential development planning	Assets and Property Investment	1. Amend and update existing Development Application to enable relocation of the neighbourhood centre zone within the Partridge Creek residential development at Thrumster 2. Obtain updated land valuation for Partridge Creek residential development upon receipt of updated Development Approval	1. 100% 2. 100%	1. 100% 2. 100%	On target. Consultant commenced scope of work in May 2019  Achieved. Council's panel valuers completed scope of work in May 2019

**Community Strategic Plan:** 1.5 Ensure strong corporate and financial management that is transparent and accountable

**Delivery Program Objective:** 1.5.1 Manage Council's financial assets and provide accurate, timely and reliable information

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
		3. Provide report to Council outlining Partridge Creek residential development options upon receipt of updated land valuation	3. 100%	3. 100%	On target. Report to Council is planned to be tabled at the August 2019 Ordinary Council Meeting
1.5.1.7 Greenmeadows Drive residential development planning	Assets and Property Investment	1. Develop concept plan for Greenmeadows Drive development 2. Lodge Development Approval application for Greenmeadows Drive development	1. 100% 2. 100%	1. 50% 2. 50%	Behind schedule. Project on hold while Council finalise our approach to the existing community facility next door and our approach to community facilities in this area more broadly Behind schedule. Project on hold while Council finalise our approach to the existing community facility next door and our approach to community facilities in this area more broadly
1.5.1.8 Conduct asset revaluation of land under roads, stormwater, flood and foreshore assets	Assets and Property Investment	1. Complete asset revaluation by 30 June 2019	1. 100%	1. 75%	Behind schedule. Asset Revaluation for Stormwater, Flood and Foreshore Assets is yet to be completed, pending CCTV condition analysis of Stormwater network. Request for Tender is currently in Draft, with the planned dates 29 Feb 2020 (Roads) and 30 Apr 2020 (Stormwater, Flood and Foreshore).

**Delivery Program Objective:** 1.5.2 Use procurement, tendering, purchasing and contract management approaches that are transparent and equitable

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
1.5.2.1 Continue to implement and monitor the procurement strategy action items	Governance and Procurement	1. Completion of audit action items as per agreed timelines with quarterly reporting to the Audit Committee	1. 100%	1. 100%	Achieved. Audit recommendations are presented at each Audit, Risk and Improvement meeting.

**Community Strategic Plan:** 1.5 Ensure strong corporate and financial management that is transparent and accountable

**Delivery Program Objective:** 1.5.2 Use procurement, tendering, purchasing and contract management approaches that are transparent and equitable

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
		2. Completion of Procurement Strategy Implementation Plan actions within agreed timeframes	2. 100%	2. 100%	Achieved. The procurement strategy action items have been completed within required timeframes.
1.5.2.2 CW Ensure plant purchases are in line with the plant replacement program - multi-year project - Allocated Amount 2018-19 \$2,500,000	Transport and Stormwater Network	1. Plant replacement program delivered according to approved schedule	1. 100%	1. 100%	Achieved. Plant replacement program delivered as per the adopted program and budget. Two excavators replacement tendered and currently in progress but will be carried over to 2019-2020.
1.5.2.3 Manage and maintain Council's Plant and Fleet to support the operational activities of Council	Transport and Stormwater Network	1. Plant and Fleet managed and maintained in accordance with adopted program and budget	1. 100%	1. 100%	Achieved. Plant and Fleet managed in accordance with the adopted program and budget.
1.5.2.4 Renew Council's procurement of rural aerial imagery data	Digital Technology	1. Rural aerial imagery data renewed by 30 June 2019	1. 100%	1. 100%	Achieved. All rural aerial imagery data has been purchased for 2018-2019.

**Delivery Program Objective:** 1.5.3 Develop, manage and maintain Council Business Units through effective commercial management

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
1.5.3.1 Increase operating revenue at the Airport, the Glasshouse, the Environmental Laboratory and the Crematorium	Commercial Business Units	1. Increase operating revenue by 3% per annum per business unit (Airport) 2. Increase operating revenue by 3% per annum per business unit (Crematorium)	1. 3%  2. 3%	1. 3%  2. 25%	Achieved. Airport income has increased by 3% compared to last financial year with increases in passenger, car rental and aircraft movement income.  Achieved. Income this financial year has increased due to an increase in reservations and memorialisations. Income is variable, and while the increase in 2018-19 compared to 2017-18 is 25.3%, income this financial year is comparable (up 4.3%) to the 2016-17 financial year.

**Community Strategic Plan:** 1.5 Ensure strong corporate and financial management that is transparent and accountable  
**Delivery Program Objective:** 1.5.3 Develop, manage and maintain Council Business Units through effective commercial management

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
1.5.3.2 Review and update the Glasshouse Strategic Plan	Commercial Business Units	3. Increase operating revenue by 3% per annum per business unit (Environmental Laboratory)	3. 3%	3. 13%	Achieved. Laboratory income has increased by 13% compared to last financial year as a result of increased sampling, analysis and reporting activities.
		4. Increase operating revenue by 3% per annum per business unit (Glasshouse)	4. 3%	4. 14%	Achieved. Glasshouse income has increased by 14% compared to last financial year with increases in commercial venue hire, performing arts and Gallery income.
		1. Deliver actions according to adopted Glasshouse Strategic Plan	1. 100%	1. 100%	Achieved. Actions delivered in accordance with the Glasshouse Strategic Plan. A review of the Glasshouse Strategic Plan has commenced in conjunction with the Cultural Steering Group in accordance with the adopted Cultural Plan.
		2. Present biannual reports to Council	2. 100%	2. 100%	Achieved. The Glasshouse presented biannual reports to the Ordinary Council Meetings in August 2018 and February 2019. The next report is due in August 2019.
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	Commercial Business Units	3. Review the Glasshouse Podium Fee by September 2018	3. 100%	3. 100%	Achieved. Analysis of the fee has been completed including the cost base of providing the service. Outcome of review to be considered in conjunction with the new Glasshouse Strategic Plan.
		1. Maintain Council's Land and Leasing Registers according to Statutory Requirements	1. 100%	1. 100%	Achieved. 157 commercial leases operating (including airport, waste, telecommunications, residential, outdoor dining/ trading and temporary licences). 73 community leases operating.

**Community Strategic Plan:** 1.5 Ensure strong corporate and financial management that is transparent and accountable

**Delivery Program Objective:** 1.5.3 Develop, manage and maintain Council Business Units through effective commercial management

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
1.5.3.7 Continue to implement and monitor the property investment strategy	Assets and Property Investment	1. Provide six monthly update reports to Council on the status of the Property Investment Portfolio	1. 100%	1. 100%	Achieved. Council's panel valuers completed scope of work in May 2019
1.5.3.8 CW Land Acquisitions for Council Roads - Survey, Valuation and Land Transactions	Commercial Business Units	1. Deliver projects according to approved project plan (Land Acquisitions for Council Roads - Survey, Valuation and Land Transactions)	1. 100%	1. 100%	Achieved. Land matters progressed during the year as required.

**Delivery Program Objective:** 1.5.4 Identify new commercially viable revenue sources

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
1.5.4.1 Review current revenue sources and investigate the commercial viability of identified new revenue sources	Commercial Business Units	1. Identify new revenue sources	1. 100%	1. 100%	Achieved. New revenue sources identified, including review of car parking fees at the Airport, and included in 2019-20 Schedule of Fees and Charges.





**Community Strategic Plan:** 2.1 Create a community that feels safe

**Delivery Program Objective:** 2.1.1 Support Community Safety initiatives

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
2.1.1.1 Manage the contract for approved lifeguard services	Recreation and Buildings	1. Deliver approved lifeguard services	1. 100%	1. 100%	Achieved. Lifeguard services operated until April 2019 at Town, Flynn's, Lighthouse, Lake Cathie, Rainbow and North Haven beaches. Council also invested in additional services at Lake Cathie beach to ensure lifeguard services provided coverage to the community and visitors during peak periods as required.
		2. Deliver lifeguard education programs to schools and community groups (target 2500 students)	2. 100%	2. 100%	Achieved. The surf education program for the 2018-2019 season was finalised during Term 1 with the total reach of the program achieving engagement with 4,694 students/community members in over 38 presentations across the region.

**Community Strategic Plan:** 2.1 Create a community that feels safe

**Delivery Program Objective:** 2.1.1 Support Community Safety initiatives

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
2.1.1.2 Support and promote the Hastings Liquor Accord	Community Place	1. Capture the number of Programs/initiatives supported	1. 100%	1. 100%	Achieved. This is an ongoing relationship and Council continues to support the Liquor Accord in its initiatives. Port Macquarie Hastings Council, Hastings Liquor accord, Police and the Australian Hotels Association have joined forces to launch the RETHINK THAT SNEAKY DRINK campaign to target underage drinking in the Port Macquarie Local Government Area during June, this included posters and talks at local high schools. We continue to support Plan B initiative, Road safety messages and Ask for Angela.
		2. Support Hastings Liquor Accord projects as required	2. 100%	2. 100%	Achieved. This is an ongoing relationship and Council continues to support the Liquor Accord in its initiatives. Port Macquarie Hastings Council, Hastings Liquor accord, Police and the Australian Hotels Association have joined forces to launch the RETHINK THAT SNEAKY DRINK campaign to target underage drinking in the Port Macquarie Local Government Area during June. This included posters and talks at local high schools. We continue to support Plan B initiative, Road safety messages and Ask for Angela.
2.1.1.3 Delivery the Graffiti Blasters Program	Community Place	1. Capture the number of removals and volunteer time (hrs)	1. 100%	1. 100%	Achieved. Approx 300 tags removed on average per month, with approx 250 hours of volunteer time donated per month during the period from 1 July 2018 to June 2019.

**Community Strategic Plan:** 2.1 Create a community that feels safe

**Delivery Program Objective:** 2.1.1 Support Community Safety initiatives

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
		2. Deliver Graffiti Blasters Program	2. 100%	2. 100%	Achieved. The Graffiti Blasters program has undertaken training session for students to encourage awareness of the removal of graffiti tags. Graffiti Blaster volunteers have also undertaken a number of upskilling opportunities to enhance the processes of graffiti removal.

**Delivery Program Objective:** 2.1.2 Advocate for, support and coordinate emergency services

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
2.1.2.1 CW Council supports Emergency Management Operations and Agencies	Infrastructure	1. Provide coordination and support to emergency service units as required	1. 100%	1. 100%	Achieved. Support provided as required.
2.1.2.2 Pappinbarra Fires - Disaster funding	Transport and Stormwater Network	1. Undertake works associated with the Pappinbarra Fires - Disaster funding	1. 100%	1. 100%	Achieved.
2.1.2.3 Hannam Vale Road - Flood Damage - Natural Disaster	Transport and Stormwater Network	1. Undertake works associated with the Hannam Vale Floods	1. 100%	1. 100%	Achieved.

**Delivery Program 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 Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
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	Regulatory Services	1. Respond to greater than 80% of complaints relating to building, environmental, public health and on-site sewage issues within set customer service standards	1. 80%	1. 86%	Achieved.

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**Community Strategic Plan:** 2.1 Create a community that feels safe

**Delivery Program 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 Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
		2. Undertake 1,000 on-site sewage inspections	2. 1,000#	2. 836#	Behind target. Resourcing issues have impacted on meeting the annual target.
		3. Undertake 250 pool inspection	3. 250#	3. 306#	Achieved.
		4. Undertake a minimum of 40 fire safety inspections	4. 40#	4. 47#	Achieved.
		5. Undertake 195 public health inspections	5. 195#	5. 287#	Achieved.
2.1.3.3 Provide ranger and law enforcement services to ensure compliance with legislation, regulations and Council policies relating to parking, beach patrols, illegal signage, sale of goods on roads	Regulatory Services	1. Capture the number of companion animal incidents	1. 0#	1. 1,603#	Achieved.
		2. Capture the number of offences detected during proactive patrols	2. 0#	2. 2,738#	Achieved.
		3. Respond to greater than 80% of complaints regarding compliance with parking, beach patrols, illegal signage, sale of goods on roads, building site sediment control and companion animal management	3. 80%	3. 85%	Achieved.
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	Commercial Business Units	1. Complete all sampling, analysis and reporting of operational and regulatory requests in accordance with approved budgets	1. 100%	1. 100%	Achieved. All sampling, analysis and reporting conducted within budget.

**Community Strategic Plan:** 2.1 Create a community that feels safe

**Delivery Program 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 Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
		2. Complete greater than 90% of all sampling, analysis and reporting of operational and regulatory requests in accordance with the required service standards 3. Maintain National Association of Testing Authorities (NATA) corporate accreditation	2. 90%  3. 100%	2. 98%  3. 100%	Achieved. 98% of finalised reports met the required service standard. All reports for urgent request and non compliant results were met within the agreed service standard.  Achieved. NATA accreditation maintained.
2.1.3.5 Provide a safe water supply in accordance with Australian Drinking Water Quality Guidelines	Water and Sewer	1. Have nil reportable incidents in accordance with NSW Health agreed protocols	1. 100%	1. 100%	Achieved. An exceedance of Nickel was detected in one of the water samples taken during the reporting period and reported to NSW Health. Repeat sample was found to be within the Australian Drinking Water Guideline limits.

**Community Strategic Plan:** 2.2 Advocate for social inclusion and fairness  
**Delivery Program Objective:** 2.2.1 Support and advocate for all community sectors

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
2.2.1.1 Provide opportunities for young people to learn and develop through 'youth-focused' initiatives in line with the Community Inclusion Plan	Community Place	1. Coordinate Youth Advisory Council activities	1. 100%	1. 100%	On Target. Whilst the YAC has not been active for 12 months, Council continues to deliver Youth focussed initiatives. To ensure Council continues its focus on Youth a number of key initiatives were undertaken over the past 12 months, a youth forum was held with the Governor of NSW in February and followed up with a Youth Summit as part of Youth week 2019. Young people from across our region have identified key issues for youth and outlined a range of action that could be implemented. This input will be valuable in helping shape Councils new CSP. Council has also been successful in gaining a Building Better Regions Grant for a Youth Leadership program that will assist in developing our local young people and identifying how best to develop a new YAC.
		2. Hold Youth Week annually	2. 100%	2. 100%	Achieved. Council supported a number of community-initiated Youth Week events during the second week of April 2019. For the first time, Council offered Youth Events Grants to encourage and support youth-focused groups organising events particularly for Youth Week with 5 grants being awarded across a range of activities. Council also convened its own Youth Summit which saw 22 young people from across the region come together to identify and discuss key issues important to young people.

**Community Strategic Plan:** 2.2 Advocate for social inclusion and fairness

**Delivery Program Objective:** 2.2.1 Support and advocate for all community sectors

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
		3. Youth week actions developed and delivered as part of the Community Inclusion plan	3. 100%	3. 100%	Achieved. Council continues to plan, develop and support youth activities across the LGA, working with key Youth Services - Headspace, ETC, YP-Space, Girls Space to deliver outcomes for young people. Council was successful in gaining a Youth Leader Grant through Building Better Regions (BBR) to develop a Young leaders and mentor program and support the development of a new look YAC. This project will commence in July 2019. Resourcing for youth activities will require assessment following the recent resignation of Council's Youth Officer.
2.2.1.3 Coordinate the grants program to assist the community to deliver projects that contribute to a sense of place	Community Place	1. Deliver Community Grants Program through two rounds per year 2. Undertake a review the current Community Grants program to meet the needs of a changing community	1. 100% 2. 100%	1. 100% 2. 100%	Achieved. Two rounds of Community Grants delivered and funding distributed in 2018-2019.  Achieved. Second round of Community Grants for 2018-2019 completed with a total of \$83,421 in grants provided to 12 community groups. Draft Community Grant review completed. Further benchmarking and review required to include Community Planning & Youth categories. Report to be tabled at September 2019 Council meeting.



**Community Strategic Plan:** 2.2 Advocate for social inclusion and fairness  
**Delivery Program Objective:** 2.2.1 Support and advocate for all community sectors

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
2.2.1.6 Finalise a new Port Macquarie Hastings Events Plan	Community Place	1. Commence implementation of actions relating to community events	1. 100%	1. 95%	Behind Schedule - The Event Plan was presented to the Executive Group for review in June. Feedback has then been incorporated into an updated draft to be resubmitted to the Executive Group in mid July. Council continued to deliver events for our community, including Bicentenary Event, Reclaim the night, Countdown to Christmas, New Years Eve Fireworks, Australia Day activities, Reconciliation Week, Four Season in one Dementia Day project, Youth Week, Seniors Week as well as planning for Artwalk 2019. The team also delivered three Mayors Sporting Fund events.
		2. Finalise Events Plan	2. 100%	2. 95%	Behind Schedule - The Event Plan was presented to the Executive Group for review in June. Feedback has then been incorporated into an updated draft to be resubmitted to the Executive Group in mid July.
2.2.1.7 Finalise the Community Inclusion Plan, that determines focused actions for Seniors, Youth, Aboriginal Communities, Diversity, Multiculturalism and LGBTIQ groups	Community Place	1. Implement the Community Inclusion Plan actions	1. 100%	1. 90%	Behind schedule. The Community Inclusion Plan has been drafted and was presented to the Executive in June 2019 for comment. Key revisions have been made and the Plan will be resubmitted to the Executive before going to a Councillor Briefing and then to Council

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

**Delivery Program Objective:** 2.3.1 Ensure access to community facilities and activities: including access to natural environment

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
2.3.1.1 CW Implement the Disability Inclusion Action Plan and inclusive programs (Disabled Accesses - Buildings/Recreation Facilities - multi-year project) Allocated Amount 2018-19 \$106,100	Community Place	1. Implement the Disability Inclusion Action Plan (including Disabled Accesses - Buildings/Recreation Facilities)	1. 100%	1. 100%	Achieved. Multi-Year Project. Creating a more disability-friendly community has been a whole of Council commitment. Highlights include: - Hosting two Autism and Emergency Services Workshops; - Coordinating the Port Macquarie Dementia Friendly Community Steering Group, which develops a cohesive approach for people living with memory loss including Police, Clubs, Retirement Villages and industry services; - Coordinating the Access Sub-Committee including a review of the proposed Charlie Uptin walk accessible viewing platform, guide dogs request completed for the installation of tactile at the Innes Lake pedestrian refuge and drop off zone in front of the Wauchope swimming pool; - Delivering a Prevention of Elder Abuse presentation and working group with NSW Trustee & Guardian, Seniors Rights Services, NSW Fair Trading and Community Legal Centre; - Assisting the Long Flat Community Centre with a grant application for an accessible (disability) toilet; - Developing an App of accessible (disabled) car park spaces; and - Installation of a wheelchair friendly fish cleaning table at Lake Cathie

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

**Delivery Program Objective:** 2.3.2 Provide a range of inclusive sporting and recreational opportunities and facilities to encourage a healthy and active lifestyle

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
2.3.2.1 Continue implementation of the Recreation Action Plan 2015-2025 (including Town Green Central and West - Preconstruction)	Recreation and Buildings, (Infrastructure Delivery)	1. Delivery Project according to approved project plan (Town Green Central and West - Preconstruction)  2. Implement the identified actions from the Recreation Action Plan	1. 100%  2. 100%	1. 85%  2. 100%	On target. Multi year project. Design phase ongoing including extensive heritage and cultural assessments, Construction phase of this project subject to additional funding being secured. This project will continue into 2019/20 FY.  Achieved. Hastings Regional Sporting Facility - Stage 1 development (multi-year project): Detailed design for the facility is progressing. Detailed design is scheduled for completion October 2019. Sancroft/Thrumster Sports Fields: The Development Application associated with site earthworks has been approved. Development of documentation for engagement of a consultant to undertake detailed design of the facility has commenced. Westport Park - Riverwall and pathway upgrade: Project complete. Hastings River, Port Macquarie: Detailed design and approvals for new recreational boating facility: Detailed concept plans have been developed for this project. Land acquisition discussions with adjacent land owners are ongoing and need to be resolved to allow for finalisation of this project.

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

**Delivery Program Objective:** 2.3.2 Provide a range of inclusive sporting and recreational opportunities and facilities to encourage a healthy and active lifestyle

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
2.3.2.2 CW Deliver sporting facility renewal and upgrades program across the LGA	Recreation and Buildings	1. Deliver renewal and upgrades as per schedule and reported according to seasonal sports	1. 100%	1. 100%	Achieved. Blackbutt Park Facility Upgrade and replacement of Park Furniture: Works have commenced onsite. Port Macquarie Hastings Hockey Facility - install lighting to Field 2: Complete Port Macquarie Regional Sports Stadium - construction of new training field including lighting: Lighting installation complete. Field construction has commenced and will be completed by 30 September 2019 as per the funding deed for this project. Oxley Oval - Sporting Infrastructure Upgrade: Upgrade of the incoming power supply is complete. Construction of sports the clubhouse (works by others) has been delayed while project partners seek finalisation of funding deed.
2.3.2.3 Manage the Mayor's Sporting Fund	Community Place	1. Distribute funds as required and coordinate fundraising events	1. 100%	1. 100%	Achieved. The Mayors Sporting Fund raised and distributed over \$16,000 this financial year to local elite sportsmen and women who applied and met the eligibility criteria. Three fund raising events were conducted during the 2018-2019 financial year.
2.3.2.4 Undertake regional master planning for recreational facilities	Recreation and Buildings	1. Commence Master Plan development for the Vince Inmon Sporting Complex (Adopted Ord Council Meeting 21 Nov18)	1. 100%	1. 100%	Achieved. Draft Master Plan adopted in June 2019 Ordinary Council Meeting. Consultation with Section 355 committee undertaken in June 2019 to agree priority works to be undertaken in 19/20 inline with Operational Plan. Section 355 Committee passed motion to utilise Operational Plan budget to fund part of the main facility building, and will source the additional funds required to enable delivery of the main facility.

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

**Delivery Program Objective:** 2.3.2 Provide a range of inclusive sporting and recreational opportunities and facilities to encourage a healthy and active lifestyle

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
		2. Commence master planning for Bain Park, Wauchope 3. Continue master planning for Flynns Beach	2. 100% 3. 100%	2. 0% 3. 60%	Yet to commence. Project deferred to align with Wauchope Community Plan development. Behind schedule. Draft Master Plan developed following community engagement process. The draft master plan was presented to July 2019 Council Meeting prior to further community engagement being undertaken. Project to continue into 2019-2020.
2.3.2.5 CW Undertake Camden Haven River recreational boating upgrade improvements, incl Bruce Porter Reserve and Dunbogan Reserve - Boat Ramp upgrades - multi-year project - Adopted 2017-18 - \$500,000	Recreation and Buildings (Infrastructure Delivery)	1. Deliver project according to approved project plan (Camden Haven River recreational boating upgrade incl Bruce Porter Reserve)	1. 100%	1. 100%	Achieved. Th upgrade of Bruce Porter Reserve boat ramp and Dunbogan boat ramp are projects that have continued from 2017/18 FY. Construction of both upgrades commenced in Mar 2019 and were completed in June 2019.
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	Recreation and Buildings (Infrastructure Delivery)	1. Deliver project according to approved project plan (Hastings River recreational boating improvements)	1. 100%	1. 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 2018-2019 FY, This project will continue into the 2019-2020.

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

**Delivery Program Objective:** 2.3.3 Develop and implement management of operational and maintenance programs for open space, recreational and community facilities

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
2.3.3.01 CW Undertake the maintenance program for parks, reserves, sporting fields and beaches (including parks signage, Riverfront and Rowing Club Rerve, Bunny's Corner and Settlement Point erosion)	Recreation and Buildings	1. Deliver maintenance program, including beach cleaning and playground inspections according to approved maintenance schedules	1. 100%	1. 100%	Achieved. Focus has been on: - painting and staining of park furniture in the Wauchope, Camden Haven and Port Macquarie areas - sports field preparation for weekly fixtures of winter sports. - preparing sites for events during this period. e.g markets, weddings etc - Ironman event preparation -mowing of all cemeteries for Easter -Mowing in all parks and reserves for Easter and school holidays - garden maintenance in the Port Macquarie CBD area including pruning, watering, weed treatment and mulching - Garden maintenance Estate gardens, pruning and weed treatment, e.g. Crestwood, Dahlsford, Lake Cathie. - Inspection of all playgrounds and repairs made - Green waste removals - cleaning of bin hides and bubbler's across the local government area. - Mowing of Cemeteries across the LGA - Inspections for CRM based requests -Vegetation pruning along urban roadsides
2.3.3.02 CW Undertake scheduled and reactive maintenance programs of all Council-owned buildings including office furniture replacement - Allocated Amount 2018-19 - \$45,600	Recreation and Buildings	1. Deliver projects according to facilities works program	1. 100%	1. 100%	Achieved. Works have been carried out as per our current maintenance schedules and reporting mechanisms

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

**Delivery Program Objective:** 2.3.3 Develop and implement management of operational and maintenance programs for open space, recreational and community facilities

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
2.3.3.03 CW Undertake building rectification works in line with Council Asset Management - multi-year project - Allocated Amount 2018-19 - \$314,300	Recreation and Buildings	1. Deliver project according to approved project plan (building rectification works)	1. 100%	1. 100%	Achieved. Works have been carried out in line with the 2018-2019 Building Asset Management Plan and have been completed within nominated budget. Works included: - PM Library - Front foyer replacement - PM Pool - three heat blankets - PM Historic Courthouse - box gutters replacement - Wauchope Bonny Hills SLSC - Fire access works - Glasshouse - Strip lighting replacement - Laurieton HACC - Air Conditioning replacement - Rural Fire Services Sheds various - roller door replacement
2.3.3.04 Provide, maintain and manage public aquatic facilities	Recreation and Buildings	1. Oversee the management of Council's public aquatic facilities in accordance with lease obligation checklist 2. Undertake annual off-season facility maintenance in accordance with approved program	1. 100% 2. 100%	1. 100% 2. 100%	Achieved. All four pools were managed during the 2018/19 season in accordance with the pool management and operational guidelines.  Achieved. Programmed and reactive maintenance was undertaken as required across the four pools during the 2018/19 season.
2.3.3.05 Deliver park furniture renewals across the local government area, including donated seats program, North Haven Boat Ramp and Aqua Reserve Lake Cathie Fish Cleaning Table upgrades	Recreation and Buildings	1. Deliver Park furniture replacement program according to approved schedule	1. 100%	1. 100%	Achieved. Furniture renewal is being delivered as per program.



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

**Delivery Program Objective:** 2.3.3 Develop and implement management of operational and maintenance programs for open space, recreational and community facilities

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
2.3.3.06 CW Carry out playground equipment replacement program (incl Herons Creek Resv, Wall Resv, Foreshore Resv and Pioneer Park Comboyne)	Recreation and Buildings	1. Deliver the Playground Equipment Replacement program according to approved schedule (including Herons Creek Reserve and Wall Reserve)	1. 100%	1. 100%	Achieved. All upgrades as detailed completed.
2.3.3.08 CW Deliver recreational walkway replacement program across the local government area including Kooloonbung Creek Nature Park- Allocated Amount - \$40,000	Recreation and Buildings	1. Deliver Recreational walkway program (including Kooloonbung Creek Nature Park) according to approved project plan	1. 100%	1. 100%	Achieved. Replacement works to boardwalk in Kooloonbung Creek Nature Park is complete.
2.3.3.09 Implement maintenance programs for boat ramps, wharves and jetties	Transport and Stormwater Network	1. Deliver programs according to approved maintenance and schedule (for boat ramps, wharves and jetties)	1. 100%	1. 100%	Achieved. Works delivered on budget. Works schedule based on inspections and assessment criteria from Council's road risk rating and road hierarchy systems.
2.3.3.10 CW Undertake the maintenance program for beaches	Recreation and Buildings	1. Undertake beach and beach access maintenance as per program 2. Undertake inspections of beach access signs	1. 100% 2. 100%	1. 100% 2. 100%	Achieved. Beach accesses maintained and cleaned as required for Autumn season. Detailed beach grooming undertaken at all high profile beaches for the Easter school holiday period. Achieved. Signs inspected, repaired and replaced as required.

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

**Delivery Program Objective:** 2.3.3 Develop and implement management of operational and maintenance programs for open space, recreational and community facilities

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
2.3.3.11 CW Rocks Ferry Reserve - Riverbank revetment extension - Adopted 2017-18 - \$150,000	Recreation and Buildings (Infrastructure Delivery)	1. Deliver project according to approved project plan (Rocks Ferry Reserve)	1. 100%	1. 100%	On target. This project continues from 2017-2018 FY. Construction practically complete during Oct 2018 within anticipated budget. Additional scope of works to extend rock armouring has been agreed to take advantage of remaining budget. The lead time of the approvals of the additional scope is expected to be 6 months. This project to therefore continue into 2019-2020FY.
2.3.3.12 CW Sancroix/Thrumster Sports Fields - Detailed design and approvals - multi-year project - Adopted 2017-18 - \$300,000	Recreation and Buildings (Infrastructure Delivery)	1. Deliver project according to approved project plan (Sancroix/Thrumster Sports Fields - design and approvals)	1. 100%	1. 85%	Behind schedule. This project continues from 2017-2018 FY. This design phase only project is progressing towards design finalisation in late 2019. The design phase of this project is pending the Development Approval (private developer) for the filling of the sports field site - timing TBC. No construction budget allocation has been made to this project at this stage.
2.3.3.13 CW Westport Park - Riverwall and pathway upgrade - multi-year project- Adopted 2017-18 - \$375,000	Recreation and Buildings (Infrastructure Delivery)	1. Deliver project according to approved project plan (Westport Park - Riverwall and pathway upgrade)	1. 100%	1. 100%	Achieved. Construction continued from 2017-2018 FY. Construction completed on target during Oct 2018.
2.3.3.14 CW Undertake the Public Amenities Renewals Program - Allocated Amount 2018-19 - \$255,030 Short Street Car Park Reserve	Recreation and Buildings	1. Deliver project according to approved project plan (Public Amenities Renewals program incl Short Street Car Park Reserve)	1. 100%	1. 95%	On target. This facility is under construction off site and is planned for installation in August 2019.

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

**Delivery Program Objective:** 2.3.3 Develop and implement management of operational and maintenance programs for open space, recreational and community facilities

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
2.3.3.15 CW Kendall Skatepark – renewal of facility at end of useful life – Design and construct Allocated Amount 2018-19 - \$150,000	Recreation and Buildings, (Infrastructure Delivery)	1. Deliver project according to approved project plan (Kendall Skatepark renewal)	1. 100%	1. 50%	Behind schedule. The initiation phase of this project dependent on confirmation of land availability for the proposed skatepark. This project will continue into 2019-2020 FY.
2.3.3.16 Manage burial, cremation and memorialisation services at Innes Garden Memorial Park, Wauchope, Laurieton and other outlying cemeteries	Commercial Business Units	1. Carry out services in accordance with legislative and customer requirements	1. 100%	1. 100%	Achieved. All burial, cremation and memorialisation services performed in accordance with legislative and customer requirements.
2.3.3.17 CW Carry out improvement and expansion works at Innes Garden Memorial Park, Wauchope and Laurieton cemeteries Allocated Amount 2018-19 - \$15,000 Wauchope Cemetery – Install New Shelter	Commercial Business Units	1. Deliver projects according to approved project plan (improvement and expansion works at cemeteries)	1. 100%	1. 100%	Achieved. Projects delivered including Wauchope Cemetery Shelter and Seating, and Cremator repairs / maintenance at Innes Gardens Memorial Park
2.3.3.18 Administration of public roads, public spaces, events and customer engagement: Section 138 Road Applications, Road Encroachments, Customer Enquiries, Statutory Road Functions, Road Policies	Transport and Stormwater Network	1. Deliver works in accordance with Council's Policies and Procedures	1. 100%	1. 90%	Behind schedule. Level of service for responding to applications and enquiries has dropped to a reduction in personnel within the Group.
2.3.3.19 CW Crestwood Park – Construct new park Allocated Amount 2018-19 - \$370,670	Recreation and Buildings	1. Deliver project according to approved project plan (Crestwood Park)	1. 100%	1. 100%	Achieved. Construction of the new park is complete and opened in February 2019.
2.3.3.21 CW Kew Community Park - Construct new park - Allocated Amount \$151,662	Recreation and Buildings	1. Deliver project according to approved project plan (Kew Community Park - Construct new park)	1. 100%	1. 100%	On target. Community consultation undertaken and design ongoing. Project to continue for delivery in 2019/20.
2.3.3.22 CW Coal Wharf Reserve Upgrade - Installation of sub-surface drainage system	Recreation and Buildings	1. Deliver project according to approved project plan (Coal Wharf Reserve Upgrade)	1. 100%	1. 100%	On target. Project charter complete. Community engagement undertaken. Concept designs completed by 30 June 2019. Project to continue into 19/20 with implementation of works to commence in July 2019 and be completed by end 2019.

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

**Delivery Program Objective:** 2.3.4 Plan, investigate, design and construct open spaces, recreational and community facilities

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
2.3.4.02 CW Port Macquarie Coastal Walk — upgrade as per adopted master plan - Allocated Amount 2018-19 - \$1,265,000	Recreation and Buildings	1. Deliver project according to approved project plan (Port Macquarie Coastal Walk)	1. 100%	1. 90%	On target. This multi-year project is progressing in accordance with the funding deed requirements. The Westport Park segment of the Coastal Walk upgrade was completed in November 2018. Construction of the Charlie Uptin segment is scheduled to commence August 2019. Design of the Doctors Walk segment is currently in design phase of the project.
2.3.4.03 Wayne Richards Park — Stage 3B detailed design and approvals - Adopted 2016-17 - \$300,000	Recreation and Buildings (Infrastructure Delivery)	1. Deliver project according to approved project plan (Wayne Richards Park — Stage 3B)	1. 100%	1. 85%	Behind schedule. (multi year project) Design underway for this multi year project and is expected to continue into the 2019/20 FY with estimated design completion in May 2020. The construction phase would then be subject to depot relocation and budget allocation.
2.3.4.06 CW Flynn's Beach — upgrade sea wall - multi-year project - Adopted 2015-16 - \$668,006	Recreation and Buildings (Infrastructure Delivery)	1. Deliver project according to approved project plan (Flynn's Beach — upgrade sea wall)	1. 100%	1. 100%	On target. This project continues from 2017-2018 FY. Construction of this project commenced in early May 2019, with completion expected by November 2019.
2.3.4.07 CW Googik Track - construct shared walkway/cycleway, Stage 2 - multi-year project - Adopted 2017-18 - \$75,696	Recreation and Buildings	1. Deliver project according to approved project plan (Googik Track - construct shared walkway/cycleway, Stage 2)	1. 100%	1. 10%	Behind schedule. The next stage of works associated with the Googik Track was confirmed by National Parks at the August 2018 Googik Track Working Group Meeting. Design timelines are yet to be confirmed by National Parks.

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

**Delivery Program Objective:** 2.3.4 Plan, investigate, design and construct open spaces, recreational and community facilities

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
2.3.4.08 CW Hastings Regional Sporting Facility - Stage 1 development - multi-year project - Allocated Amount 2018-19 - \$1,500,000	Recreation and Buildings (Infrastructure Delivery)	1. Deliver project according to approved project plan (Hastings Regional Sporting Facility - Stage 1)	1. 100%	1. 100%	On target. This project continues from the 2017-2018 FY. Design works are progressing towards an anticipated design completion in mid 2019. Minor preliminary works to receive fill from RMS on site are now complete. Construction works planning and associated phasing are currently being developed. This is a multiyear project and will continue into 2019-2020 reporting period for the construction phase (pending funding).
2.3.4.09 CW Town Centre Master Plan - Kooloonbung Creek Foreshore - Gordon to Hayward Street upgrade - Adopted 2017-18 - \$371,565	Recreation and Buildings (Infrastructure Delivery)	1. Deliver project according to approved project plan (Town Centre Master Plan - Kooloonbung Creek Foreshore)	1. 100%	1. 100%	Achieved. Construction completed in June 2019.
2.3.4.12 CW Port Macquarie Town Centre Master Plan (TCMP) Improvements Banner Poles, Clarence St - Tree and Understorey Replanting, Foreshore Landscaping - General Embellishment, Gordon St Bridge	Recreation and Buildings	1. Deliver project according to approved project plan (PMQ TCMP Improvements)	1. 100%	1. 30%	Behind schedule. Gordon Street underpass works are continuing and will be ongoing into 2019-2020. There has been a change in the environmental pathway which has impacted the delivery. The following TCMP projects have been deferred to allow for focus on the finalisation of designs and approvals for the Port Macquarie Foreshore Walk: Foreshore Landscaping, Clarence Street Tree and Understorey Replanting and William Street - Tree and Understorey.

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

**Delivery Program Objective:** 2.3.4 Plan, investigate, design and construct open spaces, recreational and community facilities

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
2.3.4.13 CW Develop off leash dog exercise parks in Port Macquarie and Wauchope - Allocated Amount 2018-19 - \$120,000	Recreation and Buildings	1. Deliver project according to approved project plan (Develop off leash dog exercise parks in Port Macquarie and Wauchope)	1. 100%	1. 100%	Achieved. Wauchope Dog Off Leash Park has been completed. The Port Macquarie facility now forms part of the broader upgrade of the Stuart Park Regional Sporting Precinct project which is a multi-year project scheduled for completion in June 2020.
2.3.4.14 CW Port Macquarie Pool - Detailed design and approvals - Allocated Amount 2018-19 - \$500,000	Recreation and Buildings	1. Deliver project according to approved project plan (Port Macquarie Pool - Detailed design and approvals)	1. 100%	1. 0%	Behind schedule. Commencement of detailed design to follow site selection process which is currently underway.
2.3.4.15 CW Mrs Yorks Garden - Concept Plan development - Allocated Amount 2018-19 - \$50,000	Recreation and Buildings	1. Deliver project according to approved project plan (Mrs Yorks Garden - Concept Plan development)	1. 100%	1. 100%	Achieved. Concept Plan adopted by Council. Heritage Office approvals are currently being sought to allow for Master Plan implementation to commence.
2.3.4.16 CW Wayfinding Signage Implementation (Town and Village Signage) - Allocated Amount 2018-19 - \$50,000	Community Place	1. Deliver project according to approved project plan (Wayfinding Signage Implementation - Town and Village signage)	1. 100%	1. 90%	On target. This is a multi year project, The project proceeded through the site selection and community engagement on the proposed symbolism. This was facilitated through the Community Planning process. There is still the Wauchope Community signs to be finalised and the Community Planning process will commence at the end of July 2019. The Procurement process has commenced for the manufacturing of the signage and the installation method is yet to be confirmed.

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

**Delivery Program Objective:** 2.3.5 Plan and deliver innovative Library Services which cater for new technology and growing population

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
2.3.5.1 CW Provide a range of library programs and lending services across the local government area (including Library Furnishings, Fittings and Equip; Library Local Priority Grant)	Community Place	1. Annual library events program delivered	1. 100%	1. 100%	Achieved. A full range of adult and children's activities was delivered, including 2nd Tuesday Book Club, Cosplay and the live streaming of the Sydney Writers' Festival. We also introduced a program of live stream concerts from the Sydney Opera House.
2.3.5.2 CW Purchase of Library Books - multi-year project - Allocated Amount 2018-19 - \$264,900	Community Place	2. Increase Library membership	2. 100%	2. 100%	Achieved. Library membership as at 30 June 19 is 34,231 an increase from 33,087 compared to the same period last year
2.3.5.3 Library Development – New Spaces – users and staff (study room and Technology space)	Community Place	1. Complete book purchases	1. 100%	1. 100%	Achieved. Over thirteen thousand new items were added to the collection during 2018-2019.
2.3.5.4 Undertake development of a Library Strategic Plan	Community Place	1. Completion of the new library spaces	1. 100%	1. 100%	Achieved. New spaces were completed in November 2018 and officially launched by the Mayor in December 2018
2.3.5.5 CW Library - Webpage Upgrade - Allocated Amount 2018-19 - \$26,000	Community Place	1. Library Strategic Plan development complete	1. 100%	1. 100%	Achieved. Draft Library Strategic Plan is with Executive.
	Community Place	1. Library webpage upgrades complete	1. 100%	1. 100%	On target. The new library website was developed by June 30 with a proposed launch in early August 2019

**Delivery Program Objective:** 2.3.6 Support a range of inclusive community activities and programs

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
2.3.6.2 Develop a strategic approach to Community Programs and activities that align with organisational strategies, particularly the community inclusion plan	Community Place	1. Implement community programs and activities	1. 100%	1. 100%	Achieved. Council delivered/supported a number of activities and programs to our community some of which included: - Rural Halls Network Meetings at Long Flat and Comboyne. - Mayor's Sporting Fund Golf Day - Autism and Emergency Services Workshop - Prevention of Elder Abuse Day activities (Bingo Lingo) - Youth Week

**Community Strategic Plan:** 2.4 Empower the community through encouraging active involvement in projects, volunteering and events

**Delivery Program Objective:** 2.4.1 Work with the community to identify and address community needs, to inform Council processes, services and projects

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
2.4.1.1 Promote and coordinate volunteer involvement in Council programs and activities as part of the Community Inclusion Plan	Community Place	1. Promote and coordinate volunteer involvement in Council programs and activities as part of the Community Inclusion Plan	1. 100%	1. 100%	Achieved. There has been an increase in volunteering across the LGA during the year, with, volunteers donating time and resources in a variety of programs and projects

**Community Strategic Plan:** 2.5 Promote a creative and culturally rich community

**Delivery Program Objective:** 2.5.1 Support cultural activities within the community

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
2.5.1.1 Implement the Cultural Plan	Community Place	1. Implement Cultural Plan actions	1. 100%	1. 100%	On target. The 2018 - 2021 Cultural Plan was adopted at the September 2018 Ordinary Council Meeting. The Cultural Steering Group continues to meet monthly to review progress and prioritise actions. The Plan has 30 actions to be achieved by 2021. An annual report on the 2018 - 2019 actions will be reported at the Ordinary Council Meeting planned for September 2019. Council was successful in applying and receiving the following grants for the 2019 - 2020 FY which will contribute to actions within the Cultural Plan. OEH - \$12,000 - Heritage Advisor Role for 19/20 and 20/21 FY OEH - \$12,000 - Local Heritage Assistance Fund for 19/20 and 20/21 FY OEH - \$35,000 - Local Aboriginal Heritage Study 19/20 FY



**Community Strategic Plan:** 2.5 Promote a creative and culturally rich community  
**Delivery Program Objective:** 2.5.1 Support cultural activities within the community

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
2.5.1.2 CW Undertake Glasshouse back of house maintenance (Plant and Equipment Purchases; Technical Equipment Purchases - multi-year project)	Commercial Business Units	1. Undertake Glasshouse back of house maintenance as required	1. 100%	1. 100%	Achieved. Planned preventative maintenance on the building and equipment at the Glasshouse has been undertaken during the year in accordance with maintenance schedules.
2.5.1.3 Manage the delivery of a range of high quality performing and visual arts events at the Glasshouse	Commercial Business Units	1. Number of performing arts events presented by 30 June	1. 100%	1. 100%	Achieved. The Glasshouse Performing Arts Program presented the following events as per the annual season program: - TWO by Ensemble Theatre - 1 performance - The Gruffalo Live on Stage - 3 performances - The Sapphires - 1 performance - Sydney Writers Festival, Live & Local livestream - 3 days - The Gospel According to Paul - 1 performance - Sydney Symphony Orchestra - 3 performances - TEDx SydneyLive - Livestream - 1 day - The Dinner Party, Expressions Dance - 1 performance - David Helfgott - 1 performance The Performing Arts Program operates within the calendar year, it was launched on 31 January 2019 and continues through to November 2019.

**Community Strategic Plan:** 2.5 Promote a creative and culturally rich community  
**Delivery Program Objective:** 2.5.1 Support cultural activities within the community

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
		2. Number of visual arts events presented by 30 June	2. 100%	2. 100%	Achieved. As per the annual Visual Arts Program, the Glasshouse Regional Gallery presented the following exhibitions: - Discovery Fe26 - Artist Blacksmiths Association of NSW - The National Photographic Portrait Prize 2018 - National Portrait Gallery - Todd Fuller - From Somewhere - Claire Johnson - Ode to a Woman - Jackie Dean - Drift - Sue Bell & Jann Kesby - Two Obsessions - Izabela Pluta, Artist in Residence, exhibition - Angelica Mesiti, Relay League - Wendy Stokes, Within and Between - Walking in the Space of Landscape - Saltwater Freshwater Aboriginal Art Award & Contemporary Cultural Objects
2.5.1.4 CW Wauchope Bicentenary Riverside Sculptural Trail - Allocated Amount - \$196,140	Community Place	1. Commence installation of sculptures, seating and signage for the Wauchope Bicentenary Riverside Sculptural Trail	1. 100%	1. 100%	On target. Multi year project Grant funding received in February 2019. Project planning commenced. Project timing until 2020



**Community Strategic Plan:** 3.1 Embrace business and a stronger economy

**Delivery Program Objective:** 3.1.1 Assist the growth of local business and industry, ensuring this is a central consideration of Council activities

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
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 and Communications	1. Implement actions from the Economic Development Strategy	1. 100%	1. 100%	Achieved. Highlights include support to the 2019 Mid Coast Careers Market, continued growth of The Hub pop-up co-working centre, engagement with CSU to enhance innovation environment, and support to the TfNSW international airfreight pre-feasibility study.
		2. Meet the charter requirements of the Small Business Friendly Council Program	2. 100%	2. 100%	Achieved. The major initiatives as part of the Small Business Friendly Council program include the Local Preference Policy and Outdoor Dining Policy. Work has also commenced to draft an outdoor trading policy that enables further retail activation of streets in towns and villages.
		3. Undertake and report on an annual business confidence survey	3. 100%	3. 100%	Achieved. 2018-2019 survey completed. Request For Quotation for on-going delivery of annual survey completed and planning for 2019/20 survey underway.

**Community Strategic Plan:** 3.1 Embrace business and a stronger economy**Delivery Program Objective:** 3.1.2 Optimise the use of appropriately zoned land for business uses

<b>Operational Plan Activity 2018 - 2019</b>	<b>Lead Responsibility</b>	<b>Success Measures</b>	<b>Target</b>	<b>YTD Actual</b>	<b>Comment on Progress</b>
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	1. Report to Council regarding adoption of LEP and DCP amendments by 31 Dec	1. 100%	1. 50%	Behind schedule. Draft Planning Proposal received early June 2019 for the proposed airport precinct business park and biodiversity certification outcomes. Further report to be presented to the July 2019 Council meeting for a decision to request a Gateway determination. Report also recommends a DCP be prepared for concurrent exhibition with the Planning Proposal.
3.1.2.2 Investigate the capacity of land at the intersection of Ocean Drive and Houston Mitchell Drive Lake Cathie, for potential service industrial development	Strategic Land Use Planning	1. Review of information submitted by landowners and progress report to Council by 31 December 2018	1. 100%	1. 95%	Behind schedule. Assessment report on the Planning Proposal presented to the April 2019 Council meeting for a decision to request a Gateway determination. Council has forwarded the Planning Proposal to the Department of Planning, Industry & Environment and is awaiting the issue of a Gateway determination.

**Delivery Program Objective:** 3.1.3 Implement Major Events Strategy

<b>Operational Plan Activity 2018 - 2019</b>	<b>Lead Responsibility</b>	<b>Success Measures</b>	<b>Target</b>	<b>YTD Actual</b>	<b>Comment on Progress</b>
3.1.3.2 Finalise and implement a new Port Macquarie-Hastings Events Plan	Economic Development and Communications	1. Commence implementation of actions relating to 'Major Events'  2. Finalise Events Plan	1. 100%  2. 100%	1. 100%  2. 95%	Achieved. Council supported 23 major events from 1 July 2018 to 30 June 2019. These events resulted in a combined economic impact of over \$36 million for our community. The Event Sponsorship Program has commenced advertising for events proposed for the first half of 2020.  Behind schedule. The Events Plan was presented to Executive Group for review in June. Feedback has been incorporated into an updated draft to be resubmitted to the Executive Group in mid July.

**Community Strategic Plan:** 3.1 Embrace business and a stronger economy

**Delivery Program Objective:** 3.1.4 Implement the Destination Management Plan

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
3.1.4.1 Deliver actions from the Destination Management Plan in accordance with the identified strategic outcomes	Economic Development and Communications	1. Implement actions within the Destination Management Plan (DMP)	1. 100%	1. 100%	Achieved. During the FY 2018-19 delivery of DMP actions included: Delivery of the 2019 Winter Campaign and delivery of the Fly Port Macquarie campaign partnering with DNSW, Alliance Airlines, Qantas and Virgin Australia. Ongoing conversations with Forestry Corporation around local nature attractions, activation and collaboration. A site visit with Forestry Corporation to review potential locations for activation. Provided ongoing support to Destination North Coast regarding the creation of a Business Events Bureau for the North Coast. Completion of procurement for the delivery of Destination PR services, the contract awarded to a new agency called Gate 7. The agency has hit the ground running delivering a Weekend Sunrise outside broadcast and planning is underway for a group fam in August alongside other planned activities.
		2. Increase new monthly visits to the website by more than 15% in 12 months	2. 100%	2. 100%	Achieved. Visits to the destination website for the 2018-19 FY show an increase of 46.20% year on year. This represents an increase in users from 251,703 for the FY 2017-18 to 367,991 for the FY 2018-19.
		3. Review and update the Destination Management Plan	3. 100%	3. 100%	Achieved. On-going review and updates of the DMP and associated actions has been undertaken in consultation with the Greater Port Macquarie Tourism Marketing Sub-Committee. Formal and broader stakeholder engagement to develop a new DMP will occur in 2019-20.

**Community Strategic Plan:** 3.2 Create vibrant and desirable places**Delivery Program Objective:** 3.2.1 Support vibrant commercial, tourism, recreational and or community hubs across the region

<b>Operational Plan Activity 2018 - 2019</b>	<b>Lead Responsibility</b>	<b>Success Measures</b>	<b>Target</b>	<b>YTD Actual</b>	<b>Comment on Progress</b>
3.2.1.1 Continue installation of town and village signage installation	Community Place	1. Deliver project according to approved project plan (installation of town and village signage)	1. 100%	1. 90%	On target. This is a multi year project, The project proceeded through the site selection and community engagement on the proposed symbolism. This was facilitated through the Community Planning process. There is still the Wauchope Community signs to be finalised and the Community Planning process will commence at the end of July 2019. The procurement process has commenced for the manufacturing of the signage and the installation method is yet to be confirmed.
3.2.1.2 Support towns and villages initiatives that will provide activation and economic return	Economic Development and Communications	1. Identify initiatives and secure stakeholder support	1. 100%	1. 100%	Achieved. Wauchope Main Street Upgrade works progressing. Outdoor trading and a-frame sign fee waiver for towns and villages commenced April 2019. Visual merchandising workshop held 9 May in Laurieton, support provided for Creative Wauchope festival held 11 May in Wauchope.

**Community Strategic Plan:** 3.3 Embrace opportunity and attract investment to support the wealth and growth of the community**Delivery Program 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

<b>Operational Plan Activity 2018 - 2019</b>	<b>Lead Responsibility</b>	<b>Success Measures</b>	<b>Target</b>	<b>YTD Actual</b>	<b>Comment on Progress</b>
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	Commercial Business Units	1. Deliver identified actions from the Airport Master Plan according to approved plan	1. 100%	1. 100%	Achieved. Terminal Building Upgrade - Stage 1 works completed on schedule in June 2019. Stage 2 works commenced. Parallel Taxiway - concept design finalised. Environmental assessment (EIS) ongoing. Biodiversity Certification Agreement - progressing with implementation post approval.

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

**Delivery Program 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 Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
3.3.1.2 Support, facilitate and advocate for regular public transport (RPT) airline services at Port Macquarie Airport	Commercial Business Units	1. Increase in passenger numbers compared to previous year	1. 100%	1. 97%	Behind schedule. Passenger numbers for 2018-19 (214,794) are -2.8% behind 2017-18 (at 220,887 passengers). The decrease is attributed primarily to temporary regional network changes implemented by QantasLink during the year.
3.3.1.3 CW Port Macquarie Airport Terminal Upgrade - finalise construction - multi-year project - Allocated Amount 2018-19 \$3,500,000	Commercial Business Units (Infrastructure Delivery)	1. Deliver project according to approved project plan (Port Macquarie Airport Terminal Upgrade)	1. 100%	1. 100%	Achieved. Terminal Building Upgrade - Stage 1 works completed on schedule in June 2019. Stage 2 works commenced.
3.3.1.4 New Port Macquarie Airport Parallel Taxiway Stage 1 and General Aviation pavement renewal – finalise detailed design	Commercial Business Units (Infrastructure Delivery)	1. Deliver project according to approved project plan (Port Macquarie Airport Parallel Taxiway Stage 1 and GA Pavement Renewal)	1. 100%	1. 100%	Achieved. Parallel Taxiway - concept design finalised. Environmental assessment (EIS) ongoing.
3.3.1.5 Continue to monitor, plan and implement the Port Macquarie Airport Bio certification Strategy - multi-year project	Commercial Business Units, Environmental Services	1. Deliver identified actions from the Bio certification Strategy according to approved project plan	1. 100%	1. 100%	Achieved. Biodiversity Certification Agreement - progressing with implementation post approval.
3.3.1.6 Operate and maintain Port Macquarie Airport in accordance with regulatory and safety requirements	Commercial Business Units	1. Carry out daily aerodrome inspections according to regulatory requirements 2. Ensure airport operational manuals are reviewed by 30 June	1. 100% 2. 100%	1. 100% 2. 100%	Achieved. All inspections carried out in accordance with regulatory requirements.  Achieved. Airport Operations Manual and Transport Security Program updated progressively throughout the year as required.

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

**Delivery Program 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 Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
3.3.1.7 Airport Business Precinct development planning	Assets and Property Investment, Commercial Business Units	1. Commence infrastructure concept planning upon receipt of Council rezoning decision	1. 100%	1. 0%	Yet to commence. Commencement subject to receipt of Council rezoning decision.

**Delivery Program Objective:** 3.3.2 Promote investment, education and lifestyle opportunities

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
3.3.2.1 Promote local growth and opportunities within and outside the region	Economic Development and Communications	1. Ensure the Investment Prospectus is up to date 2. Include broader place opportunity messaging through marketing channels	1. 100% 2. 100%	1. 100% 2. 100%	Achieved. Prospectus reviewed and reprinted, photography update completed, Next update scheduled for Q3 2019. Achieved. Further videography undertaken for the live, work, invest video campaign.

**Community Strategic Plan:** 3.4 Partner for success with key stakeholders in business, industry, government, education and the community

**Delivery Program Objective:** 3.4.2 Support local business networks

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
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 and Communications	1. Ongoing engagement with, and support for local business networks	1. 100%	1. 100%	Achieved. The Business Hub is meeting regularly with strong attendance and is actively involved with The Hub business and co-working centre. Engagement with local Chambers of Commerce and other business /industry representative groups is ongoing.



**Community Strategic Plan:** 3.4 Partner for success with key stakeholders in business, industry, government, education and the community

**Delivery Program Objective:** 3.4.3 Encourage innovation that will support our growth as a regional city including smart community technology

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
3.4.3.2 Prioritise, advocate and implement projects that enhance the local digital environment.	Economic Development and Communications	1. Expand the local free Council WiFi network  2. Support the delivery of projects which enhance local digital engagement and 'smart' technology roll out.	1. 100%  2. 100%	1. 100%  2. 100%	Achieved. Public wifi Airport Terminal and at the Port Macquarie Pool now live.  Achieved. Support provided via The Hub Business and Co-Working Space events, Digital Australian Small Business Advisory Service, encourage use of Australian Tourism Data Warehouse with local tourism industry.



**Community Strategic Plan:** 4.1 Provide (appropriate) infrastructure and services including water cycle management, waste management, and sewer management

**Delivery Program 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 Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.1.1.01 CW Commencement of the construction of the Sancroix to Thrumster trunk main (DN750), Thrumster - Adopted Amount 2017-18 - \$1,500,000	Water and Sewer (Infrastructure Delivery)	1. Deliver project according to approved project plan (Sancroix Reservoir to Area 13 - 750 mm)	1. 100%	1. 100%	On target. This project continues from 2017-2018 FY and is a multiyear project. Design phase now practically complete with construction phase to follow into 2019-2020 FY. The construction phase of this project will continue into 2019-2020 FY and require some carry over of project
4.1.1.04 CW Installation of new water supply services to residential and business premises - to cater for new development - Allocated Amount 2018-19 - \$408,800 Annual installation of New Services	Water and Sewer	1. Deliver project according to approved project plan (new water supply services to residential and business premises)	1. 100%	1. 100%	Achieved. New water and re-lined services installed to meet development
4.1.1.09 CW Undertake future water supply design works as required - Allocated Amount 2018-19 \$102,200	Water and Sewer	1. Complete future water supply design works as required	1. 100%	1. 100%	Achieved. Works completed as required.
4.1.1.11 CW Korea Island HV incoming electrical upgrade (33KV) - Adopted 2017-18 - \$150,000	Water and Sewer	1. Deliver project according to approved project plan (Korea Island HV incoming electrical upgrade)	1. 100%	1. 100%	Achieved. High voltage upgrade complete.

**Community Strategic Plan:** 4.1 Provide (appropriate) infrastructure and services including water cycle management, waste management, and sewer management

**Delivery Program 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 Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.1.1.13 CW Commence construction of Area 14 reclaimed outlet trunk main (DN250), Bonny Hills - Adopted 2017-18 - \$950,000	Water and Sewer (Infrastructure Delivery)	1. Deliver project according to approved project plan (Area 14 Reclaimed trunk main)	1. 100%	1. 100%	On target. Construction commenced in early 2019 on this multi year project. This project comprises both the inlet and outlet mains for the reclaimed water network connection between the Grants Head reservoir and the Bonny Hills development Area 14. This project is programmed to continue into the 2019/20 reporting period and is expected to be completed in early 2020.
4.1.1.16 CW Thrumster Reclaimed Water Interim Supply - Rising Main to Thrumster Reservoir - undertake construction - Adopted 2017-18 - \$5,850,000	Water and Sewer (Infrastructure Delivery)	1. Deliver project according to approved project plan (Thrumster Reclaimed Water Interim Supply)	1. 100%	1. 100%	On target. Design near completion on this multi year project. This project is programmed to continue into the 2019-2020 reporting period and is expected to be completed in during 2020.
4.1.1.17 CW Beechwood Rosewood Reservoir - Beechwood connection - Undertake Construction/Delivery of Voluntary Planning Agreement (VPA) Council funded works - Adopted 2017-18 - \$1,850,000	Water and Sewer (Infrastructure Delivery)	1. Deliver project according to approved project plan (Beechwood Rosewood Reservoir)	1. 100%	1. 100%	On target. Progressing well towards completion in mid 2019. Some continuation into July 2019 will be required for final connections and completion of the Hasting River Underbore.

**Community Strategic Plan:** 4.1 Provide (appropriate) infrastructure and services including water cycle management, waste management, and sewer management

**Delivery Program 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 Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.1.1.18 CW Commence construction of the Wauchope to Sancroix Trunk Main - Allocated Amount 2018-19 - \$1,285,574	Water and Sewer (Infrastructure Delivery)	1. Deliver project according to approved project plan (Construction of the Wauchope to Sancroix Trunk Main)	1. 100%	1. 90%	Behind schedule. This project is in the finalisation of the design phase. During the previous reporting period the environmental assessment pathway for the proposed watermain was reviewed and the need for an Environmental Impact Statement (EIS) and Development Application (DA) was confirmed to be required for a portion of the propose route. These additional environmental assessment processes delayed the completion of the project design phase until mid 2019, hence delaying the potential construction commencement until the start of the 2019-2020 FY at earliest. This project budget will consequently require some carry over into the
4.1.1.20 CW Construction of the Southern Arm Trunk Main (DN900) - Cowarra Balance tank to Pacific Hwy - Allocated Amount 2018-19 - \$4,599,000	Water and Sewer (Infrastructure Delivery)	1. Deliver project according to approved project plan (Construction of the Southern Arm Trunk Main (DN900))	1. 100%	1. 100%	Achieved. Project continues from 2017-2018 FY. Construction completed ahead of program in February 2019.
4.1.1.25 CW Commence Port Macquarie Sewerage Pumping Station (SPS) #64 Electrical upgrade works - Allocated Amount 2018-19 - \$165,000	Water and Sewer	1. Deliver project according to approved project plan (Port Macquarie Sewerage Pumping Station (SPS) #64 )	1. 100%	1. 100%	Achieved. Upgrade works completed.

**Community Strategic Plan:** 4.1 Provide (appropriate) infrastructure and services including water cycle management, waste management, and sewer management

**Delivery Program Objective:** 4.1.2 Develop and implement annual maintenance and preventative works program for water supply assets

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.1.2.1 CW Conduct water asset replacement and renewal programs for live water mains, water meters, renewals and minor works and switchboards	Water and Sewer	1. Deliver programs according to approved schedule (Live water mains, water meters, renewals and minor works, pumps, switchboards and flow meters)	1. 100%	1. 100%	Achieved. Annual programs of works (live water mains, renewals and minor works, pumps, switchboard and flow meters) completed in accordance with project plans within the constraints of work priorities including operational response, resourcing availability, corporate priorities, environmental and social drivers. For 19/20 delivery of these annual programs and work will further define work programs and priorities which will also assist in reporting.
4.1.2.2 CW Upgrade disinfection dosing system at various locations - Allocated Amount 2018-19 - \$204,400	Water and Sewer	1. Deliver project according to approved project plan (Upgrade disinfection dosing system at various locations)	1. 100%	1. 50%	Behind target. Sourcing alternative quotes for a sodium hypochlorite dosing package for the Telegraph Point Water Treatment Plant as the chlorine gas system proved not to be feasible.

**Delivery Program 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 Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.1.3.01 CW Commence construction of the Port Macquarie Sewer rising main (PMSP71), Port Macquarie - Adopted 2017-18 - \$1,388,749	Water and Sewer (Infrastructure Delivery)	1. Deliver project according to approved project plan (Port Macquarie Sewer Pump Station 71)	1. 100%	1. 85%	Behind schedule. This project continues from 2017-2018 FY and is a multi year project. Detailed design phase has reached completion during the reporting period, and construction phase progressing towards commencement in 2019-2020 FY.

**Community Strategic Plan:** 4.1 Provide (appropriate) infrastructure and services including water cycle management, waste management, and sewer management

**Delivery Program 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 Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.1.3.03 CW Small towns sewerage program - provision of centralised sewerage systems for Comboyne - multi-year project - Allocated Amount 2018-19 - \$4,000,000	Water and Sewer (Infrastructure Delivery)	1. Deliver project according to approved project plan (Small towns sewerage program - provision of centralised sewerage systems for Comboyne)	1. 100%	1. 100%	On target. This project continues from previous FY's. A tender for the construction of the 3 villages Sewer Schemes was awarded at the August Ordinary Council meeting. Construction commencement Oct 2018 and continue to 2020.
4.1.3.04 CW Small towns sewerage program - provision of centralised sewerage systems for Long Flat - multi-year project- Allocated Amount 2018-19 - \$4,000,000	Water and Sewer (Infrastructure Delivery)	1. Deliver project according to approved project plan (Small towns sewerage program - provision of centralised sewerage systems for Long Flat)	1. 100%	1. 100%	On target. This project continues from previous FY's. A tender for the construction of the 3 villages Sewer Schemes was awarded at the August Ordinary Council meeting. Construction commencement Oct 2018 and continue to 2020.
4.1.3.05 CW Small towns sewerage program - provision of centralised sewerage systems for Telegraph Point - multi-year project - Allocated Amount 2018-19 - \$4,000,000	Water and Sewer (Infrastructure Delivery)	1. Deliver project according to approved project plan (Small towns sewerage program - provision of centralised sewerage systems for Telegraph Point)	1. 100%	1. 100%	On target. This project continues from previous FY's. A tender for the construction of the 3 villages Sewer Schemes was awarded at the August Ordinary Council meeting. Construction commencement Oct 2018 and continue to 2020.
4.1.3.06 CW Area 15 (Lakewood/Kew) - sewerage upgrade to provide for future development - multi-year project - Allocation Amount - \$424,000	Water and Sewer (Infrastructure Delivery)	1. Deliver project according to approved project plan (Area 15 (Lakewood/Kew) - sewerage upgrade)	1. 100%	1. 100%	On target. (to continue into 2019-2020 and through into 2020-2021) PMHC partnering with NSW Public Works Advisory for the delivery of this project. NSW Public Works Advisory progressing with project management for the detailed design and delivery of this STP upgrade. The design and investigations phase is programmed to continue into the 2019-2020 FY. The construction phase of this project is estimated to commence not before early 2020 based on current project status.

**Community Strategic Plan:** 4.1 Provide (appropriate) infrastructure and services including water cycle management, waste management, and sewer management

**Delivery Program 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 Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.1.3.13 CW Undertake future Sewerage design works as required - Allocated Amount 2018-19 - \$102,200	Water and Sewer	1. Complete future sewerage design works as required	1. 100%	1. 100%	Achieved. Works completed as required.
4.1.3.15 CW Commencement of the construction of the Area 14 reclaimed Inlet trunk main (DN250), Bonny Hills - Allocated Amount 2018-19 - \$1,100,000	Water and Sewer, (Infrastructure Delivery)	1. Deliver project according to approved project plan (Reclaimed Water - Area 14 Reclaimed Trunk Main)	1. 100%	1. 100%	See item 4.1.1.13 CW
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	Water and Sewer (Infrastructure Delivery)	1. Deliver project according to approved project plan (Sewer Rising Main from Camden Haven Sewer Pump Station #1)	1. 100%	1. 100%	Achieved. This project incorporated the upgrade to the sewer rising main and water main servicing the Dunbogan STP. Completion ahead of program in May 2019.
4.1.3.18 CW Preconstruction of Thrumster Sewerage treatment Plant (Area 13) - Phase 1 - 20000EP - Allocated Amount 2018-19 - \$511,000	Water and Sewer	1. Deliver project according to approved project plan (Preconstruction of Thrumster Sewerage Treatment Plant (Area 13))	1. 100%	1. 50%	Behind target. This project has been included as a high priority with Integrated Water Cycle Management project engagement with Public Works Advisory and includes Environmental Impact Statement and feasibility assessment of different options for Thrumster and the Port Macquarie STPs that can cater for growth in the Port Macquarie area.
4.1.3.19 CW Sewer Treatment Plant (STP) Road Resurfacing	Water and Sewer	1. Deliver project according to approved project plan (Sewer Treatment Plant (STP) Road Resurfacing)	1. 100%	1. 100%	Achieved. Road resurfacing at Port Macquarie and Bonny Hills Wastewater Treatment Plant complete.

**Community Strategic Plan:** 4.1 Provide (appropriate) infrastructure and services including water cycle management, waste management, and sewer management

**Delivery Program 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 Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.1.3.20 CW Wauchope Sewer Treatment Plant (STP) Office Construction	Water and Sewer	1. Deliver project according to approved project plan (Wauchope Sewer Treatment Plant (STP) Office Construction)	1. 100%	1. 100%	Achieved. Wauchope Wastewater Treatment Plant demountable office has been installed and is now functional.
4.1.3.27 CW Camden Haven Reticulation Augmentation Allocated Amount - \$930,390	Water and Sewer, (Infrastructure Delivery)	1. Deliver project according to approved project plan (Camden Haven Reticulation Augmentation)	1. 100%	1. 100%	Achieved. Works complete on Sewer Pump Station No1 rising main upgrades to Camden haven Sewer Treatment Plant.
4.1.3.28 CW Laurieton Sewer Rising Main SPS#1 to Dunbogan Bridge - \$930,390	Water and Sewer, (Infrastructure Delivery)	1. Deliver project according to approved project plan (Laurieton Sewer Rising Main SPS#1 to Dunbogan Bridge)	1. 100%	1. 100%	Achieved. Construction completed June 2019.

**Delivery Program Objective:** 4.1.4 Develop and implement annual maintenance and preventative works program for sewerage assets

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.1.4.1 CW Programmed replacement of Sewer Pumps and Electrical switchboards at Sewage Pump Stations	Water and Sewer	1. Deliver project according to approved project plan (Programmed replacement of Sewer Pumps and Electrical switchboards at Sewage Pump Stations)	1. 100%	1. 100%	Achieved. All replacements of sewer pumps and electrical switchboards has been undertaken as programmed.



**Community Strategic Plan:** 4.1 Provide (appropriate) infrastructure and services including water cycle management, waste management, and sewer management

**Delivery Program Objective:** 4.1.4 Develop and implement annual maintenance and preventative works program for sewerage assets

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.1.4.4 CW Carry out programmed replacement of Sewer Treatment Plant electrical and mechanical assets including instruments	Water and Sewer	1. Deliver project according to approved project plan (Carry out programmed replacement of Sewer Treatment Plant electrical and mechanical assets)	1. 100%	1. 100%	Achieved. Programmed replacement/refurbish of mechanical and electrical assets at Councils Sewage Treatment Plants complete.
4.1.4.5 CW Conduct sewer assets replacement and maintenance program for odour control installations, Sewer Rehabilitation Renewal and Relining Works	Water and Sewer	1. Deliver project according to approved project plan (Conduct sewer assets replacement and maintenance program)	1. 100%	1. 100%	Achieved. Annual programs of works (Sewer Rehabilitation, Sewer Relining, Odour Control ) completed in accordance with project plans within the constraints of work priorities including operational response, resourcing availability, corporate priorities, environmental and social drivers. For 19/20 delivery of these annual programs of work will further define work programs and priorities which will also assist in reporting.

**Delivery Program Objective:** 4.1.5 Work towards planning, investigation, design, construction of stormwater assets

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.1.5.06 CW Black Swan Terrace - Stormwater detention facility - Adopted 2017-18 - \$300,000	Transport and Stormwater Network	1. Deliver project according to approved project plan (Black Swan Terrace - Stormwater detention facility)	1. 100%	1. 80%	Behind schedule. Project awaiting outcome from Dam Safety Committee and final design report delayed by service clashes.
4.1.5.07 CW Continue stormwater remediation - Calwalla Crescent - Allocated Amount 2018-19 - \$275,000	Transport and Stormwater Network, (Infrastructure Delivery)	1. Deliver project according to approved project plan (Continue stormwater remediation - Calwalla Crescent)	1. 100%	1. 85%	Behind schedule. Design phase complete. Construction commenced in July 2019 with expected completion prior to end of 2019 (subject to weather)

**Community Strategic Plan:** 4.1 Provide (appropriate) infrastructure and services including water cycle management, waste management, and sewer management  
**Delivery Program Objective:** 4.1.6 Develop and implement annual maintenance and renewal programs for stormwater assets

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.1.6.01 CW Stormwater line maintenance and repairs, Andrew's Park Wauchope - Adopted 2017-18 - \$100,000	Transport and Stormwater Network	1. Deliver program according to approved schedule (Andrews Park, Wauchope)	1. 100%	1. 100%	Achieved. Works completed.
4.1.6.02 Settlement Shores canals - undertake maintenance as required	Transport and Stormwater Network	1. Settlement shore canal maintenance undertake in accordance with customer requests on a reactive basis	1. 100%	1. 100%	Achieved. Tasks being undertaken as per established procedures.
4.1.6.04 Broadwater canals - undertake maintenance	Transport and Stormwater Network	1. Undertake canal maintenance works in accordance with the rolling priority program and risk management processes.	1. 100%	1. 100%	Achieved. Tasks being undertaken as per established procedures.
4.1.6.05 Settlement Shores canals - Major Maintenance and Dredging	Transport and Stormwater Network	1. Complete Settlement Shores canals dredging	1. 100%	1. 100%	On target. Contractor selected and endorsed at November 2018 Council Meeting. Contractor will begin works in July 2019 - noting that this will automatically result in a carryover of funding into the 2019-2020 financial year.

**Community Strategic Plan:** 4.1 Provide (appropriate) infrastructure and services including water cycle management, waste management, and sewer management  
**Delivery Program Objective:** 4.1.6 Develop and implement annual maintenance and renewal programs for stormwater assets

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.1.6.07 CW Carry out the Stormwater Renewal Program - Allocated Amount 2018-19 - \$646,930	Transport and Stormwater Network	1. Deliver program according to approved schedule (Stormwater Renewal)	1. 100%	1. 100%	On target. The 2018-19 Stormwater Renewal program includes the following projects and status: Planning Phase (Stormwater Relining): Fairmont Gardens, Wauchope (subject to funding) Completed (Stormwater Relining): 559 Ocean Dr, North Haven Bell St, Dunbogan 5 Cook St, North Haven Andrews Park, Wauchope (OP Item) Repairs to the stormwater line underneath Andrews Park, Wauchope were completed in November 2018. The Fairmont Gardens stormwater line contains many sinkholes under the sportsfield. The project requires further investigation (stormwater camera) before quotation and the commencement of works. The programme is on track for completion in June 2019.
4.1.6.08 CW Investigation of Stormwater Remediation Options - Panorama Drive Catchment - Allocated Amount 2018-19 - \$50,000	Transport and Stormwater Network, (Infrastructure Delivery)	1. Deliver project to approved project plan (Stormwater Remediation Options - Panorama Drive Catchment)	1. 100%	1. 100%	Achieved. This project involves the development of a concept design only to address stormwater issues at this location. Design phase complete.
4.1.6.09 CW Construction of Stormwater Flooding Mitigation measures - Rodley Street Bonny Hills - Allocated Amount 2018-19 - \$700,000	Transport and Stormwater Network, (Infrastructure Delivery)	1. Deliver project to approved project plan (Stormwater Flooding Mitigation measures - Rodley Street Bonny Hills)	1. 100%	1. 100%	On target. Multi year project. Construction commenced in May 2019 and expected to be complete in late 2019.
4.1.6.10 Stormwater Asset Management Condition Rating of stormwater assets	Transport and Stormwater Network	1. Deliver project to approved project plan (Condition Rating of stormwater assets)	1. 100%	1. 100%	Achieved. Capture of stormwater condition data is ongoing, with the results being used to guide stormwater renewal program development and to identify and prioritise future maintenance activities.

**Community Strategic Plan:** 4.1 Provide (appropriate) infrastructure and services including water cycle management, waste management, and sewer management

**Delivery Program Objective:** 4.1.6 Develop and implement annual maintenance and renewal programs for stormwater assets

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.1.6.11 CW Investigation of Stormwater Remediation options - Bellbowrie/Bay Street Catchment Allocated Amount 2018-19 - \$50,000	Transport and Stormwater Network, (Infrastructure Delivery)	1. Deliver project to approved project plan (Stormwater Remediation options - Bellbowrie/Bay Street)	1. 100%	1. 100%	On target. This design only project is underway and progressing towards completion in Aug 2019.
4.1.6.12 CW Stormwater Remediation Designs – various Designs of drainage improvement works - Allocated Amount 2018-19 - \$20,000	Transport and Stormwater Network	1. Deliver project to approved project plan (Stormwater Remediation Designs – various designs)	1. 100%	1. 100%	On target. Designs to be prioritised and completed in response to operational needs identified during the financial year in accordance with the established stormwater drainage risk assessment process.
4.1.6.13 CW Construction of Stormwater Remediation measures - Stage 2 - Batar Creek Road Kendall - Allocated Amount 2018-19 - \$320,000	Transport and Stormwater Network, (Infrastructure Delivery)	1. Deliver project to approved project plan (Stormwater Remediation measures - Stage 2 - Batar Creek Road Kendall)	1. 100%	1. 100%	Achieved. Construction commenced during Aug 2018 and be completed by Oct 2018. Supplementary works also completed Dec 2018.
4.1.6.15 CW Detailed Designs of Stormwater Remediation measures identified in the Westport Stormwater Management Plan - Gordon Street to Buller Street PMQ - Allocated Amount 2018-19 - \$300,000	Transport and Stormwater Network, (Infrastructure Delivery)	1. Deliver project to approved project plan (Detailed Designs of Stormwater - Gordon Street to Buller Street Port Macquarie) - Allocated Amount 2018 -19 - \$300,000	1. 100%	1. 100%	On target. Stormwater catchment analysis and design phase progressing. Multi year project
4.1.6.16 CW Stormwater Remediation - 10 Dilladerry Cr, Port Macquarie - Detailed Design - Adopted 2017-2018 - \$125,056	Transport and Stormwater Network, (Infrastructure Delivery)	1. Deliver project to approved project plan (Stormwater Remediation - 10 Dilladerry Cr, Port Macquarie)	1. 100%	1. 100%	On target. This design only project continues from 2017-2018 FY. Design now complete. The construction phase of this project will be delivered in conjunction with the Calwalla Cr project.

**Community Strategic Plan:** 4.1 Provide (appropriate) infrastructure and services including water cycle management, waste management, and sewer management

**Delivery Program Objective:** 4.1.6 Develop and implement annual maintenance and renewal programs for stormwater assets

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.1.6.17 CW Stormwater Remediation - Lincoln Rd/Racewyn Close - Detailed Design - Adopted 2017-2018 - \$100,000	Transport and Stormwater Network, (Infrastructure Delivery)	1. Deliver project to approved project plan (Stormwater Remediation - Lincoln Rd/Racewyn Close - Detailed Design)	1. 100%	1. 100%	Achieved. Design underway since 2017-2018 FY. (design only project) Design completed May 2019. No construction phase presently proposed for this project.

**Delivery Program Objective:** 4.1.7 Develop and implement effective waste management strategies

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.1.7.01 CW Kingfisher Waste Depot - Commence construction for expansion (upgrade and expansion - multi-year project) Allocated Amount 2018-19 - \$1,000,000	Environmental Services, (Infrastructure Delivery)	1. Deliver project according to approved project plan (Kingfisher Waste Depot - Commence construction for expansion)	1. 100%	1. 100%	On target. Detailed design phase near completion. The design phase is expected to continue until August 2019 with construction to continue into 2019-20 FY. This is a multi-year project.
4.1.7.02 Deliver a resident, commercial & industrial education program to encourage source separation of waste	Environmental Services	1. Deliver the Waste Education program by 30 June	1. 100%	1. 100%	Achieved. Delivered educational waste programmes to 17 local schools educating 3,500 primary students about avoid, reducing and recycling waste.
4.1.7.03 Ensure continuing kerb-side domestic waste collection	Environmental Services	1. Deliver domestic waste collection service	1. 100%	1. 100%	Achieved.
4.1.7.04 Provide drop-off waste services and recycling facilities at Kingfisher, Kew, Cairncross, Comboyne, Wauchope	Environmental Services	1. Deliver drop-off waste services – waste transfer stations	1. 100%	1. 100%	Achieved.
4.1.7.05 Provision of commercial waste collection services	Environmental Services	1. Deliver commercial waste collection service	1. 100%	1. 100%	Achieved.
4.1.7.06 Operate Kingfisher and Cairncross Waste Depots to process and dispose of waste to landfill	Environmental Services	1. Processing and disposal of waste including organics	1. 100%	1. 100%	Achieved. Cairncross waste operations and landfill continue to operate to a high standard providing and supporting waste services for the community and local businesses

**Community Strategic Plan:** 4.1 Provide (appropriate) infrastructure and services including water cycle management, waste management, and sewer management  
**Delivery Program Objective:** 4.1.7 Develop and implement effective waste management strategies

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.1.7.07 Continue to provide waste collection for public places – town centres and parks and provide waste collection for public events (as required)	Environmental Services	1. Deliver public space waste collection service	1. 100%	1. 100%	Achieved. Continuing to deliver waste disposal services for public reserves and areas for the local region
4.1.7.08 CW Wauchope Transfer Station - Replacement of three transfer bins - Allocated Amount 2018-19 - \$50,000	Environmental Services	1. Deliver project according to approved project plan (Wauchope Transfer Station - Replacement of three transfer bins)	1. 100%	1. 100%	Achieved.
4.1.7.09 Illegal Dumping Clean Up / Prevention Program	Environmental Services	1. Illegal Dumping Clean Up / Prevention Program delivered	1. 100%	1. 100%	On target. Further communication and marketing planned for 2019.
4.1.7.10 Preparation for Multi Dwelling Organics Recovery Project	Environmental Services	1. Preparation of the Multi Dwelling Organics Recovery Project underway	1. 100%	1. 0%	Not available. This project has been deferred until 2019-2020 due to China National Sword (recycling).
4.1.7.11 CW Kingfisher Waste Depot - Finalise Development Application and Design	Environmental Services (Infrastructure Delivery)	1. Deliver project according to approved project plan (Kingfisher Waste Depot - Finalise Designs)	1. 100%	1. 100%	On target. Detailed design phase due for completion in August 2019. This is a multiyear project and will continue into the 2019-2020 reporting period.
4.1.7.12 CW Cairncross Waste Depot - Facility Upgrade and Expansion Approvals	Environmental Services	1. Deliver project according to approved project plan (Cairncross Waste Depot - Facility Upgrade and Expansion Approvals)	1. 100%	1. 100%	On target
4.1.7.13 Port Macquarie Hastings Fishing Litter Project	Environmental Services	1. Port Macquarie Hastings Fishing Litter Project delivered	1. 100%	1. 100%	Achieved. Completed in June 2019. Final report submitted to the EPA.

**Community Strategic Plan:** 4.2 Aim to minimise the impact of natural events and climate change, for example, floods, bushfires and coastal erosion

**Delivery Program Objective:** 4.2.1 Develop and implement Coastal, Estuary, Floodplain, and Bushfire management plans

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.2.1.01 Deliver annual maintenance programs for bushfire risk mitigation works on Council land in accordance with the Bush Fire Risk Management Plan (BFRMP) - adopted by NSW Rural Fire Service	Environmental Services	1. Deliver project according to approved project plan (Annual maintenance programs for bushfire risk mitigation works on council land)	1. 100%	1. 100%	Achieved. The overall program was delivered with the exception of capital projects associated with legislation changes and contractor availability.
4.2.1.02 (a) Continue to implement Floodplain Risk Management Plan	Environmental Services	1. Implementation of Floodplain risk management actions underway	1. 100%	1. 0%	Refer to 4.2.1.4 and 4.2.1.5.
4.2.1.03 Undertake development of Coastal Management Plans (Coastal Management Program)	Environmental Services	1. Development of Coastal Management Plans complete (Coastal Management Program)	1. 100%	1. 50%	Behind schedule. Development of the overarching Coastal Management Program is dependant on funding. Grant funding being sought. Scoping study commenced in-house. Operational Plan action to continue into 2019-2020.
		2. Development of Estuary Management Plans complete (Coastal Management Program)	2. 100%	2. 50%	Behind schedule. Development of the overarching Coastal Management Program is dependant on funding. Grant funding being sought. Scoping study commenced in-house. Operational Plan action to continue into 2019-2020.
4.2.1.04 Wrights and Yarranabee Creeks Flood Study - Update to include Urban Drainage Systems	Environmental Services	1. Wrights and Yarranabee Creeks Flood Study complete	1. 100%	1. 70%	Behind target. Flood study presented to the December 2018 Ordinary Council Meeting, however due to policy change (climate change) further modelling mapping is required. Operational Plan action will continue into 2019-2020.

**Community Strategic Plan:** 4.2 Aim to minimise the impact of natural events and climate change, for example, floods, bushfires and coastal erosion

**Delivery Program Objective:** 4.2.1 Develop and implement Coastal, Estuary, Floodplain, and Bushfire management plans

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.2.1.05 North Brother Local Catchments Flood Study	Environmental Services (Transport and Stormwater Network)	1. North Brother Local Catchments Flood Study underway	1. 100%	1. 100%	On target. Draft North Brother Local Catchment Flood Study report was placed on public exhibition during May/June 2019 and will be reported to the July 2019 Ordinary Council Meeting for adoption. Stage 2, being the commencement of the North Brother Local Catchments Floodplain Risk Management Study will commence following that time.
4.2.1.06 Undertake the Flood Mitigation Maintenance Program	Environmental Services (Transport and Stormwater Network)	1. Flood Mitigation Maintenance Program delivered	1. 100%	1. 100%	Achieved. Works have been undertaken by Operational Maintenance teams within the current financial year.
4.2.1.07 CW Implementation of strategies of Lake Cathie Coastal Zone Management Plan - Stormwater Repair	Environmental Services	1. Implementation of strategies of Lake Cathie Coastal Zone Management Plan underway - Stormwater Repairs	1. 100%	1. 100%	Achieved. Middle Rock and Chapana St stormwater outlets repair complete.
4.2.1.08 CW Lake Cathie Illaroo Road Revetment Wall Funding Model	Environmental Services	1. Lake Cathie Illaroo Road Revetment Wall Funding Model complete	1. 100%	1. 60%	Behind schedule. The cost benefit analysis is currently being reviewed by the Office of Environment and Heritage team. Funding model due to start and the Operational Plan action to continue into 2019-2020 with finalisation expected be end of 2019.
4.2.1.09 Undertake Detailed Hibbard Floodway Investigations	Environmental Services	1. Detailed Hibbard Floodway Investigations commenced	1. 100%	1. 100%	On target. Flood study exhibited during June 19 and will be reported to Council at July 19 meeting.



**Community Strategic Plan:** 4.2 Aim to minimise the impact of natural events and climate change, for example, floods, bushfires and coastal erosion

**Delivery Program Objective:** 4.2.1 Develop and implement Coastal, Estuary, Floodplain, and Bushfire management plans

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.2.1.11 CW Continue to implement Strategies of Lake Cathie Coastal Zone Management Plan (CZMP) – including the Stormwater Redirection (Illaroo Rd to Lake Cathie) Allocated Amount 2018-19 \$720,000		1. Commence works for the redirection of stormwater infrastructure from Illaroo to Lake Cathie as per Lake Cathie Coastal Zone Management Plan	1. 100%	1. 100%	On target. Project funding variation with Office of Environment and Heritage underway to address contamination issue and project scope adjusted accordingly. Works will continue to deliver this project into 2019-2020.

**Community Strategic Plan:** 4.3 Facilitate development that is compatible with the natural and built environment

**Delivery Program Objective:** 4.3.1 Undertake transparent and efficient development assessment in accordance with relevant legislation

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.3.1.1 Ensure development assessment, building certification and subdivision certification activities are completed efficiently and in accordance with legislation	Development Assessment	1. Capture the number of applications and processing times, together with a commentary on development trends and report to Council quarterly	1. 100%	1. 100%	Achieved. Determined applications for the 1 July 2018 to June 2019 include: 1,034 Development Applications with an average processing time of 42 days, 177 Development Applications Modifications (\$4.55) with an average processing time of 35 days, 523 Building Construction Certificates with an average processing time of 10 days and 75 Complying Development Certificates with an average processing time of 12 days.
4.3.1.2 Ensure the Development Assessment Panel operates in accordance with their charter and all applications are accurately determined	Development Assessment	1. Have no successful legal appeals relating to process errors	1. 100%	1. 100%	Achieved. No legal appeals have been received during the reporting period.

**Community Strategic Plan:** 4.4 Plan for integrated transport systems that helps people get around and link our communities

**Delivery Program 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 Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.4.1.02 Develop a Regional Integrated Transport Strategy - multi-year project	Transport and Stormwater Network	1. Deliver project according to approved project plan (Develop a Regional Integrated Transport Strategy)	1. 100%	1. 80%	Behind schedule. Project has been delayed due to the Orbital Community Engagement Project.
4.4.1.03 CW Construct multiple footpath/cycleway projects throughout the local government area (LGA) - Allocated Amount 2018-19 - \$500,000	Transport and Stormwater Network, (Infrastructure Delivery)	1. Deliver program according to approved schedule (Construct multiple footpath/cycleway projects)	1. 100%	1. 100%	Achieved. Works completed on priority footpath construction works at Central Road, and Hill St Port Macquarie and Ocean Dr and The Parade, North Haven and Kendall Rd at Kew so far in year to date. Preliminary works to continue in 19/20FY on stage 2 of footpath works on Hill Street Port Macquarie.
4.4.1.05 CW Wauchope Main Street, Improvements to pedestrian amenity - Stage 1 Construction - multi-year project - Adopted 2017-18 - \$126,000	Transport and Stormwater Network, (Infrastructure Delivery)	1. Deliver project according to approved project plan (Wauchope Main Street - Improvements to pedestrian amenity - Stage 1 Construction)	1. 100%	1. 100%	On target. Construction continuing with works now underway on northern side of High Street. This project will continue into 2019-2020 FY as a multiyear project.
4.4.1.06 CW Comboyne Road – Continue construction to replace bridge over Hartys Creek Id No.09 - multi-year project - Allocated Amount 2018-19 - \$700,000	Transport and Stormwater Network, (Infrastructure Delivery)	1. Deliver project according to approved project plan (Comboyne Road - Commence construction to replace bridge over Hartys Creek Id No.09)	1. 100%	1. 100%	Achieved. This project continued from the 2017-2018 FY. Construction works complete with the 10 day full road closure for the installation of the new bridge structure successfully completed during Nov 2018.
4.4.1.10 CW Lake Road - continuation of detailed design of dual lanes - Jindalee to Fernhill intersections and Chestnut Road to Ocean Drive - multi-year project	Transport and Stormwater Network, (Infrastructure Delivery)	1. Deliver project according to approved project plan (Lake Road - continuation of detailed design of dual lanes)	1. 100%	1. 75%	Behind schedule. This design only project continues from 2017-2018 FY. Design is now progressing towards anticipated completion in Aug 2019 due to additional traffic study investigations required to inform the detailed designs.

**Community Strategic Plan:** 4.4 Plan for integrated transport systems that helps people get around and link our communities

**Delivery Program 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 Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
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)	1. Deliver project according to approved project plan (Design Stages 5 and 6 of Beechwood Road reconstruction)	1. 100%	1. 85%	Behind schedule. This design only project is progressing with additional flood modelling now completed the finalisation of the designs is underway. Design completion is now expected in Sept 2019.
4.4.1.13 CW Hastings River Drive - Hughes Place to Boundary Street upgrade - Detailed design - multi-year project - Adopted 2017-18 - \$800,000	Transport and Stormwater Network, (Infrastructure Delivery)	1. Deliver project according to approved project plan (Hastings River Drive - Hughes Place to Boundary Street upgrade)	1. 100%	1. 100%	On target. This project continues from 2017-2018 FY. Design phase works presently progressing towards completion in late 2019. This project will continue into the 2019-2020 FY. The construction of this segment of Hastings River Dr is subject to additional funding being allocated/secured
4.4.1.14 CW Continue construction for Hastings River Drive - Newport Island Road roundabout - Adopted 2017-18 - \$2,700,000	Transport and Stormwater Network, (Infrastructure Delivery)	1. Deliver project according to approved project plan (Hastings River Drive - Newport Island Road roundabout)	1. 100%	1. 100%	Achieved. Project complete and re opened to traffic ahead of schedule in Nov 2018.
4.4.1.21 CW Dunbogan Bridge - Reid Street - undertake substructure rehabilitation - multi-year project - Allocated Amount 2018-19 - \$1,500,000	Transport and Stormwater Network	1. Deliver project according to approved project plan (Dunbogan Bridge - Reid Street - undertake substructure rehabilitation)	1. 100%	1. 100%	On target. Construction contract awarded May 19. Contractor planning progressing on schedule for physical commencement in July/Aug 19.
4.4.1.22 CW Kindee Bridge - structural repairs and Bridge Replacement optioneering - multi-year project - Adopted 2017-18 - \$550,000	Transport and Stormwater Network	1. Deliver project according to approved project plan (Kindee Bridge - structural repairs (multi-year project)	1. 100%	1. 100%	On target. Initial repairs and detailed investigations complete. Stage 2 works planned to commence in Aug/ Sep 19.

**Community Strategic Plan:** 4.4 Plan for integrated transport systems that helps people get around and link our communities

**Delivery Program 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 Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.4.1.23 CW Roads Maritime Service Grants (RMS) - Safety Program and Active Transport Program (subject to grant funding, includes shared footpaths) Allocated Amount 2018-19 - \$500,000	Transport and Stormwater Network	1. Deliver project according to approved project plan (Roads Maritime Service Grants (RMS) - Safety Program and Active Transport Program)	1. 100%	1. 100%	On target. Funds being transferred to Wauchope Main Street upgrade project.
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 - \$1,500,000 (Floodplain Risk Mangt Plan Action)	Transport and Stormwater Network, (Infrastructure Delivery)	1. Deliver project according to approved project plan (Diamond Head Rd/The Boulevard Flood Access raising road)	1. 100%	1. 100%	On target. This multi year project continues from 2017-2018 FY and had grant funding for construction announced in early 2019. Construction tender currently advertised with expected construction commencement in Aug 2019.
4.4.1.30 Undertake review of the Parking Strategy	Transport and Stormwater Network	1. Complete Parking Strategy review	1. 100%	1. 0%	Deferred. Project has been deferred to 2019-2020 financial year in line with the Regional Integrated Transport Strategy development.
4.4.1.31 CW Deliver Bold Street Pedestrian Crossing Laurieton - Allocated Amount 2018-19 - \$347,000	Transport and Stormwater Network, (Infrastructure Delivery)	1. Deliver project according to approved project plan (Bold Street - Pedestrian Crossing Laurieton)	1. 100%	1. 85%	Behind s.schedule Design completion has been delayed as a result of the May Ordinary Council meeting. Determination on delivery for project is expected at July Ordinary Council meeting. Construction commencement now not expected prior to Sept 2019 at earliest.
4.4.1.32 Continue corridor planning - Kendall Road - Ocean Drive - Hastings River Drive regional road corridor (MR538 /MR600) - multi-year project	Transport and Stormwater Network	1. Corridor planning - Kendall Road - Ocean Drive- Hastings River Drive regional road corridor commenced	1. 100%	1. 100%	On target. Traffic counts undertaken in March 2019. Currently preparing tender documents for appointment of a suitable Contractor to assist with the project.

**Community Strategic Plan:** 4.4 Plan for integrated transport systems that helps people get around and link our communities

**Delivery Program 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 Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.4.1.33 CW Continue detailed designs - north of Miala Street to Orana Drive Lake Cathie - Adopted 2017-18 - \$250,000	Transport and Stormwater Network (Infrastructure Delivery)	1. Deliver project according to approved project plan (Detailed designs - north of Miala Street to Orana Drive Lake Cathie)	1. 100%	1. 85%	Behind schedule. This design only project continues from 2017-2018 FY. The design engagement process is progressing and a community engagement session has been completed and a council report was presented to the Dec 2018 Ordinary Council meeting summarising the community feedback. The council have resolved to update the concept design to include parking lanes and a supplementary community engagement activity is proposed to inform the community of the updated designs once completed. The detailed design for the project will then follow for section A (Southern portion of works, Miala to Fiona Crs) and continue in 2019-2020 FY. Target design completion has extended from Sept to Dec 2019.
4.4.1.34 CW Kew Main Street - Continue identified works. Detailed investigation and designs for car parking and assoc infrastructure works-Nancy Bird Walton Drv and Kendall Rd Adopted 2017-18 \$100,000	Transport and Stormwater Network (Infrastructure Delivery)	1. Deliver project according to approved project plan (Kew Main Street - undertake identified works)	1. 100%	1. 100%	On target. This project continues from 2017-2018 FY and will continue into 2019-2020 reporting period. Design phase of this project is ongoing and is expected to be completed in mid 2019 ahead of construction works. Recent funding announcement of construction from NSW State Government. The construction of this project would not commence prior to Sept 2019 based on current status.
4.4.1.35 Complete broad analysis of priorities for sealing of unsealed roads - multi-year project	Transport and Stormwater Network	1. Report outcomes to Council October 2018	1. 100%	1. 100%	Achieved.

**Community Strategic Plan:** 4.4 Plan for integrated transport systems that helps people get around and link our communities

**Delivery Program 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 Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.4.1.37 CW Local Roads Proactive Transport Program – Funds provided for the proactive maintenance of lower trafficked roads throughout the LGA - Allocated Amount 2018-19 - \$1,000,000	Transport and Stormwater Network	1. Deliver project according to approved project plan (Local Roads Proactive Transport Program)	1. 100%	1. 100%	Achieved. The 2018-19 Road Rehabilitation program includes the following projects and status: Completed: Bago Rd (Milligans to Herons Creek), Herons Creek (OP item) - final bitumen seal in September 2019 Beechwood Rd (Riverbreeze to Waugh), Wauchope (OP item) - final bitumen seal in September 2019 Colonial Cct, Wauchope Burrawan Dr, Wauchope Fairmont Dr, Wauchope Range St, Wauchope Bransdon St, Wauchope (final Asphalt layer to be placed on 3 July) Bay St, Port Macquarie Bellbowrie St, Port Macquarie The 2018-19 Reseal Programme includes the following projects and status: Completed: Lighthouse Beach Local Roads, Port Macquarie The reseals in the Lighthouse Beach area were completed in January - March 2019. Further resealing works were completed on Watonga St however resealing on Matthew Flinders will be postponed until September 2019 to avoid impacting on the Ironman event (May 2019).
4.4.1.40 CW Bago Road - Pavement Rehabilitation Programme (Milligans Rd to Pacific Highway) Allocated Amount 2018-19 - \$2,037,243	Transport and Stormwater Network	1. Deliver project according to approved project plan (Bago Road - Pavement Rehabilitation Programme)	1. 100%	1. 100%	On target. Bago Rd (Milligans to Herons Creek), Herons Creek (OP item) - final bitumen seal in September 2019

**Community Strategic Plan:** 4.4 Plan for integrated transport systems that helps people get around and link our communities

**Delivery Program 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 Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.4.1.41 CW Beechwood Road – Pavement rehabilitation east of Riverbreeze Drive	Transport and Stormwater Network	1. Deliver project according to approved project plan (Beechwood Road – Pavement rehabilitation)	1. 100%	1. 100%	On target. Beechwood Rd (Riverbreeze to Waugh), Wauchope (OP item) - final bitumen seal in September 2019
4.4.1.42 CW John Oxley Drive Upgrade – Detailed Design – The Ruins Way to Wrights Road (Oxley Highway) - Allocated Amount 2018-19 - \$500,000	Transport and Stormwater Network, (Infrastructure Delivery)	1. Deliver project according to approved project plan (John Oxley Drive Upgrade – Detailed Design)	1. 100%	1. 100%	On target. (multi year project) This design only project is underway and is expected to continue into 2019 in conjunction with Council's broader transport network strategic planning and prioritisation. Traffic study is being updated following the opening of new Bunnings and fed into design considerations. The design phase of this project is expected to continue into early 2020.
4.4.1.44 Conduct sealed road network condition survey	Assets and Property Investment	1. Complete transport asset data survey by 30 June 2019	1. 100%	1. 100%	Achieved. Project scope developed. Contractor engaged and data collection commenced. High speed laser data and visual data collection complete. Falling weight deflectometer (FWD) data collection and additional data analysis outstanding. FWD was not required at this time, as the High Speed Laser data and Visual Inspection data gave us sufficient information to make informed decisions on our forwards works program.
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	1. Deliver project according to approved project plan (Ocean Drive duplication - Matthew Flinders Drive to Greenmeadows)	1. 100%	1. 100%	On target. Business case currently being reviewed by TfNSW. Construction funding announced in the NSW State budget.

**Community Strategic Plan:** 4.4 Plan for integrated transport systems that helps people get around and link our communities

**Delivery Program 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 Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.4.1.46 CW Design and investigations for Gordon Street Pavement Reconstruction and Service Relocations - between Ocean Drive and Horton Street - Allocated Amount 2018-19 - \$200,000	Transport and Stormwater Network, (Infrastructure Delivery)	1. Deliver project according to approved project plan (Design and investigations for Gordon Street Pavement Reconstruction)	1. 100%	1. 100%	On target. (multiyear project) Design and investigations phase of this project expected to continue through to Nov 2019. Construction phase expected to commence in early 2020 based on current design status. This project will continue into the 2019/20 reporting period.
4.4.1.48 Development Contribution Plan (Roads) Review and Update	Transport and Stormwater Network	1. Deliver project according to approved project plan (Development Contribution Plan (Roads) Review and Update)	1. 100%	1. 80%	Behind schedule. Project scoping has been delayed due to other higher priority program activities. Planning commenced on producing interim contributions plan.
4.4.1.49 CW Transport and Traffic various design works - additional Transport and Stormwater Designs - Allocated Amount - 2018-19 - \$200,000	Transport and Stormwater Network	1. Deliver project according to approved project plan (Transport and Traffic various design works - additional Transport and Stormwater Designs)	1. 100%	1. 100%	Achieved. Design work continuing on Kew Main Street and various intersection across the LGA.
4.4.1.50 CW Wall Reserve car park sealing - Seal the access road to Wall Reserve - Allocated Amount - 2018-19 - \$71,000	Transport and Stormwater Network	1. Deliver project according to approved project plan (Wall Reserve Car park Sealing)	1. 100%	1. 100%	Achieved.



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**Delivery Program 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 Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.4.1.51 CW Installation of new bus shelters as per the Community Passenger Transport Infrastructure Grant Scheme (CPTIGS) Program - Allocated Amount 2018-19 - \$90,000	Transport and Stormwater Network	1. Bus shelter installations completed as per the program	1. 100%	1. 100%	Achieved. The 2018-2019 New Bus Shelter program includes the following projects and status: Planning Phase: 1 x Port Macquarie Airport (postponed) Completed: 1 x High St, Wauchope 1 x Cameron St, Wauchope 2 x Beechwood Rd, Beechwood 1 x Pacific Dr, Port Macquarie 1 x Ocean Dr, Port Macquarie 2 x Ocean Dr, Lake Cathie 1 x Granite St, Port Macquarie 3 x Greenmeadows Dr, Port Macquarie 1 x Hastings River Dr, Port Macquarie 1 x Pacific Dr, Port Macquarie 1 x High St, Wauchope 1 x Ocean Dr, West Haven Programme complete.
4.4.1.52 AUS-SPEC Review - Undertake a comprehensive review of Councils full suite of design and construction specifications - multi-year project	Transport and Stormwater Network	1. Deliver project according to approved project plan (AUS-SPEC Review)	1. 100%	1. 80%	Behind schedule. Implementation of revised specifications have been delayed by other higher priority projects.
4.4.1.53 Settlement Point Ferry and Hibbard Ferry - upgrade to ferry access and the installation of extra signage	Transport and Stormwater Network	1. Deliver project according to approved project plan (Settlement Point Ferry and Hibbard Ferry - upgrade to ferry access and the installation of extra signage)	1. 100%	1. 100%	On target. The project is still progressing according to the approved program plan although as it had been delayed due to wet weather. Road maintenance works to be completed in July on the northern side of Settlement Point Ferry and signage is currently under review waiting comment on community consultation. Project will continue into 2019-2020.

**Community Strategic Plan:** 4.4 Plan for integrated transport systems that helps people get around and link our communities

**Delivery Program 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 Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.4.1.54 North South Link Road - ongoing design/preconstruction (multi-year project) (including Orbital Road Study - Ocean Drive - Hastings River Drive)	Transport and Stormwater Network	1. Deliver project according to approved project plan (North South Link Road - ongoing design/preconstruction - including Orbital Road Study - Ocean Drive - Hastings River Drive)	1. 100%	1. 100%	Achieved.
4.4.1.55 CW Beach to Beach - shared path project at Camden Haven	Transport and Stormwater Network (Infrastructure Delivery)	1. Deliver project according to approved project plan (Beach to Beach - shared path project at Camden Haven)	1. 100%	1. 100%	On target. Construction of Stage D9 of pathway practically complete. GHD have been engaged to undertake an alignment feasibility study and environmental pathways assessment for the remaining sections of path.
4.4.1.56 CW Wrights Road to Port Macquarie CBD - shared path	Transport and Stormwater Network (Infrastructure Delivery)	1. Deliver project according to approved project plan (Wrights Road to Port Macquarie CBD - shared path)	1. 100%	1. 100%	Achieved. (design only project) Design complete.
4.4.1.57 CW Lighthouse Road Tourism Connectivity Project - Commence Lighthouse road east upgrades - Matthew Flinders Drive to The Lighthouse	Transport and Stormwater Network	1. Deliver project according to approved project plan (Commence Lighthouse Road east upgrades - Matthew Flinders Drive to The Lighthouse)	1. 100%	1. 100%	On target. Project being delivered in accordance with approved project plan - construction commenced and will continue into 2019-20.
4.4.1.58 Orbital Road Engagements - Undertake Orbital Road Community Engagement	Transport and Stormwater Network	1. Orbital Road Community Engagement undertaken	1. 100%	1. 100%	Achieved.

**Community Strategic Plan:** 4.4 Plan for integrated transport systems that helps people get around and link our communities

**Delivery Program 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 Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.4.1.59 CW Gordon/Horton Street - intersection upgrade - details designs	Transport and Stormwater Network	1. Deliver project according to approved project plan (Gordon/Horton Street - intersection upgrade - details designs)	1. 100%	1. 100%	On target. Design work commenced.
4.4.1.73 CW Telegraph Point Pedestrian Safety Upgrades - New footpaths and pedestrian refuges on Mooney Street - Allocated Amount \$698,000	Transport and Stormwater Network	1. Deliver project according to approved project plan (Telegraph Point Pedestrian Safety Upgrades)	1. 100%	1. 100%	On target. Project planning complete. Detailed design works commenced.

**Community Strategic Plan:** 4.4 Plan for integrated transport systems that helps people get around and link our communities

**Delivery Program Objective:** 4.4.2 Develop and implement annual maintenance and renewal programs for transport assets

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.4.2.1 CW Undertake road resurfacing and rehabilitation works throughout the local government area in accordance with the rolling priority program and roads maintenance hierarchy	Transport and Stormwater Network	1. Complete road resurfacing and rehabilitation works in accordance with the rolling priority program and roads maintenance hierarchy	1. 100%	1. 100%	Achieved. The 2018-19 Road Rehabilitation program includes the following projects and status: Completed: Bago Rd (Milligans to Herons Creek), Herons Creek (OP item) - final bitumen seal in September 2019 Beechwood Rd (Riverbreeze to Waugh), Wauchope (OP item) - final bitumen seal in September 2019 Colonial Cct, Wauchope Burrawan Dr, Wauchope Fairmont Dr, Wauchope Range St, Wauchope Bransdon St, Wauchope (final Asphalt layer to be placed on 3 July) Bay St, Port Macquarie Bellbowrie St, Port Macquarie The 2018-19 Reseal Programme includes the following projects and status: Completed: Lighthouse Beach Local Roads, Port Macquarie The reseals in the Lighthouse Beach area were completed in January - March 2019. Further resealing works were completed on Watonga St however resealing on Matthew Fiinders will be postponed until September 2019 to avoid impacting on the Ironman event (May 2019).
4.4.2.2 Carry out annual unsealed road maintenance program including resheeting, grading, drainage and vegetation and rural roadside vegetation clearing	Transport and Stormwater Network	1. In accordance with adopted programs and reactive maintenance requirements based on risk (annual unsealed road maintenance program)	1. 100%	1. 100%	Achieved. Works delivered on budget. Works schedule based on inspections and assessment criteria from Council's road risk rating and road hierarchy systems.

**Community Strategic Plan:** 4.4 Plan for integrated transport systems that helps people get around and link our communities

**Delivery Program Objective:** 4.4.2 Develop and implement annual maintenance and renewal programs for transport assets

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.4.2.3 Carry out annual sealed road network maintenance program including resurfacing, heavy patching, vegetation management, roadside furnishing and drainage	Transport and Stormwater Network	1. In accordance with adopted programs and reactive maintenance requirements based on risk (annual sealed road network maintenance program)	1. 100%	1. 100%	Achieved. Works delivered on budget. Works schedule based on inspections and assessment criteria from Council's road risk rating and road hierarchy systems.
4.4.2.4 Undertake bridges and culverts maintenance and repair program including inspections, monitoring and bridge repair works	Transport and Stormwater Network	1. In accordance with adopted programs and reactive maintenance requirements based on risk (bridges and culverts maintenance and repair program)	1. 100%	1. 100%	Achieved. Works delivered on budget. Works schedule based on inspections and assessment criteria from Council's road risk rating and road hierarchy systems.
4.4.2.5 Carry out reactive maintenance to Koala Food Trees and Koala Fencing on Link Rd (Ocean Dr)	Transport and Stormwater Network	1. In accordance with adopted programs and reactive maintenance requirements based on risk (reactive maintenance to Koala Food Trees and Koala Fencing)	1. 100%	1. 100%	Achieved. Works delivered on budget. Works schedule based on inspections and assessment criteria from Council's road risk rating and road hierarchy systems.
4.4.2.6 Bridgeworks and Road Rehabilitation Program - Undertake regular bridge and geotechnical road pavement tests to inform and develop programme	Transport and Stormwater Network	1. Deliver project according to approved project plan (Bridgeworks and Road Rehabilitation Program)	1. 100%	1. 100%	Achieved. Works delivered on budget. Works schedule based on inspections and assessment criteria from Council's bridge and road risk rating and road hierarchy systems.

**Community Strategic Plan:** 4.4 Plan for integrated transport systems that helps people get around and link our communities

**Delivery Program Objective:** 4.4.3 Develop and implement traffic and road safety programs

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.4.3.1 Develop a Road Safety Action Plan and undertake associated safety education and awareness programs identified in the plan (incl Westport Public School Zone installation and Bike Week)	Transport and Stormwater Network	1. Undertake road safety educational programs	1. 100%	1. 100%	Achieved. The following two projects have been delivered in accordance with Transport for NSW and Roads and Maritime Services guidelines: - Distracted Driver Action Plan Implementation - Safety Around Schools
4.4.3.2 Install and maintain street lights in accordance with identified priorities	Transport and Stormwater Network	1. Deliver street lighting program according to approved schedule and prioritisation	1. 100%	1. 100%	Achieved. Upgrade investigation, design and delivery undertaken in accordance with program.
4.4.3.3 Area-wide traffic study (multi-year project)	Transport and Stormwater Network	1. Deliver project according to approved project plan (Area-wide traffic study)	1. 100%	1. 100%	Achieved.

**Community Strategic Plan:** 4.5 Plan for integrated and connected communities across the Port Macquarie-Hastings area

**Delivery Program Objective:** 4.5.1 Carry out strategic planning to manage population growth and provide for co-ordinated urban development

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.5.1.07 Investigate LEP and DCP amendments for the proposed Yippin Creek urban release area to the west of Wauchope	Strategic Land Use Planning	1. Report recommended draft planning outcomes to Council by 30 June	1. 100%	1. 50%	Behind schedule. Project status considered as part of April 2019 report to Council on UGMS priorities and funding received from interested land owners. Consultants engaged for bushfire, flooding and stormwater. Fee proposals being assessed for biodiversity.
4.5.1.08 Commence preparation of Local Environmental Plan (LEP), Development Control Plan (DCP) and Contributions Plan (CP) provisions for the Port Macquarie Health and Education Precinct	Strategic Land Use Planning	1. Completion of a Project Plan for the LEP, DCP and CP process by 31 December 2018	1. 100%	1. 90%	Behind schedule. Master Plan exhibited but not yet reported to Council. Commencement of LEP, DCP and Contributions Plan amendments delayed.

**Community Strategic Plan:** 4.5 Plan for integrated and connected communities across the Port Macquarie-Hastings area**Delivery Program Objective:** 4.5.1 Carry out strategic planning to manage population growth and provide for co-ordinated urban development

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
		2. Implementation of key Stage 1 actions in accordance with the Project Plan by 30 June 2019	2. 100%	2. 50%	Behind schedule. Master Plan exhibited but not yet reported to Council. Commencement of LEP, DCP and Contributions Plan amendments delayed.
4.5.1.09 Commence Stage 1 of a comprehensive review of the Port Macquarie-Hastings Development Control Plan 2013 for completion in 2019-20	Strategic Land Use Planning	1. Completion of project planning, stakeholder engagement and support studies by 30 June 2019	1. 100%	1. 100%	Achieved. Project Planning commenced for a Stage 1 house-keeping review of DCP 2013. The NSW Department of Planning, Industry & Environment is developing a Standard DCP format that will be used by councils to guide the development of new DCPs into the future. This work will help inform the review of Council's DCP.
4.5.1.10 Commence a review of housing related Local Environmental Plan (LEP) and Development Control Plan (DCP) provisions to promote housing choice options	Strategic Land Use Planning	1. Preliminary support studies complete to inform the review by 30 June 2019	1. 100%	1. 75%	Behind schedule. Delay to the appointment of consultants due to the need to obtain revised fee proposals. Consultants expected to be appointed in July 2019 to undertake the preparation of the Local Housing Strategy. Project expected to be completed in 2019-2020.
4.5.1.11 Preparation of Local Environmental Plan (LEP), Development Control Plan (DCP) and Contributions Plan (CP) provisions for the "gateway sites" at the intersection of the Pacific and Oxley Hwy	Strategic Land Use Planning	1. Report to Council regarding proposed LEP, DCP and CP outcomes by 30 June 2019	1. 100%	1. 100%	On target. Public exhibition of the Planning Proposal for the Highway Service Centre, Planning Agreement and draft Highway Gateway Sites DCP provisions undertaken from 10 April to 13 May 2019. A report on the outcomes of exhibition process was presented to the June 2019 Council meeting and Council resolved to finalise the Planning Proposal, adopt the draft DCP and execute the planning agreement.

**Community Strategic Plan:** 4.5 Plan for integrated and connected communities across the Port Macquarie-Hastings area

**Delivery Program Objective:** 4.5.2 Plan for infrastructure that supports population growth

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.5.2.2 Commence a review of the Major Roads Contributions Plan (CP) and Water and Sewerage Development Servicing Plans (DSP) for completion in 2020	Strategic Land Use Planning	1. Preliminary support studies complete to inform the review and an update provided to Council by 30 June 2019	1. 100%	1. 90%	Behind schedule. Roads, water and sewerage works program under preparation as pre-cursor to contributions plan and DSP reviews.

**Community Strategic Plan:** 4.6 Restore and protect natural areas

**Delivery Program Objective:** 4.6.1 Develop and implement a range of programs for the environmental management of lands within the local government area

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
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	1. 20% of all plant nurseries in the local government area (LGA) inspected for invasive weeds 2. 240 ha land treated for invasive weeds 3. 300 properties inspected for invasive weeds 4. 600 km weed dispersal routes treated	1. 100% 2. 100ha 3. 300# 4. 600km	1. 0% 2. 624ha 3. 196# 4. 851km	Behind schedule. Due to resourcing constraints, this target has not been met.  Achieved.  Behind schedule. Due to resources constraints and recruiting processes, this program has not achieved its targets  Achieved.
4.6.1.02 Control feral animals on Council-controlled land	Environmental Services	1. Undertake feral animal control	1. 100%	1. 0%	Behind schedule. Delayed due to the requirement to review the action plan.
4.6.1.03 Implement riparian restoration works	Environmental Services	1. Undertake a minimum of 70 km (lineal) control	1. 70#	1. 329#	Achieved.



**Community Strategic Plan:** 4.6 Restore and protect natural areas

**Delivery Program Objective:** 4.6.1 Develop and implement a range of programs for the environmental management of lands within the local government area

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.6.1.04 In collaboration with community groups, such as Landcare, implement the Bushland Regeneration Program	Environmental Services	1. 1,200ha of bushland under active management	1. 1,200ha	1. 724ha	Behind schedule. Vacancies in this area have prevented this program from meeting target. The new Team Leader commenced in April 2019. However, there are now vacancies within the Bushland Regeneration Team that have meant the prescribed targets have not been met.
4.6.1.06 Inform and educate residents, industry and community groups about Council's tree management requirements within the Port Macquarie-Hastings 2013 Development Control Plan (DCP)	Recreation and Buildings	1. Develop and implement educational material and delivery program  2. Provide advice in accordance with service standards and industry best practice	1. 100%  2. 100%	1. 100%  2. 53%	Achieved. Educational material delivered via correspondence and conversations regarding different legislative requirements, including civil advice letters, Local Land Services, Office of Environment and Heritage jurisdiction, meetings with contractors and residents regarding Development Control Plan provisions and application process.  Behind target. Total number of Customer Requests received for the period from 1 July 2018 to 30 June 2019 was 1284. Of these, 974 (Public), 195 (Private) and 12 (Illegal tree removal/pruning). In addition there were 50 (Storm) and 6 (Rural Roads). 48 customer requests currently exceed service standard. This was impacted by a number of storm events resulting in tree damage during this reporting period. Additional information: 416 enquires (331 public phone and 87 private phone and email enquires). This does not include calls transferred from call centre to mobile or landline. In addition, there were 169 internal enquiries.

**Community Strategic Plan:** 4.6 Restore and protect natural areas

**Delivery Program Objective:** 4.6.1 Develop and implement a range of programs for the environmental management of lands within the local government area

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
		3. Undertake investigations in relation to all reported illegal tree works	3. 100%	3. 100%	Achieved. 59 illegal tree incidents reported and investigated during this reporting period from 1 July 2018 to 30 June 2019.
4.6.1.08 Undertake implementation of the Koala Management Strategy incl the Koala Management Project - Fire & Biodiversity Consort, the Koala Road Strike Project, Flood Mitigation Maintenance Prog	Environmental Services	1. Commence implementation of the identified actions in the Koala Management Strategy (incl Fire & Biodiversity Consort and Koala Road Strike Project)	1. 100%	1. 50%	Behind schedule. Resourcing constraints have led to only partial delivery of this project
4.6.1.09 Complete preparation of a Comprehensive Koala Plan of Management (CKPoM) for coastal areas in the Port Macquarie-Hastings	Strategic Land Use Planning	1. Report to Council following exhibition of a draft CKPoM by 30 September 2018	1. 100%	1. 90%	On target. Reported to Council following public exhibition in September 2018. Further investigation required on related legislation. Completion of the project is now expected in 2019.
4.6.1.10 Estuarine Lake Linkages - Protecting the Islands and Foreshores of the Camden Haven	Environmental Services	1. Undertake the Estuarine Lake Linkages program	1. 100%	1. 100%	Achieved. Estuarine lake Linkages project has been completed
4.6.1.11 Hastings River Streamflow and Rainfall Gauges	Environmental Services	1. Hastings River Streamflow and Rainfall Gauges	1. 100%	1. 0%	Behind target. Awaiting Crown Lands licence.

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

**Delivery Program Objective:** 4.7.1 Promote renewable energy outcomes within Council

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.7.1.2 CW Install solar energy systems at the Kew Waste Transfer Station and the Port Macquarie Reclaimed Water Treatment Plant	Environmental Services, Water and Sewer	1. Solar system installation at the Kew Waste Transfer Station complete	1. 100%	1. 0%	Deferred. Project and funding deferred to 2019-2020 financial year.

**Community Strategic Plan:** 4.7 Provide leadership in the development of renewable energy opportunities  
**Delivery Program Objective:** 4.7.1 Promote renewable energy outcomes within Council

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
		2. Solar system installation at the Port Macquarie Reclaimed Water Treatment Plant complete	2. 100%	2. 25%	Behind target. Public works were engaged to develop tender specifications. Delays with the submission of these documents to Council have caused delays. Specifications have now been completed and requests for quotation will go out in Q1 of 2019/20.
4.7.1.4 CW Undertake LED lighting upgrade to the Port Macquarie Council Office building and other public buildings - Allocated Amount 2018-19 - \$25,000	Recreation and Buildings	1. Complete LED lighting upgrade to the Port Macquarie Council office building	1. 100%	1. 100%	Achieved.
4.7.1.6 CW Install solar energy systems at selected existing Council facilities - Allocated Amount 2018-19 - \$100,000	Recreation and Buildings	1. Install solar energy systems at identified Council facilities	1. 100%	1. 80%	Behind schedule. Two nominated projects at the Wauchope and Kendall Pool have had all preliminary works completed. Procurement deferred. An internal review carried out by Governance and Procurement completed Budget line has been carried over to the 2019-20 FY so the projects can be delivered once approval has been given.
4.7.1.7 Develop feasibility for bulk street lighting upgrade to LED (Category V)	Assets and Property Investment	1. Complete feasibility assessment for bulk street lighting upgrade to LED (Category V)	1. 100%	1. 0%	Yet to commence. Subject to finalisation of Category V street lighting specifications by network distributor
4.7.1.8 Continue to implement and monitor the Long Term Energy Strategy	Assets and Property Investment	1. Provide six monthly update reports to Council on the status of the Long Term Energy Strategy	1. 100%	1. 100%	Achieved. 6-monthly update reports tabled at both the November 2018 and April 2019 Ordinary Council Meetings

**Community Strategic Plan:** 4.8 Increase awareness of issues affecting our environment, including the preservation of flora and fauna

**Delivery Program Objective:** 4.8.1 Ensure all Council operations comply with environmental standards and regulations

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.8.1.1 Operate and maintain water treatment plants in accordance with adopted maintenance programs and scheme requirements	Water and Sewer	1. Monitor plants continuously with plant breakdowns attended to within 24 hours	1. 100%	1. 100%	Achieved. All Water Treatment Plants monitored continuously by Council's remote water monitoring system (SCADA C).
4.8.1.2 Operate the water supply network to ensure public health and safety	Water and Sewer	1. Ensure any public health and safety issues in relation to water supply are responded to in line with service standards	1. 100%	1. 100%	Achieved. Drinking water treatment systems operated in accordance with Council's Drinking Water Quality Management System
4.8.1.3 Maintain and operate storage dams in accordance with Australian National Committee On Large Dams (ANCOLD) guidelines	Water and Sewer	1. Ensure any issues in relation to the operation and maintenance of storage dams are handled in line with ANCOLD guidelines	1. 100%	1. 100%	Achieved. Storage dams operated in accordance with ANCOLD guidelines.
4.8.1.4 Operate and maintain sewerage treatment plants in accordance with environmental licences, adopted maintenance programs and scheme requirements	Water and Sewer	1. Monitor plants continuously with plant breakdowns attended to within 24 hours	1. 100%	1. 100%	Achieved. All Wastewater Treatment Plants monitored continuously by Council's remote water monitoring system (Clear SCADA).
4.8.1.5 Operate the sewerage network to ensure service delivery meets public health and safety requirements	Water and Sewer	1. Ensure any public health and safety issues in relation to sewerage network are responded to in line with service standards	1. 100%	1. 100%	Achieved. Sewerage System monitored continuously by Council's remote water monitoring system (SCADA) with Duty Officer available at all times. Reportable incidents responded to in accordance with pollution incident management plans.

**Delivery Program Objective:** 4.8.2 Increase community awareness and enable access to the natural environment

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.8.2.1 Deliver bushfire preparedness and planning programs to the community	Environmental Services	1. Deliver bushfire preparedness and planning programs	1. 100%	1. 100%	Achieved. Programs delivered as part of day to day operations including customer request management.

**Community Strategic Plan:** 4.8 Increase awareness of issues affecting our environment, including the preservation of flora and fauna

**Delivery Program Objective:** 4.8.3 Promote Biodiversity Programs

Operational Plan Activity 2018 - 2019	Lead Responsibility	Success Measures	Target	YTD Actual	Comment on Progress
4.8.3.1 Finalise the Biodiversity Strategy	Environmental Services	1. Biodiversity Strategy presented to Council for adoption	1. 100%	1. 100%	On target. Draft Biodiversity Strategy reviewed and now on public exhibition. Actions will commence in the 2019-2020 financial year.

## Port Macquarie - Hastings Council

## General purpose financial statements

for the year ended 30 June 2019

## Statement by Councillors and Management

made pursuant to Section 413(2)(c) of the *Local Government Act 1993 (NSW) (as amended)*

The attached general purpose financial statements have been prepared in accordance with:

- \* The *Local Government Act 1993 (NSW)* (as amended) and the Regulations made thereunder.
- \* The Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board
- \* The Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these statements:

- \* present fairly Port Macquarie - Hastings Council's operating result and financial position for the year,
- \* and
- \* accord with Port Macquarie - Hastings Council's accounting and other records.

We are not aware of any matter that would render this report false or misleading in any way.

Signed in accordance with a resolution of Council made on 21 August 2019.

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Peta Pinson  
**Mayor**

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**Councillor**

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Craig Swift-McNair  
**General Manager**

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Nicole Spencer  
**Responsible Accounting Officer**

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Port Macquarie - Hastings Council

**Special purpose financial statements**  
for the year ended 30 June 2019

**Statement by Councillors and Management**  
made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

The attached Special Purpose Financial Statements have been prepared in accordance with:

- \* NSW Government Policy Statement, *Application of National Competition Policy to Local Government*
- \* Division of Local Government Guidelines, *Pricing & Costing for Council Businesses: A Guide to Competitive Neutrality*
- \* The Local Government Code of Accounting Practice and Financial Reporting
- \* The NSW Office of Water *Best-Practice Management of Water Supply and Sewerage Guidelines* .

To the best of our knowledge and belief, these statements:

- \* present fairly the operating result and financial position for each of Council's declared business activities for the year,
- \* accord with Council's accounting and other records; and
- \* present overhead reallocation charges to the water and sewerage businesses as fair and reasonable.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 21 August 2019.

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Peta Pinson  
**Mayor**

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**Councillor**

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Craig Swift-McNair  
**General Manager**

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Nicole Spencer  
**Responsible Accounting Officer**

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## Monthly Investment Report

### July 2019

 IMPERIUM MARKETS	Level 14, 5 Martin Place Sydney, NSW 2000 Website: <a href="https://www.imperium.markets">https://www.imperium.markets</a> Email: <a href="mailto:michael.chandra@imperium.markets">michael.chandra@imperium.markets</a> Phone: +61 414 738 121 ABN: 87 616 579 527 ACN: 616 579 527 AFSL No. 429718 (Authorised Representative) Holder of an <a href="#">Australian Market Licence</a>
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## 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 31/07/2019	1m (actual)	1m (% p.a.)	FYTD (actual)	FYTD (% p.a.)
AusBond Bank Bill Index	0.12%	1.42%	0.12%	1.42%
<b>Council's Portfolio<sup>^</sup></b>	<b>0.25%</b>	<b>2.94%</b>	<b>0.25%</b>	<b>2.94%</b>
Outperformance	0.13%	1.52%	0.13%	1.52%

<sup>^</sup>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 (95.57%) and the cash account with Westpac (4.43%). Should credit securities become more attractive relative to deposits, we would 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). FRNs are also dominated by the higher rated ADIs which allows Council to maintain a bias towards to the higher rated banks.

With further rate cuts on the horizon over the next 6-12 months, the priority should be to lock in any attractive medium-longer dated fixed deposits that may be available.





### Term to Maturity

All maturity limits (minimum and maximum) comply with the Investment Policy. Medium-Term (3-5 years) assets account for around 8% of the total investment portfolio, with capacity of around \$93m at month-end.



Where there is (counterparty) capacity to invest in attractive 3-5½ 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	\$125,829,856	43.42%	0%	100%	\$164,000,000
✓	1 – 3 years	\$141,000,000	48.65%	0%	60%	\$32,897,914
✓	3 – 5.5 years	\$23,000,000	7.94%	0%	40%	\$92,931,942
✓	5.5 – 10 years	\$0	0.00%	0%	20%	\$57,965,971
		<b>\$289,829,856</b>	<b>100.00%</b>			



### Counterparty

As at the end of July, 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	1.04%	30.00%	\$83,948,957
✓	NAB	AA-	\$49,000,000	16.91%	30.00%	\$37,948,957
✓	WBC (St George)	AA-	\$83,829,856	28.92%	30.00%	\$3,119,101
✓	Rabobank	A+	\$13,000,000	4.49%	20.00%	\$44,965,971
✓	ICBC Sydney	A	\$42,000,000	14.49%	20.00%	\$15,965,971
✓	ING Bank Aus.	A	\$38,000,000	13.11%	20.00%	\$19,965,971
✓	AMP Bank	A-	\$5,000,000	1.73%	20.00%	\$52,965,971
✓	BOQ	BBB+	\$26,000,000	8.97%	10.00%	\$2,982,986
✓	Bendigo	BBB+	\$2,000,000	0.69%	10.00%	\$26,982,986
✓	Auswide	BBB	\$5,000,000	1.73%	10.00%	\$23,982,986
✓	ME Bank	BBB	\$2,000,000	0.69%	10.00%	\$26,982,986
✓	Newcastle PBS	BBB	\$21,000,000	7.25%	10.00%	\$7,982,986
			<b>\$289,829,856</b>	<b>100.00%</b>		

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.

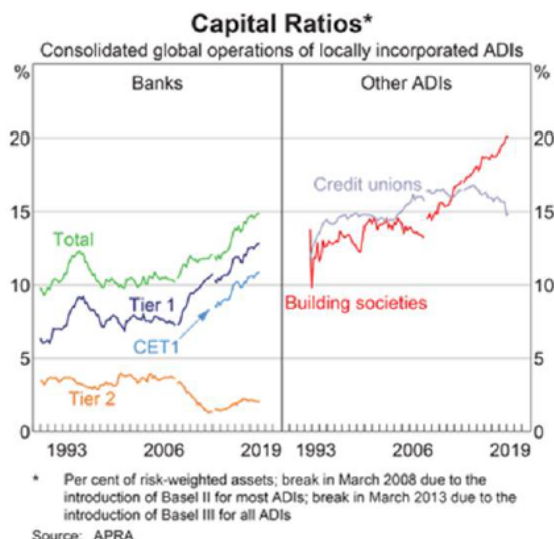
APRA's Chairman affirmed that the banks had satisfactorily moved towards an '*unquestionably strong*' capital position and that bank's stress testing contingency plans were now far better positioned than was previously the case years ago. APRA's stress test which hypothetically increased the unemployment 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.

There is also considerable capacity to invest with the “BBB” rated ADIs following the adoption of a new policy.

Given the large number of “BBB” rated ADIs issuing deposits currently in the market (and conversely, the low number of “A” or higher rated ADIs), we suggest Council direct new funds into this sector. We note that it is within this category where the most value is currently experienced. The difference in pricing can amount up to 10-20bp on any day.

All ratings categories are within the Policy limits:

Compliant	Credit Rating	Invested (\$)	Invested (%)	Max. Limit (%)	Available (\$)
✓	AA Category	\$135,829,856	46.87%	100%	\$154,000,000
✓	A Category	\$98,000,000	33.81%	60%	\$75,897,914
✓	BBB Category	\$56,000,000	19.32%	30%	\$30,948,957
✓	Unrated ADIs	\$0	0.00%	10%	\$28,982,986
		<b>\$289,829,856</b>	<b>100.00%</b>		



### Performance

Council's performance for the month ending 31 July 2019 is summarised as follows:

Performance	1 month	3 months	6 months	FYTD	1 year
Official Cash Rate	0.08%	0.31%	0.68%	0.08%	1.44%
AusBond Bank Bill Index	0.12%	0.40%	0.91%	0.12%	1.90%
Council's Portfolio <sup>^</sup>	0.25%	0.74%	1.47%	0.25%	3.00%
Outperformance	0.13%	0.33%	0.56%	0.13%	1.10%

<sup>^</sup>Total portfolio performance excludes Council's cash account holdings. Overall returns would be lower if cash was included.

For the month of July, the deposit portfolio provided a solid return of +0.25% (actual), outperforming the benchmark AusBond Bank Bill Index return by +0.13% (actual). The strong performance continues to be driven by the handful of deposits still yielding above 3% p.a. However, some of these individual deposits are approaching maturity and will be reinvested at much lower prevailing rates.

**Over the past 12 months, the deposit portfolio returned +3.00% p.a., outperforming bank bills by 1.10% p.a. and more than double the official cash rate of 1.44%. This has been very strong given deposit rates reached their all-time lows and margins have generally contracted over the past 3 years.**

**We are pleased that PMHC remains amongst the best performing Councils in the state of NSW where deposits are concerned, earning on average, more than \$500,000 in additional interest income compared to its peers.** We have been pro-active in our advice about protecting interest income and addressing reinvestment risk for many years and encouraged to maintain a long duration position. This is now reflected by the high performance of the investment portfolio. Of the 73 individual deposits PMHC held, 31 are still yielding higher than 3.00% p.a. That is, around 42% of outstanding deposits held is earning an interest rate that is three times the prevailing cash rate of 1.00%.

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 18 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 July 2019, Council's deposit portfolio was yielding 2.94% 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 1.00% (potentially lower over coming months).

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. Another interest rate cut is currently factored in over coming months.**

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

ADI	LT Credit Rating	Term	T/D Rate
BoQ	BBB+	5 years	~2.20% p.a.
Judo Bank	Unrated ADI	2-3 years	~2.15% p.a.
BoQ	BBB+	4 years	~2.10% p.a.
BoQ	BBB+	3 years	~1.95% p.a.
BoQ	BBB+	2 years	~1.90% p.a.
Auswide	BBB	2 years	~1.90% p.a.
Australian Military Bank	Unrated ADI	2 years	~1.80% p.a.
ME Bank	BBB	2 years	~1.75% 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-	2-5 years	^2.20% p.a.
ICBC, Sydney Branch	A	2 years	^1.70% p.a.
Westpac	AA-	2 years	^1.64% p.a.

<sup>^</sup> AMP T/Ds – these are grossed up rates which includes a 0.20% p.a. rebated commission from Imperium Markets. Aggregate limit of \$5m 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, and particularly with further interest rate cuts imminent on the horizon.

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
Bank of Sydney	Unrated ADI	3 months	2.40% p.a.
Judo Bank	Unrated ADI	6 months	2.25% p.a.
Judo Bank	Unrated ADI	9 months	2.20% p.a.
Judo Bank	Unrated ADI	12 months	2.15% p.a.
Auswide Bank	BBB	3 months	2.00% p.a.
Auswide Bank	BBB	6 months	1.95% p.a.
Auswide Bank	BBB	9-12 months	1.90% p.a.
Australian Military Bank	Unrated ADI	6 months	1.90% p.a.
BoQ	BBB+	6 months	1.90% p.a.
BoQ	BBB+	3, 9 months	1.85% p.a.
ME Bank	BBB	3-5 months	1.84% p.a.

Excluding AMP (A-), we note the spread between the higher rated ADIs and the lower rated regional and unrated ADIs is becoming wider. 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 months	^2.30% p.a.
AMP	A-	7-12 months	^2.20% p.a.
NAB	AA-	3-9 months	1.83% p.a.
NAB	AA-	10-11 months	1.80%-1.82% p.a.
Suncorp	A+	6-7 months	1.80% p.a.

<sup>^</sup> AMP T/Ds – these are grossed up rates which includes a 0.20% p.a. rebated commission from Imperium Markets. Aggregate limit of \$5m applies per individual investor.





### Senior FRNs & Recommendations

Over July, amongst the senior major bank FRNs, physical credit securities rallied strongly, with the 3 and 5 year part of the curve tightening between 23-28bp (or around 25-30%). **A new 5 year senior major bank FRN would now be offered at around +65bp, surpassing their post-GFC highs experienced in late 2014 / early 2015** (5 year senior major bank FRNs were marked in the low 70bp's). Major bank senior FRNs appear relatively expensive in our view.

Those investors that require liquidity with a highly rated ADI but have the ability to roll down the curve should still invest in 5 year terms over 3 year terms (or shorter), given the ability to lock in capital gains as early as two years after being launched. **The grossed up return would be closer to around +95bp over a 2 year holding period in a relatively stable credit environment.**

Collectively over the month, the "A" rated cohort tightened between 30-35bp over the month (around 30%), following the broad rally in credit assets. During the month, there were new 5 year 'benchmark' issuances from Mizuho (A) at +75bp, Suncorp (A+) at +78bp, and Macquarie Bank (A) at +80bp.

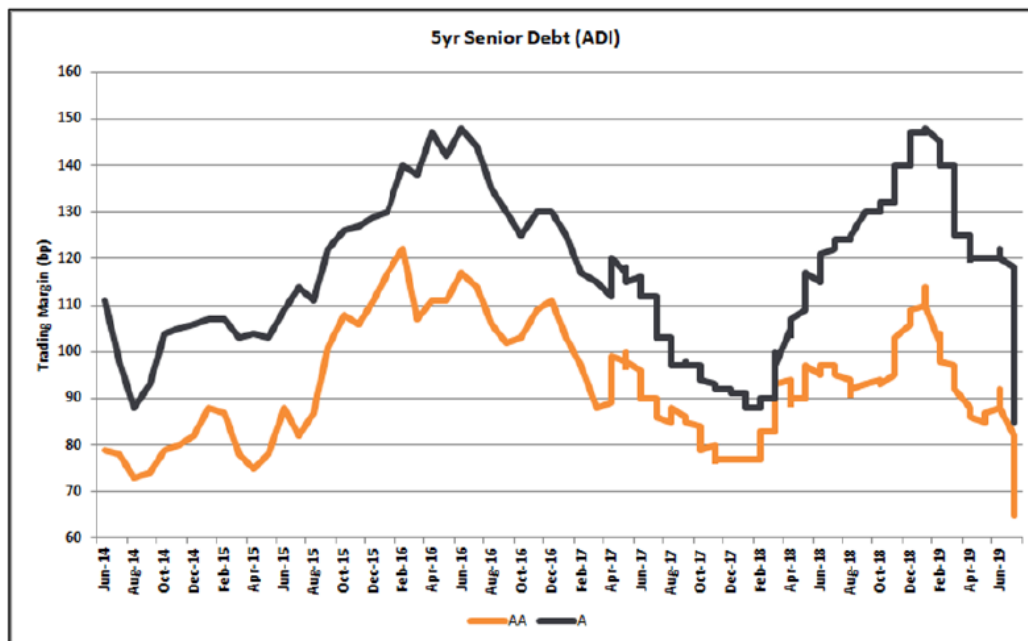
There was also activity in the "BBB" rated regional bank space. New 3 year 'benchmark' issuances came from Heritage Bank (BBB+) at +82bp, and ME Bank (BBB) at +98bp.

Overall, credit is very tight on a historical basis, surpassing their levels experienced 4 years ago. With a further rate cut priced in over coming months, any medium-longer-dated fixed deposits offered above +100bp should be considered for investors that have the liquidity to take advantage of those margins on offer. FRNs will continue to play a role in investor's portfolios mainly on the basis of their liquidity and the ability to roll down the curve and gross up returns over ensuing years (in a relatively stable credit environment).

Senior FRNs (ADIs)	31/07/2019	30/06/2019
"AA" rated – 5yrs	+65bp	+88bp
"AA" rated – 3yrs	+45bp	+63bp
"A" rated – 5yrs	+85bp	+120bp
"A" rated – 3yrs	+65bp	+93bp
"BBB" rated – 3yrs	+82bp	+110bp

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 mid-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 when a new attractive issue is launched. We will inform Council when there is an opportunity to do so.*

*At this stage, we prioritise medium-longer dated deposits given further rate cuts are factored in over coming months.*



## Economic Commentary

### International Market

Most global equity markets continued their momentum in July, on the back of expectations of further stimulus by various global central banks. **In the US, the S&P 500 Index reached its all-time highs (temporarily surpassing the 3,000 barrier), finishing the month up +1.31%**, while the NASDAQ gained +2.11%. Across Europe, the main economies were mixed, with UK's FTSE Index gaining +2.17%, while Germany's DAX declined -1.69% and France's CAC by -0.36%.

Early in the month, **US Fed Chair Powell gave every indication that the US Fed was likely to cut on 31<sup>st</sup> July**, saying *"Many FOMC participants saw that the case for a somewhat more accommodative monetary policy had strengthened"*, citing trade tensions and concerns about the strength of the global economy, in an environment where inflation pressures remain subdued.

The FOMC then cut the target Fed funds rate by 25bp to 2.00-2.25% on 31<sup>st</sup> July as expected and will stop the rundown if its balance sheet effective 1<sup>st</sup> August - otherwise the Fed would be easing and tightening at the same time. Fed Chair Powell suggested this was an *"insurance"* decision saying this *"isn't the start of a long series of rate cuts"*.

**US core CPI came in at +0.3% in June against +0.2% consensus, with the annual rate now at +2.1%. The US unemployment rate edged up to 3.7% from 3.6% in June.** US Q2 GDP beat expectations at +2.1% annualised against +1.8% expected, while the annual figure was +2.3%.

**The Bank of Canada kept interest rates unchanged at 1.75%**, but the market continues to price in around a one-third chance of a 25bp cut by the end of September.

**Boris Johnson won the Conservative party vote to become the new UK Prime Minister.** His acceptance speech reiterated his **goal of getting Brexit finalised by 31 October**.

The ECB left its policy setting unchanged in line with consensus expectations, although there was a significant minority that was expecting a 10bp reduction in the deposit rate to -0.5%. Eurozone Q2 GDP came in at +0.2% for the quarter, taking the annual rate to +1.1% (from +1.2%), while headline CPI fell to +1.1% from +1.3% annualised.

**The IMF lowered its global growth forecasts by 0.1% to 3.2% for this year and 3.5% next year**, making 2019 the weakest since the GFC in 2009.

**China's Q2 GDP growth of +6.2% y/y was the weakest since quarterly data began publishing in 1992.**

**The MSCI World ex-AUS gained +0.42% for the month of July.**

Index	1m	3m	1yr	3yr	5yr	10yr
S&P 500 Index	+1.31%	+1.17%	+5.83%	+11.10%	+9.07%	+11.68%
MSCI World ex-AUS	+0.42%	+0.28%	+1.65%	+8.43%	+5.22%	+7.83%
S&P ASX 200 Accum. Index	+2.94%	+8.58%	+13.26%	+11.68%	+8.55%	+9.56%

Source: S&P, MSCI



### Domestic Market

**The RBA cut the official cash rate by 25bp for a second consecutive month, taking the official cash rate to a historic low of 1.00%.** Governor Lowe indicated the Board was prepared to ease further if needed but suggested **no urgency to move again** in the immediate future. He continued to call for support from fiscal and structural policy reforms (infrastructure and tax cuts).

**Later in the month, the RBA Governor said to “expect an extended period of low interest rates”** and that *“it is highly unlikely that we will be contemplating higher interest rates until we are confident that inflation will return to around the mid-point of the target”*.

The Coalition passed its tax plan through Parliament meaning that single income earners will collect up to \$1,080 in tax relief while dual-income families could get up to \$2,160 once they have lodged their 2018-19 tax returns. The tax relief could equate up to +0.3% of annual GDP.

**Retails sales barely grew in May, up only +0.1%** after a -0.1% decline in April. **The trade surplus rose to a record \$5.745bn in May**, boosted by a sharp rise in exports (+3.6%), predominately iron ore.

**The unemployment rate was unchanged at 5.2% in June**, giving the RBA room to hold the cash rate steady at 1.00% in August after two successive cuts in June and July.

Headline Q2 CPI came in at +0.6% or +1.6% on an annualised basis. **The trimmed mean CPI, the RBA’s preferred measure of underlying inflation, rose by +0.4% in Q2 or +1.6% in annual terms.**

**House prices continued to show tentative signs of stabilisation.** Sydney and Melbourne house prices are up approximately +0.5% and +0.4% since the election on the 18<sup>th</sup> May.

APRA announced it no longer expects ADIs to assess residential mortgage applications using a minimum of 7% interest rate. Instead, ADIs will be able to set their own minimum interest rate floor and incorporate a minimum interest rate buffer of 2.5% over the loan’s interest rate in their serviceability assessments.

Domestic shares reached a 12-year high, surpassing the heights reached in 2007. The S&P ASX 200 Accumulation Index gained another +2.94% over the month.

**The Australian dollar slid another -1.7% this month, finishing at US68.94 cents** (from US70.13 cents the previous month).

### Credit Market

The main global credit indices were mixed over July but remained stable. Credit spreads are now back to where they were in early 2018 and very tight on a historical basis:

Index	July 2019	June 2019
CDX North American 5yr CDS	55bp	54bp
iTraxx Europe 5yr CDS	50bp	52bp
iTraxx Australia 5yr CDS	59bp	63bp

Source: Markit



## Fixed Interest Review

### Benchmark Index Returns

Index	July 2019	June 2019
Bloomberg AusBond Bank Bill Index (0+YR)	+0.12%	+0.13%
Bloomberg AusBond Composite Bond Index (0+YR)	+0.95%	+1.04%
Bloomberg AusBond Credit FRN Index (0+YR)	+0.46%	+0.25%
Bloomberg AusBond Credit Index (0+YR)	+1.02%	+0.89%
Bloomberg AusBond Treasury Index (0+YR)	+0.96%	+1.12%
Bloomberg AusBond Inflation Gov't Index (0+YR)	+1.55%	-0.16%

Source: Bloomberg

### Other Key Rates

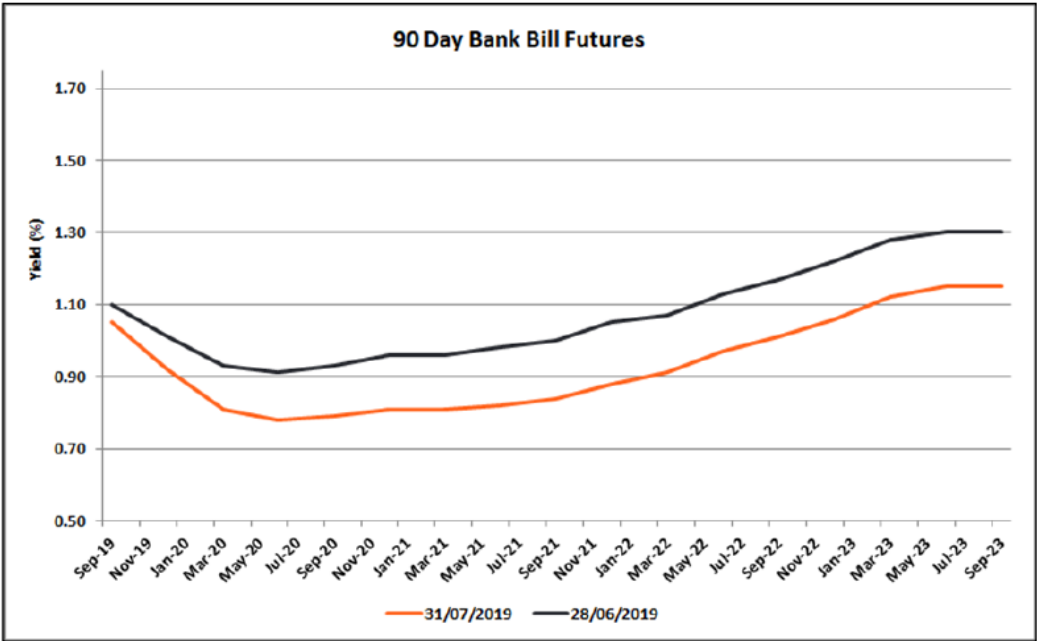
Index	July 2019	June 2019
RBA Official Cash Rate	1.00%	1.25%
90 Day (3 month) BBSW Rate	1.01%	1.20%
3yr Australian Government Bonds	0.81%	0.96%
10yr Australian Government Bonds	1.19%	1.32%
US Fed Funds Rate	2.00%-2.25%	2.25%-2.50%
10yr US Treasury Bonds	2.02%	2.00%

Source: RBA, AFMA, US Department of Treasury



90 Day Bill Futures

Over July, bill futures fell across the curve on pricing expectations of further RBA rate cuts. At month-end, the futures market was fully factoring in the next 25bp rate cut by November 2019, and close to ~90% chance of a further 25bp cut by mid-2020, which would take the official cash rate down to 0.50%.



Source: ASX



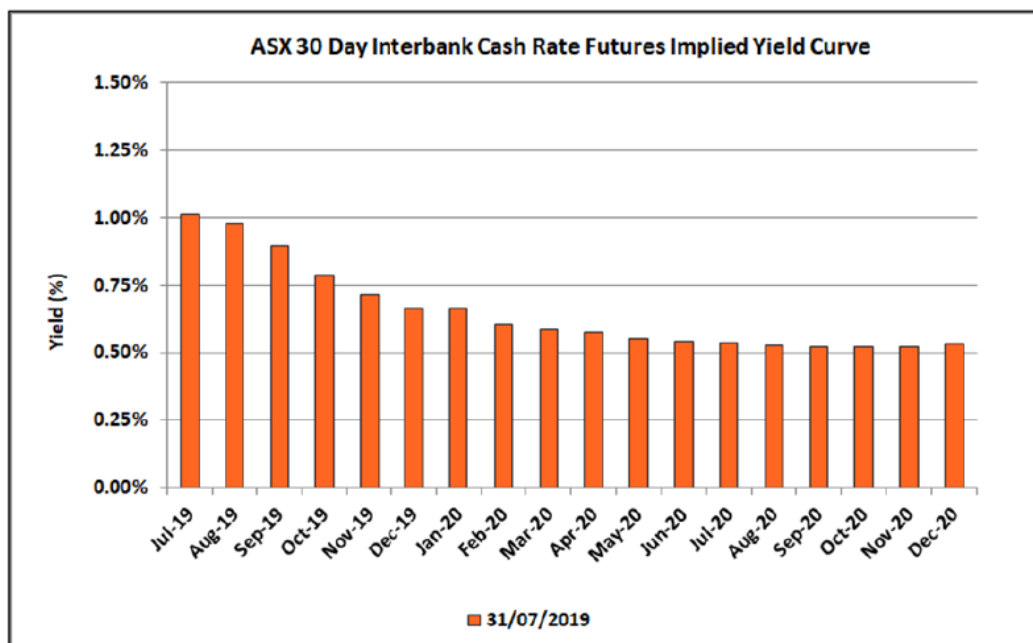
## Fixed Interest Outlook

With global inflation and global growth showing signs of softening, along with the ongoing trade wars, several central banks (US Fed and ECB) have now moved towards an easing bias. After the US Fed cut rates on 31<sup>st</sup> July, the market is currently factoring in around a 55% chance of an additional 25bp rate cut on 18<sup>th</sup> September.

Domestically, the RBA remains on an easing bias looking to address the 'spare capacity' in the economy. The RBA has suggested that additional stimulus through further rate cuts may be warranted, although it has also highlighted that monetary policy alone will not stimulate the economy singlehandedly to target full employment, higher wages and higher inflation. Governor Lowe is looking for support from the Federal Government through expansionary fiscal policy and has now flagged an "extended period" of low interest rates.

The global key risks for the RBA stem from the impact of international trade wars, a slowdown in the Chinese economy, softening US inflation and a broader slowdown in the global economy. They have acknowledged that most of their global peers (central banks) have also moved towards an easing bias. Domestically, they are focused on employment, inflation, wage growth, housing and consumption. As a result of these uncertainties, the RBA remains on hand to adjust the official cash rate lower if required.

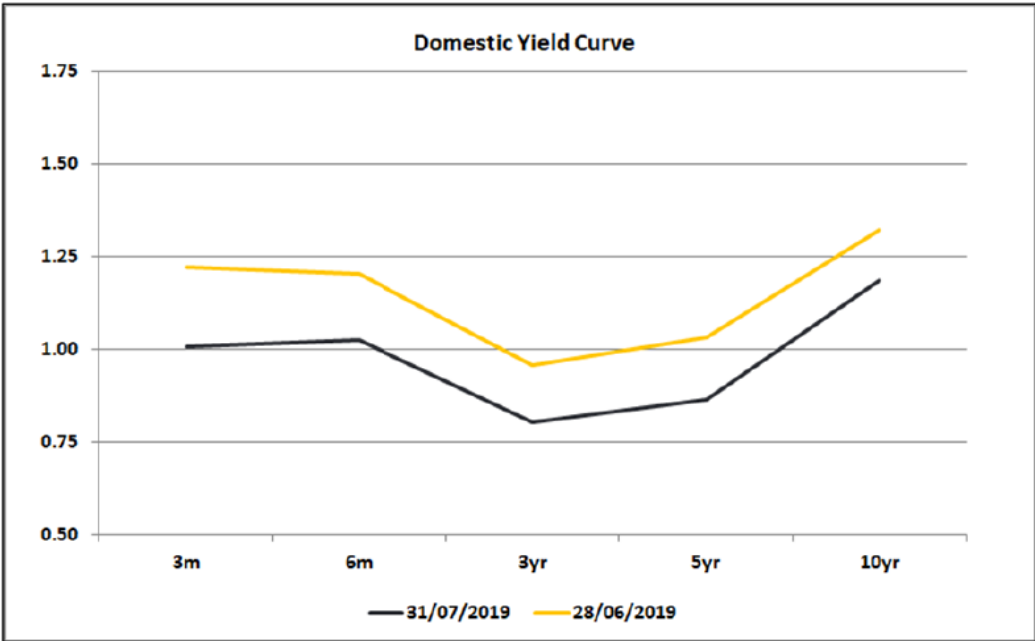
The futures market currently prices in a further 25bp rate cut by November 2019, taking the official cash rate down to 0.75%, with the potential for another rate cut by early to mid-2020:



Source: ASX



Over the longer-term, the domestic bond market continues to suggest a ‘lower-for-longer’ period of interest rates. Over the week, yields fell up to -17bp at the longer end of the curve:



Source: AFMA, ASX, RBA

**Disclaimer**

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# Monthly Investment Report

01/07/2019 to 31/07/2019





# Portfolio valuation

As at 31/07/2019



Issuer	Rating	Type	Interest	Purchase	Maturity	Rate	Value	Accrued	AccrMTD	Ref
Westpac	AA-	TD	Annual	15/08/2016	15/08/2019	3.1000	3,000,000.00	89,432.88	7,898.63	032-586 511-284
Newcastle Permanent	BBB	TD	Annual	15/08/2016	15/08/2019	3.0000	2,000,000.00	57,698.63	5,095.89	31125
ING Direct	A	TD	Annual	22/08/2017	22/08/2019	2.7500	5,000,000.00	129,589.04	11,678.08	26932
Westpac	AA-	TD	Annual	22/08/2017	22/08/2019	2.9000	3,000,000.00	81,994.52	7,389.04	032-697 115436
Commonwealth Bank	AA-	TD	Annual	04/09/2017	29/08/2019	2.7300	3,000,000.00	74,270.96	6,955.89	B37942904.6
Westpac	AA-	TD	Annual	04/09/2017	04/09/2019	2.9600	3,000,000.00	80,528.22	7,541.92	032-697 115 794
St George Bank	AA-	TD	Annual	08/09/2016	08/09/2019	3.2000	5,000,000.00	142,465.75	13,589.04	355290684
St George Bank	AA-	TD	Annual	27/09/2016	27/09/2019	3.2000	4,000,000.00	108,010.96	10,871.23	355333138
NAB	AA-	TD	Annual	11/07/2018	15/10/2019	2.8500	3,000,000.00	4,919.18	4,919.18	GMI-DEAL-10547992
ICBC Sydney Branch	A	TD	Annual	31/10/2018	29/10/2019	2.8300	4,000,000.00	84,977.53	9,614.25	00001
ICBC Sydney Branch	A	TD	Maturity	20/11/2018	12/11/2019	2.8600	5,000,000.00	99,512.33	12,145.21	0125001100000186702
ICBC Sydney Branch	A	TD	Annual	13/11/2018	19/11/2019	2.8600	4,000,000.00	81,803.84	9,716.16	00003
AMP Bank	A-	TD	Maturity	29/05/2019	25/11/2019	2.4500	5,000,000.00	21,479.45	10,404.11	TD341584423
ICBC Sydney Branch	A	TD	Annual	28/11/2018	26/11/2019	2.8200	5,000,000.00	95,030.14	11,975.34	00006
Westpac	AA-	TD	Qly	14/12/2018	10/12/2019	2.7300	3,000,000.00	10,770.41	6,955.89	7389786
Westpac	AA-	TD	Qly	14/12/2018	17/12/2019	2.7300	4,000,000.00	14,360.55	9,274.52	7389774
Westpac	AA-	TD	Qly	14/01/2019	14/01/2020	2.7200	5,000,000.00	6,334.25	6,334.25	7448784
Members Equity Bank	BBB	TD	Annual	24/01/2017	24/01/2020	3.2600	2,000,000.00	33,761.10	5,537.53	22835
ICBC Sydney Branch	A	TD	Maturity	20/02/2019	04/02/2020	2.7200	1,000,000.00	12,072.33	2,310.14	00010
ING Direct	A	TD	Annual	15/02/2018	17/02/2020	2.8700	4,000,000.00	52,524.93	9,750.14	30810
ING Direct	A	TD	Annual	28/02/2018	03/03/2020	2.8900	4,000,000.00	48,773.70	9,818.08	378133
Newcastle Permanent	BBB	TD	Annual	10/03/2016	10/03/2020	3.7000	2,000,000.00	28,991.78	6,284.93	29843
ING Direct	A	TD	Annual	02/03/2018	17/03/2020	2.8800	4,000,000.00	47,342.47	9,784.11	378677
Rural (Bendigo Group)	BBB+	TD	Maturity	18/04/2019	14/04/2020	2.5500	2,000,000.00	14,671.23	4,331.51	2952006
Auswide Bank	BBB	TD	Maturity	30/04/2019	29/04/2020	2.4500	5,000,000.00	31,212.33	10,404.11	
BOQ	BBB+	TD	Annual	19/05/2017	19/05/2020	3.0000	3,000,000.00	18,000.00	7,643.84	453470
ING Direct	A	TD	Annual	22/05/2018	26/05/2020	2.9400	4,000,000.00	22,875.62	9,987.95	403498
ING Direct	A	TD	Annual	29/05/2018	09/06/2020	2.8800	3,000,000.00	15,149.59	7,338.08	6775257
Westpac	AA-	TD	Qly	06/06/2018	16/06/2020	2.9100	5,000,000.00	22,323.29	12,357.53	6795148

Issuer	Rating	Type	Interest	Purchase	Maturity	Rate	Value	Accrued	AccrMTD	Ref
NAB	AA-	TD	Annual	03/07/2018	07/07/2020	2.9000	5,000,000.00	11,520.55	11,520.55	10545823
NAB	AA-	TD	Annual	11/07/2018	14/07/2020	2.9200	3,000,000.00	5,040.00	5,040.00	GMI-DEAL-10547993
ING Direct	A	TD	Annual	21/08/2018	25/08/2020	2.8500	4,000,000.00	107,753.42	9,682.19	424329
ING Direct	A	TD	Annual	13/09/2018	08/09/2020	2.8700	4,000,000.00	101,275.62	9,750.14	429068
Westpac	AA-	TD	Annual	13/09/2017	14/09/2020	3.1700	3,000,000.00	83,896.44	8,076.99	032-697 116017
ING Direct	A	TD	Annual	13/09/2018	22/09/2020	2.8700	4,000,000.00	101,275.62	9,750.14	429067
NAB	AA-	TD	Annual	17/10/2018	13/10/2020	2.7800	4,000,000.00	87,741.37	9,444.38	GMI-DEAL-10573417
ICBC Sydney Branch	A	TD	Annual	31/10/2018	27/10/2020	2.9300	6,000,000.00	131,970.41	14,930.96	00002
ICBC Sydney Branch	A	TD	Annual	13/11/2018	10/11/2020	2.9300	5,000,000.00	104,757.53	12,442.47	00004
ICBC Sydney Branch	A	TD	Annual	05/12/2018	08/12/2020	2.8600	2,000,000.00	37,454.25	4,858.08	0125001100000186702
ICBC Sydney Branch	A	TD	Annual	14/12/2018	15/12/2020	2.8900	6,000,000.00	109,265.75	14,727.12	00009
BOQ	BBB+	TD	Annual	24/01/2017	25/01/2021	3.6500	2,000,000.00	37,800.00	6,200.00	438425
Westpac	AA-	TD	Annual	21/02/2017	22/02/2021	3.3900	2,000,000.00	29,906.30	5,758.36	032-586 519825
BOQ	BBB+	TD	Annual	10/03/2016	10/03/2021	3.8000	3,000,000.00	44,663.01	9,682.19	391843
ING Direct	A	TD	Annual	20/02/2019	16/03/2021	2.8200	2,000,000.00	25,032.33	4,790.14	475707
Westpac	AA-	TD	Qtly	22/03/2018	23/03/2021	3.0200	4,000,000.00	12,576.44	10,259.73	6791206
Westpac	AA-	TD	Qtly	22/05/2018	25/05/2021	3.1000	4,000,000.00	24,120.55	10,531.51	6927394
BOQ	BBB+	TD	Annual	29/05/2019	31/05/2021	2.3000	3,000,000.00	12,098.63	5,860.27	167170
Rabobank Australia	A+	TD	Annual	08/06/2017	07/06/2021	3.0200	5,000,000.00	21,098.63	12,824.66	25359
Westpac	AA-	TD	Qtly	06/06/2018	15/06/2021	3.1000	3,000,000.00	14,268.49	7,898.63	6795153
NAB	AA-	TD	Annual	03/07/2018	22/06/2021	3.0000	4,000,000.00	9,534.25	9,534.25	10545826
NAB	AA-	TD	Annual	03/07/2018	06/07/2021	3.0000	3,000,000.00	7,150.68	7,150.68	083-375 99-999-9947
Westpac	AA-	TD	Qtly	17/07/2018	13/07/2021	3.0400	5,000,000.00	6,246.58	6,246.58	7052868
NAB	AA-	TD	Annual	26/07/2018	20/07/2021	3.0400	4,000,000.00	1,998.90	1,998.90	GMI-DEAL-10552065
NAB	AA-	TD	Annual	02/08/2018	03/08/2021	3.0700	5,000,000.00	153,079.45	13,036.99	GMI-DEAL-10554251
Westpac	AA-	TD	Qtly	13/09/2018	14/09/2021	2.8800	5,000,000.00	19,331.51	12,230.14	7180013
NAB	AA-	TD	Annual	27/09/2018	28/09/2021	3.0500	5,000,000.00	128,684.93	12,952.05	GMI-DEAL-10568550
Westpac	AA-	TD	Qtly	13/09/2018	12/10/2021	2.8900	5,000,000.00	19,398.63	12,272.60	7179943
ICBC Sydney Branch	A	TD	Annual	05/12/2018	07/12/2021	3.0100	4,000,000.00	78,837.26	10,225.75	0125001100000186702
Newcastle Permanent	BBB	TD	Qtly	07/02/2019	08/02/2022	3.0500	4,000,000.00	28,745.21	10,361.64	1381/37459
Westpac	AA-	TD	Annual	21/02/2017	21/02/2022	3.6100	2,000,000.00	31,847.12	6,132.05	23294
NAB	AA-	TD	Annual	21/02/2017	21/02/2022	3.4600	5,000,000.00	76,309.59	14,693.15	10420935
BOQ	BBB+	TD	Annual	15/03/2017	15/03/2022	3.8000	2,000,000.00	28,942.47	6,454.79	445483
Newcastle Permanent	BBB	TD	Qtly	12/03/2019	22/03/2022	2.9000	4,000,000.00	15,890.41	9,852.05	1684

Issuer	Rating	Type	Interest	Purchase	Maturity	Rate	Value	Accrued	AccrMTD	Ref
Newcastle Permanent	BBB	TD	Annual	27/03/2019	29/03/2022	2.8000	5,000,000.00	48,712.33	11,890.41	
Newcastle Permanent	BBB	TD	Qtly	18/04/2019	19/04/2022	2.7000	4,000,000.00	4,142.47	4,142.47	1978
BOQ	BBB+	TD	Annual	28/05/2019	30/05/2022	2.4000	4,000,000.00	17,095.89	8,153.42	167130
Rabobank Australia	A+	TD	Annual	08/06/2017	07/06/2022	3.2200	5,000,000.00	22,495.89	13,673.97	25360
NAB	AA-	TD	Annual	02/08/2018	02/08/2022	3.2200	4,000,000.00	128,447.12	10,939.18	GMI-DEAL-10554252
NAB	AA-	TD	Annual	16/08/2018	16/08/2022	3.0500	4,000,000.00	116,986.30	10,361.64	GMI-DEAL-10557367
Rabobank Australia	A+	TD	Annual	13/09/2017	13/09/2022	3.3800	3,000,000.00	89,454.25	8,612.05	27388
Westpac	AA-	TD	Annual	13/09/2017	13/09/2022	3.4100	3,000,000.00	90,248.22	8,688.49	032-697 116 009
BOQ	BBB+	TD	Annual	28/05/2019	29/05/2023	2.5500	4,000,000.00	18,164.38	8,663.01	167127
BOQ	BBB+	TD	Annual	27/06/2019	27/06/2023	2.2000	5,000,000.00	10,547.95	9,342.47	
Westpac	AA-	CASH	Month	31/07/2019	31/07/2019	2.2000	12,829,856.12	23,972.50	23,972.50	WESTPAC COMMERCIAL BANK 31 DAY NOTICE SAVER ACCOUNT
TOTALS								\$3,810,656.61	\$683,516.33	

BUDGET VARIATIONS - JULY 2019									
Section	Project	Project Description	Capital/ Operating	Division	Full Year Original Budget	Full Year Current Budget	Actuals to 31 July 2019	New Yearly Proposed Budget - July 2019	Effect ON FUNDING POSITION
<b>Grant Funding</b>									
Council has received a grant from Restart NSW, Infrastructure NSW for the North of Hastings River Level 3 Timber Bridge Assessments for \$180,000. Council's contribution requires will be met through a transfer of \$50,000 from bridge and pavement tests (40141)									
Transport & Traffic	41923	Nth of Hastings River - Level 3 Timber Bridges Assessments	Operating		0	0		230,000	-230,000 Grant
Transport & Traffic	40141	Bridges & Pavement Tests	Operating	Infrastructure	50,000	50,000	0	0	50,000 Grant
Transport & Traffic	11280	Grants Operating - Civil Infrastructure	Operating		-3,003,950	-3,003,950	-38,520	-3,183,950	180,000 Grant
<b>Council has received a grant from Local Govt NSW for the Kooloonbung Creek Flying Fox Camp management Plan</b>									
Natural Resources	41886	Kooloonbung Creek Flying Fox Camp Management Plan	Operating	Development & Environment	35,000	35,000	1,800	65,750	-30,750 Grant
Natural Resources	19231	Flying Fox Grant Funding	Operating		0	0	-24,600	-30,750	30,750 Grant
<b>Council has received an additional grant from RMS to construct an elevated boardwalk at Camden Haven</b>									
Transport & Traffic	41835	Beach to Beach Shared Pathways	Capital	Infrastructure	0	0	622	75,000	-75,000 Grant
Transport & Traffic	19342	Grants Works Program - Roads & Trans	Capital		0	0	0	-75,000	75,000 Grant
<b>Council has received a grant from the Australian Drug Foundation for the CDAT Program</b>									
Community Place	41300	CDAT Drug Action Week 2019/20	Operating	Strategy & Growth	0	0	298	3,500	-3,500 Grant
Community Place	19151	Grants - Community	Operating		0	0	0	-3,500	3,500 Grant
<b>Council has received a further grant from the NSW Department of Premier &amp; Cabinet relating to the Lake Cathie Master Plan Implementation</b>									
Natural Resources	41891	Lake Cathie Master Plan Implementation	Operating	Development & Environment	0	0	8,009	102,696	-102,696 Grant
Natural Resources	19282	Grants - Lake Cathie Master Plan	Operating		0	0	0	-102,696	102,696 Grant
<b>Total grant funding received</b>									<b>391,946</b>
									<b>0</b>

Reserve Movements										
Project 41739 Library Vroom Augmented Library Spaces was over-spent in 2018/19, this over-spend was funded by the working capital reserve. This adjustment is to repay that reserve from a reduction in 40415 Building Rectification Works.										
Facilities	40415	Building Rectification Works	Operating	Development & Environment	316,000	316,000	0	294,640	21,360 Revenue	21,360
Facilities	09005	Transfer to Reserve - Working Capital	Operating		581,300	581,300	0	602,660	-21,360 Revenue	-21,360
The 2018/19 budget for the Winter Campaign, was delayed due to technical issues with the Virgin Australia booking platform. Technical issues were resolved in the last week of July. The budget in 2018/19 was transferred to reserve to enable this project to be completed in 2019/20.										
Destination Marketing	223	Tourism Marketing	Operating	Strategy & Growth	618,000	618,000	6,365	808,000	-190,000 Revenue	-190,000
Destination Marketing	19480	Economic Development Reserve	Operating		0	0	0	-190,000	190,000 Revenue	190,000
Total Reserve Movements									168,640	0
Contributions and Other Revenues										
Council has received Energy Saving Certificates under the NSW Government's Energy Savings Scheme and these are going to be used to undertake further LED lighting installations.										
Facilities	41849	Council Offices & Building - LED Lighting Upgrade	Operating	Development & Environment	25,000	25,000	0	43,562	-18,562 Revenue	-18,562
Facilities	11441	Sale of Energy Credits	Operating		0	0	-18,562	-18,562	18,562 Revenue	18,562
Council received planning proposal fees from landowners in 2018/19 to undertake the Yippin Creek Study Area Project. These fees were transferred to the planning studies reserve to enable the project to be undertaken in 2019/20.										
Strategic Land Use	41887	Yippin Creek Planning Investigations	Operating	Strategy & Growth	101,920	101,921	6,000	161,740	-59,820 Reserve	0
Strategic Land Use	19199	Planning Studies Reserve	Operating		-210,000	-210,000	0	-269,820	59,820 Reserve	0
Total contributions and other revenues received									78,382	0
Budget Variation Requests - Approved by Executive										
The removal of illegally dumped asbestos at Lake Cathie will be undertaken in conjunction with the Illaroo Road stormwater project. The expected cost of the removal of \$45,000 will be funded from a contribution from the waste fund.										
Natural Resources	41889	Illaroo Rd, Stormwater Remediation Construction	Capital	Natural Resources	700,000	700,000	3,577	745,000	-45,000 Waste	0
Natural Resources	19234	Contribution from Waste Fund	Capital	Waste	0	0	0	-45,000	45,000 Waste	0
Executive approved an increase to the Footpath, Cycleway and Pedestrian Management project in the 2018/19 financial year. The funding was from the working capital reserve and it was agreed that this would be repaid from the 2019/20 allocation.										
Transport & Traffic	41464	Footpath, Cycleway & Pedestrian Management	Capital	Infrastructure	1,000,000	1,000,000	62	988,000	12,000 Revenue	12,000
Transport & Traffic	09005	Transfer to Reserve - Working Capital	Capital		0	0	0	12,000	-12,000 Revenue	-12,000

Executive approved a budget variance report to increase the scope of the Kingfisher WTF Weighbridges and Gate Office to include additional stormwater drainage. This has resulted in the requirement for two additional detention basins, one gross pollutant trap and approximately 500m of pipes with associated pits and the need to regrade several large areas.											
Waste Management	50095	Kingfisher WTF	Capital	Development & Environment	0	0	0	793,030	-793,030	Reserve	0
Waste Management	19309	Transfer from Reserves - Waste Management	Capital	Capital	-489,900	-489,900	0	-1,282,930	793,030	Reserve	0
Increase in the Airport Terminal Building project contingency required for project completion. Cost over-runs generally in relation to reconfiguration of the electricity supply metering point, scope creep and design issues.											
Airport	40048	Airport - Refurbish Terminal Building	Capital	Corporate Performance	2,375,000	2,375,000	7,341	2,875,000	-500,000	Reserve	0
Airport	19019	Transfer from - Airport Reserve	Capital	Capital	-2,555,000	-2,555,000	0	-3,055,000	500,000	Reserve	0
Employment of new Administration Assistant in Strategic Land Use Planning and Contributions											
Strategic Land Use	178.3765	Salaries & Wages s 94	Operating		398,860	398,860	18,691	440,913	-42,053	Revenue	-42,053
Water	2004	Water Supply Operations - Salaries & Wages	Operating		1,845,354	1,845,354	115,235	1,866,380	-21,026	Reserve	0
Sewer	3000	Sewerage Service - Salaries & Wages	Operating	Strategy & Growth/ Water & Sewer	1,560,393	1,560,393	48,730	1,581,419	-21,026	Reserve	0
Water	9200	Transfer to Reserve Water	Operating		16,426,188	16,426,188	0	16,405,162	21,026	Reserve	0
Sewer	9300	Transfer to Reserve - Sewer	Operating		11,542,695	11,542,695	0	11,521,669	21,026	Reserve	0
Strategic Land Use	177	Consultants s 94	Operating		140,000	140,000	0	97,947	42,053	Revenue	42,053
Total Budget Variations approved by Executive									1,434,135		0
Transfers between projects											
Council has been successful in securing a bridge renewal grant for Scrubby Creek Bridge for \$455,000. Council allocated \$50,000 in the original budget but is required to fund an additional \$405,000, which will be transferred from the Bridge operational budget.											
Transport & Traffic	41971	Scrubby Creek Bridge Upgrade	Capital	Infrastructure	505,000	505,000	0	910,000	-405,000	Revenue	-405,000
Transport & Traffic	00666	Bridges & Culverts operational allocation	Operating		1,003,000	1,003,000	46,010	598,000	405,000	Revenue	405,000
Total adjustments due to transfer between projects									405,000		

Council Resolutions										
Council resolved at the Ordinary Council Meeting (Item 14.10), 21st November 2018, to allocate additional funding to the Sporting Fields Improvement Program to cover costs associated with the geotechnical assessment and construction methodology relating to lighting tower locations.										
Sport & Rec	41842	Stronger Country Communities - Sporting Fields Improvement Program	Capital	Development & Environment	0	0	21,583	39,000	-39,000 Reserve	0
Sport & Rec	19280	Transfer from reserve - Environmental Levy	Capital		-668,296	-668,296	0	-707,296	39,000 Reserve	0
Council resolved at the Ordinary Council Meeting (item 13.02), 19th June 2019, to allocate \$20,000 including legal costs for the land acquisition at the Lake & Blackbutt Road roundabout.										
Property & Leasing	41985	Land Acquisition - Lake & Blackbutt Roads, Port Macquarie	Capital	Corporate Performance	0	0	0	20,000	-20,000 Revenue	-20,000
Property & Leasing	19367	Transfer to Reserve	Capital		0	0	0	-20,000	20,000 Revenue	20,000
Total Council Resolutions									59,000	0
Budget Reductions to Projects Deferred to 2019-2020 in May and included in the 2019-20 Operational Plan										
These projects had amounts deferred in May and included in the 2019-2020 Operational Plan. This budget reduction takes into account any spending which occurred on these projects in 2018-2019 after this deferral.										
Transport & Traffic	41486	John Oxley Drive	Capital	Infrastructure	484,000	484,000	607	480,856	3,144 S7.11	0
Transport & Traffic	41880	Lighthouse Road - Tourism Connectivity Project	Capital	Infrastructure	1,040,000	1,040,000	247,319	977,706	62,294 Reserve	0
Transport & Traffic	41882	Lighthouse Road - Project Management	Capital	Infrastructure	430,000	430,000	1,091	428,909	1,091 Reserve	0
Transport & Traffic	19346	Section 7.11 Funding	Operational	Infrastructure	-3,269,933	-3,269,933		-3,266,789	-3,144 S7.11	0
Transport & Traffic	19349	Transfer from Reserve - Regional Roads Infrastructure	Operational	Infrastructure	-297,967	-297,967		-235,673	-62,294 Reserve	0
Transport & Traffic	19349	Transfer from Reserve - Committed Works	Operational	Infrastructure	-130,000	-130,000		-128,909	-1,091 Reserve	0
Drainage	41671	Wesport Stormwater Plan	Capital	Infrastructure	270,000	270,000	3,025	267,776	2,224 Reserve	0
Drainage	19399	Transfer from Reserve - Committed Works	Operational	Infrastructure	-50,000	-50,000		-47,776	-2,224 Reserve	0
Parks & Recreation	41037	Flynns Beach Seawall	Capital	Development & Environment	1,622,200	1,622,200	426,362	1,393,795	228,405 Reserve/Grant	0
Parks & Recreation	19282	Income - Grants Parks & Recreation	Capital	Development & Environment	-695,352	-695,352	-277,522	-556,237	-139,115 Grant	0
Parks & Recreation	19280	Transfer from Reserve	Operational	Development & Environment	-476,848	-476,848	0	-387,558	-89,290 Reserve	0

Water	20150	Reclaimed Water - Area 14 Trunkmain	Capital	Infrastructure	650,000	650,000	0	562,139	87,861 S7.11	0
Water	20137	Sancroix Reservoir to Area 13 Trunkmain	Capital	Infrastructure	991,000	991,000	0	949,471	41,529 S7.11	0
Water	19227	Section 7.11 Funding	Operational	Infrastructure	-1,641,000	-1,641,000	0	-1,511,610	-129,390 S7.11	0
Sewer	30159	Reclaimed Water - Area 14 Trunkmain	Capital	Infrastructure	650,000	650,000	78,239	562,139	87,861 Reserve	0
Sewer	19219	Committed Works Reserve	Capital	Infrastructure	-22,900,000	-22,900,000	0	-22,812,139	-87,861 Reserve	0
<b>Total Budget Reductions on Projects Deferred in May 2019</b>										<b>514,409</b>
<b>ORGANISATIONAL TOTAL - THIS REVIEW</b>										<b>0</b>
<b>FORECAST FOR FINANCIAL YEAR ENDED 30 JUNE 2020</b>										<b>3,051,512</b>
<b>FORECAST FOR 30 JUNE 2020</b>										<b>0</b>
<p>Original Budget as at 1 July 2019</p> <p>Plus: Adjustments</p> <p>July Review</p>										
				Shortfall	-975,198					
				Surplus	0					
				Shortfall	-975,198					
<p>Notes:</p> <p>1 The result shown above is the general fund result. All surpluses/deficits in the water, sewerage and waste funds are transferred to/from reserves.</p> <p>2 Reserve are internal restrictions that hold funds for a specific purpose, e.g. The airport has its own reserve and all income and expenditure relating to the airport is credited/debited to that reserve.</p> <p>3 Council projects are funded from a variety of funding sources. Below is a definition of the various types of funding that are used to fund projects. Revenue - All funds that are generated through rates, annual charges, fees and charges, interest etc. These funds are untied and can be expended on any project that Council considers appropriate. Grants - Government grants can either be monetary or otherwise and may be tied or untied. Tied grants are required to be used for a specific purpose such as the construction of a road. Untied grants may be applied for any purpose council considers appropriate. Contributions - Contributions are non-reciprocal transfers to Council in the sense that Council is not required to give value in exchange for the contributions directly to the contributor. Examples are contributions given by ratepayers towards capital works in their vicinity. Reserves - Reserves are internal restrictions held for a specific purpose, e.g. The airport has its own reserve and all income and expenditure relating to the airport is credited/debited to that reserve. S7.11 and S64 Contributions - Section 7.11 of the NSW Environmental and Planning Act (1979) and section 64 of the Local Government Act (1993) provides NSW/local government with a formal legal framework for levying developers for the provision of infrastructure, services and amenities - known as developer contributions. Some projects are funded by multiple funding sources, e.g. a capital project may be funded by s7.11 funds, grants and revenue. The effect on capital column will only show the revenue funding adjustment as the other types of funding will have an income line budget adjustment shown in the report.</p> <p>4</p>										



## 2018/19 Carry-Over Report

## 2018/19 Carry-over Report

Amount to Be Carried Over						
Deferral Category	Section	G/L Number	Project Description	Detailed Description	Detailed reason for Carry-over	Completion Date
Awaiting Design	Community Place	41444	Laurieton Town Centre Works	Undertake Design/Construction/Delivery	A determination from the Community Planning process and is yet to be made. These funds will support the outcomes of that process in 2019/20	30/06/2020
		<b>Community Place Total</b>				<b>13,974</b>
<b>Awaiting Design Total</b>						<b>13,974</b>
Awaiting Tender	Broadwater Special Rate	41916	Broadwater Canals	Lighthouse & Gangway Repairs	No suitable quotes were received. This project needs to be re-tendered which has caused the delay	30/06/2020
		<b>Broadwater Special Rate Total</b>				<b>159,146</b>
Awaiting Tender	Strategic Land Use Planning	41397	Heritage Inventory	Update to Heritage Inventory for priority areas	Project didn't commence in 18/19 due to funding constraints. Council has resolved to undertake Stage 2 of Heritage Inventory review in 2019/20 carrying this budget forward and supplemented by additional reserve funding.	30/06/2020
		<b>Strategic Land Use Planning Total</b>				<b>20,060</b>
<b>Awaiting Tender Total</b>						<b>179,206</b>
Grant Not Received	Natural Resources	41770	Diamond Head Rd / The Boulevard Flood Access raising road - DEPENDANT ON SUCCESS OF GRANT FUNDING APPLICATION	Stage 1A of the Flood Access Raising of The Boulevard and Diamond Head Road, from works previously completed in The Boulevard to Reid St Bridge.	Grant received late in year, delaying project. Project now underway	30/06/2020
		<b>Natural Resources Total</b>				<b>88,432</b>
<b>Grant Not Received Total</b>						<b>88,432</b>
Multi-year Project	Airport	40048	PM Airport - Terminal Upgrade	Upgrade Airport Terminal Building to cater for up to Code 4C (B737-800/A320) aircraft	Stage 1 works completed in 2018-19. Stage 2 works programmed for completion by end December 2019.	30/06/2020
		41607	PM Airport - Parallel Taxiway		Concept design works completed. Additional environmental approval required via preparation of an Environmental Impact Statement (EIS) to be undertaken in 2019-20.	30/06/2020
		<b>Airport Total</b>				<b>212,906</b>

## 2018/19 Carry-over Report

## 2018/19 Carry-over Report

Amount to Be Carried Over							
Deferral Category	Section	G/L Number	Project Description	Detailed Description	Completion Date	Total	
Multi-year Project	Asset Design	41262	Ocean Dr- Precon Matthew Flinders to Gmeadows Dr		This is a multi year project that will continue into the 2019/20FY. This project will transition into the construction phase once project delivery is determined	30/06/2020	62,828
		41595	Lake Road - Design of Dual Lanes	Oxley Highway to Ocean Drive	This is a multi year project that will continue into the 2019/20FY.	30/03/2020	92,567
		41608	Hastings River Drive	Design - Hughes Place to Boundary	Delayed due to detailed flooding analysis of Boundary Street.	30/06/2020	11,739
		41723	Hastings Regional Sporting Facility	Stage 1 Development	This is a multi year project that will continue into the 2019/20FY.	30/06/2020	107,598
	<b>Asset Design Total</b>					<b>274,731</b>	
	Assets & Property Investment	41235	Airport Business Park Development Planning	Airport Business Park Development Planning	Development planning to commence upon receipt of all lodged environmental and planning approvals.	30/12/2020	109,285
		41611	Greenmeadows Dr Development Planning and Feasibilities	Greenmeadows Dr Development Planning and Feasibilities	Project currently on hold pending resolution of Council's approach to community facilities in the Greenmeadows Dr area	30/12/2020	45,074
		41864	Partridge Creek Residential Development Planning and Feasibilities	Partridge Creek Residential Development Planning and Feasibilities	JRPP DA planning approval received in April 2019. Amendments to existing DA now being prepared to improve value and marketability of site.	30/12/2020	99,282
	<b>Assets &amp; Property Investment Total</b>					<b>253,641</b>	
	Community Place	41386	Wauchope Town Centre		These funds will support items at the finalisation of the wauchope Main street works due for completion at the end of the year	31/12/2019	10,000
41451		Wauchope Town Centre Works		These funds will support items at the finalisation of the wauchope Main street works due for completion at the end of the year	31/12/2019	8,422	
41503		Hamilton Green Maintenance		These funds are collected to improve the community facilities as required. No identified action at this stage	30/06/2020	4,723	

## 2018/19 Carry-Over Report

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Amount to Be Carried Over						
Deferral Category	Section	G/L Number	Project Description	Detailed Description	Detailed reason for Carry-over	Completion Date
Multi-year Project	Community Place	41528	Anzac Centenary Local Grants Programme		These funds will support outcomes of the bicentennial projects and project design development still underway and will be determined priorities for 2021	30/06/2021
		41826	Bicentenary Activities		These funds will support outcomes of the bicentennial projects and project design development still underway and will be determined priorities for 2021	30/06/2021
		41909	Wauchope Bicentenary Riverside Sculptural Trail		This is a bicentennial project that we received grant funding for and will be completed by December 2020	1/12/2020
		41919	Hamilton Green Enhancement Project		Council is undertaking this project on behalf of the PM Rotary Club. This project has been delayed as it was only passed over to Council late in the 2018/19 financial year.	30/06/2020
		<b>Community Place Total</b>				<b>346,240</b>
Digital Technology	Digital Technology	41470	Information & Communications Technology - Projects	Undertake information and Communications Technology Projects	Delivery of multi-year Digital Technology Roadmap projects	30/06/2020
		41484	Information & Communications Technology - Renewals	Annual replacement of Printers, Servers, PC's, Routers, Software & Photocopiers.	Renewal of infrastructure required as part of business as usual	30/06/2020
	Digital Technology Total	<b>Digital Technology Total</b>				<b>1,476,327</b>
		40619	Stormwater Remediation Designs	Design of drainage improvement works	This is a multi year project that will continue into the 2019/20FY.	30/06/2020
		41319	Panorama Drive - Stormwater Remediation	Investigate requirements for stormwater Line Upgrades	This is a multi year project that will continue into the 2019/20FY.	30/06/2020
		41573	Stormwater Remediation - 31 Calwalla Cr	Overflow swale plus system augmentation	This is a multi year project that will continue into the 2019/20FY.	30/06/2020
		41713	Black Swan Terrace Drainage Upgrade	Design	This is a multi year project that will continue into the 2019/20FY.	30/06/2020
		41764	Black Swan Terrace	Stormwater Detention Facility	This is a multi year project that will continue into the 2019/20FY.	30/06/2020
		41765	Settlement Shores Canals	Canal major maintenance and dredging	This is a multi year project that will continue into the 2019/20FY.	30/06/2020
						11,963
						17,206
						21,431
						60,225
						15,768
						261,150
						11,963

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Amount to Be Carried Over							
Deferral Category	Section	G/L Numb	Project Description	Detailed Description	Detailed reason for Carry-over	Completion Date	Total
Multi-year Project	Drainage	41766	Stormwater Remediation - 10 Dilladerry Cr, Port Macquarie	Overflow swale plus system augmentation	This is a multi year project that will continue into the 2019/20FY.	30/06/2020	39,326
		41767	Stormwater Remediation - Lincoln Rd/Racewyn Close	Detailed Design	This is a multi year project that will continue into the 2019/20FY.	30/06/2020	7,094
		41768	Stormwater Renewal Program	Renewal program of Stormwater assets in line with asset management plans	This is a multi year project that will continue into the 2019/20FY.	30/06/2020	127,810
		41860	Rodley Street Bonny Hills	Flooding mitigation measures - Pipes & Pits (From 2015/16 Dividend)	This is a multi year project that will continue into the 2019/20FY.	30/06/2020	29,981
		41861	Stormwater Remediation - Bellbowrie/Bay St. Catchment	Major investigation required - Clifton Dr, Bellbowrie etc	This is a multi year project that will continue into the 2019/20FY.	30/06/2020	40,707
		41947	741 Beechwood Road	Stormwater Remedial Works	This is a multi year project that will continue into the 2019/20FY.	30/06/2020	44,300
		<b>Drainage Total</b>					
	Glasshouse Back of House Operations	41910	The Glasshouse - Studio Space Seating Upgrade	Undertake delivery	Works were planned for September 2019 subject to studio events program.	31/10/2019	138,257
		<b>Glasshouse Back of House Operations Total</b>					<b>138,257</b>
	Infrastructure Delivery Projects	Infrastructure Delivery Projects	41367	Stormwater Remediation - Blackbutt Creek, Wauchope	Flood Mitigation measure 1	This is a multi year project that will continue into the 2019/20FY.	30/06/2020
41392			Googik Track	Undertake Construction/Delivery - Shared walkway/cycleway - Stage 2	This is a multi year project that will continue into the 2019/20FY.	30/06/2020	72,395
41464		Footpath, Cycleway and Pedestrian Management	Footpath, cycleway and pedestrian works across the LGA	This is a multi year project that will continue into the 2019/20FY.	30/06/2020	1,640	
41904		Telegraph Point Pedestrian Safety Upgrades		This is a multi year project that will continue into the 2019/20FY.	30/06/2020	116,899	
<b>Infrastructure Delivery Projects Total</b>						<b>209,120</b>	
Natural Resources	40092	Urban Landcare, Dune Care, Streamwatch and Coastcare Pgmmes	Funding support for community based projects including streambank protection, erosion control, weed eradication & revegetation and water quality improvements	Continuous monitoring for delivery of these actions required	30/06/2020	12,700	
	40412	Climate Change Strategies	Implementation of Climate Change Action Strategies	Climate change actions committed to within OP	30/06/2020	2,800	
	41426	Floodplain Management Plan Implementation	Hibbard Floodway Investigation	Multi year project. Now required to follow up on actions approved through Council	30/06/2020	83,894	

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Amount to Be Carried Over							
Deferral Category	Section	G/L Number	Project Description	Detailed Description	Detailed reason for Carry-over	Completion Date	
Multi-year Project	Natural Resources	41531	Coastal/Estuary Management Plan - SUBJECT TO GRANT FUNDING	Implementation of strategies from management plans	Coastal Management Plan/Scoping study required due to new legislation	30/06/2020	
		41575	Wrights and Yarranabee Creeks Flood Study	Update to include Urban Drainage Systems and progress through Flood Mitigation Plan and Strategy	Multi year project. Now required to follow up on actions approved through Council	30/06/2020	
		41638	Floodplain Management Plan Implementation - SUBJECT TO GRANT FUNDING	Implementantion of strategies from management plans including Settlement Point & North Shore Flood Levee Design	Multi year project. Now required to follow up on actions approved through Council	30/06/2020	
		41722	North Brother Local Catchments Flood Study		Multi year project. Now required to follow up on actions approved through Council	30/06/2020	
		41846	PM Airport - Biocertification Strategy	Vegetation Management associated with RWS / OLS improvements	Ongoing maintenance of Airport Biocertification offset lands - vegetation contract	30/06/2020	
	Natural Resources Total						938,219
	Network & Project Planning	41589	Wauchope CBD Pedestrian Redesign	All Stages	This is a multi year project that will continue into the 2019/20FY.	31/12/2019	713,062
		41884	2019/20 & 202/21 CPTIGS Program	New Bus Shelters	This is a multi year project that will continue into the 2019/20FY.	30/06/2020	82,489
		41925	Kew Main Street Upgrade	Stage3	This is a multi year project that will continue into the 2019/20FY.	30/06/2020	18,875
		Network & Project Planning Total					
Parks & Recreation	40100	Sporting Grants Programme		This budget is a grant contribution to Hastings Valley Motorcycle Club for facility improvements. These improvement works have commenced.	30/06/2020	67,769	
	40747	Flagstaff Hill Reserve	Walkway Renewal	This budget allocation forms part of Council's co-contribution for the RGETF Coastal Walkway Upgrade Project. This project will continue into 2019/20 in accordance with the funding agreement and milestones	30/06/2020	64,068	
	41702	Port Macquarie Coastal Walk	Upgrade of Walkway	This grant funded project is continuing in accordance with the agreed funding deed milestones.	30/06/2020	3,958	

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Amount to Be Carried Over							
Deferral Category	Section	G/L Number	Project Description	Detailed Description	Detailed reason for Carry-over	Completion Date	Total
Multi-year Project	Parks & Recreation	41716	Port Macquarie Regional Sports Stadium	Construction of new training field including lighting	This grant funded project is continuing in accordance with the agreed funding deed milestones.	30/09/2019	186,973
		41750	Camden Haven River Recreational Boating Improvements	Upgrade of facilities as pre Boating Needs investigation	Practical completion of works was achieved during June 2019. However, some outstanding financial commitments need to be resolved during July 2019 prior to completion of this project.	31/08/2019	203,756
		41758	Sancroix/Thrumster Sports Fields	Detailed design and approvals	This multi-year project is continuing as programmed	1/05/2020	22,213
		41829	Oxley Oval	Sporting Infrastructure Upgrade	This project includes two key components: upgrade of incoming power supply which will be complete July 2019; contribution to rugby union/cricket group who are building a new clubhouse at this site. These works are expected to commence during July 2019.	31/01/2020	126,414
		41834	Town Green Central & West	Preconstruction	This multi-year project is continuing as programmed	12/12/2019	41,674
		41842	Stronger Country Communities - Sporting Fields Improvement Program		This grant funded project is continuing in accordance with the agreed funding deed milestones.	31/10/2019	22,183
		41856	Off Leash Dog Parks	Develop off leash dog exercise parks in Port Macquarie and Wauchope	Project delayed as a result of successful grant funding application for \$4M upgrade of the Stuart Park Sporting Precinct.	30/06/2020	68,688
		41857	Port Macquarie Hastings Hockey Fields	Install lighting to Field 2	This grant funded project is continuing in accordance with the agreed funding deed milestones.	30/09/2019	276,640
		41859	Stuart Park	Install sub-soil drainage to fields 1 & 2	Project delayed as a result of successful grant funding application for \$4M upgrade of the Stuart Park Sporting Precinct.	30/06/2020	506,132
		41891	Lake Cathie Master Plan	Implementation	This grant funded project is continuing in accordance with the agreed funding deed milestones.	30/09/2019	10,292

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Amount to Be Carried Over								
Deferral Category	Section	G/L Number	Project Description	Detailed Description	Detailed reason for Carry-over	Completion Date	Total	
Multi-year Project	Parks & Recreation	41897	Oxley Oval Lighting Upgrades	Facility Upgrade	This grant funded project is continuing in accordance with the agreed funding deed milestones.	30/11/2019	145,658	
		41898	Coal Wharf Reserve Upgrades	Facility Upgrade	This grant funded project is continuing in accordance with the agreed funding deed milestones.	30/04/2020	48,188	
		41899	Kew Community Park		This grant funded project is continuing in accordance with the agreed funding deed milestones.	20/02/2020	144,373	
		41900	Charlie Watt Lighting & Drainage		This grant funded project is continuing in accordance with the agreed funding deed milestones.	30/06/2020	239,154	
		41901	Andrews Park Lighting Upgrade		This grant funded project is continuing in accordance with the agreed funding deed milestones.	31/12/2019	198,317	
		41902	Lake Cathie Sport Fields Surface & Irrigation Upgrade		This grant funded project is continuing in accordance with the agreed funding deed milestones.	30/06/2020	206,252	
		41903	Vince Inmon Amenities & Lighting Upgrade		This grant funded project is continuing in accordance with the agreed funding deed milestones.	31/12/2019	236,638	
		41922	Upgrade Wood Street		This multi-year project is continuing as programmed	30/06/2020	10,000	
		<b>Parks &amp; Recreation Total</b>						<b>2,829,339</b>
		Sewerage Services	30146	Port Macquarie Sewer Pump Station #71 & Rising Main	Upgrade of Port Macquarie Sewer Pump Station 71 and new rising main to STP	This is a multi year project that will continue into the 2019/20FY.	30/06/2020	1,278,397
	30161		Sewer Rising Main Extension to Dunbogan STP Inlet	Sewer rising main (SRM) extension to the Dunbogan Sewerage Treatment plant inlet works	This is a multi year project that will continue into the 2019/20FY.	30/06/2020	646,070	
	30166		Port Macquarie Sewerage Pumping Station No 64	Commencement of Electrical Upgrade works	Work is complete, but minor costs associated with the works still being processed	31/08/2019	18,282	
	30167		Pre Construction of Thrumster Sewerage treatment Plant (Area 13)- Phase 1 - 20000EP		This is a multi year project that will continue into the 2019/20FY.	30/06/2020	511,000	

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Amount to Be Carried Over							
Deferral Category	Section	G/L Number	Project Description	Detailed Description	Detailed reason for Carry-over	Completion Date	Total
Multi-year Project	Sewerage Services	39308	Small Towns Sewerage Program	Undertake Preconstruction/Construction/Delivery - Provision of centralised sewerage systems for Long Flat to overcome pollution from on-site disposal systems.	This is a multi year project that will continue into the 2019/20FY.	30/06/2020	33,644
		39309	Small Towns Sewerage Program	Undertake Preconstruction/Construction/Delivery - Provision of centralised sewerage systems for Comboyne to overcome pollution from on-site disposal systems.	This is a multi year project that will continue into the 2019/20FY.	30/06/2020	59,995
		39310	Small Towns Sewerage Program	Undertake Preconstruction/Construction/Delivery - Provision of centralised sewerage systems for Telegraph Point to overcome pollution from on-site disposal systems.	This is a multi year project that will continue into the 2019/20FY.	30/06/2020	64,605
		39311	Construction of Small Towns Sewerage Scheme	Long Flat, Telegraph Point and Comboyne	This is a multi year project that will continue into the 2019/20FY.	30/06/2020	3,040,078
	<b>Sewerage Services Total</b>						
	Transport and Traffic	40307	O'Neillis Bridge Replacement		This is a multi year project that will continue into the 2019/20FY.	30/06/2020	81,977
		41481	Transport & Traffic various design works	Additional Transport & Stormwater Designs	This is a multi year project that will continue into the 2019/20FY.	30/06/2020	30,664
		41673	Bulli Creek Bridge Replacement	Construction	This is a multi year project that will continue into the 2019/20FY.	30/06/2020	39,725
		41700	Beechwood Road Design - Riverbreeze to Waugh		This is a multi year project that will continue into the 2019/20FY.	30/06/2020	175,737
		41701	Beechwood Rd Reconstruction	Riverbreeze to Rosewood	Costs associated with land acquisition to be incurred in 2019/20 financial year	30/11/2019	10,920
41769		Bold Street, Laurieton	Crossing between Seymour and Tunis Streets - Detailed investigation and Design	This is a multi year project that will continue into the 2019/20FY.	30/06/2020	46,053	
41771	Dunbogan Bridge - Reid Street	Undertake substructure rehabilitation	This is a multi year project that will continue into the 2019/20FY.	30/06/2020	1,092,714		



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Amount to Be Carried Over							
Deferral Category	Section	G/L Number	Project Description	Detailed Description	Detailed reason for Carry-over	Completion Date	Total
Multi-year Project	Transport and Traffic	41773	Hastings River Drive & Boundary Street Upgrade	Upgrade of Hastings River Drive between Boundary Street and Hughes Place and Upgrade of Boundary Street.	This is a multi year project that will continue into the 2019/20FY.	30/06/2020	58,966
		41776	Kindee Bridge	Immediate Structural Repairs to ensure bridge remains serviceable.	This is a multi year project that will continue into the 2019/20FY.	30/06/2020	405,821
		41777	Kindee Bridge	Replacement Optioneering	This is a multi year project that will continue into the 2019/20FY.	30/06/2020	61,176
		41779	Corridor Planning - MR538/MR600		This is a multi year project that will continue into the 2019/20FY.	30/06/2020	221,470
		41780	Ocean Drive, Lake Cathie	Detailed design from Miala to Orana	This is a multi year project that will continue into the 2019/20FY.	30/06/2020	4,163
		41835	RMS Grants - Beach to Beach Shared Path		This is a multi year project that will continue into the 2019/20FY.	30/06/2020	43,877
		41865	Bago Road Pavement Rehabilitation Program - Cameron Street to Pacific Highway (Multiyear project)	Undertake the continued rehabilitation of Bago Road from Cameron Street to the Pacific Highway	This is a multi year project that will continue into the 2019/20FY.	30/06/2020	735,843
		41866	Gordon Street Pavement Reconstruction and Service Relocations	Between Ocean Drive and Horton Street - Design	This is a multi year project that will continue into the 2019/20FY.	30/06/2020	132,558
		41867	Roads S94 Plan Review	Roads S94 Review including concept designs & estimations	This is a multi year project that will continue into the 2019/20FY.	30/06/2020	191,636
		41873	Beechwood Road - Stage 5	Commencement of Stage 5 of Beechwood Road Rehabilitation - From No.84 Beechwood Rd to Riverbreeze Drive. Part Segment 20	This is a multi year project that will continue into the 2019/20FY.	30/06/2020	255,127
		41890	Gordon/Horton Street Intersection Upgrade		This is a multi year project that will continue into the 2019/20FY.	30/06/2020	81,571
		41921	Bay Street	Newport Island Road to Ballina Crescent East	This is a multi year project that will continue into the 2019/20FY.	30/06/2020	206,811
		41923	North of Hastings River	Level 3 Timber Bridge Assessments	This is a multi year project that will continue into the 2019/20FY.	30/06/2020	54,601
Transport and Traffic Total							3,931,410

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Amount to Be Carried Over									
Deferral Category	Section	G/L Number	Project Description	Detailed Description	Detailed reason for Carry-over	Completion Date	Total		
Multi-year Project	Water Supply	20147	Dedicated Trunk Main augmentation to Sancroix Reservoir from Wauchope - Design	Design of the augmentation of a system to allow the construction of a dedicated trunk main. (Rezone King Ck off Sancroix (200mm PVC @ 1.8km), Extend 100mm main along Oxley Hwy (100mm PVC @ 1.8km), New 300mm trunk main through golf course (300mm PVC @ 0.9km)	This is a multi year project that will continue into the 2019/20FY.	30/06/2020	16,410		
		20215	Thrumster Reclaimed Water Interim Supply Rising Main to Thrumster Reservoir	Undertake Construction - Rising mains to Thrumster Reservoir (7000m of DN300mm)	This is a multi year project that will continue into the 2019/20FY.	30/06/2020	192,599		
		<b>Water Supply Total</b>					<b>209,009</b>		
<b>Multi-year Project Total</b>							<b>17,962,658</b>		
Other	Assets & Property Investment	40639	Road Asset Condition Rating	Undertake condition rating of all of Council's transport assets	Pavement Management System is not performing to project requirements and needs to be fixed prior to remaining payment being made	1/12/2019	23,052		
		41493	Roads & Drainage Revaluation		Stormwater condition data was not up to valuers specification to allow revaluation to take place	30/06/2020	40,000		
		41862	High Risk Electrical Assets Data Capture	Capture high risk electrical assets in Council's asset management system	Work to date has been completed by staff, carryover amount required should there be need for service locations for high risk electrical assets to be assessed by an external contractor.	30/06/2020	30,000		
		41863	LED (Category V) Street Lighting Feasibility	Develop feasibility for bulk street lighting upgrade to LED (Category V) (Funded from sale of Carbon Credits)	Awaiting finalisation of Category V specification and costing by Essential Energy to enable feasibility to be completed.	30/06/2020	20,000		
		<b>Assets &amp; Property Investment Total</b>					<b>113,052</b>		
	Community Engagement	40633	Community Survey	Undertake Community Survey	This is a Biannual survey, the next survey will commence in August 2019	1/10/2019	8,774		
		<b>Community Engagement Total</b>					<b>8,774</b>		

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Amount to Be Carried Over	Deferral Category	Section	G/L Number	Project Description	Detailed Description	Detailed reason for Carry-over	Completion Date	Total
Other	Community Place		41300	CDAT Drug Action Week		This is an auspiced fund for a community group. Balance of funds remaining to be rolled into 2019/20 program	31/12/2019	677
			41839	Dementia Friendly Communities Community Project		To be spent in Art walk - dementia programme	31/07/2019	618
	<b>Community Place Total</b>							<b>1,295</b>
	Digital Technology		40528	Asset Management System	Continued implementation of Authority Asset Management System including bulk data loads	Funding required for final payment on project underway	30/12/2019	53,442
	<b>Digital Technology Total</b>							<b>53,442</b>
	Facilities		41848	Council Offices and Public Buildings	Install solar energy systems at selected existing Council facilities	This project was delayed due to Council requesting an internal review on solar procurement	31/03/2020	92,572
			41850	Short Street Carpark Reserve	Public Amenities Renewal	Delay in manufacture of toilet block. (built in New Zealand)	1/09/2019	30,629
	<b>Facilities Total</b>							<b>123,201</b>
	Glasshouse Cultural		41908	219 Annual Program Funding -	Regional Gallery	This grant is received for a calendar year	31/12/2019	41,427
	<b>Glasshouse Cultural Total</b>							<b>41,427</b>
	Glasshouse Front of House		41948	GH Dinner & Community Day	10th Birthday Celebrations	Funds to be spent in 2019/20. Dinner scheduled 13 July; Community Day scheduled 24 August	30/09/2019	26,848
	<b>Glasshouse Front of House Total</b>							<b>26,848</b>
	Natural Resources		40089	Environmental Monitoring	Monitoring & Surveillance of Environmentally Sensitive areas.	Commitment to Flying Fox Camp Management Plan	30/06/2020	30,000
			41391	Implement Strategies of LC CZMP - S/water Repair		Coast & Estuaries required to complete further work in this area due to new legislation	30/06/2022	11,693
			41822	L/C Ilaroo Road Revetment Wall Funding Model		Delays from OEH in delivering funding model	31/12/2019	29,824
			41889	Illaroo Rd - Stormwater Remediation Construction		Contamination issue within Lake Cathie and subsequent variation approval from OEH has led to delays in this project. Now on track	30/06/2020	8,117
	<b>Natural Resources Total</b>							<b>79,635</b>

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Amount to Be Carried Over						
Deferral Category	Section	G/L Number	Project Description	Detailed Description	Detailed reason for Carry-over	Completion Date
Other	Parks & Recreation	41855	Mrs Yorks Garden	Concept Plan Development	Master Plan complete. Currently awaiting Heritage Office approvals to allow for finalisation of this project.	31/12/2019
		41858	Rowing Club Reserve	Construct revetment wall to address reserve erosion	Practical completion of works was achieved during June 2019. However, some outstanding financial commitments need to be resolved during July 2019 prior to completion of this project.	31/08/2019
	<b>Parks &amp; Recreation Total</b>					
	Property & Leasing	41202	Land Acquisitions for Council Roads	Survey, Valuation and Land Transactions	Matters considered at the June 2019 Council meeting - timing of acquisition process will carry over to 2019-20	30/06/2020
		41924	Purchase 210 Hastings River Drive		Matter considered at the April 2019 Council meeting - timing of acquisition process will carry over to 2019-20	31/12/2019
<b>Property &amp; Leasing Total</b>						<b>440,000</b>
	Strategic Land Use Planning	41887	Yippen Creek Planning Investigations		Project planning and engagement completed for commencement in 2019/20.	30/06/2020
		41888	Housing Choice Planning Review		Project planning and engagement completed for commencement in 2019/20.	30/06/2020
<b>Strategic Land Use Planning Total</b>						<b>219,690</b>
	Transport and Traffic	41793	Ocean Dr Shared Path Pac Hwy to Glen Haven Dr		Outstanding land acquisition	30/06/2020
		41879	RMS - Shared path - Wrights Road to PMQ CBD		The RMS has given permission for this project to be completed in 2019/20	30/06/2020
<b>Transport and Traffic Total</b>						<b>53,042</b>
	Waste Disposal	50069	Cairncross Waste Depot	Facility Upgrade & Expansion Approvals	Priorities given to waste contracts and recycling issues has delayed some waste projects	30/06/2020
		<b>Waste Disposal Total</b>				

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Amount to Be Carried Over						
Deferral Category	Section	G/L Number	Project Description	Detailed Description	Detailed reason for Carry-over	Completion Date
Other	Water Supply	20152	VPA Council Funded Works - Beechwood Rosewood Reservoir - Beechwood connection	Undertake Construction/Delivery VPA Works - DN 200 from existing Rosewood Reservoir to Beechwood village including underbore, future inlet mains (DN 600 & 450)	This project was initially intended to be completed by June 2019 but due to the geotechnical conditions particularly under the Hastings river where an underbore is presently being finalised the project has continued into 2019/20.	30/12/2019
<b>Water Supply Total</b>						<b>509,579</b>
<b>Other Total</b>						<b>2,547,333</b>
Weather	Ferry Management	41877	Ferry Signage and Access Upgrade		Work delayed by weather and on-going discussion with North Shore residents.	19/12/2019
<b>Ferry Management Total</b>						<b>291,865</b>
<b>Weather Total</b>						<b>291,865</b>
Operational Considerations	Community Place	40066	Heritage - Local Assistance Fund	Assistance towards Heritage Buildings	This is an annual program however grants were not completed this year due to a position secondment. Will roll out through the grants program in August and March	1/06/2020
		41816	Activation Program - Port Macquarie CBD	Undertake an activation program within the PM CBD	Activation program on hold due to other priorities including community planning and Orbital road. Funds will support outcomes of Community Planning	30/06/2020
		41817	Activation Program - LGA	Undertake an activation program within the LGA excluding the PM CBD	Activation program on hold due to other priorities including community planning and Orbital road. Funds will support outcomes of Community Planning	30/06/2020
<b>Community Place Total</b>						<b>60,843</b>
Facilities		40270	PM Headquarters Alterations		Priority of resources given to other projects within 18/19 Operational Plan	31/12/2019
<b>Facilities Total</b>						<b>84,303</b>
Fleet Management		40722	Port Macquarie Depot	Construct new Work Depot	Site selection not completed.	30/06/2022
<b>Fleet Management Total</b>						<b>1,988,969</b>
Library		40082	Library Furnishings, Fittings & Equipment	Update Computer Equipment, Technology, Photocopiers, Additional Shelving etc	Due to number of key projects being undertaken which compete for resources this was not spent	1/06/2020
<b>Library Total</b>						<b>8,988</b>

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Amount to Be Carried Over		Project Description		Detailed Description		Detailed reason for Carry-over		Completion Date		Total	
Deferral Category	Section	G/L Number	Project Description	Special Library Projects (Self Funding)		Project determination underway		30/06/2020		9,135	
Operational Considerations	Library	40866	Special Library Projects (Self Funding)								
		40935	Library Local Priority Grant			With other key projects being undertaken and delivered, the timing of this project moved out and will now be fully delivered as part of the Library programs for 19/20 - New Van programs, additional technology requirements		1/06/2020		74,234	
		41810	Library - Webpage Upgrade			Design development underway - launch proposed for September 2019		1/12/2019		22,169	
	<b>Library Total</b>								<b>114,526</b>		
	Natural Resources	40088	Environmental Programme/Studies	Miscellaneous studies and seed funding for collaborative work and grant applications associated with adopted Natural Resource Management Plans		Resourcing issues have led to underspend this year, however matching funding for grants in NRM are required for delivery of new and existing OP NRM projects		30/06/2020		31,786	
		40572	Bushland Open Space Management Strategy	Vegetation Management		NRM resourcing has led to partial delivery of this multiyear project/service		30/06/2020		3,024	
		40614	Riparian Revegetation Program	Implementation of riparian revegetation works and strategies across the LGA, including weeds, stock access, reveg, off-stream watering, bank stabilisation.		NRM resourcing has led to delayed delivery of this multiyear project/service		30/06/2020		10,000	
		40959	Biodiversity Strategy	Implementation of Plan Actions and Strategies		NRM resourcing has led to delayed delivery of this multiyear project/service		30/06/2020		9,010	
		41175	Compensatory Koala Food Trees			NRM resourcing has led to partial delivery of this multiyear project/service		30/06/2020		3,070	
		41311	Lake Cathie Maintenance Dredging			NRM resourcing has led to partial delivery of this multiyear project/service		30/06/2020		334	
41720		Glenview Estate Wau Maint Wks (VPA wks) 10415.1438			NRM resourcing has led to partial delivery of this multiyear project/service		30/06/2020		717		

## 2018/19 Carry-Over Report

## 2018/19 Carry-over Report

Amount to Be Carried Over								
Deferral Category	Section	G/L Number	Project Description	Detailed Description	Completion Date	Total		
Operational Considerations	Natural Resources	41735	Koala Road Strike Project		NRM resourcing has led to partial delivery of this multiyear project/service	30/06/2020	32,526	
		41740	Sophora Tomentosa	Reintroductions Grant		NRM resourcing has led to partial delivery of this multiyear project/service	30/06/2020	2,327
		41807	Lakeside Woods Environmental Management - VPA Works		80530.8269	NRM resourcing has led to partial delivery of this multiyear project/service	30/06/2020	1,855
		41828	Hastings River Streamflow & Rainfall Gauges			Coastal & Estuary resourcing & reprioritisation of other projects has led to a delay in this project	30/06/2020	40,466
		41843	Red Ochre Env Mgt Lands-VPA 10415.1608			NRM resourcing has led to partial delivery of this multiyear project/service	30/06/2020	3,500
		41885	Lakeside Woods Fire Trail Mtce	VPA		NRM resourcing has led to partial delivery of this multiyear project/service	30/06/2020	1,112
		41886	Flying Fox Camp Plan of Management			NRM resourcing has led to partial delivery of this multiyear project/service.	30/06/2020	220
		Natural Resources Total						139,946
	Noxious Plants	40225	Weed Control on Council Owned Land	Undertake Delivery - Control of Noxious and Environmental Weeds in accordance with Mid North Coast Invasive Plant Strategy	NRM resourcing has led to partial delivery of this multiyear project/service	30/06/2020	108,502	
	Noxious Plants Total						108,502	
Parks & Recreation	41851	Blackbutt Park	Facility Upgrade	This project has commenced but has been impacted by the volume of grant funded projects (Regional Sport Infrastructure Fund and Stronger Country Communities Fund Round 2) added to the Operational Plan during the financial year.	31/10/2019	14,848		



## 2018/19 Carry-Over Report

## 2018/19 Carry-over Report

Amount to Be Carried Over					Completion Date	Total
Deferral Category	Section	G/L Number	Project Description	Detailed Description	Detailed reason for Carry-over	
Operational Considerations	Parks & Recreation	41852	Blackbutt Park	Replacement of park furniture at end of useful life.	This project has commenced but has been impacted by the volume of grant funded projects (Regional Sport Infrastructure Fund and Stronger Country Communities Fund Round 2) added to the Operational Plan during the financial year.	50,000
<b>Parks &amp; Recreation Total</b>						<b>64,848</b>
	Waste Disposal	50057	Kingfisher Waste Depot - DA & Design	Undertake Pre-construction - Transfer Station upgrade to compactor bins and tip shop	Priorities given to waste contracts and recycling issues has delayed some waste projects	22,711
		50080	Better Waste & Recycling Fund		Priorities given to waste contracts and recycling issues has resulted in partial delivery of some waste projects	22,523
		50095	Kingfisher Waste Depot - Upgrade & Expansion	Complete Construction/Delivery - Transfer Station upgrade to compactor bins and tip shop	Design completed but construction not yet commenced - Priorities given to waste contracts and recycling issues has delayed some waste projects	1,118,555
<b>Waste Disposal Total</b>						<b>1,163,789</b>
<b>Operational Considerations Total</b>						<b>3,725,726</b>
<b>Grand Total</b>						<b>24,809,194</b>

# FactSheet

PORT MACQUARIE-HASTINGS  
COUNCIL

## Innes Gardens Memorial Park Crematorium and Lawn Cemetery

### **What services are currently provided at Innes Gardens Memorial Park?**

Innes Gardens Memorial Park provides a range of crematorium, lawn cemetery and memorialisation services to the community in conjunction with funeral services provided by local Funeral Directors. Innes Gardens is located at Philip Charley Drive Port Macquarie and includes a 150-seat chapel, administration offices, extensive grounds and memorial gardens.

### **Why is Council considering selling or leasing Innes Gardens Memorial Park?**

Council has undertaken a review to ensure the services we deliver are efficient and effective, taking into consideration long-term financial sustainability and meeting the needs of the community. As part of this review, it was identified that we should look further at the options for delivering the services provided at the Innes Gardens Memorial Park (including the option for the services to be delivered by the private sector).

When Innes Gardens Memorial Park was established in 1984, it was the only crematorium in the region. There are now three private crematoria in the region (including Kempsey) which operate in direct competition with Innes Gardens Memorial Park. This has resulted in declining market share and profitability, and an increasing financial risk associated with ongoing operations and the level of capital investment required.

Innes Gardens Memorial Park has operated for many years as a self-funded business of Council, meaning that it has not needed funding from Council's general fund and the rates paid by ratepayers. If the current trend in declining market share and profitability continues as forecast, Council will need to fund (subsidise) the services provided at Innes Gardens. This would come at the expense of other Council services and projects.

If Council were to consider the sale or lease of Innes Gardens Memorial Park it would likely capture the value of the business for the community while it remains profitable, with the proceeds being available to Council to fund other services and projects for the benefit of the community.

### **What would happen to existing burial and cremation remains if Innes Gardens is sold?**

There will be no impact on existing remains. The perpetual care, protection and management of existing interments and inurnments at Innes Gardens is secured under the *Cemeteries and Crematoria Act 2013*.

Council acknowledges the importance and sensitivity of this issue for the community, and will also seek a binding commitment from any new operator as part of a contract of sale to ensure the perpetual care, protection and management of existing interments and inurnments at Innes Gardens Memorial Park.

Changes to the *Cemeteries and Crematoria Act 2013* introduced in 2013 allow for new interment rights to be granted either in perpetuity or as a renewable right (with an initial term of 99 years for cremated remains and 25 years for a lawn burial). It is important to note that a renewable right only applies in the case of a new interment and cannot be applied to existing remains which will continue to be maintained in perpetuity.

pmhc.nsw.gov.au

# FactSheet



While the Act reflected this new option in 2013, Council is not aware of any operator in NSW that has implemented the option of renewable interment rights to date.

## **What is the process for Council considering this matter?**

Council originally considered a report on the Innes Gardens Memorial Park in October 2018 and resolved to seek proposals from providers of funeral, cemetery, crematoria and related services, to determine market interest in the potential sale or lease of the facility.

A request for proposals process ran from 19 March 2019 to 9 May 2019, and a number of proposals were received during this period from existing providers of funeral, cemetery, crematoria and related services. At the June 2019 meeting, Council considered the proposals received and has now decided to enter into further detailed negotiations with the organisations.

In parallel with these negotiations, Council has committed to further community consultation regarding the options being considered for Innes Gardens Memorial Park, with feedback received from the community to assist in informing a future decision by Council on the facility.

Council is due to consider the matter including feedback received from the community, at the Council meeting in August 2019. At this stage, no decision has been made by Council to sell Innes Gardens Memorial Park.

## **Shouldn't Innes Gardens Memorial Park remain as a public asset?**

Crematoria facilities are not something that legally need to be managed by local government. There are very few Council operated crematoria in NSW with most facilities operated by private operators.

Should Council proceed with a proposed sale, we will still retain ongoing responsibility for the day-to-day and in perpetuity management of other cemeteries located across the local government area.

## **Can the land at Innes Gardens be developed for other purposes?**

No. The land at Innes Gardens Memorial Park is zoned "SP2 Crematorium" under the *Port Macquarie - Hastings Local Environmental Plan (LEP) 2011*.

Should Council decide on a sale in the future, Council would seek a binding commitment from any new operator to ensure the ongoing delivery of crematorium, lawn cemetery and memorialisation services at Innes Gardens Memorial Park.

## **I have recently purchased a reservation at Innes Gardens Memorial Park - will a new operator honour the reservation?**

Yes. Council will ensure that reservations (and pre-paid burials) are honoured by a new operator. This would be a condition of sale, should Council decide to proceed with the sale of the facility.

## **Would Innes Gardens Memorial Park continue to be maintained to the standard expected by the community?**

Yes. Council is currently considering proposals from existing providers of funeral, cemetery, crematoria and related services. These organisations currently operate facilities similar to Innes Gardens Memorial Park, ensuring similar high standards of service and maintenance for the communities where they operate.

pnhc.nsw.gov.au

# FactSheet

PORT MACQUARIE-HASTINGS  
COUNCIL

## **Would funeral costs increase if Council decides to sell Innes Gardens Memorial Park?**

Funeral costs are determined by Funeral Directors independent of the cost of burial and cremation services at Innes Gardens. A sale of Innes Gardens is likely to increase competition in the local market ensuring downward pressure is kept on prices.

## **What are the benefits to the community if Council was to sell Innes Gardens Memorial Park?**

Council's current consideration is aimed at ensuring the best possible ongoing delivery of cremation, lawn cemetery and memorialisation services to our community. The current process will seek to identify if there are potential benefits able to be offered by other operators to improve the current level of service and expand the range of facilities and services available for the community.

A sale would also protect Council against the financial risk associated with ongoing operations and the level of capital investment required, with the proceeds from a sale being available to Council to fund other services and projects for the benefit of the community.

## **How can I comment on the proposal?**

During July, Council is inviting community feedback on the future of Innes Gardens Memorial Park. To provide feedback, please visit Council's website at <https://haveyoursay.pmhc.nsw.gov.au/> from 1 - 28 July 2019 or contact Council on 6581 8111.

## **What happens next?**

Council will consider a further report on Innes Gardens Memorial Park at the Council meeting in August 2019. At that meeting, Council will consider proposals received following the negotiation period, in conjunction with feedback received from the community, to determine whether to proceed with a proposed sale or lease of Innes Gardens Memorial Park.

**For more information visit [pmhc.nsw.gov.au](https://pmhc.nsw.gov.au)  
or contact Council on (02) 6581 8111**

pmhc.nsw.gov.au

# Summary Report

01 July 2019 - 29 July 2019

## Port Macquarie-Hastings Council Have Your Say

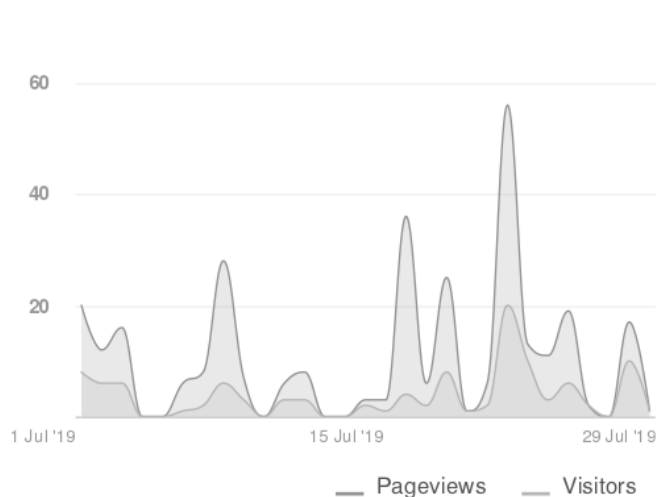
PROJECTS SELECTED: 1

Innes Gardens Memorial Park Crematorium and Lawn Cemetery

FULL LIST AT THE END OF THE REPORT



### Visitors Summary



### Highlights

TOTAL VISITS	117	MAX VISITORS PER DAY	20
NEW REGISTRATIONS	1	ENGAGED VISITORS	19
		INFORMED VISITORS	41
		AWARE VISITORS	92

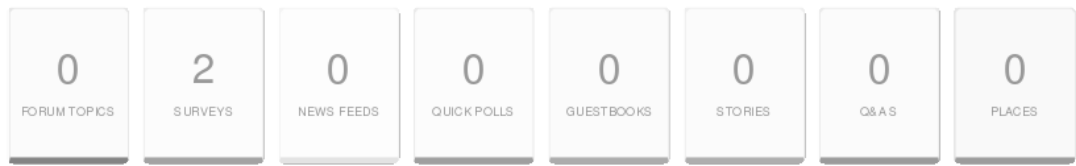
## PARTICIPANT SUMMARY

ENGAGED	19 ENGAGED PARTICIPANTS				TOP PROJECTS	
		Registered	Unverified	Anonymous		Participants (%)
INFORMED		Contributed on Forums	0	0	0	Innes Gardens Memorial Par... 19 (20.7%)
		Participated in Surveys	1	0	18	
		Contributed to Newsfeeds	0	0	0	
		Participated in Quick Polls	0	0	0	
AWARE		Posted on Guestbooks	0	0	0	
		Contributed to Stories	0	0	0	
		Asked Questions	0	0	0	
		Placed Pins on Places	0	0	0	
		Contributed to Ideas	0	0	0	
				* A single engaged participant can perform multiple actions		
				* Calculated as a percentage of total visits to the Project		

ENGAGED	41 INFORMED PARTICIPANTS				TOP PROJECTS	
					Participants	Participants (%)
INFORMED		Viewed a video		0		Innes Gardens Memorial Par... 41 (44.6%)
		Viewed a photo		1		
		Downloaded a document		10		
		Visited the Key Dates page		0		
AWARE		Visited an FAQ list Page		12		
		Visited Instagram Page		0		
		Visited Multiple Project Pages		23		
		Contributed to a tool (engaged)		19		
					* A single informed participant can perform multiple actions	
				* Calculated as a percentage of total visits to the Project		

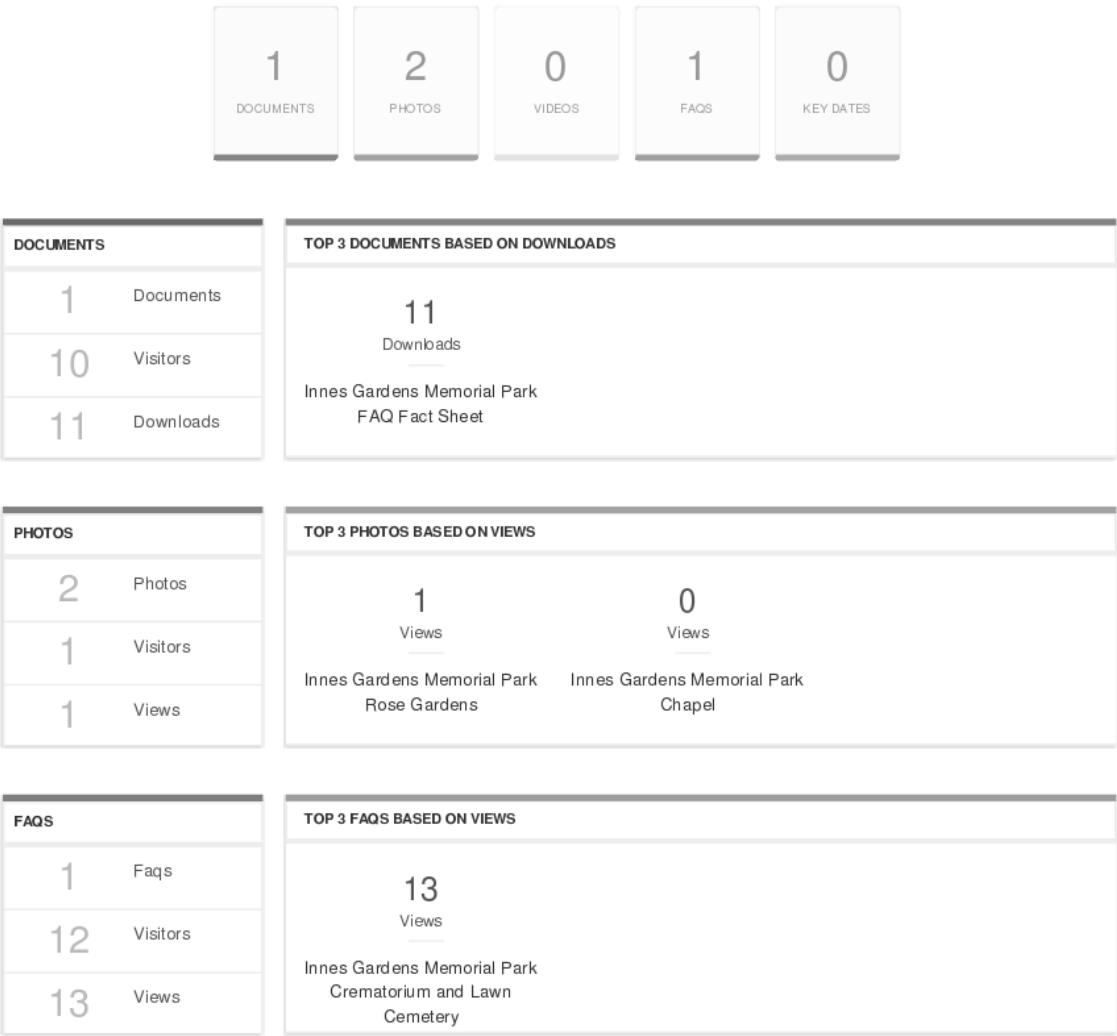
ENGAGED	92 AWARE PARTICIPANTS				TOP PROJECTS	
					Participants	Participants
INFORMED		Visited at least one Page		92		Innes Gardens Memorial Par... 92
AWARE						
				* Aware user could have also performed an Informed or Engaged Action		
				* Total list of unique visitors to the project		

ENGAGEMENT TOOLS SUMMARY



SURVEYS SUMMARY	TOP 3 SURVEYS BASED ON CONTRIBUTORS	
2 Surveys	18 Contributors to	8 Contributors to
19 Contributors	Innes Gardens Memorial Park Survey	General Feedback
35 Submissions		

INFORMATION WIDGET SUMMARY





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Port Macquarie-Hastings Council Have Your Say : Summary Report for 01 July 2019 to 29 July 2019

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**TRAFFIC SOURCES OVERVIEW**

REFERRER URL	Visits
www.pmhc.nsw.gov.au	26
m.facebook.com	17
www.google.com	8
www.facebook.com	6
www.google.com.au	5
www.bing.com	2
pmhc.createsend.com	1

Port Macquarie-Hastings Council Have Your Say : Summary Report for 01 July 2019 to 29 July 2019

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## SELECTED PROJECTS - FULL LIST

PROJECT TITLE	AWARE	INFORMED	ENGAGED
Innes Gardens Memorial Park Crematorium and Lawn Cemetery	92	41	19

Survey Responses

01 July 2019 - 29 July 2019

Innes Gardens Memorial Park Survey

Port Macquarie-Hastings Council Have Your Say

Project: Innes Gardens Memorial Park Crematorium and Lawn Cemetery

engagement

by Bang the Table

hq

VISITORS					
32					
CONTRIBUTORS			RESPONSES		
18			23		
1	0	17	2	0	21
Registered	Unverified	Anonymous	Registered	Unverified	Anonymous



**Respondent No:** 1  
**Login:** Anonymous  
**Email:** n/a

**Responded At:** Jul 06, 2019 18:10:21 pm  
**Last Seen:** Jul 06, 2019 18:10:21 pm  
**IP Address:** n/a

Q1. Have you read the Frequently Asked Questions (FAQs) information provided by Council?	Yes
<hr/>	
Q2. Are you concerned about Council's current considerations regarding the potential sale or lease of Innes Gardens Memorial Park to another operator?	No
<hr/>	
Q3. If yes, what concerns you about the potential sale or lease? (please rate in order of importance, and add any others)	1.
<hr/>	
Q4. Continuing from Question 3, list your other concerns here.	
not answered	
<hr/>	
Q5. Considering the services currently provided at Innes Gardens Memorial Park, please rank in order what is most important to you?	1. Chapel services 2. Lawn Cemetery 3. Crematorium 4. Memorial Gardens
<hr/>	
Q6. Thinking about the future operation of Innes Gardens Memorial Park, are there any improvements in services and/or facilities you would like to see?	
Tearooms for families to use after a service Better screens and sound system in chapel	
<hr/>	



Respondent No: 2

Login: Anonymous

Email: n/a

Responded At: Jul 08, 2019 10:30:26 am

Last Seen: Jul 08, 2019 10:30:26 am

IP Address: n/a

Q1. Have you read the Frequently Asked Questions (FAQs) information provided by Council? Yes

Q2. Are you concerned about Council's current considerations regarding the potential sale or lease of Innes Gardens Memorial Park to another operator? No

Q3. If yes, what concerns you about the potential sale or lease? (please rate in order of importance, and add any others) 1.

Q4. Continuing from Question 3, list your other concerns here.

not answered

Q5. Considering the services currently provided at Innes Gardens Memorial Park, please rank in order what is most important to you?

1. Crematorium
2. Chapel services
3. Memorial Gardens

Q6. Thinking about the future operation of Innes Gardens Memorial Park, are there any improvements in services and/or facilities you would like to see?

There would be an improvement in services at the Innes Lake facility if there was a facility for an after funeral meal/drink/get together.



Respondent No: 3

Login: Anonymous

Email: n/a

Responded At: Jul 09, 2019 19:53:13 pm

Last Seen: Jul 09, 2019 19:53:13 pm

IP Address: n/a

Q1. Have you read the Frequently Asked Questions (FAQs) information provided by Council? Yes

Q2. Are you concerned about Council's current considerations regarding the potential sale or lease of Innes Gardens Memorial Park to another operator? No

Q3. If yes, what concerns you about the potential sale or lease? (please rate in order of importance, and add any others) 1.

Q4. Continuing from Question 3, list your other concerns here.

not answered

Q5. Considering the services currently provided at Innes Gardens Memorial Park, please rank in order what is most important to you?

1. Lawn Cemetery
2. Chapel services
3. Crematorium
4. Memorial Gardens

Q6. Thinking about the future operation of Innes Gardens Memorial Park, are there any improvements in services and/or facilities you would like to see?

Provision of refreshment facilities and improved audio equipment in chapel. Combat Kangaroo problem with droppings everywhere.



Respondent No: 4

Login: Anonymous

Email: n/a

Responded At: Jul 11, 2019 15:03:39 pm

Last Seen: Jul 11, 2019 15:03:39 pm

IP Address: n/a

Q1. Have you read the Frequently Asked Questions (FAQs) information provided by Council? Yes

Q2. Are you concerned about Council's current considerations regarding the potential sale or lease of Innes Gardens Memorial Park to another operator? No

Q3. If yes, what concerns you about the potential sale or lease? (please rate in order of importance, and add any others) 1.

Q4. Continuing from Question 3, list your other concerns here.

not answered

Q5. Considering the services currently provided at Innes Gardens Memorial Park, please rank in order what is most important to you?

1. Memorial Gardens
2. Lawn Cemetery
3. Chapel services
4. Crematorium

Q6. Thinking about the future operation of Innes Gardens Memorial Park, are there any improvements in services and/or facilities you would like to see?

I would like to see a Tea Room on site so people do not have to travel to another location after the service. The Chapel needs some TLC with airconditioning and bigger screens & better sound.



Respondent No: 5

Login: Anonymous

Email: n/a

Responded At: Jul 12, 2019 14:36:02 pm

Last Seen: Jul 12, 2019 14:36:02 pm

IP Address: n/a

Q1. Have you read the Frequently Asked Questions (FAQs) information provided by Council?	No
<hr/>	
Q2. Are you concerned about Council's current considerations regarding the potential sale or lease of Innes Gardens Memorial Park to another operator?	Yes
<hr/>	
Q3. If yes, what concerns you about the potential sale or lease? (please rate in order of importance, and add any others)	<ol style="list-style-type: none"> <li>1. The potential for an increase in funeral costs (noting costs are determined by Funeral Directors not Council)</li> <li>2. Honouring of existing reservations and pre-paid burials</li> <li>3. Standard of maintenance provided to grounds and facilities</li> <li>4. Ensuring the protection of existing burial and cremation remains</li> <li>5. Renewable tenure</li> <li>6. Ensuring continued operation as a crematorium and lawn cemetery</li> <li>7. Potential for redevelopment of land for another purpose</li> <li>8. Protection of koala habitat on the site</li> <li>9. Other - please list your other concerns in the comment box below.</li> </ol>
<hr/>	
Q4. Continuing from Question 3, list your other concerns here.	<p>Primarily prices of services as well as job protection, number of jobs, wages and conditions of employment</p>
<hr/>	
Q5. Considering the services currently provided at Innes Gardens Memorial Park, please rank in order what is most important to you?	<ol style="list-style-type: none"> <li>1. Crematorium</li> <li>2. Lawn Cemetery</li> <li>3. Chapel services</li> <li>4. Memorial Gardens</li> </ol>
<hr/>	
Q6. Thinking about the future operation of Innes Gardens Memorial Park, are there any improvements in services and/or facilities you would like to see?	<p>It is a service we expect Council to provide. Any moves towards privatisation is a step in the WRONG direction.</p>
<hr/>	





Respondent No: 6

Login: [REDACTED]

Email: [REDACTED]

Responded At: Jul 17, 2019 12:17:32 pm

Last Seen: Jul 17, 2019 01:47:02 am

IP Address: [REDACTED]

- Q1. Have you read the Frequently Asked Questions (FAQs) information provided by Council? Yes
- 
- Q2. Are you concerned about Council's current considerations regarding the potential sale or lease of Innes Gardens Memorial Park to another operator? Yes
- 
- Q3. If yes, what concerns you about the potential sale or lease? (please rate in order of importance, and add any others)
1. The potential for an increase in funeral costs (noting costs are determined by Funeral Directors not Council)
- 
- Q4. Continuing from Question 3, list your other concerns here.
- many people can't afford the fees being charged now once it is privatized that will skyrocket. look at info from choice magazine called "lift in the lid on funerals".-----up to 500% profit made on coffins ! If these companies can make a profit for their share holders why can't the community and council do something ?
- 
- Q5. Considering the services currently provided at Innes Gardens Memorial Park, please rank in order what is most important to you?
1. Crematorium
  2. Chapel services
  3. Memorial Gardens
  4. Lawn Cemetery
- 
- Q6. Thinking about the future operation of Innes Gardens Memorial Park, are there any improvements in services and/or facilities you would like to see?
- not answered
-



Respondent No: 7

Login: Anonymous

Email: n/a

Responded At: Jul 17, 2019 16:07:31 pm

Last Seen: Jul 17, 2019 16:07:31 pm

IP Address: n/a

Q1. Have you read the Frequently Asked Questions (FAQs) information provided by Council? Yes

Q2. Are you concerned about Council's current considerations regarding the potential sale or lease of Innes Gardens Memorial Park to another operator? Yes

Q3. If yes, what concerns you about the potential sale or lease? (please rate in order of importance, and add any others) 1.

Q4. Continuing from Question 3, list your other concerns here.

not answered

Q5. Considering the services currently provided at Innes Gardens Memorial Park, please rank in order what is most important to you?

1. Lawn Cemetery
2. Crematorium
3. Memorial Gardens
4. Chapel services

Q6. Thinking about the future operation of Innes Gardens Memorial Park, are there any improvements in services and/or facilities you would like to see?

I think that Council has done a sterling job of providing the community with beautiful surroundings to farewell their loved ones. Although it may not be a profitable business, neither is road maintenance, yet both are services essential to the community. Please keep the Cemetery and Crematorium under the control of the community, not profit driven private enterprise.



Respondent No: 8

Login: Anonymous

Email: n/a

Responded At: Jul 17, 2019 17:25:56 pm

Last Seen: Jul 17, 2019 17:25:56 pm

IP Address: n/a

Q1. Have you read the Frequently Asked Questions (FAQs) information provided by Council? Yes

Q2. Are you concerned about Council's current considerations regarding the potential sale or lease of Innes Gardens Memorial Park to another operator? No

Q3. If yes, what concerns you about the potential sale or lease? (please rate in order of importance, and add any others) 1.

Q4. Continuing from Question 3, list your other concerns here.

not answered

Q5. Considering the services currently provided at Innes Gardens Memorial Park, please rank in order what is most important to you?

1. Chapel services
2. Lawn Cemetery
3. Memorial Gardens
4. Crematorium

Q6. Thinking about the future operation of Innes Gardens Memorial Park, are there any improvements in services and/or facilities you would like to see?

The park needs a wake centre, flower shop and tea rooms to cater for visitors . Terraced grounds on the southern side.



Respondent No: 9

Login: [REDACTED]

Email: [REDACTED]

Responded At: Jul 17, 2019 18:38:51 pm

Last Seen: Jul 17, 2019 01:47:02 am

IP Address: [REDACTED]

Q1. Have you read the Frequently Asked Questions (FAQs) information provided by Council? Yes

Q2. Are you concerned about Council's current considerations regarding the potential sale or lease of Innes Gardens Memorial Park to another operator? Yes

Q3. If yes, what concerns you about the potential sale or lease? (please rate in order of importance, and add any others)

1. The potential for an increase in funeral costs (noting costs are determined by Funeral Directors not Council)
2. Ensuring the protection of existing burial and cremation remains

Q4. Continuing from Question 3, list your other concerns here.

Many people can't afford the fees being charged now, if it is privatized costs could skyrocket. Look at the info from Choice Magazine called --- "Lifting the lid on funerals" ---- up to 500% profit made on coffins. If these companies can make a profit for their share holders, why can't the community and council do something?

Q5. Considering the services currently provided at Innes Gardens Memorial Park, please rank in order what is most important to you?

1. Crematorium
2. Chapel services
3. Memorial Gardens
4. Lawn Cemetery

Q6. Thinking about the future operation of Innes Gardens Memorial Park, are there any improvements in services and/or facilities you would like to see?

not answered



Respondent No: 10

Login: Anonymous

Email: n/a

Responded At: Jul 17, 2019 18:57:00 pm

Last Seen: Jul 17, 2019 18:57:00 pm

IP Address: n/a

Q1. Have you read the Frequently Asked Questions (FAQs) information provided by Council?	Yes
<hr/>	
Q2. Are you concerned about Council's current considerations regarding the potential sale or lease of Innes Gardens Memorial Park to another operator?	No
<hr/>	
Q3. If yes, what concerns you about the potential sale or lease? (please rate in order of importance, and add any others)	1.
<hr/>	
Q4. Continuing from Question 3, list your other concerns here.	
not answered	
<hr/>	
Q5. Considering the services currently provided at Innes Gardens Memorial Park, please rank in order what is most important to you?	<div>1. Chapel services</div> <div>2. Lawn Cemetery</div> <div>3. Crematorium</div> <div>4. Memorial Gardens</div>
<hr/>	
Q6. Thinking about the future operation of Innes Gardens Memorial Park, are there any improvements in services and/or facilities you would like to see?	
Modernise the building and chapel, better screens in chapel, refreshment rooms	
<hr/>	



Respondent No: 11

Login: Anonymous

Email: n/a

Responded At: Jul 18, 2019 19:30:58 pm

Last Seen: Jul 18, 2019 19:30:58 pm

IP Address: n/a

Q1. Have you read the Frequently Asked Questions (FAQs) information provided by Council?	Yes
<hr/>	
Q2. Are you concerned about Council's current considerations regarding the potential sale or lease of Innes Gardens Memorial Park to another operator?	Yes
<hr/>	
Q3. If yes, what concerns you about the potential sale or lease? (please rate in order of importance, and add any others)	1. The potential for an increase in funeral costs (noting costs are determined by Funeral Directors not Council) 2. Renewable tenure 3. Honouring of existing reservations and pre-paid burials 4. Ensuring continued operation as a crematorium and lawn cemetery 5. Protection of koala habitat on the site 6. Ensuring the protection of existing burial and cremation remains 7. Potential for redevelopment of land for another purpose 8. Standard of maintenance provided to grounds and facilities
<hr/>	
Q4. Continuing from Question 3, list your other concerns here.	
not answered	
<hr/>	
Q5. Considering the services currently provided at Innes Gardens Memorial Park, please rank in order what is most important to you?	1. Chapel services 2. Crematorium 3. Memorial Gardens 4. Lawn Cemetery
<hr/>	
Q6. Thinking about the future operation of Innes Gardens Memorial Park, are there any improvements in services and/or facilities you would like to see?	
not answered	
<hr/>	



Respondent No: 12

Login: Anonymous

Email: n/a

Responded At: Jul 19, 2019 15:25:17 pm

Last Seen: Jul 19, 2019 15:25:17 pm

IP Address: n/a

- Q1. Have you read the Frequently Asked Questions (FAQs) information provided by Council? Yes
- 
- Q2. Are you concerned about Council's current considerations regarding the potential sale or lease of Innes Gardens Memorial Park to another operator? Yes
- 
- Q3. If yes, what concerns you about the potential sale or lease? (please rate in order of importance, and add any others) 1.
- 
- Q4. Continuing from Question 3, list your other concerns here.  
not answered
- 
- Q5. Considering the services currently provided at Innes Gardens Memorial Park, please rank in order what is most important to you? 1.
- 
- Q6. Thinking about the future operation of Innes Gardens Memorial Park, are there any improvements in services and/or facilities you would like to see?  
not answered
-



Respondent No: 13

Login: Anonymous

Email: n/a

Responded At: Jul 21, 2019 12:20:57 pm

Last Seen: Jul 21, 2019 12:20:57 pm

IP Address: n/a

Q1. Have you read the Frequently Asked Questions (FAQs) information provided by Council?	Yes
<hr/>	
Q2. Are you concerned about Council's current considerations regarding the potential sale or lease of Innes Gardens Memorial Park to another operator?	No
<hr/>	
Q3. If yes, what concerns you about the potential sale or lease? (please rate in order of importance, and add any others)	1.
<hr/>	
Q4. Continuing from Question 3, list your other concerns here.	
not answered	
<hr/>	
Q5. Considering the services currently provided at Innes Gardens Memorial Park, please rank in order what is most important to you?	<ol style="list-style-type: none"><li>1. Lawn Cemetery</li><li>2. Memorial Gardens</li><li>3. Chapel services</li><li>4. Crematorium</li></ol>
<hr/>	
Q6. Thinking about the future operation of Innes Gardens Memorial Park, are there any improvements in services and/or facilities you would like to see?	
Bigger better chapel, able to cater for large services and have better audio visual. Wake centre and more parking.	
<hr/>	





Respondent No: 14

Login: Anonymous

Email: n/a

Responded At: Jul 22, 2019 14:29:56 pm

Last Seen: Jul 22, 2019 14:29:56 pm

IP Address: n/a

Q1. Have you read the Frequently Asked Questions (FAQs) information provided by Council?	No
<hr/>	
Q2. Are you concerned about Council's current considerations regarding the potential sale or lease of Innes Gardens Memorial Park to another operator?	Yes
<hr/>	
Q3. If yes, what concerns you about the potential sale or lease? (please rate in order of importance, and add any others)	<ol style="list-style-type: none"> <li>1. Honouring of existing reservations and pre-paid burials</li> <li>2. Ensuring the protection of existing burial and cremation remains</li> <li>3. Ensuring continued operation as a crematorium and lawn cemetery</li> <li>4. Potential for redevelopment of land for another purpose</li> <li>5. Standard of maintenance provided to grounds and facilities</li> <li>6. The potential for an increase in funeral costs (noting costs are determined by Funeral Directors not Council)</li> <li>7. Renewable tenure</li> <li>8. Protection of koala habitat on the site</li> </ol>
<hr/>	
Q4. Continuing from Question 3, list your other concerns here.	
<p>If I had known 3 years ago, that there was a possibility that the current status may change, I would not have reserved (&amp; paid for) the plaque area in one of the memorial gardens .</p>	
<hr/>	
Q5. Considering the services currently provided at Innes Gardens Memorial Park, please rank in order what is most important to you?	<ol style="list-style-type: none"> <li>1. Memorial Gardens</li> <li>2. Crematorium</li> <li>3. Chapel services</li> <li>4. Lawn Cemetery</li> </ol>
<hr/>	
Q6. Thinking about the future operation of Innes Gardens Memorial Park, are there any improvements in services and/or facilities you would like to see?	
<p>I very much like the current set-up - just the way it is (other than the wild life gobbling up the fresh flowers placed next to plaques). Please don't decide to take action which would alter it! As I already have my mothers remains there - and I have paid for the plaque area next to hers. Thank-you.</p>	



Respondent No: 15

Login: Anonymous

Email: n/a

Responded At: Jul 22, 2019 16:50:07 pm

Last Seen: Jul 22, 2019 16:50:07 pm

IP Address: n/a

Q1. Have you read the Frequently Asked Questions (FAQs) information provided by Council?	No
<hr/>	
Q2. Are you concerned about Council's current considerations regarding the potential sale or lease of Innes Gardens Memorial Park to another operator?	Yes
<hr/>	
Q3. If yes, what concerns you about the potential sale or lease? (please rate in order of importance, and add any others)	<ol style="list-style-type: none"> <li>1. Ensuring the protection of existing burial and cremation remains</li> <li>2. Honouring of existing reservations and pre-paid burials</li> <li>3. The potential for an increase in funeral costs (noting costs are determined by Funeral Directors not Council)</li> <li>4. Ensuring continued operation as a crematorium and lawn cemetery</li> <li>5. Standard of maintenance provided to grounds and facilities</li> <li>6. Protection of koala habitat on the site</li> <li>7. Potential for redevelopment of land for another purpose</li> <li>8. Renewable tenure</li> <li>9. Other - please list your other concerns in the comment box below.</li> </ol>
<hr/>	
Q4. Continuing from Question 3, list your other concerns here.	<p>the council have allowed way too much building in the port macquarie area, whats to stop them selling this of to profit</p>
<hr/>	
Q5. Considering the services currently provided at Innes Gardens Memorial Park, please rank in order what is most important to you?	1.
<hr/>	
Q6. Thinking about the future operation of Innes Gardens Memorial Park, are there any improvements in services and/or facilities you would like to see?	<p>nothing at this stage</p>
<hr/>	



Respondent No: 16

Login: Anonymous

Email: n/a

Responded At: Jul 22, 2019 16:50:57 pm

Last Seen: Jul 22, 2019 16:50:57 pm

IP Address: n/a

Q1. Have you read the Frequently Asked Questions (FAQs) information provided by Council?	No
<hr/>	
Q2. Are you concerned about Council's current considerations regarding the potential sale or lease of Innes Gardens Memorial Park to another operator?	Yes
<hr/>	
Q3. If yes, what concerns you about the potential sale or lease? (please rate in order of importance, and add any others)	1. Ensuring the protection of existing burial and cremation remains 2. Honouring of existing reservations and pre-paid burials 3. The potential for an increase in funeral costs (noting costs are determined by Funeral Directors not Council) 4. Ensuring continued operation as a crematorium and lawn cemetery 5. Standard of maintenance provided to grounds and facilities 6. Protection of koala habitat on the site 7. Potential for redevelopment of land for another purpose 8. Renewable tenure 9. Other - please list your other concerns in the comment box below.
<hr/>	
Q4. Continuing from Question 3, list your other concerns here.	the council have allowed way too much building in the port macquarie area, whats to stop them selling this of to profit
<hr/>	
Q5. Considering the services currently provided at Innes Gardens Memorial Park, please rank in order what is most important to you?	1.
<hr/>	
Q6. Thinking about the future operation of Innes Gardens Memorial Park, are there any improvements in services and/or facilities you would like to see?	nothing at this stage
<hr/>	



Respondent No: 17

Login: Anonymous

Email: n/a

Responded At: Jul 22, 2019 17:16:21 pm

Last Seen: Jul 22, 2019 17:16:21 pm

IP Address: n/a

Q1. Have you read the Frequently Asked Questions (FAQs) information provided by Council? Yes

Q2. Are you concerned about Council's current considerations regarding the potential sale or lease of Innes Gardens Memorial Park to another operator? No

Q3. If yes, what concerns you about the potential sale or lease? (please rate in order of importance, and add any others) 1.

Q4. Continuing from Question 3, list your other concerns here.

not answered

Q5. Considering the services currently provided at Innes Gardens Memorial Park, please rank in order what is most important to you?

1. Chapel services
2. Lawn Cemetery
3. Memorial Gardens
4. Crematorium

Q6. Thinking about the future operation of Innes Gardens Memorial Park, are there any improvements in services and/or facilities you would like to see?

A wake centre is very much needed, a flower shop & cafe would also be fantastic. To have everything in the one place would be so much easier especially for elderly people. The chapel needs updating to more comfortable seats, larger in size, better heating/ cooling and better screens for photos. Innes Gardens needs a lot of money spent on it otherwise they will lose business to competitors



Respondent No: 18

Login: Anonymous

Email: n/a

Responded At: Jul 24, 2019 06:37:20 am

Last Seen: Jul 24, 2019 06:37:20 am

IP Address: n/a

Q1. Have you read the Frequently Asked Questions (FAQs) information provided by Council?	Yes
<hr/>	
Q2. Are you concerned about Council's current considerations regarding the potential sale or lease of Innes Gardens Memorial Park to another operator?	Yes
<hr/>	
Q3. If yes, what concerns you about the potential sale or lease? (please rate in order of importance, and add any others)	<ol style="list-style-type: none"> <li>1. Ensuring continued operation as a crematorium and lawn cemetery</li> <li>2. Ensuring the protection of existing burial and cremation remains</li> <li>3. Renewable tenure</li> <li>4. Potential for redevelopment of land for another purpose</li> <li>5. The potential for an increase in funeral costs (noting costs are determined by Funeral Directors not Council)</li> <li>6. Honouring of existing reservations and pre-paid burials</li> <li>7. Standard of maintenance provided to grounds and facilities</li> <li>8. Other - please list your other concerns in the comment box below.</li> <li>9. Protection of koala habitat on the site</li> </ol>
<hr/>	
Q4. Continuing from Question 3, list your other concerns here.	
ALL current burials and cremations are currently protected	
<hr/>	
Q5. Considering the services currently provided at Innes Gardens Memorial Park, please rank in order what is most important to you?	<ol style="list-style-type: none"> <li>1. Crematorium</li> <li>2. Chapel services</li> <li>3. Memorial Gardens</li> <li>4. Lawn Cemetery</li> </ol>
<hr/>	
Q6. Thinking about the future operation of Innes Gardens Memorial Park, are there any improvements in services and/or facilities you would like to see?	
Updating the external area around the crematorium with modern building and beautification Eradication of wildlife as a matter of respect . Proper fencing around the complex to prevent damage Wake centre	
<hr/>	



Respondent No: 19

Login: Anonymous

Email: n/a

Responded At: Jul 24, 2019 11:48:35 am

Last Seen: Jul 24, 2019 11:48:35 am

IP Address: n/a

- Q1. Have you read the Frequently Asked Questions (FAQs) information provided by Council? Yes
- 
- Q2. Are you concerned about Council's current considerations regarding the potential sale or lease of Innes Gardens Memorial Park to another operator? Yes
- 
- Q3. If yes, what concerns you about the potential sale or lease? (please rate in order of importance, and add any others) 1.
- 
- Q4. Continuing from Question 3, list your other concerns here.
- They all concern me. They are all equally important. Also the services listed below are all equally important.
- 
- Q5. Considering the services currently provided at Innes Gardens Memorial Park, please rank in order what is most important to you? 1.
- 
- Q6. Thinking about the future operation of Innes Gardens Memorial Park, are there any improvements in services and/or facilities you would like to see?
- No
-



Respondent No: 20

Login: Anonymous

Email: n/a

Responded At: Jul 25, 2019 10:04:24 am

Last Seen: Jul 25, 2019 10:04:24 am

IP Address: n/a

Q1. Have you read the Frequently Asked Questions (FAQs) information provided by Council?	Yes
<hr/>	
Q2. Are you concerned about Council's current considerations regarding the potential sale or lease of Innes Gardens Memorial Park to another operator?	Yes
<hr/>	
Q3. If yes, what concerns you about the potential sale or lease? (please rate in order of importance, and add any others)	1. Potential for redevelopment of land for another purpose 2. Ensuring the protection of existing burial and cremation remains 3. Ensuring continued operation as a crematorium and lawn cemetery 4. Renewable tenure 5. The potential for an increase in funeral costs (noting costs are determined by Funeral Directors not Council) 6. Honouring of existing reservations and pre-paid burials 7. Protection of koala habitat on the site 8. Standard of maintenance provided to grounds and facilities
<hr/>	
Q4. Continuing from Question 3, list your other concerns here.	
	1 would be my answer for all if the above questions if that was my choice but i don't have that choice
<hr/>	
Q5. Considering the services currently provided at Innes Gardens Memorial Park, please rank in order what is most important to you?	1. Memorial Gardens 2. Lawn Cemetery 3. Crematorium 4. Chapel services
<hr/>	
Q6. Thinking about the future operation of Innes Gardens Memorial Park, are there any improvements in services and/or facilities you would like to see?	
	Not for sale!!!!!!
<hr/>	



Respondent No: 21

Login: Anonymous

Email: n/a

Responded At: Jul 25, 2019 10:26:30 am

Last Seen: Jul 25, 2019 10:26:30 am

IP Address: n/a

- Q1. Have you read the Frequently Asked Questions (FAQs) information provided by Council? Yes
- 
- Q2. Are you concerned about Council's current considerations regarding the potential sale or lease of Innes Gardens Memorial Park to another operator? Yes
- 
- Q3. If yes, what concerns you about the potential sale or lease? (please rate in order of importance, and add any others)
1. The potential for an increase in funeral costs (noting costs are determined by Funeral Directors not Council)
  2. Ensuring the protection of existing burial and cremation remains
  3. Standard of maintenance provided to grounds and facilities
  4. Potential for redevelopment of land for another purpose
- 
- Q4. Continuing from Question 3, list your other concerns here.
- not answered
- 
- Q5. Considering the services currently provided at Innes Gardens Memorial Park, please rank in order what is most important to you?
1. Memorial Gardens
  2. Lawn Cemetery
  3. Crematorium
  4. Chapel services
- 
- Q6. Thinking about the future operation of Innes Gardens Memorial Park, are there any improvements in services and/or facilities you would like to see?
- not answered
-





Respondent No: 22

Login: Anonymous

Email: n/a

Responded At: Jul 25, 2019 16:48:04 pm

Last Seen: Jul 25, 2019 16:48:04 pm

IP Address: n/a

- Q1. Have you read the Frequently Asked Questions (FAQs) information provided by Council? Yes
- 
- Q2. Are you concerned about Council's current considerations regarding the potential sale or lease of Innes Gardens Memorial Park to another operator? Yes
- 
- Q3. If yes, what concerns you about the potential sale or lease? (please rate in order of importance, and add any others)
1. The potential for an increase in funeral costs (noting costs are determined by Funeral Directors not Council)
  2. Ensuring the protection of existing burial and cremation remains
  3. Ensuring continued operation as a crematorium and lawn cemetery
  4. Honouring of existing reservations and pre-paid burials
  5. Standard of maintenance provided to grounds and facilities
  6. Renewable tenure
  7. Protection of koala habitat on the site
- 
- Q4. Continuing from Question 3, list your other concerns here.
- not answered
- 
- Q5. Considering the services currently provided at Innes Gardens Memorial Park, please rank in order what is most important to you?
1. Lawn Cemetery
  2. Crematorium
  3. Memorial Gardens
  4. Chapel services
- 
- Q6. Thinking about the future operation of Innes Gardens Memorial Park, are there any improvements in services and/or facilities you would like to see?
- not answered
-



Respondent No: 23

Login: Anonymous

Email: n/a

Responded At: Jul 28, 2019 11:24:44 am

Last Seen: Jul 28, 2019 11:24:44 am

IP Address: n/a

Q1. Have you read the Frequently Asked Questions (FAQs) information provided by Council?	Yes
<hr/>	
Q2. Are you concerned about Council's current considerations regarding the potential sale or lease of Innes Gardens Memorial Park to another operator?	Yes
<hr/>	
Q3. If yes, what concerns you about the potential sale or lease? (please rate in order of importance, and add any others)	<ol style="list-style-type: none"> <li>1. Potential for redevelopment of land for another purpose</li> <li>2. Ensuring the protection of existing burial and cremation remains</li> <li>3. Renewable tenure</li> <li>4. Ensuring continued operation as a crematorium and lawn cemetery</li> <li>5. Honouring of existing reservations and pre-paid burials</li> <li>6. The potential for an increase in funeral costs (noting costs are determined by Funeral Directors not Council)</li> <li>7. Protection of koala habitat on the site</li> <li>8. Standard of maintenance provided to grounds and facilities</li> </ol>
<hr/>	
Q4. Continuing from Question 3, list your other concerns here.	
not answered	
<hr/>	
Q5. Considering the services currently provided at Innes Gardens Memorial Park, please rank in order what is most important to you?	<ol style="list-style-type: none"> <li>1. Crematorium</li> <li>2. Lawn Cemetery</li> <li>3. Memorial Gardens</li> <li>4. Chapel services</li> </ol>
<hr/>	
Q6. Thinking about the future operation of Innes Gardens Memorial Park, are there any improvements in services and/or facilities you would like to see?	
Maintain as a koala and wildlife habitat. Provide a quiet place for reflection Enhance gardens.	
<hr/>	



Survey Responses

01 July 2019 - 29 July 2019

General Feedback

Port Macquarie-Hastings Council Have Your Say

Project: Innes Gardens Memorial Park Crematorium and Lawn Cemetery

engagement

by Bang the Table

hq

VISITORS					
12					
CONTRIBUTORS			RESPONSES		
8			12		
1	0	7	2	0	10
Registered	Unverified	Anonymous	Registered	Unverified	Anonymous



**Respondent No:** 1  
**Login:** Anonymous  
**Email:** n/a

**Responded At:** Jul 08, 2019 21:43:08 pm  
**Last Seen:** Jul 08, 2019 21:43:08 pm  
**IP Address:** n/a

Q1. **Comment box**

As long as sites are secure and the park will be maintained then we have no objections to it being privatised

---



**Respondent No:** 2  
**Login:** Anonymous  
**Email:** n/a

**Responded At:** Jul 09, 2019 19:53:53 pm  
**Last Seen:** Jul 09, 2019 19:53:53 pm  
**IP Address:** n/a

Q1. Comment box

No objection to the facility being privatised

---



**Respondent No:** 3  
**Login:** Anonymous  
**Email:** n/a

**Responded At:** Jul 12, 2019 14:38:53 pm  
**Last Seen:** Jul 12, 2019 14:38:53 pm  
**IP Address:** n/a

**Q1. Comment box**

Both me as a resident and the groups I am apart of are very concerned with this proposal. Mainly the risk that prices will increase. NOTHING that has been privatised has ever become cheaper. Council should maintain this service and never view it as a money making venture. Further more, there are concerns regarding employment. Privatisation rarely sees workers pay and conditions improve. Council need to reconsider this poor proposal



Respondent No: 4

Login: [REDACTED]

Email: [REDACTED]

Responded At: Jul 17, 2019 12:17:33 pm

Last Seen: Jul 17, 2019 01:47:02 am

IP Address: [REDACTED]

Q1. Comment box

Please take more time to look at all the options before you sell off the community's crematorium and cemetery. costs will end up beyond the reach of many ---- what happens then ??? If private companies can make it work, then surely there is a way forward if the council and community get together on this.





**Respondent No:** 5  
**Login:** Anonymous  
**Email:** n/a

**Responded At:** Jul 17, 2019 16:09:04 pm  
**Last Seen:** Jul 17, 2019 16:09:04 pm  
**IP Address:** n/a

**Q1. Comment box**

If the Survey is the only means of community consultation, there is not a lot of scope for the community to really make its views heard. It is with great skepticism that I have completed the Survey.



**Respondent No:** 6  
**Login:** Anonymous  
**Email:** n/a

**Responded At:** Jul 17, 2019 17:28:02 pm  
**Last Seen:** Jul 17, 2019 17:28:02 pm  
**IP Address:** n/a

**Q1. Comment box**

The sale of the park makes sense as the facility needs money spent on upgrading of the building and car park. Council should not be in the funeral business.



Respondent No: 7  
Login: [REDACTED]  
Email: [REDACTED]

Responded At: Jul 17, 2019 18:48:19 pm  
Last Seen: Jul 17, 2019 01:47:02 am  
IP Address: [REDACTED]

Q1. Comment box

Please , take more time to look at all the options before you sell off the community's crematorium and cemetery. Costs will end up beyond the reach of many, ----- what happens then ??? If private companies can make it work, then surely there is a way forward if the council and community get together on this.



**Respondent No:** 8  
**Login:** Anonymous  
**Email:** n/a

**Responded At:** Jul 17, 2019 18:58:03 pm  
**Last Seen:** Jul 17, 2019 18:58:03 pm  
**IP Address:** n/a

Q1. Comment box

No objections to privatisation if the services and facilities offered are to be improved

---



**Respondent No:** 9  
**Login:** Anonymous  
**Email:** n/a

**Responded At:** Jul 18, 2019 19:27:19 pm  
**Last Seen:** Jul 18, 2019 19:27:19 pm  
**IP Address:** n/a

**Q1. Comment box**

Council should not sell or lease this essential service. The 'Fact sheet' indicates " Council has committed to further community consultation regarding the options being considered for Innes Gardens Memorial Park, etc. This current community consultation is new. When was the previous consultation.? What was said by the community then? Why would a Council sell a business in a declining market and imply (in the Fact sheet) that charges will go down? Council should have engaged in fuller community consultation, without having to respond to protest meetings. Most people remain unaware of the action to sell. Council should continue to operate this business unit to meet the needs of the community.

---



**Respondent No:** 10  
**Login:** Anonymous  
**Email:** n/a

**Responded At:** Jul 22, 2019 14:37:11 pm  
**Last Seen:** Jul 22, 2019 14:37:11 pm  
**IP Address:** n/a

**Q1. Comment box**

Council, please don't take any action that would risk changing the lovely Memorial Gardens. I was so impressed with the facility, when I came to town that, I had my mothers ashes interned there, and at the same time, I bought the plaque area next to hers (in one of the gardens). Please don't cause me to regret doing that. Thank you, signed - Concerned Port Macquarie resident.



**Respondent No:** 11  
**Login:** Anonymous  
**Email:** n/a

**Responded At:** Jul 22, 2019 14:37:25 pm  
**Last Seen:** Jul 22, 2019 14:37:25 pm  
**IP Address:** n/a

**Q1. Comment box**

Council, please don't take any action that would risk changing the lovely Memorial Gardens. I was so impressed with the facility, when I came to town that, I had my mothers ashes interned there, and at the same time, I bought the plaque area next to hers (in one of the gardens). Please don't cause me to regret doing that. Thank you, signed - Concerned Port Macquarie resident.

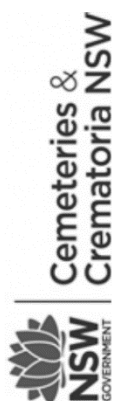
**Respondent No:** 12**Login:** Anonymous**Email:** n/a**Responded At:** Jul 22, 2019 14:52:11 pm**Last Seen:** Jul 22, 2019 14:52:11 pm**IP Address:** n/a**Q1. Comment box**

Providing a scale without identifying the significance of the values, i.e. 1=totally agree or 1=don't agree at all, does not allow for reliable survey results. Perhaps more qualified staff should design the surveys used in Council's community consultation processes. I had hoped that if Council considers the sale of a significant community asset and service to private company, Council policy would trigger community consultation at the beginning of this process. Council is now seeking community input at a point in the, where contract negotiations will be sought following the next Council meeting and the survey provided is designed to create opportunities for input into the details of this contract. At no point was the community informed or engaged in a decision of whether this asset should be sold or not. The developing dominance of individual corporate companies in the funeral market is a concern for me. Handing our Council-operated crematorium to a big corporate company creates more, rather than less opportunity for price rises, and potentially limits access to the facility by funeral directors not associated with the contract holder.

---







### Annual Operator Activity Survey - 2017/18

as at 30 June 2018

1. Whole of NSW, burial and cremation volumes			
Service type	No. of services	Percentage	
Total number of burials	18335	32.1%	
Total number of cremations	38768	67.9%	
<b>Total number of services</b>	<b>57103</b>	<b>100%</b>	

2. Whole of NSW, number of cemetery operators			
Type of Operator	No. of operators		
Cemetery operators	281		
Crematoria operators	44		
<b>Total</b>	<b>325</b>		

3. Whole of NSW, number of cemeteries			
Cemeteries Status	No. of facilities		
Operational cemeteries	962		
Closed cemeteries	370		
Under development	1		
<b>Total</b>	<b>1333</b>		

4. Whole of NSW, cemeteries and crematoria by operator sector						
Operator sector	No. of Cemeteries (Operational & Closed)	% of Total Cemeteries	No. of Cemeteries (Operational)	% of Operational Cemeteries	No. of Cemeteries (Closed)	% of Closed Cemeteries
Local Government	1015	76%	701	73%	314	85%
Crown	21	2%	13	1%	8	2%
Private	32	2%	32	3%	0	0%
Church	255	19%	208	22%	47	13%
Community	9	1%	8	1%	1	0.3%
<b>Total</b>	<b>1332</b>	<b>100%</b>	<b>962</b>	<b>100%</b>	<b>370</b>	<b>100%</b>

5. Metropolitan Sydney, cemeteries and crematoria by operator sector						
Operator sector	No. of Cemeteries (Operational & Closed)	% of Total Cemeteries	No. of Cemeteries (Operational)	% of Operational Cemeteries	No. of Cemeteries (Closed)	% of Closed Cemeteries
Local Government	57	37%	38	32%	19	51%
Crown	9	6%	9	8%	0	0%
Private	9	6%	9	8%	0	0%
Church	79	51%	63	53%	16	43%
Community	1	1%	1	1%	0	0%
Other	0	0%	0	0%	2	5%
<b>Total</b>	<b>155</b>	<b>100%</b>	<b>120</b>	<b>100%</b>	<b>37</b>	<b>95%</b>

6. Whole of NSW, summary burial and cremation activity						
Planning Region	No. of burials	No. of cremations	No. of services	Cremation rate No. of second or subsequent burials	Grave occupancy rate	Ash disposition rate
Whole of NSW	18335	38768	57103	67.9%	1.38	36.24%
Metropolitan Sydney	9332	18601	27933	66.6%	1.39	44.49%
Rural and Regional NSW*	6002	9319	15321	60.8%	1.37	23.95%
Central Coast, Hunter and Illawarra	2726	10516	13242	79.4%	1.38	32.52%

\* i.e. all planning regions other than Metropolitan Sydney, including Central Coast, Far West, Hunter, Illawarra

7. Whole of NSW, burials and cremations by planning region									
Planning Region	No. of cemeteries	No. of burials	% of NSW burials	No. of crematoria	No. of cremations	Cremation rate %	% of NSW cremations	No. of services (burials and cremations)	% of NSW services
Central Coast	17	498	2.7%	2	2541	83.6%	6.6%	3039	5.3%
Far West	38	275	1.5%	2	332	54.7%	0.9%	607	1.1%
Hunter	166	1414	7.7%	6	5534	79.6%	14.3%	6948	12.2%
Illawarra-Shoalhaven	31	814	4.4%	4	2441	75.0%	6.3%	3255	5.7%
Metropolitan Sydney	120	9332	50.9%	13	18601	66.6%	48.0%	27933	48.9%
Riverina-Murray	114	1492	8.1%	6	2864	65.7%	7.4%	4356	7.6%
New England North West	96	909	5.0%	4	760	45.5%	2.0%	1669	2.9%
North Coast	106	1247	6.8%	10	3706	74.8%	9.6%	4953	8.7%
Central West and Orana	155	1404	7.7%	5	1139	44.8%	2.9%	2543	4.5%
South East and Tablelands	119	950	5.2%	3	850	47.2%	2.2%	1800	3.2%
	<b>962</b>	<b>18335</b>	<b>100%</b>	<b>55</b>	<b>38768</b>		<b>100.0%</b>	<b>57103</b>	<b>100%</b>

8. Metropolitan Sydney, burials and cremations by Sydney sub-region									
Metropolitan Sydney District	No. of cemeteries	No. of burials	% of Sydney burials	No. of crematoria	No. of cremations	Cremation rate %	% of Sydney cremations	No. of services (burials and cremations)	% of total Sydney services
Central	19	827	8.9%	1	1272	60.6%	6.8%	2099	7.5%
West Central	15	4849	52.0%	4	5609	53.6%	30.2%	10458	37.4%
North	17	1421	15.2%	2	5143	78.4%	27.6%	6564	23.5%
West	36	346	3.7%	2	954	73.4%	5.1%	1300	4.7%
South West	26	1258	13.5%	2	3292	72.4%	17.7%	4550	16.3%
South	7	631	6.8%	2	2331	78.7%	12.5%	2962	10.6%
	<b>120</b>	<b>9332</b>	<b>100%</b>	<b>13</b>	<b>18601</b>	<b>66.6%</b>	<b>100%</b>	<b>27933</b>	<b>100%</b>

9. Whole of NSW, burials by type and cemetery operator sector							
Operator sector	No. of interments of bodily remains in perpetual interment sites	No. of interments of bodily remains in perpetual interment sites (one or more previous interments)	No. of interments of bodily remains in perpetual interment sites (one or more previous interments)	No. of interments of bodily remains in perpetual interment sites (one or more previous interments)	No. of interments of bodily remains in perpetual interment sites (one or more previous interments)	No. of interments of bodily remains in perpetual interment sites (one or more previous interments)	No. of interments of bodily remains in perpetual interment sites (one or more previous interments)
Local Government	6010	2427	49	8486	46.3%	13.2%	1.41
Crown	4253	2326	0	6579	35.9%	12.7%	1.55
Private	2720	288	4	3012	16.4%	1.6%	1.11
Church	140	36	0	176	1.0%	0.2%	1.26
Community	74	8	0	82	0.4%	0.0%	1.11
	13197	5085	53	18335	100%	27.7%	1.39

\* Grave occupancy rate is an inferred ongoing rate for the no. of interments per grave plot, at the current rate of second interment. The figure is derived by dividing the number of burials completed in the term by the number of burials in new plots completed for the term. The figures must be used with caution, as at the cemetery-specific level, as a cemetery facility nears exhaustion of capacity, only second or subsequent interments may be completed, and the apparent occupancy rate may exceed 2 per grave. CCNSW considers that grave occupancy rate is of value at the regional level, where variations between facilities net out, and where facility-specific anomalies may be excluded from analysis. In specific cases where a single facility volume predominates, the apparent rate of grave occupancy may be deemed unreliable.

10. Metropolitan Sydney, burials by type and cemetery operator sector							
Operator sector	No. of interments of bodily remains in new perpetual interment sites	No. of interments of bodily remains in perpetual interment sites one or more previous interments	No. of interments of bodily remains in interment sites under renewable rights terms	Total No. of interments	% of total interments	2nd or subsequent burials as a % of total interments	Grave occupancy rate*
Local Government	532	316	49	897	10%	3.4%	1.69
Crown	4114	2235	0	6349	68%	23.9%	1.54
Private	1915	62	4	1981	21%	0.7%	1.03
Church	61	21	0	82	1%	0.2%	1.34
Community	23	0	0	23	0%	0.0%	1.00
	<b>6645</b>	<b>2634</b>	<b>53</b>	<b>9332</b>	<b>100%</b>	<b>28.2%</b>	<b>1.40</b>

11. Whole of NSW, cremations and ash interments by crematoria operator sector							
Operator sector	No. of cremations of bodily remains	% of total cremations	No. of interments of cremated remains*	No. of cremated remains scattered within grounds	No. of ash dispositions**	Ash disposition rate	
Local Government	3010	7.8%	3171	62	3233	107.4%	
Crown	5173	13.3%	3136	100	3236	62.6%	
Private	30585	78.9%	6311	277	6588	21.5%	
Church	0	0%	957	24	981	0.0%	
Community	0	0%	12	0	12	0.0%	
	<b>38768</b>	<b>100%</b>	<b>13587</b>	<b>463</b>	<b>14050</b>	<b>36.2%</b>	

\* Generally below ground, or in a niche wall or columbarium\*\* ie, ashes interred or scattered within a cemetery

12. Whole of NSW, burials and cremations by operator sector					
Operator sector	No. of Burials	% of NSW burials	No. of Cremations	% of NSW cremations	Total No. of services % of NSW total services
Local Government	8486	46.3%	3010	7.8%	11496 20.1%
Crown	6579	35.9%	5173	13.3%	11752 20.6%
Private	3012	16.4%	30585	78.9%	33597 58.8%
Church	176	1%	0	N/A	N/A
Community	82	0.4%	0	N/A	82 0.1%
	<b>18395</b>	<b>100%</b>	<b>38768</b>	<b>100%</b>	<b>57103</b> <b>100%</b>

13. Metropolitan Sydney, burials and cremations by operator sector					
Operator sector	No. of Burials	% of Sydney burials	No. of Cremations	% of Sydney cremations	Total No. of services % of total Sydney services
Local Government	897	9.6%	0	N/A	897 3.2%
Crown	6349	68.0%	5173	28%	11522 41.2%
Private	1981	21.2%	13428	72%	15409 55.2%
Church	82	0.9%	0	N/A	82 0.3%
Community	23	0.2%	0	N/A	23 0.1%
	<b>9932</b>	<b>100%</b>	<b>18601</b>	<b>100%</b>	<b>27933</b> <b>100%</b>

14. Whole of NSW, Local Government operated cemeteries, activity levels

LG Cemeteries	No. of facilities
>10 burials per year	187
<10 burials per year	514
Closed	314
Average burials per cemetery	5.9

Glasshouse Financial Statements  
for the period ending 30 June 2019

Notes	Original Annual Budget		Current Annual Budget		Current Quarter				Year to Date			
	\$	\$	\$	\$	Budget \$	Actual \$	Variance \$	Variance %	Budget \$	Actual \$	Variance \$	Variance %
<b>Operating</b>												
<b>Operating Income</b>												
Operating Contributions and Grants	0	154,528	84,528	0	(84,528)	0%			154,528	70,000	(84,528)	45%
Venue Hire (including hirer promoters events)	1,179,880	1,179,880	295,197	451,673	156,476	153%			1,179,880	1,362,900	183,020	116%
Performing Arts - Show Income	350,000	350,000	87,570	99,417	11,847	114%			350,000	352,735	2,735	101%
Gallery - Income	25,400	25,400	6,361	5,083	(1,278)	80%			25,400	46,302	20,902	182%
VIC - Income	6,500	6,500	1,622	1,248	(374)	77%			6,500	3,396	(3,104)	52%
Bar/Café Sales	200,000	200,000	50,040	60,344	10,304	121%			200,000	205,566	5,566	103%
Retail Income	60,000	60,000	15,012	12,088	(2,924)	81%			60,000	50,983	(9,017)	85%
Rental Income received	0	0	0	0	0				0	0	0	
Sponsorships/Donations/Memberships	60,100	60,100	15,032	6,195	(8,837)	41%			60,100	52,304	(7,796)	87%
<b>Operating Income Total</b>	<b>1,881,880</b>	<b>2,036,408</b>	<b>555,362</b>	<b>636,047</b>	<b>80,685</b>	<b>115%</b>			<b>2,036,408</b>	<b>2,144,188</b>	<b>107,780</b>	<b>105%</b>
<b>Operating Expenditure</b>												
Building Operational Expenses	548,220	548,220	136,805	172,771	(35,966)	126%			548,220	553,630	(5,410)	101%
Building Maintenance	232,500	232,500	47,392	68,107	(20,715)	144%			232,500	276,855	(44,355)	119%
Administration Operational Expenses	82,300	82,300	20,487	21,830	(1,343)	107%			82,300	73,093	9,207	89%
10th Birthday Celebrations	27,000	27,000	27,000	152	26,848	1%			27,000	152	26,848	1%
Salaries and oncosts	1,675,793	1,675,793	414,029	506,997	(92,968)	122%			1,675,793	1,887,978	(212,185)	113%
Community Discount	65,000	65,000	16,259	15,716	543	97%			65,000	60,041	4,959	92%
Bar/Café Operations	135,000	135,000	33,773	24,915	8,858	74%			135,000	98,219	36,781	73%
Marketing and Promotion	83,500	83,500	20,888	6,383	14,505	31%			83,500	71,321	12,179	85%
Performing Arts - Show Expenditure	266,012	323,540	80,949	139,287	(58,338)	172%			323,540	345,498	(21,958)	107%
Gallery Expenditure	300,178	370,178	143,507	94,454	49,053	66%			370,178	348,377	21,801	94%
Retail Expenditure	4,000	4,000	1,002	221	781	22%			4,000	3,569	431	89%
Venue Hire Costs (including hirer promoters events)	114,200	114,200	28,572	30,337	(1,765)	106%			114,200	101,841	12,359	89%
Sponsorship/Donations/Memberships Expense	6,000	6,000	2,998	4,682	(1,684)	156%			6,000	10,108	(4,108)	168%
Council Overheads	466,607	466,607	116,739	116,739	0	100%			466,607	466,607	0	100%
<b>Operating Expenditure Total</b>	<b>3,979,310</b>	<b>4,133,838</b>	<b>1,090,400</b>	<b>1,202,590</b>	<b>(112,190)</b>	<b>110%</b>			<b>4,133,838</b>	<b>4,297,289</b>	<b>(163,451)</b>	<b>104%</b>
<b>Operating Surplus (Deficit)</b>	<b>(2,097,430)</b>	<b>(2,097,430)</b>	<b>(535,038)</b>	<b>(566,543)</b>	<b>(31,505)</b>	<b>106%</b>			<b>(2,097,430)</b>	<b>(2,153,101)</b>	<b>(55,671)</b>	<b>103%</b>
<b>Interest and Depreciation</b>												
Interest Repayments	562,835	562,835	265,077	268,243	(3,166)	101%			562,835	565,919	(3,084)	101%
Depreciation	1,033,000	1,033,000	258,250	480,988	(222,738)	186%			1,033,000	962,045	70,955	93%
<b>Interest and Depreciation Total</b>	<b>1,595,835</b>	<b>1,595,835</b>	<b>523,327</b>	<b>749,231</b>	<b>(225,904)</b>	<b>143%</b>			<b>1,595,835</b>	<b>1,527,964</b>	<b>67,871</b>	<b>96%</b>
<b>Total Operating Surplus (Deficit)</b>	<b>(3,693,265)</b>	<b>(3,693,265)</b>	<b>(1,058,365)</b>	<b>(1,315,774)</b>	<b>(257,409)</b>	<b>124%</b>			<b>(3,693,265)</b>	<b>(3,681,065)</b>	<b>12,200</b>	<b>100%</b>
<b>Capital</b>												
<b>Capital Income</b>												
Capital Contributions and Grants	0	127,828	127,828	71	(127,757)	0%			127,828	71	(127,757)	0%
Depreciation	1,033,000	1,033,000	258,250	(480,988)	(739,238)	(186%)			1,033,000	962,045	(70,955)	93%
<b>Capital Income Total</b>	<b>1,033,000</b>	<b>1,160,828</b>	<b>386,078</b>	<b>(480,917)</b>	<b>(866,995)</b>	<b>(125%)</b>			<b>1,160,828</b>	<b>962,116</b>	<b>(198,712)</b>	<b>83%</b>
<b>Capital Expenditure</b>												
Acquisition of Assets	66,000	201,199	196,199	46,979	149,220	24%			201,199	52,216	148,983	26%
Transfers to Reserves	0	0	0	0	0				0	0	0	
Loan Principal Repayment	1,883,846	1,883,846	865,832	865,832	(0)	100%			1,883,846	1,883,874	(28)	100%
<b>Capital Expenditure Total</b>	<b>1,949,846</b>	<b>2,085,045</b>	<b>1,062,031</b>	<b>912,811</b>	<b>149,220</b>	<b>86%</b>			<b>2,085,045</b>	<b>1,936,089</b>	<b>148,956</b>	<b>93%</b>
<b>Total Capital Surplus (Deficit)</b>	<b>(916,846)</b>	<b>(924,217)</b>	<b>(675,953)</b>	<b>(1,393,727)</b>	<b>(717,774)</b>	<b>206%</b>			<b>(924,217)</b>	<b>(973,974)</b>	<b>(49,757)</b>	<b>105%</b>
<b>Total Cash Position (before funding)</b>	<b>(4,610,111)</b>	<b>(4,617,482)</b>	<b>(1,734,318)</b>	<b>(2,709,501)</b>	<b>(975,183)</b>	<b>156%</b>			<b>(4,617,482)</b>	<b>(4,655,039)</b>	<b>(37,557)</b>	<b>101%</b>
<b>Funded By:-</b>												
Reserves	66,000	73,371	68,371	46,908	21,463	69%			73,371	52,145	21,226	71%
Other Funds	0	0	0	0	0				0	0	0	
General Council Revenue	4,544,111	4,544,111	1,665,947	2,662,593	(996,646)	160%			4,544,111	4,602,894	(58,783)	101%
<b>Total Cash Funding Sources</b>	<b>4,610,111</b>	<b>4,617,482</b>	<b>1,734,318</b>	<b>2,709,501</b>	<b>(975,183)</b>	<b>156%</b>			<b>4,617,482</b>	<b>4,655,039</b>	<b>(37,557)</b>	<b>101%</b>

# 2 Your Community Life

21/08/2019

**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

GRANTS REGISTER (2018/2019)									
Date app. Submitted	Project Title	Grant Program	Organisation offering the Grant	Grant amount applied for	Council's contribution	Amount granted	Funding Type (Local, State, Federal)	Grant Successful?	Estimated preparation time (hours)
27-Jun-18	Westport Public School	RMS	Roads & Maritime Services	\$3,336	\$0	\$3,336	State	Yes	30
01-Jul-18	Bus Shelter Replacement Program	Council Passenger Transport Infrastructure Grant Scheme	Transport for NSW	\$126,500	\$0	\$126,500	State	Yes	35
01-Jul-18	Bold Street Pedestrian Crossing	Stronger Country Communities Fund (Round 1)	NSW Department of Industry	\$347,000	\$0	\$347,000	State	Yes	100
01-Jul-18	Update technology and resources	Local Priority Grant 2018/19	NSW State Library	\$45,029	\$0	\$45,029	State	Yes	72
04-Jul-18	Hastings-McKibbin/Kalbar Recovery Partnership (Mid North Coast Joint Organisations Application)	NSW Saving Our Species (\$450,000) + Koala Hospital (\$150,000) + FSC (\$50,000) over three years	Office of Environment & Heritage	N/A	\$270,000	\$660,000	State + Local + Other	Yes	70
23-Jul-18	New South Wales Bike Week	RMS	Roads & Maritime Services	\$2,000	\$0	\$2,000	State	Yes	35
24-Jul-18	Youth Opportunities Program	PACD Youth Opportunities Program 2018/19	NSW Family and Children's Services	\$38,500	\$0	\$0	State	No	14
14-Aug-18	Seniors Week Festival	NSW Seniors Festival	NSW Department of Premier and Cabinet	\$3,000	\$0	\$0	State	No	5
18-Aug-18	Contaminated Land Management (Joint application with Kemperley & Belconnen Councils)	2018-2021 Council Regional Capacity Building Program	NSW Environment Protection Authority	\$417,000	\$0	\$0	State	No	23
20-Aug-18	Port Macquarie West Sewer Development Project (EOI)	Growing Local Economies - Regional Growth Fund	NSW Department of Premier and Cabinet	refer 3 Apr 18	\$0	TBA	State	TBA	16
31-Aug-18	Glasshouse Regional Gallery Program 2019	2019 Arts and Cultural Organisations Funding	Create NSW	\$100,000	\$0	\$70,000	State	Yes	35
31-Aug-18	Stuart Park Regional Sporting Precinct Upgrade	Regional Sport Infrastructure Fund (Round 2)	NSW Office of Sport	\$3,192,886	\$800,000	\$3,192,886	State	Yes	2
31-Aug-18	Fire hazard reduction program	Rural Fire Service Hazard Reduction Works (RFFI reimbursables)	NSW Rural Fire Service	\$225,138	\$0	\$195,920	State	Yes	4
18-Sep-18	Library Yarn	Regional Culture Fund	Create NSW	\$128,470	\$0	\$136,470	State	Yes	70
21-Sep-18	Glasshouse Studio Performance Space Sealing Upgrade	2018 Medium Scale Cultural Fund - Infrastructure Round 2	Create NSW	\$127,828	\$15,179	\$127,828	State	Yes	35
09-Oct-18	Penbrooke Road Safety Treatments	NSW Safer Roads Program	Roads & Maritime Services	\$130,000	\$0	\$130,000	State	Yes	5
09-Oct-18	Rawdon Island Road Safety Treatments	NSW Safer Roads Program	Roads & Maritime Services	\$150,000	\$0	\$150,000	State	Yes	5
09-Oct-18	Beach Road safety improvements between Orford Road and Lookout Road	Australian Government Black Spot Program	Roads & Maritime Services	\$200,000	\$0	\$200,000	State	Yes	5
09-Oct-18	Wauchope Town Centre Entry Thresholds	Australian Government Black Spot Program	Roads & Maritime Services	\$100,000	\$0	\$100,000	State	Yes	5
12-Oct-18	Port Macquarie Maritime Facility (Koonoonbung Parliament Wharf for Crown Lands)	Regional Communities Development Program	Department of Premier & Cabinet	\$1,800,000	\$0	\$1,800,000	State	Yes	5
15-Oct-18	Bell Bri Road Upgrade and Sealing	Fixing Country Roads	Infrastructure NSW	\$8,607,000	\$200,000	\$0	State	No	5
15-Nov-18	Young Leaders Program for Port Macquarie	Building Better Regions Fund	Dept of Industry Innovation & Science	\$25,000	\$25,000	\$25,000	Federal	Yes	5
15-Nov-18	Cultural Economy Plan for Port Macquarie-Hastings	Building Better Regions Fund	Dept of Industry Innovation & Science	\$25,000	\$37,500	\$25,000	Federal	Yes	5
15-Nov-18	Ken Town Centre Upgrade	Building Better Regions Fund	Dept of Industry Innovation & Science	\$800,000	\$800,000	\$800,000	Federal	Yes	5
04-Dec-18	Scoping Study for Port Macquarie Water Treatment Plant	Safe and Secure Water Program	Department of Industry - Water	\$57,000	\$235,000	\$57,000	State	Yes	24
14-Dec-18	Canden Haven Shared Path sections, various pedestrian refuges, bike extensions and ramps	RMS Active Transport	Roads & Maritime Services	\$1,808,000	\$805,000	\$805,000	State	Yes	10
21-Dec-18	Play and Stay Town Beach playground renewal	Play and Stay NSW grant fund	Dept of Planning & Environment	\$200,000	\$415,000	\$0	State	No	5
21-Dec-18	Play and Stay Blair Street playground upgrade	Play and Stay NSW grant fund	Dept of Planning & Environment	\$50,000	\$85,000	\$50,000	State	Yes	5
13-Jan-19	Artwalk - Creative Festival	Destination NSW	Destination NSW	\$20,000	\$25,000	\$0	State	No	5
Recurring Grant	Flood Mitigation Structures - Maintenance Grant	Floodplain Maintenance Program	Office Environment & Heritage	\$9,700	\$0	\$9,700	State	Yes	5
05-Feb-19	Scrubby Creek Bridge Upgrade	Bridges Renewal Program	Dept of Infrastructure - Regional Development and Cities	\$455,000	\$455,000	\$455,000	Federal	Yes	20
05-Feb-19	Thompson Bridge Upgrade	Bridges Renewal Program	Dept of Infrastructure - Regional Development and Cities	\$415,000	\$415,000	\$415,000	Federal	Yes	20

Legend

SUCCESSFUL

UNSUCCESSFUL

TO BE ADVISED

UPDATED SINCE THE MAY 2019 REPORT DATE



08-Feb-19	Local Government Heritage Studies	Community Heritage Grants	Office of Environment & Heritage	\$30,000	\$30,000	\$30,000	NSW	Yes	5
08-Feb-19	Small Heritage Grants Program	Community Heritage Grants	Office of Environment & Heritage	\$10,000	\$11,250	TBA	NSW	TBA	2
08-Feb-19	Heritage Advisory Services	Community Heritage Grants	Office of Environment & Heritage	\$10,000	\$13,500	TBA	NSW	TBA	2
28-Feb-19	Orbital Road Strategic Business Case Development	Direct requests to Member for Port Macquarie	-	\$400,000	\$400,000	TBA	NSW	No	0.50
01-Mar-19	Flying Fox - Koonoonung Creek Management Plan	LG NSW - Flying Fox Grants Program	LG NSW	\$30,750	\$35,000	\$30,750	NSW	Yes	20
01-Mar-19	Airport Security Screening Upgrades	Regional Airport Security Screening Fund	Dept of Home Affairs	\$405,000	\$0	TBA	Federal	TBA	35
22-Mar-19	Jabiru Reserve Fish Cleaning Table	Crown Reserves Improvement Fund	Department Primary Industries	\$18,255	\$0	TBA	State	TBA	5
03-Apr-19	Port Macquarie West Sewer Development Project (Business	Growing Local Economies - Regional Growth Fund	Department of Premier & Cabinet	\$4,818,500	\$385,480	TBA	State	TBA	45

Election Funding Commitments to Council			
Election Funding Commitments	Project Title	Election Commitment by:	Commitment Amount
03-Mar-19	Marine River Road Sealing	NSW Nationals and Liberals Funding Local Roads Program	not specified
14-Mar-19	Duplication of Ocean Drive	NSW Liberals and Nationals Government	\$50m
16-Apr-19	Town Green West Upgrade	Federal Liberal National Coalition Government	\$1.5million
12-May-19	Sealing of The Hatch Road	Federal Liberal National Coalition Government	\$370,000
12-May-19	Sealing 12 km of Lorne Rd (total cost \$20m)	Federal Liberal National Coalition Government	\$5m

Note: Excluded from the above are "block grants" which are often applied for in one year, with the grant funding received in the following, often for projects spread over several financial years.

# 4 Your Natural and Built Environment

21/08/2019

## What we are trying to achieve

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

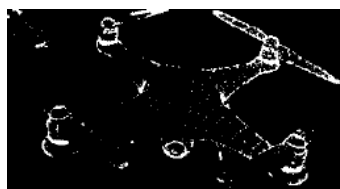
## What the result will be

We will have:

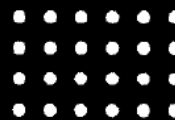
- Effective management and maintenance of essential water, waste and sewer infrastructure
- A community that is prepared for natural events and climate change
- Sustainable and environmentally sensitive development outcomes that consider the impact on the natural environment
- Accessible transport network 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



## NATIONAL LOCAL ROADS & TRANSPORT CONGRESS



# PROGRAM

10.00am	<b>TECHNICAL TOURS</b>
1.00pm	<b>AFTERNOON TEA</b>
1.45pm	<b>OPENING CEREMONY</b> Welcome to Country
2.00pm	<b>OPENING ADDRESS</b> President, Australian Local Government Association
2.20pm	<b>MINISTER ADDRESS</b>
2.50pm	<b>The Future of Transport and how Local Government can benefit</b> Tony Carmichael, National Principal Strategic Advisor, MacroPlan
3.30pm	<b>The State of Australia's Infrastructure</b> Romily Madew, CEO Infrastructure Australia Other speakers TBA
5.00pm	<b>WELCOME RECEPTION &amp; EXHIBITION OPENING</b> <i>Adelaide Hills Convention Centre</i>

**MONDAY 18 NOVEMBER 2019**

**TUESDAY 19 NOVEMBER 2019**

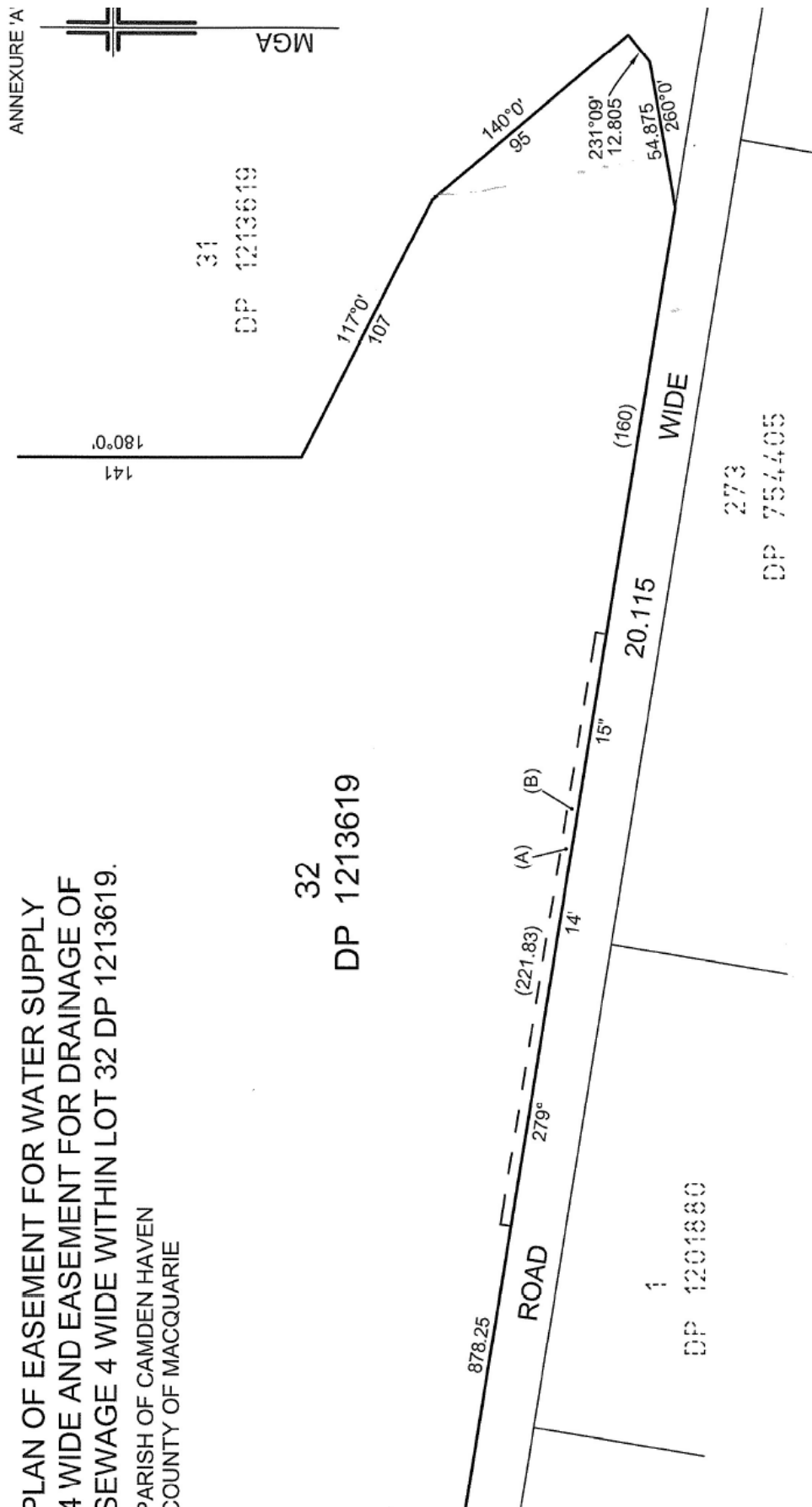
9.00am	Welcome
9.15am	Overview of what is happening internationally for Roads and Transport
10.30am	<b>MORNING TEA</b>
11.00am	Safety – where we are at and where we need to be
11.45am	Active Transport and Vulnerable Road Users
12.30pm	<b>LUNCH</b>
1.30pm	<b>CONCURRENT SESSIONS</b> METRO: TBA REGIONAL: TBA
3.00pm	<b>AFTERNOON TEA</b>
3.30pm	<b>CONCURRENT SESSIONS</b> METRO: TBA REGIONAL: TBA
5.00pm	<b>DAY TWO CONCLUDES</b>
6.30pm	<b>CONGRESS DINNER:</b> <i>Adelaide Town Hall</i>

## WEDNESDAY 20 NOVEMBER 2019

9.00am	Balancing future technology and current transport needs
10.00am	Transport and the Circular Economy
10.30am	Closing Address
11.00am	<b>MORNING TEA</b>



PLAN OF EASEMENT FOR WATER SUPPLY  
4 WIDE AND EASEMENT FOR DRAINAGE OF  
SEWAGE 4 WIDE WITHIN LOT 32 DP 1213619.  
PARISH OF CAMDEN HAVEN  
COUNTY OF MACQUARIE

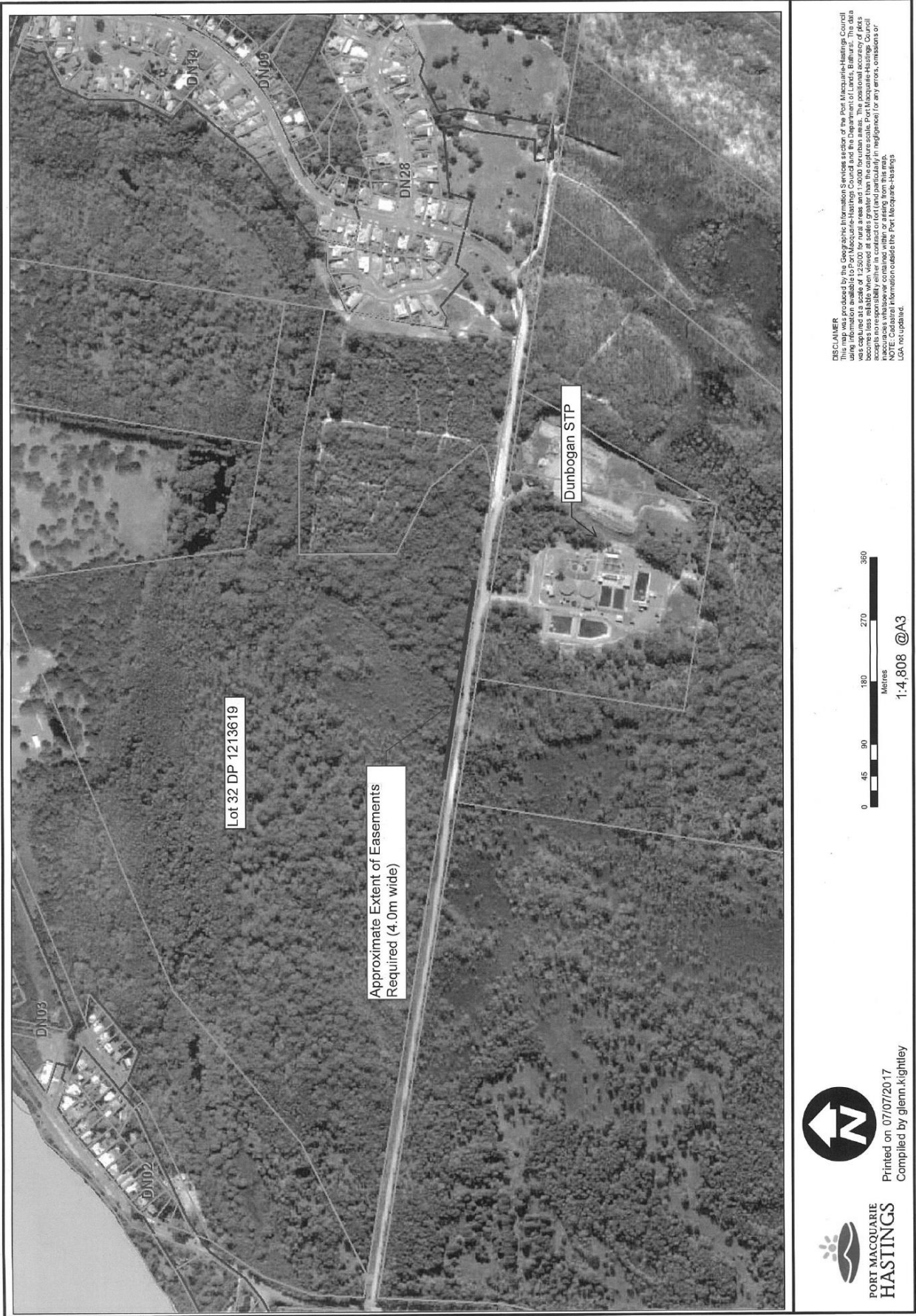


(A) EASEMENT FOR WATER SUPPLY 4 WIDE.  
(B) EASEMENT FOR DRAINAGE OF SEWAGE 4 WIDE.

*[Signature]*

ANIEL J. BAKER  
REGISTERED LAND SURVEYOR  
JPKINS CONSULTANTS P/L  
PO BOX 1556, PORT MACQUARIE

Pg 2 of 2 REF: 7366 DATE: 17th APRIL 2019 SCALE 1:2000



Printed on 07/07/2017  
Compiled by glenn.kightley

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## Unsealed Roads Dust Assessment

Port Macquarie Hastings Council Local Government Area



**Client:**

Port Macquarie Hastings Council

Project Reference # A0067

AM Enviro Services Pty Ltd.

6/08/2019





# Unsealed Roads Dust Assessment

## Port Macquarie Hastings Council Local Government Area

Client: Port Macquarie Hastings Council

Prepared by: AM Enviro Services Pty Ltd.

PO Box 19, Port Macquarie, NSW 2444

ABN: 31625379062

Phone: +61 434 181 414

Report Reference	Revision Description	Date	Prepared By	Signed
A0067_PMHC_Road Dust_Assessment_Rpt19008.docx	FINAL V2	6/08/2019	Andrew Morris	

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## Glossary of Terms

**Airborne Particulates** – consist of discrete particulates and may be characterised as dusts, fumes, smokes or mists depending on the nature of the particle and its size. The term ‘dust’ and ‘particulates’ are often used interchangeably.

**AS** - Australian Standards.

**Crystalline silica:** Crystalline form of Silica. When in dust form, at sufficient quantities, and able to penetrate the lungs, is an aggressive lung damaging dust (AIOH 2009). Crystalline Silica is known to cause silicosis, chronic bronchitis, emphysema and/or small airway diseases.

**Dust Deposit Gauges (DDG)** – apparatus to collect deposited dust. Consists of a 150mm funnel and a glass collection bottle mounted on a stand 2.0m ( $\pm 0.2$ m) above ground level. The following terms of deposited matter and insoluble matter relate to the portions of dust reported by the NATA laboratory.

**Deposited matter** – particles which are collected in a deposit gauge and which pass through a 1mm mesh sieve.

**Insoluble matter** – The mass of the insoluble portion of the deposited matter.

**Inhalable dust:** refers to the particle size of dusts entering the mouth and nose during normal breathing. These dusts may be deposited into the respiratory tract. The inhalable fraction of dust can be divided into respirable and non-respirable fractions (**PM<sub>2.5</sub>** and **PM<sub>10</sub>**)

**PMHC** – Port Macquarie Hastings Council, otherwise referred to as “the client”

**NATA** – National Association of Testing Authority.

**Particulate Matter** – also known as PM. Particulate Matter is the term that describes extremely small solid particles and liquid droplets suspended in air. Particulate matter can be made up of a variety of components. The size of the particles affects their potential to cause health problems. **PM<sub>2.5</sub>** – particulate matter to 2.5 micrometres and smaller (also known as respirable dust).

**PM<sub>10</sub>** – particulate matter to 10 micrometres and smaller (also known as inhalable dust);

**PM<sub>Total</sub>** – total dusts which pass through the sample head of the unit.

**Respirable Dust:** The proportion of airborne particulate matter that enters deep into the lungs is called respirable dust. These dust particles are normally too fine to see. The respirable dusts are considered as being less than 2.5µm in diameter (**PM<sub>2.5</sub>**)

**Recycled Concrete:** concrete processed through a crushing plant, with the material meeting the NSW EPA Recovered Aggregate Order 2014. Recycled concrete meeting this same order can also contain brick and tile materials.

**Nuisance Dust (also referred to as rogue dust):** dusts, according to Safe Work Australia, which do not have an assigned exposure standard. It should not be assumed that nuisance dust does not present a hazard to health.

**Silica:** is silicon dioxide and is one of the most abundant minerals being present in almost all types of rock, sand, clays, shales and gravel. It is a major constituent of construction materials such as brick, tiles and concrete. Silica occurs in non-crystalline and crystalline form. The non-crystalline form does not cause lung damage.

**Trigger Level** – are not exposure standards but concentrations at which consideration should be given to implementing reasonably practicable exposure controls.

**TSI DRX** – real time dust monitor utilised for this assessment manufactured by TSI, model “TSI Dust Trak 8533 DRX”.

**TWA (Time Weighted Average) Exposure Standard** – Average exposure standard over a defined period. Typical TWA is over an eight-hour period to correspond with an eight-hour working day and a five-day week. The eight-hour TWA may require adjustment where work shifts exceed 8 hours or for greater than a 5-day week.



## Executive Summary

AM Enviro Services Pty Ltd. (AM Enviro) were engaged by Port Macquarie Hastings Council (PMHC) to complete an assessment of airborne road dust, at a number of monitoring sites, within the Local Government Area (LGA). The monitoring sites are located along unsealed roads of which the pavement materials consisted of quarry gravels or recycled crushed concrete.

Within the past 12 months, PMHC has utilised crushed concrete to re-sheet selected unsealed road surfaces within the LGA. The community raised concerns about the levels of dusts, following a prolonged dry summer period with below average rainfalls. The monitoring works were completed in late summer starting in February until mid-Autumn, at the end of April 2019.

The assessment aimed to quantify the types, and concentrations, of dusts at representative residential locations. The results of the dust monitoring were compared to road surface type (recycled concrete or quarry gravels), traffic count data and rain and wind weather data, to identify factors influencing the levels of dust at the monitoring locations.

The results of the monitoring at representative residential locations were compared to workplace exposure standards and trigger levels, as developed by SafeWork Australia (SWA) and the Australian Institute of Occupational Hygienists (AIOH).

### **Short-term Monitoring – Respirable Dust and Asbestos Fibres**

The short-term monitoring was completed using portable air monitoring samplers. The short-term monitoring was aimed to be completed following two to three days of dry weather, in order to allow the road surfaces to generate dusts. This aim was not met at all locations due to successive rain events, and variability in rainfall patterns across the LGA. Rainfall data during the study period was reviewed from the BoM Port Macquarie weather station to identify potential periods of limited rainfall prior to monitoring. During the analysis of monitoring data, a review of other nearby BoM rainfall weather stations was completed. This analysis identified that the short-term monitoring was potentially affected by rain events at 125, 170 and 205a The Hatch, Blackmans Point; 1464 Lorne Road, Lorne; and 580 Pipeclay Road, Brombin.

The short-term monitoring results for respirable dusts (including crystalline silica, heavy metals and asbestos) did not identify dusts at concentrations above the adopted trigger levels.

### **Longer-Term Monitoring - Dust Deposit Gauges (DDG)**

The longer-term monitoring utilising DDG was deployed for approximately one month at all monitoring sites. The DDG monitoring identified levels of dusts above the *NSW EPA maximum total for deposited dusts*, at five of the eleven monitoring locations. The full extent of impacts related to deposited dusts, cannot be determined without developing site specific background levels (a minimum of a full years of DDG data).

### **Longer Term Monitoring – Real Time Monitoring**

Real-time monitoring was completed over a period of 4 – 10 days of continuous monitoring. The real-time monitoring was able to identify the influence of traffic and rainfall on received dust at monitoring locations. Source-to-receiver winds influenced the dispersion of the dusts, with wind direction and dust levels often varying throughout monitoring periods. As noted in relation to short-term monitoring, rainfall events (*as illustrated in Annex D Real-time Dust Monitoring Graphs*) suppressed dusts for a period of approximately 24 – 48 hours on several occasions.

It was noted that not all vehicular traffic generated dusts. When variables (*as detailed in Section 2.4*) influenced elevated dust levels above background concentrations, the peak (maximum) concentrations of respirable dusts were recorded above the adopted trigger levels. The time-weighted average results at all of the monitoring locations were below the adopted trigger levels.



## 1. Introduction

AM Enviro Services Pty Ltd. (AM Enviro) were engaged by Port Macquarie Hastings Council (PMHC) to complete an assessment of airborne road dust, at a number of monitoring sites within the Local Government Area (LGA). The monitoring sites are located along unsealed roads, where the pavement materials consisted of quarry gravels or recycled crushed concrete. *Refer to figures presented within Annex B Figures of the monitoring locations.*

### 1.1 Background

The community raised concerns about the levels of dusts following a prolonged dry summer period with below average rainfalls. The community also have concerns around the risk of possible exposure to crystalline silica dust, originating from the use of recycled crushed concrete as a road pavement material.

Within the past 12 months, PMHC has utilised crushed concrete to re-sheet selected unsealed road surfaces, within the LGA as detailed in Table 1 “Road location, pavement materials and recent maintenance history”.

### 1.2 Objectives

The objectives of sampling dusts along unsealed roads was to quantify the types, and concentrations of dusts, at residential properties. Where possible, dust concentrations at monitoring locations were compared to occupational hygiene exposure standards, traffic data and environmental conditions of wind and rain.

### 1.3 Scope of Works

In order to meet the objectives of the assessment stated above, AM Enviro completed the following scope of works:

- Review of available information as provided by the client including traffic count data and aerial imagery GIS data;
- Preliminary inspection of the sites to identify sampling locations;
- Short term dust monitoring including:
  - Respirable dust monitoring including laboratory analysis for the following:
    - Total respirable dust;
    - Crystalline silica;
    - Heavy metals (suite of 8 common metals); and
  - airborne asbestos fibre monitoring;
- Long term dust monitoring including:
  - Dust deposit gauges, installation and one month of monitoring;
  - Real-time dust monitoring using a TSI Dust Trak 8533 DRX dust monitor;
- Reporting, a factual report detailing the results of the dust monitoring works.

During the assessment period, PMHC completed road traffic counts on the selected roads during the assessment. The traffic count data was provided to AM Enviro to assist in analysing the collected dust data. The results of the assessment were also compared with weather data obtained from the Bureau of Metrology (BoM) Port Macquarie Airport automatic weather station, and other BoM approved manual weather stations within the LGA.



## 1.4 Legislation and Guidance Documents

The works were completed in reference and due regard to the following legislation and guidance documents:

- Australian Standards (AS), AS 2985 *Workplace atmospheres - Method for sampling and gravimetric determination of respirable dust* (2009).
- AS 3580.1.1:2016 *Methods for sampling and analysis of ambient air, Part 1.1: Guide to siting air monitoring equipment*.
- AS 3580.10.1:2016 *Methods for sampling and analysis of ambient air, Method 10.1 Determination of particulate matter – Deposited matter – Gravimetric Method*.
- Australian Institute of Occupational Hygienists Inc (AIOH), *Respirable crystalline Silica and Occupational Health Issues, Position Paper* (February 2009).
- AIOH Exposure Standards Committee, *Dusts Not Otherwise Specified (Dust NOS) and Occupational Health Issues, Position Paper* (May 2014).
- NSW Environment Protection Authority (EPA), *Local Government Air Quality Toolkit* (2007).
- NSW EPA & Ministry of Health, *Review of the health impacts of emission sources, types and levels of particulate matter air pollution in ambient air in NSW*, December 2015.
- NSW EPA, *Approved Methods for the Modelling and Assessment of Air Pollutants in New South Wales* (2016).
- National Occupational Health and Safety Commission (NOHSC), *Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres [NOHSC: 3003 (2005)]* (Membrane Filter Method).
- SafeWork Australia (SWA) *Workplace Exposure Standards for Airborne Contaminants* (2018).
- SWA, *Guidance on The Interpretation of Workplace Exposure Standards for Airborne Contaminants* (April 2013).

## 1.5 Limitations

The limitations of this report are provided within *Annex A Limitations of Report*.



## 2. Dusts and Health affects

Dust is the generic term used to describe fine particles which are suspended in the atmosphere. Dust can originate from a wide variety of sources including soil, vegetation (e.g. pollens), combustion of fossil fuels, and biomass and industrial activities. Dust is formed when fine particles (or particulate matter) become airborne into the atmosphere (entrained) by the action of wind or other physical disturbances.

As noted within the NSW Environment Protection Authority (EPA) (EPA, 2007), particulate matter is a potential nuisance, and in some instances, it poses a potential health risk to adjacent or nearby occupants (including sensitive land uses such as schools, hospitals or residential areas). The NSW EPA (2007) document also notes that health studies have established a correlation between fine particulates and respiratory problems, especially for people within “high risk” groups, such as children, asthmatics and the elderly.

More generally, particulate matter influences the local amenity or nuisance impacts to nearby occupants of premises, including fouling of washed laundry, washed surfaces and children’s play equipment, through dispersion of particulates.

### 2.1 Types of Dusts

Types of dusts are classified according to their particle size:

- Deposited matter – any dusts that falls out of suspension in the atmosphere
- Total Suspended Particles (TSP) typically refers to particles 50 µm (0.05mm diameter) in size or less.
- PM<sub>10</sub> refers to particles 10 µm (0.1mm) in size or less (PM<sub>10</sub> size fraction also includes PM<sub>2.5</sub> fractions).
- PM<sub>2.5</sub> refers to particles 2.5µm (0.0025mm) in size or less.

The particle size is an important influencing factor for the dispersion and transport of dusts within the atmosphere, and the effects of dust on human health.

### 2.2 Health Effects

Health effects of dusts are influenced by the following:

- size of the dust particles.
- composition of the dust particles.
- concentration of the dust particles.
- duration of exposure to the dust particles.

Health effects are attributed to both long-term and short-term exposure to ambient particulate matter (PM). Health effects associated with long-term exposure to ambient PM according to the NSW EPA and Ministry of Health (2015), were identified to initiate and progress various diseases over months or years, with short-term exposure affecting individuals susceptible to the effects of PM.

In addition to completing an assessment for nuisance dusts in the form of respirable and inhalable dusts, the respirable fraction will be assessed for Crystalline Silica and heavy metals.





## 2.3 Crystalline Silica

As described by SafeWork NSW, crystalline silica is potentially present in manufactured materials such as concrete (i.e. recycled concrete) and quarried materials. SafeWork has detailed the estimated concentrations of crystalline silica within man-made and natural materials (SafeWork website [safework.nsw.gov.au/hazards-a-z/hazardous-chemical/priority-chemicals/crystalline-silica](https://safework.nsw.gov.au/hazards-a-z/hazardous-chemical/priority-chemicals/crystalline-silica) accessed 24/06/19).

The typical crystalline silica levels in different materials are:

- sand and sandstone: 70-100%.
- manufactured stone: 93% or higher.
- granite: 20-45% (typically 30%).
- concrete and mortar: 25-70%.
- calcium-silicate bricks: 50-55%.
- slate: 20-40%.
- brick: up to 30%.
- fibre cement sheets: 10-30%.
- demolition dust: 3-4%.
- marble: 2%.
- limestone: 2%.

As detailed above concrete materials (i.e. recycled concrete) can contain crystalline silica at 25-70%. Details on the actual content of the quarried product utilised on PMHC roads is not currently known.

## 2.4 Dusts on Roads

The dust monitoring was completed at locations generally representative of the residential buildings at the property and/or similar residences along the road. The results of the monitoring are subject to the variability at the time of monitoring including, but not limited to, the following:

- Volume of road traffic during the monitoring period;
- Wind speed at the road surface – wind sheer from lower vehicles with many wheels known to cause more dust;
- Particle size distribution of the wearing course (trafficked area);
- Compaction of the road surface, cohesiveness, bonding and durability of the surface materials;
- Time period between re-sheeting operations and/or imported fines on the road;
- Moisture content of the gravel road surface;
- Prevailing wind directions during monitoring; and
- Other environmental conditions at the time of monitoring, including humidity and rain.





## 2.5 Roads Selected for Study

The unsealed roads included within this study were chosen by the PMHC roads infrastructure team to compare road-surface, either re-sheeted with recycled crushed concrete, or gravels sourced from a quarry using natural rocks. Details of the roads selected, and pavement type are detailed in *Table 1* below.

*Table 1 Road location, pavement materials and recent maintenance history*

Road Name	Suburb	Pavement material Type	Road Maintenance Completed		
			Re-sheeted or Graded Prior to study	Graded Prior to Study	Graded During Study
<b>The Hatch Road</b>	Blackmans Point	Recycled crushed concrete and quarry gravels	Nov-2018	<b>Yes</b>	18 & 19 Feb 2019
<b>Farrawells Road</b>	Telegraph Point	Recycled crushed concrete	Feb-2018	<b>Yes</b>	4 to 7 March 2019
<b>Pembroke Village Road / Tower Road</b>	Pembroke	Recycled crushed concrete	Nov-2018	<b>Yes</b>	8 to 14 March 2019
<b>Pipeclay Road</b>	Brombin	Ridge gravel and quarry gravels	Aug-2018 Dec-2018	No	-
<b>Bril Bril Road</b>	Rollands Plains	Quarry gravels	May-2018 Nov-2018	No	-
<b>Lorne Road</b>	Lorne	Quarry gravels	Sep-2018	<b>Yes</b>	14 Feb to 3 March 2019
<b>Lorne Road</b>	Comboyne	Quarry gravels	Sep-2018	<b>Yes</b>	14 Feb to 3 March 2019
<b>Note:</b> <ul style="list-style-type: none"> <li>Road Maintenance can include, re-sheeting with either gravel or recycled concrete, grading, compacting of surfaces (rolling) and application of water by water carts.</li> </ul>					

It is understood that road maintenance works were completed within the middle of the road dusts assessment which included grading, compaction using a roller and application of water. Road maintenance works were completed on at least five of the seven roads during the assessment period. Road maintenance is generally completed on an annual cycle.



## 2.6 Residential Monitoring Locations

A total of 11 residential properties were chosen as locations for dust monitoring during the assessment (*monitoring locations detailed within Table 2*). Refer to the figures presented in *Annex B Figures*, showing the monitoring location, road and adjacent residential buildings.

*Table 2 Residential Monitoring Locations, directions and distance from roads*

Address of Monitoring Location	Adjacent Road Surface	Latitude	Longitude	Direction from Road	Distance from Road Centre
<b>113 Farrowells Road, Telegraph Point</b>	Recycled concrete	-31.339389	152.779229	West	30m
<b>400 Farrowells Road, Telegraph Point</b>	Recycled concrete	-31.341084	152.756862	North	30m
<b>19 Pembroke Village Road, Pembroke</b>	Recycled concrete	-31.386811	152.751967	West	20m
<b>125 The Hatch, Blackmans Point</b>	Recycled concrete	-31.381757	152.833484	West	35m
<b>170 The Hatch, Blackmans Point</b>	Recycled concrete	-31.377106	152.834823	East	20m
<b>205A The Hatch, Blackmans Point</b>	Quarry gravels	-31.368457	152.833972	West	45m
<b>**580 Pipeclay Road, Brombin</b>	Quarry gravels	-31.459197	152.606054	North	10m
<b>74 Bril Bril Road, Rollands Plains</b>	Quarry gravels	-31.276881	152.672595	North	35m
<b>372 Bril Bril Road, Rollands Plains</b>	Quarry gravels	-31.281262	152.643046	North	30m
<b>1464 Lorne Road, Lorne</b>	Quarry gravels	-31.649802	152.573195	North	30m
<b>** 2750 Lorne Road, Comboyne</b>	Quarry gravels	-31.616042	152.491127	East	6m
<b>Notes:</b> <ul style="list-style-type: none"> <li>* denotes measurement location located within road-reserve on boundary with private property. Results for these measurements considered worst case due to proximity to vehicular traffic.</li> <li># denotes location within five metres from the edge of road. Due to proximity of location to road, measurements do not strictly comply with AS3850.</li> </ul>					



### 3. Occupational Health and Environmental Standards

#### 3.1 Respirable and Inhalable Dust Standards

As part of a workplace's requirements under the *Work Health and Safety Regulation 2017 (clause 50)* if airborne contaminants are present monitoring is required to determine whether there is a risk to health. To aid the implementation of the monitoring SafeWork Australia (SWA) has developed occupational standards and guidelines, aimed at protecting workers from airborne particulate matter, in the form of specified dusts (e.g. respirable crystalline silica) and general airborne dusts.

In-lieu of their being occupational health and environmental exposure standards for non-workplace environments exposure standards for workplaces were utilised for the assessment. Safe Work Australia (SWA) (2013) state that a set exposure standard value does not set the distinction between safe and unsafe exposures and therefore the application of precise adjustments is not appropriate.

Following a review of the SWA exposure standards, the Australian Institute of Occupational Hygienists (AIOH) have developed conservative trigger levels at which management measures should be implemented for airborne particulate matter (AIOH, 2009 and 2014).

Details of the exposure standards and trigger levels adopted are presented in the following sections.

##### 3.1.1 Exposure Standards

The SafeWork Australia (SWA) Workplace Exposure Standards for Airborne Contaminants (2018) detail exposure standards for Time Weighted Averages (TWA) for the protection of human health.

The exposure standards are detailed as follows:

- Respirable Crystalline Silica TWA – 0.1 mg/m<sup>3</sup>;
- Draft SWA Respirable Silica TWA – 0.02 mg/m<sup>3</sup>;
- Nuisance (Rogue) Dust TWA – 10 mg/m<sup>3</sup>;

The SWA (2018) does not specify a respirable dust TWA. It is noted that SWA are currently reviewing the TWA for Respirable crystalline silica with the proposed TWA – 0.02mg/m<sup>3</sup>. This value will be adopted as the trigger level for respirable crystalline silica.

##### 3.1.2 Trigger Levels

As discussed above, the AIOH (2009 and 2014) have developed stringent trigger values for the TWA as follows:

- Respirable Silica TWA – 0.05 mg/m<sup>3</sup>.
- Respirable Dust TWA (PM<sub>2.5</sub>) – 1 mg/m<sup>3</sup>.
- Inhalable Dust TWA (PM<sub>10</sub>) – 5 mg/m<sup>3</sup>.

The trigger values are not exposure standards, but a breathing zone concentration, at which exposure controls should be implemented.

##### 3.1.3 Adopted Assessment Criteria

The following criteria was adopted for this assessment of road dusts.

- Trigger level for respirable silica TWA – 0.02 mg/m<sup>3</sup> (SWA draft exposure standards);
- Trigger level for respirable dusts TWA (PM<sub>2.5</sub>) – 1 mg/m<sup>3</sup> (AIOH); and
- Inhalable Dust TWA (PM<sub>10</sub>) – 5 mg/m<sup>3</sup> (AIOH).



### 3.1.4 Asbestos Exposure Standards and Trigger Levels

The following table provides the control levels which should be used for the purposes of estimating the concentration of airborne asbestos fibres. The estimated airborne fibres were compared to SafeWork NSW, *Code of Practice, How to Safely Remove Asbestos* (2016). The SWA (2018) national exposure standard of 0.1 fibres/mL should never be exceeded.

The National Occupational Health and Safety Commission (NOHSC), *Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres* [NOHSC: 3003 (2005)] (Membrane Filter Method) provides guidance on monitoring and laboratory analysis techniques. As stated in the Membrane Filter Method, *results of less than 10 fibres/100 fields are not significantly above that of background*.

<0.01 fibres/mL is below the limit of detection for the Membrane Filter method with the calculation based on an equation which includes - fibres counted, number of fields counted, flow rates, time period of monitoring. Refer to NOHSC:3003(2005) for details on how the control levels are calculated.

Control measures should be reassessed whenever air monitoring indicates the 'control level' of 0.01 fibres/mL has been reached.

Table 3: Air Monitoring – Estimated Levels and Actions

Estimated level (airborne asbestos fibres/mL)	Action
< 0.01	Below the limit of detection
≥ 0.01	Investigated cause and implement controls to minimise further release.
≥ 0.02	Notify regulator and find the cause.  Works must not recommence until fibre levels are at, or below, 0.01 fibres/mL.
<b>Note:</b> <ul style="list-style-type: none"> <li>The Membrane Filter Method NOHSC:3003 (2005) does not distinguish between the different types of fibres, including organic fibres, synthetic mineral fibres (SMF) and asbestos fibres.</li> <li>Results of less than 10 fibres/100 fields are not significantly above that of background. The NOHSC:3003(2005) specifies that calculations of fibres are to use a minimum practical limit of 10 fibres per 100 graticule areas (fields).</li> </ul>	

### 3.2 Dust Deposition Standards

The assessment criteria for the assessment of deposited dusts are specified in the NSW EPA's Approved Methods for the Modelling and Assessment of Air Pollutants in New South Wales. The criteria are based on an annual averaging period with criteria for total maximum, as well as maximum increase *above* background.

The background concentration of deposited dusts is generally obtained following collection of a minimum of one year of DDG data.

The NSW EPA dust deposition guidelines are provided as follows:

- Maximum increase above background – 2g/m<sup>2</sup>/month; and
- Maximum total deposited dust – 4g/m<sup>2</sup>/month

Due to their being no available background data, the maximum total deposited dusts of 4g/m<sup>2</sup>/month were used as the criterion for this assessment.

This criterion applies for the insoluble-solids component of deposited dust sampled and analysed by the laboratory.



## 4. Methodology

The following section provides information on the methodology utilised during the dust assessment.

### 4.1 Preliminary Inspection

AM Enviro Services completed an inspection with Scott Tyrrell - Operations Engineer of PMHC, to identify potential sampling locations along the road sites, prior to installation of monitoring equipment. The scoping inspection objective was to identify representative sampling locations, to target areas according to the predominant winds, or areas observed to be visually impacted from road dusts.

Conversations were also held with residential property owners during installation of the monitoring equipment, to identify areas affected by dusts at their property.

### 4.2 Short Term Monitoring

Respirable dust monitoring, and airborne asbestos monitoring, was completed over a period of 8-10 hours to represent daily exposure. The air monitoring sampling equipment was deployed and collected on the same day, following the sampling period.

#### 4.2.1 Respirable Dust Monitoring

The assessment of respirable dusts, including analysis for crystalline silica and selected heavy metals, was completed on methodology based on Australian Standard AS2985: 2009 *Workplace atmospheres – Method for sampling and gravimetric determination of respirable dust*. The sample collection was performed using calibrated air monitoring pumps, with the sample-train fitted with respirable dust, cyclone, sampling heads. The air monitoring pumps were calibrated at a flow rate of 2.2L per minute with laboratory supplied pre-weighed 25mm filter papers.

Static monitoring was completed for all samples with the sampling pump located approx. 2m from ground level on the dust deposit gauge stand installed on property considered representative of similar dust received by residents at the residential dwelling.

The pre- and post-gravimetric (filter mass) analysis of all samples was completed by Envirolab Services Pty Ltd. (Envirolab), of Chatswood. Envirolab are a National Association of Testing Authorities (NATA) accredited laboratory (Accreditation number 2901). The filter mass analysis was completed using a 5-figure digital balance. Field blanks were utilised for quality assurance purposes.

The filters were also analysed by Envirolab for crystalline silica (respirable quartz) after ashing, redeposition and FTIR determination.

Analysis for eight heavy metal elements was completed by Eurofins NATA approved laboratory methods.

Laboratory reports of the respirable dust monitoring are attached within *Annex F*.

#### 4.2.2 Airborne Asbestos Fibre Monitoring

Air monitoring for airborne asbestos fibres was completed in accordance with the NOHSC, *Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres* [NOHSC: 3003 (2005)] (Membrane Filter Method). Portable air monitors were used during the air monitoring sampling, with each air monitoring pump field calibrated. The monitoring was completed to ensure each monitoring run collected the required volume of air across the filter to meet the requirements of NOHSC:3003 (2005).

The monitoring filters were collected after the sampling period and sent via courier to the NATA accredited laboratory "Australian Safer Technology and Environments" (ASET) for analysis (NATA accreditation number: 14484). Laboratory report(s) are attached within *Annex F*.



### 4.3 Long Term Monitoring

Dust deposit gauges (DDG) were deployed over a month's duration. Real-time dust monitoring was deployed for a week at a time. Long-term monitoring enabled a greater reliability of the data, allowing data obtained to be correlated with other environmental factors including traffic, rain, wind and change in weather conditions.

#### 4.3.1 Dust Deposit Gauges (DDG)

Dust Deposit Gauges (DDG) capture and measure the dust deposition rate at a sampling site location, usually collected over a monthly period, with results expressed in mass of dust deposited per m<sup>2</sup> per month (g/m<sup>2</sup>/month). As the samples are collected over a month-long period, the method does not measure the amount, or size fractions of dusts from a particular event, or source, but the general dust levels within an area over time.

The DDG monitoring sites and samples collected was completed in reference to Australian Standard AS/NZ 3580. The DDG were generally installed at locations within the resident's property, adjacent to their dwelling, for collection of total dusts over the standard monthly period. Other locations where samples were collected were on the boundary of the road shoulder, to capture worst case dust concentrations.

The DDG samples were submitted for laboratory analysis for the following:

- 5 fractions – Insoluble solids, soluble solids, combustible, ash and total dusts; and
- Metals Suite – arsenic, cadmium, chromium (total), mercury, nickel, lead, zinc and silicon.

The DDG were deployed to capture the dusts at the residential properties, quantifying the amount of dusts over a monthly period. The insoluble concentration of insoluble solids is compared against the NSW EPA criteria for maximum total deposited dusts of 4g/m<sup>2</sup>/month.

#### 4.3.2 Real-time dust monitoring

Real-time dust monitoring was completed on five separate roads within the LGA with a total of seven monitoring locations completed. Details of locations where real-time monitoring is provided within *Table 5*.

Real-time dust monitoring was completed with the aim to determine the factors associated between dusts related to vehicular traffic, on different road surfaces, as well as other environmental factors (rain, wind, change in weather conditions). The real-time dust measurements were completed using the TSI Dust Trak 8533 DRX Dust monitor (DRX). The DRX dust monitor simultaneously measures size-segregated mass fraction concentrations, corresponding to the Particulate Matter (PM) size fractions:

- PM<sub>1</sub> – inhalable particulate matter to 1 micrometre and smaller;
- PM<sub>2.5</sub> – inhalable particulate matter to 2.5 micrometres and smaller;
- Respirable dusts – dusts able to enter deep into the lungs;
- PM<sub>10</sub> – inhalable particulate matter to 10 micrometres and smaller; and
- PM<sub>Total</sub> – total dusts which pass through the sample head of the unit.

The data from the unit was downloaded as required during maintenance inspections on the unit and/or at the completion of each monitoring period. The captured data was analysed to calculate the average, TWA, minimum and maximum dust concentrations for PM<sub>2.5</sub> and PM<sub>10</sub>.

The dust measurements during monitoring were collected continuously, with the DRX set-up to capture the dust concentrations over 30 second logging periods. The 30 second logging periods were utilised to capture traffic pass-by events, which typically generated dusts for a similar period. The results of the 30 second data are presented within *Section 5.3.2*.





The results of monitoring were utilised to produce graphical evidence of time-based events, recording when dusts concentrations were elevated. The graphical results were also charted using 15 minute averaged data, aligned with the traffic count and weather data as shown in *Annex D Real-time Dust Monitoring Graphs*.

#### 4.3.3 Traffic Counts

The PMHC completed traffic counts during the assessment, to identify quantities of traffic utilising the roads during the monitoring period. The data obtained from the traffic count was aligned with the real-time dust monitoring results, to identify if the volume of traffic recorded, or types of traffic flows, generated excessive dusts.

Traffic counting devices were installed on sealed sections of road, as close as possible to the dust monitoring location. PMHC's previous experience is that traffic counters installed on unsealed roads do not provide accurate data and are quite often damaged or destroyed by traffic as the counters cannot be adequately secured down to the unsealed road surface.

The locations of where traffic counts were completed are provided within the following table. Details of the distance from the traffic count location and estimated time separation from the count to pass-by from the monitoring location is also provided in the table.

The distance of the receiver to the residential monitoring location varied from 70m (4 seconds travel time) to 3.25km (3minutes and 15 seconds travel time). Due to the variable distance from the monitoring location, the measured speed at the traffic count location would not be representative of a vehicles speed past the dust monitoring point.

*Table 4 Distance and travel time of monitoring location from traffic count location*

Address of Dust Monitoring Location	Estimated Travel Time of Vehicle to or from Traffic Count Location at 60km/hour	Approximate distance of traffic count location from residence
113 Farrawells Road, Telegraph Point	1min	1km
400 Farrawells Road, Telegraph Point	4min	4km
19 Pembroke Village Road, Pembroke	4s	70m
125 The Hatch, Blackmans Point	1m 12s	1.2km
170 The Hatch, Blackmans Point	1m 42s	1.7km
205A The Hatch, Blackmans Point	2m 42s	2.7km
580 Pipeclay Road, Brombin	-	NA
74 Bril Bril Road, Rollands Plains	16s	265m
372 Bril Bril Road, Rollands Plains	3m 15s	3.25km
1464 Lorne Road, Lorne	24s	400m
2750 Lorne Road, Comboyne	-	NA
<i>Notes: Approximate distances measured, and estimated travel times, calculated using GIS mapping software.</i>		



#### 4.3.4 Weather Data

To facilitate the interpretation of the dust monitoring data, weather data for the period of monitoring was obtained from the Bureau of Meteorology (BoM) weather stations. The rainfall data was obtained from the nearest available BoM weather station to identify the number of rain days and totals over the monitoring period for the DDG. The weather stations utilised and distance from monitoring site are listed below:

- 113 and 400 Farrawells Road - Telegraph Point (Station ID# 060031) -situated on Farrawells Road.
- Pembroke Village Road - Telegraph Point (Station ID# 060031) approximately 6km away.
- The Hatch - Port Macquarie Airport (Station ID# 060139) situated approximately 2km away.
- Pipeclay Road - Hollisdale (Station ID# 060125) situated approximately 10km away.
- Bril Bril Road- Tele Point (Station ID# 060031) situated approximately 13km away.
- Lorne Rd, Lorne - Hannam Vale (Station ID# 060017) situated approximately 5km away.
- Lorne Rd, Comboyne - Comboyne Public school (Station ID# 060161) situated approximately 2km away.

Weather data from the BoM automatic weather station, located at the Port Macquarie Airport (Station ID# 060139) was utilised for the real-time dust monitoring. Weather data is presented within this report with monthly data presented in *Annex E BoM Weather Data*.





## 5. Results

As detailed in *Section 2.5*, dust monitoring was completed on roads chosen by PMHC. The types of monitoring completed at each residential property is detailed within *Table 5* below.

*Table 5 Details of types of dust monitoring completed at each residential property location*

Address of Monitoring Location			Road Surface adjacent Sampling Location	Monitoring Completed			
				Short-Term Monitoring		Long-Term Monitoring	
				Respirable Dust & Silica	Airborne Asbestos Fibres	Dust Deposit Gauges	Real-time Monitoring
113	Farrawells	Road, Telegraph Point	Recycled concrete	Yes	Yes	Yes	Yes
400	Farrawells	Road, Telegraph Point	Recycled concrete	Yes	Yes	Yes	-
19	Pembroke	Village Road, Pembroke	Recycled concrete	Yes	Yes	Yes	Yes
125	The Hatch, Blackmans Point		Recycled concrete	Yes	Yes	Yes	Yes
170	The Hatch, Blackmans Point		Recycled concrete	Yes	Yes	Yes	Yes
205A	The Hatch, Blackmans Point		Quarry gravels	Yes	Yes	Yes	Yes
*#580	Pipeday	Road, Brombin	Quarry gravels	Yes	Yes	Yes	-
74	Bril Bril Road, Rollands Plains		Quarry gravels	Yes	Yes	Yes	Yes
372	Bril Bril Road, Rollands Plains		Quarry gravels	Yes	Yes	Yes	-
1464	Lorne Road, Lorne		Quarry gravels	Yes	Yes	Yes	Yes
*#2750	Lorne	Road, Comboyne	Quarry gravels	Yes	Yes	Yes	-
<b>Notes:</b> <ul style="list-style-type: none"> <li>* denotes measurement location located within road-reserve on boundary with private property. Results for these measurements considered worst case due to proximity to vehicular traffic.</li> <li># denotes location within five metres from the edge of road. Due to proximity of location to road, measurements do not strictly comply with AS3850.</li> </ul>							



## 5.1 Weather Conditions

Prior to the dust monitoring assessment, the LGA experienced an above average dry period with continuous periods of northeast winds throughout the summer. Anecdotal evidence from multiple residential property owners was that the dry period contributed significantly to the dust encountered at each property.

The dust monitoring assessment was completed at the end of the summer period with increasing rainfall events noted with successive days of minor falls.

### 5.1.1 Weather Conditions prior to Short-Term Monitoring

Where possible the short-term monitoring was completed following two to three days of dry weather to allow the road surfaces to generate dusts.

Rainfall data during the study period was reviewed from the BoM Port Macquarie weather station to identify potential periods of limited rainfall prior to monitoring. During the analysis of monitoring data, a review of other nearby BoM rainfall weather stations was completed.

Based on the review of the rainfall data the short-term monitoring was potentially affected by rain prior to the monitoring at 125, 170 and 205a The Hatch, 1464 Lorne Road and 580 Pipeclay Road.

*Table 6 Environmental Conditions and Traffic prior to and during Short Term Monitoring*

Location	Short Term Monitoring							
	Date of Monitoring	*Primary Wind Direction	*Wind Average Speed	Rainfall 3 days prior (mm)	Rainfall 5 days prior (mm)	*Temp (°C)	*Direction from Road	*Total Traffic During Monitoring Period
113 Farrawells Rd	19/02/19	NE	26km/hr	0	2.7	31.1	West	55
400 Farrawells Rd	19/02/19						North	52
19 Pembroke Village Rd.	19/02/19						West	38
125 The Hatch	06/03/19	ENE	24km/hr	3.8	10	32.3	West	139
170 The Hatch	06/03/19						East	124
205A The Hatch	06/03/19						West	133
1464 Lorne Road	26/03/19	SE	17km/hr	3.0	5.0	26.4	North	NR (~100)
2750 Lorne Road	26/03/19			0	4.0		East	NR
580 Pipeclay Road	26/03/19			7.8	24.8		North	NR (~72)
74 Bril Bril Road	29/04/19	SSE	19km/hr	0	4.0	22.6	North	NR (~95)
372 Bril Bril Road	29/04/19						North	NR (~95)
<b>Notes:</b>								
<ul style="list-style-type: none"><li>• # denotes weather data obtained from BoM Port Macquarie Automatic Weather Station. Weather statistics of wind and temperature for period 9am to 3pm provided in above table.</li><li>• Rainfall data obtained from nearest weather station to monitoring site as detailed in Section 4.3.4.</li><li>• *Total traffic is as measured by PMHC traffic count device during monitoring period. Actual traffic passing dust monitoring location will decrease the greater the distance from the measurement location and number of residences between the dust monitoring location and the traffic count location.</li><li>• NR denotes no traffic data available – PMHC average (virtual day) data used. Traffic on day of monitoring may significantly vary to average data for period.</li></ul>								



## 5.2 Short-Term Monitoring

### 5.2.1 Respirable Dust Monitoring

Short-term dust monitoring for respirable particulate dusts, was completed at all monitoring locations. The results of the monitoring is presented in *Table 7* and *Table 8*.

All results were below the adopted TWA trigger level for respirable dust ( $1 \text{ mg/m}^3$ ), with results ranging from the limit of detection of  $<0.03 \text{ mg/m}^3$  (170 The Hatch) up to  $0.12 \text{ mg/m}^3$  at 1464 Lorne Road. All results for crystalline silica were below the lowest detectable limit of 0.01 milligrams per cubic metre of air ( $<0.01 \text{ mg/m}^3$ ).

Laboratory analytical results are summarised in *Table 7* below, and provided within Annex F.

*Table 7 Respirable Dust & Crystalline Silica – Results Summary*

Location	Sample ID	Time On	Run Time (min)	Flow (L/min)	Weight of Particulates (mg)	Respirable Dust ( $\text{mg/m}^3$ )	Crystalline Silica (mg/filter)	Crystalline Silica ( $\text{mg/m}^3$ )
<b>Limit of Detection</b>					$<0.04$	$<0.03$	$<0.01$	$<0.01$
<b>Trigger Level – TWA</b>						<b>1.0</b>		<b>0.02</b>
<b>19 February 2019 – Respirable Dust and Crystalline Silica</b>								
113 Farrawells Rd	01	8:30am	560	2.2L	0.09	0.07	$<0.01$	$<0.01$
400 Farrawells Rd	02	8:50am	565	2.2L	0.07	0.06	$<0.01$	$<0.01$
19 Pembroke Village Rd.	03	9:00am	500	2.2L	0.05	0.04	$<0.01$	$<0.01$
QA/QC Sample	07	-	-	-	$<0.04$	NA	$<0.01$	NA
<b>6 March 2019 – Respirable Dust and Crystalline Silica</b>								
125 The Hatch	04	8:30am	540	2.2L	0.06	0.05	$<0.01$	$<0.01$
170 The Hatch	05	8:40am	540	2.2L	$<0.04$	$<0.03$	$<0.01$	$<0.01$
205A The Hatch	06	8:50am	540	2.2L	0.04	0.03	$<0.01$	$<0.01$
QA/QC Sample	08	-	-	-	$<0.04$	NA	$<0.01$	NA
<b>26 March 2019 - Respirable Dust and Crystalline Silica</b>								
1464 Lorne Road	09	8:50am	595	2.2L	0.15	0.12	$<0.01$	$<0.01$
2750 Lorne Road	10	9:20am	590	2.2L	0.13	0.10	$<0.01$	$<0.01$
580 Pipeclay Road	11	10:20am	600	2.2L	$<0.04$	$<0.03$	$<0.02^*$	$<0.01$
QA/QC Sample	14	-	-	-	$<0.04$		$<0.01$	NA
<b>29 April 2019 – Respirable Dust and Crystalline Silica</b>								
74 Bril Bril Road	12	10:00am	600	2.2L	0.06	0.05	$<0.01$	$<0.01$
372 Bril Bril Road	13	10:20am	600	2.2L	0.15	0.11	$<0.01$	$<0.01$
QA/QC Sample	15	-	-	-	$<0.04$	NA	$<0.01$	NA
<b>Note:</b> <ul style="list-style-type: none"> <li>Monitoring for respirable dust and respirable crystalline silica was completed in accordance with AS 2985 Workplace atmospheres - Method for sampling and gravimetric determination of respirable dust (2009).</li> <li>* denotes limit of detection raised by NATA laboratory to <math>&lt;0.02</math> for crystalline silica due to interferences caused by other dust forms. Sampled collected from 580 Pipeclay Rd, Brombin</li> <li>Results for calculated respirable dust <math>\text{mg/m}^3</math> rounded to two decimal places.</li> </ul>								

Results for respirable heavy metals analysis are presented in *Table 8*. The results for the heavy metals were below the limit of detection, with the exception of the sample collected at 372 Bril Bril, Rollands Plains. This sample reported lead at concentrations significantly below the SWA exposure standard of  $0.05 \text{ mg/m}^3$  for lead in the form of inorganic dusts. The sample detected respirable lead at a concentration of  $0.0008 \text{ mg/m}^3$  based on concentration of lead detected on the filter ( $1 \mu\text{g}$  per filter) flow rate and duration of monitoring.



Table 8 Short Term Air Monitoring Respirable Dust &amp; Heavy Metals– Results Summary

Location	Sample ID	Heavy Metal Content									
		Arsenic (mg/f)	Cadmium (mg/m <sup>3</sup> )	Chromium* (mg/f)	Copper (mg/f)	Lead (mg/f)	Nickel (mg/f)	Zinc (mg/f)	Mercury (mg/m <sup>3</sup> )		
Limit of Detection		<0.002	<0.0005	<0.0005	<0.0005	<0.001	<0.001	<0.001	<0.0002		
SWA Exposure Standard (2018)		0.05	0.01	0.05	1	0.05	1	10	0.01		
<b>19 February 2019 - Respirable Dust – Heavy Metal Content</b>											
113 Farrawells Rd	01	<0.002	<0.0016	<0.0005	<0.0005	<0.001	<0.001	<0.0008	<0.0002	<0.0002	<0.0002
400 Farrawells Rd	02	<0.002	<0.0016	<0.0005	<0.0005	<0.001	<0.001	<0.0008	<0.0002	<0.0002	<0.0002
19 Pembroke Village Rd	03	<0.002	<0.0018	<0.0005	<0.0005	<0.001	<0.001	<0.0009	<0.0002	<0.0002	<0.0002
QA/QC Sample	07	<0.002	NA	<0.0005	NA	<0.001	NA	<0.001	NA	<0.0002	NA
<b>6 March 2019 - Respirable Dust – Heavy Metal Content</b>											
125 The Hatch	04	<0.002	<0.0017	<0.0005	<0.0005	<0.001	<0.001	<0.0008	<0.0002	<0.0002	<0.0002
170 The Hatch	05	<0.002	<0.0017	<0.0005	<0.0005	<0.001	<0.001	<0.0008	<0.0002	<0.0002	<0.0002
205A The Hatch	06	<0.002	<0.0017	<0.0005	<0.0005	<0.001	<0.001	<0.0008	<0.0002	<0.0002	<0.0002
QA/QC Sample	08	<0.002	NA	<0.0005	NA	<0.001	NA	<0.001	NA	<0.0002	NA
<b>26 March 2019 - Respirable Dust – Heavy Metal Content</b>											
1464 Lome Road	09	<0.002	<0.0015	<0.0005	<0.0005	<0.001	<0.001	<0.0008	<0.0002	<0.0002	<0.0002
2750 Lome Road	10	<0.002	<0.0015	<0.0005	<0.0005	<0.001	<0.001	<0.0008	<0.0002	<0.0002	<0.0002
580 Pipeclay Road	11	<0.002	<0.0015	<0.0005	<0.0005	<0.001	<0.001	<0.0008	<0.0002	<0.0002	<0.0002
QA/QC Sample	14	<0.002	NA	<0.0005	NA	<0.001	NA	<0.001	NA	<0.0002	NA
<b>29 April 2019 - Respirable Dust – Heavy Metal Content</b>											
74 Bril Bril Road	12	<0.002	<0.0015	<0.0005	<0.0005	<0.001	<0.001	<0.0008	<0.0002	<0.0002	<0.0002
372 Bril Bril Road	13	<0.002	<0.0015	<0.0005	<0.0005	0.001	<0.001	0.0008	<0.0002	<0.0002	<0.0002
QA/QC Sample	15	<0.002	NA	<0.0005	NA	<0.001	NA	<0.001	NA	<0.0002	<0.0002

## Note:

- Chromium\* - Chromium VI values used as a conservative measure.
- mg/f (mg/filter)– denotes unit of measure for deposited amount of nominated heavy metal as measured by the laboratory.
- mg/m<sup>3</sup> – unit of measure for airborne concentration of heavy metal following allowance for measurement period, flow rate and reported concentration per filter.
- NA or “-” denotes “not applicable”.



### 5.2.2 Airborne Asbestos Fibre Monitoring

All results were below the lowest detectable limit of 0.01 fibres per ml of air (<0.01 fibres/ml) completed in accordance with the membrane filter method [NOHSC: 3003 (2005)]. The concentration of fibres identified from the NATA laboratory analysis, were not above that of typical background concentrations (NOHSC: 3003, 2005). Analytical reports are attached to this report within Annex F.

## 5.3 Long Term Monitoring

As described in *Section 4.3*, long term monitoring completed during the assessment included the deployment of Dust Deposit Gauges (DDG) for a period of a month, and a real-time monitor deployed for approximately one week at selected locations.

The results of long-term monitoring are detailed in the following sections.

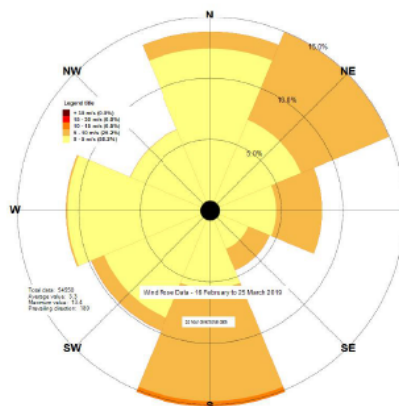
### 5.3.1 Dust Deposit Gauges (DDG)

Dust deposition gauges were deployed at staged periods between 16 February 2019 until 25 March 2019. The samples were collected over a 33-day period, which is marginally outside of the 30±2 days specified within the AS3850.10. It is considered that the extra day does not affect the data. A review of the number of days of rainfall activity during the entire period was ranged from 11 days up to 24 days, recorded at BoM weather stations detailed in *Section 4.3.4*.

A review of the wind data over the period is presented in the following section. The prevalent winds are the predominant factor for the deposition of dusts, within the DDG, over the sampling period.

#### Wind Conditions

An analysis of wind direction and speed was completed for the period of DDG sampling. The wind-rose for the sampling period is provided below in *Figure 1*. The wind-rose presents the wind-direction and speed for the entire period.



*Figure 1 Monthly wind roses, daily 24-hour data for winds received between 16/02/19 to 25/03/19.*

Approximately 58% of wind was below 5m/s (slight-light breeze) primarily from the North and West cardinal directions. More moderate winds were received from the northeast and south cardinal directions for approximately 25% of the sampling period.

Further analysis of the data of the wind data identified that the moderate winds were most prevalent from 6am to 7pm as illustrated in the following *Figure 2*.

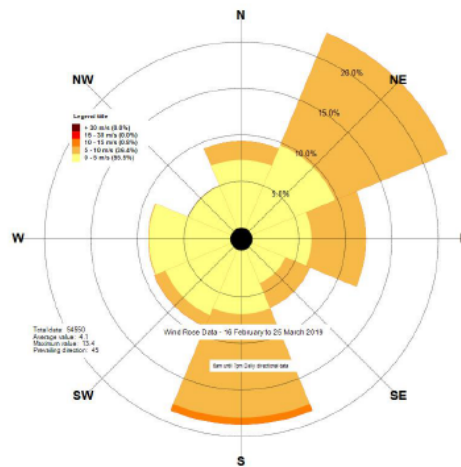


Figure 2 Monthly wind roses, morning 6am to evening 7pm of wind data between 16/02/19 to 25/03/19.

#### Results of Dust Deposition

The results of the dusts deposition sampling are presented within *Table 9*, below. The analytical results for insoluble solids are utilised to identify the concentration of dusts within the sample.

The results were compared to the NSW EPA criteria for maximum total deposited dusts of 4 grams per m<sup>2</sup> per month (g/m<sup>2</sup>/month).

The results of the DDG sampling identified exceedances of the criteria at five monitoring locations. Three of the sampling locations where criteria were exceeded, were at residential properties at 1464 Lorne Road, 170 The Hatch and 19 Pembroke Village Road. Exceedances of the criteria were also identified for the roadside DDG monitoring locations at 2750 Lorne Road Comboyne, and 580 Pipeclay Road Brombin. The road-side monitoring locations were situated as worst-case receptor points, with the sampling point situated on the road shoulder boundary of the resident's property.

There is insufficient data to determine if there are any significant trends with levels of dusts received at each of the DDG monitoring locations. A long-term monitoring over a minimum of a year is required to determine the background levels (NSW EPA, 2016).



Table 9 Dust Deposition Gauge– Results Summary

Address Monitoring	of	Date Deployed	Road Surface	Direction from Road	Distance from Centre of Road	Days of Rain	Total Rain during period	Insoluble Solids (g/m <sup>2</sup> /month)
NSW EPA (2016) monthly maximum total deposited dust level								<b>4</b>
113 Farrawells Road, Telegraph Point		16/02/19	Recycled concrete	West	30 m	21 Days	96 mm	0.5
400 Farrawells Road, Telegraph Point		18/02/19	Recycled concrete	North	30 m	23 Days	110.5 mm	2.3
19 Pembroke Village Road, Pembroke		18/02/19	Recycled concrete	West	20 m	23 Days	110.5 mm	<b>8.2</b>
125 The Hatch, Blackmans Point		21/02/19	Recycled concrete	West	3.5 m	22 Days	99 mm	2.7
170 The Hatch, Blackmans Point		21/02/19	Recycled concrete	East	20 m	22 Days	99 mm	<b>4.2</b>
205A The Hatch, Blackmans Point		21/02/19	Quarry gravels	West	45 m	22 Days	99 mm	1.9
**580 Pipeclay Road, Brombin		21/02/19	Quarry gravels	North	10 m	11 Days	116 mm	<b>5.8</b>
74 Bril Bril Road, Rollands Plains		22/02/19	Quarry gravels	North	35 m	24 Days	114.8 mm	2.4
372 Bril Bril Road, Rollands Plains		22/02/19	Quarry gravels	North	30 m	24 Days	114.8 mm	1.9
1464 Lorne Road, Lorne		25/02/19	Quarry gravels	North	30 m	14 Days	117 mm	<b>6.8</b>
**2750 Lorne Road, Comboyne		22/02/19	Quarry gravels	East	6 m	21 Days	132 mm	<b>12</b>
<b>Notes:</b> <ul style="list-style-type: none"> <li>* denotes measurement location located within road-reserve on boundary with private property. Results for these measurements considered worst case due to proximity to vehicular traffic.</li> <li># denotes location within five metres from the edge of road. Location does not comply with AS3850.</li> </ul>								





### 5.3.2 Real-time dust monitoring

The real time monitoring identified that dust generated by vehicle traffic was also influenced by environmental factors of wind (i.e. road dusts transported by prevailing winds) and rain (i.e. dust suppression). Where the source (road) to receiver (monitoring location) was down wind the measured dust concentrations for both PM<sub>2.5</sub> and PM<sub>10</sub> increased above the background levels.

Vehicle traffic dust was typically generated at least 24 to 48 hours after the rainfall events dependent upon the quantity and other environmental factors aiding the drying of the road surfaces.

At several locations the peak (maximum) recorded concentration of respirable dust was reported at levels above the trigger level for respirable dusts PM<sub>2.5</sub> of 1 mg/m<sup>3</sup> with the TWA averaged results below the adopted trigger levels.

The daily charts of the real time monitoring of PM<sub>2.5</sub> and PM<sub>10</sub> average dust levels (15minute averages) are presented in *Annex D Real-time Dust Monitoring Graphs*.

#### *113 Farrawells Road, Telegraph Point*

Real time monitoring at 113 Farrawells Road was completed over a limited monitoring period of four consecutive days, between Sunday 1 March to 4 March 2019. The dust concentrations of respirable fraction PM<sub>2.5</sub> and inhalable fraction PM<sub>10</sub> at 113 Farrawells Road were measured at peak concentrations of 0.269 mg/kg<sup>3</sup> and 0.577mg/kg<sup>3</sup> respectively on Saturday 2 March 2019. The TWA concentrations for PM<sub>2.5</sub> and PM<sub>10</sub> were below the adopted trigger levels for the measurement period, refer to *Annex D Real-time Dust Monitoring Graphs*.

Road maintenance was completed during the monitoring period which included the use of graders, water carts and rollers. Dust concentrations following the road maintenance was reduced at the monitoring location due to the dust suppression from the application of water and compaction of the road surface.

Photos of the road prior to and following the monitoring period are presented within Annex C.

#### *170 The Hatch, Blackmans Point*

Real-time dust monitoring was completed at 170 The Hatch between 4 March and 7 March 2019. Dusts were measured at this location at higher concentrations when the prevailing wind direction was from the west which occurred typically in the morning periods. As detailed in the wind rose data in Table 10 and also *Annex D*, for this location, the winds during the monitoring period were predominantly from the northeast which resulted in lower dust concentrations than measured at other locations.

The dust concentrations of PM<sub>2.5</sub> and PM<sub>10</sub> at 170 The Hatch Road were measured at peak concentrations of 0.247 mg/kg<sup>3</sup> and 0.55mg/kg<sup>3</sup> respectively on Wednesday 6 March 2019. The TWA concentrations for PM<sub>2.5</sub> and PM<sub>10</sub> were below the adopted trigger levels for the measurement period; refer to *Annex D Real-time Dust Monitoring Graphs*.

#### *125 The Hatch, Blackmans Point*

Real-time dust monitoring was completed at 125 The Hatch between 8 March and 14 March 2019. The monitoring was interrupted by a storm event on between 9 and 10 March 2019 with 32mm recorded at Port Macquarie airport. Dust levels were reduced for at least 24 hours following the rain event. A second heavy rain event occurred on Wednesday 13 March 2019 which saturated the road surface and minimised dusts generated from vehicle traffic.

The dust concentrations of PM<sub>2.5</sub> and PM<sub>10</sub> at 125 The Hatch Road were measured at peak concentrations of 0.471 mg/kg<sup>3</sup> and 0.955mg/kg<sup>3</sup> respectively. The TWA concentrations for PM<sub>2.5</sub> and PM<sub>10</sub> were below the adopted trigger levels for the measurement period; refer to *Annex D Real-time Dust Monitoring Graphs*.





#### *205a The Hatch, Blackmans Point*

Real-time dust monitoring was completed at 205a The Hatch between 19 March and 29 March 2019. The period between 19 and 25 March 2019 recorded rainfall events on five days with a total 15.8mm of rain recorded at the Port Macquarie airport weather station.

The dust concentrations of PM<sub>2.5</sub> and PM<sub>10</sub> at 205a The Hatch Road were measured at peak concentrations of 1.37mg/kg<sup>3</sup> and 2.9mg/kg<sup>3</sup> respectively. The TWA concentrations for PM<sub>2.5</sub> and PM<sub>10</sub> were below the adopted trigger levels for the measurement period; refer to *Annex D Real-time Dust Monitoring Graphs*.

#### *1464 Lorne Road, Lorne*

Real-time dust monitoring was completed at 1464 Lorne Road, Lorne, between 1 April and 8 April 2019. The dust concentrations were influenced by rainfall events with a total of 26.4mm recorded over four days at the Port Macquarie airport weather station. Recorded dust levels were reduced for approximately 24 to 48 hours following each rainfall event.

Dust concentrations were frequently reported at elevated levels at the monitoring location. The dust concentrations of PM<sub>2.5</sub> and PM<sub>10</sub> at 1464 Lorne Road, Lorne were measured at peak concentrations of 0.936mg/kg<sup>3</sup> and 2.13mg/kg<sup>3</sup> respectively. The TWA concentrations for PM<sub>2.5</sub> and PM<sub>10</sub> were below the adopted trigger levels for the measurement period; refer to *Annex D Real-time Dust Monitoring Graphs*.

#### *19 Pembroke Village Road, Pembroke*

Real-time dust monitoring was completed at 19 Pembroke Village Road, between 8 April and 15 April 2019. The dust concentrations were influenced by rainfall events with a total of 26.4mm recorded over four days at the Port Macquarie airport weather station. Recorded dust levels were reduced for approximately 24 to 48 hours following each rainfall event.

Dust concentrations were frequently reported at elevated levels at the monitoring location. The dust concentrations of PM<sub>2.5</sub> and PM<sub>10</sub> at 19 Pembroke Village Road were measured at peak concentrations of 1.2mg/kg<sup>3</sup> and 2.69mg/kg<sup>3</sup> respectively. The TWA concentrations for PM<sub>2.5</sub> and PM<sub>10</sub> were below the adopted trigger levels for the measurement period; refer to *Annex D Real-time Dust Monitoring Graphs*.

#### *74 Bril Bril Road Rollands Plains*

Real-time dust monitoring was completed at 74 Bril Bril Road, between 15 April and 29 April 2019. The dust concentrations were influenced by rainfall events with a total of 26.4mm recorded over four days at the Port Macquarie airport weather station. Recorded dust levels were reduced for approximately 24 to 48 hours following each rainfall event.

Dust concentrations were frequently reported at elevated levels at the monitoring location. The dust concentrations of PM<sub>2.5</sub> and PM<sub>10</sub> at 74 Bril Bril Road were measured at peak concentrations of 0.384mg/kg<sup>3</sup> and 0.916mg/kg<sup>3</sup> respectively. The TWA concentrations for PM<sub>2.5</sub> and PM<sub>10</sub> were below the adopted trigger levels for the measurement period; refer to *Annex D Real-time Dust Monitoring Graphs*.



Table 10 Long term Monitoring DRX Real-Time Dust Monitoring– Results Summary

Parameter	113 Farrawells Road	170 The Hatch	125 The Hatch	205A The Hatch	1464 Lorne Road	19 Pembroke Village Road	74 Bril Bril Road
Test Start Date	1/03/19	4/03/19	8/03/19	19/03/19	1/04/19	8/04/19	15/04/19
Test Finish Date	4/03/19	7/03/19	14/03/19	29/03/19	8/04/19	15/04/19	30/04/19
Road Surface	Recycled concrete	Recycled concrete	Recycled concrete	Clay Gravels	Clay Gravels	Recycled concrete	Clay Gravels
Direction from Road	West	East	West	West	North	West	North
Dominant Wind during monitoring Period-	North-easterly	North & North-easterly	North & North-easterly	South, West, North and NE	Westerly	West & South-westerly	Westerly
Wind Rose for period							
Days of rain of total monitoring period	4 of 4 days	2 of 4 days	3 of 7 days	6 of 10 days	4 of 8 days	2 of 7 days	10 of 15 days
Total Rain during monitoring period	10mm	2.4mm	36.4mm	16.2mm	26.4mm	1.6mm	39.2mm
Adopted Trigger Level	1	1	1	1	1	1	1
PM2.5 Max (mg/m <sup>3</sup> )*	0.269	0.247	0.471	1.37	0.936	1.2	0.384
PM2.5 TWA (mg/m <sup>3</sup> )*	0.006	0.01	0.029	0.017	0.004	0.05	0.017
Adopted Trigger Level (mg/m <sup>3</sup> )	5	5	5	5	5	5	5
PM10 Max (mg/m <sup>3</sup> )*	0.577	0.55	0.955	2.9	2.13	2.69	0.916
PM10 TWA (mg/m <sup>3</sup> )*	0.012	0.01	0.036	0.023	0.007	0.064	0.028
TOTAL Max (mg/m <sup>3</sup> )*	0.585	0.562	0.972	2.95	2.16	2.82	0.946
TOTAL TWA (mg/m <sup>3</sup> )*	0.012	0.01	0.037	0.023	0.008	0.065	0.029

## Notes:

- Trigger level for TWA applied to results for Maximum (Max) results for PM2.5 and PM10 to identify periods where peak levels exceed the TWA.
- \* reported dust concentrations for Max and TWA were logged over 30 second period to represent dusts levels generated typical of a vehicle pass-by the monitoring location.
- Weather data obtained from BoM automatic weather station located at the Port Macquarie airport.



## 6. Conclusions

AM Enviro Services conducted a series of short-term, and longer-term, dust monitoring at representative residential locations (along selected unsealed roads) within the PMHC LGA. The monitoring works were requested by PMHC, following the community raising concerns about the level and types of dusts, following a prolonged dry summer with below average rainfall. NSW EPA and Health Ministry (2015) notes that health studies have established a correlation between fine particulates and respiratory problems. The assessment aimed to quantify the types and concentrations of dusts at representative residential locations.

The results of the dust monitoring were compared to road surface type (recycled concrete or quarry gravels), traffic count data and weather data of rain and wind, to identify factors influencing the levels of dust at the monitoring locations. The results of the monitoring at representative residential locations were compared to workplace exposure standards and trigger levels developed by SafeWork Australia (SWA) and the Australian Institute of Occupational Hygienists (AIOH). SWA (2013) states that a set exposure standard value, does not set the distinction between safe and unsafe exposures to a contaminant.

The short-term monitoring results completed over one-day of monitoring, for respirable dusts, including crystalline silica, heavy metals and asbestos, did not identify dusts at concentrations above the adopted trigger levels.

The short-term monitoring was potentially affected by rainfall events during the monitoring period. Where possible, the aim was to complete monitoring following three days of nil to minor rainfall. Following a review of rainfall received at representative BoM weather stations nearby to the monitoring locations, rainfall events were reported at five of the eleven monitoring locations. This is in contrast to the preceding months over the summer period which was reported as one of the driest summers on record by the BoM.

The methods employed as a longer-term method of dust monitoring included one month of dust deposition data using a DDG, and real-time dust monitoring. The DDG monitoring identified levels of dusts above the NSW EPA maximum total for deposited dusts, at five of the eleven monitoring locations. The full extent of impacts related to deposited dusts cannot be determined without developing the background levels from a minimum of a full years of DDG data.

The real-time monitoring was able to identify the influence of traffic and rainfall on received dust at monitoring locations. Source to receiver winds influenced the dispersion of the dusts with wind direction, and dust levels, often varying throughout the monitoring periods. As noted for the short-term monitoring, rainfall events suppressed dusts for a period of approximately 24 to 48 hours, dependant in quantity and other environmental factors aiding the drying of the road surfaces.

It is noted that not all vehicular traffic generated dusts, although when conditions influenced elevated dust levels above background concentrations, the peak (maximum) concentrations of respirable dusts were often recorded above the adopted trigger levels. The TWA results at all of the monitoring locations were recorded below the adopted trigger levels.

The monitoring works were completed in late summer starting in February until mid-Autumn, at the end of April 2019. During this assessment period the monitoring works were influenced by rainfall events which possibly suppressed the generation of dusts from road surfaces. Road maintenance programs were completed during the dust monitoring assessment. The nature of the road maintenance works, including the use of compaction and application of water, reduced the potential dust generation from vehicle traffic.



Annex A

# Limitations of Report



## Limitations

The information contained within this report prepared by AM Enviro Services Pty Ltd. (AM Enviro Services) is based on known conditions of the site(s) at the time of preparation of the document. The works were completed in a manner consistent with the standard industry practice and expertise of an Environmental Professional. No express or implied warranties are made.

AM Enviro Services scope of work at the time of preparation of this report was based on the agreed scope of works for sampling and/or laboratory analysis. No investigation for hazardous or toxic material on the sites has been undertaken.

The recommendations made in this report are based on the information provided by the client and/or the property owners' representatives or third parties, orally or in the form of documents. AM Enviro Services has assumed that the information and data are completely accurate and has not sought to independently verify the accuracy of the information or data. AM Enviro Services assumes no responsibility for any errors or omissions of information or data provided. Where laboratory tests are carried out by others on AM Enviro Services' behalf, the tests are reproduced on the assumption that the tests are accurate. No verification of the accuracy of tests is completed, and therefore AM Enviro Services assumes no responsibility in relation to them.

It should be noted that AM Enviro Services has assumed that the information and data within the previously completed reports are accurate and has not sought to independently verify the accuracy of the information or data. The results, conclusions and/or recommendations made in this report were based on the information provided by the client and/or the property owners representatives or third parties orally or in the form of documents; AM Enviro Services has assumed that the information and data are completely accurate and has not sought to independently verify the accuracy of the information or data.

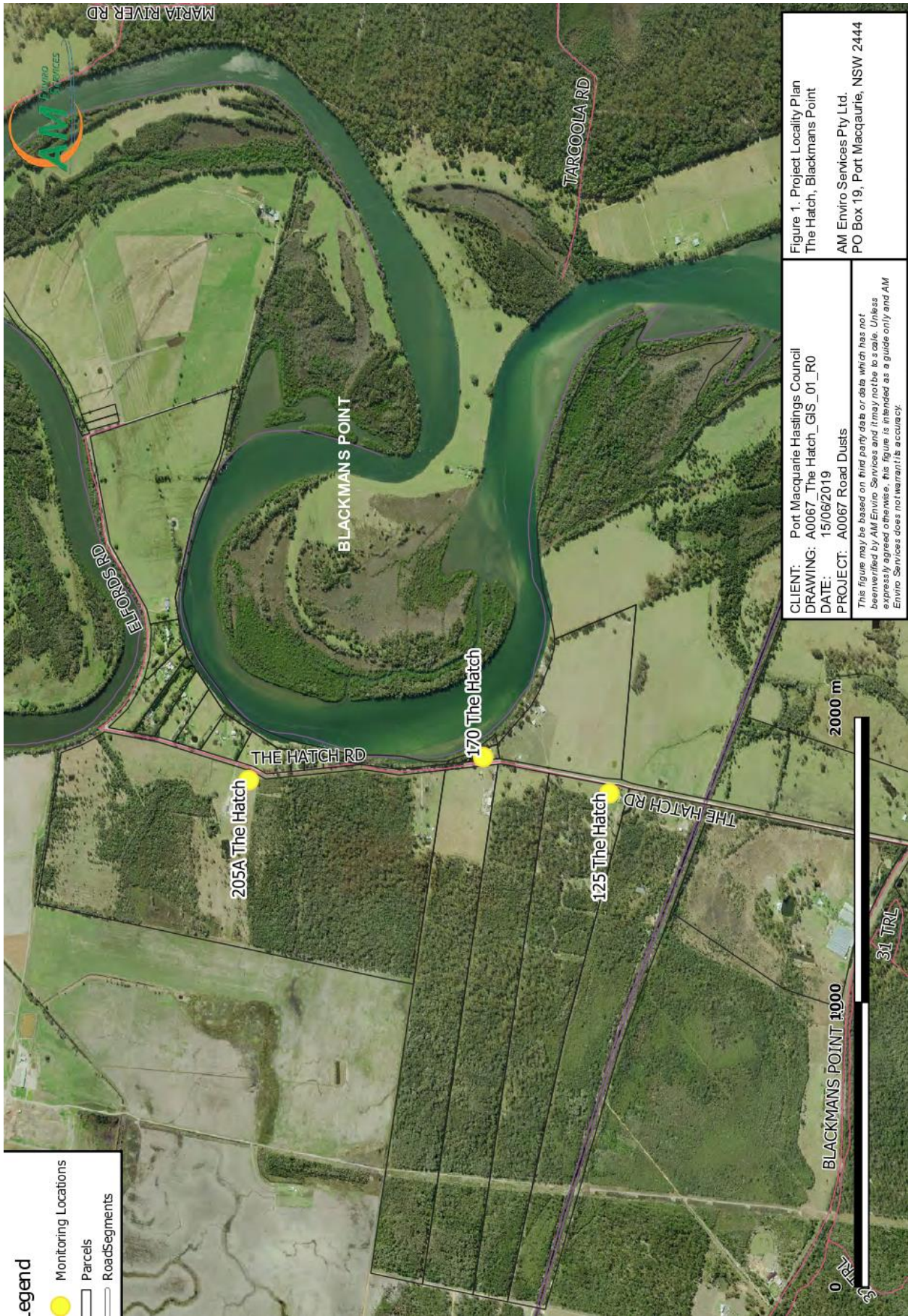
AM Enviro Services assumes no responsibility for any errors or omissions from information or data provided. Where dust monitoring (long-term or short-term) and/or associated calculations were carried out by others on behalf of the client and/or behalf of AM Enviro Services, the results are reproduced on the assumption that they are accurate and to the relevant industry standards. No verification of the accuracy of the monitoring or calculations were completed, and therefore AM Enviro Services assumes no responsibility in respect to them.



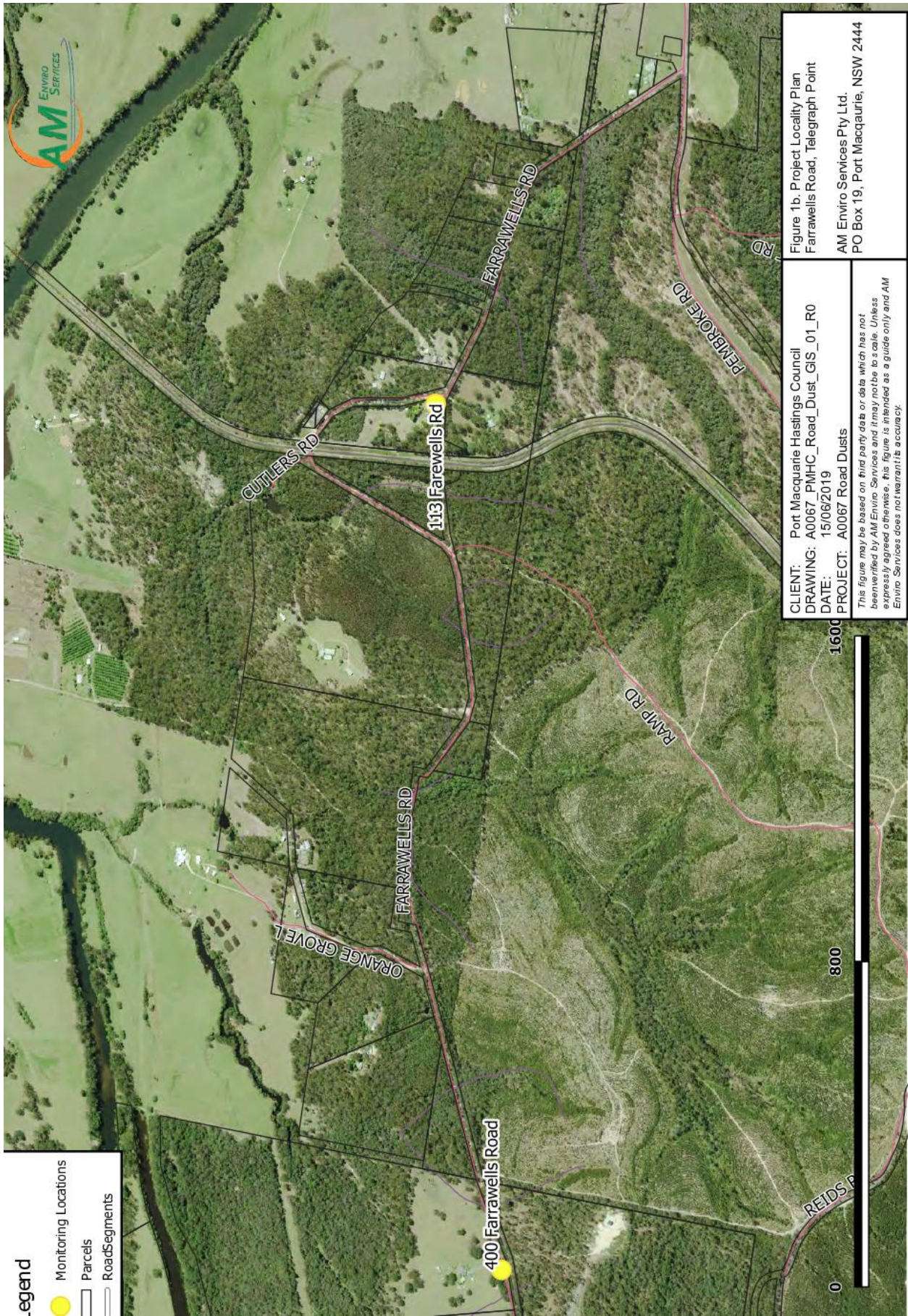
## Annex B

# Figures





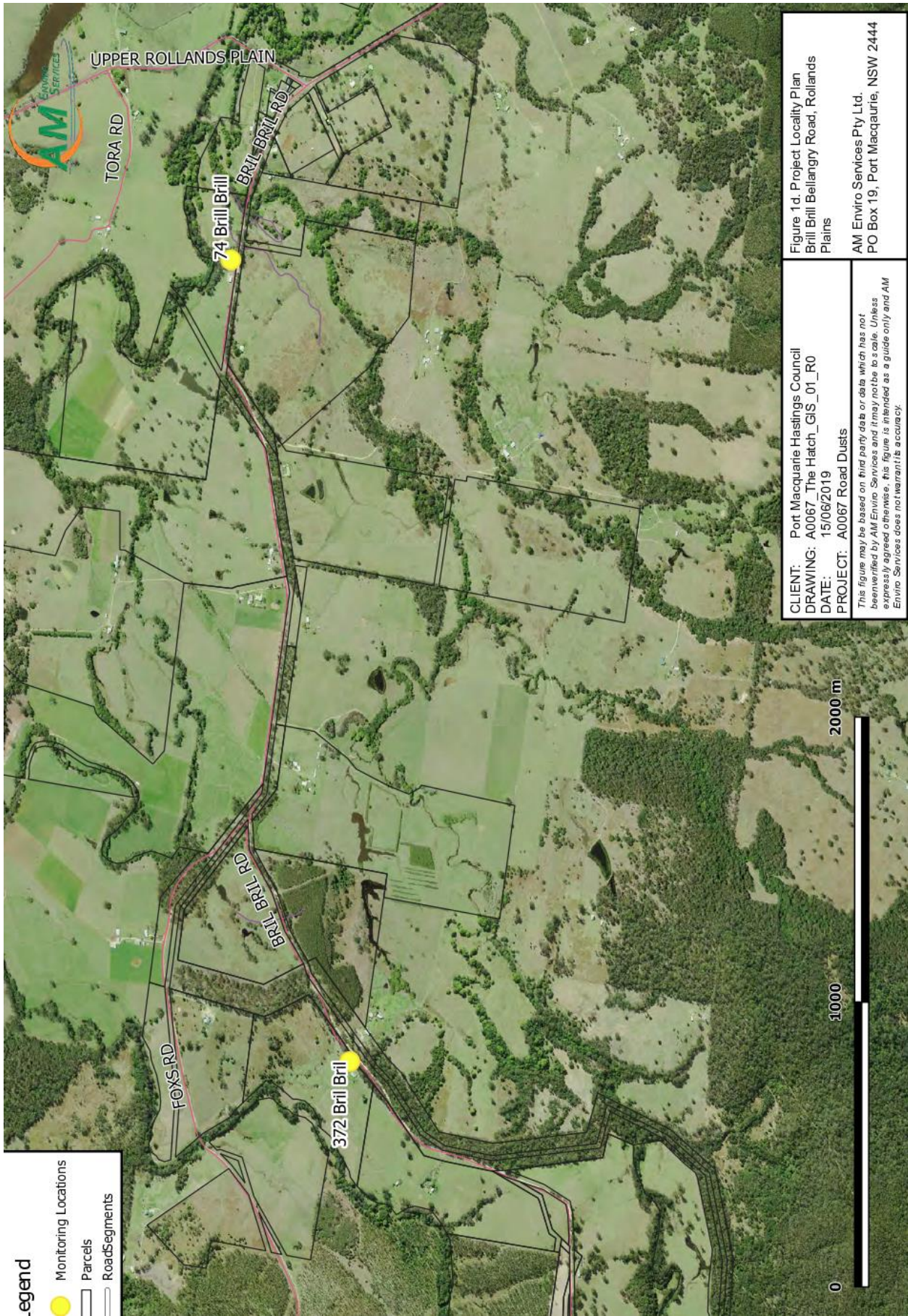




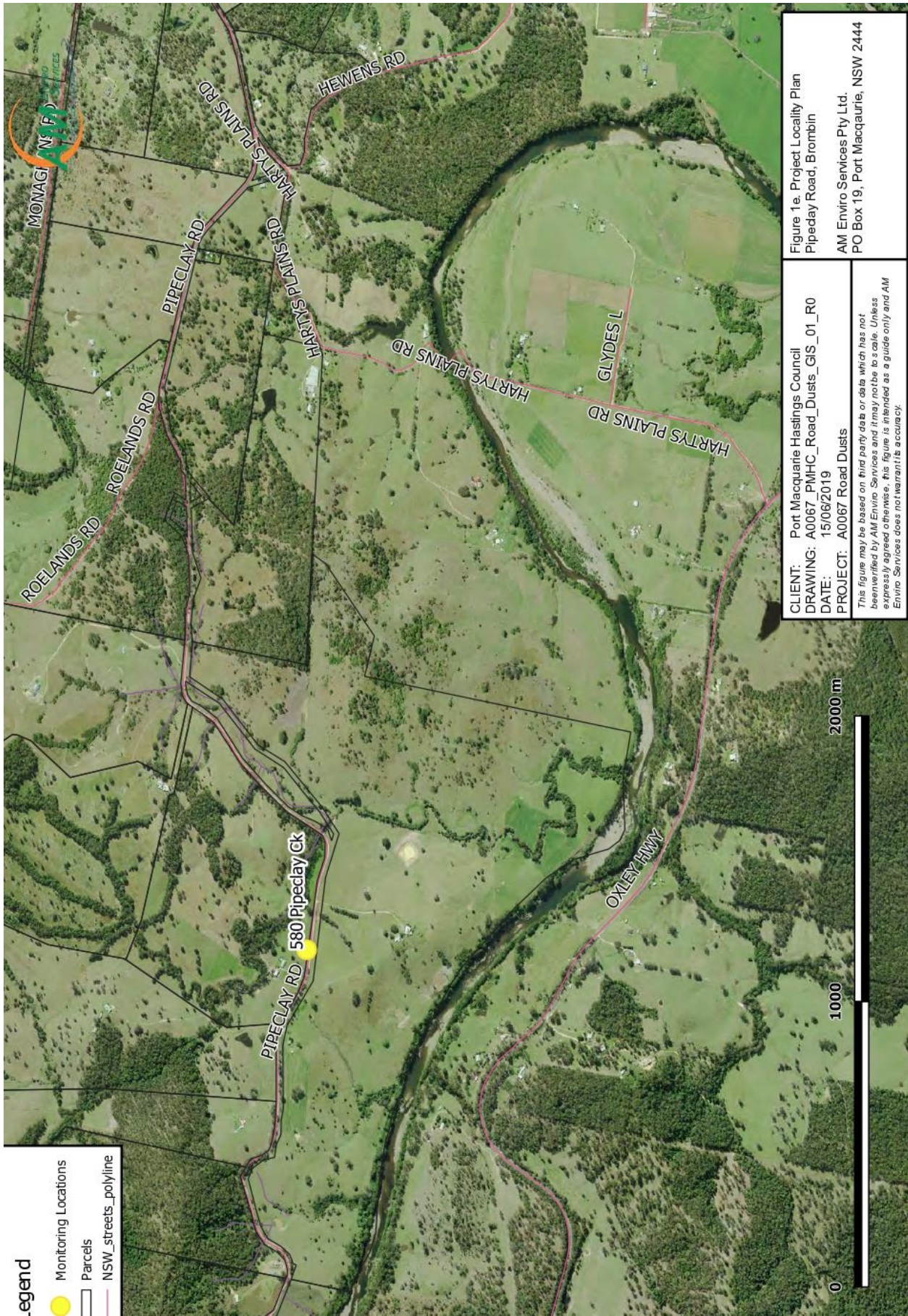




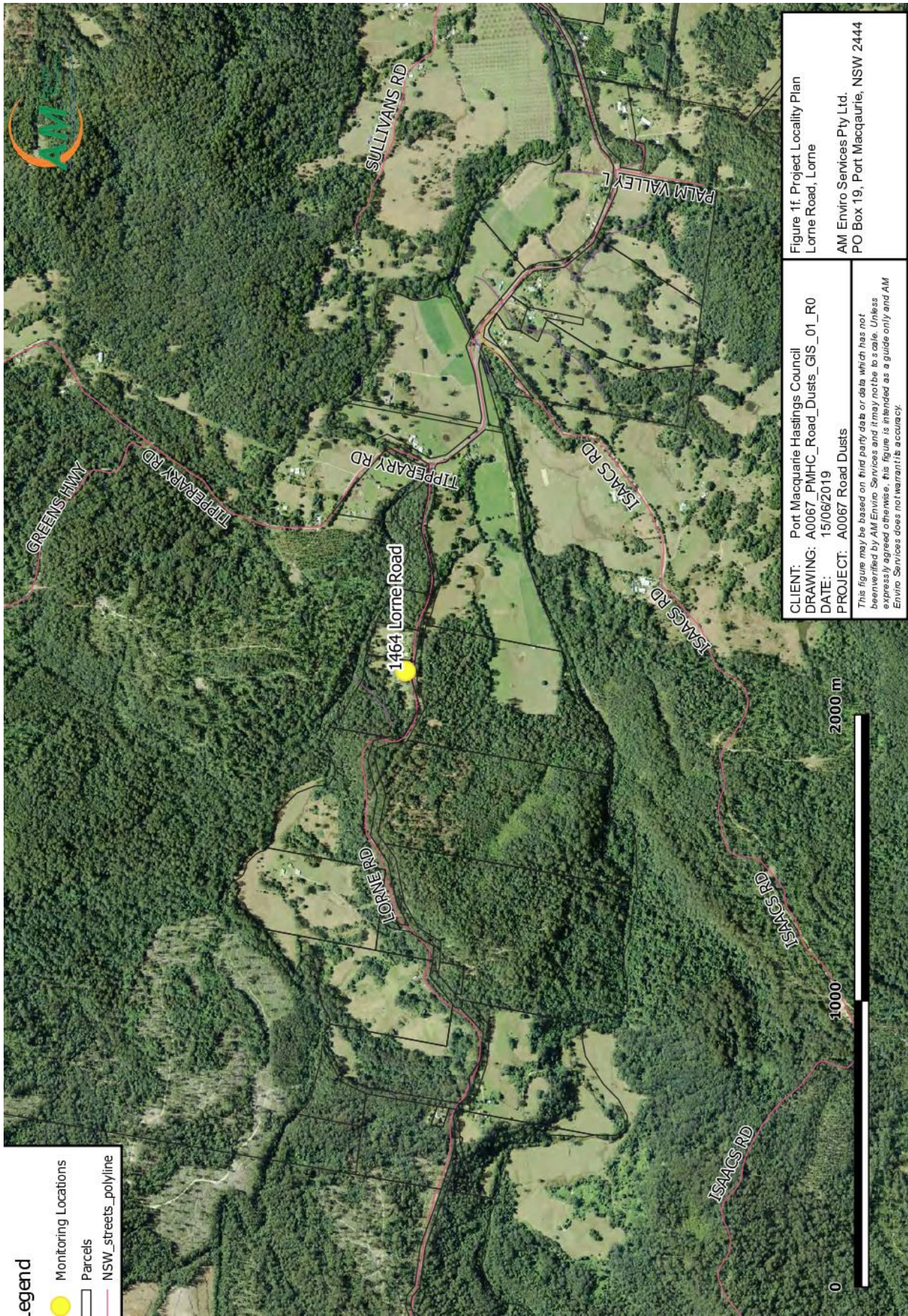




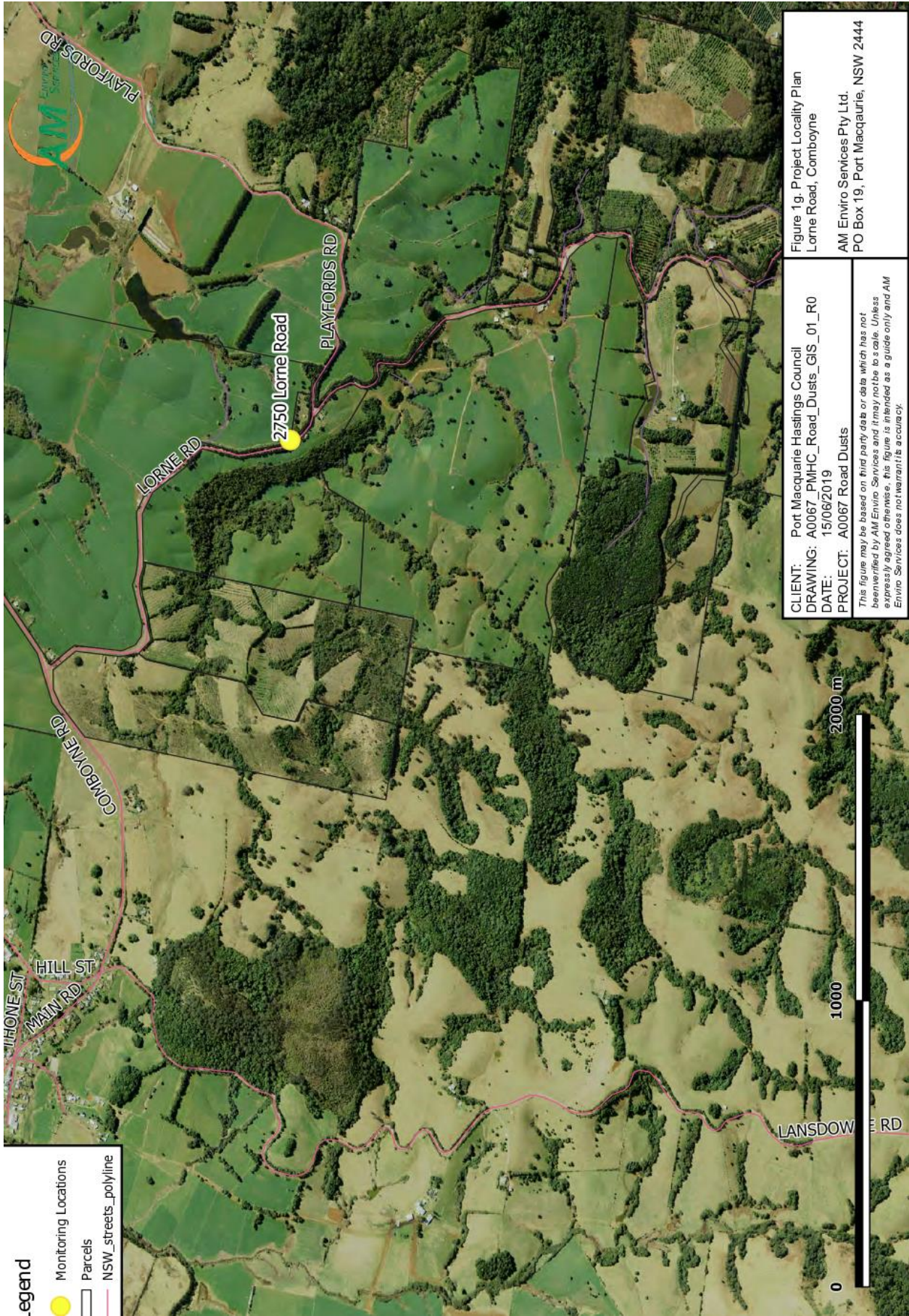




































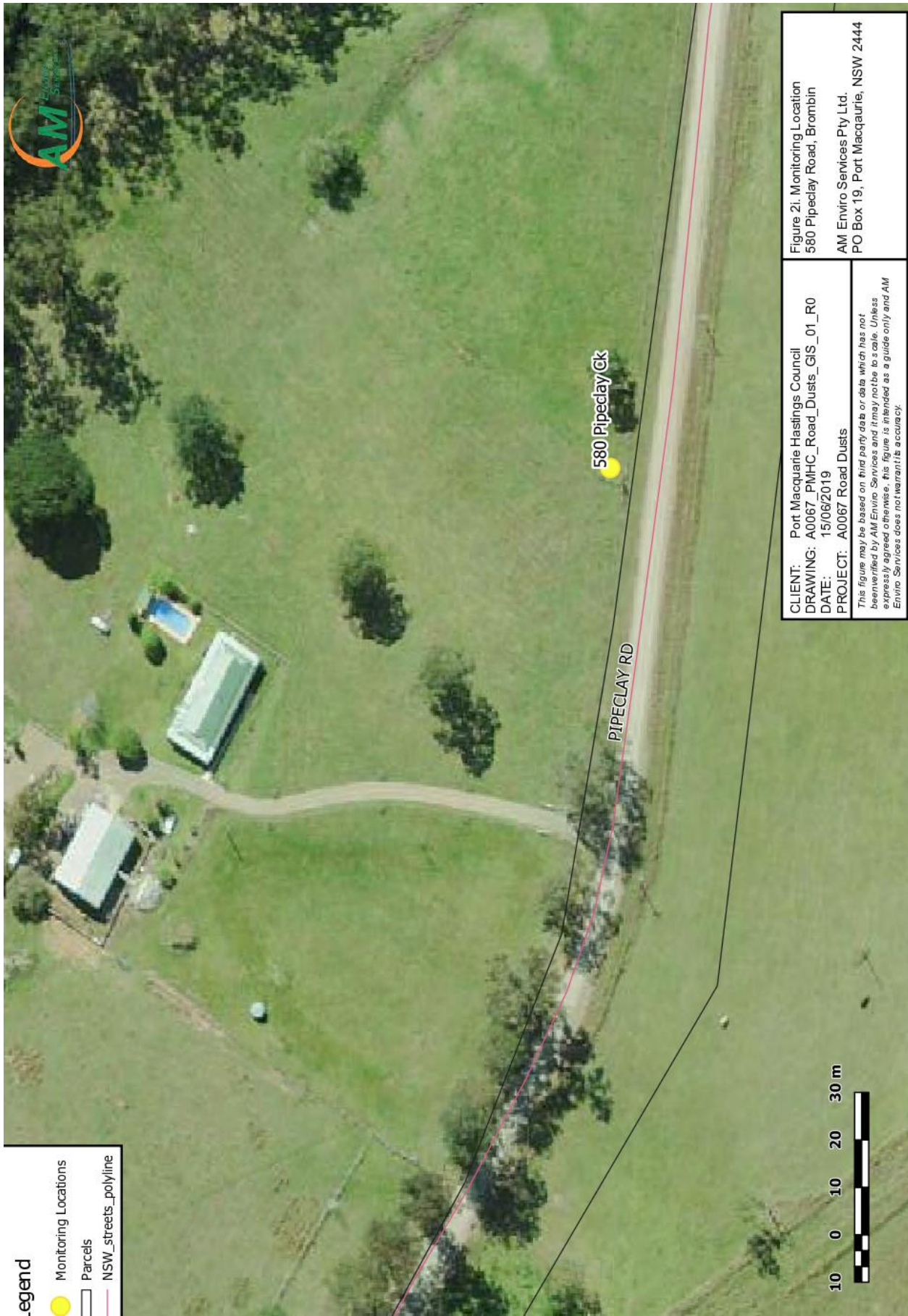
























Annex C

# Photographic Log

**Photographic Log – 113 Farrawells Road, Telegraph Point**

**Photo 1** – Dust deposit gauge and short term monitoring location at 113 Farrawells Road, Telegraph Point.



**Photo 2** – View of road surface adjacent 113 Farrawells Road prior to road maintenance. (01/03/2019)



**Photo 3** – View of road surface adjacent 113 Farrawells Road following road maintenance. (04/03/2019)



**Photo 4** – View of road surface adjacent 113 Farrawells Road following road maintenance. (04/03/2019)





**Photographic Log – 400 Farrawells Road, Telegraph Point**



*Photo 5 – Dust deposit gauge and short term monitoring location at 400 Farrawells Road, Telegraph Point.*



*Photo 6 – View of road conditions at 400 Farrawells Road, Telegraph Point on 19 February 2019.*



*Photo 7 – View of DDG location with residence at 400 Farrawells Road in distance.*



*Photo 8 – View of road plant at Farrawells Road, 4 March 2019*



**Photographic Log – 19 Pembroke Village Road, Pembroke**

**Photo 9** – View of DDG monitoring location at 19 Pembroke Village Road. Note the dry conditions including brown vegetation (18/02/19)



**Photo 10** – View of dusts generated by passing vehicle at 19 Pembroke Village Road (14/02/19)



**Photo 11** – View of road conditions at 19 Pembroke Village Road (08/04/2019)



**Photo 12** – View of DDG and real-time monitoring location at 19 Farrawells Road (16/04/2019). Note green vegetation following rains over March and April 2019.





Photographic Log – 125 The Hatch, Blackmans Point



*Photo 13 – View of DDG location at 125 The Hatch, Blackmans Point. (06/03/2019).*



*Photo 14 – View of dust drift following vehicle pass of 125 The Hatch, Blackmans Point. (06/03/2019).*



*Photo 15 – View of dust drift following vehicle pass of 125 The Hatch, Blackmans Point. (06/03/2019).*



*Photo 16 – View of real time monitoring and DDG sampling location of 125 The Hatch, Blackmans Point. (08/03/2019). Note dust drift at sampling location.*

**Photographic Log – 170 The Hatch, Blackmans Point**

*Photo 17 – View of real-time monitoring location at 170 The Hatch (06/03/2019).*



*Photo 18 – View of dust drift following vehicle pass-by at 170 The Hatch. Dust shown to be drifting with wind to west away from monitoring location on eastern side of road (21/02/2019).*



*Photo 19 – View of road adjacent 170 The Hatch, Blackmans Point prior to road maintenance (photo taken 08/03/2019). Road surface recycled concrete.*



*Photo 20 – View of road adjacent 170 The Hatch, Blackmans Point following road maintenance (26/03/2019).*



**Photographic Log – 205a The Hatch, Blackmans Point**

**Photo 21** – View of DDG location at 205a The Hatch, Blackmans Point (21/02/2019).



**Photo 22** – View of DDG and short term respirable monitoring location at 205a The Hatch, Blackmans Point (06/03/2019).



**Photo 23** – View of dust drift towards 205a The Hatch following vehicle pass-by (06/03/2019).



**Photo 24** – View of road surface adjacent 205a The Hatch (26/03/2019).



Photographic Log – 580 Pipeclay Road, Brombin



**Photo 25** – View of road surface along Pipeclay Road, Brombin.



**Photo 26** – View of road surface along Pipeclay Road, Brombin.



**Photo 27** – View of dusts collected within DDG sample bottle along pipeclay road.



**Photo 28** – View of short term monitoring and DDG along road at 580 Pipeclay Road, Brombin.



**Photographic Log – 1464 Lorne Road, Lorne**

**Photo 29** – View of road surface along Pipeclay Road, Brombin.



**Photo 30** – View of road surface adjacent 1464 Lorne Road, Lorne following vehicle pass-by (26/03/2019).



**Photo 31** – View of road surface adjacent 1464 Lorne Road, Lorne following vehicle pass-by (08/04/2019).



**Photo 32** – View of DDG monitoring location at 1464 Lorne Road, Lorne.

**Photographic Log – 2750 Lorne Road, Comboyne**

**Photo 33** – View of DDG monitoring location 2750 Lorne Road, Comboyne (22/02/2019)



**Photo 34** – View along Lorne Road adjacent monitoring location (26/03/2019)



**Photo 35** – View along Lorne Road adjacent monitoring location (26/03/2019)



**Photo 36** – View along Lorne Road adjacent monitoring location (26/03/2019)



**Photographic Log – 74 Bril Bril, Rollands Plains**

*Photo 37 – View of DDG monitoring location at 74 Bril Bril Road, Rollands Plains (22/02/2019).*



*Photo 38 – View of DDG monitoring location at 74 Bril Bril Road, Rollands Plains (22/02/2019).*



*Photo 39 – View of real-time, short term and DDG monitoring location at 74 Bril Bril Road, Rollands Plains (29/04/2019).*



*Photo 40 – View of road surface adjacent 74 Bril Bril Rollands Plains (29/04/2019).*

**Photographic Log – 372 Bril Bril, Rollands Plains**

**Photo 41** – View of DDG monitoring location at 372 Bril Bril Road, Rollands Plains (22/02/2019).



**Photo 42** – View of road surface adjacent monitoring location at 372 Bril Bril Road, Rollands Plains (26/03/2019).



**Photo 43** – View of road surface adjacent monitoring location at 372 Bril Bril Road, Rollands Plains (29/04/2019).



**Photo 44** – View of dust deposited within sample bottle at time of collection from 372 Bril Bril Road Rollands Plains (26/02/2019).



Annex D

# Real-time Dust Monitoring Graphs





113 Farrawells Road, Telegraph Point

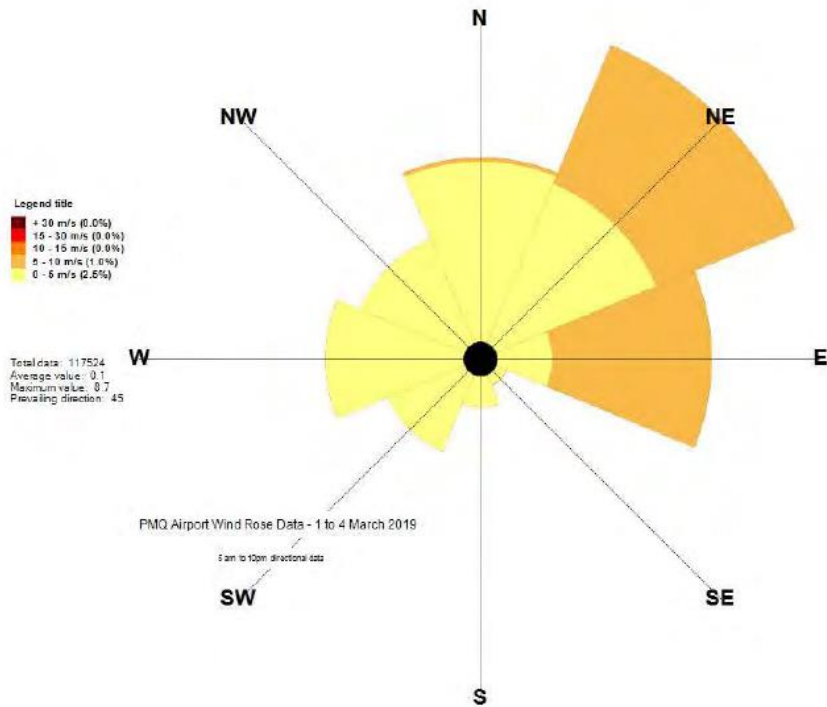
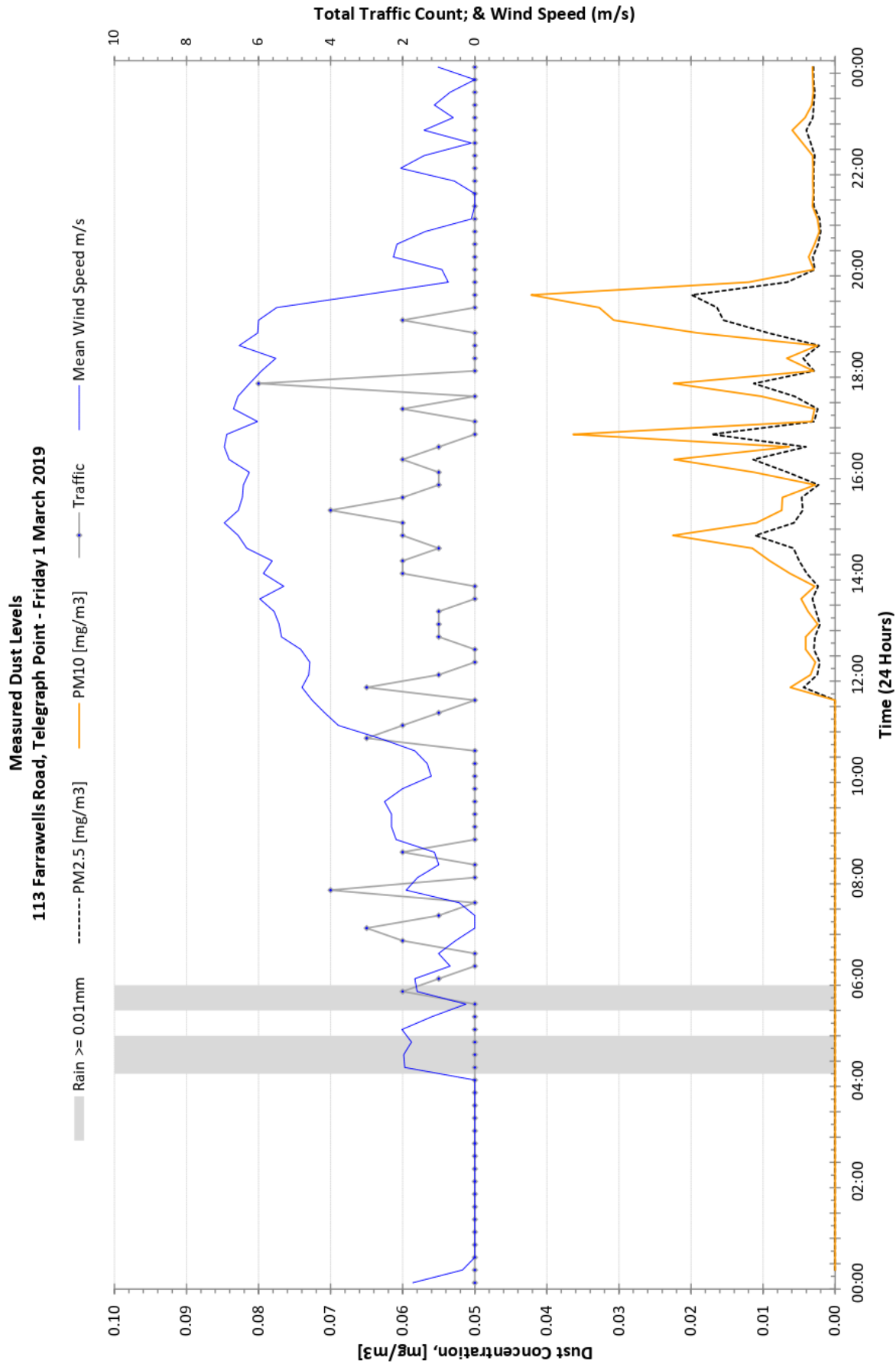


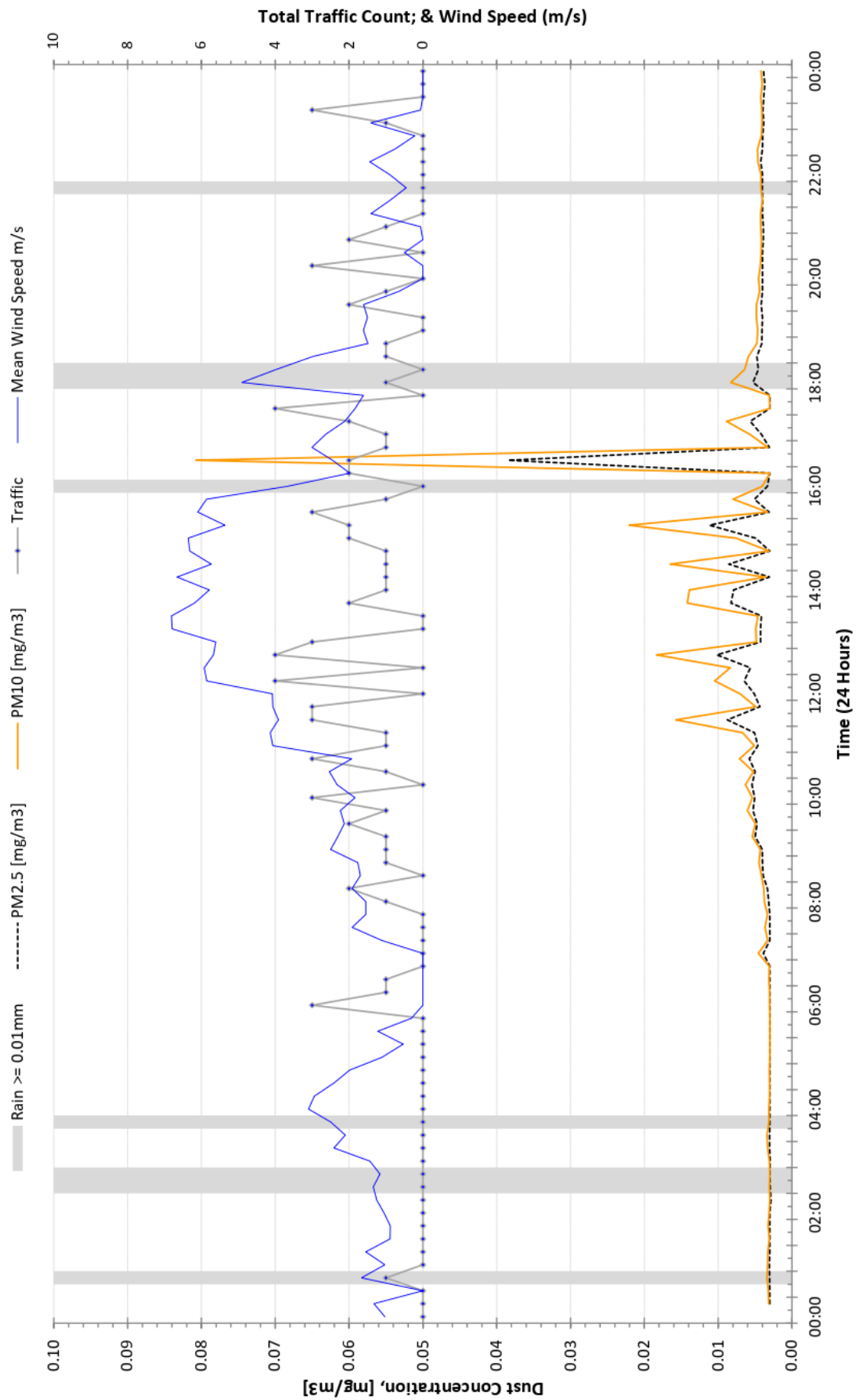
Figure C1 Wind rose data corresponding to real-time monitoring period between 01/03/19 to 04/03/19.



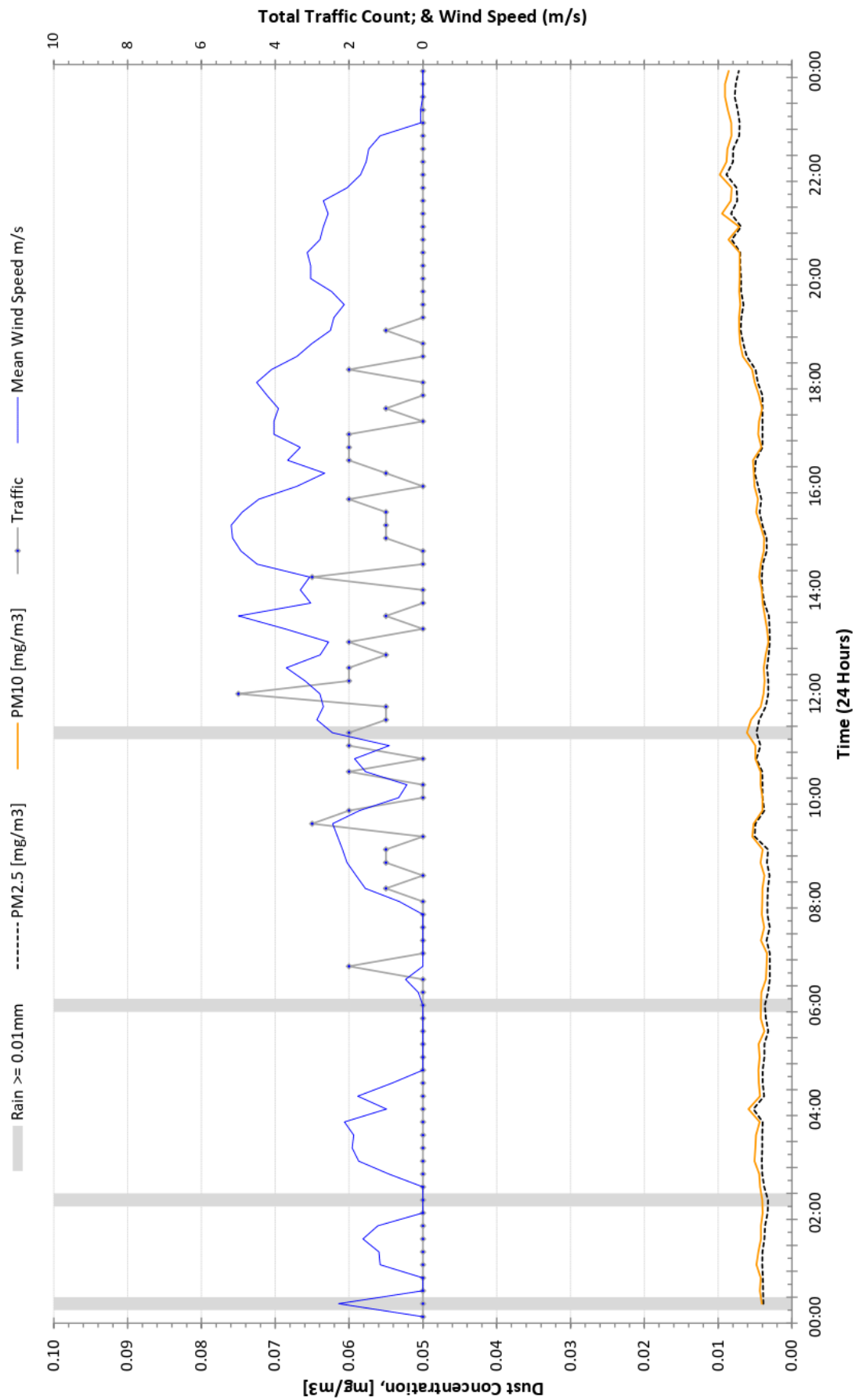
17/07/2019 at 3:45 P



Measured Dust Levels  
113 Farrawells Road, Telegraph Point - Saturday 2 March 2019



Measured Dust Levels  
113 Farrawells Road, Telegraph Point - Sunday 3 March 2019

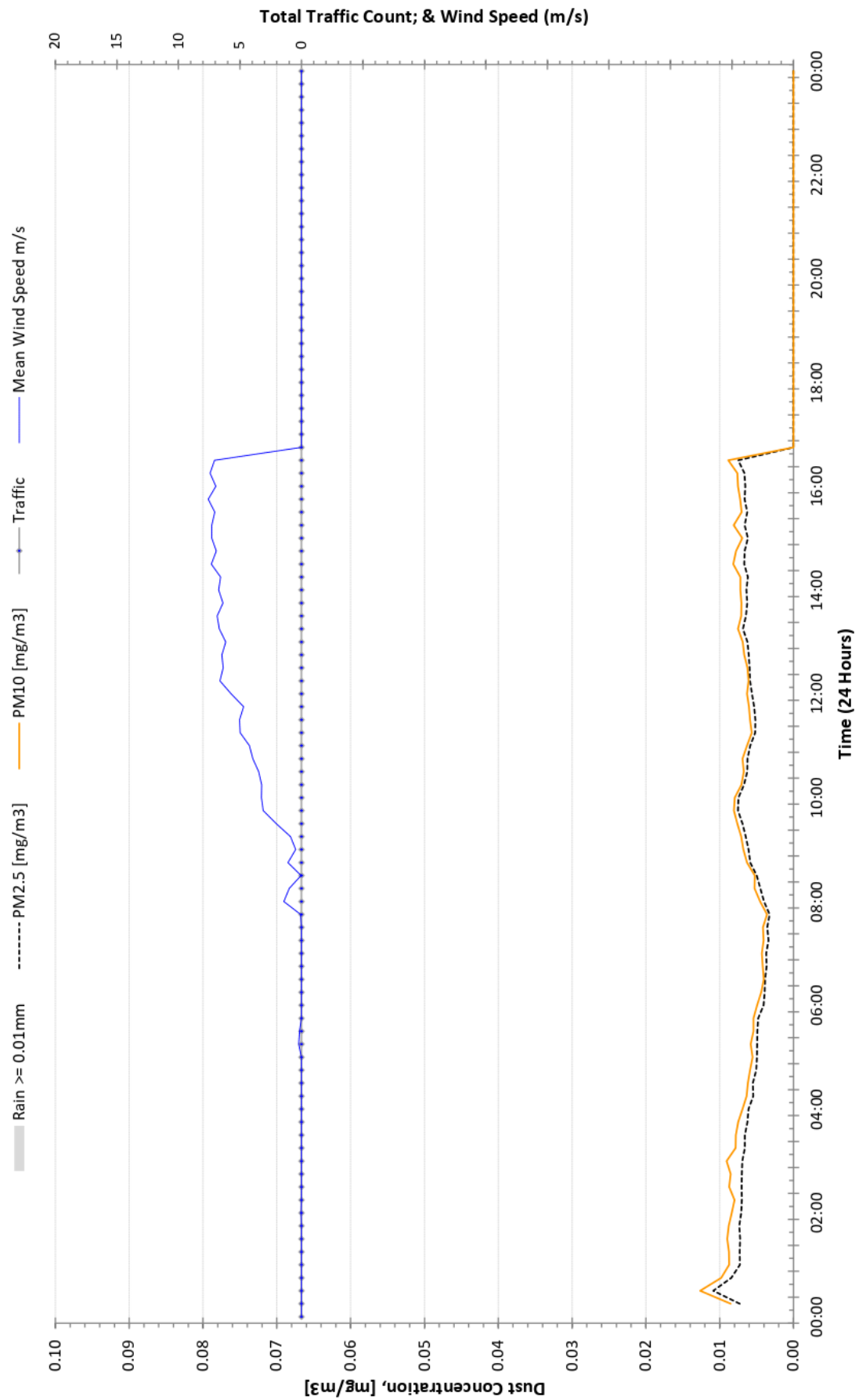


17/07/2019 at 3:45 P

3 of 4

MHC - Dust Monitoring Charts Farrawells.xlsm

Measured Dust Levels  
113 Farrawells Road, Telegraph Point - Monday 4 March 2019





170 The Hatch, Blackmans Point

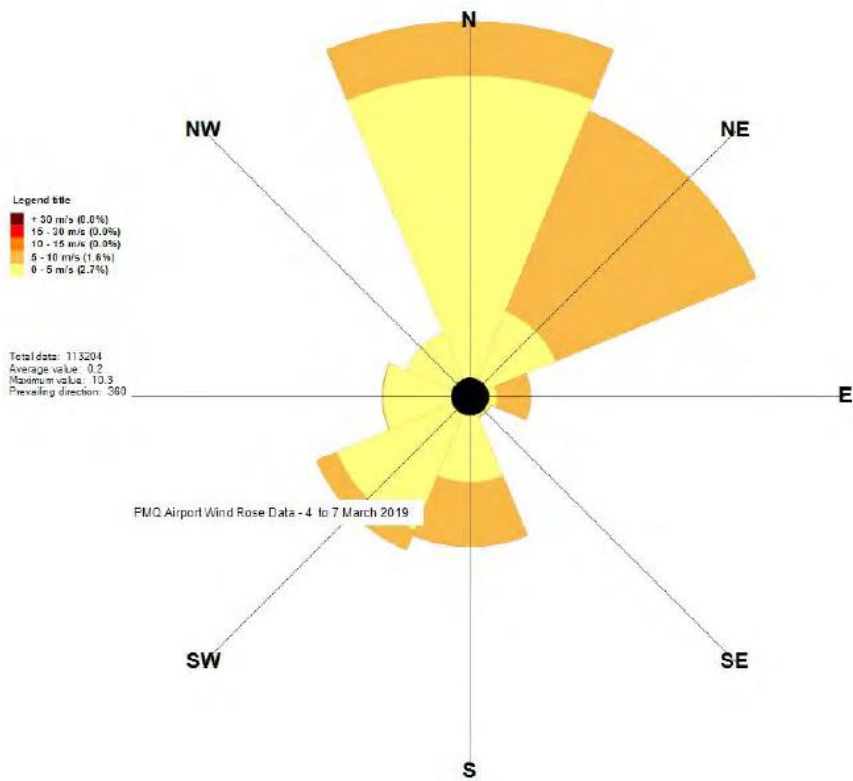
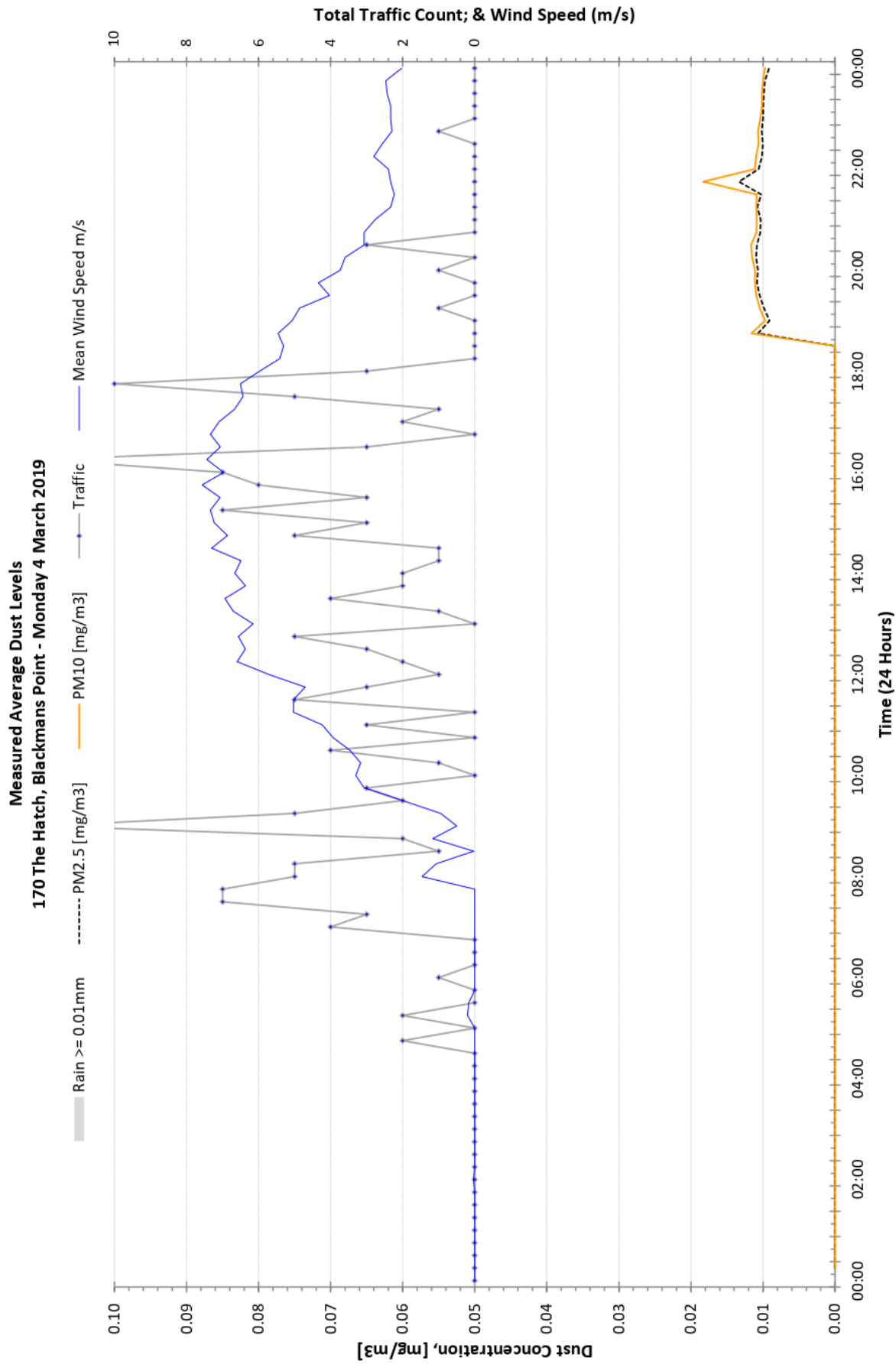
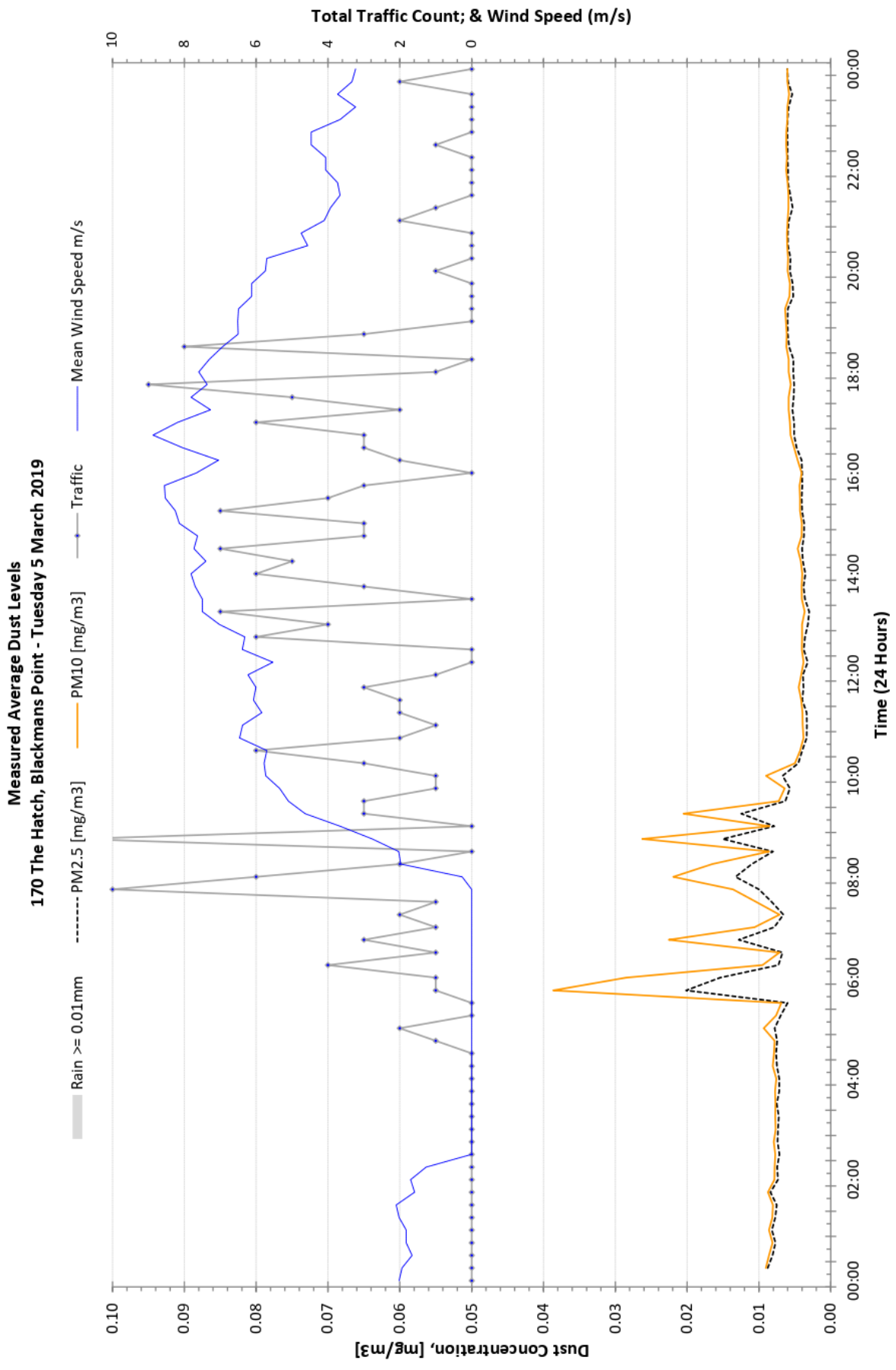


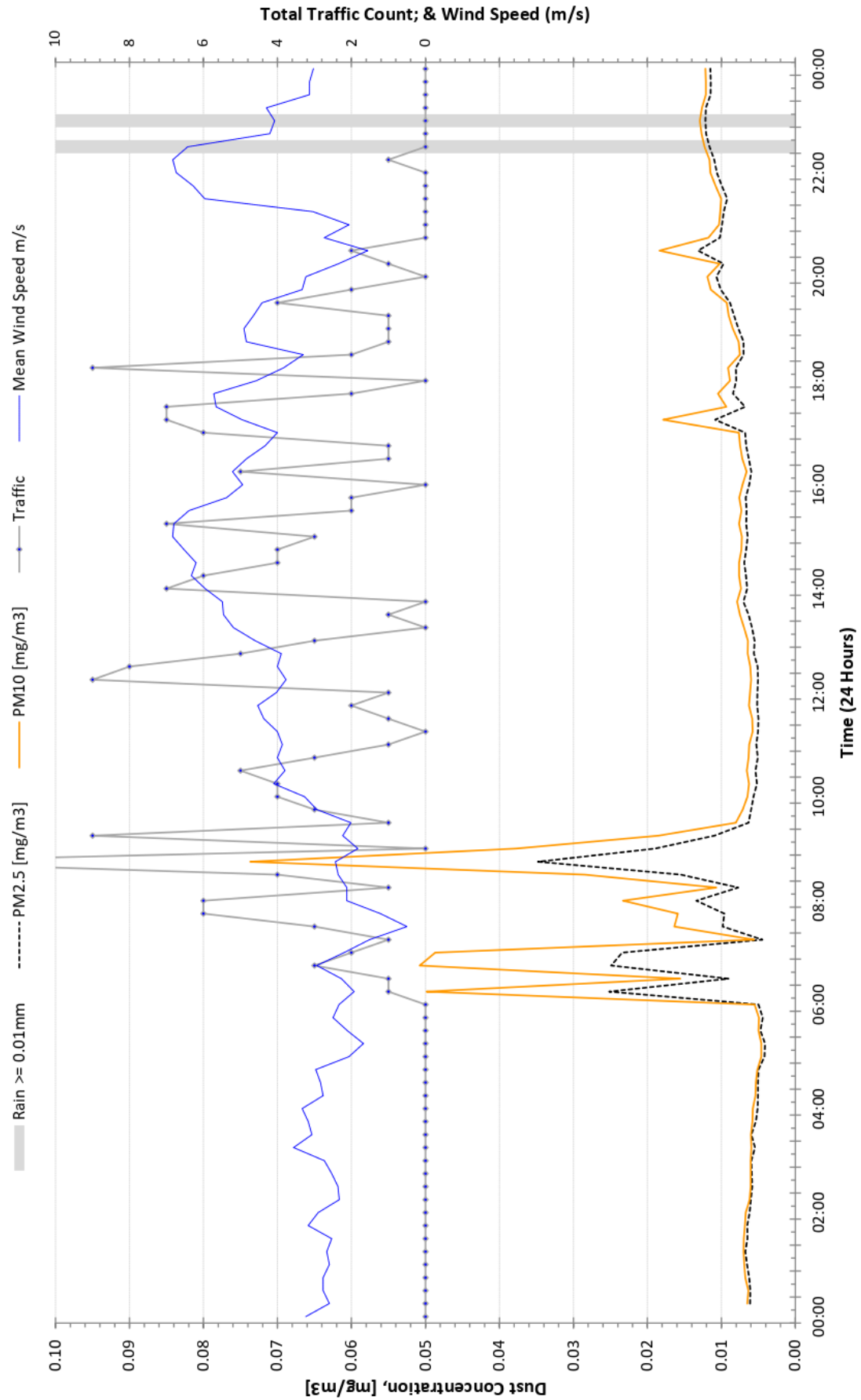
Figure C2 Wind rose data corresponding to real-time monitoring period between 04/03/19 to 07/03/19.



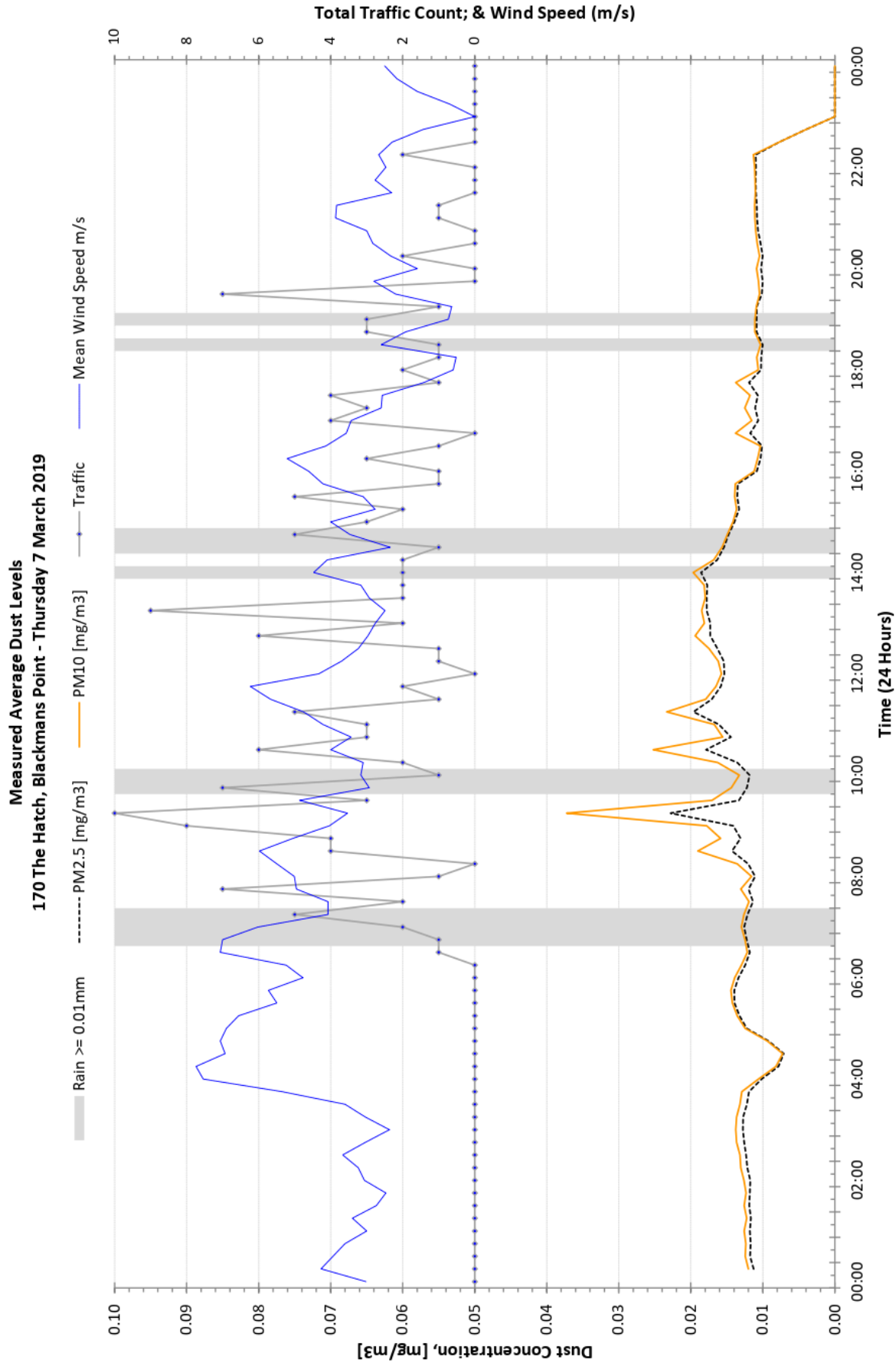


17/07/2019 at 3:50 P

Measured Average Dust Levels  
170 The Hatch, Blackmans Point - Wednesday 6 March 2019







17/07/2019 at 3:50 P

4 of 4

MHC - Dust Monitoring Charts 170 The Hatch.xlsx



125 The Hatch, Blackmans Point

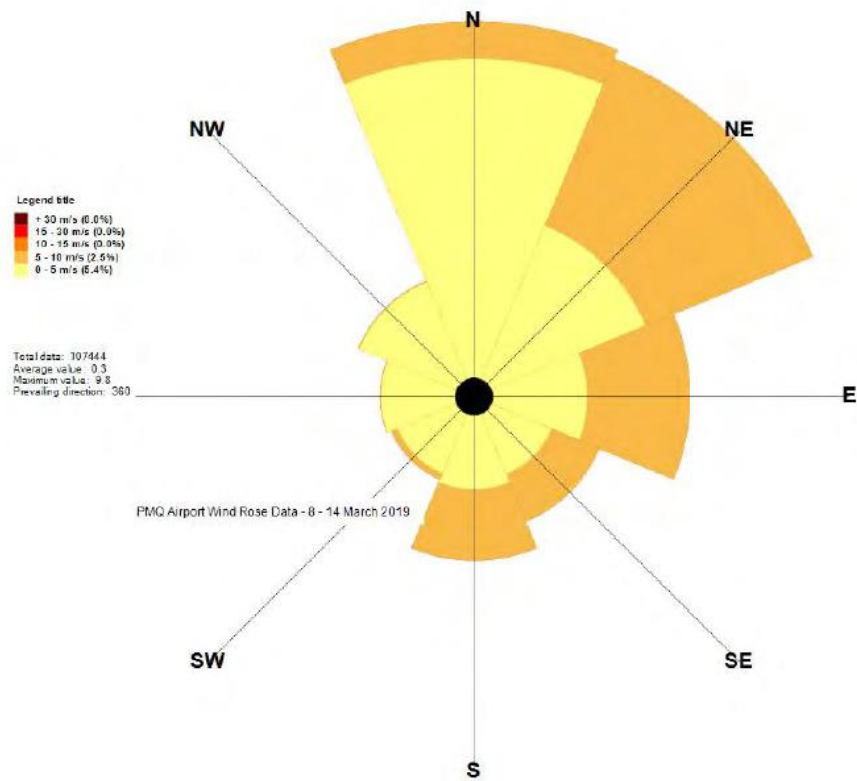
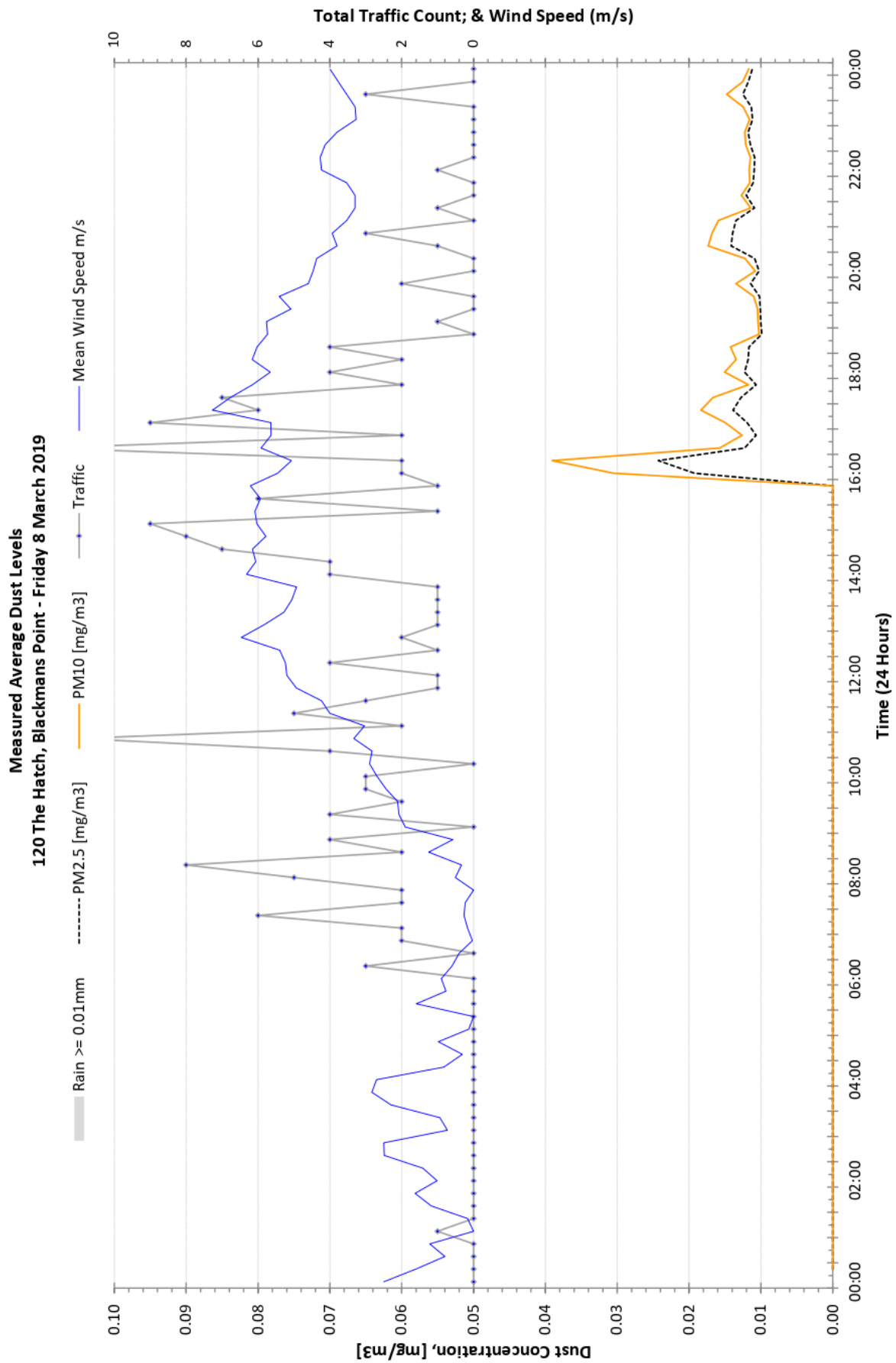


Figure C3 Wind rose data corresponding to real-time monitoring period between 08/03/19 to 14/03/19.

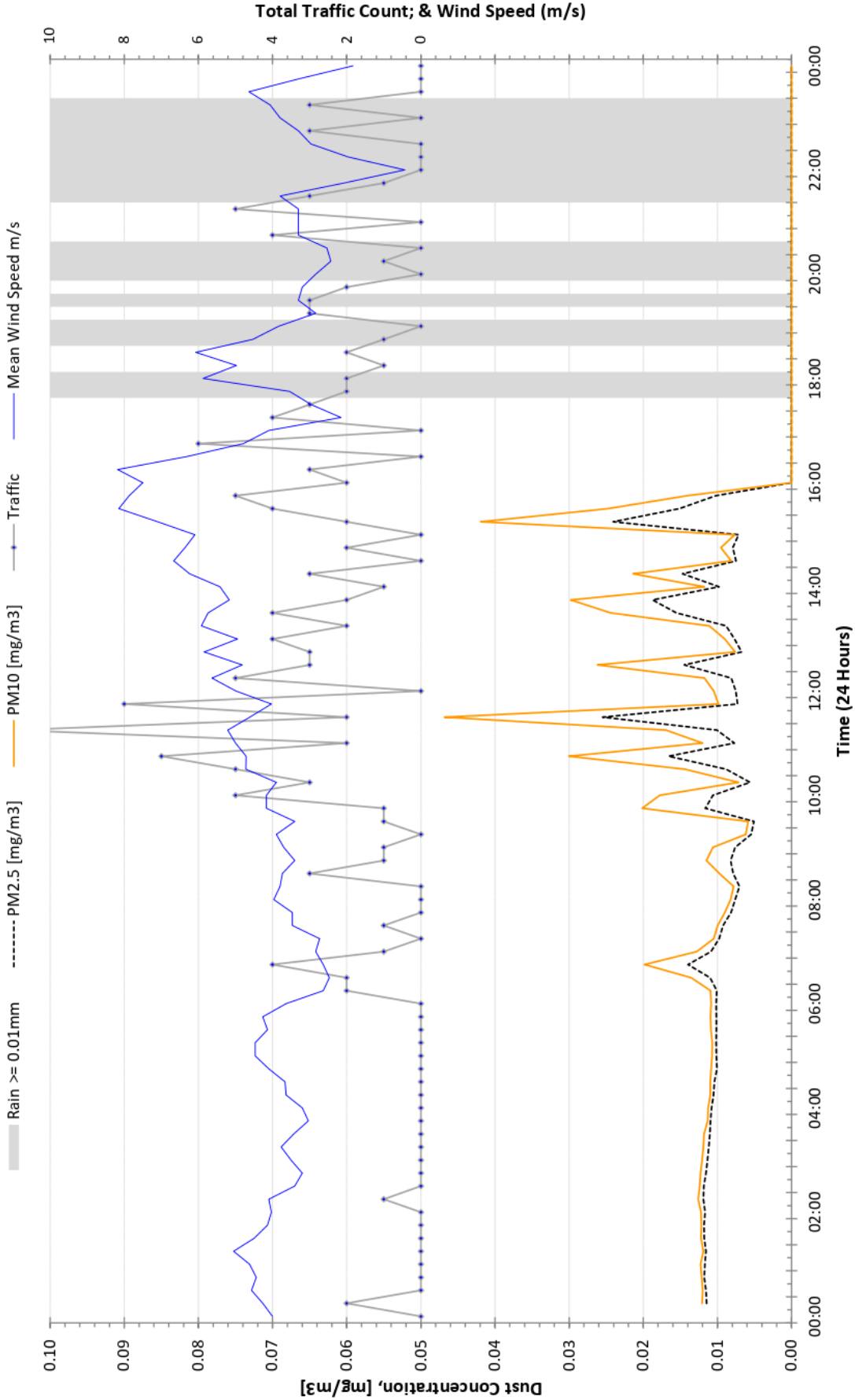


17/07/2019 at 3:52 P

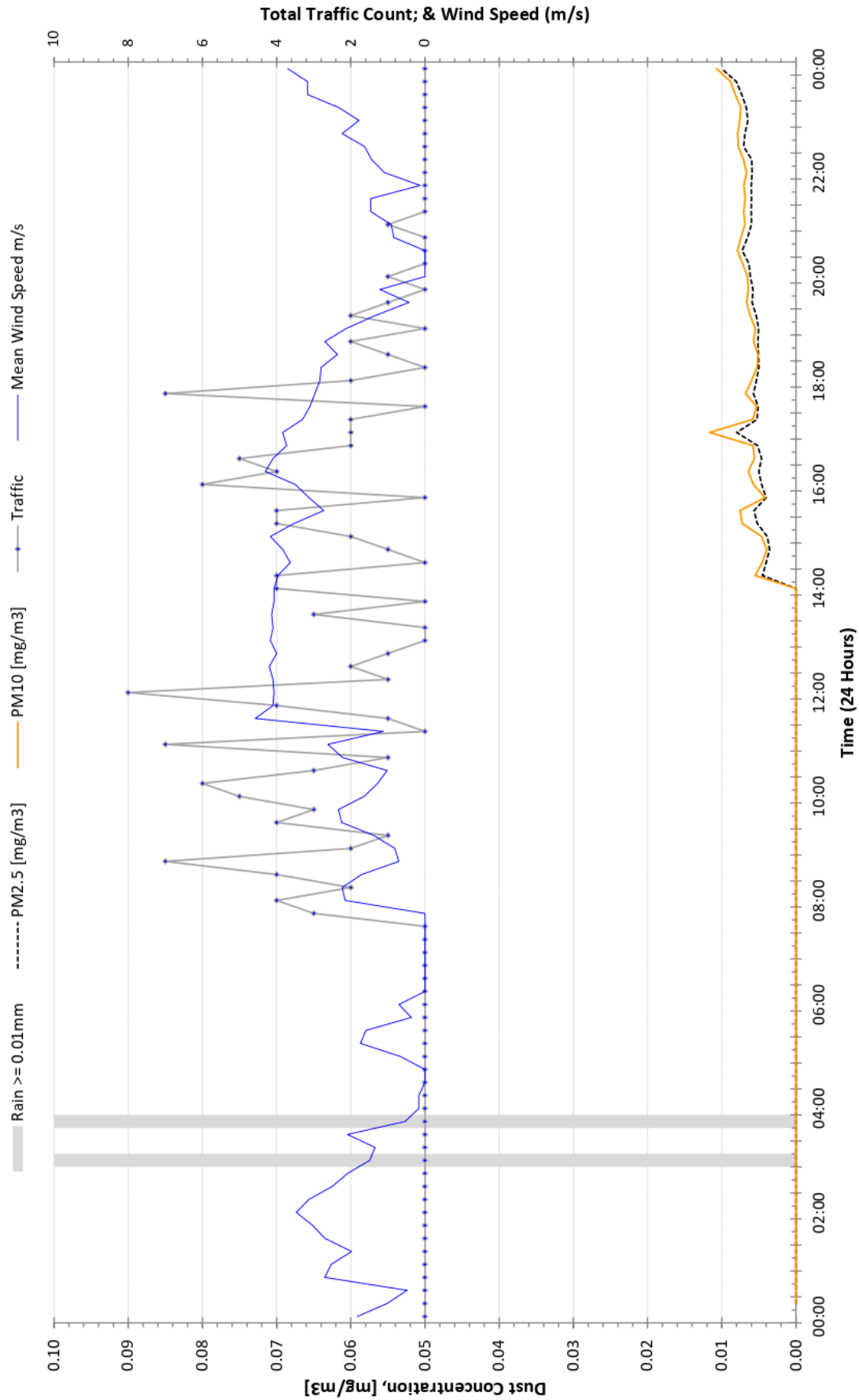
1 of 7

MHC - Dust Monitoring Charts 120 The Hatch.xlsx

Measured Average Dust Levels  
120 The Hatch, Blackmans Point - Saturday 9 March 2019



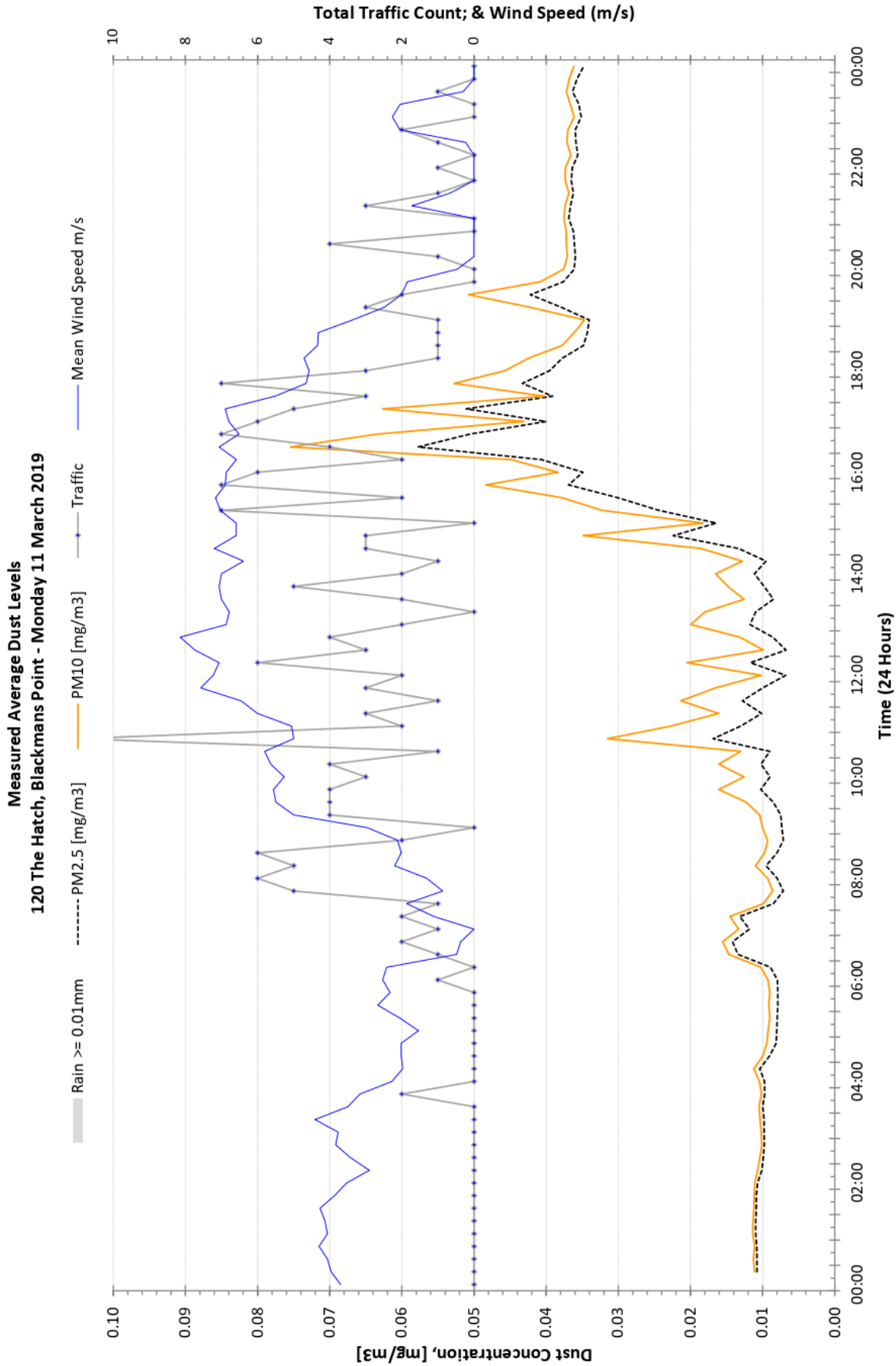
Measured Average Dust Levels  
120 The Hatch, Blackmans Point - Sunday 10 March 2019



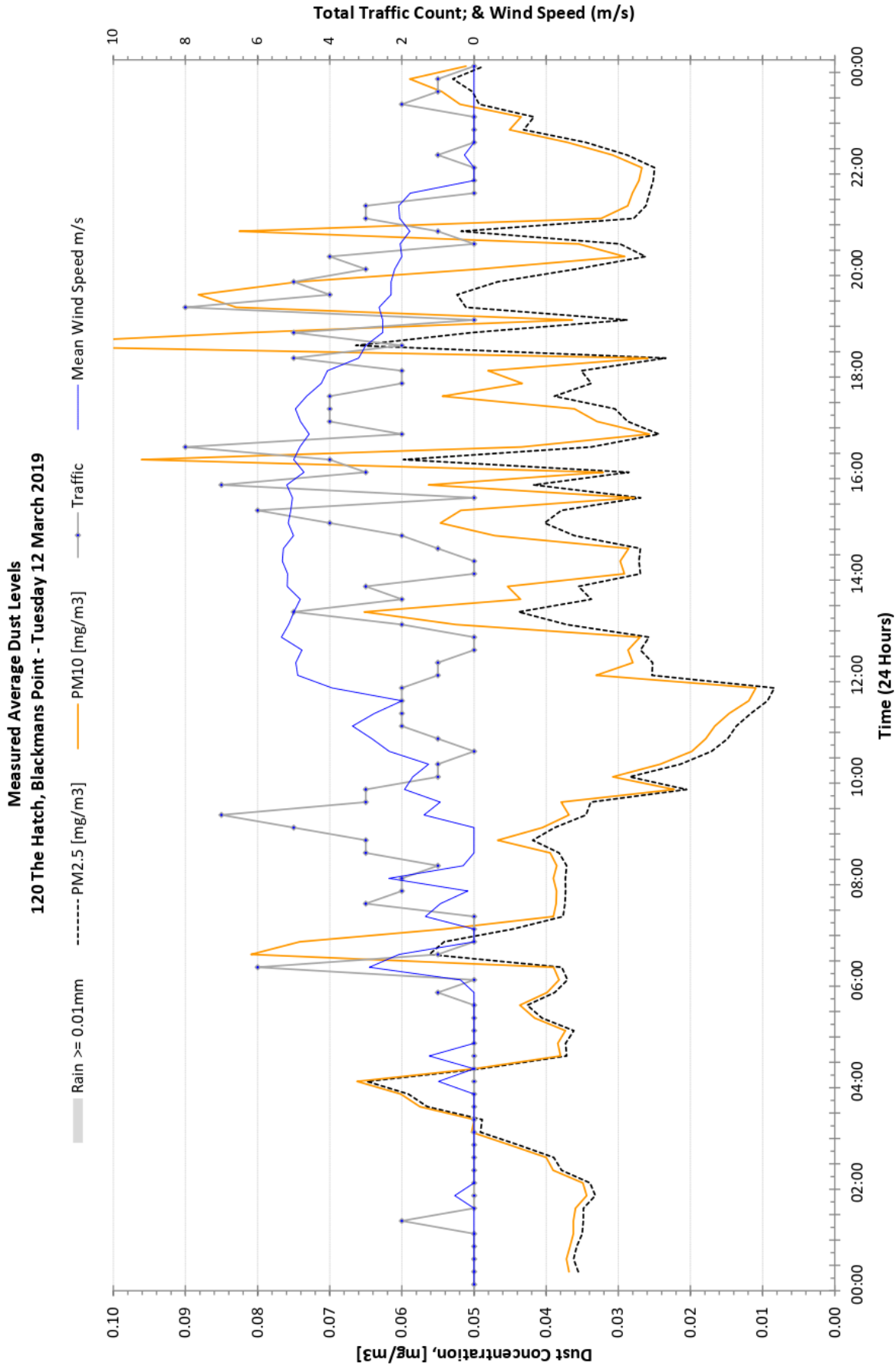
17/07/2019 at 3:52 P

3 of 7

MHC - Dust Monitoring Charts 120 The Hatch.xlsx



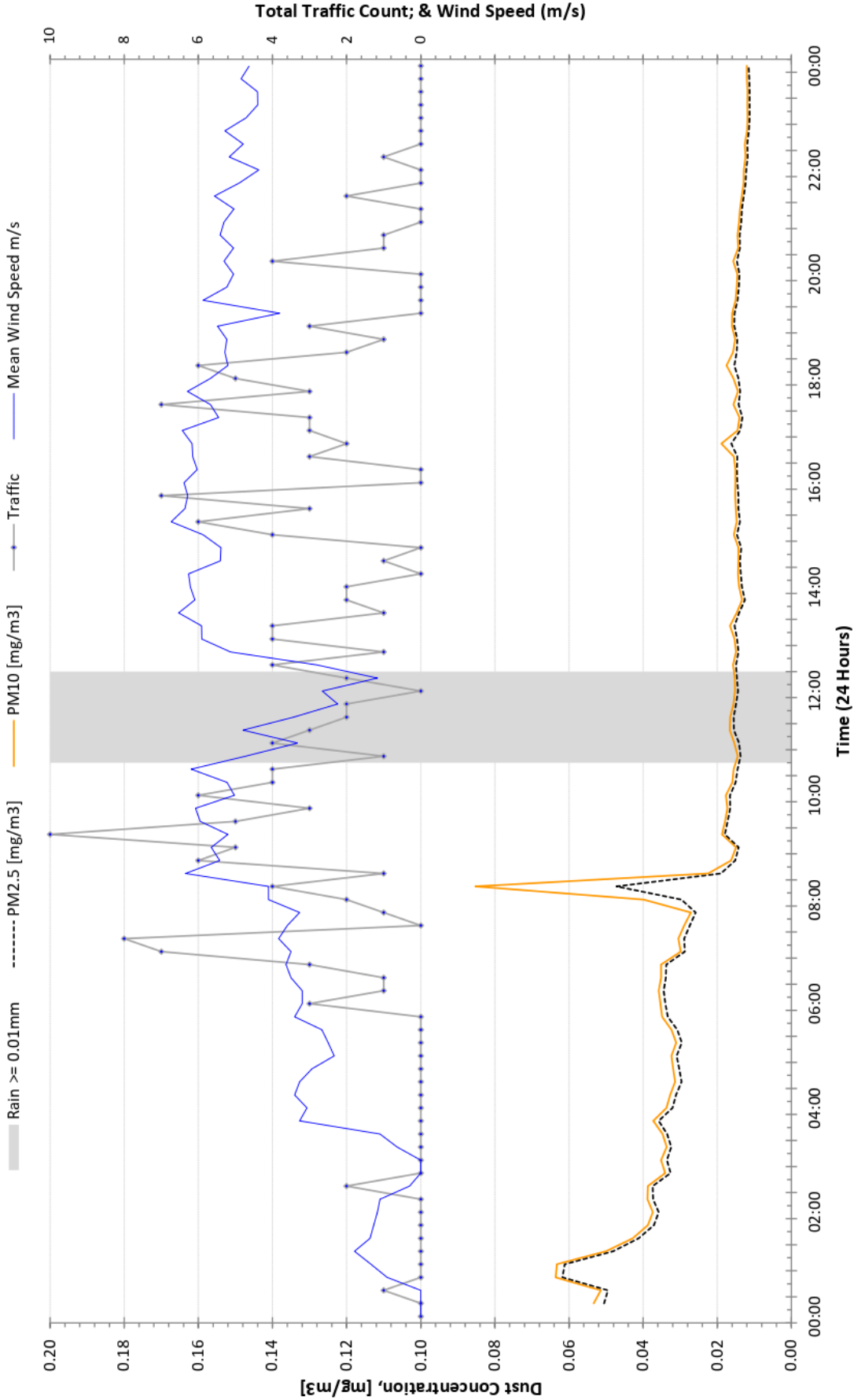
17/07/2019 at 3:52 P

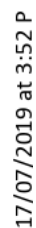


17/07/2019 at 3:52 P



Measured Average Dust Levels  
120 The Hatch, Blackmans Point - Wednesday 13 March 2019







205A The Hatch, Blackmans Point

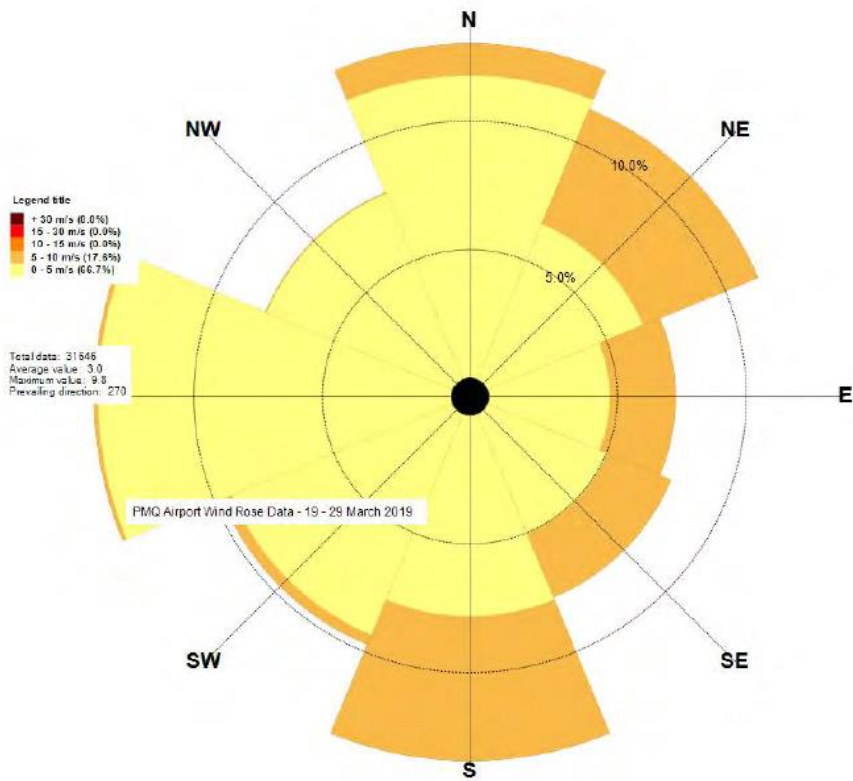
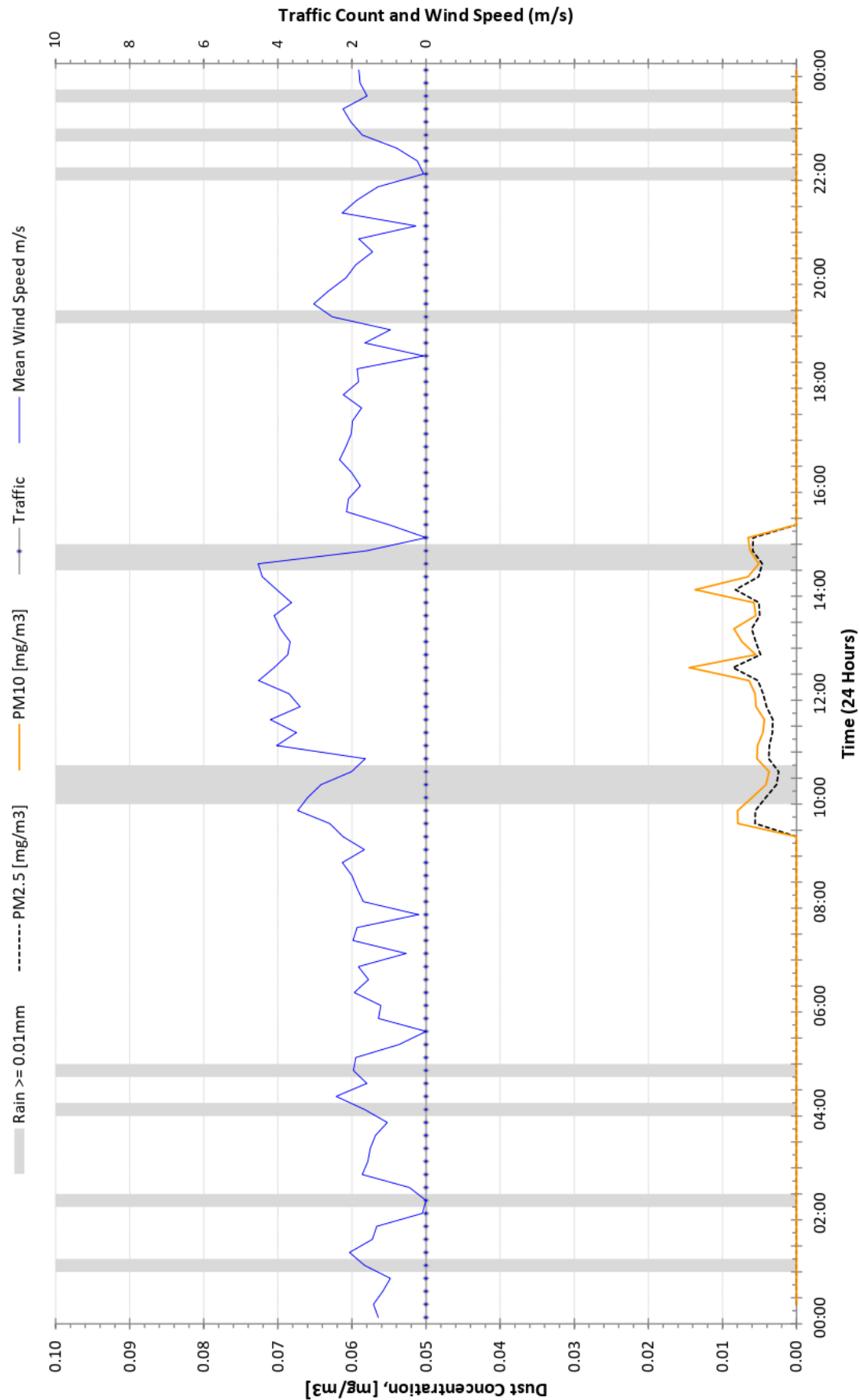


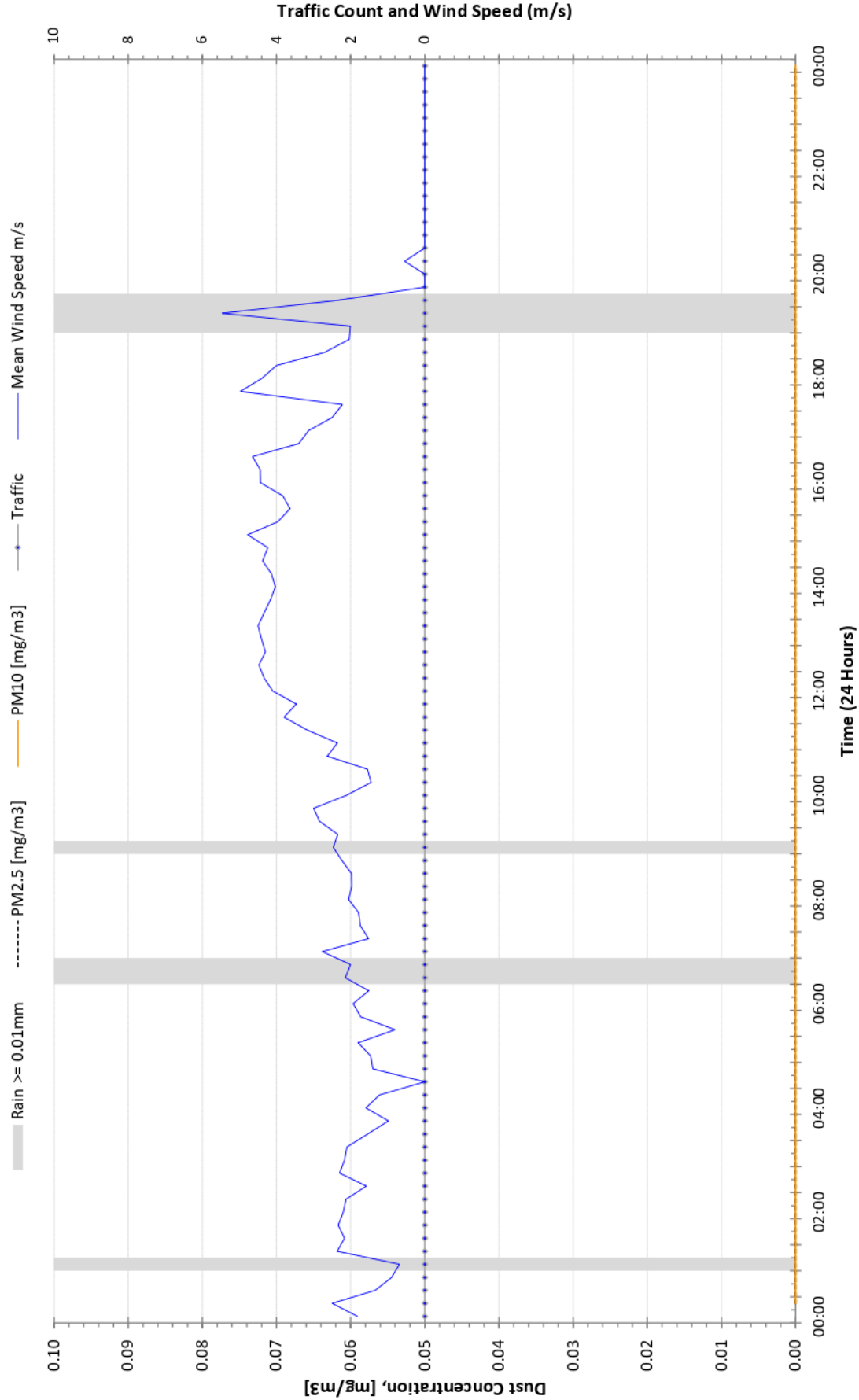
Figure C4 Wind rose data corresponding to real-time monitoring period between 19/03/19 to 29/03/19.

Measured Average Dust Levels  
205A The Hatch, Blackmans Point - Tuesday 19 March 2019



16/07/2019 at 3:32 P

Measured Average Dust Levels  
205A The Hatch, Blackmans Point - Wednesday 20 March 2019

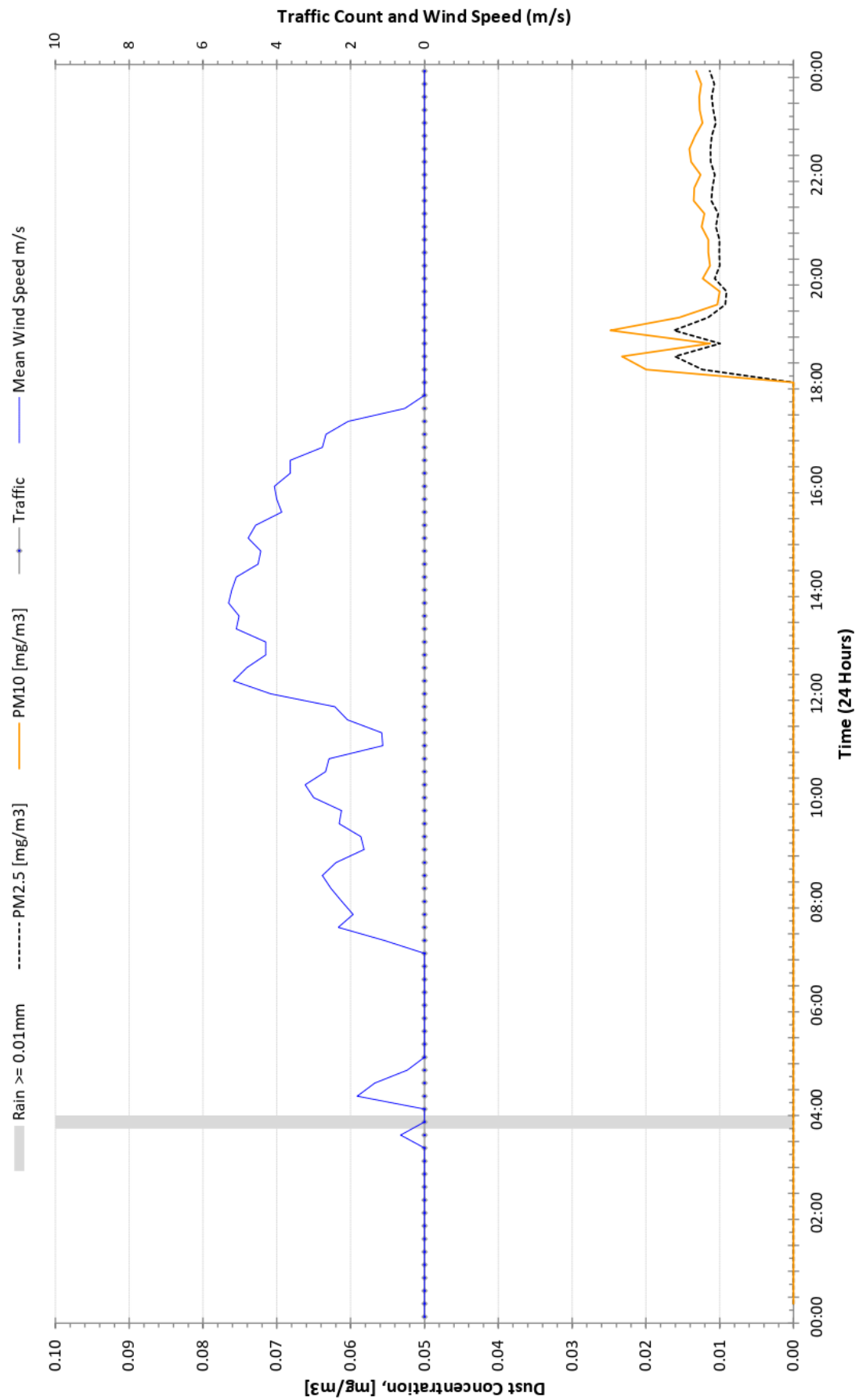


16/07/2019 at 3:32 P

2 of 11

MHC - Dust Monitoring Charts 205A The Hatch V2.xlsx

Measured Average Dust Levels  
205A The Hatch, Blackmans Point - Thursday 21 March 2019

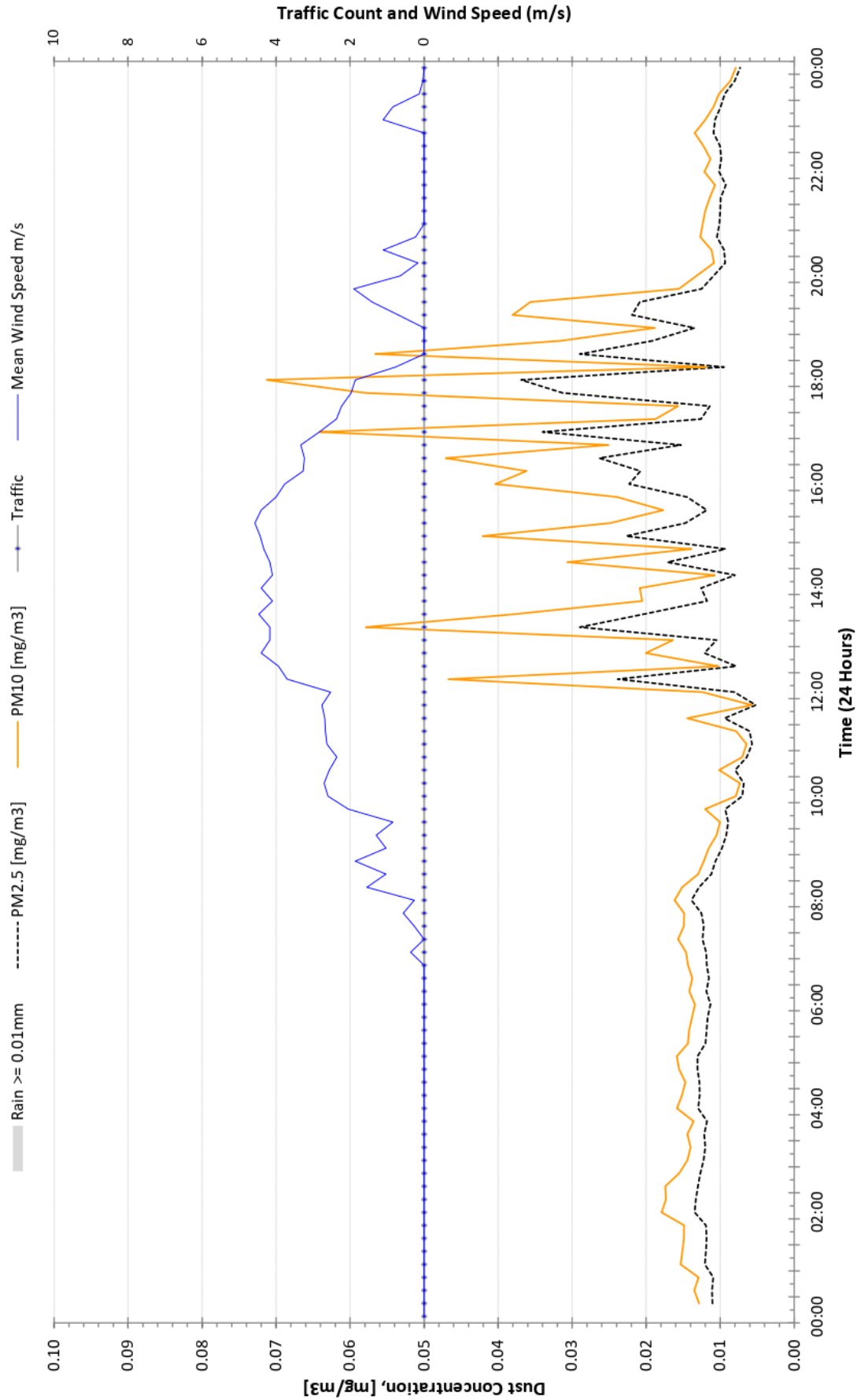


16/07/2019 at 3:32 P

3 of 11

MHC - Dust Monitoring Charts 205A The Hatch V2.xlsx

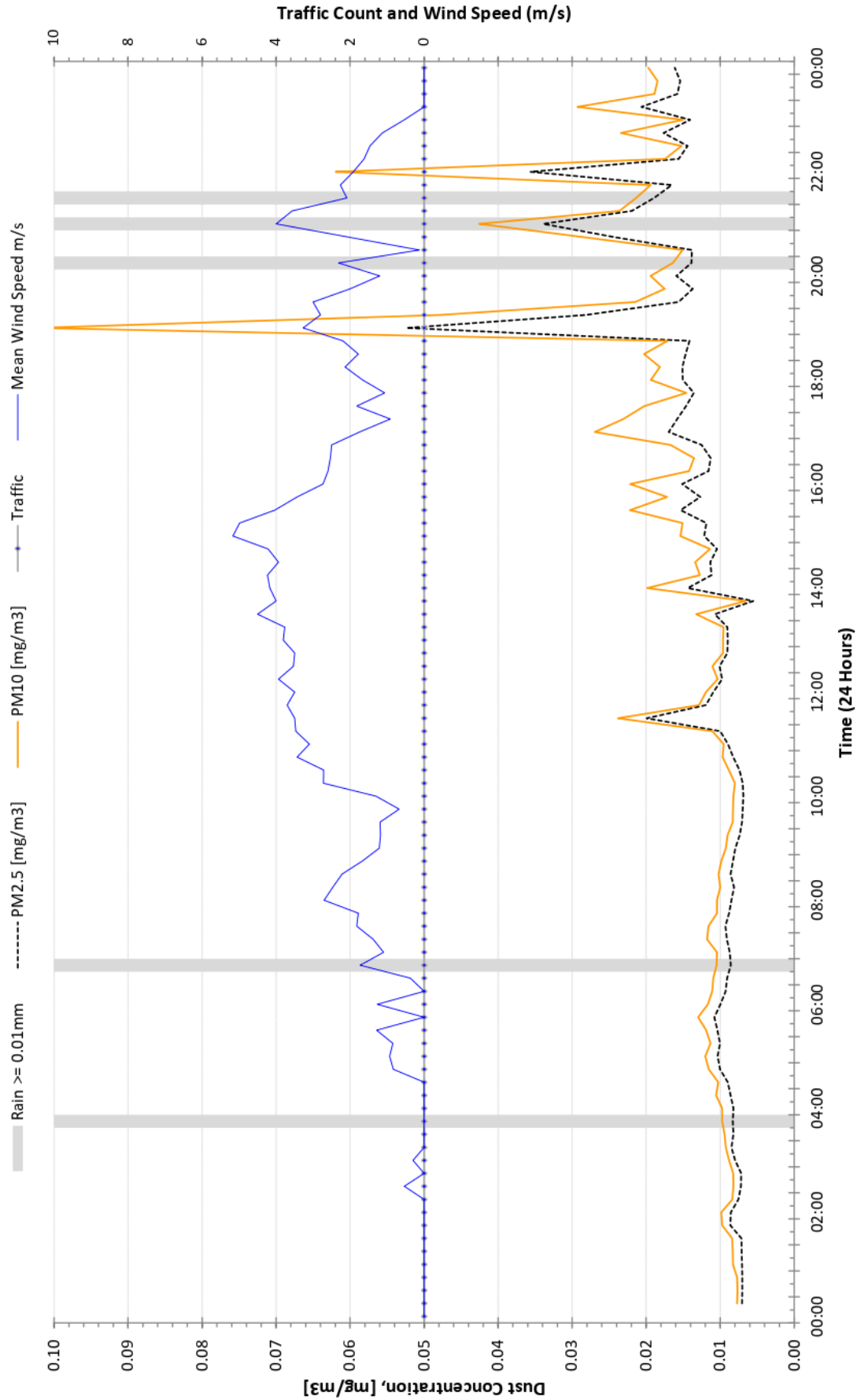
Measured Average Dust Levels  
205A The Hatch, Blackmans Point - Friday 22 March 2019



16/07/2019 at 3:32 P



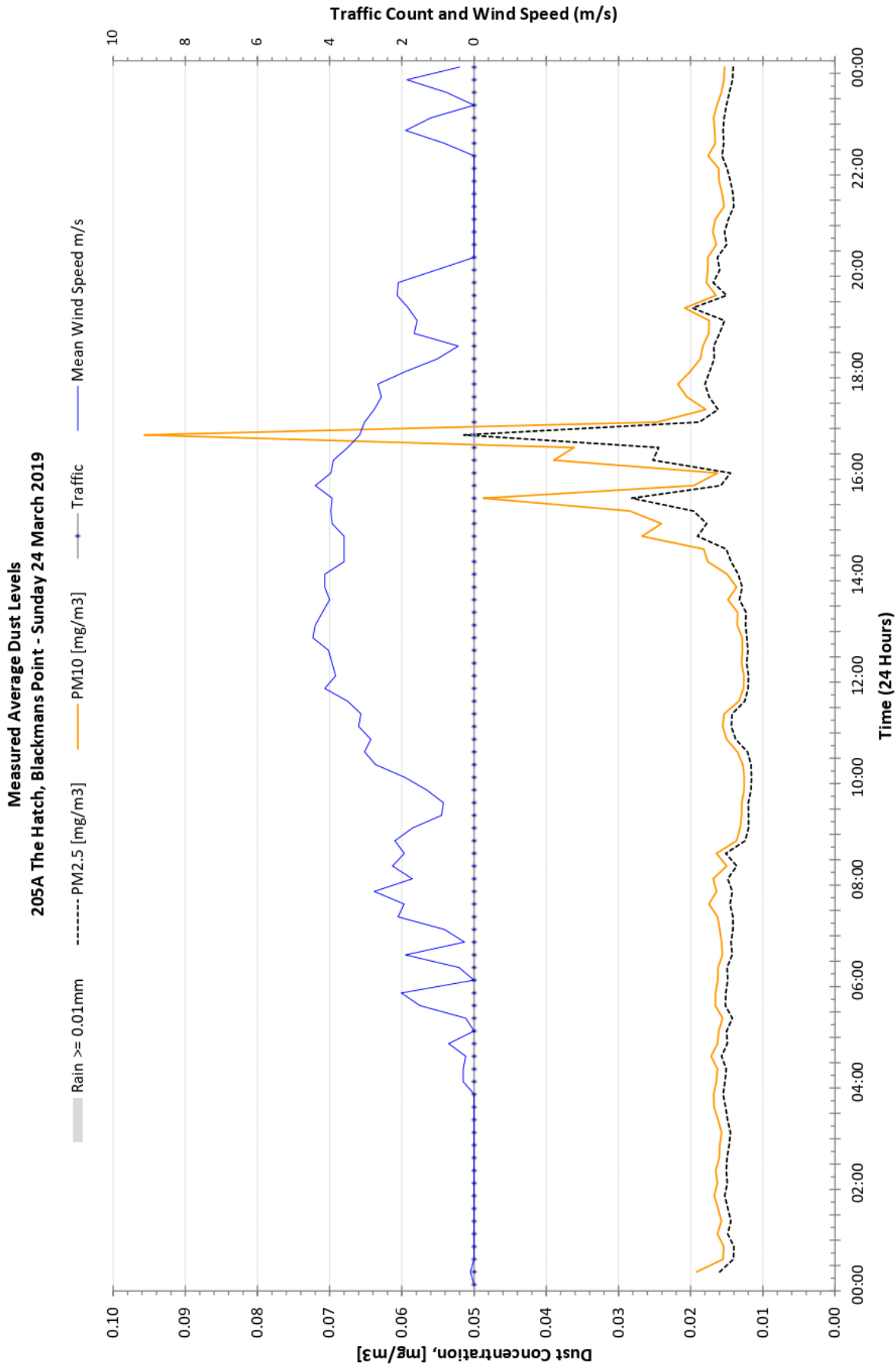
Measured Average Dust Levels  
205A The Hatch, Blackmans Point - Saturday 23 March 2019



16/07/2019 at 3:32 P

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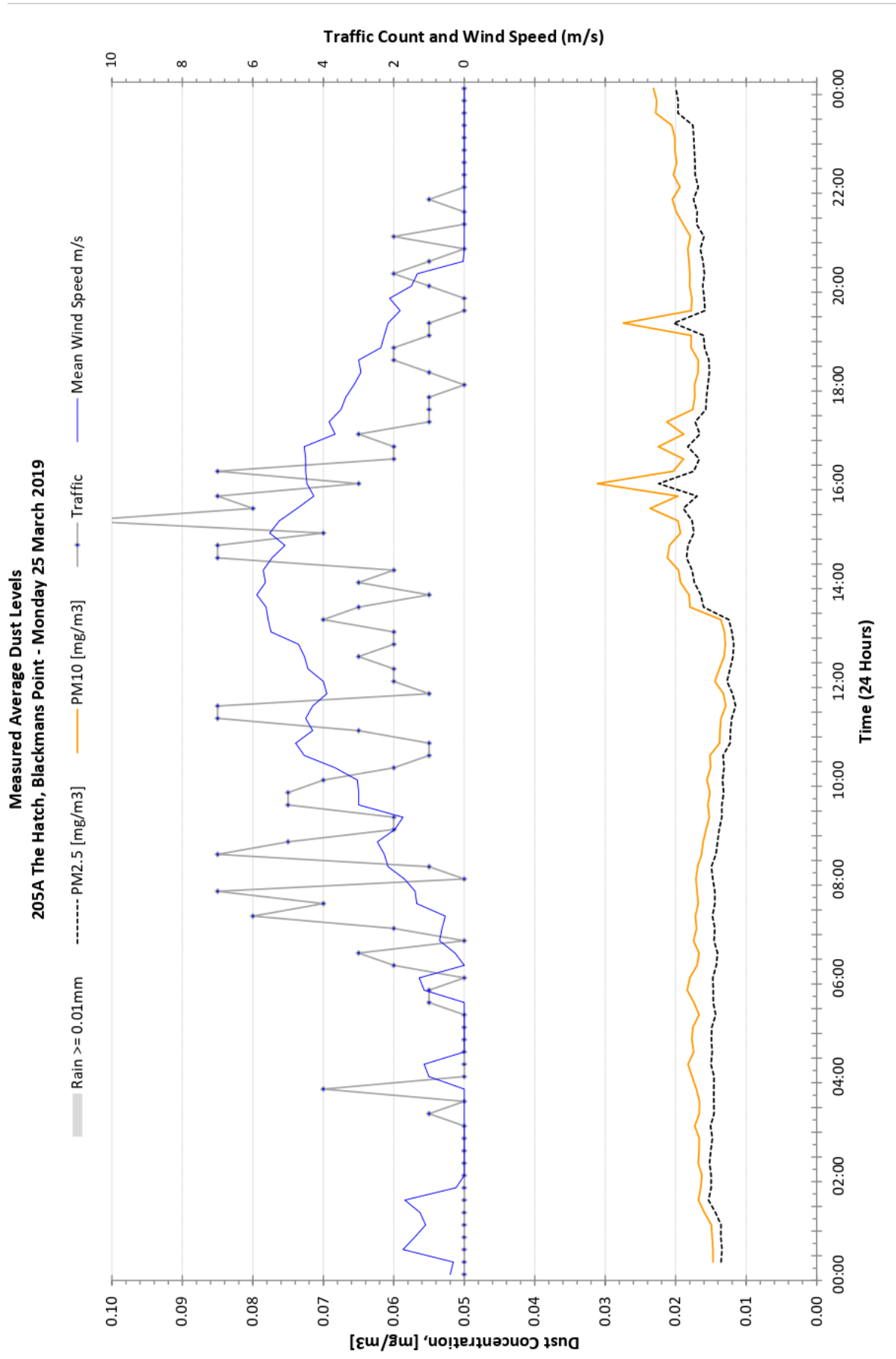
MHC - Dust Monitoring Charts 205A The Hatch V2.xlsx



16/07/2019 at 3:32 P

6 of 11

MHC - Dust Monitoring Charts 205A The Hatch V2.xlsx

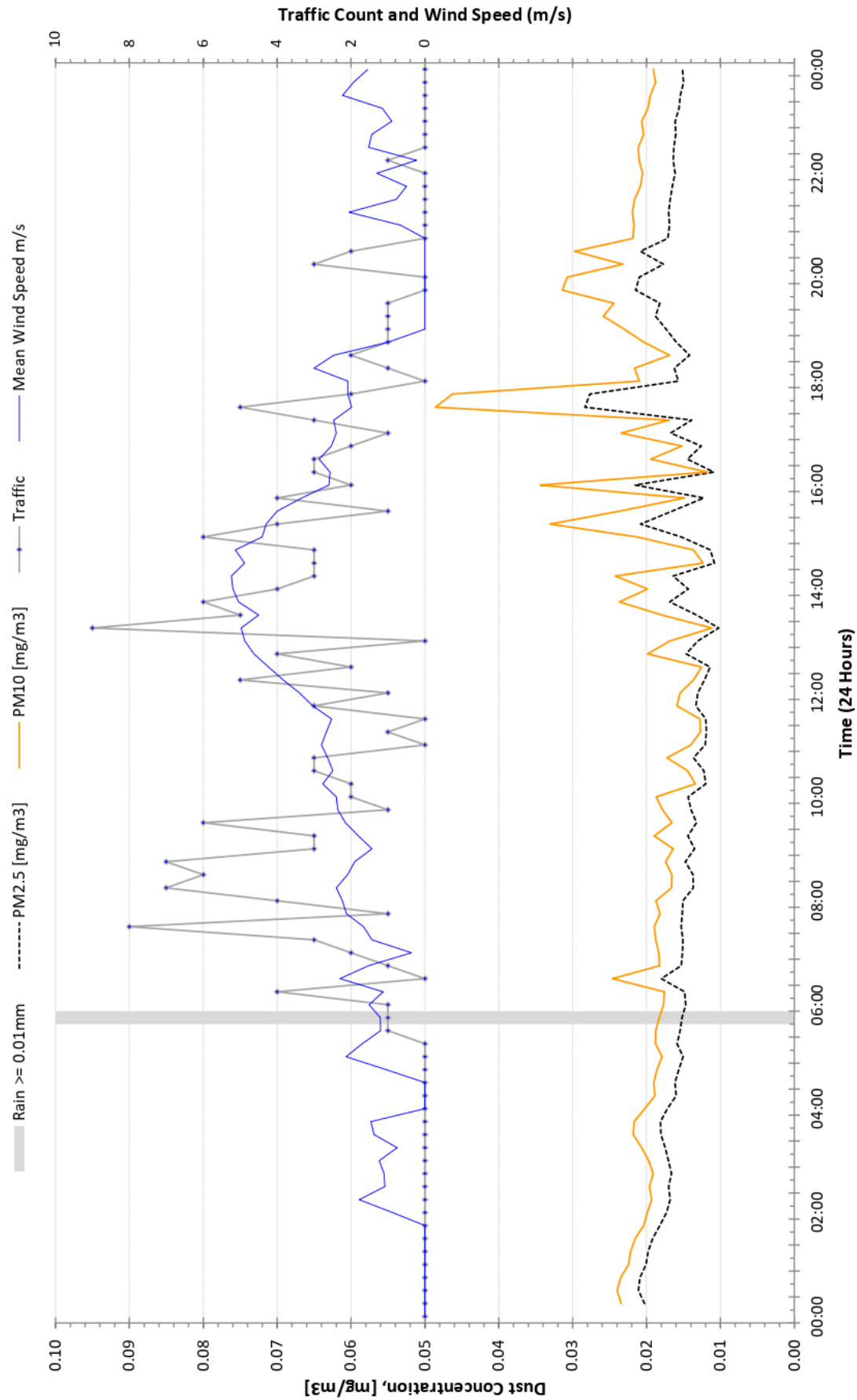


16/07/2019 at 3:32 P

7 of 11

MHC - Dust Monitoring Charts 205A The Hatch V2.xlsx

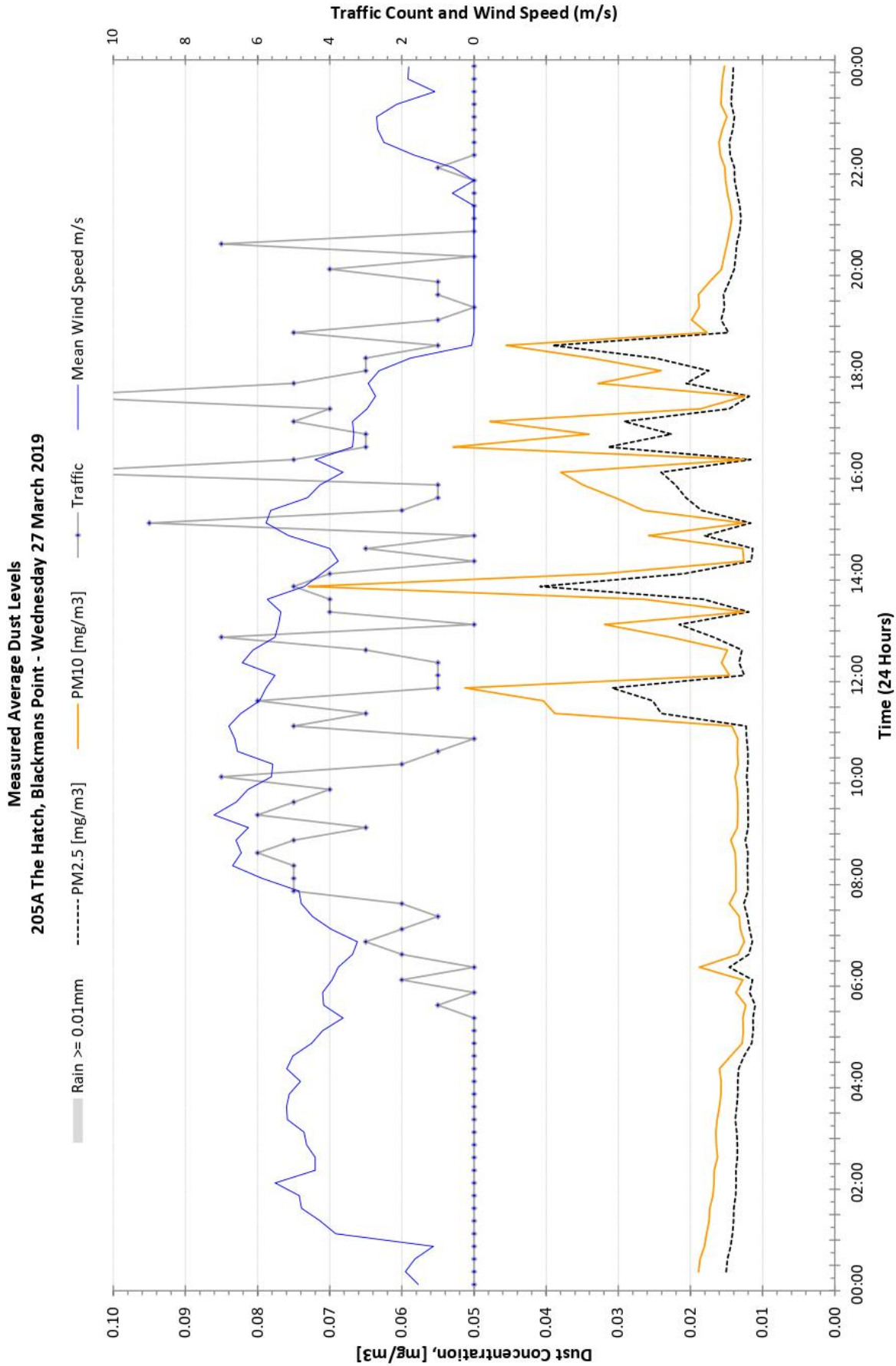
Measured Average Dust Levels  
205A The Hatch, Blackmans Point - Tuesday 26 March 2019



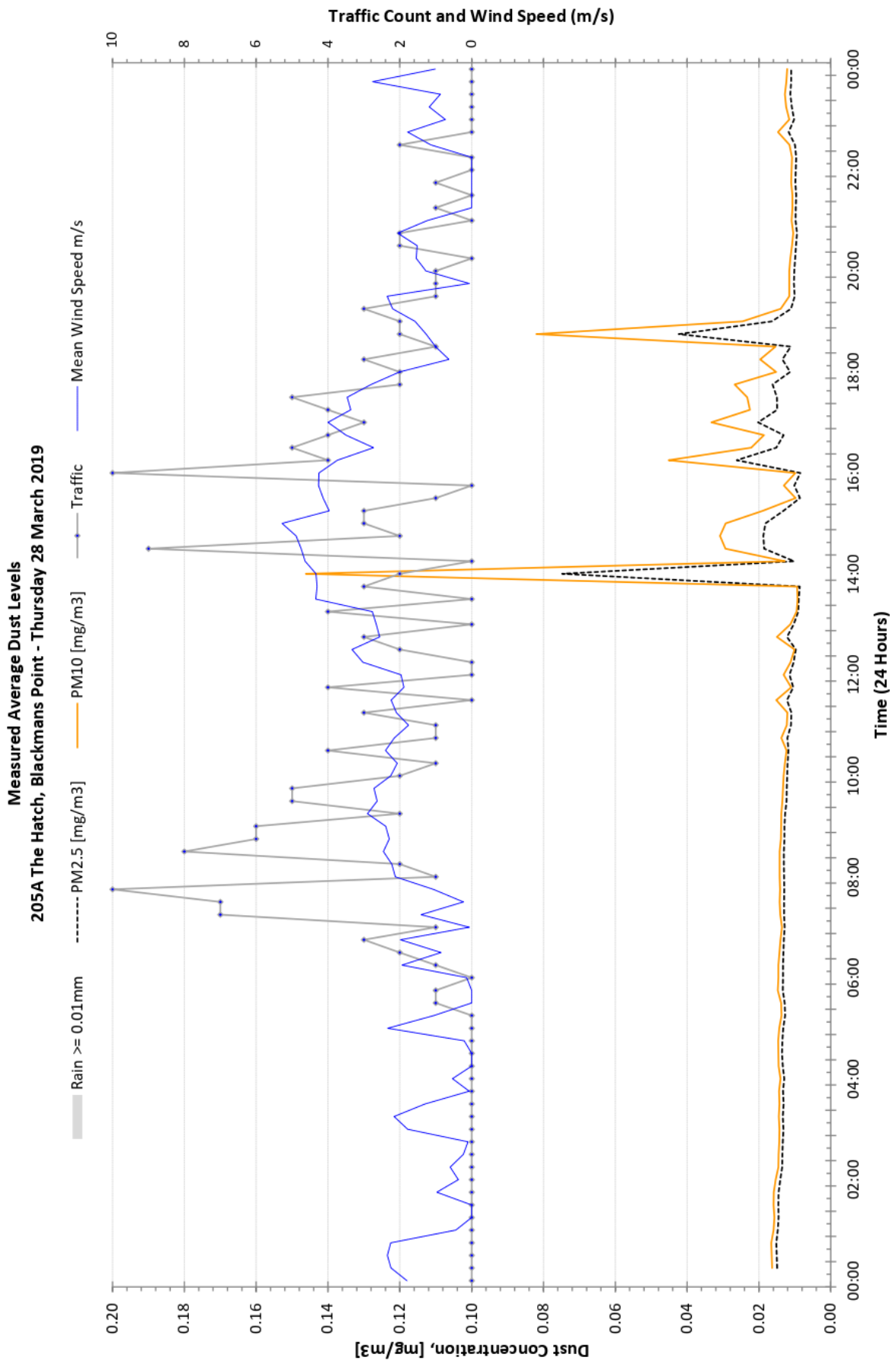
16/07/2019 at 3:32 P

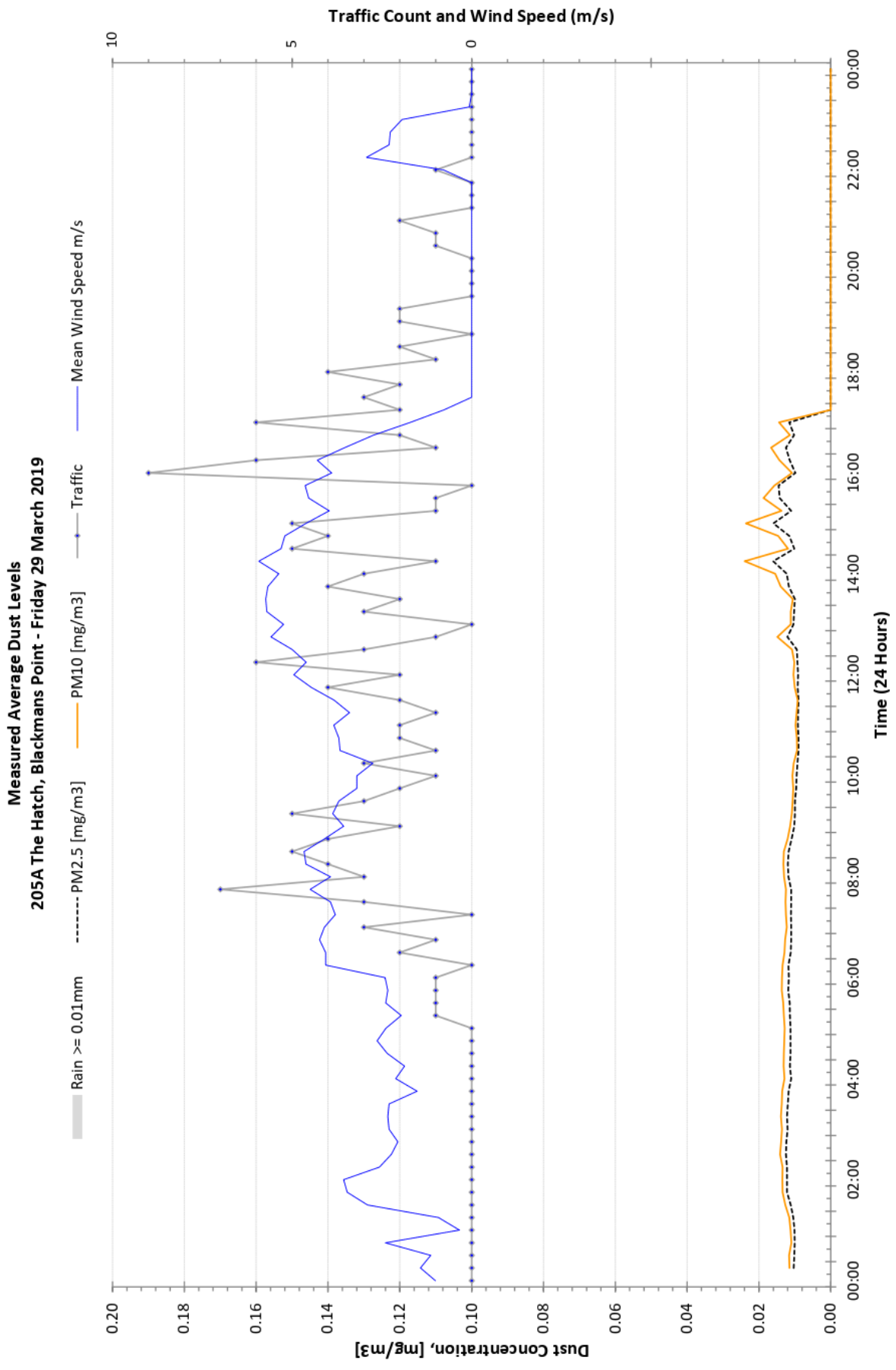
8 of 11

MHC - Dust Monitoring Charts 205A The Hatch V2.xlsx



16/07/2019 at 3:32 P









1464 Lorne Road, Lorne

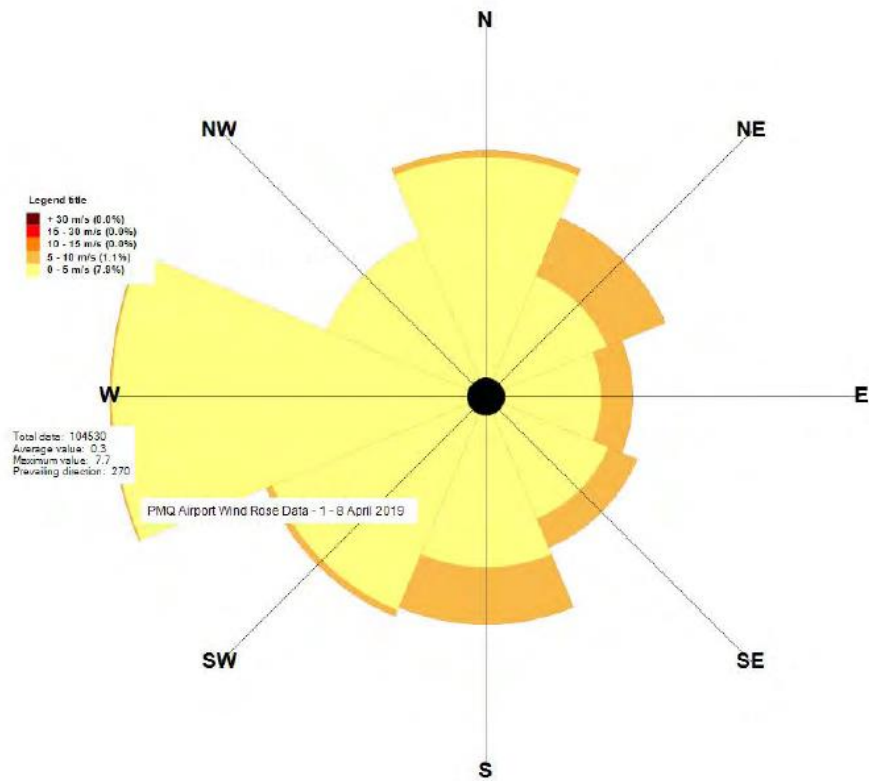
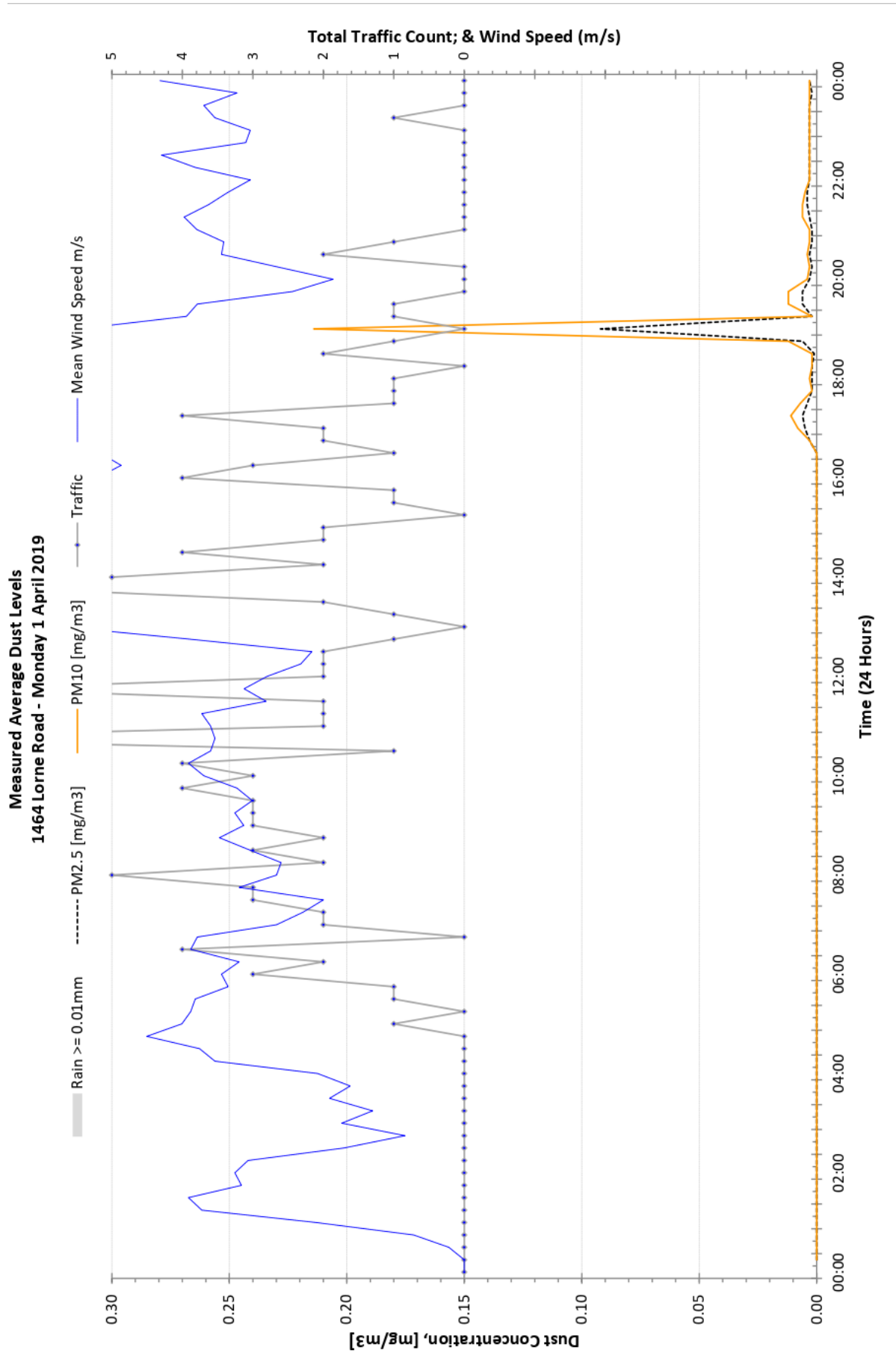


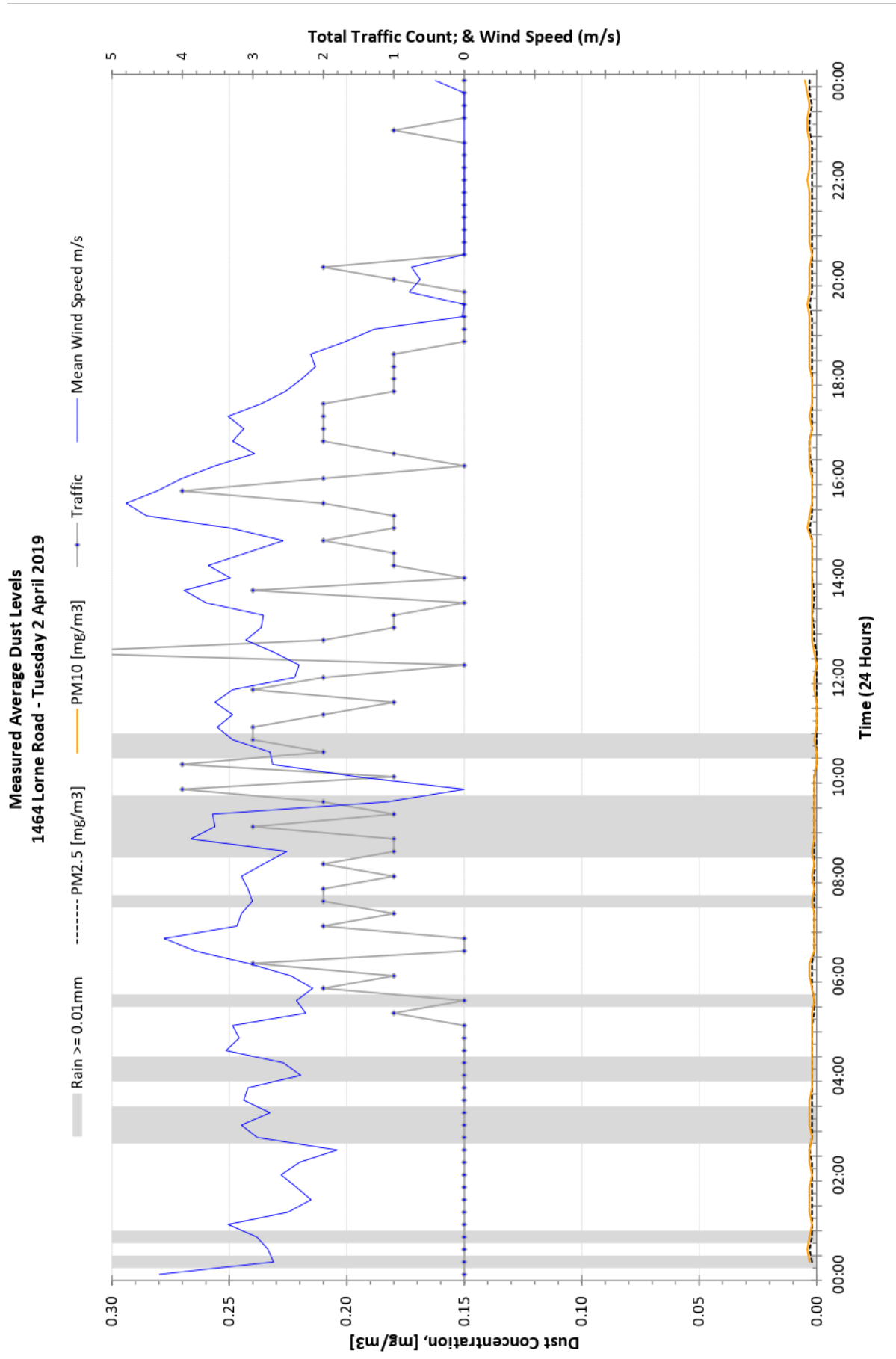
Figure C5 Wind rose data corresponding to real-time monitoring period between 1/04/19 to 08/04/19.



17/07/2019 at 3:55 P

1 of 8

MHC - Dust Monitoring Charts 1464 Lorne Road.xlsx

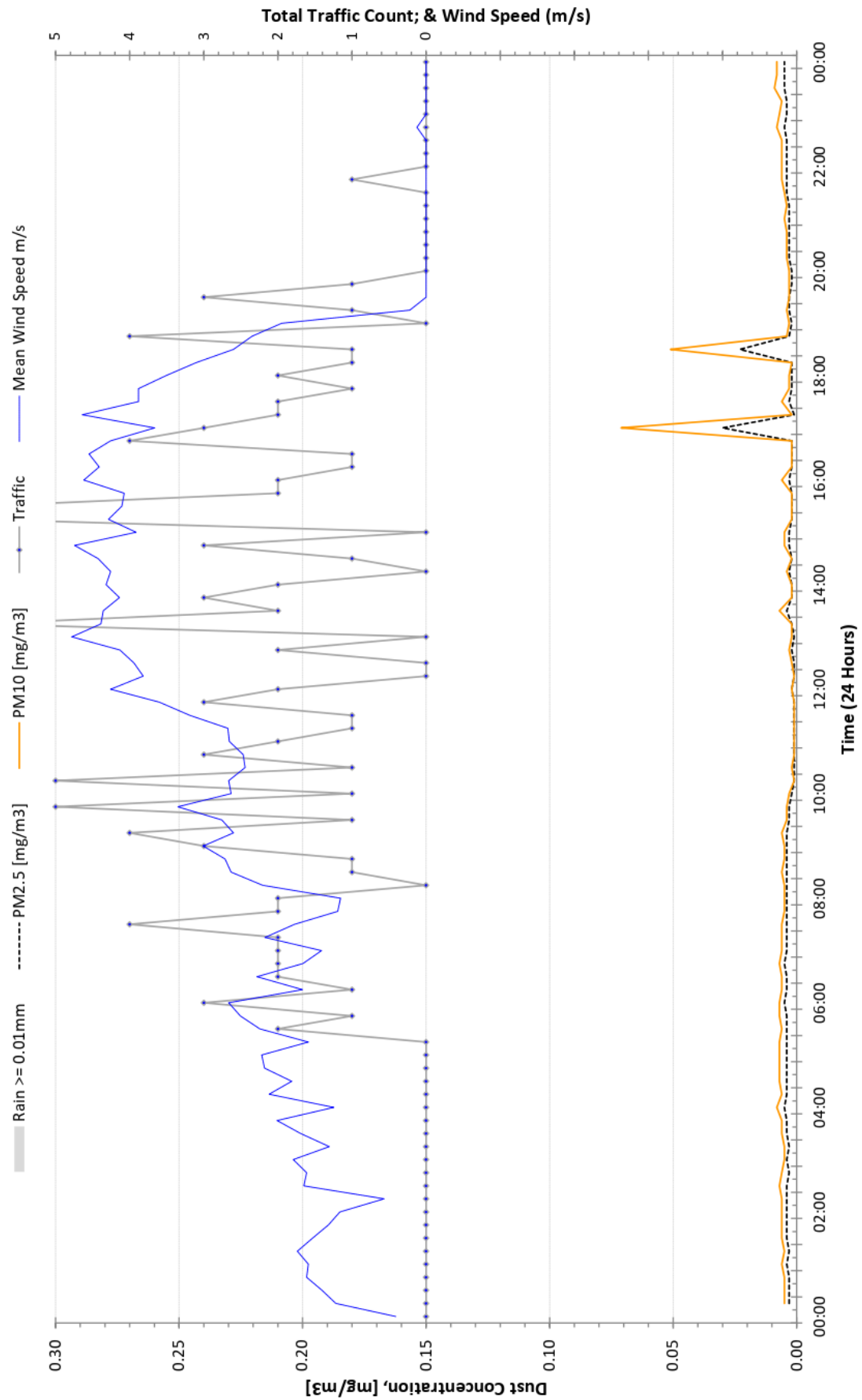


17/07/2019 at 3:55 P

2 of 8

MHC - Dust Monitoring Charts 1464 Lorne Road.xlsx

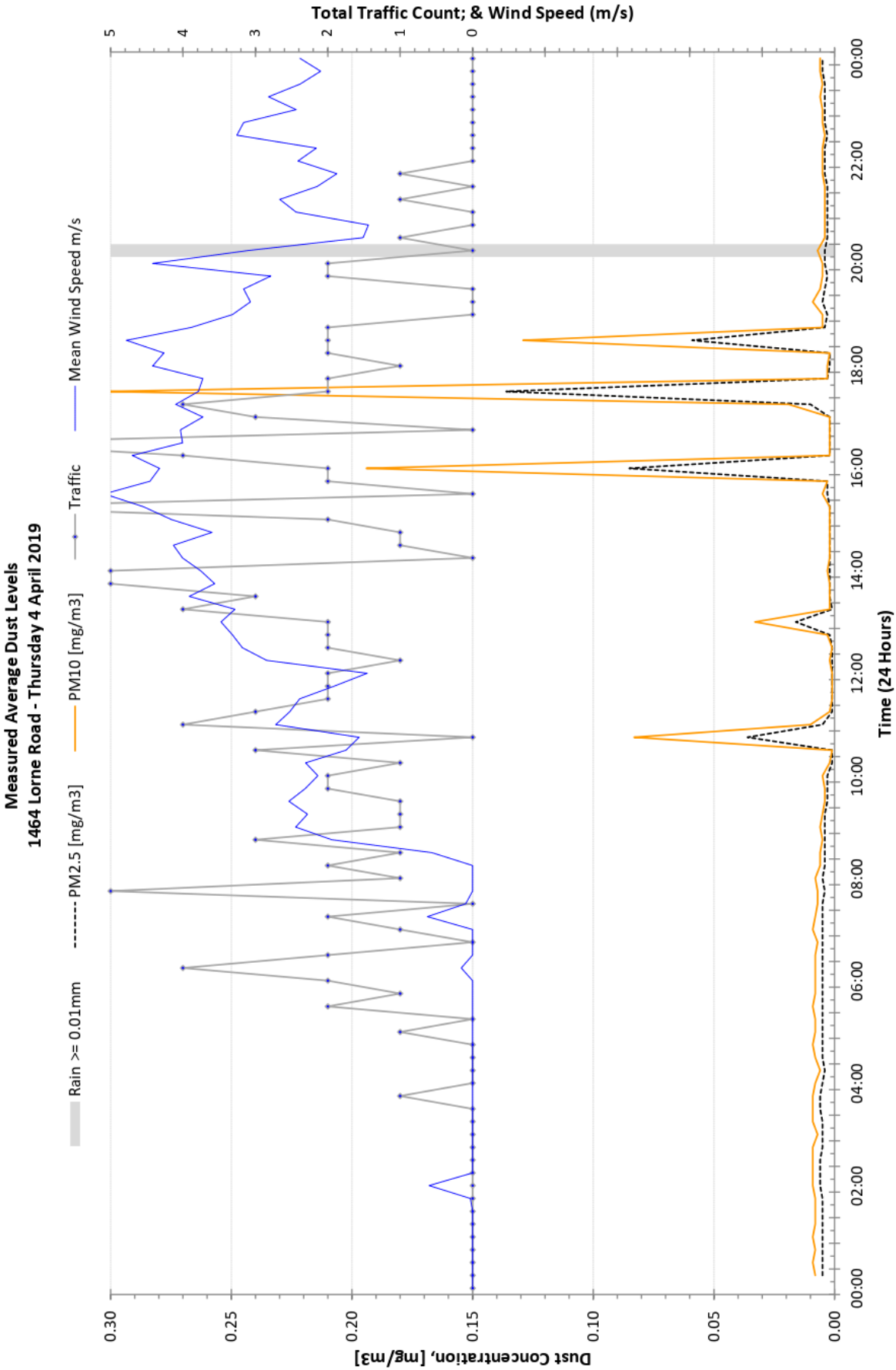
Measured Average Dust Levels  
1464 Lorne Road - Wednesday 3 April 2019



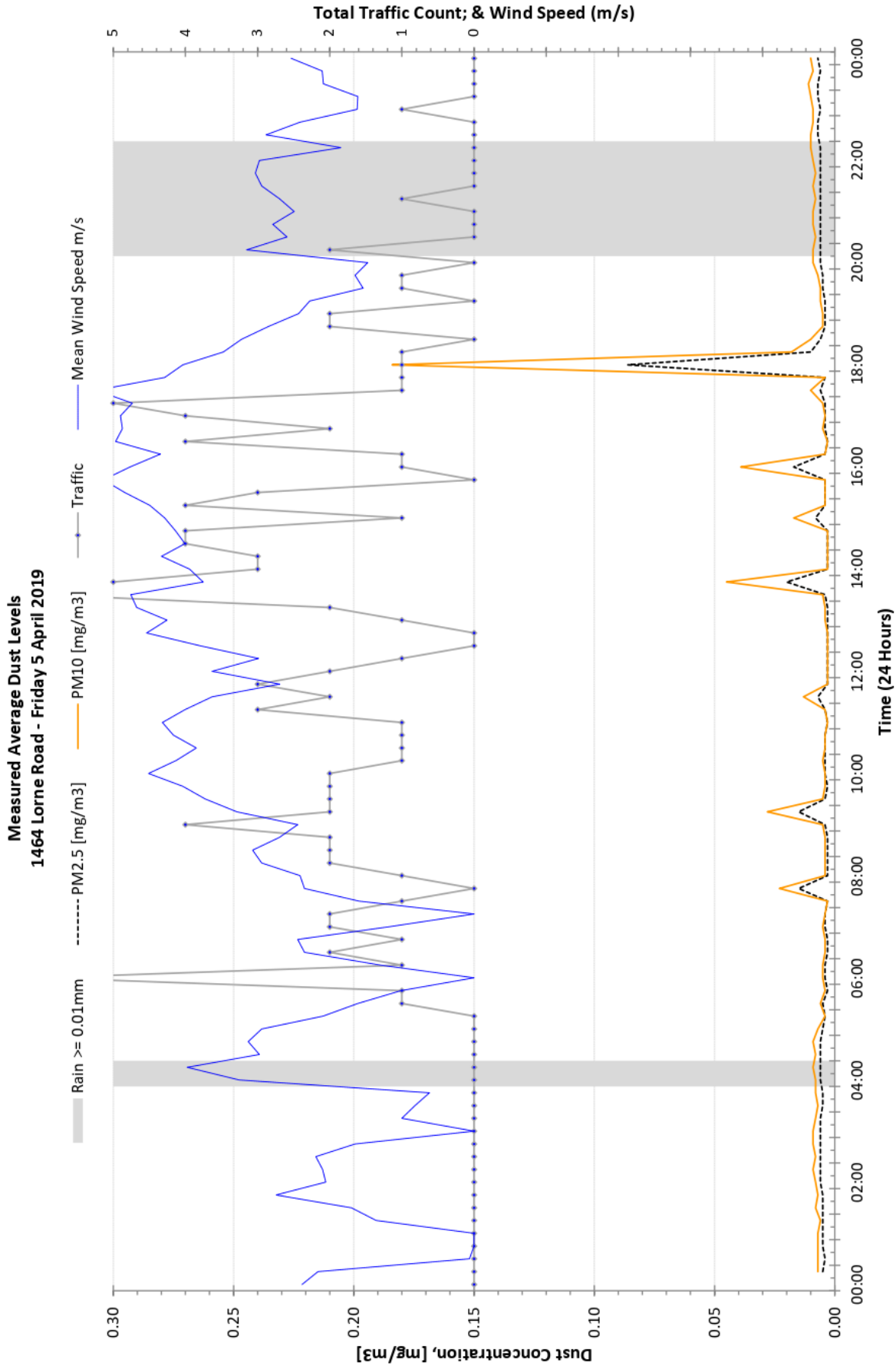
17/07/2019 at 3:55 P

3 of 8

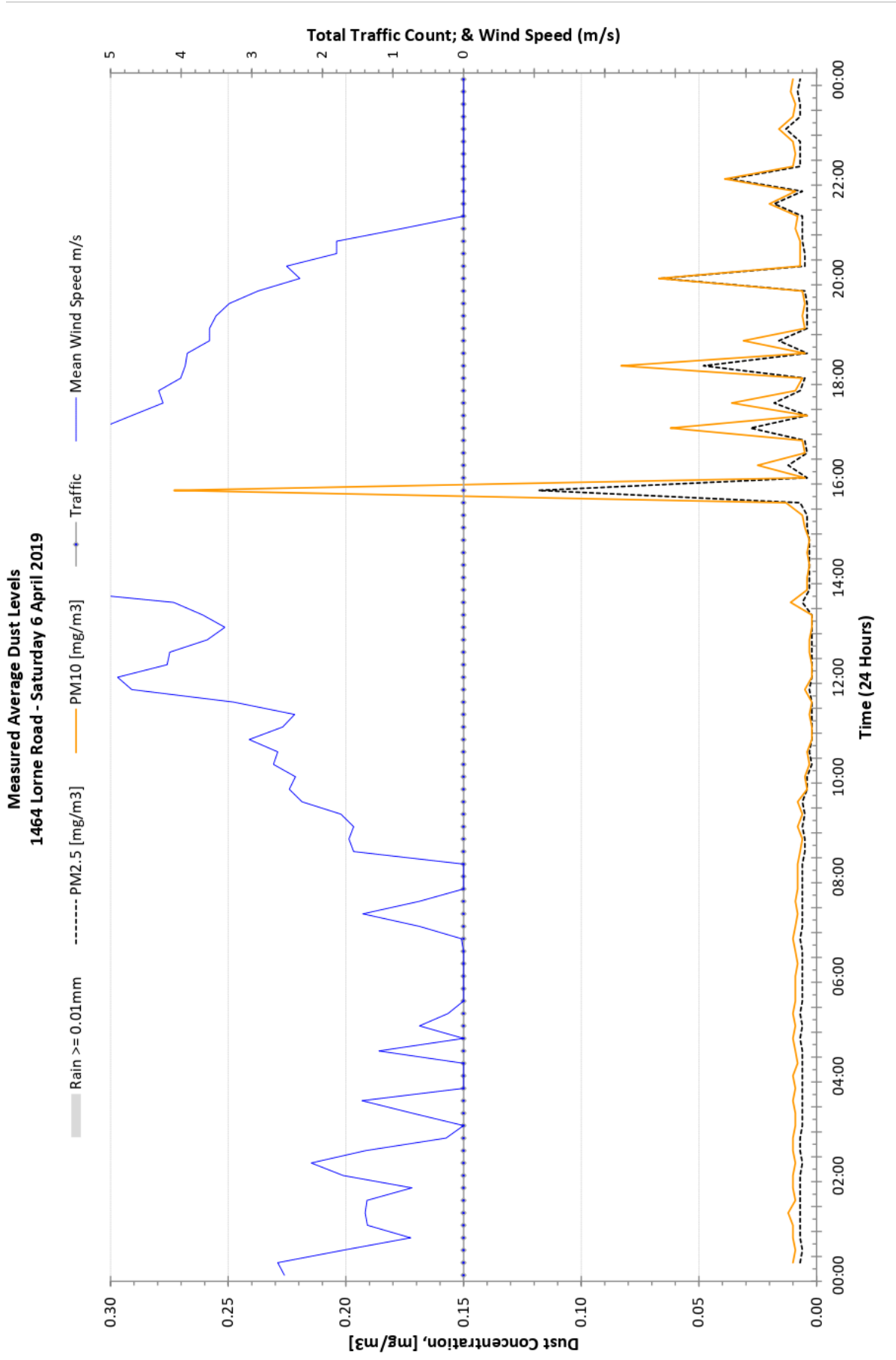
MHC - Dust Monitoring Charts 1464 Lorne Road.xlsx



17/07/2019 at 3:55 P



17/07/2019 at 3:55 P

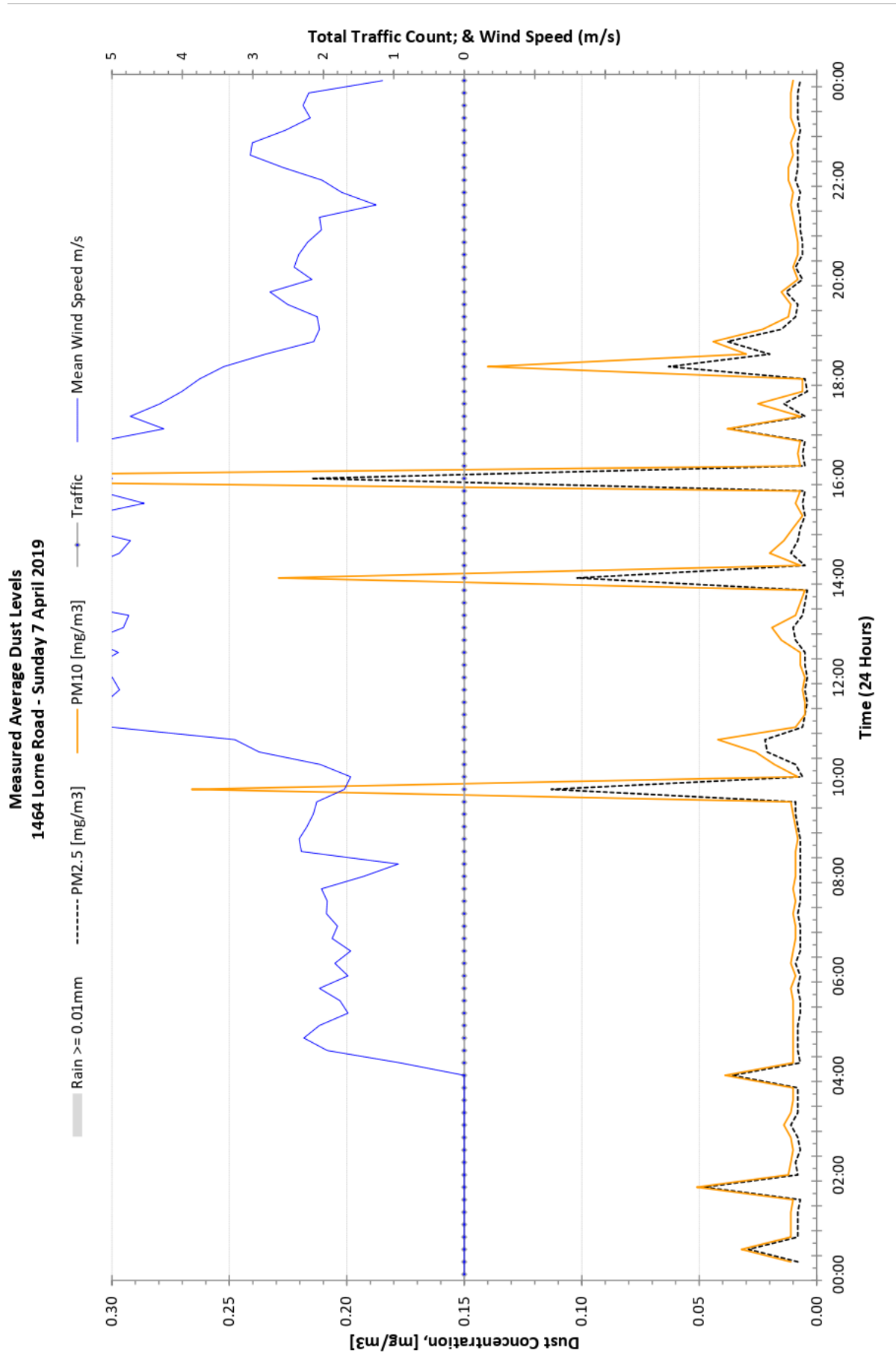


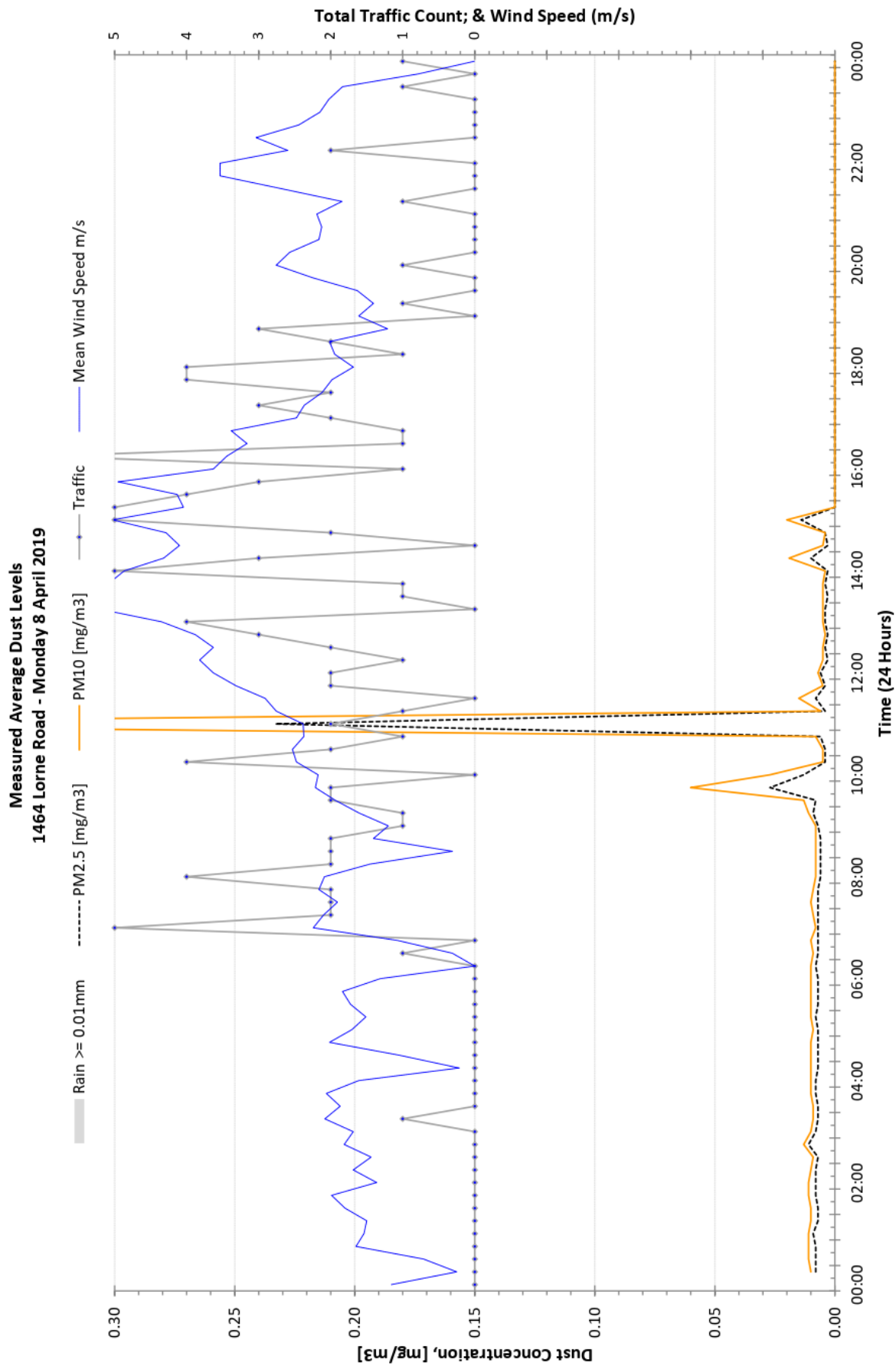
17/07/2019 at 3:55 P

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MHC - Dust Monitoring Charts 1464 Lorne Road.xlsx







17/07/2019 at 3:55 P

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MHC - Dust Monitoring Charts 1464 Lorne Road.xlsx



19 Pembroke Village Road, Telegraph Point

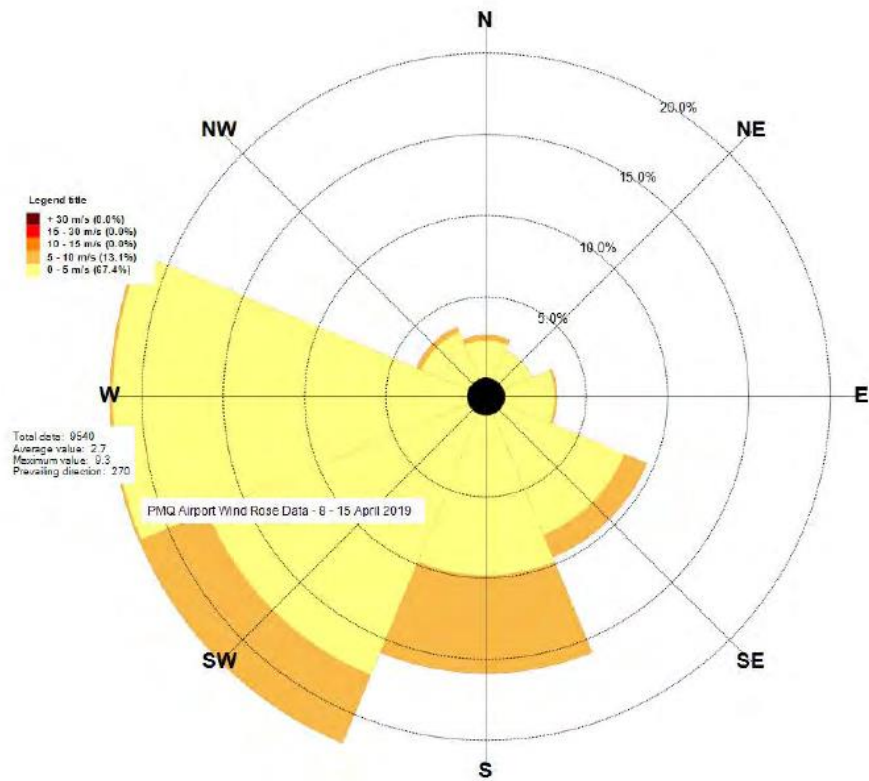
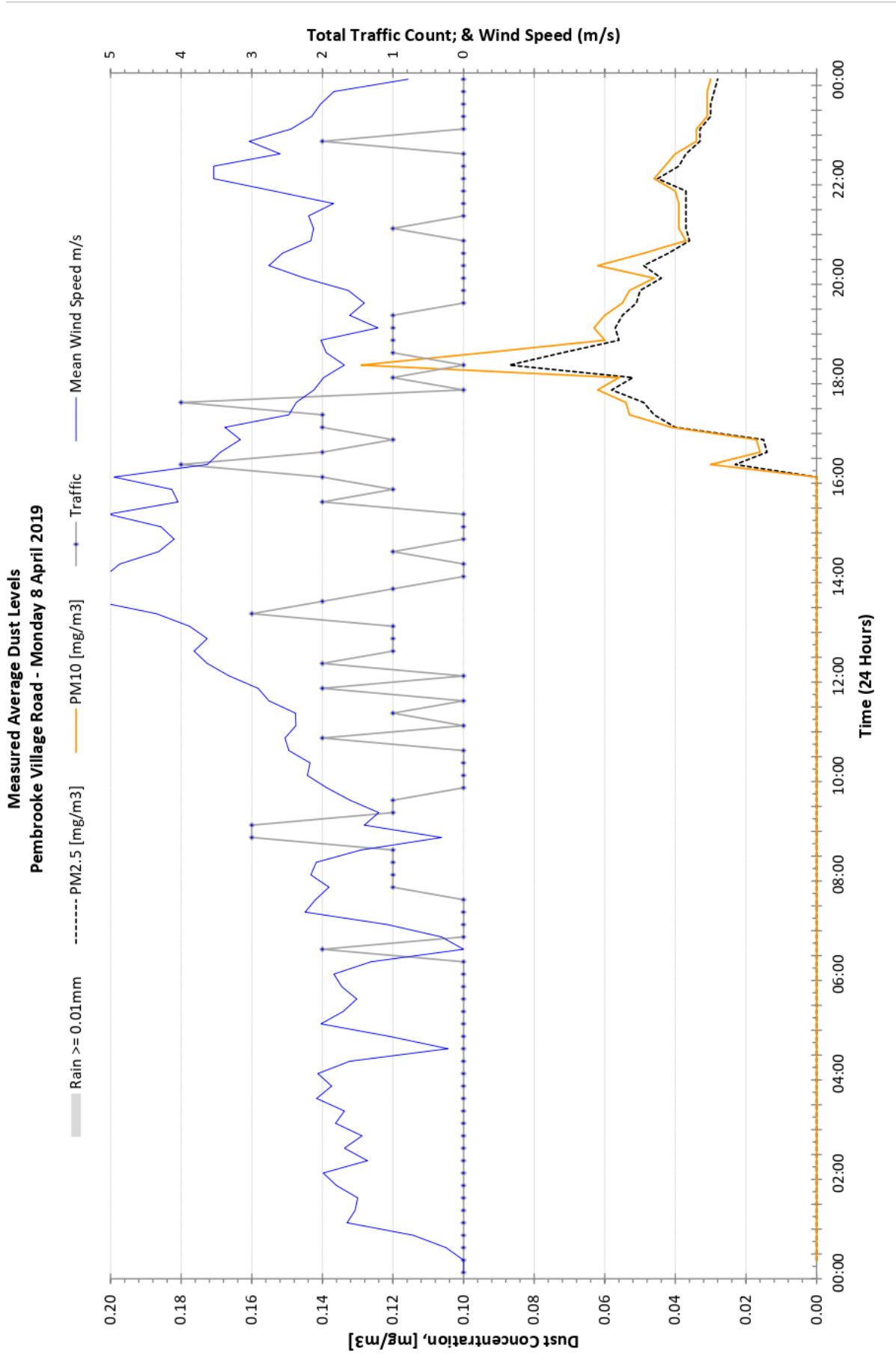
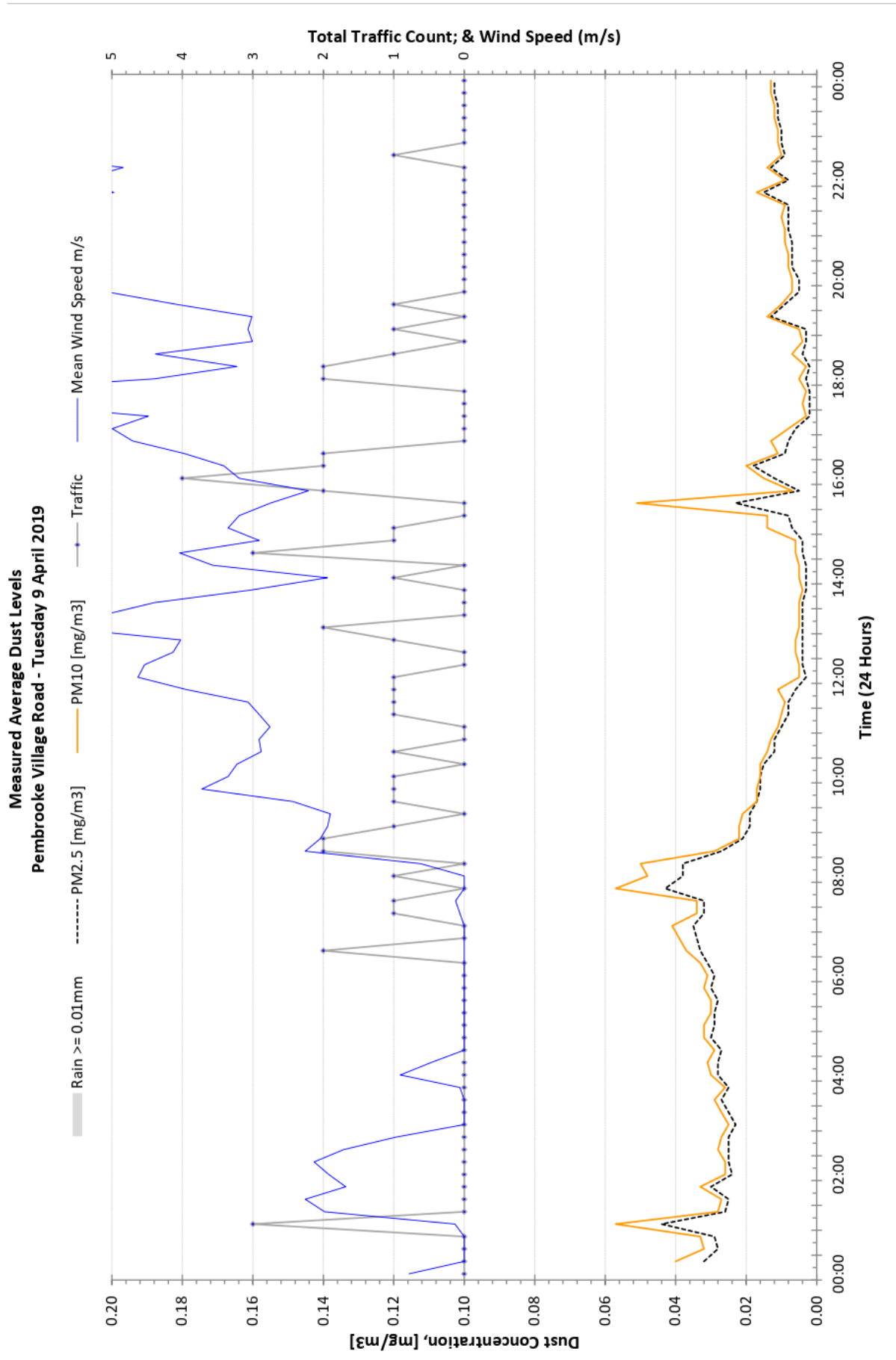


Figure C6 Wind rose data corresponding to real-time monitoring period between 08/04/19 to 15/04/19.



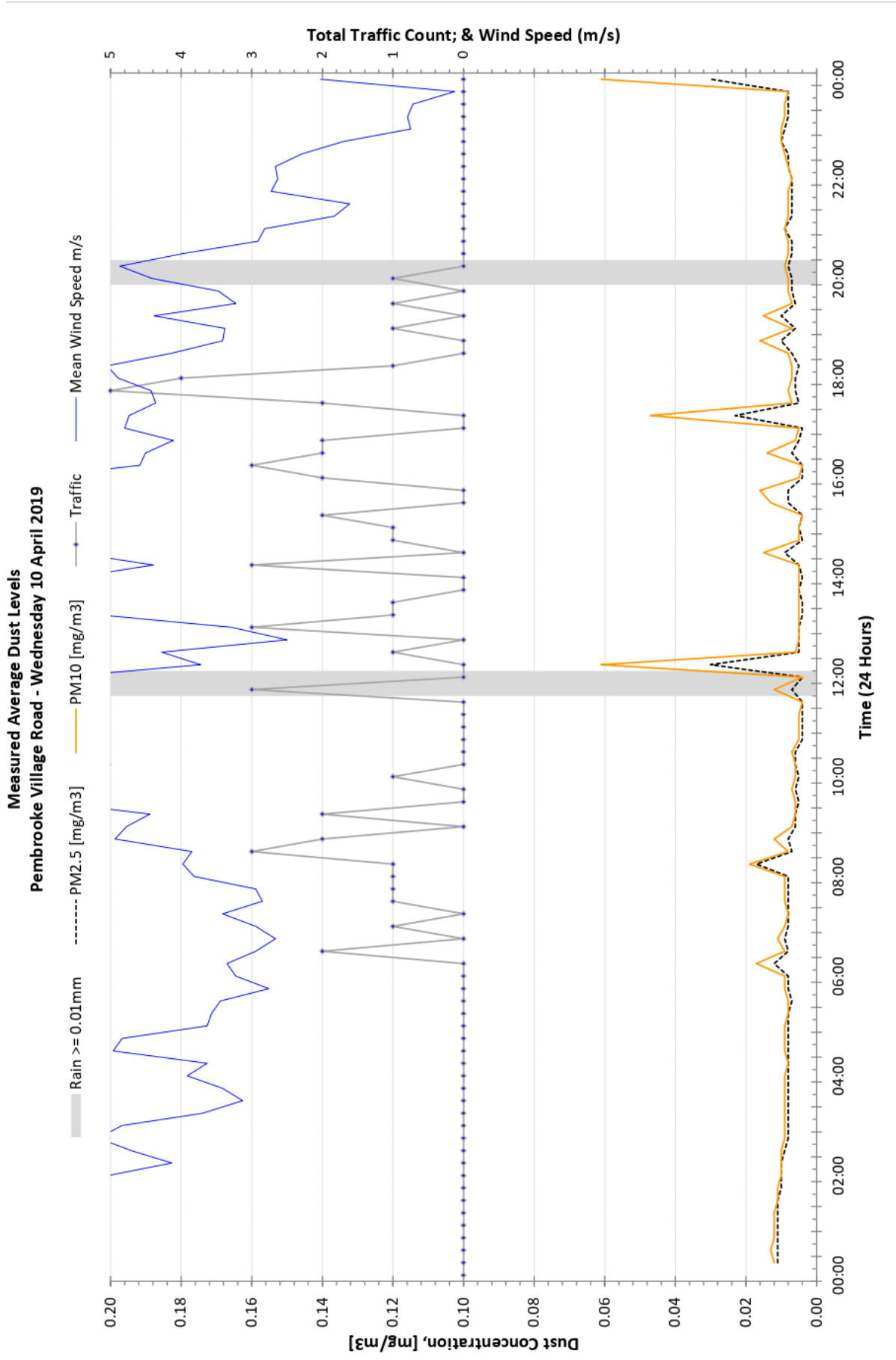
17/07/2019 at 3:58 P



17/07/2019 at 3:58 P

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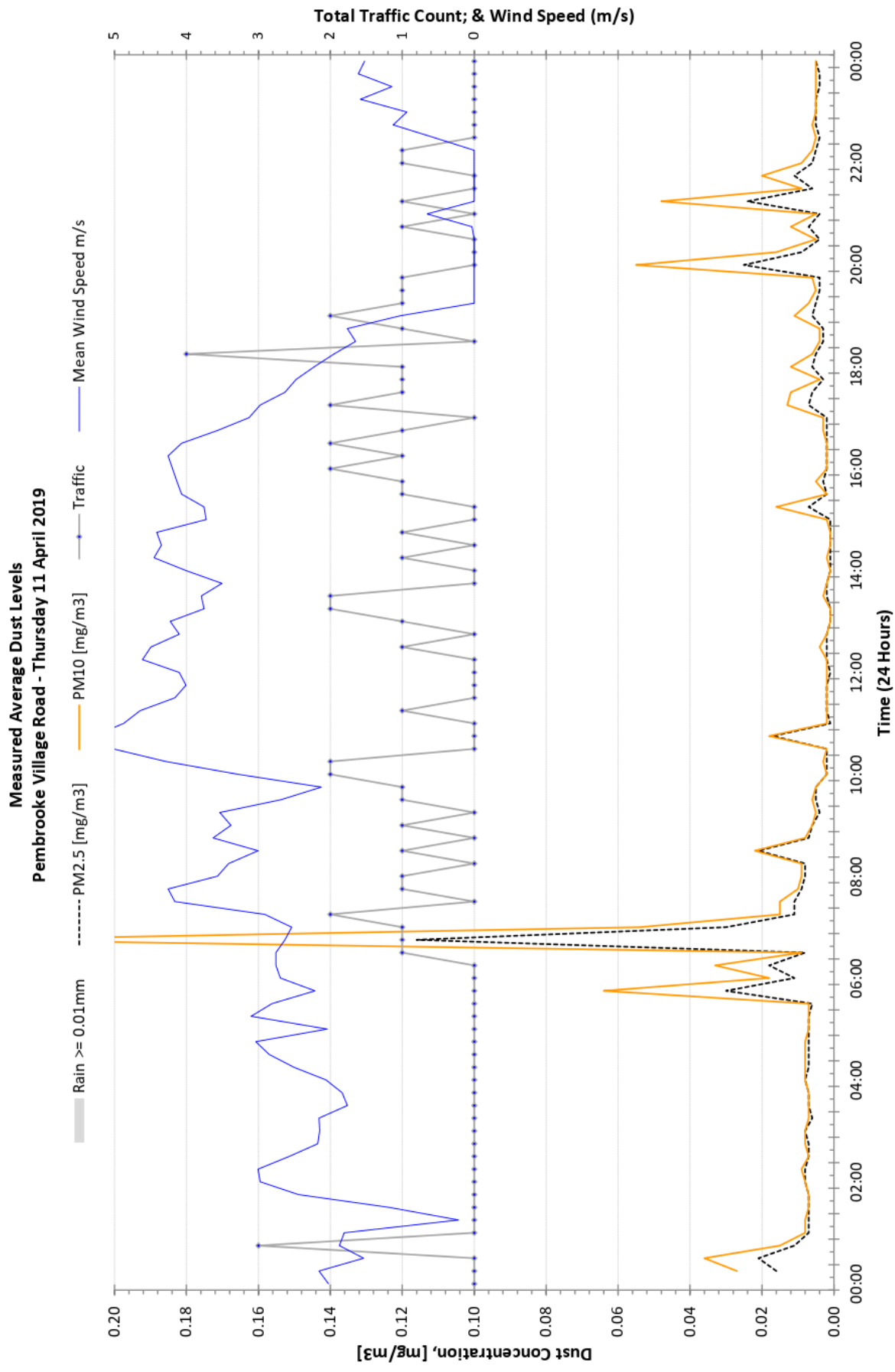
MHC - Dust Monitoring Charts Pembroke Village Road.xlsm



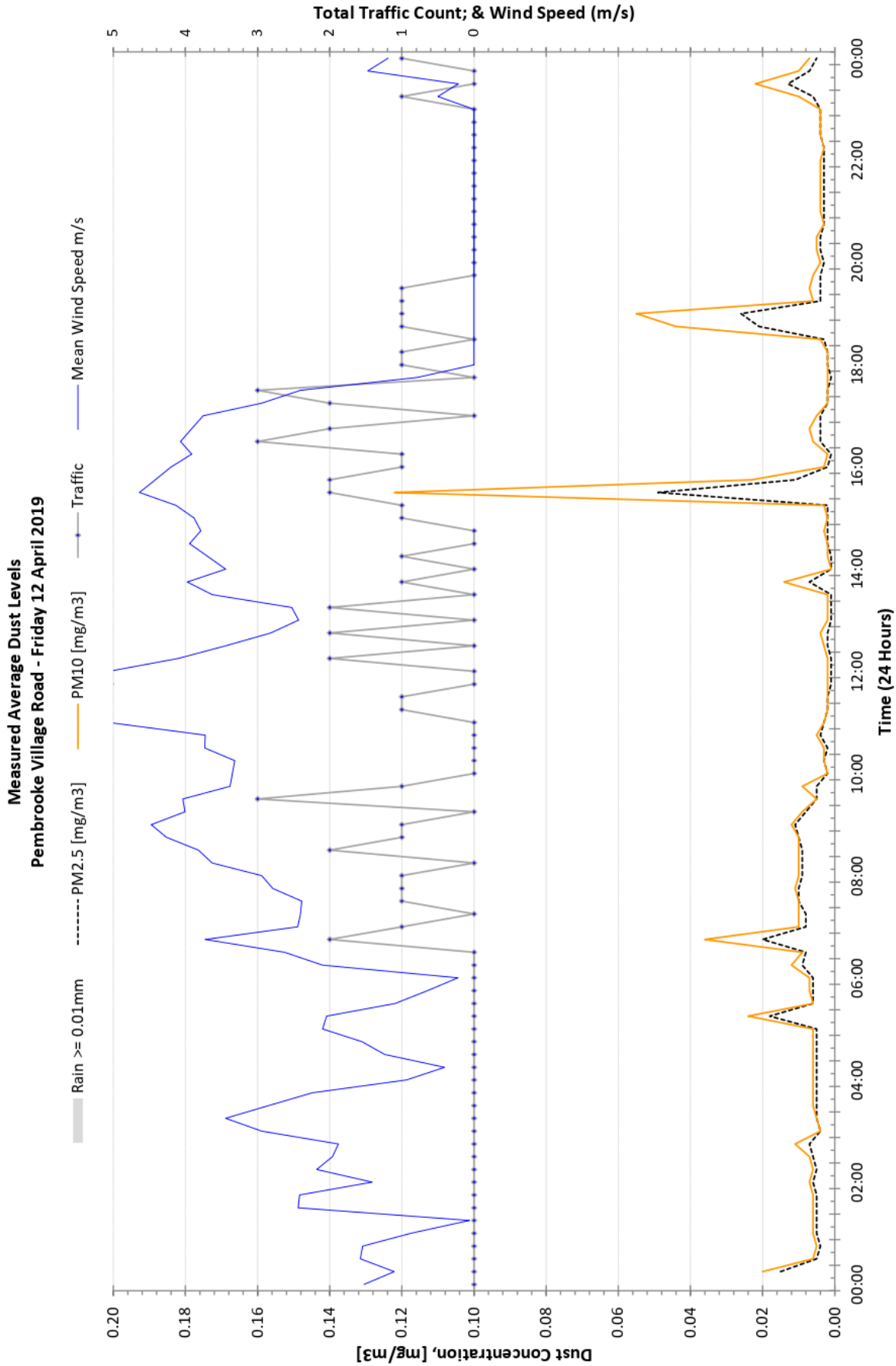
17/07/2019 at 3:58 P

3 of 9

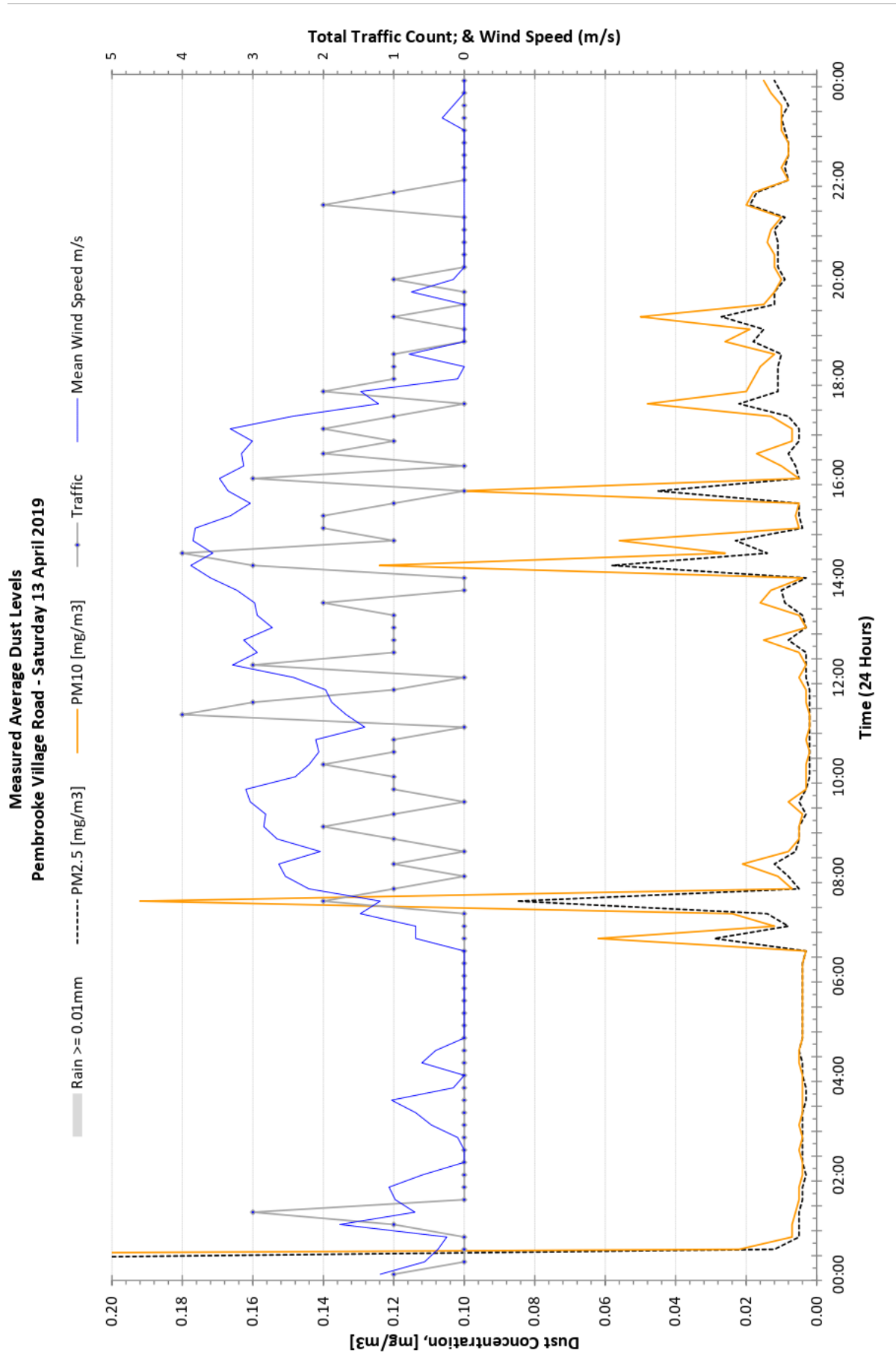
MHC - Dust Monitoring Charts Pembroke Village Road.xlsm







17/07/2019 at 3:58 P

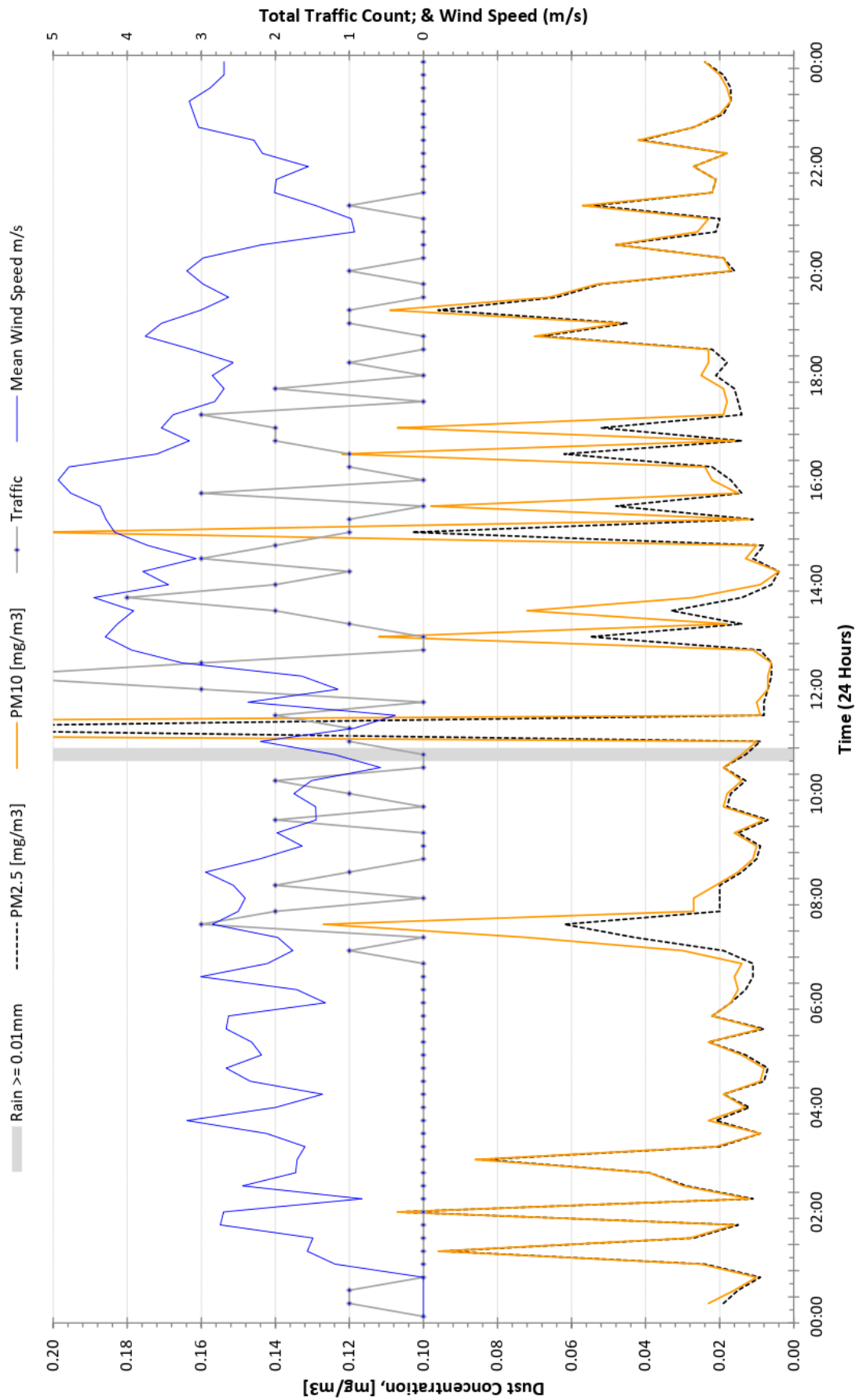


17/07/2019 at 3:58 P

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MHC - Dust Monitoring Charts Pembroke Village Road.xlsm

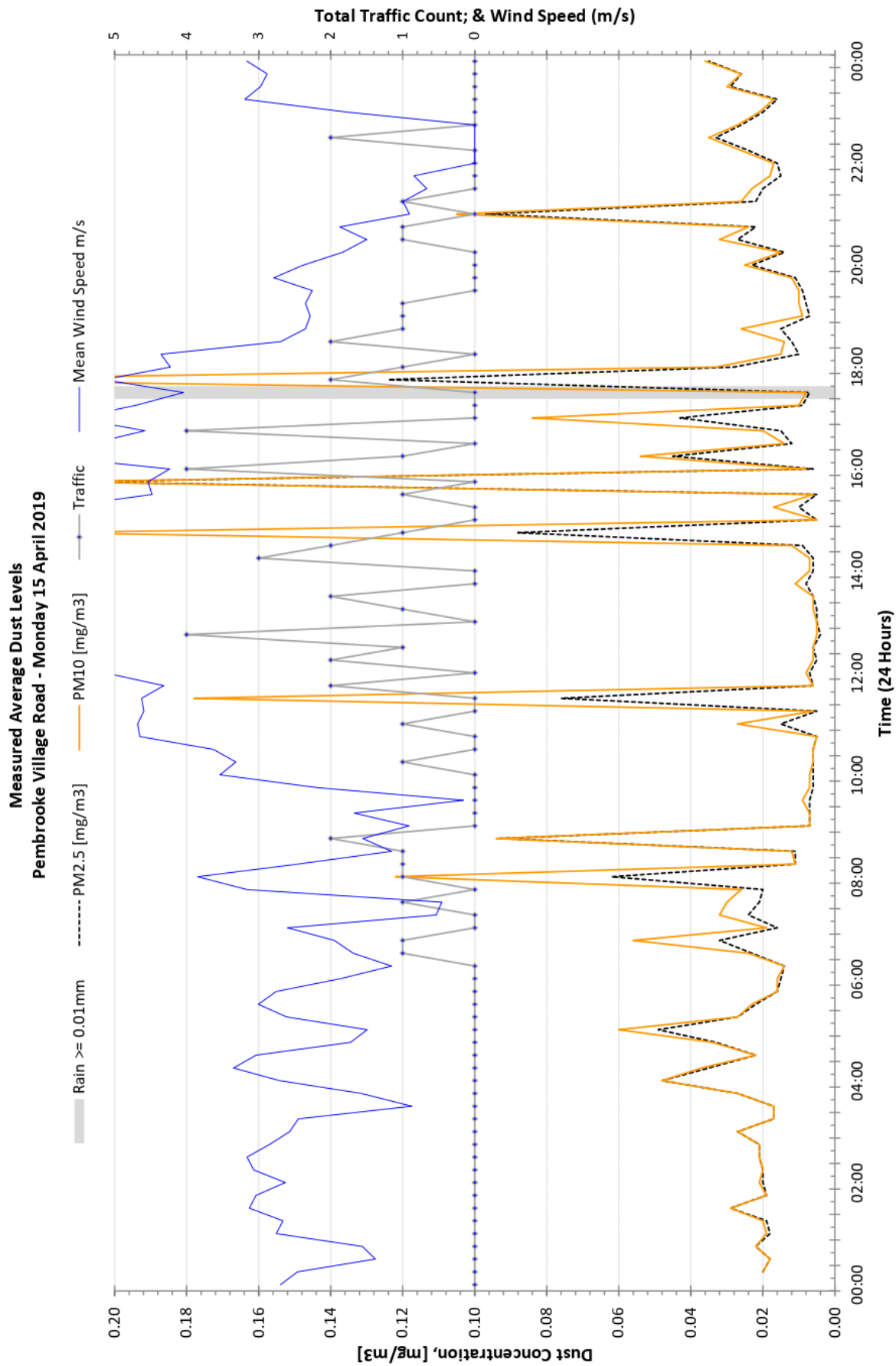
Measured Average Dust Levels  
Pembroke Village Road - Sunday 14 April 2019



17/07/2019 at 3:58 P

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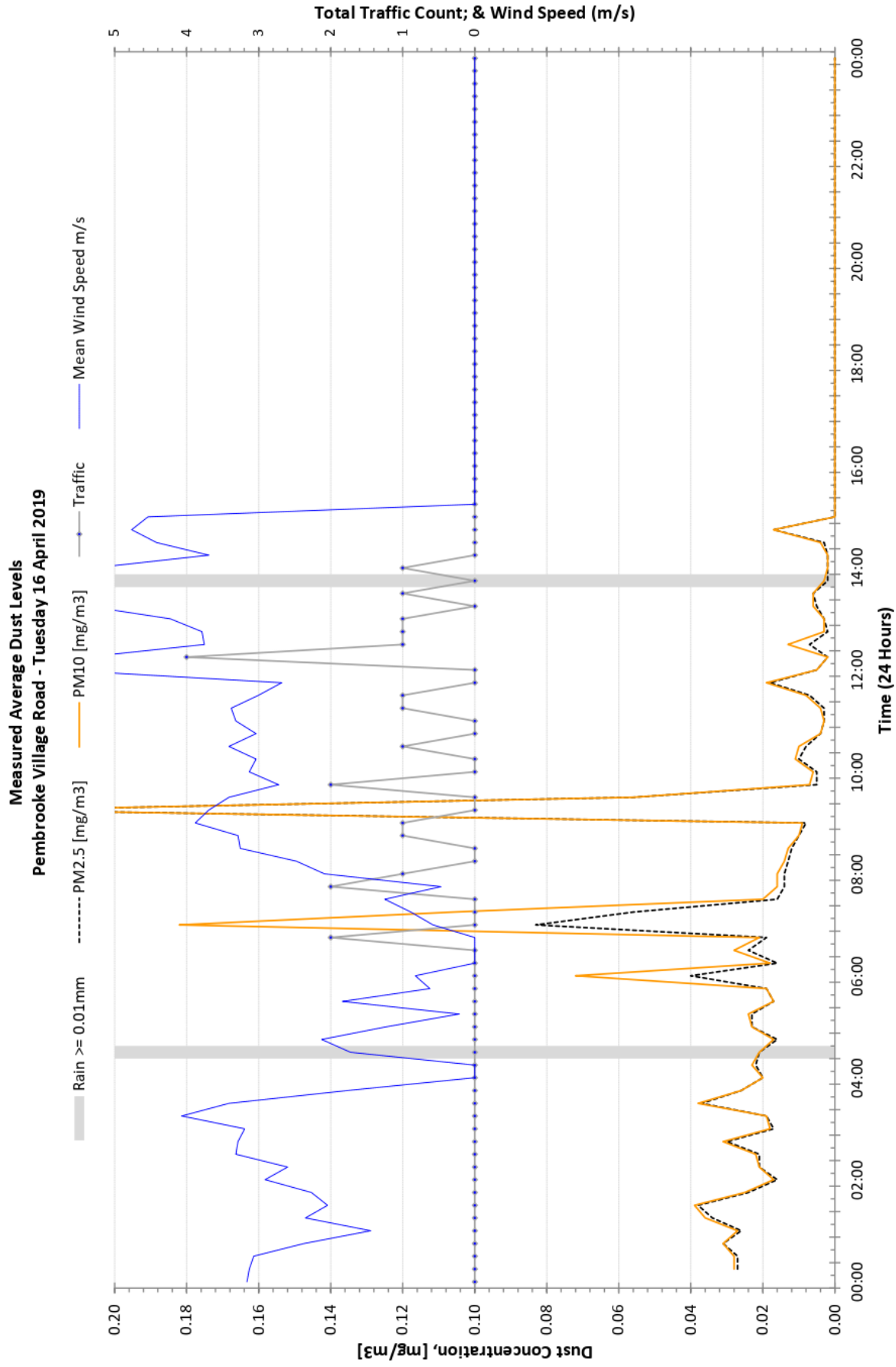
MHC - Dust Monitoring Charts Pembroke Village Road.xlsm



17/07/2019 at 3:58 P

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MHC - Dust Monitoring Charts Pembroke Village Road.xlsm





74 Bril Bril Road, Rollands Plains

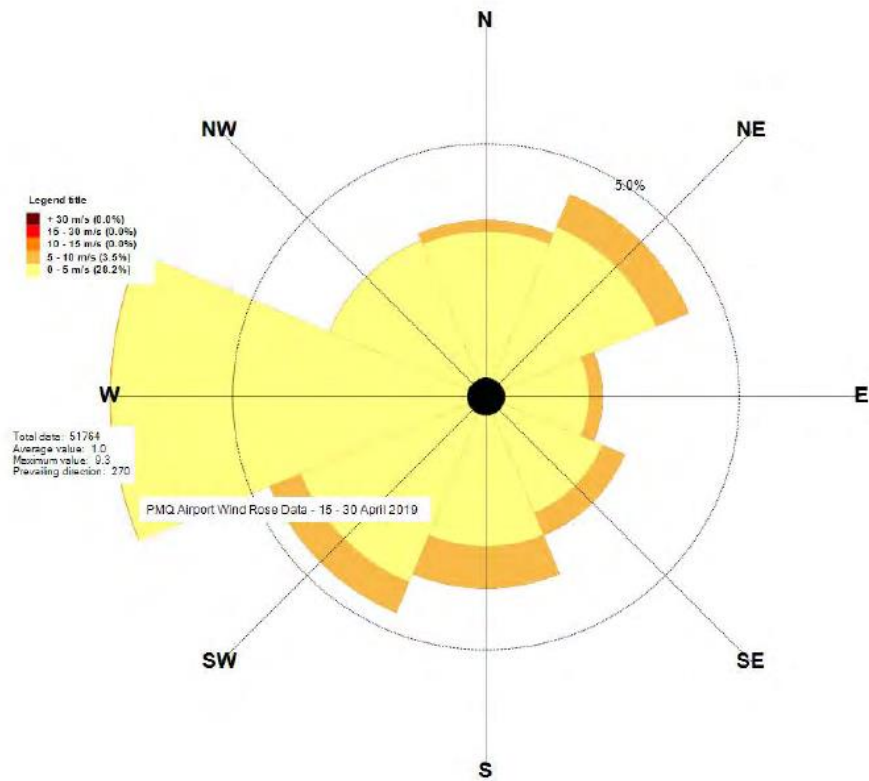
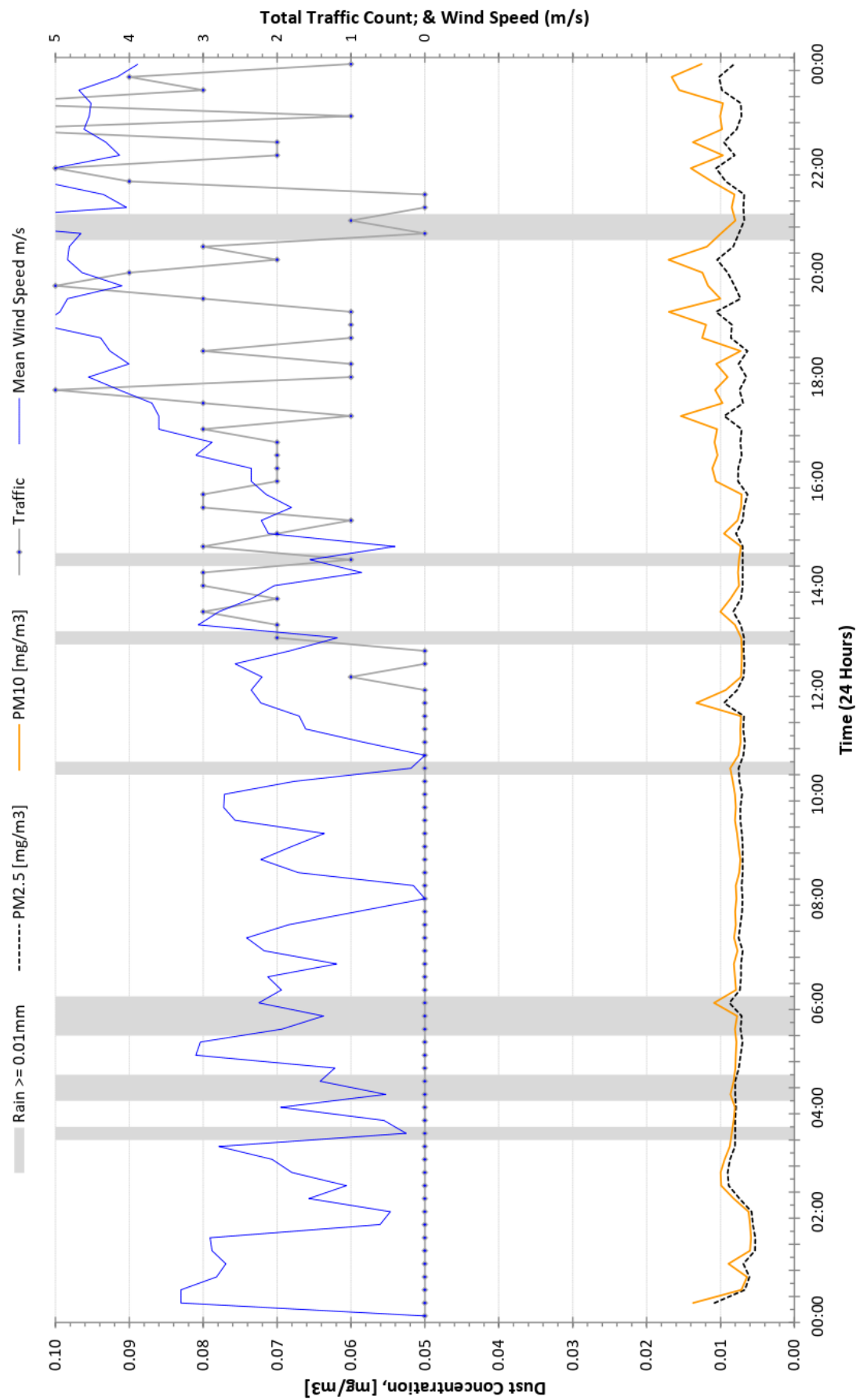
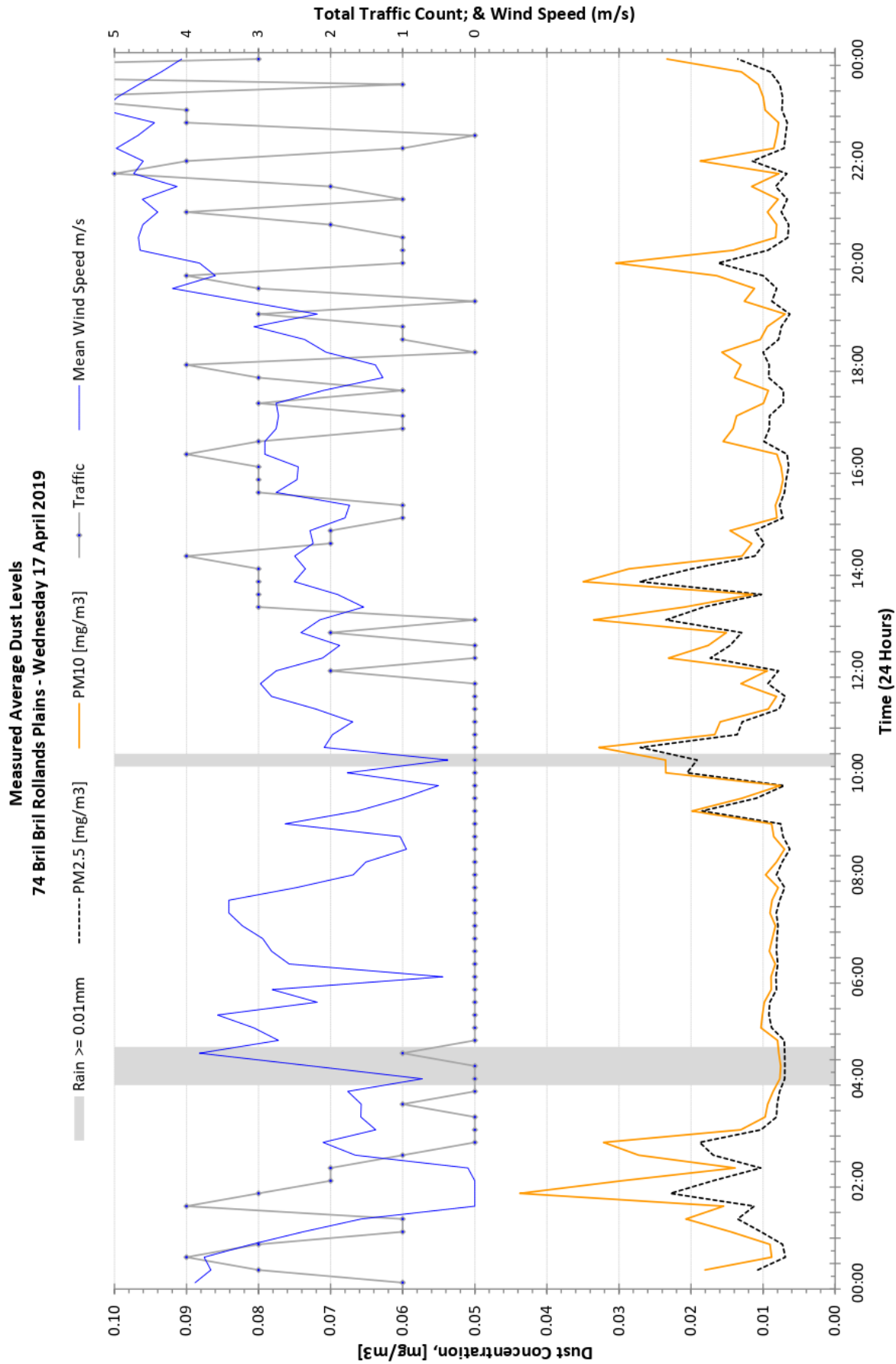


Figure C7 Wind rose data corresponding to real-time monitoring period between 15/04/19 to 30/04/19.

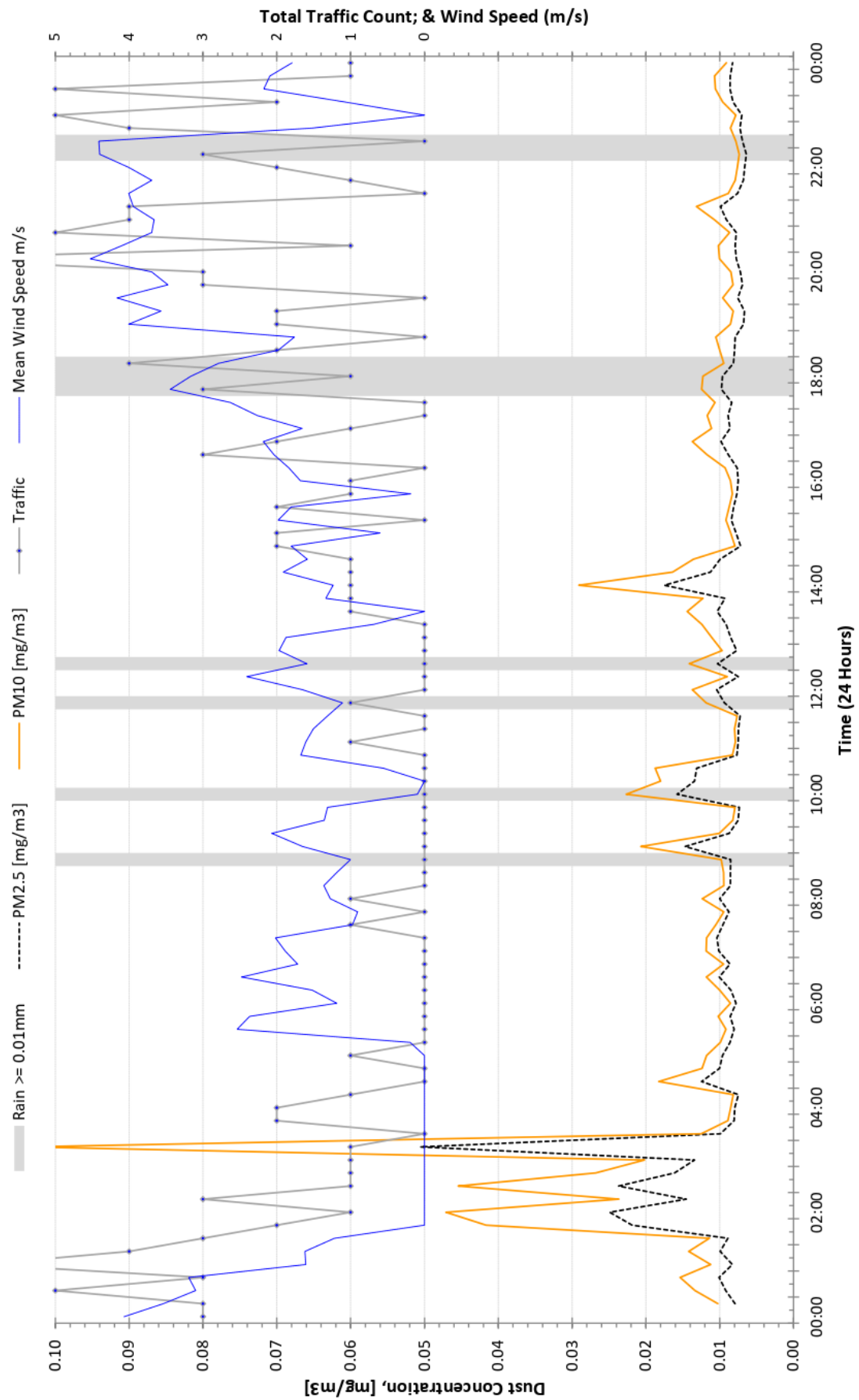
Measured Average Dust Levels  
74 Bril Bril Rollands Plains - Tuesday 16 April 2019



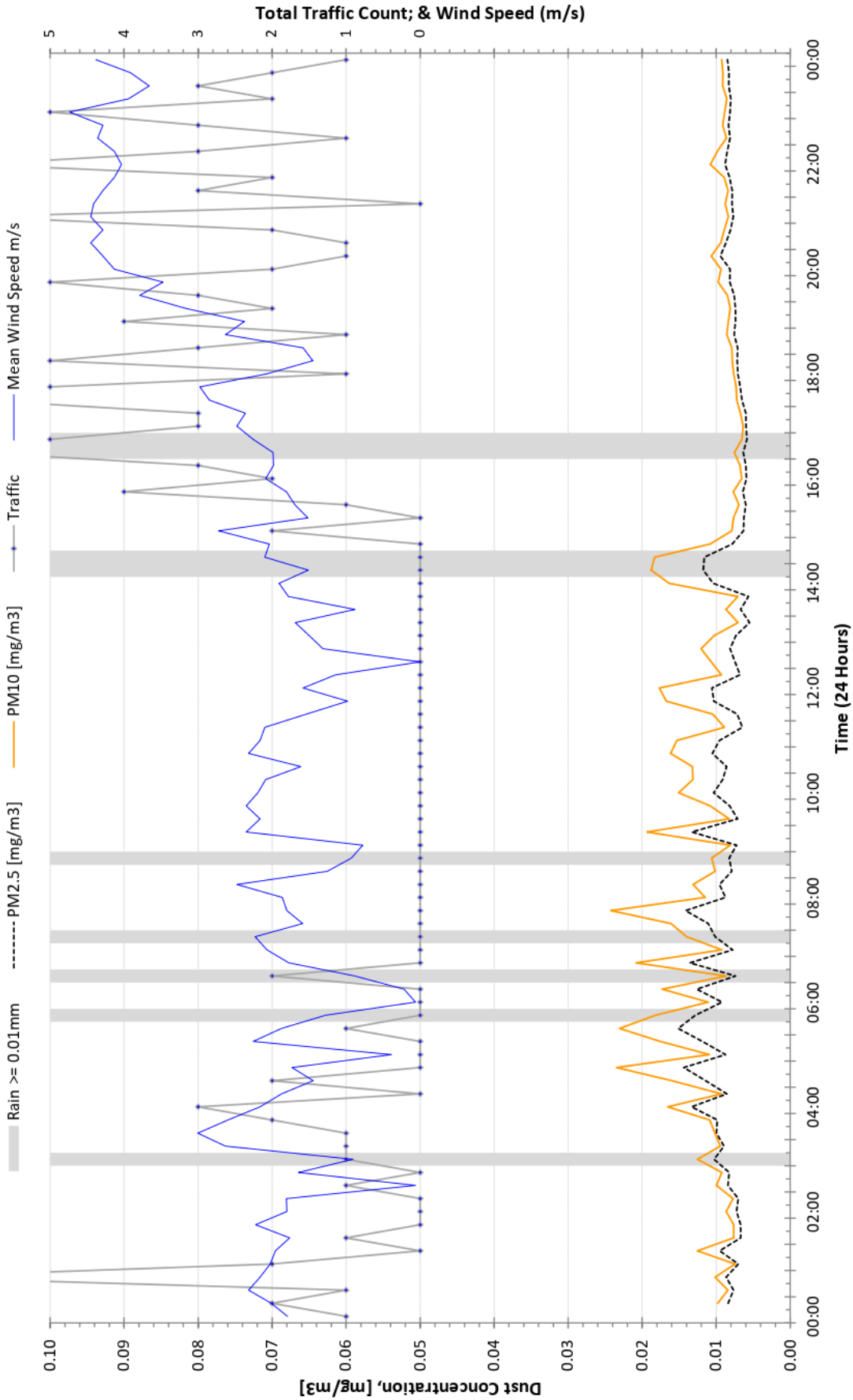




Measured Average Dust Levels  
74 Bril Bril Rollands Plains - Thursday 18 April 2019



Measured Average Dust Levels  
74 Bril Bril Rollands Plains - Friday 19 April 2019

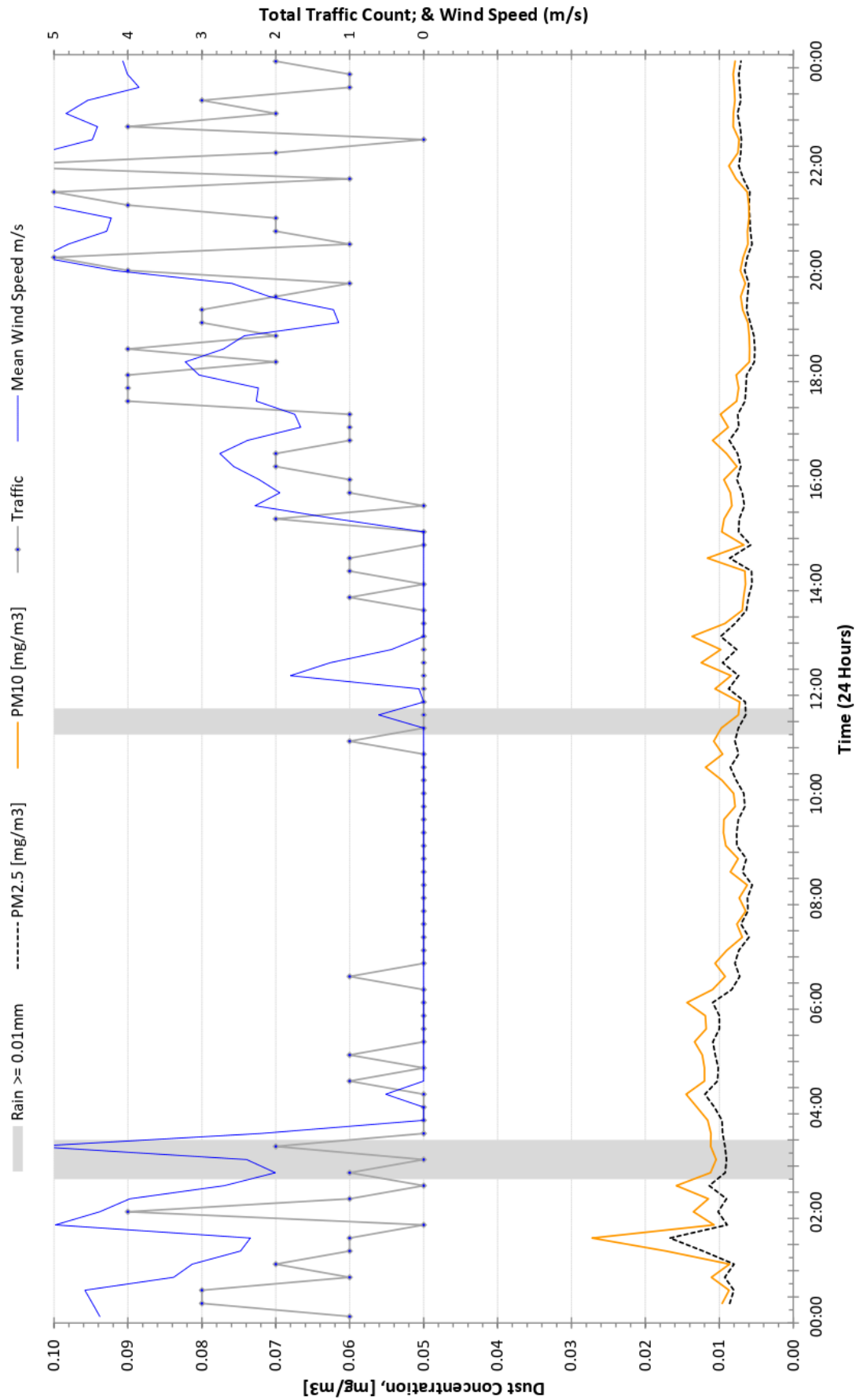


17/07/2019 at 3:48 P

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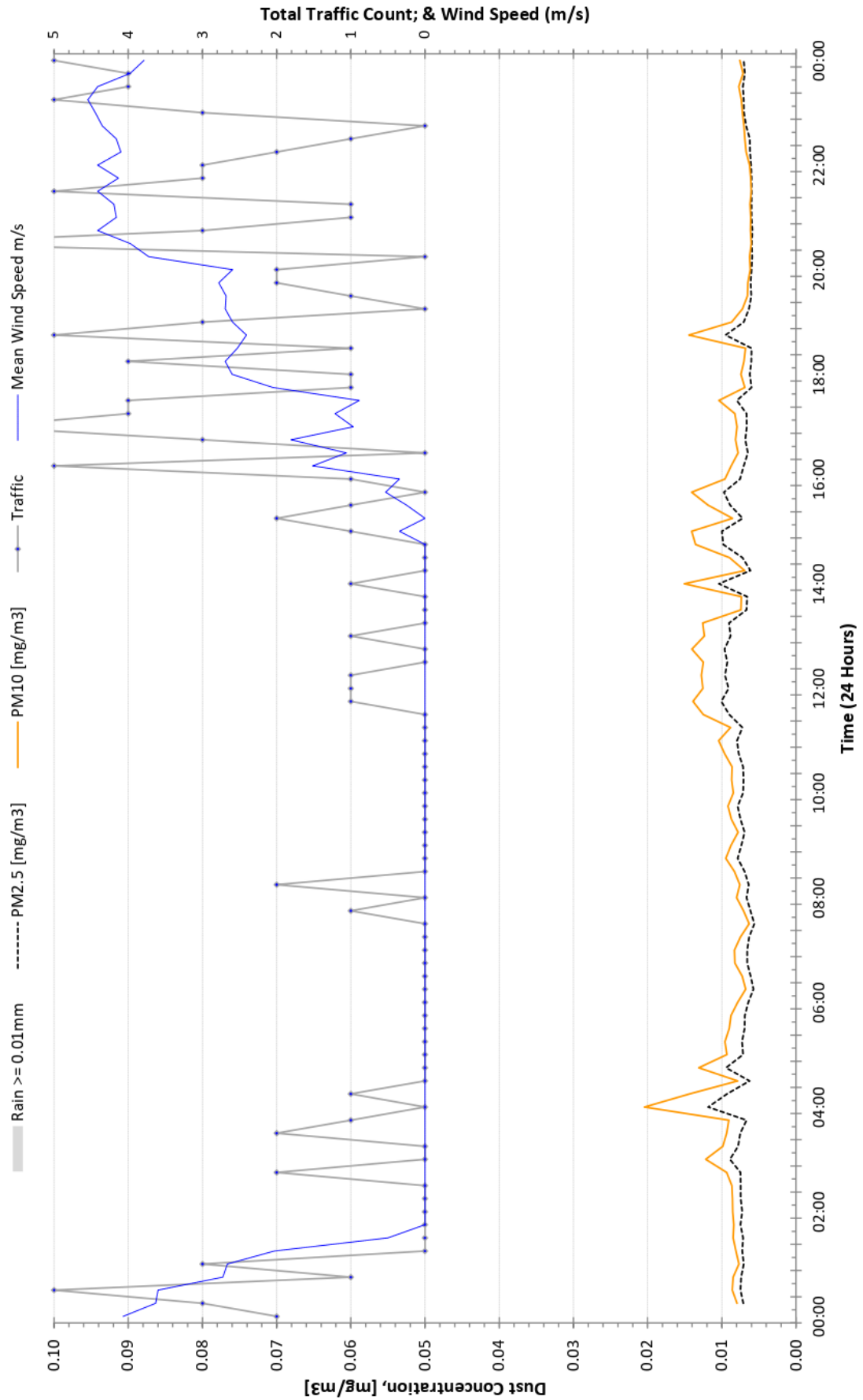
MHC - Dust Monitoring Charts 74 Bril Bril.xlsx

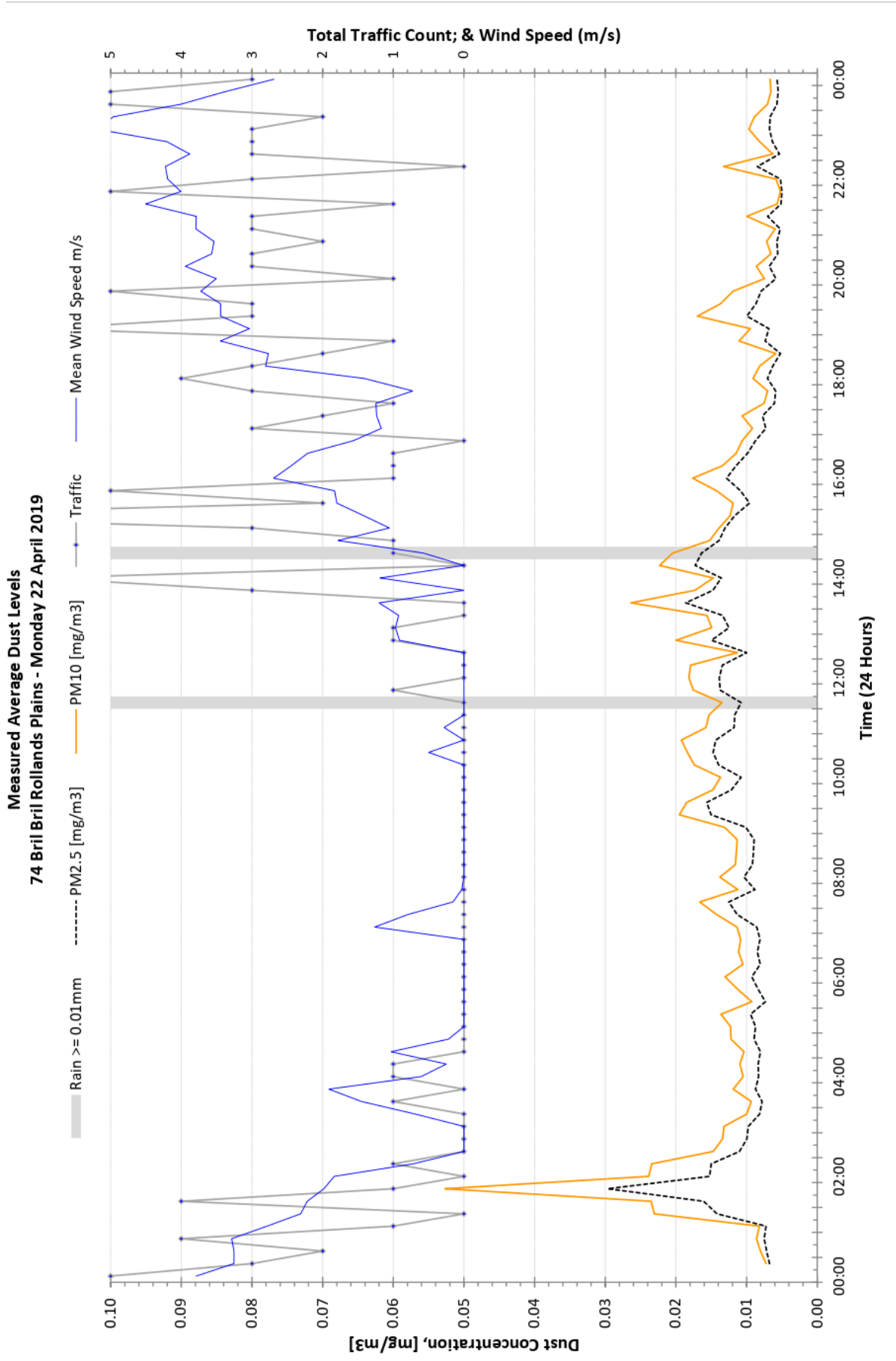
Measured Average Dust Levels  
74 Bril Bril Rollands Plains - Saturday 20 April 2019



17/07/2019 at 3:48 P

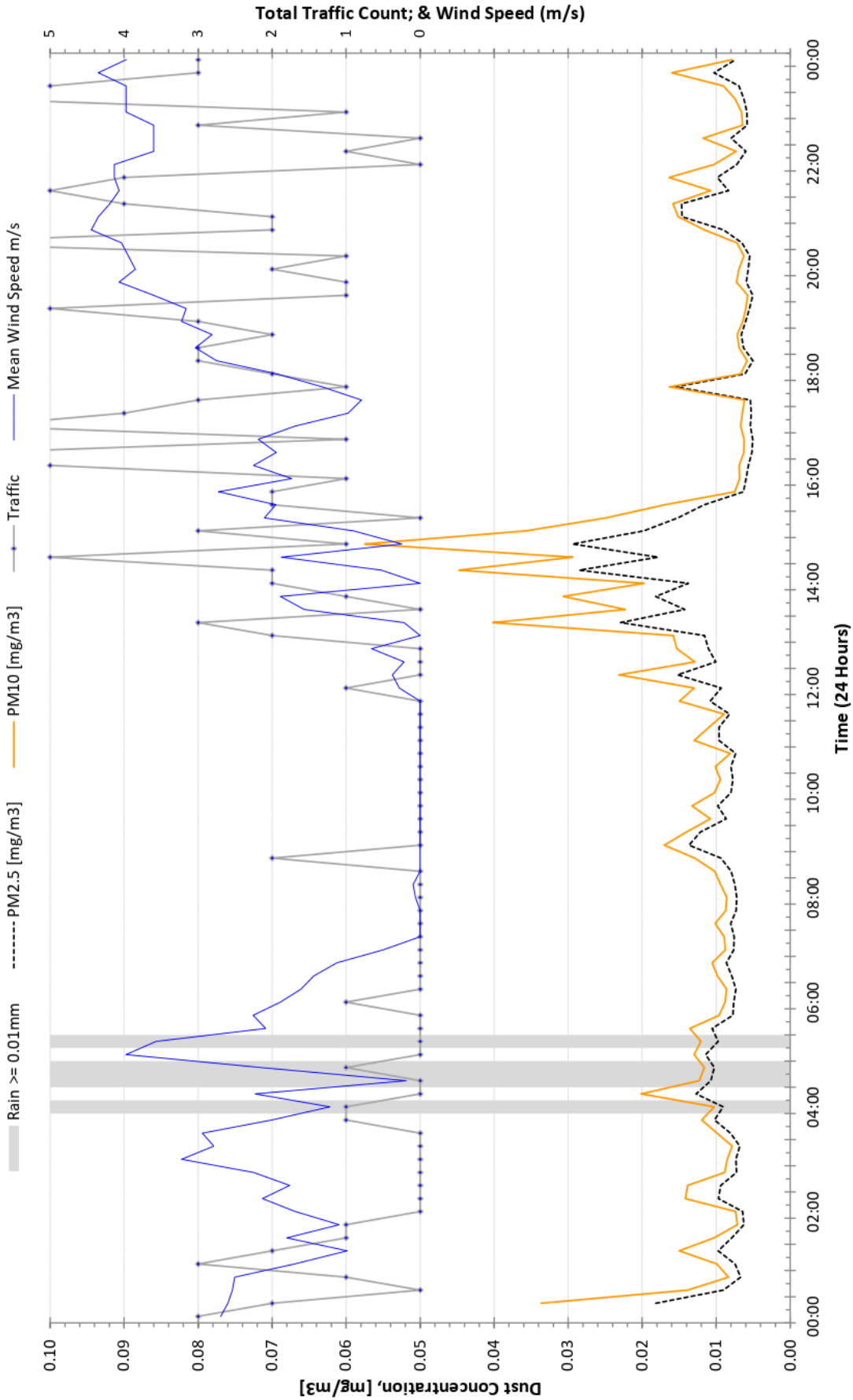
Measured Average Dust Levels  
74 Bril Bril Rollands Plains - Sunday 21 April 2019





17/07/2019 at 3:48 P

Measured Average Dust Levels  
74 Bril Bril Rollands Plains - Tuesday 23 April 2019

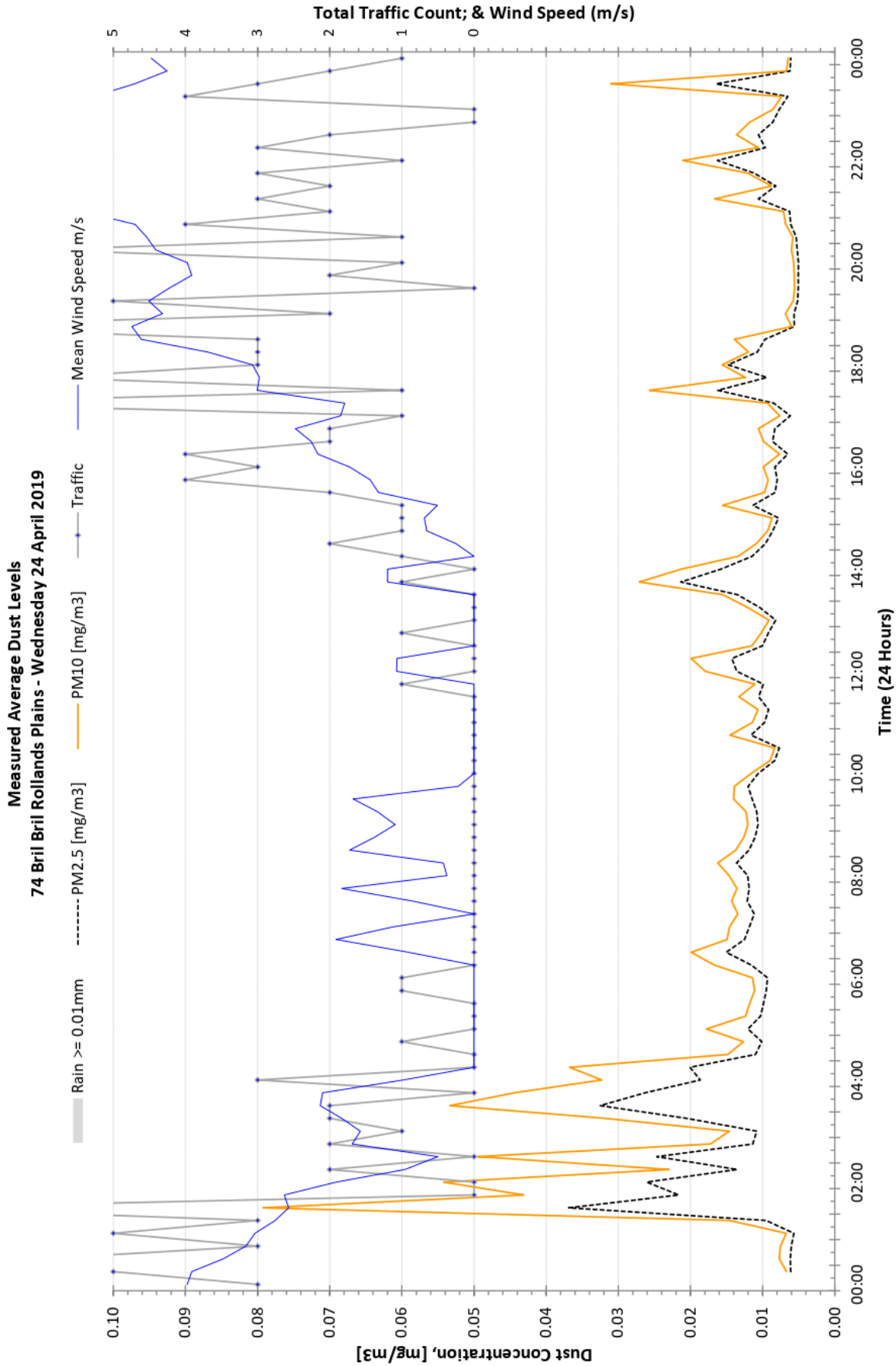


17/07/2019 at 3:48 P

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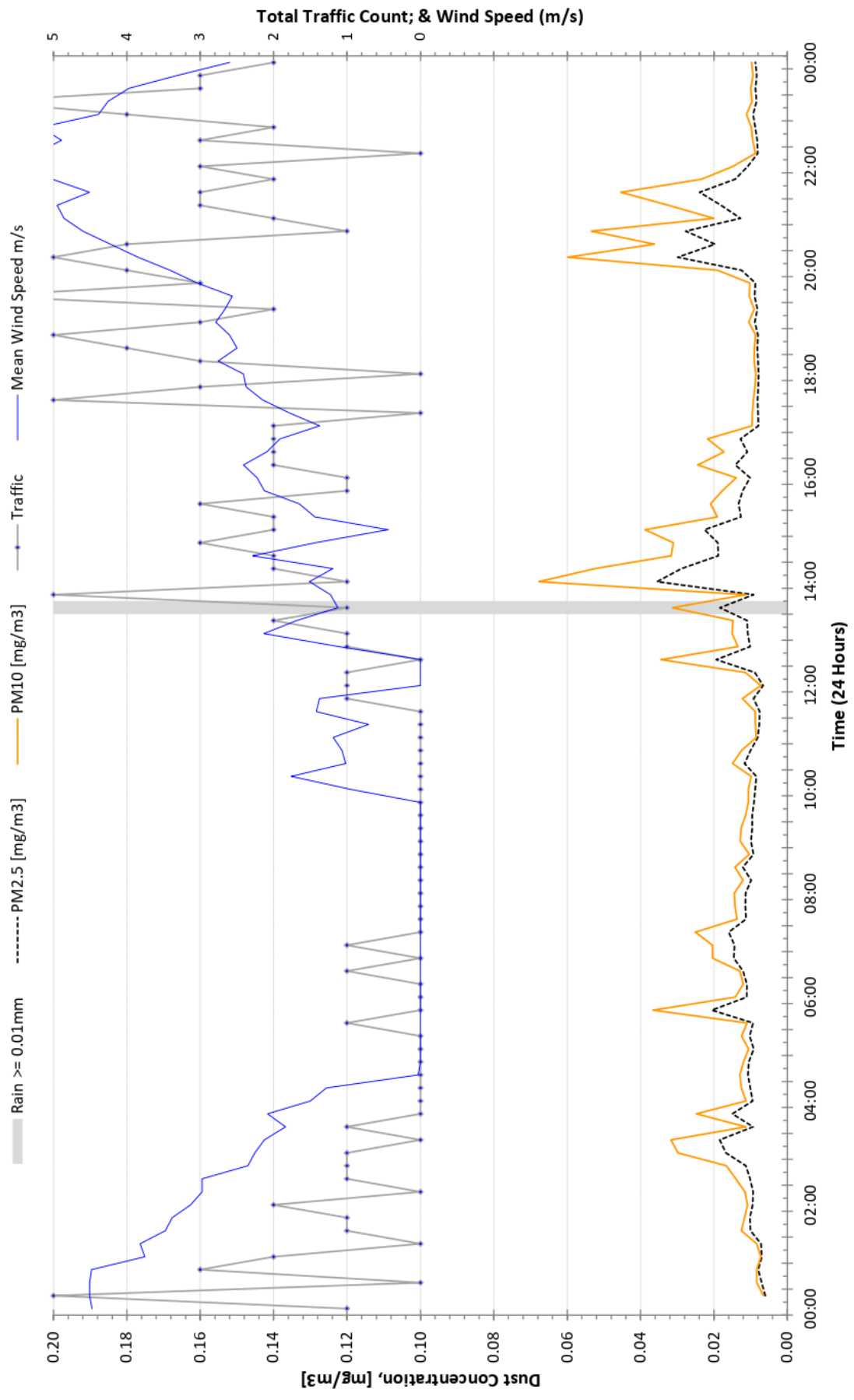
MHC - Dust Monitoring Charts 74 Bril Bril.xlsx





17/07/2019 at 3:48 P

Measured Average Dust Levels  
74 Bril Bril Rollands Plains - Thursday 25 April 2019



17/07/2019 at 3:48 P

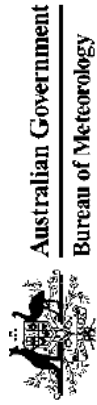
10 of 10

MHC - Dust Monitoring Charts 74 Bril Bril.xlsx



Annex E

# BoM Weather Data



## Port Macquarie, New South Wales December 2018 Daily Weather Observations

Date	Day	Temps		Rain	Evap	Sun	Max wind gust			9am				3pm							
		Min °C	Max °C				Dirn	Spd km/h	Time local	Temp °C	RH %	Cld eighths	Dirn	Spd km/h	MSLP hPa	Temp °C	RH %	Cld eighths	Dirn	Spd km/h	MSLP hPa
1	Sa	13.2	27.9	1.8			SE	33	12:41	22.6	71		WSW	9	1011.1	26.4	56		SSE	20	1009.6
2	Su	13.3	35.3	0.2			SSW	67	20:32	23.8	55	7	NNW	11	1004.8	30.7	52	4	ENE	20	997.7
3	Mo	17.5	26.0	0			SSW	52	23:17	23.5	57	6	SSW	20	1010.4	25.3	49		E	20	1008.7
4	Tu	13.3	28.3	0			SE	35	10:15	23.9	57		NW	9	1013.8	25.5	59	1	SSE	22	1014.2
5	We	17.7	25.2	0.2			S	37	10:06	22.9	66	8	ESE	13	1020.8	23.2	56	8	SE	17	1020.8
6	Th	16.9	25.2	0.4			E	39	13:17	22.0	60	8	ENE	17	1023.7	24.1	49	1	ENE	20	1023.3
7	Fr	15.3	25.5	2.0			NE	41	12:18	23.0	61	8	NNW	9	1024.4	24.4	50		NE	26	1022.4
8	Sa	11.6	26.6	0			NE	48	13:10	22.1	63	7	NNE	17	1022.8	24.7	60		NE	31	1020.0
9	Su	16.2	26.9	0			ENE	46	13:03	24.1	61		N	24	1019.4	25.4	64		NE	31	1017.1
10	Mo	17.3	29.2	0			ENE	28	11:53	24.0	68		N	17	1014.9	27.1	59		ENE	19	1014.2
11	Tu	17.9	25.3	0			S	24	04:35	23.2	77	7	SW	13	1017.8	23.9	79	8	WSW	9	1017.0
12	We	18.4	25.1	2.2			ENE	28	12:44	22.1	90	8	SSW	9	1015.5	23.0	84	8	ENE	19	1012.6
13	Th	19.6	29.5	0.6			NNE	48	13:21	23.1	82	8	NNE	15	1006.5	28.2	64	6	NNE	30	1002.0
14	Fr	20.4	31.4	6.0			NNE	56	14:51	26.8	71		NNE	22	1002.3	29.3	64	3	NNE	24	1001.0
15	Sa	23.5	29.6	0			NNE	69	15:04	27.7	75	8	NNE	20	1007.8	27.6	77	7	NNE	33	1006.0
16	Su	23.2	26.5	0			NNE	48	23:03	24.6	84	7	NNE	26	1011.4	23.8	91	8	NE	24	1010.0
17	Mo	19.1	28.0	21.0			NNE	50	14:08	25.0	73		N	19	1010.7	26.0	74	4	NE	35	1009.4
18	Tu	19.1	28.1	0			NE	37	13:40	25.5	73	1	NNE	13	1012.7	26.8	72		NE	24	1011.6
19	We	21.8	29.1	0			NNE	30	22:15	24.5	82	8	N	7	1013.5	27.8	67		NE	19	1011.2
20	Th	20.7	31.2	5.6			SW	80	19:39	25.3	83	1	NNE	4	1008.1	29.1	64		ENE	19	1004.7
21	Fr	19.5	27.5	10.4			SSW	39	13:13	25.4	76		SSW	17	1005.8	25.3	75	8	S	19	1004.6
22	Sa	19.9	26.3	2.0			SSW	65	16:35	23.9	79		SSE	26	1007.2	23.6	57		S	39	1009.4
23	Su	15.6	25.4	0			SSW	50	10:38	20.7	65	8	SW	22	1018.5	23.5	56	1	SSW	26	1018.7
24	Mo	14.8	25.8	1.4			E	31	13:26	21.5	67	1	WSW	9	1021.7	24.5	60		NE	22	1020.2
25	Tu	12.8	27.4	0			ENE	41	12:30	23.4	63		N	22	1019.5	26.1	55		ENE	28	1017.2
26	We	13.7	27.9	0			NE	41	12:08	23.3	67		N	20	1017.9	27.0	53		NE	22	1016.3
27	Th	17.2	28.1	0			NE	39	12:26	23.9	63		NNE	24	1016.5	27.5	54		NE	24	1014.1
28	Fr	16.4	29.2	0			NE	50	15:16	25.0	54		NNE	22	1016.2	28.3	55		NE	28	1014.8
29	Sa	20.2	30.3	0			NE	50	15:03	24.3	56		N	26	1018.0	28.8	54		NE	28	1015.4
30	Su	19.9	31.1	0			NNE	44	11:44	26.2	66		N	22	1017.5	30.0	58		NE	28	1014.7
31	Mo	20.6	30.9	0			NNE	43	07:01	26.3	63		NNE	28	1015.4	29.4	55		NE	24	1011.6
Statistics for December 2018																					
Mean		17.6	28.1							24.0	68	6		17	1014.4	26.3	62	5		24	1012.6
Lowest		11.6	25.1							20.7	54	1	NNE	4	1002.3	23.0	49	1	WSW	9	997.7
Highest		23.5	35.3	21.0			SW	80		27.7	90	8	NNE	28	1024.4	30.7	91	8	S	39	1023.3
Total				53.8																	

Observations were drawn from Port Macquarie Airport AWS (station 060139).

Some cloud observations are from automated equipment; these are somewhat different to those made by a human observer and may not appear every day.

IDCJDW2115 201812 Prepared at 13:00 UTC on 6 Jun 2019

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# Port Macquarie, New South Wales January 2019 Daily Weather Observations



Date	Day	Temps		Rain	Evap	Sun	Max wind gust			9am				3pm							
		Min °C	Max °C				Dirn	Spd km/h	Time local	Temp °C	RH %	Cld eighths	Dirn	Spd km/h	MSLP hPa	Temp °C	RH %	Cld eighths	Dirn	Spd km/h	MSLP hPa
1	Tu	20.4	30.0	0			NNE	37	15:47	22.0	85	8	ENE	11	1013.3	29.7	59		ENE	20	1010.6
2	We	20.3	30.4	0			NE	43	13:16	25.8	63		N	19	1012.9	28.8	49		NE	30	1011.1
3	Th	16.6	29.4	0			NE	44	13:19	24.8	65		ENE	11	1013.6	28.8	62		NE	31	1012.3
4	Fr	20.4	30.9	0			NNE	52	16:38	26.7	70		NNE	26	1014.4	29.8	59		NNE	30	1012.4
5	Sa	21.1	33.7	0			NNE	50	16:18	27.2	59		N	24	1012.9	30.8	53		NE	26	1008.9
6	Su	18.8	28.7	0			S	50	09:49	26.8	67		SSE	9	1014.0	26.7	67	6	S	26	1015.1
7	Mo	20.9	30.3	0.6			NE	33	15:47	24.2	86	8	SSW	13	1017.7	28.2	67	8	ENE	20	1016.0
8	Tu	19.3	29.7	0			NNE	46	14:31	24.7	76	7	N	15	1015.7	27.1	60	6	NNE	28	1012.5
9	We	19.1	32.0	0			N	30	23:55	25.1	74		NW	7	1011.8	30.0	51	7	ENE	19	1010.4
10	Th	18.2	30.4	0			ENE	33	13:10	27.0	70	2	ESE	11	1016.1	29.3	67		ENE	22	1014.9
11	Fr	18.3	30.2	0			ENE	46	12:49	27.3	70	2	N	20	1018.9	28.9	61		NE	31	1016.9
12	Sa	20.6	30.5	0			ENE	44	12:15	26.9	52		N	26	1017.7	27.7	58		NE	30	1015.8
13	Su	14.9	30.2	0			E	35	12:11	25.6	67		NNE	11	1017.9	28.5	63		ENE	26	1018.0
14	Mo	16.0	29.3	0			NE	35	12:04	25.6	67	2	N	13	1019.1	28.8	57	1	ENE	22	1016.9
15	Tu	17.8	30.9	0			ENE	44	13:23	26.2	64		NNE	19	1016.0	28.6	62		NE	31	1013.3
16	We	20.8	31.6	0			NNE	48	16:26	27.3	63		NNE	22	1011.7	30.8	53		NE	26	1010.1
17	Th	22.1	31.5	0			NE	44	11:07	27.4	65		NNE	26	1013.9	29.9	56		NE	30	1011.3
18	Fr	22.4	32.5	0			NE	39	14:12	27.5	60		N	22	1014.4	31.2	53		NE	24	1011.4
19	Sa	21.2	34.6	0			SSE	52	13:45	27.8	65		WSW	6	1013.8	28.8	68		S	35	1014.0
20	Su	24.0	30.7	0			SW	30	23:14	25.2	87	7	WSW	11	1019.6	29.3	67	5	SE	19	1017.6
21	Mo	24.0	29.3	0.4			E	26	11:15	26.6	80	5	ENE	13	1018.6	24.9	92	8	ENE	9	1017.6
22	Tu	21.9	30.1	7.4			N	43	13:45	26.3	85	5	NNE	17	1017.0	28.3	70	4	N	28	1014.2
23	We	19.4	32.5	0			S	30	19:33	25.9	79		NW	4	1011.7	32.1	50		ENE	19	1008.8
24	Th	22.7	30.9	0			SSE	33	12:10	26.8	74	7	SE	19	1015.1	30.1	68	3	SE	20	1014.3
25	Fr	20.2	31.3	0			NNE	44	15:13	26.8	83	5	NNE	15	1015.2	30.2	67		NE	28	1011.8
26	Sa	22.0	33.7	0			NNE	35	19:09	27.7	70		N	15	1010.6	32.5	53		NE	22	1007.9
27	Su	21.0	32.8	0			NNE	39	17:50	26.7	69		N	13	1009.3	31.3	53		ENE	20	1007.5
28	Mo	20.5	31.4	0			NNE	59	13:35	25.2	75		NNE	13	1014.2	29.2	57		NE	41	1013.4
29	Tu	21.1	31.1	0			NNE	52	17:07	26.8	69		N	20	1016.4	29.7	53		NNE	30	1013.8
30	We	22.3	32.2	0			NE	57	13:41	27.2	63		N	26	1015.8	29.0	62		NNE	39	1012.8
31	Th	21.4	33.6	0			N	30	08:13	26.0	69		N	19	1012.5	30.5	56	1	NE	19	1009.3
Statistics for January 2019																					
Mean		20.3	31.2							26.2	70	5		16	1014.9	29.3	60	4		25	1012.9
Lowest		14.9	28.7							22.0	52	2	NW	4	1009.3	24.9	49	1	ENE	9	1007.5
Highest		24.0	34.6	7.4			NNE	59		27.8	87	8	#	26	1019.6	32.5	92	8	NE	41	1018.0
Total				8.4																	

Observations were drawn from Port Macquarie Airport AWS (station 060139).

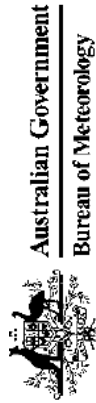
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IDCJDW2115 201901 Prepared at 13:00 UTC on 5 Jun 2019

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# Port Macquarie, New South Wales February 2019 Daily Weather Observations



Date	Day	Temps		Rain	Evap	Sun	Max wind gust			9am			3pm		
		Min	Max				Dirn	Spd	Time	Temp	RH	Cld	Dirn	Spd	MSLP
		°C	°C	mm	mm	hours		km/h	local	°C	%	eighths		km/h	hPa
1	Fr	21.8	26.3	0			WSW	43	05:23	23.4	83	8	SW	26	1017.0
2	Sa	19.3	30.4	2.8			ENE	31	15:04	24.0	84		SSW	4	1017.8
3	Su	16.7	29.9	0			NE	41	14:52	25.5	74	2	W	6	1017.0
4	Mo	19.0	30.9	0			NE	46	16:30	25.4	67		N	15	1014.3
5	Tu	18.9	30.2	0			ENE	35	12:42	26.8	68		N	11	1014.7
6	We	16.5	30.3	0			ENE	35	12:03	24.3	81	5	NW	11	1015.6
7	Th	18.0	29.9	0.2			ENE	35	11:56	24.9	76	4	NNW	6	1015.6
8	Fr	20.6	31.8	0			ENE	50	13:26	26.2	66		N	20	1010.4
9	Sa	19.0	34.7	0.4			NNE	48	16:45	25.5	70		N	24	1003.1
10	Su	16.1	28.1	1.8			SSE	37	11:49	23.8	55		SW	17	1007.3
11	Mo	13.6	30.5	0			NE	48	13:48	24.5	65		N	11	1008.6
12	Tu	15.8	39.7	0			WSW	48	13:47	24.1	79		NW	11	1003.2
13	We	17.5	29.4	0			S	59	13:20	23.9	64	8	WNW	7	1001.7
14	Th	20.4	25.7	13.8			SE	41	00:16	22.7	61	8	SSE	13	1017.5
15	Fr	16.8	27.5	0.4			SSE	35	14:46	22.3	63	3	W	9	1022.8
16	Sa	15.8	28.6	0			E	31	15:07	19.9	76	8	WNW	7	1021.1
17	Su	14.4	29.7	0			NE	46	14:03	23.2	69		NW	9	1015.6
18	Mo	16.6	29.8	0			NE	46	12:39	25.5	65		N	17	1012.5
19	Tu	16.4	31.1	0			NE	39	13:06	24.7	74		N	17	1007.6
20	We	17.8	29.3	0.2			ENE	35	13:36	23.9	78	5	W	6	1010.1
21	Th	21.0	29.9	0.2			SSE	41	14:24	23.9	94	8	S	11	1012.2
22	Fr	20.6	27.3	19.8			SSE	61	17:52	24.8	63	2	S	28	1016.1
23	Sa	18.9	26.7	2.2			SSW	63	12:08	23.3	58	8	SSW	24	1017.8
24	Su	18.6	26.3	0.4			SSW	50	14:32	20.4	79	8	SW	13	1024.3
25	Mo	17.9	26.6	0.6			SSE	35	13:01	19.8	82	8	WSW	9	1026.3
26	Tu	17.4	27.1	4.0			NE	31	16:28	20.6	87	8	WNW	7	1022.9
27	We	15.3	28.2	0.2			E	30	15:07	20.3	86	8	SSW	9	1022.1
28	Th	15.3	27.1	1.2			ENE	30	19:22	20.3	84	8	SW	11	1024.4
Statistics for February 2019															
Mean		17.7	29.4							23.5	73	6		12	1015.0
Lowest		13.6	25.7							19.8	55	2	SSW	4	1001.7
Highest		21.8	39.7	19.8			SSW	63		26.8	94	8	S	28	1026.3
Total				48.2											

Observations were drawn from Port Macquarie Airport AWS (station 060139)

Some cloud observations are from automated equipment; these are somewhat different to those made by a human observer and may not appear every day.

IDCJDW2115 201902 Prepared at 13:00 UTC on 4 Jun 2019  
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# Port Macquarie, New South Wales March 2019 Daily Weather Observations

Date	Day	Temps		Rain	Evap	Sun	Max wind gust			9am			3pm		
		Min	Max				Dirn	Spd	Time	Temp	RH	Cld	Dirn	Spd	MSLP
		°C	°C	mm	mm	hours		km/h	local	°C	%	eighths		km/h	hPa
1	Fr	16.3	27.9	4.8			ENE	35	15:32	20.5	91	3	WNW	9	1024.9
2	Sa	16.5	27.6	1.4			E	35	12:07	21.9	88	1	W	9	1025.1
3	Su	16.2	27.1	3.6			ENE	30	14:10	20.3	94	8	W	9	1024.0
4	Mo	14.7	27.8	0.2			NE	39	14:38	21.3	89	1	W	2	1023.0
5	Tu	14.2	29.7	0			NE	46	15:38	23.0	75		N	15	1019.3
6	We	18.7	33.2	0			S	41	21:09	21.6	89		NW	6	1012.1
7	Th	19.4	21.4	1.0			S	44	03:13	20.6	84	8	SW	13	1020.4
8	Fr	18.2	27.0	1.4			NNE	37	16:07	21.3	84	8	NW	7	1022.6
9	Sa	20.6	30.8	0			NNE	43	14:17	23.5	86	7	N	13	1018.5
10	Su	19.4	28.6	32.0			SSE	22	10:27	22.6	92	8	WNW	6	1015.7
11	Mo	21.7	31.2	0			SSE	43	11:32	27.2	65		SSW	11	1009.5
12	Tu	17.7	31.5	0			SSE	28	11:44	21.1	97	7		Calm	1007.5
13	We	17.6	27.8	0			SE	35	07:18	25.3	77	8	SE	22	1014.4
14	Th	22.0	27.3	3.0			NE	37	12:12	24.0	86		NE	9	1014.7
15	Fr	19.2	27.3	0			S	43	16:32	23.8	80	1	WSW	15	1012.8
16	Sa	19.6	22.9	2.8			WSW	26	23:09	19.7	95	8	SW	7	1016.5
17	Su	18.4	26.2	11.8			ENE	24	13:54	20.0	88	7	NNW	7	1015.4
18	Mo	15.3	26.8	3.4			ENE	22	12:50	20.3	87	8	W	11	1013.8
19	Tu	18.3	27.0	2.4			SE	28	10:51	21.0	90		WNW	4	1011.8
20	We	15.4	27.6	0.2			S	31	12:27	20.8	87		W	7	1013.5
21	Th	16.6	28.3	0			SSE	35	13:57	22.6	81		WSW	9	1015.5
22	Fr	16.8	28.4	0			ESE	26	10:50	22.3	83		WSW	7	1017.4
23	Sa	16.6	29.6	2.4			E	20	13:17	20.1	88		W	7	1014.9
24	Su	19.9	33.8	1.2			WSW	30	20:10	23.9	85	2	N	9	1012.6
25	Mo	21.5	33.9	9.6			SSW	31	11:52	24.0	89	4	N	6	1011.5
26	Tu	22.4	26.9	0			SSE	35	08:55	23.0	87	8	SW	7	1014.2
27	We	19.8	25.6	0			SSE	31	01:22	22.5	54	8	S	13	1022.6
28	Th	17.8	27.0	0			ESE	26	12:43	19.9	80		W	9	1021.0
29	Fr	13.2	27.6	0.4			NE	39	14:22	19.4	84	8	NW	7	1016.3
30	Sa	19.3	27.8	0.4			N	43	03:21	24.1	78	8	NNE	30	1003.0
31	Su	7.9	23.4	11.2			WNW	33	08:55	16.2	44		WNW	9	1015.6
<b>Statistics for March 2019</b>															
Mean		17.8	28.0							21.9	83	6		9	1016.1
Lowest		7.9	21.4							16.2	44	1		Calm	1003.0
Highest		22.4	33.9	32.0			NE	46		27.2	97	8	NNE	30	1025.1
Total				93.2											

Observations were drawn from Port Macquarie Airport AWS (station 060139)

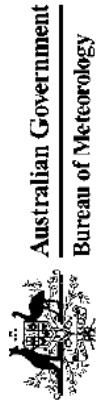
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IDCJDW2115 201903 Prepared at 13:00 UTC on 3 Jun 2019

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Port Macquarie, New South Wales  
April 2019 Daily Weather Observations

Date	Day	Temps		Rain	Evap	Sun	Max wind gust			9am				3pm							
		Min °C	Max °C				Dirn	Spd km/h	Time local	Temp °C	RH %	Cld eighths	Dirn	Spd km/h	MSLP hPa	Temp °C	RH %	Cld eighths	Dirn	Spd km/h	MSLP hPa
1	Mo	9.0	25.0	0			S	35	13:33	16.0	66		W	11	1022.2	23.8	57		SSE	19	1021.0
2	Tu	15.8	23.7	4.2			ESE	24	14:06	18.0	96	7	ESE	11	1026.3	23.4	63	8	E	13	1024.1
3	We	13.8	25.6	2.0			SE	28	13:38	18.9	83		W	11	1026.9	24.3	59	8	ESE	17	1024.7
4	Th	11.6	26.0	0			S	30	17:28	18.5	91	8	W	9	1027.9	25.4	51		SSE	15	1026.7
5	Fr	15.8	25.9	0.6			SSE	28	14:27	19.5	88	4	WSW	9	1027.6	25.0	58		S	15	1024.4
6	Sa	15.1	27.2	19.6			ENE	30	13:16	17.5	94	1	NNW	6	1023.8	26.0	60		NE	20	1019.1
7	Su	14.7	29.0	0			NE	31	15:42	21.7	75		NW	7	1020.5	28.3	51		NE	20	1016.5
8	Mo	13.9	31.1	0			ENE	26	13:54	22.8	71		NNW	4	1018.3	30.1	45		NE	20	1014.4
9	Tu	13.2	33.5	0			NNW	46	17:20	24.4	63		NW	7	1014.4	27.0	63	8	NE	11	1010.1
10	We	16.2	23.7	0			SSW	43	11:22	21.3	57	1	SW	17	1021.8	21.2	58	1	S	22	1021.3
11	Th	13.1	23.8	1.4			S	26	10:36	20.1	69		SSW	11	1025.2	22.3	53		SSE	13	1022.9
12	Fr	11.4	23.8	0			SSE	26	10:52	19.9	80	8	SSW	13	1025.5	23.4	61	7	SSE	15	1022.9
13	Sa	10.4	25.4	0			NE	20	12:58	21.1	67		WNW	11	1024.4	23.1	57	6	ESE	11	1021.6
14	Su	10.8	23.9	0			S	26	15:08	19.5	73	8	W	7	1023.7	23.1	56	8	S	15	1021.2
15	Mo	12.5	24.9	0.2			SSE	37	12:40	17.6	84	2	E	4	1023.3	21.3	66	8	SSE	20	1020.4
16	Tu	11.5	24.6	0.6			S	31	13:09	21.8	71		SW	13	1023.9	21.8	63	8	S	15	1021.8
17	We	15.2	25.1	5.6			SSE	35	13:05	21.5	80	5	SSW	11	1024.7	23.3	65	3	SE	17	1022.5
18	Th	15.5	25.4	5.4			SSE	26	13:15	21.1	76		WSW	11	1025.1	24.5	70		SE	17	1023.3
19	Fr	15.7	25.2	1.6			SE	30	12:21	20.5	89	8	SW	7	1027.7	20.9	91	6	NNE	4	1024.9
20	Sa	16.3	25.7	11.0			ENE	35	19:15	20.6	94	8	NNW	9	1026.5	25.1	67	1	ENE	15	1023.5
21	Su	15.1	25.8	11.2			ENE	28	13:20	19.4	98	8	W	9	1025.3	24.4	69		NE	17	1022.1
22	Mo	13.6	24.8	0			NE	24	13:38	18.4	92	3	WNW	6	1023.8	23.6	70		ENE	17	1021.9
23	Tu	13.7	25.5	0.6			SE	26	15:03	20.7	86		SW	6	1026.7	23.5	72	6	SE	19	1024.1
24	We	14.3	25.3	2.8			ENE	22	13:05	20.6	81		W	7	1025.1	23.9	60	1	ENE	11	1022.1
25	Th	11.9	25.7	0			NE	30	14:22	18.7	84		NNW	9	1021.3	24.5	65		NE	19	1017.9
26	Fr	12.9	27.4	0.2			NE	26	15:00	18.8	83		W	7	1016.9	26.3	57		NE	19	1011.8
27	Sa	14.7	22.1	0			SW	41	09:26	20.4	51	1	SW	24	1021.7	20.1	64	8	SSE	19	1021.3
28	Su	9.1	24.9	0			S	28	14:59	18.1	75		WNW	7	1021.7	22.8	50		SSE	19	1018.4
29	Mo	9.6	24.3	0			SSE	30	13:54	17.2	73	8	WNW	13	1025.3	22.6	60		SSE	19	1023.0
30	Tu	12.6	23.8	0			NNE	30	11:35	20.1	76		W	7	1024.0	22.4	62	5	NNE	19	1021.0
Statistics for April 2019																					
Mean		13.3	25.6							19.8	78	5		9	1023.7	23.9	61	5		16	1021.0
Lowest		9.0	22.1							16.0	51	1	#	4	1014.4	20.1	45	1	NNE	4	1010.1
Highest		16.3	33.5	19.6			NNW	46		24.4	98	8	SW	24	1027.9	30.1	91	8	S	22	1026.7
Total				67.0																	

Observations were drawn from Port Macquarie Airport AWS (station 060139).

Some cloud observations are from automated equipment; these are somewhat different to those made by a human observer and may not appear every day.

IDCJDW2115 201904 Prepared at 16:00 UTC on 2 Jun 2019

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## Daily Rainfall (millimetres)

## HANNAM VALE (HANNAM VALE ROAD)

Station Number: 060017 · State: NSW · Opened: 1926 · Status: Open · Latitude: 31.70°S · Longitude: 152.58°E · Elevation: 33 m

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1st	0	0	0	0	0							
2nd	0	6.0	12.0	12.0	0							
3rd	0	0	0	0	0							
4th	0	0	0	0	12.0							
5th	0	0	0	0	12.0							
6th	0	0	0	0	0							
7th	2.0	0	5.0	0	0							
8th	7.0	0	2.0	0	0							
9th	0	6.0	0	0	0							
10th	0	0	26.0	0	0							
11th	0	0	0	0	0							
12th	0	0	0	0	0							
13th	0	0	14.0	0	0							
14th	0	0	4.0	0	0							
15th	0	6.0	0	0	0							
16th	0	0	0	0	0							
17th	0	0	3.0	8.0	0							
18th	0	0	27.0	7.0	0							
19th	0	0	2.0	2.0	0							
20th	3.0	6.0	0	22.0	0							
21st	4.0	25.0	6.0	2.0	0							
22nd	3.0	6.0	0	0	0							
23rd	6.0	5.0	2.0	0	0							
24th	0	3.0	3.0	0	0							
25th	0	4.0	0	0	0							
26th	0	7.0	0	0	0							
27th	0	0	0	0	0							
28th	0	0	0	0	0							
29th	0		0	0	0							
30th	0		0	0	0							
31st	0		16.0		0							
Highest daily	7.0	25.0	27.0	22.0	12.0							
Monthly Total	25.0	74.0	122.0	53.0	24.0							

↓ This day is part of an accumulated total

Quality control: 12.3 Done &amp; acceptable, 12.3 Not completed or unknown

Product code: IDCJAC0009 reference: 48838248



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1816 6666 6666 all other cases look around and provide your comments for our service and your feedback for this information

## HANNAM VALE (HANNAM VALE ROAD)

Station Number: 060017 · State: NSW · Opened: 1926 · Status: Open · Latitude: 31.70°S · Longitude: 152.58°E · Elevation: 33 m

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Mean	157.6	194.7	201.2	138.7	106.2	146.3	70.4	62.5	65.6	97.9	110.5	122.5
Median	144.8	157.4	158.9	93.5	66.6	116.8	48.8	32.5	50.3	73.4	89.1	99.8
Highest daily	260.0	216.7	241.3	337.6	160.0	302.3	148.3	141.0	129.0	168.0	187.5	153.2
Date of highest daily	4th 1995	7th 1929	12th 1931	16th 1927	8th 1963	18th 1930	26th 1933	21st 2007	16th 1988	11th 1982	12th 1959	29th 1936

- Summary statistics, other than the Highest and Lowest values, are only calculated if there are at least 20 years of data available.

- Gaps may be caused by a damaged instrument, a temporary change to the site operation, or due to the absence or illness of an observer.

- <http://www.bom.gov.au/climate/cdo/about/about-rain-data.shtml>.

Product code: IDCJAC0009 reference: 48838248 Created on Fri 05 Jul 2019 13:01:13 PM EST

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[illegible]

## TELEGRAPH POINT (FARRAWELLS ROAD)

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1st	0	5.8	1.8	0	0.4							
2nd	0	0	0.6	2.8	0							
3rd	0	0	2.4	1.8	0							
4th	0	0	3.6	0	12.0							
5th	0	0	0	0	4.7							
6th	0	0.4	0	0	0							
7th	0	2.5	2.0	0	0							
8th	0	0.2	0	0	0							
9th	0	0.4	0	0	0							
10th	0	0	24.0	0	0							
11th	0	0	0	0	0.5							
12th	0	0	0	0	0							
13th	0	0	9.8	0	0							
14th	0	2.7	2.4	0	0							
15th	0	0	0.2	0	0.8							
16th	0	0	3.0	0	0							
17th	0	0	17.0	0	0.2							
18th	0	0	6.0	5.8	0							
19th	0	0	0.3	0.2	0							
20th	0	0.3	14.2	7.5	0							
21st	0.4	2.0	0.6	2.6	0							
22nd	7.0	7.3	0	0	0							
23rd	0	3.0	3.9	0.6	0							
24th	0	1.8	2.1	2.2	0							
25th	0	1.7	11.6	0.1	0							
26th	0	4.6	0	0.1	0							
27th	0	0.4	0	0	0							
28th	0	2.1	0	0.1	0							
29th	0		0.4	0	0							
30th	0		0.8	0.4	0							
31st	0		12.4		0							
Highest daily	7.0	7.3	24.0	7.5	12.0							
Monthly Total	7.4	35.2	119.1	24.2	18.6							

↓ This day is part of an accumulated total  
Quality control: 12.3 Done & acceptable, 12.3 Not completed or unknown



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## TELEGRAPH POINT (FARRAWELLS ROAD)

**Statistics for this station calculated over all years of data**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Mean	136.4	173.0	169.0	125.8	102.8	109.1	67.0	58.1	59.5	84.4	108.6	113.6
Median	109.7	146.6	148.8	85.2	59.5	73.8	37.0	25.8	42.9	56.1	89.3	95.2
Highest daily	173.2	194.6	215.8	392.7	194.3	167.4	159.3	144.8	152.4	255.8	222.3	154.2
Date of highest daily	9th 1974	6th 2002	11th 1974	28th 1963	8th 1963	6th 1933	25th 1922	14th 1952	18th 1914	29th 1972	17th 1950	10th 1947

<http://www.bom.gov.au/climate/cdo/about/about-rain-data.shtml>.



## HOLLISDALE (PAPPINBARRA RD)

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1st	0	0	0									
2nd	0	0	0									
3rd	0	0	5.4									
4th	0	0	0									
5th	0	2.2	0									
6th	0	0	0									
7th	0	2.8	8.2									
8th	0	23.0	0.8									
9th	0	0	40.8									
10th	0	0	0									
11th	0	6.0	0									
12th	0	0	0									
13th	0	0	0									
14th	0	0.6	4.4									
15th	0	0	0									
16th	0	0	6.2									
17th	0	0	0									
18th	0	0	0									
19th	0	0	14.2									
20th	0	0.6	0									
21st	0	13.0	0									
22nd	0	2.8	0									
23rd	0	0	17.0									
24th	0	0	2.6									
25th	0	3.2	5.2									
26th	0	0	0									
27th	0	0	0									
28th	0	0	0									
29th	0		0									
30th	0		13.0									
31st	0		0									
Highest daily	0	23.0	40.8									
Monthly Total	0	54.2	117.8									

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Quality control: 12.3 Done & acceptable, 12.3 Not completed or unknown



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## Daily Rainfall (millimetres)

## PORT MACQUARIE AIRPORT AWS

Station Number: 060139 · State: NSW · Opened: 1995 · Status: Open · Latitude: 31.43°S · Longitude: 152.87°E · Elevation: 4 m

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1st	0	0	4.8	0	0	0	0					
2nd	0	2.8	1.4	4.2	0	8.4	0					
3rd	0	0	3.6	2.0	0	1.2	0					
4th	0	0	0.2	0	12.4	2.0	3.0					
5th	0	0	0	0.6	3.4	3.6	6.4					
6th	0	0	0	19.6	0	2.6						
7th	0.6	0.2	1.0	0	0	0.2						
8th	0	0	1.4	0	0	1.6						
9th	0	0.4	0	0	0	2.0						
10th	0	1.8	32.0	0	0	0						
11th	0	0	0	1.4	7.0	0.2						
12th	0	0	0	0	0	0						
13th	0	0	0	0	0.4	0						
14th	0	13.8	3.0	0	0	0.2						
15th	0	0.4	0	0.2	0.2	0						
16th	0	0	2.8	0.6	2.2	0						
17th	0	0	11.8	5.6	0	0						
18th	0	0	3.4	5.4	0	0						
19th	0	0	2.4	1.6	0	0						
20th	0	0.2	0.2	11.0	0	0						
21st	0.4	0.2	0	11.2	0	0						
22nd	7.4	19.8	0	0	0	0						
23rd	0	2.2	2.4	0.6	0	0						
24th	0	0.4	1.2	2.8	0	4.2						
25th	0	0.6	9.6	0	0	26.0						
26th	0	4.0	0	0.2	0	20.4						
27th	0	0.2	0	0	0	26.0						
28th	0	1.2	0	0	0	5.8						
29th	0		0.4	0	0	1.2						
30th	0		0.4	0	0	1.0						
31st	0		11.2		0							
Highest daily	7.4	19.8	32.0	19.6	12.4	26.0	6.4					
Monthly Total	8.4	48.2	93.2	67.0	25.6	106.6						

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Quality control: 12.3 Done &amp; acceptable, 12.3 Not completed or unknown

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1816 6666 6666 all other cases look around provide your comments for our service and your feedback for this information



## Daily Rainfall (millimetres)

## COMBOYNE (PUBLIC SCHOOL)

Station Number: 060161 · State: NSW · Opened: 2012 · Status: Open · Latitude: 31.61°S · Longitude: 152.47°E · Elevation: 617 m

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1st	0	0	2.0	0	0	0	0					
2nd	0	5.0	3.0	7.0	0	8.0	0					
3rd	0	0	0	4.0	0	1.0	0					
4th	0	0	1.0	0	11.0	0	5.0					
5th	0	0	0	1.0	3.0	17.0	13.0					
6th	0	0	0	0	1.0	3.0						
7th	2.0	2.0	12.0	0	0	3.0						
8th	15.0	0	4.0	0	0	0						
9th	0	8.0	0	0	0	2.0						
10th	0	11.0	14.0	4.0	0	0						
11th	0	0	0	0	1.0	0						
12th	1.0	0	0	0	0	0						
13th	0	0	1.0	0	3.0	0						
14th	0	0	10.0	0	0	0						
15th	0	0	1.0	0	0	0						
16th	0	0	2.0	2.0	0	0						
17th	0	0	4.0	10.0	0	0						
18th	0	0	4.0	2.0	0	1.0						
19th	0	0	15.0	0	0	2.0						
20th	2.0	13.0	3.0	7.0	0	0						
21st	0	7.0	0	17.0	0	0						
22nd	22.0	26.0	0	1.0	0	0						
23rd	0	14.0	4.0	0	0	0						
24th	0	5.0	2.0	0	0	20.0						
25th	0	3.0	4.0	1.0	0	8.0						
26th	0	2.0	0	0	0	1.0						
27th	0	0	0	0	0	1.0						
28th	0	0	0	0	0	1.0						
29th	0		0	0	0	1.0						
30th	0		2.0	0	0	3.0						
31st	0		15.0		0							
Highest daily	22.0	26.0	15.0	17.0	11.0	20.0	13.0					
Monthly Total	42.0	96.0	103.0	56.0	19.0	72.0						

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Quality control: 12.3 Done &amp; acceptable, 12.3 Not completed or unknown

Product code: IDCJAC0009 reference: 48838161



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1818 6666 6666 all other cases look around provide your comments for our service and your feedback for this information

## COMBOYNE (PUBLIC SCHOOL)

Station Number: 060161 · State: NSW · Opened: 2012 · Status: Open · Latitude: 31.61°S · Longitude: 152.47°E · Elevation: 617 m

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Highest daily</b>	<i>152.0</i>	<i>242.0</i>	<i>209.0</i>	<i>36.0</i>	<i>92.0</i>	<i>190.0</i>	<i>29.0</i>	<i>172.0</i>	<i>37.0</i>	<i>93.0</i>	<i>64.0</i>	<i>106.0</i>
<b>Date of highest daily</b>	29th 2013	23rd 2013	3rd 2013	25th 2018	2nd 2015	5th 2016	3rd 2018	27th 2014	25th 2015	6th 2018	14th 2015	27th 2017

- Summary statistics, other than the Highest and Lowest values, are only calculated if there are at least 20 years of data available.

- Gaps may be caused by a damaged instrument, a temporary change to the site operation, or due to the absence or illness of an observer.

- <http://www.bom.gov.au/climate/cdo/about/about-rain-data.shtml>.



Annex F

# Laboratory Analytical Reports



**Envirolab Services Pty Ltd**  
 ABN 37 112 535 645  
 12 Ashley St Chatswood NSW 2067  
 ph 02 9910 6200 fax 02 9910 6201  
 customerservice@envirolab.com.au  
 www.envirolab.com.au

**CERTIFICATE OF ANALYSIS 213935****Client Details**

<b>Client</b>	AM Enviro Services Pty Ltd
<b>Attention</b>	Andrew Morris
<b>Address</b>	PO Box 19, PORT MACQUARIE, NSW, 2444

**Sample Details**

<b>Your Reference</b>	<b>A0067, Road Dusts</b>
<b>Number of Samples</b>	8 Filter
<b>Date samples received</b>	21/03/2019
<b>Date completed instructions received</b>	21/03/2019

**Analysis Details**

Please refer to the following pages for results, methodology summary and quality control data.  
 Samples were analysed as received from the client. Results relate specifically to the samples as received.  
 Results are reported on a dry weight basis for solids and on an as received basis for other matrices.  
**Please refer to the last page of this report for any comments relating to the results.**

**Report Details**

<b>Date results requested by</b>	28/03/2019
<b>Date of Issue</b>	28/03/2019

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Accredited for compliance with ISO/IEC 17025 - Testing. **Tests not covered by NATA are denoted with \***

**Results Approved By**

Loren Bardwell, Senior Chemist  
 Nick Sarlamis, Inorganics Supervisor

**Authorised By**

Jacinta Hurst, Laboratory Manager

Envirolab Reference: 213935  
 Revision No: R00



Page | 1 of 10

Client Reference: A0007, Road Dusts

Total Suspended Particulates						
Our Reference		213935-1	213935-2	213935-3	213935-4	213935-5
Your Reference	UNITS	1	2	3	4	5
Date Sampled		19/02/2019	19/02/2019	19/02/2019	06/03/2019	06/03/2019
Type of sample		Filter	Filter	Filter	Filter	Filter
Date prepared	-	11/02/2019	11/02/2019	11/02/2019	11/02/2019	11/02/2019
Date analysed	-	22/03/2019	22/03/2019	22/03/2019	22/03/2019	22/03/2019
Weight of Filter (before)	g	0.00538	0.00550	0.00543	0.00529	0.00549
Weight of Filter (after)	g	0.00547	0.00557	0.00548	0.00535	0.00550
Total Suspended Particulates	g	0.00009	0.00007	0.00005	0.00006	<0.00004

Total Suspended Particulates				
Our Reference		213935-6	213935-7	213935-8
Your Reference	UNITS	6	7	8
Date Sampled		06/03/2019	19/02/2019	06/03/2019
Type of sample		Filter	Filter	Filter
Date prepared	-	11/02/2019	11/02/2019	11/02/2019
Date analysed	-	22/03/2019	22/03/2019	22/03/2019
Weight of Filter (before)	g	0.00533	0.00520	0.00552
Weight of Filter (after)	g	0.00537	0.00520	0.00553
Total Suspended Particulates	g	0.00004	<0.00004	<0.00004



## Client Reference: A0007, Road Dusts

Quartz in dust						
Our Reference	UNITS	213935-1	213935-2	213935-3	213935-4	213935-5
Your Reference		1	2	3	4	5
Date Sampled		19/02/2019	19/02/2019	19/02/2019	06/03/2019	06/03/2019
Type of sample		Filter	Filter	Filter	Filter	Filter
Date prepared	-	25/03/2019	25/03/2019	25/03/2019	25/03/2019	25/03/2019
Date analysed	-	25/03/2019	25/03/2019	25/03/2019	25/03/2019	25/03/2019
a-Quartz on Filter	µg	<10	<10	<10	<10	<10

Quartz in dust				
Our Reference	UNITS	213935-6	213935-7	213935-8
Your Reference		6	7	8
Date Sampled		06/03/2019	19/02/2019	06/03/2019
Type of sample		Filter	Filter	Filter
Date prepared	-	25/03/2019	25/03/2019	25/03/2019
Date analysed	-	25/03/2019	25/03/2019	25/03/2019
a-Quartz on Filter	µg	<10	<10	<10

## Client Reference: A0007, Road Dusts

Metals on filters						
Our Reference		213935-1	213935-2	213935-3	213935-4	213935-5
Your Reference	UNITS	1	2	3	4	5
Date Sampled		19/02/2019	19/02/2019	19/02/2019	06/03/2019	06/03/2019
Type of sample		Filter	Filter	Filter	Filter	Filter
Date prepared	-	25/03/2019	25/03/2019	25/03/2019	25/03/2019	25/03/2019
Date analysed	-	25/03/2019	25/03/2019	25/03/2019	25/03/2019	25/03/2019
Arsenic	µg/filter	<2	<2	<2	<2	<2
Cadmium	µg/filter	<0.5	<0.5	<0.5	<0.5	<0.5
Chromium	µg/filter	<0.5	<0.5	<0.5	<0.5	<0.5
Copper	µg/filter	<0.5	<0.5	<0.5	<0.5	<0.5
Lead	µg/filter	<1	<1	<1	<1	<1
Nickel	µg/filter	<1	<1	<1	<1	<1
Zinc	µg/filter	<1	<1	<1	<1	<1
Mercury	µg/filter	<0.2	<0.2	<0.2	<0.2	<0.2

Metals on filters				
Our Reference		213935-6	213935-7	213935-8
Your Reference	UNITS	6	7	8
Date Sampled		06/03/2019	19/02/2019	06/03/2019
Type of sample		Filter	Filter	Filter
Date prepared	-	25/03/2019	25/03/2019	25/03/2019
Date analysed	-	25/03/2019	25/03/2019	25/03/2019
Arsenic	µg/filter	<2	<2	<2
Cadmium	µg/filter	<0.5	<0.5	<0.5
Chromium	µg/filter	<0.5	<0.5	<0.5
Copper	µg/filter	<0.5	<0.5	<0.5
Lead	µg/filter	<1	<1	<1
Nickel	µg/filter	<1	<1	<1
Zinc	µg/filter	<1	<1	<1
Mercury	µg/filter	<0.2	<0.2	<0.2

## Client Reference: A0007, Road Dusts

Method ID	Methodology Summary
<b>DUST-004</b>	Respirable Quartz (and/or Cristabolite) determined after ashing, redeposition and FTIR determination.  The Quartz exposure standard is 100µg/m <sup>3</sup> , therefore where sampling follows MDHS 101 guidelines and at least 500L of air is sampled, this is equivalent to a dust weight of 50µg/filter. The estimated measurement uncertainty for the laboratory analysis of Quartz is 40% at 50µg at 95% confidence limit (i.e. statistically the true value lies between 30-70µg / filter (60 –140 µg/m <sup>3</sup> ) at 95% confidence). The estimated measurement uncertainty was determined during method validation.
<b>Inorg-100</b>	Filter/Media Mass - determined gravimetrically.
<b>Metals-006</b>	Determination of various metals on filters by ICP-AES/MS and or CV/AAS.

## Client Reference: A0007, Road Dusts

QUALITY CONTROL: Quartz in dust					Duplicate				Spike Recovery %	
Test Description	Units	PQL	Method	Blank	#	Base	Dup.	RPD	LCS-1	[NT]
Date prepared	-			25/03/2019	[NT]	[NT]	[NT]	[NT]	25/03/2019	[NT]
Date analysed	-			25/03/2019	[NT]	[NT]	[NT]	[NT]	25/03/2019	[NT]
a-Quartz on Filter	µg	10	DUST-004	<10	[NT]	[NT]	[NT]	[NT]	102	[NT]

Client Reference: A0067, Road Dusts

QUALITY CONTROL: Metals on filters					Duplicate				Spike Recovery %	
Test Description	Units	PQL	Method	Blank	#	Base	Dup.	RPD	LCS-3	[NT]
Date prepared	-			25/03/2019	[NT]	[NT]	[NT]	[NT]	25/03/2019	[NT]
Date analysed	-			25/03/2019	[NT]	[NT]	[NT]	[NT]	25/03/2019	[NT]
Arsenic	µg/filter	2	Metals-006	<2	[NT]	[NT]	[NT]	[NT]	93	[NT]
Cadmium	µg/filter	0.5	Metals-006	<0.5	[NT]	[NT]	[NT]	[NT]	96	[NT]
Chromium	µg/filter	0.5	Metals-006	<0.5	[NT]	[NT]	[NT]	[NT]	94	[NT]
Copper	µg/filter	0.5	Metals-006	<0.5	[NT]	[NT]	[NT]	[NT]	95	[NT]
Lead	µg/filter	1	Metals-006	<1	[NT]	[NT]	[NT]	[NT]	97	[NT]
Nickel	µg/filter	1	Metals-006	<1	[NT]	[NT]	[NT]	[NT]	98	[NT]
Zinc	µg/filter	1	Metals-006	<1	[NT]	[NT]	[NT]	[NT]	100	[NT]
Mercury	µg/filter	0.2	Metals-006	<0.2	[NT]	[NT]	[NT]	[NT]	108	[NT]

Client Reference: A0007, Road Dusts

Result Definitions	
<b>NT</b>	Not tested
<b>NA</b>	Test not required
<b>INS</b>	Insufficient sample for this test
<b>PQL</b>	Practical Quantitation Limit
<b>&lt;</b>	Less than
<b>&gt;</b>	Greater than
<b>RPD</b>	Relative Percent Difference
<b>LCS</b>	Laboratory Control Sample
<b>NS</b>	Not specified
<b>NEPM</b>	National Environmental Protection Measure
<b>NR</b>	Not Reported

Quality Control Definitions	
<b>Blank</b>	This is the component of the analytical signal which is not derived from the sample but from reagents, glassware etc, can be determined by processing solvents and reagents in exactly the same manner as for samples.
<b>Duplicate</b>	This is the complete duplicate analysis of a sample from the process batch. If possible, the sample selected should be one where the analyte concentration is easily measurable.
<b>Matrix Spike</b>	A portion of the sample is spiked with a known concentration of target analyte. The purpose of the matrix spike is to monitor the performance of the analytical method used and to determine whether matrix interferences exist.
<b>LCS (Laboratory Control Sample)</b>	This comprises either a standard reference material or a control matrix (such as a blank sand or water) fortified with analytes representative of the analyte class. It is simply a check sample.
<b>Surrogate Spike</b>	Surrogates are known additions to each sample, blank, matrix spike and LCS in a batch, of compounds which are similar to the analyte of interest, however are not expected to be found in real samples.
Australian Drinking Water Guidelines recommend that Thermotolerant Coliform, Faecal Enterococci, & E.Coli levels are less than 1cfu/100mL. The recommended maximums are taken from "Australian Drinking Water Guidelines", published by NHMRC & ARMC 2011.	

Client Reference: A0007, Road Dusts

**Laboratory Acceptance Criteria**

Duplicate sample and matrix spike recoveries may not be reported on smaller jobs, however, were analysed at a frequency to meet or exceed NEPM requirements. All samples are tested in batches of 20. The duplicate sample RPD and matrix spike recoveries for the batch were within the laboratory acceptance criteria.

Filters, swabs, wipes, tubes and badges will not have duplicate data as the whole sample is generally extracted during sample extraction.

Spikes for Physical and Aggregate Tests are not applicable.

For VOCs in water samples, three vials are required for duplicate or spike analysis.

Duplicates: >10xPQL - RPD acceptance criteria will vary depending on the analytes and the analytical techniques but is typically in the range 20%-50% – see ELN-P05 QA/QC tables for details; <10xPQL - RPD are higher as the results approach PQL and the estimated measurement uncertainty will statistically increase.

Matrix Spikes, LCS and Surrogate recoveries: Generally 70-130% for inorganics/metals; 60-140% for organics (+/-50% surrogates) and 10-140% for labile SVOCs (including labile surrogates), ultra trace organics and speciated phenols is acceptable.

In circumstances where no duplicate and/or sample spike has been reported at 1 in 10 and/or 1 in 20 samples respectively, the sample volume submitted was insufficient in order to satisfy laboratory QA/QC protocols.

When samples are received where certain analytes are outside of recommended technical holding times (THTs), the analysis has proceeded. Where analytes are on the verge of breaching THTs, every effort will be made to analyse within the THT or as soon as practicable.

Where sampling dates are not provided, Envirolab are not in a position to comment on the validity of the analysis where recommended technical holding times may have been breached.

Measurement Uncertainty estimates are available for most tests upon request.



Client Reference: A0007, Road Dusts

Report Comments
TSP Filters 213935-1 and 5 observed to be damaged.



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**CERTIFICATE OF ANALYSIS 215232****Client Details**

Client	AM Enviro Services Pty Ltd
Attention	Andrew Morris
Address	PO Box 19, PORT MACQUARIE, NSW, 2444

**Sample Details**

Your Reference	<b>A0067, Road Dusts</b>
Number of Samples	4 Filter
Date samples received	09/04/2019
Date completed instructions received	09/04/2019

**Analysis Details**

Please refer to the following pages for results, methodology summary and quality control data.  
Samples were analysed as received from the client. Results relate specifically to the samples as received.  
Results are reported on a dry weight basis for solids and on an as received basis for other matrices.  
**Please refer to the last page of this report for any comments relating to the results.**

**Report Details**

Date results requested by	16/04/2019
Date of Issue	16/04/2019

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**Results Approved By**

Giovanni Agosti, Group Technical Manager  
Nick Sarlamis, Inorganics Supervisor

**Authorised By**

Nancy Zhang, Laboratory Manager

Envirolab Reference: 215232  
Revision No: R00



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Client Reference: A0007, Road Dusts

Total Suspended Particulates					
Our Reference		215232-1	215232-2	215232-3	215232-4
Your Reference	UNITS	9	10	11	14
Date Sampled		26/03/2019	26/03/2019	26/03/2019	26/03/2019
Type of sample		Filter	Filter	Filter	Filter
Date prepared	-	11/02/2019	11/02/2019	11/02/2019	11/02/2019
Date analysed	-	15/04/2019	15/04/2019	15/04/2019	15/04/2019
Weight of Filter (before)	g	0.00606	0.00573	0.00516	0.00522
Weight of Filter (after)	g	0.00621	0.00586	0.00519	0.00525
Total Suspended Particulates	g	0.00015	0.00013	<0.00004	<0.00004

Client Reference: A0007, Road Dusts

Quartz in dust					
Our Reference		215232-1	215232-2	215232-3	215232-4
Your Reference	UNITS	9	10	11	14
Date Sampled		26/03/2019	26/03/2019	26/03/2019	26/03/2019
Type of sample		Filter	Filter	Filter	Filter
Date prepared	-	16/04/2019	16/04/2019	16/04/2019	16/04/2019
Date analysed	-	16/04/2019	16/04/2019	16/04/2019	16/04/2019
a-Quartz on Filter	µg	<10	<10	<20	<10

Client Reference: A0007, Road Dusts

Metals on filters					
Our Reference		215232-1	215232-2	215232-3	215232-4
Your Reference	UNITS	9	10	11	14
Date Sampled		26/03/2019	26/03/2019	26/03/2019	26/03/2019
Type of sample		Filter	Filter	Filter	Filter
Date prepared	-	16/04/2019	16/04/2019	16/04/2019	16/04/2019
Date analysed	-	16/04/2019	16/04/2019	16/04/2019	16/04/2019
Arsenic	µg/filter	<2	<2	<2	<2
Cadmium	µg/filter	<0.5	<0.5	<0.5	<0.5
Chromium	µg/filter	<0.5	<0.5	<0.5	<0.5
Copper	µg/filter	<0.5	<0.5	<0.5	<0.5
Lead	µg/filter	<1	<1	<1	<1
Nickel	µg/filter	<1	<1	<1	<1
Zinc	µg/filter	<1	<1	<1	<1
Mercury	µg/filter	<0.2	<0.2	<0.2	<0.2

## Client Reference: A0007, Road Dusts

Method ID	Methodology Summary
<b>DUST-004</b>	Respirable Quartz (and/or Cristabolite) determined after ashing, redeposition and FTIR determination.  The Quartz exposure standard is 100µg/m <sup>3</sup> , therefore where sampling follows MDHS 101 guidelines and at least 500L of air is sampled, this is equivalent to a dust weight of 50µg/filter. The estimated measurement uncertainty for the laboratory analysis of Quartz is 40% at 50µg at 95% confidence limit (i.e. statistically the true value lies between 30-70µg / filter (60 –140 µg/m <sup>3</sup> ) at 95% confidence). The estimated measurement uncertainty was determined during method validation.
<b>Inorg-100</b>	Filter/Media Mass - determined gravimetrically.
<b>Metals-006</b>	Determination of various metals on filters by ICP-AES/MS and or CV/AAS.

Client Reference: A0007, Road Dusts

QUALITY CONTROL: Quartz in dust					Duplicate				Spike Recovery %	
Test Description	Units	PQL	Method	Blank	#	Base	Dup.	RPD	LCS-1	[NT]
Date prepared	-			16/04/2019	[NT]	[NT]	[NT]	[NT]	16/04/2019	[NT]
Date analysed	-			16/04/2019	[NT]	[NT]	[NT]	[NT]	16/04/2019	[NT]
a-Quartz on Filter	µg	10	DUST-004	<10	[NT]	[NT]	[NT]	[NT]	110	[NT]



Client Reference: A0067, Road Dusts

QUALITY CONTROL: Metals on filters					Duplicate				Spike Recovery %	
Test Description	Units	PQL	Method	Blank	#	Base	Dup.	RPD	LCS-1	[NT]
Date prepared	-			16/04/2019	[NT]	[NT]	[NT]	[NT]	16/04/2019	[NT]
Date analysed	-			16/04/2019	[NT]	[NT]	[NT]	[NT]	16/04/2019	[NT]
Arsenic	µg/filter	2	Metals-006	<2	[NT]	[NT]	[NT]	[NT]	97	[NT]
Cadmium	µg/filter	0.5	Metals-006	<0.5	[NT]	[NT]	[NT]	[NT]	99	[NT]
Chromium	µg/filter	0.5	Metals-006	<0.5	[NT]	[NT]	[NT]	[NT]	98	[NT]
Copper	µg/filter	0.5	Metals-006	<0.5	[NT]	[NT]	[NT]	[NT]	96	[NT]
Lead	µg/filter	1	Metals-006	<1	[NT]	[NT]	[NT]	[NT]	101	[NT]
Nickel	µg/filter	1	Metals-006	<1	[NT]	[NT]	[NT]	[NT]	99	[NT]
Zinc	µg/filter	1	Metals-006	<1	[NT]	[NT]	[NT]	[NT]	101	[NT]
Mercury	µg/filter	0.2	Metals-006	<0.2	[NT]	[NT]	[NT]	[NT]	103	[NT]

Client Reference: A0007, Road Dusts

Result Definitions	
<b>NT</b>	Not tested
<b>NA</b>	Test not required
<b>INS</b>	Insufficient sample for this test
<b>PQL</b>	Practical Quantitation Limit
<b>&lt;</b>	Less than
<b>&gt;</b>	Greater than
<b>RPD</b>	Relative Percent Difference
<b>LCS</b>	Laboratory Control Sample
<b>NS</b>	Not specified
<b>NEPM</b>	National Environmental Protection Measure
<b>NR</b>	Not Reported

Quality Control Definitions	
<b>Blank</b>	This is the component of the analytical signal which is not derived from the sample but from reagents, glassware etc, can be determined by processing solvents and reagents in exactly the same manner as for samples.
<b>Duplicate</b>	This is the complete duplicate analysis of a sample from the process batch. If possible, the sample selected should be one where the analyte concentration is easily measurable.
<b>Matrix Spike</b>	A portion of the sample is spiked with a known concentration of target analyte. The purpose of the matrix spike is to monitor the performance of the analytical method used and to determine whether matrix interferences exist.
<b>LCS (Laboratory Control Sample)</b>	This comprises either a standard reference material or a control matrix (such as a blank sand or water) fortified with analytes representative of the analyte class. It is simply a check sample.
<b>Surrogate Spike</b>	Surrogates are known additions to each sample, blank, matrix spike and LCS in a batch, of compounds which are similar to the analyte of interest, however are not expected to be found in real samples.
Australian Drinking Water Guidelines recommend that Thermotolerant Coliform, Faecal Enterococci, & E.Coli levels are less than 1cfu/100mL. The recommended maximums are taken from "Australian Drinking Water Guidelines", published by NHMRC & ARMC 2011.	

Client Reference: A0007, Road Dusts

**Laboratory Acceptance Criteria**

Duplicate sample and matrix spike recoveries may not be reported on smaller jobs, however, were analysed at a frequency to meet or exceed NEPM requirements. All samples are tested in batches of 20. The duplicate sample RPD and matrix spike recoveries for the batch were within the laboratory acceptance criteria.

Filters, swabs, wipes, tubes and badges will not have duplicate data as the whole sample is generally extracted during sample extraction.

Spikes for Physical and Aggregate Tests are not applicable.

For VOCs in water samples, three vials are required for duplicate or spike analysis.

Duplicates: >10xPQL - RPD acceptance criteria will vary depending on the analytes and the analytical techniques but is typically in the range 20%-50% – see ELN-P05 QA/QC tables for details; <10xPQL - RPD are higher as the results approach PQL and the estimated measurement uncertainty will statistically increase.

Matrix Spikes, LCS and Surrogate recoveries: Generally 70-130% for inorganics/metals; 60-140% for organics (+/-50% surrogates) and 10-140% for labile SVOCs (including labile surrogates), ultra trace organics and speciated phenols is acceptable.

In circumstances where no duplicate and/or sample spike has been reported at 1 in 10 and/or 1 in 20 samples respectively, the sample volume submitted was insufficient in order to satisfy laboratory QA/QC protocols.

When samples are received where certain analytes are outside of recommended technical holding times (THTs), the analysis has proceeded. Where analytes are on the verge of breaching THTs, every effort will be made to analyse within the THT or as soon as practicable.

Where sampling dates are not provided, Envirolab are not in a position to comment on the validity of the analysis where recommended technical holding times may have been breached.

Measurement Uncertainty estimates are available for most tests upon request.

Client Reference: A0007, Road Dusts

Report Comments
Quartz_Dust: PQL raised due to interferences caused by other dust forms.



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**CERTIFICATE OF ANALYSIS 216988****Client Details**

Client	AM Enviro Services Pty Ltd
Attention	Andrew Morris
Address	PO Box 19, PORT MACQUARIE, NSW, 2444

**Sample Details**

Your Reference	<b>A0067, Road Dusts</b>
Number of Samples	3 Filter
Date samples received	08/05/2019
Date completed instructions received	08/05/2019

**Analysis Details**

Please refer to the following pages for results, methodology summary and quality control data.  
Samples were analysed as received from the client. Results relate specifically to the samples as received.  
Results are reported on a dry weight basis for solids and on an as received basis for other matrices.  
**Please refer to the last page of this report for any comments relating to the results.**

**Report Details**

Date results requested by	13/05/2019
Date of Issue	13/05/2019
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**Results Approved By**

Giovanni Agosti, Group Technical Manager  
Nancy Zhang, Laboratory Manager, Sydney  
Nick Sarlamis, Inorganics Supervisor

**Authorised By**

Nancy Zhang, Laboratory Manager

Envirolab Reference: 216988  
Revision No: R00



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Client Reference: A0007, Road Dusts

Total Suspended Particulates				
Our Reference		216988-1	216988-2	216988-3
Your Reference	UNITS	12	13	15
Date Sampled		29/04/2019	29/04/2019	29/04/2019
Type of sample		Filter	Filter	Filter
Date prepared	-	11/02/2019	11/02/2019	11/02/2019
Date analysed	-	09/05/2019	09/05/2019	09/05/2019
Weight of Filter (before)	g	0.00599	0.00616	0.00523
Weight of Filter (after)	g	0.00605	0.00631	0.00523
Total Suspended Particulates	g	0.00006	0.00015	<0.00004

Client Reference: A0007, Road Dusts

Quartz in dust				
Our Reference		216988-1	216988-2	216988-3
Your Reference	UNITS	12	13	15
Date Sampled		29/04/2019	29/04/2019	29/04/2019
Type of sample		Filter	Filter	Filter
Date prepared	-	09/05/2019	09/05/2019	09/05/2019
Date analysed	-	09/05/2019	09/05/2019	09/05/2019
a-Quartz on Filter	µg	<10	<10	<10



## Client Reference: A0007, Road Dusts

Metals on filters				
Our Reference		216988-1	216988-2	216988-3
Your Reference	UNITS	12	13	15
Date Sampled		29/04/2019	29/04/2019	29/04/2019
Type of sample		Filter	Filter	Filter
Date prepared	-	09/05/2019	09/05/2019	09/05/2019
Date analysed	-	09/05/2019	09/05/2019	09/05/2019
Arsenic	µg/filter	<2	<2	<2
Cadmium	µg/filter	<0.5	<0.5	<0.5
Chromium	µg/filter	<0.5	<0.5	<0.5
Copper	µg/filter	<0.5	<0.5	<0.5
Lead	µg/filter	<1	1	<1
Nickel	µg/filter	<1	<1	<1
Zinc	µg/filter	<1	<1	<1
Mercury	µg/filter	<0.2	<0.2	<0.2

## Client Reference: A0007, Road Dusts

Method ID	Methodology Summary
<b>DUST-004</b>	Respirable Quartz (and/or Cristabolite) determined after ashing, redeposition and FTIR determination.  The Quartz exposure standard is 100µg/m <sup>3</sup> , therefore where sampling follows MDHS 101 guidelines and at least 500L of air is sampled, this is equivalent to a dust weight of 50µg/filter. The estimated measurement uncertainty for the laboratory analysis of Quartz is 40% at 50µg at 95% confidence limit (i.e. statistically the true value lies between 30-70µg / filter (60 –140 µg/m <sup>3</sup> ) at 95% confidence). The estimated measurement uncertainty was determined during method validation.
<b>Inorg-100</b>	Filter/Media Mass - determined gravimetrically.
<b>Metals-006</b>	Determination of various metals on filters by ICP-AES/MS and or CV/AAS.

Client Reference: A0007, Road Dusts

QUALITY CONTROL: Quartz in dust					Duplicate				Spike Recovery %	
Test Description	Units	PQL	Method	Blank	#	Base	Dup.	RPD	LCS-1	[NT]
Date prepared	-			09/05/2019	[NT]	[NT]	[NT]	[NT]	09/05/2019	[NT]
Date analysed	-			09/05/2019	[NT]	[NT]	[NT]	[NT]	09/05/2019	[NT]
a-Quartz on Filter	µg	10	DUST-004	<10	[NT]	[NT]	[NT]	[NT]	101	[NT]

Client Reference: A0067, Road Dusts

QUALITY CONTROL: Metals on filters					Duplicate				Spike Recovery %	
Test Description	Units	PQL	Method	Blank	#	Base	Dup.	RPD	LCS-1	[NT]
Date prepared	-			09/05/2019	[NT]	[NT]	[NT]	[NT]	09/05/2019	[NT]
Date analysed	-			09/05/2019	[NT]	[NT]	[NT]	[NT]	09/05/2019	[NT]
Arsenic	µg/filter	2	Metals-006	<2	[NT]	[NT]	[NT]	[NT]	98	[NT]
Cadmium	µg/filter	0.5	Metals-006	<0.5	[NT]	[NT]	[NT]	[NT]	99	[NT]
Chromium	µg/filter	0.5	Metals-006	<0.5	[NT]	[NT]	[NT]	[NT]	96	[NT]
Copper	µg/filter	0.5	Metals-006	<0.5	[NT]	[NT]	[NT]	[NT]	97	[NT]
Lead	µg/filter	1	Metals-006	<1	[NT]	[NT]	[NT]	[NT]	103	[NT]
Nickel	µg/filter	1	Metals-006	<1	[NT]	[NT]	[NT]	[NT]	101	[NT]
Zinc	µg/filter	1	Metals-006	<1	[NT]	[NT]	[NT]	[NT]	104	[NT]
Mercury	µg/filter	0.2	Metals-006	<0.2	[NT]	[NT]	[NT]	[NT]	91	[NT]

Client Reference: A0007, Road Dusts

Result Definitions	
<b>NT</b>	Not tested
<b>NA</b>	Test not required
<b>INS</b>	Insufficient sample for this test
<b>PQL</b>	Practical Quantitation Limit
<b>&lt;</b>	Less than
<b>&gt;</b>	Greater than
<b>RPD</b>	Relative Percent Difference
<b>LCS</b>	Laboratory Control Sample
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<b>Blank</b>	This is the component of the analytical signal which is not derived from the sample but from reagents, glassware etc, can be determined by processing solvents and reagents in exactly the same manner as for samples.
<b>Duplicate</b>	This is the complete duplicate analysis of a sample from the process batch. If possible, the sample selected should be one where the analyte concentration is easily measurable.
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Australian Drinking Water Guidelines recommend that Thermotolerant Coliform, Faecal Enterococci, & E.Coli levels are less than 1cfu/100mL. The recommended maximums are taken from "Australian Drinking Water Guidelines", published by NHMRC & ARMC 2011.	

Client Reference: A0007, Road Dusts

**Laboratory Acceptance Criteria**

Duplicate sample and matrix spike recoveries may not be reported on smaller jobs, however, were analysed at a frequency to meet or exceed NEPM requirements. All samples are tested in batches of 20. The duplicate sample RPD and matrix spike recoveries for the batch were within the laboratory acceptance criteria.

Filters, swabs, wipes, tubes and badges will not have duplicate data as the whole sample is generally extracted during sample extraction.

Spikes for Physical and Aggregate Tests are not applicable.

For VOCs in water samples, three vials are required for duplicate or spike analysis.

Duplicates: >10xPQL - RPD acceptance criteria will vary depending on the analytes and the analytical techniques but is typically in the range 20%-50% – see ELN-P05 QA/QC tables for details; <10xPQL - RPD are higher as the results approach PQL and the estimated measurement uncertainty will statistically increase.

Matrix Spikes, LCS and Surrogate recoveries: Generally 70-130% for inorganics/metals; 60-140% for organics (+/-50% surrogates) and 10-140% for labile SVOCs (including labile surrogates), ultra trace organics and speciated phenols is acceptable.

In circumstances where no duplicate and/or sample spike has been reported at 1 in 10 and/or 1 in 20 samples respectively, the sample volume submitted was insufficient in order to satisfy laboratory QA/QC protocols.

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Where sampling dates are not provided, Envirolab are not in a position to comment on the validity of the analysis where recommended technical holding times may have been breached.

Measurement Uncertainty estimates are available for most tests upon request.

Client Reference: A0007, Road Dusts

Report Comments
TSP Filter 216988-1 observed to be damaged.





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**CERTIFICATE OF ANALYSIS 215396****Client Details**

Client	AM Enviro Services Pty Ltd
Attention	Andrew Morris
Address	PO Box 19, PORT MACQUARIE, NSW, 2444

**Sample Details**

Your Reference	<b>A0067, Road Dust</b>
Number of Samples	
Date samples received	08/04/2019
Date completed instructions received	10/04/2019

**Analysis Details**

Please refer to the following pages for results, methodology summary and quality control data.  
Samples were analysed as received from the client. Results relate specifically to the samples as received.  
Results are reported on a dry weight basis for solids and on an as received basis for other matrices.

**Report Details**

Date results requested by	17/04/2019
Date of Issue	17/04/2019

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**Results Approved By**

Giovanni Agosti, Group Technical Manager  
Priya Samarawickrama, Senior Chemist

**Authorised By**

Nancy Zhang, Laboratory Manager

Envirolab Reference: 215396  
Revision No: R00



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## Client Reference: A0007, Road Dust

Dust Deposition AS 3580.10.1						
Our Reference		215396-1	215396-2	215396-3	215396-4	215396-5
Your Reference	UNITS	DDG01 - 113FW	DDG02 - 400FW	DDG03 - 19PBV	DDG04 - 125TH	DDG05 - 170TH
Date Sampled		16.02.19-20.03.19	18.02.19-21.03.19	18.02.19-21.03.19	21.02.19-25.03.19	21.02.19-25.03.19
Dust Gauge Start Date	--	16/02/2019	16/02/2019	16/02/2019	16/02/2019	16/02/2019
Dust Gauge End Date	--	20/03/2019	20/03/2019	20/03/2019	20/03/2019	20/03/2019
Dust - No. of Days Collected	--	33	33	33	33	33
Date prepared	-	12/04/2019	12/04/2019	12/04/2019	12/04/2019	12/04/2019
Date analysed	-	12/04/2019	12/04/2019	12/04/2019	12/04/2019	12/04/2019
Insoluble Solids	g/m <sup>2</sup> /month	0.5	2.3	8.2	2.7	4.2
Combustible Matter	g/m <sup>2</sup> /month	0.4	1.0	5.1	0.9	2.1
Ash	g/m <sup>2</sup> /month	<0.1	1.2	3.1	1.8	2.1
Soluble Matter	g/m <sup>2</sup> /month	2.4	1.7	1.9	2.6	2.1
Total Solids	g/m <sup>2</sup> /month	2.9	4.0	10	5.3	6.2

Dust Deposition AS 3580.10.1						
Our Reference		215396-6	215396-7	215396-8	215396-9	215396-10
Your Reference	UNITS	DDG06 - 205ATH	DDG07 - 74 BRIL	DDG08 - 372 BRIL	DDG09 - 1464 LOR	DDG10 - 161 PLAY
Date Sampled		21.02.19-25.03.19	22.02.19-26.03.19	22.02.19-26.03.19	25.02.19-26.03.19	22.02.19-26.03.19
Dust Gauge Start Date	--	16/02/2019	16/02/2019	16/02/2019	16/02/2019	16/02/2019
Dust Gauge End Date	--	20/03/2019	20/03/2019	20/03/2019	20/03/2019	20/03/2019
Dust - No. of Days Collected	--	33	33	33	33	33
Date prepared	-	12/04/2019	12/04/2019	12/04/2019	12/04/2019	12/04/2019
Date analysed	-	12/04/2019	12/04/2019	12/04/2019	12/04/2019	12/04/2019
Insoluble Solids	g/m <sup>2</sup> /month	1.9	2.4	1.9	6.8	12
Combustible Matter	g/m <sup>2</sup> /month	0.4	1.0	0.5	2.4	1.8
Ash	g/m <sup>2</sup> /month	1.5	1.4	1.4	4.5	9.7
Soluble Matter	g/m <sup>2</sup> /month	3.3	1.5	1.7	2.8	2.8
Total Solids	g/m <sup>2</sup> /month	5.2	3.9	3.7	9.6	14

Client Reference: A0007, Road Dust

Dust Deposition AS 3580.10.1		
Our Reference		215396-11
Your Reference	UNITS	DDG11 - 580 PC
Date Sampled		21.02.19- 25.03.19
Dust Gauge Start Date	--	16/02/2019
Dust Gauge End Date	--	20/03/2019
Dust - No. of Days Collected	--	33
Date prepared	-	12/04/2019
Date analysed	-	12/04/2019
Insoluble Solids	g/m <sup>2</sup> /month	5.8
Combustible Matter	g/m <sup>2</sup> /month	0.7
Ash	g/m <sup>2</sup> /month	5.1
Soluble Matter	g/m <sup>2</sup> /month	2.0
Total Solids	g/m <sup>2</sup> /month	7.8

## Client Reference: A0007, Road Dust

Metals on filters						
Our Reference		215396-1	215396-2	215396-3	215396-4	215396-5
Your Reference	UNITS	DDG01 - 113FW	DDG02 - 400FW	DDG03 - 19PBV	DDG04 - 125TH	DDG05 - 170T
Date Sampled		16.02.19- 20.03.19	18.02.19- 21.03.19	18.02.19- 21.03.19	21.02.19- 25.03.19	21.02.19- 25.03.19
Date prepared	-	16/04/2019	16/04/2019	16/04/2019	16/04/2019	16/04/2019
Date analysed	-	16/04/2019	16/04/2019	16/04/2019	16/04/2019	16/04/2019
Arsenic	µg/filter	<2	<2	<2	<2	<2
Cadmium	µg/filter	<0.5	<0.5	<0.5	<0.5	<0.5
Chromium	µg/filter	2	1	6.5	3	2
Copper	µg/filter	1,500	640	6,200	1,600	2,600
Lead	µg/filter	2	<1	4	3	4
Nickel	µg/filter	1	<1	3	1	1
Zinc	µg/filter	7	3	31	5	8
Mercury	µg/filter	<0.2	<0.2	<0.2	<0.2	<0.2
Silicon	µg/filter	150	150	160	150	150

Metals on filters						
Our Reference		215396-6	215396-7	215396-8	215396-9	215396-10
Your Reference	UNITS	DDG06 - 205ATH	DDG07 - 74 BRIL	DDG08 - 372 BRIL	DDG09 - 1464 LOR	DDG10 - 161 PLAY
Date Sampled		21.02.19- 25.03.19	22.02.19- 26.03.19	22.02.19- 26.03.19	25.02.19- 26.03.19	22.02.19- 26.03.19
Date prepared	-	16/04/2019	16/04/2019	16/04/2019	16/04/2019	16/04/2019
Date analysed	-	16/04/2019	16/04/2019	16/04/2019	16/04/2019	16/04/2019
Arsenic	µg/filter	<2	<2	<2	<2	<2
Cadmium	µg/filter	<0.5	<0.5	<0.5	<0.5	<0.5
Chromium	µg/filter	2	2	2	2	4
Copper	µg/filter	810	720	1,000	7,800	3,700
Lead	µg/filter	7	9	6	2	3
Nickel	µg/filter	1	1	1	2	3
Zinc	µg/filter	5	4	5	20	21
Mercury	µg/filter	<0.2	<0.2	<0.2	<0.2	<0.2
Silicon	µg/filter	140	130	140	150	130

Client Reference: A0007, Road Dust

Metals on filters		
Our Reference		215396-11
Your Reference	UNITS	DDG11 - 580 PC
Date Sampled		21.02.19- 25.03.19
Date prepared	-	16/04/2019
Date analysed	-	16/04/2019
Arsenic	µg/filter	<2
Cadmium	µg/filter	<0.5
Chromium	µg/filter	3
Copper	µg/filter	1,800
Lead	µg/filter	3
Nickel	µg/filter	2
Zinc	µg/filter	10
Mercury	µg/filter	<0.2
Silicon	µg/filter	140

Client Reference: A0007, Road Dust

Method ID	Methodology Summary
AS 3580.10.1	Analysis of dust gauges by AS 3580.10.1 (analysis only).
Metals-006	Determination of various metals on filters by ICP-AES/MS and or CV/AAS.

Client Reference: A0007, Road Dust

QUALITY CONTROL: Metals on filters					Duplicate				Spike Recovery %	
Test Description	Units	PQL	Method	Blank	#	Base	Dup.	RPD	LCS-1	[NT]
Date prepared	-			16/04/2019	[NT]	[NT]	[NT]	[NT]	16/04/2019	[NT]
Date analysed	-			16/04/2019	[NT]	[NT]	[NT]	[NT]	16/04/2019	[NT]
Arsenic	µg/filter	2	Metals-006	<2	[NT]	[NT]	[NT]	[NT]	97	[NT]
Cadmium	µg/filter	0.5	Metals-006	<0.5	[NT]	[NT]	[NT]	[NT]	100	[NT]
Chromium	µg/filter	0.5	Metals-006	<0.5	[NT]	[NT]	[NT]	[NT]	96	[NT]
Copper	µg/filter	0.5	Metals-006	<0.5	[NT]	[NT]	[NT]	[NT]	93	[NT]
Lead	µg/filter	1	Metals-006	<1	[NT]	[NT]	[NT]	[NT]	105	[NT]
Nickel	µg/filter	1	Metals-006	<1	[NT]	[NT]	[NT]	[NT]	96	[NT]
Zinc	µg/filter	1	Metals-006	<1	[NT]	[NT]	[NT]	[NT]	99	[NT]
Mercury	µg/filter	0.2	Metals-006	<0.2	[NT]	[NT]	[NT]	[NT]	92	[NT]
Silicon	µg/filter	5	Metals-006	<5	[NT]	[NT]	[NT]	[NT]	100	[NT]



Client Reference: A0007, Road Dust

Result Definitions	
<b>NT</b>	Not tested
<b>NA</b>	Test not required
<b>INS</b>	Insufficient sample for this test
<b>PQL</b>	Practical Quantitation Limit
<b>&lt;</b>	Less than
<b>&gt;</b>	Greater than
<b>RPD</b>	Relative Percent Difference
<b>LCS</b>	Laboratory Control Sample
<b>NS</b>	Not specified
<b>NEPM</b>	National Environmental Protection Measure
<b>NR</b>	Not Reported

Quality Control Definitions	
<b>Blank</b>	This is the component of the analytical signal which is not derived from the sample but from reagents, glassware etc, can be determined by processing solvents and reagents in exactly the same manner as for samples.
<b>Duplicate</b>	This is the complete duplicate analysis of a sample from the process batch. If possible, the sample selected should be one where the analyte concentration is easily measurable.
<b>Matrix Spike</b>	A portion of the sample is spiked with a known concentration of target analyte. The purpose of the matrix spike is to monitor the performance of the analytical method used and to determine whether matrix interferences exist.
<b>LCS (Laboratory Control Sample)</b>	This comprises either a standard reference material or a control matrix (such as a blank sand or water) fortified with analytes representative of the analyte class. It is simply a check sample.
<b>Surrogate Spike</b>	Surrogates are known additions to each sample, blank, matrix spike and LCS in a batch, of compounds which are similar to the analyte of interest, however are not expected to be found in real samples.
Australian Drinking Water Guidelines recommend that Thermotolerant Coliform, Faecal Enterococci, & E.Coli levels are less than 1cfu/100mL. The recommended maximums are taken from "Australian Drinking Water Guidelines", published by NHMRC & ARMC 2011.	

Client Reference: A0007, Road Dust

**Laboratory Acceptance Criteria**

Duplicate sample and matrix spike recoveries may not be reported on smaller jobs, however, were analysed at a frequency to meet or exceed NEPM requirements. All samples are tested in batches of 20. The duplicate sample RPD and matrix spike recoveries for the batch were within the laboratory acceptance criteria.

Filters, swabs, wipes, tubes and badges will not have duplicate data as the whole sample is generally extracted during sample extraction.

Spikes for Physical and Aggregate Tests are not applicable.

For VOCs in water samples, three vials are required for duplicate or spike analysis.

Duplicates: >10xPQL - RPD acceptance criteria will vary depending on the analytes and the analytical techniques but is typically in the range 20%-50% – see ELN-P05 QA/QC tables for details; <10xPQL - RPD are higher as the results approach PQL and the estimated measurement uncertainty will statistically increase.

Matrix Spikes, LCS and Surrogate recoveries: Generally 70-130% for inorganics/metals; 60-140% for organics (+/-50% surrogates) and 10-140% for labile SVOCs (including labile surrogates), ultra trace organics and speciated phenols is acceptable.

In circumstances where no duplicate and/or sample spike has been reported at 1 in 10 and/or 1 in 20 samples respectively, the sample volume submitted was insufficient in order to satisfy laboratory QA/QC protocols.

When samples are received where certain analytes are outside of recommended technical holding times (THTs), the analysis has proceeded. Where analytes are on the verge of breaching THTs, every effort will be made to analyse within the THT or as soon as practicable.

Where sampling dates are not provided, Envirolab are not in a position to comment on the validity of the analysis where recommended technical holding times may have been breached.

Measurement Uncertainty estimates are available for most tests upon request.

**AUSTRALIAN SAFER ENVIRONMENT & TECHNOLOGY PTY LTD**

ABN 36 088 095 112

Our ref: ASET72226 / 75406/ 1 - 7  
Your ref: A0067 – Road Dusts – Port Macquarie  
NATA Accreditation No: 14484.

21 March 2019

AM Enviro Services Pty Ltd  
PO Box 19  
Port Macquarie NSW 2444

Attn: Mr. Andrew Morris

**Air Monitoring for Airborne Asbestos****1. Introduction:**

This report presents the results of seven control air monitoring samples forwarded by AM Enviro Services on 21 March 2019 for analysis for airborne asbestos.

**2. Methods:**

In accordance with the Work-safe Australia Guidance Notes on Membrane Filter Method on estimating air borne asbestos fibres – Second Edition – NOHSC – 3003 (2005) and **Safer Environment Method 2** as supplementary work instructions.

**3. Results:**

<u>Location</u>	<u>Fibres/ 100 Fields</u>
<u>19/02/2019</u>	
1- ASET72226 / 75406/ 1 – AM01	0.0 / 100
2- ASET72226 / 75406/ 2 – AM02	1.0 / 100
3- ASET72226 / 75406/ 3 – AM03	0.0 / 100
4- ASET72226 / 75406/ 7 – AM07	0.0 / 100
<u>06/03/2019</u>	
5- ASET72226 / 75406/ 4 – AM04	1.0 / 100
6- ASET72226 / 75406/ 5 – AM05	0.0 / 100
7- ASET72226 / 75406/ 6 – AM06	0.0 / 100

Reported by,

**Mahen De Silva. BSc, MSc, Grad Dip (Occ Hyg)**  
**Occupational Hygienist / Approved Counter**  
**Approved Signatory**



Accredited for compliance with ISO/IEC 17025 - Testing.

SUITE 710 / 90, GEORGE STREET, HORNSBY NSW 2077 – P.O. BOX 1644 HORNSBY WESTFIELD NSW 1635  
PHONE: (02) 99872183 EMAIL: [info@ausset.com.au](mailto:info@ausset.com.au) WEBSITE: [www.ausset.com.au](http://www.ausset.com.au)

OCCUPATIONAL HEALTH &amp; SAFETY STUDIES • INDOOR AIR QUALITY SURVEYS • HAZARDOUS MATERIAL SURVEYS • RADIATION SURVEYS • ASBESTOS SURVEYS

**AUSTRALIAN SAFER ENVIRONMENT & TECHNOLOGY PTY LTD**

ABN 36 088 095 112

Our ref: ASET72724 / 75904/ 1 - 4  
Your ref: A0067 – Road Dusts – Port Macquarie  
NATA Accreditation No: 14484.

11 April 2019

AM Enviro Services Pty Ltd  
PO Box 19  
Port Macquarie NSW 2444

Attn: Mr Andrew Morris

**Air Monitoring for Airborne Asbestos****1. Introduction:**

This report presents the results of four control air monitoring samples forwarded by AM Enviro Services on 11 April 2019 for analysis for airborne asbestos.

**2. Methods:**

In accordance with the Work-safe Australia Guidance Notes on Membrane Filter Method on estimating air borne asbestos fibres – Second Edition – NOHSC – 3003 (2005) and **Safer Environment Method 2** as supplementary work instructions.

**3. Results:**

<u>Location</u>	<u>Fibres/ 100 Fields</u>
26/03/2019	
1- ASET72724 / 75904/ 1 – AM09 – 1461 Lorne Road	0.0 / 100
2- ASET72724 / 75904/ 2 – AM10 – Comboyne Road	0.0 / 100
3- ASET72724 / 75904/ 3 – AM11 – 580 Pipeclay Road	0.0 / 100
4- ASET72724 / 75904/ 7 – AM14 - QA	0.0 / 100

Reported by,

**Mahen De Silva. BSc, MSc, Grad Dip (Occ Hyg)**  
**Occupational Hygienist / Approved Counter**  
**Approved Signatory**



Accredited for compliance with ISO/IEC 17025 - Testing.

SUITE 710 / 90, GEORGE STREET, HORNSBY NSW 2077 – P.O. BOX 1644 HORNSBY WESTFIELD NSW 1635  
PHONE: (02) 99872183 EMAIL: [info@ausset.com.au](mailto:info@ausset.com.au) WEBSITE: [www.ausset.com.au](http://www.ausset.com.au)

OCCUPATIONAL HEALTH &amp; SAFETY STUDIES • INDOOR AIR QUALITY SURVEYS • HAZARDOUS MATERIAL SURVEYS • RADIATION SURVEYS • ASBESTOS SURVEYS

**CONTROL AIR MONITORING FOR ASBESTOS FIBRES RESULTS**

09 May 2019

**Attention:** Andrew Morris  
**Company:** AM Enviro Services Pty Ltd  
**Fax/email:** andrew.morris@amenviro.com.au  
**Address:** PO Box 19, Port Macquarie, NSW 2444

The results of the tests, calibrations and/or measurements in this document are traceable to Australian/national standards. Accredited for compliance with ISO/IEC 17025.

**SWE Report Reference:** S107893-AAM1.v1-290419  
**Site Address:** Road Dusts – Port Macquarie  
**Sampling Date:** 29/04/2019  
**Client Reference:** A0067-190503  
**SWE Laboratory:** Suite 25, 103 Majors Bay Road, Concord NSW 2137

**Accreditation number:** 17092                      **Site number:** 18655

**1. Introduction:** Asbestos air samples were collected by client and submitted to the Safe Work and Environments Pty Ltd (SWE) laboratory for analysis by the membrane filter mount and count methodology. The volume measurement sampling was carried out by a SWE approved trained third party, Andrew Morris (AM Enviro Services Pty Ltd), and SWE is responsible for the NATA endorsed results and data herein relied upon.

**2. Methods:** Airborne asbestos fibre monitoring was carried out in accordance with the Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres, 2nd Edition [NOHSC:3003 (2005)] and SWE's In-House Method 2 – Volume Measurement, Calibration and Standardisation. Analysis of collected filter membrane samples was performed in accordance with NOHSC:3003 (2005) and SWE's In-House Method 1 – Asbestos Fibre Count and Mount.

**3. Results:**

SWE REF.	LOCATION OF SAMPLE	FIBRES/ FIELDS
S107893/AM12/290419	-----	2.0/100
S107893/AM13/260319	-----	1.0/100

**Analysed and reported by:**

**Vince Nguyen**  
Analyst

**Rune Knoph**  
Approved Issuer of Reports

S107893- AsbestosAirMonitoringResults - Port Macquarie - 29042019

Page 1 of 2

**Safe Work and Environments Pty Ltd 88127010995**  
25/103 Majors Bay Road, Concord, NSW 2137  
Phone: 02 8757 3611  
Email: [info@swe.com.au](mailto:info@swe.com.au)

## AGENDA

ORDINARY COUNCIL  
16/08/2017

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Item: 12.03

Subject: OCEAN DRIVE DUPLICATION PROJECT UPDATE

Presented by: Infrastructure, Andrew Doig

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**Alignment with Delivery Program**

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.

**RECOMMENDATION**

That Council:

1. Note the current status of the Ocean Dr Duplication project including the estimated construction costs of \$60 million.
2. Request the General Manager to write to the Local Member for Port Macquarie and the NSW Roads Minister seeking a funding commitment to progress to construction of this project.

**Executive Summary**

In 2013, the NSW Government, through the Roads and Maritime Services, provided a \$10million commitment to Council to fund the design and construction of the Ocean Drive Duplication between Greenmeadows Drive (South) and Emerald Drive, Port Macquarie.

Early project estimates deemed the funding insufficient due to the complexity of the proposed works. It was therefore deemed that this funding would be used to support the design, environmental assessment and planning approval for the project. A separate funding application would be required to supplement construction.

Council, through its external design delivery partner, has recently completed the detail design, environmental assessment, community consultation and final cost estimation for the project.

The Project Steering Group is seeking Council endorsement to apply to the NSW State Government Local Member and NSW Roads Minister for additional funding for the construction phase of the project.

**Discussion**Project Governance

Following receipt of the State Government commitment of \$10million for the Ocean Drive Duplication in 2013, a Steering Group was formed to provide project governance to project staff. Key members of the Steering Group include:

- Councillor Justin Levido (Chair)
- Director of Infrastructure
- Council Chief Financial Officer
- Roads and Maritime Regional Manager
- Roads and Maritime Asset Manager

Item 12.03

Page 1

Item 13.06  
Attachment 1

Page 437

## AGENDA

ORDINARY COUNCIL  
16/08/2017

- Key project staff

Project Status

Council's external design delivery partner SMEC, recently completed the detail design, environmental assessment, community consultation and final cost estimation for the project. Although it is likely SMEC will provide design support during the construction phase, Council will finalise the current SMEC engagement over the coming months.

Through the Steering Group, Roads and Maritime have endorsed the final project documents providing confidence to the Steering Group that the project is in a position to commence construction phase planning. This would involve funding application, commencement of a significant Request for Tender process, Tenderer negotiation and the construction phase.

At this stage, it is anticipated the construction phase of the project would take approximately two (2) years to complete following confirmation of funding.

Project Staging

In May 2017, members of the Steering Group and key Roads and Maritime and technical staff were involved in a Project Staging Workshop. The intent of this workshop was to determine whether the 3.4km project could be split into separable projects while still providing a net community benefit.

Through analysis of a number of potential options, it was determined that the greatest community benefit for money spent is gained by construction of the entire project length from Greenmeadows Drive to Emerald Drive as a single project.

Project Costs

As the project progressed through the design phase, unit rate cost estimates were developed at key project milestones in accordance with the Roads and Maritime Project Estimating Manual. These estimates were reviewed by Roads and Maritime's Project Management Office and comments addressed by the project team.

The final cost estimate of \$58.53million was tabled at the April 2017 Project Steering Group Meeting and endorsed by the Steering Group in May 2017 following Roads and Maritime review and endorsement.

The above information is proposed to form the basis of the funding application to the NSW State Government for construction of the project.

Noting this project has not been identified as a current priority within Council's 2017-18 Operational Plan, no current internal resources have been allocated to the construction of the project this financial year. Consideration to an appropriate delivery methodology shall be carried out following any commitment to construction funding.

**Options**

Council has the option to accept these recommendations or propose alternate.

**Community Engagement & Internal Consultation**

Significant community and other stakeholder engagement has been carried out in conjunction with the detailed design development. At three separate periods during the design process, the community was given the opportunity to provide comment on



**AGENDA****ORDINARY COUNCIL  
16/08/2017**

the design and environmental reviews developed by Council. During each period, community feedback was encouraged via the Have Your Say website in addition to Project staff attendance at two separate face to face engagement sessions specifically for the community to ask questions to project staff. Feedback received from all media was considered during the project development and incorporated where appropriate.

The final engagement sessions were held at the Emerald Downs Community Hall on the 25<sup>th</sup> and 27<sup>th</sup> May 2017 to inform the community of the final design. Although some community members remained opposed to the upgrade, the majority of feedback received from the community was positive with most asking why construction has not been confirmed.

**Planning & Policy Implications**

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

**Financial & Economic Implications**

In 2013, the NSW Government, through the Roads and Maritime Services, provided a \$10million commitment to Council to fund the design and construction of the Ocean Drive Duplication between Greenmeadows Drive (South) and Emerald Drive, Port Macquarie.

As of July 2017, a total of \$1.83million has been expended on the design and preconstruction approvals for this project, with the balance of the \$10million allocation available for construction.

The final construction cost estimate of \$58.53million for the Ocean Drive Duplication was tabled at the April 2017 Project Steering Group Meeting and endorsed by the Steering Group in May 2017 following Roads and Maritime review.

It should be noted that additional costs associated with construction such as Biodiversity Offset Planting and additional consultation has not been included in this estimate, therefore a provisional allowance of \$1.5million is added to the final cost estimate for these expected additional costs. The total expected project cost is therefore in the order of \$60M.

Based on the final construction cost estimate, additional allowances and the balance of the original \$10million Grant, a further \$52million in funding is required.

Noting this project has not been identified as a current priority within Council's 2017-18 One Year Operational Plan, it is proposed that a representation be made to the NSW State Government for additional supplementary funding of \$52million to allow this project to proceed to construction.

Council may need to consider the priority and level of funding it is prepared to contribute to this project over existing works priorities as included in the current Operational Plan or give consideration to this project in future Operational Plans, should the NSW State Government not be prepared to fund the total cost of this project.

**Attachments**

Nil

AGENDA

ORDINARY COUNCIL  
[Meeting Date dd/mm/yyyy]

Port Macquarie-Hastings Council  
PO Box 84  
Port Macquarie  
NSW Australia 2444  
DX 7415  
● council@pmhc.nsw.gov.au



ABN 11 236 901 601

8 August 2019

The Hon. Leslie Williams MP  
Suite 6, 27 Grant Street  
PORT MACQUARIE NSW 2444

Email: [portmacquarie@parliament.nsw.gov.au](mailto:portmacquarie@parliament.nsw.gov.au)

Dear Leslie

#### Ocean Drive Duplication Project

Firstly, sincere thanks for arranging and hosting a series of Ministerial meetings with Mayor Peta Pinson, Director Melissa Watkins and myself last week in Macquarie St. We found all meetings very worthwhile and we look forward to welcoming those Ministers to our area in the near future.

Secondly, in follow up to our meeting with Minister Toole where we discussed the Ocean Drive Duplication project, we committed to write to you to seek assistance from the Minister in determining whether the RMS would undertake the construction of the works associated with the Ocean Drive Duplication, hence this letter to you.

In support of the RMS taking the lead on this project, it has come to my attention that the RMS has previously shown interest in undertaking this work, as detailed in the attached letter from the RMS to me on 25 September 2015. I also understand that in recent discussions between Council and RMS representatives, that the RMS at a local Northern Region level, are still keen to undertake this project.

Noting that the business case for this project is currently working its way through the RMS approvals process, it would be opportune now to determine overall project management of this project so that the project can be structured appropriately from the outset and that once the business case is approved, the project can commence as seamlessly as possible. Confirming who will lead this project will also mean there is a clearer understanding of when a range of preconstruction tasks can commence on the site.

For your information, a report will be tabled at the 21 August 2019 Council meeting relating to the Ocean Drive Duplication project. This Council report will be an update report to Councillors and the community and will highlight the current outturn cost of the project being \$72.6 million. The report will also seek Council support for the RMS to undertake this project, plus the report will talk to the budget shortfall (\$7.1 million) that now exists for this project in light of confirmation of the outturn cost as mentioned above.

[pmhc.nsw.gov.au](http://pmhc.nsw.gov.au)

Page 1

**PORT MACQUARIE OFFICE**  
17 Burrawan Street, Port Macquarie NSW 2444  
☎ 02 6584 8444 ☎ 02 6584 8400

**WAUCHOPE OFFICE**  
49 High Street, Wauchope NSW 2446  
☎ 02 6580 6500

**LAURIETON OFFICE**  
9 Laurie Street, Laurieton NSW 2443  
☎ 02 6550 0050



If you require any further information from me in relation to the above request, please let me know. Your earliest attention and response to this letter would be appreciated. I can be contacted via email at [craig.swift-mcnair@pmhc.nsw.gov.au](mailto:craig.swift-mcnair@pmhc.nsw.gov.au) or on 6581 8020 if you would like to discuss any aspect of this letter further.

Yours sincerely

A handwritten signature in black ink, appearing to read "Craig Swift-McNair", written over the printed name.

Craig Swift-McNair  
General Manager



## PORT MACQUARIE TRANSPORT NETWORK COMMUNITY CONSULTATIVE COMMITTEE CHARTER

---

Adopted: Ordinary Council XXXXX

### 1.0 PURPOSE OF THE COMMITTEE

The purpose of the Port Macquarie Transport Network Community Consultative Committee is to provide a forum for discussion between Council and the community on issues directly relating to the investigation of proposed Orbital Road options, planned traffic network improvements and upgrades to the existing Port Macquarie road network, through the development of a Strategic Business Case.

- The 19 June 2019 Council meeting it was resolved:  
*7. Request the General Manager to establish a Proposed Orbital Road Community Consultative Committee that will be guided by a Council-adopted Charter (yet to be determined), with membership of the Committee to be determined via a formal Expression of Interest process, ensuring that a broad cross-section of interests and expertise are represented on the Committee.*

### 2.0 KEY FUNCTIONS

The Committee will:

- Assist Council in meeting its commitment to address the proposed Orbital Road options and broader Port Macquarie road network improvements & upgrades.
- Promote information sharing between Council, local community members and other key stakeholders, on the proposed Orbital Road options and broader Port Macquarie road network improvements & upgrades.
- Work collaboratively with Council and provide feedback on the proposed Orbital Road options, Strategic Business Case studies or reports and broader Port Macquarie road network improvements & upgrades.
- Provide a forum for the community members and other stakeholders to share / seek information on and provide feedback to Council on the development of the Strategic Business Case for the proposed Orbital Road, including planned traffic network improvements and upgrades to the existing Port Macquarie road network,

### 3.0 MEMBERSHIP

Membership of the Committee will comprise ten (10) members including:

1. One independent Chair
2. Two Councillor representatives
3. Up to five community and stakeholder representatives (including no more than 2 representatives from any one representative group)
4. Two Council staff representatives (Director and Group Manager)

If and when decision-making is required, this will be by consensus.

It is anticipated other Council staff may be present on an as needs basis in support of the project to present information and listen to discussion.

### 3.1 Independent Chair

The Independent Chair must be:

- A convenor, facilitator, mediator and advisor for the Committee
- Independent and impartial
- The key contact between the Committee and Council

The Chair will be chosen through an Expression of Interest (EOI) process and must be able to demonstrate detailed experience in community relations, facilitation, mediation and / or public advocacy.

The appointment of the Chair to the Committee will be for a period of 12 months at which time the Committee membership will be reviewed; with the option to extend the Independent Chair's tenure for another twelve-month period via a resolution of the Council, without the need to go through a formal EOI process.

The Chair will be responsible for:

- Convening and running the meetings in a fair and independent way
- Ensuring members comply with the code of conduct
- Resolving disputes between members
- Liaising with Council staff on minutes, agendas and reports

### 3.2 Community and Stakeholder representatives

Community and stakeholder representatives will represent a broad cross section of the community in age and gender and will be chosen through an EOI process.

Local community representative's must:

- Be a current resident or landowner in the Port Macquarie-Hastings Local Government Area
- Be able to demonstrate active involvement in local community groups or activities
- Have awareness and knowledge about the projects on which the Committee will be focussed
- Be able to represent and communicate the interests of the community
- Be willing to adhere to the Council's Code of Conduct at all times, including the need for confidentiality at times.

Representatives of stakeholder groups must:

- Be a member of a stakeholder group with an interest in the projects on which the Committee will be focussed
- Have awareness and knowledge about the projects on which the Committee will be focussed
- Be able to represent and communicate the interests of their group and share information with their respective groups
- Be willing to adhere to the Council's Code of Conduct at all times, including the need for confidentiality at times.

Appointment to the Committee will be for a period of twelve months, at which time a review of the membership of the Committee will take place; with the option to extend the existing Committee for another twelve-month period via a resolution of the Council, without the need to go through a formal EOI process.

### 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 the Committee 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 the Committee are bound by the existing operational delegations in relation to speaking to the media.
- A Councillor as a member of the Committee or the Committee 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 rests with Councillors, through formal resolutions of Council.
- The Committee may make recommendations to Director of Strategy and Growth or General Manager who will have to discretion to prepare a report, for consideration by Councillors through a formal meeting of Council. Council will consider recommendations that come from the Committee, however is under no obligation to resolve in favour of such recommendations.
- A Councillor as a member of the Committee or the Committee itself cannot direct staff and must abide by the decisions of Council and the policies of Council.

#### Confidentiality and Conflict of Interest

- Councillors, Council staff and members of this Committee 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.
- Committee 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 Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. This does not relate to where a Committee member resides.
- All members of the Committee will be required to complete a confidentiality agreement that will cover the period of their membership of the Committee.

### 3.4 Appointment of Members

Council will seek Expressions of Interest for the independent chair and community /stakeholder representatives for an appointment of 12 months by the following means:

- Advertising in the local paper
- Social media
- Council Website.

The EOI will be open for no less than 28 days. The EOI submissions will be reviewed and assessed against appropriate selection criteria.

A report will then be prepared for a future Council in relation to the appointment of members to the Committee.

The Committee will be established for the life of the development of the Strategic Business Case.

### 4.0 TIMETABLE OF MEETINGS



- Meetings of the Committee shall be held on a quarterly basis as a minimum, with no more than six meetings in a 12-month period.

## **5.0 MEETING PRACTICES**

### **5.1 Quorum**

- A meeting of the Committee shall not proceed unless a quorum of at least one (1) more than half the number of members are present.

### **5.2 Chairperson**

- The Chairperson shall be the Independent Chair.
- If the Chair is not available, the most senior staff member at the meeting will act as Chair.

### **5.3 Secretariat**

- A Council Staff representative is to be responsible for ensuring that the Committee 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.

## **6.0 ATTENDANCE BY NON-COMMITTEE MEMBERS**

There may be occasions where other attendees are required at Committee meetings, for example; funding partners, other levels of Government, project managers (if applicable), stakeholder engagement specialists and other Council staff. Invitations to Committee meetings will be on an as needs basis and upon the formal request of the Chairperson.

## **7.0 COMMITTEE INDUCTION**

The Independent Chair will ensure that members are given a suitable induction training to equip them for their role in the Committee, in accordance with Council's Code of Conduct and the Council adopted Code of Meeting Practice.

## AGENDA

ORDINARY COUNCIL  
18/11/2015

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Item: 09.13Subject: COAST, ESTUARY & FLOODPLAIN ADVISORY SUB-COMMITTEE  
CHARTERPresented by: Development & Environment Services, Matt Rogers

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**Alignment with Delivery Program**

1.1.1 Use a variety of tools to engage with the community in a manner that is transparent, effective, relevant and inclusive.

**RECOMMENDATION**

**That Council adopt the Port Macquarie-Hastings Coast, Estuary & Floodplain Advisory Sub-Committee Charter as outlined in this report.**

**Executive Summary**

The Coast, Estuary & Floodplain Advisory Sub-Committee met on 29 September 2015 and reached consensus that a new Sub-Committee Charter be drafted, emailed to members for comments and then presented to Council for adoption.

This report provides a draft charter for consideration by Council following consultation with Sub-Committee Members.

**Discussion**

As a result of the merger of the Port Macquarie-Hastings LGA Coast & Estuaries Sub-Committee and the Port Macquarie-Hastings LGA Floodplain Sub-Committee a new charter is required.

The Coast, Estuary & Floodplain Advisory Sub-Committee considered this matter at its meeting held on 29 September 2015 and reached consensus as follows:

**CONSENSUS:**

*That a draft Charter, based on the format of the former PMH Coast & Estuaries Sub-committee charter, be emailed to members for comment and then be reported to Council for consideration.*

In accordance with the above, staff drafted a new charter based on the previous Coast & Estuary Sub-committee charter and included references to floodplain management.

Comments were sought from Sub-Committee members as outlined in the Engagement and Consultation heading below.

The following charter is now presented to Council for adoption:

Item 09.13

Page 1

Item 13.10  
Attachment 1

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**AGENDA****ORDINARY COUNCIL  
18/11/2015**Coast, Estuary & Floodplain Advisory Sub-Committee Charter

- Advise Council on conditions and management issues for the coast, estuaries and floodplains of the Port Macquarie-Hastings local government area.
- Advise Council on the development of coastal zone, estuary and floodplain risk management plans for the Port Macquarie-Hastings local government area.
- Advise Council on the implementation of adopted coastal zone, estuary and floodplain risk management plans.
- Act as a committee for the purpose of relevant NSW guidelines as they relate to estuary, coastline and floodplain management.

**Options**

Council has a number of options in relation to this matter including:

- Adopting the Charter as proposed.
- Adopting an amended Charter.
- Deferring this matter for further consultation among Councillors and/or with Sub-Committee Members.

It is recommended that the Charter be adopted as outlined above.

**Community Engagement & Internal Consultation**

The revision of the charter has been discussed at previous meetings of each Sub-committee with the final format of the draft charter being discussed at the first meeting of the merged Sub-committee.

It was agreed that staff would draft a new charter based on the previous Coast & Estuary Sub-committee charter and expand it to include reference to floodplain management.

The revised charter was drafted and then issued to all Sub-committee members for review and input prior reporting the charter to Council for adoption. Two weeks were provided for members to review and provide feedback.

Four Sub-committee members, including the Chair, responded positively to the charter and suggested that it be adopted as drafted.

Constructive feedback was received from the Sub-committee's DPI - Lands representative resulting in minor changes being made to the final wording of the charter as a result of the suggestion.

**Planning & Policy Implications**

This matter has no planning or policy implications.

**Financial & Economic Implications**

This matter has no financial or economic implications.

AGENDA

ORDINARY COUNCIL  
[Meeting Date dd/mm/yyyy]

**Attachments**

Nil



## COAST, ESTUARY & FLOODPLAIN SUB-COMMITTEE CHARTER

Adopted: Ordinary Council YYYY MM DD

### 1.0 OBJECTIVES

- Assist Council in undertaking coast, estuary and floodplain management and planning.
- Assist Council in reviewing coast, estuary and floodplain studies, plans, and policies.
- Engage with and provide input to Council on other coast, estuary and floodplain matters and issues which are relevant to the Local Government Area.
- Provide and receive two-way feedback from the community.

### 2.0 KEY FUNCTIONS

- Advise Council on conditions and management issues for the coast, estuaries and floodplains of the Port Macquarie-Hastings Local Government Area.
- Advise Council on the development of coastal, estuary and floodplain management plans for the Port Macquarie-Hastings Local Government Area.
- Advise Council on the implementation of adopted coastal, estuary and floodplain management plans.
- Act as a Sub- Committee for the purpose of relevant NSW guidelines as they relate to coastal, estuary and floodplain management.

### 3.0 MEMBERSHIP

#### 3.1 Members

Community Representatives			
Name	Title	Catchment	Coast, estuary, flood
Alan MacIntyre	Community Representative	Camden Haven	Coast and estuary
Patrick McEntee	Community Representative	Hastings	Coast and estuary
Bob Jolly	Community Representative	Lake Cathie	Coast and estuary
Kingsley Searle	Oyster Industry	Hastings	Coast and estuary
Tony Troup	Oyster Industry	Camden Haven	Coast and estuary
Paul Hyde	Fishing Industry	Hastings	Coast and estuary
Vacant	Development Industry	Hastings	Flood
Vacant	Development Industry	Camden Haven	Flood
Vacant	Community Representative	Hastings	Flood
Vacant	Community Representative	Camden Haven	Flood
Vacant	Community Representative Revive Lake Cathie (RLC)	Lake Cathie	Flood

Council Representatives	
Name	Title
Michael Cusato (Chairperson)	Councillor
	Director, Development & Environment
	Manager, Environmental Services
	Natural Resources Manager
	Environmental Projects Officer

Agency Representatives			
Name	Title	Organisation	Coast, estuary, flood
Tina Clemens	NRM Project Officer	DPI - Lands	All
Mick Northam Scott Anderson (alternative)	Fisheries Officer	DPI - Fisheries	Coast and estuary
Shane Robinson Geoff James (alternative)	Manager, Hastings Macleay Area North Coast Branch	DPIE - NPWS	Coast and estuary
John Schmidt Toong Chin (alternative)	Natural Resource Officer - Water, Floodplains & Coast	DPIE - Biodiversity and Conservation Division	Coast and estuary
Nic Denshire Toong Chin (alternative)	Principal Floodplain Officer - Water, Floodplains & Coast	DPIE - Biodiversity and Conservation Division	Flood
Paul Burg Maria Frazer (alternative)	Local Commander, Hastings Cluster	SES	Flood
Matt Dawson Andre Uljee (alternative)	Boating Safety Officer	RMS	Coast and estuary

### 3.2 Obligations of Members

- Act honestly and in good faith.
- To act professionally and respectfully.
- Act impartially at all times.
- Participate actively in the work of the Sub-Committee.
- Exercise the care, diligence and skill that would be expected of a reasonable person in comparable circumstances.
- Comply with this Charter at all times.
- Facilitate and encourage community engagement with the Sub-Committee and Council.
- 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 Sub-Committee 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.
- A Councillor as a member of a Sub-Committee or the Sub-Committee 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 Sub-Committee or the Sub-Committee itself cannot direct staff and must abide by the decisions of Council and the policies of Council.
- Councillors, Council staff and members of this Sub-Committee 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.

### 3.3 Member Tenure

Sub-Committee members will serve for a period of five (5) years after which Council will call expressions of interest for the next five (5) year period. Existing Sub-Committee members will be eligible to re-apply for a position and serve additional terms. Any changes in the composition of the Sub-Committee requires the approval of Council.

### 3.4 Appointment of Members

- A formal Expression of Interest process will be undertaken across the Local Government Area as a way of determining the independent representatives on the Sub-Committee.
- Applications from individuals and representatives from interest groups, and who meet the selection criteria will be encouraged.
- Council, by resolution duly passed, will appoint members to the Sub-Committee.

## 4.0 TIMETABLE OF MEETINGS

Meetings will be held quarterly as a minimum or more regularly if required. Meetings will generally be held at the main administration office of Port Macquarie-Hastings Council.

## 5.0 MEETING PRACTICES

### 5.1 Decision Making

- Recommendations of the Sub-Committee 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 from the Sub-Committee are to be made through the relevant Director, who will determine under delegation, the process for implementation.
- The Sub-Committee has no delegation to allocate funding on behalf of Council. The Sub-Committee may make recommendations to Council about how funding should be spent in relation to the above-mentioned objectives, however those funds will only be applied and expended following a formal resolution of Council.
- The Sub-Committee may establish working groups to support actions and activities within the strategies or to assist in the delivery of projects and events as deemed appropriate. All projects are to be aligned with Council's suite of Integrated Planning and Reporting documents.

### 5.2 Quorum

The quorum for the Sub-Committee will be half of the members plus one. A quorum must include a minimum of one (1) Councillor and one (1) Council staff member being present.



### 5.3 Chairperson and Deputy Chairperson

- The Chairperson shall be the Councillor, Chair Coast, Estuary and Floodplain Sub-Committee
- At all Meetings of the Sub-Committee, the Chairperson shall occupy the Chair and preside. In the absence of the Chairperson the Director will act as Chairperson for that meeting.

### 5.4 Secretariat

- The Director is responsible for ensuring the Sub-Committee 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.
- All Sub-Committee agendas and minutes will be made available to the public via Council's web site, unless otherwise restricted by legislation.

### 5.5 Recording of decisions and explicit discussions on risks

The Secretariat shall record all discussions that relate to risks.

### 6.0 CONVENING OF "OUTCOME SPECIFIC" WORKING GROUPS

- The Sub-Committee can at times request a working group to be convened, for a limited period of time, for a specific action, these specifics will be minuted clearly. The working group will report back to the Sub-Committee with outcomes.
- Any working groups established under this Sub-Committee will be responsible for providing updates to the Sub-Committee. The working groups will be an informal gathering with notes collected and managed by the senior staff member in attendance and will be tabled at the Sub-Committee meetings.

### 7.0 CONFIDENTIALITY AND CONFLICT OF INTEREST

- Any independent members of the Sub-Committee will be required to complete a confidentiality agreement that will cover the period of their membership of the Sub-Committee.
- Sub-Committee 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 Sub-Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate that they be excused from Sub-Committee deliberations on the issue where the conflict of interest may exist

Unclassified



File Ref. No: BFS19/2090  
TRIM Ref. No: D19/47084  
Contact: Conor Hackett

5 July 2019

General Manager  
Port Macquarie-Hastings Council  
PO Box 84  
PORT MACQUARIE NSW 2444

Email: [council@pmhc.nsw.gov.au](mailto:council@pmhc.nsw.gov.au)

Attention: Mark Gollins

Dear Sir / Madam

**Re: INSPECTION REPORT  
THE SETTLERS INN  
101 HASTINGS RIVER DR, PORT MACQUARIE ("the premises")**

Pursuant to the provisions of Section 9.32(1) of the *Environmental Planning and Assessment Act 1979* (EP&A Act), an inspection of 'the premises' on 22 June 2019 was conducted by Authorised Fire Officers from the Fire Safety Compliance Unit of Fire and Rescue NSW (FRNSW). The inspection was also conducted in the company of Officers from the NSW Police Force.

The inspection was limited to the following:

- A visual inspection of the essential Fire Safety Measures as identified in this report only.
- A conceptual overview of the building, where an inspection had been conducted without copies of the development consent or copies of the approved floor plans.

On behalf of the Commissioner of FRNSW, the following comments are provided for your information in accordance with Section 9.32(4) and Schedule 5, Part 8, Section 17(1) of the EP&A Act. Please be advised that Schedule 5, Part 8, Section 17(2) requires any report or recommendation from the Commissioner of FRNSW to be tabled at a Council meeting.

Fire and Rescue NSW

ABN 12 593 473 110

[www.fire.nsw.gov.au](http://www.fire.nsw.gov.au)

Community Safety Directorate  
Fire Safety Compliance Unit

1 Amarina Ave  
Greenacre NSW 2190

T (02) 9742 7437  
F (02) 9742 7483

[www.fire.nsw.gov.au](http://www.fire.nsw.gov.au)

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**COMMENTS**

This report is limited to observations and sections of the building accessed at the time of the inspection, including potential deviations from the National Construction Code 2019 Building Code of Australia – Volume One. Please be advised that whilst the report is not an exhaustive list of non-compliances, the items as listed may contradict development consent approval. In this regard, it is at council's discretion as the appropriate regulatory authority to consider the most appropriate action and determine whether an investigation is required.

The following items were identified as concerns during the inspection:

**1. Essential Fire Safety Measures**

- 1A. Automatic Smoke Detection and Alarm System – At the time of the inspection the Fire Indicator Panel (FIP) for the automatic smoke detection and alarm system was disabled contrary to the requirements of Clause 182 of the Environmental Planning and Assessment Regulation 2000 (EP&A Regulation). Prior to the conclusion of the inspection, the manager enabled the FIP.
- 1B. Zone Block Plan – Typically, Section 3.10 of the Australian Standard 1670.1 -2015 requires a Zone Block Plan to be securely mounted and located adjacent to the Fire Indicator Panel (FIP). At the time of the inspection, a Zone Block Plan could not be located beside the FIP.
- 1C. Smoke Detection –
  - i. A smoke detector appeared to be missing from the corridor adjacent to the gaming area, with red cabling hanging down from the ceiling.
  - ii. There appeared to be a lack of smoke detection in the function room to the eastern side of the main bar. The requirements of Clause 3.27 of AS 1670.1 -2015 may need to be considered.
- 1D. Evacuation Plan – The evacuation plans installed were out of date and did not reflect the additions and modifications made to the premises.
- 1E. Exit signs – At the time of inspection a number of exit signs in the gaming area were missing the pictorial element, contrary to the requirements of Clause 182 of the EP&A Regulation

**2. Access & Egress**

- 2A. Sliding Door – It is noted that a sliding door has been installed within the gaming room which forms part of a required exit. It is unclear if this door complies with the requirements of D2.19(b) of the NCC.

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- 2B. Paths of Travel to Exits - The path of travel from the exit adjacent to the bistro servery via the storage area, was obstructed by stored items reducing the unobstructed width of the path of travel to the exit to less than 1m, in contravention with the requirements of Clause D1.6(b) of the NCC.

3. Compartmentation

- 3A. Separation of classifications – It appears that recent works have been carried out to the storeroom adjacent to the kitchen area, in the form of gyprock walls and bulkheads, which appears to separate the pub/hotel and the adjacent accommodation rooms to the west. A visual inspection could not determine at the time if the separating wall complies with Clause C2.8 and C2.9 of the NCC;

4. Generally

- 4A. Investigation Outcomes – The following comments are based on observations and information made available at the time of the inspection, a conference call with FRNSW officers, the Principle Certifying Authority (PCA) and council's Fire Safety Officer on 25 June 2019, and further correspondence between council and FRNSW:

- i. At the time of the inspection the FIP for the automatic smoke detection and alarm system was disabled. Of concern at the time was that management appeared to be unaware that the FIP had been disabled. Before the conclusion of the inspection the manager switched the FIP to enable.
- ii. Exit Signage – Upon first glance, the premises would appear to benefit from additional exit signage, such that an exit sign or directional exit sign is clearly visible from all areas of the premises. It appears that the recent upgrade works to the premises, has resulted in an egress strategy that is incoherent, as there were exit signs missing over required exit doors, exit signs over doors which lead to an enclosed courtyard and exits not readily apparent from all areas of the premises, in particular; the covered outdoor areas, TAB and function room.
- iii. Exit Strategy – Council may need to review the exit and directional signs within the premises, to ensure that signage is provided to identify the location of exits and guide occupants to those exits, in accordance with Performance Requirement EP4.2 of the NCC, which may include consideration to Performance Requirement DP4 and the requisite travel distances.
- iv. During initial discussions, the manager of the premises stated that he believed that an Occupation Certificate (OC) had been issued for the use of the premises. Following a telephone call with an owner of the premises, the manager confirmed that the OC had not been issued, but would be issued by the PCA in the near future.

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- v. Officers from FRNSW expressed concerns with regard to the fact that the premises was trading without the benefit of an OC, that the FIP had been isolated and that the provisions for escape from the premises did not appear to be in accordance with the Deemed-To-Satisfy provisions of section D of the NCC.
- vi. A conference call was held with officers from FRNSW, the Principle Certifying Authority and council's Fire Safety Officer on 25 June 2019. Discussions with the PCA confirmed that no Occupation Certificate had been issued for the premises.

At the conclusion of the call, the PCA agreed to investigate the matter further and either; issue an OC or issue a Notice of Intention to Issue an Order (NOI), as per Section 6.31 of the Environmental Planning and Assessment Act 1979 (EP & A Act).

- vii. It is noted that on 28 June 2019 the PCA issued a NOI to cease use of the covered courtyard in addition to a NOI to remove the wall from the eastern end of the covered courtyard area and the retractable awning, pursuant to Section 6.31 of the EP & A Act.

FRNSW is therefore of the opinion that there are inadequate provisions for fire safety within the building.

## RECOMMENDATIONS

It is understood that council officers will be conducting an inspection of the premises. FRNSW recommends that Council inspect and address any other deficiencies identified on 'the premises', and require item no. 1 through to item no. 4 of this report be addressed appropriately.

This matter is referred to Council as the appropriate regulatory authority. FRNSW therefore awaits Council's advice regarding its determination in accordance with Schedule 5, Part 8, Section 17(4) of the EP&A Act.

Should you have any enquiries regarding any of the above matters, please do not hesitate to contact Conor Hackett of FRNSW's Fire Safety Compliance Unit on (02) 9742 7434. Please ensure that you refer to file reference BFS19/2090 for any future correspondence in relation to this matter.

Yours faithfully



Edren Ravino  
Senior Building Surveyor  
Fire Safety Compliance Unit

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