

# **ORDINARY COUNCIL**

**Thursday 20 March 2025**

# Ordinary Council Meeting

Thursday, 20 March 2025

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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 affective 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

MARCH 2025 REPORTS								
Report	Date and Item of Resolution	Councillor Briefing	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report	Current Anticipated Date for Report	
Draft Community Engagement Strategy	20/02/2025 Item 11.09		A future report to be tabled at Ordinary Council Meeting March 2025	DCPE	Mar-25			
Environmental Sustainability Strategy	14/11/2024 Item 13.02		Following public exhibition a report to Ordinary Council Meeting March 2025	DCPE	Mar-25			
Living and Place Strategy and Supporting Documents	18/04/2024 Item 13.04		A report to Council following public exhibition	DCPE	Mar-25			
Policy Review - Liquid Trade Waste Policy	12/12/2024 Item 13.15		A report to Council following public exhibition	DCU	Mar-25			
Policy Review - Transport and Drainage Policy Suite	12/12/2024 Item 13.14		A report to Council following public exhibition	DCI	Mar-25		Mar-25	
Workshop - Discontinued Committees Working Group	12/12/2024 Item 10.12	Mar-25	Workshop scheduled for 27 March 2025	DCPE/GMG				
Workshop - Developing An Economic Development Strategy	20/2/2025 Item 10.24	Mar-25	Workshop scheduled for 27 March 2025	DCPE				
APRIL 2025 REPORTS								
Report	Date and Item of Resolution	Councillor Briefing	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report	Current Anticipated Date for Report	
Community Satisfaction Survey Results	20/02/2025 Item 11.07		Council request an action plan be developed to be presented to councillors at the April 2025 meeting	DCPE	Apr-25			
Council owned lots at North Shore: Progress of Sale	19/09/2018 Item 09.24 14/12/2023 Item 13.09		Due diligence ongoing. Options for sale of land will be prepared for Council consideration as part of the broader property review due in May.	DBP		Nov-23 Mar-24 May-24 Jul-24 Dec-24 Nov-24 Feb-25	Apr-25	Report will follow the return of the Flood Impact and Risk Assessment.
Draft Procurement Strategy	14/11/2024 Item 10.21		Following public exhibition a report to Ordinary Council Meeting February 2025	DBP	Feb-25	Feb-25 Mar-25		The reason being, that additional feedback has been received outside to the exhibition period, that should be taken into consideration
Draft Port Macquarie-Hastings Local Infrastructure Contributions Plan 2024	20/06/2024 Item 13.06		A report to Council following public exhibition	DCPE			Apr-25	
Hastings Youth Voice	20/02/2025 Item 11.13		A report be provided to the April 2025 Ordinary Council Meeting following a review of the charter	DCPE	Apr-25			
Proposed changes to processes and fees and charges for acceptance of bricks and concrete	20/02/2025 Item 13.10		A report to the Ordinary Council April 2025 following public exhibition	DCU	Apr-25			
Review: Audit, Risk and Improvement Committee	15/08/2024 Item 10.10		Request the Chief Executive Officer engage a suitably qualified external assessor to conduct a review of the effectiveness of the Audit, Risk and Improvement Committee, as required by the Guidelines for Risk Management and Internal Audit for Local Government in NSW for a report to be presented to Council in December 2024	DBP	Dec-24	Mar-25	Apr-25	Waiting External Consultant
Quadruple Bottom Line Obligations	20/02/2025 Item 10.11	Mar-25	A report to be provided following Councillor Briefing in March 2025 report due April 2025	DCPE	Mar-25	Mar-25	Apr-25	Council deferred this item.
Sporting Venue Sponsorship Program	14/11/2024 Item 11.01		A report to Council regarding the options available to consider the establishment of a Sporting Venue Sponsorship	DCPE	Apr-24			
Waste Diversion Program	20/02/2025 Item 13.15		A report to the Ordinary Council April 2025 outlying waste items	DCU	Apr-25			

MAY 2025 REPORTS								
Report	Date and Item of Resolution	Councillor Briefing	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report	Current Anticipated Date for Report	
Policy Review - Wastewater Services Policy	20/02/2025 Item 13.07		Report to be tabled at the May 2025 Council meeting	DCU	May-25			
Policy Review - Water Supply Services Policy	20/02/2025 Item 13.08		Report to be tabled at the May 2025 Council meeting	DCU	May-25			
Strategic Land Purchase for Future Infrastructure Provision	12/12/2024 Item 14.02		A future progress report to the next available Ordinary Council Meeting on the Acquisition of the land to Council	DCI			May-25	Settlement anticipated Mid-April with report back to May OCM
Stormwater Strategic Action Plan	20/02/2025 Item 13.06		A future report to be tabled at Ordinary Council Meeting	DCI			May-25	
T-22-10 Inlet Odour Management Works	21/09/2023 Item 14.02		Present a future report to Ordinary Council Meeting after contract awarded for Council's information	DCU			May-25	This report will be provided in a procurement update report
T-22-04 Water SCADA	18/05/2024 Item 14.01		Further report to be presented after contract awarded	DCU			May-25	This report will be provided in a procurement update report
Walking and Cycling Review	12/12/2024 Item 13.05		A report to Council following public exhibition	DCI			May-25	
JUNE 2025 REPORTS								
Report	Date and Item of Resolution	Councillor Briefing	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report	Current Anticipated Date for Report	
Hastings River Flood Study Extension	12/12/2024 Item 13.04		A report be tabled by June 2025 Ordinary Council Meeting	DCI	Jun-25			
Places to Play Plan	20/06/2024 Item 11.04		A further sub plans report to Council for consideration 2024-2025	DCPE	Jun-25			
JULY 2025 REPORTS								
Report	Date and Item of Resolution	Councillor Briefing	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report	Current Anticipated Date for Report	
Community Grants Program 2024-2025	15/08/2024 Item 11.05		Receive a report to the July 2025 Council Meeting on outcomes of the 2024-2025 Grants Program	DCPE	Jul-25			
Port Macquarie Airport - Pilot Training and Aircraft Noise - Fly Neighbourly Agreement Trial 12 Month Review	18/07/2024 Item 12.01		A future report following the additional 12 month extension	DBP	Jul-25			
AUGUST 2025 REPORTS								
Report	Date and Item of Resolution	Councillor Briefing	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report	Current Anticipated Date for Report	
Draft Recreation and Open Space Action Plan and Sporting Infrastructure Priorities	18/04/2024 Item 11.03		A report to Council following public exhibition	DCPE			Aug-25	
Workshop - Future IP&R and other Council reporting enhancements planned for 2025-2026	20/2/2025 Item 10.25	Aug-25	Not yet scheduled	DCPE				
SEPTEMBER 2025 REPORTS								
OCTOBER 2025 REPORTS								
NOVEMBER 2025 REPORTS								
DECEMBER 2025 REPORTS								
FEBRUARY 2026 REPORTS								
Report	Date and Item of Resolution	Councillor Briefing	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report	Current Anticipated Date for Report	
Classification as "Operational" Land - 52 John Oxley Drive, Port Macquarie - post exhibition.	20/06/2018 Item 14.05		To be incorporated in strategic property portfolio review to be undertaken in 2022/2023  Reclassify the property to operational land, this is a statutory process involving a planning proposal which includes Council fees, public exhibition, submissions, a public hearing, council resolutions and Depot Planning approval. It is estimated that this would take at least 6-9 months.	DCPE		Feb-25	Feb-26	It is indicatively a 10month timeframe As such, I would support moving this to Feb 26 (if possible).
Statement of Business Ethics	16/11/2023 Item 10.20		Na	GMP	2026			

DECEMBER 2026 REPORTS								
Report	Date and Item of Resolution	Councillor Briefing	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report	Current Anticipated Date for Report	
Administering 2028 Local Government Election	NA		NA	GMG	NA	NA	Dec-26	
JULY 2027 REPORTS								
Report	Date and Item of Resolution	Councillor Briefing	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report	Current Anticipated Date for Report	
Councillor Numbers for 2028 Local Government Election	NA		NA	GMG	NA	NA	Jul-27	
FUTURE REPORTS								
Report	Date and Item of Resolution	Councillor Briefing	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report	Current Anticipated Date for Report	
Biodiversity and Land Acquisition for offsets update	20/04/2023 Item 14.02		Further report to be presented for further consideration	DCPE				Report to be presented to council to consider funding arrangements once land or lands have identified as being suitable for acquisition. A funding strategy will be dependent on the property or properties identified at the time.
Classification of Council Land - Waipangal Road Thrumster	18/04/2024 Item 13.07		A report to Council following public exhibition	DCPE	Future Report			Future Report
Draft s9.11 Airport Business Park Roads Contribution Plan	20/05/2020 Item 13.05		To be considered as part of wider development contribution framework review and proposed development yet to be assessed.	DCPE	Future Report (Prior to development)	Dec-20 Jun-21 Oct-21 Jun-22 Dec-22		Future Report
Draft Budget Development Policy	20/02/2025 Item 10.07		A future report to be tabled at Ordinary Council Meeting	DBP				Future Report
Draft Findlay Park Master Plan	20/02/2025 Item 11.01		A future report to be tabled at Ordinary Council Meeting	DCPE	Future Report			Future Report
Draft Private Memorials and Commemorative Naming in Parks and Reserves Policy	12/12/2024 Item 11.04		A future report to be tabled at Ordinary Council Meeting	DCPE	Future Report			Future Report
Draft Public Art Policy	12/12/2024 Item 11.02		A future report to be tabled at Ordinary Council Meeting	DCPE	Future Report			Future Report
Environmental Land Rezoning - Council owned land	08/12/2022 Item 13.10		A report to Council following public exhibition	DCPE	Future Report			Future Report
Evaluation and Recommendation For Divestment of Council Land	12/12/2024 Item 14.01		A future progress report to the next available Ordinary Council Meeting on the Sale	DBP				Report is dependent on the sale of land. A future report date is unknown at this stage.
NSW National Parks and Wildlife Services Land Revocation	18/05/2024 Item 13.11		Note that a further report will be presented to Council detailing the outcome of the compensation process discussions with NPWS and seeking a Council resolution to proceed with the transfers.	DCI	Future Report		2026	Council is following the process required by NPWS to enable the transfer of the revoked land to Council, which entails extensive survey and plan development work and approvals within the NSW Government/NPWS. NPWS have been formally advised of the proposed compensatory land. The referred report to Council will occur once the process is nearing a point of finalisation, which is likely to be in 2026.
Planning and Land Use Discussion Paper	20/06/2024 Item 13.03		A report to Council following public exhibition	DCPE	Following Council Election			Future Report
Sancroix Employment Land Environmental Lands and Services Planning Agreement Assessment Report	15/02/2024 Item 13.06		A further report to council following public exhibition on submissions received.	DCPE				Future Report
Tacking Point Lighthouse Construction of Accessible Walkway	20/06/2024 Item 14.04		Further report to be presented after contract awarded	DCPE	Future Report			Future Report



Report	Reporting Officer	Reporting Cycle	Month	Altered Report Date	Reason for Altered Date
Mayoral Discretionary Fund Allocations	CEO	Monthly	Every		
Monthly Budget Update	DBP	Monthly	Every (except July)		
Investments	DBP	Monthly	Every		
Recommendations by the Port Macquarie-Hastings Sporting Fund Sub-Committee	DCPE	Monthly	Every (except Feb)		
Lake Cathie Natural Resource Management update (13/01/2022 Item 05.01)  (18/05/2023 Item 13.04) Continue with monthly reporting for the Lake Cathie Natural Resource Management Update Report, and review the frequency of reporting no later than the November 2023 Ordinary Council Meeting.	DCPE		Every		
Recreation Action Plan – Status The cycle of Recreation plan has changed due to Recreation Action Plan being adopted in February 2023	DCPE	Annually	February		Review has changed due to the Recreation and Open Space Action Plan being adopted in August 2024
Annual Drinking Water and Recycled Water Reports	DCU	Annually	Aug		Proposed reviewed draft August 2025.
Draft Community Strategic Plan ( following Council Election)	DBP	4 Years	March		
Contracts Awarded under Delegation by the Chief Executive Officer	DBP	Quarterly	Feb, Apr, Jul, Oct.		
Development Activity and Assessment System Performance	DCPE	Quarterly	Feb, May, Aug, Nov		
Camden Head Lookout Bimonthly report on progress of group, development and preliminary works and progress toward the longer term of works (Item 11.01 18/07/2024)	DCPE	Bimonthly	Sep, Nov, Feb, April, Jun and Aug.		
Community Inclusion Plan - Update of Tasks, Measures and Actions	DCPE	Biannual	Feb, Aug		
Glasshouse Strategic Plan Update	DBP	Biannual	Feb, Aug		
Legal Fees - Update Report (19/09/18 - Item 09.16)	CEO	Biannual	Feb, Aug		
2022-2026 Delivery Program – Six Monthly Progress	DBP	Biannual	Feb, Aug		
Grant Application Biannual Report (16/02/23 - Item 11.05) (21/08/19 - Item 11.02)	DCPE	Biannual	Feb, Aug		
Major Events Grants Round 1 Round 2	DCPE	Biannual	Sept Apr		
Chief Executive Officer's Performance Review	CEO	Annually	Aug		
Operational Plan – Quarterly Progress	DBP	Quarterly	May, Nov (other 2 quarters reported with DP 6 monthly progress report)		
Quarterly Budget Review Statement	DBP	Quarterly	Feb, May, Nov		
Mayoral and Councillor Fees (Setting of)	CEO	Annually	May		
General Fund Operating Performance	CEO	Biannual	June Dec		

Update on Site Specific Planning Proposal Requests	DCPE	Biannual	Jun, Dec		
Kooloonbung Creek Flying Fox Camp Management Plan - Annual Update (16/06/2021 - Item 12.03)	DCPE	Annually	Jun		
Port Macquarie-Hastings Destination Management Plan 2020-2024 (20/05/2020 - Item 12.01)	DCPE	Annually	Jun		
Draft Delivery Program (Incl Draft OP and Fees and Charges)	DBP	Annually	Jun		
Draft Resourcing Strategy (FP)	DBP	Annually	Jun		
Community Strategic Plan (following Council Election)	DCPE	4 Years	Jun		
Draft Community Engagement Strategy ( following Council Election)	DCPE	4 Years	Jun		
Council Policy - Status	CEO	Annually	Jul		
UGMS - Annual Progress Report on Implementation and Status of Actions (20/06/18 - Item 12.07)	DCPE	Annually	Jul		
Local Preference Policy Outcomes	DBP	Annually	Aug		
Cultural Plan 2021 - 2025: Implementation and evaluation of actions undertaken (04/08/2021 - Item 10.01)	DCPE	Annually	Aug		
Audit, Risk and improvement Committee Annual Report	CEO	Annually	Sep		
Annual Disclosure of Interest Returns	CEO	Annually	Oct		
Professional Development of Councillors (15/09/2021 - Item 09.07)	CEO	Annually	Oct		
Opportunity for Local Firms to do Business with Port Macquarie-Hastings Council	DBP	Annually	Oct		
Draft Procurement Strategy 14/11/24 - Item 10.21	DBP	Annually	Oct		
Councillor Attendance at Meetings 14/11/24 - Item 10.04	DBP	Annually	Oct		
Council Meeting Dates	CEO	Annually	Nov		
Legislative Compliance Register	CEO	Annually	Nov		
Council's Annual Report	DBP	Annually	Nov		
Performance of Property Investment Portfolio (20/11/19 - Item 10.17)	DBP	Annually	Nov		
Local Strategic Planning Statement - Implementation of Actions (03/11/2021 - Item 12.05)	DCPE	Annually	Nov		
Koala Recovery Strategy Annual Report (19/09/18 - Item 12.05)	DCPE	Annually	Nov		
Annual Financial Statements for the Year Ended 30 June 2023	DBP	Annually	Nov		
State of Our Region (following Council Election)	DBP	4 Years	Nov		

## Legislative Compliance Register

Legislation/Statutory Instrument	Section Reference	Compliance Requirement (i.e. report, notify, or record)	Compliance Mechanism	Due	Frequency	Target Achieved (%)	Owner	Group	Division	Comment
Calendar of Compliance and Reporting	-	Proposed borrowing return to be submitted to TCorp	<a href="https://www.olg.nsw.gov.au/council-portal/council-surveys/">https://www.olg.nsw.gov.au/council-portal/council-surveys/</a>	5-Jul	Annually	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Lodged as required
Calendar of Compliance and Reporting	-	GST Certificate to be submitted to OLG	<a href="https://www.olg.nsw.gov.au/council-portal/council-surveys/">https://www.olg.nsw.gov.au/council-portal/council-surveys/</a>	31-Jul	Annually	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Lodged as required
Calendar of Compliance and Reporting	-	Low-cost Loan Initiative Interim Progress Report due	<a href="https://www.planning.nsw.gov.au/plans-for-your-area/infrastructure-funding/low-cost-loans-initiative">https://www.planning.nsw.gov.au/plans-for-your-area/infrastructure-funding/low-cost-loans-initiative</a>	1-May	Annually	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Returns are lodged as required
Calendar of Compliance and Reporting	-	Low-cost loan initiative reimbursement claim period opens – initial report or progress report due	<a href="https://www.planning.nsw.gov.au/plans-for-your-area/infrastructure-funding/low-cost-loans-initiative">https://www.planning.nsw.gov.au/plans-for-your-area/infrastructure-funding/low-cost-loans-initiative</a>	1-Jul 1-Feb	6 monthly	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as required
Calendar of Compliance and Reporting	-	New Council Implementation Fund (NCIF) progress report due	-	1-Aug 1-Feb	6 monthly	N/A	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	
Calendar of Compliance and Reporting	-	Application for Payment of Pensioner subsidy due	<a href="https://www.servicesaustralia.gov.au/">https://www.servicesaustralia.gov.au/</a>	6-Oct	Annually	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Lodged on time
Calendar of Compliance and Reporting	-	Council's annual Permissible Income workpapers to be submitted to soc@olg.nsw.gov.au	<a href="https://www.olg.nsw.gov.au/council-portal/council-surveys/">https://www.olg.nsw.gov.au/council-portal/council-surveys/</a>	31-Oct	Annually	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Lodged on time
Calendar of Compliance and Reporting	-	ALGA Return of National Local Road Data return due	<a href="https://www.olg.nsw.gov.au/council-portal/council-surveys/">https://www.olg.nsw.gov.au/council-portal/council-surveys/</a>	30-Nov	Annually	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as required
Calendar of Compliance and Reporting	-	Income Adjustments for Newly Rateable Crown Land due	<a href="https://www.ipart.nsw.gov.au/">https://www.ipart.nsw.gov.au/</a>	30-Apr	Annually	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as required
Calendar of Compliance and Reporting	-	Local Infrastructure Renewal Scheme (LIRS) progress/final report due	<a href="http://lirs.olg.nsw.gov.au/projectmanagement/">http://lirs.olg.nsw.gov.au/projectmanagement/</a>	30-May	Annually	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as Required
Environmental Planning and Assessment Regulation 2000	s.218	Councils must keep accounting records for development contributions and development levies	Annual Report, and NSW Planning Portal	30-Nov	Annually	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as required
Environmental Planning and Assessment Regulation 2000	s.218A	Matters to be included in annual reports of councils	Annual Report; and NSW Planning Portal	30-Nov	Annually	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as required
Environmental Planning and Assessment Regulation 2000	s.219	Councils must prepare annual statements	Annual Report	30-Nov	Annually	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as required
Integrated Planning & Reporting Guidelines	s.3.7	Long term financial plan - annual review when preparing Operational Plan	<a href="#">Council meeting</a>	30-Jun	Annually	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as required
Integrated Planning & Reporting Guidelines	s.419	Delivery program progress report to be presented to Council	<a href="#">Council meeting</a>	30-Jun 31-Dec	6 monthly	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as required
Local Government (General) Regulation 2021	s.202(b)	Responsible Accounting Officer (RAO) must report any material variances from estimated income or expenditure, to the next meeting of council	<a href="#">Council meeting</a>	As required	Ongoing	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as required
Local Government (General) Regulation 2021	s.203(1)	Budget review statements and revision of estimates	<a href="#">Council meeting</a>	Within 2months of quarter's end (excluding Jun)	Quarterly	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as required
Local Government (General) Regulation 2021	s.211(2)	Council must each year hold a meeting for the purpose of approving expenditure and voting money	<a href="#">Council meeting</a>	30-Jun	Annually	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as required
Local Government (General) Regulation 2021	s.212	Reports on council investments	<a href="#">Council meeting</a>	Each Council meeting	Monthly	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as required
Local Government (General) Regulation 2021	s.215	Statement by Council on its annual financial reports (see also 413c LG Act)	<a href="#">Council meeting</a>	30-Jun	Annually	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as required
Local Government (General) Regulation 2021	s.216	Notice from Secretary that Council's annual financial reports to be amended in certain cases	Council website, and other as necessary	As required	Annually	N/A	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	
Local Government (General) Regulation 2021	217	Additional information for inclusion in annual report	Annual Report	30-Nov	Annually	N/A	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	
Local Government (General) Regulation 2021	s.228	Last day for Responsible Accounting Officer to submit quarterly budget review statement to council and OLG	<a href="#">Council meeting</a> , copy to <a href="mailto:finance@olg.nsw.gov.au">finance@olg.nsw.gov.au</a>	1-Feb 31-May 30-Jul	Quarterly	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as required
Local Government (General) Regulation 2021	s.230	Councils to notify OLG throughout the year when loans are drawn down	<a href="mailto:finance@olg.nsw.gov.au">finance@olg.nsw.gov.au</a>	As required	Ongoing	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as required
Local Government Act 1993	s.67(3)	Private works charged at less than Council approved fee must be published in the Annual Report	Annual Report	30-Nov	Annually	N/A	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	
Local Government Act 1993	s.67(4)	Private works charged at less than Council approved fee must be reported at the next meeting of Council	<a href="#">Council meeting</a>	ASAP	Ongoing	N/A	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	
Local Government Act 1993	s.412	Accounting records	<a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a>	30-Oct	Annually	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Lodged on time
Local Government Act 1993	s.413	Preparation of financial reports								
Local Government Act 1993	s.415	Financial statements to be audited within four months of EOFY	<a href="https://www.olg.nsw.gov.au/council-portal/council-surveys/">https://www.olg.nsw.gov.au/council-portal/council-surveys/</a>	31-Oct	Annually	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Completed and lodged on time
	s.416									

## Legislative Compliance Register

Legislation/Statutory Instrument	Section Reference	Compliance Requirement (i.e. report, notify, or record)	Compliance Mechanism	Due	Frequency	Target Achieved (%)	Owner	Group	Division	Comment
Local Government Act 1993	s. 416(2)	Request for extension to lodge financial statements due in writing to OLG	<a href="https://www.olg.nsw.gov.au/council-portal/council-surveys/">https://www.olg.nsw.gov.au/council-portal/council-surveys/</a>	17-Oct	Annually	N/A	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	
Local Government Act 1993	s.417	Auditor's reports and Council's audited financial reports	Chief Executive, Department of Local Government, and Australian Bureau of Statistics <a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a>	30-Oct	Annually	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as required
Local Government Act 1993	s.418	Public notice to be given of presentation of financial reports, and reports to be presented	<a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a>	30-Oct	Annually	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as required
Local Government Act 1993	s.419 s.420	Presentation of council's audited financial reports, and auditor's reports Submissions to be referred to auditor and Departmental Chief Executive	<a href="#">Council meeting</a>	At least 7 days after notice given, but not more than 5 weeks after Council receives auditor's reports (but before 5 Dec)	Annually	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as required
Local Government Act 1993	s.428(1)	Annual report to be published on website and sent to Minister	<a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a> and the Minister	30-Nov	Annually	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as required
Local Government Act 1993	s.428(2)	Annual report in year of election to include achievements of previous 4 year term of Council i.e. State of the City Report	<a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a> and the Minister	30-Nov	4 yearly	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as required
Local Government Act 1993	s.513(1)	Request estimates of changes in value of land for supplementary valuations	In writing to Valuer General	31-May	Annually	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as required
Local Government Act 1993	s.520	Notice of declaration of category for parcel of land	Notice to each person of the category declared	Date specified in notice	Ongoing	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as required
Local Government Act 1993	s.525(6)	Response to application for change in category	Notify applicant of decision	Within 40days	Ongoing	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as required
Local Government Act 1993	s.530	If Council decides to make special provisions for residential sub-categories must publish reasons for doing so	<a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a>	ASAP after making of rates	Ongoing	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as required
Local Government Act 1993	s.532	Must not change rate or charge until notice given in publication of draft operational plan	Notice in operational plan	30-Jun	Annually	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as required
Local Government Act 1993	s.533	Date by which a rate or charge must be adopted by Council to be 1 Aug if not otherwise determined by Calendar of Compliance	<a href="#">Council meeting</a>	31-Jul	Annually	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as required
Local Government Act 1993	s.546	Levying of rates and charges by service of notice	Notice to property owner	Any time after 1-Jul	Annually	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as required
Local Government Act 1993	s.562(3)	First quarter rates due (if not paid annually)	Received by Council	31-Aug	Quarterly	N/A	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Noted: this is due date for instalments to be received by Council. No Action is required by Council for this item
Local Government Act 1993	s.562(3)	Second quarter rates due (if not paid annually)	Received by Council	30-Nov	Quarterly	N/A	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Noted: this is due date for instalments to be received by Council. No Action is required by Council for this item
Local Government Act 1993	s.562(3)	Third quarter rates due (if not paid annually)	Received by Council	28-Feb	Quarterly	N/A	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Noted: this is due date for instalments to be received by Council. No Action is required by Council for this item
Local Government Act 1993	s.562(3)	Fourth quarter rates due (if not paid annually)	Received by Council	31-May	Quarterly	N/A	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Noted: this is due date for instalments to be received by Council. No Action is required by Council for this item
Local Government Act 1993	s.562(4)	Last day for rates to be levied by service of rates notice	Notice to property owner	1-Aug	Annually	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as required
Local Government Act 1993	s.562(5)	Reminder notices to be sent to each person whose rates and charges are paid in quarterly instalments	Rates installment notice to be sent	31-Oct 30-Jan 30-Apr	Quarterly	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Achieved - Rate reminder notice sent
Local Government Act 1993	s.600(5)	Public bodies to provide Council with a list of parcels of land to which rate rebate applies	Received by Council	30-Apr	Annually	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as required
Local Government Act 1993	s.600(6)	Notice of objection to request for rebate from public bodies with vested land	Notice to property owner Notice to Minister	30-Jun (or 2months after list is provided to Council)	Annually	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as required
Local Government Act 1993	s.602	Record of rates and charges	Rates register	ASAP	Ongoing	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as required
Local Government Act 1993	s.606C	Review of cost of coastal protection service charges on direction of Minister administering Coastal Management Act	Report to Minister	Within 90 days of request	Ongoing	N/A	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	

Legislative Compliance Register

Legislation/Statutory Instrument	Section Reference	Compliance Requirement (i.e. report, notify, or record)	Compliance Mechanism	Due	Frequency	Target Achieved (%)	Owner	Group	Division	Comment
Local Government Act 1993	s.625	Responsible Accounting Officer (RAO) must prepare a monthly report for Council on money invested under this section	Council meeting	As required	Ongoing	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as required
Local Government Act 1993	s.610E s.640F	Public notice in draft operational plan of fees, and any waived or reduced fees for 28days	<a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a>	30-Jun	Annually	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Actioned as required
Local Government Act 1993	s.715	Notice of proposal to sell land to recover rates or charges	Notice in newspaper and to bring notice to attention of people interested	Sale date no earlier than 3months, and no later than 6months, after date of advertisement	Ongoing	N/A	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	NA
Local Government (General) Regulation 2021	s.216P	Must appoint a member of staff to be the internal audit co-ordinator	Appointment by CEO	30-Jun	Ongoing	100	Executive Lead	Finance and Commercial Operations	Business and Performance	
Local Government (General) Regulation 2021	s.216K	ARIC Terms of reference	Council meeting	30-Jun	4 yearly	100	Internal Auditor	Finance and Commercial Operations	Business and Performance	ARIC Charter was reviewed and adopted 18 July 2024. Next Review June 2024 ARIC meeting
Local Government (General) Regulation 2021	s.216O	Internal Audit Charter	Council meeting	30-Jun	4 yearly	100	Internal Auditor	Finance and Commercial Operations	Business and Performance	Internal Audit Charter adopted 21 March 2024 Council Meeting. Annual review due to March/June Aric Meeting. No changes expected as early adoption of the new IA standards was included in the Charter
Local Government (General) Regulation 2021	s.216T	CEO attestation re Audit Risk & Improvement Committee (ARIC)	Annual Report	30-Nov	Annually	N/A	Internal Auditor	Finance and Commercial Operations	Business and Performance	First attestation due November 2025
Calendar of Compliance and Reporting	-	Councils are required to have a risk management framework and an internal audit function	-	1-Jul	Ongoing	100	Group Manager	Governance	Business and Performance	Council had an adopted policy at the required date and Risk Management Plan. It is noted that Council is undergoing a Risk Management Transformation Project and will refresh the risk management framework. Council also has an Internal Audit function
Calendar of Compliance and Reporting	-	Candidate and Councilor Election Results return to be submitted to OLG (Return to be sent early September)	<a href="https://www.olg.nsw.gov.au/council-portal/council-surveys/">https://www.olg.nsw.gov.au/council-portal/council-surveys/</a>	18-Oct	4 yearly	100	Group Manager	Governance	Business and Performance	Elections results notified by email on 10 October 2024.
Calendar of Compliance and Reporting	-	Notify Office of Local Government of senior staff or address changes to enable updating of the directory	<a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>	As required	Ongoing	100	Group Manager	Governance	Business and Performance	Completed as required
Code of Conduct	s.4.21	Written returns of interest due for councillors and designated persons who held office at 30 June	Council meeting	30-Sep	Annually	100	Group Manager	Governance	Business and Performance	Returns received by 30 September and considered at Council in October 2024
Independent Commission Against Corruption Act 1998	s.11	CEO duty to notify Commission of possible corrupt conduct	<a href="http://www.icac.nsw.gov.au">www.icac.nsw.gov.au</a>	ASAP	Ongoing	100	Group Manager	Governance	Business and Performance	Notification to ICAC occurs if and when required
Local Government (General) Regulation 2021	s.216S	Must adopt and implement a system for managing risk	Council meeting	30-Jun	Ongoing	100	Group Manager	Governance	Business and Performance	It is noted that Council is undergoing a Risk Management Transformation Project and will refresh the its risk management system
Local Government (General) Regulation 2021	s.183 s.184	Induction and/or refresher training for the Mayor and all newly elected and returning councillors is to be completed	Provision of training	Within 6months after declaration of the election	4 yearly	75	Group Manager	Governance	Business and Performance	Induction program for Councillors currently underway
Local Government (General) Regulation 2021	s.185	Ongoing professional development program for councillors and mayors	Provision of training	-	Ongoing	N/A	Group Manager	Governance	Business and Performance	Development programs to be determined following completion of induction process.
Local Government (General) Regulation 2021	s.186	Information about induction training and ongoing professional development of Mayor and Councilors to be included in annual report	Annual Report	30-Nov	Annually	N/A	Group Manager	Governance	Business and Performance	To be included in 2024/2025 Annual Report
Local Government (General) Regulation 2021	s.216J	Audit, Risk and Improvement Committee met at least once in each quarter	ARIC meeting	30-Sep 31-Dec 31-Mar 30-Jun	Quarterly	100	Group Manager	Governance	Business and Performance	ARIC meets on quarterly basis
Local Government (General) Regulation 2021	s.235	Report of Secretary to be tabled at council meeting	Council meeting	As required	Ongoing	N/A	Group Manager	Governance	Business and Performance	Not required in this reporting period
Local Government (General) Regulation 2021	s.236	Councils to broadcast meetings online	<a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a>	Every Council meeting	Monthly	100	Group Manager	Governance	Business and Performance	All Council meetings live streamed
Local Government (General) Regulation 2021	s.278	Electoral roll closing date	<a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a>	Fortieth day preceding the election day	4 yearly	100	Group Manager	Governance	Business and Performance	Complied
Local Government (General) Regulation 2021	s.285	Notification of vacancy	Notify Electoral Commissioner, the Secretary and the Chief Executive Officer of Local Government NSW	Within 7 days	Ongoing	N/A	Group Manager	Governance	Business and Performance	Not required in this reporting period
Local Government (General) Regulation 2021	s.393(a)	Council who administer own election - CEO must provide report to Minister setting out details of election	Minister, and Council website	14-Mar	4 yearly	N/A	Group Manager	Governance	Business and Performance	Not applicable
Local Government (General) Regulation 2021	s.393(b)(3)	Caretaker period commences for LG election	General Manager report to Minister (s.393(a))	4 weeks preceding date of election	4 yearly	100	Group Manager	Governance	Business and Performance	Complied

## Legislative Compliance Register

Legislation/Statutory Instrument	Section Reference	Compliance Requirement (i.e. report, notify, or record)	Compliance Mechanism	Due	Frequency	Target Achieved (%)	Owner	Group	Division	Comment
Local Government (General) Regulation 2021	s.393(c)	Council may resolve for a countback election is to be held to fill any casual vacancy that occurs within 18 months after the date of ordinary election	CEO to notify the Election Manager of the resolution	Within 7 days	4 yearly	100	Group Manager	Governance	Business and Performance	NSW Electoral Commissioner notified of Council resolution on 18 October 2024
Local Government Act 1993	s.9	Public notice of Council meetings	<a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a>	ASAP	Ongoing	100	Group Manager	Governance	Business and Performance	All meetings notified on Council's website
Local Government Act 1993	s.11	Public access to correspondence and reports tabled or submitted at Council meeting	<a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a>	Business day following the meeting	Ongoing	100	Group Manager	Governance	Business and Performance	All agendas available on Council's website and several hard copies available in offices. Tabled documents also added to Council's website following each meeting.
Local Government Act 1993	s.210A	Consultation, public notice and exhibition of proposals regarding ward boundaries	Electoral Commission	ASAP	As required	N/A	Group Manager	Governance	Business and Performance	Not required in this reporting period
Local Government Act 1993	s.210B	Approval to abolish all wards in council's area	Electoral Commission	ASAP	As required	N/A	Group Manager	Governance	Business and Performance	Not required in this reporting period
Local Government Act 1993	s.233A(1)	Councillors must take an oath of office or make an affirmation of office	Council meeting	First meeting of the council after councillor is elected	4 yearly	100	Group Manager	Governance	Business and Performance	Completed on 17 October 2024 prior to first Council meeting. All Councillors in attendance.
Local Government Act 1993	s.252	Payment of expenses and provision of facilities policy, allow 28days for public submissions	<a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a>	Within 12 months of election	4 yearly	N/A	Group Manager	Governance	Business and Performance	Not required in this reporting period
Local Government Act 1993	s.287	When is an ordinary election of councillors held?	-	Second Saturday of September 2024	4 yearly	100	Group Manager	Governance	Business and Performance	Election conducted 14 September 2024
Local Government Act 1993	s.290(1)(a)	Last day for councillors to elect Mayor following ordinary is three weeks after declaration of the election of councillors	Council meeting	From the 1st Oct	N/A	N/A	Group Manager	Governance	Business and Performance	Council's Mayor elected by the electors
Local Government Act 1993	s.291A	Decision on countback to be held instead of by-election for Councillor vacancies within 18months of election	Council meeting - Not applicable to PMHC	First Council meeting following election	4 yearly	100	Group Manager	Governance	Business and Performance	Council resolved to use a countback election at October 2024 Ordinary Council meeting
Local Government Act 1993	s.292	When is a by-election to be held?	-	Saturday no later than 3months after vacancy	4 yearly	N/A	Group Manager	Governance	Business and Performance	Not required in this reporting period
Local Government Act 1993	s.294	Apply to the Minister to dispense the need for a by-election for any casual councillor vacancies that occur in the last 18 months of the term	Written notice to Minister	Prior to 18 months before the date specified for the next ordinary election	4 yearly	N/A	Group Manager	Governance	Business and Performance	Not required in this reporting period
Local Government Act 1993	s.296AA	Adoption of council plan for administration of election by Council	<a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a>	At least 18months prior to election	4 yearly	N/A	Group Manager	Governance	Business and Performance	Not required in this reporting period
Local Government Act 1993	s.296(3)(b)	Enter into arrangement with Electoral Commission for administration of election	<a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a>	At least 15months prior to election	4 yearly	N/A	Group Manager	Governance	Business and Performance	Not required in this reporting period
Local Government Act 1993	s.302	General manager is to prepare new non-residential roll, and roll of occupiers and ratepaying lessees	Public inspection during office hours	ASAP	4 yearly	100	Group Manager	Governance	Business and Performance	Prepared as required
Local Government Act 1993	s.328A	General manager to keep register of political donation disclosures	<a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a>	ASAP	Ongoing	100	Group Manager	Governance	Business and Performance	Register of Political Donations maintained by NSW Electoral Commission. Council's website provides links to this register.
Local Government Act 1993	s.328B	General manager to report suspected instances of non disclosure of political donations	Department of Local Government Chief Executive	ASAP	Ongoing	N/A	Group Manager	Governance	Business and Performance	Not required in this reporting period
Local Government Act 1993	s.333	Council to redetermine organisational structure	Council meeting	Within 12 months of election	4 yearly	N/A	Group Manager	Governance	Business and Performance	Not required in this reporting period
Local Government Act 1993	s.338(7)	Review of General Manager's performance, and undertake contract renewal process subject to the terms.	<a href="#">Council meeting</a>	30-Jun	Annually	100	Group Manager	Governance	Business and Performance	CEO's annual performance review reported to Council in August 2024
Local Government Act 1993	s.360	Adopt a code of meeting practice that incorporates the mandatory provisions of the model code prescribed by the regulations	<a href="#">Council meeting</a>	Within 12 months of election	4 yearly	N/A	Group Manager	Governance	Business and Performance	Not required in this reporting period
Local Government Act 1993	s.380	Review of delegations	Delegations register	Within 12 months of election	4 yearly	N/A	Group Manager	Governance	Business and Performance	Not required in this reporting period
Local Government Act 1993	s.428A	Must appoint an Audit Risk and Improvement Committee	Must provide information to Council to improve Council's performance and functions	30-Jun	Ongoing	100	Group Manager	Governance	Business and Performance	Audit and Risk Committee appointed and meets quarterly
Local Government Act 1993	s.434	Council response to Dept. Chief Executive report regarding and inquiry or review	Written notice to Minister of proposed actions in response to report	Within 28 days	Ongoing	N/A	Group Manager	Governance	Business and Performance	Not required in this reporting period
Local Government Act 1993	s.434A	Council response to Ombudsman's report	Written notice to Minister of proposed actions in response to report	Within 40 days	Ongoing	N/A	Group Manager	Governance	Business and Performance	Not required in this reporting period

Legislative Compliance Register

Legislation/Statutory Instrument	Section Reference	Compliance Requirement (i.e. report, notify, or record)	Compliance Mechanism	Due	Frequency	Target Achieved (%)	Owner	Group	Division	Comment
Local Government Act 1993	s.438	Compliance report in response to performance improvement order	Written notice to Minister of proposed actions in response to improvement order	As defined by order	Ongoing	N/A	Group Manager	Governance	Business and Performance	Not required in this reporting period
Local Government Act 1993	s.438K	Submission in response to temporary suspension of Council	Written notice to Minister in response to proposed suspension	As defined by order (14 or 7 days)	Ongoing	N/A	Group Manager	Governance	Business and Performance	Not required in this reporting period
Local Government Act 1993	s.440	Adoption of Model Code of Conduct	Council meeting	Within 12 months of election	4 yearly	N/A	Group Manager	Governance	Business and Performance	Not required in this reporting period
Local Government Act 1993	s.440AA	Adoption of Model Code Procedures	Council meeting	Within 12 months of election	4-yearly	N/A	Group Manager	Governance	Business and Performance	Not required in this reporting period
Local Government Act 1993	s.440AAB	Register and tabling of returns	Council meeting	ASAP after return lodged	Ongoing	100	Group Manager	Governance	Business and Performance	Annual Returns tabled and reported to Council in October 2024
Local Government Amendment (Governance and Planning) Act 2016	224A, 365A, 376, 402, 402A-406, 428A, 428B	-	-	-	-	N/A	Group Manager	Governance	Business and Performance	-
Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW	s.4.21(a) s.4.25	Councillor's written returns of interest to be lodged within three months of being declared elected	General Manager to table returns at next council meeting	14-Dec	4 yearly	100	Group Manager	Governance	Business and Performance	Returns tabled at October 2024 meeting. New Councillors returns have been lodged and tabled at Council meetings
Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW	s.11.1	Reporting statistics on code of conduct complaints about councillors and the general manager	Council meeting and <a href="https://www.olg.nsw.gov.au/council-portal/council-surveys/">https://www.olg.nsw.gov.au/council-portal/council-surveys/</a>	Within 3months of 30-Sep	Annually	100	Group Manager	Governance	Business and Performance	Code of conduct statistics reported to the Office of Local Government on 13 December 2024
Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW	s.11.2	Reporting statistics on code of conduct complaints about councillors and the general manager	Office of Local Government	Within 3months of 30-Sep	Annually	100	Group Manager	Governance	Business and Performance	Code of conduct statistics reported to the Office of Local Government on 13 December 2024
Public Interest Disclosure Act Guidelines - NSW Ombudsman	-	Decision to cease or to not investigate a disclosure	<a href="http://www.ombo.nsw.gov.au">www.ombo.nsw.gov.au</a>	ASAP	Ongoing	N/A	Group Manager	Governance	Business and Performance	Not undertaken in this reporting period
Public Interest Disclosures Act 2022	s.78(1)	Agencies to provide annual return to Ombudsman	<a href="http://www.ombo.nsw.gov.au">www.ombo.nsw.gov.au</a>	30-Jul	Annually	100	Group Manager	Governance	Business and Performance	Annual return complete
Public Interest Disclosures Act 2022	s.34	Detrimental action offence—referrals of information	<a href="http://www.ombo.nsw.gov.au">www.ombo.nsw.gov.au</a>	ASAP	Ongoing	N/A	Group Manager	Governance	Business and Performance	Not undertaken in this reporting period
Public Interest Disclosures Act 2022	s.81(2)	Delegation of functions of an agency to another agency	<a href="http://www.ombo.nsw.gov.au">www.ombo.nsw.gov.au</a>	ASAP	Ongoing	N/A	Group Manager	Governance	Business and Performance	Not undertaken in this reporting period
Public Interest Disclosures Act 2022	s.81(3)	Arrangement between an agency and an entity for that entity to exercise functions on behalf of an agency - notify Ombo when amended or ended	<a href="http://www.ombo.nsw.gov.au">www.ombo.nsw.gov.au</a>	ASAP	Ongoing	N/A	Group Manager	Governance	Business and Performance	Not undertaken in this reporting period
Government Information (Public Access) Act 2009	s.6	Open access information publicly available	<a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a>	ASAP	Ongoing	100	Group Manager	Governance	Business and Performance	Open access information available on Council's website or upon request
Government Information (Public Access) Act 2009	s.6(5)	Record of open access information not made publicly available	<a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a>	ASAP	Ongoing	N/A	Group Manager	Governance	Business and Performance	No open access information not made publicly available
Government Information (Public Access) Act 2009	s.7(3)	Must review program for the release of open access info	<a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a>	Not < every 12months	Annually	100	Group Manager	Governance	Business and Performance	Completed
Government Information (Public Access) Act 2009	s.20, s.21	Agencies must have an Agency Information Guide	<a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a>	30-Nov	Annually	100	Group Manager	Governance	Business and Performance	Information Guide available on Council's website
Government Information (Public Access) Act 2009	s.25	Requirement for disclosure log	<a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a>	ASAP	Ongoing	100	Group Manager	Governance	Business and Performance	Disclosure log available on Council's website
Government Information (Public Access) Act 2009	s.125	Report submitted to IPC must be published in Annual Report	Annual Report	30-Nov	Annually	100	Group Manager	Governance	Business and Performance	GIPA report included in Annual Report for 2023/2024
Government Information (Public Access) Act 2009	s.125	GIPA report submitted to Information & Privacy Commission	<a href="http://gipa-ipc-nsw.gov.my.salesforce.com">gipa-ipc-nsw.gov.my.salesforce.com</a>	30-Nov	Annually	100	Group Manager	Governance	Business and Performance	Completed 31 October 2024
Government Information (Public Access) Regulation 2018	4, 5, 1, 2, 3, 4	-	-	-	-	N/A	Group Manager	Governance	Business and Performance	-
Local Government (State) Award 2023	s.33(iii)	Organisation Training Plan and Budget designed with Consultation Committee	Consultative Committee	-	Annually	100	Group Manager	People Safety and Performance	Business and Performance	Learning & Development planning update papers are provided at each Consultative Committee meeting for discussion
Local Government (State) Award 2023	s.34	Consultative Committee	-	-	Ongoing	100	Group Manager	People Safety and Performance	Business and Performance	Consultative Committee meetings are scheduled 5 times per year to consult on Award conditions.
Modern Slavery Act 2018	s.31	Annual reporting on Reasonable Steps	Council annual report, and to <a href="https://surveys.dcj.nsw.gov.au/fe/form/SV_etgqblCw5bj184S">https://surveys.dcj.nsw.gov.au/fe/form/SV_etgqblCw5bj184S</a>	31-Dec	Annually	80	Group Manager	Procurement	Business and Performance	Statement included in Annual Report Draft Reasonable Steps Report submitted for review - late submission to be accepted by Anti-Slavery Commissioner
Modern Slavery Act 2018 - Guidance on Reasonable Steps	Appendix L	Transactional reporting on HMSDD procurements \$150k or more	<a href="https://surveys.dcj.nsw.gov.au/fe/form/SV_etgqblCw5bj184S">https://surveys.dcj.nsw.gov.au/fe/form/SV_etgqblCw5bj184S</a>	Within 45days of contract effective	Ongoing	N/A	Group Manager	Procurement	Business and Performance	Requirement to report extended by the Office of the Anti-Slavery Commissioner to 1 July 2025
Government Information (Public Access) Act 2009	s.27, s.35	Register of government contracts valued at \$150,000 or more to be published on website	<a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a>	Within 45 days of contract effective	Ongoing	100	Group Manager	Procurement	Business and Performance	Register of Government Contracts available on Council's website
Local Government (General) Regulation 2021	s.65	Concurrence received from Transport for NSW for operation of public car park	Conditions to be approved by Transport NSW	Prior to approval granted to applicant	Ongoing	100	Group Manager	Community Infrastructure Planning and Design	Community Infrastructure	No new public carparks opened in 2024/25
Roads Act 1993	s163	Roads authorities to keep records	Road Register	ASAP	Ongoing	100	Group Manager	Community Infrastructure Planning and Design	Community Infrastructure	All applications for works in road reserve area are registered within Authority Registers

Legislative Compliance Register

Legislation/Statutory Instrument	Section Reference	Compliance Requirement (i.e. report, notify, or record)	Compliance Mechanism	Due	Frequency	Target Achieved (%)	Owner	Group	Division	Comment
Roads Act 1993	s75	Public authorities to notify TINSW of proposal to carry out road work on classified roads	TINSW	ASAP	Ongoing	100	Group Manager	Community Infrastructure Planning and Design	Community Infrastructure	Compled notifications and approvals as required
Water Act 1912	Entire Act	Koree Pump Station 1, 2, & 3 - Water Supply river extraction licence	Live data reporting to NSW Water	ASAP	Ongoing	100	Group Manager	Utilities Operations	Community Utilities	
Protection of the Environment Operations (Waste) Regulation 2014	s.22, & s.88 (PEO Act)	Waste contribution monthly reports Contributions by licensee of waste facility	<a href="#">Wast and Resource Reporting Portal (WARRP)</a>	Within 26 days of end of month	Monthly	100	Group Manager	Utilities Planning and Design	Community Utilities	
Protection of the Environment Operations (Waste) Regulation 2014	s.23	Periodic volumetric surveys of scheduled waste facilities	<a href="#">Wast and Resource Reporting Portal (WARRP)</a>	30 Jun (by 31 Jul) 31 Dec (by 31 Jan)	6 monthly	100	Group Manager	Utilities Planning and Design	Community Utilities	1-week extension approved to 6 Feb 25.
Protection of the Environment Operations Act 1997	s.63, s.75	Camden Haven Wastewater Treatment Plant Environmental Protection License 805 (reporting conditions)	<a href="#">eConnect EPA</a>	1 Feb (within 60 days)	Annually	100	Group Manager	Utilities Planning and Design	Community Utilities	
Protection of the Environment Operations Act 1997	s.63, s.75	Kew-Kendall Sewage Treatment Plant Environmental Protection License 10339 (reporting conditions)	<a href="#">eConnect EPA</a>	9 June (within 60days)	Annually	100	Group Manager	Utilities Planning and Design	Community Utilities	
Protection of the Environment Operations Act 1997	s.63, s.75	Lake Cathie/Bonny Hills Sewage Treatment Plant Environmental Protection License 594 (reporting conditions)	<a href="#">eConnect EPA</a>	1 Nov (within 60 days)	Annually	100	Group Manager	Utilities Planning and Design	Community Utilities	
Protection of the Environment Operations Act 1997	s.63, s.75	Port Macquarie Sewage Treatment Plant Environmental Protection License 589 (reporting conditions)	<a href="#">eConnect EPA</a>	1 Nov (within 60 days)	Annually	100	Group Manager	Utilities Planning and Design	Community Utilities	
Protection of the Environment Operations Act 1997	s.63, s.75	Wauchops Sewage Treatment Plant Environmental Protection License 804 (reporting conditions)	<a href="#">eConnect EPA</a>	1 Feb (within 60 days)	Annually	100	Group Manager	Utilities Planning and Design	Community Utilities	
Protection of the Environment Operations Act 1997	s.63, s.75	Dunbogan Waste Management Depot Environment Protection License 5924 (reporting conditions)	<a href="#">eConnect EPA</a>	13 Oct (within 60 days)	Annually	100	Group Manager	Utilities Planning and Design	Community Utilities	
Protection of the Environment Operations Act 1997	s.63, s.75	Cairncross Waste Management Facility Environment Protection License 11189 (reporting conditions)	<a href="#">eConnect EPA</a>	23 Oct (within 60 days)	Annually	100	Group Manager	Utilities Planning and Design	Community Utilities	
Protection of the Environment Operations Act 1997	s.63, s.75	Port Macquarie Waste Management Facility Environment Protection License 20698 (reporting conditions)	<a href="#">eConnect EPA</a>	22 Apr (within 60 days)	Annually	100	Group Manager	Utilities Planning and Design	Community Utilities	
Environmental Planning and Assessment Regulation 2000	s.266	Planning reform contributions from development application fees	Planning Secretary	14th and 28th	Monthly	100	Group Manager	Development Services	Community, Planning and Environment	Ongoing
Environmental Planning and Assessment Regulation 2000	s.220	Councils must keep certain records publicly available	NSW Planning Portal, and <a href="#">www.pmhc.nsw.gov.au</a>	30-Jun	Annually	100	Group Manager	Development Services	Community, Planning and Environment	
Biosecurity Act 2015	147, 294, 295, 304, 379, 381	Report on Invasive Weeds grant to Department of Primary Industry with Weeds Action Program Grant	Annual Report	30-Nov	Annually	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Biosecurity Act 2015	See above	Report on Noxious weeds grant to Department of Primary Industries and Regional Development	Report via Biosecurity Information System (BIS)	End of month	Monthly	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Companion Animals Act 1998	s.40	s40 - Declaration of menacing or dangerous dog notification to Dept Chief Exec	Companion Animal Register	Within 7 days	Ongoing	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Companion Animals Act 1998	s.67A	s67A - Reporting on pound activities to Dept Chief Exec	Rehoming Organisations Annual Report	31-Jul	Annually	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Companion Animals Act 1998	s.67A	s67A - Reporting on pound activities to Dept Chief Exec	Survey of Seizures of Cats and Dogs	End of month	Monthly	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Companion Animals Act 1998	s.67A	s67A - Reporting on pound activities to Dept Chief Exec	Survey of Seizures of Cats and Dogs	31-Aug	Annually	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Companion Animals Act 1998	s.11A	s11A - Duty to notify Dept Chief Exec of companion animals killed by traffic	Companion Animal Register	Within 7 days	Ongoing	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Companion Animals Act 1998	s.31	s31 - Nuisance cat order notification to Dept Chief Exec	Companion Animal Register	Within 7 days	Ongoing	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Companion Animals Act 1998	s.32A	s32A Nuisance dog order notification to Dept Chief Exec	Companion Animal Register	Within 7 days	Ongoing	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Companion Animals Act 1998	s.83c	83c - Notify Office of Local Government of withdrawal of staff access to Register	Companion Animal Register contact email	ASAP	Ongoing	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Companion Animals Act 1998	s.83d	83d - Notify Office of Local Government of withdrawal of contractor access to Register at Pound	Companion Animal Register contact email	ASAP	Ongoing	N/A	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	No contractor access
Companion Animals Act 1998	s.64B	s64B - Rehoming seized or surrendered animals - Council must keep records	Records	As required	Ongoing	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	



Legislative Compliance Register

Legislation/Statutory Instrument	Section Reference	Compliance Requirement (i.e. report, notify, or record)	Compliance Mechanism	Due	Frequency	Target Achieved (%)	Owner	Group	Division	Comment
Companion Animals Act 1998 (OLG Calendar of Compliance & Reporting)	-	Regular reconciliation of the Companion Animal Register payments is to be completed	N/A	End of month	Monthly	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Companion Animals Act 1998 (OLG Calendar of Compliance & Reporting)	-	All registration fees received during the month must be entered onto the Register	Companion Animal Register	Within 7 days	Ongoing	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Companion Animals Act 1998 (OLG Calendar of Compliance & Reporting)	-	Registration fees must be remitted to the OLG as detailed on monthly invoices issued by OLG	Companion Animal Register	End of month	Monthly	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Companion Animals Regulation 2018	s.20	s20 - Cancellation of registration fee exemption for assistance animal	Companion Animal Register	Within 7 days	Ongoing	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Companion Animals Regulation 2018	s.43	s43 - Notices - requirement to notify Dept Chief Exec of notices issued - menacing/dangerous	Companion Animal Register	Within 7 days	Ongoing	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Companion Animals Regulation 2018	s.31	s31 - Dog attack information on the Register	Companion Animal Register	Within 72hours	Ongoing	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Local Government (General) Regulation 2021	s.77	Public notice of draft local approvals policies	Council website and other means as necessary	At least 7 days prior to commencement, and until after submissions close date	Ongoing	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Local Government (General) Regulation 2021	s.97	Copies of certain orders to be provided to EPA	<a href="https://www.epa.nsw.gov.au/33-OrdersRegister">https://www.epa.nsw.gov.au/33 - Orders Register (authority)</a> 136 - Contaminated Land Register (authority)	ASAP	Ongoing	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Local Government (General) Regulation 2021	s.100	Public notice of local orders policy	Council website and other means as necessary	At least 7 days prior to commencement, and until after submissions close date	Ongoing	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Local Government Act 1993	s.54P	Council must include particulars of any Environmental Upgrade Agreement in its Annual Report	Annual Report	30-Nov	Annually	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Local Government Act 1993	s.158 - s.167	Public notice of draft local policy (approvals or orders) for no less than 28 days, with 42 day period for submissions; and revoked within 12mths of election. (See also s.77 of LG Regulation)	<a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a>	Within 12 months of election	4-yearly	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Protection of the Environment Operations Act 1997	s.308 s.309	Public Register Public availability of register	Available on request (Orders Register in Authority) PIN Handbook and SEINS for infringement notices	On request	Ongoing	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Public Health Act 2010	3, 4, 5, 9, 12, 44, 45, 49, 50, 98, 98F, 105, 122, 123, 126, 127, 134	Maintain registers for: - Regulated systems - Public Swimming Pools and spa pools - Skin Penetration premises	127 - Pools and Spas register (authority) 132 - Skin Penetration register (authority) 135 - Water Cooling system register (authority)	-	-	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Public Health Regulation 2012	s123	Notification of improvement notices and prohibition orders—the Act, s 134	33 - Orders Register (authority) Content manager (SF16/1420) for notifications	1-Aug	Annually	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Public Health Regulation 2012	8, 10, 13, 14, 18, 20, 25, 30, 31, 42, 43, 75, 92, 124	-	-	-	-	N/A	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Swimming Pools Act 1992	s.22B	Mandatory pool inspection program by local authority	Adopted Swimming Pool Inspection Program	14-Jul	3 yearly	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Swimming Pools Act 1992	s.22F	Inspections carried out by local authority	Annual Report	30-Nov	Annually	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Swimming Pools Regulation 2018	18	enter inspections into state register generate certificates of compliance or non compliance from state register	<a href="https://www.swimmingpoolregister.nsw.gov.au">https://www.swimmingpoolregister.nsw.gov.au</a>	ASAP	Ongoing	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Swimming Pools Regulation 2018	s.23	Council reporting requirements for inspections	Annual Report	30-Nov	Annually	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Swimming Pools Regulation 2018	s.29	Public access to Australian Standards, Building Code of Australia and Cardiopulmonary Resuscitation Guideline	<a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a>	ASAP	Ongoing	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	Australian Standards can be viewed at Council but cannot be posted due to Copyright. Building Code is now National Construction Code
Environment Protection and Biodiversity Conservation Act 1999	s.516	Annual Compliance Report - The Boulevard and Gravel Tip Road to Improve Flood and Evacuation Access, Dunbogan, NSW (EPBC 2013/6757)	<a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a> , & email <a href="mailto:epbcmonitoring@dceew.gov.au">epbcmonitoring@dceew.gov.au</a>	Within 3 months of 22 Jan	Annually	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	

## Legislative Compliance Register

Legislation/Statutory Instrument	Section Reference	Compliance Requirement (i.e. report, notify, or record)	Compliance Mechanism	Due	Frequency	Target Achieved (%)	Owner	Group	Division	Comment
Environment Protection and Biodiversity Conservation Act 1999	s.516	Annual Compliance Report - Port Macquarie Airport Master Plan Implementation and Vegetation clearing in the Thrumster Urban Release Area (EPBC 2016/7842)	<a href="http://www.pmhc.nsw.gov.au_&amp;email=epbcmonitoring@dcceew.gov.au">www.pmhc.nsw.gov.au_&amp;email=epbcmonitoring@dcceew.gov.au</a>	30-Jun	Annually	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	Compliance report submitted 04/03/25
Environmental Planning and Assessment Regulation 2000	s.171	Review of environmental factors—the Act, s 5.10(a)	<a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a>	Before activity commences; or no later than 1 month after activity commences	Ongoing	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Environmental Planning and Assessment Regulation 2000	s.194	Publication of environmental impact statements—the Act, s 5.8	NSW Planning Portal, and <a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a>	As required	Ongoing	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Environmental Planning and Assessment Regulation 2000	s.196	Reports about activities under the Act, Div 5.1	<a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a>	ASAP after completion	Ongoing	N/A	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Food Act 2003	4, 45, 47, 48, 19, 50, 51, 52, 53, 55, 58, 60, 66, 66AA, 100, 101A, 109E, 111, 111A, 111B, 111C, 111D, 113, 113A, 114, 115, 134, 135, 136A, 139, 18, 19	List of food businesses notified (S101A) Record of notification of seizure (s45) Record of Improvement Notices issued Record of Prohibition Orders issued Certificates of authority (s115) Offences relating to food	122 - Food Register (Authority) 122 - Food Register (Authority) 33 - Orders Register (Authority) 33 - Orders Register (Authority) Signed certificate by CEO CRM Module (Authority)	As required	Annually	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Food Act 2003	s.113	Reports by enforcement agencies	<a href="http://www.frp.nsw.gov.au">www.frp.nsw.gov.au</a>	28-Jul	Annually	100	Group Manager	Environment and Regulatory Services	Community, Planning and Environment	
Local Government Act 1993	s.113	Council must keep a record of section 68 approvals and available for public inspection without charge	680 - Water Sewer Stormwater OSM install Register (authority and application tracker) 140 - OSM approval to operate register (authority) 28 - Miscellaneous applications register (Amusement devices and structures) (authority)	ASAP	Ongoing	100	Group Manager	Environment and Regulatory Services & Development Assessment	Community, Planning and Environment	
Calendar of Compliance and Reporting	-	Stronger Communities Fund (SCF) progress report due	N/A	1-Aug 1-Feb	5 monthly	N/A	Group Manager	Liveable Communities	Community, Planning and Environment	No Current Projects to report
Calendar of Compliance and Reporting	-	Compulsory Land Acquisition return due	Annual report to Centre for Property Acquisition (Transport for NSW) and to Office of Local Government	13.8.2024	Annually	100	Group Manager	Liveable Communities	Community, Planning and Environment	Report to Transport for NSW completed 13.8.2024. Report to Office of Local Government completed 4.10.2024.
Crown Land Management Act 2016	s.8.8	Notice of native title managers to be given to Minister	Written notice to Minister	ASAP after 30 June (no later than 31 Oct)	Annually	100	Group Manager	Liveable Communities	Community, Planning and Environment	
Local Government Act 1993	s.47	Public notice of lease, licence or other estate in respect of community land exceeding 5 years	<a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a>	ASAP	Ongoing	100	Group Manager	Liveable Communities	Community, Planning and Environment	Completed for all proposed Leases and Licences on Community classified land
Local Government Act 1993	s.47A	Public notice of lease, licence or other estate in respect of community land 5 years or less	<a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a>	ASAP	Ongoing	100	Group Manager	Liveable Communities	Community, Planning and Environment	Completed for all proposed Leases and Licences on Community classified land
Local Government Act 1993	s.53	Council is required to keep a register of all land vested in it or under its control	Asset Register	N/A	Ongoing	100	Group Manager	Liveable Communities	Community, Planning and Environment	Land Register and Lease Register maintained up to date in Content Manager and copies are provided to the public on request
Local Government Act 1993	s.34	Public notice (28 days) of classification or reclassification of land by council resolution	<a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a>	ASAP	Ongoing	100	Group Manager	Liveable Communities	Community, Planning and Environment	Completed for land acquisitions where relevant
Local Government Act 1993	s.38	Public notice of draft plans of management for no less than 28 days, with 42 day period for submissions (see also s. 112 of LG Reg)	<a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a>	ASAP	Ongoing	N/A	Group Manager	Liveable Communities	Community, Planning and Environment	
Local Government Act 1993	s.39	Notice to owner of draft plan of management (if not Council) prior to public notice	<a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a>	ASAP	Ongoing	N/A	Group Manager	Liveable Communities	Community, Planning and Environment	
Local Government Act 1993	s.43	Public availability of plans of management during ordinary office hours	<a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a>	ASAP	Ongoing	100	Group Manager	Liveable Communities	Community, Planning and Environment	Plan of Management for Council Managed Crown Land published on Council website
Local Government Act 1993	s.202(5)	Special entertainment precinct noise regulation plan and notification	<a href="http://www.pmhc.nsw.gov.au">www.pmhc.nsw.gov.au</a> , and notify residents living in and moving to the area	ASAP	As required	N/A	Group Manager	Liveable Communities	Community, Planning and Environment	PMHC does not have any identified Special Entertainment Precincts
Local Government Act 1993	s.644A	Public consultation on proposal to establish alcohol-free zone with 14 day submission period	Local Police Station Liquor License holders adjacent to proposed alcohol-free zone Anti-Discrimination Board	Within 30days	Ongoing	100	Group Manager	Liveable Communities	Community, Planning and Environment	Public consultation occurred for 14 days in Nov 2023.

Legislative Compliance Register

Legislation/Statutory Instrument	Section Reference	Compliance Requirement (i.e. report, notify, or record)	Compliance Mechanism	Due	Frequency	Target Achieved (%)	Owner	Group	Division	Comment
Local Government Act 1993	s.644B	Establishment of alcohol-free zones	In a manner to bring notice to attention of public in the zone	ASAP after adoption by Council	Ongoing	100	Group Manager	Liveable Communities	Community, Planning and Environment	Occurred as resolution of Council meeting January 2023 (Item 11.04) website updated 31 January 2024.
Local Government Act 1993	s.644C	Operation of alcohol-free zones cannot not operate earlier than 7days after publication of notice. Must include conspicuous signs	Council meeting	No less than 7 days after adoption	Ongoing	100	Group Manager	Liveable Communities	Community, Planning and Environment	Occurred as resolution of Council meeting January 2023 (Item 11.04)
Graffiti Control Act 2008	11, 12, 13	s13 Register of graffiti removal work must be kept by Council	CRM report as requested	ASAP	Ongoing	100	Group Manager	Liveable Communities	Community, Planning and Environment	Also reported quarterly
Calendar of Compliance and Reporting	-	Local Government Recovery Grants – AGRN 1012, 1025, 1030/34 and HIC \$2M, HIC Companion Animals Grants (\$375K) - YTD Reporting due	<a href="https://www.olg.nsw.gov.au/councils/council-finances/local-government-recovery-grants-program/">https://www.olg.nsw.gov.au/councils/council-finances/local-government-recovery-grants-program/</a> <a href="https://www.nsw.gov.au/grants-and-funding/companion-animal-care-and-rehoming-competitive-grant">https://www.nsw.gov.au/grants-and-funding/companion-animal-care-and-rehoming-competitive-grant</a>	1-Jan 1-Jul	6 monthly	100	Executive Manager	Strategy	Community, Planning and Environment	Reports to Council are biannual and sufficiently detailed to provide visibility into compliance.
Calendar of Compliance and Reporting	-	Local Government Recovery Grants – AGRN 1012, 1025, 1030/34 - YTD Reporting due	<a href="https://www.olg.nsw.gov.au/councils/council-finances/local-government-recovery-grants-program/">https://www.olg.nsw.gov.au/councils/council-finances/local-government-recovery-grants-program/</a>	1-Apr	Annually	100	Executive Manager	Strategy	Community, Planning and Environment	Reports to Council are biannual and sufficiently detailed to provide visibility into compliance.
Local Government Act 1993	s.402	Community strategic plan (10year)	<a href="#">Council meeting</a>	30-Jun	4 yearly	100	Executive Manager	Strategy	Community, Planning and Environment	Review against the legislation and the guidelines at the time of production and reporting. This is conducted each year upon production and is an ongoing responsibility.
Local Government Act 1993	s.402A	Community engagement strategy	<a href="#">Council meeting</a>	Within 12 months of election	4 yearly	100	Executive Manager	Strategy	Community, Planning and Environment	Review against the legislation and the guidelines at the time of production and reporting. This is conducted each year upon production and is an ongoing responsibility.
Local Government Act 1993	s.403	Resourcing strategy - LT Financial Plan (10yrs) - Workforce Mgmt Plan (4yrs) - Asset Maint Plan (10yrs)	<a href="#">Council meeting</a>	30-Jun	4 yearly	100	Executive Manager	Strategy	Community, Planning and Environment	Review against the legislation and the guidelines at the time of production and reporting. This is conducted each year upon production and is an ongoing responsibility.
Local Government Act 1993	s.404	Delivery program (4year) to be established by Council following election	<a href="#">Council meeting</a>	30-Jun	4 yearly	100	Executive Manager	Strategy	Community, Planning and Environment	Review against the legislation and the guidelines at the time of production and reporting. This is conducted each year upon production and is an ongoing responsibility.
Local Government Act 1993	s.405	Operational plan	<a href="#">Council meeting</a>	30-Jun	Annually	100	Executive Manager	Strategy	Community, Planning and Environment	Review against the legislation and the guidelines at the time of production and reporting. This is conducted each year upon production and is an ongoing responsibility.



# Risk Management Policy

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## Document Control

Content Manager Record No.: TBC

Action	Version	Completed by	Completion Date	Approved by	Approval Date	Review Date
Endorsed	V01	Group Manager Governance	4/3/2024	ARIC	4/3/2025	31/3/2026

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## 1. Purpose

Port Macquarie-Hastings Council (PMHC or referred to as 'Council') supports one of Australia's fastest-growing regional centres, characterised by significant economic growth and increasing demand across sectors such as health, education, construction, and professional services. Guided by its vision to create "the most liveable, sustainable, and innovative place in Australia," Council recognises that taking risks is essential for delivering long-term community benefits. In line with the "Authentic & High Performing" strategic theme outlined in the Imagine 2050 plan, "effective risk management practices" will underpin this ambition by enabling proactive identification and management of risks.

The purpose of this policy is to clearly express Council's commitment to implementing organisation-wide risk management principles, systems and processes that ensure the consistent, efficient and effective assessment and management of risk in all Council's planning, decision making and operational processes.

## 2. Statement

Council provides a wide range of essential services, community services and infrastructure to the residents, ratepayers, and visitors to our area. Council also has service agreements and contractual obligations with government and non-government agencies and organisations and has its own strategic goals and objectives that it seeks to achieve on behalf of the community.

There are many risks which are inherent to Council's activities. These risks can arise from many internal and external sources, can be dynamic in nature, can impact the community and a range of stakeholders and their impact may vary significantly.

It is therefore incumbent on Council to understand the internal and external risks that may impact the delivery of these services, contracts and strategic objectives and have processes in place to identify, mitigate, manage and monitor those risks to ensure the best outcome for Council and stakeholders. It is also Council's responsibility to ensure the efficient, effective and ethical use of resources and services by ratepayers, residents, employees and visitors.

Council is committed to the principles, framework and process of managing risk as outlined in the Australian risk management standard *AS ISO 31000:2018 Risk management – Guidelines* and commits to fully integrating risk management within the Council and applying it to all decision-making, functions, services and activities of the council in accordance with Council's statutory requirements.

To fulfill this commitment, Council has developed a risk management framework that is tailored to Council's operating environment and consistent with AS ISO 31000:2018 and Office of Local Government Risk Management and Internal Audit Guidelines (2023). The framework helps Council to identify, treat, monitor and review all risks to its operations and strategic objectives and apply appropriate internal controls.



### 3. Scope

The risk management policy and supporting framework applies to all Councillors, employees, contractors, sub-contractors and delegates of Council.

#### Risk Management Framework

Council's Risk Management Framework aims to support the achievement of Council's objectives and considers all types of strategic, operational and project risks. The Risk Management Framework consists of the following components:

- **Risk Management Policy (this document):** To clearly communicate Council's commitment to maintaining an effective and efficient risk management framework to support the management of organisation-wide risks and help embed risk management into day-to-day activities.
- **Risk Management Plan:** To provide a roadmap for implementing, resourcing, communicating and improving risk management as well as measuring and reporting risk management performance. The plan also outlines detailed roles and responsibilities.
- **Risk Management Procedure:** To establish the foundational processes, actions and instructions for identifying, analysing, evaluating, treating and escalating risks to help Council officers maintain their risk assessments in a manner that is consistent with Council's risk management framework.
- **Risk Appetite Statement:** To set the risk criteria to help guide Council officers in respect to the parameters of acceptable risk taking and tolerances.
- **Risk Management Function:** To ensure Council has the appropriate level of resources to implement the Risk Management Plan, support Council Officers and provide oversight of organisation-wide risk management activities.
- **Training and communication:** To ensure regular awareness training, workshops and communication campaigns to reinforce the importance of managing risk and enhance the risk management capabilities of Council Officers.
- **Risk Management Records:** Includes, but not limited to risk registers and other risk assessment records that formally document the risk assessment process, risk implication statements contained in Council and committee reports, other risk reports to communicate important risk and control information to stakeholders.
- **Other Supporting Policies, Procedures and Arrangements:** Other supporting processes, frameworks and arrangements that complement and strengthen risk management including but not limited to, Council policies, procedures, internal audits, service reviews, insurance arrangements, fraud and corruption plans, business continuity plans, crisis management plans, compliance plans and workplace health and safety management systems.

### 4. Responsibilities and Authorities

Council aims to create a positive risk management culture where risk management is integrated into all everyday activities through policies and procedures and managing risks is an integral part of good management practice and decision-making at Council. It is the responsibility of every employee and business area to observe this policy and adhere to Council's risk management framework.



Everyone has a role to play in Council's Risk Management Framework. The following table outlines the key roles and a summary of responsibilities within the Risk Management Framework to help provide clarity and accountability across all levels of Council. More detailed responsibilities for each role can be found in Council's Risk Management Plan.

Role	Summary of Responsibilities
Council (Governing Body)	Consistent with Council's (the governing body) strategic leadership role under section 223 of the Local Government Act, the governing body is responsible for establishing the foundational elements of Council's Risk Management Framework and setting the strategic direction for risk management. This includes establishing a strong tone at the top, adopting key risk documents, establishing risk appetite and aligning decision-making with established risk management principles. The governing body ensures that any risk implications are considered in Council reports when making decisions.
Audit, Risk and Improvement Committee (ARIC)	The ARIC independently reviews and advises Council on its Risk Management practices to ensure compliance and effectiveness. ARIC evaluates the Council's Risk Management processes, control environment, insurance arrangements, business continuity plans, and fraud control. They advise the CEO and Councillors on the adequacy of resources, the alignment of the Risk Management Framework with international standards, integration across Council's operations, and the effectiveness of risk reports, policies, and employee training.
Chief Executive Officer (CEO)	The CEO is ultimately responsible for leading and maintaining Council's Risk Management Framework by overseeing its implementation, approving internal policies and reports, and promoting a positive risk culture. This includes assigning accountability at all levels, attesting to compliance with statutory requirements, and authorising corrective actions. The CEO ensures the framework is well-resourced and escalates significant issues to the governing body and Audit, Risk and Improvement Committee (ARIC) as needed and in a timely manner.
Executive Leadership Team (ELT)	The ELT is comprised of all divisional Directors at Council. In addition to their responsibilities as employees, the ELT are responsible for instilling a strong risk culture throughout the organisation and taking risk within operational activities and available resources to work toward achieving the risk appetite; for ensuring that effective processes are in place for risk management; maintaining oversight of risks and for ensuring compliance with policies, procedures and other internal controls.
Senior Leadership Team (SLT)	Risk Management is a key responsibility of the SLT. In addition to their general duties, they are tasked with fostering a risk-aware culture, managing risks daily, and ensuring compliance with risk management policies and procedures. The SLT ensure the Divisional risk registers are regularly reviewed and updated. They must escalate critical issues and risks outside appetite to the ELT/ Director, include risk implications in Council reports, ensure all People Leaders are managing risks effectively.
People Leaders (Managers, Supervisors, Co-ordinators, Team Leaders)	Risk Management is a key responsibility for all People Leaders. In addition to their general duties, they are tasked with fostering a risk-aware culture, managing risks daily, and ensuring compliance with risk management policies and procedures. This includes identifying, assessing, monitoring, and reporting key risks, implementing adequate internal controls, and creating action plans to address risk issues. They must escalate critical issues and risks outside appetite to the SLT and include risk implications in Council reports. People Leaders must ensure employees comply with all Council policies and perform assigned risk management related tasks.



All employees	All employees are responsible for managing risk within their roles by understanding risk management principles, adhering to Council policies and procedures, and performing assigned risk management related tasks. Their duties include proactively identifying, assessing, and reporting risks, minimising exposure to risks within their area, ensuring safety for themselves and others, and reporting incidents, issues or improvement opportunities.
Contractors & Subcontractors & Volunteers	All contractors, subcontractors & volunteers are responsible for managing risk within their roles by understanding risk management principles, adhering to Council policies and procedures, and performing assigned risk management related tasks. Their duties include proactively identifying, assessing, and reporting risks, minimising exposure to risks within their area, ensuring safety for themselves and others, and reporting incidents, issues or improvement opportunities.
Delegates & sub-committee members	All delegates and sub-committee members of Council are responsible for managing risk within their roles by understanding risk management principles, adhering to Council policies and procedures, and performing assigned risk management related tasks. Their duties include proactively identifying, assessing, and reporting risks, minimising exposure to risks within their area, ensuring safety for themselves and others, and reporting incidents, issues or improvement opportunities.
Risk Management Function	The Risk Management function is delegated from the CEO to support the implementation of the risk management framework and coordinate risk activities across Council. This includes providing advice, training, and assistance to management and employees, as well as administering the Risk Management function and risk management information system. Periodic reports are provided to the CEO to inform on Risk Management matters. The Risk Management function supports the Audit, Risk, and Improvement Committee (ARIC), and coordinates the annual self-assessment and attestation activities.
Internal Audit	Internal Audit provides assurance on the effectiveness of Risk Management activities, internal controls, and the Risk Management Framework.

## 5. Monitoring and Review

Council is committed to continually improving its ability to manage risk. Council will review this policy and its Risk Management Framework at least annually to ensure it continues to meet the requirements of the Local Government Act 1993, the Local Government (General) Regulation 2021, and the organisation's requirements.

### References and Related Documents

- [AS ISO 31000:2018 Risk Management – Guidelines](#)
- [Local Government Act 1993](#)
- [Local Government \(General\) Regulation 2021](#)
- [Risk Management and Internal Audit for local government in NSW Guidelines Nov 2023](#)
- Risk Management Plan
- Risk Management Procedure
- Risk Appetite Statement & Consequence Table (part of Risk Management Procedure)





- Risk Register template
- Risk Assessment template

## 6. Definitions

**ARIC (Audit, Risk, and Improvement Committee)** - The objective of council's Audit, Risk and Improvement Committee is to provide independent assurance to council by monitoring, reviewing and providing advice about the council's governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.

**Control** - An existing Council process, policy, procedure or activity that minimises negative risk impacts and enhances positive risk opportunities.

**Executive Leadership Team (ELT)** - The ELT is comprised of all divisional Directors at Council and reports directly to the Chief Executive Officer.

**Risk** - The effect of uncertainty on objectives. Note: effect is a deviation from the expected and may be positive and/or negative.

**Risk Appetite** - The amount and type of risk that Council's governing body is willing to take, or not take, in order to achieve its strategic plan and objectives.

**Risk Assessment** - Overall process of risk identification, risk analysis and evaluation to determine what risks need to be managed.

**Risk Culture** - The values, beliefs, knowledge, attitudes and understanding about risk shared by a group of people.

**Risk Escalation** - Procedures to ensure critical risks, often those outside Council's risk appetite, are reported to higher levels of management and/or Council.

**Risk Management** - Coordinated activities to direct and control the Council with regard to risk.

**Risk Management Framework** - The set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation. It is the totality of systems, structures, policies, processes and people that identify, measure, evaluate, monitor, report and control or mitigate all internal and external sources of material risk.

**Risk Management Process** - Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

**Risk Mitigation** - Steps taken, or controls, to reduce the likelihood or impact of identified risks.

**Risk Monitoring** - Ongoing review and examination of risks to detect changes and ensure effective management.

**Risk Register** - A document used to record identified risks, their assessments, and mitigation actions.

**Risk Treatment** - A proposed action that will further modify negative risk impacts or enhance positive risk opportunities.



**Senior Leadership Team (SLT)** - The Senior Leadership Team comprises the level of management below the Executive Leadership Team and comprises all Group Managers, Executive Leads, Executive Managers, Chief Finance Officer, Chief Information Officer and Legal Counsel.

**Stakeholders** - Any individual, group, or organisation that has an interest in or is affected by the activities, decisions, and policies of the Council e.g., residents, ratepayers, employees, contractors, government bodies.

## 7. Responsible Officer

For more information on the Risk Management Policy Framework or its associated documents please contact the Group Manager Governance, who is the responsible Officer.

BUDGET VARIATIONS - FEBRUARY 2025													
Section	Project	Project Description	OP Ref	Capital/ Operating	Division	Full Year Original Budget	Full Year Current Budget	Actuals to February 2025	New Yearly Proposed Budget - February 2025	Movement	Funding Source	Funding Source Category	EFFECT ON FUNDING POSITION
<b>Grants &amp; Other Funding</b>													
<b>To recognise the grant funding received for the Supporting Spontaneous Volunteers Program.</b>													
<b>Description:</b> Grant funding from NSW Reconstruction Authority.													
Community Activation	42519	Supporting Spontaneous Volunteers Program	TBD	Operating	Community Planning & Environment	0	0	0	55,000	-55,000	Grant	Materials and Contracts	0
Community Activation	19151	Operating Grants		Operating	Environment	0	-13,322	-93,500	-68,322	55,000	Grant	Grants and Contributions	0
<b>To bring to account grant funding received for Youth Week 2025, including Council's contribution to this project.</b>													
<b>Description:</b> Grant funding from NSW Department of Communities and Justice.													
Community Activation	42339	Youth Week	TBD	Operating	Community Planning & Environment	0	0	0	13,360	-13,360	Grant/Revenue	Materials and Contracts	-8,390
Community Activation	10240	Operating Grants		Operating	Environment	-4,500	-4,500	-4,970	-9,470	4,970	Grant	Grants and Contributions	0
Community Activation	411	Community Wellbeing	C3.1	Operating	Environment	5,650	5,650	2,786	2,650	3,000	Revenue	Materials and Contracts	3,000
Waste Disposal	751	Waste Minimisation Initiatives	ES2.2	Operating		97,160	103,320	85,867	97,930	5,390	Revenue	Materials and Contracts	5,390
<b>To recognise the new grant received for Youth Excellence Program, including Council's contribution towards this project.</b>													
<b>Description:</b> Grant funding from NSW Department of Communities and Justice.													
Community Activation	42522	Youth Excellence Grant	TBD	Operating	Community Planning & Environment	0	0	0	15,000	-15,000	Grant/Revenue	Materials and Contracts	-5,000
Community Activation	19151	Operating Grants		Operating	Environment	0	-68,322	-93,500	-78,322	10,000	Grant	Grants and Contributions	0
Community Activation	198	Economic Development - Strategy Implementation	C3.1	Operating		51,400	51,400	0	46,400	5,000	Revenue	Materials and Contracts	5,000
<b>To recognise grant funding for Australia Day 2025.</b>													
<b>Description:</b> Funds received from National Australia Day Council Limited.													
Community Activation	42511	Australia Day 2025	TBD	Operating	Community Planning & Environment	0	0	17,065	15,000	-15,000	Grant	Materials and Contracts	0
Community Activation	19151	Operating Grants		Operating	Environment	0	46,400	0	31,400	15,000	Grant	Grants and Contributions	0
<b>Total Grants &amp; Other Funding</b>										<b>84,970</b>			<b>0</b>

BUDGET VARIATIONS - FEBRUARY 2025													
Section	Project	Project Description	OP Ref	Capital/ Operating	Division	Full Year Original Budget	Full Year Current Budget	Actuals to February 2025	New Yearly Proposed Budget - February 2025	Movement	Funding Source	Funding Source Category	EFFECT ON FUNDING POSITION
<b>Reserve Movements</b>													
<b>Transfer of Reserve Funds required for the purchase of survey equipment.</b>													
<b>Description:</b>		To enable procurement to proceed for the acquisition of survey equipment.											
Asset Design	41872	Survey Equipment	TBD	Operating	Community Infrastructure	0	0	2,375	49,000	-49,000	Reserve	Materials and Contracts	0
Asset Design	19482	Reserve Funding		Operating	Community Infrastructure	0	0	0	-49,000	49,000	Reserve	Transfer from Restricted Assets	0
<b>Total Reserve Movements</b>										<b>49,000</b>			<b>0</b>
<b>Movement between Projects</b>													
<b>Transfer of funds between linked projects. Accounting entry only.</b>													
Natural Resources	41889	Illaroo Road - Stormwater Prep Work	NRM 33, NRM 20	Capital	Community Planning & Environment	160,570	190,570	195,078	194,878	-4,308	Grant/Revenue	Purchase of Assets	-4,308
Natural Resources	42402	Illaroo Coastal Hazard Management	NRM 17	Capital		225,000	225,000	22,544	220,692	4,308	Reserve/Revenue	Purchase of Assets	4,308
Natural Resources	42275	CMP Stage 2 Lake Cathie/Bonny Hills	NRM 15	Operating		120,953	120,953	0	124,220	-3,267	Reserve/Revenue	Materials and Contracts	-3,267
Natural Resources	42276	CMP Stage 2 Open Coastline	NRM 16	Operating		200,000	200,000	99,172	196,733	3,267	Grant/Reserve/Revenue	Materials and Contracts	3,267
<b>Transfer of funds between projects. Accounting entry only.</b>													
Financial Management	394	Legal Fees on Debt Recovery	AHP4.3	Operating	Business & Performance	150,000	150,000	116,804	190,000	-40,000	Revenue	Materials and Contracts	-40,000
Financial Management	247	Integrated Planning Reporting	AHP4.3	Operating	Business & Performance	391,969	391,969	274,504	351,969	40,000	Revenue	Materials and Contracts	40,000
<b>Total Movements between Projects</b>										<b>47,575</b>			<b>0</b>
<b>Budget Variation Requests - Approved by Executive</b>													
<b>A Budget Variance Request has been approved by Executive for Trunk Main Upgrades at Jindalee Road.</b>													
<b>Description:</b>		Additional funds required for this project, the original budget was based on reference rates which do not reflect current market pricing.											
Water Supply	20252	Trunk Mains Upgrade - Jindalee Road	WAS 10	Capital	Community Utilities	105,000	105,000	202	624,558	-519,558	Reserve	Purchase of Assets	0
Water Supply	19229	Reserve Funding		Capital	Community Utilities	-37,550,756	-36,679,298	0	-37,198,856	519,558	Reserve	Transfer from Restricted Assets	0

BUDGET VARIATIONS - FEBRUARY 2025													
Section	Project	Project Description	OP Ref	Capital/ Operating	Division	Full Year Original Budget	Full Year Current Budget	Actuals to February 2025	New Yearly Proposed Budget - February 2025	Movement	Funding Source	Funding Source Category	EFFECT ON FUNDING POSITION
<b>A Budget Variance Request has been approved by Executive for Glasshouse Heat Pump Replacement and Roof Repairs.</b>													
<b>Description:</b> Heat pump at the Glasshouse is 16 years old and requires replacement. Funds are required from Reserve to fund this project.													
Glasshouse Back of House Operations	41101	Glasshouse Technical Equipment	GLA 03	Capital	Business & Performance	57,960	57,960	56,688	207,960	-150,000	Reserve	Purchase of Assets	0
Glasshouse Back of House Operations	19090	Reserve Funding		Capital		-68,310	-68,310	0	-218,310	150,000	Reserve	Transfer from Restricted Assets	0
<b>Total Budget Variations - Approved by Executive</b>										<b>669,558</b>			<b>0</b>
<b>2024-2025 Works Program Review</b>													
<b>Projects recommended for deferral.</b>													
Airport	42341	Airport Overflow Car Parking	AIRP 07	Capital	Business & Performance	430,000	430,000	18,741	250,000	180,000	Reserve	Purchase of Assets	0
Airport	19019	Reserve Funding		Capital		-3,955,250	-3,955,250	0	-3,775,250	-180,000	Reserve	Transfer from Restricted Assets	0
Digital Technology	41470	Computer Capital Projects	FM 05, DIG 02	Capital		1,001,454	1,147,454	550,422	1,017,454	130,000	Reserve	Purchase of Assets	0
Digital Technology	19099	Reserve Funding		Capital		-1,216,454	-1,348,454	0	-1,218,454	-130,000	Reserve	Transfer from Restricted Assets	0
Procurement & Stores	42259	Procurement Functional Business Plan Projects	PRO 01	Operating		160,000	160,000	0	0	160,000	Reserve	Materials and Contracts	0
Procurement & Stores	42408	Procurement Contracts Review	PRO 02	Operating		80,000	80,000	0	0	80,000	Reserve	Materials and Contracts	0
Procurement & Stores	19589	Reserve Funding		Operating		-120,000	-120,000	0	120,000	-240,000	Reserve	Transfer from Restricted Assets	0
Strategic Property Investments	41845	Property Purchase Investigations	SPI 01	Capital		155,250	155,250	12,163	130,250	25,000	Reserve	Purchase of Assets	0
Strategic Property Investments	19459	Reserve Funding		Capital		0	0	0	25,000	-25,000	Reserve	Transfer from Restricted Assets	0
Work Health & Safety	41803	Work Health & Safety Initiatives	PSP 04	Operating		130,000	130,000	3,771	50,000	80,000	Reserve	Materials and Contracts	0
Work Health & Safety	19539	Reserve Funding		Operating		-130,000	-130,000	0	-50,000	-80,000	Reserve	Transfer from Restricted Assets	0
Community Activation	42267	Port Macquarie Community Centre - Design & Construction	COA 14	Capital		239,000	239,000	0	0	239,000	S7.11	Purchase of Assets	0
Community Activation	19156	S7.11 Funding		Capital		-239,000	-239,000	0	0	-239,000	S7.11	Transfer from Restricted Assets	0
Facilities Management	42050	Camden Haven Surf Club Building Preconstruction	SPA 12	Capital		200,000	200,000	0	10,000	190,000	Reserve	Purchase of Assets	0
Facilities Management	19249	Reserve Funding		Capital	-567,450	-567,450	0	-377,450	-190,000	Reserve	Transfer from Restricted Assets	0	
Health & Building Regulation	42482	On Site Sewerage Management Policy	HBR 01	Operating	100,000	100,000	0	0	100,000	Reserve	Materials and Contracts	0	
Health & Building Regulation	19189	Reserve Funding		Operating	-120,000	-120,000	0	-20,000	-100,000	Reserve	Transfer from Restricted Assets	0	

BUDGET VARIATIONS - FEBRUARY 2025													
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Landuse Planning	42300	Urban Growth Management Strategy & Landuse Strategy	LUL 01	Operating	Community Planning & Environment	199,750	199,750	19,510	169,750	30,000	Reserve	Materials and Contracts	0
Landuse Planning	19199	Reserve Funding		Operating		-199,750	-199,750	0	-169,750	-30,000	Reserve	Transfer from Restricted Assets	0
Natural Resources	42273	CMP - Aboriginal Cultural Heritage Studuy	NRM 19	Operating		90,000	90,000	3,258	30,000	60,000	Reserve	Materials and Contracts	0
Natural Resources	42469	Water Quality Improvement Strategy	NRM 23	Operating		0	300,000	228,749	280,000	20,000	Grant/Reserve	Materials and Contracts	0
Natural Resources	42483	Biodiversity Management - Fauna Management	NRM 01	Operating		30,000	30,000	0	15,000	15,000	Reserve	Materials and Contracts	0
Natural Resources	42351	Koala Habitat Mapping	NRM 24	Operating		0	300,000	0	100,000	200,000	Grant	Materials and Contracts	0
Natural Resources	19239	Reserve Funding		Operating		-768,953	-892,798	0	-797,798	-95,000	Reserve	Transfer from Restricted Assets	0
Natural Resources	19231	Operating Grants		Operating		-290,070	-903,893	-63,500	-703,893	-200,000	Grant	Grants and Contributions	0
Parks & Recreation	41435	Amethyst Way Reserve - Playground Upgrade	SPA 03	Capital		98,500	98,500	0	0	98,500	Reserve/S7.11	Purchase of Assets	0
Parks & Recreation	42055	Thrumster Sports Field Construction	SPA 35, SPA 36	Capital		10,200,000	10,200,000	657	0	10,200,000	S7.11	Purchase of Assets	0
Parks & Recreation	41723	Hastings Regional Sporting Complex	SPA 27	Capital		460,500	414,780	32,244	121,866	292,914	Reserve	Purchase of Assets	0
Parks & Recreation	42487	Wallace Reserve, Scarborough Way - Playground Upgrade	SPA 09	Capital		120,000	110,000	990	50,000	60,000	Reserve/S7.11	Purchase of Assets	0
Parks & Recreation	41666	Wayne Richards Park - Design Stage 3 & 4	SPA 14	Capital		359,850	359,850	89,098	274,850	85,000	Grant/S7.11	Purchase of Assets	0
Parks & Recreation	41345	Greenmeadows Reserve - Playground Upgrade	SPA 02	Capital		120,000	120,000	6,948	77,000	43,000	Reserve/S7.11	Purchase of Assets	0
Parks & Recreation	41950	Rainbow Beach Sports Fields	SPA 06	Capital		307,220	307,220	0	0	307,220	S7.11	Purchase of Assets	0
Parks & Recreation	42357	Port Macquarie Regional Stadium Upgrades	SPA 31	Capital		115,300	213,458	7,388	33,458	180,000	Grant	Purchase of Assets	0
Parks & Recreation	42486	Rainbow Beach Pedestrian Facility	SPA 07	Capital		306,199	306,199	0	0	306,199	S7.11	Purchase of Assets	0
Parks & Recreation	19280	Reserve Funding		Capital		-2,431,642	-2,641,656	0	-2,170,454	-471,202	Reserve	Transfer from Restricted Assets	0
Parks & Recreation	19286	S7.11 Funding		Capital		-11,129,061	-11,078,568	0	-241,937	-10,836,631	S7.11	Transfer from Restricted Assets	0
Parks & Recreation	19282	Capital Grants		Capital		-7,998,098	-8,341,388	-70,000	-8,076,388	-265,000	Grant	Grants and Contributions	0
Strategic Planning	42295	Economic Analysis for PMHC LGA	ED 01	Operating	130,000	130,000	0	80,000	50,000	Reserve	Materials and Contracts	0	
Strategic Planning	19049	Reserve Funding		Operating	-400,000	-410,000	0	-360,000	-50,000	Reserve	Transfer from Restricted Assets	0	
Water Supply	29557	Cowarra Dam Pump Station Upgrade	WAS 30	Capital	1,500,000	1,500,000	183,511	500,000	1,000,000	Reserve	Purchase of Assets	0	
Water Supply	29561	Port Macquarie Bulk WTP at Cowarra Dam	WAS 04	Capital	10,300,000	10,300,000	530,550	2,000,000	8,300,000	Reserve/S64	Purchase of Assets	0	

BUDGET VARIATIONS - FEBRUARY 2025													
Section	Project	Project Description	OP Ref	Capital/ Operating	Division	Full Year Original Budget	Full Year Current Budget	Actuals to February 2025	New Yearly Proposed Budget - February 2025	Movement	Funding Source	Funding Source Category	EFFECT ON FUNDING POSITION
Water Supply	29552	Preconstruction Works Kew (Area 15) Reservoir	WAS 31	Capital	Community Utilities	1,500,000	1,500,000	66,015	280,000	1,220,000	S64	Purchase of Assets	0
Water Supply	20251	Replacement for Koree Island Water Intake Pump Set # 2	WAS 28	Capital		1,100,000	1,100,000	8,999	450,000	650,000	Reserve	Purchase of Assets	0
Water Supply	20235	Northern Arm Trunk Main - Cowarra to PM Dam	WAS 06	Capital		6,400,000	6,400,000	1,105,095	2,300,000	4,100,000	Reserve	Purchase of Assets	0
Water Supply	20240	Telegraph Point Clearwater Capacity Upgrade	WAS 23	Capital		1,000,000	1,000,000	85,098	345,000	655,000	Reserve	Purchase of Assets	0
Water Supply	19229	Reserve Funding		Capital		-37,550,756	-36,679,298	0	-27,974,298	-8,705,000	Reserve	Transfer from Restricted Assets	0
Water Supply	19227	Section 64 Funding		Capital		-11,500,000	-9,500,000	0	-2,280,000	-7,220,000	S64	Transfer from Restricted Assets	0
Sewerage Services	30182	Gravity Sewer Trunk Mains (Area 15)	WAW 17	Capital		2,969,500	2,969,500	278,920	500,000	2,469,500	S64	Purchase of Assets	0
Sewerage Services	30196	Port Macquarie SPS # 1	WAW 27	Capital		3,000,000	3,000,000	121,838	411,730	2,588,270	Reserve	Purchase of Assets	0
Sewerage Services	30224	Port Macquarie WWTP Augmentation, Renewal and Optimisation	WAW 07	Capital		2,200,000	2,200,000	347,609	1,100,000	1,100,000	Reserve	Purchase of Assets	0
Sewerage Services	30199	Thrumster Network Diversion - Optimization via PM29	WAW 11	Capital		5,500,000	5,500,000	1,086,127	2,730,000	2,770,000	Reserve	Purchase of Assets	0
Sewerage Services	39304	Thrumster WWTP Scheme	WAW 02	Capital		8,600,000	8,600,000	1,217,073	2,625,000	5,975,000	Reserve	Purchase of Assets	0
Sewerage Services	19219	Reserve Funding		Capital		-31,077,922	-36,904,191	0	-24,470,921	-12,433,270	Reserve	Transfer from Restricted Assets	0
Sewerage Services	19217	Section 64 Funding		Capital		-3,387,278	-2,969,500	0	-500,000	-2,469,500	S64	Transfer from Restricted Assets	0
Drainage	42399	Westport (Buller St) Flood Mitigation Works	SDF 01	Capital		1,829,000	1,829,000	115,843	229,000	1,600,000	Loan	Purchase of Assets	0
Drainage	19481	Loan Funding		Capital	-1,979,000	-1,979,000	0	-379,000	-1,600,000	Loan	Transfer from Restricted Assets	0	
Fleet Management	42479	Laurieton Depot Building Upgrade	CIR 03	Capital	175,000	175,000	0	0	175,000	Reserve	Purchase of Assets	0	
Fleet Management	42400	Rationalisation of Port Macquarie & Wauchope Depot Operations	CIR 02	Capital	500,000	500,000	78,306	400,000	100,000	Reserve	Purchase of Assets	0	
Fleet Management	19139	Reserve Funding		Capital	-4,325,000	-4,325,000	0	-4,050,000	-275,000	Reserve	Transfer from Restricted Assets	0	
Transport & Traffic	41486	John Oxley Drive Upgrade	TPT 05	Capital	500,000	500,000	332	35,000	465,000	Loan	Purchase of Assets	0	
Transport & Traffic	42415	Hastings River Drive - Land Acquisition	TR 63, TPT 06	Capital	250,000	297,915	0	47,915	250,000	Loan/Reserve	Purchase of Assets	0	
Transport & Traffic	42490	Lake Road Upgrade	TPT 07	Capital	750,000	750,000	0	465,000	285,000	Loan	Purchase of Assets	0	
Transport & Traffic	41969	Pembroke Road - Stoney Creek Bridge Upgrade	TPT 18	Capital	500,000	500,000	67,659	250,000	250,000	Grant/Reserve	Purchase of Assets	0	
Transport & Traffic	42132	Maria River Road	TPT 11	Capital	11,000,000	11,000,000	222,238	9,000,000	2,000,000	Grant/Reserve/ Contribution	Purchase of Assets	0	
Transport & Traffic	41776	Kindee Bridge	TPT 23	Capital	1,000,000	1,000,000	0	200,000	800,000	Loan	Purchase of Assets	0	
					Community Infrastructure								

BUDGET VARIATIONS - FEBRUARY 2025													
Section	Project	Project Description	OP Ref	Capital/ Operating	Division	Full Year Original Budget	Full Year Current Budget	Actuals to February 2025	New Yearly Proposed Budget - February 2025	Movement	Funding Source	Funding Source Category	EFFECT ON FUNDING POSITION
Transport & Traffic	42494	Sesqui Bridge & Lake Cathie Bridge - Rehab High Priority Bridges	TPT 21	Capital		1,000,000	1,000,000	0	100,000	900,000	Loan	Purchase of Assets	0
Transport & Traffic	42006	Schools to Schools Shared Pathway	TPT 25	Capital		411,952	411,952	17,673	175,000	236,952	Reserve	Purchase of Assets	0
Transport & Traffic	42416	Hastings River Drive Signalisation	TPT 03	Capital		732,000	732,000	142,335	579,000	153,000	Grant/Reserve	Purchase of Assets	0
Transport & Traffic	42281	Beach to Beach, Camden Haven - Stage D5	TPT 24	Capital		1,455,237	2,510,000	222,585	2,375,420	134,580	Grant/Reserve	Purchase of Assets	0
Transport & Traffic	19349	Reserve Funding		Capital		-2,479,121	-3,600,432	0	-3,011,601	-588,831	Reserve	Transfer from Restricted Assets	0
Transport & Traffic	19348	Loan Funding		Capital		-48,780,710	-49,355,198	0	-46,655,198	-2,700,000	Loan	Transfer from Restricted Assets	0
Transport & Traffic	19342	Capital Grants		Capital		-31,223,480	-37,435,480	-14,175,755	-35,249,779	-2,185,701	Grant	Grants and Contributions	0
<b>Total 2024-2025 Works Program Review</b>										<b>51,309,135</b>			<b>0</b>
<b>ORGANISATIONAL TOTAL - THIS REVIEW</b>										<b>52,160,238</b>			<b>0</b>
<b>FORECAST FOR FINANCIAL YEAR ENDED 30 JUNE 2025</b>													
		Original Budget as at 1 July 2024		Balanced				0					
		<u>Plus: Adjustments</u>											
		July Review		Balanced				0					
		August Review		Balanced				0					
		September Review		Balanced				0					
		October Review		Balanced				0					
		November Review		Balanced				0					
		January Review		Balanced				0					
		February Review		Balanced				0					
		<b>FORECAST FOR 30 JUNE 2025</b>		<b>Balanced</b>				<b>0</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.											





# Proposed 2024/2025 Works Program Carryovers

Carry Overs identified as Off Track or Deferred in the 31 December 2025 - 2024-25 Operational  
Plan Status Report



## Proposed 2024/2025 Works Program Deferrals

Service Operational Plan Reference	GL Ref.	Description	Amount	Deferral Year	Comments
Community COA 14_C 3.1	42267	Port Macquarie Community Centre-Design & Construct	\$239,000	2025/26	<p>This activity was reported as Off Track at 31 December 2024.</p> <p>This budget is being carried over as spend is lower than initially anticipated due to using an internal Architect to develop which has reduced cost.</p> <p>The approach to delivery of this activity is currently being finalised and the activity will be included in the Draft 2025-26 Operational Plan.</p>
Stormwater, Drainage & Flooding SDF 01 L 2.2	42399	Westport (Buller St) Flood Mitigation Works	\$1,600,000	2025/26	<p>This activity was reported as Off Track as 31 December 2024, noting that the project is delayed due to additional field survey work that is required to identify in detail the underground high voltage services, which could potentially clash with the detailed design.</p> <p>To this end, Council resolved at its Ordinary Meeting held 20 February 2025 to defer this action.</p> <p>This carry over is requested to align with Council's resolution to support construction that is expected to commence in 2025-26 and this activity will be included in the Draft 2025-26 Operational Plan.</p>
Sport & Recreation SPA 12_L 3.2	42050	Camden Haven Surf Club Building Preconstruction	\$190,000	2025/26	<p>This activity was reported as Off Track at 31 December 2024, noting that delays caused by land tenure issues and Native Title Challenges are being progressed with Crown Lands.</p> <p>A masterplan has been developed for the site, and a concept plan for the building has been developed with engagement undertaken with user groups.</p> <p>This carry over is requested to align with Council's resolution to support the continuation of this project in 2025-26 and this activity will be included in the Draft 2025-26 Operational Plan.</p>





































































































# 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





























































































































































































































































































































































































































































































































































































# 3 Your Business and Industry

## What we are trying to achieve

A region that is a successful place that has vibrant, diversified and resilient regional economy that provides opportunities for people to live, learn, work, play and invest.

## What the result will be

We will have:

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

## How we will get there

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

























# 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





























































































































































































































































































































































































































































































































































































































































































































































































































































