



PORT MACQUARIE-HASTINGS
COUNCIL



Ordinary Council

Business Paper

date of meeting: Wednesday 18 November 2020

location: Via Skype

time: 5.30pm

Note: Council is distributing this agenda on the strict understanding that the publication and/or announcement of any material from the Paper before the meeting not be such as to presume the outcome of consideration of the matters thereon.

Community Vision

A sustainable high quality of life for all

Community Mission

Building the future together
People Place Health Education Technology

Council's Corporate Values

- ★ Sustainability
- ★ Excellence in Service Delivery
- ★ Consultation and Communication
- ★ Openness and Accountability
- ★ Community Advocacy

Community Themes

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

Ordinary Council Meeting

Wednesday 18 November 2020

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Item: 01**Subject: ACKNOWLEDGEMENT OF COUNTRY**

"I acknowledge that we are gathered on Birpai Land. I pay respect to the Birpai Elders both past and present. I also extend that respect to all other Aboriginal and Torres Strait Islander people present."

Item: 02**Subject: LOCAL GOVERNMENT PRAYER**

Due to the current COVID-19 health emergency, the Prayer will not be held as part of this meeting.

Item: 03**Subject: APOLOGIES**

RECOMMENDATION

That the apologies received be accepted.

Item: 04**Subject: CONFIRMATION OF PREVIOUS MINUTES**

RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held on 21 October 2020 be confirmed.

PRESENT

Members:

Councillor Peta Pinson (Mayor)
Councillor Lisa Intemann (Deputy Mayor)
Councillor Rob Turner
Councillor Sharon Griffiths
Councillor Peter Alley
Councillor Geoff Hawkins
Councillor Lee Dixon

Other Attendees:

Acting General Manager (Jeffery Sharp)
Director Corporate Performance (Rebecca Olsen)
Director Development and Environment (Melissa Watkins)
Director Infrastructure (Dan Bysma)
Acting Director Strategy and Growth (Liesa Davies)
Group Manager Governance (Michael Ferguson)
Governance Support Officer (Bronwyn Lyon)

This meeting was held remotely and electronically through Skype
and is live streamed on Council's YouTube channel.
The meeting opened at 5:30pm.

01 ACKNOWLEDGEMENT OF COUNTRY

The Mayor opened the Meeting with an Acknowledgement of Country and welcomed all in attendance on line.

02 LOCAL GOVERNMENT PRAYER

Due to the current COVID-19 health emergency, the Local Government Prayer was not delivered as part of this meeting.

03 APOLOGIES

Nil.

04 CONFIRMATION OF MINUTES

RESOLVED: Dixon/Griffiths

1. That the Minutes of the Ordinary Council Meeting held on 23 September 2020 be confirmed.
2. That the Minutes of the Extraordinary Council Meeting held on 30 September 2020 be confirmed.

CARRIED: 7/0
FOR: Alley, Dixon, Griffiths, Hawkins, Intemann, Pinson and Turner
AGAINST: Nil

05 DISCLOSURES OF INTEREST

Councillor Turner declared a Non-Pecuniary, Less Than Significant Interest in Item 15.03 - EOI-20-04 Town Centre Master Plan Sub-Committee - New Membership, the reason being that Councillor Turner is a director of Hort Property Pty Ltd which owns a property in the Port Macquarie CBD within the boundaries of the Port Macquarie Town Centre Masterplan area.

Councillor Alley declared a Non-Pecuniary, Less Than Significant Interest in Item 11.02 - 2020-2021 Round 1 Community Grant Program for Endorsement, the reason being that Councillor Alley's wife is a member of a community group recommended in the report to receive funding through this program noting that she is not a member of the group's Executive, nor was she involved in any of the grant funding applications.

06.01 2020 MINISTERS' AWARDS FOR WOMEN IN LOCAL GOVERNMENT

RESOLVED: Pinson

That the information in the Mayoral Minute titled 2020 Ministers' Awards for Women in Local Government, be noted.

CARRIED: 7/0
FOR: Alley, Dixon, Griffiths, Hawkins, Intemann, Pinson and Turner
AGAINST: Nil

07 CONFIDENTIAL CORRESPONDENCE TO ORDINARY COUNCIL MEETING

RESOLVED: Intemann/Dixon

That Council determine that the attachments to Item Number 11.02 be considered as confidential, in accordance with section 11(3) of the Local Government Act.

CARRIED: 7/0

FOR: Alley, Dixon, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

08 PUBLIC FORUM – MATTERS NOT ON THE AGENDA

Due to the current COVID-19 health emergency, Public Forum - Matters Not On The Agenda were not held as part of this meeting.

09 PUBLIC FORUM – MATTERS ON THE AGENDA

Due to the current COVID-19 health emergency, Public Forum - Matters On The Agenda were not held as part of this meeting.

Council invited the public to submit comments in relation to matters on the agenda in writing which were provided to Councillors prior to the meeting for the consideration of the Councillors.

Councillor Alley left the meeting due to technical difficulties, the time being 5:38pm.

SUSPENSION OF STANDING ORDERS

RESOLVED: Griffiths/Dixon

That Standing Orders be suspended to allow items 10.06, 11.01, 11.02, 11.03, 11.05, 11.06, 12.01, 12.02, 13.01, 13.03, 13.04, 13.05, 13.06, 13.07, 13.08 not in the block to be brought forward and considered next.

CARRIED: 6/0

FOR: Dixon, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

10.06 DRAFT UNREASONABLE CUSTOMER CONDUCT POLICY

RESOLVED: Griffiths/Intemann

That Council:

1. Place on public exhibition as soon as practicable for a period of not less than 28 days, the draft Unreasonable Customer Conduct Policy and actively seek community feedback.
2. Note that a further report be considered by Council, detailing the submissions received from the public during the exhibition period and presenting a final draft for adoption.
3. Include action at Clause 4.2 if weapons are used, to be added to the draft Policy prior to exhibition.

CARRIED: 6/0

FOR: Dixon, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

11.01 BEECHWOOD ROAD STAGES 5 & 6 PROJECT UPDATE

RESOLVED: Intemann/Griffiths

That Council:

1. Adopt a 6-8 month road closure as the preferred construction methodology for the future elevated upgrade of Beechwood Road between Waugh Street and Glenview Drive to ensure flood free access over Yippin Creek, to inform the finalised concept design for Beechwood Road Stage 6.
2. Note that the construction work is mostly unfunded and may not proceed for several years and that community engagement will take place before commencement of the works.

CARRIED: 6/0

FOR: Dixon, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

Councillor Alley returned to the meeting, the time being 5:48pm.

11.02 2020-2021 ROUND 1 COMMUNITY GRANT PROGRAM FOR ENDORSEMENT

Councillor Alley declared a Non-Pecuniary, Less Than Significant Interest in this matter and remained in the room during the Council's consideration.

RESOLVED: *Griffiths/Intemann*

That Council pursuant to Section 356 of the Local Government Act 1993, grant financial assistance from the Community Grants 2020-2021 Round 1 for the total amount of \$89,545 according to the following:

Organisation Name	Project	Funding
Community Builders:		
Lake Cathie Tennis Club	Hit Up Wall	\$5,000
Camden Haven Pony Club	Fencing Dressage Arena	\$5,000
Hastings Valley Miniature Railway Society Incorporation	Yippin Creek Track Duplication	\$4,791
Port Macquarie Surf Lifesaving Club	Modified Nippers Boards	\$2,275
	<u>Sub-total</u>	\$17,066
Community Celebrations:		
Camden Haven Chamber	Christmas Celebrations	\$5,000
Wauchope Chamber	Christmas Celebrations	\$5,000
	<u>Sub-total</u>	\$10,000
Cultural:		
Port Macquarie Community Gardens	Mosaic Seats & ground mandala	\$1,020
Port Macquarie Historical Society	Birpai Publishing project	\$5,000
Port Macquarie Rugby Union Club	Indigenous mural/art installation	\$4,109
	<u>Sub-total</u>	\$10,129
Environmental:		
Port Macquarie Landcare Group	Enable Volunteering	\$5,000
Friends of Kooloonbung Creek	Bush regeneration & littler removal	\$5,000
	<u>Sub-total</u>	\$10,000
Band Grants:		
Port Macquarie Hastings Municipal Band	Operational Cost	\$10,000
Camden Haven Community Band	Community Performances	\$6,920
Hastings Koalas Orchestra	Community Performances	\$5,000
Hastings District Highland Pipe Band	Community Performances	\$7,480
	<u>Sub-total</u>	\$29,400

Friends of Mrs York's Garden Inc	Bicentenary Celebrations	\$3,150
	<u>Sub-total</u>	\$8,150
		<i>CARRIED: 7/0</i>
	<i>FOR: Alley, Dixon, Griffiths, Hawkins, Intemann, Pinson and Turner</i>	
	<i>AGAINST: Nil</i>	

11.03 FORMATION OF A COMMUNITY INCLUSION COMMITTEE

RESOLVED: Alley/Intemann

That Council:

1. Create a Community Inclusion Committee.
2. Adopt the Community Inclusion Committee Charter with the amendment in 7.0 of replacing the words "may include" to "will include".
3. Appoint Councillor Alley as Chair of the Community Inclusion Committee.
4. Appoint Councillor Turner as Deputy Chair of the Community Inclusion Committee.
5. Call for expressions of interest from the community to be members of the Community Inclusion Committee for a four year term.
6. Request the General Manager table a future report:
 - a) Seeking Council endorsement of the membership of the Community Inclusion Committee.
 - b) Outlining the transition arrangements for the members of the current Access Committee to a working group of the Community Inclusion Committee.

CARRIED: 7/0
FOR: Alley, Dixon, Griffiths, Hawkins, Intemann, Pinson and Turner
AGAINST: Nil

11.05 ROLLANDS PLAINS AND KEW, KENDALL, HERONS CREEK AND LORNE COMMUNITY PLANS

RESOLVED: Turner/Griffiths

That Council:

1. Endorse the Community Plans for:
 - a) Kew, Kendall, Herons Creek and Lorne.
 - b) Rollands Plains.
2. Note the extensive engagement which has taken place with these communities and their Community-Council Action Teams to finalise the Plans.
3. Note the goals and actions identified for each of the communities as outlined in the Community Plans, for consideration in future Operational Plans.

CARRIED: 7/0

FOR: Alley, Dixon, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

11.06 CULTURAL PLAN IMPLEMENTATION - PROGRESS REPORT

RESOLVED: Turner/Hawkins

That Council note the progress made on the implementation of the 2018-2021 Cultural Plan.

CARRIED: 7/0

FOR: Alley, Dixon, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

12.01 PORT MACQUARIE AIRPORT - PILOT TRAINING AND AIRCRAFT NOISE - COMMUNITY ENGAGEMENT

RESOLVED: Hawkins/Intemann

That Council:

1. Note the submissions received and information provided in this Pilot Training and Aircraft Noise Community Engagement report.
2. Thank those people who made a submission on the Pilot Training and Aircraft Noise Have Your Say community engagement process.
3. In consideration of the submissions received and the information provided in this Pilot Training and Aircraft Noise Community Engagement report, request the General Manager investigate the establishment of a formal "fly neighbourly agreement" to include practical measures to minimise aircraft noise in the vicinity of Port Macquarie Airport.
4. Request the General Manager table a further report to a future meeting of Council on the outcome of the investigations at Resolution 3 above.

CARRIED: 6/1
FOR: Alley, Dixon, Hawkins, Intemann, Pinson and Turner
AGAINST: Griffiths

12.02 DRAFT SMART COMMUNITY ROADMAP - POST EXHIBITION REPORT

RESOLVED: Intemann/Turner

That Council:

1. Note the submissions received following the exhibition of the draft Smart Community Roadmap.
2. Adopt the Smart Community Roadmap as attached to this report.
3. Write to thank those people who made a submission during the development of the Smart Community Roadmap, and advise them of the outcome.

CARRIED: 7/0
FOR: Alley, Dixon, Griffiths, Hawkins, Intemann, Pinson and Turner
AGAINST: Nil

13.01 NOTICE OF MOTION - CLIMATE EMERGENCY DECLARATION CONSIDERATIONS

Mayor Pinson left the meeting due to technical difficulties, the time being 6:26pm.

The Deputy Mayor assumed the Chair.

The meeting adjourned at 6:27pm.

The meeting resumed at 6:30pm.

Mayor Pinson returned to the meeting, the time being 6:30pm.

The Mayor resumed the Chair.

Mayor Pinson left the meeting due to technical difficulties, the time being 6:49pm.

The Deputy Mayor assumed the Chair.

Mayor Pinson returned to the meeting, the time being 7:01pm.

The Mayor resumed the Chair.

Mayor Pinson left the meeting due to technical difficulties, the time being 7:17pm.

The Deputy Mayor assumed the Chair.

Mayor Pinson returned to the meeting, the time being 7:20pm.

The Mayor resumed the Chair.

MOTION

MOVED: Alley/Intemann

In recognition of the urgent need for action on climate change:

1. That Council notes:
 - a) The NSW Government has committed to an aspirational objective of achieving net zero emissions by 2050.
 - b) Australia is a signatory to The Paris Agreement (within the United Nations Framework Convention on Climate Change).
 - c) The NSW Bushfire Inquiry report (dated 31 July 2020), stated “The season showed us what damage megafires can do, and how dangerous they can be for communities and firefighters. And it is clear that we should expect fire seasons like 2019-2020, or potentially worse, to happen again” and “Climate change as a result of increased greenhouse gas emissions clearly played a role in the conditions that led up to the fires and in the unrelenting conditions that supported the fires to spread”.
 - d) The Jardine Lloyd Thompson Local Government Key Risk Report for 2019, identifies “natural catastrophe / climate change” amongst the top four risks for Local Government.
 - e) The information in the Climate Change Information report 13.06 of Port Macquarie-Hastings Ordinary Council Meeting of 18 March 2020, that outlines the risks of temperature increases, rising sea levels, extreme rainfall and drought events and increased risks of bushfire that will affect our local community.
 - f) The Australian Medical Association declared in September 2019 that climate change is a health emergency and will cause:
 - i. higher mortality and morbidity from heat stress.
 - ii. injury and mortality from increasingly severe weather events.
 - iii. increases in the transmission of vector-borne diseases.
 - iv. food insecurity resulting from declines in agricultural outputs.
 - v. a higher incidence of mental ill-health.
 - g) Over 1,780 jurisdictions in 31 countries have declared a Climate Emergency.
2. That it be noted:
 - a) Council has adopted a Long Term Energy Strategy to aim to source 100% of its electricity from renewable sources by 2027.
 - b) Council has adopted floodplain management plans that recognize a 900mm Sea Level Rise by 2100 and 10% increases in rainfall severity events.
 - c) Council’s Operational Plan for 2020-2021 includes action for the employment of a sustainability officer and development of a Sustainability and Climate Change Strategy.
3. That Council request the General Manager provide a briefing to Councillors before the end of 2020 and a report to the March 2021 meeting to enable Council to more fully consider actions required following a Declaration of a Climate Emergency.

AMENDMENT

MOVED: Pinson/Griffiths

In recognition of the urgent need for action on climate change:

1. That Council notes:
 - a) The NSW Government has committed to an aspirational objective of achieving net zero emissions by 2050.
 - b) Australia is a signatory to The Paris Agreement (within the United Nations Framework Convention on Climate Change).
 - c) The NSW Bushfire Inquiry report (dated 31 July 2020), stated "The season showed us what damage megafires can do, and how dangerous they can be for communities and firefighters. And it is clear that we should expect fire seasons like 2019-2020, or potentially worse, to happen again" and "Climate change as a result of increased greenhouse gas emissions clearly played a role in the conditions that led up to the fires and in the unrelenting conditions that supported the fires to spread".
 - d) The Jardine Lloyd Thompson Local Government Key Risk Report for 2019, identifies "natural catastrophe / climate change" amongst the top four risks for Local Government.
 - e) The information in the Climate Change Information report 13.06 of Port Macquarie Hastings Ordinary Council Meeting of 18 March 2020, that outlines the risks of temperature increases, rising sea levels, extreme rainfall and drought events and increased risks of bushfire that will affect our local community.
 - f) The Australian Medical Association declared in September 2019 that climate change is a health emergency and will cause:
 - i. higher mortality and morbidity from heat stress.
 - ii. injury and mortality from increasingly severe weather events.
 - iii. increases in the transmission of vector-borne diseases.
 - iv. food insecurity resulting from declines in agricultural outputs.
 - v. a higher incidence of mental ill-health.
 - g) Over 1,780 jurisdictions in 31 countries have declared a Climate Emergency.
2. That it be noted:
 - a) Council has adopted a Long Term Energy Strategy to aim to source 100% of electricity from renewable sources when technology become cost effective to install and operate.
 - b) Council has adopted floodplain management plans that recognize a 900mm Sea Level Rise by 2100 and 10% increases in rainfall severity events.
 - c) Council's Operational Plan for 2020-2021 includes action for the employment of a sustainability officer and development of a Sustainability and Climate Change Strategy.
3. That Council request the General Manager present a Charter to the November 2020 Council Meeting to support the implementation and establishment of a technical based Sustainability Sub-Committee to assist

Council in the development and implementation of Council's sustainability and Climate Change Strategy.

THE AMENDMENT WAS PUT AND LOST

LOST: 2/5

FOR: Griffiths and Pinson

AGAINST: Alley, Dixon, Hawkins, Intemann and Turner

AN ALTERNATE MOTION WAS MOVED AND PUT

RESOLVED: Alley/Intemann

In recognition of the urgent need for action on climate change:

1. That Council notes:
 - a) The NSW Government has committed to an aspirational objective of achieving net zero emissions by 2050.
 - b) Australia is a signatory to The Paris Agreement (within the United Nations Framework Convention on Climate Change).
 - c) The NSW Bushfire Inquiry report (dated 31 July 2020), stated "The season showed us what damage megafires can do, and how dangerous they can be for communities and firefighters. And it is clear that we should expect fire seasons like 2019-2020, or potentially worse, to happen again" and "Climate change as a result of increased greenhouse gas emissions clearly played a role in the conditions that led up to the fires and in the unrelenting conditions that supported the fires to spread".
 - d) The Jardine Lloyd Thompson Local Government Key Risk Report for 2019, identifies "natural catastrophe / climate change" amongst the top four risks for Local Government.
 - e) The information in the Climate Change Information report 13.06 of Port Macquarie-Hastings Ordinary Council Meeting of 18 March 2020, that outlines the risks of temperature increases, rising sea levels, extreme rainfall and drought events and increased risks of bushfire that will affect our local community.
 - f) The Australian Medical Association declared in September 2019 that climate change is a health emergency and will cause:
 - i. higher mortality and morbidity from heat stress.
 - ii. injury and mortality from increasingly severe weather events.
 - iii. increases in the transmission of vector-borne diseases.
 - iv. food insecurity resulting from declines in agricultural outputs.
 - v. a higher incidence of mental ill-health.
 - g) Over 1,780 jurisdictions in 31 countries have declared a Climate Emergency.
2. That it be noted:
 - a) Council has adopted a Long Term Energy Strategy to aim to source 100% of its electricity from renewable sources by 2027.
 - b) Council has adopted floodplain management plans that recognize a 900mm Sea Level Rise by 2100 and 10% increases in rainfall severity events.

- c) Council's Operational Plan for 2020-2021 includes action for the employment of a sustainability officer and development of a Sustainability and Climate Change Strategy.
3. That Council request the General Manager present a Charter to the November 2020 Council Meeting to support the implementation and establishment of a technical based Sustainability Sub-Committee to assist Council in the development and implementation of Council's sustainability and Climate Change Strategy.
4. That Council request the General Manager provide a briefing to Councillors before the end of 2020 and a report to the March 2021 meeting to enable Council to more fully consider actions required following a Declaration of a Climate Emergency.

CARRIED: 5/2

FOR: Alley, Dixon, Hawkins, Intemann and Turner

AGAINST: Griffiths and Pinson

13.03 KOALA RECOVERY STRATEGY ANNUAL REPORT

RESOLVED: Intemann/Alley

That Council:

1. Note the information presented in the Koala Recovery Strategy annual update report.
2. Resolve to postpone major actions identified in the Koala Recovery Strategy pending the outcome of a review and update of the Koala Recovery Strategy due to be completed 2021-2022, with the exception of the following:
 - a) Continue to deliver educational actions that align with the purpose and aim of the adopted Koala Recovery Strategy and that are achievable in the short term whilst the review and update are being completed.
 - b) Investigate a feasibility study into engineering solutions to address koala road strike at identified locations to be included in the draft Operation Plan for 2021-2022.
 - c) Continue to participate in the NSW OEH/Joint Organisation Koala Partnership to improve koala habitat protection measures in the region.
3. Request the General Manager to keep Councillors advised of the situation regarding proposed changes at the state level that affect Koala protection, and opportunities for Council to lobby for clearer protection measures.

CARRIED: 7/0

FOR: Alley, Dixon, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

13.04 UPDATE ON PUBLIC TREE MANAGEMENT IN URBAN AREAS

RESOLVED: Griffiths/Intemann

That Council:

1. Note the information contained within the Update on Public Tree Management in Urban Areas report.

-
2. Consider funding for further tree works to reduce re-inspections in the 2021-2022 budget allocation.

CARRIED: 7/0

FOR: Alley, Dixon, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

**13.05 KENWOOD DRIVE BRIDGE LAKE CATHIE - REVIEW OF 2011
HYDRODYNAMIC REPORT FINDINGS - STATUS UPDATE**

RESOLVED: Pinson/Griffiths

That Council:

1. Note the information provided in this report.
2. Note that a review of the Lake Cathie/Lake Innes Estuary Hydrodynamic Model is warranted and should be undertaken as part of Stage 2 of the Coastal Management Program.
3. Consider funding opportunities to undertake the review of the Lake Cathie/Lake Innes Estuary Hydrodynamic Model with the development of the Draft 2021-2022 Operational Plan and budget.
4. Note that a review of the findings of the 2011 Lake Cathie/Lake Innes Estuary Hydrodynamic Model Development and Investigation Report cannot be undertaken until the Model has been reviewed and tested.
5. Request the General Manager to develop a project plan and indicative costings for the replacement or augmentation of the Kenwood Drive Bridge for consideration by Council in the development of the Draft 2021-2022 Operational Plan and future draft Delivery Program and Operational Plans.
6. In considering funding opportunities referenced in Item 3 above, also investigate any grant funding opportunities that are available once the CMP Scoping Study has been completed, with the inclusion of reference to the Hydrodynamic Model Review as a priority task.

CARRIED: 7/0

FOR: Alley, Dixon, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

**13.06 PLANNING PROPOSAL - 8 HIGHFIELDS CIRCUIT, 3 & 5 KULAI PLACE
AND 9 & 11 KINGFISHER ROAD PORT MACQUARIE**

RESOLVED: Turner/Griffiths

That Council:

1. Note the lodgement of the planning proposal application referred to as 'PP2020 - 3.1: Proposed mixed use health and education precinct - Number 8 Highfields Circuit, Numbers 3-5 Kulai Place and Numbers 9-11 Kingfisher Road, Port Macquarie'.
 2. Undertake Council initiated health and education precinct strategic planning investigations prior to any subsequent referral of the above planning proposal
-

to the NSW Government seeking Gateway Determination in accordance with Section 3.34(1) of the Environmental Planning and Assessment Act 1979.

CARRIED: 7/0

FOR: Alley, Dixon, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

13.07 LONG TERM ENERGY STRATEGY - SIX MONTHLY UPDATE

RESOLVED: Alley/Turner

That Council:

1. Note Council's participation in the Department of Planning, Industry and Environment's Sustainability Advantage Program.
2. Note the update on the Long Term Energy Strategy implementation as provided in this report.

CARRIED: 7/0

FOR: Alley, Dixon, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

13.08 DA2020 - 433.1 ALTERATIONS AND ADDITIONS TO DWELLING, PART CHANGE OF USE TO SECONDARY DWELLING AND CONSTRUCTION OF SWIMMING POOL INCLUDING CLAUSE 4.6 OBJECTION TO CLAUSE 4.3 (HEIGHT OF BUILDINGS) OF THE PORT MACQUARIE-HASTINGS LOCAL ENVIRONMENTAL PLAN 2011 AT LOT 392 DP 236950, NO. 1 VENDUL CRESCENT, PORT MACQUARIE APPLICANT: D J & J WEATHERLEY OWNER: D J & J WEATHERLEY

RESOLVED: Griffiths/Alley

That DA2020 - 433.1 for alterations and additions to dwelling, part change of use to secondary dwelling and construction of swimming pool including Clause 4.6 Objection to Clause 4.3 (Height of Buildings) of the Port Macquarie-Hastings Local Environmental Plan 2011 at Lot 392, DP 236950, No. 1 Vendul Crescent, Port Macquarie, be determined by granting consent subject to the recommended conditions.

CARRIED: 7/0

FOR: Alley, Dixon, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

14 ITEMS TO BE DEALT WITH BY EXCEPTION

RESOLVED: Alley/Dixon

That Items 10.01, 10.02, 10.03, 10.04, 10.05, 10.07, 10.08, 11.04, 13.02 be considered as a block resolution.

CARRIED: 7/0
FOR: Alley, Dixon, Griffiths, Hawkins, Intemann, Pinson and Turner
AGAINST: Nil

RESOLVED: Alley/Turner

That all recommendations listed in the block resolution be adopted by Council.

CARRIED: 7/0
FOR: Alley, Dixon, Griffiths, Hawkins, Intemann, Pinson and Turner
AGAINST: Nil

10.01 STATUS OF REPORTS FROM COUNCIL RESOLUTIONS

BLOCK RESOLVED: Alley/Turner

That Council note the information contained in the Status of Reports from Council Resolutions report.

10.02 MAYORAL DISCRETIONARY FUND ALLOCATIONS - 10 SEPTEMBER TO 7 OCTOBER 2020

BLOCK RESOLVED: Alley/Turner

That Council note the Mayoral Discretionary Fund allocations for the period 10 September to 7 October 2020 inclusive.

10.03 DISCLOSURES REGISTER - ANNUAL RETURNS 2019-2020

BLOCK RESOLVED: Alley/Turner

That Council:

1. Note the information in the Disclosure Register for 2019-2020.
2. Determine that the following positions become a Designated Person pursuant to the provisions of Clause 4.8 of Council's Code of Conduct:
 - a) Development Assessment Co-ordinator.
 - b) Water and Sewer Strategic Planning Engineer.
 - c) Water and Sewer Engineering Planning Manager.
 - d) Building Certification Co-ordinator.
 - e) Administration Officer.
 - f) Parks Management Officer.
 - g) Recreation and Facilities Manager.
 - h) Project Officer.
 - i) Landscape Architect.
 - j) Facilities Co-ordinator.
 - k) Senior Landscape Architect.
 - l) Natural Resources Manager.
 - m) Bushfire Management Officer.
 - n) Biosecurity Officer Weeds.
 - o) Team Leader Invasive Weeds.
 - p) Development Assessment Administration Co-ordinator.
 - q) Contributions Development Officer.
3. Note the following position title changes:
 - a) Land Use Planner (previously Strategic Planner).
 - b) Compliance Co-ordinator (previously Development Compliance Coordinator).
 - c) Group Manager Community (previously Group Manager Community Engagement).
 - d) Group Manager People, Safety and Performance (previously Group Manager Organisational Performance).
 - e) Development Assessment Building Surveyor (previously Building Surveyor).
 - f) Water & Sewer Process Planning Engineer (previously Water & Sewer Process Manager)
4. Note the following obsolete position is removed from the Disclosure Register:
 - a) Road Safety Co-ordinator.
5. Determine that members of the Coast, Estuary and Floodplain Advisory Sub-Committee be designated persons.
6. Note that a further report will be presented to the November 2020 Ordinary Council Meeting tabling the outstanding Annual Disclosure Return as detailed in this report.

10.04 MONTHLY BUDGET REVIEW - SEPTEMBER 2020

BLOCK RESOLVED: Alley/Turner

That Council:

1. Adopt the adjustments in the "September 2020 Adjustments" section of the Monthly Budget Review – September 2020 report.
2. Amend the 2020-2021 Operational Plan to include all budget adjustments approved in this report.

10.05 INVESTMENTS - SEPTEMBER 2020

BLOCK RESOLVED: Alley/Turner

That Council note the Investment Report for the month of September 2020.

Item 10.06 Draft Unreasonable Customer Conduct Policy, has been addressed previously within the meeting.

10.07 CUSTOMER EXPERIENCE POLICY FRAMEWORK

BLOCK RESOLVED: Alley/Turner

That Council:

1. Place on public exhibition as soon as practicable for a period of not less than 28 days, the draft Customer Experience Policy and actively seek community feedback.
2. Place on public exhibition as soon as practicable for a period of not less than 28 days, the draft Customer Complaints Policy and actively seek community feedback.
3. Note that a further report be considered by Council, detailing the submissions received from the public during the exhibition period and presenting a final draft policies for adoption.

10.08 DEVELOPMENT ASSESSMENT PANEL CHARTER REVIEW - POST EXHIBITION

BLOCK RESOLVED: Alley/Turner

That Council:

1. Adopt the revised DAP Charter in Attachment 3 of this report and that it commences being implemented upon establishment of a suitable pool of independent members.
2. Request the General Manager to undertake an expression of interest process to gain a suitable pool of independent members to sit on Council's Development Assessment Panel (DAP), having regard for the criteria contained in the Draft DAP Charter in Attachment 3 of this report.
3. Thank the people who made submissions to this review and advise them of the outcome.

Item 11.01 Beechwood Road Stages 5 & 6 Project Update, has been addressed previously within the meeting.

Item 11.02 2020-2021 Round 1 Community Grant Program for Endorsement, has been addressed previously within the meeting.

Item 11.03 Formation of a Community Inclusion Committee, has been addressed previously within the meeting.

11.04 DISABILITY INCLUSION ACTION PLAN ANNUAL PROGRESS REPORT

BLOCK RESOLVED: Alley/Turner

That Council note the Disability Inclusion Action Plan 2019-2020 Annual Progress report.

Item 11.05 Rollands Plains and Kew, Kendall, Herons Creek and Lorne Community Plans, has been addressed previously within the meeting.

Item 11.06 Cultural Plan Implementation - Progress Report, has been addressed previously within the meeting.

Item 12.01 Port Macquarie Airport - Pilot Training and Aircraft Noise - Community Engagement, has been addressed previously within the meeting.

Item 12.02 Draft Smart Community Roadmap - Post Exhibition Report, has been addressed previously within the meeting.

Item 13.01 Notice of Motion - Climate Emergency Declaration Considerations, has been addressed previously within the meeting.

13.02 MARIA RIVER ROAD UPGRADE - PROCUREMENT OF DESIGN AND ENVIRONMENTAL APPROVALS

BLOCK RESOLVED: Alley/Turner

That Council:

1. Note that pursuant to section 55(3)(a) of the Local Government Act 1993, Council will not invite open tenders and utilise the procurement strategy to seek quotes from consultants under Local Government Procurement Professional Services panel LGP1208-3 for the Design and Environmental Approvals for the Maria River Road Upgrade.
2. Note the General Manager will exercise the delegation to accept a quote pursuant to the Request for Quotation process undertaken for the Design and Environmental Approvals for the Maria River Road Upgrade under the Local Government Procurement Professional Services panel LGP1208-3.
3. Note that a further report will be considered by Council (for information only) detailing the outcomes of the Request for Quotation for the Design and Environmental Approvals for the Maria River Road Upgrade.

Item 13.03 Koala Recovery Strategy Annual Report, has been addressed previously within the meeting.

Item 13.04 Update on Public Tree Management in Urban Areas, has been addressed previously within the meeting.

Item 13.05 Kenwood Drive Bridge Lake Cathie - Review of 2011 Hydrodynamic Report Findings - Status Update, has been addressed previously within the meeting.

Item 13.06 Planning Proposal - 8 Highfields Circuit, 3 & 5 Kulai Place and 9 & 11 Kingfisher Road Port Macquarie, has been addressed previously within the meeting.

Item 13.07 Long Term Energy Strategy - Six Monthly Update, has been addressed previously within the meeting.

Item 13.08 DA2020 - 433.1 Alterations and Additions to Dwelling, Part Change of Use to Secondary Dwelling and Construction of Swimming Pool Including Clause 4.6 Objection to Clause 4.3 (Height of Buildings) of the Port Macquarie-Hastings Local Environmental PI, has been addressed previously within the meeting.

CONFIDENTIAL SESSION

RESOLVED: Hawkins/Turner

1. That pursuant to section 10A subsections 2 & 3 and 10B of the Local Government Act 1993 (as amended), the press and public be excluded from the proceedings of the Confidential Session of Council on the basis that items to be considered are of a confidential nature.
2. That Council move into Closed Session to receive and consider the following items
 - Item 15.01 Content Management System for Council's Website
This item is considered confidential under Section 10A(2)(d(i)) of the Local Government Act 1993, as it contains commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.
 - Item 15.02 T-20-22 Concept Design and Approvals for the Port Macquarie Aquatic Facility
This item is considered confidential under Section 10A(2)(d(i)) of the Local Government Act 1993, as it contains commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.
 - Item 15.03 EOI-20-04 Town Centre Master Plan Sub-Committee - New Membership
This item is considered confidential under Section 10A(2)(c) of the Local Government Act 1993, as it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.
 - Item 15.04 T-20-14 Port Macquarie Airport Security Screening Equipment
This item is considered confidential under Section 10A(2)(d(i)) of the Local Government Act 1993, as it contains commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.
 - Item 15.05 T-20-17 Design & Environmental Approvals - Thrumster Sporting Fields
This item is considered confidential under Section 10A(2)(d(i)) of the Local Government Act 1993, as it contains commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.
 - Item 15.06 T-20-26 Bonny Hills Recycled Water System Upgrade

This item is considered confidential under Section 10A(2)(d(i)) of the Local Government Act 1993, as it contains commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.:

3. That the resolutions made by Council in Confidential Session be made public as soon as practicable after the conclusion of the Confidential Session and such resolutions be recorded in the Minutes of the Council Meeting.

CARRIED: 7/0

FOR: Alley, Dixon, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

15.01 CONTENT MANAGEMENT SYSTEM FOR COUNCIL'S WEBSITE

RESOLVED: Hawkins/Intemann

That Council:

1. Note the upgrades required for the Content Management System for Council's websites and intranet.
2. Pursuant to Section 55(3)(i) of the Local Government Act 1993, resolve to not invite tenders for the Content Management System for Council's website due to the unavailability of reliable and competitive tenders as described in this report and therefore the fact that a satisfactory result would not be achieved by inviting tenders.
3. Accept the quotation from OpenCities Pty Ltd, ABN 81 099 495 388, to support and host the new Content Management System for Council's websites for a further period of three (3) years, commencing on the 20 February 2020 for the lump sum of \$342,000 (ex GST).
4. Note that the quotation from OpenCities Pty Ltd includes the necessary upgrade to the OpenCities platform.
5. Affix the seal of Council to the necessary document.
6. Maintain the confidentiality of the documents and consideration in respect to the procurement to support and host the new Content Management System for Council's websites.

CARRIED: 7/0

FOR: Alley, Dixon, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

15.02 T-20-22 CONCEPT DESIGN AND APPROVALS FOR THE PORT MACQUARIE AQUATIC FACILITY

RESOLVED: Intemann/Hawkins

That Council:

1. In accordance with the Local Government (General) Regulations 2005 clause 178(1)(b) and 178(3)(e), decline to accept any of the tenders submitted for Request for Tender T-20-22 Concept Design and Approvals for the Port Macquarie Aquatic Facility and enter into negotiations with CO-OP Studio Pty Ltd or any person that submitted a tender in response to Request for Tender T-20-22, with a view to entering into a contract for the Concept Design and Approvals for the Port Macquarie Aquatic Facility.
2. Pursuant to clause 178(4)(a) and (b) of the Local Government (General) Regulations 2005 decline to invite fresh tenders or applications for the reasons that the project is time critical and that the Tender Evaluation Panel considers that the preferred tenderers have demonstrated the experience, capacity and capability to meet the requirements of the Request for Tender.
3. Request the General Manager present a further report to a future meeting of Council on completion of the negotiation process, for Council's further consideration of Request for Tender T-20-22.
4. Maintain the confidentiality of the documents and consideration in respect of Request for Tender T-20-22.

CARRIED: 7/0

FOR: Alley, Dixon, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

15.03 EOI-20-04 TOWN CENTRE MASTER PLAN SUB-COMMITTEE - NEW MEMBERSHIP

Councillor Turner declared a Non-Pecuniary, Less Than Significant Interest in this matter and remained in the room during the Council's consideration.

RESOLVED: Hawkins/Griffiths

That Council:

1. Appoint the following people as independent members of the Town Centre Master Plan Sub-Committee for a two (2) year term:
 - (a) Jeffrey Gillespie - CBD Commercial Property Owner
 - (b) Adam Spencer - CBD Commercial Property Owner
 - (c) Simon Thresher - CBD Trader
 - (d) Kieran Dell - CBD Trader
 - (e) Janette Hyde - Greater Port Macquarie Tourism Representative
 - (f) Anthony Thorne - Port Macquarie Chamber of Commerce Representative
 - (g) Michelle Love - Community Member
 - (h) Tony McNamara - Community Member

-
- (i) John McGuigan - Community Member
 2. Commence the appointments by inviting the new members to the next Town Centre Master Plan Sub-Committee meeting to be held on 26 November 2020.
 3. Formally thank members of the Town Centre Master Plan Sub-Committee for their commitment and contribution during the recent three-year tenure.
 4. Maintain the confidentiality of the documents and considerations in respect of Expression of Interest EOI-20-04.
 5. Include the Director Development and Environment as the alternate to the Director Strategy and Growth as a voting member and amend the Town Centre Master Plan Sub-Committee Charter accordingly.

CARRIED: 7/0

FOR: Alley, Dixon, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

15.04 T-20-14 PORT MACQUARIE AIRPORT SECURITY SCREENING EQUIPMENT

RESOLVED: Griffiths/Hawkins

That Council:

1. Accept the revised Tender from Rapiscan Systems Pty Ltd for the Lump Sum of \$385,757.00 (exclusive of GST) for Port Macquarie Airport Security Screening Equipment.
2. Accept the Schedule of Rates from Rapiscan Systems Pty Ltd and delegate authority to the General Manager to negotiate the detailed terms and enter into the service level agreement for the comprehensive maintenance and repair of Port Macquarie Airport Security Screening Equipment:
 - a) to commence following the successful installation and commissioning of the Port Macquarie Airport Security Screening Equipment; and
 - b) for a three (3) year period, with two (2) options for extension each for a further period of one (1) year, such options are to be for the benefit of Council and may be exercised only by Council at its sole discretion.
4. Affix the seal of Council to the necessary documents.
5. Maintain the confidentiality of the documents and consideration in respect of Request for Tender T-20-14.

CARRIED: 7/0

FOR: Alley, Dixon, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

15.05 T-20-17 DESIGN AND ENVIRONMENTAL APPROVALS - THRUMSTER SPORTING FIELDS

MOVED: Intemann/Dixon

That Council:

1. Accept the Tender from Hopkins Consultants Pty Limited for the Lump Sum of \$346,945 (exclusive of GST) for Request for Tender T-20-17 Design and Environmental Approvals - Thrumster Sporting Fields.
2. Affix the seal of Council to the necessary document.
3. Maintain the confidentiality of the documents and consideration in respect of Request for Tender T-20-17.

CARRIED: 7/0

FOR: Alley, Dixon, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

15.06 T-20-26 BONNY HILLS RECYCLED WATER SYSTEM UPGRADE

RESOLVED: Griffiths/Dixon

That Council:

1. Accept the revised Tender from Pensar Water Pty Ltd for the Lump Sum of \$1,722,309.00 (exclusive of GST) for T-20-26 Bonny Hills Recycled Water System Upgrade.
2. Affix the seal of Council to the necessary document.
3. Maintain the confidentiality of the documents and consideration in respect of Request for Tender T-20-26.

CARRIED: 7/0

FOR: Alley, Dixon, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

RESOLVED: Intemann/Alley

That the Council Meeting be re-opened to the public.

CARRIED: 7/0

FOR: Alley, Dixon, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

The outcomes of the Confidential Session of the Ordinary Council were read to the meeting by the Group Manager Governance.

The meeting closed at 8:32pm.

.....
Peta Pinson
Mayor

UNCONFIRMED

Item: 05
Subject: DISCLOSURES OF INTEREST

RECOMMENDATION

That Disclosures of Interest be presented

DISCLOSURE OF INTEREST DECLARATION

Name of Meeting:	
Meeting Date:	
Item Number:	
Subject:	
I, the undersigned, hereby declare the following interest:	
<input type="checkbox"/> Pecuniary: Take no part in the consideration and voting and be out of sight of the meeting.	
<input type="checkbox"/> Non-Pecuniary – Significant Interest: Take no part in the consideration and voting and be out of sight of the meeting.	
<input type="checkbox"/> Non-Pecuniary – Less than Significant Interest: May participate in consideration and voting.	
For the reason that:	
Name: Signed:	Date:
Please submit to the Governance Support Officer at the Council Meeting.	

(Refer to next page and the Code of Conduct)

Pecuniary Interest

- 4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.
- 4.2 You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.
- 4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:
- (a) your interest, or
 - (b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or
 - (c) a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.
- 4.4 For the purposes of clause 4.3:
- (a) Your "relative" is any of the following:
 - i) your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - ii) your spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - iii) the spouse or de facto partner of a person referred to in paragraphs (i) and (i)
 - (b) "de facto partner" has the same meaning as defined in section 21C of the *Interpretation Act 1987*.
- 4.5 You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3(b) or (c)
- (a) if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
 - (b) just because the person is a member of, or is employed by, a council or a statutory body, or is employed by the Crown, or
 - (c) just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

Non-Pecuniary

- 5.1 Non-pecuniary interests are private or personal interests a council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.
- 5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.
- 5.3 The personal or political views of a council official do not constitute a private interest for the purposes of clause 5.2.
- 5.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this code.
- 5.5 When considering whether or not you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.

Managing non-pecuniary conflicts of interest

- 5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter. In the case of members of council staff other than the general manager, such a disclosure is to be made to the staff member's manager. In the case of the general manager, such a disclosure is to be made to the mayor.
- 5.7 If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.
- 5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.
- 5.9 As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:
- a) a relationship between a council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from the council official's extended family that the council official has a close personal relationship with, or another person living in the same household
 - b) other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.
 - c) an affiliation between the council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation.
 - d) membership, as the council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the council and the organisation are potentially in conflict in relation to the particular matter
 - e) a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1
 - f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.
- 5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:
- a) by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
 - b) if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a council or committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29.
- 5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.
- 5.12 If you are a member of staff of council other than the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of your manager. In the case of the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of the mayor.
- 5.13 Despite clause 5.10(b), a councillor who has a significant non-pecuniary conflict of interest in a matter, may participate in a decision to delegate consideration of the matter in question to another body or person.
- 5.14 Council committee members are not required to declare and manage a non-pecuniary conflict of interest in accordance with the requirements of this Part where it arises from an interest they have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if they have been appointed to represent the organisation or group on the council committee.

SPECIAL DISCLOSURE OF PECUNIARY INTEREST DECLARATION

This form must be completed using block letters or typed.

If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

By <i>[insert full name of councillor]</i>	
In the matter of <i>[insert name of environmental planning instrument]</i>	
Which is to be considered at a meeting of the <i>[insert name of meeting]</i>	
Held on <i>[insert date of meeting]</i>	
PECUNIARY INTEREST	
Address of the affected principal place of residence of the councillor or an associated person, company or body <i>(the identified land)</i>	
Relationship of identified land to councillor <i>[Tick or cross one box.]</i>	<input type="checkbox"/> The councillor has interest in the land (e.g. is owner or has other interest arising out of a mortgage, lease, trust, option or contract, or otherwise). <input type="checkbox"/> An associated person of the councillor has an interest in the land. <input type="checkbox"/> An associated company or body of the councillor has interest in the land.
MATTER GIVING RISE TO PECUNIARY INTEREST¹	
Nature of land that is subject to a change in zone/planning control by proposed LEP <i>(the subject land²)</i> <i>[Tick or cross one box]</i>	<input type="checkbox"/> The identified land. <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control <i>[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]</i>	
Proposed change of zone/planning control <i>[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]</i>	
Effect of proposed change of zone/planning control on councillor or associated person <i>[Tick or cross one box]</i>	<input type="checkbox"/> Appreciable financial gain. <input type="checkbox"/> Appreciable financial loss.

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

Councillor's Signature: **Date:**

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

Last Updated: 3 June 2019

Important Information

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

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

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

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

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

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

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

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

Item: 07

**Subject: CONFIDENTIAL CORRESPONDENCE TO ORDINARY COUNCIL
MEETING**

Presented by: General Manager, Jeffery Sharp (Acting)

Alignment with Delivery Program

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

RECOMMENDATION

That Council determine that the attachment to Item Number 10.10 be considered as confidential, in accordance with Section 11(3) of the Local Government Act.

Discussion

The following confidential attachments have been submitted to the Ordinary Council Meeting:

Item No:	Item 10.10
Subject:	Quarterly Budget Review Statement - September 2020
Attachment Description:	Consultancy Engagements
Confidential Reason:	Provides information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting for proposes to conduct business. Local Government Act 1993 - Section 10A(2)(c).

Item: 08

Subject: PUBLIC FORUM – MATTERS NOT ON THE AGENDA

Due to the current COVID-19 health emergency, Public Forum - Matters Not On The Agenda will not be held as part of this meeting.

Item: 09**Subject: PUBLIC FORUM – MATTERS ON THE AGENDA**

Due to the current COVID-19 health emergency, Public Forum - Matters On The Agenda will not be held as part of this meeting.

However, residents may provide information in relation to matters on the agenda to Councillors by emailing councilmeeting@pmhc.nsw.gov.au or by contacting Councillors directly using the contact details found on [Council's website](#). Any information provided will assist Councillors in their decision making capacity on those items on the agenda. All representations made to Councillors through the above email address must be received by Council no later than 4:30pm on the Monday prior to the meeting.

1 Leadership and Governance

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

Item: 10.01**Subject: STATUS OF REPORTS FROM COUNCIL RESOLUTIONS****Presented by: Corporate Performance, Rebecca Olsen**

Alignment with Delivery Program

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

RECOMMENDATION**That Council note the information contained in the Status of Reports from Council Resolutions report.****Discussion**

Report	Date & Item of Resolution	Status	Reporting Officer	Previous Anticipated Date/s for Report	Current Anticipated Date for Report
T-19-38 Supply and Delivery of Electrical Goods	16/10/2019 Item 15.01	Still negotiating	DI	Dec-19 Feb-20 May-20 Sep-20	Nov-20
Draft Bain Park Master Plan - Community Engagement	01/07/2020 Item 11.03	Community engagement on 11/08/2020	DDE	Aug-20 Sep-20 Oct-20	Nov-20
Review of Regional Transport Infrastructure Steering Group Charter and Functions	23/09/2020 Item 10.18		DI		Nov-20
Local Strategic Planning Statement - post exhibition and revision	15/07/2020 Item 10.09 30/09/2020 Item 04.01		DDE	Sep-20 Oct-20	Nov-20
Disclosures Register - Annual reports 2019-2020	21/10/2020 Item 10.03		DCP		Nov-20
Sustainability Sub-Committee Charter	21/10/2020 Item 13.01		DDE		Nov-20
Port Macquarie Aquatic Facility - appointment of	17/06/2020 Item 12.02		DDE		Nov-20

Report	Date & Item of Resolution	Status	Reporting Officer	Previous Anticipated Date/s for Report	Current Anticipated Date for Report
consultant for design works					
T-20-22 Concept Design and Approvals for the Port Macquarie Aquatic Facility - post negotiation process	21/10/2020 Item 15.02		DDE		Nov-20
QFPM - Enforcement of Unlawful Activity Policy - findings of review	18/07/18 Item 09.07	Policy being drafted. Awaiting further advice and discussions with Councillors. Councillor briefing on legal matters in August 2020.	DDE	Dec-18 Feb-19 Mar-19 Apr-19 Jun-19 Jul-19 Aug-19 Oct-19 Feb-20 Apr-20 Jun-20 Aug-20 Oct-20	Dec-20
T-19-09 Supply and Delivery of Ready Mix Concrete - post negotiations	19/06/19 Item 15.04	Still negotiating	DI	Aug-19 Oct-19 Dec-19 Feb-20 May-20 Sep-20 Oct-20 Nov-20	Dec-20
T-19-10 Supply and Delivery of Road Construction Materials - post negotiations	19/06/19 Item 15.05	Still negotiating	DI	Aug-19 Oct-19 Dec-19 Feb-20 May-20 Sep-20 Oct-20 Nov-20	Dec-20
Markets Policy - Review	11/12/2019 Item 12.02		DSG		Dec-20
Climate Change Risk Assessment - Update	18/03/2020 Item 13.06	Delayed due to COVID-19. Workshop held on 28/08/20. Awaiting final report.	DDE	Jul-20 Sep-20 Nov-20	Dec-20

Report	Date & Item of Resolution	Status	Reporting Officer	Previous Anticipated Date/s for Report	Current Anticipated Date for Report
Draft s9.11 Airport Business Park Roads Contribution Plan	20/05/2020 Item 13.05	Additional work to be undertaken in respect of land uses to be included in the precinct	DDE		Dec-20
Mid North Coast Joint Organisation - funding and related issues	06/05/2020 Item 10.01	Awaiting adoption of MNCJO financial reports	GM		Dec-20
Site Specific Planning Proposal requests - progress report	17/06/2020 Item 13.03		DDE		Dec-20
Footpaving of Roads Policy - Review	01/07/2020 Item 13.01		DDE		Dec-20
Recommendations of the General Manager Recruitment Selection Panel	15/07/2020 Item 10.04		GM	Nov-20	Dec-20
Land acquisition for future parallel taxiway at Port Macquarie Airport - post exhibition	12/08/2020 Item 12.05		DDE		Dec-20
Integrated Water Cycle Management Strategy - Update Report and Community Engagement Outcomes	12/08/2020 Item 13.03		DI		Dec-20
Draft Petitions Policy - post exhibition	23/09/20 Item 10.10		DCP		Dec-20
Draft Code of Meeting Practice	23/09/20 Item 10.11		DCP		Dec-20
Land classification - Lot 1 DP 1267234 The Boulevarde, Dunbogan - post exhibition	23/09/20 Item 11.03		DDE		Dec-20
Land classification - Lot 1 DP 545926 1 Commerce	23/09/2020 Item 15.03		DDE		Dec-20

Report	Date & Item of Resolution	Status	Reporting Officer	Previous Anticipated Date/s for Report	Current Anticipated Date for Report
Street, Wauchope - post exhibition					
Significant Road Safety Upgrade to Pacific Highway / Houston Mitchell Drive Intersection - response from Hon Leslie Williams MP	23/09/20 13.01		GM		Dec-20
Community Inclusion Committee Membership and Access Working Group transition	21/10/2020 Item 11.03		DSG		Dec-20
Customer Experience Policy Framework - post exhibition	21/10/2020 Item 10.07		DCP		Dec-20
Draft Unreasonable Customer Conduct Policy - post exhibition	21/10/2020 Item 10.06		DCP		Dec-20
MOU - Norfolk Island Regional Council - income and expenditure administration.	20/03/19 Item 09.02		GM		Feb-21
Land Acquisition Required as Part of the Long Flat Sewer Scheme - post exhibition	20/11/19 Item 13.13	Awaiting advice from Crown Lands	DDE	Feb-20 Aug-20 Oct-20	Feb-21
Draft Coastal Management Program Scoping Plan - post exhibition	20/05/2020 Item 13.07	Still considering submissions	DDE	Jul-20 Aug-20 Sep-20 Oct-20	Feb-21
COVID-19 Recovery and Stimulus Projects - Progress Report	12/08/2020 Item 10.04		GM		Feb-21
Bushfire Disaster Recovery Funding - Update Report	12/08/2020 Item 10.18		DSG		Feb-21
Relief Measures for the Impacts of	23/09/20 Item 10.14		DCP		Feb-21

Report	Date & Item of Resolution	Status	Reporting Officer	Previous Anticipated Date/s for Report	Current Anticipated Date for Report
COVID-19 - Update					
Draft Roadside Vegetation Management Policy	23/09/2020 Item 13.05	Awaiting outcome from Councillor briefing	DI	Nov-20	Feb-21
Request for Quotation for Design and Environmental Approvals for the Maria River Road Upgrade	21/10/2020 Item 13.02		DI		Feb-21
Establishment of a "Fly Neighbourly Agreement"	21/10/2020 Item 12.01		DCP		Feb-21
Classification as "Operational" Land - 52 John Oxley Drive, Port Macquarie - post exhibition.	20/06/18 Item 14.05	On hold as per GM advice	DDE	Mar-20 Nov-20	Mar-21
Planning Proposal (PP2016-10.1) Beach Street, Bonny Hills	17/06/2020 Item 13.03	PP to be revised and change of proponent	DDE	Sep-20 Oct-20 Nov-20	Mar-21
Planning Proposal (PP2017-11.1) The Chimneys, Homedale Road, Kew	17/06/2020 Item 13.03	Revised PP lodged	DDE	Sep-20 Oct-20	Mar-21
Council owned lots at North Shore - Progress of Sale	19/09/18 Item 09.24)	Council is currently in the process of obtaining DA's for the individual lots, prior to sale - this will provide assurance to future purchasers that the lots can be built on.	DDE	1/12/2019 Feb-20 Sep-20	Mar-21
Lake Cathie - Illaroo Road Revetment Wall - Report on community engagement	12/08/2020 Item 15.03		DDE		Mar-21

Report	Date & Item of Resolution	Status	Reporting Officer	Previous Anticipated Date/s for Report	Current Anticipated Date for Report
outcomes and future recommended steps					
Declaration of a Climate Emergency - Actions	21/10/2020 Item 13.01		DDE		Mar-21
Biodiversity Investigations and Stewardship Sites	23/09/2020 Item 15.07		DDE		Mar-21
Planning Proposal – Lot 2 DP1091253 Beach Street Bonny Hills	19/04/16 Item 12.02	Post-exhibition report and revised Planning Proposal (potentially) and re-exhibition	DDE	Sep-19 Nov-19 Feb-20 Nov-20 Apr-20 Jul-20 Sep-20	Mar-21
Naming of Roads in Laurieton	15/07/2020 Item 11.02	Pending further consideration of alternative road name and community consultation	DDE	Sep-20 Nov-20	Mar-21
Planning Proposal Request PP2011 - 9.3: The Ruins Way and South Blackwood, Port Macquarie	19/06/19 Item 13.06	Revised PP lodged and under assessment. Under negotiation	DDE	Nov-20	Mar-21
Developments, Public Place & Events Waste Minimisation and Management Policy - impacts, fees, feedback	03/06/2020 Item 13.01		DCP		May-21
Trialling Of Parklets In The Port Macquarie Town Centre	16/05/18 Item 10.02	Council is still working the relevant approvals - current occupations October 2021.	DSG	Aug-20	Jun-21

Report	Date & Item of Resolution	Status	Reporting Officer	Previous Anticipated Date/s for Report	Current Anticipated Date for Report
Biodiversity Certification Assessment and Strategy - Port Macquarie Airport and Surrounding Land - viability and implications of the options for securing the required Blackbutt Tallowood dry grassy open forest and Koala habitat credits, prior to the clearing that creates the demand for those credits.	10/08/16 Item 12.01		DDE		2021 (estimate)
Tuffins Lane Sporting Fields - Terms of Agreement	14/12/16 Item 06.02	Awaiting Catholic Parish advice	GM	Oct-18 Mar-19 Apr-19 Jul-19 Dec-19 Jun-20	TBA

Cyclic Reports

Report	Reporting Officer	Reporting Cycle	Month	Altered Report Date	Reason for Altered Date
Mayoral Discretionary Fund Allocations	GM	Monthly	Every		
Monthly Financial Update	DCP	Monthly	Every (except July)		
Investments	DCP	Monthly	Every		
Recommendations by the Mayor's Sporting Fund Sub-Committee	DSG	Monthly	Every	Mar-21	MSF suspended until 2021.
Legal Fees - Update Report (19/09/18 - Item 09.16)	DCP	Quarterly	Feb, May, Aug, Nov		
Development Activity and Assessment System Performance	DDE	Quarterly	May, Aug, Nov, Feb		
Port Macquarie Health and Education Precinct - Update Report (06/05/2020 - Item 13.03)	DSG	Quarterly	Aug, Nov, Feb, May		

Report	Reporting Officer	Reporting Cycle	Month	Altered Report Date	Reason for Altered Date
Operational Plan – Quarterly Progress	DCP	Quarterly	Nov, May (other 2 quarters reported with DP 6 monthly progress report)		
Grant Application Status Report (21/08/19 - Item 11.02)	DSG	Biannual	Feb, Aug		
Glasshouse Strategic Plan Update	DCP	Biannual	Feb, Aug		
Digital Technology Project Status (16/08/17 - Item 09.18)	DCP	Biannual	Feb, Aug		
Delivery Program – Six Monthly Progress	DCP	Biannual	Mar, Sep		
Update on Site Specific Planning Proposal Requests	DDE	Biannual	Apr, Oct		
Management of Flying-Fox Colony in Kooloonbung Creek Nature Reserve - Biannual Progress Report (18/03/20 - Item 13.07)	DDE	Biannual	Jul, February		
Local Strategic Planning Statement (19/02/2020 - Item 10.22)	DDE	Biannual	Aug, Feb		
Mayoral and Councillor Fees (Setting of)	GM	Annually	May		
Long Term Energy Strategy – Progress	DDE	Biannual	May, Nov		
Economic Development Strategy - Progress (20/11/2013 - Item 10.03)	DSG	Biannual	May, Nov		
Port Macquarie-Hastings Destination Management Plan 2020-2024 (20/05/2020 - Item 12.01)	DSG	Annually	Jun-21		
Council Policy - Status	DCP	Annually	Jul		
Recreation Action Plan – Status	DDE	Annually	Jul		
UGMS - Annual Progress Report on Implementation and Status of Actions (20/06/18 - Item 12.07)	DDE	Annually	Jul		
Local Preference Policy Outcomes	DCP	Annually	Aug		
Annual Report of the Activities of the Mayor's Sporting Fund	DSG	Annually	Sep		
Council Meeting Dates	GM	Annually	Sep		

Report	Reporting Officer	Reporting Cycle	Month	Altered Report Date	Reason for Altered Date
Creation of Office - Deputy Mayor	GM	Annually	Sep		
Audit Committee Annual Report	DCP	Annually	Sep		
Annual Report of Disability Discrimination Act Action Plan	DSG	Annually	Sep		
Legislative Compliance Register	DCP	Annually	Sep		
Cultural Plan 2018 - 2021 - Implementation Progress Report (19/09/18 - Item 10.02)	DSG	Annually	Sep		
Koala Recovery Strategy Annual Report (19/09/18 - Item 12.05)	DDE	Annually	Sep		
Annual Disclosure of Interest Returns	GM	Annually	Oct		
Council's Annual Report	DCP	Annually	Nov		
Update Report - Impact of cost shifting for the previous financial year including any additional categories of cost-shifting that have been identified (21/10/15 - Item 09.04)	DCP	Annually	Nov		
Performance of Property Investment Portfolio (20/11/19 - Item 10.17)	DDE	Annually	Nov		
Compliments and Complaints Annual Report	DSG	Annually	Dec		
Code of Conduct Complaints Annual Report	DCP	Annually	Dec		

Attachments

Nil

Item: 10.02

**Subject: MAYORAL DISCRETIONARY FUND ALLOCATIONS -
8 OCTOBER TO 4 NOVEMBER 2020**

Presented by: General Manager, Jeffery Sharp

Alignment with Delivery Program

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

RECOMMENDATION

That Council note the Mayoral Discretionary Fund allocations for the period 8 October to 4 November 2020 inclusive.

Executive Summary

To advise of the Mayoral Discretionary Fund allocations for the period 8 October to 4 November 2020 inclusive.

Discussion

The following allocations have been made by the Mayor from the Mayoral Discretionary Fund during this reporting period:

Donation to Go Red for Dyslexia MNC	\$165.00
Sponsorship of Tree - Light It Up Camden Haven 2020	\$100.00
	\$265.00

Options

This report is for noting only.

Community Engagement & Internal Consultation

There has been no community engagement or internal consultation in relation to this report.

Planning & Policy Implications

There are no planning and policy implications in relation to this report. This report is provided to Council as per the requirements of the Mayoral Discretionary Fund Policy.

Financial & Economic Implications

There are no economic implications in relation to this report.

The allocations made during this reporting period are funded from the Mayoral Discretionary Fund as included in the 2020-2021 Operational budget.

Attachments

Nil

Item: 10.03**Subject: REPORT ON THE 2020 LOCAL GOVERNMENT NSW WATER
MANAGEMENT VIRTUAL CONFERENCE****Presented by: General Manager, Jeffery Sharp**

Alignment with Delivery Program

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.

RECOMMENDATION

That Council note the information contained in the 2020 Local Government NSW Water Management Virtual Conference report.

Executive Summary

As per the Council adopted "Payment of Expenses and Provision of Facilities to Councillors" policy, the Mayor and Councillors must report in writing, in an open session of a Council Meeting, on the outcome of any conference attended.

In accordance with the above, the purpose of this report is for the tabling of a report to Council by Councillor Sharon Griffiths on her attendance at the 2020 Local Government NSW Water Management Virtual Conference on 7 and 8 October 2020.

Discussion

At the Ordinary Council Meeting held on 23 September 2020, Council approved the attendance of Councillor Sharon Griffiths at the 2020 Local Government NSW Water Management Virtual Conference.

Councillor Griffiths has provided the following information in relation to the Conference:

- Almost 160 people, including NSW and interstate Councils, State Government and University representatives, attended the virtual Conference.
- Guest presenters included Hon Melinda Pavey MP (NSW Minister for Water, Property & Housing); the Hon Keith Pitt MP (Federal Minister for Resources, Water and Northern Australia); Clayton Barr MP (Shadow Minister for Water); Terri Butler MP (Federal Shadow Minister for Environment & Water); Bradley Moggridge (Associate Professor in Indigenous Water Science, Uni of Canberra); Josh Tickell (NSW Health); Jo Preston (Hunter H2O); Dr Jane Doolan (Commissioner Productivity Commission); Adam Lovell and Danielle Francis (Water Services Association of Australia).

- The Conference featured case studies and learnings from the devastating droughts and bushfires, focusing on building preparedness, capacity and resilience.
- Panel discussion - Focusing on Drought - Four Perspectives:
 - Climate and water outlook
 - Maintaining community water quality during times of crisis;
 - Water quality management following bushfires and other extreme weather events;
 - Maintaining community water security during times of crisis.
- Panel Discussion - Innovation in the indigenous water management:
 - Aspirations and concerns of Indigenous communities in water resource management;
 - Ensuring adequate water supply and sewerage in Aboriginal communities;
 - Managing NSW State Government Infrastructure in a culturally sensitive landscape.
- Three Streams:
 - Stream 1 - Water Conservation and Demand Management;
 - Stream 2 - Local Water Utilities Risk Management;
 - Stream 3 - Panel Discussion - The initiatives of Councils in responding to drought
- Key Note Address - Challenges in Urban Water Supply from a Productivity Commission perspective.

Councillor Griffiths attended Stream 2 and her notes are listed below:

The State Government is looking to innovate their approach to water management and rank regions according to risk.

There are targeted areas, one those being the high growth area of Western Sydney. Port Macquarie-Hastings was not mentioned as an area of focus. It was emphasised that each water catchment area should continue to plan for the future through the Water Management Strategy to ensure future capacity meets demand.

Risk is a topic which is high on the list for discussion following recent bushfires. It became apparent that strategic planning is critical to ensuring communities are safe and secure. To meet risk, management planning should consider the 1/1000 year drought and be designed according to the guidelines and standards. The inclusion of community should be incorporated in developing strategies to gather and learn from past information.

Three main points were raised in relation to bushfire and the possible effects on water and contamination:

1. Environmental - surface contamination fish suffocate. Southern Cross University is considering chromium in soils when exposed to high temperatures as a risk to health.
2. Power outage – interruption to delivery of water
3. Water quality of drinking water

Mitigation:

1. Develop a number of water source options
2. Surface contamination – provide flexibility for water draw off points, including off river storage
3. Water quality – community should be advised to boil water before drinking

Alternate options for water source:

San Deigo has one third of the city supplied by an alternate water supply. The city is highly vulnerable to water shortages. The key to the introduction of the alternate water source, informed consultation.

Israel recognised their water use practices were unsustainable. Firstly, they emphasized conservation in both homes and businesses. Next, capturing and storing the limited rainfall. Then, treating and reusing waste water. And, after all that, turning to desalination to fill remaining needs. Today, the country not only has a stable water supply but has become a centre for advanced water technology needs.

1. Purified/recycled water - 35 cities around the world use recycled water as source of drinking water including Disneyland Orlando.
2. Stormwater collection - less cost than desalination (1/35 less salt). Consideration to the catchment area and potential use. Some examples include street trees, pervious pavement, catchment from large industrial buildings, water retention in farm dams and increasing the volume of water tank storage. The positive benefits are believed to include an increase in available land with a reduction in detention basins and reducing heat as water is directed to plantings which flourish.

Drones with a high payload have been recognised as a tool which has benefits and should be integrated into operations with improved results and reduction in injuries. As an example, drones have been used for weed seeding of dams.

Further reading shows an article from San Diego which recognises the work of Israel, Australia and other dry places. That public officials, civic leaders, mass media and educational institutions have joined in ongoing, well-orchestrated campaigns to raise public consciousness and in-still the understanding of the need for conservation, (22/3/18, Union-Tribune) This could suggest we are at the top as far as a reference for the rest of the world.

Overall, the objective is to develop water management plans that meet the future capacity of the community and include mitigation for potential risks in consultation with community.

Options

Council can choose to resolve in line with the recommendation in the report or resolve in some other way.

Community Engagement and Internal Consultation

There has been no community engagement in relation to this report.

Planning and Policy Implications

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

Financial and Economic Implications

There are no financial and economic implications in relation to this report.

Attachments

Nil

Item: 10.04

**Subject: DISCLOSURES REGISTER - ANNUAL RETURN 2019-2020 -
OUTSTANDING RETURNS**

Presented by: Corporate Performance, Rebecca Olsen

Alignment with Delivery Program

1.4.3 Build trust and improve Council's public reputation through transparency and accountability.

RECOMMENDATION

That Council:

- 1. Note the Annual Disclosure Returns for the following positions:**
 - a) Arborist.**
 - b) Senior Plumbing and Drainage Officer.**
 - c) Development Assessment Planner.**
- 2. Note that the outstanding Annual Disclosure returns for the followings positions be presented to Council once the designated person has returned from leave:**
 - a) Sport and Recreation Officer.**
 - b) Water and Sewer Planning Engineer.**

Executive Summary

Council's Code of Conduct requires the General Manager to keep a register of disclosure returns and table the returns at the first Council meeting after 30 September each year.

The Disclosure Register is a public register and can be accessed by members of the public, by appointment or they are available on Council's website noting residential addresses of staff may be redacted in accordance with the Local Government Act.

Discussion

Clause 4.21 of Council's Code of Conduct requires Councillors and Designated Persons to submit a disclosure return on an annual basis and lodge it with the General Manager within 3 months after 30 June each year.

Clause 4.24 requires the General Manager to keep a Register of the Returns and Clause 4.25 requires the returns must be tabled at the first meeting of the Council after the last day the return is required to be lodged.

As reported to the 21 October 2020 Ordinary Council Meeting, four (4) Returns were outstanding and Council resolved:

“6. Note that a further report will be presented to the November 2020 Ordinary Council Meeting tabling the outstanding Annual Disclosure Return as detailed in this report.”

There are two outstanding annual disclosure returns for the following positions and these returns will be presented to Council once the designated person has returned from leave:

- Sport and Recreation Officer.
- Water and Sewer Planning Engineer.

Options

Nil. It is a requirement under Council's Code of Conduct that the disclosure returns be presented to Council.

Community Engagement & Internal Consultation

Internal Consultation

- General Manager
- Group Manager Governance and Procurement.
- Arborist
- Senior Plumbing and Drainage Officer
- Development Assessment Planner

Planning & Policy Implications

This report meets the Council's legislative requirements with regards to annual disclosure returns for Councillors and designated persons.

Financial & Economic Implications

There are no financial or economic implications.

Attachments

Nil

Item: 10.05**Subject: REQUEST FOR LEAVE OF ABSENCE - COUNCILLOR LEE DIXON****Presented by: Corporate Performance, Rebecca Olsen**

Alignment with Delivery Program

1.4.4 Promote the visibility and profile of Councillors through improved access by the community.

RECOMMENDATION**That Council:**

1. **Grant leave of absence for Councillor Lee Dixon for the period 19 November 2020 to 21 December 2020 inclusive, which includes the Ordinary Meeting of Council scheduled for 9 December 2020.**
2. **Allow Councillor Dixon to temporarily return from the approved leave of absence to participate in the General Manager/Chief Executive Officer recruitment as required subject to his availability.**

Executive Summary

Council has received a request for leave of absence from Councillor Lee Dixon for the period 19 November 2020 to 21 December 2020 inclusive. During this period one (1) Ordinary Meeting of Council is scheduled.

Discussion

Council has received a request for leave of absence from Councillor Lee Dixon. The Councillor's request conforms with clause 5.4 of Council's Code of Meeting Practice.

Councillor Dixon has requested leave of absence for the period 19 November 2020 to 21 December 2020 inclusive. The reason for the Councillor's request is that he has competing work commitments during this period.

It is noted that it is likely that activities related to the recruitment of the General Manager/Chief Executive Officer will occur during this period and Councillor Dixon has indicated that he will attempt to temporarily return from the leave of absence to participate in these activities subject to his availability.

During the requested leave of absence period one (1) Ordinary Meeting of Council is scheduled on 9 December 2020.

Options

Council can:

1. Adopt the recommendation.
2. Refuse leave of absence.

Community Engagement and Internal Consultation

Internal Consultation

- General Manager.
- Group Manager Governance.

Planning and Policy Implications

The Councillor's request conforms with clause 5.4 of Council's Code of Meeting Practice.

Financial and Economic Implications

Nil.

Attachments

Nil

Item: 10.06**Subject: DRAFT PETITIONS POLICY - FOLLOWING PUBLIC EXHIBITION****Presented by: Corporate Performance, Rebecca Olsen**

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:**

1. **Note that no public submissions were received during the public exhibition period.**
2. **Adopt the draft Petitions Policy.**

Executive Summary

It is proposed to create a more formal and transparent process to manage the receipt and actioning of petitions received by Council. Council's current process is an ad hoc process and the adoption of a Petitions Policy will provide for a consistent process in the actioning of petitions.

Discussion

Following the receipt of recent petitions it is proposed to create a more formal and transparent process to manage the receipt and actioning of petitions received by Council. The current process for the management of petitions received is somewhat ad hoc and a formal process would provide consistency in the manner petitions are received and actioned. It is anticipated that with the increased usage of social media channels that the amount of petitions received by Council could increase and as a result a draft Petitions Policy has been developed for the consideration of the Council.

Some electronic petitions don't always express the positions of stakeholders with a local interest. Electronic petitions can include many signatures from people who reside overseas and throughout Australia which do not necessarily accurately reflect the views of local stakeholders and has resulted in a draft policy stating a different way of managing electronic petitions.

A Councillor workshop was held on Wednesday 2 September 2020 to discuss the draft Petitions Policy. This received endorsement of the Councillors to proceed to Council for consideration.

The draft Petitions Policy was considered at the September 2020 Ordinary meeting of Council where it was resolved that Council:

1. *Place on public exhibition the draft Petitions Policy for a period not less than 28 days commencing 1 October 2020.*
2. *Note that a further report be considered by Council, detailing the submissions received from the public during the exhibition period and presenting a final draft for adoption.*

The draft Petitions Policy was placed on public exhibition between 1 October 2020 and 30 October 2020 with no submissions being received from the public.

It is now recommended that the draft Petitions Policy be adopted.

Options

- That the draft policy be adopted.
- That the draft policy be amended and adopted.
- That the draft policy be rejected.

Community Engagement and Internal Consultation

The draft Petitions Policy was placed on public exhibition between 1 October 2020 and 30 October 2020 with no submissions being received from the public.

Planning and Policy Implications

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

Financial and Economic Implications

There are no financial and economic implications in relation to this report.

Attachments

1.  Draft Petition Policy - Following Exhibition

Item: 10.07

Subject: LEGAL FEES

Presented by: Corporate Performance, Rebecca Olsen

Alignment with Delivery Program

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

RECOMMENDATION

That Council note the information in the Legal Fees report.

Executive Summary

At the July 2018 Ordinary Council meeting, Council resolved for a report to be provided to the September 2018 Ordinary Council meeting listing a breakdown of legal fees on a case by case basis for matters costing more than \$10,000 in the 2017-2018 financial year.

As a result of the September 2018 Ordinary Council meeting, Council requested an updated report to be provided each quarter.

Generally, the report includes (as an attachment) a confidential file that provides this information relating to a breakdown of legal fees on a case by case basis for matters costing more than \$10,000. However, as at the end of September 2020, there are no matters that have cost more than \$10,000 for the 2020-2021 financial year.

Discussion

At the July 2018 Ordinary Council meeting, Council resolved:

***09.07 QUESTION FROM PREVIOUS MEETING - ENFORCEMENT OF
UNLAWFUL ACTIVITY POLICY***

RESOLVED: Turner/Intemann

That Council:

- 1. Note the information contained within the Question from Previous Meeting - Enforcement of Unlawful Activity Policy report.***
- 2. Request the General Manager undertake a review of the Regulatory Enforcement Policy in relation to its adequacy for assessing the cost benefits of taking enforcement action, prior to such action taking place.***
- 3. Request the General Manager report back to a future meeting of Council as soon as practicable on the findings of the review referred to in 2) above.***
- 4. Request the General Manager provide a report to the September 2018 Council meeting listing a breakdown of legal fees on a case by case basis for matters costing more than \$10,000 in the 2017-2018 financial year.***

CARRIED: 9/0

*FOR: Alley, Cusato, Dixon, Griffiths, Hawkins, Intemann, Levido, Pinson and
Turner
AGAINST: Nil*

A report was then provided to the September Ordinary Council meeting that relates to point 4 of the resolution above. As a result, at the September 2018 Ordinary Council meeting, Council resolved:

09.16 LEGAL FEES

Mayor Pinson declared a Pecuniary Interest in this matter and left the room and was out of sight during the Council's consideration, the time being 08:49pm.

The Mayor vacated the Chair and the Deputy Mayor assumed the Chair.

RESOLUTION: Alley/Turner

That Council:

- 1. Note the information in the Legal Fees report.*
- 2. Request the General Manager to provide an updated report quarterly to Council.*

CARRIED: 7/0

FOR: Alley, Dixon, Griffiths, Hawkins, Intemann, Levido and Turner

AGAINST: Nil

Generally, the report includes (as an attachment) a confidential file that provides this information relating to a breakdown of legal fees on a case by case basis for matters costing more than \$10,000. However, as at the end of September 2020, there are no matters that have cost more than \$10,000 for the 2020-2021 financial year.

Options

Council can resolve to request further information.

Community Engagement and Internal Consultation

Internal Consultation

- General Manager
- Director Corporate Performance
- Director Development and Environment

Planning and Policy Implications

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

Financial and Economic Implications

There are no financial and economic implications in relation to this report.

Attachments

Nil

Item: 10.08

Subject: INVESTMENTS - OCTOBER 2020

Presented by: Corporate Performance, Rebecca Olsen

Alignment with Delivery Program

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

RECOMMENDATION

That Council note the Investment Report for the month of October 2020.

Executive Summary

- Total funds invested as at 31 October 2020 equals \$318,038,279.
- Interest for the month of October was \$567,585.
- The year-to-date investment income of \$2,306,526 represents 36% of the total annual investment income budget of \$6,321,693.
- Council's total investment portfolio performance for the financial year to date was 2.15% above the benchmark (2.26% against 0.11%), benchmark being the Bank Bill reference rate as at 31 October 2020.

The following outlines the significant points identified in the attached Monthly Report (Attachment 1), as provided by Council's investment advisors:

- Council's portfolio has met compliance requirements and outperformed benchmarks during the month.
- Over the past 12 months, the portfolio has returned +2.49% p.a., outperforming bank bills by 1.98% p.a. and around 5 times the official cash rate. This has been very strong given deposit rates reached their all-time lows and margins have generally contracted over the past 3 years.
- The RBA's official cash rate will remain unchanged at its emergency level of 0.25% until its objectives of full employment and inflation are reached, with rates to be low for a very long period of time. The RBA continues to suggest that the official rate could be cut further to 0.10% if required and as early as 3rd November.
- The RBA also noted that there have not been any signs of stress in the financial system from the COVID-19 crisis because, unlike during the Global Financial Crisis, the banks have cash and are well capitalised.
- Given the above, the biggest risk to Council's portfolio continues to be decreasing interest income as interest rates drop significantly, as opposed to loss of capital.
- With the RBA flagging the possibility of a further interest rate cut, the priority should be to lock in any attractive medium-longer dated fixed deposits that may still be available.

- It is recommended to consider increasing the allocation to liquid senior floating rate notes.
- Council's exposure to institutions that fund fossil fuels is 57% of the total portfolio.

Discussion

Council has engaged Imperium Markets to provide both an investment management platform and investment advisory service. This decision was based on the need to provide more rigour and transparency around investment choices and to provide a sound framework to support the need for increased financial sustainability into the future.

The attached investment report and portfolio (Attachment 2) provides detailed information on the performance of Council's investment portfolio.

Overview

Councils (including Port Macquarie-Hastings Council) provide a broad range of services and associated infrastructure to their communities. These services include (but are not limited to) the following:

- Water and Sewer services
- Waste services
- Port Macquarie Airport
- Cemeteries
- Roads and Bridges
- Various Recreation and Cultural facilities

The Port Macquarie-Hastings area is a high growth centre of the North Coast region and is expected to accommodate a significant proportion of regional growth over the next two decades. As a consequence of this growth, Council must not only provide services to the existing community and maintain existing assets, but Council must also plan for future maintenance and capital expenditure on the infrastructure that will be needed to support the community, business and visitors to the area into the future.

An independent analysis was conducted on Council's financial reserves. The review found:

- The Port Macquarie-Hastings local government area has experienced an unprecedented level of development activity. Whilst this has increased the level of reserves held through developer contributions, councils experiencing a high level of development activity require relatively high levels of reserves in order to adequately cope with the required levels of infrastructure spending.
- Council's reserve levels to be broadly appropriate and reasonable in light of Council's circumstances. In particular, that Council has successfully maintained a prudent buffer to prepare against potential financial risks associated with the predicted high development activity.

The full report is available on Council's website:

<http://www.pmhc.nsw.gov.au/About-Us/What-Council-Does/Corporate-Planning-Reporting-Budgets/Financial-Reports?BestBetMatch=financial%20reserves|cddb291-68a4-4d81-8aee-b3733958e5ca|bd0cff62-3134-4e81-9f7e-de4e65feb428|en-AU>

Current Investments

Council is required to undertake investments in accordance with section 625 of the *Local Government Act 1993*. This report provides details of Council's investments, and certifies that all funds that Council has invested as at 31 October 2020, comply with this Act.

All investments have been made in accordance with the Act and Regulations, and Council's Investment Policy.

As at 31 October 2020, the investments held by Council totalled \$318,038,279 and were attributed to the following funds:

General Fund	132,924,099
Waste Fund	18,353,989
Water Fund	114,054,888
Sewer Fund	51,274,131
Sanctuary Springs Fund	44,525
Broadwater	1,386,647
	<hr/>
	318,038,279

Whilst the current level of investments remains high, these largely relate to funds which have legal restrictions (for example water and sewer), or for funds held for specific purposes.

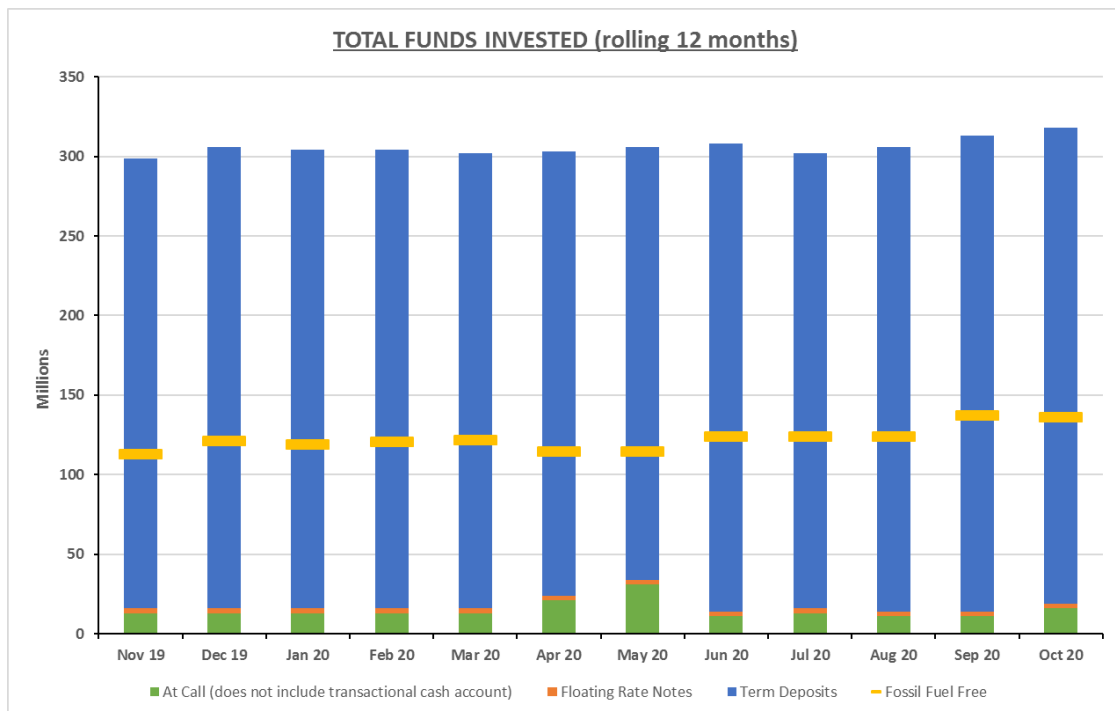
These funds may be spent in the shorter or longer term depending on the required timing of future works. The totals will fluctuate dependent on the status of individual projects.

It is noted that there is a minor variance between the total investments held as per this report, (\$318,038,279), and total investments held as per Imperium's attached monthly report (\$318,086,054). This is due to the fact that Council's accounting policy treatment means that floating rate notes (FRNs) are held at amortised cost, whereas they are included at fair value in Imperium's report. This variance is not expected to be material.

In relation to Council's exposure to financial institutions that fund fossil fuels, the following provides a summary:

Financial institutions funding fossil fuels	Purchases since 01/07/20 (\$)	Purchases since 01/07/20 (%)	Amount invested at 31/10/20 (\$)	Amount invested at 31/10/20 (%)
Yes	20,000,000	52.6%	182,038,279	57.2%
No	18,000,000	47.4%	136,000,000	42.8%
	38,000,000		318,038,279	

The following graph shows total investments on a rolling 12-month basis:



During the month of October, total investments increased by \$5m as compared to September. This movement comprised a number of individual increases and decreases, however was largely impacted by receipt of the first quarter rates instalment.

Options

This is an information report.

Community Engagement and Internal Consultation

Council uses the services of an independent financial advisor, on an ongoing basis with investments. The investments placed this month were term deposits. Council obtains regular updates regarding market activities positions from various institutions.

Planning and Policy Implications

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

Financial and Economic Implications

Benchmark and budget levels have been met on a year to date basis. On an annual basis, if benchmark levels are not reached, then this may result in budget cuts in other areas to fund the shortfall.

Council's total investment portfolio performance for the financial year to date is 2.15% above the benchmark (2.26% against 0.11%) and year to-date income is 36% of the total annual budget.

It should be noted that investment income is noted as a gross amount. Section 97(5) of the *Local Government Act 1993* indicates that any security deposit held with Council must be repaid with interest accrued. These security deposits will only relate to bonds held for security to make good damage done to works.

The overall investment income will be adjusted at financial year end by the total interest refunded on repayment of bonds. As Council constantly receives and refunds bonds, it is difficult to accurately determine the quantum of these refunds.

Certification

I hereby certify that the investments listed within this report were made in accordance with Section 625 of the *Local Government Act 1993*, clause 212 of the *Local Government (General) Regulation 2005* and Council's Investment Policy.

Nicole Spencer
Responsible Accounting Officer

Attachments

1.  Port Macquarie-Hastings Council Monthly Report - October 2020
2.  Port Macquarie-Hastings Council Portfolio as at 31 October 2020

Item: 10.09**Subject: MONTHLY BUDGET REVIEW - OCTOBER 2020****Presented by: Corporate Performance, Rebecca Olsen**

Alignment with Delivery Program

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

RECOMMENDATION**That Council:**

1. **Adopt the adjustments in the "October 2020 Adjustments" section of the Monthly Budget Review – October 2020 report.**
2. **Amend the 2020-2021 Operational Plan to include all budget adjustments approved in this report.**

Executive Summary

This report details monthly budget adjustments recommended to be made for the month of October 2020.

The Council adopted 2020-2021 budget position at the commencement of the financial year was a shortfall of \$676,730. The budget adjustments contained in this report leave the budget shortfall position unchanged at the end of October 2020 at \$462,463.

Discussion

Each month, Council's budgets are reviewed by Group Managers and Directors with any required adjustments reported. The purpose of this report is to provide Council with an up to date view of the current actual financial position in comparison to the original adopted 2020-2021 budget position along with the proposed movement of funds to accommodate any changes.

Any budget variations which are greater than \$50,000 and 2% of the project budget are reviewed and approved by the Executive Group in their function to oversee operational activities and approve operational actions.

Monthly Budget Review Summary

Original Budget as at 1 July 2020	Shortfall	(\$676,730)
Plus adjustments:		
July Review	Balanced	\$0
August Review	Surplus	\$151,102
September Review	Surplus	\$63,165
October Review	Balanced	\$0
Forecast Budget Position for 30 June 2021	Shortfall	(\$462,463)

October 2020 Adjustments

The following adjustments reflect budget movements as a result of grant funding received, reserves movements, movements between projects and budget variance requests. These have no impact on the budget position (for example, additional income has an associated expenditure budget):

Description	Notes	Funding Source	Amount
Grants	1	Grants	\$339,503
Reserve Movements	2	Reserve	\$1,824,710
Movement between Projects	3	Revenue	\$126,750
Budget Variance Requests	4	Reserve	\$608,164
Total			\$2,899,127

1. Grant Funding

Council Project	Grant Provider	Grant Funding	Other Funding*	Comment
Fire & Flood Damage, Doyles River Rd & Oxley Hwy	Transport for NSW	\$157,520	\$0	Council received final flood response funding from Transport for NSW
Road Safety Officer Projects	Roads & Maritime Services	\$10,000	\$0	Council will receive grant funding from the RMS for Road Safety Officer projects
Better Waste Recycling Fund	Environmental Protection Authority	\$111,983	\$0	Council has received funding from the EPA for the Better Waste Recycling Fund

Council Project	Grant Provider	Grant Funding	Other Funding*	Comment
Upgrade of Driver Reviver Sites	Roads & Maritime Services	\$20,000	\$0	Council has received grant funding from the RMS to upgrade driver reviver sites
Lorne Road Upgrade	Dept of Infrastructure, Transport & Regional Development	\$40,000	\$0	Adjustment to grant funding for early works on the Lorne Rd upgrade
Total Grant Funding		\$339,503	\$0	

2. Reserve Movements

Transfer to	Transfer From	Amount	Comments
Reserve	Election Costs	\$740,000	Funding required in 21/22 financial year
Water - User Charges	Reserve	\$1,000,000	Reduction in forecast usage charges based on current data
Reserve	Waste Education - Contributions	\$84,710	Increase in Waste Education contribution from JR Richards
Reserve Movements		\$1,824,710	

3. Movement between Projects

Transfer from	Transfer To	Amount	Comments
Building Certification Revenue	Salaries & Wages	\$66,750	Utilisation of additional revenue to meet guidelines for the NSW Public Spaces Legacy Program
Advertising & Community Plans	Communications - Salaries & Wages	\$60,000	Funding for a Digital Communications Officer
Total Movements between Projects		\$126,750	

4. Budget Variation Requests (approved by Executive)

Project Name	Funding Source	Amount	Comments
Port Macquarie SPS#13 Catchment Reline	Reserve	\$275,000	Budget variance for the Port Macquarie SPS#13 Catchment Reline
Thompson's Creek Bridge	Reserve	\$333,164	Budget variance for the replacement of Thompson's Creek Bridge
Total Approved Budget Variations		\$608,164	

1.

Options

Council may adopt the recommendations as proposed or amend as required.

Community Engagement and Internal Consultation

Not applicable.

Planning and Policy Implications

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


Financial and Economic Implications

Attachment 1 to this report contains information of each individual budget adjustment by Division and Section. The budget movements within this report leave the budget position unchanged at \$462,463.

Statement by Responsible Accounting Officer

"The adopted original budget result for 2020-2021 was a shortfall of \$676,730. As at 31 October 2020, this shortfall position remains unchanged from September at \$462,463. Although an improved position when compared to the original budget, this position is still considered an unsatisfactory result for the year. As such, all budgets will need to be closely monitored with the view to reducing this shortfall position".

Attachments

1.  October 2020 Budget Review

Item: 10.10

Subject: QUARTERLY BUDGET REVIEW STATEMENT - SEPTEMBER 2020

Presented by: Corporate Performance, Rebecca Olsen

Alignment with Delivery Program

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

RECOMMENDATION

That Council note the Quarterly Budget Review Statement for the September 2020 Quarter.

Executive Summary

This report will detail Council's progress against the original and revised 2020-2021 budget as at the end of the first quarter being 30 September 2020.

Discussion

The Quarterly Budget Review Statement (QBRs) is a statutory report prepared in accordance with sections 202 and 203 of the *Local Government (General) Regulation 2005* ('Regulations').

The QBRs presents a summary of Council's financial position at the end of the first, second and third quarter of the financial year. It is a mechanism whereby the Councillors and the community are informed of Council's progress against its current adopted budget.

Whilst the Regulations require the Council, as a minimum, to prepare quarterly revised estimates of income and expenditure through the QBRs, Port Macquarie-Hastings Council adopts budget variations on a monthly basis.

Attached to this report (Attachment 1) are the mandated components of the QBRs as prescribed in the 'NSW Local Government Code of Accounting Practice and Financial Reporting'. Those components include:

1. Budget Review Income and Expenditure (Consolidated);
2. Budget Review Capital Budget;
3. Budget Review Cash and Investment;
4. Budget Review Key Performance Indicators;
5. Budget Review Contracts and Other expenses; and
6. Statement by the Responsible Accounting Officer.

Also attached is a confidential attachment (Attachment 2) on consultancy engagements as resolved by Council under Item 09.09 Supply of Services to Council on 21 October 2015. This resolution resolved:

1. To Adopt Option 2 to expand the existing reporting format of the Quarterly Budget Review Statement to include additional categories of consultancy engagements including accounting, audit, legal, planning, architectural, surveying, environmental, IT and HR with individual consultant data to be provided in a confidential attachment.
2. Commence the reporting regime from the next Quarterly Budget Review Statement.

CARRIED: 8/0

FOR: Besseling, Cusato, Hawkins, Intemann, Roberts, Sargeant and Turner

AGAINST: Nil

Confidential Attachment 2 titled "September 2020 Quarterly Budget Review - Consultancy Engagements" provides information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting for proposes to conduct business. Local Government Act 1993 - Section 10A(2)(c).

Budget Progress Commentary

The variances listed below should be read in conjunction with **Attachment 1** (September 2020 Quarterly Budget Review Statement).

Income and Expenses – QBRs Page 1

Rates and Annual Charges

YTD Budget	YTD Actual	Budget Variance	% Received
\$97.725m	\$98.298m	+\$0.573m	100.6%
<p><i>Major budget variances include:</i></p> <ul style="list-style-type: none"> - Waste Annual Charges: +\$0.593m <p><i>Waste Annual Charges are higher than budgeted due to the phasing of the budget being straight lined, this has been amended in November to reflect the upfront levying of this charge.</i></p>			

User Fees and Charges

YTD Budget	YTD Actual	Budget Variance	% Received
\$9.270m	\$5.471m	-\$3.799m	59.0%
<p><i>Major budget variances include:</i></p> <ul style="list-style-type: none"> - Water User Charges: - \$2.709m - Water Meter Installations - \$0.691 <p><i>Water Usage Charges are lower than budgeted, partially due to a decline in water usage associated with the COVID-19 effected levels of tourism and the seasonal impact on outdoor water usage. A budget adjustment for \$1m has been included in the October Monthly Finance Report to reflect this. The remaining variance is timing related and impacted by the reversal of the year end water usage accrual. The budget phasing has been adjusted in November to account for this. This is also the case with Water Meter Installations.</i></p>			

Interest and Investment Income

YTD Budget	YTD Actual	Budget Variance	% Received
\$1.623m	\$1.747m	+\$0.124m	107.6%
<p><i>Whilst the first quarter has produced a favourable result, modelling indicates that investment returns will decrease in the latter part of the year, with current investments which are due to mature rolling into lower rates. This will continue to be monitored throughout the year.</i></p>			

Other Revenues

YTD Budget	YTD Actual	Budget Variance	% Received
\$1.107m	\$1.315m	+\$0.208m	118.8%
<p><i>Major budget variances include:</i></p> <ul style="list-style-type: none"> - Waste Education Contribution: +\$0.140m <p><i>The Contribution to Waste Education from JR Richards has been received in its entirety in Q1. A budget adjustment for \$0.084m has been taken up in the October Monthly Finance Report to reflect the amount received which is in excess of the amount budgeted.</i></p>			

Operating Grants & Contributions

YTD Budget	YTD Actual	Budget Variance	% Received
\$3.434m	\$2.424m	\$1.010m	70.6%
<p><i>Timing of receipt of Roads to Recovery and Financial Assistance Grant Funding.</i></p>			

Capital Grants & Contributions

YTD Budget	YTD Actual	Budget Variance	% Received
\$4.855m	\$7.018m	+2.163m	144.6%
<p><i>Major budget variances include:</i></p> <ul style="list-style-type: none"> - Developer Contributions: +\$0.860m - Sporting Field Grants: +\$0.450m - Aerodrome: +\$0.700 - Roads & Bridges: \$0.150m <p><i>Developer contributions are above budget due to a higher level of activity in the development environment. This activity will continue to be monitored and if required a budget adjustment will be recommended.</i></p> <p><i>Grants for the Town Green West Upgrade were received earlier than budgeted.</i></p> <p><i>A grant has been received for the Parallel Taxiway at the Aerodrome.</i></p> <p><i>A grant has also been received for the reconstruction of culverts flood damaged on the Oxley Highway. A budget adjustment has been processed for this in the October Monthly Report.</i></p>			

Employee Costs

YTD Budget	YTD Actual	Budget Variance	% Expended
\$13.304m	\$11.474m	-\$1.830m	86.2%
<p><i>Major budget variances include:</i></p> <ul style="list-style-type: none"> - Salaries & Wages: -\$1.233m - Travelling: -\$0.150m - Overtime: -\$0.136m - Training: -\$0.088m <p><i>The favourable variation is due largely to the timing impact of payroll posting. Payroll posting does not always align with month-end reporting cut-offs, with the last week of September payroll being posted on the 1st October.</i></p> <p><i>Overtime is below budget due to a focus on reviewing and limiting overtime costs where appropriate.</i></p> <p><i>Employee costs also contains an element of training and travel, which in Q1 is below budget due to COVID-19 limitations on such activities. This will continue to be monitored.</i></p>			

Borrowing Costs

YTD Budget	YTD Actual	Budget Variance	% Expended
\$0.234m	\$0.364m	+\$0.130m	155.6%
There are no material budget variances.			

Materials & Contracts

YTD Budget	YTD Actual	Budget Variance	% Expended
\$9.887m	\$7.026m	-\$2.861m	71.1%
<p><i>Major budget variances include:</i></p> <ul style="list-style-type: none"> - Waste Management: -\$1.036m - Sewerage Services: -\$0.194m - Ferry Management: -\$0.180m - Natural Resources: -\$0.158m - Parks & Recreation: -\$0.128m <p><i>The major variance is in Waste Management and is due to the timing of contractor invoicing for Organics, Recycling and Domestic & Commercial Waste.</i></p> <p><i>Other small variances exist in Materials and Contracts throughout areas of Council.</i></p>			

Depreciation

YTD Budget	YTD Actual	Budget Variance	% Expended
\$12.294m	\$12.682m	+\$0.388m	103.2%
Depreciation is slightly above budget, this will be monitored post asset revaluation and an adjustment made if required.			

Other Expenses

YTD Budget	YTD Actual	Budget Variance	% Expended
\$3.207m	\$3.417m	+\$0.210m	106.5%
<p><i>Major budget variances include:</i></p> <ul style="list-style-type: none"> - Valuation Fees: +\$0.217m <p><i>Variance in valuation fees are timing related only. The budget for these costs is in Q2, but incurred in Q1.</i></p>			

Asset Disposal

YTD Budget	YTD Actual	Budget Variance	% Expended
\$0.0m	\$0.0m	+\$0.0m	
<i>There is no variance to budget.</i>			

Capital Expenditure – QBRs Page 2

YTD Budget	YTD Actual	Budget Variance	% Expended
\$22.291m	\$11.723m	-\$10.568m	52.6%
<p><i>The timing of completion of some projects has moved out in this financial year. A review of capital projects is currently being undertaken with rephasing of the capital works budgets to be complete in early November. The projects showing timing related variances at the end of September listed below form part of this review.</i></p> <ul style="list-style-type: none"> - <i>Developer Provided Assets: -\$1.499m</i> <i>Timing. Budget rephased in November to more accurately reflect the timing of when these assets are realised.</i> - <i>Thrumster Recycled Water Interim Supply Rising Main: -\$0.887m</i> <i>Timing of contractor progress claims.</i> - <i>Bago Rd Rehabilitation Stage 3: -\$0.625m</i> <i>Timing only. In detailed design phase. Timing of expenditure to be reforecast in November.</i> - <i>Wauchope Water Treatment Plant Expansion: -\$0.599</i> <i>Timing only. Construction has now commenced using internal and external resources. Construction completion due by the end of 2020.</i> - <i>Road Reseals: -\$0.520m</i> <i>Variance due to timing. Currently in the planning phase, expenditure has been reforecast in November, with major expenditure expected to start in January 2021.</i> - <i>Plant Purchases: - \$0.497</i> <i>Timing of capital plant purchases.</i> - <i>New Works Depot: -\$0.390m</i> <i>Delays with land acquisition and design. Variance is timing, expenditure will be rephased.</i> - <i>Annual Water Allocations: -\$0.312m</i> <i>Annual allocation subject to timing differences.</i> 			

- **Kew Main St Upgrade: -\$0.303m**
Behind schedule. Detailed design nearing completion with construction expected to start in May 21 and completion in August 21.
- **Timber Bridge Program: -\$0.300m**
Timing. Currently in the planning phase. Project expenditure reforecast in November, with major project expenditure forecast to begin in January 2021.
- **Expansion of Cairncross Facility: -\$0.260m**
Timing. Detailed design complete. Landfill construction expected to start in January 2021. Project expenditure rephased in November.
- **Trunk Main Augmentation Sancroix Reservoir to Wauchope: -\$0.232m**
Variance is timing. To be rephased in November
- **Small Towns Sewerage Scheme: -\$0.201m**
Timing only. Construction completion of the Comboyne scheme is expected late 2020.
- **Computer Capital Projects: -\$0.185m**
Variance is timing. To be rephased in November
- **Port Macquarie Inlet Works Relocation: -\$0.175m**
Timing. Project plan submitted for approval. Rephased in November with major project expenditure forecast in January 2021.

There are also a large number of smaller projects from various areas of Council which are also currently underspent when comparing their actual expenditure to year to date budgets.

The actual expenditure does not necessarily reflect the amount of funds that have been committed to particular projects through the raising of purchase orders. For capital projects, progress against their budgets may not necessarily reflect their progress in relation to physical completion.

Progress details for particular capital projects can be found in the report "2020-2021 Operational Plan Quarterly Progress Report as at 30 September 2020" which is also on the agenda of the Ordinary Council Meeting for November 2020 and contained within the business paper.

Cash and Investments – QBRs Page 3

The return on Council's investment portfolio for the financial year as at 30 September 2020 was 2.32% which was 2.22% above the benchmark of 0.10%.

Key Performance Ratios – QBRs Page 4

The budget variations and carry-overs that have been adopted throughout the financial year have not had a detrimental or material impact on a number of the forecasted T-Corp ratios set out in the adopted original budget.

The Building and Infrastructure Renewals Ratio has significantly improved as a result of the adoption of the carry overs which are significant.

Contracts and Other Expenses – QBRs Page 5-7

There were no unbudgeted contracts entered into during the third quarter of the financial year. There was no expenditure incurred for consultancy or legal expenses that was not budgeted for during this quarter.

Statement by Responsible Accounting Officer

Below is a statement made by Council's Responsible Accounting Officer made in pursuant to section 203(2) of the Regulations:

Responsible Accounting Officer Statement

It is my opinion that the Quarterly Budget Review Statement for Port Macquarie-Hastings Council for the quarter ended 30 September 2020 indicates that Council's projected financial position at 30 June 21 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

At the end of each quarter this financial year budget review meetings will be undertaken with all Managers to ensure any budget deficit is addressed.



Nicole Spencer

September 30, 2020

Responsible Accounting Officer - Port Macquarie-Hastings Council

Options

Council may adopt the recommendation or amend as required.

Community Engagement & Internal Consultation

Not applicable


Planning & Policy Implications

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

Financial & Economic Implications

As indicated in the QBRS, the projected operating result for Council on a consolidated basis, as at 30 June 2021, is a surplus of \$0.144m and this result is satisfactory. However, there continues to be a budget deficit for the 2019/20 financial year which will need to be remedied during the remainder of the year through favourable budget variations.

Attachments

1.  September 2020 Quarterly Budget Review Statement
2. Confidential - September 2020 Quarterly Budget Review - Consultancy Engagements (Confidential)

Item: 10.11

Subject: ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

Presented by: Corporate Performance, Rebecca Olsen

Alignment with Delivery Program

1.4.2 Manage Council's financial assets, and provide accurate, timely and reliable financial information for management purposes and provide plain English community reporting.

RECOMMENDATION

That Council adopt the annual financial statements for the year ended 30 June 2020, as submitted, together with the auditor's report.

Executive Summary

The external audit of the financial statements for the year ended 30 June 2020 is now complete, with an unmodified audit opinion having been issued. The Local Government Act, 1993 requires that Council hold a public meeting for the purpose of considering the annual financial statements together with the auditor's report. These are now presented for Council's consideration.

Council has reported a strong financial performance in what has been a challenging year. 2019-2020 has seen significant impacts associated with the North Coast Bushfires, flood/storm events and Water Supply Security, noting the bushfire activity in our LGA which commenced in July 2019 with the Lindfield Park Road fire, with Council staff directly involved in operational responses to fire, flood and water security activity to support the immediate needs of the community in regards to these unprecedented unplanned events across our LGA.

In addition, on 11 March 2020, COVID-19 was declared a worldwide pandemic. COVID-19 has had a major impact on the Australian economy and local government is not immune, with many services impacted and facilities closed, which has seen a reduction in revenue to Council. At the same time, Council is supporting its local economy and community and has implemented a range of relief measures to support the community during the pandemic.

Despite the particularly challenging circumstances during 2019-2020, Council has reported a consolidated net operating surplus of \$37.4m. The consolidated net operating result before capital revenue is a deficit of \$5.5m, however it should be noted that this has been impacted by significant one-off amounts recorded in net loss from disposal of assets and impairment expense. Without these impacts, Council would have reported a consolidated net operating surplus of \$5.8m. This is a decrease of \$2.8m on the equivalent 2018-2019 result which can largely be attributed

to impacts on revenue arising from the pandemic, in particular in Airport, Glasshouse and investment income. This in turn means that a normalised result without these unprecedented impacts would have actually been relatively consistent with the previous year.

Whilst continuing to focus on longer term assets related benchmarks, Council has again performed strongly across the key Financial Performance Measures. This is a positive outcome in light of the circumstances noted above, with strong financial management delivering a pleasing result and ensuring a strong balance sheet position moving forward.

Discussion

Background

At the Ordinary Council Meeting held on 12 August 2020 it was resolved:

10.08 2019-2020 FINANCIAL STATEMENTS AUDIT

BLOCK RESOLVED: Alley/Dixon

1. That Council refer to audit the draft Financial Statements as at 30 June 2020.
2. That the Statement by Councillors and Management be signed by the Responsible Accounting Officer, the Acting General Manager, the Mayor and one Councillor as required by the Local Government Act 1993.

Council resolutions 1 and 2 have now been implemented.

Sections 418 to 420 of the Local Government Act, 1993 provide that Council must give public notice of its intention to consider the annual financial statements and the auditor's report. This notification has been given by way of advertisements placed in local newspapers including Camden Haven Courier, Hastings Gazette and Port Macquarie News and has been placed on the Council web-site.

Section 420 of the Act allows any person to make a written submission on the content of the annual financial statements or the auditor's report. At the time of writing this report, no submissions had been received. If any submissions are received, they will be distributed prior to the meeting.

The purpose of this report is to present to Council the 2019-2020 audited annual financial statements, together with the auditor's report. A copy of the 2019-2020 annual financial statements are attached to this report for information (Attachment 1).

Results for the year

The Income Statement discloses that Council's activities for the 2019-2020 financial year resulted in a net operating surplus of \$37.4m, on a consolidated basis, as compared to a \$71.2m surplus in the previous year. Council has reported an operating deficit before capital revenue of \$5.5m, however as noted above this has been impacted by significant one-off amounts recorded in net loss from disposal of assets and impairment expense. Without these impacts, Council would have reported a

consolidated net operating surplus of \$5.8m, which along with a positive Operating Performance Ratio, reflects the fact that Council has been able to contain its operating costs within its operating revenue base. The notes below outline the significant movements which have contributed to this result:

1. An increase in Rates and Annual Charges of \$3.6m due to a rate pegging increase of 2.7% and growth in the number of assessments.
2. A reduction in User Charges and Fees of \$3.3m. This is mainly due to reductions of \$1.3m in airport fees arising from the COVID-19 closure, \$0.4m in planning and building fees, \$0.5m in private works, and \$1.0m in water user charges, arising mainly from water restrictions implemented during the financial year.
3. A reduction in Other Revenues of \$108k due to reduced Glasshouse fees of \$0.7m arising primarily from the COVID-19 closure, partially offset by the receipt of building insurance claim recoveries of \$0.3m and a legal settlement of \$0.2m.
4. An increase in Operational Grants and Contributions of \$3.5m due mainly to the receipt of \$2.5m in disaster recovery grants, as well as increases of \$0.5m in the Roads to Recovery allocation and \$0.3m in the Financial Assistance Grant.
5. A reduction in Capital Grants and Contributions of \$24.7m which is a significant impact on the operating result after capital. This is primarily due to reductions of \$20.5m in developer provided assets and \$6.7m in developer contributions, with \$5.7m also being received in the prior year for the airport terminal building project which is now complete. This reduction has been offset by the receipt of \$3.5m for the Small Towns Sewerage Scheme, as well as increases in recreation and cultural grants of \$3.1m and roads and bridges grants of \$2.8m.
6. A reduction in Interest and Investment Revenue of \$0.7m, due largely to falling interest rates.
7. An increase in Employee Benefits and On-costs of \$0.7m due primarily to an award increase of 2.5%, offset by a reduction of \$0.8m in the employee leave entitlements expense.
8. A reduction in Borrowing Costs of \$0.9m due to a reduction in the amortisation of the Cairncross tip remediation provision and a decrease in outstanding loans resulting in a reduction in interest on loans of \$0.5m.
9. Materials and Contracts have increased by \$3.3m. Some of the more significant impacts in this area are:
 - Contractor costs for the Settlement Point Ferry slipping - \$0.6m.
 - Increased bushfire control costs due to the extreme bushfire season - \$0.8m.
 - An increase in the autumn/winter destination development and marketing - \$0.4m.
 - Settlement Shores Canals maintenance and dredging - \$1.0m.
 - Emergency response expenditure for the October 2019 Bushfires and the February 2020 Storms and Flood response - \$0.6m.
10. Depreciation and Impairment has increased by \$3.1m in 2019-2020 due to the impact of significant developer dedicated assets in 2018-2019, as well as

impairments of two buildings that were the subject of arson attacks (\$0.4m), the crematorium assets (\$1.1m) and assets damaged by the bushfires (\$0.2m).

11. An increase in Other Expenses of \$1.2m primarily due to the payment of a legal settlement of \$0.7m and an increase in electricity charges of \$0.9m. The latter was primarily impacted by increased pumping in peak periods required to refill water storage facilities during rainfall following drought conditions and additional pumping required to clear excess water from inflow into the sewerage system created by the rains. The increase was offset by a \$0.6m reduction in the waste levy due to higher than normal levels of fill that was received at the Cairncross Transfer Station in February and June 2018, inflating 2018-2019 figures.
12. Loss on Disposal of Assets has increased by \$4.7m. This is due mainly to a \$2.8m loss on sale of a property in William Street sold to a neighbouring property owner to enable the provision of additional CBD car parking. The loss reflects the first part of the sale transaction, the conditions of which include a requirement for the future provision of 150 public car parking spaces. There has also been an increase of \$0.6m in assets disposed of as part of renewal works undertaken during the year and loss on the disposal of the Glasshouse Studio portable grandstand of \$1.0m.

Statement of Financial Position

Council's net asset position has increased by \$7.9m from the 2018-2019 financial year. The significant impacts are:

1. A decrease in Infrastructure, Property, Plant and Equipment assets of \$4.9m due to revaluation decrements of \$28.7m and depreciation of \$52.5m, offset by asset purchases of \$87.4m.
2. An increase in cash and investments of \$12.6m due to revenue received that has not yet been expended on capital works. These monies are held in reserve which ensures that they are set aside for specific future projects / purposes as determined by Council or mandated by external legislation.
3. A reduction of \$7.6m in borrowings due to the loan borrowing program for the year being \$2.4m, less repayments made during the year of \$10.0m.

Performance Measures

Below are Council's ratio results for the last four years for the consolidated Council position.

1. *Operating Performance*

	2019-2020	2018-2019	2017-2018	2016-2017
Benchmark	3.38%	5.12%	4.66%	9.93%
Greater than 0%				





This ratio measures Council's ability to contain operating expenditure within operating revenue and excludes capital grants and contributions, and gain/loss on disposal of assets.

The Operating Performance Ratio has decreased from 2018-2019, due largely to COVID-19 impacts on revenue, however pleasingly is still above benchmark on a consolidated basis.

The ratios for each fund are shown below. The general fund ratio is below benchmark, however shows a significant improvement on the 2018-2019 result of (4.46%) despite the COVID-19 impacts on revenue.

Fund	General	Water	Sewer
Ratio	(1.84%)	10.61%	15.09%





2. Unrestricted Current Ratio

Benchmark	2019-2020	2018-2019	2017-2018	2016-2017
	1.43:1	1.74:1	2.05:1	2.02:1
Greater than 1.5				

This ratio measures Council's liquidity, i.e. the ability to meet short term obligations as they fall due.

The Unrestricted Current Ratio has reduced from 2018-2019 and is slightly below the benchmark of 1.5:1. The key driver of the decrease is investment in longer term financial assets, with current investments decreasing by \$25.5m. Due to the impacts of COVID-19 and falling interest rates, and in accordance with advice received from Council's investment advisors, a number of investments were made with longer dated maturities to lock in attractive medium-longer dated fixed deposits to address reinvestment risk prior to rates potentially falling further. This resulted in a greater proportion of the investment portfolio falling into non-current investments at 30 June. It should be noted however that this figure represents a snapshot in time and that this ratio has returned to above benchmark subsequent to reporting date.

3. Own Source Operating Revenue

Benchmark	2019-2020	2018-2019	2017-2018	2016-2017
	71.82%	65.42%	66.14%	56.19%
Greater than 60%				

This ratio measures fiscal flexibility which is the degree of reliance on external funding sources such as grants and contributions.

The Own Source Operating Revenue ratio has increased from 2018-2019 due to the impacts of significant developer provided assets on the 2018-2019 ratio, with additional grant and contribution funding having a negative effect on this ratio.

4. Debt Service Cover

Benchmark	2019-2020	2018-2019	2017-2018	2016-2017
	4.83	4.32	3.98	4.59
Greater than 2				

This ratio measures the availability of operating cash to service debt including interest, principal and lease payments. Council's results have improved over the last 3 years due to the reducing balance of the loan portfolio.

5. Rates and Annual Charges Outstanding percentage

Benchmark	2019-2020	2018-2019	2017-2018	2016-2017
	5.71%	5.01%	4.88%	4.85%
Less than 10% for rural & regional councils				

This ratio measures the effectiveness of Council in recovering rates and annual charges legally owed to it.

The consolidated ratio has deteriorated slightly from 2018-2019, however Council is still well within the benchmark for regional councils. This ratio has been affected by the impacts of COVID-19, as Council has entered into additional payment arrangements for ratepayers who are suffering financial difficulty, as well as temporarily ceasing formal debt recovery actions as part of relief measures adopted by Council.





Council's general fund ratio (including waste management) for 2019-2020 is 4.82%, sewer fund is 3.90%, with the water fund recording the highest ratio at 17.57% (outside the benchmark). This is due to the fact that water accounts are generated constantly and may not be due for payment until the new financial year. Consistent with prescribed methodology, these outstanding amounts must be included in the ratio as they are outstanding at year end. Council will therefore compare unfavourably on a consolidated basis to councils with no water authority function.

6. *Cash Expense Cover Ratio*

Benchmark	2019-2020	2018-2019	2017-2018	2016-2017
	28.31	28.42	26.14	25.31
Greater than 3 months				

This ratio indicates the number of months that Council can continue paying for its immediate expenses without additional cash inflow and includes term deposits which drive the significant outperformance when compared to benchmark.





7. *Building and Infrastructure Renewal Ratio*

Benchmark	2019-2020	2018-2019	2017-2018	2016-2017
	49.35%	70.22%	87.64%	34.62%
Greater than 100%				

This ratio is a longer term indicator of the condition and cost to maintain public infrastructure assets. It is measured by the amount expended on asset renewals for buildings and infrastructure over the depreciation expense of those assets. The definition of renewals used for the ratio is “replacement of existing assets with equivalent capacity or performance as opposed to the acquisition of new assets”. Council often upgrades the capacity of an asset as part of the renewal process and as this work is regarded as an improvement and not renewable, these costs are not included in the ratio calculation. Due to the definition of a renewal this ratio may vary significantly up and down over the years. The 2017-2018 ratio for example, was positively impacted by works undertaken on Stingray Creek Bridge.





Council is continuing on its journey of improving its asset management planning processes in line with the state government’s Integrated Planning & Reporting Framework. Asset management plans are designed to provide a strategic framework for assessing and addressing asset management issues (including appropriate renewals and maintenance) in future years. This result indicates that additional funding for the renewal of assets is required over the construction of new assets, however as with all Councils, the ability to meet acceptable levels under this benchmark will be limited to available funding.

8. *Infrastructure Backlog Ratio*

Benchmark	2019-2020	2018-2019	2017-2018	2016-2017
	3.51%	6.66%	5.63%	5.34%
Less than 2%				

This ratio shows the proportion of infrastructure backlog against the total value of Council's infrastructure. It is calculated by taking the estimated cost to bring the assets to satisfactory standard over the total value of Infrastructure, building and other structures assets. There has been an improvement in this ratio from 2018-2019.

9. *Asset Maintenance Ratio*

Benchmark	2019-2020	2018-2019	2017-2018	2016-2017
	0.93	1.00	0.91	0.88
Greater than 100%				

This ratio compares the actual versus required annual asset maintenance. A ratio of above 1.0 indicates that the Council is investing enough funds within the year to stop the infrastructure backlog from increasing.

This ratio has deteriorated from last financial year due to additional maintenance requirements for bridges and stormwater drainage.

Options

Not applicable.

Community Engagement & Internal Consultation

Extensive consultation has taken place with Council's finance section and with Council's external auditors. The public have also been notified by way of advertisement.

Planning & Policy Implications

These Annual Financial Statements form Part C of the Council's Annual Report, legislated under the Integrated Planning and Reporting Framework.

Financial & Economic Implications

As outlined in the body of this report.

Attachments

1.  Port Macquarie Hastings Council - Financial Statements - 2019 - 2020

Item: 10.12

Subject: FINANCIAL IMPACT OF COST SHIFTING FROM OTHER LEVELS
OF GOVERNMENT

Presented by: Corporate Performance, Rebecca Olsen

Alignment with Delivery Program

1.3.3 Ensure there is appropriate management of risk to mitigate impact for Council and the community.

RECOMMENDATION

That Council note the information on the financial impact of cost shifting from other levels of Government.

Executive Summary

At the Ordinary Council meeting held on 21 October 2015, Council resolved:

RESOLVED: Hawkins/Sargeant

That Council:

- 1. Request the General Manager provide a report to the November 2015 Ordinary Meeting of Council on the impact of cost shifting on Council in the 2014-2015 financial year, updating the draft figures provided to Council in May 2015.*
- 2. Request the General Manager provide an updated report to the November 2016 Ordinary Meeting of Council on the impact of cost shifting for the financial year 2015-2016 and annually, including any additional categories of cost-shifting that have been identified.*
- 3. Request that the General Manager give consideration to collecting additional cost shifting information as part of the service review process.*

CARRIED: 8/0

FOR: Besseling, Cusato, Hawkins, Intemann, Levido, Roberts, Sargeant and Turner

AGAINST: Nil

This report addresses the annual update as per resolution 2. It provides information with respect to the estimated financial impact of cost shifting on Port Macquarie-Hastings Council for the 2019-2020 financial year.

Discussion

Definition

Cost shifting is defined by Local Government NSW as follows:

"Cost shifting describes a situation where the responsibility for, or merely the costs of, providing a certain service, concession, asset or regulatory function are 'shifted' from a higher level of government on to a lower level of government"

without providing corresponding funding or the conferral of corresponding and adequate revenue raising capacity.”

Local Government NSW Survey

Local Government NSW coordinates a cost shifting survey of all NSW Councils in order to establish the impact of cost shifting by the Australian and NSW Governments to NSW Local Government. The last survey was 2015-2016. In that survey, the dollar impact of cost shifting for Port Macquarie-Hastings Council was \$9.7m which included \$1.9m of identified new items including fluoridation of water, maintaining of crown reserves, and cost of maintaining RMS transferred assets.

The most recently published LGNSW Council Survey report, *“The Impact of Cost Shifting on Local Government in NSW: A Survey of Councils”*, (released October 2018), highlighted that despite the recognition of cost shifting and its adverse impacts on NSW Local Government, cost shifting continues to increase. The key points of the report are as follows:

- Cost shifting in 2015-2016, (approximately \$820m), was estimated to have increased significantly from \$380m in 2005-2006.
- Cost shifting increased from 7% of total income before capital in 2013-2014 for all councils who responded to 7.5% in 2015-2016. Council's cost shifting as a proportion of total income before capital increased from 6.1% in 2013-2014 to 7.4% in the most recent 2019-2020 period.
- Per annum cost shifting has more than doubled in the last decade. This is due largely to State Government policies, in particular the waste levy, with the Federal Government responsible for only 2% of cost shifting borne by councils. Cost-shifting impacts on Council from Federal Government represented 12% of total impacts in 2019-2020.
- The most significant areas of cost shifting in 2015-2016 were as follows and are still the most significant areas in 2019-2020:
 - Waste levy: this was the biggest cost shifting impact on Councils, (42% of Council's total impact in 2019-2020);
 - Emergency Services levy: councils paid \$127m in mandatory contributions to fund the State Government emergency service agencies (including NSW Fire Brigades, RFS and State Emergency Services), which amounts to 8.7% of Council's total cost shifting impact in 2019-2020;
 - State libraries: there was a \$130m shortfall in funding required to operate public libraries, (6% of Council's total impact in 2019-2020);
 - Pensioner rebates cost the industry \$61m, (12% of Council's total impact in 2019-2020).

Impacts on Port Macquarie-Hastings Council

This Council report utilises the Local Government NSW cost shifting survey methodology as the basis for compiling figures with the following exceptions:

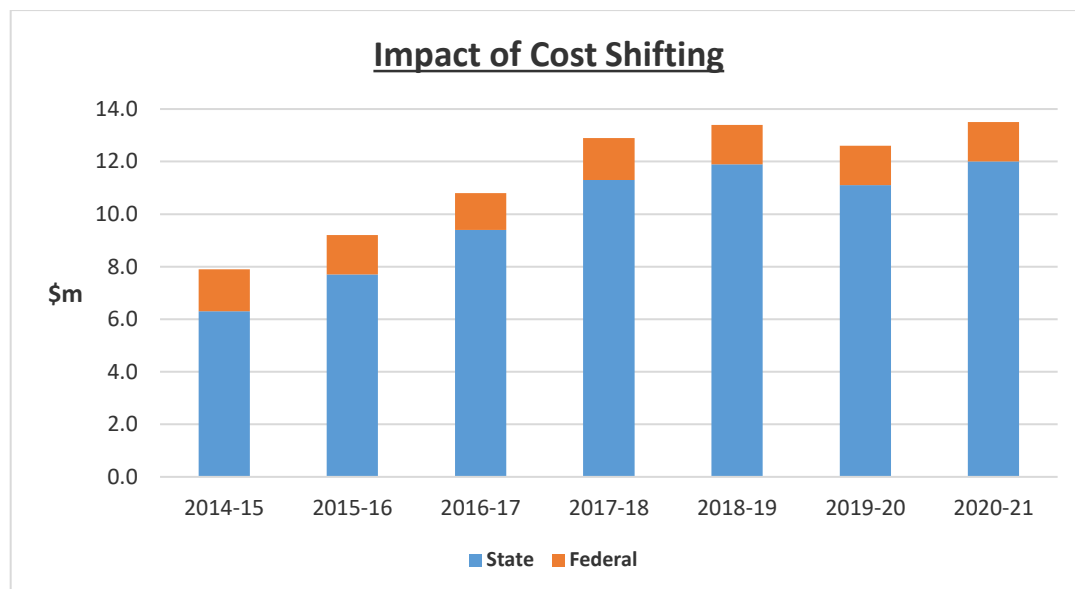
- The cost survey records a zero for any net positive amounts. This report records these as a reduction in the impact. That is, all things being equal, this report would show a lower figure than the survey.

- Further categories have been identified that are deemed to be cost shifting beyond those collected and reported in the survey.

As detailed in the table below, which shows total cost shifting at both the State and Federal levels, the impact of cost shifting, (being the total of all identified net expenditure items reduced by the total of net positive amounts) is:

- \$7.9m in 2014-2015, (\$6.3m State, \$1.6m Federal)
- \$9.2m in 2015-2016, (\$7.7m State, \$1.5m Federal)
- \$10.8m in 2016-2017, (\$9.4m State, \$1.4m Federal)
- \$12.9m in 2017-2018, (\$11.3m State, \$1.6m Federal)
- \$13.1m in 2018-2019, (\$11.9m State, \$1.5m Federal)
- \$12.6m in 2019-2020, (\$11.4m State, \$1.5m Federal)
- \$13.5m budgeted in 2020-21, (\$12m State, \$1.5m Federal)

The following graph illustrates the above impact:



The reduction of cost shifting for 2019-2020 of approximately \$0.5m can be attributed to a reduction in the Waste Levy. In 2018-2019 higher than normal volumes of fill were deposited into Council's waste facilities in the months of February and June 2019. This increased the cost of the levy in 2018-2019. Some of the fill however, was used in capping at the landfill which provides a reduction in the levy. This reduction was not received until 2019-2020 which reduced the costs in that year.

The above levels of cost shifting continue to be a significant impost on Council.

Cost Shifting Data

The following table identifies costs shifting impacts separated between those arising from State government impacts and those arising from Federal government impacts:

	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
	Actuals	Actuals	Actuals	Actuals	Actuals	(Based upon budget figures)
Impacts from NSW State Government	\$	\$	\$	\$	\$	\$
Contribution to NSW Fire Brigade	326,125	332,538	345,477	342,767	376,047	419,904
Contribution to NSW State Emergency Services	130,609	142,238	127,032	108,411	126,639	160,716
Contribution to Rural Fire Service	310,296	395,697	493,201	500,703	538,619	535,650
Public Library Operations	714,641	692,620	762,712	796,663	754,243	853,624
Onsite Sewerage Facilities	34,376	(97,717)	(144,071)	(125,397)	(147,987)	(125,668)
Administration of the Companion Animals Act	114,528	258,238	169,633	190,531	165,750	253,016
Functions as Local Control Authority for Noxious Weeds	272,601	317,791	356,031	353,452	297,040	298,180
Functions under the Rural Fires Act	67,397	86,385	80,426	75,270	86,849	95,556
Administering Food Safety Regulations	11,676	30,644	20,447	24,550	46,824	84,943
Community Safety	5,397	9,090	396	8,140	727	8,000
Flood Mitigation Programme	28,638	48,871	36,620	104,207	53,618	126,216
Road Safety	31,405	25,071	30,372	55,335	19,464	85,603
Community & Human Services	581,977	600,290	602,730	536,286	571,902	270,208
Waste Levy	3,399,834	4,496,378	5,392,588	5,882,714	5,295,742	5,877,032
Sewerage Treatment System Licence Fee	85,758	69,120	76,344	64,339	62,151	70,000
Waste Management Site Licence Fee	3,638	3,381	11,642	12,003	12,274	3,500
Processing of DA Fees	(456,739)	(406,672)	(420,630)	(205,673)	(16,619)	41,412
Voluntary Conservation Agreements	6,526	7,681	8,379	10,715	8,547	10,929
Administration of Contaminated Land Management	4,981	5,084	12,281	20,649	12,527	21,062
Functions under the Protection of the Environment Operations Act	114,062	143,510	270,203	351,183	275,607	358,207
Cost of Fluoridation	103,395	162,296	166,474	109,417	169,803	111,605
Cost of Maintaining Crown Reserves	1,742,192	1,980,156	2,213,625	2,346,636	2,257,898	2,393,569
Cost of RMS Transferred Assets - John Oxley Drive	26,016	38,844	49,580	33,741	50,571	34,416
Cost of RMS Transferred Assets - John Oxley Drive (Vegetation Management only)	2,383	3,276	24,861	8,501	25,358	8,672
Cost of RMS Transferred Assets - Kew (Nancy Bird Walton Drive)	-	680	1,574	669	1,606	683
Cost of RMS Transferred Assets - Bobs Creek Road	-	-	3,888	1,931	3,966	1,970
Contribution to Regional Arts Development Organisation (Arts Mid North Coast)	12,480	13,736	15,000	15,750	15,750	18,000
Subtotal	7,680,251	9,365,226	11,366,815	11,623,554	11,124,915	12,029,003
Impacts from Federal Government	\$	\$	\$	\$	\$	\$
Pensioner Rates Rebates	1,534,104	1,405,330	1,609,963	1,505,272	1,504,089	1,508,436
Immigration Services & Citizenship Ceremonies	2,394	2,629	1,633	1,909	2,086	3,000
Subtotal	1,536,498	1,407,959	1,611,656	1,507,181	1,506,175	1,511,436
Total of Cost Shifting Impacts	9,216,749	10,773,185	12,978,471	13,130,735	12,631,090	13,540,439
Other Current and Future Impacts						
Cumulative Ongoing Impact of Indexation Freeze on Financial Assistance Grant						
Non Rateable Properties						
Infrastructure Works Associated with Development Undertaken by Other Levels of Government						
Impacts of Forestry Corporation						
Impacts of Biodiversity Conservation Act						
Impacts of Crown Land Management Act						
Underground Fuel Storage Facilities (UPSS)						
Regulation of Private Water Supplies						
Impacts of National Parks and Wildlife Act 1974						
Impacts of Telecommunications Act 1997						
Expected increases in Waste Levy						
Impacts of National Sword Policy						

As noted above, the amounts quantified in the total cost shifting impacts are not exhaustive of the cost shifting impact on Council. Other impacts of cost shifting that are currently being absorbed by Council or will be absorbed by Council into the future are described below. The estimated impact of these items on the total cost shifting amount for 2019-2020 is follows, notwithstanding that not all items are able to be quantified at this time:

	2019/2020 Actuals (\$'000)
Total of Cost Shifting Impacts from Table Above	12,631
Cumulative Ongoing Impact of Indexation Freeze on Financial Assistance Grant	481
Non Rateable Properties	2,300
TOTAL IMPACT	15,412

Financial Assistance Grant

In addition to cost shifting, another factor noted as having a financial impact to Council is the Federal Government's decision to pause indexation to the Local Government Financial Assistance Grants (FAG) Program for the three years commencing 1 July 2014. The table below illustrates the FAG allocation during this period and shows that the grant reduced by \$269k despite inflationary pressures:

Year	Total Allocation \$k
2013/14	\$8,844
2014/15	\$8,842
2015/16	\$8,764
2016/17	\$8,575

Although the freeze has been lifted, the cumulative effect of this will continue to impact into the future. When comparing the actual FAG allocation between 1 July 2014 and 30 June 2020 to what would have been received had CPI been applied, it is estimated that Council has incurred a cumulative loss of \$3.3m.

Non Rateable Properties

There are a number of properties within the LGA for which Council does not levy rates due to them being exempt from rates under legislation, for example Crown land, national parks, land used by religious bodies, schools. The amount of rates forgone during 2019-20 for such properties was approximately \$2.3m. This estimation does not however take into account that valuations are not available for all these properties and therefore there are some which an ad valorem rating component has not been included, i.e. this is a conservative estimate and the actual impact is likely to be higher.

Infrastructure works associated with development undertaken by other levels of Government

Other levels of government often construct infrastructure such as hospitals and schools. Whilst there is a significant benefit from this investment, unlike private development, these government developments are exempt from paying development contributions.

The provision of such developments can often also have a requirement that Council provide prioritised associated infrastructure such as footpaths without contributing towards the cost of that infrastructure.

Impacts of the Forestry Corporation

With such large areas of State Forest within our LGA, activities conducted by the Forestry Corporation such as timber logging has a significant impact on the wear and tear of Council assets, specifically our rural roads and timber bridges. This activity impacts significantly on maintenance programs and costs of our rural network. State Forests are exempt from Rates, hence the deterioration of Council assets and the associated increase in maintenance costs is borne by the community.

Impacts of the Biodiversity Conservation Act

Under the Biodiversity Conservation Act, in effect since February 2018, Council was handed responsibility for regulation of native vegetation management on Rural Residential and E-Zoned land. This was previously regulated by the OEH and involves increased environmental planning approvals including review of reports

generated as per the Act. These reports include specialized ecological reports, which require an accredited ecologist to undertake the review. The ongoing costs of applying this legislation to development applications and strategic planning documents impacts Council directly through resource allocation of staff time. On average, 60% of all DA referrals require review under this legislation. Review of the new reports and ongoing correspondence can also add up to 5 hours per applicable DA, which over a year may equate to 2 months of staff time. Direct costs of upskilling and training new staff in the 2020-2021 operational year is estimated to be up to \$5k.

Impacts of the Crown Land Management Act

Changes to the Crown Land Management Act came into effect 1 July 2018 with the implementation of a new reserve management structure. Impacts include increased responsibilities for Native Title assessments and Aboriginal Land Council referrals, and the development of new plans of management for Crown reserves managed by Council. The changes in legislation have impacted Council resources across a number of areas.

Impact of National Sword Policy

Following China and other Asian markets' border restrictions implemented over the past few years, the Australian federal government is introducing exporting bans on several recycling materials. This will continue to put considerable pressure on the processing of recycled waste and might significantly affect the cost structure of Materials Recovery Facilities already under pressure. Costs are reflective in the increase of annual recycling processing costs from approximately \$1.2m in 2018-2019 to \$1.7m in 2019-2020 and may lead to further impacts on the waste levy payable by Council

Impacts of National Parks and Wildlife Act 1974

Council has experienced an increase in costs and resources associated with planning and surveys related to boundary issues. This is due to an increased focus on compliance requirements when working adjacent to national parks, although incorrect boundary alignments are not considered to be any fault of Council's.

Impact of Telecommunications Act 1997

The Telecommunication Act allows new telecommunication assets to be installed in road reserves. This results in increased future costs of excavation works around these assets as all excavation requires dial before you dig and compliance with asset owners' excavation permits.

Management of Underground Petroleum Storage Facilities (UPSS)

The NSW EPA transferred responsibility for the implementation and enforcement of the Underground Petroleum Storage System (UPSS) Regulation to local government from 1 September 2019. Council staff have completed / implemented a number of actions including the following:

- Proactively identified at least 59 active premises within the LGA in preparation of the changes.
- Developed a register of UPSS sites.
- Attended EPA capacity building workshops for assistance in the transfer of the UPSS regulation.
- Work with environmental health staff from neighbouring councils to develop a uniform approach to the regulation of UPSS systems within the Mid North Coast.

- Developed a risk rating system to identify high-risk premises.
- Up until September 2020 Council staff have conducted site inspections on 31 of the 59 identified active premises and will conduct on remaining premises as well as conduct periodic routine inspections on all 59 sites.
- Liaise and provide education material to sites with UPSS to encourage compliance.
- Respond to pollution complaints.
- Receive annual reports on each system to review.

The full cost impact of the above is unknown at this stage, as it is dependent upon the outcomes of some of the above points, although it has added additional staff costs throughout 2019-2020 and effected resources in other areas. The full impacts will be quantified once the full effects are understood.

Potential Additional Future Impacts

Council has identified items that may have a potential future impact. These include:

- Council is expected to be charged a Waste Levy amount of approximately \$100m over the next 20-year period. Currently only 18% of the Waste Levy charged to LGAs in NSW is being reinvested back into the waste industry, mostly through grant funding. This percentage is regarded as being significantly below the amount required to support capital expenditure in new plants and supporting programs necessary to implement the circular economy principles included in the Australian Government, Department of the Environment and Energy (2018), National Waste Policy 2018 and to be included in the soon to be realised NSW 20-Year Waste Strategy (expected in early 2021).
- Legislative changes in bushfire planning and management are expected to have resourcing impacts across a number of areas. These include fire trail annual inspections on council land, ensuring compliance with requirements for bushfire protection measures, delivery of Crown land plans of management for council managed land incorporating bushfire mitigation works and increased environmental approval requirements to deliver bushfire mitigation works as a result of changes to the Coastal SEPP. The impacts will be quantified once the full effects are understood.
- The Public Health Regulation 2012 requires private water suppliers to create a quality assurance program for their water supplies. This is for any commercial, tourist or visitor accommodation, food premises that is not connected to Council's reticulated water supply. Council is currently working to ensure that the buildings Council manages comply with these requirements, and will register, monitor and follow up with other known private water suppliers in the LGA. It will be necessary to identify businesses and individuals that are operating private water supplies to register and undertake public health inspections and provide education.

The full quantum of the above items is yet to be determined.

Financial Impact of Cost Shifting on Council's Operational Plan and Long Term Financial Plan

Cost shifting impacts Council's available funds to deliver quality services and infrastructure, and its operating performance.

The impact of cost shifting could otherwise improve Council's operating position and/or be spent on some of the following:

- Additional services to the Community.
- Increasing current service levels to the Community.
- New infrastructure works.
- Increased maintenance expenditure.
- Increased spend on renewal of assets.

Some of these items would lead to a better overall performance against TCorp ratios and improve Council's financial sustainability.

Options

This report is for information purposes.

Community Engagement & Internal Consultation

There has been no community engagement.

Planning & Policy Implications

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

Financial & Economic Implications

This report discusses the impact of cost shifting imposed on Council from both the Federal and NSW Governments.

This cost shifting has an effect on Council's financial position and ability to deliver to the community.

It should be noted that in 2019-2020 Council received \$31.6m in grant funding from other levels of government. Grant funding does greatly assist in the provision of services and infrastructure to the community.

Of this funding, \$9.6m was untied which means that it is not required to be spent on specific projects. This is predominantly the Financial Assistance Grant which is provided by the Australian Government. This consists of two components:

- A general purpose component
- An identified local roads component

This provides a contribution towards funding annual operational expenses (in 2019-2020, employee benefits & oncosts were \$51.6 million; materials and contracts were \$43.3m; and Other expenses were \$15.4 million).

The remaining grant funds of \$22m was received for specific projects / purposes, with \$16.1m of that relating to capital projects. Council also provided funding of \$20.9 million towards these projects.

AGENDA

ORDINARY COUNCIL
18/11/2020

Attachments

Nil

LEADERSHIP AND
GOVERNANCE

Item: 10.13

Subject: 2017-2022 DELIVERY PROGRAM AND 2020-2021 OPERATIONAL
PLAN - PROGRESS REPORT AS AT 30 SEPTEMBER 2020

Presented by: Corporate Performance, Rebecca Olsen

Alignment with Delivery Program

1.1.4 Provide easy to understand and accessible community reporting.

RECOMMENDATION

That Council note the 2017-2022 Delivery Program and 2020-2021 Operational Plan - Progress Report as at 30 September 2020.

Executive Summary

The 2020-2021 Operational Plan is a sub-plan of the adopted 2017-2022 Delivery Program. The Delivery Program is designed as the single point of reference for all key activities to be undertaken during a term of Council. The Operational Plan details the individual actions, projects and activities Council will undertake in the financial year to meet the commitments made in the Delivery Program.

Progress reports to Council and the community provide a central point of information on the progress of all actions set out in the 2020-2021 Operational Plan. The overview section in this report provides an overall statistical snapshot of the 2020-2021 Operational Plan performance by Community Theme.

Six monthly progress reports on the Delivery Program are a legislated requirement of the NSW Government's Integrated Planning and Reporting Framework. Meeting targets in the annual Operational Plan contributes to the overall achievement of the objectives outlined in the 2017-2022 Delivery Program.

Attachment A to this report details each Operational Plan action, activity or project that is currently experiencing delays and is reported as behind.

Attachment B to this report, provides full details on all Operational Plan line items with concise and accurate commentary on progress and status for each. It also outlines the links from the Community Strategic Plan, Delivery Program Objective and Operational Plan action, activity and/or project that is being delivered.

All capital works projects are incorporated into the body of the Operational Plan and linked directly to a Delivery Program objective and as such, progress updates of each item are reported on individually. A number of projects may have design and construction elements and therefore can span across multiple years for delivery.

At the 12 August 2020 Ordinary Council Meeting, Council adopted a number of projects in addition to the 2020-2021 Operational Plan as part of the COVID-19

Recovery and Stimulus Project. This document was an addendum to the 2020-2021 Operational Plan and Budget which was adopted in June 2020. These projects were identified as key to supporting the region in its recovery and helping to stimulate the economy. The funding of these projects was a combination of Federal Government funding, *Local Roads and Community Infrastructure Program* and also Councils *COVID-19 Relief Reserve funding*.

COVID-19 Recovery and Stimulus Projects were informed by engagement with Council's COVID-19 Recovery Working Group, priorities identified in recently developed Community Plans and priorities identified via other recent community engagement and feedback.

Projects that were incorporated as part of the addendum to the 2020-2021 Operational Plan will have progress of delivery detailed through this report, which supports the Integrated Planning and Reporting process currently in place.

Each COVID-19 Recovery project, is detailed in the attachment to this report, outlining commentary on progress and status. This report provides a central point of reference for Councillors and the community to view progress of these projects.

Discussion

(a) Overview - 2017-2022 Delivery Program and 2020-2021 Operational Plan – Progress Report as at 30 September 2020

The Operational Plan sets out the actions, activities and projects that will be undertaken in a financial year to deliver the overall objectives over the Delivery Program. Each Operational Plan action, enables the objectives to be achieved and supports delivery of the vision and goals outlined in the Community Strategic Plan.

The 2020-2021 Operational Plan contains 521 performance measures and are associated directly to an Operational Plan action, which now also includes all COVID-19 Recovery Projects. As at 30 September 2020, 94% (492) are on target for delivery and 6% (29) are reported as behind. The table below provides a summary of the total number of performance measures and status by Community Theme and COVID Recovery Projects.

2020-2021 Operational Plan Summary of Performance Measures by Theme				
Community Theme	Total No.	On target/ Achieved	Behind	Overall Delivery (%)
Leadership and Governance	93	89	4	96%
Your Community	113	107	6	95%
Your Business and Industry	20	19	1	95%
Your Natural and Built Environment	246	228	18	93%
COVID Recovery Projects - Addendum to the 2020-2021 Operational Plan	49	49	0	100%

Total	521	492	29	94%
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The table below is comparative data of historical Operational Plan performance and provides information outlining year on year progress against the adopted 2020-2021 Operational Plan.

Historical Comparative Review of Operational Plan Performance Measures																								
	TOTAL						ON TARGET/ ACHIEVED						BEHIND						OVERALL DELIVERY Percentage (%)					
	15/16	16/17	17/18	18/19	19/20	20/21	15/16	16/17	17/18	18/19	19/20	20/21	15/16	16/17	17/18	18/19	19/20	20/21	15/16	16/17	17/18	18/19	19/20	20/21
1Q - July - Sept	468	320	318	337	375	521	410	281	301	321	329	492	58	39	17	16	0	29	87%	88%	95%	95%	88%	94%
2Q - Oct - Dec	468	320	320	345	375		391	297	293	321	329		77	23	27	24	46		84%	93%	92%	93%	88%	
3Q - Jan - Mar	468	320	320	350	375		381	280	282	279	321		87	40	38	42	54		81%	88%	88%	88%	86%	
4Q - Apr - Jun	468	320	320	350	375		384	294	279	296	300		84	26	41	54	75		82%	92%	87%	85%	80%	
Total	468	320	320	350	375		384	294	279	296	300		84	26	41	54	75		82%	92%	87%	85%	80%	

(b) Delivery Program 2017-2022 and 2020-2021 Operational Plan - Progress Report as at 30 September 2020

The Delivery Program outlines the Councillors' commitment to the Port Macquarie-Hastings community during their four-year term of office. In response to the COVID-19 pandemic, the Office of Local Government provided NSW councils flexibility to adjust to the rapidly shifting circumstances.

A number of statutory deadlines were modified as per the *Office of Local Government Circular A700190* dated 1 May 2020 indicating that existing four-year Delivery Programs will apply for a further 12 months, maintaining the key themes and any activities not yet completed. Thus, the Delivery Program that was adopted in June 2020, was amended to a five-year Delivery Program 2017-2022 (revised 2020).

Objectives in the Delivery Program represent what the Council aims to deliver and serves as a guide for Council's Executive and staff when developing the annual Operational Plan.

In a broad context, the Delivery Program enables Council to deliver the community's aspirations for the future, as described in the Towards 2030 Community Strategic Plan. The Delivery Program objectives appear in each of the four Community

Themes outlined below:

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

Each of the themes in the Delivery Program describes what the expected result will be if the overall objectives are achieved and intended outcome.

A snapshot of progress on various projects across the region is provided below

Laurieton/Camden Haven/surrounds

- Vince Inmon Sporting Fields – Sports Facility Upgrade has planning commenced with designs to commence in the second quarter
- Vince Inmon Sporting Fields – Amenities Upgrade has construction of amenities ongoing with works planned to be completed in the second quarter
- Playground replacement - Bonny Hills Community Hall Reserve has planning commenced with engagement and concept plan scheduled for the second quarter
- Lake Cathie Foreshore Reserve - Master plan implementation - Construction of Skate Facility has designs nearing completion and construction forecast for November 2020 with completion in March 2021
- Rainbow Beach Sports Fields - Commencement of construction of District Facilities has designs underway with expected completion in early 2021 and construction commencing in mid-2021
- Rainbow Beach Reserve - Reserve Upgrade has project planning commenced
- Preparatory work for new stormwater system at Illaroo Road has Aboriginal Cultural Heritage assessment complete, Aboriginal Heritage Impact permit granted and Archaeological investigation works to planned to commence in October 2020
- Design and construction for Black Swan Terrace - Stormwater detention facility has project planned issued and request for tender developed
- Investigation, design and construction of Kew Sewer Treatment Plant (STP) upgrade has project management of detailed designs progressing
- Camden Haven Waste Water Treatment Membrane Replacements has project plan submitted for approval
- Beach to Beach shared path project at Camden Haven has the final section of D9 path installation complete
- Lorne Road Sealing - Investigations and concept design has project planning commenced with surveys complete. Strategic designs to commence in November 2020
- School to Schools share pathway project - detailed design and planning approvals for highest priority sections has the project plan progressing with site and survey investigations to commence in October 2020
- Kew Main Street upgrade has the detailed design phase nearing completion after extensive community engagement. Construction works expected to commence in May 2021

Port Macquarie

- Finalising development planning for the Port Macquarie Airport Business and Technology Park has the PMQ Local Environmental Plan relating to Council's Airport and Thrumster Lands commenced in September 2020 and aims to support development of the PMQ airport precinct
- Undertaking the Public Amenities program including Blair Reserve, Port Macquarie construction of new amenities has installation programmed for March 2021 after consultation is undertaken
- Port Macquarie Regional Sports Stadium upgrade has planning commenced

- Playground equipment replacement program including John Dick Reserve, Port Macquarie has planning commenced with engagement and concept plan scheduled for the second quarter
- The recreational walkway replacement program across the local government area including Town Beach to Town Beach North has project planning scheduled to commence in the second quarter
- Town Green West Reserve Upgrade has construction progressing with completion expected prior to Christmas 2020
- Port Macquarie Pool design finalisation has a contract for the first design stage planned to commence in November 2020
- Port Macquarie Airport Parallel Taxiway Stage 1 and General Aviation (GA) pavement renewal detailed design has the concept design finalised. \$3.53m funding awarded for Stage 1 in June 2020. The draft environmental impact assessments and Development Application finalised and ready for submission
- Operating and maintaining Port Macquarie Airport in accordance with regulatory, safety and security requirements is ongoing. Upgrades to passenger security screening equipment has a report being presented to the October 2020 Ordinary Council Meeting for tender consideration
- Thrumster Recycled Water Interim Supply - Rising Main to Thrumster Reservoir - Booster Pumping Station and Interim Reservoir has construction underway
- Inlet works replacement for Port Macquarie Sewerage Treatment Plant has the detailed project plan submitted for approval
- Construction of the Port Macquarie Sewer rising main is ongoing
- Preconstruction works for the upgrade of Lake Innes Sewerage Pump Station #71 has project initiation and planning commenced. Design phase is ongoing
- Pedestrian Refuge - Horton Street - Clarence Street and William Street - requires community engagement prior to completion of the detailed design and is ongoing
- Gordon Street upgrade, road resurfacing, stormwater flood mitigation and water main renewal works has construction planning underway with construction expected to commence in March 2021
- Boundary Street Upgrade - Detailed design and Environmental Approvals has the detailed design contract awarded with designs ongoing
- Ocean Drive duplication - Matthew Flinders Drive to Greenmeadows has development of the construction tender documents commencing in October 2020 with the project awaiting additional funding prior to commencement

Wauchope/Rural/surrounds

- Lank Bain Sports Ground upgrade has planning commenced
- Playground replacement at Narran Park, King Creek has planning commenced and engagement and concept plan schedule for the second quarter
- Thrumster Sports Fields detailed design and approvals had an open tender prepared and advertised during the first quarter, with awarding of the tender expected in the second quarter and design engagement expected to continue
- Hastings Regional Sporting Complex construction has design works progressing towards anticipated design completion in December 2020, with

- construction works planning and associated phasing currently being developed
- Cairncross Waste Management Facility (WMF) Expansion / Improvements has detailed designs complete. Request for tender advertised in September 2020 and submissions expected by end of October 2020
 - Cairncross Recycling Industrial Zone Improvements - Concrete Processing Facility Establishment Stage 1 is under review against current waste strategy objectives and priorities
 - Construction of a water main between Sancrox Reservoir and Wauchope is ongoing with expected completion in November 2020
 - Bago Road Rehabilitation Stage 2 (Milligan's Road to Bluewater Crescent) works complete
 - Pembroke Road, Stoney Creek Bridge detailed design upgrade has project scope of works developed and is awaiting commencement of project planning
 - Scrubby Creek Bridge Replacement has construction contract awarded with commencement planned for October 2020
 - Kindee Bridge upgrade detailed design has project initiation expected in the last quarter of 2020-2021 due to Kindee Bridge maintenance and repair works
 - Kindee Bridge Structural Repairs has Stage 2 works nearing completion. Planning is underway for Stage 3 works. Bridge replacement optioneering complete. Community consultation regarding future replacement options planned to be undertaken in November/December 2020
 - Bago Road Rehabilitation of Stage 3 - Bluewater Crescent to Cameron Street has detailed designs nearing completion. Construction forecast to commence early 2021
 - Bril Bril Road Sealing investigations and concept design has project plans progressing. Survey and site investigation expected to commence in October 2020
 - Design and construction of the Pappinbarra Bridge Replacement has project initiation and design planning complete and a tender for the detailed design advertised in the first quarter

The information below demonstrates Council's achievements to date and highlights 'how we know we are progressing' against the set objectives outlined in the Delivery Program 2017-2022.

Summary of highlights are outlined below by Community Theme, Delivery Program Objective and Council Service

COMMUNITY THEME: LEADERSHIP AND GOVERNANCE

2020-2021 Operational Plan - Summary of Performance Measures				
2020-2021	Total No.	On target/Achieved	Behind	Overall %
1Q - July – Sept 2020	93	89	4	96%
2Q - Oct – Dec 2020				
3Q - Jan – Mar 2021				
4Q - Apr – Jun 2021				

What are we 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

What the result will be

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

How do we know we are progressing

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

*Highlights by Council Service and Delivery Program Objective***Council Service: Community**

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

- A range of engagement activities were undertaken and a summary is as follows: zoom meeting attendees - 527, face-to-face meetings - 185, CCAT meetings - 21, Facebook live reach - 29K, Facebook live engagement - 327. Key engagement activities were held on a number of projects, some of which included Hastings Sports Fields, Aircraft Noise, North Brother Flood Catchment, Bain Park Master Plan and Shaping our Future 2040 - Local Strategic Planning Statement
- Community Planning undertaken with the Wauchope Community Council Action Team (CCAT) and Rollands Plains CCAT
- Community Strategic Plan engagement meeting with a range of focus groups including: Cultural, Well-being and recreation, Environment and Sustainability, Economic Development, Transport and Think 2050 - Virtual schools summit
- Facebook live sessions included Hastings Sports Field - Reach 17,000, engaged 78, FUTUREthink - the Big Picture - Reach 12,000, engaged 249
- 51 new registrations on Council's 'Have Your Say' online engagement portal
- Over 200 media releases, statements, alerts and announcements and reactive responses were issued using a variety of methods including newspapers, TV, radio and digital media
- A Draft Education Framework has been developed

Council Service: Community

Delivery Program Objective: 1.1.2 Support community involvement in decision making through education around Council matters and services

- Engagement on the Community Strategic Plan is progressing well with engagement activities undertaken with a range of focus groups

- Community Plans developed and progressing as follows: Port Macquarie Community Plans to be considered as potential second stage. Plans endorsed by Council include Bonny Hills, Lake Cathie, Pappinbarra and surrounds and Telegraph Point. Plans to be presented to the Ordinary Council Meeting 21 October 2020 are Kew and Kendall, Lorne and Herons Creek. Plans currently on exhibition are Beechwood and Pembroke. Public exhibition of draft plans completed and being finalised by CCAT are Wauchope and Camden Haven. The North Shore Plan is currently in draft.
- Community Plans were also used as reference for COVID and bushfire funding applications. Projects were also presented for consideration to the COVID Recovery Working Group.

Council Service: Strategy

Delivery Program Objective: 1.1.2 Support community involvement in decision making through education around Council matters and services

- The Local Strategic Planning Statement was endorsed by Council at the Extraordinary Council Meeting held 7 October 2020.

Council Service: Community

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

- Development of a Community Engagement Program has work continuing, with the engagement scheme and action plan currently in draft

Council Service: People, Safety and Performance

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

- An easy to read Community Report Card, highlighting Council's achievements in delivering outcomes to the community for the 2019-2020 financial year is planned to be presented to the November 2020 Ordinary Council Meeting with the Annual Report
- The 2019-2020 Annual Report is scheduled to be presented to the November 2020 Ordinary Council Meeting in line with legislative requirements
- The six monthly Delivery Program and Operational Plan progress report was presented to the September 2020 Ordinary Council Meeting in line with legislation. The next six monthly progress report is scheduled to be presented to the February 2020 Ordinary Council Meeting
- The planning phase for the 2021-2022 Operational Plan and budget has commenced and is ongoing

Council Service: Customer Experience and Communications

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

- Regular targeted and broader awareness communications have been undertaken using a wide range of methods including, social media, rates newsletters, outdoor billboards, bus shelters, town flags and banners, radio, newspapers, TV, YouTube and project signage helping keep the community informed of Council initiatives, activities and projects
- Likes for the corporate Facebook page increased from 11,334 as at 30 June 2020 to 11,690 as at 30 September 2020, representing an increase of 3.14%
- Total number of page views on Council's website for the first quarter of 2020-2021 financial year was 298,006

Council Service: Governance

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

- The Take the Council to the Community program had the October 2020 Council Meeting scheduled to be held in Laurieton, however, due to COVID-19 restrictions was not able to be held there. The March 2021 Ordinary Council Meeting is scheduled to be held in Wauchope
- The Councillor development program is being managed as needs are identified in line with the adopted policy

Council Service: General Manager's Office

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

- Quarterly meetings with the Mayor and Acting General Manager scheduled and being undertaken. Other meetings with Senior Staff also occurring as needed
- Meetings convened for Mayor and Senior Staff with State and Federal Members. The acting General Manager and Director Infrastructure meet with Hon. Melinda Pavey MP and Dr David Gillespie MP. Meetings also held with the Hon. Leslie Williams in June, September and October 2020

Council Service: Economic Development

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

- Proactively seeking to secure grant funding from other levels of government and seen six applications made in the first quarter of 2020-2021 (21 Local Roads and Community Infrastructure projects included as one grant application). Grant updates also being provided on a six monthly basis to Council

Council Service: General Manager's Office

Delivery Program Objective: 1.3.1 Provide effective leadership and equity

- The Mayor and Acting General Manager attended the Mid North Coast Joint Organisation (MNCJO) board meeting held September 2020
- The Mayor and Acting General Manager attended the Regional Cities Meeting held August 2020

Council Service: Governance

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

- The 2019-2020 Legislative Compliance Register review was presented to the Audit, Risk and Improvement Committee in August 2020 and then adopted at the September 2020 Ordinary Council Meeting
- The annual report on Code of Conduct complaints has been updated and will be submitted to an Ordinary Council Meeting within required timeframes
- The 2019-2020 Government Information Public Access (GIPA) annual report is scheduled to be provided to the Information Privacy Commission in line with required timeframes

- The annual Disclosure of Interest Returns will be presented to the October 2020 Ordinary Council Meeting
- Biannual Public Interest Disclosure reporting for January to June 2020 period was submitted to the NSW Ombudsman in line with legislative requirements
- The 2019-2020 Public Interest Disclosure Annual Report is scheduled to be submitted to the NSW Ombudsman's Office in line with required timeframes

Council Service: Governance

Delivery Program Objective: 1.3.3 Ensure there is appropriate management of risk to mitigate impact for Council and the community

- The 2020-2021 Insurance Risk Management Action Plan is under development
- The Risk Management Framework has had a review of the Risk Culture for Councils insurers completed and a safety audit conducted with outcomes currently under review
- A review of Director delegations has been undertaken in line with the Delegations Framework.
- Formal Government Information (Public Access) Act (GIPA) requests for the first quarter have been managed and responded to within the legislative timeframes
- Coordination of requirements for 4 September 2021 Local Government Elections has pre-planning scheduled to commence in February 2021

Council Service: People and Culture

Delivery Program Objective: 1.3.4 Manage our workforce to deliver community outcomes

- Workforce Management Strategy actions including engagement, attraction, retention and Equity and Diversity actions are progressing. Workforce Planning Group Manager development activities, including a Talent and Succession review will be piloted in the second quarter
- Work, Health and Safety Strategy actions are progressing. Successful initial implementation of the Vault System to capture incident, injury and hazards across Council, with the rollout continuing. RUOK information sessions were held throughout September 2020 with presentations to all work groups via toolbox talks and Skype
- The Learning and Development Strategy actions are progressing. Development needs captured in the first quarter through the employee engagement process. The annual training calendar is progressing, however, reliability of course delivery has been impacted by COVID-19. A review of the Learning and Development Strategy to meet the changing needs of the organisation is planned for the second quarter

Council Service: Strategy

Delivery Program Objective: 1.3.4 Manage our workforce to deliver community outcomes

- Rationalisation of Port Macquarie and Wauchope Council Depot operations had a report presented to the September 2020 Ordinary Council Meeting endorsing the acquisition of 1 Commerce Street Wauchope. A holistic depot review can now be undertaken

Council Service: People and Culture

Delivery Program Objective: 1.3.5 Build an engaged workforce

- Work has commenced to combine the existing Organisational Development Strategy with the existing Learning and Development Strategy to create a central People and Cultural Development document
- The 2020-2021 Annual Employee Engagement Days will have a working group formed to commence planning in late November for May 2021
- The Employee Engagement process has seen a roadshow delivered to people leaders across the organisation. Part 1 - Clarifying, Part 2 - Setting Performance Targets and development goals. Part 3 - Managing performance through EEP is in the development phase and will be delivered to people managers over the next six to eight months
- The 2021 Annual Employee Engagement Survey preparation will commence in late 2020
- Implementation of a Human Resource Information System (HRIS) has had market research undertaken in the first quarter. The second quarter will focus on procurement ready for integration of systems and implementation in 2021

Council Service: Digital Technology

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

- Digital Technology roadmap has now been remapped since COVID-19, re-establishing delivery timeframes.
- Renewal of Council's technology infrastructure to provide secure and responsive information communication technology has seen all projects undertaken and delivered according to approved projects plans with oversight by the Executive

Council Service: Business Improvement Office

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

- Focus has been on raising awareness of continuous improvement activities to highlight the improvement efforts of staff. Work is also being undertaken to compile an improvement playbook to provide a step by step guide to making an improvement using the PHMC improvement process
- Finalisation of the five identified service reviews outlined in the 2019-2020 Operational Plan are continuing. A further five identified improvement initiatives will be undertaken

Council Service: Customer Interactions

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

- Two cross organisational customer improvement programs have been identified as part of the Customer Experience Project. Website improvements and online payment projects have now commenced
- A report on Customer Experience improvement activities will be presented to the October 2020 Ordinary Council Meeting outlining the Customer Experience Policy Framework
- Development of a new Communications Strategy has commenced
- Content transition plan commenced prior to re-platforming the existing website

Council Service: Financial Management

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

- The 2019-2020 audited financial statements are on track to be lodged with the Office of Local Government in accordance with legislated timeframes
- Quarterly Budget Review Statements were presented to Council in line with required timeframes
- Monthly investment returns exceeded the benchmark
- Investment reports tabled in accordance with required timelines
- The Draft 2021-2022 annual budget preparation is underway
- Preparation of the 2021-2022 budget will incorporate a review of the Long Term Financial Plan
- Monthly financial reports tabled in accordance with required timelines

Council Service: Strategy

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

- The Partridge Creek residential development planning is advancing through the project plan. Development, more broadly, is subject to a review which may influence the strategy to completion for this item
- Emily Avenue residential development planning had Development Application approval for the project in May 2020, subject to planning conditions
- The Kangaroo Park North Shore residential development planning has constraints of the development being reviewed. The review will determine the priority of Kangaroo Park to Council and the Community

Council Service: Infrastructure Planning

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

- Asset revaluation for Transport Assets (Roads, Bridges, Footpaths and Airport runway) has the project awaiting the outcome of the financial audit to be undertaken in October 2020
- Implementation of the Asset Designed as Constructed automated process system has implementation underway with meetings scheduled with providers
- Asset revaluation for land improvements, other structures and assets has project scoping commenced and preparation of request for tender documentation underway

Council Service: Financial Services

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

- The Procurement Strategy had action items completed with the required timeframes
- The Plant Replacement Program procedure and procurement plans developed pending finalisation
- Plant and Fleet are being managed and maintained in accordance with the adopted program
- Contracts awarded over \$150,000 are being captured as part of procurement activities in accordance with legislative requirements

Council Service: Commercial Business Units – Glasshouse

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

- The 2020-2022 Glasshouse Strategic Plan was adopted at the July 2020 Ordinary Council Meeting after the public exhibition during January and February 2020
- Biannual reports on the Glasshouse Strategic Plan was presented to the August 2020 Ordinary Council Meetings, the next report is due to be presented February 2021

Council Service: Recreation, Property and Buildings

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

- Statutory property projects that included land matters are progressing as required
- Council's lease and licence portfolio currently has 178 Commercial Leases, 73 Community Leases and 83 Leases PMHC as Lessee
-

COMMUNITY THEME – YOUR COMMUNITY

2020-2021 Operational Plan - Summary of Performance Measures				
2020-2021	Total No.	On target/Achieved	Behind	Overall %
1Q - July – Sept 2020	113	107	6	95%
2Q - Oct – Dec 2020				
3Q - Jan – Mar 2021				
4Q - Apr – Jun 2021				

What are we trying to achieve

A healthy, inclusive and vibrant community

What the result will be

- 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 know we are progressing

- Community facilities are established that encourage social activities and interactions
- Community safety initiatives are recognised and supported
- Open spaces, recreational and community facilities are provided for a range of social, health and wellbeing activities.
- The community is supported through a range of programs based on social issues
- A range of community activities, programs and events are supported and implemented

We know we are progressing on delivering outcomes to the community against the Delivery Program objectives as achievement highlights can be seen below against specific council services

Highlights by Council Service and Delivery Program Objective

Council Service: Sports and Recreation

Delivery Program Objective: 2.1.1 Support Community Safety initiatives

- Lifeguard patrols commenced in September 2020 at Town, Flynn's, Lighthouse, Lake Cathie, Rainbow and North Haven Beaches
- The Lifeguard Education Program is scheduled to be undertaken in Term 4 in schools across the local government area. Delivery of the program will be a combination of face to face and remote education due to COVID-19 restrictions

Council Service: Emergency Management

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

- Support provided to the Emergency Operations Centre is ongoing with emergency services units as required

Council Service: Compliance

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

- Monitoring and managing issues to ensure compliance is ongoing. Activities included:
 - Building certificate applications assessed;
 - Food permit inspections;
 - Fire safety inspections;
 - Skin penetration premises inspections;
 - Regulated cooling and heating system inspections;
 - On-site sewerage management system inspections;
 - Private swimming pool compliance certificate applications assessed;
 - Public pools and spa inspections;
 - Customer requests relating to public health captured and investigated; and
 - Underground and Petroleum Storage System inspections.
- Monitoring and managing ranger and law enforcement services to ensure compliance relating to parking, beach patrols, illegal signage, sale of goods on roads, building site sediment control and companion animals is ongoing

Council Service: Commercial Business Units - Environmental Testing

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

- Sampling, analysis and reporting of operational and regulatory requests at the Laboratory are being undertaken within the set service standards
- National Association of Testing Authority corporate accreditation maintained

Council Service: Community

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

- A refreshed and restructured youth leadership model has the YOUTHinkers program development ongoing. It will assist the key group to provide a youth voice to council decisions
- A youth forum is planned for the second quarter targeting youth leadership
- Community Grants Program - Round 1 was held during September 2020 with 41 applications from 34 organisations, with 17 being successful

Council Service: Community

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

- Delivering actions from the Disability Inclusion Action Plan has included:
 - Blair Park Reserve;
 - Port Macquarie Senior Citizen toilets; and
 - Disabled car parks at Mrs York's Garden.
- Community halls are being managed to the current service standard. Supporting Council owned and non-Council owned networks is also ongoing

Council Service: Recreation, Property and Buildings

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

- Delivering the sporting facility renewal and upgrade program is ongoing with actions including:
 - Vince Inmon Sporting fields planning commenced with designs commencing in the second quarter;
 - Vince Inmon Sporting fields amenities construction ongoing with works planned to be completed in the second quarter;
 - Lank Bain Sports Ground planning commenced;
 - Port Macquarie Regional Sports Stadium planning commenced;
 - Charlie Watt lighting and drainage construction complete;
 - Oxley Oval lighting project complete;
 - Blackbutt Park project complete; and
 - Kendall Sports Ground project complete.
- The Mayor's Sporting Fund has been impacted by COVID as no national or international sporting completions have been held since March 2020. Due to NSW public health restrictions, it is planned that the Mayor's Sporting Fund sub-committee will reconvene in February 2021
- Regional Master Planning for recreational facilities is ongoing:
 - Bonny Hills Reserves Master Planning is ongoing with the second round of community engagement planned for the second quarter
 - The Draft Master Plan for Bain Park Wauchope is scheduled to be presented to the November 2020 Ordinary Council Meeting for public exhibition
- Camden Haven River recreational boating improvements to upgrade facilities has the draft Review of Environmental Factors and required licences for dredging of North Haven Boat Ramp being finalised

Council Service: Recreation, Property and Buildings

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

- Maintenance program for parks, reserves, sporting fields and beaches across the local government area are ongoing with actions including:
 - Mowing parks and reserves for September school holidays;
 - Sports field maintenance for winter sports;
 - Mowing of all cemeteries for Father's Day;
 - Garden maintenance in the Port Macquarie CBD area including pruning, watering, weed treatment and mulching;
 - Formal inspections of all playgrounds with required maintenance and repairs;
 - Cleaning bin hides across the local government area;
 - Removal of signage and bubblers and BBQ's reactivated at local parks and playgrounds due to relaxation of COVID-19 restrictions; and
 - Kooloonbung Creek Nature park boardwalk maintenance.
- Scheduled and reactive maintenance programs of all Council-owned buildings is ongoing
- Building rectification works undertaken in line with Council Asset Management plans
- All four public pools managed in accordance with the pool management and operational guidelines
- Park furniture renewals, including the donated seat program has project planning scheduled to commence in the second quarter
- The Playground equipment replacement program is ongoing with actions including:
 - Bonny Hills Community Hall planning commenced;
 - John Dick Reserve planning commenced;
 - Narran Park planning commenced;
 - Riverview Reserve is pending commencement due to resolution of land tenure;
 - Rocks Ferry Reserve construction is scheduled for the second quarter;
 - Blair Park Reserve is complete; and
 - Town Beach park has scope of work modification ongoing.
- The Recreational walkway replacement program has Kooloonbung Creek boardwalk replacement identified as the project to be undertaken with project planning commenced
- The maintenance program for boat ramps, wharves and jetties is ongoing in accordance with approved maintenance and schedule
- The maintenance program for beaches is ongoing including detailed beach grooming at all high profile beaches
- Thrumster Sports Fields detailed design and approvals had an open tender prepared and advertised during the first quarter, with awarding of the tender expected in the second quarter and design engagement expected to continue
- The Public amenities renewals program has seen Pilot Beach and Blair Park amenities works continuing

Council Service: Recreation, Property and Buildings

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

- Port Macquarie Coastal Walk upgrade works included completion of the Charlie Uptin, Doctors Walk and Kennys Walk sections
- Googik Track construction of the shared walkway/cycleway - Stage 2 has planning finalisation underway for the connection between Lake Cathie and Elkorn Grove with works scheduled for delivery by June 2021
- Hastings Regional Sporting Complex construction had design works progressing towards an anticipated design completion in December 2020. Construction works planning and associated phasing currently being developed
- Town Centre Master Plan improvements including the Foreshore Walkway priority projects have detailed design complete and environmental and crown land approvals underway. The Gordon Street underpass has preparation of Environmental Impact Statement complete and submission of the development application will follow in the second quarter
- Port Macquarie Pool design finalisation has a contract for the first design stage planned to commence in November 2020
- Town Village Entry Signage installation is ongoing with completion planned for the second quarter
- Lake Cathie Foreshore Reserve - Master Plan implementation - Construction of Skate Facility has designs nearing completion and construction forecast for November 2020 with completion in March 2021
- Rainbow Beach Sports Fields - Commencement of construction of District Facilities has designs underway with expected completion in early 2021 and construction commencing in mid-2021
- Red Ochre Park has construction ongoing with completion expected in the second quarter
- Ruins Way Park has designed underway and construction commencement targeted for December 2020
- Rainbow Beach Reserve - Reserve Upgrade has project planning commenced
- Camden Haven Surf Club Building - designs and approvals will have engagement undertaken in the second quarter with the Camden Haven Surf Lifesaving Club. Completion of detailed design scheduled prior to June 21
- Town Green West Reserve Upgrades has construction progressing and expected completion prior to Christmas
- Accessible Ramp and Viewing Platform at Tacking Point Lighthouse has project planning commenced
- Jabiru Reserve fish cleaning table had project planning commenced
- Port Macquarie Town Signage has installation ongoing with completion expected in the second quarter
- Beechwood Tennis Court upgrade to tennis facilities complete

Council Service: Community

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

- The annual Library Events Program is ongoing with services being delivered on-line due to COVID-19 restrictions

- Library membership increased from 35,443 as at 30 June 2020 to 35,956 as at 30 September 2020
- The Library Strategic Plan was adopted with Saturday hours extended at Port Macquarie as part of the Strategic Plan
- Community Library Van purchased and fitted out to provide services such as Library outreach, arts and cultural program and community engagement

Council Service: Community

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

- Implementation of the Community Inclusion Plan underway with actions including:
 - Training of PMHCares Volunteers;
 - Development of a new Inclusion team;
 - Development of a Charter for Community Inclusion;
 - Development of a Charter for the Aboriginal Reference Group; and
 - Community Grants and Community Recovery sessions.

Council Service: Community

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

- Through the Community Inclusion Plan, implement, support and promote the Graffiti Blasters Program. Activities were suspended due to COVID-19. A risk assessment and COVID-19 safe plan is to be developed
- Through the Community Inclusion Plan support a connected community by developing and delivering training for volunteer managers and volunteers. This training has been provided virtually during COVID. And also, a Community Directory has been implemented.
- Through the Community Inclusion Plan support a diverse community by celebrating dates of significance for Aboriginal and Torres Strait Islander people to. NAIDOC week events will be held in November 2020. Seniors Week planning underway with a date yet to be confirmed. A community inclusion committee charter has been developed with a report to be presented to the October 2020 Ordinary Council Meeting. Reviewing and reaffirming Councils statement of Reconciliation and Commitment to the Birpai Community will be a focus in the third and fourth quarter
- Through the Community Inclusion Plan support developing a resilient community by working collaboratively with relevant organisation for marginalised communities. Work has been undertaken with key groups and the COVID Wellbeing Group to support the community. Engagement also undertaken on the Housing Strategy to enable the community and industry service providers the opportunity to advocate for affordable housing and improved service facilities for our homeless
- Through the Community Inclusion Plan support developing a liveable community. Community engagement and Community Plans have provided connection and improved outcomes for the community. Designing and delivering intergenerational and inclusive play spaces has seen Blair Park Reserve upgraded as part of the Everyone Can Play grant. Working with the community on actions within the Community plans to create a more liveable place
- Implementing strategic education priorities in accordance with Council's Working Together Framework is ongoing

Council Service: Cultural Development*Delivery Program Objective: 2.5.1 Support cultural activities within the community*

- Implementation of actions from the Cultural Plan is ongoing with actions including:
 - Audit of Public Art complete;
 - Planning to commence to map out Cultural Precinct project scope;
 - The Public Art Master Plan is in development; and
 - 2020 ArtWalk COVID safe event format fostered extensive collaboration with local creative industries.
- The Glasshouse performance spaces were closed from 23 March to 31 August 2020 due to Public Health Order 2020. Which resulted in the cancellation of planned performances as part of the Glasshouse Theatre Program 2020. The latest NSW Public Health Order has increased the capacity of the Glasshouse performance spaces to 50% (e.g. theatre with 290 patrons), with an increased number of enquiries and bookings now being received for future events
- The Glasshouse Regional Gallery re-opened on 30 June 2020 (after shutdown due to COVID-19) and as per the annual visual arts program, it has presented the following exhibitions:
 - Made Worn - Australian Design Centre;
 - Abstraction - Port Macquarie Hastings Council Collection;
 - Stencil Art Prize; and
 - In The Shade II - Sydney Printmakers.
- Development of a new Cultural Plan will commence in 2021. Discussions have commenced with the Cultural Steering Group
- Planning for Bicentenary Activities has the working group reviewing a revised COVID Safe event program and is ongoing
- Wauchope Bicentenary Riverside Sculptural Trail has commissioning agreement being finalised with Artwork scheduled for delivery by March 2021
- Artwalk 2020 will be delivered in October 2020 as a COVID Safe event. The event will see the Longest Footpath Art Gallery, over 40 satellite events and three artist markets held

COMMUNITY THEME: YOUR BUSINESS AND INDUSTRY

2020-2021 Operational Plan - Summary of Performance Measures				
2020-2021	Total No.	On target/Achieved	Behind	Overall %
1Q - July – Sept 2020	20	19	1	95%
2Q - Oct – Dec 2020				
3Q - Jan – Mar 2021				
4Q - Apr – Jun 2021				

What are we trying to achieve

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

What the result will be

- A strong economy that fosters a culture supportive of business and ensures economic development of the region

- Townships, villages and business precincts that are vibrant commercial, tourism, recreational and/or community hubs
- A region that attracts investment
- Partnerships that maximise economic return and create an efficient and effective business environment

How we know we are progressing

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

We know we are progressing on delivering outcomes to the community against the Delivery Program objectives as achievement highlights can be seen below against specific council service

Highlights by Council Service and Delivery Program Objective

Council Service: Economic Development

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

- Implementation of the Economic Development Strategy is ongoing with a twice-yearly report scheduled to be presented to the November 2020 Ordinary Council Meeting
- Development of a new Economic Development Strategy will be discussed in October with the Economic Development Steering Group

Council Service: Development Assessment

Delivery Program Objective: Optimise the use of appropriately zoned land for business uses

- The amended Local Environmental Plan (LEP) and Development Control Plan (DCP) enabling the development of a business park near Port Macquarie Airport was published on the NSW Legislation website on 10 September. The Development Control Plan (DCP) provisions, which aim to coordinate high quality and integrated development across the Business Park, commenced on the same date as publication of the LEP amendment
- The review of planning proposals for specific sites within the Port Macquarie-Hastings Local Government Area based on priorities as determined by
- Council has a report on status planned to be presented to the December 2020 Ordinary Council Meeting
- Greenmeadows Drive - Development Planning and Feasibilities discussions are ongoing to determine appropriateness and community sentiment on a community facility at Greenmeadows Drive.

Council Service: Economic Development

Delivery Program Objective: 3.1.3 Implement Major Events Strategy

- Implementation of actions relating to 'Major and Community Events' through the Port Macquarie Hastings Events Plan is ongoing. Actions included:
 - Adjusting the way community events are delivered;
 - Community survey feedback;

- Accommodating COVID restrictions; and
- Process review and streamlining event owners experience when interacting with Council.
- Council was unable to host any major events from July to September 2020 due to COVID restrictions, however, three smaller events were supported through the Event Sponsorship Program and the Quick Grants. Two events were mountain biking and resulted in a combined economic impact of approx. \$190,000 for the community

Council Service: Economic Development

Delivery Program Objective: 3.1.4 Implement the Destination Management Plan

- Implementation of actions from the Destination Management Plan are ongoing including:
 - The annual destination campaign and has responded as required to the changing travel restrictions;
 - Ongoing industry communications; and
 - Ongoing destination PR program delivery.
- Visits to the destination website for the first quarter show an increase of 21.59% year on year. This represents an increase in users from 133,321 for the financial year 2019-2020 to 162,099 for 2020-2021 financial year
- The Greater Port Macquarie Brand review has project planning commenced
- Public Art audit complete and maintenance reporting pending

Council Service: Commercial Business Units - Airport

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

- Port Macquarie Airport Parallel Taxiway Stage 1 and General Aviation (GA) pavement renewal detailed design has the concept design finalised. \$3.53m funding awarded for Stage 1 in June 2020. The draft environmental impact assessments and Development Application finalised and ready for submission
- Port Macquarie Airport Biodiversity certification agreement implementation is continuing post approval. Final draft conditions of consent have been submitted to the Department of Agriculture, Water and the Environment, with consent expected in 2020
- Operating and maintaining the Port Macquarie Airport in accordance with regulatory and safety requirements is ongoing
- Finalising development planning for the Port Macquarie Airport Business and Technology Park has the PMQ Local Environmental Plan relating to Council's Airport and Thrumster Lands commenced in September 2020 and aims to support development of the PMQ airport precinct

Council Service: Economic Development

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

- The Smart Community Roadmap is scheduled to be presented to the October 2020 Ordinary Council Meeting

COMMUNITY THEME: NATURAL AND BUILT ENVIRONMENT

2020-2021 Operational Plan - Summary of Performance Measures				
2020-2021	Total No.	On target/Achieved	Behind	Overall %
1Q - July – Sept 2020	246	228	18	93%
2Q - Oct – Dec 2020				
3Q - Jan – Mar 2021				
4Q - Apr – Jun 2021				

What are we trying to achieve

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

What the result will be

- Effective management and maintenance of essential water, waste and sewer infrastructure
- A community that is prepared for natural events and climate change
- Sustainable and environmentally sensitive development outcomes that consider the impact to the natural environment
- Accessible transport network for our communities
- Infrastructure provision and maintenance that meets community expectations and needs
- Well planned communities that are linked to encourage and manage growth
- Accessible and protected waterways, foreshores, beaches and bushlands
- An environment that is protected and conserved for future generations
- Renewable energy options that are understood and accessible by the community

How we know we are progressing

- We have water, waste, and sewer systems that are efficient, maintained and environmentally compliant
- Consideration, is given to climate change impacts and potential mitigation
- Programs are implemented to support, the condition of the natural environment
- The road and transport network is well planned and maintained
- The transport network, recreational facilities, and open spaces, reflect community priorities
- Coordinated urban development is, well planned to meet projected population growth
- We successfully preserve local flora and fauna
- Renewable energy options are promoted

We know we are progressing on delivering outcomes to the community against the Delivery Program objectives as achievement highlights can be seen below against specific council services

Highlights by Council Service and Delivery Program Objective**Council Service: Water Supply**

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

- Construction planning for the Sancrox Reservoir to Area 13 has the design phase complete
- Installation of new water supply services to residential and business premises to cater for new development is ongoing in response to Development Applications
- Thrumster reclaimed water interim supply - rising main to Thrumster reservoir has construction underway and ongoing
- Construction of a water main between Sancrox Reservoir and Wauchope has construction underway with expected completion in November 2020
- Designs for the Water Treatment/Filtration Plant at Cowarra Dam has a scoping study for works currently being finalised
- Preconstruction work for the Trunk Main from Bonny Hills to Kew (Area 12) Reservoir - Stage 1 has project initiation and planning works commenced
- Markbuk motorised water main valve relocation has project charter submitted for approval
- Water Supervisory Control and Data Acquisition System (SCADA) replacement has planning underway
- Replacement of 3 Villages River Inlet platform structures has preliminary works underway
- Preconstruction works for Granite Street Reservoir rehabilitation has preliminary works underway
- Preconstruction works for Widderson Street Reservoir roof replacement has preliminary works underway
- Water critical infrastructure - site security upgrades has preliminary works underway
- Telemetry Microwave link replacement - Bonny Hills to Camden Haven has preliminary works underway
- Design of Rock Ramp to secure water level at Koree Island pumping station intake pool has designs commenced and underway
- Installation of Baffles within Reservoirs to ensure chlorination contact time for disinfection has preliminary works underway
- Wauchope Water Treatment Plant upgrade has construction planned for completion in late 2020

Council Service: Water Supply

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

- Replacement of Water Treatment Plant electrical and mechanical assets has preliminary works underway

Council Service: Sewerage

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

- Construction of the Port Macquarie Sewer rising main is ongoing

- Provision of centralised sewerage systems for Comboyne, Long Flat and Telegraph Point as part of the small town sewerage program had construction commenced in October 2018. Comboyne and Long Flat are scheduled for completion in late 2020 and Telegraph Point is complete
- Construction of Area 14 reclaimed Inlet trunk main Bonny Hills complete
- Kew Sewer Treatment Plant upgrades are being undertaken in partnership with NSW Public Works Advisory who are progressing with project management for the detailed design and delivery
- Port Macquarie Sewer Treatment Plant inlet replacement works have detailed project plans submitted for approval
- Integrated Water Cycle Management Strategy has work continuing
- Preconstruction works for upgrading Lake Innes Sewerage Pump Station 71 has project planning commenced
- Port Macquarie Waste Water Treatment Plant odour control mitigation works has the project plan submitted for approval
- Camden Haven Waste Water Treatment Membrane replacements have the project plan submitted for approval
- Wauchope Waste Water Treatment Plant Inlet rationalisation works have construction commenced
- Bonny Hills Waste Water Treatment Plant Aerator replacement works have a project plan submitted for approval
- Telemetry Radio replacement at Wauchope and Kew have project planning underway
- Preconstruction works for Port Macquarie Pump Station 21 refurbishment has preliminary works underway
- Preconstruction works for Camden Haven Pump Station 2 refurbishment has project planning commenced
- Upgrades for Sewer Pump Station 7,8 and 9 at Kew/Kendall has planning underway
- Preconstruction works for Port Macquarie Sewerage Pump Station 18 has project planning commenced

Council Service: Sewerage

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

- Programmed replacement of sewer pumps and electrical switchboards at sewage pump stations is ongoing
- Programmed replacement of Sewer Treatment Plant electrical and mechanical assets is ongoing
- Sewer assets replacement and maintenance programs for sewer rehabilitation and realigning works is ongoing

Council Service: Stormwater and Drainage

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

- Stormwater detention facility designs for Black Swan Terrace has a project plan issued for review and request for tender developed
- Stormwater remediation works at Panorama Drive Bonny Hills has project planning underway for detailed designs
- Stormwater remediation works at 35 Hart Street has project planning scheduled to commence late 2020

- Stormwater remediation works at 10 Dilladerry Cres complete

Council Service: Stormwater and Drainage

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

- Annual canal maintenance for Settlement Shores and Broadwater canals are ongoing in accordance with the rolling priority program
- Major canal maintenance and dredging of Settlement Shore canals complete
- The Stormwater Renewal Program is currently in the planning phase for projects including:
 - Stormwater relining works at Alma Street North Haven;
 - Stormwater relining works at Short Street Port Macquarie;
 - Stormwater relining works at Graham Street Kendall; and
 - Stormwater relining works at Ocean Drive North Haven.
- Stormwater maintenance program works are ongoing based on inspections and assessment criteria
- Condition ratings of stormwater assets via CCTV inspections, including newly constructed works, are ongoing in accordance with adopted programs and proactive maintenance requirements
- Development of Urban Stormwater Catchment Management Plans for 62 sub-catchments will commence in October 2020

Service: Waste Management

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

- Effective recycling and recovery of domestic and organic waste through the Material Recovery Facility is continuing as required
- Illegal dumping and clean-up programs undertaken as required
- Multi Dwelling Organics Recovery project is ongoing
- Upgrade and expansion approvals for Cairncross Waste Depot has detailed designs complete and request for tender advertised
- The Waste Strategy actions are being delivered as required
- Efficient waste collection services are being undertaken for domestic, commercial and public places
- Waste education and marketing campaigns are ongoing

Council Service: Natural Resource Management

Delivery Program Objective: 4.2.1 Develop and implement Coastal, Estuary, Floodplain, and Bushfire Management Plans

- The annual bushfire risk mitigation program is ongoing
- Implementation of the Flying Fox Management Plan is ongoing with actions including:
 - Development of education materials including, new signs, website; updates, zoom presentations and letter box drops;
 - Investigation of alternate habitat sites; and
 - Operation of sprinkler systems and ongoing monitoring.
- Investigation of floodplain mitigation measures and strategies to reduce flood risk in the Hibbard Precinct Catchment is ongoing
- Development of environmental program of works to ensure compliance to Airport bio certification is ongoing

- Development of a Flood Study for the North Brother Local Catchments had the Draft Plan place on public exhibition in July. A further report was presented to the September 2020 Ordinary Council Meeting detailing the outcomes of the public exhibition period
- Preparatory work for a new stormwater system at Illaroo Road has Aboriginal Cultural Heritage assessment complete. Archaeological investigations to commence in the second quarter
- Community consultation regarding funding model options for Illaroo revetment wall has community engagement plan being drafted with consultation planned for the second quarter
- Development of a Coastal Management Program for Lake Cathie has community education and engagement plan underway

Council Service: Development Assessment

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

- Development Assessment, Building Certification and Subdivision Certification activities are being undertaken in accordance with legislation with the number of applications and processing times as follows:
 - 249 Development Applications, average processing time of 37 days;
 - 54 Development Application modifications, average processing time 38 days;
 - 169 Building Construction Certificates, average processing time of 14 Days; and
 - 24 Complying Development Certificates, average processing time of 14 days.
- No successful legal appeals were recorded in relation to processing errors for development applications from 1 July 2020 to 30 September 2020

Council Service: Roads, Bridges and Transport

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

- Development of the Regional Integrated Transport Strategy has planning commenced and will align and be informed by the Local Strategic Planning Statement
- Footpath, cycleway and pedestrian works are underway
- Detailed designs for dual lanes on Lake Road from Jindalee to Fernhill intersections and Chestnut Road to Ocean Drive are complete with construction pending allocation of funding in future years
- Dunbogan Bridge - Reid Street - substructure rehabilitation is ongoing
- Kindee Bridge structural repairs and bridge replacement optioneering has Stage 2 nearing completion. Planning is underway for Stage 3
- Corridor planning - Kendall Road - Ocean Drive - Hastings River Drive has corridor review, description and vision phase complete
- The Local Roads Proactive Transport Program is currently in the planning phase for Road Rehabilitation and Resealing as follows:
- Planning phase (Road resurfacing and rehabilitation):
 - Toorak Ct, Port Macquarie;
 - Acacia Ave, Port Macquarie;
 - Highfields Cct, Port Macquarie;

- Hay St, Port Macquarie;
 - Ballina Cr, Port Macquarie;
 - Herschell St, Port Macquarie (dependent on funding);
 - Ocean Dr, Bonny Hills (Binbilla to Panorama) (dependent on funding) and
 - Wingham Rd, Comboyne (dependent on funding) Road resealing works.
- Delivery Phase (Road Resurfacing and Rehabilitation):
- Belah Rd, Port Macquarie - completed;
 - Jindalee Rd, Port Macquarie - completed; and
 - Comboyne Rd, Comboyne (Township to Stennets) - underway.
- Planning Phase (Road Resealing):
- Lighthouse Beach Local Streets, Port Macquarie;
 - Greenmeadows Local Streets, Port Macquarie;
 - Comboyne Local Streets, Comboyne;
 - Widderson St, Port Macquarie;
 - Kindee Rd, Kindee; and
 - Bangalay Dr, Port Macquarie.
- John Oxley Drive upgrade has detailed designs nearing completion
 - Sealed road network condition survey is practically complete
 - Ocean Drive duplication - Matthew Flinders Drive to Greenmeadows has development of construction tender documents commencing in October 2020 with the project awaiting additional funding prior to commencement
 - Designs and investigations for Gordon Street pavement reconstruction and service relocations has design project complete
 - Installation of new bus shelters across the region as per the Community Passenger Transport Infrastructure Grant Scheme is underway
 - Beach to Beach shared path project at Camden Haven has the final section of D9 path installation complete
 - Gordon/Horton Street intersection upgrades has detailed designs underway
 - Bago Road rehabilitation (Milligans Road to Blue Water Cres) complete
 - Reconstruction of The Ruins Way Port Macquarie (Major Innes Road and Sitella Street) is underway with construction progressing
 - Scrubby Creek Bridge has construction contract awarded with construction works scheduled to commence in October 2020
 - The Transport Network Improvement Planning Project - Options Assessment and Strategic Business Case (including review of Orbital Road Options) has had stakeholder and community consultation undertaken in the first quarter and a Councillor briefing session facilitated
 - Ocean Drive shared pathway project (Brotherglen Drive to Sirius Drive Lakewood) complete
 - Detailed design and environmental approvals for Boundary Street upgrade has the design contract awarded to local consultant with designs ongoing
 - Bril-Bril Road Sealing investigations and concept design has project plan progressing. Survey and site investigation expected to commence in October 2020
 - School to School shared path project has project planning commenced
 - Gordon Street upgrade - road resurfacing. Stormwater flood mitigation and water main renewal works has construction planning underway and expected to commence in March 2021
 - Bago Road rehabilitation - Stage 3 - Bluewater Cres to Cameron Street has detailed designs nearing completion

- Lake Cathie Bridge (Ocean Drive) - Level 3 investigations and durability assessment has project planning underway
- Limeburners Bridge (Shoreline Drive) - Level 3 investigations and durability assessment has project planning underway
- Thompson Bridge replacement has construction planning underway
- Lorne Road sealing - investigations and concept designs has project planning commenced with survey complete
- Detailed traffic analysis of the Sancrox/Thrumster/Fernbank growth area to identify high priority works has project planning commenced
- Slipping of Hibbard Ferry is scheduled for early 2021
- King Creek Road shoulder sealing and safety barrier installation has design nearing completion with construction expected to commence in early 2021
- Design and construction of the Pappinbarra Bridge Replacement has project initiation and design planning complete and a tender for the detailed design advertised in the first quarter
- Review of the Car Parking Strategy is expected to commence in the coming months
- Investigation and designs for sealing sections of The Hatch Road has formal funding announcement expected in November 2020

Council Service: Roads, Bridges and Transport

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

- The annual unseal road maintenance program including resheeting, grading, drainage and vegetation and rural roadside vegetation clearing is ongoing in accordance with adopted program
- The annual sealed road maintenance program including resurfacing, jetpatching, heavy patching and installation of roadside furnishings is ongoing in accordance with adopted program
- The annual bridges and culverts maintenance and repair program including inspections, monitoring and bridge repair works is ongoing in accordance with adopted program
- Reactive maintenance for Koala Food Trees and Koala Fencing on Link Road (Ocean Drive) is ongoing in accordance with adopted program
- The annual Bridgeworks and Road Rehabilitation Program, that includes regular bridge and geotechnical road pavement tests to inform and develop program has preliminary project charters and scopes developed
- Renewal and repair of Timber Bridges is currently in the planning phase and includes the following projects:

Planning Phase:

- Kindee Bridge, Kindee - Stage 3 Pile strengthening;
- Black Creek Bridge, Lorne;
- Logans Crossing Bridge, Kendall;
- Stoney Creek Bridge, Pembroke;
- Roods Bridge, Bellangry;
- Bril Bril Bridge, Rollands Plains (dependent on funding);
- Donkins Flat Bridge, Comboyne (dependent on funding) and
- Old School Bridge, Herons Creek (dependent on funding).

Delivery Phase:

- Kindee Bridge, Kindee - Stage 2 complete - scaffold to be removed in October 2020;

- Foxes Bridge, Rollands Plains - complete;
- Flanagans Bridge, Pappinbarra - complete; and
- Tipperary Bridge, Lorne - underway.

Council Service: Roads, Bridges and Transport

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

- The annual Road Safety Action Plan is being developed and education continues around general road safety
- Installation and maintenance of street lights in accordance with identified priorities is ongoing

Council Service: Strategy

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

- Planning for the Port Macquarie Health and Education Precinct had a planning proposal progressing
- The review of the Local Environmental Plan and Development Control Plan provisions to promote appropriate housing choice options has consultants preparing the Local Housing Strategy. Stakeholder engagement undertaken in September 2020. Feedback currently being analysed and will inform the preparation of the Local Housing Strategy
- Fernbank Creek/Sancrox support studies has the Structure Plan progressing

Council Service: Natural Resource Management

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

- Strategic Biosecurity (Weed Management) Program to restore and conserve that natural environment is ongoing with actions including:
 - 350km of high risk/priority pathways inspected;
 - 74 urban properties inspections undertaken;
 - 77 high risk site inspection undertaken;
 - 456km of roads inspected and treated;
 - 108 rural/semi-rural property inspections undertaken; and
 - 265ha have been inspected and treated.
- Ongoing education and assistance provided to residents, industry and community groups on Council's tree management requirements within the Port Macquarie-Hastings 2013 Tree Management Development Control Plan
- Over 362 customer requests for tree management on public and private land have been handled from 1 July 2020 to 30 September 2020 including 26 illegal tree work investigations
- A road strike map identifying Koala Road strike hotspots has been produced in line with the Koala Population Recovery Strategy
- Work commenced to build a Natural Resources asset and maintenance register
- Partridge Creek Acid Sulphate Soils Wetland Management has seen monthly inspections of the weir undertaken
- Implementation of actions from the Ecological Restoration report is ongoing
- Wild deer management is ongoing
- Coastal Vegetation State Environmental Planning Policy mapping audit commenced

Council Service: Recreation, Property and Buildings

Delivery Program Objective: 4.7.1 Promote renewable energy outcomes within Council

- Wauchope, Laurieton and Kendall Pools identified as existing Council facilities that were suitable to install solar energy systems. Works completed in July 2020 and operational

Council Service: Water Supply and Sewerage

Delivery Program Objective: 4.7.1 Promote renewable energy outcomes within Council

- Installation of Solar Panels at Port Macquarie Sewerage Treatment Plant is pending a design review before installation can be undertaken
- Installation of Solar Panels at Wauchope Water Treatment Plant has installation ongoing

Council Service: Water Supply

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

- Operating and maintaining water treatment plants in accordance with adopted maintenance programs is being undertaken
- Operating the water supply network to ensure public health and safety is being undertaken
- Operating and maintaining storage dams in accordance within the set guidelines is being undertaken

Council Service: Sewerage

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

- Operating and maintaining sewerage treatment plants in accordance with environmental licences, adopted maintenance programs and safety requirements is being undertaken
- Operating the sewerage network to ensure public health and safety is being undertaken with all defects identified through waste trade inspections undertaken and complaints/requests dealt with in line with service standards

Council Service: Natural Resource Management

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

- Delivering bushfire preparedness and planning programs to the community is being undertaken

Council Service: Natural Resource Management

Delivery Program Objective: 4.8.3 Promote Biodiversity Programs

- Implementation of actions from the Biodiversity Strategy are ongoing
- Support work being provided as part of the Koala Recovery Partnership Program relating to research into koala population abundance/absence

COVID-19 RECOVERY PROJECTS: ADDENDUM TO THE 2020-2021
OPERATIONAL PLAN

2020-2021 Operational Plan - Summary of Performance Measures				
2020-2021	Total No.	On target/Achieved	Behind	Overall %
1Q - July – Sept 2020	49	49	0	100%
2Q - Oct – Dec 2020				
3Q - Jan – Mar 2021				
4Q - Apr – Jun 2021				

COVID-19 Recovery Projects adopted by Council were included as an addendum to the 2020-2021 Operational Plan, they are linked to Community Themes and Council Services and progress highlights to date can be seen below.

Community Theme: Leadership and Governance

Council Service: Customer Experience and Communications

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

- A plan is being developed to communicate to the Community that the 2020-2021 Operational Plan will now include additional allocation of funding and projects to support COVID-19 Recovery

Community Theme: Your Community Life

Council Service: Community

Delivery Program Objective: 2.1.1 Support community safety initiatives

- Planning is underway with Pappinbarra residents and the Rural Fire Service (RFS) to develop and implement a community fire-safety plan

Council Service: Economic and Cultural Development

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

- Work is scheduled to commence in 2021 on the Public Spaces Interpretation Strategy and Guidelines

Council Service: Recreation, Property and Buildings

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

- Installation of a multipurpose court at the Laurieton Sports Complex has project planning commenced
- Installation of a sheltered seat area, picnic table and rubbish bins at Kendall Park will have project planning commence in the second quarter
- Increased seating and shade at Charlie Watt Reserve will have project planning commence in the second quarter
- Creek to Creek Trail development will have project planning commence in the second quarter

Council Service: Recreation, Property and Buildings

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

- Wauchope Rotary Youth Hall external repaint of the western side has works programmed to be completed prior to March 2021
- Stuarts Park building beautification has works programmed to be completed prior to March 2021
- Wauchope Stadium cladding replacement has works programmed to be completed prior to March 2021
- Jubilee Hall external repaint has works programmed to be completed prior to March 2021

Council Service: Recreation, Property and Buildings

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

- North Shore fish cleaning table will have project planning commence in the second quarter
- CSU-Googik connection consultancies has programmed this project to be complete by June 2021
- Lake Cathie Foreshore Reserve Master Plan Stage 2 works will have project planning commence in the second quarter

Council Service: Community

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

- The program for Port Macquarie Hastings (PMH) Cares is underway. Volunteers have completed online training and staff are working on implementing a COVID safe plan

Council Service: Community

Delivery Program Objective: 2.5.1 Support cultural activities within the community

- Artwalk was delivered as a COVID Safe event across the region from 1 - 8 October 2020. It was the Longest Footpath Art Gallery with over 40 satellite events and three artist markets

Community Theme: Your Business and Industry

Council Service: Economic and Cultural Development

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

- Tourism product and trade market development Stage 2 project underway, building on Stage 1 industry distribution audit, engagement and training. Includes raising awareness of the destination amongst travel trade, tactical campaigns and ongoing industry engagement
- Additional investment in tourism Public Relations and Marketing has project scoping and audit process underway for the Google Destination Marketing Organisations project and UberMedia. COVID Recovery dashboard development tracking foot traffic within the region has started with a delivery timetable agreed
- Tourism - Visiting Friends and Relatives Program development has project planning commenced

- Website Food and Wine Trail development has project planning commenced with work underway to define a scope. This project will be delivered in conjunction with the Creative and Arts trail development
- Reboot, Refresh, Restart COVID-19 Careers Pop-up has calendar being delivered over October/November 2020 including keynote webinar, pop-up, and a range of collaborative efforts with local service providers. Planning delivery of further initiatives from early 2021
- Grant writing workshops have commenced with a series of business and community workshops scheduled for the New Year
- Arts, Culture and Creative Industries content development and marketing has project planning commenced and work underway to define project scope
- Cultural Industries - Networking and mentoring has planning commenced
- Creative and Arts Trails development has project planning commenced with scoping for project and key deliverables in development
- Program to encourage use of vacant commercial spaces has seen vacant shopfronts activates as part of Artwalk. A project plan is being developed for broader approach across the region

Council Service: Economic and Cultural Development

Delivery Program Objective: 3.2.1 Support vibrant commercial, tourism, recreational and or community hubs across the region

- Towns Gateway entrance signage strategy has project planning to commence in late 2020 early 2021
- Port Macquarie Lumiere night time installation has a detailed project plan and draft request for tender developed
- Tourism and Cultural development project officer recruitment complete
- Renewing the maps 'Comboyne Plateau' outside the Udder Cow Café and in Pioneer Park has planning commenced

Council Service: Economic and Cultural Development

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

- CBD Wi-Fi (Wauchope, Laurieton, expand Port) has project plan being developed

Community Theme: Your Natural and Built Environment

Council Service: Roads, Bridges and Transport

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

- Project planning has commenced for the footpaths listed below:
 - Footpath (260m) – The Parade: Ocean St to Surf Club car park (NW side);
 - Footpath (120m) – Lake Street: Tunis St to Seymour St (W side); missing links;
 - Footpath – Comboyne St to Graham St connection at Kendall Services Club;
 - Footpath (180m) – Hill Street: Pioneer Park to Main Street (W side);

- Footpath (160m) – Parker Street: Wauchope High School to Bain Street (W side);
- Footpath (200m) – Rushcutter Way: Moondara Tce to Bangalay Dr (SE side);
- Footpath (320m) – Major Innes Road: Braeroy Dr to The Ruins Way (E side); and
- Footpath (35m) – Watonga Street: Connection to Matthew Flinders Dr.
- Construction of new bus shelters (3 or 4) and landing pads has project planning commenced
- Installation of seating beside Anzac Memorial (Comboyne) has project planning scheduled to commence in the second quarter
- Laurieton Main Street Master Plan development has seen an inception meeting with Camden Haven Chamber of Commerce with an Enquiry by Design to be undertaken
- Kendall Bridge - expansion joint rehabilitation has project planning, procurement activities and approvals in progress
- Hay Street resurfacing has detailed planning scheduled to be finalised early 2021

Council Service: Roads, Bridges and Transport

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

- Signage installation on Pappinbarra Road for speed reduction to help protect wildlife and improve road safety will be undertaken during the 2020-2021 period
- Rural Road Safety Improvements including line marking and signs will be undertaken during the 2020-2021 period

Council Service: Airport

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

- Installation of Solar at Port Macquarie Airport has project planning commenced

Options

It is a statutory requirement under Integrated Planning and Reporting legislation to report on what has been delivered against the Delivery Program on a six monthly basis.

Community Engagement & Internal Consultation

Internal consultation was undertaken with the:

- Integrated Planning and Reporting Development Officer
- General Manager, Directors, Group Managers and all staff reporting against the annual 2020-2021 Operational Plan



Planning and Policy Implications

This report is aligned with legislative obligations under the Local Government Act and the requirements of the NSW Integrated Planning and Reporting Framework

Financial and Economic Implications

There are no direct financial implications from this report. Quarterly budget review statements (QBRs) align with the reporting period referenced in this report.

Attachments

1.  Attachment A - Exception Report against the 2020-2021 Operational Plan as at 30 September 2020
2.  Attachment B - 2017-2022 Delivery Program and 2020-2021 Operational Plan progress report as at 30 September 2020

Item: 10.14

Subject: 2019-2020 ANNUAL REPORT

Presented by: Corporate Performance, Rebecca Olsen

Alignment with Delivery Program

1.1.4 Provide easy to understand and accessible community reporting.

RECOMMENDATION

That Council:

- 1. Adopt the 2019-2020 Annual Report, comprising Parts A and B.**
- 2. Submit the adopted 2019-2020 Annual Report to the Minister for Local Government by 30 November 2020.**
- 3. Publish the adopted 2019-2020 Annual Report on Council's website and make copies of the report available at all Council Offices and Libraries.**
- 4. Note the distribution proposal for Part A Community Report Card 2019-2020.**

Executive Summary

The Annual Report is the key reporting document for Council to keep the community informed as to what was achieved in the financial year. By reporting on the actions undertaken against the 2019-2020 Operational Plan the community and Council can assess the progress of Council's broader objectives as stated in the 2017-2021 Delivery Program and the Towards 2030 Community Strategic Plan.

Under *Section 428* of the *Local Government Act (1993)* Council is required to submit its Annual Report to the Office of Local Government no later than 30 November each year.

Part A - Community Report Card (Attachment 1) - is a summary of the key achievements against Operational Plan actions, Delivery Program objectives supporting the Towards 2030 Community Strategic Plan. This Community Report Card also contains a snapshot of community statistics and the financial position. The document includes highlights of major initiatives and aims to give the community an overview that is both interesting and informative.

Part B - Statutory Detail (Attachment 2) - contains the statutory detail that Council is required to provide under the *Local Government Act (1993)* and *Local Government (General) Regulation (2005)* and the requirements of the New South Wales Integrated Planning and Reporting Framework. This information gives a technical insight into the legislated obligations that Council must meet each year.

Part C Financial Statements consists of the audited financial statements, which give the public a very detailed insight into the financial management of the organisation.

Discussion

In accordance with *Section 428 of the Local Government Act (1993)* and *Local Government (General) Regulation (2005)*, Council must, within five months of the end of each financial year, prepare an Annual Report, which must include its audited financial statements, a range of statutory requirements and outline achievements in implementing the Delivery Program. This includes the achievements in undertaking the Operational Plan actions, which contribute to the overall Delivery Program objectives.

This report is separated into three parts:

Part A - Community Report Card is a reader friendly summary that provides an overview of the key achievements against Operational Plan actions, Delivery Program objectives supporting the Towards 2030 Community Strategic Plan. The document includes financial detail and highlights of major initiatives delivered throughout 2019-2020 financial year.

The distribution proposal for the Community Report Card will see it made available on Council's website, with reference hard copies available from Council offices and libraries. Printed copies will be available to Councillors for their distribution to community groups and networks, with additional copies used in coming months as a reference tool for community engagement activities.

Part B - Statutory Detail is a compilation of reporting details to meet statutory requirements including:

- Achievements in implementing the 2017-2021 Delivery Program and 2019-2020 Operational Plan;
- Amount of rates and charges written off during the year;
- Total cost during the year of the payment of expenses and the provision of facilities to Councillors, in relation to their civic functions;
- Details of overseas travel by Councillors, Council staff or other persons representing Council;
- Details of contracts awarded for amounts greater than \$150,000
- Summary of the amounts incurred by the Council in relation to legal proceedings;
- Summary of resolutions made under Section 67 of the Local Government Act concerning work carried out on private land;
- Statement of all external bodies that exercised functions delegated by Council
- Statement of all corporations, partnerships, trusts, joint ventures, syndicates or other bodies in which Council held a controlling interest;
- Statement of all corporations, partnerships, trusts, joint ventures, syndicates or other bodies in which the Council participated;
- Total amount of grants, financial assistance and contributions made by Council;
- Statement of activities to implement Council's Equal Employment Opportunity Management Plan;
- Statement of the total remuneration package of the General Manager;
- Statement of the total remuneration packages of all senior staff members;
- A statement detailing the stormwater management services provided;

- A statement detailing the coastal protection services provided;
- Particulars of any environmental upgrade agreement entered into;
- Report on special variation of rating income;
- 7.3% Special Rate Variation (SRV) Activity Breakdown;
- 3.89% Special Rate Variation (SRV) Activity Breakdown;
- Companion Animals Act 1998;
- Swimming Pool Inspections Act 1992;
- Carers Recognition Act 2010;
- Statement on Capital Works;
- Fisheries Management Act 1994;
- Public Interest Disclosures Act 1994;
- Government Information (Public Access) (GIPA) Act 2009;
- Environmental Planning and Assessment Act 1979; and
- Disability Inclusion Action Plan.

Part C - Financial Statements is made up of Council's audited financial statements. These statements are being presented to Council under separate cover at the November 2020 Ordinary Council Meeting.

Options

Council could seek additional information on the Annual Report.

Community Engagement & Internal Consultation

- General Manager
- Directors
- Group Managers and relevant staff



Planning & Policy Implications

The submission of the Annual Report meets Council's legislative requirements under the *Local Government Act (1993)* and *Local Government (General) Regulation (2005)*.

Financial & Economic Implications

Nil directly to this report, noting Financial Statements are provided as an attachment to a separate agenda item.

Attachments

1.  2019-2020 Annual Report - Part A - Community Report Card
2.  2019-2020 Annual Report - Part B - Statutory Detail

Item: 10.15

Subject: REVIEW OF THE REGIONAL TRANSPORT INFRASTRUCTURE STEERING GROUP

Presented by: Infrastructure, Dan Bylsma

Alignment with Delivery Program

1.3.3 Ensure there is appropriate management of risk to mitigate impact for Council and the community.

RECOMMENDATION

That Council:

- 1. Dissolve the Regional Transport Infrastructure Steering Group as a result of the formation of the Transport and Stormwater Program Steering Group.**
- 2. Note the continuation of the Transport for NSW and Council Staff Working Group meetings as outlined in this report.**

Executive Summary

The Regional Transport Infrastructure Steering Group (RTISG) was established in 2017, transitioning from the Ocean Drive Duplication Project specific Steering Group, which oversaw the project governance for the design phase of that project. At that time, having a Steering Group oversee project governance for major transport projects was seen as beneficial based on the success of the Ocean Drive Duplication Project Steering Group.

The RTISG was formally established at the 18 October 2017 Ordinary Council meeting, where the following was resolved:

09.11 REGIONAL TRANSPORT INFRASTRUCTURE STEERING GROUP CHARTER

RESOLVED: Levido/Turner

That Council:

- 1. Endorse the Regional Transport Infrastructure Steering Group Charter.*
- 2. Establish monthly meetings of the Regional Transport Infrastructure Steering Group to commence in February 2018 with the Major Projects Portfolio Councillors as Councillor Representatives.*
- 3. Dissolve the Ocean Drive Duplication Steering Group as a result of the formation of the Regional Transport Infrastructure Steering Group*

CARRIED: 8/0
FOR: Alley, Dixon, Griffiths, Hawkins, Intemann, Levido, Pinson and Turner
AGAINST: Nil

Based on a significant increase in major projects being initiated across Council, a review of the project governance requirements in the context of Council's adopted Project Management Framework (PMF) was undertaken in mid-2020.

Based on that review, Council resolved the following at the 12 August 2020 Ordinary Council meeting:

10.15 MAJOR PROJECTS GOVERNANCE - PROGRAM STEERING GROUPS

RESOLVED: Griffiths/Intemann

That Council:

1. *Note the proposed improvements to the major projects governance processes as detailed in this report.*
2. *Note the initiation of the following three Program Level Steering groups:*
 - a) *Transport and Stormwater Program Steering Group.*
 - b) *Water and Sewer Program Steering Group.*
 - c) *Recreation, Buildings and other Assets Program Steering Group.*
3. *Endorse the transition of the Villages Sewerage Scheme Steering Group and the Port Macquarie Aquatic Facility Steering Group into the Water and Sewer Program Steering Group and Recreation, Building and other Assets Program Steering Group respectively.*
4. *Note and endorse the transition of the major project reporting currently within the Regional Transport Infrastructure Steering Group into the Transport and Stormwater Program Steering Group.*
5. *Request the General Manager report back to the September 2020 Council Meeting with the new, updated and revised Steering Group membership and charters resultant from the points 2, 3 and 4 above.*

CARRIED: 7/0

FOR: Alley, Dixon, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

Council subsequently resolved to adopt the new Steering Group Charters at the 23 September 2020 Ordinary Council meeting:

10.18 MAJOR PROJECTS GOVERNANCE - PROGRAM STEERING GROUPS CHARTERS & MEMBERSHIPS

RESOLVED: Intemann/Griffiths

That Council:

1. *Adopt the Charters for the following Program Level Steering groups:*
 - a) *Transport and Stormwater Program Steering Group.*
 - b) *Water and Sewer Program Steering Group.*
 - c) *Recreation, Buildings and other Assets Program Steering Group.*
2. *Rescind the:*
 - a) *Villages Sewerage Scheme Steering Group Charter, and the*
 - b) *Port Macquarie Aquatic Facility Steering Group Charter.*

-
3. *Request the General Manager undertake a review of the Regional Transport Infrastructure Steering group (RTISG) charter and functions in consideration of the new Transport and Stormwater Program Steering Group and report back to the November 2020 Ordinary meeting the outcomes of this review.*

CARRIED: 7/0

FOR: Alley, Dixon, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

This report is in response to point 3 outlined above.

A review has been undertaken on the functions of the RTISG, which has found the formal functions and role of the RTISG has now been wholly superseded by the new Transport and Stormwater Program Steering Group. Therefore, it is recommended to dissolve the RTISG.

It should be noted that an informal function of the RTISG was to regularly meet with Transport for NSW (TfNSW) to discuss State and Local Government transport interfaces. This regular meeting between TfNSW and Council staff has been highly beneficial in progressing transport planning matters regarding Local and State road interfaces. It is proposed to continue this as a staff Working Group, meeting every second month to continue the strong working relationship.

Discussion

The Regional Transport Infrastructure Steering Group (RTISG) was established in 2017 following the completion of the Ocean Drive Duplication detailed design project.

The key functions of the RTISG are:

- To meet Council's commitment in addressing development of regional transport infrastructure.
- To oversee the progress of regional transport infrastructure projects.
- To advise and make recommendations to Council on regional transport infrastructure projects.
- To liaise with Government Agencies as necessary.
- To supervise the finalisation of planning, procurement and implementation of regional transport infrastructure projects in line with Operational Plan and IP&R actions and priorities in consultation with relevant Government Agencies.

As Transport for NSW (TfNSW) staff have been a part of the RTISG from its establishment, following on from the joint Ocean Drive Duplication Project, it has been a key forum to discuss transport planning matters across the State and Local road network interfaces. While not a formal function of the steering group this regular contact and discussion has been beneficial in progressing several transport network interface issues.

Following a review of major project governance in mid-2020, Council established a Transport and Stormwater Program Steering Group, among others. The key functions of this new steering group are:

- To oversee the progress of Transport and Stormwater programs.

- To advise and make recommendations (as required) to Council on Transport and Stormwater major projects.
- To liaise with Government Agencies as necessary.
- To provide guidance on the planning, delivery, control, monitoring and close-out of Transport and Stormwater major projects in line with PMF and adopted Operational Plan(s).
- To meet Council's commitment to deliver quality transport and stormwater infrastructure projects across the Local Government Area.

This new steering group substantially replaces the function of the RTISG, except the regular meeting between Council and TfNSW staff.

It is recommended to dissolve the RTISG but continue the TfNSW/Council staff Working Group meetings on a regular schedule of every second month or at least quarterly with formal agendas and minutes for each meeting. This will ensure that major transport infrastructure projects of regional importance still have a high level of project oversight by a steering group and the regular meeting between Council and TfNSW staff still occurs.

The core members of the TfNSW/Council Working Group will be:

TfNSW

- Regional Director - Northern
- Senior Manager Regional Planning (North/West)

Council

- Director Infrastructure
- Group Manager Infrastructure Planning

Other staff will attend as required based on the matters being discussed.

Options

Council have the option to endorse and adopt the proposed recommendation regarding dissolving the RTISG or make an alternate resolution.

Community Engagement and Internal Consultation

No formal community engagement has been undertaken or is considered relevant in relation to the recommendations in this report.

Internal consultation has taken place between the General Manager, Council's Executive and Group Manager Infrastructure Planning.

TfNSW has been consulted on the continuation of a staff working group and are supportive of this approach.

Planning and Policy Implications

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

Financial and Economic Implications

There are no direct financial and economic implications in relation to this report.

Attachments

Nil

Item: 10.16

**Subject: DEVELOPMENT ACTIVITY AND ASSESSMENT SYSTEM
PERFORMANCE**

Presented by: Development and Environment, Melissa Watkins

Alignment with Delivery Program

4.3.1 Undertake transparent and efficient development assessment in accordance with relevant legislation.

RECOMMENDATION

That Council:

- 1. Note the Development Activity and Assessment System Performance report for the first quarter of 2020-2021.**
- 2. Note the determinations made by staff under Clause 4.6 of the Port Macquarie-Hastings Local Environmental Plan 2011 for the quarter.**

Executive Summary

This report provides a summary of development assessment, building certification and subdivision certification activities for the July to September 2021 quarter. Data on the number of applications and processing times, together with a commentary on development trends is provided for the information of Council.

The report also includes details of determinations made by Council staff under Clause 4.6 of the Port Macquarie-Hastings Local Environmental Plan 2011.

Discussion

1. Development Activity and Assessment System Performance

The following table (Table 1) provides data on the volume of applications received and determined over the quarter relative to the yearly average and monthly average of the preceding four years.

The quarter has seen a remarkable surge in application volumes, with the monthly average number of Development Applications (DAs) received being 109, which is up from the monthly average of 83 in 2019 - 2020. This is a very positive result given the initial challenges posed by the COVID 19 pandemic. Anecdotal feedback from builders and developers indicates that the combination of government grants and the new found working-from-home capabilities of many workplaces has contributed to the growth for the Port-Macquarie-Hastings. With no signs of any slow-down, it is anticipated that the lead up to the Christmas break will be even busier than usual.

A similar increase in the monthly average of DAs received is also evident for Construction Certificates (CCs), plumbing and drainage and Roads Act applications. CCs received for the quarter averaged 60 per month, compared to the 2019-2020 monthly average of 45. The monthly average number of plumbing and drainage applications received for the quarter was 104, up from a monthly average of 82 in 2019-2020. Roads Act applications received for the quarter averaged 61 per month, up from a monthly average of 40 in 2019-2020.

This 20-30% increase in core application types, coupled with an average of 500 monthly building/plumbing inspections and 500+ monthly duty planner/surveyor counter enquiries, is resulting in a backlog of work for the development assessment team. Resourcing has been recently increased through the appointment of a temporary planner and recruitment for a permanent building surveyor is underway.

Table 1

Applications Received and Determined	2015-16 Monthly Average	2016-17 Monthly Average	2017-18 Monthly Average	2018-19 Monthly Average	2019-20 Monthly Average	2020-21 Monthly Average	2020 - 21 TOTAL	Jul-20	Aug-20	Sep-20
Development Application Received	85	89	89	91	83	109	327	102	102	123
Development Application Approved	79	80	86	89	76	87	261	81	91	89
Development Application Refused/Withdrawn/Rejected				16	4	5	15	6	3	6
DA Modifications Received	17	15	16	16	13	18	54	17	16	21
DA Modifications Determined	15	15	15	15	12	18	53	21	17	15
Complying Development Certificates Received (Council)	7	9	8	9	10	14	41	16	8	17
Complying Development Certificates Determined (Council)	7	16	8	8	7	9	27	7	8	12
Complying Development Certificates Determined (Private Certifier)	21	19	30	21	17	20	61	22	16	23
Construction Certificates - Building Work Received (Council)	41	42	41	45	45	60	179	60	61	58
Construction Certificates - Building Work Determined (Council)	38	38	42	44	44	53	158	52	62	44
Construction Certificates - Building Work Determined (Private Certifier)	29	23	34	39	39	32	96	24	37	35
Plumbing & Drainage Received	80	99	92	82	82	104	313	109	98	106
Plumbing & Drainage Determined	72	87	91	81	81	93	278	97	95	86
Subdivision Works Certificates Received	9	13	13	11	9	9	28	9	9	10
Subdivision Works Certificates Determined	9	8	12	12	8	11	34	7	16	11
Subdivision Certificates Received	11	12	12	8	9	8	23	6	11	6
Subdivision Certificates Determined	10	11	10	8	8	10	31	14	9	8
Strata Certificates Received	2	2	3	5	3	1	3	1	0	2
Strata Certificates Determined	2	2	3	4	4	0	1	0	0	1
Roads Act Applications Received	54	56	52	47	40	61	182	54	63	65
Roads Act Applications Determined	49	49	52	44	35	51	152	47	53	52
Planning Certificates Issued	275	250			245	270	811	272	264	275
Building Inspections Undertaken	407	455	494	484	461	504	1512	519	450	543

The following table (Table 2) outlines the estimated value of works per development type approved during the quarter along with the year to date value and value of the preceding 2 years. Whilst the \$83 million value of approved development for the quarter is slightly down on the previous year results (on average \$100 million per quarter) this is not likely to continue given the increased volumes of applications being received and the backlog of work having a 'lag' effect on approved value of works.

Table 2

Value of Works DA	Jul-20	Aug-20	Total to date Sep-20 2020 - 2021	Total to date 2019 - 2020	Total to date 2018 - 2019
Ancillary DA	\$335,910	\$717,015	\$495,128	1,548,053	\$8,434,377
Ancillary CDC	\$639,873	\$171,411	\$769,983	1,581,267	\$4,097,210
Commercial DA	\$50,000	\$129,000	\$402,000	581,000	\$13,497,998
Commercial CDC	\$20,000	\$0	\$0	20,000	\$13,189,237
Community DA	\$917,000	\$0	\$0	917,000	\$21,238,702
Community CDC	\$0	\$0	\$0	0	\$199,983
Industrial DA	\$165,340	\$570,000	\$1,100,000	1,835,340	\$10,011,278
Industrial CDC	\$0	\$0	\$0	0	\$180,000
Residential DA	\$10,476,892	\$41,781,583	\$11,287,255	63,545,730	\$280,510,205
Residential CDC	\$2,578,514	\$3,873,971	\$1,447,301	7,699,786	\$29,358,521
Rural DA	\$485,000	\$105,000	\$124,000	714,000	\$5,557,036
Rural CDC	\$0	\$149,000	\$1,200,000	1,349,000	\$1,214,644
Subdivision DA	\$0	\$348,000	\$0	348,000	\$7,457,000
Tourist DA	\$2,380,000	\$630,000	\$0	3,010,000	\$7,208,831
Tourist CDC	\$0	\$0	\$0	0	0
Total	\$18,048,529	\$48,274,980	\$16,825,667	83,149,176	\$402,155,022

Application processing data and longer-term trends for the various application types is provided in the table below (Table 3). For DAs, monthly gross average processing times for the quarter was 52 days compared to 61 days during 2019-2020. The monthly gross average processing days for works certificates for the quarter (formerly called 'infrastructure construction certificates') was 126 days, compared to 77 days in 2019-2020. Whilst this is a significant increase in time, this result has been adversely affected by a number of long standing applications determined in July. It is noted that there has been a significant improvement in the monthly gross average processing times for subdivision certificates for the quarter at 67 days compared to the 2019 - 2020 monthly gross average of 91 days.

Table 3

Application Processing Performance	NSW 2016-17 Monthly Average	PMHC 2016-17 Monthly Average	NSW 2017-18 Monthly Average	PMHC 2017-18 Monthly Average	NSW 2018-19 Monthly Average	PMHC 2018-19 Monthly Average	PMHC 2019 - 20 Monthly Average	PMHC 2020 - 21 Monthly Average	Jul-20	Aug-20	Sep-20
Development Application Net Median Days		31		38		38	37	32	26	37	33
Development Application Net Average Days		26		46		46	42	37	32	40	39
Development Application Gross Average Days		55		64		64	61	52	47	49	60
Complying Development Net Average Days		6		7		7	13	13	8	13	19
Complying Development Gross Average Days		8		7		7	15	19	10	25	23
Building Construction Certificate Net Average Days		9		9		9	9	15	8	13	23
Building Construction Certificate Gross Average Days		9		66		66	66	50	41	47	63
Plumbing and Drainage Net Average Days		15		21		21	18	19	26	14	18
Plumbing & Drainage Gross Average Days		47		52		52	53	57	69	42	61
Works Certificates Net Average Days		39		53		53	39	91	162	46	66
Works Certificates Gross Average Days		77		109		109	77	126	220	64	94
Subdivision and Strata Certificates Net Average Days		40		49		49	44	42	44	43	40
Subdivision and Strata Certificates Gross Average Days		60		63		63	91	67	105	43	52
Roads Act Net Average Days		19		17		17	13	14	19	12	11
Roads Act Gross Average Days		48		43		43	39	26	30	28	21

2. Applications determined under delegation including Clause 4.6 - Exceptions to Development Standards

The following table (Table 4) lists DAs that have been determined during the quarter which have included a Clause 4.6 exception to a development standard under the Port Macquarie Hastings Local Environmental Plan 2011. Senior staff have delegation to determine applications involving a Clause 4.6 objection where the variation is no greater than 10% of the development standard.

Table 4

Application	Property	Extent of Variation
DA2020 - 224.1	21 Gore Street, Port Macquarie	9.6% Height 3.42% FSR
DA2020 - 328.1	92 Settlement Point Road, Port Macquarie	3.8% Height
DA2020 - 480.1	90 Settlement Point Road, Port Macquarie	7.4% Height
DA2020 - 599.1	43 Yaluma Drive, Port Macquarie	5.79% Height
DA2020 - 544.1	30 Grandview Parade, Port Macquarie	3.5% Height
DA2020 - 409.1	35 Lighthouse Road, Port Macquarie	8.55% Height

This information is provided for notation by Council in accordance with the Department of Planning and Environment Circular PS 18-003.

Options

This is an information report.

Community Engagement and Internal Consultation

Development assessment statistics are discussed internally as the key indicator of system performance.

Ongoing engagement on development activity and process improvement is also undertaken through the Construction Industry Action Group (CIAG) forum.

Planning and Policy Implications

There are no planning or policy impacts.

Financial and Economic Implications

This report does not have direct financial or economic implications. However, monitoring the performance of the development assessment system is an important undertaking given the role of development assessment and certification in the broader economy and the need to minimise costs to business and the community in managing development.

Attachments

Nil

Item: 10.17

Subject: PORT MACQUARIE-HASTINGS COUNCIL SUSTAINABILITY
ADVISORY SUB-COMMITTEE

Presented by: Development and Environment, Melissa Watkins

Alignment with Delivery Program

4.2.2 Promote strategies to mitigate climate change.

RECOMMENDATION

That Council:

1. Endorse the Port Macquarie-Hastings Council Sustainability Advisory Sub-Committee Charter for the establishment and operation of the new Port Macquarie-Hastings Sustainability Sub-Committee.
2. Determine which Councillors will be the Chairperson and Deputy of the Sustainability Sub-Committee.

Executive Summary

Council, at its October Ordinary meeting, considered a Notice of Motion - Climate Emergency Declaration Considerations and resolved as follows:

RESOLVED: Alley/Intemann

In recognition of the urgent need for action on climate change:

1. That Council notes:
 - a) The NSW Government has committed to an aspirational objective of achieving net zero emissions by 2050.
 - b) Australia is a signatory to The Paris Agreement (within the United Nations Framework Convention on Climate Change).
 - c) The NSW Bushfire Inquiry report (dated 31 July 2020), stated "The season showed us what damage megafires can do, and how dangerous they can be for communities and firefighters. And it is clear that we should expect fire seasons like 2019-2020, or potentially worse, to happen again" and "Climate change as a result of increased greenhouse gas emissions clearly played a role in the conditions that led up to the fires and in the unrelenting conditions that supported the fires to spread".
 - d) The Jardine Lloyd Thompson Local Government Key Risk Report for 2019, identifies "natural catastrophe / climate change" amongst the top four risks for Local Government.
 - e) The information in the Climate Change Information report 13.06 of Port Macquarie-Hastings Ordinary Council Meeting of 18 March 2020, that outlines the risks of temperature increases, rising sea levels, extreme rainfall and drought events and increased risks of bushfire that will affect our local community.

- f) *The Australian Medical Association declared in September 2019 that climate change is a health emergency and will cause:*
 - i. *higher mortality and morbidity from heat stress.*
 - ii. *injury and mortality from increasingly severe weather events.*
 - iii. *increases in the transmission of vector-borne diseases.*
 - iv. *food insecurity resulting from declines in agricultural outputs.*
 - v. *a higher incidence of mental ill-health.*
 - g) *Over 1,780 jurisdictions in 31 countries have declared a Climate Emergency.*
 - 2. *That it be noted:*
 - a) *Council has adopted a Long Term Energy Strategy to aim to source 100% of its electricity from renewable sources by 2027.*
 - b) *Council has adopted floodplain management plans that recognize a 900mm Sea Level Rise by 2100 and 10% increases in rainfall severity events.*
 - c) *Council's Operational Plan for 2020-2021 includes action for the employment of a sustainability officer and development of a Sustainability and Climate Change Strategy.*
 - 3. *That Council request the General Manager present a Charter to the November 2020 Council Meeting to support the implementation and establishment of a technical based Sustainability Sub Committee to assist Council in the development and implementation of Council's sustainability and Climate Change Strategy.*
 - 4. *That Council request the General Manager provide a briefing to Councillors before the end of 2020 and a report to the March 2021 meeting to enable Council to more fully consider actions required following a Declaration of a Climate Emergency.*

CARRIED: 5/2

FOR: Alley, Dixon, Hawkins, Intemann and Turner

AGAINST: Griffiths and Pinson

This report responds to item 3 of the October Council resolution and recommends that the Charter included here as **Attachment 1** be adopted to support the implementation and establishment of a technical based Sustainability Advisory Sub Committee.

Discussion

In conjunction with the adoption of the 2020-2021 Operational Plan Council resolved to undertake the development of a Sustainability and Climate Change Strategy and fund an additional staff position in a Sustainability Officer.

The development of a Sustainability and Climate Change Strategy for the organisation is a significant body of work and is the subject of considerable community interest.

While Council currently operates a Sustainability Working Group made of community members, Councillors and staff, this group operates more on the basis of information sharing and engagement and has provided valuable input to a number of Council's sustainability initiatives.

It is now considered appropriate that, in line with Community feedback, Council establishes a more formal technical Sub-Committee to assist in the development of

the Sustainability and Climate Change Strategy and monitor its ongoing implementation. This Sub-Committee would operate in a similar fashion as other Council sub-committees such as the Coast, Estuary and Floodplain Advisory Sub-Committee.

Membership to the Sub-Committee will be via a formal Expression of Interest (EOI) process and as detailed in the charter membership is proposed to be as follows:

- 2 x Councillors as resolved by Council
- Director Development and Environment (or nominee)
- Group Manager Regulatory and Environmental Services
- Group Manager Strategy (or Nominee)
- Sustainability Officer
- PMHC Staff Sustainability Action Group Chairperson (or nominee)
- 5 x Community representatives (1 each representing Port Macquarie, Lake Cathie, Camden Haven, Wauchope and the Rural area)
- 2 x Development industry representatives
- 3 x Sustainability industry representatives (with demonstrated experience and/or suitable qualifications in one or more of the following areas: energy/water/waste/environmental management/natural resources/environmental science/sustainability or environmental education).

The Chairperson of the Sub-Committee is proposed to be a Councillor, accordingly it is recommended that Council determine who the Chairperson and Deputy Chairperson for the Sub-Committee will be.

The key functions of the Sustainability Advisory Sub-Committee are proposed to be as follows:

- Support Council in promoting projects, facilities and services with the wider community.
- Discuss issues of mutual concern in relation to Council policy, strategy or direction, so that they can be resolved to the benefit of all members of the community.
- Provide advice and guidance in the development of Council's plans and strategies.
- Advise Council on sustainability and climate change issues relating to the Port Macquarie-Hastings Local Government Area.
- Advise Council on the implementation of the adopted Sustainability and Climate Change Strategy.

Following endorsement of the Charter (**Attachment 1**) the formal Expression of Interest (EOI) process will be developed and EOI's will be sought in early 2021. Membership will be the subject of further consideration by Council following the completion of the EOI process in accordance with the Charter.

Options

Council can resolve to adopt the recommendations of this report, including the attached Charter (**Attachment 1**) or seek amendments to the Charter or resolve in some other manner.

Community Engagement and Internal Consultation

Engagement has been undertaken with the following staff:

- Executive Staff
- Group Manager Environment and Regulatory Services
- Group Manager Governance

External community engagement has not been undertaken for the development of the Charter, nor is it required for a Sub Committee of Council.

Planning and Policy Implications

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

Financial and Economic Implications

There are no financial and economic implications in relation to this report.

Attachments

1.  Draft Charter Sustainability Advisory Sub Committee

Item: 10.18

Subject: PROPERTY INVESTMENT PORTFOLIO - 2020 ANNUAL UPDATE

Presented by: Development and Environment, Melissa Watkins

Alignment with Delivery Program

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

RECOMMENDATION

That Council:

- 1. Note the update provided on the Property Investment Portfolio as provided in this report.**
- 2. Note the update on the progress of the eight individually Council owned lots at North Shore, Port Macquarie.**

Executive Summary

Council adopted a Property Investment Policy in December 2017, to formalise the use of property investment by Council. As part of this adoption, it was resolved to "regularly review and report to Council on the performance of the Property Investment Portfolio and make recommendations regarding the portfolio, on a minimum six monthly basis, to contribute to financial sustainability, and to improve long term outcomes for the community." At the November 2019 Ordinary Council Meeting, it was subsequently resolved to "provide annual update reports on the Property Investment portfolio in November each year rather than the current six monthly updates".

Recommendations regarding individual assets within the Portfolio are made to Council in line with market timing and reported arrears. The following report covers the performance of the Property Investment Portfolio for the reporting period 1 October 2019 to 30 September 2020.

Discussion

The land value of Council's property assets as at 30 June 2020 is \$140.7M. This incorporates 1,154 property assets, 593 which are designated for community use, and 561 which are designated for operational use.

During the reporting period, Council's approach to managing the Property Investment Portfolio has continued to focus on three key areas, being property lease income, property development activities, and monitoring the market for external purchase or disposal opportunities. These are detailed below:

1. Property Lease Income

The focus during the reporting period has been on continuing to ensure that appropriate commercial and community leases are in place for existing Council-owned properties. Council generates approx. \$1.3m per annum in property-based lease and license income. This income is generated from 330 different lease and licence arrangements, comprising airport leases (32), commercial leases (33) outdoor dining and trading licenses (65), temporary licences (37), residential leases (7), community leases (73), and Council as lessee arrangements (83).

During the upcoming reporting period, Council will continue to manage existing commercial and community leases in an appropriate manner, and look to identify additional property-based revenue opportunities where appropriate.

2. Property Development Activity**Council as Developer Principles**

Council's property development role is presently the subject for development of an issues paper that seeks to set out the principles, goals and objectives and criteria for when and how Council will develop property. Once drafted this paper will be the subject of consideration and discussion by Council.

This review seeks to consider principles such as:

1. Council's role as a developer
2. The commercial risks for Council as a developer
3. The standard and type of development outcomes Council is seeking
4. Council's role as a competitor for property in the marketplace?
5. How Council addresses probity and transparency as a developer and consent authority

The objective of the issues paper is to establish a principles position that will guide future development and visibility into rationale for decisions and balance Council's role as both a landowner and as a consent authority for Council's consideration.

The Property Development Transactions

The focus during the reporting period has been on generating value-add to Council's existing land holdings through progression of planning, environmental studies or lodgement of development applications as appropriate.

For the period, Council has undertaken sensitive work on the following activities:

- Kew-Kendall Sewer Site – Potential Solar Development and or Lease
- Partridge Creek, Thrumster - Residential
- Kangaroo Park, North Shore - Residential
- Emily Avenue, Port Macquarie – Residential
- Kingfisher Waste Transfer Station – Works Depot

Kew-Kendall Sewer Site – Potential Solar Development/Lease

Council's existing sewer treatment plant buffer area adjacent to the Pacific Highway near Kew is potentially suitable for a solar development under a 25-30-year land lease. Council is exploring the potential of a lease arrangement and potential Power Purchase Agreement with a third-party solar developer. This has the potential to generate cash flow, offset future electricity costs and potentially deliver on the Long Term Energy Strategy's renewable energy target of 100% renewables by 2027. Under current plans, development of a 45ha site would generate approx. 20MW of output.

This project is currently on hold as Council considers the impact of sewer treatment plant expansion plans on the footprint of this site.

Partridge Creek, Thrumster - Residential

The subdivision of residential land at Council's Partridge Creek precinct at Thrumster was approved by the Northern Joint Regional Planning Panel on 3 April 2019. This project involves the creation of 503 residential lots, a master lot for the future neighbourhood centre, 2 open space lots, a residual lot, and dedication of environmental land.

During the reporting period, Council progressed the amendment of the approved Planning Proposal to consider relocation of the neighbourhood centre zone. A broader study of employment lands in the LGA is presently underway and will inform the outcomes.

The principles of Council as a developer are being considered presently and will be discussed prior to delivery of this development to market.

Kangaroo Park, North Shore - Residential

1.

Council currently owns 8 individual residential lots at Kangaroo Park, North Shore. Each of the lots has a dwelling entitlement and sewer connections to the existing low pressure sewerage system. An existing Resolution of Council is in place enabling the sale of these lots from the 19 September 2018 Ordinary Council meeting.

The resolution follows:

That Council

1. *Approve the use of the Council owned lot fronting Shoreline Drive at North Shore, Port Macquarie (Lot 72 DP 247188), by the community for place making and community activities.*
2. *Approve the sale of the 8 individual Council owned lots at North Shore, Port Macquarie, being 4 Marlin PI (Lot 78 DP 247188); 6 Marlin PI (Lot 79 DP 247188); 8 Marlin PI (Lot 80 DP 247188); 10 Marlin PI (Lot 81 DP 247188); 4 Dolphin Cct (Lot 85 DP 247188); 6 Dolphin Cct (Lot 84 DP 247188); 8 Dolphin Cct (Lot 83 DP 247188); and 10 Dolphin Cct (Lot 82 DP 247188); to replenish Council's property reserve.*
3. *Note that a further report will be tabled to Council detailing the progress of sales of the 8 individual Council owned lots at North Shore, Port Macquarie.*

This section of the report details the progress of the sales of the 8 individual Council owned lots at North Shore.

A Pre Development Approval meeting was held during the week of 3 March 2020 to progress the development of this site. The current submission proposes a dwelling house on each of the subdivided lots as it is anticipated that potential purchasers of these properties will have an expectation that a dwelling house is permissible and can be constructed with Council approval.

The potential development of the site will need to consider flood, fire and emergency evacuation.

The principles of Council as a developer are being considered presently and the issues paper will be discussed prior to progressing any further with this development, particularly given its sensitivities on flood and with some sections of the local community.

Emily Avenue, Port Macquarie - Residential

Council currently owns a vacant residential zoned parcel of land at Emily Avenue, Port Macquarie.

At the Ordinary Council Meeting on 20 May 2020, a Development Application for residential subdivision was approved subject to conditions. Subsequent work during the period has focussed on geotechnical investigations to inform future development planning including likely earthworks cut and fill requirements for site preparation of individual residential lots.

Kingfisher Waste Transfer Station – Works Depot

During the reporting period, Council prepared a Review of Environmental Factors on the existing Kingfisher Waste Transfer Station site, to enable the unutilised (former J R Richards) portion of the site to be used for Works Depot purposes in the future. This was supported by appropriate traffic noise modelling in the adjacent area.

In May 2020, the required 'change in use' approval, as supported by the Review of Environmental factors, was obtained. The site is now able to be utilised as a depot facility from a planning perspective.

The site will form a part of Council's holistic review of depots to determine the optimum location, number and scale of depots across the LGA.

During the upcoming reporting period, Council will continue to progress each of these property development opportunities.

3. Monitoring of the Market

Council regularly monitors the market for property acquisition and disposal opportunities. For the period, Council has undertaken sensitive work on the following activities:

- 1 Commerce St, Wauchope – Purchase
- 99 William St, Port Macquarie – Sale
- 178 Nancy Bird Walton Dr, Kew - Sale

Commerce St, Wauchope - Purchase

In September 2020, Council considered a report in respect of the purchase of 1 Commerce St, Wauchope, being adjacent to the existing Wauchope depot, and currently owned and tenanted by Regional Australia Bank. The proposed purchase, subsequently endorsed by Council, incorporates a 1-year lease-back on the existing commercial building to generate cash flow, immediate access upon settlement to the vacant land adjacent to existing depot, and provides future long-term expansion options for the Wauchope depot.

The site will be included in Council's review of depots to determine the optimum location, number and scale of depots across the LGA. This purchase is currently being progressed.

99 William St, Port Macquarie – Sale

Council's existing call option with Gowing Bros Limited for the commercial property at 99 William St was initially due in April 2019, however the option was extended until October 2019 and subsequently settled at that time. This resulted in the sale of this property by Council.

178 Nancy Bird Walton Dr, Kew - Sale

Council currently owns vacant land located on the eastern side of Nancy Bird Walton Drive, to the north of Kew village. The property has a land area of approx. 13ha, and is zoned IN2 Light Industrial. Council has received various purchase enquiries on the site over the last 12 months, and the land is surplus to Council needs. A valuation has been completed, and the site is currently being examined for potential sale.

Options

Council has the option to note the contents of this update report, or request further information.

Community Engagement and Internal Consultation

This report is an annual update on an existing Council Policy. No community engagement has been undertaken in preparing this report, noting that a number of the initiatives described are detailed in Council's 2020-21 Operational Plan, and that the initiatives reported on are consistent with the principles of Council's adopted Property Investment Policy.

Planning and Policy Implications

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

Financial and Economic Implications

There are no financial and economic implications in relation to this report.

Attachments

Nil

2 Your Community Life

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

Item: 11.01

Subject: PORT MACQUARIE-HASTINGS BICENTENARY EVENT - APRIL 2021

Presented by: Strategy and Growth, Liesa Davies

Alignment with Delivery Program

2.5.1 Support cultural activities within the community.

RECOMMENDATION

That Council note the update on event planning to mark the Port Macquarie-Hastings Bicentenary 2021.

Executive Summary

The Port Macquarie-Hastings Bicentenary Event is due to take place from 10 - 18 April 2021. Council's Bicentenary Working Group (BWG), as a sub-group of the Cultural Steering Group, has continued to meet regularly in recent months and work with staff and a range of stakeholders to plan for the event. This has included the development of an event vision and revised COVID-safe program. This report provides an update on planning.

Discussion

The Port Macquarie-Hastings Bicentenary marks a milestone in our history and Council's 2018 - 2021 Cultural Plan maps out an action to 'Facilitate the development and delivery of Bicentenary events and activities for the period 2018-2021 in a manner which is inclusive and recognises the multiple cultural stories that make up the history and identity of our region'.

At the 21 August 2019 Council meeting, Council endorsed three 2021 Bicentenary Projects:

11.04 BICENTENARY PROJECTS 2021

RESOLVED: Turner/Hawkins

That Council:

1. *Endorse the following proposed 2021 priority Bicentenary projects:*
 - (a) *Bicentenary Event 10 -18 April 2021;*
 - (b) *The Flagstaff Hill redevelopment; and*
 - (c) *Continuation of the development of the Port Macquarie foreshore walkway and sculptural trail, as recommended by the Bicentenary Working Group of Council's Cultural Steering Group.*
2. *Request the General Manager add a new action to the 2019/2020 Operational Plan, relating to 'the development and delivery of 2021 Bicentenary projects'.*

3. *Note that the Flagstaff Hill redevelopment project is proposed to deliver the new, additional, John Oxley memorial to commemorate 200 years since his expedition, as resolved by Council on 21 February 2018.*
4. *Note the Cultural Steering Groups support for the priority projects.*
5. *Request the General Manager prepare a report for the September Council Meeting to determine resourcing to deliver the agreed priority projects for the 2021 Bicentenary.*

CARRIED: 9/0

FOR: Alley, Cusato, Dixon, Griffiths, Hawkins, Intemann, Levido, Pinson and Turner

AGAINST: Nil

The current focus in Bicentenary planning is on the April 2021 Bicentenary event and the Port Macquarie Bicentennial Walkway Project, with funding secured for both and further funding being actively sought for construction of additional elements of the Bicentennial Walkway Project. At present, design and construction of the Flagstaff project remains unfunded.

This report focuses on an update relating to the event program development, with a particular emphasis on action taken to ensure an inclusive event for community and visitors, and one that can be delivered in a COVID-safe way noting the likelihood of on-going restrictions.

With a focus on inclusion, the BWG engaged in a facilitated discussion during their September 2020 meeting with Rhonda Radley, Birpai Elder and Birpai Local Aboriginal Land Council Board member. Rhonda led attending BWG members and Council staff through a planning process to ensure the continued development of the Bicentenary program is inclusive of the cultural diversity of the region, actively supports inclusion and multi-generational storytelling, and considers the region's future generations. From this session, an agreed event vision was confirmed, being "To walk our place and discover the stories that weave together to make Port Macquarie-Hastings the region it was, it is, and will be".

The overarching event vision and programming guides that were derived from the facilitated discussion resulted in a revised Event Vision and Actions Matrix (Attachment 1). The framework of the revised program has considered the following significant influences:

- COVID-19 gathering restrictions will continue to impact event planning leading up to, and through, April 2021. Consequently, the program provides for event planning with minimal impact on delivery in a fluid regulatory environment.
-
- Funding opportunities from Austrade Bushfire Tourism Recovery Fund and PMHC COVID Recovery Projects have been leveraged to extend reach of identified projects and amplify investment.
-
- Incorporating Gathang language and Aboriginal design across Bicentenary branding and marketing platforms to support cultural inclusivity in the event program.

The focus of the Council-led initiatives also focuses on the development of legacy assets such as public art and education resources, whilst also providing opportunities for our community and visitors to engage directly with activities that encourage

discovery of place and stories that weave together to form the Port Macquarie-Hastings region.

As outlined in Attachment 1, the Event Program will provide a wide variety of opportunities for our community and visitors to engage and participate, including:

- Lumiere Port Macquarie (an immersive night-time installation weaving culture and heritage in a world-class immersive story-telling experience on the façade of the Historic Courthouse) as the centre-piece of the program.
- Hastings River Aquatic and Visiting Vessels Activities, including a visit by the Tall Ship Coral Trekker
- Art Exhibitions
- Education resources for local schools
- Food, Wine, Art and Cultural Trails
- Launch of the Wauchope Bicentenary Riverside Sculpture Trail
- Community days
- Satellite events.

The revised Vision and Actions Matrix has been presented at the October 2020 BWG and November 2020 Cultural Steering Group meetings with those in attendance providing endorsement of the program, noting its diversity and promotion of inclusive activities.

Further to this, an Expression of Interest will also be released in early 2021 inviting community groups to undertake their own activations to 'tell their story' as part of the Bicentenary celebrations. These will form additional 'satellite events' portion of the program that will be actively promoted for community and visitor participation.

Options

Council may choose to note the information contained within this report or seek further information.

Community Engagement and Internal Consultation

Internal consultation has been undertaken with:

- Acting Director Strategy and Growth;
- Group Manager Community;
- Acting Group Manager Economic and Cultural Development;
- Destination and Cultural Development Manager;
- Cultural Projects Officer;
- Cultural Events Officer;
- Education Team Leader;
- Glasshouse Venue Manager.

External consultation has been undertaken with:

- The Bicentenary Working Group;
- The Cultural Steering Group;
- Birpai Local Aboriginal Land Council;

- Bunyah Local Aboriginal Land Council;
- Community groups delivering event program elements;
- Selected artists commissioned under the Wauchope Bicentenary Sculptural Trail project.

Planning and Policy Implications

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

Financial and Economic Implications

The event program will be delivered via Council's Bicentenary event budget allocation and funding support for various elements from the NSW Federal Government grant programs.

Attachments

1.  Port Macquarie-Hastings Bicentenary Vision and Action Plan

Item: 11.02

Subject: DRAFT BAIN PARK MASTER PLAN - COMMUNITY ENGAGEMENT

Presented by: Development and Environment, Melissa Watkins

Alignment with Delivery Program

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

RECOMMENDATION

That Council:

1. **Note the information in the Community Engagement Report A - Bain Park Master Plan - November 2019.**
2. **Note the information in the Community Engagement Report B - Bain Park Master Plan - October 2020.**
3. **Thank the stakeholders who made submissions during the engagement process and advise them of the outcome.**
4. **Place the Draft Bain Park Master Plan on public exhibition from 19 November to 16 December 2020.**
5. **Request the General Manager provide a report to the March 2021 Ordinary Council Meeting outlining community feedback provided during the public exhibition period.**

Executive Summary

The development of a Master Plan for Bain Park in Wauchope commenced in 2019 with community engagement occurring during September and October 2019. Feedback from these engagement activities was incorporated into the design process and the Draft Bain Park Master Plan (Rev 0) was completed in March 2020. Details and outcomes from this engagement activity were reported in the Community Engagement Report A: Bain Park Master Plan - November 2019 (**Attachment 1**).

The draft Master Plan (Rev 0) was presented to the 1 July 2020 Council meeting with a view for the Master Plan to be put on public exhibition to obtain broad community feedback. Preceding the Council meeting, some stakeholders raised concerns about the draft Master Plan (Rev 0) not responding to the needs of all user groups, citing a lack of consultation between initial engagement activities and the draft Master Plan (Rev 0) being put up to Council.

Furthermore, in response to feedback received from Wauchope Community Arts Council (WCAC) representatives, an updated draft Master Plan (Rev 1) was completed on 30 June 2020 to consolidate the original four new building options to two. This sought to address concerns that the smaller scale of the new buildings would not accommodate the current functions of the existing Community Arts Hall. This plan was not widely circulated.

At the 1 July 2020 Council meeting, Council resolved not to put the Draft Bain Park Master Plan (Rev 0) on public exhibition, requesting instead that further direct engagement be undertaken with key stakeholders before finalising the draft Master Plan.

Further community engagement with the key stakeholders was then undertaken by staff in August to October 2020 as detailed in the Community Engagement Report B - Bain Park Master Plan (October 2020) (**Attachment 2**). During this second period of engagement, a broad range of feedback was provided by the key stakeholders which has informed the development of the Draft Bain Park Master Plan (**Attachment 3**). A series of statements has been included in the Draft Bain Park Master Plan (**Attachment 3**) to ensure key feedback and Council commitments are understood and noted.

Since March 2020, the Draft Bain Park Master Plan (Rev 0) has been revised three times, with Revision 3 (**Attachment 3**) being accepted by key stakeholders to progress to the public exhibition stage. The common theme for all was an assurance from Council of ongoing consultation throughout all design stages or milestone decisions.

This report recommends that the Draft Bain Park Master Plan (**Attachment 3**) be endorsed and placed on public exhibition from 19 November to 16 December 2020 to obtain community feedback on the proposed improvements for this significant community recreational asset.

Discussion

It is widely recognised that Bain Park is a significant open space and recreation asset for the Wauchope CBD area. Over the years, the Wauchope community has been requesting an overhaul of Bain Park. In 2012, in consultation with the community, an 'All Abilities' playground was developed and to date it has been well utilised by locals and visitors. Wauchope community groups including Rotary, Lions Club and the District Historical Society, have approached Council to consider the development of infrastructure to support an increase in activation of the space.

On this basis, Council has prioritised development of a Master Plan to outline the community's vision for this highly valued area. To ensure the plan is aligned with the community's vision, Council undertook community engagement in September/October 2019 (Stage 1) and further engagement with key stakeholders then took place in August to October 2020 (Stage 2). These two stages combined informed the development of the Draft Bain Park Master Plan (**Attachment 3**).

The vision for the Bain Park Master Plan (the Master Plan) is to transform the existing space into a dynamic community hub, which provides opportunities for recreation, arts, education and culture. The Master Plan is to accommodate a wide range of future community uses including events, performances, movie screenings, expos, etc. while factoring in adjacent community facilities that have a strong connection to the park and the CBD.

The Master Plan proposes to open up and accentuate the northern entry to the park enhancing kerb appeal through integration of a small plaza and public art installations, formalised landscaping and re-interpretation of the historic Bain Park

gates as feature entry signage. The northern entry plaza will also accommodate space for the annual installation of an artificial Christmas tree - which will be a prominent feature visible from the intersection of High Street and Hastings Street during the festive season.

The pedestrian network has been re-defined, incorporating wider plaza spaces at the entries to cater for increased foot traffic, as well as a formal tree lined promenade, which guides users around the site. The promenade path will incorporate plug and play provisions to facilitate markets. The proposed revised pedestrian network would also create a larger multi-use open space to the centre of the park, which can be used for events such as markets, concerts etc.

The Master Plan is designed to improve the distribution of activities in the park, re-locating the playground and bike track to the under-utilised southern section of the site, closer to the school in Avondale Street, and away from busy High Street. The existing stand of large mature eucalypts in the centre of the park is transformed into an informal seating area, with decomposed granite incorporated as a wearing surface and art inspired seating scattered throughout. A number of shelters are distributed around the periphery of the park, in addition to a larger shelter to the north east.

The 'Bago Mound' has been enhanced with terraced sandstone blocks for seating and with a small covered stage, providing an outdoor opportunity for arts, education and performance. The Master Plan also proposes three options to upgrade the adjacent community buildings.

It is recommended that the Draft Bain Park Master Plan (**Attachment 3**) be placed on public exhibition for community feedback. Feedback obtained from the public exhibition will be considered by Council in the finalisation of the Master Plan, with a further report to be provided to the March 2021 Council meeting.

Options

Council has the option to:

1. Accept the recommendations as listed,
2. Determine to amend the recommendations, or
3. Resolve in some other manner.

Community Engagement and Internal Consultation

The Draft Bain Park Master Plan (**Attachment 3**) has been developed by the Recreation, Property and Buildings team in consultation with Council's Community, Infrastructure Planning, Environmental Services, Waste Services, Regulatory Services, and Economic Development teams.

Stage 1 Community Engagement

Throughout September and October 2019, staff engaged in a series of comprehensive community engagement activities to develop the Master Plan. Feedback from these engagement activities was incorporated into the design process, and the Draft Bain Park Master Plan (Rev 0) was completed in March 2020. Details and outcomes from the Stage 1 engagement activities are documented in the

Community Engagement Report A: Bain Park Master Plan (November 2019) (see **Attachment 1**).

The intent of the Stage 1 community engagement was to:

- Find out how the community uses the Bain Park space and how they would like to see this space developed into the future;
- Gain feedback from the community about any issues and suggestions for improvement to inform the design of a master plan for Bain Park that reflects the community's current and future needs.

The engagement timelines for Stage 1 were:

- 27 September 2019 - *Have Your Say* online community survey launched
- Late September 2019 - Promotion of community engagement activities via emails, phone calls, flyers and poster drops to residential and shop fronts, social and traditional media
- 9 October 2019 - Engagement stall at the Wauchope Neighbourhood Centre's Family Fun Day at Bain Park
- 14 October 2019 - Pop up community engagement stall in Bain Park
- 16 October 2019 - Pop up community engagement stall in Bain Park
- 19 October 2019 - Community Master Planning Workshop at Wauchope Community Arts Hall
- 23 October 2019 - Meeting with Wauchope Arts Council
- 24 October 2019 - Pop up community engagement stall in Bain Park
- 31 October 2019 - Consultation is closed for feedback

During this period, the community were invited to:

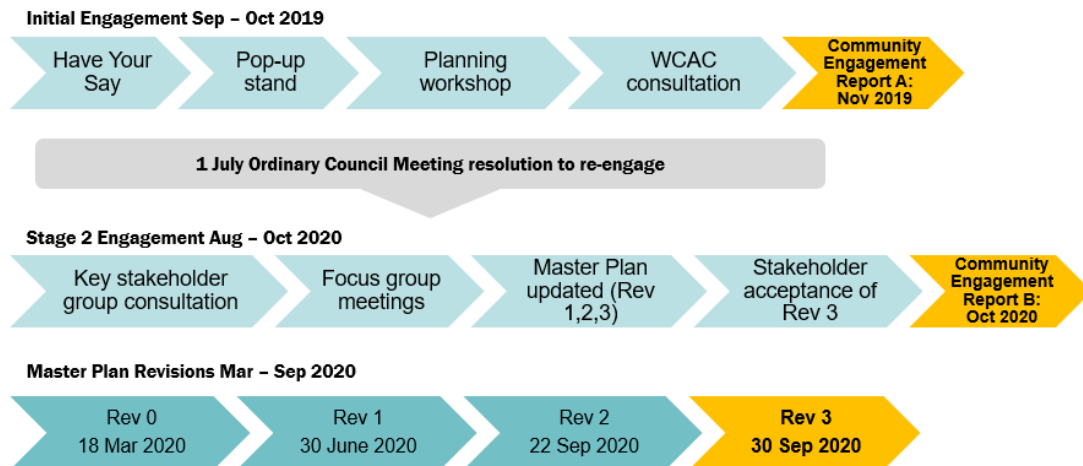
- Provide their feedback directly to Council
- Leave comments and make submissions at the pop-up engagement sessions and workshop
- Mail or email ideas to Council
- Provide online feedback via Council's *Have Your Say* website

Stage 2 Community Engagement

Following on from the resolution at the 1 July 2020 Council meeting, staff undertook further direct engagement with the key stakeholder groups (including the Wauchope Lions Club, Rotary Club of Wauchope, Wauchope Community Arts Council, the Wauchope District Historical Society, and interested Councillors) before finalising the Draft Bain Park Master Plan (**Attachment 3**).

The Stage 2 engagement activities took place from August to October 2020 with details and outcomes documented in the Community Engagement Report B: Bain Park Master Plan (October 2020) (**Attachment 2**).

The diagram below gives a high level overview of the engagement activities for the two stages and the Master Plan revisions:



The intent of the Stage 2 engagement was to:

- Identify and address key issues facing each targeted stakeholder group;
- Gain feedback on the Draft Bain Park Master Plan (Rev 1) and better understand stakeholder vision and needs; and
- Make relevant changes to the Master Plan with a view to acceptance by key stakeholders to progress to the public exhibition stage.

Engagement was primarily undertaken remotely via Zoom meetings and email or phone communication. The level of engagement included consultation and involvement from the key stakeholder groups identified in the 1 July 2020 Council resolution and augmented by others who had previously participated in the 2019 planning workshop or community groups who had submitted feedback on the project.

Stakeholders comprised representatives of the following:

- Wauchope Community Arts Council (WCAC)
- Wauchope District Historical Society (WDHS)
- Wauchope Rotary (Youth Hall)
- Wauchope Lions Club
- Wauchope Chamber of Commerce and Industry (WCCI)
- Omnicare
- Local residents
- Wauchope RSL Sub-Branch (submitted feedback in letter form)
- Bunyah Land Council (did not provide comment)
- Waterman's Café (did not provide comment)
- Girl Guides (Rotary Youth Hall user group)

The purpose of the Stage 2 engagement round was to give key stakeholders an opportunity to provide feedback on the Draft Bain Park Master Plan (Rev 1) prior to the plan being put on public exhibition, and to inform potential changes to the draft that further addressed the needs of the community. In addition, this engagement provided an opportunity for the Community Engagement team to reconnect with stakeholders and for the Project Team to present the rationale behind the draft design and discuss where the design did, and did not address the requests and needs of the community.

The engagement timelines for Stage 2 were:

- 4 August 2020 - Wauchope Community Arts Council (WCAC) focus Zoom meeting to discuss Rev 1.
- 11 August 2020 - All key stakeholders' consultation Zoom meeting to discuss Rev 1.
- 18 August 2020 - Wauchope District Historical Society (WDHS) focus Zoom meeting to discuss Rev 1.
- 19 August 2020 - Wauchope Lions Club focus Zoom meeting to discuss Rev 1.
- 20 August 2020 - Statements of Inclusion developed (Rev 2).
- 16 September 2020 - Draft Master Plan (Rev 2) presented at Councillor Briefing.
- 22 September 2020 - Draft Master Plan updated (Rev 2).
- 24 September 2020 - Stakeholder Zoom meeting - review and acceptance of Master Plan (Rev 2) to proceed to public exhibition (Lions Club; Rotary Club).
- 28 September 2020 - Stakeholder Zoom meeting - review and acceptance of Master Plan (Rev 2) to proceed to public exhibition (WCAC, WDHS, Wauchope Chamber of Commerce and Industry, Avondale Street residents).
- 7 October 2020 - Email - Draft Master Plan shared with Bunyah Land Council (Rev 3). Advised of intention to place the Master Plan (Rev 3) on the agenda for 18 November Council meeting.
- 7 October 2020 - Email - Minor updates to Master Plan, shared with stakeholders (Rev 3). Advised of intention to place the Master Plan (Rev 3) on the agenda for 18 November Council meeting.
- 9 October 2020 - Email - Draft Master Plan shared with Wauchope RSL Sub-Branch (Rev 3). Advised of intention to place the Master Plan (Rev 3) on the agenda for 18 November Council meeting.

Focussed stakeholder meetings centred on each group's area of concern with elements of the Master Plan and how it would impact or enhance their current and future interaction with Bain Park.

The common theme for all was an assurance from Council of ongoing consultation during the Master Plan stage and detailed design stage. A series of statements have been included in the Draft Bain Park Master Plan (**Attachment 3**) to ensure key feedback and Council commitments were not lost in meeting minutes.

Detailed feedback from the Stage 2 engagement activities has been recorded in meeting minutes, with a summary of the key stakeholder concerns and outcomes set out below:

1. Wauchope Community Arts Council (WCAC)
<p>Concerns:</p> <ul style="list-style-type: none"> • Strong preference to retain the existing Arts Hall either in its current location or relocated closer to the park with upgrades (with little to no down time). • Any changes, plans or detailed design of the Arts Hall not be undertaken without consultation with WCAC. • Better integration of Arts Hall with the park. • Improved public amenities (with adult change table) within the park.

- Current building managers will be future managers and dissolution of section 355 Management Committees
- Better connectivity to Arts Hall and car park from Avondale Street.

Outcomes - Inclusion in Master Plan Rev 2/Rev 3:

- Inclusion of statements in the Master Plan (Rev 2) on key information relating to ongoing consultation, building use, car parking, land parcels, management structure, artwork, public space and options for flexibility in design and staging.
- Variation of options to retain or relocate existing buildings.
- Wauchope Community Arts Council, Wauchope Rotary Club and other existing user groups will be a part of the design process for their respective facilities. No construction/demolition of the Arts Hall or Youth Hall will occur without prior consultation with both parties. This includes negotiating the design options and staging to ensure the current Arts Hall and Youth Hall can continue until the new buildings are completed. If that is not possible, agreement on downtime and interim accommodation will be sought.

2. Wauchope District Historical Society (WDHS)

The WDHS had initially sought space in the Park for the WDHS Church that is currently located on private land. Following an offer by Council to re-home the church to a recently acquired site on Randall Street, the WDHS felt that other input into the Master Plan had not been considered. This was addressed during the focus group meeting, with the following themes raised.

Concerns:

- Retention of Bain Park Gates at High Street entrance.
- Retention of centenary trees and plaques and memorial to volunteers.
- Inclusion of interpretive Aboriginal and European history through artwork and interpretive design.

Outcomes - Inclusion in Master Plan Rev 3:

- Inclusion of opportunities to reference Wauchope's history, culture and environment. This may be explored through a variety of mediums including use of locally sourced materials, interpretive art / installations / detailing.
- Community consultation will be undertaken on any change to the historic entry gates during the public exhibition stage and prior to the commencement of detailed design.
- Incorporation of the Bain Park Gates at the High Street entry (replica gates and two remaining pillars to be installed at the Avondale Street entry).

- Community consultation will be undertaken on any changes/reinterpretation into the design for the centenarian trees and plaques, and the volunteer memorial (specific consultation with businesses and individuals listed on the sign).
- Council will seek opportunities to incorporate wayfinding signage to direct visitors.

3. Wauchope Rotary (Youth Hall)

Concerns:

- Not opposed to a new building to enable modern facilities and an increase in capacity to accommodate future use and growing population.
- More power and water to temporary stage site.
- New building to be fit for purpose for current user groups (such as Girl Guides and Quilters) with little to no down time.

Outcomes - Inclusion in Master Plan Rev 2/Rev 3:

- The design of the proposed new Wauchope Community Arts Hall (Arts Hall) and Wauchope Rotary Youth Hall (Youth Hall) facilities will be fit for purpose.
- Wauchope Community Arts Council, Wauchope Rotary Club and other existing user groups will be a part of the design process for their respective facilities. No construction/demolition of the Arts Hall or Youth Hall will occur without prior consultation with both parties. This includes negotiating the design options and staging to ensure the current Arts Hall and Youth Hall can continue until the new buildings are completed. If that is not possible agreement on downtime and interim accommodation will be sought.

4. Wauchope Lions Club

Concerns:

- Inclusion of three, complementary sundials (human involvement, plinth, and geographical locating plate) funded by Lions Club.
- Inclusion of timber town heritage and Lions signage to acknowledge long connection with the park.

Outcomes - Inclusion in Master Plan Rev 3:

- Inclusion of a sundial (location to be based on solar study and compatibility with adjacent activities within the master plan).
- Inclusion of opportunities to reference Wauchope's history, culture and environment. This may be explored through a variety of mediums including use of locally sourced materials, interpretive art / installations / detailing.

5. Residents**Concerns:**

- Safety, vandalism, BBQ noise and smoke.

Outcomes - Inclusion in Master Plan Rev 3:

- BBQ shelter located away from residential boundary.
- Amenities will be designed using Crime Prevention through Environmental Design (CPTED) principles for materials and passive surveillance.

6. Omnicare**Concerns:**

- Intention to install a sensory garden in the open space adjoining the park for clients and also the community, this would also service the nearby school who have some students with disabilities.
- Clarification of ownership of Omnicare building (Crown Land but managed by Council).

Outcomes - Inclusion in Master Plan Rev 3:

- Inclusion of a sensory garden in the space between the Omnicare Building and the playground, that will be installed and maintained by Omnicare and will be fully accessible to the public.

7. Wauchope RSL Sub-Branch**Concerns:**

- Inclusion of a small memorial to increase accessibility of the community during commemoration activities due to the location of the current cenotaph, located on High Street. Made by email submission

Outcomes - Inclusion in Master Plan Rev 3:

- Inclusion of a war memorial in the west of the park.

Key Changes to the Master Plan Revisions

Feedback from both stages of the community engagement process has been considered in development of the Draft Bain Park Master Plan (**Attachment 3**).

The Draft Bain Park Master Plan (Rev 0) has been revised three times, with Revision 3 (**Attachment 3**) being accepted by key stakeholders to progress to the public exhibition stage.

Key changes from each Master Plan Revision are set out in the Community Engagement Report B: Bain Park Master Plan (October 2020) (**Attachment 2**), and listed below:

Revision No.	Date	Key Changes to Master Plan Revision
0	18 March 2020	<ul style="list-style-type: none"> Community Arts Hall and Rotary Youth Hall replaced by four, multi-use community buildings. Public toilet block integrated into new buildings. Bain Park gates relocated to southern entry plaza.
1	30 June 2020	<ul style="list-style-type: none"> Four new buildings consolidated into two fit-for-purpose facilities to accommodate current and future functions of the Community Arts Hall and Rotary Youth Hall.
2	22 Sept 2020	<ul style="list-style-type: none"> Options for retaining and/or relocating Community Arts Hall and Rotary Youth Hall. Inclusion of statements relating to ongoing consultation, building use, car parking, land parcels, management structure, artwork, public space and options for flexibility in design and staging. Inclusion of opportunities to reference Wauchope's history, culture and environment. Shelter size increased in north of park. Sandstone terracing introduced to Bago Mound. Bain Park gates returned to High Street/northern entry. Public sensory garden incorporated into grounds of building leased by Omnicare (funded and maintained by Omnicare). Introduction of sundial at southern entry plaza incorporating volunteer memorial. War memorial introduced to west of site. Public toilets relocated to south of park.
3	30 Sept 2020	<ul style="list-style-type: none"> Minor updates to inclusion statements Toilet block returned to (current) existing location.

Stage 3 of the community engagement process proposes to place the Draft Bain Park Master Plan (**Attachment 3**) on public exhibition from 19 November 2020 to 16 December 2020 to obtain community feedback on the proposed improvements for this significant community recreational asset. This feedback will inform the final plan which is proposed to be presented to the March 2021 Ordinary Council meeting for consideration.

A comprehensive list of key stakeholders has been identified throughout this community engagement project. These key stakeholders and the broader community will be invited to view and make submissions on the Draft Bain Park Master Plan (**Attachment 3**) via *Have Your Say*. The public exhibition period will be promoted

through a range of engagement activities and driven by the Community Engagement team.

Planning and Policy Implications

The site is Council Managed Crown Land and zoned as RE1 (Public Recreation). A majority of proposed works included in the draft Master Plan will be considered Exempt Development or Development permitted without consent in accordance with State Environmental Planning Policy (Infrastructure) 2007.

The proposed new or modified community facilities buildings will require development approval.

Financial and Economic Implications

Council engaged the services of a quantity surveyor to prepare a budget estimate for the Draft Bain Park Master Plan. The budget estimate for delivery of the Master Plan is \$6.6 million, which includes approximately \$2 million for landscaping, shelters and furniture, \$2.1 million for new community centre, \$850,000 for car parking and road upgrades, \$530,000 for lighting and irrigation, \$700,000 for shaded playground and pump track, and \$390,000 for shaded a water play area.

A staging plan has been incorporated into the Draft Bain Park Master Plan (**Attachment 3**) which breaks the project down into smaller packages. This would facilitate a staged delivery over time as funding becomes available, however funding has not been identified at this time. The suggested stages are as follows:

- **Stage 1** - \$680,000 for main entrances, interpretive sculptures and promenade path
- **Stage 2** - \$790,000 for shaded playground, pump track and sculptural seating area
- **Stage 3** - \$2,950,000 for new buildings, upgrade of old toilets, and upgrade of carparks
- **Stage 4** - \$720,000 for amphitheatre, covered stage and multi-purpose lawn
- **Stage 5** - \$390,000 for shaded water play area
- **Stage 6** - \$540,000 for shelters, perimeter landscaping and outdoor dining area
- **Stage 7** - \$530,000 for irrigation, lighting and Wi-Fi

The Master Plan offers opportunities for Council to continue its partnership with the Wauchope community to deliver valuable community assets. Recent collaborations with the Rotary Club of Wauchope achieved outcomes such as the Wauchope Dog Off-leash Park and picnic shelters along the Riverside Walk. The community could

support Council deliver parts of Bain Park Master Plan through offering its services, materials, labour or through seeking grant funding.




Council have identified the potential use of development contributions to fund part(s) of the project. This will be further investigated and considered as this project advances.

There are also a range of grant programs at both state and federal level that could support implementation of the master plan - refer to below table for examples of relevant grants.

Grant	\$ Amount	Council contribution
Everyone Can Play (NSW Government)	\$50,000 to \$200,000	Match \$1 for \$1
NSW Infrastructure Grant (Office of Responsible Gambling)	<ul style="list-style-type: none"> Arts & Culture: \$50,000 to \$200,000 available per project Disaster Readiness & Community Infrastructure: \$10,000 to \$200,000 available per project Sport & Recreation: \$100,000 to \$300,000 available per project 	Match \$1 for \$1
Building Better Regions Fund (BBRF)	Up to \$10 million per project	Match \$1 for \$1
2021/22 Walking and Cycling Program	Each application Cycling \$35,000 minimum grant, Walking \$20,000 minimum grant.	\$0 but contribution viewed favourably
2021 Stronger Country Communities Fund	Bucket of \$300 million	Match \$1 for \$1
Growing Local Economies	Minimum \$1 million per project	Minimum contribution of 25%

The proposed upgrades to Bain Park will require an uplift in maintenance to upkeep the new assets. The most significant impact to maintenance is associated with the water play area, which would equate to an additional \$60,000 per annum to allow for maintenance and management of the facility. Funding for this additional maintenance will be considered as the project progresses in conjunction with development of a future Operational Plan.

Attachments

1.  Community Engagement Report A - Bain Park Master Plan - November 2019
2.  Community Engagement Report B - Bain Park Master Plan - October 2020
3.  Draft Bain Park Master Plan - Rev 3

3 Your Business and Industry

What we are trying to achieve

A region that is a successful place that has vibrant, diversified and resilient regional economy that provides opportunities for people to live, learn, work, play and invest.

What the result will be

We will have:

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

How we will get there

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

Item: 12.01

Subject: ECONOMIC DEVELOPMENT STRATEGY 2017-2021: SIX MONTHLY REPORT ON PROGRESS

Presented by: Strategy and Growth, Liesa Davies

Alignment with Delivery Program

3.1.1 Assist the growth of local business and industry, ensuring this is a central consideration of Council activities.

RECOMMENDATION

That Council:

- 1. Note the six-monthly progress report on implementation of the 2017-2021 Port Macquarie-Hastings Economic Development Strategy.**
- 2. Note planning has commenced for the development of a new Economic Development Strategy in 2021.**

Executive Summary

The implementation of actions under Council's 2017-2021 Economic Development Strategy continues the work delivered under the 2013-2016 Strategy to enhance the economic future for our region. Delivery of a diverse range of projects is underway, with progress being achieved through collaboration between Council, local business and industry groups. Priorities and progress of the Strategy's implementation continues to be overseen by Council's Economic Development Steering Group (EDSG). This report provides an update on the Strategy Implementation over the last 6 months.

In addition to implementing the Strategy actions, it is acknowledged that the events of the past 12 months have required an urgent focus on priorities that supported economic recovery from the 2019 bushfires and the impact of COVID-19 on our local business and economy. This work was informed via engagement with Council's COVID-19 Recovery Working Group and the Economic Development Steering Group. A new Port Macquarie-Hastings Economic Development Strategy will be developed in 2021, and will include our on-going recovery focus.

Discussion

In adopting the 2017-2021 Economic Development Strategy, Council resolved to monitor implementation by way of a six monthly report on progress against actions. The Strategy was considered to be a renewal rather than a totally new strategy and continued with the following five key outcomes:

1. Embracing business and a stronger economy;
2. Providing the foundations;

3. Creating vibrant and desirable places;
4. Embracing opportunity.
5. Partnering for success.

In the past six months, progress has continued under the above themes. Attachment 1 provides an overview of the range of actions and initiatives that have been completed or progressed in the period May to October 2020.

Some key economic development outcomes over the past six months include:

- Bushfire and COVID-19 recovery initiative identification and funding
- #supportlocalpmh communications campaign
- Finalisation of the Port Macquarie Airport Business Park Planning Proposal
- Progress in drafting Health & Education Precinct (HEP) Planning Proposal
- Smart Community Roadmap developed
- Completion of the Coastal Walk upgrades
- Completion of Stuart Park Regional Sporting Precinct Upgrade
- New Destination Management Plan adopted
- Port Macquarie Foreshore works progress (design and delivery)
- Cultural Economy Project completion.

Priorities for the next 6 months include:

- Delivery of a range of Council, State and Federal-funded bushfire and COVID-19 recovery projects
- Further “support local” initiatives
- Foreshore pathway / Town Green upgrades
- Continuation of works in relation to the Health and Education Precinct
- Support for the opening of the Charles Sturt University Innovation Hub
- Renewal of the Economic Development Strategy
- Destination Brand Review
- Cultural Plan Renewal
- Reinvigorating previous and new air services/routes
- Promotion of the NBN Business Fibre Zone.

Local Economic Climate

By way of an update on our local economic climate, the region currently appears to be experiencing a high level of economic volatility, with trading conditions reaching lows in early 2020 in the midst of the COVID-19 lockdown, and anecdotes indicating trading conditions in some parts of the economy are possibly exceeding historic highs during recent weeks. The August 2020 Business Confidence Survey of 412 local businesses supported this view, presenting the largest decline in local trading conditions for this survey series during the 19/20 financial year, with optimism 2021 would see improvements. Since the survey was completed, anecdotes from a range of industries including Construction, Health Care & Social Services and Tourism industries indicate very high levels of enquiry, bookings and work-in-progress. This will support jobs and business opportunities in our region. Further, relocation enquiry appears to be escalating rapidly, with many metro workplaces considering normalising remote work. For the Port Macquarie-Hastings region this has the

potential to see increases in migration of highly-skilled workers and families bringing high value occupations and careers to work remotely.

The events of each month of the past year have impacted local industries uniquely and at differing times, indicating the value of Council's efforts to develop a diversified economy are constructive in supporting the local region through the unforeseen series of events that occurred. Further, the strength of the business community in delivering solutions throughout a period of shocks without precedent, demonstrated the value of the vibrant, innovative and supportive business culture that exists in our region. Council continues to work closely with our broader community, Chambers of Commerce and local industry groups to support local business recovery.

Council will continue to implement measures to support local business and our local economy, and key Strategy initiatives will continue to be considered by the Economic Development Steering Group at its monthly meetings. A comprehensive review of the Strategy and development of a new Strategy is scheduled for 2021.

Options

Council may note the report or choose to ask for further information.

Community Engagement and Internal Consultation

Community Engagement

The Strategy implementation is undertaken by working with local business and industry, other levels of Government and relevant stakeholders and with oversight by the Port Macquarie-Hastings Economic Development Steering Group.

Internal Consultation

Strategy action implementation has been undertaken by/in collaboration with a wide range of Council staff.


Planning and Policy Implications

There are no planning or policy implications arising from this update report specifically, although it is acknowledged that current and future Council policy can impact on local economic performance.

Financial and Economic Implications

It should be recognised that there is the potential for significant economic benefits to the Local Government Area if the outcomes identified in the adopted Strategy are achieved.

Attachments

1.  2017 - 2021 Economic Development Strategy Implementation - November 2020 Update

4 Your Natural and Built Environment

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



Item: 13.01

Subject: PORT MACQUARIE HEALTH AND EDUCATION PRECINCT
UPDATE REPORT

Presented by: Development and Environment, Melissa Watkins

Alignment with Delivery Program

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

RECOMMENDATION

That Council:

- 1. Note the progress of the Port Macquarie Health and Education Precinct Planning Proposal Investigation as outlined within this report.**
- 2. Note that the next report to Council in relation to the Health and Education Precinct will be the assessment report, following completion of initial strategic planning investigations, to assist Council with considering preparation of a Planning Proposal in accordance with section 3.33 of the *Environmental Planning and Assessment Act 1979*.**

Executive Summary

Planning for the future of the Port Macquarie Health and Education Precinct (HEP) is part of the wider vision for a thriving regional city. The growth of the health and education sectors presents an opportunity to increase the number of young people in the community, provide economic diversification, increase labour force participation and build on Port Macquarie's growing status as a regional city.

The HEP will be a vibrant and innovative centre of excellence, connected locally and to the world. It will have the capacity to evolve and the flexibility to adapt as the region changes. This vibrant and well-connected health and education precinct will be integral to the long-term success of Port Macquarie and the community.

In working towards the achievement of the vision for the HEP, we are currently in the process of facilitating the change as detailed within Section 7 of the HEP Master Plan, undertaking strategic planning investigations to inform future planning controls, design guidelines and associated strategic planning tasks.

In relation to the above, at its Ordinary Meeting of 6 May 2020, Council resolved in part as follows:

“That Council:

...7. *Request the General Manager provide quarterly update reports on the proposed Health and Education Precinct Planning Proposal project commencing in August 2020.*”

This report has been prepared to address the above requirement for the past quarter. Following the above resolution, Council Staff commenced strategic planning tasks associated with the HEP. To date, these tasks have included:

- Development of documentation in consideration of the NSW Governments document titled ‘*A guide to preparing planning proposals*’,
- Development of a draft ecological assessment (prepared by Cardno (NSW/ACT) Pty Ltd and currently referred to the Biodiversity Conservation Division of the Department of Planning, Industry and Environment for initial review),
- Development of a draft Aboriginal Heritage assessment (prepared by Niche Environment and Heritage in consultation with the Birpai Local Aboriginal Land Council, which has been referred to Heritage NSW within the Department of Premier and Cabinet for initial review),
- Development of a draft Historic Heritage Assessment (prepared by Niche Environment and Heritage which has been referred to Heritage NSW within the Department of Premier and Cabinet for initial review),
- Development of a draft Stage 1 contaminated land assessment (prepared by Regional Geotechnical Solutions and currently referred to the Environment Protection Authority for initial review),
- Commencement of the preparation of a commercial and industrial land use review (currently being prepared by GHD Pty Ltd). This review will in part seek to assess the proposed commercial land use area within the HEP to ensure the Port Macquarie commercial hierarchy can be maintained,
- Initial development yield assessment based on the vision for the site as detailed within the HEP Master Plan and other available potential development information,
- Initial traffic and transport assessment in collaboration with Transport for New South Wales,
- Initial electrical services consultation with Essential Energy; and
- Initial sewer and water assessment by Council Infrastructure Planning Staff.

The project is currently progressing on schedule and within budget. Public exhibition of the planning proposal material remains scheduled for November 2021, subject to Council resolutions to this effect; third party timeframes; and gateway determination by the Department of Planning, Industry and Environment in accordance with the provisions of the *Environmental Planning and Assessment Act 1979*.

Progression of the HEP strategic planning tasks will continue to address Council's commitments in relation to the HEP as detailed within Council's Local Strategic Planning Statement, Urban Growth Management Strategy and Operational Plan. It also provides ongoing demonstration of Council's commitment to this important community project.

Discussion

As detailed within the Health and Education Precinct (HEP) Master Plan, the Port Macquarie-Hastings region is experiencing strong growth in its population, with a predicted 9.3% growth in the local health sector. The education, health care and social assistance sectors are projected to have the highest rate of jobs growth for the Mid North Coast to 2022. As such, the HEP is a key part of Port Macquarie's future growth. The aim is to transform the precinct into to a centre of excellence for education, training and health. The precinct will help position Port Macquarie as an increasingly competitive destination for university students, health care professionals and the broader community. Key to success is encouraging appropriate development that will support and foster a range of learning models and health-related services within an accessible, high amenity and attractive public realm.

Planning for the future of the HEP is part of the wider vision for a thriving regional city. The growth of the health and education sectors presents an opportunity to increase the number of young people in the community, provide economic diversification, increase labour force participation and build on Port Macquarie's growing status as a regional city.

The HEP will be a vibrant and innovative centre of excellence, connected locally and to the world. It will have the capacity to evolve and the flexibility to adapt as the region changes. This vibrant and well-connected health and education precinct will be integral to the long-term success of Port Macquarie and the community.

As detailed within Section 1.2.2 of the HEP Master Plan, the intent of the plan is to create a vision that goes hand in hand with Council's local and regional aspirations, a vision that will enable the continuing success of the HEP. As such, the Master Plan represents an early phase in the precinct planning process.

In order to inform the above vision, Section 3 of the Master Plan provides a broad assessment of strategic planning considerations for the site. Based on the broad considerations within Section 3, the design principles are detailed within Section 5. From this, Section 6 details design drivers for the precinct. Section 6 then expands on these strategies to achieve the above design drivers.

Section 7 of the Master Plan looks at the tools available to help deliver the vision set out in earlier sections of the plan. It describes that change typically happens through a combination of planning controls, design guidelines, property acquisition and resubdivision, planning agreements and contributions planning. In relation to the strategic planning for the HEP, we are currently in the process of facilitating the change as detailed within Section 7, undertaking strategic planning investigations to inform future planning controls, design guidelines and associated strategic planning tasks.

In relation to the above, at the Ordinary Council Meeting held on 6 May 2020, Council resolved:

That Council:

1. *Acknowledge the importance of both private and public sector stakeholders in achieving the vision for the Port Macquarie Health and Education Precinct (HEP) as detailed within the adopted HEP Master Plan.*

2. *In acknowledgment of the value of the HEP to the wider community, as detailed within this report, commence relevant strategic planning tasks, including the preparation of a Council initiated Planning Proposal, a precinct specific Development Control Plan and undertake development contributions investigations to support the implementation of the vision for the HEP as described within the adopted HEP Master Plan.*
3. *Endorse the HEP Investigation Area for the Council initiated Planning Proposal as the area identified outlined in red hatching within Figure 2 of this report to assist in achieving the vision for the precinct as detailed within the adopted HEP Master Plan whilst also ensuring value for money and timely delivery of the project.*
4. *Delegate authority to the General Manager to make amendments to the Planning Proposal boundary referenced in item 3 if required during the course of Planning Proposal investigations to achieve the vision for the precinct.*
5. *Acknowledge the work being undertaken by Highfields Development Pty Ltd in the preparation of information associated with a planning proposal for 8 Highfields Circuit, 3 and 5 Kulai Place and 9 and 11 Kingfisher Road, Port Macquarie.*
6. *Give further consideration to the Planning Proposal referred to in Item 5 above once all relevant information, in accordance with Council's adopted Planning Proposal Policy, is available from the proponent.*
7. *Request the General Manager provide quarterly update reports on the proposed Health and Education Precinct Planning Proposal project commencing in August 2020.*

CARRIED: 7/0

FOR: Alley, Dixon, Hawkins, Intemann, Levido, Pinson and Turner

AGAINST: Nil

This report has been prepared in response to Item 7 above.

In relation to this item, following the above resolution, staff commenced strategic planning tasks associated with the HEP. To date, these tasks have included:

- Development of documentation in consideration of the NSW Governments document titled 'A guide to preparing planning proposals',
- Development of a draft ecological assessment (prepared by Cardno (NSW/ACT) Pty Ltd and currently referred to the Biodiversity Conservation Division of the Department of Planning, Industry and Environment for initial review),
- Development of a draft Aboriginal Heritage assessment (prepared by Niche Environment and Heritage in consultation with the Birpai Local Aboriginal Land Council, which has been referred to Heritage NSW within the Department of Premier and Cabinet for initial review),
- Development of a draft Historic Heritage Assessment (prepared by Niche Environment and Heritage which has been referred to Heritage NSW within the Department of Premier and Cabinet for initial review),
- Development of a draft Stage 1 contaminated land assessment (prepared by Regional Geotechnical Solutions and currently referred to the Environment Protection Authority for initial review),
- Commencement of the preparation of a commercial and industrial land use review (currently being prepared by GHD Pty Ltd). This review will in part seek to

assess the proposed commercial land use area within the HEP to ensure the Port Macquarie commercial hierarchy can be maintained,

- Initial development yield assessment based on the vision for the site as detailed within the HEP Master Plan and other available potential development information,
- Initial traffic and transport assessment in collaboration with Transport for New South Wales,
- Initial electrical services consultation with Essential Energy; and
- Initial sewer and water assessment by Council Infrastructure Planning Staff.

The project is currently operating to schedule and within budget. Public exhibition of the planning proposal material remains scheduled for November 2021, subject to Council Resolution to this effect, third party timeframes and gateway determination by the Department of Planning, Industry and Environment in accordance with the provisions of the *Environmental Planning and Assessment Act 1979*.

Options

This report provides an update in relation to the progress of an existing Council initiative which is operating within budget and to schedule. As such, no alternative options to the ongoing implementation of this initiative have been considered in relation to this report.

Internal Consultation and Community Engagement

(i) Internal Engagement

The following sections of Council have been involved in HEP strategic planning investigations to date:

- Executive team,
- Infrastructure Planning team, including Council's transport, sewer, water and stormwater teams,
- Natural Resource Management team, including environmental and bushfire representatives,
- Environmental Health team,
- Land Use Planning team; and
- Development Assessment team.

(ii) External Engagement

Current structured external consultation mechanisms employed by Council as part of the HEP Master Plan implementation include a HEP Consortium, comprised of key precinct stakeholders and community members and a Planning Proposal Reference Group, made up of key NSW Government Agencies. These consultation mechanisms are described in further detail below.

- **HEP Consortium**

The HEP Consortium meets on a bi-monthly basis to discuss matters such as the progress of strategic planning investigations, project consultation, promotion, quick win opportunities and other challenges and opportunities

associated with the implementation of the HEP Master Plan. This group comprises representatives of:

- Port Macquarie Base Hospital,
- Ramsey Health Care Group (Port Macquarie Private Hospital),
- St Columba Anglican School,
- Charles Sturt University
- Lake Innes Shopping Village,
- Transport for NSW,
- University of Newcastle,
- University of New South Wales,
- Highfields Development Pty Ltd,
- Business representatives and owners,
- Local residents; and
- Local planners and other stakeholder representatives.

The most recent minutes of the HEP consortium meeting are included as attachments to this report.

- **HEP Planning Proposal Reference Group**

The HEP Planning Proposal Reference Group is comprised of representatives of relevant State Government agencies. This group has been established to facilitate the efficient identification of constraints and investigation of opportunities in relation to the progression of HEP planning proposal investigations.

The HEP Planning Proposal Reference Group is currently comprised of representatives from:

- Transport for New South Wales,
- The Department of Planning, Industry and Environment (northern region planning team),
- The Department of Planning, Industry and Environment (Biodiversity Conservation Division),
- The Environment Protection Authority,
- The NSW Rural Fire Service; and
- The Department of Regional NSW.

Representation within the Planning Proposal Reference Group will likely evolve over time as the Project moves from the environment, heritage and contamination assessment and planning phase into the infrastructure, servicing, development and economic assessment phases.

The minutes of the Planning Proposal Reference Group meetings are included as attachments to this report.

- **Community Engagement**

Council Staff are currently investigating staged community wide project consultation and promotion opportunities. It is likely that this will comprise twice-annual community notifications commencing early 2021, with more significant promotional activities being undertaken as the strategic planning

phase of the project nears completion and the significant opportunities of the precinct are 'unlocked' through the progressive implementation of HEP strategic planning over the next 18 - 20 months.

In addition to the internal and external consultation and engagement identified above, formal public exhibition of respective planning proposal, development contributions, planning agreement and development control plan documentation will be undertaken as applicable throughout the strategic planning process in accordance with the relevant provisions of the *Environmental Planning and Assessment Act 1979*. It is likely that such exhibition would take place from late 2021, should Council resolve to prepare a Planning Proposal in accordance with section 3.33 of the *Environmental Planning and Assessment Act 1979* in mid-2021 based on current project programming.

Planning and Policy Implications

The implementation of the HEP is included within Planning Priority 13 of Council's Local Strategic Planning Statement, Action 13 within Council's Urban Growth Management Strategy, Action 4.5.1.8 of Council's Operational Plan and is also included within the NSW Governments North Coast Regional Plan. As such, the delivery of this project will achieve actions set out by both Council and the NSW Government within their relevant strategic and operational strategies and plans.








In addition to the above, relevant Council policies such as Social Impact Assessment and Planning Agreements are being considered as part of the strategic planning process as applicable.

Financial and Economic Implications

The significant economic benefits of the delivery of the HEP project to the wider community has been detailed within this report under the heading 'Discussion'.

In addition, in relation to the delivery of strategic planning tasks associated with the HEP, Council has allocated \$460,000 within its Operational Plan for this purpose. Commitment of all current Council allocated funds for this purpose and the subsequent progression of the HEP strategic planning tasks will continue to address Council's commitments in relation to the HEP as detailed within Council's Local Strategic Planning Statement, Urban Growth Management Strategy and Operational Plan. It also provides ongoing demonstration of Council's commitment to this important community project.

Attachments

1.  Minutes - HEP Consortium Meeting - 20200428
2.  Minutes - HEP Consortium Meeting - 20200623
3.  Minutes - HEP Consortium Meeting - 20200825
4.  Minutes - HEP Consortium Meeting - 20201027
5.  Minutes - HEP Planning Proposal Reference Group - 20200526
6.  Minutes - HEP Planning Proposal Reference Group - 20200721
7.  Minutes - HEP Planning Proposal Reference Group - 20200922

Item: 13.02

Subject: RECOMMENDED ITEM FROM COAST, ESTUARY, FLOODPLAIN
ADVISORY SUB-COMMITTEE - REVISED CHARTER COAST,
ESTUARY & FLOODPLAIN ADVISORY SUB-COMMITTEE

Presented by: Development and Environment, Melissa Watkins

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 revised Coast, Estuary and Floodplain Advisory Sub Committee Charter.

Executive Summary

The Coast, Estuary and Floodplain Advisory Sub Committee (CE&F) has recently undergone recruitment following an adopted change to the Charter and membership composition in August 2019. To allow all new members an opportunity to input into the Charter a further review of the Charter has now been undertaken and a Draft Charter (**Attachment 2**) was adopted by the Sub Committee at the 8 October 2020 meeting, and is now recommended for adoption by Council.

Discussion

At the March 2019 meeting of the Coast, Estuary and Floodplain Advisory Sub Committee (CE&F) it was noted that new memberships may be required due to vacancies that had been created since the Coast and Estuary and Floodplain Committees merged in 2015.

In addition to recruiting new members, staff took the opportunity to revise and update the CE&F Charter. The objectives of that review were to ensure:

- That the Charter was consistent with other committees of Council and Council's adopted Code of Conduct and Code of Meeting Practice
- It had equitable community representation for the main catchments within the Port Macquarie-Hastings Local Government Area.
- There was an equitable representation of members with skills and knowledge in floodplain management, coastal management and estuary management.

Council resolved on 21 August 2019 to adopt a revised Charter (**Attachment 1**) and new membership composition and proceed to seek formal Expressions of Interest for industry and community members.

The Expression of Interest process unfortunately did not provide a sufficient pool of applications to progress to appointments. This was reported to Council at the 12 December 2019 meeting. Following a second recruitment round CE&F member applications were considered and new members were endorsed at the 23 September 2020 Council meeting with that resolution including a recommendation that staff report back to Council with a revised CE&F Charter to enable new members to have input into the Charter.

All current members have now had been extended the opportunity to provide input into the Charter resulting in the reviewed Charter which is presented to Council for consideration (**Attachment 2**). In summary, member feedback related to the following:

- Can committee members liaise directly with the community on matters relating to the CE&F committee?
- Timeframes for agenda distribution
- Options for separate agenda and attachment distribution
- Tabling of additional clauses
- Minor housekeeping amendments
- Local Aboriginal Land Councils (LALC) be invited to join the committee.

The above matters have been addressed in the revised Charter with the Draft Charter endorsed by members at the 8 October 2020 CE&F meeting. Adoption of the Charter is the final step in this Sub Committee review process that was initiated in March 2019.

Options

Council has the option to not adopt the Coast, Estuary and Floodplain Advisory Sub Committee Charter.

Community Engagement and Internal Consultation

Community Engagement

Engagement included input from the Community and Agency representatives of the Coast, Estuary and Floodplain Advisory Sub Committee

Internal Consultation

- Internal consultation was undertaken with staff membership of the Coast, Estuary and Floodplain Advisory Sub-Committee



Planning and Policy Implications

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

Financial and Economic Implications

There are no financial and economic implications in relation to this report.

Attachments

1.  Current Sub-Committee Charter - Adopted August 2019
2.  DRAFT Charter - Coast Estuary and Floodplain Advisory Sub Committee

Item: 13.03

Subject: COASTSIDE ENVIRONMENTAL LAND PLANNING AGREEMENT

Presented by: Development and Environment, Melissa Watkins

Alignment with Delivery Program

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

RECOMMENDATION

That Council agree to enter into the 'Coastside Environmental Land' Planning Agreement (Attachment 2) which relates to Development Application (DA2017 - 677) for the purposes of a place of public worship and Development Application (DA2017 - 1043) for subdivision of land at Lots 1-3 DP 1250668, John Oxley Drive Thrumster.

Executive Summary

Council has received an offer from S.Z.C.J.S.E Pty Ltd and Port Macquarie Gateway Pty Ltd to enter into a planning agreement in connection with Development Application (DA2017 - 677) for the purposes of a place of public worship and Development Application (DA2017 - 1043) for subdivision of land at Lots 1-3 DP 1250668, John Oxley Drive Thrumster. The Christian Outreach Centre is also a party to the agreement for the purposes of revoking the previous Coastside Environmental Land Voluntary Planning Agreement dated 3 April 2013 (**Attachment 1**).

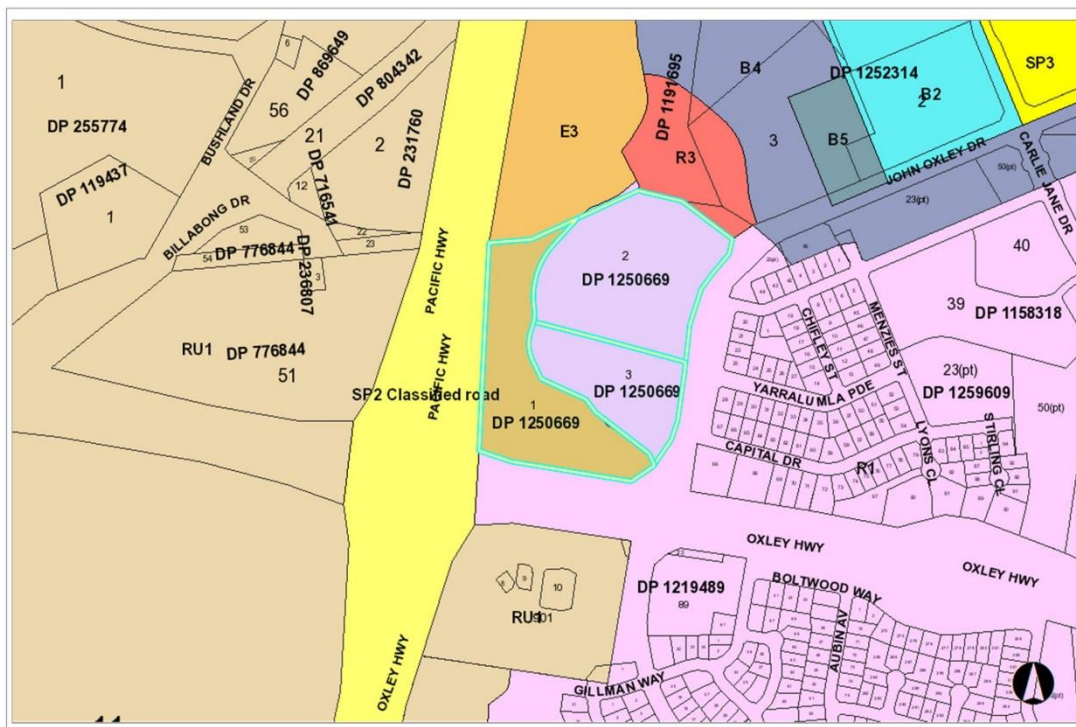
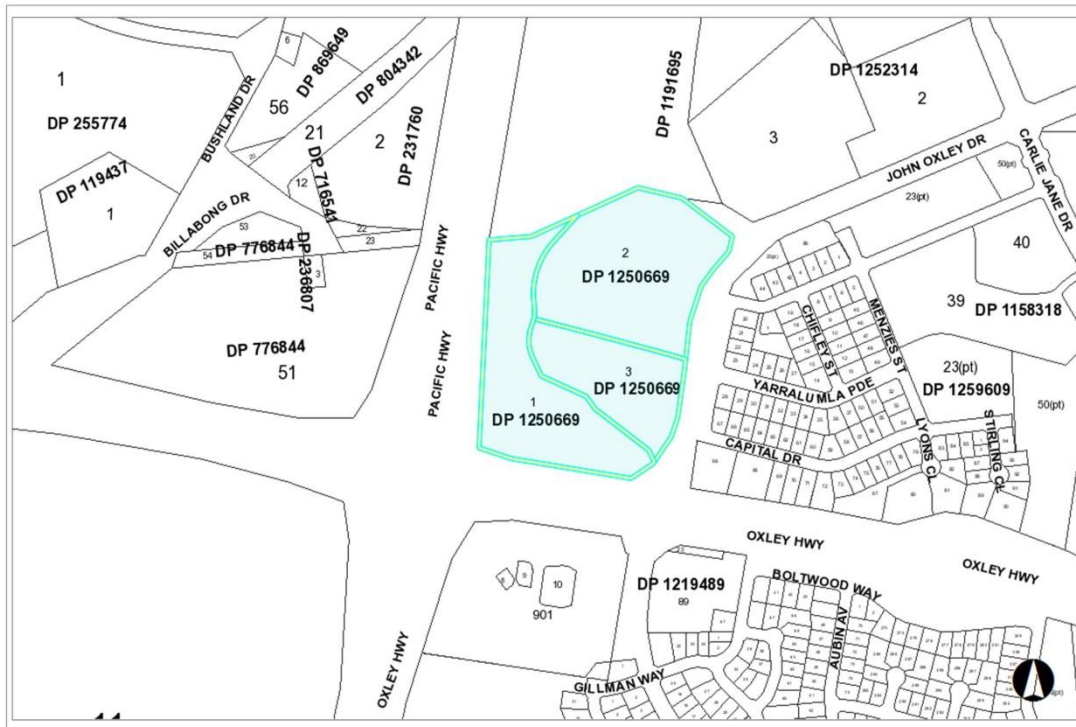
The proposed Planning Agreement (**Attachment 2**) provides for the following:

- Payment of monetary contributions to be held and applied by the Council towards the ongoing management of environmental land at Area 13.
- Allow access for the provision of sewer infrastructure.
- Revocation of the Coastside Environmental Land Voluntary Planning Agreement between Council and Christian Outreach Centre dated 3 April 2013.

Discussion

Council has received an offer to enter into a Planning Agreement in connection with Development Application (DA2017 - 677) for the purposes of a place of public worship and Development Application (DA2017 - 1043) for subdivision of land at Lots 1-3 DP 1250668, John Oxley Drive Thrumster.

The location of the land, zoning and surrounding development are outlined in the following maps:





The proposed Planning Agreement (**Attachment 2**) will revoke a previous Voluntary Planning Agreement (**Attachment 1**) on the land, which contained provisions for the following:

- Payment of monetary development contributions to be held and applied by the Council towards the ongoing management of environmental management land at Area 13.
- Arrangements for access to land for construction of public road, sewer infrastructure, environmental management works and noise barrier.
- Dedication of land for public road.
- Establishment, management and dedication of environmental management land to Council.

Over time and through the lodgement of development applications on the land, some of the requirements of the original Voluntary Planning Agreement are either no longer required or able to be dealt with at the individual development application stage. In particular, the environmental zoned land on Lot 1 is now proposed to be retained in private ownership. Therefore, any associated management of the environmental land can be dealt with via a future development application on the land and associated conditions of consent.

This eliminates the need for any Council involvement in the environmental land aspect. It will also provide the owner of Lot 1 with more certainty as to how the land can be developed in the future for the additional permitted purpose of a motel (Note: a motel is permitted with consent on Lot 1 under the Port Macquarie-Hastings Local Environmental Plan 2011).

Council's Natural Resources team have also considered the environmental land component and formed the opinion that the retention in private ownership is sufficient

with any development on the land to have regard to specific environmental impacts onsite or revegetation requirements at the time a development application is lodged on the land.

Any associated road access to a lot or access to the environmental land over an adjoining lot is considered to be a civil matter and not required by a Planning Agreement in this case. It is also noted that Lot 1 has an existing right of access over Lot 3, to ensure it is not landlocked (i.e. if access to the Pacific Highway or Oxley Highway were not allowed as part of a future development application).

In terms of the requirement for a noise barrier, this is also able to be considered at the development application stage including whether a barrier is required, location, build type etc.

Whilst it is considered that the above provisions are no longer relevant, the requirement to pay contributions towards management of environmental land at Area 13 is to be retained. This requirement came out of the overall Area 13 rezoning process and remains relevant.

Likewise, the ability to gain access to the land for future sewer infrastructure should also be retained.

Based on the above, the new Planning Agreement will revoke the previous agreement, retain provisions around paying contributions for management of environmental land at Area 13 and allow access for sewer infrastructure.

The new Planning Agreement will also contain provisions that it only takes effect once the existing approved DA2017 - 677 (place of public worship) is modified to note the new agreement and associated requirements. This is on the basis that DA2017 - 677 still has conditions and requirements linked to the old agreement that will no longer be relevant.

DA2017 - 1043 for a residential subdivision on Lot 2 and not yet determined, will need to have regard to the new planning agreement once executed.

Drafting of the new Planning Agreement has been finalised and copies signed by the relevant parties, forming an irrevocable offer, subject to Council agreeing to and executing the document.

A copy of the existing Planning Agreement to be revoked (**Attachment 1**) and proposed Planning Agreement (**Attachment 2**) are attached.

Options

It is recommended that Council enter into the new Planning Agreement on the basis that the environmental land and associated management will be retained in private ownership and there are provisions in the existing agreement that are no longer relevant or can be dealt with specifically via the development application process.

Council could choose not to enter into the agreement. This will result in the existing Planning Agreement remaining in place and likely changes being required to proposed DA2017 - 1043. It would also result in the environmental land being dedicated to Council, along with the long term maintenance.

Community Engagement and Internal Consultation

Public notification of the planning agreement commenced on 16 September 2020 with a notice on Council's website and information on Council's 'Have Your Say' web page. Notification concluded on 14 October 2020. No submissions were received.

The existing and proposed planning agreements have relevance to DA2017 - 677 for the purposes of a place of public worship and DA2017 - 1043 for subdivision of land. The planning agreement was unable to be exhibited at the same time as the development applications in this case. However, it is noted that no submissions were received on either development application.

Relevant staff from Council's Natural Resources and Development Assessment teams have been consulted as part of the preparation of the Planning Agreement.

Planning and Policy Implications



The planning agreement conforms to Council's Planning Agreement Policy.

Financial and Economic Implications

There are no financial and economic implications in relation to this report.

The environmental land will be retained in private ownership along with any required maintenance. This eliminates Council from any long term maintenance obligation.

Attachments

1.  Voluntary Planning Agreement FINAL - Executed Version - Coastside Environmental Land Planning Agreement - Christian Outreach ~ 3 April 2013
2.  Draft 2020 Coastside Environmental Land Planning Agreement 2020 9 15

Item: 13.04

**Subject: SHAPING OUR FUTURE - A LOCAL STRATEGIC PLANNING
STATEMENT FOR PORT MACQUARIE-HASTINGS**

Presented by: Development and Environment, Melissa Watkins

Alignment with Delivery Program

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

RECOMMENDATION

That Council:

1. **Note the Shaping Our Future 2040 Local Strategic Planning Statement (LSPS) for Port Macquarie-Hastings has now commenced, and will be used to direct the actions that will be needed to achieve Port Macquarie-Hastings Strategic Planning vision:**
 - a) **To assess planning proposals within a strategic framework as part of the strategic merit test (as outlined in NSW Department of Planning Industry & environment guidelines for preparing planning proposals and local environmental plans)**
 - b) **To inform planning controls in Council's Local Environment Plan (LEP) and Development Control Plan (DCP);**
 - c) **To inform our operational and delivery plans to better align growth and change with community needs and expectations;**
 - d) **To identify and inform projects that will shape our future;**
 - e) **To identify infrastructure priorities and help us advocate to other levels of government for new infrastructure and services to support growth;**
 - f) **To shape projects such as place plans, master plans, and structure plans;**
 - g) **To inform sustainable transport planning, and**
 - h) **To support funding applications for priorities identified within Shaping Our Future.**
2. **Endorse the recommendations included in the Submissions Summary and Recommendations Attachment (Attachment 1).**
3. **Defer making any amendments to the published Shaping Our Future LSPS endorsed in item 2 pending parallel engagement on Think 2050 - A New Community Strategic Plan for Port Macquarie-Hastings and a revised LSPS in April 2021.**

Executive Summary

As previously reported to Council in September 2020, all regional Councils in NSW were required to make a Local Strategic Planning Statement (LSPS) by 30 September 2020.

To meet the government deadline, Council considered a report summarising the submissions received in response to public exhibition of the Draft *Shaping Our Future 2040 - A Local Strategic Planning Statement for Port Macquarie-Hastings* at an Extra-Ordinary Meeting held on 30 September 2020.

The report outlined the significant support expressed in submissions by both the community and relevant State Agencies, and recommended that the exhibited Local Strategic Planning Statement "*Shaping Our Future 2040*" be endorsed and uploaded to the NSW Planning Portal as required by section 3.9 of the *Environmental Planning and Assessment Act, 1979*. Council subsequently resolved as follows:

RESOLVED: *Intemann/Griffiths*

That Council:

1. *Note that the Local Strategic Planning Statement (LSPS) for Port Macquarie-Hastings - "Shaping Our Future 2040" together with the Community Strategic Plan - "Towards 2030" set the direction for our community's environmental, social and economic needs into the future.*
2. *Note that submissions received during the exhibition period commend Council on the preparation of the first Local Strategic Planning Statement for Port Macquarie-Hastings. The majority of submissions are strongly supportive of the strategic intent of the Local Strategic Planning Statement and the content, including the vision, strategic planning principles, themes and planning priorities.*
3. *Adopt "Shaping Our Future 2040" - Council's Local Strategic Planning Statement as exhibited to meet the NSW Government's timeline for completion of regional Local Strategic Planning Statements by 30 September 2020.*
4. *Note that "Shaping Our Future 2040" will be uploaded and published on the NSW Planning Portal following the meeting and as required by section 3.9 of the Environmental Planning and Assessment Act, 1979 (NSW).*
5. *Request the Acting General Manager present a further report to the November 2020 Ordinary Council meeting, following full due consideration of submissions received during the exhibition period including any revision to the Local Strategic Planning Statement.*

CARRIED: 7/0

FOR: *Alley, Dixon, Griffiths, Hawkins, Intemann, Pinson and Turner*

AGAINST: *Nil*

Council's Shaping our Future 2040 LSPS was uploaded to the NSW Government Planning Portal on 30 September 2020 and is has commenced.

This report responds to Item 5 of Council's resolution and recommends that amendments to the published LSPS be deferred for public exhibition in conjunction with the draft *Think 2050 - A New Community Strategic Plan* for Port Macquarie-Hastings in April 2021.

Discussion

The Shaping our Future 2040

Shaping Our Future 2040 is the core strategic land-use planning document for the Port Macquarie-Hastings Local Government Area (LGA). It bridges the space

between the Community Strategic Plan and the local planning framework, and it outlines the vision for land-use planning in our local area over the next 20 years and sets the direction for our communities environmental, social and economic land-use needs.

The role of *Shaping Our Future 2040* is to:

- Set the 20-year land-use vision for the Port Macquarie-Hastings region
- Identify the special characteristics that contribute to local identity and make our area special
- Recognise our shared community values and how they will be maintained or enhanced
- Direct how we manage future change
- Identify and give effect to relevant directions located within the North Coast Regional Plan
- Identify gaps of knowledge where further strategic planning work is needed
- Link Council's strategies and plans to the implementation of the NSW Government's Strategic Plans
- Shape planning controls to facilitate future planning directions

Shaping Our Future is used to direct the actions that will be required to achieve a strategic planning vision for our LGA.

Extraordinary Council Meeting 30 September 2020 - Draft Local Strategic Planning Statement

As a result of Council's resolution at the meeting on 30 September 2020:

- The "Shaping Our Future 2040" as exhibited was uploaded to the NSW Planning Portal on 30 September 2020 with no change.
- The statement commenced on the day of publication on the Portal - 30 September 2020.

Following the Council meeting on 30 September, staff:

- Commenced work on a detailed review of submissions to determine proposed amendments to the adopted and uploaded Shaping Our Future 2040 in parallel with preparation of a marked-up version of Shaping Our Future 2040 for Council's full consideration as required by item 5 of Council's resolution at the September Extra-Ordinary Meeting.
- Sought urgent advice from the Northern Regions Office of the Department of Planning to determine the process for amending a Local Strategic Planning Statement once published.

Post publication amendments and State Government Advice

As outlined above, following Council's resolution of 30 September 2020, and adoption and publication of the LSPS on the Government Planning Portal, staff sought urgent advice from the Department Planning Industry & Environment (DPIE) - Northern Region (Grafton Office) regarding the process for amending a Local Strategic Planning Statement after it has been published.

On 4 November 2020, the following advice was received from the Northern Region Office:

“...that the *Act* does at present require Council to exhibit a draft LSPS before it can adopt another / new version of the LSPS.”

The Department is currently exploring options..., but at present we would recommend a new LSPS not be presented to Council in November while we finalise our investigations.”

Pending further advice from the Department on the process for amending a LSPS, this report proposes no change to the published LSPS at this time.

All post publication amendments arising from submissions to the LSPS are proposed to be deferred pending advice from the Department, and a re-exhibition process to ensure consistency with Council's Community Participation Policy.

Public Exhibition and Consultation with Public Authorities and Agencies

The LSPS was exhibited for a period of 28 days in line with Council's Public Participation Policy and legislative requirements for Local Strategic Planning Statements from 24 August to 24 September 2020.

A total of fifty-two (52) submissions were received. A copy of all of the submissions has been provided to Councillors separately. Full consideration of the matters raised in the submissions are addressed in the detailed Submissions Summary Attachment (**Attachment 1**) and discussed in the body of this report.

During the exhibition period the following Government agencies provided advice and agency specific recommendations for achieving alignment of the LSPS with state policy:

- Biodiversity and Conservation Division;
- NSW Planning, Industry and Environment, Crown Lands;
- NSW Department of Primary Industries, Agricultural Land Use Planning;
- NSW Department of Primary Industries, DPI Fisheries;
- NSW Planning, Industry and Environment, Local and Regional Planning;
- NSW Planning, Industry and Environment, Public Spaces;
- NSW Planning, Industry and Environment, Resilience Planning, Green and Resilient Places;
- NSW Planning, Industry and Environment, Environment Energy and Science;
- NSW Premier and Cabinet, Heritage NSW;
- Mid North Coast Local Health District
- NSW Health, Cancer Institute NSW;
- School Infrastructure for NSW; and

Organisations contributing to development of the LSPS included:

- Arts Mid North Coast
- Cancer Council Shade Working Group
- Hasting Bird Watchers
- Shelter NSW

A number of submissions from land development Consultants, on behalf of owners of land outside of Council's designated Urban Growth Area (UGA) boundary, also made requests to rezone land at various locations. Requests to rezone land however are outside of the scope of the LSPS.

A number of local land development consultancies also provided commentary and advice on the LSPS, and twenty-three (23) public submissions were received.

Strong support and a number of common themes emerged from the feedback received:

- Support for the strategic direction and intent of the LSPS.
- Support for the Strategic Planning Vision, Planning Principles, Themes and Priorities.
- Government Agency agreement to the alignment shown with state policy and public appreciation of the focus areas within each theme.
- Public perception that Council is listening to community feedback and responding to what the community wants for the LGA.

Key concerns raised in submissions relate to:

- Action on Climate Change.
- Concern in relation to Environmental Management
- Future sustainability and resilience
- Projected population growth, and how to reconcile growth with protecting our environment.
- Local Koala populations - strong concern for the koala and koala habitat, development pressures on habitat, the impact on the local population following recent environmental disasters, the need to protect habitat, and calls for Council advocacy to the State government regarding logging of koala habitat.
- Infrastructure delivery, and funding.
- The Koala Recovery Strategy, Biodiversity Strategy and concerns regarding Council's failure to adopt the *Draft Macquarie-Hastings Coastal Koala Plan of Management*.

Other issues raised in the submissions relate to the adequacy of road infrastructure and funding of major infrastructure; the genuineness of the change in strategic direction signalled in the LSPS; culture and arts; engagement not being specific to the development industry or the Economic Development Steering Committee; and the lower order placement of 'Our Economy' theme in the LSPS. The order of the themes has been based on Department of Planning Industry and Environment advice that Our Environment appears at the top of the order. To align with the North Coast Regional Plan Our Economy theme could be brought forward behind Our Environment.

As a result of the public exhibition and consultation with public authorities, non-substantiative amendments are proposed to the published LSPS to strengthen and improve content around some of the issues raised where appropriate, and achieve alignment with Government agency recommendations.

It should be noted that amendments to the published LSPS are not proposed be made now. Instead, this report proposes to defer post publication amendments to the

LSPS in line with Submissions Summary Attachment (**Attachment 1**) to this report pending advice from the NSW Government, and a revised review process in 2021 to combine it with community engagement on a new Community Strategic Plan. Refer to further discussion in the 'Post Publication Amendments and engagement on a new Community Strategic Plan' section of the report below.

Key issues

Climate Change, Sustainability and Resilience

The LSPS acknowledges that science tells us that Australia's climate is changing. Increasing temperatures, changes in rainfall patterns and more frequent and intense weather events will pose risks to people, infrastructure, our environment and our economy. Consequently, climate change will continue to be a driver of change that Port Macquarie-Hastings Council will be required to manage and respond to.

The approach taken in the LSPS in dealing with climate change is based on mitigating the future impacts of climate change by reducing out emissions. Climate change adaptation is the process of planning, preparing and making adjustments with the LGA now, to ensure that we can survive and thrive no matter how the climate changes.

Council has identified the need to develop a range of strategies and plans to mitigate the effects of, and adapt to the potential impacts of, climate change, with a key focus on improving the resilience of both infrastructure and people to such impacts. Central to these documents will be our Sustainability and Climate Change Strategy (yet to be developed) which will identify key directions for how we will live sustainably in our natural and built environment into the future. The strategy will also outline a clear response to climate change and the delivery of resilient green and grey infrastructure (refer also to Planning Priority 17 of the LSPS).

Once the Sustainability and Climate Change Strategy is finalised and adopted, the priority actions will be reflected in future updates to Shaping Our Future.

Government Authorities and agencies have been highly supportive of the approach taken by Council in dealing with a changing climate, making non-substantiative suggestions to improve and strengthen the content of the LSPS.

Amendments and suggestions will be incorporated into the LSPS when revised (as detailed below under *Post publication amendments and engagement for a new Community Strategic Plan*).

Managing Growth / Population Growth

Planning for future population growth is a key theme of the LSPS. It acknowledges that growth is inevitable and desirable, but not at the expense of community character, liveability, and wellbeing.

The LSPS considers the need to account for different contexts and acknowledges that the impacts on character and public expectations for the expansion of one of our rural villages for example, will be different to the expansion of the centre of Port Macquarie.

With Port Macquarie-Hastings population forecast to grow over the next 20 years, some Port Macquarie-Hastings residents are concerned that new development may impact on the local character of their neighbourhoods. Preserving character does not mean that new development cannot occur. Instead it means that the character of these places is respected and reflected in the development through good urban design.

Planning Priority 6 proposes a place based approach based on a hierarchy of places to guide Council in achieving Port Macquarie-Hastings vision. Planning documents will be aligned with each level of the hierarchy (from the heart of Port Macquarie to urban villages, small towns, and coastal and hinterland villages).

Planning Priority 7 looks to provide for a diversity of housing in the right locations, and affordable housing options. While Planning Priority 8 seeks to create vibrant places and spaces that inspire social interaction and support community wellbeing.

The NSW Public Spaces Branch has provided Council with detailed suggestions for improving and strengthening the LSPS to increase community wellbeing and liveability. This report recommends incorporating all suggestions from the Branch in the LSPS when revised (as detailed below under *Post publication amendments and engagement for a new Community Strategic Plan*).

Environmental Management

The strategic planning vision adopted in the LSPS recognises our unique environment and its significant contribution to our future prosperity, resilience and wellbeing.

'Our Environment' is the first of the themes identified in the Statement. The forefront position highlights the importance of the environment to Port Macquarie-Hastings and the planning priorities and actions that will protect and enhance the health of our environment over the next 20 years. The prominence and priority order attributed to *Our Environment* Theme is supported by the Department of Planning Industry and Environment, Northern Regions, and aligned with the *North Coast Regional Plan 2036 - Goal 1: The most stunning environment in NSW*.

The focus is:

- Our Biodiversity,
- Our Response to Growth,
- Our Response to Environmental Change and Natural Hazards,
- Our Waterways, and Our Scarce Resources.

Submissions from Government agencies were highly complementary of council's approach and included suggestions for strengthening and improving the document. This report recommends all agency suggestions are incorporated into the LSPS when revised LSPS as detailed below under *Post publication amendments and engagement for a new Community Strategic Plan*

Koala Habitat, Biodiversity Strategy and Koala Recovery Strategy

Many submissions were highly critical of Council's perceived failure to act on the Biodiversity Strategy, and Coastal Koala Plan of Management and Koala Recovery Strategy.

The draft Coastal Koala Plan of Management (C-KPoM) for Port Macquarie-Hastings was considered by Council at the 19 September 2018 Ordinary Council meeting.

Staff review and a number of submissions received at the time raised concerns as to the status of the draft C-KPoM and the methodology used to determine core koala habitat.

In response to those concerns a further review resulting in a revised C-KPoM which included an adjustment to the core koala habitat mapping to provide for better protection of koalas and their habitat.

Parallel to this, a new SEPP (Koala Habitat Protection) came into force. The change in State legislation resulted in a further review the draft Port Macquarie-Hastings Coastal Koala Plan of Management (C-KPoM) to understand its relationship with the new SEPP and Guidelines.

The outcome of the review was to put the draft C-KPoM on hold until the finalisation of legislation (including local Land Services legislation) is completed and a comprehensive review of the Port Macquarie-Hastings Koala Strategy can be undertaken. The review of Council's Koala Recovery Strategy is anticipated to be completed by June 2021.

In addition to reviewing Council's Koala Recovery Strategy by June 2021, Council is working on:

- Partnering with the Kempsey and Bellingen Councils, DPIE and the Koala Hospital to undertake research projects that identify where koalas are present and what habitat they use to better inform planning decisions.
- Working with local schools in Port Macquarie to install stiles that allow koalas to both enter and exit the school grounds to better access safety and food.
- Reducing road strike by removing vegetation on both the road shoulder and the medium strip which allows drivers better sight lines.
- Increased engagement with our community through social media, school competitions and new signage.
- Ensuring conditions established in Koala Plans of Management are being adhered to through an auditing program.
- Investigating where road strike hot spots exist and how to reduce this prevalence.
- Routinely reviewing development proposals for their impact on koalas and their habitat.

The outcomes of the review will be incorporated into revisions to the LSPS when revised as detailed below under *Post publication amendments and engagement for a new Community Strategic Plan*. It is anticipated that the timing of the Koala Recovery Strategy work will align with the revisions to the LSPS, and finalisation of *Think 2050* a new Community Strategic Plan for Port Macquarie-Hastings.

Post publication amendments and engagement for a new Community Strategic Plan

Following an accelerated LSPS preparation process, community engagement and summary review of submissions received in September to meet the Government

deadline of 30 September 2020, Council is now in a position where it is unable to implement amendments arising from full consideration of submissions detailed in this report and summary attachment, pending department advice and a new 28 public exhibition period.

In view of this, and public exhibition exclusion timeframes over the holiday season, this report recommends that Council endorse a process to align community engagement and public exhibition of revisions to the LSPS in line with community engagement for Council's new Community Strategic Plan (CSP) "Think 2050", currently underway and due to be publicly exhibited starting March-April 2021.

Community Engagement and Internal Consultation

In accordance with the requirements of the *Environmental Planning and Assessment Act, 1979* and *Community Participation Plan 2019*, the Draft Shaping Our Future 2040 was placed on public exhibition for 28 days (24 August to 24 September 2020).

The public exhibition included notification in the local press, notification to Public Authorities and Agencies, notification on Council's website and online *Have Your Say* platform. An online survey was also available for the duration of the engagement period. Written notification to landowners did not occur due to the LGA-wide nature of the LSPS.

In addition, two web-based/online community information and feedback sessions were held consistent with COVID-19 restrictions on public gatherings.

As a result of engagement with our community and public Authorities, a total of fifty-two (52) submissions were received. The key issues identified in the submissions have been considered in the 'Discussion' section of this report.

A summary of the submissions and a planning response to the issues raised is included at **Attachment 1** to the report.

Internal consultation in relation to the submissions received in response to the public exhibition and consultation with public authorities has occurred with managers and staff of Council's Infrastructure Planning, Natural Resources, and Contributions Planning teams.

Post-exhibition Amendments

Having considered the submissions in response to the public exhibition and consultation with public authorities, over 250 variations to the exhibited and published LSPS are proposed to strengthen and improve the content in alignment with state agency requirements. A number of other suggestions raised by organisations and the public are also proposed. The amendments are considered non-substantive, and will not change the strategic direction and intent of the exhibited *Shaping Our Future 2040*.

A copy of the revised LSPS and a marked up version of the published *Shaping Our Future 2040* is not provided with this report due to the number of variations to be incorporated, reviewed and worked through with the publishing. It is proposed that the revisions to the LSPS and a marked-up version of *Shaping Our Future 2040* (as

published on the NSW Planning Portal) will be presented to Council in December for noting and reference only.

Following the proposed parallel engagement in April 2021 for a new Community Strategic Plan and the Shaping Our Future 2040 LSPS, the amendments recommended in this report, and those arising from the combined engagement process will be presented to the earliest practical meeting of Council after completion of a mandatory exhibition period.

Options

The LSPS *Shaping Our Future 2040* has now commenced.

It is, in alignment with both the North Coast Regional Plan 2036, State agency recommendations and guidelines and community representations. Council can:

1. Note the commencement of LSPS *Shaping Our Future 2040* from 30 September 2020, and accept the recommendations of this report to incorporate amendments arising from agency and public engagement on the LSPS with Council's engagement on *Think 2050 - a new Community Strategy Plan* (Community Strategic Plan) in April 2021 or;
2. Reject the recommendations provided in this report.

This report recommends that Council undertake Option 1.

Planning and Policy

The LSPS is a legislative requirement under Section 3.9 of the *Environmental Planning and Assessment Act, 1979*.

Shaping Our Future 2040 commenced on publication on the NSW Planning Portal, and now has legislative recognition.

It will be used to guide Council decision making across all functions. It translates strategic planning work into local priorities and actions that inform the review and development of future strategic plans at both the local and the regional level.

The LSPS also identifies the basis on which Council will monitor and report on the implementation of strategic planning priorities and actions. A comprehensive review of Council's key strategies will be required to ensure any changes in strategic direction, priorities and/or actions are incorporated.

The LSPS identifies important actions that will identify Council's commitments to the community over the short, medium and long term. Each of these actions will need to be appropriately prioritised, funded and incorporated into Council's future work programs.

Financial and Economic Implications

Following publication of *Shaping Our Future 2040* on 30 September 2020, the NSW Government announced that Port Macquarie-Hastings Council's application for funding under the NSW Public Spaces Legacy Program has been successful in its submission for eligibility to apply for up to \$3 million.

Council is now required to enter into a Participation Agreement with the NSW Department of Planning Industry and Environment. The Agreement outlines the performance targets that were nominated by Council in its submission. Subject to achieving these targets during the monitoring period, Council will be invited to apply for up to \$3 million project funding in accordance with the Program Guidelines, in early 2021.

Final grant of the funding is subject to meeting accelerated approval timeframes in the period from 1 September 2020 to 1 July 2021.

The LSPS identifies important actions that will identify Council's commitments to the community over the short, medium and long term. Each of these actions will need to be appropriately prioritised, funded and incorporated into Council's future work programs.

Attachments

1.  Submission Summary and Recommendation Schedule

Item: 13.05

Subject: ACQUISITION OF AN EASEMENT FOR WATER SUPPLY -
ZANARDIS LANE, SANCROX

Presented by: Development and Environment, Melissa Watkins

Alignment with Delivery Program

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.

RECOMMENDATION

That Council:

1. **Pay compensation in the amount of \$22,500 (GST Exclusive) to the owner of Lot 3 Deposited Plan 1244871, Eccleacre Pty Limited, for the acquisition of an easement for water supply 6 metres wide shown as (B) in plan of acquisition Deposited Plan 1268955.**
2. **Pursuant to Section 59 of the *Land Acquisition (Just Terms Compensation) Act 1991* pay the landowner's valuation and legal costs reasonably incurred arising from the acquisition.**

Executive Summary

A report recommending the payment of compensation for the acquisition of an easement for water supply arising from the augmentation of Council's water supply between Sancrox and Wauchope.

Discussion

To cater for future demand on Council's potable water supply, the laying of an additional water main from Rawdon Island Road, Sancrox to Wauchope is required. Whilst the route of the new water main will largely follow the route of an existing water main and be largely within Council's public road network, there are some locations where the water main will need to be laid within private property. One such location is the property, Lot 3 Deposited Plan 1244871, situated between Rawdon Island Road and Zanardis Lane. The below ground water main will need the 'protection' of an easement. An easement for water supply 6 metres wide has been surveyed and is shown highlighted on the attached marked up copy of plan of acquisition Deposited Plan 1268955.

Options

Nil.

Community Engagement and Internal Consultation

There has been ongoing engagement with the landowner's representative and ongoing consultation between the Infrastructure Division and Development & Environment Division throughout the design and acquisition processes.

Planning and Policy Implications

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

Financial and Economic Implications

The acquisition of the easement entitles the landowner to the payment of compensation as assessed by valuers having regard to the statutory provisions of the *Land Acquisition (Just Terms Compensation) Act 1991*. 'Just' compensation for the easement acquisition has been assessed at \$22,500 (GST Exclusive).

In addition to the value of the easement, pursuant to Section 59 of the *Land Acquisition (Just Terms Compensation) Act 1991*, Council is required to meet the landowners 'out of pocket' expenses arising from the acquisition. These expenses include valuation and legal fees and are estimated at \$5,000 (GST Exclusive). There is funding in the current operational plan to meet the compensation and acquisition costs.

Attachments

1.  Plan Highlighting Location of Easement to be Acquired

Subject: CONFIDENTIAL SESSION

RECOMMENDATION

- 1. That Council move into Confidential Session to receive and consider the following items:**

Item 15.01 Legal Matter

This item is considered confidential under Section 10A(2)(g) of the Local Government Act 1993, as it contains advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

Item 15.02 T-20-23 Pipe Relining and Relaying

This item is considered confidential under Section 10A(2)(d(i)) of the Local Government Act 1993, as it contains commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.

Item 15.03 T-20-22 Port Macquarie Aquatic Centre

This item is considered confidential under Section 10A(2)(d(i)) of the Local Government Act 1993, as it contains commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.

Item 15.04 T-20-31 Cairncross Landfill Expansion Stages 1A, 1C and 1E Construction

This item is considered confidential under Section 10A(2)(d(i)) of the Local Government Act 1993, as it contains commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.

Item 15.05 T-19-38 Supply and Delivery of Electrical Goods

This item is considered confidential under Section 10A(2)(d(i)) of the Local Government Act 1993, as it contains commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.

Item 15.06 T-19-67 Construction of Thrumster Recycled Water Interim Supply Main Stages 3-8

This item is considered confidential under Section 10A(2)(d(ii)) of the Local Government Act 1993, as it contains commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the Council.

Item 15.07 General Manager/Chief Executive Officer Recruitment

This item is considered confidential under Section 10A(2)(a) of the Local Government Act 1993, as it contains personnel matters concerning particular individuals (other than Councillors).

- 2. That pursuant to Section 10A subsections 2 & 3 and 10B of the Local Government Act 1993 (as amended), the press and public be excluded from the proceedings of the Confidential Session of Council on the basis that the items to be considered are of a confidential nature.**
- 3. That the resolutions made by Council in Confidential Session be made public as soon as practicable after the conclusion of the Confidential Session and such resolutions be recorded in the Minutes of the Council Meeting.**