

# **ORDINARY COUNCIL**

**Thursday 18 April 2024**



# Ordinary Council Meeting

Thursday, 18 April 2024

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# 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



Authorised by: Council  
Authorised date:  
Effective date:  
Next review date: 1/04/2028  
File Number:

## Council Policy LOCAL GOVERNMENT ELECTIONS CARETAKER PERIOD POLICY

### 1. INTRODUCTION

Council staff and Councillors must observe specific legislative and governance requirements during the period leading up to an election. During this period, the business of Council continues and ordinary matters of administration still need to be attended to. This policy establishes a series of practices, which aim to ensure Council meets legislative requirements and upholds good governance principles during the period.

### 2. POLICY STATEMENT AND SCOPE

The purpose of this policy is to ensure that:

- Council, community and staff are aware of what can and cannot be done during the election (caretaker) period;
- Council complies with the election (caretaker) period provisions of the *Local Government (General) Regulation 2005-2021 (the Regulation)*; and
- Council continues to provide high standards of service to the community.

This policy also commits Council during the (caretaker) period to:

- Avoid making significant new policies or decisions that could unreasonably bind a future Council; and
- Ensure that public resources, including staff resources, are not used in election campaigning or in a way that may improperly influence the result of an election, or improperly advantage existing Councillors as candidates in the election.

### 3. THE CARETAKER PERIOD

The caretaker period as defined by the Regulation means the period of 4 weeks preceding the date of an ordinary election.

### 4. LEGISLATIVE REQUIREMENTS

In accordance with section 393B of the Regulation, a Council is precluded from undertaking certain functions during the caretaker period unless extraordinary circumstances have required the Council to apply to the Minister for an exemption.

Whilst not a requirement of the Regulation, it is considered good governance to prepare, adopt and maintain a caretaker period policy that establishes procedures to be applied by Council during the caretaker period.

The Regulation states that the following functions must not be exercised by Council during a caretaker period:

- Entering a contract or undertaking involving significant expenditure as set out in the Regulation; and/or

- Determining a controversial development application except in certain circumstances as set out in the Regulation; and/or
- The appointment or reappointment of a person as the council's Chief Executive Officer (or the removal of a person from that position), other than in circumstances set out in the Regulation.

Again, whilst not a requirement of the Regulation, it is further considered to be good governance for Council to take a position on the following matters as part of the caretaker period policy:

- Procedures intended to prevent the Council from making inappropriate decisions or using resources inappropriately during the caretaker period.
- Limits on public consultation and the scheduling of Council events.
- Procedures to ensure that access to information held by Council is made equally available and accessible to all candidates during the election.

This Policy also provides a framework to prevent Council from publishing or distributing material likely to influence voting at the election during the caretaker period. The Chief Executive Officer must certify publications during this period to ensure that they are not electoral material. Certain statutory documents and normal day-to-day services such as rate notices, parking fines, food premises registrations etc. are exempt from certification.

#### 4. DECISION MAKING

In accordance with section 393B of the Regulation, the following functions of a council must not be exercised by the council, or the Chief Executive Officer or any other delegate of the council, during a caretaker period:

- Entering a contract or undertaking involving the expenditure or receipt by the council of an amount equal to or greater than \$150,000 or 1% of the council's revenue from rates in the preceding financial year (whichever is the larger);
- Determining a controversial development application, except where—
  - a failure to make such a determination would give rise to a deemed refusal under section 8.211(1) of the Environmental Planning and Assessment Act 1979, or
  - such a deemed refusal arose before the commencement of the caretaker period; and
- The appointment or reappointment of a person as the Council's Chief Executive Officer (or the removal of a person from that position), other than:
  - an appointment of a person to act as Chief Executive Officer under section 336(1) of the Act, or
  - a temporary appointment of a person as Chief Executive Officer under section 351(1) of the Act.

Council's Code of Conduct also states:

*8.17 You must not use Council resources (including Council staff), property or facilities for the purpose of assisting your election campaign or the election campaigns of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.*

*8.18 You must not use the Council letterhead, Council crests, Council email or social media or other information that could give the appearance it is official Council material:*

- a) for the purpose of assisting your election campaign or the election campaign of others, or*
- b) for other non-official purposes.*

Election campaigns for the purpose of the Code of Conduct refer to Council, state and federal election campaigns.

Council makes decisions in the following ways:

- Officers acting under delegated authority from Council.
- Council meeting resolutions.

- Special Committees acting under delegated authority from Council.

This Policy establishes the following procedures to ensure that Council does not make inappropriate decisions during the caretaker period.

#### **4.1 Council meeting or officers acting under delegated authority**

Council meetings may be held during the caretaker period however the following decisions will not be made during the caretaker period by Council or an officer acting under delegation:

- Acquisition of land;
- Adoption or amendment of the Port Macquarie-Hastings *Local Environmental Plan 2011 (LEP 2011)*;
- Adoption or amendment of policies, protocols, strategies, master plans or frameworks;
- Adoption or amendment of the Community Strategic Plan or Council's Delivery Program;
- Adoption of a revised budget;
- Allocation of grants or awards to individuals or organisations;
- Appointing representatives to Council committees;
- Endorsing submissions to government or public bodies;
- Entering into a contract or entrepreneurial agreements exceeding the amount specified in the Regulation;
- Entering into agreements deeds or leases;
- Hearing of submissions or deputations from the community;
- Naming or re-naming of roads, reserves or features;
- Reviewing of programs or service provision; and
- Any other decision that the Chief Executive Officer considers may affect voting at the election or is a decision that can be made outside of the caretaker period.

Decisions made prior to the caretaker period by Council or by an officer under delegation can be implemented during the caretaker period.

#### **4.2 Ordinary Council meeting procedures**

To ensure Council complies with its legislative and Policy requirements, it is essential that the agenda for any Council meeting to be held during the caretaker period will (as per normal practice) be signed off by the Chief Executive Officer to ensure that no reports are presented to Council that may give rise to a decision that may affect voting or that could have been made outside of the caretaker period.

The standard agenda for Council meetings contains topics that may give rise to the discussion of election issues, therefore, the standard agenda for any Council meeting held during the caretaker period will be modified so that the following agenda items will not be considered by Council:

- Petitions, joint letters and deputations
- Public Forum
- Questions on Notice
- Notices of Motion
- Mayoral Minute
- Reports by Councillor delegates

#### **4.3 Councillor briefings**

Councillor Briefings are a forum for information sharing, not decision-making. Councillor briefings may be held during the caretaker period, however, Councillor briefing material will relate only to factual matters or to existing Council services. Such information will not relate to policy development, new projects, matters that are the subject of public or election debate, or that might be perceived to be connected with a candidate's election campaign.

The Chief Executive Officer will have final approval of topics presented at Councillor Briefings during the caretaker period.

Council Meeting Public Forum sessions will not be held during the caretaker period.

## 5. COUNCIL RESOURCES

Council resources including offices, support staff, hospitality services, equipment and stationary should be used exclusively for normal Council business during the caretaker period and must not be used in connection with an election.

- Councillors can only make operational requests through Council's Request Management System covering issues such as but limited to roads, footpaths, trees, waste management and general amenity. These requests will be administered as community requests.
- Photocopying for election campaigning purposes by Councillors or staff on Council office machines is not permitted.
- Databases and mailing lists held by Council remain the property of the Council and are subject to the requirements of the Privacy legislation and are therefore not available to members of the public, candidates or to Councillors.
- Council will not prepare or produce any materials associated with a Councillor's individual election campaign.
- Any materials produced by Council in relation to a public poll or referendum that is being conducted with an election must not be used by Councillors, candidates or supporters for the purposes of their own individual election campaign.
- Councillors must not use Council vehicles, Council issued mobile phones, laptops, data services and email addresses for election campaigning purposes.
- The use of Council's internet or intranet sites for any activity to do with election campaigning is not permitted. Council's website will not contain any links to a candidate's private website.
- Council will continue to provide support to Councillors for their normal day-to-day business. Out of pocket expenses paid by Councillors during the caretaker period for necessary costs incurred in the performance of their duties, which do not relate to any election campaign, will be reimbursed as normal.
- No election campaigning material is to be distributed from or displayed in or on Council land, facilities, libraries, community noticeboards, or during Council run or sponsored events and programs.
- Any Council facilities booked for electoral campaigning purposes by Councillors, candidates or supporters or other persons during the caretaker period will be let at the same rate to all hirers.
- Standing Councillors who book Council facilities for electoral campaigning purposes during the caretaker period must declare at the commencement of their function to all in attendance, that they have paid the normal hire fee for the Council facility.

## 6. COMMUNITY CONSULTATION AND/OR ENGAGEMENT

Community consultation and/or engagement involves inviting stakeholders (individuals, groups, organisations or the public generally) to a public consultation/engagement process to receive feedback on a project, issue or policy. Some of the topics of community consultation/engagement may have the potential to be an election issue. For this reason, no community consultation and/or engagement will take place during the caretaker period involving election issues, major developments or policy issues unless Council has resolved to conduct a poll or referendum with the election in which event, any community consultation and/or engagement is limited to the poll or referendum issue. This does not apply to consultation required by the *Local Government Act 1993* and the *Environmental Planning and Assessment Act 1979*.

Development Assessment Panel (DAP) meetings can be held during the caretaker period. Therefore, regular planning consultations/engagement involving Council staff, Councillors and interested persons required by legislation can be held. Discussions at these planning meetings must not involve election issues or significant community consultation on major developments, strategy or policy issues. Items referred to Council from DAP during the caretaker period will be held over until the first ordinary meeting of the Council following the elections.

## **7. EVENTS AND MEETINGS**

### **7.1 Council events and meetings**

Events and meetings that are held during the caretaker period can raise election issues that then can involve Councillors in the discussion. For this reason there will be no internally run Council events held during the caretaker period.

Events such as state wide events/festivals that are coordinated on an annual basis that must be held over a specific time period that coincides with the caretaker period can be attended by Councillors and/or people assisting in a candidate's election campaign provided that no electioneering takes place. There will be no Council officer support for administering attendance, preparing briefing notes or speeches for these events.

### **7.2 External events**

From time to time, Councillors may be invited to externally organised events such as business breakfasts, launches, openings and exhibitions. Councillors can attend these externally organised events, however, Council officers will not provide Councillors with administering attendance, preparing briefing notes or speeches.

## **8. PUBLISHING AND COMMUNICATIONS**

Subject to Council resolution Council will not print, publish or distribute or cause, permit or authorise to be printed, published or distributed, any advertisement, handbill, pamphlet or notice during the caretaker period unless the advertisement, handbill, pamphlet or notice has been certified in writing by the Chief Executive Officer.

Again, subject to Council resolution, the Chief Executive Officer will have final sign-off on all publications produced and distributed by the Council during the caretaker period. The Chief Executive Officer must certify that the publication does not contain electoral matter.

This should be broadly interpreted to refer to documents that are produced for the purpose of communicating with the community including:

- Council newsletters.
- Advertisements and notices.
- Media releases and response to media enquiries.
- Leaflets, brochures, stickers etc.
- Mail outs to multiple addresses.
- Social media content.
- Mayoral or Deputy Mayoral Columns.

The Policy applies to both hard copy publications and publications on the internet.

Publications that were published prior to the commencement of the caretaker period and publications that are required to be published in accordance with any Act or Regulation do not require certification by the Chief Executive Officer.

### **8.1 Chief Executive Officer certification process of publications**

The Group Manager Governance or their delegate will review all Council publications before they are recommended to the Chief Executive Officer for certification to ensure they are suitable for printing, publishing or distributing during the caretaker period.

Staff will be notified of the outcome of the Chief Executive Officer's decision and a record of all certified publications will be kept.



## 8.2 Council newsletters

Council newsletters will not be published or distributed during the caretaker period.

## 8.3 Annual Report and Financial Statements

The *Local Government Act 1993* requires the annual report and financial statements be submitted to the Minister annually. The Act also requires Council to consider the annual report at a Council meeting prior to the submission to the Minister. If the annual report is required to be made publicly available during the caretaker period, information within the report will be restricted to what is required by legislation.

## 8.4 Council Website

During the caretaker period, Council websites will continue to provide the community with information about the provision of and access to Council services.

Councillor profile pages that appear on Council's website will not include any campaigning material or links to any campaigning material.

Any reference to the election on Council's websites will be restricted to process only.

During the caretaker period, new pages or new content can only be added or updated if the content does not refer to election candidates, including current Councillors, or issues before the voters in an election unless Council has resolved to conduct a community poll or referendum on a specific subject and the information is required to inform the community in an impartial manner.

## 8.5 Media

The Chief Executive Officer has final sign-off and certification on all media releases and media responses. If a spokesperson is required in relation to an issue, the Chief Executive Officer will appoint the appropriate person.

Media releases and media responses may be issued to inform Council's services and activities but not if the service is likely to be an election issue. Media releases must not refer to Councillors or any candidate.

During the caretaker period, public comment on behalf of the organisation will be provided by the Chief Executive Officer or a Council officer appointed by the Chief Executive Officer.

Councillors must not use their position as an elected representative to gain media attention specifically in support of their election campaign.

## 8.6 Social Media

Council has a number of social media sites. During the caretaker period Council social media sites must not be used for election campaigning. Any publication of comments or new content on social media sites will generally require certification by the Chief Executive Officer during the caretaker period.

If a spokesperson is required in relation to any issue for one of Council's social media sites, the Chief Executive Officer will appoint the appropriate person.

## 9. COUNCIL INFORMATION

Councillors will continue to receive information necessary to fulfil their existing roles as Councillor during the caretaker period.

Councillors and candidates will not receive information or advice from Council staff that might be perceived to support election campaigns.

When carrying out their duties, Council staff must not offer comment to members of the public about any Councillors or candidates, except to provide contact details for current Councillors.

No other information other than what would normally be made available to any member of the general public on request will be provided to a Councillor or a Candidate.

#### Information Requests

All candidate requests for information relating to electoral matters and non-routine requests will be processed by Governance. Governance will maintain a record of requests. A copy of the request and the response will be made available to all candidates.

#### NOTE:

No candidate will be given preferential treatment over any other candidate or member of the public. It may be necessary for some information requests to be dealt with under GIPA based on the complexity, quantity of information or resources required to compile the information which may result in the requested information not being provided prior to the election.

### 10. RESPONSIBILITIES AND AUTHORITIES

The Group Manager Governance is the Council officer responsible for the implementation of this Policy. The Chief Executive Officer may also provide support and advice on this Policy.

The Group Manager Governance will:

- undertake a review of this in the lead up to every local government election. The review will incorporate changes in relevant legislation, documentation released from relevant state agencies and best practice guidelines; and
- investigate breaches of this Policy and refer matters to the Chief Executive Officer as appropriate.

All Councillors and staff are responsible and accountable for complying with this Policy.

### 11. REFERENCES

*Council's Code of Conduct*  
*Environmental Planning and Assessment Act 1979*  
*Local Government Act 1993*  
*Local Government (General) Regulation ~~2005~~2021*

### 12. DEFINITIONS

Caretaker Period: the period of 4 weeks preceding the date of an ordinary election

Councillor: An elected member of Council

Chief Executive Officer: 1st tier management position and titled as such

Council officer: A member of Council staff

### 13. PROCESS OWNER

Group Manager Governance

### 14. AMENDMENTS

NA



PORT MACQUARIE  
HASTINGS COUNCIL

# Draft Operational Plan

2024-25

DRAFT

2022-26 Delivery Program





## Acknowledgement of Country

**Yii Birrbay Barray**

This is Birpai Country

**Nyura yii-gu mara-la barray-gu, nyaa-gi, ngarra-gi**

You have come here, to the country to see, listen and remember

**Gathay Nyiirun Wakulda**

Let's all go together as one

We acknowledge that we are on Birpai Country and pay respects to all elders past, present and emerging. We acknowledge the ongoing connection to the Traditional Owners and Custodians of the lands and waters of the Port Macquarie Hastings region.





OUR VISION

To be the most liveable,  
sustainable and innovative  
place in Australia

OUR MISSION

To provide excellent  
services and  
infrastructure to  
our community



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## From our Mayor and CEO

On behalf of Port Macquarie Hastings Council, we are pleased to present our annual Operational Plan and Budget for 2024-25.

This document outlines our strategic initiatives, activities, and works program for the third year of Council's Delivery Program, marking the culmination of several significant longer-term projects.

Our population is growing, and we are proactively planning to secure the infrastructure required to support this expansion. Underpinning these plans is a dedication to safeguarding the natural beauty and environmental integrity of our beautiful region, as well as fostering connections within our community.

To help improve liveability, we remain steadfast in our commitment to enhance the condition of our assets and advance large-scale works.

We are proud to report substantial progress on our multi-year endeavours, including the construction of the Thrumster Wastewater Treatment Plant and the Water Supply Scheme at Cowarra Dam.

Other notable projects to help keep our region moving include the Ocean Drive Duplication Project, the sealing of Maria River Road and the Lorne Road upgrade. Our program will also see investment in playgrounds, sporting and recreational facilities, including the Thrumster Sports Fields.

We're also pleased to report completion of our Fixing Country Bridges program is just months away. Thanks to funding from the NSW and Federal Governments, we've successfully modernised 12 of our 13 ageing timber bridges, with just one bridge remaining at King Creek Road. We look forward to working with our government partners to celebrate this completion milestone in the second half of 2024.

We look forward to providing you with updates on our progress and invite you to engage with us as we work towards achieving our shared vision.



We remain committed  
to our vision, as well  
as being prepared and  
agile to respond to  
the opportunities and  
challenges that arise as  
our region grows and our  
community's needs evolve.



# SECTION 1

## EXECUTIVE SUMMARY

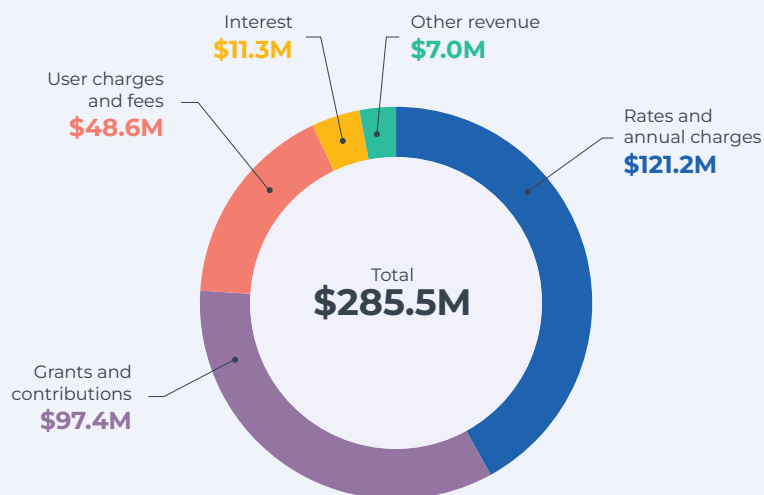




## Budget snapshot

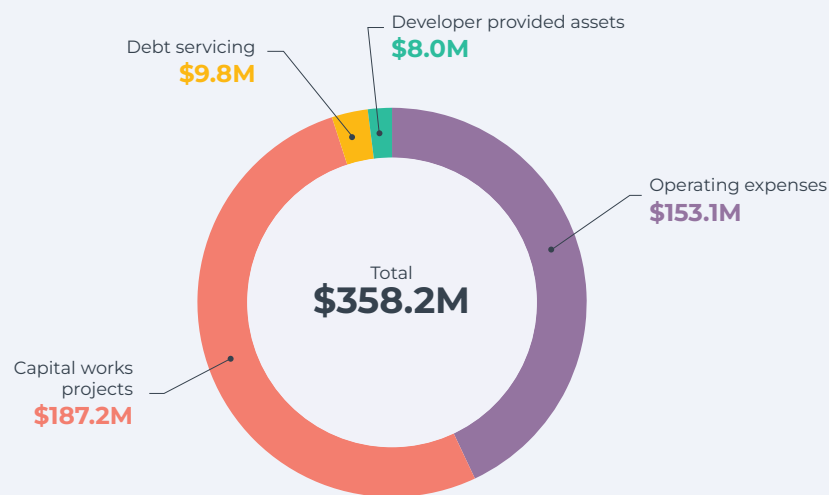
(2024-25)

### Projected operating income



- **Rates and annual charges**  
Income derived from Council services
- **Grants and contributions**  
From state and federal government grants and developer contributions
- **User charges and fees**  
For services such as water, waste management, building and planning, animal registration, airport and library
- **Interest**  
On investments
- **Other revenue**  
Such as management income, fines and rental of Council facilities

### Projected expenditure



- **Operating expenses**  
Excluding depreciation and loss on disposal of assets
- **Capital works projects**  
Major works delivered by Council
- **Debt servicing**  
Cost of servicing debts including loan repayments and interest
- **Developer provided assets**  
Assets handed to Council to manage on behalf of the community



## Financial summary

Service	Income	Direct Ex	Net Ex	CWP	Net Ex (CWP)
Cemeteries	304,611	(282,411)	22,200	-	22,200
Communications	-	(1,060,991)	(1,060,991)	-	(1,060,991)
Community Activation	623,942	(1,356,128)	(732,186)	(560,900)	(1,293,086)
Community Infrastructure and Recreation Operations	2,478,729	-	2,478,729	(3,875,000)	(1,396,271)
Community Voice	69,675	(2,039,640)	(1,969,965)	-	(1,969,965)
Compliance	546,180	(1,918,468)	(1,372,288)	-	(1,372,288)
Corporate Reporting	-	(391,969)	(391,969)	-	(391,969)
Customer Service	-	(1,869,694)	(1,869,694)	-	(1,869,694)
Development Services	4,232,060	(5,134,073)	(902,013)	-	(902,013)
Digital Technology	-	(7,070,035)	(7,070,035)	(1,260,204)	(8,330,239)
Economic Development	370,240	(2,121,847)	(1,751,607)	-	(1,751,607)
Emergency Management	324,186	(2,334,651)	(2,010,465)	-	(2,010,465)
Environmental Laboratory	270,000	(208,161)	61,839	(20,200)	41,639
Financial Management	72,498,667	(3,176,017)	69,322,650	-	69,322,650
Glasshouse	1,747,996	(3,957,049)	(2,209,053)	(68,310)	(2,277,363)
Governance & Councillor support	10,400	(6,311,961)	(6,301,561)	-	(6,301,561)
Health & Building Regulation	670,096	(1,503,890)	(833,794)	-	(833,794)
Internal Audit	-	(173,574)	(173,574)	-	(173,574)
Legal Counsel	-	(284,968)	(284,968)	-	(284,968)
Library	312,151	(2,337,872)	(2,025,721)	(350,800)	(2,376,521)
Natural Resource Management	230,479	(2,836,964)	(2,606,484)	(90,000)	(2,696,484)
Organisational Capital Works	-	(937,106)	(937,106)	-	(937,106)
People Safety and Performance	130,000	(2,532,826)	(2,402,826)	-	(2,402,826)
Port Macquarie Airport	6,320,389	(5,749,841)	570,548	(1,625,250)	(1,054,702)
Procurement	15,800	(1,325,543)	(1,309,743)	-	(1,309,743)
Spaces and Places	1,484,335	(13,106,352)	(11,622,017)	(6,281,519)	(17,903,536)
Stormwater, Flooding and Drainage	867,385	(3,709,230)	(2,841,845)	(2,485,000)	(5,326,845)
Strategic Landuse Planning	9,837,000	(2,130,327)	7,706,673	-	7,706,673
Strategic Projects	-	(575,094)	(575,094)	-	(575,094)
Strategic Property Investment	-	(395,601)	(395,601)	-	(395,601)
Sustainability	-	(176,708)	(176,708)	-	(176,708)
Transformation	-	(1,700,743)	(1,700,743)	-	(1,700,743)
Transport	63,871,199	(17,948,580)	45,922,619	(86,283,355)	(40,360,736)
Waste Management	31,544,093	(23,506,085)	8,038,008	(350,000)	7,688,008
Wastewater	42,283,726	(17,581,947)	24,701,779	(33,659,787)	(8,958,008)
Water Supply	45,621,178	(16,592,400)	29,028,778	(58,415,597)	(29,386,819)
<b>Totals</b>	<b>286,664,515*</b>	<b>(154,338,742)</b>	<b>132,325,773</b>	<b>(195,325,922)</b>	<b>(63,000,149)</b>

### Table Labels

**Direct Ex** - Direct Expenditure

**Net Ex** - Net Expenditure

**CWP** - Capital Works Program

**Net Ex (CWP)** - Net Expenditure including cost of Capital Works

\* Service revenue includes internal fleet revenue of \$1.2m that is not included in the budget revenue that is noted on pages 7 and 9

### Service Areas

Information about each Service Area is included further along in this Operational Plan





# Budget

## Income

### Income from Continuing Operations

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

### Restricted Asset Movements

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

### Financing Activity Movements

**Proceeds from Borrowings and Advances:** This is the amount that Council intends to borrow from financial institutions. **Repayment of Borrowings and Advances:** This is the repayment of principal on Council loans

Operating Activities Movements		2024-25
<b>Income from Continuing Operations</b>		<b>285,475,049</b>
Rates & Annual Charges		121,200,495
User Charges & Fees		48,583,728
Interest Revenue		11,277,718
Grants and Contributions		97,374,822
Other Operating Revenue		7,038,286
<b>Expenses from Continuing Operations</b>		<b>(216,050,275)</b>
Employee Costs		(70,935,934)
Materials & Services		(58,428,497)
Depreciation		(59,851,000)
Interest on Loans		(3,029,045)
Other Operating Expenses		(20,755,800)
Loss on Disposal of Assets		(3,050,000)
<b>Operating Result from continuing operations</b>		<b>69,424,773</b>
<b>Restricted Asset Movements</b>		
Transfer from Restricted Assets		94,705,573
Transfer to Restricted Assets		(63,457,634)
<b>Net Revenues Used/(Provided) in Restricted Assets</b>		<b>31,247,939</b>
<b>Property, Plant &amp; Equipment Movements</b>		
Purchase of Assets		(187,185,922)
Developer Provided Assets		(8,000,000)
<b>Net Revenues (Used in)/Provided in Investing Activity</b>		<b>(195,185,922)</b>
<b>Financing Activities Movements</b>		
Receipts		38,429,000
Proceeds from Borrowings & Advances-new loan		38,429,000
Proceeds from Borrowings & Advances-existing loan		-
Payments		(6,816,790)
Repayments of Borrowings & Advances-new loan		-
Repayments of Borrowings & Advances-existing loan		(6,816,790)
<b>Net Revenues (Used in)/Provided in Financing Activity</b>		<b>31,612,210</b>
Net Result (including depreciation)		(62,901,000)
Add Back: Non-cash items		62,901,000
<b>Budget Surplus/(Shortfall)</b>		<b>nil</b>

## Expenses

### Expenses from Continuing Operations

**Employee Costs:** All costs related to employees including wages and salaries, workers compensation, employee leave entitlements, superannuation, fringe benefits taxation, payroll taxation and travelling etc. but not including employee costs associated with asset construction. **Materials and Contracts:** Includes all materials and contracts used in delivering operational activities. **Depreciation:** This is the estimated amount by which Council's assets will deteriorate by in the 2021-2022 financial year. **Interest Paid:** The amount that is paid to financial institutions for interest on loans made to Council. **Other Operating Payments:** Includes all payments not included in the above categories including phone costs, bank charges, electricity, insurance, street lighting, Mayoral and Councillor fees etc.

### Property, Plant & Equipment Movements

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

## Budget Position

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



## How we invest in our community

Our aim is to enhance the quality of life for our community of over **86,000** residents by offering a range of services and amenities. Here are some of the ways your rates are used to maintain and operate our existing assets for the betterment of our community.



### TRANSPORT & TRAFFIC **\$17.9m**

Roads and transport maintenance



### WASTE MANAGEMENT **\$23.5m**

Waste management and education



### WASTEWATER **\$17.6m**

Maintenance and design of wastewater system



### WATER SUPPLY **\$16.6m**

Catchment and management of captured resources, reclaimed water and system maintenance.



### GLASSHOUSE **\$4.0m**

For the Glasshouse cultural programs, community hire subsidy and back of house operations, as well as facility management and maintenance



### AIRPORT **\$5.7m**

Operation and facility maintenance of Port Macquarie Airport



### NATURAL RESOURCES **\$2.9m**

Management of natural resources including control of feral animals and weeds, bush and environmental restoration.



### STORMWATER, FLOODING AND DRAINAGE **\$3.7m**

Monitoring and maintaining our stormwater network



### LIBRARY **\$2.3m**

Operations of three library locations, mobile lending services and our digital collection



### COMMUNITY ACTIVATION **\$1.4m**

Creating vibrant, connected and inclusive communities and places through community advocacy and sponsorship of events



### FERRIES **\$1.4m**

Operation and maintenance of two ferry services



### PARKS, SPORTS & RECREATION **\$13.1m**

Maintaining three swimming pools, parks, playgrounds, fields and open recreation spaces and lifeguard services

## 0.0% Rate Peg

At its Ordinary Meeting held 15 February 2024, Council resolved in part:

That Council:

1. Request the Chief Executive Officer prepare the Draft 2024-25 Operational Plan with a 0.0% Rate Peg applied to Ordinary and Special Rates, excluding the Town Centre Master Plan component of the Port Macquarie CBD ordinary business rate.
2. Include in the Draft 2024-25 Operational Plan and resultant communication with ratepayers, a clear understanding of the measures to mitigate all the financial impacts that a 0.0% Rate Peg in the Ordinary and Special Rates that may apply.
3. Ensure that mitigation measures in dealing with the 0.0% Rate peg in the Draft 2024-25 minimises the impact on reducing services and projects.

A 0.0% rate peg compared to the Independent Pricing and Regulatory Tribunal approved rate peg of 4.6%, will impact General Fund operating revenue by **\$2.7m** in 2024-25.

Council's Risk Appetite Statement, in relation to financial sustainability, requires this revenue impact be mitigated by reducing budgeted operating expenses within the General Fund.

In readiness for the 2025-26 Operational Plan, Council will identify permanent reductions to mitigate the ongoing impact of a 0.0% rate peg in 2024-25.

For 2024-25, interim reductions will be made in areas where operating expenses are variable and able to be influenced in the short term.

A considerable component of Council's operating expenses are fixed. Of its variable operating expenses, a large percentage relate to maintenance of parks, gardens, community infrastructure and roads.

Mitigation	Amount	Description
Freeze on hires	\$650,000	A freeze on hiring specific roles within PMHC would be used to reduce expenditure by \$650,000.
Corporate Overhead savings	\$200,000	A reduction in discretionary spending, including on consultants and professional services.
Road resealing and maintenance	\$650,000	The Sealed Roads Repairs Program will be impacted by \$650,000. This corresponds to a reduction of around ten (10) kilometres of road resealing or two (2) kilometres of asphalt resurfacing.
Parks and gardens maintenance	\$350,000	Parks and gardens maintenance will be impacted by \$350,000. This impacts Council's ability to maintain existing service levels for mowing across the LGA (i.e. a six (6) week mowing cycle would be an eight (8) week mowing cycle).
Tree and shrub maintenance	\$250,000	Tree and shrub maintenance will be reduced by \$250,000 compared to the 2023-24 budget. This corresponds to a reduction of around 144 priority trees not being maintained across the LGA.
Building maintenance	\$250,000	Building maintenance will be impacted by \$250,000 across nine (9) sites having reduced asset maintenance including Libraries, Community Halls, and amenities.
Community grants	\$200,000	Community Grants will not be available in the 2024-25 budget.
Community activities and cultural events	\$150,000	Community activities and events will be reduced by \$150,000. This would discontinue funding for Arts Mid North Coast partnership, community events, community programs and the installation of public art.
<b>Total</b>	<b>\$2,700,000</b>	

For further information on the 0.0% Rate Peg, refer to item 10.16, Impacts and Options in Relation to a Proposed Rate Freeze for 2024-25, considered at Council's Ordinary Meeting held 15 February 2024 by visiting [pmhc.nsw.gov.au/council-papers](http://pmhc.nsw.gov.au/council-papers).

# Town Centre Master Plan

At its Ordinary Meeting held 15 February 2024, Council resolved in part:

That Council:

- 1. Prepare as part of the Draft 2024-25 Operational Plan, the abolition of the Town Centre Master Plan (TCMP) component of the Port Macquarie CBD Ordinary Business Rate.
- 2. Include in the Draft 2024-25 Operational plan details of a potential redistribution of the shortfall in rates from the abolition of the Town Centre Master Plan (TCMP) component of the Port Macquarie CBD Ordinary Business Rate across all ordinary rate sub-categories.

For further information on the abolition of the Town Centre Master Plan, refer to item 10.17, Impacts and Options in Relation to the Abolition of the Town Centre Master Plan Component of The Port Macquarie CBD Ordinary Business Rate, considered at Council's Ordinary Meeting held 15 February 2024 by visiting [pmhc.nsw.gov.au /council-papers](https://pmhc.nsw.gov.au/council-papers).

## Redistribution across all other categories

In the case of redistributing across all Council ordinary rate sub-categories, including residential and business, initial modelling indicates as per the table below, that this would result in an approximate **1% increase** in the average rate paid by Port Macquarie Hastings LGA ratepayers.

Category	Change in Average Annual Rates (\$)
Residential - Defined Urban Centre	19.93
Residential - Other	20.96
Business - Defined Urban Centre	49.28
Business - Other	27.30
Business - CBD	(3,146.72)
Farmland	32.99



## Our community priorities

These top 10 priorities have been identified as part of our *Imagine2050 Community Strategic Plan*



### Reduced traffic

Less congestion with a clear transport network approach to address present and future needs



### Stable infrastructure

A solid infrastructure approach that ensures sewer, water, stormwater capability now and in the future



### Improved pathways

Footpaths, shared paths, cycleways and access to public transport across our region



### Environment

Protection for our natural environment and support for climate friendly initiatives



### Affordable living

Current and future generations to have access to affordable lifestyles (eg housing)



### Thriving economy

Initiatives which support local jobs and business



### Inclusive community

Opportunities to celebrate our history, work alongside our First Nations people and build community spirit



### Collaboration

A greater level of trust between the community and decision-makers



### Transparency

Clear understanding and demonstration of how resources are allocated across the region



### Quality of life

Quality amenities and effective management of assets to ensure good quality of life outcomes



## 2024-25 Capital project highlights

by region

### Wauchope, Surrounds & Hinterland

- Cowarra Water Scheme planning and design - **\$12,300,000**
- Koree Island Water Pump Station Renewal & VSD Upgrade - **\$1,100,000**
- Wauchope Gravity Sewer Upgrade - Cameron St - **\$100,000**
- Cairncross Waste Management Facility Weighbridge Upgrade - **\$100,000**
- Maria River Road Upgrade - **\$11,000,000**
- Lorne Road Upgrade - Stage 1 - **\$7,618,000**
- Maintenance of Kindee Bridge - **\$1,000,000**

### Camden Haven

- Camden Haven Surf Club Building Preconstruction - **\$200,000**
- Kew Reservoir Construction - **\$4,500,000**
- Planning and design of Camden Haven Rising Mains (Wastewater) - **\$750,000**
- Beach to Beach Walk Pathway Construction - **\$1,455,237**
- Apex Park Amenities Upgrades - **\$100,000**
- Wallace Reserve Playground Upgrade - **\$120,000**

### Port Macquarie

- Thrumster Wastewater Treatment Plant planning - **\$12,700,000**
- Ocean Drive Duplication - **\$50,400,806**
- Hastings River Drive Pedestrian Crossing (near Aston Street) - **\$500,000**
- Tacking Point Lighthouse Construction of Viewing Platform and Accessible Boardwalk - **\$850,000**
- Thrumster Sports Fields Commence Construction - **\$2,200,000**
- Port Macquarie Community Centre Design & Construction - **\$200,000**
- Port Macquarie Playground Upgrades - **\$557,000**

### Bonny Hills / Lake Cathie

- Water Trunk Main from Bonny Hills to Kew Construction Stage 1 (Construction) & Stage 2 (Design) - **\$8,000,000**
- Rainbow Beach Pedestrian Facility - **\$306,199**
- Jonathan Dixon Reserve Amenities Upgrade - **\$100,000**



A complete list of Capital Works projects is available in Section 5





## SECTION 2

### ABOUT PORT MACQUARIE HASTINGS COUNCIL

## Your Council

Every four years, Councillors are elected to represent the Port Macquarie Hastings community to direct and control the affairs of Council in accordance with the *Local Government Act*. Council is governed by an elected body with a popularly-elected **Mayor** and **eight Councillors** that serve for four years. The Mayor and Councillors review Council's performance, its **delivery of services, financial and management plans**, and its **annual budget**. Together, the elected body appoints the Chief Executive Officer (CEO).

Local government elections are due to be held in September 2024.



Mayor  
**Peta Pinson**



Councillor  
**Adam Roberts**



Councillor  
**Rachel Sheppard**



Councillor  
**Nik Lipovac**



Councillor  
**Danielle Maltman**



Councillor  
**Lauren Edwards**



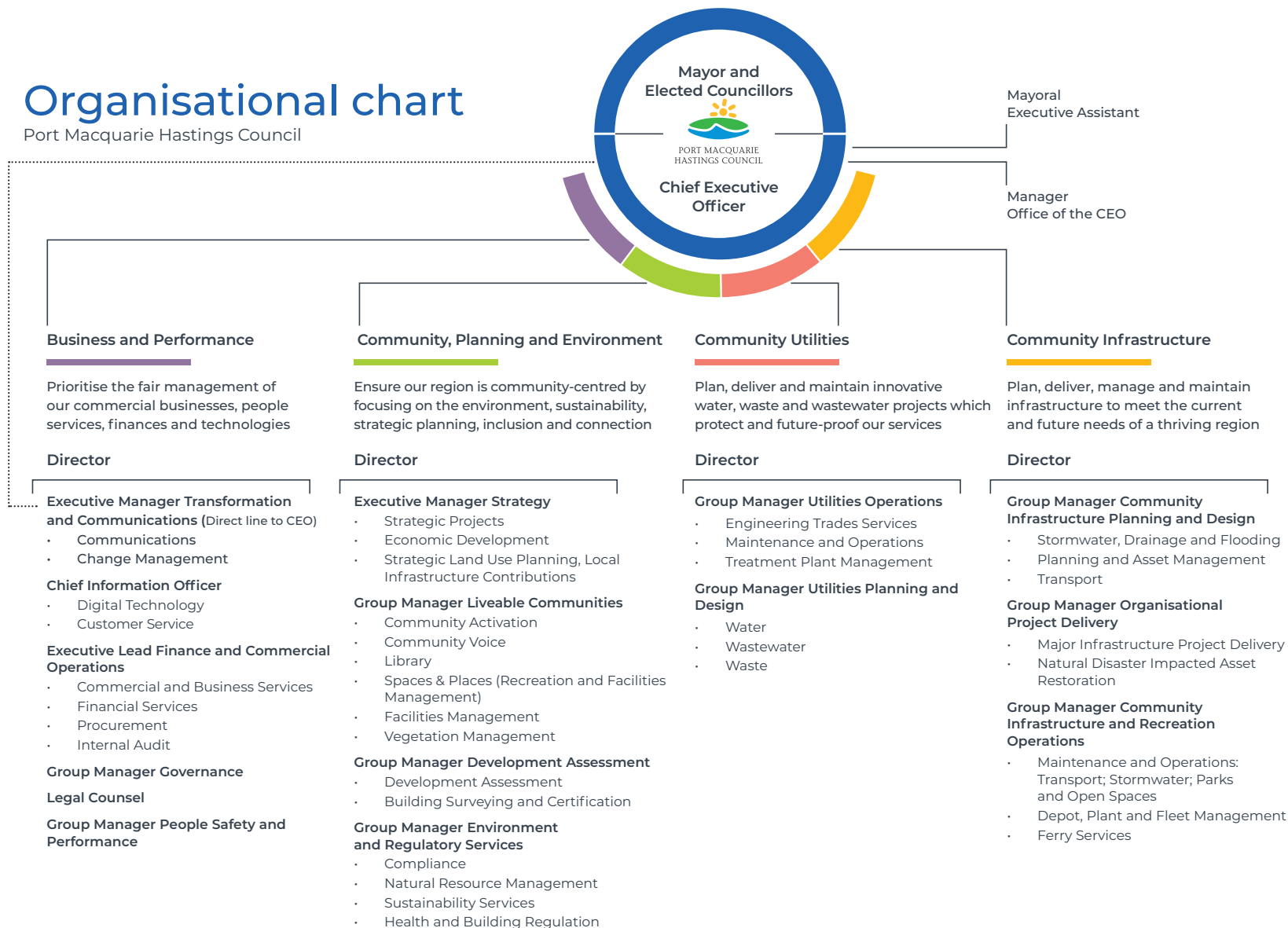
Councillor  
**Lisa Intemann**



Councillor  
**Josh Slade**

# Organisational chart

Port Macquarie Hastings Council





## Australian Business Excellence Framework

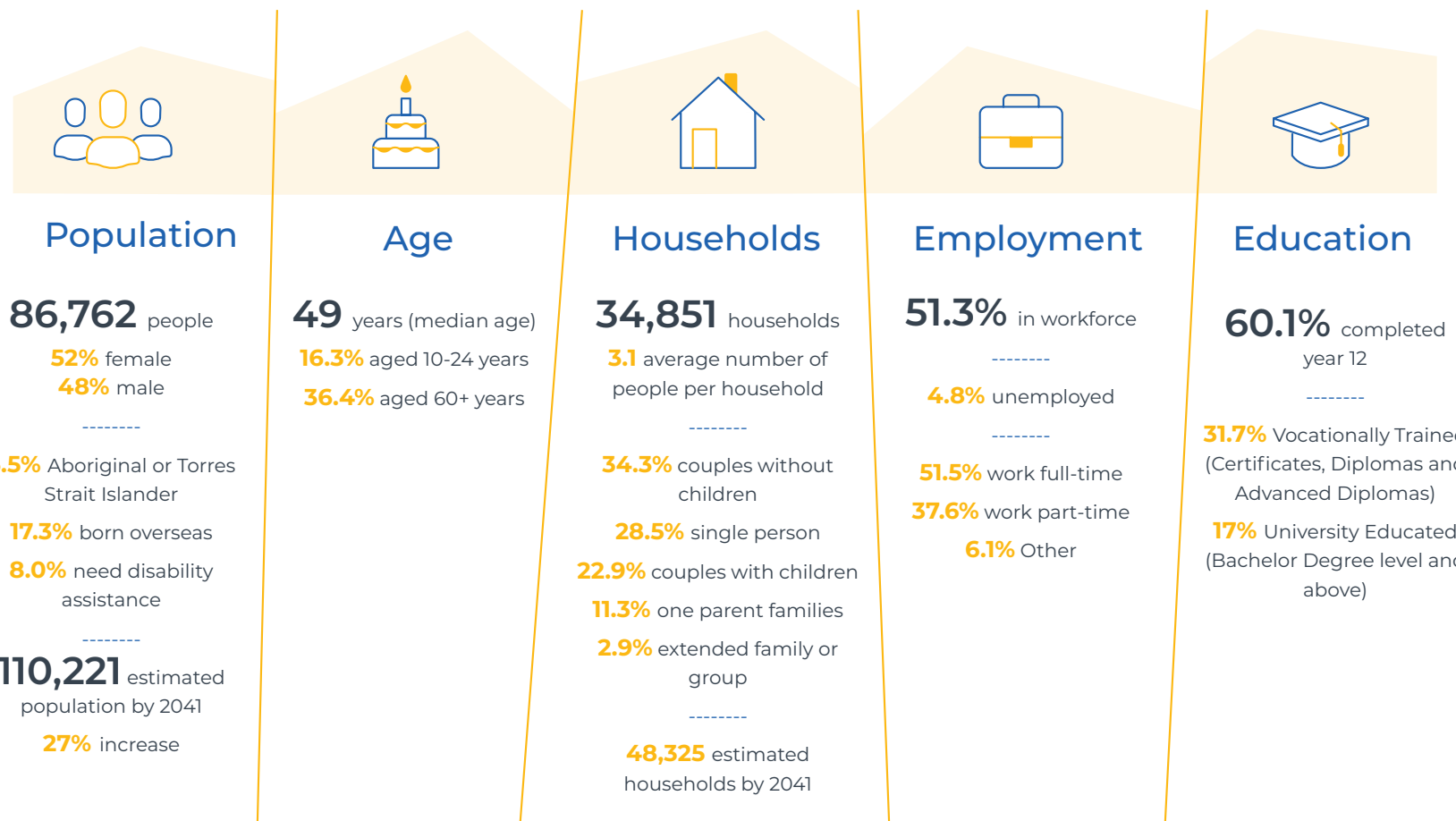


Adopted by Council in March 2021, the **Australian Business Excellence Framework (ABEF)** is one of the key tools that we use to inform our strategy, our planning, our leadership, and our work with our customers and stakeholders.

The ABEF provides a framework where we can assess how we function as a whole, drive improvement, and inform our focus on leadership, engagement, customers, strategies, plans and knowledge management. Utilising the ABEF assists us to ensure our organisation is both sustainable and adaptable to meet the changing needs of our key stakeholders and community.



## Our community



All statistics sourced from: Australian Bureau of Statistics (ABS) 2021 and REMPLAN Economics 2021



## Our place

### Environment

Our region has a distinctive topography including natural bushland, coastline, waterways, lakes and rural hinterlands which create a diverse and complex setting that provides an array of stunning landscapes and supports a rich biodiversity.

- **62.4 km** of coastline
- **20** beaches
- **Significant** National Parks, Conservation Areas and High Environmental Value land
- **2,103** native plant species
- **79** threatened plant species
- **147** threatened animal species
- **25** threatened ecological communities
- **3** endangered populations
- National significant population of **koalas**

**3,686km**

Land area



### Economy

With our broad-based public and private business sectors, coupled with a dynamic retail and commercial district, Port Macquarie-Hastings is a mature, long-established community with regional city status and a thriving tourism sector.

- **\$6.6 billion** Gross Regional Product
- Top 5 **industries** by **output**

Construction	\$2,048m
Electricity, Gas, Water & Waste Services	\$1,998m
Rental, Hiring & Real Estate Services	\$1,303m
Health Care & Social Assistance	\$1,272m
Manufacturing	\$1,170m

- Top 5 **industries** by **employment**

Health Care & Social Services	7,549 jobs
Retail Trade	4,045 jobs
Education & Training	3,570 jobs
Construction	3,367 jobs
Accommodation & Food Services	3,365 jobs



## Our facilities

From libraries to the lab, roads and boatramps, playgrounds to pumping stations, skate parks to stormwater networks, we manage more than **\$2.6 billion\*** of assets with annual operating expenses exceeding **\$115m**.

\*Excludes depreciation, loss on disposal of asset and interest expense.

### Community recreational amenities



- 22** sporting complexes
- 2** indoor stadiums
- 12** outdoor gyms
- 3** public pools
- 6** patrolled beaches
- 17** boat ramps
- 9** jetties



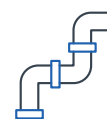
- 6** skate parks
- 73** playgrounds
- 6** accessible playgrounds
- 347** parks and reserves
- 25+** community BBQs
- 47** public toilets

### Community facilities



- 1** airport
- 1** cultural facility
- 3** public libraries
- 18** community halls
- 1** co-working space
- 19** RFS facilities
- 3** SES facilities
- 11** cemeteries
- 1** environmental NATA-accredited laboratory

### Operational facilities



- 4** water treatment plants
- 14** water pumping stations
- 169** sewage pumping stations
- 14,350+** sewer manholes
- 2,000km+** water and sewer mains
- 364km+** stormwater pipes
- 1** organic recovery facility



- 1** recycling centre
- 5** waste facilities
- 1** landfill







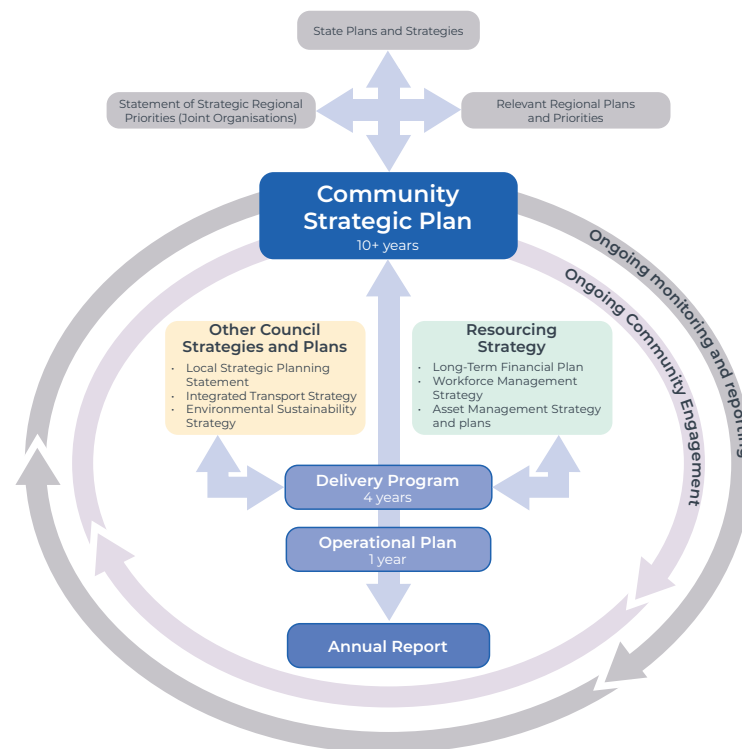
## SECTION 3

### STRATEGIC PLANNING FRAMEWORK



## Our planning and reporting framework

All local councils have a range of legal and compliance requirements, which includes Integrated Planning and Reporting (IP&R) under the Local Government Act. The IP&R framework, as shown below, highlights the interconnectedness of strategies and plans at a state, regional and local level. It supports Council in developing long, medium, and short-term plans aligned to the community's vision and ensures transparency and accountability to the community through regular reporting.



23 Port Macquarie-Hastings Council | Draft Operational Plan 2024-25



### Community Strategic Plan

Ten years+

Informs Council on the longer-term aspirations of the community and sets out our vision, objectives and strategies



### Delivery Program

Four years

Strategies  
Strategic Actions  
Major Projects  
Services  
Success Indicators  
Four-year Financials



### Operational Plan

One year (for every year of the Delivery Program)  
Detailed Actions  
Annual Projects  
Services  
Success Indicators  
Annual Budget



### Annual Report

One year  
A yearly overview of Council's activities and achievements against the Delivery Program and Operational Plan

## Goal alignment

In preparing its strategic plans for our region, Council considers the alignment of what we do in relation to the United Nations Sustainable Development Goals (SDGs) and Quadruple Bottom Line (QBL) in planning our service delivery and working towards a more sustainable future. The following shows the alignment of the CSP Themes with the SDG's. The CSP Objectives and Strategies are outlined in Appendix A.

### CSP Theme and Sustainable Development Goals



### Quadruple Bottom Line (QBL)





# SECTION 4

## OUR SERVICES AND PROJECTS FOR 2024-25



## Council's services

Council is committed to delivering a wide range of services for the community to work towards achieving the community's vision, priorities and goals as identified in the *Imagine2050 Community Strategic Plan*.

Services delivered by council are identified under two categories, external services (principle activities) and internal services (corporate activities).

External Services	
● Cemeteries	● Natural Resource Management
● Community Activation	● Organisational Project Delivery
● Community Infrastructure and Recreation Operations	● Port Macquarie Airport
● Community Voice	● Spaces and Places
● Compliance	● Stormwater Drainage & Flooding
● Development Services	● Strategic Land Use Planning
● Economic Development	● Sustainability
● Emergency Management	● Transport
● Environmental Laboratory	● Waste Management
● Glasshouse	● Wastewater
● Health and Building Regulation	● Water Supply
● Library	

Internal Services
● Asset Management
● Communications
● Corporate Reporting
● Customer Service
● Digital Technology
● Financial Management
● Governance and Councillor Support
● Internal Audit
● Legal Counsel
● People, Safety & Performance
● Procurement
● Strategic Projects
● Strategic Property Investment
● Transformation

### Key

● Sustainable   ● Resilient   ● Connected   ● Liveable   ● Thriving   ● Authentic



## Cemeteries

**Service description:** This service is responsible for the provision of burial services/ash placements, customer enquiries and historical record access for eleven cemeteries in the Local Government Area. It also provides spaces for our community that are peaceful and provide tranquillity and contemplation.

**Directorate:** Business and Performance

**Responsible:** Director Business and Performance

### How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
● Environmentally Sustainable		
● Resilient		
● Liveable		
● Connected		
● Thriving		
● <b>Authentic &amp; High Performing</b>	<b>AHP4.4</b>	<b>AHP4.1, AHP4.2</b>

Priority  
Areas



Quality of Life

Quadruple  
Bottom  
Line

**Social Sustainability**  
Environmental Sustainability  
Economic Sustainability  
Civic Leadership

### What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
<b>Income</b>	
Income, Grants & Contributions	-
Rates & Annual Chargers	-
User Charges & Fees	304,611
Works Program - Operating	-
Works Program - Capital	-
Other Income	-
<b>Total Income</b>	<b>304,611</b>
<b>Expenditure</b>	
Operating Expenditure	(282,411)
Works Program - Operating	-
Works Program - Capital	-
Other Expenditure	-
<b>Total Expenditure</b>	<b>(282,411)</b>
Net contribution/expense	22,200
Employees	Resourced by other service

\* Excludes loan principle, depreciation, overheads, reserve movements



WHAT WE DELIVER		WHAT WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Chief Information Officer		Key Performance Indicator	Target	Reporting Frequency	Ref
Cemetery Services	To provide cemetery and internment services that meet community needs	Number of incidents resulting from incorrect administration or record keeping	Nil	Six monthly	● AHP4.1
Asset Management	Undertake asset management planning on Council's Cemeteries Assets to meet community service needs, minimise risk, and efficiently manage asset lifecycle costs	Undertake Asset Management planning on Council's Cemeteries assets to meet community service needs, minimise risk, and efficiently manage asset lifecycle costs	Asset management plans are current and are reviewed annually	Annual	● AHP4.2

Service Satisfaction Key Performance Indicator	Target	Frequency	Ref
Community satisfaction with Cemeteries	Maintain or increase from previous (2022- 94%)*	Every two years (2024)	● AHP4.1

\* Source: Port Macquarie Hastings Council Community Satisfaction Survey 2022



# Community Activation

**Service description:** Liveable communities offer an exceptional quality of life, promoting health and well-being for all. Community Activation serves as the cornerstone in our journey toward creating vibrant, liveable regions. Through community and cultural programs, events and activation of communal spaces, Community Activation works to elevate the living standards of residents and visitors through a range of connecting activities, programs, and inclusive decision-making.

**Directorate:** Community, Planning and Environment

**Responsible:** Director Community, Planning and Environment

How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
● Environmentally Sustainable		
● Resilient	R1	R1.1, R1.2
● Liveable	L3	L3.3
● Connected	C3	C3.1
● Thriving		
● Authentic & High Performing		

Priority Areas



Inclusive Community



Quality of Life

Quadruple Bottom Line

Social Sustainability  
Environmental Sustainability  
Economic Sustainability  
Civic Leadership

What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
<b>Income</b>	
Income, Grants & Contributions	4,500
Rates & Annual Chargers	591,542
User Charges & Fees	-
Works Program - Operating	-
Works Program - Capital	-
Other Income	27,900
<b>Total Income</b>	<b>623,942</b>
<b>Expenditure</b>	
Operating Expenditure	(1,246,128)
Works Program - Operating	(110,000)
Works Program - Capital	(560,900)
Other Expenditure	-
<b>Total Expenditure</b>	<b>(1,917,028)</b>
Net contribution/expense	(1,293,086)
Employees	6

\* Excludes loan principle, depreciation, overheads, reserve movements





WHAT WE DELIVER		WHAT WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Group Manager Liveable Communities		Key Performance Indicator	Target	Reporting Frequency	Ref
<b>Community Development</b>	Work in partnership with government and community organisations to deliver initiatives that build community connection, resilience, access and belonging with a focus on youth, seniors, people living with disability, First Nations people and the homeless.	Number of activities delivered in partnership with community organisations	Two community activities	Six monthly	● R1.1
		Percentage of agreed Annual Youth Program (including Youth Week activities) delivered	90% of program activities delivered	Six monthly	
		Number of culturally important dates for First Nations people supported by Council	Events delivered	Six monthly	
		Percentage of meetings held as per agreed annual program with peak community service agencies, including First Nations people and supporting organisations	90%	Six monthly	
		Volunteer recruitment drives delivered per year	Two	Six monthly	
<b>Cultural Programs</b>	Deliver and support activities that recognise and celebrate our cultural diversity which includes: <ul style="list-style-type: none"> <li>Working with creative industries to nurture the local community to enhance social, cultural, and economic outcomes</li> </ul>	Number of cultural program activities supported and/or delivered by Council	Four	Quarterly	● L3.3
		Number of partnerships and services developed to support active participation in a vibrant and inclusive arts community	90%	Six monthly	



WHAT WE DELIVER		WHAT WE MEASURE			
	Deliver and support activities that recognise and celebrate our cultural diversity which includes: <ul style="list-style-type: none"> <li>Partnering with Local Aboriginal Land Councils and the Birpai community to develop and share cultural places and stories of significance.</li> </ul>	Percentage of agreed First Nations Cultural Program delivered	90%	Six monthly	● R1.2
<b>Community Events</b>	Deliver and promote Council coordinated events and projects across the LGA	Number of community events delivered (including Artwalk)	One	Six monthly	● R1.1
<b>Community and Place Activation</b>	Deliver and support place making activities, programs and projects that enhance community life including priority actions identified from Town and Village Plans including the Port Macquarie Town Centre Masterplan (TCMP)	Number of place making activities and programs supported/delivered	Five activities per year	Annual	● C3.1
		Community and Place Activation Plans are reviewed and current	100%	Annual	
		Town and Villages Plans annual action plan implemented	90%	Six monthly	
		Percentage of community-led and Council-funded projects delivered as per agreed annual Town and Village Action Plan	90%	Six monthly	

Service Satisfaction Key Performance Indicator	Target	Frequency	Ref
Community satisfaction with providing cultural activities	Increase or maintain on previous (2022 - 88%) *	Every two years (2024)	● L3.3
Community satisfaction with providing services for specific groups such as older people, younger people, the Aboriginal community, and people with disabilities	Increase or maintain on previous (2022 - 80%) *	Every two years (2024)	● R1.1
Community satisfaction with creating vibrant town centres and public places	Increase or maintain on previous (2022 - 84%) *	Every two years (2024)	● C3.1



Service Satisfaction Key Performance Indicator	Target	Frequency	Ref
Community satisfaction with creating a sense of place and community involvement and connection	Increase or maintain on previous (2022 - 80%) *	Every two years (2024)	● C3.1

\* Source: Port Macquarie Hastings Council Community Satisfaction Survey 2022

## 2024-25 Operational Plan Projects and Actions

PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBILITY	FUNDING	COST	Ref
Community Development					
<b>PMHC Reconciliation Action Plan</b>	Reconciliation Action Plan endorsed and implementation commenced.	Group Manager Liveable Communities	Service Budget	Operating Budget	COA 01 ● R1.1
<b>PMHC Inclusion Plan</b>	Draft Inclusion Plan prepared and endorsed for public exhibition	Group Manager Liveable Communities	Service Budget	Operating Budget	COA 02 ● R1.1
<b>Council's Community Volunteering Program</b>	Volunteer Program delivered as per agreed schedule	Group Manager Liveable Communities	Service Budget	Operating Budget	COA 03 ● R1.1
Cultural Programs					
<b>PMHC Cultural Plan</b>	Draft PMHC Cultural Plan prepared and endorsed for public exhibition	Group Manager Liveable Communities	Service Budget	Operating Budget	COA 04 ● L3.3
<b>First Nations Cultural Program</b>	First Nation Cultural Program developed, and implementation commenced	Group Manager Liveable Communities	Service Budget	Operating Budget	COA 05 ● L3.3
Community Events					
<b>Annual Community Events Program</b>	Program published and delivered	Group Manager Liveable Communities	Service Budget	Operating Budget	COA 06 ● R1.1
<b>Australia Day Committee</b>	Australia Day Committee established	Group Manager Liveable Communities	Service Budget	Operating Budget	COA 07 ● R1.1
<b>Artwalk 2025</b>	Artwalk 2025 delivered	Group Manager Liveable Communities	Revenue	110,000	COA 08 ● R1.1



PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBILITY	FUNDING	COST	Ref
Community and Place Activation					
<b>Town and Villages Plans Annual Action Plan</b>	Number of community-led and Council-funded projects delivered as per the Town and Villages Annual Action Plan	Group Manager Liveable Communities	Service Budget	Operating Budget	COA 09 ● C3.1
<b>Develop a Placemaking Priority Action List by consolidating actions from relevant PMHC Strategies and Plans</b>	Priority list approved and implemented.	Group Manager Liveable Communities	Service Budget	Operating Budget	COA 10 ● C3.1
<b>Undertake design, construction, and delivery of works in line with Disability Discrimination Act Action Plan and Buildings Access Strategy</b>	Percentage of planned works completed	Group Manager Liveable Communities	Revenue	112,300	COA 11 ● C3.1
<b>Management of community-based projects</b>	Number of projects managed	Group Manager Liveable Communities	Revenue	242,100	COA 12 ● C3.1
<b>Hamilton Green Enhancement Project</b>	Percentage of renewal program completed	Group Manager Liveable Communities	Reserves	6,500	COA 13 ● C3.1
<b>Port Macquarie Community Centre - Design</b>	Complete design of the Port Macquarie Community Centre *Construction planned to commence 2025-26	Group Manager Liveable Communities	Contributions	200,000	COA 14 ● C3.1



# Community Infrastructure and Recreation Operations

**Service Description:** The service serves to provide clean, safe, and well-maintained community infrastructure and facilities, and recreational and public areas. It does this by delivering planned, renewal and reactive maintenance for transport assets, stormwater assets, canals, parks, playgrounds, sports fields, open space, and beaches, and ferry services maintenance and operations. This service is also responsible for managing and providing maintenance for Council's three Depot sites and Council's fleet management.

**Directorate:** Community Infrastructure

**Responsible:** Director Community Infrastructure

## How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
● Environmentally Sustainable		
● Resilient		
● <b>Liveable</b>	<b>L3</b>	<b>L3.1, L3.2</b>
● <b>Connected</b>	<b>C1, C2</b>	<b>C1.1, C2.1, C2.2</b>
● Thriving		
● <b>Authentic &amp; High Performing</b>	<b>AHP4</b>	<b>AHP4.2</b>

### Priority Areas



Stable Infrastructure



Improved Pathways



Environment



Quality of Life

### Quadruple Bottom Line

**Social Sustainability**

**Environmental Sustainability**

Economic Sustainability

Civic Leadership

## What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
<b>Income</b>	
Income, Grants & Contributions	-
Rates & Annual Chargers	75,273
User Charges & Fees	-
Works Program - Operating	-
Works Program - Capital	-
Other Income	2,403,456
<b>Total Income</b>	<b>2,478,729</b>
<b>Expenditure</b>	
Operating Expenditure	-
Works Program - Operating	-
Works Program - Capital**	(3,875,000)
Other Expenditure	-
<b>Total Expenditure</b>	<b>(3,875,000)</b>
Net contribution/expense	(1,396,271)
Employees***	11

\* Excludes loan principle, depreciation, overheads, reserve movements



\*\* Staff costs for operations and maintenance of infrastructure assets are allocated to the relevant service namely: Transport, Stormwater, Flooding & Drainage, and Spaces and Places.

\*\*\* Employee numbers for operations and maintenance of infrastructure assets for Transport, Stormwater, Flooding & Drainage, and Spaces and Places are included within their respective Service pages.

WHAT WE DELIVER		WHAT WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Group Manager Community Infrastructure and Recreation Operations		Key Performance Indicator	Target	Reporting Frequency	Ref
<b>Community Infrastructure and Recreation Operations*</b>	Deliver the planned maintenance and renewal program for transport assets, aligned with the Resource Strategy, including: <ul style="list-style-type: none"><li>Roads (sealed and unsealed)</li><li>Bridges and culverts</li><li>Kerb and gutter</li><li>Footpaths and cycleways</li><li>Road furniture (bus shelters, line markings signage, guardrails and barriers)</li><li>Carparks</li><li>Street cleaning</li><li>Roadside litter &amp; vegetation management (including roadside slashing, weed control, mowing, roadside tree management.</li></ul> Deliver reactive maintenance for transport assets	Asset maintenance and renewal program for transport infrastructure delivered within the agreed schedule	85%	Six monthly	● C1.1



WHAT WE DELIVER		WHAT WE MEASURE			
	Deliver the planned maintenance and renewal program for stormwater assets including canal maintenance, aligned with the Resource Strategy Deliver reactive maintenance for stormwater assets	Asset maintenance and renewal program for stormwater infrastructure delivered within the agreed schedule	85%	Six monthly	● L3.1
	Deliver planned and reactive maintenance for recreation assets (parks, playgrounds, sports fields, open space, and beaches), aligned with the Resource Strategy	Asset maintenance program for recreation infrastructure delivered within the agreed schedule	85%	Six monthly	● L3.2
<b>Ferry Services</b>	Operate two ferry services to/from the North Shore, including planned and reactive ferry maintenance	Percentage unplanned down time	< 1%	Six monthly	● C2.2
<b>Depot, Fleet and Plant Management</b>	Optimise the use of and maintain Council's fleet, plant, and equipment to provide reliability while minimising safety risk and lifecycle cost Manage Council's three depots in accordance with Depot Asset Management Plans	Transport NSW (TfNSW) registrations currency maintained	100%	Six monthly	● AHP4.2
<b>Asset Management</b>	Undertake asset management planning for Council's Plant and Fleet (including Depots) assets to meet community service needs, minimise risk, and efficiently manage asset lifecycle costs	Asset management plans are current and are reviewed annually	100%	Six monthly	● AHP4.2





Service Satisfaction Key Performance Indicator	Target	Frequency	Ref
Community satisfaction with the maintenance of roads	Increase on previous. (2022 - 30%) *	Every two years (2024)	● C1.1
Community satisfaction with the maintenance of footpaths and cycleways	Increase on previous. (2022 - 64%) *	Every two years (2024)	● C2.1

\* Source: Port Macquarie Hastings Council Community Satisfaction Survey 2022

2024-25 Operational Plan Projects and Actions

PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBILITY	FUNDING	COST	REF
Depot, Fleet and Plant Management					
Fleet and Plant Replacement	Plant purchases in line with the plant replacement program and approved budget	Group Manager Community Infrastructure and Recreation Operations	Reserves	3,500,000	CIR 01 ● AHP4.2
Revitalisation of Port Macquarie & Wauchope Depots	Port Macquarie Depot - planning proposal for rezoning completed Wauchope Depot - detailed design commenced	Group Manager Organisational Project Delivery	Reserves	200,000	CIR 02 ● AHP4.2
Laurieton Depot Enhancements	Delivery of planned improvements	Group Manager Community Infrastructure and Recreation Operations	Reserves	175,000	CIR 03 ● AHP4.2



## Community Voice

**Service Description:** The Community Voice service fosters an inclusive, safe, and resilient community through offering services and programs which are accessible to all sectors of our community. The service undertakes education activities and actively seeks to engage the community on issues and projects that are important to them, as well as continuously seeking feedback to improve council service delivery and projects.

**Directorate:** Community, Planning and Environment

**Responsible:** Director Community, Planning and Environment

### How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
● <b>Environmentally Sustainable</b>	<b>ES2</b>	<b>ES2.1</b>
● <b>Resilient</b>	<b>R1</b>	<b>R1.1</b>
● Liveable		
● Connected		
● Thriving		
● <b>Authentic &amp; High Performing</b>	<b>AHP1, AHP2</b>	<b>AHP1.2, AHP2.1, AHP2.2</b>

#### Priority Areas



Inclusive Community



Collaboration



Quality of Life

#### Quadruple Bottom Line

#### Social Sustainability

Environmental Sustainability

Economic Sustainability

Civic Leadership

### What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
<b>Income</b>	
Income, Grants & Contributions	69,675
Rates & Annual Chargers	-
User Charges & Fees	-
Works Program - Operating	-
Works Program - Capital	-
Other Income	-
<b>Total Income</b>	<b>69,675</b>
<b>Expenditure</b>	
Operating Expenditure**	(1,988,140)
Works Program - Operating	(51,500)
Works Program - Capital	-
Other Expenditure	-
Total Expenditure	(2,039,640)
<b>Net contribution/expense</b>	<b>(1,969,965)</b>
<b>Employees</b>	<b>18</b>

\* Excludes loan principle, depreciation, overheads, reserve movements



\*\* Operating expenses include management for Community Voice, Spaces and Places, Community Activation and Library which form part of Liveable Communities.

WHAT WE DELIVER		WHAT WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Group Manager Liveable Communities		Key Performance Indicator	Target	Reporting Frequency	Ref
<b>Community engagement and communications</b>	Deliver a community engagement program that utilises a broad range of activities and platforms to encourage community to participate in Council's decision making.  Undertake community communications to promote Council services, projects, and activities	Number of engagement activities	4 activities per month	Quarterly	● <b>AHP1.2</b>
		Monthly newsletters and engagement campaigns delivered to promote Have Your Say	60% open rate 8% Click rate	Quarterly	
		Engagement Calendar developed for known projects, annually and updated as new requirements arise by October 2024	October 2024	Six monthly	● <b>AHP2.1</b>
		Decisions on all Council project engagements are communicated to the community within 30 days	90%	Six monthly	
		Number of completed engagement plans, reports, and summaries	Internal customer driven		
<b>Education</b>	Undertake community education to support behavioural change within the community in line with Council's Educational Framework and Annual Education Program  Deliver road safety program initiatives on behalf of Transport for NSW	Number of Community Awareness Campaigns	Five per annum	Six monthly	● <b>AHP2.2</b>
		Number of activities and participation rates	Customer driven	Six monthly	
		Monthly Sustainable Education Newsletter	55% open rate 8% click rate	Six monthly	
		Number of ConnectEd website visitors, page views, downloads	5000 visitors per annum	Six monthly	



WHAT WE DELIVER	WHAT WE MEASURE			
Undertake school-based education to support behavioural change within the community in line with Council's Educational Framework and Annual Education Program.		20,000 page views per annum		
	Transport for NSW Road Safety Program initiatives and programs coordinated and delivered according to approved plan	Program delivered	Six monthly	
	Number of education activities and participation rates	Customer driven	Six monthly	● AHP2.2
	Quarterly Schools Newsletter	40% open rate 6% click rate	Six monthly	

Service Satisfaction Key Performance Indicator	Target	Frequency	Ref
Community satisfaction with the opportunity to engage with Council	Increase on previous (2022 - 71%)*	Every two years (2024)	● AHP1.2
Community satisfaction with informing the community about council activities	Increase or maintain on previous (2022 - 75%)*	Every two years (2024)	● AHP2.1
Community satisfaction with involvement in Council's planning	Increase on previous (2022- 65%)	Every two years (2024)	● AHP2.1

\*Source: Port Macquarie Hastings Council Community Survey 2022





## 2024-25 Operational Plan Projects and Actions

PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBLE	FUNDING	COST	REF
Community engagement and communications					
<b>Community Engagement Strategy</b>	Review and adopt Council's Community Engagement Strategy in accordance with IPR legislative requirements	Group Manager Liveable Communities	Service Budget	Operating Budget	COV 01 ● <b>AHP1.2</b>
<b>Undertake Community Survey</b>	Survey undertaken	Group Manager Liveable Communities	Revenue	51,500	COV 02 ● <b>AHP1.2</b>
Education					
<b>Annual Schools Education Program delivered through ConnectEd and face to face</b>	Program delivered	Group Manager Liveable Communities	Service Budget	Operating Budget	COV 03 ● <b>AHP2.2</b>



# Compliance

**Service description:** This Compliance service safeguards and improves the liveability of our places and community through the education and enforcement of local government regulations.

**Directorate:** Community, Planning and Environment

**Responsible:** Director Community, Planning and Environment

How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
● <b>Environmentally Sustainable</b>	<b>ES2</b>	<b>ES2.1</b>
● <b>Resilient</b>	<b>R3</b>	<b>R3.1</b>
● Liveable		
● Connected		
● Thriving		
● Authentic & High Performing		

Priority Areas



Stable Infrastructure



Environment



Quality of Life

Quadruple Bottom Line

**Social Sustainability**

**Environmental Sustainability**

Economic Sustainability

**Civic Leadership**

What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
<b>Income</b>	
Income, Grants & Contributions	-
Rates & Annual Chargers	-
User Charges & Fees	113,280
Works Program - Operating	-
Works Program - Capital	-
Other Income	432,900
<b>Total Income</b>	<b>546,180</b>
<b>Expenditure</b>	
Operating Expenditure	(1,918,468)
Works Program - Operating	-
Works Program - Capital	-
Other Expenditure	-
<b>Total Expenditure</b>	<b>(1,918,468)</b>
<b>Net contribution/expense</b>	<b>(1,372,288)</b>
<b>Employees</b>	<b>18</b>

\* Excludes loan principle, depreciation, overheads, reserve movements



WHAT WE DELIVER		WHAT WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Group Manager Environment and Regulatory Services		Key Performance Indicator	Target	Reporting Frequency	Ref
<b>Development Compliance and Illegal Land Use Regulation</b>	Investigate and respond to enquiries in relation to conditions of development consent and other approvals related to land-use and the built environment including Illegal land use and building works	Number of complaints investigated and actioned	Customer driven	Quarterly	● R3.1
<b>Enforcement of Legislation, Regulations and Council Policies</b>	Undertake a range of enforcement activities including: <ul style="list-style-type: none"> <li>enforcement of parking time limits, camping and beach driving requirements</li> <li>protecting community safety and use of community land by enforcing legislation regulated by Council.</li> <li>investigating illegal dumping of waste and other environmental harm</li> <li>investigating complaints on abandoned vehicles/articles and overgrown vegetation and other matters.</li> </ul> Respond to complaints in accordance with Council's Compliance and Enforcement Policy	Number of parking patrols	N/A	Quarterly	● R3.1
		Number of beach patrols	N/A	Quarterly	
		Percentage of requests for review of fine	>5%	Six monthly	
		Percentage of court elected fines	>1%	Six monthly	
		Number of complaints investigated and actioned by type: (add in types)	Customer driven	Six monthly	● R3.1

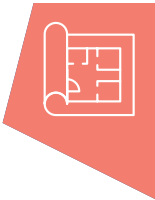


WHAT WE DELIVER		WHAT WE MEASURE		
<b>Companion Animals Services and Enforcement</b>	Manage complaints and issues regarding companion and other animals including: <ul style="list-style-type: none"> <li>• Dog attacks</li> <li>• Patrolling of off-leash, on-leash, and prohibited dog areas</li> <li>• Animal noise and nuisance complaint.</li> <li>• Manage Council's animal shelter for stray and surrendered animals</li> <li>• Deliver education activities to raise awareness of the legal responsibilities of pet owners</li> <li>• Maintain the Companion Animals Register</li> <li>• Operate the Animal Shelter in compliance with the Companion Animals Act and undertake Statutory Animal Shelter Reporting as required by timeframe set by NSW Government.</li> </ul>	Number of new registrations within the companion animal register	Customer driven	Annual
		Number of Companion Animal Act educational initiatives delivered	2 activities per year	Six monthly
		Percentage of returned and rehomed cats and dogs	95%	Six monthly

Service Satisfaction Key Performance Indicator	Target	Frequency	Ref
Community satisfaction with the Animal Shelter service	Maintain or increase on previous (2022 - 84%) *	Every two years (2024)	● R3.1

\* Source: Port Macquarie Hastings Council Community Satisfaction Survey 2022





# Development Services

**Service description:** This service supports quality land use outcomes and the sustainable growth of our LGA through providing our community with planning advice, and the assessment, determination and certification of subdivisions and building development.

**Directorate:** Community, Planning & Environment

**Responsible:** Director Community Planning & Environment

How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
● Environmentally Sustainable		
● Resilient		
● <b>Liveable</b>	<b>L1</b>	<b>L1.2</b>
● Connected		
● Thriving		
● Authentic & High Performing		

Priority Areas



Stable Infrastructure



Affordable Living



Environment



Thriving Economy

Quadruple Bottom Line

- Social Sustainability
- Environmental Sustainability
- Economic Sustainability
- Civic Leadership

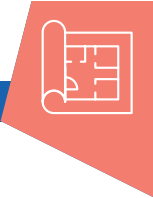
What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
<b>Income</b>	
Income, Grants & Contributions	3,780
Rates & Annual Chargers	-
User Charges & Fees	4,184,280
Works Program - Operating	-
Works Program - Capital	-
Other Income	44,000
<b>Total Income</b>	<b>4,232,060</b>
<b>Expenditure</b>	
Operating Expenditure	(5,118,673)
Works Program - Operating	(15,400)
Works Program - Capital	-
Other Expenditure	-
<b>Total Expenditure</b>	<b>(5,134,073)</b>
Net contribution/expense	(902,013)
Employees	36

\* Excludes loan principle, depreciation, overheads, reserve movements



WHAT WE DELIVER		WHAT WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Group Manager Development Services		Key Performance Indicator	Target	Reporting Frequency	Ref
<b>Development Planning</b>	Facilitate sustainable and quality development outcomes by: <ul style="list-style-type: none"> <li>managing the assessment and determination of all development related applications</li> <li>providing general planning advice through pre-lodgement meetings and the planning advisory service</li> <li>administering Council's Development Assessment Panel</li> <li>managing a heritage advisory service</li> <li>issuing planning certificates</li> <li>updating E planning and business systems to adapt to and implement NSW State Government Planning Reforms.</li> </ul>	Development Application average processing time	Better than average of Regional City Councils gross average processing times for development applications	Quarterly	● L1.2
		Number of Development Applications	Deliver Quarterly Performance Report to Council	Quarterly	
		Applications processed in accordance with the legislative framework	Nil successful appeals relating to process error	Six monthly	
<b>Building Certification</b>	Ensure buildings constructed are safe by: <ul style="list-style-type: none"> <li>Assessment of building certification applications and inspections</li> <li>providing general building certification advice through pre-lodgement meetings and the building advisory service</li> <li>managing the assessment of plumbing and drainage applications and inspections.</li> </ul>	Number building of building and plumbing inspections	Deliver Quarterly Performance Report to Council	Quarterly	● L1.2



WHAT WE DELIVER		WHAT WE MEASURE			
Development Engineering	Manage the assessment of subdivision works and undertake inspections of public infrastructure installed or constructed by developers to be handed over to Council	Percentage of building, plumbing and infrastructure inspections issued within agreed service standard	100% within 24 hours	Quarterly	● L1.2
	Inspect future public assets being delivered as part of development to be handed over to Council	Number of lots registered per year	Deliver Quarterly Performance Report to Council	Quarterly	

Service Satisfaction Key Performance Indicator	Target	Frequency	Ref
Community satisfaction with managing development	Increase on previous (2022 - 60%) *	Every two years (2024)	● L1.2

2024-25 Operational Plan Projects and Actions

PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBILITY	FUNDING	COST	REF
Development Planning					
Heritage Advisor Service	Heritage enquiries and referrals managed and completed monthly	Group Manager Development Services	Grant	15,400	DEV 01 ● L1.2



## Economic Development

**Service description:** This service supports business generation initiatives and local and regional industry development, smart city initiatives and destination management programs to build economic and employment capability and capacity across the LGA.

**Directorate:** Community, Planning & Environment

**Responsible:** Director Community Planning & Environment

### How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
● Environmentally Sustainable		
● Resilient		
● Liveable		
● Connected		
● <b>Thriving</b>	<b>T1, T2, T3</b>	<b>T1.1, T1.3, T2.1, T3.1, T3.2</b>
● <b>Authentic &amp; High Performing</b>	<b>AHP2</b>	<b>AHP2.3</b>

Priority  
Areas



Thriving  
Economy

Quadruple  
Bottom  
Line

Social Sustainability  
Environmental Sustainability  
**Economic Sustainability**  
Civic Leadership

### What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
<b>Income</b>	
Income, Grants & Contributions	-
Rates & Annual Chargers	341,850
User Charges & Fees	-
Works Program - Operating	-
Works Program - Capital	-
Other Income	28,390
<b>Total Income</b>	<b>370,240</b>
<b>Expenditure</b>	
Operating Expenditure	(2,121,847)
Works Program - Operating	-
Works Program - Capital	-
Other Expenditure	-
<b>Total Expenditure</b>	<b>(2,121,847)</b>
Net contribution/expense	(1,751,607)
Employees	8

\* Excludes loan principle, depreciation, overheads, reserve movements



WHAT WE DELIVER		WHAT WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Executive Manager Strategy		Key Performance Indicator	Target	Reporting Frequency	Ref
<b>Economic Development</b>	Implementation of the Economic Development Strategy to attract future investment, business and jobs growth in current and emerging industry clusters and key target sectors  Partner and support initiatives to leverage key endowments to grow emerging sectors including knowledge-intensive sectors and circular economy opportunities  Advocate to other levels of government and key stakeholders for resources, funding, infrastructure, and services to support and partner with existing business and to attract increased investment and new businesses to grow the regional economy.	Number of industry sector forums hosted	Minimum one per year	Annual	● T1.1
		Number of investment leads pursued or generated (Enquires regarding opportunities to locate business and industry to Port Macquarie Hastings LGA)	Two per year	Annual	
		Number of businesses participating in Annual Business Confidence Survey	Minimum 100 respondents	Annual	
	Work in partnership with local businesses and groups to deliver programs, events and activities to activate, enhance and attract investment into our centres, towns and	Level of participant satisfaction at training, workshops, and programs	Satisfied too very satisfied (3-5)	Six monthly	● T3.1
		Number of new businesses	Increase	Annual	





WHAT WE DELIVER		WHAT WE MEASURE		
	<p>villages, including opportunities to grow the night-time economy</p> <p>Develop the economic capacity of local businesses and industries working with our industry groups, local Chambers of Commerce, local small businesses, and networks</p> <p>Research and monitor economic trends to support businesses and local enterprises to innovate and grow sustainably</p>	Number of training workshops and programs conducted to provide support to local businesses	8 per year	Six monthly
<b>Grants Management</b>	Pursue and manage grant funding opportunities to support the delivery of Council priorities	Increase the number of Grant Guru subscribers	Increase by 5% each year	Six monthly ● <b>AHP2.3</b>
		Number and value of successful grant applications	Dependent on opportunities	Six monthly
		Grant funded strategic priorities register updated to inform advocacy	100%	Annual
		Number of external community groups and organisations supported in grant applications	Demand driven	Annual
<b>Place Marketing &amp; Major Events</b>	<p>Enhance the visitor economy and promote the Port Macquarie Hastings region as a place to live, visit and work in through place marketing and economic development initiatives</p> <p>Attract and support major events to generate jobs, tourism, and future investment opportunities</p>	Number of major events delivered	Minimum five per year	Six monthly ● <b>T2.1</b>
		Visitor spend	Increase from previous year	Six monthly
		Growth in event registration	Increase	Six monthly



WHAT WE DELIVER		WHAT WE MEASURE			
Tourism	Drive social, cultural, and economic benefits from the movement of people, to PMH, from outside their usual environment for personal, or business or professional purposes	Increase in visitation during off-peak season	Increase from previous year	Annual	● T1.3
		Number of tourism campaigns	Minimum two per year	Annual	

Service Satisfaction Key Performance Indicator	Target	Frequency	Ref
Community satisfaction with Council encouraging industry and business growth	Maintain or increase on previous (2022 - 74%)*	Every two years (2024)	● T1.1
Community satisfaction with Council encouraging tourism	Maintain or increase on previous (2022 - 90%)*	Every two years (2024)	● T1.3
Community satisfaction with Council providing grant funding	Maintain or increase on previous (2022 - 79%)*	Every two years (2024)	● AHP2.3
Community satisfaction with Council's promotion of the area through major events	Maintain or increase on previous (2022-86%) *	Every two years (2024)	● T2.1

\*Source: Port Macquarie Hastings Council Community Survey 2022



# Emergency Management

**Service description:** This service supports the planning and preparation for significant emergencies that may impact the safety and security of our community. This service also involves Council’s support for a strong and coordinated response in partnership with external agencies during incidents and emergencies.

**Directorate:** Community Infrastructure

**Responsible:** Director Community Infrastructure

How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
● Environmentally Sustainable		
● <b>Resilient</b>	<b>R2</b>	<b>R2.1</b>
● Liveable		
● Connected		
● Thriving		
● Authentic & High Performing		

Priority  
Areas



Quadruple  
Bottom  
Line

Social Sustainability  
Environmental Sustainability  
Economic Sustainability  
Civic Leadership

What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
<b>Income</b>	
Income, Grants & Contributions	324,186
Rates & Annual Chargers	-
User Charges & Fees	-
Works Program - Operating	-
Works Program - Capital	-
Other Income	-
<b>Total Income</b>	<b>324,186</b>
<b>Expenditure</b>	
Operating Expenditure	(2,334,651)
Works Program - Operating	-
Works Program - Capital	-
Other Expenditure	-
<b>Total Expenditure</b>	<b>(2,334,651)</b>
Net contribution/expense	(2,010,465)
Employees	Resourced by other service

\* Excludes loan principle, depreciation, overheads, reserve movements



WHAT WE DELIVER		WHAT WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Community Infrastructure Director		Key Performance Indicator	Target	Reporting Frequency	Ref
<b>Emergency Management Operations</b>	Fulfill Council obligations under the State Emergency and Rescue Management Act 1989, in collaboration with other government agencies, for the prevention of, preparation for, response to and recovery from emergency events Chair and coordinate the Local Emergency Management Committee Support RFS functions to provide Bushfire response, capacity, and capability within the LGA Respond to and support the Local Emergency Operations Controller during emergency events where a multi-agency response is required.	Number of Local Emergency Management Committee meetings held per annum	Three per year	Six monthly	● R2.1
		RFS Assets are planned for and replaced in accordance with funding program	100%	Six monthly	
		Obligations within the Service Level Agreement between Council and the RFS are fulfilled			

Service Satisfaction Key Performance Indicator	Target	Frequency	Ref
Community satisfaction with disaster management and preparedness	Increase on previous (2022 - 69%)*	Every two years (2024)	● R2.1

\*Source: Port Macquarie Hastings Council Community Survey 2022



## Environmental Laboratory

**Service description:** This service provides sampling, analysis, reporting and professional advice on water quality analysis outcomes and environmental programs in accordance with operational and regulatory requirements to internal and external customers as a self-funded commercial business unit of Council.

**Directorate:** Business and Performance

**Responsible:** Director Business & Performance

### How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
<span style="color: green;">●</span> <b>Environmentally Sustainable</b>	<b>ES2</b>	<b>ES2.1</b>
<span style="color: blue;">●</span> Resilient		
<span style="color: blue;">●</span> Liveable		
<span style="color: blue;">●</span> Connected		
<span style="color: blue;">●</span> Thriving		
<span style="color: orange;">●</span> <b>Authentic &amp; High Performing</b>	<b>AHP4</b>	<b>AHP4.3</b>

Priority  
Areas



Environment



Quality  
of Life

Quadruple  
Bottom  
Line

**Social Sustainability**  
**Environmental Sustainability**  
Economic Sustainability  
Civic Leadership

### What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
<b>Income</b>	
Income, Grants & Contributions	-
Rates & Annual Chargers	-
User Charges & Fees	-
Works Program - Operating	-
Works Program - Capital	-
Other Income	270,000
<b>Total Income</b>	<b>270,000</b>
<b>Expenditure</b>	
Operating Expenditure	(208,161)
Works Program - Operating	-
Works Program - Capital	(20,200)
Other Expenditure	-
<b>Total Expenditure</b>	<b>(228,361)</b>
Net contribution/expense	41,639
Employees	12

\* Excludes loan principle, depreciation, overheads, reserve movements





WHAT WE DELIVER		WHAT WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Group Manager Commercial & Business Services		Key Performance Indicator	Target	Reporting Frequency	Ref
<b>Environmental Sampling, Analysis &amp; Reporting</b>	Provide sampling, analysis, reporting and professional advice and consultancy on water quality analysis outcomes and environmental programs in accordance with operational and regulatory requirements to internal and external customers as a self-funded commercial business unit of Council	Sampling, analysis, reporting and professional advice on water quality analysis outcomes and environmental programs provided in accordance with operational and regulatory requirements	All agreed programs have been completed in accordance with operational and regulatory requirements	Six monthly	● <b>AHP4.3</b>
		Reporting of operational and regulatory non compliances	All operational and regulatory non compliances reported within agreed service levels	Six monthly	
		National Association of Testing Authorities (NATA) corporate accreditation maintained	Accreditation Maintained and any non-conformances completed by due dates	Annual	
<b>Environmental Laboratory Management</b>	Manage the operations and development of the Environmental Laboratory through effective commercial management and strong leadership	Manage Laboratory income and expenditure to achieve agreed operational budget results	Meets or exceeds approved operational budget result.	Quarterly	● <b>AHP4.3</b>
		Undertake Asset Management planning on Council's Environmental Laboratory assets to meet community service needs, minimise risk, and efficiently manage asset lifecycle costs.	Asset management plans are developed and are reviewed annually.	Six monthly	



## 2024-25 Operational Plan Projects and Actions

PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBILITY	FUNDING	COST	REF
Environmental Sampling, Analysis & Reporting					
Purchase of new Laboratory technical instruments and equipment	New Laboratory equipment purchased in line with operational requirement and approved budget	Group Manager Commercial & Business Services	Reserves	20,200	ENV 01 ● <b>AHP4.3</b>
Environmental Laboratory Management					
Develop multi-year strategic business plan incorporating commercial improvements, key actions, and project plan	Environmental Laboratory Strategic Plan reviewed and approved by the Business and Performance Director.	Group Manager Commercial & Business Services	Revenue	Operating Budget	ENV 02 ● <b>AHP4.3</b>



# Glasshouse

**Service description:** This service provides opportunities for our community to engage and participate in arts and cultural experiences through the delivery of high quality cultural, community and commercial activities at the Glasshouse Arts Conference and Entertainment Centre

**Directorate:** Business and Performance

**Responsible:** Director Business & Performance

How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
● Environmentally Sustainable		
● Resilient		
● Liveable	L3	L3.3
● Connected		
● Thriving	T1	T1.3
● Authentic & High Performing	AHP4	AHP4.2

Priority  
Areas



Inclusive  
Community



Quality  
of Life

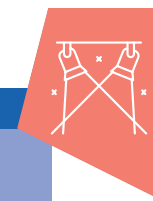
Quadruple  
Bottom  
Line

**Social Sustainability**  
Environmental Sustainability  
Economic Sustainability  
Civic Leadership

What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
<b>Income</b>	
Income, Grants & Contributions	-
Rates & Annual Chargers	-
User Charges & Fees	-
Works Program - Operating	-
Works Program - Capital	-
Other Income	1,747,996
<b>Total Income</b>	<b>1,747,996</b>
<b>Expenditure</b>	
Operating Expenditure	(3,957,049)
Works Program - Operating	-
Works Program - Capital	(68,310)
Other Expenditure	-
<b>Total Expenditure</b>	<b>(4,025,359)</b>
Net contribution/expense	(2,277,363)
Employees	21

\* Excludes loan principle, depreciation, overheads, reserve movements



WHAT WE DELIVER		WHAT WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Group Manager Commercial & Business Services		Key Performance Indicator	Target	Reporting Frequency	Ref
<b>Glasshouse - Theatre &amp; Gallery Programs</b>	Manage the delivery of a range of high quality performing and visual arts events including theatre performances, gallery exhibitions, public programs, and associated education programs at the Glasshouse Arts Conference and Entertainment Centre.	Number of performing arts program delivered as per the annual theatre program	15 events per year	Six monthly	● <b>L3.3</b>
		Number of visual arts exhibitions and program activities delivered as per the annual gallery program	15 exhibitions per year 30 Public Program activities per year	Six monthly	
		Number of education activities delivered as per the annual education program	12 education activities per year	Six monthly	
<b>Visitor Information Services</b>	Coordinate and deliver Visitor Information Services at the Glasshouse Arts Conference and Entertainment Centre	Visitor Information Services provided in accordance with Destination NSW accreditation standards	100%	Annual	● <b>T1.3</b>
<b>Glasshouse Commercial Operations</b>	Effectively manage the commercial operations of the Glasshouse Arts Conference and Entertainment Centre including theatre and venue hire, food and beverage services, box office and the retail shop.	Manage Glasshouse Arts Conference and Entertainment Centre income and expenditure to achieve agreed operational budget results	Meets or exceeds approved operational budget result.	Quarterly	● <b>L3.3</b>
<b>Asset Management</b>	Undertake asset management planning on Council's Glasshouse Assets to meet community service needs, minimise risk, and efficiently manage asset lifecycle costs	Asset Management Plans for the Glasshouse Arts Conference and Entertainment Centre are current and are reviewed annually.	100%	Six monthly	● <b>AHP4.2</b>



Service Satisfaction Key Performance Indicator	Target	Frequency	Ref
Venue patrons' satisfaction with services delivered by the Glasshouse Arts Conference and Entertainment Centre	Achieve a venue patron satisfaction rating of greater than 80%	Six monthly	● L3.3
Community satisfaction with the Glasshouse Arts Conference and Entertainment Centre	Maintain or increase on previous (2022- 92%)*	Every two years (2024)	● L3.3

\*Source: Port Macquarie Hastings Council Community Survey 2022

## 2024-25 Operational Plan Projects and Actions

PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBILITY	FUNDING	COST	REF
Glasshouse Commercial Operations					
<b>Develop multi-year strategic business plan incorporating commercial improvements, key actions, and project plan</b>	Glasshouse Arts Conference and Entertainment Centre Strategic Plan reviewed and approved by the Executive	Group Manager Commercial & Business Services	Service Budget	Operating Budget	GLA 01 ● L3.3
Asset Management					
<b>The Glasshouse Arts Conference and Entertainment Centre - Plant &amp; Equipment Purchases</b>	Glasshouse plant and equipment operates to meet business needs	Group Manager Commercial & Business Services	Reserves	10,350	GLA 02 ● AHP4.2
<b>The Glasshouse Arts Conference and Entertainment Centre - Technical Equipment Purchases</b>	Glasshouse technical equipment operates to meet business needs	Group Manager Commercial & Business Services	Reserves	57,960	GLA 03 ● AHP4.2





# Health and Building Regulation

**Service description:** This service safeguards and improves the health and safety of the community through the regulation of environmental, public health, and building matters in accordance with legislation.

**Directorate:** Community, Planning and Environment

**Responsible:** Director Community, Planning and Environment

How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
Environmentally Sustainable	ES2	ES2.1
Resilient	R3	R3.1
Liveable		
Connected		
Thriving		
Authentic & High Performing		

Priority  
Areas



Environment



Stable  
Infrastructure



Quality  
of Life

Quadruple  
Bottom  
Line

Social Sustainability

Environmental Sustainability

Economic Sustainability

Civic Leadership

What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
Income	
Income, Grants & Contributions	-
Rates & Annual Chargers	-
User Charges & Fees	668,596
Works Program - Operating	-
Works Program - Capital	-
Other Income	1,500
Total Income	670,096
Expenditure	
Operating Expenditure	(1,503,890)
Works Program - Operating	-
Works Program - Capital	-
Other Expenditure	-
Total Expenditure	(1,503,890)
Net contribution/expense	(833,794)
Employees	11

\* Excludes loan principle, depreciation, overheads, reserve movements



WHAT WE DELIVER		WHAT WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Group Manager Environment and Regulatory Services		Key Performance Indicator	Target	Reporting Frequency	Ref
<b>Environmental Monitoring and Regulation</b>	Investigate and respond to pollution issues (land, air, water, noise)	Number of pollution issues investigated	Customer driven	Quarterly	● R3.1
	Maintain a contaminated land register	Number of underground Petroleum Storage System inspections	6	Quarterly	
	Inspect underground petroleum storage systems (UPSS)				
<b>Food Safety Monitoring and Regulation</b>	Deliver activities and programs to minimise risk to the community including: <ul style="list-style-type: none"> <li>Food premises inspection</li> <li>Food safety education</li> <li>Food activity reporting</li> <li>Assessment and determination of applications for temporary food stalls and mobile food vehicles.</li> </ul>	Number of food premises inspected	435	Quarterly	● R3.1
		Number of food safety education activities delivered	2	Annual	
		Food activity reporting and submitted to NSW Authority	Completed by 31 July	Annual	
		Percentage of temporary food stalls and mobile food vehicle applications processed within 21 days	80%	Quarterly	
		Number of temporary food stalls and mobile food vehicle applications determined	Customer driven	Quarterly	
<b>Public Health Monitoring and Regulation</b>	Deliver activities and programs to support the health of our community including: <ul style="list-style-type: none"> <li>Inspecting Personal Appearance Premises</li> <li>Inspecting Brothels</li> </ul>	Number of Personal Appearance Premises Inspections completed	47	Six monthly	● R3.1
		Number of Public Pools and Spas (Infection Control) Inspections completed	44	Six monthly	
		Number of Public Health education activities conducted	Customer driven	Annual	



WHAT WE DELIVER		WHAT WE MEASURE		
	<ul style="list-style-type: none"> <li>Inspecting public pools and spa water quality</li> <li>Delivering Public Health education</li> <li>Investigation and enforcement of Public Health Issues</li> <li>Public Health activity reporting</li> <li>Regulation of Water Cooling and Warm Water systems</li> <li>Regulation of Private Water Suppliers</li> </ul>	Annual Public Health Reporting in line with the NSW Public Health Regulation	by 31 July 2024	Annual
		Number of water cooling and warm water system (Legionnaires) Audits	5 per year	Six monthly
<b>On-site Sewage Management</b>	Assess and determine applications for the installation/modification and operation of on-site sewage management systems  Undertake routine audits of existing on-site sewage management systems  Investigate on-site sewage management issues	Number of on-site sewage management system Inspections	1,000	Quarterly ● <b>R3.1</b>
		Percentage of installation or alteration applications assessed and determination issues within 21 working days	80%	Quarterly
		Number of installation or alteration applications assessed	Customer driven	Quarterly
		Percentage of urgent Pre-purchase inspection reports issued within 2 working days	100%	Quarterly
		Percentage of pre-purchase inspection reports issued within 21 days	100%	Quarterly
		Number of pre-purchase Inspections conducted	Customer driven	Quarterly
<b>Building Regulation</b>	Assess and determine applications for Building Information Certificates	Percentage of Building Information Certificates assessed and determined within 45 days	100%	Quarterly ● <b>R3.1</b>



WHAT WE DELIVER		WHAT WE MEASURE			
	Respond to fire safety complaints	Number of Building Information Certificates determined	Customer driven	Quarterly	
	Administer Annual Fire Safety Statements	Number of Fire Safety Statements received and processed	Customer driven	Quarterly	
<b>Swimming Pool Barrier Compliance</b>	Deliver the swimming pool barrier compliance program	Number of Swimming Pool and Spa Barrier inspections conducted	Customer driven	Quarterly	● R3.1
	Respond to Swimming Pool Barrier complaints	Percentage of Swimming Pool and Spa Barrier certificate of compliance applications responded to within 5 days	80%	Quarterly	
	Deliver swimming Pool barrier education	Percentage of Swimming Pool and Spa Barrier complaint investigation commenced within 2 days	100%	Quarterly	
		Number of Swimming Pool and Spa Barrier notices of non-compliance received from private certifiers	Customer driven	Quarterly	
		Number of Swimming Pool and Spa Barrier Education activities conducted	Customer driven	Six monthly	
<b>Regulation of Caravan Parks, Camping Grounds and Manufactured Home Estates</b>	Assess and determine applications for caravan parks, camping grounds, and manufactured home estates	Percentage of approvals to operate applications determined within 28 days	80%	Quarterly	● R3.1
	Assess and determine applications for the installation of, and notices of completion for, moveable dwelling/relocatable homes	Number of approvals to operate applications determined	Customer driven	Quarterly	
		Percentage of install relocatable dwelling / manufactured home applications determined within 28 days	80%	Quarterly	



WHAT WE DELIVER		WHAT WE MEASURE		
	Investigate issues relating to caravan parks, camping grounds, and manufactured home estates	Number of install relocatable dwelling / manufactured home applications determined	Customer driven	Quarterly
		Percentage of notifications of Installation of a relocatable dwelling / manufactured home determined within 10 working days	80%	Quarterly
		Number of notifications of installation of a relocatable dwelling / manufactured home determined	Customer driven	Quarterly
<b>General Environmental Health and Building Regulation</b>	<p>Enforcement undertaking in accordance with the Compliance and Enforcement Policy</p> <p>Provide technical advice on Environmental Health and Building Regulation requirements for internal referrals on development applications, community events, and planning proposals</p>	Percentage of referrals for Development Applications, community events and planning proposals completed within 21 days	80%	Quarterly

● R3.1





2024-25 Operational Plan Projects and Actions

PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBILITY	FUNDING	COST	REF
On-site Sewage Management					
On-site Sewage Management Policy	Review On-site Sewage Management Policy	Group Manager Environment and Regulatory Services	Reserve	100,000	HBR 01 ● R3.1
AWTS Servicing Software	Investigate Software to improve AWTS Servicing processing	Group Manager Environment and Regulatory Services	Reserve	20,000	HBR 02 ● R3.1



# Library

**Service description:** This service is responsible for operating three library services at Wauchope, Laurieton, and Port Macquarie. This involves managing the library collection, curation, and content (online and physical) for recreational, historical and education services and providing accessible community spaces. More than just a traditional library, this service provides access to valuable resources and programs for the whole community regardless of socio-economic status or areas of disadvantage.

**Directorate:** Community, Planning and Environment

**Responsible:** Director Community, Planning and Environment

How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
● Environmentally Sustainable		
● Resilient		
● Liveable		
● <b>Connected</b>	<b>C3</b>	<b>C3.2</b>
● Thriving		
● <b>Authentic &amp; High Performing</b>	<b>AHP4</b>	<b>AHP4.2</b>

Priority  
Areas



Quality  
of Life

Quadruple  
Bottom  
Line

**Social Sustainability**  
**Environmental Sustainability**  
**Economic Sustainability**  
**Civic Leadership**

What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
<b>Income</b>	
Income, Grants & Contributions	265,000
Rates & Annual Chargers	-
User Charges & Fees	-
Works Program - Operating	-
Works Program - Capital	-
Other Income	47,151
<b>Total Income</b>	<b>312,151</b>
<b>Expenditure</b>	
Operating Expenditure	(2,337,872)
Works Program - Operating	-
Works Program - Capital	(350,800)
Other Expenditure	-
<b>Total Expenditure</b>	<b>(2,688,672)</b>
<b>Net contribution/expense</b>	<b>(2,376,521)</b>
<b>Employees</b>	<b>24</b>

\* Excludes loan principle, depreciation, overheads, reserve movements



WHAT WE DELIVER		WHAT WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Group Manager Liveable Communities		Key Performance Indicator	Target	Reporting Frequency	Ref
<b>Library Services Operations</b>	Manage the operation and facilitate the use of Council's three library services and meeting spaces.	Number of active library members/total eligible Port Macquarie Hastings population	Maintain or Increase - Baseline 39%	Annual	● C3.2
	Promote and deliver library services programs and events that community needs and support connection.	Number of visits to all Port Macquarie Hastings libraries	Customer driven	Six monthly	
	Manage the local studies collection and provide family history services.	Number of library loans per year	Customer	Six monthly	
	Provide library services for those unable to easily access Council's libraries including:	Number of library program and events delivered	Minimum 15	Six monthly	
	<ul style="list-style-type: none"> <li>a Home Delivery &amp; Nursing Home Service for people with mobility and access restrictions</li> <li>a Mobile Library Service including the Anytime Library to Sovereign Hills, Lake Cathie and across the LGA</li> </ul>	Offsite and mobile library services delivered within the agreed schedule	90%	Six monthly	
<b>Asset Management</b>	Undertake asset management planning on Council's Library facilities to meet community service needs, minimise risk and efficiently manage asset lifecycle cost	Asset management plans are current and are reviewed annually	100%	Six monthly	● AHP4.2
Service Satisfaction Key Performance Indicator		Target	Frequency	Ref	
Community satisfaction with library services		Increase or maintain on previous (2022 - 97%)*	Every two years (2024)	● C3.2	

\*Source: Port Macquarie Hastings Council Community Survey 2022



## 2024-25 Operational Plan Projects and Actions

PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBLE	FUNDING	COST	REF
Library Services Operations					
Library book replacement program to provide book stock at NSW State average per capita as a minimum level	Library book replacement program purchases completed	Group Manager Liveable Communities	Revenue	289,600	LIB 01 ● C3.2
Library furnishings, fittings & equipment (Includes update of computer equipment, technology, photocopiers, additional shelving)	Planned update of library furnishing, fittings and equipment completed	Group Manager Liveable Communities	Reserves	41,200	LIB 02 ● C3.2
Special Library Projects - Purchase of resources such as books, DVDs, toys to deliver library programs	Purchase of identified resources to support delivery of library programs completed	Group Manager Liveable Communities	Revenue	20,000	LIB 03 ● C3.2



## Natural Resource Management

**Service description:** The objectives of the Natural Resource Management Service are to plan and take action to minimise impact of natural / man-made events and climate change, protect and restore natural areas, protect assets in an environmentally sustainable way, provide the community with access and opportunities to enjoy our natural environment and increase awareness for the preservation of local flora and fauna.

**Directorate:** Community, Planning and Environment

**Responsible:** Director Community, Planning and Environment

### How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
● <b>Environmentally Sustainable</b>	<b>ES1</b>	<b>ES1.1, ES1.2, ES1.3</b>
● <b>Resilient</b>	<b>R2</b>	<b>R2.2</b>
● Liveable		
● Connected		
● Thriving		
● Authentic & High Performing		

#### Priority Areas



Environment



Quality of Life

#### Quadruple Bottom Line

Social Sustainability  
**Environmental Sustainability**  
Economic Sustainability  
Civic Leadership

### What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
<b>Income</b>	
Income, Grants & Contributions	230,479
Rates & Annual Chargers	-
User Charges & Fees	-
Works Program - Operating	-
Works Program - Capital	-
Other Income	-
<b>Total Income</b>	<b>230,479</b>
<b>Expenditure</b>	
Operating Expenditure	(1,846,109)
Works Program - Operating	(990,855)
Works Program - Capital	(90,000)
Other Expenditure	-
<b>Total Expenditure</b>	<b>(2,926,964)</b>
<b>Net contribution/expense</b>	<b>(2,696,485)</b>
<b>Employees</b>	<b>13</b>

\* Excludes loan principle, depreciation, overheads, reserve movements



WHAT WE DELIVER		WHAT WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Group Manager Environment and Regulatory Services		Key Performance Indicator	Target	Reporting Frequency	Ref
<b>Biodiversity Management</b>	Manage the Local Government Area's bushland to protect and enhance biodiversity by:	Percentage of Vegetation Management audited	90%	Six monthly	● ES1.1
	<ul style="list-style-type: none"><li>Delivering environmental management plans and programs</li><li>Providing external advice to internal and external stakeholders.</li><li>Implementing key biodiversity strategies and plans such as the Biodiversity Management Strategy, Koala Recovery Strategy and Action Plan, Flying Fox Camp Management Plan</li><li>Ensure Council Approved Vegetation Management Plans (VMP) are registered and audited for compliance.</li><li>Register and Audit Koala Plans of Management for compliance.</li><li>Biodiversity Mapping</li><li>Manage Council's bushland reserves to preserve biodiversity values.</li><li>Provide support to environmental volunteer groups for community based ecological restoration projects</li></ul>	Percentage of Council Vegetation Management Plans in compliance	100%	Six monthly	





WHAT WE DELIVER		WHAT WE MEASURE			
<b>Biosecurity Management</b>	Implement Council's Local Weeds Management Plan	Weed management inspections completed as per Weed Action Plan	% planned inspections completed	Quarterly	● <b>ES1.1</b>
	Prepare for rapid response to new biosecurity incursions	Weed control on high-risk pathways completed as per Weed Action Plan	Minimum of 200ha and 200km priority weeds. 2000km general roadside spraying	Quarterly	
	Manage of vertebrate pests on council managed land	Number Biosecurity education activities delivered	2 general and 2 targeted weed programs	Quarterly	
<b>Coastal and Estuary Management</b>	Undertake activities to protect our coastline and estuaries including:	Development of Coastal Management Plan	Submission of completed CMP for certification	Six monthly	● <b>ES1.3</b>
	<ul style="list-style-type: none"> <li>Developing and implementing coastal and estuary management plans</li> </ul>	Percentage of inspections completed for Hastings, Camden, Cathie/Innes & Open Coastline including erosion hotspots as per agreed program.	100%	Six monthly	
		Number of drone monitoring and aerial surveys of coastal erosion hotspot from Middle Rock to North of Lake Cathie entrance	4 per year	Six monthly	



WHAT WE DELIVER		WHAT WE MEASURE			
<b>Environmental Planning &amp; Referral</b>	Provide current ecological advice on development related matters including:	Number of referrals completed according to agreed service levels	Customer driven	Six monthly	● <b>ES1.2</b>
	<ul style="list-style-type: none"> <li>Assessing Development Applications and Planning Proposal referrals</li> <li>Assessing Review of Environmental Factors, Environmental Impact Statement (EIS) documents.</li> <li>Providing internal advice on legislative pathways</li> <li>Review and implement guidelines, processes, and templates for environmental assessments.</li> </ul>				
<b>Bushfire Mitigation</b>	Deliver the Bushfire Risk Mitigation Program	Asset Protection Zones and Strategic Fire Advantage Zones maintained on Council-owned and managed lands	100% of APZ inspected	Quarterly	● <b>R2.2</b>
	Deliver bushfire preparedness and planning programs/tools to the community	Network of strategic and tactical fire trails inspected annually	100% inspected	Quarterly	
Service delivery is supported by the following services and activities:					
Vegetation Operations	Manage Council vegetation across the LGA including maintenance and planting	Refer to Spaces and Places Service for service KPIs	Group Manager Liveable Communities		



## 2024-25 Operational Plan Projects and Actions

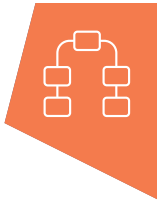
PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBLE	FUNDING	COST	REF
Biodiversity Management					
Investigate need for management plans for specific fauna species of concern	Outcome of investigation for the need for management plans for specific fauna species reported to Executive team	Group Manager Environment and Regulatory Services	Levy	30,000	NRM 01 ● ES1.1
Implement Flying Fox Camp Management Plan	Flying Fox Camp Management Plan reviewed Quarterly count completed. Education activities conducted	Group Manager Environment and Regulatory Services	Levy	65,000	NRM 02 ● ES1.1
Undertake Koala Road Strike Actions	Koala Road hotspots reviewed and updated annually Number of Koala Road Strike initiatives implemented	Group Manager Environment and Regulatory Services	Levy	50,000	NRM 03 ● ES1.1
Progress towards identifying and acquiring land for biodiversity offsets	Procedure developed for land identification and acquisition	Group Manager Environment and Regulatory Services	Levy	10,000	NRM 04 ● ES1.1
Council's Koala Plans of Management – Council sites monitored and education	% of Koala Management Plans sites monitored Educational resources developed and implemented	Group Manager Environment and Regulatory Services	Revenue	31,050	NRM 05 ● ES1.1
Koala Plan of Management compliance capital maintenance undertaken	Number of Koala Plan of Management compliance actions completed	Group Manager Environment and Regulatory Services	Revenue	5,000	NRM 06 ● ES1.1
Environmental volunteer programs supported	Annual review of 3 MOUs for Environmental volunteer programs undertaken	Group Manager Environment and Regulatory Services	Levy	29,705	NRM 07 ● ES1.1



PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBLE	FUNDING	COST	REF
<b>Development of Biodiversity Management Strategy</b>	New strategy developed and presented to Council	Group Manager Environment and Regulatory Services	Service Budget	Operating Budget	NRM 08 ● ES1.1
<b>Biosecurity Management</b>					
<b>Priority Weeds Control - Ecological restoration plan delivered</b>	Number of hectares managed	Group Manager Environment and Regulatory Services	Levy	166,800	NRM 09 ● ES1.1
<b>Vertebrate pest management undertaken on council managed land</b>	12 culling activities per year	Group Manager Environment and Regulatory Services	Levy	30,000	NRM 10 ● ES1.1
<b>Illegal Track restoration or formalisation</b>	Number of tracks actioned	Group Manager Environment and Regulatory Services	Levy	50,000	NRM 11 ● ES1.1
<b>Maintain vegetation encroachments on council boundaries</b>	Vegetation Area on council boundaries maintained	Group Manager Environment and Regulatory Services	Levy	50,000	NRM 12 ● ES1.1
<b>Coastal and Estuary Management</b>					
<b>Coastal Management Plan Stage 2 – Water Quality Improvement Strategy</b>	Water Quality Improvement Strategy developed and percentage progress reported	Group Manager Environment and Regulatory Services	Revenue	100,000	NRM 13 ● ES1.3
<b>Undertake Coastal Management Plan – Hastings</b>	Percentage of Coastal Management Plan – Hastings completed	Group Manager Environment and Regulatory Services	Revenue and Grant	187,500	NRM 14 ● ES1.3
<b>Undertake Coastal Management Plan – Lake Cathie/Bonny Hills</b>	Percentage of Coastal Management Plan – Lake Cathie/Bonny Hills completed	Group Manager Environment and Regulatory Services	Revenue	40,000	NRM 15 ● ES1.3
<b>Undertake Coastal Management Plan – Open Coastline</b>	Percentage of Coastal Management Plan – Open Coastline completed	Group Manager Environment and Regulatory Services	Revenue	40,000	NRM 16 ● ES1.3



PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBLE	FUNDING	COST	REF
Illaroo Coastal Hazard Management	Percentage of Illaroo Coastal Hazard Management completed	Group Manager Environment and Regulatory Services	Revenue	25,000	NRM 17 ● ES1.3
Lake Cathie water quality testing	Number of water quality tests completed	Group Manager Environment and Regulatory Services	Levy	30,000	NRM 18 ● ES1.3
Bushfire Mitigation					
Undertake Annual Bushfire Mitigation Works Program	Percentage of Annual Bushfire Mitigation Works Program completed	Group Manager Environment and Regulatory Services	Levy	20,800	NRM 19 ● R2.2



# Organisational Project Delivery

**Service description:** This service ensures the safe, efficient, timely, cost-effective and quality delivery of projects to meet the needs of a thriving Port Macquarie Hastings community. The service specialises in the delivery of Water & Wastewater utilities assets, Transport & Stormwater assets, Sport & Recreational assets and Commercial Business Unit assets such as the PMHC Airport, Glasshouse and Environmental Lab. The service also provides for emergency works and the restoration of Council assets damaged in natural disaster events.

**Directorate:** Community Infrastructure

**Responsible:** Director Community Infrastructure

How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
● Environmentally Sustainable	ES2	ES2.1
● Resilient		
● Liveable	L1, L2, L3	L1.1, L2.2, L3.2
● Connected	C1, C2	C1.1, C2.1
● Thriving		
● Authentic & High Performing	AHP2, AHP3	AHP2.3, AHP3.3

Priority  
Areas



Stable  
Infrastructure



Quality  
of Life

Quadruple  
Bottom  
Line

Social Sustainability  
Environmental Sustainability  
Economic Sustainability  
Civic Leadership

What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
Income	
Income, Grants & Contributions	-
Rates & Annual Chargers	-
User Charges & Fees	-
Works Program - Operating	-
Works Program - Capital	-
Other Income	-
Total Income	-
Expenditure	
Operating Expenditure	(937,106)
Works Program - Operating	-
Works Program - Capital	-
Other Expenditure	-
Total Expenditure	(937,106)
Net contribution/expense	(937,106)
Employees	50

\* Excludes loan principle, depreciation, overheads, reserve movements





WHAT WE DELIVER		WHAT WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Group Manager Organisational Project Delivery		Key Performance Indicator	Target	Reporting Frequency	Ref
<b>Organisational Capital Works Delivery</b>	Design and deliver capital works projects across Councils infrastructure	Percentage of approved annual Capital Works Program completed by June 2025	85% projects on track	Quarterly	● L1.1

Refer to Schedule 1 (Section 5) for the 2024-25 Operating and Capital Works Program



## Port Macquarie Airport

**Service description:** This service is responsible for the management, development, operation and maintenance of the Port Macquarie Airport (Airport) as a self-funded commercial business unit of Council to underpin our region's growth, economic development and tourism potential.

**Directorate:** Business and Performance

**Responsible:** Director Business and Performance

### How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
<span style="color: green;">●</span> <b>Environmentally Sustainable</b>	<b>ES2</b>	<b>ES2.1</b>
<span style="color: blue;">●</span> Resilient		
<span style="color: blue;">●</span> Liveable		
<span style="color: green;">●</span> <b>Connected</b>	<b>C1</b>	<b>C1.2</b>
<span style="color: blue;">●</span> Thriving		
<span style="color: orange;">●</span> <b>Authentic &amp; High Performing</b>	<b>AHP4</b>	<b>AHP4.2</b>

#### Priority Areas



Stable  
Infrastructure



Quality  
of Life

#### Quadruple Bottom Line

Social Sustainability  
Environmental Sustainability  
**Economic Sustainability**  
Civic Leadership

### What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
<b>Income</b>	
Income, Grants & Contributions	-
Rates & Annual Chargers	-
User Charges & Fees	6,320,389
Works Program - Operating	-
Works Program - Capital	-
Other Income	-
<b>Total Income</b>	<b>6,320,389</b>
<b>Expenditure</b>	
Operating Expenditure	(3,099,841)
Works Program - Operating	(2,650,000)
Works Program - Capital	(1,625,250)
Other Expenditure	-
<b>Total Expenditure</b>	<b>(7,375,091)</b>
Net contribution/expense	(1,054,702)
Employees	5

\* Excludes loan principle, depreciation, overheads, reserve movements



WHAT WE DELIVER		WHAT WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Group Manager Commercial and Business Services		Key Performance Indicator	Target	Reporting Frequency	Ref
<b>Airport Management</b>	Manage airport maintenance and operations of the Airport as a commercial entity, including stakeholder engagement and advocacy	Number of aircraft movements	Achieve a 3% increase in regular passenger transport (RPT) aircraft movements versus 2023/24	Six monthly	● C1.2
		Number of general aviation movements	Achieve a 5% increase in general aviation (GA) movements versus 2023/24	Six monthly	
		Annual passenger numbers	Maintain or increase passenger numbers (RPT) against previous year	Six monthly	
		Manage Port Macquarie Airport income and expenditure to achieve agreed operational budget results	Meets or exceeds approved operational budget result	Quarterly	
<b>Airport Operations</b>	Carrying out inspections, security and safety, and regulatory compliance assessments	Carrying out inspections, security, and regulatory compliance assessments	Fully compliant with all regulatory and operational inspection requirements.	Annual	● C1.2
		Annual Audit is undertaken to comply with regulations and submitted to Civil Aviation Safety Authority within specified timeframes.	100%	Annual	



WHAT WE DELIVER		WHAT WE MEASURE			
		All on-airport vegetation management activities are conducted in accordance with the Port Macquarie Airport Biodiversity Certification Strategy and related environmental approvals and protocols	100%	Annual	● ES2.1
Airport Planning and Development	Plan and deliver airport infrastructure and facility improvements to meet demand	Percentage progress in delivering the Port Macquarie Airport Master Plan 2024	80%	Six monthly	● C1.2
Asset Management	Undertake asset management planning on Council's Port Macquarie Airport Assets to meet community service needs, minimise risk, and efficiently manage asset lifecycle costs	Undertake Asset Management planning on Council's Port Macquarie Airport assets to meet community service needs, minimise risk, and efficiently manage asset lifecycle costs.	Asset management plans are current and are reviewed annually	Six monthly	● AHP4.2
Service Satisfaction Key Performance Indicator		Target	Frequency		Ref
Community satisfaction with Port Macquarie Airport		Increase or maintain on previous (2022 - 87%) *	Every two years (2024)		● C1.2

\* Source: Port Macquarie Hastings Council Community Satisfaction Survey 2022



## 2024-25 Operational Plan Projects and Actions

PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBLE	FUNDING	COST	REF
Airport Operations					
Port Macquarie Airport Biodiversity Certification - Vegetation Management	Airport vegetation management activities are conducted in accordance with the Port Macquarie Airport Biodiversity Certification Strategy.	Group Manager Commercial and Business Services	Reserves	100,000	AIRP 01 ● ES2.1
Port Macquarie Airport Biodiversity Certification Purchase of additional offsets	Funding for the Port Macquarie Airport Biodiversity Certification allows offset requirements to be met	Group Manager Commercial and Business Services	Reserves	2,500,000	AIRP 02 ● ES2.1
Maintenance and Refurbishment of Council owned airport hangars	Scheduled maintenance and refurbishment work on Council owned Airport Hangars are completed.	Group Manager Commercial and Business Services	Reserves	50,000	AIRP 03 ● ES2.1
Airside and Obstacle Limitation Surfaces (OLS) Vegetation Clearing	Identified maintenance and vegetation clearing is undertaken to the Airside and Obstacle Limitation Surfaces (OLS) to the satisfaction of regulatory authorities.	Group Manager Commercial and Business Services	Reserves	425,250	AIRP 04 ● ES2.1
Airport Planning and Development					
Develop multi-year strategic business plan incorporating commercial improvements, key actions, and project plan, and considering the Port Macquarie Business and Technology Park as part of the Port Macquarie Airport Master Plan	Port Macquarie Airport Strategic Plan reviewed and approved by the Executive	Group Manager Commercial and Business Services	Service Budget	Operating Budget	AIRP 05 ● C1.2



PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBLE	FUNDING	COST	REF
Planning and construction (apron and hangar) General Aviation area	Detailed designs for extension to the Apron and Hangars of the General Aviation area, supporting the development of Request for Tender documentation completed.	Group Manager Commercial and Business Services	Reserves	\$450,000	AIRP 06 ● C1.2
Carpark Expansion Stage 1 and New Parking System	Stage 1 of the Terminal Carpark expansion including improvements to the carpark entry by adding an additional traffic lane are completed.  Installation and commissioning of new Car Parking System at the entrance to the Terminal Carpark is completed	Group Manager Commercial and Business Services	Reserves	\$750,000	AIRP 07 ● C1.2





# Spaces and Places

**Service description:** This service forms part of Liveable Communities and supports safe and equitable access to facilities and amenities. The service is responsible for the planning, design and operation of council and community buildings, and recreational and sporting facilities supporting the health and wellbeing of the community. It does this through sustainable, secure, and well-maintained facilities for community, civic and recreational use. The service is also responsible for the management, leasing, and licensing of Council-owned and/or managed property, as well as public vegetation management.

**Directorate:** Community, Planning and Environment

**Responsible:** Director Community, Planning and Environment

## How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
<div><div></div>Environmentally Sustainable</div>	ES1	ES1.1
<div><div></div>Resilient</div>		
<div><div></div>Liveable</div>	L3	L3.2
<div><div></div>Connected</div>		
<div><div></div>Thriving</div>		
<div><div></div>Authentic &amp; High Performing</div>	AHP4	AHP4.2

Priority  
Areas



Stable  
Infrastructure



Quality  
of Life

Quadruple  
Bottom  
Line

Social Sustainability  
Environmental Sustainability  
Economic Sustainability  
Civic Leadership

## What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
<b>Income</b>	
Income, Grants & Contributions	1,078,298
Rates & Annual Chargers	-
User Charges & Fees	-
Works Program - Operating	-
Works Program - Capital	-
Other Income	406,037
<b>Total Income</b>	<b>1,484,335</b>
<b>Expenditure</b>	
Operating Expenditure**	(12,088,402)
Works Program - Operating	(1,017,950)
Works Program - Capital	(6,281,519)
Other Expenditure	-
<b>Total Expenditure</b>	<b>(19,387,871)</b>
Net contribution/expense	(17,903,536)
Employees***	66



\* Excludes loan principle, depreciation, overheads, reserve movements

\*\* Operating expenses includes planning, operational and maintenance staff in the Spaces and Places and Community Infrastructure and Recreation Operations teams

\*\*\* Employee numbers include staff with planning, operational and maintenance responsibilities in the Spaces and Places and Community Infrastructure and Recreation Operations teams

WHAT WE DELIVER		WHAT WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Group Manager Liveable Communities		Key Performance Indicator	Target	Reporting Frequency	Ref
<b>Community, Council and Recreation Facilities Operations</b>	Manage and facilitate the use of community, sport, recreation, pools, and open space facilities.	Number of events	Customer driven	Six monthly	● L3.2
		Number of bookings	Customer driven	Six monthly	
	Manage operational requirements for Community & Council Facilities Building, facilities and open spaces renewal and upgrade program in accordance with Asset Management Plans	Accessibility audits completed on Council owned property per year	4 accessibility audits	Six monthly	
	Deliver lifeguard services and beach safety programs. Delivery Sanctuary Springs maintenance program	All play spaces are checked against Australian Standards (AS 4685) to ensure continued compliance	100%	Six monthly	
<b>Community, Council and Recreation Facilities Planning and Delivery</b>	Plan for community facility, sport, recreation, play, open space and foreshore infrastructure provision and support project delivery	Percentage of play space designs are checked against the Everyone Can Play guidelines checklist to ensure that new and upgraded play spaces are fit for all	100% of designs	Six monthly	● L3.2



WHAT WE DELIVER		WHAT WE MEASURE		
		Number of meetings held with Port Macquarie Hastings Sports Council	Four meetings per annum (minimum)	Six monthly
		Number and dollar value of community-initiated capital works	Customer driven	Six monthly
		Percentage of agreed project delivery program completed by June 2025	85% Agreed program approximately 40 projects	Six monthly
		Number of co-design or enquiry by design workshops to investigate the delivery of Master Plans	3	Six monthly
Property and Licencing Services	Provide property management of Council's assets including: <ul style="list-style-type: none"> <li>• lease and licencing agreements, contracts, inspections and financial monitoring and internal advice for Council's commercial and community facilities</li> <li>• maintain Councils Lease/Licence Register line with legislate requirements,</li> <li>• manage permits for the use of Council land including outdoor dining and commercial and community activities.</li> </ul>	Percentage Property Development projects including contracts completed with less than 10% cost variation	90%	Six monthly
		Ensure that existing Council leases and licences are renewed and not on hold over provisions	90%	Six monthly

● L3.2



WHAT WE DELIVER		WHAT WE MEASURE			
<b>Vegetation Operations</b>	Manage Council vegetation across the LGA including maintenance and planting	Vegetation managed in accordance with Council's agreed maintenance and planting schedule	90%	Six monthly	● <b>ES1.1</b>
<b>Asset Management</b>	Undertake asset management planning on community and council facilities, and recreational assets to meet community service needs, minimise risk, and efficiently manage asset lifecycle costs	Asset management plans are current and are reviewed annually	100%	Annual	● <b>AHP4.2</b>

Service delivery is supported by the following services and activities:

Community Infrastructure and Recreation Operations	Deliver planned and reactive maintenance for recreation assets (parks, playgrounds, sports fields, open space, and beaches), aligned with the Resource Strategy	Refer to Community Infrastructure and Recreation Operations for service KPIs	Group Manager Infrastructure and Recreation Operations
Organisational Project Delivery	Design and deliver capital works projects across Councils infrastructure	Refer to Organisational Project Delivery for service KPIs	Group Manager Organisational Project Delivery

Service Satisfaction Key Performance Indicator	Target	Frequency	Ref
Community satisfaction with our parks, playgrounds, and recreation facilities	Maintain or increase on previous (2022 - 79%)*	Every two years (2024)	● <b>L3.2</b>
Community satisfaction with our pools	Increase on previous (2022 -72%) *	Every two years (2024)	● <b>L3.2</b>
Community satisfaction with our community halls	Maintain or increase on previous (2022 -81%) *	Every two years (2024)	● <b>L3.2</b>
Community satisfaction boat ramps, wharves, and jetties	(2022 - 89%) *	Every two years (2024)	● <b>L3.2</b>

\*Source: Port Macquarie Hastings Council Community Survey 2022



## 2024-25 Operational Plan Projects and Actions

PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBILITY	FUNDING	COST	REF
Community, Council and Recreation Facilities Planning & Delivery					
Ashdown Reserve, Ashdown Drive, Port Macquarie	Playground upgrade of Ashdown Reserve, Port Macquarie completed	Group Manager Liveable Communities	Levy, and Contributions	98,500	SPA 01 ● L3.2
Greenmeadows Reserve, Port Macquarie	Playground upgrade of Greenmeadows Reserve, Port Macquarie completed	Group Manager Liveable Communities	Revenue, Levy, and Contributions	120,000	SPA 02 ● L3.2
Amethyst Way Reserve, Port Macquarie	Playground upgrade of Amethyst Way Reserve Park, Port Macquarie completed	Group Manager Liveable Communities	Levy, and Contributions	98,500	SPA 03 ● L3.2
Mimosa Park, Port Macquarie	Playground upgrade of Mimosa Park, Port Macquarie completed	Group Manager Liveable Communities	Revenue, Levy, and Contributions	120,000	SPA 04 ● L3.2
Parks & Gardens Future Designs, various location	Preparation of engineering designs in advance of construction programs for Parks and Gardens completed	Group Manager Liveable Communities	Revenue	34,200	SPA 05 ● L3.2
Rainbow Beach Local Park, Lake Cathie/Bonny Hills	Acquisition of land required for Rainbow Beach Local Park completed	Group Manager Liveable Communities	Contributions	307,220	SPA 06 ● L3.2
Rainbow Beach, Lake Cathie/Bonny Hills	Pedestrian Facility	Group Manager Liveable Communities	Contributions	306,199	SPA 07 ● L3.2
Regional Master Planning - Master Planning, various location	Master Planning for identified locations completed	Group Manager Liveable Communities	Contributions	81,150	SPA 08 ● L3.2



PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBILITY	FUNDING	COST	REF
Thrumster Sports Fields	Commence construction of Thrumster Sports Fields	Group Manager Liveable Communities	Contributions	2,200,000	SPA 09 ● L3.2
Wallace Reserve, Scarborough Way, Dunbogan	Playground upgrade of Wallace Reserve, Dunbogan completed	Group Manager Liveable Communities	Levy, and Contributions	120,000	SPA 10 ● L3.2
Waterlily Park, Brindabella Way, Port Macquarie	Playground upgrade of Waterlily Park, Port Macquarie completed	Group Manager Liveable Communities	Revenue, Levy, and Contributions	120,000	SPA 11 ● L3.2
Apex Park Laurieton/Camden Haven - Amenities	Amenities upgrade for Apex Park Laurieton completed	Group Manager Liveable Communities	Revenue, and Contributions	100,000	SPA 12 ● L3.2
Camden Haven Surf Club Building	Preconstruction completed commenced for replacement of Camden Haven Surf Club Building	Group Manager Liveable Communities	Reserves	200,000	SPA 13 ● L3.2
Jonathan Dixon Reserve, Lake Cathie - Amenities	Amenities upgrade Jonathan Dixon Reserve Lake Cathie completed	Group Manager Liveable Communities	Reserves, and Contributions	100,000	SPA 14 ● L3.2
Wayne Richards Regional Sporting Complex	Percentage completion of design stages 3 and 4	Group Manager Liveable Communities	Grant, and Contributions	350,000	SPA 15 ● L3.2
Tacking Point Lighthouse- Viewing Platform and Boardwalk	Construction of Viewing Platform and Accessible Boardwalk	Group Manager Liveable Communities	Grant, and Reserves	850,000	SPA 16 ● L3.2
Property Management					
Plans of Management for Council owned and managed parks, open spaces, and sporting fields	Preparation of Plans of Management are commenced	Group Manager Liveable Communities	Service Budget	Operating Budget	SPA 17 ● L3.2

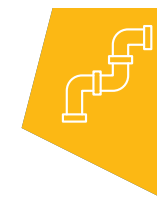


PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBILITY	FUNDING	COST	REF
Land Acquisition for Council Infrastructure Projects	Planned survey, valuations, and land transactions	Group Manager Liveable Communities	Revenue	30,000	SPA 18 ● ES1.1
Vegetation Operations					
Develop an Urban Canopy Plan	Draft Urban Canopy Plan prepared and publicly exhibited	Group Manager Liveable Communities	Service Budget	Operating Budget	SPA 19 ● ES1.1
Delivery the vegetation management maintenance and planting program	Annual vegetation and maintenance and planting program delivered	Group Manager Liveable Communities	Service Budget	Operating Budget	SPA 20 ● ES1.1
Asset Management					
Update Asset Management Plans	Review and update Asset Management Plan as part of Councils Resourcing Strategy	Group Manager Liveable Communities	Service Budget	Operating Budget	SPA 21 ● AHP4.2
Sporting Infrastructure renewals, various location	Replacement sporting infrastructure as per Asset Management Program completed	Group Manager Liveable Communities	Revenue, and Levy	500,000	SPA 22 ● AHP4.2
Pathway Renewals, various location	Replace pathways as per Asset Management Renewal Program	Group Manager Liveable Communities	Revenue	100,000	SPA 23 ● AHP4.2
Beach Access Points, various location	Maintenance of beach access points LGA wide completed as per Asset Management Maintenance Program	Group Manager Liveable Communities	Revenue	36,800	SPA 24 ● AHP4.2
Furniture Replacement Program, various locations	Replacement of furniture	Group Manager Liveable Communities	Revenue	49,700	SPA 25 ● AHP4.2
Building Rectification Works, various	Works in line with Asset Management Plans	Group Manager Liveable Communities	Revenue, and Reserves	325,000	SPA 26 ● AHP4.2





PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBILITY	FUNDING	COST	REF
Parks Maintenance	Additional parks maintenance	Group Manager Liveable Communities	Reserves	900,000	SPA 27 ● AHP4.2
Aquatic Facilities renewals	Replace aquatic assets as per Asset Management Renewal Program	Group Manager Liveable Communities	Revenue	152,200	SPA 28 ● AHP4.2



## Stormwater, Drainage & Flooding

**Service description:** This service is responsible supporting the protection of property from local catchment and riverine flooding risks, minimising adverse impacts to the natural and built environment, and ensuring that stormwater is valued as a resource.

The service is also responsible for the planning and design of stormwater and flood mitigation infrastructure including pits, pipes, outlets, open drains, overland flow paths, basins, and water quality controls in addition to flood mitigation drains, levees and gates and supporting infrastructure.

**Directorate:** Community Infrastructure

**Responsible:** Director Community Infrastructure

### How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
● <b>Environmentally Sustainable</b>	<b>ES2</b>	<b>ES2.1</b>
● <b>Resilient</b>	<b>R2</b>	<b>R2.2</b>
● <b>Liveable</b>	<b>L2</b>	<b>L2.2</b>
● Connected		
● Thriving		
● <b>Authentic &amp; High Performing</b>	<b>AHP4</b>	<b>AHP4.2</b>

#### Priority Areas



Stable  
Infrastructure



Environment



Quality  
of Life

#### Quadruple Bottom Line

**Social Sustainability**

**Environmental Sustainability**

Economic Sustainability

Civic Leadership

### What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
<b>Income</b>	
Income, Grants & Contributions	4,800
Rates & Annual Chargers	860,585
User Charges & Fees	-
Works Program - Operating	-
Works Program - Capital	-
Other Income	2,000
<b>Total Income</b>	<b>867,385</b>
<b>Expenditure</b>	
Operating Expenditure**	(1,394,309)
Works Program - Operating	(1,340,000)
Works Program - Capital	(2,485,000)
Other Expenditure	(974,921)
<b>Total Expenditure</b>	<b>(6,194,230)</b>
Net contribution/expense	(5,326,845)
Employees***	25.5



\* Excludes loan principle, depreciation, overheads, reserve movements

\*\* Operating expenses includes planning, operational and maintenance staff in the Spaces and Places and Community Infrastructure and Recreation Operations teams

\*\*\* Employee numbers include staff with planning, operational and maintenance responsibilities in the Spaces and Places and Community Infrastructure and Recreation Operations teams

WHAT WE DELIVER		WHAT WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Group Manager Community Infrastructure Planning & Design		Key Performance Indicator	Target	Reporting Frequency	Ref
Stormwater Network and Flood Planning	Plan, investigate and design for the effective and responsive long-term management of Council's stormwater, drainage, and flooding network assets	Adoption of Stormwater Strategic Action Plan	100%	Six monthly	● L2.2
	Stormwater Network asset renewal and upgrade program development and delivery in accordance with Asset Management Plans				
Floodplain Management	Undertake flood mitigation planning activities to reduce the impacts of flooding and flood liability on communities, individual owners and occupiers of flood prone land and reduce private and public losses resulting from floods.	Integration of flood mitigation planning activities into the long-term works programs for implementation when funding is available	100%	Annual	● R2.2
		Complete scheduled inspections of flood mitigation assets	100%	Annual	
Asset Management	Undertake asset management planning on Council's stormwater, drainage, and flood network assets	Asset management plans are current and are reviewed annually	100%	Quarterly	● AHP4.2



WHAT WE DELIVER	WHAT WE MEASURE
to meet community service needs, minimise risk, and efficiently manage asset lifecycle costs	Integration of condition assessment data into work planning

100% Six monthly ● L2.2

Service delivery is supported by the following services and activities:

Community Infrastructure and Recreation Operations	Deliver the planned maintenance and renewal program for stormwater assets including canal maintenance, aligned with the Resource Strategy Deliver reactive maintenance for stormwater assets	Refer to Community Infrastructure and Recreation Operations for service delivery KPIs.	Group Manager Community Infrastructure and Recreation Operations
Organisational Project Delivery	Design and deliver capital works projects across Councils infrastructure	Refer to Organisational Project Delivery for service KPIs.	Group Manager Organisational Project Delivery

Service Satisfaction Key Performance Indicator	Target	Frequency	Ref
Community satisfaction with an adequate stormwater drainage system	Maintain or increase on previous (2022 - 57%)*	Every two years (2024)	● L2.2

\* Source: Port Macquarie Hastings Council Community Satisfaction Survey 2022

2024-25 Operational Plan Projects and Actions

PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBLE	FUNDING	COST	REF
Stormwater Network and Flood Asset Planning					
West Port (Buller Street) Flood mitigation works, Port Macquarie	Construction of highest priority flood mitigation works for West Port (Buller Street), Port Macquarie completed	Group Manager Organisational Project Delivery	Loan	1,829,000	SDF 01 ● L2.2



PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBLE	FUNDING	COST	REF
<b>Settlement Shores and Broadwater Canals Maintenance Plan Updated</b>	Draft maintenance plan and community engagement commenced.	Community Infrastructure Planning & Design	Reserves	50,000	SDF 02 ● L2.2
<b>Purchase of CCTV Push camera and Pipeline Jetter trailer to support expanded Stormwater Condition Assessment Program</b>	Equipment has been purchased and is in use to support the condition assessment program.	Group Manager Community Infrastructure and Recreation Operations	Plant reserve	150,000	SDF 03 ● L2.2
<b>North Brother Catchment flood mitigation measures - St Joseph's School</b>	Completion of detailed designs of highest priority works from the North Brother Local Catchments Floodplain Risk Management Plan - St Joseph's School, Laurieton.	Group Manager Organisational Project Delivery	Loan	300,000	SDF 04 ● L2.2
<b>Additional Drainage Maintenance</b>	Additional required maintenance completed	Group Manager Community Infrastructure and Recreation Operations	Reserves	1,000,000	SDF 05 ● L2.2
<b>Floodplain Management</b>					
<b>Voluntary House Raising</b>	Community engagement completed	Community Infrastructure Planning & Design	Service Budget	Operating Budget	SDF 06 ● R2.2
<b>Asset Management</b>					
<b>Settlement Shores Canals, Maintenance, Port Macquarie</b>	Annual Canal Maintenance program completed	Group Manager Community Infrastructure and Recreation Operations	Reserves	110,000	SDF 07 ● AHP4.2
<b>Broadwater Canals, Maintenance, Port Macquarie</b>	Annual Canal Maintenance program completed	Group Manager Community Infrastructure and Recreation Operations	Service Budget	As required	SDF 08 ● AHP4.2
<b>Stormwater Renewals Program</b>	100% of Stormwater Renewal Program completed	Group Manager Community Infrastructure and Recreation Operations	Revenue	206,000	SDF 09 ● AHP4.2



PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBLE	FUNDING	COST	REF
Gross Pollution Trap (GPT) Maintenance Program	100% completion of maintenance program	Group Manager Community Infrastructure and Recreation Operations	Reserves	150,000	SDF 10 ● AHP4.2
Asset Revaluation – Stormwater	Completion of revaluation in accordance with Office of Office of Local Government Asset Management requirements	Group Manager Community Infrastructure Planning & Design	Revenue	30,000	SDF 11 ● AHP4.2



## Strategic Land Use Planning

**Service description:** The Land Use Planning service supports the sustainable development and use of our land in such a way that balances economic, environmental, and social considerations. This service also ensures that new infrastructure resulting from population growth and development activity is able to be delivered through development contributions funding.

**Directorate:** Community Planning and Environment

**Responsible:** Director Community Planning and Environment

### How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
● Environmentally Sustainable		
● Resilient		
● Liveable	L1, L2	L1.1, L2.1
● Connected		
● Thriving	T1	T1.2
● Authentic & High Performing		

#### Priority Areas



Environment



Thriving Economy



Affordable Living

#### Quadruple Bottom Line

**Social Sustainability**  
**Environmental Sustainability**  
**Economic Sustainability**  
 Civic Leadership

### What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
<b>Income</b>	
Income, Grants & Contributions	9,458,568
Rates & Annual Chargers	-
User Charges & Fees	337,000
Works Program - Operating	-
Works Program - Capital	-
Other Income	41,432
<b>Total Income</b>	<b>9,837,000</b>
<b>Expenditure</b>	
Operating Expenditure	(2,030,327)
Works Program - Operating	(100,000)
Works Program - Capital	-
Other Expenditure	-
<b>Total Expenditure</b>	<b>(2,130,327)</b>
<b>Net contribution/expense</b>	<b>7,706,673</b>
<b>Employees</b>	<b>11</b>

\* Excludes loan principle, depreciation, overheads, reserve movements





WHAT WE DELIVER		WHAT WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Executive Manager Strategy		Key Performance Indicator	Target	Reporting Frequency	Ref
<b>Strategic Land Use Planning</b>	Undertake strategic land-use planning activities consistent with our Local Strategic Planning Statement (LSPS) including:	Planning proposals assessed and determined within the required timeframes and in accordance with principles of the LSPS	80% of planning proposals are assessed within the benchmark timeframes identified in the NSW LEP Making Guideline	Six monthly	● L1.1
	<ul style="list-style-type: none"> <li>Assess and progress planning proposals.</li> <li>Develop, review, and update major strategic planning policies and strategies.</li> <li>Advocate to the NSW Government on strategic land use planning matters</li> <li>Process planning enquiries.</li> <li>Provide guidance to Council in all land-use planning matters, external policy proposals/documents and regional land use planning policies and initiatives.</li> </ul>	Agreed annual LSPS review program implemented	90%	Six monthly	
		Number of meetings held with infrastructure and utility providers to advocate for and integrate infrastructure delivery and planning	Four meetings per year	Six monthly	
	Implement the Living and Place Strategy	Percentage of Living and Place Strategy as per agreed schedule	90%	Six monthly	● L2.1
	Prepare, review and update PMHC's local environmental plan (LEP) and development control plan (DCP) to ensure planning controls incorporate best practice planning and respond to the changing needs of our community.	Number of DCP amendments progressed in accordance with agreed annual program.	90%	Six monthly	● T1.2



WHAT WE DELIVER		WHAT WE MEASURE			
<b>Development Contributions</b>	Undertake Development Contributions activities including:	Percentage of development contribution checks completed within 10 working days	80%	Six monthly	● L1.1
	<ul style="list-style-type: none"> <li>Developing, reviewing and administer S 7.11 and S 7.12 contribution plans.</li> <li>Administer and monitor compliance of Voluntary Planning Agreements (VPAs) in accordance with legislative requirements</li> </ul>	Development contributions reporting completed in line with all legislative and Council requirements	100%	Annual	
		Annual audit of VPA compliance completed and reported in line with legislative requirements	100%	Annual	

Service Satisfaction Key Performance Indicator	Target	Frequency	Ref
Community satisfaction with long-term delivery planning and vision	Increase from previous (2022 - 61%) *	Every two years (2024)	● L1.1
Community satisfaction with strategic planning of the LGA	Increase from previous (2022 - 65%)	Every two years (2024)	● L1.1

\*Source: Port Macquarie Hastings Council Community Survey 2022



## 2024-25 Operational Plan Projects and Actions

PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBLE	FUNDING	COST	REF
Strategic Land Use Planning					
<b>Local Strategic Planning Statement (LSPS)</b>	Review LSPS for public exhibition and community consultation	Executive Manager Strategy	Revenue	100,000	LUP 01 ● L1.1
<b>Fernbank Creek and Sancrox Structure Plan</b>	Finalise Fernbank Creek and Sancrox Structure Plan for consideration by Council for adoption	Executive Manager Strategy	Service Budget	Operating Budget	LUP 02 ● L1.1
<b>City Heart Master Plan</b>	Develop Project Plan and Scope	Executive Manager Strategy	Service Budget	Operating Budget	LUP 03 ● L1.1
<b>Civic Precinct Plan</b>	Develop precinct plan	Executive Manager Strategy	Service Budget	Operating Budget	LUP 04 ● L1.1
<b>Yippin Creek Planning Proposal</b>	Prepare Draft Planning Proposal and Supporting Studies	Executive Manager Strategy	Service Budget	Operating Budget	LUP 05 ● L1.1
Development Contributions					
<b>Contributions Plan</b>	Finalise Local Infrastructure Contributions Plan for consideration by Council for adoption	Executive Manager Strategy	Service Budget	Operating Budget	LUP 06 ● L1.1



# Sustainability

**Service description:** This service supports Council, local businesses, and the community to achieve sustainability outcomes by developing strategies and action plans to protect natural areas, waterways, and biodiversity, adapt to environmental change and build community resilience, lead by example to decrease resource use and provide education, spaces, and infrastructure for a sustainable lifestyle

**Directorate:** Community Planning and Environment

**Responsible:** Director Community Planning and Environment

How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
● Environmentally Sustainable	ES2	ES2.1
● Resilient		
● Liveable		
● Connected		
● Thriving		
● Authentic & High Performing		

Priority Areas



Environment



Improved Pathways

Quadruple Bottom Line

Social Sustainability

**Environmental Sustainability**

Economic Sustainability

Civic Leadership

What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
<b>Income</b>	
Income, Grants & Contributions	-
Rates & Annual Chargers	-
User Charges & Fees	-
Works Program - Operating	-
Works Program - Capital	-
Other Income	-
<b>Total Income</b>	-
<b>Expenditure</b>	
Operating Expenditure	(176,708)
Works Program - Operating	-
Works Program - Capital	-
Other Expenditure	-
<b>Total Expenditure</b>	<b>(176,708)</b>
Net contribution/expense	(176,708)
Employees	1

\* Excludes loan principle, depreciation, overheads, reserve movements



WHAT WE DELIVER		WHAT WE MEASURE			Ref
Key Service Function (Four Years 2022-26) Responsible: Group Manager Environment and Regulatory Services		Key Performance Indicator	Target	Reporting Frequency	Ref
<b>Sustainability Education</b>	Develop and deliver education programs and activities to improve the understanding of sustainability for Council staff, Councillors, and the community	Number of community education activities and resources developed in line with Sustainability Education Program	Develop and implement two educational resources or activities aligned with the Sustainability Education Program annually	Six monthly	● ES2.1
<b>Sustainability Reporting</b>	Reporting on Council's environmental sustainability performance  Work in collaboration with Corporate Reporting Team to assist in Councils support of the United Nations Sustainable Development Goals	Annual Report provided to Council on the progress of the Environmental Sustainability Action Plan and performance	Annual report delivered to Council	Annual	● ES2.1
<b>Environmental Sustainability Projects and Programs</b>	Facilitate energy efficiency projects, management of electric vehicle charging, renewable energy procurement and installations at Council facilities to reduce operational greenhouse gas emissions	Annually review Staff Sustainability Working Group Action Plan	Plan developed	Annual	● ES2.1



WHAT WE DELIVER	WHAT WE MEASURE	Ref
Implementation of Council's Environmental Sustainability Strategy Work with Council divisions and the Staff Sustainability Working Group to identify and facilitate sustainability initiatives including: <ul style="list-style-type: none"><li>Waste avoidance</li><li>Energy and water reduction</li><li>Material re-use and recycling including the use of recycled materials in our infrastructure</li><li>Phasing out single-use plastics from Council operations and Council-sponsored events</li><li>Collaborate with other Councils and participate in programs which support sustainability initiatives including Sustainability Advantage and Cities Power Partnership</li></ul>	Number of partnership projects with other supporting organisations Identify and progress one partnership project Six monthly	

Service Satisfaction Key Performance Indicator	Target	Frequency	Ref
Community satisfaction with environmental and climate impact management that protects and conserves for future generations.	Increase or maintain on previous (2022-68%)	Every two years (2024)	● ES2.1
Community satisfaction with the promotion of renewable energy options.	Increase or maintain on previous (2022-66%)	Every two years (2024)	● ES2.1

\*Source: Port Macquarie Hastings Council Community Survey 2022



## Transport

**Service description:** This service is responsible for providing a safe and effective local road and active transport network which connects people, places, and businesses. The service is responsible for the planning, asset management and program development of transport infrastructure and networks including roads (sealed/unsealed), bridges and culverts, footpaths & cycleways, public transport infrastructure (i.e., bus shelters), carparks and signage, and supporting roadside infrastructure.

**Directorate:** Community Infrastructure

**Responsible:** Director Community Infrastructure

### How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
● Environmentally Sustainable		
● Resilient		
● Liveable		
● <b>Connected</b>	<b>C1, C2</b>	<b>C1.1, C2.1</b>
● Thriving		
● <b>Authentic &amp; High Performing</b>	<b>AHP4</b>	<b>AHP4.2</b>

#### Priority Areas



Stable Infrastructure



Improved Pathways



Environment



Reduced Traffic

#### Quadruple Bottom Line

**Social Sustainability**

Environmental Sustainability

Economic Sustainability

Civic Leadership

### What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
<b>Income</b>	
Income, Grants & Contributions	6,014,970
Rates & Annual Chargers	-
User Charges & Fees	12,448
Works Program - Operating	-
Works Program - Capital	57,667,781
Other Income	176,000
<b>Total Income</b>	<b>63,871,199</b>
<b>Expenditure</b>	
Operating Expenditure**	(16,605,819)
Works Program - Operating	(367,840)
Works Program - Capital	(86,283,355)
Other Expenditure	(974,921)
<b>Total Expenditure</b>	<b>(104,231,935)</b>
Net contribution/expense	(40,360,736)
Employees***	65.5

\* Excludes loan principle, depreciation, overheads, reserve movements





\*\* Operating expenses includes planning, operational and maintenance staff in Transport Community Infrastructure and Recreation Operations team

\*\*\* Employee numbers include staff with planning, operational and maintenance responsibilities in the Transport and Community Infrastructure and Recreation Operations teams

WHAT WE DELIVER		WHAT WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Group Manager Community Infrastructure Planning & Design		Key Performance Indicator	Target	Reporting Frequency	Ref
<b>Transport Network Planning and Management</b>	Design of safe and efficient local transport infrastructure and networks	<ul style="list-style-type: none"> <li>2024-25 planned asset condition program completed</li> <li>Unsealed Roads</li> <li>Priority identified bridges</li> </ul>	100%	Quarterly	● C1.1
	Plan the Transport asset renewal and upgrade program in accordance with Asset Management Plans				
	Implement the Integrated Transport Plan and Supporting Action Plans to improve the effectiveness of our active and public transport network	Program/projects from adopted Integrated Transport Plan guide development of annual works programs	90%	Six monthly	● C2.1
	Administer energy costs for street lighting				
<b>Traffic Management and Safety Program</b>	Deliver programs and activities that support the safety of people travelling on our roads	Number of Local Traffic Committee meetings held per year	Six per year	Six monthly	● C1.1
	Support the Local Traffic Committee meetings and implementation of outcomes				



WHAT WE DELIVER		WHAT WE MEASURE			
<b>Asset Management</b>	Undertake asset management planning on Council's Transport Assets to meet community service needs, minimise risk, and efficiently manage asset lifecycle costs	Asset management plans are current and are reviewed annually	100%	Annual	● <b>AHP4.2</b>

Service delivery is supported by the following services and activities:

Community Infrastructure and Recreation Operations	Deliver the planned maintenance and renewal program for transport assets, aligned with the Resource Strategy, including <ul style="list-style-type: none"> <li>Roads (sealed and unsealed)</li> <li>Bridges and culverts</li> <li>Kerb and gutter</li> <li>Footpaths and cycleways</li> <li>Road furniture (bus shelters, line markings signage, guardrails and barriers)</li> <li>Carparks</li> <li>Street cleaning</li> <li>Roadside litter &amp; vegetation management (including roadside slashing, weed control, mowing, roadside tree management).</li> </ul> Deliver reactive maintenance for transport assets	Refer to Community Infrastructure and Recreation Operations service KPIs.	Group Manager Community Infrastructure and Recreation Operations
Organisational Project Delivery	Design and deliver capital works projects across Councils infrastructure	Refer to Organisational Project Delivery service KPIs	Group Manager Organisational Project Delivery

Service Satisfaction Key Performance Indicator	Target	Frequency	Ref
Community satisfaction with planning for integrated transport networks	Increase from previous (2022 - 48%)	Every two years (2024)	● <b>C1.1</b>

\* Source: Port Macquarie Hastings Council Community Satisfaction Survey 2022



## 2024-25 Operational Plan Projects and Actions

PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBLE	FUNDING	COST	REF
Transport Network Planning and Management					
<b>Alternative access to the Health and Education Precinct, Port Macquarie</b>	Modelling information gathered and concept design for alternative solutions commenced.	Group Manager Community Infrastructure Planning & Design	Revenue	200,000	TPT 01 ● C1.1
<b>Traffic modelling for the Thrumster/Sancrox/Fernbank Creek Transport Network Plan</b>	Complete the traffic modelling for the Thrumster/Sancrox/Fernbank Creek Transport Network Plan	Group Manager Community Infrastructure Planning & Design	Revenue	35,000	TPT 02 ● C1.1
<b>Hastings River Drive Pedestrian Crossing (near Aston Street), Port Macquarie</b>	Progress Hastings River Drive Pedestrian Crossing	Group Manager Organisational Project Delivery	Revenue	500,000	TPT 03 ● C1.1
<b>Lighthouse Road Upgrade, Port Macquarie</b>	Detailed design progressed. Commencement of environmental approvals commenced in parallel with revocation of land from National Parks and Wildlife Services.	Group Manager Organisational Project Delivery	Revenue, and Contributions	200,000	TPT 04 ● C1.1
<b>John Oxley Drive and Major Innes Road Upgrade, Port Macquarie</b>	Progress land acquisition for the upgrade	Group Manager Community Infrastructure Planning & Design	Loan	500,000	TPT 05 ● C1.1
<b>Hastings River Drive Upgrade, Port Macquarie</b>	Progress land acquisition for the upgrade	Group Manager Community Infrastructure Planning & Design	Loan	250,000	TPT 06 ● C1.1



PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBLE	FUNDING	COST	REF
<b>Lake Road Duplication, Ocean Drive to Chestnut Road, Port Macquarie</b>	Detailed design progressed. Commencement of environmental approvals commenced in parallel with revocation of land from National Parks and Wildlife Services.	Group Manager Organisational Project Delivery	Loan	750,000	TPT 07 ● C1.1
<b>Development of Parking Management Plan Precinct Template and Port Macquarie CBD Parking Precinct Plan</b>	Complete development of precinct plan template and commence Port Macquarie CBD Parking Precinct Plan	Group Manager Community Infrastructure Planning & Design	Reserve	150,000	TPT 08 ● C1.1
<b>Fauna Infrastructure on Council Roads</b>	Maintenance of Fauna Infrastructure and offset plantings associated with Council roads undertaken	Group Manager Community Infrastructure Planning & Design	Revenue	51,750	TPT 09 ● C1.1
<b>Sealed Roads</b>					
<b>Lorne Road Upgrade</b>	Completion of Stage 1 including initial seal application	Group Manager Organisational Project Delivery	Loan, and Grant	7,618,000	TPT 10 ● C1.1
<b>Maria River Road Upgrade</b>	Construction approval received and construction commenced.	Group Manager Organisational Project Delivery	Grant, Contributions, and Reserve	11,000,000	TPT 11 ● C1.1
<b>Ocean Drive Duplication, Port Macquarie</b>	Continued construction of the Ocean Drive Duplication project with completion of segmental arch extensions and associated retaining walls and the commencement of Southbound Carriageway construction	Group Manager Organisational Project Delivery	Loan, and Grant	50,400,806	TPT 12 ● C1.1



PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBLE	FUNDING	COST	REF
Road Resurfacing Program	Completion of 90% of the road resurfacing program	Group Manager Community Infrastructure and Recreation Operations	Revenue, and Grant	4,100,000	TPT 13 ● C1.1
Developer Provided Assets	Developer Provided Assets (Financial requirement)	Group Manager Community Infrastructure Planning & Design	Contributions	5,000,000	TPT 14 ● C1.1
Gordon Street Upgrade (part of Local Roads Proactive Transport Program)	Commence construction of intersection upgrade Horton and Gordon Streets	Group Manager Community Infrastructure and Recreation Operations	Grant	647,360	TPT 15 ● C1.1
Unsealed Roads					
Gravel Re-sheeting	Completion of 90% of the road re-sheeting program	Group Manager Community Infrastructure and Recreation Operations	Service Budget	Operating Budget	TPT 16 ● C1.1
Bridges					
Pembroke Road - Stoney Creek Bridge Upgrade	Detailed design, environmental approvals and property acquisition progressed.	Group Manager Organisational Project Delivery	Grant and Reserves	500,000	TPT 17 ● C1.1
Steels Bridge Replacement (Beechwood Road), Wauchope	Detailed design and environmental approvals and property acquisition progressed.	Group Manager Organisational Project Delivery	Grant	400,000	TPT 18 ● C1.1
Annual bridge and structures inspection program	Level 2 Inspections and Assessments completed per identified program	Group Manager Community Infrastructure Planning & Design	Revenue	103,500	TPT 19 ● C1.1



PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBLE	FUNDING	COST	REF
<b>Rehabilitation of priority bridges:</b> <ul style="list-style-type: none"> <li>Sesqui Centenary Bridge, Port Macquarie</li> <li>Lake Cathie Bridge, Lake Cathie</li> </ul>	Commence maintenance of Sesqui Centenary Bridge and Lake Cathie Bridge.	Group Manager Organisational Project Delivery	Loan	1,000,000	TPT 20 ● C1.1
<b>Level 3 Bridge Investigation for Hastings River Drive:</b> <ul style="list-style-type: none"> <li>Saltwater Creek</li> <li>Humpty Back Creek</li> <li>Fernbank Creek</li> </ul>	Complete Level 3 inspection and assessment for all bridges listed.	Group Manager Community Infrastructure Planning & Design	Reserves	165,000	TPT 21 ● C1.1
<b>Kindee Bridge (Kindee Road) Maintenance</b>	Commence structural repairs and maintenance of Kindee Bridge.	Group Manager Organisational Project Delivery	Loan	1,000,000	TPT 22 ● C1.1
<b>Footpaths and Cycleways</b>					
<b>Beach to Beach Walk, Camden Haven</b>	Continuation of Beach to Beach pathway construction	Group Manager Organisational Project Delivery	Grant, and Reserve	1,455,237	TPT 23 ● C2.1
<b>Schools to Schools Shared Pathway, Kendall to Laurieton</b>	Detailed design completed for highest priority sections	Group Manager Organisational Project Delivery	Reserve	411,952	TPT 24 ● C2.1
<b>Asset Management</b>					
<b>Condition Rating - Transport Assets</b>	Complete condition rating for unsealed roads	Group Manager Community Infrastructure Planning and Design	Reserve	130,840	TPT 25 ● AHP4.2
<b>Asset Revaluation - Transport (Roads, Bridges, Footpaths)</b>	Completion of revaluation in accordance with Office of Local Government Asset Management requirements	Group Manager Community Infrastructure Planning & Design	Reserve	30,000	TPT 26 ● AHP4.2



PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBLE	FUNDING	COST	REF
Preliminary geo-technical tests to assist with bridge and road designs	Complete bridge and geotechnical road pavement tests for the Works Program as required	Group Manager Community Infrastructure Planning & Design	Revenue	51,750	TPT 27 ● AHP4.2





## Waste Management

**Service description:** This service supports public and environmental health through the collection, management and disposal of waste, minimising volumes of waste sent to landfill through increasing processing and utilisation of recycled material with the support of the community enabled via enhanced waste education.

**Directorate:** Community Utilities

**Responsible:** Director Community Utilities

### How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
● <b>Environmentally Sustainable</b>	<b>ES2</b>	<b>ES2.2</b>
● Resilient		
● Liveable		
● Connected		
● Thriving		
● <b>Authentic &amp; High Performing</b>	<b>AHP4</b>	<b>AHP4.2</b>

#### Priority Areas



Stable  
Infrastructure



Environment

#### Quadruple Bottom Line

**Social Sustainability**  
 Environmental Sustainability  
 Economic Sustainability  
**Civic Leadership**

### What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
<b>Income</b>	
Income, Grants & Contributions	-
Rates & Annual Chargers	19,461,142
User Charges & Fees	10,943,271
Works Program - Operating	-
Works Program - Capital	-
Other Income	1,139,680
<b>Total Income</b>	<b>31,544,093</b>
<b>Expenditure</b>	
Operating Expenditure	(23,277,410)
Works Program - Operating	(100,000)
Works Program - Capital	(350,000)
Other Expenditure	(128,675)
<b>Total Expenditure</b>	<b>(23,856,085)</b>
Net contribution/expense	7,688,008
Employees	37.8

\* Excludes loan principle, depreciation, overheads, reserve movements



WHAT WE DELIVER		WHAT WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Group Manager Utilities - Planning & Design, Group Manager Utilities - Operations		Key Performance Indicator	Target	Reporting Frequency	Ref
<b>Waste Management Planning</b>	Deliver the Waste and Resource Recovery Strategy through the implementation of actions listed in the Waste and Recovery Action Plans	Percentage of agreed program progressed implemented towards the achievement of objectives detailed in the Waste and Resource Recovery Strategy	90%	Six monthly	● ES2.2
	Plan and provide new and upgraded assets to cater for sustainable growth	Waste and Recovery Action Plan reported to Council annually	100%	Annual	
<b>Waste Management Operations*</b>	Provide domestic, public, and commercial recycling, waste collection and disposal services in accordance with PMHC Waste Services Policy	Waste collection service provided according to contract terms and conditions with Contractor meeting KPIs	95% KPIs met	Six monthly	● ES2.2
		Percentage of reported illegal dumping collected within three days	95%	Six monthly	
		Environment Protection Licence (EPL) returns are made on time and in accordance with the regulator requirements	100% compliance	Six monthly	
		Pollution Reduction Programs (PRPs) requirements and deliverables are met	100% compliance	Six monthly	
		Number of unplanned closures of Council's Waste Transfer Stations	<5 unplanned closures per year across all facilities	Six monthly	



WHAT WE DELIVER		WHAT WE MEASURE			
Asset Management	Undertake asset management planning on Council's waste management assets to meet community service needs, minimise risk, and efficiently manage asset lifecycle costs	Asset management plans are current and are reviewed annually	100%	Six monthly	● AHP4.2

Service delivery is supported by the following services and activities:					
Organisational Project Delivery**	Design and deliver capital works projects across Councils infrastructure	Refer to Organisational Project Delivery for service KPIs.	Group Manager Organisational Project Delivery		

\* Council's operations are supported by an internal engineering trades services team.

\*\*Major capital works such as upgrades of waste facilities are generally project managed by Council's Organisational Project Delivery team and undertaken by contractors.

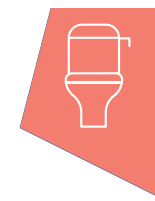
Service Satisfaction Key Performance Indicator	Target	Frequency	Ref
Community satisfaction with waste collection and disposal	Maintain or increase from previous (2022 Survey Result - 85% satisfaction) *	Every two years (2024)	● ES2.2

\* Source: Port Macquarie Hastings Council Community Satisfaction Survey 2022



## 2024-25 Operational Plan Projects and Actions

PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBLE	FUNDING	COST	REF
Waste Service Planning					
<b>Cairncross WMF - Landfill expansion concept designs and approvals for new cell</b>	Concept designs works commenced and existing approvals for a new cell at Cairncross Waste Management Facility reviewed	Group Manager -Utilities Planning & Design	Reserves	250,000	WMN 01 ● <b>ES2.2</b>
<b>Major Waste Contracts</b>	Procurement methodology adopted and Major Waste Contracts development commenced	Group Manager -Utilities Planning & Design	Reserves	100,000	WMN 02 ● <b>ES2.2</b>
Waste Management Facility (WMF)					
<b>Cairncross WMF - Improvements</b>	Cairncross Waste Management Facility weighbridge relocation concept designs completed and detailed designs commenced	Group Manager -Utilities Planning & Design	Reserves	100,000	WMN 03 ● <b>AHP4.2</b>



## Wastewater

**Service description:** The Wastewater service supports public and environmental health through the safe conveyance, treatment, reuse, and discharge of wastewater. This leads to improved water quality flows into the regional environment.

**Directorate:** Community Utilities

**Responsible:** Director Community Utilities

### How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
● <b>Environmentally Sustainable</b>	ES2	ES2.1
● Resilient		
● <b>Liveable</b>	L2	<b>L2.2</b>
● Connected		
● Thriving		
● <b>Authentic &amp; High Performing</b>	AHP4	AHP4.2

Priority  
Areas



Stable  
Infrastructure



Environment

Quadruple  
Bottom  
Line

**Social Sustainability**  
**Environmental Sustainability**  
Economic Sustainability  
Civic Leadership

### What it costs to deliver this service

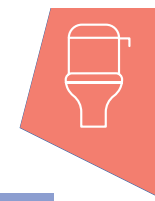
SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
<b>Income</b>	
Income, Grants & Contributions	2,636,500
Rates & Annual Chargers	35,164,459
User Charges & Fees	659,921
Works Program - Operating	-
Works Program - Capital	-
Other Income	3,822,846
<b>Total Income</b>	<b>42,283,726</b>
<b>Expenditure</b>	
Operating Expenditure	(17,721,947)
Works Program - Operating	-
Works Program - Capital	(33,519,787)
Other Expenditure	
<b>Total Expenditure</b>	<b>(51,241,734)</b>
Net contribution/expense	(8,958,008)
Employees	78.1

\* Excludes loan principle, depreciation, overheads, reserve movements



WHAT WE DELIVER		WHAT WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Group Manager Utilities - Planning & Design, Group Manager Utilities - Operations		Key Performance Indicator	Target	Reporting Frequency	Ref
<b>Wastewater Scheme Planning</b>	Plan and design for future wastewater services to urban and village areas responding to planned growth and ensure compliance with regulations  Plan and provide new and upgraded assets to cater for sustainable growth	Annual review of current Wastewater Servicing Plans undertaken, and updates made as required	100%	Six monthly	● <b>L2.2</b>
		Current performance data reviewed and updated to ensure alignment to current operations and planning assumptions updated	100%	Six monthly	
<b>Wastewater Scheme Operations*</b>	Deliver wastewater services to urban and village areas serviced by Council's sewerage schemes to ensure compliance with regulations	Environment Protection Licence (EPL) returns are made on time in accordance with the regulator requirements	100% compliance Current - Five licence agreements	Six monthly	● <b>L2.2</b>
		Pollution Reduction Programs (PRPs) requirements and deliverables are met	100% compliance	Six monthly	
<b>Asset Management</b>	Undertake asset management planning on Council's wastewater assets to meet community service needs, minimise risk, and efficiently manage asset lifecycle costs	Undertake Asset Management planning on Council's wastewater assets to meet community service needs, minimise risk, and efficiently manage asset lifecycle costs	Asset management plans are current and are reviewed annually	Annual	● <b>AHP4.2</b>
Service delivery is supported by the following service:					
Organisational Project Delivery**	Design and deliver capital works projects across Councils infrastructure	Refer to Organisational Project Delivery for service KPIs.		Group Management Organisational Project Delivery	

\* Council's operations are supported by an internal engineering trades services team.



\*\*Major capital works such as upgrades of wastewater facilities are generally project managed by Council's Organisational Project Delivery team and undertaken by contractors.

Service Satisfaction Key Performance Indicator	Target	Frequency	Ref
Community satisfaction with Wastewater (sewerage) services	Maintain or increase from previous (2022 - 88%)	Every two years (2024)	● L2.2

\*Source: Port Macquarie Hastings Council Community Survey 2022

## 2024-25 Operational Plan Projects and Actions

PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBLE	FUNDING	COST	REF
Wastewater Scheme Planning					
<b>Developer Provided Assets (Financial Requirement)</b>	Developer Provided Assets (Financial requirement)	Group Manager Utilities - Planning & Design	Contributions	2,000,000	WAW 01 ● L2.2
Wastewater Treatment Plant (WWTP)					
<b>Thrumster Wastewater Treatment Plan</b>	Environmental Impact Statement approved; Phase 1 of delivery procurement complete with early contractor involvement commenced	Group Manager Utilities - Planning & Design	Loan	12,700,000	WAW 02 ● L2.2
<b>Port Macquarie Wastewater Treatment Plant (WWTP) - Polymer Dosing Plant Upgrade</b>	Designs for the Port Macquarie WWTP - Polymer Dosing Plant completed, upgrade project planning commenced	Group Manager Utilities - Operations	Reserves	100,000	WAW 03 ● L2.2
<b>Port Macquarie WWTP - UV System Upgrade</b>	Upgrade of Port Macquarie WWTP UV System completed	Group Manager Utilities - Operations	Reserves	50,000	WAW 04 ● L2.2
<b>Camden Haven WWTP Refurbishment - Chemical Bunds</b>	Refurbishment of Camden Haven WWTP Chemical Bunds completed	Group Manager Utilities - Operations	Reserves	400,000	WAW 05 ● L2.2



PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBLE	FUNDING	COST	REF
<b>Camden Haven WWTP - Effluent Outfall</b>	Project Planning completed and Design & Environmental Approvals progressed in conjunction with the Kew Kendall Sewer Diversion to Camden Haven Project (Refer to WAW 19)	Group Manager - Organisational Project Delivery	Reserves	250,000	WAW 06 ● L2.2
<b>Wastewater Network - Reticulation Mains and Rising Mains</b>					
<b>Camden Haven Sewer Pump Station (SPS) #11 - Rising main renewal works</b>	Camden Haven SPS #11 Project Plan completed and Design & Environmental Approvals commenced	Group Manager - Organisational Project Delivery	Reserves	150,000	WAW 07 ● L2.2
<b>Camden Haven Sewer Pump Station (SPS) #15 - Rising main renewal works</b>	Camden Haven SPS #15 Project Plan completed and Design & Environmental Approvals commenced	Group Manager - Organisational Project Delivery	Reserves, and Contribution	600,000	WAW 08 ● L2.2
<b>Sewerage Network Redirection to Thrumster WWTP</b>	Detailed designs for Network diversions completed, and procurement planning for construction commenced	Group Manager Utilities - Planning & Design	Reserves	2,085,787	WAW 09 ● L2.2
<b>Annual Sewer Pump Replacement Program Allocation</b>	Annual Sewer Pump Replacement Works completed	Group Manager Utilities - Operations	Reserves	160,000	WAW 10 ● L2.2
<b>Annual Sewer Rehabilitation Allocation</b>	Renewal and rehabilitation of reticulation pipelines works complete	Group Manager Utilities - Operations	Reserves	860,000	WAW 11 ● L2.2
<b>Annual Sewer Relining Works Allocation</b>	Annual Sewer Relining Works completed	Group Manager - Operations	Reserves	855,000	WAW 12 ● L2.2
<b>Sewer Connection - Rotary Park - Construction of Gravity Sewer</b>	Construction of Rotary Park Gravity Sewer completed	Group Manager - Utilities Planning & Design	Reserves	170,000	WAW 13 ● L2.2





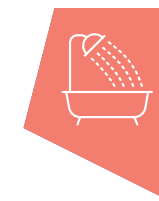
PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBLE	FUNDING	COST	REF
Wauchope Gravity Sewer Upgrade - Cameron Street	Wauchope Gravity Sewer Upgrade Project Planning complete Design and Environmental Approvals commenced	Group Manager - Organisational Project Delivery	Reserves	100,000	WAW 14 ● L2.2
Gravity Sewer Trunk Mains (Area 15)	Gravity Sewer Trunk Mains design complete and construction commenced	Group Manager - Organisational Project Delivery	Contribution	2,969,500	WAW 15 ● L2.2
Kew/Kendall Wastewater Diversion to Camden Haven	Project Planning Complete and Design & Environmental Approvals for Kew/Kendall Wastewater Diversion to Camden Haven commenced	Group Manager - Organisational Project Delivery	Reserves	500,000	WAW 16 ● L2.2
Wauchope Sewer Pump Station (SPS) - #06 Rising Main	Wauchope Sewer Pump Station 06 (Rising Main) Design completed and construction planning commenced	Group Manager Organisational Project Delivery	Reserves	140,000	WAW 17 ● L2.2
Camden Haven Sewer Pump Station (SPS) #17 Catchment Relining	Camden Haven SPS #17 catchment relining works completed	Group Manager Utilities - Operations	Reserves	610,000	WAW 18 ● L2.2
Camden Haven Sewer Pump Station (SPS) #23 Catchment Relining	Camden Haven SPS #23 catchment relining works completed	Group Manager Utilities - Operations	Reserves	305,000	WAW 19 ● L2.2
Port Macquarie Sewer Pump Station #71 Catchment Investigations	Port Macquarie SPS #71 catchment infiltration investigations completed	Group Manager Utilities - Planning & Design	Reserves	500,000	WAW 20 ● L2.2
Port Macquarie Sewer Pump Station (SPS) #07 - Rising Main Renewal	Port Macquarie #07 (Rising Main) Project Planning Complete.. Design and construction staging commenced	Group Manager - Organisational Project Delivery	Reserves	200,000	WAW 21 ● L2.2



PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBLE	FUNDING	COST	REF
Port Macquarie Sewer Pump Station (SPS) #20 - Rising Main Upgrade	Port Macquarie SPS #20 (Rising Main) Stage 1 Construction commenced and Stage 2 Design completed	Group Manager - Organisational Project Delivery	Reserves	2,140,000	WAW 22 ● L2.2
Sewer Pumping Stations (SPS)					
Sewer Pump Station Minor Refurbishments Program	Complete program of minor refurbishments	Group Manager Utilities - Operations	Reserves	534,000	WAW 23 ● L2.2
Port Macquarie Sewer Pump Station (SPS) #01 Pump Station Upgrade	Port Macquarie SPS # 01 design completed	Group Manager - Organisational Project Delivery	Reserves	3,000,000	WAW 24 ● L2.2
Port Macquarie Sewer Pump Station (SPS) #05 - Pump Station Upgrade	Port Macquarie SPS #05 Project Planning Complete and Concept Designs commenced	Group Manager - Organisational Project Delivery	Reserves	100,000	WAW 25 ● L2.2
Port Macquarie Sewer Pump Station (SPS) #06 - Pump Station Upgrade	Port Macquarie SPS #06 Project Planning Complete and Concept Designs commenced	Group Manager - Organisational Project Delivery	Reserves	250,000	WAW 26 ● L2.2
All sewer pump stations	PLC & OMI replacement works at all sewer pump stations complete	Group Manager Utilities - Operations	Reserves	40,000	WAW 27 ● L2.2
Wauchope Sewer Pump Station (SPS) #01 - Pump Station Upgrade	Wauchope SPS #01 Upgrade design and Environmental Approvals commenced	Group Manager - Organisational Project Delivery	Reserves	200,000	WAW 28 ● L2.2
Electrical & Mechanical Works					
Energy Efficiency Initiatives	Variable speed drive pumps energy efficiency initiatives delivered	Group Manager Utilities - Operations	Reserves	267,000	WAW 29 ● L2.2
Backup generator install for backup power supply to nominated Sewerage Pumping Stations	Installation works for backup power supply to nominated Sewerage Pumping Stations completed	Group Manager Utilities - Operations	Reserves	103,500	WAW 30 ● L2.2



PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBLE	FUNDING	COST	REF
Sewer Telemetry Radios Lake Cathie and Bonny Hills	Replacement of sewer telemetry radios at Lake Cathie and Bonny Hills completed	Group Manager Utilities - Operations	Reserves	65,000	WAW 31 ● L2.2
Annual Switchboard Replacement Allocation	Electrical switchboards replaced at Sewerage Pump Stations according to Annual Maintenance Program	Group Manager Utilities - Operations	Reserves	160,000	WAW 32 ● L2.2
Annual Wastewater Electrical Asset Replacement Allocation	Electrical assets replaced at Sewerage Treatment Plants according to Annual Maintenance Program	Group Manager Utilities - Operations	Reserves	260,000	WAW 33 ● L2.2
Annual Wastewater Facilities Mechanical Asset Replacement Allocation	Mechanical assets replaced at Sewerage Treatment Plants according to Annual Maintenance Program	Group Manager Utilities - Operations	Reserves	260,000	WAW 34 ● L2.2
Sewer DNP3 - Bonny Hills Processor roll out	Scope Sewer DNP3 - Bonny Hills Processor roll out	Group Manager Utilities - Operations	Reserves	60,000	WAW 35 ● L2.2
Other					
Purchase of Utility Vehicles	Purchase of three Utility Vehicles	Group Manager Utilities - Operations	Reserves	375,000	WAW 36 ● L2.2



# Water Supply

**Service description:** The Water Supply service supports public health and the growth of the LGA through the secure, equitable and continuous supply of potable and recycled water to residents and businesses

**Directorate:** Community Utilities

**Responsible:** Director Community Utilities

## How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
● Environmentally Sustainable	<b>ES2</b>	<b>ES2.1</b>
● Resilient		
● Liveable	<b>L2</b>	<b>L2.2</b>
● Connected		
● Thriving		
● Authentic & High Performing	<b>AHP4</b>	<b>AHP4.2</b>

### Priority Areas



Stable  
Infrastructure



Environment

### Quadruple Bottom Line

**Social Sustainability**  
**Environmental Sustainability**  
 Economic Sustainability  
 Civic Leadership

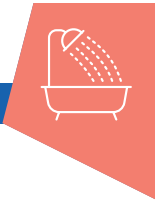
## What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
<b>Income</b>	
Income, Grants & Contributions	7,620,600
Rates & Annual Chargers	7,807,780
User Charges & Fees	25,378,975
Works Program - Operating	-
Works Program - Capital	-
Other Income	4,813,823
<b>Total Income</b>	<b>45,621,178</b>
<b>Expenditure</b>	
Operating Expenditure	(15,792,400)
Works Program - Operating	(800,000)
Works Program - Capital	(58,415,597)
Other Expenditure	-
<b>Total Expenditure</b>	<b>(75,007,997)</b>
Net contribution/expense	(29,386,819)
Employees	71.1

\* Excludes loan principle, depreciation, overheads, reserve movements



WHAT WE DELIVER		WHAT WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Group Manager Utilities - Planning & Design, Group Manager Utilities - Operations		Key Performance Indicator	Target	Reporting Frequency	Ref
<b>Water Network Planning</b>	Plan and design for future water network services to urban and village areas responding to planned growth and ensure compliance with regulations	Annual review of current Water Servicing Plans undertaken, and updates made as required.	100%	Six monthly	● L2.2
	Plan and provide new and upgraded assets to cater for sustainable growth	Current performance data reviewed and updated to ensure alignment to current operations and planning assumptions updated	100%	Six monthly	
<b>Water Network Operations*</b>	Manage the delivery and water quality of a potable (drinking) water to the urban and village areas	Water Supply services are in line with PMHC's Water Supply Policy	100% compliance	Six monthly	● L2.2
	Manage the distribution and water quality of the recycled water network including providing access to recycled water and collection points	Water Supply Network operates in accordance with NSW Health requirements to provide safe drinking water in line with the Australian Drinking Water Guidelines (ADWG)	Nil exceedances of Australian Drinking Water Health Guideline values	Six monthly	
	Meter reading services and billing	Recycled water supply services are in accordance with PMHC Recycled Water Policy	100% compliance	Six monthly	
		Water Sourcing operates in accordance with relevant environmental regulatory requirements (PMHC's Water Access Licences, (WALs)	Nil non-compliances with WALs	Six monthly	



WHAT WE DELIVER		WHAT WE MEASURE			
		Water Bulk Storage and Catchment operate in accordance with Dam Safety Act and Regulation and Australian National Committee on Large Dams (ANCOLD) Guidelines	100% compliance with dam monitoring requirements	Six monthly	
Asset Management	Undertake asset management planning on Council's water network assets to meet community service needs, minimise risk, and efficiently manage asset lifecycle costs	Asset management plans are current and are reviewed annually	100%	Six monthly	● AHP4.2

Service delivery is supported by the following service:

Organisational Project Delivery**	Design and deliver capital works projects across Councils infrastructure	Refer to Organisational Project Delivery for service KPIs.	Group Manager Organisational Project Delivery
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\*Council's operations are supported by an internal engineering trades services team.

\*\*Major capital works such as upgrades of wastewater facilities are project generally managed by Council's Organisational Project Delivery team and undertaken by contractors.

Service Satisfaction Key Performance Indicator	Target	Frequency	Ref
Community satisfaction with Water Supply services	Maintain or increase from previous (2022 - 88%)	Every two years	● L2.2

\*Source: Port Macquarie Hastings Council Community Survey 2022



## 2024-25 Operational Plan Projects and Actions

PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBLE	FUNDING	COST	REF
Water Network Planning					
Development of the Water Supply Strategic Business Plan (SBP)	Deliver Water Supply Strategic Business Plan	Group Manager - Utilities Planning & Design	Reserves	200,000	WAS 01 ● L2.2
Rainfall Independent Water Source Feasibility Study	Rainfall Independent Water Source Feasibility Study completed	Group Manager - Utilities Planning & Design	Reserves	500,000	WAS 02 ● L2.2
Developer Provided Assets (Financial Requirement)	Water Supply Assets dedicated to Council as a result of Development	Group Manager - Utilities Planning & Design	Contribution	1,000,000	WAS 03 ● L2.2
Cowarra Water Scheme	Construction contractor engaged and detailed design of the Cowarra Water Scheme commenced	Group Manager - Utilities Planning & Design	Reserves, and Contributions	12,300,000	WAS 04 ● L2.2
Northern Arm Trunk Main (NATM), Port Macquarie	Northern Arm Trunk Main detailed designs completed, and procurement of contractors commenced	Group Manager - Utilities Planning & Design	Reserves	7,786,972	WAS 05 ● L2.2
Southern Arm Trunk Main - Houston Mitchell Drive, Pacific Highway to Ocean Drive	Southern Arm Trunk Main construction completed	Group Manager - Organisational Project Delivery	Reserves	7,205,323	WAS 06 ● L2.2
Sancrox to Thrumster water mains replacement	Detailed designs completed and procurement of contractors commenced for Sancrox to Thrumster water mains replacement	Group Manager - Utilities Planning & Design	Reserves	1,240,000	WAS 07 ● L2.2
Trunk Mains - Belah & Bolwarra	Belah & Bolwarra Trunk Mains Project Planning completed and construction commenced	Group Manager - Organisational Project Delivery	Reserves	180,774	WAS 08 ● L2.2



PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBLE	FUNDING	COST	REF
<b>Trunk Mains Upgrade- Chalmers St (O'Briens)</b>	Chalmers St (O'Briens) Trunk Mains upgrade investigations and project planning completed Procurement and construction planning for water main upgrade commenced	Group Manager - Organisational Project Delivery	Reserves	340,057	WAS 09 ● L2.2
<b>Trunk Mains Upgrade - Jindalee Rd</b>	Jindalee Rd Trunk Mains upgrade project planning completed and construction commenced	Group Manager - Organisational Project Delivery	Reserves	104,925	WAS 10 ● L2.2
<b>Trunk Mains Upgrade - Sancrox Residential Area</b>	Upgrade investigations and project planning completed Design work commenced on Bushlands Dr/Sancrox Rd water main upgrade	Group Manager - Organisational Project Delivery	Reserves	379,245	WAS 11 ● L2.2
<b>Trunk Mains Upgrade- Yarramundi Rd Trunk Mains</b>	Yarramundi Rd Trunk Mains upgrade investigations and project planning completed Procurement and construction planning for water main upgrade commenced	Group Manager - Organisational Project Delivery	Reserves	254,095	WAS 12 ● L2.2
<b>Trunk Mains - Yippin Creek Northern Trunk Mains</b>	Yippin Creek Trunk Mains upgrade investigations and project planning completed Procurement and construction planning for water main upgrade commenced	Group Manager - Organisational Project Delivery	Reserves	242,717	WAS 13 ● L2.2
<b>Water Main connection and upgrade Belbowrie St to Walter St</b>	Investigations completed for Water Main connection and upgrade Belbowrie St to Walter St	Group Manager - Utilities Planning & Design	Reserves	100,000	WAS 14 ● L2.2





PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBLE	FUNDING	COST	REF
Water Utility Vehicles	Purchase 9 water utility vehicles	Group Manager Utilities -Operations	Reserves	1,125,000	WAS 15 ● L2.2
Annual Installation of New Services allocation, various	Complete installation of new water supply services	Group Manager Utilities -Operations	Reserves	610,000	WAS 16 ● L2.2
Annual Live Water Mains Relocations allocation, various	Deliver relocation of live water mains	Group Manager Utilities -Operations	Reserves	747,000	WAS 17 ● L2.2
Main Renewals - Kew/Kendall	Kew/Kendall renewals planning completed and construction commenced	Group Manager Utilities -Operations	Reserves	100,000	WAS 18 ● L2.2
Annual Renewals - Live Watermains allocations, various	Completed identified live water main renewals	Group Manager - Organisational Project Delivery	Reserves	747,000	WAS 19 ● L2.2
Annual Renewals - Water Meter allocation, various	Complete identified water meter renewals	Group Manager Utilities -Operations	Reserves	384,000	WAS 20 ● L2.2
Annual Renewals and Minor Works allocation, various	Complete identified minor works (renewal or upgrades) across the water supply scheme	Group Manager Utilities -Operations	Reserves	961,000	WAS 21 ● L2.2
Transit Hill Reservoir instrumentation, pipework and valves renewal	Transit Hill Reservoir investigations and project planning completed, and construction planning commenced	Group Manager - Utilities Planning & Design	Reserves	100,000	WAS 22 ● L2.2
Supply Main - Area 14 - North of Ocean Dr, east of Ocean Club	Supply Main Area 14 investigations and project planning completed, and construction planning commenced	Group Manager - Organisational Project Delivery	Reserves	339,623	WAS 23 ● L2.2



PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBLE	FUNDING	COST	REF
Pump Stations					
<b>Port Dam Pump Station, Port Macquarie</b>	HV upgrade for Port Dam Pump Station completed	Group Manager - Utilities Planning & Design	Reserves	3,000,000	WAS 24 ● L2.2
<b>Port Dam Pump Station, Port Macquarie</b>	Construction commenced for Port Dam Pump Station, Port Macquarie	Group Manager - Organisational Project Delivery	Reserves	200,000	WAS 25 ● L2.2
<b>Pumps Renewal and VSD upgrade - Koree Island</b>	Phase 2 Pumps Renewal and VSD upgrade - Koree Island completed	Group Manager Utilities -Operations	Reserves	1,100,000	WAS 26 ● L2.2
Reservoirs					
<b>Elevated Reservoir at Bonny Hills</b>	Construction of elevated reservoir at Bonny Hills commenced	Group Manager - Utilities Planning & Design	Reserves	4,000,000	WAS 27 ● L2.2
<b>Kew (Area 15) Reservoir</b>	Construction of Kew (Area 15) Reservoir completed	Group Manager - Utilities Planning & Design	Contributions	4,500,000	WAS 28 ● L2.2
<b>Camden Haven Reservoirs Condition Assessment &amp; Refurbishment</b>	Condition assessment and refurbishment plan for Lakewood, Waterview, Laurieton and Camden Haven Reservoirs completed	Group Manager - Utilities Planning & Design	Reserves	100,000	WAS 29 ● L2.2
<b>Trunk Main from Bonny Hills to Kew (Area 15) reservoir</b>	Commence Stage 1 construction works of trunk main from Bonny Hills to Laurieton (Area 15) reservoir  Stage 2 designs progressed in conjunction with the Kew/Kendall Sewer Diversion to Camden Haven Project	Group Manager - Organisational Project Delivery	Reserves, and Contributions	8,000,000	WAS 30 ● L2.2
Water Treatment Plants					



PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBLE	FUNDING	COST	REF
Replacement of Water Treatment Plant (WTP) electrical and mechanical assets	Deliver replacement of Water Treatment Plant electrical and mechanical assets	Group Manager Utilities -Operations	Reserves	213,493	WAS 31 ● AHP4.2
Electrical and Other Works					
Annual Energy Efficiency Initiatives Allocation - Variable Speed Drive Pumps - water sites, various	Scope and deliver energy efficiency initiatives	Group Manager Utilities -Operations	Reserves	160,000	WAS 32 ● AHP 4.2
Site Security Upgrades, various	Complete site security upgrades	Group Manager Utilities -Operations	Reserves	750,000	WAS 33 ● AHP4.2
Annual Switchboard Replacement Program Water allocation, various	Complete Annual Electrical Switchboard Replacement Program	Group Manager Utilities -Operations	Reserves	191,000	WAS 34 ● AHP4.2
Water Supervisory Control and Data Acquisition (SCADA) replacement, various	Complete replacement of Water SCADA	Group Manager - Operations	Reserves	53,373	WAS 35 ● L2.2



# Asset Management

**Service description:** This service supports the strategic planning and the whole of life asset management of Council's infrastructure to support all Council's services in line with AS 55000 and best-practice guidelines.

**Directorate:** Business and Performance  
**Responsible:** Director Business and Performance

How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
● Environmentally Sustainable		
● Resilient		
● Liveable		
● Connected		
● Thriving		
● Authentic & High Performing	AHP4	AHP4.2

What it costs to deliver this service

Asset management officer costs included across services and activities with responsibility for the Asset Lifecycle Management function

Priority Areas



Stable Infrastructure



Transparency



Quality of Life

Quadruple Bottom Line

- Social Sustainability
- Environmental Sustainability
- Economic Sustainability
- Civic Leadership



WHAT WE DELIVER		WHAT WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Executive Lead Finance & Commercial Operations		Key Performance Indicator	Target	Reporting Frequency	Ref
<b>Strategic Asset Management</b>	Support the implementation and embedding of consistent asset management practices, policies and methodologies across Council including supporting Asset Owners in the delivery of their asset management responsibilities	Asset Management Improvement Plan delivered within agreed annual priorities	90%	Six monthly	● AHP4.2
<b>Asset Management Strategy</b>	Support the development of the Asset Management Strategy and associated Plans which form part of Council's Resourcing Strategy in accordance with Integrated Planning and Reporting legislative requirements	Percentage of asset management plans that are current	90%	Six monthly	● AHP4.2

Service Satisfaction Key Performance Indicator	Target	Frequency	Ref
Community satisfaction with maintaining Council's assets	Increase or maintain on previous (2022 - 85%) *	Every two years (2024)	● AHP4.2

\* Source: Port Macquarie Hastings Council Community Satisfaction Survey 2022



2024-25 Operational Plan Projects and Actions

PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBILITY	FUNDING	COST	REF
HR Management and Operations					
Review of Asset Management Strategy and Asset Management Plan which forms part of Council's Resourcing Strategy	Asset Management Strategy and Asset Management Plan reviewed and adopted by Council by 30 June 2025 as part of the Resourcing Strategy, in accordance with IPR legislative requirements	Executive Lead Finance & Commercial Operations	Service Budget	Operating Budget	ASM 01 ● AHP4.2
Asset Management Improvement Plan	Asset Management Improvement Plan delivered within agreed annual priorities	Executive Lead Finance & Commercial Operations	Service Budget	Operating Budget	ASM 02 ● AHP4.2



# Communications

**Service description:** This service develops and supports a reliable and accurate financial management, accounting and reporting environment aligned to Council's service delivery, to inform decision making

**Directorate:** Business and Performance

**Responsible:** Director Business and Performance

## How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
● Environmentally Sustainable		
● Resilient		
● Liveable		
● Connected		
● Thriving		
● <b>Authentic &amp; High Performing</b>	<b>AHP1</b>	<b>AHP1.1</b>

### Priority Areas



Transparency



Collaboration

### Quadruple Bottom Line

Social Sustainability  
Environmental Sustainability  
Economic Sustainability  
**Civic Leadership**

## What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
<b>Income</b>	
Income, Grants & Contributions	-
Rates & Annual Chargers	-
User Charges & Fees	-
Works Program - Operating	-
Works Program - Capital	-
Other Income	-
<b>Total Income</b>	<b>-</b>
<b>Expenditure</b>	
Operating Expenditure	(1,060,991)
Works Program - Operating	-
Works Program - Capital	-
Other Expenditure	-
<b>Total Expenditure</b>	<b>(1,060,991)</b>
Net contribution/expense	(1,060,991)
Employees	7

\* Excludes loan principle, depreciation, overheads, reserve movements



WHAT WE DELIVER		HOW WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Group Manager Development Services		Key Performance Indicator	Target	Reporting Frequency	Ref
PMHC Communication, marketing, and media services	Implementation of the PMHC Communications Strategy	Embed integration of our communication principles and guidelines across the organisation, ensuring alignment to overarching vision, mission, and business strategy.	June 2025	Six monthly	● AHP1.1
		Crisis and emergency communications framework is developed.	June 2025	Six monthly	
		Implement a PMHC media monitoring service ensuring effective communication with our constituents and stakeholders. Enhance our media intelligence capabilities and meet industry standards.	June 2025	Six monthly	





## 2024-25 Operational Plan Projects and Actions

PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBILITY	FUNDING	COST	REF
Communications					
<b>Communication Guidelines and alignment to Business Strategy</b>	Embed integration of our communication principles and guidelines across the organisation, ensuring alignment to overarching vision, mission, and business strategy	Executive Manager Transformation and Communication	Service Budget	Operating Budget	COM 01 ● <b>AHP1.1</b>
<b>Crisis and Emergency Communications Framework</b>	Crisis and Emergency Communications Framework is developed.	Executive Manager Transformation and Communication	Service Budget	Operating Budget	COM 02 ● <b>AHP1.1</b>
<b>PMHC Media Monitoring</b>	Implement a PMHC media monitoring service ensuring effective communication with our constituents and stakeholders. Enhance our media intelligence capabilities and meet industry standards.	Executive Manager Transformation and Communication	Service Budget	Operating Budget	COM 03 ● <b>AHP1.1</b>



# Corporate Reporting

**Service description:** This service provides accurate, timely, easy to understand and accessible data and analysis to inform decision making, drive business performance and to report to the community on Council's performance.

**Directorate:** Business and Performance  
**Responsible:** Director Business and Performance

How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
● Environmentally Sustainable		
● Resilient		
● Liveable		
● Connected		
● Thriving		
● Authentic & High Performing	AHP1, AHP5	AHP1.1, AHP5.4

Priority Areas



Transparency



Collaboration

Quadruple Bottom Line

Social Sustainability  
Environmental Sustainability  
Economic Sustainability  
Civic Leadership

What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
<b>Income</b>	
Income, Grants & Contributions	-
Rates & Annual Chargers	-
User Charges & Fees	-
Works Program - Operating	-
Works Program - Capital	-
Other Income	-
<b>Total Income</b>	-
<b>Expenditure</b>	
Operating Expenditure	(391,969)
Works Program - Operating	-
Works Program - Capital	-
Other Expenditure	-
<b>Total Expenditure</b>	<b>(391,969)</b>
Net contribution/expense	(391,969)
Employees	3

\* Excludes loan principle, depreciation, overheads, reserve movements



WHAT WE DELIVER		WHAT WE MEASURE			Ref
Key Service Function (Four Years 2022-26) Responsible: Group Manager Financial Services		Key Performance Indicator	Target	Reporting Frequency	Ref
<b>Integrated Planning &amp; Reporting (IP&amp;R)</b>	Deliver reporting to Council and the community in accordance with Integrated Planning & Reporting (IP&R) requirements as specified in the Local Government Act 1993.	Report on Progress of Operational Plan	Quarterly	Quarterly	● <b>AHP1.1</b>
		Report on Progress of 4-year Delivery Program	Six monthly	Six monthly	
		Annual Report	Annual Report	Annual	
		State of our Region Report	Four Years (prepared for incoming Council following the ordinary election)	Four Years (prepared for incoming Council following the ordinary election)	
<b>Business Performance Analysis and Reporting</b>	Support Council staff in the delivery of their services and reporting requirements through: <ul style="list-style-type: none"> <li>Monitoring and reporting on business performance, IP&amp;R Actions and Functional Business Plans</li> <li>Maintaining the corporate reporting system</li> <li>Providing ongoing training and development for users</li> <li>Undertaking regular reviews of the IP&amp;R Reporting requirements</li> </ul>	Monitoring and reporting on business performance and Functional Business Plans	Quarterly	Quarterly	● <b>AHP5.4</b>
		Maintaining the corporate reporting system	Quarterly	Quarterly	



## Customer Service

**Service description:** This service delivers quality customer experience through Council's Customer Service/Contact Centres.

**Directorate:** Business and Performance

**Responsible:** Director Business and Performance

### How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
● Environmentally Sustainable		
● Resilient		
● Liveable		
● Connected		
● Thriving		
● <b>Authentic &amp; High Performing</b>	<b>AHP5</b>	<b>AHP5.1</b>

Priority  
Areas



Collaboration

**Quadruple  
Bottom  
Line**

Social Sustainability  
Environmental Sustainability  
Economic Sustainability  
**Civic Leadership**

### What it costs to deliver this service

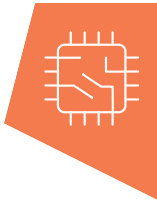
SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
<b>Income</b>	
Income, Grants & Contributions	-
Rates & Annual Chargers	-
User Charges & Fees	-
Works Program - Operating	-
Works Program - Capital	-
Other Income	-
<b>Total Income</b>	<b>-</b>
<b>Expenditure</b>	
Operating Expenditure	(1,869,694)
Works Program - Operating	-
Works Program - Capital	-
Other Expenditure	-
<b>Total Expenditure</b>	<b>(1,869,694)</b>
Net contribution/expense	(1,869,694)
Employees	19

\* Excludes loan principle, depreciation, overheads, reserve movements



WHAT WE DELIVER		WHAT WE MEASURE			REF
Key Service Function (Four Years 2022-26) Responsible: Chief Information Officer		Key Performance Indicator	Target	Reporting Frequency	Ref
<b>Customer Service</b>	Deliver a quality customer experience through providing a contact centre and front counter services at Port Macquarie, Laurieton and Wauchope including: <ul style="list-style-type: none"><li>providing information and advice on a range of council services and processes and process payments,</li><li>processing customer payments</li><li>recording customer requests and complaints.</li></ul>	Incoming calls to Contact Centre answered within 90 seconds	>80%	Six monthly	● AHP5.1
		Number of calls to Customer Service	Customer driven	Six monthly	
		No enquiries received at counters and by mail, email, and online requests	Customer driven	Six monthly	
		Telephone enquires resolved on first call	>75%	Six monthly	
		Percentage call abandonment rate	<4%	Six monthly	
		Customer contact average wait time	<30 seconds	Six monthly	
		Number of customer service counter enquiries	Customer driven	Six monthly	
		Percentage of customer service enquiries attended to within three minutes	>80%	Six monthly	
Service Satisfaction Key Performance Indicator		Target	Frequency		Ref
Community satisfaction level with Council's Contact Centre		Maintain or increase on previous year (2022- 81%)*	Every two years (2024)		● AHP5.1

\* Source: Port Macquarie Hastings Council Community Satisfaction Survey 2022



# Digital Technology

**Service description:** This service supports a wide range of information, systems, and technology focused services to support Council operations, and provide our community with reliable, efficient, and effective access to information and services.

**Directorate:** Business and Performance  
**Responsible:** Director Business and Performance

How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
● Environmentally Sustainable		
● Resilient		
● Liveable		
● Connected		
● Thriving		
● Authentic & High Performing	AHP4	AHP4.2, AHP4.4

Priority  
Areas



Quality  
of Life

Quadruple  
Bottom  
Line

Social Sustainability  
Environmental Sustainability  
Economic Sustainability  
Civic Leadership

What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
Income	
Income, Grants & Contributions	-
Rates & Annual Chargers	-
User Charges & Fees	-
Works Program - Operating	-
Works Program - Capital	-
Other Income	-
Total Income	-
Expenditure	
Operating Expenditure	(7,070,035)
Works Program - Operating	-
Works Program - Capital	(1,260,204)
Other Expenditure	-
Total Expenditure	(8,330,239)
Net contribution/expense	(8,330,239)
Employees	28

\* Excludes loan principle, depreciation, overheads, reserve movements



WHAT WE DELIVER		WHAT WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Chief Information Officer		Key Performance Indicator	Target	Reporting Frequency	Ref
<b>Information and records management</b>	Implement records management storage standards under the State Records Act including undertaking audits to ensure compliance	Correspondence registered within timeframe	Within 8 business days	Six monthly	● AHP4.4
<b>Geographical Information Systems (GIS)</b>	Preparation and management of GIS spatial mapping and data for land-use and strategic planning	Mapping is accurate and current	Accuracy rate >95%	Six monthly	● AHP4.4
		System availability to users	>95%	Six monthly	
<b>Digital Network Operations</b>	Operate and maintain Council's digital network between Council offices and key work sites including operating a service desk	Network availability to users	>95%	Six monthly	● AHP4.4
		Percentage of service desk requests resolved within 2 working days	95%	Six monthly	
		Digital services and online availability 24/7	Nil outages	Six monthly	
<b>Digital Systems and Applications</b>	Operate and maintain Council's enterprise software and software applications	Number of days notification of upgrades\outages for business systems upgrades or outages	10 days prior	Six monthly	● AHP4.4
<b>Asset Management</b>	Undertake asset management planning on Council's stormwater, drainage, flood network, and digital assets to meet community service needs, minimise risk, and efficiently manage asset lifecycle costs	Asset management plans are current and are reviewed annually	100%	Six monthly	● AHP4.2

Service Satisfaction Key Performance Indicator	Target	Frequency	Ref
Community satisfaction with online accessibility to services	Maintain or increase on previous year (2022- 81%)*	Every two years (2024)	● AHP4.4

\* Source: Port Macquarie Hastings Council Community Satisfaction Survey 2022



## 2024-25 Operational Plan Projects and Actions

PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBILITY	FUNDING	COST	REF
Digital Systems and Applications					
<b>Asset Management System</b>	Continued implementation of Authority Asset Management System	Chief Information Officer	Revenue, and Reserves	51,750	DIG 01 ● <b>AHP4.4</b>
<b>Information &amp; Communications Technology - Projects</b>	Undertake Information and Communications Technology Projects	Chief Information Officer	Revenue, and Reserves	1,001,454	DIG 02 ● <b>AHP4.4</b>
<b>Information &amp; Communications Technology - Renewals</b>	Annual replacement of Printers, Servers, PC's, Routers, Software & Photocopiers.	Chief Information Officer	Revenue, and Reserves	207,000	DIG 03 ● <b>AHP4.4</b>
<b>Flood software</b>	Flood software implemented	Chief Information Officer	Service Budget	Operating Budget	DIG 04 ● <b>AHP4.4</b>





# Financial Management

**Service description:** This service develops and supports a reliable and accurate financial management, accounting and reporting environment aligned to Council's service delivery, to inform decision making.

**Directorate:** Business and Performance  
**Responsible:** Director Business and Performance

How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
● Environmentally Sustainable		
● Resilient		
● Liveable		
● Connected		
● Thriving		
● Authentic & High Performing	AHP1, AHP4	AHP1.1, AHP4.3

Priority  
Areas



Collaboration

Quadruple  
Bottom  
Line

Social Sustainability  
Environmental Sustainability  
Economic Sustainability  
Civic Leadership

What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
<b>Income</b>	
Income, Grants & Contributions	8,900,000
Rates & Annual Chargers	57,239,977
User Charges & Fees	202,700
Works Program - Operating	-
Works Program - Capital	-
Other Income	6,155,990
<b>Total Income</b>	<b>72,498,667</b>
<b>Expenditure</b>	
Operating Expenditure	(3,176,017)
Works Program - Operating	-
Works Program - Capital	-
Other Expenditure	-
<b>Total Expenditure</b>	<b>(3,176,017)</b>
Net contribution/expense	69,322,650
Employees	27

\* Excludes loan principle, depreciation, overheads, reserve movements



WHAT WE DELIVER		WHAT WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Executive Lead Finance & Commercial Operations		Key Performance Indicator	Target	Reporting Frequency	Ref
<b>Financial Reporting</b>	Monitor and report on Council's financial performance and position in accordance with legislative requirements.	Suppliers paid in accordance with payment terms	85%	Six monthly	● <b>AHP1.1</b>
	Council's performance against budget and inform and manage adjustments to Council's original adopted budget Financial performance during and financial position at the end of the Financial Year Manage Council's investment portfolio	Financial statutory reporting completed.	Statutory Timeline	Annual	
<b>Revenue Management and Accounting</b>	Provide rating, billing, and debtor management services to raise, record and recover revenue	Quarterly budget review statements delivered to council	Statutory Timeline	Quarterly	● <b>AHP4.3</b>
	Rates levying Meter reading services and water billing Sundry debtor billing Manage revenue collection and debtor accounts	Regular progress update to Council provided on General Fund Improvement Plan	Six monthly	Six monthly	



WHAT WE DELIVER		WHAT WE MEASURE			
<b>Financial Management and Accounting</b>	Provide accounting and financial management services to the organisation across key financial transactions areas	Regular reporting to Council on loans and investments	Statutory Timeline	Monthly	● <b>AHP4.3</b>
	Treasury, including cash management and banking, management of Council's investment and loan portfolios, and cash flow monitoring and projections Management of Council's financial systems, ledgers, and processes Management of Council's month end and end of year financial processes Payroll services	Council's annual audited financial statements delivered in accordance with legislative requirements, including lodgement with the Office of Local Government within the mandated timeframes	Statutory Timeline	Annual	
<b>Financial Planning and Business Support</b>	Provide financial planning and business support activities	Council's annual budget, Fees & Charges and Revenue Policy delivered in accordance with legislative requirements and within the legislated timeframes	Statutory Timeline	Annual	● <b>AHP4.3</b>
	Development of Annual Budget, Fees and Charges and Revenue Policy Council's Long Term Financial Plan Providing financial advice on Council's operations and projects Performing financial modelling to support business case and budget development	Council's Long Term Financial Plan delivered in accordance with legislative requirements and within legislated timeframes	Statutory Timeline	Annual	

Service Satisfaction Key Performance Indicator	Target	Frequency	Ref
Community satisfaction with providing transparent corporate and financial management	Increase on previous (2022 - 65%)*	Every two years (2024)	● <b>AHP1.1</b>
Community satisfaction with providing value for ratepayers' dollars	Increase on previous (2022 - 58%)*	Every two years (2024)	● <b>AHP4.3</b>

\*Source: Port Macquarie Hastings Council Community Survey 2022



# Governance & Councillor Support

**Service description:** This service supports the organisation and elected body to operate within required governance and other legislative frameworks.

**Directorate:** Business and Performance  
**Responsible:** Director Business and Performance

## How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
● Environmentally Sustainable		
● <b>Resilient</b>	<b>R2</b>	<b>R2.1</b>
● Liveable		
● Connected		
● Thriving		
● <b>Authentic &amp; High Performing</b>	<b>AHP3</b>	<b>AHP3.1, AHP3.2</b>

Priority  
Areas



Collaboration

Quadruple  
Bottom  
Line

Social Sustainability  
Environmental Sustainability  
Economic Sustainability  
**Civic Leadership**

## What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
<b>Income</b>	
Income, Grants & Contributions	6,200
Rates & Annual Chargers	-
User Charges & Fees	-
Works Program - Operating	-
Works Program - Capital	-
Other Income	4,200
<b>Total Income</b>	<b>10,400</b>
<b>Expenditure</b>	
Operating Expenditure	(6,311,961)
Works Program - Operating	-
Works Program - Capital	-
Other Expenditure	-
<b>Total Expenditure</b>	<b>(6,311,961)</b>
Net contribution/expense	(6,301,561)
Employees	24

\* Excludes loan principle, depreciation, overheads, reserve movements



WHAT WE DELIVER		WHAT WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Group Manager Governance		Key Performance Indicator	Target	Reporting Frequency	Ref
<b>Corporate Governance and Compliance</b>	Manage Council's compliance with Local Government Act and other relevant Legislation	Percentage of staff completed Code of Conduct training	90%	Six monthly	● <b>AHP3.1</b>
	Deliver governance programs and training to ensure business probity and the prevention of fraudulent and corrupt behaviour including managing:	Percentage of access to information applications (GIPA Act) completed within timeframe	100%	Six monthly	
	<ul style="list-style-type: none"> <li>Code of Conduct obligations</li> <li>Delegations</li> <li>Public Interest disclosure obligations (delivered by Office of the CEO)</li> </ul>	Percentage of Policies and Procedures reviewed in the prescribed timeframe	90%	Annual	
	Provide external parties access to information in line with the	Percentage of Business Continuity Plans reviewed each year	100%	Six monthly	



WHAT WE DELIVER		WHAT WE MEASURE			
	<p>Government Information Public Access (GIPA) legislation and statutory timeframes</p> <p>Regularly review Policies and Procedures in line with Council's Policy Development Framework, Sustainability Policy, legislative requirements, and contemporary practice</p> <p>Manage Council's commercial insurance functions including general insurance renewals, management of claims, and provision of insurance advise</p> <p>Contribute to Council's obligation to manage Copyright and privacy provisions when producing business papers, Public Registers, and legislative compliance.</p>	Number of critical business processes reviewed and tested per annum	One	Six monthly	
<b>Council Business Continuity Planning</b>	Undertake activities to ensure Council can continue to function and deliver services to the community at times of severe disruptions and emergencies	Review of whole of Council crisis response completed	Once annual	Six monthly	● <b>R2.1</b>
<b>Mayoral &amp; Councillor Support</b>	<p>Develop and deliver a Councillor professional development program</p> <p>Provide support services and administrative services to the Mayor and Councillors</p> <p>Manage correspondence, expenses and disclosures register</p>	Number of Councillor professional development and required training delivered	Based on business priority	Annual	● <b>AHP3.2</b>



WHAT WE DELIVER		WHAT WE MEASURE			
Council and Sub-Committee Meetings	Deliver a cyclical program of reporting to Council meetings of strategies, plans and key Council projects	Number of community representatives who speak at a public forum	N/A	Six monthly	● AHP3.2
	Provide opportunities for the community to participate in Council meetings				
	Coordinate and facilitate Council and Sub-Committee meetings				

Service Satisfaction Key Performance Indicator	Target	Frequency	Ref
Community satisfaction with providing strong leadership	Increase or maintain on previous (2022 - 87%) *	Every two years (2024)	● AHP3.2

\* Source: Port Macquarie Hastings Council Community Satisfaction Survey 2022

2024-25 Operational Plan Projects and Actions

PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBILITY	FUNDING	COST	REF
Local Government Election					
Facilitate the 2024 Local Government Elections	Election is held	GM Governance	Service Budget	Operating Budget	GOV 01 ● AHP3.1



## Internal Audit

**Service description:** This service undertakes internal audit for Council to achieve Council objectives, governance, risk management and control processes, decision making and oversight, reputation and credibility with stakeholders, ability to service public interest.

**Directorate:** Business and Performance

**Responsible:** Director Business and Performance

### How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
● Environmentally Sustainable		
● Resilient		
● Liveable		
● Connected		
● Thriving		
● <b>Authentic &amp; High Performing</b>	<b>AHP3</b>	<b>AHP3.1</b>

Priority  
Areas



Collaboration

**Quadruple Bottom Line**

- Social Sustainability
- Environmental Sustainability
- Economic Sustainability
- Civic Leadership**

### What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
<b>Income</b>	
Income, Grants & Contributions	-
Rates & Annual Chargers	-
User Charges & Fees	-
Works Program - Operating	-
Works Program - Capital	-
Other Income	-
<b>Total Income</b>	<b>-</b>
<b>Expenditure</b>	
Operating Expenditure	(173,574)
Works Program - Operating	-
Works Program - Capital	-
Other Expenditure	-
<b>Total Expenditure</b>	<b>(173,574)</b>
Net contribution/expense	(173,574)
Employees	1

\* Excludes loan principle, depreciation, overheads, reserve movements





WHAT WE DELIVER		WHAT WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Executive Lead Finance & Commercial Operations		Key Performance Indicator	Target	Reporting Frequency	Ref
<b>Internal Audit and Risk Management</b>	Deliver the audit program, as agreed with the Audit Risk and Improvement Committee (ARIC) to ensure Council's operations are ethical and efficient  Monitor and report to ARIC on the implementation of audit recommendations across all business units arising from both internal and external audits  Provide support to ARIC, including convening regular meetings and prepare periodic reporting obligations to Council	Monitor implementation status of audit recommendation by management and report the outcomes to ARIC	100% status reports delivered	Quarterly	● AHP3.1
		Number of reports to ARIC monitoring the implementation status of audit recommendations by management	Minimum 4 per annum	Quarterly	
		Percentage of Annual Program of Internal Audits completed	90%	Quarterly	
		Completion of annual review of the effectiveness of the internal audit function and reported to the Governing body by ARIC	100%	Annual	
		Number of Audit Committee meetings	Minimum of 4 per annum	Quarterly	



## Legal Counsel

**Service description:** This service provides inhouse legal services and management of external legal matters related to Council operations.

**Directorate:** Business and Performance

**Responsible:** Director Business and Performance

### How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
● Environmentally Sustainable		
● Resilient		
● Liveable		
● Connected		
● Thriving		
● <b>Authentic &amp; High Performing</b>	<b>AHP3</b>	<b>AHP3.1</b>

Priority  
Areas



Collaboration

**Quadruple  
Bottom  
Line**

Social Sustainability  
Environmental Sustainability  
Economic Sustainability  
**Civic Leadership**

### What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
<b>Income</b>	
Income, Grants & Contributions	-
Rates & Annual Chargers	-
User Charges & Fees	-
Works Program - Operating	-
Works Program - Capital	-
Other Income	-
<b>Total Income</b>	<b>-</b>
<b>Expenditure</b>	
Operating Expenditure	(284,968)
Works Program - Operating	-
Works Program - Capital	-
Other Expenditure	-
<b>Total Expenditure</b>	<b>(284,968)</b>
Net contribution/expense	(284,968)
Employees	1

\* Excludes loan principle, depreciation, overheads, reserve movements



WHAT WE DELIVER		WHAT WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Legal Counsel		Key Performance Indicator	Target	Reporting Frequency	Ref
Legal services & support	Provide legal services and support to Council including the management of external legal providers. Compliance with Council's legislative responsibilities	Regular report to Council provided on the status of legal matters	Minimum 4 per year	Six monthly	● AHP3.1
		Providing timely response to auditor/ actions	As required	Six monthly	
		Ensuring report to ARIC is submitted on time	100%	Six monthly	



## People, Safety and Performance

**Service description:** This service is responsible for the development and support of a respectful, engaged, and productive workforce and a safe workplace environment where people are skilled, valued and supported

**Directorate:** Business and Performance

**Responsible:** Director Business and Performance

### How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
● Environmentally Sustainable		
● Resilient		
● Liveable		
● Connected		
● Thriving		
● <b>Authentic &amp; High Performing</b>	<b>AHP5</b>	<b>AHP5.2, AHP5.3</b>

#### Priority Areas



Collaboration



Transparency

#### Quadruple Bottom Line

##### Social Sustainability

Environmental Sustainability

Economic Sustainability

Civic Leadership

### What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
<b>Income</b>	
Income, Grants & Contributions	-
Rates & Annual Chargers	-
User Charges & Fees	-
Works Program - Operating	-
Works Program - Capital	-
Other Income	130,000
<b>Total Income</b>	<b>130,000</b>
<b>Expenditure</b>	
Operating Expenditure	(2,402,826)
Works Program - Operating	(130,000)
Works Program - Capital	-
Other Expenditure	-
<b>Total Expenditure</b>	<b>(2,532,826)</b>
Net contribution/expense	(2,402,826)
Employees	13

\* Excludes loan principle, depreciation, overheads, reserve movements



WHAT WE DELIVER		WHAT WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Group Manager People, Safety and Performance		Key Performance Indicator	Target	Reporting Frequency	Ref
<b>HR Management and Operations</b>	Provides strategic and operation human resources services including: <ul style="list-style-type: none"> <li>work health &amp; safety compliance</li> <li>workers compensation</li> <li>recruitment</li> <li>onboarding of new staff</li> <li>staff health and wellbeing opportunities</li> <li>staff reward and recognition program</li> <li>organisational learning and professional development</li> <li>industrial and employee relations, including convening the operation of Council's Consultative Committee, investigation of grievances, and managing voluntary &amp; involuntary termination.</li> <li>leadership capability and development program</li> <li>administering Council's Performance Management Framework</li> </ul>	Percentage of staff participation in engagement survey	70% or greater	Six monthly	● <b>AHP5.3</b>
		Percentage of staff retained in the business as measured by turnover rates	80%	Six monthly	
		Number of compliance training programs to meet Work Health and Safety obligations	Minimum 20	Six monthly	
		Leadership development initiatives and training to enhance the capability of people leaders	Based on business priority	Six monthly	
		Percentage of staff participation rates in health and well-being initiatives	30%	Six monthly	
		Percentage of new employees that have completed induction program	100% within three months	Six monthly	
	Implement the Workforce Management Strategy and Plan to ensure that Council's workforce continues to meet service needs into the future	Percentage of the Workforce Management Plan actions completed on time	90% of agreed actions to be completed for 2024-25	Six monthly	● <b>AHP5.2</b>



## 2024-25 Operational Plan Projects and Actions

PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBILITY	FUNDING	COST	REF
HR Management and Operations					
Review of Workforce Management Strategy which forms part of Council's Resourcing Strategy	Workforce Management Strategy reviewed and adopted by Council by 30 June 2025, as part of the Resourcing Strategy, in accordance with IPR legislative requirements	Group Manager People, Safety and Performance	Service Budget	Operating Budget	PSP 01 ● <b>AHP5.2</b>
Workforce Management Plan	Deliverables identified from the Workforce Identify deliverables from the Workforce Management Plan that work towards ensuring Council's workforce continues to meet service needs into the future	Group Manager People, Safety and Performance	Service Budget	Operating Budget	PSP 02 ● <b>AHP5.2</b>
Remuneration/Salary System Review	Consult and commence implementation of Remuneration Program	Group Manager People, Safety and Performance	Service Budget	Operating Budget	PSP 03 ● <b>AHP5.2</b>
Work Health and Safety Program	Implement Work Health Safety initiatives	Group Manager People, Safety and Performance	Reserves	130,000	PSP 04 ● <b>AHP5.2</b>



# Procurement

**Service description:** The service supports Council in purchasing goods, services and assets that are fit-for purpose, sustainable and provide best value

**Directorate:** Business and Performance

**Responsible:** Director Business and Performance

## How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
● Environmentally Sustainable		
● Resilient		
● Liveable		
● Connected		
● Thriving		
● <b>Authentic &amp; High Performing</b>	<b>AHP4</b>	<b>AHP4.3</b>

Priority  
Areas



Collaboration

**Quadruple  
Bottom  
Line**

Social Sustainability  
Environmental Sustainability  
**Economic Sustainability**  
Civic Leadership

## What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
<b>Income</b>	
Income, Grants & Contributions	-
Rates & Annual Chargers	-
User Charges & Fees	-
Works Program - Operating	-
Works Program - Capital	-
Other Income	15,800
<b>Total Income</b>	<b>15,800</b>
<b>Expenditure</b>	
Operating Expenditure	(1,180,543)
Works Program - Operating	(145,000)
Works Program - Capital	-
Other Expenditure	-
<b>Total Expenditure</b>	<b>(1,325,543)</b>
Net contribution/expense	(1,309,743)
Employees	13

\* Excludes loan principle, depreciation, overheads, reserve movements



WHAT WE DELIVER		WHAT WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Group Manager Procurement		Key Performance Indicator	Target	Reporting Frequency	Ref
<b>Procurement &amp; Contract Management</b>	Support the procurement function across Council by: <ul style="list-style-type: none"> <li>Designing and delivering the Procurement Framework and associated tools and templates</li> <li>Providing support, advisory guidance, and oversight on procurement activities</li> <li>Facilitating strategic whole of Council supply arrangements</li> <li>Managing supplier relationships</li> <li>Promoting procurement transparency and accountability</li> </ul>	Procurement policy, procedures and related guidance kept up to date	100%	Six monthly	● <b>AHP4.3</b>
		Percentage increase of diverse & sustainable sourcing suppliers	5% increase from previous year	Six monthly	
		Procurement Quality Assurance Program Audits	20 audits	Six monthly	
<b>Store Operations</b>	Efficiently source, manage and distribute a diverse range of supplies and materials needed for various operations and services	Number of stocktakes	4 per year (minimum)	Six monthly	● <b>AHP4.3</b>

## 2024-25 Operational Plan Projects and Actions

PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBILITY	FUNDING	COST	REF
Procurement and Contract Management					
<b>Implementation of the Contract and Supplier Management System</b>	System implementation developed in accordance with project plan	Group Manager Procurement	Revenue	120,000	PRO 01 ● <b>AHP4.3</b>
<b>Review and development of a specification library</b>	Specification library completed	Group Manager Procurement	Reserves	25,000	PRO 02 ● <b>AHP4.3</b>





# Strategic Projects

**Service description:** This service is responsible for the development and oversight of Council's Strategic Planning Framework and key strategies, plans, policies and strategic projects in collaboration with relevant Council divisions.

**Directorate:** Community Planning  
Environment

**Responsible:** Director Community Planning &  
Environment

How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
● Environmentally Sustainable		
● Resilient		
● Liveable		
● Connected		
● Thriving		
● Authentic & High Performing	AHP4	AHP4.3

Priority  
Areas



Collaboration

Quadruple  
Bottom  
Line

Social Sustainability  
Environmental Sustainability  
Economic Sustainability  
Civic Leadership

What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
Income	
Income, Grants & Contributions	-
Rates & Annual Chargers	-
User Charges & Fees	-
Works Program - Operating	-
Works Program - Capital	-
Other Income	-
Total Income	-
Expenditure	
Operating Expenditure	(535,094)
Works Program - Operating	(40,000)
Works Program - Capital	-
Other Expenditure	-
Total Expenditure	(575,094)
Net contribution/expense	(575,094)
Employees	6

\* Excludes loan principle, depreciation, overheads, reserve movements



WHAT WE DELIVER		WHAT WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Executive Manager Strategy		Key Performance Indicator	Target	Reporting Frequency	Ref
<b>Corporate planning and strategy</b>	Prepare Council's corporate plans to comply with the requirements of Integrated Planning and Reporting (IPR) and other relevant legislation  Provide a consistent approach to strategic planning by maintaining Council's Strategic Planning framework	Corporate Plans completed in accordance with IPR legislative requirement	100%	Six monthly	● <b>AHP3.3</b>

### 2024-25 Operational Plan Projects and Actions

PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBILITY	FUNDING	COST	REF
Economic Development					
Undertake Economic Analysis for PMHC Local Government Area	Economic analysis delivered	Executive Manager Strategy	Revenue	40,000	SPR 01 ● <b>AHP3.3</b>



# Strategic Property Investment

**Service description:** This service is responsible for the management of Council's strategic property portfolio assets to support the outcomes of Council, and for generating revenue opportunities to support the long-term financial sustainability of Council

**Directorate:** Business and Performance

**Responsible:** Director Business & Performance

## How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
● Environmentally Sustainable		
● Resilient		
● Liveable		
● Connected		
● Thriving		
● <b>Authentic &amp; High Performing</b>	<b>AHP4</b>	<b>AHP4.3</b>

### Priority Areas



Transparency

### Quadruple Bottom Line

Social Sustainability  
Environmental Sustainability  
**Economic Sustainability**  
Civic Leadership

## What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
<b>Income</b>	
Income, Grants & Contributions	-
Rates & Annual Chargers	-
User Charges & Fees	-
Works Program - Operating	-
Works Program - Capital	-
Other Income	-
<b>Total Income</b>	<b>-</b>
<b>Expenditure</b>	
Operating Expenditure	(240,351)
Works Program - Operating	(155,250)
Works Program - Capital	-
Other Expenditure	-
<b>Total Expenditure</b>	<b>(395,601)</b>
Net contribution/expense	(395,601)
Employees	1

\* Excludes loan principle, depreciation, overheads, reserve movements



WHAT WE DELIVER		WHAT WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Group Manager Commercial & Business Services		Key Performance Indicator	Target	Reporting Frequency	Ref
Property Investment Portfolio Management	Property Investment Portfolio managed in line with Council's Property Investment Policy and Strategic Property Investment Framework to ensure probity, transparency, and equity in Council's commercial property dealings.	Percentage of priority projects in the Property Portfolio reported to council with a recommended pathway for action	NA	Six monthly	● AHP4.3
Service Satisfaction KPI		Target	Frequency	Ref	
Community satisfaction with Property Investment		Increase or maintain on previous (2022 - 81%)	Every two years (2024)	● AHP4.3	

\* Source: Port Macquarie Hastings Council Community Satisfaction Survey 2022

## 2024-25 Operational Plan Projects and Actions

PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBILITY	FUNDING	COST	REF
Property Investment Portfolio Management					
Property Investment Portfolio	Undertake identified Property Valuations and Investigations	Group Manager Commercial & Business Services	Revenue	\$155,250	SPI 01 ● AHP4.3



## Transformation

**Service description:** This service develops and supports the implementation of contemporary quality frameworks designed to improve the efficiency and effectiveness of Council's systems and processes and promote innovation in work practices.

**Directorate:** Business and Performance

**Responsible:** Executive Manager  
Transformation and  
Communications

### How we are delivering on our Community Strategic Plan (CSP)

THEME	OBJECTIVE	STRATEGY
● Environmentally Sustainable		
● Resilient		
● Liveable		
● Connected		
● Thriving		
● <b>Authentic &amp; High Performing</b>	<b>AHP4, AHP5</b>	<b>AHP4.1, AHP5.1, AHP5.4</b>

Priority  
Areas



Transparency Collaboration

Quadruple  
Bottom  
Line

Social Sustainability  
Environmental Sustainability  
Economic Sustainability  
**Civic Leadership**

### What it costs to deliver this service

SERVICE BUDGET SUMMARY*	PROPOSED 2024-25
<b>Income</b>	
Income, Grants & Contributions	-
Rates & Annual Chargers	-
User Charges & Fees	-
Works Program - Operating	-
Works Program - Capital	-
Other Income	-
<b>Total Income</b>	<b>-</b>
<b>Expenditure</b>	
Operating Expenditure	(1,700,743)
Works Program - Operating	-
Works Program - Capital	-
Other Expenditure	-
<b>Total Expenditure</b>	<b>(1,700,743)</b>
Net contribution/expense	(1,700,743)
Employees	9

\* Excludes loan principle, depreciation, overheads, reserve movements



WHAT WE DELIVER		WHAT WE MEASURE			
Key Service Function (Four Years 2022-26) Responsible: Executive Manager Transformation and Communication		Key Performance Indicator	Target	Reporting Frequency	Ref
<b>Business Transformation and Process Improvement</b>	Deliver programs and activities to support change and drive business improvement and performance in line with the Transformation Strategy and Roadmap.	Implement the Transformation Strategy in line with Executive Approval	June 2025	Six monthly	● <b>AHP4.1</b>
	Report on Council's maturity against the Australian Business Excellence Framework (ABEF)	Facilitation of an annual independent ABEF Health Check	June 2025	Six monthly	● <b>AHP5.4</b>
	Implement the Service Review Framework	Initiate year one of the four year service review program	June 2025	Six monthly	● <b>AHP4.1</b>
	Implement the Change Management Framework	The Change Management Framework is adopted for key Transformation projects identified by the Executive Transformation Board.	June 2025	Six monthly	● <b>AHP5.4</b>
<b>Customer Experience</b>	Implement the Customer Experience Strategy	Implement the Customer Experience Strategy in line with Executive Approval	June 2025	Six monthly	● <b>AHP5.1</b>



2024-25 Operational Plan Projects and Actions

PROJECT OR ACTION	PERFORMANCE MEASURE	RESPONSIBILITY	FUNDING	COST	REF
Business Transformation and Process Improvement					
Facilitation of an annual independent ABEF Health Check	Annual ABEF Health Check Completed	Executive Manager Transformation and Communication	Service Budget	Operating Budget	TRN 01 ● AHP5.4
Review Payroll as part of Council's Service Review Program	Service Review completed and recommendations presented to Executive	Executive Manager Transformation and Communication	Service Budget	Operating Budget	TRN 02 ● AHP4.1





## SECTION 5

### SCHEDULE 1: 2024-25 OPERATING AND CAPITAL WORKS PROGRAM



## Operating Projects

Project description	Allocated Amount
<b>Area wide</b>	
Priority Weeds Control - Ecological restoration plan delivered	166,800
Undertake Community Survey	51,500
Heritage Advisor Service	15,400
Gross Pollution Trap (GPT) Maintenance Program	150,000
Asset Revaluation - Transport (Roads, Bridges, Footpaths)	30,000
Preliminary geo-technical tests to assist with bridge and road designs	51,750
Condition Rating - Transport Assets	130,840
Fauna Infrastructure on Council Roads	51,750
Local Strategic Planning Statement (LSPS) review	100,000
Investigate need for management plans for specific fauna species of concern	30,000
Implement Flying Fox Camp Management Plan	65,000
Undertake Koala Road Strike Actions	50,000
Vertebrate pest management undertaken on council managed land	30,000
Environmental volunteer programs supported	29,705

Project description	Allocated Amount
Illegal Track restoration or formalisation	50,000
Undertake Coastal Management Plan – Hastings	187,500
Coastal Management Plan Stage 2 – Water Quality Improvement Strategy	100,000
Undertake Coastal Management Plan – Open Coastline	40,000
Undertake Annual Bushfire Mitigation Works Program	20,800
Council's Koala Plans of Management – Council sites monitored and education	31,050
On-site Sewage Management Policy review	100,000
Maintenance of Beach Access Points	36,800
Additional Parks Maintenance	900,000
Regional Master Planning, various locations	81,150
Procurement Functional Business Plan	120,000
Contracts Review	25,000
Property Investment Portfolio valuations and investigations	155,250
Annual bridge and structures inspection program	103,500
Work Health and Safety Program	130,000
Development of the Water Supply Strategic Business Plan (SBP)	200,000

## Operating Projects cont.

Project description	Allocated Amount
Rainfall Independent Water Source Feasibility Study	500,000
Major Waste Contracts development commenced	100,000
Aerated wastewater treatment systems (AWTS) Servicing Software investigation	20,000
Economic Analysis for PMHC Local Government Area	40,000
Additional Drainage Maintenance	1,000,000
<b>Port Macquarie</b>	
Port Macquarie Airport Biodiversity Certification - Vegetation Management	100,000
Port Macquarie Airport Biodiversity Certification Purchase of additional offsets	2,500,000
Maintenance and Refurbishment of Council owned airport hangars	50,000

Project description	Allocated Amount
Artwalk 2025	110,000
Settlement Shores Canals, Maintenance, Port Macquarie	110,000
Settlement Shores and Broadwater Canals Maintenance Plan Updated	50,000
Asset Revaluation – Stormwater	30,000
<b>Bonny Hills/ Lake Cathie</b>	
Undertake Coastal Management Plan – Lake Cathie/Bonny Hills	40,000
Lake Cathie water quality testing	30,000
<b>Camden Haven</b>	
Camden Haven Reservoirs Condition Assessment & Refurbishment	100,000

## Capital Works Program

Project description	Allocated Amount
<b>Area wide</b>	
Aquatic Facilities renewals	152,200
Undertake design, construction, and delivery of works in line with Disability Discrimination Act Action Plan and Buildings Access Strategy	112,300
Management of community-based projects	242,100
Stormwater Renewal Program	206,000
Building Rectification Works	325,000.
Furniture Replacement Program	49,700
Purchase of CCTV Push camera and Pipeline Jetter trailer to support expanded Stormwater Condition Assessment Program	150,000
Fleet and Plant Replacement	3,500,000
Revitalisation of Port Macquarie & Wauchope Depots	200,000
Library furnishings, fittings & equipment (Includes update of computer equipment, technology, photocopiers, additional shelving)	41,200
Library book replacement program to provide book stock at NSW State average per capita as a minimum level	289,600
Land Acquisition for Council Infrastructure Projects	30,000

Project description	Allocated Amount
Special Library Projects - Purchase of resources such as books, DVDs, toys to deliver library programs	20,000
Progress towards identifying and acquiring land for biodiversity offsets	10,000
Koala Plan of Management compliance capital maintenance undertaken	5,000
Parks & Gardens Future Designs, various location	34,200
Pathway Renewals, various location	100,000
Sporting Infrastructure renewals, various location	500,000
Rehabilitation of priority bridges: <ul style="list-style-type: none"> <li>Sesqui Centenary Bridge, Port Macquarie</li> <li>Lake Cathie Bridge, Lake Cathie</li> </ul>	1,000,000
Traffic modelling for the Thrumster/Sancrox/Fernbank Creek Transport Network Plan	35,000
Transport Developer Provided Assets (Financial requirement)	5,000,000
Development of Parking Management Plan Precinct Template and Port Macquarie CBD Parking Precinct Plan	150,000
Schools to Schools Shared Pathway, Kendall to Laurieton	411,952

## Capital Works Program cont.

Project description	Allocated Amount
Water Supply - Annual Energy Efficiency Initiatives Allocation - Variable Speed Drive Pumps - water sites, various	160,000
Water Supply - Annual Installation of New Services allocation	610,000
Water Supply - Annual Live Water Mains Relocations allocation	747,000
Water Supply Annual Renewals - Live Watermains allocation	747,000
Water Supply Annual Renewals - Water Meter allocation, various	384,000
Water Supply Annual Renewals and Minor Works allocation	961,000
Water Supply Annual Switchboard Replacement Program Water allocation, various	191,000
Water Supply - Developer Provided Assets (Financial Requirement)	1,000,000
Water Supply - Replacement of Water Treatment Plant (WTP) electrical and mechanical assets	213,493
Water Supply - Site Security Upgrades, various	750,000
Water Supervisory Control and Data Acquisition (SCADA) replacement, various	53,373

Project description	Allocated Amount
Water Utility Vehicles	1,125,000.00
All sewer pump stations replacement works	40,000
Annual Wastewater Electrical Asset Replacement Allocation	260,000
Annual Wastewater Facilities Mechanical Asset Replacement Allocation	260,000
Annual Sewer Pump Replacement Program	160,000
Annual Sewer Rehabilitation Allocation - Renewal and rehabilitation of reticulation pipelines works	860,000
Annual Sewer Relining Works Allocation	855,000
Wastewater - Annual Switchboard Replacement	160,000
Wastewater Developer Provided Assets (Financial Requirement)	2,000,000
Wastewater Energy Efficiency Initiatives	267,000
Backup generator install for backup power supply to nominated Sewerage Pumping Stations	103,500
Sewerage Network Redirection to Thrumster WWTP - Detailed designs, procurement planning and construction commencement	2,085,787
Purchase of Utility Vehicles	375,000
Sewer Pump Station Minor Refurbishments Program	534,000

## Capital Works Program cont.

Project description	Allocated Amount
Asset Management System	51,750.00
Information & Communications Technology - Projects	1,001,454.00
Information & Communications Technology - Renewals	207,000.00
Maintain vegetation encroachments on council boundaries	50,000.00
Road Resurfacing Program	4,100,000
Lorne Road Upgrade	7,618,000
<b>Lake Cathie/Bonny Hills</b>	
Jonathan Dixon Reserve, Lake Cathie - Amenities	100,000
Rainbow Beach Local Park	307,220
Rainbow Beach Pedestrian Facility	306,199
Water Supply - Southern Arm Trunk Main - Houston Mitchell Drive, Pacific Highway to Ocean Drive - construction	7,205,323
Illaroo Coastal Hazard Management	25,000
Water Supply Trunk Main from Bonny Hills to Kew (Area 15) reservoir	8,000,000
Water Supply - Elevated Reservoir at Bonny Hills - construction	4,000,000
Sewer DNP3 - Bonny Hills Processor roll out	60,000

Project description	Allocated Amount
Sewer Telemetry Radios Lake Cathie and Bonny Hills Replacement	65,000
Water Supply Main - Area 14 - North of Ocean Dr, east of Ocean Club	339,623
<b>Camden Haven</b>	
North Brother Catchment flood mitigation measures - St Joseph's School	300,000.00
Apex Park Laurieton/Camden Haven - Amenities	100,000.00
Camden Haven Surf Club Building	200,000.00
Laurieton Depot Enhancements	175,000
Wallace Reserve, Scarborough Way	120,000
Beach to Beach Walk	1,455,237
Water Supply - Kew (Area 15) Reservoir - construction	4,500,000
Camden Haven Sewer Pump Station (SPS) #11 - Rising main renewal works - design & environmental approvals	150,000
Camden Haven Sewer Pump Station (SPS) #15 - Rising main renewal works	600,000
Camden Haven Sewer Pump Station (SPS) #17 Catchment Relining	610,000
Camden Haven Sewer Pump Station (SPS) #23 Catchment Relining	305,000

## Capital Works Program cont.

Project description	Allocated Amount
Camden Haven Wastewater Treatment Plant Refurbishment - Chemical Bunds	400,000
Camden Haven Wastewater Treatment Plant - Effluent Outfall	250,000
Kew/Kendall Wastewater Diversion to Camden Haven - Project planning	500,000
<b>Port Macquarie</b>	
PMQ Airport - Planning and construction (apron and hangar) General Aviation area	450,000
PMQ Airport - Airside and Obstacle Limitation Surfaces (OLS) Vegetation Clearing	425,250
PMQ Airport - Carpark Expansion Stage 1 and New Parking System	750,000
Hamilton Green Enhancement Project	6,500
Port Macquarie Community Centre - design	200,000
West Port (Buller Street) Flood mitigation works	1,829,000
Purchase of new Laboratory technical instruments and equipment	20,200
Amethyst Way Reserve- Playground Upgrade	98,500
Ashdown Reserve- Playground Upgrade	98,500
Greenmeadows Reserve- Playground Upgrade	120,000

Project description	Allocated Amount
Mimosa Park- Playground Upgrade	120,000
Tacking Point Lighthouse- Viewing Platform and Boardwalk	850,000
Thrumster Sports Fields - commence construction	2,200,000
Waterlily Park, Brindabella Way	120,000
Wayne Richards Regional Sporting Complex	350,000.
Alternative access to the Health and Education Precinct, Port Macquarie- modelling and concept design	200,000
Gordon Street Upgrade (part of Local Roads Proactive Transport Program)	647,360
Hastings River Drive Upgrade- land acquisition	250,000.00
Hastings River Drive Pedestrian Crossing (near Aston Street), Port Macquarie	500,000
John Oxley Drive and Major Innes Road Upgrade	500,000
Lake Road Duplication, Ocean Drive to Chestnut Road (Detailed Design)	750,000
Level 3 Bridge Investigation for Hastings River Drive: <ul style="list-style-type: none"> <li>• Saltwater Creek</li> <li>• Humpty Back Creek</li> <li>• Fernbank Creek</li> </ul>	165,000

## Capital Works Program cont.

Project description	Allocated Amount
Lighthouse Road Upgrade- detailed designed	200,000
Ocean Drive Duplication (continued construction)	50,400,806
The Glasshouse Arts Conference and Entertainment Centre - Plant & Equipment Purchases	10,350
The Glasshouse Arts Conference and Entertainment Centre - Technical Equipment Purchases	57,960
Northern Arm Trunk Main (NATM), Port Macquarie - Detailed design	7,786,972
Port Dam Pump Station, Port Macquarie - HV upgrade	3,000,000
Port Dam Pump Station, Port Macquarie - Commence construction	200,000
Transit Hill Reservoir instrumentation, pipework, and valves renewal	100,000
Trunk Mains - Belah & Bolwarra Rd - Project planning and construction commencement	180,774
Trunk Mains - Chalmers St (O'Brien's) - Project planning and commencement of procurement and construction planning	340,057
Trunk Mains - Jindalee Rd- Project planning and construction commenced	104,925

Project description	Allocated Amount
Trunk Mains Upgrade - Yarramundi Road Trunk Mains- Project planning and design work commencement	254,095
Trunk Mains - Yippin Creek Northern Trunk Mains - Project planning completed and procurement and construction planning commenced	242,717
Water Main connection and upgrade Belbowrie St to Walter St - Investigations	100,000
Wastewater - Gravity Sewer Trunk Mains (Area 15) - Design completed and construction commenced	2,969,500
Port Macquarie Sewer Pump Station #71 Catchment Investigations	500,000
Port Macquarie Sewer Pump Station (SPS) #01 Pump Station Upgrade - Design	3,000,000
Port Macquarie Sewer Pump Station (SPS) #05 - Pump Station Upgrade - Planning and concept designs	100,000
Port Macquarie Sewer Pump Station (SPS) #06 - Pump Station Upgrade - Planning and concept designs	250,000.00
Port Macquarie Sewer Pump Station (SPS) #07 - Rising Main Renewal	200,000

## Capital Works Program cont.

Project description	Allocated Amount
Port Macquarie Sewer Pump Station (SPS) #20 - Rising Main Upgrade - Project planning complete, and design and construction staging commenced	2,140,000
Port Macquarie Wastewater Treatment Plant (WWTP) - Polymer Dosing Plant Upgrade - Designs completed and commence project planning	100,000
Port Macquarie WWTP - UV System Upgrade	50,000
Sewer Connection - Rotary Park - Construction of Gravity Sewer	170,000
Thrumster WWTP Scheme - Environmental Impact Statement approved and procurement completed	12,700,000
<b>Wauchope, Rural and Surrounds</b>	
Pembroke Road - Stoney Creek Bridge Upgrade- planning and deign	500,000
Maria River Road Upgrade - Commence Construction	11,000,000
Steels Bridge Replacement (Beechwood Road)- planning and design	400,000.00
Water Supply - Main Renewals - Kew/Kendall	100,000
Water Supply - Pumps Renewal and VSD upgrade - Koree Island	1,100,000

Project description	Allocated Amount
Sancrox to Thrumster water mains replacement - Detailed designs completed and procurement commenced	1,240,000
Trunk Mains Upgrade - Sancrox Residential Area - Upgrade investigations and project planning completed and design work commenced	379,245
Wauchope Gravity Sewer Upgrade - Cameron Street - Planning completed and design & environmental approvals commenced	100,000
Wauchope Sewer Pump Station (SPS) #01 - Pump Station Upgrade - Design and environmental approvals commenced	200,000.00
Wauchope Sewer Pump Station (SPS) - #06 Rising Main - Design completed and construction planning commenced	140,000.00
Cairncross WMF - Improvements - Weighbridge relocation concept designs completed and detailed designs commenced	100,000.00
Cairncross WMF - Landfill expansion concept designs and approvals for new cell	250,000.00
Maintenance of Kindee Bridge (Kindee Road)	1,000,000
Cowarra Water Scheme - Detailed design	12,300,000





## SECTION 6 APPENDIX

# Glossary

Acronyms and Abbreviations

AOP	Annual Operational Project
BAU	Business as usual
CSP	<p><b>Imagine2050 Community Strategic Plan</b> is the community’s plan which identifies the priorities and aspirations for the future of Port Macquarie Hastings Council over the next 10 years. The CSP sets out six Strategic Themes and Objectives and outlines Strategies for how Council will work with other levels of government and agencies, partners and the community to work together to achieve the community’s vision.</p> <p>Community Strategic Plan Themes:</p> <ul style="list-style-type: none"><li>● <b>ES</b> Environmentally Sustainable</li><li>● <b>R</b> Resilient</li><li>● <b>L</b> Liveable</li><li>● <b>C</b> Connected</li><li>● <b>T</b> Thriving</li><li>● <b>AHP</b> Authentic &amp; High Performing</li></ul>
CW	Capital Works
CWP	Capital Works Program
DevContrib	Developer Contributions

DP	<p><b>Delivery Program</b></p> <p>The Delivery Program sets out the Council's activities over a 4-year period to assist in achieving the Community Strategic Plan. It translates the Plan's key themes, objectives and strategies into clear actions. We report on the progress of the Delivery Program every 6 months.</p>
EnviroLevy	Environmental Levy
KPI	Key Performance Indicator
LGA	Local Government Area
OP	<p><b>Operational Plan</b></p> <p>The Operational Plan is an annual action plan to implement the Delivery Program. It includes what we will deliver, which area of Council is responsible for delivery, budgets, and fees and charges. We report on the progress of the Operational Plan in the Annual report.</p> <p>The operational year for this OP is 1 July 2024 to 30 June 2025</p>
PMHC	Port Macquarie Hastings Council
QBL	Quadruple Bottom Line (guiding principles)
UN SDG	United Nations Sustainable Development Goals (guiding principles)

## CSP objectives and strategies

### Environmentally Sustainable

**Community outcomes:** Our natural environment is treated with respect and we share a collective responsibility to nurture it for current and future generations. Our built environment lives in harmony with our natural environment and we manage our natural resources wisely. We live sustainably because it's easy to do and we work together to minimise our ecological footprint.

- **ES1 Our natural environment is healthy and supports a rich variety of flora and fauna**
  - **ES1.1** Protect and enhance our natural resources and biodiversity
  - **ES1.2** Secure the future of our areas of high environmental value and our threatened ecological communities and species
  - **ES1.3** Protect and improve the health of our waterways
- **ES2 The impact of our built environment on our natural environment is minimised**
  - **ES2.1** Employ practices and deliver projects that manage our resources sustainably and result in positive outcomes for our environment
  - **ES2.2** Reduce waste sent to landfill and transition to a circular economy



### Resilient

**Community outcomes:** We are a diverse and inclusive community where everyone is valued and accepted for who they are. We support each other in hard times and have the resilience and capability to adapt and respond to future challenges. We work together to sustainably manage our resources. We feel safe in our communities and experience a sense of wellbeing and belonging.

- **R1 We respect one another and participate fully in community life**
  - **R1.1** Strengthen inclusion and wellbeing and foster community participation of people of all ages, abilities and identities
  - **R1.2** Acknowledge the Birpai people as traditional custodians of this land and work together towards shared goals
- **R2 We are resilient in the face of adversity and change**
  - **R2.1** Enhance disaster management preparedness and capability and support our community in times of disaster
  - **R2.2** Take action to minimise the impacts to our environment, life and property from floods, bushfires, storms, erosion and other hazards
- **R3 We are a safe and healthy community**
  - **R3.1** Safeguard the wellbeing of our community



## Liveable

**Community outcomes:** We are a well-designed, diverse and vibrant region which offers a range of lifestyles and great places to live, work and play. Everyone has a roof over their head and a place to call home. Our neighbourhoods, villages and centres weave together their natural beauty and unique character and provide a strong sense of place. We are an active and creative community who enjoy a full range of activities and pastimes to support our mental and physical wellbeing.

- **L1 We have well-planned and liveable communities**
    - **L1.1** Undertake integrated strategic land use and infrastructure planning to manage growth in a financially and environmentally sustainable manner that enhances liveability
    - **L1.2** Use a place-based approach to planning that promotes design excellence and retains and enhances the unique character and heritage of our places
  - **L2 We have housing that meets our needs and is well-served by sustainable infrastructure**
    - **L2.1** Facilitate the delivery of a range of housing options across the LGA that addresses the supply, choice and affordability needs of our changing population
    - **L2.2** Provide an integrated network of water, sewer and stormwater systems that meets community needs and protects our environment
  - **L3 We enjoy easy access to green and blue spaces and a wide range of active and passive cultural, sporting and recreational activities**
    - **L3.1** Protect, enhance and maximise the use of existing public open space<sup>i</sup> and expand in line with the needs of our community
    - **L3.2** Provide accessible, adaptable and well-maintained community facilities<sup>ii</sup> across the LGA
    - **L3.3** Foster a community that celebrates arts, culture, innovation and creativity and our connection to place
- <sup>i</sup> Public open space includes parks and reserves, playgrounds, skate parks and sports fields  
<sup>ii</sup> Community facilities include Surf Lifesaving Club buildings, community halls, cultural and library facilities, aquatic facilities, sports club buildings and public amenities



## Connected

**Community outcomes:** Moving around and between our towns, villages and neighbourhoods and to places further afield is convenient and trouble-free, no matter how we choose to get there. We increasingly use more sustainable transport options to reduce traffic congestion, contribute to a healthier environment and improve our health and wellbeing. We have a range of ways to connect with each other both physically and virtually.

- **C1 We safely and efficiently connect people, goods and businesses within and beyond our region**
  - **C1.1** Deliver a safe, efficient and well-maintained road network across the LGA
  - **C1.2** Deliver air and water-based transport services and infrastructure as key elements of our integrated transport network
- **C2 We make more trips by active and public transport**
  - **C2.1** Deliver an active transport network and encourage the take-up of active transport options
  - **C2.2** Facilitate public transport services that are reliable, accessible and aligned to population growth
- **C3 We connect with each other via technology, ideas and the places we meet**
  - **C3.1** Facilitate and support ways to bring people together and enliven community life
  - **C3.2** Provide contemporary and accessible library facilities and services that engage the community in life-long learning and the exchange of ideas





## Authentic & High Performing

**Community outcomes:** We are a community of diverse voices that are listened to and respected. We work together to own and shape our future. Our Council is an active steward of our community's vision and we are confident that decisions are made in the best interests of current and future communities. Our Council are an employer of choice with a highly-skilled and motivated workforce who put the community at the heart of their work and continually strive to improve their performance.

- **AHP1 We are well-informed of Council activities and actively contribute to decision-making**
  - **AHP1.1** Deliver timely, transparent and relevant communications and reporting to our community and key stakeholders
  - **AHP1.2** Genuinely engage with the community on issues that are important to them
- **AHP2 We achieve great outcomes through collaboration**
  - **AHP2.1** Involve the community in the identification and delivery of opportunities and projects that support our community's vision
  - **AHP2.2** Educate our community on Council services and activities so that everyone knows how they can contribute to a better future for Port Macquarie-Hastings
  - **AHP2.3** Work with government bodies at all levels, local industry organisations and representative bodies to pursue common goals and interests
- **AHP3 Our Council is accountable to the community for its decisions**
  - **AHP3.1** Provide assurance through effective governance, audit and risk management practices
  - **AHP3.2** Support our elected Council to deliver on behalf of the community and make decisions that balance social, environmental and financial considerations
  - **AHP3.3** Implement an integrated strategic planning approach to provide a road map for decision-making and delivery of the community's vision
- **AHP4 Our Council manages its finite resources sustainably to support the service delivery expectations of our community**
  - **AHP4.1** Deliver Council services in a manner that balances community expectations with efficiency and available resources
  - **AHP4.2** Deliver and manage Council's assets according to best-practice guidelines
  - **AHP4.3** Maintain sustainable financial management and effective procurement practices across all areas of Council
  - **AHP4.4** Deliver digital tools and information services which support and improve Council's business objectives and the delivery of Council's services
- **AHP5 Council's organisational health and customer focus delivers successful outcomes for our community**
  - **AHP5.1** Deliver a contemporary customer experience that aligns with the expectations of our community
  - **AHP5.2** Maintain and improve a healthy, safe and well organisation
  - **AHP5.3** Implement contemporary human resources practices and organisational development to attract and retain a skilled workforce
  - **AHP5.4** Foster a culture of business excellence and innovation



## Thriving

**Community outcomes:** Our region is a great place to do business. We have a flourishing local economy which fosters the development of emerging industry sectors and provides employment opportunities for people of all ages and abilities. Our local businesses thrive in an environment that supports innovation and new ways of doing business. Our centres, main streets and village hubs have their own distinct economies and are great places for our residents and visitors to shop, eat, work and socialise.

- **T1      We have a thriving, diverse and sustainable economy**
  - **T1.1**      Facilitate and support the development of strong, viable and diverse economic clusters
  - **T1.2**      Deliver and facilitate projects that activate our industrial and employment lands
  - **T1.3**      Facilitate and support a vibrant and sustainable visitor economy
- **T2      Our centres, main streets and village hubs are prosperous and vibrant**
  - **T2.1**      Deliver projects and activities that bring businesses, residents and visitors together in our town and village centres across the LGA
- **T3      Our businesses and workers are able to meet their potential**
  - **T3.1**      Support businesses and social enterprises to grow, improve their competitiveness and innovate
  - **T3.2**      Facilitate and support initiatives that enable everyone to contribute to the local economy





## Contact us

### Port Macquarie Hastings Council

Birpai Country

**[pmhc.nsw.gov.au](https://pmhc.nsw.gov.au)**

**[council@pmhc.nsw.gov.au](mailto:council@pmhc.nsw.gov.au)**

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PORT MACQUARIE  
HASTINGS COUNCIL



# Attachment 2 DRAFT

Revenue Policy

2024 - 2025

Year 3 of the 2022-2026 Delivery Program





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## Statutory Requirements

In accordance with the *Local Government Act 1993* the following statutory requirements are included in this document:

- Statement containing a detailed estimate of the council's income and expenditure;
- Statement of ordinary and special rates;
- Rating structure;
- Statement of charges to apply to rateable and non-rateable properties;
- Statement of fees to be charged and pricing policy of goods and services;
- Statement of borrowings;
- Statement of private works; and
- Statement of business and commercial activities.

## Estimate of Council's Income and Expenditure

	2024-25 Budget
<b>Continuing Operations Movements</b>	
<b>Income</b>	
Rates and annual charges	121,200,495
User charges and fees	48,583,728
Interest received	11,277,718
Grants and contributions	97,374,822
Other operating receipts	7,038,286
<b>Expenses</b>	
Employee costs	(70,935,934)
Materials and services	(58,428,497)
Depreciation	(59,851,000)
Interest paid	(3,029,045)
Other operating payments	(20,755,800)
Loss on disposal of assets	(3,050,000)
<b>Operating Result from Continuing Operations</b>	69,424,773
<b>Restricted Asset Movements</b>	
<b>Receipts</b>	
Transfer from restricted assets	94,705,573
<b>Payments</b>	
Transfer to restricted assets	(63,457,634)
<b>Net Revenue (Used in)/Provided by Restricted Assets</b>	31,247,939
<b>Property, Plant and Equipment Movements</b>	
<b>Receipts</b>	
Sale of fixed assets/real estate development	-
<b>Payments</b>	
Purchase of assets	(187,185,922)
Developer provided assets	(8,000,000)
<b>Net Revenues (Used in)/Provided by Property, Plant &amp; Equipment</b>	(195,185,922)
<b>Financing Movements</b>	
<b>Receipts</b>	
Proceeds from borrowings	38,429,000
<b>Payments</b>	
Repayment of borrowings and advances	(6,816,790)

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Net Revenues (Used in)/Provided by Financing Activity	31,612,210
Net Result (including depreciation)	(62,901,000)
Add back: Non-cash items	62,901,000
Budget Surplus/(Shortfall)	-

## Statement of Ordinary and Special Rates

### Strategy – ordinary rates

Council will continue to levy ordinary rates using a structure comprising a base amount to which an ad valorem (rate in the dollar) component is added. The Base Amount will vary, depending on rating category/sub-category combination, up to the maximum allowed (50%) for defined urban areas. All rateable properties within each category / sub-category, regardless of their land value, are levied the base amount. The balance of income for ordinary rates is derived by multiplying the land value of a property by a rate in dollar for the relevant category / sub-category, which is determined by Council. The amount payable by ratepayers under this component is dependent on the land value of the property. In addition, the total amount collected for ordinary rates each year will take account of any approved increase advised by the Minister.

The following is the structure of Council's rates:

Type	Category	Sub-Category	Comments
Ordinary	Residential	Defined Urban Centres	All properties categorised as residential within the localities of Bonny Hills, Camden Head, Dunbogan, Kendall, Kew, Lake Cathie, Lakewood, Laurieton, North Haven, Port Macquarie, Wauchope and West Haven as defined by the "Designated Urban Centre" maps following.
Ordinary	Residential	Other Hastings	All other properties classified as residential within the Council area and are not located within the areas defined as "Designated Urban Centres" above.
Ordinary	Farming		Eligibility determined in accordance with <i>Local Government Act 1993</i> .
Ordinary	Mining		Eligibility determined in accordance with <i>Local Government Act 1993</i> .
Ordinary	Business	Port Macquarie CBD	All business properties within the Port Macquarie CBD which are identified on the map following, and as adopted by Council for the purpose of identifying the Port Macquarie CBD for Business Sub-Category rating.
Ordinary	Business	Defined Urban Centres	All business properties within the "Designated Urban Centres" are identified on the maps following, and as adopted by Council for the purpose of identifying the "Designated Urban Centre" for Business Sub-Category rating. The locality of Port Macquarie does not include the area defined as "Port Macquarie CBD".
Ordinary	Business	Other Hastings	All business properties within the Council area other than those in the CBD of Port Macquarie area and "Designated Urban Centres" as identified on the maps following and as adopted by Council.

## Rating Structure

Ordinary rates under section 494 of the *Local Government Act 1993* and special rates under section 495 of the *Local Government Act 1993*. The Minister's allowable increase for 2024-2025 has been set at 4.6% . Council has resolved that the draft budget be prepared using a 0.0% rate peg applied to ordinary rates and the abolition of the TCMP rate. Council is using land valuations as at 1 July 2022 for the rating calculation.

Category	Sub-Category	General Base Amount	Environmental Base	Base Amount % of Total Levy	Plus	Ad Valorem Rate: Cents in \$	Estimated Gross Yield	% of Total	Average Rates
Residential	Defined Urban Centre	\$629.80	\$26.30	49.53%		0.16373	\$41,611,886	70.667	\$1,324
Residential	Other Hastings	\$529.80	\$26.30	39.87%		0.15369	\$6,456,322	10.964	\$1,395
Farmland		\$681.40	\$26.30	32.21%		0.14537	\$2,517,702	4.276	\$2,197
Business	Port Macquarie CBD	\$629.80	\$26.30	8.15%		1.14475	\$2,173,788	3.692	\$8,051
Business	Town Centre Masterplan	\$0.00		0%		0	\$0.00	0.00	\$0.00
Business	Defined Urban Centre	\$629.80	\$26.30	19.99%		0.37513	\$5,586,320	9.487	\$3,282
Business	Hastings Other	\$529.80	\$26.30	30.65%		0.30478	\$381,068	0.647	\$1,815
The Broadwater Special Rate						0.04232	\$117,321	0.199	\$346
Sanctuary Springs Special Rate						0.09135	\$39,744	0.067	\$374
Allowance for Growth							\$313,642		
<b>Sub-Total</b>							<b>\$59,197,793</b>	<b>100.00</b>	
Pensioner Rebates							(\$1,537,600)		
Postponed Rates							(\$50,000)		
Abandoned Other/Appeals							(\$136,600)		
Economic Development							(\$344,850)		
Tourism							(\$599,700)		
The Broadwater Special Rate							(\$117,321)		
Sanctuary Springs Special Rate							(\$39,744)		
Environmental Base							(\$1,036,113)		
PM Town Centre Masterplan									
<b>General Net Income</b>							<b>\$55,335,864</b>		

**Rates and Charges Hardship Assistance Policy**

Council has a current Rates and Charges Hardship Assistance Policy. This policy was adopted by Council on the 15 April 2020. If you would like to get more information on this policy, please contact Council's customer services section on 6581 8111.

**Environmental and community infrastructure levy expenditure: 2024-25**

Project	Amount
Ecological Restoration - Weed Control on Council Owned Land	\$166,800
Biodiversity Management - Fauna Management	\$30,000
Biodiversity Management - Flying Fox Management	\$65,000
Biodiversity Management - Koala Recovery Strategy - Investigation of Koala Road Strike Actions	\$50,000
Biodiversity Management - Long Term Biodiversity Planning	\$10,000
Biodiversity Management - Vertebrate Pest Management	\$30,000
Biosecurity - Ecological Restoration - Environmental Volunteers	\$29,705
Biosecurity - Ecological Restoration - Illegal Track Management	\$50,000
Biosecurity - Ecological Restoration - Land Management Encroachment	\$50,000
Coastal - Water quality testing - Lake Cathie	\$30,000
Hazard Management - Bushfire Mitigation	\$20,800
Amethyst Way Reserve, Amethyst Way - Playground Upgrade	\$88,783
Ashdown Reserve, Ashdown Drive - Playground Upgrade	\$88,783
Greenmeadows Reserve - Playground Upgrade	\$35,897
Mimosa Park - Playground Upgrade	\$35,897
Sporting Infrastructure Renewals	\$110,843
Wallace Reserve, Scarborough Way - Playground Upgrade	\$106,505
Waterlilly Park, Brindabella Way - Playground Upgrade	\$21,500
<b>Total</b>	<b>\$1,020,513</b>

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## Statement of Fees and Charges

### Water charges under Sections 501 & 502 of the Local Government Act 1993

With water an increasingly scarce resource both locally and globally, it is appropriate that councils focus on influencing water demand through increasing emphasis on usage based pricing. Best practice water supply pricing requires councils to provide strong pricing signals to encourage efficient water use. With this in mind the water usage charge and the water access charge has been set with the goal that 75% of water income will be derived from usage charges in line with best practice recommendations. This will be recalculated each year as the budget is developed.

The 20mm access charge and the usage charges have been increased in line with IPART's general fund rate peg of 4.6%. The access charge for all other meters have been increased in line with the best practice calculation.

If you require specific information on these charges, please contact Council on 6581 8111.

The following total revenue is to be derived from the 2024-25 Water Pricing Tariff.

Description	Annual Charge	Services Charged	Total Annual Income	Total Usage Charge	Total Usage Income	Total Income
20mm Water Meter (Including Vacant Land)	\$190.00	36,050	\$6,849,500.00			
25mm Water Meter	\$297.00	803	\$238,491.00			
32mm Water Meter	\$486.00	225	\$109,350.00			
40mm Water Meter	\$760.00	150	\$114,000.00			
50mm Water Meter	\$1,188.00	75	\$89,100.00			
80mm Water Meter	\$3,040.00	12	\$36,480.00			
100mm Water Meter	\$4,750.00	20	\$95,000.00			
150mm Water Meter	\$10,688.00	1	\$10,688.00			
200mm Water Meter	\$19,000.00	0	\$0.00			
Equivalent Tenants	\$190.00	2,616	\$497,040.00			
Fire Service: 32mm Water Meter	\$243.00	1	\$243.00			
Fire Service: 40mm Water Meter	\$380.00	2	\$760.00			
Fire Service: 50mm Water Meter	\$594.00	9	\$5,346.00			
Fire Service: 80mm Water Meter	\$1,520.00	0	\$0.00			
Fire Service: 100mm Water Meter	\$2,375.00	106	\$251,750.00			
Fire Service: 150mm Water Meter	\$5,344.00	13	\$69,472.00			
Fire Service: 200mm Water Meter	\$9,500.00	2	\$19,000.00			

Description	Annual Charge	Services Charged	Total Annual Income	Total Usage Charge	Total Usage Income	Total Income
<b>Gross Income from Annual Charges</b>			<b>\$8,386,220.00</b>			<b>\$8,386,220.00</b>
Charges for Consumption:						
Tier 1				\$3.98	\$13,731,000.00	
Tier 2				\$7.96	\$11,263,400.00	
<b>Gross Income from Consumption Charges</b>					<b>\$24,994,400.00</b>	<b>\$24,994,400.00</b>
<b>Total Gross Income</b>						<b>\$33,380,620.00</b>
Less: Pension Rebates						(\$665,000.00)
Less: Other Rebates						(\$600,000.00)

Net Income **\$32,115,620.00**

**Sewer charges under Sections 501 & 502 of the Local Government Act 1993**

All properties connected or capable of connection to the sewerage system will be charged an annual charge. In addition, properties such as major regional shopping centres, caravan parks, flats, retirement homes, motels, clubs, hotels, schools and backpacker hostels will be required to pay an additional charge based on the amount of water consumed. Council intends to increase the sewer annual and usage charges by 4.6% for the 2024-25 financial year which is in line with the general fund rate pegging allowance that has been determined by IPART.

The projected income for sewerage for 2024-25 is as follows:

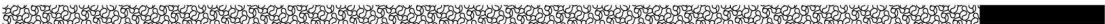
Description	Annual Charge	Assessments Charged	Total Annual Income	Usage Charge	Expected Water Usage (kls)	Total Usage Income
Available	\$1,028.50	33,990	\$34,958,715.00			
Available Pump Out	\$998.50	442	\$441,337.00			
Unconnected (Section 548a)	\$660.20	0	\$0.00			
Non-rateable (other than Churches & Halls s555)	\$819.00	85	\$69,615.00			
Non-rateable (Churches & Halls s555)	\$660.20	23	\$15,184.60			
Non-rateable (Other s556)	\$1,028.50	167	\$171,759.50			
Additional Charge				\$1.52	<b>986,474</b>	\$1,499,440.00
<b>Gross Income</b>		<b>34,707</b>	<b>\$35,656,611.10</b>			<b>\$1,499,440.00</b>
Less: Pension Rebates			(\$645,000.00)			
Less: Other						(\$10,000.00)
<b>Net Income from Sewerage Annual and Usage Charges</b>			<b>\$35,011,611.10</b>			<b>\$1,489,440.00</b>

On-site sewerage management system annual charges

Properties with an on-site sewerage management system will be charged an annual charge based on the risk of the system. Council intends to increase the on-site sewerage management annual charge by 4.6% for the 2024-25 financial year which is in line with the general fund rate pegging allowance that has been determined by IPART.

The 2024-25 projected income for onsite effluent is as follows:

Description	Annual Charge	Assessments Charged	Total Annual Income
Low Risk System	\$44.00	1,609	\$70,796.00
Medium Risk System	\$87.00	2,293	\$199,491.00
High Risk System	\$125.00	462	\$57,750.00
Small Commercial	\$250.00	84	\$21,000.00
Large Commercial	\$311.00	13	\$4,043.00
Gross Income		4,461	\$353,080.00



**Recycled water charges**

Recycled water for non-residential properties will be charged at 50% of the water annual and usage charge. For residential properties the charge for recycled water will be 80% of the water usage charge only.  
The 2024-25 projected income for recycled water is as follows:

Description	Annual Charge	Assessments Charged	Total Annual Income	Usage Charge	Expected Water Usage (kls)	Total Usage Income
<b>Urban Area Business/Commercial/Council Facilities</b>						
20mm Meter	\$95.00	5	\$475.00			
25mm Meter	\$148.50	20	\$2,970.00			
32mm Meter	\$243.00	5	\$1,215.00			
40mm Meter	\$380.00	6	\$2,280.00			
50mm Meter	\$594.00	7	\$4,158.00			
80mm Meter	\$1,520.00	3	\$4,560.00			
100mm Meter	\$2,375.00	1	\$2,375.00			
150mm Meter	\$5,344.00	1	\$5,344.00			
200mm Meter	\$9,500.00	0	\$0.00			
<b>Charges for Consumption</b>						
Tier 1				\$1.84	141,304	\$260,000.00
Tier 2				\$3.67	0	\$0.00
<b>Gross Income</b>		<b>48</b>	<b>\$23,377.00</b>			<b>\$260,000.00</b>

Description	Annual Charge	Assessments Charged	Total Annual Income	Usage Charge	Expected Water Usage (kls)	Total Usage Income
<b>Domestic Dual Reticulation Systems i.e. Residential Properties to be serviced by Recycled Water (Dual Scheme with Two Meters per Property)</b>						
<b>Charges for Consumption</b>						
Tier 1				\$2.94	0	\$0.00
Tier 2				\$5.87	0	\$0.00
<b>Gross Income</b>		<b>0</b>	<b>\$0.00</b>			<b>\$0.00</b>

**Stormwater charges - annual charge under Local Government Amendment (Stormwater) Act 2005 and the Local Government (General) Amendment (Stormwater) Regulation 2006**

All urban properties except vacant land that are in the residential and business categories for rating purposes, for which Council provides a stormwater management service will be charged a stormwater levy. The base stormwater levy has remained unchanged since it was introduced in 2006-07.

The projected income for stormwater in 2024-25 is as follows:

Description	Charge	Number of Assessments	Total Annual Income
Business – 0 to 350m2	\$25.00	61	\$1,525.00
Business – 351m2 to 700m2	\$50.00	188	\$9,400.00
Business – 701m2 to 1,000m2	\$75.00	191	\$14,325.00
Business – 1,001m2 to 1,400m2	\$100.00	144	\$14,400.00
Business – 1,401m2 to 1,750m2	\$125.00	72	\$9,000.00
Business – 1,751m2 to 2,100m2	\$150.00	57	\$8,550.00
Business – 2,101m2 to 2,450m2	\$175.00	49	\$8,575.00
Business – 2,451m2 to 2,800m2	\$200.00	39	\$7,800.00
Business – 2,801m2 to 3,200m2	\$225.00	24	\$5,400.00
Business – 3,201m2 to 3,500m2	\$250.00	19	\$4,750.00
Business – 3,501m2 to 3,850m2	\$275.00	18	\$4,950.00
Business – 3,851m2 to 4,200m2	\$300.00	29	\$8,700.00
Business – 4,201m2 to 4,600m2	\$325.00	18	\$5,850.00
Business – 4,601m2 to 4,900m2	\$350.00	7	\$2,450.00
Business – 4,901m2 to 5,200m2	\$375.00	11	\$4,125.00
Business – 5,201m2 to 5,600m2	\$400.00	9	\$3,600.00
Business – 5,601m2 to 5,950m2	\$425.00	10	\$4,250.00
Business – 5,951m2 to 6,300m2	\$450.00	10	\$4,500.00
Business – 6,301m2 to 6,600m2	\$475.00	7	\$3,325.00
Business – Greater than 6,600m2	\$500.00	138	\$69,000.00
Business Strata	\$12.50	648	\$8,100.00
Residential	\$25.00	23,876	\$596,900.00
Residential Strata	\$12.50	6,923	\$86,537.50
<b>Gross Income</b>		<b>32,548</b>	<b>\$886,012.50</b>

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**Stormwater levy expenditure:** Council has allocated the full amount of the Stormwater Levy to maintenance and running of the current stormwater system. Urban land (not vacant) that is categorised for rating purposes as residential or business with a stormwater service will be charged the levy as allowed for in the legislation.

Pursuant to Section 403(1) of the *Local Government Act 1993* the following statement relates to stormwater management services to be funded by the Stormwater Levy.

The Stormwater Levy is used to fund operational stormwater infrastructure maintenance and remedial works across all urban areas of the LGA. Stormwater Levy and General Fund resources for 2024-25 will be allocated as follows:

Purpose	Funding Source	Amount
Operational Maintenance and Remedial Works	General Fund Revenue	\$632,583
Operational Maintenance and Remedial Works	Stormwater Levy	\$600,000
Loan Repayments	Stormwater Levy	\$205,964
Loan Repayments	General Fund Revenue	\$145,166
Stormwater Renewal Program	General Fund Revenue	\$206,000
Drainage Maintenance	General Fund Reserve	\$1,000,000
Gross Pollutant Trap (GPT) Maintenance Program	General Fund Reserve	\$150,000
North Brother Catchment Flood Mitigation Measure	Loan	\$300,000
West Port (Buller Street) Flood Mitigation Works	Loan	\$1,829,000
<b>Total</b>		<b>\$5,068,713</b>

## Waste Management Charges

The charges to apply to domestic waste management are determined in accordance with the Reasonable Cost guidelines issued by the NSW Office of Local Government. The charges determined using these guidelines will apply to domestic as well as non-domestic properties.

### Domestic waste management services

All properties with a domestic waste management service available to their property will be charged an annual charge under Section 496 of the *Local Government Act 1993*.

The charge for multiple services is calculated by the "type of service" multiplied by the "number of services" provided.

The applicable charges for 2024-25 are outlined in the schedule below.

Description	Cost per Service	Services Provided	Estimated Income
<b>DOMESTIC WASTE MANAGEMENT ANNUAL CHARGES</b>			
Standard Service (240 Litre Fortnightly General Waste)	\$553.63	20,026	\$11,086,994.00
Minimiser Service (140 Litre Fortnightly General Waste)	\$485.55	9,986	\$4,848,702.00
Excess Service (240 Litre Weekly General Waste)	\$818.17	2,324	\$1,901,427.00
On Application Only Special Weekly Service (140 Litre Weekly General Waste)	\$684.22	7	\$4,790.00
Special Half Weekly Service (140 Litre Weekly General Waste) - (Shared) Multi-unit dwellings only	\$372.81	12	\$4,474.00
Half Minimiser Service (140 Litre Fortnightly General Waste) - (Shared) Multi-unit dwellings only	\$271.23	35	\$9,493.00
Half Excess Service (240 Litre Weekly General Waste) - (Shared) Multi-unit dwellings only	\$438.66	173	\$75,888.00
Half Standard Service (240 Litre Fortnightly General Waste) - (Shared) Multi-unit dwellings only	\$304.72	668	\$203,553.00
Availability Charge on Land Not Receiving Full Charge - Multi-unit dwellings only	\$161.85	2,375	\$384,394.00
Availability Charge on Vacant Land	\$89.30	1,406	\$125,556.00
Additional Recycling Service (240 Litre Fortnightly)	\$85.95	332	\$28,535.00
Additional Organics Service (240 Litre Weekly)	\$111.62	479	\$53,466.00
Additional Weekly Garbage Service (240 Litre General Waste)	\$423.04	102	\$43,150.00
Additional Weekly Garbage Service (140 Litre General Waste) - Multi-unit dwellings only	\$321.47	11	\$3,536.00
Minimum Waste Charge - Single dwelling	\$485.54	54	\$26,219.00
Less: Pensioner/Other Rebates			(\$552,000.00)
<b>Net Income for Domestic Waste Management Services</b>		<b>37,990</b>	<b>\$18,248,177.00</b>



**Other waste management service**

All properties with a non-domestic waste management service will be charged an annual charge under Section 501 of the *Local Government Act 1993*.

The charge for multiple services is calculated by the "type of service" multiplied by the "number of services" provided.

The applicable charges for 2024-25 are outlined in the schedule below.

Description	Cost per Service	Services Provided	Estimated Income
<b>OTHER WASTE MANAGEMENT ANNUAL CHARGES</b>			
Commercial Weekly Service (140 Litre Weekly General Waste)	\$684.22	450	\$307,899.00
Commercial Excess Service (240 Litre Weekly General Waste)	\$818.17	412	\$337,086.00
Commercial Half Weekly Service (140 Litre Weekly General Waste) - (Shared)	\$372.81	6	\$2,237.00
Commercial Half Excess Service (240 Litre Weekly General Waste) -(Shared)	\$438.66	10	\$4,387.00
Commercial Availability Charge on Land Not Receiving Full Charge	\$89.30	1,086	\$96,975.00
Commercial Availability Charge on Vacant Land	\$89.30	210	\$18,753.00
Commercial Additional Recycling Service (240 Litre Fortnightly)	\$85.95	258	\$22,175.00
Commercial Additional Organics Service (240 Litre Weekly)	\$111.62	45	\$5,023.00
Commercial Additional Weekly Garbage Service (240 Litre Weekly General Waste)	\$423.03	200	\$84,608.00
Commercial Additional Weekly Garbage Service (140 Litre Weekly General Waste)	\$321.47	15	\$4,822.00
Waste Management Access Charge – Rural Properties	\$35.71	1,837	\$65,599.00
Less: Pension/Other Rebates			(\$1,500.00)
<b>Net Income for Other Waste Management Services</b>		<b>4,529</b>	<b>\$948,064.00</b>

**Interest charge under Section 566**

Charged on all outstanding rates and charges – 9.0%.

## Statement of Fees to be Charged and Pricing Policy of Goods and Services

Council fees for the 2023-24 financial year are listed in the Schedule of Fees and Charges.

In determining the appropriate fees to be charged for Council services and facilities in 2023-24, the basic principle applied is that charges should be considered fair and equitable to the general community. Individual members of the community should not be precluded from essential services because of economic circumstances.

The range of services provided by Council to the community is diverse and requires different considerations when determining the associated fee or charge. The level of the fee or charge was determined having regard to the following categories:

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

## Statement of Borrowings

To provide for the future needs of our community, Council borrows funds to provide infrastructure and community assets which are not able to be funded out of normal revenue sources. The loans are based on periods that represent the economic life of the facility or asset or a reasonable fixed term, whichever is the lesser. Loans are raised by Council from banks or other recognised financial institutions and secured by a mortgage deed over the revenue of the Council. Proposed new borrowings for the next four years are:

Purposed New Borrowings	2024-25	2025-26	2026-27	2027-28
Continuation of planning for Hastings River Drive, including Land Acquisition	\$250,000	Nil	Nil	Nil
Continuation of planning for John Oxley Drive, including Land Acquisition	\$500,00	Nil	Nil	Nil
Critical structural repairs and maintenance of Kindee Bridge	\$1,000,000	Nil	Nil	Nil
Stage 2 and 3 - Continuation of planning, NPWS revocation and land acquisition for Lake Road upgrades	\$750,000	Nil	Nil	Nil
Lorne Road Upgrade	\$3,600,000	\$1,500,000	Nil	Nil
Settlement Shores Canal Replenishment	Nil	Nil	\$3,500,000	Nil
Ocean Drive - Matthew Flinders to Greenmeadows	\$16,500,000	Nil	Nil	Nil
Thrumster Wastewater Treatment Scheme	\$12,700,000	\$35,000,000	\$50,000,000	\$25,000,000
West Port (Buller Street) Flood mitigation works	\$1,829,000	Nil	Nil	Nil
North Brother Catchment flood mitigation measures	\$300,000	Nil	Nil	Nil
Rationalisation of Port Macquarie & Wauchope Depot Operations - Construction	Nil	Nil	\$1,126,780	\$5,553,560
Rehabilitation of High Priority Bridges: Sesqui Centenary Bridge - Port Macquarie and Lake Cathie Bridge - Lake Cathie	\$1,000,000	\$3,800,000	Nil	Nil
Steels Bridge - High Priority Maintenance	Nil	Nil	\$9,000,000	Nil
<b>Total</b>	<b>\$38,429,000</b>	<b>\$40,300,000</b>	<b>\$63,626,780</b>	<b>\$30,553,560</b>

For information on Council's debt cover ratio refer to the Annual Financial Statements available on Council's website

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## Statement of Private Works

The *Local Government Act 1993* enables Council to carry out the following works for residents and organisations on private land:

- Paving and road making (GST exempt);
- Kerbing and guttering (GST exempt);
- Demolition and excavation (GST applies);
- Water, sewerage and drainage connections (GST applies);
- Land clearing and tree felling (GST exempt);
- Tree planting and maintenance (GST exempt);
- Fencing and ditching (GST applies) and;
- Canal maintenance (GST exempt)

Council has adopted the following charging policy in relation to private works:

Actual cost plus adjustments to cover Council overheads.

Overhead Charges:

- To cover Workers' Compensation, leave entitlements, superannuation, etc, and
- To cover administration.

Overhead charges to cover administration, engineering, store running costs:

- Emergency works - 25%;
- Prepaid works up to \$20,000 - 18%;
- Prepaid works \$20,000 to \$50,000 - 12%; and
- Prepaid works \$50,000 & above - 6%.

Labour costs are increased to cover Workers' Compensation, leave entitlements, award provisions and superannuation.

## Statement of Business and Commercial Activities

Council has conducted commercial activities for a number of years and currently undertakes the following:

- Port Macquarie Airport
- The Glasshouse Arts, Conference and Entertainment Centre

Whilst the majority of business undertakings have a primary requirement to make a profit on the funds invested, there is also a social and community component in their undertakings. Each of the commercial units contributes in some way to community wellbeing, as well as to the economic infrastructure of the Port Macquarie-Hastings area.

Council conducts regular reviews of the operations and of the commercial activities of each of these business units. The review ensures that their charges are commercially based and are not at variance with market requirements. Funds that are in excess of the operating and development requirements of the commercial activity are used as part of Council's revenue stream to enable Council to provide the Port Macquarie-Hastings community with a broad range of services and facilities.

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Fees & Charges

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Port Macquarie-Hastings Council

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## DRAFT Schedule of Fees and Charges 2024 – 2025

### Pricing Policy

In determining the appropriate fees to be charged for Council services and facilities in 2024-2025, the basic principle applied was that charges should be considered fair and equitable to the general community. Individual members of the community should not be precluded from essential services because of economic circumstances.

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

Code	Description
<b>A</b>	<b>Economic Cost</b> Total cost of providing services for private good.
<b>B</b>	<b>Community Service</b> Services considered to have a level of benefit to the community. Generally benefits are not solely confined to users. Partially funded by rates.
<b>C</b>	<b>Regulated Charges</b> Federal or State Government set charges.
<b>D</b>	<b>User Pays Principal</b> Services under this category are such that individual costs can be determined and met by the user of the service.
<b>E</b>	<b>Market Forces</b> Services that Council operates in a competitive market and needs to fix charges similar to other providers.
<b>F</b>	<b>Cost Plus</b> Services provided on a commercial basis with an amount of risk profit included.
<b>G</b>	<b>Developer Contributions - Section 7.11, Section 7.12 &amp; Development Servicing Plans (DSP)</b> Charges are determined in accordance with Council's adopted plans. Charges are indexed quarterly in line with movements in the Consumer Price Index (All Groups, Sydney). Current charges are available from Council's website.



## DRAFT Schedule of Fees and Charges 2024 – 2025

### Goods and Services Tax

#### Introduction

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

#### Transparency

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

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

#### GST Calculations

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

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

#### GST Amendments

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

Name	Year 24/25			Unit
	Fee (excl. GST)	GST	Fee (incl. GST)	

## Port Macquarie-Hastings Council

### Airport

#### Port Macquarie Airport

Refer Appendix 2

#### Regular Public Transport (RPT) Services

Passenger Landing Fee	Subject to proposed routes, route development, frequency and schedule individual airline agreements can be negotiated by the Chief Executive Officer (or delegate). All negotiated Agreements are subject to Council approval	Per Passenger
Applies to all RPT aircraft, as well as any charter aircraft, including helicopters using the RPT apron and/or passenger terminal.		
Passenger Departure Fee	Subject to proposed routes, route development, frequency and schedule individual airline agreements can be negotiated by the Chief Executive Officer (or delegate). All negotiated Agreements are subject to Council approval	Per Passenger
Applies to all RPT aircraft, as well as any charter aircraft, including helicopters using the RPT apron and/or passenger terminal.		
Security Screening Fee	POA - per departing passenger	POA - per departing passenger
Security screening charges are charged on a cost recovery basis, apportioned per screened departing passenger on Screened Air Services* and calculated monthly. Any additional security screening costs that are directly incurred as a result of other air services operating on the RPT apron may be cost recovered from that operator.		
* Screened Air Services refer to government mandated "screened air service" as defined in the Aviation Transport Security Regulations 2005.		

#### General Aviation (GA) Services

Airport Usage Charge – Practice Approaches	No Charge			Per practice approach
Applies to all aircraft per practice approach Exempt from landing charges				
Airport Usage Charge (Annual) – For Commercial Purposes	\$1,421.27	\$142.13	\$1,563.40	Per Annum per Aircraft
Applies to airport based commercial operators. 6,000 aircraft movements per annum threshold per aircraft registered for the Annual Charge - refer to Appendix 2 for further details. Excludes RPT and freight aircraft operators				
Airport Usage Charge (Annual) – For Commercial Purposes	\$1,421.27	\$142.13	\$1,563.40	Per Annum per Aircraft
Applies to airport based Helicopter / Microlight / Ultralight aircraft operators. 6,000 aircraft movements per annum threshold per aircraft registered for the Annual Charge - refer to Appendix 2 for further details. Hangar lessee will be charged the annual fee for a commercial ultralight, microlight or similar, per aircraft				
Airport Usage Charge (Annual) – For Private Purposes	\$710.64	\$71.06	\$781.70	Per Annum per Aircraft
Applies to airport based private operators				

continued on next page ...

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Name	Year 24/25		Unit
	Fee (excl. GST)	Fee (incl. GST)	

**General Aviation (GA) Services** [continued]

Airport Usage Charge (Annual) – For Private Purposes	\$710.64	\$71.06	\$781.70	Per Annum per Aircraft
Applies to airport based Helicopter / Microlight / Ultralight aircraft Hangar lessee will be charged the annual fee for a private ultralight, microlight or similar, per aircraft				
Airport Usage Charge – Weight Based Movement Charge (per 1,000kgs)	\$13.68	\$1.37	\$15.05	Per Tonne pro rata
Applies to all aircraft per landing, excluding RPT aircraft and aircraft covered by the annual usage charges listed above. Minimum charge \$15.05 (incl. GST) per 1,000kgs per landing.				
Airport Usage Charge – Training Circuits	\$13.68	\$1.37	\$15.05	Per Tonne pro rata
Applies to all aircraft per 1,000kgs per touch & go and stop & go, excluding RPT aircraft and aircraft covered by the annual usage charges listed above. Minimum charge of \$15.05 (incl. GST) per landing.				
Airport Usage Charge - Training Circuits (out of hours operations - refer Appendix 2)	\$21.82	\$2.18	\$24.00	Per Tonne pro rata
Applies to all aircraft per 1,000kgs per touch & go and stop & go, excluding RPT aircraft and aircraft covered by the annual usage charges listed above. Minimum charge \$24.00 (incl. GST) per 1,000kgs per landing, touch & go and stop & go.				
Aircraft Parking – RPT Apron	\$69.09	\$6.91	\$76.00	Per hour
Applies to aircraft parked on RPT apron RPT aircraft exempt				
Aircraft Parking – GA Apron	\$10.50	\$1.05	\$11.55	Per hour after first 2 hours, per aircraft
Applies to aircraft parked on GA sealed surfaces in defined areas in accordance with conditions set out on adjacent signage and excludes the width of hangar door openings				
Non-Operational and Abandoned Aircraft	\$14.55	\$1.45	\$16.00	Per Day
Applies to aircraft without a current Certificate of Airworthiness or current Maintenance Release parked on any part of the airport - fee applies after first 30 days Exemption: aircraft that are accommodated within a leased boundary / premises				
Charitable not for profit organisations providing aeromedical services only	Based on application			Per Aircraft
Applies to charitable not for profit aeromedical services only on a case-by-case basis Exempt from landing charges based on application				

**Airport Meeting Rooms**

Meeting Room 1 OR 2 Hire (1/2 Day)	\$98.18	\$9.82	\$108.00	1/2 Day
Includes electricity, A/C, cleaning, tables and chairs Monday to Friday, max 4 hours Max 4 hours				
Meeting Room 1 OR 2 Hire (Full Day)	\$147.27	\$14.73	\$162.00	Full Day
Includes electricity, A/C, cleaning, tables and chairs Monday to Friday, max 8 hours 8 hours				
Filming/Photography for Commercial Purposes on Airport Site	Daily/hourly rates apply - Fee negotiated on application			

Name	Year 24/25			Unit
	Fee (excl. GST)	GST	Fee (incl. GST)	

### Other Miscellaneous Fees

Hire Car Operators (Desk & Car Parking)		Market value		POA - Per Annum
Adjusted in June each year in line with CPI				
Hangar and Ground Lease Rental		Market value		POA - Per M2 per Annum
Determined by valuation.				
Airside Activities Charges	\$67.18	\$6.72	\$73.90	Per Hour, Each
For Airport Safety / Security Officer supervision Cost recovery for airside activities				
Lost Gate Key	\$300.00	\$30.00	\$330.00	Each

### Airport Parking Fees

#### Car Park 1 (Adjacent Terminal) - Short Term

Car Park 1 Short Term Charge: 0-20 minutes			FREE	per stay
Car Park 1 Short Term Charge: 21 minutes-1 hour	\$3.64	\$0.36	\$4.00	per stay
Car Park 1 Short Term Charge: 1-2 hours	\$7.27	\$0.73	\$8.00	per stay
Car Park 1 Short Term Charge: 2-3 hours	\$10.91	\$1.09	\$12.00	per stay
Car Park 1 Short Term Charge: 3-4 hours	\$14.55	\$1.45	\$16.00	per stay
Car Park 1 Short Term Charge: 4-5 hours	\$18.18	\$1.82	\$20.00	per stay
Car Park 1 Short Term Charge: 2 days	\$31.82	\$3.18	\$35.00	per stay
Car Park 1 Short Term Charge: 3 days	\$45.45	\$4.55	\$50.00	per stay
Car Park 1 Short Term Charge: 4 days	\$59.09	\$5.91	\$65.00	per stay
Car Park 1 Short Term Charge: 5 days	\$72.73	\$7.27	\$80.00	per stay
Car Park 1 Short Term Charge: 6 days	\$86.36	\$8.64	\$95.00	per stay
Car Park 1 Short Term Charge: 7 days	\$86.36	\$8.64	\$95.00	per stay
Car Park 1 Short Term Charge: Greater than 7 days	\$95.00 plus \$20 per day thereafter			per stay
Lost Parking Ticket Car Park 1 Short Term	\$86.36	\$8.64	\$95.00	per ticket

#### Car Park 2 (Near Car Rental) - Short Term/Long Term

Car Park 2 Short Term/Long Term Charge: 0-20 minutes			FREE	per stay
Car Park 2 Short Term/Long Term Charge: 21 minutes-1 hour	\$3.64	\$0.36	\$4.00	per stay
Car Park 2 Short Term/Long Term Charge: 1-2 hours	\$7.27	\$0.73	\$8.00	per stay
Car Park 2 Short Term/Long Term Charge: 2-3 hours	\$10.91	\$1.09	\$12.00	per stay
Car Park 2 Short Term/Long Term Charge: 3-4 hours	\$14.55	\$1.45	\$16.00	per stay
Car Park 2 Short Term/Long Term Charge: 4-5 hours	\$18.18	\$1.82	\$20.00	per stay
Car Park 2 Short Term/Long Term Charge: 2 days	\$31.82	\$3.18	\$35.00	per stay
Car Park 2 Short Term/Long Term Charge: 3 days	\$45.45	\$4.55	\$50.00	per stay
Car Park 2 Short Term/Long Term Charge: 4 days	\$59.09	\$5.91	\$65.00	per stay
Car Park 2 Short Term/Long Term Charge: 5 days	\$72.73	\$7.27	\$80.00	per stay
Car Park 2 Short Term/Long Term Charge: 6 days	\$86.36	\$8.64	\$95.00	per stay
Car Park 2 Short Term/Long Term Charge: 7 days	\$86.36	\$8.64	\$95.00	per stay
Car Park 2 Short Term/Long Term Charge: Greater than 7 days	\$95.00 plus \$5 per day thereafter			per stay
Lost Parking Ticket Car Park 2 Short Term/Long Term	\$86.36	\$8.64	\$95.00	per ticket

Name	Year 24/25		Fee (incl. GST)	Unit
	Fee (excl. GST)	GST		

Canal Management

Boating Structure Occupation Fee	\$152.00	\$0.00	\$152.00	Per Annum
Fee is per structure (1 x 3m wide boat ramp and/or 1 x pontoon), with shared structures being covered by two properties i.e. half fee. Double boat ramp (single 6m concrete slab) across two properties is considered two boat ramps i.e. full fee per property. Occupancy for structures such as jetties, pontoons and boat ramps.				

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Name	Year 24/25			Unit
	Fee (excl. GST)	GST	Fee (incl. GST)	

## Cemeteries

### Port Macquarie Hastings Cemeteries

Refer to Appendix 11

#### Inurnment of Ashes

Wall Niche Pre-Need Interment Right	\$840.91	\$84.09	\$925.00	Each
Wall Niche Inurnment - Wauchope/Laurieton/Outlying Cemeteries	\$1,500.00	\$150.00	\$1,650.00	Each
Plaques Fee for Wall Niche Pre-Need Interment Right	\$636.36	\$63.64	\$700.00	Each
Plaque Non-Standard		Price on Application		
Bud Vase		Price on Application		

#### Extras

Family Ash Placement by Appointment			Price on Application	Each
Weekend Rate			Price on Application	Each
Applies to requests outside of normal working hours				
Administration Fee (Including Transferring Rights of Burial and Complicated Cases)	\$230.00	\$0.00	\$230.00	Each
Ash Removal and Packaging	\$327.27	\$32.73	\$360.00	Each
Religious and Cultural Special Requests - This fee applies to requests for expedited services for religious and cultural reasons only	\$190.91	\$19.09	\$210.00	Each
Applies to services which cannot be completed within normal business hours (9am to 3pm Monday to Friday)				
Application for Exhumation	Exhumation requires approval from NSW Health. Price subject to quotation.			Each

#### Burial

##### All General Cemeteries

Grave Digging Fee - Port Macquarie General	\$2,318.18	\$231.82	\$2,550.00	Each
Grave Digging Fee - Wauchope/Laurieton/Outlying Cemeteries	\$1,836.36	\$183.64	\$2,020.00	Each
Grave Digging Fee – Child up to 12 years	\$986.36	\$98.64	\$1,085.00	Each
Site and Interment Right - Adult	\$2,454.55	\$245.45	\$2,700.00	Each
Site and Interment Right - Child up to 12 years	\$845.45	\$84.55	\$930.00	Each
Headstone or Additional Inscription Application Fee - All Sizes	\$310.00	\$0.00	\$310.00	Each
Oversize Grave Digging Fee	\$272.73	\$27.27	\$300.00	Each

#### Ash Replacement

##### All General Cemeteries

Placement fee per lot of ash in a gravesite (up to 4) – Open cemeteries	\$868.18	\$86.82	\$955.00	Each
Placement of ash in a gravesite (up to 4)				
Administration Fee for Finding Grave Sites for Family Members Single Enquiry - No Charge	\$0.00	\$0.00	\$0.00	Per 30 Minutes or Part Thereof
Administration Fee for Family History Enquiries and Finding Grave Sites for Multiple Family Members	\$80.00	\$0.00	\$80.00	Per 30 Minutes
Administration Fee for Replacement Interment Certificates or General Enquiries	\$80.00	\$0.00	\$80.00	Each

Name	Year 24/25		Fee (incl. GST)	Unit
	Fee (excl. GST)	GST		

Communications

CBD Flags

CBD Flags - Installation (42 Flags)	\$1,209.09	\$120.91	\$1,330.00	Per Installation
CBD Flags - Installation (21 Flags)	\$609.09	\$60.91	\$670.00	Per Installation

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Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

**Community Participation****Halls/Community Centres****Alderman CC "Mac" Adams Music Centre****Miscellaneous**

Hastings Municipal Band	\$900.00	\$90.00	\$990.00	Per Annum
General Bond	\$225.00	\$0.00	\$225.00	Each
State & Federal Elections	\$330.00	\$33.00	\$363.00	Per Election
Council Activities & Elections			No Charge	

**Main Hall**

Commercial & Other	\$25.00	\$2.50	\$27.50	Per Hour
Private Functions			Not Available	
Not for Profit	\$15.00	\$1.50	\$16.50	Per Hour

**Practice Rooms**

Commercial & Other	\$15.00	\$1.50	\$16.50	Per Hour
Private Functions			Not Available	
Not for Profit	\$10.00	\$1.00	\$11.00	Per Hour

**Beechwood School of Arts**

Commercial & Other	\$25.00	\$2.50	\$27.50	Per Hour
Annual Hire - Commercial	\$1,200.00	\$120.00	\$1,320.00	Per Year
Private Functions	\$20.00	\$2.00	\$22.00	Per Hour
Not for Profit (Community, NFP, Charity)	\$15.00	\$1.50	\$16.50	Per Hour
General Bond	\$225.00	\$0.00	\$225.00	Each
State & Federal Elections	\$330.00	\$33.00	\$363.00	Per Election
Council Activities & Elections			No Charge	

**Bonny Hills Community Hall**

Commercial & Other	\$25.00	\$2.50	\$27.50	Per Hour
Private Functions	\$20.00	\$2.00	\$22.00	Per Hour
Not for Profit	\$15.00	\$1.50	\$16.50	Per Hour
General Bond	\$225.00	\$0.00	\$225.00	Each
State & Federal Elections	\$330.00	\$33.00	\$363.00	Per Election
Council Activities & Elections			No Charge	

**Dunbogan Jubilee Hall**

Commercial & Other	\$25.00	\$2.50	\$27.50	Per Hour
Annual Hire - Commercial	\$1,200.00	\$120.00	\$1,320.00	Per Year
Private Functions	\$20.00	\$2.00	\$22.00	Per Hour
Not for Profit	\$15.00	\$1.50	\$16.50	Per Hour
General Bond	\$225.00	\$0.00	\$225.00	Each

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Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

**Dunbogan Jubilee Hall** [continued]

State & Federal Elections	\$330.00	\$33.00	\$363.00	Per Election
Council Activities & Elections			No Charge	

**Emerald Downs Community Centre****Hall**

Commercial & Other	\$25.00	\$2.50	\$27.50	Per Hour
Private Functions	\$20.00	\$2.00	\$22.00	Per Hour
Not for Profit	\$15.00	\$1.50	\$16.50	Per Hour

**Meeting Room****Alcohol Not Permitted**

Commercial & Other	\$20.00	\$2.00	\$22.00	Per Hour
Private Functions	\$15.00	\$1.50	\$16.50	Per Hour
Not for Profit	\$10.00	\$1.00	\$11.00	Per Hour
General Bond	\$225.00	\$0.00	\$225.00	Each
State & Federal Elections	\$330.00	\$33.00	\$363.00	Per Election

**Lake Cathie Community Hall****Hall**

Commercial & Other	\$25.00	\$2.50	\$27.50	Per Hour
Private Functions	\$20.00	\$2.00	\$22.00	Per Hour
Not for Profit	\$15.00	\$1.50	\$16.50	Per Hour

**Meeting Room**

Commercial & Other	\$20.00	\$2.00	\$22.00	Per Hour
Private Functions	\$15.00	\$1.50	\$16.50	Per Hour
Not for Profit	\$10.00	\$1.00	\$11.00	Per Hour

**Other Fees**

General Bond	\$225.00	\$0.00	\$225.00	Each
State & Federal Elections	\$330.00	\$33.00	\$363.00	Per Election
Council Activities & Elections			No Charge	

**Laurieton School of Arts Hall****Hall**

Commercial & Other	\$25.00	\$2.50	\$27.50	Per Hour
Annual Hire - Commercial	\$1,200.00	\$120.00	\$1,320.00	Per Year
Private Functions	\$20.00	\$2.00	\$22.00	Per Hour
Not for Profit	\$15.00	\$1.50	\$16.50	Per Hour

Name	Year 24/25		Fee (incl. GST)	Unit
	Fee (excl. GST)	GST		

**Other Fees**

General Bond	\$225.00	\$0.00	\$225.00	Each
State & Federal Elections	\$330.00	\$33.00	\$363.00	Per Election
Council Activities & Elections			No Charge	

**Lorne Recreation Centre****Hall**

Commercial & Other	\$25.00	\$2.50	\$27.50	Per Hour
Private Functions	\$20.00	\$2.00	\$22.00	Per Hour
Not for Profit	\$15.00	\$1.50	\$16.50	Per Hour

**Other Fees**

General Bond	\$225.00	\$0.00	\$225.00	Each
State & Federal Elections	\$330.00	\$33.00	\$363.00	Per Election
Council Activities & Elections			No Charge	

**North Haven Community Hall****Hall**

Commercial & Other	\$25.00	\$2.50	\$27.50	Per Hour
Annual Hire - Commercial	\$1,200.00	\$120.00	\$1,320.00	Per Year
Private Functions	\$20.00	\$2.00	\$22.00	Per Hour
Not for Profit	\$15.00	\$1.50	\$16.50	Per Hour

**Other Fees**

General Bond	\$225.00	\$0.00	\$225.00	Each
State & Federal Elections	\$330.00	\$33.00	\$363.00	Per Election
Council Activities & Elections			No Charge	

**Pappinbarra Recreation Reserve****Tennis Court & Facilities**

Commercial & Other	\$15.00	\$1.50	\$16.50	Per Hour
Private Functions	\$10.00	\$1.00	\$11.00	Per Hour
Not for Profit	\$10.00	\$1.00	\$11.00	Per Hour
General Bond	\$225.00	\$0.00	\$225.00	Each

**Pembroke Hall****Hall**

Commercial & Other	\$25.00	\$2.50	\$27.50	Per Hour
Private Functions	\$20.00	\$2.00	\$22.00	Per Hour
Not for Profit	\$15.00	\$1.50	\$16.50	Per Hour

Name	Year 24/25		Fee (incl. GST)	Unit
	Fee (excl. GST)	GST		

**Other Fees**

General Bond	\$225.00	\$0.00	\$225.00	Each
State & Federal Elections	\$330.00	\$33.00	\$363.00	Per Election
Council Activities & Elections			No Charge	

**Port Macquarie Seniors' Facility****Les Crisp Auditorium**

Commercial & Other	\$35.45	\$3.55	\$39.00	Per Hour
Private Functions	\$30.00	\$3.00	\$33.00	Per Hour
Not for Profit	\$20.00	\$2.00	\$22.00	Per Hour

**The Pioneer Room**

Commercial & Other	\$25.00	\$2.50	\$27.50	Per Hour
Private Functions	\$20.00	\$2.00	\$22.00	Per Hour
Not for Profit	\$15.00	\$1.50	\$16.50	Per Hour

**Marjorie "Nikki" Adams Lounge**

Commercial & Other	\$20.00	\$2.00	\$22.00	Per Hour
Private Functions			Not Available	Per Hour
Not for Profit	\$15.00	\$1.50	\$16.50	Per Hour

**Other Fees**

Use of Tea Making Facilities	\$10.00	\$1.00	\$11.00	Per Function
Kitchen (use of facilities)	\$18.18	\$1.82	\$20.00	Per Function
Stove, fridge, bain-marie				
General Bond	\$225.00	\$0.00	\$225.00	Each
State & Federal Elections	\$330.00	\$33.00	\$363.00	Per Election
Council Activities & Elections			No Charge	

**Wauchope Community Arts Hall****Hall**

Commercial & Other	\$25.00	\$2.50	\$27.50	Per Hour
Private Functions	\$20.00	\$2.00	\$22.00	Per Hour
Not for Profit	\$15.00	\$1.50	\$16.50	Per Hour

**Other Fees**

General Bond	\$225.00	\$0.00	\$225.00	Each
State & Federal Elections	\$330.00	\$33.00	\$363.00	Per Election
Council Activities & Elections			No Charge	

Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

**Wauchope Rotary Youth Centre****Hall**

Commercial & Other	\$25.00	\$2.50	\$27.50	Per Hour
Private Functions	\$20.00	\$2.00	\$22.00	Per Hour
Not for Profit	\$15.00	\$1.50	\$16.50	Per Hour

**Other Fees**

General Bond	\$225.00	\$0.00	\$225.00	Each
State & Federal Elections	\$330.00	\$33.00	\$363.00	Per Election
Council Activities & Elections			No Charge	

**Historic Court House****Courtroom**

Other	\$35.00	\$3.50	\$38.50	Per Hour
Commercial not permitted				
Private Functions	\$25.00	\$2.50	\$27.50	Per Hour
Not for Profit	\$15.00	\$1.50	\$16.50	Per Hour
General Admission – Adult	\$5.00	\$0.50	\$5.50	Each
General Admission – Pensioners and School Children (including School Excursions)	\$3.64	\$0.36	\$4.00	Each

**Hire of Grounds**

Other	\$310.00	\$31.00	\$341.00	Per Day
Commercial not permitted				
Private Functions	\$204.55	\$20.45	\$225.00	Per Day
Not for Profit	\$115.00	\$11.50	\$126.50	Per Day
General Bond	\$225.00	\$0.00	\$225.00	Each
State & Federal Elections	\$330.00	\$33.00	\$363.00	Per Election
Council Activities & Elections			No Charge	

**Other Miscellaneous Fees**

Late Booking Fee	\$150.91	\$15.09	\$166.00	Per Application
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Name	Year 24/25			Unit
	Fee (excl. GST)	GST	Fee (incl. GST)	

## Compliance

### Companion Animals Act

#### Registration Fees

Under Companion Animals Regulation 2018 Cl. 18

Dog - Desexed by Relevant Age, desexed and relocated to NSW, desexed previously exempt		As per statutory fee	
Dog - Desexed (Eligible Pensioner)		As per statutory fee	
Dog - Not Desexed or Desexed After Relevant Age		As per statutory fee	
Dog - Not Desexed (Recognised Breeder or Not Recommended)		As per statutory fee	
Cat (Desexed or Non-Desexed)		As per statutory fee	
Cat (Desexed or Not Recommended - Eligible Pensioner)		As per statutory fee	
Dog/Cat Sold by Pound/Shelter		No Charge	As per statutory scale of fees
* other registration fee exemptions apply			
Animal Registration Fees - 28 Day Late Fee		As per statutory fee	

#### Annual Permit Fees

Under Companion Animals Regulation 2018 Cl. 27

Annual Permit - Cat Not Desexed		As per statutory fee	
Annual Permit - Dangerous Dog		As per statutory fee	
Annual Permit - Restricted Dog		As per statutory fee	
Permit Late Fee		As per statutory fee	

#### Other Companion Animal Fees

Companion Animals Act - Dangerous Enclosure Compliance Certificate	\$150.00	\$0.00	\$150.00	As per statutory scale of fees
Under Companion Animals Regulation 2018 Cl. 36				
Microchipping	\$41.00	\$0.00	\$41.00	Each
Microchipping - Approved Promotion	\$25.00	\$0.00	\$25.00	Each
Microchipping - Microchipping Day			No Charge	
Animal Shelter - Vet Costs			Cost + 10%	
Animal Shelter - Merchandise			Cost + 10%	
Release of Dog/Cat from Pound	\$71.00	\$0.00	\$71.00	Each
Plus maintenance				
Dog/Cat Surrender	\$104.00	\$0.00	\$104.00	per animal
Dog/Cat Surrender - Financial Hardship/Dangerous	\$0.00	\$0.00	\$0.00	
Hire of Feral Animal Trap	\$18.18	\$1.82	\$20.00	Per Week
Hire of Vermin Traps	\$16.36	\$1.64	\$18.00	Per Week
Refundable Deposit for Hire of Trap	\$50.00	\$0.00	\$50.00	Per Hire
Maintenance Fee for Dogs/Cats	\$57.00	\$0.00	\$57.00	Per Day
Sale of Doggy Leash Bags	\$5.45	\$0.55	\$6.00	

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Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

**Other Companion Animal Fees** [continued]

Sale of Refill Bags for Doggy Leash Bags	\$1.36	\$0.14	\$1.50	
Adoption Fee - Cat	\$195.45	\$19.55	\$215.00	Plus registration if required
Adoption Fee - Dog	\$390.91	\$39.09	\$430.00	Plus registration if required
Adoption Fee - Long Term Animal	\$90.91	\$9.09	\$100.00	Plus registration if required

**Public Spaces (Unattended Property) Act****Impounding****Animals**

Sustenance Fee	\$54.00	\$0.00	\$54.00	Refer Comments
Per head, per day or part thereof				
Transport Fee - Ranger	\$54.00	\$0.00	\$54.00	Each
Administration Fee (Plus Actual Cost)				
Transport Fee - Contractor			Cost + 10%	Estimate
Lost or Damaged Admin Fee	\$54.00	\$0.00	\$54.00	Each
Administration Fee (Plus Actual Cost)				
Loss or Damage Fee			Cost + 10%	Estimate
Impounding Fee			Cost + 10%	Estimate
Actual Cost of Impounding Item				

**Other Articles**

Storage Fee	\$54.00	\$0.00	\$54.00	Refer Comments
Per article, per week or part thereof				
Conveyance Fee			Cost + 10%	Estimate
Loss or Damage Admin Fee	\$54.00	\$0.00	\$54.00	Each
Administration Fee (Plus Actual Cost)				
Loss or Damage Fee			Cost + 10%	Estimate + 10%
Impounding and Recovery Fee			Cost + 10%	Estimate
Actual Cost of Impounding and Recovering Item				

**Approvals Under Section 68 Local Government Act****Part A - Structures or places of public entertainment**

Notice of completion of a manufactured home, removable dwelling or associated structure on land	\$350.00	\$0.00	\$350.00	Each
Application to install a manufactured home, removable dwelling on land or associated structure (in caravan park or manufactured home estate)	\$350.00	\$0.00	\$350.00	Each

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Name	Year 24/25			Unit
	Fee (excl. GST)	GST	Fee (incl. GST)	

**Part A - Structures or places of public entertainment** [continued]

Application to install a manufactured home, removable dwelling on land or associated structure (elsewhere)	Quote required based on cost of works			Each
Application for S82 objection to LG (Manufactured Home Estates, Caravan Parks, Camping Grounds and Movable Dwellings) Regulation - Individual site with minor exemption	\$350.00	\$0.00	\$350.00	
Application for S82 objection to LG (Manufactured Home Estates, Caravan Parks, Camping Grounds and Movable Dwellings) - Multiple site or major exemption	Quote required			

**Part B - 2. Section 68 Application**

Approval to undertake water supply, storm water and/or sewerage works associated with building construction works (Includes Completion Certificate) (i) Application not accompanied by verification certification.

**Estimated cost of project**

Up to \$15,000	\$263.00	\$0.00	\$263.00	Each
\$15,001 – \$50,000	\$525.00	\$0.00	\$525.00	Each
\$50,001 – \$200,000	\$689.00	\$0.00	\$689.00	Each
\$200,001 – \$500,000	\$1,232.00	\$0.00	\$1,232.00	Each
\$500,001 – \$1,000,000	\$1,817.00	\$0.00	\$1,817.00	Each
\$1,000,001 – \$5,000,000	\$4,695.00	\$0.00	\$4,695.00	Each
\$5,000,001 – \$10,000,000	\$7,484.00	\$0.00	\$7,484.00	Each
> \$10,000,001	\$9,766.00	\$0.00	\$9,766.00	Each

**Other**

Maximum water and stormwater fee for dwellings not on reticulated sewerage – on-site sewage management fee still applicable where relevant	\$525.00	\$0.00	\$525.00	Each
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**Part B - 2. Section 68 Application**

Approval to undertake private storm water works only

**Estimated cost of building work**

Up to \$50,000	\$199.00	\$0.00	\$199.00	Each
\$50,000 – \$200,000	\$263.00	\$0.00	\$263.00	Each
> \$200,000	\$391.00	\$0.00	\$391.00	Each

**Part B - 3. Section 68 Application**

Approval to undertake water supply, storm water and/or sewerage works associated with subdivision developments (Includes Completion Certificate) (i) Application not accompanied by verification certification.

**Estimated cost of project**

Up to \$50,000	\$765.00	\$0.00	\$765.00	Each
\$50,001 – \$100,000	\$979.00	\$0.00	\$979.00	Each
\$100,001 – \$150,000	\$1,274.00	\$0.00	\$1,274.00	Each
\$150,001 – \$200,000	\$1,565.00	\$0.00	\$1,565.00	Each
\$200,001 – \$500,000	\$2,731.00	\$0.00	\$2,731.00	Each
\$500,001 – \$1,000,000	\$3,681.00	\$0.00	\$3,681.00	Each

Name	Year 24/25		Unit
	Fee (excl. GST)	GST	

**Estimated cost of project** [continued]

\$1,000,001 – \$5,000,000	\$4,695.00	\$0.00	\$4,695.00	Each
\$5,000,001 – \$10,000,000	\$7,484.00	\$0.00	\$7,484.00	Each
> \$10,000,000	\$9,766.00	\$0.00	\$9,766.00	Each

**Part B - 6. Section 68 Application**

Approval for septic to sewer conversions for small town sewerage schemes and other	\$252.00	\$0.00	\$252.00	Each
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**Part B - 8. Section 68 Application**

Approval of the installation of a water meter

**Meter size**

Multiple services – sizes larger than 20mm		Actual cost plus \$150.00	Each	
New single 20mm service	\$554.00	\$0.00	\$554.00	Each

**Part B - Section 68 Application - Manhole Adjustment**

Engineering Review & Inspection Fees (Manhole Adjustment)	\$304.00	\$0.00	\$304.00	Each
Fee to be included with Section 68 (Local Government Act) applications if single residential dwelling requires manhole surface level adjustment				
Fees in addition to application fee and includes inspections				

**Part C - Section 68 Approval**

Approval to Install, Construct, Alter Sewage Management Facility

Install, construct and operate a new sewage management facility (Domestic premises)	\$610.00	\$0.00	\$610.00	Each
Includes assessment, 3 x inspections, 1st approval to operate				
Alter an existing sewage management facility (Domestic premises)	\$300.00	\$0.00	\$300.00	Each
Amend or upgrade an existing approval for sewage management facility Includes reassessment and 1 extra inspection				
Operate sewage management facility (Domestic premises) - New Owner	\$185.00	\$0.00	\$185.00	Each
Approval to operate a sewage management system including change of ownership Includes assessment and 1 inspection				
Install, construct and operate a new sewage management facility (Commercial / Industrial premises)	\$866.00	\$0.00	\$866.00	Each
Includes assessment, 3 x inspections, 1st approval to operate				
Alter an existing sewage management facility (Commercial / Industrial premises)	\$442.00	\$0.00	\$442.00	Each
Amend or upgrade an existing approval for sewage management facility Includes reassessment and 1 extra inspection				
Operate sewage management facility (Commercial / industrial premises) - New Owner	\$235.00	\$0.00	\$235.00	Each
Approval to operate a sewage management system including change of ownership Includes assessment and 1 inspection				



Name	Year 24/25		Unit
	Fee (excl. GST)	GST	

## Part C - Section 68 Annual Charges

### Operate on-site sewage management system

#### Residential

Low Risk System	\$44.00	\$0.00	\$44.00	Each
Medium Risk System	\$87.00	\$0.00	\$87.00	Each
High Risk System	\$125.00	\$0.00	\$125.00	Each

#### Commercial

Small	\$250.00	\$0.00	\$250.00	Each
Large	\$311.00	\$0.00	\$311.00	Each

## Part C - Other Services Fees and Charges

Pre-Purchase Inspection – Onsite Sewage Management Facility: Domestic – Standard Service (<21 business days)	\$320.00	\$0.00	\$320.00	Each
Includes approval to operate if sale proceeds				
Pre-Purchase Inspection – Onsite Sewage Management Facility: Domestic – Urgent Service (<2days)	\$465.00	\$0.00	\$465.00	Each
Includes approval to operate if sale proceeds				
Pre-Purchase Inspection – Onsite Sewage Management Facility: Commercial / Industrial – Standard Service (<15 days)	\$475.00	\$0.00	\$475.00	Each
Includes approval to operate if sale proceeds				
Pre-Purchase Inspection – Onsite Sewage Management Facility: Commercial / Industrial – Urgent Service (<2days)	\$690.00	\$0.00	\$690.00	Each
Includes approval to operate if sale proceeds				
Re-Inspection – Onsite Sewage Management Facility: Domestic	\$175.00	\$0.00	\$175.00	Each
Re-Inspection – Onsite Sewage Management Facility: Commercial / Industrial	\$195.00	\$0.00	\$195.00	Each
Written Confirmation – Septic system registration and approval to operate	\$60.00	\$0.00	\$60.00	Each
Consultancy / Advisory Services	\$175.00	\$0.00	\$175.00	Per Hour or part

## Part D - Community Land

Application for an activity on public / community land	\$137.00	\$0.00	\$137.00	Each
Application for A-Frame Sign – 1 Year Licence	\$132.00	\$0.00	\$132.00	Each
Application for A-Frame Sign – 3 Year Licence	\$258.00	\$0.00	\$258.00	Each

## Part E - Public Roads

Applications for Works, Activities and Events within the Public Road Reserve	Refer to the following section of this document - Roads, Bridges and Transport - Applications for Work, Activities and Events within the Public Road Reserve (NSW Roads Act 1993).			
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## Part F - Other Activities

Application for approval to operate a caravan park or manufactured home estate – Minimum Fee PLUS per site	\$350.00	\$0.00	\$350.00	Each
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Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

**Part F - Other Activities** [continued]

Approval to Operate caravan park or manufactured home estate – additional fee per site	\$11.00	\$0.00	\$11.00	Each
Amended Approval to Operate Caravan Park or manufactured home estate – Minimum fee. Additional fees per amended site apply	\$200.00	\$0.00	\$200.00	Each
Amended approval to operate Caravan Park or manufactured home estate – additional fee per amended site	\$6.50	\$0.00	\$6.50	Each
Caravan Park / Manufactured Home Estate – Inspection	\$175.00	\$0.00	\$175.00	Per hr
Inspection of Amusement Devices - First Device	\$95.00	\$0.00	\$95.00	Per Event
Charitable/Non-Profit Organisations excluded				
Inspection of Amusement Devices - Each Subsequent Device	\$40.00	\$0.00	\$40.00	Per Event
Application – other miscellaneous Section 68 activities	\$175.00	\$0.00	\$175.00	Each

**Certification**

PCA (where CC/CDC issued by private certifier) – All values	Quotation as per fee calculator			Each
PCA (where CC/CDC issued by private certifier) – Re-inspection fee / minimum inspection fee	Quotation as per fee calculator			Each
PCA Site Signage	Quotation as per fee calculator			Each
Certificate of Compliance – associated structure	\$177.27	\$17.73	\$195.00	Each
Certificate of Compliance – sewer connection per site	\$196.00	\$0.00	\$196.00	Each

**Complying Development Certificate**

Occupation Certificate	Quotation as per fee calculator		Each
All values	Quotation as per fee calculator - discounts available for online lodgement		Each
Amended applications	Quotation as per fee calculator		Each

**Construction Certificate (Building)****Class 1 and 10**

All Values	Quotation as per fee calculator		Each
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**Class 2 - 9**

All Values	Quotation as per fee calculator		Each
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**Applying to all Part 4A or complying development certificate**

Lodgement Fee		Each
This is a statutory fee under EP&A Regulation 2021, Schedule 4		

**Amended Construction Certificate**

Minor Change	Quotation as per fee calculator	Each
Major Change – Original application fee < \$1,000	25% of applied fee	Each
Major Change – Original application fee > \$1,000	50% of applied fee	Each
Alternative solutions	See comments	Each
Fees as per Class 2 - 9 building plus cost for assessment of alternative solution		

Name	Year 24/25		Unit
	Fee (excl. GST)	Fee (incl. GST)	

### Information Services

Advice to building professionals	\$175.45	\$17.55	\$193.00	Each
Advice regarding compliance with development conditions or construction requirements.				
BCA Advisory service / reports	As per fee schedule			Each

### Refunds

#### Development Applications & Construction Certificates

All other cases where no work has commenced	CC's (Building work) Compliance PCA & occupation certificate fees & any non engineering bonds			Each
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#### Building Certificates

Cancelled / withdrawn with no inspection	\$47.00	\$0.00	\$47.00	Each
Minimum administration fee deducted				
Cancelled / withdrawn prior to determination after inspection	No refund			Each

#### All other Environment Applications (Including S68)

Cancelled / withdrawn within 48 hours	\$78.00	\$0.00	\$78.00	Each
Administration fee deducted 50% or \$75 - whichever is greater				
Cancelled / withdrawn prior to inspection	See comments			Each
Inspection fees to be refunded				
All other cases	No refund			Each
Information Services (Minimum)	\$18.00	\$0.00	\$18.00	Each

### Food Businesses

Inspection - Low Risk Premises	\$175.00	\$0.00	\$175.00	per hr or part thereof
Proprietor will be notified of risk assessment and methodology (determined by Council's adopted risk assessment methodology)				
Inspection - Medium Risk Premises	\$175.00	\$0.00	\$175.00	per hr or part thereof
Proprietor will be notified of risk assessment and methodology (determined by Council's adopted risk assessment methodology)				
Inspection - High Risk Premises	\$175.00	\$0.00	\$175.00	per hr or part thereof
Proprietor will be notified of risk assessment and methodology (determined by Council's adopted risk assessment methodology)				
Inspection - Large Commercial Premises	\$175.00	\$0.00	\$175.00	per hr
Reinspection	\$175.00	\$0.00	\$175.00	per hr or part thereof
Food Premises Pre-Registration - advice and inspection	\$245.00	\$0.00	\$245.00	Each
Includes fitout advice, assessment and site inspection				
Pre-Purchase Inspection Report for Food Handling Business	\$355.00	\$0.00	\$355.00	Each
Written application and current owner consent				

Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

### Food Businesses [continued]

Temporary Event Food Premises (One Event up to Three Consecutive Days)	\$80.00	\$0.00	\$80.00	Per Event
Charities and non-profit organisations exempt unless inspection is required May include event based mobile food vehicles				
Temporary Event Food Premises (Annual Approval) - incl inspection	\$180.00	\$0.00	\$180.00	Per Calendar Year
Temporary Event Food Premises (Annual Approval - Vendor Inspected by Other Council <12 Months)	\$80.00	\$0.00	\$80.00	Per Calendar Year
Mobile Food Vending Vehicle – Annual Approval - includes inspection	\$260.00	\$0.00	\$260.00	Per Calendar Year
Registration of Food Handling Premises	\$75.00	\$0.00	\$75.00	Each
Notification cost per single food premise Refer Food Act 2003				
Food Improvement Notice Fee	\$330.00	\$0.00	\$330.00	Each
Administration Fee - Small Food Premises <10 FTE Staff	\$150.00	\$0.00	\$150.00	Per Premise
Note: Food Regulation Cl 15. Max Charge \$800				
Administration Fee - Other Food Premises 11+ FTE Staff	\$350.00	\$0.00	\$350.00	Per Premise
Note: Food Regulation Cl 15. Max Charge \$3,500				
Charities and Not for Profit Food Premises Fees	\$0 - on application and determined by delegated officer			

### Public Health

Businesses that have a public health impact e.g. skin penetration services, public and semi-public pools, regulated heating and cooling systems, brothels, barbers, beauty salons, etc.

Annual Administration Fee - Water Cooling Systems	\$112.00	\$0.00	\$112.00	per site
Notification of Cooling Tower/Warm Water System	\$120.00	\$0.00	\$120.00	Statutory Fee
Pre-Purchase Public Health Inspection	\$377.00	\$0.00	\$377.00	Each
Written application and current owners consent				
Notification of new Public Health Business (Skin Penetration, Public Pool)	\$105.00	\$0.00	\$105.00	Statutory Fee
Statutory fees are per schedule 5 of the Public Health Regulation 2022 A one-off fee for notification/registration of a business that has a public health impact				
Improvement Notice: Regulated System	\$635.00	\$0.00	\$635.00	Each
Improvement Notice: Other	\$295.00	\$0.00	\$295.00	Each
Prohibition Order: Regulated System	\$635.00	\$0.00	\$635.00	Each
Prohibition Order: Other	\$295.00	\$0.00	\$295.00	Each
Prohibition Order: Reinspection	\$255.00	\$0.00	\$255.00	Per Hour

### Public Health Inspection

Proprietor will be notified of risk assessment and methodology.

Name	Year 24/25		Unit
	Fee (excl. GST)	GST	Fee (incl. GST)

**Public Health Inspection** [continued]

Beauty/Hairdresser/Barber Premises - No Skin Penetration	\$210.00	\$0.00	\$210.00	Per Inspection
Public Health - Skin Penetration	\$275.00	\$0.00	\$275.00	Per Inspection
Public Health - Swimming Pools and Spas Minimum, Plus Additional Pool/Spa Fee	\$275.00	\$0.00	\$275.00	Per Inspection
Public Health - Each Additional Pool/Spa	\$50.00	\$0.00	\$50.00	Per Additional Pool/Spa on that Premises
Public Health - Cooling Tower/Warm Water System	\$275.00	\$0.00	\$275.00	Per Inspection
Public Health - Sample Costs	Lab Cost + 10%			
Re-inspection (Public Pool, Skin Penetration premises, Water Cooling Tower)	\$175.00	\$0.00	\$175.00	per hr or part thereof
Public Health Inspection under Local Government Act	\$175.00	\$0.00	\$175.00	per hr or part thereof

**Swimming Pools**

Initial Inspection of Swimming Pool Barrier	\$136.36	\$13.64	\$150.00	As per statutory scale of fees
Swimming Pool Regulation 2018, cl 19				
Subsequent Inspection of Swimming Pool Barrier	\$90.91	\$9.09	\$100.00	As per statutory scale of fees
Swimming Pool Regulation 2018, cl 19				
Fee to Register a Swimming Pool	\$9.09	\$0.91	\$10.00	As per statutory scale of fees
Swimming Pool Regulation 2018, cl 25				
Application for Exemption of Barrier Requirements	\$250.00	\$0.00	\$250.00	As per statutory scale of fees
Swimming Pool Regulation 2018, cl 13				

**Fire Safety**

Fire Safety Inspection – request by owner/customer	\$252.73	\$25.27	\$278.00	Each
Minimum				
Assessment/Review of fire safety report - request by owner/customer	\$159.09	\$15.91	\$175.00	Per Hour
Submission of Fire Safety Statement	\$80.91	\$8.09	\$89.00	per statement

Name	Year 24/25		Unit
	Fee (excl. GST)	GST	Fee (incl. GST)

## Environment

Environmental Inspection Fee	\$275.00	\$0.00	\$275.00	per inspection
Local Government Act Order (Onsite Sewage) Administration Fee	\$200.00	\$0.00	\$200.00	per order
Application for a pile burn under POEO (Clean Air) Regulation	\$150.00	\$0.00	\$150.00	Each
Works on Private Land - give effect to order			Cost + 10%	per site
Clearing of land by contractor (where applicable)				
Issue of POEO Environmental Protection Notices	\$803.00	\$0.00	\$803.00	As per statutory scale of fees
Protection of the Environment Operations (General) Regulation 2022, s151 As per statutory scale of fees				
Environmental Advice	\$175.00	\$0.00	\$175.00	Per Hour
Koala Food Tree Replacement Auditing	\$522.00	\$0.00	\$522.00	Per Tree
Does not apply to Development Applications (Part 4 of the EP&A Act).				
Koala Food Tree Replacement in Lieu of Planting	\$3,007.00	\$0.00	\$3,007.00	Per Tree
Does not apply to Development Applications (Part 4 of the EP&A Act).				
Hollow Bearing Tree Nesting Box Auditing	\$522.00	\$0.00	\$522.00	Per Nest Box
Does not apply to Development Applications (Part 4 of the EP&A Act).				
Hollow Bearing Tree Nesting Box in Lieu of Replacement	\$2,315.00	\$0.00	\$2,315.00	Per Nest Box
Does not apply to Development Applications (Part 4 of the EP&A Act).				
Flood Certificate - Standard - First Lot	\$180.00	\$0.00	\$180.00	First Lot
Flood Certificate - Standard - Each Additional Adjoining Lot	\$135.00	\$0.00	\$135.00	Each Additional Adjoining Lot
Flood Certificate - Urgent - First Lot	\$400.00	\$0.00	\$400.00	First Lot
Flood Certificate - Urgent - Each Additional Adjoining Lot	\$300.00	\$0.00	\$300.00	Each Additional Adjoining Lot
Flood Enquiries	\$100.00	\$0.00	\$100.00	Per Enquiry

## Certificates

Outstanding notices	\$170.00	\$0.00	\$170.00	Each
Section 735A Certificate (Local Govt Act)				
Building Information Certificate 1st inspection (Class 1 & 10, & Class 2 if only 2 dwellings)	\$400.00	\$0.00	\$400.00	each
Building Certificate Re-inspection Fee (any class and building size)	\$175.00	\$0.00	\$175.00	Each
Copy of Building Certificate	\$15.00	\$0.00	\$15.00	Each
Building Information Certificate 1st Inspection (Class 1 & 10 - each additional dwelling in building or building allotment)	\$250.00	\$0.00	\$250.00	Each
Building Information Certificate 1st Inspection (other classes <200m2)	\$400.00	\$0.00	\$400.00	Each
Building Information Certificate 1st Inspection (other classes >200m2 - <2000m2)		\$400 + \$0.50/m2 >200m2		

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Name	Year 24/25			Unit
	Fee (excl. GST)	GST	Fee (incl. GST)	

Certificates [continued]

Building Information Certificate 1st Inspection (other classes >2000m2)	\$1,300 + \$0.08/m2 >2000m2			
Additional Building Information Certificate Fees	Equivalent DA/CDC/CC fees as would apply within 24 mths of application			

Development Records

House Drainage Plan	\$43.00	\$0.00	\$43.00	Each
A diagram of the pipes within the house and yard to the service connection point. If you want a sewer junction plan showing the location of the connection point to the Council sewer main, please refer to the Water Section.				

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Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

## Development Assessment

### Approvals under Environmental Planning and Assessment Act (EP&A Act)

#### Subdivision Works Certificate

##### Subdivision and Infrastructure Works

Works Certificate (Infrastructure) Application – Dual Occupancy (Torrens or Strata)	\$309.09	\$30.91	\$340.00	Each
Base Administration Fee - applicable to ALL applications with construction of public infrastructure works and/or subdivision works (includes AUSPEC admin & maintenance) Includes Roads Act (s138) application when works application works are on existing public roads				
Works Certificate (Infrastructure) Application, Building Related or Subdivision Works With No New Public Roads	\$338.18	\$33.82	\$372.00	Each
Base Administration Fee - applicable to ALL applications with construction of public infrastructure works and/or subdivision works without the creation of new public roads (includes AUSPEC admin & maintenance)				
Works Certificate (Infrastructure) Application, Subdivision Works with New Public Roads	\$338.18	\$33.82	\$372.00	Each
Base Administration Fee - applicable to ALL applications with construction of public infrastructure works and / or subdivision works with the creation of new public roads (includes AUSPEC admin & maintenance) Includes Roads Act (s138) application when works in application are on existing public roads				
Works Certificate (Infrastructure) Application Amendments	\$130.00	\$13.00	\$143.00	Each
Base administration fee for additional amendment First amendment included in initial application				
Engineering Review Fees – Dual Occupancy (Torrens)	\$820.91	\$82.09	\$903.00	Each
Engineering review fees for dual occupancy Works Certificate (Infrastructure) applications				
Engineering Review Fees – Dual Occupancy (Strata)	\$549.09	\$54.91	\$604.00	Each
Engineering review fees for dual occupancy Works Certificate (Infrastructure) applications				
Engineering Review Fees – Minor Works	\$303.64	\$30.36	\$334.00	Review Area
Engineering review fees for Works Certificate (Infrastructure) applications with minor works and no new public roads Minimum fee \$405				
Engineering Review Fees – Major Works	\$449.09	\$44.91	\$494.00	Review Area
Engineering review fees for Works Certificate (Infrastructure) applications with major works and no new public roads Minimum fee \$623				
Engineering Review Fees – Subdivision Development (with new public roads)	\$320.00	\$32.00	\$352.00	Per Lot
Engineering review fees for Works Certificate (Infrastructure) applications, Subdivision Works with New Public Roads Minimum Fee \$668				
Engineering Review Fees – Amendments	\$61.82	\$6.18	\$68.00	Review Area
Engineering review fees for additional amendments, excludes first amendment Minimum fee \$94				
Development Inspection Fees – Dual Occupancy (Torrens)	\$397.27	\$39.73	\$437.00	Each
Development inspection fees for dual occupancy Works Certificate (Infrastructure) applications				
Development Inspection Fees – Dual Occupancy (Strata)	\$267.27	\$26.73	\$294.00	Each
Development inspection fees for dual occupancy certificate Works Certificate (Infrastructure) applications				

continued on next page ...

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Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

**Subdivision Works Certificate** [continued]

Development Inspection Fees – Minor Works	\$147.27	\$14.73	\$162.00	Review Area
Development inspection fees for Works Certificate (Infrastructure) applications with minor public infrastructure and subdivision works associated with building or subdivision development Minimum fee \$176				
Development Inspection Fees – Major Works	\$279.09	\$27.91	\$307.00	Review Area
Development inspection fees for Works Certificate (Infrastructure) applications with major public infrastructure and subdivision works associated with building or subdivision development Minimum fee \$353				
Subdivision Inspection Fee – Residential Roads	\$26.00	\$0.00	\$26.00	Per Metre
New roads (residential) Minimum fee \$399				
Subdivision Inspection Fee – Rural Roads	\$12.73	\$1.27	\$14.00	Per Metre
New roads (rural) Minimum fee \$399				
Subdivision Inspection Fee – Industrial Roads	\$30.00	\$3.00	\$33.00	Per Metre
New roads (industrial) Minimum fee \$399				
Subdivision Inspection Fee – Rural Residential Roads	\$21.82	\$2.18	\$24.00	Per Metre
New roads (rural residential) Minimum fee \$399				
Additional Inspection Fee	\$134.55	\$13.45	\$148.00	Per Hour
For infrastructure works associated with building developments (non refundable) Minimum 1 hour				
Works Certificate (Infrastructure) Modification – Minor Works	\$134.55	\$13.45	\$148.00	Review Area
Applicable to modify existing Works Certificate (Infrastructure) after approval. Base application fees also apply. Fees for engineering reviews associated with proposed changes				
Works Certificate (Infrastructure) Modification – Major Works	\$211.09	\$21.11	\$232.20	Review Area
Applicable to modify existing Works Certificate (Infrastructure) after approval. Base application fees also apply. Fees for engineering reviews associated with proposed changes				
Outstanding Works Bond Fees & Charges	See "Security Bond" section (below)			

**Approvals under Roads Act 1993****Section 138 Application**

Works, activities, events in, on and above a public road

Single Residential Dwelling Driveway and Utility Connection Application (All Works on Public Road Reserve)	\$405.00	\$0.00	\$405.00	Each
Note: Upon Roads Act approval - vehicle crossings must be constructed by owners under their own arrangements. A licensed contractor listed with Council must be used with public liability insurance of \$20 million. Application must be submitted to/approved by Council (s138) Includes base administration fee and inspection				

Name	Year 24/25		Unit
	Fee (excl. GST)	GST	

### Section 138 Application [continued]

Dual Occupancy without Subdivision (All works on Public Road Reserve)	\$340.00	\$0.00	\$340.00	Each
Note: Upon Roads Act approval - vehicle crossings must be constructed by owners under their own arrangements. A licensed contractor listed with Council must be used with public liability insurance of \$20 million. Application must be submitted to/approved by Council (s138) Does not include inspection and review fees				
Industrial Driveway Application (All works on Public Road Reserve)	\$340.00	\$0.00	\$340.00	Each
Note: Upon Roads Act approval - vehicle crossings must be constructed by owners under their own arrangements. A licensed contractor listed with Council must be used with public liability insurance of \$20 million. Application must be submitted to/approved by Council (s138) Does not include inspection and review fees				
Roads Act Application for Construction Works on Road Reserve (Section 138 Application)	\$340.00	\$0.00	\$340.00	Each
Base administration fee (applies to all Section 138 applications other than residential driveway applications)				
Roads Act Application Amendments	\$142.00	\$0.00	\$142.00	Each
Base administration fee for additional amendments after the first amendment First amendment included in initial application				
Engineering Review Fees – Dual Occupancy without Subdivision (All works on Public Road Reserve)	\$600.00	\$0.00	\$600.00	Each
Engineering review fees for Dual Occupancy without Subdivision applications				
Engineering Review Fees – Industrial Driveway (All works on Public Road Reserve)	\$604.00	\$0.00	\$604.00	Each
Engineering review fees for Industrial Driveway applications				
Engineering Review Fees – Minor Works	\$304.00	\$0.00	\$304.00	Review Area
Engineering review fees for Roads Act applications with minor infrastructure works on public roads Minimum fee \$405				
Engineering Review Fees – Major Works	\$494.00	\$0.00	\$494.00	Review Area
Engineering review fees for Roads Act applications with major infrastructure works on public roads Minimum fee \$623				
Engineering Review Fees – Amendments	\$68.00	\$0.00	\$68.00	Review Area
Engineering review fees for additional amendments, excludes first amendment Minimum fee \$94				
Development Inspection Fees – Dual Occupancy without Subdivision (All works on Public Road Reserve)	\$295.00	\$0.00	\$295.00	Each
Development Inspection fees for Dual Occupancy without Subdivision applications				
Development Inspection Fees – Industrial Driveway (All works on Public Road Reserve)	\$295.00	\$0.00	\$295.00	Each
Development Inspection fees for Industrial Driveway				
Development Inspection Fees – Minor Works	\$149.00	\$0.00	\$149.00	Review Area
Development inspection fees for Roads Act applications with minor infrastructure and road works on public roads Minimum fee \$176				
Development Inspection Fees – Major Works	\$283.00	\$0.00	\$283.00	Review Area
Development inspection fees for Roads Act applications with major infrastructure and road works on public roads Minimum fee \$353				

continued on next page ...

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Name	Year 24/25		Fee (incl. GST)	Unit
	Fee (excl. GST)	GST		

**Section 138 Application** [continued]

Additional Inspection Fee	\$149.00	\$0.00	\$149.00	Per Hour
For infrastructure works associated with building developments (non refundable) Minimum 1 hour				
Roads Act Approval Modification – Minor Works	\$151.00	\$0.00	\$151.00	Review Area
Applicable to modify existing Roads Act after approval. Base administration fees also apply. Fees for engineering reviews associated with proposed changes				
Roads Act Approval Modification – Major Works	\$213.00	\$0.00	\$213.00	Review Area
Applicable to modify existing Roads Act after approval. Base administration fees also apply. Fees for engineering reviews associated with proposed changes				
Outstanding Works Bond Fees & Charges	See "Security Bond" section (below)			

**Security Bonds**

Application for Temporary Occupation of Footways and Road Reserve for Hoardings and/or Work Zones – CBD or Shopping Precinct	\$100,000.00	\$0.00	\$100,000.00	
Security bond for infrastructure damage associated with building developments. Refundable upon leased area being left to Council satisfaction upon completion of development. This bond not required if applicant has submitted security for damage to infrastructure. Maximum \$100,000 bond for minor developments to be determined on merit by Council.				
Application for Temporary Occupation of Footways and Road Reserve for Hoardings and/or Work Zones – Other (Not CBD or Shopping Precinct)	\$50,000.00	\$0.00	\$50,000.00	
Security bond for infrastructure damage associated with building developments. Refundable upon leased area being left to Council satisfaction upon completion of development. This bond not required if applicant has submitted security for damage to infrastructure. Maximum \$50,000 bond for minor developments to be determined on merit by Council.				

**Development Application Fees****Application Fees**

Application Fees (All)	As per statutory scale of fees (maximum)	Estimate
EP&A Regulation 2021, Schedule 4		

**Advertising**

Designated Development	As per statutory scale of fees			Each
EP&A Regulation 2021, Schedule 4 (maximum charge) This fee is in addition to the application fee mentioned above and unexpended fees will be refunded after determination of application				
Where Notification is Required by Council Policy	\$186.00	\$0.00	\$186.00	Each
Letters to adjoining & adjacent owners. EP&A Regulation 2021, Schedule 4 maximum fee \$1,105				
Where Notification and Advertising is Required by Council Policy – Advertising in Local Paper	\$525.00	\$0.00	\$525.00	Each
EP&A Regulation 2021, Schedule 4 maximum fee \$1,105				

**Lodgement Fees**

Electronic Lodgement	\$15.00	\$0.00	\$15.00	Each
Form and supporting documents provided in PDF as un-protected files				

continued on next page ...

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Name	Year 24/25		Unit
	Fee (excl. GST)	GST	

**Lodgement Fees** [continued]

Paper Lodgement	\$165.00	\$0.00	\$165.00	Each
Scanning and archive costs for applications lodged in paper only				

**Archive Fee**

Electronic Application	\$48.00	\$0.00	\$48.00	Each
All documents submitted in PDF as un-protected files				
Paper Application	\$190.00	\$0.00	\$190.00	Each
Scanning and archive costs for paper based applications				

**Review of Determination of DA**

Review of Determination of DA	As per statutory scale of fees (maximum)	Estimate
EP&A Regulation 2021, Schedule 4, Part 7		

**Modification of DA or Consent**

Correction to Minor Error, Misdescription or Miscalculation	As per statutory scale of fees in EP&A Regulation		Each
Modification Involving Minimal Environmental Impact	As per statutory scale of fees in EP&A Regulation		Estimate
Other Modifications	As per statutory scale of fees in EP&A Regulation		Estimate

**Integrated Development**

Processing Fee for Council	As per statutory scale of fees in EP&A Regulation		Each
For Each Relevant Authority (Separate Cheque Forwarded by Council)	As per statutory scale of fees in EP&A Regulation		Each Authority

**When Concurrence is Required**

Processing Fee for Council	As per statutory scale of fees in EP&A Regulation		Each
For Each Relevant Authority (Separate Cheque Forwarded by Council)	As per statutory scale of fees in EP&A Regulation		Each Authority

**Approvals under Environmental Planning Assessment Act (EP&A Act)****Subdivision Works Certificate - Earthworks & Clearing ONLY - Application Fee**

Base administration fee (applicable to ALL applications)	\$708.18	\$70.82	\$779.00	Each
Add engineering plan checking fees for Value of Work (VOW)				

**Subdivision Works Certificate - Earthworks & Clearing ONLY - Engineering Plan Checking**

VOW up to \$10,000	\$372.73	\$37.27	\$410.00	Each
VOW \$10,001 – \$20,000	\$524.55	\$52.45	\$577.00	Each
VOW \$20,001 – \$50,000	\$717.27	\$71.73	\$789.00	Each
VOW \$50,001 – \$100,000	\$1,426.36	\$142.64	\$1,569.00	Each
VOW \$100,001 – \$150,000	\$1,710.00	\$171.00	\$1,881.00	Each
VOW \$150,001 – \$300,000	\$2,299.09	\$229.91	\$2,529.00	Each

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Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

### Subdivision Works Certificate - Earthworks & Clearing ONLY - Engineering Plan Checking [continued]

VOW \$300,001 – \$800,000 PLUS per \$1,000 above \$800,000 fee (as below)	\$3,187.27	\$318.73	\$3,506.00	Each
Per \$1,000 above \$800,000 fee	\$9.09	\$0.91	\$10.00	Each

### Compliance Certificates for Subdivision Works

Compliance Certificate Application – Subdivision Development	\$337.00	\$0.00	\$337.00	Each
Application to provide concurrence from relevant authorities or Council sections for construction of new assets. This application does not permit construction of infrastructure. A separate Construction Certificate for subdivision works or Construction Certificate (Infrastructure) required to permit construction. Note: all subdivision inspection fees still apply.				
General Review – Subdivision Development	\$68.00	\$0.00	\$68.00	Per Lot
Compliance Certificate review fees for one Council review area (i.e landscaping) Minimum Fee \$134				
Water Authority Review – Subdivision Development	\$131.00	\$0.00	\$131.00	Per Lot
Water Authority Compliance Certificate Review Fees Minimum Fee \$269				

### Refunds

#### Development Applications & Construction Certificates

Cancelled / Withdrawn After 7 days With No Assessment by Council Officer (Minimum)	\$58.18	\$5.82	\$64.00	Each
Administration fee and PCA component deducted				
All Other Cases Where No Work Has Commenced DA's			No Charge	Each
Cancelled / Withdrawn within 48 Hours – CC's (Infrastructure), S138, Subdivision Certificate Fees and Bonds			Administration fee deducted	Each

### Security Bonds

#### Bond Administration

Bond Administration Fee	\$312.00	\$0.00	\$312.00	Each
Base Administration Fee (applicable to ALL bonds) Non Refundable				

#### Outstanding Works Bonds

Bond is security for completion of engineering works on public roads or infrastructure and/or for completion of environmental management works to be paid prior to approval

Outstanding Works Bond (Single Dwelling) – Complex Applications	\$2,000.00	\$0.00	\$2,000.00	Each
Applies to complex residential dwelling applications based upon Council discretion. Bond refundable.				
Outstanding Works Bond (Dual Occupancy)	\$5,000.00	\$0.00	\$5,000.00	Each
Applies to 2 dwellings or units ONLY. Bond refundable.				
Outstanding Works Bond (Industrial Driveway)	\$8,000.00	\$0.00	\$8,000.00	Each
Bond is security for completion of engineering works on public roads or infrastructure to be paid prior to approval Applies to industrial driveway applications.				
Outstanding Works Bond (General)	Calculation can be used for any case based upon 130% contract cost inclusive of GST. Bond refundable.			Contract Cost

Name	Year 24/25			Unit
	Fee (excl. GST)	GST	Fee (incl. GST)	

### Defects Liability Bonds

Bond is security for new Council assets prior acceptance into a defects liability period

Defects Liability Bond (Dual Occupancy)	\$2,000.00	\$0.00	\$2,000.00	Each
Bond applies to dual-occupancy Torrens Title subdivisions				
Defects Liability Bond (General)	Calculation can be used for any case based upon 10% assets to be dedicated to Council. Bond refundable.			Asset Value

### Protection of Public Infrastructure Bonds

Security deposit for damage to public infrastructure. Minimum \$10,000 (minor building works) minimum \$100,000 (major building works and CBD development). Refundable upon completion of development to Council satisfaction.

Security Bond for Infrastructure Works and Infrastructure Damage Associated with Building Developments			Calculate	Each
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### Tree Preservation Bonds

Council can require lodgement at subdivision (or construction) certificate stage of a deposit to secure retention of trees on public land subject to application

Refundable where Council satisfied of no loss

Tree Preservation Bond – Specific Species (Any Development)	\$11,956.00	\$0.00	\$11,956.00	Per Tree
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### Council Accreditation Charges

Authorised Contractors Annual Registration Fee	\$187.00	\$0.00	\$187.00	Each
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### Subdivisions

#### Subdivision Certificates (Torrens)

Application for Subdivision Certificate (Torrens)	\$259.00	\$0.00	\$259.00	Per Lot
Base Administration Fee Minimum fee \$444 (includes consolidation)				
Resubmitted Linen Plan	25% of original fee or \$255 whichever is lesser			Estimate
Application Fee for Council to Endorse, Release, Vary or Modify Real Property Documents	\$232.00	\$0.00	\$232.00	Each
Under General Manager delegation Modification of real property instruments				
Application Fee for Council to Endorse, Release, Vary or Modify Real Property Documents	\$459.00	\$0.00	\$459.00	Each
Under Council seal following report to Council Modification of real property instruments				
Re-signing of Subdivision Plans/Post Cadastral Correction	\$232.00	\$0.00	\$232.00	Each
Endorsement of Plans (For Example: S88B Instruments, Transfers, etc) – Council's Legal Costs are in Addition to This Fee	\$232.00	\$0.00	\$232.00	Each
Lighting – Non Standard – "Prestige"		Levy - see Policy R5		Each

Name	Year 24/25		Unit
	Fee (excl. GST)	GST	

**Subdivision Certificates (Torrens) and Occupation Certificates (Strata)**

Work as Executed – Strata and Torrens Title	\$719.00	\$0.00	\$719.00	Each
Submission of wax detail NOT in CAD format - minor subdivision works only - up to 3 lots and any building development works				

**Search Fee - Miscellaneous**

Minimum 1 hour	\$71.00	\$0.00	\$71.00	Per Hour
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**Aus-spec #1**

Refer Appendix 1

**Construction Specification**

Design specifications one off hard copy	\$319.00	\$0.00	\$319.00	Per Set
Construction specifications one off hard copy	\$394.00	\$0.00	\$394.00	Per Set
Hard copy individual specifications	\$37.00	\$0.00	\$37.00	Each

**Certificates****Environmental Planning & Assessment Act 1979**

Section 10.7(2) Planning Certificate	As per statutory scale of fees (maximum)			Each
Fixed by EPA Regulation 2021, Schedule 4				
Section 10.7(5) Planning Certificate	As per statutory scale of fees (maximum)			Each
Maximum under EPA Regulation 2021, Schedule 4				
Expedition Charge (24 Hr Response)	\$110.00	\$0.00	\$110.00	Each

**Strata Certificate**

Strata Certificate	\$172.73	\$17.27	\$190.00	Per Lot
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**Bushfire Attack Level**

Bushfire Attack Level (BAL) Certificate	\$385.45	\$38.55	\$424.00	Each
Bushfire Attack Level (BAL) Certificate Associated With Complying Development Certificate Lodged With PMHC	\$221.82	\$22.18	\$244.00	Each

**Conveyancing Act 1919 No. 6**

Section 88G Certificate	As per statutory scale of fees			Per Lot
Inspection of Land Required	As per statutory scale of fees			Per Lot

**Plan Copy Charges**

Refer Appendix 1

A3 & A4 Plans	\$4.70	\$0.00	\$4.70	Per Sheet
A2 Sheet	\$17.00	\$0.00	\$17.00	Per Sheet
A1 Sheet	\$19.00	\$0.00	\$19.00	Per Sheet
A0 Sheet	\$23.00	\$0.00	\$23.00	Per Sheet
Over Size (Sewer Plans)	\$25.00	\$0.00	\$25.00	Per Sheet
Or per Lineal Metre	\$21.00	\$0.00	\$21.00	Per L/Mtr

Name	Year 24/25		Fee (incl. GST)	Unit
	Fee (excl. GST)	GST		

Development Records

Written Report on Dwelling Entitlement or Zoning Matter	\$256.00	\$0.00	\$256.00	Each
Plus \$80.00 inspection fee if required				
Urgent (Response in 5 Days) – Written Report on Dwelling Entitlement or Zoning Matter	\$425.00	\$0.00	\$425.00	Each
Copy of Application Documents (i.e. Consent, Plan, Submission or Supporting Report)	\$49.00	\$0.00	\$49.00	Each
Before making a request check <a href="http://www.pmhc.nsw.gov.au/applicationtracker">www.pmhc.nsw.gov.au/applicationtracker</a> - what you need may already be available free. Any documents requested will be emailed. Searches for some historic records are more involved and additional fees may apply; we will discuss this with you.				

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Name	Year 24/25		Unit
	Fee (excl. GST)	Fee (incl. GST)	

## Digital Technology

### Geographical Information Systems

Refer Appendix 1

#### Sale of Maps

Cost estimates provided based on 15 minute intervals

Map Production (Charged in 15 Minute Modules)	\$100.00	\$0.00	\$100.00	Per Hour
Applies to all map sizes Charged in 15 minute modules Minimum charge of \$25 applied to all maps				
Priority Charge	\$200.00	\$0.00	\$200.00	Per Hour
By quotation and based on an hourly rate - Request required within 2 working days of acceptance of quote by both parties				

#### Digital GIS Data

Digital Data Extraction	\$100.00	\$0.00	\$100.00	Per Hour
Extraction costs				
Priority Charge	\$200.00	\$0.00	\$200.00	Per Hour
Cost estimates provided based on 15 minute intervals Some data has restrictions on access				
Postage and Handling			Price on Application	Each
Media Sundries - Including postage materials and media eg. USB, CD, HD, etc				

#### Consultancy

Provision of specialised GIS services	\$300.00	\$0.00	\$300.00	Per Hour
Minimum 1 hour				

### Certified Copy

Refer Appendix 1

#### Certified Copy (for evidence)

Certified Copy of Document, Map or Plan	As per statutory scale of fees (maximum)	Each
EP&A Act S.10.8 (2) & EP&A Regulation 2021, Schedule 4		

### Printing Services

Refer Appendix 1

#### Printing

Prints 1-50	Price on Application			Per Print
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Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

## Economic Development

### The Hub Pop-Up Business and Co-Working Space

Co-Working – Full Day (up to 8 hours)	\$36.36	\$3.64	\$40.00	Per Day
Co-Working – Full Time (up to 40 hours)	\$109.09	\$10.91	\$120.00	Per Week
Co-Working Monthly Subscription - Part Time (up to 2 days per week)	\$109.09	\$10.91	\$120.00	per month
Co-Working Monthly Subscription - Full Time (Up to 5 days per week)	\$218.18	\$21.82	\$240.00	per month
Meeting Room Hire	\$17.27	\$1.73	\$19.00	Per Hour
Venue Hire – After Hours Week Days	\$30.00	\$3.00	\$33.00	Per Hour
Venue Hire – After Hours Weekends	\$50.00	\$5.00	\$55.00	Per Hour
Closed Office Hire - Daily	\$90.00	\$9.00	\$99.00	Per Day
Closed Office Hire - Weekly	\$180.91	\$18.09	\$199.00	Per Week
Closed Office Hire - Monthly	\$271.82	\$27.18	\$299.00	Per Month

## Tourism Marketing

Co-operative Marketing		Price on application	POA
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## Advertising

### Other Organisations

Electronic Direct Mail Advertising	\$80.00	\$8.00	\$88.00	
Visitor Guide Advertisement	\$536.36	\$53.64	\$590.00	
Destination Website Promotion Panel	\$818.18	\$81.82	\$900.00	Per Month

### Not for Profit

Electronic Direct Mail Advertising	\$39.09	\$3.91	\$43.00	
Visitor Guide Advertisement	\$260.91	\$26.09	\$287.00	
Destination Website Promotion Panel	\$403.18	\$40.32	\$443.50	Per Month

## Image Library

Photographic Digital Images	\$33.64	\$3.36	\$37.00	Each
Cost per digital photographic image (for commercial purposes) No Charge if not for profit				
Video	\$110.91	\$11.09	\$122.00	Per Module
Module				

Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

## Environmental Testing

### Water Analysis

Minimum Invoice/report fee will be \$50 (incl GST). Price may vary in accordance with various programs undertaken.

Activated Sludge Analysis	\$131.36	\$13.14	\$144.50	each
UV Absorbance/UV Transmission	\$15.36	\$1.54	\$16.90	each
Administration Fee	\$42.00	\$4.20	\$46.20	per sample batch
Extensive Report Fee	\$83.00	\$8.30	\$91.30	per sample batch
Re-issue of Reports	\$42.00	\$4.20	\$46.20	per sample batch
Sample Preparation Fee For Complex Matrix	\$31.36	\$3.14	\$34.50	each
Urgent Analysis (if possible) Incurs a Surcharge	Price on Application			POA
Weekend Analysis Incurs a Surcharge	Price on Application			POA
Alkalinity	\$26.09	\$2.61	\$28.70	each
Ammonia (includes filtration charge)	\$26.09	\$2.61	\$28.70	each
Total BOD5	\$73.27	\$7.33	\$80.60	each
Biovolume (literature and or historical values only)	\$31.36	\$3.14	\$34.50	each
Biovolume (literature and or historical + measurement)	\$62.55	\$6.25	\$68.80	each
Chlorophyll – a	\$66.82	\$6.68	\$73.50	each
Colour (apparent)	\$16.27	\$1.63	\$17.90	each
Colour (true)	\$18.36	\$1.84	\$20.20	each
Dissolved Oxygen	\$15.36	\$1.54	\$16.90	each
Electrical Conductivity	\$15.36	\$1.54	\$16.90	each
Enterococci (confirmed)	\$51.73	\$5.17	\$56.90	each
Thermotolerant Coliforms (confirmed)	\$66.82	\$6.68	\$73.50	each
Fluoride	\$31.36	\$3.14	\$34.50	each
Microscopic Identification	\$59.36	\$5.94	\$65.30	each
Nitrite – N (includes filtration charge)	\$26.09	\$2.61	\$28.70	each
Nitrate – N (calculated from NOx and Nitrite)	\$38.82	\$3.88	\$42.70	each
NOx – N (includes filtration charge)	\$38.82	\$3.88	\$42.70	each
Nitrate (if NOx and Nitrite also reported)	\$6.73	\$0.67	\$7.40	each
Total Suspended Solids	\$26.09	\$2.61	\$28.70	each
Filterable Reactive Phosphorus (includes filtration charge)	\$26.09	\$2.61	\$28.70	each
Other Services	By quotation			each
pH	\$15.36	\$1.54	\$16.90	each
Redox	\$19.55	\$1.95	\$21.50	each
Salinity	\$15.36	\$1.54	\$16.90	each
Sample Collection (water)	\$154.91	\$15.49	\$170.40	per hour
1 person on run				
Sample Collection (gas)	\$154.91	\$15.49	\$170.40	per hour
1 person on run				
Sample Containers	Included in testing fees			
Total Chlorine	\$22.73	\$2.27	\$25.00	each
Free Chlorine	\$22.73	\$2.27	\$25.00	each

continued on next page ...

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Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

**Water Analysis** [continued]

Total Dissolved Solids (Calculation)	\$15.36	\$1.54	\$16.90	each
Total Kjeldahl Nitrogen – N (Calculated TN - NOx)	\$83.91	\$8.39	\$92.30	each
Total Kjeldahl Nitrogen – N (if TN and NOx also reported)	\$6.73	\$0.67	\$7.40	each
Total Organic Nitrogen – N (Calculated TKN - NH3)	\$31.36	\$3.14	\$34.50	each
Total Organic Nitrogen - N (if TKN and NH3 also reported)	\$6.64	\$0.66	\$7.30	each
Total Phosphorous (persulphate digestion)	\$38.82	\$3.88	\$42.70	each
Total Nitrogen (persulphate digestion)	\$45.36	\$4.54	\$49.90	each
Turbidity	\$15.36	\$1.54	\$16.90	each
Cyanobacteria Identification & Enumeration	\$131.36	\$13.14	\$144.50	each
Potentially Toxic Cyanobacteria Identification & Enumeration	\$88.27	\$8.83	\$97.10	each
Total Phytoplankton Identification & Enumeration	\$190.36	\$19.04	\$209.40	each
Total Coliforms & E. coli (MPN)	\$73.27	\$7.33	\$80.60	each
Heterotrophic Plate Count (HPC)	\$40.00	\$4.00	\$44.00	each

Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

## Ferries

### Ferry Services

Refer Appendix 3

#### Standard Full Fee

Cars/Utilities Annual Ticket	\$988.18	\$98.82	\$1,087.00	Annually
Unlimited use Fee will be quarterly pro-rated - pass issued for financial year				
Cars/Utilities Monthly Ticket	\$103.64	\$10.36	\$114.00	Monthly
Unlimited use Ticket is issued for the calendar month				
Cars/Utilities Weekly Ticket	\$41.82	\$4.18	\$46.00	Weekly
Unlimited use Ticket is issued for the week, Monday to Sunday				
Car/Utilities	\$7.27	\$0.73	\$8.00	Per Trip
Single trip				
Caravans/Trailers	\$7.27	\$0.73	\$8.00	Per Trip
Extra charge single trip				
Trucks > 4t GVM Approx. 2t Payload	\$13.64	\$1.36	\$15.00	Per Trip
Single trip				
Semi Trailers	\$23.64	\$2.36	\$26.00	Per Trip
Single trip				
Motorcycles	\$2.73	\$0.27	\$3.00	Per Trip
Single trip				

#### Resident

Annual Resident Stickers	\$56.36	\$5.64	\$62.00	Each
Based on a financial year				
Resident Annual Pass – Motorcycle	\$176.36	\$17.64	\$194.00	Annually
Unlimited use Includes cost for annual resident sticker				
Resident Annual Pass – Cars/Utilities	\$352.73	\$35.27	\$388.00	Annually
Unlimited use Includes cost for annual resident sticker				
Resident Annual Pass – Trucks > 4t GVM Approx. 2t Payload	\$1,129.09	\$112.91	\$1,242.00	Annually
Unlimited use Includes cost for annual resident sticker				
Resident Annual Pass – Semi-Trailer, Dog-Trailer, Articulated Vehicle	\$1,529.09	\$152.91	\$1,682.00	Annually
Unlimited use Includes cost for annual resident sticker				
Resident Monthly Ticket – Cars/Utilities	\$32.73	\$3.27	\$36.00	Monthly
Unlimited use Ticket is issued for the calendar month				

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Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

**Resident** [continued]

Resident Monthly Ticket – Trucks > 4t GVM Approx. 2t Payload	\$103.64	\$10.36	\$114.00	Monthly
Unlimited use Ticket is issued for the calendar month				
Resident Monthly Ticket – Semi-Trailer, Dog-Trailer, Articulated Vehicle	\$136.36	\$13.64	\$150.00	Monthly
Unlimited use Ticket is issued for the calendar month				
Resident Monthly Ticket – Motorcycles	\$16.36	\$1.64	\$18.00	Monthly
Unlimited use Ticket is issued for the calendar month				
Resident Weekly Ticket – Cars/Utilities	\$14.55	\$1.45	\$16.00	Weekly
Unlimited use Ticket is issued for the week, Monday to Sunday				
Resident Weekly Ticket – Trucks > 4t GVM Approx. 2t Payload	\$38.18	\$3.82	\$42.00	Weekly
Unlimited use Ticket is issued for the week, Monday to Sunday				
Resident Weekly Ticket – Semi-Trailer, Dog-Trailer, Articulated Vehicle	\$52.73	\$5.27	\$58.00	Weekly
Unlimited use Ticket is issued for the week, Monday to Sunday				
Resident Weekly Ticket – Motorcycles	\$7.27	\$0.73	\$8.00	Weekly
Unlimited use Ticket is issued for the week, Monday to Sunday				
Resident Pre-Paid Booklets – 25 Tickets per Booklet	\$22.73	\$2.27	\$25.00	Per Booklet
Per 25 ticket booklet Provide to the Operator: - Car/Utilities - 1 Ticket - Caravans/Trailers - Add 1 Ticket - Motorcycles - 1/2 Ticket - Trucks>4t GVM Approx. 2t Payload - 3 Tickets - Semi-Trailer Truck, Truck & Dog Trailer, Articulated Vehicle - 4 Tickets Pre-paid tickets must be used for single resident trips				
Resident Car/Utilities	\$0.00	\$0.00	\$0.00	1 pre-paid ticket, per trip
Single trip 1 pre-paid ticket, handed to ferry operator				
Resident Caravans/Trailers	\$0.00	\$0.00	\$0.00	1 pre-paid ticket, per trip
Extra charge per trip 1 pre-paid ticket, handed to ferry operator				
Resident Trucks > 4t GVM approx. 2t payload	\$0.00	\$0.00	\$0.00	3 pre-paid tickets, per trip
Single trip 3 pre-paid tickets, handed to ferry operator				

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Name	Year 24/25		Fee (incl. GST)	Unit
	Fee (excl. GST)	GST		

Resident [continued]

Resident Semi-Trailer, Dog-Trailer, Articulated Vehicle	\$0.00	\$0.00	\$0.00	4 pre-paid tickets, per trip
Single trip 4 pre-paid tickets, handed to ferry operator				
Resident Motorcycles	\$0.00	\$0.00	\$0.00	1/2 pre-paid ticket, per trip
Single trip 1/2 pre-paid ticket, handed to ferry operator				

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Name	Year 24/25		Unit
	Fee (excl. GST)	GST	

## Financial Management

### Certificates

Section 603 Certificate	\$98.00	\$0.00	\$98.00	Each
This is a statutory charge determined yearly by the Office of Local Government				
Urgency Fee Section 603 Certificate	\$95.00	\$0.00	\$95.00	Each
Fee to issue Section 603 Certificate on the spot - in addition to the normal Section 603 certificate fee				

### Rate Information

Rate Information – Per hour	\$70.14	\$0.00	\$70.14	Per 1 Hour
Minimum Charge 1 hour				
Copies of Rates & Water Notices – current notice and previous financial year			No Charge	
Copies of Rates & Water Notices – all notices earlier than current notice or previous financial year	\$11.50	\$0.00	\$11.50	Each

### Interest Rate on Overdue Rates & Charges

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

Broadwater Special Rate	9%	
General Rates	9%	
Sanctuary Springs Special Rate	9%	

### Ordinary Rates

#### Base amount by Category

Business – Defined Urban Centres	\$656.10	\$0.00	\$656.10	Per Annum
Business – Other	\$556.10	\$0.00	\$556.10	Per Annum
Business – Port Macquarie CBD	\$656.10	\$0.00	\$656.10	Per Annum
Farmland	\$707.70	\$0.00	\$707.70	Per Annum
Residential – Defined Urban Centres	\$656.10	\$0.00	\$656.10	Per Annum
Residential – Other	\$556.10	\$0.00	\$556.10	Per Annum

#### Rate in \$ by Category

Business – Defined Urban Centres	0.37513c	Per \$ Valuation
Business – Other	0.30478c	Per \$ Valuation
Business – Port Macquarie CBD	1.14475c	Per \$ Valuation
Farmland	0.14537	Per \$ Valuation
Residential – Defined Urban Centres	0.16373c	Per \$ Valuation
Residential – Other	0.15369c	Per \$ Valuation
Sanctuary Springs Special Rate	0.09135c	Per \$ Valuation

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Name	Year 24/25		Unit
	Fee (excl. GST)	Fee (incl. GST)	

**Rate in \$ by Category** [continued]

Broadwater Special Rate		0.04232c	Per \$ Valuation
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**Lease or Licence Fees - Council Land****Lease or Licence Application**

Administration Fee – Not elsewhere indicated – No Report to Council	\$236.36	\$23.64	\$260.00	Each
Non-refundable Can be used for investigations / requests to lease new locations involves research / site visits / meetings. Could be deducted from lease application fee if lease proceeds.				
Administration Fee – Not elsewhere indicated – Report to Council	\$290.91	\$29.09	\$320.00	Each
Non-Refundable Can be used for investigations/requests to lease new locations involves research/site visits/meetings. Could be deducted from Lease application fee if lease proceeds				
Commercial Leases and Licences up to 5 Years	\$818.18	\$81.82	\$900.00	Each
Application and Administration Fee				
Commercial Leases and Licences over 5 Years	\$1,127.27	\$112.73	\$1,240.00	Each
Application and Administration Fee				
Commercial – Renewal or Assignment of Lease or Licence Not Requiring Amendment	\$354.55	\$35.45	\$390.00	Each
Application and Administration Fee				
Community Lease or Licence Application and Administration Fee	\$700.00	\$70.00	\$770.00	Each
Application and Administration Fee				
Community Renewal or Assignment of Lease or Licence Not Requiring Amendment	\$290.91	\$29.09	\$320.00	Each
Application and Administration Fee				
Survey Fee			At Cost	Each
Valuation Fees			At Cost	Each
Legal Fees			At Cost	Each
Advertising			At Cost	Each
Bond - Community Lease/Licence	\$500.00	\$0.00	\$500.00	Each
Bond - Commercial Lease or Licence - Monthly Rental up to \$5,000	\$2,000.00	\$0.00	\$2,000.00	Each
Bond - Commercial Lease or Licence - Monthly Rental \$5,001 and Over	\$5,000.00	\$0.00	\$5,000.00	Each
Interest on Overdue Rent on a Lease or Licence or Approval			6%	

**Lease or Licence Rental**

Commercial Lease or Licence		Set by market valuation	Each
Community lease or licence	\$545.45	\$54.55	\$600.00
Agistment		Set by market valuation	Each

**Outdoor Dining and Outdoor Trading Approvals on Council Roads and Footpaths**

Application and Administration Fee	\$650.00	\$0.00	\$650.00	Each
Non-refundable				
Rental for Outdoor Dining and Trading – Port Macquarie CBD - per sqm	\$150.00	\$0.00	\$150.00	Per m2/ Annum

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Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

## Outdoor Dining and Outdoor Trading Approvals on Council Roads and Footpaths [continued]

Rental for Outdoor Dining and Trading – Non Port Macquarie CBD - per sqm Wauchope, Lake Cathie, Lighthouse Beach, Laurieton, Bonny Hills, etc	\$65.00	\$0.00	\$65.00	Per m2/Annum
Rental for Outdoor Dining and Trading – Villages - per sqm Telegraph Point, Beechwood, etc	\$42.00	\$0.00	\$42.00	Per m2/Annum
Footpath Bond	\$500 Bond or one (1) month's rental whichever is the greater			Each

## Statutory Property Fees

### Property Management

Administration Fee – Sales of land with a value of between \$0 and \$20,000	\$564.55	\$56.45	\$621.00	Each
Administration Fee – Sales of land with a value of between \$20,001 and \$100,000 Non-refundable	\$1,036.36	\$103.64	\$1,140.00	Each
Administration Fee – Sale of land with a value of over \$100,000 Non-refundable Based on administration time to co-ordinate, report etc	\$1,536.36	\$153.64	\$1,690.00	Each
Administration Fee – Not elsewhere indicated No report to Council, Non-refundable	\$236.36	\$23.64	\$260.00	Each
Administration Fee – Not elsewhere indicated Report to Council, Non-refundable	\$318.18	\$31.82	\$350.00	Each
Investigation Fee, Search Fee	\$363.64	\$36.36	\$400.00	Each
Sale of Council Owned Land Should the sale be undertaken following a reclassification of the land which was funded by the applicant, no additional investigation and administration fees will be charged. Should Council instigate the sale of the lot, no investigation, administration, valuation, survey or legal fees will be charged. Should the purchaser engage any external parties this will be at the purchaser's cost.			At Cost	Each
Survey, Valuation, Legal			At Cost	Each

### Statutory Property Transactions

Hourly Rate for Statutory Property Transactions and Advice Non-refundable For transactions including road closures, easements, land transfers, boundary adjustments etc where not covered by an existing fee	\$195.45	\$19.55	\$215.00	Per Hour
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### Naming & Renaming of Roads and Reserves

Naming / Renaming Council Public Road / Reserve Application Fee - Non-refundable	\$800.00	\$0.00	\$800.00	Each
Naming / Renaming of a Private Road	\$900.00	\$0.00	\$900.00	Each
Naming / Renaming of a Crown Reserve Application Fee - non-refundable	\$990.00	\$0.00	\$990.00	Each

Name	Fee (excl. GST)	Year 24/25 GST	Fee (incl. GST)	Unit
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### Road Closing Application Fees

Council Road Closure – Investigation Fee	\$700.00	\$0.00	\$700.00	Each
Non-refundable This fee will be deducted from the Administration Fee if road closure proceeds.				
Council Road Closure Stage 1 – Administration Fee	\$1,600.00	\$0.00	\$1,600.00	Each
Non-refundable				
Council Road Closure Stage 2 – Administration Fee	\$2,100.00	\$0.00	\$2,100.00	Each
Non-refundable				
Survey, Valuation, Legal			At Cost	Each
Fees to Other Authorities, Government Departments			At Cost	Each
Non-refundable				

### Covenants and Easements

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

### Land Register

Land Register Extract – Multiple Properties	\$110.00	\$0.00	\$110.00	Each
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### Administrative Fees

Credit Card Surcharge			0.5%	Per Transaction
Cheque Dishonour Administration Fee	\$38.00	\$0.00	\$38.00	Each
Direct Debit Dishonour Administration Fee	\$28.00	\$0.00	\$28.00	Each
Fee for Bank Trace on Unidentified Payment	\$37.00	\$0.00	\$37.00	Each

### Document Sales

#### Other Documents

Refer Appendix 1

#### Reports & Studies

Refer Appendix 1

Various Reports & Studies	Calculated according to printing and / or photocopying costs	Each
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Name	Year 24/25		Fee (incl. GST)	Unit
	Fee (excl. GST)	GST		

## Government Information (Public Access) Act 2009 (GIPA)

### Subpoena to produce documents

#### Access to Records

##### Personal Records

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

##### Formal Applications - Non Personal Records

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

##### Informal and all other Applications

Application Fee			No Charge	
Processing Charge – hourly rate			No Charge	

##### Adjoining Owners

Application for Adjoining Owners Details	\$18.50	\$0.00	\$18.50	Each
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### Subpoenas - Conduct Money

Where Council is not a party to the proceedings

#### Subpoena to produce documents

Conduct Money	\$75.45	\$0.00	\$75.45	Each
Conduct Money for subpoenas served under seven (7) days	\$152.00	\$0.00	\$152.00	Each
Searching and compiling documents – per 15 mins	\$25.00	\$0.00	\$25.00	1/4 hour
Per 1/4 hour of part thereof. Plus copying, printing, postage or courier charges				

#### Subpoena to attend court

Conduct money where production required at a Court of tribunal	\$79.00	\$0.00	\$79.00	Each
Staff attendance and travel time – Hourly rate			At Cost	Per Hour
Travel, accommodation and meal expenses			At Cost	

Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

## Library

### Hire of Rooms

#### Access Fee - Outside Library Hours

Applies to Both Rooms	Cost recovery - set by security company	Each
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#### Meeting Room

Commercial Organisations	\$18.18	\$1.82	\$20.00	Per Hour
Hastings Schools & Community Organisations	\$9.09	\$0.91	\$10.00	Per Hour
Library / Council			No Charge	Each

### Other Library Charges

#### Computer Bookings

Library Members		No Charge	Per Hour
Visitors		No Charge	Per Hour

#### Photocopying

##### Coin Slot Operation

Colour Copies	\$0.91	\$0.09	\$1.00	Per Page
A4 & B4 page	\$0.18	\$0.02	\$0.20	Per Page
A3 page	\$0.45	\$0.05	\$0.50	Per Page

#### Other

3D Printer – Prints	\$0.91	\$0.09	\$1.00	per hour
Canvas Library Bags	\$1.82	\$0.18	\$2.00	each
Inter-Library Loans – Application	\$13.64	\$1.36	\$15.00	Each
Payable on application				
Inter-Library Loans – Urgent		Cost Recovery + \$12.00		Each
Sent within 24 hours				
Fine at Account Stage	\$0.00	\$0.00	\$0.00	Per Item
After 2nd notice				
Visitors Charges – Temporary Membership (20 items)	\$10.00	\$0.00	\$10.00	Each
Lost or Damaged Books Beyond Repair		Cost of the Item		Each
Replacement of Lost Cards	\$2.60	\$0.00	\$2.60	Each
Sale of Flash Drives	\$9.09	\$0.91	\$10.00	Each
Headphones	\$3.64	\$0.36	\$4.00	Each
Commercial Reference Service	\$72.73	\$7.27	\$80.00	Per Hour or Part Thereof

Name	Year 24/25		Unit
	Fee (excl. GST)	GST	Fee (incl. GST)

## Natural Resource Management

### Tree Management (Private Land)

Application for permit to remove or prune trees	\$95.00	\$0.00	\$95.00	Per Application
1 - 5 trees				
Application for permit to remove or prune trees – accompanied by qualified Arborist's report	\$43.00	\$0.00	\$43.00	Per Application
Application for permit to remove or prune trees in conjunction with erection of a building	\$116.00	\$0.00	\$116.00	Per Application
Combination Tree Pruning / Removal				
Compensatory Tree Offset Planting – Residential Zones	\$32.00	\$0.00	\$32.00	Per Tree
Tree replacement on public lands				
Compensatory Tree Offset Planting – Other Zones	Based on cost evaluation for trees identified for removal			Per Tree
Tree replacement on public lands				

### Certificates

Weed Control Notices / Expenses Certificate	\$200.00	\$0.00	\$200.00	As per statutory scale of fees
Under Schedule 7 S28(2) of the Biosecurity Act 2015				
Biosecurity Re-inspection	\$150.00	\$0.00	\$150.00	As per statutory scale of fees
(Statutory CI 104(2)(3) Biosecurity Act)				
Biosecurity Works - Private Land			Cost + 10%	As per statutory scale of fees
(Cost recovery order - Biosecurity Act)				

Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

Private Works

Refer to Appendix 4

General Fund

Emergency Works

Emergency Works	Actual Costs + 25%	
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Private Works (pre-paid)

Up to \$20,000	Quotation + 18%	
\$20,000 – \$50,000	Quotation + 12%	
\$50,000 & above	Quotation + 6%	

Government Department & Other Local Government Instrumentalities

Up to \$20,000	Quotation + 18%	
\$20,000 – \$50,000	Quotation + 12%	
\$50,000 & above	Quotation + 6%	

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Name	Year 24/25		Unit
	Fee (excl. GST)	GST	

## Roads, Bridges & Transport

### Applications for Work, Activities and Events within the Public Road Reserve (NSW Roads Act 1993)

#### Events within the Hay Street Forecourt and Town Square Road Reserves

Application under NSW Roads Act

Hay Street Forecourt Bollard Key Deposit	\$50.00	\$0.00	\$50.00	Per Application
Deposit for the use of the Bollard Key held by Community Infrastructure Planning & Design Group. The deposit will be refunded on return of the key.				
Event - Hay Street Forecourt Road Reserve - Usage Fee - General Use	\$189.09	\$18.91	\$208.00	Per Day
Event - Hay Street Forecourt Road Reserve - Usage Fee - Commercial Use	\$456.36	\$45.64	\$502.00	Per Day
Event - Hay Street Forecourt Road Reserve - Usage Fee - Charitable			No charge	Per Day
Event - Town Square Road Reserve - Usage Fee - No Closure or Quarter Use - General Use	\$189.09	\$18.91	\$208.00	Per Day
Event - Town Square Road Reserve - Usage Fee - Half Closure - General Use	\$207.27	\$20.73	\$228.00	Per Day
Event - Town Square Road Reserve - Usage Fee - Full Closure - General Use	\$217.27	\$21.73	\$239.00	Per Day
Event - Town Square Road Reserve - Usage Fee - No Closure or Quarter Closure - Commercial Use	\$456.36	\$45.64	\$502.00	Per Day
Event - Town Square Road Reserve - Usage Fee - Half Closure - Commercial Use	\$502.73	\$50.27	\$553.00	Per Day
Event - Town Square Road Reserve - Usage Fee - Full Closure - Commercial Use	\$527.27	\$52.73	\$580.00	Per Day
Event - Town Square Road Reserve - Usage Fee - No Closure or Quarter Closure - Charitable			No charge	Per Day
Event - Town Square Road Reserve - Usage Fee - Half Closure - Charitable			No charge	Per Day
Event - Town Square Road Reserve - Usage Fee - Full Closure - Charitable			No charge	Per Day
Occupation Bond - Hay Street Forecourt or Town Square Road Reserve	\$0 - \$2,000 determined according to event			Per Event

#### REF for Works within Council Public Road

#### Section 138 - Cattle Grid/Gates within a Public Road

Application Fee, Pre-Approval Inspection Fee and Post-Approval Inspection Fee	\$549.00	\$0.00	\$549.00	Per Application
Removal of Cattle Grid or Gate			At cost	

#### Traffic Management

Refer Appendix 8

#### Application Fees

Application fee	\$210.00	\$0.00	\$210.00	Each
All Occupancies Application fee is the minimum fee payable, plus any relevant Occupancy Fees listed below.				



Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

### Occupancy Fees

#### Minimum 1 Day

Footpath / Nature Strip (other than for Vehicle Crossing)	\$2.80	\$0.00	\$2.80	Per Metre Per Day
Non residential zone Minimum 6 metres				
Parking Lane – Residential Zone (other than Vehicle Crossing)	\$2.80	\$0.00	\$2.80	Per Metre Per Day
Location with no parking restrictions Minimum 6 metres				
Parking Lane – Residential Zone (other than Vehicle Crossing)	\$2.80	\$0.00	\$2.80	Per Metre Per Day
Location with parking restrictions Minimum 6 metres				
Parking Lane – Industrial and CBD areas	\$3.15	\$0.00	\$3.15	Per Metre Per Day
Location with no parking restrictions (less than 7 days) Minimum 6 metres				
Parking Lane – Industrial and CBD areas	\$2.85	\$0.00	\$2.85	Per Metre Per Day
Location with no parking restrictions (8 days or more) Minimum 6 metres				
Parking Lane – Industrial and CBD areas	\$5.40	\$0.00	\$5.40	Per Metre Per Day
Location with parking restriction Minimum 6 metres				
Trafficable Lane	\$11.50	\$0.00	\$11.50	Per Metre Per Day
Minimum 6 metres				

### Security Bonds

Bond Administration Fee - Traffic Management security bonds Applicable to all bonds	\$211.00	\$0.00	\$211.00	Per Bond
Bond - Plant and Equipment (CBD)	\$2,000.00	\$0.00	\$2,000.00	Per Application
For plant and equipment occupancy within the road reserve E.g. standing plant, cranes, skip bins, concrete pumps, etc				
Bond - Works on Road Reserve - CBD areas	\$10,000.00	\$0.00	\$10,000.00	Per Application
Where works require use of heavy plant and equipment or scaffolding within the road reserve				
Bond - Works within Road Reserve – Location other than CBD	\$2,000.00	\$0.00	\$2,000.00	Per Application
Where works require use of heavy plant and equipment or scaffolding within the road reserve outside of the CBD area				
Bond - Large events, and large events within Hay Street Forecourt and Town Square areas	\$2,000.00	\$0.00	\$2,000.00	Per Application
This bond may be applied where a bump in and out requires the use of large vehicles/fork lifts etc. and/or where there is a possibility of Council assets being damaged				

Name	Year 24/25		Unit
	Fee (excl. GST)	Fee (incl. GST)	

**Electric Vehicle (EV) Recharging**

Electric Vehicle Recharge Rate - 1	\$0.27	\$0.03	\$0.30	Per kWh
Electric Vehicle Recharge Rate - 2	\$0.36	\$0.04	\$0.40	Per kWh
Electric Vehicle Recharge Rate - 3	\$0.45	\$0.05	\$0.50	Per kWh
Electric Vehicle Recharge Idle Fee	\$0.09	\$0.01	\$0.10	Per Minute

This is when EVs stay past being fully charged.

**Street Banner Poles**

Street Banner Poles - Banner Change Over Fee	\$78.00	\$0.00	\$78.00	Per Banner
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**Directions Signage****Community, Service & Tourism Signage****Application and Sign Fee for New Community, Service and Tourism Signage**

Application Fee	\$184.55	\$18.45	\$203.00	Per Application
Supply and Installation			At Cost	Each

**Private Works - Restoration of Road Openings in Public Roads Maintained by Council**

Refer to Appendix 5

**Restoration of Road Openings up to 10m2**

Application Administration Fee – Restoration of Damaged Assets	\$544.00	\$0.00	\$544.00	Per Application
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Fees relating to internal costs incurred by Council including inspection of works and organisation of Council staff to repair damage to Council's Transport and Stormwater network infrastructure and assets.

**Type of Road Pavement**

Asphaltic concrete with cement concrete base	\$463.00	\$0.00	\$463.00	Per m2
Tar and bitumous surfaces on all classes of base other than cement concrete	\$171.00	\$0.00	\$171.00	Per m2
Earth and gravel, waterbound macadam and all other classes of unsealed pavement or shoulders	\$72.00	\$0.00	\$72.00	Per m2

**Kerbing, Guttering Construction****Contribution from land owners for Kerb & Guttering**

The actual charge shall be 50% of the actual cost. The charge listed shall be the maximum charge applied to a landowner.

Frontage	\$223.00	\$0.00	\$223.00	Per Lineal Metre
Side and/or Rear	\$111.00	\$0.00	\$111.00	Per Lineal Metre

Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

Street Stalls

Street Stalls	No charge	Per Day
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Management and Investigation of Street Lighting Glare Issue

Application Fee	\$190.91	\$19.09	\$210.00	Each
For preliminary assessment and review of street lighting glare shield option				
Approved Essential Energy Glare Shield Installation	\$509.09	\$50.91	\$560.00	Each
This is a third party charge - Essential Energy tariff (approx \$506.56) + 10%				
Detailed Street Lighting Design Fee	\$1,818.18	\$181.82	\$2,000.00	Each
Required for V category lighting on high traffic volume (collector/sub arterial/arterial) roads or high risk (due to reduced light levels) areas needing assessment. Accrediated electrical/lighting design consultant to prepare a design, construction plan, including Essential Energy authorisation costs.				
New Ilumanire (Light) as per Design	Essential Energy charge + 10%			Each
Note this is where no approved glare shield is applicable.				

Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

## Sports & Recreation

### Beach & Boating

Beach Driving Permit – 4WD Vehicles – Visitor	\$40.00	\$0.00	\$40.00	Each
Beach Driving Permit Yearly – 4WD Vehicles	\$80.00	\$0.00	\$80.00	Per Annum
Beach Driving Permit – 4WD Vehicles – Pensioner	\$40.00	\$0.00	\$40.00	Per Annum
Use of Wharves by Commercial Operators	\$31.82	\$3.18	\$35.00	Per Day

### Commercial Activities on Council Managed Land

#### Parks, Reserves, Sports Fields and Beaches

New Application Fee for 12 Month Licence	\$166.00	\$0.00	\$166.00	Per Annum
New Application Fee for Licence up to 3 Years	\$500.00	\$0.00	\$500.00	Per Application
Application Renewal Fee for 12 month Licence	\$88.00	\$0.00	\$88.00	Per Annum
Application Renewal Fee for Licence up to 3 Years	\$275.00	\$0.00	\$275.00	Per Application
Temporary Licence (up to 2 nominated locations)	\$520.00	\$0.00	\$520.00	Per Annum
Temporary Licence (Rent per additional location per annum)	\$125.00	\$0.00	\$125.00	Per Additional Location
Applies if the applicant does not pay a business rate directly related to the Temporary Licence activity				
Temporary Licence (Rent per additional location per annum)	\$62.00	\$0.00	\$62.00	Per Additional Location
Applies if the applicant pays a business rate directly related to the Temporary Licence activity				
Amendment to Temporary Licence Application	\$125.00	\$0.00	\$125.00	Per Application

### Sporting Facilities

#### Sporting Fields

Ground Fee – Commercial Use	\$454.55	\$45.45	\$500.00	Per Day
Ground Fee – Commercial Use	\$90.91	\$9.09	\$100.00	Per Hour
Ground Fee - General Use	\$181.82	\$18.18	\$200.00	Per Day
Ground Fee - General Use	\$36.36	\$3.64	\$40.00	Per Hour
Ground Fee - General Use (Seasonal)	\$909.09	\$90.91	\$1,000.00	Per Season
Lighting	\$6.36	\$0.64	\$7.00	Per Pole Per Hour
Changerooms Use	\$36.36	\$3.64	\$40.00	Per Day
Changerooms Use (<4 Hours)	\$18.18	\$1.82	\$20.00	Per Half Day
Canteen Use	\$45.45	\$4.55	\$50.00	Per Day
Canteen Use (<4 Hours)	\$22.73	\$2.27	\$25.00	Per Half Day
Kitchen Use - Sancrox Reserve	\$13.64	\$1.36	\$15.00	Per Hour
Canteen and Changeroom Use (Seasonal)	\$454.55	\$45.45	\$500.00	
Call Out Fee (Electrical, Lighting, Security, Facility Access)	\$63.64	\$6.36	\$70.00	Each
Illegal Use - No Allocation - First Offence	\$227.27	\$22.73	\$250.00	Each

continued on next page ...

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Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

**Sporting Fields** [continued]

Illegal Use - No Allocation - Second Offence	\$545.45	\$54.55	\$600.00	Each
Cleaning Fee			\$500-\$5,000	Each
Ground Damage Fee	\$2,000 - \$6,000 Determined according to event			Each
Property Loss Fee			\$500-\$5,000	Each
Removal of Rubbish Fee			\$500-\$5,000	Each
Structural Damage Fee			\$500-\$5,000	Each
Regular users – Annual Bond	\$800.00	\$0.00	\$800.00	Each
Late Booking Fee	\$150.91	\$15.09	\$166.00	Per Application

**Vince Inmon Sporting Complex**

Grandstand Use (Including Canteen and Changerooms)	\$68.18	\$6.82	\$75.00	Per Day
Grandstand Use (Including Canteen and Changerooms) (Seasonal)	\$681.82	\$68.18	\$750.00	Per Season
Meeting Room	\$45.45	\$4.55	\$50.00	Per Hour

**Parks & Reserves****Major Events (including Major Events Held at Sporting Facilities)**

Ground Fee	\$500.00	\$50.00	\$550.00	Per Day
Ground Fee (School & Public Holidays)	\$700.00	\$70.00	\$770.00	Per Day
Application Fee (Non-Refundable)	\$227.27	\$22.73	\$250.00	Per Application
Bond	\$6,000.00	\$0.00	\$6,000.00	Per Application
Cancellation Fee - Within 7 Days of Event		100% of Hire Charges		

**Power****Power Use**

At Cost			At Cost	Per Day
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**Power - Access Fee**

Single Phase	\$39.09	\$3.91	\$43.00	Per Unit
Three Phase	\$78.18	\$7.82	\$86.00	Per Unit

**General Use**

Application Fee (Non-Refundable)	\$136.36	\$13.64	\$150.00	Per Application
2 hours maximum				
Ground Fee – General Use	\$181.82	\$18.18	\$200.00	Per Day
Ground Fee – Commercial Use	\$454.55	\$45.45	\$500.00	Per Day
Ground Fee - Charitable and Not for Profit	\$90.91	\$9.09	\$100.00	Per Day
Bond - General Use	\$2,000 - \$6,000 Determined according to event			Per Event

continued on next page ...

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Name	Year 24/25		Unit
	Fee (excl. GST)	Fee (incl. GST)	

**General Use** [continued]

Application for Filming on Public Lands	\$200.00	\$0.00	\$200.00	Per Application
Bond - Temporary Vehicle Access to a Reserve	\$2,000.00	\$0.00	\$2,000.00	Per Application
Call Out Fee (Electrical, Lighting, Security, Facility Access)	\$63.64	\$6.36	\$70.00	Per Hour
Booking Amendment/Cancellation Fee (User Initiated)	\$27.27	\$2.73	\$30.00	Per Change
Late Booking Fee	\$150.91	\$15.09	\$166.00	Per Application
Additional Amenities Clean			At Cost	

**Stadiums****Port Macquarie Indoor Stadium****Stadium Hire Costs***Monthly Ticket*

Badminton N/A	\$24.09	\$2.41	\$26.50	Each
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*Casual Play*

Basketball, Volleyball, Futsal, Netball, Other	\$3.18	\$0.32	\$3.50	Each / Per Hour
Badminton	\$7.73	\$0.77	\$8.50	Each / Per Hour
Badminton – Seniors	\$7.73	\$0.77	\$8.50	Each / Per Hour

*Equipment Hire*

Balls & Racquets	\$4.09	\$0.41	\$4.50	Each
Shuttles	\$1.82	\$0.18	\$2.00	Each

*Court Hire**Local Clubs and Associations Peak Time*

Badminton	\$20.00	\$2.00	\$22.00	Per Hour
Basketball, Volleyball, Soccer (Indoor), Netball	\$43.64	\$4.36	\$48.00	Per Hour

*Local Clubs and Associations Off Peak Times*

Badminton	\$19.55	\$1.95	\$21.50	Per Hour
Basketball, Volleyball, Soccer (Indoor), Netball	\$33.64	\$3.36	\$37.00	Per Hour

*Other Groups*

Badminton	\$24.09	\$2.41	\$26.50	Per Hour
Basketball, Volleyball, Soccer (Indoor), Netball	\$48.18	\$4.82	\$53.00	Per Hour

*Hire of Stadium**Cleaning*

Extra Cleaning	\$29.09	\$2.91	\$32.00	Per Hour
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Name	Year 24/25 Fee (excl. GST)	GST	Fee (incl. GST)	Unit
<b><i>Inclusive</i></b>				
6 Courts	\$3,118.18	\$311.82	\$3,430.00	Per Day
3 Courts	\$1,736.36	\$173.64	\$1,910.00	Per Day
<b><i>Restricted</i></b>				
6 Courts	\$290.91	\$29.09	\$320.00	Per Hour
3 Courts	\$154.55	\$15.45	\$170.00	Per Hour
<b><i>Schools</i></b>				
Supervision Required	\$5.00	\$0.50	\$5.50	Each
Supervision NOT Required	\$4.09	\$0.41	\$4.50	Each
<b><i>School Holiday Program</i></b>				
8.30am to 12.30pm	\$19.09	\$1.91	\$21.00	Per Half Day
8.30am to 5pm – Including morning tea	\$29.09	\$2.91	\$32.00	Per Session
<b><i>After School Care</i></b>				
Per 12 children				
On Site	\$57.73	\$5.77	\$63.50	Per Hour
<b><i>Multi Sport Competition</i></b>				
Nomination	\$145.45	\$14.55	\$160.00	Per Team
18 Weeks				
Plus Weekly Game Fee	\$52.73	\$5.27	\$58.00	Per Team
18 Weeks				
<b><i>Volleyball Competition</i></b>				
Nomination	\$96.36	\$9.64	\$106.00	Per Team
Plus Weekly Game Fee	\$43.18	\$4.32	\$47.50	Per Team
<b><i>Ultimate Disc Competition</i></b>				
Nomination	\$96.36	\$9.64	\$106.00	Per Team
plus Weekly Game Fee	\$43.18	\$4.32	\$47.50	Per Team
<b><i>Mixed Netball/Fast 5 Competition</i></b>				
Nomination	\$38.64	\$3.86	\$42.50	Per Team
18 Weeks				
plus Weekly Game Fee	\$38.64	\$3.86	\$42.50	Per Team
18 Weeks				

Name	Year 24/25 Fee (excl. GST)	GST	Fee (incl. GST)	Unit
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***Birthday Parties***

Supervised 2 hour booking	\$145.45	\$14.55	\$160.00	Per 2 hour booking
Up to 20 children				
Unsupervised (private) 2 hours	\$96.36	\$9.64	\$106.00	Per 2 hour booking
Up to 20 children				

***Meeting Rooms***

Room 1	\$24.09	\$2.41	\$26.50	Per Hour
Room 2	\$14.55	\$1.45	\$16.00	Per Hour

**Port Macquarie Regional Sports Stadium**

Ground Fee - Commercial	\$909.09	\$90.91	\$1,000.00	Per Day
Ground Fee - Commercial	\$181.82	\$18.18	\$200.00	Per Hour
Ground Fee - General Use (Seasonal)	\$1,818.18	\$181.82	\$2,000.00	Per Season
Ground Fee - General Use (Non-Seasonal)	\$363.64	\$36.36	\$400.00	Per Day
Ground Fee - General Use (Non-Seasonal)	\$72.73	\$7.27	\$80.00	Per Hour

**Wauchope Indoor Stadium****Main Stadium (all courts)**

Court Use - Commercial	\$50.00	\$5.00	\$55.00	Per Hour
Court Use - General	\$27.27	\$2.73	\$30.00	Per Hour
Annual Fee - Community Groups	\$1,090.91	\$109.09	\$1,200.00	Per Annum

**Swimming Pools****Kendall, Laurieton and Wauchope**

Spectator Admission	\$1.73	\$0.17	\$1.90	Each
General Admission	\$4.36	\$0.44	\$4.80	Each
Concession Admission	\$3.82	\$0.38	\$4.20	Each
Book of 20 Tickets	\$74.55	\$7.45	\$82.00	Each
Book of 50 Tickets	\$161.36	\$16.14	\$177.50	Each
School Groups	\$4.00	\$0.40	\$4.40	Per Person
Teachers and carers free. No lane hire				
School Carnivals	\$4.36	\$0.44	\$4.80	Per Person
Teachers and carers free. No lane hire				
Daycare and Disability Groups	\$4.36	\$0.44	\$4.80	Per Person
Carers free. No lane hire				
Swim Club	\$4.36	\$0.44	\$4.80	Per Person
No Lane Hire Fees				



Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

**Kendall, Laurieton and Wauchope** [continued]

Masters Swim Club	\$6.18	\$0.62	\$6.80	Per Person
No Lane Hire Fees				
Lane Hire	\$31.36	\$3.14	\$34.50	Per Hour/ per 50 metres of lane space
Per 50 Metres of Lane Space - Per Hour				

**Port Macquarie**

Spectator Admission	\$1.73	\$0.17	\$1.90	Each
General Admission	\$4.82	\$0.48	\$5.30	Each
Concession Admission	\$4.27	\$0.43	\$4.70	Each
Book of 20 Tickets	\$81.73	\$8.17	\$89.90	Each
Book of 50 Tickets	\$190.00	\$19.00	\$209.00	Each
School Groups	\$4.45	\$0.45	\$4.90	Per Person
Teachers and carer free. No lane hire				
School Carnivals	\$4.82	\$0.48	\$5.30	Per Person
Teachers and carers free. No lane hire				
Daycare and Disability Groups	\$4.82	\$0.48	\$5.30	Per Person
Carers Free. No lane hire				
Swim Club	\$4.82	\$0.48	\$5.30	Per Person
No lane hire fees				
Masters Swim Club	\$6.18	\$0.62	\$6.80	Per Person
Out of hours. No lane hire fees.				
Lane Hire – 1x lane of 50m pool	\$31.36	\$3.14	\$34.50	Per Hour/ per 50 metres of lane space
Per hour, per 50 metres of lane space				

Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

## Stormwater & Drainage

### Interest Rate

#### Interest Rate on overdue rates & charges

Stormwater Management Annual Charge	9%	
As per the rate determined by the Division of Local Government		

### Annual Stormwater Charge

Section 496A of Local Government Act, 1993

#### Business

Between 0 & 350m2	\$25.00	\$0.00	\$25.00	Per Annum
Between 351m2 & 700m2	\$50.00	\$0.00	\$50.00	Per Annum
Between 701m2 & 1,000m2	\$75.00	\$0.00	\$75.00	Per Annum
Between 1,001m2 & 1,400m2	\$100.00	\$0.00	\$100.00	Per Annum
Between 1,401m2 & 1,750m2	\$125.00	\$0.00	\$125.00	Per Annum
Between 1,751m2 & 2,100m2	\$150.00	\$0.00	\$150.00	Per Annum
Between 2,101m2 & 2,450m2	\$175.00	\$0.00	\$175.00	Per Annum
Between 2,451m2 & 2,800m2	\$200.00	\$0.00	\$200.00	Per Annum
Between 2,801m2 & 3,200m2	\$225.00	\$0.00	\$225.00	Per Annum
Between 3,201m2 & 3,500m2	\$250.00	\$0.00	\$250.00	Per Annum
Between 3,501m2 & 3,850m2	\$275.00	\$0.00	\$275.00	Per Annum
Between 3,851m2 & 4,200m2	\$300.00	\$0.00	\$300.00	Per Annum
Between 4,201m2 & 4,600m2	\$325.00	\$0.00	\$325.00	Per Annum
Between 4,601m2 & 4,900m2	\$350.00	\$0.00	\$350.00	Per Annum
Between 4,901m2 & 5,200m2	\$375.00	\$0.00	\$375.00	Per Annum
Between 5,201m2 & 5,600m2	\$400.00	\$0.00	\$400.00	Per Annum
Between 5,601m2 & 5,950m2	\$425.00	\$0.00	\$425.00	Per Annum
Between 5,951m2 & 6,300m2	\$450.00	\$0.00	\$450.00	Per Annum
Between 6,301m2 & 6,600m2	\$475.00	\$0.00	\$475.00	Per Annum
Greater than 6,600m2	\$500.00	\$0.00	\$500.00	Per Annum

#### Business Strata

Business Strata	\$12.50	\$0.00	\$12.50	Per Annum
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#### Residential

Residential	\$25.00	\$0.00	\$25.00	Per Annum
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#### Residential Strata

Residential Strata	\$12.50	\$0.00	\$12.50	Per Annum
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### Stormwater Asset Investigations

Camera Investigation of Stormwater Drainage Assets	\$18.64	\$1.86	\$20.50	Per Lineal Metre
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Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

## Strategic Landuse

### Development Control Plans

Where Council has to prepare or assess

Preparation and / or review of a DCP	Fee determined by quotation based on full recovery	Estimate
Full cost recovery of external consultant fees and / or Council co-ordination / review costs		

### Local Environment Plans

#### LEP Amendments (Planning Proposals)

##### Planning Proposal Category - Basic

Stage 1 - Pre-Lodgement	\$1,400.00	\$0.00	\$1,400.00	Each
Stage 2 & 3 - Pre-Gateway	\$5,000.00	\$0.00	\$5,000.00	Each
Stage 4 & 5 - Post Gateway	\$9,000.00	\$0.00	\$9,000.00	Each
Stage 6 - Finalisation	\$2,200.00	\$0.00	\$2,200.00	Each

##### Planning Proposal Category - Standard

Stage 1 - Pre-Lodgement	\$1,400.00	\$0.00	\$1,400.00	Each
Stage 2 & 3 - Pre-Gateway	\$15,000.00	\$0.00	\$15,000.00	Each
Stage 4 & 5 - Post Gateway	\$30,000.00	\$0.00	\$30,000.00	Each
Stage 6 - Finalisation	\$2,200.00	\$0.00	\$2,200.00	Each

##### Planning Proposal Category - Complex

Stage 1 - Pre-Lodgement	\$1,400.00	\$0.00	\$1,400.00	Each
Stage 2 & 3 - Pre-Gateway	\$30,800.00	\$0.00	\$30,800.00	Each
Stage 4 & 5 - Post Gateway	\$37,000.00	\$0.00	\$37,000.00	Each
Stage 6 - Finalisation	\$2,200.00	\$0.00	\$2,200.00	Each

#### Administrative LEP Amendments

E.g. Mapping anomalies and corrections

#### Minor LEP Amendments and Reclassifications

No significant support studies for Council review

#### Other LEP Amendments

E.g. where a significant support study is required

#### Council co-ordination of specialist study preparation or peer review

External consultant fees and Council co-ordination costs	Fee determined by quotation based on full recovery	Estimate
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#### Public Hearing

Where required or requested

Name	Year 24/25		Unit
	Fee (excl. GST)	Fee (incl. GST)	

**Public Hearing** [continued]

Full cost recovery	Fee determined by quotation based on full recovery	Each
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**Voluntary Planning Agreements**

Initial Offer of VPA (Letter of Offer)	\$500.00	\$0.00	\$500.00	Each
Negotiation of VPA	\$6,000.00	\$0.00	\$6,000.00	Each
VPA Amendment Fee	\$500.00	\$0.00	\$500.00	Each
VPA Supervision Cost	1% of the value of the proposed works			
Legal and Other Associated Costs	Full cost recovery			

**Deferred Developer Contributions**

Development contributions are levied under various Contribution Plans in accordance with s7.11 of the *Environmental Planning & Assessment Act 1979*. Details of current development servicing plans and charges are available from Council's website or by contacting Council's Development Contributions Section on 6581 8111.

Development Contributions are indexed quarterly in line with movements in the CPI.

Preparation of Contributions Deferral Deed (Standard)	\$517.27	\$51.73	\$569.00	per Deed
Variation of a Contributions Deferral Deed or associated dealings including a review of Caveator's Consent or a request to vary the deferral deed template.	Fee determined by quotation based on full Recovery. Minimum charge \$550.			per Deed
Withdrawal of caveat associated with Contributions Deferral Deeds per lot created in the subdivision (Excluding lots to be dedicated to Council). Paid at the time of preparation of the Contributions Deferral Deed.	\$181.82	\$18.18	\$200.00	per lot

**Works-in-Kind Agreements**

Development contributions are levied under various Contributions Plans in accordance with s7.11 of the *Environmental Planning & Assessment Act 1979*. Works-in-Kind (WIK) Agreements are used to facilitate the delivery of works as part of a Contribution Plan or of Material Public Benefit. Details of current development servicing plans and charges are available from Council's website or by contacting Council's Development Contributions Section on 6581 8686.

Preparation of a Standard Works-in-Kind Agreement	\$500.00	\$50.00	\$550.00	Per Agreement
Preparation of Non-Standard Works-in-Kind Agreement or a Request to Vary the Standard Agreement	Fees determined by quotation based on full recovery. Minimum charge \$550.			Per Agreement

**Section 64 Development Servicing Plan Fees & Charges**

Water Supply & Sewerage Headworks charges are levied under Development Servicing Plans prepared under the provisions of the *Water Management Act (NSW) 2000* pursuant to Section 64 of the *Local Government Act (NSW) 1993*.

Notes: Equivalent Tenement (ET) is defined as per unit cost for a standard residential 450 sqm to 2,000 sqm lot.

Fees & Charges defined as of 1 February 2024.

Name	Year 24/25		Unit
	Fee (excl. GST)	Fee (incl. GST)	

### Development Servicing Plan for Water and Supply and Sewerage 2014

Water Supply Headworks Charge	\$10,375.00	\$0.00	\$10,375.00	Per ET
Sewerage Services Headworks Charge	\$3,936.00	\$0.00	\$3,936.00	Per ET

### s7.11 Development Contributions Fees & Charges

Contribution charges are levied under Council's Contribution Plans prepared under the provisions of Section 7.11 of the *Environmental Planning and Assessment Act 1979*. Charges are applied as per the Council approved plans (refer to Council's website).

Notes: Equivalent Tenement (ET) is defined as per unit cost for a standard residential 450 sqm to 2,000 sqm lot.

Fees & Charges defined as of 1 February 2024.

Notice of Payment (NOP) Re-issue Fee	\$50.00	\$0.00	\$50.00	per NOP issued
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### s7.12 Development Contributions Fees & Charges

Contribution charges are levied under Council's Contribution Plans prepared under the provisions of Section 7.12 of the *Environmental Planning and Assessment Act 1979*.

Notes: Fees & Charges defined as of 1 February 2024.

### Port Macquarie-Hastings Council Section 94A Levy Contributions Plan 2007

Cost of works up to and including \$100,000	Nil	% of Cost
Cost of works more than \$100,000 and up to and including \$200,000	0.50%	% of Cost
Cost of works more than \$200,000	1.00%	% of Cost

Name	Year 24/25		Unit
	Fee (excl. GST)	Fee (incl. GST)	

## The Glasshouse

### Glasshouse Port Macquarie

Refer also to Conditions of Hire (available on website [www.glasshouse.org.au](http://www.glasshouse.org.au))

Refer to Appendix 10

### Performance Spaces

Full Theatre Hire (hire per performance or event)	\$363.64	\$36.36	\$400.00	per hour
As per standard rates as costed or 10% of Gross Box Office taking (whichever is the greater). Includes A/C, cleaning, access to standard in-house lighting, 1 x Venue Supervisor and 1 x Theatre Technician 4 hour minimum hire				
Theatre Hire Stalls Only	\$318.18	\$31.82	\$350.00	per hour
Includes A/C, cleaning, access to standard in-house lighting, 1 x Venue Supervisor and 1 x Theatre Technician 4 hour minimum hire				
Theatre Hire Rehearsal Rate (per hour)	\$281.82	\$28.18	\$310.00	per hour
Includes 1 x Venue Supervisor and 1 x Technician. Excludes access to auditorium seating and theatre is under work lights only. 4 hour minimum hire				
Studio Hire – Performance/Public Event	\$90.91	\$9.09	\$100.00	per hour
Includes A/C, cleaning, access to standard in-house lighting and sound rig, 1 x Venue Supervisor 4 hour minimum hire				
Studio Hire Bare Walls Hire combined with Theatre Hire. Flat rate of \$200, then \$30/hr thereafter	\$181.82	\$18.18	\$200.00	\$200 Flat Rate + \$30 Per Hour
Includes electricity, A/C, cleaning and event support staff. Room set to client specifications. 4 hour minimum hire				
Studio Hire Bare Walls. Flat fee of \$200 per day. Available Monday to Thursday 9.00am - 5.00pm. Not available after hours.	\$181.82	\$18.18	\$200.00	\$200.00 Flat Rate Per Day
Includes electricity, AC, cleaning, work lights. No event staff included (space subject to availability)				
Studio Hire (Half Day) – Meeting Only During Business Hours, Monday to Friday 9.00am – 5.00pm	\$250.00	\$25.00	\$275.00	Half Day
Includes electricity, A/C, cleaning, table, chairs. AV Operator pre rig, set OR operation at additional cost. 1/2 Day (max 4 hours)				
Studio Hire (Full Day) – Meeting Only During Business Hours, Monday to Friday 9.00am – 5.00pm	\$340.91	\$34.09	\$375.00	Full Day
Includes electricity, A/C, cleaning, table, chairs. AV Operator pre rig, set OR operation at additional cost. Full Day (8 hours)				
Glasshouse Podium Hire Package (Charge is Per Hour)	\$59.09	\$5.91	\$65.00	Per Hour
Includes 1 x Venue Supervisor for the duration of the booking. Hire and set up of equipment (up to 20 chairs, music stands, power cables) and access to 240v power (space is subject to availability). Minimum 3 hour hire				
Glasshouse Podium Hire Only (Charge is Per Hire)	\$54.55	\$5.45	\$60.00	\$60.00 Flat Rate Per Hire
No event staff, equipment or power included (space is subject to availability).				

Name	Year 24/25		Unit
	Fee (excl. GST)	Fee (incl. GST)	

### Performance Spaces [continued]

Mezzanine Theatre Presentation Package	\$186.36	\$18.64	\$205.00	Per Hour
Only available in conjunction with hire of the mezzanine foyer. Includes data projector and screen and access to seating for a maximum 100 pax in the theatre dress circle. Please Note: additional staff charges may apply depending on scope of the event. 3 hour minimum hire				

### Conference Spaces

Meeting Room 1 OR 2 Hire (Full Day)	\$204.55	\$20.45	\$225.00	Full Day
Includes electricity, A/C, cleaning, tables, chairs 8 hours				
Meeting Room 1 OR 2 Hire – After Hours (0 – 70 people, after business hours access inclusive of 1 staff). After Hours = 5pm – 11pm weekdays. Staff surcharges apply on Saturdays, Sundays, Public Holidays and after 11pm	\$72.73	\$7.27	\$80.00	Per Hour
Includes electricity, A/C, cleaning, tables, chairs minimum 3 hours / price per hour				
Meeting Room 1 and 2 Combined Hire (Half Day)	\$250.00	\$25.00	\$275.00	Half Day
Includes electricity, A/C, cleaning, tables, chairs Max 4 hours				
Meeting Room 1 and 2 Combined Hire (Full Day)	\$340.91	\$34.09	\$375.00	Full Day
Includes electricity, A/C, cleaning, tables, chairs 8 hours				
Meeting Room 1 and 2 Combined Hire – After Hours (71 – 140 people, after business hours access inclusive of 1 staff). After Hours = 5pm – 11pm weekdays. Staff surcharges apply on Saturdays, Sundays, Public Holidays and after 11pm	\$90.91	\$9.09	\$100.00	Per Hour
Includes electricity, A/C, cleaning, tables, chairs minimum 3 hours / price per hour				
Art Lab Room Hire Half Day (Not available after hours)	\$118.18	\$11.82	\$130.00	Half Day
Includes electricity, A/C, cleaning, tables, chairs Max 4 hours				
Art Lab Room Hire Full Day (Not available after hours)	\$163.64	\$16.36	\$180.00	Full Day
Includes electricity, A/C, cleaning, tables, chairs 8 hours				
Boardroom 1 Hire (Level 2) – Full Day	\$163.64	\$16.36	\$180.00	Full Day
16 people maximum. Includes electricity, A/C, cleaning, tables, chairs 8 hours				
Boardroom 2 (Level 2) – Full Day	\$136.36	\$13.64	\$150.00	Full Day
10 people maximum. Includes electricity, A/C, cleaning, tables, chairs 8 hours				
Boardroom 3 (Level 2) – Full Day	\$90.91	\$9.09	\$100.00	Full Day
6 people maximum, Includes electricity, A/C, cleaning, tables, chairs, WI-FI 8 hours				
Regional Gallery Hire (Top Floor OR Ground Floor)	\$90.91	\$9.09	\$100.00	Per Hour
Access to floor space subject to availability and exhibition restrictions - any set up required will be charged at applicable staff and equipment rates 3 hour minimum hire				

Name	Year 24/25		Unit
	Fee (excl. GST)	Fee (incl. GST)	

**Conference Spaces** [continued]

Foyer Hire (for event)	\$90.91	\$9.09	\$100.00	Per Hour
Access to floor space - any set up required will be charged at applicable staff and equipment rates 3 hour minimum hire				
Foyer Hire (for set up by Hirer)	\$45.45	\$4.55	\$50.00	Per Hour
Access to floor space by Hirer - any equipment set up required will be charged at applicable staff and equipment rates 1 hour minimum hire				
AV Package (Mezzanine Foyer)	\$309.09	\$30.91	\$340.00	Per Day
Includes hire of a data projector, lectern and microphone OR radio mic, laptop, staging, PA system, LED lights, tabs and screen. (Operator is extra and charged at the published hourly rate IF required)				
Whole of Venue: Includes access to Theatre, Studio, Meeting Room 1 & 2, Boardrooms 1 - 3, Mezzanine Foyer, 3 x staff	By quotation			Per Day
Subject to availability				
Additional Dressing Room Activation	\$181.82	\$18.18	\$200.00	Per Hire/ Event
Only available when combined with theatre hire Includes electricity, A/C, cleaning				

**Event Cancellation Fees**

0-14 Days Prior to Event Start Date	100% of Total Event Charges			
15-29 Days Prior to Event Start Date	50% of Total Event Charges			
30-90 Days Prior to Event Start Date	25% of Total Event Charges			
More Than 90 Days Prior to Event Start Date (in addition to any costs already incurred)	\$272.73	\$27.27	\$300.00	

**Staff Rates**

Staff working conditions include the following - Minimum 3 hr call, plus staff must be allowed a meal break no later than 5 hours after commencement, all missed meal breaks will incur A/H charges until meal break is taken.

Rates are per hour.

Venue Supervisor / Technician / Duty Manager / Gallery Technician / Editing Technician (Monday – Friday)	\$53.64	\$5.36	\$59.00	Per Hour
Venue Supervisor / Technician / Duty Manager / Gallery Technician (Saturday)	\$58.18	\$5.82	\$64.00	Per Hour
Usher / Tour Guide / Merchandise Seller (Monday – Friday)	\$49.09	\$4.91	\$54.00	Per Hour
Usher / Tour Guide / Merchandise Seller (Saturday)	\$53.64	\$5.36	\$59.00	Per Hour
Venue Supervisor / Technician / Duty Manager / Gallery Technician (Sunday)	\$66.36	\$6.64	\$73.00	Per Hour
Usher / Tour Guide / Merchandise Seller (Sunday)	\$61.82	\$6.18	\$68.00	Per Hour
Venue Supervisor / Technician / Duty Manager / Gallery Technician (Public Holiday)	\$113.64	\$11.36	\$125.00	Per Hour
Usher / Tour Guide / Merchandise Seller (Public Holiday)	\$109.09	\$10.91	\$120.00	Per Hour
Event Administration (Marketing, Box Office, Event Services, Customer Service Mon-Fri)	\$59.09	\$5.91	\$65.00	Per Hour



Name	Year 24/25			Unit
	Fee (excl. GST)	GST	Fee (incl. GST)	

### Miscellaneous Fees

Function Package	By quotation			
Customised Package				
Venue Marketing Package	\$181.82	\$18.18	\$200.00	Per Package
Marketing Packages	By quotation			
Photography Packages (access to non-public venues)	By quotation			
Wedding Ceremony Packages	By quotation			
Merchandising	10% of total sales. Fixed Percentage			
Commission on any goods sold within the premises				
Technical Specifications Late Fee	\$45.45	\$4.55	\$50.00	Per Day
Venue Hire Cancellation Fees	Prices as per Glasshouse Venue Hire Agreement			

### Business Sense Packages

Only available during business hours: 9.00am to 5.00pm, catering as per set menu, minimum numbers apply, contact Glasshouse for further information.

#### Half Day

Includes Meeting Room 1 & 2 combined, technical assistance on arrival, morning OR afternoon tea, Glasshouse working lunch, laptop, wi-fi, whiteboard, data projector, lectern & microphone, water & mints, room set to clients requirements.

Business Sense Package (minimum 25 delegates)	\$48.18	\$4.82	\$53.00	Per Person
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#### Full Day

Includes Meeting Room 1 & 2 combined, technical assistance on arrival, morning tea, afternoon tea, Glasshouse working lunch, laptop, wi-fi, whiteboard, data projector, lectern & microphone, water & mints, room set to clients requirements.

Business Sense Package (minimum 25 delegates)	\$51.82	\$5.18	\$57.00	Per Person
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### Live Stream Packages

Specialised Web Streaming & Recording Technology for Online/Live Video Conferencing. Supported by GoTo Meetings.

Package A	\$227.27	\$22.73	\$250.00	Per Day
Includes equipment, set up/down, testing, data allowance and livestream platform. Technician to operate is an additional charge at published hourly rate. Available in the Theatre + Studio Performance spaces only.				
Package B	By quotation			

### Audio Visual Conference Packages

Available in the Boardrooms and Meeting Room spaces only.

Video Conferencing Package	\$136.36	\$13.64	\$150.00	Per Day
Includes Laptop, WiFi, TV, Web Cam, NT5 Microphone, Headphone Jack adaptor and Zoom to one or more locations. Data Projector is an additional charge.				

Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

**Audio Visual Conference Packages** [continued]

Audio Conferencing Package	\$90.91	\$9.09	\$100.00	Per Day
Includes Laptop, WiFi, NT5 Microphone, Headphone Jack adaptor and Zoom to one or more locations.				

**Venue Set Up Items**

Theatre PA	\$109.09	\$10.91	\$120.00	Per Hire
Studio PA	\$72.73	\$7.27	\$80.00	Per Hire
Dance Floor (Tarkett) Theatre	\$181.82	\$18.18	\$200.00	Per Hire
Dance Floor (Tarkett) Studio	\$70.00	\$7.00	\$77.00	Per Hire
Theatre Forestage / Pit	\$350.00	\$35.00	\$385.00	Per Hire
Show Relay Set Up, 1-2 Venues per Hire	\$50.91	\$5.09	\$56.00	Per Hire
Show Relay Set Up, 3 or More Venues per Hire	\$87.27	\$8.73	\$96.00	Per Hire
Radio Microphone – Hand held OR lapel	\$50.00	\$5.00	\$55.00	Per Day
Radio Microphone – Headset (Radio Mic + DPA Microphone)	\$90.91	\$9.09	\$100.00	Per Day
Data Projector – Meeting Rooms & Studio	\$136.36	\$13.64	\$150.00	Per Day
Data Projector + Screen – Theatre	\$281.82	\$28.18	\$310.00	Per Day
Small PA	\$72.73	\$7.27	\$80.00	Per Day
Corded microphone & speaker				
Medium PA	\$118.18	\$11.82	\$130.00	Per Day
Includes corded microphone (and lectern where required), CD player, mixing desk, left & right speakers and small stage				
Large PA	\$181.82	\$18.18	\$200.00	Per Day
Includes 1 x radio microphone, 1 x corded microphone (and lectern where required), 2 CD players, mixing desk, left & right speakers, 2 foldback sends. Requires operator at relevant hourly staff charges				
Colour Filters for Lighting	\$20.00	\$2.00	\$22.00	Per 1/2 Sheet
Non standard lighting rig				
Lectern with Microphone (Wired)	\$50.00	\$5.00	\$55.00	Per Day
Red Carpet	\$40.91	\$4.09	\$45.00	Per Hire
Screen (8ft x 12ft)	\$90.91	\$9.09	\$100.00	Per Day
Other Miscellaneous Technical or Event Items	By negotiation			
Subject to equipment & availability				
Arcus Picture Hanging System	\$181.82	\$18.18	\$200.00	Per Hire
Preview Monitor	\$18.18	\$1.82	\$20.00	Per Day
White Board	No charge			
Laser Pointer	\$10.00	\$1.00	\$11.00	Per Hire
Presentation Mouse	\$15.00	\$1.50	\$16.50	Per Hire
Orchestral Chairs	No charge			
40 available				
Music Stands	No charge			
50 available (short & tall)				
Grand Piano – Yamaha C7	\$254.55	\$25.45	\$280.00	Per Hire
Does not include Tuning				
Digital Piano – Clarinova Baby Grand	\$136.36	\$13.64	\$150.00	Per Hire
Piano Tuning	\$218.18	\$21.82	\$240.00	Per Request

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Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

**Venue Set Up Items** [continued]

Rostrum / Risers	\$18.18	\$1.82	\$20.00	Per Unit Per Hire
10 units available for hire				
Mirror Ball	\$50.00	\$5.00	\$55.00	Per Hire
Smoke / Haze Machine	\$68.18	\$6.82	\$75.00	Per Hire
Banquet Linen (Table Cloths, Napkins, Chair Covers)			By quotation	
Conference Linen (Black/Grey Tablecloths)	\$6.82	\$0.68	\$7.50	Each
Laptop	\$90.91	\$9.09	\$100.00	Per Unit Per Day
2 units available for hire (running Windows 7)				
Apple MAC	\$90.91	\$9.09	\$100.00	Per Unit Per Day
2 units available for hire				
Modem	\$45.45	\$4.55	\$50.00	Per Modem Per Day
Light It Up Package	\$88.18	\$8.82	\$97.00	
240v Power (Podium)	\$39.09	\$3.91	\$43.00	Per Day
Kiosk (self service) power only available for events located on the Glasshouse Podium				
3-Phase Power (Loading Dock)	\$78.18	\$7.82	\$86.00	Per Day
Requires Technician to provide access. All leads must be tested and tagged.				

**Video Recording Packages**

Event/Show Recording for Full Show Quality	\$318.18	\$31.82	\$350.00	Per Event/ Show
2 x cameras, audio feed, no editing. This service requires an operator for the show call which will be an additional charge at the published hourly rate. Staff charges would be per day for the duration of the event if recording required on multiple days.				

**Transaction Fees**

Glasshouse Membership Program Fee – Adult	\$47.27	\$4.73	\$52.00	Each
Glasshouse Membership Program Fee – Adult Double	\$74.55	\$7.45	\$82.00	Per Couple
Glasshouse Membership Program Fee – Concession/Under 21/Student	\$42.73	\$4.27	\$47.00	Each
Proof of age/concession required				
Internet Transaction Fee	\$3.18	\$0.32	\$3.50	Per Transactio n
Inclusive of postage fee when tickets are purchased more than 14 days prior to the event.				
Counter Transaction Fee	\$3.18	\$0.32	\$3.50	Per Transactio n

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Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

**Transaction Fees** [continued]

Telephone Transaction Fee	\$5.45	\$0.55	\$6.00	Per Transaction
Inclusive of postage fees when tickets are purchased more than 14 days prior to the event.				
Member Transaction Fee	No Charge - Available to current Glasshouse members (excludes online fees)			Per Transaction
Ticket Re-issue Fee (non-members)	\$3.18	\$0.32	\$3.50	Per Transaction
Ticket Re-issue Fee (members)	No Charge			Per Transaction
Exchange Fee (non-members)	\$3.18	\$0.32	\$3.50	Per Transaction
Exchange Fee (members)	No Charge			Per Transaction
Administration Fee	\$4.55	\$0.45	\$5.00	Per Transaction
Membership Processing Fee	No charge			Per Transaction
Applicable for counter and telephone membership sales. Online membership sales incur standard internet transaction fees. Transaction fees are non refundable.				
Donations Processing Fee	No charge			Per Transaction

**Booking Fees**

Ticket Price \$0.01 – \$25.00	\$2.73	\$0.27	\$3.00	Per Ticket
Ticket Price \$25.01 – \$50.00	\$3.64	\$0.36	\$4.00	Per Ticket
Ticket Price \$50.01 – \$75.00	\$4.55	\$0.45	\$5.00	Per Ticket
Ticket Price \$75.01 – \$100.00	\$5.45	\$0.55	\$6.00	Per Ticket
Ticket Price \$100.01 +	Price on application - From \$6.50			POA
Cancellation Fee Ticket Price \$0.01 – \$25.00	\$2.73	\$0.27	\$3.00	Per Ticket
Cancellation Fee Ticket Price \$25.01 – \$50.00	\$3.64	\$0.36	\$4.00	Per Ticket
Cancellation Fee Ticket Price \$50.01 – \$75.00	\$4.55	\$0.45	\$5.00	Per Ticket
Cancellation Fee Ticket Price \$75.01 – \$100.00	\$5.45	\$0.55	\$6.00	Per Ticket
Cancellation Fee Ticket Price \$100.01 +	Price on application - From \$6.50			POA
Complimentary Tickets	\$0.91	\$0.09	\$1.00	Per Ticket
Bulk Ticket Print	\$1.36	\$0.14	\$1.50	Per Ticket
Returned Bulk Tickets	\$0.45	\$0.05	\$0.50	Per Returned Ticket
External Ticketing Event Set-up Fee	\$54.55	\$5.45	\$60.00	Per Booking

This will be redeemable to the promoter after the sale of 25 tickets.

Name	Year 24/25		Unit
	Fee (excl. GST)	Fee (incl. GST)	

**Booking Fees** [continued]

Ticketing Event Amendment Fee	\$54.55	\$5.45	\$60.00	Per Hour
Relates to changes in event ticketing requirements post on sale date				
Transport Tickets	\$13.64	\$1.36	\$15.00	Per Booking
Maximum of 6 tickets				
Miscellaneous Ticket / Merchandise Packages		Price on Application		Per Ticket
Event and Conference Registration		Price on Application		Per Delegate

**Visitor Information Centre****Miscellaneous**

Glasshouse Brochure Display Program	\$227.27	\$22.73	\$250.00	Each
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**Accommodation**

Booking Commission		10% of booking		Per Booking
Cancellation – Within 7 days prior to arrival		Non refundable		Per Booking

**Tour Bookings**

Booking Commission		10% of booking		Each
Cancellation – Within 7 days prior to departure – unless tour is cancelled by the operator		Non refundable		Per Booking

Name	Year 24/25		Unit
	Fee (excl. GST)	Fee (incl. GST)	

## Waste Management

Under section 88 of the *Protection of the Environment Operations Act 1997* (POEO Act), Council is required to pay the Waste & Environment Levy. This levy is considered when setting the fees and charges for waste management services.

## Interest Rate

### Interest Rate on overdue rates & charges

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

Domestic Waste Management Services	9%	
Other Waste Management Services	9%	

## Domestic Waste Management Services

### Annual Charge

Minimiser service – 140 Litre fortnightly general waste	\$485.55	\$0.00	\$485.55	Per Annum
Standard service – 240 Litre fortnightly general waste	\$553.63	\$0.00	\$553.63	Per Annum
Excess service – 240 Litre weekly general waste	\$818.17	\$0.00	\$818.17	Per Annum
Half minimiser service – 140 Litre fortnightly general waste	\$271.23	\$0.00	\$271.23	Per Annum
Multi-unit dwellings only				
Half standard service – 240 Litre fortnightly general waste (Shared)	\$304.72	\$0.00	\$304.72	Per Annum
Multi-unit dwellings only				
Half excess service – 240 Litre weekly general waste (Shared)	\$438.66	\$0.00	\$438.66	Per Annum
Multi-unit dwellings only				
On application only special weekly service – 140 Litre weekly general waste	\$684.22	\$0.00	\$684.22	Per Annum
Half special weekly service (Shared) - 140 Litre weekly general waste	\$372.81	\$0.00	\$372.81	Per Annum
Multi-unit dwellings only				
Additional weekly garbage service – 240 Litre general waste	\$423.04	\$0.00	\$423.04	Per Annum
Additional weekly garbage service – 140 Litre general waste	\$321.47	\$0.00	\$321.47	Per Annum
Multi-unit dwellings only				
Additional organics service – 240 Litre weekly	\$111.62	\$0.00	\$111.62	Per Annum
Additional recycling service – 240 Litre fortnightly	\$85.95	\$0.00	\$85.95	Per Annum
Minimum Waste Charge – Single Dwelling	\$485.54	\$0.00	\$485.54	Per Annum
Availability charge on vacant land	\$89.30	\$0.00	\$89.30	Per Annum
Availability charge on land not receiving full charge	\$161.85	\$0.00	\$161.85	Per Annum
Multi-unit dwellings only				

## Other Waste Management Services

### Annual Charge

Waste Management Access Charge	\$35.71	\$0.00	\$35.71	Per Annum
Commercial weekly service – 140 Litre general waste	\$684.22	\$0.00	\$684.22	Per Annum
Commercial excess service – 240 Litre weekly general waste	\$818.17	\$0.00	\$818.17	Per Annum
Commercial half weekly service – 140 Litre general waste (Shared)	\$372.81	\$0.00	\$372.81	Per Annum

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Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

**Annual Charge** [continued]

Commercial half excess service – 240 Litre weekly general waste (Shared)	\$438.66	\$0.00	\$438.66	Per Annum
Commercial additional weekly garbage service – 240 Litre general waste	\$423.04	\$0.00	\$423.04	Per Annum
Commercial additional weekly garbage service – 140 Litre general waste	\$321.47	\$0.00	\$321.47	Per Annum
Commercial additional organics service – 240 Litre weekly	\$111.62	\$0.00	\$111.62	Per Annum
Commercial additional recycling service – 240 Litre fortnightly	\$85.95	\$0.00	\$85.95	Per Annum
Commercial availability charge on land not receiving full charge	\$89.30	\$0.00	\$89.30	Per Annum
Business Properties				
Availability charge on vacant land	\$89.30	\$0.00	\$89.30	Per Annum
Business Properties				

**Other Services**

On Request Kerbside Collection	\$44.00	\$0.00	\$44.00	Per Service
Replacement Bin	\$64.00	\$0.00	\$64.00	Per Unit
Stolen Bin – First Replacement Only			No Charge	Per Unit
Stolen Bin – Subsequent Replacements	\$64.00	\$0.00	\$64.00	Per Unit
Bin Size Adjustment Fee	\$64.00	\$0.00	\$64.00	Per Unit
Red or yellow bin				
Bin Reinstatement Fee	\$64.00	\$0.00	\$64.00	Per Unit
Charge for replacement of organic/recycle bin, due to suspended service				
Collection of Missed Service	\$17.00	\$0.00	\$17.00	Per Unit
Weighbridge Ticket	\$50.91	\$5.09	\$56.00	Each
Waste Administration Fee (Unpaid Waste Fees)	\$22.73	\$2.27	\$25.00	Each
Contamination Reloading Fee	\$227.27	\$22.73	\$250.00	Per Incident
Charge for management and reloading of any waste incorrectly declared at weighbridge/ gatehouse or disposed in incorrect area at a site				

**Waste Depot Charges****Cairncross Waste Depot****General Waste**

Calculated by Nett Weight

All Mattresses or Mattress Bases	\$27.27	\$2.73	\$30.00	Each
Asbestos	\$400.00	\$40.00	\$440.00	Per Tonne
Minimum charge - \$10				
Mixed Solid Waste	\$250.45	\$25.05	\$275.50	Per Tonne
Minimum charge - \$10				
Approved Clean Fill	\$100.00	\$10.00	\$110.00	Per Tonne
Material must be assessed by Cairncross council staff for approval. Minimum charge - \$10				

continued on next page ...

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Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

**General Waste** [continued]

Approved VENM/ ENM Clay	\$0.00	\$0.00	\$0.00	Per Tonne
Material must be certified as VENM / ENM and approved by council staff.				
Bricks / Concrete	\$27.27	\$2.73	\$30.00	Per Tonne
Minimum charge - \$10				
Green / Wood Waste	\$64.55	\$6.45	\$71.00	Per Tonne
Includes lawn clippings, garden waste, branches & leaves, trees & tree loppings & untreated timber				
Minimum charge - \$5				
Special Wastes	By Negotiation			
Subject to the nature of the material & ability to receive				
Recyclable materials	No Charge			
Clean glass, paper cardboard, oil in drop-off area				
Metal & White goods	No Charge			
Clean and Separated				

**Tyres**

Motorcycle	\$5.00	\$0.50	\$5.50	Each
Car	\$5.45	\$0.55	\$6.00	Each
Car on rim	\$15.45	\$1.55	\$17.00	Each
4x4	\$10.91	\$1.09	\$12.00	Each
Light Truck	\$10.91	\$1.09	\$12.00	Each
Light Truck/4x4 on rim	\$29.09	\$2.91	\$32.00	Each
Heavy Truck	\$24.55	\$2.45	\$27.00	Each
Heavy Truck on rim	\$47.73	\$4.77	\$52.50	Each
Super Singles	\$53.18	\$5.32	\$58.50	Each
Super Singles on rim	\$109.09	\$10.91	\$120.00	Each
Tractor – Small/Medium	\$60.00	\$6.00	\$66.00	Each
Tractor – Large	\$88.64	\$8.86	\$97.50	Each
Other (Tractor Earthmoving)	By Assessment			Each

**Animals**

Small Domestic	\$12.73	\$1.27	\$14.00	Each
Small Livestock (sheep, goat, calf, etc)	\$43.64	\$4.36	\$48.00	Each
Large Livestock (cattle, horses, etc)	\$68.18	\$6.82	\$75.00	Each

**Recovered Aggregate**

Sale of Recycled Crushed Concrete Aggregate (Various Sizes)	Price on Application	Per Tonne
In accordance with the NSW Environment Protection Authority (EPA) Recovered Aggregate Resource Recovery Order 2014		

**Port Macquarie Waste Depot**

Commercial Waste loads are limited to Passenger Vans, Utilities, Small Trailers up to 8' x 5' size with no side extensions.



Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

**General Waste**

Transfer Station General Waste	\$250.00	\$25.00	\$275.00	Per Tonne
Minimum Charge - \$10				
All Mattresses or Mattress Bases	\$27.27	\$2.73	\$30.00	Each
Green / Wood Waste	\$64.55	\$6.45	\$71.00	Per Tonne
Includes lawn clippings, garden waste, branches & leaves, trees & tree loppings & untreated timber Minimum charge - \$5				
Recyclable Materials	No Charge			
Clean glass, paper cardboard, oil in drop-off area				
Metal & White Goods	No Charge			
Clean and Separated				
Special Wastes	By Negotiation			
Subject to nature of the material & ability to receive				

**Tyres**

Motorcycle	\$5.00	\$0.50	\$5.50	Each
Car	\$5.45	\$0.55	\$6.00	Each
Car on rim	\$14.55	\$1.45	\$16.00	Each
4x4	\$10.91	\$1.09	\$12.00	Each
Light Truck	\$10.91	\$1.09	\$12.00	Each
Light Truck/4x4 on rim	\$28.18	\$2.82	\$31.00	Each
Heavy Truck	\$24.55	\$2.45	\$27.00	Each
Heavy Truck on rim	\$47.73	\$4.77	\$52.50	Each
Super Singles	\$53.18	\$5.32	\$58.50	Each
Super Singles on rim	\$109.09	\$10.91	\$120.00	Each
Tractor - Small/Medium	\$60.00	\$6.00	\$66.00	Each
Tractor - Large	\$88.64	\$8.86	\$97.50	Each
Other (Tractor Earthmoving)	By Assessment			

**Wauchope, Kew & Comboyne Waste Depots**

Household Loads Only - Council's Waste Depot Attendants calculate charges per size of load at entry.

**General Waste****Domestic**

Cars/Station Wagons	\$12.73	\$1.27	\$14.00	Per Load
Passenger Vans, Utilities, Small Trailers up to 8' x 5' size with no side extensions	\$20.00	\$2.00	\$22.00	Per Load
Large trailers and all trailers with side extensions, Vans & 1 Ton Utilities	\$33.64	\$3.36	\$37.00	Per Load

**Commercial**

Note: Loads larger than these must be taken to Cairncross Waste Management Facility.

Cars/Station Wagons	\$82.73	\$8.27	\$91.00	Each
Passenger Vans, Utilities, Small Trailers up to 8' x 5' size with no side extensions	\$82.73	\$8.27	\$91.00	Per Load
Accepted load size limited to 0.5 metre in height				

Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

**Greenwaste****Domestic**

Cars/Station Wagons	\$10.00	\$1.00	\$11.00	Per Load
Passenger Vans, Utilities, Small Trailers up to 8' x 5' size with no side extensions	\$15.45	\$1.55	\$17.00	Per Load
Large trailers and all trailers with side extensions, Vans & 1 Ton Utilities	\$27.27	\$2.73	\$30.00	Per Load

**Commercial**

Note: Loads larger than these must be taken to Cairncross Waste Management Facility.

Cars/Station Wagons	\$25.45	\$2.55	\$28.00	Each
Passenger Vans, Utilities, Small Trailers up to 8' x 5' with no side extensions	\$24.55	\$2.45	\$27.00	Per Load

**Tyres**

Motorcycle	\$4.55	\$0.45	\$5.00	Each
Car	\$5.45	\$0.55	\$6.00	Each
Car on rim	\$15.45	\$1.55	\$17.00	Each
4x4	\$10.91	\$1.09	\$12.00	Each
Light Truck	\$10.91	\$1.09	\$12.00	Each
Light Truck/4x4 on rim	\$28.18	\$2.82	\$31.00	Each
Heavy Truck	\$24.55	\$2.45	\$27.00	Each
Heavy Truck on rim	\$47.73	\$4.77	\$52.50	Each
Super Singles	\$53.18	\$5.32	\$58.50	Each
Super Singles on rim	\$109.09	\$10.91	\$120.00	Each
Tractor – Small/Medium	\$60.00	\$6.00	\$66.00	Each
Tractor – Large	\$88.64	\$8.86	\$97.50	Each
Other (Tractor Earthmoving)	By Assessment			Each

**Other Waste**

All Mattresses	\$27.27	\$2.73	\$30.00	Each
Recyclable Materials	No Charge			Each
Clean glass, paper cardboard, oil in drop-off area				
Metals & White Goods	No Charge			Each
Clean and Separated				

**All Waste Facilities****Other Waste****Domestic (> 20 lt or kg) and Commercial (any amount)**

Vehicle Batteries	No Charge			
Single Use Batteries	No Charge			
Rechargeable Batteries	No Charge			
Fluorescent Tubes and Globes	\$0.45	\$0.05	\$0.50	Per Unit
Smoke Detectors	\$0.91	\$0.09	\$1.00	Per Unit
Paint (>100 lt or kg for domestic or commercial)	\$1.82	\$0.18	\$2.00	Per Litre
Minimum charge - \$5				

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Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

**Domestic (> 20 lt or kg) and Commercial (any amount)** *[continued]*

Hazardous By-Catch Materials	\$1.82	\$0.18	\$2.00	Per Litre
By-catch material includes Flammable liquid other than paint, Toxic, Oxidising agents, Corrosives - acids, Corrosives - alkalis; does not include radioactive substances Minimum charge - \$5				

**Rural Monthly Collection Service - Byabarra and Ellenborough**

This service is only intended for household waste that can reasonably be placed into kerbside bins. Bulky items, building waste and hazardous materials are prohibited and must be taken to a Waste Facility. Household recyclables are free of charge.

**General Waste**

Cars/Station Wagons	\$11.82	\$1.18	\$13.00	Per Load
Passenger Vans, Utilities, Small Trailers up to 8' x 5' size with no side extensions	\$19.09	\$1.91	\$21.00	Per Load
Large Trailers and all trailers with side extensions, Vans & 1 Ton Utilities	\$31.82	\$3.18	\$35.00	Per Load

**Waste Collection Service**

Available 7 days per week Port Macquarie area; 6 days per week Wauchope/Camden Haven area

Commercial Premises – 240 Litre General Waste Mobile Bin – per bin	\$10.91	\$1.09	\$12.00	Each Service
Commercial Premises – 660 Litre General Waste Mobile Bin – per bin	\$33.64	\$3.36	\$37.00	Each Service

Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

## Wastewater

### Interest Rate

#### Interest Rate on overdue rates & charges

Wastewater Annual Charges	9%	
As per the rate determined by the Division of Local Government		

## Wastewater Annual Charges & Usage Fees

Section 501, 502 & 608 Local Government Act, 1993

### Annual Charges

Connected or available other than churches and halls	\$1,028.50	\$0.00	\$1,028.50	Per Annum
Non Rateable – Section 555 churches & halls	\$660.20	\$0.00	\$660.20	Per Annum
Non Rateable – Section 555 Other than churches and halls	\$819.00	\$0.00	\$819.00	Per Annum
Non Rateable – Section 556	\$1,028.50	\$0.00	\$1,028.50	Per Annum
Unconnected – Section 548A	\$660.20	\$0.00	\$660.20	Per Annum
Pressure Sewer	\$998.50	\$0.00	\$998.50	Per Annum

### Usage Fees

Caravan Parks, Retirement Homes, Motels, Clubs, Hotels, Schools & Backpackers Hostels, Flats, Granny Flats, Secondary Dwellings, Multi Dwelling Housing, Dual Occupancy (where not on separate sewer connections), Major Regional Shopping Centres	\$1.52	\$0.00	\$1.52	c per kL
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## Approvals Under Section 68 Local Government Act, 1993

### Disposal Charge

Human Waste Disposal - Pans & Effluent	\$2.64	\$0.00	\$2.64	Per kL
Human Waste Disposal - Sludge (Septic)	\$29.00	\$0.00	\$29.00	Per kL

## Trade Waste Charges

Refer also the Liquid Trade Waste Policy

### Annual Charge

Annual Charge - Deemed to be Approved Activities	\$51.00	\$0.00	\$51.00	Each
Pending annual inspection requirements.				
Annual Inspection Charge - Category 1	\$103.10	\$0.00	\$103.10	Each
Annual Inspection Charge - Category 2	\$206.20	\$0.00	\$206.20	Each
Annual Inspection Charge - Category 3	\$651.00	\$0.00	\$651.00	Each
Annual Charge - Ship-to-Shore Pump Out Facility	\$96.91	\$0.00	\$96.91	Each

### Excess Charges

pH coefficient	\$0.55	\$0.00	\$0.55	Per kL
pH coefficient charges are used to determine the charging rate when the pH is outside of the approved range.				
Excess Charges: Cadmium	\$28.87	\$0.00	\$28.87	Per kg

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Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

**Excess Charges** [continued]

Excess Charges: Chromium	\$28.87	\$0.00	\$28.87	Per kg
Excess Charges: Copper	\$17.73	\$0.00	\$17.73	Per kg
Excess Charges: Cyanide	\$87.64	\$0.00	\$87.64	Per kg
Excess Charges: Fluoride	\$4.33	\$0.00	\$4.33	Per kg
Excess Charges: Lead	\$43.30	\$0.00	\$43.30	Per kg
Excess Charges: Methylene Blue Active Substances (MBAS)	\$0.88	\$0.00	\$0.88	Per kg
Excess Charges: Nickel	\$28.87	\$0.00	\$28.87	Per kg
Excess Charges: Petroleum Hydrocarbons	\$2.94	\$0.00	\$2.94	Per kg
Excess Charges: Biochemical Oxygen Demand (BOD)	\$0.91	\$0.00	\$0.91	Per kg
Excess Charges: Total Suspended Solids (TSS)	\$1.17	\$0.00	\$1.17	Per kg
Excess Charges: Total Oil & Grease	\$1.66	\$0.00	\$1.66	Per kg
Excess Charges: Ammonia (as Nitrogen)	\$2.58	\$0.00	\$2.58	Per kg
Excess Charges: Nitrogen (Total Kjeldahl Nitrogen less Ammonia) as N	\$0.88	\$0.00	\$0.88	Per kg
Excess Charges: Phosphorus (Total P)	\$1.60	\$0.00	\$1.60	Per kg
Excess Charges: Total Dissolved Solids (TDS)	\$0.27	\$0.00	\$0.27	Per kg
Excess Charges: Zinc	\$17.73	\$0.00	\$17.73	Per kg
Excess Charges: Sulphate (SO4)	\$0.41	\$0.00	\$0.41	Per kg

**Miscellaneous**

Re-inspection Fee	\$114.00	\$0.00	\$114.00	Each
Trade Waste Application Requiring State Government Concurrence	\$642.00	\$0.00	\$642.00	Each
Trade Waste Application Not Requiring State Government Concurrence	\$352.00	\$0.00	\$352.00	Each
Usage Charge - Category 1 with Appropriate Pre-Treatment	\$0.00	\$0.00	\$0.00	Per kL
Usage Charge - Category 1 without Appropriate Pre-Treatment	\$2.03	\$0.00	\$2.03	Per kL
Usage Charge - Category 2 with Appropriate Pre-Treatment	\$2.03	\$0.00	\$2.03	Per kL
Usage Charge - Category 2 without Appropriate Pre-Treatment	\$18.35	\$0.00	\$18.35	Per kL
Waste Disposal Charge - Ship-to-Shore Pump Out Facility	\$2.34	\$0.00	\$2.34	Per kL

**Private Works - Sewer Fund****Emergency Works**

Emergency Works	Actual Costs + 25%
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**Private Works (pre-paid)**

Up to \$20,000	Quotation + 18%
\$20,000 – \$50,000	Quotation + 12%
\$50,000 & above	Quotation + 6%

**Government Department & Other Local Government Instrumentalities**

Up to \$20,000	Quotation + 18%
\$20,000 – \$50,000	Quotation + 12%
\$50,000 & above	Quotation + 6%

Name	Year 24/25		Fee (incl. GST)	Unit
	Fee (excl. GST)	GST		

### Miscellaneous Wastewater Fees and Charges

Sewage Pumping Station Commissioning	\$408.00	\$0.00	\$408.00	Per Pump Station
Effluent Reuse	\$0.17	\$0.00	\$0.17	Per kL
Not recycled quality				
Camera Investigation – of Wastewater Drainage	\$211.00	\$0.00	\$211.00	Per Hour
Minimum 2 Hours				
Wastewater Junction Location – Mailed	\$43.00	\$0.00	\$43.00	Each
Wastewater Junction Location – Letter to Customer Advising not Available	\$43.00	\$0.00	\$43.00	Each
Wastewater Junction Location – Expedition Charge – Response Required for 24 Hour Pick Up	\$57.00	\$0.00	\$57.00	Each

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Name	Year 24/25			Unit
	Fee (excl. GST)	GST	Fee (incl. GST)	

## Water Supply

### Interest Rate

#### Interest Rate on overdue rates & charges

Water Annual Charges	9%	
As per the rate determined by the Division of Local Government		

## Water Charges & Fees

### Annual Availability Charge

Section 501, 502 & 556 of Local Government Act, 1993

Community Service Organisations			No Charge	Per Annum
Section 555				
Equivalent Tenements	\$190.00	\$0.00	\$190.00	Per Annum
Strata Units	\$190.00	\$0.00	\$190.00	Per Annum
Not individually metered				
Vacant Land	\$190.00	\$0.00	\$190.00	Per Annum
Other than land that complies with Section 548A				
20 mm Meter	\$190.00	\$0.00	\$190.00	Per Annum
25 mm Meter	\$297.00	\$0.00	\$297.00	Per Annum
32 mm Meter	\$486.00	\$0.00	\$486.00	Per Annum
40 mm Meter	\$760.00	\$0.00	\$760.00	Per Annum
50 mm Meter	\$1,188.00	\$0.00	\$1,188.00	Per Annum
80 mm Meter	\$3,040.00	\$0.00	\$3,040.00	Per Annum
100 mm Meter	\$4,750.00	\$0.00	\$4,750.00	Per Annum
150 mm Meter	\$10,688.00	\$0.00	\$10,688.00	Per Annum
200 mm Meter	\$19,000.00	\$0.00	\$19,000.00	Per Annum

### Usage Fees

Refer Appendix 6 for Usage Allowance

Consumption below usage allowance

Water Consumption – Tier 1	\$3.98	\$0.00	\$3.98	Per kl
Water Consumption – Tier 2	\$7.96	\$0.00	\$7.96	Per kl

In calculating a Water Usage Fee for a billing period, the Council may make an adjustment to take account of an oversupply in a preceding billing period resulting from an unforeseen water leak. The adjustment will be made in accordance with the *Port Macquarie-Hastings Council Water Supply Policy* as adopted by the Council and in force from time to time.

## Fire Service Levy

### Annual Charges

Charge per Meter Size

50% of the potable water charge

32 mm Meter	\$243.00	\$0.00	\$243.00	Per Annum
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Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

**Annual Charges** [continued]

40 mm Meter	\$380.00	\$0.00	\$380.00	Per Annum
50 mm Meter	\$594.00	\$0.00	\$594.00	Per Annum
80 mm Meter	\$1,520.00	\$0.00	\$1,520.00	Per Annum
100 mm Meter	\$2,375.00	\$0.00	\$2,375.00	Per Annum
150 mm Meter	\$5,344.00	\$0.00	\$5,344.00	Per Annum
200mm Meter	\$9,500.00	\$0.00	\$9,500.00	Per Annum

**Recycled Water Charges**

Port Macquarie Urban Area Business/Commercial/Council Facilities Only (Usage Charge - Refer to Appendix 7 for Usage Allowance)

**Urban Area Business/Commercial/Council Facilities****Annual Availability Charge**

Charge Per Meter

50% of Potable Water Annual Availability Charge

**Usage Fees**

50% of Potable Water Usage Fee

**Domestic Dual Reticulation Systems**

i.e. Residential Properties to be Serviced by Recycled Water (Dual Scheme with Two Meters per Property)

Section 501, 502 & 556 of the Local Government Act, 1993

**Annual Availability Charge**

No annual availability charge for recycled water

**Usage Charges**

80% of Potable Water Usage Fee

**Miscellaneous**

Cross-connection Re-inspection Fee	\$72.00	\$0.00	\$72.00	Each
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**Private Works - Water Fund****Emergency Works**

Emergency Works	Actual Costs + 25%	
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**Private Works (pre-paid)**

Up to \$20,000	Quotation + 18%	
\$20,000 – \$50,000	Quotation + 12%	
\$50,000 & above	Quotation + 6%	



Name	Year 24/25		Unit
	Fee (excl. GST)	Fee (incl. GST)	

### Government Department & Other Local Government Instrumentalities

Up to \$20,000	Quotation + 18%	
\$20,000 – \$50,000	Quotation + 12%	
\$50,000 & above	Quotation + 6%	

### Miscellaneous Water Fees and Charges

Service Fee to be charged upon the issue of a Final Notice of Intention to Disconnect Water	\$72.00	\$0.00	\$72.00	Each
Disconnection/Reconnection of Water Supply	\$140.00	\$0.00	\$140.00	Each
Supervision of Interconnection to existing main or Supervision of Pressure Testing	\$140.00	\$0.00	\$140.00	Per Hour
For each connection, includes notification and supervision of interconnection or pressure testing by contractor. NOTE: This fee is to be reapplied if site is not available within 1/2 hour of agreed time Recovering actual cost				
Water Main Pressure Testing	\$161.00	\$0.00	\$161.00	Per Hour
Hourly rate for all time spent setting up and pressure testing main.				
Consultancy – Investigation and Design	\$195.45	\$19.55	\$215.00	Per Hour
Vacuum Excavation Truck	\$247.27	\$24.73	\$272.00	Per Hour
Includes Plant & Operator cost				
Tanker Truck	\$116.36	\$11.64	\$128.00	Per Hour
Includes Plant and Operator cost				
Water Usage Printout – Standard Delivery	\$45.00	\$0.00	\$45.00	Each
Water Usage Printout – Urgent Delivery	\$52.00	\$0.00	\$52.00	Each

### Disinfection of Water Mains

Minimum Fee	\$1,020.00	\$0.00	\$1,020.00	Each
Lineal Metre rate	\$11.00	\$0.00	\$11.00	Lineal Metre
Re-establishment fee	\$513.00	\$0.00	\$513.00	Each
Fee to be applied if site not available within 1/2 hour of agreed time				
Tanker Hire for Disinfection of Water Mains	\$128.00	\$0.00	\$128.00	Per Hour

### Testing of Water Meters

20 mm	\$434.00	\$0.00	\$434.00	Each
Deposit, if the meter is found to be faulty and over-registering, this deposit will be refunded				
Greater than 25 mm			Actual Cost	Each
Registration of Backflow Prevention Devices	\$70.00	\$0.00	\$70.00	Each
Testing of Backflow Prevention Devices	\$146.00	\$0.00	\$146.00	Each

### Water Meter Readings

Additional Water Meter Reading Requests – Standard Delivery	\$72.00	\$0.00	\$72.00	Each
Additional Water Meter Reading Requests – Urgent Delivery	\$142.00	\$0.00	\$142.00	Each
Private water meter readings	\$2.70	\$0.00	\$2.70	Per Meter

Name	Year 24/25		Unit
	Fee (excl. GST)	GST	

### Water from Mains

Water Carter Licence Fee – Commercial Business	\$1,117.00	\$0.00	\$1,117.00	Per Annum
Water Access - Private User	\$642.00	\$0.00	\$642.00	Per Annum

### Water Meter Installation

Lowering existing 20mm Water Meter into a Non-Trafficable Pit	\$598.00	\$0.00	\$598.00	per service
Replacement of a Stolen 20mm Water Meter	\$175.46	\$0.00	\$175.46	per meter
New single 20 mm Potable Water Meter	\$548.10	\$0.00	\$548.10	Each
New single 20mm Recycled Water Meter	\$548.10	\$0.00	\$548.10	Each
20mm Short Service Additional - Potable/Recycled	\$824.25	\$0.00	\$824.25	Each
All services terminate prior to 90 bend to raise out of ground.				
20mm Long Service Additional - Potable/Recycled	\$2,890.52	\$0.00	\$2,890.52	Each
All services terminate prior to 90 bend to raise out of ground.				
20mm RPZ Backflow Prevention Device	\$411.03	\$0.00	\$411.03	Each
Does not include labour.				
20mm DCV Backflow Prevention Device	\$347.20	\$0.00	\$347.20	Each
Does not include labour.				
25mm Short Service - Potable/Recycled (Hydraulic Plans to Support)	\$948.46	\$0.00	\$948.46	Each
All services terminate prior to 90 bend to raise out of ground.				
25mm Long Service - Potable/Recycled (Hydraulic Plans to Support)	\$3,119.23	\$0.00	\$3,119.23	Each
All services terminate prior to 90 bend to raise out of ground.				
25mm Water Meter - Potable/Recycled (Hydraulic Plans to Support)	\$730.04	\$0.00	\$730.04	Each
All meters include cost of meter frame beginning at the 90 bend.				
25mm RPZ Backflow Prevention Device	\$442.17	\$0.00	\$442.17	Each
Does not include labour.				
25mm DCV Backflow Prevention Device	\$376.79	\$0.00	\$376.79	Each
Does not include labour.				
32mm Short Service - Potable/Recycled (Hydraulic Plans to Support)	\$1,235.07	\$0.00	\$1,235.07	Each
All services terminate prior to 90 bend to raise out of ground.				
32mm Long Service - Potable/Recycled (Hydraulic Plans to Support)	\$3,475.11	\$0.00	\$3,475.11	Each
All services terminate prior to 90 bend to raise out of ground.				
32mm Water Meter- Potable/Recycled (Hydraulic Plans to Support)	\$1,358.14	\$0.00	\$1,358.14	Each
All meters include cost of meter frame beginning at the 90 bend.				
32mm RPZ Backflow Prevention Device	\$733.32	\$0.00	\$733.32	Each
Does not include labour.				
32mm DCV Backflow Prevention Device	\$470.53	\$0.00	\$470.53	Each
Does not include labour.				
40mm Short Service - Potable/Recycled (Hydraulic Plans to Support)	\$1,394.97	\$0.00	\$1,394.97	Each
All services terminate prior to 90 bend to raise out of ground.				
40mm Long Service - Potable/Recycled (Hydraulic Plans to Support)	\$3,710.76	\$0.00	\$3,710.76	Each
All services terminate prior to 90 bend to raise out of ground.				

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Name	Year 24/25		Unit
	Fee (excl. GST)	GST Fee (incl. GST)	

**Water Meter Installation** [continued]

40mm Water Meter - Potable/Recycled (Hydraulic Plans to Support)	\$1,791.26	\$0.00	\$1,791.26	Each
All meters include cost of meter frame beginning at the 90 bend.				
40mm RPZ Backflow Prevention Device	\$733.32	\$0.00	\$733.32	Each
Does not include labour.				
40mm DCV Backflow Prevention Device	\$540.26	\$0.00	\$540.26	Each
Does not include labour.				
50mm Short Service - Potable/Recycled (Hydraulic Plans to Support)	\$1,832.71	\$0.00	\$1,832.71	Each
All services terminate prior to 90 bend to raise out of ground.				
50mm Long Service - Potable/Recycled (Hydraulic Plans to Support)	\$4,073.90	\$0.00	\$4,073.90	Each
All services terminate prior to 90 bend to raise out of ground.				
50mm Water Meter - Potable/Recycled (Hydraulic Plans to Support)	\$3,833.91	\$0.00	\$3,833.91	Each
All meters include cost of meter frame beginning at the 90 bend.				
50mm RPZ Backflow Prevention Device	\$822.07	\$0.00	\$822.07	Each
Does not include labour.				
50mm DCV Backflow Prevention Device	\$568.29	\$0.00	\$568.29	Each
Does not include labour.				
80mm Water Meter - Potable/Recycled (Hydraulic Plans to Support)	\$5,211.50	\$0.00	\$5,211.50	Each
All meters include cost of meter frame beginning at the 90 bend.				
80mm RPZ Backflow Prevention Device	\$1,985.30	\$0.00	\$1,985.30	Each
Does not include labour.				
80mm DCV Backflow Prevention Device	\$1,590.36	\$0.00	\$1,590.36	Each
Does not include labour.				
100mm Short Service - Potable/Recycled (Hydraulic Plans to Support)	\$2,758.25	\$0.00	\$2,758.25	Each
All services terminate prior to 90 bend to raise out of ground.				
100mm Long Service - Potable/Recycled (Hydraulic Plans to Support)	\$5,965.68	\$0.00	\$5,965.68	Each
All services terminate prior to 90 bend to raise out of ground.				
100mm Water Meter (Hydraulic Plans to Support)	\$5,631.82	\$0.00	\$5,631.82	Each
All meters include cost of meter frame beginning at the 90 bend.				
100mm SDC with Bypass Meter + 2 x Rising Spindle Valves	\$5,098.64	\$0.00	\$5,098.64	Each
Includes cost to raise service up from end of service.				
100mm RPZ Backflow Prevention Device	\$2,521.49	\$0.00	\$2,521.49	Each
Does not include labour.				
100mm DCV Backflow Prevention Device	\$1,862.25	\$0.00	\$1,862.25	Each
Does not include labour.				
150mm Short Service - Potable/Recycled (Hydraulic Plans to Support)	\$3,298.58	\$0.00	\$3,298.58	Each
All services terminate prior to 90 bend to raise out of ground.				
150mm Long Service - Potable/Recycled (Hydraulic Plans to Support)	\$6,710.49	\$0.00	\$6,710.49	Each
All services terminate prior to 90 bend to raise out of ground.				
150mm Water Meter (Hydraulic Plans to Support)	\$11,851.48	\$0.00	\$11,851.48	Each
All meters include cost of meter frame beginning at the 90 bend.				

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Name	Year 24/25		Fee (incl. GST)	Unit
	Fee (excl. GST)	GST		

**Water Meter Installation** [continued]

150mm SDC with Bypass Meter + 2 x Rising Spindle Valves	\$9,291.45	\$0.00	\$9,291.45	Each
Includes cost to raise service up from end of services.				
150mm RPZ Backflow Prevention Device	\$4,084.51	\$0.00	\$4,084.51	Each
Does not include labour.				
150mm DCV Backflow Prevention Device	\$3,132.12	\$0.00	\$3,132.12	Each
Does not include labour.				
Hydrant Relocation up to 150mm Water Main	\$3,538.68	\$0.00	\$3,538.68	Each
Valve Relocation up to 150mm Water Main	\$3,530.56	\$0.00	\$3,530.56	Each
Single Panel Footpath Removal and Restoration to Access Water Main	\$1,777.68	\$0.00	\$1,777.68	Each
Taggle MRC1 Automatic Meter Reading Tag	\$105.00	\$0.00	\$105.00	Each
Taggle MRC1 Clamp	\$16.00	\$0.00	\$16.00	Each
Set of 2 Potable Meter Unions	\$26.00	\$0.00	\$26.00	Each
Set of 2 Recycled Meter Unions	\$36.00	\$0.00	\$36.00	Each

**Water Pressure Certificates**

Water Pressure Certificate	\$210.00	\$0.00	\$210.00	Each
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## DRAFT Schedule of Fees and Charges 2024 – 2025

### Appendices

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#### Appendix 1 – Documents & Publications

##### Single Copies

The public should be encouraged to use coin-operated machines in the Library except where it is a Council document that is to be copied (e.g. Minutes). In this case, the office copiers are to be used for single jobs.

##### 50 Copies or Greater per Original

This service will be provided on the basis that it is not an “on demand” service. If the copy cannot be done immediately a time will be mutually allocated.

A concession of 50% off the normal charge will apply to the following type of organisations:

- (a) Government and/or Council sponsored non-profit organisations concerned primarily with the welfare and or safety of the community and whole complement of workers consist mainly of volunteers, e.g. SES, Neighbourhood Centre, and Volunteer Fire Brigade.
- (b) Organisations directly sponsored by Council, consisting wholly of volunteers concerned with special projects, the promotion of which being subject to the declared support of Council, i.e. Friends of Kooloonbung, and that in all other cases the adopted scale of charges apply.

##### GST Exemption

Income from the sale of the following documents is GST Exempt: the production of, copying of, certifying of, including documents or data produced as a result of the searching or extracting of information from a data file. Examples include Policy documents, DCP's, LEP's, Council Minutes, mapping information, valuations, statistical data etc. The exemption does not extend to documents produced for commercial sale, such as tourist guides.

##### Publicly Available Information

Many items are available, at least in one form, free of charge as required by section 6 of the *Government Information (Public Access) Act 2009*. Access provided in alternative ways may be charged for.

# DRAFT Schedule of Fees and Charges 2024 – 2025

## Appendices *(continued)*

### Appendix 2 – Port Macquarie Airport

- RPT – Regular Public Transport
- GA – General Aviation
- Definition of private aircraft – used solely for private purposes where no income is generated from the aircraft use by the operator.
- Definition of commercial aircraft – any aircraft operation where income is received by the operator (excluding regular passenger / airline / freight services), including for example though not limited to, pilot training, charter, surveying, fire-fighting, joy/adventure flights, skydiving, etc
- Airport Usage Charge (Annual) – For Commercial Purposes - Applies to airport based commercial operators. 7,500 aircraft movements per annum threshold per commercial operator. 7,500 aircraft movements refers to movements recorded by Avdata Australia.
  - Landing (LA) recorded as one (1) movement
  - Take-off (TO) recorded as one (1) movement
  - Touch and Go (TG) recorded as two (2) movements
  - Stop and Go (SG) recorded as two (2) movements
  - Excluded practice approaches.
- Airport Usage Charge - Weight Based Movements Charge as recorded and invoiced by Avdata Australia applies to all applicable aircraft movements in excess of the 7,500 aircraft movements per annum threshold per commercial operator.  
 'Commercial Operator' means:
  - (a) a natural person to whom a general aviation aircraft using the airport is registered,
  - (b) a body corporate to which a general aviation aircraft using the airport is registered,
  - (c) two or more natural persons to whom general aviation aircraft using the airport are registered and who are associated for a common business purpose in relation to the operation of those aircraft,
  - (d) two or more bodies corporate to which general aviation aircraft using the airport are registered and which are associated for a common business purpose in relation to the operation of those aircraft,
  - (e) two or more related bodies corporate within the meaning of section 50 of the Corporations Act 2001 (Cth) to which general aviation aircraft using the airport are registered,
  - (f) two or more bodies corporate each of which has at least one director in common to which general aviation aircraft using the airport are registered,
  - (g) two or more bodies corporate each of which has at least one shareholder in common holding at least 10% of the shares in each of the bodies corporate to which general aviation aircraft using the airport are registered.'
- Council may choose to waive or reduce a fee for an aircraft operator pursuant to s610E(1) of the Local Government Act 1993 by written agreement entered into between the General Manager, under delegated authority granted by the Council, and the aircraft operator by reference to the categories of hardship or other categories appearing below:
  - Regular Public Transport (RPT) Services
  - General Aviation (GA) Services.
- Defined pilot circuit training hours (refer Fly Neighbourly Agreement):
  - Monday - Friday 7am to 10pm October - March (7am to 9pm April to September)

## DRAFT Schedule of Fees and Charges 2024 – 2025

### Appendices *(continued)*

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#### Appendix 2 – Port Macquarie Airport (continued)

- Saturday 8am to 6pm
- Sundays and Public Holidays - no continuous circuit training
- Exemptions apply as per Fly Neighbourly Agreement Undertakings

A surcharge applies for any circuit training movements conducted outside of these hours.

Operators wishing to pay the annual fee are required to apply in writing outlining their aircraft registration number, confirming that it is parked and operated out of Port Macquarie Airport and describing the purposes for which the aircraft is used (i.e. commercial or private use).

An additional fee applies where any flying machine not registered on the "VH" register is provided with storage/hangar in a leased area. The hangar lessee will be charged the annual fee for a commercial ultra-light, micro-light or similar, for each such aircraft, or the 'private fee' where the lessee declares such machine as a private aircraft (describing any external markings for identification).

A movement charge will be levied based on broadcasts over the CTAF(R) (radio) Frequency as mandated by Civil Aviation Safety Regulations and the Aeronautical Information Publication if:

- (a) An on ground aircraft broadcasts the intention to taxi and enter runway 03/21
- (b) An airborne aircraft broadcasts the intention to join the circuit or broadcasts the intention to undertake a straight approach to runway 03/21

The Port Macquarie Airport Car Park is a pay parking area. Conditions of Parking and the parking fees applicable are displayed at the entry to the car park. A 'lost ticket' fee shall apply for any lost ticket. The 'lost ticket' fee shall be determined by the General Manager or delegate as appropriate to suit operational circumstances.

Port Macquarie is a Security Controlled Airport.

## DRAFT Schedule of Fees and Charges 2024 – 2025

### Appendices *(continued)*

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#### Appendix 3 – Ferry Services

All residents and rate payers of the Port Macquarie-Hastings Council Local Government Area are entitled to purchase a concession sticker. The concession annual pass prices are inclusive of the concession sticker fee and the annual pass only will be issued.

When concession stickers or annual passes are purchased, they are to be affixed to the driver's side of the windscreen of the vehicle to be valid for traveling or making a concession ticket purchase. Concession stickers and annual passes are not transferrable. A concession sticker or annual pass is required to purchase all concession booklets, concession weekly tickets and concession monthly tickets.

Weekly Tickets are issued for the week from Monday to Sunday, monthly tickets are issued for the calendar month and pre-paid concession booklets have no expiry date (they will only become invalid should the ticketing system be altered).

A concession sticker must be affixed to the vehicle using a pre-paid single trip concession ticket. A concession sticker is not required on a vehicle when using a weekly or monthly ticket. Weekly and monthly tickets are transferrable. Concession single trips can only be made using pre-paid tickets from the booklet - single trip tickets will only be available for purchase at the standard full fare rate.

Annual passes and concession stickers will only be available for purchase from Council.

All other tickets including pre-paid concession ticket booklets are to be purchased from the ferry operator. Weekly and monthly tickets do not cover the cost of a caravan or trailer (including dog-trailer). An additional cost is payable for the caravan or trailer - for concession holders this will be the use of 1 pre-paid ticket.

Concession travelers will hand the ferry operator the required number of pre-paid tickets when boarding the ferry for each single trip. The number of tickets required for each class of vehicle for a single trip is as follows:

- Car single trip = 1 ticket
- Motorcycle single trip = ½ ticket
- Trucks > 4t GVM (approx. 2 ton payload) = 3 tickets
- Semi-trailers, Dog-trailers, articulated vehicles and the like = 4 tickets
- Caravan / Trailer is an additional cost = 1 ticket

Charitable not for profit organisations who undertake charitable work on the North Shore are eligible to apply for 1 annual pass to be affixed to a nominated vehicle. Application is to be made in writing to the Group Manager Infrastructure Operations for consideration - specific information relating to the charity, its registration as a not for profit organisation and the type of work undertaken will be required.



## DRAFT Schedule of Fees and Charges 2024 – 2025

### Appendices *(continued)*

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#### Appendix 4 – Private Works

The *Local Government Act 1993* enables Council to carry out the following works for residents and organisations on private property.

- Paving and road marking (GST applies)
- Kerbing and guttering (GST exempt)
- Demolition and excavation (GST applies)
- Water, sewerage and drainage connections (GST applies)
- Land clearing and tree felling (GST applies)
- Tree planting and tree maintenance (GST applies)
- Fencing and ditching (GST applies)

#### Appendix 5 – Restoration of Road Openings in Public Roads Maintained by Council

- (a) The rate per m<sup>2</sup> is to be interpreted as meaning a minimum charge / deposit on final cost.
- (b) The rate per m<sup>2</sup> is a minimum charge for restoration of road openings up to 10m<sup>2</sup>.
- (c) Where actual restoration costs exceed, by more than \$200, the charge calculated by applying the appropriate rate per m<sup>2</sup>, actual may be charged and any amount received in accordance with the above scale rates would be regarded as a deposit on final cost.
- (d) Actual costs are to be charged for restoration of road openings over 10m<sup>2</sup>.
- (e) Several openings made at the one time less than 50m apart may be grouped as one, unless otherwise determined by the Council's Director of Infrastructure.
- (f) Where earth and gravel shoulders exist adjacent to pavements and restoration by the Council is necessary to the shoulders, the charge shown for "earth and gravel, waterbound macadam and all other classes of unsealed pavement or shoulders" is to be made additional to the charge for pavement. Applicants will be required to complete an "Applicants Information Check Sheet" in all road-closing matters prior to initiation or road closing action.

## DRAFT Schedule of Fees and Charges 2024 – 2025

### Appendices *(continued)*

#### Appendix 6 – Annual Water Charge – Usage Allowance

Usage allowance – the per annum consumption level where consumption (usage) charges increase from Tier 1 to Tier 2.

- 20mm Meter 270kL/year
- 25mm Meter 422kL/year
- 32mm Meter 691kL/year
- 40mm Meter 1080kL/year
- 50mm Meter 1688kL/year
- 80mm Meter 4320kL/year
- 100mm Meter 6750kL/year
- 150mm Meter 15188kL/year
- 200mm Meter 27000kL/year

Refer to body of document for relevant water consumption charges.

#### Appendix 7 – Recycled Water Charge – Usage Allowance

Usage allowance – the per annum consumption level where consumption (usage) charges increase from Tier 1 to Tier 2.

Port Macquarie Recycled Water Scheme users currently exempt from Tier 2 charges. Tier 1 allowance is a combination of both recycled and potable water usage. (E.g. 20mm meters can use a combined total of 270kL/year for both types).

- 20mm Meter 270kL/year
- 25mm Meter 422kL/year
- 32mm Meter 691kL/year
- 40mm Meter 1080kL/year
- 50mm Meter 1688kL/year
- 80mm Meter 4320kL/year
- 100mm Meter 6750kL/year

Refer to body of document for relevant water consumption charges.

#### Appendix 8 – Traffic Management

The Traffic Management Section replaces the "Temporary Occupation of Footways & Road Reserve" fees from previous years. The fees have now been divided into separate application & occupation sections. Users should find that they are more equitable and short term occupancies are not penalised. This fee is only applicable to development building sites during construction / reconstruction / renovating.

This fee **does not** include the leasing costs imposed by Council for renting public roadway area.

## DRAFT Schedule of Fees and Charges 2024 – 2025

### Appendices *(continued)*

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#### Appendix 9 – Council Facilities / Halls

Explanation of Fee Categories:

- **Commercial & Other** – includes activities staged by individuals, groups, organisations that *are not* incorporated under the *Associated Incorporations Act NSW (2009)* where revenue generated by use of the building goes back to these individuals, groups, organisations. This rate enables Council to take a full cost recovery approach to this use. Example – Local dance school.
- **Private Functions** – includes activities that have admission restricted to an identifiable group. Example – Birthday Party, Wedding Reception. This rate recognises that no financial gain will be gained from activity and that significant discount is applied.
- **Not for Profit Rate** – includes activities provided by community groups, clubs and organisations for the physical, social, cultural, intellectual development or welfare of the local community. Organisations eligible for this rate should be incorporated under the *Associated Incorporations Act NSW (2009)*. This rate recognises the benefit these activities provide to the community and therefore a major discount applies, while allowing users to make a contribution to the cost facility. E.g. Local Quilting Group.
- **General Bonds – Refundable** – Please note that refunds will only be granted if the hall, room, key or equipment is returned in good and clean condition. Council or the Management Committee / Booking Officer has the rights to deduct appropriate recovery costs.
- **Alcohol Bond – Refundable** – Please note that refunds will only be granted if the hall, room, key or equipment is returned in good and clean condition. Council or the Management Committee / Booking Officer has the rights to deduct appropriate recovery costs. It is the responsibility of the hirer to obtain the necessary approvals from Police to undertake an event involving alcohol. Refer to hire conditions for each of the facilities.

# DRAFT Schedule of Fees and Charges 2024 – 2025

## Appendices *(continued)*

### Appendix 10 – Glasshouse

- After Hours = 5.00pm - 11pm weekdays.
- Staff surcharges apply on Saturdays, Sundays, Public Holidays and after 11pm.
- Full Theatre = Stalls seating + Balcony seating.
- Studio Bare Walls = This mode only available when combined with Theatre Hire. No seating, fluoro LX, no audio, no staff. Includes access, cleaning & electricity.
- Whole of Venue = Price on Application. Includes access to the Theatre, Studio, Meeting Rooms 1 & 2, Small Function Room, Mezzanine Foyer and minimum 3 staff, does not include Art Lab or Regional Gallery spaces. Staff charges to set-up and pack down at additional charge and based on event requirements in consultation with Glasshouse staff. Does not include Sunday, Public Holidays, after 11pm or Audio Visual services & equipment.

#### Glasshouse Discounted Rates

- 50% discount is available to incorporated not-for-profit groups, incorporated community groups, registered charities and schools. Eligibility is limited to organisations that are based in the Port Macquarie-Hastings local government area and that are not already receiving support via Port Macquarie-Hastings Council's Community Grants or similar funding programs. Proof of Incorporation, ABN and registrations must be provided. Please note the 50% discount only applies to venue hire between Monday and Thursday inclusive (i.e. not including Friday, Saturday or Sunday) unless otherwise noted below.
- In addition, not-for-profit groups and community groups must have a form of organisational permanence, be non-government; and not be operating for the profit or gain of its individual members. The Venue Manager, Glasshouse will have responsibility for determining the eligibility status of groups.
- Discounted rates only to apply to the following fees and charges categories (with all other fees and charges to be charged as per commercial rates such as Staff Rates):-
  - Theatre Hire
  - Studio Hire – discount available 7 days per week, subject to availability
  - Meeting Room Hire
  - Art Lab Hire
  - Small Function Room Hire
  - Podium – discount available 7 days per week, subject to availability
  - Other Venue Hire
  - Venue Set Up and audio visual Items (equipment only)
- 30% discount is available for Studio Hire only to local performing arts organisations and local performance artists. Eligibility is limited to organisations and artists that are based in the Port Macquarie-Hastings local government area and that are not already receiving support via Port Macquarie-Hastings Council's Community Grants or similar funding programs. "Local" is defined as organisation having a principal place of business and artists having a principal place of residence (not being a PO Box) that is located in the Port Macquarie-Hastings local government area, and that the organisation/artist has operated/resided within the Port Macquarie-Hastings local government area for a minimum period of three (3) months. The onus is on the performing arts organisation and performance artist to provide the necessary supporting evidence.

## DRAFT Schedule of Fees and Charges 2024 – 2025

### Appendices *(continued)*

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#### Appendix 10 – Glasshouse *(continued)*

- Please contact the Glasshouse Event Services Team for a comprehensive quote tailor made to suit your function requirements.
- A 30% discount is available for the Visitor Information Centre - Glasshouse Brochure Display Program, exclusively for members of the Greater Port Macquarie Tourism Association. Eligibility is limited to tourism businesses and organisations that are based in the Port Macquarie-Hastings local government area. The onus is on the tourism business or organisation to provide the Glasshouse with the necessary supporting evidence and marketing materials.

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## DRAFT Schedule of Fees and Charges 2024 – 2025

### Appendices *(continued)*

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#### Appendix 11 – Cemeteries

- Services which cannot be completed within normal business hours (9am to 3pm Monday to Friday) will incur a Late Fee.
- Interment services booked outside of normal business hours for religious and cultural special requests will be subject to an additional surcharge.
- Reservations without payment for burial interment sites and ash inurnment will be held for one (1) calendar month only after which full payment will be required.
- Council cannot accept part payments / deposits for interment services.
- Requests for refunds on unused reserved interment sites will be issued at the rate of the original amount paid less the current Administration Fee. Interment rights must be relinquished. No refunds on used sites.
- Family Ash Placements by appointment can be made at Council's Customer Services offices, subject to fees depending on location of the cemetery, day and time of requested family placement.
- Ash removal on request by the original applicant or Executor may be approved and subject to the relevant fees. A Statutory Declaration signed by all next of kin is required for ash removal requests in situations where the original Applicant or Executor are not contactable.

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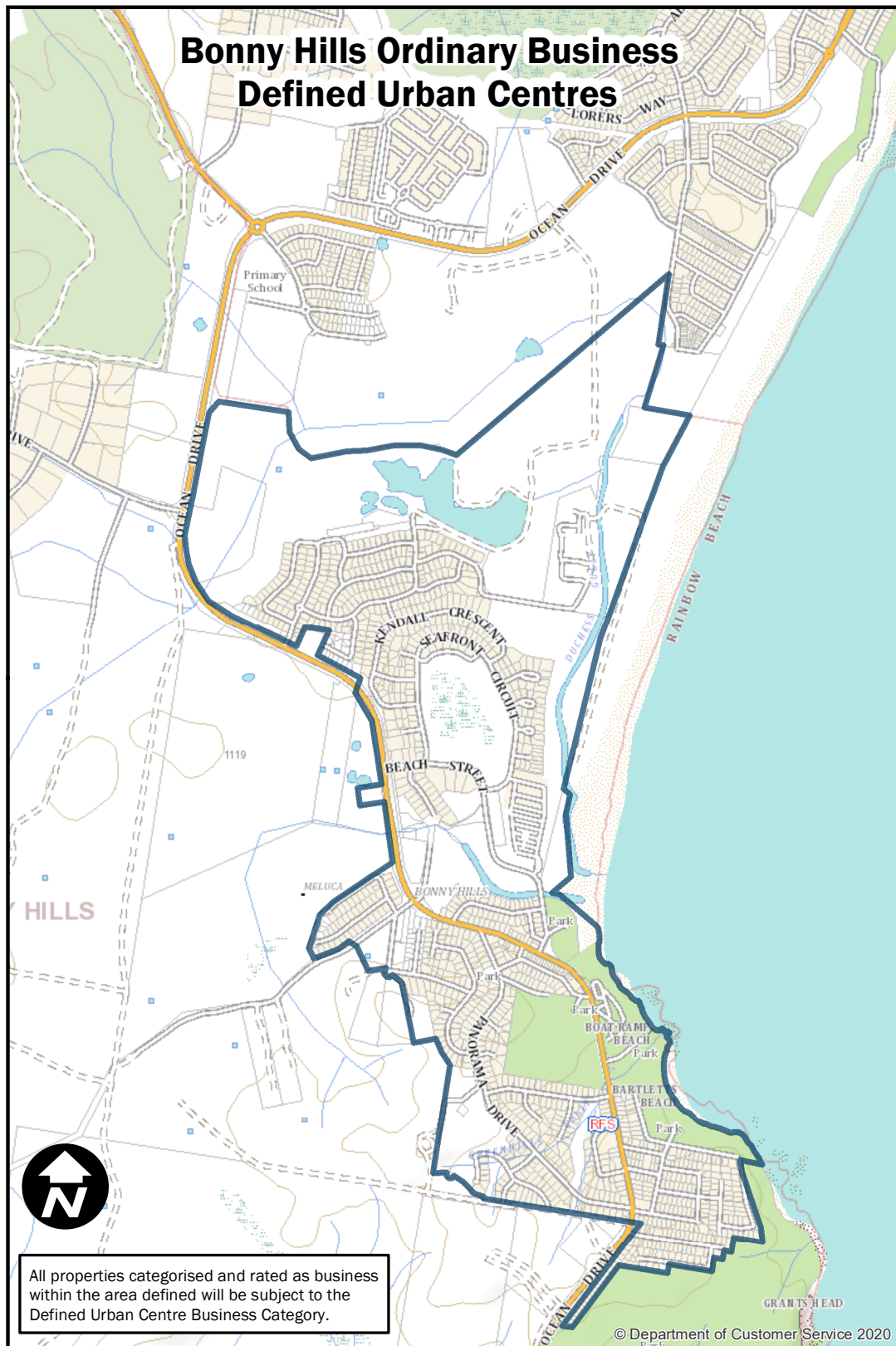
**Other**

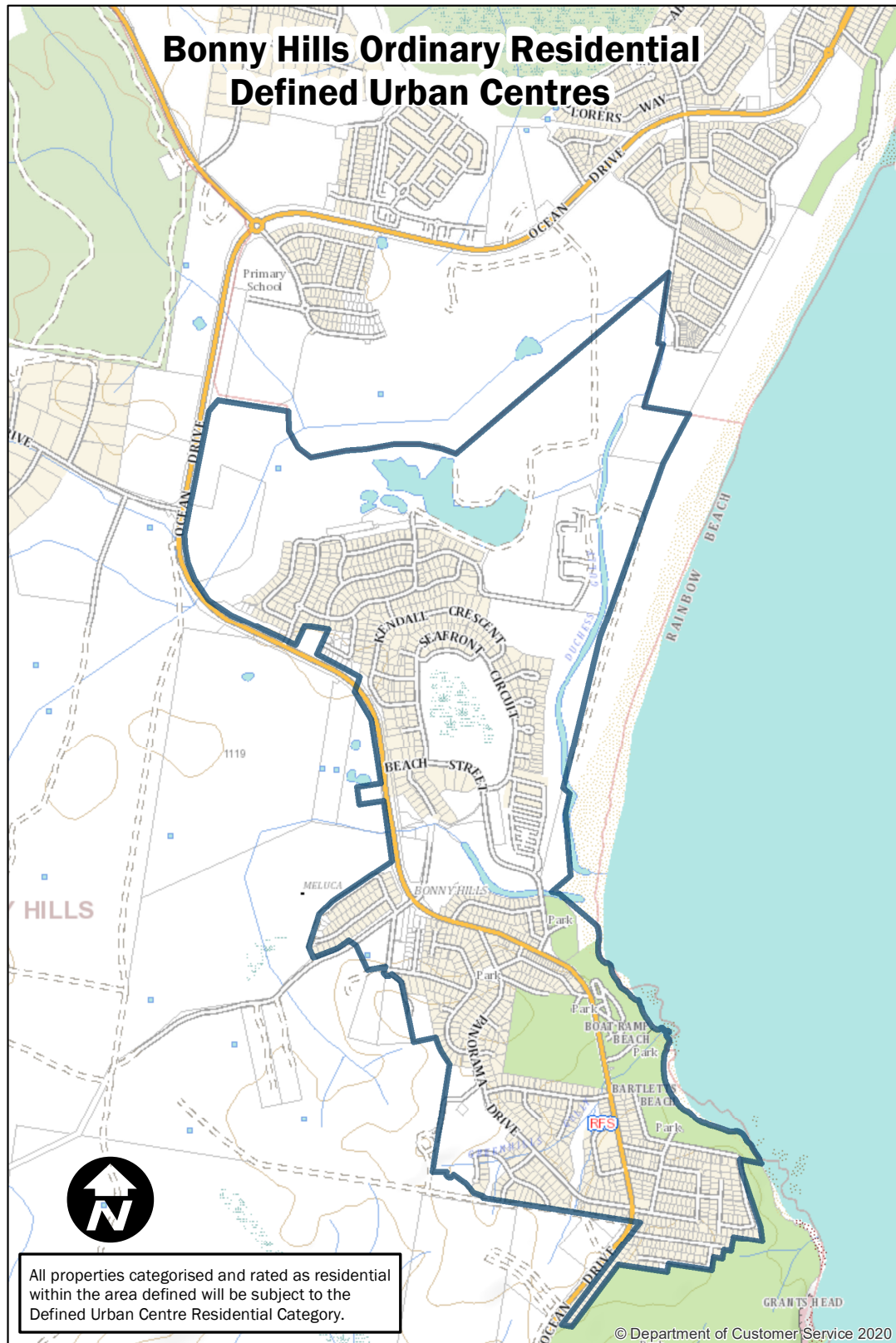
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\$1,000,001 – \$5,000,000	[Estimated cost of project]	27
\$100,001 – \$150,000	[Estimated cost of project]	26
\$15,001 – \$50,000	[Estimated cost of project]	26
\$150,001 – \$200,000	[Estimated cost of project]	26
\$20,000 – \$50,000	[Private Works (pre-paid)]	58
\$20,000 – \$50,000	[Government Department & Other Local Government Instrumentalities]	58
\$20,000 – \$50,000	[Private Works (pre-paid)]	88
\$20,000 – \$50,000	[Government Department & Other Local Government Instrumentalities]	88
\$20,000 – \$50,000	[Private Works (pre-paid)]	91
\$20,000 – \$50,000	[Government Department & Other Local Government Instrumentalities]	92
\$200,001 – \$500,000	[Estimated cost of project]	26
\$200,001 – \$500,000	[Estimated cost of project]	26
\$5,000,001 – \$10,000,000	[Estimated cost of project]	26
\$5,000,001 – \$10,000,000	[Estimated cost of project]	27
\$50,000 – \$200,000	[Estimated cost of building work]	26
\$50,000 & above	[Private Works (pre-paid)]	58
\$50,000 & above	[Government Department & Other Local Government Instrumentalities]	58
\$50,000 & above	[Private Works (pre-paid)]	88
\$50,000 & above	[Government Department & Other Local Government Instrumentalities]	88
\$50,000 & above	[Private Works (pre-paid)]	91
\$50,000 & above	[Government Department & Other Local Government Instrumentalities]	92
\$50,001 – \$100,000	[Estimated cost of project]	26
\$50,001 – \$200,000	[Estimated cost of project]	26
\$500,001 – \$1,000,000	[Estimated cost of project]	26
\$500,001 – \$1,000,000	[Estimated cost of project]	26
> \$10,000,000	[Estimated cost of project]	27
> \$10,000,001	[Estimated cost of project]	26
> \$200,000	[Estimated cost of building work]	26

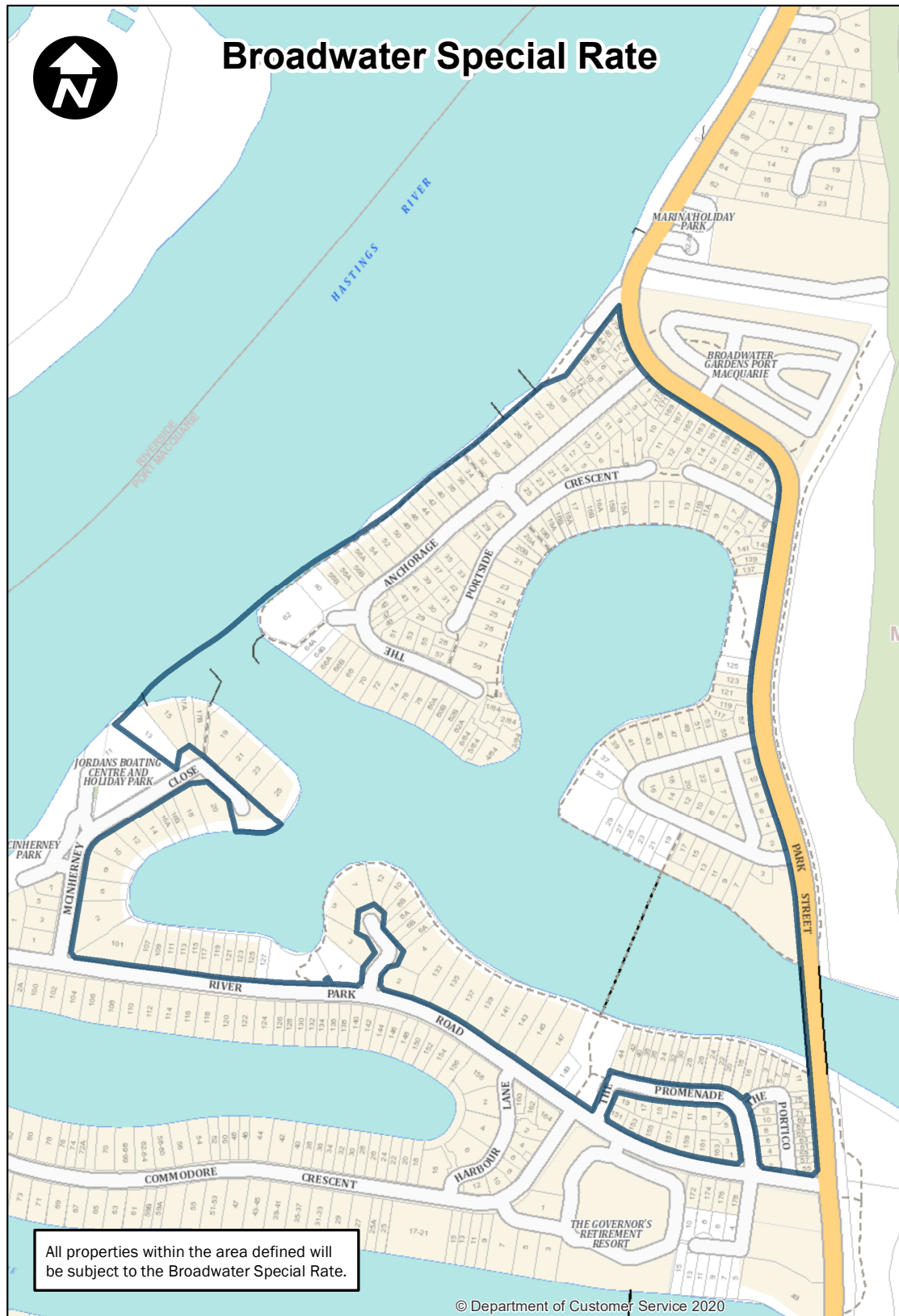




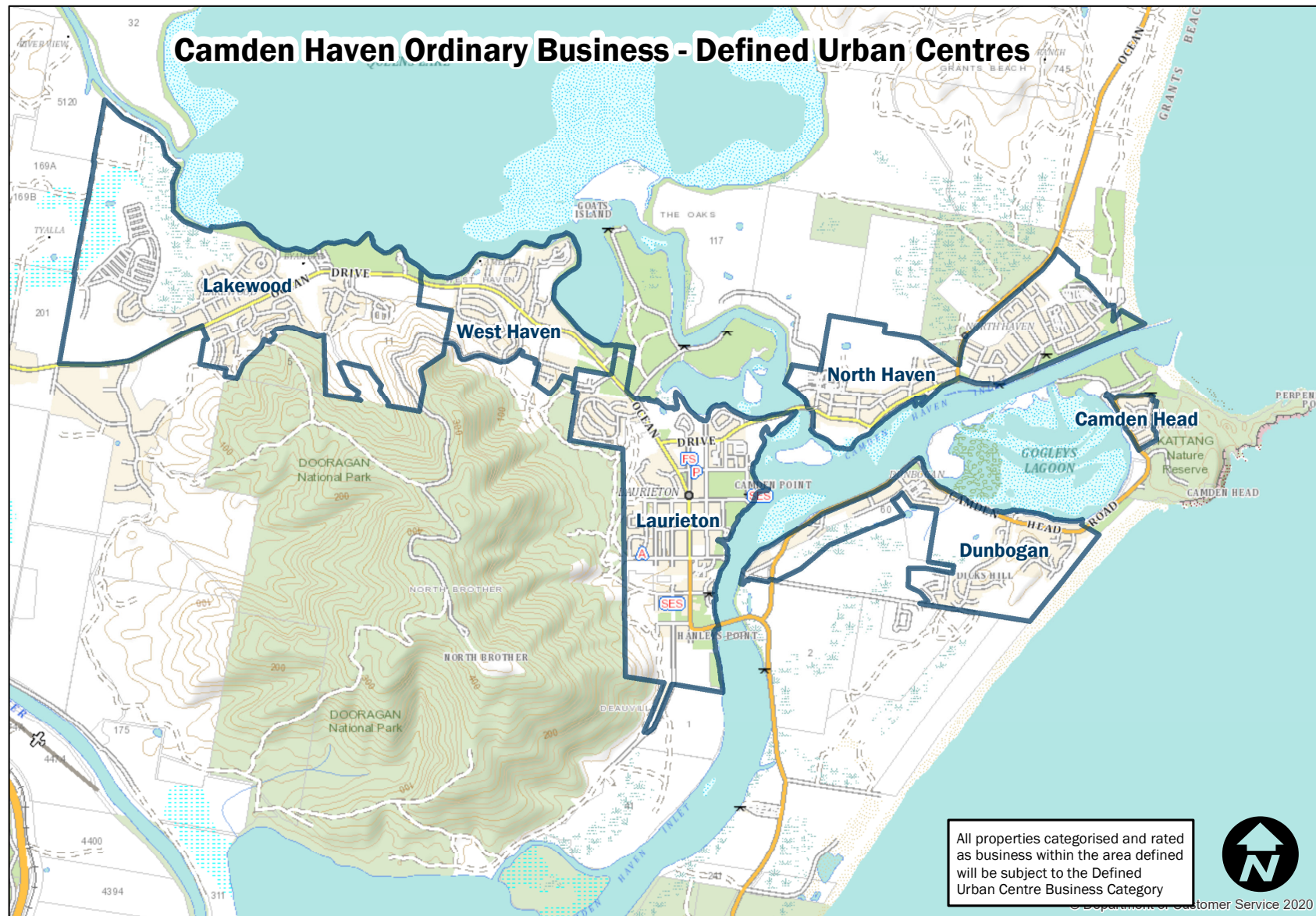


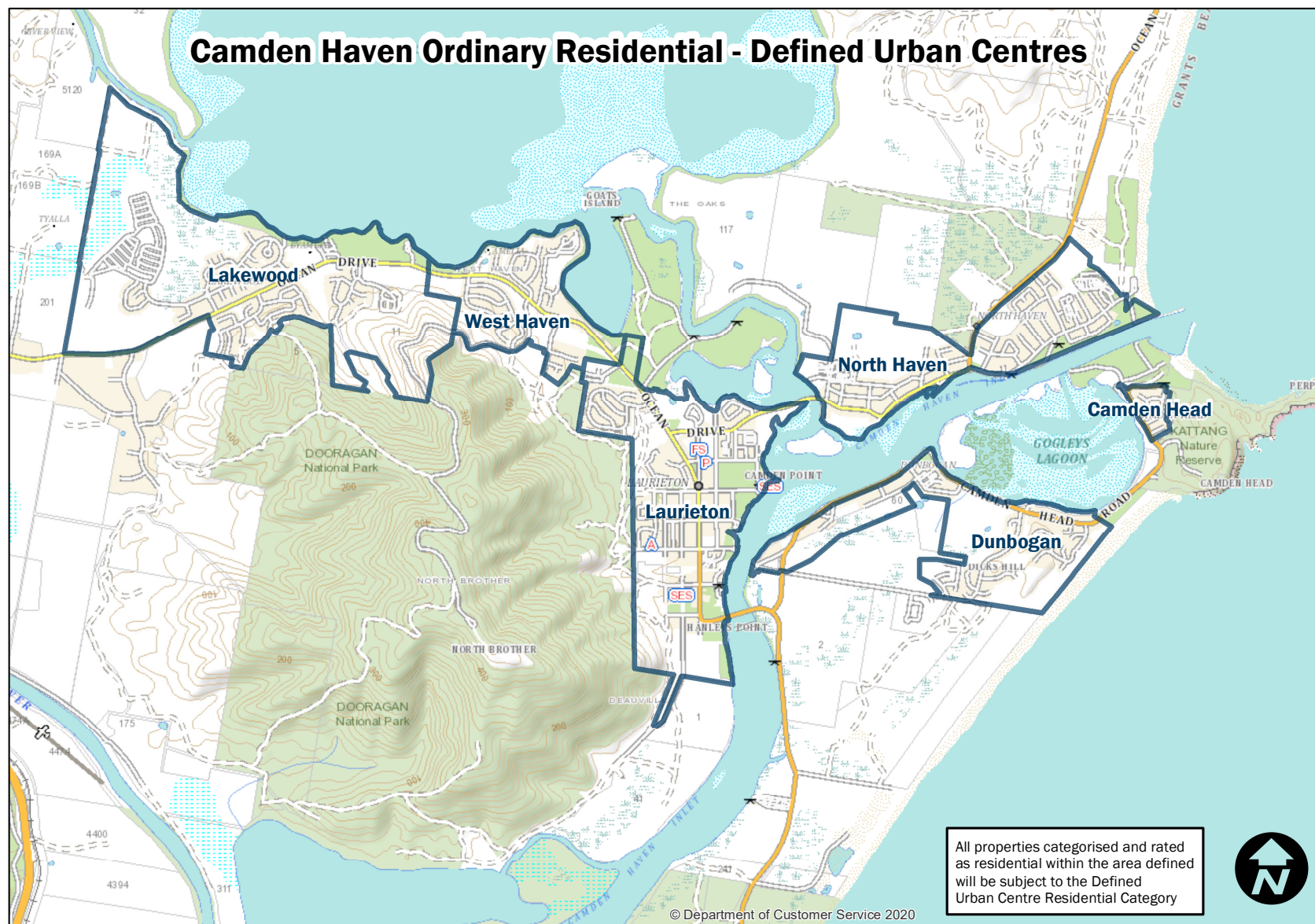




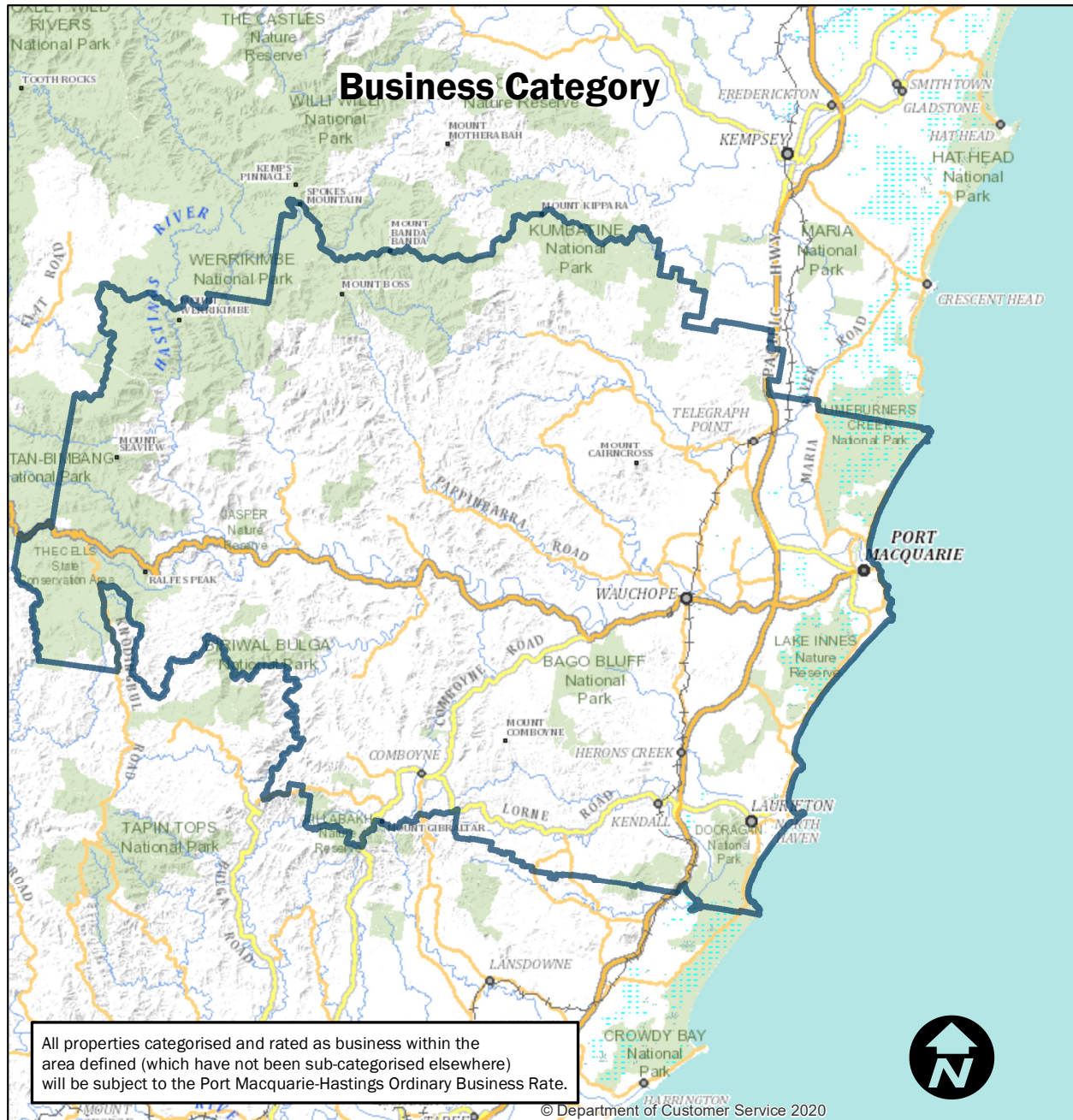


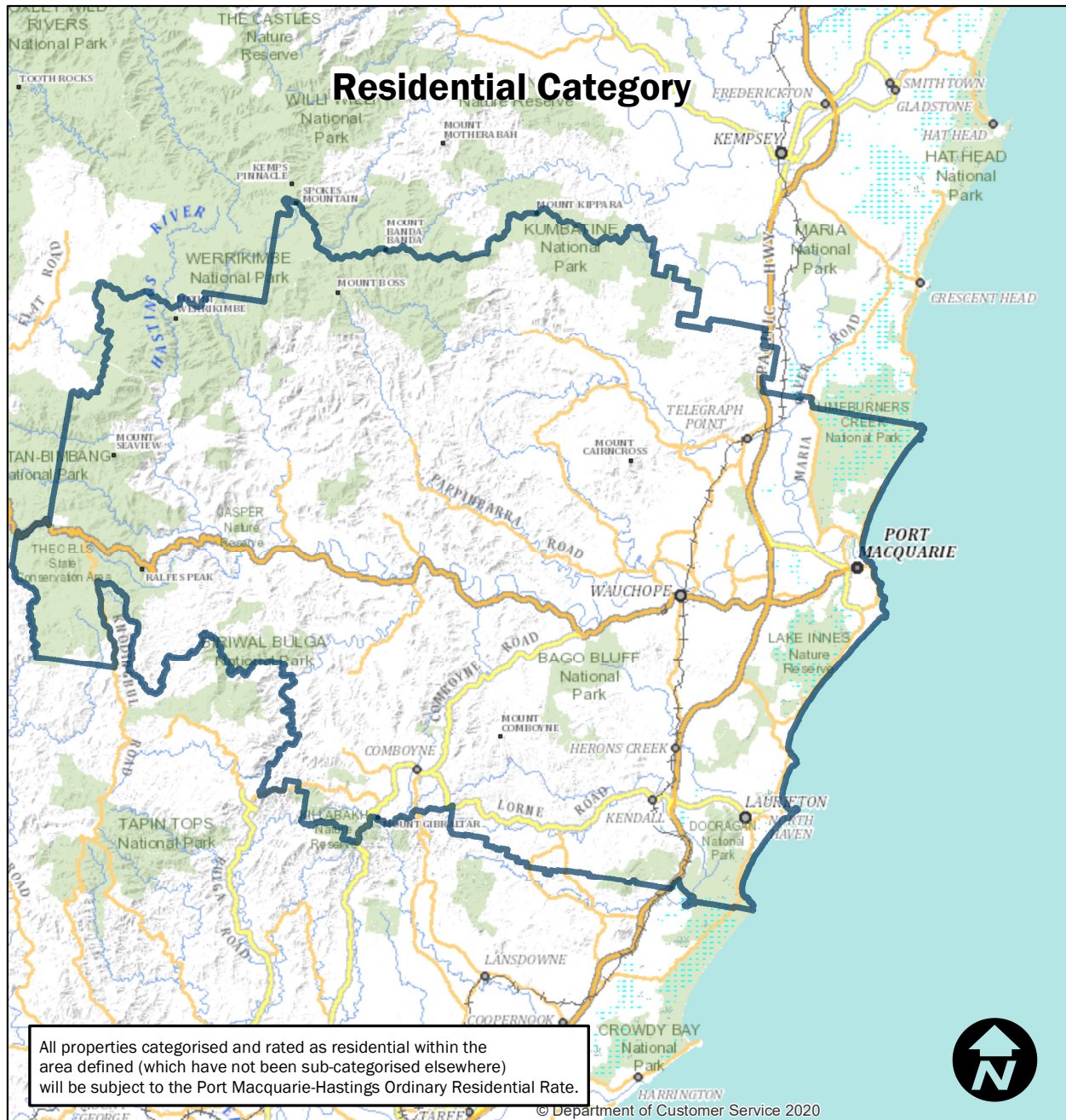




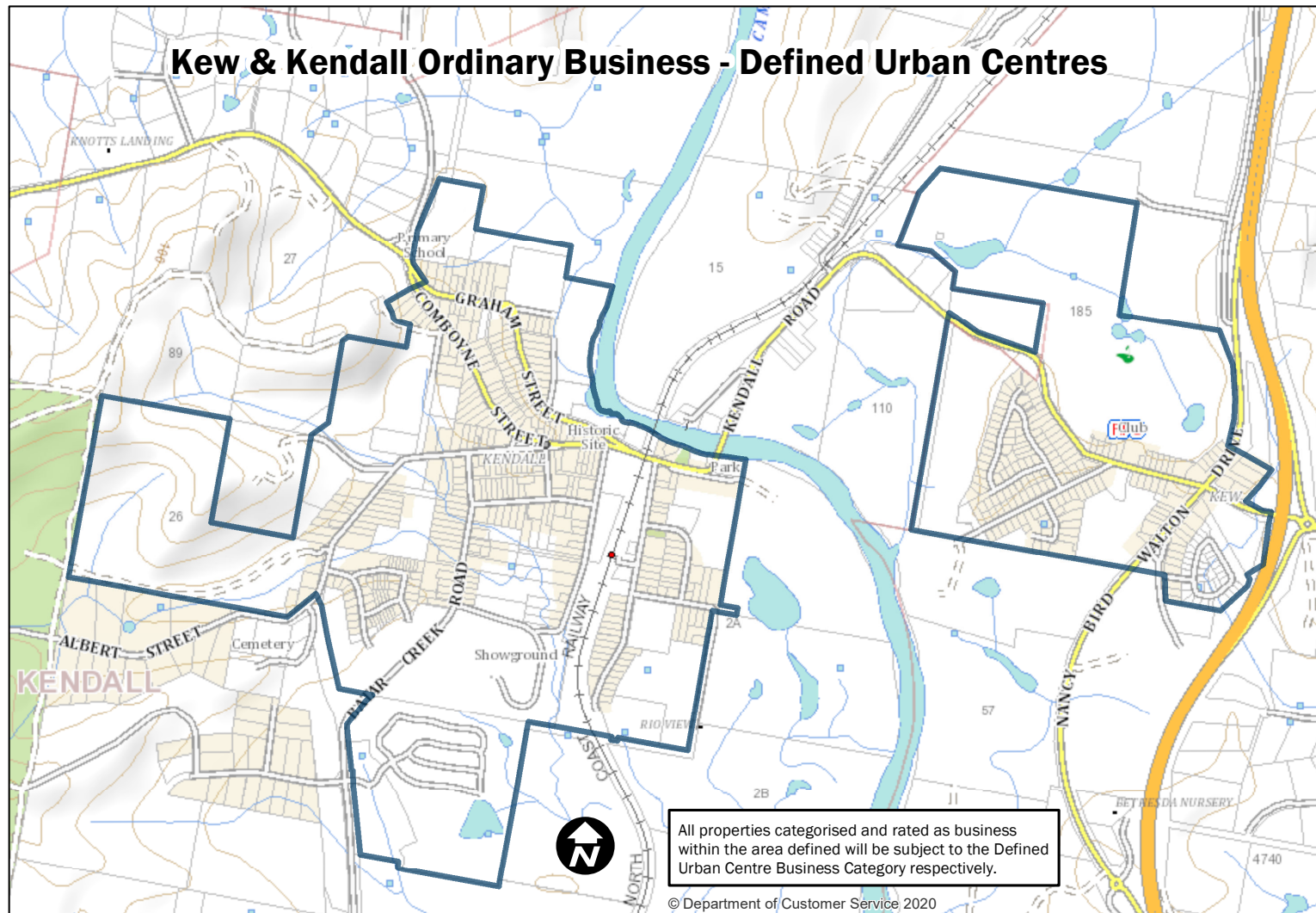


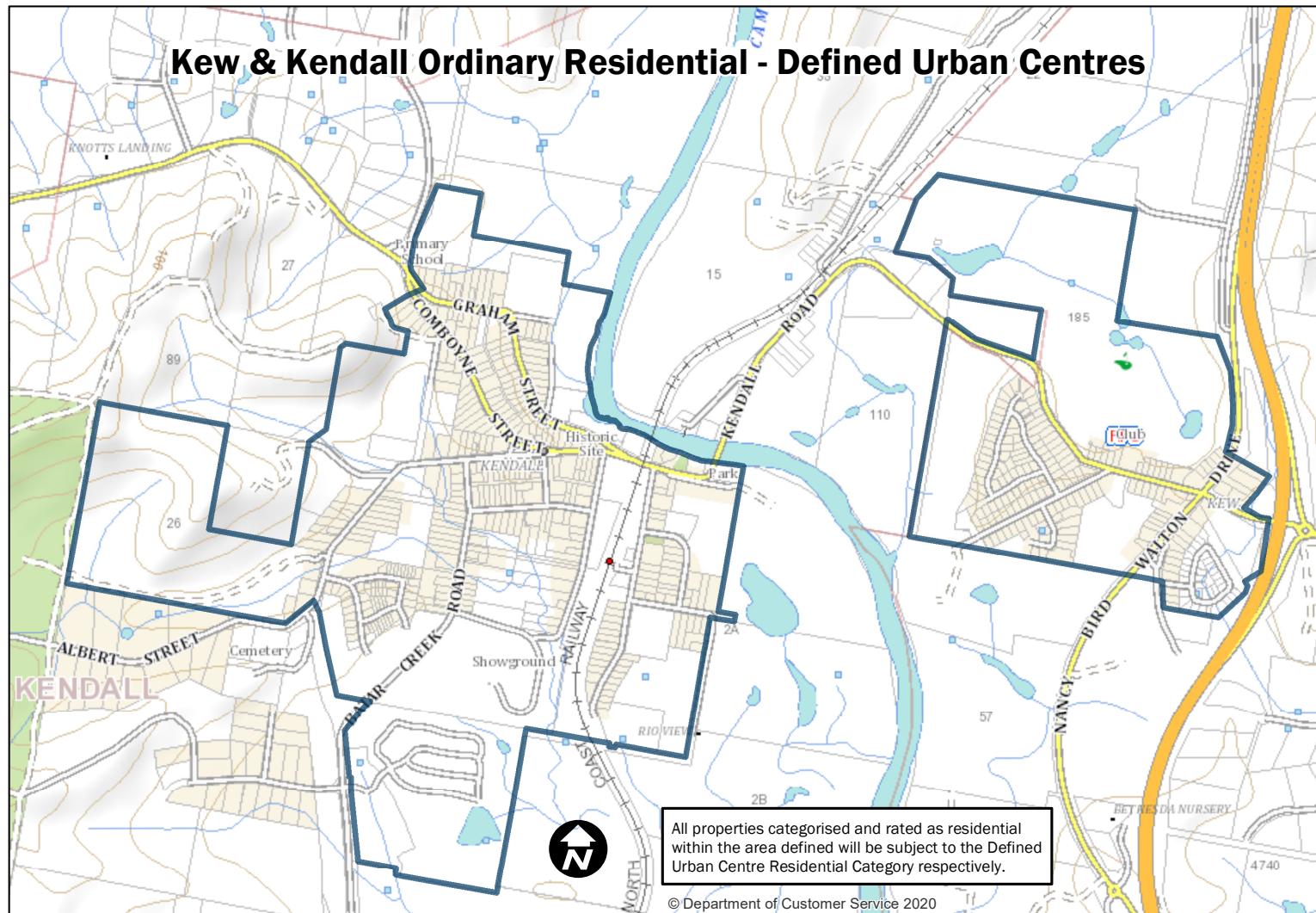


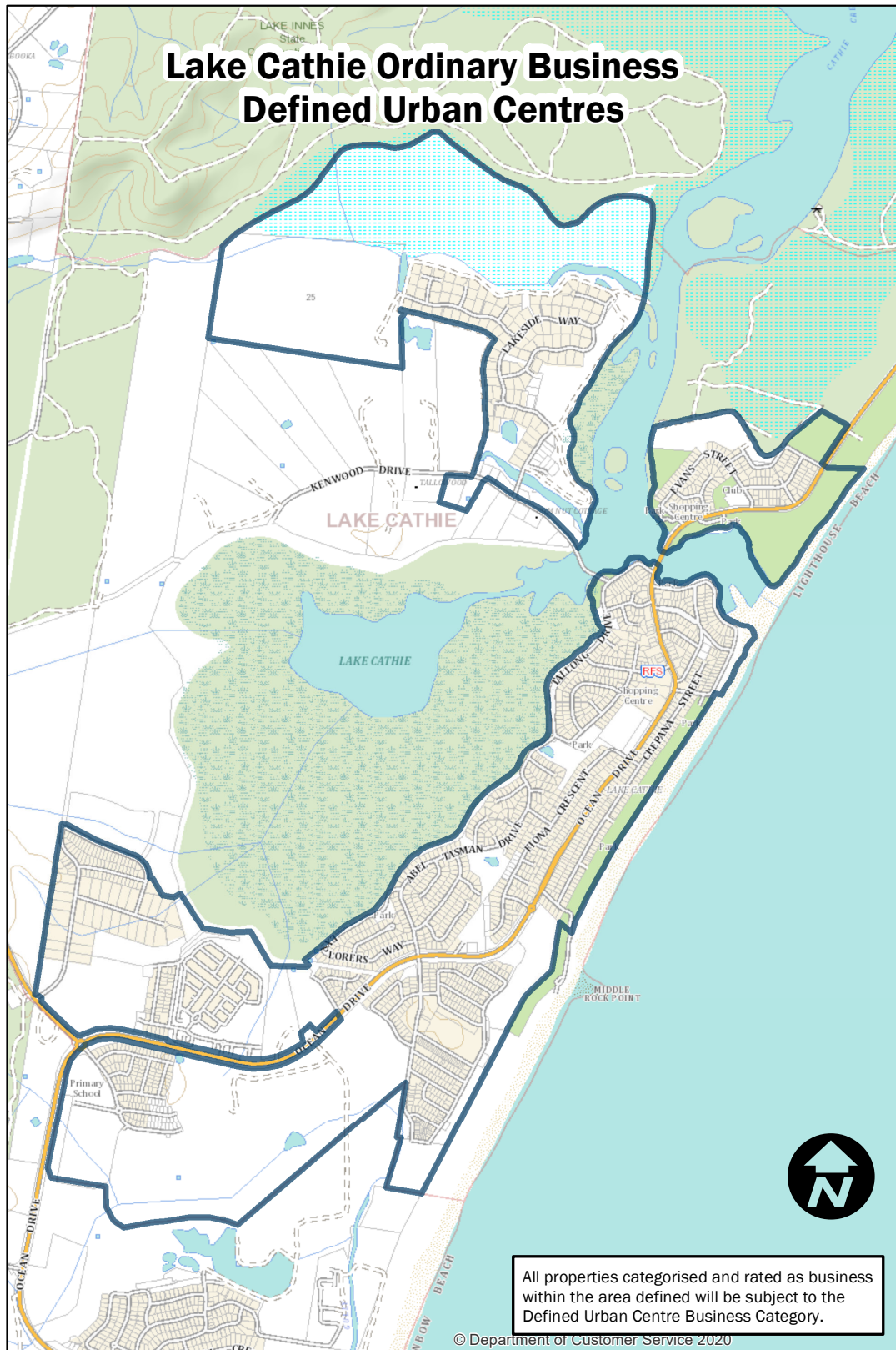




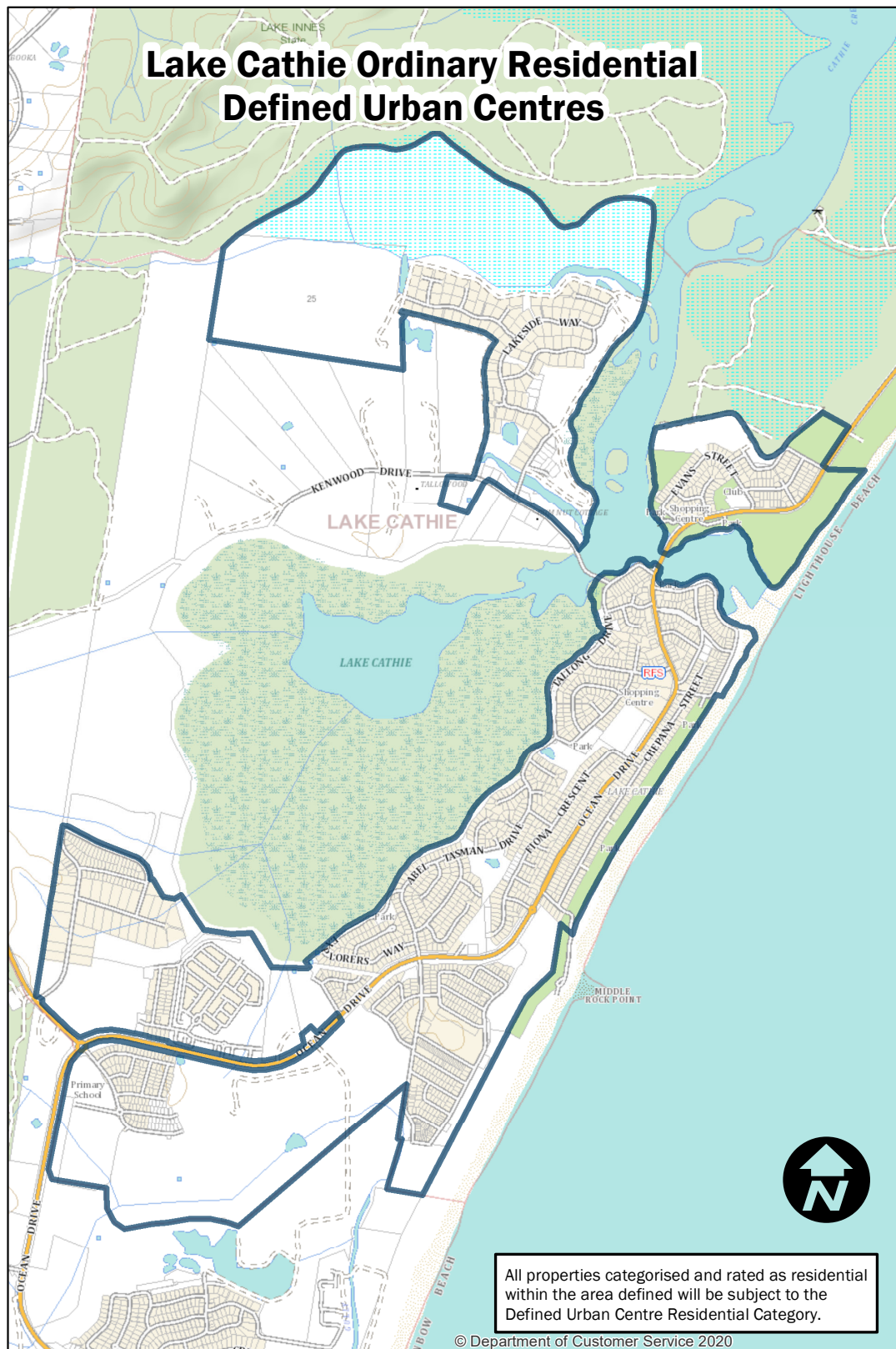


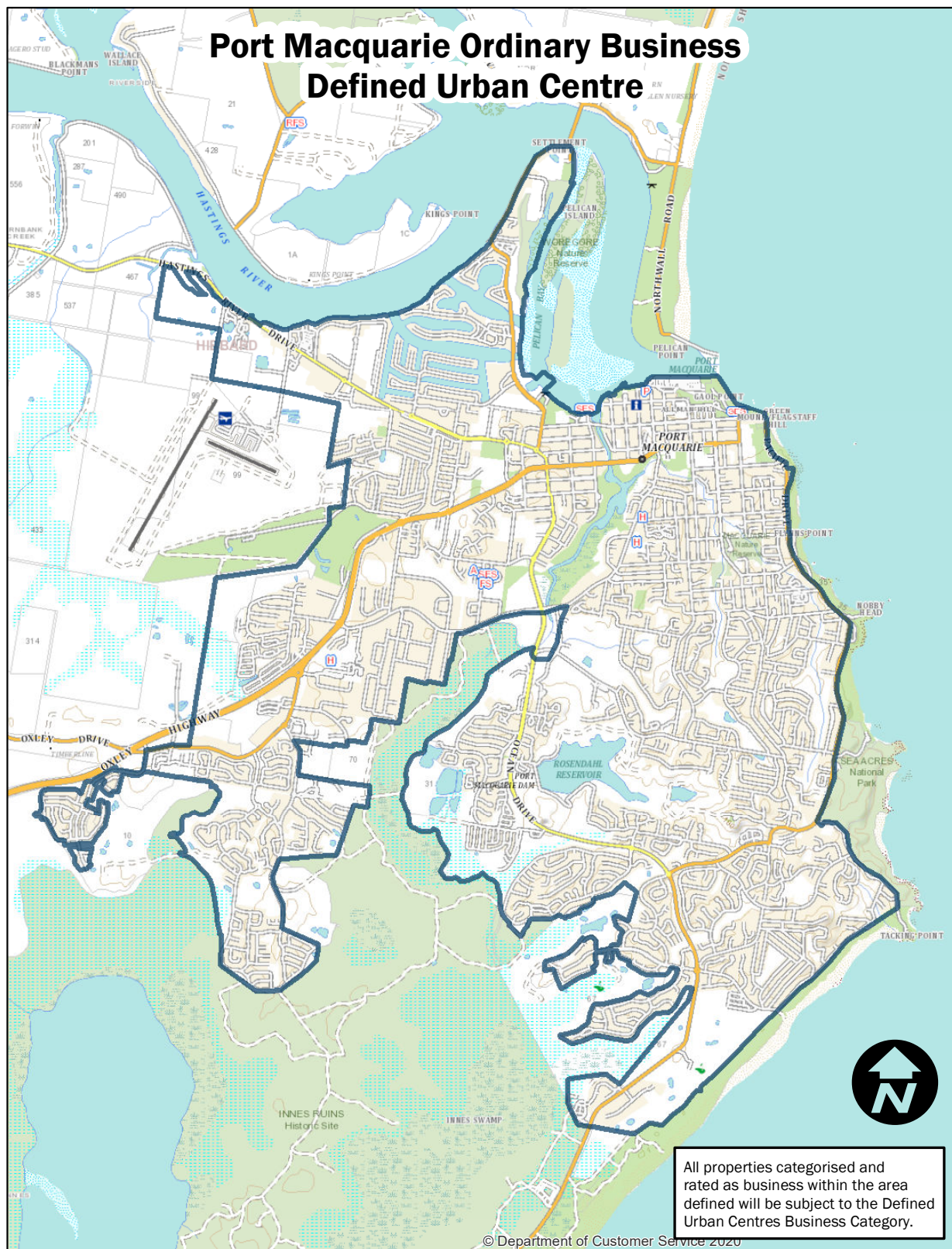




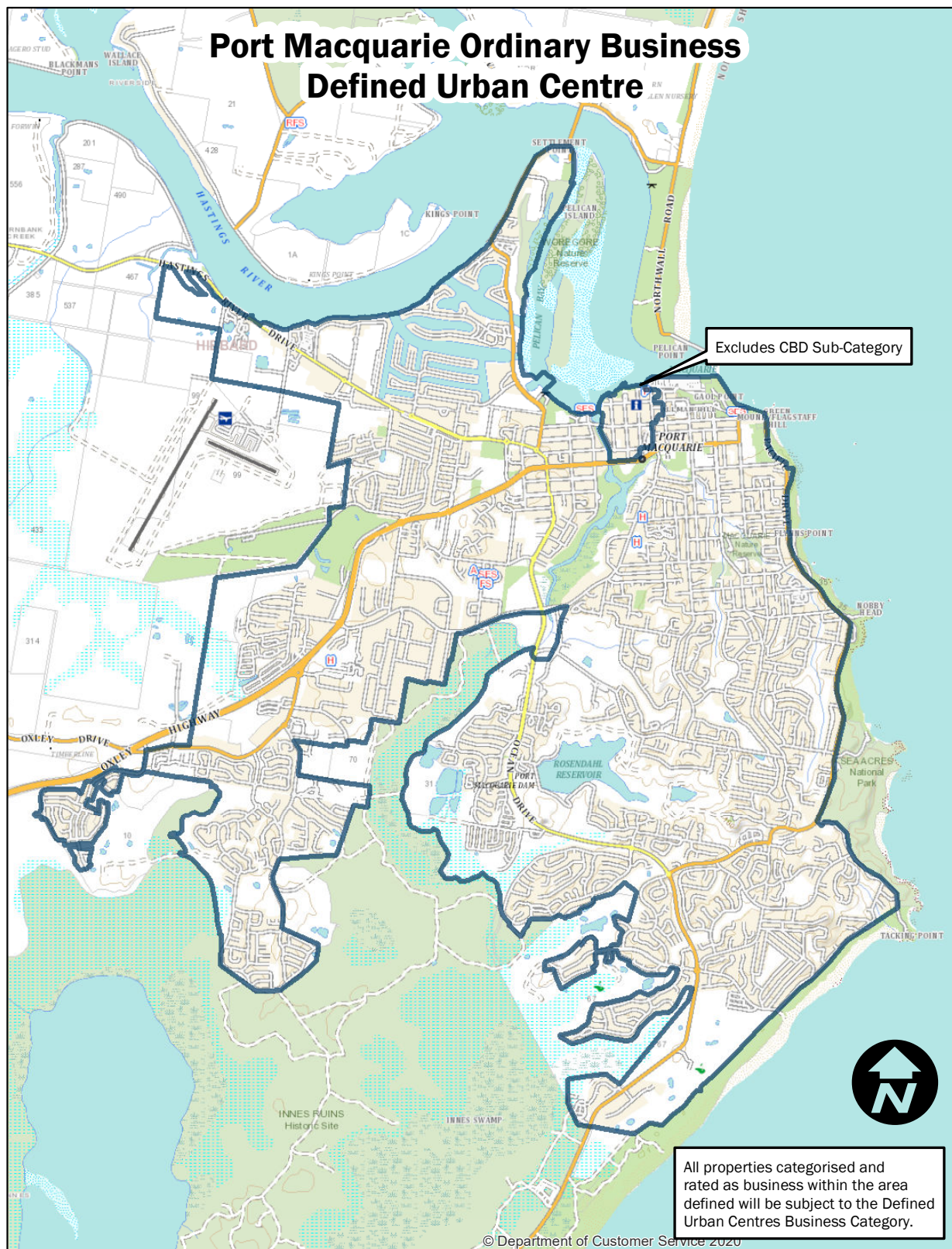






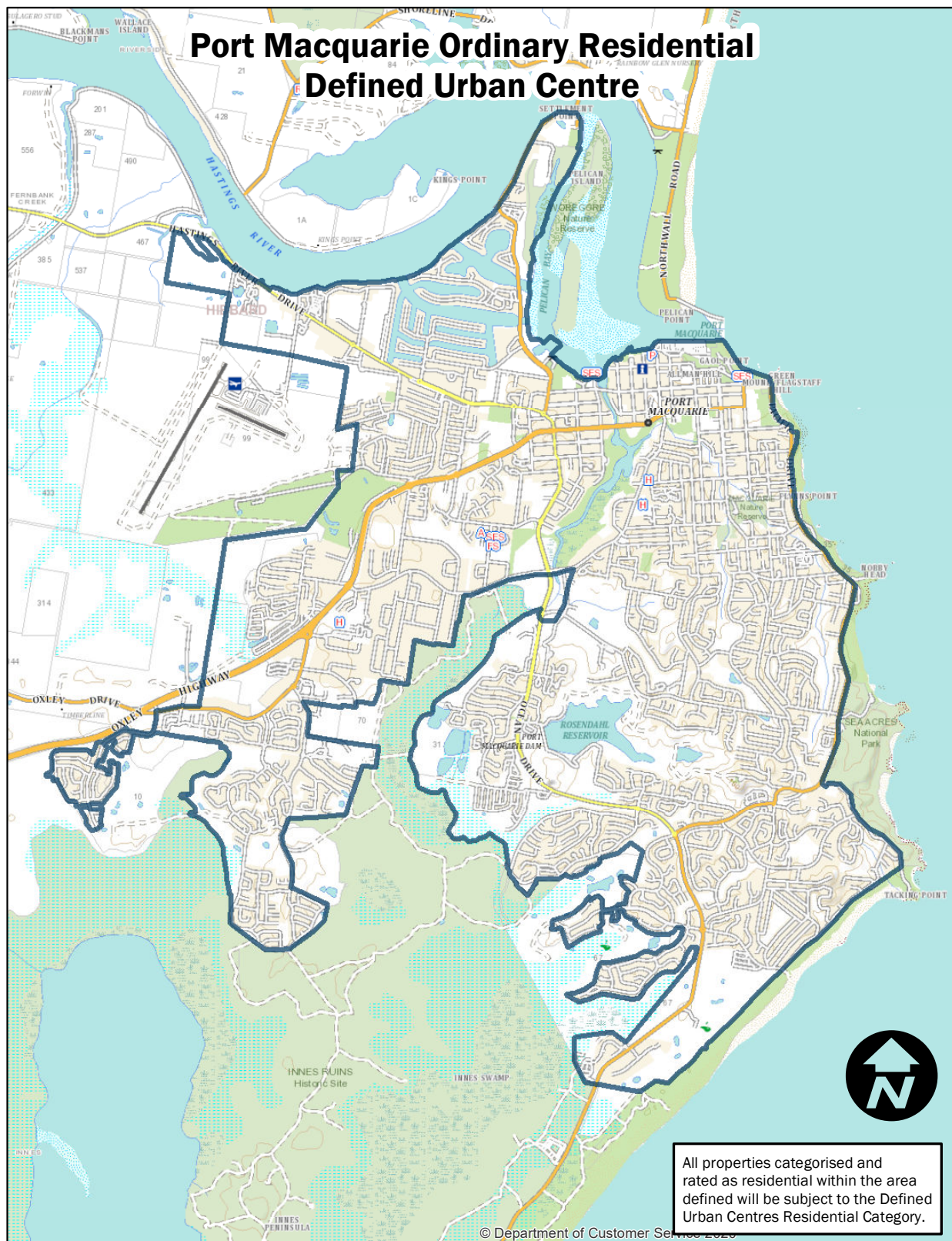


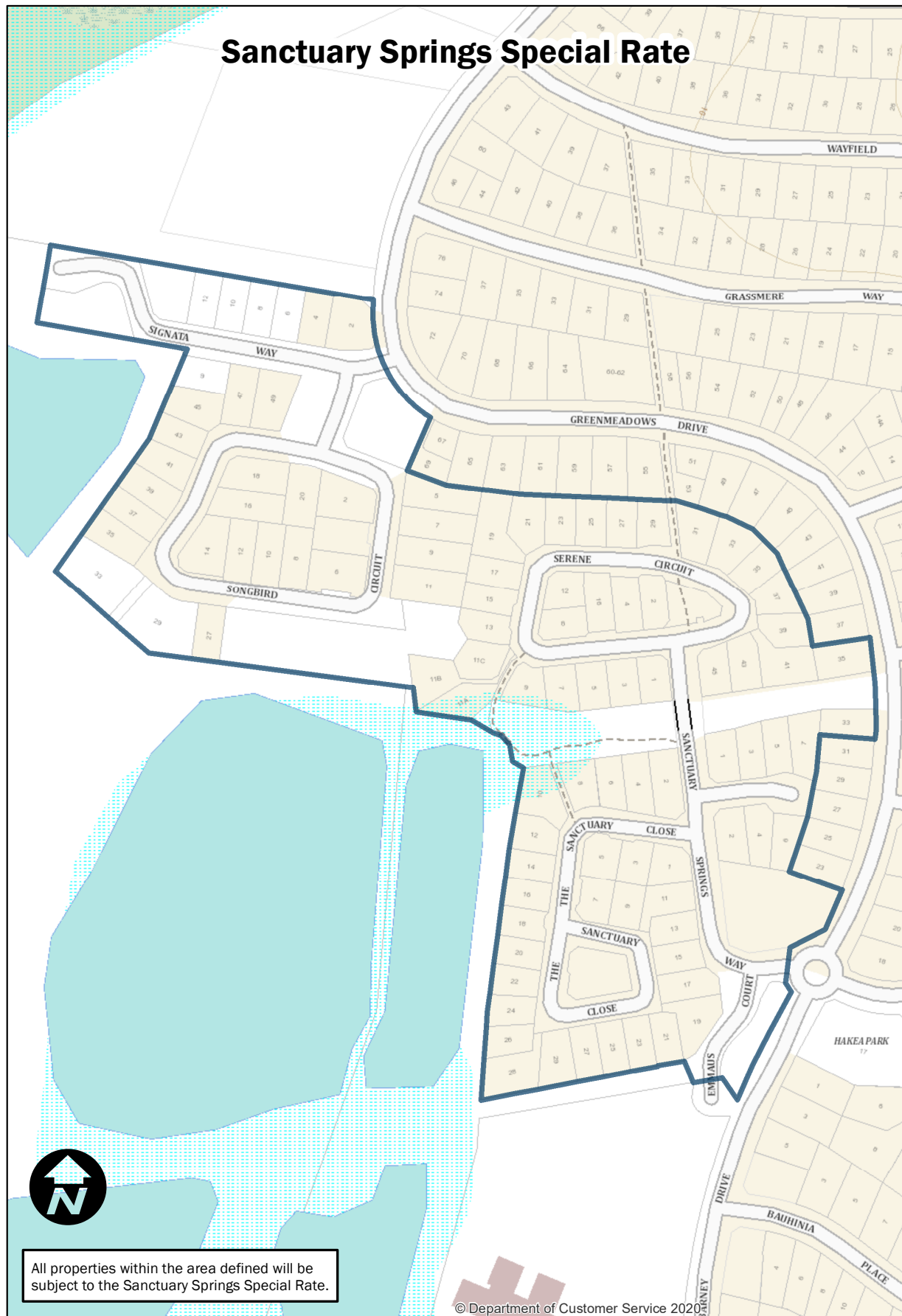




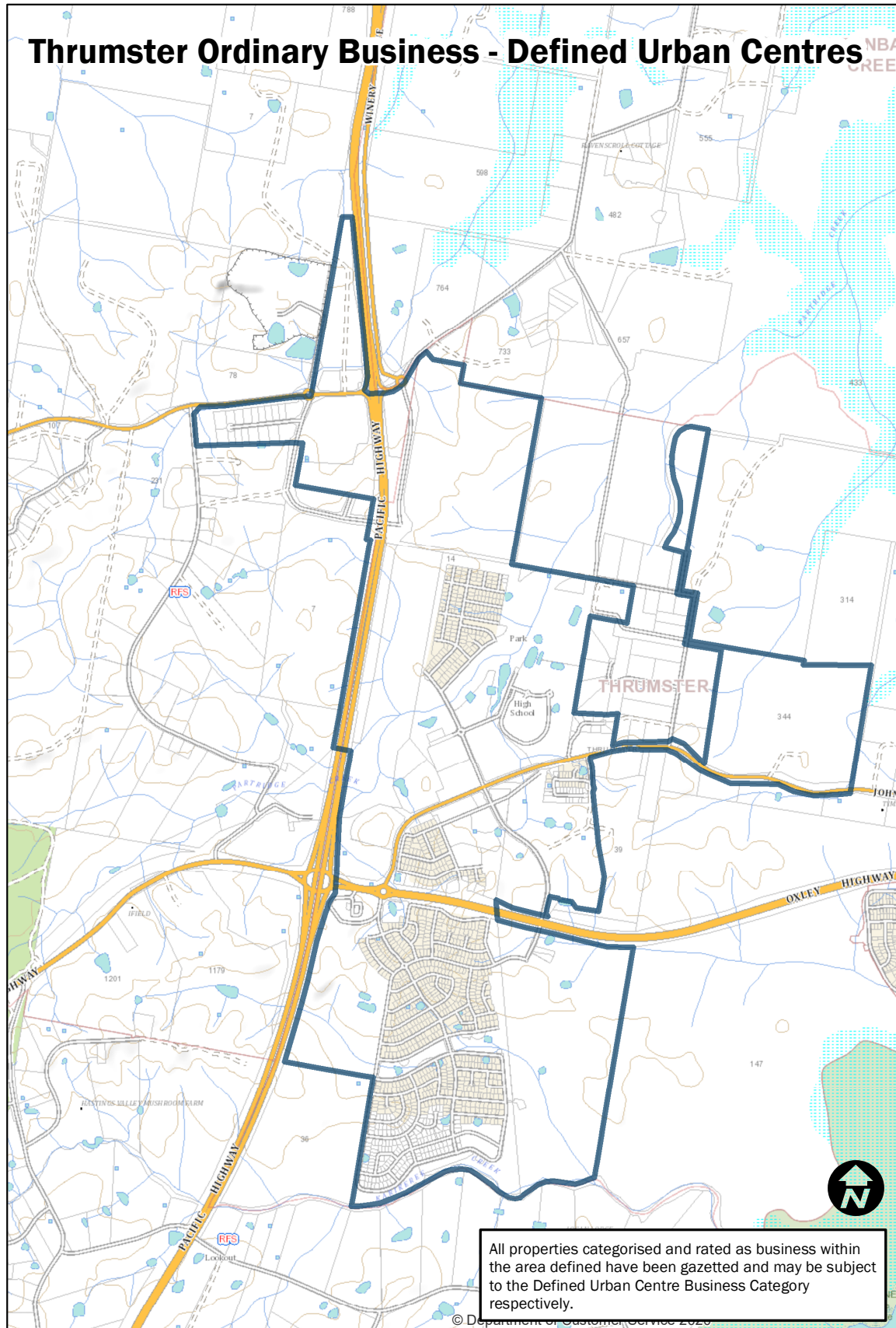


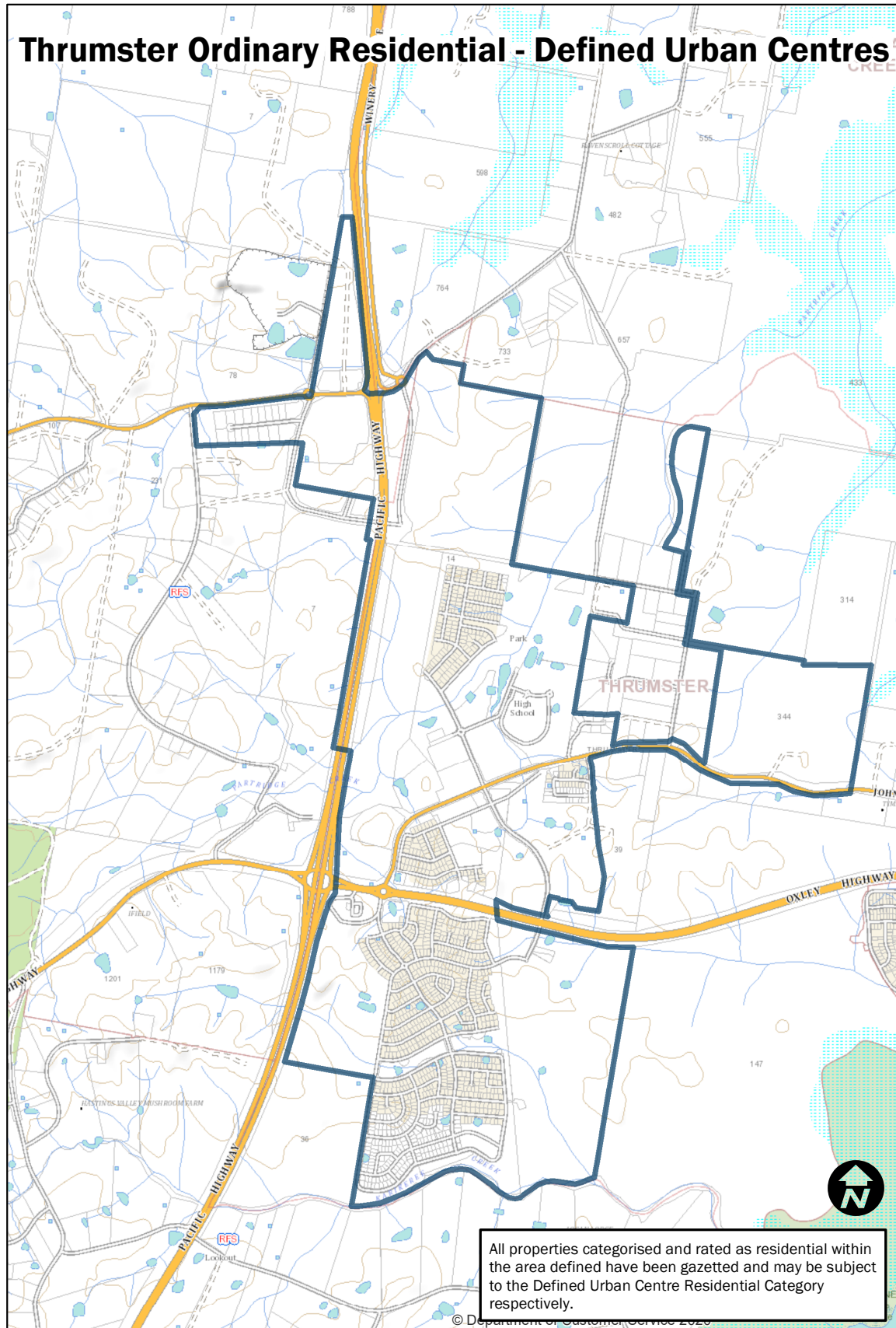


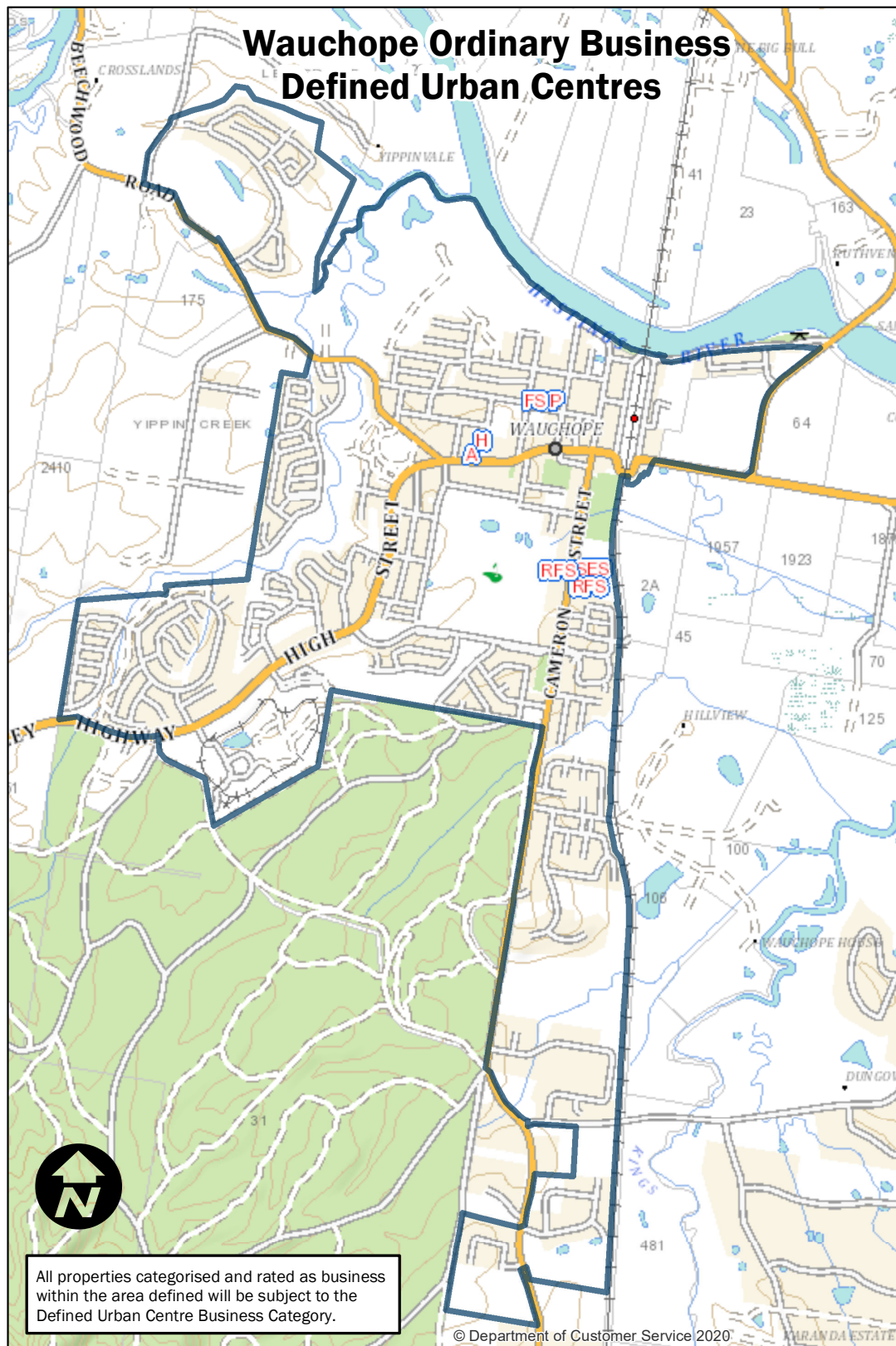




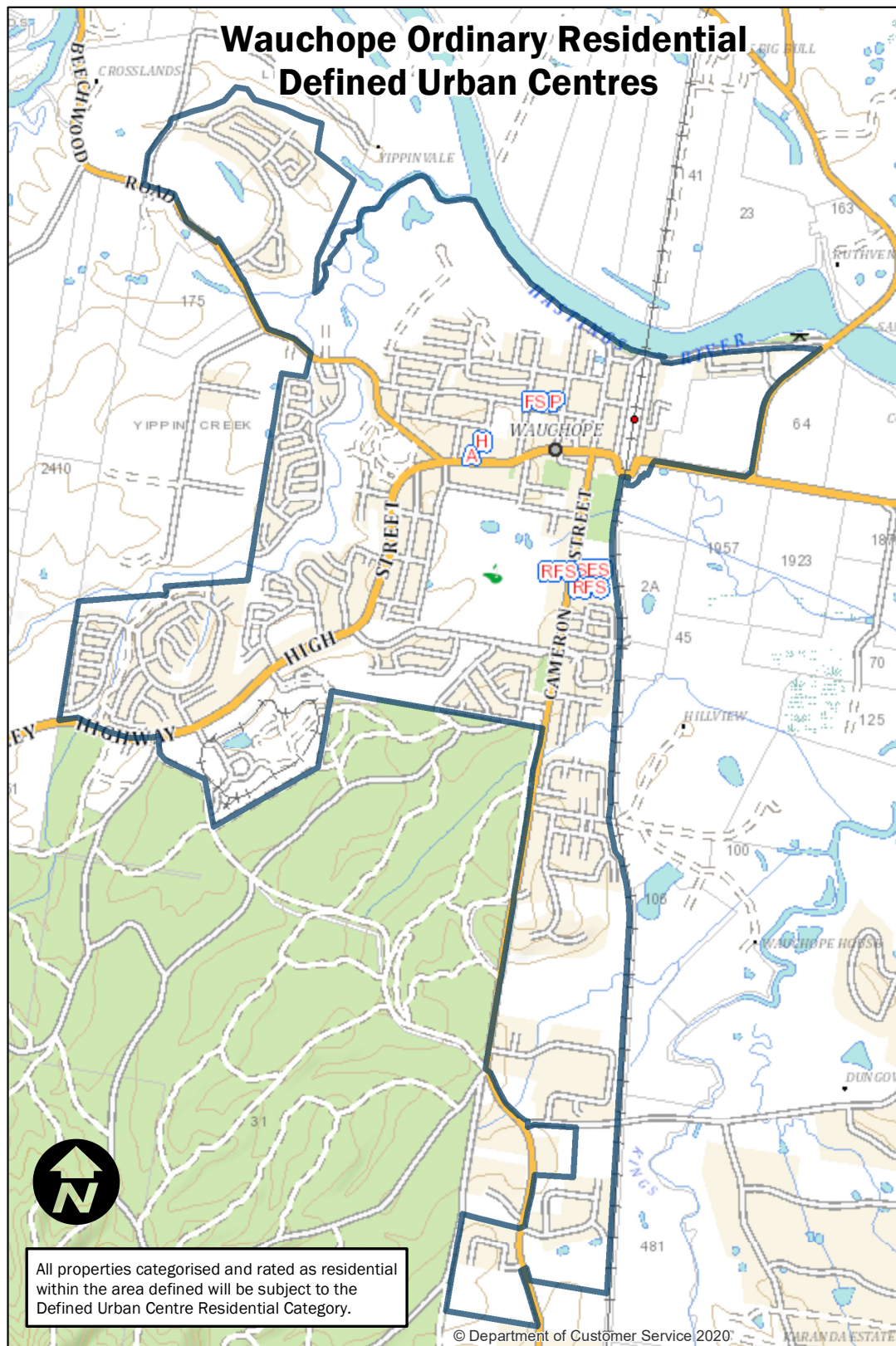












## Port Macquarie-Hastings Council

## DRAFT 2024/2025 Fees &amp; Charges - New Fees and Fee Increases above 5% and \$5

Fee Name	2023/2024 Fee (incl. GST)	2024/2025 Fee (incl. GST)	% Increase	\$ Increase
<b>Port Macquarie-Hastings Council   Airport   Port Macquarie Airport   Airport Parking Fees   Car Park 1 (Adjacent Terminal) - Short Term</b>				
Car Park 1 Short Term Charge: 1-2 hours	\$6.00	\$8.00	33.33%	\$2.00
Car Park 1 Short Term Charge: 2-3 hours	\$9.00	\$12.00	33.33%	\$3.00
Car Park 1 Short Term Charge: 3-4 hours	\$12.00	\$16.00	33.33%	\$4.00
Car Park 1 Short Term Charge: 4-5 hours	\$15.00	\$20.00	33.33%	\$5.00
Car Park 1 Short Term Charge: 2 days	\$30.00	\$35.00	16.67%	\$5.00
Car Park 1 Short Term Charge: 3 days	\$45.00	\$50.00	11.11%	\$5.00
Car Park 1 Short Term Charge: 4 days	\$55.00	\$65.00	18.18%	\$10.00
Car Park 1 Short Term Charge: 5 days	\$65.00	\$80.00	23.08%	\$15.00
Car Park 1 Short Term Charge: 6 days	\$75.00	\$95.00	26.67%	\$20.00
Car Park 1 Short Term Charge: 7 days	\$85.00	\$95.00	11.76%	\$10.00
Lost Parking Ticket Car Park 1 Short Term	\$85.00	\$95.00	11.76%	\$10.00
<b>Port Macquarie-Hastings Council   Airport   Port Macquarie Airport   Airport Parking Fees   Car Park 2 (Near Car Rental) - Short Term/Long Term</b>				
Car Park 2 Short Term/Long Term Charge: 1-2 hours	\$6.00	\$8.00	33.33%	\$2.00
Car Park 2 Short Term/Long Term Charge: 2-3 hours	\$9.00	\$12.00	33.33%	\$3.00
Car Park 2 Short Term/Long Term Charge: 3-4 hours	\$12.00	\$16.00	33.33%	\$4.00
Car Park 2 Short Term/Long Term Charge: 4-5 hours	\$15.00	\$20.00	33.33%	\$5.00
Car Park 2 Short Term/Long Term Charge: 2 days	\$30.00	\$35.00	16.67%	\$5.00
Car Park 2 Short Term/Long Term Charge: 3 days	\$45.00	\$50.00	11.11%	\$5.00
Car Park 2 Short Term/Long Term Charge: 4 days	\$55.00	\$65.00	18.18%	\$10.00
Car Park 2 Short Term/Long Term Charge: 5 days	\$65.00	\$80.00	23.08%	\$15.00
Car Park 2 Short Term/Long Term Charge: 6 days	\$75.00	\$95.00	26.67%	\$20.00
Car Park 2 Short Term/Long Term Charge: 7 days	\$85.00	\$95.00	11.76%	\$10.00
Lost Parking Ticket Car Park 2 Short Term/Long Term	\$85.00	\$95.00	11.76%	\$10.00
<b>Port Macquarie-Hastings Council   Cemeteries   Port Macquarie Hastings Cemeteries   Inurnment of Ashes</b>				
Wall Niche Inurnment - Wauchope/Laurieton/Outlying Cemeteries	\$1,510.00	\$1,650.00	9.27%	\$140.00
<b>Port Macquarie-Hastings Council   Cemeteries   Port Macquarie Hastings Cemeteries   Burial   All General Cemeteries</b>				
Single Headstone or Additional Inscription Fee Application	\$200.00	\$310.00	55.00%	\$110.00
Oversize Grave Digging Fee	\$250.00	\$300.00	20.00%	\$50.00
Grave Digging Fee - Wauchope/Laurieton/Outlying Cemeteries	\$1,830.00	\$2,020.00	10.38%	\$190.00
<b>Port Macquarie-Hastings Council   Cemeteries   Port Macquarie Hastings Cemeteries   Ash Replacement   All General Cemeteries</b>				
Placement fee per lot of ash in a gravesite (up to 4) – Open cemeteries	\$840.00	\$955.00	13.69%	\$115.00
<b>Port Macquarie-Hastings Council   Community Participation   Halls/Community Centres   Beechwood School of Arts</b>				
Annual Hire - Commercial	\$0.00	\$1,320.00	NEW	\$1,320.00
<b>Port Macquarie-Hastings Council   Community Participation   Halls/Community Centres   Dunbogan Jubilee Hall</b>				
Annual Hire - Commercial	\$0.00	\$1,320.00	NEW	\$1,320.00
<b>Port Macquarie-Hastings Council   Community Participation   Halls/Community Centres   Laurieton School of Arts Hall   Hall</b>				
Annual Hire - Commercial	\$0.00	\$1,320.00	NEW	\$1,320.00
<b>Port Macquarie-Hastings Council   Community Participation   Halls/Community Centres   North Haven Community Hall   Hall</b>				
Annual Hire - Commercial	\$0.00	\$1,320.00	NEW	\$1,320.00
<b>Port Macquarie-Hastings Council   Community Participation   Halls/Community Centres   Port Macquarie Seniors' Facility   Les Crisp Auditorium</b>				
Private Functions	\$28.00	\$33.00	17.86%	\$5.00
<b>Port Macquarie-Hastings Council   Community Participation   Halls/Community Centres   Other Miscellaneous Fees</b>				
Late Booking Fee	\$0.00	\$166.00	NEW	\$166.00



Port Macquarie-Hastings Council   Compliance   Companion Animals Act   Other Companion Animal Fees				
Adoption Fee - Long Term Animal	\$0.00	\$100.00	NEW	\$100.00
Port Macquarie-Hastings Council   Compliance   Approvals Under Section 68 Local Government Act   Part A - Structures or places of public entertainment				
Notice of completion of a manufactured home, removable dwelling or associated structure on land	\$200.00	\$350.00	75.00%	\$150.00
Application to install a manufactured home, removable dwelling on land or associated structure (in caravan park or manufactured home estate)	\$225.00	\$350.00	55.56%	\$125.00
Application for Section 82 objection to LG Manufactured Home Estates, Caravan Parks, Camping Grounds and Movable Dwellings Regulation - Individual Site or Minor	\$300.00	\$350.00	16.67%	\$50.00
Port Macquarie-Hastings Council   Compliance   Approvals Under Section 68 Local Government Act   Part C - Other Services Fees and Charges				
Consultancy / Advisory Services	\$129.00	\$175.00	35.66%	\$46.00
Written Confirmation – Septic system registration and approval to operate	\$55.00	\$60.00	9.09%	\$5.00
Re-Inspection – Onsite Sewage Management Facility: Domestic	\$163.00	\$175.00	7.36%	\$12.00
Port Macquarie-Hastings Council   Compliance   Approvals Under Section 68 Local Government Act   Part F - Other Activities				
Amended Approval to Operate Caravan Park or manufactured home estate – Minimum fee. Additional fees per amended site apply	\$140.00	\$200.00	42.86%	\$60.00
Application – other miscellaneous Section 68 activities	\$150.00	\$175.00	16.67%	\$25.00
Approval to operate a caravan park or manufactured home estate – Minimum Fee PLUS per site	\$313.00	\$350.00	11.82%	\$37.00
Inspection of Amusement Devices - First Device	\$90.00	\$95.00	5.56%	\$5.00
Port Macquarie-Hastings Council   Compliance   Food Businesses				
Temporary Event Food Premises (Annual Approval - Vendor Inspected by Other Council <12 Months)	\$0.00	\$80.00	NEW	\$80.00
Inspection - Low Risk Premises	\$104.00	\$175.00	68.27%	\$71.00
Inspection - Medium Risk Premises	\$156.00	\$175.00	12.18%	\$19.00
Inspection - High Risk Premises	\$156.00	\$175.00	12.18%	\$19.00
Reinspection	\$156.00	\$175.00	12.18%	\$19.00
Temporary Event Food Premises (One Event up to Three Consecutive Days)	\$75.00	\$80.00	6.67%	\$5.00
Food Premises Pre-Registration - advice and inspection	\$233.00	\$245.00	5.15%	\$12.00
Port Macquarie-Hastings Council   Compliance   Public Health   Public Health Inspection				
Beauty/Hairdresser/Barber Premises - No Skin Penetration	\$0.00	\$210.00	NEW	\$210.00
Public Health - Skin Penetration	\$0.00	\$275.00	NEW	\$275.00
Public Health - Swimming Pools and Spas Minimum, Plus Additional Pool/Spa Fee	\$0.00	\$275.00	NEW	\$275.00
Public Health - Each Additional Pool/Spa	\$0.00	\$50.00	NEW	\$50.00
Public Health - Cooling Tower/Warm Water System	\$0.00	\$275.00	NEW	\$275.00
Re-inspection (Public Pool, Skin Penetration premises, Water Cooling Tower)	\$150.00	\$175.00	16.67%	\$25.00
Public Health Inspection under Local Government Act	\$150.00	\$175.00	16.67%	\$25.00
Port Macquarie-Hastings Council   Compliance   Environment				
Flood Enquiries	\$0.00	\$100.00	NEW	\$100.00
Flood Certificate - Urgent - First Lot	\$200.00	\$400.00	100.00%	\$200.00
Flood Certificate - Urgent - Each Additional Adjoining Lot	\$150.00	\$300.00	100.00%	\$150.00
Flood Certificate - Standard - First Lot	\$100.00	\$180.00	80.00%	\$80.00
Flood Certificate - Standard - Each Additional Adjoining Lot	\$75.00	\$135.00	80.00%	\$60.00
Environmental Inspection Fee	\$250.00	\$275.00	10.00%	\$25.00
Port Macquarie-Hastings Council   Compliance   Certificates				
Building Information Certificate 1st Inspection (other classes <200m2)	\$258.75	\$400.00	54.59%	\$141.25

Building Information Certificate 1st inspection (Class 1 & 10, & Class 2 if only 2 dwellings)	\$259.00	\$400.00	54.44%	\$141.00
Building Certificate Re-inspection Fee (any class and building size)	\$150.00	\$175.00	16.67%	\$25.00
<b>Port Macquarie-Hastings Council   Digital Technology   Certified Copy   Certified Copy (for evidence)</b>				
Certified Copy of Document, Map or Plan	\$53.00	\$67.00	26.42%	\$14.00
<b>Port Macquarie-Hastings Council   Financial Management   Lease or Licence Fees - Council Land   Outdoor Dining and Outdoor Trading Approvals on Council Roads and Footpaths</b>				
Application and Administration Fee	\$400.00	\$650.00	62.50%	\$250.00
<b>Port Macquarie-Hastings Council   Financial Management   Statutory Property Fees   Statutory Property Transactions</b>				
Hourly Rate for Statutory Property Transactions and Advice	\$160.00	\$215.00	34.38%	\$55.00
<b>Port Macquarie-Hastings Council   Financial Management   Statutory Property Fees   Road Closing Application Fees</b>				
Council Road Closure Stage 1 – Administration Fee	\$1,500.00	\$1,600.00	6.67%	\$100.00
Council Road Closure Stage 2 – Administration Fee	\$2,000.00	\$2,100.00	5.00%	\$100.00
<b>Port Macquarie-Hastings Council   Sports &amp; Recreation   Beach &amp; Boating</b>				
Use of Wharves by Commercial Operators	\$22.00	\$35.00	59.09%	\$13.00
Beach Driving Permit Yearly – 4WD Vehicles	\$72.00	\$80.00	11.11%	\$8.00
<b>Port Macquarie-Hastings Council   Sports &amp; Recreation   Sporting Facilities   Sporting Fields</b>				
Ground Fee - General Use	\$0.00	\$200.00	NEW	\$200.00
Ground Fee - General Use	\$0.00	\$40.00	NEW	\$40.00
Ground Fee - General Use (Seasonal)	\$0.00	\$1,000.00	NEW	\$1,000.00
Changerooms Use	\$0.00	\$40.00	NEW	\$40.00
Changerooms Use (<4 Hours)	\$0.00	\$20.00	NEW	\$20.00
Canteen Use	\$0.00	\$50.00	NEW	\$50.00
Canteen Use (<4 Hours)	\$0.00	\$25.00	NEW	\$25.00
Kitchen Use - Sancroix Reserve	\$0.00	\$15.00	NEW	\$15.00
Late Booking Fee	\$0.00	\$166.00	NEW	\$166.00
Ground Fee – Commercial	\$460.00	\$500.00	8.70%	\$40.00
Ground Fee – Commercial	\$95.00	\$100.00	5.26%	\$5.00
<b>Port Macquarie-Hastings Council   Sports &amp; Recreation   Sporting Facilities   Sporting Fields   Vince Inmon Sporting Complex</b>				
Grandstand Use (Including Canteen and Changerooms)	\$0.00	\$75.00	NEW	\$75.00
Grandstand Use (Including Canteen and Changerooms) (Seasonal)	\$0.00	\$750.00	NEW	\$750.00
Meeting Room	\$0.00	\$50.00	NEW	\$50.00
<b>Port Macquarie-Hastings Council   Sports &amp; Recreation   Parks &amp; Reserves   Major Events (including Major Events Held at Sporting Facilities)</b>				
Application Fee	\$0.00	\$250.00	NEW	\$250.00
Performance Days	\$635.00	\$770.00	21.26%	\$135.00
Performance Days	\$460.00	\$550.00	19.57%	\$90.00
<b>Port Macquarie-Hastings Council   Sports &amp; Recreation   Parks &amp; Reserves   General Use</b>				
Ground Fee - Charitable and Not for Profit	\$0.00	\$100.00	NEW	\$100.00
Call Out Fee (Electrical, Lighting, Security, Facility Access)	\$0.00	\$70.00	NEW	\$70.00
Booking Amendment/Cancellation Fee (User Initiated)	\$0.00	\$30.00	NEW	\$30.00
Late Booking Fee	\$0.00	\$166.00	NEW	\$166.00
Application for Filming on Public Lands	\$60.00	\$200.00	233.33%	\$140.00
Application for Private Ceremony	\$128.00	\$150.00	17.19%	\$22.00
Ground Fee – Commercial Use	\$460.00	\$500.00	8.70%	\$40.00
Ground Fee – General Use	\$190.00	\$200.00	5.26%	\$10.00
<b>Port Macquarie-Hastings Council   Sports &amp; Recreation   Stadiums   Port Macquarie Regional Sports Stadium</b>				
Ground Fee - Commercial	\$0.00	\$1,000.00	NEW	\$1,000.00
Ground Fee - Commercial	\$0.00	\$200.00	NEW	\$200.00
Ground Fee - General Use (Seasonal)	\$0.00	\$2,000.00	NEW	\$2,000.00
Ground Fee - General Use (Non-Seasonal)	\$0.00	\$400.00	NEW	\$400.00
Ground Fee - General Use (Non-Seasonal)	\$0.00	\$80.00	NEW	\$80.00
<b>Port Macquarie-Hastings Council   Sports &amp; Recreation   Stadiums   Wauchope Indoor Stadium   Main Stadium (all courts)</b>				
Commercial, private or other	\$50.00	\$55.00	10.00%	\$5.00
<b>Port Macquarie-Hastings Council   Sports &amp; Recreation   Swimming Pools   Kendall, Laurieton and Wauchope</b>				
Masters Swim Club	\$0.00	\$6.80	NEW	\$6.80

Port Macquarie-Hastings Council   Strategic Landuse   Local Environment Plans   LEP Amendments (Planning Proposals)   Planning Proposal Category - Basic				
Stage 1 - Pre-Lodgement	\$0.00	\$1,400.00	NEW	\$1,400.00
Stage 2 & 3 - Pre-Gateway	\$0.00	\$5,000.00	NEW	\$5,000.00
Stage 4 & 5 - Post Gateway	\$0.00	\$9,000.00	NEW	\$9,000.00
Stage 6 - Finalisation	\$0.00	\$2,200.00	NEW	\$2,200.00
Port Macquarie-Hastings Council   Strategic Landuse   Local Environment Plans   LEP Amendments (Planning Proposals)   Planning Proposal Category - Standard				
Stage 1 - Pre-Lodgement	\$0.00	\$1,400.00	NEW	\$1,400.00
Stage 2 & 3 - Pre-Gateway	\$0.00	\$15,000.00	NEW	\$15,000.00
Stage 4 & 5 - Post Gateway	\$0.00	\$30,000.00	NEW	\$30,000.00
Stage 6 - Finalisation	\$0.00	\$2,200.00	NEW	\$2,200.00
Port Macquarie-Hastings Council   Strategic Landuse   Local Environment Plans   LEP Amendments (Planning Proposals)   Planning Proposal Category - Complex				
Stage 1 - Pre-Lodgement	\$0.00	\$1,400.00	NEW	\$1,400.00
Stage 2 & 3 - Pre-Gateway	\$0.00	\$30,800.00	NEW	\$30,800.00
Stage 4 & 5 - Post Gateway	\$0.00	\$37,000.00	NEW	\$37,000.00
Stage 6 - Finalisation	\$0.00	\$2,200.00	NEW	\$2,200.00
Port Macquarie-Hastings Council   Strategic Landuse   Voluntary Planning Agreements				
Initial Offer of VPA (Letter of Offer)	\$0.00	\$500.00	NEW	\$500.00
Negotiation of VPA	\$0.00	\$6,000.00	NEW	\$6,000.00
VPA Amendment Fee	\$0.00	\$500.00	NEW	\$500.00
Port Macquarie-Hastings Council   Strategic Landuse   Deferred Developer Contributions				
Withdrawal of caveat associated with Contributions Deferral Deeds per lot created in the subdivision (Excluding lots to be dedicated to Council). Paid at the time of preparation of the Contributions Deferral Deed.	\$100.00	\$200.00	100.00%	\$100.00
Port Macquarie-Hastings Council   Strategic Landuse   s7.11 Development Contributions Fees & Charges				
Notice of Payment (NOP) Re-issue Fee	\$0.00	\$50.00	NEW	\$50.00
Port Macquarie-Hastings Council   The Glasshouse   Glasshouse Port Macquarie   Performance Spaces				
Studio Hire (Half Day) – Meeting Only During Business Hours, Monday to Friday 9.00am – 5.00pm	\$250.00	\$275.00	10.00%	\$25.00
Glasshouse Podium Hire Package (Charge is Per Hour)	\$60.00	\$65.00	8.33%	\$5.00
Studio Hire (Full Day) – Meeting Only During Business Hours, Monday to Friday 9.00am – 5.00pm	\$350.00	\$375.00	7.14%	\$25.00
Port Macquarie-Hastings Council   The Glasshouse   Glasshouse Port Macquarie   Staff Rates				
Event Administration (Marketing, Box Office, Event Services, Customer Service Mon-Fri)	\$60.00	\$65.00	8.33%	\$5.00
Usher / Tour Guide / Merchandise Seller (Public Holiday)	\$114.00	\$120.00	5.26%	\$6.00
Venue Supervisor / Technician / Duty Manager / Gallery Technician (Public Holiday)	\$119.00	\$125.00	5.04%	\$6.00
Port Macquarie-Hastings Council   The Glasshouse   Glasshouse Port Macquarie   Miscellaneous Fees				
Venue Marketing Package	\$0.00	\$200.00	NEW	\$200.00
Port Macquarie-Hastings Council   The Glasshouse   Glasshouse Port Macquarie   Venue Set Up Items				
Show Relay Set Up, 3 or More Venues per Hire	\$0.00	\$96.00	NEW	\$96.00
Port Macquarie-Hastings Council   Waste Management   Domestic Waste Management Services   Annual Charge				
Minimiser service – 140 Litre fortnightly general waste	\$459.80	\$485.55	5.60%	\$25.75
Standard service – 240 Litre fortnightly general waste	\$524.27	\$553.63	5.60%	\$29.36
Excess service – 240 Litre weekly general waste	\$774.78	\$818.17	5.60%	\$43.39
Half minimiser service – 140 Litre fortnightly general waste	\$256.85	\$271.23	5.60%	\$14.38
Half standard service – 240 Litre fortnightly general waste (Shared)	\$288.56	\$304.72	5.60%	\$16.16
Half excess service – 240 Litre weekly general waste (Shared)	\$415.40	\$438.66	5.60%	\$23.26
On application only special weekly service – 140 Litre weekly general waste	\$647.94	\$684.22	5.60%	\$36.28
Half special weekly service (Shared) - 140 Litre weekly general waste	\$353.04	\$372.81	5.60%	\$19.77
Additional weekly garbage service – 240 Litre general waste	\$400.60	\$423.04	5.60%	\$22.44
Additional weekly garbage service – 140 Litre general waste	\$304.42	\$321.47	5.60%	\$17.05
Additional organics service – 240 Litre weekly	\$105.70	\$111.62	5.60%	\$5.92
Minimum Waste Charge – Single Dwelling	\$459.80	\$485.54	5.60%	\$25.74
Availability charge on land not receiving full charge	\$153.27	\$161.85	5.60%	\$8.58

Port Macquarie-Hastings Council   Waste Management   Other Waste Management Services   Annual Charge				
Commercial weekly service – 140 Litre general waste	\$647.94	\$684.22	5.60%	\$36.28
Commercial excess service – 240 Litre weekly general waste	\$774.78	\$818.17	5.60%	\$43.39
Commercial half weekly service – 140 Litre general waste (Shared)	\$353.04	\$372.81	5.60%	\$19.77
Commercial half excess service – 240 Litre weekly general waste (Shared)	\$415.40	\$438.66	5.60%	\$23.26
Commercial additional weekly garbage service – 240 Litre general waste	\$400.60	\$423.04	5.60%	\$22.44
Commercial additional weekly garbage service – 140 Litre general waste	\$304.42	\$321.47	5.60%	\$17.05
Commercial additional organics service – 240 Litre weekly	\$105.70	\$111.62	5.60%	\$5.92
Port Macquarie-Hastings Council   Water Supply   Miscellaneous Water Fees and Charges   Water Meter Installation				
80mm RPZ Backflow Prevention Device	\$1,381.46	\$1,985.30	43.71%	\$603.84
Single Panel Footpath Removal and Restoration to Access Water Main	\$1,470.93	\$1,777.68	20.85%	\$306.75
40mm Short Service - Potable/Recycled (Hydraulic Plans to Support)	\$1,186.87	\$1,394.97	17.53%	\$208.10
40mm Water Meter - Potable/Recycled (Hydraulic Plans to Support)	\$1,528.13	\$1,791.26	17.22%	\$263.13
50mm DCV Backflow Prevention Device	\$492.65	\$568.29	15.35%	\$75.64
25mm RPZ Backflow Prevention Device	\$383.50	\$442.17	15.30%	\$58.67
20mm RPZ Backflow Prevention Device	\$356.95	\$411.03	15.15%	\$54.08
50mm RPZ Backflow Prevention Device	\$713.90	\$822.07	15.15%	\$108.17
150mm RPZ Backflow Prevention Device	\$3,547.20	\$4,084.51	15.15%	\$537.31
100mm RPZ Backflow Prevention Device	\$2,190.20	\$2,521.49	15.13%	\$331.29
80mm DCV Backflow Prevention Device	\$1,381.46	\$1,590.36	15.12%	\$208.90
150mm DCV Backflow Prevention Device	\$2,721.20	\$3,132.12	15.10%	\$410.92
32mm RPZ Backflow Prevention Device	\$637.20	\$733.32	15.08%	\$96.12
40mm RPZ Backflow Prevention Device	\$637.20	\$733.32	15.08%	\$96.12
25mm DCV Backflow Prevention Device	\$327.45	\$376.79	15.07%	\$49.34
100mm DCV Backflow Prevention Device	\$1,618.90	\$1,862.25	15.03%	\$243.35
40mm DCV Backflow Prevention Device	\$470.53	\$540.26	14.82%	\$69.73
20mm DCV Backflow Prevention Device	\$302.95	\$347.20	14.61%	\$44.25
50mm Short Service - Potable/Recycled (Hydraulic Plans to Support)	\$1,601.68	\$1,832.71	14.42%	\$231.03
32mm Short Service - Potable/Recycled (Hydraulic Plans to Support)	\$1,084.32	\$1,235.07	13.90%	\$150.75
50mm Water Meter - Potable/Recycled (Hydraulic Plans to Support)	\$3,370.29	\$3,833.91	13.76%	\$463.62
25mm Short Service - Potable/Recycled (Hydraulic Plans to Support)	\$845.06	\$948.46	12.24%	\$103.40
Replacement of a Stolen 20mm Water Meter	\$156.37	\$175.46	12.21%	\$19.09
Lowering existing 20mm Water Meter into a Non-Trafficable Pit	\$542.00	\$598.00	10.33%	\$56.00
25mm Water Meter - Potable/Recycled (Hydraulic Plans to Support)	\$664.27	\$730.04	9.90%	\$65.77
20mm Long Service Additional - Potable/Recycled	\$2,636.95	\$2,890.52	9.62%	\$253.57
50mm Long Service - Potable/Recycled (Hydraulic Plans to Support)	\$3,773.11	\$4,073.90	7.97%	\$300.79
100mm Long Service - Potable/Recycled (Hydraulic Plans to Support)	\$5,540.45	\$5,965.68	7.68%	\$425.23
40mm Long Service - Potable/Recycled (Hydraulic Plans to Support)	\$3,448.07	\$3,710.76	7.62%	\$262.69
20mm Short Service Additional - Potable/Recycled	\$776.54	\$824.25	6.14%	\$47.71
32mm Long Service - Potable/Recycled (Hydraulic Plans to Support)	\$3,278.68	\$3,475.11	5.99%	\$196.43
25mm Long Service - Potable/Recycled (Hydraulic Plans to Support)	\$2,959.79	\$3,119.23	5.39%	\$159.44
150mm Water Meter (Hydraulic Plans to Support)	\$11,252.27	\$11,851.48	5.33%	\$599.21



# Monthly Investment Review



As at March 2024

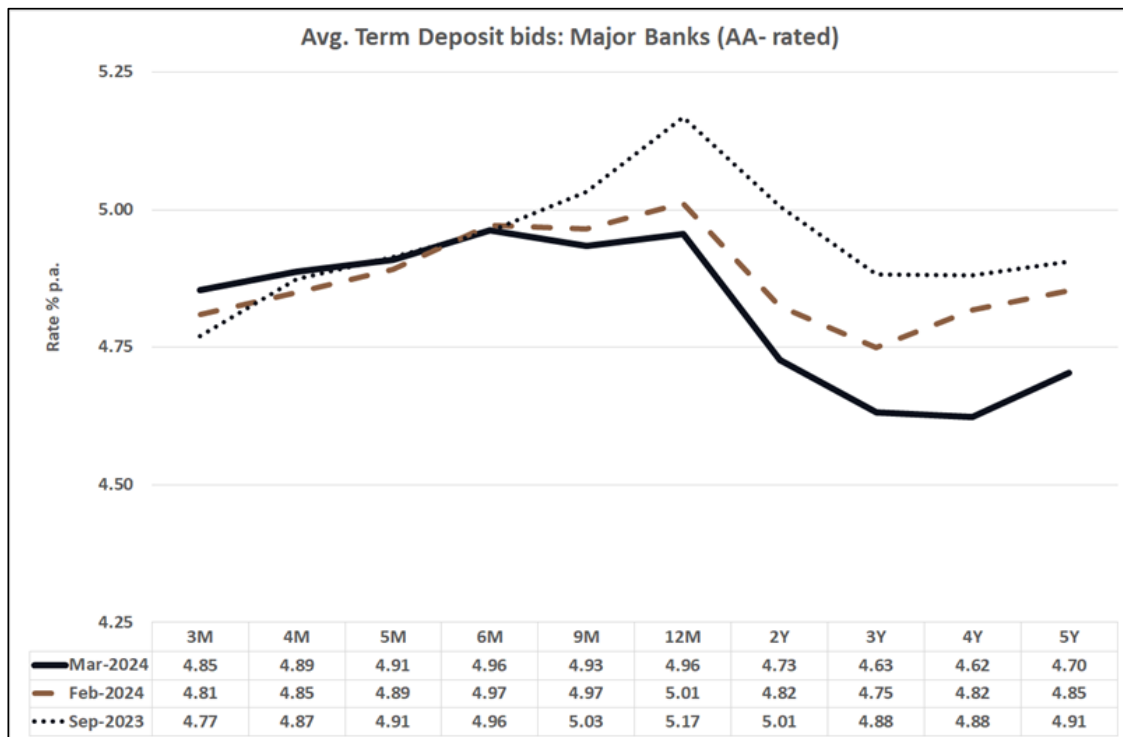
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## Market Update Summary

Risk assets performed well in March as the narrative of economic resilience overshadowed concerns that rates may remain higher for an extended period of time.

Over March, at the very short-end (3–5 months), the average major bank deposit rates were around 2–4bp higher compared to the previous month. In contrast, major bank deposit rates at the long-end fell between 10–20bp across the 2–5 year tenors. The longer-term rates are around 20–30bp lower across the board compared to where they were 6 months ago (September 2023), with rate cut expectations now gathering pace.



Source: Imperium Markets

With a global economic downturn and multiple interest rate cuts being priced starting later this year, investors should consider taking an 'insurance policy' against a potentially lower rate environment by investing across 2–5 year fixed deposits, targeting rates above or close to 4¾–5% p.a. (small allocation only).



## Port Macquarie–Hasting Council's Portfolio Summary

### Compliance

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

### Performance

As at 31/03/2024	1m (actual)	1m (% p.a.)	FYTD (actual)	FYTD (% p.a.)
AusBond Bank Bill Index	0.37%	4.41%	3.26%	4.35%
<b>Council's Portfolio<sup>^</sup></b>	<b>0.27%</b>	<b>3.26%</b>	<b>2.23%</b>	<b>2.97%</b>
Relative Performance	-0.10%	-1.15%	-1.03%	-1.37%

<sup>^</sup>Total portfolio performance excludes Council's cash account holdings.

## Council's Portfolio & Compliance

### Asset Allocation

The portfolio is predominately directed to fixed term deposits (89.00%). The remainder of the portfolio is directed to fixed bonds with the Northern Territory Treasury Corporation (4.83%) and the overnight cash account with Westpac (6.17%).

Senior FRNs remain relatively attractive as spreads have generally widened over the past ~2 years – new issuances should now be considered again on a case by case scenario. In the interim, staggering a mix of fixed deposits between 9–12 months to 3 years remains a more optimal strategy to maximise returns over a longer-term cycle.

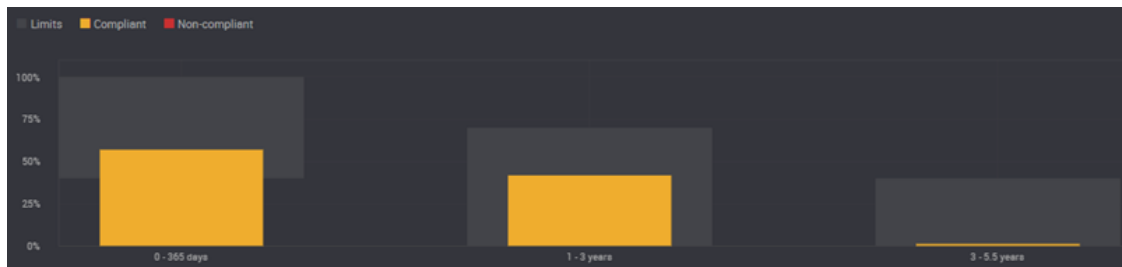
With interest rate cuts and a global economic downturn being priced in coming years, investors can choose to allocate a small proportion of longer-term funds and undertake an insurance policy against any potential future rate cuts by investing across 2–5 year fixed deposits, locking in and targeting yields close to or above 5% p.a.





### Term to Maturity

All maturity limits (minimum and maximum) comply with the Investment Policy. Short-Medium Term (1-3 years) assets account for around 42% of the total investment portfolio, with capacity of around \$117m remaining. Future investments should be directed to the 1-5 year horizon as this is where we currently see the best value to maximise returns over a longer-term cycle.



Where there is (counterparty) capacity to invest in attractive 1-5 year investments, we recommend this be allocated to new any remaining attractive fixed term deposits or potentially newly issued senior FRNs (refer to respective sections below).

Compliant	Horizon	Invested (\$)	Invested (%)	Min. Limit (%)	Max. Limit (%)	Available (\$)
✓	0 – 1 year	\$236,150,692	57.02%	40%	100%	\$178,000,000
✓	1 - 3 years	\$173,000,000	41.77%	0%	70%	\$116,905,485
✓	3 – 5½ years	\$5,000,000	1.21%	0%	40%	\$160,660,277
✓	5½ - 10 years	\$0	0.00%	0%	10%	\$41,415,069
		<b>\$414,150,692</b>	<b>100.00%</b>			





### Counterparty

As at the end of March 2024, Council did not have an overweight position to any single ADI. Overall, the portfolio is diversified across the investment grade credit spectrum (rated BBB- or higher).

Compliant	Issuer	Rating	Invested (\$)	Invested (%)	Max. Limit (%)	Available (\$)
✓	NAB	AA-	\$81,000,000	19.56%	30.00%	\$43,245,208
✓	North. Territory	AA-	\$20,000,000	4.83%	30.00%	\$104,245,208
✓	Westpac	AA-	\$69,150,692	16.70%	30.00%	\$55,094,515
✓	Suncorp	A+	\$10,000,000	2.41%	20.00%	\$72,830,138
✓	ICBC Sydney	A	\$67,000,000	16.18%	20.00%	\$15,830,138
✓	ING Bank	A	\$47,000,000	11.35%	20.00%	\$35,830,138
✓	Aust. Military	BBB+	\$7,000,000	1.69%	10.00%	\$34,415,069
✓	Australian Unity	BBB+	\$6,000,000	1.45%	10.00%	\$35,415,069
✓	BankVIC	BBB+	\$10,000,000	2.41%	10.00%	\$31,415,069
✓	BOQ	BBB+	\$17,000,000	4.10%	10.00%	\$24,415,069
✓	Bendigo-Adelaide	BBB+	\$20,000,000	4.83%	10.00%	\$21,415,069
✓	Hume Bank	BBB+	\$7,000,000	1.69%	10.00%	\$34,415,069
✓	AMP Bank	BBB	\$3,000,000	0.72%	10.00%	\$38,415,069
✓	Auswide Bank	BBB	\$10,000,000	2.41%	10.00%	\$31,415,069
✓	MyState Bank	BBB	\$5,000,000	1.21%	10.00%	\$36,415,069
✓	P&N Bank	BBB	\$35,000,000	8.45%	10.00%	\$6,415,069
			<b>\$414,150,692</b>	<b>100.00%</b>		

We welcomed Council's decision to open a new deposit account with Suncorp (A+), not only to diversify its banking counterparties and increase the overall returns of the portfolio, but also reduce the exposure to the Fossil Fuel industry. In February 2024, ANZ's takeover of Suncorp was given the green light by the Australian Competition Tribunal (ACT), six months after the Australian Competition and Consumer Commission (ACCC) blocked the deal on the grounds that it could lessen competition in the mortgage market. As such, Suncorp's assets are likely to be upgraded to AA- in the near future by S&P (but also they may be flagged as an ADI lending to the fossil fuel industry in future).



### Fossil Fuel Investments

#### What is Council's current exposure to institutions that fund fossil fuels?

Using the following link <http://www.marketforces.org.au/banks/compare>, based on the Council's investment portfolio balance as at 31/03/2024 (\$414.15m), we can roughly estimate that ~70% of the investments have some form of exposure.

Council's exposure is summarised as follows:

Counterparty	Credit Rating	Funding Fossil Fuel
NAB	AA-	Yes
NTTC	AA-	Yes
WBC	AA-	Yes
Suncorp	A+	No^^
ICBC, Sydney	A	Yes
ING Bank Australia	A	Yes
Australian Military	BBB+	No
Australian Unity	BBB+	No
BankVIC	BBB+	No
BoQ	BBB+	No
Bendigo-Adelaide	BBB+	No
Hume Bank	BBB+	No
AMP Bank	BBB	Yes
Auswide	BBB	No
MyState Bank	BBB	No
P&N Bank	BBB	No

Source: <https://www.marketforces.org.au/info/compare-bank-table/>

^^Likely to be "Yes" once the official takeover by ANZ is formalised

Funding Fossil Fuel	Amount	Invested %	Wgt. Avg. Yield % p.a.
Yes	\$287,150,692	69%	2.73%
No	\$127,000,000	31%	4.39%
<b>Total / Wgt. Avg.</b>	<b>\$414,150,692</b>	<b>100%</b>	<b>3.24%</b>

**Transition to investments without major exposure to fossil fuels**

Council has not made a decision to divest from the current portfolio of investments which have exposure to fossil fuels. To do so would have unfavourable implications to the credit quality, rating and interest income forecasts.

However, where possible, and within the ministerial and policy guidelines, Council will continue to favour newly issued fossil fuel free investment products, providing it does not compromise the risk and return profile.

In time it is Councils intention to move to a more balanced portfolio which has less exposure to fossil fuels, providing it is prudent to do so.

**What would be implications on our portfolio credit rating?**

By adopting a free fossil fuel policy or an active divestment strategy, this would eliminate the major banks rated "AA-" as well as some other "A" rated banks (e.g. Macquarie and ING). Council would be left with a smaller sub-sector of banks to choose to invest with.

**What would be risks and implications on Council's portfolio performance?**

Some implications include:

- High concentration risk – limiting Council to a selected number of banks;
- Increased credit/counterparty risk;
- May lead to a reduction in performance (e.g. most of the senior FRN issuances are with the higher rated ADIs);
- Underperformance compared to other Councils which could result in a significant loss of income generated – could be in excess of hundreds of thousands or millions of dollars per annum.

It may actually be contrary to Council's primary objective to preserve capital as the investment portfolio's risk would increase (all things being equal). Council may not be maximising its returns – this is one of the primary objectives written in the Investment Policy.



### Credit Quality

The portfolio remains diversified from a credit ratings perspective. The portfolio is mainly directed to the investment grade ADIs (BBB- or higher). There is high capacity to invest in the higher rated ADIs (A or higher).

There is some capacity to invest with the “BBB” rated ADIs (~\$25m remaining as at the reporting date). From a ratings perspective, the “BBB” rated banks now generally dominate the number of ADIs issuing deposits within the investment grade space. There has been some signs of appetite growing in the wholesale deposit market as additional lower rated (“BBB” and unrated) ADIs have come to market to raise ‘new’ money.

Over coming years, we may start to see a more ‘normalised’ environment where the lower rated banks start to offer higher rates compared to the higher rated banks as the competition for deposits grow. As more of these banks become more competitive for funds, Council may look to allocate additional funds amongst this sector, particularly with those ADIs that are not lending to the Fossil Fuel industry i.e. the more ‘ethical’ banks.

If there are any attractive deposits being offered in the “BBB” rated sector, we will inform Council to take advantage and invest accordingly, but we note this is now approaching the upper threshold of 35% of the Policy limits. This may be revised upwards in the next policy review to give Council further options to reduce its overall exposure to the ‘unethical’ ADIs in the long-run.

All ratings categories are within the current Policy limits:

Compliant	Credit Rating	Invested (\$)	Invested (%)	Max. Limit (%)	Available (\$)
✓	AA Category	\$170,150,692	41.08%	100%	\$244,000,000
✓	A Category	\$124,000,000	29.94%	60%	\$124,490,415
✓	BBB Category	\$120,000,000	28.97%	35%	\$24,952,742
✓	Unrated ADIs	\$0	0.00%	5%	\$20,707,535
		<b>\$414,150,692</b>	<b>100.00%</b>		



## Performance

Council's performance for the period ending March 2024 is summarised as follows:

Performance (Actual)	1 month	3 months	6 months	FYTD	1 year	2 years	3 years
Official Cash Rate	0.36%	1.07%	2.14%	3.18%	4.15%	3.13%	2.11%
AusBond Bank Bill Index	0.37%	1.09%	2.15%	3.26%	4.19%	3.11%	2.08%
Council's T/D Portfolio	0.28%	0.80%	1.57%	2.30%	2.94%	2.40%	2.15%
Council's Bond Portfolio	0.10%	0.30%	0.60%	0.91%	1.20%	1.20%	-
Council's Portfolio^	0.27%	0.77%	1.53%	2.23%	2.86%	2.36%	2.12%
Rel. Performance	-0.09%	-0.31%	-0.63%	-1.02%	-1.33%	-0.75%	0.04%

^Total portfolio performance excludes Council's cash account holdings.

Performance (% p.a.)	1 month	3 months	6 months	FYTD	1 year	2 years	3 years
Official Cash Rate	4.35%	4.35%	4.31%	4.24%	4.15%	3.13%	2.11%
AusBond Bank Bill Index	4.41%	4.42%	4.34%	4.35%	4.19%	3.11%	2.08%
Council's T/D Portfolio	3.37%	3.24%	3.16%	3.07%	2.94%	2.40%	2.15%
Council's Bond Portfolio	1.24%	1.21%	1.21%	1.20%	1.20%	1.20%	-
Council's Portfolio^	3.26%	3.13%	3.07%	2.97%	2.86%	2.36%	2.12%
Rel. Performance	-1.15%	-1.29%	-1.28%	-1.37%	-1.33%	-0.75%	0.04%

^Total portfolio performance excludes Council's cash account holdings.

As at March 2024, the total portfolio (excluding cash) provided a solid return of +0.27% (actual) or +3.26% p.a. (annualised), underperforming the benchmark AusBond Bank Bill Index return of +0.37% (actual) or +4.41% p.a. (annualised). The relative 'underperformance' over the past few years has been due to the unexpected aggressive rate hikes undertaken by the RBA since May 2022. Whilst this 'underperformance' may continue in the short-term, we do anticipate this to be fairly temporary with hopes that the RBA is approaching the peak of its rate hike cycle. Council should also remind itself it has consistently 'outperformed' over longer-term time periods as demonstrated by the longer-term returns of the overall investment portfolio (+3yr tenors).

**We are pleased that PMHC remains amongst the best performing Councils in the state of NSW where deposits are concerned over longer-term periods.** We have been pro-active in our advice about protecting interest income by strategically maintaining a slightly longer duration position. Council has reaped the benefits during the pandemic period (and historically). The portfolio should outperform by undertaking a similar strategy in the long-run.



## Recommendations for Council

### **Term Deposits**

As at March 2024, Council's **deposit** portfolio was yielding 3.26% p.a. (up 3bp from the end of the previous month), with a weighted average duration of ~1.12 years. Where possible, we recommend Council maintains this weighted average duration.

Please refer to the section below for further details on the Term Deposit market.

### **Securities**

Primary (new) Senior **FRNs** (with maturities between 3-5 years) continue to be appealing (particularly for those investors with portfolios skewed towards fixed assets) and should be considered on a case by case scenario. Please refer to the section below for further details on the FRN market.

### Council's Senior Fixed Bonds

During September 2021, Council placed parcels in NTTC (AA-) fixed bonds as follows:

Investment Date	Maturity Date	Principal	Rate % p.a. <sup>^</sup>	Remaining Term (Yrs)	Interest Paid
7/09/2021	15/12/2024	\$5,000,000	0.90%	0.71	Annually
14/09/2021	15/12/2025	\$5,000,000	1.10%	1.71	Annually
2/09/2021	15/12/2026	\$5,000,000	1.40%	2.71	Annually
7/09/2021	15/12/2026	\$5,000,000	1.40%	2.71	Annually
<b>Totals / Wgt. Avg.</b>		<b>\$20,000,000</b>	<b>1.20%</b>	<b>1.96</b>	

<sup>^</sup>Council received the full rebated commission of 0.25% (plus GST) on the face value of investment on all these parcels (currently totalling \$55,000).

We believe these investments were prudent at the time of investment, especially after the rate cut delivered in early November 2020 and the RBA's forward guidance on official interest rates (no rate rises 'until at least 2024').

The NTTC bonds are a 'retail' offering and not 'wholesale' issuances. Given the lack of liquidity and high penalty costs if they were to be sold/redeemed prior to the maturity date, they are considered to be a hold-to-maturity investment and will be marked at par value (\$100.00) throughout the term of investment.



## Term Deposit Market Review

### Current Term Deposits Rates

As at the end of March, we see value in the following:

ADI	LT Credit Rating	Term	Rate % p.a.
ING	A	5 years	5.03%
BoQ	BBB+	5 years	5.00%
ING	A	2 years	4.96%
BoQ	BBB+	4 years	4.95%
BankVic	BBB+	2 years	4.95%
ING	A	4 years	4.90%
ING	A	3 years	4.86%
BoQ	BBB+	2 years	4.85%
BankVic	BBB+	3 years	4.85%
Westpac	AA-	1½ years	4.82%
Suncorp	A+	2 years	4.75%
Westpac	AA-	2 years	4.70%
NAB	AA-	2 years	4.70%

The above deposits are suitable for investors looking to maintain diversification and lock-in a slight premium compared to purely investing short-term.

For terms under 12 months, we believe the strongest value is currently being offered by the following ADIs (*we stress that rates are indicative, dependent on daily funding requirements and different for industry segments*):



ADI	LT Credit Rating	Term	Rate % p.a.
Bank of Sydney	Unrated	12 months	5.22%
Bank of Sydney	Unrated	6-9 months	5.20%
BankVic	BBB+	12 months	5.15%
ING	A	12 months	5.11%
BoQ	BBB+	6 months	5.10%
ING	A	11 months	5.06%
NAB	AA-	6-7 months	5.05%
Suncorp	A+	6 months	5.04%
Suncorp	A+	12 months	5.03%
ING	A	10 months	5.02%
Bendigo-Adelaide	BBB+	9 months	5.02%
NAB	AA-	8-12 months	5.00%
BoQ	BBB+	12 months	5.00%
Westpac	AA-	12 months	4.97%

If Council does not require high levels of liquidity and can stagger a proportion of its investments across the longer term horizons (1-5 years), it will be rewarded over a longer-term cycle. Investing a spread of 12 months to 3 year horizons is likely to yield, on average, up to  $\frac{1}{4}$ - $\frac{1}{2}$ % p.a. higher compared to those investors that entirely invest in short-dated deposits (under 6-9 months).

With a global economic slowdown and multiple rate cuts being priced by calendar year-end, investors should strongly consider and allocate some longer term surplus funds to undertake an insurance policy by investing across 2-5 year fixed deposits and locking in rates close to or above 4 $\frac{1}{4}$ -5% p.a. This will provide some income protection with central banks now likely to cut rates, potentially as early as mid-2024.

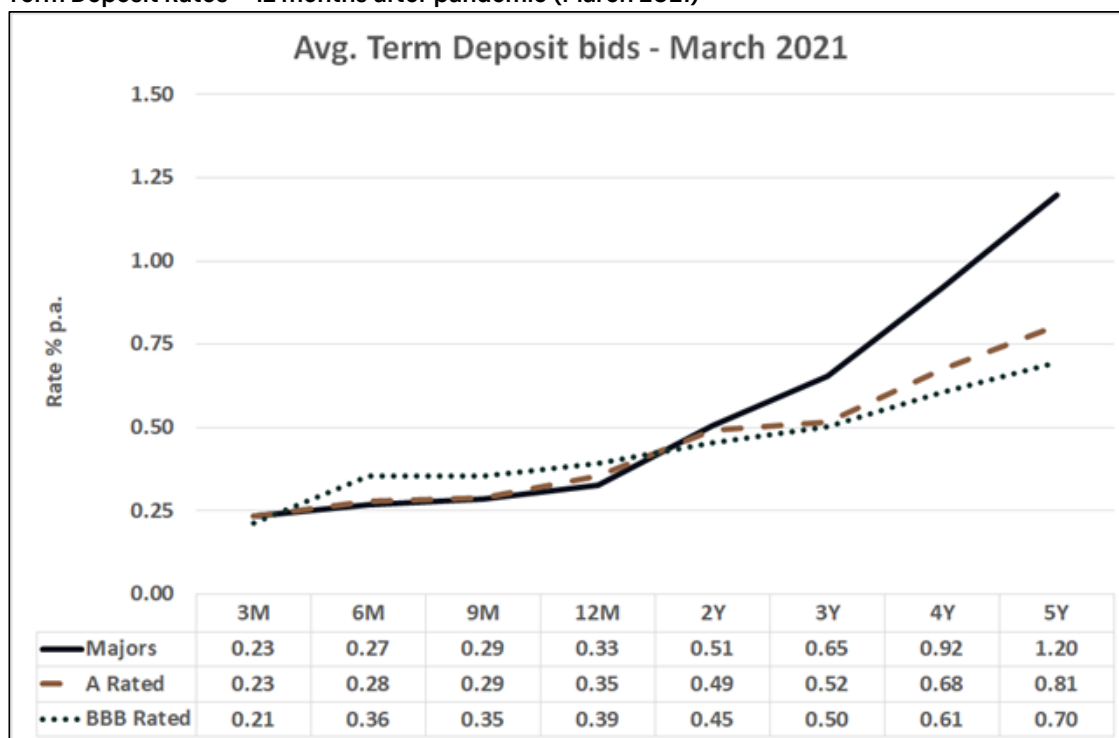




### Term Deposits Analysis

Pre-pandemic (March 2020), a 'normal' marketplace meant the lower rated ADIs (i.e. BBB category) were offering higher rates on term deposits compared to the higher rated ADIs (i.e. A or AA rated). But due to the cheap funding available provided by the RBA via their Term Funding Facility (TFF) during mid-2020, allowing the ADIs to borrow as low as 0.10% p.a. fixed for 3 years, those lower rated ADIs (BBB rated) did not require deposit funding from the wholesale deposit. Given the higher rated banks had more capacity to lend (as they have a greater pool of mortgage borrowers), they subsequently were offering higher deposit rates. In fact, some of the lower rated banks were not even offering deposit rates at all. As a result, most investors placed a higher proportion of their deposit investments with the higher rated (A or AA) ADIs over the past three years.

#### Term Deposit Rates – 12 months after pandemic (March 2021)



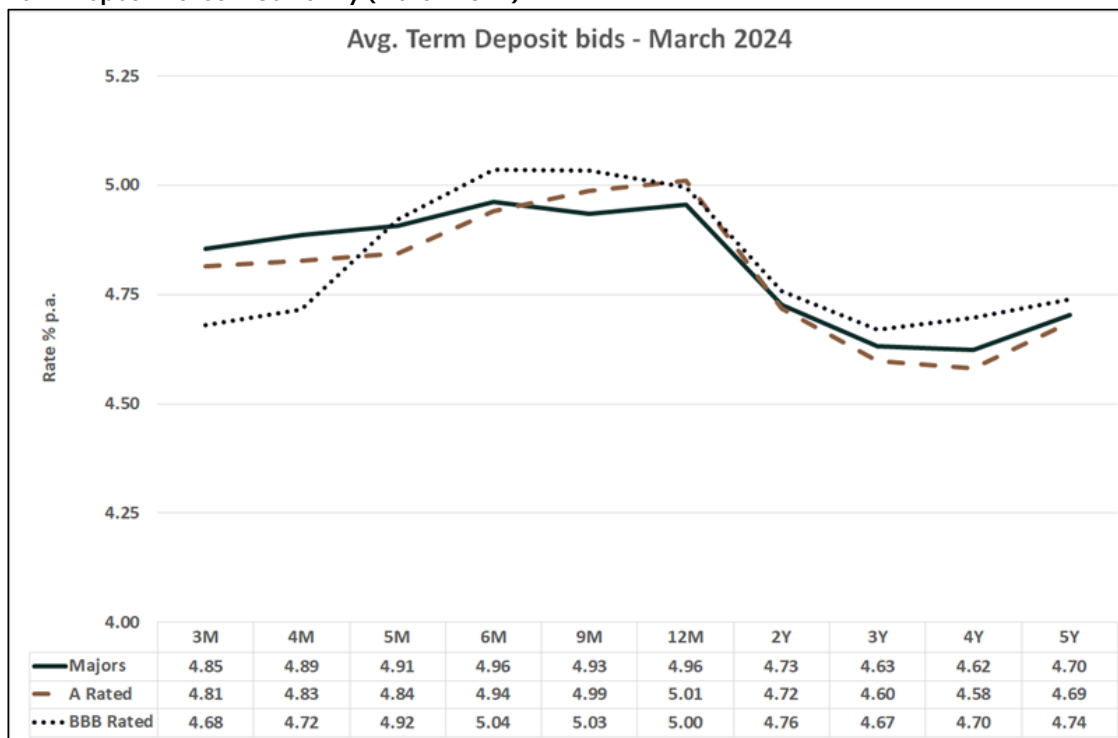
Source: Imperium Markets

The abnormal marketplace experienced during the pandemic is starting to reverse as the competition for deposits slowly increases. In recent months, we have started to periodically see some of the lower rated ADIs ("A" and "BBB" rated) offering slightly higher rates compared to the domestic major banks ("AA" rated) on different parts of the curve (i.e. pre-pandemic environment). Some of this has been attributed to lags in adjusting their deposit rates as some banks (mainly the lower rated ADIs) simply set their rates for the week.



Going forward, Council should have a larger opportunity to invest a higher proportion of its funds with the lower rated institutions (up to Policy limits), from which the majority are not lending to the Fossil Fuel industry or considered 'ethical'. We are slowly seeing this trend emerge, as was the case this month:

#### Term Deposit Rates – Currently (March 2024)



Source: Imperium Markets

#### Regional & Unrated ADI Sector

Ratings agency S&P has commented that *"mergers remain compelling for mutuals lenders"* in providing smaller lenders greater economies of scale and assisting them in being able to price competitively and will see *"the banking landscape will settle with a small number of larger mutual players"*. S&P expects that consolidation to continue over the next two years.

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

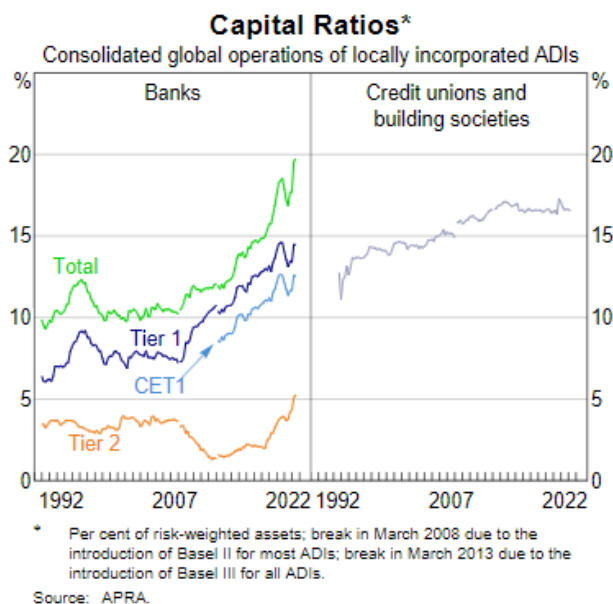
Overall, the lower rated ADIs (BBB and unrated) are generally now in a better financial position than they have been historically (see the Capital Ratio figure below). The financial regulator, APRA has noted that the Common Equity Tier 1 capital of Australian banks now exceeds a quarter of a trillion dollars. It has



increased by \$110 billion, or more than 70%, over the past decade. Over the same time, banks' assets have grown by 44%. Some of the extra capital is supporting growth in the banking system itself but clearly, there has been a strengthening in overall resilience and leverage in the system is lower.

We believe that deposit investments with the lower rated ADIs should be considered going forward, particularly when they offer 'above market' specials. Not only would it diversify the investment portfolio and reduce credit risk, it would also improve the portfolio's overall returns. The lower rated entities are generally deemed to be the more 'ethical' ADIs compared to the higher rated ADIs.

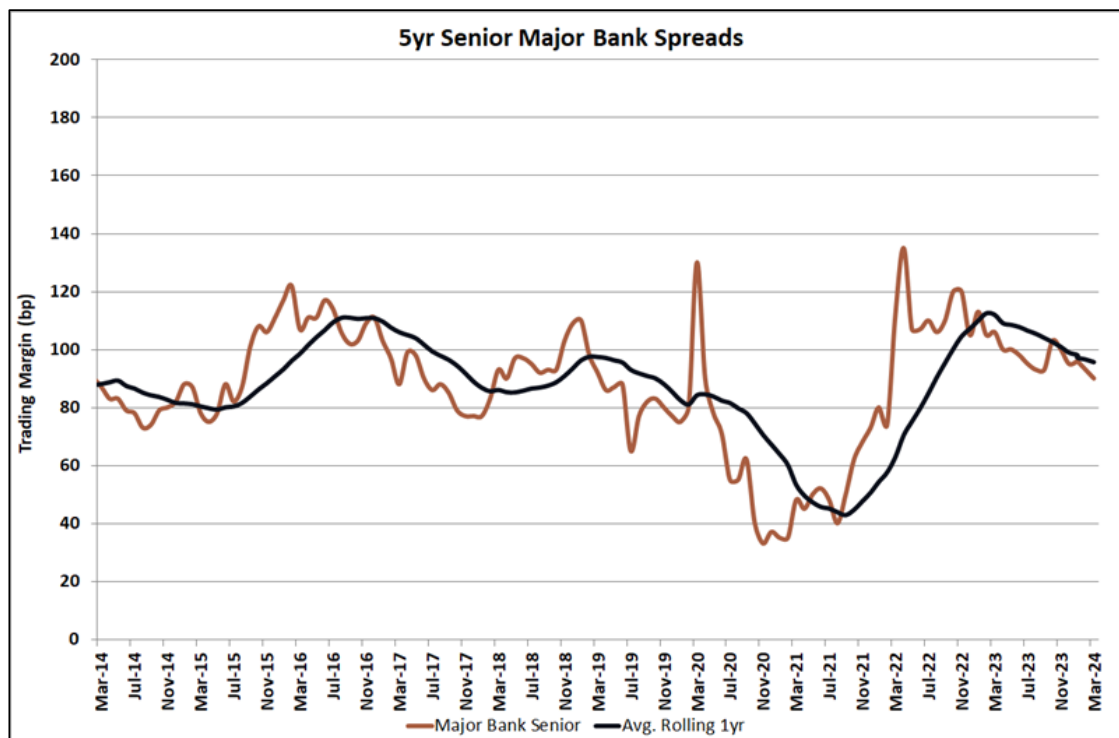
In the current environment of high regulation and scrutiny, all domestic (and international) ADIs continue to carry high levels of capital. There is minimal (if any) probability of any ADI defaulting on their deposits going forward – this was stress tested during the GFC and the pandemic period. APRA's mandate is to "protect depositors" and provide "financial stability".





## Senior FRNs Market Review

Over March, amongst the senior major bank FRNs, physical credit securities tightened by around 3-9bp at the long-end of the curve. Major bank senior securities remain at fair value on a historical basis (5yr margins around +90bp level). During the month, NAB (AA-) issued a new 5 year senior security at +90bp.



Source: IBS Capital

There other notable new (primary) senior issuances during the month included:

- Mizuho (A) 4 year senior FRN at +88bp
- Suncorp (A+) 4 year senior security at +98bp
- ING (A) 3 year senior security at +95bp
- Auswide (BBB) 3 year senior FRN at +160bp

Amongst the "A" rated sector, the securities tightened by around 4-5bp at the longer-end of the curve, whilst the "BBB" rated sector remained flat at the 3 year part of the curve (mainly driven by new issuances). Overall, credit securities are looking much more attractive given the widening of spreads over the past 2 years and as more primary issuances become available. FRNs will continue to play a role in investors' portfolios mainly on the basis of their liquidity and the ability to roll down the curve and gross up returns over ensuing years (in a relatively stable credit environment).



Senior FRNs (ADIs)	28/03/2024	29/02/2024
"AA" rated – 5yrs	+90bp	+93bp
"AA" rated – 3yrs	+64bp	+73bp
"A" rated – 5yrs	+100bp	+105bp
"A" rated – 3yrs	+83bp	+87bp
"BBB" rated – 3yrs	+160bp	+160bp

Source: IBS Capital

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

- On or before early 2026 for the "AA" rated ADIs (domestic major banks);
- On or before early 2025 for the "A" rated ADIs; and
- Within 6–9 months for the "BBB" rated ADIs (consider case by case).

Investors holding onto the above senior FRNs ('benchmark' issues only) in their last few years are now generally holding sub optimal investments and are not maximising returns by foregoing realised capital gains. In the current challenging economic environment, any boost in overall returns should be locked in when it is advantageous to do so, particularly as switch opportunities become available.



## Senior Fixed Bonds – ADIs (Secondary Market)

With global inflation still high by historical standards, this has seen a significant lift in longer-term bond yields over the past 2 years (valuations have fallen) as markets have reacted sharply.

This has resulted in some opportunities in the secondary market. We currently see value in the following fixed bond lines, with the majority now being marked at a significant discount to par (please note supply in the secondary market may be limited on any day):

ISIN	Issuer	Rating	Capital Structure	Maturity Date	~Remain. Term (yrs)	Fixed Coupon	Indicative Yield
AU3CB0278174	UBS	A+	Senior	26/02/2026	1.92	1.10%	4.92%
AU3CB0280030	BoQ	BBB+	Senior	06/05/2026	2.11	1.40%	5.14%
AU3CB0299337	Bendigo	BBB+	Senior	15/05/2026	2.14	4.70%	5.00%
AU3CB0296168	BoQ	BBB+	Senior	27/01/2027	2.84	4.70%	5.04%



## Economic Commentary

### International Market

Risk assets performed well in March as the narrative of economic resilience overshadowed concerns that rates may be higher for longer.

Across equity markets, the S&P 500 Index gained +3.10% over the month, whilst the NASDAQ added +1.79%. Europe's main indices also continued their gains, led by Italy's FTSE MIB (+6.66%), Germany's DAX (+4.61%), UK's FTSE (+4.23%) and France's CAC (+3.51%).

The US central bank kept the fed funds rate at the current target range of 5.25%–5.50%. The Fed still expects three rate cuts in 2024 though fewer cuts in the coming years than they had estimated in December as policymakers are now forecasting US GDP growth to strengthen than previously.

US core CPI printed at +0.4%, which was 0.1% stronger than consensus although the unrounded print was 'just' +0.36% m/m so the miss was not egregious, and the annual rate still ticked down slightly to +3.2%.

The Bank of Canada kept its policy rate on hold at 5.00% for a fifth consecutive meeting and Governor Macklem said, "*it's still too early to consider lowering the policy interest rate*".

The ECB kept its main refinancing rate at 4.00% as universally expected and is anticipated to be at a neutral setting for the immediate future.

The Swiss National Bank unexpectedly cut interest rates by 25bp to 1.50% at its latest meeting as their CPI has fell to +1.2% y/y and core inflation to +1.1%. SNB marks as the first major developed central bank to ease monetary policy.

The Bank of Japan (BoJ) raised rates to the range of 0%–0.1%, the first hike in 17 years. The BoJ also decided to abandon its yield curve control and discontinue its purchase of assets such as exchange-traded funds (ETFs), which it began buying in 2010 as part of its stimulus programme.

China reported February CPI and PPI data, with CPI surprising to the upside at +0.7% year-on-year, its highest level since March 2023, aided by pork prices turning positive in annual terms for the first time in nine months (+0.2%).

The MSCI World ex-Aus Index rose +3.03% for the month of March:

Index	1m	3m	1yr	3yr	5yr	10yr
S&P 500 Index	+3.10%	+10.16%	+27.86%	+9.77%	+13.14%	+10.87%
MSCI World ex-AUS	+3.03%	+8.66%	+23.48%	+7.06%	+10.43%	+7.65%
S&P ASX 200 Accum. Index	+3.27%	+5.33%	+14.45%	+9.62%	+9.15%	+8.27%

Source: S&P, MSCI



### Domestic Market

The RBA kept rates on hold at 4.35% as expected in its March meeting. The central bank was perceived to now adopt a more neutral approach to monetary policy as it removed its previous phrases – “a further increase in interest rates cannot be ruled out” and “will do what is necessary to achieve that outcome”. However, the addition of “the Board is not ruling anything in or out” still provides the RBA with sufficient flexibility when upside risks emerge.

The monthly CPI indicator held at +3.4% y/y in January (consensus +3.5%). The RBA will likely wait and see the full Q1 CPI on 27 April before updating their forecasts and potentially change their future guidance on rates.

The unemployment rate fell from 4.1% in January to 3.7% in February as the economy added 116,500 new jobs compared with economists forecast of around 40,000. This strong labour data was largely due to a high number of people who had found work in December/January but whose jobs only started in February.

GDP rose by +0.2% q/q (+1.5% y/y). Private domestic demand growth remained weak, while public sector spending helped to keep overall domestic final demand growth over the last year at a reasonable level. The key story remains the weakness in household consumption, which rose just +0.1% q/q and +0.1% for 2023 as a whole – the slowest annual growth in almost 40 years outside of COVID and the GFC.

The current account widened sharply to \$11.8bn in Q4 on the back of higher commodity export values.

Building approvals fell –1% in January, partially due to a –9.9% fall in detached dwellings, which was mostly offset by a rebound in the volatile attached dwelling series in the month.

The Australian dollar marginally rose by +0.20%, finishing the month at US65.32 cents (from US65.19 cents the previous month).

### Credit Market

The global credit indices remained relatively flat as risk markets continued their modest rally. They are now back to their levels in early 2022 (prior to the rate hike cycle from most central banks):

Index	March 2024	February 2024
CDX North American 5yr CDS	52bp	52bp
iTraxx Europe 5yr CDS	55bp	55bp
iTraxx Australia 5yr CDS	66bp	64bp

Source: Markit





## Fixed Interest Review

### Benchmark Index Returns

Index	March 2024	February 2024
Bloomberg AusBond Bank Bill Index (0+YR)	+0.37%	+0.34%
Bloomberg AusBond Composite Bond Index (0+YR)	+1.12%	-0.30%
Bloomberg AusBond Credit FRN Index (0+YR)	+0.50%	+0.53%
Bloomberg AusBond Credit Index (0+YR)	+0.90%	+0.05%
Bloomberg AusBond Treasury Index (0+YR)	+1.15%	-0.36%
Bloomberg AusBond Inflation Gov't Index (0+YR)	+1.34%	-0.48%

Source: Bloomberg

### Other Key Rates

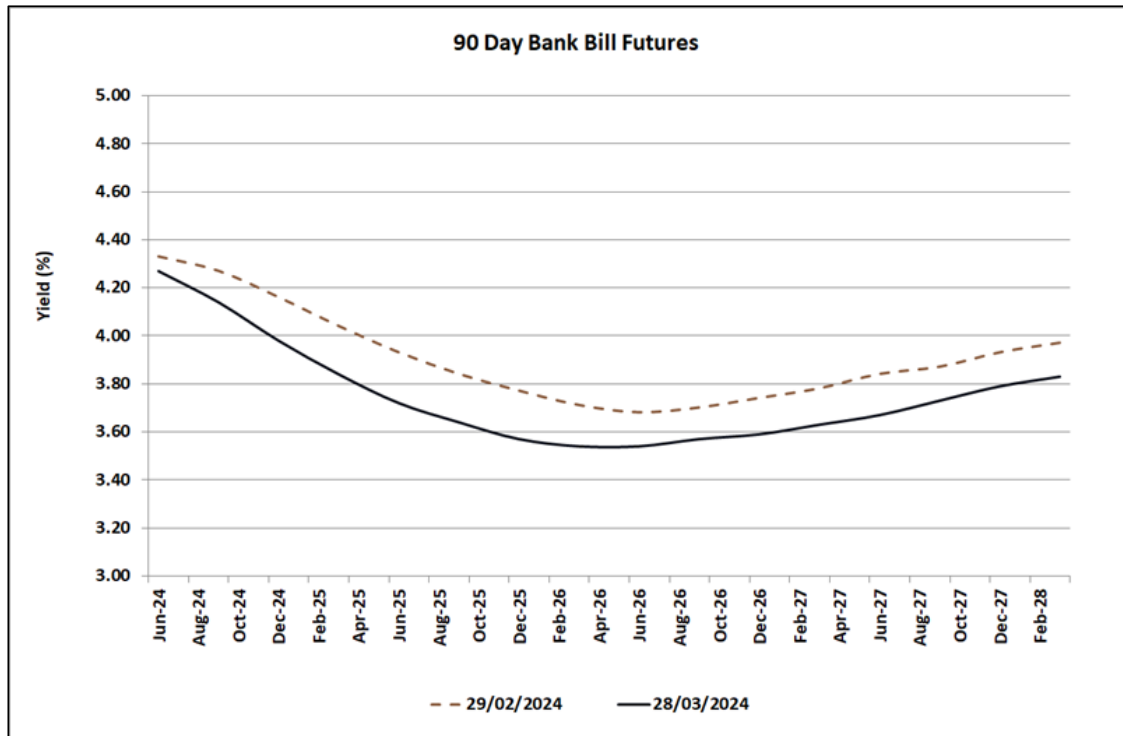
Index	March 2024	February 2024
RBA Official Cash Rate	4.35%	4.35%
90 Day (3 month) BBSW Rate	4.34%	4.34%
3yr Australian Government Bonds	3.59%	3.71%
10yr Australian Government Bonds	3.97%	4.14%
US Fed Funds Rate	5.25%-5.50%	5.25%-5.50%
2yr US Treasury Bonds	4.59%	4.64%
10yr US Treasury Bonds	4.20%	4.25%

Source: RBA, ASX, US Department of Treasury



### 90 Day Bill Futures

Bill futures fell across the board this month, following the movement in the domestic bond market. The focus from the market remains on when the first rate cut will be delivered:



Source: ASX

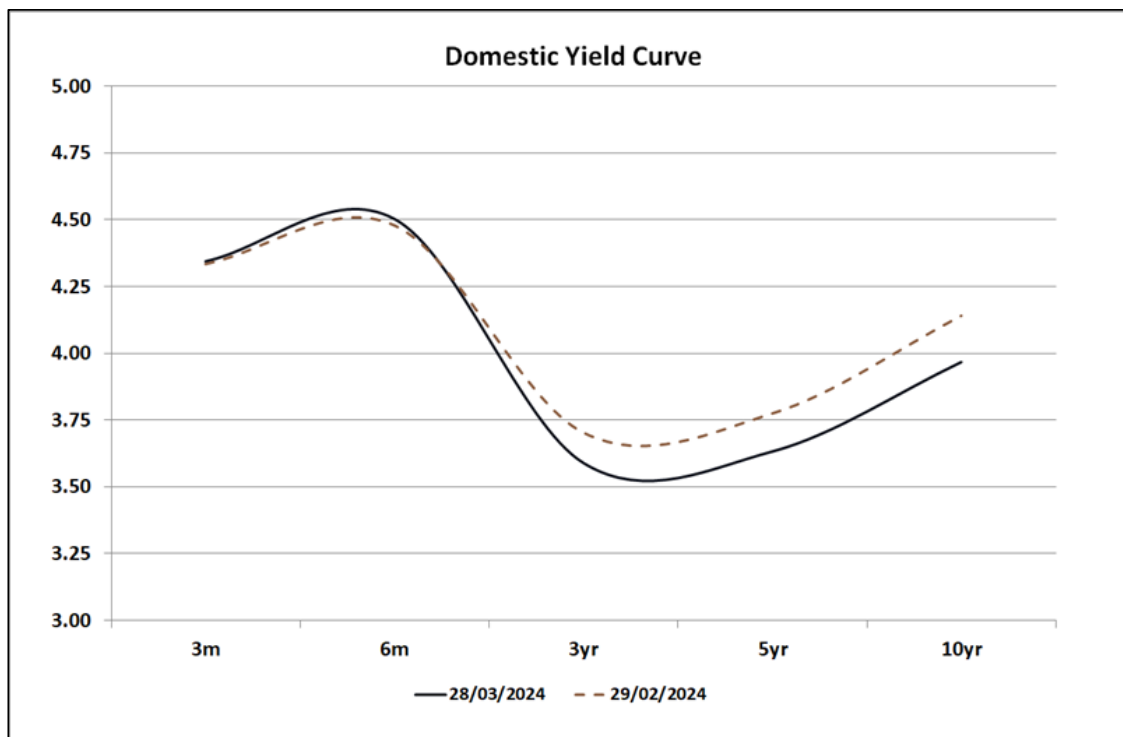


## Fixed Interest Outlook

In the latest FOMC statement, the US central bank reiterated from previous months that *"the Committee does not expect it will be appropriate to reduce the target range until it has gained greater confidence that inflation is moving sustainably toward 2%"*. The Federal Reserve therefore continues to be in the wait-and-see approach as it assesses incoming data when it would likely be appropriate to dial back policy restraint (cut rates). The 'dot plots' continues to show 75bp of US Fed rate cuts in 2024 and another 75bp in 2025.

Domestically, Australian inflation is lagging, but expectations is that the RBA is likely to join by year end. Following its March meeting, the RBA is now perceived to adopt a more neutral approach to monetary policy; however, the addition of *"the Board is not ruling anything in or out"* in its latest policy statement suggests the Board wants to keep the optionality in the event of future shocks.

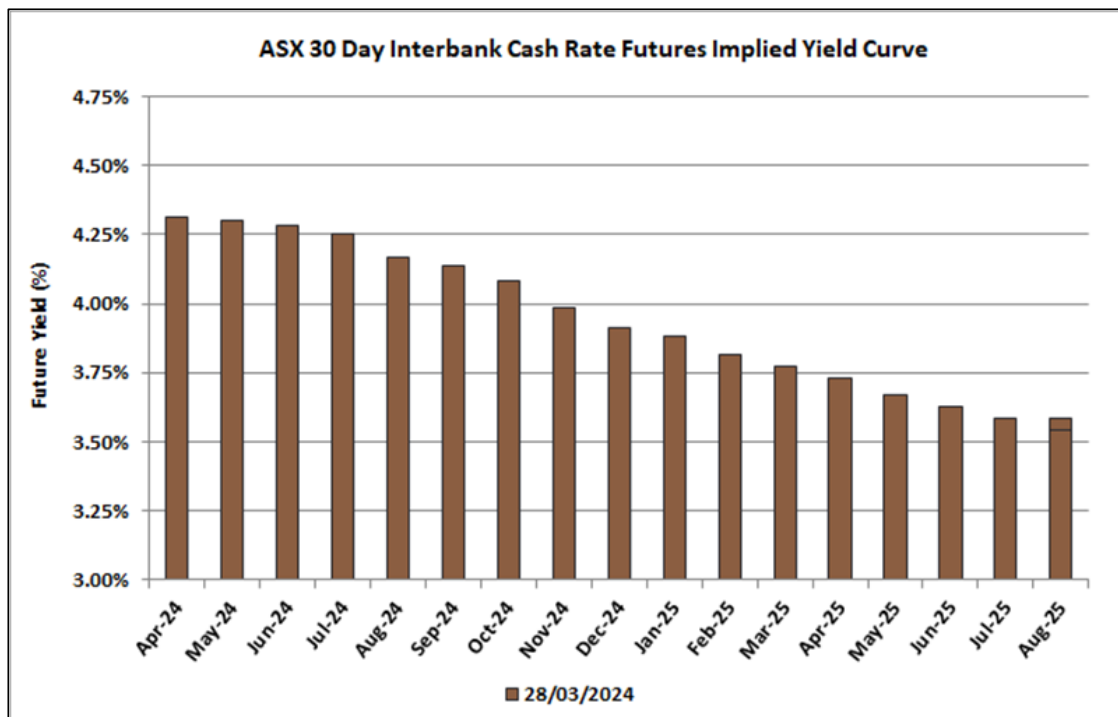
Over the month, longer-term yields fell up to 17bp at the very long end of the curve (remains an inverse yield curve):



Source: ASX, RBA



The consensus from the broader market is that we have reached the peak of the interest rate cycle. Financial markets are currently fully pricing in the first rate cut in Australia by October 2024, lagging behind the US market (largely pricing in a rate cut by June 2024).



Source: ASX

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# Investment Report

01/03/2024 to 31/03/2024



## Portfolio Valuation as at 31/03/2024

Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
Auswide Bank	BBB	TD	GENERAL	Annual	04/04/2023	04/04/2024	4.9000	3,000,000.00	3,000,000.00	146,194.52	12,484.93
NAB	AA-	TD	GENERAL	Annual	04/04/2022	04/04/2024	2.6000	4,000,000.00	4,000,000.00	103,430.14	8,832.88
BOQ	BBB+	TD	GENERAL	At Maturity	16/06/2023	16/04/2024	5.6000	5,000,000.00	5,000,000.00	222,465.75	23,780.82
Hume Bank	BBB+	TD	GENERAL	Annual	28/04/2023	29/04/2024	4.8000	4,000,000.00	4,000,000.00	178,323.29	16,306.85
Bendigo and Adelaide	BBB+	TD	GENERAL	At Maturity	13/06/2023	13/05/2024	5.4500	5,000,000.00	5,000,000.00	218,746.58	23,143.84
BOQ	BBB+	TD	GENERAL	At Maturity	16/06/2023	16/05/2024	5.6000	5,000,000.00	5,000,000.00	222,465.75	23,780.82
Bendigo and Adelaide	BBB+	TD	GENERAL	At Maturity	19/06/2023	20/05/2024	5.6000	5,000,000.00	5,000,000.00	220,164.38	23,780.82
Australian Military Bank	BBB+	TD	GENERAL	Annual	25/05/2023	27/05/2024	5.0600	4,000,000.00	4,000,000.00	173,010.41	17,190.14
Australian Unity Bank	BBB+	TD	GENERAL	Annual	25/05/2023	27/05/2024	5.0600	4,000,000.00	4,000,000.00	173,010.41	17,190.14
Bendigo and Adelaide	BBB+	TD	GENERAL	At Maturity	13/06/2023	13/06/2024	5.4600	5,000,000.00	5,000,000.00	219,147.95	23,186.30
Australian Unity Bank	BBB+	TD	GENERAL	At Maturity	16/06/2023	17/06/2024	5.6100	2,000,000.00	2,000,000.00	89,145.21	9,529.32
BOQ	BBB+	TD	GENERAL	Annual	18/06/2020	18/06/2024	1.4500	3,000,000.00	3,000,000.00	34,204.11	3,694.52
Bendigo and Adelaide	BBB+	TD	GENERAL	At Maturity	19/06/2023	19/06/2024	5.6000	5,000,000.00	5,000,000.00	220,164.38	23,780.82
NAB	AA-	TD	GENERAL	At Maturity	23/06/2023	24/06/2024	5.6000	5,000,000.00	5,000,000.00	217,095.89	23,780.82
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	23/06/2020	24/06/2024	1.2500	3,000,000.00	3,000,000.00	29,075.34	3,184.93



Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
BOQ	BBB+	TD	GENERAL	Annual	11/08/2021	12/08/2024	0.7900	2,000,000.00	2,000,000.00	10,129.32	1,341.92
Westpac	AA-	TD	GENERAL	Quarterly	11/08/2021	12/08/2024	0.7700	3,000,000.00	3,000,000.00	3,101.10	1,961.92
ICBC Sydney Branch	A	TD	GENERAL	Annual	16/08/2023	16/08/2024	5.4000	5,000,000.00	5,000,000.00	169,397.26	22,931.51
Australian Military Bank	BBB+	TD	GENERAL	Annual	19/08/2021	19/08/2024	0.7200	3,000,000.00	3,000,000.00	13,255.89	1,834.52
Westpac	AA-	TD	GENERAL	Quarterly	17/08/2021	19/08/2024	0.7200	2,000,000.00	2,000,000.00	1,656.99	1,223.01
Westpac	AA-	TD	LOCAL BRANCH	At Maturity	21/08/2023	21/08/2024	4.2500	20,000.00	20,000.00	521.64	72.19
P&N Bank	BBB	TD	GENERAL	Annual	13/09/2022	13/09/2024	4.4500	6,000,000.00	6,000,000.00	147,032.88	22,676.71
ICBC Sydney Branch	A	TD	GENERAL	Annual	14/09/2022	16/09/2024	4.5500	5,000,000.00	5,000,000.00	124,657.53	19,321.92
NAB	AA-	TD	GENERAL	Annual	19/09/2023	19/09/2024	5.2800	5,000,000.00	5,000,000.00	141,041.10	22,421.92
BOQ	BBB+	TD	GENERAL	Annual	27/09/2019	27/09/2024	2.0000	2,000,000.00	2,000,000.00	20,493.15	3,397.26
Westpac	AA-	TD	GENERAL	Quarterly	10/10/2022	10/10/2024	4.5800	4,000,000.00	4,000,000.00	41,157.26	15,559.45
AMP Bank	BBB	TD	GENERAL	Annual	12/10/2021	11/10/2024	1.0000	3,000,000.00	3,000,000.00	14,136.99	2,547.95
NAB	AA-	TD	GENERAL	Annual	16/10/2020	16/10/2024	0.8000	5,000,000.00	5,000,000.00	18,410.96	3,397.26
ICBC Sydney Branch	A	TD	GENERAL	Annual	03/11/2021	04/11/2024	1.6500	3,000,000.00	3,000,000.00	20,342.47	4,204.11
Westpac	AA-	TD	LOCAL BRANCH	At Maturity	07/11/2023	07/11/2024	4.7500	56,760.00	56,760.00	1,078.44	228.98
ICBC Sydney Branch	A	TD	GENERAL	Annual	07/11/2022	07/11/2024	4.8500	5,000,000.00	5,000,000.00	97,000.00	20,595.89
Westpac	AA-	TD	GENERAL	Quarterly	09/11/2021	11/11/2024	1.4500	1,000,000.00	1,000,000.00	2,065.75	1,231.51



Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
Westpac	AA-	TD	GENERAL	Quarterly	16/11/2021	18/11/2024	1.6000	4,000,000.00	4,000,000.00	7,890.41	5,435.62
NAB	AA-	TD	GENERAL	Annual	18/11/2020	18/11/2024	0.7000	5,000,000.00	5,000,000.00	12,753.42	2,972.60
Westpac	AA-	TD	GENERAL	Quarterly	29/11/2021	29/11/2024	1.6000	5,000,000.00	5,000,000.00	7,013.70	6,794.52
Westpac	AA-	TD	GENERAL	Quarterly	02/12/2021	02/12/2024	1.6200	2,000,000.00	2,000,000.00	2,485.48	2,485.48
BankVic	BBB+	TD	GENERAL	Annual	05/12/2023	05/12/2024	5.4500	5,000,000.00	5,000,000.00	88,095.89	23,143.84
ICBC Sydney Branch	A	TD	GENERAL	Annual	09/12/2021	09/12/2024	1.9200	5,000,000.00	5,000,000.00	29,457.53	8,153.42
Northern Territory Treasury	AA-	BOND	GENERAL	Semi-Annual	07/09/2021	16/12/2024	0.9000	5,000,000.00	5,000,000.00	13,315.07	3,821.92
NAB	AA-	TD	GENERAL	Annual	29/01/2021	29/01/2025	0.7200	4,000,000.00	4,000,000.00	4,970.96	2,446.03
Westpac	AA-	TD	GENERAL	Quarterly	02/02/2022	03/02/2025	1.8200	2,500,000.00	2,500,000.00	7,354.79	3,864.38
Westpac	AA-	TD	GENERAL	Quarterly	10/02/2023	10/02/2025	4.8500	5,000,000.00	5,000,000.00	32,554.79	20,595.89
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	17/02/2023	17/02/2025	4.9400	5,000,000.00	5,000,000.00	28,421.92	20,978.08
P&N Bank	BBB	TD	GENERAL	Annual	15/02/2022	17/02/2025	2.3700	5,000,000.00	5,000,000.00	14,934.25	10,064.38
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	24/02/2023	24/02/2025	5.0900	3,000,000.00	3,000,000.00	14,642.47	12,969.04
P&N Bank	BBB	TD	GENERAL	Annual	22/02/2022	24/02/2025	2.0500	2,000,000.00	2,000,000.00	4,380.82	3,482.19
MyState Bank	BBB	TD	GENERAL	Annual	28/02/2022	28/02/2025	2.2500	5,000,000.00	5,000,000.00	10,171.23	9,554.79
ICBC Sydney Branch	A	TD	GENERAL	Annual	02/03/2022	03/03/2025	2.3000	4,000,000.00	4,000,000.00	7,057.53	7,057.53
NAB	AA-	TD	GENERAL	Annual	02/03/2021	03/03/2025	0.9500	4,000,000.00	4,000,000.00	2,915.07	2,915.07
Suncorp	A+	TD	GENERAL	Annual	05/03/2024	05/03/2025	5.1600	5,000,000.00	5,000,000.00	19,084.93	19,084.93





Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	10/03/2023	10/03/2025	5.1000	3,000,000.00	3,000,000.00	8,802.74	8,802.74
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	10/03/2023	10/03/2025	5.1000	4,000,000.00	4,000,000.00	11,736.99	11,736.99
P&N Bank	BBB	TD	GENERAL	Annual	15/03/2022	17/03/2025	2.4600	3,000,000.00	3,000,000.00	3,437.26	3,437.26
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	23/03/2023	24/03/2025	4.5500	4,000,000.00	4,000,000.00	3,490.41	3,490.41
P&N Bank	BBB	TD	GENERAL	Annual	28/03/2022	28/03/2025	2.9000	5,000,000.00	5,000,000.00	1,589.04	1,589.04
Auswide Bank	BBB	TD	GENERAL	Annual	04/04/2023	04/04/2025	4.9000	4,000,000.00	4,000,000.00	194,926.03	16,646.58
Hume Bank	BBB+	TD	GENERAL	Annual	28/04/2023	28/04/2025	4.7000	3,000,000.00	3,000,000.00	130,956.16	11,975.34
ICBC Sydney Branch	A	TD	GENERAL	Annual	18/06/2020	18/06/2025	1.7500	2,000,000.00	2,000,000.00	27,520.55	2,972.60
NAB	AA-	TD	GENERAL	Annual	26/07/2021	28/07/2025	1.0000	5,000,000.00	5,000,000.00	34,246.58	4,246.58
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	16/08/2023	18/08/2025	5.2100	5,000,000.00	5,000,000.00	163,436.99	22,124.66
ICBC Sydney Branch	A	TD	GENERAL	Annual	16/08/2022	18/08/2025	4.4200	4,000,000.00	4,000,000.00	110,923.84	15,015.89
ICBC Sydney Branch	A	TD	GENERAL	Annual	02/09/2021	02/09/2025	1.2000	5,000,000.00	5,000,000.00	34,520.55	5,095.89
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	05/09/2023	05/09/2025	5.0500	5,000,000.00	5,000,000.00	144,582.19	21,445.21
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	12/09/2023	12/09/2025	5.0000	5,000,000.00	5,000,000.00	138,356.16	21,232.88
P&N Bank	BBB	TD	GENERAL	Annual	13/09/2022	15/09/2025	4.6500	4,000,000.00	4,000,000.00	102,427.40	15,797.26
NAB	AA-	TD	GENERAL	Annual	19/09/2023	19/09/2025	5.0800	5,000,000.00	5,000,000.00	135,698.63	21,572.60



Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
P&N Bank	BBB	TD	GENERAL	Annual	19/09/2022	19/09/2025	4.6500	5,000,000.00	5,000,000.00	124,212.33	19,746.58
ICBC Sydney Branch	A	TD	GENERAL	Annual	10/10/2022	10/10/2025	4.8400	3,000,000.00	3,000,000.00	69,218.63	12,332.05
ICBC Sydney Branch	A	TD	GENERAL	Annual	16/10/2020	16/10/2025	1.2000	5,000,000.00	5,000,000.00	27,616.44	5,095.89
ICBC Sydney Branch	A	TD	GENERAL	Annual	17/11/2020	17/11/2025	1.3000	6,500,000.00	6,500,000.00	31,484.93	7,176.71
NAB	AA-	TD	GENERAL	Annual	17/11/2020	17/11/2025	0.8500	3,500,000.00	3,500,000.00	11,084.93	2,526.71
ICBC Sydney Branch	A	TD	GENERAL	Annual	03/12/2020	03/12/2025	1.2000	5,000,000.00	5,000,000.00	19,561.64	5,095.89
BankVic	BBB+	TD	GENERAL	Annual	05/12/2023	05/12/2025	5.3500	5,000,000.00	5,000,000.00	86,479.45	22,719.18
P&N Bank	BBB	TD	GENERAL	Annual	05/12/2022	05/12/2025	4.6500	5,000,000.00	5,000,000.00	75,164.38	19,746.58
ICBC Sydney Branch	A	TD	GENERAL	Annual	07/12/2020	08/12/2025	1.2000	5,000,000.00	5,000,000.00	19,068.49	5,095.89
NAB	AA-	TD	GENERAL	Annual	07/12/2020	08/12/2025	0.9000	5,000,000.00	5,000,000.00	14,301.37	3,821.92
Northern Territory Treasury	AA-	BOND	GENERAL	Semi-Annual	14/09/2021	15/12/2025	1.1000	5,000,000.00	5,000,000.00	16,273.97	4,671.23
NAB	AA-	TD	GENERAL	Annual	29/01/2021	29/01/2026	0.9100	4,000,000.00	4,000,000.00	6,282.74	3,091.51
NAB	AA-	TD	GENERAL	Annual	02/03/2021	02/03/2026	1.2100	4,000,000.00	4,000,000.00	3,712.88	3,712.88
Suncorp	A+	TD	GENERAL	Annual	05/03/2024	05/03/2026	4.9000	5,000,000.00	5,000,000.00	18,123.29	18,123.29
Westpac	AA-	TD	GENERAL	Quarterly	09/03/2021	09/03/2026	1.2500	5,000,000.00	5,000,000.00	3,595.89	3,595.89
NAB	AA-	TD	GENERAL	Annual	16/03/2021	16/03/2026	1.2500	5,000,000.00	5,000,000.00	2,397.26	2,397.26
Auswide Bank	BBB	TD	GENERAL	Annual	04/04/2023	07/04/2026	4.9000	3,000,000.00	3,000,000.00	146,194.52	12,484.93



Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
NAB	AA-	TD	GENERAL	Annual	26/05/2021	26/05/2026	1.2500	5,000,000.00	5,000,000.00	53,253.42	5,308.22
ICBC Sydney Branch	A	TD	GENERAL	Annual	02/06/2021	02/06/2026	1.4000	2,500,000.00	2,500,000.00	29,150.68	2,972.60
NAB	AA-	TD	GENERAL	Annual	02/06/2021	02/06/2026	1.3000	2,500,000.00	2,500,000.00	27,068.49	2,760.27
Westpac	AA-	TD	GENERAL	Quarterly	23/06/2021	23/06/2026	1.3200	5,000,000.00	5,000,000.00	1,265.75	1,265.75
Westpac	AA-	TD	GENERAL	Quarterly	23/06/2021	23/06/2026	1.3200	5,000,000.00	5,000,000.00	1,265.75	1,265.75
NAB	AA-	TD	GENERAL	Annual	26/07/2021	27/07/2026	1.2000	5,000,000.00	5,000,000.00	41,095.89	5,095.89
ICBC Sydney Branch	A	TD	GENERAL	Annual	28/07/2021	28/07/2026	1.3200	2,000,000.00	2,000,000.00	17,937.53	2,242.19
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	05/09/2023	07/09/2026	5.0000	5,000,000.00	5,000,000.00	143,150.68	21,232.88
NAB	AA-	TD	GENERAL	Annual	23/09/2021	23/09/2026	1.2000	5,000,000.00	5,000,000.00	31,068.49	5,095.89
Northern Territory Treasury	AA-	BOND	GENERAL	Semi-Annual	07/09/2021	15/12/2026	1.4000	5,000,000.00	5,000,000.00	20,712.33	5,945.21
Northern Territory Treasury	AA-	BOND	GENERAL	Semi-Annual	02/09/2021	15/12/2026	1.4000	5,000,000.00	5,000,000.00	20,712.33	5,945.21
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	28/02/2024	28/02/2029	5.1300	5,000,000.00	5,000,000.00	23,190.41	21,784.93
Westpac	AA-	CASH	GENERAL	Monthly	31/03/2024	31/03/2024	4.6000	25,573,932.38	25,573,932.38	99,607.50	99,607.50
<b>TOTALS</b>								<b>414,150,692.38</b>	<b>414,150,692.38</b>	<b>6,030,527.04</b>	<b>1,083,554.29</b>

## Loan Repayments for Financial Year 2023/2024

Loan #	Purpose	Year Drawdown	Term of Loan	Interest Rate	Original Balance	Outstanding Balance as at 01/07/2023	Repayments due for 6mths ending 31/12/2023		Repayments due for 6mths ending 30/06/2024	
							Principal	Interest	Principal	Interest
2005.5	Glasshouse	2005	20yrs	6.030%	\$3,500,000	\$564,068	\$134,799	\$17,053	\$138,733	\$13,120
2007.2	Glasshouse	2007	20yrs	6.270%	\$5,435,954	\$1,490,793	\$193,628	\$46,704	\$199,699	\$40,633
2007.3	Glasshouse	2007	20yrs	6.270%	\$10,873,801	\$2,980,636	\$387,941	\$93,092	\$399,384	\$81,648
2015.1	Hastings River Drive (LIRS)	2015	10yrs	3.780%	\$5,600,000	\$1,293,712	\$314,402	\$24,451	\$320,344	\$18,509
2015.2	General - Roadworks	2015	10yrs	3.780%	\$800,000	\$184,816	\$44,915	\$3,493	\$45,763	\$2,644
2015.3	General - Stormwater Remediation	2015	10yrs	3.780%	\$200,000	\$46,204	\$11,229	\$873	\$11,441	\$661
2015.5	Stingray Creek Bridge (LIRS)	2015	10yrs	3.780%	\$8,600,000	\$1,986,771	\$482,831	\$37,550	\$491,957	\$28,424
2016.1	Waste Management - Kew Transfer Stn	2016	10yrs	3.440%	\$1,500,000	\$504,991	\$80,676	\$8,614	\$81,973	\$7,318
2016.6 LR	Glasshouse	2016	8yrs	3.270%	\$11,035,000	\$2,175,400	\$713,610	\$35,275	\$724,920	\$23,966
2016.8 LR	Stormwater	2016	10yrs	3.270%	\$1,730,000	\$582,424	\$93,047	\$9,935	\$94,542	\$8,440
2017.1	Town Centre Master Plan	2017	10yrs	3.510%	\$3,425,000	\$1,514,353	\$177,635	\$26,941	\$181,181	\$23,395
2018.1	Bridge Replacement	2018	10yrs	3.930%	\$3,350,000	\$1,837,493	\$167,437	\$36,799	\$171,510	\$32,727
2018.2	Stormwater Renewal	2018	10yrs	3.930%	\$1,000,000	\$548,505	\$49,981	\$10,985	\$51,197	\$9,769
2018.3	Footpath Construction	2018	10yrs	3.930%	\$500,000	\$274,253	\$24,991	\$5,492	\$25,598	\$4,885
2020.2	Roadworks	2020	10yrs	2.120%	\$2,252,500	\$1,625,929	\$108,497	\$17,093	\$109,197	\$16,393
2020.3	Natural Resource - Various	2020	10yrs	2.120%	\$147,500	\$106,470	\$7,105	\$1,119	\$7,151	\$1,073
2021.1	Regional Sporting Complex Construction	2021	10yrs	2.150%	\$1,500,000	\$1,225,099	\$70,582	\$13,170	\$71,341	\$12,411
2021.2	Timber Brides Renewals and Repairs	2021	10yrs	2.150%	\$1,200,000	\$980,044	\$56,161	\$10,860	\$57,151	\$9,871
2023.1	Purchase Tuffins Lane	2023	10yrs	6.187%	\$1,375,000	\$1,375,000	\$68,750	\$39,960	\$68,750	\$40,296
2023.2	Airport Parallel Taxiway	2023	10yrs	6.187%	\$3,620,000	\$3,620,000	\$181,000	\$105,204	\$181,000	\$106,089
Totals					\$67,644,755	\$24,916,961	\$3,369,216	\$544,665	\$3,432,830	\$482,273

BUDGET VARIATIONS - MARCH 2024													
Section	Project	Project Description	Capital/ Operating	Division	Full Year Original Budget	Full Year Current Budget	Actuals to March 2024	New Yearly Proposed Budget - March 2024	Movement	Funding Source	Funding Source Category	EFFECT ON FUNDING POSITION	
Grants & Other Funding													
To bring to account grant funding awarded to Council for Flood Recovery works.													
Description:		Grant funding from Transport for NSW.											
Transport & Traffic	42333	Mar21 Flood - Embankment Pkg 4.1	Capital	Community Infrastructure	0	0	144,328	967,763	-967,763	Grant	Purchase of Assets	0	
Transport & Traffic	42334	Mar21 Flood - Embankment Pkg 4.2	Capital		0	0	63,041	1,970,882	-1,970,882	Grant	Purchase of Assets	0	
Transport & Traffic	42331	AGRN1012 - Embankment Pkg 2.2	Capital		0	0	111,722	1,024,007	-1,024,007	Grant	Purchase of Assets	0	
Transport & Traffic	42337	AGRN1012 - Embankment Pkg 5	Capital		0	0	397,162	1,597,325	-1,597,325	Grant	Purchase of Assets	0	
Transport & Traffic	19342	Capital Grants	Capital		-43,187,959	-51,615,489	-16,584,339	-57,175,466	5,559,977	Grant	Grants and Contributions	0	
Additional grant funding received for a Weeds Management project.													
Description:		Grant funding from Local Land Services.											
Biosecurity	42323	Early Needs Weed Management Project	Operating	Community Planning & Environment	0	58,030	56,080	93,030	-35,000	Grant	Materials and Contracts	0	
Biosecurity	19461	Operating Grants	Operating		0	-68,030	0	-103,030	35,000	Grant	Grants and Contributions	0	
To recognise additional revenue funding for Library Special Projects.													
Description:		Revenue received from the sale of library books and special projects income.											
Library	40866	Library Special Projects	Operating	Community Planning & Environment	20,000	20,000	13,169	28,538	-8,538	Revenue	Materials and Contracts	-8,538	
Library	10610	Special Library Projects Income	Operating		-12,100	-12,100	-11,057	-20,638	8,538	Revenue	Grants and Contributions	8,538	
To recognise reimbursement income received for a Gallery exhibition.													
Description:		Revenue received from Art Gallery of NSW.											
Glasshouse Cultural	917	Art Gallery	Operating	Business & Performance	394,683	419,478	304,100	429,478	-10,000	Revenue	Materials and Contracts	-10,000	
Glasshouse Cultural	12080	Gallery Income	Operating		-21,000	-45,795	-63,584	-55,795	10,000	Revenue	Grants and Contributions	10,000	
Total Grants & Other Funding									5,613,515				0

BUDGET VARIATIONS - MARCH 2024												
Section	Project	Project Description	Capital/ Operating	Division	Full Year Original Budget	Full Year Current Budget	Actuals to March 2024	New Yearly Proposed Budget - March 2024	Movement	Funding Source	Funding Source Category	EFFECT ON FUNDING POSITION
Movement between Projects												
Transfer of funds between linked projects. Accounting entry only.												
Transport & Traffic	42354	Fixing Local Roads Pothole Repair Funding	Capital	Community Infrastructure	239,658	126,231	145,737	145,737	-19,506	Grant/Revenue	Purchase of Assets	-19,506
Transport & Traffic	662	Sealed Road Repairs	Operating		2,827,800	2,827,800	1,143,744	2,808,294	19,506	Revenue	Materials and Contracts	19,506
Transfer of funds between projects. Accounting entry only.												
Transformation	42458	Joint Initiative Project	Operating	Business & Performance	0	0	0	159,598	-159,598	Contributions/ Revenue	Materials and Contracts	-79,799
Transformation	42411	Transformation & Change Projects	Operating		340,000	340,000	2,350	260,201	79,799	Contributions	Materials and Contracts	0
Digital Technology	41470	Computer Capital Projects	Capital		2,000,000	1,734,000	1,047,851	1,654,201	79,799	Revenue	Purchase of Assets	79,799
Transfer of funds between linked projects. Accounting entry only.												
Waste Disposal	50101	Dunbogan Landfill Site - Gas Investigation	Operating	Community Utilities	0	13,690	18,375	18,375	-4,685	Reserve	Materials and Contracts	0
Waste Disposal	735	Domestic Waste Management	Operating		6,641,091	6,641,091	4,346,940	6,636,406	4,685	Reserve	Materials and Contracts	0
Transfer of funds between projects. Accounting entry only.												
Human Resources	45000	Employee Value Proposition	Operating	Business & Performance	0	0	0	100,000	-100,000	Contributions/ Revenue	Materials and Contracts	-50,000
Transformation	42411	Transformation and Change Projects	Operating		340,000	260,201	2,350	210,201	50,000	Contributions	Materials and Contracts	0
Business & Performance Management	323	Consultancies	Operating		100,000	100,000	4,220	50,000	50,000	Revenue	Materials and Contracts	50,000
Transfer of funds between linked projects. Accounting entry only.												
Community Activation	42445	Make a Move in Seniors Week	Operating	Community Planning & Environment	0	7,000	3,654	9,000	-2,000	Grant/Revenue	Materials and Contracts	-2,000
Community Activation	326	Community Events - Seniors Week	Operating		5,300	4,154	1,000	2,154	2,000	Revenue	Materials and Contracts	2,000
Total Movements between Projects									285,789	0		
ORGANISATIONAL TOTAL - THIS REVIEW									5,899,304	0		

BUDGET VARIATIONS - MARCH 2024												
Section	Project	Project Description	Capital/ Operating	Division	Full Year Original Budget	Full Year Current Budget	Actuals to March 2024	New Yearly Proposed Budget - March 2024	Movement	Funding Source	Funding Source Category	EFFECT ON FUNDING POSITION
<b>FORECAST FOR FINANCIAL YEAR ENDED 30 JUNE 2024</b>												
		Original Budget as at 1 July 2023			Balanced	0						
		<u>Plus: Adjustments</u>										
		July Review			Balanced	0						
		August Review			Balanced	0						
		September Review			Balanced	0						
		October Review			Balanced	0						
		November Review			Surplus	17,495						
		January Review			Balanced	0						
		February Review			Balanced	0						
		March Review			Balanced	0						
		<b>FORECAST FOR 30 JUNE 2024</b>			<b>Surplus</b>	<b>17,495</b>						
Notes:	1	The result shown above is the general fund result. All surpluses/deficits in the water, sewerage and waste funds are transferred to/from reserves.										
	2	Reserve are internal restrictions that hold funds for a specific purpose, e.g. The airport has its own reserve and all income and expenditure relating to the airport is credited/debited to that reserve.										
	3	Council projects are funded from a variety of funding sources. Below is a definition of the various types of funding that are used to fund projects. <i>Revenue - All funds that are generated through rates, annual charges, fees and charges, interest etc. These funds are untied and can be expended on any project that Council considers appropriate.</i> <i>Grants - Government grants can either be monetary or otherwise and may be tied or untied. Tied grants are required to be used for a specific purpose such as the construction of a road. Untied grants may be applied for any purpose council considers appropriate.</i> <i>Contributions - Contributions are non-reciprocal transfers to Council in the sense that Council is not required to give value in exchange for the contributions directly to the contributor. Examples are contributions given by ratepayers towards capital works in their vicinity.</i> <i>Reserves - Reserves are internal restrictions held for a specific purpose, e.g. The airport has its own reserve and all income and expenditure relating to the airport is credited/debited to that reserve.</i> <i>S7.11 and S64 Contributions - Section 7.11 of the NSW Environmental and Planning Act (1979) and section 64 of the Local Government Act (1993) provides NSW local government with a formal legal framework for levying developers for the provision of infrastructure, services and amenities - known as developer contributions.</i>										
	4	Some projects are funded by multiple funding sources, e.g. a capital project may be funded by s7.11 funds, grants and revenue. The effect on capital column will only show the revenue funding adjustment as the other types of funding will have an income line budget adjustment shown in the report.										

No images? [Click here](#)



Dear valued tenderers,

I would like to express our sincere gratitude to those of you that participated in our recent procurement survey. Your insights are invaluable, and we appreciate the time and effort you invested in sharing your experiences with us. A snapshot of the survey results can be seen at the bottom of this email. One key message that resonated strongly was the **desire for more direct communication and information about new tendering opportunities**. Your feedback is crucial to us, and we've taken decisive steps to address this need.

Following feedback from suppliers, **Council has recently launched a dynamic Procurement Pipeline** - a list of upcoming opportunities that may be of interest to you. This Pipeline is easily accessible on our website, providing a high-level overview of forecasted procurement opportunities Council has planned for delivery over the next year. It has been developed to enable contractors to better plan and resource for future opportunities that align with their business interests. The new pipeline aims to enhance the transparency of our procurement processes and give companies, contractors and suppliers the ability to see the options available to them over a 12-month period.

We believe this level of transparency and communication will be key to building strong relationships with our suppliers, and supporting our local economy by keeping you informed about opportunities that align with your business.

To view the pipeline and register your interest, or to see the current advertised opportunities available, visit [Opportunities and Contracts Port Macquarie Hastings Council \(nsw.gov.au\)](https://www.portmacquariehastings.nsw.gov.au/opportunities-and-contracts).



## Procurement Satisfaction Survey 2023



In October 2023, Port Macquarie Hastings Council Procurement Team conducted a survey of organisations who had responded to tenders in the last 18 months. The purpose of the survey was to gain insights into supplier's current procurement experience and identify opportunities for improvement.

### Key results



### Opportunities for improvement

- Improving the timeframes for requesting changes to products / services and contracts
- Providing more opportunities to bid for contracts
- Providing more opportunities to develop your business
- Align communications with supplier preferences - direct email or direct contact with the Procurement team

### Next steps

During 2024, Council will be implementing an improved system, and processes for engaging with suppliers. Information will be distributed directly to suppliers via email and through local business chambers.



Once again, thank you for being an integral part of shaping our future procurement processes and we look forward to continued collaboration.

Warm regards,  
**The Procurement Team**

## Contact us

Email

Phone

Website

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Connect with us



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Port Macquarie NSW 2444  
Phone 02 6581 8111

This email was delivered to you by [procurement@pmhc.nsw.gov.au](mailto:procurement@pmhc.nsw.gov.au)

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Port Macquarie-Hastings Contracts Register

Class 1 Contracts

Contract Date	Contract Class	Contract No.	Contract Title	Description of the Contract	Contractor Name	Expiry Date	Contract Duration	Options	Estimated Amount (Ex GST)
26/03/2024	Class 1	2023.034 (LG808-4)	Human Resources (HR) - Permanent and Temporary Placements and Associated Services	Human Resources (HR) - Permanent and Temporary Placements and Associated Services	Hays Specialist Recruitment (Australia) Pty Limited	25/03/2025	12 Months		\$202,429.08
31/01/2024	Class 1	2023.080.	Enterprise-wide Transformation Strategy and Digital Strategy Finalisation and Customer Experience Strategy Development	Enterprise-wide Transformation Strategy and Digital Strategy Finalisation and Customer Experience Strategy Development	ThinkPlace Australia Pty Ltd	As per project program	16 Weeks	N/A	\$159,598.00
1/01/2024	1	T-22-86 (LGP213-3)	Provision of Road Stabilisation Works and Supply, Delivery and Placement of Road Resurfacing	Provision of Road Stabilisation Works and Supply, Delivery and Placement of Road Resurfacing	Appointed Panel of Suppliers	31/12/2027	3 Years	2 x 1 Year Extension Options	Schedule of Rates
1/01/2024	1	T-22-86 (LGP213-3)	Provision of Road Stabilisation Works and Supply, Delivery and Placement of Road Resurfacing	Re-Seal Works Program 2023-2024 - Multiple Locations	Colas NSW Pty Ltd	30/06/2024	90 days		\$2,084,720.39
1/01/2024	1	T-22-86 (LGP213-3)	Provision of Road Stabilisation Works and Supply, Delivery and Placement of Road Resurfacing	Re-Seal Works Program 2023-2024 - Multiple Locations	Fulgur Pty Ltd trading as CNC Roads	30/06/2024	90 days		\$1,111,567.96
1/01/2024	1	T-22-86 (LGP213-3)	Provision of Road Stabilisation Works and Supply, Delivery and Placement of Road Resurfacing	Re-Seal Works Program 2023-2024 - Multiple Locations	Colas NSW Pty Ltd	30/06/2024	90 days		\$981,832.44
24/01/2024	1	2023.114 (LGP420)	Fabrication Services Panel Arrangement	Fabrication Services Panel Arrangement	Appointed Panel of Suppliers	31/12/2025	23 Months	N/A	Schedule of Rates
1/02/2024	1	2023.097 (LGP1208-4)	Community Infrastructure Professional Services Panel	Community Infrastructure Professional Services Panel	Appointed Panel of Suppliers	30/09/2024	9 Months	3 years	Schedule of Rates
19/02/2024	1	T-22-37	Waste Services Management and Engineering Support Consultancy Panel	Waste Services Management and Engineering Support Consultancy Panel	Appointed Panel of Suppliers	18/02/2027	3 Years	2 x 2 Year Extensions	Schedule of Rates



Authorised by: Council  
Authorised date: 13/10/2021  
Effective date: 13/10/2021  
Next review date: 13/10/2023  
File Number: D2021/327566

## Council Policy SUSTAINABILITY POLICY

### 1. OBJECTIVE

The objective of this Policy is to clarify and re-affirm Council's commitment to sustainability and provide a basis for demonstrating Council's commitment to action by:

- Embedding sustainability practice in its day-to-day operations;
- Considering sustainability in all decision-making processes;
- Supporting and promoting action towards sustainability in the wider community.

The Sustainability Policy also aims to establish a common understanding of sustainability within Council and the community.

### 2. SUSTAINABILITY AND SUSTAINABLE DEVELOPMENT

Sustainability and sustainable development are often used interchangeably. Both speak to the danger of consuming resources faster than they can be replenished.

Sustainability is a broad term that describes managing resources without depleting them for future generations. It is a commitment to live within the carrying capacity and resource limits of the planet. This concept goes beyond environmental sustainability, which concerns earth's natural resources, to include economic and social sustainability, which relate to meeting people's current social and economic needs without compromising future generations.

Sustainable development describes the processes for improving quality of life and long-term economic well-being without compromising future generations' ability to meet their needs.

Integrating sustainability and sustainable development is fundamental to designing effective short- and long-term strategies and this Policy reflects this integrated approach. This requires a continual way of thinking and action that focuses on balancing the best outcomes for our environment, our community and the economy, both now and in the future, all within the framework of fiscally responsible, transparent and accountable leadership and decision-making.

### 3. POLICY STATEMENT

Sustainability is a process of ensuring the wise use and management of all resources whereby an acceptable balance is achieved across environmental, social and economic well-being considerations for current and future generations. Sustainability is a shared responsibility between government, business and the community with each party playing a critical role.

The *Local Government Act 1993* states ecologically sustainable development requires the effective integration of economic and environmental considerations in decision-making processes. The Integrated Planning and Reporting framework also requires councils to address social, environmental, economic and civic leadership (the quadruple bottom line) issues in an integrated way.

Taking our lead from the 2030 Agenda for Sustainable Development, and our obligations under the *Local Government Act 1993*, Council in partnership with the community will strive for sustainable outcomes across the following four (4) **Sustainability Pillars**:

- Environmental Sustainability
- Social Sustainability

- Economic Sustainability
- Civic Leadership & Governance

Environmental Sustainability	Environmental sustainability refers to practices which protect, conserve, regenerate and enhance our natural, cultural and built heritage environment through active environmental stewardship and responsible natural resource management.
Social Sustainability	Social sustainability refers to practices to support the capacity of current and future generations to create healthy and liveable communities. Socially sustainable communities are equitable, inclusive, diverse, connected and provide a good quality of life.
Economic Sustainability	Economic sustainability refers to practices that support long-term economic opportunity and a healthy and thriving local economy.
Civic Leadership & Governance (including financial sustainability)	Civic leadership and governance refer to practices that support transparency, accountability, probity, management of effective services, equitable access to services, a commitment to working in partnership with our community, and capacity building within Council and the community. This also means that Council ensures it has the financial resources required to deliver services required by the community now and into the future.

Council will demonstrate its commitment to sustainability by following the following nine (9) **Sustainability Principles:**

- 1. Intergenerational Equity**  
We acknowledge our responsibility to both current and future generations of our community and will ensure that our policies and practices endeavour to meet the needs of our current community without compromising the ability of future generations to meet their own needs.
- 2. Social equity, wellbeing and inclusion**  
In our decision-making and delivery of services to our community we strive to achieve social equity, access and inclusion so that all members of our community can improve their wellbeing.
- 3. Conservation of Biological Diversity and Ecological Integrity**  
We acknowledge that our unique biodiversity and ecological systems have intrinsic worth beyond their value as a community amenity or economic resource and play an essential role in the cultural, mental and physical health of our community. We therefore seek to conserve, protect and restore our natural environment and manage our resources responsibly in order to maintain or enhance the health, diversity and productivity of our environment for future generations.
- 4. Commitment to sustainable economic development, including adequate economic valuation**  
We will promote adequate valuation, pricing and incentive mechanisms for environmental protection; encourage environmentally sustainable business and community activities and reduce business and community activities that result in damage to our environment.

Environmental factors will be included in the valuation of assets and services, such that:

- a) the 'polluter pays' principle, where those who generate pollution and waste or other environmental costs should bear the financial costs of containment, avoidance, abatement or remediation;
- b) the user of goods and services should pay prices based on the full life cycle of the costs of providing goods and services, including the use of natural resources and assets and the ultimate disposal of any waste, as well as environmental regeneration or improvements that are required over the lifecycle of the good/service;
- c) environmental goals that are established, should be pursued, reviewed, measured and reported on within all Council business.

We will use our economic development mechanisms (facilitation, investigation, service provision, advocacy and planning) to foster the growth of a sustainable economy and where possible incentivise sustainable operators, so that those who create environmental benefits through their business activities, obtain financial benefits from doing so.

**5. Quadruple-bottom Line Decision-Making**

Good governance demands we take a whole-of-Council approach to sustainability in the services we provide, the way we operate as an organisation and the way we work with our community. We will make decisions by assessing short and long-term financial and non-financial impacts. Decisions will recognise the interdependence of the four (4) Sustainability Pillars.

**6. Risk mitigation, evidence-based governance and observing the precautionary principle**

We acknowledge that not addressing sustainability considerations in decision-making, project planning and practice may present risks to Council and /or to our (future) community. We integrate sustainability risk management into decision-making; assessing potential legal, compliance, financial and reputational risks against social, environmental and economic objectives. We apply the precautionary principle to mitigate threats of serious or permanent harm to the environment or our community. Council will do this by taking account of all available evidence to reduce risk to Council and the community and avoid using uncertainty as a justification for not addressing risks adequately or in a timely manner.

**7. Leadership & Collaboration**

We lead by example in pursuing sustainable practices governed by our policies, strategies, procedures and processes. We educate and empower our employees and our community to take a shared leadership approach to sustainability challenges and opportunities by building our own and our community's knowledge and capacity in sustainable practices. We seek broad community involvement on issues that affect them and foster collective responsibility, advocacy and action.

**8. Innovation and Continual Improvement**

We apply systems thinking, agility and continual learning to respond to rapid innovation in sustainable technology and practices. We stay abreast of global trends and we model innovation in our policies and activities as we challenge each other to strive for continual improvement in our performance across the four (4) Sustainability Pillars.

**9. Think Global, Act Local**

As a community, we play our part in taking action at a local level to support sustainability efforts and outcomes globally. We will use the United Nations Sustainable Development Goals to guide our actions to achieve these outcomes.

This Policy forms part of a Sustainability Framework that Council will develop and implement as a means of embedding sustainability within the organisation. The globally-agreed United Nations Sustainable Development Goals will serve as the platform to promote and integrate sustainable outcomes and objectives into council strategies, plans, policies and operations (including decision-making and reporting). Over time, Council will review its existing internal policies, processes and practices to support the delivery of improved sustainability outcomes in line with the Sustainable Development Goals and this Policy.

**4. SCOPE**

This is a whole-of-Council Policy. It applies to all Councillors, Council staff, contractors and others that act on Council's behalf to ensure they work in accordance with the Policy principles. We will share responsibility for our performance with all who work with us and for us and will regularly report on our sustainability performance.

The Policy guides decision-making and the development of future policy, strategy and plans across all areas of our organisation in relation to sustainable practices for Council's operations and community capacity building. This includes (but is not limited to) the following activities:

- Delivery of Council's core services
- Capital investment and infrastructure projects
- Development of short and long term projects, actions and indicators
- Urban form and land-use planning and development
- Use of resources including electricity, water, fuel and construction materials
- Procurement practices
- Events and community programs including grant funding and

- Encouraging, educating and supporting staff, businesses and the whole community in adopting sustainable principles and practices to achieve sustainable behaviour change in the workplace and the broader Port Macquarie-Hastings community.

Progress against relevant sustainability actions and targets will be delivered via the Integrated Planning & Reporting Framework.

## 5. RESPONSIBILITIES AND AUTHORITIES

Position	Responsibility
Councillors	Responsible for understanding the Sustainability Framework and applying the Sustainability Policy in setting strategy and decision-making.
CEO & Senior Leadership Team	The CEO, Directors and Group Managers are responsible for advocating, supporting and embedding the Sustainability Policy and Sustainability Framework as the new business as usual practice.
Group Manager, Strategy	Responsible for the development and review of the Sustainability Policy and Sustainability Framework.
Group Manager, Environment & Regulatory Services	Responsible for the implementation of this Policy across Council.
Group Manager, Customer Experience & Communications & Group Manager, Community	Responsible for: <ul style="list-style-type: none"> <li>• Providing the community with clear and consistent messaging about sustainability and Council's approach to achieving sustainable outcomes for the community</li> <li>• Providing education programs and materials to support the community to take action that will result in sustainable outcomes for the community</li> </ul>
Sustainability Coordinator	Responsible for: <ul style="list-style-type: none"> <li>• Providing technical support and expertise to assist in the implementation of this Policy.</li> <li>• Providing regular reporting and analysis to Council and the community.</li> <li>• Educating and liaising with key areas of Council's operations e.g. procurement, maintenance operations and infrastructure, to lead the inclusion of sustainable practices.</li> </ul>
All Port Macquarie-Hastings Council Employees	Responsible for applying this Policy and the Sustainability Framework in planning, decision-making activities and reporting.

## 6. POLICY CONTEXT & REFERENCES

There are significant policy drivers for sustainability in Australia and beyond. Some key references are as follows:

- **United Nations Sustainable Development Goals**  
The United Nations Sustainable Development Goals (SDGs) were agreed and adopted by Australia with all member nations in 2015 as a shared blueprint for peace and prosperity for people and the planet, now and into the future. The SDGs apply to all countries and promote climate action, affordable and clean energy, decent work and economic growth, sustainable cities and communities, responsible consumption and production and other sustainable development goals.
- **The Brundtland Commission, formerly the World Commission on Environment and Development**  
The Brundtland Commission was a sub-organisation of the United Nations that aimed to unite countries in pursuit of sustainable development. The Commission officially dissolved in 1987 after releasing *Our Common Future*, also known as the Brundtland Report which was intended to respond to the conflict between globalised economic growth and accelerating ecological degradation. This was to be achieved by redefining "economic development" in the terms of "sustainable development" The Report is credited with presenting the most prevalent definition of sustainability:

*"Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs."*

- **The Local Government Act 1993**

The Local Government Act 1993 mandates a requirement for council decision-making to consider sound financial management, investment in responsible and sustainable infrastructure, principles of ecologically sustainable development and social justice principles.

- **National Strategy for Ecologically Sustainable Development**

This Strategy was prepared by the Ecologically Sustainable Development Steering Committee and endorsed by the Council of Australian Governments in December 1992. The Strategy defines ecologically sustainable development as:

*"using, conserving and enhancing the community's resources so that ecological processes, on which life depends, are maintained, and the total quality of life, now and in the future, can be increased".*

- **Vision for Port Macquarie-Hastings as defined in the Towards 2030 Community Strategic Plan**

*"A sustainable high-quality of life for all"*

- **Port Macquarie-Hastings Council's Local Strategic Planning Statement "Shaping Our Future 2040"**

This document guides land use planning for the Port Macquarie-Hastings LGA to 2040. The five themes of "Our environment, Our places, Our economy, Our connections and Enabled by Infrastructure" all support sustainable outcomes for Port Macquarie-Hastings.

- This Policy aligns with the **Local Government of NSW's Sustainability Position Statement** (April 2020) which states that "The Integrated Planning and Reporting framework also requires councils to address social, environmental, economic and civic leadership (the quadruple bottom line) issues in an integrated way".

## 7. DEFINITIONS

TERM	DEFINITION
Access and Inclusion	All people have fair access to services, resources and opportunities to improve their quality of life
Biodiversity	The sum of the variety of all living things on Earth; the different plants, animals and micro-organisms, the genetic information they contain and the ecosystems they form
Council	Means Port Macquarie-Hastings Council, being the organisation responsible for the administration of Council affairs and operations and the implementation of Council policy and strategies.
Ecological integrity	Refers to ecosystems that can naturally maintain their species, communities, and other important characteristics
Integrated Planning & Reporting (IP&R) Framework	The IP&R Framework describes the suite of integrated plans that set out a vision and goals and strategic actions to achieve them. It involves a reporting structure to communicate progress to Council and the community as well as a structured timeline for review to ensure the goals and actions are still relevant.
Precautionary Principle	The commitment to ensuring that when investigation has found a plausible risk, uncertainty or lack of extensive scientific knowledge is not used as a justification for inaction or delay in addressing the risk
Social equity	There is fairness in decision making, and the prioritising and allocation of resources, particularly for those in need.
Sustainable development	Sustainable development describes the processes for improving quality of life and long-term economic well-being without compromising future generations' ability to meet their needs.
Sustainability	Sustainability describes managing resources without depleting them for future generations. It is a commitment to live within the carrying capacity and resource



	limits of the planet. This concept goes beyond environmental sustainability, which concerns earth's natural resources, to include economic and social sustainability, which relate to meeting people's current social and economic needs without compromising future generations.
Systems thinking	A holistic approach to analysis and decision-making that focuses on the way that a system's constituent parts interrelate, and how systems work within the context of larger systems

**8. PROCESS OWNER**

Group Manager, Strategy

**9. AMENDMENTS**

This is a new policy.



Authorised by: Council  
Authorised date: DD/MM/YYYY  
Effective date:  
Next review date: DD/MM/YYYY  
File Number: D2021/327566

## Reviewed Council Policy SUSTAINABILITY POLICY

### 1. OBJECTIVE

The objective of this Policy is to clarify and re-affirm Council's commitment to sustainability and provide a basis for demonstrating Council's commitment to action by:

- Embedding sustainability practice in its day-to-day operations
- Considering sustainability in all decision-making processes
- Supporting and promoting action towards sustainability in the wider community.

The Sustainability Policy also aims to establish a common understanding of sustainability within Council and the community.

### 2. SUSTAINABILITY AND SUSTAINABLE DEVELOPMENT

Sustainability and sustainable development are often used interchangeably. Both speak to the danger of consuming resources faster than they can be replenished.

Sustainability is a broad term that describes managing resources without depleting them for future generations. It is a commitment to live within the carrying capacity and resource limits of the planet. This concept goes beyond environmental sustainability, which concerns earth's natural resources, to include economic and social sustainability, which relate to meeting people's current social and economic needs without compromising future generations.

Sustainable development describes the processes for improving quality of life and long-term economic well-being without compromising future generations' ability to meet their needs.

Integrating sustainability and sustainable development is fundamental to designing effective short- and long-term strategies and this Policy reflects this integrated approach. This requires a continual way of thinking and action that focuses on balancing the best outcomes for our environment, our community and the economy, both now and in the future, all within the framework of fiscally responsible, transparent and accountable leadership and decision-making.

### 3. POLICY STATEMENT

Sustainability is a process of ensuring the wise use and management of all resources whereby an acceptable balance is achieved across environmental, social and economic well-being considerations for current and future generations. Sustainability is a shared responsibility between government, business and the community with each party playing a critical role.

The *Local Government Act 1993* states ecologically sustainable development requires the effective integration of economic and environmental considerations in decision-making processes. The Integrated Planning and Reporting framework also requires councils to address social, environmental, economic and civic leadership (the quadruple bottom line) issues in an integrated way.

Taking our lead from the 2030 Agenda for Sustainable Development, and our obligations under the *Local Government Act 1993*, Council in partnership with the community will strive for sustainable outcomes across the following four (4) **Sustainability Pillars**:

- Environmental Sustainability
- Social Sustainability
- Economic Sustainability
- Civic Leadership & Governance.

Environmental Sustainability	Environmental sustainability refers to practices which protect, conserve, regenerate and enhance our natural, cultural and built heritage environment through active environmental stewardship and responsible natural resource management.
Social Sustainability	Social sustainability refers to practices to support the capacity of current and future generations to create healthy and liveable communities. Socially sustainable communities are equitable, inclusive, diverse, connected and provide a good quality of life.
Economic Sustainability	Economic sustainability refers to practices that support long-term economic opportunity and a healthy and thriving local economy.
Civic Leadership & Governance (including financial sustainability)	Civic leadership and governance refer to practices that support transparency, accountability, probity, management of effective services, equitable access to services, a commitment to working in partnership with our community, and capacity building within Council and the community. This also means that Council ensures it has the financial resources required to deliver services required by the community now and into the future.

Council will demonstrate its commitment to sustainability by following the following nine (9)

**Sustainability Principles:**

**1. Intergenerational Equity**

We acknowledge our responsibility to both current and future generations of our community and will ensure that our policies and practices endeavour to meet the needs of our current community without compromising the ability of future generations to meet their own needs.

**2. Social equity, wellbeing and inclusion**

In our decision-making and delivery of services to our community we strive to achieve social equity, access and inclusion so that all members of our community can improve their wellbeing.

**3. Conservation of Biological Diversity and Ecological Integrity**

We acknowledge that our unique biodiversity and ecological systems have intrinsic worth beyond their value as a community amenity or economic resource and play an essential role in the cultural, mental and physical health of our community. We therefore seek to conserve, protect and restore our natural environment and manage our resources responsibly in order to maintain or enhance the health, diversity and productivity of our environment for future generations.

**4. Commitment to sustainable economic development, including adequate economic valuation**

We will promote adequate valuation, pricing and incentive mechanisms for environmental protection; encourage environmentally sustainable business and community activities and reduce business and community activities that result in damage to our environment.

Environmental factors will be included in the valuation of assets and services, such that:

- a) the 'polluter pays' principle, where those who generate pollution and waste, or other environmental costs should bear the financial costs of containment, avoidance, abatement or remediation
- b) the user of goods and services should pay prices based on the full life cycle of the costs of providing goods and services, including the use of natural resources and assets and the ultimate disposal of any waste, as well as environmental regeneration or improvements that are required over the lifecycle of the good/service
- c) environmental goals that are established, should be pursued, reviewed, measured and reported on within all Council business.

We will use our economic development mechanisms (facilitation, investigation, service provision, advocacy and planning) to foster the growth of a sustainable economy and where possible incentivise sustainable operators, so that those who create environmental benefits through their business activities, obtain financial benefits from doing so.

**5. Quadruple-bottom Line Decision-Making**

Good governance demands we take a whole-of-Council approach to sustainability in the services we provide, the way we operate as an organisation and the way we work with our community. We will make decisions by assessing short and long-term financial and non-financial impacts. Decisions will recognise the interdependence of the four (4) Sustainability Pillars.

**6. Risk mitigation, evidence-based governance and observing the precautionary principle**

We acknowledge that not addressing sustainability considerations in decision-making, project planning and practice may present risks to Council and /or to our (future) community. We integrate sustainability risk management into decision-making, assessing potential legal, compliance, financial and reputational risks against social, environmental and economic objectives. We apply the precautionary principle to mitigate threats of serious or permanent harm to the environment or our community. Council will do this by taking account of all available evidence to reduce risk to Council and the community and avoid using uncertainty as a justification for not addressing risks adequately or in a timely manner.

**7. Leadership & Collaboration**

We lead by example in pursuing sustainable practices governed by our policies, strategies, procedures and processes. We educate and empower our employees and our community to take a shared leadership approach to sustainability challenges and opportunities by building our own and our community's knowledge and capacity in sustainable practices. We seek broad community involvement on issues that affect them and foster collective responsibility, advocacy and action. We educate, prepare and support our community to be resilient in the face of adversity and change.

**8. Innovation and Continual Improvement**

We apply systems thinking, agility and continual learning to respond to rapid innovation in sustainable technology and practices. We stay abreast of global trends and we model innovation in our policies and activities as we challenge each other to strive for continual improvement in our performance across the four (4) Sustainability Pillars.

**9. Think Global, Act Local**

As a community, we play our part in taking action at a local level to support sustainability efforts and outcomes globally. We will use the United Nations Sustainable Development Goals to guide our actions to achieve these outcomes.

This Policy forms part of a Sustainability Framework that Council will develop and implement as a means of embedding sustainability within the organisation. The globally agreed United Nations Sustainable Development Goals will serve as the platform to promote and integrate sustainable outcomes and objectives into council strategies, plans, policies and operations (including decision-making and reporting). Over time, Council will review its existing internal policies, processes and practices to support the delivery of improved sustainability outcomes in line with the Sustainable Development Goals and this Policy.

**4. SCOPE**

This is a whole-of-Council Policy. It applies to all Councillors, Council staff, contractors and others that act on Council's behalf to ensure they work in accordance with the Policy principles. We will share responsibility for our performance with all who work with us and for us and will regularly report on our sustainability performance.

The Policy guides decision-making and the development of future policy, strategy and plans across all areas of our organisation in relation to sustainable practices for Council's operations and community capacity building. This includes (but is not limited to) the following activities:

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- Urban form and land-use planning and development
- Use of resources including electricity, water, fuel and construction materials
- Procurement practices

- Events and community programs including grant funding and
- Encouraging, educating and supporting staff, businesses and the whole community in adopting sustainable principles and practices to achieve sustainable behaviour change in the workplace and the broader Port Macquarie-Hastings community.

Progress against relevant sustainability actions and targets will be delivered via the Integrated Planning & Reporting Framework.

## 5. RESPONSIBILITIES AND AUTHORITIES

Position	Responsibility
Councillors	Responsible for understanding the Sustainability Framework and applying the Sustainability Policy in setting strategy and decision-making.
CEO & Senior Leadership Team	The CEO, Directors, Executive Managers and Group Managers are responsible for advocating, supporting and embedding the Sustainability Policy and Sustainability Framework as the new business as usual practice.
Executive Manager, Strategy	Responsible for the development and review of the Sustainability Policy and Sustainability Framework.
Group Manager, Environment & Regulatory Services	Responsible for the implementation of this Policy across Council.
Chief Information Officer & Customer Experience Lead	Responsible for: <ul style="list-style-type: none"> <li>• Providing the community with clear and consistent messaging about sustainability and Council's approach to achieving sustainable outcomes for the community</li> <li>• Providing education programs and materials to support the community to take action that will result in sustainable outcomes for the community</li> </ul>
Sustainability Coordinator	Responsible for: <ul style="list-style-type: none"> <li>• Providing technical support and expertise to assist in the implementation of this Policy.</li> <li>• Providing regular reporting and analysis to Council and the community.</li> <li>• Educating and liaising with key areas of Council's operations e.g., procurement, maintenance operations and infrastructure, to lead the inclusion of sustainable practices.</li> </ul>
All Port Macquarie-Hastings Council Employees	Responsible for applying this Policy and the Sustainability Framework in planning, decision-making activities and reporting.

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to respond to the conflict between globalised economic growth and accelerating ecological degradation. This was to be achieved by redefining "economic development" in the terms of "sustainable development". The Report is credited with presenting the most prevalent definition of sustainability:

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This Strategy was prepared by the Ecologically Sustainable Development Steering Committee and endorsed by the Council of Australian Governments in December 1992. The Strategy defines ecologically sustainable development as:

*"using, conserving and enhancing the community's resources so that ecological processes, on which life depends, are maintained, and the total quality of life, now and in the future, can be increased."*

- **Vision for Port Macquarie-Hastings as defined in the Imagine2050 Community Strategic Plan**

*"The most liveable, sustainable and innovative place in Australia."*

- **Port Macquarie-Hastings Council's Local Strategic Planning Statement "Shaping Our Future 2040"**

This document guides land use planning for the Port Macquarie-Hastings LGA to 2040. The five themes of "Our environment, Our places, Our connections, Our economy and Enabled by Infrastructure" all support sustainable outcomes for Port Macquarie-Hastings.

This Policy aligns with the **Local Government of NSW's Sustainability Position Statement** (April 2020) which states that "The Integrated Planning and Reporting framework also requires councils to address social, environmental, economic and civic leadership (the quadruple bottom line) issues in an integrated way".

## 7. DEFINITIONS

TERM	DEFINITION
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Ecological integrity	Refers to ecosystems that can naturally maintain their species, communities, and other important characteristics
Integrated Planning & Reporting (IP&R) Framework	The IP&R Framework describes the suite of integrated plans that set out a vision and goals and strategic actions to achieve them. It involves a reporting structure to communicate progress to Council and the community as well as a structured timeline for review to ensure the goals and actions are still relevant.
Precautionary Principle	The commitment to ensuring that when investigation has found a plausible risk, uncertainty or lack of extensive scientific knowledge is not used as a justification for inaction or delay in addressing the risk

TERM	DEFINITION
Social equity	There is fairness in decision making, and the prioritising and allocation of resources, particularly for those in need.
Sustainable development	Sustainable development describes the processes for improving quality of life and long-term economic well-being without compromising future generations' ability to meet their needs.
Sustainability	Sustainability describes managing resources without depleting them for future generations. It is a commitment to live within the carrying capacity and resource limits of the planet. This concept goes beyond environmental sustainability, which concerns earth's natural resources, to include economic and social sustainability, which relate to meeting people's current social and economic needs without compromising future generations.
Systems thinking	A holistic approach to analysis and decision-making that focuses on the way that a system's constituent parts interrelate, and how systems work within the context of larger systems

#### 8. PROCESS OWNER

Executive Manager, Strategy

#### 9. AMENDMENTS

This is a revision of an existing policy.

## 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

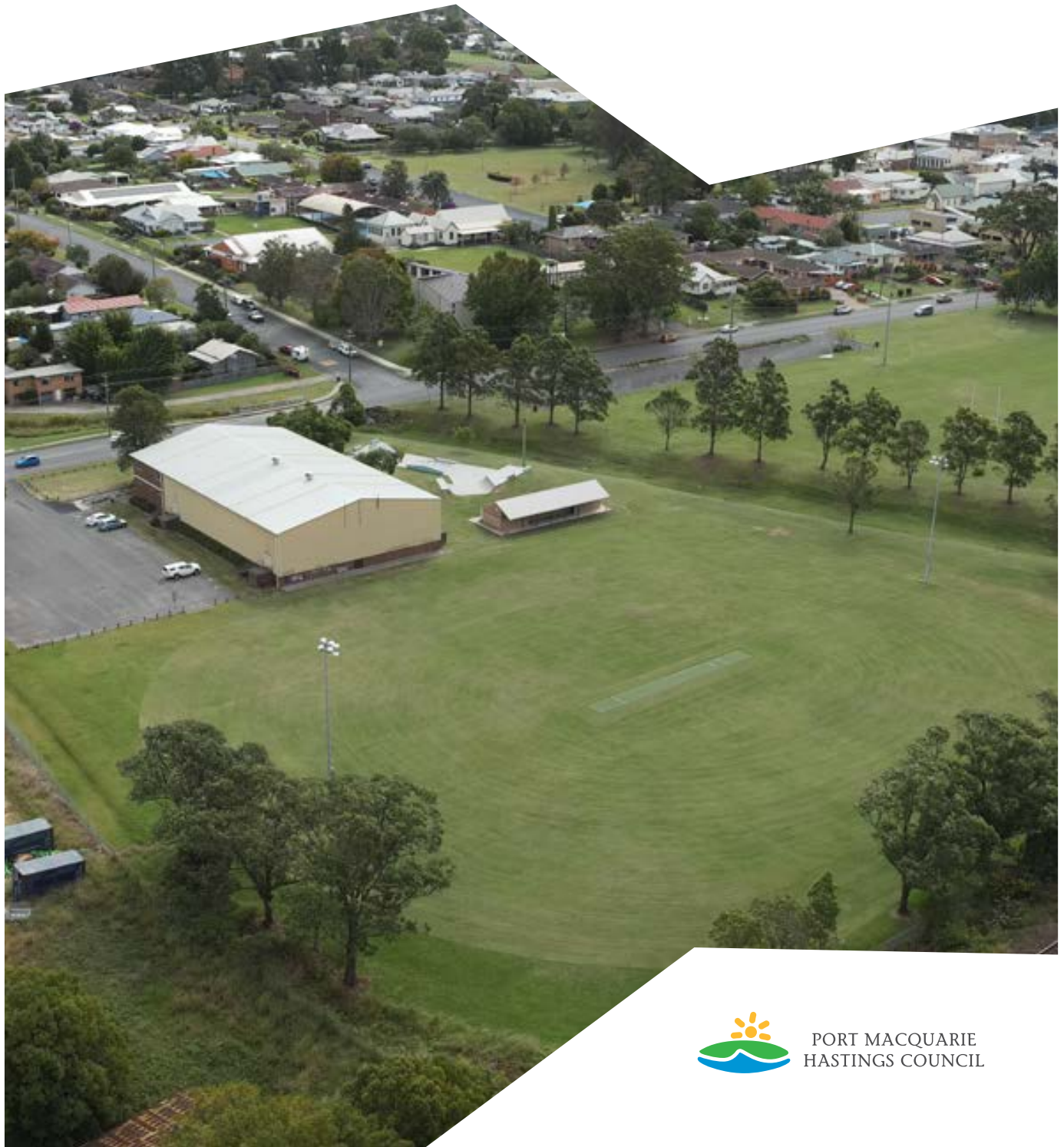
### How we will get there

- 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



# LANDRIGAN & ANDREWS PARKS MASTER PLAN

April 2024



PORT MACQUARIE  
HASTINGS COUNCIL



## Acknowledgement of Country

**Yii Birrbay Barray**

This is Birpai Country

**Nyura yii-gu mara-la barray-gu, nyaa-gi, ngarra-gi**

You have come here, to the country to see, listen and remember

**Gathay Nyiirun Wakulda**

Let’s all go together as one

We acknowledge that we are on Birpai country and pay respects to all elders past, present and emerging.

We acknowledge the ongoing connection to the Traditional Owners and Custodians of the lands and waters of the Port Macquarie-Hastings Region.

## Overview

Wauchope, a charming town located in New South Wales, Australia, is known for its natural beauty and vibrant community. Nestled in the heart of the region, Wauchope is surrounded by picturesque landscapes, offering residents and visitors alike a haven of tranquillity. Among the town’s notable features are two prominent parks: Landrigan Park and Andrews Park. These green spaces not only enhance the town’s aesthetics but also serve as vital recreational hubs for the local community.

To ensure the sustained development and optimal utilisation of these parks, the need for a Master Plan becomes apparent. It provides a comprehensive framework for the future management and development of these vital public spaces. It takes into account various factors such as community needs, environmental considerations, and sustainable practices. By having a Master Plan in place, Council can ensure that these parks are well-maintained, efficiently managed, and thoughtfully designed to cater to the diverse needs of its residents and visitors.

The creation of a Master Plan for Landrigan Park and Andrews Park will involve careful evaluation of the existing facilities, infrastructure, and amenities within the parks. It will also involve soliciting input from the local community to understand their aspirations and requirements. The Master Plan will lay out a vision for the parks, encompassing elements such as landscaping, recreational facilities, walking trails, and more. This will not only enhance the overall appeal of the parks but also create spaces that promote physical activity, social interaction, and a sense of well-being.

With careful planning and community involvement, these parks can continue to thrive, offering residents and visitors an inviting haven amidst the natural beauty of the town.





## Design Principles

In addition to the community’s vision for the space, design principles provide a reference point and a commitment to achieving a design that is socially, environmentally and economically responsible. The following principles underpin the design for Landrigan and Andrews Parks Master Plan:

- Ensure Country is cared for appropriately and sensitive sites are protected by Aboriginal people having access to their homelands to continue their cultural practices
- Safe spaces. Parks including their embellishments should be located and designed to provide a safe and user friendly environment.
- Accessible and equitable. Port Macquarie-Hastings Council (Council) is committed to creating and maintaining equitable access to it’s parks and reserves for the community.
- Cost effective. Maintenance costs and whole of life cycle asset costs for Parks represent a significant part of the Council’s budget. These costs are ultimately passed onto the community through rates.
- Relevant to community needs and expectations. Reserves should reflect the natural environment and local community values and needs while also considering Crime Prevention Through Environmental Design (CPTED) principles.
- Socially and environmentally sustainable. Council is committed to progressing the concept of Ecologically Sustainable Development (ESD) to ensure enhanced individual and community wellbeing, welfare, equity within and between generations, to ensure the protection of biological diversity and maintain essential ecological processes.
- Lifestyle flexibility. Reserves must be designed to be flexible and adaptable to the changing demographics of the area.
- Protect and enhance natural and heritage features and values. This includes, but is not limited to ensuring that communities can access and enjoy these features, and that they remain intact for future generations, that biosecurity risks are minimised through planting appropriate native species.
- Innovative. It is important that the design is innovative in its regard to form and function and response to existing environment and surrounds.
- Purpose built. An individual design response is required for each setting, site and community.

04 Landrigan & Andrews Parks Master Plan



05 Landrigan & Andrews Parks Master Plan



Wauchope Framework

The vision for Wauchope is a rural community that enjoys its country lifestyle, located close to amenities and surrounded by stunning natural environments. The community values its history and aims to grow tourism and events in a mindful and sustainable manner. The goals encompassed in this vision include:

- 1. Friendly Wauchope/We live in a safe and connected community
- 2. Activate Wauchope
- 3. Vibrant tourism and culture/Visit Wauchope
- 4. Sustaining Wauchope in a changing climate
- 5. Moving around
- 6. Sound planning and infrastructure

The Master Plan for Landrigan and Andrews Park aims to achieve these goals by:

- 1. Creating pathways to encourage walking and cycling, fostering community engagement and safety.
- 2. Activates the parks by providing a range of recreational facilities and amenities that cater to different age groups and interests including hard courts, playgrounds, and open spaces.
- 3. Consider the parks' potential to attract tourists and promote the town's cultural offerings through event spaces that showcase local culture and heritage.
- 4. Include shade structures, tree planting, and native vegetation to mitigate the effects of heat and promote environmental sustainability.
- 5. Considers accessibility and connectivity within and around the parks. Designing accessible pathways, and pedestrian crossing to facilitate easy movement and connectivity to nearby areas.
- 6. Considering infrastructure requirements such as proper drainage systems, appropriate lighting, and parking solutions.

Overall, the Master Plan for Landrigan and Andrews Park aims to create a safe, connected, and vibrant community space that caters to diverse interests, encourages tourism, promotes sustainability, facilitates easy movement, and is built on a foundation of sound planning and infrastructure.

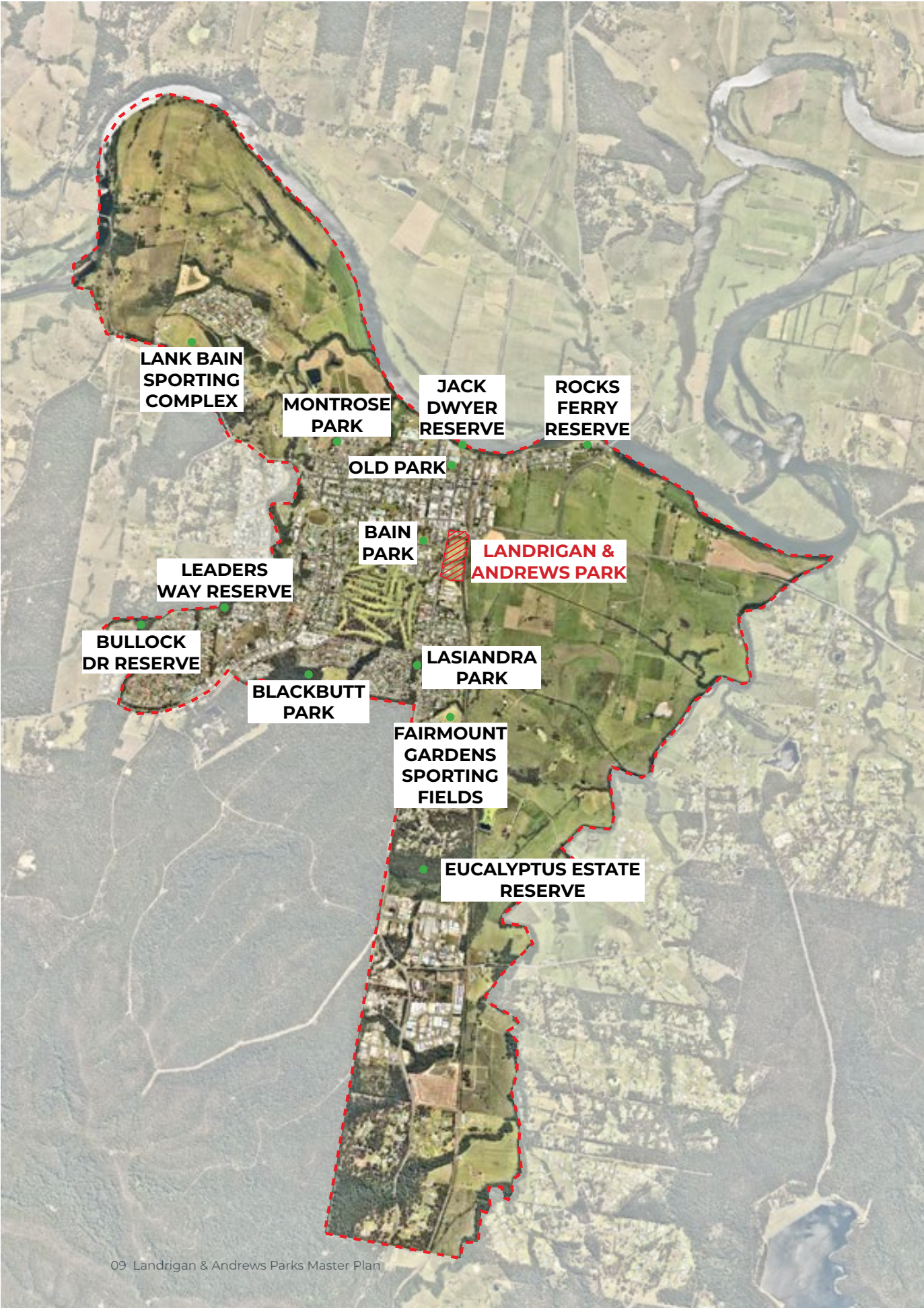




## Open Space Activation at Wauchope

Showing open spaces activation around Wauchope before Master Planning helps visualise how Landrigan and Andrews Parks can be used effectively within the overall plan. This allows us to consider factors like recreational activities, public spaces, greenery, and community engagement, ensuring that the activations align with the community’s needs and preferences. It also helps identify potential challenges and opportunities for integrating these spaces seamlessly into the Master Plan.

08 Landrigan & Andrews Parks Master Plan



09 Landrigan & Andrews Parks Master Plan



## Community Engagement

A Council/Community co-design workshop was deemed an effective way to gather community input because it values the knowledge and expertise of community members, promotes collaboration and engagement, and fosters a sense of ownership and empowerment. By involving the community in the decision-making process, Council can create more inclusive, and responsive solutions that truly meet the needs of the community. The workshop aimed to discuss and develop a Master Plan for Landrigan and Andrews Parks in Wauchope. Here is a summary of the key points discussed:

- The various clubs and community groups expressed their needs and desires for improved facilities and recreational spaces.
- Feedback from the youth highlighted the need for shaded seating at the skate park and an undercover area in case of rain.
- Consideration was given to the usage of facilities by St Joseph's Primary School students and their safe access.
- Specific proposals were made, including building amenity blocks with universal change rooms, purchasing industrial land for parking, relocating netball closer to the indoor stadium, and improving lighting and footpaths.
- Suggestions were made for additional shade, footbridge across the drain, screening around the sewer plant, improved signage, and additional car parking.
- The need for a comprehensive plan, prioritising netball, and collaboration between clubs for better funding opportunities were emphasised.
- The potential inclusion of an RV dump point in the plans was raised as a way to promote tourism.

Overall, the workshop served as a platform to gather input, discuss ideas, and lay the foundation for a comprehensive Master Plan for Landrigan and Andrews Parks' recreational facilities.



## Co-design Keynotes



The co-design workshop successfully fostered collaboration among club members, residents, and experts, facilitating their active involvement in proposing ideas for the Master Plan. Throughout the workshop, valuable insights emerged, leading to these key takeaways:

1. Prioritise netball/multi-use hard courts
2. Footbridge to connect Andrews and Landrigan Parks
3. Footpaths to activate eastern edge
4. Park signage on High Street
5. New amenities building next to multi-use hard courts
6. Pedestrians crossing on Cameron Street
7. Formalise northern carpark
8. Play space developed near bus stop

011 Landrigan & Andrews Parks Master Plan



Constraints

The outcome of on-site analysis and community engagement phases of the project enable identification of opportunities and constraints. The purpose of this analysis is to determine key issues and priorities which will create a framework for developing design options and public domain solutions.

The following constraints were identified for Landrigan and Andrews Parks:

- 1. Sewer pump station to be upgraded in the future which may include expansion or relocation. Master Plan needs to leave space for any potential development.
- 2. Open drainage separates the two sporting fields resulting in hard-to-access amenities, parking and indoor courts.
- 3. Main road interface with lack of pedestrians crossing divides western nodes and sport fields.
- 4. Sporting field sizes and location are mostly fixed, therefore, spaces for future developments may be limited.
- 5. Cricket nets need to be relocated due to tree roots. Adjacent temporary storage shed to be removed and replaced by permanent structure to store cricket turf curating equipment.
- 6. Old skate park unused, to be demolished.
- 7. Future lighting upgrade to be considered for existing fields at Landrigan Park, relocation of lights is necessary for foothpath loop construction.

LEGEND

FOOTPATH

TREES

OLD SKATE PARK

NEW SKATE PARK

CONTOURS 0.2M

BUILDING:

A. NORTH AMENITIES BUILDING

B. TEMPORARY STORAGE SHED

C. SOUTH AMENITIES BUILDING

D. INDOOR STADIUM

012 Landrigan & Andrews Parks Master Plan





# Opportunities

These are the opportunities the Parks can leverage from:

- 1. Footpath to activate eastern edge, linking into existing paths to increase walkability towards and in the site.
- 2. Formalise northern carpark to 40-50 lots as per sporting guidelines to dedicate more spaces for amenities and sporting needs.
- 3. Footbridge to connect north and south fields.
- 4. Provision of play space, with open interfaces for passive surveillance, to include all age users.
- 5. Zebra crossings on Cameron Street for safe connectivity into site.
- 6. Park signage near High Street to enhance the site's identity for the community and visitors.
- 7. Future lighting upgrade to be considered for existing fields at Landrigan Park, relocation of lights is necessary for foothpath loop construction.
- 8. Removal of temporary shipping containers once new amenities building is completed.
- 9. Field drainage and irrigation improvements to be considered in the future.

These findings will form the basis of the Structure Plan, Concept Plan and Implementation Plan.

LEGEND

FOOTPATH

TREES

OLD SKATE PARK

NEW SKATE PARK

CONTOURS 0.2M

BUILDING:

A. NORTH AMENITIES BUILDING

B. TEMPORARY STORAGE SHED

C. SOUTH AMENITIES BUILDING

D. INDOOR STADIUM

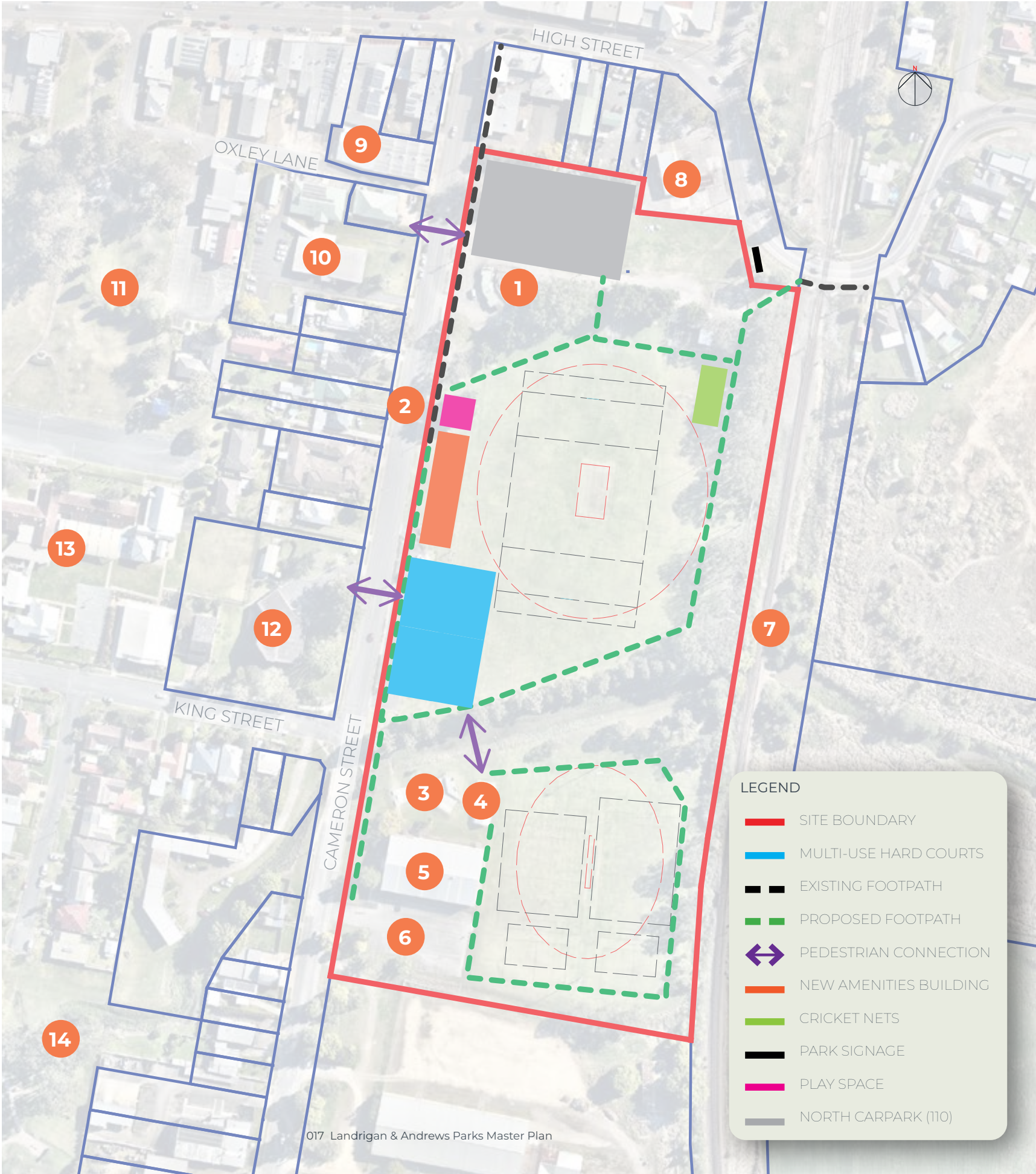




Structure Plan

This section of the Master Plan is the product of the analysis, research and engagement process. A structure plan was created to outline the basis for the functionality and operation guidelines for Landrigan and Andrews Parks.

- 1. Sewer pump station
- 2. Bus stop
- 3. Skate park
- 4. Amenities building
- 5. Indoor stadium
- 6. South carpark (35 spaces)
- 7. North coast railway
- 8. Hastings co-op servo
- 9. Hastings co-op store
- 10. St Matthews Anglican Church
- 11. Bain Park
- 12. Our Lady of Lourdes Catholic Church Parish
- 13. St Joseph Primary School
- 14. Wauchope Country Club





# Concept Plan

This is an initial proposal illustrating the broad design and vision for development, outlining key features and functions.

- 1. Formalise northern carpark (110 spaces)
- 2. Northern access zebra crossing
- 3. Pedestrian wayfinding signage
- 4. Multi-use zone
- 5. Cricket nets & storage
- 6. New amenities building (550m²)
- 7. Western carpark (18 spaces)
- 8. Andrews Park access zebra crossing
- 9. Multi-use hard courts
- 10. Andrews Parks pedestrian loop (650m)
- 11. Foot bridge
- 12. Play space
- 13. Formalise southern carpark (35 spaces)
- 14. Landrigan Park pedestrian loop (400m)





# Implementation Plan

The implementation plan assists Council and the community to deliver the proposed concept plan. This plan is a guide and the projects and staging proposed can be varied to suit as funding and opportunities arise. With the exception of developing the multi-use hard courts, where it has been identified as top priority.

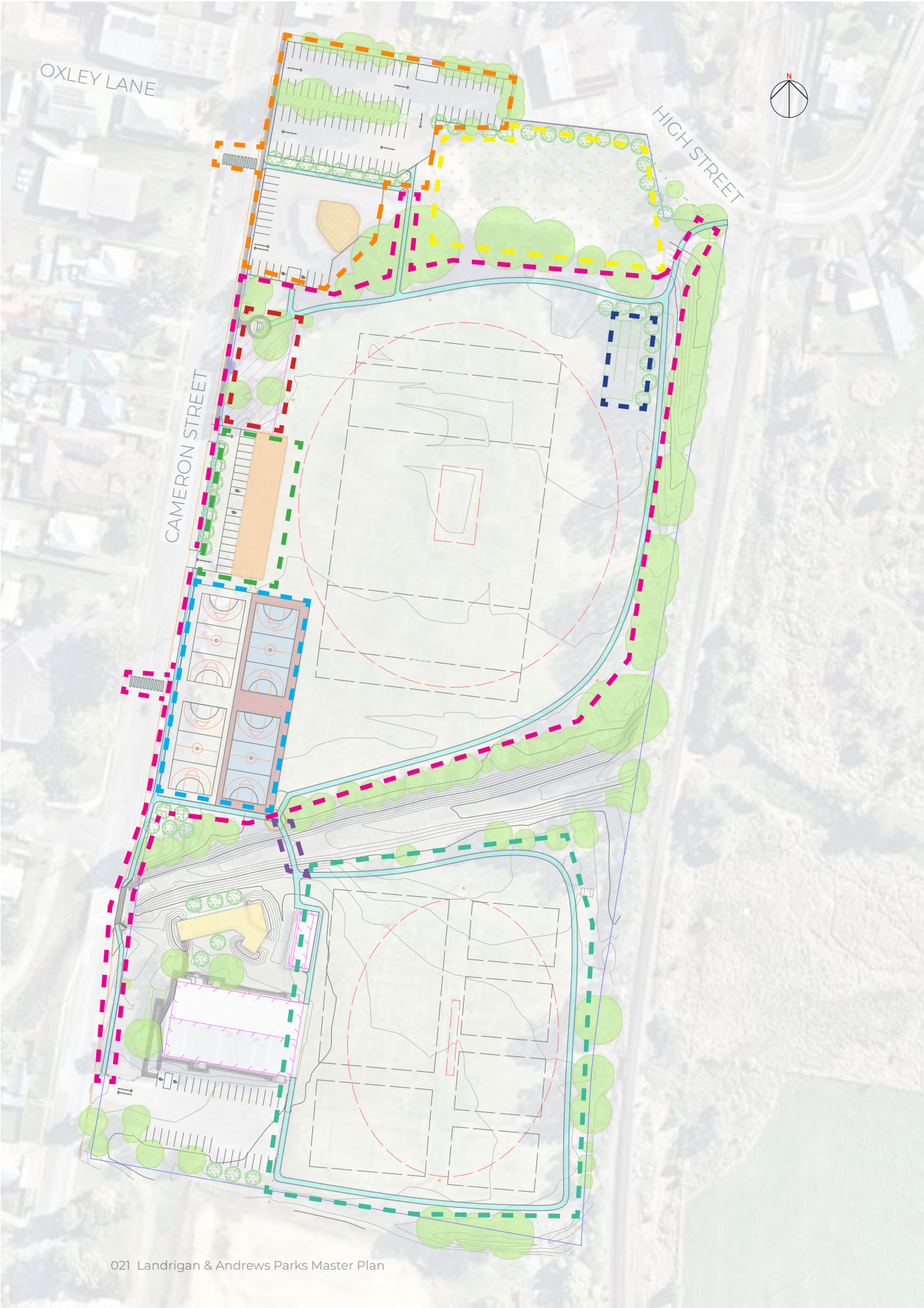
**STAGE 1**

- Multi-use hard courts

**FOLLOWING STAGING**

- Formalising north carpark with upper zebra crossing
- Multi-use zone & park signage
- Andrews Park pedestrian loop and lower zebra crossing
- Cricket nets & storage
- Amenities building & carpark
- Bridge connection
- Play space
- Landrigan Park pedestrian loop

020 Landrigan & Andrews Parks Master Plan



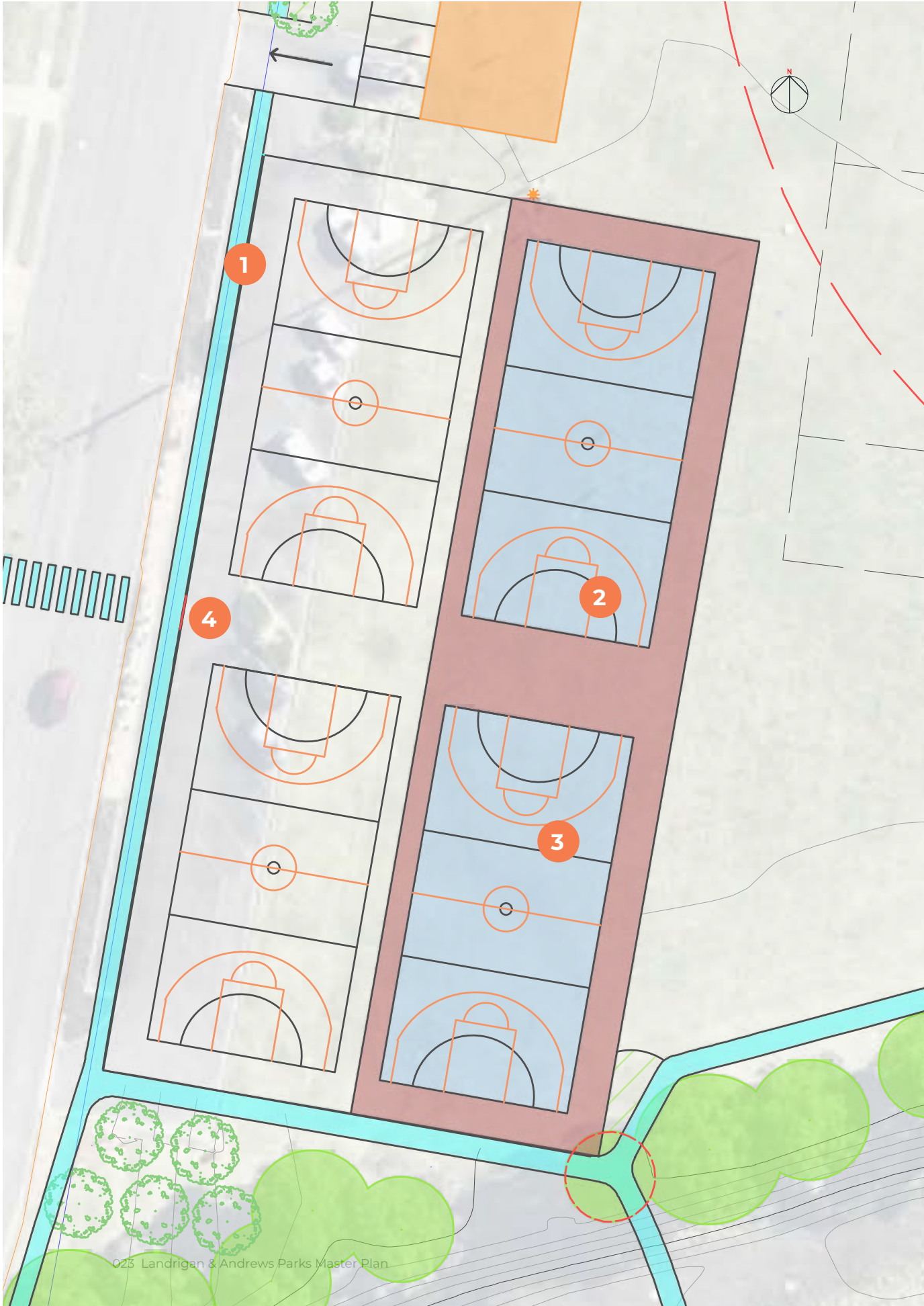
021 Landrigan & Andrews Parks Master Plan



Multi-use Hard Courts

- 1. Hard court fencing
- 2. Basketball marking
- 3. Netball marking
- 4. Entrance gate

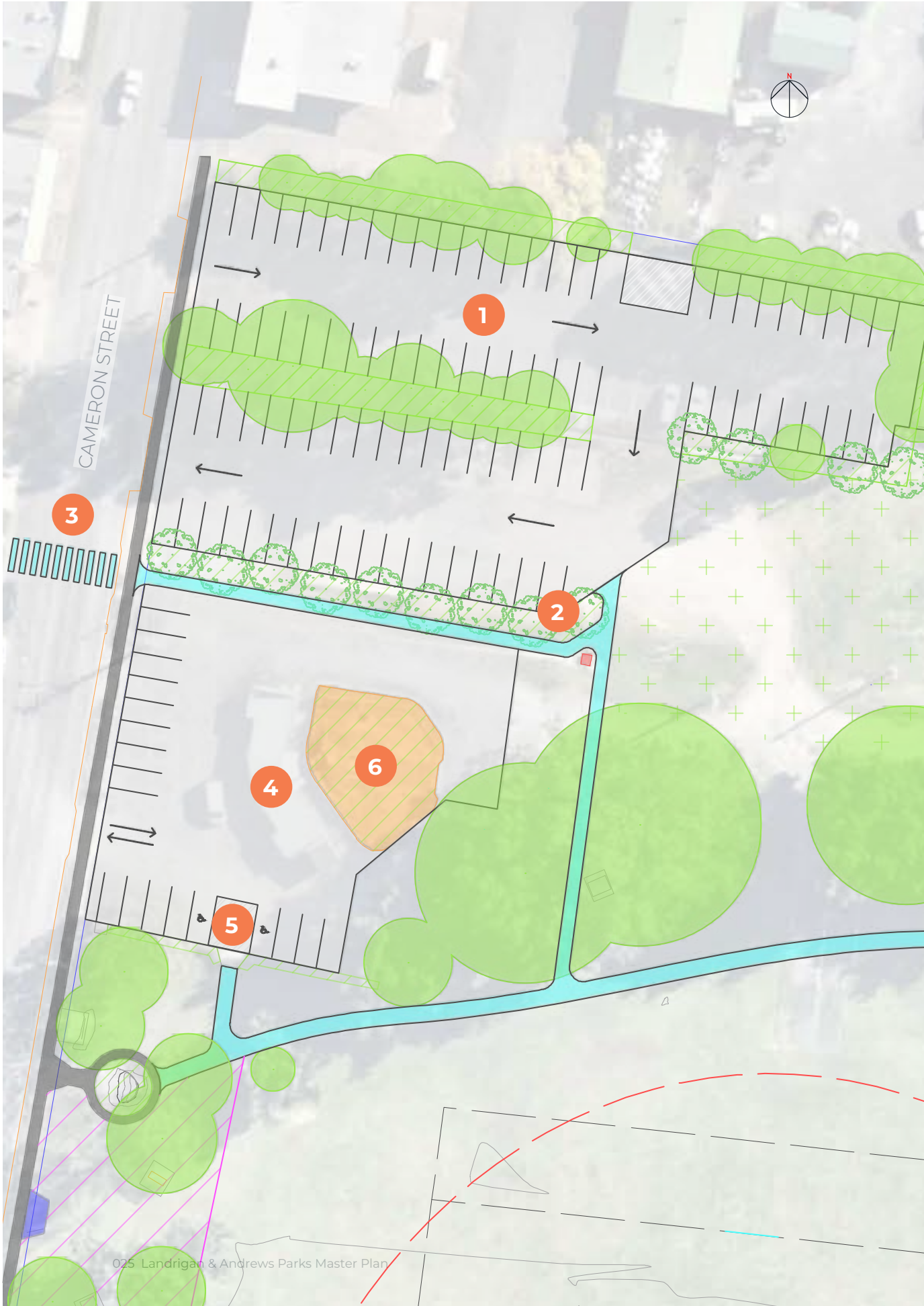
Note: 2 courts to be delivered first due to funding availability.





Formalising North Carpark

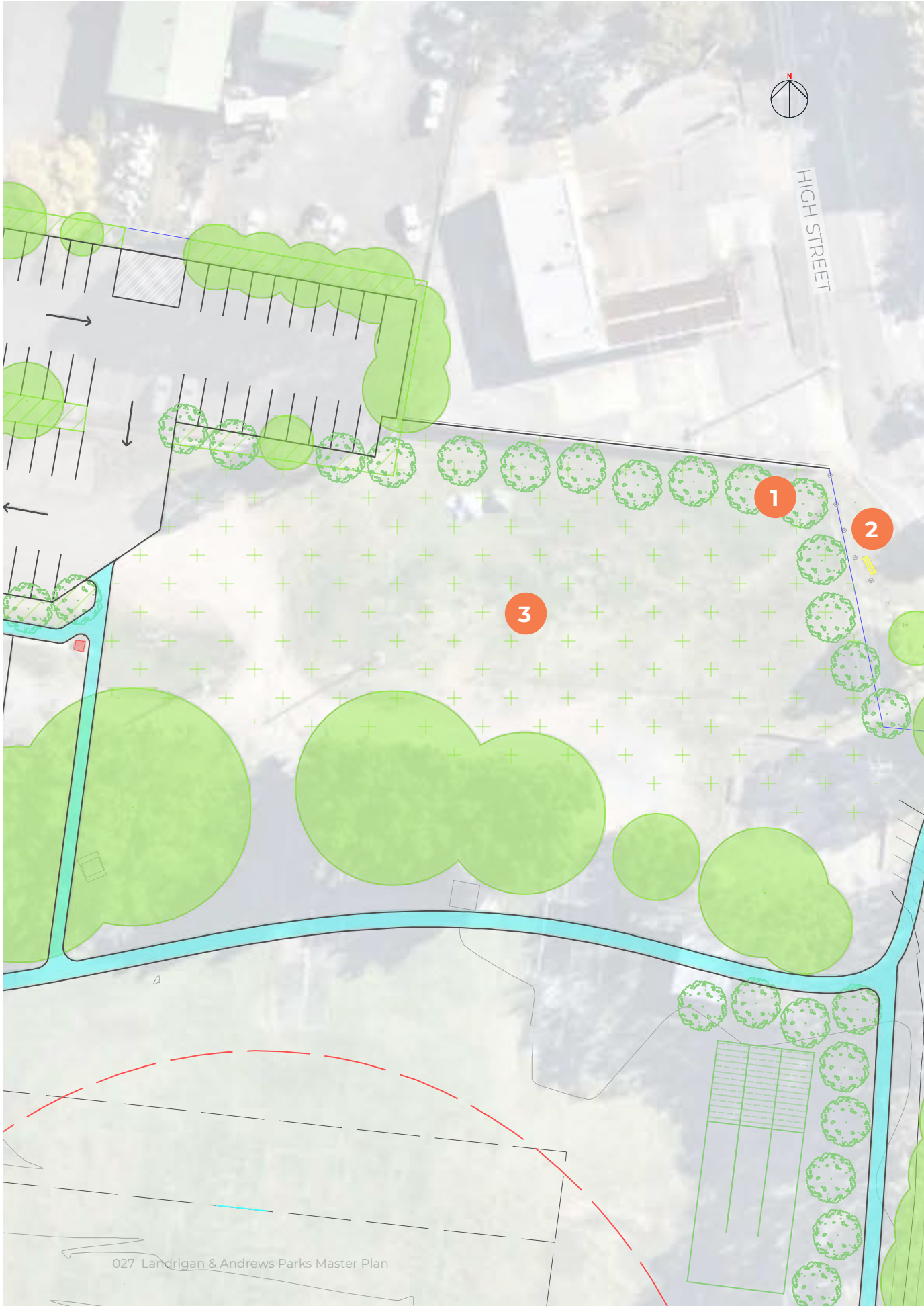
- 1. 108 parking spaces
- 2. Screen/shade planting
- 3. Zebra crossing connects to carpark's footpath
- 4. Buffer space for sewer pump station future upgrades
- 5. 2 disabled parking spaces
- 6. Vegetation on top of pump station





Multi-use Zone & Park Signage

- 1. Screen/shade planting
- 2. Pedestrian wayfinding signage
- 3. Open space for passive recreational activities





Pedestrian Path

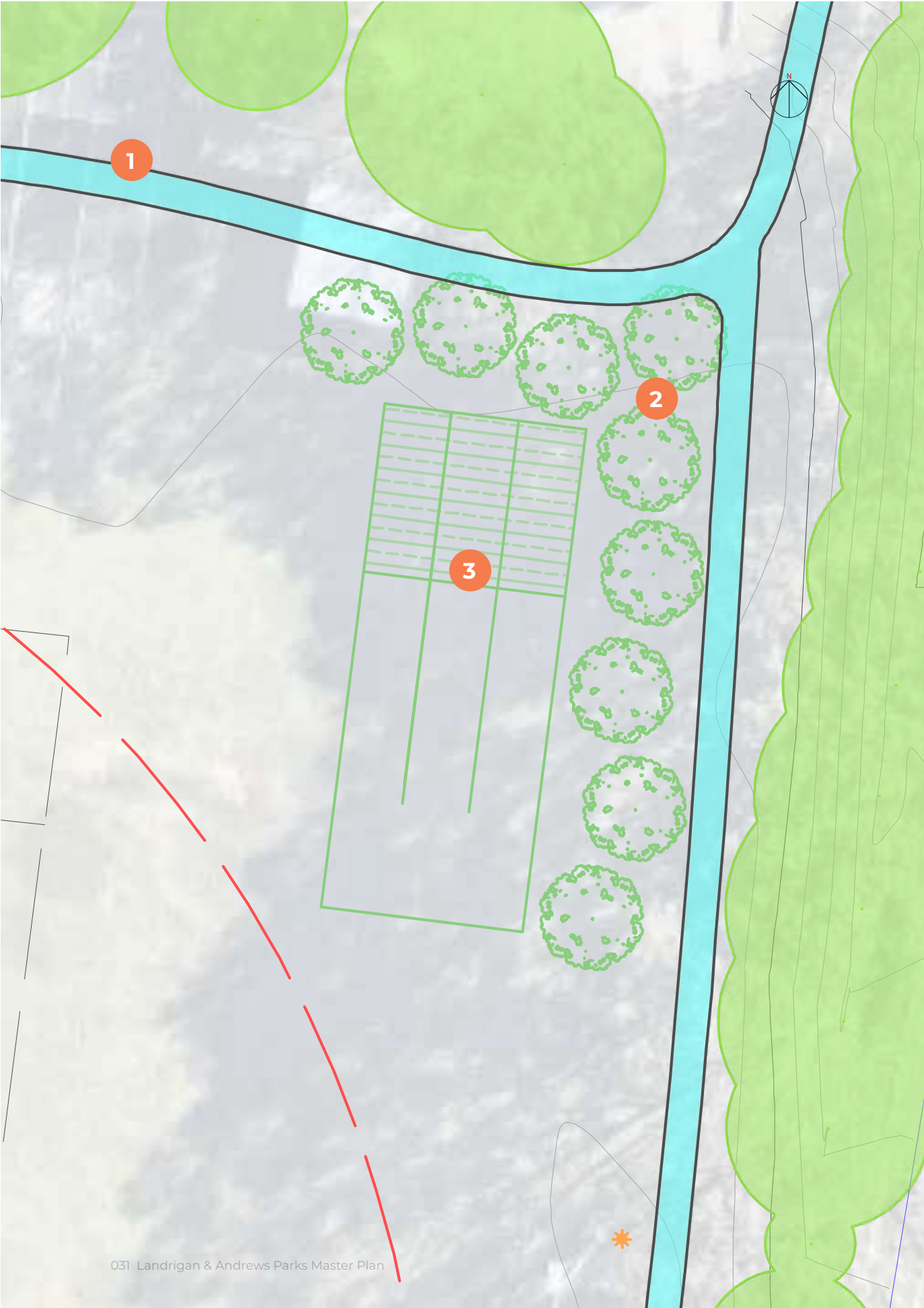
- 1. 1m existing path
- 2. 2.5m shared path
- 3. 1.5m pedestrian path





Cricket Nets

- 1. Original location
- 2. Screen planting
- 3. 3 lane practice facility





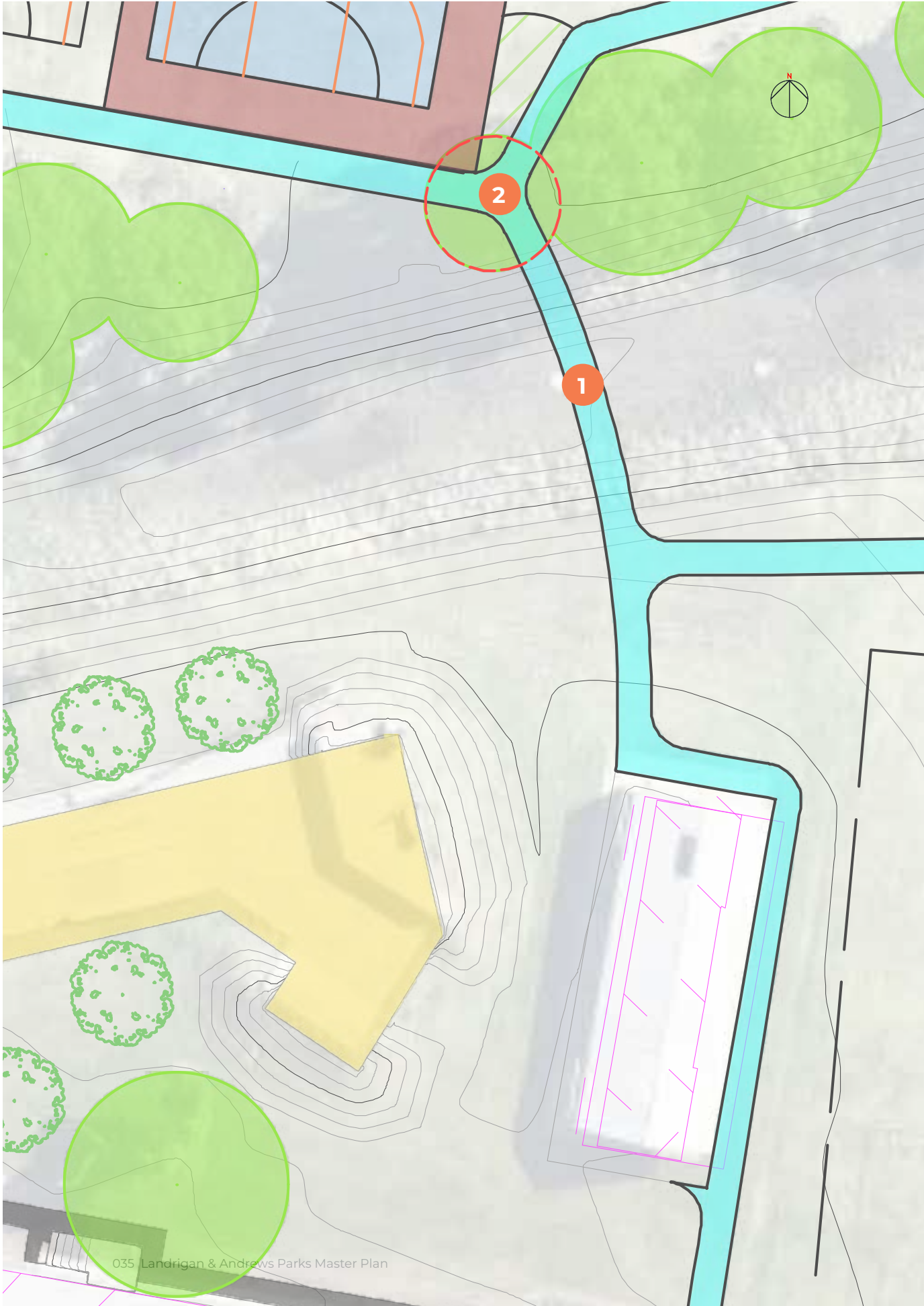
Amenities Building & Carpark

- 1. 16 parking spaces
- 2. Public toilet, change room & storage
- 3. Tiered seating
- 4. 2 disabled parking spaces



Bridge Connection

- 1. Foot bridge
- 2. Removal of unhealthy tree





Play Space

- 1. Play space - nature play



## Stage 2 Master Plan

It is essential to recognise the forthcoming transformations in Landrigan and Andrews Parks upon the culmination of the Hastings Regional Sports Complex project. This entails the relocation of cricket facilities, potentially accompanied by football, to the new fields. As a result, the utilisation of these spaces will shift in accordance with identified requirements, necessitating the expansion of indoor stadiums to cater to the growing Wauchope community.

The primary objective of the Stage 2 Master Plan is to conceptualise the envisioned state of these changes within the initial 5 years following the completion of the Hastings Regional Sports Complex.

038 Landrigan & Andrews Parks Master Plan



039 Landrigan & Andrews Parks Master Plan



## Contact us

Council welcomes the opportunity to hear if you have any questions, feedback or if you require a copy of the Plan.

You can contact us regarding this Plan:

**Phone us:**

(02) 6581 8111 (Monday-Friday 8am to 5pm)

**Email us:**

[council@pmhc.nsw.gov.au](mailto:council@pmhc.nsw.gov.au)

**Visit us online:**

[pmhc.nsw.gov.au](http://pmhc.nsw.gov.au)

**Visit us in person:**

17 Burrawan Street, Port Macquarie, NSW, 2444

49 High Street, Wauchope, NSW 2446

9 Laurie Street Laurieton, NSW, 2443

Monday- Friday 8:30am to 4:30 pm

**Mail us:**

PO Box 84, Port Macquarie, NSW Australia 2444

**National Relay Service:**

Number: 1300 555 727

TTY number: 133 677

SMS relay number: 0423 677 767





Landrigan & Andrews Park Master Plan

# Public Exhibition Report

MARCH 2024



# ENGAGEMENT REPORT

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# ENGAGEMENT REPORT

## 1.0 INTRODUCTION

### Background and Context

This report describes feedback received during community consultation for the public exhibition of the Landrigan & Andrews Park Master Plan. Targeted stakeholders, current and future users and the broader community were asked to have their say on the draft Master Plan for this space.

This engagement follows extensive consultation (including a co-design workshop) with sporting user groups and the broader community during the needs analysis and concept design phases for this project.

The draft Master Plan will be finalised in consideration of the public exhibition feedback, and within the project scope and budget.

### Funding

Stage 1 of the implementation plan is for the construction of two multi-use hard courts. The \$350,000 project is being funded under the Australian Government Local Roads & Community Infrastructure Program.

### About the site

Landrigan and Andrews Park share an important sport and recreational zone for the community of Wauchope. An upgrade to facilities and recreational planning is required to meet the competing and growing needs of this community.

The facilities are used by many groups including netball, cricket, soccer and rugby union. The area, which includes open green space, skate park, picnic tables and amenities, is regularly used by community members and visitors.

### Strategy Alignment

The Landrigan & Andrews Park Master Plan supports the **Community Strategic Plan** objective, that: *We enjoy easy access to clean, green and blue spaces and a wide range of active and passive cultural, sporting and recreational activities*. The associated CSP objective is to: *Protect, enhance and maximise the use of existing public open space and expand in line with the needs of our community*.

The project also aligns with:

- Delivery Program (2.3.4 Plan, investigate, design and construct open spaces, recreational and community facilities)
- Operational Plan 2023 - 2024 (SR 11 Regional Master Planning; complete Master Plan works on Andrew Park).

# ENGAGEMENT REPORT

## Council Resolution

The decision to place the draft Master Plan on public exhibition follows the Council Resolution from the 14 December 2024 Ordinary Council Meeting to:

1. Place the draft Landrigan and Andrews Parks Master Plan on public exhibition for a period of not less than 28 days.
2. Identify the northern car park areas and warm up zone as requiring further consideration pending a review of the benefit of providing a road connection between the Oxley Highway and Cameron Street to support traffic movement through Wauchope CBD, planned for 2025-2026 as part of an LGA wide traffic modelling review.
3. Note that a further report will be tabled at a future meeting of Council, detailing the submissions received from the public during the exhibition period.

## Scope of the Report

The scope of this report is to:

- Report on and responds to feedback received during the public exhibition period
- Present this data in a legible format
- Provide de-identified, verbatim comments
- Provide a decision-making timeline

## 2.0 COMMUNITY ENGAGEMENT

### Engagement Approach

Following the IAP2 matrix for public participation, the level of engagement for the concept design was *inform* to *consult*. This means we sought to:

- Provide the public with balanced and objective information to assist them in understanding the project; and
- Obtain feedback on analysis, alternative and/or decisions.

Our commitment from this process is to:

- Keep the community informed.
- Listen and acknowledge concerns and aspirations.
- Let the community know how their input has influenced decisions made in finalising the design.

Targeted engagement with sporting clubs was the primary means of promotion of the draft Master Plan and was used to drive audiences to Have Your Say where feedback was collected via and online survey. A pop-up stand hosted on site was compromised by poor weather.

The consultation was open between 24 January and 1 March 2024.

# ENGAGEMENT REPORT

## 3.0 ENGAGEMENT DATA

The data presented below represents the preferences of those who provided feedback and should not be considered as a voting system.

Community engagement is designed to ensure that a range of perspectives and factors are considered in decision-making. It aims to create an understanding of community needs and preferences while facilitating active participation and dialogue.

### Targeted Stakeholder Engagement

On Wednesday 21 February 2024 Council representatives met with executive members of the following local sport clubs to gain formal, sport-specific feedback on the draft Master Plan.

- Wauchope Thunder Rugby Union Club
- Wauchope Thunder Junior Rugby Union Club
- Wauchope Netball Club
- Wauchope Social Netball Club
- Wauchope RSL Cricket Club

Feedback included a request to expand the club amenities building; fencing; line marking type and car parking. Each feedback item is detailed and responded to in **5.0 Sporting Club Submissions** (page 9).

### Have Your Say

There were **175 page visits**, the draft Master Plan was **downloaded 94 times**, and **5 survey responses** collected through the Have Your Say page for this engagement.

Additional feedback was received via email from a community member and two formal submissions from the Hastings Hotel and Wauchope Chamber of Commerce and Industry were also received.

- 132 Aware participants
- 80 Informed participants
- 6 Engaged participants

### Survey Response Numbers

A pop-up stand planned for a training day was poorly attended due to early precipitation resulting in field closure. There was not another opportunity to return to the fields prior to the close of the public exhibition period. We acknowledge this as a contributing factor to the low survey response number.

During the concept design phase, over 20 stakeholders, representing over 12 sporting associations participated in a co-design workshop. Outcomes from this informed the draft Master Plan design.

# ENGAGEMENT REPORT

Have Your Say survey responses are graphed below, with de-identified verbatim feedback tabled in **Appendix (1)**.

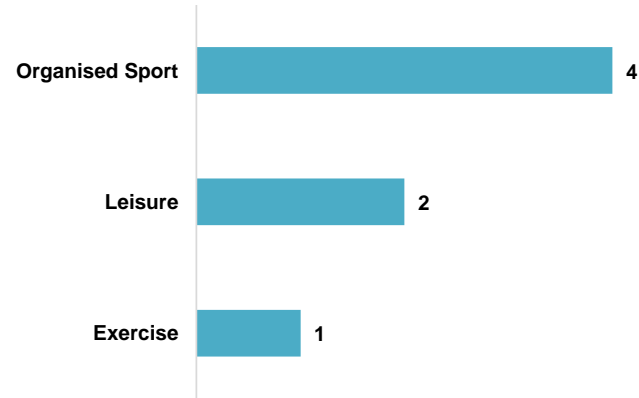
**1. Respondent location**

- Wauchope (3)
- Rosewood (1)
- Bobs Creek (1)

**2. Age Group**

20-29	1
50-59	2
60-69	1
70-79	1

**3. How do you use Landrigan and Andrews Parks most of the time?**



**4. Did you participate in the co-design workshops held in April 2023?**

None of the survey respondents participated in the co-design workshop.

**5. Have you seen the proposed Master Plan?**

All survey respondents have viewed the proposed plan.

# ENGAGEMENT REPORT

## 4.0 SURVEY OPEN FEEDBACK AND RESPONSES

Feedback received from survey and email respondents is summarised and responded to below. Submissions from the Hastings Hotel and Wauchope Chamber of Commerce and Industry are addressed in section 5.

Verbatim feedback is included in Appendix 1.

Feedback Summary & Council Response	Design Impact
<p><b>Feedback:</b> Any work to the northern end of Andrews Park will close off future potential for the Wauchope Bypass.</p> <p><b>Response:</b> As per Council resolution 14 December 2023, Council resolved the following:</p> <ul style="list-style-type: none"> <li>Identify the northern carpark areas and warm up zone as requiring further consideration pending a review of the benefit of providing a road connection between the Oxley Highway and Cameron Street to support traffic movement through Wauchope CBD, planned for 2025-2026 as part of an LGA wide traffic modelling review.</li> </ul>	No change
<p><b>Feedback:</b> Footpath on the eastern side of Andrews park is unnecessary.</p> <p><b>Response:</b> Activation with loop path for community use is important for the health and wellbeing of residents. Currently there lacks a pedestrian-friendly loop path in Wauchope.</p>	No change
<p><b>Feedback:</b> Redirect funds towards upgrading the lighting system to facilitate day/night cricket matches.</p> <p><b>Response:</b> Out of scope for Master Plan – this request is noted and will be considered for future lighting design upgrades.</p>	No change
<p><b>Feedback:</b> Dissatisfaction with Council's failure to fulfill past promises such as the turf cricket pitch in Blackbutt Park.</p> <p><b>Response:</b> Out of scope of Master Plan.</p>	No change
<p><b>Feedback:</b> Concern is raised about the dual use of Andrews Park's cricket pitch for Rugby Union, predicting future expenses when the turf needs replacement.</p> <p><b>Response:</b> Andrews Park is and will remain a multi-use facility with both Summer and Winter code activation.</p>	No change

## ENGAGEMENT REPORT

<b>Feedback:</b> What is the likelihood of the proposed cricket grounds on Port Lane being built?	No change
<b>Response:</b> Hastings Regional Sporting Complex is a priority sport project for PMHC.	
<b>Feedback:</b> Request for more substantial community developments beyond playground upgrades.	No change
<b>Response:</b> The Master Plan included upgrades for active sport, passive play and opportunities for community activation.	
<b>Feedback:</b> Concerned about limited space for growing population and popularity of netball in the region.	Additional netball/multi-use hardcourt included. A total of 4 courts are proposed
<b>Response:</b> Through consultation with an external court construction specialist and investigation into further opportunity the inclusion of a fourth court is now proposed.	
<b>Feedback:</b> Request that the proposed facility be constructed as soon as possible.	No change
<b>Response:</b> Stage 1 of the implementation plan is for the construction of 2 multi-use hard courts. The \$350,000 project is being funded under the Australian Government Local Roads & Community Infrastructure Program.	
<b>Feedback:</b> The park requires more female and disabled toilets and female/disabled changing facilities. It is used by RV campers in our signposted "RV friendly town"	No change
<b>Response:</b> The Master Plan does not include detailed design of amenities building. Design options will be explored and developed with local clubs. This building will have access to publicly accessible toilet amenity.	
<b>Feedback:</b> Great design	No change
<b>Response:</b> Noted	
<b>Feedback:</b> What became of the proposed main street bypass that was to pass thru the northern end of this area?	No change
<b>Response:</b> As per Council resolution 14 December 2023, Council resolved the following; <ul style="list-style-type: none"> <li>Identify the northern carpark areas and warm up zone as requiring further consideration pending a review of the benefit of providing a road</li> </ul>	

## ENGAGEMENT REPORT

connection between the Oxley Highway and Cameron Street to support traffic movement through Wauchope CBD, planned for 2025-2026 as part of an LGA wide traffic modelling review.	
<b>Feedback:</b> Acknowledges the positive step for growing netballers but views it as a temporary solution due to ongoing expansion in junior sporting numbers. Urges prioritising the establishment of the new sporting facility to meet the long-term needs of the community.	Yes, additional netball/multi-use hardcourt
<b>Response:</b> Through consultation with an external court construction specialist and investigation into further opportunity the inclusion of a fourth court is now proposed.  Hastings Regional Sporting Complex is a priority sport project for PMHC, netball is not included in the design for Hastings Regional Sporting Complex.	
<b>Feedback:</b> I cannot see any benefit to the population and parks in the design. Not enough to warrant such an expenditure of money.	No change
<b>Response:</b> During targeted consultation with over 12 sporting and community groups identified the need to upgrade these fields to accommodate current and future sports. This includes netball, cricket, rugby, and football.	
<b>Feedback:</b> Does not support the inclusion of a caravan dump point in this location.	No change
<b>Response:</b> No RV chemical toilet dump points is included. There is no current RV chemical toilet dump point at Andrews Park. The nearest existing dump point is located at Wauchope Showground and operated by the Wauchope Show Society.	

### 5.0 SPORTING CLUB SUBMISSIONS

Feedback Summary & Council Response	Design Impact
<b>Feedback:</b> Increase amenities building size to ensure it is fit for purpose for 4 clubs (netball, junior rugby, senior rugby and cricket)	Andrews Park amenity building footprint increase to 550sqm
<b>Response:</b> In the Draft Plan the amenity building for Andrews Park was proposed at a size of 450sqm. This included both internal and external spaces to accommodate for sport club and publicly accessible toilets.	



## ENGAGEMENT REPORT

Through revision of the Master Plan Council investigated increasing the proposed footprint of the building to 550sqm.	
The final size of the building will not be known until the building is designed.	
<b>Feedback:</b> Cameron Street car park - can be reduced in size to accommodate for increased size of building	Cameron Street (street side) car park reduced in size
<b>Response:</b> Due to the request for an increase in size of the proposed amenity building at Andrews Park, subsequent impacts and amendments were required to the street side car park.	
<b>Feedback:</b> Lighting for multi-use courts is important for club activation	No change
<b>Response:</b> Out of scope for Master Plan – this request is noted and will be considered for future lighting design upgrades.	
<b>Feedback:</b> Consider upgrade of field lighting to 300 lux for cricket	No change
<b>Response:</b> Out of scope for Master Plan – this request is noted and will be considered for future lighting design upgrades.	
<b>Feedback:</b> Warm up area - suggest for additional parking	No change
<b>Response:</b> The Master Plan proposes a total of 110 car spaces in the northern car park. Rugby Union facility guidelines recommends 75+ car spaces per 1 playing field for a regional level facility. The current design car spaces accommodate the use of the facility as it is categorised as a district level facility.	
<b>Feedback:</b> Fence along the road side beside netball	No change
<b>Response:</b> A fence along Cameron Street is proposed on the design.	
<b>Feedback:</b> Acrylic paint on courts - not like Macquarie park - propose like courts in Coffs harbour	No change
<b>Response:</b> Out of scope for Master Plan – this request is noted and will be considered during court detailed design stage	
<b>Feedback:</b> Propose the amenity building as the second priority project for delivery	No change
<b>Response:</b> The source of funding for the Andrews Park amenity building is unknown. This project is listed under Following Stages.	

### 6.0 BUSINESS SUBMISSIONS

Full form letters are included in Appendix 2 and Appendix 3.

#### Hastings Hotel

## ENGAGEMENT REPORT

Some feedback in this submission is not within the scope of the project and has not been included in this table.

Feedback Summary & Council Response	Design Impact
<p><b>Feedback:</b> HH endorses the draft Masterplan, emphasising its alignment with the Wauchope Framework vision. It recognises the plan's focus on creating a friendly, safe, and connected community with vibrant recreational facilities catering to diverse age groups.</p> <p><b>Response:</b> Noted</p>	No change
<p><b>Feedback:</b> The submission provides specific suggestions for improvement, such as transforming Area 4 into a multi-use space, supporting proposed footpaths, advocating for essential amenities, and recommending the redesign of onsite parking, particularly around the sewer pump station.</p> <p><b>Response:</b> The Master Plan proposes a total of 110 car spaces in the northern car park. Rugby Union facility guidelines recommends 75+ car spaces per 1 playing field for a regional level facility. The current design car spaces accommodate the use of the facility as it is categorised as a district level facility.</p>	No change
<p><b>Feedback:</b> Concerns about Lighting and Safety: need for improved lighting in car park areas, emphasizing the importance of safety and surveillance. It calls for detailed specifications in the Masterplan to address potential issues like obstructed views and antisocial behaviour.</p> <p><b>Response:</b> Noted in Master Plan to be considered in detailed design stage.</p>	No change
<p><b>Feedback:</b> Importance of pedestrian connectivity, particularly between the sporting fields and the upgraded area of the Hastings Hotel. It emphasizes the benefits of this connectivity for visitors attending sporting events and the overall improvement of the visitor experience.</p> <p><b>Response:</b> Access to neighbouring lots and surrounding streets is provided by the current roadside foot path. The wider walking and cycling needs are currently being considered via the current Walking and Cycling Review being undertaken by Council.</p>	No change
<p><b>Feedback:</b> Need for timing considerations in critical infrastructure upgrades, such as stormwater and drainage management.</p> <p><b>Response:</b> Out of scope of Master Plan.</p>	No change

## ENGAGEMENT REPORT

<b>Feedback:</b> The Hastings Hotel has plans for significant upgrades, including children's playground facilities. It highlights the demand for family-friendly spaces in Wauchope and anticipates that the hotel's enhancements will contribute to the overall usability of the sporting facilities.	No change
<b>Response:</b> Noted	

### Wauchope Chamber of Commerce and Industry

Feedback Summary & Council Response	Design Impact
<b>Feedback:</b> The area marked as a "Warm up Zone" seems to cover a significant amount of area in relation to the adjacent car park. Given the lack of tourist parking in the town, we would like to suggest that this warm-up zone be reduced in favour of more parking, specifically to accommodate caravan and trailer parking to encourage more tourists to stop in the town centre.	No change
<b>Response:</b> The Master Plan proposes a total of 110 car spaces in the northern car park. Rugby Union facility guidelines recommends 75+ car spaces per 1 playing field for a regional level facility. The current design car spaces accommodate the use of the facility as it is categorised as a district level facility.  The car park is not designed to accommodate long vehicles including caravans and trailers. However, for casual parking, under NSW road rules, these vehicles are permitted to position their vehicle within the minimum number of parking bays needed.  For long term and overnight stays caravan and trailer parking is available at Wauchope Showground owned and operated by the Wauchope Show Society.	
<b>Feedback:</b> With the provision of the footbridge, could the pedestrian loop be extended to surround the southern grounds, to create a significant bike/pedestrian experience. This along with art, history or story boards along the way could create a real attraction for visitors to Wauchope and enhance the exercise/recreational opportunities.	
<b>Response:</b> Further investigation has been undertaken to achieve a loop path around Landrigan Park. This is now achieved however will be constrained by the need to upgrade the field lighting prior to the footpath construction.	Loop path around Landrigan Park now included
<b>Feedback:</b> Is the signage adjacent to High Street in the North Eastern corner, designed a to be directional signage or just identifying the parks. If	No Change

# ENGAGEMENT REPORT

directional, then it would seem to be a long way from parking and may need relocating. If just identifying the area, then maybe provision needs to be made for some directional information as to which fields are where, walking track etc.	
<b>Response:</b> Noted	
<b>Feedback:</b> Has provision been made for sufficient netball courts? Given the popularity of this sport and the number of participants, the number of courts covered by this proposal seems to be insufficient.	Additional netball/multi-use hardcourt included. A total of 4 courts are proposed
<b>Response:</b> Through consultation with an external court construction specialist and investigation into further opportunity the inclusion of a fourth court is now proposed.	

## 7.0 NEXT STEPS

Feedback received during the public exhibition period will be responded to and considered during the finalisation of the draft Landrigan & Andrews Park Master Plan.

The updated draft will be presented at the 18 April 2024 Ordinary Council Meeting for consideration for adoption by the elected members.

We will inform key stakeholders and those who made submissions of the date of the Council meeting, at which stage, the updated Draft Master Plan will be available to view.

# ENGAGEMENT REPORT

## APPENDIX 1: VERBATIM FEEDBACK

### Do you have any feedback on the proposed master plan?

<ul style="list-style-type: none"> <li>• Yes. There are 2 significant proposals which should be reviewed/preferably dropped. I also have a suggestion.</li> <li>1. If revisions are done to the carpark etc area at the northern end of Andrews Park you will PERMANENTLY close off what was to be part of a bypass of the Wauchope CBD. How and where can a bypass (absolutely necessary) be set up?</li> <li>2. I believe the footpath at the eastern side of Andrews park is a waste of money. It will seldom be used. There are many areas of Wauchope with a greater need for a footpath e.g. Fairmont Gardens area which has zero footpaths.</li> <li>• <b>Suggestion:</b> Why not spend money on upgrading the lighting system so day/night cricket matches can be paid?</li> <li>• I have been a ratepayer long enough to recall how Council was going to build a turf cricket pitch on Blackbutt Park. Not only has Council reneged on that promise it now allows Rugby Union to be played across the Andrews Park cricket pitch. This will be expensive when the turf needs replacing.</li> <li>• <b>Question:</b> What will become of the proposed cricket grounds on Port Lane? I will confidently predict that they will NEVER be built. Wauchope deserves better than upgrading playgrounds.</li> </ul>
<ul style="list-style-type: none"> <li>• Its a step in the right direction for our ever growing netballers for sure , But at the end of the day space is limited and for our growing population the same as Lank Bain and Fairmont Gardens the only solution is to get the proposed new sporting facility up and running sooner rather than later!!!</li> <li>• Our junior sporting numbers continue to grow so I only see this as a bandaid solution.</li> </ul>
<ul style="list-style-type: none"> <li>• Great design</li> </ul>
<ul style="list-style-type: none"> <li>• The park requires more female and disabled toilets and female/disabled changing facilities. It is used by RV campers in our signposted "RV friendly town"</li> </ul>
<ul style="list-style-type: none"> <li>• What became of the proposed main street bypass that was to pass thru the northern end of this area</li> </ul>
<ul style="list-style-type: none"> <li>• I have perused the projected Plan ( all plans are/should be futurism) but unfortunately I cannot see any benefit to the population and parks in the design. Not enough to warrant such an expenditure of money.</li> <li>• I was on the original Bain Park committee when in 1970's with Bob Smith as chair we decided to put in the row of trees to the east near the railway and the position etc of the stadium which was built under the RED scheme.</li> <li>• So that is not actually a harsh criticism, just an opinion</li> </ul>

## ENGAGEMENT REPORT

- Parks are out of use whilst these works happen - just look at the time Bain Park has been out of use!
- But the one thing that I cannot see as a good point would be to place a caravan or toilet dump point. We used to stop at Nabiac at a park with facilities on the east of the primary school and the council put in a dump point.
- it now stinks and you cannot barely use that quiet space anymore as the vans come in and dump. When we talk to some of the people they don't intend to stay in town or they have been away for a few days and drop the stuff. rather than use their own.
- Maybe the caravan parks could put in their own dump points. That way the people would stay. I cannot imagine a person driving off the highway to Wauchope just to dump their manure.

# ENGAGEMENT REPORT

## APPENDIX 2: HASTINGS HOTEL SUBMISSION



***The Hastings Hotel supports the development of the Andrews and Landrigan Park Masterplan and welcomes the opportunity to provide feedback and amendments to the draft plan.***

As a sponsor and supporter of a number of sporting groups over many years, as well as being an adjoining neighbour, the Hastings Hotel is well placed to provide feedback to Council regarding the needs of the community in regard to these sporting fields, and the opportunities for improvements to the precinct.

The Hastings Hotel adjoins the Masterplan area and this submission to Council supports future upgrades and improvements to these sporting facilities to support a multi-purpose site.

The draft Masterplan is supported in that it is consistent with the Wauchope Framework vision – particularly being a friendly, safe & connected community; activating Wauchope, providing for a vibrant tourist & cultural locality; and encouraging people to visit Wauchope. It is noted that the draft Masterplan aims to achieve these goals by activating the park and providing a range of recreational facilities and amenities that cater to different age groups and interests and considers accessibility and connectivity within and around the parks. These elements of the draft Masterplan are supported and are consistent with the current upgrade plans proposed for the adjoining Hastings Hotel.

In reviewing the Concept Plan, one of the areas that can be readily improved is to change the proposed use of Area 4 on the Concept Plan to a multi-use area. This area is currently identified as warm up zone and shown on the detailed plan as being open space. However, this area would be better utilised as a multi-use area. The majority of the time, this area could be used to provide parking, particularly for the users of the new site for the cricket nets. The occasional use of this area would be to provide space for community events, farmers & flea type markets as well as additional / overflow parking for major sports days, a few times a year. Otherwise, it is likely that this left over green space could become neglected or otherwise occupied in a manner that was not conducive to the concept plan for this sporting and community precinct.

The proposed footpaths are supported, provided that the location of pathways is well clear of any playing surface. Linking to the existing footpaths in Cameron Street is particularly important, as well as providing safe and easy pedestrian access to the onsite carparks. The pedestrian bridge over the drainage channel is an essential element to the sporting field connectivity but must be located to ensure it will not be impacted by stormwater events.

The Stage One works appear to only relate to the Netball courts. Whilst this is applauded. The new amenities building is long overdue and should also form part of Stage One works. The new amenities building should incorporate the necessary change rooms and will bring the facilities up to at least current acceptable standards. The removal of the old toilet block, once the new amenities has been completed, will immediately improve the street appeal of the locality, and provide the opportunity to reconfigure and increase the onsite parking.



## ENGAGEMENT REPORT



The formalising and reconfiguration of the onsite parking is strongly supported. The area dedicated to parking has the potential to provide improved parking facilities under this Masterplan. It is not clear why there is such a large area of unused onsite parking around the sewer pump station. This is noted in the Masterplan document as being for "Buffer space for sewer pump station future upgrades", as well as "vegetation on top of pump station".

This is not an efficient use of the available carparking in this area of the Masterplan and should be redesigned. The setting aside of land as a 'buffer' for future pump station works is not a good use of this land asset. Using the area for onsite parking does not preclude the land from future access to, or use for, sewer pump station, and therefore the area should be used for parking, even if it is only an interim use until upgrades to the pump station are undertaken.

An overall improvement to lighting within the existing and proposed carpark areas is also required as part of any upgrade works. There is limited information in the draft Masterplan regarding lighting. It is noted that CPTED principles will form part of the design elements, however lighting of the carpark areas and pedestrian linkages between these areas must be specified in the Masterplan. Lighting areas around buildings and ensuring the proposed "screen" planting does not create areas of obstructed view, are important to multi use areas that need to remain active with high levels of passive surveillance. Casual views across the precinct from surrounding footpaths and roadways must be maintained to ensure users feel and are safe, and to minimise antisocial behaviour including graffiti and other forms of vandalism.

As has been discussed with Council, Hastings Hotel is planning significant upgrades and renovations to improve the frontage of the property which addresses the Andrews Park / Landrigan Park Masterplan area. This includes a significant investment in children's playground facilities on this side of the Hastings Hotel, and this will create a strong connection for families who also use the adjoining sporting facilities.

There is a significant demand for more family friendly places in the Wauchope CBD, and the proposed works by the Hastings Hotel will provide this opportunity. This is particularly for families visiting the adjoining sporting facilities. The level, pedestrian accessible connection between the sporting fields, and the upgraded area of the Hastings Hotel, will provide an additional level of service for those attending sporting events. The proposed, large children's playground on the Hastings Hotel site, provides an opportunity for families to entertain younger family members, whilst remaining connected to the sporting activities. There is also the option for visitors and families to utilise the bistro area for meals during and post sporting events. This again, enhances the usability of the sporting facilities, and ensures food and refreshment options are available even after hours, when many other shops in the CBD are closed.

Therefore, the pedestrian connectivity to the CBD is essential and supported. The pedestrian connection to the Hastings Hotel is particularly supported, as this will ensure that users of the sporting facilities have access to the proposed children's outdoor playground and provides sports users with food and refreshment options. There are options for overnight accommodation at the Hotel, which is also available to sports patrons, which will also improve visitor experience to this precinct.

## ENGAGEMENT REPORT



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## ENGAGEMENT REPORT



**Conclusion:**

Overall, the Masterplan upgrades are supported, with the minor changes noted in regard to ensuring Area 4 is an improved multi use area including being able to provide parking close to the cricket nets, as well as being able to be used for overflow parking, and also being available as an all-weather site for community events a few times a year. This is a high visibility portion of the precinct, and the activation of this area for community activities would attract visitors to the precinct when these events are occasionally held on site.

The other matters noted are generally in support of the concepts shown on the draft Masterplan, with minor changes identified above, and particularly regarding the timing for the works where they are critical infrastructure upgrades, such as stormwater / drainage management.

# ENGAGEMENT REPORT

## APPENDIX 3: WAUCHOPE CHAMBER OF COMMERCE & INDUSTRY SUBMISSION

### Wauchope Chamber of Commerce & Industry Inc

Po Box 270 WAUCHOPE NSW 2446 | ABN. 84 173 134 089

[wauchopechamber@gmail.com](mailto:wauchopechamber@gmail.com)



1 March 2024

Chief Executive Officer  
Port Macquarie-Hastings Council  
PO Box 84  
Port Macquarie NSW 2444

RE: Landrigan and Andrews Parks Master Plan

Dear Dr Clare Allen,

The Wauchope Chamber of Commerce applauds Port Macquarie Hastings Council initiative in improving sporting facilities and associated infrastructure in the Andrews/Landrigan Park vicinity. The provision of amenities such as zebra crossings and a footbridge over the separating gully have been a long time coming, having been previously suggested over the years. Wauchope is a great sporting town and hosts many visitors to play many different sports, for this to continue we need to have facilities that are well appointed and attractive enough for this to continue. This is not only for the benefit of local sporting organisations, but for the commerce of the town as well.

In relation to the specifics of the Masterplan, we would like to make the following brief comments:

- The area marked as a "Warm up Zone" seems to cover a significant amount of area in relation to the adjacent car park. Given the lack of tourist parking in the town, we would like to suggest that this warm up zone be reduced in favour of more parking, specifically to accommodate caravan and trailer parking to encourage more tourists to stop in the town centre.
- With the provision of the footbridge, could the pedestrian loop be extended to surround the southern grounds, to create a really significant bike/pedestrian experience. This along with art, history or story boards along the way could create a real attraction for visitors to Wauchope and enhance the exercise/recreational opportunities.
- Is the signage adjacent to High Street in the North Eastern corner, designed a to be directional signage or just identifying the parks. If directional, then it would seem to be a long way from parking and may need relocating. If just identifying the area, then maybe provision needs to be made for some directional information as to which fields are where, walking track etc.
- Has provision been made for sufficient netball courts? Given the popularity of this sport and the number of participants, the number of courts covered by this proposal seems to be insufficient.

Thank you for the opportunity to provide feedback.



# Recreation and Open Space Action Plan

2024-29

DRAFT



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## Acknowledgement of Country

### **Yii Birrbay Barray**

This is Birpai Country

### **Nyura yii-gu mara-la barray-gu, nyaa-gi, ngarra-gi**

You have come here, to the country to see, listen and remember

### **Gathay Nyiirun Wakulda**

Let's all go together as one

We acknowledge that we are on Birpai country and pay respects to all elders past, present and emerging.

We acknowledge the ongoing connection to the Traditional Owners and Custodians of the lands and waters of the Port Macquarie-Hastings Region.



## Overview

We recognise the importance of sport and recreation as an integral part of our social fabric, generating community cohesion and attracting visitors to the region. Our region has some fantastic recreational resources including the Port Macquarie Coastal Walk, Port Macquarie Skatepark, many diverse playground across the region, our sporting facilities, and iconic beaches. It is vital that we work with the community to deliver and enhance these services and opportunities.

We need to be well prepared to continue the delivery of an appropriate level of recreational facilities and services into the future. This includes maintaining a commitment to the provision of sports facilities, providing for participation in unstructured activities and a variety of passive and active recreational pursuits.

Due to the increase in facilities and services provided to and required by the community, provision of these opportunities has become more complex. We plan, develop and manage suitable allocation of funding, resources and priorities to ensure all members of the community are offered the opportunity to participate.

The *Recreation and Open Space Action Plan* (the Plan) aims to provide us with the necessary framework to provide for sport and recreation facilities in the short to medium term.



## March 2024 update

This is an updated Plan which reflects current priority projects required to meet community needs along with facilities needed to meet forecast growth in the Port Macquarie–Hastings.

The status of actions identified for delivery in the previous Plans (Recreation Action Plan 2015-25, Recreation Action Plan 2017-25, Recreation Action Plan 2019-25, Recreation Action Plan 2020-25 and Recreation Action Plan 2023-29) is outlined in Appendix 1.

The Plan has been revised to reflect:

- Changing community, Council and state government priorities;
- Changes of uses of recreation spaces during the Covid19 pandemic and the importance of recreation space;
- An assessment of user groups needs today and into the future;
- Opportunities to reduce overall project cost and minimise impact on user groups by aligning project stages where appropriate;
- Condition based asset information, providing clarity as to when assets need to be replaced;
- Likely availability of funding sources and consideration of alternative funding sources; and
- A desire to optimise the use of existing open spaces and recreation facilities.

This updated Plan identifies three timelines for delivery of priority projects:

- Immediate 2023-24
- Short term 2024-26
- Medium term 2026-29







## Review

Each year an annual report which details performance against the agreed outcomes within the Plan will be reported to Council for information.

The Plan will be subject to annual review and it may be necessary to modify the action plan in accordance with changing community needs, financial position of Council, ability to deliver within timeframe and legislative requirements.

The Plan identifies a number of strategic planning actions as immediate priority for this financial year. Further actions or priorities may be included in the annual review of the *Recreation and Open Space Action Plan* following the review and development of these planning documents. A Places to Play Plan will be developed and will include playgrounds, outdoor fitness equipment, outdoor multi-use courts and outdoor volleyball courts.

While much of the responsibility for progressing these priorities will rest with Council, the community and other stakeholders also share this responsibility. Council, its community, land managers and other government agencies each have a role to play. Priorities identified in the Plan may be brought forward should funding opportunities become available such as grant funding.

## Port Macquarie-Hastings Sports Council

In May 2023 Port Macquarie-Hastings Council (PMHC) resolved to appoint a Sports Council, to be known as the Port Macquarie-Hastings Sports Council (the Sports Council). The Sports Council shall comprise of representatives of the sporting clubs and sporting community as appointed by Council.

### Benefits of the Sports Council

- The formation of a Sports Council provides significant opportunities for the clubs to take ownership of the prioritisation of future facility improvements and development in the LGA (Recreation Needs Study 2014)
- Formal, ongoing engagement with key local, regional, and state sport representative
- Implementation of a sports voice from local sport stakeholders with Council
- Transparent consultation to inform sport project priorities
- Early identification of priority projects to support strategic recreation planning

The objectives of the Sports Council are to:

- Assist in the development, review and monitoring of the Recreation Action Plan 2023-28 which assists PMHC in the identification for sport and sporting infrastructure

- Consider the cumulative effects of PMHC's decisions on identification of priorities for sport and sporting infrastructure
- Provide advice to PMHC on strategic projects and PMHC policies related to, or that may impact on the implementation of the *Recreation Action Plan 2023-28*
- Initiate increased communication between the sporting community and PMHC to ensure that all existing and future needs and requirements of sport are identified and considered
- Work with PMHC to ensure that sporting and recreation facilities are provided and maintained to an acceptable standard
- Raise funds and source grants which will assist in furthering the objectives of the Sports Council; and
- Provide input to the setting and review of fees and charges for sporting fields and recreation facilities

At the February 2024 meeting of the Sports Council resolved to recommend the sport projects to be included in the *Recreation and Open Space Action Plan 2024-29*.

## Immediate priority projects (2023-24)

### STRATEGIC PLANNING - Immediate priorities

- Develop Places to Play Plan
- Undertake a review of the 2015 Bike Plan
- Update Memorial Seating Guideline (to be superseded by *Commemorative Naming Policy*)
- Undertake a review of the *Pedestrian Access Mobility Plan*
- Develop Sports Field User Pay Strategy

Location	Facility	Project detail
Camden Haven	Beach to Beach Walkway	Commence Construction
	Kendall Skate Park, Kendall	Commence Relocation
	Kendall Recreation Reserve, Kendall	Play Space Upgrade
	Vince Inmon Sporting Complex, Laurieton	Construction Cricket Nets
	Vince Inmon Sporting Complex, Laurieton	Construction of Grandstand
	Riverview Reserve, North Haven	Play Space Upgrade
	Pilot Beach Reserve, Camden Haven	Play Space Upgrade
Lake Cathie/Bonny Hills	Rainbow Beach Sports Fields, Lake Cathie	Finalise Construction of Stage 1
LGA Wide	Recreation facilities	Accessibility Audit

## Immediate priority projects (2023-24) cont...

Location	Facility	Project detail
Port Macquarie	Port Macquarie Aquatic Facility	Continue Pre-construction Activities
	Port Macquarie Community Centre	Design Development
	Port Macquarie Regional Stadium	Sports Facility Upgrade
	Tacking Point Lighthouse Reserve, Port Macquarie	Accessible Ramp Design and Approvals
	Westport Park, Port Macquarie	Splash Pad Amenities
	Westport Park, Livvi's Place, Port Macquarie	Play Space Upgrade
	Rotary Park, Port Macquarie	Reserve and Play Space Upgrade
	Town Beach Masterplan	Develop Master Plan
	Wayne Richards Park, Port Macquarie	Detailed Design for Stages 3 & 4
	Tuffins Lane Sporting Fields, Port Macquarie	Sport Field Drainage Investigation
Thrumster	Innes Lake Park, Port Macquarie	Outdoor Fitness Equipment
	Various	Beach Tubes - Undertake Investigation
Thrumster	Thrumster Sports Fields, Thrumster	Finalise Detailed Design and Approvals

## Immediate priority projects (2023-24) cont...

Location	Facility	Project detail
Wauchope & Hinterland	Bain Park, Wauchope	Reserve and Play Space Upgrade
	Beechwood Tennis Facility, Beechwood	Lighting Upgrade
	Landrigan/Andrews Park Sports Field, Wauchope	Develop Master Plan
	Pappinbarra Reserve, Pappinbarra	Multi-Use Court Upgrade
	Old Park, Wauchope	Play Space Upgrade
	Ellenborough Reserve, Ellenborough	Reserve Upgrades
	Landrigan/Andrews Park Sports Field, Wauchope	Hard Surface Multi-Use Courts
	Sancrox Reserve, Sancrox	Multi-Use Court Upgrade



## Short term priority projects (2024-25 and 2025-26)

Location	Facility	Project detail
<b>Camden Haven</b>	Camden Haven Surf Club Building	Building Replacement
	Creek to Creek	Develop Master Plan
	Dunbogan Reserve, Dunbogan	Renewal of Amenities
	Wallace Reserve, Dunbogan	Play Space Upgrade
	Vince Inmon Sporting Complex, Laurieton	Field Upgrades
	Laurie Street Reserve, Laurieton	Play Space Construction
	Kendall Recreation Reserve, Kendall	Amenities Upgrade
<b>Lake Cathie/Bonny Hills</b>	Jonathan Dixon Reserve, Lake Cathie	Viewing Platform Upgrade
<b>Port Macquarie</b>	Amethyst Way Reserve, Port Macquarie	Play Space Upgrade
	Ashdown Reserve, Port Macquarie	Play Space Upgrade
	Greenmeadows Reserve, Port Macquarie	Play Space Upgrade
	Hudson Avenue Park, Port Macquarie	Play Space Upgrade
	Mimosa Park, Port Macquarie	Play Space Upgrade
	North Shore	Floating Pontoon Investigation
	Oxley Oval, Port Macquarie	Sports Facility Upgrade
	Port Macquarie Aquatic Facility	Commence Construction (Stage 1)

## Short term priority projects (2024-26) cont...

Location	Facility	Project detail
<b>Port Macquarie Cont.</b>	Port Macquarie Community Centre	Commence Construction
	Tacking Point Lighthouse Reserve, Port Macquarie	Construction of Accessible Ramp
	Waterlilly Park, Port Macquarie	Play Space Upgrade
	Westport Park, Port Macquarie	Upgrade Amenities
	Dixie Park, Port Macquarie	Sports Field Upgrade
	Wayne Richards Park, Port Macquarie	Sports Lighting Upgrade
	Town Beach Reserve, Port Macquarie	Outdoor Fitness Equipment Upgrade
	Shelley Beach North, Port Macquarie	Beach Access Stairs Upgrade
<b>Telegraph Point</b>	Charlie Watt Reserve, Telegraph Point	Amenities Upgrade
<b>Thrumster</b>	Thrumster Sports Fields, Thrumster	Commence Construction (Stage 1)
<b>Wauchope &amp; Hinterland</b>	Blackbutt Park, Wauchope	Sports Field Drainage
	Fairmont Gardens Sporting Fields, Wauchope	Amenities Upgrade
	Lank Bain Sporting Complex, Wauchope	Develop Master Plan
	Sancrox Reserve, Sancrox	Sport Field Upgrades
	Andrews Park, Wauchope	Nature Play Space Construction

## Medium term priority projects (2026-29)

Location	Facility	Project detail
<b>Camden Haven</b>	Henry Kendall Reserve Dog Park, Laurieton	Furniture Upgrades
	Apex Park, Laurieton	Boating Facility Upgrade - Pontoon
	Laurieton Library, Laurieton	Play Space Upgrade
	Kendall Recreation Reserve, Kendall	Modified Basketball Court
	Kendall Recreation Reserve, Kendall	Kendall Skate Park - Stage 2
<b>Lake Cathie/Bonny Hills</b>	Jonathan Dixon Reserve, Lake Cathie	Amenities Upgrade
	Rainbow Beach	Construct Walkway
	Rainbow Beach Sporting Fields, Lake Cathie	Commence Construction (Stage 2)
	Endeavour Park, Lake Cathie	Play Space Upgrade
	Lake Cathie Library and Community Centre	Design and Construction of Facility
<b>Port Macquarie</b>	Lake Cathie Foreshore	Surf Lifeguard Tower
	North Shore	New Boat Ramp Investigation
	Nottingham Drive Reserve, Port Macquarie	Play Space Upgrade
	Flynns Beach Reserve, Port Macquarie	Reserve Upgrade
	Flynns Beach Reserve, Port Macquarie	Access stairs Upgrade
	Town Green Central, Port Macquarie	Reserve Upgrade

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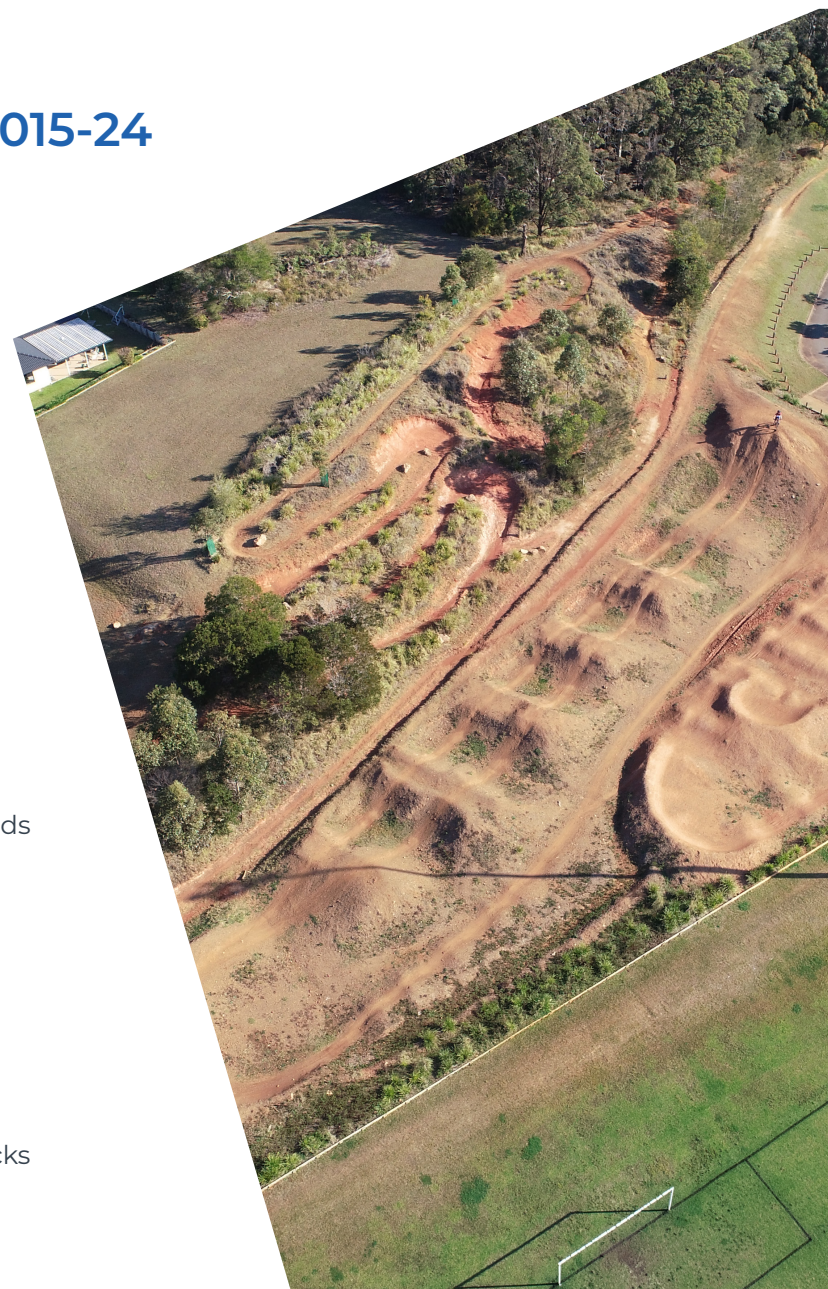
## Medium term priority projects (2026-29) cont...

Location	Facility	Project detail
<b>Port Macquarie Cont.</b>	Wayne Richards Park, Port Macquarie	Commence Construction of Stages 3 and 4
	Yarranwood Park, Port Macquarie	Play Space Upgrade
	Findlay Park, Port Macquarie	Sport Lighting Upgrade
	Findlay Park, Port Macquarie	Amenities Upgrade
	Stuart Park Regional Sporting Precinct, Port Macquarie	Cricket Nets Upgrade
	Stuart Park Regional Sporting Precinct, Port Macquarie	Sport Field Upgrades
	Blair Reserve, Port Macquarie	Court Restoration
	Flag Staff Hill, Port Macquarie	Stairs Upgrade
<b>Thrumster</b>	Sovereign Hills Library and Community Centre	Design and Construction of facility
<b>Wauchope &amp; Hinterland</b>	Ellenborough Reserve, Ellenborough	Renewal of Amenities
	Hastings Regional Sports Fields, Wauchope	Construction of Stage One
	Bindi Close, Wauchope	Play Space Upgrade
	Wauchope Indoor Stadium	Amenities Upgrade
	Andrews Park, Wauchope	Construct New Amenities Building
	Blackbutt Park, Wauchope	Develop Master Plan

## Appendix 1 - Completed actions 2015-24

- Construction of Googik Track (Stage 2)
- Establish process for community led sport and recreation improvement projects
- Develop web pages for sporting facilities
- Delivery of Tacking Point Lighthouse Reserve Master Plan (Stage 4)
- Permanent recruitment of Sport and Recreation Officer
- Develop an e-newsletter for sport and recreation groups
- Wauchope Pool refurbishments (stages 1 and 2)
- Develop and implement quarterly audit process for sport/recreational facilities
- Town Beach Kiosk/Marine Rescue Facility upgrade
- Develop a leash free dog exercise park at Henry Kendall Reserve
- Wayne Richards Park, Port Macquarie - Construct Multipurpose Field (Stage 5)
- Finalisation of the Camden Haven Recreational Boating Needs Study
- Hastings River, Port Macquarie - identify site and develop a Concept Plan for a new boating facility
- Expansion of Port Macquarie Indoor Stadium
- Upgrade Town Green East, Port Macquarie
- The site selection process for a new Port Macquarie Aquatic Facility has reconfirmed
- Macquarie Park as the preferred site
- Installation of a recreational boating floating pontoon at Rocks Ferry Reserve

015 Port Macquarie-Hastings Council | Draft Recreation and Open Space Action Plan 2024-29



## Appendix 1 - Completed actions 2015-24 cont...

- Construction of revetment wall to address river bank erosion at Rocks Ferry Reserve
- Development and adoption of the Port Macquarie Coastal Walk Master Plan
- Development and adoption of the Flynns Beach Master Plan
- Development and adoption of the Lake Cathie Foreshore Master Plan
- Provision of sports field flood lighting at Oxley Oval
- Provision of additional sports field flood lighting at Lank Bain Sports Complex
- Construction of Port Macquarie Dog Off-leash Park at Stuart Park
- Construction of the Westport Park segment of the Foreshore walkway
- Upgrade boat launching facility at Bruce Porter Reserve, Laurieton
- Upgrade boat launching facility at Dunbogan Reserve
- Construct new park in Crestwood Estate, Port Macquarie
- Upgrade netball lighting at Laurieton Sports Complex
- Renewal of Scribbly Park Reserve Playground, Lakewood
- Construct new community park in Kew
- Upgrade lighting and cricket net facilities at Kendall Sports Ground
- Flynns Beach Sea Wall - completion of Stage 1
- Upgrade lighting at Oxley Oval to 300 lux for night cricket use
- Construction of new training field at Regional Stadium, Port Macquarie
- Replacement of Settlement Point Playground in Port Macquarie
- Completion of the Stuart Park Regional Sporting Precinct upgrade
- Sports field lighting upgrade completed at Charlie Watt Reserve, Telegraph Point
- Install new sports field lighting at Andrews Park, Wauchope
- Laurieton Sports Complex Amenities upgrade
- North Haven to Bonny Hills Coastal Walk upgrade
- Bonny Hills Reserves Master Plan development
- Construction of Lake Cathie Skate Facility
- Renewal of The Ruins Way Playground
- Town Beach Playground upgrade
- Town Green West Upgrade (excluding playground)



## Appendix 1 - Completed actions 2015-24 cont...

- Provision of drainage at Charlie Watt Reserve, Telegraph Point
- Blackbutt Park Facility Upgrade
- Development of Bain Park Master Plan
- Rocks Ferry Reserve Playground Upgrade (\*note: this facility was severely impacted during the March 2021 flood event)
- Kendall Tennis Court Construction
- Narran Park Playground upgrade
- Bonny Hills Community Hall Reserve Playground upgrade
- Construction of a basketball court at the Lake Cathie Community Hall Reserve
- John Dick Reserve Playground Upgrade
- Port Macquarie Bicentennial Walk
- Construction of a basketball court at Town Beach Reserve
- Construction of the Wayne Richards Park Bike Pump Track
- Westport Park Boat Ramp Facility Upgrade
- Upgrades to the Long Flat Recreation Grounds
- Pioneer Park, Comboyne Reserve Upgrade
- Installation of fitness equipment at Rainbow Beach Reserve
- Oxley Oval cricket nets replacement
- Riverside Playground, North Shore
- Rotary Park Master Plan development
- Town Beach Reserve Amphitheatre developed
- Westport Park, Livvi's Place Playgorund upgrade
- Stuart Park Regional Sporting Precinct lighting upgrade
- Hastings Regional Sports Fields detail design finalised
- Lank Bain Sporting Complex lighting and canteen upgrade
- Queens Lake Boardwalk renewal
- Charlie Watt Reserve Play Space upgrade
- Westport Park boating amenities
- Bellbowrie Reserve upgrade
- Coastal Recreational User Needs Analysis



## Appendix 2 - Removed actions 2022-23

These projects have been removed due to updated priorities identified in strategic planning:

- James Street Reserve Playground Upgrade, Wauchope & Hinterland
- Moroko Park, Pembroke Playground Upgrade, Wauchope & Hinterland
- Cameron Street Reserve Playground Upgrade, Wauchope & Hinterland
- Lighthouse Beach Reserve Playground Upgrade, Wauchope & Hinterland
- Sister City Park Playground Upgrade, Wauchope & Hinterland
- Norrie Reserve, Kendall Playground Upgrade, Camden Haven
- Apex Park, Laurieton Reserve Upgrades, Camden Haven
- Absalom Reserve Play Space Upgrade, Port Macquarie
- Fernbank Creek Boat Launching Facility, Port Macquarie







## Contact us

Council welcomes the opportunity to hear if you have any questions, feedback or if you require a copy of the Plan.

You can contact us regarding this Plan:

**Phone us:**

(02) 6581 8111 (Monday-Friday 8am to 5pm)

**Email us:**

[council@pmhc.nsw.gov.au](mailto:council@pmhc.nsw.gov.au)

**Visit us online:**

[pmhc.nsw.gov.au](http://pmhc.nsw.gov.au)

**Visit us in person:**

17 Burrawan Street, Port Macquarie, NSW, 2444

49 High Street, Wauchope, NSW 2446

9 Laurie Street Laurieton, NSW, 2443

Monday- Friday 8:30am to 4:30 pm

**Mail us:**

PO Box 84, Port Macquarie, NSW Australia 2444

**National Relay Service:**

Number: 1300 555 727

TTY number: 133 677

SMS relay number: 0423 677 767



## Community Grants 2023 - 2024 Round 2 Applications

Category: Community Projects - Up to \$10,000

#	Applicant	Project Title	Description	Benefit	Requested \$	Offer \$
1	Westpac Rescue Helicopter Service	Small rescue items	Purchase survival kits and rescue items for Westpac Rescue Helicopter servicing PMH	Boosting volunteers' capability to execute life-saving missions	\$1,173	\$1,000 Partial funding due to limited budget
2	Queens Lake Sailing Club	Rigid inflatable rescue boat	Purchase of a rigid inflatable boat and trailer for sailing lessons, regattas, and rescues	Safe on-water operations for the sailing community	\$5,000	\$0 Club infrastructure not eligible. Recommend Club Grants as alternative
3	Telegraph Point Community Association Inc	Fencing for Telegraph Point School of Arts Hall	New fencing and lockable gate at the community owned and managed hall	A CCAT priority for SES to store flood supplies for the village	\$2,450	\$2,450
4	Rotary Club of Port Macquarie Sunrise Inc	Signage at Tacking Point Lighthouse	Restoration of 8 existing signs on the headland including the keeper's cottage and surrounds	Interpretive signage tells the story of culture and place	\$6,000	\$0 Council will consider improvements and funding separately under interpretive policy
5	Mid North Coast Maritime Museum Inc	Paint PMQ Pilot Boat Shed	Re-paint Pilot Boat Shed (exterior)	Improvement of a historic and prominent foreshore building	\$10,000	\$10,000
6	Camden Haven Dragon Boat Club Incorporated	Dragon Boat Regatta	Dragon boat regatta at Tele Point on 7-8 Sept 2024. Involving out of town clubs - 300 paddlers, coaching and drumming clinics	Supporting connections between MNC volunteer clubs and increasing sporting tourism in the Port Macquarie Hastings	\$6,500	\$0 Referred for consideration under PMHC Major Event Grants

## Community Grants 2023 - 2024 Round 2 Applications

#	Applicant	Project Title	Description	Benefit	Requested \$	Offer \$
7	Rotary Club of Port Macquarie	Marine BioBlitz	Marine BioBlitz, initiated in May 2023, is a citizen science event involving 200+ students, teachers, and scientists from UNSW, CSU, Hastings College, MacKillop College and Nature School. A 2024 survey to document marine species at Shelley Beach, Port Macquarie	Community are capturing data on marine life to understand local ecosystems, sustainability actions and support STEM	\$3,000	\$3,000
8	Mission Australia - Family	Mental First Aid Workshops for Families and Carers	A 'Mental Health First Aid' Workshop first week of Oct 2024 to coincide with national Mental Health month. Three one-day 'Accidental Counsellor Workshops' - During Men's Health Week (Jun), R U OK day (Sept), and Mental Health Month/Carers Week (Oct)	Resilience and healthy outcomes for carers who reside in the PMH LGA who support someone with a mental health condition	\$9,590	\$0 Not supported this round due to limited budget. PMHC sponsored First Responder Mental Health Workshops in 23/24
9	Wauchope-Bonny Hills SLS Club	New roller door for SLS Club	Replacing an old and corroded roller door at the Wauchope-Bonny Hills SLS clubhouse shed with a motorised roller door	Club volunteers have faster, safer and easier access to emergency and patrol equipment stored in the shed	\$3,215	\$0 Club infrastructure is not eligible. Refer to licence agreement. Club Grants are an alternative
10	Port Macquarie Astronomical Association Incorporated	Aboriginal Astronomy and Science	First Nations astronomy and science through a planetarium experience, speakers, story tellers, films, telescope viewings and workshops at the new Port Macquarie Astronomy and Science Centre	Bringing community together to understand Aboriginal astronomy and science through a visiting exhibit to the Astronomy and Science Centre	\$8,000	\$6,875 Partial funding to bring a planetarium exhibit to the observatory. More detail required on engagement/ways of working with LALC's to include local Aboriginal contributions to program

## Community Grants 2023 - 2024 Round 2 Applications

#	Applicant	Project Title	Description	Benefit	Requested \$	Offer \$
11	Friends of Mrs York's Garden	Mrs Yorks Garden Track Upgrade	Materials for track improvements - concrete steps, boardwalk, and gravel to make it safe and protect 3 sections prone to inundation during rain	A community volunteer group operating under a Council MOU. This project will connect the top of the track to the Town Beach amphitheatre pathway making it safe and less prone to erosion	\$10,000	\$7,000 Partial funding due to limited budget. REF completed by PMHC
12	Byabarra Hall & Recreation Reserve Trust (auspice NFP is Byabarra Sports and Tennis Club)	Family movie nights at the Byabarra Hall	9-10 free community movie nights at the Byabarra Hall	Bringing people in smaller villages together at halls to make friends and grow community volunteering	\$2,150	\$2,150
13	Rolland's Plains Community Inc	Windows for the Recreation Reserve Canteen	Roller windows (x3) for the canteen at Rolland's Plains Recreation Reserve (Crown Land/Trust Managed)	The canteen will be suitable for community use and hirers with a safe servery window	\$4,750	\$0 Trust is responsible for Reserve improvements. Suggest Crown Reserve Improvement Fund or Club Grants as alternative
14	Young Minds Thrive Incorporated	Hearing Screening for Kids	Hearing assessments and learning support packs for 100 children in the PMH facing long wait times	Promoting healthy hearing for kids for learning success	\$10,000	\$0 A State Government remit. Not a PMHC focus
15	Comboyne Community Association	Airconditioning for the Museum	Purchase an instal air conditioning to control the humidity and protect the exhibits within the museum	Supporting a volunteer run community service and protecting the historical items	\$10,000	\$0 Equipment not eligible. PMHC sponsored AC at Comboyne Hall in 23/24
16	Garden Village Port Macquarie	Virtual Reality Armchair Travel for Seniors	Virtual Reality Armchair Travel experiences for seniors. The equipment is a loan resource for community use by Health North	Supports positive ageing and addresses isolation in the community using technology	\$10,000	\$5,400 Partial support to purchase a set of virtual

## Community Grants 2023 - 2024 Round 2 Applications

#	Applicant	Project Title	Description	Benefit	Requested \$	Offer \$
			Coast, Council, aged care retirement living wellbeing coordinators, and senior's clubs. Available to the public via the Wellbeing Centre			travel experiences (subscription)
17	Dymocks Children's Charities	Inspired Readers Festival	A touring "Inspired Readers Festival" in Port Macquarie for up to 1,000 people. Engaging local schools to highlight the power and joy of reading through inspiring author-led, interactive workshops. 3 unique events over the 2-day festival	Supports good literacy outcomes and provides books of choice for qualifying PMH disadvantaged schools through the Library Regeneration program	\$10,000	\$0 Library provides reader programs
18	Port Macquarie Mako's Touch Association	Awning for Tuffins Lane Tower	An awning will provide shade and shelter at the Club House. The Club hosts local, regional, state and school representative games and the grounds are used by groups	Providing shelter from the sun and rain for patrons and spectators	\$10,000	\$0 Sporting Club infrastructure not eligible. Suggest Club Grants as alternative
19	Port Macquarie-Hastings Homelessness Collective	Our Place - Homelessness Hub	Funding to extend the current fortnightly homelessness service (meals, information, crisis packs) to a weekly service for 12 months	Volunteer service providers and welfare groups are reaching more individuals in need more frequently	\$10,000	\$1,000 Partial funding for food supplies. PMHC has sponsored homeless events in 23/24
20	Port Macquarie Women's Shed Inc	Sound proofing the woodwork room	Sound proofing for the Women's Shed woodwork room is a condition of the group's 15-year community lease and occupation certificate. 86% of surveyed potential members/followers	The Women's shed has operated for the past 8 years with no permanent home. The applicant has secured significant external and community funding to	\$10,000	\$10,000



## Community Grants 2023 - 2024 Round 2 Applications

#	Applicant	Project Title	Description	Benefit	Requested \$	Offer \$
			(2500) want to attend woodwork classes at the new facility	build and stock the new facility. PMHC's support will allow the service to open its doors and grow members to build strong social connections and skills for women		
21	Adventist Development and Relief Agency Australia Ltd	Generator and food supplies for the SouperVan	A fuel-free generator and food supplies for the Wauchope Homelessness service SouperVan providing a weekly meal service for up to 60 people. The generator will enable the service to attend locations that don't have power	A mobile and non-power dependent meal service for residents in Wauchope and surrounds	\$5,000	\$3,795 Partial funding to purchase a generator
22	RSL Lifecare	Seen & Heard Program	An inter-generational connection program partnering high school students with elderly residents. Bridging the generation gap and addressing loneliness. Funding is sought to deliver a further 8-week program of weekly activities this time across two retirement villages	Building personal relationships and bridging the generation gap	\$10,000	\$4,000 Partial funding due to limited budget. PMHC sponsored pilot program in 23/24
23	Strong Spirit Aboriginal Services	Aboriginal Cultural Program	The Village Schools Aboriginal Cultural Program will provide 20 workshops for 30 primary school students at 6 public schools including Beechwood, Herons Creek, Huntingdon, Upper Rolland's Plains, Long Flat School, and Comboyne	Supporting learning about First Nations culture in small towns and villages (CCAT communities)	\$10,000	\$5,000 Partial funding due to limited budget



## Community Grants 2023 - 2024 Round 2 Applications

#	Applicant	Project Title	Description	Benefit	Requested \$	Offer \$
24	WRAP - Inclusive Arts Wauchope Regional Arts Project (auspice body is Wauchope Community Art Council)	Community Mural Project	Community mural on the east facing Wauchope Post Office wall. Led by artist Jenny McCracken bringing together artists with disability, professional artists and members of the community in the creation of a large-scale mural	Fostering inclusion through art and vibrant town centres	\$10,000	\$0 Works are on private property are therefore not eligible
25	Wauchope Junior Rugby League Football Club	Temporary storage, amenity upgrade and security	Purchase a shipping container to store equipment and merchandise currently kept in change room/amenities. Amenity upgrades and security	Supports junior sporting use	\$10,000	\$5,200 Partial funding for purchase of a temporary shipping container to support transition to Club licence agreement

## Community Grants 2023 - 2024 Round 2 Applications

Category: Creative Community - Up to \$5,000

#	Applicant	Project Title	Description	Benefit	Requested \$	Offer \$
26	Wauchope Community Arts Council	Singer Songwriter Circle	Performance and song writing workshop in Jun for Wauchope and hinterland residents	Bringing geographically isolated young and emerging artists together	\$3,000	\$3,000
27	Wauchope Chamber of Commerce & Industry	Waste to Art Workshops & Exhibition	Workshops and an exhibition showcasing art made from reused materials	Support. Promote as a satellite Artwalk event	\$5,000	\$2,500 Partial support due to limited budget. Shortfall may be met under Artwalk Artist budget
28	Endeavour Mental Health Recovery Clubhouse	Endeavour Artwalk Exhibit	A 12-week art therapy program for people living with a disability. Creating art works for exhibition at the Artwalk event in Jun 2024	Supporting a creative community, and showcasing artists at Artwalk	\$2,713	\$2,713
29	Port Macquarie Steiner School	Winter Lantern Making Workshop	The Lantern Festival and Lantern Making Workshop is a celebration of the winter solstice. Partnering with PMHC to run the event at ArtWalk	Supporting a creative community through free family workshops at Artwalk	\$4,000	\$2,500 Partial support due to limited budget. Shortfall may be met under Artwalk Artist budget

## Community Grants 2023 - 2024 Round 2 Applications

**Category:** Community Celebrations - Up to \$5,000

#	Applicant	Project	Description	Benefit	Requested \$	Offer \$
30	Ethnic Communities Association Inc	Kite Flying Festival	All ages kite flying day at Westport Park in Jul 2024	Activating recreation spaces and family fun	\$5,000	\$0 PMHC held a similar event on 23/24 NSW Parks Week
31	Volunteer Marine Rescue NSW	Hastings Summer Waves Markets	A family friendly week-night local food, artist, and music market on Town Beach Reserve over the Dec-Jan holiday period	Supporting businesses and creatives to showcase local foods and artists	\$5,000	\$0 Not supported due to limited budget. PMHC funded previous program
32	Wauchope-Bonny Hills SLS Club	Christmas Carols on the Grass	Christmas Carols on the Grass at Bonny Hills Reserve on 9 Dec 2024	Bringing the community together at inclusive events	\$5,000	\$0 Not supported due to limited budget. PMHC sponsored in 2023. Suggest applying in future grant
33	Surfing the Spectrum	Surfing the Spectrum - Autism Surf Therapy	"Surfing the Spectrum" is a free surf day for youth in the Spring Holidays. Targeted at neuro-diverse autistic youth and families. Working with PMH surf schools, SLS, disability surfers, services, and community groups. Autism training day prior to the surfing fun. Last held in 2022 with over 60 families and 100 youth participating	Increasing disability participation and understanding in community	\$4,000	\$4,000

## Community Grants 2023 - 2024 Round 2 Applications

Category: Micro Grants - Up to \$2,000

#	Applicant	Project	Description	Benefit	Requested \$	Offer \$
34	Port Macquarie Parkinson's Support Group	World Parkinson's Day Expo	The World Parkinson's Day Expo in Port Macquarie on 11 Apr 2024 is for people living with Parkinson's and their caregivers. Featuring speakers, stalls, demonstrations, and strategies for long-term wellness	Supportive and healthy communities	\$2,000	\$1,000 Partial support due to limited budget
35	The Lost Plot Community Garden	The Lost Plot 10th Birthday Celebrations	The Lost Plot 10-year celebration and public open day on 6 Apr. Featuring Costa from Gardening Australia, kid's activities, live music, plants, and pizza making	Supporting volunteering and healthy communities through community gardens	\$1,986	\$1,000 Partial support due to limited budget
36	Hastings Community FM Radio Association Incorporated	Ethnic Radio Programs on 2Way FM	"Inclusive Community" is a 6.5 hour per week Latin, Spanish and Dutch radio program on 2WAY FM 103.9. Funding is for 10.5 hrs p.w to produce & present the program	Supporting multicultural communities	\$2,000	\$0 Not supported this time. Require more information on listener data compared with ABS demographics
37	Greater Port Macquarie Dementia Friendly Community Alliance	Dementia Choir	A weekly music therapy program for people living with dementia and their carers	Supports disability inclusion	\$1,990	\$1,990

Funds requested = \$228,517

Funds available = \$85,586

Recommended allocation = \$85,573

# 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



# PORT MACQUARIE-HASTINGS LIVING AND PLACE STRATEGY - DRAFT

April 2024  
DRAFT FOR EXHIBITION





# ACKNOWLEDGMENT OF COUNTRY

**Yii Biiray Barray**

This is Birpai Country

**Nyura yii-gu mara-la barray-gu, nyaa-gi, ngarra-gi**

You have come here, to the country to see, listen and remember.

**Gathay Nyiirun Wakulda**

Let’s all go together as one

We acknowledge the Birpai people, the traditional owners of the land in which we work and live, and pay our respects to Elders past, present and emerging. We extend our respect to all Aboriginal and Torres Strait Islander people who choose to call Port Macquarie Hastings home.

Port Macquarie-Hastings Council recognises that the original occupants and inhabitants of this land lived in the area for more than 40,000 years. There were a number of clans speaking several dialects and these people exercised traditional rights over the area including the ownership of sacred and significant sites.



# MAYOR MESSAGE

[To be inserted after Council endorsement]



# United Nation Sustainability Development Goals

In 2015, Australia was one of 193 countries to commit to the Sustainable Development Goals (SDGs). Developed by the United Nations, the SDGs are a blueprint for achieving a better and more sustainable future by addressing global challenges related to poverty, inequality, climate change, environmental degradation, peace, and justice.

Recognising the significance of aligning Council documents to the UN SDGs, it is essential to acknowledge that while there may be significant alignment and overlap between the content held within and certain SDGs, they are not always entirely synonymous.

The following highlighted SDGs are particularly relevant to this Strategy:



# Abbreviations

APZ	Asset Protection Zone
BAM	Biodiversity Assessment Method
BCD	Biodiversity Conservation Division
CSP	Community Strategic Plan
DP	Deposited Plan
DCP	Development Control Plan
DPHI	Department of Planning Housing and Industry
DSP	Development Servicing Plan
FRMS	Floodplain Risk Management Study
Ha	Hectares
HEV	High Environmental Value
LGA	Local Government Area
LICP	Local Infrastructure Contributions Plan
LSPS	Local Strategic Planning Statement
NCRP	North Coast Regional Plan
NCSPG	North Coast Settlement Planning Guidelines
NSW	New South Wales
OEH	(former) Office of Environment and Heritage
PIA	Planning Investigation Area
PMH LEP Plan	Port Macquarie-Hastings Council Local Environmental Plan
TfNSW	Transport for NSW
UGMS	Urban Growth Management Strategy



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# EXECUTIVE SUMMARY

*Port Macquarie-Hastings is above all a place for our people. A vibrant and welcoming place where city meets country and coast. A place which protects and embraces our proud culture and unique natural environment. An inclusive place of strong resilient communities where people prosper. A place that people want to be a part of.*

The Living and Place Strategy has been developed to set a clear path for delivering new housing across the Port Macquarie-Hastings Local Government Area to 2041. It builds on the framework set out in the North Coast Regional Plan 2041 and the Council’s Community Strategic Plan and Local Strategy Planning Statement.

Between 2021 and 2046, our population is expected to grow by 28,000 people- (REMPAN, 2024). Resulting in over 15,000 new dwellings in the Port Macquarie-Hastings by 2046, driven by strong domestic migration. Evidence suggests that, over the next 20 years, eight in every ten new households will be 1-2 people only, reflecting our ageing population (REMPAN, 2024).

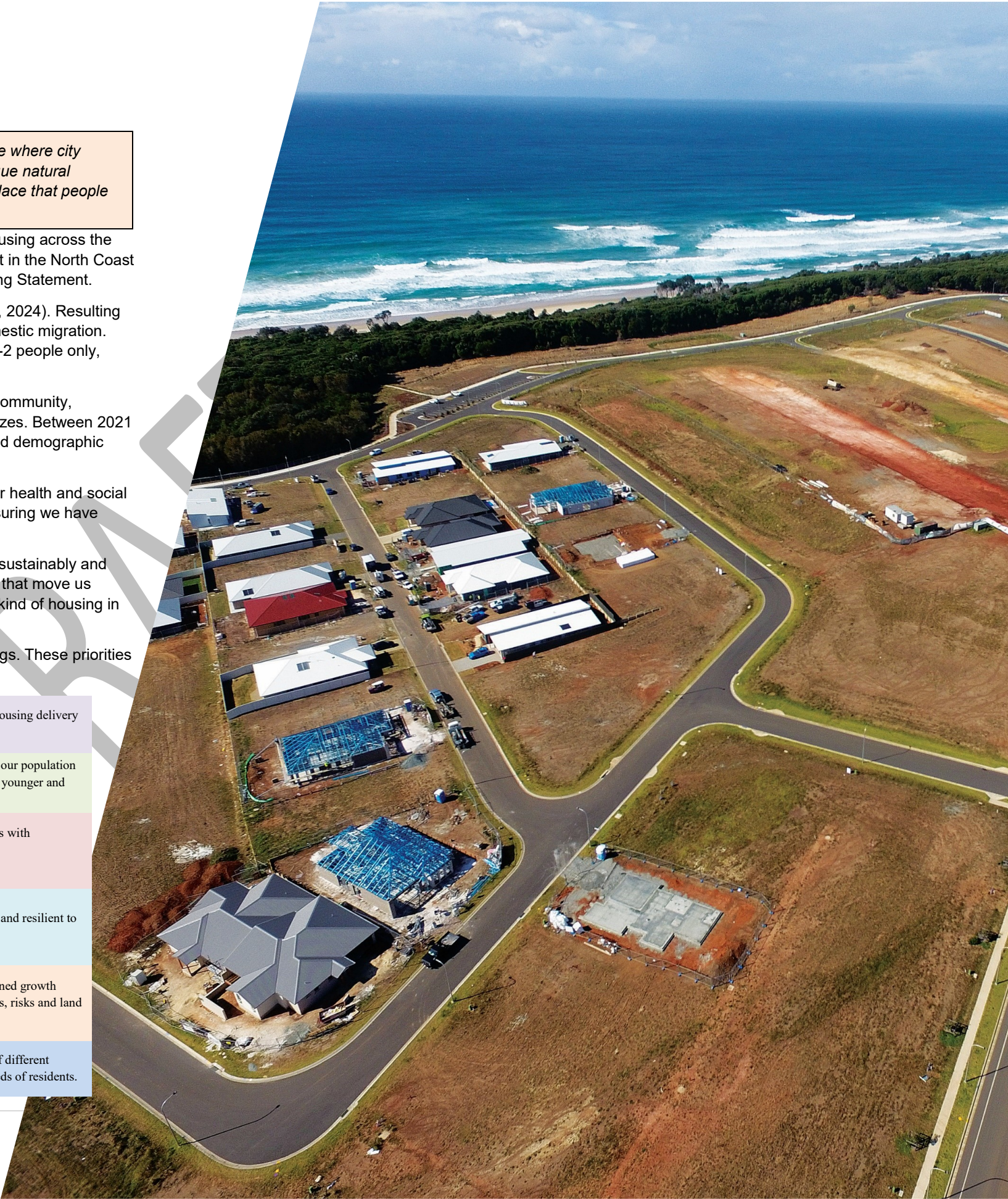
To accommodate our changing community demographic and meet the expectations of the community, adjustments will need to occur to ensure our housing stock reflects changes in household sizes. Between 2021 and 2041, approximately 15,300 additional homes will be required to cater for the growth and demographic changes (REMPAN, 2024).

As a growing portion of the community will be 65+, there is likely to be an increased need for health and social support/care workers. These workers are likely to be on low fixed or casual incomes, so ensuring we have secure and budget-friendly housing will be a key priority.

The Living and Place Strategy outlines what Council can do to manage growth and change sustainably and ensure our communities are resilient, healthy, and connected. The strategy sets out actions that move us towards a housing supply that is diverse, affordable, and inclusive by encouraging the right kind of housing in suitable locations.

The Council has outlined key priorities to guide strategic initiatives in Port Macquarie-Hastings. These priorities focus on:

Priority One:	Infrastructure which supports growth	➡	Infrastructure is delivered which supports growth and enables housing delivery whilst protecting the natural environment.
Priority Two:	Deliver diverse housing	➡	A diverse range of housing is provided that provides the choice our population needs, and caters to our changing population (including ageing, younger and working aged people).
Priority Three:	Deliver liveable and connected neighbourhoods and communities with distinctive character	➡	Create liveable and connected neighbourhoods and communities with distinctive character, allowing space for walking, cycling and enjoying/respecting natural assets.
Priority Four:	Create neighbourhoods which are safe, sustainable and resilient to natural hazards.	➡	Residential development and communities are safe, sustainable and resilient to natural hazards.
Priority Five:	Locate residential development in well-planned growth precincts and infill areas	➡	All urban residential development is in identified and well-planned growth precincts and infill areas which minimise environmental impacts, risks and land use conflict.
Priority Six:	Increase Availability of Affordable Housing	➡	Affordable housing is facilitated through provision of a range of different initiatives, policies, dwelling types and sizes to cater for the needs of residents.







# INTRODUCTION

## Purpose of the Strategy

The Living and Place Strategy (also known as the Local Housing Strategy) is a requirement of the NSW Government. It aligns local planning with NSW Government objectives and helps to understand future land requirements and suitable locations for growth. The Living and Place Strategy must be adopted by the Council and approved by the NSW Government.

The Living and Place Strategy (LPS) is needed to provide local planning direction and provide a framework for future housing delivery at a local level. Housing affordability has become an increasing problem across much of Australia, and increasing entrenched structural issues, social and socio-economic change, barriers to housing diversity, and the declining social housing stock have contributed to the complex nature of this problem. These contemporary issues and impacting factors require strategic consideration and solutions, which can only be addressed with a strategy.

The Living and Place Strategy provides strategic direction to support future housing decisions. Other Council policies and plans, such as the Local Housing Delivery Plan and Affordable Housing Plan, as well as future Council-initiated Planning Proposals and policy amendments. The Strategy has been developed to:

- Offer a clear and cohesive direction for future housing decisions, preventing ad-hoc planning and promoting long-term sustainability in residential development.
- Demonstrate compliance with the regulatory requirements set by the NSW Government, avoiding potential conflicts and ensuring access to state-level support and resources.
- Facilitate community involvement in the planning process by providing a structured framework for discussion and input, fostering a sense of ownership and transparency.
- Encourage responsible and sustainable development practices, considering economic viability while minimizing environmental impact.

The adopted living and place strategy will be reviewed at least every four years to ensure it responds to changes in the community, market, legislation, and policy over time.



LIVING AND PLACE STRATEGY - PLAN ON A PAGE

PRIORITY AREA	Infrastructure which supports growth	Deliver diverse housing	Deliver liveable and connected neighbourhoods and communities with distinctive character	Create neighbourhoods which are safe, sustainable and resilient to natural hazards.	Locate residential development in well-planned growth precincts and infill areas	Increase Availability of Affordable Housing
WHY	<p>Delivery of infrastructure is integral to the success and delivery of housing.</p> <p>Infrastructure has not kept pace with housing delivery.</p>	<p>Housing must be diverse to respond to the range of community needs and to deliver the housing our future community will need.</p>	<p>When delivering housing it is important to consider the holistic nature of this and ensure all communities are liveable and healthy.</p>	<p>Better strategic planning of urban areas can help ensure communities are safer, more sustainable and mitigate risks to human life and property.</p>	<p>Leveraging of existing infrastructure and assets and coordinated planning for urban expansion will improve infrastructure delivery and reduce environmental impacts.</p>	<p>The cost of housing is a key factor in the type and location of housing people choose. In the last 20 years the proportion of housing stock considered affordable for lower income households has substantially declined.</p>
OUTCOME	<p>Infrastructure is delivered which supports growth and enables housing delivery whilst protecting the natural environment.</p>	<p>A diverse range of housing is provided that provides the choice our population needs, and caters to our changing population (including ageing, younger and working aged people).</p>	<p>Create liveable and connected neighbourhoods and communities with distinctive character, allowing space for walking, cycling and enjoying/respecting natural assets.</p>	<p>Residential development and communities are safe, sustainable and resilient to natural hazards.</p>	<p>All urban residential development is in identified and well-planned growth precincts and infill areas which minimise environmental impacts, risks and land use conflict.</p>	<p>Affordable housing is facilitated through provision of a range of different initiatives, policies, dwelling types and sizes to cater for the needs of residents.</p>
OBJECTIVES	<p>Long-term planning for growth is well-informed and supports sustainable outcomes.</p> <p>Catalyst and enabling infrastructure is delivered to support further growth before land is rezoned.</p>	<p>The mix of housing types available suits our community’s needs and expectations.</p> <p>Increase diversity of residential dwellings.</p>	<p>Housing is well-designed and environmentally sustainable.</p> <p>Place-based planning supports healthy and connected communities, reflective of local character</p> <p>Housing growth in established areas is incremental and preserves character and heritage values.</p>	<p>New dwellings are located in areas which are resilient to natural hazards</p> <p>New housing is water and energy efficient reducing costs to residents, mains consumption and carbon emissions.</p>	<p>Centres are the focus for density and housing diversity.</p> <p>New urban growth occurs in areas which are master and/or structure planned.</p> <p>Housing growth in established areas preserves character and heritage values.</p>	<p>Planning facilitates the delivery of social and affordable housing.</p> <p>Affordability is supported across the housing spectrum.</p>
STRATEGIES	<p>1.1 Provide integrated forward planning to identify long-term infrastructure needs.</p> <p>1.2 Advocate to and work with the NSW Government for funding of key infrastructure projects.</p> <p>1.3 Ensure sustainable funding pathways for future infrastructure delivery.</p> <p>1.4 Implement adaptive and circular economy principles in infrastructure lifecycle planning.</p>	<p>2.1 Review planning controls to prioritise and increase infill and medium density development.</p> <p>2.2 Ensure suitable supply of dedicated key worker and student housing.</p> <p>2.3 Explore provisions and controls to facilitate smaller lot sizes and encourage smaller dwellings.</p> <p>2.4 Provide a variety of housing to meet the changing needs and demographics of the community.</p>	<p>3.1 Provide walking and cycling infrastructure for a growing community.</p> <p>3.2 Create and retain more communal green spaces and biodiversity corridors.</p> <p>3.3 Preserve the heritage and character of the region’s towns and villages.</p> <p>3.4 Implement principals of the NSW Public Spaces Charter.</p>	<p>4.1 Manage and improve resilience to natural hazards and environmental change.</p> <p>4.2 Build and develop resilient places and communities.</p> <p>4.3 Integrate water and energy sensitive urban design measures into the built form.</p> <p>4.4 Sustainably manage and conserve water resources.</p>	<p>5.1 Provide well located homes to meet demand.</p> <p>5.2 Create places which are distinctive in identity, responsive to local community needs and contribute to improved liveability.</p> <p>5.3 Protect biodiversity and areas of high environmental value.</p> <p>5.4 Use best-practice planning guidelines to ensure high-quality design outcomes.</p>	<p>6.1 Advocate to the NSW Land and Housing Corporation to ensure suitable social and community housing supply across the LGA.</p> <p>6.2 Investigate planning incentivises to encourage the delivery of social and affordable housing.</p> <p>6.3 Increase diversity of housing supply.</p> <p>6.4 Prepare an Affordable Housing Plan to guide Council’s approach and advocacy.</p>

WHERE ARE WE NOW?

# HOW WE DEVELOPED THIS STRATEGY

In May 2021, Council endorsed the draft Local Housing Strategy (LHS) to be placed on public exhibition for a minimum of 28 days.

On 14 July 2021, the public exhibition included a ‘Have Your Say’ webpage, newspaper advertisement, social media and radio promotion, and online information sessions.

Key stakeholders were involved in assisting in the development of the LHS, including a series of workshops held in late 2020 to receive feedback. This LHS reflects the culmination of stakeholder engagement, key issues, and recommended responses.

900 people visited the ‘Have Your Say’ page, which contained the draft LHS. Participants could download the draft documents, learn about online sessions, and submit comments on the webpage.

Throughout the exhibition, Land Use Planning staff were also available to answer any questions about the draft LHS.

Stakeholders have provided valuable feedback regarding the data quality and the conservative nature of the population projections used to inform the strategy.

Feedback from the community has highlighted the importance of ensuring due diligence in determining the theoretical dwelling capacity and the need to account for land constraints and natural hazards.

This constructive feedback presents an opportunity to enhance the accuracy and robustness of our strategic planning process, ensuring that our decisions are well-informed and aligned with our community’s evolving needs.

In early 2024, Council sought to re-engage with stakeholders and, in February 2024, ran a workshop with various groups from the housing and industry sector. The feedback received in 2021, and the workshop in 2024 have helped create this strategy’s draft priorities and objectives.

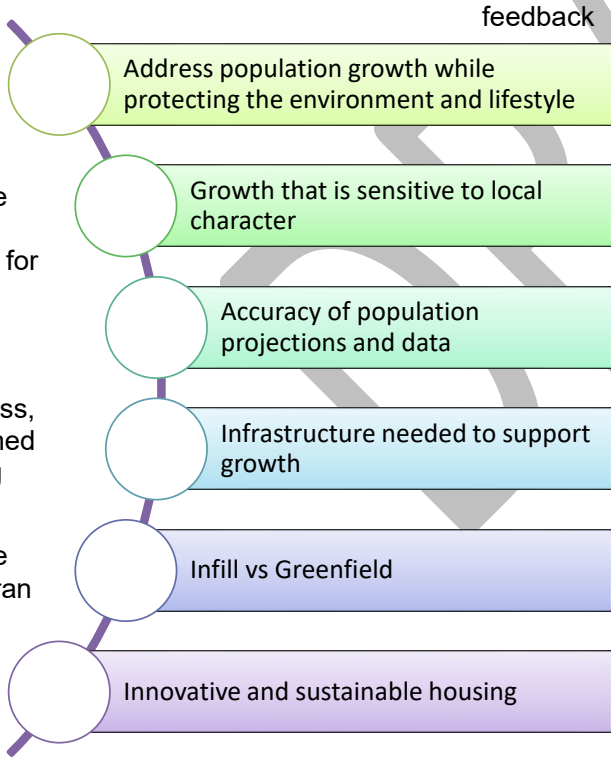


Figure 1 - Themes of feedback received



## Housing Vision and Priorities

### Housing vision

In the beautiful landscape of Port Macquarie-Hastings, the journey towards a thriving community begins with a solid and focused vision. Our vision is the cornerstone of a successful housing strategy, acting as a guiding beacon amid the complexities of urban development and demographic shifts specific to our region.

*“Port Macquarie-Hastings is above all a place for our people. A vibrant and welcoming place where city meets country and coast. A place which protects and embraces our culture and unique natural environment. An inclusive place of strong resilient communities where people prosper. A place that people want to be a part of.”*

### Housing Priorities

Guided by a forward-looking vision, our housing objectives encapsulate the essence of our commitment to community well-being and sustainable development while aligning with the direction of the state government.

1. **Provide infrastructure which supports growth** and enables housing delivery whilst protecting the natural environment.
2. **Deliver diverse housing** that provides the choice our population needs, and caters to our changing population (including ageing, younger and working aged people).
3. **Deliver liveable and connected neighbourhoods and communities with distinctive character**, allowing space for walking, cycling and enjoying/respecting natural assets.
4. **Create neighbourhoods which are safe, sustainable and resilient to natural hazards.**
5. **Locate residential development in identified and well-planned growth precincts and infill areas** which minimise environmental impacts, risks and land use conflict.
6. **Affordable housing is facilitated** through provision of a range of different policies, dwelling types and sizes to cater for the needs of residents



STRATEGIC CONTEXT

NATIONAL, STATE, REGIONAL AND LOCAL PLANS AND POLICIES

Plans and strategies prepared at the local level must consider and be consistent with national, state, and regional policy and direction. Federal, state, regional, and local policies, plans, and frameworks play a significant role in supporting and informing housing delivery.

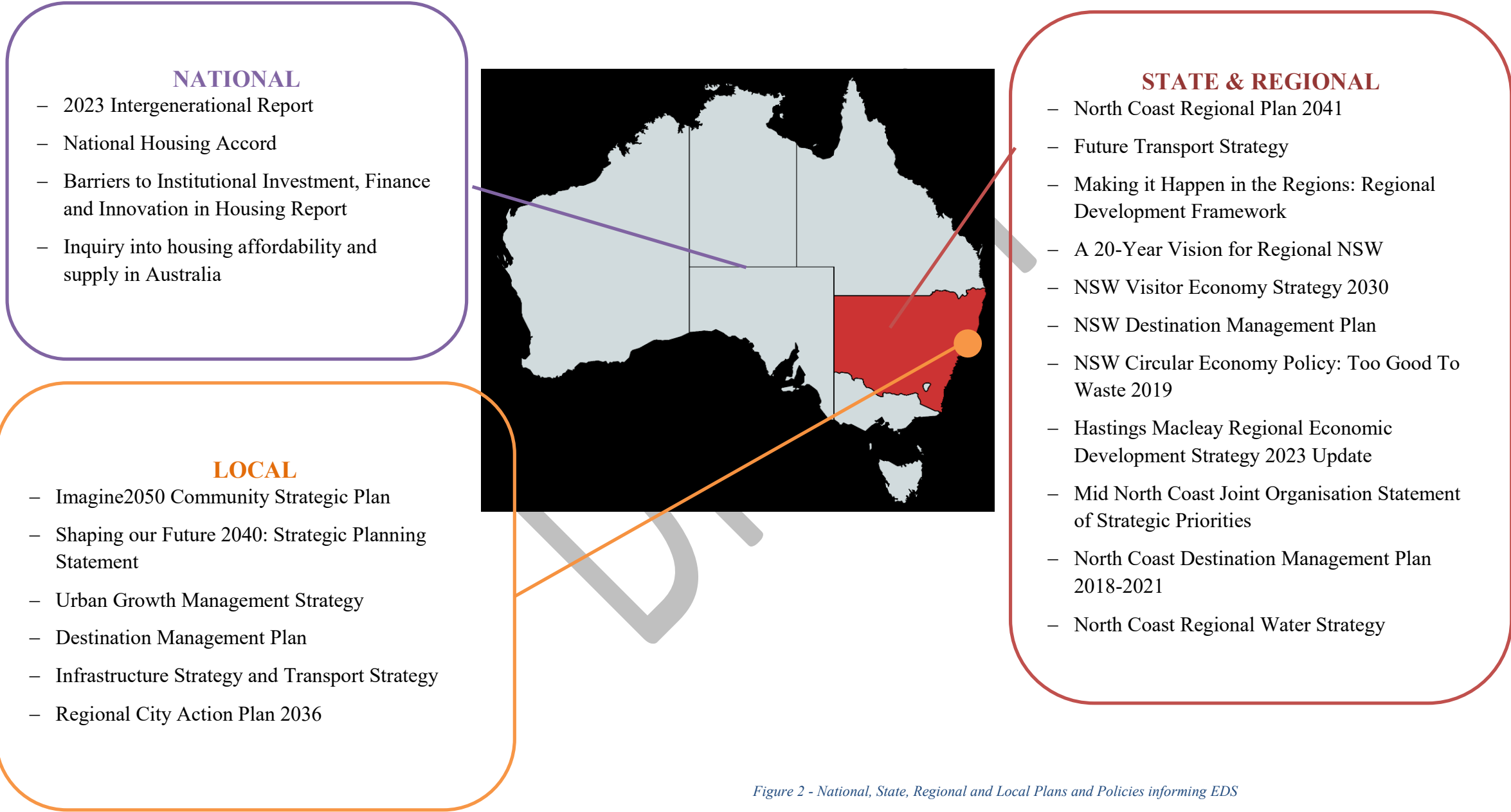


Figure 2 - National, State, Regional and Local Plans and Policies informing EDS

**INTEGRATED PLANNING & REPORTING (IPR) & STRATEGY FRAMEWORK**

All strategic planning at the Council is undertaken within the IPR framework, a mandatory requirement for all NSW councils. Port Macquarie-Hastings Community Strategic Plan (CSP) - Imagine 2050 is the leading plan in this framework and sets out the community’s long-term goals and vision to become:

**“the most liveable, sustainable and innovative place in Australia”.**

The Living and Place Strategy has been developed in response to the CSP and NCRP, addresses the challenges facing the community, and establishes strategies, priorities, and actions for achieving our CSP vision. The LPS is a lead strategy providing high-level strategic direction on key challenges and opportunities facing Port Macquarie-Hastings. It considers key trends and explains the implications of key issues and opportunities on our LGA in the next 10 - 20 years.

The strategic direction is focused on making our region a great place to live—a vibrant and welcoming place where city meets country and coast, a place that protects and embraces our proud culture and unique natural environment, an inclusive place of strong, resilient communities where people prosper, and a place that people want to be a part of.

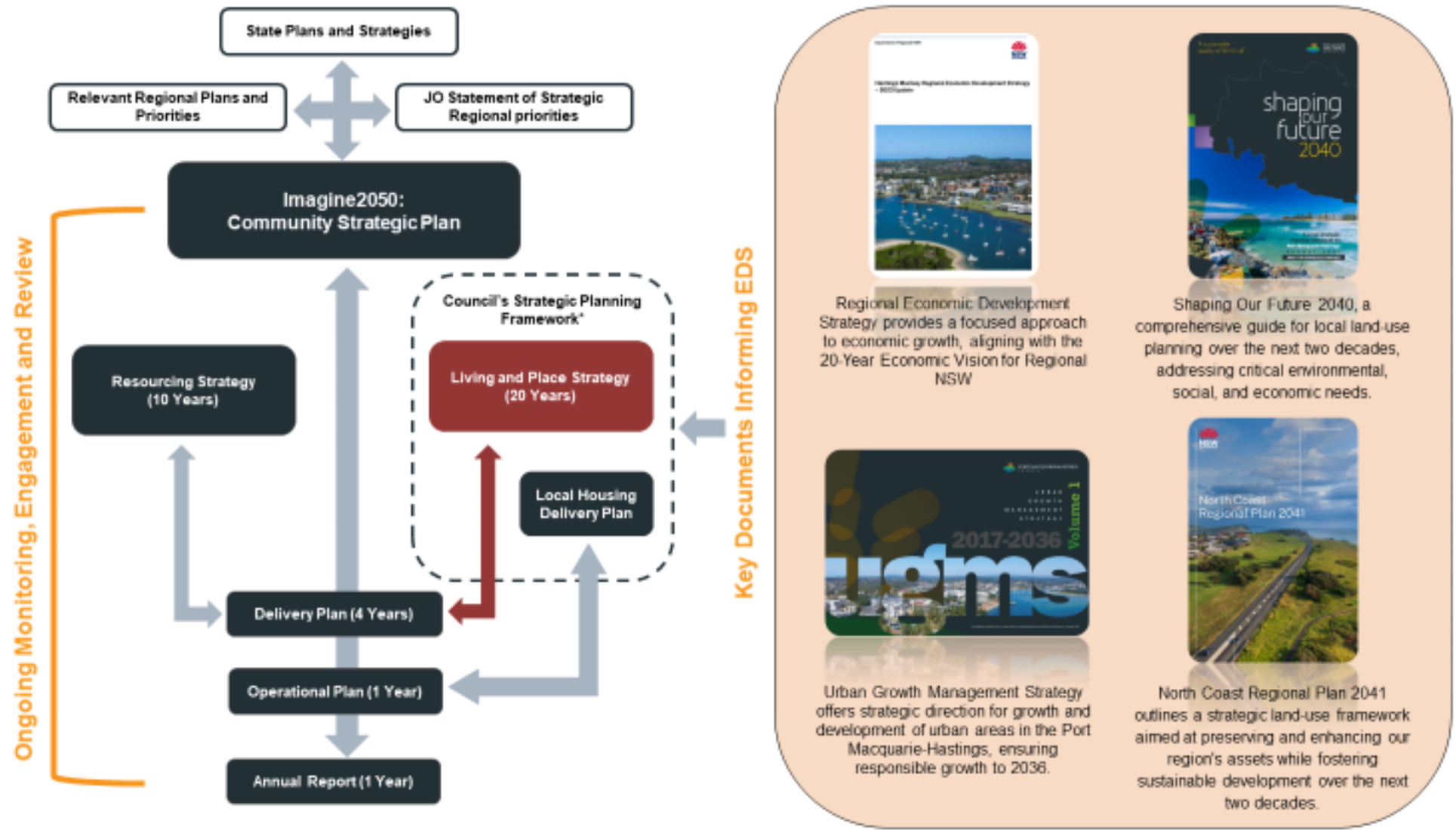


Figure 3: Council's Integrated Planning and Reporting Framework



AUSTRALIAN BUSINESS AND EXCELLENCE  
FRAMEWORK

Adopted by Council in March 2021, the Australian Business Excellence Framework (ABEF) is one of the key tools that we use to inform our strategy, our planning, our leadership and our work with our customers and stakeholders.

The ABEF provides a framework where we can assess how we function as a whole, drive improvement, and inform our focus on leadership, engagement, customers, strategies, plans and knowledge management. Utilising the ABEF assists us to ensure our organisation is both sustainable and adaptable to meet the changing needs of our key stakeholders and community.

The ABEF is the lens we apply to all our changes, to make sure we're delivering the highest standards across the board.

Continuous improvement and critical analysis of our business is essential in providing the services that our community expects.





**QUADRUPLE BOTTOM LINE**

Preparation of the LPS has been guided by the Quadruple Bottom Line (QBL) which addresses, social, environment and civic leadership (governance considerations).



**ROLE OF COUNCIL**

To action the Living and Place Strategy, Council will undertake roles to enact the deliver on the Strategic Priorities. However, achieving our long-term strategic objectives is a shared responsibility with the collective commitment of all levels of government, industry groups, community organisations and individuals.

Role	Description
Deliver	Council delivers a range of programs and facilities including waste collection, water supply, wastewater, libraries, maintenance of local roads, beaches and public spaces, recreation facilities and community programs, community engagement, specials events and regulatory functions.
Advocate	Council advocates to other levels of government in the interest of the community for changes in policy and to partner to deliver infrastructure and services to meet the current and long-term needs of the community, including secures grants to community groups for projects and activities which align with the community vision
Leader	Identifies key community issues; mobilises stakeholders to collaborate on diverse interests; invites consensus; plans direction via policy and practices; navigates any obstacles; guides the way forward to achieve our community’s vision
Partner	Collaborates with providers, suppliers and other interests to deliver products and services which meet communities needs
Capacity Builder	Mentors community groups; motivates invested communities to achieve agency or resources; assists in developing aligned partnerships

Figure 4 - Quadruple Bottom Line

Local Context

This section describes the key demographic and housing trends in Port Macquarie-Hastings and how they influence future housing needs.

Boundaries

The analysis in this section is based on the Port Macquarie-Hastings LGA boundary as indicated below:

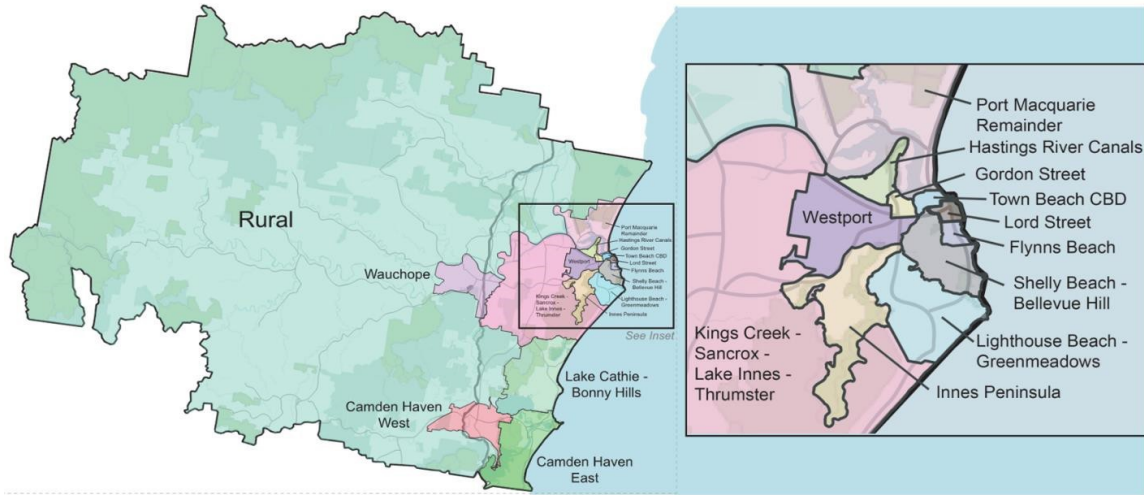


Figure 5: LGA Boundary and Sub-areas

Communities:

- Port Macquarie (Regional City): The largest centre serving the LGA and surrounding mid-north coast region.
- Coastal Towns: Lake Cathie, Bonny Hills, North Haven, Laurieton, Dunbogan – Each contributing a unique character and boasting coastal and natural assets cherished by the community.
- Inland Town: Wauchope, positioned approximately 20km west of Port Macquarie, experiencing rapid growth and playing a crucial role in providing services and employment to the region.
- Smaller Towns and Villages: Kew, Kendall, Comboyne, Long Flat and Telegraph Point – Scattered across the landscape, each contributing to the region with its distinctive rural landscape and support for surrounding industries.

Demographic profile

Population Overview

Between 2001 and 2019, the population of Port Macquarie-Hastings experienced significant growth, welcoming approximately 1,100 new residents each year. This upward trend, aligning closely with the growth of NSW as a whole, outpaced other LGAs on the Mid-North Coast.

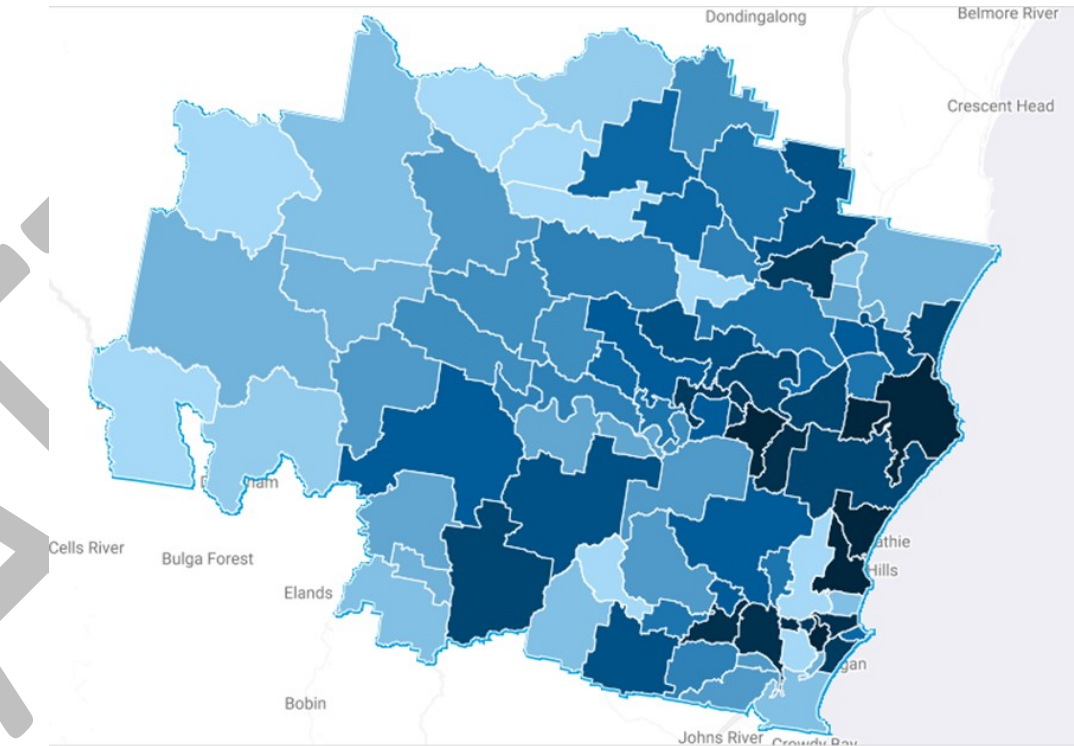


Figure 6 - Port Macquarie-Hastings Population Heat Map

Port Macquarie-Hastings is poised for further expansion, with a projected increase of 28,644 people from 2021 to 2046. Starting at 86,638 people in 2021 (Census 2021), the population is estimated to reach 115,302 in 2046 (REMPAN, 2024), demonstrating significant growth. Anticipated changes include an addition of 6,000 to 7,000 individuals every five years between 2021 and 2036 (REMPAN, 2024), slowing to 5,000 people every five years from 2036 to 2046 (REMPAN, 2024). This anticipated deceleration in growth is attributed to demographic shifts, particularly an ageing population, leading to more projected deaths than births between 2031 and 2046. Nevertheless, net migration, indicating people moving to the area minus those leaving, is expected to remain robust.

- Port Macquarie-Hastings stands out with a high concentration of retirees and seniors. This trend is forecast to continue with an additional 15,377 people aged 65 or over by 2046.
- The LGA is expected to have an increase in young adults and workers with an increase of almost 4,000 people ages 15-34, reflecting a trend due to new education and employment opportunities.

LGA Housing Snapshot

Household Composition	Demographic Overview	Housing Affordability	Employment
<ul style="list-style-type: none"><li>• In 2021, Port Macquarie-Hastings had 38,169 Private Dwellings:</li><li>• Dominant types: couples (31%) and lone persons (27%).</li><li>• Couples with children and single-parent households: 32%.</li><li>• Compared to NSW and similar cities:<ul style="list-style-type: none"><li>▪ Higher couple-only and lone-person households.</li><li>▪ Lower proportion of families with children and group households.</li></ul></li><li>• Lone person households concentrated near the town centre, mostly aged over 50.</li><li>• Families with children concentrated in suburban and rural areas.</li><li>• Projected household increase from 34,050 (2016) to 44,800 (2041).</li><li>• Growing trend in smaller couple and lone person households.</li></ul> <p>Average household size expected to shrink from 2.3 (2016) to 2.15 (2041).</p>	<ul style="list-style-type: none"><li>• Port Macquarie-Hastings Local Government Area (LGA) based on the 2021 Census:</li><li>• The total population in the Port Macquarie-Hastings LGA was 86,762 people.</li><li>• Gender Distribution:<ul style="list-style-type: none"><li>• Male: 47.9%</li><li>• Female: 52.1%</li></ul></li><li>• Age Distribution:<ul style="list-style-type: none"><li>• Median Age: 49 years</li><li>• Notable age groups:<ul style="list-style-type: none"><li>• 0-4 years: 4.4%</li><li>• 35-39 years: 4.9%</li><li>• 65-69 years: 7.4%</li><li>• 80-84 years: 3.9%</li><li>• 85 years and over: 3.9%</li></ul></li></ul></li><li>• Indigenous Population:<ul style="list-style-type: none"><li>• Aboriginal and/or Torres Strait Islander: 5.5% (significantly higher than the national average)</li></ul></li><li>• Religious Affiliation:<ul style="list-style-type: none"><li>• The largest religious group reported overall was Christianity (57.0%)</li></ul></li></ul>	<ul style="list-style-type: none"><li>– The median residential house price in the Port Macquarie-Hastings Local Government Area (LGA) is \$840,000.</li><li>– The median rent in the LGA is \$580 per week.</li><li>– In 2021, there were 5,322 dwellings in housing stress (13.3%). This consists of 1,185 in mortgage stress (14.4% of mortgaged dwellings), and 4,137 in rental stress (50.4% of rented dwellings) in the LGA.</li><li>– Housing stress relates to households renting or paying a mortgage and their ability to meet their housing costs.</li><li>– A household experiences housing stress when the cost of housing (either as rent or mortgage repayments) is high relative to household income.</li><li>– In 2015-16 there were 526 affordable dwellings sold in Port Macquarie - Hastings, representing 34% of all dwellings sold. By 2022-23 this had decreased to 56 affordable dwellings sold, representing 7% of all dwellings sold.</li><li>– In 2015-16 there were 153 affordable rentals in Port Macquarie - Hastings, representing 26% of all rentals. This increased to 446 affordable rentals in 2022-23, representing 23% of all rentals.</li></ul>	<ul style="list-style-type: none"><li>• Employment and Industry:<ul style="list-style-type: none"><li>• The Hastings region provides employment opportunities across various sectors:</li><li>• Health and social services: Significant growth in recent years.</li><li>• Construction: Contributing to employment.</li><li>• Education and training: Also experiencing growth.</li><li>• The unemployment rate in Port Macquarie is currently below the national rate of 5.6%<sup>2</sup>.</li></ul></li><li>• Housing and Economy:<ul style="list-style-type: none"><li>• Vacancy rates have been low for a sustained period, indicating a significant undersupply.</li><li>• Dwelling approvals peaked in 2022/23 at 986 dwellings.</li><li>• The LGA has approximately 1,100 social and community housing dwellings.</li></ul></li></ul>

Source - Australian Bureau of Statistics Census 2021 and REMPLAN 2024.





Housing profile

Enabling Infrastructure

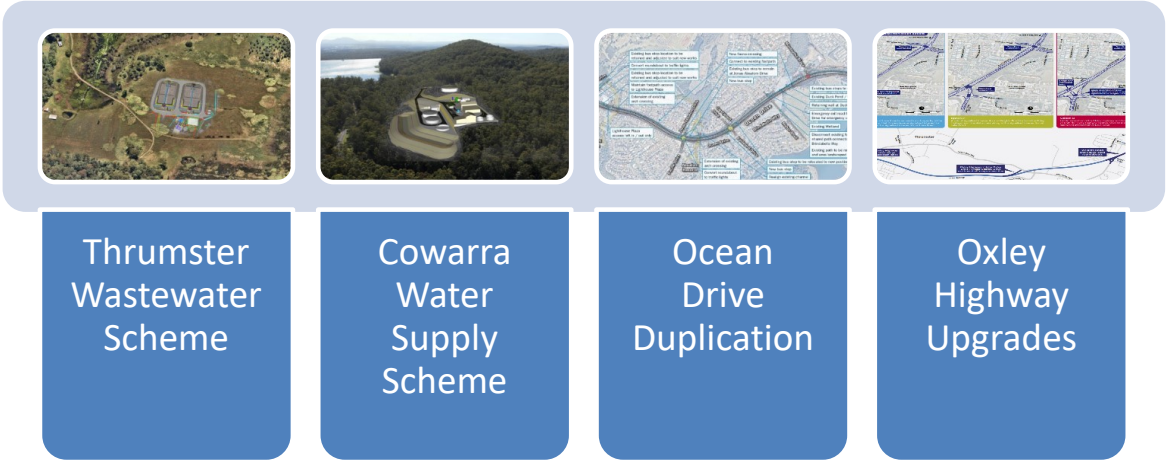


Figure 7: Catalyst infrastructure

A significant amount of infrastructure is required to support future growth. Some of this infrastructure is needed ahead of development; this is often termed catalyst or enabling infrastructure. Council’s local housing delivery plan will provide more detail regarding the catalyst infrastructure required to support future growth areas and zonings.

Water and Sewer	Transport	Open Space and Recreation
<ul style="list-style-type: none"><li>Thrumster Wasterwater Treatment Scheme</li><li>Cowarra Water Supply Scheme</li><li>Kew Wastewater Treatment Augmentation</li><li>Bonny Hills Wastewater Treatment Plant Upgrades</li><li>Network improvements and upgrades</li></ul>	<ul style="list-style-type: none"><li>Oxley Highway Upgrades</li><li>Ocean Drive Duplication</li><li>Lake Road Duplication</li><li>Beechwood Road Upgrade</li><li>Hastings River Drive Upgrades</li><li>Improved and New Walking and Cycling Connections</li></ul>	<ul style="list-style-type: none"><li>Port Macquarie Aquating Centre</li><li>Hastings Regional Sporting Complex</li><li>Thrumster Regional Playing Fields</li><li>Neighbourhood Parks and Open Space</li></ul>

Land use constraints and opportunities for housing

Housing Growth and Environment Challenges and Opportunities:

Infrastructure and Housing Delivery

- The region has witnessed prolonged population growth, leading to a surge in demand for new dwellings.
- 'Greenfield' growth areas such as Innes Lake, Sovereign Hills/Thrumster, Rainbow Beach and Kew/Kendall have expanded to accommodate this growth.
- There exists a backlog in essential infrastructure works, resulting in some congested roads and strained community infrastructure.
- Essential infrastructure needs to catch up with residential rezoning to alleviate congestion, enhance community integration, and meet the demands of a growing population.

Theoretical housing capacity

In 2021 City Plan (now Gyde Planning) undertook a theoretical dwelling analysis report for the region. The methodology utilised was as follows:

- Identify all zones where residential development is permissible.
- Exclude zones not considered to be significantly contributory to the future housing supply (e.g., rural, environmental protection, and conservative residential zones)
- Exclude lots known to have constricted residential development capacity (e.g., schools, parks, heritage items etc.)
- Calculate the number of additional (net) dwellings capable of being developed under the current planning controls.
- Assume each lot with development capacity is developed to the maximum yield to determine the theoretical development capacity.

Since 2021 further refinement of these numbers has occurred to take into account development that has occurred and exclude land required for infrastructure, open space, community facilities or constrained.

As a result of this exercise the theoretical dwelling capacity for the Port Macquarie Hastings has been determined to be as follows:

Zones	R1	R3	R4	R5/RU5	E zones and MU1	Total
Port Macquarie	735	1,240	1,250	N/A	828	4,053
Thrumster - Sancrox	2,031	190	N/A	200	227	2,648
Wauchope - Beechwood	30	N/A	N/A	130	33	193
Lake Cathie - Bonny Hills	665	590	N/A	2	262	1,519
Camden Haven	1,098	N/A	N/A	55	47	1,200
Total	4,579	2,020	1,250	387	1,397	9,875

The theoretical dwelling capacity has identified that 9,875 dwellings could theoretically be created within the current planning controls if all zoned land is developed and infill development opportunities are realised. There are many reasons that theoretical dwelling capacity may not be realised, including land constraints, challenges with redevelopment, utilisation of land for other purposes (e.g. commercial, educational, etc.), and landowners not seeking to develop. As such, theoretical dwelling capacity can be used to guide existing capacity but should not be exclusively relied upon to meet minimum dwelling needs.



*Projected housing demand*

Population forecasts for the Port Macquarie-Hastings provide a basis for determining the future housing demand required across the planning horizon. The Department of Planning, Housing and Industry (DPHI) provides the Council with population projections which form a baseline. Council has worked with REMPLAN to develop a more robust scenario-based forecast, which is informed by a greater evidence base that provides a main (or most likely) scenario to inform this strategy.

REMPAN’s population forecast for the Port Macquarie Hastings region identifies consistent growth to 2046 when the population is expected to reach 115,302 people. By comparison, the DPHI projections only extend to 2041 and forecast the LGA will grow to 100,686 people.

These scenarios provide for different dwelling implications and projected housing demand. It is essential to ensure a suitable housing supply and stock to cater to a changing and ageing population. To ensure there is not an undersupply of housing the higher scenario has been used to inform the actions and delivery of this strategy.

The projected dwellings required to accommodate the increase in population are generally 10% to 20% higher than the demand generated by an increase in population. This buffer on the ‘minimum’ number of dwellings required allows for a percentage of houses to be unoccupied at any one time.

Forecast	2026	2031	2036	2041	2046	Total Change
DPHI	+2,700	+2,600	+2,100	+1,700	N/A	+9,100
REMPAN	+3,202	+3,090	+3090	+2,977	+2,959	+15,318

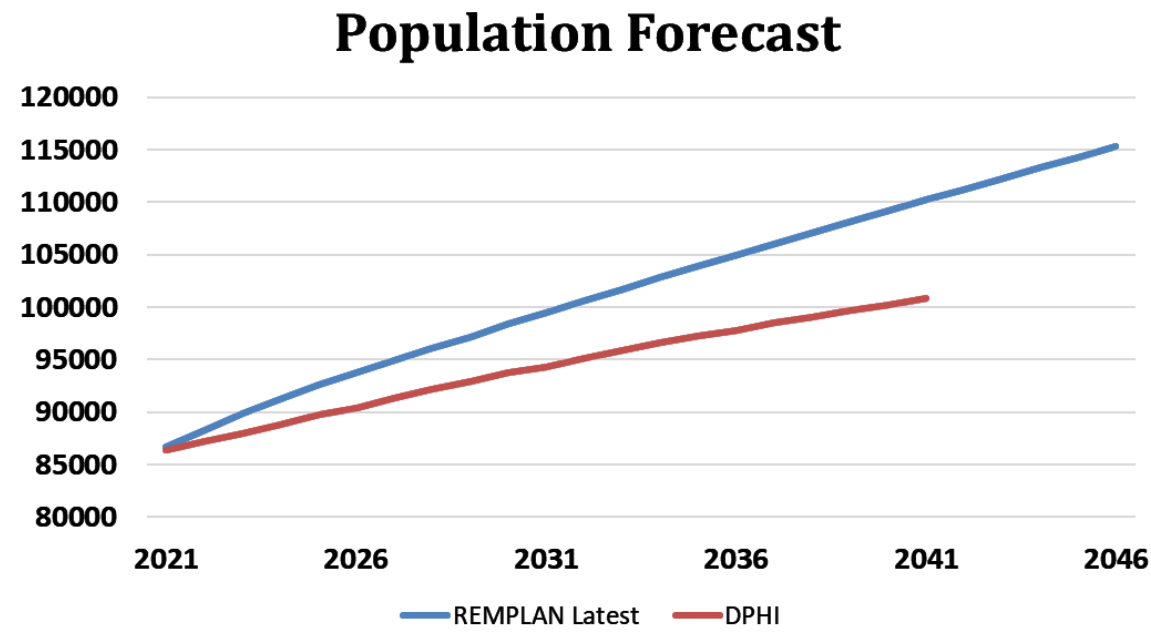
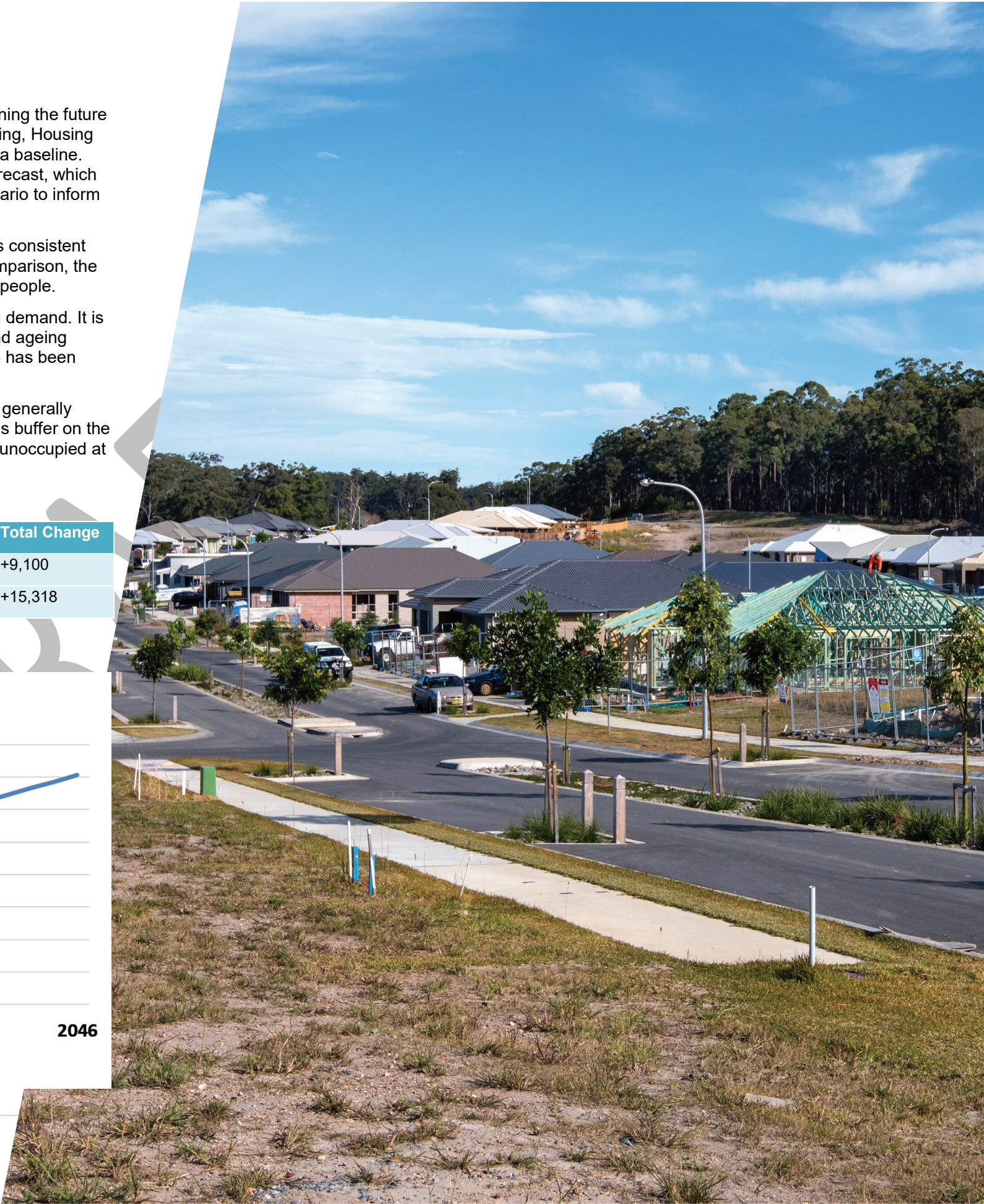


Figure 8 - Population Forecasts





OUR STRATEGY FOR WHERE WE WANT TO BE IN 20 YEARS

PRIORITY ONE: Infrastructure which supports growth

Where we want to be in 20 years?

Outcome	infrastructure is delivered which supports growth and enables housing delivery whilst protecting the natural environment.
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How will we get there?

Objective	Long-term planning for growth is well-informed and supports sustainable outcomes. Catalyst and enabling infrastructure is delivered to support further growth before land is rezoned. Infill development is prioritised in areas with adequate infrastructure, services, and amenity. The release of new housing land is aligned with infrastructure.
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No.	Strategies	Council role
1.1	Provide integrated forward planning to identify long-term infrastructure needs	Deliver Advocate Leader
1.2	Advocate to and work with the NSW Government for funding of key infrastructure projects	Advocate Leader Partner
1.3	Ensure sustainable funding pathways for future infrastructure delivery	Advocate Leader Partner
1.4	Implement adaptive and circular economy principles in infrastructure planning	Deliver Advocate Leader

How will we know if we get there?

Measure	Target & Baseline
Undertake and implement integrated plans for transport, water and sewer and open space and recreation.	Prepare a plan for each infrastructure category
Number of submissions made to the NSW Government	Two per year
Prepare a new Local Infrastructure Contributions Plan	New plan prepared

Why this priority?

Infrastructure plays a pivotal role in creating liveable communities and supporting our economy. The Port Macquarie Hastings LGA has been a fast-growing region of the Mid-North Coast for many years, and infrastructure delivery has not kept pace with this growth. As a result, infrastructure has aged, quality has declined, traffic congestion has risen, and water and wastewater capacity needs to catch up.

In Port Macquarie, Wauchope, and Kew/Kendall, a lack of wastewater capacity has limited the delivery of more zoned land for development. To resolve this infrastructure backlog, Council has sought to invest heavily in capital infrastructure delivery, including the Ocean Drive Duplication and Thrumster Wastewater Treatment Plant.

It is essential to ensure that infrastructure delivery is integrated with land use planning to provide suitable infrastructure for growth. While a focus has been placed on water, sewer, and transport infrastructure, adequate social and community infrastructure is also important to support growing communities.

Enabling or catalyst infrastructure refers to the foundational systems, facilities, and networks that support economic activities, social well-being, and sustainable development. Categories of this infrastructure are:

- Transportation Infrastructure: Roads, public transport, walking, cycling, railways, airports, and ports facilitate movement of goods and people.
- Energy Infrastructure: Power grids, renewable energy sources, and efficient distribution networks.
- Telecommunications Infrastructure: Mobile networks, internet connectivity, and data centres.
- Water and Waste Infrastructure: Clean water supply, wastewater treatment, and waste management.
- Digital Infrastructure: Broadband networks, fibre-optic cables, and satellite communication.

Circular economy principles should be integrated into infrastructure planning and delivery to ensure holistic sustainability outcomes. An adaptive approach to infrastructure planning should be implemented to ensure infrastructure delivery is agile enough to adapt to changing community’s needs. Re-use and future purposes for redundant infrastructure should be considered early in the planning process.

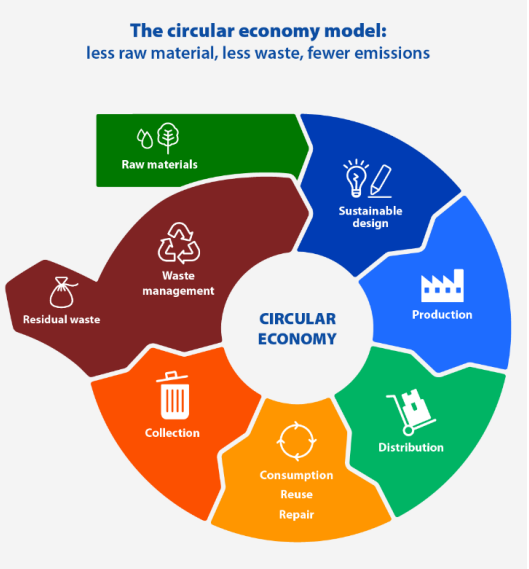


Figure 9 - Circular Economy

Shaping Our Future 2040 - Local Strategic Planning Statement	Planning Priority 11 - Provide a multi-modal integrated land-use and transport network across Port Macquarie-Hastings Planning Priority 12 - Develop a network of safe, accessible and sustainable local transport options linking key local destinations Planning Priority 18 - Create a greener urban environment Planning Priority 19 - Plan, prioritise and deliver integrated infrastructure
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CSP Themes Ref



Liveable

CSP Priority Areas



quality of life



reduced traffic



stable infrastructure



improved pathways

PRIORITY TWO: Deliver diverse housing

Where we want to be in 20 years?

Outcome	A diverse range of housing is provided that provides the choice our population needs, and caters to our changing population (including ageing, younger and working aged people).
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How will we get there?

Objectives	The mix of housing types available suits our community’s needs and expectations Increase diversity of residential dwellings
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No.	Strategies	Council role
2.1	Review planning controls to prioritise Infill and medium density development	Leader Partner Capacity Builder
2.2	Ensure suitable supply of key worker and student housing	Advocate Partner Capacity Builder
2.3	Explore provisions and controls to facilitate smaller lot sizes and encourage smaller dwellings.	Advocate Leader
2.4	Encourage energy efficient and adaptable housing	Advocate Leader Partner
2.5	include density provisions and controls in key well located in fill areas to encourage a diverse range of housing.	Advocate Leader Partner Capacity Builder

How will we know if we get there?

Measure	Target & Baseline
A minimum of 40% of approved residential development is medium or high density	40%, Baseline 35% (2016-2022 Data)
Increase Student and Workers (Co-Living) Accommodation	Increase, Baseline - 186 workers dwellings
Achieve 10 year land supply target.	10 Years of land supply
Increase Adaptable and Accessible Housing	Increase
Investigate density provisions and controls in key well located in fill areas to encourage a diverse range of housing.	Review planning controls

Why this priority?

Changing demographics and lifestyle expectations are expected to fuel demand for a diverse range of housing types. It is expected that as the population continues to age, smaller dwellings will be required to be close to services. This may take the form of apartments in and around the CBD, town or terrace houses, or smaller houses on small lots in central locations. Dedicated aged care facilities to provide various levels of care will also be needed.

It is also important to ensure there is suitable housing for workers and young families relocating for work and lifestyle. This housing needs to be diverse to meet individual needs and may vary from co-living and boarding house-style accommodation to rural residential. A variety of housing and services in new growth areas like Thrumster will provide much-needed housing choices.

The current housing stock provided across the Port Macquarie Hastings Area lacks diversity. 76% of all dwellings are separate houses (ABS 2021 Census), and 73% are three or more bedrooms.

Housing suitability is a derived variable considering the relationship between household type and the number of bedrooms. It can be used as an indicator of potential overcrowding and the extent to which the current housing stock is meeting the needs of the resident population.

In 2021, 10,978 dwellings in Port Macquarie - Hastings had one spare bedroom (31.5%). A further 33.3% had two spare bedrooms, and 12.8% had no spare bedrooms. As a result, in 2021, there were 51,262 ‘spare bedrooms’ in dwellings across the Port Macquarie-Hastings LGA (REMPPLAN, 2024). It should be noted with a decline in average household size expected to continue to 2046, the housing typologies provided do not meet the ongoing needs of community and more diverse housing types including smaller dwelling is required.

Figure 10 - Number of bedrooms in dwellings within the LGA

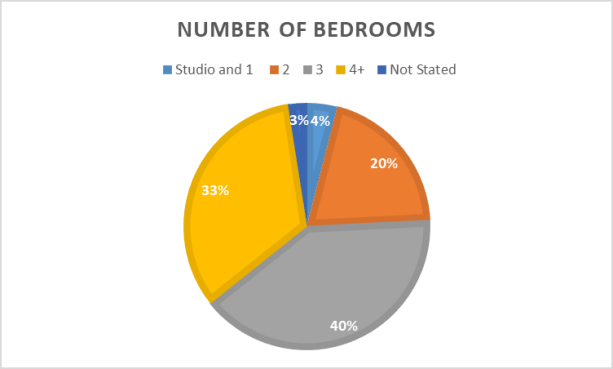
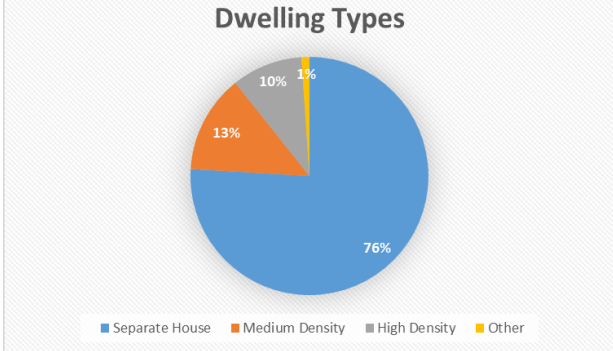


Figure 11- Dwelling type as a percentage



Shaping Our Future 2040 - Local Strategic Planning Statement

CSP Themes Ref



Liveable

Planning Priority 2 - Manage growth sustainably  
Planning Priority 7 - Provide for a diversity of housing in the right locations

CSP Priority Areas



inclusive community



affordable living



quality of life



stable infrastructure

PRIORITY THREE: Deliver liveable and connected neighbourhoods and communities with distinctive character

Where we want to be in 20 years?

Outcome	Create liveable and connected neighbourhoods and communities with distinctive character, allowing space for walking, cycling and enjoying/respecting natural assets.
---------	--

How will we get there?

Objective	Housing is well-designed and environmentally sustainable. Place-based planning supports healthy and connected communities, reflective of local character Housing growth in established areas is incremental and preserves character and heritage values.
-----------	--

No.	Strategies	Council role
3.1	Provide walking and cycling infrastructure for a growing community	Advocate Deliver Leader Partner
3.2	Create more green spaces and retain and protect biodiversity corridors	Deliver Leader Partner
3.3	Preserve the heritage and character of the region’s towns and villages	Leader Partner
3.4	Implement principals of the NSW Public Spaces Charter	Advocate Leader Partner

How will we know if we get there?

Measure	Target & Baseline
Increase the number of people who walk and cycle to work	Increase, baseline - 2.9% (2021)
Increase Green Space	Increase land zoned C2 Environmental Conservation and RE1 Public Recreation

Why this priority?

As housing development and growth occur, it is important communities and neighbourhoods are connected. Connectivity is vital to ensure social connection and access to social and cultural facilities and services regardless of location. As the region grows, it is important to ensure that people have access to suitable telecommunication and transportation infrastructure. It is vital to ensure natural assets and biodiversity is protected and connected.

Neighbourhoods across the region have distinct characteristics that define them, and emerging centres across the region should develop distinctive characteristics of their own. Neighbourhoods should be walkable and encourage active transport, with compact town centres providing housing density and diversity close to services.

Allowing space for walking, cycling, and enjoying/respecting natural assets is also important for the region’s long-term growth and development. The region can promote physical activity, reduce traffic congestion, and improve air quality by creating walkable and cycle-friendly neighbourhoods. Additionally, by respecting natural assets such as parks, rivers, and beaches, the region can promote environmental sustainability and preserve the region’s natural beauty.

In summary, creating liveable and connected neighbourhoods and communities with distinctive character, allowing space for walking, cycling, and enjoying/respecting natural assets is essential for the Port Macquarie Hastings Region’s growth and development. The region can ensure that its residents are safe, healthy, and happy by implementing measures that promote sustainability, resilience, and community.

Creating green spaces: The region can create green spaces that help reduce air pollution, absorb excess water during floods, and provide recreational opportunities for residents.

locally relevant design principles that encourage ‘healthy and connected’ places into planning for and the practice of delivering new housing in greenfield areas. These will assist with creating a better understanding of the opportunities and expectations for development in what is typically seen uniformly as suburban living.

- Create a range of housing opportunities and choices.
- Create walkable neighbourhoods.
- Foster distinctive, attractive places with a strong sense of place.
- Mix complementary land uses.
- Take advantage of compact building design.
- Design for a sub-tropical climate.

Council can also encourage outcomes more in line with these principles by requiring concept plans and masterplans prepared by developers to address certain factors set out the Development Control Plan, particularly the Locality Specific Provisions.

Shaping Our Future  
2040 - Local Strategic  
Planning Statement

Planning Priority 6 - Use a place-based approach to shape the development of our sites, streetscapes, precincts, towns and centres  
Planning Priority 8 - Create vibrant public places and spaces that inspire social interaction and support community wellbeing  
Planning Priority 9 - Preserve and enhance the distinctive character, size and scale of our towns, villages and rural communities  
Planning Priority 10 - Protect, respect and embrace our natural, built and cultural heritage (including our Aboriginal cultural heritage)

CSP Themes Ref



Liveable

CSP Priority Areas



inclusive community



environment



quality of life



stable infrastructure



improved pathways

PRIORITY FOUR: Create neighbourhoods which are safe, sustainable and resilient to natural hazards.

Where we want to be in 20 years?

Outcome	Residential development and communities are safe, sustainable and resilient to natural hazards.
---------	---

How will we get there?

Objective	New dwellings are located in areas which are resilient to natural hazards. New housing is water and energy efficient reducing costs to residents, mains consumption and carbon emissions.
-----------	--

No.	Strategies	Council role
4.1	Manage and improve resilience to natural hazards and environmental change	Leader Partner Capacity Builder
4.2	Build resilient places and communities	Deliver Advocate Leader Partner Capacity Builder
4.3	Integrate water and energy sensitive urban design measures into the built form	Advocate Leader Capacity Builder
4.4	Sustainably manage and conserve water resources	Leader Partner Capacity Builder

How will we know if we get there?

Measure	Target & Baseline
Implement strategic principles in Planning for Bushfire Protection (PBP) 2019	Strategic Bushfire Studies and Master Plans prepare in accordance with PBP to support all planning proposals.
Decrease residential electricity and gas related carbon emissions per dwelling	Decrease, Baseline 7.4 tCO2e (2021)
Decrease average mains water consumption per dwelling	Decrease, Baseline 160L per person (2023)
Investigate incentive provisions to achieve improved energy efficiency outcomes in accordance with State Environmental Planning Policy (Sustainable Buildings) 2022	Review planning controls

Why is this a priority?

Creating neighbourhoods that are safe, sustainable, and resilient to natural hazards is crucial for the Port Macquarie Hastings Region. According to the United Nations’ Sustainable Development Goal 11, creating sustainable cities and communities is essential for ensuring that cities are inclusive, safe, resilient, and sustainable.

The Port Macquarie Hastings Region is prone to natural hazards such as bushfires, floods, and storms. Therefore, it is important to create neighbourhoods that are resilient to these hazards. This can be achieved by implementing measures such as building homes that are designed to withstand natural disasters, creating green spaces that can absorb excess water during floods, and developing evacuation plans for residents in case of emergencies.

Creating sustainable neighbourhoods is also important for the region’s long-term growth and development. Sustainable neighbourhoods can help reduce the region’s carbon footprint, promote energy efficiency, and improve the quality of life for residents. This can be achieved by implementing measures such as using renewable energy sources, promoting public transportation, and creating green spaces that can help reduce air pollution.

In summary, creating neighbourhoods that are safe, sustainable and resilient to natural hazards is essential for the Port Macquarie Hastings Region’s growth and development. By implementing measures that promote sustainability and resilience, the region can ensure that its residents are safe, healthy, and happy.

locate new developments, away from hazard prone areas such as high bushfire, flood, landslide, coastal erosion, coastal and tidal inundation risk locations, contaminated land, and designated waterways to reduce the community’s exposure to natural hazards, taking into account the impacts of climate change on the scale, frequency and severity of future natural disasters and the risks posed by natural hazards.

Manufactured home estates (MHEs) have been growing in popularity in NSW and the region in the past decade. The Port Macquarie-Hastings LGA has 38 Caravan Parks and MHEs totalling 4,688 manufactured dwellings or sites, the majority of which long term sites. MHEs are attractive due to streamlined planning approvals pathways and affordable modular construction. MHEs can offer an affordable housing option but tend to be more susceptible to natural hazards and less energy efficient than comparable dwellings. MHEs can also have significant impacts on local character and strategic design outcomes. Manufactured home estates gain their permissibility and our regulated by the State Environmental Planning Policy (Housing) 2021, this provides limited opportunity for Councils to strategically plan for this land use.

Manufactured housing is a necessary part of the housing mix. However, as outlined in the Local Government NSW submission on the matter in 2016, this must be subject to improved concept and strategic planning. MHEs should have regard to the local context and character, ensuring better and more suitable design outcomes. MHEs should not occur in locations that are prone to natural hazards. Council should review its development controls to ensure suitable energy efficiency outcomes are met by manufactured homes.

Shaping Our Future 2040 - Local Strategic Planning Statement	Planning Priority 1 - Protect, conserve and enhance our biodiversity and areas of high environmental value
	Planning Priority 3 - Increase our community’s resilience to the impacts and risks of natural hazards and environmental change
	Planning Priority 5 - Sustainably and efficiently manage our energy, water, waste and natural resources
	Planning Priority 17 - Ensure existing and future infrastructure is resilient to natural hazards and human-related threats

CSP Themes Ref



Resilient

CSP Priority Areas



inclusive community



environment



quality of life



stable infrastructure



PRIORITY FIVE: Locate residential development in well-planned growth precincts and infill areas

Where we want to be in 20 years?

Outcome	All urban residential development is in identified and well-planned growth precincts and infill areas which minimise environmental impacts, risks and land use conflict.
---------	--

How will we get there?

Objective	Centres are the focus for density and housing diversity. New urban growth occurs in areas which are master and/or structure planned. Housing growth in established areas preserves character and heritage values.
-----------	---

No.	Strategies	Council role
5.1	Provide well designed and located homes to meet demand	Advocate Leader Partner Capacity Builder
5.2	Create places which are distinctive in identity, responsive to local community needs and contribute to improved liveability	Deliver Advocate Leader Partner
5.3	Protect and avoid biodiversity and areas of high environmental value	Leader Partner
5.4	Use best-practice planning guidelines to ensure high-quality design outcomes	Leader Deliver Partner Capacity Builder

How will we know if we get there?

Measure	Target & Baseline
Increase conservation zoned land for known High Environmental Value (HEV)	Increase
Increase land area subject to master/structure plans	Increase
Increase medium and high density dwellings	Increase, baseline - 24.8% (2021)

Why is this a priority?

By focusing on specific precincts/growth areas, Council can better manage environmental impacts. This approach allows for targeted assessments of ecological factors, such as habitat preservation, water quality, and biodiversity. It helps prevent widespread disruption to natural ecosystems.

Focusing on planned growth areas minimizes risks associated with haphazard development. These risks include flooding, bushfire hazards, and soil instability. By adhering to well-defined precincts, the Council can implement appropriate mitigation measures and ensure safer living conditions for residents.

When residential development occurs without proper planning, conflicts often arise. These conflicts may involve incompatible land uses (e.g. residential areas near industrial zones), noise complaints, or disputes over infrastructure. By strategically designating growth precincts, the Council can reduce such conflicts and promote harmonious coexistence.

Concentrating development in specific areas allows for efficient provision of infrastructure and services. Roads, utilities, public transport, and community facilities can be strategically planned and delivered to support the growing population. This approach optimizes resource allocation and minimizes wastage.

The Port Macquarie-Hastings Council’s approach aligns with the North Coast Regional Plan, which emphasizes sustainable growth, environmental protection, and community well-being. By adhering to planned precincts, Council contributes to the broader regional vision while addressing local needs.

Locating residential development in well-defined growth precincts and infill areas ensures a balanced approach that considers environmental conservation, risk management, and community cohesion. It aligns with both local and regional planning goals.

Medium- and higher-density housing brings numerous benefits when it is located appropriately and delivered in a manner that suits the context. Council’s planning controls play a pivotal role in this, from setting out the overarching intent to encourage greater housing densities and diversity to the application of site-specific development standards and guidelines. Council will continue to regularly review the planning controls applied through its LEP and DCP to maintain a contemporary and forward-looking framework for development. In doing this, Council:

- Review and update planning controls in the identified housing diversity investigation areas to increase the planned capacity for growth in these areas, in a way that complements desired future character.
- Consider opportunities to encourage greater housing diversity and densities within greenfield suburban areas as these become more established,
- Encourage subdivision patterns that would enable and encourage more low-rise housing diversity, ▪ Provide type-specific guidelines for the ‘missing middle’ and buildings that include apartments, and
- Identify mechanisms that will effectively incentivise the types of development we want in particular areas.

Shaping Our Future 2040 - Local Strategic Planning Statement

Planning Priority 2 - Manage growth sustainably  
Planning priority 7 - Provide for a diversity of housing in the right locations

CSP Themes Ref



Liveable

CSP Priority Areas



inclusive community



reduced traffic



environment



quality of life



stable infrastructure



PRIORITY SIX: Increase Availability of Affordable Housing

Where we want to be in 20 years?

Outcome	Affordable housing is facilitated through provision of a range of different initiatives, policies, dwelling types and sizes to cater for the needs of residents.
---------	--

How will we get there?

Objective	Planning facilitates the delivery of social and affordable housing. Affordability is supported across the housing spectrum.
-----------	--

No.	Strategies	Council role
6.1	Advocate to the NSW Land and Housing Corporation to ensure suitable social and community housing supply across the LGA	Advocate Partner
6.2	Investigate planning incentives to encourage the delivery of social and affordable housing.	Deliver Advocate Leader Partner
6.3	Increase diversity of housing supply	Deliver Leader Capacity Builder
6.4	Prepare an Affordable Housing Plan	Deliver Leader

How will we know if we get there?

Measure	Target & Baseline
Increase number of affordable dwellings sold	Increase, baseline 2022/23 - 56 Dwellings
Decrease number of households in housing stress	Decrease, Baseline 2021 - 13.3%

Why is this a priority?

The cost of housing is a critical factor in the type and location of housing people choose. Whether a house is ‘affordable’ is also relative. A retired couple who has just sold their home in a capital city and has relocated to Port Macquarie is likely to find housing in the area very affordable. By contrast, a single parent who works in the community services sector and has limited savings is likely to find that purchasing a home on their own is unattainable, and even renting a standard house may be unaffordable without government assistance.

Despite affordability being relative, securing suitable and affordable housing is a growing issue in Port Macquarie-Hastings, particularly for lower-income households. Wage growth has generally not kept up with housing price increases, and there is a growing disparity between what people earn and the housing they can afford. In the last 20 years, the proportion of affordable housing stock for lower-income households has substantially declined.

This trend is creating growing unmet demand for more affordable housing options, including smaller dwellings within centres, granny flats, and a greater availability of rental housing.

For the purposes of this strategy, ‘affordable housing’ is defined as housing that is appropriate for the needs of a range of very low, low and moderate income households and priced so that these households are also able to meet other basic living costs, such as food, clothing, transport, medical care, and education. Affordable housing has a statutory definition under the Environmental Planning and Assessment Act 1979, being housing for very low, low and moderate income households who pay no more than 30% of their gross household income on their rent or mortgage repayments. At the time of writing this strategy, there were no affordable rental properties available for people on a low income.

The McCrindle Report outlined that housing in NSW has become increasingly unaffordable. The typical house has multiplied by 17 times in price, almost three times faster than wages in the same period. In Port Macquarie the number of affordable dwellings sold in the 2022/23 financial year was 56 this is 486 fewer affordable homes than were sold in the 2016/17 financial year just six years earlier, which equates to a 90% decline in affordable dwelling sales.

Housing affordability is a complex issue that will require all levels of government, not-for-profit, and private sector sectors to work together on solutions. Council on its own has limited levers to address housing affordability. Council can be leader to advocate on behalf of the community and build relationships to address these structural challenges.

Port Macquarie - Hastings

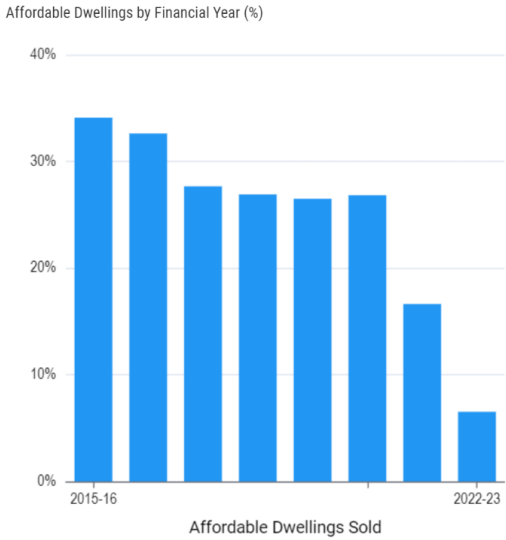


Figure 12 - Affordable Dwellings Sold in the Port Macquarie-Hastings by FY

Shaping Our Future 2040 - Local Strategic Planning Statement

Planning priority 7 - Provide for a diversity of housing in the right locations

CSP Themes Ref



Liveable

CSP Priority Areas



inclusive community



thriving economy



affordable living



# IMPLEMENTATION, MONITORING AND REVIEW

The success of the Strategy in meeting the objectives and vision for Port Macquarie Hastings will depend on ongoing engagement with the community and government agencies and providing Port Macquarie Hastings with a consolidated, comprehensive suite of planning documents. The actions contained within this Strategy will require further strategic attention by Council. The Strategy should be regularly reviewed (every five years) to capture any changes in the circumstances affecting the future of the LGA. The strategic directions recommended in the Strategy are translated into statutory provisions through amendments to the LEP and subsequent DCP framework.

The LEP establishes the applicable land zones, permissible uses, and constraints to development. At the same time, the DCP will guide planning and design outcomes and supplement the provisions of the LEP. These are the implementation documents and provide the means of ensuring that development outcomes match the aspirations and vision established for the region.

This Strategy identifies vital actions, recommendations, and reference documents to be considered when assessing development applications and proposals to rezone the land. Where any inconsistencies arise between reference documents and this Strategy, detailed recommendations of reference documents should only be implemented if the broad directions of the Strategy can be achieved.

The Strategy will be primarily implemented through two key plans; the Local Housing Delivery Plan and the Affordable Housing Plans. These documents will provide greater detail on the implementation of this strategy and will provide delivery actions for implementation.



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# PORT MACQUARIE- HASTINGS

## LOCAL HOUSING DELIVERY PLAN - DRAFT

APRIL 2024  
DRAFT FOR EXHIBITION





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# ACKNOWLEDGMENT OF COUNTRY

## **Yii Biiray Barray**

This is Birpai Country

## **Nyura yii-gu mara-la barray-gu, nyaa-gi, ngarra-gi**

You have come here, to the country to see, listen and remember.

## **Gathay Nyiirun Wakulda**

Let's all go together as one

We acknowledge the Birpai people, the traditional owners of the land in which we work and live, and pay our respects to Elders past, present and emerging. We extend our respect to all Aboriginal and Torres Strait Islander people who choose to call Port Macquarie-Hastings home.

Port Macquarie-Hastings Council recognises that the original occupants and inhabitants of this land lived in the area for more than 40,000 years. There were a number of clans speaking several dialects and these people exercised traditional rights over the area including the ownership of sacred and significant sites.





# PLAN ON A PAGE

## VISION

Port Macquarie-Hastings Council's Local Strategic Planning Statement LSPS provides the land use and planning based vision for the region:

*“Port Macquarie-Hastings is above all a place for our people. A vibrant and welcoming place where city meets country and coast. A place which protects and embraces our culture and unique natural environment. An inclusive place of strong resilient communities where people prosper. A place that people want to be a part of.”*  
*“A sustainable, high-quality of life for all”*

## OUR PRIORITIES

The Living and Place Strategy focuses on a series of priorities that are used to guide decision making and our actions. These include:

- 1 Infrastructure which supports growth
- 2 Deliver diverse housing
- 3 Deliver liveable and connected neighbourhoods and communities with distinctive character
- 4 Create neighbourhoods which are safe, sustainable and resilient to natural hazards.
- 5 Locate residential development in well-planned growth precincts and infill areas
- 6 Increase Availability of Affordable Housing

## STRATEGIC OBJECTIVES

To deliver on our vision, the Living and Place Strategy establishes strategic objectives:

- Infrastructure is delivered which supports growth and enables housing delivery whilst protecting the natural environment.
- A diverse range of housing is provided that provides the choice our population needs, and caters to our changing population (including ageing, younger and working aged people)
- Create liveable and connected neighbourhoods and communities with distinctive character, allowing space for walking, cycling and enjoying/respecting natural assets.
- Residential development and communities are safe, sustainable and resilient to natural hazards.
- All urban residential development is in identified and well-planned growth precincts and infill areas which minimise environmental impacts, risks and land use conflict.
- Affordable housing is facilitated through provision of a range of different initiatives, policies, dwelling types and sizes to cater for the needs of residents.

## ACTION PLAN

To deliver on the vision, priorities and strategic objectives within the Living and Place Strategy, the Council has developed two Delivery Plans which outlines detailed actions the Council will undertake over the lifespan of this Strategy.

The Local Housing Delivery Plan (this plan) identifies the actions required to facilitate the staged delivery of housing over the next 20 years. This plan should be used to guide and inform land use planning decision making.

The Affordable Housing Plan identifies the actions Council can lead to assist in the delivery of more affordable housing.



# INTRODUCTION

The Local Housing Delivery Plan (the Plan) is a delivery document for the Port Macquarie-Hastings Living and Place Strategy. The Plan provides greater detail on how the required housing will be delivered on a sub-regional basis and provides actions to ensure the timely delivery of the plan.

The plan provides a method for land supply analysis and informs decisions regarding future land zoning and planning controls to ensure delivery of suitable housing. Based on the assumption not all land zoned for development is suitable for development and to combat this assumes a percentage of land would be set aside for environmental constraints or infrastructure delivery. The methodology is further below.

The plan is not granular rather considers the need for housing on a regional and subregional scale. As such, this plan does not replace the need for more detailed precinct or structure planning or site-specific assessments. Assumptions of dwelling yields may be exceeded in certain locations and not met in other locations. Ongoing monitoring and review is required to ensure housing demands are being met.

The Living and Place Strategy and population projections outline the need for a minimum of 12,000 dwellings across the Port Macquarie-Hastings Local Government Area (LGA) by 2046. This Plan outlines the delivery of over 15,000 dwellings to ensure a diversity in supply. Appropriate staging and monitoring is vital to ensure the logical delivery of infrastructure to support growth. Growth must be in accordance with staging outlined in this plan and changes to the Local Environmental Plan (LEP) controls including zoning and MLS will not be supported until certainty around required infrastructure delivery can be provided and the infrastructure must be completed prior to development of the site to ensure appropriate infrastructure to service development.

The Plan seeks to implement the North Coast Regional Plan Strategy 1.4 and seeks to prioritise infill development. The plan outlines the delivery of over 40% of 6,000 dwellings via infill or medium density and seeks to encourage greater medium density development in future greenfield areas to achieve the housing diversity aspirations outlined in Council's Living and Place Strategy.





# ABOUT THE PLAN

## PURPOSE

This Plan is intended to be read in conjunction with Port Macquarie-Hastings Council's Living and Place Strategy (LPS). This Plan seeks to provide detail and actions regarding how the LPS can be implemented. This plan provides a breakdown of the region into smaller planning areas and identifies how 16,000 dwellings needed by 2046 can be achieved.



## METHODOLOGY

The methodology used to consider the theoretical development capacity is as follows:

1. Identify all zones where residential development is permissible.
2. Exclude zones not considered to be significantly contributory to the future housing supply (e.g., rural, environmental protection, and conservative residential zones)
3. Exclude lots known to have constricted residential development capacity (e.g., schools, parks, heritage items etc.)
4. Calculate the number of additional (net) dwellings capable of being developed under the current planning controls.
5. Assume each lot with development capacity is developed to the maximum yield to determine the theoretical development capacity.

The calculated theoretical development capacity is determined using the statutory development standards applying at the time of analysis. Other factors will determine whether an individual lot reaches its theoretical capacity during the lifetime of the LHS, typically including (but not limited to) the following:

- Other statutory or non-statutory planning considerations such as site accessibility or ancillary infrastructure (e.g., carparking), may limit the capability of a lot reaching its maximum capacity.
- Detailed feasibility, noting market conditions are dynamic and strongly influence the likelihood of a lot being developed or redeveloped.
- Lots with the potential for amalgamation
- Lots that are land-locked or have other topographic and environmental constraints (slope as an example)
- Site development history and ownership, particularly in established areas, noting: sites that have been only recently developed, redeveloped, or intensified have not been identified and discounted from our analysis. The theoretical capacity did not take into account any of the above factors. A lot was considered not capable of supporting additional development capacity, and excluded from analysis, if it is known to be any of the following, based on available/provided information:
  - On the Land Reservation Map.
  - A Local or State heritage item.
  - An educational or health establishment.
  - A community facility.
  - Used for sporting purposes or is a park.
  - An essential service (police, fire as examples).
  - Used as a Place of Public Worship.
  - Used for an active commercial operation (bowling/golf club as an example).

Strata Lots already containing multi-dwelling housing were excluded. Over the period of the planning horizon, it was assumed that it would not be feasible for knock down and rebuilding of existing multi-dwelling housing.

# STRATEGIC ALIGNMENT

## WHAT IS THE IMPORTANCE?

There is a substantial state, regional and local policy framework to inform land use planning. This plan has been prepared to be consistent with and give effect to this framework. Key high level plans such as the North Coast Regional Plan (NCRP) and Shaping Our Future 2040 (LSPS) provide direction on priorities for this plan.

## WHAT ARE THE KEY DOCUMENTS?

**Shaping Our Future 2040:** is the core strategic land-use planning document for our area. It outlines the vision for land-use planning in our local area over the next 20 years and sets the direction for our community’s environmental, social and economic land-use needs.

**Living and Place Strategy:** Supports the 20-Year Economic Vision for Regional NSW, the REDS set out a place-based vision and framework for economic development for each Functional Economic Region

**North Coast Regional Plan 2041:** sets a 20-year strategic land use planning framework for the region, aiming to protect and enhance the region’s assets and plan for a sustainable future.

**Urban Growth Management Strategy:** this means that land use and population growth will be managed to maintain and enhance quality of life for all persons in the community

### LOCAL

- Imagine2050 Community Strategic Plan
- Shaping our Future 2040: Strategic Planning Statement
- Living and Place Strategy
- Urban Growth Management Strategy
- Infrastructure Strategy
- Integrated Transport Strategy
- Destination Management Plan
- Health and Education Precinct Master Plan
- Yippin Creek Structure Plan
- Draft Fernbank Creek and Sancrox Structure Plan

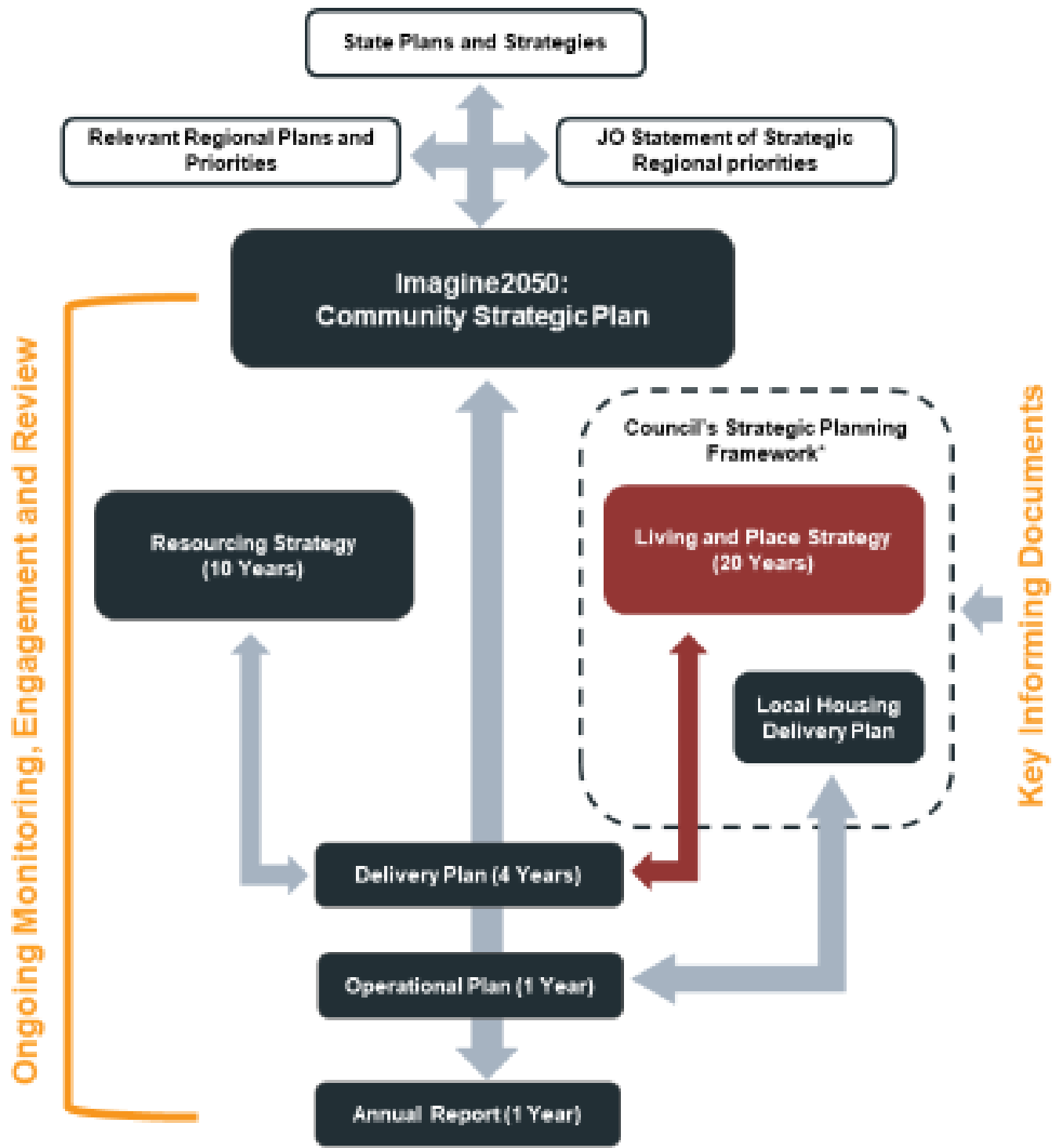
- Port Macquarie-Hastings Local Environmental Plan 2011
- Port Macquarie-Hastings Development Control Plan

### STATE

- Hastings Macleay Regional Economic Development Strategy
- North Coast Regional Plan 2041
- Port Macquarie Regional City Action Plan 2036†
- Future Transport Strategy
- North Coast Regional Water Strategy
- NSW: Our Vision for Regional Communities 2022
- Making it Happen in the Regions: Regional Development Framework
- A 20-Year Vision for Regional NSW
- NSW Circular Economy Policy: Too Good To Waste 2019

- Environmental Planning and Assessment Act 1979
  - Environmental Planning and Assessment Regulation 2021
  - State Environmental Planning Policy (Housing) 2021
  - State Environmental Planning Policy (Exempt and Complying Development Codes) 2008
  - Standard Instrument - Principal Local Environmental Plan

Figure 1 Council's Strategy and IPR Framework



Shaping Our Future 2040, a comprehensive guide for local land-use planning over the next two decades, addressing critical environmental, social, and economic needs.

Draft Living and Place Strategy is the Local Housing Strategy for the Port Macquarie Hastings LGA and provides the housing priorities, objectives and strategies to deliver suitable housing to 2046.

Regional Economic Development Strategy provides a focused approach to economic growth, aligning with the 20-Year Economic Vision for Regional NSW

North Coast Regional Plan 2041 outlines a strategic land-use framework aimed at preserving and enhancing our region's assets while fostering sustainable development over the next two decades.



# WHAT ARE WE PLANNING FOR?

This plan seeks to provide a framework to deliver 16,000 dwellings by 2046. To provide adequate detail the plan has split the LGA into five main planning areas:

- Port Macquarie
- Thrumster and Sancro
- Wauchope
- Bonny Hills and Lake Cathie
- Camden Haven (including Kew and Kendall)

Land outside of these areas is expected to contribute to the regional dwelling supply and mix particularly in rural villages but this is not addressed in this plan.

Planning proposals to rezone land for a residential purpose outside of the areas identified below generally won't be supported unless the additional land is contiguous with an area identified or existing urban area and the extension is logical to ensure the orderly and timely development of the land. Planning proposal to rezone land for a residential purpose will not be supported in areas of known high environmental value.

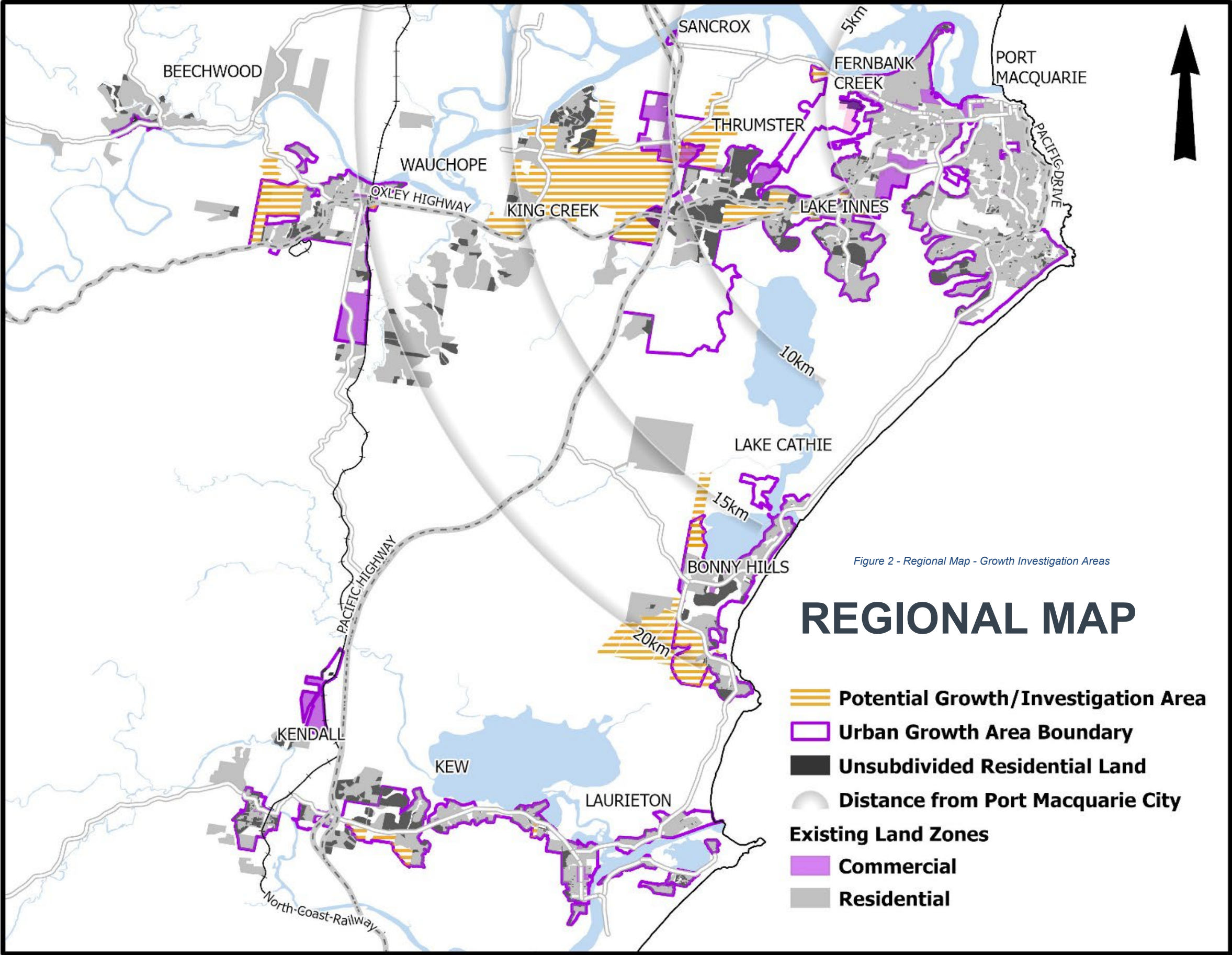
The plan identifies infrastructure and other major constraints which will need to be addressed to ensure orderly and staged development and delivery of housing occurs. These are split into two categories catalyst and supporting.

**Catalyst infrastructure** is infrastructure deemed to be integral to the servicing or development of the land. This is generally infrastructure which is required before development occurs. As such, Council must be ensured that this infrastructure will be delivered before progressing a planning (rezoning) proposal. It should be noted that the time from the commencement of a planning proposal to development on the ground and housing being built can take years depending on the scale of development proposed and this should be considered as part of infrastructure delivery. Council may be satisfied that catalyst infrastructure delivery timetable at construction contracts or detailed design phase. Council may also be satisfied if a suitable agreement is in place to ensure delivery of required infrastructure such as a Planning Agreement.

**Supporting infrastructure** is infrastructure required to service the community but is best delivered alongside residential development or at a later date with design and consultation with the local community. This may include neighbourhood parks, community facilities and public domain improvements. While consideration should be given to the planning of this a planning (rezoning) proposal stage detail of this is infrastructure is often best left to development assessment stage.







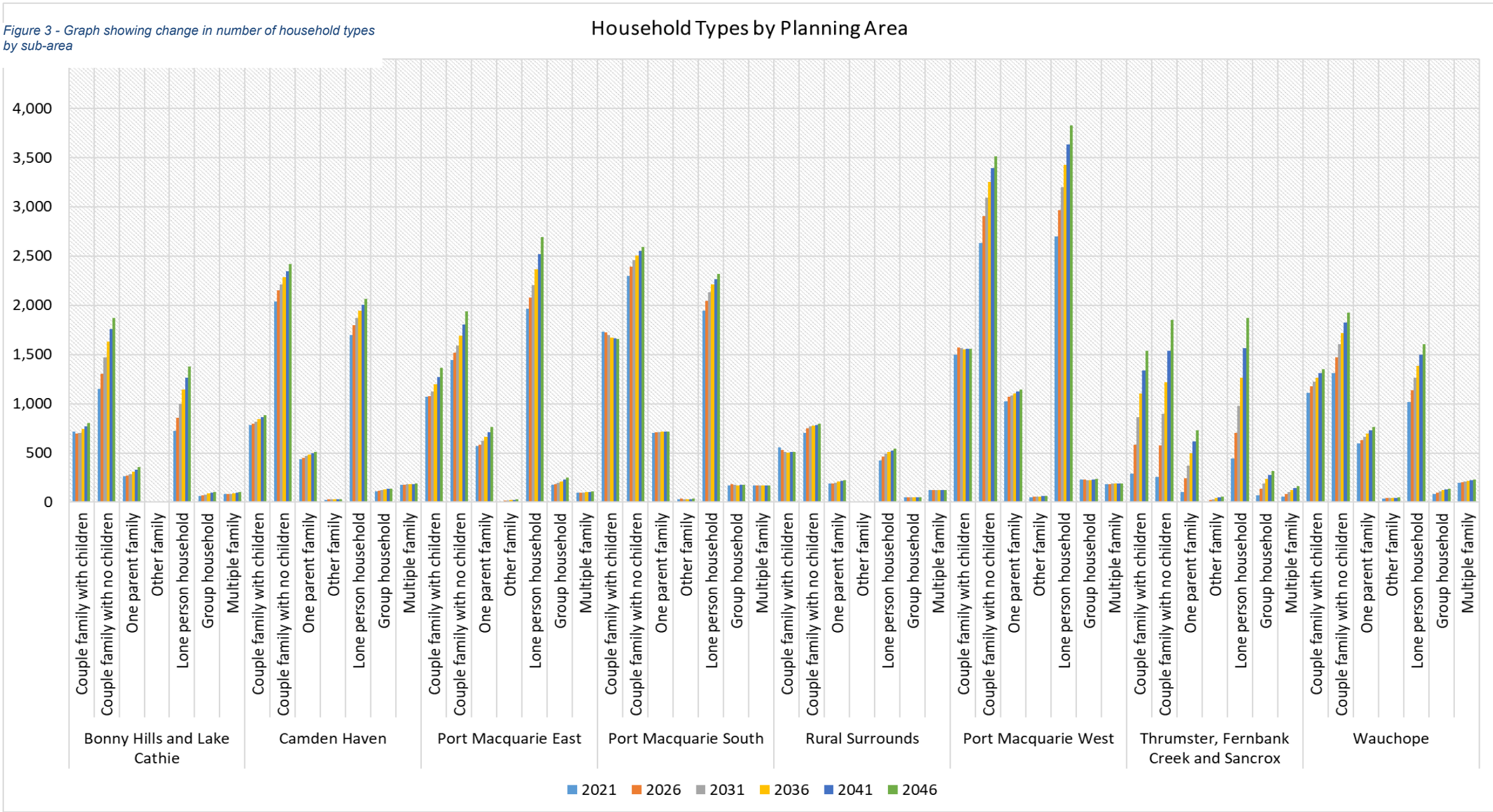


# TOWN SNAPSHOT

Table 1 - Number of Dwellings Required by Planning Area

Planning Area	2026	2031	2036	2041	2046	Total
Port Macquarie	967	948	976	990	1,026	4,907
Thrumster and Sancrox	1,188	1,152	1,107	1,104	1,063	5,614
Wauchope	404	374	336	334	314	1,762
Bonny Hills and Lake Cathie	309	372	419	334	325	1,759
Camden Haven	276	202	213	183	198	1,072
Rural Surrounds	61	42	40	35	35	213
Total	3,205	3,090	3,091	2,980	2,961	15,327

Figure 3 - Graph showing change in number of household types by sub-area



# PORT MACQUARIE

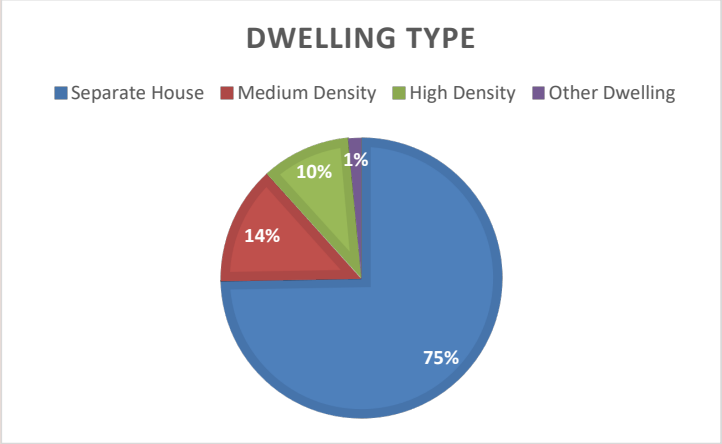
Table 2 - Port Macquarie Population and Dwelling Forecast

	2016	2026	2036	2046
Population	44,814	49,798	52,617	55,939
Dwellings	21,457	23,686	25,609	27,624

Port Macquarie is a regional city which provides the higher order services to the LGA more broadly and surrounding region of the Mid North Coast of NSW. Port Macquarie offers a diverse range of recreation activities for residents and visitors alike and has a strong economy based upon a strong employment base. Like most of the Mid North Coast, Port Macquarie does have an ageing population and many retirees seek to call Port Macquarie home, which impacts housing demand and drives the need for high quality dwellings close to services.

Affordability of housing has been an ongoing problem in Port Macquarie with limited availability of housing for those on a lower income. Anglicare North Coast Housing Affordability snapshot 2023 found that of 65 rental properties on the market only 5 were affordable for those on a low income. Port Macquarie has a fairly homogenous housing stock with 75% of all dwellings detached houses (ABS 2021 Census). This breakdown has remained stable for many years. The North Coast Regional Plan targets 40% of dwellings as medium and high density by 2041 which would provide a wider diversity and smaller dwellings for downsizers, key workers and first home buyers.

Figure 4 - Port Macquarie Dwelling Type by % of Total Dwellings



It is noted that lifestyle expectations tend to single dwellings on larger lots but this is unlikely to be achievable on a sustainable basis and managing expectations while providing a diverse housing stock of high quality will be required for a sustained cultural shift.

Based on the population projections there are approximately 3,000 additional dwellings required by 2046. There is limited greenfield land supply zoned within Port Macquarie but a theoretical dwelling analysis identify that there are conservatively 1,000 lots which can be created from residential zoned in the Port Macquarie area. Most of this land is located in the Lighthouse (incl. Emerald Downs), Lake Innes and South Lindfield areas.

The remaining dwellings would need to be catered for through infill development. There is sufficiently zoned land for medium and high yield development within the City Heart and East Port Precincts. These precincts would be the focus areas for infill development with some low impact infill such as dual occupancies likely to occur through Port Macquarie.

Focusing infill development within key precincts will see Local Character retained as Port Macquarie grows into a regional city. The precincts which will see the greatest change to 2046 are the City Heart, East Port and Health and Education Precinct (HEP) and these areas will provide for approximately 4,000 dwellings across Port Macquarie.

**Catalyst Infrastructure**  
**Thrumster Wastewater Treatment Plant** when constructed will take sewer loading off the Port Macquarie Sewerage Treatment Plant freeing up much needed capacity. Western parts of Port Macquarie will be directly serviced by the Thrumster Plant while additional infill development in the central and eastern parts of Port Macquarie will require capacity in the Port Macquarie Plant which will not be available without the Thrumster STP.

**Ocean Drive Upgrade**  
Ocean Drive is a significant sub-arterial road which provides a north south transport connection. The duplication and intersection upgrades along Ocean Drive are already underway forming a \$111million upgrade.

**Lake Road Upgrade**  
Lake Road services Port Macquarie's largest industrial precinct and one of the largest employment precincts. The road also forms an integral east/west connection for Port Macquarie, congestion along this road is regularly a problem. The upgrade of Lake Road is a priority?? to improve safety and reduce congestion.

**Oxley Highway Upgrade - Lake Road and Wrights Road Intersection**  
Oxley Highway forms the main arterial and inter-regional highway into Port Macquarie. It also has the two most congested intersections which require improvements to reduce congestion and improve safety.

**Supporting Infrastructure**  
**Parks and Open Space Embellishments**  
As the population of Port Macquarie grows the green infrastructure will need to match. This will require improvements and embellishments to green and open space throughout the City. This may also require review and consolidation of open space particularly where surplus is identified. Improved open space particularly in central locations and in areas where infill development occurs will provide a vital lifestyle offering.

**Aquatic Centre**  
The growing city of Port Macquarie will require a new aquatic centre, this is already identified as a key recreational need of the community.

**Active Transport and Shared Path Connections**  
Active transport options for walking and cycling is important for how people get around town and recreate. As the city grows, active transport connections such as shared paths and cycleways should be prioritised to provide alternatives to driving.



City Heart

Council has recognised the importance of the foreshore and public areas to the city, and the potential to integrate the area from Town Beach to Settlement City to create a fully-connected commercial, entertainment, residential and recreational city heart that offers a complete range of mixed and complementary uses and is accessible to people of all ages and abilities.

Residential uses in particular will help to bring activity and economic benefits with more people likely to use the streets at all times of the day and night, creating a family-friendly environment. People are also less likely to use their car, as activities and services are within easy reach.

Council’s planning controls should be reviewed to ensure that the city heart will support and fuse economic, social and cultural pursuits to enrich and enliven all who live, work and visit. As the City Heart grows it vital to ensure appropriate planning controls and best practice urban design creates a space for all.

This will help to bring vibrancy to the city heart by supporting the reuse and refurbishment of upper levels of buildings for office, accommodation and residential use, and promoting new development. It will also promote a greater diversity of uses in retail centres, including housing and recreation to provide for changing retail activities and lifestyle choices.

Health and Education Precinct (HEP)

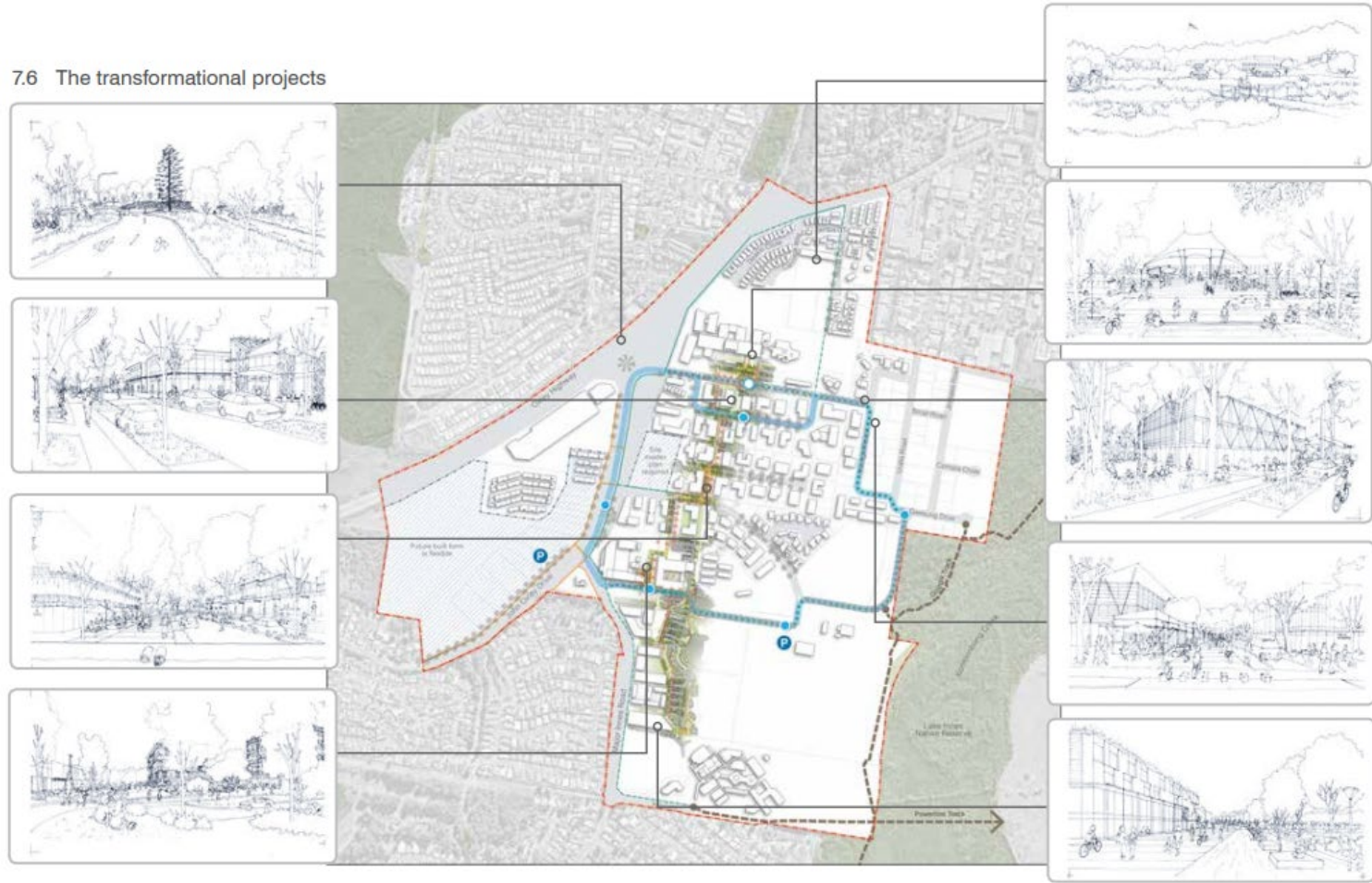
Council have developed a master plan for the Health and Education Precinct (HEP). The aim is to transform the precinct into to a centre of excellence for education, training and health, The HEP will help position Port Macquarie as an increasingly competitive destination for university students, health 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, attractive public realm. The precinct is home to the Port Macquarie Base Hospital, Charles Sturt University, the Shared Health, Research and Education Campus (SHREC) supporting CSU, UNSW and University of Newcastle initiatives, St Columba Anglican School, and the Lake Innes Shopping Village.

The precinct will provide a wide variety of accommodation offerings for key workers and students through infill development and purpose built accommodation. The precinct is expected to provide between 800 and 1,400 dwellings along with additional health and education facilities.



7.6 The transformational projects



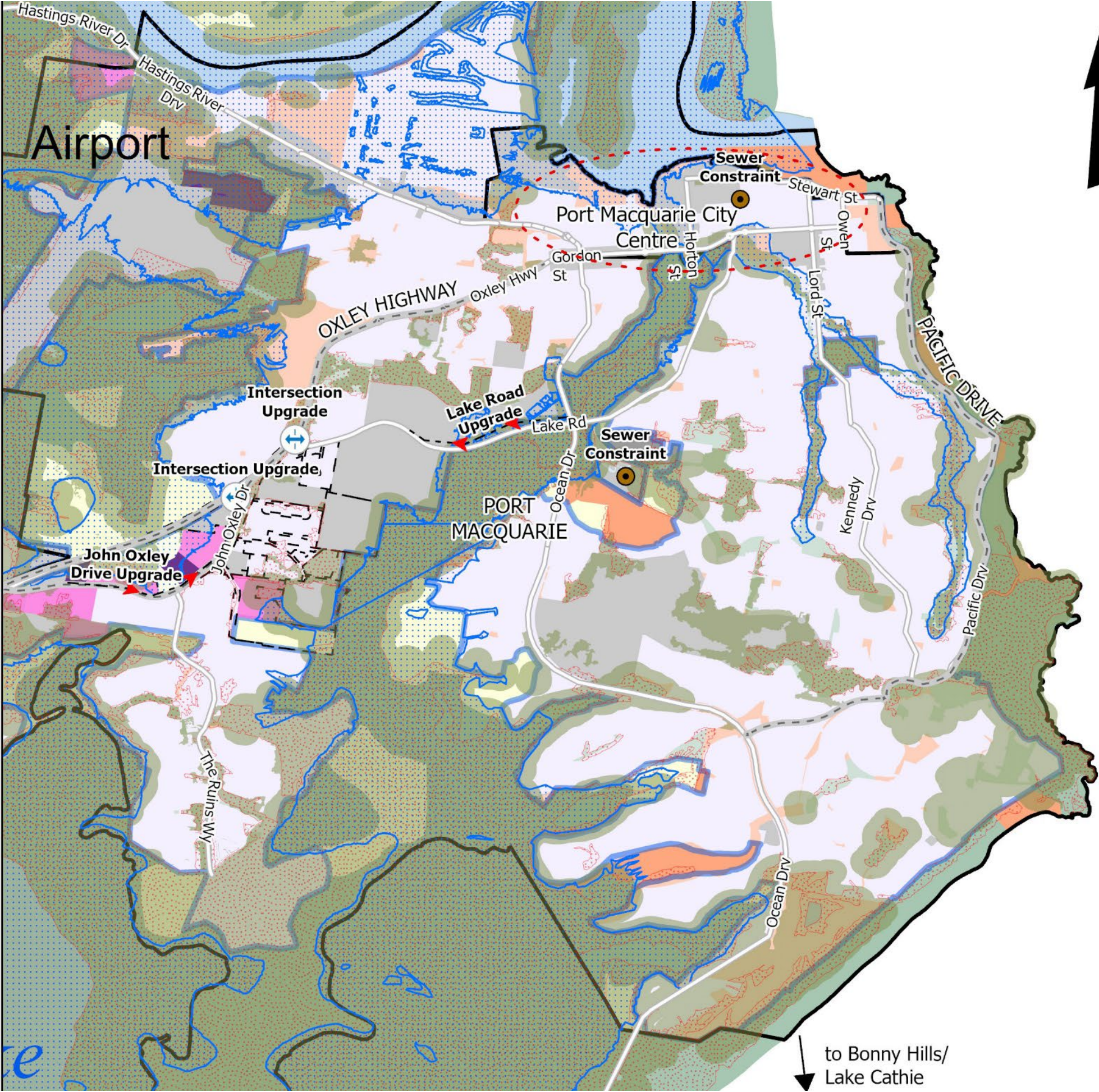


- High Environmental Values
- Flood Planning Area
- Investigation Area
- Potential Employment Lands
- Cat 1 Bushfire Prone Land

Existing Land Zones

- Employment
- Environmental
- Public Recreation
- Residential
- Rural
- Waterways

Figure 5 - Port Macquarie Map





# THRUMSTER/ SANCROX

Table 3 - Thrumster and Sancrox Population and Dwelling Forecast

	2016	2026	2036	2046
Population	1,548	6,866	12,481	17,488
Dwellings	607	2,484	4,744	6,912

Thrumster, Fernbank Creek and Sancrox are land release areas identified to provide the residential and commercial land required to support the growth of Port Macquarie until and past 2046. Thrumster has provided a major land release for Port Macquarie for over 10 years and is now home to over 3,000 people. As Thrumster continues to grow and later Fernbank Creek and Sancrox the area is expected to grow into its own town ship of approximately 20,000 people.

## Thrumster

Thrumster is the first part of this area to develop and will be the centre of employment and services for this area. It is important that as this area develops there are suitable local employment opportunities and services for the local residents. Port Macquarie is expected to continue to provide higher order services but day to day needs should be met in the local area.

Thrumster has capacity within the existing zoning for up to 2,000 additional dwellings and will provide employment, retail and health services to the greater Thrumster/Sancrox area as it develops.

## Fernbank Creek and Sancrox

Fernbank Creek and Sancrox planning investigation area has been subject to a draft Structure Plan. The draft structure plan makes land use planning recommendations for the area and outlines a vision for the area as follows.

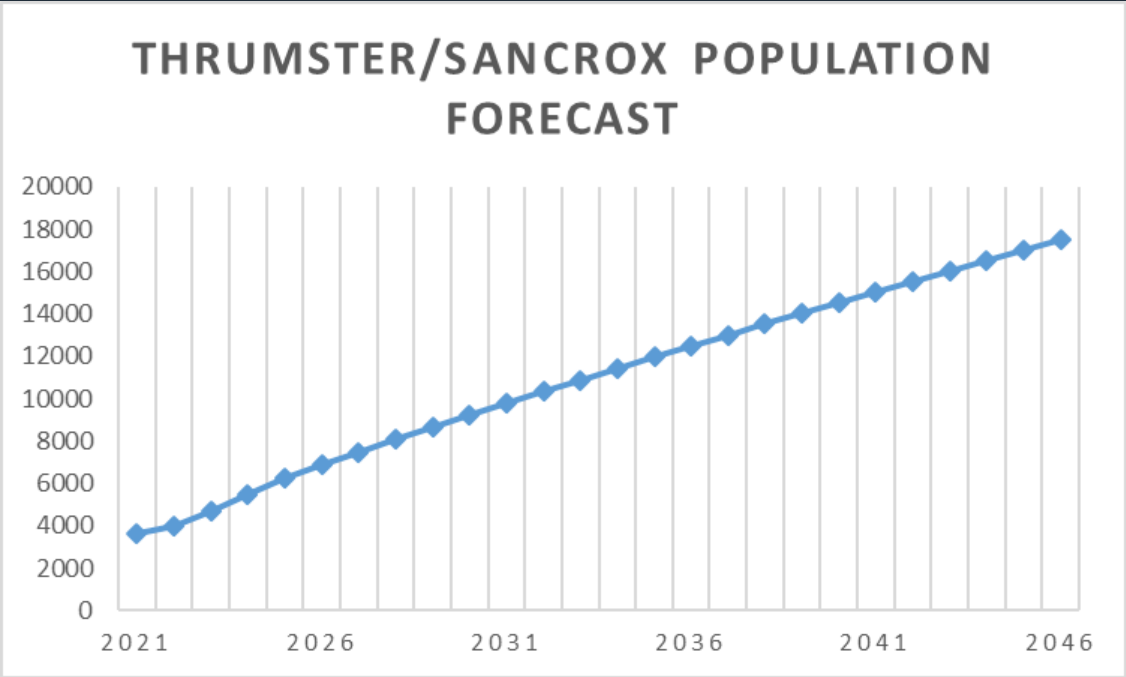
*Fernbank Creek and Sancrox will provide opportunities for sustainable conservation and development as a network of well-serviced villages set within a framework of environmental corridors and rural landscapes.*

Land use and development will respect the area's important environment, heritage and local character and ensure the establishment of highly liveable, unique and thriving communities. An efficient and effective pedestrian, cyclist, public transport and road network will provide good

access between the villages and existing services, employment, social and recreational opportunities.

The draft Structure Plan identifies six major sub precincts includings Fernbank Creek, Bushlands Drive Environmental Living, East Sancrox, Central Sancrox, West Sancrox and Rural Residential Living. It is anticipated the structure plan area will accommodate between 4,000 and 4,500 dwellings.

Figure 6 - Thrumster and Sancrox Population Growth Forecast



## Theoretical Dwelling Analysis

To determine if there is sufficient land zoned to meet the future housing needs based on existing growth Council is required to identify the theoretical development capacity in their existing land use controls i.e. the number of additional homes permissible under the current planning controls. There are many approaches to determining development capacity, however it essentially involves comparing the number of existing dwellings and the number of dwellings that would be if the current land use controls were fully developed. The methodology used in this plan is outlined further in the 'Methodology' section of this plan delivered.

There are many reasons that theoretical dwelling capacity may not be realised, including land constraints, challenges with redevelopment, utilisation of land for other purposes (e.g. commercial, educational, etc.), and landowners not seeking to develop. As such, theoretical dwelling capacity can be used to guide existing capacity but should not be exclusively relied upon to meet minimum dwelling needs



Table 4 - Theoretical Dwelling Analysis Thrumster Sancrox

Zones	R1	R3	R4	R5/RU5	E zones and MU1	Total
Thrumster - Sancrox	2,031	190	N/A	200	227	2,648

Based upon the forecast population growth and the theoretcial dwelling analysis undertaken the Thrumster Sancrox area will require a minimum of 2,652 additional dwellings by 2046.

## Potential Future Growth

As outlined above Council has developed a draft Structure Plan to provide detailed investigations of potential growth areas identified in Council's Urban Growth Management Strategy (UGMS). The draft splits into four main precincts, each is proposed to delivery urban type residential development through a mix of densities and local/neighbourhood commercial services.

Table 5 - Potential Additional Dwellings by Investigation Area

Investigation Area	Potential Dwelling Yield Subject to Rezoning Process
East Sancrox	1,200 Dwellings
Fernbank Creek	1,200 Dwellings
Central Sancrox	1,600 Dwellings
West Sancrox	800 Dwellings

In total these investigation areas are anticipated to provide up to 4,800 dwellings this coupled with the existing dwelling capacity within currently zoned land is expected to be sufficient to meet the growth demand to 2046 and beyond. Careful consideration of densities should be given when zoning future land as limited suitable areas for growth means there is a need to get the most out of these areas.

## Catalyst and Supporting Infrastructure

### Cowarra Water Supply Scheme

Cowarra water works is essential to provide sufficient water supply to greater Thrumster Sancrox area. The proposed works will provide additional reservoir capacity required for growth along with suitable water treatment technology.

### Thrumster Wastewater Treatment Plant

The Thrumster STP is essential for the development and growth of the Thrumster/Sancrox area further zoning of residential land cannot be supported until the Thrumster STP is delivered to service this area. The Thrumster STP will provide sewer treatment capacity for Thrumster, West Lindfield, Fernbank Creek and Sancrox.

### Oxley Highway Upgrade

For the development of Sancrox the Oxley Hwy will require essential upgrades for safety and to help relieve congestion. The upgrades include improvements to the interchange with the Pacific Hwy (the Donut) and the intersection with the Billabong Drive/approved Highway Service Centre.

### Thrumster Street Extension

Thrumster street extension is a road extension from the roundabout at Frogs Rd and Wambuyn Dr to John Oxley Drive at Thrumster the road would connect with Chancellors and College Dr in Thrumster and connect Thrumster with Fernbank Creek and Sancrox.

### Road Upgrades

Various road and interestion upgrades will be required to progress the development of this planning and investigation area including but not limited to:

- Fernbank Creek Road Upgrade
- Hastings River Drive Upgrade
- Sancrox Road Upgrade
- Rawdon Island Road Upgrade

### Biodiversity

Comprehensive assessment of biodiversity is required and proposed development must avoid areas of known high environmental value and this land should be protected.

### Supporting Infrastructure

Significant supporting infrastructure is required to support the quickly growing community this includes:

- Regional Sports Fields
- Open Space network and Neighbourhood Parks
- Shared Path Network
- Education Facilities
- Library and Community Centre







Table 6 - Infrastructure/Growth Area Matrix

Infrastructure Required	Fernbank Creek Precinct	Eastern Sancrox Precinct	Central Sancrox Precinct	Western Sancrox Precinct	Bushlands Dr Environmental Living	Rural Residential Living
Cowarra Water Supply Scheme	✖	✖	✖	✖	✖	✖
Thrumster Wastewater Treatment Plant	✖	✖	✖	✖		
Oxley Highway Upgrade		✖	✖	✖	✖	✖
Active Transport Connections (Xing Pacific Hwy)		✖	✖	✖	✖	✖
Thrumster Street Extension	✖		✖	✖		
Fernbank Creek Road Upgrade	✖		✖	✖		
Sancrox Road Upgrade			✖	✖		
Rawdon Island Road Upgrade				✖		✖



-  High Environmental Values
-  Flood Planning Area
-  Investigation Area
-  Potential Employment Lands
-  Cat 1 Bushfire Prone Land

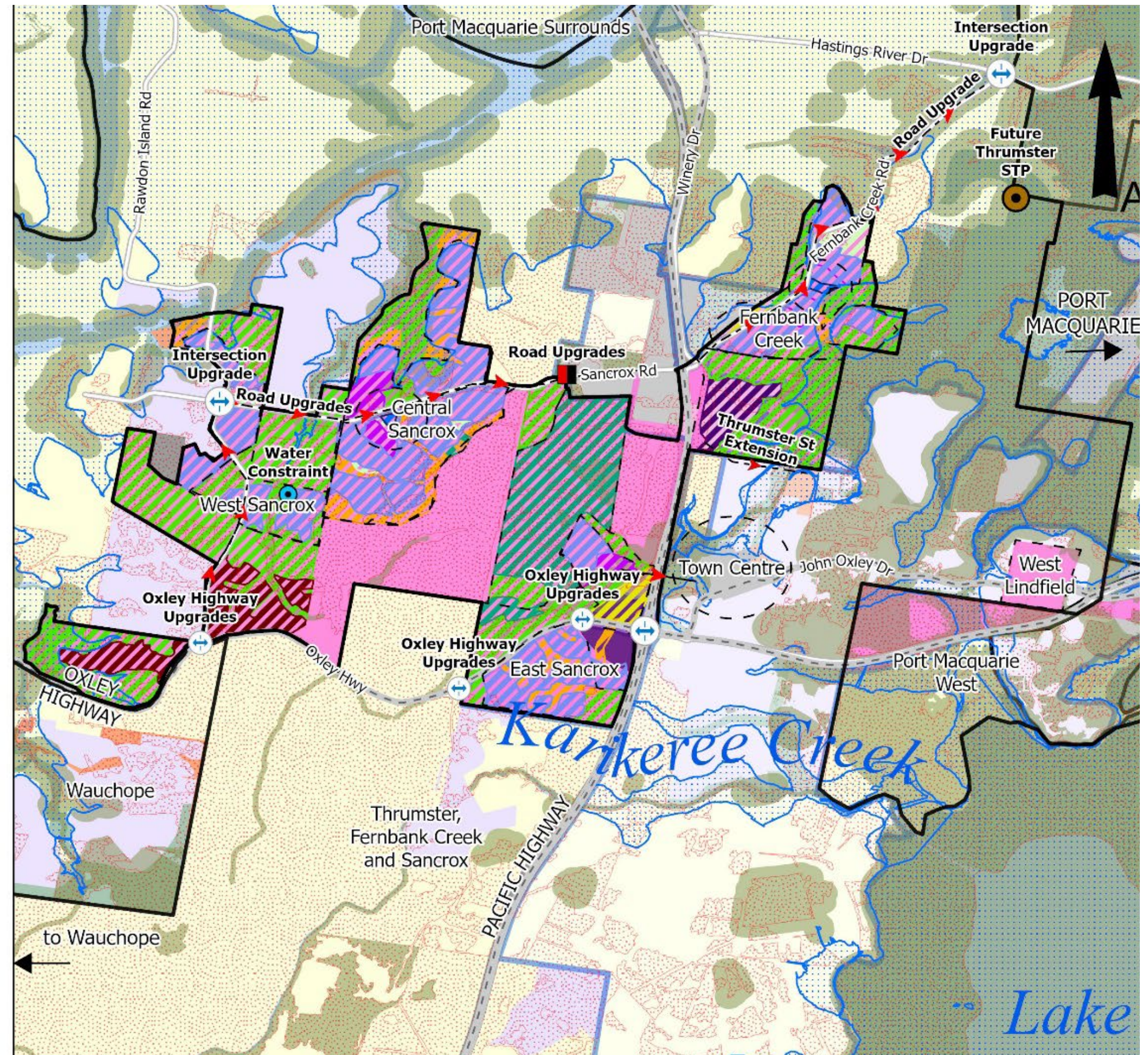
### Existing Land Zones

-  Employment
-  Environmental
-  Public Recreation
-  Residential
-  Rural
-  Waterways

### Proposed Zones - Draft Structure Plan

-  Existing Employment
-  Potential Environmental Conservation Area
-  Potential Environmental Living
-  Potential Environmental Management
-  Potential Environmental Management or Recreation
-  Potential Medium Density Residential
-  Potential Residential
-  Potential Rural Residential
-  Potential Tourism
-  Potential Village Centre

Figure 7 - Thrumster/Sancrox Map





# WAUCHOPE

Table 7 - Wauchope Population and Dwelling Forecast (REMPAN 2024)

	2016	2026	2036	2046
Population	11,151	12,502	13,941	14,860
Dwellings	4,403	4,999	5,708	6,353

Wauchope is the Port Macquarie-Hastings largest inland town. Wauchope has a rich history and unique rural character which makes it an attractive place to live and visit. Wauchope has a history of being a service town for the thriving agricultural and timber industries of the broader Hastings region. Wauchope’s role in the region has changed over time however, Wauchope still provides important services to its residents and surrounding rural areas and villages.

Wauchope’s distinct rural character makes it an attractive place for people to live and visit. Productive rural lands and industries surrounding the township are vital to the character of Wauchope and should be protected.

## Infill

As Wauchope grows a diverse housing offering will be important to ensure the housing needs of the current and future community are met and this will require a greater amount of infill development. Infill development may take many forms such as low intensity infill such as dual occupancy type developments to medium or higher density developments such as townhouses and shop-top housing.

The majority of infill growth should be focused around the town centre with a focus on land within 800m (10min walk) of the main street). The central areas of Wauchope do experience stormwater challenges and localised flooding in rain events which would need to be addressed for the protection of life and property. If flood risks can be effectively managed zoning and other planning controls may require review to ensure suitable densities can be achieved while maintaining local character.

It is recommended Council undertake a Town Centre Master Plan at Wauchope which identifies suitable locations and controls for increased density.

## Theoretical Dwelling Capacity

To determine if there is sufficient land zoned to meet the future housing needs based on existing growth Council is required to identify the theoretical development capacity in their existing land use controls i.e. the number of additional homes permissible under the current planning controls. There are many approaches to determining development capacity, however it essentially involves comparing the number of existing dwellings and the number of dwellings that would be if the current land use controls were fully developed. The methodology used in this plan is outlined further in the ‘Methodology’ section of this plan delivered.

There are many reasons that theoretical dwelling capacity may not be realised, including land constraints, challenges with redevelopment, utilisation of land for other purposes (e.g. commercial, educational, etc.), and landowners not seeking to develop. As such, theoretical dwelling capacity can be used to guide existing capacity but should not be exclusively relied upon to meet minimum dwelling needs.

Table 8 - Theoretical Dwelling Analysis Wauchope

Zones	R1	R3	R4	R5/RU5	E zones and MU1	Total
Wauchope - Beechwood	30	N/A	N/A	130	33	193

Based upon the forecast population growth and the theoretical dwelling analysis undertaken the Wauchope area will require a minimum of 1,569 additional dwellings by 2046.





## Yippin Creek

Yippin Creek is a structure planned area directly west of Wauchope. The area is expected to provide for greenfield growth for Wauchope and has the potential to facilitate over 1,000 additional dwellings. The development of this area has stalled due to infrastructure constraints, particularly the lack of flood free access. The main access to the Yippin Creek precinct is via Beechwood Road which is subject to closure in flood events.

Council is planning upgrades to Beechwood Road which would provide more resilience to flood risk for this future community. The Beechwood Road upgrade is considered catalyst infrastructure and Council should ensure a pathway to delivery before supporting planning (rezoning) proposals. Council is committed to upgrading Beechwood Road and Steels Bridge and was successful with a \$5million grant and Council will provide the additional funds (estimated \$9 million) to initiate and deliver this upgrade.

Yippin Creek is expected to house over 2,000 residents. While Wauchope is expected to provide the community health, education, employment and commercial services, the Yippin Creek precinct should provide opportunity for neighbourhood shopping and services.

Medium density development near neighbourhood shops and open space should be supported and encouraged to provide smaller dwelling options for changing demographics. Smaller dwellings are likely to become increasing in demand for first home buyers and to allow for downsizing of an ageing population.

### Catalyst and Supporting infrastructure

#### Beechwood Road Upgrade

The upgrade to Beechwood road including flood resilience and safety improvements are integral to unlock the Yippin Creek Structure Plan area and a pathway to deliver this upgrade is required prior to the rezoning process.

#### Water and Sewer Network Improvements

Various network upgrades are required to service the growth expected in Wauchope this includes mains replacements and upgrades to pump stations which

**Hastings Regional Sporting Complex** is a regional level sport precinct proposed to service Wauchope and surrounding region and is considered an essential piece of infrastructure for the liability of the area.

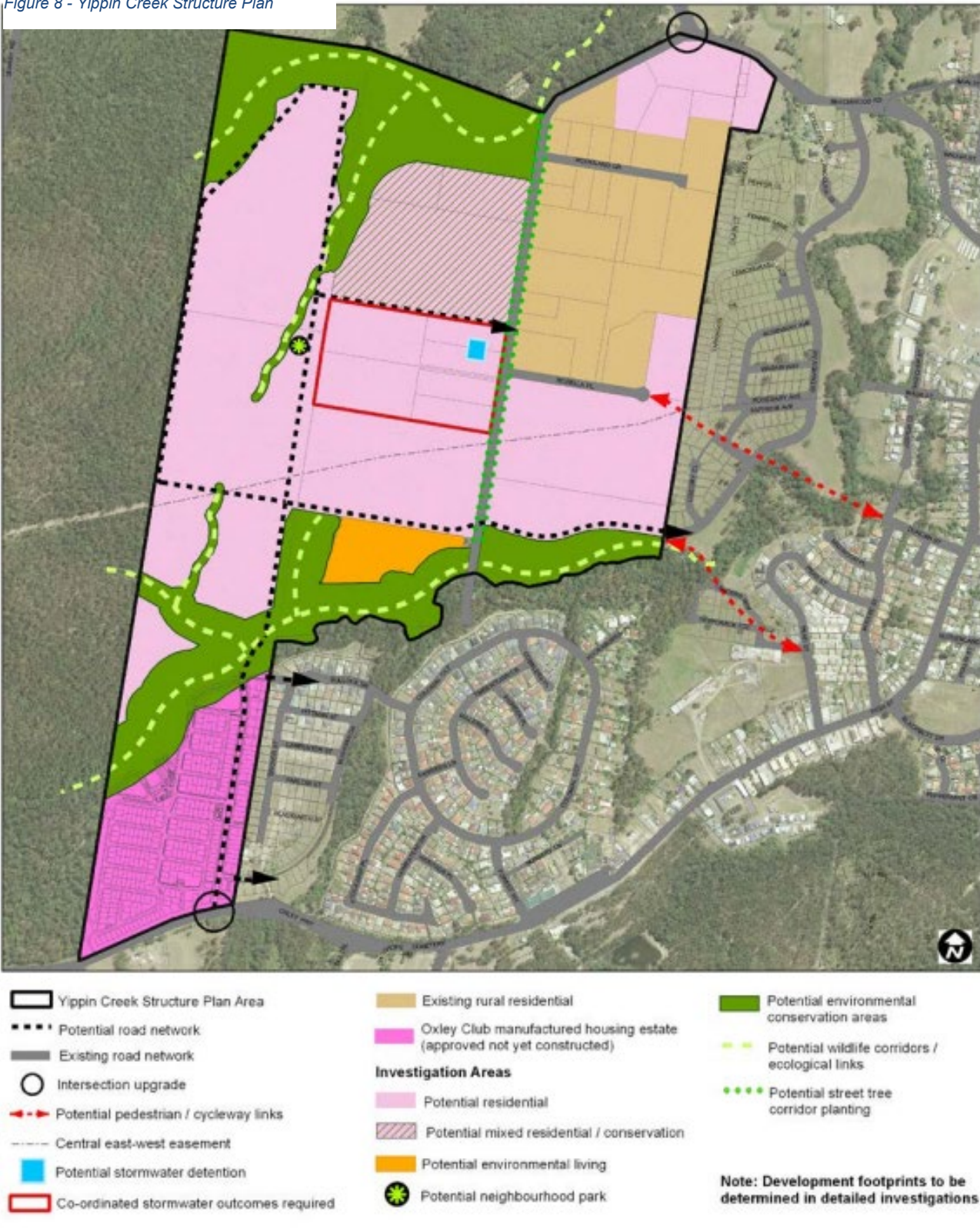
#### Parks and Open Space Embellishments

As the population of Wauchope grows the green infrastructure will need to match. This will require improvements and embellishments to green and open space. This may also require review and consolidation of open space particularly where surplus is identified. Improved open space particularly in central locations and in areas where infill development occurs will provide a vital lifestyle offering.

#### Active Transport and Shared Path Connections

Active transport options for walking and cycling is important for how people get around town and recreate. Active transport connections such as shared paths and cycleway should be prioritised to provide alternatives to driving.

Figure 8 - Yippin Creek Structure Plan





- High Environmental Values
- Flood Planning Area
- Investigation Area
- Cat 1 Bushfire Prone Land

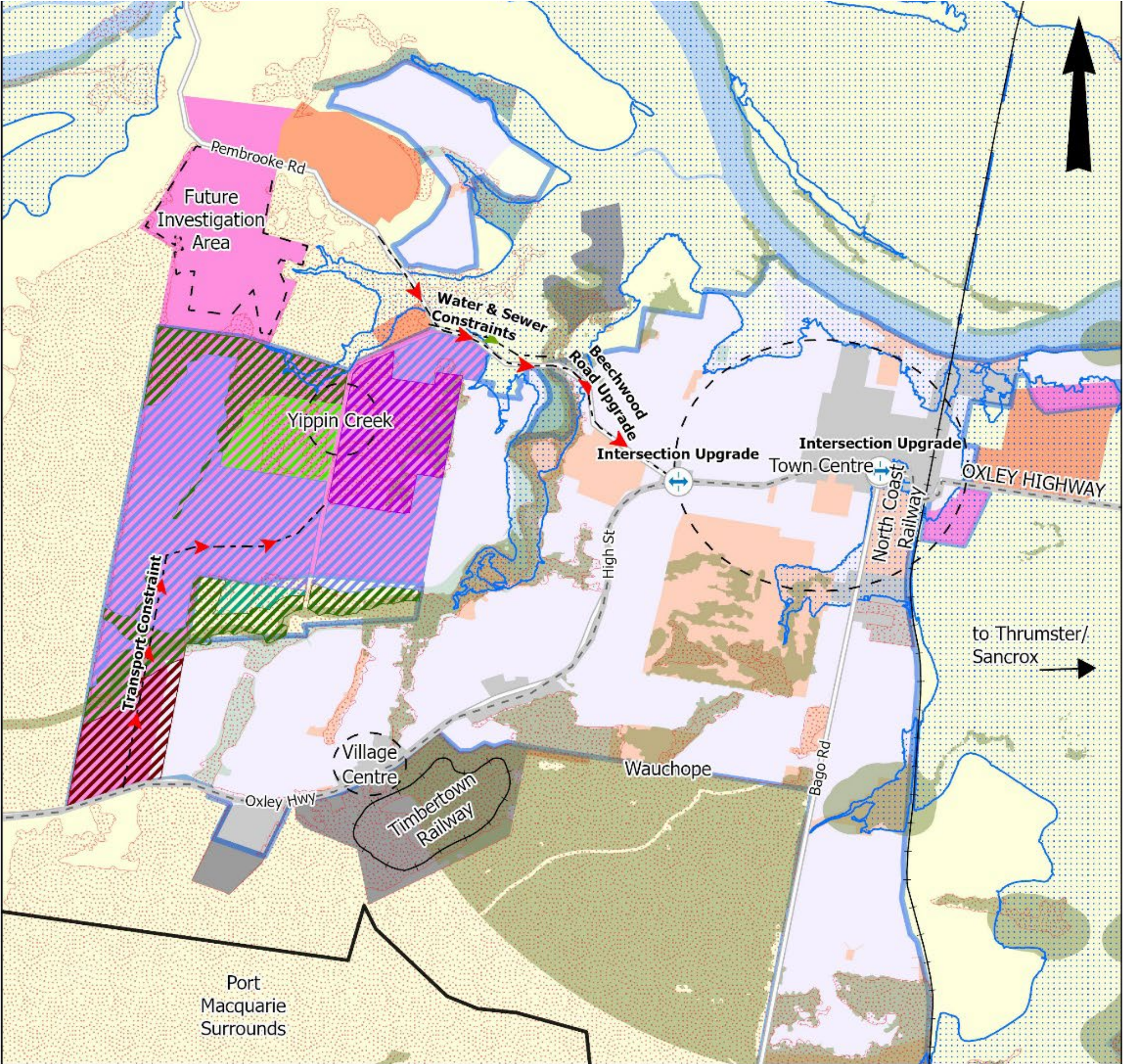
Existing Land Zones

- Employment
- Environmental
- Public Recreation
- Residential
- Rural
- Waterways

Proposed Zones - Draft Structure Plan

- Environmental living
- Environmental protection
- Mixed urban conservation
- Oxley Club MHE
- Potential urban/residential
- Large Lot Investigation

Figure 9 - Wauchope Map





# BONNY HILLS/ LAKE CATHIE

Table 10 - Bonny Hills and Lake Cathie Population and Dwelling Forecast

	2016	2026	2036	2046
Population	6,465	7,815	9,286	10,557
Dwellings	2,921	3,580	4,371	5,030

Bonny Hills and Lake Cathie are two coastal towns offering a blend of nature and beachside lifestyle. Both towns three to four thousand people. The towns are located close together and offering coastal lifestyle 20minutes south of Port Macquarie.

Bonny Hills and Lake Cathie are a popular holiday destination with beautiful beaches and is home to the second largest estuarine lagoon in NSW. Residents and visitors can delight in a number of spots to enjoy fishing and swimming, children’s playgrounds, picnic and barbeque facilities, and even encounter local native wildlife including koalas, kangaroos and pelicans.

Residents are an urban mix of young families, business people and retirees. Distinguishing features are a seaside village atmosphere; substantial areas of native flora and open space; businesses dispersed throughout; and a strong community spirit with many active community organisations including a significant surfing fraternity.

## Theoretical Dwelling Capacity

To determine if there is sufficient land zoned to meet the future housing needs based on existing growth Council is required to identify the theoretical development capacity in their existing land use controls i.e. the number of additional homes permissible under the current planning controls. There are many approaches to determining development capacity, however it essentially involves comparing the number of existing dwellings and the number of dwellings that would be if the current land use controls were fully developed. The methodology used in this plan is outlined further in the ‘Methodology’ section of this plan delivered.

There are many reasons that theoretical dwelling capacity may not be realised, including land constraints, challenges with redevelopment, utilisation of land for other purposes (e.g. commercial, educational, etc.), and landowners not seeking to develop. As such, theoretical dwelling capacity can be used to guide existing capacity but should not be exclusively relied upon to meet minimum dwelling needs.

Table 9 - Bonny Hills and Lake Cathie Theoretical Dwelling Analysis

Zones	R1	R3	R4	R5/RU5	E zones and MU1	Total
Lake Cathie - Bonny Hills	665	490	N/A	2	262	1,419

Based upon the forecast population growth and the theoretical dwelling analysis undertaken the Lake Cathie and Bonny Hills area will require a minimum of 340 additional dwellings by 2046.

## West Lake Cathie Investigation Area

West Lake Cathie Investigation Area is located north of Houston Mitchell Drive and forms a northern extension of Forest Pkwy on cleared land located between Lake Cathie and Queens Lake Nature Reserve. The area is likely to hold important ecological values and existing stands of vegetation should be retained and ecological corridors connecting reserves should be enhanced and expanded.

The investigation area is anticipated to provide up to 700 dwellings of varying densities from medium density development facing the abundant open space which should be enhanced to provide neighbour amenity and character. Small neighbourhood shops and services may be required to provide for neighbourhood needs. Higher order services such as supermarket and health services will be provided for in Lake Cathie/Rainbow beach.

Stormwater management and enhancement of stormwater quality in run off is paramount to the success of any development. Negative impacts on water quality in Lake Cathie will not be supported and a neutral or beneficial effects approach should be implement as per NSW Water guidelines [NorBE-User-Guide-for-Consultants-2022.pdf \(waternsw.com.au\)](#)

Upgrades to infrastructure will be required to facilitate a planning proposal for the site. Infrastructure required to support the change in zone include upgrades to Houston Mitchell Dr and upgrades to the Water and Sewer network to support growth and provide adequate capacity. A secondary access to the north of the site is likely to be required for emergency access and egress for firefighting purposes.

## McGillivray Road Investigation Area

McGillivray Road Investigation Area, is located at the western end of McGillivray Road the area is predominantly cleared historically with dispersed trees and stands of vegetation. Established vegetation should be retained where possible and wildlife corridors should be protected and enhanced.

The area subject to investigation has an area which would provide for 400 to 500 dwellings of varying sizes. Any planning proposal for the site would need to address and outline the provision of relevant infrastructure upgrades including upgrade to McGillivray Road and Ocean Drive, realignment of Ocean Drive to the west of Bonny Hills and relevant upgrades to the water and sewer network including treatment capacity. Bio-certification of the site may be suitable and it is recommended this is investigated prior to any planning proposal.

## West Bonny Hills Investigation Area

West Bonny Hills Investigation Area is located directly west of the McGillivray Road investigation and bounded to the north by Bonny View Drive. The area is covered by scattered tree covering and is identified as potential Koala Habitat. The area would require extensive biodiversity investigation and will likely require a bio-certification to ensure adequate protection of ecological values. It should be noted similar to the McGillivray Road investigation area the site is affected by coastal wetlands which must be protected and have adequate buffers applied.

The investigation is large, covering over 200 hectares in area. All of the area is unlikely to be suitable for residential development. However, conservatively this area would provide for over 1,000 dwellings of vary size and density. If suitable to proceed to the planning proposal phase post exhibition, the number of dwellings is likely to meet the need for local services to be provided this would include neighbourhood shops and services. Higher order services such as larger retail and medical services will be provided in Lake Cathie, with further services such as hospital provided in Port Macquarie.

Any planning proposal for the site would need to address and outline the provision of relevant infrastructure upgrades including upgrades to Ocean Drive, water and sewer network and the provision of open space and relevant embellishment. It is important the development provides for east/west pedestrian and cycling connections across Ocean Drive.

## Potential Future Growth

Several growth investigation areas are identified to facilitate the orderly growth of Lake Cathie and Bonny Hills. The areas require master planning and comprehensive infrastructure planning to ensure their suitability for rezoning.

Table 11 - Potential Number of Dwellings by Bonny Hills/Lake Cathie Investigation Areas

Investigation Area	Potential Dwelling Yield Subject to Rezoning Process
West Lake Cathie	700 Dwellings
McGilvray Road	500 Dwellings
West Bonny Hills	1,600 Dwellings

In total these investigation areas are anticipated to provide up to 2,800 dwellings this coupled with the existing dwelling capacity within currently zoned land is expected to be sufficient to meet the growth demand to 2046 and beyond. Careful consideration of densities should be given when zoning future land as limited suitable areas for growth beyond the land identified.

## Catalyst Infrastructure

### Cowarra Water Supply Scheme

The Cowarra water supply works and Southern Arm Trunk Main a vital infrastructure upgrades to ensure adequate water capacity to cater for growth.

### Bonny Hills Wastewater Treatment Plant Upgrade

An upgrade to the Bonny Hills Wastewater Treatment Plant to increase sewerage treatment capacity is required to ensure suitable infrastructure capacity to service expected growth.

### Houston Mitchell Drive Upgrades

Safety upgrades to Houston Mitchell Drive including an upgrade to the intersection of Houston Mitchell Drive and Forrest Parkway.

### Ocean Drive Upgrade Stage 1

Safety upgrades and upgrades to intersections to cater for development as outlined in Council's Corridor Strategy. Delivery of active transport infrastructure such as shared paths and safe crossing points across Ocean Drive.

### Ocean Drive Upgrade Stage 2

Longer term improvements to Ocean Drive including duplication of Ocean Drive between Seaside Drive and Houston Mitchell Drive and realignment of Ocean Drive west of Bonny Hills.

Table 12 - Infrastructure/Growth Matrix Lake Cathie and Bonny Hills

	Lake Cathie West	McGilvray Road	Bonny Hills West
Cowarra Water Supply Scheme	✖	✖	✖
Bonny Hills Wastewater Treatment Plant Upgrade	✖	✖	✖
Houston Mitchell Drive Upgrade	✖		
Ocean Drive Upgrade Stage 1	✖	✖	✖
Ocean Drive Upgrade Stage 2		✖	✖

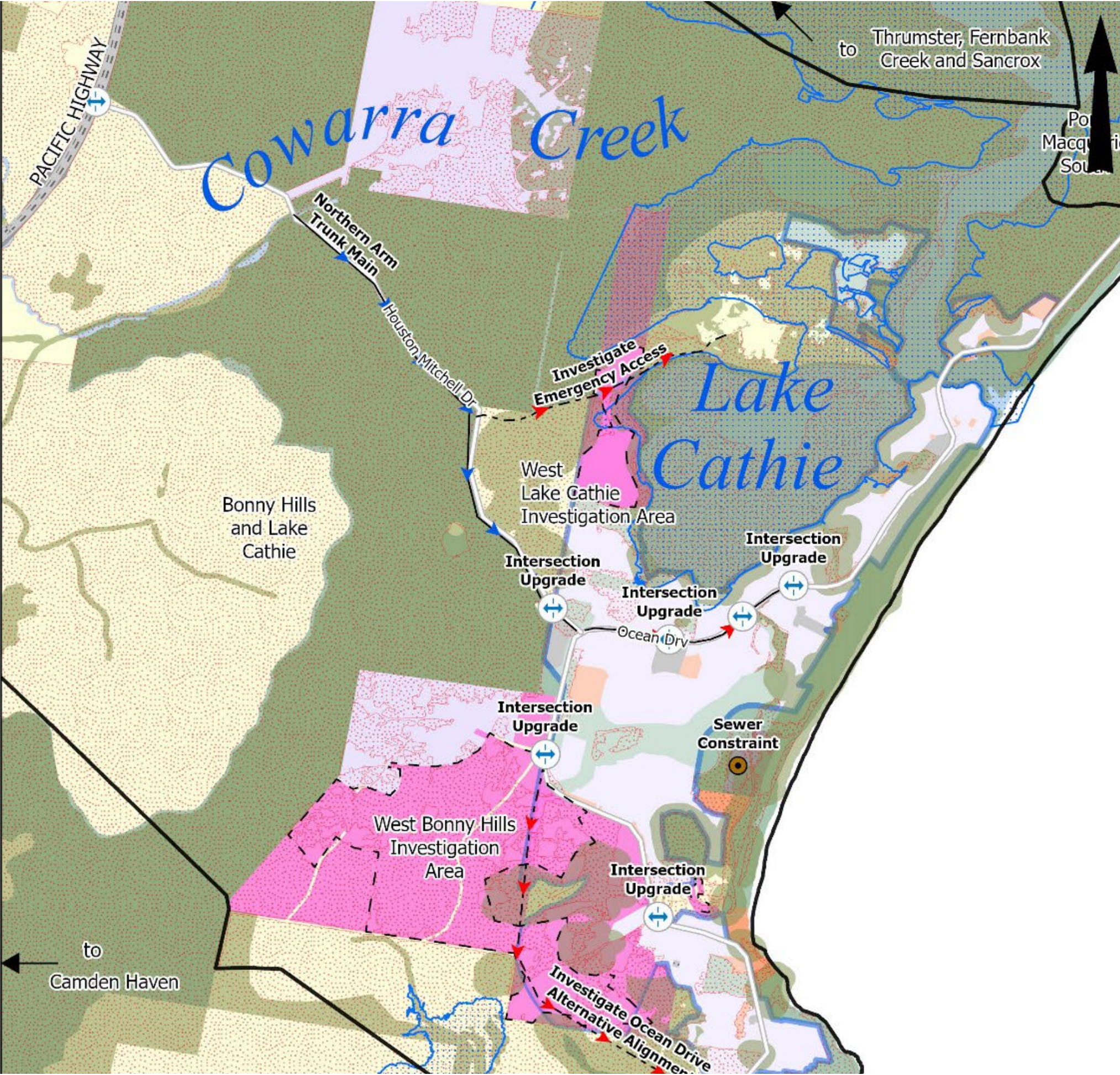


- High Environmental Values
- Flood Planning Area
- Investigation Area
- Cat 1 Bushfire Prone Land

Existing Land Zones

- Employment
- Environmental
- Public Recreation
- Residential
- Rural
- Waterways

Figure 10 - Bonny Hills and Lake Cathie Map





# CAMDEN HAVEN

Table 13 - Camden Haven Population and Dwelling Forecast

	2016	2026	2036	2046
Population	10,281	11,744	12,500	13,194
Dwellings	5,273	6,145	6,560	6,941

Camden Haven is the collective name given for communities scattered along and near the Camden Haven River including Laurieton, North Haven, Dunbogan, West Haven, Lakewood, Kew and Kendall. While each community offers a different character, the area has an abundance of natural assets including national parks, nature reserves and coastal estuaries.

Laurieton is the largest town and provides a base for services and business for the wider region. Laurieton. Laurieton Town Centre Master Plan seeks to create a vibrant town centre of Laurieton that assists in creating an active community, commercial opportunities and a tourism hub. This will be achieved by attracting business, tourism, employment and entertainment activities, in a broader community that is active, vibrant and has a bustling community heart, creating a sustainable future for the community.



Figure 11 - Draft Laurieton Town Centre Master Plan



## Theoretical Dwelling Capacity

To determine if there is sufficient land zoned to meet the future housing needs based on existing growth Council is required to identify the theoretical development capacity in their existing land use controls i.e. the number of additional homes permissible under the current planning controls. There are many approaches to determining development capacity, however it essentially involves comparing the number of existing dwellings and the number of dwellings that would be if the current land use controls were fully developed. The methodology used in this plan is outlined further in the 'Methodology' section of this plan delivered.

There are many reasons that theoretical dwelling capacity may not be realised, including land constraints, challenges with redevelopment, utilisation of land for other purposes (e.g. commercial, educational, etc.), and landowners not seeking to develop. As such, theoretical dwelling capacity can be used to guide existing capacity but should not be exclusively relied upon to meet minimum dwelling needs.

Table 14 - Theoretical Dwelling Analysis, Camden Haven

Zones	R1	R3	R4	R5/RU5	E zones and MU1	Total
Camden Haven	1,098	N/A	N/A	55	47	1,200



There is currently a significant amount of residential land throughout the Camden Haven, this includes existing undeveloped land at Kew, Kendall, Lakewood and Dunbogan. The undeveloped land and infill opportunities mostly focused in Laurieton is expected to cater for the anticipated growth to 2046.

## Southern Ocean Drive Investigation Area

Along Ocean Drive there are several investigation areas. These areas have been identified as potential suitable to accommodate future residential development (pending detailed investigation) in the North Coast Regional Plan. As noted, these areas are unlikely to be required for residential development in the 20 years.

While there is no expected need for rezoning this land in the short to medium term it is recommended this land is left as an investigation area and monitoring of land development is undertaken on an ongoing basis to ensure additional land supply is provided when needed.

## Catalyst Infrastructure

### Kew/Kendall Wastewater Treatment Works

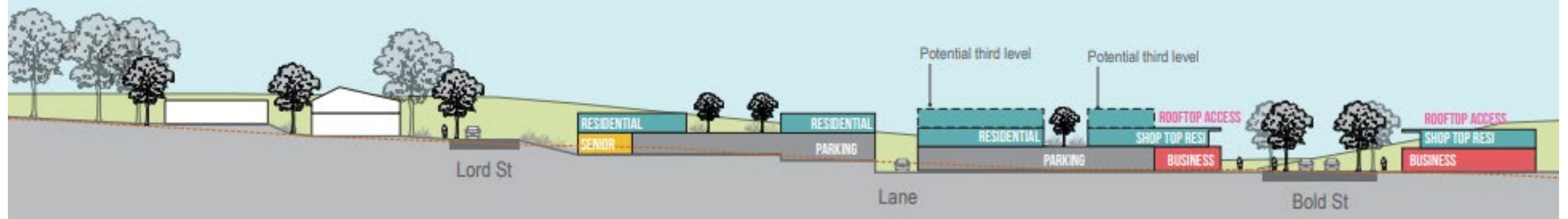
Much of the zoned undeveloped land in Camden Haven is in Kew which is currently serviced by the Kew/Kendall Wastewater Scheme which is currently at capacity. To address capacity issues Council has proposed to undertake Kew/Kendall Wastewater Scheme Diversion to Camden Haven project which will redirect wastewater from Kew and Kendall to Dunbogan for treatment. This project is required to facilitate any additional growth in Camden Haven.

### Ocean Drive Upgrade

As per Council's Ocean Drive Corridor Strategy upgrade to Ocean Drive in Camden Haven is required to cater for growth. Upgrades identified include various intersection upgrades and improvements, active transport connections and improvements, safe crossing points and improved public transport infrastructure.



Figure 12 - Section A from the Draft Laurieton Town Centre Masterplan: Urban Design Report





# ACTION PLAN

The success of the Strategy in meeting the objectives and vision for the Port Macquarie-Hastings will depend on ongoing engagement with the community and government agencies and providing the Port Macquarie-Hastings with a consolidated, comprehensive suite of planning documents. The actions contained within this Plan will require further strategic attention by Council. The Plan should be regularly reviewed (every four years) to capture any changes in the circumstances affecting the future of the LGA. The strategic directions recommended in the Strategy are translated into statutory provisions through amendments to the LEP and subsequent DCP framework.

The LEP establishes the applicable land zones, permissible uses, and constraints to development. At the same time, the DCP will guide planning and design outcomes and supplement the provisions of the LEP. These are the implementation documents and provide the means of ensuring that development outcomes match the aspirations and vision established for the LGA.

This Plan identifies actions, recommendations and reference documents to be considered when assessing development applications as well as proposals to rezone the land. Where any inconsistencies arise between reference documents and this Strategy, detailed recommendations of reference documents should only be implemented if the broad directions of the Strategy can be achieved.

The timeframe for initiating or undertaking each action in the below table correspond to the following time frames:

- Immediate = within 2 year
- Short-term = 2-5 years
- Medium-term = 5-10 years
- Long-term = 10+ years
- Ongoing = will be carried out on an ongoing basis

Table 15 - Local Housing Delivery Plan Actions

Priority	Strategy	Action	Planning Area	Timeframe
1 - Infrastructure to Support Growth	Undertake integrated forward planning to identify long-term infrastructure needs	1 a) Prepare and implement Integrated Transport Plan	LGA	Short
		1 b) Prepare and implement Integrated Water cycle Management Plan	LGA	Short
		1 c) Prepare and implement Recreational Needs Strategy.	LGA	Medium
		1 d) Finalise and implement the Ocean Drive Corridor Strategy (Project MR 600/MR 538)	LGA	Ongoing
		1 e) Undertake detailed traffic and transport study for the health and education precinct.	Port Macquarie	Short
		1 f) Prepare a water and wastewater servicing strategy for Sancrox and Fernbank Creek	Thrumster Sancrox	Immediate
		1 g)Undertake a transport network plan for Thrumster, Sancrox and Fernbank Creek	Thrumster Sancrox	Immediate
		1 h) Prepare a water and wastewater servicing strategy for Bonny Hills and Lake Cathie	Lake Cathie Bonny Hills	Medium

*2 - Provide diverse housing*

Advocate to and work with the NSW Government for funding of key infrastructure projects	1 i) Work collaboratively with and advocate TfNSW on priority infrastructure projects.	LGA	Ongoing
Ensure sustainable funding pathways for future infrastructure delivery	1 j) Review and Consolidate Local Infrastructure Contributions Plan	LGA	Short
	1 k) Review Development Servicing Plan(s)	LGA	Short
Implement adaptive and circular economy principles in infrastructure planning	1 l) Review strategic planning and waste management strategies to support a circular economy, including dealing with waste from natural disasters and opportunities for new industry specialisations.	LGA	Medium
Prioritise Infill and Medium Density Development	2 a) Review development contributions and consider (where appropriate) discounts or incentives.	LGA	Medium
	2 b) Prohibit Low Density Land Uses such as Dwelling Houses, Dual Occupancies and Secondary Dwellings in zones R3 Medium Density Residential and R4 Low Density Residential.	LGA	Immediate
	2 c) Review height of building and floor space ratio controls in the City Heart and East Port Precincts	Port Macquarie	Medium
	2 d) Review planning controls in Wauchope to deliver appropriate infill development	Wauchope	Short
	2 e) Review planning controls in Laurieton to deliver appropriate infill development	Camden Haven	Long
Encourage energy efficient and adaptable housing	2 f) Review and investigate DCP controls to encourage energy efficient and accessible housing	LGA	Medium
	2 g) Investigate incentives provision to increase housing diversity and ensure suitably accessibly housing.	LGA	Medium
	2 h) Review planning controls to ensure dwelling diversity.	LGA	Short
Include density provisions and controls in key well located in fill areas to encourage a diverse range of housing.	2 i) Investigate reducing or removing car-parking provisions for dwellings in central and well located areas.	LGA	Short
	2 j) Investigate and amend local planning controls to require the delivery of smaller dwellings in the following circumstances: <ul style="list-style-type: none"> <li>Any residential flat building, shop top housing or multi dwelling housing containing 5-10 dwellings must include at least 20% studio or 1 bedroom apartments/dwellings less than 60 sqm.</li> <li>Any residential flat building, shop top housing or multi dwelling housing development containing 11 or more dwellings must include at least 20% studio or 1 bedroom apartments/dwellings less than 60 sqm and 30% 2 bedroom apartments/dwellings less than 90sqm.</li> </ul>	LGA	Short
	2 k) Amend the Port Macquarie-Hastings DCP 2013 & LEP 2011 to encourage a mix of lot sizes to be delivered through development of greenfield release areas.	LGA	Short

***3 - Deliver Liveable  
and Connected  
Neighbourhoods with  
Distinctive Character***

<b><i>4 - Create neighbourhoods which are safe, sustainable and resilient to natural hazards</i></b>	Provide walking and cycling infrastructure for a growing community	3 a) Prepare and update Active Transport Plans including Bike Plan and Pedestrian Activity and Mobility Plan (PAMP).	LGA	Short
		3 b) Review development contributions plan and include priority walking and cycling capital projects.	LGA	Immediate
	Protect and Provide for Green Spaces	3 c) Identify green spaces, corridors and connections in structure, precinct and master plans.	LGA	Ongoing
		3 d) Review planning controls to ensure adequate greenspace is provided in developments and at subdivision.	LGA	Medium
	Preserve the heritage and character of the region's towns and villages	3 e) Engage local Aboriginal knowledge holders and the community early in the planning process to understand cultural and heritage values	LGA	Ongoing
		3 f) Undertake heritage studies to inform conservation and value add opportunities	LGA	Medium/long
		3 g) Investigate development contributions incentives to encourage Adaptive re-use of heritage items and interpretation to create distinctive local places	LGA	Medium/long
	Implement principals of the NSW Public Spaces Charter	3 h) Update DCP provisions to ensure consistency with Public Spaces Principals	LGA	Short
	Manage and improve resilience to natural hazards and environmental change	4 a) When preparing local strategic plans, adopt the principles outlined in the Strategic Guide to Planning for Natural Hazards.	LGA	Ongoing
		4 b) Undertake flood risk management planning to ensure contemporary planning controls to mitigate flood risk.	LGA	Short
	Build resilient places and communities	4 c) Locate new developments, away from hazard prone areas such as high bushfire, flood, landslide, coastal erosion, coastal and tidal inundation risk locations, contaminated land, and designated waterways to reduce the community's exposure to natural hazards, taking into account the impacts of climate change on the scale, frequency and severity of future natural disasters and the risks posed by natural hazards	LGA	Ongoing
	Integrate water and energy sensitive urban design measures into the built form	4 d) Review planning controls and ensure best practice approach to energy efficient design.	LGA	Medium
		4 e) Investigate and review development controls to ensure suitable solar orientation of dwellings.	LGA	Short
	Sustainably manage and conserve water resources	4 e) Develop the Coastal Management Program and associated Coastal Management Plans for all coastal zones across the Port Macquarie-Hastings LGA.	LGA	Short
		4 f) Develop and implement a Framework to manage the impact of land-use activities on the health of Port Macquarie-Hastings waterways based on NSW Government's Risk-based Framework for Considering Waterway Health Outcomes in Strategic Land-use Planning Decisions.	LGA	Medium
	Provide well located homes to meet demand	5 a) Develop a City Heart Master Plan	Port Macquarie	Short
		5 b) Develop an East Port Precinct Plan	Port Macquarie	Medium

5 - Locate  
development in well  
planned growth  
precincts and infill  
areas

	5 c ) Finalise the Fernbank Creek and Sancrox Structure Plan	Thrumster Sancrox	Immediate
	5 d) Prepare a Structure Plan for Lake Cathie and Bonny Hills investigation areas	Lake Cathie Bonny Hills	Medium
	5 e) Develop a structure plan for Camden Haven investigation areas	Camden Haven	Long
Create places which are distinctive in identity, responsive to local community needs and contribute to improved liveability	5 f) Prepare urban design study and development control plan provisions for the City Heart, East Port and Health and Education Precinct.	Port Macquarie	Medium
	5 g) Develop a town centre master plan and infill strategy for Wauchope	Wauchope	Medium
	5 h) Development of concept designs for future revitalisation and beautification of the village’s shopping precincts and surrounds.	Lake Cathie Bonny Hills	Long
	5 i) Finalise Laurieton Town Centre Master Plan	Camden Haven	Short
Protect biodiversity and areas of high environmental value	5 j)Review Koala Plans of Management, and relevant controls in the LEP and DCP to secure the future of koalas in the LGA	LGA	Medium
	5 k) Use High Environmental Value mapping to inform changes to zoning.	LGA	Immediate
	5 l)Investigate the suitability of Bio-Certification to protect biodiversity values at Fernbank Creek and Sancrox	Thrumster Sancrox	Medium
	5 m) Investigate the suitability of Bio-Certification to protect biodiversity values around Lake Cathie and Bonny Hills	Lake Cathie Bonny Hills	Long
Use best-practice planning guidelines to ensure high-quality design outcomes	5 n) Review planning controls and ensure high-quality design outcomes	LGA	Medium



# MONITORING, REPORTING AND REVIEW

## Monitoring

Monitoring is important to determine the Plans effectiveness and track the progress of the outlined Actions. Monitoring the implementation and outcomes of the Plan will involve tracking and review of the following indicators:

- Completion of (or progress on) Actions listed in the Plan
- Housing supply generally - total number of new dwellings approved and constructed, number of medium and high density dwellings approved and constructed and the % of total dwellings that are medium and high density dwellings.
- Affordable housing supply - total number of new affordable housing dwellings approved and constructed, number of affordable rental dwellings created on Council owned or other government owned land.

## Reporting

Updates on the implementation of the Plan will be provided through the Integrated Planning and Reporting framework. Reporting will be the responsibility of the Strategic Planning Team.

## Review

A review of the Plan will be commenced within 4 years of its adoption.





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# PORT MACQUARIE- HASTINGS AFFORDABLE HOUSING PLAN - DRAFT

APRIL 2024  
DRAFT FOR  
EXHIBITION







# WHAT IS AFFORDABLE HOUSING?

**‘Affordable housing’** is housing that is priced so that people on very low, low and moderate incomes can rent or buy while also being able to meet other basic living costs such as food, clothing transport, medical care and education. As a rule of thumb, housing is usually considered affordable if it costs less than 30% of gross household income. Affordable housing supports a diverse and well-functioning region.

## WHO NEEDS AFFORDABLE HOUSING?

Many different people need affordable housing and for a range of different reasons, including:

- People who work full- or part-time in lower paid jobs, where their household income is not high enough to pay market rent in the area in which they live and/or work
- A recently separated person for whom home ownerships may no longer be economically viable
- A young person seeking to live near where they grew up
- Households dependent on one, or even two low waged ‘key worker’ jobs
- An older person on a reduced retirement income, including after the death of a spouse
- A person providing full time care for a relative or friend

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### List of Abbreviations

- AHCS - Affordable Housing Contributions Scheme
- CHP - Community Housing Providers
- DCP - Development Control Plan
- LAHC - Land and Housing Corporation
- LEP - Local Environment Plan
- LGA - Local Government Area
- LSPS - Local Strategic Planning Statement *Shaping Out Future 2040*
- NCRP - North Coast Regional Plan

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# ACKNOWLEDGMENT OF COUNTRY

## Yii Biiray Barray

This is Birpai Country

## Nyura yii-gu mara-la barray-gu, nyaa-gi, ngarra-gi

You have come here, to the country to see, listen and remember.

## Gathay Nyiirun Wakulda

Let's all go together as one

We acknowledge the Birpai people, the traditional owners of the land in which we work and live, and pay our respects to Elders past, present and emerging. We extend our respect to all Aboriginal and Torres Strait Islander people who choose to call Port Macquarie Hastings home.

Port Macquarie-Hastings Council recognises that the original occupants and inhabitants of this land lived in the area for more than 40,000 years. There were a number of clans speaking several dialects and these people exercised traditional rights over the area including the ownership of sacred and significant sites.

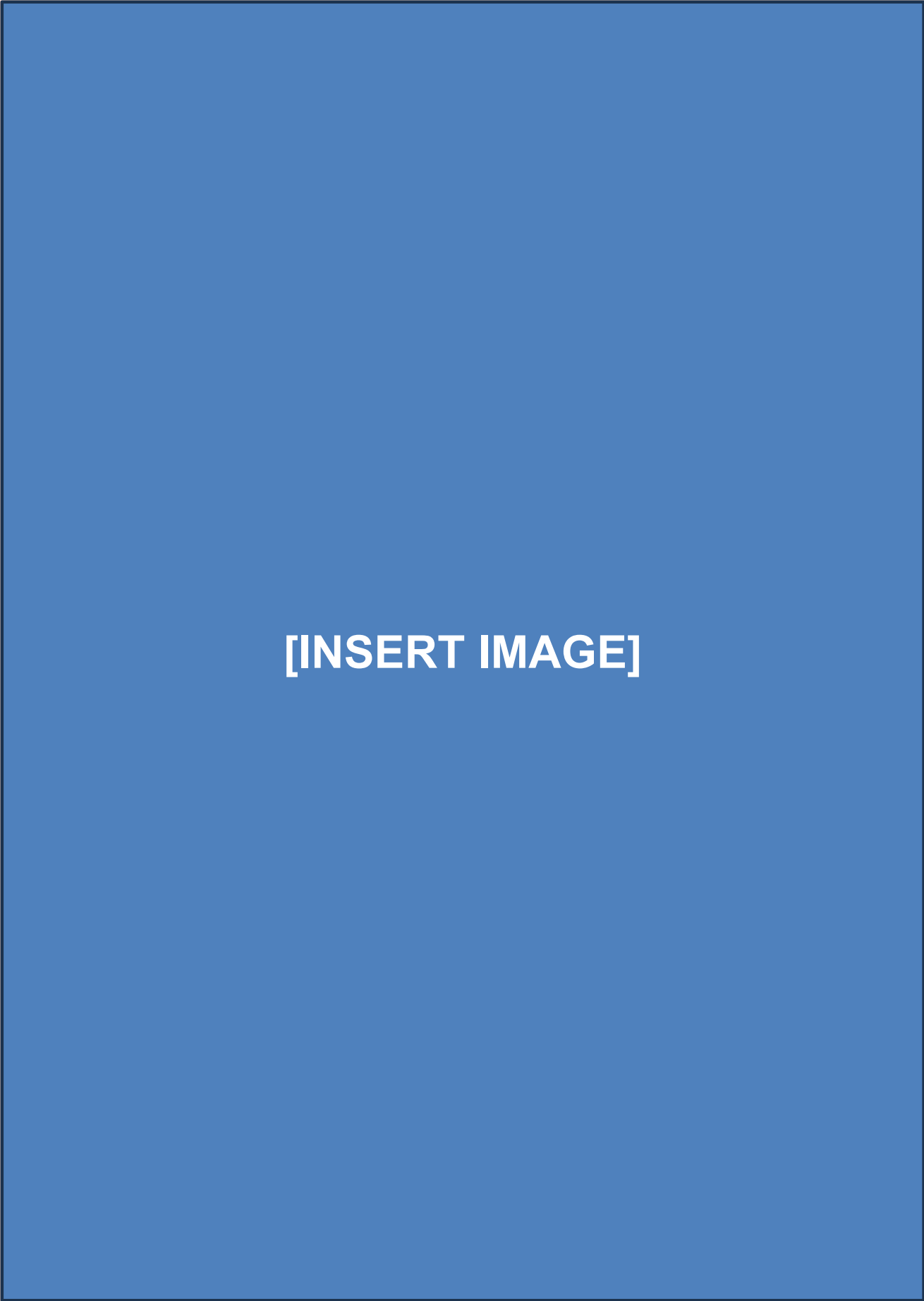




# MAYOR & CEO MESSAGE

[MESSAGE TO BE INSERTED AFTER ADOPTION BY COUNCIL]

To be added later



# ABOUT THE PLAN

## OVERVIEW OF THE PLAN

Port Macquarie Hastings Council understands that adequate housing is a right and recognises that one of the critical barriers relating to housing in the Local Government Area (LGA) is affordability. Affordable, secure and appropriate housing meets an essential human need for shelter and security. It also provides a foundation for people to engage with education, employment, their community and their families.

There is currently a shortage of affordable housing in the Port Macquarie Hastings LGA; Census (from REMPLAN) figures show there were 5,322 dwellings in housing stress (13.3%). This consists of 1,185 in mortgage stress (14.4% of mortgage dwellings) and 4,137 in rental stress (50.4% of rented dwellings). Housing stress is where a household is spending more than 30% of its gross income on housing costs, either through rent or mortgage payments. The rate of housing stress is likely to have increased between the Census capture date (July 2021) and the formulation of this Plan (early 2024). This is due to factors such as the increase in Australia's cash rate from (0.10% in April 2022 to 4.35% in February 2024), and consequently a series of interest rate rises.

Port Macquarie Hastings Council *Affordable Housing Plan 2023* (the Plan) proposes solutions that can assist to address the growing need for affordable housing in the LGA. The Plan will provide an overarching framework and identifies further direct actions and advocacy positions that Council will take towards improving housing affordability. The Plan is in alignment with Council's *Imagine2050 Community Strategic Plan* and Local Strategic Planning Statement (LSPS) *Shaping Our Future 2040*.



# 1. BACKGROUND

## AFFORDABLE HOUSING

Housing is generally considered to be affordable when households can meet their housing costs and also meet other basic living costs such as food, clothing, transport, medical care and education. Households spending more than 30% of their income on housing costs are deemed to be in housing stress and at risk of after-housing poverty.

The *Environmental Planning and Assessment Act 1979* (the Act) defines affordable housing as being housing for very low, low income households or moderate income households, being such households as are prescribed by the regulations or as are identified in an environmental planning instrument.

Affordable housing can include a range of tenures, dwelling types and price points. This includes, but is not limited to, special needs accommodation, social (public and community) housing, key worker housing and assisted purchase housing (i.e. shared equity or community land trusts). It can also include lower cost housing supplied by developers such as smaller flats and units, boarding houses, co-living housing and caravan parks, as long as affordable housing benchmarks are met.

Affordable housing is most commonly available to rent, although affordable housing is sometimes available to purchase. Affordable rental housing may be owned by private developers or investors, local governments, charitable organisations or community housing providers. It is typically managed by not-for-profit community housing providers.

Funding for affordable housing in NSW has been developed in a range of ways including through a mix of sources including government (Local/State/Commonwealth) grant or land contributions, planning incentives, philanthropic sources, community housing provider equity contributions and from finance secured against assets owned by community housing providers.

## WHY IS AFFORDABLE HOUSING IMPORTANT?

The right to appropriate housing is about more than shelter. The affordability, quality and security of our homes is crucial to our wellbeing. When secure affordable housing facilities are available our communities are diverse and vibrant, benefiting the whole city.

Affordable housing is an important form of community infrastructure that supports;

- Personal and community wellbeing;
- Social and economic sustainability, including a diverse labour market and economy; and
- Strong and inclusive communities.

Affordable housing ensures our community can continue to be made up of people from a broad range of incomes and backgrounds, strengthening the vitality and dynamism of our city and allowing people to live close to their employment, social networks and neighbourhood bonds. Strong communities also care and support their most vulnerable residents.

Lack of affordable housing affects families, couples and individuals who may be sacrificing basic necessities to pay for their housing needs. Some of these residents may be forced to leave the area to access affordable housing, this displacement, particularly of long-term residents reduces social cohesion, community connection and access to family support.

A shortage of affordable housing can also negatively impact upon local businesses and essential services, as employers face challenges in attracting and retaining employees to the area as they are unable to access housing. Many key workers, such as aged care, health care, hospitality, retail and emergency services wages are becoming increasingly insufficient to allow access to affordable rental or purchase housing close to their place of employment. The loss of labour and workers from an area adversely affects local economies and is a significant contributing factor to labour shortages.



# STRATEGIC ALIGNMENT

## WHAT IS THE IMPORTANCE?

There is a substantial state, regional and local policy framework to inform land use planning. This plan has been prepared to be consistent with and give effect to this framework. Key high level plans such as the North Coast Regional Plan (NCRP) and Shaping Our Future 2040 (LSPS) provide direction on priorities for this plan.

## WHAT ARE THE KEY DOCUMENTS?

**Shaping Our Future 2040:** is the core strategic land-use planning document for our area. It outlines the vision for land-use planning in our local area over the next 20 years and sets the direction for our community’s environmental, social and economic land-use needs.

**Living and Place Strategy:** Supports the 20-Year Housing Vision for the LGA, the LPS sets out a place-based vision and framework for housing developments.

**Imagine2050 Community Strategic Plan:** is the overarching 10-year plan that is prepared by Council and the community based on community priorities. It enables Council to coordinate its funding priorities, activities and services. The Affordable Housing Strategy is aligned with, and supports the achievement of a number of objectives and outcomes of the Community Strategic Plan.

**Urban Growth Management Strategy:** helps us plan and deliver growth and change, provide opportunities for new housing and economic development and informs out LEP and the assessment of Planning Proposals and Development Applications.

### LOCAL

- Imagine2050 Community Strategic Plan
- Shaping our Future 2040: Strategic Planning Statement
- Living and Place Strategy
- Urban Growth Management Strategy
- Infrastructure Strategy
- Integrated Transport Strategy
- Yippin Creek Structure Plan
- Draft Fernbank Creek and Sancrox Structure Plan

- Port Macquarie-Hastings Local Environmental Plan 2011
- Port Macquarie-Hastings Development Control Plan

### STATE

- North Coast Regional Plan 2041
- Port Macquarie Regional City Action Plan 2036<sup>†</sup>
- Future Transport Strategy
- NSW: Our Vision for Regional Communities 2022
- A 20-Year Vision for Regional NSW

- Environmental Planning and Assessment Act 1979
  - Environmental Planning and Assessment Regulation 2021
  - State Environmental Planning Policy (Housing) 2021
  - State Environmental Planning Policy (Exempt and Complying Development Codes) 2008
  - Standard Instrument - Principal Local Environmental Plan



## 2. PURPOSE AND AIM

### PURPOSE OF THE PLAN

The purpose of this Plan is to identify initiatives and actions to be undertaken by Port Macquarie Hastings Council to assist in increasing the supply of affordable housing in the LGA.

This Affordable Housing Plan provides an overarching framework and identifies further direct actions and advocacy positions that Council will take towards improving housing affordability.

### AIM OF THE PLAN

The aim of the Plan is to encourage and facilitate the funding and delivery of affordable housing and expand a diverse range of affordable housing that meets the spectrum of housing needs for very low, low to moderate income households.

### AFFORDABLE HOUSING TARGETS

This Plan aims for a target delivery of 2,370 affordable dwellings, representing 18.3% of projected dwellings to be delivered by 2046, with a minimum delivery of 1,722 affordable dwellings, representing 13.3% of projected dwellings to be delivered by 2046 to meet additional need only. A majority of these dwellings should be smaller dwellings with the balance being dwellings suitable for families.

These targets will require all governments to work together collaboratively and will not be solely delivered as a result of this Plan or Port Macquarie Hastings Council actions.









### 3. RATIONALE

The rationale presents a summary of relevant findings on housing demand, supply, need and affordability, as well as options available to Port Macquarie Hastings Council to help address these issues. The issues and options identified provide the background and rationale for the initiatives outlined in Part 4.

As it is nationally, housing affordability is a critical issue in the Port Macquarie Hastings LGA. The 2021 Census identified that over 13% of households were in housing stress, paying greater than 30% of their gross household income on rent or mortgage repayments. Over 14% of mortgage households were in housing stress and over 50% of rent households were in housing stress (REMPPLAN). The rate of housing stress has likely increased between the Census capture in July 2021 and the formulation of this draft Plan in early 2024. This is due to a range of factors including the recent series of interest rate rises and inadequate supply of housing stock.

The Port Macquarie Hastings LGA has many strengths; we are experiencing unprecedented growth and transformation, bringing with it significant investment in infrastructure. Working in partnership, Council seeks to harness the opportunities that come with local growth and investment to realise the adequate provision of appropriate affordable housing through the Port Macquarie Hastings LGA that will meet the spectrum of housing needs in our community.

The 2023 Australian Liveability Census identifies the community's values and attributes that are under/over performing from the community's perspective. Range of housing prices and tenures as an attribute in the Liveability Census scored only 5.3 out of 10, placing it in the 'maintain' category, meaning the attribute was rated the lowest and is a potential threat. Engagement with stakeholders is recommended to future proof or de-risk these attributes. To improve the score, it is recommended Council consider initiatives that would increase the range of housing types and sizes available.

A key component of housing affordability is to increase the supply of diverse housing types, which this Plan aims to facilitate.







## AFFORDABLE HOUSING ISSUES

A number of housing, funding, economic and environmental factors has led to an acute shortage of affordable housing in the LGA, these include:

- Inadequate supply of long-term private rental accommodation amid increasing demand;
- Declining home ownership;
- Incomes not rising in comparison with the rising cost of housing (rent and purchase);
- Cyclical demand from itinerant workers in sectors like construction;
- The increase in lower paid workers in service sectors such as health and aged care;
- The movement of people on higher incomes from cities to regions as a result of the COVID-19 pandemic;
- Significant rises in construction costs;
- Increased inflationary pressure on cost of living;
- Recent series of interest rate rises and availability of finance
- Casualisation of the workforce

These factors have contributed to a near 0% rental vacancy rate and a dramatic increase in rental costs locally during 2021 and 2022. There has also been unparalleled growth in the real cost to purchase housing in the LGA in this period.

Over 75% of dwellings in the LGA are separate houses, 13% semi-detached including townhouses and 9% are flats. Increasing housing diversity in well located areas is also crucial in meeting the needs of an ageing population, allowing older people to down-size to areas where they can 'age in place' and bigger households can occupy larger dwellings.

The movement of higher income earners from cities to regional areas, like the Port Macquarie Hastings LGA has put upward pressure on housing costs as housing supply has struggled to keep up with demand. Income disparities and stagnant wage growth have created challenges for lower income earners to secure rentals and purchase property, as they are unable to compete with higher income earners who have greater purchasing power.

There has been a reduction in the diversity of housing in the LGA. In 2016 1 bedroom dwellings accounted for 4.1% of private occupied dwellings, in 2021 1 bedroom dwellings accounted for 3.7% of private dwellings. In 2016, 2 bedroom dwellings accounted for 20.8% of private occupied dwellings, decreasing to 20.2% of private dwellings in 2021. Smaller dwellings, such as studios, or 1 and 2 bedroom dwellings are generally more affordable and cater to the changing demographics of the LGA.



## AFFORDABLE HOUSING NEED

In 2021, 5,322 very low, low and moderate income households were in housing stress. By 2046, if the percentage of households in housing stress remains consistent, the number of households in housing stress is projected to grow by 2,031 households to a total of 7,353 households (13.3% of projected dwellings). The largest group in housing stress is likely to be very low income smaller (lone person and couple) renting households. The NSW Regional Housing Need Report 2023 identified 79.3% of low-income households in the LGA were experiencing rental stress.

The 2021 NSW Land and Housing Corporation Local area analysis for Port Macquarie-Hastings identifies there are almost 1,200 social housing dwellings in the LGA, representing approximately 3% of all private dwellings in the LGA. Social housing supply has failed to keep pace with growing need over numerous years, in order to appropriately support vulnerable communities, social housing stock should represent at least 5% of private dwellings (NSW Regional Housing Need Report 2023). An additional 14,878 dwellings are projected in 2046, in order to meet the 5% target, an additional 1,565 social housing dwellings are required, this takes into account the current gap in social housing.

Significant social housing waiting times within the LGA are a key indicator of affordable housing need. For the Port Macquarie Social Housing Allocation Zone there is a ten or more years wait for any dwelling type, with 734 general applicants and 161 priority applicants currently on the waiting list. Wauchope Social Housing Allocation Zone presents a five to ten year wait for all properties except four-bedroom dwellings which is currently a ten year wait. There are 74 general applicants and 24 priority applicants on the Wauchope Allocation Zone waiting list.

## COUNCIL'S ROLE AND RESPONSIBILITY

NSW planning policy and legislation provide opportunities for local government to support the facilitation of affordable housing. Local government has an explicit role in 'affordable housing' under relevant legislation and can potentially influence affordability through land use zoning, development controls, the timing of land release, location of services and facilities, the levying of rates, development contributions and application fees.

One of the objectives of the *Act* under Section 1.3(d) is to '**promote the delivery and maintenance of affordable housing.**' Clause 15 of the *State Environmental*

*Planning Policy (Housing) 2021*, sets out requirements for imposition of affordable housing conditions.

Section 7.4 of the *Act* provides provisions for the creation of a Voluntary Planning Agreement (VPA) in relation to an amendment of a planning instrument or development application. Under a VPA, a developer is required to make a monetary contribution or an in kind for affordable housing.

An Affordable Housing Contribution Scheme, under Section 7.32 of the *Act* enables Councils to levy mandatory contributions for the provision of affordable housing. The form of contribution collected will be determined by Council and may include a combination of:

- Fit for purpose land within the development
- Monetary contribution
- Dwellings within the development to be dedicate as affordable dwellings.

A consent authority must consider the social impacts of a development application as part of the development assessment, under Section 4.15(1)(b) of the *Act*. This is particularly relevant to development applications which may result in the loss of affordable diverse housing or may even generate a need for affordable housing.

## TARGET GROUPS FOR THIS PLAN

**Very low income 'key worker' households** - these households have a median household income less than 50% of rest of NSW and would need to pay less than \$215 a week in rent to not be in housing stress. There are currently no rental properties available for very low income households anywhere in the LGA. Examples of very low income key workers include a lone person working part-time as an aged care worker earning \$700 a week; or a couple with a young child, with one working a typical 30-hour week as an Assistant in Nursing.

**Very low income households dependent on Centrelink payments** - these households would also need to pay less than \$215 a week in rent, and could not afford even a studio or one-bedroom unit anywhere in the LGA. Examples include a single aged pensioner on a pension of \$548 per week including supplements, who could afford \$220 in rent including Commonwealth Rent Assistance; and a single person on a JobSeeker Allowance, who would have an income of \$375 per week, and could only afford to pay \$168 per week in rent with Rent Assistance from Centrelink.

**Low income 'key workers'** - these households would need to pay between \$245 to \$390 per week in rent. Households on the lower end of the market could not afford even a one bedroom or studio unit in the LGA, whilst those on the higher



end may be able to secure a one-bedroom unit. Examples include a full time childcare educator earning \$875 per week; or a cleaner earning \$865 a week.

**Moderate income ‘key workers’ households-** these households would need to pay between \$390 to \$546 per week in rent to not be in housing stress. Households on the lower end of the moderate income scale would not be able to affordably rent a house but could rent a two-bedroom unit. Those at the upper end of moderate income earners may be able to secure a house on the urban fringe, but would be able to rent a villa/townhouse/unit affordably. Examples include a lone person working full time as an ambulance officer or entry level teacher or registered nurse earning around \$1,115 per week; or a couple with one person working part-time as a cleaner and the other as an enrolled nurse on a combined income of around \$1,660 per week.

None of the above mentioned households would be able to affordably purchase a house in the LGA. Those on the upper end of moderate income may be able to purchase a one-bedroom unit.

	Very Low Income Household	Low Income Household	Moderate Income Household
Income Benchmark	<50% of Gross Median Household Income for Rest of NSW	50-80% of Gross Median Household Income for Rest of NSW	80-120% of Gross Median Household Income for Rest of NSW
Income Range (2)	<\$813	\$813-\$1,301	\$1,301-\$1,822
Affordable Rental Benchmarks (3)	<\$244	\$244-\$390	\$390-\$546
Affordable Purchase Benchmark (4)	\$186,000	\$186,000-\$297,600	\$297,600-\$416,400

Table 1: Affordable Housing Income, Rental and Purchase Benchmarks - Rest of NSW. Source: Based on data from Australian Bureau of Statistics (ABS) (2021) Census of Population and Housing. CPI adjusted to 2023 figures.

- (1) All values reported are in February Quarter 2024
- (2) Median Household income CPI adjusted to \$1,627.27
- (3) Calculated as 30% of total weekly household income
- (4) Calculated using ANZ Loan Repayment Calculator, using 8 March 2024 interest rate (7.24% pa) and assuming a 20% deposit for a 30 year ANZ Standard Variable Home Loan and 30% of total household income as repayments.





# 4. ACTIONS

Council’s ability to act in the affordable housing policy area has limits: a variety of macroeconomic factors, as well as critical economic and housing policies set at both Federal and State Government levels are largely outside of Council’s control. Within this context, Council’s role has three dimensions. The actions are intended to encourage and facilitate the funding and delivery of affordable housing. The actions focus on advocacy and facilitating delivery of affordable housing through the Council’s planning controls.

Each action includes an outline of its rationale of why it is a priority or why it is required. The actions are not listed in any priority order and are grouped into three themes:

## Advocate

The delivery of social housing is the responsibility of the NSW Government. Council will take on an advocacy role for improved outcomes in relation to social and affordable housing in accordance with the listed actions. At the state level, Council will continue to join with other Councils and actively lobby relevant State Government ministers and departments to encourage a more comprehensive approach to the provision of affordable housing.

## Facilitate and Incentivise

The establishment of strategic and statutory land use planning provisions is one of the key responsibilities of local government and is a mechanism through which Council can influence or facilitate the delivery of affordable housing. These land use planning provisions can incentivise affordable housing developments and increase the supply of affordable dwellings available.

## Mandate

Port Macquarie Hastings Council has responsibility for planning policy and development control within its LGA. Under NSW planning law there are a number of mechanisms that can be included in planning controls to require the delivery of affordable housing or smaller dwellings as part of residential development or the payment of a contribution towards affordable housing. The actions in this theme will introduce requirements for certain developments to provide affordable housing, diverse housing or development contributions towards affordable housing.





Action plan

Through collaboration and partnerships, we will work on strategies to:

- Increase the supply of affordable rental housing,
- Identify and advocate for improved housing affordability,
- Support a strong robust housing, homelessness and community services sector.

The timeframe for initiating or undertaking each action in the below table correspond to the following time frames:

- Immediate = within 1 year
- Short-term = 1-4 years
- Medium-term = 5-10 years
- Long-term = 10+ years
- Ongoing = will be carried out on an ongoing basis
- As and when required = will be carried out at the time that opportunities or situations that require action present themselves.



Advocate -

Initiative	Rationale	Action	Timeframe
Advocate for additional social housing in the Port Macquarie Hastings LGA	There has been significant decline in the proportion of social housing over the past 15 years as well as a loss of social housing stock in absolute terms. At least 459 new social housing dwellings will be needed by 2046 to maintain the current local stock proportion. To meet the target of 5% of private dwellings as social housing an additional 1,564 social housing dwellings will be required.	1a) Seek the following commitments from the NSW Government: <ul style="list-style-type: none"><li>• That the proportion of social housing in the LGA will not fall below current levels</li><li>• Funding and delivery of an additional 1,564 social housing dwellings in the LGA by 2046</li><li>• Funding of at least 500 places of crisis, short-term, transitional and supported accommodation for people at risk of homelessness in the LGA by 2041.</li></ul>	Short term and on-going
	There are significant opportunities for the redevelopment of social housing to meet the changing needs, any redevelopment of existing social housing must achieve a net gain of social housing dwellings.	1b) Advocate for amendment to the Housing SEPP - to incentivise quality affordable housing outcomes, including changes to support the delivery of affordable housing under the Housing SEPP in perpetuity, not just for 15 years.	Short term and on-going
		1c) Advocate for amendment to Affordable Rental Housing Contribution Scheme guidelines - to allow LGA wide Schemes, as well as a simplified approach to implementation.	Short term and on-going

Initiative	Rationale	Action	Timeframe
<b>Advocate for development of affordable housing on NSW Government owned land</b>	<p>There is potential for under-utilised or vacant government owned land to be developed for affordable housing. A local area analysis was undertaken by NSW Land and Housing Corporation to better understand:</p> <ul style="list-style-type: none"> <li>• What housing stock is available</li> <li>• Where the housing stock is located</li> <li>• The condition of the housing stock and</li> <li>• What opportunities are available for redevelopment</li> </ul> <p>The local area analysis identified the renewal and deconcentration of large social housing concentrations as a long-term objective, along with developing under-developed land and increasing the number of properties and replacing older stock.</p>	2a) Advocate for development of housing on any surplus or under-utilised government owned land, and that any development should include at least 30% affordable housing.	Short term
		2b) Investigate opportunities to support the delivery of social and affordable rental housing on State owned land within the LGA.	Short term
		2c) Advocate to State Government for the introduction of a publicly available Affordable Rental Housing database to track all affordable rental housing approved under the Housing SEPP or delivered through Affordable Rental Housing Contribution Schemes.	Immediate
<b>Advocate for increased government funding for affordable housing</b>	Government funding is a significant contributing factor to facilitating the delivery of affordable housing. Port Macquarie Hastings Council can advocate on behalf of the community for the dedication of increased funding to deliver affordable housing, including social housing.	3a) Advocate to Land and Housing Corporation (LAHC) for greater partnership and actions to support the delivery and renewal of social and affordable housing in the right locations throughout the LGA that meet community needs and minimise clustering.	Short term and on-going
		3b) Advocate for increased government funding for affordable housing (including social housing and housing for 'key workers') under relevant NSW and federal government programs.	Short term and on-going
<b>Collaborate and partner for a robust housing, homelessness and community services sector</b>	Listening to the community and homeless organisations is important to understand the needs and issues at a local level. Council will endeavour to listen and advocate for the community services sector to continue to support and respond to local housing issues.	4a) Conduct a bi-annual housing forum with stakeholders to understand and discuss key local issues and opportunities for action.	On-going
		4b) Investigate opportunities to strengthen partnerships with Community Housing Providers (CHPs) for increased affordable housing provision.	Immediate and on-going
		4c) Continue to support and build capacity of local homelessness, Domestic Violence, housing and community support services through training programs, hosting local interagency, identifying joint advocacy positions and provision of grant funding opportunities.	

Initiative	Rationale	Action	Timeframe
		4d) Continue to work with the local homelessness sector to respond to and support people sleeping rough through appropriate referral pathways	
		4e) Review and update Council's homelessness protocols to reflect current and best practice in customer service, advice and referral.	
<b>Facilitate and Incentivise -</b>			
Initiative	Rationale	Action	Timeframe
<b>Amend local planning controls to facilitate delivery of lower cost and diverse housing in infill or renewal areas.</b>	A review of Council's local planning instruments found that they provide many opportunities to develop smaller dwellings in the LGA. Although, there are a number of ways planning controls could be amended to improve feasibility and further encourage development of smaller and lower cost forms of housing.  Smaller dwellings, such as studio and one-bedroom units provided through the private market have the potential to be affordable for low to moderate income earners. Increasing the supply of these dwellings can help facilitate affordable housing.	5a) Continue to exempt secondary dwellings under 60sqm from Section 7.11 Development Contributions.	Immediate
		5b) Amend the Port Macquarie Hastings Development Control Plan (DCP) 2013 to: <ul style="list-style-type: none"> <li>Investigate reduced or removal of car-parking provisions Remove minimum parking requirements for studio, one and two bedroom apartments and visitor in higher density zones and locations such as City Heart and East Port Precincts.</li> <li>Investigate and consider reduced the private open space requirement for Multi dwelling housing.</li> </ul>	Short term
		5c) Amend the Port Macquarie Hastings Local Environmental Plan (LEP) 2011 to make Dwelling houses prohibited in Zone R3 Medium Density Residential and to make Secondary Dwellings prohibited in Zone R4 High Density Residential and R3 Medium Density Residential.	Short term
		5d) investigate height of buildings and floor space ratio controls in employments zones (which permit shop-top housing), zone R3 Medium Density Residential and zone R4 High Density Residential.	Short term
<b>Amend local planning controls to facilitate more diverse and smaller housing types in</b>	Affordability in greenfield areas could be enhanced through the delivery of smaller and more diverse housing types. Port Macquarie Hastings Council will apply planning controls to	6a) Amend the Port Macquarie Hastings DCP 2013 & LEP 2011 to encourage a mix of lot sizes to be delivered through development of greenfield release areas.	Short term

Initiative	Rationale	Action	Timeframe
<b>greenfield development areas.</b>	encourage or facilitate development of an increased proportion of smaller dwellings in greenfield release areas.	6b) Investigate additional options to directly impact housing affordability in Port Macquarie Hastings LGA, including supporting the “missing middle” of housing types such as terraces, manor houses, dual occupancies and co-living housing in suitable locations.	Medium term
		6c) Apply low-rise medium density provisions to appropriate parts of greenfield development areas to facilitate development of smaller lots and dwellings.	Medium term
<b>Ensure development and major projects do not adversely impact on affordable housing supply.</b>	Major construction and infrastructure projects can create temporary demand for housing, depending on how many workers are employed on the project, over what period and how many workers have relocated from outside of the area.  Certain local development can also result in the loss of low-cost housing due to demolition or re-development.	7a) During housing related strategic planning and policy development, ensure consideration is given to the cumulative financial costs of development and the potential impact this may have on affordable housing.	On-going
		7b) Advocate State Government to allow Regional NSW to levy monetary contributions to offset the loss of low-rental dwellings through demolition, alteration, change of use or subdivision. Currently, contributions can only be imposed in the Greater Sydney, Newcastle and Wollongong regions.	Medium and on-going
		7c) Ensure adequate arrangements in the Social Impact Assessment associated with Development Consent have been made to assist residents who are likely to be displaced to find comparable accommodation.	Immediate and on-going
<b>Facilitate the delivery of affordable housing through Voluntary Planning Agreements</b>	Voluntary Planning Agreements (VPAs) allow proponents of development to propose to deliver infrastructure, assets or other contributions as a public benefit as part of a development application or application to amend planning controls in the Port Macquarie Hastings LEP 2011. A VPA is a planning tool that allows planning authorities and developers to work together to deliver innovative infrastructure outcomes. A VPA can include the provision of or monetary contributions for affordable housing.  The Port Macquarie Hastings Council <i>Voluntary Planning Agreement Policy</i> includes affordable housing as a public purpose and something that can be accepted in the agreement. However, the policy does not include any specific provisions or criteria such as the nature and	8a) Develop and implement criteria to guide Council and proponents in negotiating affordable housing to be delivered through Voluntary Planning Agreements such as; criteria for the nature and quantum of a preferred contribution (in-kind or monetary), the method of calculation and the types of developments and precincts to which it would apply.	Medium term
		8b) Investigate the suitability of Affordable Rental Housing provided through VPAs is dedicated to Council and therefore provided in-perpetuity (rather than owned by another party and operating for a limited timeframe).	Medium term
		8c) Investigate opportunity to partner with developers and/or housing providers to deliver demonstration housing projects.	



Initiative	Rationale	Action	Timeframe
	quantum of a preferred contribution, the method of calculation or the types of developments to which it would apply. Providing guidance or criteria on such matters would enhance transparency and accountability.		
<b>Introduce additional incentives for development that delivers affordable housing</b>	<p>There are a number of additional incentives that could be implemented to further encourage development of affordable housing and lower cost housing, including density or height bonuses, waiving or reducing development application fees and/or development contributions.</p> <p>Council can introduce and investigate additional incentives for development that will deliver affordable housing.</p>	<p>9a) Investigate waiving the following fees for development that will deliver affordable housing:</p> <ul style="list-style-type: none"> <li>• Pre-lodgement meeting fees</li> <li>• Development application fees (excluding integrated development and Planning Reform fees)</li> <li>• Construction Certificate fees (for building work and civil/engineering work)</li> </ul> <p>The waiver will apply to development that will provide affordable housing managed by a Community Housing Provider where rents are guaranteed to be affordable to very low and low income households in perpetuity, or for a lesser fixed period.</p> <p>9b) Investigate updating s7.11 development contributions plans to list affordable housing as development that is exempt from payment of contributions.</p> <p>9c) Investigate additional incentives related to relaxation of development standards (such as height, floor space ratios or density bonuses) for development that delivers affordable housing.</p> <p>9d) Prioritise processing of applications for development that will deliver affordable housing.</p>	<p>Short term</p> <p>Short term</p> <p>Short term</p> <p>Medium term</p>
<b>Ensure land use and infrastructure planning facilities have an adequate residential land supply pipeline</b>	<p>A core objective of Council's strategic land use planning is to ensure that there is an adequate supply of land available for development to meet anticipated demand, and that plans and funding arrangements are in place to deliver infrastructure that is required to support new development in a timely manner.</p> <p>The NSW Government's North Coast Regional Plan 2041 states that Councils should provide for a 10-year pipeline of residential land supply with the first 2-5 years' supply being</p>	<p>10a) Plan and undertake land use and infrastructure planning programs to ensure a 2-5 year supply of land is zoned for residential development with infrastructure plans in place.</p>	<p>Short term and on-going</p>

Initiative	Rationale	Action	Timeframe
	zoned and development ready (planning approvals and infrastructure in place).		
<b>Ensure economic feasibility of residential development in infill and renewal areas</b>	Council will seek funding to carry out an analysis of property economics and development feasibility in existing urban areas to determine whether changes are required to planning provisions to improve viability or feasibility.	11a) Carry out an economic analysis of infill development within the Port Macquarie Hastings LGA to understand economic feasibility of infill development in this area.	Short term
		11b) Subject to the completion and findings of the economic analysis, amend local planning controls (if required) to improve economic feasibility of infill development that will deliver smaller and lower cost housing.	Medium term

**Mandate**

Initiative	Rationale	Action	Timeframe
<b>Mandate provision of smaller, lower cost dwellings in higher density developments in and near to urban centres</b>	<p>Studio, one and two bedroom apartments as part of Residential flat buildings, shop top housing and Multi-dwelling housings developments would be feasible and would increase the supply of lower cost housing and private rentals.</p> <p>Mandating provision of smaller dwellings should only be applied where it does not constitute an undue impost on the feasibility of the development. It should be undertaken after local planning controls are amended to maximise incentives and opportunities as proposed else in this Plan.</p>	<p>12a) Amend local planning controls to require the delivery of smaller dwellings in the following circumstances:</p> <ul style="list-style-type: none"> <li>Any residential flat building, shop top housing or multi dwelling housing containing 5-10 dwellings must include at least 20% studio or 1 bedroom apartments/dwellings</li> <li>Any residential flat building, shop top housing or multi dwelling housing development containing 11 or more dwellings must include at least 20% studio or 1 bedroom apartments/dwellings and 30% 2 bedroom apartments/dwellings.</li> </ul>	Short term and as when required
<b>Investigate an empty building levy and short-term accommodation rate</b>	<p>Short-term accommodation and empty dwellings decreases the supply of available dwellings for long-term accommodation, putting upward pressure on rental or purchase prices.</p> <p>In the 2021 Census there were 3,321 unoccupied private dwellings (8.7% of dwellings in the LGA). These dwellings represent an opportunity for secure long-term accommodation for local residents.</p> <p>Empty building levies and special short-term accommodation rates incentivise property owners to return their properties to the general rental market.</p>	<p>13a) Investigate the implementation of an empty building levy</p> <p>13b) Investigate the implementation of a special rate for short-term accommodation, such as Airbnb properties.</p>	<p>Long term</p> <p>Long term</p>



Initiative	Rationale	Action	Timeframe
Faciliate the delivery of affordable housing through an Affordable Housing Contribution Scheme	An Affordable Housing Contribution Scheme (AHCS) is a Council-led documents which set out how, where and what rate development contributions can be collected by councils for affordable housing. In order to provide housing for a mix of income groups, development within the LGA will be required to make a contribution towards affordable housing.	14a) Investigate introduction of an AHCS as part of any review of planning controls to increase development density or potential in infill and renewal areas.	Medium as required
		14b) Investigate introduction of an AHCS as part of any rezoning of residential growth areas.	Medium as required
	Providing affordable housing ensures people living in low to moderate-income households can continue to live and work in the LGA.	14c) Prepare and implement an AHCS Implementation Policy to support the delivery of a AHCS.	Medium as required





# MONITORING, REPORTING AND REVIEW

## Monitoring

Monitoring is important to determine the Plans effectiveness and track the progress of the outlined Actions. Monitoring the implementation and outcomes of the Plan will involve tracking and review of the following indicators:

- Completion of (or progress on) Actions listed in the Plan
- Housing supply generally - total number of new dwellings approved and constructed, number of medium and high density dwellings approved and constructed and the % of total dwellings that are medium and high density dwellings.
- Affordable housing supply - total number of new affordable housing dwellings approved and constructed, number of affordable rental dwellings created on Council owned or other government owned land.
- Social (public and community) housing supply - % of total housing that is social housing, delivery of new (additional) social housing dwellings.
- The proportion and total number of very low, low and moderate income households in housing stress
- Achievement of affordable targets outlined in table 1.

## Reporting

Updates on the implementation of the Plan will be provided through the Integrated Planning and Reporting framework. Reporting will be the responsibility of the Strategic Planning Team.

## Review

A review of the Plan will be commenced within 4 years of its adoption.





# GLOSSARY OF TERMS

**Affordable Housing** - housing that is appropriate for the needs of a range of very low, low and moderate income households, and priced so that these households are also able to meet other basic living costs such as food, clothing, transport, medical care and education. Affordable housing has a statutory definition under the *Environmental Planning and Assessment Act 1979*, being housing for very low, low and moderate income households who pay no more than 30% of their gross income on their rent or mortgage repayments.

**Affordable Housing Contributions** - A contribution of money or land for the provision of Affordable Rental Housing that is required by a condition imposed on a development consent and that is authorised under Section 7.32 of the *Environmental Planning and Assessment Act 1979*.

**Affordable Housing Contribution Scheme** - a council-led document which sets out how, where, and at what rate development contributions can be collected by council for affordable housing (*Guideline for Development an Affordable Housing Contribution Scheme, NSW Department of Planning and Environment, 2019*). Affordable housing contributions schemes are enabled by Section 7.32 of the *Environmental Planning and Assessment Act 1979*.

**Community Housing Provider (CHP)** - A not-for-profit organisation that provides housing for people on a very low, low or moderate income or people with additional needs.

**Greenfield Development Areas** - An area of non-urban land that is planned and zoned to accommodate new development.

**Housing Stress** - A situation where a very low, low or moderate income household is spending more than 30% of its income on housing costs (rent or mortgage payments) and consequently may face difficulty meeting other essential living expenses such as food, transport, education, utilities and healthcare.

**Key Workers** - employees in services that are essential to a regions functioning but who earns low to moderate incomes and whose roles require them being physically present at a work site rather than being able to work from home. Key workers (also termed essential workers) are typically employed in industries or sections such as child care, aged care, health care, emergency services and hospitality.

**Low income household** - A household whose income is more than 50% but less than 80% of the NSW or Greater Sydney median income. This could include many people working in jobs such as a child care worker, secretary or cleaner.

**Moderate income household** - A household whose income is between 80-120% of the NSW or Greater Sydney median income. They may include people working in occupations such as teaching, policing or nursing, particularly if they are in the early stages of their careers.

**Social Housing** - Social housing is affordable rental housing for people on low incomes with housing needs. It includes public, community and Aboriginal housing. Public housing is managed by the NSW Government while community housing is managed by non-government organisations. Aboriginal housing is specifically for Aboriginal people managed by government or community housing providers, including Aboriginal community housing providers.

**Very low income household** - A household whose income is less than 50% of the NSW or Greater Sydney median income, depending on where they live. They include workers in a range of lower paid occupations, or who are on an aged or disability pension or other government benefit.

**Voluntary Planning Agreement** - A voluntary and legal agreement between a planning authority and a developer for the delivery of infrastructure, works or other contributions for public benefit as well as positive planning outcomes. Voluntary Planning Agreements are typically offered and negotiated as part of an application for development consent or in connection with an application to amend a planning scheme. Voluntary Planning Agreements are enabled by Section 7.4 of the *Environmental Planning and Assessment Act 1979*.



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Living and Place Strategy Workshop

# Engagement Report

MARCH 2024

# ENGAGEMENT REPORT

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# ENGAGEMENT REPORT

## 1.0 INTRODUCTION

### Context

This engagement report describes the process and feedback received during the targeted industry workshop for the Living and Place Strategy (also referred to as the Local Housing Strategy) held at Council on 29 February 2024.

The objective of the strategy is to set a clear path for the delivery of new and appropriate housing across our region to 2041. The intention of the workshop was to review and build on existing insights gathered during previous engagement for the Strategy in 2021 in consideration of time passed and with the benefit of updated population and projection data.

The workshop was targeted towards previously under-represented industries and existing stakeholders who had participated in the 2021 engagement.

Following the workshop, a revised Strategy will be reported back to Council at the 18 April 2024 Ordinary Council Meeting with a recommendation for re-exhibition.

### Attendance

The workshop was attended by the following:

- 28 representatives from a range of sectors
- 15 PMHC Staff including the CEO, executive and senior leadership staff, engagement team and strategy team staff
- 6 Elected Councillors and the Mayor.

### Duration and Location

The workshop ran from 10am - 1pm and was hosted in Council's Function Room.

### Scope of the Report

The scope of this report is to:

- Identify key insights and themes contained in the feedback
- Present this data in a legible format
- Provide de-identified, verbatim comments
- Provide a timeline for the progression of the draft strategy

## 2.0 WORKSHOP DESIGN AND OBJECTIVES

The workshop was designed to achieve the following objectives in a collaborative and participatory manner. The workshop agenda and demographic data are in **Appendix 3 & 4**.

# ENGAGEMENT REPORT

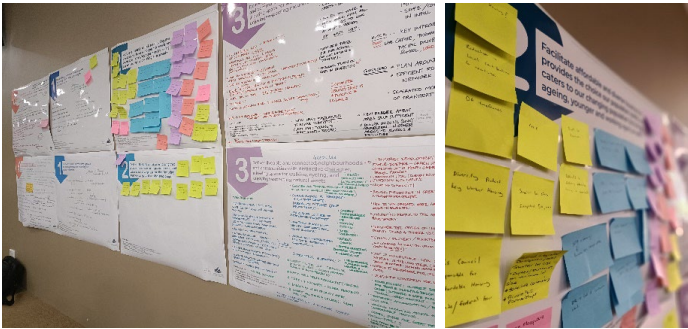
Rational	Experiential
<ul style="list-style-type: none"><li>Strategic Objectives are relevant, reflect needs of industry and community and align with legislative planning instruments.</li></ul>	<p>Attendees:</p> <ul style="list-style-type: none"><li>Understand the objectives of the workshop.</li><li>Feel that their views have been heard.</li><li>Understand their level of influence.</li><li>Understand the legislative framework and direction of state government.</li></ul>
<ul style="list-style-type: none"><li>Gaps, opportunities for partnerships, collaboration and innovation are explored and recorded.</li></ul>	<ul style="list-style-type: none"><li>Attendees feel that they have contributed and feel heard.</li></ul>

## Activity 1: Review of Strategic Objectives

Participants were seated across five tables that were hosted by subject matter experts according to the five following strategic objectives:

- Provide infrastructure** which supports growth and housing delivery whilst protecting the natural environment.
- Facilitate affordable and diverse housing** that provides the choice our population needs, and caters to our changing population (including ageing, younger and working-aged people).
- Deliver liveable and connected neighbourhoods** and communities with distinctive character, allowing space for walking, cycling, and enjoying/respecting natural assets.
- Create neighbourhoods** which are safe, sustainable, and resilient to natural hazards.
- Locate residential development** in identified and well-planned growth precincts and infill areas which minimise environmental impacts, risks, and land use conflict.

Each group was given 15 minutes to discuss the objective and record insights before the table hosts moved to the next table.



## Activity 2: Facilitated Q&A

The objective of this activity was to identify gaps which had been identified during the table discussion and to allow various industry representatives to share key insights, concerns, and aspirations with the group. This aided in a broader understanding of challenges facing sectors



## ENGAGEMENT REPORT

ranging from homelessness, accessibility, youth, social and community housing, developers, and consultants.

During this session, key insights were transcribed to a digital whiteboard that could be viewed by the group. These insights have been included in the key themes described in this report.

### 3.0 KEY INSIGHTS BY STRATEGIC OBJECTIVE

Ten key insights from each strategic objective have been identified in this section. Transcribed lists are included in **Appendix 1**.

1

Provide infrastructure which supports growth and housing delivery whilst protecting the natural environment.

1. **Balanced Growth and Environment:** Develop infrastructure for growth while preserving the environment.
2. **Circular Economy and Sustainability:** Embrace circular economy principles for sustainability.
3. **Adaptive Infrastructure Planning:** Address water disposal, plan for current and future demand, and adapt to changing needs.
4. **Wildlife and Corridor Protection:** Protect High Environmental Value areas and wildlife corridors.
5. **Government Collaboration:** Collaborate with government for major infrastructure delivery.
6. **Data-Informed Planning:** Use baseline mapping and data for informed planning.
7. **Traffic Management:** Consider traffic choices and alternative routes.
8. **Community-Centric Infrastructure:** Ensure infrastructure supports the entire community and economy.
9. **Industry Collaboration and Funding:** Collaborate with industry for organised planning, utilise funding forums, and recognise land value changes.
10. **Future-Oriented Planning:** Engage in corridor planning for future needs, promote inclusive access and services, and encourage integrated planning involving Council and State Government.

2

Facilitate affordable and diverse housing that provides the choice our population needs, and caters to our changing population (including ageing, younger and working-aged people).

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1. **Market Dynamics:** Explore the impact of a potential market slowdown.
2. **Local Contribution Reduction:** Consider reducing local contributions as incentives for development.
3. **Development Application (DA) Timeframes:** Streamline and address issues related to DA approval timelines.
4. **Diversification of Projects:** Encourage diversification of projects to meet varying housing needs.
5. **Key Worker Housing:** Prioritise housing solutions for essential workers.
6. **Affordable Housing Responsibility:** Clarify whether affordable housing responsibility lies with the Council or higher government levels.
7. **Incentives and Disincentives:** Balance regulatory measures with both incentives and disincentives.
8. **Build Costs and Small Lot Provisions:** Address build costs and explore provisions for smaller lot sizes.
9. **Density and FSR Challenges:** Address challenges related to density, Floor Space Ratio (FSR), and Height of Buildings (HoB).
10. **Connectivity, Services, and Liveability:** Focus on connectivity, proximity to services, and creating liveable neighbourhoods.

**3** Deliver liveable and connected neighbourhoods and communities with distinctive character, allowing space for walking, cycling, and enjoying/respecting natural assets

1. **Enhancing Cycling Infrastructure:** Develop more off-road cycling paths to support mobility.
2. **Mobility Considerations:** Consider mobility as a key factor, emphasising connections.
3. **Connectivity Focus:** Prioritise connections for efficient access to specific areas, including CBDs and industrial zones.
4. **Green/Blue Area Integration:** Integrate connected blue/green areas throughout the LGA while considering environmental character.
5. **Pedestrian Overpasses:** Explore the possibility of overpasses for pedestrians.
6. **E-Bike Revolution:** Embrace the E-Bike revolution and reconsider active transport priorities and budget allocations.
7. **Cultural Shift towards Active Transport:** Advocate for a cultural shift to encourage biking on roads through education.
8. **Car-Free Consideration:** Consider the possibility of car-free areas, along with parking and charging infrastructure for bikes.
9. **Future Demographic Considerations:** Address the future demographic's preferences, including smaller living spaces and shared spaces.

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10. **Masterplans for Infill:** Develop masterplans for infill projects to ensure seamless connections and effective budget coordination.

# 4

Create neighbourhoods which are safe, sustainable, and resilient to natural hazards.

1. **Biodiversity Values Mapping:** Address the need for mapping biodiversity values and consider lobbying for amendments in PMHC.
2. **Decision Prioritisation and Housing Affordability:** Prioritise housing affordability by building up rather than out, especially in less exposed central CBD areas.
3. **Connectivity Challenges and Alternative Access:** Address lack of connections, particularly in remote areas, and explore alternative access points.
4. **Community Shelters and Safe Spaces:** Evaluate the appropriateness of "staying in place" and consider community shelters and safe spaces.
5. **Natural Hazards Planning:** Prioritise planning in areas not impacted by natural hazards and secure alternative access ways.
6. **Review of Koala Plans and Ecological Documents:** Trigger reviews and coordinate updates for outdated Koala Plans of Management and ecological documents.
7. **Bushfire and Flood Mitigation:** Mitigate bushfire threats through vegetation management and avoid flood-prone areas.
8. **Infrastructure Betterment:** Focus on infrastructure betterment rather than replacement to address medical concerns and frequency.
9. **Density Issues and Water-Sensitive Urban Design:** Address density-related runoff issues and incorporate water-sensitive urban design principles.
10. **Safety by Design and Community Cohesiveness:** Design with safety in mind, including measures like integrated CCTV and passive surveillance.

# 5

Locate residential development in identified and well-planned growth precincts and infill areas which minimise environmental impacts, risks, and land use conflict.

1. **Increased Density in Town/Village Centres:** Emphasise the need to increase density around town/village centres.

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2. **Attractiveness of Manufactured Home Estates:** Acknowledge the attractiveness of manufactured home estates for the over 55 age cohort.
3. **Strategic Review:** Undertake a strategic review of specified areas or initiatives.
4. **Reconsidering High Density in Strategic Locations:** Reconsider high-density developments in strategic locations close to the CBD.
5. **Incentivising Infill Development:** Consider setting contributions to incentivise infill development, as per the Development Control Plan (DCP).
6. **Height of Buildings for High-Density Housing:** View the height of buildings as a key opportunity for increasing high-density housing.
7. **Incorporating Quality Building Design:** Explore how to incorporate Quality Building Design (QBL) for gaining social license.
8. **Economic Crown Strategy:** Develop an economic strategy that considers the economic crown.
9. **Re-evaluation of FSRs:** Re-evaluate Floor Space Ratios (FSRs) to assess their impact on desired outcomes.
10. **Walkways and Pathway Connections:** Address the lack of walkways and pathways to improve connectivity.

### 4.0 FACILITATED Q&A INSIGHTS

Below is an overview of discussions had during the Q&A session. A transcript of the digital whiteboard is in **Appendix 2**.

The Community Housing initiative addresses diverse housing needs, providing crisis support, transitional accommodation, and exploring funding opportunities through partnerships with the Council and the Community Housing Provider. The focus includes dedicated youth social housing, advocating for an affordable housing plan, and addressing supply constraints. In the Disability Sector, there's a call for partnerships with developers to create specialised housing and safe spaces for those sleeping rough.

Engaging developers involves collaboration with Council, setting guidelines, and potentially allocating a percentage of developments for affordable housing. Challenges faced by property investors, like increasing rents and under-supply, prompt a call for government incentives and frameworks for affordable housing.

The Wauchope Chamber of Commerce raised concerns about Council efficiency, development approval times, and staffing challenges, with Council working on improving processes through checklist reviews and government lobbying.

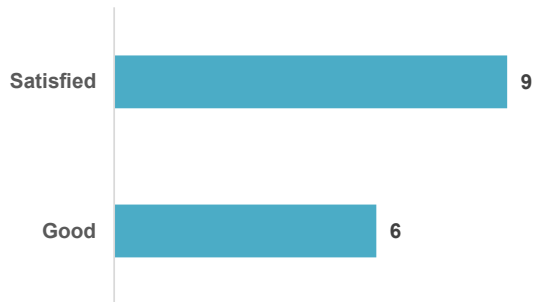
### WORKSHOP EVALUATION SURVEY

We asked attendees to complete an evaluation survey following the workshop. Questions focused on overall satisfaction, workshop delivery and content, and table host expertise.

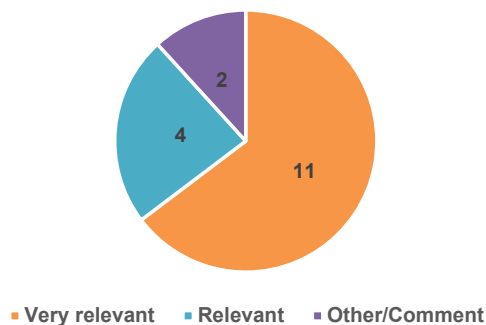
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The workshop was completed by 53% of external attendees. The following feedback was received. Insights gathered here are valuable in helping us improve future initiatives.

### Q1. Please rate your overall satisfaction with the housing strategy workshop.



### Q2. How relevant did you find the topics covered during the workshop to the local housing challenges and needs in our community?



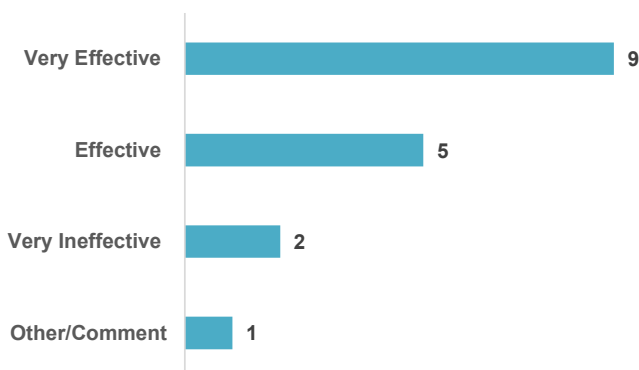
### Comments

- Transport and connections and population information very important.
- Address opportunities to support vulnerable communities e.g.: Homeless, youth, mental health.

### Q3. How would you rate the effectiveness of the facilitators in guiding discussions, encouraging participation, and keeping the workshop on track?



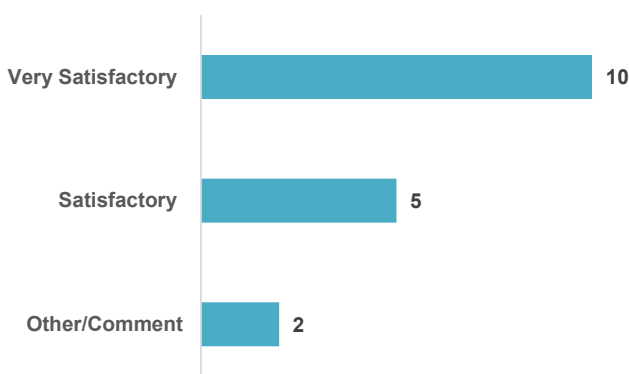
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### Comment

- They were all open to all ideas.

### **Q4. How would you rate the knowledge of Council's subject matter experts who contributed to the workshop discussions?**



### Comments

- Has been good to discuss the issues around housing.
- It was good to meet Council staff and hear others points of view.

### **Q5. Please share any additional comments, suggestions, or feedback you have about the local housing strategy workshop.**

- What a valuable opportunity to get together to consider key housing needs for our community. Thanks for the invite and I hope we have another follow up meeting opportunity during the public exhibition of the draft strategy.
- Great to be able to engage with housing sector representatives and Council staff and Councillors

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- Great session - thanks.
- It was great to hear other sectors views on housing issues. We need to remember that housing is a human right not a commodity. Thank you for inviting a wide selection of community. I'm a bit disappointed there was not a representative from Birpai LALC
- A further collaboration after the "draft" goes live would be ideal.
- Very well run and right on time
- A brilliant colab! Would love to see this across all Councils. 10/10
- A Positive and Collaborative environment.
- Great and well run workshop.
- Was engaging, connected, and allowed ideas to be discussed as a collective.
- Excellent opportunity to collaborate. Welcome more opportunities like this.
- Very well-run workshop. Congrats to the PMHC Team. Key comments to note relate to housing supply and affordability is: Zoned Land Supply (current land supply is <3000 developable site)
- Good opportunity for the community to get together with SMEs and developers to talk through these issues. Great mix of topics and ideas and people.

### 6.0 NEXT STEPS

The following timeline describes the steps to public exhibition, ongoing community and stakeholder engagement and proposed adoption of the Living and Place Strategy. The stages are reliant on future resolutions determined at Council meetings listed below.

Engagement planning for industry and broader community consultation is being developed. A request for another workshop during the public exhibition period will be included and information shared in due course.

- March 2024 – Housing workshop feedback reviewed.
- April 2024 - Draft Living and Place Strategy to April Council meeting.
- April – May 2024 – Draft Strategy on public exhibition.
- May 2024 – Feedback reviewed, and Strategy finalised.
- June 2024 – Report and finalised Strategy to June Council meeting.

# ENGAGEMENT REPORT

## APPENDIX 1: STRATEGIC OBJECTIVE TABLE ACTIVITY TRANSCRIPTS

### 1. Provide infrastructure which supports growth and housing delivery whilst protecting the natural environment.

#### Strategic Objective 1

##### Comments from table Host/SME:

- Forward view, corridor planning, plans in place now that can facilitate infrastructure.
- being proactive, planning now for 20-30-year infrastructure.
- adaptive not reactive

##### Table notes transcript:

- Circular Economy
- Bonnies water disposal
- Infrastructure to meet demand
- Adaptation to respond to demand
- Renewal - upgrade to larger demand
- Protect HEV and corridors for wild life too
- Corridor planning for future needs (roads)
- Needs Government to deliver major infrastructure
- Understanding what and where to xx good baseline mapping and data
- Traffic choice, xxx routes
- Infrastructure also supports total community and economy
- Business and industry
- Can impact productivity
- Organised plan with the support of the industry
- Industry delivers that which it has control over
- Infill grant funding forums
- Land values realised later
- Reticulation upgrades
- Funding
- Approvals
- Timing
- Energy considerations
- Basix
- Transport choice
- Active transport
- Working with NPWS
- Links to areas
- Googik track
- Green infrastructure
- Servicing plans for cost savings
- Corridor planning

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- Looking to future need
- Other levels of Government involvement of funding and certainty
- Regional planning, Wauchope to Port
- Prioritise, liveable and connected
- Access, young, disability, understanding the community
- Services planning
- Integrated planning Council and State Government

### **2. Facilitate affordable and diverse housing that provides the choice our population needs, and caters to our changing population (including ageing, younger and working-aged people).**

#### Comments from table facilitator:

- importance of providing affordable and diverse house, limitations of local government.
- Advocacy, development contributions, car parking

#### Table note transcript:

- Market slowing?
- Reduction in local contributions to incentivise.
- DA Timeframes
- Diversify projects
- Key worker housing
- Is Council responsible for affordable housing or State/Federal Government
- Nor all stick must include carrot incentives
- Build costs
- MHE
- Smaller lot sizes
- Integrated DA process
- Refined Integrated Development process
- Small lot size
- Duplex/townhouse on minimum lot size
- Satellite community
- Private/LG Partnership
- Lake Macquarie model
- Small lot provisions
- Difficult to delivery affordable housing in Greenfield
- SEPP - Housing, bonuses for height & FSR
- B + R - cost of construction + land
- Density and increase FSR and HoB particularly in the CBD
- FSR is a big issue and constraint, could FSR be removed
- Liveable neighbourhood review East Port
- Car parking requirements in DCP - CBD prevents development
- More YIMPBY less NIMBY
- Camden Haven xx motel for transitional housing

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- More affordable housing for younger people
- Smaller housing unit's lower maintenance
- Supportive approval pathways - speeding up process
- Define affordable housing
- Eligibility around income and essential workers
- Connectivity, proximity services - location
- Employment services
- Alternative transport bikes/public transport
- Smaller housing to attract younger people
- Younger people need more affordable housing
- Make spot rezoning easier
- Rent to buy
- Affordable Housing Policy
- Affordable housing contribution
- Units on Gordon Street accessible units in central location
- Gap - people on disability support pension - no appropriate or affordable housing
- Diversity of housing, large homes
- Quality of life and living in high density development
- SRA - discussion paper, hosted vs non hosted
- State Government building partnership
- Land.com
- Economic Development issues
- Workers need affordable housing close to companies
- Council land holdings
- Affordable key worker make money
- Housing for families and younger people
- Opportunities through HAF
- State and Federal Government policy mostly dictate affordability
- Community and greenspace needed to reduce need for backyard
- Importance of affordable and diverse houses
- Contributions advocacy
- Car parking
- Can't get carers because of affordability
- Light touch approach leaving open to market?
- Incentives vs disincentives
- Progression with diversity of housing type
- Aged Care and workers
- Aging in place and affordable housing
- Integrated housing SH - to be up and demand?
- University students need housing and employment
- Empty homes levy or rates discount, not to leave a home empty - open rent market
- Be more tolerant to the van life/mobile housing



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### **3 Deliver liveable and connected, accessible neighbourhoods and community with distinctive character, allowing space for walking, cycling, and enjoying/respecting natural assets.**

#### Comments from table facilitator:

- Add accessible to the objective
- How we do our connections? active transport routes, connecting into communities master plan, change the way we do it, fill the gaps

#### Table note transcript:

- Cycling needs more off road paths
- Mobility to be considered - hare
- Connections are key - enabling people to get to specific areas.
- CBD's industrial areas (employment and service areas)
- Making connected blue/green areas throughout the LGA - considering character (environment)
- Consider overpasses for pedestrians
- E-Bike revolution, reconsider active transport and priority (budget) & approach change in thinking
- Change the culture - bike on the road (education)
- Car free??
- Parking & charging bikes to change culture (shower, change lockers)
- What is our demographics' wanting in the future, smaller? - caravan space - shared spaces
- Note: New pathways make a great difference
- Infill need masterplans to ensure connection (left hand talking to the right hand - budget)
- Consider rural/residential needs - connections
- How do you have a MP and work with all developers to look at what is needed ITP, WACR HEP
- How are these put into action (not just designs and strategy)
- Overall plan on gaps in connection
- Character - density that is attractive and liveable
- Great objective
- Connected
- Walking and cycling really important
- Safe/consider infill
- W&CR - key improvements
- PAMP
- Lake Cathie, Thrumster, Pacific Drive to School, Lord Street, Kennedy
- Connected - plan around roads
- Efficient road network
- Separated modes of transport

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- New release areas, areas self sufficient
- Ensure on going (link) connection in other areas to schools and facilities
- Public transport
- New release areas - plan in for connection (don't design with only one access point)
- Need connecting roads and connectivity between precincts. Find innovative ways (at the planning stage) roads, paths, cycle ways... alternative means
- Can't rely on public transport
- Reusing easements to create connection: Electrical, sewer, etc WACR
- Consider biodiversity without/minimise impact (education) not with dogs.
- Consider human connectivity (over cars) whilst managing biodiversity
- Increase density by mapping high value environment areas (mapping)
- Community understanding density
- Bushfire challenge
- Views - proximity how do you achieve it with planning controls
- Consider all people housing & needs at all social levels (high density housing, social not the answer)
- Communication is important in how they create Liveability in place (self-responsibility)
- How to shift culture of alternative transport?
- Dedicated share paths for safe accessible connections
- Connect neighbourhoods - reduce car use
- Focus on cycling
- Inter connections
- Extend Googik
- Better connections, encourage visitors & greater use
- Neighbourhood planning, local centres, and connection
- Character Question?
- Connect all the LGA - the way we do paths is silly - collect footpath funds and do in differently
- Coastal walk needs improvement (views too)
- Parks & facilities - under hierarchy
- Break wall high priority asset
- Connect all towns & villages, share the love
- We are currently like a fishbone, need to change
- Enhances development - bringing people together - Green space
- Connecting out of home, gathering spaces, pavilions
- Connectivity vital (doesn't exist in infill as much)
- Connecting with nature
- Creative community
- Easier potentially in greenfill from a planning perspective
- How do you create more green/gathering space in brown fill
- Connecting people to the great green/blue spaces
- Consider the design of high density taller & thinner to create space
- Vision/delivery/maintenance (is a challenge to meet the vision by limiting ability to maintain)

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- Cost of maintenance. Can community maintain in the long term (cost model) change of culture. Creating higher sense of pride
- Community responsible for creating their place
- Identified standards for development
- Homelessness - suitable safe places for people sleeping rough (Koolunbung Creek) supported and safe places creating tension - needs solutions - funding
- Temporary accommodation/retreats consider
- Housing impacting animal housing (affordable housing)
- Green space are great for all housing types
- Long term places in beautiful green situation
- REHAB

### 4. Create neighbourhoods with are safe, sustainable, and resilient to natural hazards.

#### Comments from table facilitator:

- Design and knowledge of where your intended and unintended consequences will land you
- Access, safety, heat
- Personal responsibility, creating connections in community to own resilience to natural hazards
- How do we better our neighbourhoods to make them more resilient?

#### Table note transcript:

- Biodiversity values mapping. Who is reviewing at PMHC lobbying SPH to amend?
- Decision prioritisation - housing affordability is a major issue and building up rather than out. Less exposed sites to natural hazards are in the central CBD (implication is ageing and undersized infrastructure, aging population may appreciate 'lifts' and high-rise
- Lack of connections (alternative ferry access) because of 'cut of' from access points i.e. North Shore - balance with desire to live remotely
- Staying in place - is this appropriate, community shelters, safe space
- Prioritise areas for planning that are not impacted by natural hazards
- Alternative access/ways (transport) i.e. Point Plomer Road - secure access
- Old Koala Plans of Management - non- reflective of current situation - how do we trigger reviews, coordinated and review approach of 'out of date' ecological document. Review to make them contemporary. Are they currently reflective/useful of our current situation - large and specific issue but isn't consider in strategy
- Bushfire (removal of trees) -permitted roads W/APZ (maintenance ongoing) saw different in the '19 fires - threats to old existing subdivisions
- Floods, avoid flood prone areas - creak/provide flood free access - more timely works have to be completed. Consider consequences to your community (education and information)
- Infrastructure betterment not replacement

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- Medical issues/concerns around frequency & duration - how to do prioritise?
- The needs of many vs the needs of many
- Severity vs impact
- Density issues - large runoff - what about infiltration? What about SWUD water sensitive urban design
- Solar water/electricity, double glazing, more effective insulation, reduce cost of everyday living techniques
- Design with knowledge try to be aware unintended/intended consequences
- Betterment not replacement
- Personal response
- Safe deterrent from crime (CCTV Integrated into community or possibly limit to public spaces) - Bernard Heads Township
- Create with safety in mind when designing (passive surveillance) safety by design
- Isolation - avoid in design
- Before you need to solve the issue, mitigate impacts through best design principles
- Advocacy and partnership to ensure all the right heads of design (not shifting responsibility)
- Be clear on roles and responsibilities of each organisation/stakeholder
- Community cohesiveness (event) - personal responsibility, social connections, safety nets, build resilience
- Temporary housing is broken up within large residential flat buildings - multipurpose usage (can these be used for resilience/needs during an emergency)
- Engineering design to manage natural disasters (separation between natural amenity and housing, refuge areas)
- Apply new standards to 'old' existing neighbourhoods (infill)
- Perimeter roads
- Avoid natural hazards
- Evac plans
- Emergency areas
- Identification of maps of areas that have high risk areas (natural hazards) (ground water level, bushfires, flooding)
- Lack of education/knowledge of 'purchaser' regarding personal impact on their own land (communication)
- What are the unintended consequences of new decisions to improve to 'flood policies' when you improve your existing building (cost of insurance policies, sustainable decisions)
- Trees/landscaping the prevent heat islands (need and support to protect to maturity, incentivising opportunities)
- Awareness that density and housing types maybe impacted by development decisions
- Are we making the changes (restrictions) with good intention but have negative impact on our vulnerable
- Some items out of control such as Basix (may cause disadvantage, insulation building)
- Large issue - heat is a safety issue that is increasing

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- Egress and access for bushfire/flood, population movement - RFS fire trails is an additional mechanism
- Advocacy and education - DCP (what conditions exist, asset management, development engineering)
- Landscape/streetscape, important to ensure character and manage resilience
- Personal responsibility and knowledge - advocacy role
- Design for 'green corridors'
- Layout design of new builds i.e. north facing roofs (orientation of a sub-division)
- Heat soak caused by density issues
- Contributions to manage VMP's
- Timing of tree planting during construction phases (multiple landscaping plans competing, builder bonds and OC's, trees are being run over during construction, DA condition)

### **5. Locate residential development in identified and well-planned growth precincts and infill areas which minimise environmental impacts, risks, and land use conflict**

#### Comments from table facilitator:

- Add avoid environmental impacts
- How to incentivise development in particular spots? development contributions? carparking? heights?
- Servicing challenges

#### Table note transcript:

- Increase density around town/village centres
- Manufactured home estates appear more attractive for over 55 years age cohort
- High density to be reconsidered in good locations close to the CBD (Laurieton and Wauchope, modest increase in length)
- Consider contribution setting to incentivise infill development (DCP)
- Height of buildings (a key opportunity to increase high density housing)
- How to incorporate QBL it gains social licence
- Look at economic crown strategy
- FSRS need to be relooked (does it add any xx outcome)
- Walkways/lack of pathways (connection)
- (?) trigger challenges
- Accessible and affordable housing needs to be location in well-planned/town centre proximity.
- More accepting types of development not notified.
- Deferral deeds for contributions (timing)
- Sewer works required in addition to sewer connection.
- Carparks over 5.5m xx parking to encourage parking.
- Regional City Action Plan
- Consider of planning proposal state and agreement for building commencement



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- Existing road capacity and conditions to cater for growth areas.
- Community housing providers need.
- Council land, public land to provide infill development.
- Avoid and minimise environmental impacts.
- Need for accurate HEV mapping.
- DCP/parking rates contributions re car parking - incentivising to address parking.
- Parking spaces for xx
- Planning approval timeframes and planning portal

### APPENDIX 2: Q&A WHITEBOARD TRANSCRIPT

#### Q&A Discussion:

##### Community Housing (Not-for-profit)

- need and diversity - types of housing
- how we are supporting people in crisis
- transitional accommodation
- opportunity - funding, how to partner with Council, housing fund
- CHP - important partner, housing type
- Council aware of partnership opportunities

#### Youth:

- need some youth devoted social housing
- difficult for youth to enter rental market - unaffordable
- \*workshops with younger people - can afford less than 1% of what is available
- need to help young people access rental market

#### Affordable housing plan - advocacy and Council actions.

- what Council can do

#### Housing affordability:

- what does Council understand affordability to be?
- supply, infrastructure constraints
- affordability - how much of your income can you assign to housing. Relationship between what you can afford to pay and what is available.
- 30% of income - spend any more and in housing stress
- affordable housing contributions plan
- housing dedicated to Council, Council takes ownership and hands over management to Link Housing
- key workers, nurses, teachers, police, child care - look at their income and rent is around 30%

#### Disability Sector/NDIS:

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- not eligible for specialist accommodation and not able to afford rental
- gap
- \*Partnership with developers - putting land aside for specialised housing within development
- sleeping rough increasing
- creating spaces where people sleeping rough can feel safe and not under threat of being moved on. Access to services, bathrooms, meals, CBD services. What can we do to create more safety and security?
- where our people who are sleeping rough can safely sleep rough

### How can developers support affordable housing?

- create together, with Council
- guidelines
- work together with CHP, youth housing, Council
- Council to dictate terms
- Designate % of development to affordable housing
- Key worker housing - projects are difficult to stack up
- how to get to the end users?
- connections with CHP, etc. how to connect?
- contributions -

### Property investor

- rents increasing
- under supply issue
- vacancy rates
- government incentives to private investors - negative gearing etc.
- co-living
- what is saleable?
- how to do affordable housing? desire to help but how?
- support for affordable housing
- has to be some incentive for affordable housing
- need land release
- framework for affordable housing, connection with end user

### Chamber of Commerce (Wauchope)

- efficiency of Council - DA approval, CC, times
- 12 weeks
- neighbour notification complex
- different ideas of what people want to do on site
- planning portal
- information provided at DA lodgement - quality of submissions
- Council - speak to State re: planning portal, software between Council and portal

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- additional DA planner started 2024
- close to 300 DAs on the books atm
- W&S: generational decisions, ensure infrastructure is protected, responsibility
- staffing challenges
- quarterly report to Council

### **Things Council is doing to improve processing times**

- reviewing checklist
- lobbying government

# ENGAGEMENT REPORT

## APPENDIX 3: WORKSHOP AGENDA

**LOCAL HOUSING STRATEGY  
WORKSHOP AGENDA | 29 FEB 2024**

<b>Date</b>	Thursday 29 February 2024	
<b>Time</b>	Arrival: 9:45am   Start: 10am   Close: 1pm	
<b>Location</b>	Port Macquarie Hastings Council   17 Burrawan Street Port Macquarie   Function Room - entry to the right of customer service	



**Workshop Objectives**

Rational	Experiential
At the end of the meeting we will have: <ul style="list-style-type: none"> <li>Feedback on the Strategic Objectives to ensure that they are relevant, reflect needs of industry and community and align with legislative planning instruments.</li> <li>Identified gaps in the Strategic Objectives</li> </ul>	As a participant you: <ul style="list-style-type: none"> <li>Understand the objectives of the workshop.</li> <li>Feel that their views have been heard.</li> <li>Understand their level of influence.</li> <li>Understand the legislative framework and direction of state government.</li> </ul>

**Agenda**

Item	Activity	Duration
<b>Open</b>	Welcome; introduction; context; scope	30 minutes
<b>Break</b>	Tea / Coffee	10 minutes
<b>Table Activity</b>	<b>Review of Strategic Objectives</b> <b>Description:</b> <ul style="list-style-type: none"> <li>Each table will be hosted by a subject matter expert.</li> <li>One strategic objective allocated per table.</li> <li>Participants are invited to move through the tables to discuss the objectives, ask questions and submit feedback.</li> </ul>	50 minutes
<b>Insights</b>	Table spokesperson raises one key issue for each objective.	10 minutes
<b>Break</b>	Light snack	10 minutes
<b>Open Panel</b>	Facilitated discussion in an open panel format made up of subject matter experts and workshop participants.	50 minutes
<b>Evaluation</b>	Evaluation form	5 minutes

LHS WORKSHOP AGENDA

# ENGAGEMENT REPORT

## LOCAL HOUSING STRATEGY WORKSHOP AGENDA | 29 FEB 2024

Next Steps	Process to public exhibition and adoption	5 minutes
Close	Workshop close	5 minutes

### Preparation

Please consider the following Strategic Objectives prior to attending the workshop. These objectives were identified following community and stakeholder consultation on the Local Housing Strategy undertaken in 2021. The focus of the first stage of the workshop will be to review and provide feedback these strategies.

1. **Provide infrastructure** which supports growth and housing delivery whilst protecting the natural environment.
2. **Facilitate affordable and diverse housing** that provides the choice our population needs, and caters to our changing population (including ageing, younger and working-aged people).
3. **Deliver liveable and connected neighbourhoods** and communities with distinctive character, allowing space for walking, cycling, and enjoying/respecting natural assets.
4. **Create neighbourhoods** which are safe, sustainable, and resilient to natural hazards.
5. **Locate residential development** in identified and well-planned growth precincts and infill areas which minimise environmental impacts, risks, and land use conflict.

Thank you for your time in preparation for the workshop. Your participation is a key element in the finalisation of the Local Housing Strategy.

If you have any questions prior to the event, please contact [engagement@pmhc.nsw.gov.au](mailto:engagement@pmhc.nsw.gov.au) or call our customer service team on 6581 8111.



# ENGAGEMENT REPORT

## APPENDIX 4: DEMOGRAPHIC DATA

### Demographics & Data

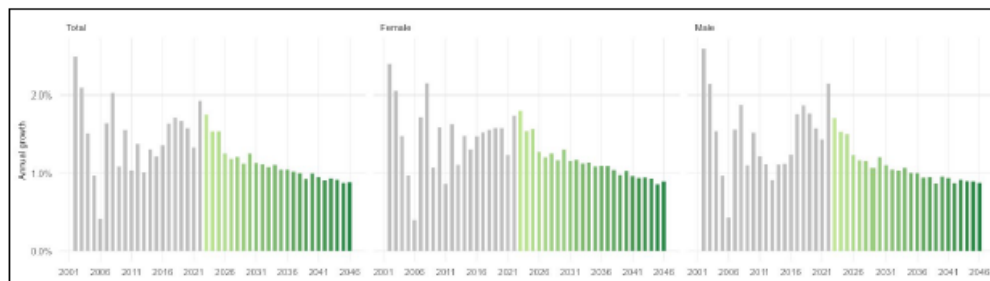
Local Housing Strategy 29 February 2024

In updating the Local Housing Strategy, we will be drawing on the most recent available data from a range of sources.

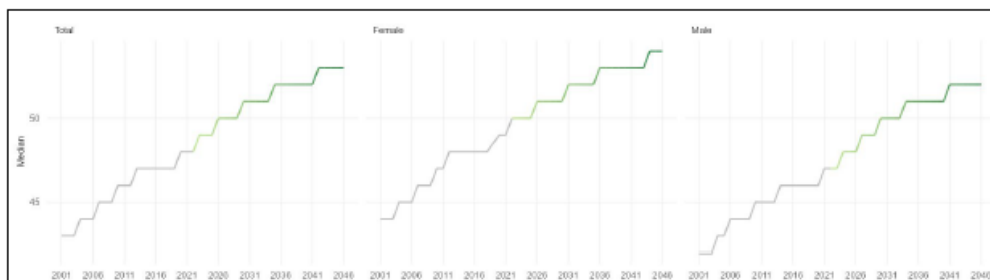
The graphs below depict updated current and projected data for the Port Macquarie Hastings Local Government Area.

Data is drawn from REMPLAN and ABS

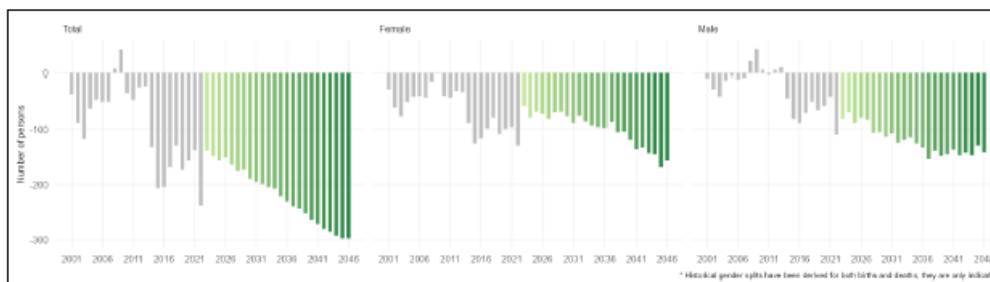
#### Population Growth/Change



#### Median Age of Population



#### Natural Change



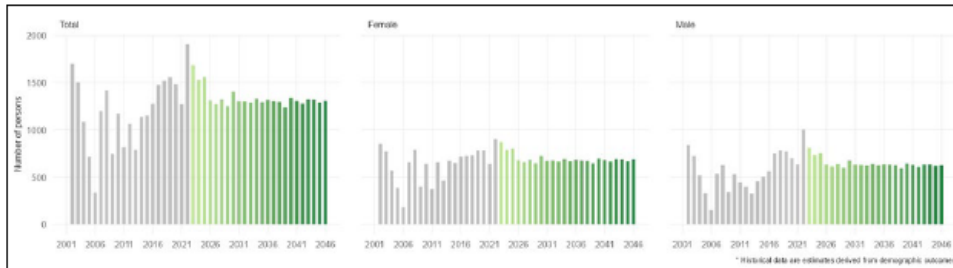
\* Historical gender splits have been derived for both births and deaths, they are only indicative

# ENGAGEMENT REPORT

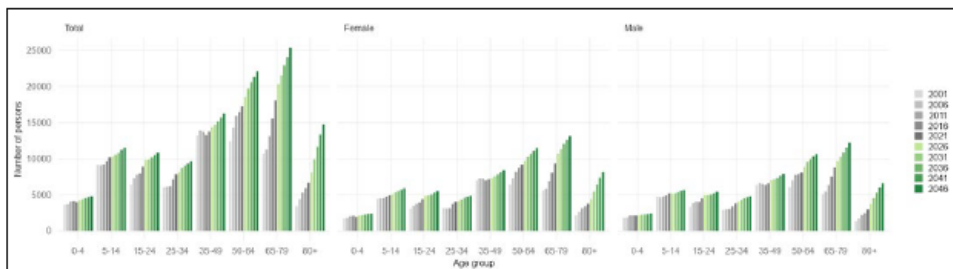
## Demographics & Data

Local Housing Strategy 29 February 2024

### Net Migration



### Population by Age Group



### Population



**88,311**

People in 2022



with an estimated resident  
population of  
**115,302** by 2046

### Dwellings



Living in **40,409**  
dwellings in 2022



projected to be living in  
**55,287**  
dwellings by 2046

### Household costs



Units to rent

**\$450** / week

Units for purchase

**\$590,000**



Houses to rent

**\$581** / week

Houses for purchase

**\$840,000**

### Housing stress (2021)



**5,322** households in  
financial stress

This is

**13.3%** of all households

\* Data supplied by REMPLAN and Australian Bureau of Statistics (ABS)



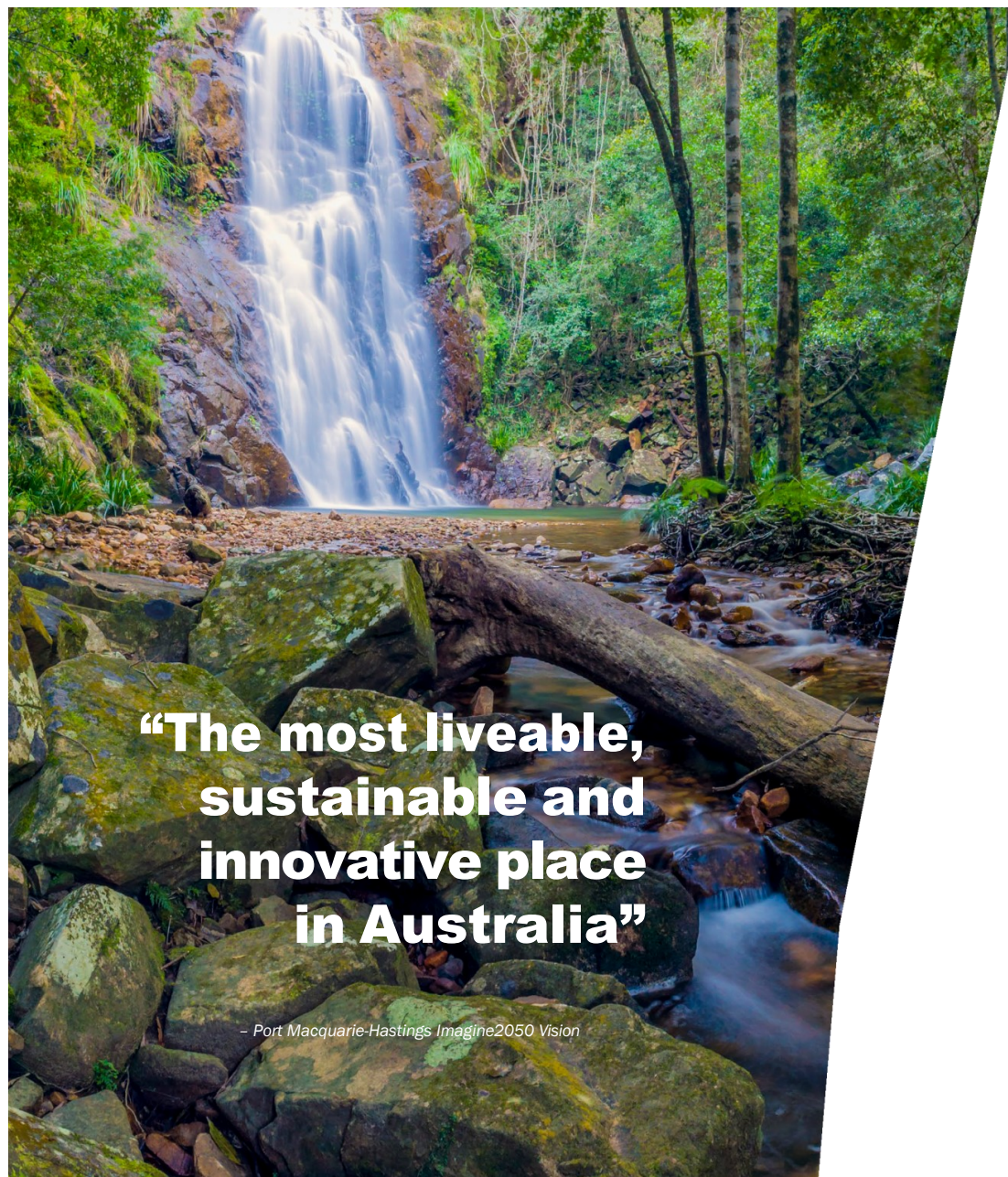
# Environmental Sustainability Strategy

September 2023



PORT MACQUARIE  
HASTINGS COUNCIL





Our natural environment sustained our local Aboriginal people for tens of thousands of years before the arrival of European settlers.

They lived in harmony with the local environment and they moved based on the seasons, availability of food and changes in the environment.

Looking after their environment was of top priority. They sporadically burned parts of the environment to prevent wildfire and to regenerate the landscape.

This ensured the sustainability of the local environment and of their people, through taking only what they needed to survive, thereby protecting the environment for future generations

## Environmental Sustainability Strategy - Plan on a page

AREA	STRATEGIC OBJECTIVE	STRATEGIES
NATURAL AREAS, WATERWAYS & BIODIVERSITY	Protect and enhance our biodiversity, natural waterways, aquatic habitats, ecological communities and areas of high environmental value	<ul style="list-style-type: none"> <li>1.1 Identify, protect and encourage restoration of natural areas and biodiversity corridors which support threatened ecological communities and species</li> <li>1.2 Protect and improve the health of our coastline, waterways, aquatic habitats and riparian areas</li> <li>1.3 Integrate land use planning to manage growth sustainably and protect areas of high environmental value</li> </ul>
CSP Objectives: ES1, R1, R2, L1, L2, L3, AHP2, AHP3		
ENVIRONMENTAL CHANGE & COMMUNITY RESILIENCE	Increase our community's resilience to the impacts of natural hazards and environmental change	<ul style="list-style-type: none"> <li>2.1 Minimise the impacts to our environment, infrastructure, life and property from floods, bushfires, storms, erosion and other hazards through planning and design, and education</li> <li>2.2 Enhance emergency management planning and response systems to climate-related emergencies from floods, bushfires and extreme weather events</li> <li>2.3 Work with other levels of government to grow the community's capacity and capability to understand and adapt to environmental change</li> <li>2.4 Monitor and reduce emissions from Council operations in transitioning to net zero carbon emissions</li> </ul>
CSP Objectives: ES1, ES2, R1, R2, R3, L2, L3, AHP1, AHP3, AHP4, AHP5		
LEADING BY EXAMPLE	Lead by example to reduce energy, water, waste and emissions from Council operations	<ul style="list-style-type: none"> <li>3.1 Reduce energy, water, waste and emissions from Council operations</li> <li>3.2 Collaborate with local stakeholders and organisations to explore, research and implement sustainable technology</li> <li>3.3 Ensure environmental sustainability principles in procurement, working with contractors and suppliers</li> <li>3.4 Reduce carbon emissions through transitioning our plant and fleet to renewable and low carbon energy resources</li> <li>3.5 Undertake education programs to increase awareness of environmental sustainability solutions</li> </ul>
CSP Objectives: ES2, L1, L2, L3, AHP1, AHP2, AHP5, T3		
SUSTAINABLE LIVING, TRANSPORT & INFRASTRUCTURE	Improve the environmental sustainability of our built environment	<ul style="list-style-type: none"> <li>4.1 Design buildings and places that respond to our climate, built and cultural heritage, natural environment, and improve liveability</li> <li>4.2 Design, plan and build community infrastructure which is environmentally sustainable and resilient to a changing climate</li> <li>4.3 Plan for green infrastructure and public space that enhances biodiversity, connects the community and improves health and wellbeing</li> <li>4.4 Facilitate active and sustainable transport opportunities that connect key local destination and open spaces</li> </ul>
CSP Objectives: ES2, L1, L3, C2, AHP1, AHP2, T2, T3		



## United Nations Sustainable Development Goals

In September 2015, Australia was one of 193 countries to commit to the Sustainable Development Goals (SDGs). Developed by the United Nations the SDGs are a blueprint to achieve a better and more sustainable future by addressing global challenges relating to poverty, inequality, climate change, environmental degradation, peace and justice. Goals 3, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16 and 17 are particularly relevant to this Strategy.



## Quadruple Bottom Line (QBL) Strategic Pillars



## PMHC Strategic Planning Framework Summary

The Strategic Planning Framework (SPF) maps out the role of all current and future Council strategies and plans that work to deliver the vision for Port Macquarie-Hastings. The framework works from the highest level of strategic direction in the Community Strategic Plan (CSP) and Local Strategic Planning Statement (LSPS) through to more detailed plans that will eventually drive works projects and programs on the ground. All strategies and plans are informed and guided by Council's Quadruple Bottom Line (QBL) Sustainability Framework. The Strategic Planning Framework is comprised of the following levels with the relevant level for this strategy highlighted in Orange below.

**1. LEAD STRATEGIES** provide high level strategic direction on key challenges and opportunities facing Port Macquarie-Hastings. They are informed by a sound evidence base that considers key trends and an understanding of the implications of key issues and opportunities on our LGA. Timeframe: 10 - 20 years

**2. THEMATIC STRATEGIES** break down broad theme areas discussed in the LEAD STRATEGIES into more specific themes which provide high-level direction and set key strategic objectives. Timeframe: Typically, 10 years

**3. STRATEGIC PLANS** identify high-level actions that are required, to deliver on the strategic objectives identified in the LEAD or THEMATIC LEAD STRATEGIES. They identify broad works projects and programs required to deliver on these high-level actions and may include indicative costing and resourcing requirements and delivery time frames.

Actions are accompanied by target implementation timeframes defined as follows:

Short: 1-2 years

Short-medium: 3-4 years

Medium: 5-7 years

Medium-Long: 8-10 years

Long: > 10 years

**4. DETAILED ACTION PLANS** take actions from the STRATEGIC PLANS and identify specific works projects and programs required to deliver on these actions. Supporting plans include detailed costing and resourcing requirements and delivery timeframes. As detailed above, identified actions/projects will have associated timeframes for completion.

**5. GUIDELINES & POLICIES** provide detailed information, rules for activities or guidance for specific works.

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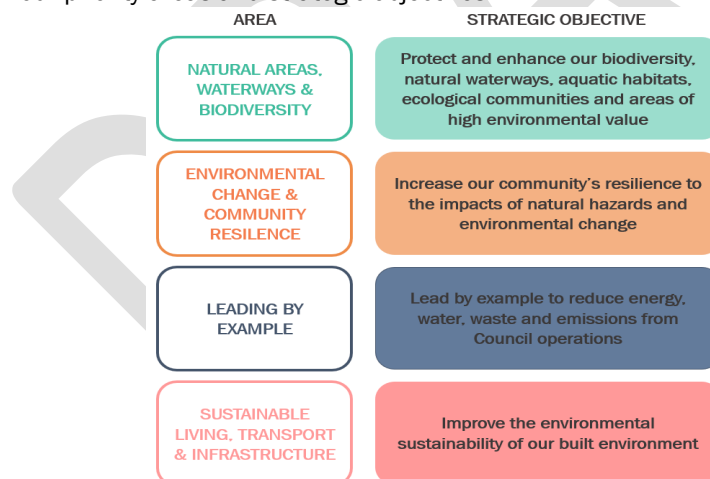
## Introduction

The Port Macquarie-Hastings region is defined by its natural environment. As a gateway to the North Coast, the PMHC Local Government Area (LGA) covers an area of 3,686 km<sup>2</sup> and includes National Parks, State Forests, recreation and natural reserves, productive agriculture, estuaries, rivers, foreshores, and beaches that provide a range of habitats for ecological diversity. These areas have high environmental importance, which is valued by the community, is a significant attractor for visitors to the region and key contributor to our local economy. Our unique environment makes Port Macquarie-Hastings a great place to live and visit.

Our community, like other communities, around the world is facing a number of challenges such as depletion of natural resources, loss of biodiversity, habitat fragmentation, increasing costs relative to revenue, climate change, water scarcity and development pressures. In addition to the global challenges, as one of the fastest growing regional centres in NSW, the Port Macquarie-Hastings region is facing significant growth and development pressures, escalating infrastructure demands and costs, traffic congestion, housing affordability, cost of living pressures, natural hazards, and environmental impacts.

As the region grows, we need to ensure we are prepared and agile to respond to the opportunities and challenges this brings in a way that looks after the natural attributes and environment that makes the region unique and supports the health and wellbeing of our people. As custodians of our environment, it is incumbent on Council in partnership with our community to value, respect and actively participate in the care and protection of our environment for current and future generations.

The Port Macquarie-Hastings Council (PMHC) Environmental Sustainability Strategy outlines our future direction to ensure that as the region grows, our natural environment is protected so we can maintain our quality of life and prosperity now and into the future. This includes ensuring as a community we are prepared to respond to natural hazards and environmental change and that we are leading by example and managing our resources (i.e. land, energy, water and waste) sustainably. This Strategy centres around four priority areas and strategic objectives:



By investing in environmental sustainability Council has the opportunity to lead and shape the region to improve liveability for residents, workers and visitors. We take care of the environment so it can continue to take care of us.

As articulated by the community in the Imagine 2050 Community Strategic Plan, Council is committed to improving environmental sustainability and working with the community and other levels of government to create an environment that can continue to sustain both current and future generations. This Strategy outlines our commitment to do this over the next decade, working towards our community's vision to be the most *liveable, sustainable and innovative place in Australia*.



## About the Environmental Sustainability Strategy

### What is environmental sustainability?

Our environment defines the spaces where we live, work and play. Environmental sustainability is ensuring that life for future generations is not compromised by the way we are currently living and what we do today.

Environmental sustainability is about protecting the environment and ecosystems that support all life now and into the future. It is about preserving what makes our region unique and maintaining our quality of life, health, and wellbeing.

Environmental sustainability is also one of the four pillars of the Quadruple Bottom Line which guides decision making and reporting for Port Macquarie-Hastings Council. This strategy focuses on environmental sustainability, and how it integrates with civic leadership, social and economic sustainability.



### Why do we need this Strategy?

Sustainability and the principles of Ecologically Sustainable Development (ESD) are important considerations at every level of government. Local government's responsibilities are identified under the Local Government Act 1993.

Chapter 3 of the Local Government Act 1993 sets out the principles for Local Government in NSW including that **"Councils should consider the principles of ecologically sustainable development"** in its decision making. Further Chapter 6, Division 2 stipulates the core objectives for the use and management of Community Land and includes management of land categorised as natural areas, is **"to conserve biodiversity and maintain ecosystem function in respect of the land"**. Section 89 of the Act also outlines that Council **"must take into consideration the principles of ecologically sustainable development"** when determining an application.

In addition, four of the stated objectives of the Environmental Planning and Assessment Act (1979) under Section 1.3 are:

- (a) to promote the social and economic welfare of the community and a better environment by the proper management, development and conservation of the State's natural and other resources,
- (b) to facilitate ecologically sustainable development by integrating relevant economic, environmental and social considerations in decision-making about environmental planning and assessment,
- (c) to protect the environment, including the conservation of threatened and other species of native animals and plants, ecological communities and their habitats,
- (d) to promote the sustainable management of built and cultural heritage (including Aboriginal cultural heritage).

As such, it is a legal obligation of local councils to protect the environment and incorporate the principles of Ecologically Sustainable Development into its decision making in line with the community's expectations as articulated via The Community Strategic Plan (CSP).

### Principles of Ecologically Sustainable Development

Ecologically sustainable development (ESD) requires the effective integration of economic and environmental considerations in decision-making processes. Ecologically Sustainable Development can be achieved through the implementation of the following principles and programs:

- (a) the precautionary principle - namely, that if there are threats of serious or irreversible environmental damage, lack of full scientific certainty should not be used as a reason for postponing measures to prevent environmental degradation.  
In the application of the precautionary principle, public and private decisions should be guided by:
  - (i) careful evaluation to avoid, wherever practicable, serious or irreversible damage to the environment, and
  - (ii) an assessment of the risk-weighted consequences of various options,
- (b) inter-generational equity - namely, that the present generation should ensure that the health, diversity and productivity of the environment is maintained or enhanced for the benefit of future generation
- (c) conservation of biological diversity and ecological integrity - namely, that conservation of biological diversity and ecological integrity should be a fundamental consideration,
- (d) improved valuation, pricing and incentive mechanisms - namely, that environmental factors should be included in the valuation of assets and services, such as:
  - (i) polluter pays—that is, those who generate pollution and waste should bear the cost of containment, avoidance or abatement,
  - (ii) the users of goods and services should pay prices based on the full life cycle of costs of providing goods and services, including the use of natural resources and assets and the ultimate disposal of any waste,
  - (iii) environmental goals, having been established, should be pursued in the most cost effective way, by establishing incentive structures, including market mechanisms, that enable those best placed to maximise benefits or minimise costs to develop their own solutions and responses to environmental problems.

### What do our Community want?

Extensive community engagement for the Imagine2050 Community Strategic Plan (CSP) as well as the Sustainability Policy and Climate Change Response Policy highlighted the importance of environmental sustainability to our community. Central to the community's feedback was the importance of treating the natural environment with respect and an understanding that we share a collective responsibility to nurture it for current and future generations.

Council has a significant opportunity to improve environmental sustainability for the benefit of current and future generations by:

- influencing urban and transport planning, economic and community development
- implementing best practice waste and water management
- minimising its environmental footprint and associated costs through reduction of waste, water, energy and resource use
- protecting water quality and biodiversity
- leading community education, public land management and the delivery of specific environment and sustainability programs.
- planning, designing and protecting public places and community infrastructure from the impacts of a changing climate.

## Key Drivers

The key drivers underpinning this Strategy are as follows:



This Strategy is Council's response to how we can improve the health of our environment and live more sustainably to protect the lifestyle we enjoy now and into the future. As a 10-year strategy it aligns to the CSP to deliver an integrated planning approach.

## Role of this Strategy

The Environmental Sustainability Strategy takes an LGA - wide view of environmental sustainability and aims to:

- detail priority areas and strategic direction for what we will do to improve environmental sustainability having regard to the Quadruple Bottom Line;
- describe the current strategic context and environment including challenges and opportunities;
- guides planning, decisions and actions to achieve relevant objectives in the Community Strategic Plan;
- outline Councils commitment to environmental sustainability in our operations and for our community;
- define and communicates how we can improve our environmental sustainability; and
- assist Council in meeting our legislative obligations
- Identify environmental issues and challenges over the next 10 years and provide principles to guide.

This is Port Macquarie-Hastings Council's first Environmental Sustainability Strategy. It is not intended to identify every environmental issue or every solution as is the beginning of our response to managing our environment.

There are also many other government and statutory agencies which have a key role in managing and responding to environmental issues. The Strategy recognises the importance of collaboration and establishing partnerships with these stakeholders to deliver change through action.

## Part 1 - Context

### Strategic Context

The Strategy there for must acknowledge the influence policy at a global, regional, and local level as follows:

#### International

- International Framework for Sustainable Development (2011)
- UN Sustainable Development Goals (2015)
- UN Framework Convention on Climate Change (The Paris Agreement) where signatory countries agreed to work to limit global temperature rise to below 2 degrees (Australia pledged and legislated to reduce greenhouse gas emissions by 43% below 2005 levels by 2030 and net zero emissions by 2050)
- The IPCC's AR6 Synthesis Report on climate change 2023
- UN Decade on Ecosystem Restoration 2021-2030
- UN Convention on Biological Diversity

#### State

- NSW North Coast Regional Plan 2041
- NSW Waste and Sustainable Materials Strategy 2041 (2021)
- NSW Environmental Sustainability Strategy 2019-2023 (RMS)
- NSW Climate Change Adaptation Strategy (2022)
- NSW Clean Air Strategy 2021-2030
- NSW Water Strategy (2021)
- NSW Net Zero Plan Stage 1: 2020-2030
- NSW Climate Change Policy Framework (2016)
- The NSW Electric Vehicle Strategy (2021)
- Planning for a more resilient NSW (2021)
- NSW Koala Strategy

#### National

- Australia's Strategy for Nature 2019-2030
- Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act)
- National Waste Policy (2018) and Action Plan (2019)
- National Climate Resilience and Adaptation Strategy 2021-2025
- National Disaster Risk Reduction Framework (2018)
- Australia's Powering Australia Plan (2022)
- National Electric Vehicle Strategy (2023)

#### Local

- Community Strategic Plan - *Imagine 2050*
- Local Strategic Planning Statement - *Shaping Our Future 2040 & Environment priorities*
- Sustainability Policy (2021)
- Climate Change Response Policy (2023)
- Sustainability Framework\*
- Biodiversity Management Strategy
- Koala Recovery Strategy
- Koala Plans of Management
- Flying Fox Camp Management Plan
- Vegetation Management Plans
- Ecological Restoration Report
- Integrated Water Cycle Management Strategy\*
- Coastal Management Program & Plans\*
- Hastings River, Camden Haven, Lake Cathie, Wrights Creek River Flood Risk Management Plans
- North Brother Local Catchments Flood Risk Management Plan\*

\*Under development

While this strategy considers a 10 year horizon, Council recognises that things change and that what we do as a Council is influenced by many other factors.

Figure 1 - Environmental Sustainability Strategy Holistic Plans context

### How our plans fit together

Councils strategic planning framework is shown in [Figure 2](#). As a 10-year strategy it aligns to the CSP to deliver an integrated planning approach. Actions to meet the strategic objectives will be integrated into the Delivery Program and Operational Plan and therefore reported on six monthly in line with Operational Plan reporting requirements of the Local Government Act.



The *Imagine 2050* Community Strategic Plan and *Shaping Our Future 2040* Local Strategic Planning Statement, along with associated legislation and regulatory requirements provide the direction for all Council strategy, policies and plans. This in turn informs councils service delivery, activities and projects undertaken.

The North Coast Regional Plan 2042 recognises Port Macquarie-Hastings' role as a sustainable, compact green and blue regional city. One of four regional priorities identified for Port Macquarie-Hastings is the protection, conservation and enhancement of local biodiversity, natural waterways and aquatic habitats, ecological communities and areas of high environmental value. The three liveability and resilience priorities are:

- Supporting environmentally sustainable development that is responsive to climate change and natural hazards such as coastal erosion, drought, flooding, bushfire and sea-level rise
- Ensuring future water and food security across the LGA
- Retaining and protecting threatened and endangered species with a focus on protecting and growing the largest coastal koala population in NSW.





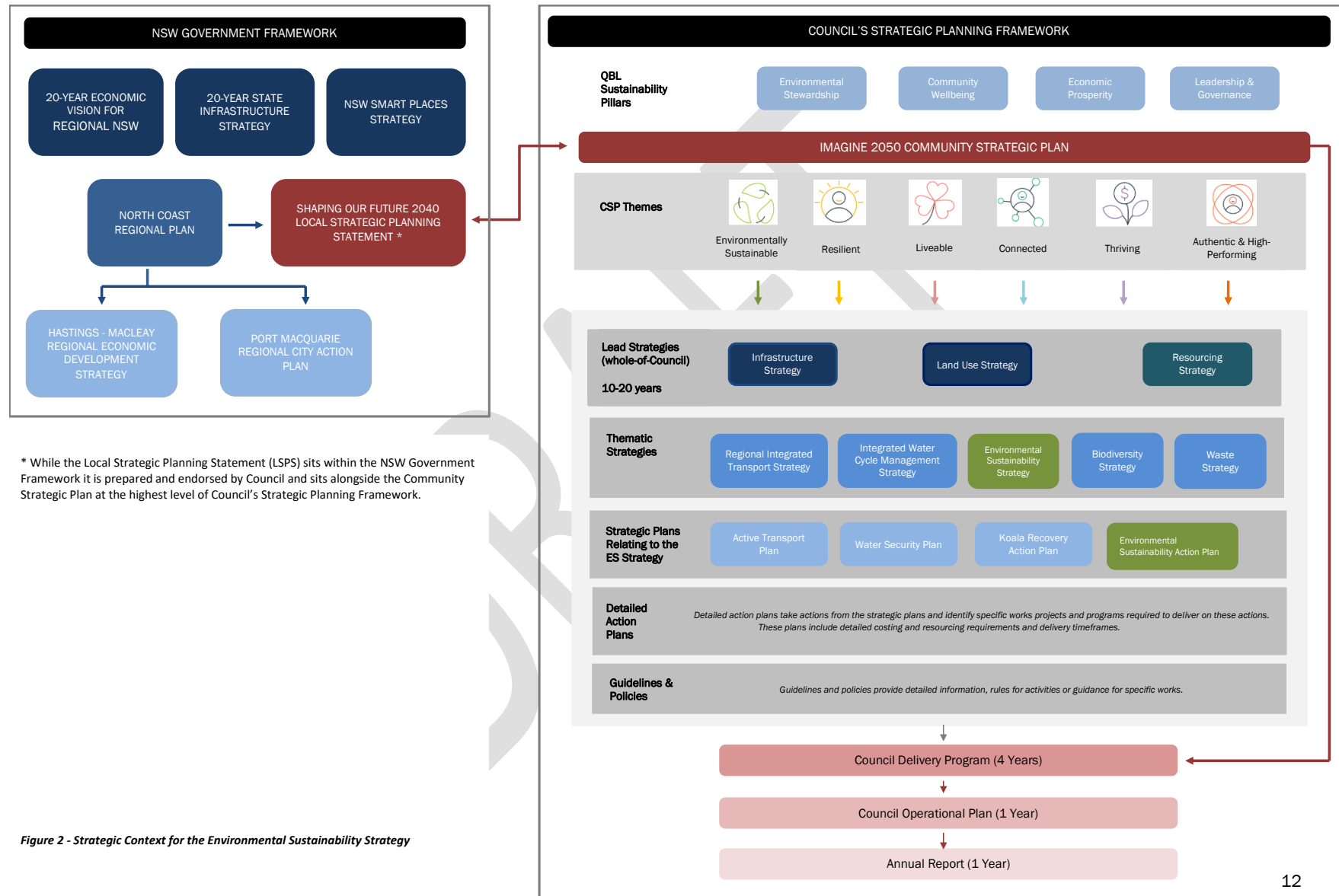


Figure 2 - Strategic Context for the Environmental Sustainability Strategy

## Our Vision and Priorities

Our community vision reflects extensive community engagement undertaken in developing our 10-year 'Imagine 2050' CSP. Imagine2050 outlines the community's vision for the future into six key themes and supporting strategic directions which support this vision. Environmental sustainability is a key theme in the CSP. It also underpins all the CSP themes, our vision and priorities.



Figure 3 - Port Macquarie Hastings Vision and Environmental Priorities

## Our environment

The Port Macquarie-Hastings LGA is located about 420 kilometres north of the Sydney CBD, and 510 kilometres south of the Brisbane CBD and is the southern gateway to the North Coast of NSW.

Covering an area of 3686 km<sup>2</sup>, the area comprises the city of Port Macquarie and its surrounding suburbs, rural and coastal villages, towns and villages. It extends west from the areas surrounding the mouth of the Hastings and Camden Haven rivers, through hinterland to the Great Dividing Range.



Figure 4 - Port Macquarie Hastings Local Government Area

The Birpai people are the Traditional Owners of this area. As custodians of the land, their history, knowledge and passion can help to inform and shape the environmental practices into the future. Numerous middens and culturally special places can be found in the area giving recognition to the gathering of the traditional owners and inhabitants.

Port Macquarie-Hastings is defined by its natural environment. It is a highly desirable place to live or visit due to its beautiful natural environment and climate and these attributes support its liveability and economy.

## Our natural areas, waterways, and biodiversity

The North Coast is the most biologically diverse region in NSW<sup>1</sup>. The region's environmental values include protected reserve lands, such as National Parks, Conservation Areas and dedicated Crown land, High Environmental Value (HEV) land and a network of biodiversity corridors. These landscapes can contain remnant indigenous vegetation with a diverse range of flora and fauna, including many protected species of international, national, state or regional significance.

Port Macquarie-Hastings has a mix of creeks, rivers, lagoons, estuaries, lakes, coastal groundwater and constructed waterways. There are three major catchments that drain each of our three river systems (Hastings River, Wilson River/Maria River and the Camden River). Collectively these waterways are known as our Blue Grid. There is 62.4 kilometres of coastline, including twenty beaches, comprising coastal waters, rock and sandy shorelines, dunes and coastal lakes. Seventy-nine percent of the LGA drains into the Hastings River catchment and approximately 65% of the population resides in this area. The fresh and saline waterways, estuaries, beaches and escarpments also support many different species of marine, aquatic and terrestrial plants and animals as well as bird life. These areas also help to cool our urban areas, as well as attracting visitors and encouraging people to be active.

Water provides essential services and functions, from clean, reliable drinking water, to providing green spaces and clean waterways, to sustaining natural life, agriculture and food production, enhancing biodiversity, and supporting natural habitats of flora and fauna.

The environment underpins our local economy and is a key attraction for new residents and visitors to the region. The LGA's environmental and recreational attributes (see Figure 5), our natural advantages, are the most critical element of the Port Macquarie-Hastings lifestyle.

<sup>1</sup> NSW Department of Planning and Environment (2022) North Coast Regional Plan 2041

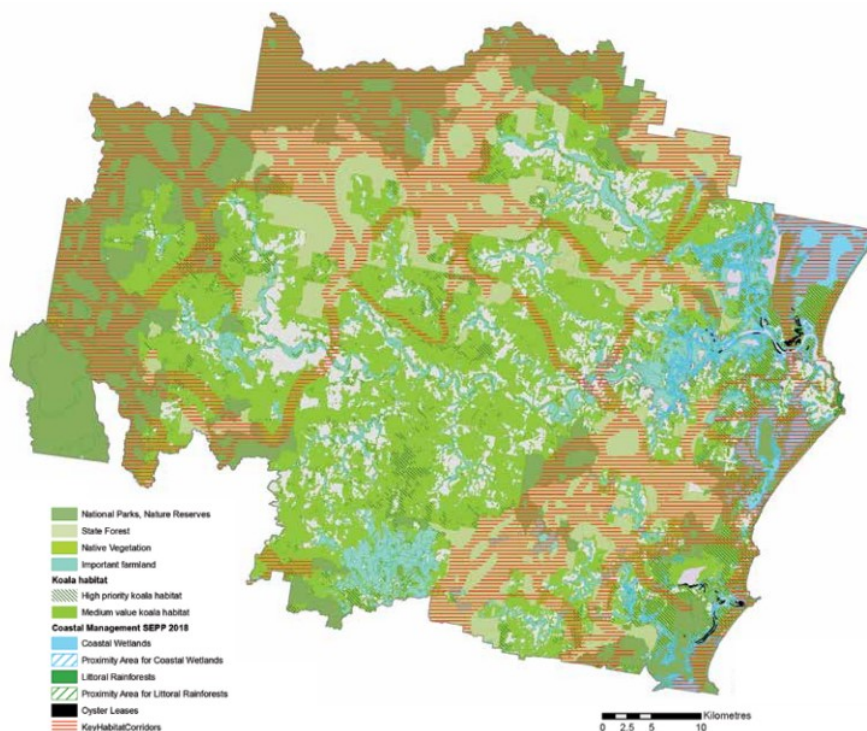







Figure 5 - Port Macquarie-Hastings Natural Advantages

Source - Local Strategic Planning Statement - Shaping Our Future 2040 &amp; Environment priorities

Areas of ecological significance and important species are outlined below and shown on Figure 6.

Area	Why is it important	Important Species (Bionet 16/3/2023)
Limeburners Creek Nature Reserve	Nationally important wetland and native fauna hotspot for dingos, giant pythons, and broilgas	 <b>2086</b> native plant species <b>79</b> Threatened plant species
Sea Acres National Park and adjoining council land	Some of the largest remaining patches of littoral rainforest on the east coast outside of far northern QLD	 <b>694</b> Native animal species <b>147</b> threatened animal species
The Antarctic Beech forests of Werrikimbe National Park (with Gondwanan origins)	Global significance and are World, National and State heritage listed	 <b>22</b> threatened ecological communities
The estuaries & foreshores of the Camden Haven area, Pelican Point, including Woregore Nature Reserve	Importance habitat for migratory shorebirds listed under international conventions and agreements	 <b>3</b> endangered populations (species)
Lake Innes Nature Reserve	important habitat for local koala population	 <b>Nationally significant population of koalas</b>
Kooloonbung Creek Nature Reserve	Important for the survival of our eucalypt and rainforest ecosystems with three flying fox species found	<b>Threatened fish species</b>
Werrikimbe KBA and the Hastings-Macleay KBA	Two of 45 Key Biodiversity Areas (KBAs) in NSW and important places in the world for species and their habitats	

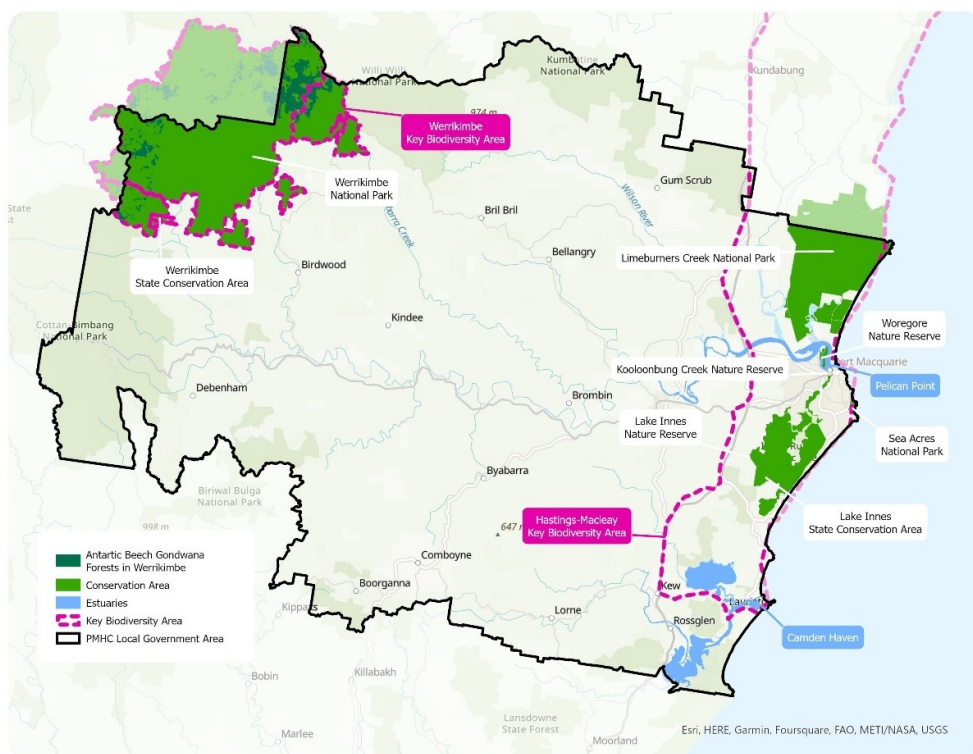


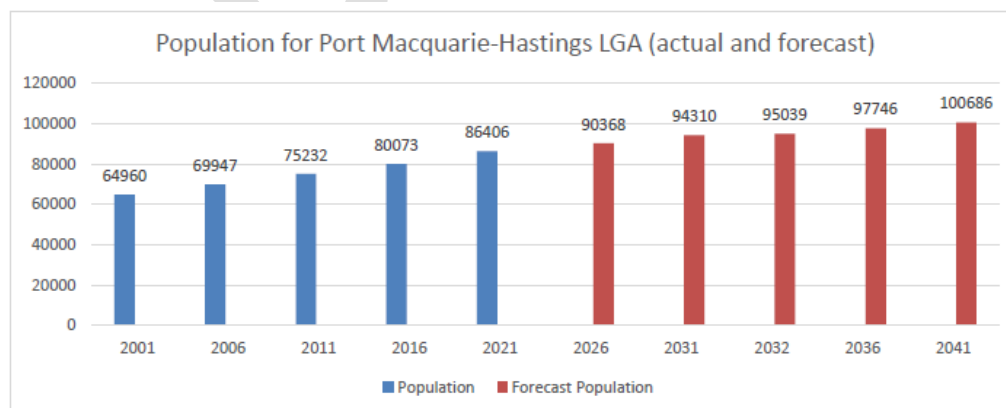
Figure 6 - Port Macquarie-Hastings areas of ecological significance

The extent of the natural landscape creates a unique setting and requires a tailored approach to growth and change. As custodians of our environment, it is incumbent on Council, in partnership with our community, to value, respect and actively participate in the care and protection of our environment for current and future generations.

### Our population and projected growth

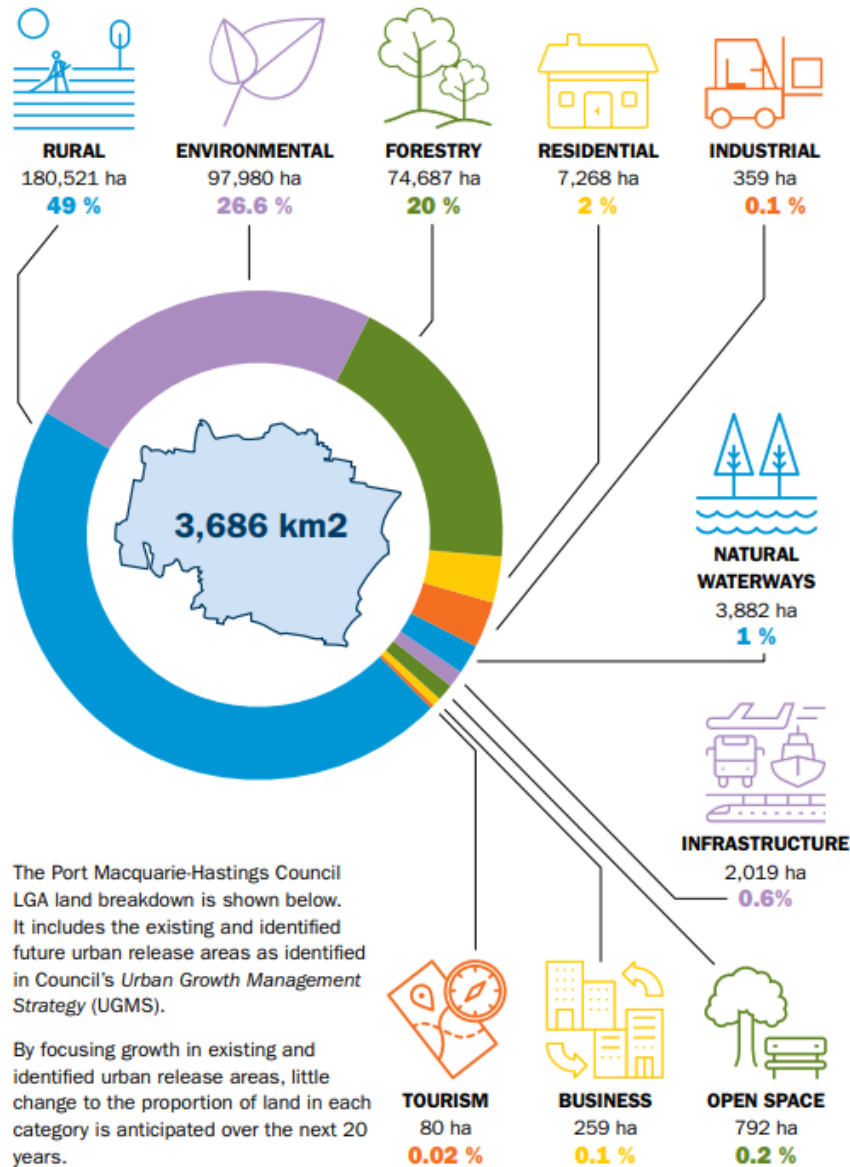
Port Macquarie is a regional city with a thriving cultural and civic centre, served by a mix of retail, commercial, tourism, entertainment and cultural activities. The city provides a significant share of the LGA's housing and jobs as well as higher-level services and facilities.

The LGA is one of the fastest-growing centres in NSW and is home to over 83,000 residents living in thirty-four communities spread across the coast and hinterland, in city, suburban and rural living environments. The population has been growing over time with the State Government projecting this to continue (refer Figure 7). The projected population by 2041 is 100,133 people and an additional 11,950 households.

Figure 7 - NSW Department of Planning and Environment [Projections | Planning \(nsw.gov.au\)](https://www.nsw.gov.au/projections)

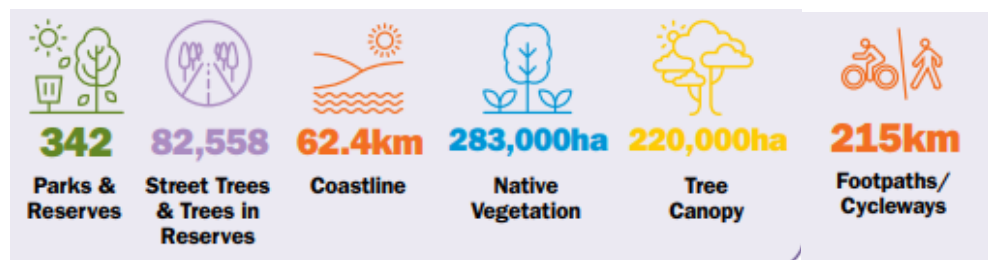


## Our land uses



## Green Infrastructure

The CSIRO defines urban green infrastructure as vegetation that provides social, economic, and environmental benefits to our towns and cities, such as providing clean air and water, and cooling town and city centre temperatures. Green infrastructure includes urban parks and reserves, wetlands and stream corridors, street trees and roadside verges, gardens and vegetable patches, bikeways and pedestrian trails, wall and rooftop gardens, orchards and farms, cemeteries and derelict land. Current green infrastructure:



There are many environmental benefits of green infrastructure:

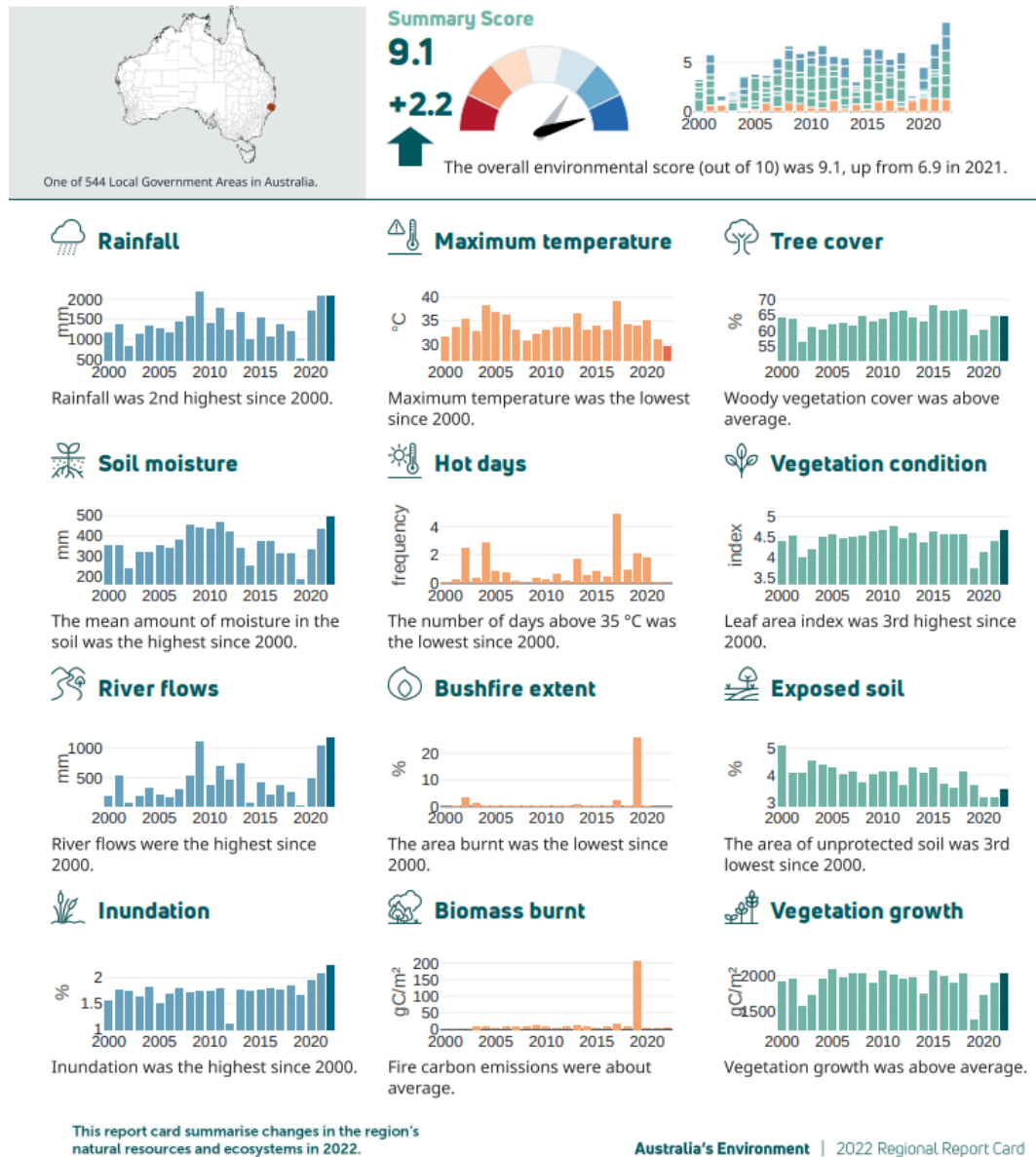
- Street trees contribute to urban cooling. They are 20% more cost-effective at shading bus stops than metal shelters
- Constructing green infrastructure is less carbon intensive than conventional infrastructure
- Planting trees can offset a person's entire annual carbon dioxide emissions
- A 10 per cent increase in green space reduces stormwater runoff by 5 percent
- Vertical green walls lower interior temperatures by 2 degrees.

There is growing community awareness and a desire for more sustainable ways of living. People are interested in solar power, water conservation, effective recycling, and more trees and green spaces in urban settings.

## Our Environmental report card

The Australian National University and Australia's land ecosystem observatory (TERN) produces an annual report on Australia's environment with regional reports with relative scores calculated for monitoring over time. The report card summarises changes in the region's natural resources and ecosystems with an overall environmental score (9.1 out of 10). Our LGA report and score has improved in 2022 due to wetter La Nina conditions after a long period of drought. Previous years scores were: 2021 - 6.9, 2020 - 4.7, 2019 - 1.9 and 2018 - 6.4.

## Port Macquarie-Hastings [A]

Figure 8 - Port Macquarie-Hastings LGA 2022 Environmental Condition Report [www.ausenv.online](http://www.ausenv.online)

A 2020 Regional State of the Environment Report Summary for the North Coast Region of NSW gives a summary of local environmental conditions for our council area. Some key regional statistics are given in Figure 9.

**2019 was the hottest and driest year** on record for Australia, with bushfires impacting the north coast region in July of that year. **Floods** have impacted the region in **2013, 2015, 2016, 2017 and 2020**.

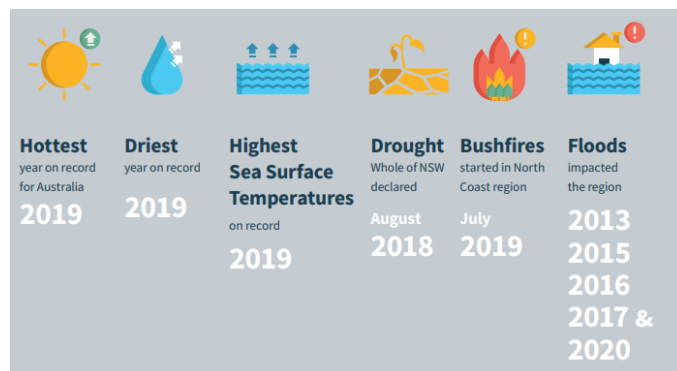


Figure 9 - Summary of key North Coast regional environmental conditions

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 economy<sup>2</sup>. Recent years has seen the adverse impact of natural hazards and extreme weather events on the PMH area. There is also a direct impact on the physical and emotional health of our community, such as UV radiation from the sun, water scarcity, air pollution and property loss. Resilience is what helps communities respond, recover and adapt to the impacts of natural hazards and environmental change.

## Emissions

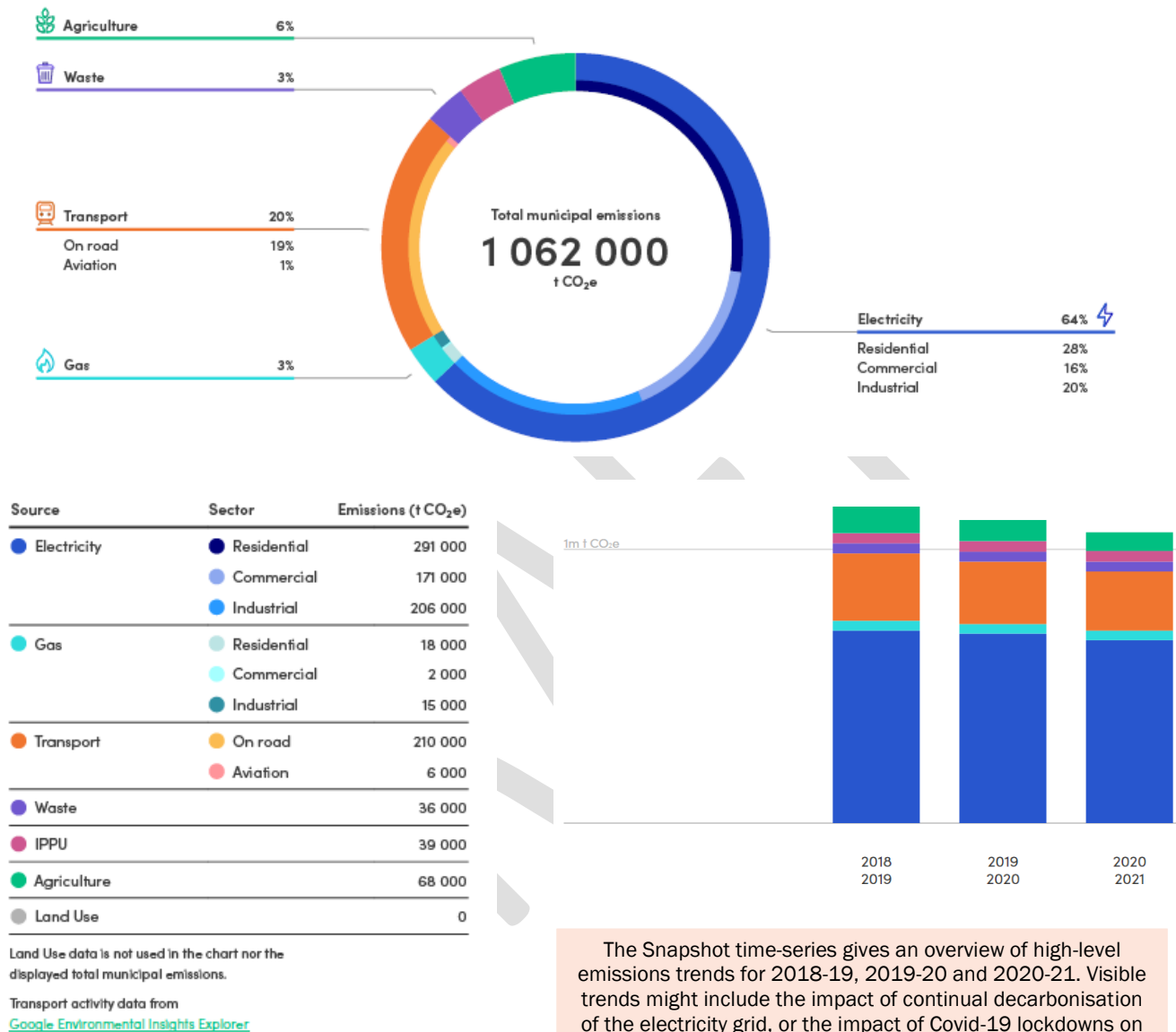
Port Macquarie-Hastings is a regional area that is moderate in size relative to the state average and has a moderate urban density. The major contributor to emissions is electricity consumption, with the majority of this coming from residential consumption (28%), followed by industrial (20%) and commercial (16%) (see Figure 10). The second largest source of emissions is road transportation. Our carbon emissions have demonstrated a relatively large increase since 2005, with a significant proportion of this change occurring in the last few years.

Council is a member council of the Cities Power Partnership, a national program run by the Climate Council to celebrate and accelerate the emission reduction and clean energy successes of Australian towns and cities.

Council recognises that it is a large user of energy which is primarily due to the operation of water supply and sewage treatment systems. Council has previously adopted a Long-Term Energy Strategy to reduce its emissions with an aim to be 100% renewable powered by 2027. This strategy will revisit this goal to ensure an achievable and realistic target is set to determine actions required within the term of this strategy.

<sup>2</sup> Port Macquarie Hastings Council Local Strategic Planning Statement - Shaping Our Future 2040

## Port Macquarie-Hastings 2020-21 municipal emissions snapshot

Figure 10 - Port Macquarie-Hastings 2020-21 Municipal Emissions Snapshot ([www.snapshotclimate.com.au](https://www.snapshotclimate.com.au))



## Challenges facing our environment and opportunities

The challenges of achieving balance between our growing population and our natural environment are considerable. There is however, an opportunity to ensure we use our resources sustainably and that our development protects our environment for future generations. Council has a role in creating both a resilient and adaptive community by working in partnership with all levels of government and embracing emerging and new technologies, to ensure we can overcome challenges and take advantage of opportunities which arise.

<b>Biodiversity</b> Flora and fauna species are under pressure due to urban expansion, habitat fragmentation, poor land management practice, lack of investment, land clearing impact from feral animals and plants, natural disasters, and changes in climatic conditions. (e.g., temperature, rainfall and fire frequency).	<b>Our opportunity</b> To strategically plan to protect and enhance our current natural areas and waterways, and habitat corridors by avoiding the removal of vegetation. Work collaboratively with all levels of government and the community to ensure there are plans in place to manage and safeguard these areas for future generations.
<b>Water</b> Water supports almost every part of our lives, providing essential services and functions, from clean, reliable drinking water, to providing green spaces and clean waterways, to agriculture and food production, to sustaining natural life, enhancing biodiversity, and supporting natural habitats of flora and fauna. With more droughts and dry periods forecasted in the future a focus on water security will be needed to sustain access to adequate quantities of quality water our community's needs.	<b>Our Opportunity</b> To manage the impact of urban development and protect our catchments to maintain water quality and aquatic ecosystems and to restore our waterways systems to as natural condition as we can. Undertake Adaptive planning to manage risks associated with variables such as climate change and population growth, together with investing in water infrastructure and water efficiency measures.
<b>Population growth, land use change &amp; liveability</b> By 2040, the projected population increase will require an additional 11,950 new dwellings. As we grow there is increasing development pressure on important ecological communities, biodiversity corridors and agriculture land. Creating liveable, sustainable and resilient places is an essential component of this growth. There may also be an increased demand for council services, utilities and support for vulnerable member of our community More people will contribute to our energy and water usage, carbon emissions, waste generation, and demand for transport and infrastructure. Urbanisation also causes changes in land's hydrology, e.g., more stormwater runoff due to the introduction of more hard surfaces.	<b>Our opportunity</b> Develop planning policy and undertake land use decision-making to prioritise, protect and enhance the health and amenity of our natural areas, waterways and coast as part of managing growth sustainably. In creating liveable communities, we can design and plan for access to affordable and diverse housing linked to public transport, walking and cycling infrastructure, to employment, education, local shops, quality open space & parks, health and community services and leisure & cultural activities where people can engage and connect with each other. Explore urban greening opportunities, as well as planning and delivering green infrastructure and public spaces that enhance biodiversity, connects the community and improves health and wellbeing outcomes. Plan to ensure we use our resources sustainably and ensure our development protects our environment for future generations.
<b>Climate Change Adaptation and Resilience</b> In the years to come, natural hazards, such as extreme rainfall events, heatwaves, bushfires and extended periods of drought are expected to increase as the climate changes.	<b>Our opportunity</b> Mitigate the future impacts of changing climatic conditions by managing our resources sustainably and reducing emissions and ensuring there are mitigation and resilience strategies, action plans and targets in place. Adapt and make sure our infrastructure (i.e., roads, stormwater, drains and buildings) is able to withstand more frequent extreme weather events. Have emergency management plans in place and educate our community, particularly our vulnerable populations, to ensure we are prepared and can adapt and respond to these changes and/or emergency events. This includes supporting our community in the transition to new technologies.

## Council's role

Council's role in environmental sustainability is summarised below.

### Service Provider

Council undertakes services, capital works and other projects that integrate environmental outcomes into their design and delivery. This includes the management of bush reserves, open space, parks, wetlands, coastal reserves and infrastructure as well as offices and community buildings that deliver services to the community (e.g., libraries). Council plans for, provides and/or manages kerbside and drop-off waste and recycling services, potable and recycled water supply, stormwater management and wastewater systems.

### Custodian

Council provides and is responsible for the land, infrastructure and natural assets associated with its role as Service Provider (as detailed above). This includes the protection of the land/soil, air and water in the environment that we live, work and play. We establish work practices and reporting systems to ensure that we do not harm our ecosystems that support our environment and lifestyle.

### Regulator

Council acts as a local planning authority under the Environmental Planning and Assessment Act to minimise the impacts and risks of sea level rise, impacts on coastal zones, flooding and bushfire risks. We ensure that the environmental impacts of developments are assessed, including stormwater and other pollution, biodiversity decline, and impacts on public safety and health.

### Partner/Funder

Council may contribute funds and/or in-kind resources for environmental activities or opportunities that deliver positive environmental outcomes and community benefit e.g. support volunteer groups such as landcare, partner with university research programs of mutual benefit and provide small grant funding for non-profit groups and schools for environmental projects.

### Educator/Information Provider

Council promotes government services and delivers programs that enable individuals and groups to reduce their impact on our natural resources and inspire the community to value our natural assets. We provide opportunities for learning and the exchange of ideas through workshops, information stands, school and community events and programs.

### Agent

Council may act as an agent for environmental programs which are funded by other agencies (e.g., MIDWASTE, Joint Organisation).

### Facilitator

Council brings together community groups, businesses, individuals, other Councils and government agencies to collectively resolve local environmental issues, improve environmental outcomes and build knowledge.







## PART 2 - Developing our Environmental Sustainability Response

This section details Council's proposed response to the challenges and external factors outlined within previous sections. It does this in two parts by:

1. Identifying Council's approach for how it will prioritise, fund and deliver on objectives of this Strategy
2. Detailing priority areas, strategic objectives and targeted strategies for what we will do to improve environmental sustainability

### Our Approach



## Our environmental sustainability priorities

This Strategy outlines four objectives towards delivering Environmental Sustainability and our ambitious CSP vision. These will be further outlined at a high level in the following section with detailed Action Plans to be developed in alignment with Council's four-year Delivery Program and annual Operational Plan.

## The Strategy

AREA	STRATEGIC OBJECTIVE	STRATEGIES
NATURAL AREAS, WATERWAYS & BIODIVERSITY	Protect and enhance our biodiversity, natural waterways, aquatic habitats, ecological communities and areas of high environmental value	<ul style="list-style-type: none"> <li>1.1 Identify, protect and encourage restoration of natural areas and biodiversity corridors which support threatened ecological communities and species</li> <li>1.2 Protect and improve the health of our coastline, waterways, aquatic habitats and riparian areas</li> <li>1.3 Integrate land use planning to manage growth sustainably and protect areas of high environmental value</li> </ul>
ENVIRONMENTAL CHANGE & COMMUNITY RESILIENCE	Increase our community's resilience to the impacts of natural hazards and environmental change	<ul style="list-style-type: none"> <li>2.1 Minimise the impacts to our environment, infrastructure, life and property from floods, bushfires, storms, erosion and other hazards through planning and design, and education</li> <li>2.2 Enhance emergency management planning and response systems to climate-related emergencies from floods, bushfires and extreme weather events</li> <li>2.3 Work with other levels of government to grow the community's capacity and capability to understand and adapt to environmental change</li> <li>2.4 Monitor and reduce emissions from Council operations in transitioning to net zero carbon emissions</li> </ul>
LEADING BY EXAMPLE	Lead by example to reduce energy, water, waste and emissions from Council operations	<ul style="list-style-type: none"> <li>3.1 Reduce energy, water, waste and emissions from Council operations</li> <li>3.2 Collaborate with local stakeholders and organisations to explore, research and implement sustainable technology</li> <li>3.3 Ensure environmental sustainability principles in procurement, working with contractors and suppliers</li> <li>3.4 Reduce carbon emissions through transitioning our plant and fleet to renewable and low carbon energy resources</li> <li>3.5 Undertake education programs to increase awareness of environmental sustainability solutions</li> </ul>
SUSTAINABLE LIVING, TRANSPORT & INFRASTRUCTURE	Improve the environmental sustainability of our built environment	<ul style="list-style-type: none"> <li>4.1 Design buildings and places that respond to our climate, built and cultural heritage, natural environment, and improve liveability</li> <li>4.2 Design, plan and build community infrastructure which is environmentally sustainable and resilient to a changing climate</li> <li>4.3 Plan for green infrastructure and public space that enhances biodiversity, connects the community and improves health and wellbeing</li> <li>4.4 Facilitate active and sustainable transport opportunities that connect key local destination and open spaces</li> </ul>



AREA: NATURAL AREAS, WATERWAYS & BIODIVERSITY

STRATEGIC OBJECTIVE 1

Protect and enhance our biodiversity, natural waterways, aquatic habitats, ecological communities and areas of high environmental value

- Strategies**
- 1.1 Identify, protect and encourage restoration of natural areas and biodiversity corridors which support threatened ecological communities and species
  - 1.2 Protect and improve the health of our coastline, waterways, aquatic habitats and riparian areas
  - 1.3 Integrate land use planning to manage growth sustainably and protect areas of high environmental value

**Why is this important**

Natural ecosystems provide significant benefits providing fresh air, clean water, nutrient cycling and climate regulation as well as the preservation of culture and amenity.

Our natural reserves, National Parks, coastal waterways, estuaries and beaches provide an important habitat for diverse ecological communities (terrestrial and aquatic species), as well as bird life, many of which are threatened or endangered.

Healthy waterways provide essential services and functions to support environmental, social and economic outcomes, including more liveable, healthy and resilient communities.

The challenges of achieving balance between our growing population and our natural environment are considerable. As we grow there is increasing development pressure on important ecological communities, biodiversity corridors and agriculture land.

Competing pressures on our region's biodiversity also include impacts from feral animals and plants, land clearing for development, poor land management and loss of habitat caused by changes in climatic conditions (e.g., temperature, rainfall and fire frequency). Recent years have seen the adverse impact of natural hazards and extreme weather events on the area.

Greenery creates 'urban microclimates' that help to stabilise local temperatures and humidity caused by urban heat islands and improve the natural comfort and thermal safety in an increasingly warmer climate.

It is important that we focus on protecting our natural assets, waterways, biodiversity corridors and habitat for fauna, birds, fish and aquatic species. By protecting our natural environment, we can improve the quality of life for our residents, workers and visitors.

**Key statistics**

**Important Species (Bionet 16/3/23)**



**2086** Native plant species



**694** Native animal species



**147** threatened animal species



**79** threatened plant species



**22** threatened ecological communities



**3** endangered populations (species)



**Nationally significant population of koalas**



Threatened fish species

**Important areas of High Environmental Value (HEV)**

Limeburners Creek Natural Reserve

Sea Acres National Park and adjoining Council land

Antarctic Beech forests of Werrikimbe National Park

Estuaries and foreshores of the Camden Haven area, Pelican Point, including Woregore Nature Reserve

Lake Innes Nature Reserve

Kooloonbung Creek Nature Reserve

Two of the 45 Key Biodiversity Areas (KBAs) in NSW, being Werrikimbe KBA and the Hastings-Macleay KBA

Three major catchments that drain to our three river systems (Hastings River, Wilson River/Maria River and the Camden Haven River)

62.4 km of coastline and 20 beaches

79% of the LGA drains into the Hastings River catchment and approximately 65% of the population resides in this area.

**What we are already doing****Natural resource management**

- Capacity building of the Natural Resources Management (NRM) team utilising technology and innovative ways to implement works with greater efficiency
- Implementation of Local Weeds Management Program with key education to landholders, and support to Landcare volunteers
  - Installation of roadside signage alerting rural landholders to the presence of highly invasive weed Tropical Soda Apple
  - Active management of aquatic weeds on public and private land to protect valuable waterways
  - Commencing control measures and landholders' notification to mitigate spread of invasive weed Japanese walnut on the Wilson River and tributaries
- Bushland Prioritisation Matrix (tool) developed to help guide work and Bushland Regeneration
- Ongoing development & delivery of environmental assessment tools to inform decision making
- Coastal Management Program in development


**Planning**

- Impact assessment of proposed Council works and private developments
- Bushfire Asset Protection Zones (APZ) and Conservation Buffers defined and mapped between council-owned/managed land & residential land
- Koala recovery Strategy and Action Plan
- Biodiversity Strategy

**Biodiversity**

- High Environmental Value (HEV) vegetation mapping completed to inform future land use planning and environmental assessments
- Regular audit of Vegetation Management Plans and Koala Plans of Management
- Airport Bio-certification actions and reporting to State and Federal agencies
- Koala Road Strike Guidance Report for future road projects endorsed and initial actions commenced
- Implementation of the Kooloonbung Creek Flying Fox Camp Management Plan.

**Integration of Strategies and Plans**

UN Sustainable Development Goals						
<b>North Coast Regional Plan 2041</b>	Objective 2: Protect regional biodiversity and areas of high environmental value Objective 9: Sustainably manage and conserve water resources					
<b>Community Strategic Plan</b>	ES 1.1 ES 1.2 ES 1.3	R1.1 R2.2	L1.1 L1.2	L2.2	L3.1	AHP 2.3 AHP 3.2

## AREA: ENVIRONMENTAL CHANGE &amp; COMMUNITY RESILIENCE

## STRATEGIC OBJECTIVE 2

## Increase our community's resilience to the impacts of natural hazards and environmental change

**Strategies**

- 2.1 Minimise the impacts to our environment, infrastructure, life and property from floods, bushfires, storms, erosion and other hazards through planning and design, and education
- 2.2 Enhance emergency management planning and response systems to climate-related emergencies from floods, bushfires and extreme weather events
- 2.3 Work with other levels of government to grow the community's capacity and capability to understand and adapt to environmental change
- 2.4 Monitor and reduce emissions from Council operations in transitioning to net zero carbon emissions

**Why is this important**

In 2022, the Federal Government legislated to reduce Australia's greenhouse gas emissions by 43% below 2005 levels by 2030 and achieve net zero emissions by 2050. The NSW Government emission targets also aim to reduce 2005 levels 50% by 2030, 70% by 2035 and net zero by 2050.

The Federal and State Governments have mitigation, adaption and resilience strategies and action plans to minimise the impact of climate change and achieve the agreed greenhouse emission targets.

In the last 5 years the Port Macquarie-Hastings region has experienced exceptional weather events from drought to bushfires, then floods and storms. Climate change is increasing the frequency and severity of extreme weather and natural disasters. It is important to have best practice infrastructure maintenance and design and well planned public spaces that can withstand these changing impacts and meet current and future needs.

A collective approach across all levels of government and input from all sectors of the community is needed to build community resilience and capacity to respond and adapt to changing conditions and minimise the risks from natural hazards and extreme weather events. This involves taking an evidenced based approach to risk management.

There is also a growing need to prepare our community for the transition to electric vehicles, renewable energy and carbon opportunities and lead the way as an example organisation.

It is prudent for council to align our climate change response to meet the expectation of our community and other levels of government.

**Key statistics & anticipated impacts as a result of climate change projections****Temperature change**

- Increased risk and discomfort to the most vulnerable in our community
- Increased cooling costs and extreme heat
- Increased strain on electricity grid due to increase demand
- Increased stress on our natural vegetation and ecosystems

**Rainfall & Drought**

- Less rainfall predictability, productivity impacts
- Sportsfields and parks become harder to maintain
- Water quality issues in our waterways due to stormwater runoff
- Increased plant and tree mortality in our parks
- More frequent water restrictions and droughts

**Other impacts**

- Increased storm surge, flooding and bushfire risk with sea level rise, erosion, inundation
- Damage to infrastructure and property
- Increased strain on emergency services
- Increased health and wellbeing impacts
- Damage to natural environments







Source: [www.climatechange.environment.nsw.gov.au/north-coast](http://www.climatechange.environment.nsw.gov.au/north-coast)

**What are we already doing****Facilitate climate mitigation, adaption and resilience**

- Climate Change Response Policy
- Coastal Management Program including Coastal Hazard Assessment
- Cities Power Partnership member networking with over 165 local councils around Australia
- NSW Sustainability Advantage Program Member
- UN Sustainable Development Goals incorporated into our strategic plans and reporting
- Working with government and our communities to build resilience plans to help them prepare for and recover from natural disaster events.
- Climate Change Risk Assessment
- Stormwater Management and Flood Planning
- Regulate flood and bushfire requirements for new developments
- Maintain Asset Protection Zones to manage bushfire risk

**Facilitate carbon opportunities**

- Investigating landfill gas opportunities to establish if sufficient quantity and quality is viable to capture
- Realising carbon market benefits from diverting organics from landfill to commercial composting products.

UN Sustainability Goals							
							
North Coast Regional Plan 2041	Objective 5 - Manage and improve resilience to shocks and stresses, natural hazards and climate change						
	Objective 6: Create a circular economy						
CSP	ES 1.2	R 1.1	L 2.2	AHP 1.1	AHP 3.1	AHP 4.1	AHP 5.3
	ES 2.1	R 2.2		AHP 1.2	AHP 3.2	AHP 4.2	AHP 5.4
		R 3.1			AHP 3.3	AHP 4.3	AHP 4.4

## AREA: LEADING BY EXAMPLE

## STRATEGIC OBJECTIVE 3

## Lead by example to reduce energy, water, waste and emissions from Council operations

**Strategies**

- 3.1 Reduce energy, water, waste and emissions from Council operations
- 3.2 Collaborate with local stakeholders and organisations to explore and implement sustainable technology and move towards a more circular economy
- 3.3 Ensure environmental sustainability principles in procurement, working with contractors and suppliers
- 3.4 Reduce carbon emissions through transitioning our plant and fleet to renewable and low carbon energy sources
- 3.5 Undertake education programs to increase awareness of environmental sustainability solutions

**Why is this important**

The catchments of the Hastings and Camden Haven rivers supply two major dams that provide the reticulated water supply to residents, industry, agriculture, manufacturing, public facilities and buildings, plus maintain local parks, sporting fields and swimming pools. Both riparian and in-stream vegetation supports aquatic ecosystems that rely on sensitive management of water quality and runoff volumes entering natural drainage systems.

With a growing population and the projected warming climate and associated reduced rainfall and greater demand variability, it is important we use water wisely. This must occur in our buildings, on farms and in industry, as well as at the household level to ensure sufficient water to support us as well as maintaining the ecological functioning of our waterways.

The waste currently directed to landfill contains materials that could be recovered and reused. The circular economy transforms our throw-away economy into one where we eliminate waste, circulate resources, reduce emissions, realise greater value from resources, create more resilient and collaborative ways of delivering products and services, and live within planetary boundaries. There is also an opportunity to create economic and community value by recovering resources and encouraging circular economy principles.

Council can provide leadership in reducing energy, water, waste and emissions from its operations and through procurement and fleet management practices. Improving data collection and reporting will allow for accurate monitoring and reporting to our community.

**Key Statistics**

The Port Macquarie Water Reclamation Plant produces high quality recycled water, at a maximum of 37,400 kilolitres per day

In 2019, variable rainfall and water scarcity during the drought led to water restrictions and council approaching its 100-day remaining water supply level

The total municipal emissions in 2021-22 was 1,062,000 CO<sub>2</sub>e. The major contributor to emissions is electricity consumption, with the largest proportion coming from residential consumption (28%), followed by industrial (20%) and commercial (16%). The second largest source of emissions is road transportation.

Our carbon emissions have demonstrated a relatively large increase since 2005, with a significant proportion of this change occurring in the last few years.

It is estimated that 9.2 jobs per tonne are created by recycling and resource recovery activities, compared to 2.8 for landfill disposal

Residential Kerbside Waste Collected (tonnes):

<b>12,238</b>	residual waste
<b>7,509</b>	dry recyclables
<b>15,435</b>	organic/green waste
<b>101</b>	hard waste

Community Water Consumption (ML)

<b>6325</b>	treated potable water
<b>181</b>	treated recycled water



**What we are already doing****Energy**

- 13 council sites with PV systems producing 100% renewable energy
- Majority of all streetlights upgraded to energy efficient LED technology
- More energy efficient air conditioning and LED office lighting upgrades at multiple sites
- Variable Speed Drives installed at multiple facilities to reduce power use
- Facilities on the small sites electricity contract use 100% Government Accredited Greenpower.

**Waste**

- Council is a member of the MIDWASTE forum, which is comprised of representatives of five (5) member councils (Coffs Harbour City Council, Bellingen Shire Council, Nambucca Shire Council, Kempsey Shire Council & MidCoast Council). The focus of MIDWASTE is on regional co-operation in waste management and minimisation, and its regional programs are guided by a rolling Regional Waste Avoidance and Resource Recovery Strategy
- Ongoing community education and promotion provided to minimise and improve waste management
- Ongoing provision of a free mobile WasteApp tool for community with features such as an A-to-Z guide, bin day reminders, bin liner reordering.
- Local circular economy development and products have been created for a number of community projects
- Staff uniform reuse and recycling options initiated
- Ongoing provision of free replacement compostable liners for food waste help our community's local circular solution.

**Fleet and electric vehicle (EV) transition**

- State funded public destination EV chargers in Lord Street Port Macquarie within walking distance to main library, public pool, beaches and businesses
- Fleet EV trial planned as a pilot to measure operational savings and benefits
- Parking Strategy reviewed

**Sustainable procurement**


- Council Procurement service review completed, and continuous improvement actions commenced
- Smart infrastructure and planning with water sensitive design that both conserves water and manages increased flooding risk
- Supporting the local circular economy by choosing recycled bollards and tree guards and providing compostable liners to encourage food waste diversion from landfill

**Sustainable Business Program**

- Member of NSW Government's Sustainability Advantage program for organisations to improve sustainability performance and outcomes
- Working with State Government and Mid North Coast Joint Organisation to investigate regional circular economy opportunities

**Education for Sustainability**

- Ongoing monthly Environment Matters Community e-Newsletter with sustainability updates
- Educational events, tours, pop-up stands and programs to schools, businesses and the public that improve sustainability knowledge and outcomes.

UN Sustainability Goals								
								
<b>North Coast Regional Plan 2041</b>	Objective 6: Create a circular economy Objective 7: Promote renewable energy opportunities							
<b>CSP</b>	ES 2.1 ES 2.2	L 1.1 L 1.2	L 2.2	L 3.1 L 3.3	AHP 1.2	AHP 2.1 AHP 2.3	AHP 5.1	T 3.1

## AREA: SUSTAINABLE LIVING, TRANSPORT &amp; INFRASTRUCTURE

## STRATEGIC OBJECTIVE 4:

## Improve the environmental sustainability of our built environment

**Strategies**

- 4.1 Design buildings and places that respond to our climate, built and cultural heritage, natural environment, and improve liveability
- 4.2 Design, plan and build community infrastructure which is environmentally sustainable and resilient to a changing climate
- 4.3 Plan for green infrastructure and public spaces that enhances biodiversity, connects the community and improves health and wellbeing
- 4.4 Facilitate active and sustainable transport opportunities that connect key local destination and open spaces

**Why is this important**

Port Macquarie-Hastings is one of the fastest growing regional centres in NSW. It is estimated we need to accommodate an additional 13,000 people and 11,950 households by 2040. It is important that we manage this growth in a sustainable way to minimise environmental impacts such as loss of biodiversity and habitat, escalating infrastructure demands and costs, traffic congestion, housing affordability, cost of living pressures and natural hazards. We want to ensure the quality of life enjoyed by our community is maintained and that life for future generations is not compromised by the way we are currently living.

A sustainable built environment is one that protects and enhances people, places and the natural environment and is part of our response to adapting to a changing climate. Council has a role in design and planning to include the critical factors for creating liveable communities being:

- access to affordable and diverse housing linked to public transport,
- walking and cycling infrastructure connecting employment, education, shops, quality open space, health and community services, and
- leisure & cultural activities where people can engage, feel safe and connect with each other.

It also means prioritising the protection, enhancement and the health and amenity of our natural areas, waterways and coast through planning, policy and land use decision-making.

This includes exploring urban greening opportunities that enhance biodiversity, connects the community and improves health and wellbeing. 'Green' infrastructure is increasingly considered a vital asset for liveable, sustainable and resilient places. We need to plan and deliver urban green infrastructure and public spaces

**Key Statistics**

**100,133** Projected population by 2040

**11,950** additional households by 2040

**Green infrastructure**

**342** Parks & Reserves

**82,558** Street Trees & Trees in Reserves

**283,000ha** Native Vegetation

**220,000ha** Tree Canopy

**215km** Footpaths/Cycleways

**86** Gross Pollutant Traps

**159** Stormwater Basins

**27.8km** Open Drains

**What we are already doing****Strategic Land Use Planning**

- Local Strategic Planning Statement - Shaping Our Future 2040
- Developing Structure Plans for proposed Urban Release Areas
- Reviewing the Urban Growth Management Strategy (UGMS)

**Water sensitive design**

- Stormwater network monitoring, maintenance and upgrades to benefit water quality and hydrological and ecological function of wetlands, waterways and groundwater.

**Infrastructure, active & public transport**

- New footpaths, shared pathways and roadways for improved access and safer to travel
- Pedestrian Access and Mobility Plan (2015)
- Regional Integrated Transport Strategy (2022-24) adopted by council with priorities to expand the active transport network, plan and advocate for better public transport.

UN Sustainability Goals	3 GOOD HEALTH AND WELL-BEING	7 AFFORDABLE AND CLEAN ENERGY	8 DECENT WORK AND ECONOMIC GROWTH	9 INDUSTRY, INNOVATION AND INFRASTRUCTURE	11 SUSTAINABLE CITIES AND COMMUNITIES	13 CLIMATE ACTION
North Coast Regional Plan 2041	Objective 4: Understand, celebrate and integrate Aboriginal culture Objective 18: Plan for sustainable communities Objective 19: Public spaces and green infrastructure support connected and healthy communities					
CSP	ES 2.1 ES 2.2	L 1.1 L 1.2	L 3.1 L 3.2 L 3.3	C2.1 C2.2	T2.1 T3.2	AHP 1.1 AHP 1.2 AHP 2.1 AHP 2.2

## Acknowledgement of Country

Yii Biiray Barray  
This is Birpai Country

Nyura yii-gu mara-la barray-gu, nyaa-gi, ngarra-gi  
You have come here, to the country to see, listen and remember.

Gathay Nyiirun Wakulda  
Let's all go together as one

We acknowledge that we are on Birpai country and pay respects to all elders past, present and emerging. We acknowledge the ongoing connection to the Traditional Owners and Custodians of the lands and waters of the Port Macquarie-Hastings Region.

## Monitoring, Reporting and Review

The implementation of the Strategy and supporting Action Plan will be monitored regularly to ensure that the strategic objectives and strategies are being achieved.

Reporting on progress will be undertaken as part of progress reporting on Council's Delivery Program and annual Operational Plan and Council's Annual Report.

As the Strategy spans a 10-year horizon it will be reviewed mid-way to ensure it remains contemporary and meets the needs of our community.

## Contact

Port Macquarie Hastings Council

**[pmhc.nsw.gov.au](https://pmhc.nsw.gov.au)**

[council@pmhc.nsw.gov.au](mailto:council@pmhc.nsw.gov.au)

PO Box 84 Port Macquarie NSW 2444

Tel 6581 8111

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**Deed**

**First Deed of Variation**

**Sancrox Employment Land Environmental Lands and  
Services Planning Agreement**

Under cl25C(3) of the *Environmental Planning and Assessment Regulation 2000*

**Port Macquarie-Hastings Council**

**Expressway Spares Pty Limited**

**James John Dunn & Catherine Brigitte Dunn**

Date: 16 JANUARY 2017

© Lindsay Taylor Lawyers

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**First Deed of Variation**  
**Port Macquarie-Hastings Council**  
**Expressway Spares Pty Limited**  
**James John Dunn & Catherine Brigitte Dunn**

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## **First Deed of Variation to Sancrox Employment Land Environmental Lands and Services Planning Agreement**

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**First Deed of Variation**  
**Port Macquarie-Hastings Council**  
**Expressway Spares Pty Limited**  
**James John Dunn & Catherine Brigette Dunn**

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## **First Deed of Variation to Sancrox Employment Land Environmental Lands and Services Planning Agreement**

Under cl25C(3) of the *Environmental Planning and Assessment Regulation 2000*

### **Parties**

**Port Macquarie-Hastings Council** ABN 11 236 901 601 of Corner Lord and  
Burrawan Streets, Port Macquarie, New South Wales, 2444 (**Council**)

and

**Expressway Spares Pty Limited** ABN 55 000 483 107 of 7 Sancrox Road,  
Wauchope, New South Wales, 2446 (**Expressway Spares**)

and

**James John Dunn & Catherine Brigette Dunn** of 181 Sancrox Road,  
Wauchope, New South Wales, 2446 (**Dunn**)

### **Background**

- A The Parties are Parties to the Planning Agreement.
- B Pursuant to clause 50 of the Planning Agreement, the Parties agree to amend the Planning Agreement to allow for staging of the provision of the Offsite Offset Environmental Land.

### **Operative provisions**

#### **Part 1 - Preliminary**

##### **1 Interpretation**

- 1.1 In this Deed the following definitions apply:

**Deed** means this First Deed of Variation and includes any schedules, annexures and appendices to this Deed.

**Planning Agreement** means the document titled '*Sancrox Employment Land Environmental Lands and Services Planning Agreement*' pursuant to s93F of the *Environmental Planning and Assessment Act 1979* entered into between the Parties on 15 July 2011.

**First Deed of Variation****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigitte Dunn**

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- 1.2 All other capitalised words used in this Deed have the meanings given to those words in the Planning Agreement.
- 1.3 Clauses 1.2 of the Planning Agreement apply as if it forms part of this Deed with any necessary changes.

**2 Status of this Deed**

- 2.1 This Deed is an amendment to the Planning Agreement within the meaning of clause 25C(3) of the Regulation.
- 2.2 This Deed is not a planning agreement within the meaning of s93F(1) of the Act.

**3 Commencement**

- 3.1 This Deed takes effect on the date when all Parties have executed this Deed.
- 3.2 The Party who executes this Deed last is to insert on the front page the date they did so and provide a copy of the fully executed and dated Deed to any other person who is a Party.

**4 Warranties**

- 4.1 The Parties warrant to each other that they:
  - 4.1.1 have full capacity to enter into this Deed, and
  - 4.1.2 are able to fully comply with their obligations under this Deed.

**5 Amendment to Planning Agreement**

- 5.1 On and from the date this Deed takes effect the Planning Agreement is amended in accordance with the marking-up shown on the copy of the Planning Agreement contained in the Schedule.

**6 Costs**

- 6.1 The Developer is to pay to the Council the Council's reasonable costs of preparing, negotiating, executing and stamping this Deed, and any document related to this Deed within 7 days of a written demand by the Council for such payment.
- 6.2 This clause continues to apply after expiration or termination of this Deed.

**7 Entire Deed**

- 7.1 This Deed contains everything to which the Parties have agreed in relation to the matters it deals with.

**First Deed of Variation**  
**Port Macquarie-Hastings Council**  
**Expressway Spares Pty Limited**  
**James John Dunn & Catherine Brigitte Dunn**

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- 7.2 No Party can rely on an earlier document, or anything said or done by another Party, or by a director, officer, agent or employee of that Party, before this Deed was executed, except as permitted by law.

## **8 Governing Law and Jurisdiction**

- 8.1 This Deed is governed by the law of New South Wales.
- 8.2 The Parties submit to the non-exclusive jurisdiction of its courts and courts of appeal from them.
- 8.3 The Parties are not to object to the exercise of jurisdiction by those courts on any basis.

## **9 No Fetter**

- 9.1 Nothing in this Deed shall be construed as requiring Council to do anything that would cause it to be in breach of any of its obligations at law, and without limitation, nothing shall be construed as limiting or fettering in any way the exercise of any statutory discretion or duty.

## **10 Severability**

- 10.1 If a clause or part of a clause of this Deed can be read in a way that makes it illegal, unenforceable or invalid, but can also be read in a way that makes it legal, enforceable and valid, it must be read in the latter way.
- 10.2 If any clause or part of a clause is illegal, unenforceable or invalid, that clause or part is to be treated as removed from this Deed, but the rest of this Deed is not affected.

## **11 Explanatory Note**

- 11.1 The Appendix contains the Explanatory Note relating to this Deed required by clause 25E of the Regulation.
- 11.2 Pursuant to clause 25E(7) of the Regulation, the Parties agree that the Explanatory Note is not to be used to assist in construing this Deed.



**First Deed of Variation**  
**Port Macquarie-Hastings Council**  
**Expressway Spares Pty Limited**  
**James John Dunn & Catherine Brigitte Dunn**

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**Schedule**

(Clause 5)

**Amended Planning Agreement**

First Deed of Variation  
Port Macquarie-Hastings Council  
Expressway Spares Pty Limited  
James John Dunn & Catherine Brigitte Dunn

---

**Execution****Executed as a Deed**

Dated: 16 JANUARY 2017

---

**Executed on behalf of the Council**

  
\_\_\_\_\_  
General Manager

  
\_\_\_\_\_  
Witness

  
\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Witness

---

**Executed on behalf of the Expressway Spares Pty Limited** in  
accordance with s127(1) of the Corporations Act (Cth) 2001

  
\_\_\_\_\_  
Name/Position PATRICK CASSEGRAIN/MANAGING DIRECTOR

  
\_\_\_\_\_  
Name/Position DENIS CASSEGRAIN/DIRECTOR

**First Deed of Variation**  
**Port Macquarie-Hastings Council**  
**Expressway Spares Pty Limited**  
**James John Dunn & Catherine Bridgette Dunn**

---



---

**Executed by James John Dunn**

James John Dunn

Witness

---

**Executed by Catherine Bridgette Dunn**

Catherine Bridgette Dunn

Witness

**First Deed of Variation**  
**Port Macquarie-Hastings Council**  
**Expressway Spares Pty Limited**  
**James John Dunn & Catherine Brigitte Dunn**

---



## **Appendix**

(Clause 11)

*Environmental Planning and Assessment Regulation 2000*

(Clause 25E)

## **Explanatory Note**

### **Draft First Deed of Variation to Sancrox Employment Land Environmental Lands and Services Planning Agreement**

Under cl25C(3) of the Environmental Planning and Assessment Regulation 2000

### **Parties**

**Port Macquarie-Hastings Council** ABN 11 236 901 601 of Corner Lord and  
Burrawan Streets, Port Macquarie, New South Wales, 2444 (**Council**)

**Expressway Spares Pty Limited** ABN 55 000 483 107 of 7 Sancrox Road, Wauchope,  
New South Wales, 2446 (**Expressway Spares**)

**James John Dunn & Catherine Brigitte Dunn** 181 Sancrox Road, Wauchope, New  
South Wales, 2446 (**Dunn**)

### **Description of the Land to which the Draft Deed of Variation Applies**

Lot 20 DP 1191370, Lot 41 DP 1191701, and Lot 39 DP 1191701, Lot 62 DP 754434, Lot 19  
DP 1191370, Lot 1 DP 124543, Lot 1 DP 1131036 and Lot 1 DP 1144490

### **Description of Proposed Development**

Development of the Land for industrial purposes

DEED OF VARIATION TO SANCROX EMPLOYMENT LAND ENVIRONMENTAL & SERVICES VPA W UPDATED  
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**First Deed of Variation**  
**Port Macquarie-Hastings Council**  
**Expressway Spares Pty Limited**  
**James John Dunn & Catherine Brigette Dunn**

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## **Summary of Objectives, Nature and Effect of the Draft Deed of Variation**

### **Objectives of Draft Deed of Variation**

The objective of the Draft Deed of Variation is to amend the Planning Agreement.

### **Nature of Draft Deed of Variation**

The Draft Deed of Variation is an amendment to the Planning Agreement.

### **Effect of the Draft Deed of Variation**

The Draft Deed of Variation amends the Planning Agreement to update the Planning Agreement to reflect the current status of the Development, to allow for the Developer to establish, manage and dedicate the Offsite Offset Environmental Land in two stages, to restrict the ability of Expressway Spares to develop part of the land during the period when one stage of the Offsite Offset Environmental Land is managed and to allow the Council to compulsorily acquire one stage of the Offsite Offset Environmental Land.

## **Assessment of the Merits of the Draft Deed of Variation**

### **The Planning Purposes Served by the Draft Deed of Variation**

The Draft Deed of Variation:

- promotes and co-ordinates of the orderly and economic use and development of the Land to which the agreement applies,
- promote the protection of the environment, and
- provides increased opportunity for public involvement and participation in environmental planning and assessment of the Development.

### **How the Draft Deed of Variation Promotes the Public Interest**

The Draft Deed of Variation promotes the public interest by promoting the objects of the Act as set out in s5(a)(ii), (iv), (vi) and 5(c) of the Act.

### **For Planning Authorities:**

#### ***Development Corporations - How the Draft Deed of Variation Promotes its Statutory Responsibilities***

N/A

#### ***Other Public Authorities – How the Draft Deed of Variation Promotes the Objects (if any) of the Act under which it is Constituted***



First Deed of Variation  
Port Macquarie-Hastings Council  
Expressway Spares Pty Limited  
James John Dunn & Catherine Brigette Dunn

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N/A

***Councils – How the Draft Deed of Variation Promotes the Elements of the Council's Charter***

The Draft Planning Agreement as amended by this Draft Deed of Variation promotes the elements of the Council's charter by ensuring the proper management, development, protection, restoration, enhancement and conservation of the environment, and providing a means that allows the wider community to make submissions to the Council in relation to the agreement.

***All Planning Authorities – Whether the Draft Deed of Variation Conforms with the Authority's Capital Works Program***

The Draft Deed of Variation does not amend the requirement in the Planning Agreement for specified Works to be carried out for the purposes of providing water supply sewerage services. These Works are not included in the Council's relevant current capital works program. However, the Council's management plan identifies these types of Works in the relevant capital works program. Accordingly, the provision of these Works under the Agreement is consistent and conforms with the capital works envisioned by Council's management plan.

***All Planning Authorities – Whether the Draft Planning Agreement specifies that certain requirements must be complied with before a construction certificate, occupation certificate or subdivision certificate is issued***

This planning agreement as amended by this Draft Deed of Variation contains requirements that must be complied with before a construction certificate, occupation certificate or subdivision certificate is issued, being:

- payment of Water Supply Contribution
- construction of Water Supply Work
- payment of Sewerage Services Contribution
- construction of Sewerage Services Work
- dedication of Environmental Management Land
- payment of Management Contribution



**Deed**

**Sancrox Employment Land Environmental Lands and  
Services Planning Agreement**

Under s93F of the *Environmental Planning and Assessment Act 1979*

**Port Macquarie-Hastings Council  
Expressway Spares Pty Limited  
James John Dunn & Catherine Brigette Dunn**

Date: 16 JANUARY 2017

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**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigitte Dunn****Sancrox Employment Land Environmental Lands and Services Planning Agreement****Table of Contents**

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**Sancrox Employment Land Environmental Lands & Services Planning Agreement**  
**Port Macquarie-Hastings Council**  
**Expressway Spares Pty Limited**  
**James John Dunn & Catherine Brigette Dunn**

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**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigitte Dunn****Sancrox Employment Land Environmental Lands and Services Planning Agreement****Summary Sheet****Council:****Name:** Port Macquarie-Hastings Council**Address:** Corner Lord and Burrawan Streets, Port Macquarie, New South Wales, 2444**Telephone:** (02) 6581 8111**Facsimile:** (02) 6581 8123**Email:** council@pmhc.nsw.gov.au**Representative:** Tim Molloy**Developer:****Name:** Expressway Spares Pty Limited**Address:** 7 Sancrox Road, Wauchope, New South Wales, 2446**Telephone:** 6585 1000**Facsimile:** 6585 1969**Email:** patrick@expressway.com.au**Representative:** Patrick Cassegrain**Name:** James John Dunn & Catherine Brigitte Dunn**Address:** 181 Sancrox Road, Wauchope, New South Wales, 2446**Telephone:** 6585 3993**Facsimile:** 6586 4494**Email:** casunn@bigpond.net.au**Representative:** Jim Dunn

**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigette Dunn**

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**Land:**See definition of *Land* in clause 1.1.**Development:**See definition of *Development* in clause 1.1.**Development Contributions:**

See Parts 2 – 6.

**Application of s94, s94A and s94EF of the Act:**

See clause 7.

**Security:**

See clause 35.

**Registration:**

See clause 39.

**Restriction on dealings:**

See clause 40.

**Dispute Resolution:**

See clauses 37 and 38.

**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigette Dunn****Sancrox Employment Land Environmental Lands and Services Planning Agreement**Under s93F of the *Environmental Planning and Assessment Act 1979***Parties****Port Macquarie-Hastings Council** ABN 11 235 906 601 of Cnr. Lord and Burrawan Streets, Port Macquarie, New South Wales, 2444 (**Council**)

and

**Expressway Spares Pty Limited** ABN 55 000 483 107 of 7 Sancrox Road, Wauchope, New South Wales, 2446 (**Expressway Spares**)

and

**James John Dunn & Catherine Brigette Dunn** of 181 Sancrox Road, Wauchope, New South Wales, 2446 (**Dunn**)**Background**

A Expressway Spares owns the Expressway Spares Land and Dunn owns the Dunn Land.

B ~~Expressway Spares and Dunn have sought the making of the~~ The Sancrox LEP ~~has taken effect.~~BC ~~Development Consent has been granted to the carrying out of the Development.~~CD Expressway Spares and Dunn are willing to make Development Contributions provided in accordance with this ~~Agreement~~ Deed in connection with the ~~taking effect of the Sancrox LEP~~ carrying out of the Development.**Operative provisions****Part 1 - Preliminary****1 Definitions & Interpretation**1.1 In this ~~Agreement~~ Deed the following definitions apply:D2016 707622 HAS HAS01410 072 Sancrox Employment Land Environmental Lands and Services Amended VPA ~ 19 Dec 2016.DOCHAS HAS01410 072 Sancrox Employment Land Environmental Lands and Services Amended VPA Execution Version.docHAS HAS01410 072

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**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigitte Dunn**

**Act** means the *Environmental Planning and Assessment Act 1979* (NSW).

**Agreement** means this Agreement and includes any schedules, annexures and appendices to this Agreement.

**Alternative Funding** means funding obtained by the Council for the ongoing management of Environmental Management Land and Offsite Offset Environmental Land dedicated to the Council under this ~~Agreement~~Deed that does not rely on monetary Development Contributions obtained by the Council under Division 6 of Part 4 of the Act (including under this ~~Agreement~~Deed).

**Alternative Offsite Land** means land reasonably considered ~~by the Council having an area to be considered by the Council as being appropriate to capable of substituting for that part of the Offsite Offset Environmental Land Stage B~~ and which is the subject of a notice to that effect given by the Council to the Developer ~~under clause 19.8.1 that is burdened by Existing Easements at the end of the period referred to in clause 19.4.~~

**Approved KPoM** means the document titled '*Koala Plan of Management Sancrox Employment Precinct, Pacific Highway, Sancrox*' approved by the Council on 10 April 2013.

**Authority** means the Commonwealth or New South Wales government, a Minister of the Crown, a government department, a public authority established by or under any Act, a council or county council constituted under the *Local Government Act 1993*, or a person or body exercising functions under any Act including a commission, panel, court, tribunal and the like.

**Bank Guarantee** means an irrevocable and unconditional undertaking without any expiry or end date in favour of the Council to pay an amount or amounts of money to the Council on demand issued by:

- (a) one of the following trading banks:
  - (i) Australia and New Zealand Banking Group Limited,
  - (ii) Commonwealth Bank of Australia,
  - (iii) Macquarie Bank,
  - (iv) National Australia Bank Limited,
  - (iv) St George Bank Limited,
  - (v) Westpac Banking Corporation, or
- (b) any other financial institution approved by the Council in its absolute discretion.

**Claim** includes a claim, demand, remedy, suit, injury, damage, loss, Cost, liability, action, proceeding or right of action.

**Compliance Certificate** has the same meaning as in the Act.

**Construction Certificate** has the same meaning as in the Act.

**Cost** means a cost, charge, expense, outgoing, payment, fee and other expenditure of any nature.



**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigitte Dunn**

**Deed** means this Deed and includes any schedules, annexures and appendices to this Agreement.

**Deed of Variation** means the deed of variation to this Deed entered into by the Parties on

**Defects Liability Period** means the period commencing on the date on which a Work is completed and ending 12 months after that date.

**Deferred Area** means the area of land identified as such on Sheet 5 of the Map

**Detailed Management Plan** means a document that makes provision for:

- (a) the establishment and maintenance of Environmental Management Land, Offsite Offset Environmental Land or the Dunn Residence Land, and
- (b) the staged dedication of the Environmental Management Land or the Offsite Offset Environmental Land as public reserve in conjunction with the carrying out of Development.

**Developer** means Expressway Spares and Dunn subject to clause 1.2.15.

**Development** means any development on the Land that is only permissible by reason of the taking effect of the Sancrox LEP the development the subject of the Development Consent granted by the Council to DA 2012/305 on 10 April 2013 as modified, substituted or replaced from time to time.

**Development Application** has the same meaning as in the Act.

**Development Consent** has the same meaning as in the Act.

**Development Contribution** means a monetary contribution, the dedication of land free of cost, the carrying out of work, or the provision of any other material public benefit, or any combination of them, to be used for, or applied towards, the provision of public infrastructure or another public purpose.

**Dunn Land** means Lot 62 DP 754434, Lot 19 DP 1191370~~Lot 1 DP 226821~~, Lot 1 DP 124543, Lot 1 DP 1131036 and Lot 1 DP 1144490.

**Dunn Residence Land** means the land marked 'A' and 'B' on Sheet 1 of the Map.

**Environmental Management Land** means:

- (a) in relation to the Expressway Spares Land, the land identified as F and G on Sheet 1 of the Map,
- (b) in relation to the Dunn Land, the land identified C, D and E on Sheet 1 of the Map,
- (c) in relation to the McMullen Land, the land identified as H on Sheet 1 of the Map,
- (d) the Visual Buffer Land,
- (e) any other part of the Land that the Parties agree is Environmental Management Land for the purposes of this ~~Agreement~~Deed before such land is required to be dedicated to the Council under this ~~Agreement~~Deed.

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**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigitte Dunn**

**Existing Easements** means easements that are registered on the title to the Offsite Offset Environmental Land Stage B at the time copies of certificates of title are provided to the Council under clause 19.3 on the date of this Agreement that Council reasonably considers will have an unacceptable effect on the performance of the Offsite Offset Environmental Land as environmental offset land.

**Expressway Spares Land** means Lot 20 DP 1191370 Lot 2 DP 222740, Lot 41 DP 1191701 Lot 30 DP 255774, and Lot 39 DP 1191701 Lot 34 DP 255774.

**Establishment Obligation** means the establishment of the Environmental Management Land, Offsite Offset Environmental Land and Dunn Residence Land in accordance with:

- (a) the relevant requirements of any Development Consent relating to the Development, and
- (b) to the extent not inconsistent with such a Development Consent:
  - (i) any Detailed Management Plan approved by the Council, and
  - (ii) otherwise to the reasonable satisfaction of the Council.

**Establishment Period** means, except as otherwise expressly provided by this Agreement Deed, the period of not less than 12 months commencing when the Development is commenced (within the meaning of the Act) and ending when the Establishment Obligation is completed to the reasonable satisfaction of the Council.

**Highway Upgrade Dedication Land** has the same meaning as in the Sancrox Employment Land Road Construction Planning Agreement that is proposed to be, or has been entered into between the Parties to this Agreement this Deed on 15 April 2014.

**Initial Developer Sewerage Service Work** means the person who commences any part of the Development at a time when the construction of the Sewerage Service Work has not been commenced.

**Initial Developer Water Supply Work** means the person who commences any part of the Development at a time when the construction of the Water Supply Work has not been commenced.

**Just Terms Act** means the Land Acquisition (Just Terms Compensation) Act 1991.

**Land** means the Expressway Spares Land and the Dunn Land.

**Management Contribution** means a monetary Development Contribution per hectare of Net Developable Area indexed quarterly from 30 September 2010 in accordance with the *Consumer Price Index (All Groups - Sydney)* published by the Australian Bureau of Statistics calculated as follows:

**DC \$** = \$640,408.00 / A

Where

**DC** = the monetary Development Contribution per hectare

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**A** = the net area of Land in hectares zoned IN2 and IN1 under the Sancrox LEP after excluding Sancrox Road and the part of the Highway Upgrade Dedication Land and the Visual Buffer Land that is zoned either IN1 or IN2.

**Management Contribution Refund** means an amount calculated as follows:

$$\text{Refund \$} = F \times \text{YE} \times A / T$$

Where

**F** = the balance of all Management Contributions paid under ~~this Agreement~~this Deed and any similar planning agreement relating to the McMullen Land

**YE** = 20 – (the period of years between the date on which the Management Contribution is paid and the date any Alternative Funding takes effect expressed as a number to two decimal places)

**A** = the Net Developable Area in respect of which the Management Contribution is paid

**T** = the sum of the values of YE x A under ~~this Agreement~~this Deed and any similar planning agreement relating to the McMullen Land

**Management Obligation** means the management of the Environmental Management Land, Offsite Offset Environmental Land or Dunn Residence Land in accordance with:

- (a) the relevant requirements of any Development Consent relating to the Development, and
- (b) to the extent not inconsistent with such a Development Consent:
  - (i) any Detailed Management Plan approved by the Council, and
  - (ii) otherwise to the satisfaction of the Council.

**Management Period** means the period of three years commencing at the end of the Establishment Period for the Environmental Management Land or such other period or periods as the Parties agree.

**Management Period Stage A** means the period of three years commencing at the end of the Establishment Period ~~for the Offsite Offset Environmental Land Stage A and ending three years later~~ or such other period or periods as the Parties agree.

**Management Period Stage B** means the period commencing at the end of the Establishment Period for the Offsite Offset Environmental Land Stage B ~~and ending~~ on the later to occur of the following:

- (a) three years, or
- (b) when Lots 67-71 DP 805548, being the Offsite Offset Environmental Land Stage B is dedicated to the Council free of such encumbrances as are specified by the Council in a notice given to the Developer,
- (c) when Alternative Offset Land is dedicated to the Council.



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**Management Work** means the Work required as part of the Management Obligation.

**Map** means the map comprising Sheets 1 - 54 in ~~the~~ Schedule 2.

**McMullen Land** means Lot 1 DP 555095.

**Net Developable Area** means the area of a Party's land remaining after excluding any part of that land:

- (a) on which business or industrial development is not permissible under the Sancrox LEP (including the Dunn Residence Land),
- (b) that is, or will be, required to be dedicated to the Council for the purposes of a local park or drainage reserve, and
- (c) that the Council agrees to exclude at the request of the Party.

**Offsite Offset Environmental Land** means:

~~(a) the land identified as the Offsite Offset Environmental Land Stage A,~~  
~~and~~

~~(a)(b) Offsite Offset Environmental Land Stage B such on Sheet 2 of the Map~~ or, if Council accepts Alternative Offset Land in accordance with clause 19.86, the land as amended to include that Alternative Offset Land.

**Offsite Offset Environmental Land Stage A** means the part of the land identified as 'Offsite Offset Environmental Lands' that is marked as 'Stage A (11.9Ha)' on Sheet 2 of the Map.

**Offsite Offset Environmental Land Stage B** means the part of the land identified as 'Offsite Offset Environmental Lands' that is marked as 'Stage B (2.47Ha)' on Sheet 2 of the Map.

**Part 4A Certificate** has the same meaning as in the Act.

**Party** means a party to ~~this Agreement~~this Deed, including their successors and assigns.

**Rectification Notice** means a notice issued in the Defects Liability Period that identifies a defect in a Work and requires rectification of the defect during the Defects Liability Period or during such later period specified in the notice as is reasonable in the circumstances.

**Regulation** means the *Environmental Planning and Assessment Regulation 2000*.

**Sancrox Employment Zone Land** means the Dunn Land, the Expressway Spares Land and the McMullen Land.

**Sancrox LEP** means ~~the Port Macquarie-Hastings Local Environmental Plan 2011 (Amendment No.3) which took effect on 26 August 2011 that operates to rezone the Sancrox Employment Zone Land generally in accordance with the Zoning Map.~~

**Security** means a Bank Guarantee, or a bond or other form of security to the satisfaction of the Council.

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**Sewerage Service Work** means the following Work to a specification approved by the Council:

- (a) a sewer pump station at the location specified on Sheet 4 of the Map or such other location as is agreed between the Council and the Developer,
- (b) a rising main at the location specified on Sheet 4 of the Map connected to the sewer pump station referred to in paragraph (a), and
- (c) a gravity sewer main at the location specified on Sheet 4 of the Map connected to the rising main referred to in paragraph (b) of this definition and the existing sewer main in Thrumster Street.

**Sewerage Services Contribution** means:

- (a) in relation to the Dunn Land, a monetary Development Contribution of 44.22%, and
- (b) in relation to the Expressway Spares Land, a monetary Development Contribution of 21.56%,

towards the cost of the construction of the Sewerage Service Work determined by Council and indexed from the date of the determination to the date of payment in accordance with the *Consumer Price Index (All Groups – Sydney)* published by the Australian Bureau of Statistics.

**Sewerage Services Contribution Reduction** means:

- (a) the cost of the construction of the sewer pump station referred to in paragraph (a) of the definition of *Sewerage Service Work* determined by Council and indexed from the date of the determination to the date of payment in accordance with the *Consumer Price Index (All Groups – Sydney)* published by the Australian Bureau of Statistics, and
- (b) the component of any Sewerage Services Contribution paid to the Council after the Sewerage Service Work is completed relating to the Work referred to in paragraphs (b) and (c) of the definition of Sewerage Service Work.

**Sewerage Services DSP Contribution** means a payment towards the cost of the Sewerage Service Work made to the Council in respect of the Land under s306(2) of the *Water Management Act 2000*.

**Stage** means a stage in the Development approved by the Development Consent for the Development, or any part of Development that the Parties agree is a stage for the purposes of ~~this Agreement~~ [this Deed](#).

**Subdivision** has the same meaning as *subdivision of land* in the Act.

**Subdivision Certificate** has the same meaning as in the Act.

**Subdivision Work** has the same meaning as in the Act.

**Visual Buffer Land** means land forming part of the Land having a width of 10 metres adjacent to the Highway Upgrade Dedication Land, or such other land as is agreed to between the Parties.

**Water Supply Contribution** means:

- (a) in relation to the Dunn Land, a monetary Development Contribution of:



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- (i) 61.91% of the cost of the construction of the Work referred to in paragraph (a) of the definition of *Water Supply Work* if that Work is undertaken by the Initial Developer Water Supply Work or,
- (ii) 45.86% of the cost of the 300mm diameter watermain and 61.91% of the cost of the 250mm diameter watermain referred to in paragraph (b) of the definition of *Water Supply Work*,
- (b) in relation to the Expressway Spares Land a monetary Development Contribution of:
  - (i) 30.19% of the cost of the construction of the Work referred to in paragraph (a) of the definition of *Water Supply Work* if that Work is undertaken by the Initial Developer Water Supply Work or,
  - (ii) 22.36% of the cost of the 300mm diameter watermain and 30.19% of the cost of the 250mm diameter watermain referred to in paragraph (b) of the definition of *Water Supply Work*,

being the cost determined by the Council and indexed from the date of that determination to the date of payment in accordance with the *Consumer Price Index (All Groups – Sydney)* published by the Australian Bureau of Statistics.

**Water Supply Contribution Reduction** means the cost of the construction of the *Water Supply Work* determined by the Council indexed from the date of the determination to the date of payment in accordance with the *Consumer Price Index (All Groups – Sydney)* published by the Australian Bureau of Statistics.

**Water Supply DSP Contribution** means a payment towards the cost of the *Water Supply Work* made to the Council in respect of the Land under s306(2) of the *Water Management Act 2000*.

**Water Supply Work** means:

- (a) if the Council determines that a watermain connection is available in or near Thrumster Street, a 250mm diameter main from that connection to Sancrox Road, or
- (b) if the Council determines that such a connection is not available, a 300mm diameter watermain connecting to Council's 300mm diameter watermain near the Oxley Highway to the prolongation of Thrumster St and then a 250mm diameter watermain from that point to Sancrox Road at Sancrox and generally in the location shown on Sheet 4 of the Map,

being a water main connecting to the Council's existing water supply network.

**Work** means the physical result of any building, engineering or construction work in, on, over or under land required to be carried out by the Developer under ~~this Agreement~~[this Deed](#).

~~**Zoning Map** means the map contained in Schedule 1.~~

- 1.2 In the interpretation of ~~this Agreement~~[this Deed](#), the following provisions apply unless the context otherwise requires:

- 1.2.1 Headings are inserted for convenience only and do not affect the interpretation of ~~this Agreement~~[this Deed](#).

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- 1.2.2 A reference in ~~this Agreement~~[this Deed](#) to a business day means a day other than a Saturday or Sunday on which banks are open for business generally in Sydney.
- 1.2.3 If the day on which any act, matter or thing is to be done under ~~this Agreement~~[this Deed](#) is not a business day, the act, matter or thing must be done on the next business day.
- 1.2.4 A reference in ~~this Agreement~~[this Deed](#) to dollars or \$ means Australian dollars and all amounts payable under ~~this Agreement~~[this Deed](#) are payable in Australian dollars.
- 1.2.5 A reference in ~~this Agreement~~[this Deed](#) to a \$ value relating to a Development Contribution is a reference to the value exclusive of GST.
- 1.2.6 A reference in ~~this Agreement~~[this Deed](#) to any law, legislation or legislative provision includes any statutory modification, amendment or re-enactment, and any subordinate legislation or regulations issued under that legislation or legislative provision.
- 1.2.7 A reference in ~~this Agreement~~[this Deed](#) to any agreement, deed or document is a reference to that agreement, deed or document as amended, novated, supplemented or replaced.
- 1.2.8 A reference in this Deed to a clause, part, schedule or attachment is a reference to a clause, part, schedule or attachment of or to ~~this Agreement~~[this Deed](#).
- 1.2.9 A reference in this Deed to a notice given by one party to another party is a reference to a notice in writing.
- 1.2.10 A reference in this Deed to the dedication of land to the Council is a reference to the dedication of the land free of cost to the Council.
- 1.2.11 An expression importing a natural person includes any company, trust, partnership, joint venture, association, body corporate or governmental agency.
- 1.2.12 Where a word or phrase is given a defined meaning, another part of speech or other grammatical form in respect of that word or phrase has a corresponding meaning.
- 1.2.13 A word which denotes the singular denotes the plural, a word which denotes the plural denotes the singular, and a reference to any gender denotes the other genders.
- 1.2.14 References to the word 'include' or 'including' are to be construed without limitation.
- 1.2.15 A reference to ~~this Agreement~~[this Deed](#) includes the agreement recorded in ~~this Agreement~~[this Deed](#).
- 1.2.16 A reference to a party to ~~this Agreement~~[this Deed](#) includes a reference to the servants, agents and contractors of the party, and the party's successors and assigns.
- 1.2.17 A reference to the Developer imposes a joint and several obligation on the Parties comprising the Developer unless the obligation is only

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reasonably capable of being performed by one of them in the particular circumstances.

- 1.2.18 Any schedules, appendices and attachments form part of ~~this Agreement~~this Deed.
- 1.2.19 Notes appearing in ~~this Agreement~~this Deed are operative provisions of ~~this Agreement~~this Deed.

**2 Application of ~~this Agreement~~this Deed**

- 2.1 This Agreement applies to the Land and to the Development.

**3 Commencement of ~~this Agreement~~this Deed**

- 3.1 This Agreement commences when it has been executed by all of the Parties.
- 3.2 The Party who executes ~~this Agreement~~this Deed last is to give notice to the other Parties once it has done so and promptly provide them with a copy of the fully executed version of ~~this Agreement~~this Deed.

**4 Operation & effect of ~~this Agreement~~this Deed**

- 4.1 Except as regards clause 19 of ~~this Agreement~~this Deed, the Developer is under no obligation to make the Development Contributions to the Council in accordance with ~~this Agreement~~this Deed unless and until Development Consent is granted to the Development or any part of it subject to a condition requiring the Development Contributions to be made in accordance with ~~this Agreement~~this Deed.

**5 Further agreements relating to ~~this Agreement~~this Deed**

- 5.1 The Parties may, at any time and from time to time, enter into agreements relating to the subject-matter of ~~this Agreement~~this Deed that are not inconsistent with ~~this Agreement~~this Deed for the purpose of implementing ~~this Agreement~~this Deed.

**6 Surrender of right of appeal, etc.**

- 6.1 The Developer is not to commence or maintain, or cause to be commenced or maintained, any proceedings in the Land and Environment Court concerning:
- 6.1.1 ~~this Agreement~~this Deed, or
- 6.1.2 the Sancrox LEP, a Development Consent relating to the Development or an approval under s96 of the Act to modify a Development Consent relating to the Development to the extent that the Sancrox LEP was made or the Development Consent was

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granted or the modification was approved having regard to the existence of ~~this Agreement~~[this Deed](#).

**7 Application of s94, s94A and s94EF of the Act to the Development**

- 7.1 This Agreement does not exclude the application of s94 to the Development.
- 7.2 This Agreement excludes the application of s94A to Subdivision Work but not other Development.
- 7.3 This Agreement does not exclude the application of s94EF of the Act to the Development.

**Part 2 – Provisions relating to Water Supply****8 Payment of Water Supply Contribution**

- 8.1 This clause applies if the Developer is not the Initial Developer Water Supply Work.
- 8.2 The Developer is to pay the Water Supply Contribution to the Council before a Subdivision Certificate is issued in relation to any part of the Land.
- 8.3 The payment required by clause 8.2 is in addition to any other Development Contribution that the Developer is required to make under ~~this Agreement~~[this Deed](#) or otherwise in relation to the Development.
- 8.4 The Council is to pay to the Developer any Water Supply DSP Contributions it receives in relation to the Land but not so as to exceed the Developer's Water Supply Contribution.

**9 Construction of Water Supply Work**

- 9.1 This clause applies if the Developer is the Initial Developer Water Supply Work.
- 9.2 The Developer acknowledges that the Development cannot be carried out unless the Water Supply Work is available to serve the Development or arrangements satisfactory to the Council exist relating to the provision of the Water Supply Work to serve the Development.
- 9.3 The Developer is to construct the Water Supply Work to the reasonable satisfaction of the Council.
- 9.4 The Developer is not to apply for, or cause, suffer or permit an application to be made for, or procure the issuing of, a Subdivision Certificate or a Construction Certificate relating to the Development unless it has complied

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with its obligation under clause 9.3 or otherwise obtained the approval of the Council in writing to the application.

- 9.5 Clause 9.4 does not apply to:
- 9.5.1 a Construction Certificate:
- (a) for Subdivision Work, or
  - (b) that does not relate to the erection of a building or the construction of the Water Supply Work,
- 9.5.2 a Subdivision Certificate relating to:
- (a) the dedication or transfer of any part of the Land to facilitate the construction of the Water Supply Work,
  - (b) a boundary adjustment on any part of the Land relating to the construction of the Water Supply Work or the dedication or transfer of any land to facilitate the construction Water Supply Work,
  - (c) a subdivision to facilitate the sale of any part of the Land.
- 9.6 Once the Developer has complied with its obligation under clause 9.3, the Council is to pay to the Developer:
- 9.6.1 any Water Supply Contribution it then holds or later receives,
- 9.6.2 any Water Supply DSP Contribution it receives, and
- 9.6.3 any other monetary Development Contributions paid to the Council after the Water Supply Work has been completed in relation to land other than the Land that benefits from the Water Supply Work and which the Council considers, acting reasonably, should be paid to the Developer,
- but only to the extent to which such payments do not exceed the Water Supply Contribution Reduction.

**Part 3 – Provisions relating to Sewerage Services****10 Payment of Sewerage Services Contribution**

- 10.1 This clause applies if the Developer is not the Initial Developer Sewerage Service Work.
- 10.2 The Developer is to pay the Sewerage Services Contribution to the Council before a Subdivision Certificate is issued in relation to any part of the Land.
- 10.3 The payment required by clause 10.2 is in addition to any other Development Contribution that the Developer is required to make under this Agreement this Deed or otherwise in relation to the Development.
- 10.4 The Council is to pay to the Developer any Sewerage Services DSP Contribution it receives in relation to the Land but not so as to exceed the

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portion of the Developer's Sewerage Services Contribution relating to the sewer pump station referred to in paragraph (a) of the definition of *Sewerage Service Work*.

**11 Construction of Sewerage Services Work**

- 11.1 This clause applies if the Developer is the Initial Developer Sewerage Service Work.
- 11.2 The Developer acknowledges that the Development cannot be carried out unless the Sewerage Service Work is available to serve the Development or arrangements satisfactory to the Council exist relating to the provision of the Sewerage Service Work to serve the Development.
- 11.3 The Developer is to construct the Sewerage Service Work to the reasonable satisfaction of the Council.
- 11.4 The Developer is not to apply for, or cause, suffer or permit an application to be made for, or procure the issuing of, a Subdivision Certificate or a Construction Certificate relating to the Development unless it has complied with its obligation under clause 11.3.
- 11.5 Clause 11.4 does not apply to:
  - 11.5.1 a Construction Certificate for:
    - (a) Subdivision Work, or
    - (b) that does not relate to the erection of a building or the construction of the Sewerage Service Work,
  - 11.5.2 a Subdivision Certificate relating to:
    - (a) the dedication or transfer of any part of the Land to facilitate the construction of the Sewerage Service Work,
    - (b) a boundary adjustment on any part of the Land relating to the construction of the Sewerage Service Work or the dedication or transfer of any land to facilitate the construction Sewerage Service Work,
    - (c) a subdivision to facilitate the sale of any part of the Land.
- 11.6 Once the Developer has complied with its obligation under clause 11.3, the Council is to pay to the Developer:
  - 11.6.1 any Sewerage Services Contribution it then holds or later receives, and
  - 11.6.2 any Sewerage Services DSP Contribution it receives,
  - 11.6.3 any other monetary Development Contributions paid to the Council after the Sewerage Services Work has been completed in relation to land other than the Land that benefits from the Sewerage Service Work and which the Council considers, acting reasonably, should be paid to the Developer,

but only to the extent to which such payments do not exceed the Sewerage Services Contribution Reduction.

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- 12.1 The Developer is not to make or procure the making of any objection in relation to the making of a local environmental plan within the meaning of the Act that operates to rezone all or part of the Visual Buffer Land to Zone E3 within the meaning of the standard instrument in clause 33A of the Act.

**13 Approval of Detailed Management Plan**

- 13.1 The Developer is to ensure that a Development Application that seeks Development Consent for the establishment and maintenance of Environmental Management Land is accompanied by a Detailed Management Plan in respect of that land.
- 13.2 The Developer is not to establish or maintain Environmental Management Land except in accordance with:
- 13.2.1 a Detailed Management Plan that has been approved by the Council in respect of that land, and
- 13.2.2 the terms of any approval granted by the Council as modified from time to time.

**14 Establishment & Management of Environmental Management Land**

- 14.1 The Developer, at its own cost, is to perform:
- 14.1.1 the Establishment Obligation during the Establishment Period; and
- 14.1.2 the Management Obligation during the Management Period.
- 14.2 The Developer is to perform its obligations under clause 14.1 in accordance with:
- 14.2.1 ~~this Agreement~~[this Deed](#), and
- 14.2.2 any further agreement that is entered into by the Developer and the Council under clause 5, and
- 14.2.3 any requirements and directions notified in writing by the Council to the Developer at any time before the Environmental Management Land Management Work is taken to have been completed that are not inconsistent with:
- (a) ~~this Agreement~~[this Deed](#), or
- (b) any agreement referred to in clause 14.2.2, or
- (c) any Development Consent relating to the Development.

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- 14.3 The Establishment Obligation and the Management Obligation in respect of land of or dedicated by that Developer are not to be varied by that Developer, unless:
- 14.3.1 that Developer and the Council agree in writing to the variation, and
  - 14.3.2 any consent or approval required under the Act or any other law to the variation is first obtained.
- 14.4 Clauses 30 and 31 applies to completion of the Establishment Obligation and the Management Obligation subject to the following:
- 14.4.1 the Defects Liability Period referred to in clause 31 means the period commencing on the date on which the Work is taken to have been completed under ~~this Agreement~~[this Deed](#) and ending 14 days after that date.
  - 14.4.2 the Council does not accept responsibility for the Work comprising the Establishment Obligation until the land is dedicated to the Council in accordance with ~~this Agreement~~[this Deed](#).

**15 Failure to Perform Establishment or Management Obligation**

- 15.1 If the Council considers that the Developer is in breach of the Establishment Obligation or the Management Obligation relating to land of or dedicated by that Developer, the Council may give that Developer a notice requiring the breach to be rectified to the satisfaction of the Council.
- 15.2 A notice given under clause 15.1 is to allow the Developer a period of not less than 28 days or such other period as the Council considers appropriate in the circumstances of the case to rectify the breach.
- 15.3 The Developer is to comply with a notice under clause 15.1 strictly according to its terms.

**16 Inspection of the Environmental Management Land**

- 16.1 Before Environmental Management Land is dedicated to the Council in accordance with ~~this Agreement~~[this Deed](#), the Developer is to permit the Council, its officers, employees, agents and contractors to enter that land at any time, upon giving reasonable prior notice, to inspect, examine or test that land.
- 16.2 After Environmental Management Land is dedicated to the Council in accordance with ~~this Agreement~~[this Deed](#), the Developer is to permit the Council, its officers, employees, agents and contractors to pass through land owned, occupied or otherwise controlled by the Developer to enable the Council to obtain access to the Environmental Management Land.
- 16.3 This clause does not derogate from any other rights the Council has under ~~this Agreement~~[this Deed](#) to enter Environmental Management Land.

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**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigitte Dunn****17 Dedication of Environmental Management Land**

- 17.1 The Developer is to dedicate the Environmental Management Land to the Council at the following times:
- 17.1.1 if the Development in a Stage relating to any Environmental Management Land involves Subdivision – upon registration of the first plan of subdivision relating to that Stage or at such other time as that Developer and the Council agree, or,
  - 17.1.2 if the Development in a Stage relating to any Environmental Management Land does not involve Subdivision - before the first Part 4A Certificate is issued relating to that Stage or at such other time as that Developer and the Council agree.

**18 Management Contribution**

- 18.1 The Developer is to pay the Management Contribution to the Council on a Stage by Stage basis:
- 18.1.1 based on the Net Developable Area of the part of the Land within the Stage, and
  - 18.1.2 before a Subdivision Certificate is issued in relation to the Stage, or at such other time as the Parties agree.
- 18.2 The Management Contribution and any interest earned on its investment is to be held and applied by the Council for a period of 17 years on and from the expiration of the Management Period towards the ongoing environmental management of the Environmental Management Land and the Offsite Offset Environmental Land but only where that land has been dedicated to the Council.
- 18.3 The Council is to use its reasonable endeavours to obtain Alternative Funding as soon as reasonably practicable after ~~this Agreement~~ [this Deed](#) is entered into.
- 18.4 The Developer is not to raise any requisition or objection in respect of anything done by the Council under clause 18.3.
- 18.5 If, at any time after the date of ~~this Agreement~~ [this Deed](#), the Council obtains Alternative Funding, the Council is to send a notice to each Developer:
- 18.5.1 informing the Developer that the Council has obtained the Alternative Funding, and
  - 18.5.2 specifying the amount of the Management Contribution Refund that may be claimed by the Developer, and
  - 18.5.3 in the case where the Developer has not yet paid the Management Contribution - informing the Developer that the amount of that contribution payable to the Council is to be reduced by the amount specified in clause 18.5.2, and
  - 18.5.4 in the case where the Developer has paid the Management Contribution - informing the Developer that the amount specified in

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clause 18.5.2 will be paid by the Council to the Developer if the Council receives within 28 days of the date on the Council's notice a notice from the Developer claiming the Management Contribution Refund.

- 18.6 If a notice under clause 18.5 is given to the Developer in a case:
- 18.6.1 where the Developer has not yet paid the Management Contribution, that contribution is taken for the purposes of ~~this Agreement~~ this Deed to have been reduced by the amount specified in clause 18.5.2, and
  - 18.6.2 where the Developer has paid the Management Contribution, the Council is to pay the Management Contribution Refund to the Developer if it receives the notice from the Developer referred to in clause 18.5.4.
- 18.7 The Management Contribution payable by the Developer may be reduced by agreement in writing between the Developer and the Council but only if the agreement also provides for an extended Management Period.

**Part 5 – Provisions Relating to Offsite Offset Environmental Land****19 Establishment, rehabilitation, dedication and management of Offsite Offset Environmental Land**

- 19.1 Clauses 13 -16 ~~7~~ of ~~this Agreement~~ this Deed apply to the Offsite Offset Environmental Land in the same way that they apply to the Environmental Management Land with the following modifications:
- 19.1.1 a reference to a Detailed Management Plan is a reference to a plan that contains provisions relating to the establishment, rehabilitation and maintenance of Offsite Offset Environmental Land including provision for the staged dedication of the Offsite Offset Environmental Land as a public reserve;
  - 19.1.2 a reference to the Establishment Period is a reference to the period commencing on the date of the First ~~taking effect of the Sancrox LEP and ending 18 months later~~ Deed of Variation.
  - 19.1.3 a reference to the Management Period is:
    - (a) a reference to the Management Period Stage A in respect of Offsite Offset Environmental Land Stage A, and
    - (a)(b) a reference to Management Period Stage B in respect of Offsite Offset Environmental Land Stage B.
  - 19.2 Clause 17 of this Deed applies to the Offsite Offset Environmental Land Stage A in the same way that it applies to the Environmental Management Land.
  - ~~19.2~~ 19.3 Expressway Spares is to provide Council with copies of the certificates of title for the Offsite Offset Environmental Land Stage B within 90

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days of the date of ~~this Agreement or within 7 days of the Sancrox LEP taking effect whichever is the later~~ the First Deed of Variation.

~~19.3~~19.4 Within 14 days of the provision of the certificates of title under clause 19.32, the Council must notify Expressway Spares of the Existing Easements.

~~19.4~~19.5 Expressway Spares is to use reasonable endeavours to extinguish the Existing Easements notified to it under clause 19.43, ~~within the period of 180 days of the Council's notice under clause 19.3 and prior to the dedication of the Offsite Offset Environmental Land to Council.~~

19.6 Expressway Spares is to dedicate the Offsite Offset Environmental Land Stage B to the Council promptly after the Existing Easements notified to it under clause 19.4 have been extinguished.

19.7 If Expressway Spares, having used all reasonable endeavours, is unable to extinguish the Existing Easements ~~by the end of the period referred to in clause 19.4~~, then Expressway Spares must ~~within 14 days of that date~~, notify the Council and offer to Council proposed Alternative Offset Land.

~~19.5~~19.8 Council must notify Expressway Spares in writing whether Council:

~~19.5-1~~19.8.1 accepts the proposed Alternative Offset Land, or

~~19.5-2~~19.8.2 rejects the proposed Alternative Offset Land, in which case further proposed Alternative Offset Land must be offered to the Council.

~~19.6~~19.9 The Developer is ~~not to~~ do any of the following in the Deferred Area during the Management Period Stage B other than in accordance with the Approved KPOM:

~~19.6-1~~19.9.1 make an application to the Council to carry out any development, or carry out any development, or

~~19.6-2~~19.9.2 make an application to the Council or any other Authority to clear vegetation, or clear vegetation.

**19A Acquisition of Offsite Offset Environmental Land Stage A**

19A.1 The Council may compulsorily acquire the Offsite Offset Environmental Land Stage A for environmental protection purposes pursuant to s186 of the *Local Government Act 1993* and the Just Terms Act if it considers it reasonable to do so in the public interest.

19A.2 Clause 19A.1 constitutes an agreement for the purposes of s30 of the Just Terms Act.

19A.3 If, as a result of the acquisition referred to in clause 19A.1, the Council is required to pay compensation to any person other than the Developer, the Developer is to reimburse the Council that amount, upon a written request being made by the Council.

19A.4 The Developer indemnifies and keeps indemnified the Council against all Claims made against the Council as a result of any acquisition by the Council of the whole or any part of the Environmental Dedication Land except if, and



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to the extent that, the Claim arises because of the Council's negligence or default.

19A.5 The Developer is to promptly do all things necessary, and consents to the Council doing all things necessary, to give effect to this clause 19A, including without limitation:

19A.5.1 signing any documents or forms,

19A.5.2 giving land owner's consent for lodgement of any Development Application,

19A.5.3 producing certificates of title to the Registrar-General under the Real Property Act 1900, and

19A.5.4 paying the Council's costs arising under this clause 19A.

**20 Making of Development Applications**

20.1 The Developer is not to make, or cause or permit to be made, or to give its consent as owner to the making of, an application for a Subdivision Certificate relating to the part of the Development on the Expressway Spares Land unless the Offsite Offset Environmental Land Stage A has first been ~~dedicated to~~acquired by the Council.

~~20.2~~ Clause 20.1 does not apply.

~~to an application for consent or approval under the Act to subdivide the Expressway Spares Land for the purpose only of facilitating the dedication of the Offsite Offset Environmental Land to the Council, or~~

~~20.3~~20.2 if the Council and the Developer agree in writing to the contrary.

**Part 6 – Provisions Relating to Dunn Residence Land****21 Establishment and management of Dunn Residence Land**

21.1 Clauses 13-16 of ~~this Agreement~~this Deed apply to the Dunn Residence Land in the same way that they apply to the Environmental Management Land with the following modifications:

21.1.1 a reference to a Detailed Management Plan is a reference to a plan that contains provisions relating to the establishment and perpetual maintenance of the Dunn Residence Land.

21.1.2 a reference to the Establishment Period is a reference to the Establishment Period applicable to the Environmental Management Land marked 'C' on Sheet 1 of the Map.

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21.1.3 a reference to the Management Period is a reference to the period commencing immediately at the end of the Establishment Period and ending as specified in the Detailed Management Plan.

21.2 The Developer is not to make, or cause or permit to be made, or to give its consent as owner to the making of, an application under the Act relating to the Development of the Dunn Land or the issuing of a Subdivision Certificate to separate the Dunn Residence Land from the Dunn Land unless the Detailed Management Plan for the Dunn Residence Land has been approved by the Council.

**22 Annual Report**

22.1 The Party who is the owner of the Dunn Residence Land must submit an annual report by 28 July in each year that demonstrates that maintenance requirements required to be carried out in relation to that land during the Management Period have been met during the 12 month period prior to 1 July in the same year.

**Part 7 – General Provisions Relating to Development Contributions****23 Procedures relating to payment of monetary Development Contributions**

- 23.1 A monetary Development Contribution is made for the purposes of [this Agreement](#)~~this Deed~~ when the Council receives the full amount of the contribution payable under [this Agreement](#)~~this Deed~~ in cash or by unendorsed bank cheque or by the deposit by means of electronic funds transfer of cleared funds into a bank account nominated by the Council.
- 23.2 The Developer is to give the Council not less than 2 business days notice of its intention to pay a monetary Development Contribution.
- 23.3 The Developer is not required to pay a monetary Development Contribution under [this Agreement](#)~~this Deed~~ unless the Council, after having received the Developer's notice under clause 23.2, has given to the Developer a tax invoice for the amount of the Development Contribution.
- 23.4 The Developer is not in breach of [this Agreement](#)~~this Deed~~ if it fails to pay a monetary Development Contribution at the time required by [this Agreement](#)~~this Deed~~ by reason only of the Council's failure to give to the Developer a tax invoice in relation to the amount proposed to be paid by it.

**24 Procedures relating to the dedication of land**

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- 24.1 A Development Contribution comprising the dedication of land is made for the purposes of ~~this Agreement~~[this Deed](#) when:
- 24.1.1 a deposited plan is registered in the register of plans maintained by the Registrar-General, that dedicates land as a public road (including a temporary public road) under the *Roads Act 1993* or creates a public reserve or drainage reserve under the *Local Government Act 1993*, or
  - 24.1.2 the Council is given an instrument in registrable form under the *Real Property Act 1900* that is effective to transfer the title to the land to the Council when registered.
- 24.2 For the purposes of clause 24.1.2:
- 24.2.1 the Developer is to give the Council, for execution by the Council as transferee, an instrument of transfer under the *Real Property Act 1900* relating to the land to be dedicated, and
  - 24.2.2 the Council is to execute the instrument of transfer and return it to Developer within 7 days of receiving it from the Developer,
  - 24.2.3 the Developer is to lodge the instrument of transfer for registration with the Registrar-General, within 7 days of receiving it from the Council duly executed,
  - 24.2.4 the Developer and the Council are to do all things reasonably necessary to enable registration of the instrument of transfer to occur.
- 24.3 If ~~this Agreement~~[this Deed](#) requires the Developer to dedicate land to the Council on which the Developer is also required to carry out a Work under ~~this Agreement~~[this Deed](#), the Developer is to dedicate the land not later than 7 days after the Work is completed.

**25 Carrying out of Work**

- 25.1 Except as otherwise specifically provided by ~~this Agreement~~[this Deed](#), any Work that is required to be carried out by the Developer under ~~this Agreement~~[this Deed](#) is to be carried out in accordance with:
- 25.1.1 any relevant Development Consent,
  - 25.1.2 any relevant policies and specifications of the Council existing at the time such a consent is granted,
  - 25.1.3 any other applicable law, and
  - 25.1.4 otherwise to the reasonable satisfaction of the Council.
- 25.2 If the Developer is reasonably required by the Council to prepare or modify a design or specification relating to a Work for approval by the Council under ~~this Agreement~~[this Deed](#), the Developer is to bear all costs relating to the preparation or modification and approval of the design and specification.



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- 26.1 The Developer is to permit the Council, its officers, employees, agents and contractors to enter any of its land or any other land at any time, upon giving reasonable prior notice, in order to inspect, examine or test any Work or to remedy any breach of the Developer relating to the carrying out of a Work.
- 26.2 The Council is to permit the Developer to enter and occupy any land owned or controlled by the Council for the purpose of enabling the Developer to carry out any Work under ~~this Agreement~~[this Deed](#) that is required to be carried out on such land or to perform any other obligation imposed on the Developer by or under ~~this Agreement~~[this Deed](#).

**27 Protection of people and property**

- 27.1 The Developer is to ensure to the fullest extent reasonably practicable in relation to the carrying out of any Work that:
- 27.1.1 all necessary measures are taken to protect people and property,
- 27.1.2 unnecessary interference with the passage of people and vehicles is avoided, and
- 27.1.3 nuisances and unreasonable noise and disturbances are prevented.

**28 Damage and repairs to Work**

- 28.1 The Developer, at its own cost, is to repair and make good to the satisfaction of the Council any loss or damage to a Work from any cause other than a negligent act or omission of the Council that occurs prior to the date on which the Work is completed under ~~this Agreement~~[this Deed](#).

**29 Variation of Work**

- 29.1 A Work is not to be varied by the Developer, unless:
- 29.1.1 the Developer and the Council agree in writing to the variation, and
- 29.1.2 any consent or approval that is required to the variation under the Act or any other law is first obtained, and
- 29.1.3 the Developer bears all of the Council's costs of and incidental to the variation.
- 29.2 For the purposes of clause 29.1 a variation may relate to any matter in relation to the Work that is dealt with by ~~this Agreement~~[this Deed](#).

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- 30.1 Work is completed for the purposes of ~~this Agreement~~[this Deed](#) if the Council, acting reasonably, gives a certificate to the Developer to that effect or the Developer gives the Council a Compliance Certificate to that effect.

**31 Rectification of defects**

- 31.1 During the Defects Liability Period, the Council may give the Developer a Rectification Notice.
- 31.2 Subject to the resolution of a dispute in accordance with ~~this Agreement~~[this Deed](#), the Developer is to comply with a Rectification Notice at its own cost and to the reasonable satisfaction of the Council.

**32 Works-As-Executed-Plan**

- 32.1 No later than 60 days after a Work is taken to have been completed in accordance with ~~this Agreement~~[this Deed](#), the Developer is to submit to the Council a full works-as-executed-plan in respect of the Work.

**Part 8 – Other Provisions****33 Indemnity and Insurance**

- 33.1 The Developer indemnifies the Council, its employees, officers, agents, contractors and workmen from and against all losses, damages, costs (including legal costs on a full indemnity basis), charges, expenses, actions, claims and demands whatsoever which may be sustained, suffered, recovered or made arising in connection with a negligent act or omission of the Developer in carrying out any Work and the performance of any other obligation under ~~this Agreement~~[this Deed](#).
- 33.2 The Developer is to take out and keep current, or is to ensure that its contractors take out and keep current, to the satisfaction of the Council the following insurances in relation to Work required to be carried out by the Developer under ~~this Agreement~~[this Deed](#) up until the Work is taken to have been completed in accordance with ~~this Agreement~~[this Deed](#):
- 33.2.1 contract works insurance, noting the Council as an interested party, for the full replacement value of the Works (including the cost of demolition and removal of debris, consultants' fees and authorities' fees), to cover the Developer's liability in respect of damage to or destruction of the Works,

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- 33.2.2 public liability insurance for at least \$20,000,000.00 for a single occurrence, which covers the Council, the Developer and any subcontractor of the Developer, for liability to any third party,
- 33.2.3 workers compensation insurance as required by law, and
- 33.2.4 any other insurance required by law.
- 33.3 If the Developer fails to comply with clause 33.2, the Council may effect and keep in force such insurances and pay such premiums as may be necessary for that purpose and the amount so paid shall be a debt due by the Developer to the Council.
- 33.4 The Developer is not to commence to carry out any Work unless it has first provided to the Council satisfactory written evidence of all of the insurances specified in clause 33.2.

**34 Failure to carry out Work**

- 34.1 If the Council reasonably considers that the Developer is in breach of any obligation under ~~this Agreement~~this Deed relating to a Work, including compliance with a Rectification Notice, the Council may give the Developer a notice requiring the breach to be rectified to the Council's reasonable satisfaction.
- 34.2 The dispute resolution provisions of ~~this Agreement~~this Deed do not apply to the giving of a notice under clause 34.1.
- 34.3 A notice given under clause 34.1 is to allow the Developer a period of not less than 28 days to rectify the breach or such further period as the Council considers reasonable in the circumstances.
- 34.4 A notice under clause 34.1 satisfies the requirement for a notice in clause 34.8 if it also complies with the requirements of that clause.
- 34.5 The Council may carry out and complete the Work the subject of a notice under clause 34.1 if the Developer fails to comply with the notice to the Council's reasonable satisfaction.
- 34.6 The Developer is to do all things reasonably necessary to enable the Council to exercise its rights under clause 34.5.
- 34.7 If the Council incurs a cost in carrying out, completing or rectifying a defect in a Work resulting from non-compliance by the Developer with ~~this Agreement~~this Deed that is not met by calling-up the Security, the Council may recover the cost from the Developer in a court of competent jurisdiction.
- 34.8 For the purpose of clause 34.7, the Council's costs of carrying out, completing or rectifying a defect in a Work includes, but is not limited to:
  - 34.8.1 the reasonable costs of the Council's servants, agents and contractors reasonably incurred for that purpose,
  - 34.8.2 all fees and charges necessarily or reasonably incurred by the Council in order to have the Work carried out, completed or rectified, and

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34.8.3 all legal costs and expenses reasonably incurred by the Council, by reason of the Developer's failure to comply with [this Agreement](#)~~this Deed~~.

**35 Security for performance**

- 35.1 In this clause 35, a reference to Work is a reference to:
- 35.1.1 the Management Obligation in relation to the Environmental Management Land,
  - 35.1.2 the Establishment Obligation in relation to the Offsite Offset Environmental Land,
  - 35.1.3 the Management Obligation in relation to the Offsite Offset Environmental Land,
  - 35.1.4 the completion of the Water Supply Work, and
  - 35.1.5 the completion of the sewer pump station and rising main referred to in paragraph (a) and (b), respectively, of the definition of *Sewerage Service Work*.
- 35.2 The Developer is not to carry out Work unless, prior to the commencement of the Work, the Developer provides the Council with Security for the Work in an amount agreed to by the Council.
- 35.3 For the purposes of clause 35.2, the Parties are to have regard to any policy or practice of the Council, current at the time the Security is provided, relating to the provision of security to the Council for the construction of public infrastructure by developers.
- 35.4 The Council is to release and return the Security or any unused part of it to the Developer within 14 days of compliance by the Developer with its Development Contribution obligations under [this Agreement](#)~~this Deed~~ to the reasonable satisfaction of the Council.
- 35.5 The Developer may at any time provide the Council with a replacement Security.
- 35.6 On receipt of a replacement Security, the Council is to release and return to the Developer, as directed, the Security it holds that has been replaced.
- 35.7 The Council may call-up the Security if it considers, acting reasonably, that the Developer has not complied with its Development Contributions obligations under [this Agreement](#)~~this Deed~~.
- 35.8 However, the Council is not to call-up the Security unless it has given the Developer not less than 30 days notice of its intention to do so and the Developer has not rectified the non-compliance to the Council's reasonable satisfaction before that period has expired.
- 35.9 If the Council calls-up the Security, it may use the amount paid to it in satisfaction of any costs incurred by it in remedying the non-compliance including but not limited to:
- 35.9.1 the reasonable costs of the Council's servants, agents and contractors reasonably incurred for that purpose,

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35.9.2 all fees and charges necessarily or reasonably incurred by the Council in order to have the Work carried out, completed or rectified, and

35.9.3 all legal costs and expenses reasonably incurred by the Council, by reason of the Developer's non-compliance.

35.10 If the Council calls-up the Security, it may, by notice to the Developer, require the Developer to provide a further or replacement Security in an amount that, when added to any unused portion of any existing Security, does not exceed the amount of the Security the Council is entitled to hold under ~~this Agreement~~[this Deed](#).

35.11 The dispute resolution provisions of ~~this Agreement~~[this Deed](#) do not apply to a matter the subject of this clause.

**36 Enforcement in a court of competent jurisdiction**

36.1 Without limiting any other provision of ~~this Agreement~~[this Deed](#), the Parties may enforce ~~this Agreement~~[this Deed](#) in any court of competent jurisdiction.

36.2 For the avoidance of doubt, nothing in ~~this Agreement~~[this Deed](#) prevents:

36.2.1 a Party from bringing proceedings in the Land and Environment Court to enforce any aspect of ~~this Agreement~~[this Deed](#) or any matter to which ~~this Agreement~~[this Deed](#) relates,

36.2.2 the Council from exercising any function under the Act or any other Act or law relating to the enforcement of any aspect of ~~this Agreement~~[this Deed](#) or any matter to which ~~this Agreement~~[this Deed](#) relates.

**37 Dispute Resolution – expert determination**

37.1 This clause applies to a dispute under ~~this Agreement~~[this Deed](#) which relates to a matter that can be determined by an appropriately qualified expert.

37.2 Any dispute between the Parties as to whether a dispute to which this clause applies can be determined by an appropriately qualified expert is to be referred to the Chief Executive Officer of the professional body that represents persons with the relevant expertise for determination, which is to be final and binding on the Parties.

37.3 Such a dispute is taken to arise if one Party gives another Party a notice specifying particulars of the dispute.

37.4 If a notice is given under clause 37.3, the Parties are to meet within 14 days of the notice in an attempt to resolve the dispute.

37.5 If the dispute is not resolved within a further 28 days, the dispute must be referred to the President of the Association of Chartered Surveyors NSW or President of Engineers Australia, NSW Branch, to appoint an expert for expert determination.

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- 37.6 The expert determination is binding on the Parties except in the case of fraud or misfeasance by the expert.
- 37.7 Each Party must bear its own costs arising from or in connection with the appointment of the expert and the expert determination.

**38 Dispute Resolution - mediation**

- 38.1 This clause applies to any dispute under ~~this Agreement~~[this Deed](#) other than a dispute to which clause 37 applies.
- 38.2 Such a dispute is taken to arise if one Party gives another Party a notice specifying particulars of the dispute.
- 38.3 If a notice is given under clause 38.2, the Parties are to meet within 14 days of the notice in an attempt to resolve the dispute.
- 38.4 If the dispute is not resolved within a further 28 days, the Parties must mediate the dispute in accordance with the Mediation Rules of the Law Society of New South Wales published from time to time and must request the President of the Law Society, or the President's nominee, to select a mediator.
- 38.5 If the dispute is not resolved by mediation within a further 28 days, or such longer period as may be necessary to allow any mediation process which has been commenced to be completed, then the Parties may exercise their legal rights in relation to the dispute, including by the commencement of legal proceedings in a court of competent jurisdiction in New South Wales.

**39 Registration of ~~this Agreement~~[this Deed](#)**

- 39.1 The Parties agree to register ~~this Agreement~~[this Deed](#) subject to obtaining the agreement of the persons specified in s93H(1) of the Act to registration.
- 39.2 The Developer is to use its reasonable endeavours to obtain the consent of the persons specified in s93H(1) of the Act to registration of ~~this Agreement~~[this Deed](#).
- 39.3 If the agreement of the persons specified in s93H(1) of the Act to registration of ~~this Agreement~~[this Deed](#) is obtained, the Parties are to do such things as are reasonably necessary to enable registration to occur.
- 39.4 Subject to this clause, within 60 days of the Sancrox LEP taking effect, the Developer is to provide the Council with the following documents to enable registration of ~~this Agreement~~[this Deed](#):
- 39.4.1 an instrument requesting registration of ~~this Agreement~~[this Deed](#) on the title to the Land in registrable form duly executed by the Developer, and
- 39.4.2 the written irrevocable consent of each person referred to in s93H(1) of the Act to that registration.
- 39.5 The Parties are to do such things as are reasonably necessary to remove any notation relating to ~~this Agreement~~[this Deed](#) from the title to the Land:

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39.5.1 in so far as the part of the Land concerned is a lot created in the Development that the Council reasonably considers is intended for separate occupation and disposition,

39.5.2 in relation to any other part of the Land, once that the Developer has completed its obligations under ~~this Agreement~~this Deed to the reasonable satisfaction of the Council or ~~this Agreement~~this Deed is terminated or otherwise comes to an end for any reason whatsoever.

**40 Assignment, Sale of Land, etc**

40.1 Unless the matters specified in clause 40.2 are satisfied, the Developer is not to do any of the following:

40.1.1 if the Developer is the owner of the Land, to sell or transfer the Land to any person, or

40.1.2 assign or novate to any person the Developer's rights or obligations under ~~this Agreement~~this Deed.

40.2 The matters required to be satisfied for the purposes of clause 40.1 are as follows:

40.2.1 the Developer has, at no cost to the Council, first procured the execution by the person to whom the Developer's rights or obligations under ~~this Agreement~~this Deed are to be assigned or novated, of an agreement in favour of the Council on the same terms as ~~this Agreement~~this Deed, and

40.2.2 the Council, by notice to the Developer, has stated that evidence satisfactory to the Council has been produced to show that the assignee or novatee, is reasonably capable of performing its obligations under the Agreement, and

40.2.3 the Developer is not in breach of ~~this Agreement~~this Deed, and

40.2.4 the Council otherwise consents to the transfer, assignment or novation, which consent is not to be unreasonably withheld.

40.3 This clause 40 does not apply in relation to any sale or transfer of the Land if ~~this Agreement~~this Deed is registered on the title to the Land at the time of the sale.

**41 Review of ~~this Agreement~~this Deed**

41.1 The Parties agree to review ~~this Agreement~~this Deed if any party is of the opinion that any change of circumstance has occurred, or is imminent, that materially affects the operation of ~~this Agreement~~this Deed and requests a review.

41.2 For the purposes of clause 41.1, the relevant changes include (but are not limited to) any change to a law that restricts or prohibits or enables the Council or any other planning authority to restrict or prohibit any aspect of the Development.

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- 41.3 For the purposes of addressing any matter arising from a review of [this Agreement](#)~~this Deed~~, the Parties are to use all reasonable endeavours to agree on and implement appropriate amendments to [this Agreement](#)~~this Deed~~.
- 41.4 If [this Agreement](#)~~this Deed~~ becomes illegal, unenforceable or invalid as a result of any change to a law, the Parties agree to do all things necessary to ensure that an enforceable agreement of the same or similar effect to [this Agreement](#)~~this Deed~~ is entered into.
- 41.5 A failure by a Party to agree to take action requested by the other Party as a consequence of a review of [this Agreement](#)~~this Deed~~ is not a dispute for the purposes of the dispute resolution provisions of [this Agreement](#)~~this Deed~~.

**42 Notices**

- 42.1 Any notice, consent, information, application or request that must or may be given or made to a Party under [this Agreement](#)~~this Deed~~ is only given or made if it is in writing and sent in one of the following ways:
- 42.1.1 delivered or posted to that Party at its address set out in the Summary Sheet, or
- 42.1.2 faxed to that Party at its fax number set out in the Summary Sheet.
- 42.2 If a Party gives the other Party 3 business days notice of a change of its address or fax number, any notice, consent, information, application or request is only given or made by that other Party if it is delivered, posted or faxed to the latest address or fax number.
- 42.3 Any notice, consent, information, application or request is to be treated as given or made if it is:
- 42.3.1 delivered, when it is left at the relevant address,
- 42.3.2 sent by post, 2 business days after it is posted, or
- 42.3.3 sent by fax, as soon as the sender receives from the sender's fax machine a report of an error free transmission to the correct fax number.
- 42.4 If any notice, consent, information, application or request is delivered, or an error free transmission report in relation to it is received, on a day that is not a business day, or if on a business day, after 5pm on that day in the place of the Party to whom it is sent, it is to be treated as having been given or made at the beginning of the next business day.

**43 Costs**

- 43.1 The Developer is to pay to the Council the Council's costs not exceeding \$11,000.00 ex GST of preparing, negotiating, executing and stamping [this Agreement](#)~~this Deed~~, and any document related to [this Agreement](#)~~this Deed~~ within 7 days of a written demand by the Council for such payment.

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**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigitte Dunn****44 Entire Agreement**

- 44.1 This Agreement contains everything to which the Parties have agreed in relation to the matters it deals with.
- 44.2 No Party can rely on an earlier document, or anything said or done by another Party, or by a director, officer, agent or employee of that Party, before ~~this Agreement~~[this Deed](#) was executed, except as permitted by law.

**45 Further Acts**

- 45.1 Each Party must promptly execute all documents and do all things that another Party from time to time reasonably requests to effect, perfect or complete ~~this Agreement~~[this Deed](#) and all transactions incidental to it.

**46 Governing Law and Jurisdiction**

- 46.1 This Agreement is governed by the law of New South Wales.
- 46.2 The Parties submit to the non-exclusive jurisdiction of its courts and courts of appeal from them.
- 46.3 The Parties are not to object to the exercise of jurisdiction by those courts on any basis.

**47 No Fetter**

- 47.1 Nothing in ~~this Agreement~~[this Deed](#) shall be construed as requiring Council to do anything that would cause it to be in breach of any of its obligations at law, and without limitation, nothing shall be construed as limiting or fettering in any way the exercise of any statutory discretion or duty.

**48 Representations and Warranties**

- 48.1 The Parties represent and warrant that they have power to enter into ~~this Agreement~~[this Deed](#) and comply with their obligations under the Agreement and that entry into ~~this Agreement~~[this Deed](#) will not result in the breach of any law.

**49 Severability**

- 49.1 If a clause or part of a clause of ~~this Agreement~~[this Deed](#) can be read in a way that makes it illegal, unenforceable or invalid, but can also be read in a way that makes it legal, enforceable and valid, it must be read in the latter way.

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**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigitte Dunn**

- 49.2 If any clause or part of a clause is illegal, unenforceable or invalid, that clause or part is to be treated as removed from ~~this Agreement~~this Deed, but the rest of ~~this Agreement~~this Deed is not affected.

**50 Modification**

- 50.1 No modification of ~~this Agreement~~this Deed will be of any force or effect unless it is in writing and signed by the Parties to ~~this Agreement~~this Deed.

**51 Waiver**

- 51.1 The fact that a Party fails to do, or delays in doing, something the Party is entitled to do under ~~this Agreement~~this Deed, does not amount to a waiver of any obligation of, or breach of obligation by, another Party.
- 51.2 A waiver by a Party is only effective if it is in writing. A written waiver by a Party is only effective in relation to the particular obligation or breach in respect of which it is given.
- 51.3 It is not to be taken as an implied waiver of any other obligation or breach or as an implied waiver of that obligation or breach in relation to any other occasion.

**52 GST**

- 52.1 In this clause:
- Adjustment Note, Consideration, GST, GST Group, Margin Scheme, Money, Supply and Tax Invoice** have the meaning given by the GST Law.
- GST Amount** means in relation to a Taxable Supply the amount of GST payable in respect of the Taxable Supply.
- GST Law** has the meaning given by the *A New Tax System (Goods and Services Tax) Act 1999* (Cth).
- Input Tax Credit** has the meaning given by the GST Law and a reference to an Input Tax Credit entitlement of a party includes an Input Tax Credit for an acquisition made by that party but to which another member of the same GST Group is entitled under the GST Law.
- Taxable Supply** has the meaning given by the GST Law excluding (except where expressly agreed otherwise) a supply in respect of which the supplier chooses to apply the Margin Scheme in working out the amount of GST on that supply.
- 52.2 Subject to clause 52.4, if GST is payable on a Taxable Supply made under, by reference to or in connection with ~~this Agreement~~this Deed, the Party providing the Consideration for that Taxable Supply must also pay the GST Amount as additional Consideration.

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**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigitte Dunn**

- 52.3 Clause 52.2 does not apply to the extent that the Consideration for the Taxable Supply is expressly stated in ~~this Agreement~~this Deed to be GST inclusive.
- 52.4 No additional amount shall be payable by the Council under clause 52.2 unless, and only to the extent that, the Council (acting reasonably and in accordance with the GST Law) determines that it is entitled to an Input Tax Credit for its acquisition of the Taxable Supply giving rise to the liability to pay GST.
- 52.5 If there are Supplies for Consideration which is not Consideration expressed as an amount of Money under ~~this Agreement~~this Deed by one Party to the other Party that are not subject to Division 82 of the *A New Tax System (Goods and Services Tax) Act 1999*, the Parties agree:
- 52.5.1 to negotiate in good faith to agree the GST inclusive market value of those Supplies prior to issuing Tax Invoices in respect of those Supplies;
- 52.5.2 that any amounts payable by the Parties in accordance with clause 52.2 (as limited by clause 52.4) to each other in respect of those Supplies will be set off against each other to the extent that they are equivalent in amount.
- 52.6 No payment of any amount pursuant to this clause 52, and no payment of the GST Amount where the Consideration for the Taxable Supply is expressly agreed to be GST inclusive, is required until the supplier has provided a Tax Invoice or Adjustment Note as the case may be to the recipient.
- 52.7 Any reference in the calculation of Consideration or of any indemnity, reimbursement or similar amount to a cost, expense or other liability incurred by a party, must exclude the amount of any Input Tax Credit entitlement of that party in relation to the relevant cost, expense or other liability.
- 52.8 This clause continues to apply after expiration or termination of ~~this Agreement~~this Deed.

**53 Explanatory Note Relating to ~~this Agreement~~this Deed**

- 53.1 The Appendix contains the Explanatory Note relating to ~~this Agreement~~this Deed required by clause 25E of the Regulation.
- 53.2 Pursuant to clause 25E(7) of the Regulation, the Parties agree that the Explanatory Note in the Appendix is not to be used to assist in construing this Planning Agreement.

Sancrox Employment Land Environmental Lands & Services Planning Agreement  
Port Macquarie-Hastings Council  
Expressway Spares Pty Limited  
James John Dunn & Catherine Brigitte Dunn



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**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigette Dunn**

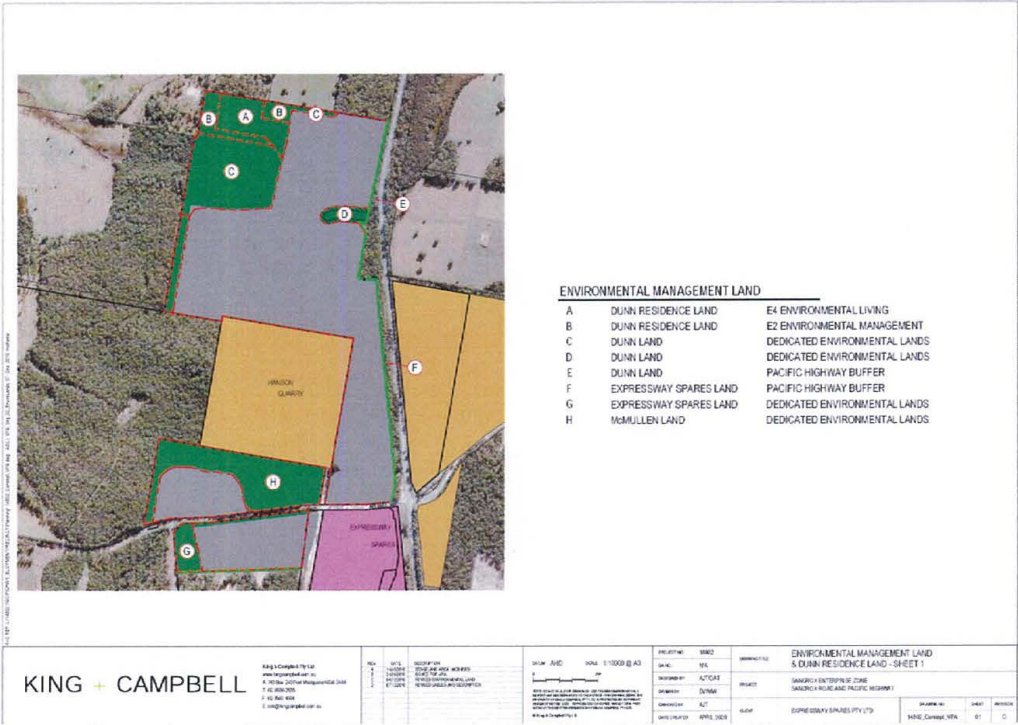
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**Schedule ~~2~~**

(Clause 1.1)

**Map****Sheet 1 – Environmental Management Land and Dunn Residence Land**

Sancrox Employment Land Environmental Lands & Services Planning Agreement  
Port Macquarie-Hastings Council  
Expressway Spares Pty Limited  
James John Dunn & Catherine Brigitte Dunn



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**Schedule ~~2~~**

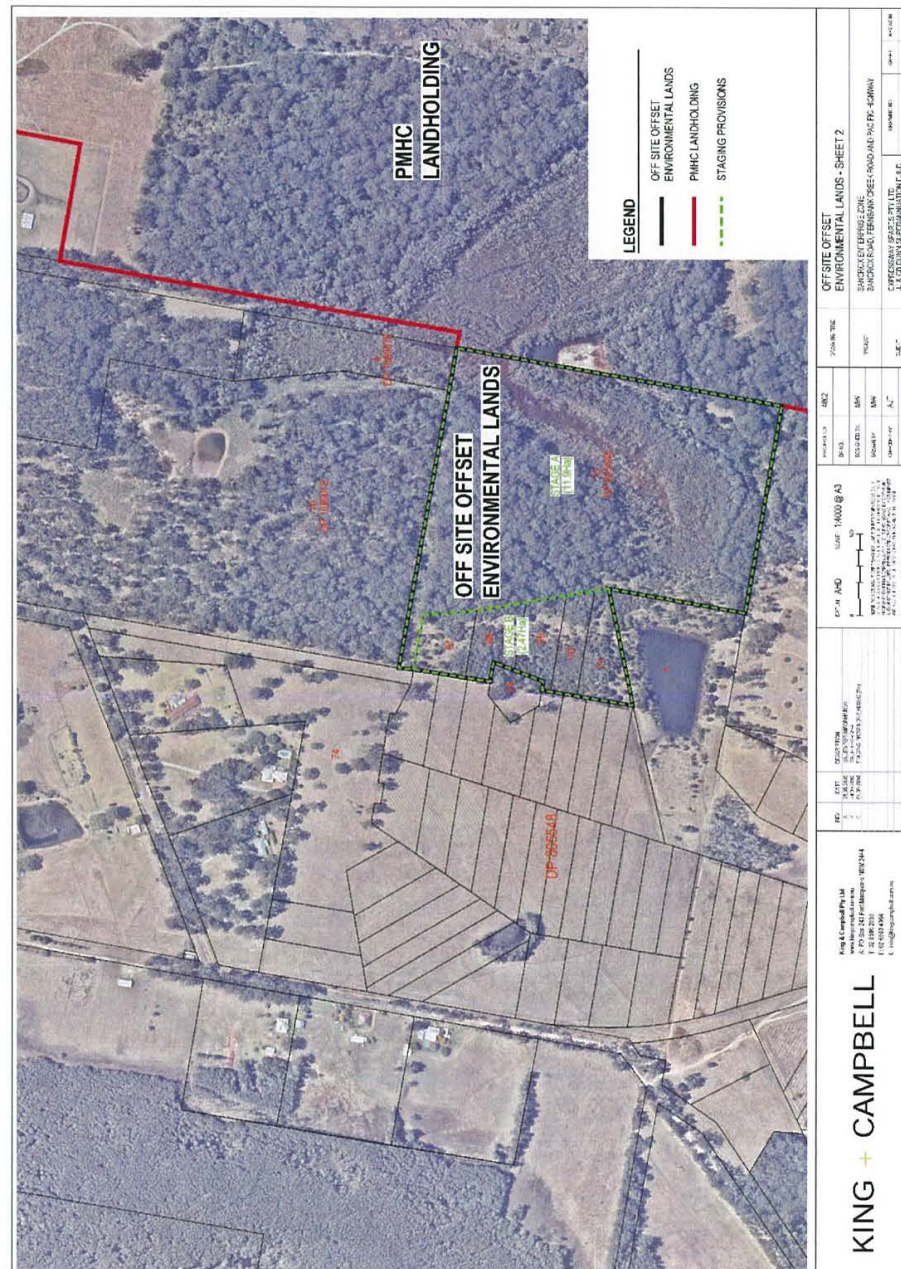
(Clause 1.1)

**Map****Sheet 2 - Offsite Offset Environmental Land**

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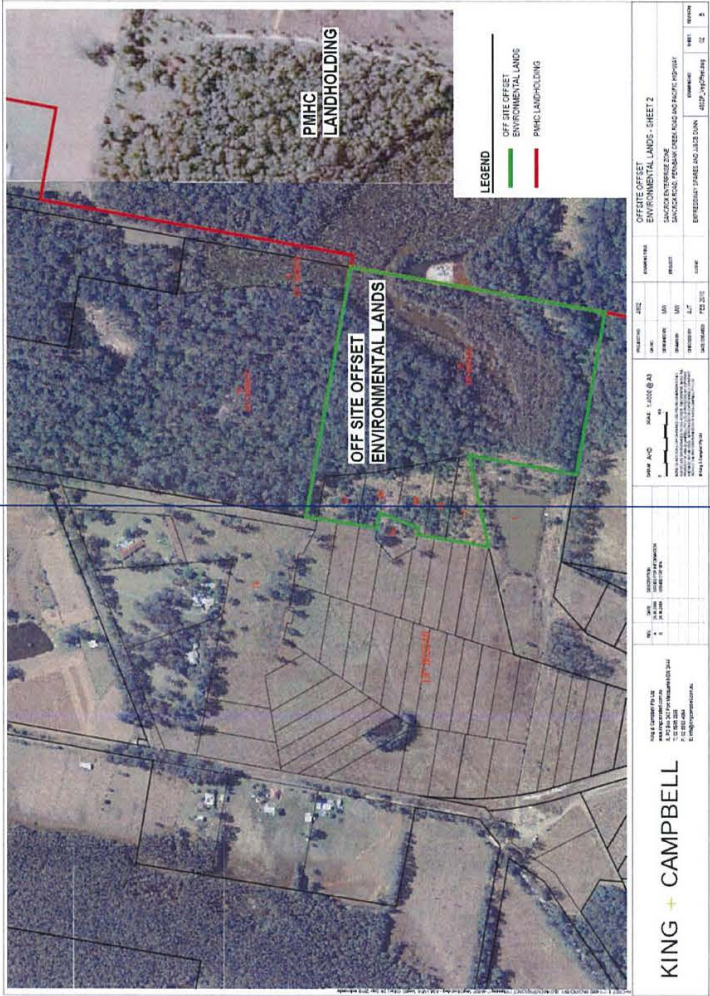
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**James John Dunn & Catherine Brigitte Dunn**





Sancrox Employment Land Environmental Lands & Services Planning Agreement  
Port Macquarie-Hastings Council  
Expressway Spares Pty Limited  
James John Dunn & Catherine Brigitte Dunn



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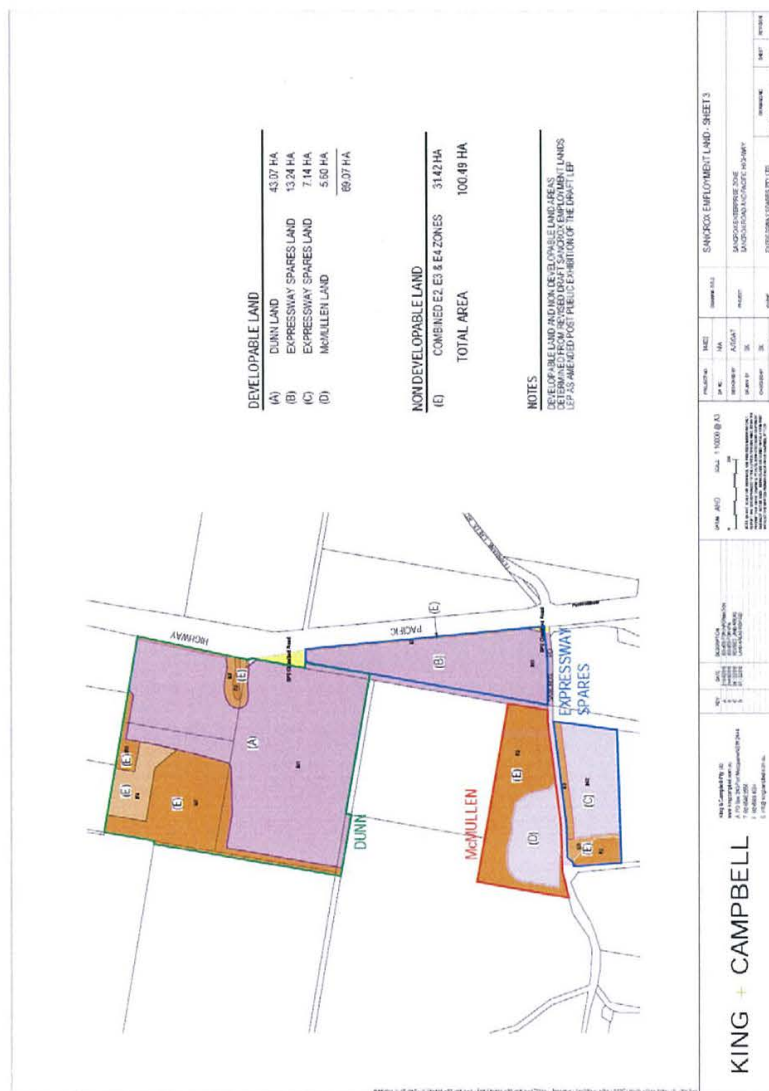
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**Schedule ~~2~~**

(Clause 1.1)

**Map****Sheet 3 – Sancrox Employment Zone Land identifying Expressway Spares Land, Dunn Land and McMullen Land**

**James John Dunn & Catherine Brigitte Dunn**



**James John Dunn & Catherine Brigitte Dunn**

## Map

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**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigette Dunn**

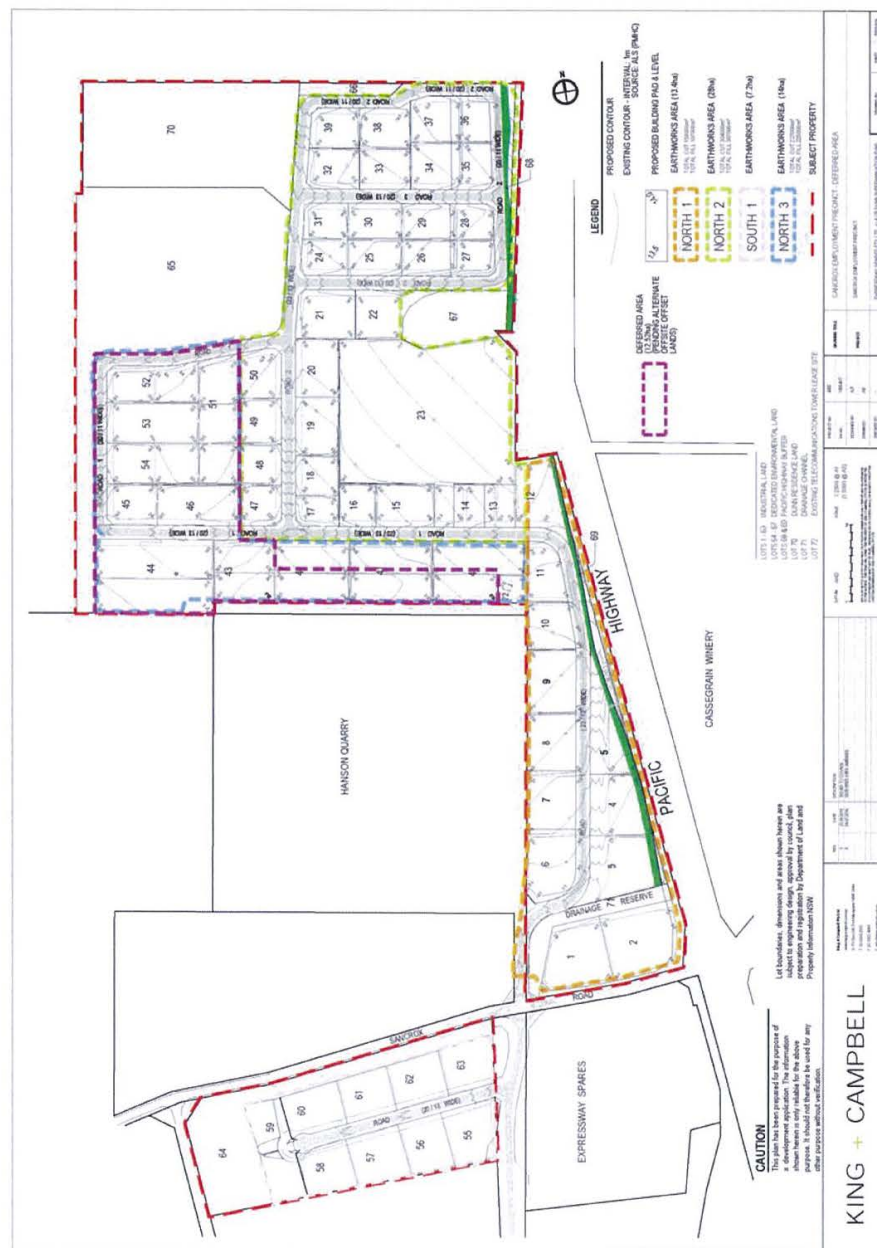
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**Schedule****(Clause 1.1)****Map****Sheet 5 – Deferred Area**

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**James John Dunn & Catherine Brigitte Dunn**



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**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigette Dunn**

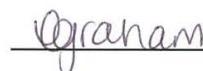
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**Execution****Executed as an Agreement****Dated:** 16 JANUARY 2017

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**Executed on behalf of the Council**

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**General Manager** Carissa Graham**Witness/Name/Position**

EA to GM

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**Executed on behalf of Expressway Spares** in accordance with s127(1) of the Corporations Act (Cth) 2001**Name/Position**

PATRICK CASSEGRAIN/MANAGING DIRECTOR

**Name/Position**

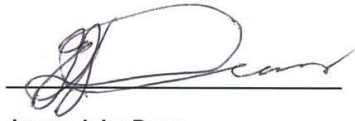
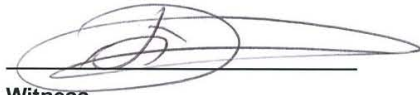
DENIS CASSEGRAIN/DIRECTOR

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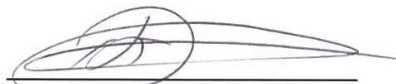
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**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigette Dunn**

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**Executed by James John Dunn****James John Dunn****Witness**

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**Executed by Catherine Brigette Dunn****Catherine Brigette Dunn****Witness**

**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigitte Dunn**

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**Appendix**

(Clause 53)

*Environmental Planning and Assessment Regulation 2000*

(Clause 25E)

**Explanatory Note****Draft Planning Agreement**Under s93F of the *Environmental Planning and Assessment Act 1979***Parties****Port Macquarie-Hastings Council** ABN 11 236 901 601 of Corner Lord and Burrawan Streets, Port Macquarie, New South Wales, 2444 (**Council**)**Expressway Spares Pty Limited** ABN 55 000 483 107 of 7 Sancrox Road, Wauchope, New South Wales, 2446 (**Expressway Spares**)**James John Dunn & Catherine Brigitte Dunn** of 181 Sancrox Road, Wauchope, New South Wales, 2446 (**Dunn**)**Description of the Land to which the Draft Planning Agreement Applies**

[Lot 20 DP 1191370](#), [Lot 2 DP 222740](#), [Lot 41 DP 1191701](#), [Lot 30 DP 255774](#), and [Lot 39 DP 1191701](#), [Lot 31 DP 255774](#), Lot 62 DP 754434, Lot 1 DP 226821, Lot 1 DP 124543, Lot 1 DP 1131036 and Lot 1 DP 1144490

**Description of Proposed Development**

Development of the Land for industrial purposes

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**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigitte Dunn****Summary of Objectives, Nature and Effect of the Draft Planning Agreement****Objectives of Draft Planning Agreement**

The objective of the Draft Planning Agreement is to provide suitable funding for the provision of infrastructure, facilities and services to meet the Development.

**Nature of Draft Planning Agreement**

The Draft Planning Agreement is a planning agreement under s93F of the *Environmental Planning and Assessment Act 1979 (Act)*. The Draft Planning Agreement is a voluntary agreement under which Development Contributions (as defined in clause 1.1 of the Draft Planning Agreement) are made by the Developer for various public purposes (as defined in s93F(3) of the Act).

**Effect of the Draft Planning Agreement**

The Draft Planning Agreement:

- relates to the carrying out by the Developer of development on the Land
- does not exclude the application of s 94 of the Act to the Development,
- excludes the application of s94A of the Act to Subdivision Work but not other Development.
- requires monetary Development Contributions,
- requires the carrying out of specified Works including water supply works, sewerage works and establishment and management of environmental land, by the Developer,
- requires the Council to apply monetary Development Contributions made under the agreement towards the specified purpose for which they were made and at the location, in the manner and to the standard (if any) specified in the agreement,
- imposes obligations on the Developer in relation to the carrying out of specified Works, the handing over of those Works to the Council and the rectification of defects in those Works.
- requires the Developer to provide the Council with security in the event that the Council is required to enforce the terms of the agreement,
- is to be registered on the title to the Land,
- imposes restrictions on the Parties transferring the Land or part of the Land or assigning an interest under the agreement,
- provides two dispute resolution methods for a dispute under the agreement, being expert determination and mediation,
- provides that the agreement is governed by the law of New South Wales, and

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**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigitte Dunn**

- provides that the *A New Tax System (Goods and Services Tax) Act 1999* (Cth) applies to the agreement.

**Assessment of the Merits of the Draft Planning Agreement****The Planning Purposes Served by the Draft Planning Agreement**

The Draft Planning Agreement:

- promotes and co-ordinates of the orderly and economic use and development of the Land to which the agreement applies,
- provides and co-ordinates community services and facilities in connection with the Development, and
- provides increased opportunity for public involvement and participation in environmental planning and assessment of the Development

**How the Draft Planning Agreement Promotes the Public Interest**

The draft Planning Agreement promotes the public interest by promoting the objects of the Act as set out in s5(a)(ii)-(v) and 5(c) of the Act.

**For Planning Authorities:*****Development Corporations - How the Draft Planning Agreement Promotes its Statutory Responsibilities***

N/A

***Other Public Authorities – How the Draft Planning Agreement Promotes the Objects (if any) of the Act under which it is Constituted***

N/A

***Councils – How the Draft Planning Agreement Promotes the Elements of the Council's Charter***

The Draft Planning Agreement promotes the elements of the Council's charter by:

- providing services and facilities for the community,
- ensuring that public facilities provided by the Developer and Owners under the agreement are transferred to and managed by the Council or are otherwise subject to the Council's control,
- providing a means that allows the wider community to make submissions to the Council in relation to the agreement.

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**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigitte Dunn*****All Planning Authorities – Whether the Draft Planning Agreement Conforms with the Authority's Capital Works Program***

The Draft Planning Agreement requires that specified Works be carried out by the Developer for water supply, sewerage services. The works are not included in the Council's relevant current capital works program. However, the Council's Management Plan identifies these types of works in the relevant capital works program. The sewerage services works are included in Council's current capital works program. Accordingly, the provision of these Works under the agreement is consistent and conforms with the capital works envisioned by the Council's Management Plan.

**Whether the Draft Planning Agreement specifies that certain requirements must be complied with before issuing of a construction certificate, occupation certificate or subdivision certificate**

This Draft Planning agreement contains requirements that must be complied with before a construction certificate, occupation certificate or subdivision certificate is issued, being:

- payment of Water Supply Contribution
- construction of Water Supply Work
- payment of Sewerage Services Contribution
- construction of Sewerage Services Work
- dedication of Environmental Management Land
- payment of Management Contribution





## Deed

### **Sancrox Employment Land Environmental Lands and Services Planning Agreement**

Under [s93Fs7.4](#) of the *Environmental Planning and Assessment Act 1979*

**Port Macquarie-Hastings Council  
Expressway Spares Pty Limited  
James John Dunn & Catherine Brigette Dunn**

Date:

**lindsaytaylorlawyers**  
Level 7, 1 O'Connell Street, Sydney NSW 2000, Australia  
**T** 02 8235 9700 • **F** 02 8235 9799 • **W** [www.lindsaytaylorlawyers.com.au](http://www.lindsaytaylorlawyers.com.au) • **E** [mail@lindsaytaylorlawyers.com.au](mailto:mail@lindsaytaylorlawyers.com.au)  
**ABN** 15 695 894 345

Liability limited by a scheme approved under Professional Standards Legislation

**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigette Dunn****Sancrox Employment Land Environmental Lands and Services Planning Agreement****Table of Contents**

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Draft Expressway Spares VPA  
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**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigitte Dunn**


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Draft Expressway Spares VPA  
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**Sancrox Employment Land Environmental Lands and Services Planning Agreement****Summary Sheet****Council:****Name:** Port Macquarie-Hastings Council**Address:** Corner Lord and Burrawan Streets, Port Macquarie, New South Wales, 2444**Telephone:** (02) 6581 8111**Facsimile:** (02) 6581 8123**Email:** council@pmhc.nsw.gov.au**Representative:** Tim Molloy Duncan Coulton**Developer:****Name:** Expressway Spares Pty Limited**Address:** 7 Sancrox Road, Wauchope, New South Wales, 2446**Telephone:** 6585 1000**Facsimile:** 6585 1969**Email:** patrick@expressway.com.au**Representative:** Patrick Cassegrain**Name:** James John Dunn & Catherine Brigitte Dunn**Address:** 181 Sancrox Road, Wauchope, New South Wales, 2446**Telephone:** 6585 3993**Facsimile:** 6586 4494**Email:** casunn@bigpond.net.au**Representative:** Jim Dunn

**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigitte Dunn**

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**Land:**See definition of *Land* in clause 1.1.**Development:**See definition of *Development* in clause 1.1.**Development Contributions:**

See Parts 2 – 6.

**Application of ~~s94~~, ~~s94A~~s7.11, s7.12 and ~~s94E~~s7.24 of the Act:**

See clause 7.

**Security:**

See clause 35.

**Registration:**

See clause 39.

**Restriction on dealings:**

See clause 40.

**Dispute Resolution:**

See clauses 37 and 38.

**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigitte Dunn**

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**Sancrox Employment Land Environmental Lands and Services Planning Agreement**

Under [s93Fs7.4](#) of the *Environmental Planning and Assessment Act 1979*

**Parties**

**Port Macquarie-Hastings Council** ABN 11 235 906 601 of Cnr. Lord and Burrawan Streets, Port Macquarie, New South Wales, 2444 (**Council**)

and

**Expressway Spares Pty Limited** ABN 55 000 483 107 of 7 Sancrox Road, Wauchope, New South Wales, 2446 (**Expressway Spares**)

and

**James John Dunn & Catherine Brigitte Dunn** of 181 Sancrox Road, Wauchope, New South Wales, 2446 (**Dunn**)

**Background**

- A Expressway Spares owns the Expressway Spares Land and Dunn owns the Dunn Land.
- B The Sancrox LEP has taken effect.
- C Development Consent has been granted to the carrying out of the Development.
- D Expressway Spares and Dunn are willing to make Development Contributions provided in accordance with this Deed in connection with the carrying out of the Development.

**Operative provisions****Part 1 - Preliminary****1 Definitions & Interpretation**

- 1.1 In this Deed the following definitions apply:

**Act** means the *Environmental Planning and Assessment Act 1979* (NSW).

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**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigitte Dunn**

**Alternative Funding** means funding obtained by the Council for the ongoing management of Environmental Management Land and Offsite Offset Environmental Land dedicated to the Council under this Deed that does not rely on monetary Development Contributions obtained by the Council under Division 67.1 of Part 47 of the Act (including under this Deed).

**Alternative Offset Land** means land reasonably considered by the Council to be capable of substituting for the Offsite Offset Environmental Land Stage B and which is the subject of a notice to that effect given by the Council to the Developer under clause 19.8.1.

**Approved KPOM** means the document titled '*Koala Plan of Management Sancrox Employment Precinct, Pacific Highway, Sancrox*' approved by the Council on 10 April 2013.

**Authority** means the Commonwealth or New South Wales government, a Minister of the Crown, a government department, a public authority established by or under any Act, a council or county council constituted under the *Local Government Act 1993*, or a person or body exercising functions under any Act including a commission, panel, court, tribunal and the like.

**Bank Guarantee** means an irrevocable and unconditional undertaking without any expiry or end date in favour of the Council to pay an amount or amounts of money to the Council on demand issued by:

- (a) one of the following trading banks:
  - (i) Australia and New Zealand Banking Group Limited,
  - (ii) Commonwealth Bank of Australia,
  - (iii) Macquarie Bank,
  - (iv) National Australia Bank Limited,
  - (iv) St George Bank Limited,
  - (v) Westpac Banking Corporation, or
- (b) any other financial institution approved by the Council in its absolute discretion.

**Claim** includes a claim, demand, remedy, suit, injury, damage, loss, Cost, liability, action, proceeding or right of action.

**Compliance Certificate** has the same meaning as in the Act.

**Construction Certificate** has the same meaning as in the Act.

**Cost** means a cost, charge, expense, outgoing, payment, fee and other expenditure of any nature.

**Deed** means this Deed and includes any schedules, annexures and appendices to this Agreement.

~~**Deed of Variation** means the deed of variation to this Deed entered into by the Parties on~~

**Defects Liability Period** means the period commencing on the date on which a Work is completed and ending 12 months after that date.

**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigitte Dunn**

**Deferred Area** means the area of land identified as such on Sheet 5 of the Map.

**Detailed Management Plan** means a document that makes provision for:

- (a) the establishment and maintenance of Environmental Management Land, Offsite Offset Environmental Land or the Dunn Residence Land, and
- (b) the staged dedication of the Environmental Management Land or the Offsite Offset Environmental Land as public reserve in conjunction with the carrying out of Development.

**Developer** means Expressway Spares and Dunn subject to clause 1.2. ~~45~~17.

**Development** means the development the subject of the Development Consent granted by the Council to DA 2012/305 on 10 April 2013 as modified, substituted or replaced from time to time.

**Development Application** has the same meaning as in the Act.

**Development Consent** has the same meaning as in the Act.

**Development Contribution** means a monetary contribution, the dedication of land free of cost, the carrying out of work, or the provision of any other material public benefit, or any combination of them, to be used for, or applied towards, the provision of public infrastructure or another public purpose.

**Dunn Land** means Lot 62 DP 754434, [Lot 19 DP 1191370](#) ~~Lot 1 DP 226821~~, Lot 1 DP 124543, Lot 1 DP 1131036 and Lot 1 DP 1144490.

**Dunn Residence Land** means the land marked 'A' and 'B' on Sheet 1 of the Map.

**Environmental Management Land** means:

- (a) in relation to the Expressway Spares Land, the land identified as F and G on Sheet 1 of the Map,
- (b) in relation to the Dunn Land, the land identified C, D and E on Sheet 1 of the Map,
- (c) in relation to the McMullen Land, the land identified as H on Sheet 1 of the Map,
- (d) the Visual Buffer Land,
- (e) any other part of the Land that the Parties agree is Environmental Management Land for the purposes of this Deed before such land is required to be dedicated to the Council under this Deed.

**Existing Easements** means easements that are registered on the title to the Offsite Offset Environmental Land Stage B at the time copies of certificates of title are provided to the Council under clause 19.3 that Council reasonably considers will have an unacceptable effect on the performance of the Offsite Offset Environmental Land as environmental offset land.

**Expressway Spares Land** means ~~Lot 2 20 DP 2227401 191370, Lot 30 41 DP 2557741 191701, and Lot 31 39 DP 2557741 191701 Lot 4 DP 1241253, Lots 37 and 38 DP 1191701, and Lot 121 DP 1252569.~~

**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigitte Dunn**

**Establishment Obligation** means the establishment of the Environmental Management Land, Offsite Offset Environmental Land and Dunn Residence Land in accordance with:

- (a) the relevant requirements of any Development Consent relating to the Development, and
- (b) to the extent not inconsistent with such a Development Consent:
  - (i) any Detailed Management Plan approved by the Council, and
  - (ii) otherwise to the reasonable satisfaction of the Council.

**Establishment Period** means, except as otherwise expressly provided by this Deed, the period of not less than 12 months commencing when the Development is commenced (within the meaning of the Act) and ending when the Establishment Obligation is completed to the reasonable satisfaction of the Council.

**First Deed of Variation** means the deed of variation to this Deed entered into by the Parties on 16 January 2017.

**Highway Upgrade Dedication Land** has the same meaning as in the Sancrox Employment Land Road Construction Planning Agreement that was entered into between the Parties to this Deed on 15 April 2014.

**Initial Developer Sewerage Service Work** means [Expressway Spares, being](#) the person who commenced any part of the Development at a time when the construction of the Sewerage Service Work had not been commenced.

**Initial Developer Water Supply Work** means [Expressway Spares, being](#) the person who commenced any part of the Development at a time when the construction of the Water Supply Work had not been commenced.

**Just Terms Act** means the *Land Acquisition (Just Terms Compensation) Act 1991*.

**Land** means the Expressway Spares Land and the Dunn Land.

**Management Contribution** means a monetary Development Contribution per hectare of Net Developable Area indexed quarterly from 30 September 2010 in accordance with the *Consumer Price Index (All Groups - Sydney)* published by the Australian Bureau of Statistics calculated as follows:

$$DC \$ = \$640,408.00 / A$$

Where

**DC** = the monetary Development Contribution per hectare

**A** = the net area of Land in hectares zoned IN2 and IN1 under the Sancrox LEP after excluding Sancrox Road and the part of the Highway Upgrade Dedication Land and the Visual Buffer Land that is zoned either IN1 or IN2.

**Management Contribution Refund** means an amount calculated as follows:

$$\text{Refund \$} = F \times YE \times A / T$$

Where

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**F** = the balance of all Management Contributions paid under this Deed and any similar planning agreement relating to the McMullen Land

**YE** = 20 – (the period of years between the date on which the Management Contribution is paid and the date any Alternative Funding takes effect expressed as a number to two decimal places)

**A** = the Net Developable Area in respect of which the Management Contribution is paid

**T** = the sum of the values of  $YE \times A$  under this Deed and any similar planning agreement relating to the McMullen Land

**Management Obligation** means the management of the Environmental Management Land, Offsite Offset Environmental Land or Dunn Residence Land in accordance with:

- (a) the relevant requirements of any Development Consent relating to the Development, and
- (b) to the extent not inconsistent with such a Development Consent:
  - (i) any Detailed Management Plan approved by the Council, and
  - (ii) otherwise to the satisfaction of the Council.

**Management Period** means the period of three years commencing at the end of the Establishment Period for the Environmental Management Land or such other period or periods as the Parties agree.

**Management Period Stage A** means the period of three years commencing at the end of the Establishment Period for the Offsite Offset Environmental Land Stage A or such other period or periods as the Parties agree.

**Management Period Stage B** means the period commencing at the end of the Establishment Period for the Offsite Offset Environmental Land Stage B and ending on the later to occur of the following:

- (a) three years, or
- (b) when Lots 67-71 DP 805548, being the Offsite Offset Environmental Land Stage B is dedicated to the Council free of such encumbrances as are specified by the Council in a notice given to the Developer,
- (c) when Alternative Offset Land is dedicated to the Council.

**Management Work** means the Work required as part of the Management Obligation.

**Map** means the map comprising Sheets 1 - 5 in the Schedule.

**McMullen Land** means Lot 1 DP 555095.

**Net Developable Area** means the area of a Party's land remaining after excluding any part of that land:

- (a) on which business or industrial development is not permissible under the Sancrox LEP (including the Dunn Residence Land),

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- (b) that is, or will be, required to be dedicated to the Council for the purposes of a local park or drainage reserve, and
- (c) that the Council agrees to exclude at the request of the Party.

**Offsite Offset Environmental Land** means:

- (a) the Offsite Offset Environmental Land Stage A, and
- (b) Offsite Offset Environmental Land Stage B or, if Council accepts Alternative Offset Land in accordance with clause 19.8, the land as amended to include that Alternative Offset Land.

**Offsite Offset Environmental Land Stage A** means the part of the land identified as 'Offsite Offset Environmental Lands' that is marked as 'Stage A (11.9Ha)' on Sheet 2 of the Map.

**Offsite Offset Environmental Land Stage B** means the part of the land identified as 'Offsite Offset Environmental Lands' that is marked as 'Stage B (2.47Ha)' on Sheet 2 of the Map.

**Part 4A-6 Certificate** has the same meaning as in the Act.

**Party** means a party to this Deed, including their successors and assigns.

**Payment Trigger Date** means the commencement of the Second Deed of Variation. The payment of a lump sum, within a reasonable timeframe, no later than 30 days after the Second Deed of Variation has been entered into by the Parties.

**Rectification Notice** means a notice issued in the Defects Liability Period that identifies a defect in a Work and requires rectification of the defect during the Defects Liability Period or during such later period specified in the notice as is reasonable in the circumstances.

**Regulation** means the *Environmental Planning and Assessment Regulation 2000*.

**Sancrox Employment Zone Land** means the Dunn Land, the Expressway Spares Land and the McMullen Land.

**Sancrox LEP** means *Port Macquarie-Hastings Local Environmental Plan 2011 (Amendment No.3)* which took effect on 26 August 2011.

**Second Deed of Variation** means the document titled 'Second Deed of Variation Sancrox Employment Land Environmental Lands and Services Planning Agreement' entered into by the Parties to vary this Deed.

**Security** means a Bank Guarantee, or a bond or other form of security to the satisfaction of the Council.

**Sewerage Service Work** means the following Work to a specification approved by the Council:

- (a) a sewer pump station at the location specified on Sheet 4 of the Map or such other location as is agreed between the Council and the Developer,
- (b) a rising main at the location specified on Sheet 4 of the Map connected to the sewer pump station referred to in paragraph (a), and



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- (c) a gravity sewer main at the location specified on Sheet 4 of the Map connected to the rising main referred to in paragraph (b) of this definition and the existing sewer main in Thrumster Street.

**~~Sewerage Services Contribution means:~~**

~~(a) — in relation to the Dunn Land, a monetary Development Contribution of \$828,790.45 (indexed as at 3 May 2023), being 44.22%, and~~

~~(b) — in relation to the Expressway Spares Land, a monetary Development Contribution of 21.56%,~~

~~towards of the cost of the construction of the Sewerage Service Work determined by Council (\$727,118.13) and indexed from the date of the determination (29 April 2019) to the date of payment in accordance with the Consumer Price Index (All Groups — Sydney) published by the Australian Bureau of Statistics.~~

**Sewerage Services Contribution Reduction means:**

~~(a) — the cost of the construction of the sewer pump station referred to in paragraph (a) of the definition of Sewerage Service Work determined by Council, being \$1,317,976.65 (as of 28 September 2022), and indexed from the date of the determination to the date of payment in accordance with the Consumer Price Index (All Groups — Sydney) published by the Australian Bureau of Statistics, and~~

~~(b) — the component of any Sewerage Services Contribution paid to the Council after the Sewerage Service Work is completed relating to the Work referred to in paragraphs (b) and (c) of the definition of Sewerage Service Work.~~

**Sewerage Services DSP Contribution** means a payment towards the cost of the Sewerage Service Work made to the Council in respect of the Land under s306(2) of the *Water Management Act 2000*.

**Stage** means a stage in the Development approved by the Development Consent for the Development, or any part of Development that the Parties agree is a stage for the purposes of this Deed.

**Subdivision** has the same meaning as *subdivision of land* in the Act.

**Subdivision Certificate** has the same meaning as in the Act.

**Subdivision Work** has the same meaning as in the Act.

**Visual Buffer Land** means land forming part of the Land having a width of 10 metres adjacent to the Highway Upgrade Dedication Land, or such other land as is agreed to between the Parties.

**~~Water Supply Contribution means:~~**

~~(a) —, in relation to the Dunn Land, a monetary Development Contribution of \$252,423.58 (indexed as at 3 May 2023), being 44.22% of the cost of construction of the Water Supply Work (\$219,134.86), to be indexed from 29 April 2019 to the date of payment in accordance with the Consumer Price Index (All Groups — Sydney) published by the Australian Bureau of Statistics~~

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- ~~(i) 61.91% of the cost of the construction of the Work referred to in paragraph (a) of the definition of Water Supply Work if that Work is undertaken by the Initial Developer Water Supply Work or;~~
  - ~~(ii) 45.86% of the cost of the 300mm diameter watermain and 61.91% of the cost of the 250mm diameter watermain referred to in paragraph (b) of the definition of Water Supply Work;~~
  - ~~(b) in relation to the Expressway Spares Land a monetary Development Contribution of:~~
    - ~~(i) 30.19% of the cost of the construction of the Work referred to in paragraph (a) of the definition of Water Supply Work if that Work is undertaken by the Initial Developer Water Supply Work or;~~
    - ~~(ii) 22.36% of the cost of the 300mm diameter watermain and 30.19% of the cost of the 250mm diameter watermain referred to in paragraph (b) of the definition of Water Supply Work;~~
- ~~being the cost determined by the Council and indexed from the date of that determination to the date of payment in accordance with the Consumer Price Index (All Groups – Sydney) published by the Australian Bureau of Statistics.~~

**Water Supply Contribution Reduction** means the cost of the construction of the Water Supply Work being \$540,723.86 (as of 28 September 2022), determined by the Council and indexed from the date of the determination to the date of payment in accordance with the *Consumer Price Index (All Groups – Sydney)* published by the Australian Bureau of Statistics.

**Water Supply DSP Contribution** means a payment towards the cost of the Water Supply Work made to the Council in respect of the Land under s306(2) of the *Water Management Act 2000*.

**Water Supply Work** means:

- ~~(a) if the Council determines that a watermain connection is available in or near Thrumster Street, a 250mm diameter main from that connection to Sancrox Road, or~~
  - ~~(b) if the Council determines that such a connection is not available, a 300mm diameter watermain connecting to Council's 300mm diameter watermain near the Oxley Highway to the prolongation of Thrumster St and then a 250mm diameter watermain from that point to Sancrox Road at Sancrox and generally in the location shown on Sheet 4 of the Map;~~
- ~~being a water main connecting to the Council's existing water supply network.~~
- (a) part of the 300mm watermain component of a 600mm/450mm/300mm watermain constructed between John Oxley Drive and the Pacific Highway near Partridge Creek,
  - (b) the 300mm watermain along the eastern side of the Pacific Highway between Partridge Creek and the future alignment of Thrumster Street constructed by Lend Lease in conjunction with the duplication of the Pacific Highway, and
  - (c) the 300mm watermain along the eastern side of Wambuyn Drive between the future alignment of Thrumster Street and Fernbank Creek

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[Road including connections to road crossings constructed as part of the Sancrox Road Interchange.](#)

**Work** means the physical result of any building, engineering or construction work in, on, over or under land required to be carried out by the Developer under this Deed.

- 1.2 In the interpretation of this Deed, the following provisions apply unless the context otherwise requires:
- 1.2.1 Headings are inserted for convenience only and do not affect the interpretation of this Deed.
  - 1.2.2 A reference in this Deed to a business day means a day other than a Saturday or Sunday on which banks are open for business generally in Sydney.
  - 1.2.3 If the day on which any act, matter or thing is to be done under this Deed is not a business day, the act, matter or thing must be done on the next business day.
  - 1.2.4 A reference in this Deed to dollars or \$ means Australian dollars and all amounts payable under this Deed are payable in Australian dollars.
  - 1.2.5 A reference in this Deed to a \$ value relating to a Development Contribution is a reference to the value exclusive of GST.
  - 1.2.6 A reference in this Deed to any law, legislation or legislative provision includes any statutory modification, amendment or re-enactment, and any subordinate legislation or regulations issued under that legislation or legislative provision.
  - 1.2.7 A reference in this Deed to any agreement, deed or document is a reference to that agreement, deed or document as amended, novated, supplemented or replaced.
  - 1.2.8 A reference in this Deed to a clause, part, schedule or attachment is a reference to a clause, part, schedule or attachment of or to this Deed.
  - 1.2.9 A reference in this Deed to a notice given by one party to another party is a reference to a notice in writing.
  - 1.2.10 A reference in this Deed to the dedication of land to the Council is a reference to the dedication of the land free of cost to the Council.
  - 1.2.11 An expression importing a natural person includes any company, trust, partnership, joint venture, association, body corporate or governmental agency.
  - 1.2.12 Where a word or phrase is given a defined meaning, another part of speech or other grammatical form in respect of that word or phrase has a corresponding meaning.
  - 1.2.13 A word which denotes the singular denotes the plural, a word which denotes the plural denotes the singular, and a reference to any gender denotes the other genders.
  - 1.2.14 References to the word 'include' or 'including' are to be construed without limitation.

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- 1.2.15 A reference to this Deed includes the agreement recorded in this Deed.
- 1.2.16 A reference to a party to this Deed includes a reference to the servants, agents and contractors of the party, and the party's successors and assigns.
- 1.2.17 A reference to the Developer imposes a joint and several obligation on the Parties comprising the Developer unless the obligation is only reasonably capable of being performed by one of them in the particular circumstances.
- 1.2.18 Any schedules, appendices and attachments form part of this Deed.
- 1.2.19 Notes appearing in this Deed are operative provisions of this Deed.

**2 Application of this Deed**

- 2.1 This Agreement applies to the Land and to the Development.

**3 Commencement of this Deed**

- 3.1 This Agreement commences when it has been executed by all of the Parties.
- 3.2 The Party who executes this Deed last is to give notice to the other Parties once it has done so and promptly provide them with a copy of the fully executed version of this Deed.

**4 Operation & effect of this Deed**

- 4.1 Except as regards clause 19 of this Deed, the Developer is under no obligation to make the Development Contributions to the Council in accordance with this Deed unless and until Development Consent is granted to the Development or any part of it subject to a condition requiring the Development Contributions to be made in accordance with this Deed.

**5 Further agreements relating to this Deed**

- 5.1 The Parties may, at any time and from time to time, enter into agreements relating to the subject-matter of this Deed that are not inconsistent with this Deed for the purpose of implementing this Deed.

**6 Surrender of right of appeal, etc.**

- 6.1 The Developer is not to commence or maintain, or cause to be commenced or maintained, any proceedings in the Land and Environment Court concerning:
  - 6.1.1 this Deed, or

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- 6.1.2 the Sancrox LEP, a Development Consent relating to the Development or an approval under [s96s4.55](#) of the Act to modify a Development Consent relating to the Development to the extent that the Sancrox LEP was made or the Development Consent was granted or the modification was approved having regard to the existence of this Deed.

## **7 Application of [s94](#), [s94As7.11](#), [s7.12](#) and [s94EF Division 7.1, Subdivision 4](#) of the Act to the Development**

- 7.1 This Agreement does not exclude the application of [s94s7.11 of the Act](#) to the Development.
- 7.2 This Agreement excludes the application of [s94As7.12 of the Act](#) to Subdivision Work but not other Development.
- 7.3 This Agreement does not exclude the application of [s94EF Division 7.1, Subdivision 4](#) of the Act to the Development.

## **Part 2 – Provisions relating to Water Supply**

### **~~8~~ Payment of Water Supply Contribution**

- ~~9.0 This clause applies if the Developer is not the Initial Developer Water Supply Work to Dunn as the Developer.~~
- ~~10.0 The Developer is to pay the Water Supply Contribution to the Council before a Subdivision Certificate is issued in relation to any part of the Dunn Land. [or 'The Council acknowledges that the Developer has paid the Water Supply Contribution to the Council']~~
- ~~11.0 The payment required by clause 8.2 is in addition to any other Development Contribution that the Developer is required to make under this Deed or otherwise in relation to the Development.~~
- ~~12.0 The Council is to pay to the Developer any Water Supply DSP Contributions it receives in relation to the Land but not so as to exceed the Developer's Water Supply Contribution.~~

### **~~138~~ Construction of Water Supply Work**

- ~~13.1 This clause applies if the Developer is the Initial Developer Water Supply Work.~~
- ~~13.2 The Developer acknowledges that the Development cannot be carried out unless the Water Supply Work is available to serve the Development or arrangements satisfactory to the Council exist relating to the provision of the Water Supply Work to serve the Development.~~

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~~13.38.1~~ The Developer is to construct Expressway Spares as the Initial Developer Water Supply Work has constructed and completed the Water Supply Work to the reasonable satisfaction of the Council.

~~13.4~~ The Developer is not to apply for, or cause, suffer or permit an application to be made for, or procure the issuing of, a Subdivision Certificate or a Construction Certificate relating to the Development unless it has complied with its obligation under clause 9.3 or otherwise obtained the approval of the Council in writing to the application.

~~13.5~~ Clause 9.4 does not apply to:

~~13.6.0~~ a Construction Certificate:

- ~~( )~~ for Subdivision Work, or
- ~~( )~~ that does not relate to the erection of a building or the construction of the Water Supply Work,

~~13.9.0~~ a Subdivision Certificate relating to:

- ~~( )~~ the dedication or transfer of any part of the Land to facilitate the construction of the Water Supply Work,
- ~~( )~~ a boundary adjustment on any part of the Land relating to the construction of the Water Supply Work or the dedication or transfer of any land to facilitate the construction Water Supply Work,
- ~~( )~~ a subdivision to facilitate the sale of any part of the Land.

~~13.13~~ Once the Developer has complied with its obligation under clause 9.3, the Council is to pay to the Developer:

~~13.14.0~~ any Water Supply Contribution it then holds or later receives,

~~13.15.0~~ any Water Supply DSP Contribution it receives, and

~~13.16.0~~ any other monetary Development Contributions paid to the Council after the Water Supply Work has been completed in relation to land other than the Land that benefits from the Water Supply Work and which the Council considers, acting reasonably, should be paid to the Developer,

but only to the extent to which such payments do not exceed the Water Supply Contribution Reduction.

~~8.2~~ Within a reasonable time, not exceeding 30 90 days of the Payment Trigger Date, the Council is to pay Expressway Spares the Water Supply Contribution Reduction.

**Part 3 – Provisions relating to Sewerage Services****~~14~~ Payment of Sewerage Services Contribution**

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~~15.0 This clause applies if the Developer is not the Initial Developer Sewerage Service Work to Dunn as the Developer.~~

~~16.0 The Developer is to pay the Sewerage Services Contribution to the Council before a Subdivision Certificate is issued in relation to any part of the Land. [or 'The Council acknowledges that the Developer has paid the Sewerage Services Contribution to the Council']~~

~~17.0 The payment required by clause 10.2 is in addition to any other Development Contribution that the Developer is required to make under this Deed or otherwise in relation to the Development.~~

~~18.0 The Council is to pay to the Developer any Sewerage Services DSP Contribution it receives in relation to the Land but not so as to exceed the portion of the Developer's Sewerage Services Contribution relating to the sewer pump station referred to in paragraph (a) of the definition of Sewerage Service Work.~~

**199 Construction of Sewerage Services Work**

~~19.1 This clause applies if the Developer is the Initial Developer Sewerage Service Work.~~

~~19.2 The Developer acknowledges that the Development cannot be carried out unless the Sewerage Service Work is available to serve the Development or arrangements satisfactory to the Council exist relating to the provision of the Sewerage Service Work to serve the Development.~~

~~19.3 The Developer is to construct Expressway Spares as the Initial Developer Sewerage Service Work has constructed and completed the Sewerage Service Work to the reasonable satisfaction of the Council.~~

~~19.4 The Developer is not to apply for, or cause, suffer or permit an application to be made for, or procure the issuing of, a Subdivision Certificate or a Construction Certificate relating to the Development unless it has complied with its obligation under clause 11.3.~~

~~19.5 Clause 11.4 does not apply to:~~

~~19.6.0 a Construction Certificate for:~~

~~( ) Subdivision Work, or~~

~~( ) that does not relate to the erection of a building or the construction of the Sewerage Service Work,~~

~~19.9.0 a Subdivision Certificate relating to:~~

~~( ) the dedication or transfer of any part of the Land to facilitate the construction of the Sewerage Service Work,~~

~~( ) a boundary adjustment on any part of the Land relating to the construction of the Sewerage Service Work or the dedication or transfer of any land to facilitate the construction Sewerage Service Work,~~

~~( ) a subdivision to facilitate the sale of any part of the Land.~~

~~19.13 Once the Developer has complied with its obligation under clause 11.3, the Council is to pay to the Developer:~~

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~~19.14.0~~ \_\_\_\_\_ any Sewerage Services Contribution it then holds or later receives, and

~~19.15.0~~ \_\_\_\_\_ any Sewerage Services DSP Contribution it receives,

~~19.16.0~~ \_\_\_\_\_ any other monetary Development Contributions paid to the Council after the Sewerage Services Work has been completed in relation to land other than the Land that benefits from the Sewerage Service Work and which the Council considers, acting reasonably, should be paid to the Developer,

~~9.1~~ \_\_\_\_\_ but only to the extent to which such payments do not exceed the Sewerage Services Contribution Reduction.

~~19.17.2~~ \_\_\_\_\_ Within a reasonable timeframe, not exceeding 30 90 days after the Payment Trigger Date, the Council is to pay Expressway Spares the Sewer Services Contribution Reduction.

**Part 4 – Provisions relating to Environmental Lands****2010 Zoning of Visual Buffer Land**

~~20.110.1~~ \_\_\_\_\_ The Developer is not to make or procure the making of any objection in relation to the making of a local environmental plan within the meaning of the Act that operates to rezone all or part of the Visual Buffer Land to Zone E3 within the meaning of the standard instrument in ~~clause 33A~~ section 3.20 of the Act.

**2111 Approval of Detailed Management Plan**

~~21.111.1~~ \_\_\_\_\_ The Developer is to ensure that a Development Application that seeks Development Consent for the establishment and maintenance of Environmental Management Land is accompanied by a Detailed Management Plan in respect of that land.

~~21.211.2~~ \_\_\_\_\_ The Developer is not to establish or maintain Environmental Management Land except in accordance with:

~~21.2.111.2.1~~ \_\_\_\_\_ a Detailed Management Plan that has been approved by the Council in respect of that land, and

~~21.2.211.2.2~~ \_\_\_\_\_ the terms of any approval granted by the Council as modified from time to time.

**2212 Establishment & Management of Environmental Management Land**

~~22.112.1~~ \_\_\_\_\_ The Developer, at its own cost, is to perform:

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22.1.112.1.1 the Establishment Obligation during the Establishment Period; and

22.1.212.1.2 the Management Obligation during the Management Period.

22.212.2 The Developer is to perform its obligations under clause 14.1 in accordance with:

22.2.112.2.1 this Deed, and

22.2.212.2.2 any further agreement that is entered into by the Developer and the Council under clause 5, and

22.2.312.2.3 any requirements and directions notified in writing by the Council to the Developer at any time before the Environmental Management Land Management Work is taken to have been completed that are not inconsistent with:

- (a) this Deed, or
- (b) any agreement referred to in clause 14.2.2, or
- (c) any Development Consent relating to the Development.

22.312.3 The Establishment Obligation and the Management Obligation in respect of land of or dedicated by that Developer are not to be varied by that Developer, unless:

22.3.112.3.1 that Developer and the Council agree in writing to the variation, and

22.3.212.3.2 any consent or approval required under the Act or any other law to the variation is first obtained.

22.412.4 Clauses 30 and 31 applies to completion of the Establishment Obligation and the Management Obligation subject to the following:

22.4.112.4.1 the Defects Liability Period referred to in clause 31 means the period commencing on the date on which the Work is taken to have been completed under this Deed and ending 14 days after that date.

22.4.212.4.2 the Council does not accept responsibility for the Work comprising the Establishment Obligation until the land is dedicated to the Council in accordance with this Deed.

**23.13 Failure to Perform Establishment or Management Obligation**

23.113.1 If the Council considers that the Developer is in breach of the Establishment Obligation or the Management Obligation relating to land of or dedicated by that Developer, the Council may give that Developer a notice requiring the breach to be rectified to the satisfaction of the Council.

23.213.2 A notice given under clause 15.1 is to allow the Developer a period of not less than 28 days or such other period as the Council considers appropriate in the circumstances of the case to rectify the breach.

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~~23-3~~13.3 The Developer is to comply with a notice under clause 15.1 strictly according to its terms.

**24.14 Inspection of the Environmental Management Land**

24.114.1 Before Environmental Management Land is dedicated to the Council in accordance with this Deed, the Developer is to permit the Council, its officers, employees, agents and contractors to enter that land at any time, upon giving reasonable prior notice, to inspect, examine or test that land.

24.214.2 After Environmental Management Land is dedicated to the Council in accordance with this Deed, the Developer is to permit the Council, its officers, employees, agents and contractors to pass through land owned, occupied or otherwise controlled by the Developer to enable the Council to obtain access to the Environmental Management Land.

24.314.3 This clause does not derogate from any other rights the Council has under this Deed to enter Environmental Management Land.

**25.15 Dedication of Environmental Management Land**

25.115.1 The Developer is to dedicate the Environmental Management Land to the Council at the following times:

25.1.115.1.1 if the Development in a Stage relating to any Environmental Management Land involves Subdivision – upon registration of the first plan of subdivision relating to that Stage or at such other time as that Developer and the Council agree, or,

25.1.215.1.2 if the Development in a Stage relating to any Environmental Management Land does not involve Subdivision - before the first Part 4A-6 Certificate is issued relating to that Stage or at such other time as that Developer and the Council agree.

**26.16 Management Contribution**

26.116.1 The Developer is to pay the Management Contribution to the Council on a Stage by Stage basis:

26.1.116.1.1 based on the Net Developable Area of the part of the Land within the Stage, and

26.1.216.1.2 before a Subdivision Certificate is issued in relation to the Stage, or at such other time as the Parties agree.

26.216.2 The Management Contribution and any interest earned on its investment is to be held and applied by the Council for a period of 17 years on and from the expiration of the Management Period towards the ongoing environmental management of the Environmental Management Land and the Offsite Offset Environmental Land but only where that land has been dedicated to the Council.



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- ~~26-3~~16.3 The Council is to use its reasonable endeavours to obtain Alternative Funding as soon as reasonably practicable after this Deed is entered into.
- ~~26-4~~16.4 The Developer is not to raise any requisition or objection in respect of anything done by the Council under clause 18.3.
- ~~26-5~~16.5 If, at any time after the date of this Deed, the Council obtains Alternative Funding, the Council is to send a notice to each Developer:
- ~~26-5-1~~16.5.1 informing the Developer that the Council has obtained the Alternative Funding, and
- ~~26-5-2~~16.5.2 specifying the amount of the Management Contribution Refund that may be claimed by the Developer, and
- ~~26-5-3~~16.5.3 in the case where the Developer has not yet paid the Management Contribution - informing the Developer that the amount of that contribution payable to the Council is to be reduced by the amount specified in clause 18.5.2, and
- ~~26-5-4~~16.5.4 in the case where the Developer has paid the Management Contribution - informing the Developer that the amount specified in clause 18.5.2 will be paid by the Council to the Developer if the Council receives within 28 days of the date on the Council's notice a notice from the Developer claiming the Management Contribution Refund.
- ~~26-6~~16.6 If a notice under clause 18.5 is given to the Developer in a case:
- ~~26-6-1~~16.6.1 where the Developer has not yet paid the Management Contribution, that contribution is taken for the purposes of this Deed to have been reduced by the amount specified in clause 18.5.2, and
- ~~26-6-2~~16.6.2 where the Developer has paid the Management Contribution, the Council is to pay the Management Contribution Refund to the Developer if it receives the notice from the Developer referred to in clause 18.5.4.
- ~~26-7~~16.7 The Management Contribution payable by the Developer may be reduced by agreement in writing between the Developer and the Council but only if the agreement also provides for an extended Management Period.

**Part 5 – Provisions Relating to Offsite Offset Environmental Land****~~27-1~~17 Establishment, rehabilitation, dedication and management of Offsite Offset Environmental Land**

- ~~27-1~~17.1 Clauses 13 -16 of this Deed apply to the Offsite Offset Environmental Land in the same way that they apply to the Environmental Management Land with the following modifications:

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27.1.117.1.1 a reference to a Detailed Management Plan is a reference to a plan that contains provisions relating to the establishment, rehabilitation and maintenance of Offsite Offset Environmental Land including provision for the staged dedication of the Offsite Offset Environmental Land as a public reserve;

27.1.217.1.2 a reference to the Establishment Period is a reference to the period commencing on the date of the First Deed of Variation,

27.1.317.1.3 a reference to the Management Period is:

- (a) a reference to the Management Period Stage A in respect of Offsite Offset Environmental Land Stage A, and
- (b) a reference to Management Period Stage B in respect of Offsite Offset Environmental Land Stage B.

27.217.2 Clause 17 of this Deed applies to the Offsite Offset Environmental Land Stage A in the same way that it applies to the Environmental Management Land.

27.317.3 Expressway Spares is to provide Council with copies of the certificates of title for the Offsite Offset Environmental Land Stage B within 90 days of the date of the First Deed of Variation.

27.417.4 Within 14 days of the provision of the certificates of title under clause 19.3, the Council must notify Expressway Spares of the Existing Easements.

27.517.5 Expressway Spares is to use reasonable endeavours to extinguish the Existing Easements notified to it under clause 19.4.

27.617.6 Expressway Spares is to dedicate the Offsite Offset Environmental Land Stage B to the Council promptly after the Existing Easements notified to it under clause 19.4 have been extinguished.

27.717.7 If Expressway Spares, having used all reasonable endeavours, is unable to extinguish the Existing Easements, then Expressway Spares must notify the Council and offer to Council proposed Alternative Offset Land.

27.817.8 Council must notify Expressway Spares in writing whether Council:

27.8.117.8.1 accepts the proposed Alternative Offset Land, or

27.8.217.8.2 rejects the proposed Alternative Offset Land, in which case further proposed Alternative Offset Land must be offered to the Council.

27.917.9 The Developer is not to do any of the following in the Deferred Area during the Management Period Stage B other than in accordance with the Approved KPOM:

27.9.117.9.1 make an application to the Council to carry out any development, or carry out any development, or

27.9.217.9.2 make an application to the Council or any other Authority to clear vegetation, or clear vegetation.

**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigitte Dunn****19A Acquisition of Offsite Offset Environmental Land Stage A**

- 19A.1 The Council may compulsorily acquire the Offsite Offset Environmental Land Stage A for environmental protection purposes pursuant to s186 of the *Local Government Act 1993* and the Just Terms Act if it considers it reasonable to do so in the public interest.
- 19A.2 Clause 19A.1 constitutes an agreement for the purposes of s30 of the Just Terms Act.
- 19A.3 If, as a result of the acquisition referred to in clause 19A.1, the Council is required to pay compensation to any person other than the Developer, the Developer is to reimburse the Council that amount, upon a written request being made by the Council.
- 19A.4 The Developer indemnifies and keeps indemnified the Council against all Claims made against the Council as a result of any acquisition by the Council of the whole or any part of the Environmental Dedication Land except if, and to the extent that, the Claim arises because of the Council's negligence or default.
- 19A.5 The Developer is to promptly do all things necessary, and consents to the Council doing all things necessary, to give effect to this clause 19A, including without limitation:
- 19A.5.1 signing any documents or forms,
  - 19A.5.2 giving land owner's consent for lodgement of any Development Application,
  - 19A.5.3 producing certificates of title to the Registrar-General under the *Real Property Act 1900*, and
  - 19A.5.4 paying the Council's costs arising under this clause 19A.

**2818 Making of Development Applications**

~~28.118.1~~ The Developer is not to make, or cause or permit to be made, or to give its consent as owner to the making of, an application for a Subdivision Certificate relating to the part of the Development on the Expressway Spares Land unless the Offsite Offset Environmental Land Stage A has been acquired by the Council.

~~28.218.2~~ Clause 20.1 does not apply if the Council and the Developer agree in writing to the contrary.

**Part 6 – Provisions Relating to Dunn Residence Land**

**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigitte Dunn****29.19 Establishment and management of Dunn Residence Land**

29.1.19.1 Clauses 13-16 of this Deed apply to the Dunn Residence Land in the same way that they apply to the Environmental Management Land with the following modifications:

29.1.19.1.1 a reference to a Detailed Management Plan is a reference to a plan that contains provisions relating to the establishment and perpetual maintenance of the Dunn Residence Land.

29.1.219.1.2 a reference to the Establishment Period is a reference to the Establishment Period applicable to the Environmental Management Land marked 'C' on Sheet 1 of the Map.

29.1.319.1.3 a reference to the Management Period is a reference to the period commencing immediately at the end of the Establishment Period and ending as specified in the Detailed Management Plan.

29.219.2 The Developer is not to make, or cause or permit to be made, or to give its consent as owner to the making of, an application under the Act relating to the Development of the Dunn Land or the issuing of a Subdivision Certificate to separate the Dunn Residence Land from the Dunn Land unless the Detailed Management Plan for the Dunn Residence Land has been approved by the Council.

**30.20 Annual Report**

30.420.1 The Party who is the owner of the Dunn Residence Land must submit an annual report by 28 July in each year that demonstrates that maintenance requirements required to be carried out in relation to that land during the Management Period have been met during the 12 month period prior to 1 July in the same year.

**Part 7 – General Provisions Relating to Development Contributions****31.21 Procedures relating to payment of monetary Development Contributions**

31.421.1 A monetary Development Contribution is made for the purposes of this Deed when the Council receives the full amount of the contribution payable under this Deed in cash or by unendorsed bank cheque or by the deposit by means of electronic funds transfer of cleared funds into a bank account nominated by the Council.

31.221.2 The Developer is to give the Council not less than 2 business days notice of its intention to pay a monetary Development Contribution.

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31.321.3 The Developer is not required to pay a monetary Development Contribution under this Deed unless the Council, after having received the Developer's notice under clause 23.2, has given to the Developer a tax invoice for the amount of the Development Contribution.

31.421.4 The Developer is not in breach of this Deed if it fails to pay a monetary Development Contribution at the time required by this Deed by reason only of the Council's failure to give to the Developer a tax invoice in relation to the amount proposed to be paid by it.

**3222 Procedures relating to the dedication of land**

32.122.1 A Development Contribution comprising the dedication of land is made for the purposes of this Deed when:

32.1.122.1.1 a deposited plan is registered in the register of plans maintained by the Registrar-General, that dedicates land as a public road (including a temporary public road) under the *Roads Act 1993* or creates a public reserve or drainage reserve under the *Local Government Act 1993*, or

32.1.222.1.2 the Council is given an instrument in registrable form under the *Real Property Act 1900* that is effective to transfer the title to the land to the Council when registered.

32.222.2 For the purposes of clause 24.1.2:

32.2.122.2.1 the Developer is to give the Council, for execution by the Council as transferee, an instrument of transfer under the *Real Property Act 1900* relating to the land to be dedicated, and

32.2.222.2.2 the Council is to execute the instrument of transfer and return it to Developer within 7 days of receiving it from the Developer,

32.2.322.2.3 the Developer is to lodge the instrument of transfer for registration with the Registrar-General, within 7 days of receiving it from the Council duly executed,

32.2.422.2.4 the Developer and the Council are to do all things reasonably necessary to enable registration of the instrument of transfer to occur.

32.322.3 If this Deed requires the Developer to dedicate land to the Council on which the Developer is also required to carry out a Work under this Deed, the Developer is to dedicate the land not later than 7 days after the Work is completed.

**3323 Carrying out of Work**

33.123.1 Except as otherwise specifically provided by this Deed, any Work that is required to be carried out by the Developer under this Deed is to be carried out in accordance with:

33.1.123.1.1 any relevant Development Consent,



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33.1.223.1.2 any relevant policies and specifications of the Council existing at the time such a consent is granted,

33.1.323.1.3 any other applicable law, and

33.1.423.1.4 otherwise to the reasonable satisfaction of the Council.

33.2 If the Developer is reasonably required by the Council to prepare or modify a design or specification relating to a Work for approval by the Council under this Deed, the Developer is to bear all costs relating to the preparation or modification and approval of the design and specification.

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**3424 Access to the Land**

34.124.1 The Developer is to permit the Council, its officers, employees, agents and contractors to enter any of its land or any other land at any time, upon giving reasonable prior notice, in order to inspect, examine or test any Work or to remedy any breach of the Developer relating to the carrying out of a Work.

34.224.2 The Council is to permit the Developer to enter and occupy any land owned or controlled by the Council for the purpose of enabling the Developer to carry out any Work under this Deed that is required to be carried out on such land or to perform any other obligation imposed on the Developer by or under this Deed.

**3525 Protection of people and property**

35.125.1 The Developer is to ensure to the fullest extent reasonably practicable in relation to the carrying out of any Work that:

35.1.125.1.1 all necessary measures are taken to protect people and property,

35.1.225.1.2 unnecessary interference with the passage of people and vehicles is avoided, and

35.1.325.1.3 nuisances and unreasonable noise and disturbances are prevented.

**3626 Damage and repairs to Work**

36.126.1 The Developer, at its own cost, is to repair and make good to the satisfaction of the Council any loss or damage to a Work from any cause other than a negligent act or omission of the Council that occurs prior to the date on which the Work is completed under this Deed.

**3727 Variation of Work**

37.127.1 A Work is not to be varied by the Developer, unless:

37.1.127.1.1 the Developer and the Council agree in writing to the variation, and

37.1.227.1.2 any consent or approval that is required to the variation under the Act or any other law is first obtained, and

37.1.327.1.3 the Developer bears all of the Council's costs of and incidental to the variation.

37.2 For the purposes of clause 29.1 a variation may relate to any matter in relation to the Work that is dealt with by this Deed.

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**3828 Completion of Work**

38-128.1 Work is completed for the purposes of this Deed if the Council, acting reasonably, gives a certificate to the Developer to that effect or the Developer gives the Council a Compliance Certificate to that effect.

**3929 Rectification of defects**

39-129.1 During the Defects Liability Period, the Council may give the Developer a Rectification Notice.

39-229.2 Subject to the resolution of a dispute in accordance with this Deed, the Developer is to comply with a Rectification Notice at its own cost and to the reasonable satisfaction of the Council.

**4030 Works-As-Executed-Plan**

40-130.1 No later than 60 days after a Work is taken to have been completed in accordance with this Deed, the Developer is to submit to the Council a full works-as-executed-plan in respect of the Work.

**Part 8 – Other Provisions****4131 Indemnity and Insurance**

41-131.1 The Developer indemnifies the Council, its employees, officers, agents, contractors and workmen from and against all losses, damages, costs (including legal costs on a full indemnity basis), charges, expenses, actions, claims and demands whatsoever which may be sustained, suffered, recovered or made arising in connection with a negligent act or omission of the Developer in carrying out any Work and the performance of any other obligation under this Deed.

41-231.2 The Developer is to take out and keep current, or is to ensure that its contractors take out and keep current, to the satisfaction of the Council the following insurances in relation to Work required to be carried out by the Developer under this Deed up until the Work is taken to have been completed in accordance with this Deed:

41-2-131.2.1 contract works insurance, noting the Council as an interested party, for the full replacement value of the Works (including the cost of demolition and removal of debris, consultants' fees and authorities' fees), to cover the Developer's liability in respect of damage to or destruction of the Works,

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41.2.231.2.2 public liability insurance for at least \$20,000,000.00 for a single occurrence, which covers the Council, the Developer and any subcontractor of the Developer, for liability to any third party,

41.2.331.2.3 workers compensation insurance as required by law, and

41.2.431.2.4 any other insurance required by law.

41.331.3 If the Developer fails to comply with clause 33.2, the Council may effect and keep in force such insurances and pay such premiums as may be necessary for that purpose and the amount so paid shall be a debt due by the Developer to the Council.

41.431.4 The Developer is not to commence to carry out any Work unless it has first provided to the Council satisfactory written evidence of all of the insurances specified in clause 33.2.

**42.32 Failure to carry out Work**

42.132.1 If the Council reasonably considers that the Developer is in breach of any obligation under this Deed relating to a Work, including compliance with a Rectification Notice, the Council may give the Developer a notice requiring the breach to be rectified to the Council's reasonable satisfaction.

42.232.2 The dispute resolution provisions of this Deed do not apply to the giving of a notice under clause 34.1.

42.332.3 A notice given under clause 34.1 is to allow the Developer a period of not less than 28 days to rectify the breach or such further period as the Council considers reasonable in the circumstances.

42.432.4 A notice under clause 34.1 satisfies the requirement for a notice in clause 34.8 if it also complies with the requirements of that clause.

42.532.5 The Council may carry out and complete the Work the subject of a notice under clause 34.1 if the Developer fails to comply with the notice to the Council's reasonable satisfaction.

42.632.6 The Developer is to do all things reasonably necessary to enable the Council to exercise its rights under clause 34.5.

42.732.7 If the Council incurs a cost in carrying out, completing or rectifying a defect in a Work resulting from non-compliance by the Developer with this Deed that is not met by calling-up the Security, the Council may recover the cost from the Developer in a court of competent jurisdiction.

42.832.8 For the purpose of clause 34.7, the Council's costs of carrying out, completing or rectifying a defect in a Work includes, but is not limited to:

42.8.132.8.1 the reasonable costs of the Council's servants, agents and contractors reasonably incurred for that purpose,

42.8.232.8.2 all fees and charges necessarily or reasonably incurred by the Council in order to have the Work carried out, completed or rectified, and

42.8.332.8.3 all legal costs and expenses reasonably incurred by the Council, by reason of the Developer's failure to comply with this Deed.

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43-133.1 In this clause 35, a reference to Work is a reference to:

43-1-133.1.1 the Management Obligation in relation to the Environmental Management Land,

43-1-233.1.2 the Establishment Obligation in relation to the Offsite Offset Environmental Land,

43-1-333.1.3 the Management Obligation in relation to the Offsite Offset Environmental Land,

43-1-433.1.4 the completion of the Water Supply Work, and

43-1-533.1.5 the completion of the sewer pump station and rising main referred to in paragraph (a) and (b), respectively, of the definition of *Sewerage Service Work*.

43-233.2 The Developer is not to carry out Work unless, prior to the commencement of the Work, the Developer provides the Council with Security for the Work in an amount agreed to by the Council.

43-333.3 For the purposes of clause 35.2, the Parties are to have regard to any policy or practice of the Council, current at the time the Security is provided, relating to the provision of security to the Council for the construction of public infrastructure by developers.

43-433.4 The Council is to release and return the Security or any unused part of it to the Developer within 14 days of compliance by the Developer with its Development Contribution obligations under this Deed to the reasonable satisfaction of the Council.

43-533.5 The Developer may at any time provide the Council with a replacement Security.

43-633.6 On receipt of a replacement Security, the Council is to release and return to the Developer, as directed, the Security it holds that has been replaced.

43-733.7 The Council may call-up the Security if it considers, acting reasonably, that the Developer has not complied with its Development Contributions obligations under this Deed.

43-833.8 However, the Council is not to call-up the Security unless it has given the Developer not less than 30 days notice of its intention to do so and the Developer has not rectified the non-compliance to the Council's reasonable satisfaction before that period has expired.

43-933.9 If the Council calls-up the Security, it may use the amount paid to it in satisfaction of any costs incurred by it in remedying the non-compliance including but not limited to:

43-9-133.9.1 the reasonable costs of the Council's servants, agents and contractors reasonably incurred for that purpose,

43-9-233.9.2 all fees and charges necessarily or reasonably incurred by the Council in order to have the Work carried out, completed or rectified, and



**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigitte Dunn**

43.9.333.9.3 all legal costs and expenses reasonably incurred by the Council, by reason of the Developer's non-compliance.

43.1033.10 If the Council calls-up the Security, it may, by notice to the Developer, require the Developer to provide a further or replacement Security in an amount that, when added to any unused portion of any existing Security, does not exceed the amount of the Security the Council is entitled to hold under this Deed.

43.1133.11 The dispute resolution provisions of this Deed do not apply to a matter the subject of this clause.

**4434 Enforcement in a court of competent jurisdiction**

44.134.1 Without limiting any other provision of this Deed, the Parties may enforce this Deed in any court of competent jurisdiction.

44.234.2 For the avoidance of doubt, nothing in this Deed prevents:

44.2.134.2.1 a Party from bringing proceedings in the Land and Environment Court to enforce any aspect of this Deed or any matter to which this Deed relates,

44.2.234.2.2 the Council from exercising any function under the Act or any other Act or law relating to the enforcement of any aspect of this Deed or any matter to which this Deed relates.

**4535 Dispute Resolution – expert determination**

45.135.1 This clause applies to a dispute under this Deed which relates to a matter that can be determined by an appropriately qualified expert.

45.235.2 Any dispute between the Parties as to whether a dispute to which this clause applies can be determined by an appropriately qualified expert is to be referred to the Chief Executive Officer of the professional body that represents persons with the relevant expertise for determination, which is to be final and binding on the Parties.

45.335.3 Such a dispute is taken to arise if one Party gives another Party a notice specifying particulars of the dispute.

45.435.4 If a notice is given under clause 37.3, the Parties are to meet within 14 days of the notice in an attempt to resolve the dispute.

45.535.5 If the dispute is not resolved within a further 28 days, the dispute must be referred to the President of the Association of Chartered Surveyors NSW or President of Engineers Australia, NSW Branch, to appoint an expert for expert determination.

45.635.6 The expert determination is binding on the Parties except in the case of fraud or misfeasance by the expert.

45.735.7 Each Party must bear its own costs arising from or in connection with the appointment of the expert and the expert determination.

**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigitte Dunn****4636 Dispute Resolution - mediation**

~~46.136.1~~ This clause applies to any dispute under this Deed other than a dispute to which clause 37 applies.

~~46.236.2~~ Such a dispute is taken to arise if one Party gives another Party a notice specifying particulars of the dispute.

~~46.336.3~~ If a notice is given under clause 38.2, the Parties are to meet within 14 days of the notice in an attempt to resolve the dispute.

~~46.436.4~~ If the dispute is not resolved within a further 28 days, the Parties must mediate the dispute in accordance with the Mediation Rules of the Law Society of New South Wales published from time to time and must request the President of the Law Society, or the President's nominee, to select a mediator.

~~46.536.5~~ If the dispute is not resolved by mediation within a further 28 days, or such longer period as may be necessary to allow any mediation process which has been commenced to be completed, then the Parties may exercise their legal rights in relation to the dispute, including by the commencement of legal proceedings in a court of competent jurisdiction in New South Wales.

**4737 Registration of this Deed**

~~47.137.1~~ The Parties agree to register this Deed subject to obtaining the agreement of the persons specified in ~~s93Hs7.6~~(1) of the Act to registration.

~~47.237.2~~ The Developer is to use its reasonable endeavours to obtain the consent of the persons specified in ~~s93Hs7.6~~(1) of the Act to registration of this Deed.

~~47.337.3~~ If the agreement of the persons specified in ~~s93Hs7.6~~(1) of the Act to registration of this Deed is obtained, the Parties are to do such things as are reasonably necessary to enable registration to occur.

~~47.437.4~~ Subject to this clause, within 60 days of the Sancrox LEP taking effect, the Developer is to provide the Council with the following documents to enable registration of this Deed:

~~47.4.137.4.1~~ an instrument requesting registration of this Deed on the title to the Land in registrable form duly executed by the Developer, and

~~47.4.237.4.2~~ the written irrevocable consent of each person referred to in ~~s93Hs7.6~~(1) of the Act to that registration.

~~47.537.5~~ The Parties are to do such things as are reasonably necessary to remove any notation relating to this Deed from the title to the Land:

~~47.5.137.5.1~~ in so far as the part of the Land concerned is a lot created in the Development that the Council reasonably considers is intended for separate occupation and disposition,

~~47.5.237.5.2~~ in relation to any other part of the Land, once that the Developer has completed its obligations under this Deed to the

**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigitte Dunn**

reasonable satisfaction of the Council or this Deed is terminated or otherwise comes to an end for any reason whatsoever.

**48.38 Assignment, Sale of Land, etc**

48.1.38.1 Unless the matters specified in clause 40.2 are satisfied, the Developer is not to do any of the following:

48.1.38.1.1 if the Developer is the owner of the Land, to sell or transfer the Land to any person, or

48.1.38.1.2 assign or novate to any person the Developer's rights or obligations under this Deed.

48.2.38.2 The matters required to be satisfied for the purposes of clause 40.1 are as follows:

48.2.38.2.1 the Developer has, at no cost to the Council, first procured the execution by the person to whom the Developer's rights or obligations under this Deed are to be assigned or novated, of an agreement in favour of the Council on the same terms as this Deed, and

48.2.38.2.2 the Council, by notice to the Developer, has stated that evidence satisfactory to the Council has been produced to show that the assignee or novatee, is reasonably capable of performing its obligations under the Agreement, and

48.2.38.2.3 the Developer is not in breach of this Deed, and

48.2.38.2.4 the Council otherwise consents to the transfer, assignment or novation, which consent is not to be unreasonably withheld.

48.38.3 This clause 40 does not apply in relation to any sale or transfer of the Land if this Deed is registered on the title to the Land at the time of the sale.

**49.39 Review of this Deed**

49.139.1 The Parties agree to review this Deed if any party is of the opinion that any change of circumstance has occurred, or is imminent, that materially affects the operation of this Deed and requests a review.

49.239.2 For the purposes of clause 41.1, the relevant changes include (but are not limited to) any change to a law that restricts or prohibits or enables the Council or any other planning authority to restrict or prohibit any aspect of the Development.

49.339.3 For the purposes of addressing any matter arising from a review of this Deed, the Parties are to use all reasonable endeavours to agree on and implement appropriate amendments to this Deed.

49.439.4 If this Deed becomes illegal, unenforceable or invalid as a result of any change to a law, the Parties agree to do all things necessary to ensure that an enforceable agreement of the same or similar effect to this Deed is entered into.

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~~49.539.5~~ A failure by a Party to agree to take action requested by the other Party as a consequence of a review of this Deed is not a dispute for the purposes of the dispute resolution provisions of this Deed.

**5040 Notices**

~~50.140.1~~ Any notice, consent, information, application or request that must or may be given or made to a Party under this Deed is only given or made if it is in writing and sent in one of the following ways:

~~50.1.140.1.1~~ delivered or posted to that Party at its address set out in the Summary Sheet, or

~~50.1.240.1.2~~ faxed to that Party at its fax number set out in the Summary Sheet.

~~50.240.2~~ If a Party gives the other Party 3 business days notice of a change of its address or fax number, any notice, consent, information, application or request is only given or made by that other Party if it is delivered, posted or faxed to the latest address or fax number.

~~50.340.3~~ Any notice, consent, information, application or request is to be treated as given or made if it is:

~~50.3.140.3.1~~ delivered, when it is left at the relevant address,

~~50.3.240.3.2~~ sent by post, 2 business days after it is posted, or

~~50.3.340.3.3~~ sent by fax, as soon as the sender receives from the sender's fax machine a report of an error free transmission to the correct fax number.

~~50.440.4~~ If any notice, consent, information, application or request is delivered, or an error free transmission report in relation to it is received, on a day that is not a business day, or if on a business day, after 5pm on that day in the place of the Party to whom it is sent, it is to be treated as having been given or made at the beginning of the next business day.

**5141 Costs**

~~51.141.1~~ The Developer is to pay to the Council the Council's costs not exceeding \$11,000.00 ex GST of preparing, negotiating, executing and stamping this Deed, and any document related to this Deed within 7 days of a written demand by the Council for such payment.

**5242 Entire Agreement**

~~52.142.1~~ This Agreement contains everything to which the Parties have agreed in relation to the matters it deals with.

**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigitte Dunn**

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52.242.2 No Party can rely on an earlier document, or anything said or done by another Party, or by a director, officer, agent or employee of that Party, before this Deed was executed, except as permitted by law.

**5343 Further Acts**

53.143.1 Each Party must promptly execute all documents and do all things that another Party from time to time reasonably requests to effect, perfect or complete this Deed and all transactions incidental to it.

**5444 Governing Law and Jurisdiction**

54.144.1 This Agreement is governed by the law of New South Wales.

54.244.2 The Parties submit to the non-exclusive jurisdiction of its courts and courts of appeal from them.

54.344.3 The Parties are not to object to the exercise of jurisdiction by those courts on any basis.

**5545 No Fetter**

55.145.1 Nothing in this Deed shall be construed as requiring Council to do anything that would cause it to be in breach of any of its obligations at law, and without limitation, nothing shall be construed as limiting or fettering in any way the exercise of any statutory discretion or duty.

**5646 Representations and Warranties**

56.146.1 The Parties represent and warrant that they have power to enter into this Deed and comply with their obligations under the Agreement and that entry into this Deed will not result in the breach of any law.

**5747 Severability**

57.147.1 If a clause or part of a clause of this Deed can be read in a way that makes it illegal, unenforceable or invalid, but can also be read in a way that makes it legal, enforceable and valid, it must be read in the latter way.

57.247.2 If any clause or part of a clause is illegal, unenforceable or invalid, that clause or part is to be treated as removed from this Deed, but the rest of this Deed is not affected.

**5848 Modification**

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**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigitte Dunn**

58-148.1 No modification of this Deed will be of any force or effect unless it is in writing and signed by the Parties to this Deed.

**5949 Waiver**

59-149.1 The fact that a Party fails to do, or delays in doing, something the Party is entitled to do under this Deed, does not amount to a waiver of any obligation of, or breach of obligation by, another Party.

59-249.2 A waiver by a Party is only effective if it is in writing. A written waiver by a Party is only effective in relation to the particular obligation or breach in respect of which it is given.

59-349.3 It is not to be taken as an implied waiver of any other obligation or breach or as an implied waiver of that obligation or breach in relation to any other occasion.

**6050 GST**

60-150.1 In this clause:

**Adjustment Note, Consideration, GST, GST Group, Margin Scheme, Money, Supply and Tax Invoice** have the meaning given by the GST Law.

**GST Amount** means in relation to a Taxable Supply the amount of GST payable in respect of the Taxable Supply.

**GST Law** has the meaning given by the *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

**Input Tax Credit** has the meaning given by the GST Law and a reference to an Input Tax Credit entitlement of a party includes an Input Tax Credit for an acquisition made by that party but to which another member of the same GST Group is entitled under the GST Law.

**Taxable Supply** has the meaning given by the GST Law excluding (except where expressly agreed otherwise) a supply in respect of which the supplier chooses to apply the Margin Scheme in working out the amount of GST on that supply.

60-250.2 Subject to clause 52.4, if GST is payable on a Taxable Supply made under, by reference to or in connection with this Deed, the Party providing the Consideration for that Taxable Supply must also pay the GST Amount as additional Consideration.

60-350.3 Clause 52.2 does not apply to the extent that the Consideration for the Taxable Supply is expressly stated in this Deed to be GST inclusive.

60-450.4 No additional amount shall be payable by the Council under clause 52.2 unless, and only to the extent that, the Council (acting reasonably and in accordance with the GST Law) determines that it is entitled to an Input Tax Credit for its acquisition of the Taxable Supply giving rise to the liability to pay GST.

**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigitte Dunn**

~~60-550.5~~ If there are Supplies for Consideration which is not Consideration expressed as an amount of Money under this Deed by one Party to the other Party that are not subject to Division 82 of the *A New Tax System (Goods and Services Tax) Act 1999*, the Parties agree:

~~60-5-150.5.1~~ to negotiate in good faith to agree the GST inclusive market value of those Supplies prior to issuing Tax Invoices in respect of those Supplies;

~~60-5-250.5.2~~ that any amounts payable by the Parties in accordance with clause 52.2 (as limited by clause 52.4) to each other in respect of those Supplies will be set off against each other to the extent that they are equivalent in amount.

~~60-650.6~~ No payment of any amount pursuant to this clause 52, and no payment of the GST Amount where the Consideration for the Taxable Supply is expressly agreed to be GST inclusive, is required until the supplier has provided a Tax Invoice or Adjustment Note as the case may be to the recipient.

~~60-750.7~~ Any reference in the calculation of Consideration or of any indemnity, reimbursement or similar amount to a cost, expense or other liability incurred by a party, must exclude the amount of any Input Tax Credit entitlement of that party in relation to the relevant cost, expense or other liability.

~~60-850.8~~ This clause continues to apply after expiration or termination of this Deed.

**6151 Explanatory Note Relating to this Deed**

~~61-151.1~~ The Appendix contains the Explanatory Note relating to this Deed required by ~~clause 25E~~section 205 of the Regulation.

~~61-251.2~~ Pursuant to ~~clause 25E(7)~~section 205(5) of the Regulation, the Parties agree that the Explanatory Note in the Appendix is not to be used to assist in construing this Planning Agreement.

**Sancrox Employment Land Environmental Lands & Services Planning  
Agreement**

**Port Macquarie-Hastings Council**

**Expressway Spares Pty Limited**

**James John Dunn & Catherine Brigitte Dunn**

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**Schedule**

(Clause 1.1)

**Map**

**Sheet 1** – Environmental Management Land and Dunn Residence Land

**James John Dunn & Catherine Brigitte Dunn**



**Sancrox Employment Land Environmental Lands & Services Planning  
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**Port Macquarie-Hastings Council**

**Expressway Spares Pty Limited**

**James John Dunn & Catherine Brigitte Dunn**

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**Schedule**

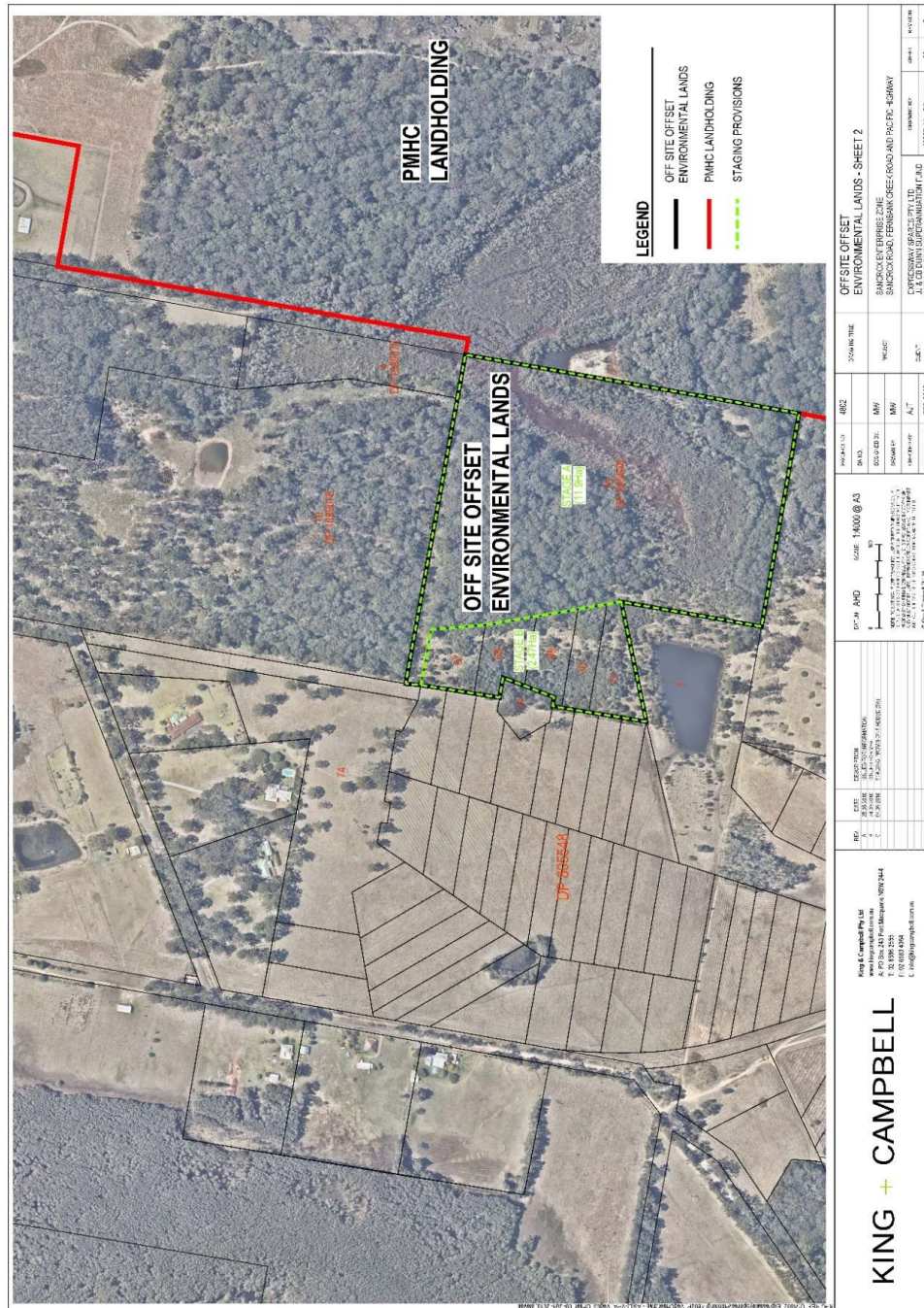
(Clause 1.1)

**Map**

**Sheet 2 - Offsite Offset Environmental Land**



**James John Dunn & Catherine Brigitte Dunn**



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**James John Dunn & Catherine Brigette Dunn**

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**Sancrox Employment Land Environmental Lands & Services Planning  
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**Port Macquarie-Hastings Council**

**Expressway Spares Pty Limited**

**James John Dunn & Catherine Brigitte Dunn**

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**Schedule**

(Clause 1.1)

**Map**

**Sheet 3** – Sancrox Employment Zone Land identifying Expressway Spares Land, Dunn Land  
and McMullen Land

**James John Dunn & Catherine Brigitte Dunn**



**James John Dunn & Catherine Brigitte Dunn**

## Map

[illegible]

**Item 13.06**  
**Attachment 2**  
**Page 758**



**Sancrox Employment Land Environmental Lands & Services Planning  
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**Port Macquarie-Hastings Council**

**Expressway Spares Pty Limited**

**James John Dunn & Catherine Brigitte Dunn**

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**Schedule**

(Clause 1.1)

**Map**

**Sheet 5 – Deferred Area**

**James John Dunn & Catherine Brigitte Dunn**



**Sancrox Employment Land Environmental Lands & Services Planning Agreement**

**Port Macquarie-Hastings Council**

**Expressway Spares Pty Limited**

**James John Dunn & Catherine Brigette Dunn**

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## **Execution**

**Executed as an Agreement**

**Dated:**

---

**Executed on behalf of the Council**

---

**General Manager**

---

**Witness/Name/Position**

---

**Executed on behalf of Expressway Spares** in accordance with s127(1) of the  
*Corporations Act (Cth) 2001*

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**Name/Position**

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**Name/Position**

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**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigette Dunn**

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**Executed by James John Dunn**

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**James John Dunn**

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**Witness**

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**Executed by Catherine Brigette Dunn**

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**Catherine Brigette Dunn**

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**Witness**

Draft Expressway Spares VPA  
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**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigitte Dunn**

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**Appendix**

(Clause 53)

*Environmental Planning and Assessment Regulation [20002021](#)**(~~Clause 25E~~[Section 205](#))***Explanatory Note****Draft Planning Agreement**Under [s7.4s93F](#) of the *Environmental Planning and Assessment Act 1979***Parties****Port Macquarie-Hastings Council** ABN 11 236 901 601 of Corner Lord and Burrawan Streets, Port Macquarie, New South Wales, 2444 (**Council**)**Expressway Spares Pty Limited** ABN 55 000 483 107 of 7 Sancrox Road, Wauchope, New South Wales, 2446 (**Expressway Spares**)**James John Dunn & Catherine Brigitte Dunn** of 181 Sancrox Road, Wauchope, New South Wales, 2446 (**Dunn**)**Description of the Land to which the Draft Planning Agreement Applies**[Lot 2 DP 222740](#), [Lot 20 DP 1191370](#), [Lot 30 DP 255774](#), [Lot 41 DP 1191701](#), and [Lot 31 DP 255774](#), [Lot 39 DP 1191701](#), Lot 62 DP 754434, [Lot 1 DP 226824](#), [Lot 19 DP 1191370](#), Lot 1 DP 124543, Lot 1 DP 1131036 and Lot 1 DP 1144490**Description of Proposed Development**

Development of the Land for industrial purposes

[Draft Expressway Spares VPA  
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**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigitte Dunn**

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**Summary of Objectives, Nature and Effect of the Draft Planning Agreement****Objectives of Draft Planning Agreement**

The objective of the Draft Planning Agreement is to provide suitable funding for the provision of infrastructure, facilities and services to meet the Development.

**Nature of Draft Planning Agreement**

The Draft Planning Agreement is a planning agreement under s93F of the *Environmental Planning and Assessment Act 1979 (Act)*. The Draft Planning Agreement is a voluntary agreement under which Development Contributions (as defined in clause 1.1 of the Draft Planning Agreement) are made by the Developer for various public purposes (as defined in s93F(3) of the Act).

**Effect of the Draft Planning Agreement**

The Draft Planning Agreement:

- relates to the carrying out by the Developer of development on the Land
- does not exclude the application of s 94 of the Act to the Development,
- excludes the application of s94A of the Act to Subdivision Work but not other Development.
- requires monetary Development Contributions,
- requires the carrying out of specified Works including water supply works, sewerage works and establishment and management of environmental land, by the Developer,
- requires the Council to apply monetary Development Contributions made under the agreement towards the specified purpose for which they were made and at the location, in the manner and to the standard (if any) specified in the agreement,
- imposes obligations on the Developer in relation to the carrying out of specified Works, the handing over of those Works to the Council and the rectification of defects in those Works.
- requires the Developer to provide the Council with security in the event that the Council is required to enforce the terms of the agreement,
- is to be registered on the title to the Land,
- imposes restrictions on the Parties transferring the Land or part of the Land or assigning an interest under the agreement,
- provides two dispute resolution methods for a dispute under the agreement, being expert determination and mediation,
- provides that the agreement is governed by the law of New South Wales, and
- provides that the *A New Tax System (Goods and Services Tax) Act 1999* (Cth) applies to the agreement.

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**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigitte Dunn****Assessment of the Merits of the Draft Planning Agreement****The Planning Purposes Served by the Draft Planning Agreement**

The Draft Planning Agreement:

- promotes and co-ordinates of the orderly and economic use and development of the Land to which the agreement applies,
- provides and co-ordinates community services and facilities in connection with the Development, and
- provides increased opportunity for public involvement and participation in environmental planning and assessment of the Development

**How the Draft Planning Agreement Promotes the Public Interest**

The draft Planning Agreement promotes the public interest by promoting the objects of the Act as set out in s5(a)(ii)-(v) and 5(c) of the Act.

**For Planning Authorities:*****Development Corporations - How the Draft Planning Agreement Promotes its Statutory Responsibilities***

N/A

***Other Public Authorities – How the Draft Planning Agreement Promotes the Objects (if any) of the Act under which it is Constituted***

N/A

***Councils – How the Draft Planning Agreement Promotes the Elements of the Council's Charter***

The Draft Planning Agreement promotes the elements of the Council's charter by:

- providing services and facilities for the community,
- ensuring that public facilities provided by the Developer and Owners under the agreement are transferred to and managed by the Council or are otherwise subject to the Council's control,
- providing a means that allows the wider community to make submissions to the Council in relation to the agreement.

***All Planning Authorities – Whether the Draft Planning Agreement Conforms with the Authority's Capital Works Program***

The Draft Planning Agreement requires that specified Works be carried out by the Developer for water supply, sewerage services. The works are not included in the Council's relevant current capital works program. However,

[Draft Expressway Spares VPA  
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**Sancrox Employment Land Environmental Lands & Services Planning Agreement****Port Macquarie-Hastings Council****Expressway Spares Pty Limited****James John Dunn & Catherine Brigitte Dunn**

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the Council's Management Plan identifies these types of works in the relevant capital works program. The sewerage services works are included in Council's current capital works program. Accordingly, the provision of these Works under the agreement is consistent and conforms with the capital works envisioned by the Council's Management Plan.

**Whether the Draft Planning Agreement specifies that certain requirements must be complied with before issuing of a construction certificate, occupation certificate or subdivision certificate**

This Draft Planning agreement contains requirements that must be complied with before a construction certificate, occupation certificate or subdivision certificate is issued, being:

- payment of Water Supply Contribution
- construction of Water Supply Work
- payment of Sewerage Services Contribution
- construction of Sewerage Services Work
- dedication of Environmental Management Land
- payment of Management Contribution

## ENGAGEMENT SUMMARY

<b>Project name</b>	Amended Expressway Spares Planning Agreement
<b>Project manager</b>	Tracy Sharp
<b>Consultant</b>	
<b>Engagement Officer</b>	Jimmy Manning

### Background

Council has received an offer to amend the Voluntary Planning Agreement (VPA) known as the Sancrox Employment Land Environmental Lands & Services (Expressway Spares) Planning Agreement 2017 which was executed on 16 January 2017 between Council and Expressway Spares Pty Limited and James John Dunn and Catherine Brigitte Dunn.

At the February Council Meeting, Councillors resolved to place the draft Amended Expressway Spares Planning Agreement on public exhibition for a period of not less than 28 days.

The proposed amendments to the planning agreement are:

- Removal of the definitions and clauses in relation to the payment of water supply and sewer contributions, as this infrastructure has been constructed. Contributions to be collected through the Development Services Plan (DSP) for future development.
- Changes to clearly articulate who the initial developer is and when the Council is to pay them the contribution for the construction of the water supply and sewer infrastructure.
- Clarification on what infrastructure comprises water supply and sewer work and the known construction costs.

The amendments to the planning agreement will:

- Enable the release of a lump sum payment to the initial developer;
- include the agreed cost of construction of the works, not known at the time of the First Deed of Variation; and
- acknowledge that the works have been completed and the initial developer is now known.

### Engagement approach

The Amended Expressway Spares Planning Agreement was placed on public exhibition for 28 days, from the **21<sup>st</sup> of February and the 20<sup>th</sup> of March**. Also accompanying this document was:

- Report presented to the Ordinary Council Meeting of 15 February 2024.
- Sancrox Employment Land Environmental Lands & Services (Expressway Spares) Planning Agreement 2017.
- Report presented to the Ordinary Council Meeting of 15 September 2022.
- Report presented to the Ordinary Council Meeting of 20 October 2022.

The intention with this approach was to provide the community with ample understanding and background detail of the agreement and the proposed amendments [to the agreement](#) ~~allowing the community to it to allow them to~~ provide informed feedback on it.

# ENGAGEMENT SUMMARY

## Engagement activities

### Have Your Say

The Have Your Say page for this project received a total of 86 visits, with a combined 22 downloads of the documents available also achieved.

However, there was no feedback submitted through the survey.

### Next Steps

Now that public exhibition of this document has concluded, this engagement summary report will be provided to Councillors for further consideration of the Amended Expressway Spares Planning Agreement.

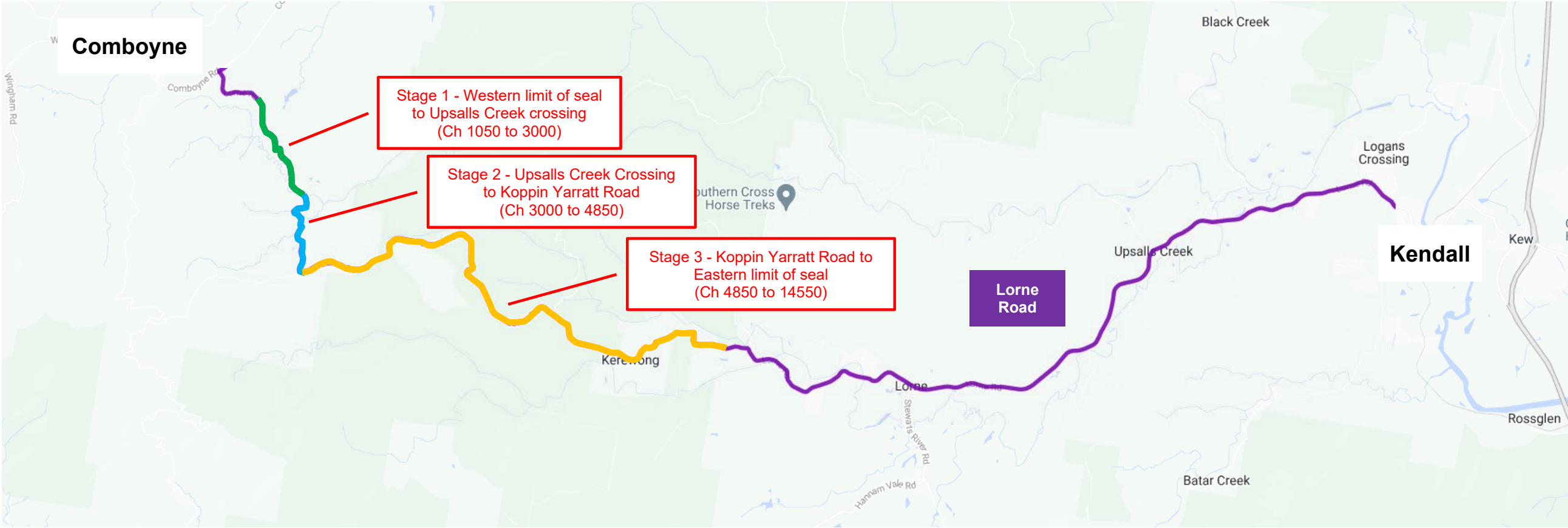


**Attachment 1**

Lot 50 DP 1299688 Waapangal Road Thrumster



Land to be Transferred to Council shown outlined on the above plan



## Taste and odour FAQs

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### **Q: What is making my drinking water taste earthy and smell musty?**

We are currently experiencing an increase in the naturally occurring compounds Methylisoborneol (MIB) and Geosmin in our water supply, with MIB being the dominant compound at present.

These compounds produce a musty, earthy taste and smell, but are safe to drink at the levels present in our drinking water.

It can take less than 10 nanograms per litre of MIB and Geosmin to affect the aesthetics of the water quality. This is the equivalent of just one drop in a household swimming pool.

### **Q: Why is this happening?**

The taste and odour compounds MIB and Geosmin are produced by certain types of micro-organisms.

These micro-organisms are often present, however warmer water temperatures during our summer season can contribute to increased levels of these organisms in our waterways. This can then lead to a potential increase in MIB and Geosmin.

### **Q: Is our water safe to drink with the current levels of MIB and Geosmin?**

Yes. Although the taste and odour caused by MIB and Geosmin may be unpleasant, it's purely an aesthetic issue and not considered a health hazard for humans.

However, if you are experiencing **dirty or discoloured water**, this is a separate issue, please visit our **Dirty or Discoloured Water** page here and contact Council via our [Report an Issue Form](#).

Remember, if in doubt, please reach out.

**Q: What do I do if I have dirty or discoloured water?**

If you are experiencing dirty or discoloured water, it's important to note that this is an issue separate to the presence of MIB and Geosmin and related taste and odour issues in our water supply.

For further information on what steps to take if you have dirty or discoloured water, please halt use and visit [here](#) for next steps to take, including reporting the issue to Council.

**Q: How is Council managing the presence of taste and odour compounds?**

We are continuing to monitor the water quality in both Port Macquarie and Cowarra Dams to ensure public health is protected at all times.

Routine water quality testing of our drinking water through our NATA accredited Environmental Laboratory also continues to ensure that we provide safe potable water in line with the Australian Drinking Water Guidelines.

MIB and Geosmin cannot usually be removed without specific treatment processes. At present, our water infrastructure does not feature these options.

We are planning for the future, however, and the design of our new [Cowarra Water Supply Scheme](#), scheduled to be operational in 2028 will have the option to employ the necessary treatment processes required to reduce the effects of MIB and Geosmin.

**Q: How long will this [taste and odour issue](#) last?**

It is unclear how long the increased levels of MIB and Geosmin will last. Historically, as the water temperature comes down, the levels of the taste and odour compounds will decrease.

**Q: How common are MIB and Geosmin?**

MIB and [Geosmin](#) are by far the most common compounds causing taste and odour events in source and [drinking waters](#) across the world.

Council monitors both Cowarra and Port Macquarie Dams routinely for these compounds.

**Q: How do we know temperature is the main cause of the increased levels of MIB and Geosmin?**

Given MIB and Geosmin are compounds produced by certain types of micro-organisms, factors that contribute to increases in their presence will therefore potentially increase the concentration of MIB and Geosmin.

In aquatic environments, the major factors that influence growth of these micro-organisms are light conditions, temperature and the chemical composition of the water.

Council diligently and frequently monitors a range of water quality parameters including examining the water for a range of micro-organisms at our river intakes and within our dams. Our dams also have exclusion zones with no public access.

Our testing includes using online instruments, conducting physical testing and testing at National Association of Testing Authorities (NATA) Accredited Laboratories. Read more about our water testing [here](#).

The historical data collated from our routine monitoring over many years shows a correlation between increased growth of certain micro-organisms and the warmer weather. As the water temperatures decrease, the number of these micro-organisms also decreases.

**Q: Where can I learn more about our water supply and what Council is doing to plan for the future of water in our region?**

Port Macquarie Hastings Council is committed to ensuring the long-term sustainability and efficiency of the region's water infrastructure.



Anticipating the growing demand for our communities' drinking water in the years ahead, we are proactively planning and have plans for expansion through the Cowarra Water Supply Scheme, expected to be operational in 2028.

We are committed to transparency and hold your safety and satisfaction as our priority. As such, we regularly share information on our website on our water testing facilities, water usage levels, dam level and more. To find out more, visit [here](#).

For a deeper dive into our water infrastructure, Council runs regular free behind-the-scenes tours of Cowarra Dam and the Wauchope Water Treatment Plant.

Visit [here](#) for upcoming tours and to secure your spot.

#### **Does the water meet required safety standards?**

Yes it does. Routine water quality testing of our drinking water through our NATA accredited Environmental Laboratory ensures that we provide safe potable water in line with the **Australian Drinking Water Guidelines**.

#### **Are changes to the taste and odour of our water due to an influx of tourists?**

No. The taste and odour occurrences happening now are due to the recent increased levels of the naturally occurring taste and odour compounds – Methylisoborneol (MIB) and Geosmin – in our water supply.

#### **Will Council reimburse me or reduce my water bill to compensate for the water I've had to purchase?**

No. Routine water quality testing of our drinking water through our NATA accredited Environmental Laboratory ensures that we provide safe potable water in line with the **Australian Drinking Water Guidelines**, and in accordance with our **water policy**, and these measures and standards are being met.

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<https://www.pmhc.nsw.gov.au/Residents/Water>

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### Dirty and Discoloured Water

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Are you experiencing dirty or discoloured water? Common causes of dirty or discoloured water include routine maintenance, mains break, internal plumbing and new service works. All instances require further investigation by PMHC before further water use.

If you are experiencing changes only to the **taste** and **smell** of your drinking water, this may be as a result of the recently increased levels of naturally occurring taste and odour compounds – MIB and Geosmin. To read more about taste and odour issues, visit [here](#).

Remember – when in doubt, reach out.

#### **Q: What do I do if I have dirty or discoloured water?**

If you are experiencing dirty or discoloured water and have not been notified of maintenance works via mailbox, please halt use until the issue is identified or resolved. Please lodge a report [here](#) and we will assess the issue as soon as possible.

Dirty or discoloured is a separate event to the earthy taste and odour issue we are seeing occur as a result of the increased levels of naturally occurring compounds, MIB and Geosmin. For more information on taste and odour issues, please visit [here](#).

If in doubt, please reach out to Council [here](#).

#### **Q: Is dirty or discoloured water safe to use?**

It is advisable not to use dirty water until the issue has been identified and is resolved.

**Q: Why is the water coming from my tap dirty?**

The presence of dirty water could be due to various factors, such as maintenance work in our water distribution mains. Other reasons include sediment build-up, mains break, testing of fire hydrants, ageing pipe infrastructure in the system or individual properties and more.

PMHC is also making a significant investment in our water infrastructure. Over the last five years, we've conducted extensive routine maintenance – known as 'ice pigging' - to clean our water mains.

This initiative is ongoing. We let residents know about maintenance work ahead of schedule, so if you have been notified clear instructions will be in your mailbox.

If you are unsure, have not received a notification with clear instructions, or have any concerns, please contact Council on **X** or via the **Report an Issue Form**.

Remember, when in doubt, reach out.

**Q: Why might dirty or discoloured water occur during the annual maintenance works program and is it a common?**

Encountering dirty or discoloured water during annual maintenance works is not uncommon.

When water works are conducted and the main pipes are turned off, the water flow is reduced or stopped.

This can cause sediment to build up, so that when the flow resumes, it takes this sediment with it to the tap – resulting in dirty or discoloured water.

**Q: Who should I contact if I notice dirty water from my taps and I am not aware of maintenance in my area?**

Please report the issue to Port Macquarie Hastings Council [here](#).

This helps us to keep a record of occurrences, as well as to let you know next steps.

Providing detailed information about the location, time and nature of the problem will assist the Council in investigating and resolving the issue more effectively.

**Q: If I report it, how long will it take to resolve or fix the issue?**

The resolution time can vary depending on the cause of the issue.

When reported, we will triage and assess the situation and work to address the problem as quickly as possible.

**Q: I have more questions, where can I get answers?**

To report an issue to Port Macquarie Hastings Council, visit [here](#)

If you have more questions, we're here to help. Visit [here](#) for a range of ways to contact us.